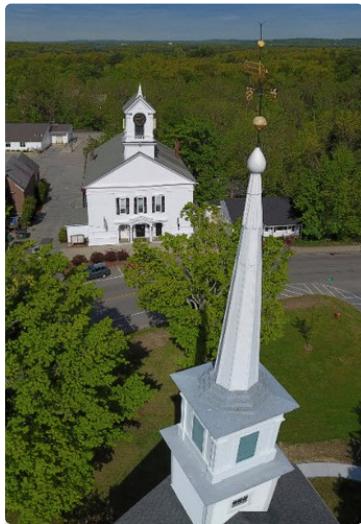


Town Manager Report

Town of Lunenburg- August 17, 2021



Contact Information

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Announcement on Existing Vacancies:

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

- Architectural Preservation District Commission (2 vacancies-1 citizen at large and 1 representative from Historical Commission)
- Bylaw Review Committee (1 vacancy)
- Capital Planning Committee (1 vacancy for Citizen At Large appointed by Town Moderator)
- Commissioner of Trust Funds (2 vacancies-joint appointment between CTF and BOS until next ATE)
- Economic Development Committee (1 person recommended by the Open Space Committee, 1 citizen at large, and 1 ex-officio member that is business owner)
- Housing Authority (1 position to be held by a tenant at Pearl Brook Apartments)
- Senior Work Off Program Committee (1 vacancy)
- Zoning Board of Appeals (1 Associate vacancy)

Interested persons can find application forms on the Town Website and completed forms can be sent to the Select Board's Office.

Current Employment Opportunities with the Town:

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

- Digital Services Staff Librarian (Part Time Benefitted)
- Principal Assessor (Full Time)
- Veterans Services Agent (Part Time Non-Benefitted)
- Temporary Recreation Director (Part Time Non-Benefitted)
- Facilities Custodian (Full Time)
- Assistant to the Sewer Business Manager (Part Time Non-Benefitted)
- Seasonal Cemetery Laborer (1)
- Public Access Videographer (Part Time Non-Benefitted)

More information on each position can be found on the job postings, which are located on the town website.

I was notified today by our Principal Assessor Sue Byrne that she will be moving up her retirement date from November 30th to September 23rd. We will be conducting interviews for this position this week, in the hopes of hiring someone that can begin before Sue departs.

The Assistant Town Manager was notified today that one of the Board/Committee Clerks, Kristen Levine, has resigned as she has accepted another job. We will be re-posting this position to clerk for the Parks Commission, Capital Planning, Stormwater Task Force, and the Economic Development Committee.

Invitation for Bids and Requests for Proposals:

Today was the deadline for the Request for Proposals for Landscape Architect Services for 30 School Street and we did not receive any proposals. The Assistant Town Manager reached out to all the firms that took out the RFP to find out the reason why they did not submit a proposal. The primary reasons given were that firms didn't feel they could meet the timeline of deliverables as set forth in the RFP, that the \$30K design fee was not sufficient for the scope of work (design, engineering and construction documents) and it would be difficult to provide a figure for Construction Documents before knowing the construction budget and what will be built. Another comment was that the inclusion of an ADA restroom and Bandstand area would require a minimum of three additional sub-consultants (architect, MEP, and structural). Most said they would be interested in bidding if these concerns were addressed.

Cowdrey property survey of boundaries on Townsend Harbor Road and Woodland Drive

As a follow-up to the July 13th meeting on the Conservation Commission requesting the boundary between the Cowdrey Conservation property and 192 Townsend Harbor Road be surveyed to rectify a possible encroachment and the identification of other possible encroachments onto the Cowdrey property from another property on Townsend Harbor Road and Woodland Drive, the DPW Director sought an estimate for the survey costs. We received an estimate of \$6,500 to perform a partial boundary survey of the three possible encroachments boundaries. For an additional \$1,500 the property lines could be staked in the encroachment areas. I have notified the Conservation Chairman and Agent and this will be an agenda topic for the August 24th meeting.

Meetings, Events and Other Announcements:

- Lunenburg Farmers Market on the Ritter Lawn are being held Sundays until October 10th, 10 a.m. until 12:30 p.m.

