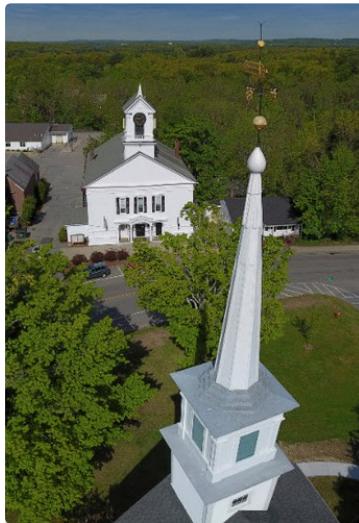


Town Manager Report

Town of Lunenburg-February 5, 2019



Contact Information

 Facebook

 17 Main Street, Lunenburg, MA,...  hlemieux@lunenburghonline.com
 978-582-4130  lunenburgma.gov

Town Facilities (TM Goal #2, Action ii)

Town Hall Handicapped Accessible Bathroom: Monty Tech began the Town Hall handicapped accessible bathroom project on January 25th and is expected to be completed in two months. Thank you to our Facilities Technician Kit Walker, Building Commissioner Garry Rhodes, IT staff that will assist with relocation of the copier, and the students and faculty from Monty Tech working on this project.

Relocation of the Veterans Service Officer's Office (TM Goal #2, Action ii)

The Veterans Service Officer's office has officially moved from the Eagle House Senior Center to an office in the Ritter Memorial Building that is more accessible. The Veteran's Service Officer's hours have not changed and contact information can be found on the town website:

<https://www.lunenburgma.gov/departments/veterans-affairs>. On the third Friday of the month, instead of office hours at the Ritter Memorial Building, the Veteran's Service Officer will attend the Veteran's Breakfast at the Eagle House Senior Center at 9:00 a.m. and can be available to speak with at that event.

Update on Tier 3 Complete Streets Application (TM Goal #2, Action i, ii)

The DPW Director and I met with WorldTech Engineering on January 23rd to review the projects we submitted and how we can propose to amend the application for the next grant round in April. After reviewing our application and all the other projects in the Prioritization Plan, we reached a consensus that the best application would be a single project application that meets most of the criteria for Complete Streets. WorldTech Engineering will be putting together a draft proposal to present to the Board by the beginning of March for the Village Area/Memorial Drive improvements.

Updates to the Town Website (TM Goal #1, Action i)

As discussed at our January 15th meeting, certain changes have been made to the homepage including moving "Charter/Bylaws" and "Important Documents" to the top menu and adding "Town Calendar" and "Town Meetings and Town Finances" as buttons on the middle of the homepage to make these more prominent. The title of the "Get Connected" button was also changed to "Citizen Engagement and Transparency Center". Check out the new changes to our website at:

<http://www.lunenburgma.gov>

FY 2020-2024 Capital Plan (TM Goal #2, Action ii)

The Capital Planning Committee began the FY20 Capital Planning process on October 2nd this year, capital planning documents were sent to departments on November 1st, and the Capital Planning Committee met with departments throughout November to review all the capital project requests as a group.

Based on these meetings and the budget provided by the Town Manager, the Capital Planning Committee prioritized all the capital project requests for FY20 and provided the prioritized list to the Town Manager. Having worked alongside the Capital Planning Committee throughout the entire process, I support the Capital Plan as it was presented to me by the CPC.

There were a total of 17 capital requests totaling \$2,853,100 for Fiscal Year 2020. The projects that were included in the FY20 prioritized list include Vital Sign Airway Monitors for the Fire Department, two police cruisers for the Police Department, replacement of Engine 4 for the Fire Department, a Wifi upgrade at the Primary and THES, new voting machines for the Town Clerk, the next phase of the asbestos abatement project at THES, additional funding for removal and replacement of fuel tanks at the DPW, new patrol rifles and shotguns for the Police Department, funding for Master Planning for the Planning Board, replacement of Rescue 2 for the Fire Department, painting of the exterior of the Teen Center, resurfacing of the basketball court and fencing at Wallis Park, and a Building Automation System at the Public Safety Building. The total funding for the capital plan is \$1,684,100 that comes from taxes, free cash, unexpended capital, and a premium from a bond that is reserved for capital. Projects that did not receive funding were the Vertex Property Condition Assessments identified in Years 0-1 for the Ritter, TC Passios, and the Brooks House totaling \$1,119,000 and funded \$50,0000 out of the \$100,000 request made by Planning Board for Master Planning.

https://www.lunenburgma.gov/sites/default/files/field/files-docs/fy2020_capital_plan_presentation.pdf

https://www.lunenburgma.gov/sites/default/files/field/files-docs/fy20-29_capital_improvement_requests.pdf

Finance Committee Budget Hearing Schedule

Update on the Business Brochure (TM Goal #3, Action ii)

The Land Use Director, members from the Business Community, staff from Montachusett Regional Planning Commission (MRPC), and I held our final meeting to review the Business Brochure that MRPC created as part of District Local Technical Assistance program funds. The material on the brochure highlights conservation areas, parks and recreation areas, the Farmer's Market, and large working farms. Creation of the brochure highlights the town's natural resources and also increases awareness of these locations to residents who may not know where public access to trails and conservation lands are located. There are a few minor edits to be made including putting a color copy of the Town Seal on the cover, adding the URL for the Lunenburg Business Association, denoting that there is an associated cost for the Teen Center, and adding photo credits.

We will be printing some hard copies to be left at certain locations and will be putting the digitized version on the Town website.

Update on the Permitting Guidebook

The Planning Board approved the Permitting Guidebook created by Montachusett Regional Planning Commission (MRPC) recently and it will be posted on the Town website shortly and hard copies will be made available at the Ritter Memorial Building and Town Hall. District Local Technical Assistance program funds were used to pay for the technical assistance received from MRPC staff to create and work with the Town to create this guidebook that will assist customers with projects of any type and scale to address how they can file permits.

Department Head Updates from January

Below are some highlights from the last department head meeting:

Library: The Turkey Hill Middle School kids have been visiting the Library and this pilot program is currently being reviewed by the Library and the School. The Library Board of Trustees is currently performing a search for the next Library Director and will review applications in February. The Library has a new program called "Library of Things" so library patrons can sign out such items as Pickleball gear, ukuleles, and Badminton gear.

Fire: The new online burning permit system is up and running and is working out well.

IT: The IT Director is currently busy working with the School and Town on their IT budgets.

Police: Currently there are a couple of officers out on injury leave and there are two officers currently in the academy. The PD is currently in the process of implementing Detail Software that will improve the process for managing details and processing detail payroll.

COA: The Dementia Friendly process is going well with the Action group and the Memory Cafe has been a huge success. Eventually there will be free staff trainings on customer service with people with Dementia. The COA Director has coordinated a sign language training that will be opened up to one staff person in each department that deals with the public that will be for one hour each week for five weeks.

Land Use Director: The Land Use Director reported that the Planning Board has finalized a draft bylaw for recreational marijuana and the Public Hearing will be on February 25th and a second date to be

determined. The Planning Board will have 7 articles that relate to marijuana for the Annual Town Meeting (6 prohibition articles and 1 article for regulation).

DPW: The DPW Director discussed the possible outsourcing of vehicle maintenance for the more technological vehicles.

Assessors: The forms of list for Personal Property bills were sent out at the end of December and there were over 5,300 accounts. The deadline for abatements is February 4th Land values increased 8-9% for this last valuation of properties.

Cable: Three replacements for vacant videographer positions have been filled and PACC is providing 50% of their own programming. Currently showing Dementia Friendly PSA and Knight's Roundtable.

MIIA- Loss Control, Reward Credits, and new OSHA Requirements

Our Insurance Risk Management Representative from MIIA joined the first half of the department head meeting to discuss reward trainings that MIIA offers , webinars, and other best practices that we are doing that she will submit for us to maximize our percentage discounts on all the categories towards our Property, General Liability and WC Insurance.

Also, our insurance representative has been instrumental in helping the Town address the new OSHA safety standards that all municipalities are subject to, effective February 1st. The Payroll and Benefits Coordinator has been designated the Worker's Safety Representative in regards to the new OSHA safety requirements. The Town hosted a OSHA training in November and will be hosting another in April.

Planning Board Public Hearing

When

Monday, Feb. 25th, 6:30pm

Where

*Town Hall, Joseph Bilotta Meeting Room, 17
Main Street, Lunenburg*

More information

The Lunenburg Planning Board will hold a Public Hearing on February 25, 2019, 6:35 PM, Joseph Bilotta Meeting Room, Town Hall, 17 Main Street, Lunenburg, MA 01462 to make alterations to Code of the Town of Lunenburg, MA, Chapter 250: Zoning, (i) Article IV, 4.1.G. Use Table by adding Non-Medical Marijuana Uses; (ii) adding 4.1.O. Non-Medical Marijuana Uses; (iii) delete 4.15., Temporary Moratorium on Sale and Distribution of Recreational Marijuana; (iv) create new 4.15. Non-Medical Marijuana Establishments. Copies are on file in the Planning Office, 960 Massachusetts Avenue, Lunenburg, MA.

Attendance at Meetings, Other Announcements, etc

Sewer Commission: I attended the Sewer Commission meeting on Tuesday, January 29th.

NVRDD Administration Board Meeting: I attended a Dispatch Admin Board meeting on Thursday, January 31st in Bolton.

NVRDD Dispatch Negotiation Meeting: I have a Dispatch Negotiation session on Wednesday, February 6th in Devens.

Dog Licenses: 2019 dog licenses are due April 1st and will be available by the middle of February from the Town Clerks Office.

Citizen's Town Caucus

When

Monday, March 11th, 7pm

Where

129 Northfield Road Lunenburg, MA

More information

Public Announcement from the Town Clerk about the Citizens Party Caucus, Town Census, and Dog Licenses:

In anticipation of the Annual Town Election on Saturday, May 18, 2019, the Citizens Party Caucus will be held on Monday, March 11, 2019 at the Turkey Hill Elementary School, 129 Northfield Road at 7:00 P.M.

Anyone interested in running for office should attend the Caucus, and if nominated, will be placed on the ballot.

Those who are not nominated that evening may pick up nomination papers from the Town Clerk's Office.

Those papers must be returned to the Town Clerk with a minimum of 50 valid voter signatures on or before Monday, March 25, 2019 @ 4:00 P.M.

See list of offices to be filled below.

Your Annual Town Census should have been returned to the Town Clerk by now; if you did not receive a Census form please contact the Town Clerk at 978-582-4130 or stop by the office at 17 Main Street and fill one out there.

2019 CITIZENS PARTY CAUCUS

OFFICE TO BE FILLED TERM

SELECTMAN (2) FOR 3 YEARS

CONSTABLE FOR 3 YEARS

TOWN CLERK FOR 3 YEARS

BOARD OF HEALTH MEMBER FOR 3 YEARS

ASSESSOR FOR 3 YEARS

SEWER COMMISSIONER (2) FOR 3 YEARS

SCHOOL COMM. MEMBER (2) FOR 3 YEARS

PARK COMMISSIONER FOR 3 YEARS

PARK COMMISSIONER FOR 1 YEAR

COMMISSIONER OF TRUST FUNDS FOR 3 YEARS

CEMETERY COMMISSIONER FOR 3 YEARS

LIBRARY TRUSTEE (2) FOR 3 YEARS

PLANNING BOARD MEMBER FOR 5 YEARS

PLANNING BOARD MEMBER FOR 2 YEARS

HOUSING AUTHORITY MEMBER FOR 5 YEARS

Public Hearing on MBTA Fare Proposal

When

Wednesday, Feb. 27th, 6:30-8:30pm

Where

State Transportation Building, MBTA Board Room, Second Floor, 10 Park Plaza, Boston, MA

More information

The attached flyer highlights the MBTA Fare Proposal Public Hearing that is scheduled for February 27, 2019 and is open to all attendees from the public. The purpose of this hearing is for the MBTA to receive feedback from the public on the proposed fare increase prior to it being considered by the Fiscal and Management Control Board in March. The public is encouraged to attend.https://www.lunenburgma.gov/sites/default/files/field/files-docs/2019_fare_proposal_publicmeeting_opt3.pdf

