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TOWN OF SUTTON OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: SELECT BOARD
FROM: JAMES SMITH
SUBJECT: TOWN MANAGER'S UPDATE
DATE: 11/10/2020

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

- 1) Early voting-while the election is over, I would like to recognize Town Clerk's office with a the great job they have done since the primary in September. Laura and Pam went above and beyond to make sure everyone had the opportunity to vote. They made great use of the old police station bays for early voting and election day went off without an issue. Just under 60% of registered voters voted early. In Attached is a summary of Early voting.
- 2) Building Department on-line permitting software-with town hall closed and with typewriters hard to find, the Building Dept is looking to transition to on-line permitting software. They will be purchasing Opengov software to allow residents to request permits online. The cost of the software is approximately \$28,000 as well as an annual maintenance cost \$14,000. We will utilize Cares Act funds to purchase the software and provide the buildout of the platform including integration with GIS as well as Vision. The Building Commissioner is currently reviewing permit costs and is looking to add a minimal fee that will go to maintain the on-line permitting.
- 3) FY 2022 Budget - we are beginning the process for the FY 22 capital plan and budget. I have enclosed a copy of the timeline as well as the letter sent to department heads. This upcoming budget will be a challenge as the State has yet to figure out the FY 21 budget.

- 4) Unity Park Completion-unity Park is almost complete. We are waiting on some final landscape items and top course paving. The total project cost is approximately \$230,000 funded through free cash. We received a \$100,000 PARC grant from DCR and nonprofit Sutton Recreational Resources raised approximately \$80,000. At the end of the project we will only have spent \$50,000-\$60,000 of the Town funds. Thank you to Jen Hager for overseeing this project and writing a grant. I would also like to thank the Highway Department and Matt Stencel. And last but not least, I would like to thank Sutton Recreational Resources group for adopting this park and making the restoration a reality. I have attached a list of people and organizations that contributed to this project.
- 5) Solar for Carport-we held a preconstruction meeting with Ostrow Electric on the timeline for solar at the carport. They have ordered the panels and will start work on laying down the electrical wires and getting permitting in place. The panel should be delivered in the next 30 days.
- 6) Highway roof IFB-we have awarded the bid to JJS Universal Construction out of Dudley MA for the price of \$41,850. Work should begin shortly on this project.
- 7) Municibid-over the next few weeks we will be listing items on Municibid. This list includes two police cruisers, two highway/sewer vehicles, and a 1987 Ford fire truck.