

Town Manager Report


Town of Lunenburg- December 7, 2021





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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)
- 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 vacant position that is a resident of Pearl Brook)
- School Committee (1 vacant position that will be jointly appointed by the BOS and School Committee until the next 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.

Current Employment Opportunities with the Town

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

- Assistant Accountant (Part Time Benefitted)

- Digital Services Staff Librarian (Part Time Benefitted)
- Assistant to the Sewer Business Manager (Part Time)
- Principal Assessor (Full Time Benefitted)
- Van Driver (Part Time Non-Benefitted)
- Videographers(2) (Part Time Non-Benefitted)

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

Principal Assessor Position

Until the Principal Assessor position is permanently filled, I have appointed a Temporary Principal Assessor that will be ratified by the Board of Assessors at their meeting on December 8th. Rena Swezey, who was a long time member on our Board of Assessors until she had to resign due to moving out of town, will serve in this capacity for the interim. Rena has many years of experience as a Principal Assessor and is familiar with our assessing software Vision.

Nashoba Valley Regional Dispatch District Updates

- The search to fill the Executive Director position has concluded and the position has been offered and accepted by Anne Camaro. Ms. Camaro is currently the Assistant Director of Operations for the City of Cambridge. Prior to that role she was the Director of Communications for a combined civilian dispatch center for Police, Fire, and EMS for the Town of Maynard, and worked as a Communications Specialist for the City of Framingham. Ms. Camaro will begin the 1st of the new year but will likely come in a couple days a week in the latter part of December.
- Last Wednesday we received a Notice of Withdrawal from the Townsend Town Administrator. Per the District Agreement which they signed, 120 day notice is required by the withdrawing member. The financial impact of the withdrawal of Townsend from the district would be realized in the FY 2023 budget, which would be at least \$28,000 for each of the remaining members, not including any budget increases for FY23 that are unknown at this time. The Administration Board, which I am a member of, has a meeting tomorrow and this topic will be on the agenda.
- The NVRDD Finance Committee created a three member Finance Task Force made up of one member from the Administration Board, one member from the Finance Committee, and one member from the Operations Board to review finances with the district's treasurer and accountant. I volunteered to be a part of this task force from the Administration Board. The Berlin Town Accountant will be the member from the Finance Committee and the Operations Board will appoint someone at their meeting later this month.

Complete Streets Project

The Complete Streets project is officially complete and I submitted all the required reimbursement documents to MassDOT last week. The total cost of the project was \$232,597.85, which was fully paid for through the Complete Streets construction grant funding we were awarded in 2020.

With the four-fiscal year \$400,000 eligibility limit, Lunenburg is currently still eligible for another \$141,540 and would be eligible for a full \$400,000 grant again in Fiscal year 2024.

Ritter and Town Hall Building Envelope Projects

At the November 9th meeting I updated the Board on the Ritter and Town Hall Building Envelope projects and that the architect was in the process of designing and completing specifications for both of those projects. That evening I said he would ultimately need a decision on whether the Ritter project would include replacement of the shutters and whether the Town Hall would include replacement of the two chimneys and sheet metal ventilator on the roof of the Town Hall. The architect is now at a point where he needs a decision. I have reached out both the APDC and the Historical Commission to get their opinions on whether these aspects of the building have any historical value to the overall building and related comments. Richard McGrath let me know that APDC is meeting Thursday and they have added this to their agenda and Historical Commission is meeting on December 14th. I would ask the Board postpone any decisions on these items until December 21st.

Town Facilities Projects/Repairs

- The Senior Center project is now complete and the COA Director has reported that it is a wonderful addition to the center.
- We have contracted with an electrician to begin the Town Hall wiring project in the basement. The contractor will test and remove all the electrical branch circuit wiring that is either not energized or not being used, install additional necessary lighting in the basement, re-secure any active electrical wires and boxes to the structural supports, re-secure any fire alarm devices to the building structure, and label new circuits and any used circuits that need to remain.

ARPA Funding

I met with Capital Strategic Solutions last week and am awaiting a proposal for their services to assist us with conducting an outreach meeting to solicit feedback from the community on possible projects using ARPA funding, procurement, and reporting requirements that will be needed until the end of 2026.

Invitation for Bids/Request for Proposals

- The Public Safety Building Chiller Replacement project will be going out to bid this week and proposals will be due on January 11th.

Grants

- The Town was awarded the \$10,000 Risk Management Grant from our insurance carrier MIIA that will pay for the Microsoft Office 365 licenses. This migration will begin later this month.
- The Town was notified that we did not receive the Community Compact IT grant for network infrastructure equipment, so the Town will be proceeding with utilizing the funding that was added to the IT Department budget at the Special Town Meeting for the costs of this equipment.

Approval of Tax Rate

The Fiscal year 2022 tax rate was certified by the DOR Bureau of Accounts on December 2nd. The tax was certified at \$17.19 per thousand.

Skate Park Update

Today, at the request of the Skate Park Group and the Chairman of the Park Commission, Town Counsel and I met with the members of the Skate Park group, the Park Commission Chairman Karin Menard on questions both the Skate Park group and Park Commission had in relation to legal requirements surrounding the work that contractors hired by the Skate Park to install the skate park were bound to, the donation of the skate park to the town, insurance requirements, and other related questions. Ultimately Town Counsel will draft a Right of Entry License that will be signed off by the Park Commission and the acceptance of the donation of the property would be voted on by the Select Board. The Right of Entry License will address relevant protections to the Town.

Woodruff Property Update

The environmental consultant hired to flag the affected areas where the extent of the clean-up area is on the Woodruff property and file the NOI with Conservation is expected to file the NOI with Conservation by the end of December.

COVID-19 Update

The weekly update from the Board of Health on the total number of new cases reported as of November 27th was 62. The current positivity rate for Lunenburg as of November 27th was 7.07%.

Meetings, Events and Other Announcements

- The Town currently has up the Giving Tree with Christmas Angels that is on the second floor of the Town Hall. These donated gifts go to local families in need through the Salvation Army and these donations will be accepted until Thursday, December 9th.