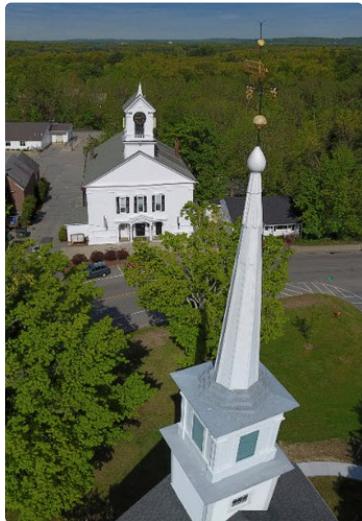


Town Manager Report

Town of Lunenburg- May 9, 2023



Contact Information

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Announcement on Existing Vacancies

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

- Finance Committee (1 vacancy)
- Green Communities Committee (1 Associate vacancy)
- 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 for Conservation (10 hours/week)
- Administrative Assistant for Planning (36 hours/week)
- Assistant to the Sewer Business Manager (24 hours/week)
- Assistant Town Accountant (32 hours/week)

- Facilities Superintendent (40 hours/week)
- Finance Director (40 hours/week- contractual)
- Police Officer (40 hours/week)
- Veterans Services Agent (varies)
- Videographer (2-10 hours/week)

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

ARPA Commitment for Ambulance and Two 6 Wheel Dump Trucks:

On February 21st the Select Board voted to use ARPA funds for purchasing the two large dump trucks and the ambulance listed under the Capital Plan, to be able to expedite the ordering instead of waiting until after July 1, 2023.

Status of Ordering the Ambulance

After the February 21st meeting the Fire Chief obtained all the specifications needed for the replacement ambulance and received a quote from MAPC, which is a cooperative purchasing group we have used to purchase ambulances. Since this is using federal funds and therefore subject to federal procurement requirements, we reviewed how the cooperative purchase was procured against federal requirements and it met all the requirements.

The Chief received a price through the Metropolitan Area Planning Council cooperative bid in the amount of \$452,693 and proceeded with ordering the ambulance on March 24th. There will be an additional cost of approximately \$10,000 needed to upfit the ambulance after we take receipt of it.

Status of Ordering the Two 6 Wheel Dump Trucks

Since February 22nd the DPW Director has been trying to purchase two dump trucks from different state cooperative bids and the state contract. This includes contacting MHQ multiple times and voicemails since February 22nd and to date they have not responded. Since the end of March the DPW Director asked Liberty Chevrolet for a quote for two dump trucks and on April 6, 2023, they were able to provide a quote for the chassis but not the accessories and were not able to provide a build date for the chassis. Like the Statewide Contracts for commodities, Liberty Chevrolet provides vehicles to the members of the Greater Boston Police Council through a contract with the Metropolitan Area Planning Council. Liberty Chevrolet does have a leftover Chevy 6500 chassis on their lot. The DPW Director asked about these chassis, and they replied all the units on our website are retail units and do not fall under our contracts.

On March 29, 2023, the DPW Director asked Allegiance Trucks to provide a cost estimate for two dump trucks and on April 6, 2023, they responded Ford announced they are having serious supply issues with anything on order with Air Brakes. The DPW Director asked if other manufacturers are having similar issues and they stated, "it is industry wide; they can't get steel, glass, tires (big one lately), chips (still) and you name it". Furthermore, Allegiance stated, "International 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".

On April 6, 2023, the DPW Director sent Quote Forms to two suppliers under the state contract: McGovern Commercial HQ and Marcotte Ford Sales Inc.

On April 21st and May 9th, the DPW asked Marcotte Ford Sales for a quote as they have not responded. On April 21st, McGovern responded and said "We don't have any Chevys or Rams available, and the order bank isn't open yet. I have a list going right now for customers that are looking to get Chevy's and I can send you a quote closer to when the order bank is opened."

The DPW Director is now writing an IFB (Invitation for Bid) for the two trucks. The specification section of the IFB is finished. The DPW Director is working with the Assistant Town Manager on the remaining language.

As you would recall, we are currently down 4 out of our 7 large trucks. Two of the four trucks were part of the FY22 and FY23 Capital Plans, respectively. The FY22 Capital Plan had a replacement of a 6 Wheel Dump truck with plow and sander and this was ordered on September 13, 2022 through Allegiance Trucks under the state contract. The initial delivery date was September of 2023, however, this changed as the build date for this truck is 10/11/2023, then it goes to JC Madigan for upfitting. Therefore, delivery is anticipated now in January of 2024. The truck in the FY23 Capital Plan was to replace a 10 Wheel Dump Truck. This truck was also ordered on Allegiance Trucks under the state contract. The initial delivery date was September of 2023, however, this changed as the build date for this truck is 12/15/2023, then it goes to JC Madigan for upfitting. Therefore, delivery is anticipated now in March of 2024.

The ARPA funding allocated towards the two trucks is critical to snow operations and although we are having the same challenges ordering trucks, the critical need for them for Snow and Ice operations has not changed.

DPW Updates:

- Line Painting: The DPW has secured a contractor to paint the double yellow center lines and/or the single white edge lines on the following streets: Townsend harbor Road, Pleasant Street, Highland Street, Main Street, Memorial Drive, Oak Avenue, Prospect Street, White Street, West Townsend Road, New West Townsend Road, and West Groton Road. We are waiting for their W-9 and we are on their schedule to do line painting at night when the weather allows.
- The Cemetery Superintendent and two seasonal workers have been working on getting the cemeteries ready for Memorial Day and are in good shape.

Invitation for Bids/Request for Proposals:

- On May 8th we received two bids for the Lunenburg Adult Activity Center Outdoor Patio project. The low bidder had a base bid of \$176,910, which included the concrete for the base of the pavilion but not the pavilion structure. Alternate 1 for the installation of the pavilion is an additional \$69,599 and due to a donation of \$58,099 from Deb and Pete Lincoln and an existing amount of \$11,500 in the Council on Aging Gift Account we will be awarding the bid for the base bid and Alternate 1. There is \$177,020 remaining from the state earmark for this project and the FY23 capital plan funding that will cover the base bid amount
- The Page Street Culvert Construction IFB will be advertised starting on May 10th and bids will due June 7th.
- The Guardrail Repairs IFB will be advertised May 17th and bids will be due May 31st.

Correction:

At the last Select Board meeting I reported in my Town Manager Report under Department Head Updates that the Planning Board had approved the 39 Main Street project. Last week it had not been approved yet, but it was approved at their meeting last night, on May 8th.

Meetings, Events, and Other Announcements:

- Representative Margaret Scarsdale will be holding office hours on May 10th at 5-6 PM at the Lunenburg Public Library.
- Yard Waste Days at the landfill off of Youngs Road, near Tri-Town Landing will be on May 13th, and 20th.
- The Lunenburg Youth Baseball and Softball Parade will be on Saturday, May 13th at 9 AM starting at Kids Kingdom.
- The Annual Town Election is Saturday, May 20, 2023 7 AM-5 PM at TCP.
- The Memorial Day Ceremony will be on Monday, May 29th at 10 AM at Veterans Park. Chairman Jeffreys will be taking the lead on this project.