

MEMORANDUM – OFFICE OF THE TOWN MANAGER

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TO: Select Board

FROM: Jennifer Warren-Dymont, Town Manager

RE: Weekly Report

DATE: October 21, 2025

CC: Department Heads; file



General Updates

FY 2025 Closeout Status:

Eric Kinshurf, CPA, has been assisting the Town of Lunenburg through a contract with transition in the Finance/Accounting Office. Part of their task has been assisting with the year-end close-out in preparation of Free Cash certification by the Division of Local Services (DLS). As of today, we have requested that the firm take on the entirety of this year-end close-out process for FY25. It is unlikely that Free Cash will be certified by the Special Town Meeting. As appropriations were not planned from Free Cash at this Town Meeting, there should not be an impact to Town Meeting.

Tentative Date for Tax Classification Hearing:

The Tax Classification Hearing is tentatively scheduled for an off-cycle Select Board meeting of November 25th. The classification hearing is a required step in the annual tax-setting process that allows the local Select Board to determine whether property taxes will be shifted between residential, commercial, industrial, and personal property classes. The classification does not increase or reduce the total levy itself, but rather determines how the levy will be shared among property owners. This Hearing must occur before actual tax bills are mailed (tax bills are mailed by December 20th and are due on February 1st and May 1st).

Nashoba Associated Boards of Health (NABH) Nursing Hours Remain on Hold:

It has previously been reported that Nursing Hours through the Nashoba Associated Boards of Health that in-community nursing hours had been frozen due to staffing issues. Although one RN has been hired by NABH, nursing hours will remain on pause through November as they work to achieve full staffing.

FY 2026 Earmarks:

Recent newspaper headlines have indicated that Governor Maura Healey is pulling back \$125M in local earmarks that are included in the FY2026 state budget. The Town of Lunenburg had two earmarks in the budget: 1) \$30,000 for the Lunenburg public schools to create enhancements and supplement existing guidance counseling, mental health and special education delivery and 2)

\$40,000 for security system upgrades in the Lunenburg public schools. While the Town of Lunenburg has not been notified whether these two earmarks were included in the freeze, we were encouraged by Representative Scarsdale to reach out to the state agencies that are holding the funds and request that the earmarks be released as soon as possible. This step was initiated today.

Master Plan

The Master Plan Steering Committee will be hosting a public meeting on October 22nd from 6:30 to 8:30 at Smokestack Roaster to gather final thoughts from the town of the Master Plan that has been under development. For more information on the Plan, please visit www.planlunenburg.org.

Trick or Treat

Suggested Trick or Treat hours in the Town of Lunenburg are on Friday, October 31st from 6 p.m. to 8 p.m.

Project Updates

TC Passios Decommissioning

Construction on the fire wall to the area of TCP that will be decommissioned began last week. Plumbing and sprinkler contractors have been scheduled. A small amount of asbestos abatement work needed to be completed in advance of the plumbing (completed).

Town Hall Weathervane

The replica weathervane for Town Hall is one step closer to installation. The finial that holds the weathervane was in poor condition. The finial is headed to a woodshop in Maine where a reproduction will be crafted. Thank you to the Historical Commission and Society for keeping the weathervane a focus.

Town Building Access Control

The long-awaited parts for the Town-Building access control project have shipped and are starting to be installed. Once the installation is complete, the system will be programmed and activated.

Wallis Park Playground Repair

Following the accident and damage at Wallis Park, the playground equipment has shipped and the fence has been repaired.

Interior Painting at Ritter

If anyone has not ventured into the Ritter Building lately, many of the offices have experienced a facelift in the form of fresh paint. Many of the halls and offices have already painted, with more to go.

Recruitment

Current recruitments:

- Payroll and Benefits- 36 hours per week
- Assistant Town Accountant- 32 hours per week- offer pending
- Dietary Aide- 9 hours per week
- Intermittent Heavy Equipment Operator- Varies
- Land Use Director- 40 hours per week
- Administrative Assistant- Building Department- offer pending
- Administrative Assistant- Planning Department- offer pending
- Recreation Director- 19 hours per 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

Elected

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