

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: All Concerned
FROM: Carter Terenzini, Town Administrator
RE: Special Merit Awards for FY 2019
DATE: August 7, 2019
CC: Press; Web; BoS

Carter



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 2019 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.)

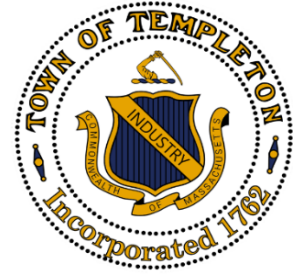
The one-time bonus of \$250.00 and a Certificate of Recognition is presented to award winners at an annual employee luncheon.

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 or by email to Mr. Carter Terenzini, the Templeton Town Administrator, at cterenzini@templetonma.gov by the close of business on September 4, 2019. All full and part time employees are eligible for nomination to receive an award.

- End -

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:

Use the back for additional information.

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

Use the back for additional information.

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