

Town Manager Report

Town of Lunenburg- July 9, 2024



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Meetings, Events, and Other Announcements:

- The Town Beach was closed today around 1 PM due to bacteria levels detected through regular testing by the Nashoba Associated Boards of Health. It will be closed until further notice.

Board/Committee/Commission Vacancies:

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

- Agricultural Commission (1vacancy)
- Architectural Preservation District Commission (1 vacancy)
- Board of Health (1 vacancy; Joint Appointment with Board of Health until next ATE)
- Cultural Council (3 vacancies)
- Green Communities Committee (2 Associate vacancies)
- Open Space Committee (1 Member at Large vacancy)
- Parks Commission (1 vacancy, Joint Appointment with Parks Commission until next ATE)
- Personnel Committee (5 vacancies)
- Sewer Commission (2 vacancies, Joint Appointment with Sewer Commission until next ATE)

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 Assessing Assistant (32 hours/week)
- Assistant to the Sewer Business Manager (19 hours/week)
- Interim Town Manager (contractual)
- Land Use Director (40 hours/week)
- Network Administrator (40 hours/week)
- Public Safety Desk Clerk (40 hours/week)
- Seasonal Cemetery Laborer (hours vary)

More information on each position can be found on the website under job opportunities.

Staffing Updates

- As of today, our Facilities Director will be out on paternity leave for up to 8 weeks. In his absence, questions are to be directed to the Facilities Superintendent. Normally I meet with the Facilities Director weekly to review the status of current and pending projects and any other information related to facilities or park items.
- With the exception of vacations, the Finance Team, which consists of myself, the Finance Director, Treasurer/Collector, and Principal Assessor, has been meeting weekly.

Conservation Department: Backlog of Applications

Since being appointed the Building Commissioner/Land Use Manager, Brian has worked with the Conservation Department staff and has developed a Corrective Action Plan to address the backlog of applications. He has completed the initial assessment of the backlog with the Conservation Administrator and Administrative Assistant and there are 17 decisions that have not been drafted/issued where the commission voted between November 1, 2023 and July 1, 2024. Some of these are simple Negative RDAs. They have also located 21 filings between July 1, 2023 and November 1, 2023 that do not appear to have documents issued. The list is now being worked on with a combination of staff from the Conservation and Building Department to get caught up. He believes the target date of August 20th to have all decisions into DocuSign appears to be a workable date at this time.

Request for Proposals/IFB

- The bids for the Library Solar Shade project are due July 31st.
- The bids for Trash & Recycling Services are due July 17th. Based on questions that have been received to date, we may be extending this bid deadline to July 24th.

Budget Calendar

I have drafted a budget calendar for the Board, Finance Committee and Capital Planning Committee to review for the upcoming year. This was sent today to the Select Board Chair, Finance Chair, Capital Planning Chair, and members of the Budget Task Force Committee.



Heather Lemieux

Heather is using Smore to create beautiful newsletters

