



# TOWN OF TYNGSBOROUGH

Office of the Town Administrator

Town Offices

25 Bryant's Lane

Tyngsborough, MA 01879

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

November 21, 2022

## Town Administrator's Report

Dear Board Members:

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

- Innovation Academy Charter School 5th and 6th graders have been hard at work picking up trash around town. They have picked up trash on site at the following locations: (1) Tyngsborough Beach (2) Kiwanis Trail (3) Wicasse Fields (4) Sherburne Nature Center
- Jackie Schnackertz, Executive Assistant to the Board of Selectmen and Town Administrator, started today, November 28th.
- The Public Safety Building Study Committee met on November 16th to review a first draft of their Final Report. A final report is expected to be finalized at the Committee's next meeting and presented to the Board of Selectmen on December 12th.
- Nancy Johnson, Assistant Town Clerk, celebrated her 35-year work anniversary on November 16th. Thank you to Nancy for her dedication to Tyngsborough.
- The final weekend of the Festival of Trees is taking place December 1, 2 & 3rd. Visit <https://tyngsboroughma.myrec.com/> for more information!
- The Town Administrator and Assistant Town Administrator attended the Massachusetts Municipal Management Association's annual fall conference at UMass Amherst from November 17-18th.
- Administration is continuing to negotiate renewal rates with Republic Services for a FY24 trash and recycling hauling contract.
- The 250 Middlesex Road Visioning Committee is finalizing a date for a kickoff meeting the week of December 5th.
- The Town Center Shared Parking Lot project is complete.
- Through a donation identified on "Tyngsborough Buy-Nothing" the Council on Aging has received a gently used pool table at no cost to the town.





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## Assistant Town Administrator's Report

- The Tyngsborough Fire Department hosted a very well attended CPR/First Aid training for Town Staff & volunteers at the Council on Aging on November 16<sup>th</sup>. We had roughly 25 members of our staff & volunteers from the COA and Library attend. The library is looking to have a training specifically on CPR for children hosted at the Tyngsborough Public Library for their staff.
- Design on the Bicentennial Field Irrigation Project is now complete. The consultants have submitted preliminary designs to the Conservation Commission for review before we formalize our submission. We will utilize this design to prepare cost estimates early this week so we can include the funding as a Capital Request for Fy24. Once ConCom approves their design formally and the funding is authorized by Capital Asset, we will go out to bid for the work.
- Capital Asset Requests for the Fy24 program are due one week from today. This will give the Committee two weeks to review requests before their next meeting on December 14<sup>th</sup>. A more detailed timeline was included in the FY24 budget schedule Mr. Hanson went over earlier this evening.
- The Tyngsborough Elementary School Playground project which was funded through the FY23 Capital Improvement Plan is completed. The project was completed roughly \$70k under budget and has been very well received by the students at TES.

Regards,

Matthew J. Hanson  
Town Administrator

Colin F. Loiselle  
Assistant Town Administrator

