



# 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 24, 2025

## Town Manager's Report

Dear Board Members:

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

### General Updates

- The Department of Public Works is excited to announce that the residential yard waste drop off site is now reopened for the season. The site is located on Bryant Lane and is accessible 7 days a week as of right now. We had originally posted less hours with no evening or Sunday access but since it was opened, we haven't had any major issues so we're going to continue to leave it open 7 days a week. Residents are reminded that this site is for brush and yard waste only and that commercial waste is strictly prohibited. There is a lot more information on our website about using the site and how to dispose of things other than yard waste.
- I'm happy to share that the Attorney General's Office announced late last week that they had approved Articles 6 and 7 from the Fall 2024 Town Meeting which dealt with amendments to the Town's Zoning bylaw relative to sign regulations. Now that they have been approved, our Planning Department will work to integrate the approved amendments into the Zoning Bylaw and get the latest version posted on our website.
- Last week the Council on Aging hosted an appreciation luncheon for our Department of Public Works to thank them for their hard work over the winter. This annual event is a great way for our seniors to show their appreciation to the DPW and is always a huge hit with our DPW staff.
- Economic Development Director Benjamin McClure & I met with representatives from MassDevelopment last week to talk about ways that we can leverage their various grant programs to help jumpstart economic development with a focus on the permitted warehouse projects both on Middlesex Road and Kendall Road.
- The Massachusetts Legislature voted last week to send a bill to the Governor's desk that would extend the remote and hybrid meeting authorization for municipal boards and committees through June 2027. The final step is signature by the Governor which is expected to happen with no issues. While most of our meetings in Tyngsborough are happening in person, there are a handful of boards and committees that either regularly or occasionally utilize these advantages for their meetings.

### 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.
- Last week I awarded contracts to various vendors for materials and services for the Highway Division of the Department of Public Works. These are one year contracts with fixed pricing that each have two (2) one-year extensions at the sole discretion of the Town.





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- Next week we'll issue a Request for Proposals for engineering services for the Sewer Division of the Department of Public Works. The RFP will be available beginning on March 31st at [tyngsboroughma.gov](http://tyngsboroughma.gov) and responses will be due by April 24th.

### Projects

- Last week we wrapped up a hazardous material collection project at the former COA building on Lakeview Ave which is slated to be demolished using funding approved by Town Meeting in October 2023. We will use the results of that survey to amend our Invitation to Bid and work to get that project moving as soon as possible.
- An update on the Winslow School Project - The Community Preservation Committee met last week to review a request from the Historical Commission to reallocate the remaining \$1.28M from the May 2023 CPC allocation of \$1.5M. The original appropriation for the demolition of the additions to the school, the relocation of the original building closer to Winslow Road, and the restoration of the exterior of that portion of the building. As you'll remember, we paused the project as approved when the cost estimates came in substantially higher than the budget. The request from the Historical Commission is to take the remaining \$1.2M and use it to fully restore the exterior of the entire building. There was a lengthy discussion and lots of concerns but ultimately the CPC asked me to get quotes from an architectural firm to do a full cost estimate for that type of work before the CPC considers the request. It is unclear if that work will be done in time for the May Town Meeting.

### Staffing Updates

- We continue to seek applicants to fill the vacant Assistant Town Manager role. We're thrilled that to date we've received over 15 applications and the deadline to submit applications is April 1<sup>st</sup>. Once the deadline passes, we'll use a standard rubric to determine who we will interview and will plan to conduct two panel-style interviews with various Town staff/department heads before finally introducing our selected candidate to the Select Board.
- We began interviews last week to fill the new Public Safety Administrative Assistant position which will support the Fire Department from an administrative perspective and will assist the Police Department with public records requests. The funding is available in FY25 because of savings in the FD budget for an admin which we haven't expended and the first full year of funding is included in my proposed FY26 budget.
- We're also currently recruiting for a full-time police officer, a part-time communications specialist in our Emergency 911 center, and a part-time van driver at the Council on Aging. You can find all of these job postings at [tyngsboroughma.gov/jobs](http://tyngsboroughma.gov/jobs).

### Reminders/Upcoming Events

- Final reminder that the Council on Aging will host Bingo Night on Wednesday at 6:30 PM at the Center for Active Living. Call the Center to learn more or visit [tyngsboroughma.gov](http://tyngsboroughma.gov) for all the details.
- April is Town-wide clean up month. For the 19th year in a row, residents and local business owners can obtain clean up kits at the Library, the Health Department, and the Department of Public Works. The kits can be used to clean up your neighborhood, a popular walking or





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recreation area, or your favorite spot to hang out in Tyngsborough. You can learn more by contacting the DPW, Health Department, or Library.

- 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 another look at the 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 [tyngsboroughma.gov](http://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
- The Tyngsborough Public Library, Sustainability Committee, and Tyngsborough/Dunstable Rotary Club will host a repair café on Saturday, April 26<sup>th</sup> from 11 AM to 2 PM at the Beehive located at 2 Bridgeview Circle in Tyngsborough. This is a wonderful opportunity for residents to bring broken items in and get them repaired with the help of volunteers.
- The Zero Waste Day will take place on Saturday, May 3<sup>rd</sup> from 9 AM to 12 PM at Tyngsborough Elementary School. This event gets bigger and better every year and is a great opportunity to recycle things you no longer need. To find a list of items that will be accepted, visit [tyngsboroughma.gov](http://tyngsboroughma.gov).

Regards,

Colin F. Loiselle  
Town Manager

