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James Smith, Town Administrator  
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## TOWN OF SUTTON OFFICE OF THE TOWN ADMINISTRATOR

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### MEMORANDUM

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**TO:** BOARD OF SELECTMEN  
**FROM:** JAMES SMITH  
**SUBJECT:** TOWN ADMINISTRATOR UPDATE  
**DATE:** 2/21/2017

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

- 1) FY18 Budget Update-the finance and warrant advisory committee will have a meeting on February 28 at 6:30 PM. I will present the budget presentation to them at that point in time. The public hearings of the finance committee will be started on March 16 at 6:30 PM. The committee will then decide to continue those public hearings for another couple of nights.
- 2) Police Station Building project-we have awarded Tecton Architects for the design of the new police station. We are finalizing a contract and Town Counsel is reviewing it. There will be a tour of the Wilbraham Police Station on March 1 at 1 PM. The police station building committee is invited to attend. At night on March 1 the police station building committee will have a meeting and will hear a report from a few officers that have toured multiple police stations.
- 3) Meals on Wheels-this March would mark the 15<sup>th</sup> year for March for Meals. Tri-Valley prepares the meals at the Sutton Senior Center in they are delivered to 36 seniors in the town of Sutton. If any selectmen are interested in participating in this March for Meals campaign during the week of March 20 through the 24<sup>th</sup> you can contact Kristin McCarthy at [kmccarthy@tves.org](mailto:kmccarthy@tves.org).