

MEMORANDUM – OFFICE OF THE TOWN MANAGER

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TO: Select Board

FROM: Jennifer Warren-Dyment, Town Manager

RE: Weekly Report

DATE: August 19, 2025

CC: Department Heads; file



General Updates

- **Green Communities Portfolio Prioritization Plan:** The Town of Lunenburg is working with National Grid (through MassSave) on a Portfolio Prioritization Plan (PPP). The PPP is a high-level energy use analysis of buildings within our portfolio. Through this project we will receive a list of buildings prioritized for electrification, a report, presentation, and next steps. It has been recommended that we look at Turkey Hill, the Middle/High School, Library, Primary School, Public Safety Building, DPW, Town Hall, Ritter, and Eagle House. TCP has also been recommended, but we are discussing whether that remains appropriate considering the decommissioning work. This work is 100% utility funded.
- **Nashoba Valley EMS Funding:** Thank you to our entire legislative delegation for their efforts in securing \$5M in funding for the area's fire and emergency medical services. The funding is intended to address costs associated with the closure of the Nashoba Valley Medical Center. Chief Sullivan joined area Chiefs for the ceremonial bill signing on Beacon Hill. These funds will be distributed through the Department of Public Health, but those details have not been shared with the Town as of yet.
- **Open Space Recreation Plan Extended:** The Lunenburg Open Space Committee applied for, and obtained, a three-year extension of the Town's Open Space and Recreation Plan. This means that under our current plan we are able to apply for and obtain grants through June 2029. Thank you to the Open Space Committee for your efforts!
- **Senior Mean-Tested Tax Exemption:** The Assessor and Board of Assessors presented on the Senior Mean-Tested Tax Exemption at the Adult Activity Center on August 13th. The goal of the new tax exemption is to provide property tax relief to older homeowners and help them continue to be able to afford to live in Lunenburg. This exemption is for Lunenburg seniors who were granted the circuit breaker income tax credit and meet certain income and asset criteria. The deadline to apply is September 3, 2025. For more information please reach out to the Assessor's office. The video of the 22 minute

presentation is also available on PACC and our YouTube channel.

- Nashoba Associated Boards of Health Nursing Hours: Town Nurse Hours through the Nashoba Associated Boards of Health remain on pause for the month of September and October due to staffing issues. They are hopeful to have staff onboarded and oriented in time for resuming hours in November.
- Nashoba Associated Boards of Health Community Health Survey: The Nashoba Associated Boards of Health are conducting a Community Health Survey for the region. This data will help them to understand what is most important to the communities they serve. Look for the survey over the next week on the Town website and social media. You can also find the survey on the Nashoba Associated Boards of Health Page. The survey is open through September 30, 2025.
- Department Head Goals and Objectives: I have been meeting with Department Heads over the last several weeks to assist with the development of goals and objectives for this Fiscal Year. These Goals and Objectives are based on the overall goals and objectives of the Select Board and Town Manager as well as those that are being initiated at the department level.
- Mosquito Updates: On July 15th the Town had reported that the Massachusetts Department of Public Health (DPH) confirmed the first confirmed case of West Nile virus in an animal in Massachusetts this year. The animal- a goat- resided on Goodrich Road in Lunenburg. Since that announcement, Central Mass. Mosquito Control has collected and tested mosquito samples from the Goodrich Road property and the surrounding area. Those samples have all come back negative. Central Mass. Mosquito Control will continue their surveillance and trapping efforts in town into October. However, West Nile Virus has been found in other mosquitos collected from Lunenburg. Residents are reminded to adhere to appropriate mosquito cautions.
- Annual Employee Appreciation Event: Town Offices will be closed this Thursday, August 21st from 1 p.m. to 4 p.m. The Special Merit Awards will be announced at this event. Thank you to all who submitted nominations!
- MassCyberCenter Grant for Lunenburg Public School's: Representative Scarsdale reached out to let us know that the Lunenburg Public Schools in the amount of \$24,234 to upgrade three end-of-support switches that will enable patches and more advanced security protocols to be implemented on their network. This upgrade will also prevent known exploitations being leveraged by threats.
- Chapter 90 Final Apportionment: The final apportionment of Chapter 90 funds for Lunenburg for FY26 is \$883,172.18. At the time of Town Meeting we were expecting \$690,660.70.

Project Updates

- Following the joint meeting of the Select Board and the Municipal Building Design Committee we have received some additional information on rough costs of the next steps that were discussed. Taylor and Burns provided a ballpark estimate of just below \$80,000 for the Town Hall and Ritter buildings and \$40,000 to consider Brooks House. We also received a ballpark of \$210,000 if we chose to go with a new design firm, not including the Brooks House.
- On August 4th the Town had a bid opening for the Wallis Park court resurfacing project. We received one bid, which was under budget. The Town is performing diligence and should enter a contract in the next few weeks.
- The access control project at town buildings is now underway. Exterior locks are being switched over and the access reader system will be installed in the next several weeks.
- In the last Town Manager's report, I had reported that the Town had recently opened bids for cleaning of municipal buildings. The Town issued a notice of award to the lowest bidder, but that bidder declined to enter a contract. A notice of award has now been issued to the second lowest bidder.

Recruitment

Current vacancies:

- Dietary Aide- 9 hours per week (temporary Dietary Aide position also posted)
- Meal Site Worker- 36 hours per week position
- Payroll and Benefits Coordinator- 32 hours per week
- Executive Assistant to the Town Manager and Select Board- 36 hours per week.
- Equipment Operator- 40 hours per week
- Videographer- 2-10 hours per week
- Land Use Director- Will be posted this week.

Board and Committee Vacancies

Appointed

- 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
- Zoning Board of Appeal (Associate Member)- 1 vacancy
- Lunenburg's Representative to the First Middlesex Small Town's Collaborative- 1 vacancy

- Montachusett Regional Vocation Technical School- 1 vacancy (Appointment of Select Board, School Committee, and Moderator)

Elected

- Board of Assessors- 1 vacancy
- Planning Board- 1 vacancy
- Sewer Commission- 1 vacancy
- Trust Fund Commission- 1 vacancy