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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: 6/19/2018

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

- 1) Boiler Replacement at Sutton Elementary School-We will be going out to bid on June 20 for the replacement of two boilers at the Sutton Elementary School. We put \$140,000 in the capital plan for this project and we also have an application in with Green Communities. We typically find out whether we received a Green Communities grant in late June. We are trying to get this work done before school starts in the fall. The bids are due July 19.
- 2) The Municipal Vulnerability Preparedness Grant-the town of Sutton was notified by the state that we received \$15,000 to complete community resiliency planning process that will examine the vulnerability and strengths of our community with the goal of building resilience as the climate changes. I would like to thank Doreen DeFazio who was the lead on this application and will be administering the grant process. I would also like to thank Lee Dillard Adams for her assistance in this grant process.
- 3) Communication Tower Behind Town Hall-as part of the public safety communications project we have increased the height of the communication tower behind Town Hall by 20 feet. Our consultants determined this was necessary to get above the tree line.
- 4) Town Hall annual cookout-Will take place on Tuesday, June 26 from 11:30 AM to 1 PM. I would like to close town hall for an hour from 11:30 AM to 12:30 PM.
- 5) Board of Selectmen Goals meeting-the annual Board of Selectmen goals meeting typically takes place in the month of July. We currently have a meeting on Tuesday, July 10 and Tuesday, July 24. Tuesday, July 31 is available.

- 6) Army Band Concert-Selectman Jesse Limanek was instrumental in getting the 215th Army band to perform on the Sutton town common Saturday, June 30 from 5 PM to 7 PM. The Congregational Church will be having a cookout that evening.

Reminder: Early Learning Center sidewalks-we are going out to bid on May 23 for the reconstruction of the early learning center sidewalks. Our plan is to replace the asphalt sidewalks and make it handicap accessible. The work will be done from the end of June to the middle of August. I have been in touch with the Superintendent regarding this plan.

Reminder: Reconstruction of Dudley Road-We will be going out to bid for roadwork on Dudley Road, Harback Road, and Marble Road on May 30. This project will include full depth pavement reclamation and repaving. Full depth reconstruction will be required on some portions of Marble and Dudley Roads. We are using chapter 90 funds for this work. The bids are due Thursday, June 28 at 11 AM.

Reminder: New Town Hall hours-as a result of discussions with the clerk's at town hall we have decided to change the Town Hall hours on Tuesday evenings. Currently employees work from 8 AM to 4 PM and 6:30 PM to 8:30 PM. The new hours would be 8 AM to 6 PM. That would still leave some time for residents to come in after work.