

**MEMORANDUM – OFFICE OF THE TOWN MANAGER**

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**TO:** Select Board  
**FROM:** Jennifer Warren-Dyment, Town Manager  
**RE:** Weekly Report  
**DATE:** December 2, 2025  
**CC:** Department Heads; file



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**General Updates**

**Finance Department Transition:**

The Finance Department continues to be in transition. The Director position has been posted and there has been some interest expressed in the position. Jacqueline Thibeau, the Assistant Accountant has been training on the Accounts Payable process over the past several weeks and her training is advancing as expected. She is a great addition to the team. We are also going to be doing another review of the Payroll and Benefits job description, hours, and classification as we seek to fill that position.

The Town and School payroll teams have begun to work on plan to modify some of the workflows across the Departments. Thanks to Dr. Fortuna and her team for their willingness to collaborate! A special thanks to the Town Meeting voters who recognized and authorized the need for additional funding in support of the Finance Department at this time!

As previously reported, we have put in place external consulting support to help to stabilize core functions. Again, the Town is facing an operational challenge, not a financial challenge at this time. However, as we are working through these transitions, there will continue to be 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 Rate Setting:**

At a special meeting of the Select Board last week, the Board held the Tax Classification Hearing and voted to keep the single tax rate and not to adopt a residential or small commercial exemption or an open space discount. The Principal Assessor has now submitted the Tax Rate Recap Report to the Division of Local Services (DLS). The state will review the submission and correspond with the Town if any clarifications, updates, or corrections are required. Once finalized the tax rate will be set and we can prepare to send out bills. There are no present concerns with sending out timely tax bills.

### **Capital Planning Committee**

The Capital Planning Committee (CPC) is meeting tomorrow evening to hear an additional presentation from the School Department. At their last meeting they heard the Facilities Department requests.

### **FY 2027 Budget and Town Meeting Calendar**

Chris Menard, Chair of the Finance Committee, and I met last week to go over the calendar to lead up to Town Meeting as it relates to the Finance Committee. I need to also go over the calendar with the Select Board Chair, Superintendent, and School Committee, but a draft should be available in the next week or so.

### **Clerical Union, AFSCME Council 93**

I have received a request from the Clerical Union to begin bargaining and we are looking to an initial meeting in January. The Town will be in active bargaining over the next few months with the Clerical, Fire, and DPW Unions.

### **Health Insurance Updates**

Blue Cross Blue Shield and UMASS Memorial Health have reached an agreement and UMASS will remain in network for our subscribers. This is good news for our employees and retirees who use UMASS physicians. The Town is engaged with the PEC as we begin negotiations. We are next meeting with them on December 4<sup>th</sup> and it is likely that an update can be provided in Executive Session after that meeting.

### **Project Updates**

None this evening. The Facilities Director has just returned from a well-deserved vacation and an update will be provided at the next meeting.

### **Recruitment**

Current recruitments:

- Conservation Agent- 36 hours per week- Now that Town Meeting has approved the grading of the position, the position has been posted with preference for applications received by December 12, 2025
- Staff Librarian, Young Adult- 30 hours per week
- Finance Director- 40 hours per week
- Payroll and Benefits- 36 hours per week
- Meal Site Manager- 36 hours per week- Actively interviewing
- Recreation Director- 19 hours per week
- Dietary Aide- 9 hours per week
- Intermittent Heavy Equipment Operator- Varies
- Land Use Director- 40 hours per week- Offer accepted and appointment will be on a future agenda.
- Library Assistant- 19 hours per week- Offer accepted and appointment will be on a future agenda

## **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**

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