

Town of Lunenburg
Select Board Meeting Minutes
Town Hall, 17 Main Street and via Zoom
Tuesday, May 13, 2025

Members Present: Chair Caesar Nuzzolo, Vice-Chair Michael-Ray Jeffreys, Clerk Amanda Moore, Member Tom Alonzo

Members Absent: Member Renee Emkey

Also Present: Jennifer Warren-Dyment, Town Manager
Public Comment Participants are listed in the minutes

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 Caesar Nuzzolo informed attendees that the meeting was being recorded and broadcast live and would be uploaded to YouTube after 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.

RECOGNIZE OUTGOING SELECT BOARD MEMBERS TOM ALONZO & MICHAEL-RAY JEFFREYS

State Senator John Cronin and Representative Margaret Scarsdale presented citations to Vice-Chair Michael-Ray Jeffreys and Member Tom Alonzo. Representative Scarsdale stated that both members have been integral partners with the State delegation. Senator Cronin echoed the sentiment of Representative Scarsdale. Senator Cronin noted the leadership of the Board.

Police Chief Jeffrey Thibodeau presented the outgoing members with a certificate of appreciation from the Lunenburg Police Department.

Chair Nuzzolo presented the outgoing members with gifts on behalf of the Select Board and the Town Manager.

Town Manager Warren-Dyment thanked the outgoing members for onboarding her to the Town of Lunenburg. She stated that the outgoing members led by example and did what was best for the community, and did so with grace and respect.

Clerk Amanda Moore thanked the outgoing members for their steadfast service to the Town.

Lou Franco, 250 Arbor Street: thanked Senator Cronin and Representative Scarsdale for presenting the outgoing members with citations. Mr. Franco stated that the outgoing members were mentors and colleagues to him. Mr. Franco thanked both of them for their service to the Town.

Vice-Chair Jeffreys thanked the community, Member Alonzo, Board members, Town staff, and State delegation.

Member Alonzo stated that the Town is run by volunteers, and it is a shared responsibility. Member Alonzo stated that this is always available to volunteer and serve on a board or committee. Member Alonzo thanked Vice-Chair Jeffreys, Board members, Town staff, and State delegation.

APPOINTMENTS, RATIFICATIONS, AND RESIGNATIONS

- **Ratification of the Town Manager's Appointment of Brody Tapply as Police Officer**
The Police Chief stated that he and Town staff interviewed six candidates and recommended Brody Tapply as a Police Officer. Chief Thibodeau stated that Mr. Tapply is a resident of Lunenburg and graduated from Lunenburg High School in 2021. Chief Thibodeau stated that he is currently enrolled in the criminal justice program at Fitchburg State University.

Mr. Tapply thanked the Town Manager and the Police Department for their continued guidance.

Motion by Chair Nuzzolo to ratify the Town Manager's Appointment of Brody Tapply as Student Police Officer, effective May 18, 2025. Seconded by Vice-Chair Jeffreys. Call for the vote: Four-aye. The motion passed unanimously (4-0-0).

PUBLIC COMMENT

Board Comment

Chair Nuzzolo thanked the organizers of the Town Fair for putting together a well-managed and well-attended event.

Member Alonzo thanked all those who were involved and attended the "Are You Smarter than a Sixth Grader" event.

Public Comment

Peter Beardmore, 282 Pleasant Street: congratulated the outgoing Board members for their dedication. Mr. Beardmore was concerned about remarks made at the last Town Meeting. Mr. Beardmore described the May Town Meeting Citizens' Petition to appropriate contingent upon revenue to fund portions of the School budget.

Dave Rogers, 82 Highland Street: thanked the outgoing Board members for their efforts in the Town.

Mary Foyle, 985 Flat Hill Road: thanked the outgoing Board members. Ms. Foyle stated that she appreciates the fiduciary responsibility of the Select Board. Ms. Foyle stated that as an employee, she saw that budget cuts and firings take a toll on employee morale.

ANNOUNCEMENTS

Chair Nuzzolo stated that the Annual Town Election is this Saturday from 7:00 a.m. to 5:00 p.m. in the TC Passios Building. Chair Nuzzolo stated that there are two more yard waste collection days on Saturday, May 17th and Saturday, May 31st. Chair Nuzzolo stated that it will be held at the landfill on Young's Road from 8:00 a.m. to 4:00 p.m. Chair Nuzzolo stated that there will be a classic car cruise night on May 21st from 4:00 p.m. to 8:00 p.m. on Memorial Drive to the TC Passios Building. He stated that is being hosted by the Lunenburg Community Food Pantry, the Lion's Club, the PTO, and the Club Teen Center. He stated that the rain date is May 28th.

COMMUNICATIONS FROM OTHER BOARDS

None.

SCHEDULED MEETINGS AND HEARINGS

7:15 Presentation by LHS Cares on Lunenburg Trash Clean Up (Civics class project) on May 31st, 9am-12pm

Grace, Lola, Emma, Madison and Ava spoke to the Board regarding their civics class project in the 10th grade. The students described their proposal of a Lunenburg Trash Clean Up on May 31st. The students stated that the cleanup will be surrounding the Town Center. Chair Nuzzolo noted that there should be chaperones for each of the six sections. Town Manager Warren-Dyment stated that volunteers should not be picking up and removing large discarded debris as it may pose a safety hazard.

Motion by Member Alonzo to co-sponsor the LHS Cares Lunenburg Trash Clean Up event on May 31st from 9:00 a.m. to 12:00 p.m. Seconded by Vice-Chair Jeffreys. Call for the vote: Four-aye. The motion passed unanimously (4-0-0).

APPOINTMENTS, RATIFICATIONS, AND RESIGNATIONS (CONTINUED)

- **Ratification of the Town Manager's Appointment of Brody Tapply as Police Officer**
- **Ratification of the Town Manager's Appointment of Jarrod Bowser as Seasonal Beach Director**
- **Ratification of the Town Manager's Appointment of Logan O'Connell as Executive Assistant to the Town Manager and Select Board**
- **Ratification of the Town Manager's Appointment of Brian Gingras as Land Use Director**
- **Ratification of the Town Manager's Appointment of Casey Corey as Seasonal Lifeguard**
- **Ratification of the Town Manager's Appointment of James Versoi as Seasonal Cemetery Laborer**

Motion by Vice-Chair Jeffreys to ratify the Town Manager's Appointments as described above. Seconded by Member Alonzo. Call for the vote: Four-aye. The motion passed unanimously (4-0-0).

TOWN MANAGER REPORT

Town Manager Warren-Dymont stated that the transition to the MUNIS Cloud system is taking place next week, on Thursday, May 22nd. She stated that online functions will be available during the transition. She stated that on Thursday, May 22nd there will be no in-person financial transactions in the Town. The Town Manager stated that Officers Brad McNamara and Jenna Morris were critical in an investigation regarding the arrest of an individual charged with allegedly soliciting an underage college applicant.

The Town Manager stated that T-Mobile is servicing the cell towers on the Town Hall roof. She stated that the work is not related to the weathervane. She stated that the renovations to the kitchen in the adult activity center have been completed and is back in use. She stated that the slate roof at the Ritter Building is completed. The Town Manager stated that bids were opened on May 5th for the DPW Support Services contract. She stated that the Town received one bid from the current contractor. She stated that the cracked ceiling bid received one bid that was slightly higher but within the budget.

The Town Manager stated that there is now a vacancy in the Planning Department for an Administrative Assistant at 36 hours a week with an anticipated start date of July 1, 2025. The Town Manager stated that interviews are being scheduled for the Conservation Administrative Assistant at 10 hours per week. She stated that Board Clerk/Secretary positions are advertised. She stated that there is an open position for a dietary aide that is 9 hours per week. The Town Manager stated that the Land Use Director position has not yet been posted. She stated that there will be several appointments at future Board meetings for seasonal lifeguard positions.

The Town Manager stated that applications are being accepted for board and committee positions for two more days. She described the vacancies and expirations for FY2026 as follows:

- Agricultural Commission (1 Vacancy)
- Architectural Preservation District Commission (1 Vacancy and 2 Expiring Terms)
- ADA Commission (1 Expiring Term)
- Conservation Commission (3 Expiring Terms only 1 is seeking reappointment)
- Council on Aging (4 Terms Expiring)
- Cultural Council (2 Vacancies and 2 Terms Expiring)
- Finance Committee (2 Terms Expiring)
- Green Communities Committee (2 Associate Member Vacancies and 1 Term Expiring)
- Historical Commission (2 Vacancies)
- Personnel Committee (5 Vacancies)
- PACC (1 Vacancy and 1 Term Expiring)

- Stormwater Task Force (1 Vacancy)
- Zoning Board of Appeals (1 Vacancy and 3 Terms Expiring)

NEW BUSINESS

1. Memorandum of Agreement between the Town of Lunenburg and the Lunenburg Public Employee Committee (FY 2026 Health Insurance)

Town Manager Warren-Dyment stated that the agreement is a one-year extension. She stated that all member groups met and voted upon the extension. She stated that the Town will be working with the PEC for FY 2027.

Motion by Vice-Chair Jeffreys to approve the Memorandum of Agreement between the Town of Lunenburg and the Lunenburg Public Employee Committee (FY 2026 Health Insurance). Seconded by Member Alonzo. Call for the vote: Four-aye. The motion passed unanimously (4-0-0).

2. Discussion on Bylaw Review

Chair Nuzzolo stated that the Annual Bylaw Review per the Town Charter must occur. He stated that the Bylaw Review Committee will be comprised of the Town Clerk, two members appointed by the Town Moderator, and two members appointed by the Select Board. He stated that the Committee will draft recommendations for substantive changes as deemed necessary or advisable.

Vice-Chair Jeffreys stated that the last Bylaw Review coincided with the Town Charter review and changes were incorporated into the Bylaws. Chair Nuzzolo stated that if residents are interested in joining the Bylaw Review Committee they would complete the form, and the Board will appoint as necessary.

Motion by Vice-Chair Jeffreys to create a Bylaw Review Committee consistent with the Town Charter. Seconded by Member Alonzo. Call for the vote: Four-aye. The motion passed unanimously (4-0-0).

OLD BUSINESS

1. Discussion on Sick Leave Bank Policy

Tabled until a further meeting.

2. Discussion on Acceptance of Gift Policy

Tabled until a further meeting.

3. Tax Investigation Report

Vice-Chair Jeffreys incorporated comments from Member Alonzo from last week's meeting. Vice-Chair Jeffreys stated that on page 13, Member Alonzo asked for a more expansive

statement regarding the mailings. Vice-Chair Jeffreys stated that an additional substantive change is in the Executive Summary, which now includes corrective actions that were identified by the Department of Revenue. Chair Nuzzolo stated that the Board will need to vote upon the acceptance of the report at a future meeting.

4. 56 Carr Avenue: Sell or Hold

Tabled until a further meeting.

5. Discussion on Budget Task Force Charge

Member Alonzo stated that he does not believe a Budget Task Force is necessary. He stated that the Board, Finance Committee, and School Committee should request the Town Manager and the Superintendent to provide a set of data. He stated that there should be a joint meeting to review.

Vice-Chair Jeffreys agrees with Member Alonzo. Vice-Chair Jeffreys stated that he believes the budget planning should fall within the purview of the Select Board and School Committee. He stated that an area of improvement is better communication with the Select Board and School Committee.

Town Manager Warren-Dyment stated that she has had conversations with Member Emkey, who is not present at the meeting. The Town Manager stated that Member Emkey would agree with the sentiments of Vice-Chair Jeffreys and Member Alonzo.

Clerk Moore stated that there should be more regularly scheduled joint meetings with the School Committee.

MINUTES/WARRANTS/ACTION ITEMS

Warrants

Accounts Payable warrant in the amount of \$328,059.72

Action Items

Vice-Chair Jeffreys stated that he requests that the Town Manager and the Town Clerk add the Town Election and Town Meeting results on the website.

COMMITTEE REPORTS

Chair Nuzzolo stated that he attended a recent Council on Aging meeting. He said that their plan in FY2027 is to add a Program Coordinator position. He said that they are looking to modify the position name of Outreach Coordinator to Assistant Director. Chair Nuzzolo stated that summer concerts and other activities are beginning in June. Chair Nuzzolo stated that they are considering moving band concerts to the gazebo. Chair Nuzzolo stated that the Council on Aging is looking into utilizing more capabilities from My Senior Center to process and accept payments for programs.

UPCOMING MEETING/EVENTS SCHEDULE

Chair Nuzzolo announced that the Select Board will be meeting on May 20 with a new Select Board slate.

PUBLIC COMMENT

Town Manager Comment

None.

Public Comment

John Bowen Jr., 162 Highland Street (via Zoom): thanked Vice-Chair Jeffreys and Member Nuzzolo for their service to the United States. He thanked the outgoing members for their service to the Town of Lunenburg. He stated that he is organizing the placement of cemetery stake flags on veterans' graves on Memorial Day. He stated that this will occur on Saturday, May 24, 2025 at the North Cemetery and he is looking for volunteers.

John Bowen, 162 Highland Street: thanked Vice-Chair Jeffreys, and Member Alonzo thanked them for their service. He stated that the Town needs to invest in the Cemeteries and make it a priority.

Board Comment

None.

ADJOURNMENT

Member Alonzo moved to adjourn. Seconded by Vice-Chair Jeffreys. Call for the vote: Four-aye. The motion passed unanimously (4-0-0).

Meeting adjourned at 8:53 P.M.

Respectfully Submitted,

Anthony Senesi,
Minute Clerk

These Minutes were reviewed and approved by the Select Board on:
Tuesday July 7, 2026

Vice- Chair Lehtinen made the Motion to Approve the minutes of May 13, 2025. Seconded by Clerk McLeod. Call for the Vote: Three-aye. Motion Passed unanimously (3-0-0).