

# Town Manager Report


Town of Lunenburg- March 8, 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 and 1 ex-officio member that is business owner)
- Green Communities Committee (1 regular member vacancy and 2 Associate vacancies)
- Housing Authority (1 vacancy that would be jointly appointed by the Select Board and Housing Authority until the ATE)
- 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.

## Meadow Woods Update:

The Treasurer/Collector informed me this week that Meadow Woods has paid the remaining balance of their outstanding back taxes. Per the recent agreement signed by the Board, a down payment of \$400,000 was paid to the Town and they agreed to pay \$100,000 each year thereafter until the back taxes were paid off. They decided to pay off the full amount of the remainder of the back taxes, totaling \$338,341, to forego the additional interest/fines that would accrue. The agreement will still be in place to require that they continue paying their current taxes and sewer usage charges on time.

## Principal Assessor Update:

Last week the Assistant Town Manager and I met with both the Personnel Committee and the Board of Assessors regarding the hiring of a new Principal Assessor. The new Principal Assessor will be Christopher "CJ" Carroll. CJ previously worked for one of our assessing consultants, Harring Assessment Consultants, and Lunenburg was one of his communities so he is familiar with the town. He is coming from the Town of Winthrop as their Assistant Assessor and also has four years experience as a realtor. The Assessors ratified my appointment last week and CJ will begin this coming Monday, March 14th.

## Woodruff Property (104 Fairview Road):

I attended the Conservation Commission's continued public hearing for the Notice of Intent on the Woodruff Property on February 16, 2022 and the Commission accepted the NOI at this meeting. The next step is to work with the environmental consultant on putting together bid specifications for the project that address the Order of Conditions issued by the Conservation Commission. Funding for this will be requested through an article at the Annual Town Meeting, unless another state/federal grant becomes available.

## 925 Mass Ave (TM Goal #1, i):

Over the last couple of weeks I worked with our environmental consultant from the BETA Group to fill out the EPA's Brownfields Targeted Assessment Application form to request funding to remove the tanks and a limited amount of soil at 925 Mass Avenue. I have a phone conference with our environmental consultant and the EPA Representative this Thursday to review the application and next steps.

## Lunenburg Central Project

The Town received the building permit and associated payment from Lunenburg Central last week in the amount of \$187,000. The site work has commenced and the owners hope to be moving tenants into the building in 2023.

## FY 2023 Budget Updates:

- The week of February 14th we received our active health insurance renewal rates, which will be a 5.56% increase (Preliminary budget was 6%).
- We received the FY23 Preliminary Budget Assessment Amount from Monty Tech and it was \$1,054,376 (20.3% increase)
- MassDOT informed us our Chapter 90 local transportation aid funding for FY23 will be \$419,940. This is \$4,974 more than FY22.
- The FY23 assessment for Nashoba Dispatch will be \$204,606 (2.56% increase).

## FY 2023 Capital Plan:

After evaluating the current ATM articles that will require funding, additional resources from unexpended capital articles from previous years, and the current surplus in the budget, I have revised the FY23 Capital Plan funding recommendation. The Ritter Hazardous Materials Abatement project will be pushed to FY24 in order to perform an evaluation as the preliminary step that will determine the extent and cost of the work to be done. I am recommending an additional \$422,800 be allocated towards the FY23 Capital Plan with an additional \$155,075 from unexpended capital articles and an additional \$267,725 from the unappropriated balance from the available tax levy. Based on my current prioritized list of capital projects, this will fund installing a generator at the Senior Center, creating an ADA compliant outdoor patio at the Senior Center, and the AC at the Primary School. The new total recommendation for the FY23 Capital Plan is \$2,162,849.

## COVID-19 Update

The weekly update from the Board of Health on the total number of new cases reported as of February 26th was 0 and the positivity rate was .89%.

## Meetings, Events and Other Announcements

- There will be a Tax Lien Auction on March 17th at 10 a.m.
- The Town Caucus will be March 14th at 6:30 pm at the MS/HS Auditorium. The elected positions that will be up for nomination at the Town Caucus and on the ATE Ballot are up on the town website under News and Announcements.
- 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.



