

# Town Manager Report

*Town of Lunenburg- July 16, 2024*



## Contact Information

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## Meetings, Events, and Other Announcements:

- The Town Beach is currently closed due to bacteria levels detected through regular testing by the Nashoba Associated Boards of Health. It will be closed until further notice.
- Representative Scarsdale will be holding office hours on Monday, July 22, at 3pm at the Lunenburg Adult Activity Center.

## Board/Committee/Commission Vacancies:

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

- Agricultural Commission (1 vacancy)
- Architectural Preservation District Commission (1 vacancy)
- Board of Health (1 vacancy; Joint Appointment with Board of Health until next ATE)
- Capital Planning Committee (1 vacancy appointed by the Town Moderator)
- Cultural Council (3 vacancies)
- Green Communities Committee ( 2 Associate vacancies)
- Historical Commission (1 vacancy)
- Open Space Committee (1 Member at Large vacancy)
- 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)
- Assessor Data Collector (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.

## **Conservation Department: Backlog of Applications**

Since the last update there are now 14 decisions that have not been drafted/issued where the commission voted between November 1, 2023 and July 1, 2024. For filings between July 1, 2023 and November 1, 2023 that do not appear to have documents issued are now down to 10. Since there will be two back to back Conservation Commission meetings this week and next, there likely will not be any progress for the next couple of weeks.

## **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 24th.
- We have worked with the OPM for the Marshall Park project to prepare the RFP for Design Services for Phase 1 of the Marshall Park Development Project, which includes all construction related to the PARC Grant that has to be expended by June 30, 2025, and this RFP was advertised on June 17th and will be due on August 8th.
- The MA Historical Commission (MHC) provided a template for the Request for Quotations that will need to go out to bid in August for the \$12,500 matching grant the Historical Commission received for the Survey of Historic Properties from the MA Historical Commission. I updated all the information in the RFQ for this project last week and sent to MHC for final review. Once they approve, the Assistant Town Manager can update the dates for posting and the deadline for receiving quotes.
- The Assistant Town Manager and Facilities Director completed their review of the Invitation for Bids for the Senior Center Roof project and it is now before me for final review before it can be posted. My goal is to have this complete prior to my departure.

## **Unitil's Electric Sector Modernization Plan**

I met with John DiNapoli, who is Municipal & Community Services Manager from Unitil, on July 10th and he brought forth that we would soon see information about Unitil's Electric Sector Modernization Plan in the near future. This plan includes two substation upgrades, one at 934 Mass Avenue and one on Leominster Shirley Road. The one at 934 Mass Avenue is planned to be started in 2025 and operational by 2026 and will include a new transformer that will increase reliability in the network and allow for additional solar to be added to this area without increasing

risk to the infrastructure. Unitil is currently looking to add a new substation in the Leominster Shirley Road area that will interconnect to the National Grid network. This is expected to begin in 2027 and is projected to be a two year buildout. This substation will help future development in that area.

Unitil will be hosting an In-Person educational meeting, as well as a virtual meeting and they are looking to hold the in person meeting in a town or school building. I have put John in touch with Liz Peterson at the School and with the Library Director for the Community Room. The estimated timeframe for these meetings will be the week of August 12th.

## **Change in Payroll Procedure**

This week, a change in the payroll cycle went into effect. A notice was sent out to all employees in June notifying them with the changes that would take place and go into effect starting on July 15th. This change includes changing the payroll from paying in advance to paying in arrears and the date that payroll is processed.

## **Smart Growth Funding**

I emailed the Select Board, Finance Committee, Board of Assessors, School Committee, and related staff about an Informational Guidance Release that was put out by the Division of Local Services in the spring about submitting a request for Smart Growth funding, as the Town may be eligible again based on the updated reports that will need to be submitted. The two deadlines that the relevant staff/boards need to be aware of are September 1st and September 15th. By September 1, the board of assessors must provide the local reporting officer with the additional property tax and motor vehicle excise revenues generated by smart growth parcels. By September 15, the local reporting officer must submit to DLS a request for a Chapter 40S reimbursement by reporting the local smart growth property tax and excise tax revenues for the previous fiscal year.

## **DPW Chapter 90 and FY24 Fairshare Funding**

As previously reported, the DPW Director would be submitting a request to MassDOT to use Chapter 90 funds on an Air Compressor for \$24 and engineering for the sidewalks, including Oak Ave ,that was originally including as an ARPA commitment. The pre-approval amount with MassDOT for this project is \$119,020. Also pre-approved by MassDOT for Chapter 90 reimbursement is \$710,312 in resurfacing for various roads.

In FY24 we received \$418,065 in our Chapter 90 allotment, \$240,503 in Fair Share funding was received and an additional \$21,979 in supplemental funding towards Chapter 90 for a total of \$680,547 in FY24. The FY25 Chapter 90 funding amount will be \$418,227.

It was decided by the State that the Fair Share Funding would be treated the same way the WRAP funding was at the end of FY23, the full amount was sent to the Town, instead of being treated as a reimbursement request does not close out until it is fully expended.

## **Delegation of Chief Procurement Officer**

The Assistant Town Manager/HR Director recently requested her designation be changed from Associate MA Certified Public Procurement Official to a full status and this was approved. With my pending departure I am delegating the Chief Procurement Officer duties to the Assistant Town Manager/HR Director as of August 1st. The Town is required to have a Chief Procurement Officer to conduct Request for Proposals, which we have pending and upcoming RFPs. This will also allow the Board to choose an interim Town Manager that does not have their MCPPO certification.

## Review of Draft Financial Policy Manual

The draft Financial Policy Manual has been sent out to the Finance Committee, School Committee, School Superintendent, Board of Assessors, Principal Assessor, and Capital Planning Committee for review. Input was asked to be solicited at their next posted meeting and an update with their comments sent to the Select Board Chair and Executive Assistant.

## Employee Appreciation Luncheon

Yesterday we held an employee appreciation luncheon for staff as a sign of appreciation and that their work is valued. Too often we hear criticisms, instead of words of appreciation and this event is meant to be a gesture of gratitude.

At yesterday's event, the Assistant Town Manager/HR Director also put together all employees that were reaching a five year increment anniversary. The following are employees with anniversaries this year:

### 5 Years of Service

Paige Gengler - Recreation

Jarrold Bowser - Recreation

Robert Walsh - DPW

Lydia Gravell - Library

Anthony Cappucci - Police Dept

Cheryl Stillman – Library

Julie Belliveau - Town Manager's Office

### 10 Years of Service

Timothy Downey – Fire Dept

Elsa Watson – COA

John Morreale – Police Dept

Skyler Kozloski – Fire Dept

Olivia Hayes – Fire Dept **15 Years of Service**

Austin Flagg – Fire Dept

### 20 Years of Service

Andrea Schnepf – BOH

### 25 Years of Service

Jason Boyle – Fire Dept

### 30 Years of Service

Susan Doherty - COA

Scott Dillon - Fire Dept

Peter Hyatt – Fire Dept

### 40 Years of Service

Lisa Normandin - Building Dept

### 45 Years of Service

Kathleen Comeau - Police Dept

Kathryn Herrick – Town Clerk



**Heather Lemieux**

Heather is using Smore to create beautiful newsletters



