

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator
September 26, 2022

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

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

COMMUNITY HAPPENINGS

Complete Streets Public Meeting

The DPW Superintendent, in conjunction with the Town's consultant, will be providing a presentation for our Complete Street Prioritization Plan and the next steps on Tuesday, September 27th at 6:30pm at the Senior Center. This presentation will be recorded and available through Paxton Access TV Website and YouTube station.

Cultural Council Grant Opportunities

Paxton Cultural Council grants are now being accepted online until October 17th. The link may be found at <https://massculturalcouncil.org/communities/local-cultural-council-program/>

This year the council has received \$6600 from Massachusetts Cultural Council to which they will be adding \$900 from earlier funds for a total of \$7500 to be spent on new grants for 2023. Throughout its existence, the Paxton Local Cultural Council has always striven to enhance and enrich the cultural experiences of the members of their small town.

An effort has always been made to attempt equality in service to all ages from toddlers to the elderly and interests as varied as musical, scientific, historical, and literary with added attention given so that those with disabilities may also enjoy the Council's programs. A necessity of all grants is that each must have reached a definite agreement with the venue involved for a performance. If there has been no effort to acquired venue approval before the submission of any grant, then it will not be considered for funding. Funding various programs that are distributed throughout the year help allow cultural experiences over many months for our residents. Also, Direct Grant payment will hopefully help sustain many local artists who have been severely impacted by the ongoing pandemic.

Health & Wellness Fair

The Council on Aging will be hosting a Health & Wellness Fair open to all Paxton residents on Wednesday, September 28th from 10am to 1pm at the Senior Center. Flu shots will be available at no cost with a health insurance card.

FINANCES

Grants

Awarded (Newly):

Office of Grants & Research – The Police Department received a grant with funding from the National Highway & Traffic Safety Administration in the amount of \$19,921.

Early Education & Care – The Recreation Department has received a grant for \$3,250 a month towards the Before/After School Program starting in October.

Active/Status Update:

Community Compact Grant “Financial Policies” – Complete.

Community Compact Grant “HR Procedures” – In Progress.

MIIA Wellness Grant – Partially Complete.

Shared Streets Grant- In Progress.

Small Bridge Grant (2019) – Planning Grant Black Hill Road, in progress.

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. Waiting.

MIIA Risk Management Grant – Working to apply for the cost of chain saw safety kits (chaps, etc.), bucket truck communication gear, and cybersecurity simulation and testing costs for staff for a total of \$9,237.50. Waiting.

Applying for:

ADA Grant – COA building automatic door opener and other miscellaneous safety enhancements (due 9/30) – In Progress

Community Compact (IT) Grant – Possible request for funds to support conversion to records management system, including scanning and electronically filing many of the Town’s files to relieve storage burden and make files more user friendly and searchable- In Progress (due 9/30)

Procurement:

Pending:

Diesel Fuel – We just updated our materials and went back out to bid for diesel fuel for the Town, hoping to receive at least one bid this time, when we went out in July/August we received no bids. Bids were again due Monday, September 26th by 12 noon, due to trouble getting expressed interest, we have extended the

due date until Tuesday, October 11th at 12 noon, in time for the next Select Board Meeting.

Roofs – We will be working on the work for the roofs (rec buildings and records building) next.

Security Cameras (Paxton Center School) – I have received an updated quote from the school on how they wish to proceed. I am working with the facilities person to confirm the contractor is on the state contract list and make sure we are following the rules on the list.

Trees (ARPA funds) – The IFB for this project has been posted and published. Bids are due on the 5th of October for the Select Board to review at their meeting on the 11th of October.

To do:

- ✓ **Cable Access Software**
- ✓ **Records Building – Fence**
- ✓ **Town Common area drainage (WRAP funding)**
- ✓ **Trash Collection**
- ✓ **Tivnan Field Lights (materials only)**

MEETING UPDATES

DPW Building Committee – This Committee met earlier this month to get back to work. We reviewed where we left off and discussed the desire to pursue other locations for placing a DPW Building with the understanding that avoiding property that was in particular protected zones should allow for a real dollar impact savings. We reconvene in October and hope to see if we can use the funds appropriated at a past ATM, within their scope, to do a feasibility study for other locations.

Finance Committee – Fin Com met last week and approved two reserve fund transfers. One was for the funding needed to move forward with the ACO IMA with Rutland. The other was for funding for the TA to pursue Procurement Training through the State. The Fin Com raised good questions about the Recreation Department programs and revolving funds. We hope to have some research done over the next few weeks to answer the questions and the goal is to have a joint meeting with Fin Com and Rec in October to discuss further.

Resident Matter – Over the past few weeks many Town Departments have been working relentlessly to assist a resident in Town with a safety matter. Although we can not speak to the details, I would like to formally recognize the hard work of Cindy Love, Mike Pingitore, Jeff Olsen, Dave Carl, Wayne Curran, John Reece and Steven Gaspar. Cindy and Mike have put in countless hours to find resources and solutions. We are very fortunate as a Town to have such dedicated staff who care about the residents in our Town.

PROJECTS

Updates

Town Building Phone Upgrade – This is still a work in progress, which we hope to resolve by the Calendar end.

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

5-Year Budget Forecast – We will be working on this at our financial management team meeting in October.