

Town Manager Report

Town of Lunenburg- September 5, 2023





Contact Information

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Meetings, Events, and Other Announcements:

- 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 (1 vacancy 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.

Staffing Updates

- Accountant's Office: We are still actively searching for a permanent Finance Director and Assistant Town Accountant. We conducted one interview last week for the Finance Director position. In the interim, through our Town Accountant consultant Julie Costello, we have a retired accountant that is assisting with processing invoices so that Karen can focus more on closing out FY23.
- Assessor's Office: We have not received any qualified candidates to interview for the Principal Assessor position. MFS has been assisting the Assessors Office to help assist staff with work that needs to get done.
- Conservation: The Land Use Director and Assistant Town Manager/HR Director interviewed three candidates the week of August 21st.

Invitation for Bids/Requests for Proposals:

- Request for Quotations for Trash & Recycling Consultant Services were due by August 31st and we received one quote from Supportive Business Alternatives for \$20,000 for FY24. This was awarded to Supportive Business Alternatives on September 5th. This work will be a continuation of outreach, education, reviewing the current contract with EL Harvey and providing recommendations to the Request for Proposals, data research on other communities contract rates for collection and disposal of trash and recycling, and education to reduce contamination in our recycling.
- An Invitation for Bids for the Public Safety Carport Project is currently advertised and filed sub-bids are due September 13th and general bids are due September 20th.
- The bids received for the Invitation for Bids for the Large Snow Plow Trucks were rejected as non-responsive and we have revised the IFB and re-advertised. Bids will be released on September 11th and will be due by September 25th.

Infrastructure, Facilities, and IT Updates

- Page Street Culvert Project: The roadway was closed, and traffic was detoured from Monday, August 21st through Thursday, August 24th to allow for the excavation of the old pipe and the installation of the new pipe. The pipe has been installed and the roadway is reopened. The guardrail was installed last week. The project was done by Powell Stone & Gravel and was on time and under budget.
- Roadway Maintenance: The sealcoating by Indus Industries has been completed. The roads that were sealed are Beachview Road, Cove Road, Cove Terrace, Crescent Road, Crescent Terrace, Horizon Island Road, Island Road, Peninsula Drive, Sandy Cove Road, South Row Road, Wildwood Road, and Williams Drive. The DPW crew has been making pothole repairs on Leominster Shirley Road, cutting back roadside vegetation at various locations, clearing out drainage pipes, repairing road edges, and other routine maintenance.
- Guardrail Repairs: Premier Fence completed the contracted work for guardrail repairs on Northfield Road between Holman Street and Gilcrest Street, 140 Leominster Shirley Road, and Graham Street.
- LED Streetlight Project: Pine Ridge Technologies began the LED Streetlight conversion project today. Barring any unforeseen issues, the project should be complete by late September.
- Senior Center ADA Patio Project: The Senior Center ADA Patio Project will be complete this month. The ribbon cutting ceremony will be October 11th at noon.
- TC Passios Roof: There are still issues with the roof leaking at the TC Passios building. The Facilities Department, along with a roofing company, has been chasing the leaks and have recently patched two more areas and have also tested roof drains, which showed no signs of leaks.
- Teen Center Repairs: Recently the facilities department had the ramp at the Teen Center repaired, the bulkhead replaced, and some painting done.
- Town Beach: The Town Beach is officially closed and the plan is to do some additional interior work on the flooring before the next season.
- Marshall Park: The Park Commission submitted a PARC grant in July requesting \$500,000 and are awaiting notification. The 100% schematic design is complete and the next step is to go out for bid for civil design work. Town Counsel and I are currently working on the Right of Entry Agreement with the Skate Park in anticipation of their construction to begin next year.
- New Website: The website design has been completed and relevant staff will receive training in mid-September. The official launch date is slated for October 10th.
- MUNIS Upgrade: We are currently in the process of upgrading MUNIS, the accounting system and are in the testing phase. Due to a large number of unresolved issues in the testing phase, the go live date is being pushed from September 8th until the beginning of October. Training took place in August and additional training will need to be scheduled before the go live date.
- Penetration Testing and MIIA Grant: I have been working with SuzorIT on finding an outside firm to conduct penetration testing on our network. We received a quote from Security Scorecard and I submitted a Flex Grant application to our insurance company that utilizes our rewards credits towards risk management costs and received approval that the grant will cover the costs of the quote.

