



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

## 2025 – 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 2026.

-Colin F. Loiselle  
Town Manager

### Grants

In 2025, the Town of Tyngsborough received nearly \$2 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 unreachable within the Town’s operating budget. A highlight of some of our major grants is below. Note that some of these grants span multiple fiscal years (July 1 through June 30).

Department	Amount	Project
Health Department	\$470,000	Public Health Excellence Grant
Planning/Economic Development	\$100,000	Economic Development Marketing Grant
Information Technology	\$100,000	Cyber Security Response Plan
DPW - Engineering Division	\$326,000	Municipal Vulnerability Preparedness Grant
Administration	\$132,000	Green Communities Grant
Fire Department	\$50,000	Safety Equipment Earmark



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DPW - Highway Division	\$75,000	Earmark for Additional Garage Bays
Police Department	\$25,000	Earmark for Marine Patrol Overtime
School Department	\$150,000	Earmark for Safety Capital Upgrades

## 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 2025, Town Administration worked closely with the Select Board & municipal departments to achieve the following:

- Redeveloped the Town’s Annual Report to bring more useful information and to present information in a manner that can be more easily digested by the Town. This effort resulted in recognition and a 3rd place Annual Town Report Award from the Massachusetts Municipal Association.
- Undertook a comprehensive needs assessment of the existing Police and Fire Headquarters to identify long-term capital issues and to develop an understanding of how to best proceed with addressing challenges on each site.
- Working with the Finance Department, developed and presented to the Select Board and Finance Committee a five-year budget projection to aid in budget planning.
- Using the work from our needs assessment, began the process of designing and ultimately constructing a new Fire Department headquarters with the approval of schematic design funding in May of 2025. Work on that design is well-underway with a goal of advancing the project to Town Meeting in May of 2026.
- Reviewed all existing municipal properties to determine best uses for vacant buildings. This led to the issuance of an RFP for the former recreation building on Westford Road and the demolition of the former COA on Lakeview Ave.
- Working with the Affordable Housing Trust, Planning Department, and Select Board oversaw the update & adoption of Tyngsborough’s new Housing Production Plan.



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## Department of Public Works

### *“Innovate, Maintain, Serve”*

The Tyngsborough Department of Public Works (DPW) is responsible for maintaining and improving the Town’s infrastructure, public facilities, and essential services that residents rely on every day. Through the coordinated efforts of our dedicated staff across multiple divisions, the DPW works to maintain roadways, reliable utilities, well-maintained public buildings, and high-quality municipal services for the residents.

#### **Highway Division**

- Continued to maintain town roads, sidewalks, and related infrastructure.
- Procured several new pieces of equipment, including a backhoe, tractor, and a large mower, improving efficiency and service capabilities.
- Performed seasonal operations including snow and ice control.
- Assumed responsibility for groundskeeping at the new Ironwood Park and delivered high-quality maintenance and care

#### **Sewer Division**

- During the calendar year 2025, the Tyngsborough Sewer Department began work on an Asset Management Plan (AMP). The AMP is partially funded through MassDEP, which will reimburse 60% of the project costs, totaling \$148,800. The plan will compile a comprehensive asset inventory and evaluate the condition of the Town’s 17 municipal pump stations. The Division continued the CCTV pipeline and manhole assessment program as part of the overall evaluation process. Upon completion, a digital asset management system will be used to identify and prioritize future replacements of pump stations and sewer lines, supporting long-term infrastructure planning and sustainability.

#### **Facilities Division**

- Completed the remodel of the DPW office space, breakroom, and bathrooms, improving functionality and working conditions. This project was completed with an earmark from the Commonwealth.
- Remodeled the small conference in Town Hall to enhance functionality and its dual purpose as a staff meeting space and public meeting space.
- Continued to provide exceptional maintenance services for town-owned buildings and facilities.



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### **Engineering Division**

- Designed and oversaw the installation of a new sidewalk extension along Norris Road to the new Middle School, approximately one-half mile in length, improving pedestrian safety and accessibility.
- Began reconstruction and drainage upgrades in the Elm Street neighborhood to address long-standing infrastructure needs.
- Facilitated the construction of a new pavilion at Ironwood Park, enhancing recreational amenities for residents.
- The Division completed the second phase of a three phase culvert inventory and condition assessment project. The overall goal is to begin to create a townwide culvert prioritization plan.

### **Board of Health**

In 2025, the Tyngsborough Board of Health continued to demonstrate leadership, innovation, and commitment to community well-being. The Town remained the lead municipality in a regional shared services grant, successfully securing \$466,656 to strengthen public health capacity and collaboration.

The Board hosted a Household Hazardous Waste Collection event, serving approximately 300 resident vehicles, helping to protect public health and the environment. In addition, the Board held both Spring and Fall Health Fairs, along with blood pressure and cholesterol screening clinics, providing accessible preventive health services to residents.

The Board of Health also oversaw the Town's trash and recycling programs and contracts, ensuring effective service delivery, regulatory compliance, and continued support of waste reduction and environmental health initiatives.

Alongside these efforts, the Board continued to carry out all state-mandated responsibilities, including licensing, inspections, enforcement, and regulatory oversight, safeguarding public health across the community.

### **Human Resources**

The HR Department has continued to focus on Employee Wellness and Engagement in 2025 and was approved for 2 different grants through MIIA. We received a \$10,000 Wellness Grant and used those funds to pay for the third annual all staff professional development seminar. That



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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 funded by the Town's insurance carrier, consistent onsite activities and services, and online programming. In addition, in 2025, the HR Department played a key role in filling some of the Town's most critical positions, and received the MIIA Wellness Champion Award.

### **Council on Aging**

In 2025, the COA received two grants, including a formula grant for \$48,464 and a Lowell Regional Transportation Authority (LRTA) grant for \$84,473. Additionally, a new 2026 van was purchased to replace an aging 2016 model to support residents. Programming in 2025 included monthly Memory Cafe events for people living with memory loss and their caregivers, evening events such as bingo, line dancing, educational programs, entertainment and signing groups, Tai Chi, and much more!

### **Police Department**

In 2025, the Police Department experienced a year of significant transition while remaining focused on delivering reliable public safety services to the Tyngsborough community. With multiple vacancies throughout the year, the Department's primary focus was maintaining public safety, responding to community needs, and working to restore staffing levels.

The Department secured several grants to support public safety and emergency communications, including the Municipal Road Safety Grant (\$24,803), Communications Training Grant (\$8,374), and Communications Operations Grant (\$55,372). These funds helped support roadway safety initiatives, training, and communications operations that directly benefit residents.

Several personnel changes helped strengthen the Department's leadership and staffing. Acting Lieutenant Cynthia Shay was promoted to Permanent Lieutenant in January 2025, and Sergeant Dennis Leach was appointed Detective Sergeant in July 2025. Sergeant Mark Bourque and Communications Specialist Colleen Cullen returned to the Department, bringing valuable experience with them.

The Department welcomed several new employees who support both policing and community services. New sworn officers Aaron Lemay, Brian Walker, and Nicholas Thomann were hired to fill open positions. Hannah Gilbert joined the Department as the new Co-Response Clinician, expanding the Department's ability to respond to mental health-related calls in partnership with community services. Matthew DeCiero was hired as Animal Control Officer, and Justin Pergakis was hired as a part-time custodian supporting the Police Department, Center for Active Living, and Public Works facilities. In addition, Lauren Page was hired as a part-time Records Access



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Officer, becoming the Department's first civilian records clerk and improving public access to records and administrative services.

Overall, 2025 was a rebuilding year for the Police Department, focused on restoring staffing, strengthening services, and continuing to meet the public safety needs of Tyngsborough residents while positioning the Department for future growth and stability.

## Tyngsborough Media

In 2025, the Tyngsborough Media Department continued to support transparency, accessibility, and public engagement in Town, with public education as a key focus.

- Continued production of the *Entering Tyngsborough Podcast*, offering residents clear, in-depth conversations with town leaders and community partners.
- Launched the second cohort of the Tyngsborough Civic Leadership Academy in August, building on the program's first year and strengthening residents' understanding of local government and civic participation.
- Provided ongoing video production and outreach support for major town initiatives, including work related to the Fire Station Building Committee and other long-term projects, helping communicate complex issues in a clear and accessible way.
- Improved accessibility and infrastructure by upgrading the nearly 23-year-old audio system in the Community Room at 25 Bryant Lane to a digital Dante audio system to enhance the viewing experience.
- Continued work to expand and preserve the town's digital video archive.

## Planning/Zoning

During 2025, the Tyngsborough Planning & Zoning Departments advanced the Town's planning and land use goals through consistent development review, public engagement, and policy discussion. The Planning Board conducted regular public hearings to evaluate subdivision plans, site plans, and special permit applications for residential and commercial development, ensuring projects met zoning requirements and community standards. The Board also contributed to ongoing Master Plan implementation efforts, including review of potential zoning amendments and consideration of housing and environmental regulations. The Planning Department supported these efforts by providing professional planning assistance, technical review, and



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coordination with applicants, residents, and other Town boards to promote orderly and responsible development.

## Town Clerk

2025 marked the first full year of Jessica Brunelle's term as Town clerk. This year brought some improvement to the office in appearance as well as technology. Our office can now offer residents the ability to pay for service with a credit/debit card at the window. We also now offer online payments for certificates, dog licenses, business licenses and the purchase of cemetery plots. We have been working on an online mapping of our cemetery's which will make it easier to find open plots or to search for a loved one from the comfort of your home. Our office has made positive resident interactions its top priority. 2025 also brought the first rabies clinic which we were proud to partner with the Board of Health on. In December of 2025 our office mourned the passing of Joanne Shifres who held the Town Clerk position of over 20 years. She will be missed dearly.

## Recreation

The Grand Opening of Ironwood Park, located on Sherburne Avenue, was celebrated on June 7, 2025, with a ceremonial ribbon cutting at the pavilion. Members of the Select Board, Community Preservation Committee, Planning Board, Sherburne Road Committee, along with project sponsors Lowell Five Bank and Lowell General Tufts, joined together to mark this important milestone for the Town.

The name *Ironwood Park* pays tribute to the site's history as a golf course for more than 80 years. The name reflects a thoughtful nod to the game through the pairing of two essential clubs—the *iron* and the *wood*—while also symbolizing strength, tradition, and growth. In recognition of this meaning, the celebration included the planting of an Ironwood tree, representing the park's future within the community.

Meanwhile, the Recreation Department continues its longstanding tradition of hosting exceptional community events. The most recent Party by the Bridge was a tremendous success, welcoming more than 8,500 visitors and filling the area with energy, connection, and community pride. Likewise, the Festival of Trees drew nearly 11,000 attendees over two festive weekends, further establishing itself as a signature holiday tradition in Tyngsborough.



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Planning is already underway for the 2026 Party by the Bridge and Festival of Trees, ensuring these cherished events continue to grow and evolve. In addition, new programming at the Ironwood Park Clubhouse is currently in development. We look forward to sharing more as we continue to invest in spaces and experiences that bring our community together.

## Fire Department

### Grants

- Dept of Fire Services Firefighter Safety & Equipment Grant (round 1) - \$19000, (round 2) - \$9500
  - Upgrade firefighter portable radios for fireground communication and Gear Dyer for Station 1
- Legislative Earmark - \$50,000
  - Purchase of new state of the art battery operated extrication tools. The tools are placed in service in our new Engine 1.
- SAFE-Senior Safe DFS Grant - \$6852
  - Provides education for school children and senior citizens, focusing on fire safety and safe living practices.

2025 was the 3rd Year of a 4-year FEMA Recruiting and Retention Grant. Five recruits have graduated from MFA and are now Probationary part-time/call firefighters. Two more enrolled for Spring 2026.

The Community Emergency Response Team (CERT) continues to go strong. The group participates in meetings and training 6 times a year. They assist FD personnel at open houses/events and assist at incidents when activated.

The Department took delivery and put in service its new 2024 Fouts Bros. FB94 Engine 1 in January of 2025.

One of our Hazardous Material Technicians was accepted to the District Team to respond to HazMat incidents in and out of our District.

One of our FF/EMT has become a Public and Life Safety Educator, certified by the Mass State Fire Academy. He will join our other two educators, providing and delivering important information to our school aged children and our Seniors.



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Employing our first Administrative Assistant, starting in May of 2025.

## Conservation Commission

This year, the Conservation Department hosted their 6th Annual Trail Day at the Shady Glade Conservation Area. Even though we only had a few helping hands, volunteers did trail maintenance on all three trails within the property, totaling over 2 miles. Trail maintenance included removing fallen trees, trimming back overgrown vegetation, and cleaning up any trash found along the trail.

The Merrimack River Clean-Up Initiative had a successful pilot year. All five participating Towns, including Tyngsborough, used the FY '25 MA Community Compact Efficiency and Regionalization Grant to purchase two 100 ft. containment floating booms, outsource a vendor to help install the booms and remove the floatable trash collected within the booms on a monthly basis, and host a Shoreline Clean-Up Day. During our community shoreline cleanup, we hauled away five full 15-gallon trash bags and a few tires. Over the course of three months, the booms have collected about one 15-gallon trash bag of floatable debris. We look forward to placing the booms out again next year!

Finally, the department had tremendous help from a local Boy Scout as well as Innovation Academy. Troy from Troop #46 built two new benches and re-finished the parking lot at the Hunter Norton Property. Innovation Academy students spent a day helping out the Conservation Director replace the old trail markers with new and improved markers at the Sherburne Nature Center Property. The following day, a different group of students created 10 birdhouses for our conservation parcels around Town. Next time you are walking the trails, keep your eyes peeled from those new trail markers and beautiful birdhouses!

## Veterans Services

The Veterans Services Office has seen an increase in the number of VA claims in the past year and expects that trend to continue while low income service has remained relatively the same. Throughout the year we took over 180 applications for Veterans Administration (VA) benefits while submitting over 760 forms to the VA directly.

The Tyngsborough Veterans office has been working towards combining services with the Town of Dracut while increasing staffing to create continuity of services for both Towns.



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### Looking Ahead

Entering a new year we are excited about creating public outreach process that will expand how we get information to the public in a more seamless and timely fashion. The office is looking to expand the VA claims process and accessibility to the public.

### Building Department

The Building Department concluded a productive 2025, providing comprehensive oversight for construction, safety, and infrastructure projects within the community. Throughout the year, the department conducted inspections and issued permits for building, plumbing & gas, and electrical projects, with several major projects still in the works moving into next year.

**Revenue & Fiscal Impact** The department successfully generated a total of **\$987,543** in revenue through its various permitting and inspection services. The majority of this funding was driven by general building permits, with significant contributions from specialized trades including Electrical, Plumbing, and Gas services.

### Key Performance Statistics:

- **Building Permits:** 669 issued | \$846,747 revenue collected
- **Electrical Permits:** 418 issued | \$78,686 revenue collected
- **Plumbing & Gas Permits:** 515 issued | \$62,110 revenue collected
- **Safety & Compliance:** 1602 Inspections completed