

*Jonathan Anderson, Chair  
David Hall, Vice-Chair  
Jesse Limanek, Clerk  
Jeffrey Bannon  
Normand Champigny*

James Smith, Town Manager  
Debra Jacques, Executive Assistant



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

## **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:** NOVEMBER 7, 2023

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

1. Town Hall Septic- Peter Amorello Construction won the bid for the septic system replacement at town hall. The base bid was awarded for \$405,585. We agreed on alternate 1 for \$62,313 and alternate 2 for \$98,526 for a total cost of the project of \$566,424. Alternate 1 is to install a grinder pump at the Rufus Putnam Museum and connected to this septic system. Alternate 2 is to grade around the Rufus Putnam Museum so water flows away from the museum, and to pave the rear parking lot. Work is scheduled to begin the week of October 30. We will utilize funding from the American Rescue Plan Act (ARPA) to complete this project.
2. Restoration Work at Armsby Cemetery-the Sutton Historical Society recently completed work at Armsby Cemetery. There are 398 burials at Armsby Cemetery and they have all been cleaned. Of the 398 sites 330 gravestones have been reset and 74 have been repaired. We would like to thank Ross Weaver, Brian Stevenson, David Pizzi, John Belculfine and all the volunteers that continue to make our cemeteries a priority.
3. Jingle Jaunt 5k-Howie Bottomly is holding the 10<sup>th</sup> annual jingle jaunt on December 9, 2023 at 10:30 AM from the town common. We would like to thank Howie for all his efforts with this road race as well as the time he puts in at Shaw farm.

4. Fire department training on Hatchery Road house-on Saturday, October 28 the Sutton fire Department conducted live fire training on Hatchery Road in Sutton. We had participants, instructors, support staff, from Brockton, Lynn, Stoneham, Clinton, Southbridge, Auburn, Lawrence, Cambridge, Worcester, Millbury, and Grafton Fire Departments. Support staff from Department of Fire Services and Med-Star EMS. Congratulations to Chief Belsito and Sutton Fire Department.
5. Fiscal Year 25 Budget and Capital process-it is that time of year again. I handed out the FY25 capital plan requests at Department head meeting this morning. They are due back on December 15. On December 5, I will send out budget instructions to Department heads. Those budgets are due back to me by January 12, 2024. I will present the preliminary budget to the Select Board on February 20, 2024.