


# Town Manager Report


Town of Lunenburg- February 9, 2021





## Contact Information

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## Announcement on Existing Vacancies:

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

- Architectural Preservation District Commission (1 vacancy)
- Bylaw Review Committee (4 vacancies)
- Cultural Council (1 vacancy)
- Historical Commission (1 vacancy)
- TCP Building Design Committee (1 vacancy appointed by the Select Board and Town Moderator for member at large)
- 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.

## ADA Self Evaluation and Transition Plan Update:

I received a draft copy of the ADA Self Evaluation portion of our ADA Self-Evaluation and Transition Plan that Montachusett Regional Planning Commission is drafting through the District Local Technical Assistance funding we received last year. I will be circulating this to the appropriate staff to review and

then MRPC will be working with our Building Commissioner to review the recommendations and associated costs to bring items that need to be addressed into compliance.

## Invitation for Bids/Request for Proposals:

- The Assistant Town Manager will be putting out an Invitation for Bids for Landscaping Services that will be due on April 15th.
- Bids for Cleaning Services for Town Buildings are due February 18th.

## Fuel Tank Update:

At the last meeting the Board asked about an Emergency Response Plan and training for staff that will be using the fuel tanks. The engineer for the fuel tank project will have the "Spill Prevention, Control, and Countermeasure Plan" (federally required plan to have on site because our above ground tank is over 1,320 gallons) completed this week. The SPCC will include an emergency response plan and training section. Once complete, a copy will be given to the Conservation Commission.

## Meetings, Events and Other Announcements:

- The Water District has a meeting on Wednesday, February 10th at 4:00 p.m.
- The School Committee has a meeting on Zoom on Wednesday, February 10th at 6:30 p.m.
- The ZBA has a meeting on Zoom on Wednesday, February 10th at 7:00 p.m.
- The Finance Committee has a meeting on Zoom on Thursday, February 11th at 7 p.m. to hear my Preliminary Budget Presentation.
- Town Offices will be closed on Monday, February 15th in observance of President's Day.
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