

Town of Lunenburg
Select Board Meeting Minutes
Town Hall, 17 Main Street and via Zoom
Tuesday, October 7, 2025

Members Present: Chair Caesar Nuzzolo, Vice-Chair Amanda Moore, Clerk Renee Emkey, Member Brian Lehtinen, and Member Glenn McLeod

Members Absent: none

Also Present: Jennifer Warren-Dyment, Town Manager

Public Comment Participants are listed in the minutes

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Caesar Nuzzolo called the meeting to order at 6:45 PM. Chair Nuzzolo advised those present that the meeting was being recorded and broadcast live over the Lunenburg Public Access Channel, on Facebook Live, and would be uploaded to the Lunenburg Access YouTube Channel following the meeting. He explained that the agenda listed topics that may be discussed, but not all items may be addressed and other items not listed could be brought up as permitted by open meeting law. The Pledge of Allegiance was led by Chair Nuzzolo following the return from Executive Session.

II. EXECUTIVE SESSION

Motion to enter into Executive Session pursuant to MGL Chapter 30, Section 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel, specifically the Director of Municipal Finance/Town Accountant.

Motion by Chair Nuzzolo Seconded by Member Brian Lehtinen. Roll Call Vote: Member Glenn McLeod – Aye, Member Lehtinen – Aye, Clerk Renee Emkey – Aye, Vice-Chair Amanda Moore – Aye, Chair Nuzzolo – Aye. Motion passed unanimously (5-0-0).

The Select Board returned to open session following Executive Session.

III. ANNOUNCEMENTS

Chair Nuzzolo acknowledged the recent and sudden passing of Bolton Police Chief Luke Hamburger, noting his dedication to community policing, warm personality, and integrity. The Board observed a moment of silence in his honor.

Chair Nuzzolo then delivered the following community announcements:

- **Pay-As-You-Throw Bag Price Increase:** Effective Wednesday, October 15, trash bag prices will increase by approximately 5.5% due to disposal costs exceeding bag sale revenues. New prices per roll are: Extra Large (40-gallon) – \$26.50; Large (33-gallon) – \$17.25; Small (13-gallon) – \$17.00.
- **Sand for Seniors Program:** Seniors aged 65 and older may apply by contacting Pauline Roy, Outreach Coordinator, at the Lunenburg Adult Activity Center at 978-582-4166. Approved

applicants will receive a 5-gallon bucket of sand delivered by the Fire Department, which will also check smoke and carbon monoxide detectors.

- Fall 2025 Yard Waste Days: Saturdays from October 18 through December 6 (excluding Thanksgiving week), 8:00 AM to 4:00 PM. Acceptable materials include grass clippings, bark mulch, leaves, and brush not exceeding 3 inches in diameter.
- Teen Center Haunted House and Hayride: The 9th Annual Shrieks and Creeks event will be held October 18th from 6:30–9:30 PM.
- Library Halloween Costume Parade: Monday, October 27 from 11:00 AM to 12:00 PM, beginning at the library's story craft room.
- Library 20th Anniversary Closing Party: Friday, October 24 from 5:00–6:30 PM in the Wallace Community Room, with cake, activities, scavenger hunt raffle winners announced, and a jazz ukulele concert.

IV. PUBLIC COMMENT

Public

None.

Board

None.

V. APPOINTMENTS, RATIFICATIONS, AND RESIGNATIONS

• Ratification of the Appointment of Grace Kerr as Police Officer

Police Chief Jeff Thibodeau presented Grace Kerr for appointment as a full-time Police Officer, effective October 7, 2025. Chief Thibodeau noted that Officer Kerr is a resident of Fitchburg and has served as a Fitchburg State University Police Officer since September 2023. She holds a Master's degree in Criminal Justice (2025), is a certified RAD instructor, and is certified by the Massachusetts POST Commission. She was described by references as a great person, team player, dependable, and hardworking.

• Ratification of the Appointment of Elijah Weiss as Police Officer

Chief Thibodeau also presented Elijah Weiss for appointment as a full-time Police Officer, effective October 13, 2025. Officer Weiss is a Lunenburg resident and has served as a Mendon Police Officer since October 2023. He holds a Bachelor's degree in Criminal Justice from Curry College (2016), graduated from the MPTC Plymouth Police Academy in September 2022, and is a certified Advanced Roadside Impaired Driving instructor and POST-certified. References described him as a proactive officer always looking to help the department.

Both candidates briefly addressed the Select Board, expressing gratitude for the opportunity and their commitment to serving the Lunenburg community. Vice-Chair Moore noted her prior service with the department and welcomed the new officers warmly. Town Manager Jennifer Warren-Dyment expressed the Chief's enthusiasm for their appointment.

Motion by Chair Nuzzolo to ratify the appointment of Grace Kerr as Police Officer, effective October 7, 2025 and the appointment of Elijah Weiss as Police Officer, effective October 13, 2025. Seconded by Vice Chair Moore. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

• Ratification of the Town Manager’s Appointment of Katherine McKenna as Director of Municipal Finance

Town Manager Warren-Dyment introduced Katherine (Katie) McKenna, noting her extensive background: Finance Director for the Town of Oxford since 2017 (where she implemented a GFOA budget), Assistant Town Accountant and Finance Director in the Town of Millbury since 2008, and a current member of the Millbury Select Board.

Motion by Clerk Emkey to ratify the Town Manager's appointment of Katherine McKenna as Director of Municipal Finance, effective October 20, 2025. Seconded by Vice-Chair Moore. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

• Select Board Appointment of Katherine McKenna as Town Accountant

Motion by Chair Nuzzolo to appoint Katherine McKenna as Town Accountant, effective October 20, 2025. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

• Ratification of the Town Manager’s Appointment of Heath Thompson as DPW Heavy Equipment Operator

Motion by Chair Nuzzolo to ratify the Town Manager's appointment of Heath Thompson as DPW Heavy Equipment Operator, subject to the completion of all pre-employment paperwork. Seconded by Clerk Emkey . Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

• Ratification of the Town Manager’s Appointment of Xzacheon Fowler as Seasonal Cemetery Laborer

Motion by Clerk Emkey to ratify the Town Manager's appointment of Xzacheon Fowler as Seasonal Cemetery Laborer. Seconded by Vice-Chair Moore . Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

VI. TOWN MANAGER REPORT

Town Manager Warren-Dyment provided the following updates:

Payroll and Benefits Position Coverage: A temporary contract has been executed with Robert Half to provide coverage for the vacant payroll and benefits position through the end of October while a permanent recruitment is underway.

Economic Development Community Meet and Greet: Town Manager Warren-Dyment commended the Economic Development Committee, particularly Joeeci Gilcrest, for a highly successful community meet and greet event held at Smokestack Roasters. She highlighted an

example in which a business owner discovered a viable path forward through a special permit process as a direct result of conversations at the event.

Current Recruitments: Open positions include payroll and benefits coordinator (revised to 36 hours/week), assistant town accountant (32 hours), dietary aide (9 hours), intermittent heavy equipment operator, land use director (40 hours), children's staff librarian (interviews concluded), administrative assistant to the building department (offer pending), administrative assistant to the planning department (newly opened following a departure to the private sector), and recreation director (offer declined; recruitment ongoing).

Boards and Committees Vacancies: Vacancies exist on the Agricultural Commission, Architectural Preservation District Commission, Cultural Council, Green Communities, Historical Commission, Personnel Board, PAC, Zoning Board of Appeals (including associate member), and Lunenburg's representative to the First Middlesex Small Town Collaborative. Town Manager Warren-Dyment specifically highlighted the Board of Assessors as critically understaffed, noting the elected board has been operating with one vacancy and may face quorum difficulties due to personal issues among remaining members. She encouraged interested residents to contact Principal Assessor Linda or Member Lehtinen. Additional elected vacancies exist on the Planning Board, Sewer Commission, and Trust Fund Commission.

VII. NEW BUSINESS

No items were presented under this agenda item.

VIII. OLD BUSINESS

• Discussion on Special Town Meeting Warrant

Chair Nuzzolo outlined the process for reviewing the Special Town Meeting Warrant, noting the Select Board would vote article by article to include items in the warrant and, where appropriate, vote on a recommendation. Articles where the Select Board was not ready to make a recommendation would be deferred. The Select Board proceeded through each article as follows:

Article A – Authorization to Hear and/or Accept Reports of Officers and Committees: Reports anticipated from the Stormwater Task Force, Lunenburg Municipal Building Design Committee, and Master Plan Steering Committee.

Motion by Chair Nuzzolo to include Article A in the warrant. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion by Vice-Chair Moore to recommend approval of Article A. Seconded by Member Lehtinen. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Article B – Amending the FY2026 Omnibus Budget: Town Manager Warren-Dyment advised that specific transfer figures were still pending a legal question to Town Counsel and recommended the article be printed without a table. A handout of any transfers would be provided at Town Meeting.

Motion by Chair Nuzzolo to include Article B in the warrant. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion by Chair Nuzzolo to defer the recommendation on Article B. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Article C – Authorization to Pay Expenses from a Prior Fiscal Year:

Motion by Chair Nuzzolo to include Article C in the warrant. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion by Chair Nuzzolo to defer the recommendation on Article C. Seconded by Vice-Chair Moore. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Article D – Prior Fiscal Year Capital Program Adjustments: Town Manager Warren-Dyment explained this article is intended to reallocate funds from old, completed, or cancelled capital appropriations to fund current project needs such as the stormwater consultant and a potential school project overrun. She noted this article and Article E are "two sides of the same coin" — one using old capital appropriations, the other potentially using free cash. The Select Board took no action on this article pending further clarity.

Article E – Authorization to Fund Special Projects: Town Manager Warren-Dyment described a pending Board of Assessors Phase 1 DOR Directive project. An RFP yielded no bidders; staff are exploring an in-house approach through a special temporary employee via the SAP. Given this, action on Article E was also held pending further development.

Article F – Public Access Cable Committee Transfer of Funds: Town Manager Warren-Dyment explained a technical question remains with Town Counsel as to whether a prior \$31,271 transfer approved at Annual Town Meeting remains valid, as the funds had not yet been certified as retained earnings at the time of the vote. The \$4,000 additional PAC request would remain regardless. The Select Board took no action pending legal clarification.

Article G – Cemetery Commission Transfer of Sun Funds: This article transfers funds from the Cemetery Sale of Lots Fund to the Cemetery Capital Article Fund for headstone straightening, repair, and other cemetery projects.

Motion by Chair Nuzzolo to include Article G in the warrant. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion by Chair Nuzzolo to recommend approval of Article G. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Article H – Authorization to Appropriate a Sum of Money for Project Estimators: Town Manager Warren-Dyment explained this article seeks to establish a standalone appropriation for outside project estimators to improve capital cost projection accuracy and reduce the likelihood of overruns. A dollar amount had not yet been determined. Vice-Chair Moore asked whether a formal policy governing access to the funds would be developed; Town Manager Warren-Dyment indicated the town manager would have approval authority but that a formalized policy was not currently contemplated. The Select Board took no action pending determination of the funding amount.

Article I – Establishment of a Special Education Reserve Fund: Town Manager Warren-Dyment explained this article, submitted by the School Committee, would establish a reserve fund under

MGL Chapter 40, Section 13E to help level the tax impact of unanticipated special education costs. The fund requires a majority vote of both the School Committee and the Select Board to expend. The total balance cannot exceed 2% of annual net school spending. This article only establishes the fund; future Town Meetings would appropriate funds into it. The Select Board supported the article as a prudent tool to address mid-year unanticipated placements without requiring a return to Town Meeting.

Motion by Chair Nuzzolo to include Article I in the warrant. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion by Chair Nuzzolo to recommend approval of Article I. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Article J – 21 Main Street Easement: This article authorizes the Select Board to obtain a permanent easement over an area where the Town Hall accessibility ramp encroaches on an abutting property.

Motion by Chair Nuzzolo to include Article J in the warrant. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion by Chair Nuzzolo to recommend approval of Article J. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Article K – Transfer of Care, Custody, and Control of Kids Kingdom: Town Manager Warren-Dyment provided background, noting that Kids Kingdom was built as a memorial to Lunenburg resident Connor Lawrence, who passed away at age 7. The playground parcel was retained by the School Committee when the TC Passios Elementary School and Brooks House were transferred to the Select Board at the 2016 Annual Town Meeting. The Town has begun exploring parking expansion near the Adult Activity Center, which may require use of the area where Kids Kingdom sits. Town Manager Warren-Dyment clarified that this transfer does not constitute a decision to relocate the playground, and that any relocation would involve substantial public input. She further noted that Connor's parents were contacted and were not opposed to a potential relocation, and that a time capsule buried beneath the memorial monument is intended to be opened in 2026. A certified playground safety inspector reviewed the structure and found it to be in good condition. Select Board Member Amanda Moore inquired about interim maintenance responsibility; Town Manager Warren-Dyment indicated it would fully transfer to the town. Town Manager Warren-Dyment noted the transfer will need to happen at some point for the parking project to move forward, though it need not occur at this particular Town Meeting.

Motion by Chair Nuzzolo to include Article K in the warrant. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion by Chair Nuzzolo to recommend approval of Article K. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Article L – Architectural Preservation District Amendments: Town Manager Warren-Dyment explained that this article, submitted by the Chair of the Architectural Preservation District Commission (APDC), proposes to dissolve the APDC and transfer its authority over the Architectural Preservation District (APD) to the Historical Commission. She emphasized that the

article does not expand the geographic footprint of the APD nor grant any new powers not previously held. The primary functional change is that because the Historical Commission is a statutory body, the term "architecturally significant" must be removed from the contributing property definition, limiting jurisdiction to structures 75 years or older. The article has been reviewed by Town Counsel. Member McLeod expressed openness to a more thorough vetting process and suggested the Bylaw Review Committee might offer an appropriate forum. Chair Nuzzolo noted this is the proponent's third attempt to bring the article before Town Meeting and expressed support for allowing voters to weigh in. A member of the public (addressed later in the meeting) also raised questions about whether the APDC bylaw constitutes a zoning change subject to planning board review and additional notice requirements. The Select Board voted to include the article but took no recommendation vote, agreeing to invite the proponent to a future meeting for further discussion.

Motion by Chair Nuzzolo to include Article L in the warrant. Seconded by Member Lehtinen. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

No recommendation vote was taken; the item was left open for further discussion at a subsequent meeting.

Article M – Notice of Town Meeting: This article would replace the current requirement to mail a printed copy of the full warrant to all registered voters with a notification mailing instead. Select Board Member Renee Emkey confirmed that printed copies would remain available upon request. The Chair noted the Board may also develop a policy to ensure copies are available at multiple town buildings and the library. The Board expressed broad support.

Motion by Chair Nuzzolo to include Article M in the warrant. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion by Chair Nuzzolo to recommend approval of Article M. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Article N – Noise Ordinance: Chair Nuzzolo explained this article was submitted at the request of a resident experiencing difficulties with a neighbor playing amplified sound at high volume, after police indicated there was no enforceable local ordinance. Select Board members indicated they had not yet had sufficient time to review the full draft text and agreed to address it at a future meeting. No action was taken.

Article O – MBTA Zoning Act Compliance: This article was submitted by the Planning Board. The Select Board noted the Planning Board has a public hearing scheduled for Monday, October 27 on this article.

Motion by Chair Nuzzolo to include Article O in the warrant. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion by Chair Nuzzolo to defer the recommendation on Article O. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Town Manager Warren-Dyment clarified the Select Board may revisit the recommendation after the October 27 public hearing, even after the warrant goes to print.

Article P – Removing Bituminous Concrete Requirements from Common Driveways: This Planning Board article strikes the requirement that common driveways be paved with a 3-inch minimum layer of bituminous concrete. Member McLeod explained the change arose from a specific application in which an applicant sought to use crushed stone and the Planning Board was supportive but unable to approve due to the existing bylaw language. A Planning Board public hearing is also scheduled for October 27th.

Motion by Chair Nuzzolo to include Article P in the warrant. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion by Chair Nuzzolo to defer the recommendation on Article P. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Article Q – Salary Administration Plan: Position Titles and Grades: Town Manager Warren-Dyment indicated two changes are planned: reclassifying the Conservation Agent position from the clerical union onto the SAP (following union discussions), and reverting the title of Land Use Director back to Director of Planning and Economic Development. She requested no action at this time, as a potential third item related to the Board of Assessors project (discussed under Article E) may be added.

Article R – Salary Administration Plan (SAP) Amendments: Town Manager Warren-Dyment presented an extensive overview of research into the dissolution of the Personnel Committee and a comprehensive proposed revision of the SAP, developed in collaboration with Human Resources Director Julie Belliveau.

Personnel Committee Dissolution: Town Manager Warren-Dyment summarized that municipalities across the Commonwealth are consolidating HR functions into professional management structures, as volunteer personnel boards are increasingly viewed as duplicative given the complexity of modern HR compliance. The Lunenburg Personnel Committee, established in 1965, has been effectively disbanded since May 29, 2024, with its functions falling to the Town Manager by default. Key rationales cited included: the professionalized HR model outpacing volunteer board structures; unified accountability and faster decision-making; and better legal and compliance posture. All Select Board members expressed support for moving forward with dissolving the Personnel Committee. Vice-Chair Moore and Member Lehtinen both stated unequivocal support.

Proposed SAP Bylaw Revisions: Town Manager Warren-Dyment walked through the proposed changes section by section:

- Sections 7.1 and 7.2: Remove all references to the Personnel Committee and strike the section defining its composition.
- Section 7.3: Clarifying language regarding classification of full-time, part-time A, and part-time B employees.
- Section 7.5: Authority to tentatively add or reclassify positions between Town Meetings transfers from the Personnel Committee to the Town Manager.
- Section 7.6: Reclassification authority transfers to the Town Manager; all reclassifications remain subject to Town Meeting approval.

- Section 7.7: The HR Director will maintain written job descriptions, with a new requirement that descriptions be reviewed at minimum upon an employee's exit.
- Section 7.7 (Wage Review): The HR Director will conduct at least every three years a review of wage and salary schedules, with a new provision for the HR Director to make annual COLA recommendations to the Town Manager and Select Board for consideration at Town Meeting.
- Section 7.11 – Promotions and Reclassifications: Language was clarified to specify how employees are plotted on the pay scale upon promotion: at the step closest to but not less than their current rate, and not less than the step increase they would have received had they remained in their prior grade. Select Board Member Amanda Moore raised a concern that this prescriptive approach disadvantages internal candidates relative to external hires, who could be placed at any step based on qualifications. Town Manager Warren-Dyment acknowledged the concern and agreed to draft additional language providing flexibility for internal promotions comparable to that available for external hiring. The Board agreed that prescriptive plotting remains appropriate for reclassifications.
- Section 7.12 – Hiring Above Step 4: Currently requires approval of the Personnel Committee Chair; with the committee's dissolution, the Board discussed whether Select Board approval should be required. The Board leaned toward requiring Select Board approval for hiring above Step 4, and indicated similar approval would apply to recruitment incentives. Town Manager Warren-Dyment welcomed the Board's oversight role.
- Section 7.12-1 – Recruitment Incentives: Broadened to include not only depositing vacation time but also one-time sign-on bonuses or other limited allowances.
- Section 7.13 – Grievance Procedure: A new introductory paragraph emphasizes informal resolution as the preferred method. The grievance process was streamlined to go directly from the department head to the Town Manager, eliminating the intermediate step. Select Board Member Amanda Moore raised the concern that employees with grievances against their department head should not be required to file directly with that individual. Town Manager Warren-Dyment agreed and indicated she would add language directing such grievances to the Assistant Town Manager instead.
- Section 7.14 – Department Budgets: The provision requiring Personnel Committee approval of pay adjustment sections in departmental budget requests was struck, as these are already subject to extensive budget review.
- Section 7.17: Primarily a reordering and clarification of FLSA-related definitions for exempt and nonexempt employees.
- Vacation Leave: A significant modernization was proposed. The current system, under which vacation accrual is tied to the fiscal year (July 1), would be replaced with continuous accrual beginning within the first month of hire. Employees would accrue monthly and be subject to a cap equal to their annual accrual rate plus five days. Employees would be permitted to use vacation time before it is fully accrued, subject to department head and Town Manager approval, with a payback obligation if they separate from employment before the time is earned. Town Manager Warren-Dyment noted the current policy is "draconian" and that the inability to carry over vacation has resulted in a near-empty Town Hall each June. Vice-Chair Moore and Town Manager Warren-Dyment both emphasized this reform removes the

artificial pressure driving end-of-year vacation usage. The Town Manager noted a question remains with Town Counsel regarding transition implementation for existing SAP employees.

- Paid Holidays: Clarifying language added to confirm eligibility requires being regularly scheduled to work the observed holiday. The 30-day window for using a floating holiday earned by working a holiday was extended to the fiscal year. Employees on unpaid leave are ineligible for holiday pay.
- Sick Leave: The six-month waiting period before sick leave accrual would be eliminated. Employees would receive an immediate credit of three days (prorated for part-time A: one day) upon hire, with additional accrual beginning after three months of service. A doctor's note would be required after three consecutive days of absence.
- Sick Leave Bank: The sick leave bank provision within the SAP would be stricken, as a separate policy has been adopted that applies more broadly across the organization.
- Sick Leave Incentive: Town Manager Warren-Dyment stated her personal disagreement with incentivizing employees not to use sick leave, citing concerns about employees coming to work ill and the availability of other managerial remedies for abuse. As a compromise, she proposed reducing the incentive from quarterly (one personal day per quarter of no sick leave use) to semi-annually (one personal day per six months). Vice-Chair Moore and Clerk Emkey indicated support for this change in the context of the overall package of improvements.
- Personal Leave: The six-month waiting period for use of personal leave was eliminated.
- Bereavement Leave: Leave for the death of a sibling or step-sibling was increased from three to five days.
- Definitions: Added or clarified definitions for nonexempt/hourly employee, salaried/exempt employee, and intermittent employee (with explicit statement of benefit ineligibility). An expanded definition of "spouse" was added to include cohabitating partners who intend a permanent relationship, for purposes of sick leave use.
- Employment Contract Section: The relocation expenses provision was stricken.

Town Manager Warren-Dyment and Chair Nuzzolo discussed whether the article should be presented as a single omnibus article or broken into separate articles (e.g., personnel committee dissolution separate from benefits changes). The Select Board acknowledged the tradeoffs and indicated a preference for presenting the package in the most approvable form, soliciting further public feedback before the next meeting. Town Manager Warren-Dyment noted that a communication had been sent to SAP employees the same day, and that a workshop with staff had not been possible given time constraints.

• Discussion on Tri-Board Meeting of the Select Board, Finance Committee, and School Committee

Chair Nuzzolo noted that no Tri-Board meeting is scheduled for the following week and that the schedule has been pushed back. No further action was taken.

IX. MINUTES/WARRANTS/ACTION ITEMS

Minutes

• **Review and Approve Minutes of Tri-Board Meeting of August 20, 2025* (*Minutes known at time of posting- additional minutes may be approved)**

Motion to approve the minutes of the Tri-Board Meeting of August 20, 2025, was made by Select Board Member Renee Emkey and seconded by Select Board Member Brian Lehtinen. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

The Town Manager noted that minutes from the September 23, 2025 Select Board meeting had been emailed to members but were not yet in the shared drive. Those minutes were deferred to the next agenda.

Warrants

None.

Action Items

No specific action items were raised.

X. COMMITTEE REPORTS

Member McLeod reported that the Master Plan Steering Committee is working through feedback received from various boards and commissions. The Planning Board has public hearings scheduled for Monday, October 27th on the MBTA Communities Act and the common driveway paving amendment. The MMPO will meet the following week. The Agricultural Commission concluded its year with the fair on Saturday, September 27; attendance was decent though lower than hoped.

Member Lehtinen reported on behalf of the Board of Assessors (meeting of October 1): four abatement requests were received in September; 43 motor vehicle excise tax abatements were processed; FY2026 real estate exemption applications were mailed September 1, with an April 1, 2026 deadline and a mid-November recommended submission date for faster processing. The 41D exemption amount was updated to \$1,029, reflecting a 2.9% COLA increase. Chapter land applications are accepted through December 1, 2025. The functional and economic obsolescence discounts totaling \$8,231 were reviewed and removed from properties lacking justification. The FY2026 growth report projects new growth of \$392,380 across residential, commercial, industrial, and chapter land. The FY2026 40S smart growth cost report was submitted to DLS. A rollback tax report for 22 West Townsend Road was submitted, with the Select Board having formally waived first right of refusal. A classification hearing is scheduled for mid-November; the next meeting is October 15.

Member Lehtinen also reported on the School Committee (meeting of October 1): two additional paraprofessionals were needed at the Primary and Turkey Hill schools, to be funded through the salary reserve; an IT position was also approved. There was a strong fall athletics report. The committee discussed two warrant articles, the special education reserve fund and a proposed article related to additional Chapter 70 funding, the latter of which was not advanced. The Lunenburg Municipal Building Design Committee toured the Brooks House this week and held a prior meeting on September 29, with the next meeting scheduled for October 20.

Clerk Emkey reported that the Stormwater Task Force has been focused on engaging a consultant to

update the Town's impervious area data, which was found to be ten years old. The task force meets on the third Thursday of each month. The Finance Committee meets later in the week.

Chair Nuzzolo reported that the Bylaw Review Committee held its second meeting, beginning review of Part 1 of the bylaws (primarily administrative). An outreach email was sent to boards and committees with associated bylaws soliciting recommended updates. The next meeting is in mid-October, when Part 2 of the bylaws will be addressed. Chair Nuzzolo noted the committee is composed of a strong group and that discussions have been productive.

XI. UPCOMING MEETINGS/EVENTS SCHEDULE

Regular Select Board meetings are scheduled for October 14 and October 21.

XII. PUBLIC COMMENT**

• PUBLIC

Ana Lockwood, 91 Main Street, commented on two matters. First, she observed that the public comment opportunity at the beginning of the meeting had passed without public notice during the meeting's opening, making participation difficult when the timing shifts. Second, with respect to Article L (APDC Amendments), she raised concerns about process, suggesting the article may constitute a zoning change requiring planning board review and the standard notification procedures. She referenced prior instances in which the APDC bylaw was applied inconsistently with its original intent citing examples such as the denial of window replacements based on "historical value," a standard not present in the bylaw and noted that residents denied by the APDC must resort to Land Court, which she characterized as an unreasonable burden. She urged more deliberate vetting before any recommendation is made.

• TOWN MANAGER

Town Manager Warren-Dyment offered a public clarification regarding the dual roles of Director of Municipal Finance and Town Accountant, in response to a written and verbal question from resident David W. Rogers (82 Highland Street), who questioned via Zoom how one individual could hold both positions. Town Manager Warren-Dyment explained that under Section 5-3 of the Town Charter, the Director of Municipal Finance is a Town Manager appointee responsible for the management of the town's fiscal and financial affairs. The Town Accountant is separately appointed by the Select Board. She noted that this dual appointment structure has been in place for at least a decade in Lunenburg, including under the prior long-serving Finance Director.

• BOARD

Vice-Chair Moore thanked the Select Board and the public for their support during her recent health-related absence and expressed her commitment to returning to full participation.

XIV. ADJOURNMENT

Motion by Member Lehtinen to adjourn at 9:18 PM. Seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Respectfully Submitted,
Renee Emkey

These Minutes were reviewed and approved by the Select Board on: Tuesday, September 15, 2026