

Town Manager Report

Town of Lunenburg-August 13, 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; craftsman or building contractor familiar with historic renovation)
- Finance Committee (1 position appointed by the Finance Committee Appointing Committee)
- Housing Authority (1 elected position that will be a joint appointment with remaining Housing Authority members and Selectmen)
- Planning Board (1 elected position that will be a joint appointment with the remaining Planning Board members and Selectmen)
- Sewer Commission (2 elected positions that will be a joint appointment with the remaining Sewer Commission members and Selectmen)
- 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.

Summer Street Road Reconstruction Project Update:

Concrete sidewalk and driveway installation is ongoing in the Lunenburg section of the project. It is anticipated that the sidewalks and driveways in this section will be completed the end of this week. Granite curbing is being installed in the Leominster section of the project. Most of the curbing, with the exception of a few small areas where hydrants need to be relocated and a retaining wall needs to be built, will be completed by mid-August. Concrete sidewalk and driveway installation will continue into Leominster after the completion of the Lunenburg section. The Contractor is anticipating placing the top course of pavement in October.

Northfield Road and Sunset Lane Culvert Projects:

The Northfield Road and Sunset Lane culvert projects began on August 2nd and are now complete.

MassDEP Recycling IQ Kit Grant Update (TM Goal #2):

All the documents that were required by MassDEP prior to the execution of a contract to receive the \$20,000 Recycle IQ Kit Grant were submitted on July 24th and a contract was executed on July 30th. We were able to submit all the necessary campaign material orders to the state vendor to meet the timeline. Residents will be receiving a magnet postcard in the mail in the next couple of weeks and again in approximately one month. We will have signboards at a few locations around town with recycling messages.

We are advertising for four grant funded positions now that will be doing the curbside checks on recycling and tracking the data.

Engineering Services for Year 2 of the MS4 Permit:

The DPW Director, Land Use Director and I met with the engineering firm, CEI, that will provide Year 2 services for the MS4 Permit to review all the associated tasks that need to be accomplished during Year 2 and identification of the role/responsibilities of the Town Staff and those of the engineering firm. A summary of this has been provided to CEI and the Stormwater Task Force and we have a follow-up meeting this Thursday. I am also working on the associated contract for this project.

ADA Public Rights of Way Public Outreach Survey (TM Goal #3):

Reminder for people to fill out the ADA Public Rights of Way Public Outreach Survey that is available on the town website, paper copies available at Town Hall, the Eagle House, Ritter, and the Library, or can be completed through going to:

www.surveymonkey.com/r/Lunenburg ADA PROW Transition Plan Survey

Surveys are due back by August 16, 2019

Walkability and Parking Study (TM Goal #3):

The Walkability meeting for the Whalom area was on Thursday, July 25th and the walkability public meeting for the Main Street area was on Tuesday, June 30th. We had a good representation of public officials at the Whalom area meeting with one family that provided a map of prioritized areas where

access needed to be improved. Sheri Bean of Montachusett Regional Planning Agency was at the Whalom area meeting to receive all the input and the Land Use Director forwarded Sheri all the comments that were received at the second Main Street area walk. A draft report is expected by the end of September.

FY20 Final State Budget:

The Governor signed the FY20 State budget on July 31st. Compared to the State Aid and Assessment figures that were used at the May Annual Town Meeting, there is an overall decrease of \$7,815. I have included a breakdown in your materials for tonight's meeting, but to summarize the increases and decreases compared to the figures used at the Annual Town Meeting for the FY20 budget:

On the Revenue side:

- There was an increase of \$32,622 in Chapter 70 funds;
- There was an increase of \$10,707 in Charter School Tuition Reimbursement;
- There was an increase of \$17,686 in Smarth Growth (40S funds);
- There was a decrease of \$4,088 in School Choice Receiving Tuition;
- There was an increase of \$1,161 in State Owned Land;
- There was an increase of \$483 in Public Libraries;
- For a total overall increase on the revenue side of \$58,571

On the Assessment and Offset side:

- There was an increase of \$1,860 in RMV Non-Renewal Surcharge assessments;
- There was an increase of \$74,320 in School Choice Sending Tuition assessments;
- There was a decrease of \$6,189 in Charter School Sending Tuition assessments;
- There was an overall increase in assessments by \$69,991 and decrease in offsets by \$3,605.
- **The net effect of the State Aid figures we used at the Town Meeting and the final FY20 State budget is a deficit of \$7,815.**

Also, the FY20 State budget included the following earmarks:

- \$100,000 for Self-Contained Breathing Apparatus for the Fire Department,
- \$165,000 for the removal and replacement of the fuel tanks located at the DPW,
- \$40,000 for the HVAC at the Eagle House,
- \$27,000 for the replacement of the handicapped ramp at the Town Hall.

Department Head Meeting Updates:

IT Director: The IT Director and the Land Use Director trained the town beach staff on using the online permitting software Viewpoint in order to provide beach passes to people at the beach.

Land Use Director: The Land Use Director reported that Aro Estates has been approved with five phases of development that allows for 25 homes per year with 20% of the homes being age restricted to persons 55 or older. The Planning Board is currently working on an Earth Removal bylaw for the fall town meeting.

COA Director: The COA Director reported that becoming a Dementia Friendly community is going well and the Memory Cafe is a success. The Wellness classes are going well and will start up in the fall at the TC Passios. There is a Blood Drive on August 28th. The Eagle House has seen a 10% increase in participation compared to the same time last year.

PACC Manager: The PACC Manager discussed the recent FCC ruling on capping PEG fees at 5% and that MassAccess has proposed a bill to charge providers for streaming services. PACC is in the process

of installing new cameras and tricaster for the Studio. A new program interviewing department heads is currently being developed.

Finance Director: The Finance Director is working on closing out the FY19 year end in order to submit for Free Cash.

Police: The Police Chief relayed that 11 cars have been outfitted with tablets for e-citations and they received accident investigation equipment, all paid through grant funds.

Finance Team Meeting:

The Finance Director, Treasurer Collector, Assessors Assistant, and I had our first official Finance team meeting on July 29th. We will officially be meeting quarterly to review trending of revenues, collections, tax commitments, and any other related finance issues. At this first meeting we discussed recouping old Personal Property taxes from business owners and an internal process between departments to capture these O/S taxes.

Attendance at Meetings, Other Announcements:

- Town Counsel has office hours on Tuesday, August 20th from 2-6 p.m.
- I will be attending a Dispatch Union Negotiation Meeting on August 14th in Devens.
- I will be attending the Stormwater Task Force meeting on August 15th.