

# Town Manager Report

Town of Lunenburg- August 1, 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](https://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 Regular Member and 1 Associate vacancy)
- Open Space Committee (1 Member at Large vacancy)
- Personnel Committee (1 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:

- Administrative Assistant-COA (40 hours/week)
- Assistant to the Sewer Business Manager (19 hours/week)
- Assistant Town Accountant (32 hours/week)
- Assistant Meal Site Manager (19.5 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 website under job opportunities, which are located on the town website.

## FY 2023 Tax Abatement Refunds Update:

The current principal paid in tax refunds related to the FY23 tax abatements is \$1,317,690 and the interest paid to date is \$14,771 for a total of \$1,332,461. It is recommended that the remaining amount of funds remain in the Overlay Account until it is known if any abatements are appealed to the ATB.

## 925 Mass Ave Update:

The drum and the stockpile of soil have been removed from the site and I signed off on the Generator Waste Stream Profile sheet today for the removal of the totes that contain the cleaning fluids from the Underground Storage Tanks. The Contractor will let me know when the scheduled pick-up of the totes will occur.

## Invitation for Bids/Requests for Proposals:

- Invitation for Bids for the Operations and Maintenance of the Lunenburg Wastewater Collection System are due on August 2nd.
- Invitation for Bids for Two Snow Plow Trucks are due on August 7th.

## Age Friendly Community

The COA Director Sue Doherty filled out and submitted our application to AARP to become an Age Friendly Community and I provided a Letter of Commitment that accompanied the application. Today

received our approval letter that we are now the 793rd community to enroll in the AARP Network of Age Friendly States and Communities. Age-Friendly States and Communities is an organizational affiliate of the World Health Organization Global Network for Age-Friendly Cities and Communities which started in 2006. Through the age-friendly program, AARP helps participating communities to become more livable and age-friendly by creating safer and more walkable streets, addressing such things as housing and transportation, better access to key services, and opportunities for residents to participate in community activities.

A core group of public officials started this process last year, working with MRPC on putting together a survey and getting the results, and we will now re-group in the coming months to put together an action plan to make Lunenburg more "Age Friendly". There are a lot of things already in the pipeline, such as the Marshall Park project and implementing a Means Tested Senior Citizen Tax Exemption Program that will aid in this effort.

Thank you to the COA Director Sue Doherty for being the steward and moving this forward.

## Employee Highlights

- DPW: Thank you to the DPW crew who worked all day on Sunday, July 16th during that rain event that caused a lot of damage and washout around town. The DPW crew has continued to address different washout areas around town and address overgrowth at different intersections around town. The DPW Director had the crosswalks and cross bars striped in the center of Town, among a variety of other projects that he has been working on.
- IT: Our Network Administrator Dan Nadareski, as always, has been involved in resolving technical issues in every department as they come up as well as being available for answering technical questions for different solutions we are looking to implement.
- Facilities: The Facilities Director Chris Ruth has been working through the multitude of capital projects to get them finished or underway, maintenance issues that require his involvement, and on different park/town beach projects. Thank you to him and the Facilities Technician Don Gagne for all the good work they are doing to address care of our facilities and to our Recreation Director for the work she has done with all the recreational programming this summer. I received an email from Steve Archambault thanking Chris for coordinating the replacement of lights at the entrance of the TC Passios and electrical outlet so the band could see their sheet music, which was a struggle with the old lighting.
- The Assistant Town Manager completed the MMA-Suffolk Certificate Program in Local Government Leadership and Management with 36 other municipal employees from around the state. This is a graduate level program that is held over the course of 25 Fridays that the Assistant Town Manager chose to do on her own time and included writing papers on different course topics and presentations. Congratulations to Julie for this accomplishment.





## LED Streetlight Conversion and Follow On Warranty and Maintenance Services

We received three bids, one of the bids was rejected and the Town awarded the project to Pine Ridge Technologies. The contract was sent to Pine Ridge today and the expected start date is no later than September 1st and should be completed by September 22nd. The installation cost will be \$23,055 for the estimated 358 lights and they will have the maintenance contract for the system for a 3 year period.