



TOWN OF TYNGSBOROUGH

Office of the Town Manager

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

April 22, 2024

Town Manager's Report

Dear Board Members:

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

- I am thrilled to report that the Town's Free Cash was certified by the Department of Revenue on Friday. As the Board knows, we were unable to get it certified ahead of the May 2023 Town Meeting and then again ahead of the October 2023 Special due to issues with our cash book. I want to applaud our Finance Director David Andrus who spent the last several months really diving into the revenue side of things and getting that cleared up. We also brought in outside resources to help train staff on the Treasurer's side to get them up to speed so that we can prevent this from happening again in the future. Free cash was certified at just shy of \$2.6M.
- Happy to share that the Town's Public Safety Communications Upgrade Project was completed on time and on budget on April 9th. This was a massive communications upgrade funded by \$690,000 in ARPA funds. This project saw the conversion of our police communications to digital, the installation of new equipment at various points in Town to eliminate dead zones that made communication between public safety units in the field and our dispatch difficult, and radio upgrades at the Fire Department as well. Chief Howe first approached the Board about this project five years ago and this Board supported his formal request two years ago when ARPA funding became available. This was a critical project that would have had a serious impact on the Town's budget had it not been for ARPA. Big kudos to our public safety chiefs for coordinating such a big project.
- The DPW Home Rule petition was approved by the Senate on Tuesday and sent to the Governor's desk to be signed. I expect that to happen any day now and we'll immediately get started, first by appointing a Superintendent of Public Works and then by using the work of our implementation working group to get it off the ground.
- I'd like to congratulate Assistant Town Manager Kat Foster and Town Engineer Jacob Zwicker for completing the ICMA High Performing Leadership Academy. This was a several months long course that focused on leadership development in the public sector and both completed the program with very high scores.
- I'm excited to share that Tyngsborough was awarded an additional \$22,149 in unexpected Chapter 90 funding through the Rural Roadway Funding Program which was authorized by the legislature in 2023. The program awards additional funding (up to \$25M in total) to support roadway reconstruction in municipalities. All 351 cities and towns are entitled to some level of funding through this program. The program uses a formula for distribution which considers local road mileage, municipal population, and the level or rurality.





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- Last meeting I provided an update on the Town Center Footbridge project which had a temporary pause due to the need to change the foundation plan for the bridge. I'm happy to share that Town Engineer Jake Zwicker has worked with the contractor T-Ford to come up with an alternative approach that will see the project delivered in time for the Block Party. We executed a change order for the project today and I expect the project to resume down there in the next few weeks.
- We held a kick off meeting last week with SOCOTEC for the design of the new pre-engineered steel DPW building. Our engineering department is working on the site plan and we expect to have preliminary designs for review by Town staff and the Sewer Commission in the next few weeks.
- Last week our media department launched episode one of "Entering Tyngsborough" which is a series of short podcasts focused on bringing attention to the various things happening in Town. The first episode focused on our planning department with a discussion about the Town's attempts to comply with the MBTA Communities Act.
- Thank you to everyone who has so far attended our budget office hours. We've had a very productive conversation with folks at each. We have one remaining tomorrow night at 5pm. Our Assistant Town Manager Kat Foster will be subbing in for me, and of course if you have questions about the budget and can't attend simply contact our office and we'll get the information you need.
- Just a note about a couple upcoming events. Pre-Town Meeting will take place on April 30th here in the Community Room at 6 PM. This is an informational meeting where we'll walk through each article and explain what it means. There is no debate and no votes are taken. The session will be broadcast live and recorded for viewing on demand. The Board of Health will host the Swing into Spring Health Fair on Saturday May 4th from 11 AM to 2 PM at Old Town Hall. That same day, head on over to the Hunter Norton Property for the 5th Annual Trail Day! & Finally, the May Annual & Special Town Meeting will take place on Tuesday, May 7th at 7 PM at the Elementary School. A copy of the warrant is available at tyngsboroughma.gov under the Town Meeting page. There you will find the article language, explanations, votes of the FinCom and Select Board, and video explainers.
- Finally, I am sad to share the resignation of Town Planner & Economic Development Director Eric Salerno. Eric joined Tyngsborough as our first full-time Town Planner and our very first Economic Development director back in 2018. Since then, Eric has coordinated substantial, but well-coordinated growth in Tyngsborough including the Toll Brother's Project, two large warehouse projects that are permitted and in development stages, a \$2M MassWorks grant for public/private improvements at the Highway Department, and played a critical role in shepherding along the 440 Middlesex Road project. Eric has been a tremendous resource for businesses of all sizes and professionalized our planning process. He has coordinated dozens of zoning amendment changes including of course the Town's efforts to comply with the MBTA Communities Act which has been no small feat. He's off to Bedford to serve as their Economic





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Development Director and will be with us until May 8th. That said, we'll be posting that position this week and would encourage anyone interest to reach out.

Assistant Town Manager's Report

- The Sherburne Ave Open Space Parcel Project is moving forward. The design of both the Pavilion and Phase 1 of the site amenities are in progress. Robert Hannon Architects is working on finalizing the design and construction documents for the pavilion, which we hope to release an Invitation for Bids for construction by the end of May. KNA is working on finalizing the design for the recreation amenities included in Phase 1. The Recreation Director and myself plan to hold a meeting with the Sherburne Ave Open Space Committee in the coming weeks to provide a status update.

Regards,

Colin Loiselle
Town Manager

Katharine Foster
Assistant Town Manager

