



# TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

February 8, 2021

## Town Administrator's Report

Dear Board Members:

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

- Today, February 8th, Town Hall reopened to the public without the need for an appointment but social distancing and other COVID-19 precautions are still in place. The Library is currently remaining curbside pickup only. These COVID-19 updates, along with several additional updates from the Governor's Office, have been posted on the Town's website and social media.
- Congratulations to Colin Loiselle, Director of Administrative Services, for reaching three years of service to Tyngsborough on February 1st.
- Department budget requests were due today, February 8th. Administration and Finance will begin the process of compiling the budgets and meeting with individual departments for an initial line-item review.
- Middle School Building Committee Planning: Community Workshop #1 Thursday February 11th. Topics include, process introduction, process update, community priorities
- On February 3rd, town staff held a development plan review with Toll Brothers staff. Toll Brothers would like to present preliminary open space plans to the Board of Selectmen on February 22nd.
- Leah Volak, one of our first Stormwater Management interns from 2019, recently received her BS in Conservation Biology and has offered to assist on a part-time temporary basis, while we complete interviews for the Conservation Director position. Danielle Mucciarone's last day is February 12th.

## Assistant Town Administrator's Report

- Thank you to our Finance Department for getting us caught up on financial reporting and getting W2's out the door to our employees by the February 1 deadline.
- Capital Requests for FY22 were officially due today. The first Capital Asset Management Committee meeting will take place on February 24<sup>th</sup>.
- Town Beach bid documents have officially been released as of last Wednesday.
- We have received a lot of interest for the Littlefield Library Exterior Restoration project. Bids are due back this Wednesday, February 10<sup>th</sup>.
- The FPMH Belltower project will be going back out to bid this Wednesday, with bids due back on Wednesday, February 24<sup>th</sup>. All three bids from last round were rejected.





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Regards,

Matthew J. Hanson  
Town Administrator

