

MEMORANDUM – OFFICE OF THE TOWN MANAGER

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TO: Select Board

FROM: Jennifer Warren-Dyment, Town Manager

RE: Weekly Report

DATE: May 20, 2025

CC: Department Heads; file



Grant Announcement

- The Town of Lunenburg has been awarded \$99,335 through the Clean Water State Revolving Fund (CWSRF) program which is funded by the Massachusetts Clean Water Trust (Trust). These funds will be coupled with a local match of \$59,565 to fund the Asset Management Inventory and Planning of our stormwater systems.

Lunenburg was the recipient of a grant in FY 23 for a stormwater system Asset Management Data Collection Plan. This funding was used to expand the asset inventory for the Town's stormwater system and to create a framework to perform and track inspections of key assets based on the improved organization and completeness of inventory records.

The current funding will be used to continue collecting stormwater system asset management data by performing an asset inventory, documenting the condition of the Stormwater Management System, providing enhancement to the existing web-based asset management and inspection application, and updating the Asset Management Plan.

Thank you to DPW Director William Bernard for pursuing this funding.

- The Cultural Council has been awarded this year's funding in the amount of \$9,200. I have sent an email to the Chair of the Council to schedule a meeting so that I can understand the Council's local priorities and see if we can be helpful in getting the word out when they are accepting applications.

General Updates

- Reminder- the Town's MUNIS Financial System will undergo a scheduled upgrade to the "cloud" tomorrow, Thursday May 22nd and Friday May 23rd. During this time, access to online financial services will still be available. In-person financial transactions at Town

offices will not be available during the upgrade. Services will resume as normal on Tuesday May 27th after the Memorial Day Holiday. Messaging has been put out on the Town website and social media.

- With the election and upcoming appointed terms coming to a conclusion, we are working with our IT vendor to wind down email accounts and create new accounts. We will also be updating the website accordingly.
- There is a meeting scheduled next week to begin to transition Select Board licenses and permits to the OpenGov system. We plan to have the Fall licensing renewal season fully online.

Project Updates

- Work on the Ritter Roof continues to progress as anticipated.
- Planning is underway for the partial decommissioning of the TCP Building. Facilities Director, Chris Ruth, is spearheading these efforts.
 - Department Heads will be giving the target of June 30th to purge their old files as appropriate and to label and organize what will be retained.
 - The School Department will be vacating the building over the summer months.
 - Electrical upgrades are being planned for the new space for PACC
 - Planning is ongoing to shut down the water and sprinkler system and the installation of a fire wall and fire door
 - The goal to complete this project is before the heating season.
- A scope of services is being prepared for the Wallis Park courts so that we can go out to bid.
- The Assistant Town Manager is starting to work with Department Heads who have capital projects that were approved at the Annual Town Meeting on preparing the procurement on those projects.

Recruitment

Current vacancies:

- Administrative Assistant- Planning- 36 hours per week- anticipated start date of July 1st
- Administrative Assistant – Conservation – 10 hours per week- Interviews held on May 19, 2025
- Recording Clerk/Secretary – Varies Boards/Committees- Interviews scheduled this week
- Dietary Aide- 9 hours per week
- Land Use Director- Discussing job description with stakeholders
- Seasonal Lifeguards- One candidate is still in processing

Board and Committee Vacancies

Applications for Board and Committee vacancies and re-appointments were due by May 15th for the Select Board's June annual appointments. I have followed up with those who were up for re-appointment that did not submit their forms. There are several vacancies with no applicants.