



TOWN OF TYNGSBOROUGH

Office of the Board of Selectmen

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

Tel: (978) 649-2314 | Fax: (978) 649-2320

FY2019 Board of Selectmen and Town Administrator Goals Recap

Board of Selectmen Goals

1. Explore location options for Public Safety Facility-
 - Funding request at Town Meeting- approved
 - Request for Qualifications (RFQ) developed and released
 - Consultants interviewed- Selection forwarded to BOS on 12/17/2018
 - Draft Report completed in April, to be reviewed in Executive Session.
2. Determine potential uses for former Winslow School/Littlefield Library site and Winslow Road green space
 - Winslow School is being considered as 1 of 3 locations for a public safety building
 - Other options being explored are a new Town Hall and or Library
 - State Library grant has been identified as a possibility to fund a portion of renovation (same grant used for current combined building)
 - CPC has been identified as a possible source of renovation funds. Appears to have some interest from CPC members, but use needs to be confirmed first
 - Winslow Road greenspace potential grant opportunity to be released in August. (Municipal ADA)
3. Review and consider selective pieces of Government Study Commission Final Report
 - Board reviewed the report at a public meeting. Select portions may be pursued at a later date.
4. Review enforcement mechanisms for Plastic Bag Ban
 - Funding received would be accounted for as general fund revenue
 - Board of Health implemented enforcement procedure.
5. Continue implementation of street acceptance and pavement plans
 - Kendall Road paving complete.
 - \$709,885 project to pave Frost, Lawrence, Norris and Buckhill Rd is set to begin in July.
 - Street Acceptances will be priority of new Town Engineer, additional \$60,000 in funding available to assist Engineer through this process. This will be discussed with applicants during the interview process to gauge their ability to handle the remaining street acceptances.



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6. Begin process of updating Town Master Plan
 - DLTA grant funding has been secured
 - State Community Compact grant funding has been secured
 - Northern Middlesex Council of Governments hired as consultant to work with Town Planner and Master Plan Committee (MPC)
 - MPC has been appointed and first meetings have been held
 - Visioning session held January 9, 2019, March 13, 2019
 - Meeting every other week through 2020
7. Review Board of Selectmen Policies and Procedures
 - Administrative review is nearly complete. A draft policies and procedures manual has been completed and was presented on June 24th. The policies still require further review and updating.
 - The Town's new legal counsel has been asked to review the Boards previously approved policies as part of this review.
8. Explore creation of a Trails Committee
 - The Conservation Director now assists with the administration of the trails committee. From the town website, residents are encouraged to contact her to join the email distribution list for volunteers. As posted "The trails are maintained by the Tyngsborough Trails Committee, a group of volunteers who enjoy doing trail work and want to encourage town residents to use the trails. The Committee meets monthly and welcomes interested residents. If you are interested in helping with the trails, **contact the Tyngsborough Conservation Dept. at 978-649-2300 x116.**"
 - New trails website created
<http://www.tyngsboroughma.gov/community/open-space-and-recreation/>
9. Continue collaborations with the Board of Health and regional agencies on opioid awareness and prevention
 - The Board of Health has spearheaded this initiative. The Board of Health Assistant attends the monthly regional meetings and brings information and ideas back to the town on a regular basis.



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Administration Goals

1. Update Zoning Maps and Bylaws to reflect recent Town Meeting changes
 - Complete from last 5 years up to November STM
 - November STM updates will be completed after AG approval
2. Secure Town Counsel services for FY19
 - Complete
3. Fill Town Planner and Town Engineer Positions
 - Town Planner- Complete
 - Town Engineer- Continued – October 2019
4. Review and execute approved Capital Improvement Projects
 - 11 of 19 Complete, 8 of 19 In-progress
 - i. **COMPLETE** - New Fire Engine to be delivered in August
 - ii. **COMPLETE** - Fire Alarm Receiver
 - iii. **COMPLETE** - Fire Records Software
 - iv. **COMPLETE** – Voting Machines
 - v. **COMPLETE** – Delivered in February
 - vi. **COMPLETE** - Bobcat with attachments
 - vii. **COMPLETE** - Asphalt Paver Grinder
 - viii. **COMPLETE** - TPD Door Security System
 - ix. **COMPLETE** - TPD Voting Comparator
 - x. Ongoing – Paint Interior Town Hall and Library (Bid in Nov)
 - xi. Ongoing– Winslow School Hazardous Materials Abatement
 - xii. **COMPLETE** – GIS Implementation
 - xiii. **COMPLETE** – Town Hall Public Safety Server Connection
 - xiv. **COMPLETE** – THS Live Meeting Room
 - xv. Ongoing – Library and Community Room Carpet Replacement (Bid in Nov)
 - xvi. Ongoing – Munis Conversion – Integrated Financial Software
 - xvii. **COMPLETE** – Cemetery 1 Ton Pickup Truck
 - xviii. **COMPLETE** – Multi Function School Activity Bus
 - xix. **COMPLETE** – Replace Pierce Turf Field
5. Assist with Phase 2 Sewer implementation
 - Meetings have been held as needed to facilitate coordination between departments



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- Project has gone out to bid. Anticipated to start between June and August, with an estimated completion of spring 2021
6. Streamline Capital Project Request Process
 - New forms were created and distributed on December 7th along with the budget request packets for FY20
 7. Complete First Parish Meeting House project
 - Ongoing, substantial completion originally expected for July, however funding and bidding considerations have pushed estimated final completion into the fall.
 8. Review maintenance needs of Town Facilities and perform upgrades/repairs as necessary
 - Town Hall HVAC reviewed and added to capital plan for FY20 request. Green Communities grant pending.
 - The floors and exterior doors at the Old Town Hall were refinished, and the exterior received a fresh coat of paint.
 - New office constructed to create space for separate Conservation Director and Town Planner positions.
 - Heat Tape has been installed to prevent ice damming at Town Hall and the Police Station.
 - Minor roof leaks have been repaired at the Town Hall. A full replacement has been added to the 5 Year Capital Plan.
 - Grant funds are being sought to maintain
 - Additional minor repairs have been made as necessary.
 9. Administer all Town Center related projects; First Parish Meeting House, Winslow School, Littlefield Library, road and sidewalk improvements, green space and parking improvements.
 - Complete- WorldTech Engineering designed the Kendall Rd and Winslow Rd Complete Streets project. Project will be complete by end of July.
 - 2nd RFI was completed for the Winslow School/Littlefield Library property.
 10. Continue to pursue State and Federal grant opportunities
 - Ongoing- updated reported to the Board on a regular basis as they occur



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11. Complete website re-design, including push notifications for enhanced outreach to residents
 - Website is ready for launch, finalizing feedback/comments prior to official launch.
12. Continue process of updating Town Master Plan
 - See progress update under Board of Selectmen Goals
13. Complete Housing Production Plan
 - Draft is nearly complete, draft discussed with Board of Selectmen on June 24th. Will be submitted to the State for certification in July.