



# TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

July 13, 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
  - 93 total cases confirmed in Tyngsborough to date. Only 7 active cases remain.
  - The COVID-19 Taskforce continues to meet bi-weekly to review fluctuations in numbers and our response to the ongoing pandemic.
  - On July 2, the Governor [announced](#) that Massachusetts would be entering Step 1 of Phase III starting on July 6. It allowed the following to open, with certain limitations:
    - Movie theaters and outdoor performance venues;
    - Museums, cultural and historical sites;
    - Fitness centers and health clubs;
    - Certain indoor recreational activities with low potential for contact;
    - Professional sports teams, under the authority of league-wide rules, may hold games without spectators
  - It also updates occupancy limitations: indoor gatherings are limited to eight people per 1,000 square feet, but should not exceed 25 people in a single enclosed, indoor space.
  - Tyngsborough Town Hall Community Room occupancy is now 9 people.
  - During Phase 3, Town Hall will begin transitioning to normal in-person staffing levels and reopen the building to the public on Fridays. We are currently reviewing the Phase 3 occupancy guidelines as it relates to municipal buildings and reevaluating staff remote work options. Safety of patrons and staff remains a top priority.
- In response to the increased concerns with the Coronavirus, the Fire Department requested, and was approved, to use CARES Act funding to install floor to ceiling partitions to form bunk rooms with doors that close. The current living and sleeping arrangements make adequate social distancing very difficult. This renovated space will allow the firefighter/EMTs to have more confidence that they are protected from the spread of COVID19, Influenza, or other viruses while working and living in the station on prolonged shifts.
- Tyngsborough has been designated as a Housing Choice Community in 2020. This qualifies our town for exclusive capital grants of up to \$250k and provides additional points towards nine State grant programs, including MassWorks, Complete Streets, and Green Communities funding.





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## Assistant Town Administrator's Report

- Members of the Town Administration and Historical Commission met with the Massachusetts Historical Commission to review the process for the Littlefield Library Exterior Restoration. Pending the approval of additional funding, this project will go out to bid in Fall 2020, with work expected to occur in Spring 2021.
- First Parish Grounds Work is set to begin. The contractor will be on site this week to install erosion control, with preliminary site work expected to begin shortly thereafter.
- Town Administration met with National Grid last week at the TES Culvert site. Dig Safe will be marking the driveway this week, with work expected to be scheduled within July. Once utilities are moved, the contractor will need a week to permanently close the culvert. Traffic should not be impacted during this work, and Town Administration is coordinating with TPS to minimize any impact to operations.
- The Flint Pond Dam project is moving forward, and scheduling is currently underway with MA Fish and Wildlife.
- Members of the Middle School Building Committee met with the MSBA today for an Owners Project Manager Review Panel Meeting.

Regards,

Matthew J. Hanson  
Town Administrator

