



TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

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February 24, 2020

Town Administrator's Report

Dear Board Members:

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

- Our office has begun the process of compiling the Annual Town Report for Fiscal Year 2019. We sent out an initial request to all departments and boards/committees two weeks ago asking for submissions and have set a submission deadline of March 3.
- Members of the Town Administration and TPS attended the MSBA Board meeting on Feb 13th, where they voted unanimously to approve the Middle School Feasibility Study.
- The Clerk's Office has been preparing for the upcoming election. Early voting officially started this week during normal business hours.
- April 3rd is the deadline for ballot initiatives to be sent to the Town Clerk for certification.
- The Board of Health wishes to remind residents that lids must be closed in order for Republic to pick up their barrel. Overflow trash stickers can be purchased for \$5.
- The FY19 Audit is nearly complete and will be presented at an upcoming Board meeting.
- The rain barrel program has restarted, \$69 per barrel. Pick-up is set for March 28th from 10-12pm. Residents can contact the Conservation Department for more information.
- We have been informed that Blue Ribbon Self Storage on Westech Drive will be pulling permits soon after the successful resolution of the legal dispute with the abutters.
- The Planning Department has applied for a Downtown Technical Assistance Grant through DHCD

Assistant Town Administrator's Report

- Town Administration as well as the Town Engineer met on site with paving contractors to review the scope of work for the First Parish Grounds project. We expect this work to go back out to bid in March.
- The CAMC has been meeting with Department Heads in an effort to tighten up the total requests for the FY21 Capital Plan. The group is close closing the gap between requests and budgeted resources, and will be meeting again tomorrow evening.
- A RFP for Town Beach Restoration will go out this week, and will include sand replacement, grass restoration, and the installation of an irrigation system.

Regards,
Matthew J. Hanson
Town Administrator

