



TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

November 16, 2020

Town Administrator's Report

Dear Board Members:

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

- Administration, public health and public safety departments are meeting with Community Tracing Collaborative staff and an outbreak specialist from the Epidemic Intelligence Unit tomorrow to discuss the rising COVID-19 cases in Tyngsborough
- Starting today, Monday November 16th, Town Hall is open to the public on an “appointment only” basis, the library has transitioned to “curbside pickup” only, and the COA has halted in-person activities. Additional details can be found on the town’s website www.tyngsboroughma.gov
- The Recreation Department decorated the Town Center over the weekend. Thank you to all of the volunteers that showed up to make “Winslow Wonderland” possible.
- Town Administration and members of the Board of Selectmen attended a Veteran’s Day ceremony at the American Legion last Wednesday. Thank you to the staff, public, and most importantly the many Tyngsborough veterans for their attendance.
- We have developed a short list of candidates for the vacant Human Resources position but are re-advertising to increase the candidate pool available to be interviewed.
- Our new Town Accountant, David Andrus, officially started today. Tom LaFlamme, IT Director, is starting on November 30th.
- I met with our Town Engineer to discuss the modification of Road Opening fees. He will be attending an upcoming meeting to present his recommendations as well as an overview of this past season's street improvements.
- The Middle School Building Committee, along with the MSBA, have selected a designer to work through the feasibility study phase of the town’s Middle School project. JCJ Architects of Boston, MA is the selected design firm.
- I will be attending the next Sewer Commission meeting to discuss preliminary ideas for a new/temporary facility to house the Sewer Department if and when their current lease ends. This may involve discussions about the future needs of the Highway Department as well.
- The Dracut Water Supply district has seen a delay in the purchase of 166 Frost Rd that is halting progress on their water treatment plant. If
- The CPC trust fund match for FY21 will be 28.6% of the town’s collections.





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Assistant Town Administrator's Report

- Portable air purifiers are live on site at our Fire Department and Police Department as of this weekend as part of an effort to curb the spread of COVID-19.
- Negotiations are continuing with BadaBloom!, Inc. I have reviewed the HCA proposal with legal counsel, and we will be meeting again this upcoming Thursday.
- Decorative Streetlights for the Town Center will be delivered on the Monday following Thanksgiving. I have been coordinating with our electrician, Highway Department and Town Engineer to ensure a smooth installation.
- I met with members of the Recreation and CPC Committees at the Town Beach to review the project scope with our engineer. Preliminary tree cutting will take place this fall, with a bulk of the work to take place this spring.
- Phase 2 of the HVAC Conversion at Town Hall has reached substantial completion, with some minor adjustments to be made to the system over the coming weeks.
- Last week I hosted an input session for the Veteran's Walkway project in our Town Center. We will be holding 3 more working meetings to finalize plans for the spring.

Regards,

Matthew J. Hanson
Town Administrator

