

# Town Manager Report

Town of Lunenburg- January 31, 2023





## Contact Information

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## Announcement on Existing Vacancies

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

- 300th Anniversary Committee (5 vacancies)
- Architectural Preservation District Commission (1 vacancy)
- Council on Aging (2 vacancies)
- Finance Committee (1 vacancy)
- Green Communities Committee ( 1 Associate vacancy)
- Historical Commission (2 vacancies)
- Open Space Committee (1 Member at Large vacancy)
- Zoning Board of Appeals (1 Associate vacancy)

Interested persons can find Volunteer Applications on the Town Website and completed forms can be sent to the Select Board's Office. Anyone that has any questions on volunteer opportunities can contact the Select Board's Office at (978) 582-4130 x 144.

## Current Employment Opportunities with the Town

The following is a list of current employment opportunities with the Town:

- Administrative Assistant IT (Part Time Non-Benefitted)

- Administrative Assistant Police (Part Time Non-Benefitted)
- Assistant Town Accountant (Part Time Benefitted)
- Heavy Equipment Operator (Full Time Benefitted)
- Library Assistants (Part Time Non-Benefitted)
- Tax Collector Principal Clerk (Full Time Benefitted)
- Production Technician (Part Time Benefitted)
- Recreation Director (Part Time Non-Benefitted)
- Seasonal Lifeguards (Seasonal)
- Beach Director (Seasonal)
- Videographer (Part Time Non-Benefitted)

More information on each position can be found on the job postings, which are located on the town website.

## 51 Parmenter Road:

I sked the DPW Director to look at 51 Parmenter Road and verify that the property was left in good condition and he verified as such and that the fence that was installed by previous abutters on town property was removed.

## Facilities and Grounds Projects/Repairs:

- The Public Safety Building Chiller Project is complete.
- The repair to the sprinkler system at the TCP is scheduled for February and recently repairs to the roof were done above the Public Access room at TCP.
- The Town Beach building project was awarded and will begin shortly.
- The 30 School Street site visit was today and 10 companies were present. Bids for this project are due on February 16th.



## Rebranding for the Senior Center

The Council on Aging has adopted a new official logo that was developed by the Lunenburg Business Association. The new logo and name is now the "Lunenburg Adult Activity Center". The Eagle House Senior Center Facebook page has been changed to the Lunenburg Adult Activity Center.

## Trash and Recycling Update:

At the end of the calendar year into the new year, EL Harvey, the Town's trash and recycling contractor, had various difficulties resulting in delayed trash pickups. The Town notified EL Harvey in writing of their contractual obligations to provide a high level of service. In response, EL Harvey formulated a

comprehensive plan to improve their operations and overcome the challenges that have resulted in the delays. The plan which should be fully implemented by mid-February, includes opening a new repair shop in Leominster, hiring more mechanics, obtaining additional backup trucks, and hiring more drivers and managers. The Town is committed to provide improved service to the residents and businesses of Lunenburg, therefore will continue to monitor EL Harvey's performance. It should be noted that there have been no complaint calls in the last few weeks and their plan seems to be addressing the issues.

As a reminder, the Town encourages residents to report all trash and recycling incidents to EL Harvey at 1-800-321-3002, the DPW at 978-582-4160, and Jamie Toale, the Town's Trash and Recycling Coordinator, at 617-365-4612 so that they may be quickly resolved.

## Stormwater Asset Management Grant

The Land Use Director, DPW Director, and I attended a kick-off meeting with CEI, the consultant that will be doing all the work for the Stormwater Asset Management Grant on January 25th. Field data collection is tentatively scheduled to begin in March. This project is to develop a complete asset inventory for Lunenburg's Stormwater System that expands and completes the asset inventory and creates a framework to perform and track inspections of key assets.

## Department Head Updates:

- Land Use: The Planning Board has a hearing on February 13th for 3 commercial buildings at 1325 Mass Avenue; Lunenburg Central is wrapping up their construction and will be signing leases with tenants that will be responsible for fitting out the interior spaces within the building with a plan to be occupied by this spring/summer. This will mean that more building permits will be pulled as tenants are secured and the value of the space will change as it is further developed. Lunenburg Central approached the Town about filing a Site Readiness Grant from MassDevelopment on potentially getting engineered designs for upgrading Leominster-Shirley Road, specifically, the intersections at Reservoir and Fort Pond Roads. The Site Readiness program, administered by MassDevelopment, aims to increase the Commonwealth's inventory of large, well-located, project-ready sites; to accelerate private-sector investment in industrial, commercial, and mixed-use projects. They are still looking at purchasing property from PJ Keating to construct a 600,000 to 1 M square foot warehouse and realize the importance of making improvements to that corridor.
- Assessors: Office has been extremely busy with foot traffic, emails, and calls related to assessments and filing of abatements.
- COA: The COA Director announced the CPR AED Training on Thursday, February 16th is almost full. As usual, the Center has a multitude of programs going on in February that are announced in the newsletter, the Ledger, and their Facebook page. They are currently down one van driver due to a non-work related injury.
- Fire: The Fire Department is currently down one ambulance as it was hit by a vehicle. The other driver was at fault but the Chief estimates that it may be a few months before the repairs are done.
- Treasurer/Collector: Tax Bills are due February 1st.
- DPW: The Director reported there were 7 snow and ice events in January and the crews were busy this month with downed trees. They will be interviewing two candidates for the vacant Equipment Operator position. The 3/4 Ton Pickup Truck was received in January but the Director received notice from Allegiance Trucks that the 6 Wheel Dump Truck and 10 Wheel Dump Truck delivery date is being pushed out further with expected delivery in January and March 2024, respectively.

International Trucks cut production in 2023 by 54% due to supply chain issues; specifically, frame rails and brake systems. Allegiance Trucks was oversold by over 200 trucks which has further caused delays. This year we have had to rely more on contractors, which has a budgetary impact. This past month, the DPW Director applied for a free solar-powered combination dynamic speed feedback and school zone speed limit sign assemblies through MassDOT Safe Routes to Schools. The signs would go on Oak Avenue in the designated school zone for the Middle-High School and the Turkey Hill Elementary School.

- Public Access: Public Access has been filming the school basketball games. They are looking into permanent solutions in order to live stream meetings and through Zoom at the MS/HS Auditorium. This will need to be an issue that IT and Public Access work together on.
- Finance Director: 1099s were completed by the deadline.
- Police: The Police Chief reported there were 27,000 calls for service, 3,500 Motor Vehicle stops, and 400 arrests in 2022. Notable was the the increase in mental health related calls. Officer Josh Mathieu has be promoted to the vacant Detective position and Officer Jack Wagner will be the new K-9 Officer once K-9 Jerry retires.
- Library: The Library Director reported that they are working on the final details of transferring the Library Trust Funds from the Town to the financial advisor chosen by the Trustees. The Library has been busy with programs and being open on Fridays has been one of their busiest times.
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## Meetings, Events, and Other Announcements:

- The next Public Hearing for Pond View Commons is on February 8th at 7 PM at Town Hall.
- The Annual Town Meeting warrant is open for submission of articles until March 20, 2023 at 4 PM. Articles must be submitted to the Select Board's Office in writing.
- The Annual Town Meeting is Saturday, May 6, 2023 at 9 AM at the Lunenburg Middle/High School.