



# TOWN OF TYNGSBOROUGH

Office of the Town Manager

Town Offices

25 Bryant Lane

Tyngsborough, MA 01879

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

January 8, 2024

## Town Manager's Report

Dear Board Members:

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

- Wanted to take a minute to give a big shout out to the Highway Department for their hard work over the last 48 hours clearing up over 18 inches of snow. Tyngsborough earned the #1 spot in terms of accumulation in Massachusetts during this storm and the multiple waves of snow made this particularly challenging. The team did a great job keeping roads clear and had nearly all of the roads down to pavement before 7 AM today. I also wanted to thank Chief Russell and the Fire Department for coordinating a warming shelter at the Elementary School. At one point more than 70% of Town was without power so having this shelter was important.
- FY25 budget planning is in full swing. My office and the Finance Department have been working diligently since budget requests were due on December 21 to review requests, refine them, and identify areas for cost savings. We'll continue to meet with Departments next week and plan to present the first pass at a balanced budget at your meeting on January 29<sup>th</sup>. Important to note that while the School Committee works through their budget process, we've simply used a placeholder of 2.7% for our balancing purposes which is the agreement between the Town and Schools for how much their budget can increase each year. In terms of budget priorities, the budget we'll present this year will include no new positions but will hopefully include the long-awaited increase in hours for our part time IT Specialist.
- On the budget front, we're closely monitoring things at the state level where this weekend we learned that revenues are so far behind projections that the Healey Administration is looking at nearly 400k in cuts this fiscal year. We expect this will impact FY24 earmarks first, but are also concerned what this might mean for state aid in FY25.
- Last week we released a Request for Services for design services on the new DPW building. Responses are due by January 31<sup>st</sup> and our goal is to have the design and construction documents complete by end of March so that we can go out to bid in early Spring.
- Chief Russell in his capacity as Emergency Management Director is working with staff from the Fire Department to put together a Community Emergency Response Team (CERT) which is a volunteer group of residents who can be mobilized to assist with emergency response in the event of natural disasters or other large-scale emergencies. The Chief received a \$5,000 grant to help get the program launched and will host info sessions for interested residents on January 24<sup>th</sup> and January 31<sup>st</sup> at 6PM at Old Town Hall. We'll have more information about the program available on our website shortly.





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- We're excited to announce a partnership with Black Earth Compost to offer drop off compost bins at the Tyngsborough Highway Department for use by residents. The Town's Waste Characterization Study revealed that almost half of Tyngsborough's waste tonnage is organic which could be composted instead. That is better for the earth but also for our budget because it will reduce the tonnage brought to Covanta to be disposed of. To that end, beginning next week, we'll be accepting drop offs from residents of organic waste. Two 64-gallon bins will be available at the Highway Department for use by residents. The bins will be collected weekly by Black Earth and hauled off to their commercial compost site. The bins will only accept organic waste and we've been working with the Sustainability Committee to advertise the service and educate residents on what is and what isn't accepted. This first-year pilot is being funded by incentive funds provided to the Town by Republic Services and will increase our eligibility for future RDP funds from MassDEP.
- Last month I signed a 12-month agreement with Sprague Energy to competitively purchase our natural gas supply for public buildings in a similar manner to what we've done for electricity. The rate we locked in is ten cents per therm cheaper than the current National Grid rate and is locked in until December 2024.
- I am pleased to share that the Town of Tyngsborough has received an additional \$242,769.00 in Chapter 90 funding for FY24 as a result of the 2022 Fair Share Amendment which places a surtax of 4% on taxable income over \$1M.
- We're excited to be working with the Collegiate Charter School of Lowell to place two high school seniors in accounting internships with our Finance Department. They'll be helping with budget prep, audit work, and much more.
- The Town is once again, through the support of the Sustainability Committee, collecting String Lights here at Town Hall. Residents can bring their old or unwanted holiday string lights to the drop off box located outside our main entrance now through January 31, 2024. The box is available 24/7. These lights are considered "tangles" and are not permitted in the trash stream because they get tangled up and damage equipment.
- Thank you to Tyngsborough resident Tim Goncalves who helped residents get their yard waste to the new yard waste site. As a reminder, the site is now closed. If weather permits over the winter, we will periodically reopen the site. It will reopen for the season on April 2<sup>nd</sup>.

## Assistant Town Manager's Report

- The Town is seeking sealed bids for Highway Line Painting. Bid documents were available last Wednesday and will be due no later than 10:00 AM on January 17th.
- Asbestos abatement work should commence on the former Winslow School this month. Staff met with PEER Consulting, our asbestos consultant, and Green Environmental, the abatement contractor, for a pre-construction meeting.
- The Town of Tyngsborough is seeking written proposals for Design Services to provide professional design and construction administration services for the Pavilion at the new





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Recreation Center located at 80 Pawtucket Blvd. Documents are available next Wednesday, January 10th and will be due no later than 12:00 PM January 31st.

- FY24 Capital Funding Update: As of today, 4 of the projects funded in FY24 are complete. Of those projects, two came in under budget. There are 8 projects that are currently in progress at this time, and many of which will be completed in the Spring.
- The Town submitted a rebate application to National Grid as part of an aggressive weatherization program. Our Energy consultant, Guardian, completed an audit of Town and school buildings on the 20th of December and proposed a number of weatherization upgrades. The proposed work would cost the Town \$3,200 with an estimated rebate of \$2,400.

Regards,

Colin Loiselle  
Town Manager

Katharine Foster  
Assistant Town Manager

