

MEMORANDUM – OFFICE OF THE TOWN MANAGER

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TO: Select Board

FROM: Jennifer Warren-Dyment, Town Manager

RE: Weekly Report

DATE: July 15, 2025

CC: Department Heads; file



General Updates

- Flat Hill Road Bridge- Working through Counsel, the Town has made progress towards a resolution with the vendor for the Flat Hill Road Bridge. Kenefick has requested payment for work that has been completed and materials that have been procured. Kenefick will install a 8'x20' plate over existing pipe culvert and reopen the road at no additional cost to the Town. Work will resume in the fall with December 31, 2025 for substantial completion. Due to hot asphalt plant availability, the Town will agree to a final completion date of May 29, 2026.
- Page Street is closed from Flat Hill Road to the Shirley town line from July 15th to August 5th. The road is open to local residents and deliveries. The Town of Shirley is replacing a culvert on Whitney Road.
- At the 2024 Special Town Meeting, “Special Merit Awards” were officially added to the Salary Administrative Plan (SAP) for SAP employees. This new program recognizes outstanding contributions by Town staff. Nominations are now open for the following categories:
 - Communications: Going above and beyond in keeping the public informed and improving transparency.
 - Efficiency: Helping the Town run more smoothly through cross-training, flexibility, and time-saving ideas.
 - Pinnacle of Excellence: Making extraordinary efforts to support others and improve how we work.

Nominations are available online and are due July 24th.

- We had a summer ice cream social last week during which employees were provided opportunities to provide comments on topics such as future employee events, onboarding and orientation, the SAP, and the Sick Leave Bank. Thank you to Cherry Hill for

contributing several additional pints of cookie dough!

- At a previous meeting of the Select Board there were questions about sewer billing and delinquency rates. In response to the inquiry, I have asked the Sewer Business Manager to provide details on the FY25 delinquency rates. There is a total of \$107,653.99 owed from FY25.

Quarter	Total Bills	# of Delinquencies	% Delinquent	Total \$ Billed	\$ owed	% Delinquent
1	950	56	5.89%	\$298,135.94	\$14,330.97	4.81%
2	950	71	7.47%	\$325,576.84	\$23,816.63	7.32%
3	950	110	11.58%	\$316,741.96	\$30,085.82	9.50%
4	950	224	23.58%	\$246,886.35	\$39,420.57	15.97%
Averages		115	12.13%		\$26,913.50	9.40%
Totals		461	12.13%	\$1,187,341.09	\$107,653.99	9.07%

115 customers owe more than 1 quarter

53 customers owe all 4 quarters for a total of \$64,976.10

13 customers owe 3 quarters for a total of \$12,473.75

49 customers owe 2 quarters for a total of \$20,198.16

- Last week the Facilities Director and I joined the Green Communities meeting. Dave Blatt had recently attended the MassSave Summit and was reporting on a variety of funding opportunities. Based on the presentation we are meeting with our Regional Coordinator for Green Communities and National Grid to discuss two of the funding opportunities- the Portfolio Prioritization Plan and Comprehensive Building Assessment. The Portfolio Prioritization Plan is a high-level energy use analysis of all building within the community and results in a list of buildings prioritized for electrification complete with next steps. Under the Comprehensive Building Assessment we would obtain a detailed evaluation of a building's energy performance and systems and next steps.
- CodeRed- Residents are encouraged to sign up for Lunenburg's CodeRed notification system. This system allows residents to be notified in the event of emergency situations or critical community alerts such as evacuation notices, bio-terrorism alerts, boil water notices, and missing child reports. We have recently re-advertised CodeRed on Town News and social media for those who are interested in learning more or signing up.
- Grant Writer Program- \$50,000 was included in the FY26 budget for the grant writer program. I am finalizing the application package and hope to send it out to Departments, Boards, Committees, and Commissions by the end of the week.

- At a prior meeting, I had reported damage to the fence and a play structure at Wallis Park due to a motor vehicle accident. Damage is presently estimated at \$30,900.34 (previous estimate \$18,000).
- At the last meeting, I reported that funding for the MART Connect Program was not carried forward through Fiscal Year 2026. MART has informed the Town that it will continue coverage through the month of July.

Project Updates

- The Ritter Roof project is nearly complete. The Facilities Director is viewing the project with a drone for the final punch list.
- The Access Control project at Town Hall remains in a holding pattern due to component availability. Parts are starting to be delivered now, but it will be several weeks before the electronic components are in hand.
- Yesterday, the Town opened bids for cleaning of municipal buildings and the award will be made and contract executed in the next several weeks. In the meantime we have a temporary cleaning company servicing our buildings.

Recruitment

Current vacancies:

- Dietary Aide- 9 hours per week (temporary Dietary Aide position also posted)
- Meal Site Worker- 36 hours per week position- will be posted this week
- Payroll and Benefits Coordinator- 32 hours per week- will be posted within the next several weeks (planned retirement October 2025)
- Executive Assistant to the Town Manager and Select Board- 36 hours per week.
- Equipment Operator- 40 hours per week
- Land Use Director- Labor Counsel has been asked to weigh in on the revision of this job description.
- Conservation Administrator- The Interim Conservation Agent, Herlin Jaime, has agreed to continue with the Town of Lunenburg as we explore next steps for this position. Last week, the Chair of the Commission met with the HR Director and myself to discuss potential revisions to the job description.

Board and Committee Vacancies

- Agricultural Commission- 1 vacancy
- Architectural Preservation District Commission- 1 vacancy
- Cultural Council- 2 vacancies
- Green Communities (Associate)- 2 vacancies
- Historical Commission- 1 vacancy
- Personnel Board- 5 vacancies
- PACC- 1 vacancy
- Stormwater Taskforce- 1 vacancy
- Zoning Board of Appeal (Associate Member)- 1 vacancy