

MEMORANDUM – OFFICE OF THE TOWN MANAGER

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TO: Select Board

FROM: Carter Terenzini, Interim Town Manager *Carter*

RE: Weekly Report

DATE: August 20, 2024

CC: Department Heads; file

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

The Select Board's Resolution requesting Emergency Declaration regarding the proposed closure of the Nashoba Valley Medical Center was submitted to the offices of Senator John Cronin, Rep. Dan Sena, Rep. Margaret Scarsdale, Rep. Mike Kushmerek, Governor Maura Healy, Governor Secretary of Health and Human Services, Commissioner of the Department of Public Health as well as surrounding Select Board Offices of Leominster, Fitchburg, Shirley, Lancaster, Townsend, Pepperell and Dunstable.

The Agricultural Commission voted unanimously and received approval from the Town Manager for an Agricultural Fair which will be held in October. More information will be provided in the coming weeks and we are excited to be a part of hopefully a new Annual tradition.

Board/Committee/Commission Vacancies:

I would like to recognize Judit Ernst for her service on the Cultural Council as she has resigned this past week.

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 (4 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

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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.

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

* Offers have been made and are pending response and/or background checks

** Additional interviews are being conducted this week.

*** Responses have been received and interviews will be scheduled in the coming weeks

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 positons before you by your first meeting in September.

New Hires:

The Assessor Data Collector started this week and is settling into the role and the office is enthused to have them on board.

Staffing Updates:

Offers have been made for the roles of Sewer Business Manager and Administrative Assistant for Conservation pending responses and background checks.

Request for Proposals/IFB

- **Lunenburg Adult Activity Center Replacement Roof** IFB - Released July 24, Site visits occurred last week on Aug 12th & 15th, bids are due August 29, 2024
- **Historic Properties Survey** RFQ - Solicited August 15th, bids due September 12
- **Town Manager Recruitment Services** - Sent to the Chair of the Screening Committee on August 14th. Waiting to hear on potential changes to the solicitation document and/or release date
- **Library Exterior Paint Project** IFB - Released yesterday, bids due September 19th
- **Library Blinds** IFB - Town Manager and Assistant Town Manager will work on purchasing off of State Contract

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Other Matters

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