



TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

April 26, 2020

Town Administrator's Report

Dear Board Members:

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

COVID-19 UPDATES

- State-wide
 - April 21, 2020 Governor Baker extended the closing of all schools in the Commonwealth through the end of the school year. The Commissioner of Education, Jeff Riley, is issuing guidance detailing expectations for remote learning with identified essential learning standards for all districts to meet by June.
 - The Governor announced that they would expand community tracing efforts to further mitigate the spread of the virus. Nearly 1,000 individuals will be connecting with patients to help [trace contacts](#).
 - The CDC launched a "[Self-checker](#)" to review your symptoms to recommend a course of action.
 - The CDC released new [information for disinfecting buildings and facilities](#).
 - April 10, 2020, Mass [DPH echoed the CDC's calls](#) for the public to wear face masks when out of the house.
 - On April 10, 2020, MassDPH released [updated figures on hospital surge capacity](#).
 - On April 9, 2020, the state announced implementation of new Federal unemployment programs to quickly distribute money to out-of-work individuals.
 - Governor's recommendation, and some cities and towns have begun mandating, wearing masks when people go out.
 - The CDC provides [guidance](#) on how to make your own mask.
- Local Updates
 - The Memorial Day parade has been canceled but alternate arrangements are being made to still observe the holiday
 - The Town has closed Riverfront Park due to several reports of large numbers of people congregating.
 - Tyngsborough confirmed cases are now posted on [COVID-19 page](#).
 - Continuing to promote the Massachusetts text message service for COVID-19 information: Text COVIDMA to 888-777





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- A CVS [Rapid testing center](#) opened in Lowell on 4/7 and n accommodate 1,000 tests per day
- Public Safety, Public Health, Administration and the BOS Chair produced another video update to the community on April 27th. These are planning to be filed every Monday for the remainder of the State of Emergency.
- Weekly meetings of the Emergency Planning Group
 - Started preliminary discussion on plans to reopen town hall
 - Resources page on town website updated frequently
 - Closely tracking local cases and resources available to respond
 - Review latest information/briefings from President, Governor, DPH and CDC
 - Review all local, state and federal resources
 - Review legal updates/recommendations and pending/approved legislation and the federal and state level
- Council on Aging
 - Meals on wheels program is continuing and has expanded slightly. All drivers are changing gloves after every stop.
 - Last week the COA had 3 volunteers go food shopping for individuals in need. They pick up the groceries with masks and gloves on
 - Volunteers are also picking up medical supplies like walkers for individuals in need
 - Seniors have expressed great appreciative for these services
- Building
 - Continuing inspections but with increased social distancing practices in place, including virtual inspection in some instances, at the discretion of the Building Commissioner
- Library
 - Actively promoting e-resources
 - Continuing to assist people via phone/email
 - Completing back-office work and planning activities
 - Coordinating with the Fire Department and Police Department to read online to students
- Accounting
 - Continuing to support the office and pay vendors/payroll
 - Continuing to track expenditures in COVID-19 tracker
 - Tracking legislation as it pertains to finance
- Public Safety and Public Health departments communicate daily
 - Chief reached out to owner Sullivan's ice cream stand regarding social distancing. They removed their front parking and are not allowing consumption on premises.





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- Received donations of hand sanitizer, reached out to MEMA to access supplies from the strategic stockpile. We currently have a sufficient amount of N95 masks and other PPE.
- Human Resources
 - Planning to send emails about upcoming changes to laws pertaining to healthcare and unemployment
 - Managing implementation of health insurance conversion to MIIA
- Planning/Economic Development
 - Working with businesses to gather and distribute information on take-out availability
 - Accepting applications
- Highway Department
 - Working a staggered schedule to ensure roads remain safe, filling potholes and other critical items
 - Street sweeper is in town
 - Catch basin cleanup has started
- Town Clerk's office
 - Has received guidance on Receipt Certifications for permit applications, NOI's, Liquor License applications
 - Planning for additional poll worker training and alternate setups to increase public health and safety
 - Constructive Approvals timeframes are suspended during the state of emergency.
- Administration
 - Continued weekly conference calls with Lowell General Hospital, Massachusetts Municipal Association, and Congresswoman Lori Trahan. Additional conference calls with Senators Ed Markey and Elizabeth Warren, DPH, Lieutenant Governor, Municipal Law Firms, and other organizations as needed.
 - Continue to update Coronavirus Information and Resource page on Town Website, accessible through banner on home page:
 - Manage 1-2 weekly meetings of the Emergency Planning Team
 - Coordinate public communications and outreach activities
 - Communicate with staff and Department Heads

Items to consider at a future meeting

- Staff vacation carryover- Many communities have communicated on the MMA list serve that they are planning to allow vacation carryover into FY22. However, some are planning on setting an earlier date to use it, such as end of December instead of the full fiscal year.





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- Annual Town Meeting and Town Election dates. The Town Clerk will have a revised requested date for the Board of Selectmen to consider at the Board's May 11, 2020 meeting.
- The Emergency Planning Group has been working on preliminary plans to reopen Town Hall. There is currently no date identified but we are planning for continued social distancing and increased sanitization and separation efforts as part of the anticipated reopening. This may also involve a partial opening, specific departments opening, appointment only visits, or some combination of different options based on the Governor's directives. Plans will be discussed at future Board of Selectmen meetings.

Assistant Town Administrator's Report

- Final payment has been made to National Grid for the TES Culvert Project. We are waiting on word regarding schedule for completion. Town Administration has been communicating with the contractor, and Sumco is set to begin work immediately.
- The Draft RFS for the Middle School Feasibility Study has been submitted to the MSBA for approval. Advertisements are set to be released for April 13th.
- World Tech has submitted a Middlesex Rd TIP project to MassDOT for review. This would improve sidewalks and lighting along the Town Common between the Housing Authority and First Parish Meeting House.
- The Town Administration is going before the Conservation Commission next week to seek an approval to alterations in the approved plan for the FPMH Grounds project. This would include tree replication and the installation of a fence between the FPMH and abutting property.

Regards,
Matthew J. Hanson
Town Administrator

