

Town Manager Report

Town of Lunenburg- February 7, 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)
- Personnel Committee (1 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.

FY 2023 Budget Updates

- There will be a projected deficit in the Health Insurance line this year due to changes in enrollment for both active and retirees. The Finance Director and I have identified accounts within the budget that there are projected surpluses to do end of the year transfers to cover the shortage.
- The FY23 Snow and Ice budget is currently over by approximately \$170,000. This is largely due to increase in rates for contractors, which we have to depend on more right now due to 4 of our 7 large trucks being out of service, and the cost of salt increased more than 12% from FY22 with our primary vendor. The Finance Director, DPW Director, and I met today and although not ideal, would be able to cover the projected deficit within the Pavement Management line.

Invitation for Bids:

- The 30 School Street Hazardous Materials/Demolition bids are due February 16th at 2 PM.
- The Town Hall building envelope project bids are due February 23rd at 10 AM. There was a site visit on January 30th and there were no attendees.

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.