

# Town Manager Report


Town of Lunenburg- March 15, 2022





## Contact Information

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## Announcement on Existing Vacancies

The following is a list of current vacancies on the following committees:

- Architectural Preservation District Commission (2 vacancies, one citizen at large and one representative from Historical Commission)
- Council on Aging (1 vacancy)
- Economic Development Committee (1 person recommended by the Open Space Committee)
- Green Communities Committee (1 regular member vacancy and 2 Associate vacancies)
- Historical Commission (3 vacancies)
- Zoning Board of Appeals ( 1 Associate vacancy)

Interested persons can find application forms on the Town Website and completed forms can be sent to the Select Board's Office. Anyone that has any questions on volunteer opportunities can contact the Select Board's Office at (978) 582-4130 x 144.

## Current Employment Opportunities with the Town

The following is a list of current employment opportunities with the Town:

- Digital Services Staff Librarian (Part Time Benefitted)
- DPW Director (Full Time Benefitted)

- Minutes Clerk (Part Time Non-Benefitted)
- Trash and Recycling Coordinator (Part Time Non-Benefitted)
- Van Driver (Part Time Non-Benefitted)
- Videographers (Part Time Non-Benefitted)

More information on each position can be found on the job postings, which are located on the town website.

## Status of FY21 and FY22 Capital Plan Projects

### FY21 Capital Plan Projects:

- PSB Carport Project: Was bid and low bid was \$298,750 (Capital art. \$135,000) Recommending putting this project on hold until drainage issue at the bldg is addressed.
- Town Hall, ADA Ramp/Sidewalk: Cost covered by Complete Streets Grant; Funds to be part of unexpended capital funds towards FY23 Capital Plan
- Senior Center Kitchen Remodel: Ongoing; Difficulty getting contractor.
- Ritter, Kitchen Remodel: On hold until Monty Tech Instructor hired
- 2 Marked Police Cruisers: Complete and balance of \$13,593 can be added to unexpended capital funding available for the FY23 Capital Plan
- ALS Equipment: Remainder of funding for purchase of medications closer to time of Paramedic Licensure
- Police Portable Radios: Two remaining radios to purchase
- ADA Ramp Design: Design complete, some funds still needed for architect to assist with APDC process

### FY22 Capital Plan Projects:

- Fire Dept Turnout Gear: Purchased and closed out.
- Police Bulletproof Vests: Purchased and will be closed out shortly.
- DPW 6 Wheel Dump: Difficulty procuring the truck.
- PSB Chiller Replacement: Bid awarded and work will be done by May.
- Flat Hill Culvert Construction: On hold for additional funding; applied for SBG.
- 2 Marked Police Cruisers: Ordered in the fall; notified recently just sent to production. May receive this spring and then will be upfitted. On the road by this summer.
- THES Ext Envelope Repairs: Complete; Unexpended \$7,100 going towards FY23 Capital
- Ritter ADA Ramp Construction: Design complete and project needs to go before APDC before being bid.
- Town Hall Repairs: Design complete; needs to go before APDC before being bid.
- Page Street Survey/Design/Permit: Engineered design nearing completion.
- Ritter Envelope Repairs: Design complete; needs to go before APDC before being bid.
- PSB Replace Carpeting: On hold until drainage issues addressed.
- Marshall Park Masterplan: Currently underway; project complete by May.
- DPW 3/4 Ton Pickup Truck: Ordered in fall; no delivery date yet.

## Invitation to Bid/Request for Proposals:

- The Assistant Town Manager put the Cleaning Services out to bid and we received 5 bids. The bid was awarded to All Pro, who was the lowest, responsive, responsible bidder. The contract price is within our budgeted amount for cleaning for facilities. The new cleaning company will begin at the end of the month.

- The 30 School Street Hazardous Materials Abatement earmark contract with the State was recently received and has been fully executed. This project was put out to bid and we received 7 bids. The lowest, responsive, responsible bidder was Air Quality Experts for \$44,650.

## Streetlights Update:

Through our counsel from Mead, Talerman & Costa that has been corresponding with Unitil and the Department of Public Utilities, I received an updated book value for the streetlights and explanation of certain costs. This information has been passed onto the Green Communities Committee and I believe we are closer to coming to an agreed upon purchase price in order to execute a Purchase & Sale. I have worked with the Green Communities Committee to put together a RFP for LED Streetlight Design and Project Management Services that will be finalized and advertised later this week.

## COVID-19 Update

The weekly update from the Board of Health on the total number of new cases reported as of March 5th was 6 and the positivity rate was 1.12%.

## Public Employee Committee

The Health Insurance Broker, representatives from MIIA Health, the Assistant Town Manager and I are meeting with the Public Employee Committee tomorrow to review the health insurance renewal rates and discuss any possible plan design changes and review the PEC Agreement between the Town and the Committee. The Agreement is set to expire on June 30th and will need to be renewed prior to that date. I will keep the Board updated with any new information.

## Meetings, Events and Other Announcements

- There will be a Tax Lien Auction on March 17th at 10 a.m.
- The warrant to submit articles for the Annual Town Meeting is open for submission of articles until Monday, March 21, 2022 at 4 p.m.