

Town of Lunenburg
Select Board Meeting Minutes
Town Hall, 17 Main Street and via Zoom
Tuesday, December 16, 2025

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

Members Absent: Vice-Chair Amanda Moore

Also Present: Jennifer Warren-Dymont, 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 7:00 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 announced that Santa's Mailbox, located by the flagpole in the town center, would accept letters through Friday with a name and address required for a response. Chair Nuzzolo also noted that town offices would be closed from 12:00 to 2:00 PM the following day for an employee event.

III. PUBLIC COMMENT

Public Comment

No members of the public were present in the room or on Zoom at this time.

Board Comment

No Board members offered public comment at this time.

IV. PUBLIC HEARINGS AND SCHEDULED MEETINGS

• 7:10 PM: Introduction of Stephen Wallace, Director of Planning and Economic Development

Town Manager Warren-Dymont introduced Stephen Wallace as the Town's new Director of Planning and Economic Development. Mr. Wallace addressed the Select Board, noting 35 years of professional planning experience, including service with Central Mass Regional Planning, the City of Framingham, the Town of Westminster, and most recently the Town of Sterling. He stated his intention to spend his first weeks meeting with various boards and committees to gather priorities, which would inform his annual work program. Mr. Wallace indicated he would begin his first full week in February.

Member Glenn McLeod welcomed Mr. Wallace and expressed appreciation for his expertise. Member Brian Lehtinen and Clerk Emkey also extended welcomes. Chair Nuzzolo expressed interest in discussing economic development priorities with Mr. Wallace and noted that Lunenburg

is entering a particularly interesting period. Mr. Wallace indicated he has ideas on economic development and welcomed a future conversation.

Motion by Chair Nuzzolo to ratify the Town Manager's appointment of Stephen Wallace as Director of Planning and Economic Development. Seconded by Clerk Renee Emkey. Call for Vote: Four- Aye. The motion passed unanimously (4-0-0).

• 7:20 PM: Fiscal Year 2024 Audit Report, Frank Sarreti, Managing Director, CBIZ CPAs

Frank Sarreti, Managing Director of CBIZ CPAs, presented the FY2024 audit results. He summarized the governance letter, covering auditor responsibilities, audit scope, qualitative accounting practices, and auditor independence. He reported no difficulties working with management, no misstatements identified, and no disagreements with management.

Mr. Sarreti highlighted the following financial results:

- The Town received an unmodified (clean) opinion, the best possible result, indicating financial statements are fairly stated in all material respects in accordance with GAAP.
- General Fund balance totaled \$10.7 million, with unassigned fund balance of \$8.7 million, representing approximately 18% of the budget, up from 17% the prior year.
- Stabilization Funds included: General Stabilization at \$3.0 million (up ~\$300K), Vehicle and Equipment Stabilization at \$2.3 million (up ~\$400K), Zoning Stabilization at \$243K, Health Insurance Stabilization at \$116K, and Opioid Stabilization at \$184K.
- Real estate and personal property tax collections remained strong at approximately 98% of commitment.
- Budgetary results showed a \$651K increase in fund balance, driven by a \$653K revenue surplus and \$1.5 million in expenditures coming in under budget, partially offset by \$1.2 million in free cash used to balance the FY24 budget.
- Net OPEB liability decreased from \$53.2 million to \$50.9 million, aided by a \$283K contribution to the OPEB trust and \$141K in investment income. The OPEB trust balance reached \$1.4 million.
- Net pension liability (Worcester Regional Retirement System) was \$22.5 million, up slightly from \$21.4 million, with the system 50% funded.
- Capital additions for general government activities totaled \$2.2 million, mainly road paving and equipment. No new long-term debt was issued.
- The Town expended \$2.7 million in federal funds, triggering a single audit. No findings, questioned costs, or internal control deficiencies were identified.
- No material weaknesses or significant deficiencies in internal controls were identified for FY24.

Chair Nuzzolo asked Mr. Sarreti to compare Lunenburg's financial practices to other municipalities he audits. Mr. Sarreti responded that Lunenburg's financial condition has been improving consistently over the past decade, with strong reserves, sound OPEB funding practices, and no significant internal control issues identified during his approximately 15-year tenure on the

engagement.

Mr. Sarreti then raised a concern regarding FY25: he noted that cash reconciliations being behind would constitute a material weakness in internal controls for that audit cycle, as it creates risk that errors or misappropriation could go undetected. He urged that reconciliations be brought current as quickly as possible.

Town Manager Warren-Dyment clarified that the FY25 books have not yet been closed, with a target closing date of January 31. Consultants are currently working to bring reconciliations current. She confirmed that CBIZ would be engaged for the FY25 audit upon closing.

Public Comment on Audit Presentation: Dave Rodgers, 82 Highland Street, addressed the Select Board during a brief public comment period following the audit presentation. Mr. Rodgers expressed concern that the public was not afforded a more interactive forum to ask questions during the audit presentation. He also raised the outstanding approximately \$90,000 owed to the City of Fitchburg related to a water billing issue, and suggested it warranted discussion in a public hearing format. Town Manager Warren-Dyment clarified that the FY24 audit covered the period of July 1, 2023 through June 30, 2024, and that the water billing issue was not on the radar at the time the audit was completed in October 2024. She noted the issue is understood. The town did not increase rates when Fitchburg increased its rates and was not sending out bills in a timely manner. Chair Nuzzolo acknowledged the public's interest and indicated that discussions regarding the water billing matter would begin in January.

V. APPOINTMENTS, RATIFICATIONS, AND RESIGNATIONS

• Ratification of the Town Manager's Appointment of Stephen Wallace as Director of Planning and Economic Development

Ratified under Section IV above.

• Ratification of the Town Manager's Appointment of Brandie O'Toole as Meal Site Manager

Town Manager Warren-Dyment noted that Brandie O'Toole brings significant experience in this role from her prior service in Clinton and expressed enthusiasm for the food and programming she will bring to Lunenburg.

Motion by Chair Nuzzolo to ratify the Town Manager's appointment of Brandie O'Toole as Meal Site Manager. Seconded by Clerk Emkey. Call for Vote: Four- Aye. The motion passed unanimously (4-0-0).

• Ratification of the Town Manager's Appointment of Joseph Davis as Intermittent Heavy Equipment Operator

Motion by Chair Nuzzolo to ratify the Town Manager's appointment of Joseph Davis as Intermittent Heavy Equipment Operator. Seconded by Clerk Emkey. Call for Vote: Four- Aye. The motion passed unanimously (4-0-0).

• Acknowledgement of the Library Director's Appointment of Minna Scholten as Library Assistant

The Select Board acknowledged the Library Director's appointment of Minna Scholten as Library Assistant. No ratification vote was required.

VI. TOWN MANAGER REPORT

Town Manager Warren-Dymont reported on the following matters:

FY27 State Budget, Consensus Revenue Hearing: The annual consensus revenue hearing was held that day, marking the start of the FY27 state budget process. The hearing informs the Governor's budget forecast, to be released in January. Town Manager Warren-Dymont noted that state revenues are tracking above projections but that conservativeness in spending has been signaled. She indicated that the Mass Municipal Association (MMA) would publish a digestible summary of the hearing shortly.

MMA "A Perfect Storm" Policy Recommendations: Town Manager Warren-Dymont summarized the MMA's recently released policy recommendations in response to its earlier report on the financial pressures facing Massachusetts cities and towns. Key recommendations included: (1) a \$351 million increase in Unrestricted General Government Aid (UGGA) to restore pre-Great Recession local aid levels; (2) maintaining full funding for all local aid programs including Chapter 70; (3) providing municipalities greater flexibility for local revenue options under Proposition 2½, including allowing local voters to choose multi-year overrides or substitute a higher fixed cap such as CPI; and (4) more incentives for regionalization and cost reduction under the Governor's Municipal Empowerment Act.

Staff Holiday Closure: Town offices will be closed from 12:00 to 2:00 PM on December 17 for the annual staff holiday potluck and Yankee Swap.

Current Recruitments: Town Manager Warren-Dymont reported the following recruitment activity:

- Conservation Agent: Interviews conducted this week; an offer letter is anticipated.
- Finance Director: Posted at \$125,000–\$145,000 for nearly two months with minimal applicant response. One scheduled interview was withdrawn. The Town Manager indicated she has engaged Robert Half for direct recruiting of both the Finance Director and Payroll and Benefits Administrator positions, at no cost unless a hire is made (20% of salary upon hire).
- Payroll and Benefits Administrator: Two promising candidates interviewed this week, both with strong payroll experience but no municipal or MUNIS background.
- Recreation Director (19 hours/week): Remains vacant. Town Manager Warren-Dymont noted the importance of beginning summer program planning and indicated she would work with the Parks Commission to explore volunteer options.
- Dietary Aide (9 hours/week) and Outreach Coordinator: The Outreach Coordinator job description is still being developed.

Board and Committee Vacancies: Vacancies remain on the Agricultural Commission, Architectural Preservation District Commission, Cultural Council, Green Communities (associate members), Historical Commission, Parks Commission, Personnel Board, PACC, ZBA, and the First Middlesex Small Town Collaborative representative. Elected vacancies remain on the Planning Board, Sewer Commission, and Trust Fund Commission. Town Manager Warren-Dymont also noted

an anticipated vacancy on the Conservation Commission and encouraged interested volunteers to submit a talent bank form.

Member McLeod asked whether hiring a part-time accountant would assist with the Finance Director recruitment gap. Town Manager Warren-Dyment responded that a part-time assistant would not meaningfully address the gap, noting that an Assistant Town Accountant was recently hired and is training well with the support of consultants. She indicated she was not aware of a candidate for such a role and noted the shortage of finance professionals across the Commonwealth.

VII. NEW BUSINESS

1. Annual Re-licensing – Pouring – All Kinds of Alcoholic Beverages

- Embers Lounge & Restaurant LLC., d/b/a Embers Pizzeria, 84 Lakefront Drive, Lunenburg MA, 01462
- Lakefront Beverages, Inc., d/b/a On The Rocks, 96 Lakefront Drive, Lunenburg, MA 01462
- Red Pepper, Inc., d/b/a Ixtapa, 308 Massachusetts Avenue, Lunenburg, MA 01462
- *Lunenburg Zeda's, Inc., d/b/a Bad Larry's, 1 Main Street, Lunenburg, MA 01462
- *PALS Golf Lounge, LLC., d/b/a Blue Sky Golf, 5 Summer Street, Lunenburg, MA 01462
- *449 Corp., d/b/a Lakeview Club, 449 Whalom Road, Lunenburg, MA 01462

2. Annual Re-licensing – Package Store – Wine and Malt

- Mahant Baker's Variety, Inc., d/b/a Baker's Whalom, 423 Electric Avenue, Lunenburg, MA 01462
- *Lanni Orchards, Inc., d/b/a Lanni Orchards, 294 Chase Road, Lunenburg, MA 01462

3. Annual Re-licensing – Package Store – All Kinds of Alcoholic Beverages

- Genghis, Inc., d/b/a Jaxx Country Store, 1353 Massachusetts Avenue, Lunenburg, MA 01462

4. Annual Re-licensing – Weekday Entertainment

5. Annual Re-licensing – Automatic Amusement

6. Annual Re-licensing – Jukebox

7. Annual Re-licensing – Common Victualler

- KCM Donuts, Inc., d/b/a Dunkin Donuts, 400 Electric Avenue, Lunenburg, MA 01462
- KCM Donuts, Inc., d/b/a Dunkin Donuts, 451 Massachusetts Avenue, Lunenburg, MA 01462
- Smokestack Roasters, LLC., d/b/a Smokestack Roasters, 39 Massachusetts Avenue, Lunenburg, MA 01462
- *Konrad Café, Inc., d/b/a Dippin Donuts, 455 Massachusetts Avenue, Lunenburg, MA 01462
- *Sam Fam, Inc., d/b/a Lunenburg Diner, 324 Electric Avenue, Lunenburg, MA 01462
- *Lunenburg Gas & Market, LLC., d/b/a Lunenburg Gas, 400 Electric Avenue, Lunenburg, MA 01462
- *Whalom Gas Service, Inc., d/b/a Whalom Gas, 1 Whalom Road, Lunenburg, MA 01462

8. Annual Re-licensing – Base License

- Lakeview Driving Range, 15 Carr Avenue, Lunenburg, MA 01462

9. Annual Re-licensing – Class I License

- Colonial Imports, Inc., d/b/a North End Subaru, 757 Chase Road, Lunenburg, MA 01462
- Colonial Imports West, Inc., d/b/a North End Mazda, 747 Chase Road, Lunenburg, MA 01462
- Recreational Dimensions, Inc., d/b/a Central Mass Power Sports, 19 Massachusetts Avenue, Lunenburg, MA 01462
- Joe Smalley Auto Sales, Inc., d/b/a Daewoo North, 30 Summer Street, Lunenburg, MA 01462

10. Annual Re-licensing – Class II License

- Colonial Imports, Inc., d/b/a North End Subaru, 757 Chase Road, Lunenburg, MA 01462
- Baker Enterprises Co, Inc., d/b/a The Auto Barn, 53 Chase Road, Lunenburg, MA 01462
- K. B. Agyeman, d/b/a K B Cars LLC., 555 Chase Road, Lunenburg, MA 01462
- Mass Ave Motors Inc., d/b/a Mass Ave Motors, 381 Massachusetts Avenue, Lunenburg, MA 01462
- John V. Goguen, d/b/a J G Service, 346 Electric Avenue, Lunenburg, MA 01462
- Michael R. & Robert C. Lovewell, d/b/a R C Motors, 9 Kirby Avenue, Lunenburg, MA 01462
- Michael Bartnowski, d/b/a K C Sales and Services LLC., 1312 Massachusetts Avenue, Lunenburg, MA 01462
- Chapdelaine Truck Center, Inc., d/b/a Chapdelaine Truck Center, 199 Massachusetts Avenue, Lunenburg, MA 01462
- Jack Nassif Enterprises, Inc., d/b/a J & E Auto Sales, 383 Whalom Road, Lunenburg, MA 01462
- *Carol & Henry Baker, d/b/a Baker's Towing, 366 Leominster Road, Lunenburg, MA 01462

11. Annual Re-licensing – Class III License

- Michael Chapdelaine, d/b/a Chapdelaine Auto Salvage, RR 199 Massachusetts Avenue, Lunenburg, MA 01462

12. Annual Re-licensing – Limousine License

- First Choice Limousine and Transportation, 55 Chase Road, Lunenburg, MA 01462
- Thomas Crounse, d/b/a Lloyd's Limousine, PO Box 502, Lunenburg, MA 01462

13. Review Other License Renewal Applications as Needed

The Executive Assistant to the Town Manager and Select Board, Melissa Richard, presented the status of annual license renewal applications. The Select Board reviewed applications that were ready for approval and those requiring contingent votes due to outstanding items. The following applicants were identified as requiring contingent approval, pending resolution of specific outstanding matters:

- Lunenburg Zeda's, Inc., d/b/a Bad Larry's: Pending Fire Department and Building inspections (Fire inspection attempted December 16th; no one present, rescheduling underway).

- PALS Golf Lounge, LLC., d/b/a Blue Sky Golf: Pending installation of a Knox box required by the Fire Department as a condition of occupancy.
- Lanni Orchards, Inc., d/b/a Lanni Orchards: Pending payment of outstanding personal property tax.
- Konrad Café, Inc., d/b/a Dippin Donuts: Pending outstanding item(s).
- Sam Fam, Inc., d/b/a Lunenburg Diner: Pending outstanding item(s).
- Lunenburg Gas & Market, LLC., d/b/a Lunenburg Gas: No application submitted. Town Clerk Richard noted difficulty establishing contact with the new manager and that repeated instructions for accessing the OpenGov portal had been provided with no response as of the meeting date.
- Whalom Gas Service, Inc., d/b/a Whalom Gas: Pending payment of outstanding personal property taxes.
- Carol & Henry Baker, d/b/a Baker's Towing: Pending verification of bond validity period.

The Select Board discussed whether to extend a contingent vote to Lunenburg Gas given the complete absence of any application materials. Clerk Emkey expressed reluctance but deferred to the majority. The Select Board agreed that a contingent vote was appropriate, noting that if materials are not received by January 1st the license would not be effective and the matter could be revisited. Chair Nuzzolo noted that a special meeting via Zoom could be called if an application is submitted promptly.

Additionally, it was noted that Ixtapa (Red Pepper, Inc.) also holds a Common Victualler license that had not been included in the original motion, and a separate motion was made for that license.

Motion by Chair Nuzzolo to approve the annual license renewals as printed on the agenda, with contingent votes for Bad Larry's, Blue Sky Golf, Dippin Donuts, Lunenburg Diner, Lunenburg Gas, Whalom Gas, and Baker's Towing, contingent upon resolution of the outstanding matters identified for each applicant, and with the standard approval (non-contingent) for all other applicants including Smokestack Roasters and Ixtapa's alcoholic beverage license. Seconded by Clerk Emkey. Call for Vote: Four- Aye. The motion passed unanimously (4-0-0).

Motion by Chair Nuzzolo to approve the annual Common Victualler license renewal for Red Pepper, Inc., d/b/a Ixtapa, 308 Massachusetts Avenue. Seconded by Clerk Emkey. Call for Vote: Four- Aye. The motion passed unanimously (4-0-0).

14. Approval of Employment Agreement for Karen Brochu, Interim Finance Director/Town Accountant

Town Manager Warren-Dyment presented an employment agreement for Karen Brochu, a retired former Finance Director/Town Accountant for the Town of Lunenburg. Under the agreement, Ms. Brochu will be compensated at \$150 per hour, is not entitled to additional benefits, and is expected to work approximately 16 hours per week, subject to the earnings cap applicable to retirees. Town Manager Warren-Dyment noted that Ms. Brochu is available to begin immediately upon ratification, and that the intent is for her to overlap briefly with the outgoing staff to ensure continuity.

Clerk Emkey expressed appreciation for Ms. Brochu's willingness to return and confirmed the intent to have her overlap with outgoing staff for knowledge transfer.

Motion by Chair Nuzzolo to approve the employment agreement for Karen Brochu as Interim Finance Director/Town Accountant. Seconded by Clerk Emkey. Call for Vote: Four- Aye. The motion passed unanimously (4-0-0).

15. Discussion on Future Disposition of 925 Massachusetts Ave.

Chair Nuzzolo introduced this item to resume work that had been paused from the prior year. Chair Nuzzolo noted that a substantial volume of documents related to the property's redevelopment preparation has been assembled, and directed Select Board members to review the materials, including a presentation available on YouTube from a June 11 meeting. The primary near-term task for the Select Board is to review and provide input on the evaluation criteria for the Request for Proposals (RFP), found on pages 16 and 17 of the draft document.

Town Manager Warren-Dyment noted she is meeting with Amanda from MassDevelopment the following week and offered to arrange a follow-up presentation for the Select Board if members feel it would be helpful. She clarified that MassDevelopment did not draft the RFP — that was a separate consultant whose contract has been fully expended. Clerk Emkey confirmed that evaluation criteria review, not the redlined RFP, is the primary focus for the Select Board at its next discussion.

Town Manager Warren-Dyment summarized the evaluation criteria categories as: Use, Renovation, New Construction, Responsive Design, Environmental, Purchase Price, Parking, Timeline, Developer Experience, and Financial Feasibility. She noted that the structural evaluation of the property was favorable and that the Select Board may wish to revisit how renovation versus new construction criteria are weighted. She also clarified that any new construction would need to be at least two stories, with up to three stories permitted under current zoning.

Chair Nuzzolo expressed interest in holding a public hearing on this item given the level of public interest.

VIII. OLD BUSINESS

1. Letter to Governor Maura Healey on Local Aid and the Fiscal Year 2027 Budget

Chair Nuzzolo reviewed changes made to the draft letter since the prior meeting. Revisions included: language in the second paragraph noting that Nashoba Valley Hospital closure mitigation funds "have still not been made available to municipalities"; modification of "without support from the state" to "with little to no support from the state"; and incorporation of the MMA's \$351 million UGGA increase figure, as well as language contributed by Member Lehtinen related to education funding.

Member McLeod asked what the \$351 million figure would translate to for Lunenburg specifically. Town Manager Warren-Dyment noted it would be formula-based rather than an equal share among communities.

Member McLeod expressed concern that the MMA's policy package, particularly the local revenue flexibility components, could allow the state to sidestep its obligation to restore direct local aid, characterizing that as "letting them off the hook." He emphasized that the letter should clearly convey that the Town is not seeking tools to raise local taxes, it is seeking a restoration of state funding.

Clerk Emkey expressed skepticism about the \$351 million figure, questioning how it was derived and whether it truly accounts for inflation-adjusted losses. Town Manager Warren-Dyment read from the MMA report, explaining that the figure is based on the historical benchmark of UGGA representing approximately 6.78% of total local taxes statewide, representing a 26.5% increase above FY26 levels. The Select Board acknowledged the number as a floor rather than a ceiling.

Member Lehtinen suggested framing the UGGA request as "a minimum of \$351 million" or "as a start for FY27." Town Manager Warren-Dyment suggested language such as "at least \$351 million for FY27." The Select Board agreed this framing was appropriate.

Member Lehtinen also emphasized the importance of sending the letter to the Town's state legislators, as it signals the priority of local aid to those who represent Lunenburg.

Separately, Member Lehtinen reported that Senator Cronin's office has communicated that Lunenburg will receive \$165,529 in Nashoba Valley Hospital EMS mitigation funds. Town Manager Warren-Dyment confirmed this figure, explaining it is comprised of a \$100,000 base amount plus approximately \$65,000 based on a formula reflecting increased call volume, wait times, and turnaround times. She noted that the funds are a reimbursement grant through June 30, 2027, and must be expended on EMS-related wages, training, or equipment. She expressed a preference for the funds not to be used on recurring wages given the one-time nature of the grant.

Motion by Member Lehtinen to approve the letter to Governor Maura Healey regarding local aid and the FY27 budget and to send copies to the Governor, Lunenburg's state legislators, the School Committee, and the Finance Committee. Seconded by Clerk Emkey. Call for Vote: Four- Aye. The motion passed unanimously (4-0-0).

The Select Board noted that physical signatures would be obtained in the coming days, with DocuSign used for members not available in person.

2. Discussion on Special Event Policy

Chair Nuzzolo noted that the Select Board had generally agreed to completely redraft the Special Event Policy through a workshop process. With a full board member absent, Chair Nuzzolo indicated the substantive discussion would be deferred to January. Chair Nuzzolo highlighted the key questions to be considered: the scope of applicability (particularly whether events on private property should be regulated), what activities the policy is intended to govern, and what the application process and requirements should look like.

3. Discussion on Appointment Policy

Chair Nuzzolo reviewed updates made to the draft Appointment Policy since the prior meeting, summarizing the following changes:

- Removed the requirement to post vacancies on a physical bulletin board.
- Changed appointment timing from "first and second regular meetings in June" to "during the month of June."
- Added a new provision requiring the town to maintain an up-to-date vacancy listing on the town website and post vacancies to social media.

- Removed references to newspaper publication of vacancies.
- Modified the standard for requesting interviews: a majority vote of the Select Board, with the reason stated in writing.
- Included a placeholder discussion point regarding a potential screening subcommittee for applicants.
- Added language that reappointment applications shall not be discussed in open meetings of the appointed body due to Open Meeting Law requirements, and that member reviews be submitted directly to the Town Manager.
- Changed review timing of ad hoc committee charges from "at least annually" to "from time to time as needed or requested."
- Changed the reporting requirement from each November to "when requested by the Select Board."
- Added a training requirement for all new appointees.

Member McLeod raised a question about whether a subcommittee conducting preliminary interviews would be subject to the Open Meeting Law. Town Manager Warren-Dyment explained that a subcommittee acting on matters within the Select Board's policy authority, even if fewer than a quorum, would be subject to Open Meeting Law and would need to be posted as a public meeting, though it would not necessarily need to be held in Town Hall or recorded. Chair Nuzzolo acknowledged the tradeoffs and indicated he would continue to consider the subcommittee concept before the next discussion.

Clerk Emkey identified a remaining conforming edit needed in the "Key Dates" section, where "first and second Tuesday in June" should be revised to simply "June." Chair Nuzzolo confirmed the correction.

4. Review Select Board Bylaw for Potential Recommendations to Bylaw Review Committee

Clerk Emkey indicated she had not yet had the opportunity to review the bylaw materials. Member McLeod noted that the Economic Development Committee is working on a BYOB policy request from a local business, which may ultimately be referred to the Bylaw Review Committee. No formal recommendations were made at this meeting. The item will remain on a future agenda.

IX. MINUTES*/WARRANTS/ACTION ITEMS

Minutes

None

Warrants

None

Action Items

Member Lehtinen noted that copies of the approved letter to the Governor would be needed for the School Committee meeting the following evening. Town Manager Warren-Dyment confirmed the letter would be circulated for DocuSign signatures.

Town Manager Warren-Dyment added an action item: the Town needs to begin deliberating how to

approach expenditure of opioid settlement funds. She noted that the opioid stabilization fund holds \$184,000, that requests from police and fire departments have already been received, and that multiple approaches are being used by communities statewide including standing up specialized committees, hybrid models, or retaining decision-making authority at the Select Board level. She recommended that a comprehensive framework be established before expenditures begin, and suggested a future agenda item to discuss the structure of that process, noting it may be an appropriate subject for public engagement.

X. COMMITTEE REPORTS

Member McLeod reported on the Planning Board, which met the prior evening. The Master Plan Steering Committee has completed its charge and will hold one final meeting to approve minutes, with the Planning Board chair having read an extensive list of acknowledgments. An ANR at 222 West Townsend Road was endorsed, creating several new lots. A public hearing for 30 Summer Street was continued at the applicant's request. A stormwater permit application for 0 Reservoir Road was referred to Graves for peer review; the proposal involves four single-family homes near Goodrich and will require a special permit for driveway access. At 100 Townsend Harbor Road, a \$4,000 performance guarantee bond was posted for a completed home, and upon the check clearing, a certificate of occupancy will be issued. Select Board Member McLeod also noted that the MPO meets the following day and the Library Board of Trustees meets the following week. Member Lehtinen reported that the School Committee meets the following evening for a budget workshop.

Chair Nuzzolo reported that Capital Planning meets the following evening to review project rankings.

XI. UPCOMING MEETINGS/EVENTS SCHEDULE

Chair Nuzzolo noted that a Tri-Board meeting is being explored for December but has not yet been scheduled. If it does not materialize, the next Select Board meeting will be in January 2026.

XII. PUBLIC COMMENT**

• PUBLIC

Dave Rodgers, 82 Highland Street, returned to comment. Mr. Rodgers sought clarification on the term "intermittent heavy equipment operator," which Town Manager Warren-Dyment explained is a part-time, as-needed position for snow and ice removal. Mr. Rodgers also suggested that the letter to the Governor include specific reference to the cost burden of unfunded state mandates, recommending the Town compile a list of applicable mandates and their associated costs to illustrate the impact on Lunenburg.

• TOWN MANAGER

Town Manager Warren-Dyment offered no additional comment.

• BOARD

Member Lehtinen announced that the Lunenburg PTO is selling plush blankets (60" x 70") for \$30, with 40% of proceeds benefiting the PTO. Information is available at lunenburgpto.ptboard.com.

Chair Nuzzolo extended holiday wishes to all, wishing residents a Merry Christmas, Happy

Holidays, and Happy New Year.

XIII. ADJOURNMENT

Motion by Clerk Emkey to adjourn at 8:41 PM. Seconded by Member Lehtinen. Call for Vote: Four-Aye. The motion passed (4-0-0).

Respectfully Submitted,
Renee Emkey

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