

MEMORANDUM – OFFICE OF THE TOWN MANAGER

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TO: Select Board

FROM: Carter Terenzini, Interim Town Manager

RE: Weekly Report

DATE: October 8, 2024

CC: Department heads; file

Carter



Employment Opportunities:

We remain with a vacancy for the Assessing Administrative Assistant and Assistant to the Sewer Business Manager. We have conducted interviews for Network Administrator and are reviewing those candidates. A candidate for Sewer Business Manager is being presented to the Sewer Commission tomorrow night. The Town Manager Position has been posted on the MMA site and additional postings are being made tomorrow along with posting the position of the Council on Aging Director. We are preparing the process/schedule for posting the Police Chief position.

Board/Committee/Commission Vacancies

We thank Dave Passios for his passionate service to the Finance Committee which now ends with his resignation effective September 30th. We also wish to thank Evan Watters for his service and leadership on the Finance Committee which ended with his resignation on October 8th. The Finance Committee Appointing Committee meets on 10/15 to consider candidates for appointment.

With the untimely passing of Bob Conroy, we still remain to have a vacancy on the Library Board of Trustees. In memory of Mr. Conroy the Library Board of Trustees has started a collection and will donate to the Friends of the Lunenburg Public Library. They plan to create a garden outside of their meeting room in his memory.

The following Boards and Committees currently have vacancies:

- Agricultural Commission – 3 vacancies
- Architectural Preservation District Commission – 1 Vacancy
- Board of Health – 1 vacancy
- Conservation Commission – 1 Vacancy
- Cultural Council – 4 Vacancies
- Finance Committee – 3 Vacancies
- Green Communities Committee – 2 Vacancies

Historical Commission – 2 Vacancies
Library Board of Trustees – 1 Vacancy
Master Plan Steering Committee – 1 Vacancy/2 Representative Vacancies
Public Access Cable Committee (PACC) – 1 vacancy
Zoning Board of Appeals – 1 Vacancy

Project Updates:

The Historical Commission's meeting last Tuesday was rescheduled due to lack of quorum and rescheduled for this evening. We hope to award for the RFQ for the Lunenburg Historic Properties Survey tonight.

Award for the Library Exterior Paint project is in process awaiting a couple of documents from the contractor.

DPW Salt contracts are underway. 1 out of the 2 has been executed. The other is awaiting vendor signature.

Proposals for Tree Cutting Services are due on October 10th w/out any question received to date. We had several walkthroughs this week for bids due on 10/23.

- DPW Flooring: 3 contractors showed.
- DPW Partial Roof Replacement: 1 contractor showed
- Sewer Manhole Rehabilitation (no walk through but I have suggested a pre-bid briefing for all such projects)

The Municipal Building Design went out today. Proposals are due on November 4th at 12:00 pm
Library Teen Room – release date is tomorrow. Bids are due November 4th.
Town Hall Roof and Chimney – release date is tomorrow. Bids are due November 4th

Coming down the pike: Ritter Building (2 packages – Roof, Gutters & Trim and then Windows, Payroll Services RFP, Award of Data Collection Services, and 925 Mass Ave.

General Updates

I attended the Board of Assessors along with the Finance Director and Town Counsel. We explained the segregation of duties, the statute and charter with respect to the matter and the timeline for the revision to our new financial procedures. I have asked the Finance Director to begin to develop work flow procedures that we can spool out to the Board to address some of their concerns. Regrettably I missed the meeting of the Budget Task Force.

Governor Healey announced the formation of the Nashoba Valley Medical Center Working Group. Local stakeholders including Rep. Margaret Scarsdale will collaborate with offices of Secretary Walsh, Commissioner Goldstein, federal and state delegations, regional Fire Chiefs, the MA Nurses Association, healthcare entities, constituents, Nashoba Associated Boards of Health, and other stakeholders. Their goal is to address the challenges that have arose from the closing of NVMC and work toward solutions to restore access to healthcare in North Central MA. If you or someone you know has been affected by the closure of Nashoba Valley Medical Center, the Leominster Birthing Center, or the hospice services provided by Nashoba Associated Boards of Health, the office of Margaret Scarsdale is collecting brief statements by those affected. You can reach out to Annie Aubrey in our office for more information.

Proposed amendments to the SAP were circulated to all relevant parties. Intervening events of the day kept us from starting our review of comments received by the deadline of noon today. We will have to do that between now and the FinCom meeting of Thursday evening. Please get any comments on the Draft warrant to me ASAP as I am trying to wrap it up by Thursday for your vote next Tuesday.