

**MEMORANDUM – OFFICE OF THE TOWN MANAGER**

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**TO:** Select Board

**FROM:** Carter Terenzini, Interim Town Manager *Carter*

**RE:** Weekly Report

**DATE:** September 3, 2024

**CC:** Department Heads; file



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**Board/Committee/Commission Vacancies:**

We have sent out a letter to all those in the Sewer District informing them of the need for members of the Sewer Commission. That said, I would note one need only be a registered voter anywhere in Town if this commission is of interest to you. and discussed with Town Counsel steps we may have to take (which could involve a petition to the Court for authority to act in the absence of a quorum).

As I said last week, volunteers on our many boards, such as these, are the lifeblood of the organization. They are a way to learn about and influence, how we operate and the policies and projects we develop and pursue. 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)  
Conservation Commission (1 vacancy)  
Cultural Council (4 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 (3 vacancies, Joint Appointment with Sewer Commission until next ATE)  
Storm Water Task Force  
Zoning Board of Appeals (1 vacancy for alternate.)

Interested persons can find Volunteer Applications on the Town Website and completed forms can be sent to the Select Board's Office. If you have any questions about these opportunities, or are not exactly certain as to what might be the best fit for your talents and interests, let us know and we will connect you with the right person to have a conversation with.

Re: Weekly Report  
Date: 09/03/2024

## **Employment Opportunities with the Town:**

TIN addition to the recent ratifications, and those before you this evening, I am pleased to announce we have had the ratification of a Sewer Business Manager adopted by the Sewer Commission. We will be bringing a number of these new employees before you in the coming few weeks to introduce them and allow you to put faces to names.

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

Seasonal Cemetery Laborer (hours vary)  
Administrative Assessing Assistant (32 hours/week)  
Ass't Sewer Business Manager  
Network Administrator (40 hours/week)\*  
Public Safety Desk Clerk (40 hours/week)\*

\* Additional – and hopefully final - interviews are being conducted this week.

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

## **Request for Proposals/IFB**

- **Lunenburg Adult Activity Center Replacement Roof** IFB – Bids were received last Thursday; 4 bids were received. All were over budget. We are looking into a way to cover the difference.
- **Historic Properties Survey** RFQ - Bids due September 12 at noon.
- **Town Manager Recruitment Services** – Bids are due Thursday September 5, 2024 at noon.
- **Library Exterior Paint Project** IFB - Bids due September 19<sup>th</sup>. Mandatory site visit will be this Thursday
- **Marshall Park Design Development** – Three 3 bids were received. This contract is in the process of being awarded to Ray Dunetz Landscape Architecture.
- **Municipal Building Design Services** RFP – Draft template was sent to Committee for review.

Departments have started to submit their scope of work projects that are being funded by ARPA. These will be worked on in the order they are received, if given the same project deadline.

## **Other Matters**

At this point we have eight warrant articles (two revolving fund, Schools\$32k, continuation of the subsidized ridership program, four zoning). I expect we may bring you some amendments to the personnel by-law as the result of the two upcoming employee listening sessions and our State of the Organization report and possibly a few internal transfers within the FY '25 omnibus budget to reflect that some salaries (i.e. Weights & Measures) may actually be expended on consultant services. Beyond that I have been discouraging any new spending articles.

I will review any other incoming w/the staff in the morning. I will be in the office next Tuesday, Wednesday (pm), Thursday and Friday (am) but available by phone and email if needed otherwise.