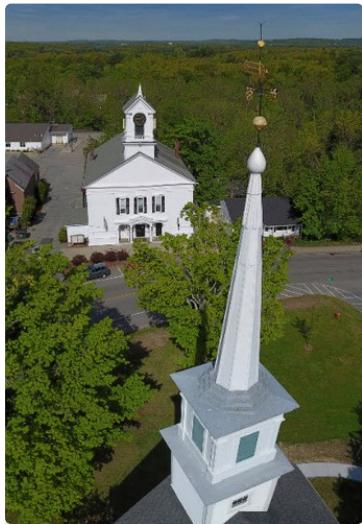


# Town Manager Report

Town of Lunenburg-March 3, 2020



## Contact Information

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## Announcement on Existing Vacancies:

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

- Agricultural Commission (1 regular member and 3 alternate vacancies)
- Americans with Disabilities Act Commission (1 vacancy)
- Architectural Preservation District Commission (1 design professional; craftsman 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.

## Board of Health Information on the Coronavirus (COVID-19):

Last week I reached out to the Board of Health to see if they had received any updates from the Department of Public Health regarding the Coronavirus and information that we could share with the

public and staff. Our agent through Nashoba Associated Boards of Health sent an advisory with the links to the Department of Public Health's website and the CDC's website that has the most up to date information. This information, as well as preventative measures recommended by the CDC to stay healthy, was shared on the town website, town Facebook page, sent to the Lunenburg Ledger, and sent via the townwide listserv. The COA Director posted the notice on the bathrooms, bulletin boards, kitchen area, lunch room, on the Eagle House Facebook page and will have hard copies for clients and in packages that go out to the Meals on Wheels recipients.

Any further updates from the Board of Health will be shared on the website, Town Facebook, emailed to the townwide listserv, and the Ledger.

## Active Shooter Trainings:

The Town Hall will be closed tomorrow, Wednesday, March 4th from 2-4 p.m. for an active shooter training. The Police Department will be conducting these trainings at all our town buildings at dates to be determined and then with larger commercial businesses.

The Town Hall will reopen to the public at 4 p.m. and any meetings scheduled after 4 p.m. will not be affected.

## Municipal Vulnerability Preparedness (MVP) Planning Grant:

The Land Use Director, who is the lead on this project, has been working with the consultant (Comprehensive Environmental Inc.) and there will be a kick-off meeting with the appropriate staff on Monday, March 9th. This core team includes the Land Use Director, Police Chief, Fire Chief, DPW Director, Conservation Administrator, COA Director, and myself. Subsequent to the kick-off meeting there will be two public workshops that will be scheduled in the spring that are an important part of the planning phase.

## Old Primary School Hazardous Materials Survey:

I received a copy of the final report for the Hazardous Materials survey that was performed and forwarded to the Board on Friday, February 28th. The report identifies a cost of \$37,875.00 to abate the identified hazardous materials.

## Update on Home Rule Petitions for Additional Liquor Licenses and Town Charter:

As relayed on to the Board in an email sent on February 13th, the two Home Rule Petitions for additional liquor licenses were filed by Representative Hay and assigned bill numbers H. 4365 and H. 4366. H4365 for an additional liquor license for Lanni Orchards went to Committee and reported out of Committee favorably this week. It will now have a second and third reading by the House and then go to the Senate before being voted on.

House Bill 4366 was not voted on by the Committee since it did not have an address or economic zone attached to it. I have a call into Representative Hay's Office to see if we have any recourse to ask the Committee to move that bill forward.

The Town Charter Home Rule Petition was filed by Senator Tran and has been assigned bill number S. 2557. This has been referred to the Joint Committee on Municipalities and Regional Government. I will provide further updates as I receive them.

## DPW Roof Project:

Bids for the DPW Roof project were received on February 25th; there were a total of twelve bids received with the low bid of \$84,000 and a high bid of \$137,500. This was a project in the FY19 Capital Plan in the amount of \$65,000 and we will need to subsidize the balance of \$19,000 for this project from the Facilities budget. The project schedule is to have this complete by the close of this fiscal year.

## Update on Fuel Tanks located at DPW:

As mentioned previously, we have contracted with an engineering company for the removal and replacement of the fuel tanks located at the DPW. They have performed the survey and submitted a Request for Determination to the Conservation Commission to be on the Conservation Commission's March 18th agenda. As a requirement of the Special Pollution Liability insurance we are required to carry for the underground tanks, I have notified the carrier that we have begun the process for the removal of the tanks over the next few months so that they can witness the removal and be kept notified of the timing of the removal.

## District Local Technical Assistance Application for Self-Evaluation and Transition Plan (TM Goal #3, i., iii.):

On Friday, February 28th I notified the Board through email that the District Local Technical Assistance application that I submitted to Montachusett Regional Planning Commission to complete our ADA Self-Evaluation and Transition Plan for our facilities, public parking lots, and parks/open spaces was approved. John Hume of MRPC will be in touch shortly with the next steps.

## Recycling Education and Enforcement Coordinator Position (TM Goal #3, i., iii.):

I attended the Board of Health meeting last night to discuss the Recycling Education and Enforcement Coordinator grant through MassDEP. The goal would be to apply for a part-time grant funded position that would be a \$30,000 grant from MassDEP for a 24 month period and would require a 25% match from the towns participating. If we shared this with one other town it would cost a total of \$3,750 (\$1,875 each year). If shared with two other towns it would cost a total of \$2,500 (\$1,250 each year). Under both scenarios this cost would be paid out of the Recycling Dividends Program grant. The Board of Health plays a vital role in this grant process because they would have to adopt comprehensive hauler regulations that includes mandatory recycling for residential generators with an enforcement mechanism. The Board of Health is moving forward and will be holding a workshop meeting on March 9th to discuss the comprehensive regulations.

This position would provide outreach and education to private haulers about recycling rules and the enforcement component, and implement enforcement protocol on private haulers as allowed by the accepted regulations. It is not my intention that this position would be funded at the conclusion of the grant. I am still looking into whether it would be allowable for this position to be an independent contractor or not.

## Dementia Friendly Update:

The Dementia Friendly Action group met on Monday, February 24th and currently looking into what is involved in becoming an Age Friendly Community. We will be reviewing the criteria, what we are currently doing or are planning on doing that would qualify as being Age Friendly with a goal of applying to be an Age Friendly Community in the future. Our next meeting is Monday, March 23rd.

## FY 2021 Financial Updates:

I emailed the Board on Friday, February 28th that I received notification from our regional assessing firm that our estimated New Growth for the FY21 budget is decreasing another \$40,600 due to a delay in the construction of the Settler's Solar project due to the utility company study. A new target date for this project is September 30th, which the new growth for this project will be realized for the FY 2022 budget. In response to this, I asked Harald Scheid of RRG to come before the Finance Committee to further explain the significant decline in New Growth that we have experienced from FY20 to FY21. He will be attending this Thursday's Finance Committee meeting.

Secondly, the Finance Sub-Committee for the Nashoba Regional Dispatch Center voted on the assessment and the assessment will be \$198,530. The original estimate in the budget was \$213,497, so this is a decrease of \$14,967.

We should receive Monty Tech's assessment amount this week and they will be presenting at Thursday's Finance Committee meeting.

## Meetings, Events and Other Announcements:

- I attended a portion of the Green Communities Task Force meeting on Thursday, February 27th before heading to the Finance Committee meeting where the Police and Fire Chiefs presented their FY21 budgets and I will be attending the Green Communities Task Force meeting this Thursday at 6:00 p.m. until the start of the Finance Committee at 6:30 p.m. The Finance Committee will be meeting with Monty Tech and the Public Access Committee this week.
- I will be attending the Board of Assessors meeting tomorrow to discuss their FY21 budget and changes in the estimated New Growth amount.
- Reminder that the warrant closes on Monday, March 16th at 4 pm and Finance will hold their public hearing on the budget on Thursday, March 26th at 6:30 pm.
- The Citizens Party Caucus will be Monday, March 16th at 7 pm in the Turkey Hill Elementary School Cafeteria.
- The Special State Representative Election will be March 31st 7 am - 8 pm at the TC Passios Building.
- Dog Licenses for 2020 are due by April 1st to the Town Clerk's Office.