



# TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

June 22, 2020

## Town Administrator's Report

Dear Board Members:

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

- Phase 2 Sewer paving to be completed soon on the East side of the river. Pump Stations are coming live and expected to test them in July.
- The Library is entering their 4th week of curbside pickup. They are continuing planning for re-opening, and virtual programming is ongoing.
- The Assessors Office is preparing their FY21 Preliminary Tax. They are still waiting on guidance from the state regarding interior inspections.
- Google Drive conversion is up and running which should allow for easier sharing between staff. Seven departments have now switched over.
- The Assisted Living Bylaw passed unanimously in the last Planning Board Meeting. The grant funded MVP Plan is being submitted to MEMA for review.
- Engineering has finalized the 2020 Street Improvement Plan and is ready to go out to bid. Patch Repair Work was delayed due to contractor's conflict with the local plant.
- Finance is working on wrapping up the fiscal year. As part of this department heads are asked to remember to file grant reimbursements before the end of the fiscal year.
- Conservation Commission held a successful Rain Barrel Pickup last weekend with assistance from the sustainability committee. They are also waiting for final approval from the State for our new Open Space Plan.
- Council on Aging has announced that Meals on Wheels back up and running after a brief pause. They are also looking to get back into some limited programming.
- Media helped coordinate a Candidates Forum held last week, and is currently working on assisting with graduation activities for July 19<sup>th</sup>.

## Assistant Town Administrator's Report

- Town Hall HVAC Phase 1 is fully installed and functioning. Furnace upgrades and some tweaks to AC will take place during Phase 2 in the fall.
- FPMH grounds committee reviewing street light options for the property
- MSBA OPM went out to bid, a site visit was held, and Leftfield Architects was chosen as the OMP for the feasibility and preliminary design phase.
- Town Administration met with members of the Sustainability Committee to review a potential grant option for the implementation of a composting site.





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- We have held early discussions with a cost estimator to review the PEG Center project.
- Discussions have continued regarding a potential TIP project on Middlesex Road for improvements to pedestrian safety and connectivity.
- Town Administration, our Town Planner, and members of the Board of Selectmen have held introductory conversations with several businesses interested in developing small scale cannabis growing/processing facilities in town.

Regards,

Matthew J. Hanson  
Town Administrator

