



TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

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March 9, 2020

Town Administrator's Report

Dear Board Members:

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

- A walkthrough was held at the First Parish Meeting House with our Building Commissioner, Paul Welcome to finalize occupancy for the building. Punch list items are being finalized and will be completed over the coming weeks.
- The FPMH bell tower repair work is being put back out to bid in the next few weeks. Work is anticipated to occur over the summer.
- Members of the Town Administration and Board of Selectmen have held preliminary meetings with municipal Unions to initiate collective bargaining sessions.
- Info sessions have been held for retirees to discuss changes to health care plans.
- Munis Conversion meetings have resumed. Accounts payable and receivables will go live July 1, 2020 and the remainder of the functions are anticipated to go live January 1, 2021.
- Town Administration is currently collaborating with World Tech Engineering to file requests to MassDOT for the approval of a scaled down TIP project on Middlesex Road.

Assistant Town Administrator's Report

- The Capital Asset Management Committee will be meeting this Wednesday, March 11 to review the 5 Year Capital Plan.
- Town Administration met with members of the Tyngsborough Garden Club to collaborate on finish plantings for the First Parish property. A joint meeting will be held with the FPMH Grounds Committee to finalize plans and select lighting for the property.
- A pre-bid walkthrough was held for the Town Beach Restoration project on Lake Mascuppic. Bids are due to come in this Wednesday, with completion for mid-May.
- Green Communities project administration is ongoing. The Highschool Classroom LED Conversion is complete, and we are currently working to schedule HVAC upgrades in Town Hall to occur this spring for the air condition. Pending approval of the FY21 CIP, Furnace replacement will occur in the late summer.

Regards,
Matthew J. Hanson
Town Administrator

