



TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

February 28, 2022

Town Administrator's Report

Dear Board Members:

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

- Accounts payable in MUNIS is now being utilized by all general government departments and the School Department. MUNIS payroll is live for general government employees and the School Department is expected to process payroll through MUNIS starting in March. We continue to roll out the employee self-service portals so employees can view their accruals and track/enter their time. The Accounting and IT Department are continuing to train end-users in accounts payable and budget tracking tools within MUNIS. In addition to the ongoing staff training, we are preparing for the final conversion of Treasury/Collection functions which is on-track to be completed by June 30th. The continued efforts of the numerous staff involved in the conversion is greatly appreciated.
- We are working now with our Auditors to conduct the Town's Annual Financial Audit. The Auditors will be on site in the next two weeks to gather documents and begin that work.
- Welcome to Kathryn Growney who started last week as our new Library Director. A copy of the Library's quarterly report is attached to this report.
- The Board of Health will host additional COVID-19 vaccination clinics on March 7 and March 28 to accommodate first doses that were issued at the last clinic. Information is available at tyngsboroughma.gov.
- Congratulations to the Fire Department which was awarded a SAFE Grant for 2022 to fund educational programs for schools and our Seniors.
- The Recreation Department is hosting the Shamrock Ball again for the first time in two years on March 19 at the Elementary School. More information is available on the Tyngsborough Recreation Website & Social Media.
- The Sewer Commission is working with the Toll Brother's to design a pump station for Coburn Road.

Assistant Town Administrator's Report

- A reminder that the Surplus Auction is now live. The auction is being conducted entirely online and is available on the top of the Town's Website. It will remain live until March 7, 2022.
- The Capital Asset Management Committee has finished its preliminary review of Capital Requests and is in the rankings phase. Individual rankings will be submitted later this week and the Committee will meet next Monday evening to review the rankings and finalize their initial recommendations.
- Our office worked with the Engineering Department to design and submit a new grant application to MassDOT's Shared Streets and Spaces program. This is the same grant program that funded the Old Town Hall Park Renovation. The new application is for the installation of an ADA accessible sidewalk along Coburn Road between Lakeview Ave and Beech Street. This would connect those residential neighborhoods with the Town





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Beach, and the existing sidewalk network on Lakeview Ave. Additionally, the grant funding will allow for the installation of a bus shelter at the corner of Lakeview & Coburn which is currently a stop on the LRTA Bus Route 10. We expect to hear back about this grant in early Spring.

- We are preparing a grant application to the Mass Historic Commission's Preservation Projects Fund (PPF) 28th Round for the West Roof Replacement of the Littlefield Library. You will remember that we replaced the east roof using this grant last summer but didn't have enough funding to do the west roof. Thanks to a \$40,000 match from CPC, we're looking for \$40,000 from the state to complete the project. Our cost estimates have the project at between \$65k and \$75 but we will obviously be looking for some contingency. The deadline is March 18 and we expect to hear back in early June.

Regards,

Matthew J. Hanson
Town Administrator

Colin F. Loiselle
Assistant Town Administrator

