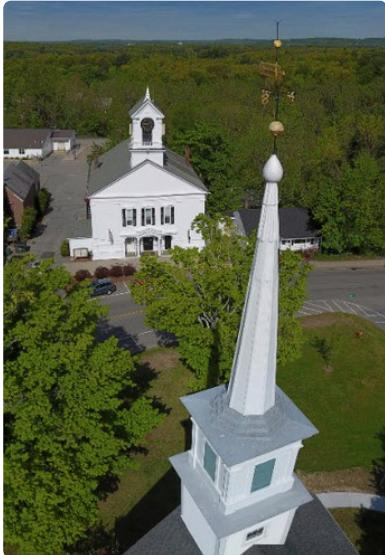


Town Manager Report

Town of Lunenburg- June 11, 2024



Contact Information

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Meetings, Events, and Other Announcements:

The Town Beach opens up June 24th and will close on August 25th. The hours of operation will be Monday-Friday 10:00am-7:00pm and Saturday-Sunday 12:00pm-6:00pm. Swim lessons will be held on weekdays. Session 1 will be Monday, June 24th until July 5th (except July 4th) and Session 2 will be Monday, July 22nd until August 2nd.

Board/Committee/Commission Vacancies:

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

- Agricultural Commission (1 vacancy)
- Architectural Preservation District Commission (1 vacancy)
- Board of Health (1 vacancy; Joint Appointment with Board of Health until next ATE)
- Council on Aging (1 vacancy)
- Cultural Council (3 vacancies)
- Green Communities Committee (2 Associate vacancies)
- Open Space Committee (1 Member at Large vacancy)

- Parks Commission (1 vacancy, Joint Appointment with Parks Commission until next ATE)
- Personnel Committee (5 vacancies)
- Sewer Commission (1 vacancy, Joint Appointment with Sewer Commission until next ATE)

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

- With the new Planning Board Administrative Assistant Logan O'Connell beginning last week, we are transitioning the assistance that Annie Aubrey has provided to the Planning Department since her departure from that office over to Logan. Annie has helped in receiving applications for the Planning Board at our office, has attended Planning Board meetings to provide consistency, and is now assisting with helping Logan become familiarized with administrative duties. We are very grateful for the assistance she has provided and being a resource during this transition. With Brian assuming the Land Use managerial responsibilities, there will be a direct oversight of that office that make sure residents and other applicants questions and applications are handled in a timely manner. As with all our employees, Logan also has access to the Employee Intranet on our website that has a multitude of resources such as training videos for Munis, manuals, staff directories, forms, MIIA trainings, training videos for MS Office 365, training for our new phone system, employee newsletters, and more.
- We learned this week that Charlie Poole, the Seasonal Cemetery Laborer, that was ratified at a previous meeting will not be coming to work for the Town due to personal reasons. The Assistant Town Manager/HR Director will be re-posting this position.

Employee Highlights

Last month Sergeant Sean Zrate and Officer Jonathan Broc were issued a letter of commendation from the Police Chief for actions they took in response to a suicidal male that was in distress. Sgt. Zrate and Officer Broc located the male party, who had attempted suicide, and their quick actions saved this person's life. Chief Gammel commended the Sgt. and Officer's actions as the epitome of community caretakers philosophy of Community Policing and their life saving actions.

FY24 4th Quarter Tax Bills with Exemptions

After the 4th Quarter Tax Bills were mailed out, it was discovered by the Assessors Department that the tax bills that had exemptions, there was an error in the total taxable value printed on their bill. The error did not affect the amount that was billed or amount that was due, those amounts were correct. The exemption amounts were correct, it was the total taxable value was incorrect in

Property Card that are available online or from the Assessors Office are correct. The Assessors have drafted a letter, which I had sent to the Finance Director and Treasurer/Collector to review and we will finalize this at our weekly Finance Team meeting tomorrow. This will go out to all tax bills that received an exemption to make sure they have a copy of the tax bill that shows the correct value for their property. This was caused by our accounting software, Munis, and we believe was due to changes in charge codes and the backend for Tyler Technologies Forms. A ticket has been submitted to Tyler Technologies to resolve this before we begin our FY25 Preliminary Billing.

FY25 Q1 & Q2 Tax Billing Update

The Finance Team is preparing for the production of the FY25 Q1 and Q2 preliminary tax bills. The Principal Assessor will be providing the tax files from Vision for the Real Estate properties and from RRC for the personal properties. We have lined up someone from Tyler Technologies that will be starting this process in the Training module this Friday and have lined up another consultant that has worked in many communities assisting with the tax billing process for Monday, June 17th. Tyler will be providing this person from their tax team free of charge. With all the issues that we continue to have with Tyler Technologies, including the issues we ran into the last two times we did the 3rd quarter estimated tax bills and the 4th quarter actual tax bill process with Tyler, and how this has impacted the Treasurer/Collector's time to get her other responsibilities done, the Finance Team agreed it was necessary to engage outside assistance to get this tax billing done on time. These bills will include the estimated amount of additional tax levy that will be raised due to the recent override vote as well.



Heather Lemieux

Heather is using Smore to create beautiful newsletters

