

MEMORANDUM – OFFICE OF THE TOWN MANAGER

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TO: Select Board

FROM: Carter Terenzini, Interim Town Manager

RE: Weekly Report

DATE: October 22, 2024

CC: Department Heads; file

Carter



Project Updates

The Library Exterior Paint project has begun and is almost finished. Thanks to the great weather the building was painted 3 days leaving just a punch list to do. We anticipated 2 months for this project. The 2nd DPW Salt contract has been executed. The Tree Cutting Services contract is in the process of being awarded for \$47,500. The following bids are due tomorrow:

- DPW Garage Flooring
- DPW Partial Roof Replacement
- Sewer Manhole Rehabilitation

Library Teen Room site visit is tomorrow at 1:00. Bids are due November 4th at 10:00 am

Town Hall Roof Replacement and Chimney Restoration mandatory site visits are tomorrow at 10:00 a.m. and Thursday at 10:00 a.m. (an addendum was issued). Bids are due November 4th at 12:00 pm

The Municipal Building Design (RFP) proposals addenda is set to be released Monday. Bids are due on November 4th at 12:00 pm

Data Collection Services contract is awaiting vendor signature

Recruitment

PAC Videographer 2-10 hours per week.

Sewer Business Manager 40 hours per week.
Ass't Sewer Business Manager 19 hours per week.

Truck Driver/Laborer (This does NOT require a CDL)

We interviewed for the Assessing Administrative Assistant and will tender an offer tomorrow.

General Updates

We received a thank you for communicating to and updating the Flat Hill residents. The sales data (LA3) forming the basis of our submission of proposed values (LA4) is submitted which should be this week. BoA members need to sign that form. We should have an estimated tax rate by the Special Town Meeting as long as we have the tax levy information to calculate it and our interim values are approved. We have received formal notification that new Lunenburg Connects fares will be:

1-10 miles:	\$4
11-15 miles:	\$5
16-20 miles:	\$7

We do have the exception to go to Emerson Hospital and the fare for that will be only \$7 each way. We filed a grant request from the Green Community Program for \$225k. That was a last minute scramble on Friday and I thank the Vice Chair for affixing my emailed and photographed signature. We did a staff training on the challenges in dealing with [First Amendment Auditors](#) with pizza and salad luncheon for the 15 participants. Julie will do a review with attendees but the general comment seemed to be it was worth the time invested and similar events should be scheduled in the future. We have been advised that the APDC and Historic Commission have voted to urge a merger of the two Boards. Once we receive the minutes from them we will forward those to Town Counsel for review and discussion.

Boards and Committee Vacancies:

The following Boards and Committees currently have vacancies:

Agricultural Commission – 2 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
Historical Commission – 2 Vacancies
Library Board of Trustees – 1 Vacancy
Master Plan Steering Committee – 1 Vacancy/2 Representative Vacancies
Personnel Committee – 5 Vacancies
Public Access Cable Committee (PACC) – 1 vacancy
Stormwater Task Force – 1 Vacancy
Zoning Board of Appeals – 1 Vacancy

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We are carrying out an Administrative In-House audit of terms and vacancies we hope to have posted by the end of day on Friday October 25th. All Boards and Committees will be notified and an effort by the Select Board to attract volunteers will be distributed in the Special Town Meeting Booklet.