

Town Manager Report

Town of Lunenburg- August 22, 2023





Contact Information

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 978-582-4130

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Meetings, Events, and Other Announcements:

- The Town Beach hours are Saturdays and Sundays 12 PM-6 PM and Monday through Friday 10 AM-7 PM. The Town Beach closes on Labor Day weekend.
- The Farmers Market is every Sunday from 10 AM until 1 PM until mid-October on the Ritter lawn.

Board/Committee/Commission Vacancies:

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

- Architectural Preservation District Commission (1 vacancy)
- Board of Assessors (2 vacancies until the next Annual Town Election)
- Cemetery Commission (1 vacancy until the next Annual Town Election)
- Finance Committee (2 vacancies)
- Green Communities Committee (1 Regular Member and 1 Associate vacancy)
- Open Space Committee (1 Member at Large vacancy)
- Park Commission (1 vacancy until the next Annual Town Election)
- Personnel Committee (1 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.

Employment Opportunities with the Town:

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

- Assistant to the Sewer Business Manager (19 hours/week)
- Assistant Town Accountant (32 hours/week)
- Assistant Meal Site Manager (19.5 hours/week)
- Conservation Administrator (36 hours/week)
- Finance Director (40 hours/week- contractual)
- Heavy Equipment Operator (40 hours/week)
- Principal Assessor (40 hours/week)
- Seasonal Cemetery Laborers
- Videographer (2-10 hours/week)

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

Invitation for Bids/Requests for Proposals:

- Invitation for Bids for the Operations and Maintenance of the Lunenburg Wastewater Collection System were due on August 2, 2023 and we received one bid from the company who currently has the contract, Chad T Empey LLC. The contract has been awarded to this company.
- A Request for Quotations for Trash & Recycling Consultant Services is due by August 31st. This is paid through our Recycling Dividends Grant.

Opioid Settlement Funds

The Town received another opioid settlement payment in the amount of \$14,709, bringing the Opioid Settlement Stabilization Fund balance to \$99,449.

The Police Chief will be submitting an article for the fall town meeting to request funds from this account to pay for costs related to a Co-Response Mental Health Clinician.

Employee Highlights

- Council on Aging: Thank you to all the volunteers and staff at the Lunenburg Adult Activity Center. They have been short staffed during the last several months, especially in the kitchen, and the staff and volunteers have stepped up to the plate by filling in where needed in the kitchen by learning how to "job share", driving multiple meals on wheels routes, and just going the extra mile to keep the center up and running. The Kitchen staff includes Pamela Myllykangas, Elsa Watson, and Ann Penney and the kitchen volunteers are Joyce Boyce and Deb Lincoln. The COA van drivers are always ready for a challenge. Currently MART is using Lunenburg as a test site for new driver software but our drivers always manage to get the passengers to their destinations safely. The Van Drivers are Dave Gallagher, Kimberly Moore, and Michelle Beauvios. A special thanks to Jim McGuigan, who although he has tried to retire as a driver, agreed to come back anytime as an on-call driver when needed.

Thank you to all the Meals on Wheels Drivers which include Laura Boussom, Cynthia Romano, Betty Orlow, Walther Orlow, Larry Letarte, Robin Roach, Tricia Arsenault, Bob Hamel, Elise Schofield, Robin Cilmi, Louann Longenecker, Carol McShane, Robin Roach & Melody Nielsen.

Thank you to the Outreach Coordinator Pauline Roy and to COA Director Sue Doherty who always goes above and beyond in managing the Center and making the Center a welcoming place for seniors and always trying to improve the lives our seniors.

- Land Use: As noted in last week's meeting, the lack of having a Conservation Administrator has caused a backlog of work for that office and has caused more questions and follow-up on conservation related issues that have been directed to the Land Use Director Adam Burney. Thanks to Adam for trying to field the questions that have been directed his way due to the absence of the Conservation Administrator and working with the Assistant Town Manager on interviewing any applicants with relevant experience.
- Treasurer/Collector's Office: This past year the staff in the Treasurer/Collector's Office has had to work extra hours, including Fridays and Saturdays, due to the number of abatement refunds and a vacancy in that office that caused a backlog of work. The staff has also had to address angry and upset residents repeatedly for many months. Thank you to the Assistant Treasurer Sue Murchie, Collector Principal Clerk Erin Mahoney, and to the Treasurer/Collector Myleen Mallari.
- Assessors Office: It goes without saying that this year has been especially difficult for the Assessors Office and the Board of Assessors. The current Interim Principal Assessor Rena Swezey came out of retirement and assisted the Town in our time of need. Assessing Administrative Assistant Sheila Craigen has been amazing and has also worked extra hours in order to keep up with her regular duties and the abnormal amount of calls, emails, and foot traffic to that office this year. Thank you to both Rena and Sheila for keeping that office functioning.

