



TOWN OF TYNGSBOROUGH

Office of the Town Manager

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

March 10, 2025

Town Manager's Report

Dear Board Members:

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

Procurement

- We're currently seeking sealed bids for general services and materials for the Sewer Division of the DPW as well as for on-call emergency services for the same division. Bids for both are generally issued every three years and the Town generally enters into three-year contracts for those services. The existing contracts will expire at the end of this Fiscal Year. Bid documents for both contracts will be available beginning on Wednesday with bids due on April 2nd.
- On Thursday we'll open bids for our Highway Divisions' General Materials & Services contracts. Similar to the Sewer Division these are regular bids that we issue generally every three years with contracts for up to three years. All of those contracts are expiring this year as well.
- Next week, we'll issue an RFP for Engineering Services for the Sewer Division of the DPW. This is also generally a three-year contract and the selected firm plays a huge role in helping design and plan future sewer projects and capital improvements. Since it is an RFP, we'll work with the division staff and members of the Sewer Commission to review the proposals and award a contract to the firm with the most advantageous proposal.
- Last week we cancelled the IFB for the demo & abatement of the 180 Lakeview Ave former Council on Aging Building. Due to recent changes in MassDEP regulations around hazardous materials, the Town needed to have a more comprehensive survey of hazardous materials done before we could begin the work. As such, I met with our consultant PEER Consultants at the building on Saturday to perform the survey. We'll be re-issuing the bids in the next week or so. As a reminder this project was funded first by an allotment of ARPA funds from this Board and then an authorization of free cash from the May 2024 Annual Town Meeting.

Projects

- The Affordable Housing Trust met two weeks ago to review the final draft of the Housing Production Plan. They have provided feedback which we're working to incorporate and plan to present the final version to the Select Board at its meeting on the 24th and the Planning Board at its meeting on April 3rd.
- Our Recreation Director, DPW Superintendent, and my office have been working closely together to get the final details arranged for the Ironwood Park grand opening. As we've discussed before, the Recreation Committee will host a grand opening in conjunction with our Annual Health & Safety Fair on Saturday, June 7th. In the next couple of weeks, RAE Contracting will mobilize on site to begin site work for the installation of the pavilion and Sunshine Construction will return to put the finishing touches on the sport courts. We'll also start to see the delivery of the various site furnishings including benches, picnic tables, trash barrels, signage, and more.
- Attached to my Town Manager's Report this evening is the final conceptual study report for a new Fire Station on the Winslow School Parcel. You'll note that for the purposes of this study they assumed we would build a building that matched the program assessment they did for the





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Town Last year which assumed a build that would meet the department's needs thirty years down the road. With that in mind, the conceptual study assumes that the building is constructed in place of the existing Winslow School but as I have reported before, the building could be moved elsewhere on the site if the Winslow School was to be preserved. Based on this conceptual plan, we'd be looking at a \$19M construction but that number will adjust as we work through the schematic design and final design phases. To get to that point, the Town Meeting warrant will ask for funding to conduct the schematic design. We're still finalizing whether or not that will appear as a borrowing item or free cash request so the version of the warrant you'll see this evening doesn't include that yet. The version you see on March 24th will include the final recommending funding source. I expect the schematic design to range from \$150-\$250k.

- On the DPW front - Superintendent Zwicker & I have been working with a few different contractors to identify the best approach to getting a new DPW building constructed. As the Board will remember, we have \$450k allocated in ARPA funds and a commitment of 30% the total cost from the Sewer Enterprise Fund. We originally issued an IFB for the construction of just the shell last fall but the costs exceeded our budget. We're in a bit of a chicken and egg situation because we have an earmark in the Economic Development Bond Bill of \$600k for the project but that funding hasn't been released yet and isn't guaranteed. I expect in the next couple of weeks we'll settle on next steps which might entail constructing just the garage bays now with plans to renovate the existing building to expand the office/locker room/breakroom space.

Staffing Updates

- I am happy to share that we've posted the Assistant Town Manager position. Interested applicants can visit tyngsboroughma.gov to download the posting and the job description. I've worked with our Senior Leadership team to tweak the description to match our needs and complement the existing skill set in our office. We'll start reviewing the applications in the next few weeks and hope to fill the position by the end of the fiscal year.
- Congratulations to Sergeant Dennis Leach who was promoted to the rank of Detective Sergeant by Chief Woods earlier this month. Sgt. Leach has been with the Town of Tyngsborough since 2014 when he began his career as a reserve police officer. In 2016 he was hired as a full-time officer and was promoted to Sergeant in 2022. Sgt. Leach has served as Field Training Officer, is a member of the NEMLEC Regional Response Team, and worked to establish the department's first Peer Support Program. Additionally, Sgt. Leach has received a handful of awards including the Massachusetts Police Association's Medal of Valor in 2017, the Tyngsborough Police Department Medal of Honor in 2017, and the Tyngsborough Police Department's Life Saving Award in 2023. In his new role, he will assist our Criminal Division with investigations, firearms licensing, and much more.

Reminders/Upcoming Events

- A reminder that the Recreation Committee will host the Annual Shamrock Ball on March 15, 2025 at Tyngsborough Elementary School. You can visit tyngsboroughma.gov to learn more.
- The deadline to pull nomination papers to run for office in the upcoming annual town election is April 1, 2025. Nomination papers can be obtained in the Office of the Town Clerk and must be returned to the same office by April 15th. The Annual Election is on Tuesday, May 20th.
- Tonight, we'll take a look at the first draft of the Annual Town Meeting Warrant. Residents can view the warrant in the packet posted online or by visiting the Town Meeting page on





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tyngsboroughma.gov. As we finalize the warrant, we'll add the language to that page along with recommendations, explanations, and much more. Remember that the Annual Town Meeting will take place on Tuesday, May 6th at 7 PM at TES.

- We'll host annual budget office hours on three dates in April.
 - April 7, 2025 at 1 PM at the Center for Active Living
 - April 16, 2025 at 5 PM (Virtual)
 - April 23, 2025 at 6:30 PM at Town Hall

Regards,

Colin F. Loiselle
Town Manager

