

Town of Lunenburg
Select Board Meeting Minutes
Town Hall, 17 Main Street and via Zoom
Tuesday, June 2, 2026

Members Present: Chair Renee Emkey, Vice-Chair Brian Lehtinen, and Clerk Glenn McLeod

Members Absent: None

Also Present: Jennifer Warren-Dyment, Town Manager

Public Comment Participants are listed in the minutes

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Renee Emkey called the meeting to order at 7:00 PM and led the Pledge of Allegiance. Chair Emkey 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. She 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.

ANNOUNCEMENTS

Chair Emkey announced the following:

- The Friends of the Lunenburg Public Library Spring Book and Bake Sale will be held on Saturday, June 6th. All book purchases are free-will donations accepted by cash or check. A preview sale for Friends members will be held on Friday, June 5th from 2:00 to 6:00 PM. Community members interested in volunteering may complete a membership form online or visit the library's front desk.
- The Police and Fire Annual Memorial Service, honoring the service and sacrifice of police officers, firefighters, and EMTs, will be held on Sunday, June 14th at 8:30 AM at the Public Safety Building.

PUBLIC COMMENT

Public Comment

John Bowen Jr., 162 Highland Street, addressed the Board on two matters. First, he invited the community to a Flag Day ceremony on June 14th at 1:00 PM in the back lot of North Cemetery for the honorable disposal of worn American flags from veterans' graves. He noted that he would be filming an informational video with PAC on Thursday, June 5th at 3:30 PM in the library's meeting room, and formally invited Board members, the Town Manager, and other officials and community members to participate. He then read aloud a Memorial Day speech he had prepared but was unable to deliver at the Memorial Day ceremony, honoring the town's history of military service from the Revolutionary War through present day conflicts. Mr. Bowen Jr. noted his candidacy to the United States Naval Academy Class of 2031 and his intention to serve as a commissioned officer and judge advocate in the United States Marine Corps.

Karin Menard, 672 Page Street, addressed the Board to recognize and thank the many individuals and organizations who contributed to the Spring Fair held the prior Sunday. She offered particular

recognition to Josie Gilchrist, president of the Lunenburg Business Association, whom she credited with dedicating hundreds of hours to planning and coordination. Ms. Menard also thanked the Park Commissioners, event sponsors (Lunenburg Diner, Leaf Filter Gutter Protection, and Renewal by Andersen), the Lunenburg Arts Council, Hollis Hills for providing the hayride, officers Tapley and Ortega, LBA board members, volunteers, and all attendees. The Chair echoed the thanks and added Karen Menard herself to the list of those deserving recognition.

Tom Alonzo, 284 Lancaster Avenue, thanked Ms. Menard for her remarks and expressed his appreciation for the return of a town fair tradition. He also announced that the Lunenburg Water District would hold a Special Meeting the following evening, Wednesday, June 3rd, at 6:00 PM at the high school auditorium to vote on a single article: the proposed \$47,000,000 water treatment plant. He encouraged all Water District residents to attend.

Board Comment

Chair Emkey offered a statement regarding recent social media attention directed at the town. She noted that videos had been posted involving Board and committee members, including herself, and that she had been followed to her vehicle after a prior meeting with a camera rolling. While acknowledging the legality of such recording, she expressed greater concern about the divisive and toxic responses generated on social media, including name-calling, unfounded accusations, and conspiracy theories, some of which were shared with the Lunenburg Police Department. She specifically addressed the claim that former Select Board Member Amanda Moore's medical condition is fabricated, stating it is very real and that suggesting otherwise is inaccurate and inappropriate. The Chair stated that none of the three governing bodies, the School Committee, Finance Committee, or Select Board, had voted to revisit the balanced budget or the failed override since the annual town election, and that she believed the margin of the override vote sent a clear message. She called on the community to move forward constructively, focused on identifying and implementing solutions rather than engaging in divisive rhetoric.

PUBLIC HEARINGS

No public hearings were held.

APPOINTMENTS, RATIFICATIONS, AND RESIGNATIONS

Acknowledgment of the Resignation of Caesar Nuzzolo, Clerk of the Select Board, effective May 22, 2026

Chair Emkey acknowledged the resignation of Caesar Nuzzolo as Clerk of the Select Board, effective May 22, 2026, noting that this resignation creates a second vacancy on the Board, to be addressed under the special election agenda item.

Town Manager and Select Board's Appointment of Andrew Valliere as Representative of Non-Union Employees to the Sick Leave Bank Committee, Term to Expire June 30, 2027

Town Manager Jennifer Warren-Dyment explained that the Sick Leave Bank Committee is comprised of union representatives from each bargaining unit, plus one representative for non-union personnel. The position was opened to all non-union staff and Andrew Valliere, the Sewer Business Manager, volunteered. The Board moved to appoint him.

Motion by Vice-Chair Brian Lehtinen to appoint Andrew Valliere as Representative of Non-Union Employees to the Sick Leave Bank Committee, term to expire June 30, 2027. Seconded by Clerk Glenn McLeod. Call for the vote: Three – aye. The motion passed unanimously (3-0-0).

Ratification of the Town Manager's Appointment of Cedric Robinson as Seasonal Cemetery Laborer

Ratification of the Town Manager's Appointment of Michael Clark Jr. as Seasonal Cemetery Laborer

Town Manager Jennifer Warren-Dyment advised the Board that a previously appointed seasonal cemetery laborer had found other employment, leaving openings. Due to the need to process the appointments quickly, full vetting had not yet been completed, and she requested the Board approve both appointments contingent upon satisfactory due diligence by the Assistant Town Manager/Human Resources Director.

Motion by Vice-Chair Brian Lehtinen to ratify the Town Manager's appointment of Cedric Robinson as Seasonal Cemetery Laborer and Michael Clark Jr. as Seasonal Cemetery Laborer, contingent upon vetting by the Assistant Town Manager/Human Resources Director. Seconded by Clerk McLeod. Call for the vote: Three – aye. The motion passed unanimously (3-0-0).

TOWN MANAGER REPORT

Town Manager Warren-Dyment delivered the following updates:

Food Pantry: Town staff and officials met with Nancy Beach of the food pantry to discuss potential relocation sites. After exploring several privately owned properties, the food pantry is revisiting the option of utilizing town-owned property with mobile trailers as a temporary location. The prime area identified is behind TC Passios, on land controlled by the School Committee. School officials have been invited to participate in further discussions, and a site walk with Ms. Beach and relevant staff is being coordinated.

Staff Training Day: Town Hall and the Ritter Building will be closed on Tuesday, June 9th for an all-day staff training. The morning session will cover updating and maintaining the Town website, as those responsibilities are being returned to individual departments as of July 1st following the departure of IT and Communications Manager Kara McCarthy. The afternoon session will cover accounts payable processing, Munis, and the use of the Suzor IT virtual help desk.

Flag Burning Ceremony: A flag burning ceremony is being planned for June 14th at 1:00 PM. Scouts have been contacted about partnering in the event. Town Manager Warren-Dyment noted that Mr. Bowen Jr. has a prior commitment on that date but acknowledged his efforts in promoting the event.

Vandalism at TC Passios: The Town Manager informed the Board and public of two break-ins at TC Passios during the Memorial Day weekend. Smoke extinguishers were deployed and minor damage occurred, including broken toilets. The Lunenburg Police Department investigated, solved the case, and restitution is being handled by the department.

Recruitments: Active recruitment efforts are underway for the following positions: Outreach Coordinator (36 hours/week), Principal Assessor (40 hours/week), three full-time Firefighter/Paramedic positions (42 hours/week), a Police Officer (40 hours/week), and seasonal lifeguards.

NEW BUSINESS

Special Event Application for Shrieks and Krieks Haunted House and Hayride Festival by Michelle Belleza, Executive Director for The Club: Lunenburg Teen Center, to be held on Saturday, October 17, 2026

Andrew Woods, Robin Baldwin, and Molly Belliveau of The Club: Lunenburg Teen Center located at 15 Memorial Drive appeared before the Board to seek approval of a special event application for the Shrieks and Creeks Haunted House and Hayride Festival, to be held on Saturday, October 17, 2026 from 4:00 PM to 9:30 PM, with a rain date of October 24, 2026. The Board noted that requirements for abutters notice, insurance, and a public hearing had been waived at a prior meeting. The applicants noted the only change from the prior year was a start time half an hour earlier to allow more time for younger attendees. A less-scary segment for younger children will run from 4:00 to 6:00 PM.

Motion by Vice-Chair Lehtinen to approve the Special Event Application for Shrieks and Creeks Haunted House and Hayride Festival to be held on Saturday, October 17, 2026.

Seconded by Clerk McLeod. Call for the vote: Three – aye. The motion passed unanimously (3-0-0).

Reorganization of Select Board (Clerk)

Dut to the resignation of Caesar Nuzzolo from the Board, the position of Clerk required reassignment.

Motion by Vice-Chair Lehtinen to nominate Select Board Member Glenn McLeod as Clerk of the Select Board. Seconded by Chair Emkey. Clerk McLeod accepted the nomination. Call for the vote: Three – aye. The motion passed unanimously (3-0-0).

Review of Select Board Liaisons and Representatives

The Board reviewed the liaison and representative assignments previously held by Caesar Nuzzolo. The following interim assignments were made pending the filling of the two Board vacancies:

- Capital Planning Committee: Vice-Chair Lehtinen agreed to serve as liaison on an interim basis.
- Council on Aging: Clerk McLeod agreed to serve as liaison on an interim basis.
- Middle/High School Civics Class: Chair Emkey agreed to assume this role, consistent with prior practice of the chair serving in this function.
- 300th Anniversary Committee: Chair Emkey agreed to serve as liaison on an interim basis, noting the committee meets Monday evenings. The Board agreed to reassign when a full board is seated.

Town Manager Warren-Dyment noted that the MRPC representative role is typically filled by the Planning Board as the primary representative, with the Select Board serving as secondary or

alternate, and that this role was not expected to be a concern over the summer with the current reduced Board membership.

Set Date for Special Town Election for Select Board Vacancies

Chair Emkey reviewed a tentative election schedule prepared by the Town Clerk. The Town Clerk indicated she could hold the special election on either August 1st or August 8th but did not wish to go beyond August 8th due to the September primary. Chair Emkey noted that under an August 1st election date, the last day to obtain nomination papers would be June 11th, only nine days from the meeting date, which the Board found to be an insufficient window for potential candidates. The Board agreed to set August 8th as the election date, which would extend the nomination paper deadline by one week.

Motion by Vice-Chair Lehtinen to set the Special Town Election date for Saturday, August 8, 2026. Seconded by Clerk McLeod. Call for the vote: Three – aye. The motion passed unanimously (3-0-0).

Chair Emkey announced for the public that nomination papers are currently available from the Town Clerk's office, 50 signatures are required, the last day to obtain papers is anticipated to be Thursday, June 18th, and the last day to submit completed papers is anticipated to be Saturday, June 20th. She noted these dates are subject to confirmation by the Town Clerk.

Annual Select Board Appointments – Review of New Applicants, Renewals, and Non-Renewals

Chair Emkey led the Board through a review of the annual appointments process. Per the Board's appointment policy, applicants must be interviewed when the number of applicants exceeds the number of vacancies. The Chair identified the following committees as having more applicants than available seats, requiring interviews: APDC (four applicants for two seats), Conservation Commission (four applicants for two seats), Council on Aging (five applicants for three seats), and Historical Commission (two applicants for one seat). The Cultural Council and Green Communities Committee were also discussed; the Cultural Council was noted as having more than enough vacancies for the three interested applicants, and Green Communities has one member seat and two associate positions with two interested applicants.

The Board agreed to act immediately on the Cable Advisory Committee and Zoning Board of Appeals, where applicants equal available vacancies. The remaining applicants, David Bartlett, Richard Taylor, Heather Gleason, Mali Wagner, Karla Velazquez, Pauline Roy, Vincent Acito, Stephanie Boivin, Tanya Dall, and Christopher Johnson, were identified for interview sessions. A workshop-style interview meeting was tentatively scheduled for Monday, June 15th at 7:00 PM, pending availability of applicants and a confirmed location.

Cable Advisory Committee: Karin Menard and Thomas Bodkin Jr. were the only applicants for the two available seats. The Cable Advisory Committee has no fixed term.

Motion to appoint Karin Menard and Thomas Bodkin Jr. to the Cable Advisory Committee was made by Vice-Chair Lehtinen and seconded by Clerk McLeod. Call for the vote: Three – aye. The motion passed unanimously (3-0-0).

Zoning Board of Appeals (ZBA): Karin Menard was the sole applicant for a full member seat, with a five-year term expiring June 30, 2031.

Motion by Vice-Chair Lehtinen to appoint Karin Menard as Full Member of the Zoning Board of Appeals, term to expire June 30, 2031. Seconded by Clerk McLeod. Call for the vote: Three – aye. The motion passed unanimously (3-0-0).

Agricultural Commission: Jennifer Duffy and Kim Muzzi submitted reappointment applications, and no competing applications were received. Kim Muzzi's appointment is as an associate member.

Motion by Vice-Chair Lehtinen to appoint Jennifer Duffy and Kim Muzzi (as Associate Member) to the Agricultural Commission, terms expiring 2029. Seconded by Clerk McLeod. Call for the vote: Three – aye. The motion passed unanimously (3-0-0).

Public Access Corporation (PAC): Steve Walker submitted a reappointment application for one of the expiring terms. One vacancy remains and will be addressed at the upcoming appointments workshop.

Motion by Vice-Chair Lehtinen to appoint Steve Walker to the Public Access Corporation (PAC), term expiring 2029. Seconded by Clerk McLeod. Call for the vote: Three – aye. The motion passed unanimously (3-0-0).

The Board noted the following pending reappointment applications to be acted upon at a subsequent meeting: Nathan Lockwood (APDC), Andrew Gillis (APDC), Elena Christopher (Council on Aging), and Richard Bursch (Conservation Commission).

Declaration of Surplus: Adult Activity Center Furnishing

Town Manager Warren-Dyment presented a request from Adult Activity Center Director Deb Goodsell to declare two fabric loveseats and two fabric chairs with matching pillows as surplus, as the center is replacing its furniture.

Motion by Vice-Chair Lehtinen to declare two fabric loveseats and two fabric chairs with matching pillows from the Adult Activity Center as surplus. Seconded by Clerk McLeod. Call for the vote: Three – aye. The motion passed unanimously (3-0-0).

OLD BUSINESS

Town Manager's Annual Evaluation

Chair Emkey explained the annual Town Manager evaluation process for the record, as no current Board member had previously participated in the process, and it had not been completed for three years. Each Board member completes an individual evaluation form covering eight topic areas, meets one-on-one with the Town Manager, and the Town Manager also completes a self-assessment. The individual evaluations are compiled by the Select Board Chair in a manner that protects individual identities, and the resulting composite is presented publicly and becomes part of the public record. Individual evaluations are retained in the Town Manager's personnel file.

Chair Emkey noted that due to unusual circumstances this evaluation cycle, the four individual evaluations submitted were sent to labor counsel to prepare the composite, as the prior Chair was unable to complete the task. Chair Emkey then prepared a summary of Labor Counsel's composite for public presentation. Board members were given time to review the document prior to its public reading.

Chair Emkey read the compiled evaluation summary, which covered the following eight areas:

- Individual Characteristics and Professionalism: The Town Manager was recognized for integrity, transparency, accountability, and ethical leadership. Communication style was identified as an area for continued development, particularly in high-pressure situations and when addressing varied audiences.
- Problem Solving, Decision Making, and Planning: Identified as one of the Town Manager's strongest areas. The Board recognized her sound judgment, adaptability, and ability to bring timely and thoughtful recommendations forward under significant financial and operational pressures.
- Professional Skills and Knowledge: The Board recognized the Town Manager's strong professional competence across municipal responsibilities, with her legal background noted as a significant asset. Meaningful growth in municipal finance was also acknowledged.
- Organizational Leadership and Personnel Management: The Board recognized progress in collaborative leadership, successful labor negotiations, and steps taken to strengthen accountability. Continued attention to staff morale, onboarding, internal communication, and performance management was identified as an important area for ongoing development.
- Community and Public Relations: The Board recognized the Town Manager's commitment to public engagement and transparency during a particularly difficult year. Continued improvement in resident-centered communication and composure in high-stress public settings was noted as important for strengthening community trust.
- Fiscal Management: Identified as a defining focus of the evaluation period. The Board recognized substantial efforts to stabilize financial operations and improve transparency under difficult circumstances, while emphasizing that long-term financial planning, internal controls, and fiscal sustainability must remain ongoing priorities.
- Relations with Members of the Board: Characterized as a strong professional working relationship marked by openness, preparedness, responsiveness, and trust. The overall assessment in this area was notably positive.
- Reporting: The Board recognized meaningful progress in transparency, particularly regarding the finance department transition and budget development. Continued evolution toward more proactive, resident-friendly, and clearly structured reporting was encouraged.

Chair Emkey read the compiled best achievement, noting recognition for the Town Manager's efforts in stabilizing the finance department and improving transparency of financial management and decision-making. Areas identified for continued attention included communication style in high-stress situations, internal processes and policies, formal management practices, and fostering a collaborative and supportive work environment.

The general comments noted that the Town Manager performed at a high level under exceptionally difficult circumstances and that her efforts have established the foundation needed for continued organizational improvement.

Town Manager Warren-Dyment thanked the Board for their individualized feedback and acknowledged that challenges are likely to continue, expressing her commitment to continued growth and collaboration with the Board.

Motion by Vice-Chair Lehtinen to accept the FY26 Annual Town Manager Performance Evaluation as read. Seconded by Select Board Member Glenn McLeod. Call for the vote: Three – aye. The motion passed unanimously (3-0-0).

Chair Emkey noted that Board members would sign the evaluation document for inclusion in the Town Manager's personnel file.

MINUTES*/WARRANTS/ACTION ITEMS

Minutes

Chair Emkey noted that seven sets of minutes were available for approval in the Board's shared folder.

Motion by Vice-Chair Lehtinen to approve the Select Board meeting minutes of July 17, 2024, August 13, 2024, August 20, 2024, September 3, 2024, September 17, 2024, September 24, 2024, and October 15, 2024. Seconded by Clerk McLeod. Call for the vote: Three – aye. The motion passed unanimously (3-0-0).

Chair Emkey noted that additional sets of minutes from 2025 remain outstanding. The Board discussed the status of outstanding minutes and agreed that each of the three members would take responsibility for reviewing and approving seven additional sets to clear the backlog by end of June. Town Manager Warren-Dyment noted that the minutes were drafted by contract minute writers and Board members should check carefully for copy-paste errors, date inaccuracies, and spelling of names and addresses.

Warrants

None.

COMMITTEE REPORTS

Lunenburg Municipal Building Design Committee: Vice-Chair Lehtinen reported that the committee met the prior Monday to discuss community expectations following the election and upcoming transitions with two new Select Board members expected. The committee will meet again on June 15th to review survey results.

Finance Committee: Chair Emkey reported that the Finance Committee met the prior week and discussed the Town Meeting vote and the need to revisit existing and absent financial policies. The meeting was also Jean's last as a member, leaving a current vacancy on the committee. The committee spoke highly of the Tri-Board meeting format and expressed interest in having department heads present budgets to the Finance Committee earlier in the budget process.

UPCOMING MEETINGS/EVENTS SCHEDULE

- Appointments Workshop (tentative): Monday, June 15, 2026 at 7:00 PM
- Regular Select Board Meeting: June 16, 2026
- Regular Select Board Meeting: July 7, 2026

Chair Emkey noted that a goals workshop should be planned for the summer and suggested July as a possible timeframe, acknowledging that waiting for a full Board seated in August was an alternative. Town Manager Warren-Dyment noted that department head feedback on goals would be gathered at a meeting the following day to inform the upcoming workshop.

PUBLIC COMMENT**

• PUBLIC

Richard Howard, 26 Connell Drive, addressed the Board to request appointment to a current vacancy on the Trust Fund Commission, noting the commission lacks a quorum and is therefore unable to fulfill its obligations to donors and potential fund recipients. Mr. Howard noted prior service on the Finance Committee, the Charter Review Commission, and the Trust Fund Commission from May 2025 to May 2026, and confirmed he is current on his Mass Ethics training. Town Manager Warren-Dyment clarified that the Trust Fund Commission is an elected body and that an appointment would require a joint meeting of the Trust Fund Commission and the Select Board. Because the commission currently lacks a quorum, the standard appointment mechanism is not available. Chair Emkey agreed to consult with Town Counsel on the appropriate process and follow up.

• TOWN MANAGER

Town Manager Warren-Dyment offered no additional comment.

• BOARD

No comment by the Select Board.

EXECUTIVE SESSION

Executive Session pursuant to M G.L. c.30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (Open Meeting Law, G.L. c. 30A, §§ 22(f), (g)- Burden Request for Executive Session Minutes.

No Executive Session was held at this meeting.

ADJOURNMENT

Motion to adjourn at 8:56 PM was made by Vice-Chair Lehtinen and seconded by Clerk McLeod. Call for Vote: Three-Aye. The motion passed unanimously (3-0-0).

Respectfully Submitted,
Renee Emkey

These Minutes were reviewed and approved by the Select Board on: Tuesday, October 20, 2026