

Town Manager Report


Town of Lunenburg-October 8, 2019




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; 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)
- Zoning Board of Appeals (1 regular member and 2 Associate vacancies)

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

Financial Forecast:

During the last budget cycle, I had spoken with the School Superintendent and School Business Manager about the School providing a projection of costs to implement their strategic plan and addressing their staffing needs. I met with the Superintendent and Business Manager yesterday to discuss this further and this will be incorporated into my Five Year Financial Forecast. We discussed

the goal of incrementally addressing the school's staffing needs, similar to how we have instituted a long term plan for fully staffing the Fire and Police Departments.

Department Head Updates:

DPW: The paving season will be finishing up shortly. The DPW Director has been working with the Town Manager on Complete Streets, the kick-off for the Pleasant Street Bridge, looking to apply for the Small Bridge Program grant for a culvert on Flat Hill Road, starting the Townsend Harbor Bridge project in the next couple of weeks, proceeding with getting a new fence installed at Wallis Park, working with the Cemetery Commission on a budget for FY21 and capital requests for FY21, and getting a quote from a consultant to work towards OSHA compliance.

Fire: The Fire Chief is working on submitting a SAFE/Senior SAFE grant and is waiting to hear on a Federal AFG grant he submitted for Self-Contained Breathing Apparatus. The Ambulance and the Engine that were in the FY20 Capital Plan are ahead of schedule for delivery but the Ladder Truck is not expected to be received until April.

Town Clerk: The Town Clerk relayed that the 2020 Census is out. There was a training on September 26th for election workers on the new voter equipment and the Town Clerk hopes to hold demonstrations for the public at a later date and may set up a voting machine at the Special Town Meeting.

Assessors: The Assessors will be converting to the new state assessing software in November. They also will be starting to use the new software from the RMV for motor vehicle excise tax. New Growth is being submitted the first week of October.

COA: Recently the "My Senior Center Software" crashed and required a new system to be delivered. The cost is being paid for by the 501C(3).

Treasurer/Collector: The Treasurer/Collector was in the process of finishing up all reports to close out FY19 so that Free Cash can be certified by the DOR. Foreclosure proceedings were finalized for property at 408 Lancaster Road (Kevin Hill); by law, the owner has one year to petition the Court to vacate the Judgement to restore their title. This would require the payment of all back taxes, penalties and interest to make the Town whole and if that doesn't occur the Town owns the property.

Land Use: The Planning Board had a Scenic Road tree hearing with the Tree Warden and approved 8 out of the 27 trees that Unitil proposed to be removed in their Storm Resiliency Program. The construction of the gas station on Electric Ave is fully underway. There have not been a lot of development requests.

IT: The IT Director reported he has been busy with the School, which is normal at the beginning of the school year.

Finance: The Finance Director reported that our estimated Free Cash is around \$1.1M. She has been working with ClearGov, the transparency software company, and the data is now up to date and has been launched. The Finance Director and the Town Manager will be receiving training on the budget platform that will be rolled out to departments after we are trained and this will be used for the FY21 budgeting process.

Cable: PACC has been doing a lot of programming with the Eagle Hoes and the Library. There have been some issues downloading certain meetings from the Server (ConComm 9/18 and PB 9/23).

Library: The Summer Reading program was a big hit and saw increased numbers. The Library Director is in the process of hiring a Library Page, which has been vacant for some time. October 5th is their annual book and bake sale. The Director is working on finalizing the State Aid Report to be submitted.

Meetings and Other Announcements:

- Town Counsel Office Hours for October will be October 23rd from noon until 4 p.m.

- I will be attending the Finance Committee meeting this Thursday at 7 p.m. for their public hearing on the Special Town Meeting articles. The Selectmen are posted for this meeting as well.

