

*Wendy M. Mead, Chair  
Jesse Limanek, Vice-Chair  
Jonathan Anderson, Clerk  
Jeffrey Bannon  
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## TOWN OF SUTTON OFFICE OF THE TOWN MANAGER

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### MEMORANDUM

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**TO:** SELECT BOARD  
**FROM:** JAMES SMITH  
**SUBJECT:** TOWN MANAGER'S UPDATE  
**DATE:** 9/8/2020

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

- 1) Fire Department Grant- on August 25 we were informed that Sutton Fire Department received a grant from the executive office of public safety in the amount of \$45,500. I would like to thank the Fire Department for their efforts in applying for this funding,
- 2) Sustainability Director Doreen Defazio- is now a consultant to the town. Doreen had submitted her resignation early this summer. I did not want to lose her experience so we began a discussion of a consultant role. Doreen will continue to work for the town and is responsible for Green Communities reporting on a quarterly and annual basis as well as grant submission and close out. She will continue to coordinate the aggregation process with Peregrine as well as minor projects that arise.
- 3) Per Diem Nurse hire-with Cheryl Rawinski's recommendation I have offered a position to Susan Rowland of Leicester Mass. Susan is a registered nurse and previously worked for the town of Spencer. She will assist Cheryl with Covid cases as well as flu clinics. She will be paid through the Covid money or the IMA's for various communities.
- 4) Communications Upgrade in the Wally Johnson Room-the Communications department is putting together a system where we will be able to broadcast and stream hybrid meetings and include both in person and zoom teleconference participants offering options for those individuals who may be unwilling or unable to meet in

person during the pandemic. This addresses audio, video and display needs. The total cost of this project is roughly \$7500 and we will be looking to utilize the Cares Act money for this purchase and installation.

- 5) Invitation for Bids Cupola -we are out to bid again for the Cupola on top of town hall. Bids are due Thursday, September 10.
- 6) Invitation for Bids Gravel pit land-we are out to bid again for the gravel pit. The town purchase 25+ or minus acres from the state of Massachusetts that included the gravel pit. We currently have bids from 2009 for the 14.4 acres of land and material and in 2018 for the material. The Aggregate site is close to being sold. The town owns 25 +/- acres of land south of the Aggregate site. There has been some inquiry into the town's willingness to sell all of the land to the new buyer of Aggregate. For the town to do this we need an appraisal of the land and a two-thirds vote by town meeting to authorize the sale of the property. We are still in discussions with Aggregate personnel on selling the material, but I want the town to be prepared in case the new owner shows interest in purchasing the 25 acres.
- 7) Solar for Carport-we are working on an RFP for solar at the police station carport. The bids are due back to town hall on Thursday, September 10, 2020.