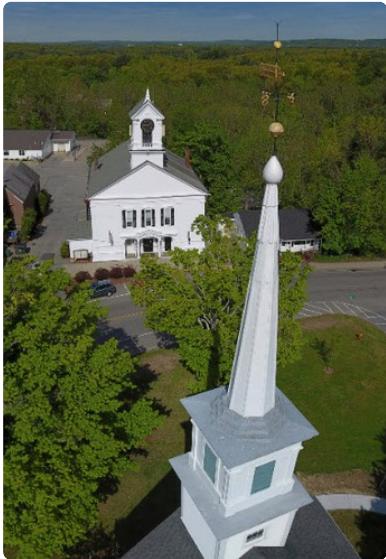


# Town Manager Report

*Town of Lunenburg- November 28, 2023*



## Contact Information

Email: [hlemieux@lunenburgma.gov](mailto:hlemieux@lunenburgma.gov)

Website: [www.lunenburgma.gov](http://www.lunenburgma.gov)

Location: [17 Main Street, Lunenburg, MA, USA](http://17 Main Street, Lunenburg, MA, USA)

Phone: [978-582-4130](tel:978-582-4130)

Facebook: [facebook.com/lunenburgmass](http://facebook.com/lunenburgmass)

## Meetings, Events, and Other Announcements:

- The Annual Christmas Tree Lighting Event is this Thursday, November 30th at 6 PM at the Lower Common Gazebo. The Lunenburg High School Band will play songs, Santa will arrive in the Fire Truck, and Chairman Jeffreys will MC the event to countdown the lighting of the tree. All are welcome to attend.
- The Master Plan Steering Committee has a survey out right now that has been posted on the town's social media accounts and is under the News & Announcements on the town website. The Committee wants to hear from you during this process of updating the comprehensive plan.

## Employee Highlights

The DPW had their first snow and ice event last Tuesday night into Wednesday morning. The DPW crews and contractors treated the roads due to temperatures just below freezing and plowed 3 inches of accumulation. The snow changed to rain the early morning hours and the School contacted the DPW at 5 AM for assistance to treat and plow the school parking lots and roadways. On Thanksgiving morning the Sewer Business Manager saw a social media post about two open manholes that must have been uncovered during the snow event. Highway Superintendent Joe

Progin went out on Thanksgiving and replaced the covers. The DPW welded them yesterday to the frames and they plan to fully replace them in the winter. A big thank you to the DPW and Highway Superintendent Joe Progin for keeping our roadways cleared and safe, especially on a busy holiday week!

## **Board/Committee/Commission Vacancies:**

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

- Architectural Preservation District Commission (1 vacancy)
- Cemetery Commission (1 vacancy until the next Annual Town Election)
- Conservation Commission (1 vacancy)
- Finance Committee (1 vacancy)
- 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:

- Assistant Town Accountant (32 hours/week)
- Assistant Meal Site Manager (19.5 hours/week)
- Digital Services and Outreach Librarian (34 hours/week)
- Facilities Superintendent (40 hours/week)
- Finance Director (40 hours/week- contractual)
- Heavy Equipment Operator (40 hours/week)
- Land Use Director (40 hours/week)
- Principal Assessor (40 hours/week)
- Staff Librarian/Young Adult (30 hours/week)

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

## **Request for Proposals/Invitations for Bids**

- The Lunenburg Adult Activity Center Generator project is currently out to bid and bids are due on December 13th.
- The Public Safety Carpet project is currently out to bid and bids are due on December 20th.

## **Grants**

- I will be working with the Park Commission on completing all the necessary documents required for the \$500,000 PARC grant this week;
- I am currently reviewing and then will complete all the necessary documents required for the MassTrails Grant for the Rayno-Table Rock Cowdrey Parking Planning project. The grant award is for \$61,305 and the cost sharing portion of \$15,450.05 will be paid out of the Timber Rights Account.

## **Third Quarter Preliminary Billing and Pro Forma Tax Recap**

A draft tax bill insert was sent to the Board of Assessors and the Select Board on November 17th for the 3rd quarter preliminary bills. I worked off a version used by the Town of West Tisbury and revised it to include particulars to our bills and additional information. I communicated with different people at DOR and circulated amongst staff in the accounting, treasurer/collector, assessors, and sewer departments. After sending, I did suggest adding a sentence that those on a budget can pay in advance of the fourth quarter actual bill and this will be applied to their actual bill. The thought is it would give an option for anyone that is on a fixed budget to plan for a higher fourth quarter tax bill. The Assessors discussed at their meeting last week and suggested adding in some estimated dates of when fourth quarter actual bills would be received, which I will include, and they will discuss again at their meeting next week.

The Treasurer/Collector Myleen Mallari and Interim Principal Assessor have been testing out third quarter preliminary bills in the training module of Munis and they will be reviewing 1st quarter preliminaries against the 3rd quarter preliminary bills to verify accuracy before anything is generated. Karen Brochu has completed most of the Pro Forma Recap that will need to be submitted next week.



**Heather Lemieux**

Heather is using Smore to create beautiful newsletters

