

*John L. Hebert, Chairman  
David Hall, Vice-Chairman  
Wendy M. Mead, Clerk  
Jesse Limanek  
Michael Kenney*



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

James Smith, Town Administrator  
Debra Jacques, Executive Assistant

## **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:** 7/10/2018

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

- 1) Harback Rd Repair-JH Lynch and Sons was the winning bidder on the roadway improvements on Harback, Marble and Dudley Road. Their bid was \$325,425. I have sent out a notice of award on this project.
- 2) Sidewalk Repair at schools-we received no bidders on the reconstruction of the Early Learning Center sidewalks. We will go out to bid again in July to test the market again.
- 3) Board of Selectmen Goals meeting-the annual Board of Selectmen goals meeting will be held Tuesday, July 31 at 6 PM at the Blackstone National Golf course. We will order off the menu.
- 4) Reserve fund transfer-We will be going to the finance committee looking for a reserve fund transfer for FY 18 in the amount of \$11,562. This was an unforeseen expense to replace the tank monitor equipment. This is preventative work that will put tank probes and other sensors around the gas tanks. The work was done in late May and June and we received an invoice on June 19.
- 5) 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.

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.