

**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:** November 19, 2024

**CC:** Department Heads; file

*Carter*



First, I want to again thank all who took time out of their evening last Tuesday to attend the Special Town Meeting. I think the spirited debate showed us additional items to address over the coming months. I'll be doing a Talk for the Town with the Chair of the Budget Task Force, as soon as we can lock his schedule in to try to generate additional public interest in their work.

**Project Updates**

The Library Exterior Paint project was completed within our timeframe and on budget. We await the warranty to issue the certificate of completion. The Adult Activity Center generator was inspected and a small change order was issued to cover some minor repairs needed to the circuitry that was already in place (corrosion). The fence change order has been issued and one for some minor regrading. All told, \$12,033 of the \$12k you approved. The Adult Activity Center roofing commenced this week and we hope it will be closed out by week's end. So far, no change orders have been needed.

We are awaiting submittals for the DPW roof and floor contracts and expect those projects to start on or about 12/01. Town Hall Roof and Library Teen Room (expected start of 01/01) contracts are being circulated for final submissions and signature. We await a meeting of the Municipal Building Committee preferred vendor (11/20) to know how to proceed on that contract. I have asked the Facilities Director to push forward with the HVAC replacement bids at the Adult Activity Center but anticipate it will be post 01/01 before we can get them out to bid. To date we have not received any formal questions on the Ritter projects and bids remain due on 12/03.

The audio update for the Bilotta Meeting Room is scheduled to begin on Tuesday, November 26<sup>th</sup> and be completed at the end of the day on Wednesday, November 27th. Meetings cannot be held on both of those days. We have notified all committees and staff.

## **Recruitment**

Interviews for the Council on Aging Director took place today and will finish up next week. At present it looks like we will have some minor overlap with Ms. Doherty and the new hire. We completed interviews (again) for a Sewer Business Manager and – unfortunately – the preferred candidate declined our offer. The position remains posted.

Police Officer 40 hours per week.  
PAC Videographer 2-10 hours per week.  
Sewer Business Manager 40 hours per week.  
Assistant to the Sewer Business Manager 19 hours per week.

**Boards and Committee Vacancies:** The following Boards and Committees currently have vacancies:

Agricultural Commission – 2 vacancies (1 to possibly be filled at 11/19/24 meeting)  
Architectural Preservation District Commission – 1 Vacancy  
Board of Health – 1 vacancy  
Conservation Commission – 1 Vacancy  
Cultural Council – 4 Vacancies  
Finance Committee – 2 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

The APDC and the Historical Commission have made a request to be combined. I have developed an approach that Town Counsel believes will work, subject to Town Meeting approval, but we would ask for formal approval of the Select Board before expending time on this. Once I have the minutes of the HC I will place the matter on your agenda for discussion. We are considering doing a stuffer into the tax bill mailing along the lines of the letter the Chair wrote in the STM booklet to try to recruit volunteers (\$1k). I have asked Annite to slot the Chair of a committee onto each SB agenda to speak to the Board – and the public – for 5 minutes or less on the work they do to try to create some interest as well.

**Activity**

I attended the Special Town Meeting, a SB meeting, a meeting of the Budget Task Force as well as a Marshall Park team meeting to firm up their turnback number. The balance of time was spent on working with the Finance Team on the tax recap and the Chair on ARPA projects. I signed off our property insurance renewal (0% for FY '26 and a 2.5% cap for FY '27).

I received our loss ratio report on our health insurance for the past two years. It is 102% of the premiums we paid in. The insurer usually looks to be at 90%+/- so we may be at the higher “trend rate” (12% to 15%) when we get out actual renewals in January. We continued to try to catch up on our Public Records Request (the last one was for a list of our last ten public records requests.).

At the staff meeting tomorrow we will debrief on the STM and layout a work plan to undertake the STM article relative to the Brooks House.