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TOWN OF SUTTON OFFICE OF THE TOWN ADMINISTRATOR

MEMORANDUM

TO: BOARD OF SELECTMEN
FROM: JAMES SMITH
SUBJECT: TOWN ADMINISTRATOR UPDATE
DATE: 1/03/2017

The following is an update of projects and activities for your information

- 1) FY18 Budget Update-the budget process is well underway. The draft capital plan has been completed. I've enclosed a copy of this plan. Our plan is to use free cash to fund the capital plan. As of June 30, 2016 we had \$1.3 million certified by Department of Revenue. I have retained a consultant Human Resource Services Inc. to take a look at department head salaries. The Gov. will be releasing state aid numbers in late January. I'm expecting a very small increase in Chapter 70 as well as UGGA funds. The preliminary budget presentation to the Board will be held on February 21, 2017.
- 2) Middle School/High School update-the town was notified by MSBA at the final audit was complete and at the meeting in November we were informed that we would be receiving \$240,000 back. We currently have \$50,000 in our account. So this will bring the number up to \$290,000 for the building committee to consider. The building committee will meet on January 11th to decide where to allocate those funds.
- 3) Gate at End of Gilmore drive-we have contacted the owners of Gilmore Drive development and they have arranged to have a lock on the gate at the end of the access road abutting Mendon Rd. There are two copies of this key with the Police Department. Thank you to Mike Robertson and Jennifer Hager for their assistance with this.
- 4) Blue Tarp on the beehive property-We have been communicating with the owners of the beehive building to let them know the condition of the roof. Jen Hager has informed them that the town is considering rezoning the property for potential small retail. Right now the building can only be used

for single-family home. It was the owners of this property that decided to put up the tarp to protect the roof.

New Public Records Law-was signed into law by the Governor on June 3, 2016. Most of the provisions become effective in January 2017. The new law Chapter 121 acts of 2016 calls for a Records Access Officer (RAO) to be appointed. I have appointed Laura Caruso as the RAO for the town. In addition, I've also appointed Dennis Towle as the RAO for the Police Department and Matt Belsito as RAO for the fire department. Superintendent Friend will serve as the RAO for the school department. I have scheduled a training with Kopelman and Paige on January 5 with the towns of Northbridge and Douglas.