

# Town Manager Report


Town of Lunenburg-April 2, 2019





## Contact Information

 Facebook

 17 Main Street, Lunenburg, MA,...

 978-582-4130

 hlemieux@lunenburgonline.com

 lunenburgma.gov

## Red Sox World Series Trophy Coming to the Eagle House

### When

Sunday, April 7th, 2:30-4:30pm

### Where

25 Memorial Drive Lunenburg, MA

### More information

2018 Red Sox World Series Trophy Coming to the Eagle House Senior Community Center!

Sunday April 7, 2019

2:30-4:30PM

\$5 admission per family gets you in so you can snap a picture using your own camera with the trophy!

All proceeds will benefit the

Eagle House Supporters Inc.

The Eagle House Supporters are the 501c3 fundraising group who provide funding for programs at the senior center such as the Memory Café, furniture, kitchen supplies, arts and crafts instructors, writing classes, and health/wellness programs.

People of all ages and from surrounding communities are welcome to come!

## 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

Residents should have received an informational flyer this past week notifying them about discounted electricity through the Nexamp Community Solar Project. 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. One clarification is that residents can opt out at any time: Residents can cancel whenever they want but it takes the utility up to 6 months notice to unenroll them from the program. During this time they will receive credits if they still have an

account with the utility. If they move and their account is closed they will automatically be removed from the program.

## MassRecycle's Recycling Summit

I attended MassRecycle's Recycling Summit on March 25th and the speakers and content was very informative and relevant. Sessions covered the change in the recycling market since China's National Sword policy, the Department of Environmental Protection's response to assist cities and towns adjust to these changes, a discussion on contract terms with haulers of recycling and solid waste, and recycling education campaigns to reduce contamination.

The message from DEP is that the change in the recycling market is going to require more education, a thoughtful approach to innovation, and a citizenry that wants to do the right thing when it comes to recycling. We have a good regulatory process in Massachusetts that will get us through this difficult time in the recycling market. DEP has responded with a variety of technical assistance programs and capital equipment grants to start up such things as a glass recycling facility. The Town joined as a partner to MassDEP's Recycling Smart Initiative and I plan on applying for the Recycling IQ Kit Grant, which provides funding to educate the public in order to reduce contamination rates and funding to hire curbside recycling container inspectors to correct bad recycling habits.

MassDEP wants to spread the message that this is not the end of recycling, there are still markets for products but now the processing costs exceed the commodity. We continue to advocate to recycle because it means lower energy consumption, there are jobs and businesses that are in the recycling industry, and it is for the public good.

## Recycling Education Campaign

In addition to the Recycling IQ Kit Grant that I plan on applying for, I have requested in writing the educational support funds from Casella in the amount of \$3,800 that is in our contract terms and we will receive those funds in a few weeks. I have also requested a list of possible educational outreach activities that Casella can provide and was provided a list that included:

- A Recycle Better event with an education table;
- A display and/or do a presentation at the library (for kids or adults);
- Presentation to the younger school kids;
- Host an education table at the start or end of a benefit walk/run.

I have forwarded to the School Superintendent for her feedback and she is going to speak with her Principals.

## Safety Committee Meeting

To address the new compliance requirements under OSHA that municipalities are now subject to as of February 1st, we have formed a safety committee comprised of the Police Chief, Fire Chief, DPW Director, School Facilities Director, the Payroll/Benefits/Risk Management Coordinator, and myself. We met with our Risk Management Representative from our insurance company, MIIA, on March 26th to discuss the training and compliance requirements that each department will need to work towards documenting compliance. Staff training and assessment of safety procedures that comply with OSHA will be an ongoing, continual process.

## **Business Town Partnership Meeting: MRPC Implementation Plan for 2017 Report on Formation of Business/Town Partnership (TM Goal #3, i)**

One of last year's District Local Technical Assistance projects from Montachusett Regional Planning Commission was to create an Implementation Plan for the December 2017 report issued from MRPC on the Formation of a Business/Town Partnership. The report breaks down tasks into recommendations that can be implemented within a year, recommendations that will take one-to-five years to implement, and recommendations that will take five or more years to implement. The plan also identifies estimated costs for each task by categorizing recommendations that will take less than \$1,000 to implement, cost between \$1,000-to-\$10,000 to implement, and recommendations that will cost over \$10,000 to implement. We have implemented five of the six short term recommendations, and are asking for funding in the FY2020 Capital Plan at the Annual Town Meeting for one of the recommendations that takes one to five years (Master Plan).

The Land Use Director and I met with the Lunenburg Business Association yesterday to discuss the implementation plan to listen to their feedback and comments. The recommendation they are most interested in pursuing at this point in time is Recommendation #10 encourage and help facilitate an Annual Festival.

This report has also been sent to the Planning Board and I would recommend that the Board of Selectmen and Planning Board have a joint meeting in the future to discuss those tasks where they are the responsible entity for implementing the task and discuss strategies to implement these recommendations.

## **ATM Warrant and Booklet**

There are a total of 43 articles on the Annual Town Meeting warrant. Based off a suggestion from the Finance Committee, I have asked department heads to submit a list of revenue sources other than the town appropriation that support the operations of their respective departments and the Town that will be incorporated into the ATM Booklet. I will also be including a Recycle Smart message, as this is a good way to communicate to all residents as this is sent to all households.

## **Massachusetts Interlocal Insurance Association (MIIA) Credits**

The Town received a credit for Participation and Dividends in the amount of \$11,741. These will be applied to future invoices.

## **Employee Handbook (TM Goal #4, ii)**

As part of my annual goals I have completed a draft Employee Handbook. This includes all the personnel policies that are currently in the Board of Selectmen's Policies that the Board wanted moved into an Employee Handbook, the process for hiring, and other employee information. As stated under the first section, all the information applies to all town employees, unless there is a specific provision in a collective bargaining agreement or employee contract that is in conflict and then the Collective Bargaining Agreement or contract would prevail in that case.

## **Economic Development Committee (TM Goal #3, iii)**

I have reached out to the Chairs of the Agricultural Commission, Open Space Committee, and Conservation Commission to request they discuss a recommendation for a representative from each commission/committee/board that would be appointed to the Economic Development Committee. The two resident positions will be advertised in the newspaper and on the town bulletin board as we do with other vacancies.

As part of that committee there is one Board of Selectmen and one Planning Board member that is chosen annually to serve as ex-officio members.

## Senior Tax Work Off Committee Update

The Senior Tax Work-Off Committee met on March 27th and discussed possible changes to the Senior Tax Work-Off Regulations including increasing the hourly rate from \$10 to \$12, increasing the maximum abatement allowed from \$1,000 to \$1,500, and increasing the income level from \$40,000 to \$50,000 for a one person household, and \$60,000 to \$75,000 for a two person household. The Chairman will be meeting with the Board of Assessors to talk about the effect of these changes on the Overlay account, and eventually a recommendation will be made to the Board of Selectmen.

## Meetings:

- This past week I attended the Personnel Committee meeting on March 26th, a Nashoba Valley Dispatch Admin Board meeting on March 27th, the Senior Work Off Committee Meeting on March 27th, the Finance Committee Public Hearing on the FY20 Budget and ATM articles on March 28th, and the Stormwater Task Force Meeting on April 1st.
- I will be attending a Dispatch Negotiation meeting on April 4th.
- Various staff members will be meeting with a planner from MRPC on April 8th regarding the pending Walkability and Parking Study. 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.
- The Architectural Preservation District Commission will be touring the inside of the old Primary building on April 4th with the Town Facilities Technician Kit Walker.