



## **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 Mid-year Update**

#### **Board of Selectmen Goals**

1. Explore location options for Public Safety Facility
  - Funding request at Town Meeting to conduct preliminary design- \$30,000 approved
  - Request for Qualifications (RFQ) developed and released
  - Consultants interviewed- Selection forwarded to BOS for approval on 12/17/2018
  - Design completion expected by April 2019
2. Determine potential uses for former Winslow School/Littlefield Library site and Winslow Road green space
  - Administration has released two Requests for Interest on the property, several responses were reviewed by the Board of Selectmen. Additional options are being explored before any final decisions or funding requests are brought to Town Meeting
  - Winslow School is being considered as 1 of 3 possible locations for a public safety building
  - Other options being explored for the site 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. Initial conversations demonstrated some interest from CPC members, but use needs to be confirmed first before a full funding discussion can take place
  - The Master Plan process will provide additional insight from community members on the desired preservation and redevelopment options for this property.
3. Review and consider selective pieces of Government Study Commission Final Report
  - Board of Selectmen has option to discuss and bring select, if any, pieces to Spring Annual Town Meeting in 2019 or in the future



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4. Review enforcement mechanisms for Plastic Bag Ban
  - Funding received would be accounted for as general fund revenue
  - Conservation Department and Health Department are expected to discuss enforcement procedure in January
5. Continue implementation of street acceptance and pavement plans
  - Kendall Road paving complete
  - Currently preparing cost estimates for summer of 2019 paving plan, bids will be released this winter, brought back to BOS for approval
  - Street Acceptances will be priority of new Town Engineer, additional \$60,000 in funding available to assist Engineer through this process. This is being discussed with applicants during the interview process to gauge their ability to handle the remaining street acceptances
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
  - First Visioning Session schedule for January 9, 2019 at Old Town Hall
7. Review Board of Selectmen Policies and Procedures
  - Administrative review is nearly complete. A draft policies and procedures manual has been completed and will be provided to the Board of Selectmen at an upcoming meeting.
  - 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



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trails, **contact the Tyngsborough Conservation Dept. at 978-649-2300 x116.**”

- New trails website created  
<http://www.tyngsboroughma.gov/community/open-space-and-recreation/>
  - To clarify that the group is volunteer and not appointed a new name may be considered in 2019, such as the Trail Stewards or the Trails Working Group
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 back to the Town on a regular basis.

### Administration Goals

1. Update Zoning Maps and Bylaws to reflect recent Town Meeting changes
  - Complete from the last 5 years up to the November Special Town Meeting (STM)
  - November STM updates will be completed after AG approval
2. Secure Town Counsel services for FY19
  - Complete- Mead Talerman & Costa, LLC selected as general counsel
3. Fill Town Planner and Town Engineer Positions
  - Town Planner- Complete
  - Town Engineer- Offer made but declined due to salary; reposting
4. Review and execute approved Capital Improvement Projects
  - 15 of 19 Complete, 4 of 19 in-progress
    - i. COMPLETE - New Fire Engine, procurement complete and item is on order, delivery expected last week in December
    - ii. COMPLETE - Fire Alarm Receiver
    - iii. COMPLETE - Fire Records Software
    - iv. Ongoing – Voting Machines
    - v. COMPLETE- 6 Wheel Plow & Sander
    - vi. COMPLETE - Bobcat with attachments
    - vii. COMPLETE - Asphalt Paver Grinder



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- viii. COMPLETE - TPD Door Security System
  - ix. COMPLETE - TPD Voting Comparator
  - x. Ongoing– Paint Interior Town Hall and Library, first round of bids were released but project scope is being adjusted for second release
  - xi. Ongoing– Winslow School Hazardous Materials Abatement, bids expected to be released in January
  - 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
  - xvi. COMPLETE– Munis Conversion – Integrated Financial Software, purchase contract is complete, full implementation takes 18 months
  - 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
  6. Streamline Capital Project Request Process
    - New forms were created and distributed on December 7<sup>th</sup> along with the budget request packets for FY20
  7. Complete First Parish Meeting House project
    - Ongoing, substantial completion expected for summer of 2019, but funding and bidding considerations may push final completion further 2019.
  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, grant request is also being drafted through the State Green Community Program to fully offset the cost. If grant is awarded, capital funds will be returned.



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- New office constructed to create space for separate Conservation Director and Town Planner positions.
  - Insulation and heat tape options have been reviewed. Heat tape has been ordered for Town Hall and the Police Station to prevent ice damming at key locations. We will be applying for Green Community funding in March to handle the majority of the funding for insulation improvements.
  - 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.
- Ongoing- WorldTech Engineering has been secured for the Kendall Rd and Winslow Rd Complete Streets design. Draft design options will be brought in front of the Board in January/February
  - 2<sup>nd</sup> RFI was completed for the Winslow School/Littlefield Library property- several options are still being considered
10. Continue to pursue State and Federal grant opportunities
- Ongoing- updated reported to the Board on a regular basis as they occur, mid-year grant update will be provided to the Board of Selectmen in January
11. Complete website re-design, including push notifications for enhanced outreach to residents
- IT Director has provided Selectmen with update on next steps for public input on priorities and design
  - Design progress has been made, will be complete by end of fiscal year
12. Begin process of updating Town Master Plan
- See progress update under Board of Selectmen Goals
13. Complete Housing Production Plan
- Draft is nearly complete, will likely be brought to Boards January meeting for approval prior to submitting to the State for certification