



# TOWN OF TYNGSBOROUGH

Office of the Town Manager

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

August 18, 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 Tyngsborough Police Department is hosting a Back to School Supply Drive to collect school supplies for families in our community in need. You can bring supplies to the lobby of the Police Department through August 25th.
- Last week, the Middle School Building Committee had a chance to tour the new Middle School which has received its occupancy permit and will see teachers move in this week. Students will return for the school year on August 26th and be the first group of students to use the building. The old school is down and the new school looks fantastic. I'm happy to share that the project is still trending under budget by nearly \$2.8M. That number becomes much firmer as we wrap up the key items but as the project progresses we'll keep the board updated. On that note, residents are invited to a public open house on Saturday, August 23, 2025 from 9 AM to 12 PM. That is the same day as the block party but it starts a few hours earlier so swing by the open house and then come celebrate this milestone at the Block Party.
- Tomorrow afternoon I will attend the Council on Aging Meeting to learn more about how we can support their efforts to expand the offering of programs and services -- with a focus on the after hours programming that they launched earlier this year.
- The Massachusetts Department of Public Health has increased the West Nile Virus (WNV) risk for Tyngsborough to "moderate" as a result of positive cases identified in multiple neighboring communities. We have published helpful information about avoiding WNV at [tyngsboroughma.gov](https://tyngsboroughma.gov) but residents should wear long sleeves when outside between dawn and dusk, wear a mosquito repellent, empty standing water regularly, and report potential breeding grounds like unused pools or large volumes of standing water to the Tyngsborough Health Department.
- This morning we convened a meeting of all department heads at the new clubhouse on Ironwood Park for a goal setting workshop. Assistant Town Manager Sean Walsh put the meeting together and did a great job helping departments to align their goals with the Master Plan and the draft set of goals that this Board will review this evening. In the coming weeks, Sean & I will work with departments to refine the goals and will make a compiled goal book available for review by the Board & the public so we have something to track progress against.

### Staffing





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- We're currently looking to hire a Full-Time Communications Specialist for the 911 Communications Center. We'll be accepting letters of interest and resumes through September 5th. You can learn more by visiting the Human Resources page of [tyngsboroughma.gov](http://tyngsboroughma.gov).
- Additionally, we're looking to hire a new patrol officer for the Tyngsborough Police Department. Similarly, we'll accept resumes through September 5th and you can learn more on the job opportunities page of [tyngsboroughma.gov](http://tyngsboroughma.gov).
- I'm excited to share that we've hired Eric Mitza to join our DPW team as the Cemetery Coordinator. Eric will begin in early September and will assume responsibility for coordinating burials and maintenance at the Town's cemeteries. This position has been vacant for a few months and our DPW Superintendent has been coordinating those efforts so we're thrilled to have someone on board to focus on this important work.
- Next week, Jason Lobas will join our DPW's Highway Division as our new Skilled Laborer/Mechanic. Jason has extensive trucking and construction experience locally here in Tyngsborough which will serve the DPW well.

### Projects

- Last week we received the initial conditions report from Gale Associates which was hired over the summer to perform an exterior conditions assessment and cost estimate for restoration of the exterior of the Winslow School. This was a CPC funded project to explore the feasibility of a request from the Historical Commission to use the remaining \$1.2M from the May 2023 allocation to restore just the exterior of the entire building. Before considering that request, the Committee voted to use their administrative expenses to perform this work and get a better understanding of the work involved. The next step of the project is for them to use their findings to develop a cost estimate to simply restore the exterior of the entire building -- that cost will not include any interior or code compliance work.
- The DPW's Cemetery Division is beginning the process of expanding available lots at Memorial Cemetery. We are currently selling lots in the last available section of the cemetery and will soon need to begin selling plots in other areas. To achieve this, the DPW will begin some minor land clearing and leveling with a goal of looking at paving a new road in the existing property sometime next year. This will allow us to expand the available lots for sale.
- The Norris Road Sidewalk Project is moving right along. Crews have been busy installing the new accessible sidewalk and associated site work. The majority of the work will be complete by the first day of school. A small portion of the project, the piece of the sidewalk beyond the school campus toward Lawrence Road will be completed once the Middle School Project's fencing comes down as it is currently interfering with the path of the sidewalk.
- S&R Corporation has spent the last couple of weeks navigating the state regulatory process for the abatement and demo of 180 Lakeview Ave. This morning, they submitted





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their formal workplan to the Town which is currently being reviewed by the Town's abatement designer. If all is good in the plan, they will begin to mobilize on site one week from today and the schedule calls for them to complete their scope of work by September 2nd. Shortly thereafter, we'll get the DPW in to pave over the footprint of the building which will be filled in and compacted by the contractor prior to them demobilizing.

### Procurement

- Bids for the 2025 Roads Improvement Project Phase II are due next Wednesday at 10 AM. This is the reconstruction portion of the 2025 Roads Program which will see work on Pine Street, Oak Street, Lincoln Drive, Bridget Ave, and Elm Street. Bid documents are available at [www.tyngsboroughma.gov/bids.aspx](http://www.tyngsboroughma.gov/bids.aspx).
- A reminder that we're currently seeking proposals from qualified designers to conduct the Schematic Design of the new Fire Station. Those proposals are due on Wednesday at 10 AM and then the designer selection committee will begin reviewing the proposals to select the most qualified.

### Reminders/Upcoming Events

- The Council on Aging will host a Memory Cafe on Wednesday, August 20th from 12pm to 1pm at the Center for Active Living. Memory Cafes are welcoming spaces for individuals with memory loss and their caregivers to socialize, enjoy activities, and connect with others in a supportive environment. Sign up at the Center for Active Living.
- September is the American Library Association's Library Card Sign-Up Month! You can celebrate here with the Tyngsborough Public Library by visiting them in person or by visiting [tynglib.org/card](http://tynglib.org/card) to get yours today! With a library card, you can do much more than just check out books, you can borrow museum passes, musical instruments, and tools! You can also attend engaging programming like book clubs, lectures, and arts & crafts. Whether you're a student, job seeker, entrepreneur, or lifelong learner -- a Library card is a smart way to stay connected with your community!
- The Annual Party by the Bridge hosted by the Recreation Committee will take place on Saturday, August 23, 2025 in the Town Center. The program will begin at 11 AM and will end with fireworks at dark over the river. As always, we are looking for volunteers. If you're able to help, visit [www.tyngsboroughma.gov](http://www.tyngsboroughma.gov) for more information or contact the Recreation Department at 978-649-2300 x150.
- The Fall Health and Safety Fair will take place on Saturday, September 27th from 11 AM to 2 PM at the Tyngsborough Elementary School. Hope to see you all there.

Regards,

Colin F. Loiselle  
Town Manager

Sean M. Walsh  
Assistant Town Manager

