

Town Manager Report


Town of Lunenburg-June 2, 2020





Contact Information

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Announcement on Existing Vacancies:

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

- Agricultural Commission (2 alternate vacancies)
- Americans with Disabilities Act Commission (1 vacancy)
- Architectural Preservation District Commission (1 design professional; craftsperson or building contractor familiar with historic renovation)
- Finance Committee (1 position appointed by the Finance Committee Appointing Committee)
- Open Space Committee (1 vacancy-citizen at large)
- Zoning Board of Appeals (2 Associate vacancies)

Talent bank forms can be obtained on the Town Website and forwarded to the Board of Selectmen's Office.

CARES Act June 5th Reimbursement Submittal (Current Business):

As previously reported the State provided the total amount that each town is eligible to receive and Lunenburg's total eligible amount for FY20 and FY21 is \$1,027,771. The first round of submitting for CARES Act funding for FY20, both already spent and anticipated for remainder of FY20, is Friday, June

5th. The Finance Director is compiling all the eligible expenses that have been expended by all the departments and anticipated for the remainder of the year. The recommendation is to vote to approve proceeding with a reimbursement request for FY20 CARES Act eligible expenses.

17 & 23 West Street Property (Current Business):

We received three bids in response to the Request for Proposals for the West Street property, with a high bid of \$35,000. The high bidder met the conditions of the Request for Proposals. I am looking for a vote from the Board on moving forward with the award of the bid to the highest bidder.

Municipal Vulnerability Preparedness Planning Grant:

The Municipal Vulnerability Preparedness Workshop was held via Zoom on Thursday, May 21st and the consultant did an excellent job of walking the participants through the exercises to identify Lunenburg's vulnerabilities and actions that would address these high priority vulnerabilities. The next step in the process is to have a listening session that will be conducted by the consultant with the findings from the Workshop and receive any feedback and input at that session as well. The proposed date for the listening session will be the Selectmen's Meeting on Tuesday, June 16th.

Department Head Updates:

Town Clerk: Preparing for State Special Election; State provided face shields, masks, and gloves and Town Clerk has been working with the Facilities Director on other safety precaution measures.

Cable Manager: Reported the virtual Memorial Day Program went well. In May there were server issues that the cable access was down for a couple of days but the issues were resolved that same week.

Collector/Treasurer: The Collector/Treasurer reported that the main Mortgage company that pays real estate payments received from escrow accounts made their payments in May and this accounts for a large portion of the tax bill payments. The billing for the Motor Vehicle is all set and the preliminary billing for the Real Estate Bills that go out at the end of June are currently being worked on.

DPW Director: The DPW Director reported he will be receiving the detour for the Pleasant Street Bridge project within a couple of weeks and will circulate that with the public safety departments and school first, then it will be advertised, and all the abutters will be contacted. This project is expected to go out to bid through MassDOT in the next month and once awarded the project will likely last into the fall.

Library Director: The Library staff has been working remotely and is currently gearing up for doing curbside checkout for books. Returned items will be quarantined for 3 days in the community room.

Meetings, Events and Other Announcements:

- Devens Household Hazardous Waste: The Center is reopening on June 3rd and June 6th; there are updated procedures to adhere to social distancing, hygiene measures, and other safety protocols.
- The Conservation Commission has a meeting via Zoom on Wednesday, June 3rd at 7:00 p.m.;
- The School Committee is meeting via Zoom on Wednesday, June 3rd and I will be attending the Executive Session portion of their meeting;
- The Parks Commission is meeting via Zoom this Thursday, June 4th at 5 p.m. and I will be attending their meeting to discuss the reopening procedures needed for the Town Beach
- The TCP Building Design Committee is meeting via Zoom on Monday, June 8th at 6 p.m. and I will be attending their meeting to receive an update from DiGiorgio Architects.

- The Planning Board is meeting via Zoom on Monday, June 8th at 6:30 p.m.
- The Council on Aging is meeting via Zoom on Tuesday, June 9th at 9:30 a.m.
- The Municipal Vulnerability Preparedness Workshop is on Thursday, May 21st from 8:30 a.m. until 12:30 p.m.

