



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 16, 2024

Town Manager's Report

Dear Board Members:

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

- A big thank you to Pam Russell and the Tyngsborough Fire Fighters Association for hosting Tyngsborough's second Wreaths Across America Event over the weekend. We had a tremendous turnout and the program continues to be a big success. It's great to see so many members of our community come together to honor and remember the sacrifice of our military veterans and their families.
- I am happy to report that Senator Kennedy informed me this morning that our home rule petition for three additional liquor licenses along Middlesex and Westford Road was passed favorably out of the House this morning. It will make its way to the Senate where I expect it will pass this week and then will await signature from the Governor which I expect will happen ahead of the new year.
- As we work along the budget process, I wanted to make sure that I include a high-level update in all of my Town Manager's reports. To that end, we're about halfway through our initial budget meetings with department heads and will wrap up the remaining by early next week. I have to give a big kudos to our department heads who take this process very seriously and do their very best to meet our "level-service" approach while appropriately advocating for service growth where necessary. At a high level, right now our biggest unknown is where our new growth number will land. We're hoping for a new growth number of \$800k which is much less than we had projected three years ago when we put Toll Brothers on our new growth radar. David Andrus and I are meeting regularly with our Chief Assessor, Building Commissioner, and Economic Development Director to continuously update our projections and I know our Chief Assessor is meeting independently with Toll Brothers to review their progress and get a better idea of what we can expect. If we hit that \$800,000 number for new growth, we'll be in a decent position. I do not expect in either situation that my proposed budget for FY26 will include any new positions or new initiatives. All of our labor contracts with the exception of one were settled last year so our labor costs are largely locked down and we are making good progress on the one collective bargaining agreement that expires at the end of this year -- I fully expect that to be settled before March. One of the things we're trying to be cognizant of is that over the last two years and continuing into next year we're seeing higher than normal revenue on the building permit side, largely due to Toll Brothers, and so we expect in subsequent years that number will come down by three or four hundred thousand dollars annually unless and until some of our bigger projects like





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the Kendall Road warehouse and the Kendall Road assisted living facility come into construction.

- We announced last week that the Town is formally implementing a Recycling Collection schedule change to move to a system where all recycling on one side of the bridge is collected on the same day. Currently, we have trucks crisscrossing the bridge which is inefficient and makes collecting missed pickups challenging. We opened a public comment period in November and during that period heard no negative feedback. We did hear that we needed to ensure we communicated this over and over again and that we needed to address the limited number of addresses that would end up having to wait three weeks for recycling pick up because they had been switched from A Week to B Week and vice versa. The new schedule will take effect on January 6th with B Week which becomes every address on the West Side of the bridge. A week is now every address on the East Side of the bridge. Any address on the east side that was previously B week will be collected on January 6th so that they don't have to go three weeks without a pick up. Following their first normal pick up as A Week on January 13, they will go back to bi-weekly recycling pick up. Republic Services is mailing a new calendar to every address this week, we'll do a reverse 911 next week, and we'll continue to push this out on our social media and website. This change has no impact on trash collection which will continue to occur weekly.
- Chief Woods & I announced last week steps that are being taken by the Town and Nature's Remedy to address the traffic challenges over there. I won't repeat them today but would direct anyone with questions to the Town's website for a full list of those steps. Nature's Remedy has been very cooperative to date and we expect that these steps will have positive impacts. We'll continue to monitor the traffic situation and should we make headway with MassDOT about more permanent changes we'll of course update the Board.
- I wanted to give a big shoutout to the Tyngsborough-Dunstable Rotary and COA Volunteers who baked and packaged almost 100 boxes of cookies for our seniors receiving meals on wheels and for distribution at the Center for Active Living's Holiday Party. My understanding is that one of those volunteers may also be sitting up here this evening, so thank you Mr. Keohane.
- The State's 911 department has awarded the Town of Tyngsborough \$56,000 to support overtime and equipment costs in our emergency communication department for Fiscal Year 2025. That grant award brings the Town of Tyngsborough's total Fy25 grant receipts to just over \$1.7M with half of the year still to go.
- An update on our efforts to identify the appropriate parcel or parcels for new Fire and Police Stations. Mr. Keohane, Mr. Schneider, and I met with both Chiefs last week and reviewed 13 sites. We did a deep dive and at the conclusion of both meetings we've identified parcels for each that will be further explored. To that end, I'm awaiting a formal proposal from an architectural firm to conduct a test analysis for a new Fire Station at 250 Middlesex Road. This test will help us better understand a potential layout





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on the site and confirm that the parcel will work based on the site-specific constraints. It's important to note that we are prepared with other options should this one not work out. For Police, we have identified a Town-owned parcel on Lakeview Ave that could accommodate the Police Department. It is raw land large enough to host a PD so no further site exploration is needed there. We're still looking at sites for PD on the west side of the bridge and as that work moves along, we'll provide an update.

- We issued an RFP for Lease Agreements to design, install, operate, and maintain solar arrays on the Town Hall and the Council on Aging. We've had more than
- A reminder that we have a few upcoming Town Offices and Library schedule changes. This Wednesday, Town Hall and the Tyngsborough Public Library will open late at 11 AM to accommodate our annual all-staff training. Thank you to this Board and the Board of Library Trustees for your support of this annual training. Additionally, Town Hall, the Center for Active Living, and the Tyngsborough Public Library will close at 2 PM on Tuesday, December 24th. Of course, all Town Offices and the Library will be closed on Wednesday, December 25th and Wednesday, January 1st.
- This is our last meeting before the holidays so I just want to take a minute to wish all of our residents and staff a wonderful holiday season. I'd also take a minute to remind folks that as you're out celebrating these next few weeks please do so safely. Don't drink and drive and take it easy on the roads so that everyone gets to enjoy the holiday season. Our dedicated public safety personnel will be out in full force ready to assist as necessary and we're especially grateful to all of them who will give up time with family this season to keep our communities safe -- that's of course not just our Police and Fire but our DPW folks who stand ready to clear snow, sand roads, fix sinkholes, get sewer running, and much more while the rest of us enjoy the time with family.

Assistant Town Manager's Report

- The Capital Asset Management Committee met last week to review the FY26-FY30 Department requests. Town Manager Loiselle and I will continue to meet with departments to refine requests and stick to the schedule that the Capital Asset Management Committee was presented earlier this year.

Regards,

Colin F. Loiselle
Town Manager

Katharine Foster
Assistant Town Manager

