

Town Manager Report

Town of Lunenburg- July 23, 2024



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Meetings, Events, and Other Announcements:

- The Town Beach re-opened on Thursday, July 18th

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)
- Capital Planning Committee (1 vacancy appointed by the Town Moderator)
- Conservation Commission (1 vacancy)
- Cultural Council (3 vacancies)
- Green Communities Committee (2 Associate vacancies)
- Historical Commission (2 vacancies)
- Open Space Committee (1 Member at Large vacancy)
- Personnel Committee (5 vacancies)
- Sewer Commission (2 vacancies, 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)
- Assistant to the Sewer Business Manager (19 hours/week)
- Assessor Data Collector (19 hours/week-new position in FY25)
- Conservation Administrative Assistant (10 hours/week)
- Interim Town Manager (contractual)
- Land Use Director (40 hours/week)
- Network Administrator (40 hours/week)
- Public Safety Desk Clerk (40 hours/week)
- Seasonal Cemetery Laborer (hours vary)

More information on each position can be found on the website under job opportunities.

Staffing Updates:

- The Conservation Administrative Assistant Stephanie Dondero submitted her letter of resignation and her last day will be August 1st. Stephanie gave her reason of leaving due to finding full time employment, as the Conservation Administrative Assistant position is 10 hours a week and she was working three part time jobs.
- I have periodically checked in with Karen Chapman from our regional planning agency to see if they would be able to assist the town with staff from MRPC for the role of Planning Director until the position is permanently filled. They had two planning vacancies at one time and those were recently filled so now that they are fully staffed, the Assistant Town Manager/HR Director will be meeting with them to discuss our needs for temporarily filling this role.
- The Assistant Town Manager/HR Director and Principal Assessor have interviews scheduled for tomorrow for both the Administrative Assessing Assistant and the Data Collector positions.
- The Assistant Town Manager will be scheduling interviews for the Network Administrator position in August.
- The Assistant Town Manager/HR Director has forwarded 8 qualified applicants to the DPW Director and the Sewer Business Manager since this position was posted since May 2nd. To date no interviews have been held due to ongoing issues the Sewer Business Manager has been experiencing with Munis and time needed to get demands and bills out in August.
- The person that we contacted for the Inspector of Weights and Measures position, turned down the offer of the position due to the amount that is paid for this position. We are waiting to hear back from the State on the cost for them to conduct these inspections. We anticipate hearing from them by next week.

Request for Proposals/IFB

- Bids for Trash & Recycling Services are due July 24th.
- Bids for the Library Solar Shade project are due July 31st.
- Proposals for Marshall Park Designer Services are due August 8th.
- Bids for the Senior Center Roof project are due August 29th. The bid is written that after the contract is awarded, the project will be complete within 30 days.

As part of the Real Estate Technical Assistance grant through Mass Development, BSC Group requested we put the relevant documents on the town website. This was done last week by our IT Administrative Assistant Kara McCarthy and it was placed as a sub-page on the Town Manager's page. I have worked with the Assessor's Office to obtain names of appraisers that hold their Certified General Appraisal license required to appraise commercial real estate. Once this is conducted, the RFP can be put out to bid.



Heather Lemieux

Heather is using Smore to create beautiful newsletters

