

Town Manager Report

Town of Lunenburg- February 20, 2024



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Meetings, Events, and Other Announcements:

- The warrant for the Annual Town Meeting is currently open for submission of articles now until March 18th at 4 PM. The Annual Town Meeting is Saturday, May 4th at 9 AM.

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)
- Council on Aging (1 vacancy)
- Green Communities Committee (2 Associate vacancies)
- Historical Commission (2 vacancies)
- 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:

- Conservation Administrative Assistant (10 hours/week)
- Facilities Custodian (40 hours/week)
- Heavy Equipment Operator (40 hours/week)
- Land Use Director (40 hours/week)
- Planning Board Administrative Assistant (36 hours/week)
- Temporary Administrative Assessing Assistant (32 hours/week)

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

925 Mass Ave (TM Goal #1)

I had a meeting today with Mass Development and their consultant from BSC Group that will be handling the development of the conceptual plans, market analysis, and development of the Request for Proposals for disposing of 925 Mass Ave. We have a site visit scheduled for March 7th and a build out analysis review with relevant staff on March 14th. We will be keeping a strict schedule from now until June 30th, as the Real Estate Technical Assistance funds need to be expended by June 30th. As part of the process, we will be engaging with stakeholders and information will be presented to the Select Board to receive input.

Bids/RFPs:

- The Request for Proposals for Data Collection Services for the Assessing Department for FY25-FY27 has been sent to the Assessors for any input and will then be put out to bid.
- The Request for Qualifications for an Owners Project Manager Services for the Marshall Park project will be advertised starting tomorrow and bids will be due
- Invitation for Bids for the Flat Hill Culvert Project will be advertised on February 27th and bids will be due March 27th.
- The Invitation for Bids for Road Materials is due February 21st.

Electricity Supply Contract

A new contract for electricity supply with BP was signed last week for 11.77 cents per kWh for 48 months. This contract will begin when the current contract under the Municipal Aggregation program expires in November 2024.



Heather Lemieux

Heather is using Smore to create beautiful newsletters