

Town Manager Report

Town of Lunenburg- June 4, 2024



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Meetings, Events, and Other Announcements:

None to report

Board/Committee/Commission Vacancies:

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

- Architectural Preservation District Commission (1 vacancy)
- Green Communities Committee (2 Associate vacancies)
- Open Space Committee (1 Member at Large vacancy)
- Personnel Committee (5 vacancies)

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:

- Administrative Assessing Assistant (32 hours/week)
- Alternate Building Commissioner (hours as needed)

- Assistant to the Sewer Business Manager (19 hours/week)
- Land Use Director (40 hours/week)
- Network Administrator (40 hours/week)
- Public Safety Desk Clerk (40 hours/week)

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

Staffing Updates

- In order to address a need for the management of the Land Use Departments, Building Commissioner Brian Gingras has offered to assume the managerial portion of the Land Use Director's job until we find a permanent solution. The two position descriptions of the Building Commissioner and Land Use Director management component have been merged into a new position description. I will have this for ratification at the next Select Board meeting. In regards to the Land Use Director position, we recently received a couple of applications that I will be reviewing with the Assistant Town Manager. Also, our interim planner Richard Harris has offered to extend his services through the summer.
- Last week the Assistant Town Manager and the Principal Assessor conducted interviews for the Administrative Assessing Assistant. No decision has been made yet.

Update on Marshall Park OPM, Permitting Work and Skate Park

Since the Park Commission provided their ratings of the Owner's Project Manager firms that responded to the RFQ and were interviewed at the end of March, we have been working with the OPM to determine the not to exceed cost the scope of work and finalize the contract. The OPM has had certain objections and language changes to our contract that have required multiple reviews by our counsel and their counsel. We came to agreed upon language today and will now be able to finalize the contract. The fee will be a not to exceed fee of \$250,000 that will cover OPM Services through the selection of a designer and engineer and the completion of the construction related to the PARC Grant, which needs to be complete by June of 2025.

In the meantime, the Parks Commission asked to proceed with hiring a firm to do the preliminary permitting that is required for the US Army Corps of Engineers permit needed for the \$1M Land and Water Conservation Fund grant the Parks Commission received. This will be a not to exceed fee of \$4,000.

I have also worked with members of the Parks Commission, the Skate Park, their counsel, our town counsel, and our insurance company to come to agreed upon language in the Right of Entry Agreement regarding insurance thresholds. As not all the companies that will be involved have the same thresholds of insurance and the category of work they are performing is vastly different, Town Counsel will be amending the agreement to reflect thresholds of insurance for each category of work. This was also acceptable with our insurance company. Also, at our insurance company's suggestion, we have added General Liability and umbrella coverage on the Skate Park so that in the event of anything tragic that occurs during construction. This is more out of an abundance of caution, as the project will be constructed on town property.

September 2023 Storm Damage -FEMA Funding

On Thursday, May 16th I was notified by Governor Healey's office that FEMA approved their appeal request for a major disaster declaration for the damage caused to Lunenburg and other communities by the severe storm and flooding in September of 2023. However, this was limited to individual assistance for residents and businesses. The Governor's office appeal to FEMA for public assistance was denied. The State had held \$5M in reserves from the state supplemental

budget and since federal funds will not be allocated, they will be distributed the \$5M in state funds to the affected cities and towns. We were notified yesterday that we will receive \$30,000; this is based on a combination of factors, including storm related expenses, municipality size, and the amount of infrastructure related costs. The funds will be distributed in the coming weeks.

FY25 State Budget Earmark Requests

We were notified by Representative Scarsdale at the end of the House Budget session that one of the earmark requests, the MILO Advanced Training Simulation System (Use of Force, Critical Incident Training, De-escalation) for the Police Department in the amount of \$33,910, was submitted as part of the House budget.

Repairs to Public Safety Building Siding

The company hired through MIIA to repair the siding at the Public Safety Building completed the siding repairs recently. This was all paid through insurance due to storm damage in December.



Heather Lemieux

Heather is using Smore to create beautiful newsletters

