

Town of Lunenburg
Select Board Meeting Minutes
Town Hall, 17 Main Street and via Zoom
Tuesday, May 19, 2026

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

Members Absent: Vice-Chair Amanda Moore (resignation announcement made during meeting)

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 7:02 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. Chair Nuzzolo also noted the presence of an individual in the room recording the meeting independently.

ANNOUNCEMENTS

Chair Nuzzolo announced the third annual Classic Cruise Night, hosted by the Turkey Hill Family Lions Club, was scheduled for the following evening, May 20th, from 4:00 to 8:00 PM from Memorial Drive to TC Passios, featuring games, raffles, food, and cars, with proceeds benefiting the Food Pantry, Lions charities, and the Teen Center.

Chair Nuzzolo announced the second annual Lunenburg Spring Fair, presented by the Lunenburg Business Association, was scheduled for May 30th from 11:00 AM to 5:00 PM at TC Passios, featuring over 60 local vendors, a hayride shuttle, and live entertainment.

Chair Nuzzolo announced spring yard waste days at the landfill located off Young's Road is ending on May 30th, also noting the landfill will be closed the Saturday before Memorial Day.

PUBLIC COMMENT

PUBLIC

Tom Alonzo of 284 Lancaster Avenue announced a special meeting of the Lunenburg Water District regarding a proposed \$47 million water treatment plant was held on Wednesday, June 3rd at 6:00 PM at the Lunenburg High School auditorium. Mr. Alonzo clarified that all voters of the Water District were eligible to attend and vote, and that even non-water customers would be affected, as public buildings including schools, public safety facilities, and town hall would face increased water fee assessments if the project passed.

John Bowen Jr. of 162 Highland Street thanked all volunteers that came to the flag staking for Memorial Day this past Saturday. He also thanked DPW Cemetery Superintendent Todd Holman, DPW Director Bill Bernard, the Select Board, and the Town Manager for their support. He also announced that he had received official candidate status for the United States Naval Academy Class of 2031 and Naval Academy's Summer Seminar Program this June. Mr. Bowen also announced a flag retirement burning ceremony to honorably retire worn flags from veterans' graves, planned for Flag Day, June 14th, at his property, with a burn permit

already obtained from Fire Chief Sullivan. Chair Nuzzolo suggested that the event might be better received and more broadly attended if the flags were donated to the town and the ceremony held as a formal public event. Mr. Bowen agreed to that suggestion.

BOARD None.

PUBLIC HEARINGS AND SCHEDULED MEETINGS

Presentation from Fire Chief Patrick Sullivan on Uncollected Claims Report from Coastal Medical Billing

Chair Nuzzolo read a memorandum by Chief Patrick Sullivan discussing the uncollectible ambulance receipts. The Board considered a recommendation to write off \$107,232.09 in uncollectable bills, representing charges that for various reasons have little to no prospect of being collected. Simultaneously, the recommendation called for \$65,044.85 to be forwarded to Coastal's collection agency. The outstanding amounts included patient cost-sharing obligations after insurance, cases where patients were non-responsive to requests for insurance information, and cases where patients received insurance payments but failed to remit payment to the town

Clerk Renee Emkey motioned to write off \$107,232.09 in uncollectable ambulance billings and to forward \$65,044.85 to Coastal's collection agency for further action. Seconded by Member Glenn McLeod. Roll Call Vote: Clerk Renee Emkey- aye. Member Glenn McLeod-aye. Member Brian Lehtinen-aye. Chair Nuzzolo-aye. The motion passed (4-0-0)

APPOINTMENTS, RATIFICATIONS, AND RESIGNATIONS

Acknowledgement of the Resignation of Lynda Cajka, Principal Assessor, effective June 30, 2026

Town Manager Jennifer Warren-Dyment acknowledged the resignation of Principal Assessor Lynda Cajka effective June 30, 2026. Lynda has been with the Town about two years and helped the Town through a particularly challenging period. Town Manager Warren-Dyment thanked Ms. Cajka for her service and noted that the Town was in a better position for her contributions.

Acknowledgement of the Resignation of Jonathan Francis, Outreach Coordinator, effective May 18, 2026

Town Manager Warren-Dyment noted that Mr. Francis had been appointed only a few weeks prior and had determined that the position was not the right fit for him.

Acknowledgment of the Resignation of Amanda Moore, Vice-Chair of the Select Board, effective May 17, 2026

Chair Nuzzolo read a letter from Vice-Chair Amanda Moore announcing her decision to resign from the Select Board. Ms. Moore described her resignation as a decision made with a heavy heart, citing ongoing health issues that had become increasingly difficult to manage. She acknowledged the town's difficult circumstances, including the recent failure of the override, and expressed sadness at stepping away during a challenging time but also needs to focus on her wellbeing. She thanked residents, fellow Board members, the Town Manager, and town staff for their support and stated her intention to continue caring about Lunenburg and contributing in whatever capacity her health would allow.

Clerk Emkey acknowledged that Ms. Moore will be missed on the Board and thanked her for her time. She acknowledged that Ms. Moore's health must come first and gave her best wishes for improved health. Select

Board Member McLeod echoed Clerk Emkey's comments. Member Lehtinen added that he appreciated working with Ms. Moore, valued her perspective as a former town employee, and noted her strong support of the schools and alignment on many board issues. He also wished her the best of health.

NEW BUSINESS

Act on Nuisance Dog Complaint Submitted by George and Jennifer Burden Regarding Dogs at 41 Cortland Circle

Select Board has received a dog complaint submitted by George and Jennifer Burden. There will be a future hearing regarding the complaint, but process indicates a vote is needed to have the Animal Control Officer investigate the nuisance dog complaint.

Clerk Emkey motioned to cause an investigation to be conducted by the Animal Control Officer regarding the nuisance dog complaint submitted by George and Jennifer Burden. Seconded by Member McLeod. Roll Call Vote: Member McLeod-aye. Clerk Emkey-aye. Member Lehtinen-aye. Chair Nuzzolo-aye. The motion passed (4-0-0)

Discussion and Potential Votes on Calling a Special Town Meeting and/or Special Town Election

Chair Nuzzolo opened discussion on the need to fill Ms. Moore's vacancy and that a Special Town Election would need to be held to do so. The Board agreed to continue discussions at a future meeting once the Town Clerk is able to give an election timeline.

Chair Nuzzolo also stated that he has received requests from residents for a Special Town Meeting in the wake of the failed override.

Clerk Emkey stated that we are 72 hours out from the Election, School Committee is meeting May 20th, and Finance Committee the following Thursday. Clerk Emkey recommended bringing the Tri-Board together to discuss whether the balanced budget should be brought to a Special Town Meeting. Chair Nuzzolo and Member Lehtinen agreed. Member McLeod noted that there will still be a need for an override in the coming years and his concerns on affordability are still at play. Clerk Emkey also stated that next steps should be decided now to avoid derailing of any progress that has already been made.

Reorganization of Select Board

Member McLeod nominated Member Lehtinen as Select Board Chair. Member Lehtinen stated he would consider, but there are two capable candidates for Chair and with a tight schedule he would pass if other members were interested in the role.

Clerk Emkey expressed her interest in being Chair and stated she will be retiring in the upcoming weeks so will have more availability to serve the Town.

Chair Nuzzolo also expressed his interest in continuing as Chair noting the Town's need for stability, calm, and conflict mediation skills that he has possessed.

Member McLeod nominated Member Lehtinen as Select Board Chair. No second. Nomination fails.

Member Lehtinen nominated Chair Nuzzolo for Select Board Chair. No second. Nomination fails.

Member Lehtinen nominated Clerk Emkey as Select Board Chair. Seconded by Member McLeod. Roll Call Vote: Member McLeod-aye. Clerk Emkey-aye. Member Lehtinen-aye. Chair Nuzzolo-nay. The

motion passed (3-1-0)

Clerk Emkey nominated Member Lehtinen for Vice-Chair of the Select Board. Seconded by Member McLeod. Roll Call Vote: Member McLeod-aye. Clerk Emkey-aye. Member Lehtinen-aye. Chair Nuzzolo-aye. The motion passed (4-0-0)

Member McLeod nominated Chair Nuzzolo for Clerk of the Select Board. Seconded by Member Lehtinen. Roll Call Vote: Member McLeod-aye. Clerk Emkey-aye. Member Lehtinen-aye. Chair Nuzzolo-aye. The motion passed (4-0-0)

Review of Town Manager's Annual Evaluation

Chair Nuzzolo has not met with the Town Manager regarding her evaluation. Item will be carried to next meeting.

Review of Request for Proposal (RFP) for 925 Massachusetts Avenue

Town Manager Warren-Dymont presented the evaluation criteria developed by the RFP working group for the disposition of 925 Massachusetts Avenue. The group was asked to review eight criteria categories totaling 100 points, each with tiered ratings of Highly Advantageous, Advantageous, and Not Advantageous:

- Use (15 points): Highly advantageous proposals would include a food establishment or require a common victualler license. During the Community Forum there was a strong public interest for a food business at the location. Advantageous proposals would include a variety of options for end uses is generally compatible with the location in the village district and provides specific permitted by right usage. A not advantageous proposal does not end use for the site or end use is high traffic generating.
- Renovation or New Construction (15 points): Highly advantageous proposals would involve renovation of the building with possible buildout or a two-story, mixed-use building compatible with the Village Center character. Advantageous proposals include some building improvements, but future buildout is required by tenant or includes a two-story mixed-use building that appears to be compatible. A not advantageous proposal includes a building size and or design that is incompatible with the size and its surroundings or proposal does not provide enough detail.
- Responsive Design (15 points): Highly advantageous proposals would include full renovation of the site with privacy landscaping, streetscape improvements, and enhanced stormwater management. Advantageous proposals provide some upgrades to the site and building but provides minimal landscaping access improvements or storm water management. A not advantageous proposal does not significantly enhance the exterior of the site.
- Environmental (25 points): The highest-weighted category. A highly advantageous proposal would include proven experience successfully redeveloping a brownfield site and comprehensive plan to meet Mass DEP waste site program requirements as well as the financial resources necessary to clean up the property to Mass DEP standards. Advantageous proposals provide some information and examples of options to proceed with to meet Mass DEP waste site program requirements and financial resources necessary to clean up the property to meet Mass DEP standards. A non advantageous proposal does not include any relevant information regarding a plan for meeting Mass DEP waste site program requirements or does not have the financial resources necessary to clean up the property to Mass DEP standards.

Purchase price was excluded as a category based on the assessment of the property being approximately negative \$80,000.

- **Parking (5 points):** Highly advantageous proposals would provide the amount of parking on site required by zoning. The amount of parking required by zoning would be determined by the use. Advantageous the proposal does not provide the amount of parking on site required by zoning but does include an adequate shared parking agreement. Not advantageous proposals do not provide the amount of parking required by zoning on site, nor does it include an adequate shared parking agreement. If the proposal does not include a clear development timeline it is not advantageous.
- **Timeline (15 points):** Highly advantageous proposals would commit to environmental cleanup within one year of purchase and project completion within two years. Advantageous includes a timeline for environmental cleanup within two years of the purchase and one year for development to finalize the project.
- **Developer Experience (15 points):** Highly advantageous proposals demonstrate extensive experience with complex renovation or redevelopment projects, including significant soil remediation and environmental mitigation. Includes multiple comparable projects. Project examples showing successful management of remediation, regulatory coordination, and project delivery. Advantageous proposals include examples of similar renovation or redevelopment projects with experience in soil remediation and environmental compliance, and demonstrates knowledge of contaminated site management and coordination of remediation activities during construction. Not advantageous does not include any examples or experience with similar projects.
- **Financial Feasibility (15 points):** Highly advantageous proposals would include a commitment letter from a bank or financial institution. Advantageous provides general information about how the project may be financed and not advantageous the proposal does not provide clear evidence that the project is financially feasible.

Town Manager Warren-Dyment acknowledged the assessment would likely affect developer interest and noted that depending on the results, the Town may need to pursue an alternative path involving grant-funded cleanup prior to disposition.

Former Vice-Chair Amanda Moore is the Select Board Representative on the RFP Working group. Town Manager Jennifer Warren-Dyment commented that she has offered valuable information and it would be worth the ask if she wanted to continue her work in the group.

Review of Select Board Liaisons and Representatives

The Select Board reviewed the current list of liaison assignments. The following assignments were made or discussed for FY27:

- **Advisory Committee:** Member McLeod will continue to be liaison
- **Americans with Disabilities Act Commission:** Clerk Emkey noted the Committee appeared to be inactive, with email contacts on the town website bouncing and no communication established. However, she will continue as liaison.
- **Board of Assessors:** Member Lehtinen to remain.
- **Capital Planning:** Member Lehtinen to remain.
- **Council on Aging:** Chair Nuzzolo to remain
- **Economic Development Committee:** Select Board Member McLeod to remain.
- **Finance Committee & Finance Committee Appointing Committee:** Clerk Emkey to remain
- **Library Trustees:** Select Board Member McLeod to remain.
- **Regional Boards (MJTC, MART Advisory, MRPC/MPO-related):** There was a discussion around whether the Select Board needed to appoint a person as the Planning Board typically assigns their own liaison. It was noted that Ms. Moore had been reporting from this committee. The Board agreed to allow

the planning board to continue in that role.

- Master Plan Steering Committee: The Committee is no longer action and will be removed from the list
- Open Space Ad Hoc Committee: No longer an ad hoc Committee, Member McLeod will remain liaison.
- School Committee: Select Board Member Lehtinen to remain.
- Stormwater Task Force: Clerk Emkey to remain.
- Municipal Building Design Committee: Member Lehtinen to remain.
- Civics Classes: No one has reached out to the Board regarding these projects. No member was assigned
- Cable Advisory Committee: Previously held by Ms. Moore. Member Lehtinen has volunteered to be liaison.

Vote to Waive Selected Requirements for Special Event for The Club Lunenburg Teen Center Shrieks & Krieks Event

The Board discussed waiving select requirements under the Town's Special Event Policy for the Club Lunenburg Teen Center's annual Shrieks & Krieks event. The waived requirements included abutter notification, the public hearing requirement, notice for the public hearing, and insurance requirements. Board members noted this is a recurring annual event with no issues in the past. The Board agreed to waive the chosen requirements.

Clerk Emkey motioned to waive the selected requirements of the Special Event Policy for the Club's Shrieks and Krieks event application. Seconded by Member McLeod. Roll Call Vote: Member McLeod-aye. Clerk Emkey-aye. Member Lehtinen-aye. Chair Nuzzolo-aye. The motion passed (4-0-0)

OLD BUSINESS

Discussion on Right of First Refusal for 35 Leominster Road. Removed from Chapter 61 on July 1, 2025

Chair Nuzzolo reported that all Boards and Committees had discussed and that none had recommended exercising the Town's first right of refusal for 35 Leominster Road. The Board expressed no interest in exercising the right, and a motion was made to formally waive it.

Clerk Emkey motioned to waive the Town's Right of First Refusal for 35 Leominster Road. Seconded by Member McLeod. Roll Call Vote: Member McLeod-aye. Clerk Emkey-aye. Member Lehtinen-aye. Chair Nuzzolo-aye. The motion passed (4-0-0)

MINUTES*/WARRANTS/ACTION ITEMS

The Board signed an Accounts Payable warrant in the amount of \$126,087.73

TOWN MANAGERS REPORT

Town Manager Warren-Dyment provided the following updates:

Personnel: Full funding for the vacation system transition was approved at the Annual Town Meeting through Article 30. Staff are currently being asked to either buy out 100% of accrued vacation time that would have been available on July 1st prior to the system transition, or to use a vacation bank for time in excess of three weeks.

The Sick Leave Bank Committee has been organized and the joint appointment of SEIU representative Andrew Valliere from the Sewer Department would be placed on a future agenda. Enrollment forms for the Sick Leave Bank would be distributed to employees the following week.

A health benefit fair had been held the previous week for town and school employees, with open enrollment

continuing through May 28, 2026.

Projects: Bids were opened on May 14th for the Flat Hill Road Bridge project, with nine bids received ranging from \$807,530 to \$1,417,869.50. The apparent low bid of \$807,530 was rejected for failure to include the required bid bond. The next lowest bid was \$1,065,352. Total available project funding is \$1,378,500, drawn from the MassDOT Small Bridge Grant, FY22 capital plan, and FY27 capital plan.

Bids for the Lunenburg Adult Activity Center and Teen Center flooring projects were opened on May 6th, with six bids ranging from \$74,424 to \$119,000 against a \$76,000 capital budget—indicating a favorable outcome pending diligence on the apparent low bidder.

The town engaged engineering firm Tighe & Bond for a pavement condition assessment and multi-year pavement management plan at a cost of \$34,500, funded through Chapter 90 funds, expected to be completed in approximately one year.

The town received a \$150,000 award from the MassDOT Community Culvert Program for design work on the culvert over Easter Brook on Goodrich Street, which serves an important east-west corridor whose loss would result in a 5.25-mile detour.

Recruitment: Interviews had been conducted for beach staff and seasonal cemetery laborers. Vacancies on appointed boards and committees remained as previously reported. Results of any write-in candidates from the recent town election had not yet been received from the Town Clerk's office and would be reported at the next meeting.

COMMITTEE REPORTS

Clerk Emkey reported that the Stormwater Task Force met the previous evening. Member John Beal conducted analysis comparing data received from Weston & Sampson against the assessor's list and evaluated different fee structures. The group appeared to be moving toward an ERU (Equivalent Residential Unit)-based fee structure rather than a tiered structure, though additional data and spot-checking of certain properties would be required. The Task Force's goal was to bring options to the fall Special Town Meeting comparing an operating budget approach versus a utility structure for funding stormwater management, along with a public outreach and education component. Town Manager Warren-Dyment asked for clarification as to whether the fall meeting was the target for presenting options or for a public vote, and Select Board Member Emkey indicated it depended on how complete the outreach process was by that point.

UPCOMING MEETINGS/EVENTS SCHEDULE

PUBLIC COMMENT

PUBLIC

John Bowen of 162 Highland Street spoke to a letter that was sent prior to the election by a Finance Committee member that may be a possible ethics violation and suggested the Select Board to look into the matter.

TOWN MANAGER None.

BOARD

Clerk Emkey inquired whether the Memorial Day service had been organized and whether it had been announced on social media. Chair Nuzzolo confirmed that Kara McCarthy had the flyer and that it was being

posted.

EXECUTIVE SESSION

The Executive Session on the agenda did not occur due to no additional information to discuss.

Clerk Emkey motioned to adjourn at 7:56 pm. Seconded by Member McLeod. Roll Call Vote: Member McLeod-aye. Clerk Emkey-aye. Member Lehtinen-aye. Chair Nuzzolo-aye. The motion passed (4-0-0)

The meeting adjourned at 7:56 pm.

Respectfully Submitted,

Melissa Richard,
Minutes 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 19, 2026. Seconded by Clerk McLeod. Call for the Vote: Three-aye. Motion Passed unanimously (3-0-0).