



TOWN OF TYNGSBOROUGH

Office of the Town Manager

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

December 2, 2024

Town Manager's Report

Dear Board Members:

I am pleased to report the following updates from Town Hall and throughout Town:

- I wanted to start with a budget update. As this Board is well aware, the Town's \$1M contribution to the Middle School Debt comes on line this year. I've been working with our Finance Director to track our progress toward realizing that full new growth since we closed the last budget cycle. As of today, it does not look like we're on track to reach the full new growth from Toll Brothers this fiscal year. However, we are on track to meet our contribution as planned. Our latest budget scenario assumes largely level-funded (not level service) expense lines except in major areas such as trash and health insurance. Fortunately, all but one of our collective bargaining agreements have already been finalized and we know the FY26 budget increase for the school department will equal 2.7%. That said, in order to level fund expenses and meet the contribution, based on our early conservative projections for state aid and revenue, we are looking at falling short by about \$100k. However, remember that year over year we've increased our general fund contributions to the road program and last year we funded that at \$300k. With the new monies totaling more than \$250k from the Fair Share Amendment and a second cannabis retailer coming online, we have some flexibility to maintain the same level of road funding but from these new sources thus freeing up some funding in the operating budget. To be clear, I am not projecting that we will need to do that at this time. I want to be transparent as we move through the budget process and set expectations. I have met with our DPW Superintendent and we're both confident that we can utilize these new funding sources to maintain and likely even increase our road programs while also meeting this Board's commitment of \$1M to reduce the debt on the Middle School. Budget requests are due on December 10th and I will have another update at your meeting on December 16th.
- My office is aware of substantial traffic and road safety issues that occurred this weekend at Nature's Remedy. The Tyngsborough Police Department and Department of Public Works were dispatched at different times to help address and I know we had details for much of that time. I am meeting tomorrow morning with the Police Department to identify steps moving forward and will convene a meeting with Nature's Remedy in short order to discuss with them. Depending on these conversations, I may recommend that the Select Board invite Nature's Remedy to a hearing on these matters. I will provide an update to the Board as soon as possible. In the meantime, residents should report all safety and traffic concerns to the Police Department or if they are non-emergent they can be directed to my office so that we can track these issues.





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- If you've driven down Kendall Road recently you've probably seen that what will soon be Commerce Way has been cleared. This new road will provide access to the Town's DPW yard, the MassDOT Park and Ride, and a new warehouse development on the Brox property directly behind the Park and Ride. As a reminder, this project is being supported by a \$2M MassWorks Grant and all remaining work is being funded by the private developer.
- As this Board will remember, last year we joined the NMCOG Regional Sealer of Weights and Measures Program. The program saw turnover this year and as a result NMCOG has discontinued it. Fortunately, we were able to quickly pivot and have since contracted with the Massachusetts Department of Standards (DOS) to provide these services here in Tyngsborough. DOS will begin conducting our annual weight inspections in January and will be available to assist new businesses and investigate complaints against businesses in Tyngsborough.
- Work to identify an appropriate parcel for a new fire and new police station is ongoing. The group designated to identify the best parcel for each is meeting tomorrow to review the existing options. Using feedback from the final report of the Public Safety Building Study Committee and including other lots that would work, we've originally identified 13 parcels to consider. After a preliminary review of various factors, I am recommending that five parcels advance for further consideration. Two of the parcels are municipally owned and each of those two appear on the surface to be able to accommodate one of the buildings. We'll begin our deep dive tomorrow and I've already talked about these efforts with Lavallee Brensinger who did the last report on these buildings to ensure they stand ready to help us to high level test designs on each recommended parcel to make sure it will really work.
- The Tyngsborough Public Library will host their Annual Holiday Party on Wednesday, December 4, 2024 from 4 to 7PM at the Library. All are welcome to attend.
- Festival of Trees kicked off this weekend and as always has proven to be bigger and better than prior years! The festivities continue this weekend for its final weekend of the year. Residents should visit tyngsboroughma.gov for the full schedule. Big kudos as always to our Recreation Director Alison Page and her entire committee and group of volunteers who put so much work into making this program such a success every year.
- The Town will release a Request for Proposals on Wednesday, December 11, 2024 for lease agreements to install solar on the Town Hall and the Center for Active Living. The Town is seeking cash-lease agreements whereby the proposer would install and maintain a solar array at their own expense on each building and pay a monthly lease to the Town. We had explored a system whereby the Town would generate electricity credits, but we're already part of the Charles George Landfill Solar Farm and that agreement makes it complicated for us to get more solar credits and quite frankly we get a lot already from the farm. After meeting with various solar vendors, it was determined that a cash-lease arrangement was most advantageous. Proposals will be due on January 15th and we will





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award a contract to the firm that offers the most advantageous lease and has the most experience providing these types of arrays.

- Just a reminder that the Town will once again participate in Wreaths Across America thanks to the work of Pam Russell and the Tyngsborough Firefighters Association. The event will take place on December 14, 2024 beginning at 11 AM in the Town Center. You can learn more, sign up to volunteer, and sponsor a wreath by visiting <https://www.wreathscrossamerica.org/pages/175967/Overview>.

Assistant Town Manager's Report

- The Town is formally seeking feedback on how we should use the Opioid Settlement Funds that the Town was awarded as a part of the national lawsuit against opioid manufacturers and distributors. Residents can find a link to the survey and more information by visiting www.tyngsboroughma.gov. The survey is live now and will run until the end of January.
- A big thanks to resident Patrick Latham who assisted several residents again this fall transporting their fallen leaves to the yard waste site. As a reminder, if residents have trouble transporting their fall yard waste to the municipal yard waste site, please contact the Town Manager's Office so we can coordinate with one of our many amazing volunteers. In addition, the site will remain open weather permitting.
- The Town will release an Invitation for Bid on Wednesday, December 4, 2024 for cleaning services at the Old Town Hall and First Parish Meeting House. Bids are due on December 18, 2024.

Regards,

Colin F. Loiselle
Town Manager

Katharine Foster
Assistant Town Manager

