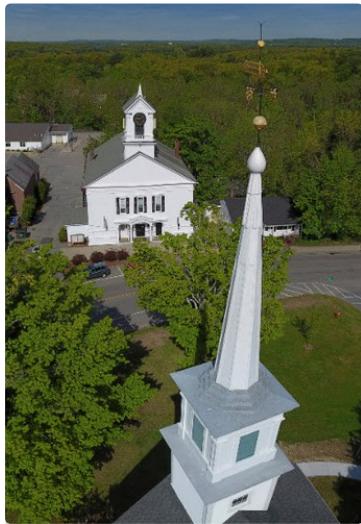


Town Manager Report

Town of Lunenburg-September 10, 2019



Contact Information

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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.

Update on the Summer Street Road Reconstruction Project:

The Contractor is currently forming and placing concrete sidewalks in the Leominster section of the project. It is anticipated that the sidewalks will be completed by the end of September. The Contractor is also raising all casings and water gates prior to the placement of the surface course. The placement of the surface course is currently scheduled for the week of October 7th.

Mosquito Control Update:

At our last meeting I provided an update about the Community Advisory that the Nashoba Associated Board of Health issued that has been publicized in various forums and that the School was spraying the athletic field at the Middle/High School on Monday, September 9th. After that meeting I worked with the Board of Health, the DPW Director and the Parks Commission Chair and Marshall Park was included in the spraying that took place on September 9th due to its proximity to wetlands.

Human Resource Audit and Harassment Training for Staff:

I coordinated an audit by a Human Resource consultant of our existing human resource practices, including policies, procedures, how personnel records are kept and am awaiting the report. This audit will be a good starting point for the HR Director/Assistant Town Manager on areas that need improvement, as well as areas we are doing well with.

This consultant will also be conducting a harassment training for the department heads on September 24th and one for all the staff on October 3rd.

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. The location will be advertised once determined.

I am still working on a date for the same training for staff but it will likely be the last week of October.

Update on OSHA Compliance Requirements:

Due to a law that was enacted in March of 2018 and took effect in February of 2019, certain staff members have taken required OSHA Training courses and the DPW Director and I met with a firm last week that is going to provide us with a scope of work to assess compliance and work on any areas where corrections need to be made and safety trainings.

Meetings and Other Announcements:

- The DPW Director, the engineering firm, and I will be meeting on Thursday for a kick-off meeting for the Pleasant Street bridge program that we received funding through MassDOT's Small Bridge Program.
- I will be attending the Stormwater Task Force meeting on Thursday and the Finance Committee meeting on Thursday.

