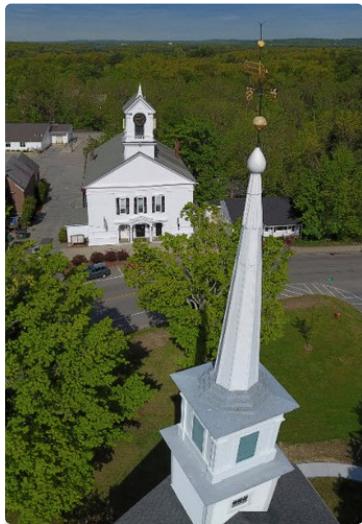


# Town Manager Report

Town of Lunenburg- February 2, 2021



## Contact Information

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## Announcement on Existing Vacancies:

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

- Architectural Preservation District Commission (1 vacancy)
- Bylaw Review Committee (4 vacancies)
- Cultural Council (1 vacancy)
- Historical Commission (1 vacancy)
- 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)

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

## Invitation for Bids/Request for Proposals:

- The Cleaning Services bids were due on January 20th but due to inconsistencies in the bids, we decided to reject all the bids and re-bid this service. The Assistant Town Manager revised the bid package and re-advertised. Bids are due on February 18th.

- The Assistant Town Manager has also been working on the Solid Waste Disposal and Recycling Request for Proposals. We were notified by Casella that they will not be submitting a proposal when this goes out to bid as this area is not an area they wish to work in because they haul to their site in Auburn.

## MIIA Announcement on Holiday Premium:

Our health insurance company MIIA announced at the annual MMA meeting last week that they will be providing a **100%** reduction in premiums for **one** month in fiscal year 2022. MIIA will be making further announcements at a later date on whether this will be for the month of July or a different month in fiscal year 2022. This is a significant savings for the town and school budgets and for employees with health insurance through the Town will be receiving.

The Holiday Premium for one full month in FY 2022 will result in the following savings:

- Between \$233,000-\$240,000 savings for active plans for health insurance for school personnel (in the school budget);
- Between \$59,000-\$60,000 savings for active plans for health insurance for town personnel (in the town budget);
- Approximately \$17,000 in savings for town retiree health insurance plans (in the town budget);
- Approximately \$32,000 in savings for school retiree health insurance plans (in the town budget).

## Department Updates:

Assessors: The 1st Motor Vehicle Excise Commitment will be sent out on February 12th. The contractor that handles the assessments for industrial and commercial properties is currently out doing inspections and the Principal Assessor expects some new growth revenue from these inspections.

COA: The Senior Center staff has been inundated with calls requesting information and assistance with vaccine registration. The staff is keeping a list of all eligible seniors that can be contacted when clinics become available. The Senior Center has been doing Bingo, Book Club, Coffee Shop via Zoom and will be doing a Memory Cafe via Zoom shortly. The Center continues to run the Grab and Go drive thru events including giving out emergency kits and a Take Home Tea Party. The Director said they will do a "soft opening" as the numbers decline with 10 or less people at events such as Bingo and Grief Support.

Police: The Police Chief reported they have ordered the Body Worn Cameras and those will be implemented in the next 1-2 months. One of the new cruisers is now on the road and the ACO vehicle has been received and is currently being outfitted.

Information Technology: The IT Director reported that our Remote Meeting Coordinator worked on a website project to update the Business Directory and it is now complete with pictures and links to those businesses that signed up that they wanted their information on our website. The IT Director has been corresponding frequently with the TCP architect on networking and IT system information items for the design of that proposed project.

Public Access: The Cable Manager reported they have had issues with broadcasting the Zoom meetings and they do not believe it is not an internet bandwidth issue but believe it is related to the CASTUS server. The Cable Manager also reported she has been corresponding frequently with the TCP architect on cable equipment and related issues for the proposed project.

Fire: The Fire Chief reported that the Ambulance that was hit by a driver weeks ago will be back in-house and the Fire Engine that had an electrical issue will be back in 1-2 weeks.

Land Use: The Land Use Director reported that the Planning Board is working on the Rules and Regulations for subdivisions.

Collector/Treasurer: The Collector/Treasurer reported that there are currently 66 properties in tax title for the 2020 taxes. Normally this number is between 25-26. A notice of delinquency was sent on January 25th and this allows 14 days for the delinquent taxpayer to pay and a Notice of Taking is done after that if the outstanding amount is not paid. The 2020 tax titles would be recorded by March. The Collector/Treasurer also reported there are a lot of personal property taxes that are delinquent and the online permitting system has been a very useful tool between departments. Third Quarter Real Estate taxes are due February 1st (this was moved to February 2nd due to closure of town offices on Feb. 1st)

DPW: The DPW Director and Town Manager attended a Pre-Construction Meeting for the Pleasant Street Bridge project on January 15th. The engineers for the design of the Flat Hill culvert are ramping up their design work in order to finish design by the spring. Separately, the Flat Hill road drainage issue areas are being surveyed and the field work has been completed. McCarty engineering will be doing the survey work for the ADA project at the North Cemetery parking lot and the construction part of this project will occur in the spring. The Monty Tech students have been moving along on the garage at the North Cemetery. The DPW Director is currently looking at possible culverts that would be eligible under a DER grant, which must have an ecological impact. The fuel tank installation is on schedule to be complete by February 5th.

Finance Director: The Finance Director has been reviewing revenues on a monthly basis and as of 12/31/20 we were 3% higher in overall revenues compared to the same quarter in FY20. Departments are spending on target with their budgets and snow removal expenditures are looking good.

Town Clerk: The Town Clerk reported that the town census forms have been sent out and are coming in slowly. The Town Clerk stated she is not sure if there will be a Town Caucus this year but announced that nomination papers are available.

## Meetings, Events and Other Announcements:

- The Conservation Commission has a meeting on Zoom on Wednesday, February 3rd at 7:00 p.m.
- The Sewer Commission has a meeting on Zoom on Thursday, February 4th at 5 p.m.
- The Community Outreach Meeting on the proposed adult retail marijuana establishment at 88 Mass Ave is on Zoom on Thursday, February 4th at 7 p.m.