

# Town Manager Report


Town of Lunenburg-March 31, 2020





## Contact Information

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## 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 (1 design professional; craftsperson or building contractor familiar with historic renovation)
- Finance Committee (1 position appointed by the Finance Committee Appointing Committee)
- Open Space Committee (1 vacancy-citizen at large)
- Planning Board (1 position appointed by the remaining members of the Planning Board and the Board of Selectmen until the next Annual Town Election in May)
- Zoning Board of Appeals (2 Associate vacancies)

Talent bank forms can be obtained on the Town Website and forwarded to the Board of Selectmen's Office.

## 925 Mass Avenue Update:

The firm that is conducting the Phase II site assessment of 925 Mass Avenue performed a site visit on Wednesday, March 18th and reported the site visit went well. They found three monitoring wells, which

they might be able to use. The groundwater was between 9 and 11 feet below grade and they did not get any petroleum odors from the wells. Odors can be an indicator of a release, so no odor is good. They are proceeding with the next steps of developing the scope and the Quality Assurance Project Plan required for the EPA. This is a written document that outlines the procedures a monitoring project will use to ensure the data it collects and analyzes meets project requirements.

## Fuel Tank Project and Earmark Update:

As I reported to the Board last week, once a fully executed contract was received by the Executive Office of Administration and Finance, they would release the full amount of the earmark of \$165,000 to us for the removal and installation of the fuel tanks. A fully executed contract was sent this past Friday and I received word from the Business Manager that they would be releasing the funds and we would have the funds in our account within a couple of business days. I received confirmation today from the Treasurer/Collector that those funds were deposited into the town account.

The project itself is moving forward with some delays due to the cancellation of the March 18th Conservation Commission meeting related to COVID-19; the rescheduled date is rescheduled April 15th.

## DPW Roof Project:

The DPW Roof project that was bid earlier this year will commence shortly. This was a capital project from Fiscal Year 2019.

## Town Hall Handicap Ramp Project:

The Town Hall Handicap Ramp project will be advertised shortly with bids due in late April. Per the state's ruling in response to COVID-19, this bid opening will be a virtual bid opening. This project is being paid for with an earmark that was in this year's state budget.

## Municipal Vulnerability Preparedness (MVP) Planning Grant:

As our Planning Workshop was scheduled originally for Tuesday, March 24th, we have put this on hold until further notice. The Land Use Director reached out to the agency that we received the grant from to notify them of postponing our workshop and they responded that there will likely be more news from them on program adjustments given the current circumstances.

## Green Communities Competitive Grant:

The Green Communities Competitive Grant that was due March 27th has been extended until May 1st due to COVID-19.

## FY 2020 Updates:

As relayed at the March 24th meeting, on March 23rd I instituted a hiring and spending freeze on all non-essential hiring and expenditures due to the fiscal uncertainty and to be fiscally prudent. This does not include utility expenses, current contractual obligations, and expenses related to the current

pandemic. The hiring freeze excludes police, fire, and other positions related to public safety. All other departments will need to request a hiring exemption if a prospective employee would fill an essential service and request an exemption for all non-essential expenditures. The Finance Director and Treasurer/Collector are currently working on providing a projection of revenues for the remainder of this fiscal year. The Finance Director did relay that based on a preliminary review, she believes we will have a positive cash flow for the remainder of the fiscal year. As I receive additional information I will provide updates.

## FY 2021 Financial Updates:

As I indicated to the Board at the March 24th meeting, the FY 2021 budget will need to essentially start from scratch. I emailed Sean Cronin, who is the Senior Deputy Commissioner of the Division of Local Services, questions on whether forecasting on items such as the Meals Tax and forecasting for the FY21 budget have been done on the State level to help inform us on the local level what we can expect for State Aid, etc. but he replied that no formal forecasting had been done at the state level yet. I attended a briefing today with panelists that included the Lieutenant Governor and Sean Cronin, and he indicated that the Secretary of Administration and Finance is meeting with the House and Senate Ways and Means Committee next week to discuss the impact on State Aid.

## Department Head Updates:

Library: All the Library staff is currently working remotely; employees are working on cross training documentation, marketing the digital resources available for library users, professional development and virtual programs.

Treasurer/Collector: The Treasurer/Collector announced that people are still mailing in payments instead of sending to the lockbox in Boston or paying online. Staff has been busy with processing payments and reconciling accounts. The Treasurer/Collector has been working with the Finance Director on a cash flow analysis for the remainder of FY20.

COA: The COA provided a list of updates that are included in the COVID-19 updates dated March 31st.

Police: The Police Department has seen some delays in setting up appointments with the RMV. They are currently doing video arraignments from the cell block.

Public Access: The PACC Manager has been working with the IT Director on remote meetings and will be live broadcasting meetings remotely starting this week.

IT Director: The IT Department has been working on setting all departments up to work remotely, working on remote public meetings, and with the School on getting out Chromebooks to families.

Finance Director: The Finance Director is working on the cash flow analysis with the Treasurer/Collector and looking at all end of year receivables and grants to make sure reimbursements have been submitted.

Land Use: The Land Use Department is working remotely and are working on items such as regulations. The Building Commissioner is still doing inspections as long as social distancing protocols can be followed.

DPW: All but the Administrative Assistant, Recreation Director and Sewer Business Manager are still working out of the DPW building. All proper protocols are being followed and each worker is assigned their own vehicle that they sanitize. They are working on individual assignments, not groups, such as street sweeping and catch basin cleaning. There have been two burials during this time period and they have accommodated those families while keeping in line with the Governor's Order.

Town Clerk: The Assistant Town Clerk is working entirely remotely and the Town Clerk has been working in the office. The Town Clerk will be using the lockbox outside Town Hall for submitting nomination papers for the State and Federal elections.

## Meetings, Events and Other Announcements:

- The Conservation Commission will be meeting tomorrow, Wednesday, April 1st at 7:00 p.m. via a Zoom meeting.
- The Finance Committee will be meeting this Thursday, April 2nd at 7:00 p.m. via a Zoom meeting.

