

David Hall, Chairman
Wendy M. Mead, Vice-Chairman
Jesse Limanek, Clerk
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TOWN OF SUTTON OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: BOARD OF SELECTMEN
FROM: JAMES SMITH
SUBJECT: TOWN MANAGER'S UPDATE
DATE: 9/3/2019

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

- 1) Donna Wood and Erin Chinappi -deserve thanks for running the Treasurer's office over the last few months with the departure of Amanda Perrault and Lisa Troast. Through this challenging process I would like to make the following changes to increase the succession plan for the Treasurer's office.
 - a. Asst. Treasurer/Collector-as you are aware our new Treasurer/Collector Lisa Lynch starts work tomorrow September 4. Donna Wood is currently Assistant Collector for the town of Sutton. I would like to change her title to Assistant Treasurer/Assistant Collector. She has essentially run the Treasurer/Collector's office since Amanda and Lisa left. Lisa Lynch will train Donna in the Assistant Treasurer's role. Looking to the future, when Donna retires I would like to hire somebody to fill this position that could potentially rise to the Treasurer's role when that position becomes available. I would like to give her a small increase for this additional responsibility.
 - b. Secondly, I would like to increase the hours for Erin Chinappi to 35 hours and add Human Resources responsibility to her job description. Erin has been invaluable with HR duties formally done by the Treasurer. Erin will become a Department head. Due to the confidentiality of the HR director Erin will have to leave the union.
- 2) New Sewer/Accounting Clerk-Darlene Thebearge started on Monday, August 26. She is a good fit for that office. Please join me in welcoming Darlene to the town of Sutton.
- 3) Eastern Equine Encephalitis - aerial spraying for mosquitoes took place on Monday, August 26 in the evening. It was originally scheduled for Sunday the 25th but was canceled due to the weather conditions. The state will continue to monitor the temperature conditions to determine whether we

need to be sprayed again. If the temperatures drop mosquitoes are much less active and die at the first frost. People should continue to use precautions as the spraying only reduced the population of mosquitoes. Until the frost comes, if you are outside after dusk, you want to wear long sleeves, pants and use a repellent with DEET. Also it's a good time to sign up for the Code Red notification service. It is our one way of communicating with the general public in times of emergency. Go to the town's website www.SuttonMA.org to sign up.

- 4) LED Lighting Upgrade at Town Hall/Fire Station-our electrician Larry Morris took advantage of a program to purchase free LED lights for the town and we only paid for the installation. A total of 85 lights were switched to LED. 110 Watts decreased to 35 Watts. Town Hall now has better lighting at a lower cost, saving the town approximately \$3,000 per year.
- 5) The Blackstone River Valley Greenway challenge- on September 28, 2019 the Blackstone River Valley Greenway challenge will hold their annual race through a small part of Sutton. The 50 cyclists will enter and exit the town between 11 AM and 12:30 PM. The small segment is traveling from Uxbridge on Sutton Street/McGuire Road turning left on Lackey Dam Road across the dam and westward into Douglas. The police department is aware of this event.
- 6) Finance and Warrant Committee new members-are Sarah Clemens and Anthony Piltzecker. I would like to thank the individuals that are leaving finance committee Geoffrey Cushner and Tom Devine.

Reminder: Fresenius Kidney care dialysis center-is having an open house on September 10, 2019 from 5:30 PM to 7:30 PM. This is the new building at Galaxy development. The Board is invited to attend this event.

Reminder: Fall Town Meeting schedule-you'll find enclosed a copy of the fall town meeting schedule. The last day to submit articles is Thursday, August 22. I will present the draft warrant to the Board of Selectmen on Tuesday, September 17, 2019 and the Board will sign the warrant on Tuesday, October 1, 2019.