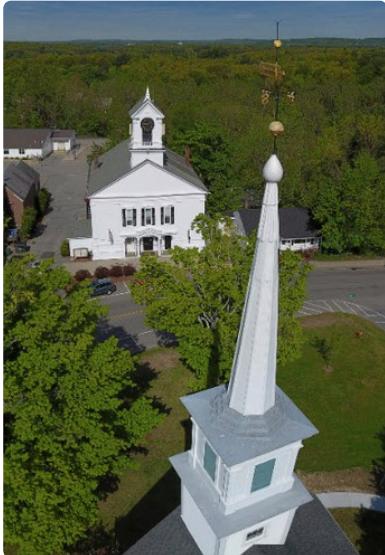


Town Manager Report

Town of Lunenburg- March 5, 2024



Contact Information

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

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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)
- 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)
- 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 have been contacted by the Historical Society about their interest in the cupola that sits atop of the roof at 925 Mass Avenue. Prior to the Town selling the property they are interested in obtaining it for historical purposes. I subsequently reached out to the APDC to ask for them to review this request at a future meeting, so that we are prepared to incorporate this the plans for this property prior to selling it.

Bids/RFPs:

- 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 March 13th.
- Invitation for Bids for the Flat Hill Culvert Project are due March 27th.
- Invitation for Bids for Cleaning Services for Town Buildings is due April 4th.

Budget Updates

- The Snow and Ice Deficit as of February 21st was \$142,000. This will need to be covered by end of year surplus funds.
- The Interim Principal Assessor will be submitting our New Growth for FY24 to be certified by the DOR this week and the amount being submitted will be approximately \$630,000. This exceeds our estimate by about \$230,000, which will be added to our tax base amount for FY25. I will be recommending that this additional funding be added to the School budget, pending a final vote of the Monty Tech School Committee for their budget and any other budget estimates that need to be adjusted.
- We received our letter from the state that the Chapter 90 apportionment will be \$418,227.26 for FY 2025. (It was \$418,064.75 for FY24)



Heather Lemieux

Heather is using Smore to create beautiful newsletters