



TOWN OF TYNGSBOROUGH

Office of the Town Manager

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

January 6, 2025

Town Manager's Report

Dear Board Members:

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

- A big shout out and thank you to Director of People and Culture Brigitte Bell for coordinating our second annual all-staff training and leadership development program on December 18th. We brought all of our Town Hall and Library staff as well as department heads from DPW and Public Safety together for a morning focused on our core values, building leadership, and inspiring organizational change. This program was once again funded by MIIA through a grant to the Town.
- Last month we presented our annual TEAMS Award to the Sewer Division's Kathy Cayer. Kathy was nominated by her peers because of her exceptional customer service, teamwork and willingness to help anyone regardless of the project or task, and the way she inspires her peers to deliver the same level of customer service. Kathy is quite literally the most detail oriented and organized person I know so we certainly couldn't have chosen a more deserving recipient.
- Town Clerk Jessica Brunelle announced today the list of positions that are up for re-election this year as a part of Tyngsborough's Annual Town Election. The election this year will take place on Tuesday, May 20, 2025. Residents who may be interested in running for office can visit tyngsboroughma.gov to learn more about what positions are open, how to pull papers, and view important deadlines. Questions about the upcoming election should be directed to the Office of the Town Clerk by calling 978-649-2300 x129 or emailing clerk@tyngsboroughma.gov.
- We continue to lobby Governor Healey's office to include the \$600k for the new DPW garage in her capital plan which she will announce this Spring. To date, letters of support from this Board and the Sewer Commission have been sent to the Governor. In the next week letters from Senator Kennedy and Rep. Garry will be sent. We'll also continue to share these letters of support with the Secretary of Administration & Finance which is the secretariat that prepares the capital budget.
- The Fire Department Administration has finalized the purchase of the new pumper truck that was authorized as borrowing at the October Town Meeting. The final purchase price is \$719,000 which is \$181,000 lower than the authorized amount of \$900k. The Town will issue a short-term BAN on this and look to consolidate it with other debt either as a part of this year's capital plan or future borrowing. Due to the low value of this note, the Town will utilize the Department of Revenue's State House Note Program which is a low-cost option for these types of notes. The sale of the BAN will close on January 14th and we expect to take delivery of the new truck in early February.
- I am happy to share that last week I awarded a contract to ME O'Brien for the installation of a 26' x 44' timber pavilion on the new Sherburne Ave Rec Parcel. The funding for this was approved by CPC and Town Meeting in October. The contract is within our approved budget and the goal is to have the pavilion installed and ready for use this Spring. We were able to procure this contract through an MHEC State Contract.





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- The Affordable Housing Trust is seeking public feedback on 15 proposed strategies to be included in the Housing Production Plan. These strategies were developed with public feedback at a Public Forum the Affordable Housing Trust and NMCOG hosted at the Center for Active Living back in November. They are intended to be strategies to help address the housing challenges that the group has identified again with help from the community through various public input methods. Residents are encouraged to take the brief survey before January 16, 2025. You can find the link to the survey at tyngsboroughma.gov.
- Tyngsborough residents participating in our energy aggregation program saved nearly \$1M just in the first three quarters of 2024. The billing reports are always delayed a few months so I don't have final numbers for the full year yet but these numbers very clearly show the value of the energy aggregation program here in Town.
- A final reminder that we're still seeking proposals from qualifying firms to design, install, operate, and maintain solar arrays on the roofs of the Town Hall and the Center for Active Living. Interested firms can find the formal RFP on our website under bids and rfps. The deadline to submit a proposal is next Wednesday, January 15, 2025.
- I am happy to share that the Massachusetts Interlocal Insurance Association (MIIA) has awarded Tyngsborough the 2024 Outstanding Wellness Champion Award thanks to the hard work of our Director of People and Culture Brigette Bell. This award recognizes Tyngsborough's efforts to maintain staff morale, wellbeing, and training. All of the work done in this area is funded by MIIA through grants to their member communities. Brigette & I will receive the award on Tyngsborough's behalf on Saturday, January 25th at the MIIA Annual Business Meeting.
- Ironically enough, on that same day we'll accept an award for our newly redesigned Annual Town Report. Thanks to Jackie in our office we were awarded the third-place award for our size communities through the MMA Annual Town Report competition which highlights and recognizes Annual Town Reports that use innovative, creative, and thoughtful design and presentation to keep its residents informed and share relevant information. As this Board will remember, Jackie reimagined our report last year and it was a huge hit not just with our staff and residents but also with the MMA awards committee so congratulations Jackie.

Assistant Town Manager's Report

- Bids were due on December 23rd for the Old Town Hall and First Parish Cleaning Services. The Town awarded the contract to Pro City Facilities Services Inc. who submitted a competitive bid. They current service facilities such as NH DOT, NH Employment Services, DMV and others.
- The Health Department staff have been actively promoting their survey on how we should spend the Opioid Settlement Funds the Town was awarded. Working with the Media Department they have utilized ad targeting on social media to reach a broader audience. So far they have collected 80 responses! As a reminder, residents can find a link to the survey and more information by visiting www.tyngsboroughma.gov.

Regards,

Colin F. Loiselle

Katharine Foster





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