



TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

January 25, 2021

Town Administrator's Report

Dear Board Members:

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

- Wes Russell, Kerri Oun, - Update re Chief Medical Officer for Tyngsborough clinic
- Over half of our first responders have received their first round of COVID-19 vaccinations.
- Media and Administration met with Cable Counsel to discuss the Verizon contract renewal. Media is working on a social media campaign for the COVID 19 vaccination process. Media is also looking to issue new uniform IDs for Town Hall Staff.
- Lynn Newhouse, Treasurer Collector started on Tuesday January 19th and Caitlyn Lee, HR/Benefit Coordinator started on Monday, January 25th.
- Deadline for department budget requests is February 8th
- Legislative leaders and the administration are expected to reach agreement on a tax revenue forecast for fiscal 2022 sometime this month. The forecast would be used in the governor's budget recommendation, due to be filed by Jan. 27, and the House and Senate budget plans that are customarily released in April and May, respectively
- MS4 Stormwater Permit outfall sampling for this year is complete.
- The Munis Transition is progressing now that IT and Accounting positions are filled. The IT Department is working to streamline online permitting applications and increase access to permits for Conservation.
- The Fire Department reminds residents that residential brush burning has started on January 15th but a permit is required.
- The Building Department is in the process of issuing the last occupancy permit for Tyngsborough Commons. Building off Locust Ave getting ready for tenant fit out.
- The Shamrock Ball has been canceled for a second year but the Recreation Department is working on a Town Wide Scavenger Hunt.

Assistant Town Administrator's Report

- I have been coordinating with our Engineering and Recreation Departments to get the Town Beach project on target for this spring. Bid plans are set to be released, and our Highway Department has already started some work in house to help minimize cost.
- Streetlights in our Town Center have officially been installed and are now lit at night. Thank you to local businesses for donating their time, as well as the support from Bill Wilson and the rest of the Highway Department that assisted in the install.





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- The FPMH Bell Tower bid opening was pushed back to accommodate a walkthrough for additional interested contractors. Bids are expected back tomorrow afternoon.
- The Littlefield Library Exterior Restoration is presently out to bid. I hosted a pre-bid walkthrough with BCA Architects last week, and bids are due back on February 10th.
- I have started meeting with departments to discuss capital needs for FY22. The first Capital Asset Management Committee meeting will take place on February 24th.
- I have been coordinating with our Economic Development office to kick off additional conversations with potential Cannabis Grow Facilities. We are also coordinating with legal counsel to establish a standardized negotiation process.
- I am working with our Police Department and a mechanical engineering firm to establish a plan and funding strategy to repair the heating and cooling system at the Police Station. This could possibly be accomplished through the Green Communities Program, with other sections more specific to air circulation covered under CARES.
- Planning for our Veterans Walkway project is ongoing. Thank you to our Town Engineer for coordinating with Mass DOT as we look to improve this parcel.

Regards,

Matthew J. Hanson
Town Administrator

