



TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

May 24, 2021

Town Administrator's Report

Dear Board Members:

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

- All COVID restrictions are being lifted on May 29, this includes the mask mandate. The mask mandate at Town Hall will be replaced with guidance that non-vaccinated individuals continue to wear masks. Town Counsel is drafting additional guidance regarding the transition out of the state of emergency and the State Legislature is exploring possible extensions to some of the municipal flexibility that was provided during the state of emergency.
- Flint Pond Dam Update: Footings being poured the week of May 10th, forming of core walls to start immediately after that.
- The Board of Health discussed the state's new opt-out process for the SRMCB mosquito spraying program. The Board would prefer not to opt out due to the risk and seriousness of EEE (and West Nile Virus).
- **Recreation Department:** Block party is moving forward; planning meetings with Police and Fire have been ongoing. They are excited to have access to the First Parish Meeting House this year which will help with spacing, especially for food trucks. It is scheduled for August 29. Town wide yard sale is coming back July 17th with tables for rent at the FPMH if you don't want to use your own driveway. Recreation sports moving forward for the summer and bookings have jumped for the FPMH and OTH which are currently booked almost all weekends through the Fall.
- **Council on Aging:** With mandates lifted, event planning is ongoing. Limited return to events is coming on a staggered basis. Seniors are back in the building and gathering with each other.
- **Planning/Economic Development:** The Master Planning Committee is having their final meeting on May 26th and is still accepting comments on the draft master plan. Working through the Local Rapid Recovery program to help local industries return to normal after the pandemic. A Public input meeting will be scheduled soon.
- **Building Department:** Decided that the Flint's Corner Special Permit was still active after getting advice from Town Counsel. A seafood take-out restaurant is looking to open in the new plaza on Westford Road across from Flints Corner. Merrimack Commons is nearing completion of its last 12 units.
- **Police Department:** Several officers recently completed a forty-hour mental health training program. The department's goal is to have every officer complete the training.





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- **Media Department:** Gearing up for a busy few months between candidate's night, Memorial Day, pre-town meeting, and Annual Town Meeting. Candidates night will be on June 1 at 6:00 PM at the Old Town Hall. Working on camera upgrades at the Old Town Hall and the First Parish Meeting House.
- **Library:** Still planning for opening which will occur after the interior paint project is complete. Hoping to re-open by middle of June. Lots of new summer programming happening and new Children's Librarian Robert Carter is working to re-engage children.
- **Information Technology:** MUNIS conversion is ongoing. AP module will be fully live July 1 and the HR module will be live shortly after that. All Munis module conversions will be complete by the end of FY22. Working to connect the Littlefield Library to Town Fiber. Working on several security updates to the town's network.
- **Fire Department:** Flint Pond Dam repairs were slightly delayed due to heavy rains which caused a series of beaver dams in the Jacques Road neighborhood to fail. The temporary dam was overwhelmed and the original dam was being washed away. Fortunately work to address the issue started right away and there were no lasting impacts.
- **Highway Department:** Spring street-sweeping has concluded. Catch basins are currently being cleaned and damaged ones are being repaired. Mowing on fields and other properties has commenced.
- **Sewer Department:** Inflow & Infiltration project is ongoing. They have identified the sources and are working to rehab it. One bidder responded to the bid, Commonwealth Construction out of Watertown. Paperwork with DEP being finalized to award the project. Phase II lines have been active for several months now.
- **Human Resources:** Open enrollment has been closed and the department is working on processing opt-out payments for Fiscal 21 health insurance.
- **Engineering-** The 2021 Roads program is in final design. Project will focus on Jacques Road with Bishop and Roberge as alternates if funding allows. Camp Kiwanis needed additional Conservation approvals to address unintended drainage issues. Those changes were approved and the project is moving forward. Town Beach and Old Town hall projects are moving along with completion expected by June. Design is still ongoing for the Westford Road Culvert replacement.





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Assistant Town Administrator's Report

- The Library and Community Room will be repainted in the next few weeks. The project came in under budget and will be completed by June 15.
- Littlefield Library project is moving forward and Masonry work was completed last week and roofing will commence early next week. Final step will be the painting. Project is to be completed by June 30th
- Working with the Library to procure a company to redesign their website to better accommodate remote services and access to all that the Library has to offer.
- Application was submitted last week to the MassDOT Shared Streets and Spaces Grant for \$125,000 to extend sidewalks on Coburn from the Lakeview Ave intersection to Beech Street. If awarded, this project would provide access to the Town Beach, the fields at Community Center, the playground at the Early Childhood Center, and several businesses along Parham Road. Thanks to Town Engineer Jake Zwicker who designed the plans and estimates for this project.
- As of June 10, all of our Boards & Committees will have returned to in-person meetings. We have been coordinating space requests with the Media Department and have received positive feedback.

Regards,

Matthew J. Hanson
Town Administrator

