

**MEMORANDUM – OFFICE OF THE TOWN MANAGER**

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**TO:** Select Board

**FROM:** Carter Terenzini, Interim Town Manager

**RE:** Weekly Report

**DATE:** August 13, 2024

**CC:** Department Heads; file

*Carter*



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**Meetings, Events, and Other Announcements:**

There are important public input sessions on the closure of Nashoba Valley Medical Center the Chair has or will comment upon and we will do our best to spread that information widely on our various web and social media sites.

**Board/Committee/Commission Vacancies:**

We did receive some interest in one of our Commission vacancies and it is being put thru the process. As I said last week, volunteers on our many boards, such as these, are the lifeblood of the organization. They are a way to learn about and influence, how we operate and the policies and projects we develop and pursue. 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)
- Conservation Commission (1 vacancy)
- Cultural Council (3 vacancies)
- Green Communities Committee ( 2 Associate vacancies)
- Historical Commission (2 vacancies)
- Open Space Committee (1 Member at Large vacancy)
- Personnel Committee (5 vacancies)
- Sewer Commission (3 vacancies, Joint Appointment with Sewer Commission until next ATE)
- Zoning Board of Appeals (1 vacancy for alternate.)

Interested persons can find Volunteer Applications on the Town Website and completed forms can be sent to the Select Board's Office. If you have any questions about these opportunities, or are not exactly certain as to what might be the best fit for your talents and interests, let us know and we will connect you with the right person to have a conversation with.

Re: Weekly Report

Date: 08/20/2024

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### Employment Opportunities with the Town:

The following is a list of current employment opportunities with the Town:

Network Administrator (40 hours/week)  
Public Safety Desk Clerk (40 hours/week)  
~~Seasonal Cemetery Laborer (hours vary)~~  
Administrative Assessing Assistant (32 hours/week)\*  
~~Assessor Data Collector (19 hours/week new position in FY25)\*~~  
Conservation Administrative Assistant (10 hours/week)\*\*  
Land Use Director (40 hours/week)\*\*  
Sewer Business Manager\*\*\*  
Ass't Sewer Business Manager\*\*\*

\* On SB Agenda for Ratification 08/13/24 Offers have been made and are pending response and/or background checks

\*\* Additional interviews are being conducted this week.

More information on each position can be found on the website under job opportunities. I am most optimistic that – with the exception of the Network Administrator we will be able to have the majority of these positions before you by your first meeting in September. I believe this will be a boost to team morale and a lift from Julie's shoulders so we can focus on other matters before us (primarily procurement)

**New Hires:** See the separate memo from Julie. Once ratified, I will be asking the new hires to attend your SB meeting so I may introduce them to you.

### Staffing Updates:

Paula Bertram has resigned as Sewer Business Manager effective the end of this month. She has agreed to help train the new individual as available. We have now advertised both this position and the Ass't position so we can – hopefully – train them together at the same time.

### Request for Proposals/IFB

- We have begun one on one in person interviews with the proposers Bids for **Trash & Recycling Services**. Julie is pushing us to get this before you on 08/20 and we shall do our best but pls understand it may be your first September Meeting.
- The RFP for Town Manager recruiting services is ready to go out tomorrow or off to the Screening Committee if they would like to review it. We await word from the Chair.
- Proposals for **Marshall Park Designer Services** are under review with the Owner's Project Manager and Committee.

Re: Weekly Report

## Other Matters

I attended the Council on Aging (Where we are also beginning the job description review process for Executive Director with the intent of advertising in mid September. I met with your Cemetery Chair on general matters. Ezzy and I started our training on Clear Gov. They are issuing a new budgeting module and we stressed the need to deploy it here before we begin our budgeting process; not mid-stream. I have been having a number of one on one conversations with some of your citizenry and we will assist where and if we can. We have begun the process of seeking information from service providers beyond Munis and they tell me we would need to be under contract, subject to appropriation) to have any new system deployed at the changeover of the fiscal year.

We have revised the SB web page to give citizens the ability to email the SB as a whole:

*To email the Select Board as a whole, email [Annie Aubrey](#) and she will it forward to the Board.*

*To email a board member individually, click on their individual names under the board members section below.*

Finally, I will be in the office next Tuesday, Wednesday and Thursday but available by phone and email if needed otherwise.