

Town Manager Report

Town of Lunenburg-May 12, 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; craftsman 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 (1 position 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.

Municipal Vulnerability Preparedness Planning Grant:

The Municipal Vulnerability Preparedness Core team met with the consultant hired through the Planning Grant we received and reviewed questions relative to our environmental vulnerabilities and

the format that the workshop will take. The workshop is scheduled for May 21st 8:30 a.m. until 12:30 p.m. via Zoom.

CARES Act Funding:

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. These funds have restrictions on use but can be used to prevent, prepare for and respond to coronavirus for healthcare related expenses or lost revenues attributable to the coronavirus. The Superintendent was notified by the Department of Elementary and Secondary Education on Friday that emergency relief funds for school districts (ESSER Fund under CARES Act) will be provided in the form of a grant totaling \$198,000. Funds may be used for FY20 or FY21 COVID related costs. The Federal Grants Office will be holding webinars to provide more detailed information in the next few weeks so until then the School won't have a clear idea as to how exactly we will be able to use the funds.

Request for Proposals for Tax Assessment Services and Principal Assessor Position:

The Board of Assessors met on Monday to discuss how to proceed with the lack of responses to the Request for Proposals for Tax Assessment Services and how to proceed with the applications received so far for the advertised Principal Assessor position. The firm that currently provides Tax Assessment Services, RRG, replied that they would not be responding to the RFP that requests a full time Assessor, as their firm is not structured that way and it would be cost prohibitive. The HR Director, the Chairman of the Board of Assessors and I will proceed with interviewing the applicants in the next couple of weeks and in the meantime, get a proposal from both Tyler Technologies and RRG to provide a quote to provide services for up to six months. RRG will be asked to provide a quote that would continue the method they have been providing services to date and this would allow us to not have any disruption in deadlines for interim value adjustments and other assessing services until a decision is made regarding whether we will proceed with hiring a full time Principal Assessor or continuing to outsource this function.

Meetings, Events and Other Announcements:

- Town Counsel office hours in May will be on May 20th 12-4 p.m.
- Disposal of Yard Waste at the old landfill off of Youngs Road is occurring each Saturday until May 16th and is open 9 a.m. until 4 p.m.
- The Finance Committee has a meeting this Thursday, May 14th at 7:00 p.m. via Zoom.