

# Town Manager Report


Town of Lunenburg-July 14, 2020





## Contact Information

 Facebook

 17 Main Street, Lunenburg, MA,...

 hlemieux@lunenburgonline.com

 978-582-4130

 lunenburgma.gov

## Announcement on Existing Vacancies:

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

- Agricultural Commission (2 alternate vacancies)
- Americans with Disabilities Act Commission (1 vacancy)
- Architectural Preservation District Commission (2 vacancies)
- Fence Viewers (vacancies)
- Finance Committee (2 vacancies appointed by the Finance Committee Appointing Committee)
- Historical Commission (1 vacancy)
- Open Space Committee (1 vacancy-citizen at large)
- Personnel Committee (1 vacancy)
- Senior Center Property Tax Work Off Committee (1 vacancy)
- Zoning Board of Appeals ( 2 Associate vacancies)

Interested persons can find application forms on the Town Website and completed forms can be sent to the Board of Selectmen's Office.

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

On July 10th the firm performing the Phase II environmental site assessment started on the fieldwork at 925 Massachusetts Avenue which includes a Ground Penetrating Radar survey to look for underground tanks and other subsurface structures. Also, they will be scheduling the hazardous building survey and drilling. A draft report on the results is expected by September.

## Financial Trend Monitoring System:

The Finance Director, Treasurer-Collector, School Business Manager, and I have a kick-off meeting tomorrow with the Collins Center to begin the process for creating a Financial Trend Monitoring System. The end product will be both a written report that we can update and integrate into our existing ClearGov budgeting software.

## Continuity of Operations Plan:

The kick-off meeting to begin working with the UMass Collins Center on the Community Compact Grant to create a Continuity of Operations Plan will be during the week of August 3rd.

## Principal Assessor Position:

As previously reported, the Board of Assessors, through the Town Manager's Office, had solicited responses to a Request for Proposals for Tax Assessment Services to continue outsourcing this service and simultaneously advertised for a Principal Assessor position. There were no responses to the RFP for Tax Assessment Services, including from RRG, who has been our current firm for this service for many years. RRG responded that they are not structured to provide a full time Assessor to the town, as this would be cost prohibitive.

We proceeded with interviewing multiple candidates for the full time Principal Assessor position and ultimately chose Sue Byrne for the position. Sue comes from the City of Gardner as their City Assessor with 16 years of experience and highly recommended for the position. Sue has experience with negotiating solar pilot agreements, TIF agreements, experience with the Appellate Tax Board, five year revaluations, interim year assessments, GIS, and all aspects of assessing. I appointed Sue Byrne to the position last week and the Board of Assessors affirmed the appointment at their yesterday per the process in the Town Charter.

Throughout this process it has been stressed that any changes would need to stay within the confines of the budget, inclusive of other employee related costs such as health insurance. This remains the case.

We thank RRG for their many years as the hired firm to perform assessing services to the Town and we are excited to welcome Sue as our full time Principal Assessor. Sue brings a wealth of knowledge, is highly recommended from her previous community, and is known for her positive interactions with residents in the community she works in. Sue's start date is July 27th.

## Other Department Updates:

- DPW Equipment Operator Vacancies: The Assistant Town Manager/HR Director is currently re-advertising for the three vacant DPW Equipment Operator positions in various locations like Indeed.com, the Ledger, and town website. We are also looking into the possibility of partnering with vocational schools to reach out to post-graduates with these employment opportunities.
- Ladder Truck: The Ladder Truck was delivered to the dealership last week and is currently being lettered, outfitted, and having all the equipment mounted. We expect to receive it at the station in



about 2-3 weeks.

- Audit: The auditors from Powers & Sullivan were on site last week for their preliminary work and will be back in the fall to finalize the FY20 audit.
- Extended Curbside Pick-up at Library: The Curbside Pick-up hours at the Library will be extended to include Monday evening until 7:45 p.m. For a schedule of the extended times for curbside pick-up, please visit the Lunenburg Public Library's website.

## Meetings, Events and Other Announcements:

- I am attending the Personnel Committee meeting via Zoom on Wednesday, July 15th at 5:30 p.m.
- The Finance Committee Appointing Committee has a meeting to interview two candidates for vacancies on the Finance Committee via Zoom on Wednesday, July 15th at 6:00 p.m.
- The Conservation Commission has a meeting via Zoom on Wednesday, July 15th at 7:00 p.m.
- The Agricultural Commission has a meeting via Zoom on Thursday, July 16th at 7:00 p.m.
- The Board of Health has a meeting via Zoom on Monday, July 20th at 7:00 p.m.
- The Planning Board has a meeting via Zoom on Monday, July 13th at 6:30 p.m.

