

*Jeffrey Bannon, Chair*  
*Jonathan Anderson, Vice-Chair*  
*David Hall, Clerk*  
*Wendy M Mead*  
*Jesse Limanek*

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:** 2/7/2023

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

1. Walkers on School Department property-the School Department will start restricting walkers on School Department property during the school day. This is being done to increase the safety of our students while school is in session. It's hard to know who is actually walking around the school and the only way to address this is to limit all walkers.
2. First Responder Incident training-will be held on February 23, 2023 at the Sutton high school auditorium. This event is being coordinated by Matt Belsito and the Sutton fire Department. They're working in partnership with the Department of Homeland Security and the Federal Emergency Management agency. This will be an eight-hour day discussing school-based emergencies.
3. Police Department Sergeant's position-I have authorized the Chief to continue the process of hiring an additional sergeant. This position was funded in the FY 23 budget and was a posted position in the fall. This will bring the number of sergeants to 4. We are in a good place to have one of these individuals, in the leadership position, get promoted when the Police Chief retires. We will not fill the patrolman's position with the promotion.

4. Capital Plan-the FY 24 draft capital plan is complete. There were over \$1.5 million in requests and we are funding \$1,298,500. Please find enclosed a copy of the capital plan.
5. Town Clerk schedule-the town clerk posted the town meeting and election schedule. Town meeting will be on Monday, May 8, 2023 and the Town election will be held on Tuesday, May 23, 2023.