

# Town Manager Report

Town of Lunenburg- September 19, 2023





## Contact Information

 Facebook

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 978-582-4130

 [lunenburgma.gov](http://lunenburgma.gov)

## Meetings, Events, and Other Announcements:

- The Farmers Market is every Sunday from 10 AM until 1 PM until mid-October on the Ritter lawn.
- The Special Town Meeting will be held on Tuesday, November 14th at 7 PM at the MS/HS Auditorium.

## Board/Committee/Commission Vacancies:

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

- Architectural Preservation District Commission (1 vacancy)
- 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)
- 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)
- Facilities Superintendent (40 hours/week)
- Finance Director (40 hours/week- contractual)
- Heavy Equipment Operators (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.

## Update on Certification of Property Values, Certification of New Growth, and Third Quarter Preliminary Tax Bills for FY24

- The Bureau of Local Assessment approved the request for a valuation delay beyond the January 1st deadline on September 13th through Gateway.
- Through conversations with our Bureau of Local Assessment Field Representative and our Bureau of Local Accounts Field Representative, since our property values will not be certified until February, our New Growth will not be certified until DOR certifies our values, which according to VISION's completion date will be in February. This equates to using the same estimate that we used at the Annual Town Meeting for New Growth at the upcoming Fall Town Meeting.
- We will need to submit a Pro Forma Recap after the Special Town Meeting and once approved, can mail out the third quarter estimated tax bills before December 31st and they will be due by February 1st.
- I spoke with another community that went through a third quarter preliminary billing and they provided a template for a tax bill insert for the 3rd and 4th quarter bills, which we will use as a starting point to provide taxpayers information in their tax bills why they are receiving a third quarter estimated bill and what to expect for the 4th quarter actual bills.

## Infrastructure, Facilities, and IT Updates

LED Streetlight Project: Our contractor has converted approximately 50 lights so far. We met with Unitil today and our contractor will be documenting any wiring issues they find in the field and we will provide all this information to Unitil at the conclusion of the project to review costs with the Town.

