

# Town Manager Report

*Town of Lunenburg- March 12, 2024*



## Contact Information

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## Meetings, Events, and Other Announcements:

- The warrant for the Annual Town Meeting is currently open for submission of articles now until March 18th at 4 PM. The Annual Town Meeting is Saturday, May 4th at 9 AM.

## 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)
- Council on Aging (1 vacancy)
- Green Communities Committee ( 2 Associate vacancies)
- 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:

- Conservation Administrative Assistant (10 hours/week)
- Facilities Custodian (40 hours/week)
- Land Use Director (40 hours/week)
- Planning Board Administrative Assistant (36 hours/week)
- Seasonal Cemetery Laborers
- Seasonal Lifeguards
- Temporary Administrative Assessing Assistant (32 hours/week)

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

## **925 Mass Ave (TM Goal #1)**

On Thursday, March 7th we had a site visit with MassDevelopment, their consultant from BETA Group working on the Real Estate Technical Assistance project, our consultant Joe McLoughlin, the Building Commissioner, and the Facilities Director. This site visit was for MassDevelopment and their consultant from BETA to get a visual on the property, take photographs, discuss the work that has been done to the property thus far, and some possible restrictions that would affect conceptual design. We have a follow-up meeting this Thursday to review build out analysis from BETA.

## **Bids/RFPs:**

- The Town received 3 bids in response to the Road Maintenance IFB and PJ Keating was awarded the bid. PJ Keating's bid came in \$127,000 lower than the office estimate.
- The Request for Qualifications for an Owners Project Manager Services for the Marshall Park project will be advertised starting tomorrow and bids will be due March 13th.
- Invitation for Bids for the Flat Hill Culvert Project are due March 27th.
- Invitation for Bids for Cleaning Services for Town Buildings is due April 4th.

## **Budget Updates**

Yesterday I sent an email to the Select Board, Finance Committee, School Committee, Assessors Superintendent, and relevant staff to our FY24 New Growth was approved at \$630,220. As explained previously, in the fall an estimate was projected based on known new buildings/additions at that time and we increased from the estimate before the Special Town Meeting from \$200,000 to \$400,000 to conservatively capture additional new growth before the submittal of the Pro Forma Recap. During the five-year revaluation project, additional new homes were captured that were not part of the estimate used in the fall, therefore resulting in a significant increase compared to the fall New Growth figure.

On March 4th I met with the School Superintendent and the School Committee Chair and committed any additional new growth revenue to the School budget, dependent on the final Monty Tech assessment. The Monty Tech School Committee voted on their final budget last Wednesday and the assessment figure is the same as my preliminary budget figure. The only change that occurred after the March 4th meeting was that I learned the Assessors were submitting an article to decrease the age for the Low-Income Senior Tax Exemption, which has a maximum impact of \$5,000, which means the current Overlay estimate needs to be addressed.

At this point in time, the tax levy for FY25 has changed by \$236,025.50 (\$230,220 in new growth and an increase of \$5,805.50 per 2 ½ percent of the base) and an additional \$231,025.50 is being committed to the School budget and if the Overlay does not need to change, the full \$236,025.50 will be added to the School budget



**Heather Lemieux**

Heather is using Smore to create beautiful newsletters