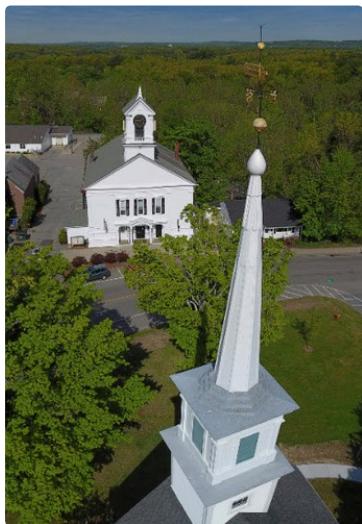


Town Manager Report

Town of Lunenburg-May 21, 2019



Contact Information

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Memorial Day Ceremony

When

Monday, May 27th, 10am

Where

Veterans Memorial Park

Public Meeting on Parking and Walkability of Main Street and Whalom Area

When

Saturday, June 1st, 1pm

Where

Starting location Town Hall

More information

Rain Date of Monday, June 3rd at 5 p.m.

Summer Street Road Reconstruction Project

Paving to the binder level is complete in the Lunenburg section of the project. The Contractor is currently raising drainage structures to binder grade. Pulverization of the Leominster section of the project is scheduled to begin Tuesday May 28th. The Contractor is aiming to have the Leominster section paved to binder grade by mid-July. The installation of granite curbing in the Lunenburg section of the project is scheduled to begin the week of May 27th. Granite curbing and concrete sidewalk installation will continue throughout Summer, progressing from the Baker's Brook Bridge towards the Leominster line, and eventually continuing into Leominster.

Recycling IQ Kit Grant Award

I received notification last week that we were awarded the Recycling IQ Kit grant that I applied for. We will receive up to \$20,000 to use for printing and outreach costs and to pay staff to provide curbside feedback at the curbside on recycling materials. We will also receive up to 40 hours of technical assistance from our MassDEP Municipal Coordinator Irene Congdon.

Education and Enforcement Coordinator Grant

At last week's meeting I reported that there is a new grant through MassDEP that provides funding to municipalities to hire an Education and Enforcement Coordinator to provide education and enforce private hauler recycling requirements. In order to be eligible for this grant, the Town, through the Board of Health, must include certain requirements in the hauler regulations that would require bundled recycling and trash services. Our MassDEP Recycling Coordinator Irene Congdon and I met with the Board of Health last night to discuss the process to meet the grant deadline of June 12th. The Board of Health voted to proceed with the process and will be having another meeting before June 12th to discuss the proposed changes that will be provided by Irene Congdon.

Electric and Gas Contracts

The Town's energy broker, Tradition Energy, went out to bid and received bid prices for both electricity supply rates and gas supply rates to go into effect in December 2019 for a three year term. Our electricity supplier will be ENGIE (same as current supplier) at a rate of .09425/kWh and our gas supplier will be Sprague (currently Direct Energy) at a rate of \$5.19 MMBu.

Earmark for Eagle House Heating, AC and Ventilation System

I was contacted yesterday by the Department of Housing and Community Development about an earmark that was requested by Senator Tran's Office in the FY19 State budget that was evidently included but we were just made aware that we received it. This earmark is for the heating, ventilation, and air-conditioning upgrade of the older section of the Eagle House.

I will be working with town staff, the Department of Housing and Community Development and our legislators to either complete this project this fiscal year or request our legislators request to continue this appropriation until FY20.

Department Head Meeting

DPW: The Director reported on the progress of the Summer Street Road Reconstruction project, that the DPW crew is busy with the paving season, regular maintenance in parks and facilities.

Library: The Library Director reported they are beginning the Summer Reading Program that will include both kids and adults this year; the author who walked across America and wrote "Walking to Listen" will be hosting a talk on June 30th (School Auditorium), the Friends Annual Book Sale will be on June 1st; Local artist Ann Marie Phelps will have an exhibit at the Library on June 8th; and there will be a program celebrating the 50th anniversary of Woodstock on June 15th.

Police: Cruise Night is on June 12th; the Chief reported that the portables received through a grant will be deployed soon to the School.

Fire: The Fire Chief is working on ordered the new Ambulance and Pumper Truck. The Ambulance has a lead time of about 6 months and the Pumper Truck has a lead time of about 8-9 months. The Ladder Truck, which was ordered last year as part of the FY19 Capital Plan, should be received by October-December time frame.

IT: The IT Director reported that one of the staff members is out due to a medical issue right now, which causes a backlog in the IT Department. The IT Director reported on an upgrade that the Cemetery Department is receiving right now that moves all their data to a cloud based system and the upgrade is going well. The IT Director is working with the DPW Director on a project at the Town Beach to install a Tablet that will allow for logging in and out for employees at the Town Beach and the project will also include having Wi-Fi access. If there is enough bandwidth, Wi-Fi will be available for the public as well.

Land Use: The Planning Board will hold what is expected to be the last meeting on the O'Brien Homes Special Permit. The Planning Board will be beginning reviewing their parking calculations and solar regulations in June. The Land Use Director is also working with the Parks Commission on Town Beach passes to be purchased online through the E-Permitting software.

C.O.A.: The COA Director has been working with the other members of the Memorial Day Committee for Monday's ceremony, as well as their normal programming activities at the Senior Center. Gordan Edes will be back again for another talk at the Eagle House on June 18th.

Public Access: The Cable Manager reported that they are up 4% in the amount of programming they are doing this year compared to last year. They will be filming the Memorial Day Ceremony and Graduation. A new Community News Program is in the works and a program from the Secretary of State's Office about the 2020 Census will be airing on public access as well.

Treasurer-Collector: The Treasurer-Collector was unable to attend due to being currently short staffed with an employee out on medical leave. In order to keep up with the demands of the office, the

Treasurer-Collector's office will be closed to the public on Tuesdays and Thursdays from 5-6 p.m. This is a temporarily measure and is especially vital at the year end closing and with the annual audit beginning in June.

Our next meeting in June will be replaced with an Annual Employee Appreciation Lunch that I began last year for town employees.

Town Facilities

Town Hall: The very last phase of the mold remediation project will be completed by June 30th and that is to seal the stone foundation to eliminate excess moisture and the ability for rodents to get in all the cracks and crevices.

Revolving Museum: I met with Superintendent Burnham yesterday to continue our discussions about the Revolving Museum using the cafeteria space at the TC Passios and working with the school's art and english programs on potential projects.

Extended Day/Early Learning at the TCP: As a followup to Selectman Adams question on whether the TC Passios building has any hazards that would keep it from being used by the Extended Day and Early Learning program. School Facilities Director John Londa replied that the TCP does not have any direct hazards that would keep it from being used. He did comment on the presence of asbestos in the floor tiles and cove base in all areas of the building so it is important to keep a floor finish on tiles so dust is not created. The floors will be sealed with this finish before moving into any classroom space. The building was inspected in April of this year by an environmental and engineering service company as part of Asbestos Hazard Emergency Response Act compliance. The formal report has not been received at this point but should be received within the next 30 days.

Water testing was done in June 2018 which identified areas that had high lead content from fixtures at the Passios that the cause is due to water sitting in them for awhile. Retesting of these fixture locations that had high results will be done in June 2019. Most of the classrooms had new faucets installed around 2005 so it is believed that the issue is with the water sitting in the fixtures and not the fixtures themselves. There will be a requirement for building occupants to do a 30 second flush at the start of each day to ensure that the water will have acceptable levels of lead and copper.

In regards to the items identified in the Vertex report the Facilities Director had the following to say: The Fire alarm panel and sprinkler system both have significant issues because requirements have changed since they were installed. While they are operational, they do not meet current code.

Asphalt sidewalks on the sides of the building are in very poor condition. These serve the emergency exits from the classrooms. Minor repairs to the worst aspect of the sidewalks can be done but eventually these need to be completely replaced.

The Electrical system is beyond it expected lifespan. This is likely a \$300k upgrade that is needed. No expected work will be done until the building gets a renovation.

There is no Ansel system in the building and the kitchen is not in service. In a renovation a decision will need to be made of how much money should be invested in the kitchen. No work will be needed until then.

The roof was installed in 1986 is past its expected life span. It was re-seamed in 2012 to be able extend the roof life for 5-10 years. There are three leaks that have defied resolution; one in the gym, one in the admin area, and one in the mechanical area.

These are not catastrophic issues with the building but the building needs a major investment in order to meet current expectations for comfort, life protection, ADA, security, and to provide for long term use.

Meetings:

- Relevant department heads and I have a follow-up meeting with Montachusett Regional Planning Commission Sheri Bean on Thursday, May 23rd on the Parking and Walkability Study MRPC is conducting.
- I will be at the Massachusetts Municipal Management Association Conference on Thursday, May 30th and Friday, May 31st.
- There will be a staff training on Tuesday, June 11th at 9 a.m. at the Library put on by the Alzheimer's Association as part of our path to becoming a Dementia Friendly Community.

