

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator
November 16, 2023

BOARD/COMMITTEE OPENINGS

Boards, Committees, Commissions

Board of Appeals – There are two vacant associate position available for the Board of Appeals. Please see the [Town's website](#) for more information.

Cable & Communications Committee – There are currently two positions available on this committee. This committee is responsible for running and maintaining cable access TV channels, live streaming and recording government and community meetings. The committee currently meets monthly. Please see the [Town's website](#) for more information.

DPW Building Committee - The Town of Paxton has reconfigured its DPW Building Committee to update the charge and membership. This Committee will be instrumental in matching the Department of Public Works building infrastructure needs with the Town's financial constraints and the Community desires. There is currently 1 resident vacancies for someone with a marketing/advertising background available. Please see the [Town's website](#) for more information.

Historic District Commission - The Historic District Commission is a group of individuals committed to maintaining the historic integrity and aesthetic appeal of Paxton's treasured landmarks. We work to ensure that our town's rich history remains an integral part of its future. There is currently 1 opening. Please see the [Town's website](#) for more information.

[See the Town's Website for all openings and how to submit an application.](#)

COMMUNITY HAPPENINGS

Check out the [Town's Website](#) for the latest programs.

Annual Tree Lighting– The Town of Paxton will be holding Annual Tree Lighting Ceremony on Sunday, December 2, 2023 from 6:30 PM to 8:30 PM. For more information visit the [Town's website](#).

DEPARTMENTAL UPDATES

DPW

The fall/winter scheduled water tank cleaning at Asnebumskit has now been postponed until Spring of 2024. The department is currently finishing up projects before the official winter season and precipitation arrives.

The Water Commission at their last meeting, in order to have needed funding to cover FY24 Water Enterprise Costs, has taken the initial step to increase Water rates as relate to every customer's

meter rate cost from \$21.45 to \$27 a month for the last six months of this fiscal year (January-June 2024). There is an expectation, that after additional research, the Water Commission will take up revising the current water rate schedule and reflecting an additional increase for July 1st 2024.

As the Town was not successful with the One Stop Grant for the West Street Water Main Project, we have begun discussions with our consultant, Tata & Howard, on what the next steps forward would be for other funding sources. While discussions are still preliminary, they are looking at possible sources such as USDA loans, FEMA programs. Estimated costs of the project are around \$7.4 Million for approximately 1.2 miles of roadway that includes water, drainage, and road work.

Finance Offices

The finance team is working on finishing up submittal and approval of new growth figures, the LA4, and Tax Recap. Once these documents have been submitted and approved, a date will be scheduled for the Select Board to hold an annual Tax Rate Hearing.

The auditors, Roselli & Clark, will be working with our finance team beginning the week after Thanksgiving to work on the FY23 Town Audit.

Fire

The Town Generator repairs have begun this week. Additional parts and work were required.

Library

The Flat Roof is slated to be repaired the first week in December, with gutter work to follow. Annual Letters to Santa is returning, Youth Services will be at the Tree Lighting, and canvasses for the art show are available.

Town Clerk

The Town Clerk's office wrapped up the State Senate Election and is now in the midst of certifying hundreds of signatures for various petitions and articles for the Primary for March. The Office is also working closely with the Inspector General's Office to try to schedule a "Responsibilities of Boards and Committees" training in person for Town members that may be interested.

Town Administrator

The Special Town Meeting (STM) is scheduled for Monday, November 20th at 7pm at the Paxton Center School. The approved warrant will be linked upon approval and signature of the Select Board. If anyone has any questions, please contact hmunroe@townofpaxton.net. Additional explanation materials are also available here.

The steering committee along with the Planning Board will be holding a public information session on the currently drafted MBTA Zoning Bylaw on Tuesday, November 21st at 7pm. The meeting will be televised. After a brief presentation and any questions, the steering committee will review and possibly make revisions to the bylaw and submit to the Planning Board for a public hearing and their approval for a future Town Meeting for adoption.

FINANCES

Gifts

We received an annual donation, through the sale of Stock, to both the Police and Fire Department that the Select Board accepted this evening. \$12,036.88 for the Fire Department and \$12,034.40 for the Police Department.

Grants

New

Edward Byrne Memorial Justice Assistance – Municipal Law Enforcement Grant Program – The Police received an award from the Office of Grants and Research in the amount of \$40,924.40 for Police Computers, Plate Reader, and Tasers.

Barre Charitable Savings Trust Grant – The library received a \$950 grant for museum passes for use by patrons.

Miia Risk Grant – The Town has been awarded a MIIA Risk Grant in the amount of \$10,000 for a trench box that can extend our current one for DPW for additional depth coverage and safety.

FY24

ADA Grant – We submitted a grant again for FY24 for ADA improvements at the COA, with the same details as last year and updated costs totaling around \$25k. We do not expect to hear back until Thanksgiving week.

Recreation Earmark – In the FY24 final budget, the Governor approved an earmark for \$27,000 for enhancements for the recreation department to include the following:

Playground Repair and Mulch (\$4,000)

The Town owns one public playground next to the Paxton Center School. During school hours, the students use the playground for recess. After hours, the playground is utilized during the afterschool program and by members of the public. The playground needs more odds/ends maintenance to keep all parts safe. In addition, because of the after-school program, we must maintain a minimum level of 9 inches of mulch around all potential fall zones.

2. Adjustable Basketball Hoops at the Paxton Center School (\$18,000)

The Recreation program runs a basketball program at the Paxton Center School. The current basketball hoops do not allow for younger kids to play and require volunteers to tediously attach and manually lower basketball hoops for each game, which brings with it its own safety risk. If we were to replace current hoops with four adjustable hoops, that would make them versatile, serve both the basketball program and the students at the Paxton Center School, and would alleviate the chance of injury through manual adjustments.

3. Wentworth Bathroom Repairs (\$5,000)

The Recreation and Town own a bathhouse out by our Wentworth field. The bathhouse is used during games and during the Summer Program. The building is old and in dire need of repairs.

SMRP Grant – DEP awarded us a grant in the amount of \$3,500 to help with our recycling program for FY24.

Town Common Earmark – In the FY24 final budget, the Governor approved an earmark for \$50,000 for a design, feasibility, and traffic study for the town common/town center.

Outstanding FY23

Ambulance Certified Public Expenditure Program –\$62,566 - Pending

Libraries Transforming Communities: Accessible Small and Rural Communities. \$20,000 project to support Sensory Processing Disorder.

Community Compact (IT) Grant –\$115,000 to support conversion to records management system, including scanning and electronically filing records.

Hazard Mitigation Planning Grant –\$4,455 reimbursable grant to update the Town's Hazard Mitigation Plan.

Small Bridge Grant (2019) – Planning Grant Black Hill Road, extended until December 2023.

State Earmark of Funds – Zoning Bylaw rewrite, underway.

Procurement:

To do:

- ✓ Records Building – Fence
- ✓ Town Common area drainage

JOB OPENINGS

Police Officer – There is one opening for a police officer.