



TOWN OF TYNGSBOROUGH

Office of the Select Board

Town Offices | 25 Bryant Lane

Tyngsborough, MA 01879

Tel: (978) 649-2300 Ext. 100 | Fax: (978) 649-2320

Select Board Meeting Minutes

Monday, February 9, 2026 at 6:00 P.M.

Town Hall, Community Room

25 Bryant Lane

Tyngsborough MA 01879

APPROVED

The listing of matters are those reasonably anticipated by the Chairperson which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

1. 6:00 PM Open Meeting/Pledge of Allegiance/Board Introduction/Read Agenda

Members Present: Ronald Schneider, Jackie Geilfuss, Eric Eldridge, Ronald Keohane, Adele Coughlin

Staff Present: Town Manager Colin Loiselle, Assistant Town Manager Sean Walsh

Chair Schneider opened the meeting at 6:04 PM.

2. Meeting Minutes

A. Regular Session Meeting Minutes for Review/Approval

- i. **Selectperson Eldridge moves to approve the regular session meeting minutes from January 26, 2026 and February 2, 2026. Selectperson Geilfuss seconds. Motion carries 5-0-0.**

B. Executive Session Meeting Minutes for Review/Approval/Not Release

- i. **Selectperson Eldridge moves to approve but not release the executive session minutes from January 26, 2026. Selectperson Geilfuss seconds. Motion carries 5-0-0.**

3. Citizen/Business Time

Citizens or businesses may address the Select Board on matters of interest to the public for not more than three (3) minutes unless there are more than six (6) speakers wishing to be heard in which case each speaker will be limited to two (2) minutes. Citizen/Business time shall not exceed 15 minutes total, unless the Select Board, within its sole discretion, waives the limit to allow for more time.

4. Police Department Presentation





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(moved to before item 2)

Chief of Police Shaun Woods presents to the Select Board the hiring of three new police officers, the process of hiring and training, recognizing the work of veteran officers, and celebrating the hire of the three new members of the department. Chief Woods highlights the background of each new officer, Thomann, LeMay, and Walker. Chief Woods issues the Oath of Honor to each of the three new officers.

5. **Northern Middlesex Council of Governments - Annual Report Presentation**

Jennifer Rait and Kelly Lynema from NMCOG address the Select Board and give an overview of the annual report for the Town of Tyngsborough, beginning with a summary of NMCOG's role and how it relates to Tyngsborough. The presentation outlines work with the town, regional collaboration, and plans for next steps in partnership with the Town.

Selectperson Keohane thanks the representatives for being here and discusses his history as a representative of the Town with NMCOG. He discusses the push to seek additional grant opportunities over the years with NMCOG noting a significant improvement in total funds received.

Selectperson Eldridge appreciates the efforts of NMCOG and notes how important it is to keep utilizing the group and their institutional knowledge.

Selectperson Geilfuss is grateful for the opportunity to work on the Housing Production Plan in the past with NMCOG and reiterates the value provided and how much more publicization of the benefits of the group to residents is important.

Selectperson Coughlin notes all the great work the group is doing and how it fosters connections to all member communities and the engagement of the staff and members.

Selectperson Schneider asks about transportation initiatives and bicycle plans and how existing projects in cities and towns are related to NMCOG's work.

Ms. Lynema discusses the importance of infrastructure for bicycles to allow for people to use them safely for both commuting and recreation.

Selectperson Geilfuss asks what else can be done to support NMCOG.





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Ms. Rait encourages participation in events and initiatives and spreading the message of work being done. She also mentions funding being available for grant application and implementation, as well as training and technical assistance for municipal boards.

6. Town Manager's Report

- Response to Select Board's Requests, Budget, Departmental Information, Contracting/Procurement

Town Manager Loiselle and Assistant Town Manager Walsh update the board on matters including:

- Election updates from the State Senate Primary last week and nomination papers being available for elected town positions.
- Finance Director Andrus will be departing his role in the coming weeks, and a new position for an administrative assistant in the Veterans Services Office is now available.
- Reminders of upcoming dog rabies vaccine clinic, memory cafes at the Center for Active Living, elections, and fire station building committee information sessions.
- Applications for a grant to digitize municipal records, and
- The pending issuance of an Invitation for Bid for envelope improvements at the Tyngsborough Police Station.

Selectperson Coughlin notes appreciation for Town Clerk Jessica Brunelle in the election last week and leading up to it.

Selectperson Geilfuss notes how wonderful working the polls last week was.

7. Fire Station Building Committee Update

Town Manager Loiselle notes that submissions are being made this week to cost estimators to get a first draft cost of what the fire station will cost, and shows a draft rendering of what a fire station might look like on the site. He notes the desire for the building to fit in with the feel of the Town Center and an ode to the Winslow School building. He emphasized the size and layout of the building focusing on value and cost from the Fire Station Building Committee. He continues to discuss outreach strategy and plans for community groups.

Selectperson keohane says the building rendering looks great and asks for further discussion about the naming of the building.





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Selectperson Geilfuss says the rendering captures the integrity of the Winslow School and may satisfy residents with ties to the Winslow School, noting how well done the rendering is.

Selectperson Eldridge asks if we have a plan B if the cost estimate comes in too high based on current planning and discussion.

Selectperson Coughlin notes the Fire Chief and staff are not looking for the Taj Mahal of buildings, but a building that will meet community needs for now and into the future, as well as multiple iterations of plans discussed by the FSBC. She notes there is nothing in excess in the building.

Selectperson Eldridge notes the importance of the cost and communicating to the public what can be adjusted, if anything. He continues that it's important to have the best building for the town, conscious of cost.

Mr. Loiselle notes it is most important to do the building right the first time as opposed to shortchanging ourselves and having to go back to spend more money later, as well as balancing the cost now vs not needing to build a new fire HQ in our lifetimes.

8. New Business

A. Vote to Open the May 2026 Annual Town Meeting Warrant

Mr. Loiselle notes that the Annual Town Meeting will take place Tuesday May 5, 2026 and asks the Select Board to open the town meeting warrant to allow for warrant submissions from departments, boards and committees.

Selectperson Eldridge moves that the Select Board open the May 5, 2026 Annual and Special Town Meeting Warrant. Selectperson Geilfuss seconds. Motion carries 5-0-0.

B. Vote to Post March 3, 2026 Special Election Warrant

Mr. Loiselle notes that the State will host a special election for the vacant state senate seat on March 3, 2026 and the Select Board tonight is asked to simply vote to post the warrant.

Selectperson Geilfuss asks about the redundant copies of warrant forms in the packet.

Mr. Loiselle notes it is similar to drafting an agenda and there is one form for each posting location.





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Selectperson Eldridge moves that the Select Board post the warrant for the March 3, 2026 Special State Election. Selectperson Geilfuss seconds. Motion carries 5-0-0.

C. Ratify Non Union Contract - Assistant Fire Chief

Mr. Loiselle notes the contract being approved in the most recent executive session and mentions contract highlights and changes. He notes that this contract is in alignment with recent union and non-union contracts that had been settled by the Town.

Selectperson Eldridge moves that the Select Board ratify the employment agreement between the Town of Tyngsborough and Pat Sands as presented. Selectperson Geilfuss seconds. Motion carries 5-0-0.

9. Old Business

A. FY27 Budget Update

i. Status Update

Mr. Loiselle gives a presentation on the current budget status, noting changes to the projected current deficit. He outlines with the Select Board how meeting with departments zeroed out non-contractual expenses and then adds them back on an as-needed basis.

ii. Review Line Item Cuts

Mr. Loiselle begins to outline department by department line-item cuts for the first half of departments, with the second half coming at the next meeting. Select Board members will flag specific line-items for further discussion following review of all line-items. Departments:

Accounting: Selectperson Schneider flags the Account Services line.

Administration: Selectperson Geilfuss flags both line-items.
Selectperson Keohane also wants to flag both line-items for procurement needs for administration staff.

Select Board: N/A

Finance Committee: N/A

Legal Services: Selectperson Eldridge asks about eliminating line-items vs zeroing out the line.





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Mr. Loiselle notes that finding the money, not the specific line-items is the hard part.

Town Reports: N/A

Historical Commission: N/A

Assessor: N/A

Waste Collection & Disposal: All members flag elimination of hazardous waste collection.

Health Department: Selectperson Keohane flags Engineering Services specific to resident inspections.

Selectperson Geilfuss asks for frequency on inspections as well as confirming that these potential cuts come from discussion with the Health Department.

Mr. Loiselle notes all departments have been consulted and have seen the cuts.

Building Department: N/A

Conservation: Selectperson Geilfuss flags CCM Open Space.

Selectperson Keohane flags CCM Professional Services.

Council on Aging: Selectperson Keohane flags COA Building & Ground Maintenance as well as COA Repairs and Maintenance

Selectperson Schneider wants to confirm from the beginning of the presentation that we've overidentified cuts.

Selectperson Keohane stresses that these proposed cuts are more for discussion and not a final recommendation of cuts.

Selectperson Geilfuss asks if we anticipate the Town share of the deficit will be greater than 40% of the deficit given the School's challenges.

Mr. Loiselle notes the working group is working on that in meetings that started today.

Selectperson Eldridge asks when we should revisit revenue trends.

Mr. Loiselle says he will have an update at the next meeting in two weeks.





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10. Select Board Reports

Selectperson Eldridge wishes a very happy 95th birthday to his great Uncle Jim Dedoly highlighting accomplishments from his life in Dunstable and that he was one of the members to get Greater Lowell Tech established in Tyngsborough.

Selectperson Geilfuss talks about upcoming Town Elections with many open positions this spring, directing folks to the Town website for more information.

Selectperson Keohane was honored to attend the Tyngsborough High School Addams Family play and how great it was. He also discusses the importance of grants and the impact on the operational budget, all departments, and the institutionalization within staff.

Selectperson Coughlin wishes Uncle Jim a happy birthday!

Selectperson Schneider announces that he is not seeking reelection in May to the Select Board and encourages citizens to consider running.

11. Adjournment

Selectperson Eldridge moves to adjourn the meeting at 8:04 PM. Selectperson Geilfuss seconds. Motion carries 5-0-0.

Future Meetings

February 23, 2026

March 9, 2026

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Sean Walsh at 978-743-5339 or email swalsh@tyngsboroughma.gov. While every attempt will be made to provide reasonable accommodations, requests should be made with as much advance notice as possible. Please note some requests, specifically for communication access support, may require 2 week notice beyond the control of the Town.

