

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** All Concerned

**FROM:** Adam Lamontagne, Town Administrator

**RE:** Special Merit Awards for FY 2021

**DATE:** July 14, 2021

**CC:** Press; Web; Select Board



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 2021 Special Merit Awards. These nominations are for full or part-time employees 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.)

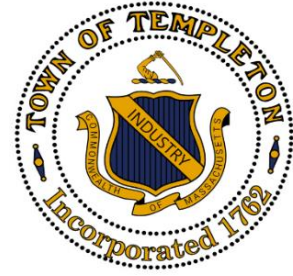
The one-time bonus of \$250.00 and a Certificate of Recognition was presented to award winners at the Fall Town Meeting.

By way of example, the FY '20 awards went to Ms. Luanne Royer, Deputy Assessor for the Pinnacle of Excellence designation for going above & beyond her job duties while helping colleagues and residents with her excellent customer service. The Communications designation went to Ms. Brigid Lambert, Water Clerk & Secretary at the Town's Municipal Light & Water office for processing information quickly and concisely while being pleasant with excellent telephone skills in an efficient and timely manner. The Efficiency designation went to Mr. Mark Danielson, DPW Highway Department Foreman, for his creative, dedicated, knowledgeable skillset which resulted in fixing items for the Town buildings, helping out the buildings and grounds department while still maintaining his regular duties.

**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. Adam Lamontagne, the Templeton Town Administrator, at [alamontagne@templetonma.gov](mailto:alamontagne@templetonma.gov) by the close of business on September 7, 2021. 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:

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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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