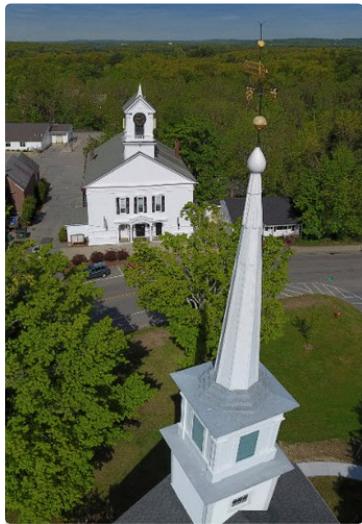


# Town Manager Report

Town of Lunenburg-April 9, 2019



## Contact Information

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## Reimbursement Policy and Write-Off Uncollectible Ambulance Receivable Balance (New Business)

Per the management recommendations from the FY18 Audit, the Finance Director and I developed a reimbursement policy and standardized procedure that reflect current practices. This policy serves as the process that employees will submit reimbursement for town related purchases , mileage reimbursement and professional development travel and related expenses.

Another management recommendation in the FY18 Audit was to write-off old uncollectible ambulance receivables. The recommendation before the Board is to write-off a total of \$108,900.84 from old ambulance receivables that date back prior to 2003, as they are deemed uncollectible.

# Dementia Friendly Kick-Off Event

## When

Monday, May 20th, 6pm

## Where

Lunenburg Library

## More information

This will be the big kick-off event for announcing that Lunenburg is in the process of becoming a recognized Dementia Friendly Community. Town officials, public, and legislators will be invited to attend, as well as an invitation to the Governor's Office and the Mass Council on Aging and Executive Office of Elder Affairs.

## Reminder: Information Sessions about Community Solar (TM Goal #1, ii)

The informational sessions held by Nexamp on Community Solar will be on Wednesday, April 10th at 6:30 p.m. in the Lunenburg MS Collaborative Room D132 and Saturday, April 13th at 10 a.m. in the Library.

## Recycling Education Campaign (TM Goal #1)

There will be a Recycling Tips article in the Lunenburg Ledger in the town-wide edition on April 12th and in the Annual Town Meeting Booklet that gets mailed to every household.

## Senior Tax Work Off Committee Update

The topic of amending the Senior Work Off Program regulations to increase the hourly wage and maximum abatement for eligible seniors in this program was on the Board of Assessors agenda for their meeting tonight. Once we receive a recommendation from the Senior Work Off Committee to the Board of Selectmen, we will add it to the next agenda.

## MRPC Walkability and Parking Study

Department heads met with a Principal Planner from Montachusett Regional Planning Commission on April 8th regarding the Walkability and Parking Study we requested last March. Although usually a Walkability and Parking Study focuses on one area, the planner identified two areas in Town that had a cluster of points of interest that would benefit from this study. The two identified areas were the town center and the Whalom area (including Whalom Road, Lakefront Road and Prospect Street). The type of information that will be looked at to assess walkability will include traffic data, accident data, and existing sidewalks. MRPC staff will assess parking in these areas separately. To reiterate, this will be the first of multiple meetings and MRPC will get input from all the stakeholders and public by the end of the study.

# Procurement Manual for Town Departments (TM Goal #5, i)

As part of my annual goals, I have completed a draft procurement manual. The manual includes written procedures for town departments for the proper procurement of supplies and services and construction projects. The Town has never had a written procedural manual and this will be a good guide for departments to reference that encompasses our internal procedures for creating requisitions and purchase orders through MUNIS. Having written procedures with internal checks and balances not only ensures compliance with the law but is also a control against fraud.

## Meetings:

- The Finance Committee will be meeting this Thursday, April 11th at 7 pm and on Thursday, April 25th at 7 pm.
- I will be stopping by the Community Service Learning presentations on April 10th at 6:00 p.m. in the High School and the Information Session with Nexamp on Community Solar at 6:30 p.m.
- Town Counsel will be holding monthly office hours on April 24th from 10 am until 2 pm and on May 20th from noon until 4 pm.

