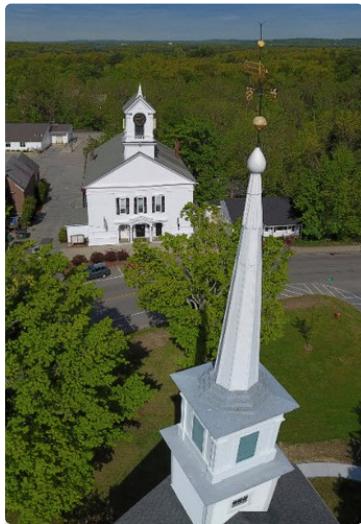


Town Manager Report

Town of Lunenburg- May 4, 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 (1 vacancy)
- Bylaw Review Committee (2 vacancies)
- Economic Development Committee (1 person recommended by the Open Space Committee, 1 citizen at large, and 1 ex-officio member that is business owner)
- Historical Commission (1 vacancy)
- Housing Authority (2 vacant positions)
- TCP Building Design Committee (1 vacancy appointed by the Select Board and Town Moderator for member at large)
- Senior Work Off Program Committee (1 vacancy)
- Zoning Board of Appeals (1 Associate vacancy)

The following are positions whose terms are expiring on June 30th:

- Agricultural Commission (1 position)
- Conservation Commission (2 positions)
- Council on Aging (3 positions)
- Finance Committee (2 positions)
- Historical Commission (1 position)
- Public Access Cable Committee (3 positions)

- Zoning Board of Appeals (2 positions)

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

Primary School Fire Alarm:

I was notified at the end of last week that the School Facilities Director received a proposal from a company on the Statewide Contract List for the upgrade to the Primary School Fire Alarm System. The original estimate for this project was for \$127,000 and this proposal came in at approximately \$62,000. Given this new information, the recommendation by the Superintendent will be to proceed with this work this fiscal year, utilizing the \$25,000 earmark and the remainder from an anticipated surplus in the FY21 school budget.

Complete Streets Update:

The DPW Director and I had a preconstruction meeting with the Complete Streets contractor and our engineer last Wednesday and the project will begin around the end of May to beginning of June. They will save the last portion of the project, the intersection at Oak Ave and Main Street, until after school gets out in order to avoid school buses and school traffic.

Department Head Updates:

Public Access: Public Access has been filming the Water District meetings and those meetings have been viewed more than other public meetings. Public Access will be filming the Memorial Day ceremony on May 31st. Currently a position for Senior Videographer is being advertised and interviews will take place shortly. PACC will be testing out the equipment to run a hybrid meeting at the Town Hall meeting room again to ensure we are ready for when in person meetings resume.

Police: Currently there are two officers in the full time academy and will be complete by late September/early October provided there are no delays due to COVID-19. The second FY21 cruiser is expected to be on the road in approximately one month. Officers will receive training on the Body Worn Cameras the week of May 17th. The two new Reserve Officers are currently in FTO training. Sergeant Mathieu has stepped down from the Sergeant position due to personal reasons and will return to the patrolman position. Eligible candidates will be identified and the position will be filled in the upcoming months. The Chief recently applied for a grant to purchase training equipment for Active Shooter training.

Council On Aging: The Council on Aging is now open to seniors for walk-in visits from 8 am until 5 p.m. Monday thru Thursday and 8 am until 4 pm on Friday. Lunches at the center will be reintroduced with all safety protocols in place, as well as use of the Pool Table, and Bingo (10 person limit), . The drive thru events will be reduced to once a month starting in July. The Facilities Director and IT Network Administrator are assisting with making improvements to the large function room including acoustic panels for the walls and roman shades for the windows that will help with the noise vibration in the room. There will be an overhead projector installed in FY 2022 that will be wireless.

DPW: The DPW parking lot was recently repaved and Burrage and Townsend Harbor Road have been paved. Whalom Road will be milled May 18th and 19th , the excavation for the ADA accessible ramps on Whalom Road per the PROW ADA Plan will occur on May 25th, and road will be paved on June 9th. Electric Ave will be milled at night on May 20th and will be paved at night on June 7th.

The DPW Director has worked with the engineer and Utili to relocate a utility pole that is in the area of work for the Flat Hill Road culvert project, which will make the project easier. The DPW is performing some drainage improvements on Whalom Road, Goodrich Road, and Pleasant Street. The North Cemetery garage is almost complete and the DPW will be performing a lot of the landscaping from now until July 1st.

Assessors: The commercial and industrial inspections are almost complete. The conversion from the old CAMA system to the new assessing software, VISION, will be complete shortly and in time to do the preliminary billing. The RMV was delayed in sending out MV excise taxes that should have come in March.

Finance Director: The Finance Director will be sending out notices to departments shortly about year end encumbrances. The Finance Director has periodically had to submit reports to DOR on CARES Act spending and simultaneously the guidelines have changed frequently on the eligible and percentage eligible towards FEMA reimbursement.

Land Use: The Baker Brook apartments at Tri-Town will be completed shortly. North End Subaru is currently going through the Planning Board to construct a new building at their existing location. The Land Use Director is drafting a RFP for the Land Use and Public Services & Facilities chapters for the Master Plan. The Planning Board will review the RFP shortly. Green Leaf Botanicals will be pursuing a Special Permit from the Zoning Board of Appeals for a Retail Marijuana establishment at 88 Mass Ave.

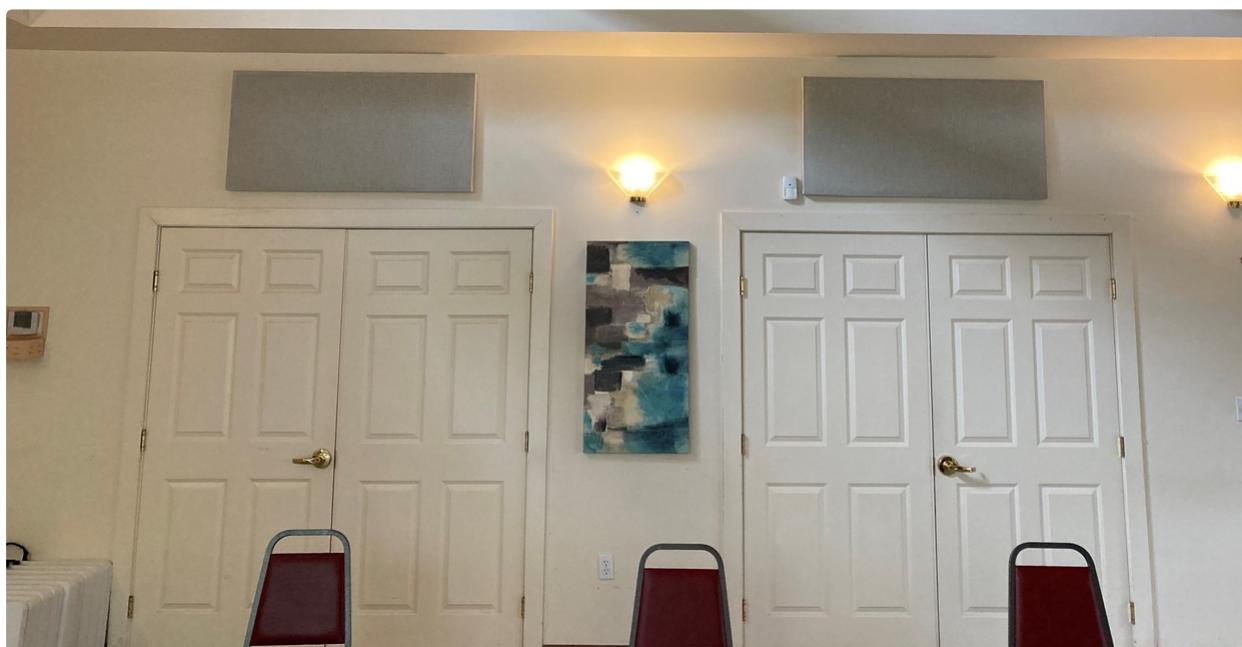
Library: The Library Director and Library Board of Trustees are in the final phase of gathering data for their long term strategic plan. The vacant staff librarian position that has been vacant this past year will be advertised shortly.

Fire: The entire fleet is back in service. Calls are picking up recently. Two full time members of the departments are almost complete their paramedic training. The Fire Chief expects to be able to apply for paramedic service by this fall.

Treasurer/Collector: The Lockbox company will be changing in FY 2022 in order to save in lockbox fees. Sufficient notice of the address change will be given. Fourth quarter taxes were due on May 3rd.

Town Clerk: The Town Clerk began poll pads at town meeting that electronically checked voters in and this system worked well this past Saturday.

IT: Comcast users has been experiencing some issues around town, which Comcast has been addressing. The IT Director is currently looking into a cybersecurity assessment.



Town Hall Chimney:

Due to the wind event on Friday, April 30th, the top portion of the Town Hall chimney, on the side closest the Village building, collapsed. The DPW closed that section of driveway off until Monday when the Fire Department was able to assist with getting up on the roof to remove any remaining bricks and check for any other loose bricks. We have contacted our insurance company as well and will proceed accordingly once it has been inspected.

As you will recall, the roof, chimney and other building envelope work at Town Hall is a capital project that was just approved at the Annual Town Meeting.





Meetings, Events and Other Announcements:

- Spring 2021 Yard Waste Days are the following Saturdays from 8 am to 4 pm: May 8th, 15th and 22nd. For information is found on the DPW page on the website.
- The Library is seeking input from the community to inform their long term strategic plan. Please consider filling out a survey at surveymonkey.com/r/LPL2021 or fill out a paper copy and return to the Library. Paper copies are available at the Town Hall and Library.
- Reminder that the Pleasant Street bridge over Pearl Brook will be closed starting June 1st.
- The Annual Town Election is Saturday, May 15th; polls open at 7 a.m. and close at 5 p.m.