

Town Manager Report

Town of Lunenburg- October 10, 2023





Contact Information

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Meetings, Events, and Other Announcements:

- The ribbon cutting ceremony for the new ADA Patio at the Adult Activity Center is on Wednesday, October 11th at 12 PM, Rain or Shine.
- The Lunenburg Business Association will be holding the Trunk or Treat event again this year on Saturday, October 28th 12 PM- 3PM at the LHS Upper Parking Lot. Registration for the event is required and information will be put on our website and social media.
- Halloween Trick or Treating will be Tuesday, October 31st from 6-8 PM.
- Yard Waste Days started this past Saturday and will be every Saturday until November 18th 8 AM until 4 PM at Youngs Road.
- The Planning Board will hold public hearing for the Agricultural Commission and Planning Board Special Town Meeting articles on Monday, October 30, 2023 at 6 PM in the 2nd floor meeting room at Town Hall.
- The Special Town Meeting will be held on Tuesday, November 14th at 7 PM at the MS/HS Auditorium. The Finance Committee will hold their Public Hearing on the articles on Thursday, October 12th at 7 PM in the Town Hall meeting room.

Employee Highlights

- Our Land Use Director's last official day in the office is this Thursday, October 12th. I want to thank Adam for the last nine years he has dedicated in service to the Town, for his professionalism, for explaining complicated zoning issues in a way that everyone can understand, and his great sense of humor. All the staff will miss working with him.
- The DPW employees assisted Mayer Wood in reconstructing a drainage pipe on Gibson Street that was damaged during the rain event on September 11th. The road was supposed to be closed all day today and be reopening tomorrow but having the DPW crew assist allowed the road to be opened earlier than expected. Thank you to our DPW employees for assisting on this project and making it go smoother and accomplished quicker than expected.
- Tomorrow is the ribbon cutting ceremony for the new ADA outdoor patio at the Lunenburg Adult Activity Center and I would be remiss not mentioning here, in addition to what will be expressed at tomorrow's meeting, all the contributions of past and current employees for this project. Past DPW Director Rob Oliva began the capital planning process for this project with COA Director Sue Doherty, the current DPW Director Bill Bernard continued it, and the current Facilities Director Chris Ruth has brought it to the finish line. Chris has done a lot of work with engineering firm, with the Assistant Town Manager in putting together the bid package, with the contractor after the project was awarded, and making sure the project was finished on time. The Facilities Technician Don Gagne has also helped with the project and making sure it was ready for tomorrow. The COA Director Sue Doherty has been involved intimately with all aspects of this project and was invested in making sure this was complete by tomorrow as well. It should not go unnoticed all the details that went into tomorrow and I want to thank Sue in advance for her attention to all the details.

Board/Committee/Commission Vacancies:

The following is a list of current vacancies on the following boards/committees/commissions:

- Architectural Preservation District Commission (1 vacancy)
- Cemetery Commission (1 vacancy until the next Annual Town Election)
- Finance Committee (2 vacancies)
- Green Communities Committee (1 Regular Member and 1 Associate vacancy)
- Open Space Committee (1 Member at Large vacancy)
- Personnel Committee (1 vacancy)

Interested persons can find Volunteer Applications on the Town Website and completed forms can be sent to the Select Board's Office. Anyone that has any questions on volunteer opportunities can contact the Select Board's Office at (978) 582-4130 x 144.

Employment Opportunities with the Town:

The following is a list of current employment opportunities with the Town:

- Assistant to the Sewer Business Manager (19 hours/week)
- Assistant Town Accountant (32 hours/week)
- Assistant Meal Site Manager (19.5 hours/week)
- Conservation Administrator (36 hours/week)
- Facilities Superintendent (40 hours/week)
- Finance Director (40 hours/week- contractual)
- Heavy Equipment Operators (40 hours/week)
- Land Use Director (40 hours/week)
- Principal Assessor (40 hours/week)

- Seasonal Cemetery Laborers
- Videographer (2-10 hours/week)

More information on each position can be found on the website under job opportunities, which are located on the town website.

Community Compact Best Practices Grant Application

I received a notification from the Lieutenant Governor today that they approved the request to update our financial management policies and procedures and to create a bridge and culvert management plan. Based on a communication I received from Sean Cronin, the Senior Deputy Commissioner of Local Services, they were able to fund the bridge and culvert management plan through the Best Practices funding and will be utilizing the Department of Local Services staff to handle the financial management policies and procedures update, instead of the Collins Center.

