

TOWN ADMINISTRATOR UPDATE

Heather M. Munroe, Town Administrator

Monday, June 6, 2022

BOARD/COMMITTEE OPENINGS

Board of Registrars

The Town of Paxton is seeking Republican candidates for the Board of Registrars. The Board of Registrars assist with the Annual Street List/Census, they certify signatures on Petitions/Nominations, they assist with check in at the annual and special town meetings, and they perform election recounts when/if needed. Please reach out to me at the Town Hall at lbecker@townofpaxton.net if interested. This position is paid an annual stipend.

Other Boards, Committees, Commissions

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

COMMUNITY HAPPENINGS

Memorial Day Recap

The Memorial Day Committee did an excellent job with the parade and the ceremony. It was a beautiful day. The Garden Club did an nice job with the flowers on the Common for Memorial Day.

Paxton Days

Paxton Days will be held this year on Saturday, June 11th from 10 AM to 2 PM on the Town Common. This event is rain or shine. There will be games, vendors, music by Paxton Crossings, and food, including free ice cream courtesy of Fidelity Bank. Parking options available are the parking lot at the congregational church; Town Hall; COA; and Paxton Center School. Interested vendors should contact Donna at 508-754-7638 x10 or email her at dparsons@townofpaxton.net.

Rutland's 300th

The Town of Rutland will be celebrating their 300th birthday on June 18th. There will be a proclamation read at 10 AM in the morning and the Town has invited the Paxton Select Board members to attend.

DEPARTMENTAL UPDATES

DPW

Suomi street is being milled currently and the DPW expect to pave the road over the next few weeks.

Town Clerk

The Town Clerk has completed our Annual Street Listing Books and they are available for purchase.

FINANCES

Grants

Shared Street Grant – The DPW Director and staff have successfully been awarded a Shared Street Grant in the amount of \$19,729 for the purpose of speed reduction with the purchase of an Electronic Portable construction speed sign.

Sustainable Materials Recovery Program (SMRP) – This is an annual grant request by the Board of Health. The grant's purpose is to offer funding for recycling, composting, improving air quality, reusing and source reduction activities. No grant award has been made at this time.

Insurance

Dental Insurance – The Town's Insurance Advisory Committee (IAC) met last week to review current dental options for Town Employees. The Dental plan is paid for entirely by Town Employees and not by the Town. With a Unanimous vote of the IAC, we will be switching from MetLife to Blue Cross (MIIA) with a contract term of August 2022-June 30, 2024. The monthly plans are very similar and the employees will actually see a savings. The plan comparisons are below:

| | <u>Individual</u> | <u>Family</u> |
|-------------------------|-------------------|---------------|
| Met Life (Current) | 55.47 | 150.35 |
| Blue Cross (MIIA) – NEW | 48.23 | 130.72 |

Procurement

DPW Materials and Services – The Town has issued bidding documents for FY23 for the DPW for possible work to be done with bituminous Concrete resurfacing and related work; Full Depth Reclamation (Calcium chloride) and asphalt cold planning; as well as for materials: washed sand; washed stone; and bank gravel. These services/materials will go out to bid starting on Wednesday, June 8th at 9am and bidding packages will be available for pickup at that time. The bids will close on Thursday, June 23rd at 12 noon.

State Funding

Winter Recovery Assistance Program (WRAP) – The Governor approved additional funding in the amount of \$129,264 for the Town of Paxton to be used towards road projects to recover from the harsh winters. Working towards upgrading the Common area, we would like to use the funds to replace pipes and catch basins around the Common.

MEETING UPDATES

Financial Management Team Meeting

We met last week as a Team. We reviewed where we were currently in the FY23 financial picture, for both expenses and revenues. We discussed upcoming expenditures and reviewed the Town Meeting Articles (both ATM and STM). We also started dialogue on considering working on a financial forecast for the upcoming years with anticipated additional expenditures from the Regional School and Dispatch, among others.

Individual Staff/Department Head Meetings

I have met with all department heads. I will continue to meet with departments and start taking a tour of some of our buildings over the next few weeks. Last week I did a tour of the Town with the Police Chief.

PROJECTS

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

- Dam Inspection
- Financial Policies Grant
- HR Policies Grant
- Records Building
- Town Hall Phone Upgrade
- Tree Removal (ARPA Funds)

TECHNOLOGY

Town Website

We are working on actively keeping the Town Website up-to-date and adding new information to the site. We have now added the TA Updates, the SB Calendar, and the FY21 Audit. We are working on adding contracts, updating the ATR's.