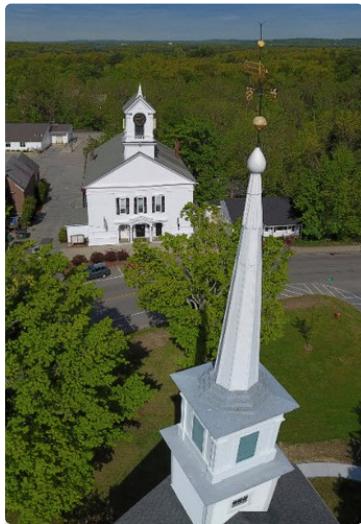


Town Manager Report

Town of Lunenburg- September 7, 2021



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-1 citizen at large and 1 representative from Historical Commission)
- Bylaw Review Committee (1 vacancy)
- Capital Planning Committee (1 vacancy for Citizen At Large appointed by Town Moderator)
- Commissioner of Trust Funds (2 vacancies-joint appointment between CTF and BOS until next ATE)
- Economic Development Committee (1 person recommended by the Open Space Committee, 1 citizen at large, and 1 ex-officio member that is business owner)
- Senior Work Off Program Committee (1 vacancy)
- 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:

- Board/Committee Clerk (Part Time Non-Benefitted)
- Digital Services Staff Librarian (Part Time Benefitted)
- Assistant to the Sewer Business Manager (Part Time Non-Benefitted)
- Seasonal Cemetery Laborer (1)
- Public Access Videographer (Part Time Non-Benefitted)
- Remote Meeting Coordinator (Part Time Non-Benefitted)

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

DPW Updates:

- Pleasant Street Bridge: The Pleasant Street Bridge was opened to through traffic on Friday, August 27th. Orange snow fence has been installed temporarily until the Contractor can install the permanent fence.
- MassDOT Bridge Project on Mass Ave: The MassDOT bridge project on Massachusetts Avenue entered Phase 2 of the project today. Traffic will be detoured around the area for the night while the work to shift traffic to the newly installed bridge deck takes place. There is a change in the original plan for this Phase that will now use a single lane and the temporary traffic lights, instead of the original plan to open to two lanes of traffic. This is being done to allow space for a pedestrian lane through the construction area. With two lanes of traffic there is no space for pedestrians, so MassDOT has decided to modify the plan. Also of note, Richards Way will remain closed at the Mass Ave. end throughout the duration of this Phase because of this change. MassDOT has indicated this Phase should last about two months.
- Line Striping: The line striping for various roads around town will occur at night on Sunday, September 12th starting at 9 p.m.
- Public Safety Building Training Room: The Facilities Director and PSB staff identified a mold issue in the Public Safety Building training room. The room, including the chairs, desks, and rug, have been professionally cleaned and dehumidifiers installed. The DPW Director is waiting on Air Quality Testing as a precautionary measure.

Principal Assessor Position:

As previously reported to the Board, the current Principal Assessor is retiring effective September 23, 2021. The Assistant Town Manager/HR Director advertised the position after receiving this notification from the current Principal Assessor and we received four applications, one which did not have any assessing experience. We conducted interviews the week of August 16th and chose Christine Kumar as the next Principal Assessor. Christine comes from the Town of Littleton as their Assistant Assessor and prior to that position she worked in the Assessors Office for the towns of Shrewsbury and Gardner. I appointed Christine to the position last week and the Board of Assessors ratified the appointment at their meeting on August 31st per the process in the Town Charter. Christine began working today and will be able to work with Sue Byrne for a couple of weeks before she retires.

Home Rule Petitions for Jaxx Country Variety and Library Trust Funds:

- We were notified by Representative Sena's Office last week that the Bill for an additional all alcohol liquor license for Jaxx Country Variety has passed through the legislature. The Executive Assistant has contacted the owner of Jaxx Country Variety about the next steps.
- The Bill to authorize the Library Board of Trustees to invest the library trust funds has received its second reading. I have asked Representative Sena's Office to keep me informed of the progress of this bill.

Authorized Changes to Assessors Records on Certain Town Properties:

The Conservation Commission has researched certain parcels of land that were incorrectly identified as under the care of the Conservation Commission instead of the Select Board. The Principal Assessor has verified through the related town meeting votes and deeds and will be making the following changes to the Assessors Property Records Files:

- 510 Townsend Harbor Road: This parcel (162/028.0-0009-0000.0) needs to be split into two parcels. The Front parcel (Deed Book 542 Page 215) under the care and control of the Select Board and the rear parcel (Deed Book 966 Page 580) under the care and control of the Conservation Commission. The front parcel is an old dump that was purchased at the March 5, 1938 Annual Town Meeting by Article 32 which voted \$225 to purchase 33 acres. This parcel was never assigned to the conservation commission. The rear parcel was acquired for conservation purposes.
- 25 Fire Road 19 (Lake Shirley Dam): This parcel (162/135.0-0019-0000.0) was never transferred or acquired for conservation purposes. Land and Dam were given to the Town from Lake Shirley Improvement Corporation at the August 25, 1987 Special Town Meeting. (Deed Book 1628 Page 47)
- 75 Lakefront Avenue (Whalom Waterfront): There is no record (town meeting or deed) of this parcel (162/098.0-0025-0000.0) being transferred to the Conservation Commission.
- 374 Page Street: There is no record (town meeting or deed) of this parcel (162/088.0-0031-0000.0) being transferred to the Conservation Commission. Also, this parcel does not meet our criteria for passive conservation land.

925 Mass Ave (TM Goal #1):

The DEP LUST coordinator reported that he will be contacting his EPA counterpart this week and that there is a meeting on September 14th to discuss pooling various federal funding sources to close out some of Mass's LUST releases.

Disposition of Parcel 7 of 671 West Street:

In November of 2020 we went out to bid for parcel 7 of the town owned land at 671 West Street based on an inquiry by an abutter of this parcel that was interested in purchasing the property. After advertising the required timeframe, we did not receive a bid from this resident. The resident recently contacted me to restate their interest in the parcel and that due to the uncertainty of the pandemic, did

not submit a bid last year but are now in a different position. I relayed to the resident that the Open Space Committee has since approached the Board about transferring this parcel from general municipal land to open space/recreation purposes. I would recommend we do not re-advertise for any portion of this land until a decision is made about the Open Space Committee's request.

Comment Letter to MassHousing re: 40B Project Eligibility/Site Approval Application from Pond View Commons:

As the Board is aware, I finalized and sent the Town's comment letter to MassHousing regarding the 40B project eligibility/site approval application from Pond View Commons on Thursday, September 2, 2021. There were 32 attachments, including submittals from the Planning Board, the Police Chief, the Superintendent, the Sewer Commission, the Water Commission, Hickory Hills Landowners Incorporated, Town Counsel, and various residents. A copy of the comment letter will be uploaded to the town website on the front page under News & Announcements.

Grants:

- MIIA Risk Management Grant: I applied for a \$10,000 Risk Management Grant through our insurance carrier to transition the Town to Microsoft Office 365. I hope to hear before their regular announcements in early November.
- Community Compact IT Grant Program: I plan on applying for the Community Compact IT Grant for IT equipment upgrades. This grant is for funding up to \$200,000 and is due by October 1st.
- 2021 Community Enrichment Grant: The COA Director applied for a \$20,000 Community Enrichment Grant through the Community Foundation of North Central Mass to go towards the redesign of the existing outdoor recreation area at the senior center to make it ADA compliant.

COVID-19 Update:

Due to the rise in positive COVID cases in town, the Director at Nashoba Associated Boards of Health, asked us to post a Public Health Notice from the CDC on how to protect yourself and others from COVID on the Town Website. This has been posted on the website and to the Town Facebook page.

The weekly update from the Board of Health on the cumulative laboratory confirmed number of COVID-19 cases reported to the Town from the Department of Public Health as of August 28th was 831. The positivity rate for Lunenburg as of August 28th was 5.09%. As of August 31st the positivity rate for Worcester County was 2.9% and for the State of Massachusetts was 2.74% as reported by DPH.

Meetings, Events and Other Announcements:

- Lunenburg Farmers Market on the Ritter Lawn are being held Sundays until October 10th, 10 a.m. until 12:30 p.m.
- The fall Special Town Meeting will be Tuesday, November 16, 2021 at 7 p.m. Warrant articles can be submitted to the Town Manager's Office until Tuesday, September 28th at 5 p.m.

