



## TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

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January 6, 2020

### Town Administrator's Report

Dear Board Members:

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

- I included in your packet tonight a budget update from the Highway Department for snow removal and sanding this year.
- Town Administration will be meeting with MassDOT District 4 later this week to discuss the potential of a TIP project in or around the Town Center.
- Today was the deadline for Department Heads to submit their annual budgets. Administration will be reviewing department budgets over the next several weeks.
- The Tyngsborough Public Library will begin working on their five year strategic plan this Spring. The Library Director Sue Arthur has requested that someone from the Board of Selectmen or Town Administration serve on the planning committee. During their last strategic planning period the Board chose to appoint the then Assistant Town Administrator Nina Nazarian to the Committee. I welcome any feedback from the Board right now as to whether you would like a staff member to serve on the committee or if there is a member of the Board interested in serving.

### Assistant Town Administrator's Report

- Plumbing Services bids will be coming in this Wednesday.
- Benches have been ordered for the FPMH Grounds Project with input from the FPMH Grounds Committee.
- Preparation has begun for the Capital Asset Management Committee. The first meeting is January 28<sup>th</sup>.

Regards,  
Matthew J. Hanson  
Town Administrator

