

**MEMORANDUM – OFFICE OF THE TOWN MANAGER**

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**TO:** Select Board

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

**RE:** Weekly Report

**DATE:** September 10, 2024

**CC:** Department Heads; file

*Carter*



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**Board/Committee/Commission Vacancies:**

In response to our letter to all those in the Sewer District informing them of the need for members of the Sewer Commission we have – so far – gotten four responses. We have reached out to the Sewer Commission to try to schedule a joint meeting for 09/17.

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.)

Kara is working on making the form fillable online to make it easier for interested parties but until then, 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.

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## Employment Opportunities with the Town:

I am pleased to announce we have had the ratification of the Land Use Director by the Planning Board in addition to that of the Select Board. I'm a tad embarrassed by this my lack of knowledge of this double ratification and have apologized to the PB for my oversight. I have suggested to the ATM/HR Director that they make a grid of all positions and required ratification for future use to avoid this issue in the future.

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

Administrative Assessing Assistant (32 hours/week)\*

Seasonal Laborer\*\*

Public Safety Desk Clerk (40 hours/week)\*\*\*

Ass't Sewer Business Manager

Network Administrator (40 hours/week)\*

\* Interview schedule for Thursday

\*\* Offer Extended

\*\*\* Offer extended and accepted pending background

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 – Bid is awarded at \$39k+/- which is \$5k over budget. This gap, plus any contingency, will be closed by Facilities operating budget and FinCom will be advised you may need to backfill that at the ATM.
- **Historic Properties Survey** RFQ - Bids due September 12 at noon.
- **Town Manager Recruitment Services** – Two bids received and the contract was awarded to Paradigm Associates. They kick off with the Screening Committee tomorrow night.
- **Library Exterior Paint Project** IFB - Bids due September 19<sup>th</sup>. Mandatory site visit was this past Thursday
- **Municipal Building Design Services** RFP – Draft template was sent to Committee for review.
- **PAYT/Recycling** was sent to Town Counsel for review and we are reviewing those comments now.

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 nine potential articles (plus the possibility of amendments to the personnel by-law as the result of the two upcoming employee listening sessions. We have made a minor change to the one session per employee requests (moving one up earlier in the day and allowing them to use whichever is easier for them to attend. I meet with the FinCom Thursday to review the potential articles, transfers for the Weights and Measures issue, the Oct/November gap in the continuation of the transportation program and the Small Towns web site, timelines for the runup to the FTM and ATM.

I attended the School Committee of 09/04 to vote on the collective bargaining agreement with the Re:

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Paraprofessional Union (1 yr @ 4%). Listening to the discussion I noted some concerns over the proposed Financial Management “Manual” and have encouraged the Superintendent to get those to us that we might sit as a team and work out appropriate language to cover both their concerns and the statutes. I also sent out an email which – hopefully – clears up any misunderstanding as to why the warrant mailers have to be ready so far in advance of the meetings.

I had a lengthy meeting with the Facilities Director on all of our capital accounts. It appears they are but a fraction of what is needed to do the most minimal of the proposed projects. He shared his grave operational concerns for the TC Passios building in the coming winter. In addition, the Finance Director has informed me that there is apparently a deficit of roughly \$90k in the account that pays to operate the TC with the red ink growing. We have come up with a path forward and will be asking all of the interested parties to meet within the next ten days or so to try to sort out a path forward that best suits the available dollars and a short term plan until the work of the Lunenburg Municipal Building Design Committee can be more fully fleshed out.

I will be in the office next Tuesday, Wednesday (pm), Thursday and Friday (am) but available by phone and email if needed otherwise.