

Town Manager Report


Town of Lunenburg-May 19, 2020





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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)
- Planning Board (2 positions appointed by the remaining members of the Planning Board and the Board of Selectmen until the next Annual Town Election in May)
- 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 Funding:

As I reported last week, the Town has begun to receive some relief funds from the CARES Act Relief Fund; we received \$7,035.89 from the Department of Health and Human Services Emergency Relief

Fund and the Department of Secondary and Elementary Education informed the Superintendent that we would receive \$198,000 specifically for the Schools. I participated in a call on May 14th set up jointly by the Massachusetts Municipal Association and the Division of Local Services and the Executive Office for Administration and Finance providing guidance to cities and towns on what we can anticipate for CARES Act Relief funding, what is eligible at this point, and when we will be able to submit for reimbursement for COVID-19 related costs. The State also 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. At this point lost revenues are not eligible costs but Congress is currently discussing changing the restrictions on the use of these funds to include loss revenues. I had a meeting yesterday with the Finance Director and the Police and Fire Public Safety Coordinators to discuss spending against the \$7,000 CARES Act money we have already received, FEMA eligible costs, and CARES Act eligible costs. It was confirmed late today by the Secretary of the Executive Office of Administration and Finance, after conferring with the federal government, that the CARES Act funds can be used as the 25% match to the FEMA funds, which only reimburse 75% of eligible costs. The Police and Fire Public Safety Coordinators are tracking FEMA eligible expenses and the Finance Director is tracking all other eligible costs that will be posted to the Emergency Expenditure account. The first round of submitting for CARES Act funding for FY20, both already spent and anticipated for remainder of FY20, is June 5th. If we do not submit all eligible FY20 costs by June 5th, there will be another opportunity to submit but the goal will be to submit all anticipated expenses so this will wipe out any deficit going into FY21.

17 & 23 West Street Property:

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 agreement from the Board on moving forward with the award of the bid to the highest bidder.

Memorial Day Ceremony and Gold Lights at Gazebo:

The Chairman of the Board previously announced that there will be a virtual Memorial Day video that will be aired on Monday, May 25th at 10 a.m. on Channels 8 and 9 and will be aired again throughout next week.

Also, the Veterans Agent asked if we could participate in a State effort to light town buildings, memorials or flags in gold over Memorial Day in honor of the Gold Star Families of the Commonwealth. Gold Star Families are spouses, children, parents, siblings or others whose loved one died in service to our nation. Dave MacDonald has graciously taken this on and the Town Gazebo will be lit from Friday evening until Tuesday morning in Gold.

Farmer's Market:

The Agricultural Commission Chairman Matt Allison reached out about the opening of the Farmers Market on May 31st and as Farmer's Markets were deemed essential by the Governor in March, after conferring with our Board of Health Agent, I asked them to submit a plan that would comply with the Governor's Orders. The Market Co-Manager Yanina Burns was very responsive and submitted a detailed plan that addresses the protocols and procedures in alignment with the Governor's and follows the guidance as set forth by the Massachusetts Department of Agriculture. Participating vendors will need to sign off on the rules and regulations that address everything from maintaining social distancing, crowd control, booth setup, signage, wearing of gloves and masks, and a number of other items. These documents were submitted by the Market Managers to Nashoba Associated Boards of Health.



- Town Counsel office hours in May will be on May 20th 12-4 p.m.
- The School Committee is meeting Wednesday, May 20th and I will be attending the Executive Session portion of their meeting.
- The Municipal Vulnerability Preparedness Workshop is on Thursday, May 21st from 8:30 a.m. until 12:30 p.m.