

MEMORANDUM – OFFICE OF THE TOWN MANAGER

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TO: Select Board

FROM: Jennifer Warren-Dyment, Town Manager

RE: Weekly Report

DATE: November 4, 2025

CC: Department Heads; file



General Updates

Finance Department Transition:

The Finance Department transition continues to be more complex than originally anticipated. As previously reported, we are transitioning the positions of Finance Director, Payroll and Benefits, and Assistant Accountant. We have brought in external consulting support to stabilize core functions, but the volume of issues requiring attention is larger than anticipated and will take time to work through.

As we work to close-out FY25 we are identifying and correcting issues that need to be addressed. However, based on our current status, we are now working to put additional contracted services in place to support the Town through this transition.

While the Town is not indicating a financial crisis, we are facing a substantial amount of cleanup and catch-up work. In addition, as we are starting to onboard and train new hires, we remain cognizant that these hires come at a time of significant flux in the Department.

Working through these issues and the transition will have both financial and operational impacts to the Town over the coming months. It is likely that a full transitional period will take more than a year.

Tax Classification Hearing:

The Tax Classification Hearing has been scheduled for an off-cycle Select Board meeting of November 25th. The Assessors have been diligently preparing for this hearing, by submitting to the state sales data, all property values by class, and the new growth report. Actual new growth over estimated (\$400k) new growth is approximately \$118,000. As a reminder, new growth is the dollar increase in the annual levy limit that reflects the additional tax revenue generated by new construction, renovations, and other increases in the property tax base during a calendar year.

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).

Capital Planning Committee

The Capital Planning Committee (CPC) is starting to meet in earnest to consider requests for the FY27 capital plan and beyond. This past week they heard from the Police and School Departments. Tomorrow evening they will be hearing from the Fire Department and DPW.

Department of Public Works- Union Affiliation

As of October 29, 2025, the DPW employees are now officially represented by Teamsters Local 170 for the purposes of collective bargaining.

Project Updates

Flat Hill Bridge Replacement Project

The Massachusetts Department of Transportation has agreed to extend the \$600,000 Small Bridge Grant to December 31, 2027. The Order of Conditions for the project requires the work to be completed between October and March; therefore, work will not begin until October 2026 and will not likely be completed until June 2027.

Town Hall Weathervane

I previously reported that the replica weathervane for Town Hall would be hearing to a woodshop in Maine where a reproduction will be crafted. Due to some difficulty in coordination, our own Facilities Director will now be crafting the reproduction.

Town Building Access Control

The Town-Building access control project remains ongoing.

Recruitment

Current recruitments:

- Library Assistant- 19 hours per week
- Payroll and Benefits- 36 hours per week
- Dietary Aide- 9 hours per week
- Intermittent Heavy Equipment Operator- Varies
- Land Use Director- 40 hours per week
- 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