

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

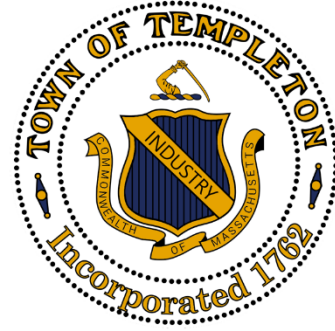
TO: All Concerned

FROM: Carter Terenzini, Town Administrator *Carter*

RE: Special Merit Awards for FY 2020

DATE: August 19, 2019

CC: Press; Web; SB; BBs



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The Town of Templeton has announced that it is accepting nominations from its staff, its many volunteer and elected board and committee members, and the general public for the FY 2020 Special Merit Awards. These nominations are for full or part-time employees (including the Town’s several Student Interns) in the following categories:

**Communications:** Displays a commitment to assisting the public and transparency in government including, but not limited to, improving and/or devising new ways to communicate information within the organization and to the public at large.

**Efficiency:** Displays a commitment to ensuring we operate proficiently and efficiently by “stepping up” and “stepping in” to undertake nominal cross training in mission critical functions, exhibits a willingness to “float” as needed, and/or suggests ideas that result in ease of processing, and savings of time, material, storage requirements and the like.

**Pinnacle of Excellence:** Displays a willingness to make extraordinary efforts in the ongoing improvement of the organization, assisting other staff members or departments to complete new or ongoing assignments and often requires the person to “stretch” to learn new computer programs, methodologies or processes. (One award only this category.)

A one-time bonus of \$250.00 and a Certificate of Recognition is presented to award winners at an annual employee luncheon.

By way of example, the FY '18 awards went to Ms. Holly Young, Assistant to the Town Administrator for the Communications for the idea of putting the SelectBoard agenda package on-line for all to view, to Ms. Mallory Seamon, Administrative Assistant in the Office of Development Services for reorganizing work flow and tackling numerous projects allowing the Town to deal with outstanding issues, and Ms. Laure Wiita, Director of the Office of Development Services, for excellent work in implementing the consolidation of the support for the many land use boards.

**Nominations are to be submitted to the Office of the SelectBoard, 160 Patriots Road, East Templeton, MA 01438, on the attached form available on [www.templetonma.gov](http://www.templetonma.gov) or by email to Mr. Carter Terenzini, the Templeton Town Administrator, at [cterenzini@templetonma.gov](mailto:cterenzini@templetonma.gov) by the close of business on September 4, 2020. All full and part time employees are eligible for nomination to receive an award.**

- End -



## Merit Award Recipients



In 2018, the Select Board created several categories of Special Merit Awards to be given each year to its employees which includes a one-time payment of \$250, presented at the Annual Employee Luncheon with a certificate designating their Award.

### **FY'2018 Recipients**

The Pinnacle of Excellence designation was awarded to Ms. Laurie Wiita, an 11-year town employee who serves as the Board of Health Agent and Development Services Director, who demonstrated extraordinary leadership in the ongoing improvement of town government by becoming the Director for the Office of Developments Services; the Town's one stop shop of planning zoning, building and the like.

The Communications Award was presented to Ms. Holly Young, a 5-year town employee who serves as the Assistant to the Town Administrator, who displayed a commitment to improving transparency in local government by suggesting that the SelectBoard packets of supplemental materials as well as the meeting agenda be placed online for the public to view.



The Efficiency Award was presented to Ms. Mallory Seamon, a 4-year town employee who serves as Senior Administrative Assistant in the Development Services Office, who displayed a commitment to cross training in mission critical functions by taking on various projects outside her department regular duties such as the sale of timber of town land yielding over \$18,900.05 and the willingness to "float" as needed.

### **FY'2019 Recipients**

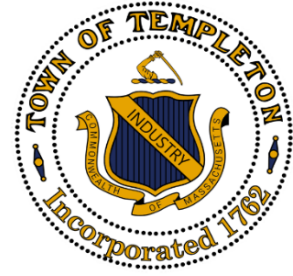
The Pinnacle of Excellence designation was awarded to Mr. Bob Szocik, who began his position as DPW Director last year. Amongst other comments from the nominations were, "Through Mr. Szocik's leadership and commitment to excellence, he has dramatically improved daily operations & processes, along with the office environment." Bob consistently goes above and beyond to not only get the job done, but to do it extraordinarily well. He has also worked to improve communication with other departments and is respected and well-liked by his staff and colleagues. His knowledge in infrastructure improvements is second to none.



The Communications Award was presented to Ms. Jackie Prime, a 24-year town employee who serves as the Director of Community Services & Librarian at the Town's library. Jackie has always been a dedicated employee well-liked by her colleagues & the community. Amongst other comments from the nominations were, "She is one of the longest serving employees for the town that works hard." Jackie, among many other improvements made, has displayed a commitment to involving Town residents in their community by creating community events such as the Farmer's Market. She initiated the calendar on the Town's website for the public to view all of the Town-sponsored as well as local and community-sponsored events.

The Efficiency Award was presented to Mr. Eric Baker, an 11-year town employee who serves at our Police Station as dispatcher, Chief's admin, & technology extraordinaire. Amongst other comments, "Eric has displayed a commitment to the Town in his planning, organizing, and implementing the move (including the technology, phones, computers, dispatch equipment etc.) to (and back from) its temporary home at the Baldwinville office building." Between the two moves and his assistance to other departments, Eric constantly goes directly above and outside his role(s) responsibilities essentially making transition seamless.

# Special Merit Award Nomination Form



NAME OF PERSON NOMINATED: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

CATEGORY NOMINATED FOR (CHECK ONLY ONE):

COMMUNICATIONS    EFFICIENCY    PINNACLE OF EXCELLENCE

Brief description as to why you are nominating this individual:

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Use the back for additional information.

What special qualities do you feel this person has that make them a good candidate for this award:

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Use the back for additional information.

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