

# **TOWN OF LUNENBURG**

## **TOWN MANAGER**

Jamie Toale, Chairman  
Damon McQuaid, Vice Chairman  
Phyllis Luck, Clerk  
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### **TOWN MANAGER'S REPORT**

**January 8, 2019**

#### **ADA Project Grant from MA Office on Disability(TM Goal #2):**

I received notification from the MA Office on Disability that we received a grant award in the amount of \$7,500 for accessibility improvements to the Lane, Cowdery, and Small Town Forest properties. We were not awarded the planning grant or the two other project grants for North Cemetery and improvements to town facilities but we will be able to apply for these projects next fall.

#### **Update on Tier 3 Complete Streets Application:**

The Mass DOT Municipal Grants Program Administrator contacted me today to relay our request for Tier 3 Complete Streets Construction funding was not approved. MassDOT received 30 Tier 3 applications and only 11 applications were funded and out of those 11, 10 of them were only partially funded. We had a satisfactory score but other applications scored higher and the advice I received over the phone was projects that provided for bicycle accommodations and improved transit would likely improve our score. I have already spoken with the DPW Director about setting up a meeting with the WorldTech Engineering to review the projects we submitted for and how we can propose to amend the application for the next grant round in April.

#### **Town Facilities (TM Goal #2):**

- RFP for Rental of Space at the TC Passios: School Facilities Director John Londa reached out to Shapiro Educational Collaborative to find out why they did not submit a bid and he responded that there were too many modifications and the lease would be for a relatively short time.

#### **Relocation of the Veterans Service Officer's Office:**

The relocation of the Veterans Service Officer's office from the Eagle House to an office in the Ritter Building is scheduled for January 18th. Many thanks to the Facilities Technician Kit Walker, IT Director Steve Malandrinos, and staff for getting the new office ready.

**FY20 Budget Updates (TM Goal #1):**

The FY20 budget schedule and link to the new budget dashboard with financial data is now up on the website. The budget dashboard can be viewed at <https://www.cleargov.com/massachusetts/worcester/town/lunenburg>.

FY2020 Budget submissions are due by Thursday, January 10<sup>th</sup> from departments and I will be meeting with each department thereafter. I met with Superintendent Burnham and Business Manager Michael Cassidy on January 2<sup>nd</sup> to discuss the School's FY2020 budget proposal that was presented to the School Committee in December and provided the Superintendent a target budget that would be needed to create a balanced budget for next year.

The Capital Planning Committee will be meeting Tuesday, January 15<sup>th</sup> at 5:15 p.m. in Town Hall to prioritize capital requests. Per the Charter I will provide the Selectmen a Capital Plan by the end of January, at the January 22<sup>nd</sup> meeting.

**Updates to the Town Website:**

After being live with the new website since September and hearing some feedback, I have spoken with the IT Director about making a few changes, including changing one of the buttons on the homepage from Charter/Bylaws to Town Calendar and changing the Important Documents button to Town Finances. Another change being considered is changing the title of the "Get Connected" button to "Citizen Engagement and Transparency Center". The IT Director looked at the analytics to find out how frequently the current buttons were being clicked and found that the Charter/Bylaws button and Important Documents was rarely used.

Other updates include adding new pages for the Charter Review Committee, the Open Space Committee, and the Cultural Council, as none had their own page on the last website.

**Attendance at Meetings and other announcements:**

- Town Counsel Office Hours: Monday, January 28<sup>th</sup> 12-4 pm; Monday, February 25<sup>th</sup> 8 am-12 pm.

**Vacancies:**

The following paid positions are currently posted:

- Building Commissioner
- Local Inspector

The following is a list of vacancies on the following committees:

- Agricultural Commission ( 1 regular member, 2 alternate member vacancies)
- Architectural Preservation District Commission (1 vacancy for a design professional/craftsperson)
- Cemetery Commission (1 regular member- jointly appointed until 2019 ATE)
- Cultural Council (multiple vacancies)
- Green Communities Task Force (1 vacancy-Citizen at Large position)
- Zoning Board of Appeals (2 Associate vacancies)