



TOWN OF TYNGSBOROUGH
Office of the Town Manager
Town Offices | 25 Bryant Lane
Tyngsborough, MA 01879
Tel: (978) 649-2300 Ext. 100 | Fax: (978) 649-2320

2024 - A Year in Review

To the residents of Tyngsborough, our local businesses, elected & appointed officials, and to our dedicated staff - I am pleased to present a highlight of some of the successes we have shared this year. These successes are truly a team effort and are a testament to the dedication of our municipal staff and the support of our community. I look forward to building upon this success in 2025.

-Colin F. Loiselle
Town Manager

Grants

In calendar year 2024, the Town of Tyngsborough received more than \$3 million in various project grants. These grants represent funding from the Commonwealth of Massachusetts and the Federal Government. Municipal staff in each department are responsible for grant writing and grant compliance on top of their regular duties. Communities like Tyngsborough rely heavily on grants to fund projects that would otherwise be unattainable within the Town's operating budget. A highlight of some of our major grants is below.

| Department | Amount | Project |
|----------------------------|-----------|--|
| Board of Health | \$466,656 | Shared Public Health Excellence Grant |
| Information Technology | \$156,741 | Municipal Fiber Grant |
| Police Department | \$19,407 | Fingerprint Scanner Replacement |
| Fire Department | \$4,983 | CERT Team Grant |
| Information Technology | \$99,000 | Cyber Security Incident Response Planning |
| Department of Public Works | \$326,500 | Municipal Vulnerability Planning Grant (MVP) |
| Department of Public Works | \$370,000 | Culvert Replacement Design Funding |
| Department of Public Works | \$4,500 | Workplace Safety Grant |
| Administration | \$131,828 | Green Communities Grant |
| Police Department | \$55,323 | State 911 Grant |
| Board of Health | \$6,600 | Recycling Dividends Grant |



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Administration

The office of the Town Manager is responsible for achieving the policy & operating objectives of the Select Board, effective oversight of municipal operations, preparation of the annual operating budget, and much more. In 2024, Town Administration worked closely with the Select Board & municipal departments to achieve the following:

- Launched the Town’s first department-wide strategic planning program to help align departmental priorities, identify opportunities for efficiency, and better address challenges facing Tyngsborough.
- Introduced “Budget Office Hours” as a way to familiarize residents with the budget process and provide informal opportunities for greater engagement with local budgeting.
- Based on feedback from the community, the Town Manager’s Office and Select Board launched a low-cost, easy to access meeting space rental program to serve our local community groups - addressing a gap in service identified by the community.
- With help from the Sustainability Committee, the Town formally launched a drop-off site for compost to further reduce the Town’s trash stream which is not just environmentally friendly but will save tax payers money in the long-run.
- In 2024, the Town Manager’s Office worked to implement the changes approved in the Town’s DPW Home-Rule petition which formally established the Town’s first DPW. In that vein, Town Manager Colin Loiselle appointed Jacob Zwicker as the Town’s first DPW Superintendent.
- As a part of our long-term goal to increase our communication with residents, we installed a new digital message board in the Town Center which is already helping get critical messages to our community.
- Finally, to help increase participation at Town Meeting, we launched our Shuttle Bus Program using the COA van to ensure that folks who want to attend Town Meeting can - regardless of their transportation or mobility situation.

Department of Public Works

2024 was a big year for the newly formed Department of Public Works. The DPW consists of the Sewer Division, the Highway Division, Cemetery, and Facilities. Over the course of 2024, the DPW was hard at work streamlining the delivery of services, management of projects, and developing standard operating procedures across the Department.

Here are some highlights from across the various divisions:



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Facilities

- Onboarded a new custodian focusing on the Police Department and Center for Active Living
- Streamlined maintenance operations across general government buildings with a focus on preventative maintenance and accessibility

Engineering

- Managed the construction of new recreation amenities on the Sherburne Ave Parcel that was donated to the Town by Toll Brothers. Amenities include pickleball, basketball, volleyball, shuffle board, and so much more. Work was largely complete in Fall 2024 and a grand opening ceremony is planned for Spring 2025.
- Managed the reconstruction of the Police Department parking lot which was funded through the capital plan. The project saw a complete redesign of the lot to not just improve the parking lot surface but address substantial accessibility and drainage concerns.
- Managed Phase I and Phase II of the 2024 Roads Project which cost a total of \$1.2M and saw preservation work on Frost Road, Lakeview Ave, and Parham Road and saw a full reclamation on Nevada and Oregon Roads.
- Obtained over \$600,000 to help design and ultimately replace damaged or failed culverts in vulnerable areas of Town that frequently see elevated flood levels.

Highway

- Performed an emergency repair of a collapsed culvert on Dunstable Road.
- They continued to provide top-tier snow removal services.

Sewer

- Awarded a grant in the amount of \$480,000 to fund their Sewer Capacity Program and help reduce the amount of infiltration and inflow that enters the sewer system. The Sewer Division continues to operate at a high level maintaining and operating the Town's sewer system.

Board of Health

This year, the Board of Health (BOH) achieved significant milestones in advancing public health and providing community support. Key accomplishments include:

- Developing resource guides to provide residents with vital information and services.
- Continue to serve as the lead community for the Public Health Shared Service Grant, which is a substantial grant of \$466,656 to expand services and education.
- Using the Opioid Settlement funds, BOH collaborated with other Town departments to combat the opioid crisis, sought input from residents on how to use the fund, and obtained



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Narcan to have available for residents. Also hosted the first Opioid Vigil in the Fall in the Town Center.

- Hosted the first Spring Health Fair at Old Town Hall, complementing the annual Fall Health and Safety Fair.
- Continued to perform essential public health duties and environmental services, including managing the Town's trash and recycling contract.

As we look ahead, the BOH remains committed to enhancing services, fostering community well-being, and addressing future challenges with resilience and dedication. Thank you to our residents, partners, and staff for their support.

Human Resources

The HR Department has continued to focus on Employee Wellness and Engagement in 2024 and was approved for 2 different grants through MIA. We were approved for a \$10,000 Wellness Grant and used those funds to pay for an All Town Hall and Library Staff Professional Development seminar. That seminar focused on core values and team building to ensure that our staff are providing the highest level of service to our residents. The HR Department advocates for Employee Wellness with weekly healthy snack deliveries, consistent onsite activities and services and online programming. In addition, in 2024, the HR Department played a key role in filling some of the Town's most critical positions including Chief of Police, Town Planner & Economic Development Director, and more.

Council on Aging

In 2024, the Council on Aging, with the support of the Select Board formally changed the name of Senior Center to the Center for Active Living to more accurately reflect the work they're doing to engage residents and to create a more inviting atmosphere. Additionally, the Council on Aging has begun the work necessary to earn National Accreditation through the National Institute of Senior Centers. Only 138 centers in the United States and 9 in Massachusetts are accredited. Council on Aging staff also managed the \$42,000 formula grant which funds programs and services and the \$78,000 LRTA grant which funds transportation services for Tyngsborough's seniors.

Police Department

In 2024, the Police Department saw the promotion of Deputy Chief Shaun Woods to Police Chief - replacing retiring Chief Richard Howe. In addition, the Department managed the long-awaited public safety communication upgrade project which saw over \$600,000 worth of upgrades of



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critical public safety communication equipment across Town. These improvements are not only enhancing communication amongst public safety personnel, but are enhancing the critical delivery of public safety services across Tyngsborough.

Tyngsborough Media

As we reflect on 2024, Tyngsborough Media Department continues to grow and innovate, solidifying its role as a vital resource for communication and engagement. This year marked continued milestones in media production and community outreach.

Launched three new podcast/video series, including:

- **The Tyngsborough Town Manager's Report Podcast:** Updates on Town initiatives and governance.
- **The Entering Tyngsborough Podcast:** Spotlighting local government and community happenings.
- **Tyngsborough Vibes Podcast:** Featuring music and conversations with residents and Town staff.

In July we introduced closed captioning for all in-house meetings and programs, ensuring accessibility for residents who are hard of hearing.

In August we spearheaded and promoted the Tyngsborough Civic Leadership Academy, a 9-week short-course educating residents on municipal government and strengthening community ties.

This year, we also celebrated Media Associate Raquel Ruiz, who graduated from Middlesex Community College began an externship with The Walt Disney Corporation. We welcomed David Wilder from the IT Department and filmmaker George Kalabokis, previously from Billerica Access Television to the team as Media Associates.

Looking ahead, we are excited to expand our digital archive and explore new ways to better engage residents.

Planning/Zoning

In 2024, the Planning & Economic Development Office facilitated the work of our Zoning Review Committee as it worked toward presenting clear and concise zoning amendments to Town Meeting for consideration. Most notably, the Planning and Economic Development Office worked with the Zoning Review Committee to present to Town Meeting a zoning amendment that was



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adopted that clarifies the Town's sign bylaw – making it clearer for businesses and for residents to ensure that the character of Tyngsborough is protected without unduly hindering the ability of our local businesses to thrive.

Town Clerk

2024 brought the retirement of long-time Town Clerk Joanne Shifres and the election of Jessica Brunelle to fill her seat. 2024 was also a big election year with the Presidential Election taking place on November 5, 2024. With the help of dozens of poll workers and the Board of Registrars, the Town processed over 500 early, in-person votes and more than 1800 early mail-in votes. On Election Day, over 5000 residents voted at the polling locations. In total, 72% of registered voters turned out to vote without a single hiccup.

Recreation

Big things are happening on Sherburne Avenue! The Recreation Department, in collaboration with an appointed committee, has finalized plans for a stunning new park development on this expansive 30-acre, former golf course property. With an additional \$550,000 in CPA funding secured, the transformation is progressing rapidly.

The park already boasts incredible amenities, including newly completed pickleball and basketball courts, spaces for horseshoes and bocce, a volleyball court, scenic walking trails, and more. Adding to the excitement, the beautifully renovated former clubhouse has become the new home for the Recreation Committee. Looking ahead, construction of an open-air pavilion is set to begin in the spring of 2025. Spring will also bring a grand opening celebration and the unveiling of the park's official name!

Meanwhile, the Recreation Department has continued its tradition of hosting extraordinary events. The most recent Party by the Bridge was a spectacular success, drawing over 8,000 visitors and filling the area with fun, community spirit, and memories. Similarly, the Festival of Trees delighted nearly 10,000 attendees over two festive weekends, establishing itself as a must-visit holiday event.

Plans for the 2025 Party by the Bridge and Festival of Trees are already underway, ensuring these beloved gatherings will be even more remarkable. Stay tuned as we continue to enhance our community with exciting spaces and events that bring everyone together!

Finally, in 2024, Tyngsborough's Recreation Director Alison Page celebrated her 20 year anniversary serving the Town of Tyngsborough!



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Fire Department

Grants

- Dep of Fire Services Firefighter Safety & Equipment Grant \$18,887
 - Upgrade firefighter portable radios for fireground communication
- Legislative Earmark \$50,000

Implementation of new Fire Incident Reporting and Records Management program

- Fire Incident Reports and export to MFIRS (state) and NFIRS (National) databases
- EMS Reporting and export to MATRIS state database
- Firefighter scheduling and timekeeping
- Apparatus and equipment tracking
- Learning management tracking certifications and credentials

2nd Year of a 4-year FEMA Recruiting and Retention Grant. 3 recruits have graduated from MFA and are now Probationary part-time/call firefighters. 2 more enrolled for Spring 2025.

Completed purchase of new fire engine, replacing 24-year-old pumper with significant maintenance issues. We expect delivery Jan 2025.

Formed a new volunteer Community Emergency Response Team (CERT) with a Citizen Corps grant.

Conservation Commission

This year, the Conservation Department had another successful Trail Day at the Hunter Norton Property. With the help from the Conservation Commission, Tyngsborough Land Trust & Tyngsborough High School National Honors Society, volunteers were able to install part of the new fence along River Rd. and a kiosk, remove invasive species and walk the trails to pick up any trash.

We collaborated with Dunstable and Pepperell again to host the Rain Barrel Program to all residents between the towns. Great American Rain Barrel Company supplied the repurposed barrels and all the materials that go along with creating a rain barrel. In total, 35 rain barrels were sold and distributed. We will skip this coming spring season but we look forward to hosting the program again in 2026!



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Finally, the department was asked to participate in a Merrimack River cleanup initiative by the Andover Conservation Department. This led to the collaboration with other neighboring Towns along the Merrimack River and with Merrimack Valley Planning Commission. The Merrimack Valley Planning Commission (MVPC) took charge and applied for the FY '25 Efficiency and Regionalization Grant. After many months of waiting, MVPC notified all the Towns that took initiative in regionalizing this cleanup that we received the full funding request at \$198,500. This Merrimack River cleanup will now continue to take place in Andover and expand into Haverhill, Methuen, Lawrence, and Tyngsborough.



Photo Credit: 1 Larry Richardson