



TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

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Town Administrator's Report

Dear Board Members:

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

- First Parish Meeting House Belltower Repairs are due this Thursday at noon. This phase will partly dictate the pace of the grounds project.
- Preliminary rounds of budget meetings have been ongoing. Town Administration has met with every department at least once to review departmental requests for FY21.
- Town Administration is awaiting a proposal from World Tech Engineering to submit a Project Initiation Form to MassDOT for potential Town Center TIP Projects.
- Shaun Keegan, our new Skilled Maintenance Craftsman, started in his position last week. He has been working closely with the Administration to identify efficiencies and potential upcoming maintenance projects in our Town Buildings.

Assistant Town Administrator's Report

- The Capital Asset Management Committee met for the first time on Jan 28th to review 19 requests totaling in ~\$1,150,000 projects. The second meeting will be held tomorrow, Jan 11th at 7:30pm in Town Hall.
- Members of the Administration and Board of Selectmen met with the Northeast Association of Realtors last week at the FPMH to accept a \$4,650 donation for the Footpath project. This will cover the cost of benches on the property.
- Town Administration has been meeting with Recreation, our Town Engineer, and Conservation Director to assemble bid documents for the restoration of the Town Beach.

Regards,

Matthew J. Hanson

Town Administrator

