



# TOWN OF TYNGSBOROUGH

Office of the Town Manager

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

February 9, 2026

## Town Manager's Report

Dear Board Members:

I am pleased to report the following updates from Town Hall and throughout Town:

### General Updates

- Just a big shoutout to our Town Clerk Jessica Brunelle, Assistant Town Clerk Carol Saulnier, and all of the hard working poll workers who coordinated and executed a flawless special primary on Tuesday last week. The polls opened promptly at 7 AM and we didn't have any issues throughout the day so a big thank you to everyone who makes that happen. Turnout was low at 4.3% but for a special primary on a Tuesday in the dead of winter that might not be a surprise.
- On that note, a reminder that nomination papers are now available for the May Annual Town Election. You can obtain them in the Office of the Town Clerk and they must be returned by March 31st. You can learn more at [tyngsboroughma.gov](https://tyngsboroughma.gov).
- & Finally, we'll talk a little bit later this evening about the Fiscal Year 2027 budget. As this Board is aware, there are a lot of moving parts with this budget and so it can be hard to keep up. I'd encourage anyone who is able to and interested to join us for one of three budget office hours later this Spring. Full dates and more details are available at [tyngsboroughma.gov](https://tyngsboroughma.gov).

### Staffing

- Late last month, Finance Director and Town Accountant David Andrus informed me of his intent to resign from his position by April 1st. David was first hired by the Town in November of 2020 as our Town Accountant. He was promoted in March of 2023 to Finance Director. In his five years with Tyngsborough, David oversaw the implementation of our new financial software which was an incredible undertaking. At my request, David will stay on for a few weeks to help transition to an accounting firm which will ultimately serve as interim accountant until this Board determines a path forward for a more permanent replacement.
- We are currently looking for an Administrative Assistant for our Veterans Services Office (VSO). As this Board is well aware, earlier this year we formally approved the creation of a regional cluster with Dracut whereby Tyngsborough serves as the lead and provides VSO services to both Towns. As a part of that agreement, the Town of Dracut will reimburse the Town of Tyngsborough 50% of all salary and benefit costs which causes this agreement to be budget neutral for the Town. The posting is live on [tyngsboroughma.gov](https://tyngsboroughma.gov).





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## Reminders/Upcoming Events

- The next virtual information session for the Fire Station Project is this Wednesday at 6:30 PM via Zoom. You can find the dial-in information on the Town calendar at [tyngsboroughma.gov](https://tyngsboroughma.gov).
- The Tyngsborough Health Department and Town Clerk's Office will host their second Rabies Vaccine Clinic & Dog Licensing Event on Saturday, February 21, 2026 from 10:00 AM to 2:00 PM at Ironwood Park in the Clubhouse. Walk-ins are welcome or you can visit [www.tyngsboroughma.gov](https://www.tyngsboroughma.gov) to register ahead of time. Dogs must be on a leash and cats in a carrier. The cost for a vaccine is \$20.
- The Council on Aging will have another Memory Cafe on February 25, 2026 from 12:00 PM to 1:00 PM. Please register in advance no later than February 20, 2026 by calling the center directly. For this month's event, participants will be decorating memory boxes and discussing what objects you might include to evoke and sustain cherished memories. This programming is a part of the Council's diligent work to enhance the services they offer and reach a broader audience.
- A reminder that the Special Election to fill the vacancy in the State Senate left by the passing of Senator Kennedy will take place on Tuesday, March 3, 2026. You can learn more about important dates and how to vote by visiting [tyngsboroughma.gov](https://tyngsboroughma.gov).

## **Assistant Town Manager's Report**

- Last week, we submitted an application for a Community Compact IT Grant to the Governor's Office that, if selected, would provide funding for the digitization of thousands of paper files stored throughout municipal buildings. We are hopeful the Administration will at least partially fund the project which will both open up physical space and allow for easier access to records for internal use as well as for public records requests. We expect to hear back this spring.
- An update to last year's approved Capital Asset funding, we are working with Police and DPW to draft bid documents for building envelope replacement and upgrades at the police department, which will include siding and window upgrades. This work is much needed, and is the first phase of expected upgrades at the building, which will in the coming years need foundation and additional structural enhancements. This project was funded through capital in Fiscal Year 2026.
- Today, the Commission on Disability hosted AgeSpan, a local non-profit that connects people of all ages and abilities and their caregivers with information, services, and advocacy in the region. We also hosted Town Clerk Jessica Brunelle for a discussion on election accessibility with the upcoming State Senate election as well as the municipal election in May. A recording of the meeting is available on the video on demand portion of our website at [tyngsboroughma.gov](https://tyngsboroughma.gov).

Regards,

Colin F. Loiselle  
Town Manager

Sean M. Walsh  
Assistant Town Manager

