

# Town Manager Report


Town of Lunenburg-October 1, 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.

## Open Meeting Law, Conflict of Interest, and Public Records Law Training:

Reminder for all elected/appointed officials that there will be an Open Meeting Law, Conflict of Interest, and Public Records Law Training this Thursday, October 3rd at 7 p.m. at the Eagle House Senior Community Center.

## Police Union Negotiations:

The Executive Session planned for tonight has been rescheduled until October 15th. The Executive Session is scheduled to start at 6:15 p.m. that night.

## PAYT Large Bag Samples:

The DPW and our office have received a fair amount of complaints about our current 33 x 35 Large PAYT bags and that they do not fit the opening of a standard trash container and this results in the bag ripping. I contacted our bag vendor, WasteZero, and was able to get two rolls of 34 x 34 Large bags that we can test out to see if switching to this larger opening has positive results. For anyone that wishes to test out a sample bag, please contact our office. For anyone that receives a sample bag, we will need your contact information and will need your feedback on how this sized bag compares to the current bag.

## Summer Street Road Reconstruction Project Update:

The Summer Street Road Reconstruction Project is nearing completion. The remaining guardrail is scheduled to be installed the week of September 30th. Paving of the surface course is scheduled for the week of October 7th. MassDOT has had message boards up for the past week notifying motorists of the paving schedule. Some traffic disruptions are expected, particularly on the side streets in the Leominster section of the project while paving is underway. Line striping / pavement marking is scheduled for the week of October 14th.

## Recycling IQ Grant (TM Goal #2):

The Recycling IQ program is going well. The Recycling Inspectors have been asked questions about which items are recyclable or not and we will be taking this feedback to incorporate it into our educational materials and social media posts. Residents have shown an effort to make sure they are putting the correct items in their recycling containers and the inspectors have been received well.

## LAND and PARC Grant Announcement:

On September 25th the Office of Energy and Environmental Affairs announced the Town was a recipient of a \$100,000 PARC grant and a \$400,000 LAND grant. The Land Acquisition Committee submitted these grant applications with the approval of the Board of Selectmen in July for the purchase of 318 acres of property at 961 and 964 Northfield Road for conservation and recreational purposes. The purchase of the property is an article on the Special Town Meeting warrant. The total purchase price is \$782,000 and after reimbursement from the grants is received in the amount of \$500,000, the price is \$282,000.





### Tier 3 Complete Streets Grant Application (TM Goal #3, ii.)

Today I completed the upload of all the documents necessary to submit to the Massachusetts Department of Transportation Tier 3 Complete Streets Grant. Our total grant request is for \$258,460 for three portions of the Main Street area: the Oak Ave/Main Street intersection, improvements to Memorial Drive, and pedestrian access from Main Street from Town Hall crossing Mass Ave to the Ritter Building. For the narrative section of the grant, I included pictures from Sheri Bean at MRPC from our Walkability and Parking Study public meeting on Main Street. I have asked Representative Benson, Representative Hay, and Senator Tran to submit letters of support for our application as well. When we submitted an application last fall, we were notified in January.

### ADA Planning and Project Grant (TM Goal #3, i., iii.)

I submitted two grants to the MA Office on Disability this week. The first was a Planning Grant request in the amount of \$7,000 to complete our update of our Self-Evaluation and Transition Plan. As you are aware, Montachusett Regional Planning Commission (MRPC) is currently performing the Self-Evaluation of our public facilities and parks through District Local Technical Assistance funding. The funding through the DLTA is not sufficient to complete the Transition Plan, so this will require a supplemental source. MRPC provided an estimate of \$7,000 that it would require to complete this portion of the project.

The other grant application was for a Project Grant request in the amount of \$17,000 to install a ramp and railings that meet ADA requirements to access the Niche Wall at North Cemetery. This was a request by the Cemetery Commission that I completed all the necessary information.

Last year we received one of the three project grants and did not receive the planning grant. I was able to speak with someone from MOD in the spring and was told that our applications were good and had enough detail; the issue was that funding was very competitive. They had received 100 applications and only 30 were chosen with the average request being around \$30,000.

## 925 Mass Ave (TM Goal #1)

Town Counsel drafted an Administrative Search Warrant that utilizes the powers of the Board of Health that evaluate properties that may pose a public health risk in order to gain legal access to the property for the inspection, assessment and all related sampling needed to perform a Phase I and Phase II environmental assessment of 925 Mass Ave (the old gas station). This Administrative Search Warrant was signed off by the Assistant Clerk Magistrate yesterday. Attorney Counsel is going to provide a service of the warrant to the current owner according to his last known address. As part of the next steps, I will get an updated cost estimate from an environmental consultant and review possible funding sources.

## Interviews for the Principal Clerk Position in Treasurer/Collector's Office

The Treasurer/Collector and I will be conducting interviews tomorrow for the Principal Clerk position. I hope to have a Notice of Appointment for this position for either one of the upcoming meetings in October.

## Meetings and Other Announcements:

- Town Counsel Office Hours for October will be October 23rd from noon until 4 p.m.
- The Harassment Training for all staff will be this Thursday.
- I will be attending the Finance Committee meeting this Thursday at 6 p.m. to review the warrant articles for the Special Town Meeting.
- I will be visiting the Community Service Learning English Class this Friday to discuss needs of the community. The purpose of this class is for students to find a need in the community, research that need, develop a strategy for solving / mitigating that need, and then employ that strategy. I attended this session last year and the final presentations made by the students at the end of the year and the students put a lot of effort and thought into needs they identified in Lunenburg.