



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

December 12, 2022

Town Administrator's Report

Dear Board Members:

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

- Every year on December 10, the world celebrates Human Rights Day, the day when, in 1948, the United Nations General Assembly adopted the Universal Declaration of Human Rights (UDHR). This year's Human Rights Day slogan is "Dignity, Freedom, and Justice for All" and the call to action is #StandUp4HumanRights, a movement to rekindle the spirit of the Universal Declaration of Human Rights. www.ohchr.org/en/human-rights/universal-declaration/translations/english
- Tyngsborough Festival of Trees 2022
- You can turn in your used string lights at Town Hall now through January 15, 2023! The drop off box is outside & accessible 24/7.
- Through our regional police mental health collaborative, there are two upcoming Narcan trainings available to Tyngsborough residents. These training sessions are free and will be held on Thursday, December 15th at 2pm and Saturday, December 17th at 11am, both located at the Tewksbury Public Health Museum at 365 East Street in Tewksbury, MA.
- Park & Ride passengers are now required to use the online ticketing system. This can be done easily from a website or QR code, both of which are displayed on the signage at Park & Ride. However, in the next few weeks the Park & Ride will be releasing a new online option to purchase discounted senior and veteran tickets. Currently, senior and veteran tickets must be purchased at an in-person ticketing location.
- Jennifer Raitt, Executive Director of NMCOCG, is working to establish a regularly scheduled Municipal CEO meeting for the Managers in the 9 NMCOCG Communities. The first meeting was held on December 5th. Several regionalization initiatives were discussed.
- On Dec 8th the Collins Center held a virtual orientation for staff to discuss the wage and classification plan they are developing and the input they will be seeking from staff.
- On Dec 7th the Library held the first of three Strategic Planning Meetings established for the development of their 5-year Strategic Plan
- The 250 Middlesex Rd Strategic Visioning Committee held its first meeting on December 5th and plans to meet every other week starting in January.
- On December 7th the Public Safety Building Study Committee completed and approved it's final report.





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- The Board should consider soliciting volunteers to serve on a 80 Pawtucket Blvd Recreational Amenity Planning Committee

Assistant Town Administrator's Report

- The Capital Asset Management Committee will convene for the first time on Wednesday since FY24-Fy28 requests were submitted. The sum of the initial requests for Fy24 is just shy of 3.5 million with requests from the Commission on Disability and Historical Commission included this year for the first time in a while. The Committee has its work cut out for it and will begin reviewing requests and discussing them with department heads in the coming weeks.
- The Bicentennial Field Irrigation Design is complete and our current cost estimates are \$220,000. This was submitted to Capital Asset for Fy24. We are now in the environmental permitting phase of the project which we expect to be smooth.
- Our office convened a meeting last week with Veterans Agent Chris Dery and a group of residents interested in helping plan the Memorial Day program in Tyngsborough. We had a productive meeting and are excited to have new interests represented in the planning for this year's event.
- Our office will release Invitations for Bid this week for the following projects:
 - Littlefield Library Rear Roof & Exterior Renovation Project: This project will see the replacement of the asphalt roof in the rear of the building with historically appropriate slate roofing to match the front of the building and the production of an installation of a more historically appropriate front door. The project is funded by a \$40,000 grant from the Massachusetts Historical Commission and a match from CPC. Bid docs are available beginning on Wednesday and will be due by 10:00 AM on January 11.
 - Madeline Terrace Drainage Improvement Project: This project was funded in the Fy23 Capital Plan and involves substantial drainage work in the Madeline Terrace neighborhood. We originally bid this project in August but had the lowest bidder back out at the last minute. Bids for this round will be available on Wednesday and will be due on January 11, 2023 at 10:30 AM.

Regards,

Matthew J. Hanson
Town Administrator

Colin F. Loiselle
Assistant Town Administrator

