

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

October 24, 2022

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

See the Town's Website for openings.

COMMUNITY HAPPENINGS

Paxton Lion's Halloween Party

The Lion's Club will be holding their annual Halloween Party at the Wentworth Field (behind Paxton Center School) on Monday, October 31st from 6:30 pm to 8:00 PM. (no cost)

Trunk or Treat

Paxton Center School will be holding their annual Trunk or Treat at the Paxton Center School on Sunday, October 23rd from 5pm to 7pm. (\$12 per trick or treater- registration required [here](#)).

DEPARTMENTAL UPDATES

Animal Control Officer

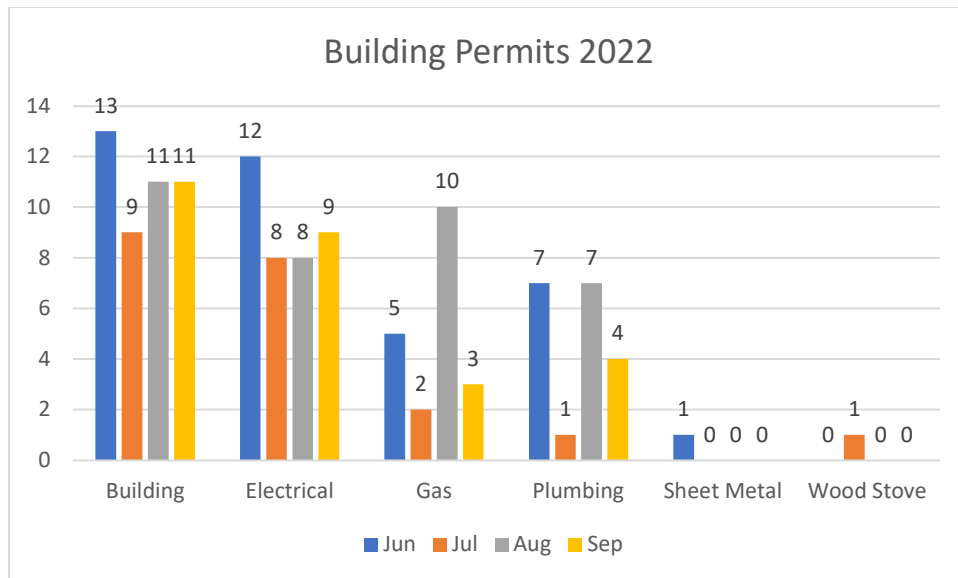
We met with the ACO, Jenn Ford, last week- we are excited to have her working for us through Rutland. Everyone was introduced and how to move forward with dog licenses and fines was discussed.

Assessors Office

Kateri is currently working on new growth figures for FY23. We have penciled into our calendar for a tax classification hearing on November 28th and Kateri will work closely with the Town Accountant and Treasurer to have everything in order to do so. In September, Kateri met with the veteran's at the COA and will return to the COA for a visits in November.

Building

We had 27 building permits pulled in September, down from 36 in August. Most building permits we are seeing are for roof work.



COA

The COA held their annual Health Fair in September with a record turn out of more than 100 attendees, with 70 flu shots received. They are stocking up on food pantry items and preparing for the winter.

DPW

The DPW has been busy and has a lot of different projects they are working on:

- The Cemetery's are receiving their last mowing's/fertilizations for the calendar year this month.
- The Lion's Club did some minor work and painted the Wentworth snack shack.
- The meter upgrade for the Water Department is still underway. A few larger use water meters have been changed out. Review has shown an increase in unaccounted for water use.
- The DPW will be working on reclaiming Glen Allen and Orchard Drive. The crew are finishing roadside mowing and expect the regional bucket truck this fall to trees.

Land Use

Anna Maria College has placed this site plan/special permit application on hold. The latest subdivision project, Olivia Knoll, is moving forward with the Planning Board, currently waiting on DEP updates on the parcel of land owned by the contractors that was a capped landfill. The hope is to have everything ready to go for possible acceptance of the road by the Town at ATM.

Recreation

Programs are still running. Basketball will be starting up soon. Family Night Bingo will be held at the school on November 18th. Saturday, December 3rd is scheduled for Holiday Town Vehicle Makeover.

Town Accountant

Our Free Cash from FY22 has been submitted and was certified at \$564k.

Town Clerk

The Town Clerk is in full election mode. Early voting started Saturday, October 22nd. The new twist to this year's elections are the ability for residents to request, through our Town Clerk Laurie, accessible voting at home. For anyone who is voting by mail, ballots should be dropped in the drop box at Town Hall or mailed back as soon as possible.

FINANCES

Grants

Active/Status Update:

Community Compact Grant "HR Procedures" – Turnover in staff at Collin's Center. Working with them to finish up the project. In Progress

Early Education & Care – The Recreation Department has received a grant for \$3,250 a month towards the Before/After School Program starting in October. (9/2022)- In Progress

MIIA Wellness Grant – Partially Complete.

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 (9.2022) – In Progress.

Shared Streets Grant- In Progress.

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

Applied for:

ADA Grant – Applied for COA building automatic door opener and other miscellaneous safety enhancements for the total amount of \$25,461.61 in September.

Ambulance Certified Public Expenditure Program – FD applied for reimbursement for Medicaid/Mass Health ambulance billings for the prior Fiscal Year 2022, with the amount requested at \$62,566.

Assistance to Firefighters Grant- FD applied in January 2021 for \$450,000 for a Water Tanker. Funding to awarded through November, no word yet.

Community Compact (IT) Grant – Requested 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 September in the amount of approximately \$110,000.

DFS Firefighter Safety Grant – FD applied for \$15,500 for turnout gear in October.

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 in August.

MIA Risk Management Grant – Applied 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 in September.

SAFE Grant – FD applied for a grant in the amount of \$5,400 for safety education.

Wachusett Reservoir Watershed Salt Reduction Grant – In October, DPW applied for a 50/50 matching grant for a polar flex system, that if awarded would reduce the cost of the item, which is originally \$6,700, in half.

Procurement:

Pending:

Roofs – We will be working on the work for the roofs (rec buildings and records building) next. Request for quotes have been issued, due date is 11/9 at 12 noon.

Security Cameras (Paxton Center School) – I am waiting on further information from the school to proceed.

To do:

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

MEETING UPDATES

PROJECTS

Updates

Complete Streets Prioritization Plan -Our Prioritization Plan has been accepted by the State. The approved plan can be viewed [here](#).

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.