

# Town Manager Report

Town of Lunenburg- March 21, 2023



## Contact Information

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## Announcement on Existing Vacancies

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

- 300th Anniversary Committee (2 vacancies)
- Agricultural Commission (2 vacancies)
- Council on Aging (1 vacancy)
- Finance Committee (1 vacancy)
- Green Communities Committee ( 1 Associate vacancy)
- Historical Commission (2 vacancies)
- Open Space Committee (1 Member at Large vacancy)
- Personnel Committee (1 vacancy)
- Zoning Board of Appeals (1 Associate vacancy)

Interested persons can find Volunteer Applications on the Town Website and completed forms can be sent to the Select Board's Office. Anyone that has any questions on volunteer opportunities can contact the Select Board's Office at (978) 582-4130 x 144.

## Current Employment Opportunities with the Town

The following is a list of current employment opportunities with the Town:

- Administrative Assistant Police (16 hours/week)
- Assistant Town Accountant (32 hours/week)
- Digital Services Staff Librarian (20 hours/week)
- Heavy Equipment Operator (40 hours/week)
- Library Assistant (19 hours/week)
- Police Officer (40 hours/week)
- Production Technician (20 hours/week)
- Seasonal Lifeguards (Seasonal)
- Beach Director (Seasonal)
- Videographer (2-10 hours/week)

More information on each position can be found on the job postings, which are located on the town website. hours

## Line Striping Contract

At the end of February the DPW Director sent a letter to K5 Corporation to notify them again of their breach of the terms of the contract with the Town and we were terminating the contract as of March 7th. Along with this notice, a project evaluation form was completed by the DPW Director that will get submitted to MassDOT that rated this company poorly on the relevant categories.

The DPW Director is working on a new spring contract for the remainder of this fiscal year and a revised Road Materials Bid for work in FY24.

## Grants:

The DPW Director was notified this week that School Zone Traffic Calming Speed Sign grant he applied for was awarded to the Town. This will be for the Oak Avenue School Zone.

## LED Streetlight Green Communities Project

I have been working with the consultant that we hired to assist with an audit of our inventory and consulting services. I submitted an order for the equipment from a vendor on the state contract on March 10th and the expected delivery is between 6-8 weeks. There are other components such as "labels" and disconnection fuses that are ordered separately and both have been ordered. I am reviewing the draft RFP from the consultant for the installation that will go out shortly. Based on delivery of the equipment and projected award of bid for the installation, we anticipate the project to be complete by the end of the fiscal year.

We also submitted our Energy Incentive to Utilil and I signed off on this at the end of February. Our estimated incentive is \$33,500. These funds will be deposited into the general fund and close out at the end of the fiscal year they are received.

## Facility and Parks Updates:

- The Town Beach project is complete per the bid requirements. There is some additional work needed to be done, including repairs to a ceiling in another section and exterior work. This is planned to be complete before the beach is set to open.

- The Facilities Director is lining up repairs to the McNally structure which will include demolition of the second floor that was not built to code and retaining the first floor which is still structurally sound.
- The Facilities Director secured a new architect for the Ritter ADA Ramp and Building Envelope project. Once he has updated the drawings and specifications, we will work on re-submitting a Certificate to Alter to the APDC.
- The Facilities Director attended procurement training the week of March 7th.

## Department Head Updates

Land Use: The Building Commissioner needs to do a final inspection on this property and once a Certificate of Occupancy is issued, this will capture the new growth for this property towards the certification in the fall. The Planning Board has reviewed and interviewed the three firms for the Master Plan and the award will be to a company called Over Under of Boston for a total of \$153,000. The MBTA Action Plan was submitted to the State and is now pending approval. This is to be in compliance with the new multi family zoning requirements for MBTA communities and adjacent communities.

Fire: The Fire Chief reported that by fall of 2023 there will be 2 paramedics on each shift. Chief waiting on update on repairs to Ambulance and when it will be back in service.

COA: The Council on Aging is planning on having a volunteer job fair in September, which will include 7-10 large non-profit organizations. Free Reiki classes will be held the 1st Monday and last Friday of the month from 10 to noon and the Memory Cafe is back up and running. The lunches put on by the Meal Site Manager are going well.

Police: Due to Officer Pingitore leaving for the MA State Police, they have one patrol vacancy. The hybrid police cruiser is expected to be delivered the week of March 20th. The department is still working towards full accreditation, which is expected by summer. The PD's security system is having critical failures and trying to work with current vendor to provide temporary fixes. The Chief reported that arrest numbers were up from this time last year and accidents were down.

DPW: The DPW had seven now events in February and they spent a couple of weeks doing tree clean up. The Director is currently working with the engineers on the Flat Hill Road culvert project and the Page Street culvert project to prepare to bid. They continue to interview candidates occasionally for the Heavy Equipment Operator position but to date have not found the right candidate.

Public Access: Public Access is continuing to work with IT on the network connection that is needed from Town Hall to the School and will be order the necessary equipment. The IT Director reported that Comcast finished the connection and this is ready for IT and Public Access to test out.

Assessors: The Principal Assessor reported that MV excise bill were mailed out.

Library: The Library has been busy with programming and is currently looking for a Digital Services Librarian and Library Assistant.

## Disposal of Surplus Equipment/Vehicle through Municibid:

- The Council on Aging Director auctioned a 10 year old steam table on Municibid. The table sold for \$525.
- The Police Department is auctioning off a 2016 Ford Explorer Police Cruiser with over 168,000 miles on it on Municibid. This vehicle is no longer part of the fleet and is not reliable as a cruiser. It is also the last gas Ford vehicle.

## **Mass Development One Stop For Growth Expression of Interest (TM Goal #1)**

Last week I submitted an Expression of Interest application for two projects to Mass Development through their One Stop for Growth portal. The purpose of an expression of interest is to give applicants an opportunity to articulate the goals, objectives and preparations as they related to certain projects related to economic development and receive feedback and guidance from Mass Development for the path forward for each project.

The first project was improvements to the Leominster-Shirley Road corridor. This project was proposed by the Land Use Director and he provided all the relevant information that needed to be submitted as part of the Expression of Interest. This proposed project is to design intersection improvements at two locations on Leominster Shirley Road to ease traffic congestion and mitigate safety concerns along the corridor. The two intersections on Leominster-Shirley Road are at Reservoir and Fort Pond Roads.

The other Expression of Interest project was for technical assistance through Mass Development's Real Estate Services Technical Assistance program to assist with putting together a Request for Proposals when we are ready to sell the property.

Feedback on both of these projects will assist the town to submit formal applications that are due by June 2, 2023.

## **Public Employee Committee Agreement Update:**

The last time the Town amended the health insurance agreement with the Public Employee Committee, the Town agreed to investigate offering a health insurance opt out plan. We will be working with our health insurance consultant and are aiming to meet with the Public Employee Committee in April. The idea behind a health insurance agreement is that employees that have been on the town's health insurance would opt out for a minimum period of time and receive a payment for opting out. This would result in an overall savings for the town for the employer share of health insurance plans.

## **30 School Street Hazardous Materials Abatement and Demolition:**

The Contractor awarded the hazardous materials abatement and demolition of 30 School Street provided a project schedule and they have begun the administrative side of the project by notifying DEP of the hazardous materials abatement and requesting permits. Their schedule indicates they will be preparing the site the last two weeks of March and the abatement will be the first two weeks of April and begin to mobilize for demolition by mid-April. The current schedule indicates a completion date of May 8th.

## **Tax Assessment Services Update:**

We have entered into an agreement with Municipal Finance Services, LLC out of Stoneham for tax assessment services for up to \$10,000 as authorized by the Select Board related to lakefront

abatement applications. The firm began inspecting properties this past weekend and will be continuing to inspect properties every weekend.

We currently have a Request for Proposals out for bid and proposals are due this Thursday, March 23rd. This will be the same scope of services as the smaller contract but due to the estimated cost, required to be put out for formal bid.

## Meetings, Events, and Other Announcements:

- The Citizens Party Caucus in Monday, March 27th at 7 PM at the MS/HS Auditorium.
- The Finance Committee has a public hearing on the budget and articles on the ATM warrant on March 30, 2023 at 7 PM at Town Hall.
- The Annual Town Meeting is Saturday, May 6, 2023 at 9 AM at the Lunenburg Middle/High School.
- The Annual Town Election is Saturday, May 20, 2023 7 AM-5 PM at TCP.