



# TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

January 10, 2022

## Town Administrator's Report

Dear Board Members:

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

- BoH voted to institute a mask advisory
- Thank you to the Police Department and Officers Bonczar and Koziol for hosting a free A.L.I.C.E. training for Town Hall/Library Staff on December 14th. 16 staff participated in the training.
- Thank you to Caitlyn Lee, HR/Benefits Coordinator for helping the Sewer Dept and Highway Department get MIIA safety grant which included Fluorescent safety jackets for when they are working in the road, coveralls, hip boots, industrial plastic blower and a safety sign for road work "Men working" Ms. Lee was also awarded a MIIA wellness grant to fund additional outdoor furniture and umbrellas, healthy food appliances for the break room kitchen, and 8 standing desks to help with staff ergonomics.
- FY23 Department budget requests were due to Administration and Accounting on January 10th.
- The Town-wide assessment of the street roads is complete, next step is to get the software up and running.
- The Media Department is working on the camera/broadcast upgrades at the OTH and FPMH. Installations are expected to be complete in January.
- The COA holiday party took place on Friday Dec 17th for 75 seniors. Masks were required except when eating. The food pantry is fully operational. Thirty meals were distributed to families in need for Thanksgiving and an additional 30 meals for Christmas.
- Employee Payroll for general government employees is now being processed through MUNIS, the School Department will be line in another 2-3 months.

## Assistant Town Administrator's Report

- Capital Asset Management Committee met again last week to review the initial departmental requests. A summary of those requests was previously provided to this Board. The group will hear presentations from the various departments over the next two weeks and is aiming to present initial rankings in early February.
- The Commission on Disability is working on developing a Neighbors Helping Neighbors volunteer network to provide a uniformed volunteer network for seniors and individuals living with disabilities who may need assistance in various ways.





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Regards,

Matthew J. Hanson  
Town Administrator

Colin F. Loiselle  
Assistant Town Administrator

