



# TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

March 22, 2021

## Town Administrator's Report

Dear Board Members:

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

- The State vaccine rollout timeline has been updated; March 22nd age 60+, April 5th age 55+, and April 19th, age 16+. Tyngsborough is now in the “yellow zone” for COVID risk.
- MassDOT has announced that paving Middlesex Road is scheduled for this construction season but an exact date has not been determined.
- 10 Firefighter/EMTs have been trained to give COVID vaccine and are currently working at the Lowell General regional clinic.
- The BOA has hosted Bingo inside, with masks, two weeks in a row. As elderly populations continue to get vaccinated they are eager to socialize. Outdoor yoga will be kicking off next week.
- Excise tax bills have been sent out. The T/C office is advertising for a part-time Finance Clerk. The Assistant Treasurer/Collector and Finance Department Assistant have been very busy. Looking to move tax title issues forward. Continuing to cross train.
- The Accounting and Finance departments have completed the FY20 audit and are working diligently on the Munis conversion.
- Highway department spring cleanup has begun in parks and common areas. The gate to Riverfront Park is now open. Street sweeping will start April 1st
- The Engineering departments 2021 Roads Program is moving forward in the design phase. Neighborhood meetings will begin next month.
- A tour of the Tyngsborough Country Club Clubhouse took place on March 18th. Inspectional Services, Fire, Engineering, Recreation and Administration are compiling a list of code requests and additional repairs needed on the building. In general, the building is in good condition.
- A new filing system has been installed in the Inspectional Services Department. This will allow increased social distancing between existing staff/intern desks and cubicles.
- The Middle School Building Committee has narrowed the preliminary design down to three options which will now be explored in greater detail by the architect, OPM, and the committee. The options include a full renovation, a partial renovation/addition, and a new construction building.
- The Master Plan Committee has completed an initial draft which is currently under review by the public and municipal departments. Comments are due by May 5th. Residents can enter a submission on the [Committee's web page](#) which includes a link to a Google Form





## TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

### Assistant Town Administrator's Report

- MEMA has officially approved our reimbursement request for the TES Culvert in the amount of \$90,547.75. We have notified our Town Accountant that the funds have been released, and the state will be issuing a Certificate of Completion for the project.
- R. Bates & Sons has officially mobilized on the Flint Pond Dam site. Sand bags and heavy machinery started to arrive last week.
- Pavers have been delivered for the Employee Courtyard behind Town Hall and tables have been ordered. Work will kick off this week and run through April.
- Work has started on the Town Beach project. Thank you to the Highway Department for moving and resetting some play structures in advance of the official start.
- MA Historic has issued a state contract for the Littlefield Library Project. We are communicating regularly regarding potential additional funding for the rear roof.

Regards,

Matthew J. Hanson  
Town Administrator

