

Town Manager Report

Town of Lunenburg- July 18, 2023





Contact Information

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Meetings, Events, and Other Announcements:

- The Town Beach hours are Saturdays and Sundays 12 PM-6 PM and Monday through Friday 10 AM-7 PM. Seasonal beach passes and swim lessons can be purchased through the lunenburgma.myrec.com site.
- The Farmers Market is every Sunday from 10 AM until 1 PM until mid-October on the Ritter lawn.
- The Summer Band Concert Series is every Monday at 7 PM, ending on August 14th at the TC Passios front lawn.
- Tax Bills are due Tuesday, August 1st.

Board/Committee/Commission Vacancies:

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

- Architectural Preservation District Commission (1 vacancy)
- Finance Committee (2 vacancies)
- Green Communities Committee (1 Associate vacancy)
- 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.

Employment Opportunities with the Town:

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

- Assistant Town Accountant (32 hours/week)
- Assistant Meal Site Manager (19.5 hours/week)
- Assistant Outreach Coordinator (10 hours/week)
- Conservation Administrator (36 hours/week)
- Facilities Superintendent (40 hours/week)
- Finance Director (40 hours/week- contractual)
- Heavy Equipment Operator (40 hours/week)
- Principal Assessor (40 hours/week)
- Seasonal Cemetery Laborers
- Videographer (2-10 hours/week)

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

Home Rule Petition for Means Tested Senior Citizen Tax Exemption (House Bill 3911)

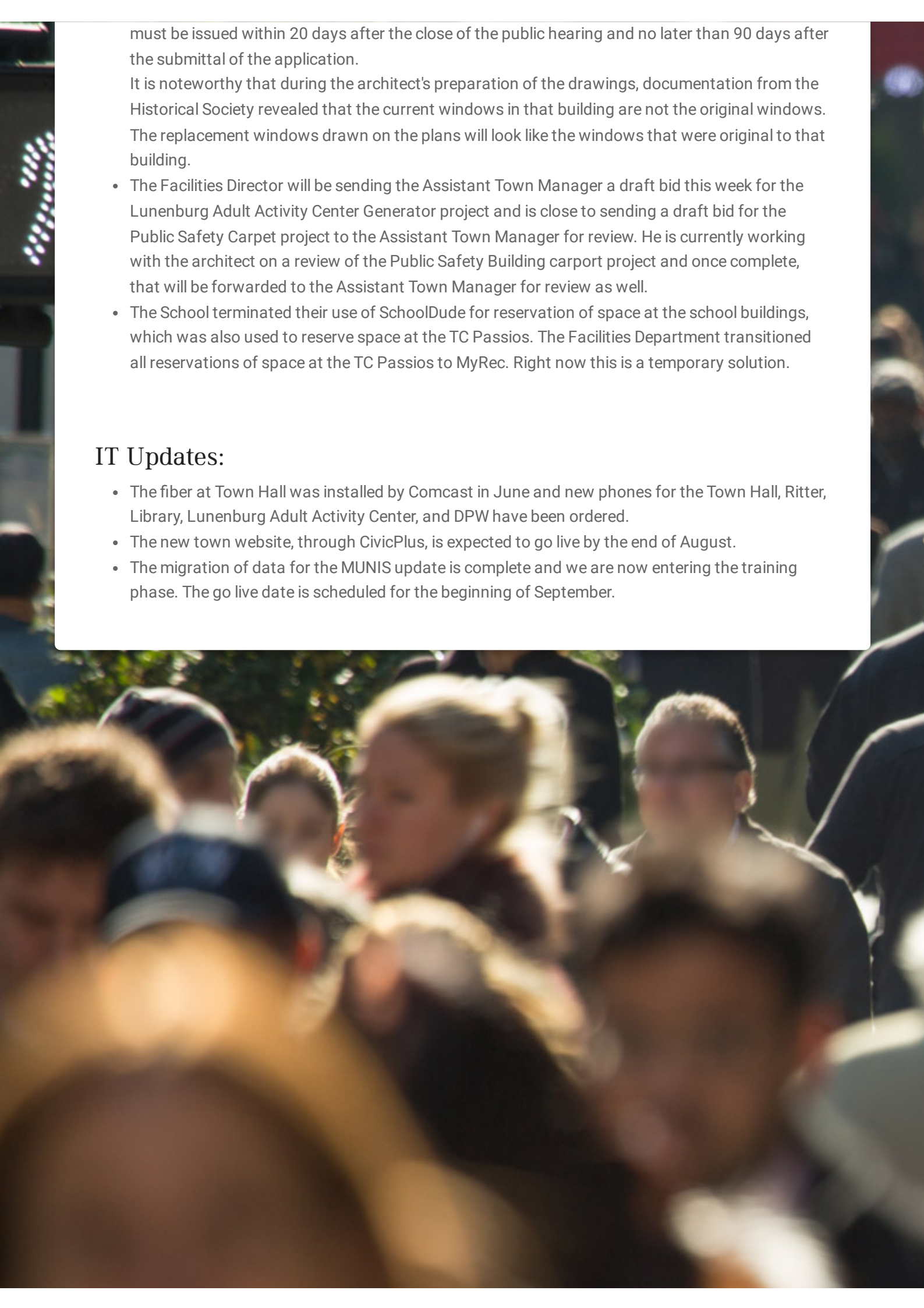
Representative Scarsdale's Office notified me that a hearing for the Home Rule Petition to create a Means Tested Senior Citizen Tax Exemption is scheduled for July 25th with the Joint Committee on Revenue. Written testimony may be submitted to the Committee via email to jointcommittee.revenue@malegislature.gov or to the Joint Committee on Revenue at 24 Beacon Street, Room 34, Boston, MA 02133. Please indicate the bill number in the subject of the email. The Committee will accept written testimony from Tuesday, July 25th until Friday, July 28, 2023, at 5:00 pm. Representative Scarsdale will submit testimony in support of the bill and I submitted a written summary to her office as well.

Invitation for Bids/Requests for Proposals:

- Invitation for Bids for the Operations and Maintenance of the Lunenburg Wastewater Collection System are due on July 26th.
- Invitation for Bids for Two Snow Plow Trucks are due on July 31st.

Town Facilities Updates:

- The Senior Center ADA Patio project is progressing according to the schedule. The retaining wall is in, portions of the concrete sidewalk are in, and the footings for the pavilion are in place. The pavilion slab is supposed to be poured this week.
- The architect has completed the drawings for the Ritter ADA Ramp and building envelope project. The Facilities Director is working on preparing a new Certificate to Alter application and once submitted, the APDC will need to schedule a hearing within 45 days and a decision by the APDC



must be issued within 20 days after the close of the public hearing and no later than 90 days after the submittal of the application.

It is noteworthy that during the architect's preparation of the drawings, documentation from the Historical Society revealed that the current windows in that building are not the original windows. The replacement windows drawn on the plans will look like the windows that were original to that building.

- The Facilities Director will be sending the Assistant Town Manager a draft bid this week for the Lunenburg Adult Activity Center Generator project and is close to sending a draft bid for the Public Safety Carpet project to the Assistant Town Manager for review. He is currently working with the architect on a review of the Public Safety Building carport project and once complete, that will be forwarded to the Assistant Town Manager for review as well.
- The School terminated their use of SchoolDude for reservation of space at the school buildings, which was also used to reserve space at the TC Passios. The Facilities Department transitioned all reservations of space at the TC Passios to MyRec. Right now this is a temporary solution.

IT Updates:

- The fiber at Town Hall was installed by Comcast in June and new phones for the Town Hall, Ritter, Library, Lunenburg Adult Activity Center, and DPW have been ordered.
- The new town website, through CivicPlus, is expected to go live by the end of August.
- The migration of data for the MUNIS update is complete and we are now entering the training phase. The go live date is scheduled for the beginning of September.