

# TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

August 8, 2022

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## ADMINISTRATIVE

### General

Sam.gov is finally renewed and reflecting our correct Town Hall address. We ran into a snag with our Cage number not matching locations, but we are finally renewed for another year.

Town procurement cards are up and running.

## BOARD/COMMITTEE OPENINGS

### Boards, Committees, Commissions

See the [Town's Website](#) for more openings.

## COMMUNITY HAPPENINGS

### Summer Concert Series – Recreation Department

The following free concerts will be held from 6:30 PM to 9:30 PM at the bandstand. Check out the [Town's website for more information](#).

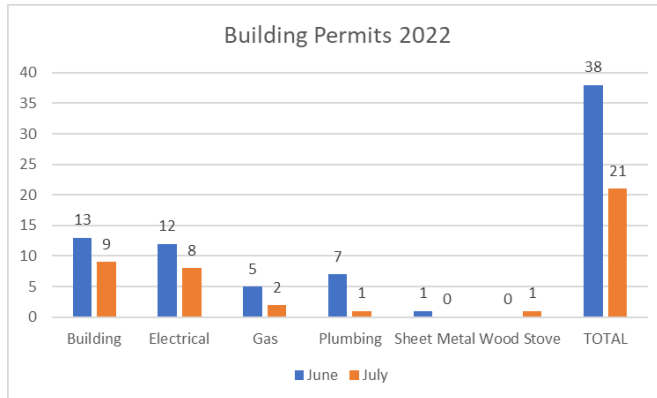
Aug 11th – Petty Larceny Band will be performing from 6:30 PM – 8:30 PM at the bandstand.

Aug 18<sup>th</sup> – Holdin Back will be performing 6:30 PM – 8:30 PM at the bandstand.

## DEPARTMENTAL UPDATES

### Building

Our Building Commissioner, Mr. Trifero has announced his retirement from the Town of Paxton, effective July 29<sup>th</sup>. Mr. Rich Travers who has been our Assistant Building Inspector has filed in as acting Building Commissioner until we find a new p/t Building Commissioner, with an expected end date of August 30<sup>th</sup>. In June 2022, we had a total of 38 permits pulled, of which 16 have since been completed, with 22 active. In July 2022, we had a total of 21 permits pulled, of which two have been completed, and 19 are active.



## **DPW**

The DPW is finishing up remaining work on Suomi and West Street. The next project to be tackled will be line painting throughout the Town. The DPW hired Royal Standish as their new Mechanic effective August 1<sup>st</sup>. One of the future projects is to pave highland and center drive.

## **FINANCES**

### **Grants**

#### ***Active/Status Update:***

**Community Compact Grant** – We had a meeting with our contact at Collins Center for our HR Procedures grant. Once the SB approves the financial policies manual, we will have this project complete.

**MIIA Wellness Grant** – In July we received approval for our \$5,000 wellness grant from MIIA to benefit employees health and wellbeing. When we are finished, the grant will have purchased two ergonomic chairs for the library, a chair for the TA, plants for Town Offices, fresh fruit and veggies for the employees, a fridge for Town Hall, a RAD class for employees, and exercise equipment for the public safety employees fitness room.

**Shared Streets Grant-** The grant that was previously approved to allow DPW to purchase an electronic signs is in progress and we should have the sign by the end of the calendar year.

#### ***Applied for:***

**GAP II Grant** – The DPW applied for the GAP III grant for funding for the Water Department's Pump stations for energy efficiencies, in the amount of \$50,000.

### **Procurement**

#### ***Completed:***

**Gravel** – We went out to bid for gravel, this time by itself, and we received no bidders. In speaking with Travis, the DPW Director, we believe we have such a low quantity needed that we can reasonably keep the cost under \$10,000 and utilize best business practices to purchase without having to go back out to bid.

**Diesel Fuel** – We went out to bid for our central purchase for Diesel Fuel and received no bids. We will be trying again in a few weeks.

**Cable Access supplies** – We went out to bid for the supplies needed for the Cable Access Committee work, electronics and microphones, and utilized the contracts through Mass Higher Education Collaborative (MHEC). The total bid amount is \$59,856.

***To do:***

- ✓ **Line Painting**
- ✓ **Tivnan Field Lights**
- ✓ **Diesel Fuel**
- ✓ **Cable Access Software**
- ✓ **Trees (ARPA)**
- ✓ **Records Building – Roof/Fence**
- ✓ **Town Common area drainage (WRAP funding)**
- ✓ **Paxton Center School – Cameras & Security System**

**State Budget**

The FY23 state budget was signed by the governor and an updated Cherry Sheet has been issued. The Town of Paxton can expect to receive increases in Unrestricted Governmental Aid (\$16,057), State-Owned Land PILOT (\$27,916) and Public Libraries (\$2,273).

**MEETING UPDATES**

**Finance Committee**

At the Fin Com meeting on the 6<sup>th</sup> of July, the Committee voted to recommend to the Select Board that the Economic Development Commission composition include a person from the finance committee.

**Regional School District**

The district Towns met with the incoming superintendent the end of July and will continue doing so each month. It was a getting to know everyone kind of meeting and we will be looking to communicate and discuss security, budgeting, and general status updates at upcoming monthly meetings.

**Technology Team**

I met with Michael Savasta, Gary Rabideau, and Shawn Mead (FD) a few weeks ago to discuss increasing spam. We will be looking at cybersecurity and an opportunity to do

random tests and trainings with staff over next few months. We will continue meeting quarterly.

## **PROJECTS**

### **Updates**

***Dam Inspection*** – The Phase I inspection of the Asnebumskit Pond Dam is complete. Take aways include the need to ensure we have an Emergency Action Plan, perform a hydraulic/hydrologic analysis, find the cause for pooling of water, and seal the crack under the concrete weir. The overall condition of the dam was Fair.

### **Projects in the Works (Updates to come at future meetings)**

- Records Building
- Tree Removal (ARPA Funds)
- Town Building Phone Upgrade