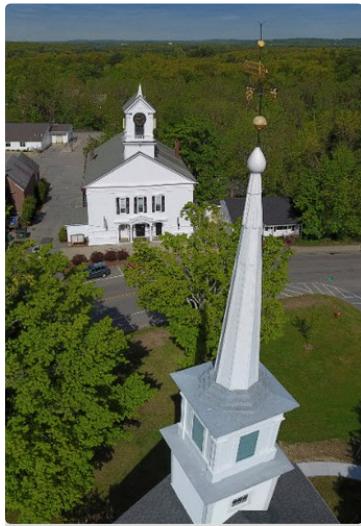


# Town Manager Report

Town of Lunenburg-September 17, 2019



## Contact Information

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## Estimate for Repairs to old Primary School:

Following the September 10th Selectmen's meeting discussion on the estimate for the identified repairs that the APDC requested the Town undertake in order to prevent further deterioration of that building, I met with the DPW Director and the Facilities Director to review the Facilities budget and the projects that were identified to be undertaken this fiscal year. One discussion point that we did not go over at the September 10th meeting that was in the Facilities Director's estimate, was a disclaimer that "the roof repairs do not include unseen structural damage that may be present from weather damage, security monitoring, and electrical costs". I have since contacted Vertex, the firm that conducted the Property Condition Assessment on that building, to get an estimate on how much it would be to have their structural engineer inspect the building and issue their findings. I should have that by the close of business today.

As another follow-up to that discussion, I did a full review of that account and what is available for projects after deducting annual maintenance expenses, security, fire, alarm inspections, and other annual contracted costs and there is approximately \$50,000 for projects, unless there are some unforeseen emergencies. The projects that were identified during the FY20 budget process and subsequent were:

- Town Hall ADA Ramp (Contingency Funds >\$27K)
- Town Hall Fix Sidewalk to align with Ramp
- Eagle House-HVAC (Contingency Funds >\$40K)

- Eagle House- Gutter Repairs
- Ritter Paint Front of Building/Front Doors
- Ritter Replace side entry access
- Ritter Fix Internal Sewer Line
- Ritter Electrical Light Switches

The initial list also had the reconfiguration of the Ritter entryway, but due to estimates received so far, this will need to be submitted as a capital project this year. The Facilities Director is working on obtaining estimates for the above mentioned projects, but based on the projects listed above, we believe there would not be sufficient funds to cover all of these projects and any repairs to the old Primary School.

## Announcement on Existing Vacancies:

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

- Agricultural Commission (1 regular member and 3 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)
- Housing Authority (1 elected position that will be a joint appointment with remaining Housing Authority members and Selectmen)
- Planning Board (1 elected position that will be a joint appointment with the remaining Planning Board members and Selectmen)
- Zoning Board of Appeals (1 regular member and 2 Associate vacancies)

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

## Open Meeting Law, Conflict of Interest, and Public Records Law Training:

The date that Town Counsel was available to provide elected/appointed officials an Open Meeting Law, Conflict of Interest, and Public Records Law Training is Thursday, October 3rd at 7 p.m. at the Eagle House Senior Community Center.

## Pleasant Street Bridge over Pearl Brook:

The DPW Director, the engineering firm, and I met on Thursday, September 12th to review the schedule of the design, bidding, and construction phases for the repair of the Pleasant Street bridge over Pearl Brook. The design phase through Mass Department of Transportation will take most of this fiscal year and the project is expected to be out to bid in the Spring. The hope is that construction will take place over the summer when school is not in session. It is expected that we will need to close Pleasant Street during construction and will give notice well in advance before construction commences. As you recall, we received \$380,000 for the repair of this bridge through MassDOT's Small Bridge Program.

## Town Hall Chairlift:

As a follow-up to the action item that Chairman Alonzo brought up about the Town Hall chairlift issue of the door to the chairlift getting caught up on the rug on the first floor, I spoke with the Facilities Director about it and he relayed that the elevator company did come and shave down the bottom of the door so that it no longer sticks on the carpet of the first floor access. To go one step further, he is going to adjust the door hinge so that it is easier to open from the inside of the chairlift and it will close more slowly.

## **Police Union Negotiations:**

The second negotiation session with the Police Union was held yesterday. We have an Executive Session planned on October 1st to update the Board on the status of negotiations.

## **Recycling IQ Grant (TM Goal #2):**

The Recycling IQ initiative is now officially underway. I interviewed and hired four inspectors that began today. The first training week allows the inspectors to leave an informational card on containers on the streets on routes that will be included in this initiative. Beginning during week two, inspectors will begin leaving Oops tags and all the households will be tracked on if non-recyclable items were found in their containers. The total length of the program is nine weeks, with a goal of cutting our contamination in half.

## **ADA PROW Self-Evaluation and Transition Plan (TM Goal #3):**

Relevant staff, the Americans with Disabilities Committee members, and I met with staff from Montachusett Regional Planning Commission and engineers from the firm Stantec to discuss the work that Stantec has done to date in performing a Self Evaluation and Inventory Analysis of all the Town's sidewalks, crosswalks, ramps, and accessible pedestrian signals as part of an ADA Public Rights of Way project. Stantec's review took into account 8 miles of sidewalks, the pedestrian ramp network, and the condition of the sidewalks, if there were obstructions, or tripping hazards. They reviewed their preliminary results and the results of a survey that was done to indicate areas identified by respondents on where they would like to see proposed new sidewalks that currently do not exist. Stantec has further work on this self-evaluation component and expects to issue the findings of the Self-Evaluation to us in a couple of weeks. After the Self-Evaluation is finalized, there will be a public meeting in order to get more input on prioritizing future sidewalk and ramp repair locations and that will help inform a five year Transition Plan to address any portions of the network that are not ADA compliant. This public meeting will likely be at the end of October or beginning of November.

## **ADA Self Evaluation and Transition Plan for Public Facilities and Parks (TM Goal #3):**

Montachusett Regional Planning Commission is currently performing the ADA Self-Evaluation on public facilities, including the schools. MRPC staff has worked with the Town's Facilities Director and School's Facilities Director to tour these buildings and complete the assessments. The Self-Evaluation is expected to be complete in approximately one month. As part of creating the Transition Plan for the facilities and parks, a public meeting to obtain input will also be part of the process. A timeframe for this public meeting may be around the same timeframe as the PROW public meeting, but not on the same evening.

## Meetings and Other Announcements:

- Town Counsel Office Hours for September will be September 23rd from noon until 4 p.m. and for October they will be October 23rd from noon until 4 p.m.
- I attended the Dementia Friendly Action Team meeting and Capital Planning Committee meeting today.
- I will be attending the Regional Dispatch Administration Board Meeting tomorrow during the day and the Parks Commission meeting tomorrow evening.
- On Thursday I will be attending a MA Municipal Managers meeting in Devens and the Committee/Board member Appreciation Reception Thursday evening.

