

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 17, 2024

CC: Department Heads; file



Board/Committee/Commission Vacancies:

I think it bears repeating that volunteers on our many boards, commissions and committees, 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:

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)
Public Access Cable Committee (1 vacancy)
~~Sewer Commission (3 vacancies, Joint Appt w/Sewer Commission)~~
Storm Water Task Force
Zoning Board of Appeals (1 vacancy for alternate.)

* Application now under review by Commission Chair

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.

Employment Opportunities with the Town:

Seasonal Laborer, Public Safety Front Desk Clerk are undergoing final background checks and should be before you on 10/01. We interviewed for Assessing Administrative Assistant and are trying to connect with them now to make an offer. That leaves several open positions as of today.

Ass't Sewer Business Manager
Network Administrator (40 hours/week)

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

Request for Proposals/IFB

- **Lunenburg Adult Activity Center Replacement Roof:** Awarded and being finalized
- **Historic Properties Survey:** Two bids received now under review
- **Library Exterior Paint Project IFB** - Bids due September 19th. Mandatory site visit was this past Thursday
- **Municipal Building Design Services RFP** – Draft template was sent to Committee for review.
- **PAYT/Recycling:** final review with Contractor Tomorrow
- **Library Teen Room:** Modified scope to fit budget and design issue with one of the walls scheduled for demo; Scheduled for Central Register on 10/02 w/bids due 10/23; Possible delay by one week based upon current design and scope
- **DPW Floor Repair:** On same schedule
- **DPW Trees:** On same schedule

The DPW roof, and Town Hall Roof will be about two weeks behind this schedule. I have authorized a cost estimator for the Ritter building to try to bring people together on what we can do instead of continually lamenting what we cannot do.

Other Matters:

You have Annies first crack at sending you an assembled packet for your meetings. It needs a tweak or three but I will be discussing at the staff meeting the hows of getting it posted for the general public once we have those worked out. I attended the Finance Committee along with the Finance Director. They approved a \$5k transfer of funds to continue the transportation program until we can get to the Fall Town Meeting. The Weights & Measures issue was tabled at my request as we discovered there may be far fewer inspections to be done in CY 24 than we anticipated. We have created the countdown calendar which will have a Draft before you on 10/4; a second cut on 10/11 and a final vote on 10/15. I'm working with the FinCom Chair and Moderator on how they would like the Voter's Guide prepared. Julie B and I met with the Facilities Director in our now weekly meeting to try and start assigning hard dates to bidding.

We have received a citizen petition relative to proposed debt for Marshall Park. It has gone to the Town Clerk for certification of the signatures. We have received a proposed article from the APDC relative to a sale of the Brooks House and the land it sits on. You may wish to discuss this with them as that land is directly adjacent to the school and library complex. The Finance Director and his team submitted the Smart Growth data for possible state funding.

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