



# TOWN OF TYNGSBOROUGH

Office of the Town Manager

Town Offices

25 Bryant Lane

Tyngsborough, MA 01879

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

November 6, 2023

## Town Manager's Report

Dear Board Members:

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

- I would be remiss if I didn't take this opportunity to acknowledge the passing of long-time Tyngsborough resident August "Gus" Skamarycz who passed away last week. Mr. Skamarycz was a loyal town meeting attendee having missed his first meeting in 41 years earlier this month. He was a regular volunteer at his church, devoted bee keeper, former fire fighter, and on a personal level a huge supporter. He is survived by his wife Peggy who is also our Admin in the Building Department and his presence at Town Meeting and regular phone calls to my office with ideas, suggestions, and critiques will be missed.
- The Sustainability Committee hosted a very successful Zero Waste Day this weekend at the Elementary School with more than 230 unique residents participating. This event gets bigger and better each time and we thank the volunteers on the Sustainability Committee for their hard work.
- Shout out to the Council on Aging which hosted a very well attended open house this weekend. It was a full house with a sampling of all the programs and services available as well as a bake sale and lots of games. The Council on Aging also recently sent out a mailer to all Tyngsborough households highlighting the services and programs available.
- Scheduling note- The Town Hall and Tyngsborough Public Library will close at 4:00 PM on Wednesday, November 22, 2023 ahead of the Thanksgiving Holiday the following day. Additionally, to accommodate a full-staff training, the Town Hall and Tyngsborough Public Library will open at 11:00 AM on Wednesday, November 29, 2023. We've begun advertising this on social, web, and in Town Hall.
- Town Planner/Economic Development Director Eric Salerno and I have met to discuss ways that we can utilize the \$100k earmark for Economic Development. Eric is currently exploring the use of some of the funds to do economic development one pagers that would highlight growth and economic development opportunities in Tyngsborough as well as placemaking signs.
- The town-website project is moving along on schedule. The project team is working now on design development and will have a draft to review in the next week or so. We'll also start working on content migration in the next month. We are on schedule to go live in February or early March.
- The grant-funded class and compensation study is expected to be closed at some point in the next week. We concluded the data collection piece last month and are now waiting for the final data from the Collins Center.





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- The 2023 Roads Program is winding down for the winter. Work to date included reclaiming, grading, and installation of the binder coat on Patriot. If weather cooperates, the Contractor may be able to perform reclaiming, grading, and paving work on Descheneaux. The final coat will be installed on Patriot and Descheneaux in the Spring. This project is anticipated to cost roughly \$1M.
- The Massachusetts House of Representatives passed to be engrossed House Bill 2052 which is the DPW Special Act approved by Town Meeting in 2022. It was approved by the House on October 30 and will now work through the Massachusetts State Senate. In the coming weeks, my office will be forming a working group to begin identifying the transition plan to be ready to implement the changes once it receives final approval and signature by Governor Healey.
- My office is working with the Engineering Department, Highway Department, and Sewer Department to begin soliciting proposals for the new DPW building. We took a short pause at the start of the start of my tenure to ensure that we were all aligned and that all elements of the project were lined up. I expect to release an RFP in the next few weeks.
- The Tyngsborough Police Department was awarded \$25,644.75 for the Municipal Road Safety Program. Funding through this grant comes from the National Highway Traffic Safety Administration. This grant will be used by the department to fund traffic safety initiatives including overtime traffic patrols, selective traffic enforcement, as well as traffic safety equipment.
- We're currently accepting bids for the Bicentennial Field Irrigation Project which was funded through Capital. We'll host a pre-bid walk on site this Wednesday morning and the bids are due back by November 22.
- My office met with SOTEC Architects last week to begin the design of the \$1.5M partial demolition and moving of the Winslow School. They're working right now on existing conditions and will begin the design phase sometime in late December.
- The Planning Department will host an information session on the MBTA Communities Act on Wednesday at 7:00 PM here in the Community Room. Residents are encouraged to attend and to visit the Planning Department page on [tyngsboroughma.gov](http://tyngsboroughma.gov) to learn more.
- FY25 budget season is just around the corner. Finance Director David Andrus will join the Board at their November 27<sup>th</sup> meeting to discuss revenue projections for the upcoming fiscal year and provide a status on the FY24 budget. We'll be starting the budget process a little early this year with Department requests due by the end of December. We'll have the draft FY25 budget schedule at your November 27<sup>th</sup> meeting.
- We are a little over a month in since I took over as Town Manager. To date, I've spent considerable time examining projects and initiatives that were started under my predecessor or that were in the planning phase when I started. I paused the 180 Lakeview Ave asbestos abatement project until full funding is available for a complete demo because a onetime project has efficiencies and cost savings attached. All other projects are moving forward, some a little delayed because I felt like there wasn't alignment or some aspects weren't well thought out but nothing major. A real focus for me has been ensuring that projects that





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involve many stakeholders are well articulated with proper feedback and input. The next few months will be busy with budget preparation and contract negotiations ahead of FY25. My office is prioritizing efficiency and transparency and working hard to provide information to Board members and the public in a routine and timely manner whether in regards to finalizing the agenda and meeting packet ahead of the weekend before or increasing our use of the website and social media. Big thanks to Jackie & Kat who have helped make the transition seamless.

### Assistant Town Manager's Report

- Invitation for bids were due October 18 for the Winslow School Hazardous Abatement Project that went out to bid for a second time. The Town is in the process of checking references.
- Invitation for bids for the Police Station Parking Lot Project were due October 18th.
- Request for Quotes for the Police Station HVAC system were due October 25th.
- The FY25 Capital Request Form was released to staff this week.

Regards,

Colin Loiselle  
Town Manager

Katharine Foster  
Assistant Town Manager

