



2025 Annual & Special Town Meeting

Tuesday, May 6, 2025 | 7:00 PM at TES



Special Town Meeting

Special Town Meeting

Article 1: Transfer of Funds from General Stabilization

To see if the Town will vote to transfer from the General Stabilization Fund the following sums of money, for the following purposes, or take any other action relative thereto.

Amount	To	For the following purpose:
\$688,180.65	FY25 PD Salaries	Fund court ordered back pay.



Special Town Meeting

Article 1: Transfer of Funds from General Stabilization

To see if the Town will vote to transfer from the General Stabilization Fund the following sums of money, for the following purposes, or take any other action relative thereto.

Explanation: This article seeks a transfer of \$688,180.65 from the General Stabilization Fund to the Police Department's FY25 Salaries & Wages line to cover a court ordered payment of back wages as the result of an arbitration decision against the Town. Arbitration is the mutually agreed upon dispute resolution process for collective bargaining units whereby disputes over discipline are heard by an independent arbitrator. This specific case deals with a police sergeant who was terminated in 2021 and ordered to be reinstated and paid back wages by the arbitrator. If this article fails, the Town will need to have another Special Town Meeting before November to make the transfer before the Tax Rate Recap can be approved by the Commonwealth.

Submitted By:

Select Board

Select Board:

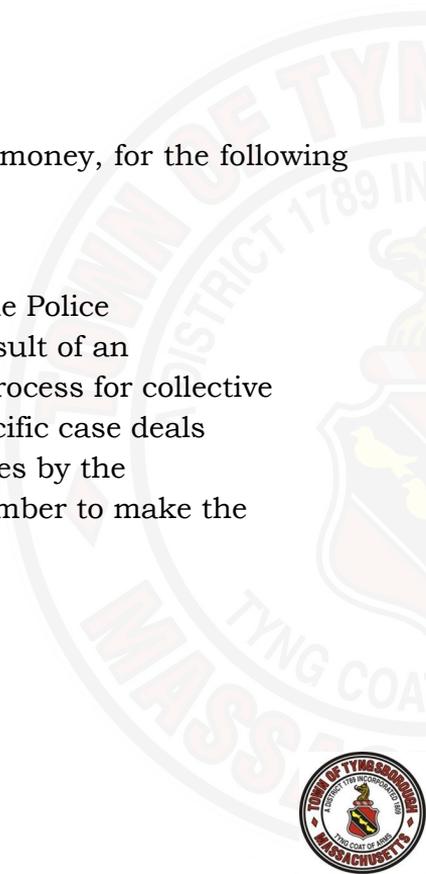
5-0-0 In Favor

Finance Committee:

5-0-0 In Favor

Vote Required:

2/3rds Majority





Annual Town Meeting



Annual Town Meeting

Article 1: Reports of the Town Officers and Committees

To see if the Town will vote to accept the reports of the Town Officers and Committees as printed, or take any other action relative thereto.

Explanation: This article approves the annual Town report which is available at www.tyngsboroughma.gov and in hard copy at the Annual Town Meeting, Tyngsborough Public Library, and Town Hall.

Submitted By:	Select Board
Select Board:	5-0-0 In Favor
Finance Committee:	5-0-0 In Favor
Vote Required:	Majority Vote





Annual Town Meeting

Article 2: Deposits to Stabilization Funds

To see if the Town will vote to transfer the sum of \$150,000 from the following source to the following Stabilization Fund, for the purpose(s) hereafter specified:

Amount	Fund	From	Purpose
\$150,000	Special Ed Stabilization	Certified Free Cash	Funding unanticipated or unbudgeted costs of special education, out of district tuition, or transportation.

Explanation: Article 2 seeks the deposit of \$150,000 from certified free cash into the Special Ed Stabilization Fund, the purpose of which is listed in the article language.

Submitted By: **Select Board**

Select Board: 5-0-0 In Favor

Finance Committee: 5-0-0 In Favor

Vote Required: Majority Vote





Annual Town Meeting

Article 3: Authorize Appropriations from Stabilization Funds for Fiscal Year 2026

To see if the Town will vote to authorize the Select Board to expend up to the following amounts from the following Stabilization Funds, for the following purposes, or take any other action relative thereto.

Amount	Fund	Purpose
\$900,000	Road Stabilization Fund	Roadway improvements, including the related incidental costs such as, but not limited to, drainage, pedestrian access, lighting, and signage
\$177,000	Special Ed Stabilization	Funding unanticipated or unbudgeted costs of special education, out of district tuition, or transportation.
\$151,000	Capital Asset Stabilization	To fund the purchase of a new backhoe for the Department of Public Works as recommended by the Capital Asset Management Committee for the FY26 Capital Plan.
\$200,000	Debt Stabilization	To fund the payment of debt service within the general fund for the Middle School Project in FY26.





Annual Town Meeting

Article 3: Authorize Appropriations from Stabilization Funds for Fiscal Year 2026

To see if the Town will vote to authorize the Select Board to expend up to the following amounts from the following Stabilization Funds, for the following purposes, or take any other action relative thereto.

Explanation: This is an annual article that authorizes the Town to expend a certain amount of money from stabilization funds during the year, for the purposes described above.

Submitted By:	Select Board
Select Board:	4-0-0 In Favor
Finance Committee:	5-0-0 In Favor
Vote Required:	Majority Vote





Annual Town Meeting

Article 4: Continue and Approve Revolving Funds

To see if the Town will vote to establish, pursuant to the authority granted under Massachusetts General Laws Chapter 44, Section 53E½, FY26 spending limits for the following revolving funds, to be expended in accordance with Article XLIV DEPARTMENTAL REVOLVING FUNDS, Section 5: Table of Authorized Revolving Funds, of the Town's General By-Law, or take any other action relative thereto.

SEE TABLE PRINTED IN GUIDEBOOK

Explanation: This article authorizes the annual expenditure limits for revolving funds shown above for certain town departments under MGL Chapter 44, Section 53E1/2 for the Fiscal Year beginning on July 1, 2025 and ending on June 30, 2026.

Submitted By:	Select Board
Select Board:	5-0-0 In Favor
Finance Committee:	5-0-0 In Favor
Vote Required:	Majority Vote





Annual Town Meeting

Article 5: Authorization of the Select Board Regarding Contracts in Excess of Three Years

To see if the Town will vote to authorize the Select Board to enter into Lease/Purchase Agreements up to five years to lease or purchase equipment for the Town, said contracts to be subject to annual appropriations, or take any other action relative thereto.

Explanation: This article would authorize the Select Board to enter into lease purchase agreements for items including office equipment, vehicles, or other equipment. Massachusetts General Law requires town meeting approval to enter into a contract in excess of three years.

Submitted By: Select Board

Select Board: 5-0-0 In Favor

Finance Committee: 5-0-0 In Favor

Vote Required: Majority Vote





Annual Town Meeting

Article 6: Appropriation - General Fund for Fiscal Year 2026

To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be necessary to fund Town expenses for Fiscal Year 2026 (July 1, 2025 - June 30, 2026), or take any other action relative thereto. (*Budget attachment as Exhibit A in the Finance Committee Guidebook*)

Explanation: Article 6 is the Fiscal Year 2026 Appropriation of funds for the Town of Tyngsborough. This annual budget is a declaration of our Town's priorities and a statement on how we choose to allocate the limited collective resources that exist. The operating budget enables the day-to-day operations of the Town by paying for recurring expenditures for programs and services, employee salaries, rents, utilities, supplies, insurance, and debt service. The Library, Schools, Police Department, Fire Department, Council on Aging, and dozens of other town departments rely on this funding to provide services on a daily basis.

The operating budget consists of local aid from the Commonwealth, our local taxes (property, excise, and business) and other fees collected by the Town. All Town activities, not specifically directed to other accounts such as the Sewer or Ambulance Enterprise Funds, are funded through this budget. As a result, most of the Town's operating expenditures are paid through this appropriation.

Submitted By: **Select Board**

Select Board: 4-0-0 In Favor

Finance Committee: 5-0-0 In Favor

Vote Required: Majority Vote



Expenditures

FY25 Budget	\$49,075,424
FY26 Proposed	\$52,265,873
\$ Increase	\$3,190,449
% Increase	6.5%
GF % Increase (minus exempt debt)	3.6%

Main Budget Drivers

- \$900,000 from GF to reduce exempt debt on Middle School
- Contractual labor increases
- 17% health insurance increase
- \$25k to make a previously part-time admin assistant a full-time public safety admin assistant

Expenditures

Exempt Debt- Exempt debt is the debt service payments that are outside of the general fund (think debt exclusion). The debt service for exempt debt is billed to taxpayers on top of the 2.5% tax levy.

In Fy25 there were three items under our exempt debt (THS Roof & Boiler, and Middle School). In Fy26 all of the exempt debt with the exception of the Middle School dropped off.

FY26 Exempt Debt Total: \$2.9M

- \$1,000,000 GF Contribution (\$900k from GF, \$100k from Lakeview Lease)

Total Exempt Debt on Tax Bill: \$1.97M (was \$1.83M in FY25)

Expenditures

Administration's Priority for New Items

- **Public Safety Administrative Assistant:** Split position with 15 hours weekly doing records in the Police Department and 25 hours weekly in the Fire Department as Administrative Assistant
 - Estimated FY26 Salary: \$51,868
 - Already included in Fire Budget (\$25,140)
 - Net Budget Implication: \$26,728 (+potential Health Insurance implication of roughly \$20k)

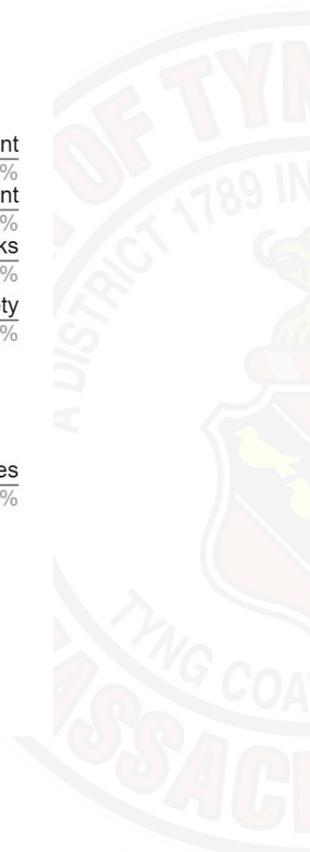
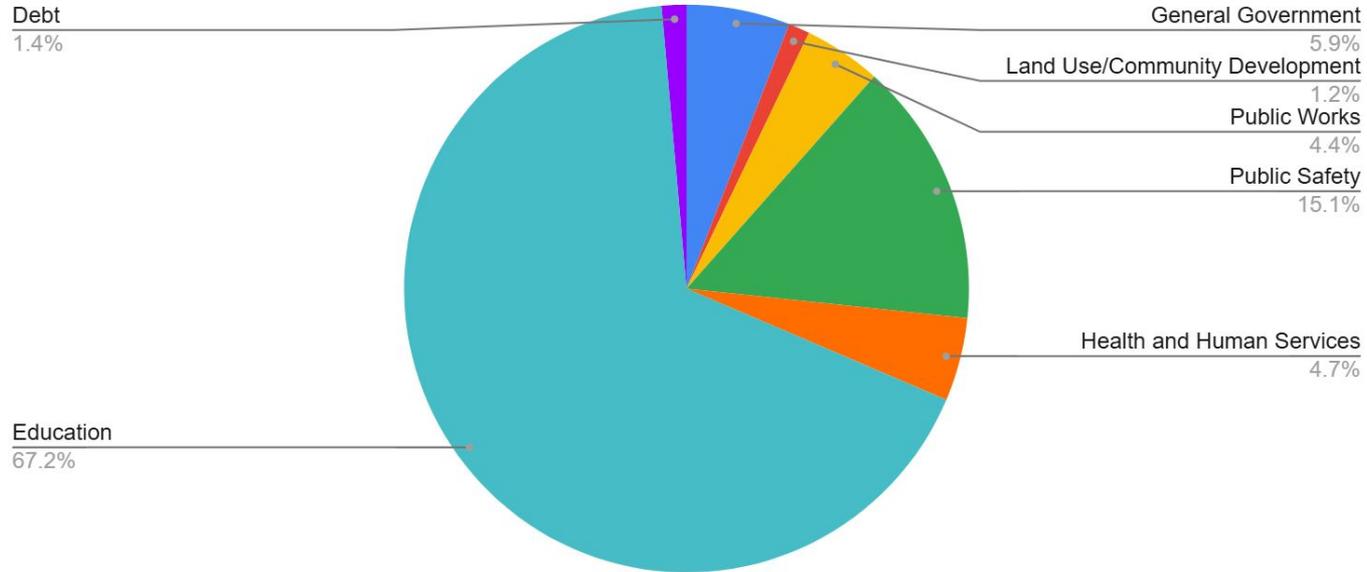
Structural Changes to Budget

- Creation of a Facilities Division within DPW resulting in three salaries being moved out of HWY and into Facilities (previously Public Buildings)



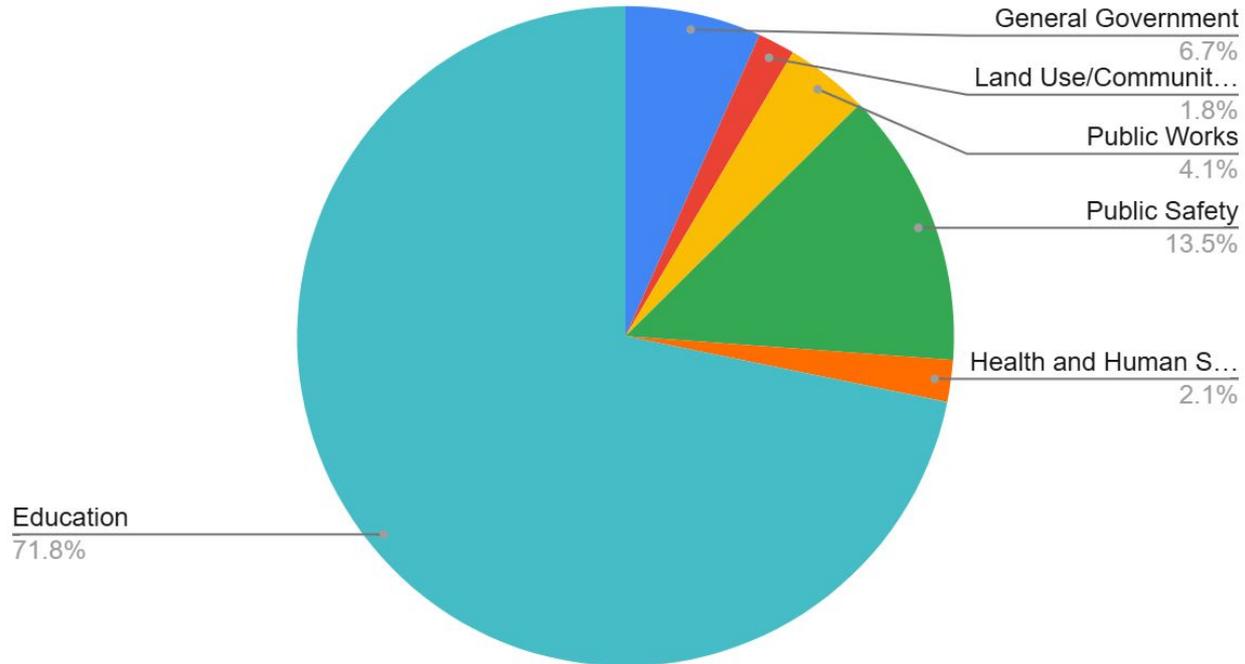
FY26 Budget Visualization

Where do we spend our money?



FY26 Budget Visualization

Where do our staff work?





Annual Town Meeting

Article 7: Compensation of Elected Officials

To see if the Town will vote to fix the salary and compensation of elective officers of the Town as provided by Section 108 of Chapter 41 of the Massachusetts General Laws, as amended, for the Fiscal Year 2026 (July 1, 2025 - June 30, 2026), or take any other action relative thereto.

Salaries of the Elected Officials are included in the Department Appropriations submitted within Article 6.

	FY25 Salary	FY26 Requested Salary	Recommended FY26 Salary
Moderator	\$500	\$500	\$500
Select Board Chair	\$2,000	\$2,000	\$2,000
Select Board Member	\$1,500	\$1,500	\$1,500
Town Clerk	\$69,208	\$77,107	\$77,107



Annual Town Meeting

Article 7: Compensation of Elected Officials

	FY25 Salary	FY26 Requested Salary	Recommended FY26 Salary
Board of Health Member	\$800	\$800	\$800
Board of Health Chair	\$1,000	\$1,000	\$1,000
Sewer Comm. Member	\$800	\$800	\$800
Sewer Comm. Chair	\$1,000	\$1,000	\$1,000



Annual Town Meeting

Article 7: Compensation of Elected Officials

	FY25 Salary	FY26 Requested Salary	Recommended FY26 Salary
Planning Board Member	\$800	\$800	\$800
Planning Board Chair	\$1,000	\$1,000	\$1,000

Explanation: This article requests funding for the stipends of elected officials as presented above.

Submitted By: Select Board

Select Board: 5-0-0 In Favor

Finance Committee: 5-0-0 In Favor

Vote Required: Majority Vote





Annual Town Meeting

Article 8: Transfer of Funds from Free Cash

To see if the Town will vote to transfer from free cash the following sums of money, for the following purposes, or take any other action relative thereto.

To	For the following purpose:	Amount
Other Post-Employment Benefits (OPEB) Trust Fund	Meet long-term OPEB funding plan commitment	\$52,500
School Department	Fund Medicaid Reimbursement	\$189,000
Compensated Absence Fund	Fund unanticipated & unbudgeted mid-year payouts for sick and vacation time upon an employee's retirement	\$23,500
FINCOM Reserve Fund	To provide for extraordinary or unforeseen expenditures in FY26	\$50,000





Annual Town Meeting

Article 8: Transfer of Funds from Free Cash

To see if the Town will vote to transfer from free cash the following sums of money, for the following purposes, or take any other action relative thereto.

Explanation: Funding turned back from departments in prior fiscal years returns to the undesignated fund balance, referred to as “free-cash”. This funding requires a new Town Meeting vote to authorize a new use of the funds in a following fiscal year.

This article seeks Town Meeting approval of the use of the funds as described for the purposes described above.

Submitted By: **Select Board**

Select Board: 5-0-0 In Favor

Finance Committee: 5-0-0 In Favor

Vote Required: Majority Vote





Annual Town Meeting

Article 9: Borrowing & Appropriation - Capital Improvements for Fiscal Year 2026

To see if the Town will vote to raise, appropriate and borrow the sum of \$487,863 and that the Town be authorized to accept any available grant funds, for the purpose of funding the following items, or take any other action relative thereto.

Department	Project	Not to Exceed	Expended By
Fire Department	New Fire Station Schematic Design	\$300,000	Select Board
Police Department	Exterior Building Envelope Improvements	\$187,863	Select Board





Annual Town Meeting

Article 9: Borrowing & Appropriation - Capital Improvements for Fiscal Year 2026

To see if the Town will vote to raise, appropriate and borrow the sum of \$487,863 and that the Town be authorized to accept any available grant funds, for the purpose of funding the following items, or take any other action relative thereto.

Explanation: Article 9 seeks authorization of Town Meeting for borrowing for the purposes described above. The Fire Station Schematic Design was submitted by the Select Board and the Police Department's Exterior Building Envelope Improvements were submitted by the Capital Asset Management Committee as a part of the FY26 Capital Plan.

Submitted By:	Select Board
Select Board:	5-0-0 In Favor
Finance Committee:	5-0-0 In Favor
Vote Required:	2/3rds Majority





Annual Town Meeting

Article 10: Appropriation - Ambulance Enterprise Fund for Fiscal Year 2026

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Select Board to operate the Ambulance Enterprise for Fiscal Year 2026 as follows:

Salaries	\$ 565,000
<u>Fringe Benefits</u>	<u>\$ 49,440</u>
Subtotal	\$ 614,440
Expenses	\$ 56,100
<u>Indirect Costs to the General Fund</u>	<u>\$ 19,000</u>
Subtotal	\$ 75,100
TOTAL	\$ 689,540

with \$689,540.00 to be raised through Department Receipts

and that \$49,440.00 and \$19,000.00 be included in appropriations from the General Fund for fringe benefits and indirect costs respectively, as shown above, and to be allocated to the Ambulance Enterprise for funding, or take any other action relative thereto.





Annual Town Meeting

Article 10: Appropriation - Ambulance Enterprise Fund for Fiscal Year 2026

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Select Board to operate the Ambulance Enterprise for Fiscal Year 2026 or take any other action relative thereto.

Explanation: The purpose of this article is to fund the Ambulance Enterprise Fund. The Fund is supported by fees collected through ambulance charges. The Fire Chief and Select Board establish the total expenses of the department, including debt service, direct, and indirect expenses. Indirect costs are associated with General Government costs and fringe benefits that are related to the operation of the ambulance service and are expensed through the General Fund, or operating budget.

Submitted By: **Select Board**

Select Board: 4-0-0 In Favor

Finance Committee: 5-0-0 In Favor

Vote Required: Majority Vote





Annual Town Meeting

Article 11: Appropriation - Sewer Enterprise Fund for Fiscal Year 2026

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Sewer Commission to operate the Sewer Enterprise for Fiscal Year 2026 as follows:

That the following sums be appropriated:

Salaries & Stipends	\$ 261,408
Expenses	\$ 1,639,907
Capital Outlay	\$ 609,248
Debt & Interest Sewer Dept.	\$ 142,362
Debt & Interest from Betterments	\$ 879,494
Subtotal	\$ 3,532,419
Transfer Indirect Costs to General Fund	\$ 212,309
Total	\$ 3,744,728





Annual Town Meeting

Article 11: Appropriation - Sewer Enterprise Fund for Fiscal Year 2026

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Sewer Commission to operate the Sewer Enterprise for Fiscal Year 2026 as follows:

From the following funding sources:

Department receipts	\$ 1,840,304
Betterment Fund	\$ 879,494
Retained Earnings	\$ 1,024,930
Total	\$ 3,744,728

or take any other action relative thereto.





Annual Town Meeting

Article 11: Appropriation - Sewer Enterprise Fund for Fiscal Year 2026

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Sewer Commission to operate the Sewer Enterprise for Fiscal Year 2026 as follows:

Explanation: The purpose of this article is to fund the Sewer Enterprise Fund. The fund is supported by sewer usage charges. The sewer rate is set by the Sewer Commission and is established based on the total expenses of the department, including debt service, direct and indirect expenses and the use of sewer services by residents and businesses. Indirect costs are associated with General Government costs and fringe benefits that are related to the operation of the Sewer Department and are expensed through the operating budget.

Submitted By:	Select Board
Select Board:	5-0-0 In Favor
Finance Committee:	5-0-0 In Favor
Vote Required:	Majority Vote





Annual Town Meeting

Article 12: Transfer of Funds from PEG Fund

To see if the Town will vote to transfer the sum of \$159,687 from the PEG Fund to the general fund for the following purposes, or take any other action relative thereto.

Amount	To
\$159,687	Support PEG Operating Budget for public, educational, and governmental television access

Explanation: The PEG (Public, Education, and Government Channel) program is supported by franchise fees collected by the Town from cable providers. This article transfers a sum of that money from the PEG fund to the general fund to cover PEG expenses such as salaries.

Submitted By: **Select Board**

Select Board: 5-0-0 In Favor

Finance Committee: 5-0-0 In Favor

Vote Required: Majority Vote



Annual Town Meeting

Article 13: Appropriation - Community Preservation Committee Fund

To see if the Town will vote a sum of money to be appropriated or reserved from estimated annual revenues of the Community Preservation Fund for Fiscal Year 2026, with each item to be considered a separate appropriation, for the payment of administrative expenses of the Community Preservation Committee, debt service, community preservation projects, and all other necessary and proper expenses, as follows:

Description	Amount	Fund Category
Lake Massapoag Weed Control	\$3,500	Open Space and Recreation
Lake Mascuppic Weed Treatment	\$20,000	Open Space and Recreation
Administrative Expenses (up to 5% Allowance)	\$35,000	FY26 Receipts
Debt Service (First Parish) Year 5/10	\$226,375	FY26 Receipts
Debt Service (Old Town Hall) Year 8/10	\$181,500	FY26 Receipts
Total Project Appropriation	\$466,375	
Deposit to Historic Preservation Reserve	\$100,000	
Deposit to Affordable Housing Reserve	\$100,000	
Deposit to Open Space/Recreation Reserve	\$100,000	
Total Deposit to Reserve	\$300,000	



Annual Town Meeting

Article 13: Appropriation - Community Preservation Committee Fund

To see if the Town will vote a sum of money to be appropriated or reserved from estimated annual revenues of the Community Preservation Fund for Fiscal Year 2026, with each item to be considered a separate appropriation, for the payment of administrative expenses of the Community Preservation Committee, debt service, community preservation projects, and all other necessary and proper expenses, as follows:

Explanation: The Community Preservation Committee (CPC) recommends how funds should be spent or set aside for future spending among the allowable categories of (a) open space; (b) historic preservation, and (c) affordable housing. In addition, a maximum 5% may be spent on administrative expenses by the CPC. Town Meeting may either approve or reduce the recommended expenditures but cannot add to them. Tyngsborough received state matching funds from the Commonwealth for several of the projects recommended this year.

Submitted By: **Community Preservation Committee**

Select Board: 4-0-0 In Favor

Finance Committee: 5-0-0 In Favor

CPC: 6-0-0 In Favor

Vote Required: Majority Vote





Annual Town Meeting

Article 14: Approve Prior Year Bills

To see if the Town will vote to approve payment on the following bills which were incurred during a previous fiscal year (FY24):

1. \$420.00 to KP Law, PC from the Administration Department (Account #: 01159200-530120)
2. \$195.00 to Toshiba America from the Library (Account #: 01610200-524085)

Explanation: Bills incurred in a previous fiscal year cannot be paid by the Town until they have been approved by Town Meeting. This article seeks authorization to pay two bills that were incurred during Fiscal Year 2024. These bills will be paid out of the existing FY25 budget and do not represent new appropriations.

Submitted By:	Select Board
Select Board:	5-0-0 In Favor
Finance Committee:	5-0-0 In Favor
Vote Required:	4/5ths Vote





Annual Town Meeting

Article 15: Street Acceptances - Riverbend Road and Phalanx Street

To see if the Town will vote to accept the layout of certain Town ways below described, made by the Select Board under the provisions of M.G.L. c. 82, §§ 21 through 24, and any other enabling statute, filed in the Office of the Town Clerk with the plans there mentioned and referred to for a more particular description, as follows:

Riverbend Road, Tyngsborough, Mass. Shown on a plan entitled “Town of Tyngsborough, Road Acceptance – River Bend Road”, revised March 06, 2025, prepared by Keach-Nordstrom Associates for the Town of Tyngsborough.

Phalanx Street, Tyngsborough, Mass. Shown on a plan entitled “Town of Tyngsborough, Road Acceptance – Phalanx Street”, Revised March 14, 2025, prepared by Keach-Nordstrom Associates for the Town of Tyngsborough.

And, further, to authorize the Select Board to accept an instrument conveying for nominal consideration the aforesaid roadway or interest(s) therein, together with all easements and appurtenances thereto, as are shown on the aforementioned plans; or to take any other action relative thereto.





Annual Town Meeting

Article 15: Street Acceptances - Riverbend Road and Phalanx Street

To see if the Town will vote to accept the layout of certain Town ways below described, made by the Select Board under the provisions of M.G.L. c. 82, §§ 21 through 24, and any other enabling statute, filed in the Office of the Town Clerk with the plans there mentioned and referred to for a more particular description, as follows:

Explanation: This article asks Town Meeting for formally accept Riverbend Road and Phalanx Street as public roads. These roads have been fully surveyed, reviewed by the Engineering Department, and following a public hearing recommended for acceptance by the Select Board. If approved, these roads will become public ways under the jurisdiction of the Town.

Submitted By:	Select Board
Select Board:	5-0-0 In Favor
Finance Committee:	5-0-0 In Favor
Vote Required:	Simple Majority





Annual Town Meeting

Article 16: Adopt Massachusetts General Laws Chapter 59, Section 5C ½

To see if the Town of Tyngsborough will vote to accept Massachusetts General Laws Chapter 59, Section 5C ½, which provides for an additional real estate exemption for taxpayers who are granted personal exemptions on their domiciles under Massachusetts General Laws Chapter 59, Section 5, including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemption shall be up to one-hundred (100) percent of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2025, or take any other action relative thereto.

Explanation: The Commonwealth of Massachusetts allows exemptions to qualified persons that help to defray the amount of property taxes to be paid. Each exemption has requirements that the applicant must meet in order to be eligible. This article provides that the Town grant an additional exemption, above the statutory amount, not to exceed 100%, provided that an applicant cannot pay less than what was paid in the preceding year on the property.

Submitted By:	Select Board
Select Board:	5-0-0 In Favor
Finance Committee:	5-0-0 In Favor
Vote Required:	Simple Majority





Annual Town Meeting

Article 17: Zoning Amendment: Section 11 - Definitions

To see if the Town will vote to amend the Town's Zoning Bylaw, specifically Section 11 thereof, entitled "Definitions," by adding the text below shown in **red bold font** and deleting therefrom the text below shown in strikethrough, or take any other action relative thereto.

See Text Printed in the Finance Committee Guidebook

Explanation: This article seeks approval of certain amendments to the Town's Zoning Bylaw, specifically section 11 which is the definitions section. The intent of this bylaw is to clarify ambiguous terms and clean up old language.

Submitted By: **Zoning Review Committee**

Select Board: 5-0-0 In Favor

Finance Committee: 5-0-0 In Favor

Planning Board: 4-0-0 In Favor

Vote Required: 2/3rds Majority





Annual Town Meeting

Article 18: Zoning Amendment: Section 10.2 “Wetlands District”

To see if the Town will vote to amend the Town’s Zoning Bylaw, specifically Section 10.2 thereof, entitled “Wetlands District,” by adding the text below shown in **bold** and deleting therefrom the text below shown in strikethrough, or take any other action relative thereto.

See Text Printed in the Finance Committee Guidebook

Explanation: This article seeks adoption of amendments to the Zoning Bylaws, specifically Section 10.2 Wetlands District to comply with recent changes to the FEMA Flood maps.

Submitted By: **Planning Board**

Select Board: 5-0-0 In Favor

Finance Committee: 5-0-0 In Favor

Planning Board: 4-0-0 In Favor

Vote Required: 2/3rds Majority





Annual Town Meeting

Article 19: Zoning Amendment: Section 10.3 “Floodplain and Floodway Districts”

To see if the Town will vote to amend the Town’s Zoning Bylaw, specifically Section 10.3 thereof, entitled “Floodplain and Floodway Districts,” by adding the text below shown in **bold** and deleting therefrom the text below shown in strikethrough, or take any other action relative thereto.

See Text Printed in the Finance Committee Guidebook

Explanation: This article seeks adoption of amendments to the Zoning Bylaws, specifically Section 10.3 Flood Plain and Floodway District to comply with recent changes to the FEMA Flood maps.

Submitted By: **Planning Board**

Select Board: 5-0-0 In Favor

Finance Committee: 5-0-0 In Favor

Planning Board: 4-0-0 In Favor

Vote Required: 2/3rds Majority

