



# TOWN OF TYNGSBOROUGH

Office of the Town Manager

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

May 13, 2024

## Town Manager's Report

Dear Board Members:

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

- We are actively hiring for three positions. We're looking for a full-time public safety dispatcher and a full-time Town Planner. Job postings for both positions can be found on the Town's website. We're also preparing to post for a full-time patrol officer position within the police department following the resignation of Officer Marissa Eastwood who is relocating to Maine. We thank her for her service and wish her well in her next department.
- I want to thank all of the residents who attended our Annual Town Meeting last week. The 215<sup>th</sup> Annual & Special Town Meeting considered 28 articles, of which 25 were approved, one was disapproved and two were withdrawn. Most notably, Town meeting approved a \$48.8M operating budget which represented modest, but strategic growth in critical service areas, maintained conservative approaches to revenue, and was cognizant of the financial pressures impacting everyone. Additionally, Town Meeting approved a zoning amendment that adopted multi-family overlay districts that were compliant with the MBTA Communities Act and minimized the potential impacts on Tyngsborough. I also want to thank acting Moderator Bill Gramer, the Tyngsborough Media Department, and most importantly the Tyngsborough Public Schools facilities staff who accommodated us by setting up the room and promptly breaking it down following the meeting.
- The Northern Middlesex Council of Governments will host a Digital Equity Charette on Thursday, May 16<sup>th</sup> at 6 PM at the Old Town Hall. This is part of the Greater Lowell Digital Equity Initiative which is a regional effort to ensure equitable digital access across Greater Lowell. The event is open to all and is geared to be a forum to help understand regional needs.
- With the help of the Northern Middlesex Council of Governments, we'll kick off the update on our Housing Production Plan on Wednesday, May 22, 2024. There will be a kick off meeting at 6pm. We've invited members of the Select Board, Planning Board, and Affordable Housing Trust but all residents with an interest in housing are invited to attend. As a reminder, we were awarded a \$30,000 technical assistance grant to utilize NMCOG for this update.
- The Building Conditions & Space Assessment Project for the Police and Fire Departments is moving along. We have completed the space assessment portion of the project and expect the final report on that front in the next week. The conditions assessment and prioritized capital plan for each building is also wrapping up. A key takeaway from the space assessment is confirmation that the Fire Station is more than three times undersized compared to where it should be and the Police Department is nearly two times undersized.





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An additional challenge in the Fire Department is that there is no clear delineation of “hot” and “cold” zones in relation to decontamination which poses longer term health issues and would need to be addressed in a future building or renovation.

- A reminder that the Town Election will take place on Tuesday, May 21, 2024. Polls are open from 7 AM to 8 PM. You can visit [tyngsborougma.gov](http://tyngsborougma.gov) to learn more about where to vote and to view a sample ballot.

### Assistant Town Manager’s Report

- Today we received proposals for Document Scanning and Digitization Services for the Tyngsborough, Tewksbury and Billerica Health Departments. The Towns are utilizing the PHE (Public Health Excellence) Grant to scan and digitize their records.
- As noted in the past there are a series of annual service and supply contracts that the Town issues across our general government departments. These contracts are generally for one year with two (2) one-year extensions at the sole discretion of the Town and are all competitively procured. This allows us to lock in favorable pricing and avoid having to re-bid these contracts annually. The following contracts have been extended at favorable rates for one additional fiscal year by Mr. Loiselle:
  - 2022-SEW-002 – On call Emergency Sewer Services – Weston & Sampson CMR, Inc.
  - 2022-SEW-003 – Sewer Generator Repair/Maintenance and Sewer Pump Purchases – Scherbon Consolidated, Inc.
  - 2022-SEW-005 – Wet Well Cleaning & Pump Outs – Action King Enterprises Inc.
  - 2022-SEW-006 – Manhole & Sewer Line Maintenance – Leblanc General Contractor
  - 2022-SEW-007 – Sewer Commission Engineering Services – Woodard & Curran
  - 2022-HWY-001 – Catch Basin Cleaning – DM Catch Basin
  - 2022-HWY-006 – Roadside Mowing & Street Sweeping – Millennium Maintenance & Power Sweeping, Inc.
- The Sherburne Ave Open Space Committee met on May 1st to review the plans for Phase I of the site amenities at the new recreation property off Sherburne Ave. Town Meeting approved \$800,000 in CPC funding at the 2023 Annual Town Meeting to fund recreation amenities, such as pickleball courts, bocce, shuffleboard and a pitch and putt. Overall, it was a productive meeting that led to some minor changes to the plans. The committee is meeting this week to get confirmation on additional details before finalizing the plans.





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- Bids are due on May 15th for the 2024 Roads Program Phase II, which includes a full-depth reclamation and repavement of a segment of Oregon and Nevada road.
- Bids are due for Bicentennial Field maintenance on May 22, 2024. The Highway Department will continue to mow and maintain the fields up until June 1st where the awarded contractor will then take over responsibility until November 2024. The Town opted to include in the bid form an optional two-year extension to lock in favorable pricing and avoid having to re-bid this contract annually.

Regards,

Colin Loiselle  
Town Manager

Katharine Foster  
Assistant Town Manager

