

Town of Lunenburg
Select Board Meeting Minutes
Town Hall, 17 Main Street and via Zoom
Tuesday, January 13, 2026

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 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 reminded residents to return census forms and dog license applications to the Town Clerk.

III. PUBLIC COMMENT

Public Comment

Karin Menard, Chair of the Parks Commission, addressed the Select Board with several updates and requests.

Parks Commission Vacancy: Ms. Menard announced the resignation of Anita Scheipers from the Parks Commission, extending gratitude for her contributions since 2023, particularly her leadership on the Marshall Park project. She noted that the resulting vacancy, occurring within six months of the next election, would be filled by joint appointment of the Select Board and Parks Commission for a term ending in May. Ms. Menard encouraged interested residents to apply via the talent bank form on the Town website or by emailing parks@lunenburgma.gov, emphasizing that no prior experience is required.

Recreation Director Vacancy: Ms. Menard reported that Recreation Director Angela Clement departed in August 2025, leaving a 19-hour-per-week position open. She encouraged interested applicants to apply and noted that scheduling could be flexible, stressing that the smooth opening of the summer beach program is a near-term priority for this role.

Marshall Park Project: Ms. Menard advised that the Marshall Park project is currently on hiatus and will not be brought forward at the Annual Town Meeting in May. She acknowledged that the decision was not made lightly and expressed confidence that future Park Commissions would be able to build upon the work already completed to bring the project to fruition.

Skate Park: Ms. Menard reported that the Parks Commission, Town Manager, legal counsel, and the Skate Park group's representatives are scheduled to meet in the coming weeks to work toward executing agreements that would allow the project to advance to its next phase.

Board Comment

No public comment made by Select Board members.

XIII. Executive Session

Prior to continuing with the regular agenda, Chair Nuzzolo announced that the Select Board would enter Executive Session out of order to accommodate Chief Sullivan's schedule. Chair Nuzzolo initially moved to enter Executive Session and not re-enter Open Session, which was corrected upon the observation of Member Glenn McLeod. The motion was amended accordingly.

Motion by Chair Nuzzolo to enter into Executive Session and to re-enter Open Session thereafter, pursuant to MGL Chapter 30A, Section 21(a)(3), to discuss strategy with respect to collective bargaining where an open meeting may have a detrimental effect on the bargaining position of the public body, the Chair so declaring, regarding the Lunenburg Professional Firefighters PFFM Local 5369. Seconded by Vice-Chair Amanda Moore. Roll Call vote: _____ Member McLeod-Aye, Member Brian Lehtinen-Aye, Clerk Renee Emkey-Aye, Vice-Chair Moore-Aye, Chair Nuzzolo-Aye. The motion passed unanimously (5-0-0).

The Select Board returned to Open Session thereafter and continued with the regular agenda.

IV. PUBLIC HEARINGS AND SCHEDULED MEETINGS

No public hearings or scheduled meetings were held.

V. APPOINTMENTS, RATIFICATIONS, AND RESIGNATIONS

Town Manager's appointment of Thomas Alsup as Payroll and Benefits Coordinator, and approval of Step 5 salary

Chair Nuzzolo reported that, while the agenda had been amended to include this appointment, the Select Board was not yet prepared to act on it. The item was passed over and will be brought forward at a future meeting.

VI. TOWN MANAGER REPORT

Town Manager Jennifer Warren-Dyment provided two items. First, she highlighted that the Tri-Board met the previous evening and encouraged residents interested in the Town's finances to view the recording. She noted the next Tri-Board meeting is scheduled for Tuesday, January 27, which will have an opportunity for public comment. Second, she reported that the Town is currently engaged in active litigation, and that a two-day court hearing took place the prior week requiring

testimony from certain community members.

Member McLeod echoed the Town Manager's recommendation to view the Tri-Board meeting recording, and additionally commended the January 8 Finance Committee meeting as informative and relevant context.

VII. NEW BUSINESS

1. Discuss Warrant Articles to be Sponsored by the Select Board

Chair Nuzzolo reported that three Warrant Articles are being tracked for Select Board sponsorship.

Notice of Town Meeting Warrants (Council on Aging): Chair Nuzzolo reported that he has been in contact with Lou Franco, the Council on Aging's designated representative, and that a meeting is planned within approximately two weeks to develop a revised draft of this article. Clerk Emkey expressed her desire to participate in that process, noting the article originated from the Budget Task Force. Chair Nuzzolo confirmed scheduling would accommodate her availability. Town Manager Warren-Dyment sought clarification as to whether the Article would be formally brought to the Council on Aging before the Select Board; Chair Nuzzolo confirmed it would not, as it is the Select Board's Warrant, though education and outreach to the Council on Aging would be conducted once the draft is finalized. Vice-Chair Amanda Moore suggested posting any finalized changes on the Town's social media platforms for broader public awareness.

Kids Kingdom: Chair Nuzzolo reported that the School Committee formally voted to support returning the Kids Kingdom Article to Town Meeting, expressing willingness to transfer care, custody, and control to the Select Board and to collaborate in good faith. Chair Nuzzolo indicated the Article would proceed in substantially the same form as presented at Special Town Meeting, potentially as a joint Warrant Article co-sponsored by the Select Board and the School Committee. Member Lehtinen thanked Chair Nuzzolo for his work in coordinating with the School Committee on this matter.

300th Anniversary Committee Funding: Chair Nuzzolo explained that the \$5,000 in seed funding originally allocated for the 300th Anniversary Committee in FY24 was never expended, causing the authorization to expire and the funds to revert. The Select Board discussed the need to secure new, multi-year funding. The plan is to request a \$15,000 multi-year appropriation and to establish a gift fund to receive sponsorships, donations, and proceeds from merchandise sales. The Chair noted this approach would likely require two separate warrant articles. Town Manager Warren-Dyment indicated she would confirm whether Town Meeting action is required to establish a gift fund.

2. Water Rate Increase in Accordance with the Intermunicipal Agreement with the City of Fitchburg for the Sale of Water

Town Manager Warren-Dyment explained that the Intermunicipal Agreement with the City of Fitchburg prescribes that Lunenburg's water rates must be set at 30% above Fitchburg's rates, as established by the Fitchburg City Council on April 18, 2023. She noted that the town had missed the required rate adjustments for June 1, 2023 and June 1, 2024, and that the Select Board was being

asked to adopt the June 1, 2025 rates effective February 1, 2026, with future increases to follow Fitchburg's established schedule. Town Manager Warren-Dyment also reported that water bills have been sent out. The Select Board raised no objections.

Motion by Vice-Chair Moore to approve a rate increase for all rates covered under the Intermunicipal Agreement for the supply of water between the City of Fitchburg and the Town of Lunenburg by an increase of 30% over the rates established by the Fitchburg City Council on April 18, 2023, with the July 1, 2025 rates to be effective on February 1, 2026, and future increases to take effect in accordance with the April 18, 2023 vote of the Fitchburg City Council. Seconded by Clerk Emkey. Call for vote: Five-Aye. The motion passed unanimously (5-0-0).

VIII. OLD BUSINESS

1. Establishment of 925 Massachusetts Avenue RFP Working Group

Chair Nuzzolo introduced this item, noting that the Town Manager had identified a consultant report recommending the establishment of a working group to guide the RFP process for 925 Mass Ave. Town Manager Warren-Dyment proposed that the working group consist of herself, the Assistant Town Manager (serving as Director of Procurement), the Director of Planning and Economic Development, a member of the Select Board, a member of the Planning Board, and, at the Select Board's discretion, a member of the Architectural Preservation District Commission (APDC).

Member Lehtinen expressed support for including an APDC representative, given the property's location within the historic district. Town Manager Warren-Dyment agreed, with the request that all participating members be available during regular working hours.

Member McLeod inquired whether a member of the public could participate. Town Manager Warren-Dyment clarified that this is a working group of the Town Manager not a committee of the town and is therefore not subject to Open Meeting Law requirements. She indicated it would not be practicable to formally appoint a public member and still meet a target RFP advertisement date of April 1, though she expressed willingness to keep interested residents informed and to charge the group with holding at least one public forum for community input. Member Lehtinen affirmed that public comment opportunities would be sufficient.

Chair Nuzzolo expressed appreciation for the Town Manager's commitment to advancing the disposition of this long-vacant property within the current fiscal year.

The Select Board designated Vice-Chair Moore as its representative on the working group, given her professional background in procurement. Town Manager Warren-Dyment confirmed she would formally establish the working group.

2. Discussion and Approval of Appointment Policy

The Select Board conducted a read-through of the draft Appointment Policy. The following revisions were identified and agreed upon:

- Section 2 (Volunteer Applications): The requirement that "the Town Manager will ensure that local newspapers are advised of the vacancies" was struck. The additional text

referencing posting on town bulletin boards and advertising on local cable television was also struck, retaining only the reference to the town's website.

- Section 2 (21-Day Posting Requirement): The Select Board discussed the provision requiring that appointments not be made until at least 21 days following the posting of a vacancy. Clerk Emkey questioned whether this requirement was currently being followed and whether it was necessary. Chair Nuzzolo noted the provision was incorporated from the Town Charter as a matter of policy. Discussion did not reach a firm resolution, and the provision remained under consideration.
- Sections 7 and 8: Vice-Chair Moore volunteered to draft revised language for Sections 7 (Committee Commitment and Summary) and 8 (Guidance for Appointed Officials) to simplify and clarify the existing text, and to present that draft at the next meeting.

The policy was not voted upon at this meeting. A clean draft will be brought forward for approval at a future meeting.

3. Workshop on Special Event Policy

Chair Nuzzolo read a draft policy provided by Town Counsel Adam Costa. The Select Board agreed to use Town Counsel's draft as a starting point and discuss feedback and/or revisions at a future meeting. Vice-Chair Moore offered to draft a version to be discussed at a future Select Board meeting.

IX. MINUTES*/WARRANTS/ACTION ITEMS

Minutes

The Select Board moved to approve minutes from two meetings.

Motion by Clerk Emkey to approve the minutes of May 8, 2024 and May 14, 2024. Seconded by Vice-Chair Moore. Call for vote: Five-Aye. The motion passed unanimously (5-0-0).

Warrants

No warrants were presented.

Action Items

None.

X. COMMITTEE REPORTS

Economic Development Committee (EDC): Member McLeod reported that the EDC met prior to the Select Board meeting and continues to work on proposed bylaw changes related to BYOB establishments, seeking input from Town Counsel and the new Director of Planning and Economic Development.

Lunenburg Municipal Building Design Committee: Member Lehtinen reported that the committee is scheduled to meet on the first Monday in February.

School Committee: Member Lehtinen reported that the School Committee met on January 7. Key items included: the resignation of a literacy coach in a grant-funded position that will not be filled; a presentation from East Coast Renewable Energy on EV charging stations, with follow-up directed to the Facilities Director and Superintendent to review technical feasibility and survey staff and

families on potential usage; and a Capital Planning presentation from Peter Beardmore covering the track and turf field engineering proposal, with a construction timeline potentially targeting summer 2027 if engineering is approved at Town Meeting. Additional Capital items discussed included school playground improvements, driveway design, intercom and security upgrades, safety film, a mower, and maintenance garage heating. The committee also noted that the current school calendar draft does not include an Election Day closure.

Board of Assessors: Member Lehtinen reported on the January 7 meeting: 27 motor vehicle excise tax abatements were processed for December; real estate and personal property tax bills were mailed on December 29; ongoing data bridge errors between the CAMA Vision and MUNIS systems are being addressed; 112 exemptions are being processed; and the Principal Assessor presented a proposed budget reflecting an approximately 6–7% overall increase.

Stormwater Committee: Clerk Emkey reported that the committee met with its representative from Weston & Sampson for the first time. The committee decided to present the Stormwater Utility implementation in two phases at Town Meeting: the Annual Town Meeting would address the Bylaw establishing the structural framework of the utility (with no fees or dollar amounts); and a Special Town Meeting would address the fee structure. The DPW Director is scheduled to present the stormwater budget to the Finance Committee on February 5. A draft of the Stormwater Utility Bylaw is targeted for presentation to the Select Board at the February 10 meeting. The Planning Board will also be invited to both the Finance Committee and Select Board presentations. The committee's next scheduled meeting is January 28.

300th Anniversary Committee: Chair Nuzzolo reported that the committee met the prior evening and focused primarily on the FY24 funding lapse and the path forward for securing adequate funding, — consistent with the warrant article discussion earlier in the meeting.

Council on Aging: Chair Nuzzolo reported on the morning's Council on Aging meeting. A resident proposed a reading program to bring seniors and students together; the Council on Aging Director and the Superintendent have begun preliminary discussions and appear receptive to the idea. A scheduled appearance by the state delegation was postponed, but the council identified discussion topics for a future meeting, including the status of caregiver-related legislation led by Representative Kushmerek and available state programs and funding for elderly residents. Additional items included discussion of an AI-assisted minutes generation tool (HeyGov) currently licensed by the town; plans to advertise 41A tax deferrals and Circuit Breaker credits; the creation of a telehealth appointment space at the senior center for residents without home computer access; and a report that the Eagle House Supporters, under new leadership, have an active schedule of programs and two upcoming fundraisers.

XI. UPCOMING MEETINGS/EVENTS SCHEDULE

January 27 (Tri-Board Meeting)

XII. PUBLIC COMMENT**

• PUBLIC

No public comment was received.

• **TOWN MANAGER**

Town Manager Warren-Dyment offered no additional comment.

• **BOARD**

No comment by the Select Board.

XIV. ADJOURNMENT

Motion by Vice-Chair Moore to adjourn at 9:43 PM. Seconded by Clerk Emkey. Call for Vote: Five-Aye. The motion passed (5-0-0).

Respectfully Submitted,
Renee Emkey

These Minutes were reviewed and approved by the Select Board on: Tuesday, August 18, 2026