

MEMORANDUM – OFFICE OF THE TOWN MANAGER

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TO: Select Board

FROM: Jennifer Warren-Dyment, Town Manager

RE: Weekly Report

DATE: September 2, 2025

CC: Department Heads; file



General Updates

- The Special Town Meeting will be held on November 18, 2025 at 7:00 PM. There was a misprint in the Ledger and they will be running a correction. The warrant is now open for the submission of articles and it will close on October 2, 2025 at 5:00 PM.
- On August 26th there was a fire at the Lunenburg Middle High School that was associated with the solar panels on the roof. Tuesday was the first day of school in Lunenburg. Fire alarms in the Middle High School alerted students and staff to the situation, and everyone evacuated the building appropriately. There were no reported injuries. The fire was brought under control within about 15 minutes. Thank you to all of those that assisted in the emergency response.
- Interim Financial/Accounting Support- I am having a discussion this week with a vendor who specializes in providing financial management support to Massachusetts municipalities. While the Finance Director position is posted and I hope to be able to fill the position quickly, I want to ensure there is a support system in place during any transition, if needed. During the transition of the Finance Director there will be the simultaneous transition in position of Payroll and Benefits Coordinator.
- Capital Planning season is starting to kick off with a Capital Planning Committee meeting scheduled for tomorrow, September 3rd at 7PM. I am working on, and will be distributing schedules and associated materials. However, Department Heads have been told to generally anticipate requests due in September and reviews beginning in October.
- The Touch-a-Truck event on August 22, 2025 was a huge success. Thank you to all of the residents and families who came out to enjoy the day and get up close with the machinery. Thank you to all of the various entities that helped round out the success of the event- from local businesses to state agencies- we could not have done it without all of you! Lastly, thanks to Dave McDonald, the unofficial event organizer for all of his assistance in bringing this great day to fruition.

- 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. The survey is available on the Town website as well as the survey on the Nashoba Associated Boards of Health Page. The survey is open through September 30, 2025.
- On August 21st we held the Annual Staff Appreciation event. Staff enjoyed lunch, longevity awards and Merit Awards were presented, and folks enjoyed yard games. This was a great afternoon for staff to take some time to relax with one another and be recognized for the service they perform to the community.
- September 13, 2025 from 12 to 2PM will be the Whalom Park Event: 25 Years Since the Last Ride. If you have photo memories that you would like to be included on the memory wall, please submit them to Kara McCarthy in the Office of the Town Manager or to kmccarthy@lunenburgma.gov.

Project Updates

- Starting today, All Pro, is back as the vendor servicing municipal buildings with evening cleanings. This is the same vendor that the Town had for the past three years, so we expect a seamless transition.
- The Wallis Park court resurfacing project is underway and the work should be completed over this week with the courts planned re-opening next week.
- From September 4 - 15 (7 AM to 3 PM) fog sealing will occur on the following roadways: Leominster Rd, Arbor St, Beal St, Brookview Terr, Burrage St., Canterbury Dr, Cliffview Terr, Gilchrest St, Hunting Hill Rd, Meadow Ln, Pine St, Rolling Acres Rd, Skylark Ln, Valley Rd, Watt St, and Windward Terr. When the work is performed the roadway will be closed to vehicular traffic; however, residents and school buses will be accommodated as much as possible. The roadway will be completely closed for a period of 60-90 minutes to allow the fog seal to dry. Individual roads will be closed to clean and sweep and prepare them for the fog seal. Residents will be accommodated during this timeframe. The fog seal will then be sprayed on the roadway; as much as possible no vehicular traffic will be permitted until it has dried. Fog seal is sprayed onto the existing pavement. The fog seal penetrates up to 3/8 inch into asphalt pavement surface, softening the asphalt binder as it goes. This improves cohesion and slows cracking, reducing the loss of fines and aggregates. It is a simple, low-cost spray application which extends road life by up to 3 years. It dries clear, is plant-based, and non-hazardous.

Recruitment

Current recruitments:

- 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
- Intermittent Heavy Equipment Operator- Varies
- Videographer- 2-10 hours per week
- Land Use Director- 40 hours per week
- Children's Staff Librarian- 32 hours per week
- Finance Director- 40 hours per week
- Administrative Assistant- Building Department- 36 hours per week
- Library Page- Varies
- Seasonal Cemetery Laborer- Varies

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