

Town of Lunenburg
Select Board Meeting Minutes
Town Hall, 17 Main Street and via Zoom
Friday, October 24, 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 4:00 PM and led the Pledge of Allegiance. 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.

II. ANNOUNCEMENTS

Chair Nuzzolo reminded the public that the Lunenburg Public Library's 20th birthday party was taking place at 5:00 PM that evening and encouraged residents to attend.

III. PUBLIC COMMENT

Public Comment

No public comment was received from members of the public.

Board Comment

No Board members offered public comment at this time.

IV. OLD BUSINESS

- **Discussion and Vote on Special Town Meeting Warrant and Booklet**

-

Chair Nuzzolo led the Select Board through a review of the Special Town Meeting warrant articles. The following actions were taken on each article:

Article 1 – Authorization to Hear and/or Accept the Reports of Officers and Committees of the Town Previously voted. Included and recommended for approval, 5-0.

Article 2 – Amending the Fiscal Year 2026 Omnibus Budget Previously voted. Included; recommendation deferred.

Article 3 – Authorization to Pay Expenses from a Prior Fiscal Year Previously voted. Included; recommendation deferred. Chair Nuzzolo noted a bill from Heywood Hospital in the amount of \$266 had since been received and would be incorporated.

Article 4 – Stormwater Consulting Appropriation

Chair Nuzzolo noted this article had not yet been acted upon. The article pertains to a stormwater consulting appropriation in the amount of \$42,900, funded through unexpended capital project funds.

A motion to include Article 4 in the warrant was made, seconded, and passed 4-2-1. Member Glenn McLeod voted in opposition and explained his concern that the expenditure appeared to be directed toward building the framework for a stormwater utility fee rather than addressing a specific stormwater problem directly. He expressed broader concern about the lack of adequate state funding for stormwater infrastructure.

In response, the Town Manager clarified that the vote before the Select Board was solely to include the article in the warrant, not to recommend approval, and that the article could be voted down at Town Meeting. Upon further discussion, it became clear that Member McLeod had intended his opposition to apply to the recommendation vote rather than inclusion. The Select Board voted to reconsider.

Motion to reconsider the vote on Article 4 was made by Member Brian Lehtinen and seconded by the Clerk Renee Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion to include Article 4 in the warrant was made by Chair Nuzzolo and seconded by Member McLeod. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion to recommend approval of Article 4 was made by Chair Nuzzolo and seconded by the Clerk Emkey. Call for Vote: Four – Aye. One – Nay (Member McLeod). The motion passed (4-1-0).

Article 5 – Public Access Cable Committee Transfer of Funds

The Town Manager explained that this article replicates a transfer of \$31,271 that had been intended at the Annual Town Meeting but could not be effectuated because the retained earnings had not yet been certified. An additional \$4,000 appropriation from retained earnings for videographer services was also included, bringing the total to \$35,271. The language was further revised to clarify the method of passing funds from retained earnings to the enterprise fund, excluding the general fund.

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

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

Article 6 – Cemetery Commission Transfer of Funds Previously voted. Included; recommended for approval, 5-0.

Article 7 – Authorization to Fund a Sum of Money for Project Estimators Previously voted. Included; recommended for approval, 5-0.

Article 8 – Establishment of a Special Education Reserve Fund Previously voted. Included; recommended for approval, 4-1.

Article 9 – 41A Property Tax Deferral Previously voted. Included; recommended for approval, 5-0.

Article 10 – 21 Main Street Easement Previously voted. Included; recommended for approval, 5-0.

Article 11 – Transfer the Care, Custody, and Control of Kids Kingdom and the Land It Is On from the School Committee to the Select Board Previously voted. Included; recommended for approval, 5-0.

Article 12 – Notice of Town Meeting Previously voted. Included; recommended for approval, 5-0.

Article 13 – MBTA Zoning Act Compliance Previously voted. Included; recommendation deferred pending the public hearing scheduled for Monday.

Article 14 – Removing Bituminous Concrete Requirements for Common Driveways Previously voted. Included; recommendation deferred pending the public hearing scheduled for Monday.

Article 15 – Amendments to the Salary Administration Plan (SAP): Position Titles and Grades

The Town Manager summarized revisions made following labor counsel review. Formatting changes included moving asterisks from the grade column to adjacent to the position title and leaving the grade column blank. Language was clarified to read that "the other terms and conditions of employment for said position shall be subject to an employment contract in accordance with Section 70-30." Additionally, the summary for this article was amended to include a description of the newly created position of Special Assistant to the Assessor (Temporary), noting that the Board of Assessors had received directives from the Department of Revenue requiring completion prior to the next full reevaluation in 2029, including a review of residential neighborhood delineations.

Motion to include Article 15 in the warrant was made by Chair Nuzzolo and seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion to recommend approval of Article 15 was made by Chair Nuzzolo and seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Article 16 – Salary Administration Plan Amendments (Changes Other Than the Personnel Committee)

The Town Manager provided a detailed summary of changes made by labor counsel, noting that the full document—titled "November 18, 2025 Special Town Meeting Article 16 SAP Amendments Relative to So-Called Fringe Benefits or Indirect Provisions Such as Holidays and Vacations With Pay, Sick Leave, and the Like, Dated October 27, 2025" would be on file with the Office of the Town Clerk beginning Monday and available online. The following key changes were discussed:

Vacation Time (Section 70-18): Labor counsel added transition language providing that all changes to Section 70-18 shall be effective July 1, 2026, for employees employed on or before November 18, 2025, and upon hire for employees hired thereafter. A transition mechanism was introduced whereby unused vacation time as of July 1, 2026, would be converted into a one-time vacation bank, with employees required to use at least one-third of that bank during each of fiscal years 2027, 2028, and 2029. Employees carrying balances over 120 hours as of June 30, 2026, would receive a lump-sum buyout of all time in excess of 120 hours. The Town Manager noted that the Town Manager may

also approve, subject to availability of funds, a buyout of a greater portion of any employee's balance. Vice-Chair Moore noted this approach made practical sense, particularly for positions requiring shift coverage.

Job Descriptions: Language was added requiring that job descriptions be reviewed before the Town seeks to fill a vacancy upon an employee's exit.

Annual Cost-of-Living Recommendations: Language was revised so that the Town Manager, rather than the Human Resources Director, would annually make cost-of-living recommendations to the Select Board for consideration at Town Meeting. Clerk Emkey suggested the language specify that this occur at Annual Town Meeting, which the Town Manager confirmed would be incorporated.

Promotion and Step Increases (Section 70-11): The Town Manager noted that labor counsel had not fully captured the intent of this provision, which was to ensure that employees receiving promotions would not lose a pending step increase as a result. The Town Manager indicated she would work with labor counsel to correct the language and confirmed the Select Board's agreement on the underlying concept, with no additional vote required.

Personnel Committee Quorum (Section 70-12): Language was added providing that, in the event the Personnel Committee lacks sufficient members to conduct business, the Select Board shall have authority to administer the relevant provision of the SAP.

Vacation Leave in the Negative: Labor counsel recommended that approval of vacation time taken in advance of accrual require sign-off from both the department head and the HR Director.

Holiday Pay (Section E): Labor counsel had struck clarifying language regarding the requirement to be in paid status on the day before and after a holiday in order to receive holiday pay. After discussion, the Select Board agreed the language should remain for clarity.

Sick Leave: The Town Manager flagged that transition language similar to that used for vacation time was expected but had not appeared in the sick leave section, and indicated she would confirm with labor counsel. Member McLeod raised a concern regarding the three-consecutive-day threshold before a supervisor may require a doctor's note, expressing that a three-day threshold could lead to disparate application across employees. He acknowledged the limitation was consistent with existing contracts but suggested it be revisited in the future. The Select Board directed that "doctor's certificate" and "doctor's note" be harmonized to use a single consistent term throughout the document.

The Town Manager noted she would reach out to labor counsel over the weekend and expected to finalize language by Monday, with the document to be placed on file with the Town Clerk. She also reminded the Select Board that minor changes could be incorporated into the motion at Town Meeting.

The Town Manager also advised that she had presented the financial impact of this article to the Finance Committee the prior evening and would provide the Select Board with a codified cost estimate related to the vacation time changes.

Motion to include Article 16 in the warrant was made by Chair Nuzzolo and seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion to recommend approval of Article 16, with the changes discussed during the meeting, was made by Chair Nuzzolo and seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Article 17 – Salary Administration Plan Amendments: Personnel Committee

The Town Manager noted that labor counsel had only one substantive change to this article: the striking of language in Section 70-8 (Salary Schedule) that had read "unless otherwise authorized," which labor counsel indicated was ambiguous and unnecessary. No other changes were made to this article.

The article summary, as drafted for inclusion in the Town Meeting booklet, was also reviewed. It noted that municipalities across the Commonwealth have been sunseting personnel boards and consolidating HR authority under professional management staff, a trend endorsed by the Division of Local Services (DLS), which has flagged personnel boards as a duplicative and unnecessary bureaucratic layer. Member McLeod voted in opposition to recommending approval, consistent with his previously stated position.

Motion to include Article 17 in the warrant was made by Chair Nuzzolo and seconded by Clerk Emkey. Call for Vote: Five – Aye. The motion passed unanimously (5-0-0).

Motion to recommend approval of Article 17 was made by Chair Nuzzolo and seconded by Clerk Emkey. Call for Vote: Four – Aye. One – Nay (Member McLeod). The motion passed (4-1-0).

Town Meeting Booklet

The Town Manager briefly reviewed the structure of the Town Meeting booklet, noting updates to the index, a revised Chair's letter referencing current vacancies, a notice that documents on file with the Town Clerk would be posted online, a reference to the Finance Committee's public hearing on November 13th, and an advisory to voters that final recommendations by the Select Board, Finance Committee, and other boards may be updated up to and including Town Meeting night. A stormwater informational handout would also be included in the mailing to satisfy an MS4 compliance requirement.

V. UPCOMING MEETINGS/EVENTS SCHEDULE

Chair Nuzzolo noted the following upcoming meetings:

- November 4, 2025 – Select Board Meeting
- November 18, 2025 – Special Town Meeting

VI. PUBLIC COMMENT**

• PUBLIC

No public comment was received.

• TOWN MANAGER

The Town Manager had no comment.

• BOARD

No comment by the Select Board.

VII. ADJOURNMENT

Motion by Vice-Chair Moore to adjourn at 4:36 PM Seconded by Clerk Emkey. Call for vote: Five-Aye. Motion passed unanimously (5-0-0).

Respectfully Submitted,
Renee Emkey

These Minutes were reviewed and approved by the Select Board on: Tuesday, September 1, 2026