

*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

MEMORANDUM

TO: SELECT BOARD
FROM: JAMES SMITH
SUBJECT: TOWN MANAGER'S UPDATE
DATE: DECEMBER 5, 2023

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

1. Unified Global Packaging Group (UGPG) check for food pantry-as a result of the updated community partnership agreement with UGPG last December, the Friends of Sutton Elders received a check for \$77,531.85. These funds are available after UGPG paid out eight claims totaling \$72,468.15 out of the \$150,000 that was created as part of the neighborhood fund. The town would like to thank Art Mahassel and the entire UGPG team for this donation which will help feed those most in need.
2. Central Massachusetts Regional Planning Commission (CMRPC) invite-we have extended an invitation to the CMRPC for a presentation of the Central Turnpike corridor study. That presentation is tentatively scheduled for January 2, 2024.
3. New Highway Department supervisor vehicle- a new electric lightning Ford F-150 was delivered on Tuesday, November 22, 2023 as part of the FY 24 capital plan. We will be adding an additional charging station at the Highway Department. We will be placing the former superintendent vehicle, a Ford escape, on municibid.
4. FY 25 Departmental budget Requests-were provided to department heads this morning at the department head meeting. It is not good news, but I let them know what we are facing. Please see enclosed copy.

5. Holiday Party-we will be holding the annual holiday luncheon on Wednesday, December 20, 2023. We would like to close Town Hall at Noon and reopen at 1:30pm. The Board is invited to attend.

Reminder: Fiscal Year 25 Budget and Capital process- The capital plans were distributed to department heads. 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.