

**MEMORANDUM – OFFICE OF THE TOWN MANAGER**

17 Main Street \* Lunenburg, MA 01642 \* (978) 582-4144  
[cterenzini@lunenburgma.gov](mailto:cterenzini@lunenburgma.gov) \* [www.lunenburgma.gov](http://www.lunenburgma.gov)

**TO:** Select Board

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

**RE:** Weekly Report

**DATE:** October 22, 2024

**CC:** Department Heads; file

*Carter*



---

**Project Updates**

The contract is being executed for the Library Exterior Paint project. The 2<sup>nd</sup> DPW Salt contract has been signed by the vendor and is pending our internal signatures.

The Tree Cutting Services proposals were due on October 10<sup>th</sup>. All bids came in over our anticipated budget. A contract will be awarded based on our good faith estimate and keeping the project under \$50,000.

Pending bids:

DPW Garage Flooring is due on October 23<sup>rd</sup> at 10:00 am

DPW Partial Roof Replacement is due on October 23<sup>rd</sup> at 12:00 pm

Sewer Manhole Rehabilitation is due on October 23<sup>rd</sup> at 1:00 pm

Library Teen Room bids are due November 4<sup>th</sup> at 10:00 am

The Municipal Building Design (RFP) proposals are due on November 4<sup>th</sup> at 12:00 pm

Town Hall Roof Replacement and Chimney Restoration bids are due November 4<sup>th</sup> at 12:00 pm

Data Collection Services contract is awaiting vendor signature

The Payroll Services RFP is almost ready to be released

925 Mass Ave. is pending Town Counsel's comments

Weekly Report  
October 15, 2024

The PAC Manager is working on the Audio update for the Bilotta Meeting Room

### **Recruitment**

The Town Manager job posting submitted by Community Paradigm has been posted on the Town website.

The Council on Aging Director's job opening has been posted. This is for 40 hours per week. We anticipate interviews to begin the first week of November. (Fire Chief, Librarian and CoA Chair will be doing the 4 initial screening)

PAC has a vacancy for a Videographer. This position has been posted and will remain open until filled. This position's hours vary but are advertised for 2-10 hours per week.

The Sewer Business Manager position was tentatively offered pending reference checks and a CORI. The candidate has been unresponsive to the Assistant Town Manager/HR Director and the position remains open for 40 hours per week. The Assistant to the Sewer Business Manager is also still available at 19 hours per week.

The Administrative Assessing Assistant remains open and has been reposted on MAAO and MMA. This position is 32 hours per week.

### **General Updates**

Carter,

Thank you for your letter.  
I am in 100% agreement with you. A 25mph speed limit on all of Flat Hill would be an excellent approach to curbing the speeding cars, trucks, and motorcycles that race up and down the road at all hours.

Bill Beavers  
283 Elmwood Rd.  
Lunenburg, Ma. 01462

### **Boards and Committee Vacancies:**

The following Boards and Committees currently have vacancies:

Agricultural Commission – 3 vacancies  
Architectural Preservation District Commission – 1 Vacancy  
Board of Health – 1 vacancy  
Conservation Commission – 1 Vacancy  
Cultural Council – 4 Vacancies  
Finance Committee – 3 Vacancies  
Green Communities Committee – 2 Vacancies

Weekly Report  
October 15, 2024  
Page 3

Historical Commission – 2 Vacancies  
Library Board of Trustees – 1 Vacancy  
Master Plan Steering Committee – 1 Vacancy/2 Representative Vacancies  
Public Access Cable Committee (PACC) – 1 vacancy  
Stormwater Task Force – 1 Vacancy  
Zoning Board of Appeals – 1 Vacancy