

Town of Lunenburg
Select Board Meeting Minutes
Town Hall, 17 Main Street and via Zoom
Tuesday, May 20, 2025

Members Present: Chair Caesar Nuzzolo, Vice-Chair Renee Emkey, Clerk Amanda Moore, Member Brian Lehtinen, and Member Glenn Mcleod

Members Absent: None

Also Present: Jennifer Warren, Town Manager

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 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.

PUBLIC COMMENT

Board Comment

Member Emkey congratulated the newly elected members, Brian Lehtinen and Glenn Mcleod. Chair Nuzzolo welcomed the new members and thanked the election workers and all who were on the ballot.

REORGANIZATION OF THE SELECT BOARD

Chair Nuzzolo explained that each of the three seats — Chair, Vice-Chair, and Clerk — would require a nomination, a second, and a vote.

Motion by Clerk Amanda Moore to nominate Caesar Nuzzolo as Chair. Seconded by Vice-Chair Emkey. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).

Motion by Chair Nuzzolo to nominate Amanda Moore as Vice-Chair. Seconded by Vice-Chair Emkey. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).

Motion by Vice-Chair Moore to nominate Renee Emkey as Clerk. Seconded by Member Lehtinen. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).

The members adjusted their seating order in accordance with their new positions.

ANNOUNCEMENTS

Chair Nuzzolo announced the Classic Cruise Night scheduled for May 21 from 4:00 PM to 8:00 PM on Memorial Drive to T.C. Passios, hosted by the Lunenburg Community Food Pantry, Lions Club, PTO, and The Club Teen Center. The event is free with music, food, games, and prizes. The rain date is May 28.

The annual Memorial Day Ceremony will take place Monday, May 26 at 10:00 AM at Veterans Memorial Park on Massachusetts Avenue.

The final yard waste collection day will be Saturday, May 31.

The Friends of the Lunenburg Public Library Book and Bake Sale will be held Saturday, June 7 from 9:00 AM to 2:00 PM. A preview sale for members will be held Friday, June 6 from 2:00 PM to 6:00 PM. Membership is available for \$25 annually. Proceeds support library programming.

Town Manager announced the Hickory Hills “Symphony of Art” Auction on June 14 from 2:00 PM to 5:00 PM. Proceeds will benefit Hickory Hills Lake Restoration and the Lunenburg High School Art Department. Artwork will be on display at the Library from June 4 through June 13.

SCHEDULED MEETINGS AND HEARINGS

Public Hearing: Special Event License and One Day Beer and Wine License — St. Boniface

The Lunenburg Licensing Authority held a public hearing at 7:10 PM on the application submitted by St. Boniface for a Special Event Permit and One Day Beer and Wine License for “The Sounds of Jubilee” 75-Year Diamond Jubilee on June 22, 2025 from 12:00 PM to 8:00 PM.

Tim Murphy and Tom Bodkin represented St. Boniface. The event celebrates the parish’s 75th anniversary. There will be a tent, food from Il Forno, and live music. Approximately 200 attendees are expected, with capacity for 400. Parking will be available at the church and nearby locations. The Town Manager confirmed the application was in order.

Motion by Vice-Chair Moore to close the public hearing. Seconded by Clerk Emkey. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).

Motion by Clerk Emkey to approve the Special Event License and One Day Beer and Wine License for “The Sounds of Jubilee” on June 22, 2025 from 12:00 PM to 8:00 PM. Seconded by Vice-Chair Moore. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).

APPOINTMENTS, RATIFICATIONS, AND RESIGNATIONS

Ratification of the Town Manager’s Appointment of Peter Schmidt as Seasonal Cemetery Laborer

Motion by Member Lehtinen to ratify the Town Manager’s appointment of Peter Schmidt as Seasonal Cemetery Laborer. Seconded by Vice-Chair Moore. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).

Ratification of the Town Manager’s Appointments of Andrea Mattson and Olivia Coronella as Seasonal Lifeguards

Motion by Vice-Chair Moore to ratify the Town Manager’s appointments of Andrea Mattson and Olivia Coronella as Seasonal Lifeguards. Seconded by Member Lehtinen. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).

Acknowledgement of the Resignation of Brandon Kibbe from the Open Space Committee

The Board acknowledged the resignation and thanked Mr. Kibbe for his years of service.

TOWN MANAGER REPORT

The Town has been awarded \$99,335 through the Clean Water State Revolving Fund, to be matched with \$59,565 locally, for stormwater asset management and compliance planning.

The Cultural Council was awarded \$9,200.

The Town’s financial system is transitioning to cloud-based services.

Select Board licensing records are being digitized.

Project updates were provided regarding the Ritter Building roof, T.C. Passios partial decommissioning planning, Wallace Park Court resurfacing, and capital project bid preparation.

Recruitment updates were provided for several open positions.

Board and Committee vacancies were discussed. The deadline for applications was extended to May 30.

NEW BUSINESS

Review Letter of Support for Senate Bill 400 (Chapter 70 Modernization)

Motion by Member Lehtinen to approve the letter of support for Senate Bill 400 as amended. Seconded by Vice-Chair Moore. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).

Delegation of Noncriminal Disposition Enforcement Authority — Chapter 232 (Unregistered Vehicles)

Motion by Clerk Emkey to delegate the Select Board’s noncriminal disposition enforcement authority of Chapter 232 (Unregistered Vehicles) to the Building Commissioner. Seconded by Member Lehtinen. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).

Declaration of Surplus Property — Adult Activity Center Furnishings

Motion by Vice-Chair Moore to declare the listed items from the Council on Aging Director as surplus property. Seconded by Member Mcleod. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).

Select Board Liaison Assignments

The following assignments were made:

Chair Nuzzolo: Council on Aging, Middle High School Classes (with Vice Chair Moore),
Vice Chair Moore: Master Plan Steering Committee, Economic Development Committee,
Middle High School Classes (with Chair Nuzzolo), 300th Committee
Clerk Emkey: Finance Committee, Appointing Committee, formerly also Americans With
Disabilities Act, Storm Water Task Force
Member Lehtinen: School Committee, Board of Assessors, Municipal Building Design
Committee
Member McLeod: Agricultural Commission, Library Trustees, Planning Board, Open Space,
MART/MNPO/MRPC

OLD BUSINESS

Discussion on Sick Leave Bank Policy

The Board reviewed updates to the proposed Sick Leave Bank Policy and discussed structure, enrollment, thresholds, committee composition, and bargaining unit feedback. The policy will return for further discussion.

Discussion on Acceptance of Gift Policy

To be discussed in June.

Tax Investigation Report

The Board will review the full report and revisit in June before approval and release.

56 Carr Avenue — Sell or Hold

An informational appraisal will be conducted and a site visit scheduled.

MINUTES/WARRANTS/ACTION ITEMS

No minutes or warrants.

Action Items were reviewed. A workshop for Select Board and Town Manager goals will be scheduled for June 9. The June 10 meeting will be canceled.

COMMITTEE REPORTS

No reports. A joint meeting with the Sewer Commission is scheduled.

UPCOMING MEETING/EVENTS SCHEDULE

Select Board Meeting on June 3.

PUBLIC COMMENT

Town Manager Comment: none

Public Comment: None

ADJOURNMENT

Member Emkey moved to adjourn. Seconded by Member Lehtinen. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).

Meeting adjourned at 9:09 PM.

Respectfully Submitted,

Sharon Jordan

These minutes were reviewed and approved by the Select Board on Tuesday June 16, 2026.