



TOWN OF TYNGSBOROUGH

Office of the Town Manager

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

September 18, 2023

Departmental Updates & Operational Status Reports

Matthew J. Hanson
Town Manager

Katharine Foster
Assistant Town Manager

Dear Board Members and Members of the Community:

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

- Administration, along with IT and the Media Department, have been testing various security camera options for the Town Hall parcel. A formal request for quotes will be released in the next few weeks.



- Contractors finished replacing the failed culvert on **Chestnut Road** Friday evening. The road remains closed until paving is complete, which is expected to take place tomorrow. A big thank you to our **Highway and Public Safety staff**, our **Town Engineer**, Jake Zwicker and the contractor, **Woodall Construction Company** for quickly responding to the situation.

- The **Economic Development Offices of Tyngsborough, Dracut and Chelmsford** are hosting a **Small Business Mini-Conference**. The event includes three separate topics aimed at helping you grow your business as well as time for networking and Q & A. A big thanks to our Economic Development Director, [Eric Salerno](#) for helping put this event together. Please see the website to register.

BIG IDEAS FOR SMALL BUSINESS
Mini-Conference
SEPT 19th
9AM-12PM
REGISTER NOW

9:30-10:10
Attracting & Keeping Employees with a Small Business Benefit Program
Presented by: Steve Mallette, New England Medical Insurance Agency

10:20-11:00
The Three Pillars of Small Business Marketing: Digital, Branding, & Engagement
Presented by: Sisi Wong, Founder & Chief Marketing Strategist Tomo360

11:10-11:50
Grow Beyond Basic Budgeting & Thrive with Better Cash Flow Management
Presented by: Nancy Girardi, Regional Director, MA Small Business Development Center, and Charles Smith, Director of the Lowell Entrepreneurship Center

SPEAKERS & EXPERTS

Hosted by the Economic Development Offices of Tyngsborough, Chelmsford, & Dracut

Tyngsborough Old Town Hall
19 Kendall Road
Tyngsborough, MA 01879

SMALL BUSINESS DEVELOPMENT CENTER IS A FEDERAL PROGRAM AND IS NOT AFFILIATED OR EMPLOYED BY ANY OTHER PRODUCTS AND/OR SERVICES. ALL SBA PROGRAMS ARE SUBJECT TO THE PUBLIC LAW AND REGULATORY BASIS, HIGHLIGHTED ACCORDING.

TYNGSBOROUGH
HEALTH & SAFETY FAIR

FUN FOR ALL AGES!
Touch-a-Truck, Games, Demonstrations,
Vendors, Blood Drive,
Food Trucks & Much More!

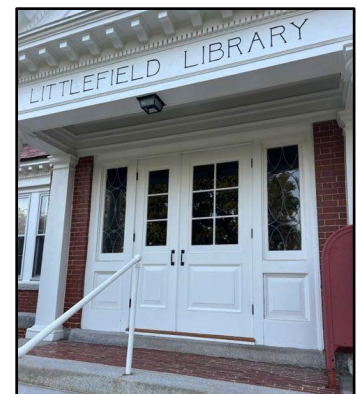
SEPTEMBER 30th, 11:00-2:00
TYNGSBOROUGH ELEMENTARY SCHOOL
205 WESTFORD ROAD

- After 8 years with the Town of Tyngsborough, this is *my last Town Manager's report*. Our Media Department found the video of my original appointment which can be viewed here:
<https://cloud.castus.tv/vod/tyngsborough/video/64b6e17600e1190009c36576?page=HOME>

I recall saying at this time that there was plenty of work to do, projects to work on, and that I was excited to get started... That certainly turned out to be true. The wonderful staff at Town Hall, and the Board members and volunteers I have worked with, made this an extremely difficult town, and job, to leave. I will miss Tyngsborough. The people and places here have secured a large space in my heart. Congratulations to Colin Loiselle who will start transitioning into this role later this week. There is a great team in place here at Town Hall, and particularly in the Town Manager's Office with Jackie Schnackertz our Executive Assistant and Kat Foster our Assistant Town Manager.

Assistant Town Manager Updates

- **Invitation for Bids** for the Police Station Parking Lot Upgrades was released last Wednesday. Bids are due September 28.
- The **Littlefield Library Project** is officially complete. The contractor installed the new glass and gave the door a fresh coat of paint last week. The Town is still waiting for a response from the Mass Historical Commission on the preservation restriction. In the meantime, we reached out to Town Counsel for guidance.
- **Invitation for Bids** for the **Lower Flint Pond FootBridge** will be released this Wednesday with bids due October 11th.
- Request for **Designer Services** proposals for the **Winslow School** were due September 6. The project was awarded to **SOCOTEC AE Consulting**, who has experience working on other projects in Town.
- Staff are working on developing a **Board & Committee Guidebook** that will be coming to the Select Board in the coming weeks for review and approval. This guidebook will



provide volunteers with information from Open Meeting Law to board/committee member roles and responsibilities.

- The **Engineering Department** was awarded a Division of Ecological Restoration Culvert Replacement Grant for \$73,000 for Data Collection and Preliminary design of two culverts along **North Meadow Brook**.

Want to watch prior government, educational or public programming? Visit the Tyngsborough Media Video on Demand & Live Streaming Services by clicking the image below:

