

David Hall, Chair person
Wendy M. Mead, Vice Chair
Jesse Limanek, Clerk
Jonathan Anderson
Jeffrey Bannon



Sutton Town Hall
4 Uxbridge Road
Sutton, MA 01590
Telephone (508)865-8727
Fax :(508)865-8721

James A. Smith, Town Manager

Town of Sutton
Select Board

Meeting Minutes

Minutes Accepted and filed with the Town Clerk on 02/04/2020 by a vote of 5-0

7:00 p.m. – January 21, 2020
Sutton Town Hall, Meeting Room 1A

Members in Attendance:

Chairperson David Hall, Vice Chair Wendy Mead, Clerk Jesse Limanek & Select board Jonathan Anderson & Jeffrey Bannon
Town Manager James Smith & Deb Jacques, secretary

Pledge of Allegiance

Public Forum: N/A

Selectperson Limanek motions to approve as presented 01/07/2020 meeting minutes, Vice Chair Mead seconds passes 5-0
Selectperson Limanek motions to approve the Executive Session minutes from 1/07/2020 as presented, Selectperson Bannon seconds passes 5-0

Ratification of Police Sergeant: Town Manager Smith is requesting the ratification of his appointment of William Jacques to Sergeant. Bill Jacques has worked for the Police Dept. for over 15 years. This request is pursuant to article 2 section 2.2 of the Towns Bylaws. Present is Chief Dennis Towle and Officer Jacques. Chief Towle says Bill started as a part time dispatcher on 2004 and went on to full time dispatcher in 2005. He attended the state Police Academy and became a full time Police Officer in 2008. Chief Towle said Bill has shown a lot of initiative and mentors the younger officers. Officer Jacques says he is honored for this appointment and he will make the community, his family and the dept. proud. Select person Limanek offers congratulations, Jesse mentions the previous Sgt. Appoints and how the candidates were a fraction away from each other. Bill is always respectful out in the public and a role model to the younger officers. Jesse fully supports the appointment. Vice Chair Mead says the level of professionalism by the Police Dept. speaks volumes, Bill joins a great group of sergeants. Select person Anderson offers congratulations and says it is an honor to ratify the appointment. Select person Bannon says he remembers Chief Towle discussing the previous Sgt. Appointment and the rigorous process they go through, Bill is the right guy for the position. Chairperson Hall says Bill is joining the ranks of a great crew, it is not a surprise you have demonstrated you are capable of doing the job. There is a lot to be said about a home town Police Officer. Chairperson Hall swears in Sergeant Jacques. Vice Chair Mead motions to ratify the appointment of Police Sergeant William Jacques, Select person Limanek seconds passes 5-0

Draft Credit Card Policy: Town Manager Smith states he and Tim Harrison feel the need to have some type of policy in place in regards to town credit cards to make it clear to Dept. Heads the ramifications of misuse. Currently we have a Home Depot and a Tractor Supply. We are looking in to getting another card that could be used for online orders. These cards will be stored in the town Managers office and dept. Heads will have to sign out. Select person Limanek asks will each dept. head have a card, Jim replies no, there will be one card in the Town Managers office possession. Jesse states the policy offers clear delineation, proper use and checks and balances. He is comfortable with the draft. Vice chair Mead has no issues as the policy is presented. Select person Anderson feels having the Policy is important but maybe you could just have one universal card that can be used in all stores rather than the store cards. Town Manager Smith replies that is a possibility, Select person Bannon says this is a good policy and is glad to see tax exempt addressed in the policy. Chairperson Hall says a policy is the right thing to do from control stand point and asks about limit on when a bid must be obtained. Town Manager Smith states Goods and Supplies up to \$10,000. This falls under responsible business practice section 30B. Select person Anderson motions to approve the Credit Card Policy Vice Chair Mead seconds passes 5-0

Town Manager update:

- FY21 Budget Update: the preliminary budget will be presented at the February 18th meeting, Fin Com will meet Wed. January 22. There are two reserve fund transfers, one is for Public Buildings for \$13,972 to cover unexpected repairs to the elevator and the town halls water system. The second is for \$8770. For the unexpected student attending Norfolk Aggie.
- Supplemental Ch. 90 appropriation: Gov. Baker announced a supplemental budget including \$20 million in Ch. 90 funds. Sutton will receive an additional \$46,373. That along with the usual appropriation of \$460,000. And \$200,000. In the Capt. Plan will help with the road repairs.
- The Brave Act of 2018- at the February 4th meeting, Veterans Agent Carl Bradshaw will be in attendance to discuss the possibility of bringing to the May town Meeting. This allows for full tax abatement to Goldstar families. There is one family in town.

Announcements/Roundtable:

Select person Limanek reads the list of items for the Food Pantry.

7:40 pm Select person Limanek motions to adjourn the meeting, Vice Chair Mead seconds passes 5-0