

# TOWN OF DUNSTABLE



## ANNUAL REPORT 2016

PLEASE BRING THIS REPORT WITH YOU  
TO THE  
ANNUAL TOWN MEETING  
7:00 P.M.  
MAY 8, 2017

**This Annual Report is dedicated to**



***George E. Tully, Sr.***

George E. Tully, a life-long resident of Dunstable, passed away at the age of 96 on May 10, 2015. George served our community during his lifetime in multiple capacities including Board of Selectman for (25) years; (a position that was also held by his father). His service included Boards of Health, Assessors, Zoning Board and Welfare (22) years, Moderator (27) years as well as Planning Board, Registrar of Voters, Surveyor of Lumber, Fire Warden Board, Tercentenary and the Swallow Elementary Building Committees for periods of between (2) and (13) years.

George, one of eleven children of Charles E. and Bertha Tully, was born in Dunstable on October 1, 1918; he resided on Hollis Street in the house where he was born his entire life. He attended Union School and graduated from Lowell High School, despite having to leave school early to run the family farm; he continued to do so until the day he passed away. George loved the Town of Dunstable and in 1974 realized there was a need to protect its rural character and charm. He became a founding member of the Dunstable Rural Land Trust and was extremely proud that the Trust had permanently protected over 1,000 acres of land in Dunstable.

George was active in the Dunstable Grange #31, the Middlesex North Pomona Granges and Past Deputy of the Massachusetts State Grange; he was a long-time member of the Middlesex County Farm Bureau receiving the John Ogonowski Award for Leadership and Dedication. He was instrumental in the formation of the Farmer's Live Animal Market Exchange (FLAME) in Littleton, MA in 1967. George was a man who was passionate about his family, his farm, and his community. He and his beloved wife of 70 years June (Lund) Tully who passed away in March 2008, raised their seven children in Dunstable. He and June enjoyed welcoming each addition to the family. He loved having his family close by sharing his property in Dunstable with his children and grandchildren.

**BOARD OF  
SELECTMEN**  
Daniel F. Devlin  
Walter F. Alterisio  
Leah D. Basbanes

**Recognition of FY2016 Town Employees for  
Years of Meritorious Service**

**30 years or more of service**

**BONNIE RICARDELLI  
DANA BARNES  
JOAN FERRARI  
BRIAN RICH  
JAMES L. DOW  
MICHAEL F. PALUMBO**

**JAMES G. DOWNES  
RUTH L. TULLY  
CHARLES H. RICH  
HAROLD SIMMONS  
DAVID SWEET**

**20 years or more of service but less than 30 years**

**JAMES W. DOW  
JOHN KOYUTIS  
SUSAN J. TULLY**

**THERESE WISCARVA  
DAVID BARKER  
MARK QUIRBACH**

**10 years or more of service but less than 20 years**

**DARRELL GILMORE  
ERIK HOAR  
NICHOLAS PAPAGEORGIOU  
ALAN CHANEY  
JEFF LABRIE  
VINCENT HOLLINS  
CHERYL MANN  
MARY BETH PALLIS  
SUZANNE WALL  
GAIL SILVERIA  
CAROL SKERRETT**

**SEAN READY  
GREGG SANBORN  
TERESA ATWOOD  
BERNADETTE GEORGES  
RON MIKOL  
BENJAMIN H. SIMMONS  
BARBARA ST. JEAN  
DAVID E. TULLY  
SUSAN WALSH  
FRANK WRIGHT  
GREG RICH**

**Recognition of FY2016 Board, Committee, & Commission Members for  
Years of Meritorious Service**

**30 years or more of service**

**DANA METZLER  
ALAN CHANEY  
MARILYN PIKE  
JEFF HAIGHT  
DAVID HARDMAN  
ROBERT KENNEDY  
RUTH L. TULLY**

**GEORGE BASBANES  
BILL MOELLER  
JUDY LARTER  
ROBERT RICARDELLI  
SUSAN PSALEDAKIS  
PETER J. GEORGES**

**20 years or more of service but less than 30 years**

**CAROL BACON  
WALTER F. ALTERISIO  
ROBERT PARKIN  
BRETT ROCK  
CATHERINE BENCE  
PETER GOVE**

**ROBERT NELSON  
MICHAEL F. PALUMBO  
MARY A. DOW  
HAROLD SIMMONS  
WESLEY GOSS**

**10 years or more of service but less than 20 years**

**DANICE N. PALUMBO  
JOAN SIMMONS  
RONALD PATENAULD  
JEAN O'BRIEN  
KARL HUBER  
JOHN CALLAHAN  
MARIA AMODEI  
ROBERT BUSSER  
DONALD POTTLE  
ALBERT HORTON**

**MARJORIE E. KIMPTON  
JOSEPH P. DEAN  
LEAH D. BASBANES  
AMY SCHEMBECHLER  
PHILIPPE R. JUSSAUME  
JUAN AMODEI  
MICHAEL MARTIN  
PAMELA CROCKER  
ANNE DAVIS  
CARL B. FLOWERS**

# Index

Elected Officers .....	1
Appointed Officers & Staff .....	4
Selectmen, Board of.....	10
Town Clerk.....	11
Annual Town Meeting .....	15
Annual Town Election .....	53
Special Town Meeting .....	56
Special Town Election .....	63
Building Inspector .....	69
Electrical Inspector .....	75
Gas Inspector .....	78
Plumbing Inspector .....	80
Fire Department.....	82
Health, Board of.....	83
Police Department .....	84
Road Commissioners, Board of .....	86
Cemetery Commission.....	87
Council on Aging.....	88
Conservation Commission .....	90
Planning Board .....	92
Affordable Housing Committee .....	93
Groton-Dunstable Regional School District .....	94
Superintendent’s Office .....	94
Curriculum, Instruction, and Assessment .....	95
Human Resources .....	97
Business Department.....	97
Pupil Personnel Services .....	98
Technology Department.....	99
Extended Day and Community Services .....	100
Groton-Dunstable Regional High School .....	101
Groton-Dunstable Regional Middle School.....	102
Florence Roche .....	103
Swallow Union .....	104
Boutwell Early Childhood Center .....	105
Water Commission .....	109
Cultural Council .....	110
Northern Middlesex Council of Governments.....	112
Safe Pathways Committee .....	113
Community Preservation Committee .....	114
Advisory Board.....	115
Tax Collector .....	116
Town Treasurer.....	117
Assessors, Board of.....	119
Town Accountant.....	120
Annual Town Meeting Warrant .....	139
Special Town Meeting Warrant .....	174
FY18 Proposed Budget .....	176
Capital Plan Starts after Page 189	

**ELECTED OFFICERS OF THE TOWN OF DUNSTABLE - 2016**

**Selectmen**

<b>DANIEL F. DEVLIN</b>	<b>Term Expires 2017</b>
<b>WALTER F. ALTERISIO</b>	<b>Term Expires 2018</b>
<b>LEAH D. BASBANES</b>	<b>Term Expires 2019</b>

**Assessors**

<b>DANIEL R. KENNEDY</b>	<b>Term Expires 2017</b>
<b>ROBERT RICARDELLI</b>	<b>Term Expires 2018</b>
<b>BRETT A. ROCK</b>	<b>Term Expires 2019</b>

**Board of Health**

<b>MARIA AMODEI</b>	<b>Term Expires 2017</b>
<b>ROBERT E. PARKIN</b>	<b>Term Expires 2018</b>
<b>WILLIAM MOELLER</b>	<b>Term Expires 2019</b>

**Tax Collector & Town Treasurer**

<b>BONNIE S. RICARDELLI</b>	<b>Term Expires 2017</b>
-----------------------------	--------------------------

**Town Clerk**

<b>CAROL A. SKERRETT</b>	<b>Term Expires 2019</b>
--------------------------	--------------------------

**Board of Road Commissioners**

<b>PETER M. GOVE</b>	<b>Term Expires 2017</b>
<b>MICHAEL L. MARTIN</b>	<b>Term Expires 2018</b>
<b>WESLEY D. GOSS</b>	<b>Term Expires 2019</b>

**Town Moderator**

<b>ROBERT F. NELSON</b>	<b>Term Expires 2017</b>
-------------------------	--------------------------

**Tree Warden**

<b>MICHAEL L. MARTIN</b>	<b>Term Expires 2017</b>
--------------------------	--------------------------

**Constables**

<b>CHARLES MCNAMARA</b>	<b>Term Expires 2017</b>
<b>BRETT A. ROCK</b>	<b>Term Expires 2017</b>

**Greater Lowell Reg. Voc. Tech. School**

<b>KEMPTON P. GIGGEY</b>	<b>Term Expires 2018</b>
--------------------------	--------------------------

**Groton-Dunstable Reg. School Dist.**

<b>STEPHANIE J. CRONIN</b>	<b>Term Expires 2017</b>
<b>JENNIFER H. MCKENZIE</b>	<b>Term Expires 2018</b>

**Trustees Public Library**

<b>JOANNE L. MIKOL</b>	<b>Term Expires 2017</b>
<b>CATHERINE E. BENCE*</b>	<b>Term Ended 2-4-16</b>
<b>ROBYN DEANGELIS (appt.)</b>	<b>Term Expires 2018</b>
<b>JOHN CALLAHN</b>	<b>Term Expires 2019</b>

**Cemetery Commissioners**

<b>ANN MARIE WINKOWSKI*</b>	<b>Term Ended 10-26-16</b>
<b>JUDITH K. LARTER (appt. 11-30-16)</b>	<b>Term Expires 2017</b>
<b>DAVID HARDMAN</b>	<b>Term Expires 2018</b>
<b>RYAN MCLANE</b>	<b>Term Expires 2019</b>

**Water Commissioners**

<b>MARK E. CULLEN</b>	<b>Term Expires 2017</b>
<b>BRYAN CONANT*</b>	<b>Term Ended 2-10-16</b>
<b>SCOTT WILKINS (Elected 5-16-16)</b>	<b>Term Expires 2018</b>
<b>KARL J. HUBER</b>	<b>Term Expires 2019</b>

**Park Commissioners**

<b>JAMES E. TULLY</b>	<b>Term Expires 2017</b>
<b>JEFFERY HASTINGS</b>	<b>Term Expires 2018</b>
<b>DAVID GREENWOOD</b>	<b>Term Expires 2019</b>

**Planning Board**

<b>GEORGE J. BASBANES</b>	<b>Term Expires 2017</b>
<b>BRETT A. ROCK</b>	<b>Term Expires 2018</b>
<b>JOSHUA KELLY</b>	<b>Term Expires 2019</b>
<b>JOAN SIMMONS</b>	<b>Term Expires 2020</b>
<b>JOSEPH VLCEK</b>	<b>Term Expires 2021</b>

**Commissioners of Trust Funds**

<b>MARK ATWOOD*</b>	<b>Term Ended 4-12-16</b>
<b>VACANCY</b>	<b>Term Expires 2017</b>
<b>PHILIPPE R. JUSSAUME</b>	<b>Term Expires 2018</b>
<b>ALAN CHANEY</b>	<b>Term Expires 2019</b>

**Commissioners to Expend Proctor & Parkhurst Trust Funds**

<b>RUTH L. TULLY</b>	<b>Term Expires 2017</b>
<b>PHILIPPE R. JUSSAUME</b>	<b>Term Expires 2018</b>
<b>SUSAN PRESCOTT</b>	<b>Term Expires 2019</b>
<b>VACANCY</b>	<b>Term Expires 2020</b>
<b>DANICE N. PALUMBO</b>	<b>Term Expires 2021</b>

**Commissioners to Expend Parkhurst Free Lecture Funds**

<b>SUSAN M. CHANEY*</b>	<b>Term Ended 2-10-16</b>
<b>VACANCY</b>	<b>Term Expires 2017</b>

**LISA ANSARA  
SUSAN PRESCOTT  
VACANT**

**Term Expires 2018  
Term Expires 2019  
Term Expires 2021**

**Advisory Board**

**PAMELA F. CROCKER  
DANA E. METZLER  
CHRISTINE E. MUIR  
AMIE STEVENS  
RONALD J. MIKOL  
HAROLD SIMMONS**

**Term Expires 2017  
Term Expires 2017  
Term Expires 2018  
Term Expires 2018  
Term Expires 2019  
Term Expires 2019**

## APPOINTED OFFICERS & STAFF 2016

<b>LORRAINE LEONARD</b>	<b>Town Accountant</b>	<b>Term Expires 2017</b>
<b>ALAN CHANEY</b> <b>JEFFERY HAIGHT</b> <b>RONALD PATENAUE</b>	<b>Town Forest Committee</b>	<b>Term Expires 2017</b> <b>Term Expires 2018</b> <b>Term Expires 2019</b>
<b>DANA E. BARNES</b> <b>HARRY CULLINAN, Alternate</b>	<b>Zoning Officer</b>	<b>Term Expires 2016</b> <b>Term Expires 2016</b>
<b>LEO TOMETICH</b> <b>NANCY CHANEY</b> <b>MATTHEW RAYMOND</b> <b>RONALD LAMARRE</b> <b>NATHANIEL ST. JEAN</b>	<b>Zoning Board of Appeals</b>	<b>Term Expires 2017</b> <b>Term Expires 2018</b> <b>Term Expires 2019</b> <b>Term Expires 2020</b> <b>Term Expires 2021</b>
<b>ROBERT IRZYK</b> <b>STANLEY NORKUNAS</b> <b>VACANT</b>	<b>&amp; Associate Members</b>	<b>Term Expires 2017</b> <b>Term Expires 2018</b> <b>Term Expires 2019</b>
<b>AMY SCHEMBECHLER</b> <b>RAFAEL GLOD</b> <b>BARBARA MARTIN</b>	<b>Board of Registrars</b>	<b>Term Expires 2017</b> <b>Term Expires 2018</b> <b>Term Expires 2019</b>
<b>MARILYN SHERIDAN</b> <b>DANICE PALUMBO</b> <b>DONALD J. POTTLE</b> <b>JANNICE O'DONNELL*</b> <b>MARY DOW (appt. 7-27-16)</b> <b>MARGERY E. KIMPTON*</b> <b>RUTH L. TULLY (appt. 7-27-16)</b> <b>T. BRIAN O'DONNELL</b> <b>MARY DONOVAN MOELLER</b> <b>RUTH L. TULLY, ELDER ASSISTANT◇</b> <b>ANNE FENOCHETTI, Director Council on Aging</b>	<b>Council on Aging</b>	<b>Term Expires 2017</b> <b>Term Expires 2017</b> <b>Term Expires 2018</b> <b>Term Ended 6-16-16</b> <b>Term Expires 2018</b> <b>Term Ended 4-13-16</b> <b>Term Expires 2018</b> <b>Term Expires 2019</b> <b>Term Expires 2019</b> <b>Retired June 2016</b>
<b>LEAH D. BASBANES</b> <b>JEFFERY HAIGHT</b> <b>WILLIAM B. MOELLER</b> <b>MARILYN L. PIKE</b>	<b>Conservation Commission</b>	<b>Term Expires 2017</b> <b>Term Expires 2017</b> <b>Term Expires 2018</b> <b>Term Expires 2019</b>

**JUAN AMODEI  
ALAN CHANEY  
JUDITH LARTER**

**Term Expires 2019  
Term Expires 2020  
Term Expires 2021**

**Recreation Commission**

**VACANT  
ROBERT A. BUSSE  
DEREK J. BERNARD  
BRIAN LOCAPO  
JAMES TULLY**

**Term Expires 2017  
Term Expires 2018  
Term Expires 2019  
Term Expires 2021  
Term Expires 2021**

**Town Counsel**

**BRIAN FALK**

**Term Expires 2017**

**Town Engineer**

**JEFFREY S. RIDER**

**Term Expires 2017**

**Surveyors of Lumber**

**FRANK COVER**

**CHARLES W. TULLY, JR.**

**Veterans' Grave Agent**

**VACANT**

**Term Expires 2017**

**Veterans' Agent**

**JOSEPH DEAN**

**Term Expires 2017**

**Gas & Plumbing Inspector**

**JAMES L. DOW  
JOHN CRYAN, Alternate Inspector**

**Term Expires 2017  
Term Expires 2017**

**Electrical Inspector**

**DAVID G. SWEET  
DAVID G. SWEET II, Alternate  
Inspector**

**Term Expires 2017  
Term Expires 2017**

**Building Inspector**

**DANA E. BARNES  
HARRY CULLINAN, Alternate Inspector**

**Term Expires 2017  
Term Expires 2017**

**Animal Control Officer**

**JOHN GREENHALGH**

**Term Expires 2017**

**Animal Inspector**

**MICHAEL F. PALUMBO\*  
JOHN GREENHALGH, Alternate  
Inspector**

**Term Ended 12-29-16  
Term Expires 2017**

**Fire Chief**

**BRIAN C. RICH**

**Term Expires 2017**

**Pound Keepers**

VACANT  
VACANT

**Fence Viewers & Field Drivers**

ROBERT E. KENNEDY

Term Expires 2017

**Historical Commission**

RAYMOND SULLIVAN  
GERALD J. DURKIN  
CAROL E. BACON  
TIMOTHY JOYCE  
CATHERINE O. IRZYK  
ANNE L. DAVIS

Term Expires 2017  
Term Expires 2018  
Term Expires 2018  
Term Expires 2019  
Term Expires 2019  
Term Expires 2019

**Personnel Board**

JEAN O'BRIEN  
PETER GEORGES  
KENNETH J. LEVA  
PATRICK MURPHY  
VACANT

Term Expires 2017  
Term Expires 2018  
Term Expires 2018  
Term Expires 2019  
Term Expires 2019

**North Middlesex Council of Governments**

WALTER F. ALTERISIO

Selectmen's Delegate

**Election Officers**

BETTE F. AMODEI  
AMY SCHEMBECHLER  
LORRAINE WEST  
SUSAN TANTILLO  
ELECTION WARDEN, ROBERT GUERNSEY

MARILYN SHERIDAN  
ANN-MARIE WRIGHT  
ALEXANDRA WRIGHT  
WILLIAM MURPHY

**Police Chief**

JAMES G. DOWNES III ◇  
JAMES W. DOW

Retired August 2016  
Term Expires 2017

**Police Lieutenant**

VACANT

Term Expires 2017

**Police Sergeant**

DARRELL GILMORE

Term Expires 2017

**Master Patrolmen**

ERIK HOAR

NICHOLAS PAPAGEORGIU

**Patrol Officers**

CHARLES A. CHAPRALES  
MATTHEW K. TULLY

SHAWN R. DRINKWINE

**Reserve Police Officers**

JOHN KOYUTIS  
JEFFREY D. SWIFT

SEAN G. READY  
GREGG SANBORN

**DANIEL R. ADAMS  
TIMOTHY IALLEGIO**

**PHILIP SEPE  
MATTHEW J. SECH**

**Special Police Officers  
Groton**

**CHIEF DONALD L. PALMA, JR.  
DEPUTY CHIEF JAMES A. CULLEN III  
VICTOR SAWYER  
MICHAEL RATTE  
EDWARD P. SHERIDAN SR.  
GREGORY STEWARD  
NICHOLAS C. BELTZ  
STEPHEN MCANDREW  
KATHLEEN NEWELL  
OMAR A. CONNOR  
ROBERT BREault  
GORDON CANDOW  
PETER S. BRESLIN**

**DERRICK J. GEMOS  
JASON M. GOODWIN  
DALE P. ROSE  
COREY E. WAITE  
PATRICK TIMMINS  
EDWARD BUSHNOE  
KEVIN T. HENEHAN  
RACHEL E. MEAD  
TIMOTHY COOPER  
MICHAEL LYNN**

**Pepperell**

**CHIEF DAVID SCOTT  
LT. TODD BLAIN  
RICHARD SMITH  
STEVEN D. BEZANSON  
BRUCE HASKINS  
FABRIZIO VESTRI  
JEREMIAH FRIEND  
PAUL NELSON  
GLENN CASWELL  
ANTHONY WALES**

**ALAN LESSIEUR  
STEPHEN MULKERIN  
STEVEN BURKE  
NICK PARKER  
JARED CARRUBBA  
WILLIAM GREATHEAD  
DAVID QUERZE  
THOMAS MASKALENKO  
DANIEL ADAMS  
DANIEL D'EON**

**Tyngsborough**

**CHIEF RICHARD HOWE  
DEPUTY CHIEF CHRISTOPHER C. CHRONOPOLOUS  
JOHN MANNING  
SHAUN WAGNER  
CYNTHIA SHAY  
DENNIS LEACH  
CHARLES MELANSON  
MICHAEL CASELLA  
PETER KULISICH  
ROBERT COTE  
JOHN COBURN  
NATHAN ABDULLAH  
EDWARD CAISSIE  
EVAN DONNELLY**

**TIMOTHY SULLIVAN  
SHAUN WOODS  
MARK BOURQUE  
BRYAN NASWORTHY  
THOMAS WALSH  
CHRISTOPHER RIDER  
CHARLES RUBINO  
KENNETH HEALEY  
STEPHEN DESILETS  
DANIEL WHITMAN  
PAUL PATALANO  
DANIEL CAMPBELL  
JASON KUSHMEREK**

**Cultural Council**

<b>CLAUDIA NOVAK</b>	<b>Term Expires 2017</b>
<b>DAWN BUZAN</b>	<b>Term Expires 2017</b>
<b>LISA ANN WRIGHT</b>	<b>Term Expires 2017</b>
<b>LORI PESTANA</b>	<b>Term Expires 2017</b>
<b>CARLTON CHIN</b>	<b>Term Expires 2018</b>
<b>NANCY CURRAN</b>	<b>Term Expires 2018</b>
<b>DONNA STRAM</b>	<b>Term Expires 2019</b>
<b>LAURA TULLY-ROTHMAN</b>	<b>Term Expires 2019</b>

**Cable Committee**

**VACANT**  
**VACANT**  
**VACANT**  
**VACANT**  
**VACANT**

**ADA Coordinator**

**TRACEY HUTTON** **Term Expires 2017**

**Emergency Management Director**

**JON N. CRANDALL, JR.** **Term Expires 2017**

**Technology Advisory Committee**

<b>VACANT</b>	<b>VACANT</b>
<b>VACANT</b>	<b>VACANT</b>
<b>VACANT</b>	

**Affordable Housing Committee**

<b>ALAN CHANEY</b>	<b>Term Expires 2017</b>
<b>CAROL E. BACON</b>	<b>Term Expires 2017</b>
<b>DANA METZLER</b>	<b>Term Expires 2017</b>
<b>WILLIAM S. JENNINGS</b>	<b>Term Expires 2017</b>
<b>T. BRIAN O'DONNELL</b>	<b>Term Expires 2017</b>

**Agricultural Commission**

<b>CHARLES W. TULLY, JR.</b>	<b>Term Expires 2017</b>
<b>CARL B. FLOWERS</b>	<b>Term Expires 2018</b>
<b>ALBERT N. HORTON</b>	<b>Term Expires 2018</b>
<b>JOAN SIMMONS</b>	<b>Term Expires 2019</b>
<b>VACANT</b>	<b>Term Expires 2019</b>

**Community Preservation Committee**

<b>JUDITH K. LARTER, designated by Conservation</b>	<b>Term Expires 2017</b>
<b>CAROL BACON, designated by Historical Commission</b>	<b>Term Expires 2017</b>
<b>GEORGE J. BASBANES, designated by Planning Board</b>	<b>Term Expires 2017</b>
<b>JEFFREY HASTINGS, designated by Park Commission</b>	<b>Term Expires 2017</b>
<b>ALAN CHANEY, designated by Affordable Housing</b>	<b>Term Expires 2017</b>
<b>DANIEL F. DEVLIN, Selectmen's delegate</b>	<b>Term Expires 2017</b>
<b>JOAN M. SIMMONS, Member at Large</b>	<b>Term Expires 2017</b>
<b>SUSAN PSALEDAKIS, Member at Large</b>	<b>Term Expires 2018</b>

**CATHERINE IRZYK, Member at Large**

**Term Expires 2019**

**Safe Pathways Committee**

**JOHN M. CALLAHAN  
SUSAN K. PSALEDAKIS  
ROBERT IRZYK  
DIANA L. DALIDA  
CATHERINE IRZYK  
PAUL DALIDA**

**Term Expires 2017  
Term Expires 2017**

**Capital Planning Committee**

**KIERAN MEEHAN  
HAROLD WEST  
ANTHONY LIVELY**

**Term Expires 2017  
Term Expires 2016  
Term Expires 2016**

**Memorials & Monuments Committee**

**PHIL DENYSE  
DANA E. METZLER**

**ALAN E. CHANEY  
JOSEPH P. DEAN**

## **Report of the Board of Selectmen**

The Board usually meets at the Town Hall on alternating Wednesday evenings commencing at 6:30 P.M. with meetings and any variations posted accordingly.

The Board, as always, would like to extend its thanks to all the individuals on town boards and committees who continue to unselfishly donate their time and energy to maintain Dunstable and the things we most cherish about this town we live in.

The members were elected to serve in the following roles for this term: Daniel F. Devlin as Chairman, Walter F. Alterisio and Leah D. Basbanes as members.

The Board continues to welcome citizen participation and attempts to work with the citizens and the many boards, officers and committees in an effort to keep up with the many changes Dunstable is experiencing. Members on the Board have been actively working with the Police & Fire Departments, Road Commissioners, Planning Board, Advisory Board, GDRSD School Committee and Water Commission to name just a few.

Some of the projects that have come up this year have included the engineering for the Main Street Reconstruction Project, continuation of the towns work on Stormwater, work on Affordable Housing, and the proposal of a new public safety building to house the Fire and Police Departments. As the year has progressed, the Board has continued to work with multiple boards, officials and committees and the Town Administrator to address issues as they arise and endeavors to continue its work with these parties, so as to insure all residents are familiar with proposed projects and are able to share ideas and concerns.

### **BOARD OF SELECTMEN**

Daniel F. Devlin  
Walter F. Alterisio  
Leah D. Basbanes

Jake K. Voelker,  
Administrative Assistant

## Report of the Town Clerk 2016

In May, voters approved to establish a new Revolving account as allowed by Massachusetts General Laws Chapter 44, Section 53E 1/2 , to be used to fund the on-line permit software application not to exceed \$10 an application, maximum balance set at \$5,000. Voters approved an amendment to the Town Meeting, Town Elections & Records Bylaw, and also adopted new General Bylaws - Suspension or Revocation of Licenses or Permits for Nonpayment of Taxes and Municipal Charges, Capital Planning General Bylaw and Stormwater Management and Erosion Control Bylaw. Voters also adopted a new Zoning bylaw by adopting the Marijuana Dispensary Zoning Bylaw. In July, Richard Larkin retired as Town Counsel after many years and Attorney Brian Falk from Mirick O'Connell was introduced as our new Town Counsel as of July 1, 2016.

In October, Massachusetts became the 33<sup>rd</sup> state to implement Early Voting for the State Election.

In 2016, the Town Clerk's office posted 520 board and committee meetings and collected \$4,985.00 in fees to the Town of Dunstable. I hereby submit the annual report of the Town Clerk's Office for the year ending 2016 to the Board of Selectmen and Citizens of Dunstable, Massachusetts.

Respectfully submitted,

Carol A. Skerrett  
Town Clerk CMMC

### REPORT OF THE TOWN CLERK 2016

Population (calendar year to Dec. 31)	3,186
Registered Voters	2,410
Democrats	457
Republicans	398
United Independent	10
Green-Rainbow	1
Other	7
Unenrolled	1,535

**VITAL STATISTICS**

The Town Clerk’s office recorded births, deaths and marriages as follows:

**Births**

Males	11
Females	1
Total Births Recorded	12

**Deaths**

Males	6
Females	9
Total Deaths Recorded	15

<b>Marriages</b>	5
------------------	---

**DOG LICENSES**

A total of dogs and kennels were licensed amounting to \$to the Town of Dunstable.

Female/Male @ \$10.00	740.00
Spayed/Neutered @ \$6.00	2,246.00
Kennels	550.00
Late Fees/Fines/Violations	.00
<b>Total Dog Licenses</b>	<b>\$3,536.00</b>

**NON-CRIMINAL CITATIONS**

Citations – Dogs	\$ .00
Citation - Marijuana	400.00
Citations - Miscellaneous	.00
<b>Total Town of Dunstable</b>	<b>\$400.00</b>

**BUSINESS CERTIFICATES/RAFFLE PERMITS/VOTER AND STREET LISTINGS**

Total Business Certificates –	\$240.00
Total Raffle Permits Issued -	20.00
Total Voter Lists and Street Lists	32.00
Underground Tank/Pole Recording	60.00
<b>Total Town of Dunstable</b>	<b>\$352.00</b>

**COPIES OF CERTIFIED RECORDS**

Certified Copies of Records	\$680.00
Notary Services	17.00
<b>Total Town of Dunstable</b>	<b>\$697.00</b>

**TOWN OF DUNSTABLE**  
**Presidential Primary March 1, 2016**  
**Official Election Results**

<b>SUMMARY:</b>	
<b>Total Registered Voters:</b>	<b>2,276</b>
<b>Total Ballots Cast:</b>	<b>1,305</b>
<b>% Turnout:</b>	<b>57%</b>
<b>Total Democratic Ballots Cast:</b>	<b>658</b>
<b>% of Total Ballots Cast:</b>	<b>50%</b>
<b>Total Republican Ballots Cast:</b>	<b>643</b>
<b>% of Total Ballots Cast:</b>	<b>49%</b>
<b>Total Green-Rainbow Ballots Cast:</b>	<b>2</b>
<b>Total United Independent Ballots Cast:</b>	<b>2</b>

**DEMOCRATIC PRIMARY**

**Presidential Preference**

Bernie Sanders	375
Martin O'Malley	1
Hillary Clinton	277
Roque De La Fuente	0
NO PREFERENCE	3
ALL OTHERS	1
BLANKS	1
<b>TOTAL</b>	<b>658</b>

**State Committee Man**

Curtis J. LeMay	469
ALL OTHERS	1
BLANKS	188
<b>TOTAL</b>	<b>658</b>

**State Committee Woman**

Jennifer L. Mieth	476
ALL OTHERS	0
BLANKS	182
<b>TOTAL</b>	<b>658</b>

**Democratic Town Committee**

<b>GROUP</b>	<b>294</b>
Brian F. Poitras	381
Deborah L. Busser	348
Gail S. Brown	339
Deborah A. Ricci	349
Eva Nancy Gallant	361
Daniel F. Devlin	359
Rafael Glod (write in)	6

ALL OTHERS	14
BLANKS	4,406

**REPUBLICAN PRIMARY**

**Presidential Preference**

Jim Gilmore	0
Donald J. Trump	322
Ted Cruz	55
George Pataki	0
Ben Carson	10
Mike Huckabee	0
Rand Paul	3
Carly Fiorina	0
Rick Santorum	0
Chris Christie	2
Marco Rubio	125
Jeb Bush	5
John R. Kasich	115
NO PREFERENCE	5
ALL OTHERS	1
BLANKS	0
TOTAL	643

**State Committee Man**

Dennis J. Galvin	465
Jordan John Gys	95
ALL OTHERS	1
BLANKS	82
TOTAL	643

**State Committee Woman**

Sheila C. Harrington	494
Georjann A. McGaha	93
ALL OTHERS	2
BLANKS	54
TOTAL	643

**Republican Town Committee**

ALL OTHERS	32
BLANKS	6,388

**GREEN-RAINBOW PRIMARY**

**Presidential Preference**

SKCM Curry	0
Jill Stein	1
William P. Kreml	0
Kent Mesplay	0

Darryl Cherney	0
NO PREFERENCE	0
ALL OTHERS	1
BLANKS	0
TOTAL	2
<b>State Committee Man</b>	
No Nomination	0
ALL OTHERS	0
BLANKS	2
TOTAL	2
<b><u>United Independent Party</u></b>	
<b>Presidential Preference</b>	
NO PREFERENCE	0
ALL OTHERS	2
BLANKS	0
TOTAL	2
<b>State Committee Man</b>	
No Nomination	0
ALL OTHERS	1
BLANKS	1
TOTAL	2
<b>State Committee Woman</b>	
No Nomination	0
ALL OTHERS	0
BLANKS	2
TOTAL	2

**ANNUAL TOWN MEETING  
MAY 9, 2016**

After determining that a quorum was present, the Annual Town Meeting was called to order at 7:15 pm by Moderator, Robert Nelson. The Tellers who included Mary Beth Pallis, John Callahan, Chuck McNamara, Susan Prescott and Jennifer Bernard were sworn in by Town Clerk. The check-in table was staffed by Ann-Marie Wright and Mary Dow. An admirable contingent of the Boy Scouts and Girl Scouts participated in the Pledge of Allegiance. The moderator approved a request to have the Town Administrator sit with the Board of Selectmen as a non-voting member. There was recognition for appreciation to Selectmen Kenneth Leva for his two terms of service as he is not seeking re-election to the Board and to Richard Larkin for his years of service to the Town and who will remain as Special Counsel. Attorney Brian Falk from Mirick O'Connell was introduced as our new Town Counsel as of July 1, 2016.

Town Clerk Carol Skerrett read the greetings; a motion was made and seconded to dispense with the reading of the articles (voted in the affirmative), ending with the closing of the warrant and return of service.

**Article 1.** Motion made and seconded to move that the Town accept the 2015 Annual Report as printed, subject to the following corrections: Selectmen Alterisio stated that due to an oversight, a dedication to George Tully was omitted but will be resolved with the 2016 Report.

***ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.***

Majority Vote Required  
Voted in the Affirmative

**FINANCIAL FISCAL YEAR 2016**

**Article 2.** Motion made and seconded to move that the Town take no action (*to vote to raise and appropriate, borrow or transfer from available funds a sum of money to supplement operating budgets for the FY ending June 30, 2016*).

***ADVISORY BOARD and BOARD OF SELECTMEN recommend no action of this Article.***

Majority Vote Required  
Voted in the Affirmative

**Article 3.** Motion made and seconded to move that the Town transfer Four Thousand Five Hundred Dollars (\$4,500) from Town Admin Salaries 0001-01-120-5110-0000-005 to Town Admin Training & Meetings 0001-01-120-5770-0000-005.

***ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.***

Majority Vote Required  
Voted in the Affirmative

**Article 4.** Motion made and seconded to move that the Town appropriate and use \$5,000 from FY2016 CP Housing Reserve for the preparation of the Housing chapter of the Master Plan.

***ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.***

Majority Vote Required  
Voted in the Affirmative

And, further move that the town appropriate and use \$1,250 from FY2016 CP Historic Reserve for the repair/restoration of the Christopher Roby frame.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

Majority Vote Required  
Voted in the Affirmative

**Article 5.** Motion made and seconded to move that the Town raise and appropriate by transfer from the overlay surplus account a sum not to exceed twenty eight thousand nine hundred and nineteen dollars and fifty cents (\$28,919.50) to pay the gas, plumbing, and electrical inspectors for permits issued through fiscal year 2016.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

Majority Vote Required  
Voted in the Affirmative

**Article 6.** Motion made and seconded to move that the Town raise and appropriate by transfer from free cash the sum of fifteen thousand dollars (\$15,000) to the reserve fund.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

Majority Vote Required  
Voted in the Affirmative

**Article 7.** Motion made and seconded to move that the Town raise and appropriate by transfer from free cash the sum of ten thousand dollars (\$10,000) to fund the 2017 Capital Plan.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

Majority Vote Required  
Voted in the Affirmative

**FINANCIAL FISCAL YEAR 2017**

**Article 8.** Motion made and seconded to move that the Town fix the salaries of the elected officers of the town as provided by Chapter 41, Section 108 of the Massachusetts General Laws, as amended, for Fiscal Year 2017, beginning July 1,2016, as follows:

Selectmen - Chairman	\$ 600.00
Member	\$ 600.00
Member	\$ 600.00
Assessors - Chairman	\$ 300.00
Member	\$ 300.00

Member	\$ 300.00
Town Clerk	\$29,536.00
Treasurer / Collector	\$54,927.00

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

Majority Vote Required  
Voted in the Affirmative

**Article 9.** Motion made and seconded to move that the Town take no action (*to vote to make the Office of the Town clerk appointive by the Board of Selectmen subject to the approval of this vote at the next annual town election*).

**ADVISORY BOARD and BOARD OF SELECTMEN recommend no action of this Article.**

Majority Vote Required  
Voted in the Affirmative

**Article 10.** Motion made and seconded to move that the Town raise and appropriate to defray the expenses for the Town, the sums at lines 1 through 81 as listed in the printed budget, \$10,127,990, contingent, however, upon an affirmative vote on question #1 on the ballot of the Annual Town Election on May 16, 2016.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

<b>General Government</b>	
Town Administrator - 120	
Salaries	72,500
Operations	3,800
Selectmen - 122	
Salaries	1,800
Operations	17,145
Fincom - 131	150
Reserve Account - 132	25,000
Accountant - 135	
Salaries	29,453
Operations	19,800
Assessors - 141	
Salaries	42,623

Operations	14,295
Treasurer - 145	
Salaries	55,927
Operations	22,167
Town Legal Professional - 151	30,000
Dog Program - 160	550
Town Clerk - 161	
Salaries	30,536
Operations	2,950
Elections - 162	
Salaries	3,500
Operations	7,500
Registrar - 163	225
Conservation - 171	
Salaries	14,475
Operations	1,380
Planning Board - 175	
Salaries	14,475
Operations	1,000
Zoning Board - 176	
Salaries	0
Operations	1,500
Town Hall - 192	
Salaries	41,037
Operations	46,801
Town Reports - 195	3,850
Town Engineer - 199	16,000
TOTAL GENERAL GOVERNMENT	520,439
Salaries	306,326
Operations	214,113
<b>Public Safety</b>	
Police Department - 210	

Salaries	813,920
Operations	235,106
Fire Department - 220	
Salaries	96,936
Operations	78,462
Building Inspector - 241	
Salaries	22,723
Operations	1,250
Gas Inspector - 242	2,750
Plumbing Inspector - 243	2,750
Electrical Inspector - 245	11,000
Animal Inspector - 249	400
Emergency Management - 291	6,207
Dog Officer - 292	9,000
Forestry Public Works - 294	15,000
<b>TOTAL PUBLIC SAFETY</b>	<b>1,295,504</b>
Salaries	933,579
Operations	361,925
<b>Schools</b>	
GDRSD - 300	
District	5,712,832
Debt	361,264
GLRVTS - 300	
High School	197,250
Debt	21,065
Essex - 300	
Tuition	18,294
Transportation	34,572
<b>TOTAL REGIONAL &amp; VOCATIONAL</b>	<b>6,345,277</b>
<b>Public Works</b>	
Highway Department - 422	

Salaries	178,527
Operations	216,380
Snow Removal - 423	
Salaries	53,470
Operations	229,710
Street Lights - 424	8,100
Transfer Station - 433	
Salaries	17,244
Operations	74,750
Cemetery - 491	
Salaries	9,180
Operations	4,600
<b>TOTAL PUBLIC WORKS</b>	<b>791,961</b>
Salaries	258,421
Operations	533,540
<b>Human Services</b>	
Board of Health - 510	
Salaries	5,380
Operations	9,551
Town Nurse Assessment - 522	3,224
Mental Health Assessment - 523	
Assessment	400
TADS Program	2,000
Council on Aging - 541	
Salaries	8,792
Operations	11,908
Veterans Affairs - 543	
Salaries	5,362
Operations	34,566
<b>TOTAL HUMAN SERVICES</b>	<b>81,183</b>
Salaries	19,534
Operations	61,649
<b>Library, Parks and Recreation</b>	

Library Operations - 610	
Salaries	86,199
Operations	63,347
Library Consortium and Other	13,600
Technical Expense and Other - 620	12,500
Recreation Department - 631	2,080
Parks Department - 650	50,527
Memorial Day Committee - 692	700
<b>TOTAL LIBRARY AND RECREATION</b>	<b>228,953</b>
Salaries	86,199
Operations	142,754
<b>Debt and Interest</b>	
Long Term Debt - 710	232,790
Long Term Interest - 715	35,533
Temporary Loan Interest - 725	2,340
<b>TOTAL DEBT AND INTEREST</b>	<b>270,663</b>
<b>Insurance and Assessments</b>	
County Retirement System - 911	228,686
Group Health Insurance - 914	227,000
FICA Town Share - 919	23,500
Bldg./Vehicle Liab. Ins. - 945	100,190
<b>TOTAL INSURANCE &amp; ASSESSMENTS</b>	<b>579,376</b>
<b>TOTAL BUDGET FOR THE FISCAL YEAR</b>	<b>10,113,356</b>

Questioned line items:

Line 30 Police Department 210 Salaries.....	\$ 813,920
Line 31 Police Department 210 Operations.....	\$ 235,106
Line 44 GDRSD 300 District.....	\$5,712,832
Line 45 GDRSD 300 Debt.....	\$ 361,264

Line 48 Essex 300 Tuition.....\$ 32,928  
 Line 49 Essex 300 Transportation.....\$ 34,572  
 Line 67 Veteran Benefits.....\$ 30,000  
 Motion made and seconded to approve the budget as presented minus those items in the line items questioned, listed.

Majority Vote Required  
 Voted in the Affirmative

After discussion of questioned line items, a motion was made and seconded to approve the questioned items as follows:

Line 30 Police Department 210 Salaries.....\$813,920  
 Line 31 Police Department 210 Operations.....\$235,106

Majority Vote Required  
 Voted in the Affirmative

Line 44 GDRSD 300 District.....\$5,712,832  
 Line 45 GDRSD 300 Debt.....\$ 361,264

*A series of presentations ensued with School Committee members Stephanie Cronin and Jennifer McKenzie along with Dr. Rodriguez to explain the current financial situation as a result of reduced state aid and increased mandates. The Advisory Board followed with a presentation on the municipal side of the override, explaining this budget is contingent upon an affirmative vote; we do not have a "No Override" budget. The Board of Selectmen recommends the town pass the budget override both at Town Meeting and at the ballot. Lengthy discussion from voters continued followed by a vote.*

Majority Vote Required  
 Voted in the Affirmative

Line 48 Essex 300 Tuition.....\$18,294  
 Line 49 Essex 300 Transportation.....\$34,572  
 (Line 48 amended to \$18,294, decreased due to one less student attending)

Majority Vote Required  
 Voted in the Affirmative

Line 67 Veteran Benefits.....\$30,000

*The increase from last year is due to an increase in veterans and spouses requiring assistance.*

Majority Vote Required  
 Voted in the Affirmative

**Article 11.** Motion made and seconded to move that the Town appropriate \$178,744 from the proceeds due to the Town under the provisions of Massachusetts General Laws Chapter 90 for the purposes relative to such funds under applicable law.

**ADVISORY BOARD and BOARD OF SELECTMEN** recommend support of this Article.

Majority Vote Required  
Voted in the Affirmative

Motion made and seconded to move article 25 of the warrant out of order and address it immediately.

Majority Vote Required  
Motion Defeated

**Article 12.** Motion made and seconded to move that the Town raise and appropriate the sum of Eleven Thousand and Eighty Dollars (\$11,080) to supplement the funds available for the engineering of the Main Street road reconstruction engineering.

**ADVISORY BOARD and BOARD OF SELECTMEN** recommend support of this Article.

Majority Vote Required  
Voted in the Affirmative

**Article 13.** Motion made and seconded to move that the Town take no action (*raise and appropriate a sum of money to supplement the funds encumbered for a consultant to assist the Town in meeting the stormwater management requirements of any MS4 Permit issued*).

**ADVISORY BOARD and BOARD OF SELECTMEN** recommend no action on this article.

Majority Vote Required  
Voted in the Affirmative

**Article 14.** Motion made and seconded to move that the Town vote to reallocate the funds approved on October 20, 2014 for a Community Housing Feasibility Study of the Best Triangle to a Community Housing Feasibility Study of the MUD District adjacent to the Post Office.

**ADVISORY BOARD and BOARD OF SELECTMEN** recommend support of this Article.

Majority Vote Required  
Voted in the Affirmative

**Article 15.** Motion made and seconded to move that the Town reallocate the funds appropriated in Article 12 at the 2011 Annual Town Meeting, for design services to retrofit

in the interior lighting at Dunstable Free Public Library, to purchase and installation of said lighting.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

Majority Vote Required  
Voted in the Affirmative

**Article 16.** Motion made and seconded to move that the Town borrow from a 5-year Bond Anticipation Note the sum one hundred and fifty thousand dollars (\$150,000) to construct the revisions to the entrance and egress to the Dunstable Public Library, contingent however on upon an affirmative vote on question #1 on the ballot of the Annual Town Election on May 16, 2016.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

2/3 Vote Required  
8 Opposed  
50 Affirmative  
Motion Passes

**Article 17.** Motion made and seconded to move that the Town authorize the Board of Selectmen to enter into a lease, or renew an existing lease, with the Groton-Dunstable Regional School District for the Swallow and union Schools, for a term of 20 years and an annual rent of \$0.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend this article.**

2/3 Vote Required  
Voted in the Affirmative Unanimously

**Article 18.** Motion made and seconded to move that the Town ratify the PILOT (Payment in Lieu of Taxes), negotiated by the Board of Assessors, relative to property adjoining the location of the former Charles George landfill.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend this article.**

Majority Vote Required  
Voted in the Affirmative

**Article 19.** Motion made and seconded to move that the Town take no action (*raise funds for Stabilization Fund*).

**ADVISORY BOARD and BOARD OF SELECTMEN recommend no action on this article.**

Majority Vote Required

Voted in the Affirmative

**Article 20.** Motion made and seconded to move that the Town establish a new Revolving account as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the on-line permit software application not to exceed \$10 an application, maximum balance set at \$5,000.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend this article.**

Majority Vote Required  
Voted in the Affirmative

**Article 21.** Motion made and seconded to move that the Town authorize or reauthorize pursuant to Massachusetts General Laws Chapter 44, Section 53E ½ for the Fiscal Year 2017, beginning July 1, 2016 the Revolving Fund Accounts listed in the warrant and subject to the terms and conditions stated therein.

<u>Revolvin</u> <u>g</u> <u>Fund</u>	<u>Authorized</u> <u>Authority</u>	<u>Receipts</u> <u>Credited</u>	<u>Spending</u> <u>Purpose</u>	<u>FY</u> <u>Spending</u> <u>Limit</u>
Cemetery	Cemetery Commissio n	Receipts collected from sale of lots, interment fees and other such pertinent fees appertaining to the cemetery.	Operation and/or maintenance of the cemetery including the payment of wages or salaries of employees of such facility who are not full time employees of the Town.	\$8,500.0 0
Recreation	Recreation Commissio n	Funded through donations, fund raising efforts, grants, and receipts for usage permits.	Expended for the repairs, maintenance and/or improvement to town recreational sites (including Town Field, Larter Field, tennis courts, and any other facility under Recreation purview.)	\$7,000.0 0
COA Transpor t	Council on Aging	Funded through donations, fund raising efforts, grants, and receipts from usage fees, etc.	Van transportation and miscellaneous transportation costs, etc.	\$1,000.0 0

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

Majority Vote Required  
Voted in the Affirmative

**Article 22.** Motion made and seconded to move that the Town discontinue operation of the Transfer Station as an enterprise fund and treat it as a department of government operations, with the enterprise fund balance closing accordingly to the General Fund.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

Majority Vote Required  
Voted in the Affirmative

**Article 23.** Motion made and seconded to move that the Town appropriate the sum of \$62,011.00 to operate the Water Department, pursuant to a requested budget of \$21,603 for personnel and \$40,408.00 for operating for the ensuing fiscal year and that the full amount of this sum come from water enterprise revenues.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

Majority Vote Required  
Voted in the Affirmative

**Article 24.** Motion made and seconded to move that the Town appropriate and use from the Community Preservation accounts the following sums for the following purposes:

- from CP Undesignated Fund for the repair and restoration of the Middle School Track, the sum of \$36,800;
- from CP Historic Reserve for a building evaluation of Town Hall, the sum of \$4,000.
- Principal payment on Ferrari Farm Note, the sum of \$80,000.
- Interest on Ferrari Farm Note, the sum of \$34,650.
- Administrative Expense, the sum of \$9,000.
- Open Space Reserve, the sum of \$27,737.
- Historic Reserve, the sum of \$27,737.
- Community Housing Reserve, the sum of \$27,737.
- Balance to Undesignated, \$70,508.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

Majority Vote Required  
Voted in the Affirmative Unanimously

**Article 25.** Motion made and seconded to move that the Town appropriate \$220,568.24 from CPC undesignated fund and \$26,000 from the CPC Open Space Reserve to be applied to the purchase, through the Conservation Commission, on behalf of the Town, of a Conservation Restriction as defined in G.L. c. 184, §31, as amended, on certain real property situated on Westford Street,

comprising approximately eight seven (87) acres, believed to be owned by Lauren Chaney, and further, that this appropriation be contingent upon the town receiving a LAND Grant (G.L c. 132A, §11) of not less than \$397,800, plus additional funds from the Town Forest Timber Fund to be appropriated under Article 26 of the warrant for this Meeting sufficient to aggregate the total purchase price, viz., \$663,000; intending by this vote to appropriate formally the entire such purchase price of \$663,000; and further, that the Treasurer be authorized with the approval of the Selectmen to borrow in anticipation of reimbursement pursuant to Chapter 44, Section 8C, of the General Laws, as amended, or any other law, any portion of the funds hereby appropriated; and further, that the Conservation Commission hold the rights so acquired to ensure management of the property for conservation purposes (G.L. c. 40, §8C) including appropriate public access and further that the Conservation Commission be authorized to make application to said LAND program, and accept any funds therefrom.

**ADVISORY BOARD** and **BOARD OF SELECTMEN** take no position on this article.

2/3 Vote Required  
154 Votes Cast  
Yes: 108  
No: 46  
Voted in the Affirmative

**Article 26.** Motion made and seconded to move that the Town raise and appropriate from Town Forest Timber funds the sum of \$18,631.76, for the purchase of a Conservation Restriction as defined in Massachusetts General Laws Chapter 184, Section 31, as amended, on certain real property situated on Westford Street, the same referred to in Article 25, comprising approximately eight seven (87) acres, believed to be owned by Lauren Chaney.

**ADVISORY BOARD** takes no position on this article. **BOARD OF SELECTMEN** takes no position on this article.

Majority Vote Required  
Voted in the Affirmative

**Article 27.** Motion made and seconded to move that the Town accept approximately 15 acres, consisting primarily of Open Space, and subject to certain temporary easements, all as described in a deed of Carolina Properties, LLC., recorded with the Middlesex North District Registry of Deeds, Book 29349, Page 48.

**ADVISORY BOARD** and **BOARD OF SELECTMEN** recommend support of this Article.

Majority Vote Required  
Voted in the Affirmative

**Article 28.** Motion made and seconded to move that the Town accept a gift of real property situated off Swallow Lane in Dunstable from Elizabeth Woods, et al.

**ADVISORY BOARD** and **BOARD OF SELECTMEN** recommend support of this Article.

Majority Vote Required

Voted in the Affirmative

**Article 29.** Motion made and seconded to move that the Town take no action (*free cash transfer*).

**ADVISORY BOARD and BOARD OF SELECTMEN** recommend that no action be taken on this Article.

Majority Vote Required  
Voted in the Affirmative

**Article 30.** Motion made and seconded to move that the Town adopt amendments to the Town Meeting, Town Elections & Records, General Bylaw Article III § 1, the text of which shall be verbatim as printed in the warrant of this meeting.

**ADVISORY BOARD and BOARD OF SELECTMEN** recommend support of this Article.

Deletions shown by ~~{strikethrough}~~ and insertions shown by **{bold}** as follows:

The Selectmen shall cause ~~copies~~ **notice of the availability** of the Annual Town Reports to be ~~distributed among the taxpayers of the Town by mailed to each household or otherwise~~ at least ~~three~~ **five (35)** days before the Annual Town Meeting, **specifying not fewer than two accessible locations in Dunstable at which copies can be obtained, including when feasible the Town Hall and the Library.**

Majority Vote Required  
Voted in the Affirmative

**Article 31.** Motion made and seconded to move that the Town adopt the Suspension or Revocation of Licenses or Permits for Nonpayment of Taxes and Municipal Charges, General Bylaw, the text of which shall be verbatim as printed in the warrant of this meeting.

**ADVISORY BOARD and BOARD OF SELECTMEN** recommend support of this Article.

### **Suspension or Revocation of Licenses or Permits for Nonpayment of Taxes and Municipal Charges**

#### **Section 1. Delinquent List:**

The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter

referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

### **Section 2. Authority to Deny or Revoke Licenses or Permits:**

The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers, of any party whose name appears on said list furnished to the licensing authority from the tax collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the tax collector; provided, however, that written notice is given to the party and the tax collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this Bylaw shall not be reissued or renewed until the licensing authority receives a certificate issued by the tax collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the municipality as the date of issuance of said certificate.

### **Section 3. Payment Agreements:**

Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

### **Section 4. Determination of Business Interests:**

The board of selectmen may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in M.G.L. c. 268A, § 1, in the business or activity conducted in or on said property.

**Section 5. Exceptions:**

This bylaw shall not apply to the following licenses and permits:

<u>License or Permit</u>	<u>Statutory Citation</u>
Open burning	M.G.L. c. 48, § 13
Bicycle Permits	M.G.L. c. 85, § 11A
Sales of articles for charitable purposes	MGL c. 101, § 33
Children work permits	MGL c. 149, § 69
Clubs, associations dispensing food or beverages licenses	MGL c. 140, § 21E
Dog licenses	MGL c. 140, § 137
Fishing, hunting, trapping licenses	MGL c. 131, § 12
Marriage licenses	MGL c. 207, § 28
Theatrical events, public exhibition permits	MGL c. 140, § 181

Majority Vote Required  
Voted in the Affirmative

**Article 32.** Motion made and seconded to move that the Town adopt the Capital Planning General Bylaw, the text of which shall be as printed in the warrant of this meeting *except that* the reference in the warrant version to “5 days” shall be adopted as “10 days.”

**ADVISORY BOARD and BOARD OF SELECTMEN** recommend support of this Article.

**Capital Planning Bylaw**

**Section 1.** There shall be a Capital Planning Committee consisting of three (3) registered voters of the Town appointed by the Board of Selectmen. The terms of members shall be for three (3) years beginning July 1 and expiring June 30, except the initial appointment which will run from the date of appointment until June 30, 2017 for one member, June 30, 2018 for one members, and June 30, 2019 for one members. Any vacancies shall be filled in the same manner as the original appointment and persons appointed to fill vacancies shall serve for the remainder of his/her predecessor’s term of office. The Capital Planning Committee will choose its own officers and will follow all requirements of the Open Meeting Law.

**Section 2.** The function of the Capital Planning Committee shall be to review the Capital Requirements of the Town and to make recommendations on the same in the form of a five year Capital Improvement Plan (CIP) at each Annual Town Meeting and deposit its original report with the Town Clerk. The Capital Requirements shall consist of identified Town future projects, programs, improvements, and acquisitions having a useful life of at least five (5) years and a cost of at least \$10,000. The CIP shall be updated annually.

**Section 3.** All departments, boards, committees, commissions, and officers of the Town, including the Board of Selectmen and the School Committees shall, by September 1 of each year, submit to the Capital Planning Committee information concerning all capital projects, programs, improvements, and acquisitions anticipated as necessary during the next five (5) years. The Capital Planning Committee shall consider all requests and may request additional information and confer with any Town department, board, committee, commission or officer as needed to evaluate and prioritize submitted requests.

**Section 4.** The Capital Planning Committee shall consider the relative need, timing and cost of proposed capital expenditures and the effect each will have on the financial position of the Town. In evaluating and scheduling the requests, the Capital Planning Committee shall consider risks to public safety and health, deterioration of Town facilities, requirements of state and federal law, coordination with other capital requests, improvement of efficiency, systematic replacement, protection and conservation of resources, and equitable provision of services and facilities.

**Section 5.** Each year ninety (90) days prior to the Annual Town Meeting the Capital Planning Committee shall submit the CIP to the Board of Selectmen as the recommended Capital Budget for consideration at Town Meeting. The Board of Selectmen, in coordination with the Town Administrator, shall finalize the Capital Budget and submit it to the Advisory Board for funding recommendation. No appropriation shall be voted for a capital improvement requested by a department, board, committee, or commission unless the proposed capital improvement has been considered in the CIP; provided that, such an appropriation may be voted if it has been determined by the Board of Selectmen in open meeting to be of an emergency nature.

**Section 6.** The Capital Planning Committee may amend its recommendation relative to any specific capital request not included in the CIP if it finds reasonable cause why such request was not submitted in timely fashion for consideration at the Annual Town Meeting, and determines that it ought to be acted upon before the next Annual Town Meeting. Any such amendment, addition, or deletion must be submitted to the Board of Selectmen for its consideration and approval and reported to the next Special Town Meeting for adoption. The CIP shall be amended to reflect any changes and reported to the next Annual Town Meeting.

Majority Vote Required  
Voted in the Affirmative

**Article 33.** Motion made and seconded to move that the Town adopt the Stormwater Management and Erosion Control Bylaw as a General Bylaw, the text of which shall be verbatim as printed in the warrant of this meeting.

***ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.***

## **Stormwater Management and Erosion Control Bylaw**

### **1. PURPOSE**

1.1 To acknowledge and address the fact that the United States Environmental Protection Agency has identified sedimentation and polluted stormwater runoff from land disturbance activities and polluted stormwater runoff from land development as major sources of water pollution, impacting drinking water supplies, natural habitats, and recreational resources;

1.2 To provide for the health, safety, and general welfare of the citizens of the Town of Dunstable through the protection of water bodies and groundwater resources by the regulation of activities that result in disturbance of land and the creation of stormwater runoff;

1.3 To establish the Town of Dunstable's legal authority to ensure compliance with the provisions of this Bylaw through the establishment of stormwater management standards and conditions that result in the minimization of offsite and downstream adverse impacts from development and redevelopment projects to abutters, townspeople and the general public;

### **2. OBJECTIVES**

2.1 To comply with state and federal statutes and regulations relating to stormwater discharges and to ensure compliance with the provisions of this Bylaw through inspections, monitoring and enforcement by:

(A) Protecting water resources;

(B) Preventing pollutants from entering the Municipal Storm Drain System;

(C) Controlling the volume and rate of stormwater runoff resulting from land disturbance activities in order to minimize potential impacts of flooding;

- (D) Requiring practices to manage and treat stormwater runoff generated from new development and redevelopment;
- (E) Protecting groundwater and surface water from degradation or depletion;
- (F) Promoting infiltration and the recharge of groundwater;
- (G) Requiring practices that minimize soil erosion and sedimentation;
- (H) Preventing flooding and erosion on abutting properties;
- (I) Ensuring that soil erosion and sedimentation control measures and stormwater runoff management practices are incorporated into the site planning and design process and are implemented and maintained;
- (J) Ensuring adequate long-term operation and maintenance of stormwater best management practices so they work as designed and;
- (K) Requiring practices to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction sites that may cause adverse impacts to water quality.

### **3. DEFINITIONS**

**ABUTTER:** The owner(s) of land adjacent to a land disturbance site.

**AGRICULTURAL USE:** The normal maintenance or improvement of land in agricultural or aquacultural use, as defined by the Massachusetts Wetlands Protection Act (M.G.L. c. 131 § 40) and its implementing regulations (310 CMR 10.00).

**APPLICANT:** The owner of record of the land shown on any plan or application submitted for approval to the Planning Board or other approving authority in accordance with this Bylaw and its Regulations.

**AUTHORIZED ENFORCEMENT AGENCY:** The Town of Dunstable Planning Board, its employees or agents designated to enforce the requirements of this Bylaw.

**CERTIFICATE OF COMPLETION:** A document issued by the Issuer of a Land Disturbance Permit which confirms that all documents, final digital and hard copy as-built plans, and final reports have been submitted and all work

required by the terms of a Land Disturbance Permit has been satisfactorily completed in accordance with this Bylaw and its Regulations.

**CLEARING:** Any activity that removes the vegetative surface cover and/or organic layer. Clearing activities generally include grubbing activity as defined below.

**DESIGNATED AGENT:** Any person or entity designated by the Planning Board and approved by the Board of Selectmen to assist in the administration, implementation and enforcement of this Bylaw and its Regulations.

**DESIGN CRITERIA:** Engineering design criteria as contained in the Regulations authorized under this Bylaw.

**DETENTION:** The temporary storage of stormwater runoff.

**DEVELOPMENT:** The modification of land to accommodate a new use or expansion of use, usually involving construction.

**DISTURBANCE OF LAND:** Any action, including clearing and grubbing, that causes a change in the position, location, or arrangement of soil, sand, rock, gravel, or similar earth material.

**EROSION:** The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

**GRUBBING:** The act of clearing land surface by digging up roots and stumps.

**IMPERVIOUS SURFACE:** Any material or structure on or above the ground that limits water infiltrating the underlying soil. Impervious surface includes without limitation: roads, paved parking lots, sidewalks, sports courts and rooftops. Impervious surface also includes soils, gravel driveways, and similar surfaces with a Rational Method runoff coefficient greater than 0.85 or a NRCS Method Curve Number greater than 85.

**LAND-DISTURBING ACTIVITY or LAND DISTURBANCE:** Any activity, including clearing and grubbing, that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.

**LAND DISTURBANCE PERMIT:** A permit issued by the Planning Board or its Designated Agent pursuant to this Bylaw.

**LOT:** An area of land, in uniform ownership, with definite boundaries ascertainable by deed, plan, or other means.

MASSACHUSETTS ENDANGERED SPECIES ACT: (M.G.L. c. 131A) and its implementing regulations at (321 CMR 10.00) which prohibit the "taking" of any rare plant or animal species listed as Endangered, Threatened, or of Special Concern.

MASSACHUSETTS WETLANDS PROTECTION ACT: (M.G.L. c.131, s. 40) and its implementing regulations (310 CMR 10.00)

MUNICIPAL STORM DRAIN SYSTEM or MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4): The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and/or other drainage structure that together comprise the storm drainage system owned or operated by the Town of Dunstable.

OPERATION AND MAINTENANCE PLAN: A plan developed by a Massachusetts licensed Professional Engineer (PE) describing the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

OWNER: Shall be the owner of record of the lot or lots shown on any plan submitted. The owner shall submit the title reference or references from the Middlesex North District Registry of Deeds indicating the owner of record.

PAVEMENT: The surface of an area which consists of but is not limited to bituminous concrete, cement concrete, or paving bricks made of masonry or stone or like material that creates a impervious surface.

PAVING: The act of installing pavement.

PERMITTEE: The person who holds a Land Disturbance Permit and therefore bears the responsibilities and enjoys the privileges conferred thereby.

PERSON: An individual, partnership, association, firm, company, trust, corporation, other legally established entity, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

RECHARGE: Addition of stormwater runoff to the groundwater by natural or artificial means.

**REDEVELOPMENT:** Development, rehabilitation, expansion, demolition or phased projects that disturb the ground surface on previously developed sites.

**REGULATIONS:** The regulations promulgated by the Planning Board in accordance with Section 6.2 of this Bylaw.

**RETENTION:** The holding of stormwater runoff in a basin without release except by means of evaporation, infiltration, or emergency bypass.

**RUNOFF:** Rainfall, snowmelt, groundwater seepage or irrigation water flowing over the ground surface.

**SEDIMENT:** Mineral or organic soil material that is transported, by wind or water, from its origin to another location; the product of erosion processes.

**SEDIMENTATION:** The process or act of deposition of sediment.

**SITE:** Any lot or parcel of land or area of property where land-disturbing activities are, were, or will be performed.

**SLOPE:** The incline of a ground surface expressed as a ratio of horizontal distance to vertical distance.

**SOIL:** Earth materials including duff, humic materials, sand, rock, silt, clay and gravel.

**STORMWATER:** Stormwater runoff, snow melt runoff, surface water runoff and drainage.

**STORMWATER MANAGEMENT PLAN:** A document containing narrative, drawings and details prepared by a Massachusetts licensed qualified Professional Engineer (PE) which includes structural and non-structural best management practices to manage and treat stormwater runoff generated from regulated development activity. A Stormwater Management Plan also includes an Operation and Maintenance Plan describing the maintenance requirements for structural best management practices.

**WATERCOURSE:** A natural or man-made channel through which water flows, including a river, brook, or stream.

**WETLAND RESOURCE AREA:** Areas specified in the Massachusetts Wetlands Protection Act M.G.L. c. 131, s.40 and regulations promulgated thereunder, and in the Town of Dunstable Wetlands Protection Bylaw and regulations promulgated thereunder.

WETLANDS: As defined in the Dunstable Wetlands Protection Bylaw and Conservation Commission regulations.

#### **4. AUTHORITY**

This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34.

#### **5. APPLICABILITY**

5.1 This Bylaw shall apply to all development and redevelopment operations, to all water entering directly or indirectly into the Municipal Storm Drain System on public or ways within the Town, and to any direct discharge into the surface waters, ground waters and watercourses within the Town. Except in accordance with a Land Disturbance Permit issued pursuant to this Bylaw, no person shall perform any Land Disturbance that results in one or more of the Regulated Activities defined in Section 5.2 that is not an Exempt Activity listed in Section 8.1.

5.2 Regulated Activities subject to a Land Disturbance Permit shall include two tiers of permitting:

(A) Tier I

- i. Land Disturbance of 22,000 square feet or more of land, associated with development or redevelopment of a site; or
- ii. Development or Redevelopment involving multiple separate activities in discontinuous locations or on different schedules if the activities are part of a larger common plan of development that all together disturbs 22,000 square feet or more of land; or
- iii. Paving or other change in surface material that will create or disturb 22,000 square feet or more of Impervious Surface; or
- iv. Construction of a new drainage system or alteration of an existing drainage system or conveyance serving a drainage area of 22,000 square feet or more of land; or
- v. Any other activity altering the surface of an area of 22,000 square feet or more that will, or may, result in increased stormwater runoff flowing from the Site into a public way or the Municipal Storm Drain System.

(B) Tier II

- i. Land Disturbance of 40,000 square feet or more of land, associated with development or redevelopment of a site; or
- ii. Development or Redevelopment involving multiple separate activities in discontinuous locations or on different schedules if the activities are part of a larger common plan of development that all together disturbs 40,000 square feet or more of land; or
- iii. Paving or other change in surface material that will create or disturb 40,000 square feet or more of Impervious Surface; or
- iv. Construction of a new drainage system or alteration of an existing drainage system or conveyance serving a drainage area of 40,000 square feet or more of land; or
- v. Any other activity altering the surface of an area of 40,000 square feet or more that will, or may, result in increased stormwater runoff flowing from the Site into a public way or the Municipal Storm Drain System; or
- vi. Land Disturbance where there is a 15% or greater slope and where the Land Disturbance is greater than or equal to 200 square feet within the sloped area.

## **6. ADMINISTRATION**

6.1. The Planning Board, shall administer, implement and enforce this Bylaw. Any powers granted to or duties imposed upon the Planning Board in this Bylaw may be delegated in writing to a Designated Agent upon a majority vote of the Planning Board and approval by the Board of Selectmen.

6.2 The Planning Board shall promulgate the Regulations to implement this Bylaw and shall establish fees and penalties to enforce this Bylaw. The Planning Board may periodically amend the Regulations, fees, and penalties as needed to effectuate the purposes of this Bylaw. Adoption of and revisions to regulations may only be made after conducting a public hearing to receive comments on any proposed regulations or revisions. Such hearing dates shall be advertised once in a newspaper of general circulation in Dunstable, at least 14 days before the hearing date. Such hearing shall comply with all aspects of the Massachusetts Open Meeting Law.

6.3 In promulgating the Regulations under this Bylaw, the Planning Board shall, at a minimum, follow and utilize the specifications and standards of the latest edition of the Massachusetts Stormwater Management Handbook as amended and issued by Massachusetts Department of Environmental Protection, or any successor publication so issued in this context.

6.4 Failure on the part of the Planning Board to promulgate the Regulations authorized by this Bylaw or fee and penalty structures shall not have the effect of suspending or invalidating this Bylaw.

6.5 The Planning Board or its Designated Agent shall review all applications for a Land Disturbance Permit, conduct inspections, issue a final permit and conduct any necessary enforcement action, as set forth herein:

6.5.1 Land Disturbance Permits shall be issued as follows:

(A) Tier I Land Disturbance Permits shall be issued by the Planning Board's Designated Agent and shall not require review by the Planning Board.

(B) Tier II Land Disturbance Permits shall be issued by the Planning Board.

6.5.2 Following receipt of a completed application, the Planning Board or its Designated Agent shall seek review and comments from the Road Commissioners and Town Engineer. The Planning Board or its Designated Agent shall not make a decision on the pending permit until it has received comments from the Road Commissioners and the Town Engineer or until these entities have allowed thirty (30) calendar days to elapse after receipt of the application materials without submission of comments.

6.5.3 When issuing a decision on an application, the Planning Board or its Designated Agent shall:

6.5.3.1 Approve the application and issue a Land Disturbance Permit upon finding that the proposed stormwater controls meet the objectives and requirements of this Bylaw and the Regulations;

6.5.3.2 Approve the application and issue a Land Disturbance Permit with conditions necessary to ensure that the project's stormwater controls will meet the objectives and requirements of this Bylaw and the Regulations;

6.5.3.3 Disapprove the application and deny a permit if it finds (a) that the proposed stormwater controls fail to meet the objectives and requirements of this Bylaw or the Regulations, or (b) that the information submitted with the application was insufficient to allow one of the determinations set forth Section 6.5.3.1 or Section 6.5.3.2.

6.5.4 The Planning Board or its Designated Agent shall take final action on an application within sixty (60) days of date the application was filed

with the Town. A copy of the final action shall be filed with the Town Clerk. Certification by the Town Clerk that the allowed time has passed without final action being taken shall be deemed a grant of the Land Disturbance Permit.

6.6 The filing of an application for a Land Disturbance Permit required under this Bylaw shall constitute a grant of permission to the Planning Board and/or its Designated Agent to enter the site in order to verify the information in the application and to inspect for compliance with permit conditions.

6.7 Appeals: A decision on an application for a Land Disturbance Permit by the Planning Board shall be final. Further relief from a decision by the Planning Board made under this Bylaw shall be reviewable in the Superior Court pursuant to M.G.L. c. 249, § 4. The remedies listed in this Bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

6.8 Any action by the Designated Agent of the Planning Board may be appealed to the Planning Board.

## **7. PROHIBITED ACTIVITIES**

7.1 Illicit Discharges: No person shall dump, discharge, cause or allow to be discharged any pollutant or non-stormwater discharge into the Municipal Storm Drain System or the surface and ground waters and watercourses within the Town of Dunstable except as noted in Section 8 of this Bylaw.

7.2 Illicit Connections: No person shall construct, use, allow, maintain or continue any illicit connection to the Municipal Storm Drain System, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

7.3 Obstruction – Storm Drainage Systems: No person shall obstruct or interfere with the normal flow of stormwater in or out of the Municipal Storm Drain System without prior written approval from the Planning Board or its Designated Agent.

## **8. EXEMPTIONS**

8.1 Flow from the following sources are exempt from the provisions of this Bylaw:

(A) Municipal waterline flushing;

- (B) Flow from potable water sources;
- (C) Springs;
- (D) Natural flow from riparian habitats and wetlands;
- (E) Diverted stream flow;
- (F) Rising groundwater;
- (G) Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005 (2), or uncontaminated pumped groundwater;
- (H) Water from the exterior foundation drains, roof drains, footing drains (not including active ground water dewatering systems), or air conditioning condensation;
- (I) Discharge from landscape irrigation or lawn watering;
- (J) Water from residential activities, including, but not limited to, car washing, washing walkways, patios, house siding, windows, or similar exterior structure related washing activities;
- (K) Discharge from de-chlorinated swimming pool water (less than one ppm total chlorine) provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;
- (L) Discharge from street sweeping;
- (M) Uncontaminated groundwater discharge from a sump pump;
- (N) Discharges or flows resulting from fire-fighting activities;
- (O) Dye testing, provided verbal notification is given to the Planning Board or its Designated Agent prior to the time of the test and providing resulting concentrations are not at levels detrimental to resident aquatic organisms;
- (P) Non-storm water discharge permitted under an NPDES permit or a Surface Water Discharge Permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection,

provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and

- (Q) Discharge for which advanced written approval is received from the Planning Board or its Designated Agent as necessary to protect public health, safety, welfare or the environment.

8.2 The following Land Disturbing Activities are exempt from the provisions of this Bylaw:

- (A) Normal maintenance and improvement of land in Agricultural Use as defined in the Massachusetts Wetlands Protection Act regulations 310 CMR 10.04;
- (B) Maintenance of existing landscaping, stone walls, retaining walls, gardens or lawns associated with a single family residence;
- (C) Construction of utilities other than drainage systems that will not alter terrain, ground cover or drainage patterns;
- (D) Emergency repairs to any stormwater management facility or practice that poses a threat to public health, safety, welfare or the environment;
- (E) Repair of septic systems when required by the Board of Health for the protection of public health;
- (F) Any work or projects for which all necessary local approvals and permits have been issued prior to the effective date of this Bylaw;
- (G) Any land disturbance that results in a cumulative land disturbance of less than 22,000 square feet, provided that appropriate erosion and sedimentation controls are in place and properly maintained;
- (H) The construction of fencing that will not alter existing terrain or drainage patterns; and
- (I) The construction, improvement and maintenance of Town public ways and appurtenances.

8.3 When there is any question as to whether an activity is exempt from this Bylaw and the Regulations, the Planning Board shall make a

definitive ruling as to the applicability of this Bylaw and the Regulations to the activity in question.

## **9. PERMIT PROCEDURES**

Permit procedures and requirements, including permit submittals, right-of-entry, fee schedule (including requirements to post acceptable security), fine schedule, and public hearing process, shall be defined and included as part of the Regulations.

## **10. FEES**

The Planning Board shall establish fees to cover expenses connected with application review and monitoring permit compliance. The fees shall be sufficient to cover Town secretarial staff and professional staff. The Planning Board is also authorized to retain and charge the Applicant fees to cover the cost for a Massachusetts licensed Professional Engineer or other professional consultant to advise the Planning Board or its Designated Agent on any or all aspect of the project. The Applicant for a Land Disturbance Permit may be required to establish and maintain an escrow account to cover the costs of said consultants. Applicants must pay review fees to the Town before the review process may begin.

## **11. SURETY**

The Planning Board or its Designated Agent may require the Permittee to post before the start of land disturbance activity, a surety bond, irrevocable letter of credit, cash, or other acceptable security. The form of the bond shall be approved by Town Counsel, and be in an amount deemed sufficient to insure that the work will be completed in accordance with the permit. If the project is phased, the Planning Board or its Designated Agent may release part of the bond as each phase is completed in compliance with the permit but the bond may not be fully released until the Planning Board or its Designated Agent has received the final report as required in the Regulations and issued a Certificate of Completion.

## **12. PERFORMANCE STANDARDS**

Criteria for erosions and sediment control and post-construction stormwater management, including stormwater performance standards, shall be defined and included as part of Regulations.

## **13. ENFORCEMENT**

13.1 The Planning Board or its Designated Agent shall enforce this Bylaw, its Regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations including injunctive relief and monetary damages and costs of litigation and attorney fees for such violations and for abatement and mitigation and compliance actions.

13.2 The Planning Board or its Designated Agent may issue a written order to enforce the provisions of this Bylaw or the Regulations thereunder, which may include:

- (A) A requirement to cease and desist from the land-disturbing activity until there is compliance with this Bylaw or provisions of the land-disturbance permit;
- (B) Maintenance, installation or performance of additional erosion and sediment control measures;
- (C) Monitoring, analyses, and reporting;
- (D) Remediation of erosion and sedimentation resulting directly or indirectly from the land-disturbing activity; and
- (E) Compliance with the Operation and Maintenance Plan.

13.3 If the enforcing person determines that abatement or remediation of erosion and sedimentation is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town of Dunstable may, at its option, undertake such work, and the property owner shall reimburse the Town's expenses.

13.4 Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator (if different than the property owner) and the property owner shall be notified of the costs incurred by the Town of Dunstable, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Planning Board within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Planning Board affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall begin to accrue interest at the rate provided in M.G.L. 59, § 57, after the thirty-first day following the day on which the costs were due. Said costs and interest

may be secured through a municipal charges lien on the property, pursuant to M.G.L. c. 40, § 58.

13.5 Criminal Penalty. Any person who violates any provision of this Bylaw, Regulation, order or permit issued there under, shall be punished by a fine of not more than \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

13.6 Non-Criminal Disposition. As an alternative to criminal prosecution or civil action, the Town of Dunstable may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D, which has been adopted by the Town in the Town of Dunstable Non-Criminal Disposition Bylaw, in which case the Planning Board or its Designated Agent shall be the enforcing person. The penalty for each violation shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

#### **14. WAIVERS**

14.1 The Planning Board may grant a waiver from the provisions of this Bylaw at its discretion and after due consideration and consultation with the Board of Selectmen, Conservation Commission, Board of Health, Road Commissioners and Town Engineer where it makes a written finding that such action is:

- (A) Allowed by federal, state and local statutes and/or regulations;
- (B) In the public interest; and
- (C) Consistent with the purpose and intent of this Bylaw.

14.2 No waiver shall be granted unless the Applicant demonstrates that the enforcement of this Bylaw would be manifestly unjust and the Applicant has established that a level of protection for public health, safety, welfare or the environment at least equivalent to that provided under this Bylaw can be achieved without strict application of this Bylaw and/or the Regulations.

#### **15. SEVERABILITY**

If any provision, paragraph, sentence, or clause of this Bylaw shall be held invalid for any reason, all other provisions shall continue in full force and effect.

Majority Vote Required  
Voted in the Affirmative

**Article 34.** Motion made and seconded to move that the Town amend the Zoning Bylaw of the Town by adopting Marijuana Dispensary Zoning Bylaw, the text of which shall be verbatim as printed in the warrant of this meeting, such amendment to be assigned the next available consecutive section number.

***ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.***

## **REGISTERED MARIJUANA DISPENSARIES**

**1. Purpose.** The purpose of this section is to provide for the limited establishment of Registered Marijuana Dispensaries (RMD) within the town as they are authorized pursuant to state regulations set forth in 105 CMR 725.000, as they may from time to time be amended. The intent of this section is to permit RMD's in harmony with policies set by law and the Department of Public Health where there is appropriate accessibility, where they may be readily monitored by law enforcement for health and public safety purposes, and where they will not adversely impact the character of the town in general and adjoining properties in particular.

**2. Applicability.** RMD's are not allowed as-of-right in any district within the town, whether as a primary or accessory use, or as a home occupation. The Planning Board may grant a Special Permit allowing an RMD in the B-1, B-2 or B-3 Districts.

**3. Definitions.** In addition to any applicable definitions contained in this Zoning Bylaw, definitions included in 105 CMR 725.000 shall govern any matters or proceedings under this section. "Marijuana" shall be construed to include "Marihuana" as defined in Chapter 94C of the Massachusetts General Laws.

### **4. Minimum Criteria and Limitations on Approval.**

(1) An RMD shall not be located within a radius of five hundred (500) feet from a school, daycare center, preschool or afterschool facility, or any facility in which minors commonly congregate; or within two hundred (200) feet of a residence. Such distance shall be measured in a straight line from the nearest point of building or structure containing the proposed RMD to the nearest point of any building or structure serving the facility or residence in which persons ordinarily congregate.

(2) An RMD shall be properly registered with the Massachusetts Department of Public Health pursuant to 105 CMR 725.100 as in force at the time of application and shall comply with all applicable state and local laws, ordinances, rules and regulations. No building permit or certificate of occupancy shall be issued for an RMD that is not properly registered with the Massachusetts Department of Public Health. The RMD shall file copies of its initial certificate of registration and each annual renewal certificate with the Planning Board with a copy to the Town Clerk's office within one week of issuance, and shall immediately notify said Planning Board and Town Clerk's office if its registration is not renewed or is revoked. The RMD shall provide the Dunstable Police Department with the names and contact information for all management staff and shall immediately notify the police department of any changes.

(3) A special permit granted by the Planning Board authorizing the establishment of an RMD shall be valid only for the registered person or legal entity to which the special permit was issued, and only for the location for which the RMD has been authorized by the special permit. If the registration for the RMD is revoked, transferred to another controlling person or entity, or relocated to a different site, a new special permit shall be required prior to the issuance of a certificate of occupancy.

(4) An RMD shall be located only in a permanent building and not within any mobile facility. All sales shall be conducted either within the building or by home delivery to qualified clients pursuant to applicable state regulations.

(5) An RMD shall conform to all dimensional requirements applicable to the zoning district in which it is located.

(6) An RMD shall be subject to the number of parking stalls required by Section 12 of this bylaw unless a lesser or greater number of stalls is required by the Planning Board.

(7) All signage shall conform to the requirements of 105 CMR 725.105(L) and to the requirements of Section 13 of this bylaw. No graphics, symbols or images of marijuana or related paraphernalia shall be displayed or clearly visible from the exterior of an RMD. The

Planning Board may impose additional restrictions on signage to mitigate impact on the immediate neighborhood.

(8) The Planning Board may, as a special permit condition, reasonably limit the hours of operation of an RMD.

## **5. Special Permit Application and Procedure.**

The procedural and application requirements of the Rules and Regulations Governing Special Permits shall apply. In addition, an application for special permit shall include, at a minimum, the following information:

- (1) General Information:
  - (a) A statement from the Applicant under oath, setting forth the following information:
    - (i) the name and address of each owner, officer, manager, member, partner and employee of the RMD and (if applicable) the legal entity;
    - (ii) the source of all marijuana that will be sold or distributed at the RMD, if applicable;
    - (iii) the source of all marijuana that will be cultivated, processed, and/or packaged at the RMD, if applicable;
    - (iv) the quantity of marijuana that will be cultivated, processed, packaged, sold and/or distributed at the RMD;
  - (b) If the Applicant is a non-profit organization, a copy of its Articles of Organization, a current Certificate of Legal Existence from the Secretary of the Commonwealth, and the most recent annual report; if the Applicant is a for-profit corporate entity, a copy of its Articles of Incorporation or equivalent documents, a current Certificate of Legal Existence from the Secretary of the Commonwealth, and the most recent annual report; if the Applicant is a public agency, evidence of the agency's authority to engage in the development of the RMD as proposed by the application;
  - (c) Copies of all licenses and permits issued by the Commonwealth of Massachusetts and any of its agencies for the RMD;
  - (d) Evidence of the Applicant's right to use the site of the RMD, such as a deed, lease, purchase and sale agreement or other legally-binding document;

- (e) If the Applicant is business organization, a statement under oath disclosing all of its owners, shareholders, partners, members, managers, directors, officers, or other similarly-situated individuals and entities. If any of the above are entities rather than persons, the Applicant must disclose the identity of the owners of such entities until the disclosure contains the names of individuals;
- (f) A certified list of all parties in interest entitled to notice of the hearing for the special permit application, taken from the most recent tax list of the town and certified by the Town Assessor;
- (g) A market study demonstrating sufficient demand for the Marijuana for Medical Use proposed to be sold or distributed by the RMD;
- (h) Proposed security measures for the RMD, including lighting and alarms, to ensure the safety of persons and to protect the premises from theft.
- (i) The resume(s) of the Applicant and all members of the RMD's management, including company history, references, and relevant experience;

(2) Description of Activities: A narrative providing information about the type and scale of all activities that will take place on the proposed site, including but not limited to cultivating and processing of marijuana or marijuana infused products (MIP's as defined in 105 CMR 725.004), on-site sales, off site deliveries, distribution of educational materials, and other programs or activities.

(3) Service Area: A map and narrative describing the area proposed to be served by the RMD and the anticipated number of clients that will be served within that area. This description shall indicate where any other RMD's exist or have been proposed within the expected service area.

(4) Transportation Analysis: As per the Rules and Regulations Governing Site Plans Section 3.04 Traffic Impact, a traffic report may be required by the Planning Board depending on the size and complexity of the project. The extent and depth of the study will be set by the Planning Board based on the anticipated impact of the project.

(5) Context Map: A map depicting all properties and land uses within a minimum five hundred (500) foot radius of the proposed site, whether such uses are located in Dunstable or within surrounding communities, including but not limited to all educational uses, daycare, preschool and afterschool programs. The context map shall include the measured distance to all uses described in Section 26.4.(1), above.

(6) Registration Materials: A copy of the Certificate of Registration that was issued by the Massachusetts Department of Public Health.

#### **6. Special Permit Criteria.**

In granting a special permit for a Registered Marijuana Dispensary, in addition to finding that the general criteria for issuance of a special permit as set forth in the Rules and Regulations Governing Special Permits of this bylaw are met, and any provisions of this section, the Planning Board shall find at a minimum that the following criteria are met:

(1) The RMD is located to serve an area that currently does not have reasonable access to medical marijuana, or if it is proposed to serve an area that is already served by another RMD, it has been established by the Massachusetts Department of Public Health that supplemental service is needed.

(2) The site is located at least five hundred (500) feet from a school, daycare center, preschool or afterschool facility or any facility in which minors commonly congregate and two hundred (200) feet from the nearest residence, this distance to be measured from the nearest point of the facility or residence to the nearest point of the RMD.

(3) The site is designed such that it provides convenient, safe and secure access and egress for clients and employees arriving to and leaving from the site, whether driving, bicycling, walking or using public transportation.

(4) Traffic generated by client trips, employee trips, and deliveries to and from the RMD shall not create a significant adverse impact on nearby uses.

(5) Loading, refuse and service areas are designed to be secure and shielded from abutting uses.

(6) The building and site have been designed to be compatible with other buildings in the area and to mitigate any negative aesthetic impacts that might result from required security measures and restrictions on visibility into the building's interior.

(7) The building and site are accessible to persons with disabilities.

(8) The site is accessible to regional roadways and public transportation.

(9) The site is located where it may be readily monitored by law enforcement and other code enforcement personnel.

(10) The RMD's hours of operation will have no significant adverse impact on nearby uses.

**7. Severability.** If any portion of this section is ruled invalid, such ruling will not affect the validity of the remainder of the section.

2/3 Vote Required

Yes: 135

No: 2

Voted in the Affirmative

Motion made and seconded to dispense with the reading of the minutes.

Majority Vote Required

Voted in the Affirmative

Motion made and seconded to adjourn at 11:30 pm.

Majority Vote Required

Voted in the Affirmative

### **Quorum Certificate**

In accordance with The Town of Dunstable's Town Meetings, Town Elections & Records Bylaw, I hereby certify that the quorum for an Annual or Special Town Meeting is 50 registered voters of the Town of Dunstable.

Total number of voters checked in at the Annual Town Meeting of May 9, 2016: 258

Respectfully submitted,

Carol A. Skerrett  
Town Clerk CMMC

**TOWN OF DUNSTABLE  
ANNUAL TOWN ELECTION – May 16, 2016**

**Total Votes Cast: 938**  
**Registered Voters: 2,290**  
**Voter Turnout: 41%**

**Office/Candidate**

**Board of Selectmen**

Leah D. Basbanes  
All Others  
Blanks

**Vote for One – Three Year Term**

678  
15  
245

**Board of Health**

William B. Moeller  
All Others  
Blanks

**Vote for One – Three Year Term**

672  
6  
260

**Library Trustee**

John M. Callahan  
All Others  
Blanks

**Vote for One – Three Year Term**

702  
1  
235

**Library Trustee**

Robyn DeAngelis  
All Others  
Blanks

**Vote for One – Two Year Term**

663  
1  
294

**Water Commissioner**

Karl J. Huber, Jr.  
All Others  
Blanks

**Vote for One – Three Year Term**

681  
14  
243

**Water Commissioner**

Scott E. Wilkins  
All Others  
Blanks

**Vote for One – Two Year Term**

699  
2  
237

**Town Clerk**

**Vote for One – Three Year Term**

Carol A. Skerrett	736
All Others	5
Blanks	197

**Advisory Board**

**Vote for Two – Three Year Term**

Harold K. Simmons	698
Ronald Mikol (write in)	69
All Others	6
Blanks	1,103

**Constable**

**Vote for Two – One Year Term**

Brett A. Rock	658
Charles McNamara (write in)	41
All Others	23
Blanks	1,154

**Tree Warden**

**Vote for One – One Year Term**

Michael L. Martin	688
All Others	7
Blanks	243

**Board of Assessors**

**Vote for One – Three Year Term**

Brett A. Rock	656
All Others	3
Blanks	279

**Road Commissioner**

**Vote for One – Three Year Term**

Wesley D. Goss	716
All Others	3
Blanks	219

**Cemetery Commissioner**

**Vote for One – Three Year Term**

Ryan McLane (write in)	65
All Others	70
Blanks	803

**Planning Board**

**Vote for One – Five Year Term**

Joseph J. Vlcek	636
All Others	4
Blanks	298

**Town Moderator**

**Vote for One – One Year Term**

Robert Nelson (write in)	54
All Others	18
Blanks	866

**Park Commissioner**

**Vote for One – Three Year Term**

Donald "David" Greenwood (write in)	90
All Others	26
Blanks	822

<b>Commissioner of Trust Funds</b>	<b>Vote for One – Three Year Term</b>
Alan E. Chaney	615
All Others	4
Blanks	319

<b>Commissioner to Expend Proctor/Parkhurst Trust</b>	<b>Vote for One – Five Year Term</b>
Danice N. Palumbo (write in)	10
All Others	14
Blanks	914

<b>Commissioner to Expend Proctor/Parkhurst Trust</b>	<b>Vote for One – Four Year Term</b>
Danice N. Palumbo (write in)	4
All Others	8
Blanks	926

<b>Commissioner to Expend Parkhurst Free Lecture Trust</b>	<b>Vote for One – Five Year Term</b>
<b>Failure to elect</b>	
All Others	13
Blanks	925

<b>Commissioner to Expend Parkhurst Free Lecture Trust</b>	<b>Vote for One – Four Year Term</b>
<b>Failure to elect</b>	
All Others	9
Blanks	929

**Question 1** – Assess \$1,110,000 in real estate and personal property taxes for the purpose of funding the Town’s Annual Operating Budget, including the Town’s share of the cost of operating the Groton Dunstable Regional School District for the fiscal year beginning July 1, 2016?

Yes	413
No	519
Blanks	6

**Question 2** – Exempt from the provisions of prop 2 ½ the amounts required to pay for the bond issued in order to fund the Middle School roof repairs?

Yes	491
No	420
Blanks	27

**Question 3** – Exempt from the provisions of prop 2 ½ the amounts required to pay for the bond issued in order to fund to renovate the Greater Lowell Technical High School?

Yes	390
No	514
Blanks	34

**Question 4** – Shall the Town vote to have its elected Town Clerk become an appointed Town Clerk?

Yes	331
No	553
Blanks	54

Carol A. Skerrett, Town Clerk CMMC  
 Certified this 18<sup>th</sup> day of May, 2016

**SPECIAL TOWN MEETING  
 JUNE 14, 2016**

After determining that a quorum was present, the Annual Town Meeting was called to order at 7:15 pm by Moderator, Robert Nelson. The check-in table was staffed by Ann-Marie Wright and Mary Dow. The moderator approved a request to have the Town Administrator sit with the Board of Selectmen as a non-voting member.

Town Clerk Carol Skerrett read the greetings; a motion was made and seconded to dispense with the reading of the articles (voted in the affirmative), ending with the closing of the warrant and return of service.

**Article 1.** Motion made and seconded that the Town amend the vote taken under Article 8 of the Annual Town Meeting of May 9, 2016, as regards the fixing of the salaries of the Town Clerk for Fiscal 2017, striking the sum of \$29,536.00 and substituting therefor, the sum of \$30,536.00.

***ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.***

Majority Vote Required  
 Voted in the Affirmative

**Article 2.** Motion made and seconded that the Town transfer from account 04-423-5530-0000-001 to account 0001-00-000-3592-0000-000 the amount necessary to pay the amortized payments for FY2017 and FY2018 for the FY2015 Snow and Ice Deficit.

***ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.***

Majority Vote Required  
 Voted in the Affirmative

**Article 3.** Motion made and seconded that the Town raise and appropriate to defray the expenses for the Town, the sums listed in lines 1 through 81 in the document distributed at this meeting entitled “FY17 Proposed Budget 6/6/2016” beneath the rubric, “No Override FY2017” in the third column of pages *two* through *fourteen* of said document, as amended by the recited line items at this meeting, attached to this motion, and summarized in the

fifth column of the *first* page of said document, the total of said sum to be appropriated hereby being \$9,375,346.00.

<b>General Government</b>	No Override FY17	Proposed FY2017
Town Administrator - 120		
Salaries	72,500	72,500
Operations	3,300	3,300
Selectmen - 122		
Salaries	1,800	1,800
Operations	16,495	17,145
Fincom - 131	150	150
Reserve Account - 132	25,000	25,000
Accountant - 135		
Salaries	28,612	29,453
Operations	18,300	18,300
Assessors - 141		
Salaries	38,326	42,623
Operations	12,295	12,295
Treasurer - 145		
Salaries	55,927	55,927
Operations	21,917	21,917
Town Legal Professional - 151	30,000	30,000
Dog Program - 160	550	550
Town Clerk - 161		
Salaries	30,536	30,536
Operations	2,250	2,250
Elections - 162		
Salaries	2,500	3,500
Operations	6,900	6,900
Registrar - 163	225	225

Conservation - 171		
Salaries	10,475	14,475
Operations	1,380	1,380
Planning Board - 175		
Salaries	10,475	14,475
Operations	1,000	1,000
Zoning Board - 176		
Salaries	0	0
Operations	1,500	1,500
Town Hall - 192		
Salaries	30,600	41,037
Operations	46,801	46,801
Town Reports - 195	3,850	3,850
Town Engineer - 199	12,000	12,000
<b>Public Safety</b>		
Police Department - 210		
Salaries	736,707	812,920
Operations	195,309	218,106
Fire Department - 220		
Salaries	76,000	96,936
Operations	68,062	76,212
Building Inspector - 241		
Salaries	20,413	22,723
Operations	1,100	1,100
Gas Inspector - 242	2,750	2,750
Plumbing Inspector - 243	2,750	2,750
Electrical Inspector - 245	11,000	11,000
Animal Inspector - 249	400	400

Emergency Management – 291	4,100	6,007
Dog Officer - 292	9,000	9,000
Forestry Public Works – 294	5,150	15,000
<b>Schools</b>		
GDRSD – 300		
District	5,209,448	5,407,056
Debt	361,264	361,264
GLRVTS - 300		
High School	197,250	197,250
Debt	21,065	21,065
Essex - 300		
Tuition	16,464	16,464
Transportation	34,572	34,572
<b>Public Works</b>		
Highway Department - 422		
Salaries	170,434	178,527
Operations	130,721	194,236
Snow Removal - 423		
Salaries	51,486	53,470
Operations	229,710	229,710
Street Lights – 424	8,100	8,100
Transfer Station – 433		
Salaries	17,053	17,053
Operations	70,550	70,550
Cemetery - 491		
Salaries	9,000	9,180
Operations	4,600	4,600
<b>Human Services</b>		

Board of Health - 510		
Salaries	5,038	5,380
Operations	9,351	9,351
Town Nurse Assessment - 522	3,224	3,224
Mental Health Assessment - 523	400	2,400
Council on Aging - 541		
Salaries	6,541	8,792
Operations	9,808	11,308
Veterans Affairs - 543		
Salaries	5,254	5,362
Operations	33,826	34,566
<b>Library, Parks and Recreation</b>		
Library Operations - 610		
Salaries	60,951	69,651
Operations	57,347	63,347
Library Consortium and Other	13,100	13,100
Technical Expense and Other - 620	12,500	12,500
Recreation Department - 631	2,080	2,080
Parks Department - 650	44,527	50,527
Memorial Day Committee - 692	700	700
<b>Debt and Interest</b>		
Long Term Debt - 710	232,790	232,790
Long Term Interest - 715	35,533	35,533
Temporary Loan Interest - 725	2,340	2,340

<b>Insurance and Assessments</b>		
County Retirement System – 911	228,686	228,686
Group Health Insurance – 914	220,641	227,000
FICA Town Share – 919	21,787	23,500
Bldg./Vehicle Liab. Ins. – 945	100,190	100,190

Majority Vote Required  
Voted in the Affirmative Unanimously

Motion made and seconded that the Town raise and appropriate an additional \$474,874 to defray additional expenses for the Town, as printed in the Proposed Budget presented at this meeting and attached to this motion, said aggregate sum being represented by the differential sums reflected in the comparison of the fourth column of the first page of said “FY17 Proposed Budget 6/6/2016” (Proposed FY2017) with the fifth column thereof (No Override FY2017), contingent, however, upon an affirmative vote on question #1 on the ballot of the Special Town Election on June 30, 2016.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

Majority Vote Required  
Voted in the Affirmative

**Article 4.** Motion made and seconded that the Town allow the Board of Assessors to use \$200,000 Free Cash in the Treasurer’s hands for the purpose of reducing the Tax Levy of Fiscal Year 2017, beginning July 1, 2016.

**ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.**

Majority Vote Required  
Voted in the Affirmative

**Article 5.** I move that the Town authorize the Board of Selectmen, or Conservation Commission, or other appropriate agency or board of the town, to apply to the Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs for approval and placement of statutory Conservation Restrictions under General Laws, Chapter 184, Sections 31 through 33, on the following parcels of town-owned land, reference being made to the identifying number of each such parcel on the Dunstable Open Space Index of 2015:

- #67, Flat Rock Hill Conservation Area, Mill Street, also known as the Ferrari land, acquired in part with a Self Help, or LAND Grant, as well as CPA funds;
- Howard's Brook, Hardy Street, also known as the Carter land, acquired in part with CPA funds;
- Best triangle, Lowell Street, acquired in part with CPA funds;

Intending by this vote to ratify and affirm any prior votes of the Town purporting to authorize Conservation Restrictions on said parcels, and further intending to vest the Conservation Commission on behalf of the Town with full authority to negotiate with the Commonwealth Executive Office of Energy and Environmental Affairs relative to the particular terms and conditions of any such Conservation Restrictions, and to do all other things ordered to such purposes.

2/3 Vote Required

Voted in the Affirmative Unanimously

Motion made and seconded to dispense with the reading of the minutes.

Majority Vote Required  
Voted in the Affirmative

Motion made and seconded to adjourn at 8:30 pm.

Majority Vote Required  
Voted in the Affirmative

**Quorum Certificate**

In accordance with The Town of Dunstable's Town Meetings, Town Elections & Records Bylaw, I hereby certify that the quorum for an Annual or Special Town Meeting is 50 registered voters of the Town of Dunstable.

Total number of voters checked in at the Special Town Meeting of June 14, 2016: 159

Respectfully submitted,

Carol A. Skerrett  
Town Clerk CMMC

**TOWN OF DUNSTABLE  
SPECIAL TOWN ELECTION - June 30, 2016**

**PARTY: All**

**TOTAL VOTES CAST: 721**

**Town of Dunstable Registered Voters 2,293**

**Voter Turnout 32%**

**Question 1: Shall the Town of Dunstable be allowed to assess an additional \$475,000 in real estate and personal property taxes for the purpose of funding the Town's Annual Operating Budget, including the Town's share of the cost of operating the GDRSD for the fiscal year beginning July first two thousand sixteen?**

<b>Yes</b>	<b>No</b>	<b>Blanks</b>
395	326	0

**Question 2: Shall the Town of Dunstable be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to renovate the Greater Lowell Technical High School?**

<b>Yes</b>	<b>No</b>	<b>Blanks</b>
377	335	9



**Certified, this 5th day of July 2016  
Carol A. Skerrett, Town Clerk CMMC**

**TOWN OF DUNSTABLE**  
**State Primary - September 8, 2016**  
**Official Election Results**

<b>SUMMARY:</b>	
<b>Total Registered Voters:</b>	<b>2,328</b>
<b>Total Ballots Cast:</b>	<b>122</b>
<b>% Turnout:</b>	<b>5%</b>
<b>Total Democratic Ballots Cast:</b>	<b>61</b>
<b>% of Total Ballots Cast:</b>	<b>50%</b>
<b>Total Republican Ballots Cast:</b>	<b>60</b>
<b>% of Total Ballots Cast:</b>	<b>49%</b>
<b>Total Green-Rainbow Ballots Cast:</b>	<b>0</b>
<b>Total United Independent Ballots Cast:</b>	<b>1</b>

**DEMOCRAT**

**Representative in Congress**

Nicola S. Tsongas	58
ALL OTHERS	0
BLANKS	3
TOTAL	61

**Councillor**

Eileen R. Duff	54
ALL OTHERS	0
BLANKS	7
TOTAL	61

**Senator in General Court**

Eileen M. Donoghue	57
ALL OTHERS	0
BLANKS	4
TOTAL	61

**Representative in General Court**

Matthew T. Meneghini	53
ALL OTHERS	1
BLANKS	7
TOTAL	61

**Sheriff**

Peter J. Koutoujian	47
Barry S. Kelleher	7
ALL OTHERS	0
BLANKS	7

TOTAL	61
-------	----

**REPUBLICAN**

**Representative in Congress**

Ann Wofford	55
ALL OTHERS	1
BLANKS	4
TOTAL	60

**Councillor**

Richard A. Baker	55
ALL OTHERS	0
BLANKS	5
TOTAL	60

**Senator in General Court**

No Nomination	0
ALL OTHERS	5
BLANKS	55
TOTAL	60

**Representative in General Court**

Sheila C. Harrington	59
ALL OTHERS	0
BLANKS	1
TOTAL	60

**Sheriff**

Angelo A. LaCivita	0
ALL OTHERS	4
BLANKS	56
TOTAL	60

**GREEN-RAINBOW**

**Representative in Congress**

No Nomination	0
ALL OTHERS	0
BLANKS	0
TOTAL	0

**Councillor**

No Nomination	0
ALL OTHERS	0
BLANKS	0

TOTAL	0
-------	---

**Senator in General Court**

No Nomination	0
ALL OTHERS	0
BLANKS	0
TOTAL	0

**Representative in General Court**

No Nomination	0
ALL OTHERS	0
BLANKS	0
TOTAL	0

**Sheriff**

No Nomination	0
ALL OTHERS	0
BLANKS	0
TOTAL	0

**UNITED INDEPENDENT PARTY**

**Representative in Congress**

No Nomination	0
ALL OTHERS	0
BLANKS	1
TOTAL	1

**Councillor**

No Nomination	0
ALL OTHERS	0
BLANKS	1
TOTAL	1

**Senator in General Court**

No Nomination	0
ALL OTHERS	0
BLANKS	1
TOTAL	1

**Representative in General Court**

No Nomination	0
ALL OTHERS	0
BLANKS	1
TOTAL	1

**Sheriff**

No Nomination	0
---------------	---

ALL OTHERS	0
BLANKS	1
TOTAL	1

<b>OFFICIAL STATE ELECTION RESULTS</b>		
<b>November 8, 2016</b>		
<b>2,035 Ballots Cast = 85% Voter Turnout</b>		
<b>2,407 Registered Voters</b>		
<b>ELECTORS OF PRESIDENT AND VICE-PRESIDENT</b>		
Clinton and Kaine	Democrat	954
Johnson and Weld	Libertarian	140
Stein and Baraka	Green-Rainbow	26
Trump and Pence	Republican	837
Feegbeh and O'Brien*	Unenrolled	0
Kotlikoff and Leamer*	Unenrolled	0
McMullin and Johnson*	Unenrolled	5
Moorehead and Lilly*	Unenrolled	0
Schoenke and Mitchel*	Unenrolled	0
All Others		33
Blanks		40
Total		2,035
<b>REPRESENTATIVE IN CONGRESS</b>		
Nicola S. Tsongas	Democrat	1,181
Ann Wofford	Republican	780
All Others		0
Blanks		74
Total		2,035
<b>COUNCILLOR</b>		
Eileen R. Duff	Democrat	880
Richard A. Baker	Republican	964
All Others		0
Blanks		191
Total		2,035
<b>SENATOR IN GENERAL COURT</b>		
Eileen M. Donoghue	Democrat	1,422
All Others		8

Blanks		605
Total		2,035
<b>REPRESENTATIVE IN GENERAL COURT</b>		
Sheila C. Harrington	Republican	1,279
Matthew T. Meneghini	Democrat	600
All Others		0
Blanks		156
Total		2,035
<b>SHERIFF</b>		
Peter J. Koutoujian	Democrat	1,459
All Others		0
Blanks		576
Total		2,035
<b>Question #1 - Expanded Slot-Machine Gaming (Law)</b>		
Yes		862
No		1,112
Blanks		61
Total		2,035
<b>Question #2 - Allow Fair Access to Public Charter Schools (Law)</b>		
Yes		794
No		1,216
Blanks		25
Total		2,035
<b>Question #3 – Prevent Cruelty to Animals (Law)</b>		
Yes		1,411
No		587
Blanks		37
Total		2,035
<b>Question #4 – Regulation and Taxation of Marijuana (Law)</b>		
Yes		1,083
No		929
Blanks		23
Total		2,035

**2016 Report of the Building Inspector**

Permit #	Name of Applicant	Address	Purpose	Fee	Issued
16-1B	Boston Solar	1098 MAIN ST	Solar Installation	481.75	1/6/2016
16-2B	Reeds Ferry	60 HIGH ST	Shed from Reeds Ferry 160 sq ft	82.00	1/28/2016
16-3B	Richard Troia/The Home Depot	192 KEMP ST	3 Replacement windows	45.00	1/15/2016
16-4B	Richard Troia/The Home Depot	57 LOWELL ST	New cabinets, appliances, back splash	129.55	2/11/2016
16-5B	Ken Tully Homes	157 HARDY ST	Remodel bedroom, hallway, garage	405.00	2/23/2016
16-6B	Ed Champigny/Danetti Insulation	9 KRISTEN LN	Add insulation in attic and basement	65.00	3/17/2016
16-7B	Leah Basbanes	39 HARDY ST	Wood shed	148.60	3/17/2016
16-8B	Wayne MacLean	885 MAIN ST	2814 sq ft house	1,276.30	3/17/2016
16-9B	Steven Kelly/Sunroom Installation	51 SCHOOL ST	Solar Installation/40 rooftop panels	236.55	3/17/2016
16-10B	Boston Solar	408 WESTFORD ST	Solar Installation/30 panels 9.45 kw	135.00	3/28/2016
16-11B	Lenny Dumont, Jr.	104 THORNDIKE ST	Remodel bathroom, new stairs, walls	215.00	3/28/2016
16-12B	Guthrie Home Improvement	40 SCHOOL ST	Strip and re-roof	85.00	3/28/2016
16-13B	Bushnell Construction	56 ALEXANDER WAY	4037 sq ft house	2,455.00	3/28/2016
16-14B	Vivant Solar	61 VALLEY ST	Solar pv system 47 panels 12.22 kw	283.85	3/28/2016
16-15B	Rayah Power Integration	92 HARDY ST	Solar Installation/30 panels	275.00	3/28/2016
16-16B	Trinity Solar	345 POND ST	Solar Installation/51 panels 13.26 kw	495.00	4/4/2016
16-17B	Tully Farms, Inc.	291 FLETCHER ST	Dairy calf facility	110.00	4/4/2016
16-18B	Laura Tully Rothman	328 HOLLIS ST	Storage shed	85.60	4/4/2016
16-19B	Environmental Pools	25 ALEXANDER WAY	20' x 40' rectangle swimming pool	135.00	4/4/2016
16-20B	Todd Oldenburg	264 HALL ST	Storage shed	123.40	4/4/2016
16-21B	Carp Renovations, Inc.	198 GROTON ST	Bedroom ceiling, replace/reframe windows	65.00	4/4/2016
16-22B	Gavin Remodeling, Inc.	56 SCHOOL ST	Remodel bathroom, new tub, new vanity	215.00	4/4/2016
16-23B	Michael Barry	725 MAIN ST	Prefab shed	82.00	4/4/2016
16-24B	Nashua Siding & Windows	38 CROSS ST	Siding and roofing	227.85	4/4/2016
16-25B	Ken Tully Homes	17 MASSAPOAG WY	2120 sq ft house	1,405.00	4/14/2016
16-26B	Sunlight Solar	99 WESTFORD ST	Solar installation/28 panels	322.60	4/19/2016
16-27B	Renewal by Anderson	537 GROTON ST	Replace 3 windows	115.00	4/20/2016
16-28B	Nevejans Construction, Inc.	326 FOREST ST	Replace existing roofing and siding	239.00	4/20/2016
16-29B	Pros Home Business Services, Inc.	110 OAK ST	Replace existing roof	85.00	4/25/2016
16-30B	Reeds Ferry	84 BROOK ST	Shed from Reeds Ferry	73.40	4/25/2016

B = Building Permit      RB = Building Residential Permit      M = Mechanical Permit      S = Sheet Metal Permit

16-31B	Reeds Ferry	275 POND ST	10 x 16 ft shed from Reeds Ferry	82.00	5/2/2016
16-32B	Paul Nadeau d/b/a Superior Pools	43 WOODS CT	Above ground pool	90.00	5/2/2016
16-33B	Lux Renovation	141 CENTURY WAY	Finish basement to convert to family room	245.00	5/2/2016
16-34B	Vivant Solar	362 FOREST ST	Solar Installation/22 panels	140.85	5/11/2016
16-35B	Reeds Ferry	226 RIVER ST	14 x 12 ft shed from Reeds Ferry	85.60	5/11/2016
16-36B	Carbonneau Insulation LLC	36 PLEASANT ST	Weatherization of house	65.00	5/11/2016
16-37B	Alvaro Gouveia	148 LOWELL ST	New siding	75.00	5/11/2016
16-38B	Steve Blanchette	92 HARDY ST	Replace existing roof	85.00	5/16/2016
16-39B	NAMCO Pool	1177 MAIN ST	Above ground pool	90.00	5/16/2016
16-40B	Bright Planet Solar	94 FRENCH ST	Solar Installation/195 panels 50.96 kw	1,998.40	5/16/2016
16-41B	Donald Anderson	10 LAKE CR	Demolish existin home, build new	1,235.60	5/23/2016
16-42B	Ken Tully Homes	558 MAIN ST	Replace existing roof	85.00	5/23/2016
16-43B	Sunrun	191 HIGH ST	Solar Installation/37 panels 8.8 kw	219.25	5/23/2016
16-44B	Reeds Ferry	84 BROOK ST	Reeds Ferry pavillion	55.00	5/23/2016
16-45B	Clear Choice Home Improvement	490 HIGH ST	Replace existing roof	212.00	5/26/2016
16-46B	Marlowe Building & Design	60 FOREST ST	Remodel two existing bathrooms	335.00	5/31/2016
16-47B	Mary Guarino	1121 MAIN ST	Replace 16 x 20 ft deck	45.00	5/31/2016
16-48B	Reeds Ferry	295 FOREST ST	Reeds Ferry shed	74.80	5/31/2016
16-49B	Steve Erickson	157 OFF POND ST	Farmers porch	25.00	5/31/2016
16-50B	Bentley Building Corp	45 CHAPMAN STREET	2240 sq ft house	1,466.00	6/10/2016
16-51B	Bentley Building Corp	10 CHAPMAN STREET	2464 sq ft house	1,685.00	6/10/2016
16-52B	Eugene Esjunin	13 HILLCREST ST	Storage shed	312.40	6/20/2016
16-53B	Stewart Home Improvements	306 GROTON ST	Replace existing roof	85.00	6/27/2016
16-54B	Mass Renewables	1 TRASK WY	Solar Installation	288.65	6/27/2016
16-55B	Michael Manahan	801 MAIN ST	Barn not attached	550.00	6/27/2016
16-56B	Richard Michael Guay Constructor	601 HOLLIS ST	Replace 15 windows	372.80	6/29/2016
16-57B	All American Construction	1177 MAIN ST	Add 8 x 8 deck, replace window with door	45.00	7/11/2016
16-58B	Robert Parkin	701 PLEASANT ST	Bathroom renovation	108.80	7/11/2016
16-59B	NAMCO Pool	212 KEMP ST	Replace above ground pool	90.00	7/11/2016
16-60B	Sager & Son, Inc.	107 WESTFORD ST	Bathroom remodel	254.00	7/11/2016

S = Sheet Metal Permit

M = Mechanical Permit

RB = Building Residential Permit

B = Building Permit

16-61B	Darel Crandall	12 UPTON ST	Addition, bath, laundry, family rm, siding	1,135.00	7/11/2016
16-62B	Pella Windows	30 ROBBINS FARM RD	Replace 2 windows	65.00	7/18/2016
16-63B	NRG Home Solar	306 GROTON ST	Solar Installation/19 panels 5.03 kw	205.00	7/18/2016
16-64B	New England Home Performance	17 PLEASANT ST	Insulation	185.00	7/18/2016
16-65B	Quinn Construction	25 ADAMS ST	Replace existing roof	85.00	7/18/2016
16-66B	Vivant Solar	517 FOREST ST	Solar Installation/ 29 panels	185.00	7/20/2016
16-67B	Lenny Dumont, Jr.	104 THORNDIKE ST	Replace wall studs and headers at windows	115.00	7/21/2016
16-68B	Ken Tully Homes	20 PARKHURST RD	2922 sq ft house	1,880.00	7/25/2016
16-69B	Southern End Realty	445 RIVER ST	3150 sq ft house	2,097.50	7/25/2016
16-70B	Robert Ricardelli	233 POND ST	Wood shed	128.80	8/1/2016
16-71B	Gary Groesser/ Krystal Koester	340 FOREST ST	2686 sq ft house	1,796.00	8/1/2016
16-72B	Gregory Miller	24 HILLCREST ST	Remodel, bath, windows, siding, kitchen	655.00	8/1/2016
16-73B	Gregory Marken	601 HOLLIS ST	Replace existing roof	85.00	8/1/2016
16-74B	Arone Exteriors	423 PLEASANT ST	Replace existing roof house and barn	85.00	8/8/2016
16-75B	Conti Enterprise, Inc.	BLODGETT ST	Solar Power Plant	12,100.00	8/8/2016
16-76B	Marybeth Shanahan	220 WESTFORD ST	Remodel bathroom and kitchen	165.00	8/8/2016
16-77B	Sunrun	6 DOGWOOD LN	Solar Installation/31 panels 7.4 kw	186.00	8/15/2016
16-78B	Marybeth Shanahan	220 WESTFORD ST	Bathroom moved to garage	165.00	8/15/2016
16-79B	Filho Aguiinaldo Dos Santos	525 FOREST ST	Replace existing roof	85.00	8/15/2016
16-80B	Alan Davis	82 MILL ST	Replace existing roof	85.00	8/22/2016
16-81B	Quinn Construction	300 DEPOT ST	Replace roof, gutters, bath vent	85.00	8/22/2016
16-82B	Cahill Roofing, Inc.	11 ROBBINS FARM RD	Replace existing roof	85.00	8/22/2016
16-83B	Stephen Brissette	285 MAIN ST	Wood stove	55.00	8/22/2016
16-84B	Boston Solar	29 PLEASANT ST	Solar Installation	345.15	8/22/2016
16-85B	Richard Michael Guay Constructor	11 ROBBINS FARM RD	Replace 5 existing windows	198.70	8/22/2016
16-86B	Solar City	257 LOWELL ST	Solar Installation	165.00	8/29/2016
16-87B	Boston Solar	431 FOREST ST	Solar installation	545.66	8/31/2016
16-88B	Vivant Solar	501 HOLLIS ST	Solar Installation/19 panels	125.77	9/12/2016
16-89B	Carol Rock	3 FLETCHER ST	Rebuild porch, replace multiple windows	105.00	9/12/2016
16-90B	Solar City	62 VALLEY ST	Solar installation	337.45	9/12/2016

B = Building Permit      RB = Building Residential Permit      M = Mechanical Permit      S = Sheet Metal Permit

16-91B	Farmer Construction	114 OAK ST	Sunroom, mudroom, and L shaped deck	933.80	9/12/2016
16-92B	American Mobile Homes, Inc.	393 FOREST ST	12'x60' 3br mobile home during home repair	155.00	9/12/2016
16-93B	Renewal by Anderson	73 OAK ST	Replace 16 windows and 2 doors	409.00	9/12/2016
16-94B	Vivant Solar	174 KEMP ST	Solar Installation/50 panels	306.50	9/19/2016
16-95B	Air Duct Services	393 FOREST ST	Repair water damage to house	1,000.00	9/19/2016
16-96B	Alicia Donahue	57 FRENCH CT	Construction of pole barn, metal roof/sides	1,330.65	9/19/2016
16-97B	Ken Tully Homes	23 MASSAPOAG WY	1900 sq ft house	1,345.00	9/19/2016
16-98B	Inland Quality Builders LLC	5 UPTON ST	Remodel and renovate bathroom	438.61	9/26/2016
16-99B	Dawlyn Sinclair Adams	181 OFF POND ST	Bathroom remodel	207.00	9/26/2016
16-100B	Trinity Solar	235 KEMP ST	Solar Installation	425.00	9/26/2016
16-101B	Greenwood Construction	165 PLEASANT ST	Repair front porch	65.00	10/3/2016
16-102B	Donald MacLean	485 PLEASANT ST	Home repair	118.00	10/3/2016
16-103B	NRG Home Solar	4 THORNDIKE ST	Solar Installation/24 panels	316.20	10/3/2016
16-104B	Ken Tully Homes	451 RIVER ST	2372 sq ft house	1,569.70	10/4/2016
16-105B	Vivant Solar	1047 MAIN ST	Solar Installation/36 panels	225.00	10/4/2016
16-106B	Jonathan Hughes	1 TRASK WY	Free standing deck platform	65.00	10/4/2016
16-107B	SunBug Solar	63 FLETCHER ST	Solar Installation/36 panels	569.52	10/6/2016
16-108B	Charles Scott Doty	481 GROTON ST	Woodstove and pellet stove	110.00	10/6/2016
16-109B	Solar City	328 POND ST	Solar Installation	125.00	10/13/2016
16-110B	Annette Parker	626 HOLLIS ST	Extend existing porch roof	55.00	10/17/2016
16-111B	Vivant Solar	489 FOREST ST	Solar Installation/22 panels	133.00	10/17/2016
16-112B	Vivant Solar	868 MAIN ST	Solar Installation/50 panels	306.50	10/17/2016
16-113B	Trinity Solar	55 LOWER DAM WY	Solar Installation/47 panels 13.395 kw	455.00	10/17/2016
16-114B	Andover Renovation Solutions, Inc	85 FOREST ST	Remodel existing bath, replace 2 windows	311.85	10/17/2016
16-115B	Stormworks LLC	568 GROTON ST	Replace existing roof	85.00	10/17/2016
16-116B	Ken Tully Homes	22 ROBBINS FARM RD	2900 sq ft house	2,083.20	10/17/2016
16-117B	Dempsey Roofing LLC	79 HOLLIS ST	Replace existing roof	85.00	10/24/2016
16-118B	Carolina Properties LLC	26 ALEXANDER WAY	2800 sq ft house	1,870.00	10/24/2016
16-119B	Daniel Racicot Carpentry	259 KEMP ST	Replace 8'x10' Porch. Construct 7'x36' Porch.	235.00	10/31/2016
16-120B	John Harrison	265 WESTFORD ST	Carpentry to fix rot around some windows	65.00	11/7/2016

B = Building Permit      RB = Building Residential Permit      M = Mechanical Permit      S = Sheet Metal Permit

16-121B	Carolina Properties LLC	45 ALEXANDER WAY	2800 sq ft house	1,963.60	11/30/2016
16-1RB	Rourke Property Management	265 WESTFORD ST	Remodel kitchen, baths, floors, lights, walls	1,505.68	10/31/2016
16-2RB	Alex-Sun Energy Solutions, LLC	43 HILLCREST ST	Solar Installation/30 panels	375.00	10/31/2016
16-3RB	Quinn Construction	638 HOLLIS ST	Replace existing roof	85.00	10/31/2016
16-4RB	AJs Home Services	17 PLEASANT ST	Replace existing roof, remodel decks	367.00	11/7/2016
16-5RB	Vivant Solar	329 FOREST ST	Solar Installation/19 panels	125.80	11/14/2016
16-6RB	Vivant Solar	441 FOREST ST	Solar Installation/46 panels	283.20	11/14/2016
16-7RB	Jaime Morin	265 WESTFORD ST	Replacement of 36 windows and 4 doors	1,005.45	11/14/2016
16-8RB	Independent Power Systems	165 THORNDIKE ST	Solar Installation/52 panels 17 kw	506.50	11/14/2016
16-9RB	Tower Construction	737 MAIN ST	Remodel guest bathroom	129.60	11/21/2016
16-10RB	J.M.B. Custom Carpentry	1121 MAIN ST	Remove existing deck, install new deck	115.00	11/21/2016
16-11RB	Marybeth Shanahan	220 WESTFORD ST	Revised application add over garage portion	700.00	11/28/2016
16-12RB	Greenwood Construction	381 POND ST	Garage left side roof replacement.	45.00	11/28/2016
16-13RB	Solar City	125 KEMP ST	Solar Installation	215.00	12/5/2016
16-14RB	William Mitchell	157 FOREST ST	2880 sq ft house	1,927.00	12/5/2016
16-15RB	Philip Provost	54 CHAPMAN STREET	2560 sq ft house	1,714.00	12/10/2016
16-16RB	Atlantic Weatherization	215 FOREST ST	Insulate attic	65.00	12/19/2016
16-17RB	Stuart Tucker	11 PLEASANT ST	Replace existing roof	85.00	12/19/2016
16-18RB	ReBath of New Hampshire	11 BRITTANY LANE	Remodel bathroom	204.00	12/19/2016
16-19RB	E.A. Villare Assoc. Inc.	179 OFF POND ST	Demolish existin home, build new	1,213.15	12/19/2016
16-20RB	Inland Quality Builders, LLC	33 MASSAPOAG WY	Build new 28 x 40 garage behind house	514.00	12/19/2016
			<b>Subtotal</b>	<b>72,677.14</b>	
16-1M	Lamco Systems	393 FOREST ST	HVAC and boiler	60.00	3/28/2016
16-2M	Townline HVAC	25 ALEXANDER WAY	Furnace, kit hoods, dryer exhaust	60.00	5/23/2016
16-3M	BJ Doyle, Inc.	24 HILLCREST ST	HVAC	60.00	10/31/2016
			<b>Subtotal</b>	<b>180.00</b>	

B = Building Permit      RB = Building Residential Permit      M = Mechanical Permit      S = Sheet Metal Permit

16-15M	DDM Heating & Air Cond. Inc	295 POND	Install ductwork, registers for heat and a/c	60.00	3/17/2016
16-25M	Jonathan Mousseau	61 VALLEY ST	Install ductwork to new furnace	60.00	3/17/2016
16-35M	Lamco Systems	393 FOREST ST	Air exhaust duct, heat recovery, indoor pool	60.00	3/28/2016
16-45M	Lamco Systems	642 PLEASANT ST	Central cooling system and related ductwork	60.00	5/13/2016
16-55M	Lorden Oil	17 MASSAPOAG WY	Install gas furnace in basement w/ ductwork	60.00	5/31/2016
16-65M	Nashoba Heating & Cooling, Inc	56 ALEXANDER WAY	Install gas furnaces, ductwork, and a/c units	60.00	7/25/2016
16-75M	Lamco Systems	10 LAKE CR	Ductwork, central heating and cooling	60.00	8/15/2016
16-85M	J & J Heating & Air Conditioning	45 CHAPMAN STREET	HVAC and related ductwork	60.00	8/29/2016
16-95M	J & J Heating & Air Conditioning	10 CHAPMAN STREET	HVAC and related ductwork	60.00	10/4/2016
16-105M	American Air, Inc.	172 HARDY ST	Furnace, central heat and a/c, ductwork	60.00	10/17/2016
16-115M	Christopher Hartson	44 LAKE ST	Supp. heat pump and cooling, ductwork	60.00	10/17/2016
16-125M	Diamond Vic's Plumb. & Heating	220 WESTFORD ST	Installing heating and a/c in addition	60.00	11/21/2016
			<b>Subtotal</b>	<b>720.00</b>	

**Total 73,577.14**

**Less Inspections Software Fee (1,560.00)**

**Total to the Town 72,017.14**

B = Building Permit      RB = Building Residential Permit      M = Mechanical Permit      S = Sheet Metal Permit

**2016 Report of the Electrical Inspector**

<b>Permit #</b>	<b>Name</b>	<b>Address</b>	<b>Purpose</b>	<b>Fee</b>	<b>Issued</b>
16-1E	Sara Axon	1098 MAIN ST	Solar PV Installation	150.00	1/14/2016
16-2E	Robert Hoare	51 SCHOOL ST	Solar PV Installation	160.00	2/22/2016
16-3E	Jon Kovach	157 HARDY ST	Remodel	55.00	2/22/2016
16-4E	Carolina Properties	25 ALEXANDER WAY	Generator	85.00	3/8/2016
16-5E	Keith Carter	61 VALLEY ST	Solar PV Installation	160.00	3/9/2016
16-6E	Luke Williams	642 PLEASANT ST	Central a/c	70.00	3/14/2016
16-7E	Thomas Flanagan	408 WESTFORD ST	Solar PV Installation	150.00	3/14/2016
16-8E	Timothy Dinicola	99 WESTFORD ST	Solar PV Installation	150.00	3/16/2016
16-9E	Leonard/Lucille Dumont	104 THORNDIKE ST	Remodel	160.00	3/23/2016
16-10E	Dawlyn Sinclair-Adams	637 PLEASANT ST	Remodel	160.00	3/23/2016
16-11E	Kathleen Cochran	268 HALL ST	Solar PV Installation	85.00	3/23/2016
16-12E	Diane Clifford	92 HARDY ST	Solar PV Installation	150.00	3/28/2016
16-13E	Annika Selinger	345 POND ST	Solar PV Installation	160.00	3/29/2016
16-14E	Cathy Bureau	198 GROTON ST	Rewire room	60.00	3/30/2016
16-15E	Paul Healey	273 KEMP ST	Remodel	160.00	4/11/2016
16-16E	Sarath Krishnaswamy	295 POND	New House w/ underground	280.00	4/13/2016
16-17E	Peter Reagan	56 SCHOOL ST	Remodel	160.00	4/19/2016
16-18E	Jermie Cullip	10 LAKE CR	Temporary Service	160.00	4/19/2016
16-19E	Carolina Properties	25 ALEXANDER WAY	Alarm System	60.00	4/20/2016
16-20E	Carolina Properties	25 ALEXANDER WAY	Underground Pool	185.00	4/20/2016
16-21E	Joseph Dean	165 PLEASANT ST	2 outlets	60.00	4/25/2016
16-22E	Ken Tully	17 MASSAPOAG WY	New House	210.00	4/26/2016
16-23E	Dorothy/Joseph Koyutis	362 FOREST ST	Solar PV Installation	150.00	5/3/2016
16-24E	Dawlyn Sinclair-Adams	637 PLEASANT ST	100 amp Service Change	85.00	5/4/2016
16-25E	Gary Guarino	141 CENTURY WY	Remodel	150.00	5/4/2016
16-26E	Gary Hopkinson	191 HIGH ST	Solar PV Installation	150.00	5/4/2016
16-27E	Robert Gamache	63 FLETCHER ST	Solar PV Installation	150.00	5/5/2016
16-28E	George/Hugh McGovern	94 FRENCH ST	Solar PV Installation	150.00	5/10/2016
16-29E	Theda Crocker	18 MASSAPOAG WY	100 amp Service Change	85.00	5/16/2016
16-30E	Norton Yoshi	1177 MAIN ST	Above Ground Pool	150.00	5/17/2016
16-31E	Peter/Janice Cronstrom	492 FOREST ST	200 amps Service Change	185.00	5/19/2016
16-32E	Grace Jeans	39 HARDY ST	Wire shed	70.00	5/24/2016
16-33E	Andrew Sniezek	43 WOODS CT	Above Ground Pool	150.00	5/25/2016
16-34E	Joseph Mansur	60 FOREST ST	Remodel	160.00	6/1/2016
16-35E	James Welch	499 HIGH ST	Alarm System	60.00	6/1/2016
16-36E	Gerard White	1 TRASK WY	Solar PV Installation	150.00	6/2/2016
16-37E	Caitlin Nagrocki	638 HOLLIS ST	100 amp Service Change	85.00	6/13/2016
16-38E	Loftis Dunstable LLC	33 CHAPMAN STREET	Temporary Underground	110.00	6/14/2016
16-39E	James/Amy Regan	44 LAKE ST	Wire replaced for furnance	70.00	6/23/2016
16-40E	Frank/Louise King	421 FOREST ST	200 amp panel and brakers	245.00	6/23/2016
16-41E	Benjamin Mann	517 FOREST ST	Solar PV Installation	160.00	7/7/2016
16-42E	Kevin Cooney	500 PLEASANT ST	Replace bad meter socket	75.00	7/11/2016
16-43E	George/Hugh McGovern	94 FRENCH ST	400 amp Service Change	210.00	7/11/2016
16-44E	Jody Dupuis	172 HARDY ST	400 amp Service Change	210.00	7/14/2016
16-45E	Ken Tully	20 PARKHURST RD	New House w/ underground	280.00	7/18/2016
16-46E	Michael/Barbara Barbere	306 GROTON ST	Solar PV Installation	160.00	7/18/2016
16-47E	John Bagni	54 SWALLOW LN	Solar PV Installation	160.00	7/25/2016
16-48E	Dorothy/Joseph Koyutis	362 FOREST ST	Replace meter socket	70.00	7/25/2016
16-49E	Wayne MacLean	885 MAIN ST	200 amp Service to garage	160.00	7/26/2016
16-50E	Tim Kungu	107 WESTFORD ST	Remodel	160.00	8/9/2016

16-51E	Loftis Dunstable LLC	45 CHAPMAN STREET	New House w/ underground	280.00	8/10/2016
16-52E	Janet Chambers	328 POND ST	Solar PV Installation	160.00	8/11/2016
16-53E	John Paglierani	6 DOGWOOD LN	Solar PV Installation	160.00	8/15/2016
16-54E	AWMW LLC	45 CHAPMAN STREET	Alarm System	60.00	8/19/2016
16-55E	Jason Callahan	257 LOWELL ST	Solar PV Installation	160.00	8/22/2016
16-56E	Judith Thompson	29 PLEASANT ST	Solar PV Installation	160.00	8/22/2016
16-57E	Citizens Solar	BLODGETT ST	Solar Array/Solar Power Plant	4,500.00	8/22/2016
16-58E	Lee Christopher	62 VALLEY ST	Solar PV Installation	160.00	9/6/2016
16-59E	Lora McNamara	431 FOREST ST	Solar PV Installation	160.00	9/6/2016
16-60E	Jermie Cullip	10 LAKE CR	New House	210.00	9/6/2016
16-61E	Richard Bernier	446 FOREST ST	Wire Septic Pump	85.00	9/6/2016
16-62E	Timothy Wilson	172 HARDY ST	Remodel	160.00	9/6/2016
16-63E	David Silva	393 FOREST ST	Service to mobile home	120.00	9/8/2016
16-64E	Timothy/Andrea Chase	501 HOLLIS ST	Solar PV Installation	160.00	9/13/2016
16-65E	Malham Hamami	70 SKY TOP LN	Generator	85.00	9/13/2016
16-66E	Michael Palumbo	174 KEMP ST	Solar PV Installation	160.00	9/19/2016
16-67E	Brian Pittenger	412 RIVER ST	Addition	160.00	9/20/2016
16-68E	Leslie Novak	1037 MAIN ST	Remodel	160.00	9/26/2016
16-69E	Bradford Busa	235 KEMP ST	Solar PV Installation	160.00	9/27/2016
16-70E	Krystal Koester/Gary Groesser	340 FOREST ST	Trench	160.00	9/27/2016
16-71E	Dorothy Farry	12 UPTON ST	Addition	160.00	9/27/2016
16-72E	Paul Alcorn	4 THORNDIKE ST	Solar PV Installation	160.00	9/29/2016
16-73E	Patrick Shanahan	220 WESTFORD ST	Generator w/ trench	140.00	10/3/2016
16-74E	Donna Stram	181 OFF POND ST	Remodel	160.00	10/4/2016
16-75E	Charles Doty	481 GROTON ST	Generator	85.00	<b>DENIED</b>
16-76E	John/Debra Kenny	1047 MAIN ST	Solar PV Installation	160.00	10/4/2016
16-77E	Christopher/Joyce Bertrand	489 FOREST ST	Solar PV Installation	160.00	10/5/2016
16-78E	Joey Bishop	5 UPTON ST	Remodel	160.00	10/5/2016
16-79E	Marcia Walsh	828 MAIN ST	Generator	85.00	10/11/2016
16-80E	Loftis Dunstable LLC	10 CHAPMAN STREET	New House w/ underground	280.00	10/12/2016
16-81E	Jason Bulger	114 OAK ST	200 amp Service to garage	160.00	10/13/2016
16-82E	Jason Bulger	114 OAK ST	Remodel	160.00	10/13/2016
16-83E	Suzanne Deshler	55 LOWER DAM WY	Solar PV Installation	160.00	10/13/2016
16-84E	Doug Ehlert	329 FOREST ST	Underground house to garage	70.00	10/17/2016
16-85E	Krystal Koester/Gary Groesser	340 FOREST ST	New House	190.00	10/19/2016
16-86E	Menzer Properties LLC	24 HILLCREST ST	Remodel	160.00	10/24/2016
16-87E	John Paglierani	6 DOGWOOD LN	Generator	85.00	10/24/2016
16-88E	Paula Ayer	148 ADAMS ST	Remodel	160.00	10/25/2016
16-89E	Matthew Chouinard	868 MAIN ST	Solar PV Installation	160.00	10/27/2016
16-90E	Carly Yezzi	179 OFF POND ST	200 amp Temporary Service	160.00	10/28/2016
16-91E	Susan Lentz	43 HILLCREST ST	Solar PV Installation	160.00	10/31/2016
16-92E	Ken Tully	23 MASSAPOAG WY	New House w/ underground	280.00	11/3/2016
16-93E	George/Hugh McGovern	451 RIVER ST	New House w/ underground	280.00	11/3/2016
16-94E	Joanne Jenkins	85 FOREST ST	Rewire room	60.00	11/4/2016
16-95E	Daniel Walent	650 PLEASANT ST	Generator	85.00	11/7/2016
16-96E	Carol Bacon	39 WESTFORD ST	Generator	140.00	11/7/2016
16-97E	Robert/Anne Parkin	681 PLEASANT ST	Remodel	160.00	11/9/2016
16-98E	David Young	441 FOREST ST	Solar PV Installation	160.00	11/9/2016
16-99E	David Beigel	259 KEMP ST	Remodel	160.00	11/10/2016
16-100E	Doug Ehlert	329 FOREST ST	Solar PV Installation	160.00	11/10/2016
16-101E	Annika Selinger	345 POND ST	Service Change to Underground	235.00	11/14/2016
16-102E	Bogdan Sniezek	56 CENTURY WY	Generator	140.00	11/14/2016
16-103E	Eric McKenzie	165 THORNDIKE ST	Solar PV Installation	160.00	11/15/2016

16-104E	Alicia Donahue	57 FRENCH CT	Wire new barn w/ Underground	230.00	11/15/2016
16-105E	Patrick Shanahan	220 WESTFORD ST	Wire new garage	160.00	11/21/2016
16-106E	Rebecca Allsop	265 WESTFORD ST	Remodel w/ Underground	230.00	11/23/2016
16-107E	James Frey	737 MAIN ST	Remodel	160.00	11/30/2016
16-108E	Peter Lavallo	125 KEMP ST	Solar PV Installation	160.00	12/2/2016
16-109E	Paul/SueEllen Peterson	319 PLEASANT ST	Remodel	160.00	12/7/2016
16-110E	Annette Parker	626 HOLLIS ST	200 amp Service w/ Underground	230.00	12/18/2016
16-111E	R&R Realty Holdings LLC	17 PLEASANT ST	Hood exhaust and dishwasher	70.00	12/21/2016
16-112E	Murray Tardif	1055 MAIN ST	Solar PV Installation	160.00	12/27/2016
16-113E	Dawlyn Sinclair-Adams	637 PLEASANT ST	Remodel	160.00	12/30/2016
16-114E	William Soda	103 THORNDIKE ST	Generator	85.00	12/30/2016
			<b>Subtotal</b>	<b>21,450.00</b>	
			<b>Less Inspections Software Fee</b>	<b>(1,140.00)</b>	
			<b>Total</b>	<b>20,310.00</b>	
			<b>Less 80 % fee</b>	<b>16,248.00</b>	
			<b>20 % fee to town</b>	<b>4,062.00</b>	

**2016 Report of the Gas Inspector**

<b>Permit #</b>	<b>Name</b>	<b>Address</b>	<b>Purpose</b>	<b>Fee</b>	<b>Issued</b>
16-1G	Peter Lavalle	125 KEMP ST	Fireplace	50.00	1/28/2016
16-2G	Donald/Annmarie Clancy	41 SCHOOL ST	Fireplace	50.00	2/2/2016
16-3G	Keith Carter	61 VALLEY ST	Furnace replacement	45.00	2/22/2016
16-4G	Clinton Keeney	368 POND ST	Cookstove and water heater	110.00	2/22/2016
16-5G	Lukas Sturm	16 JAMIE RD	Conversion from oil to gas	45.00	3/2/2016
16-6G	Paul Healey	273 KEMP ST	Gas water heater replacement	35.00	3/3/2016
16-7G	Wilmot Construction	295 POND	Generator and piping	100.00	3/10/2016
16-8G	Deborah Miller	222 THORNDIKE ST	Decorative stove	50.00	3/10/2016
16-10G	Matthew Raymond	501 HIGH ST	Burner and fireplace	50.00	3/16/2016
16-11G	David Silva	393 FOREST ST	Pool heater and piping	95.00	3/16/2016
16-12G	Geoffrey Schembechler	174 PLEASANT ST	Replace boiler	45.00	3/23/2016
16-13G	Ryan McLane	54 ALEXANDER WAY	Generator and piping	50.00	3/23/2016
16-14G	Wilmot Construction	295 POND	Cookstove and fireplace	100.00	3/28/2016
16-15G	Peter Myette	17 MASSAPOAG WY	New House	130.00	4/13/2016
16-16G	Kathleen Cochran	268 HALL ST	New House	110.00	4/14/2016
16-17G	Peter Myette	17 MASSAPOAG WY	Furnace , hot water heater, cookstove	110.00	5/18/2016
16-18G	Gerald Bettencourt	253 HALL ST	Cookstove and furnance	95.00	6/6/2016
16-19G	Peter Myette	17 MASSAPOAG WY	Underground propane tank and piping	50.00	6/7/2016
16-20G	Carolina Properties LLC	56 ALEXANDER WAY	New House	110.00	7/5/2016
16-21G	Timothy Miller	285 MAIN ST	Fireplace	50.00	8/1/2016
16-22G	Loftis Dunstable LLC	45 CHAPMAN STREET	Underground propane tank and piping	50.00	8/2/2016
16-23G	Richard Siscanaw	34 CENTURY WY	Water heater	35.00	8/2/2016
16-24G	Loftis Dunstable LLC	45 CHAPMAN STREET	New House	110.00	8/8/2016
16-25G	Tomas Elder	87 HALL ST	Fireplace	50.00	8/11/2016
16-26G	Carolina Properties LLC	25 ALEXANDER WAY	Generator, pool heater, and 2 gas grills	85.00	8/11/2016
16-27G	John Henderson	159 PLEASANT ST	Cookstove	50.00	8/19/2016
16-28G	Jermie Cullip	10 LAKE CR	New House	110.00	9/6/2016
16-29G	Ken Tully	20 PARKHURST RD	Underground propane tank and piping	50.00	9/13/2016
16-30G	Gallant Investment Trust	40 HIGH ST	Boiler replacement	45.00	9/13/2016
16-31G	Malham Hamami	70 SKY TOP LN	Generator and piping	50.00	9/13/2016
16-32G	Robert/Anne Parkin	701 PLEASANT ST	Move gas dryer	50.00	9/13/2016
16-33G	R&JG LLC	4 BLODGETT ST	Heater unit replacement	50.00	9/15/2016
16-34G	Michael Irvine	7 BRITTANY LN	Replacement of gas range	50.00	9/19/2016
16-35G	Lindsay Devagno	17 PARKHURST RD	Underground propane tank and piping	50.00	9/20/2016
16-36G	AWMW LLC	10 CHAPMAN STREET	Underground propane tank and piping	50.00	9/27/2016
16-37G	Gunda Nilesh	56 ALEXANDER WAY	Propane tank	50.00	9/29/2016
16-38G	Patrick Shanahan	220 WESTFORD ST	Generator and piping	50.00	10/3/2016
16-39G	Ken Tully	20 PARKHURST RD	Gas piping	50.00	10/3/2016
16-40G	AWMW LLC	10 CHAPMAN STREET	New House	110.00	10/6/2016
16-41G	Jermie Cullip	10 LAKE CR	Above ground propane tanks	50.00	10/6/2016
16-42G	Tracie Bonomolo	87 PARKHURST RD	Conversion from oil to gas	135.00	10/11/2016
16-43G	Matthew Raymond	501 HIGH ST	Gas piping	50.00	10/13/2016
16-44G	Marcia Walsh	828 MAIN ST	Generator and piping	50.00	10/13/2016
16-45G	Dorothy Farry	12 UPTON ST	Replace dryer	50.00	10/13/2016
16-46G	Timothy Wilson	172 HARDY ST	Furnace and cookstove	140.00	10/18/2016
16-47G	David Silva	393 FOREST ST	Cookstove	50.00	10/24/2016
16-48G	Paul/Diana Dalida	690 PLEASANT ST	Replace oven	50.00	11/7/2016
16-49G	Stephen Merrifield	153 OFF POND ST	Fireplace and gas piping	50.00	11/10/2016
16-50G	Stephen Merrifield	153 OFF POND ST	Above ground propane tank	50.00	11/10/2016
16-51G	Daniel Walent	650 PLEASANT ST	Stove, generator, and furnace	110.00	11/14/2016

16-52G	Wayne MacLean	885 MAIN ST	Gas piping	50.00	11/14/2016
16-53G	Menzer Properties	24 HILLCREST ST	Vent, fireplace, furnace, water heater	120.00	11/14/2016
16-54G	Krystal Koester	340 FOREST ST	New House	110.00	11/14/2016
16-55G	Matthew Raymond	501 HIGH ST	Fireplace, furnace, conversion burner	110.00	11/15/2016
16-56G	James Ready	79 HOLLIS ST	Boiler for central heating system	45.00	12/2/2016
16-57G	Ken Tully	451 RIVER ST	New House	110.00	12/7/2016
16-58G	Peter Myette	23 MASSAPOAG WY	Stove, fireplace, furnace, water heater	110.00	12/7/2016
16-59G	Wayne MacLean	885 MAIN ST	Replace boiler	50.00	12/9/2016
16-60G	Robert Raffi	265 WESTFORD ST	Replace cookstove	50.00	12/16/2016
16-61G	Brian Costa	58 GROTON ST	Space heater, outdoor gas piping	110.00	12/16/2016
16-62G	Vanguard Properties LLC	61 VALLEY ST	Unit heaters	50.00	12/19/2016
16-63G	Carol Bacon	39 WESTFORD ST	Generator and piping	50.00	12/19/2016
16-64G	Robert Raffi	265 WESTFORD ST	Generator and piping	50.00	12/23/2016
16-65G	Bogdan Sniezek	56 CENTURY WY	Generator and piping	50.00	12/30/2016
16-66G	William Soda	103 THORNDIKE ST	Generator and piping	50.00	12/30/2016
16-67G	Sharon Jones	627 PLEASANT ST	Replace oven	50.00	12/30/2016
			<b>Subtotal</b>	<b>4,575.00</b>	
			<b>Less Inspections Software Fee</b>	<b>(670.00)</b>	
			<b>Total</b>	<b>3,905.00</b>	
			<b>Less 80 % fee</b>	<b>3,124.00</b>	
			<b>20 % fee to town</b>	<b>781.00</b>	

**2016 Report of the Plumbing Inspector**

<b>Permit #</b>	<b>Name</b>	<b>Address</b>	<b>Purpose</b>	<b>Fee</b>	<b>Issued</b>
16-1P	Sue Landsman	295 POND	Kitchen, bath, wash mach, water heat	165.00	2/2/2016
16-2P	Paula Ayer	148 ADAMS ST	Renovation of bathroom	110.00	2/8/2016
16-3P	Jon Kovach	157 HARDY ST	Renovation of bathroom	110.00	2/9/2016
16-4P	Keith Carter	61 VALLEY ST	Kitchen and bathroom	110.00	2/22/2016
16-5P	Clinton Keeney	368 POND ST	New House	130.00	2/22/2016
16-6P	Lukas Sturm	16 JAMIE RD	Piping	50.00	3/2/2016
16-7P	Frederick/Ruth Ernick	59 HIGH ST	Cross connection device	50.00	3/3/2016
16-8P	Paul Healey	273 KEMP ST	Replace water heater	35.00	3/3/2016
16-9P	Leonard/Lucille Dumont	104 THORNDIKE ST	Renovation of bathrooms	110.00	3/7/2016
16-10P	Joseph Stubblefied	524 FOREST ST	Replace dishwasher	50.00	3/9/2016
16-11P	Matthew Raymond	501 HIGH ST	Kitchen, bath, wash mach, water heat	110.00	3/16/2016
16-12P	Geoffrey Schembechler	174 PLEASANT ST	Other	50.00	3/23/2016
16-13P	David Silva	393 FOREST ST	Replace boiler	100.00	4/4/2016
16-14P	Joseph Mansur	60 FOREST ST	Renovate bathroom	110.00	4/5/2016
16-15P	Peter Reagan	56 SCHOOL ST	Remodel bath, replace wash mach	110.00	4/12/2016
16-16P	Peter Myette	17 MASSAPOAG WY	New House	110.00	4/13/2016
16-17P	Kenneth Padera	27 WOODS CT	Water heater and backflow preventer	50.00	5/10/2016
16-18P	David Sciuto	139 KEMP ST	Cross connection device	50.00	6/7/2016
16-19P	Carolina Properties LLC	56 ALEXANDER WAY	New House	130.00	7/5/2016
16-20P	David Beigel	259 KEMP ST	Replace dishwasher	50.00	7/18/2016
16-21P	Jennifer Davidson	733 MAIN ST	Replace dishwasher	50.00	7/25/2016
16-22P	Richard Siscanaw	34 CENTURY WY	Water heater and piping	50.00	7/26/2016
16-23P	Ken Tully	20 PARKHURST RD	New House	110.00	7/28/2016
16-24P	Michael Beynon	107 WESTFORD ST	Remodel existing bathrooms	110.00	8/8/2016
16-25P	Loftis Dunstable LLC	45 CHAPMAN STREET	New House	130.00	8/8/2016
16-26P	Derek Donegan	414 HIGH ST	Replace dishwasher	50.00	8/19/2016
16-27P	Gerald Bettencourt	253 HALL ST	Renovate bath, wash mach, water heat	110.00	8/19/2016
16-28P	John Henderson	159 PLEASANT ST	Replace dishwasher	50.00	8/19/2016
16-29P	Jermie Cullip	10 LAKE CR	New House	130.00	9/6/2016
16-30P	David Silva	393 FOREST ST	Wast and water connection	40.00	9/6/2016
16-31P	Dorothy Farry	12 UPTON ST	Addition	110.00	9/8/2016
16-32P	Geoffrey Schembechler	174 PLEASANT ST	Shower valve	50.00	9/13/2016
16-33P	Leslie Novak	1037 MAIN ST	Bathroom renovation	110.00	9/13/2016
16-34P	Gallant Investment Trust	40 HIGH ST	Water piping and backflow device	50.00	9/13/2016
16-35P	Robert/Anne Parkin	701 PLEASANT ST	New shower and laundry connections	110.00	9/13/2016
16-36P	Michael Irvine	7 BRITTANY LN	Replace dishwasher	50.00	9/19/2016
16-37P	David Silva	393 FOREST ST	Kitchen, bath, wash mach, piping	110.00	10/3/2016
16-38P	Joey Bishop	5 UPTON ST	Bathroom renovation	110.00	10/4/2016
16-39P	David/Nancy Nowak	99 FOREST ST	Replace dishwasher	50.00	10/4/2016
16-40P	AWMW LLC	10 CHAPMAN STREET	New House	130.00	10/6/2016
16-41P	Kevin Wells	157 PLEASANT ST	Bathroom renovation	50.00	10/11/2016
16-42P	John Ward	87 FLETCHER ST	Replace water heater	35.00	10/17/2016
16-43P	Timothy Wilson	172 HARDY ST	Bathroom, kitchen, water heater	110.00	10/17/2016
16-44P	Donna Stram	181 OFF POND ST	Bathroom renovation	85.00	10/19/2016
16-45P	Menzer Properties LLC	24 HILLCREST ST	Gutting and remodeling house	130.00	10/24/2016
16-46P	Wayne MacLean	885 MAIN ST	Bathroom renovation	110.00	10/26/2016
16-47P	Robert Gill	11 BRITTANY LN	Bathroom renovation	50.00	10/31/2016

16-48P	Robert Raffi	265 WESTFORD ST	Remodel bathrooms and kitchen	130.00	10/31/2016
16-49P	Joanne Jenkins	85 FOREST ST	Bathroom renovation	85.00	11/4/2016
16-50P	Paul/Dianna Dalida	690 PLEASANT ST	Replace water heater	35.00	11/9/2016
16-51P	Peter Myette	23 MASSAPOAG WY	New House	130.00	11/14/2016
16-52P	Ken Tully	451 RIVER ST	New House	130.00	11/14/2016
16-53P	Krystal Koester	340 FOREST ST	New House	130.00	11/14/2016
16-54P	Patrick Shanahan	220 WESTFORD ST	Bathroom renovation	110.00	11/15/2016
16-55P	Matthew Raymond	501 HIGH ST	Kitchen, bath, wash mach, water heat	110.00	11/15/2016
16-56P	Alicia Donahue	52 FRENCH CT	Water heater, cross connection device	85.00	11/30/2016
16-57P	James Frey	737 MAIN ST	Bathroom renovation	85.00	12/1/2016
16-58P	James Ready	79 HOLLIS ST	Water heater, cross connection device	50.00	12/2/2016
16-59P	Paul Peterson	319 PLEASANT ST	Bathroom renovation	110.00	12/7/2016
16-60P	Michael Perry	642 PLEASANT ST	Replace dishwasher	50.00	12/14/2016
16-61P	Chad Potvin	445 RIVER ST	New House	130.00	12/27/2016
16-62P	Robert Gill	11 BRITTANY LN	Bathroom renovation	50.00	12/28/2016
16-63P	Arthur/Ruth Guild	165 RIVER ST	Replace dishwasher	50.00	12/30/2016
			<b>Subtotal</b>	<b>5,540.00</b>	
			<b>Less Inspections Software Fee</b>	<b>(630.00)</b>	
			<b>Total</b>	<b>4,910.00</b>	
			<b>Less 80 % fee</b>	<b>3,928.00</b>	
			<b>20 % fee to town</b>	<b>982.00</b>	

## 2016 REPORT OF THE FIRE DEPARTMENT

During the past fiscal year, the Fire Department responded to 267 incidents and held an average of 3 training per a month including our yearly annual CPR training. There were three live fire trainings this past year. All three were live structural fire trainings one in Groton, one in Pepperell and the third was a live fire training at the Nashua Fire Rescue Training Grounds. We participated in several live fire evolutions at each location.

The fire department received 5 grants this year. The first grant was for teaching fire safety to school aged children beginning with preschool. The second grant was to educate senior citizens on fire safety and assist them with the proper installation of smoke detectors, carbon monoxide detectors and other safety devices for their residence. The third and fourth were from the Walmart Foundation for 16 pairs of extrication gloves and 16 multipurpose hand tools. The last grant was for an Electrical Tac Stick from the Firefighters Charitable Foundation

I would like to thank the Police Chief and his department for all their help and cooperation during this past year. Also a thank you to Jon Crandall Emergency Management Director for all his help.

If anyone between the ages of 16 and 65 would be interested in becoming a member of the fire department, please contact the fire chief. At this time the department only has 8 members of its 25 members who live in town, with the remaining residing within 8 miles of the town borders.

To the officers and members of the Dunstable Fire Department I want you to know that your help is highly appreciated and that without you this department would not be what it is today. **“Thank You!”**

### OFFICERS AND MEMBERS OF THE DUNSTABLE FIRE DEPARTMENT

Fire Chief Brian Rich	Assistant Chief Harold Simmons	Captain Greg Rich
Lt. Ben Simmons	Lt. David Barker	Aux FF Michell Callahan
Jr FF Dylan Conway	FF Cam Covert	FF Dan Doherty
Aux FF John Flynn	FF Mike Gavin	Aux FF Nick Haskell
FF Patrick Kerrigan	FF Kevin Kerrigan	FF Jeff Labrie
Aux FF Kyle Lewis	FF Don Maffee	FF Steve McClure
FF Ron Mikol	FF Kevin Morrissey	FF Steve Nasta
FF Mark Quirbach	Aux FF Charles Rich Jr	FF David Tarr
FF Frank Wright		

### THE DEPARTMENT RESPONDED TO 267 INCIDENTS IN FISCAL YEAR 2016

Structure Fires – 2	Search for missing person - 3	Assist the police – 7
Misc. Types of Fire - 6	Gas Leak (LPG or Natural Gas) – 3	Service Call - 24
Brush Fires - 4	Flammable Liquid Spill - 5	Unauthorized burning – 12
Oil Burner Malfunction - 3	Carbon Monoxide incident - 4	Good Intent Call – 7
Mutual Aid Given - 22	Hazardous condition, other - 7	Odor of Smoke Investigation – 7
Medicals - 109	Water Problem – 2	Fire Alarm Activations – 27
Motor Vehicle Collision - 13	Animal rescue – 1	Weather Related - 1

Respectfully Submitted  
Brian Rich

## **REPORT OF THE BOARD OF HEALTH 2016**

The Dunstable Board of Health meets on the first and third Tuesday of the month. A common, though time consuming activity at Board of Health meetings is the review of on-site wastewater disposal system plans and well test results for proposed and existing lots. Another area of frequent activity relates to the management of the transfer station and waste disposal matters.

Our agents, the Nashoba Associated Boards of Health complete all the field work and maintain records for the Town relating to on-site disposal system and well test matters. Other, health care related activities by our agent are also included in the Nashoba Associated Boards of Health Report on file at the Town Hall or on the Town website. Our Nashoba agent, Bridgette Braley is available for consultation and receipt of documents every Wednesday afternoon from 1:00 p.m. to 3:00 p.m. in the lower level of the Town Hall. . She can be reached at 978-649-4514 Ext. 235 during those hours. She may also be reached Monday-Friday at the Nashoba office at 1-800-427-9762 Ext. 303. The Board of Health Administrative Asst. is available on Tuesday of each week.

Eighty-six tons of material was recycled for the year. The citizens of Dunstable are to be commended for their efforts. Bulky item disposal was conducted in April and October. A hazardous waste collection day was held jointly with Tyngsborough in May.

A full listing of the bulky items that can be deposited at the transfer station and the number of tags required can be obtained from the Board of Health office or on the Town of Dunstable Website. Bulky items such as furniture, carpets, mattresses, etc. can be disposed of twice years at times that will be published and which are usually scheduled for the last three weeks of April and the last three weeks of October.

Transfer Station Permits and Tags are now valid July 1<sup>st</sup> of each year and expire on June 30<sup>th</sup> of the following year

Respectfully submitted,  
Maria Amodei, Chairman  
William Moeller  
Robert Parkin  
Joan Ferrari, Admin. Asst.

## REPORT OF THE DUNSTABLE POLICE DEPARTMENT

To the Honorable Board of Selectman  
Dunstable Massachusetts

I hereby submit the annual report of the Police Department for the year 2016.

Chief of Police:	James W. Dow
Administrative Assistant:	Bernadette Georges
Sergeant of Police:	Darrell Gilmore
Patrol Officers:	Erik Hoar Nicolas Papageorgiou Charles Chaprales Matthew Tully Shawn Drinkwine
Reserve Officers:	Sean Ready Gregg Sanborn Jeffrey Swift Matthew Sech Timothy Ialeggio Philip Sepe
Traffic/Detail:	John Koyutis

A complete breakdown of police statistics involving types of calls received, motor vehicle violations and court action is available at the Town Hall during normal business hours in either the Town Clerks or Selectman's Office.

This past year has brought many changes to the Dunstable Police Department. The most significant change was the retirement of Chief James G. Downes III. After 32 years of service the Chief announced he would be leaving. Chief Downes III spent almost his entire career with the Dunstable Police Department and will surely be missed by all. He leaves his legacy of professional policing instilled in all the men who worked under him and we all wish him the best in his future endeavors.

Another significant change was the Dunstable Police Department became Certified through The Massachusetts Police Accreditation Commission. This was a multi year process where the Police Department developed policies, procedures and best practices that were reviewed by third party assessors. Our policies and procedures

were approved and we became recognized as a Certified Police Department. Only 20% of the Massachusetts Police Departments have achieved this status.

Our Officers continue their outside department training. Every Dunstable Police Officer annually attends an in service academy. The academy is a 32 hour training conducted in Lowell Ma. Where the Officer review basic skills such as legal review and first aid. The Officers also receive additional specialized training such as Emergency Vehicle Driving, Detective Schools, Firearms schools, Drug law review and changes, as well as many others.

We continue to thank the residents of Dunstable for their support and diligence in reporting crimes, suspicious activity, and all other matters that involve the Police. It is through this partnership that we will remain successful. We look forward to continuing to support our residence and other Town Departments in any way necessary.

I would also like to thank the Dunstable Fire Department, Dunstable Emergency Medical Services, Dunstable Highway Department, Municipal Employees, Town Administrator and all area municipal agencies for their support and assistance over the past year. We look forward to continued cooperation in matters of Public Safety.

In closing I would like to extend our appreciation to the Board of Selectman and all other Boards and Committees. The Dunstable Police Department looks forward to serving all in the upcoming year.

Respectfully Submitted

Chief James W. Dow

## **REPORT OF THE BOARD OF ROAD COMMISSIONERS 2016**

As a result of continued budget constraints, meeting the needs of the town has remained a challenge. During the year, Highway completed projects throughout the town, including paving North Main, French and Pine Streets, replacing culverts, brush removal along roadsides, line painting and roadside trash pick-up. In addition to snow removal on town roads, Highway also assisted with snow removal at the town hall, cemetery, town pumping station, transfer station, library and Larter Field.

The Main St. reconstruction project (across from the cemetery) is progressing.

Highway continues to seek and apply for reimbursement funds from FEMA as declared disasters allow resulting from designated storms.

We continue to assist other town boards with several projects. The Highway Department assisted the Water Department various times throughout the year including flushing the water system and fixing leaks. David Tully Jr., Water Superintendent, assisted with monitoring the pump station, fixing leaks, reading and changing over meters, and exercising valves. He also assisted with the alarm system and pressure problems.

I would like to thank my fellow Commissioners, Peter Gove and Wes Goss for their input and suggestions that have been helpful and instrumental in making it though this financially challenging year.

Respectfully submitted,

Michael L. Martin  
Chairman

## **REPORT OF THE CEMETERY COMMISSION 2016**

Dunstable's Central Cemetery is a public, nonsectarian cemetery open to all Dunstable residents. The operating budget comes from annual Town Meeting appropriations, fees, and trust fund interest. Three elected commissioners govern the Cemetery Department ; an appointed superintendent handles interments and maintenance, including four outlying cemeteries now closed to burials from the general public.

In 2016 there were 15 interments, including 7 current and 4 former Town residents. In addition to regular maintenance, the summer drought necessitated extra expenditure of time and money for the watering of flowers, trees, and newly seeded spots.

Once again, the Cemetery Commission thanks other town boards and individuals for their help and cooperation: the Highway Department for timely and careful snowplowing; the Police Department for help with traffic control during large funerals and monitoring of all cemeteries to prevent vandalism; the Water Department for annual turn on and shut off of the water lines.

The Cemetery Department asks that lot owners and visitors at the Central Cemetery take note of and follow posted rules regarding hours, plantings, decorations, etc. Owners may wish to refer to their Lot Owner's Rule Book as well; the Rule Book is available at the Central Cemetery and at the Town hall. These rules are designed to maintain the beauty and dignity of the cemetery, and to ensure economy and safety in cemetery maintenance, particularly where power equipment is used.

Respectfully submitted,  
David Hardman, Chmn.  
Judy Larter, Sec.  
Ryan McLane

## 2016 REPORT OF THE COUNCIL ON AGING

The Senior Citizens of Dunstable continue to be served by the Council on Aging. Director, Ruth Tully, who is available at the Town Hall on Tuesday from 10am to 2pm and on Wednesday, from 10am to 4pm. If you need to get in touch with her, you may call her at 978-649-4514 ext.223.

The Council serves under the direction of the State Department of Elder Affairs and the Elder Services of the Merrimack Valley. The Dunstable Council on Aging contributes a fee of \$175.00 in dues and fees each year to the Massachusetts Council on Aging and the Merrimack Valley Council on Aging, for its participation fee for which the Elderly receive assistance with Fuel Assistance, Meals, Advice, and referrals as needed. This year we were busy with Fuel Applications and Personal help.

We continue to provide Alternative Transportation Program, which accommodates flexible service for the seniors without any other means of transportation. This Alter-Ride Van Service is for Medical appointments and you need to call Ruth at 978-649-4514 ext. 223 at least 2 days prior to your appointment to schedule a ride, shopping trips are also available and has proven to be a very successful and accommodating service. The trips to get groceries are usually on Thursday's and you need to call Ruth to schedule a ride .The cost for the trips are \$5.00 for local medical appointments and \$10.00 for Burlington and Boston Trips. We set up rides for any senior who reside in Dunstable. Any Senior that would like to attend the Dunstable Seniors Luncheons at the Town Hall on the first Wednesday of the month or at the Library Community room on the Second,Third and Fourth Wednesday of the month are welcome to come and enjoy themselves.

We provide help with the Senior Pharmacy Programs and Fuel Assistance, and the Meals on wheels program. The town nurse is at the Town Library from 11a.m. to 12 noon, on the last Wednesday of every month.

In June, the Dunstable Police Union put on an outing for the Seniors and treated them to a Clambake Luncheon at the Veteran's Hall in Pepperell, Mass. There were about 50 Seniors attending, and everyone had a great time and the meal was delicious. In September the Dunstable Fireman put on a great cookout for the seniors, which was also delicious and appreciated by everyone. Also in attendance was a Representative from Representative Sheila Harrington's office, to help celebrate the Seniors who turned 90 years of age in 2015. In August Senator Eileen Donahue treated the Seniors to an Ice Cream social and answered any questions that the Senior's might have had. It was a great opportunity to ask question. During the year we had speakers and entertainers which were both entertaining and informative. We also had Atty. Aleta Manugian talking on " What you need to do about setting up your Trust account." Ruth completed training to become certified to drive for Meals on Wheels.

We have a Triad Officer, Sgt. Darrell Gilmore, who has been very helpful to the Seniors and is keeping them updated with a lot of valuable information and the Scams going on. We have an advisor at Elder Services who helps the Seniors with Insurance problems and understanding Medicare benefit's .If anyone needs to schedule an appointment, they need to call Ruth Tully at 978-649-4514 ext. 223.

There are approximately 643 seniors in the Town of Dunstable. Several of these received varying kinds of services over the past year, such as Fuel Assistance, Meals on Wheels, and Transportation and referrals for various services. We need some volunteers to deliver Meals on Wheels on Monday, Tuesday, and Friday. If interested in helping, please call Ruth Tully at the Council on Aging Office. The Council applied for a grant in the sum of \$4,301.00, from the State of Massachusetts and has Municipal budget of \$8,792.00. The members of the Council on Aging volunteer their time to help wherever and whenever needed.

The Seniors meet the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Wednesday's of every month at the Dunstable Public Library. A lunch is provided at noontime and activities are planned after lunch. We have a Bone Builder Class at the Library which is held every Wednesday and Friday morning from 10:30am to 11:30am and is attended by 16 participants and lead by 3Trainers. This is an active program put on free by Community Teamwork Inc., anyone 60 and older is welcome to come and participate.

. The Board of the Council on Aging meet the second Tuesday of the month at 1:00 pm at Town Hall.

The council on aging Board would like to thank Ruth Tully who retired on July 31, 2016 for all her years of service as the Dunstable Director for Council on Aging. Ruth will continue to work as a board member for our town seniors. Anne Fenochetti was appointed by the Board of Selectmen to replace Ruth as the Director for Council on Aging effective August 1, 2016.

Thank you to our Meal on Wheels Drivers: Dick Henry, Heidi Beigel and Mick Coronella for their service to our seniors.

And last but not least, a thank you to Susan Tully our Program Coordinator, without Sue we would not have the Wednesday luncheon and activities each week.

Respectfully Submitted,

Anne M. Fenochetti, Director Council on Aging

Brian O'Donnell, Chairman

Marilyn Sheridan, Secretary

Mary Moeller, Treasurer:

Members are:

Gerald Simmons

Danice Palumbo

Margery Kimpton

Janice O'Donnell

## 2016 REPORT OF THE CONSERVATION COMMISSION

The Dunstable Conservation Commission meetings are generally scheduled on the second and fourth Monday of each month at the Town Hall, starting at 6:30 pm. Interested residents are welcome to attend.

The Dunstable Conservation Commission serves the community as a state mandated regulatory agency while also promoting the conservation and sustainable use of Dunstable's natural resources. In addition to its responsibility under the state statute, the Commission has similar responsibilities as set forth in the Dunstable General Wetlands Bylaw.

Under the Wetlands Protection Act and the Town Bylaw, Commission files show the following actions were taken in the calendar year 2016:

Abbreviated Notice of Resource Area	
Delineation (ANRAD) hearings/continuations	0
Notices of Intent hearings/continuations	9
Requests for Determination/continuations	0
Wetland Bylaw Hearing	0
Certificates of Compliance	7
Building Permits	19
Occupancy Permits	3
Site Visits	10
Demolition Permits	0
Enforcement Orders/Violations	8

Judy Larter continued to serve as the Commission's representative on the Dunstable Community Preservation Committee. Leah Basbanes was appointed as a member of the Master Plan Committee working on updating the 1999 Master Plan of Dunstable.

In June of 2016, the Commission completed their purchase of a Conservation Restriction on 6.72 acres located at the corner of Forest and Main Street owned by the Miller family. Voted at Town Meeting, the Town was reimbursed for the purchase by a state LAND grant of \$166,500, \$65,000 of Community Preservation Act funds and \$45,800 of Timber money.

In October, Elizabeth J. Woods gifted 10 acres of land to the Dunstable Conservation Commission. This parcel, previously owned by Elizabeth's husband Arthur W. Woods (since 1962), is located near the railroad bed and is to be used for conservation purposes. The Commission was delighted to receive the property from Ms. Woods.

On November 28<sup>th</sup>, the Baker-Polito Administration announced that Dunstable has been awarded a FY 2017 Local Acquisitions for Natural Diversity (LAND) Grant in the amount of \$398,100 in order to purchase a Conservation Restriction on 87 acres of land located on Westford Street. Annual Town Meeting attendees voted in favor of the purchase with the support of Community Preservation Act funding of \$246,568.24 (\$220,568.24 from CPC undesignated fund and \$26,000 from the CPC Open Space Reserve). The Commission is excited to be the recipient of this award which will allow for protection of hills, vales, ledge outcroppings, several vernal pools and 1200 feet of Black Brook, a tributary of Salmon Brook.

For information about the Conservation Commission, please go to the town website at [www.dunstable-ma.gov](http://www.dunstable-ma.gov)

### Useful Information

One sometimes hears that Dunstable is “closed to hunting”. This is not the case. Dunstable does have a “discharge of firearms” bylaw. One must have the written permission of the landowner in order to discharge a firearm. As a matter of practice, neither the Town, nor the Dunstable Rural Land Trust grants such permission for land they control. Bow hunting and fishing are permitted unless the property is posted. State property (Massachusetts Division of Fisheries & Wildlife) is governed by separate rules; check their website at <http://www.mass.gov/dfwele/dfw/>

Questions sometimes arise with regard to the operation of snow vehicles and recreation vehicles. Residents may wish to refer to Massachusetts General Law Chapter 90B, Section 26, paragraph (e): “No person shall operate a snow vehicle or recreation vehicle on privately-owned property unless...the operator has in his possession...a document, signed by the owner...authorizing operation of such vehicle...”. “No person shall operate a snow vehicle or recreation vehicle on publicly-owned property except on trails marked and designated for use by such vehicles, or without the express permission of the owner.”

Respectfully,  
Jeff Haight - Chairman  
Juan Amodei  
Alan Chaney  
Leah Basbanes  
Judy Larter  
Bill Moeller  
Marilyn Pike  
Cheryl Mann, Administrative Assistant

## 2016 REPORT OF THE PLANNING BOARD

To the Citizens of the Town of Dunstable, this is the 2016 Annual Report for the Dunstable Planning Board.

The Planning Board would like to remind residents that many of the roads in Dunstable have been designated as scenic roads. According to M.G.L. Chapter 40, Section 15C, “after a road has been designated as a scenic road any repair, maintenance, reconstruction, or paving work done with respect thereto shall not involve or include the cutting or removal of trees, or the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the Planning Board.....”. If you have any questions, please call the office (978) 649-4514 ext. 230.

The Planning Board generally meets at 7:30pm on the 1st and 3<sup>rd</sup> Mondays of each month, or as required. The public is welcome at these meetings. There are five board members; three are required to conduct regular business.

George Basbanes agreed to stay on as our representative on the Community Preservation Committee. Joe Vlcek is representing the Planning Board as Chairman of the Master Plan Committee working on updating the 1999 Master Plan of Dunstable.

The Board held a hearing on the following addition to the Town of Dunstable's Zoning Bylaw:

### **SECTION 27. REGISTERED MARIJUANA DISPENSARIES**

The bylaw, in its entirety, can be found on the Town of Dunstable’s website.

During 2016, the Board worked diligently on changes to the Zoning Bylaw, Site Plan Review and Rules and Regulations on Subdivisions which will be presented in 2017.

The Board approved the “**Bear Hill Estates**” open space development consisting of seven new house lots on approximately 17 acres with over 17 acres of protected open space. The Alexander Estates and Chapman Street subdivisions are well under way.

The Planning Board notes the following activities during 2016:

Plans not requiring subdivision approval	6	Building Permits signed	18
Definitive Hearings/continuations/mod.	3	Zoning Hearings	1
Scenic Road Hearings/continuations	4	Fee Schedule Hearing	0
Preliminary Meetings/continuations	0	Subdivision Approvals	1
Special Permit Hearings/continuations	4	Rules and Reg. Hearing	0

### **Respectfully Submitted,**

George Basbanes, Chairman  
Brett Rock, Vice Chairman  
Joshua Kelly, Member at large

Joan Simmons, Member at large  
Joe Vlcek, Member at large  
Cheryl Mann, Office Secretary

## **REPORT OF THE AFFORDABLE HOUSING COMMITTEE 2016**

2016 was an eventful year for the Housing Committee. With Community Preservation Affordable Housing funds we were able to hire a consulting firm to complete a feasibility study on the Mixed Use District. This study informed us what was viable to build and what the market would bear for housing varieties. We visited other towns to see what kinds of housing have been built, whether new or repurposed housing. The Feasibility Study showed us that whatever housing is available is immediately filled and usually has waiting lists several years long. We are currently in the process, with the help of Town Administrator Tracey Hutton, of constructing a Request For Proposals from contractors to see what kinds of plans they actually present to us. No matter what we decide for a project it will still depend on getting water to the Mixed Use District. This property is the only option for affordable/senior housing at this time. Thus far the town has seen fit to deny water system upgrade funding, so the need for affordable housing, which is great, will continue to wait for the contingency of water funding and construction.

The Committee has completed the first step to making the Town immune to hostile 40-B projects by completing and getting State approval for Dunstable's Housing Production Plan. The next step is make available at least 5 units of affordable housing each year, whether rental or ownership, to be in "safe harbor" each year. As long as we show progress, we will continue to be in control, but without any construction of affordable housing on-going, we are at the mercy of the 40-B law.

The Committee will continue to pursue proposals for affordable, beginner and down-size housing, but the Town must step up to help with the process of making the housing available by funding water system upgrade in the very near future.

Affordable Housing Committee  
Carol Bacon, Chairman  
Alan Chaney, Secretary  
Jon Hughes  
William Jennings  
Dana Metzler  
Brian O'Donnell

# Groton-Dunstable Regional School District 2016 Town Report

## Groton-Dunstable Regional School District

Bill Ryan, *Superintendent of Schools*  
Katie Novak, *Assistant Superintendent of Schools*  
Frank Antonelli and Mike Knight, *Business Department*  
Jill Greene, *Pupil Personnel Services*  
Luke Callahan, *Technology Department*  
Karen Tuomi, *Extended Day and Community Services*  
Mike Woodlock, *Groton-Dunstable Regional High School*  
James Lin, *Groton-Dunstable Regional Middle School*  
Liz Garden, *Florence-Roche Elementary School*  
Peter Myerson, *Swallow Union Elementary School*  
Russ Hoyt, *Boutwell Early Childhood Center*

## Superintendent's Office

*Submitted by Bill Ryan, Superintendent of Schools*

It is with great pride and pleasure that I present the Groton-Dunstable Regional School District's end of year report. My work as the interim superintendent of schools began on January 3, 2017 following the resignation of Dr. Kristan Rodriguez, who served as the superintendent in throughout 2016. My transition into the role has been smooth thanks to strong administrative team, dedicated and passionate staff, and a supportive community who are all committed to creating a culture that ensures success for all of our students.

In Groton-Dunstable, 2016 was an important year for vision and strategy. Stakeholders in the district and in both towns collaborated to develop a new district vision, core values, and a comprehensive district strategy that describes how we will work together to achieve our vision. This is a great opportunity for us all to come together and work to provide a holistic, engaging, personalized education for all students in a safe and respectful environment while ensuring that every student develops curiosity, creativity, and a growth mindset. The vision below is our new vision for the school district. It is the depiction of what we hope to be.

### Vision Statement

**G**uiding students to learn today, lead tomorrow, and reach the world.

- **Embrace a growth mindset.** In our district, talents and abilities develop through effort, purposeful teaching, and persistence. Our students become curious, engaged learners ready to become positive contributors to local and global communities.
- **Eliminate inequities for all students.** Our students are an active part of the design and delivery of their own education so they become self-directed, creative problem solvers. Our universally designed, tiered instructional model meets the needs of all students, is based on a comprehensive standards-based curriculum, and assessed by authentic tasks.
- **Broaden the meaning of success.** We have an expansive definition of student success that encompasses academic achievement, integrated arts, athletics, as well as social, emotional, and behavioral learning.

- **Create environments for innovation** . Our schools provide interactive, inclusive environments that enhance student success through design, technology, creative spaces, and collaboration.

The newly adopted district strategy provides a blueprint to accomplish our vision. The objectives of the strategy follow and speak to the importance of strong academics, social emotional support, community investment, and building a sustainable funding model for our future:

- In order to increase achievement for all students, we will develop and implement a multi-tiered system of support with a focus on frameworks-based curriculum, Universal Design for Learning (UDL) and co-teaching.
- In order for students to feel safe and be able to focus on learning, we will develop and implement a multi-tiered system of support with a focus on positive behavior interventions and supports (PBIS) and social and emotional learning (SEL) for all students.
- In order for our students to become civic minded contributing citizens, we will enhance opportunities for students to positively interact with local and global communities.
- In order that we develop a system of sustainability, we will improve our district efficiency, acquire additional revenue, and enhance the effectiveness of our financial framework to provide district resources that meet the needs of all students.

## **Curriculum, Instruction, and Assessment**

*Submitted by Dr. Katie Novak, Assistant Superintendent*

The curriculum department focused on a number of main initiatives from January to December 2016, including implementing Universal Design for Learning (UDL) as a means to increase the outcomes of all students and improving the quality of professional development (PD).

Our 2016 Accountability data shows that while still high in comparison to the state average, our cumulative PPI is currently a five year low (88). While this represents a decline there are many areas that have shown significant and meaningful improvement as a result of our focus on aligning curriculum and instruction to state standards while also implementing Universal Design for Learning (UDL). While still a level 2 district, we moved 2 schools back to a non-conditional (held harmless) level 1 status. That means all schools but 1 are solidly in Level 1 status. While we made significant progress in increasing the cumulative PPI of our "students with disabilities" subgroup (up 13 points from 49 to 62), we are still not meeting our state target of 75 or higher and are thus labeled as "MRAR-Meets Requirement for At Risk" for special education technical assistance or intervention. When we look deeper into the PPI for 2016, our students with disabilities have a PPI that went from 29 in 2013 to 79 in 2016.

Our elementary students made significant gains as a result of our focus on implementing a universally designed, aligned curriculum. During the 2015-2016 school year, the district focused on creating a scope and sequence for ELA which would ensure alignment of all curriculum and instruction to the MA Curriculum Frameworks. In addition, teachers piloted new curriculum, Writer's Units of Study, in grades K-4. As a result of this work, we saw PARCC scores increase in grade 3-4. In grade 3, Level 4 and 5 scores increased from 64% to 76% and from 76% to 80% in grade 4. Students with disabilities also increased significantly. In grade 3, students with disabilities increased from 24% to 35%. Grade 4 increased from 15% to 52%. This growth, which also is beginning to close the achievement gap, reflects the results we can expect when we provide our teaching staff with the support and resources they need to meet student's needs.

When examining mathematics, we saw similar gains. In grade 3, students showed significant improvement with 75% of the students scoring a Level 4 or 5, as compared to 64% in 2015. We are also quite pleased that the students in the disabilities cohort group showed notable gains, not only within the same grade level, but also within the cohort. The grade 3 to 4 cohort group increased from 35% to 54% and the Grade 4 scores improved from 24% to an amazing 54%. We expect to see continued growth at the elementary level in the coming year, as the K-4 students are now, along with the middle school, in the second year of implementation of the Eureka Mathematics curriculum.

We did not expect a significant increase in ELA scores in the MS as the scope and sequence wasn't completed until summer of 2016. In grade 5, there were small gains from 68% of students scoring Level 4-5 to 73%. In grade 6, scores decreased from 69% to 61%. In Grade 7, the teachers piloted a workshop model which resulted in significant growth for all students. This model was similar to the model that was piloted in grade 3-4. Also, Grade 7 adopted a BYOB initiative so students had more access to technology. This resulted in significant gains, with an increase in their cohort from 69% in Levels 4-5 in grade 6 to 85% for all students and an increase from 22% to 35% for students with disabilities. Eighth grade scores remained stable.

In the middle school mathematics, each grade increased in proficiency with the exception of grade 6. However, when viewing cohort data, the students in grade 6 improved at the same rate as the other middle grades. Grades 5 and 8 showed significant improvement and, once again, 100% of our Algebra I 8th grade students, scored proficient or advanced on the Algebra I PARCC test.

At the high school level, the alignment of ELA to the MA Curriculum Frameworks allows our courses to more closely represent the rigor expected on both the SAT and the AP exams. The high school completed their scope and sequence during the summer of 2015. We are happy to report that as a result, we are at a 5-year high in both reading and writing on a SAT, increasing scores from 545 to 558 in reading and 531-538 in writing. In addition, our AP scores in the humanities continue to hold strong with 89% of students scoring a 3 or higher on the English lit/Comp AP, increased from 84% in 2015. Although the percentage of students scoring 3 or higher on the AP Lang/Comp exam decreased from 92% to 85%, we increased the number of students taking the test 3x (from 21 to 60) in the past two years.

In math at the HS, SAT Math and AP scores continue to remain strong and consistent. G-D High School Math students continue to perform well and at a consistent level even against the most competitive schools in the state. This has been maintained throughout many personnel changes over the past 5 years. It is a testament to the strong curriculum and diligence of the students and teachers. It is important to note that our high needs population made significant improvement in the last two years on the SAT, increasing from an average score of 421 in 2013 to 520 in 2016. This score is significantly above the state average for high needs students, which is 453. Again, 100% of G-D students scored a 3 or higher on the Calculus A/B and the Calculus B/C exam, and the scores include an increase of students who took the exams, from 33 to 44. The average score for all AP Calculus was 4.895/5.0.

At the core of improved curriculum and instruction is high quality professional development for our staff. In 2015, numerous graduate courses were offered in addition to our popular multi-part series, book clubs and inservice courses to allow our educators to learn best practices in rigorous courses delivered by their colleagues. In the spring of 2015, we offered three graduate courses, endorsed by Fitchburg State University; *Teaching ELL Students*, facilitated by Cheney Harper, *Teaching K-12 Mathematics in the 21st Century*, facilitated by Karen Gartland, and *Google Apps for Educators*, facilitated by Julie Spang and Audra Kaplan. During the summer of 2016,

we offered two additional graduate courses. I taught a section of *Universal Design for Learning* (UDL) for the third year in a row, and Cheryl McCobb offered *Best Practices, Topics, and Trends in Special Education*.

In December, 2016, we had two additional graduate courses designed by GDRSD teachers approved for the spring 2017 semester. These courses, *Teaching the 2016 Science Standards, PK-8: Content and Application*, will be facilitated by Dorothy Dwyer and Lucas Smith.

## **Human Resources**

*Submitted by Dr. Katie Novak, Assistant Superintendent*

The Human Resources department at the Groton-Dunstable Regional School District is responsible for recruiting, screening, hiring, and onboarding all new district employees. Many of these employees are hired for positions left vacant by resignations and retirements, so in addition to onboarding new staff, the office completes exit procedures for former colleagues.

New administrative hires in 2016 included Pupil Personnel Services Director, Jill Greene; Interim Business Manager, Frank Antonelli; High School principal, Michael Woodlock; Assistant Business Manager, Michael Knight; Food Services Director, Shannon Bergeron; and Middle School Special Education Team Chair, Marla Yarid-de la Cruz. In addition to new members of the administrative team, we welcomed 21 Unit A staff members, 25 paraeducators, 2 cafeteria staff, and 1 custodian.

In addition, the department manages all benefits for both current employees and retirees as well as the licensure and evaluation for all Unit A staff members. Our department collaborates closely with our Unit A Educator Evaluation Working Group to make important decisions about the educator evaluation process with a focus on creating a culture of continuous improvement and mastery-oriented feedback. The Educator Evaluation Working Group, co-chaired by Jenn Dineen, a second grade teacher at Swallow Union, has been instrumental in supporting all staff and is an incredible asset to the department.

## **Business Department**

*Submitted by Michael Knight, Assistant Director of Business and Finance, and Frank Antonelli, Director of Business and Finance*

The district saw continued financial stability in FY16. As a result of higher than anticipated revenue and reduced utility costs due to the favorable winter we were able to take our Certified E&D from \$805,414 to \$1,065,000. This number is a great level for the district although it remains a bit lower than our maximum allowable excess and deficiency.

This year through combining a part time HR position and the assistant to the director of business and finance position, we were able to create the Assistant Director of Business and Finance position. This reorganization added support to the HR department and reduced costs over previous years. This position also offers the unique ability to have a succession plan for the Director of Business and Finance position and allows for greater oversight in payroll, benefits and accounting operations.

In FY16, the district made a commitment to address financial sustainability. The district started this charge with developing the first capital plan in many years. The plan remains fluid as projects are completed or changed in priority but the district looks to have this locked in and addressed in future budgets. Along with a capital plan the district has created a sustainability

committee. This committee is modeling growth in all district expenses to make a proper projections for future budget needs. Additionally the sustainability committee is looking at new revenue streams to see if there are unique or creative ways to address capital and operational expenses.

In an effort to push the sustainability charge beyond our own internal capabilities, the district also went out to bid for consultants to help with our analysis. This bid process returned a few very qualified applicants and the district is excited to see what a fresh perspective will uncover for areas of improvement.

## **Pupil Personnel Services**

*Submitted by Jill Greene, Director of Pupil Personnel Services*

The Department of Pupil Personnel Services coordinates Special Education, Guidance, Section 504, Nursing Services, and the district's responsibilities under the McKinney-Vento Homeless Education Act. Given the district's responsibilities for providing specialized transportation to special education and homeless students, the Department of Pupil Personnel Services also oversees the coordination of all special transportation services. Additionally, the Department of Pupil Personnel Services staff support all district-wide and school-based initiatives essential to meeting the needs of all students.

The Groton-Dunstable Regional School District provides a constellation of support services for students throughout the district. The district is fortunate to have talented and dedicated educators that strive to improve their practices in educating diverse learners ages 3 through 22. GDRSD is continuing to assess and develop programming to accommodate the individual needs of all students.

Since the inception of Massachusetts Special Education Law Chapter 766, the GDRSD has served the special education needs of students with disabilities by providing supports and services in a variety of settings. GDRSD is committed to providing a continuum of special education supports and services across the district and within each school. By Federal and State regulations, we must provide services to special education students with diverse learning needs ages 3 to 22. All students receiving special education have an Individualized Education Program (IEP) specifically developed for them by a designated IEP team. Since "one size does not fit all" so we offer a continuum of services including highly specialized in-district programming. We work to provide programming that will allow students to learn in their neighborhood school where they can grow and become productive members of their community.

The district offers a variety of in-district programs to students eligible for special education services. Our programs offer a structured environment with predictable routines, highly specialized individual and small group instruction; and curriculum that allows students to experience success as they learn and develop at their own rate.

The district annually receives funding from four Federal Special Education grants: Special Education Entitlement Grant (240), Special Education Early Childhood Entitlement Grant (262), and specifically for professional development, the Special Education Program Improvement Grant (274) and the Special Education Early Childhood Program Improvement Grant (298). These grants fund multiple paraprofessionals, one administrative assistant, multiple contract service providers, specialized instructional materials, high-level professional development, and mandated special education programming. Additionally, in November 2016 the district was awarded a Massachusetts Department of Education competitive grant: Safe and Supportive Schools Grant (335) funds the district's efforts to conduct a self-assessment for the

purposes of developing an action plan for creating a safe, positive and healthy inclusive learning environment at the Florence Roche Elementary School.

## **Technology Department**

*Submitted by Mr. Luke Callahan, M.Ed., Director of Educational Technology*

With the adoption of our five-year Strategic Technology Plan by School Committee this past June, the Educational Technology Department, in conjunction with teachers, administration, and the community, created a plan, serving as a roadmap for integrating digital learning. The Educational Technology Department continues to believe that technology will transform learning when it's used in alignment with rigorous curriculum standards. Integrating educational technology into classrooms and lessons is essential to providing a quality education and we continue to support this ideal.

Working with district asset and networking inventories, it is now possible to predict and prepare for the replacement of aging technology. During FY 2017, improvements aimed at continued support of infrastructure and replacement of teacher and student devices occurred. With the adoption of a replacement cycle, outlined in the strategic technology plan, we will continue to provide equitable access in support of teaching and digital learning. Some of the major improvements to hardware and infrastructure include:

- Over 35 teachers received brand new, replacement Lenovo laptops to support daily educational instruction
- Over 200 Google Chromebook laptops were added into the various schools based on need, as these devices continue to be highly effective teaching tools because of their simple-to-use, easy-to-manage approach
- Replacement of two Google Chromebox computer labs in the middle school libraries
- One networking closet at the High School was outfitted with modern switching equipment, increasing data to the upper floor of one wing
- Over 30 classrooms at Swallow Union, Florence Roche and at the Middle School were outfitted with wall mounted, interactive short throw projectors

The GDRSD Digital Portfolio System ([portfolio.gdrsd.org](http://portfolio.gdrsd.org)) was completed, adding code and design elements to support access on mobile devices and also added the ability for students to use their Google Apps for Education account for single sign on (SSO) access to their digital portfolio page. The GDRSD Digital Portfolio System allows each student in the district to have their own, public facing digital portfolio site, empowering each child to create and reflect as well as have an open dialogue with classmates and teachers about themselves as learners.

For FY 2017, the computer support staff ratio to district computers continues to operate well-below DESE benchmarks for technology support, which recommends 1.0 FTE for every 400 computers. At present, there is a 1.0 FTE systems administrator/technician supporting all of the district's nearly 2,000 computers. As requested in the FY17 Needs Assessment, a 1.0 FTE Network Technician continues to be a position needed to bolster both support and instruction for staff and students.

Efficiencies and enhancements continued during FY 2017, surrounding our student information system (SIS) and state reporting requirements to DESE. As we continue to improve on our data integrity each year, the necessary state reporting is now performed through the Schools

Interoperability Framework, also called SIF, which supports multiple applications with one real-time district connection, eliminating time-consuming, manual file uploads.

Working with our SIS vendor SchoolBrains, the district continues to move towards full utilization of our online student registration process. Finally, based on feedback from our staff and parent community, the Department made various enhancements to our Parent Community Portal, allowing for important data to be more readily available and in a more user-friendly format. The Parent Community Portal allows our parent community to update contact information and offers the ability to view progress and report cards, all while being online, greatly reducing paper. With recent recycling efforts and major reductions in old computer screen technology, the combination of greatly reducing printed materials in newsletters and student registration forms, means that we are significantly more green.

## **Extended Day and Community Services**

*Submitted by Ms. Karen Tuomi, Director*

The Peter Twomey Youth Center (PTYC) is the base for our extended day programs (FR/SU/MS), community education programs (adult and children's enrichment), coordination of district security, and scheduling for all district facilities including the Performing Arts Center, the Black Box Theater, classrooms, gyms and fields. It is self-supporting and funded by tuitions, community donations and fundraisers. It is located on the main campus of schools in Groton.

This year, the Extended Day Program continues to see an increase in registrations with over 200 students attending all of the program sites. Extended Day provides students in the district before school care from 7am to 9am and then after school care from 2:30pm to 6pm, as well as on half days and vacation days. The Extended Day Program also offers a Summer Camp during the month of August. The Extended Day program provides safe, nurturing, supervised care along with homework support, age appropriate activities and peer socialization.

Community Education continues to offer residents in our area fun and informative adult classes ranging from Pilates to Sewing to Electrical Repair. At the middle school level, Community Education was very proud to sponsor the middle school play, *Lion King, Jr.* Over 60 middle school students rehearsed several times a week to bring this play to family and friends. We are also offering several new classes for Middle School students including Makerspace and Pre-Robotics! These along with old favorites like Flag Football and Chess Club help give our students many options for after school fun.

On January 19, 2016 all of the security/safety training and drills came to a test when we had a full campus evacuation. Over 1500 students and staff were evacuated in a safe and timely manner and either dismissed to parents or returned to school to complete their day. Everyone was accounted for and there were no injuries. This speaks to the concentrated effort our District as made to strengthen our commitment to provide a safe and secure learning environment for our students and staff.

All of our facilities continue to be utilized after school and on weekends by residents of the two towns. Meetings, sporting events, practices, dance recitals and concerts are just some of the community events that are being scheduled on a daily basis.

## **Groton-Dunstable Regional High School**

*Submitted by Mr. Michael Woodlock, Principal*

Groton-Dunstable Regional High School continues to achieve results consistent with the best high schools in the state. This year we continued to grow and remained among the best in standardized testing including MCAS, Advanced Placement and SAT scores. This is only a glimpse into the successes realized each day here. Our students contribute so much more than test scores. High levels of achievement in the arts, public service and athletics have also been highlights of 2016.

2016 has seen some changes in administration at GDRHS as Mr. Mastrullo has moved on after providing excellent leadership to students and staff alike for the past five years. I have stepped in to find a school in very fine shape, a school with an identity associated with caring and kindness and a drive for excellence in academics as well as extracurricular interests. This is not a school which has rested on prior success but continues to push toward more challenging endeavors.

Although we do not judge our success solely on standardized test scores, I would be negligent if I did not highlight the level of achievement that our students and staff have worked hard to reach over the past year. We have continued to score well above state averages in MCAS results with students meeting proficient or better at levels of 99, 96 and 94 percent in English Language Arts, Mathematics and Science respectively. Students at GDRHS achieved an advanced score in mathematics at an astounding 83%, nearly thirty percent higher than state averages. On SAT tests our students also continued to perform at high levels. While student scores dipped slightly in the category of reading, scores increased slightly in both writing and mathematics. Our AP program continues to set a standard of immense levels of success. In 2016, 397 Advanced Placement tests were taken. Of these tests 83.6% scored above passing levels. Within the Calculus tests alone 44/44 students scored a 4 or 5 out of possible 5 points. A truly amazing accomplishment.

So much time can be spent analyzing and comparing test scores but that is not a true measure of the success of a high school. Our expectations are to prepare the person as much as the student for life after high school. In this, a lot of focus has been placed on our advisory program which is purposed with allowing students access to a greater number of staff members with whom they may build relationships. Through this program students compete amongst each other, engage in practices meant to relax the mind and body and sometimes contribute to community service projects such as creating a sending care packages to local residents who are serving in our armed forces or raising awareness of charitable and service related endeavors happening throughout the school and community.

We continue to seek out ways in which to reach our young people and assist them in navigating what can be stressful times during their high school careers. In unison with the entire district we have begun the process of creating a Positive Behavior Intervention & Supports (PBIS) team to work towards a focus on positive aspects of school life. We are working to develop core values to guide this process. Additionally, in our school improvement plan, is a mandate to bring a more formalized service program to our school. Many service related efforts happen here throughout the year but it is done by various groups throughout the school. We aim to centralize this effort. We are also researching and planning for the possibility of introducing a service learning class for 2017-2018.

We were very happy to have an additional guidance position added to our staff this year. With the high level of college bound seniors at GDRHS, this position has been extremely well received and allowed the guidance staff to be more productive and efficient. We are fortunate to have

skilled and qualified curriculum leaders within departments but would greatly benefit from these leaders being able to contribute on a larger scale by providing them the time during the day to work on curriculum and assist in evaluation tasks. Many other high performing schools throughout the state and country provide this opportunity to department level leaders.

On behalf of all of the GDRHS staff, we would like to thank the community members of both towns for their support and for allowing us to be a part of their children's academic and personal growth.

## **Groton-Dunstable Regional Middle School**

*Submitted by Mr. James Lin, Principal*

Groton-Dunstable Regional Middle School experienced a year of growth and experienced a lot of successes during the 2016 school year despite going through a number of changes and challenges.

This year GDRMS staff continues to work toward creating high quality academic programs to meet the needs of all students. Students from all four cohorts made gains in their PARCC performances in the subject of math. The success can be attributed to the implementation of the Eureka math program and the teacher's work to align their instruction and curricula to the *Massachusetts Curriculum Frameworks*. Under the leadership of Ms. Karen Gartland, the district's K-8 Mathematics Supervisor, the middle school math teachers are working to refine their practices and thinking about how to incorporate Universal Design for Learning principles into the Eureka program. The middle school English Language Arts teachers made progress last year working to align their instruction and curricula to the *Massachusetts Curriculum Frameworks*. A large number of the teachers spent part of their summer continuing this work. We are optimistic that all students will make gains in their state test performances as a result of this work.

The middle school staff worked over the summer and early in the Fall to strengthen our general education academic support programs. With the addition of a full time Reading Specialist, we were able to support more students who struggled with literacy than in past years. We improved our referral processes for both the Math and Reading Intervention Programs so that we could accurately identify struggling students' specific areas of need and support them effectively during their Reading and Math Intervention sessions. We also improved the progress monitoring processes for both the Math and Reading Intervention Programs so that we could better track the participating students' academic growth.

We are very fortunate to be able to fund a full time librarian and because of this additional resource both Middle School North and South Libraries are available to staff and students entire the entire school day.

Last year middle school administrators along with the district leadership began exploring the concept of PBIS (Positive Behavior Intervention and Support). Over the summer Ms. Ann Russo, Assistant Principal, developed a blueprint for the middle school PBIS program that included the values we would like the school community to emphasize as well as a list of school-wide behavior expectations we would like all community members to follow. This year the middle school has assembled a PBIS committee made up of staff members from all four grade levels and disciplines and the group will be working to review and provide feedback to the PBIS materials that are now in place. Our goal for this school year is to finalize school-wide expectations to be put in place for the 17-18 school year.

Last March the Peace Club fulfilled the late Mrs. Betsy Sawyer's dream of delivering the Big Book of Peace to the United Nations Headquarters. Past and present members of the Peace Club traveled to New York City to participate in the International Day of Happiness ceremony and during the event they presented to the UN dignitaries who were in audience the work they had done creating the Big Book and promoting peace.

Later in September, GDRMS had the honor of having Ambassador Anwarul Chowdhury, former Under-Secretary General and High Representative of the United Nations, speak to the students at a school-wide assembly. Ambassador Chowdhury has been an ardent supporter of Mrs. Sawyer and the Peace Book Project for many years and he fulfilled a long-standing promise to Mrs. Sawyer to visit Groton-Dunstable Regional Middle School and speak to its students about peace. During his address, Ambassador Chowdhury told the students that world peace begins with each person focusing on themselves and engaging in seemingly small behaviors such as being kind and respectful to each other and taking care of one's environment and surroundings. Mrs. Sawyer left us last spring but her legacy, reiterated by Ambassador Chowdhury, still resonates with us.

In December, GDRMS students participated in a holiday fundraiser called Project Mitten. Each grade level engaged in their own fundraising activities to raise money for Groton and Dunstable families who are experiencing financial hardship. This year GDRMS students raised over \$7,000, which is quite an accomplishment. Later in the winter, the Student Council will organize the "SOUPER Bowl" activity to collect non-perishable food items for Loaves and Fishes.

## **Florence Roche**

*Submitted by Ms. Liz Garden, Principal*

During the 2016 year, The Florence Roche Elementary School has been celebrating lots of new learning experiences. The staff has been continuing with their professional growth in the area of curriculum and instruction. We completed our first year of the new math curriculum, Eureka. As we move through our second year of getting comfortable with the program, we are looking at ways to make the rigorous math program more engaging and hands on for our students. We already noticed improvement in our math PARCC scores from 2015 to 2016. This year, we have begun to implement the Lucy Calkin's Units of Study for Writing. Similar to when we revamped Reader's Workshop a few years ago, we are focusing on every classroom following the template of a mini-lesson, independent writing, conferring and sharing.

During 2016, we continued to focus on the specialized instruction we provide for students who require intervention and/or special education. We continue to develop our program for students who require a sub-separate environment, where students are able to learn foundational academic and social skills. We are looking at specific curriculum programs that can be incorporated in this model, have been integrating technology in the room, and trying to think about ways to provide reverse inclusion activities where students are engaged with typical peers. During the 2014-2015 school year, we piloted a co-taught 4th grade classroom, and as a result of the program's success, we added a co-taught 2nd grade classroom the following year. During 2016, we successfully expanded the model and added a 3rd grade co-taught classroom. This year, we have added reading intervention to our 2nd through 4th grade classrooms. We have also added an adjustment counselor. To better meet the social emotional needs of our students, the adjustment counselor collaborates with our guidance counselor and our behavior support specialist in our newly created 'social emotional zone.'

Florence Roche has developed a school improvement plan that includes three goals. Our first goal is to fully implement Writer's Workshop during the 2016-2017 school year and see 80% or

more of our students score an overall 3 on the rubric by the end of the 2nd year of implementation. Our second goal is to reflect on our new math program and incorporate hands on learning activities to increase student engagement and ultimately increase understanding of concepts. Our third goal involves developing an action plan for PBIS implementation, helping to create common school-wide expectations and be proactive in teaching expected behaviors and prevent behaviors that interfere with learning. During 2016, we surveyed parents and staff and determined common core values. A PBIS team worked over the summer to create and define our SPARK behaviors - Safety, Perseverance, Respect and Kindness, and we have spent time educating parents and students about what SPARK behavior looks like across all environments at school.

Our Florence Roche student council and faculty sponsors have been instrumental in helping to promote the importance of community service and giving back. The student council has planned and led the school community through different projects, including food drives and donations for organizations such as Loaves and Fishes and Transitions House at Devens.

We would like to express our gratitude to the communities of Groton and Dunstable for supporting our efforts in shaping our children's future.

## **Swallow Union**

*Submitted by Mr. Peter Myerson, Principal*

Swallow Union is located in the center of Dunstable. The Union building was dedicated in December 1895, with less than 60 students, K-9. The Swallow building opened its doors in 1963 and the connector was added in 1978. The last major renovation was completed in September 1995. Currently we house grades K-4 and educate 283 students. Also, Swallow Union houses the district elementary level Therapeutic Learning Center (TLC) program and the Applied Behavior Analysis (ABA) program. These two programs meet the needs for students with intensive special needs and has been a wonderful asset for all our students.

In 2016, our staff of well-trained professionals continued to be eager to learn new teaching strategies to enhance their daily instruction. We are proud of the many accomplishments throughout our 2016 school year. They include a continued commitment to enhance our Reader's Workshop model, the implementation of the new math program, and improve our on-going communication with parents and the school community. In addition, we continued teaching and carrying out the importance of community service through our food and clothes drives. Lastly, we are very proud of our students' accomplishments on the PARCC Assessment. Our student's demonstrated great growth on all subject areas on this computer based state assessment.

Currently, we have developed a school improvement plan, which focuses on three 1-year goals. Our first goal is to start implementing the "Units Of Study For Writing" in all our classrooms. Our second goal is to reflect on our new math modules in order to enhance, change, or modify future lessons. Lastly, we will establish a PBIS (Positive Behavior Interventions and Support System) Team. This group will review our current school behavior plan and expectations. All of these goals include measurable data. At the end of this year, we will use this data to determine our strengths and weaknesses.

## **Boutwell Early Childhood Center**

*Submitted by Mr. Russell Hoyt, Early Childhood Director*

The Boutwell Early Childhood Center provided an integrated, language based early childhood education program that offered stimulating programming for 75 children aged 3-5 over the past year. Along with daily discoveries in our subject areas, we encountered some moments worth highlighting along the way.

Our well-trained professionals have a strong foundation in the area of Social and Emotional Learning through our social skills curriculum, Al's Pals and the growth of Positive Behavioral Intervention and Supports or PBIS. We are proud of the many accomplishments achieved during the 2016 school year. Specifically the continued improvements our preschool learners in the areas of Mathematics and English Language Arts (ELA). The staff are enhancing their skills in self-regulation techniques incorporating sensory regulation for our students with behavioral/social emotional issues. They are doing this by participating in a multi-part training series co-lead by an Occupational Therapist, a Speech Therapist and a Behavior Support Consultant. The program the staff is also stepping in our second year to implement PBIS throughout our school.

Our teachers and parents continued to partner together during the tenth year of the School Council for the Boutwell School. The Council is continuing with their efforts on helping with the development of the PBIS program implementation as well as ways to increase parent involvement in our school.

Looking forward, our goals for 2017 are both rigorous and designed to support the district's youngest learners. We will continue to develop the Social and Emotional Learning and the Guidelines for Preschool Learning Experiences. Staff will use their new knowledge of self-regulation techniques and ways to incorporate sensory regulation and blend that support with features of PBIS. Social and Emotional Learning is being highlighted again this year as one of the highest priorities in supporting children in an inclusive setting. We have been somewhat successful supporting students who present challenges that require specialized support. However we are in need of a permanent teacher certified in Intensive Special Education to add to the Boutwell staff who can support the staff in the development of plans and implementation of supports for student success.

With the continued focus on improved social and emotional functioning our students are learning to create a safe and respectful learning environment for all. Thanks to the efforts of our teachers and specialists, students are learning to feel safe and focus on learning. This groundwork will certainly prepare our students for success well into their future in Groton-Dunstable.

## **Greater Lowell Technical High School District Annual Town Report 2016**

The Greater Lowell Technical High School Committee meets in the Administrative Office (Room 2260), 250 Pawtucket Boulevard, Tyngsborough, Massachusetts. Meetings are public and district residents are welcome to attend. School Committee and sub-committee meeting schedule, past meeting minutes, and the current fiscal year budget are listed on the school's web site at [www.gltech.org](http://www.gltech.org).

### **ELECTED SCHOOL COMMITTEE MEMBERS**

Joseph M. Espinola III	Dracut-Exp.2017	Raymond J. Boutin	Lowell-Exp.2020
Paul E. Morin	Dracut-Exp.2018	George W. O'Hare	Lowell-Exp.2017
Kempton P. Giggey	Dunstable-Exp.2018	Curtis J. LeMay	Lowell-Exp.2020
Fred Bahou	Lowell-Exp.2017	George A. Tatseos	Tyngsboro-Exp.2018

### **MISSION STATEMENT**

Greater Lowell Technical High School commits to ensure students' readiness for career, college, and citizenship in the 21st century. We challenge and support students as they realize their individual potential for personal and professional success.

### **STUDENT ENROLLMENT CHARACTERISTICS**

- 58.5% high needs students which is 15% higher than the state average of 43.5%.
- 38.4% economically disadvantaged students which is 11% higher than the state average of 27.4%.
- 16% students with disabilities which is 4.4% higher than the state average of 17.2%.

### **STUDENT SUCCESS INDICATORS**

- MCAS passing rate of 98% in ELA, 90% in math, and 94% in science.
- MCAS Advanced/Proficient rate of 87% in ELA, 62% in math, and 64% in science.
- Graduation rate of 93.5% which is 6.2% higher than the state average of 87.3%.
- Graduation rate of 78.8% for students with disabilities which is 8.9% higher than the State average 69.9%.
- Dropout rate of 0.7% which is more than 2 times lower than the state average of 1.9%.
- Retention rate of 0.7% which is more than half the state average of 1.5%.
- 28% of the Class of 2016 (133 students) were employed in their career major at graduation through the school's Cooperative Education program.

### **VOCATIONAL TECHNICAL EDUCATION PROGRAMS**

Greater Lowell Tech offers high school students a career focused education in 24 diverse vocational technical programs organized into the following four occupational clusters: Construction Technology, Transportation/Manufacturing, Personal Services, and Technology. Each of the 23 programs are supported by an Advisory Committee comprised of business and industry partners that meet twice per year to make recommendations on program improvements and assist with identifying student employment opportunities.

**ADULT PRACTICAL NURSING AND POSTSECONDARY PROGRAMS**

The Practical Nursing Program is a 40-week, full-time, postsecondary course that includes both classroom and clinical instruction in acute and sub-acute local healthcare facilities. After completing the program, graduates are eligible to take the National Council of Licensing Examination to become a Licensed Practical Nurse. The (unofficial) first time attempted pass rate for the class of 2016 is 95%. To accommodate diverse schedules, both a daytime and an evening/weekends division are offered. The Placement Director reported that 96% of the graduates were placed in employment as of the spring of 2016.

Greater Lowell also offers a variety of adult continuing education courses in the area of health career training, computer training, introductory courses for the basic trades, and continuing education courses for electricians and plumbers to prepare for their Journeyman or Masters Exams. Personal enrichment courses are also offered for those interested in improving job skills, changing careers or simply pursuing a leisure-time interest. More than 650 adult students took postsecondary courses during the past school year. All Students earn certificates of completion and can obtain State or National Certifications, if applicable.

**\$65M CONSTRUCTION PROJECT**

Greater Lowell Technical High School’s construction and renovation project has completed. The project included the construction of a new cafeteria and science labs with extensive renovations to the restrooms, windows, doors, roof, HVAC, electrical, fire alarm, and fire suppression systems.

**FINANCES**

Revenue	<u>2015 - 2016</u>
1. Excess and Deficiency	\$300,000
2. Assessments: includes minimum contribution and transportation aid	
Dracut	\$4,219,645
Dunstable	\$162,944
Lowell	\$7,497,127
Tyngsborough	<u>\$1,252,717</u>
Total	\$13,132,433
3. State Aid	

Chapter 70	\$23,729,527
Transportation	<u>\$923,680</u>
Total State Aid	<u>\$24,653,207</u>
<b>TOTAL REVENUE</b>	<b>\$38,085,640</b>
Expenses	
1. Operating	
Instruction	\$18,063,015
Plant	\$3,226,815
Fixed Charges	\$8,448,497
Administration	\$2,531,850
Other Services	\$4,826,072
Programs w/other Districts	\$149,246
Debt Service (Building Project)	<u>\$840,145</u>
<b>TOTAL EXPENSES</b>	<b>\$38,085,640</b>

## 2016 REPORT OF THE WATER COMMISSIONERS

To the Water Users and Citizens of the Town of Dunstable, this is the 2016 Annual Report for the Dunstable Water Department (DWD).

The Board would like to remind residents that you can learn more about the Water Department through our website at [www.dunstable-ma.gov](http://www.dunstable-ma.gov). In addition to our Rules and Regulations, forms, upcoming agendas and meeting minutes, there are additional links which should answer your questions and guide you in better understanding our system.

The Water Department would like to thank David Tully Jr. for his continued support in 2016. David works 6 ½ hours per week for the Water Department.

Service was performed on our system, backflow preventers were tested and hydrants were flushed, all of which are part of our yearly maintenance program.

The Department would like to thank former members Bryan Conant and Bob Gamache for their service to the Town. In 2016, we welcomed past Chairman Karl Huber and new member Scott Wilkins to the Water Board.

Residential Cross Connection brochures were mailed to water customers to inform them on how to avoid cross contamination at their home.

Thirty-one meters were replaced this past fall. Meters older than ten years should be replaced to avoid the possibility of inconsistent readings.

This fall, members of the department met with Mass Rural Water Association to conduct a leak detection of our system. We are happy to report that no leaks were found.

The Board continued to work on resolving the issue of replacing the aging hydro-pneumatic tanks, rehabilitating well #1 and replacing some water mains.

The Water Department changed their billing software in 2016 and thanks their customers for their patience in this process.

The Dunstable Water Department would like to remind residents on **Town Water** of our policy on delinquent accounts. The Rules and Regulations state “Water may be shut off for non-payment of bills or disregard of rules.” Invoices w/interest are mailed to late accounts monthly. Each spring, three “Shut off Notices” are sent (by mail, by certified mail and hand delivered by the Constable) to inform residents that their water may be shut off in May/June.

Any water customer that would like to be notified when the department experiences an interruption in service, emergency or important notifications are urged to send their e-mail address to: [CMann@dunstable-ma.gov](mailto:CMann@dunstable-ma.gov)

Questions? Please feel free to contact us at 978-649-4514 x230. Our office hours are: Monday 1pm-6:30pm, Tuesday-Thursday 8:00am-3:00pm. The Water Board generally meets the 4<sup>th</sup> Tuesday of the month. The public is invited. Thank you for your continued support.

Respectfully,

Karl Huber - Chairman  
David Tully Jr.

Mark Cullen – Commissioner  
Cheryl Mann – Secretary

Scott Wilkins – Commissioner  
David Hardman - Associate Member

## REPORT OF THE CULTURAL COUNCIL FOR 2016

The Dunstable Cultural Council is a local chapter of the Massachusetts Cultural Council. The Council's mission is to provide entertaining educational programs for the community of Dunstable. Each year, the council members re-appropriate state funds provided to Dunstable for programs in the arts, sciences, and humanities for the benefit of our townspeople.

Each year the Dunstable Cultural Council members meet in November to review all of the upcoming year grant applications. They vote on which grants to fund that will benefit all of the members of our community. The grants include programs for children, seniors and the entire community.

To become a member, a current DCC member can submit candidates to the Board of Selectman for appointment. People interested in becoming a member of the DCC can write to the DCC at: [culturalcouncil@dunstable-ma.gov](mailto:culturalcouncil@dunstable-ma.gov)

Members: Council Chair, Claudia Novak, Secretary Lisa Ann Wright, Donna Stram, Laura Tully-Rothman, Dawn Buzan, Lori Pestana, Nancy Curran, and Carlton Chin.

The following is the annual report completed by the Dunstable Cultural Council for 2016.

Council Name: Dunstable Cultural Council  
Date annual report completed: 1/12/2017

### LCC Account Form

Submitted on: 9/14/2016  
Municipal fiscal officer: Lorraine Leonard  
Council representative: Claudia Novak

Account Balance Beginning of Period (7/1/2015):	\$3,911.71
State Revenue (FY2016 Allocation):	\$4,400.00
Other Revenues:	\$5.03
Total Revenues:	\$4,405.03
Total Expenditures:	\$4,988.00
Account Balance End of Period (6/30/2016):	\$3,328.74
Local Revenue/Interest in Account Balance:	\$141.32

### Amount Available for Granting

Account Balance End of Period (6/30/2016):		\$3,328.74
Total Expenditures from 7/1/2016 to 9/14/2016:	—	\$800.00
Total Pending Expenditures (Encumbered funds):	—	\$2,528.74
Additional Local Revenue/Interest 7/1/2016 to: 12/26/2016	+	\$1.32
Available Remaining Balance:	=	\$1.32
Locally Raised Funds/Interest:	—	\$0.00
Administrative Funds for 2017:	—	\$140.78
FY2017 Allocation:	+	\$4,400
Amount Available for Granting in FY2017:	=	\$4,260

Voting Meeting: 11/10/2016

Voting Meeting Attendance:

Carlton Chin	Present
Claudia Novak	Present
Dawn Buzan	Present
Donna Stram	Present
Laura Rothman	Absent
Lisa Wright	Present
Lori Pestana	Absent
Nancy Curran	Present

**Denial Letter Postmark:** 12/2/2016

**Last date of Community Input:** 2/11/2016

**Total granted in FY2017 :** \$4,260

## **NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS**

The Northern Middlesex Council of Governments (NMCOG) was established in 1963 under Chapter 40B of the Massachusetts General Laws and is one of thirteen (13) regional planning agencies in the Commonwealth. NMCOG serves nine communities in the Greater Lowell area, including Dunstable, and provides professional technical assistance in the areas transportation, economic development, emergency management, land use, community development, permitting, smart growth, housing, historic preservation, open space and conservation, geographic information systems (GIS), pre-disaster mitigation and emergency response, and environmental protection. The Council's governing body is comprised of a chief elected official, Planning Board member and alternate from each member community.

The agency strives to bring a regional and interregional perspective to all areas of planning and resource management by fostering cooperative efforts between municipalities and encouraging collaboration between the public and private sectors. NMCOG promotes the interests of the local communities at the state and federal levels, and often acts as a liaison between the municipalities and other levels of government.

The Council maintains a staff of professional planners and technicians to assist in developing and implementing its policies. The Council meets monthly (usually the third Wednesday of each month) at 40 Church Street, Lowell, and all meetings are open to the public. Each NMCOG member community pays an equal per capita assessment, which is used to provide the local match for various State and Federal grant funding programs. The Council's annual budget includes \$81,970 in local assessments, of which \$910 represents Dunstable's share.

NMCOG devotes a large share of its resources to transportation issues. Over the past year, the Council assisted the Town in planning for improvements along the Route 113 and in implementing the Town's pathway project along Main Street. NMCOG undertakes an annual traffic counting program, collecting over one hundred counts at various locations throughout the region. Many of these counts are conducted within the Town of Dunstable. The count data is incorporated into a traffic count book and map that is distributed to local officials. Traffic count data is also available on the Council's web site at [www.nmco.org](http://www.nmco.org).

NMCOG is working with Dunstable and other communities throughout the region on initiatives to regionalize and collaborate on the delivery of certain municipal services. This project is funded by the Massachusetts Department of Housing and Community Development (DHCD), using funds made available by the legislature under the District Local Technical Assistance (DLTA) Program. The DLTA projects include analyzing opportunities for regional procurement of goods and services, improving 911 dispatch services, and identifying areas in which communities can work together collaboratively in addressing stormwater management issues. Toward this end, the Northern Middlesex Stormwater Collaborative has focused on preparing for new stormwater permit requirements that will soon be imposed by U.S. EPA. NMCOG staff provides ongoing support to the Collaborative, which includes thirteen communities, including Dunstable.

NMCOG staff has assisted the Town in updating its Housing Production Plan through the use of State funds. A Housing Production Plan contains a strategy for creating affordable housing for low and moderate income residents. Having an approved plan in place gives communities that are under the 10% threshold of Chapter 40B, but are making steady progress in producing affordable housing on an annual basis, more control over comprehensive permit (40B) projects.

Respectfully submitted:

Walter Alterisio, Councilor, Dunstable Board of Selectmen

## **2016 REPORT OF THE SAFE PATHWAYS COMMITTEE**

John Callahan (chair), Sue Psaledakis, Dianna Dalida (recording secretary), Paul Dalida, Catherine Irzyk, Bob Irzyk, Bruce Tannenbaum and Juliana Perrissinotto.

Safe Pathways meets in the second week of the month at town hall. The committee's mission is to explore opportunities for new walking and cycling routes which will make such travel safer and easier.

In Fall 2015, the Committee chair met with Selectmen who endorsed our progress planning a pedestrian path along Main Street from High to Highland Streets. The Selectmen encouraged the committee to consider other routes originating from town center. With their support the committee joined in the ongoing planning for Route 113 Improvement Project. The Committee began working with Tracey Hutton on her efforts to have Dunstable become eligible of Complete Streets Initiative funding for town projects. The committee tabled seeking funding for Main Street project to explore what funds can be realized through the Complete Streets Initiative.

In Spring 2016 the committee joined with other committees in several vigorous discussions moderated by Massachusetts Department of Transportation contractor for Route 113 culminating on the Committee endorsing a compromise plan for two three foot bike lanes and one sidewalk along the project length. This plan is now submitted to Massachusetts Department of Transportation. In June 2016 Committee members participated in the Master Plan Vision meeting at Town Hall. Committee member, Paul Dalida, joined the Master Plan Committee. The committee adjourned for the summer months hoping to walk trails on public land to review and update existing trail maps using GPS technology. Our goal would be to publish new maps online and in paper. Lastly, the Committee presented a poster at a summer concert Community Night to promote the committee progress and goals.

The committee thanks Bruce Tannenbaum and Juliana Perrissinotto for their service to this committee. We will miss them as they move on to new opportunities out of town.

John Callahan, Chair

## **REPORT OF THE COMMUNITY PRESERVATION COMMITTEE 2016**

The Community Preservation is a nine member board with six members designated as representatives for one year from other boards and three members-at-large appointed for three year terms by the Board of Selectmen.

The Committee holds one formal hearing annually and otherwise meets as needed. Requests for funding are accepted throughout the year, but must be voted at Town Meeting.

Funds are supplied by the town through a surcharge on property taxes and are matched by the state up to 100%. A state match of 48.4% was received in November 2016, resulting in a deposit of \$112,687 into our CPA account.

The following requests were submitted for funding for FY 2016:  
Dunstable Master Plan Update: Housing Chapter

Housing Feasibility Study for MUD \$30,000 originally granted for study of Best Triangle. Voted to be allocated from Affordable Housing Reserve.

Middle School Track Project \$36,800 voted to be allocated from Undesignated Fund.

Portrait Frame Restoration \$1250 voted to be allocated from Historical Reserve.

Town Hall: Building Evaluation. \$4000 voted to be allocated from Historical Reserve.

Westford St. Conservation Restriction \$246,568.24 voted to be allocated from Open Space Reserve and Undesignated Fund, and contingent on receipt of Self Help Grant from State.

Respectfully Submitted,

Susan Psaledakis, Member at Large, Chair  
Catherine Irzyk, Member at Large, Secretary  
Joan Simmons, Member at Large  
Daniel Devlin, Board of Selectmen  
George Basbanes, Planning Board  
Judy Larter, Conservation Commission  
Carol Bacon, Historic Commission  
Alan Chaney, Affordable Housing Committee  
Jeffrey Hastings, Parks Commission

## **REPORT OF THE ADVISORY BOARD 2016**

The Advisory Board would like to thank the Town Administrator, the Board of Selectmen, and all the departments and individuals who cooperated with us during Fiscal Year 2016. We appreciate your time and knowledge, as well as all the collaborative efforts put forth at the end of FY16, as we planned for FY17.

Some of the larger financial issues we considered in 2016 included the water department infrastructure improvements, the personnel board wage recommendations and the GDRSD Needs Assessment plan. At the Annual Town Meeting, voters acted on the Advisory Board's recommendation to create a capital stabilization fund specifically for emergency repairs or replacements to the water department infrastructure. Plans to provide and fund an improved system are ongoing. The Advisory Board presented a budget that incorporated wage and salary recommendations from the Personnel Board over a three-year period. Throughout FY2016, there was copious discussion around the Needs Assessment plan for GDRSD and the associated costs of implementing such a plan. The Advisory Board spent extensive time in discussions with the school district administration and Groton town officials, working to understand the plan and its financial impact.

Other financial items with less impact to the budget were also discussed and considered throughout the year. These included repairing the town hall boiler (rather than having to replace it), upgrading the fire department radio communications system, revising the method and timing of paying our gas, plumbing and electrical inspectors, moving to purchasing rather than leasing police vehicles, funding a study of the impact of withdrawing from GDRSD, creating safe pathways in town, and continued work towards compliance with federal stormwater regulations.

The Advisory Board was pleased to see the establishment of a Capital Planning Committee to assist in long-term planning for financially significant assets. We appreciate the efforts by the Town Administrator to secure grants to fund a Master Plan Committee to update the 19-year-old master plan. Advisory Board members also participated in other committees: Dana Metzler was a member of the Affordable Housing and Public Safety committees; Ron Mikol participated in the Tri-Board, which consisted of town officials from Groton and Dunstable as well as GDRSD leadership; Christine Muir represented the Advisory Board on the Regional Agreement Amendment Committee, which reviewed the GDRSD regional agreement for legal accuracy as well as content.

At the Annual Town Meeting in May 2016, the Advisory Board presented a budget that relied on a \$1.1 million override. That override did not pass at the ballot in our annual town elections, so we spent considerable time agonizing over alternatives. In a Special Town Meeting in June of 2016, the Advisory Board presented two budgets, one that was contingent upon a \$475,000 override and one that did not require an override. While both budgets were extremely lean, the "no-override" budget really cut back on municipal services. We thank everyone who voted in the special election on June 30, 2016, which resulted in approval of the smaller override.

Through the course of both elections, we were able to secure affirmative votes to exclude all remaining school debts, which included the GDRMS roof and the Greater Lowell Regional Technical School's renovation costs. The benefit of excluding this debt is that it limits the impact on the tax rate to the life of the loan. While we did not attain our goal of not using free cash to balance the annual budget, we are keeping that in the forefront as we continue to work on future budgets.

At the end of FY16, the board reorganized, electing Christine Muir as Chair, Harold Simmons as Vice Chair, and Amie Stevens as Secretary. Other board members are Ron Mikol, Dana Metzler, and Pam Crocker.

**Report of the Tax Collector July 1, 2015 through June 30, 2016**

Tax	Levy	Refund	Payment to Treasurer	Abatements Tax Title	Uncollected
Year 2016					
Real Estate	\$7,794,867.49	\$17,915.18	\$7,668,724.15	\$22,158.91	\$121,899.61
Personal Property	\$122,828.84		\$122,828.84		\$0.00
MV Excise	\$507,664.83	\$6,121.96	\$468,456.09	\$16,567.84	\$28,762.86
CPA	\$233,845.96		\$229,339.78	\$1,036.22	\$3,469.96
Year 2015					
Real Estate	\$81,285.44		\$29,584.18	\$2,474.86	\$49,226.40
Personal Property	\$13.89		\$13.89		\$0.00
MV Excise	\$75,549.91	\$4,048.52	\$68,789.57	\$7,059.56	\$3,749.30
CPA	\$2,308.27		\$869.34	\$74.25	\$1,364.68
Year 2014					
Real Estate	\$38,032.42		\$11,895.15	\$478.87	\$25,658.40
MV Excise	\$3,731.08	\$197.51	\$3,318.99	\$197.51	\$412.09
CPA	\$1,131.20		\$406.05	\$14.36	\$710.79
Year 2013					
Real Estate	\$25,440.98		\$10,335.14		\$15,105.84
MV Excise	\$797.92	\$50.52	\$163.75		\$684.69
CPA	\$683.48		\$265.15		\$418.33
Year 2012					
Real Estate	\$17,896.31		\$11,574.25		\$6,322.06
MV Excise	\$1,050.31		\$157.71		\$892.60
CPA	\$504.09		\$396.59		\$107.50
Year 2011					
Real Estate	\$190.91		\$190.91		\$0.00
MV Excise	\$1,644.06		\$401.88	\$1,242.18	\$0.00
Roll-Back Taxes	\$12,836.67	\$0.00	\$0.00	\$0.00	\$12,836.67
TOTAL TAXES	\$8,627,711.41				
DEMANDS AND OTHER COSTS	\$10,129.00				
INTEREST	\$27,136.10				
TOTAL PAID TOWN TREASURER	\$8,664,976.51				

Respectfully Submitted,  
Bonnie S. Ricardelli  
Collector of Taxes

**TREASURER'S REPORT**  
**To the Selectmen and Citizens of the Town of Dunstable**  
**The Annual Report for the Treasurer for the fiscal year ending June 30, 2016**

**GENERAL ACCOUNT**

Cash on Deposit July 1, 2015	\$1,530,536.00	
Receipts During the Year	\$9,858,261.63	
Interest Earned	\$3,588.34	
Expenditures During the Year	-\$9,958,711.74	
Cash on Deposit June 30, 2016		\$1,433,674.23

**STABILIZATION FUND**

Cash on Deposit July 1, 2015	\$314,030.29	
Receipts During the Year		
Interest Earned	\$1,137.32	
Expenditures During the Year	-\$50,000.00	
Cash on Deposit June 30, 2016		\$265,167.61

**CONSERVATION COMMISSION LAND FUND**

Cash on Deposit July 1, 2015	\$2,360.84	
Receipts During the Year	\$1,160.00	
Interest Earned	\$0.23	
Expenditures During the Year	-\$2,800.00	
Cash on Deposit June 30, 2016		\$721.07

**CONSERVATION COMMISSION TIMBER**

Cash on Deposit July 1, 2015	\$77,548.38	
Receipts During the Year		
Interest Earned	\$3.72	
Expenditures During the Year	-\$45,800.00	
Cash on Deposit June 30, 2016		\$31,752.10

**SUBDIVISION ACCOUNTS**

Cash on Deposit July 1, 2015	\$14,103.81	
Receipts During the Year		
Interest Earned	\$14.10	
Expenditures During the Year	-\$8,488.01	
Cash on Deposit June 30, 2016		\$5,629.90

**PERFORMANCE BONDS ACCOUNT**

Cash on Deposit July 1, 2015	\$283,369.11	
Receipts During the Year		
Interest Earned	\$284.28	
Expenditures During the Year		
Cash on Deposit June 30, 2016		\$283,653.39

COMMUNITY PRESERVATION FUND		
Cash on Deposit July 1, 2015	\$1,090,216.63	
Receipts During the Year	\$385,820.91	
Interest Earned	\$1,687.00	
Expenditures During the Year	-\$560,100.52	
Cash on Deposit June 30, 2016		\$917,624.02
CULTURAL COUNCIL FUND		
Cash on Deposit July 1, 2015	\$3,912.31	
Receipts During the Year	\$4,400.00	
Interest Earned	\$5.03	
Expenditures During the Year	-\$4,988.00	
Cash on Deposit June 30, 2016		\$3,329.34
HIGHWAY STABILIZATION		
Cash on Deposit July 1, 2015	\$10,035.71	
Receipts During the Year		
Interest Earned	\$2.01	
Expenditures During the Year		
Cash on Deposit June 30, 2016		\$10,037.72
WATER STABILIZATION		
Cash on Deposit July 1, 2015	\$0.00	
Receipts During the Year	\$50,000.00	
Interest Earned	\$4.85	
Expenditures During the Year		
Cash on Deposit June 30, 2016		\$50,004.85
TAX TITLE ACCOUNT		\$0.00

Respectfully Submitted  
Bonnie S. Ricardelli  
Treasurer

# REPORT OF THE BOARD OF ASSESSORS 2016

To the Honorable Board of Selectmen and the Townspeople of Dunstable:

The three members of the Board of Assessors are elected to a staggered three-year term. The Board meets on the 2<sup>nd</sup> Thursday of each month at the Town Hall, 511 Main Street at 7:00 p.m.

The Board of Assessors is responsible for valuing real estate and personal property, processing motor vehicle excise taxes, processing statutory tax exemptions (for disabled veterans, elderly, and widows), and for setting the tax rate each year. Valuation sheets are available for public viewing in the assessors' office or at the library.

Items subject to personal property taxation include boats, livestock, business machinery, and unregistered motor vehicles. There is no tax on household goods. Taxpayers may appeal a real or personal property assessment by filing an abatement form with the board prior to February 1 of the year in question or 30 days from the mailing of the first actual tax bill. An abatement form may be obtained from the Board of Assessors office at the Town Hall.

Each year the Board of Selectmen conduct a public hearing and with the information provided by the Assessing Office, determine if they wish to shift a portion of the tax burden from the residential and open space properties to the commercial, industrial, and personal property owners through classification.

Anyone wishing a meeting with the Board should contact the office at (978) 649-4514 ext. 227.

### Board Members

Daniel Kennedy, Chairman  
Brett Rock  
Robert Ricardelli

### Office Staff

Victoria L. Tidman, Assistant Assessor  
Teresa Atwood, Secretary

### F/Y 2017 TAX LEVY COMPUTATIONS

Total amount to be raised	\$11,066,175.72
Total receipts and other revenue	2,577,412.28
Local tax levy	\$ 8,488,763.44

### F/Y 2017 TOTAL VALUATIONS BY CLASS

	<u>Parcels</u>	<u>Value</u>	<u>Levy %</u>	<u>Tax Dollars</u>
Residential	1320	\$482,972,280	96.8361	\$8,220,188.21
Commercial	6	4,753,654	.9531	80,907.19
Industrial	17	3,098,300	.6212	52,733.07
Personal Property	48	7,928,024	1.5896	134,934.97
<b>Total</b>	<b>1391</b>	<b>\$498,752,258</b>	<b>100.0000</b>	<b>\$8,488,763.44</b>

### F/Y 2017 TAX RATE 17.02 PER THOUSAND, ALL CLASSES

#### Levy Limit Components

F/Y 2016 BASE	7,297,086
+2.5%	182,427
Allowable growth	84,475
Subtotal	8,038,988
Debt exclusion	600,214
Max levy	8,639,202

**REPORT OF THE TOWN ACCOUNTANT**



**TOWN OF DUNSTABLE**  
**COMBINED BALANCE SHEET ALL FUND TYPES & GROUPS**  
**JUNE 30, 2016**

ASSETS	GENERAL FUND	CPA FUND	SPECIAL REVENUE FUNDS	ENTERPRISE FUNDS	CAPITAL PROJECTS FUND	TRUST FUNDS	AGENCY FUND	LONG TERM DEBT	GROUP TOTAL
Cash Unrestricted	887,828.23	917,624.02	203,878.24	119,568.69	199,014.22	475,328.38	305,954.45		3,109,196.23
Cash Restricted	-	-	-	-	-	118,539.54	-		118,539.54
Investment Restricted Receivables:	-	-	-	-	-	500.00	-		500.00
Personal Property Tax Prior	-	-	-	-	-	-	-		-
Personal Property Tax Current	-	-	-	-	-	-	-		-
Real Estate Tax Prior	96,312.70	2,601.30	-	-	-	-	-		98,914.00
Real Estate Tax Current	121,297.62	3,469.96	-	-	-	-	-		124,767.58
Rollback Tax	12,836.67	-	-	-	-	-	-		12,836.67
Allowance for Abatements	(76,476.61)	-	-	-	-	-	-		(76,476.61)
Tax Liens Receivable	-	-	-	-	-	-	-		-
Motor Vehicle Excise Prior	5,738.68	-	-	-	-	-	-		5,738.68
Motor Vehicle Excise Current	28,762.86	-	-	-	-	-	-		28,762.86
Water User Charges	-	-	3,432.62	-	-	-	-		3,432.62
Prepaid Expenditures	-	-	-	-	-	-	-		-
Due from (to) Other Funds	-	-	-	-	-	-	-		-
Due from Commonwealth	-	-	-	-	-	-	-	1,682,790.00	1,682,790.00
Amt to be Provided for Pmt of Bonds	-	-	-	-	-	-	-		-
<b>TOTAL ASSETS</b>	<b>1,076,300.15</b>	<b>923,695.28</b>	<b>203,878.24</b>	<b>123,001.31</b>	<b>199,014.22</b>	<b>594,367.92</b>	<b>305,954.45</b>	<b>1,682,790.00</b>	<b>5,109,001.57</b>
<b>LIABILITIES AND FUND EQUITY</b>									
Warrants Payable	130,253.28	1,000.00	2,740.13	7,415.03	-	251.00	435.00		142,094.44
Accounts Payable	-	-	-	-	-	-	(375.00)		(375.00)
Tax Withholdings	18,985.74	-	-	-	-	-	-		18,985.74
Due to Others	2,475.00	-	-	-	-	-	-		2,475.00
Deferred Revenue Property Tax	141,133.71	6,071.26	-	-	-	-	-		147,204.97
Deferred Revenue Tax Liens	-	-	-	-	-	-	-		-
Deferred Rev Motor Vehicle Ex	34,501.54	-	-	-	-	-	-		34,501.54
Deferred Rev Rollback Tax	12,836.67	-	-	-	-	-	-		12,836.67
Deferred Revenue Water Charges	-	-	3,432.62	-	-	-	-		3,432.62
Deferred Revenue State Grant	-	-	-	-	-	-	-		-
Notes Payable	-	-	-	-	360,000.00	-	-		360,000.00
Bonds Payable	-	-	-	-	-	-	-	1,682,790.00	1,682,790.00
Performance Bonds	-	-	-	-	-	-	-		-
<b>TOTAL LIABILITIES</b>	<b>340,185.94</b>	<b>7,071.26</b>	<b>2,740.13</b>	<b>10,847.65</b>	<b>360,000.00</b>	<b>251.00</b>	<b>305,954.45</b>	<b>1,682,790.00</b>	<b>2,709,840.43</b>
<b>FUND EQUITY</b>									
Reserve for Encumbrances	33,059.80	35,250.00	3,228.56	-	-	-	-		71,538.36
Reserve for Expenditures	-	326,536.24	-	-	-	-	-		326,536.24
Reserve for Petty Cash	50.00	-	-	-	-	-	-		50.00
Reserve for Continuing Appropriations	134,643.78	-	94,128.29	-	-	119,039.54	-		228,772.07
Reserve for Special Purposes	200,000.00	-	-	-	-	-	-		319,039.54
Reserve for Open Space	-	2,671.50	-	-	-	-	-		2,671.50
Reserve for Historic Rec.	-	267,770.50	-	-	-	-	-		267,770.50
Reserve for Community Housing	-	264,171.50	-	-	-	-	-		264,171.50
Unreserved Fund Balance	368,360.63	20,224.28	201,138.11	14,796.81	(160,985.78)	475,077.38	-		918,611.43
FB Res for Approp Deficits	-	-	-	-	-	-	-		-
<b>TOTAL FUND EQUITY</b>	<b>736,114.21</b>	<b>916,624.02</b>	<b>201,138.11</b>	<b>112,153.66</b>	<b>(160,985.78)</b>	<b>594,116.92</b>	<b>-</b>	<b>-</b>	<b>2,399,161.14</b>
<b>TOTAL LIAB. &amp; FUND EQUITY</b>	<b>1,076,300.15</b>	<b>923,695.28</b>	<b>203,878.24</b>	<b>123,001.31</b>	<b>199,014.22</b>	<b>594,367.92</b>	<b>305,954.45</b>	<b>1,682,790.00</b>	<b>5,109,001.57</b>

**TOWN OF DUNSTABLE**  
**STATEMENT OF REVENUE, BUDGET VS ACTUAL**  
**July 1, 2015 - June 30, 2016**

<b>GENERAL FUND</b>	<b>ACTUAL RECEIPTS</b>
<b>TAXES</b>	
Personal Property Current	\$ 122,828.84
Personal Property Prior	13.89
Real Estate Current	7,654,285.54
Real Estate Prior	63,579.63
Tax Liens Redeemed	7,857.32
Roll Back Taxes Received	-
Motor Vehicle Excise Current	460,024.77
Motor Vehicle Excise Prior	67,970.13
Other - Payments After Abatement	-
	<hr/> \$ 8,376,560.12
<b>INTEREST</b>	
Interest on Property Tax	24,556.59
Interest on Motor Vehicle	2,579.51
Interest on Tax Liens	18,976.99
Interest on Investments	3,544.50
	<hr/> \$ 49,657.59
<b>LICENSES &amp; PERMITS</b>	
Driveway Permits	650.00
Cable T V	501.00
Raffle Permits	40.00
Firearms Licenses	1,437.50
Fire Permits	5,195.69
Building Permits	47,354.66
Gas Permits	3,265.00
Plumbing Permits	3,060.00
Electrical Permits	13,375.00
Planning Board Special Permits	750.00
Common Victullar	50.00
Dog Licenses	3,721.00
	<hr/> \$ 79,399.85
<b>FINES &amp; VIOLATIONS</b>	
Dog License Fines	-
Non Criminal Fines	500.00
Court Fines	1,493.00
Library Fines	45.99
	<hr/> \$ 2,038.99
<b>GENERAL GOVERNMENT</b>	
<i>Selectmen</i>	
Rental Income	21,710.00

Other Miscellaneous	295.00
<b>Tax Collector</b>	
Demand Fees	10,179.00
R M V Surcharge	2,160.00
Municipal Lien Certificates	2,229.00
<b>Treasurer</b>	15.00
<b>Assessors</b>	239.59
<b>Town Clerk</b>	
Certified Vitals	475.00
Business Certificates	260.00
Other Miscellaneous	56.00
<b>Planning Board</b>	
Application Fees	6,900.00
<b>Board of Appeals</b>	
Filing Fees	600.00
Hearings	900.00
	<hr/>
	\$ 46,018.59

**PUBLIC SAFETY**

<b>Police Department</b>	
Police Reports	135.00
R M V Violations	9,767.50
Sp. Duty Surcharge	7,062.48
Miscellaneous	-
	<hr/>
	\$ 16,964.98

**OTHER DEPARTMENTAL**

Board of Health	20.00
	<hr/>
	\$ 20.00

**STATE & FEDERAL RECEIPTS**

State Owned Land	11,384.00
Chapter 70 Education Aid	2,961.00
School Transportation Reimb.	14,909.00
Abate. for Elderly & Veterans	506.00
Unrestr. General Government Aid	226,737.00
Veteran's Benefits	10,936.00
Federal Gas Tax Refund	3,866.00
	<hr/>
	\$ 271,299.00

**OTHER FINANCING SOURCES & MISC RECEIPTS**

Water Enterprise Expense Reimb.	5,749.00
Other Misc Receipts	2,219.77
	<hr/>
	\$ 7,968.77

**TOTAL REVENUES**

\$ 8,849,927.89

**TOWN OF DUNSTABLE  
SCHEDULE OF DEPARTMENTAL PAYMENTS  
JULY 1, 2015 - JUNE 30, 2016**

		<b>ACTUAL</b>	<b>BUDGET</b>	<b>FAVORABLE (UNFAVORABLE)</b>
<b>GENERAL FUND</b>				
<b>GENERAL GOVERNMENT</b>				
<b>TOWN ADMINISTRATOR</b>				
Salaries	67,957.48	<b>67,957.48</b>	<b>75,500.00</b>	7,542.52
Other Purchased Services	-		500.00	
Office Supplies	393.85		400.00	
Insurance Premium	-		1,000.00	
Dues & Subscriptions	400.00		400.00	
Trainings & Meetings	<u>6,434.69</u>		<u>7,000.00</u>	
		<b>7,228.54</b>	<b>9,300.00</b>	2,071.46
<b>SELECTMEN</b>				
Salaries	1,800.00		<b>1,800.00</b>	
Town Administrator, from Prior Year	1,666.70		<b>11,666.67</b>	
		<b>3,466.70</b>	<b>13,466.67</b>	9,999.97
Energy	-		200.00	
Repair & Maintenance	359.96		1,000.00	
Professional & Technical	950.00		5,950.00	
Professional & Technical - Special Legal	7,776.50		7,500.00	
Communication	1,461.61		1,200.00	
Office Supplies	85.03		300.00	
In State Travel	-		100.00	
Dues and Memberships	693.00		900.00	
Dues and Memberships - No Midd C of G	5,710.81		5,710.81	
Stormwater Consulting Fees (STM10/14)	<u>6,916.32</u>		<u>10,490.00</u>	
		<b>23,953.23</b>	<b>33,350.81</b>	9,397.58
<b>FINANCE COMMITTEE</b>				
Dues & Memberships	129.00	<b>129.00</b>	<b>150.00</b>	<b>21.00</b>
Reserve Fund		-	<b>13,078.25</b>	13,078.25
Unpaid Bills	3,975.85	<b>3,975.85</b>	<b>3,977.00</b>	1.15
<b>ACCOUNTANT</b>				
Salary	20,695.70		20,765.00	
Clerical	<u>6,272.40</u>		<u>7,847.00</u>	
		<b>26,968.10</b>	<b>28,612.00</b>	1,643.90
Professional Services	2,519.48		5,500.00	
Communication	-		200.00	
Office Supplies	667.46		1,000.00	
In State Travel	293.96		200.00	
Annual Audit	13,000.00		13,000.00	
Dues and Memberships	<u>95.00</u>		200.00	
		<b>16,575.90</b>	<b>20,100.00</b>	3,524.10
<b>ASSESSORS</b>				
Salary	900.00		900.00	
Associate Assessor	28,035.00		28,035.00	
Clerical	<u>12,322.80</u>		<u>12,521.00</u>	
		<b>41,257.80</b>	<b>41,456.00</b>	198.20
Professional Services	6,353.25		7,460.00	
Prof Serv - Prop Review Assessment	1,000.00		3,500.00	
Office Supplies	808.18		870.00	
In State Travel	124.96		200.00	
Dues & Memberships	<u>50.00</u>		100.00	
		<b>8,336.39</b>	<b>12,130.00</b>	3,793.61
<b>TREASURER</b>				
Salary	24,554.00		24,554.00	
Certification Stipend	<u>1,000.00</u>		1,000.00	
		<b>25,554.00</b>	<b>25,554.00</b>	-
Professional Services	6,641.29		6,980.00	
Communication	1,076.74		800.00	
Office Supplies	558.63		655.00	

In State Travel	-		65.00		
Dues & Memberships	25.00		45.00		
Other Charges	<u>654.72</u>		500.00		
		<b>8,956.38</b>		<b>9,045.00</b>	88.62
<b>TAX COLLECTOR</b>					
Salary	24,555.00	<b>24,555.00</b>		<b>24,555.00</b>	-
Professional Services	7,649.00		7,000.00		
Communication	4,935.45		4,000.00		
Office Supplies	492.85		1,895.00		
In State Travel	-		182.00		
Dues & Memberships	<u>25.00</u>		45.00		
		<b>13,102.30</b>		<b>13,122.00</b>	19.70
<b>LEGAL DEPARTMENT</b>					
Professional Services	20,910.58	<b>20,910.58</b>		<b>30,000.00</b>	9,089.42
<b>TOWN CLERK</b>					
Salary	28,956.00		28,956.00		
Temp Help Wages	448.00		-		
Certification Stipend	<u>1,000.00</u>		<u>1,000.00</u>		
		<b>30,404.00</b>		<b>29,956.00</b>	(448.00)
Professional Services	413.00		1,100.00		
Communication	-		500.00		
Office Supplies	621.63		700.00		
In State Travel	60.37		300.00		
Dues & Memberships	<u>70.00</u>		<u>150.00</u>		
		<b>1,165.00</b>		<b>2,750.00</b>	1,585.00
<b>DOG LICENSE PROGRAM</b>					
Communication	-		100.00		
Supplies	<u>488.91</u>		<u>600.00</u>		
		<b>488.91</b>		<b>700.00</b>	211.09
<b>ELECTION &amp; REGISTRATION</b>					
Election & Reg Stipends	2,132.50	<b>2,132.50</b>		<b>2,500.00</b>	367.50
Registrar Salary	200.00	<b>200.00</b>		<b>225.00</b>	25.00
Repair & Maintenance	200.00		500.00		
Professional Services	2,549.30		3,000.00		
Communication	2,007.82		3,000.00		
Other Supplies	<u>543.47</u>		<u>500.00</u>		
		<b>5,300.59</b>		<b>7,000.00</b>	1,699.41
<b>CONSERVATION COMMISSION</b>					
Clerical Wages		<b>13,251.90</b>		<b>13,966.00</b>	714.10
Professional Services	-		125.00		
Communication	171.52		150.00		
Office Supplies	443.59		150.00		
Other Supplies	168.99		100.00		
In State Travel	-		50.00		
Dues & Memberships	565.00		650.00		
Other Charges	<u>-</u>		<u>155.00</u>		
		<b>1,349.10</b>		<b>1,380.00</b>	30.90
Miller Conservation Restriction		<b>277,000.00</b>		<b>277,000.00</b>	-
<b>PLANNING BOARD</b>					
Clerical Wages	12,865.59	<b>12,865.59</b>		<b>13,966.00</b>	1,100.41
Professional Services	255.00		650.00		
Communication	259.07		180.00		
Office Supplies	<u>409.55</u>		<u>170.00</u>		
		<b>923.62</b>		<b>1,000.00</b>	76.38
<b>BOARD OF APPEALS</b>					
Clerical Wages	-	-		<b>1,000.00</b>	1,000.00
Professional Services	-		1,000.00		
Office Supplies/Communication	<u>476.72</u>		<u>500.00</u>		
		<b>476.72</b>		<b>1,500.00</b>	1,023.28
<b>TOWN HALL</b>					
Clerical Wages	38,250.00		38,250.00		
Clerical Wages Part Time	-		1,000.00		
Janitor/Recycler Wages	4,540.64		4,609.00		

Building Inspection Support	3,118.79		3,060.00		
		<b>45,909.43</b>		<b>46,919.00</b>	1,009.57
Energy	13,651.01		16,000.00		
Non-Energy Utilities	3,888.65		5,000.00		
Repair & Maintenance	9,203.27		10,000.00		
Other Property Related Services	7,644.53		7,000.00		
Professional Services	596.25		1,000.00		
Communication	4,114.07		4,500.00		
Office Supplies	1,989.00		2,500.00		
Repair & Maintenance Supplies	365.84		100.00		
Custodial Supplies	437.82		500.00		
Repair Town Hall Furnace (Art. 10)	1,266.40		10,000.00		
Elevator Repair (STM Art. 9)	<u>5,637.00</u>		<u>5,637.00</u>		
		<b>48,793.84</b>		<b>62,237.00</b>	13,443.16
<b>TOWN REPORTS</b>	2,904.63	<b>2,904.63</b>		<b>5,000.00</b>	2,095.37
<b>TOWN PLANNING ENGINEER</b>	5,502.56	<b>5,502.56</b>		<b>16,000.00</b>	10,497.44
<b>TOWN PROPERTY - SPECIAL ARTICLES</b>					
P/S Complex		-		<b>30,000.00</b>	30,000.00
River St Survey		-		<b>2,500.00</b>	2,500.00
Town Hall Wall/Ceiling		-		<b>5,000.00</b>	5,000.00
Town Hall A/C		-		<b>20,000.00</b>	20,000.00
<b>TOTAL GENERAL GOVERNMENT</b>			<b>741,595.64</b>	<b>893,995.73</b>	<b>152,400.09</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
Chief Salary	104,034.00		104,034.00		
Officer Wages	615,265.56		633,143.00		
Admin Assistant Wages	33,768.00		33,578.00		
Custodian Wages	<u>3,864.00</u>		<u>3,787.00</u>		
	756,931.56	<b>756,931.56</b>		<b>774,542.00</b>	17,610.44
Energy	7,708.01		8,923.00		
Water	186.00		250.00		
Repair & Maintenance	1,957.57		1,400.00		
Cruiser Repairs and Maint.	11,537.11		15,000.00		
Radio Repair & Maintenance	6,676.00		7,400.00		
Station Repair & Maintenance	2,720.06		1,000.00		
Rentals and Leases	60.00		100.00		
Other Property Related Services	1,486.41		1,855.00		
Professional & Technical	8,791.00		8,000.00		
Tuition Reimbursement	-		1,600.00		
Communication	633.14		700.00		
Radio Communication	67,321.30		66,997.00		
Station Communication	3,371.77		3,500.00		
Other Purchased Services	-		100.00		
Other Services - Lock Up	750.00		3,500.00		
Office Supplies	3,068.77		5,000.00		
Custodial Supplies	1,392.77		1,600.00		
Vehicle Supplies	19,874.67		30,000.00		
Other Supplies	24,588.77		15,000.00		
Station Other Supplies	642.89		1,000.00		
Dues & Memberships	9,788.59		12,300.00		
Radio Dues & Memberships	1,900.00		2,000.00		
New Cruiser Lease	<u>35,891.76</u>		<u>35,893.00</u>		
		<b>210,346.59</b>		<b>223,118.00</b>	12,771.41
<b>FIRE DEPARTMENT</b>					
Fire Chief Wages	50,000.00		50,000.00		
Fire Department Wages	<u>22,532.50</u>		<u>26,000.00</u>		
		<b>72,532.50</b>		<b>76,000.00</b>	3,467.50
Energy	3,423.41		4,500.00		
Water	186.00		200.00		
Repair & Maintenance	12,088.86		12,500.00		
Rentals & Leases	12,312.24		12,252.00		
Professional Services	1,559.98		1,500.00		
Training, Chief	335.00		500.00		
Communications	5,548.70		5,000.00		
Office Supplies	392.27		600.00		
Building & Equipment Maint. Supplies	4,040.67		3,000.00		

Custodial Supplies	448.21		300.00		
Vehicle Supplies	2,361.39		6,000.00		
Food and Food Service Supplies	333.59		500.00		
Firefighting Supplies	8,387.54		6,000.00		
Other Training Supplies	953.93		500.00		
New Firefighting Equipment	5,424.58		5,000.00		
Replacement Equipment	31,371.28		30,700.00		
Dues & Membership	865.15		1,000.00		
Communications Equipment (Art. 3)	4,773.40		18,300.00		
		<b>94,806.20</b>		<b>108,352.00</b>	13,545.80
<b>INSPECTORS</b>					
Building Inspector Salary	16,891.00	<b>16,891.00</b>		<b>16,891.00</b>	-
Building Inspector Expense	715.19	<b>715.19</b>		<b>1,650.00</b>	934.81
Gas Inspector Salary	2,308.00	<b>2,308.00</b>		<b>2,308.00</b>	-
Plumbing Inspector Salary	2,704.00	<b>2,704.00</b>		<b>2,704.00</b>	-
Electrical Inspector Salary	10,732.00	<b>10,732.00</b>		<b>10,732.00</b>	-
Inspector of Animals	400.00	<b>400.00</b>		<b>400.00</b>	-
Inspector's Pay (Art. 5)	17,020.00	<b>17,020.00</b>		<b>28,919.50</b>	11,899.50
<b>EMERGENCY MANAGEMENT</b>					
	4,010.45	<b>4,010.45</b>		<b>6,206.60</b>	2,196.15
<b>ANIMAL CONTROL</b>					
	8,628.00	<b>8,628.00</b>		<b>9,000.00</b>	372.00
<b>TREE WARDEN</b>					
	21,477.84	<b>21,477.84</b>		<b>21,500.00</b>	22.16
<b>TOTAL PUBLIC SAFETY</b>			<b>1,219,503.33</b>	<b>1,282,323.10</b>	<b>62,819.77</b>
<b>EDUCATION</b>					
G.D.R.S. District	4,779,790.00	<b>4,779,790.00</b>		<b>4,779,790.00</b>	-
G.D.R.S. District Debt	138,721.00	<b>138,721.00</b>		<b>138,721.00</b>	-
G.L.R.V.T.H.S.	392,694.00	<b>392,694.00</b>		<b>392,694.00</b>	-
G.L.R.V.T.H.S. Distric Debt	24,223.00	<b>24,223.00</b>		<b>24,223.00</b>	-
Essex Ag.-Non-Regional	17,556.00	<b>17,556.00</b>		<b>17,556.00</b>	-
Essex Ag.-Transportation	30,625.00	<b>30,625.00</b>		<b>30,625.00</b>	-
<b>TOTAL EDUCATION</b>			<b>5,383,609.00</b>	<b>5,383,609.00</b>	-
<b>PUBLIC WORKS &amp; FACILITIES</b>					
<b>HIGHWAY DEPARTMENT</b>					
Wages Operations Staff	152,539.76		157,357.00		
Clerical Wages	16,544.40		17,436.00		
		<b>169,084.16</b>		<b>174,793.00</b>	5,708.84
Energy	5,661.82		6,395.00		
Repair & Maintenance	20,639.31		40,000.00		
Paving Service	28,657.24		54,000.00		
BrushSigns& Line Paint	14,761.06		27,685.00		
Repair & Maitain Building	12,851.73		10,000.00		
Highway Lease Purchase	15,636.09		15,895.00		
Professional & Technical	78.45		2,500.00		
Communciation	4,606.97		5,000.00		
Office Supplies	287.85		256.00		
Custodial & Housekeeping Supplies	-		1,279.00		
Vehicular Supplies	51,877.11		22,300.00		
Public Works Supplies	13,108.68		5,243.00		
Other Supplies	-		1,023.00		
Dues & Memberships	100.00		200.00		
		<b>168,266.31</b>		<b>191,776.00</b>	23,509.69
<b>Street Lights</b>					
	7,290.19	<b>7,290.19</b>		<b>8,100.00</b>	809.81
<b>Snow Removal</b>					
Wages	14,159.65		20,351.00		
Overtime	9,997.23		31,135.00		
		<b>24,156.88</b>		<b>51,486.00</b>	27,329.12
Repair & Maintenance Services	-		5,583.00		
Other Property Services	2,570.00		5,583.00		
Outside Plow Companies	18,440.00		20,000.00		
Vehicular Supplies	6,611.93		6,090.00		
Salt	130,158.68		177,258.00		
Sand	-		2,842.00		

Supplies, Ice Ban	13,805.00		12,171.00		
		<b>171,585.61</b>		<b>229,527.00</b>	57,941.39
<b>TRANSFER STATION / LANDFILL</b>					
Subsidy to Enterprise Fund	20,013.00		20,013.00		
Landfill Expenses	2,287.30		2,300.00		
Other Charges	-		-		
		<b>22,300.30</b>		<b>22,313.00</b>	12.70
Article, Replace Fencing	-	-		<b>15,000.00</b>	15,000.00
Article, Roll Off Containers	7,054.00	<b>7,054.00</b>		<b>9,756.00</b>	2,702.00
<b>CEMETERY DEPARTMENT</b>					
Wages	9,000.00	<b>9,000.00</b>		<b>9,000.00</b>	-
Water	1,305.00		1,500.00		
Other Property Related Services	1,469.85		600.00		
Repair & Maintenance Service	495.98		500.00		
Building & Equipment Repair	670.62		300.00		
Other Supplies	93.62		1,100.00		
Groundskeeping Supplies	564.93		600.00		
		<b>4,600.00</b>		<b>4,600.00</b>	-
<b>TOTAL PUBLIC WORKS</b>			<b>583,337.45</b>	<b>716,351.00</b>	<b>133,013.55</b>
<b>HUMAN SERVICES</b>					
<b>BOARD OF HEALTH</b>					
Clerical Wages	4,465.09	<b>4,465.09</b>		<b>5,038.00</b>	572.91
Rentals & Leases	-		1,200.00		
Communication	218.16		500.00		
Office Supplies	466.22		500.00		
Dues & Memberships	150.00		150.00		
		<b>834.38</b>		<b>2,350.00</b>	1,515.62
Nashoba Assessment	7,200.80	<b>7,200.80</b>		<b>7,201.00</b>	0.20
Nashoba Nursing	3,223.52	<b>3,223.52</b>		<b>3,224.00</b>	0.48
Mental Health Assessment	400.00	<b>400.00</b>		<b>400.00</b>	-
TADS Program	2,000.00	<b>2,000.00</b>		<b>2,000.00</b>	
<b>COUNCIL ON AGING</b>					
Wages	6,541.00	<b>6,541.00</b>		<b>6,541.00</b>	-
COA Bus	5,766.90		7,500.00		
Office Supplies	146.59		350.00		
Food Service Supplies	2,766.83		2,800.00		
In State Travel	395.76		1,000.00		
Dues and Memberships	175.00		258.00		
		<b>9,251.08</b>		<b>11,908.00</b>	2,656.92
<b>VETERANS SERVICES</b>					
Salary	5,254.00	<b>5,254.00</b>		<b>5,254.00</b>	-
Professional & Technical	819.00		1,800.00		
Communication	1,678.15		1,680.00		
Office Supplies	621.37		500.00		
Other Supplies	793.98		850.00		
Food Services	40.44		1,320.00		
In State Travel	260.28		450.00		
Dues & Memberships	100.00		500.00		
Veteran's Benefits	10,682.24		13,000.00		
		<b>14,995.46</b>		<b>20,100.00</b>	5,104.54
Veteran's Benefits Fund	15,385.33	<b>15,385.33</b>		<b>15,385.33</b>	-
<b>TOTAL HUMAN SERVICES</b>			<b>69,550.66</b>	<b>79,401.33</b>	<b>9,850.67</b>
<b>CULTURE &amp; RECREATION</b>					
<b>LIBRARY</b>					
Wages	76,102.07	<b>76,102.07</b>		<b>76,151.00</b>	48.93
Energy	18,179.77		18,000.00		
Water	562.09		488.00		
Repair & Maintenance	5,758.93		9,500.00		

Other Property Related Services	2,412.52		2,500.00		
Communication	460.34		-		
Office Supplies	3,756.87		4,000.00		
Other Supplies Collection Materials	31,060.08		31,000.00		
Library Dues & Memberships	110.00		-		
Lighting Design Services ATM 5/11	-		7,000.00		
Design/Rep. Egress (Art. 8)	3,482.50		7,000.00		
		<b>65,783.10</b>		<b>79,488.00</b>	13,704.90
<b>MVL Consortium Dues</b>	13,100.00	<b>13,100.00</b>		<b>13,100.00</b>	-
<b>TECHNOLOGY</b>	10,795.02	<b>10,795.02</b>		<b>11,950.00</b>	1,154.98
<b>RECREATION COMMISSION</b>					
Other Purchased Services	610.91	<b>610.91</b>	2,080.00	<b>2,080.00</b>	1,469.09
<b>PARKS DEPARTMENT</b>					
Energy	3,951.85		2,050.00		
Rental & Leases	790.14		-		
Other Property Related Services	45,151.18		42,476.57		
Other Services	633.40		6,000.00		
		<b>50,526.57</b>		<b>50,526.57</b>	-
<b>MEMORIAL DAY</b>	283.35	<b>283.35</b>		<b>700.00</b>	416.65
<b>TOTAL CULTURAL &amp; RECREATION</b>			<b>217,201.02</b>	<b>233,995.57</b>	<b>16,794.55</b>
<b>DEBT SERVICE</b>					
Long Term Debt	298,498.00	<b>298,498.00</b>		<b>298,498.00</b>	-
Long Term Interest	43,516.73	<b>43,516.73</b>		<b>43,518.00</b>	1.27
Temporary Loan Interest	2,125.00	<b>2,125.00</b>		<b>2,125.00</b>	-
<b>TOTAL DEBT SERVICE</b>			<b>344,139.73</b>	<b>344,141.00</b>	1.27
<b>INSURANCE &amp; BENEFITS</b>					
County Retirement	215,351.00	<b>215,351.00</b>		<b>215,351.00</b>	-
Insurances:					
Group Health Insurance	192,053.37	<b>192,053.37</b>		<b>241,500.00</b>	49,446.63
Life Insurance	409.64	<b>409.64</b>			(409.64)
Medicare Town Share	21,765.26	<b>21,765.26</b>		<b>23,500.00</b>	1,734.74
Liability (Buildings, Vehicles, Workers)	94,735.00	<b>94,735.00</b>		<b>99,717.00</b>	4,982.00
<b>TOTAL INSURANCE &amp; BENEFITS</b>			<b>524,314.27</b>	<b>580,068.00</b>	55,753.73
State Assessment		3,284.00	<b>3,284.00</b>	<b>3,284.00</b>	-
Capital Plan Expenses	-	-		<b>10,000.00</b>	10,000.00
<b>TOTAL GENERAL FUND DEPARTMENTAL PAYMENTS</b>			<b><u>9,086,535.10</u></b>	<b><u>9,527,168.73</u></b>	<b><u>430,633.63</u></b>

**Town of Dunstable**  
**STATEMENT OF CHANGE IN FUND BALANCE - SPECIAL REVENUE FUNDS**  
**JULY 1, 2015 - JUNE 30, 2016**

ACCOUNT NUMBER		BALANCE <u>6/30/2015</u>	RECEIPTS	TRANS.	EXPENDED PAYROLL	EXPENDED OTHER	BALANCE <u>6/30/2016</u>
2010-13-192-3560-0000-000	Town Hall Committee	1,448.09	-	-	-	-	1,448.09
2020-00-000-3590-0000-000	Insurance Receipts < \$20,000	8,011.04	2,019.85	-	-	7,444.67	2,586.22
2022-01-161-3280-0000-000	Extended Polling Hours State Grant	6,795.24	437.00	-	-	-	7,232.24
2150-10-210-3560-0000-000	Police Special Duty	2,350.64	71,473.92	-	71,794.80	-	2,029.76
2280-10-171-3560-0000-000	Wetland By-Law Fees	975.00	225.00	-	-	-	1,200.00
2390-12-422-3520-0000-000	Hwy Chapter 90 Improvement Grant	(35,029.93)	192,191.93	-	-	157,162.00	-
2440-10-491-3280-0000-000	Cemetery Revolving Fund	(590.65)	7,980.00	-	2,346.35	5,043.00	0.00
2470-10-631-3560-0000-000	Town Recreation Revolving Fund	19,010.36	11,800.00	-	-	441.91	30,368.45
2480-10-541-3560-0000-000	COA Transportation Revolving Fund	4,387.70	860.00	-	-	-	5,247.70
2600-13-122-3560-0000-000	Butterfield Relief/Poor	10,454.64	633.00	-	-	-	11,087.64
2602-13-491-3560-0000-003	Butterfield Cemetery Fund	13,784.08	1,266.00	-	-	-	15,050.08
2603-13-491-3560-0000-004	Cemetery Gifts & Donations	630.00	-	-	-	-	630.00
2604-13-491-3560-0000-005	Cemetery Setting of Stone	435.00	30.00	-	-	-	465.00
2605-13-541-3560-0000-002	Elder Affairs Donations	3,066.19	48.50	-	-	-	3,114.69
2607-13-541-3560-0000-003	Council on Aging Building Fund	29,346.75	-	-	-	-	29,346.75
2609-13-610-3560-0000-006	Library Jose Abeyta Memorial	222.15	-	-	-	-	222.15
2610-13-610-3560-0000-007	Library Lucy Kennedy Memorial	1,204.04	-	-	-	325.00	879.04
2611-13-610-3560-0000-008	Library Germaine Crawford	1,573.00	50.00	-	-	-	1,623.00
2612-13-610-3560-0000-009	Library Lloyd Barnes Mem.	141.00	-	-	-	-	141.00
2613-13-630-3560-0000-000	Recreation Music Fund	482.25	-	-	-	-	482.25
2614-13-631-3560-0000-000	Dunstable Road Race Donations	316.12	-	-	-	-	316.12
2615-13-699-3560-0000-000	Cultural Council Grant	3,911.71	4,405.03	-	-	4,988.00	3,328.74
2616-13-699-3560-0000-001	Cultural Council Fundraiser	133.20	-	-	-	-	133.20
2617-13-693-3560-0000-000	Summer Concert Donations	11,815.27	5,650.00	-	-	7,549.55	9,915.72
2618-13-610-3560-0000-003	Library Trustee Account	16,820.30	1,603.20	-	-	679.60	17,743.90
2623-13-610-3560-0000-028	Library Helen Kennedy Mem	20,659.88	-	-	-	-	20,659.88
2624-13-610-3560-0000-000	Library Beverly Rock Mem.	731.18	-	-	-	-	731.18
2625-13-610-3560-0000-000	Library Lucille Dumont Mem	1,425.00	-	-	-	-	1,425.00
2626-13-000-3280-0000-000	Tyngs Rotary Club Donations	395.00	-	-	-	300.00	95.00
2629-13-692-3560-0000-000	Memorial Day Donation	1,071.80	70.00	-	-	-	1,141.80
2630-13-000-3280-0000-000	Korean/Vietnam Memorial Donations	17.67	-	-	-	-	17.67
2631-13-000-3280-0000-000	Flag Donations	379.24	-	-	-	-	379.24
2661-10-171-3560-0000-000	Conservation Wetland Act	20,856.42	1,697.50	-	-	150.00	22,403.92
2662-20-171-3300-0000-000	Town Forest Timber	18,631.76	-	-	-	-	18,631.76
2663-13-171-3280-0000-000	ConsCom Carter Farm Donations	-	-	-	-	-	-
2782-11-422-3510-2009-000	FEMA Ice Storm Grant	(38,000.00)	-	-	-	-	(38,000.00)
2784-11-000-3510-2010-010	FEMA 4/10 Severe Storms Grants	-	-	-	-	-	-
2785-11-422-3510-2011-000	FEMA 1/11-12/11 Snow Ice Storm	-	-	-	-	-	-
2800-12-541-3520-0000-000	Elder Affairs Grant	-	4,581.00	-	3,881.63	-	699.37
2801-12-541-3520-0000-001	Elder Affairs Pharmacy	163.61	-	-	-	-	163.61
2802-12-610-3520-0000-001	Library Incentive Grant	8,095.58	2,222.69	-	-	-	10,318.27
2803-12-610-3520-0000-002	Library Equal. Grant	1,221.32	1,318.92	-	1,642.30	-	897.94
2804-12-610-3520-0000-000	Library NR Circulation Grant	654.01	265.65	-	-	-	919.66
2810-00-000-3590-0000-000	DHCD Grant	-	10,000.00	-	-	10,000.00	-
2820-12-210-3520-0000-004	Police Community Grant	28.40	-	-	-	-	28.40
2830-12-220-3520-0000-000	VFA Fire Equipment State Grant	61.70	-	-	-	-	61.70
2832-12-220-3280-0000-000	Fire SAFE State Grant	3,288.05	3,337.00	-	1,225.00	2,700.07	2,699.98
2833-12-220-3280-0000-000	Fire Senior SAFE Grant	2,409.96	2,417.00	-	270.00	2,344.87	2,212.09
2840-12-291-3520-2009-000	Emergency Management Grant	2,283.90	-	-	-	-	2,283.90
		<b>146,142.67</b>	<b>326,583.19</b>	<b>-</b>	<b>81,160.08</b>	<b>199,128.67</b>	<b>192,362.11</b>

	<b>GDRSD Tech Improvement</b>	<b>Water System Engineering</b>	<b>Main Street Engineering</b>	<b>Salt Shed</b>	<b>TOTAL CAPITAL PROJECTS</b>
Revenue	-	-	-	-	-
Expenditures	45,708.00	32,400.00	16,047.98	-	<b>94,155.98</b>
Surplus/Deficit	(45,708.00)	(32,400.00)	(16,047.98)	-	(94,155.98)
Tranfers In	45,708.00	-	-	20,000.00	<b>65,708.00</b>
Tranfers Out	-	-	-	-	-
Change in Fund Balance	(45,708.00)	(32,400.00)	(16,047.98)	20,000.00	<b>(74,155.98)</b>
Beg Fund Balance	-	43,400.00	-	184,312.91	<b>227,712.91</b>
Change in Fund Balance		11,000.00	(16,047.98)	204,312.91	<b>199,264.93</b>
Fund Balance Adjustments					-
End Fund Balance	-	11,000.00	(16,047.98)	204,312.91	<b>199,264.93</b>
Cash	-	11,000.00	172,327.13	15,687.09	<b>199,014.22</b>
<b>TOTAL ASSETS</b>	<b>-</b>	<b>11,000.00</b>	<b>172,327.13</b>	<b>15,687.09</b>	<b>199,014.22</b>
Bond Anticipation Note	-	-	180,000.00	180,000.00	<b>360,000.00</b>
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>-</b>	<b>180,000.00</b>	<b>180,000.00</b>	<b>360,000.00</b>
Undesigned Fund Balance	-	(11,000.00)	(16,047.98)	(164,312.91)	<b>(191,360.89)</b>
<b>TOTAL FUND BALANCE</b>	<b>-</b>	<b>(11,000.00)</b>	<b>(16,047.98)</b>	<b>(164,312.91)</b>	<b>(191,360.89)</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>-</b>	<b>(11,000.00)</b>	<b>163,952.02</b>	<b>15,687.09</b>	<b>168,639.11</b>

**TOWN OF DUNSTABLE  
COMBINED BALANCE SHEET - ENTERPRISE FUNDS  
JUNE 30, 2016**

	<b>WATER ENTERPRISE FUND</b>	<b>TRANSFER STATION ENTERPRISE FUND</b>	<b>TOTAL ENTERPRISE FUNDS</b>
Cash	109,893.38	9,675.31	<b>119,568.69</b>
Water User Charges Receivable	3,432.62	0.00	<b>3,432.62</b>
<b>TOTAL ASSETS</b>	<b>113,326.00</b>	<b>9,675.31</b>	<b>123,001.31</b>
Warrants Payable	968.28	6,446.75	<b>7,415.03</b>
Accrued Payroll	0.00	0.00	<b>0.00</b>
Deferred Revenue	3,432.62	0.00	<b>3,432.62</b>
<b>TOTAL LIABILITIES</b>	<b>4,400.90</b>	<b>6,446.75</b>	<b>10,847.65</b>
Reserved for Encumbrances	0.00	3,228.56	<b>3,228.56</b>
Reserved for Expenditures	0.00	0.00	<b>0.00</b>
Reserved for Continuing Appropriations	94,128.29	0.00	<b>94,128.29</b>
Retained Earnings (Deficit)	14,796.81	0.00	<b>14,796.81</b>
<b>TOTAL FUND EQUITY</b>	<b>108,925.10</b>	<b>3,228.56</b>	<b>112,153.66</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>113,326.00</b>	<b>9,675.31</b>	<b>123,001.31</b>

**TOWN OF DUNSTABLE  
WATER ENTERPRISE FUND  
JULY 1, 2015 - JUNE 30, 2016**

	<b>Budget</b>	<b>Actual</b>	
<b>Fund Balance as of July 1, 2015</b>			
Reserve for Expenditures		-	
Reserve for Continuing Appropriations		89,476.67	
Unreserved Retained Earnings/(Deficit)		13,015.35	
			102,492.02
<b>Receipts:</b>			
User Charges	53,500.00	65,262.87	
Special Assessments	750.00	2,147.76	
Interest on Charges	72.00	370.41	
Connection Fees	250.00	475.00	
Interest on Investment	100.00	168.35	
	<u>54,672.00</u>	<u>68,424.39</u>	68,424.39
Transferred in (Free Cash)			<u>5,518.00</u>
			176,434.41
<b>Expended:</b>			
Wages	19,623.00	19,387.70	
Energy	7,500.00	7,499.31	
Repair & Maintenance	6,000.00	4,330.02	
Rentals	250.00	202.00	
Training	400.00	369.00	
Professional Services	6,009.00	4,911.25	
Communication	400.00	1,131.49	
Office Supplies	250.00	416.55	
Repair Maintenance Supplies	125.00	229.00	
Public Works Supplies	5,225.00	6,597.22	
In-State Travel	45.00	-	
Dues & Memberships	500.00	305.00	
Emergency Reserve	2,500.00	2,500.00	
Special Projects, Capital Asset Repair	108,009.67	13,881.38	
	<u>156,836.67</u>	<u>61,759.92</u>	61,759.92
Other Financing Uses-Intergovernmental	5,845.00	5,749.39	5,749.39
			<b>108,925.10</b>
<b>Fund Balances as of June 30, 2016:</b>			
Reserve for Encumbrances		-	
Reserve for Continuing Appropriations		94,128.29	
Unreserved Retained Earnings/(Deficit)		14,796.81	
			<u>108,925.10</u>

**TOWN OF DUNSTABLE  
TRANSFER STATION ENTERPRISE FUND  
JULY 1, 2015 - JUNE 30, 2016**

	<b>Budget</b>	<b>Actual</b>	
<b>Fund Balance as of July 1, 2015</b>			
Reserve for Expenditures		-	
Reserve for Special Purposes		-	
Unreserved Retained Earnings/(Deficit)		<u>(125.66)</u>	(125.66)
Expenditure of Encumbrance			-
Receipts:	-		
User Charges	65,000.00	52,640.00	
Other Recycling Fees	2,635.00	2,295.66	
Other Financing Sources-Gen Fund Subsidy	<u>18,600.00</u>	<u>20,013.00</u>	
			<u>74,948.66</u>
	86,235.00		74,823.00
Expended:			
Wages	16,906.00	16,602.62	
Repair & Maintenance	3,800.00	992.45	
Rentals	1,300.00	1,231.80	
Rubbish Removal	46,000.00	40,570.77	
Other Property Services	10,000.00	10,119.20	
Other Supplies	2,250.00	-	
Other Service - Hazard Waste Chg	<u>4,500.00</u>	<u>2,077.60</u>	
	84,756.00		<u>71,594.44</u>
			<u>3,228.56</u>
<b>Fund Balances as of June 30, 2016:</b>			
Reserve for Encumbrances		-	
Reserve for Expenditures		3,228.56	
Reserve for Special Purposes		-	
Unreserved Retained Earnings/(Deficit)		<u>-</u>	
			<u><u>3,228.56</u></u>

**TOWN OF DUNSTABLE**  
**BALANCE SHEET - TRUST FUNDS**  
June 30, 2016

<b>ASSETS</b>	<b>NON-EXPENDABLE</b>	<b>EXPENDABLE</b>	<b>TOTAL</b>
Cash	118,539.54	475,328.38	593,867.92
Investment - Stock	500.00	-	500.00
<b>TOTAL ASSETS</b>	<u>119,039.54</u>	<u>475,328.38</u>	<u>594,367.92</u>
 <b>LIABILITIES</b>			
Warrants Payable	-	251.00	251.00
<b>TOTAL LIABILITIES</b>	<u>-</u>	<u>251.00</u>	<u>251.00</u>
 <b>FUND BALANCES</b>			
Harriett C Proctor Chapel	-	27,255.32	27,255.32
Asa T. Butterfield Library	21,200.00	904.12	22,104.12
Cemetery Perpetual Care	62,456.00	20,017.16	82,473.16
E D & May Swallow Cemetery	1,000.00	952.71	1,952.71
Ellen Kendall Library Fund	50.00	0.48	50.48
E R Bennett Public Grounds	500.00	903.52	1,403.52
Fred Fletcher Cemetery Fund	2,532.54	2,654.22	5,186.76
Meeting House Hill Cemetery	1,400.00	2,533.26	3,933.26
Owen Parkhurst Library Fund	1,000.00	1,206.66	2,206.66
Rideout Cemetery PC	401.00	723.62	1,124.62
Sarah Parkhurst Roby Bldg.	2,000.00	30.59	2,030.59
Sarah Roby Highway Fund	1,000.00	4,815.43	5,815.43
Sarah Parkhurst Free Lecture	5,000.00	1,946.62	6,946.62
Charles & Hazel Grasse Trust	10,000.00	1,989.74	11,989.74
Marietta Parkhurst Water	500.00	-	500.00
Conservation Timber Fund	-	40,754.84	40,754.84
Conservation Land Fund	-	3,627.79	3,627.79
James McKenna Memorial	-	5,277.13	5,277.13
Majorie Olney Library	-	6,860.21	6,860.21
Stabilizaion Fund	-	265,167.61	265,167.61
Stabilizaion Fund - Highway	-	10,037.72	10,037.72
Stablization Fund - Water	-	50,004.85	50,004.85
Unemployment Comp Fund	-	15,143.96	15,143.96
Scholarship Fund	-	394.76	394.76
Educational Fund	-	1,031.14	1,031.14
Senior Fund	-	2,742.65	2,742.65
Sarah Parkhurst Charity	5,000.00	5,073.91	10,073.91
Harriet C Proctor Charity	5,000.00	3,027.36	8,027.36
<b>TOTAL FUND BALANCE</b>	<u>119,039.54</u>	<u>475,077.38</u>	<u>594,116.92</u>
 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	 <u>119,039.54</u>	 <u>475,328.38</u>	 <u>594,367.92</u>

**TOWN OF DUNSTABLE**  
**EXPENDABLE TRUST FUNDS - CHANGES IN FUND BALANCE**  
 June 30, 2016

<u>Account #</u>	<u>BALANCE</u> <u>7/1/2015</u>	<u>INCOME</u>	<u>TRANSFERS</u>	<u>EXPENDED</u>	<u>BALANCE</u> <u>6/30/2016</u>
H C Proctor Cemetery Chapel	27,143.92	111.40	-	-	27,255.32
Asa T Butterfield Library	813.78	90.34	-	-	904.12
Cemetery Perpetual Care	25,839.05	362.32	-	5,933.21	20,268.16
E D & May Swallow Cemetery	943.70	9.01	-	-	952.71
Ellen Kendall Library	0.27	0.21	-	-	0.48
E R Bennett Grounds	897.79	5.73	-	-	903.52
Fred Fletcher Cemetery	2,633.02	21.20	-	-	2,654.22
Meeting House Hill Cemetery	2,517.19	16.07	-	-	2,533.26
Owen Parkhurst	1,197.64	9.02	-	-	1,206.66
Rideout Cemetery P C	719.03	4.59	-	-	723.62
S A Parkhurst Roby Bldg Fund	22.28	8.31	-	-	30.59
Sarah A Roby Highway Fund	4,791.65	23.78	-	-	4,815.43
S A Parkhurst Free Lecture	2,416.38	30.24	-	500.00	1,946.62
C & H Grasse Trust	1,940.74	49.00	-	-	1,989.74
Conservation Timber	76,545.38	9.46	(35,800.00)	-	40,754.84
Conservation Land Fund	15,267.43	1,160.36	(10,000.00)	2,800.00	3,627.79
James McKenna Memorial	5,505.48	21.65	-	250.00	5,277.13
Majorie Olney Library	6,832.17	28.04	-	-	6,860.21
Stabilization Fund	314,030.29	1,137.32	(50,000.00)	-	265,167.61
Highway Stabilization Fund	10,035.71	2.01	-	-	10,037.72
Water Stabilization Fund	-	4.85	50,000.00	-	50,004.85
Unemployment Comp Fund	15,082.06	61.90	-	-	15,143.96
H C Proctor Charity	3,743.06	34.30	-	750.00	3,027.36
S A Parkhurst Charity	6,006.69	42.22	-	975.00	5,073.91
Scholarship Donations	392.59	2.17	-	-	394.76
Educational Donations	1,026.92	4.22	-	-	1,031.14
Senior Donations	2,731.99	10.66	-	-	2,742.65
<b>TOTAL EXPENDABLE</b>	<b>529,076.21</b>	<b>3,260.38</b>	<b>(45,800.00)</b>	<b>11,208.21</b>	<b>475,328.38</b>

**TOWN OF DUNSTABLE**  
**NON-EXPENDABLE TRUST FUNDS - CHANGES IN FUND BALANCE**  
**June 30, 2016**

<u>Account #</u>	<u>BALANCE</u> <u>7/1/2014</u>	<u>INCOME</u>	<u>TRANSFERS</u>	<u>BALANCE</u> <u>6/30/2015</u>
5302-06-610-3291-0000-004	21,200.00	-	-	21,200.00
5300-04-491-3291-0000-000	62,456.00	-	-	62,456.00
5304-04-491-3590-0000-006	1,000.00	-	-	1,000.00
5305-06-610-3590-0000-007	50.00	-	-	50.00
5306-06-610-3590-0000-008	500.00	-	-	500.00
5307-04-491-3590-0000-009	2,532.54	-	-	2,532.54
5308-04-491-3590-0000-011	1,400.00	-	-	1,400.00
5309-06-610-3590-0000-012	1,000.00	-	-	1,000.00
5310-04-491-3590-0000-013	401.00	-	-	401.00
5311-01-192-3590-0000-014	2,000.00	-	-	2,000.00
5312-04-420-3590-0000-015	1,000.00	-	-	1,000.00
5313-06-610-3590-0000-017	5,000.00	-	-	5,000.00
5314-06-610-3590-0000-018	10,000.00	-	-	10,000.00
5315-04-450-3280-0000-025	500.00	-	-	500.00
8514-00-000-3590-0000-010	5,000.00	-	-	5,000.00
8513-00-000-3590-0000-016	5,000.00	-	-	5,000.00
<b>TOTAL EXPENDABLE</b>	<u>119,039.54</u>	<u>-</u>	<u>-</u>	<u>119,039.54</u>

**TOWN OF DUNSTABLE**  
**STATEMENT OF LONG TERM DEBT GROUP OF ACCOUNTS**  
**June 30, 2016**

	Original Loan	<b>Balance <u>07/01/15</u></b>	<b>Retirements <u>FY16</u></b>	<b>Balance <u>06/30/16</u></b>
<b>LAND ACQUISITION</b>				
19 Year General Obligation Bond Variable Coupon Rate 3.1 - 4.5% Issued 09/01/2002 Maturity 05/15/2021	1,425,000.00	450,000.00	(75,000.00)	375,000.00
<b>TOWN HALL ARCHITECT</b>				
19 Year General Obligation Bond Variable Coupon Rate 3.1 - 4.5% Issued 09/01/2002 Maturity 05/15/2021	132,000.00	41,000.00	(7,000.00)	34,000.00
<b>TOWN HALL RENOVATION</b>				
19 Year General Obligation Bond Variable Coupon Rate 3.1 - 4.5% Issued 09/01/2002 Maturity 05/15/2021	1,500,000.00	474,000.00	(83,000.00)	391,000.00
<b>HENRY PROPERTY</b>				
10 Year State House Note 4.97% Issued 11/15/2006 Maturity 11/15/2016	227,907.49	45,580.00	(22,790.00)	22,790.00
<b>CPA - FARM PROPERTY</b>				
19 Year General Obligation Bond Variable Coupon Rate 4.2 - 6.0% Issued 08/15/2007 Maturity 08/15/2026	1,500,000.00	940,000.00	(80,000.00)	860,000.00
<b>TOTAL:</b>		<b><u>1,950,580.00</u></b>	<b><u>(267,790.00)</u></b>	<b><u>1,682,790.00</u></b>

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF DUNSTABLE  
WARRANT  
ANNUAL TOWN MEETING - May 8, 2017

Middlesex, ss.

To either of the Constables of the Town of Dunstable in the County of Middlesex:

GREETINGS

IN THE NAME OF the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and town affairs, to meet at the Swallow School in said Dunstable on Monday, the Eighth of May next, at seven o'clock in the evening, and thereafter continuing from day to day until completed, then and there to act on the following articles:

**ARTICLE 1 - Reports:** To hear and act upon the reports of Town Officers, Boards, Committees, Commissioners, and Trustees, or take any action in relation thereto.

FISCAL YEAR 2017

**ARTICLE 2 - Fiscal Year 2017 Supplemental Appropriations:** To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to supplement operating budgets for the Fiscal Year ending June 30, 2017, or take any action in relation thereto.

**ARTICLE 3 - Fiscal Year 2017 Free Cash:** To see if the Town will vote to transfer from Free Cash (Surplus Revenue) \$2,114 (two thousand one hundred and fourteen dollars) or some other sum of money from the sale of surplus emergency vehicles to supplement the donations to the summer concert series (2617-13-693-4830-0000-000).

**ARTICLE 4 - Fiscal Year 2017 Transfers:** To see if the Town will vote to transfer into various line items of the Fiscal Year ending June 30, 2017 operating budget from other line items of said budget or from other available funds, or take any action in relation thereto.

**ARTICLE 5 - Reserve Fund:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute, some sum of money, to the Reserve Fund, or take any action in relation thereto.

**ARTICLE 6 - Community Preservation Committee Recommended Transfers:** To see what transfers or other action the Town may vote with respect to any recommended action of the Community Preservation Committee, or take any action in relation thereto.

**ARTICLE 7 - Transfer for Repair Water Enterprise Fund:** To see if the Town will vote to appropriate to account 6500-04-451-5270-2010-002 by transfer from retained earnings in the Water Enterprise Fund, a sum of money for the purpose of funding major

repairs to existing equipment or other existing capital assets as deemed necessary by the Board of Water Commissioners for FY2017, or take any action in relation thereto.

**FISCAL YEAR 2018**

**ARTICLE 8 - Salaries Elected Officials:** To see if the Town will vote to fix the salaries of the elected officers of the town as provided by Chapter 41, Section 108 of the Massachusetts General Laws, as amended for Fiscal Year 2018, beginning July 1, 2017, or take any action in relation thereto.

	Voted FY16	Voted FY17	Recommended FY18
Selectmen - Chairman	\$ 600	\$ 600	\$ 600
Member	\$ 600	\$ 600	\$ 600
Member	\$ 600	\$ 600	\$ 600
Assessors - Chairman	\$ 300	\$ 300	\$ 300
Member	\$ 300	\$ 300	\$ 300
Member	\$ 300	\$ 300	\$ 300
Town Clerk	\$28,956	\$31,536	\$33,167

**ARTICLE 9 - Collective Bargaining Agreement:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, or any combination thereof, a sum of money, and if so what sum, to fund the Collective Bargaining Agreement with NEPBA Local #7 for Fiscal Year 2018, beginning July 1, 2017, or take any action in relation thereto.

**ARTICLE 10 - Operating Budget:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, or any combination thereof, to fund the various departments, boards, committees, commissions, and other operating expenses of the town for Fiscal Year 2018, beginning July 1, 2017, or take any action in relation thereto.

**ARTICLE 11 - Chapter 90:** To see if the Town will vote to appropriate a sum of money from the proceeds due to the Town under the provisions of Massachusetts General Laws Chapter 90, or take any action in relation thereto.

**ARTICLE 12 - Fiscal Year 2018 Transfer to Stabilization:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum of money, and if so what amount, for the Stabilization Fund pursuant to Massachusetts General Laws Chapter 40, Section 5B, or take any action in relation thereto.

**ARTICLE 13 - Water System Engineering:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute the sum of \$200,000 or some other sum of money for engineering costs associated with the replacement of the Town water system’s hydropneumatic tanks and engineering

costs associated with repairs to the Town well site, and to authorize the Town Treasurer, with the approval of the Selectmen, to issue any bonds or notes that may be necessary for that purpose, provided, however, that this appropriation and debt authorization shall be contingent upon passage of a Proposition 2½ debt exclusion referendum under Chapter 59, Section 21C(k), of the Massachusetts General Laws, or take any action in relation thereto.

**ARTICLE 14 - Fire Engine #2:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute the sum of \$360,000 or some other sum of money for the purchase of a new Engine 2 for the Fire Department, and to authorize the Town Treasurer, with the approval of the Selectmen, to issue any bonds or notes that may be necessary for that purpose, provided, however, that this appropriation and debt authorization shall be contingent upon passage of a Proposition 2½ debt exclusion referendum under Chapter 59, Section 21C(k), of the Massachusetts General Laws, or take any action in relation thereto.

**ARTICLE 15 - Highway Plow/Sander Truck:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute the sum of \$164,000 or some other sum of money for the purchase of a new Plow/Sander truck for the Highway Department, and to authorize the Town Treasurer, with the approval of the Selectmen, to issue any bonds or notes that may be necessary for that purpose, provided, however, that this appropriation and debt authorization shall be contingent upon passage of a Proposition 2½ debt exclusion referendum under Chapter 59, Section 21C(k), of the Massachusetts General Laws, or take any action in relation thereto.

**ARTICLE 16 - High Street to Highland Street Sidewalk Engineering:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute the sum of \$70,000 or some other sum of money for engineering costs associated with the construction of a sidewalk from High Street to Highland Street, and to authorize the Town Treasurer, with the approval of the Selectmen, to issue any bonds or notes that may be necessary for that purpose, provided, however, that this appropriation and debt authorization shall be contingent upon passage of a Proposition 2½ debt exclusion referendum under Chapter 59, Section 21C(k), of the Massachusetts General Laws, or take any action in relation thereto.

**ARTICLE 17 - ANR Revolving Fund:** To see if the Town will vote to establish a new Revolving account as allowed by Massachusetts General Laws Chapter 40, Section 52E ½ , to be used to fund the engineering fees associated with the review of Approval Not Required Plans, or take any action in relation thereto.

**ARTICLE 18 - Revolving Funds:** To see what revolving funds the Town will vote to authorize or reauthorize pursuant to Massachusetts General Laws Chapter 44, Section 53E ½ for the Fiscal Year 2018, beginning July 1, 2017, or take any action in relation thereto.

*Current Accounts*

Revolving Fund	Authorized Authority	Receipts Credited	Spending Purpose	FY Spending Limit
Cemetery	Cemetery Commission	Receipts collected from sale of lots, interment fees and other such pertinent fees appertaining to the cemetery.	Operation and/or maintenance of the cemetery including the payment of wages or salaries of employees of such facility who are not full time employees of the Town.	\$8,500.00
Recreation	Recreation Commission	Funded through donations, fund raising efforts, grants, and receipts for usage permits.	Expended for the repairs, maintenance and/or improvement to town recreational sites (including Town Field, Larter Field, tennis courts, and any other facility under Recreation purview.)	\$7,000.00
COA Transport	Council on Aging	Funded through donations, fund raising efforts, grants, and receipts from usage fees, etc.	Van transportation and miscellaneous transportation costs, etc.	\$1,000.00
Permit Application Fees	Building Inspector	Funded through a portion of the permit fees.	To fund the on-line building/gas/plumbing and electrical permitting system	\$5,000.00

**ARTICLE 19 - Revolving Fund Bylaw:** To see if the Town will vote to amend the General Bylaws by adding a Departmental Revolving Funds Bylaw as follows, to establish and authorize revolving funds for use by certain Town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E ½, or take any action in relation thereto.

### **Departmental Revolving Funds**

**Section 1: Purpose.** This Bylaw establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E1/2.

**Section 2: Expenditure Limitations.** A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this Bylaw without appropriation subject to the following limitations:

- A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund, except for those employed as school bus drivers.
- B. No liability shall be incurred in excess of the available balance of the fund.
- C. The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of the authorization that is later approved during that fiscal year by the Board of Selectmen and the Finance Committee.

**Section 3: Interest.** Interest earned on monies credited to a revolving fund established by this Bylaw shall be credited to the general fund.

**Section 4: Procedures and Reports.** Except as provided in General Laws Chapter 44, § 53E ½ and this Bylaw, the laws, charter provisions, bylaw, rules, regulations, policies or procedures that govern the receipt and custody of the Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this Bylaw. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

### **Section 5: Authorized Revolving Funds.**

The following Table establishes:

- A. Each revolving fund authorized for use by a Town department, board, committee, agency or office;
- B. The department or agency head, board, committee or officer authorized to spend from each fund;

- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant;
- D. The expenses of the program or activity for which each fund may be used;
- E. Any restrictions or conditions on expenditures from each fund;
- F. Any reporting or other requirements that apply to each fund; and

The fiscal years each fund shall operate under this Bylaw

A. Revolving Fund	B. Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	C. Fees, Charges or Other Receipts Credited to Fund	D. Program or Activity Expenses Payable From Fund	E. Restrictions or Conditions on Expenses Payable From Fund	F. Other Requirements/ Reports	G. Fiscal Years
Cemetery	Cemetery Commission	Receipts collected from sale of lots, interment fees and other such pertinent fees appertaining to the cemetery.	Operation and/or maintenance of the cemetery including the payment of wages or salaries of employees of such facility who are not full time employees of the Town.	None, other than as set forth in this Bylaw and by Town Meeting vote.	None, other than as set forth in this Bylaw and by Town Meeting vote.	Fiscal Year 2018 and subsequent years
Recreation	Recreation Commission	Funded through donations, fund raising efforts, grants, and receipts for usage permits.	Expended for the repairs, maintenance and/or improvement to Town recreational sites (including Town Field, Larter Field, tennis courts, and any other facility under Recreation purview.)	None, other than as set forth in this Bylaw and by Town Meeting vote.	None, other than as set forth in this Bylaw and by Town Meeting vote.	Fiscal Year 2018 and subsequent years
COA Transport	Council on Aging	Funded through donations, fund raising efforts, grants, and receipts from usage fees, etc.	Van transportation and miscellaneous transportation costs, etc.	None, other than as set forth in this Bylaw and by Town Meeting vote.	None, other than as set forth in this Bylaw and by Town Meeting vote.	Fiscal Year 2018 and subsequent years
Permit Application Fees	Building Inspector	Funded through a portion of the permit fees.	To fund the on-line building/gas/plumbing and electrical permitting system.	None, other than as set forth in this Bylaw and by Town Meeting vote.	None, other than as set forth in this Bylaw and by Town Meeting vote.	Fiscal Year 2018 and subsequent years
Approval Not Required Plans	Planning Board	ANR Application fees.	Engineering fees associated with the review of Approval Not Required Plans.	None, other than as set forth in this Bylaw and by Town Meeting vote.	None, other than as set forth in this Bylaw and by Town Meeting vote.	Fiscal Year 2018 and subsequent years

**ARTICLE 20 - Water Department:** To see what sum or sums the Town will vote to appropriate to operate the Water Department, or take any action in relation thereto.

**ARTICLE 21 - Transfer for Repair Water Enterprise Fund:** To see if the Town will vote to appropriate \$14,797 or any other amount to account 6500-04-451-5240-2010-002 by transfer from retained earnings in the Water Enterprise Fund, a sum of money for the purpose of funding major repairs to existing equipment or other existing capital assets as deemed necessary by the Board of Water Commissioners for FY2018, or take any action in relation thereto.

**ARTICLE 22 - Free Cash Transfer:** To see what sum the Town will vote to transfer from Free Cash (Surplus Revenue) to meet the appropriations of Fiscal Year 2018, beginning July 1, 2017 or to authorize the Assessors to use to establish the tax rate, or take any action in relation thereto.

**ARTICLE 23 - Community Preservation Committee Recommendations:** To see what transfers or other action the Town may vote with respect to any recommended action of the Community Preservation Committee, or take any action in relation thereto.

**ARTICLE 24 - Acquisition of Kendall Cranberry Bog Property:** To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain, or otherwise, for conservation and passive recreation purposes, certain real property together with any improvements thereon known as the Kendall Cranberry Bog, situated on/near High Street and on Salmon Brook, identified as Assessor's Parcel 15-9-0, and being a portion of the premises described in a deed dated December 6, 1985, recorded with Middlesex North District Registry of Deeds, Book 3278, Page 66, said premises being shown on Plan 221, page 42 as Lot 5B, containing 11.472 acres, more or less, including a parcel of 1.6 acres linking the larger portion of the parcel with High Street, all as shown on a draft plan prepared for Richard Henry by Flaherty Associates of Chelmsford, dated April 23, 2003, revised July 13, 2005; and in order fund the costs of such acquisition of said property, to appropriate the sum of \$200,000, and to meet said appropriation:

1. Transfer from the Community Preservation Act Fund the sum of \$10,000 as was voted by the Community Preservation Committee on March 13, 2017 from the Open Space fund to be applied to the purchase,
2. Transfer from the Conservation Timber Fund the sum of \$70,000.00, and
3. Authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow pursuant to Chapter 44, Section 8C of the Massachusetts General Laws or any other law, the sum of \$120,000.00 in anticipation of a reimbursement under a grant of the Massachusetts LAND Grant program (Massachusetts General Laws Chapter 132A, Section 11), also known as the Self-Help program;

or take any action in relation thereto.

**ARTICLE 25 - Groton Dunstable Regional School District Agreement Acceptance:** To see if the town will vote to approve the amended Regional Agreement of the Groton Dunstable Regional School District as approved by the Groton Dunstable Regional

School Committee and as on file in the Office of the Town Clerk, or take any action in relation thereto.

**ARTICLE 26 - Special Act for an Appointed Board of Park Commissioners:** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for the enactment of special legislation, as follows, that would convert the Board of Park Commissioners from an elected to an appointed board, provided however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments thereto before enactment by the General Court, which amendments shall be within the public purposes of said petition, or take any action in relation thereto:

**AN ACT RELATIVE TO THE BOARD OF PARK COMMISSIONERS OF THE TOWN OF DUNSTABLE**

SECTION 1. Notwithstanding any general or special law to the contrary, the Board of Park Commissioners of the town of Dunstable shall consist of 3 members, who shall be appointed by the Board of Selectmen for terms not to exceed 3 years.

SECTION 2. Any incumbent of the Board of Park Commissioners in the town of Dunstable serving on the effective date of this act shall continue to hold the office and perform the duties thereof until the expiration of the term for which the incumbent was elected or until the incumbent vacates the office.

SECTION 3. This Act shall take effect upon its passage.

**ARTICLE 27 - Rescind Unused Borrowing Authority:** To see if the Town will vote to rescind the unused borrowing authority for the Westford Street Conservation Restriction voted in Article 25 on May 9, 2016, or take any action in relation thereto.

**ARTICLE 28 - Adopt Streets and Ways Bylaw, Repeal Street Excavation and Driveway Entrance Bylaw:** To see if the town will vote to amend the General Bylaws as follows, or take any action in relation thereto:

1. By adopting a Streets and Ways Bylaw as follows:

**Streets, Ways, and Driveways Bylaw**

**Section 1. Purpose**

In order to provide public safety through the orderly control of work within and traffic on public ways and streets and to provide adequate drainage of driveways where required, new driveways and entrances shall be built or reconstructed according to a uniform standard of design and layout.

**Section 2. Procedure**

- a. Prior to any construction, disturbance of the surface of a public way, or reconstruction or paving of a driveway (exclusive of sealing, sealcoating, and patching), the owner or its agent shall

submit a written application for approval to the Board of Road Commissioners, except in an emergency as determined and authorized by the Board of Road Commissioners or by the Highway Superintendent. Before approval is granted, the application shall be referred to other boards and/or commissions as deemed necessary by the Board of Road Commissioners.

- b. Street Opening Permits or Driveway Permits will be issued only in accordance with this Bylaw and the Rules and Regulations adopted by the Board of Road Commissioners.
- c. All applications for Street Opening Permits or Driveway Permits shall be in compliance with the Rules and Regulations in regard to form, submission, manner of completion, and required accompanying documents or materials.

### **Section 3. Rules and Regulations**

The Board of Road Commissioners shall adopt and may from time to time amend reasonable Rules and Regulations in order to facilitate the proper operation of this bylaw, the safety of persons, the protection of public and private property, and regulate the work carried out under permits issued pursuant hereto.

### **Section 4. Waivers**

Any requests for waivers shall be directed to the Board of Road Commissioners, who shall have the authority to grant or deny said requests, in light of the purposes of this Bylaw and public necessity.

### **Section 5. Performance Bond**

A satisfactory bond of a surety company authorized to do business in the Commonwealth of Massachusetts in a sum required by the Board of Road Commissioners or the Rules and Regulations, conditioned substantially that the applicant shall guarantee the faithful and satisfactory performance of the work in all respects, and shall replace or restore that portion of any public way in which said applicant, his employees or agents make an excavation. Bonds from Utility Companies that are self-insured will be acceptable if the terms and conditions are similar.

### **Section 6. Liability**

Liability for damage to private property abutting the construction and caused by permittee, his agents or servants, shall be borne solely by the permittee performing the work. The application for any permit by an applicant and the issuance thereof shall constitute an agreement between said permittee and the Town of Dunstable, whereby the permittee shall indemnify, hold harmless and defend the Town of Dunstable against any and all claims for damages for injuries to persons or property, and against all costs, suits, expenses and losses occasioned by or arising from said permittee or his agents or servants entering upon

the public ways of the Town and from occupancy and use of said public ways for purposes of construction, disturbance of the surface of a public way, or reconstruction or paving of a driveway, and said permittee shall further be required to provide a policy or policies of insurance issued by a company authorized to issue such insurance in the Commonwealth of Massachusetts, providing bodily injury liability coverage and property damage liability coverage with limits as required by the Commissioners or provided in the Rules and Regulations. The Town of Dunstable shall be named as additional insured in such policies.

#### **Section 7. Inspections and Fees**

The Board of Road Commissioners reserves the right to inspect the proposed site before, during and after construction. The Board of Road Commissioners may establish reasonable fees for applications and inspections.

#### **Section 8. Enforcement and Penalties**

- a. This Bylaw shall be enforced by the Board of Road Commissioners or its designated agent, and may be enforced by non-criminal disposition pursuant to the Non-Criminal Disposition Bylaw and Section 21D of Chapter 40 of the General Laws.
- b. Any person who violates or refuses to comply with any provision of this Bylaw or with any order or orders hereunder promulgated shall forfeit and pay to the use of the Town of Dunstable a sum of one hundred [\$100.00] dollars for each violation.
- c. Each day, or portion of a day, that any violation is allowed to continue shall constitute a separate violation of this Bylaw.

#### **Section 9. Emergency**

- a. Nothing in this Bylaw shall be construed to prevent the making of such excavations as may be necessary for the preservation of life or property or the location of trouble in conduit, cable, or pipe, or for making repairs, provided that the person making such excavation shall first obtain the authorization of the Road Commissioners or the Highway Superintendent, or if not feasible, such person shall apply to the Board of Road Commissioners or the Highway Superintendent for an emergency permit on the first working day after such emergency work is commenced.
- b. The person engaged in emergency action shall notify the Police Department and Fire Department of the Town and any pertinent Public Utility Companies at the start of the emergency work.

#### **Section 10. Severability**

Each of these sections shall be construed as separate to the end that if any section or paragraph, sentence, clause or phrase thereof shall be

held invalid for any reason, the remainder of that section and all other sections of this Bylaw shall continue in full force.

### **Section 11. Inconsistencies**

All provisions of this Bylaw, insofar as possible, shall be read and construed to be consistent with other existing bylaws or Rules and Regulations of the Town. Insofar as there are or appear to be inconsistencies in such regard, the provisions of such other existing Bylaws or Rules and Regulations shall be deemed insofar as permissible by law to be inapplicable, but only to the extent that they bear directly upon permits issued therefore pursuant to this Bylaw.

2. By amending Section 5 of the Non-Criminal Disposition Bylaw, by replacing the phrase “Street Excavation Bylaw” with the phrase “Streets and Ways Bylaw”;
3. By deleting in its entirety the Driveway and Entrance Bylaw; and
4. By deleting in its entirety the Street Excavation Bylaw.

**ARTICLE 29 - Write-in Candidate Eligibility:** To see if the Town will vote to amend the General Bylaws by making additions to Article II of the Town Meeting, Town Elections & Records, or take any action in relation thereto. Insertions shown by **{bold}** as follows:

**Section 3: In the election of write-in candidates to town offices the candidate must be verified by the Town Clerk as a registered voter to be declared elected.**

**ARTICLE 30 - Town Moderator Term of Office:** To see if the Town will vote to amend the General Bylaws by making additions to Article II of the Town Meeting, Town Elections & Records, or take any action in relation thereto. Insertions shown by **{bold}** as follows:

**Section 4: The term of the Town Moderator shall be three years.**

**ARTICLE 31 -** To see if the Town will vote to amend the General Bylaws by making deletions and insertions to Article II § 1 of the Town Meeting, Town Elections & Records, or take any action in relation thereto. Deletions shown by ~~{striketrough}~~ and insertions shown by **{bold}** as follows:

The election of Town Officers shall be on the third ~~Monday~~ **Tuesday** of May each year. The polls shall be open from twelve o'clock noon until eight o'clock in the evening.

**ARTICLE 32 -** To see if the Town will vote to amend various sections of the Zoning Bylaw with respect to solar energy systems by making deletions and insertions to Sections 6, 7, 8, 9, 10, 20 and 25 as follows, or take any action in relation thereto. Deletions shown by ~~{striketrough}~~ and insertions shown by **{bold}** as follows:

6.7.11(j) - shall be located in any required building yard ~~set-back~~ **setback**. All required

~~6.8. Large-scale ground-mounted Solar Photovoltaic Facilities, all in accordance with the provisions of Section 25 of this Bylaw. [Added ATM 5/13/2013]~~

**6.8 Solar Energy Systems**

6.8.1 Small systems, roof-mounted, shall be allowed as a use by right; ground-mounted, shall require Site Plan approval from the Planning Board.

6.8.2 Medium systems, roof-mounted and ground-mounted, shall require Site Plan approval from the Planning Board.

6.8.3 Large systems, roof-mounted or ground-mounted, shall require a Special Permit from the Planning Board.

See Section 25 of this bylaw for additional requirements.

~~6.a.7. Additional uses by Special Permit of the Planning Board: Large-scale ground-mounted Solar Photovoltaic Facilities, all in accordance with the provisions of Section 25 of this Bylaw. (Added 5/13/13 ATM).~~

**6.a.7 Solar Energy Systems**

6.a.7.1 Small systems, roof-mounted, shall be allowed as a use by right; ground-mounted, shall require Site Plan approval from the Planning Board.

6.a.7.2 Medium systems, roof-mounted and ground-mounted, shall require Site Plan approval from the Planning Board.

6.a.7.3 Large systems, roof-mounted or ground-mounted, shall require a Special Permit from the Planning Board.

See Section 25 of this bylaw for additional requirements.

~~7.3 Additional uses by Special Permit of the Planning Board: Large-scale ground-mounted Solar Photovoltaic Facilities, all in accordance with the provisions of Section 25 of this Bylaw. [Added 5/13/13]~~

**7.3 Solar Energy Systems**

7.3.1 Small systems, roof-mounted, shall be allowed as a use by right; ground-mounted, shall require Site Plan approval from the Planning Board.

7.3.2 Medium systems, roof-mounted and ground-mounted, shall require Site Plan approval from the Planning Board.

7.3.3 Large systems, roof-mounted or ground-mounted, shall require a Special Permit from the Planning Board.

See Section 25 of this bylaw for additional requirements.

~~8.2.(b) Additional uses by Special Permit of the Planning Board: Large-scale ground-mounted Solar Photovoltaic Facilities, all in accordance with the provisions of Section 25 of this Bylaw. [Added 5/13/13]~~

**8.3 Solar Energy Systems**

**8.3.1** Small systems, roof-mounted, shall be allowed as a use by right; ground-mounted, shall require Site Plan approval from the Planning Board.

**8.3.2** Medium systems, roof-mounted and ground-mounted, shall require Site Plan approval from the Planning Board.

**8.3.3** Large systems roof-mounted or ground-mounted, shall require a Special Permit from the Planning Board.

See Section 25 of this bylaw for additional requirements.

~~8.3~~ 8.4

~~8.3.1~~ 8.4.1

~~8.3.2~~ 8.4.2

**9.2 Solar Energy Systems**

**9.2.1** Small systems, roof-mounted and ground-mounted, systems shall require Site Plan approval from the Planning Board.

**9.2.2** Medium systems, roof-mounted and ground-mounted, shall require Site Plan approval from the Planning Board.

**9.2.3** Large systems, roof-mounted or ground-mounted, shall require a Special Permit from the Planning Board.

See Section 25 of this bylaw for additional requirements.

~~9.2~~ to 9.3

~~9.3~~ to 9.4

~~9.3.1~~ to ~~9.4.1~~ Refer to Section 11, or, as to Solar Photovoltaic facilities, Section 25.

[Amended ATM 5/13/13]

~~9.3.2~~ to 9.4.2

~~9.4~~ to 9.5

~~9.4.1~~ to 9.5.1

~~9.4.2~~ to 9.5.2

~~10.1(e)~~ Additional uses by Special permit of the Planning Board: Large-scale ground

~~-mounted Solar Photovoltaic Facilities, all in accordance with the provisions of~~

~~Section 25 of this Bylaw. (Added 5/13/13).~~

**10.4 Solar Energy Systems**

**10.4.1** Small systems, roof-mounted and ground-mounted, shall require Site Plan approval from the Planning Board.

**10.4.2** Medium systems, roof-mounted and ground-mounted, shall require a Special Permit from the Planning Board.

**10.4.3** Large systems, roof-mounted or ground-mounted, shall require a Special Permit from the Planning Board.

See Section 25 of this bylaw for additional requirements.

~~20.13. Large-Scale Ground-mounted Solar Photovoltaic Installation. A solar photovoltaic system that is structurally-mounted on the ground, is not roof-mounted, and has a minimum rated nameplate capacity of 250 kW DC. (Added 5/13/13).~~

~~20.14 to 20.13~~

**20.15 Off-grid system**: A solar energy system that is not connected to an electric circuit served by an electric utility.

**20.16 Photovoltaic System (also referred to as Photovoltaic Installation)**: An active solar energy system that converts solar energy directly into electricity.

~~20.15 to 20.14~~

~~20.16 to 20.17~~

~~20.17 to 20.18~~

~~20.18 to 20.19~~

~~20.19 to 20.20~~

~~20.20 to 20.21~~

**20.22 Solar Access**: The access of a solar energy system to direct sunlight.

**20.23 Solar Collector**: A device, structure or a part of a device or structure for which the primary purpose is to transform solar radiant energy into thermal, mechanical, chemical, or electrical energy.

**20.24 Solar Energy**: Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

**20.25 Solar Energy System**: A device or structural design feature, a substantial purpose of which is to provide daylight for interior lighting or provide for the collection, storage and distribution of solar energy for space heating or cooling, electricity generation, or water heating.

**20.26 Solar Energy System, Ground-Mounted**: An Active Solar Energy System that is structurally-mounted to the ground and is not roof-mounted; may be of any size (small-, medium-, or large-scale).

**20.27 Solar Energy System, Large**: An Active Solar Energy System that occupies more than 40,000 square feet of surface area (equivalent to a rated nameplate capacity of about 250kW DC or greater).

**20.28 Solar Energy System, Medium**: An Active Solar Energy System that occupies more than 1,750 but less than 40,000 square feet of surface area (equivalent to a rated nameplate capacity of about 10-250 kW DC).

**20.29 Solar Energy System, Roof-Mounted**: An Active Solar Energy System that is structurally-mounted to the roof of a building or structure; may be of any size (small-, medium- or large-scale).

**20.30 Solar Energy System, Small: An Active Solar Energy System that occupies 1,750 square feet of surface area or less (equivalent to a rated nameplate capacity of about 10 kW DC or less).**

~~20.24 to 20.31~~

~~20.22 to 20.32~~

~~20.23 to 20.33~~

~~20.24 to 20.34~~

~~20.25 to 20.35~~

## **SECTION 25. ~~LARGE-SCALE GROUND-mounted SOLAR PHOTOVOLTAIC FACILITIES~~ SOLAR ENERGY SYSTEMS**

~~25.1 Purpose. The purpose of this section is to regulate the creation of new large-scale ground-mounted solar photovoltaic installations by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations that address public safety, minimize impacts on scenic, natural and historic resources and to provide adequate financial assurance for the eventual decommissioning and removal of such installations. The provisions set forth in this section shall apply to the construction, operation, and/or repair of large-scale ground-mounted solar photovoltaic installations.~~

**25.1 Purpose. The purpose of this section is to encourage small roof-mounted solar systems; regulate small ground-mounted and medium and large-scale solar energy systems located in a residential zone and to regulate small, medium and large scale solar energy systems located in all other zones by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations that address public health and safety, minimize impacts on scenic, natural and historic resources and to provide adequate financial assurance for the eventual decommissioning and removal of such installations.**

**25.2 Applicability. This section applies to the construction, operation, maintenance repair and removal of large-scale ground-mounted solar energy systems photovoltaic installations proposed to be constructed after the effective date of this section. This section also pertains to physical modifications that materially alter the type, configuration, or size of these installations or related equipment. Small roof-mounted solar energy systems in R1 Single Family Residential, R1a Commercial Recreation, R2 General Residential and B1 Retail Business zones intended as an accessory use shall be considered a use by right and not subject to this section.**

**25.3 General requirements for all solar energy systems regulated by this section large-scale solar power generation installations. The following requirements are common to all solar energy systems photovoltaic installations to be sited in specific designated locations.**

**25.3.1 Compliance with laws, ordinances and regulations. The construction and operation of all solar energy systems large-scale solar photovoltaic installations shall be consistent with, and insofar as pertinent, compliant with all applicable local, state and federal**

requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of a solar **energy system photovoltaic installation** shall be constructed in accordance with the State Building Code in force and applicable at any relevant time.

25.3.2 Building permit and building inspection. No **solar energy system large-scale ground-mounted solar photovoltaic installation** shall be constructed, installed or modified as provided in this section, nor shall construction or installation be commenced without first obtaining the necessary or appropriate permits.

25.3.3 Site plan review. All **large-scale ground-mounted solar photovoltaic installations** shall require Site Plan approval from the Planning Board prior to the issuance of a building permit.

~~25.4 General.~~ All applications for a **large-scale ground-mounted solar photovoltaic installation** shall be submitted in accordance with the Planning Board's Rules and Regulations Governing Site Plans as may be amended from time to time. All substantive plans or other technical documents submitted in support of the application shall have been prepared by engineers or surveyors licensed to practice in Massachusetts.

**25.4 Site Plan.** The following regulations shall apply to all systems that require Site Plan Approval from the Planning Board:

**25.4.1 Submittal Requirements.** In addition to the submittal requirements included in the Planning Board's Rules and Regulations Governing Site Plans in Dunstable, Massachusetts, the following shall also apply:

- a) Drawings of the solar energy system showing the proposed layout of the system, any potential shading from nearby structures, the distance between the proposed solar collector and all property lines and existing on-site buildings and structures, and the tallest finished height of the solar collector;
- b) Documentation of the major system components to be used, including the panels, mounting system, and inverter;
- c) Name, address, and contact information for proposed system installer;
- d) Zoning district designation for the parcel(s) of land comprising the project site;
- e) Locations of active farmland and prime farmland soils, wetlands, permanently protected open space, Priority Habitat Areas and BioMap 2 Critical Natural Landscape Core Habitat mapped by the Natural Heritage & Endangered Species

Program (NHESP) and “Important Wildlife Habitat” mapped by the DEP;

f) For roof-mounted systems. The shortest distance between the solar collector and all edges of the roof. The distance between the solar collector and any other existing rooftop features such as chimneys, spires, access points, etc.. The height of the solar collector both from finished grade and where applicable, from the finished surface of the roof.

The Planning Board may waive any of these submittal requirements in its discretion.

#### **25.4.2 Design Criteria**

a) No solar energy system shall be installed until evidence has been given to the Planning Board that the owner has submitted notification to the utility company of the customer’s intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.

b) Reasonable efforts, as determined by the Planning Board, shall be made to place all utility connections from the solar energy system underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider.

c) The solar energy system owner or operator shall provide a copy of the Site Plan application to the local fire chief. All means of shutting down the solar installation shall be clearly marked.

d) Reasonable efforts, as determined by the Planning Board, shall be made to minimize visual impacts by preserving natural vegetation, screening abutting properties, or other appropriate measures. Glare from the system shall not impact abutting properties or passing motorists. The plan shall show how the abutting properties and local traffic will be protected from glare or reflected light from the installation.

e) Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of ground-mounted solar energy system.

f) Roof-mounted solar energy systems shall be located in such a manner as to ensure emergency access to the roof, provide pathways to specific areas of the roof, provide for smoke ventilation opportunities, and provide emergency egress from the roof.

g) For buildings with pitched roofs, solar collectors shall be located in a manner that provides a minimum of one three-foot wide clear access pathway from the eave to the ridge on each roof slope where solar energy systems are located as well as one three-foot smoke ventilation buffer along the ridge.

h) Residential rooftops that are flat shall have a minimum three-foot wide clear perimeter and commercial buildings that are flat shall have a minimum four-foot wide clear perimeter between a solar energy system and the roofline, as well as a three-foot wide clear perimeter around roof-mounted equipment such as HVAC units.

i) To the extent practicable, the access pathway shall be located at a structurally strong location on the building (such as a bearing wall).

j) The system shall meet the dimensional requirements of Section 11 of this Bylaw with regards to Height. The horizontal setback requirements for ground-mounted systems shall be one half of those listed in Section 11, with the exception that every effort, in the opinion of the Planning Board, shall be made by the applicant to place the system in the side and/or rear yard. If in the opinion of the Planning Board, the system must be placed in the front yard, suitable screening shall be provided to minimize the visual impact on abutters and motorists.

25.5 ~~Additional Information~~ **Special Permit**. In addition to the information required for a ~~Site Plan~~ **Special Permit** application, the following additional information shall be submitted for each ~~large-scale ground-mounted~~ solar energy system **requiring a Special Permit from the Planning Board**:

25.5.1 Drawings of the ~~solar photovoltaic~~ **solar energy system** installation showing the proposed layout of the system and any potential shading from nearby structures.

25.5.2 One or three line electrical diagram detailing the ~~solar photovoltaic~~ **solar energy system** installation, associated components, and electrical interconnection methods, with all Massachusetts Electrical Code compliant disconnects and overcurrent devices.

25.6 **Site Control**. The applicant shall submit documentation of actual or prospective access and control of the project site sufficient to allow for construction and operation of the proposed ~~solar photovoltaic~~ **solar energy system** installation. Fencing, if installed, shall be compatible with the scenic character of the Town and satisfactory to the Planning Board, and shall not consist of barbed wire or razor wire.

25.7 Operation and Maintenance Plan. The applicant shall submit a plan for the operation and maintenance of the ~~large-scale ground-mounted solar photovoltaic~~ **solar energy system** installation, which shall include measures for maintaining safe access to the installation as well as general procedures for operational maintenance of the installation and emergency shut down of the site if needed.

25.8 Utility Notification. No ~~large-scale ground-mounted solar photovoltaic~~ **solar energy system** installation shall be approved by the Planning Board until satisfactory evidence has been submitted to the Planning Board that the local electric utility has been informed of the applicant's intent to install an interconnected customer-owned generator.

25.9 Dimension and Density Requirements. For ~~large-scale ground-mounted solar photovoltaic~~ **solar energy system** installations, the following dimensional requirements shall apply;

25.9.4. Height. The height of any or all structures comprising the ~~large-scale ground-mounted solar photovoltaic~~ **solar energy system** facility shall not exceed 20 feet above the pre-existing natural grade underlying each particular structure.

25.10 Appurtenant Structures. All structures appurtenant to ~~large-scale ground-mounted solar photovoltaic~~ **solar energy system** installations shall be subject to the dimensional requirements of the zoning district in which they are located. All such appurtenant structures, including, but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible and harmonious with each other. Whenever feasible, in the reasonable opinion of the Planning Board, structures should be sheltered from view by vegetation and/or joined or clustered to avoid adverse visual impacts.

25.11 Design Standards. The following standards shall apply to all ~~large-scale ground-mounted solar photovoltaic~~ **solar energy system** installations in addition to those contained in the Rules and Regulations Governing Site Plans.

25.11.1 Signage. Signs on ~~large-scale ground-mounted solar photovoltaic~~ **solar energy system** installations shall comply with all provisions of this Zoning Bylaw relative to signs. A sign consistent with said provisions shall be required to identify the owner of the premises, as well as the operator of the ~~solar photovoltaic~~ **solar energy system** installation, if different from the owner, and provide a twenty-four-hour emergency contact phone number. ~~Solar photovoltaic~~ **Solar energy system** installations shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of the ~~solar photovoltaic~~ **solar energy system** installation.

25.11.2 Utility connections. Reasonable efforts, as determined by the Planning Board, shall be made to place all utility connections from the ~~solar photovoltaic~~ **solar energy system** installation underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the electric utility. If an existing

aboveground connection solution already exists, however, this can be used if it meets the requirements of the electric utility. Electrical transformers for utility interconnections may be aboveground if required by the electric utility concerned with the project.

## 25.12 Safety and Environmental Standards.

25.12.1 Emergency services. The ~~large-scale solar photovoltaic solar energy system~~ installation applicant shall provide a copy of the project summary, electrical schematic, and site plan to the local Fire Chief and concerned electric utility. Upon request, the applicant shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the ~~solar photovoltaic solar energy system~~ installation shall be clearly marked. The applicant shall identify a responsible person for public inquiries throughout the life of the installation.

25.12.2 ~~Solar photovoltaic~~ Solar energy system installation conditions. The ~~large-scale ground-mounted solar photovoltaic solar energy system~~ installation applicant shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access shall be maintained to a level acceptable to the local Fire Chief and emergency medical services. The applicant shall be responsible for the cost of maintaining the ~~solar photovoltaic solar energy system~~ installation and any access road(s), unless accepted as a public way.

25.13 Abandonment or Decommissioning. Any ~~large-scale ground-mounted solar photovoltaic solar energy system~~ installation that has reached the end of its useful life or has been abandoned consistent with Subsection 25.15 of this section shall be removed. The applicant shall physically remove the installation no more than 150 days after the date of discontinued operations. The applicant shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

25.13.1 Physical removal of all ~~large-scale ground-mounted solar photovoltaic solar energy system~~ installations, structures, equipment, security barriers and transmission lines from the site.

25.14 Abandonment. Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances deemed reasonable by the written acknowledgment of the Planning Board, which shall not be unreasonably refused, the ~~solar photovoltaic solar energy system~~ installation shall be considered abandoned when it fails to operate for more than one year without the written consent of the Planning Board. The failure to operate shall be conclusively determined based on the records showing the power supplied by the installation to the grid. If the applicant of the ~~large-scale ground-mounted solar photovoltaic solar energy system~~ installation fails to remove the installation in accordance with the requirements of this section within 150 days of abandonment or the proposed date of decommissioning, the Town may enter the property and physically remove the installation.

**ARTICLE 33 -** To see if the Town will vote to amend the Zoning Bylaw by adopting a new Section 29, Community Housing Zoning Bylaw, as follows, and amend the General Bylaws by deleting in its entirety the Community Housing Bylaw, or take any action in relation thereto.

## **SECTION 27. COMMUNITY HOUSING**

### **27.1 Purpose**

The purpose of this Section is to promote the public health, safety and welfare by encouraging the creation of housing that more people can afford, especially people who live and work in the Town of Dunstable, in order to meet the Town's goal of providing diversity and to mitigate the impacts of market-rate residential development on housing costs.

### **27.2 Definitions**

As used in this By-law:

27.2.1 "Area Median Income (AMI)" shall mean the median income of the Lowell Metropolitan Statistical Area, or other applicable area as may be determined or defined by the U.S. Department of Housing and Urban Development regulations, at 24 C.F.R. 5.609, adjusted for household size, as amended from time to time.

27.2.2 "Community Housing" shall mean housing for an eligible household for which, in perpetuity, the maximum sale/resale price or the maximum rent shall be as set forth in the LIP Guidelines.

27.2.3 "Eligible Household" shall mean a household whose total combined annual income does not exceed 80% of AMI.

27.2.4 "Local Initiative Program (LIP)" shall be as set forth in 760 CMR 56.00 and the guidelines enacted thereunder, as may be amended from time to time (the LIP Guidelines).

27.2.5 "Phased or Segmented Project" shall mean a Project on one or more adjoining lots, which lot or lots is/are in common ownership or common control at the time of application for a building permit or within four years prior to such application, for which one or more building permits is/are sought within a period of four years from the date of application for any building permit for the Project.

27.2.6 "Project" shall mean developments subject to the Community Housing requirements of this Section.

27.2.7 "Residential" shall mean housing that is single-family, duplex, multiple family, apartment, townhouse, garden apartment, boarding and lodging, and conversion of a single-family home into more than one Residential unit.

### **27.3 Applicability**

This Section shall apply to the issuance of certificates of occupancy for (a) the creation of six (6) or more residential units, including Phased or Segmented

Projects, whether by new construction, expansion of floor space of existing buildings, reconfiguration of floor space resulting in a reduction in the number of Residential units, or change of use in one or more existing buildings and (b) to any division of land for development of six (6) or more Residential units, including Phased or Segmented Projects.

#### **27.4 Community Housing Requirements**

27.4.1 One of the first six units in a Project with Residential Units shall be Community Housing. In a Project with more than six total units, one of each of the next six units shall be Community Housing. Fractional numbers shall be rounded to the nearest whole number. Section 27.6 shall apply to any fractional number rounded down.

27.4.2 Community Housing units shall meet all LIP requirements. To the extent this Section (or rules promulgated thereto) is inconsistent with LIP requirements; the more stringent requirement shall prevail. To the extent that it is not clear whether the requirements of LIP or this Section are more stringent, the LIP requirements shall prevail.

27.4.3 There shall be a local preference for Community Housing units as may be consistent with the LIP Guidelines and federal and state law.

#### **27.5 Community Housing Administration**

27.5.1 The Board of Selectmen or a designee shall be charged with the administration of this program, including the monitoring of the long-term affordability of all Community Housing units.

27.5.2 Prior to issuance of the certificate of occupancy for the first market rate dwelling unit within a Residential Project with six or more units the applicant shall submit to the Board of Selectmen or the designee, for review and approval, the following documents:

1. A housing plan showing the location, square footage, unit types, number and types of rooms, and location of all units (designating the Community Housing units) and number of Community Housing Units. Also to be included are elevations, floor plans, outline specifications for the market-rate and the Community Housing units (demonstrating comparability between Community Housing and market-rate units);
2. A proposed deed rider or rental restrictions, monitoring services agreement, regulatory agreement (if required by LIP), condominium documents (or outline of the affordability requirements), and marketing plan (including the tenant selection plan) and any other materials requested by the Board of Selectmen or the designee.
3. If a condominium is proposed, the condominium documents shall meet the following requirements:

- a. Percentage (beneficial) interests shall be based on the sales price of the Community Housing units at the time of the recording of the master deed;
- b. All votes shall be one unit - one vote except where the condominium statute requires percentage/beneficial interest votes. See G.L. c.183, S. 10;
- c. There shall be no amendments to the Community Housing provisions;
- d. In the event of condemnation or casualty or purchase by other than an Eligible Household (i.e. such a household cannot be located) - excess proceeds above maximum sale or resale price shall to be donated to the Town's Affordable Housing Trust Fund established pursuant to G.L. c. 44, s. 55C.

4. Any costs associated with technical review required by the Board of Selectmen or the designee to review the housing plan, the documents subject to legal review or to otherwise administer this program shall be paid by the applicant.

27.5.3 The Building Commissioner shall not issue any certificate of occupancy for a dwelling unit within a Residential Project that has not complied with the requirements of this Section.

**27.6 Smaller Developments**

In a smaller development of less than six units, or in a Project of more than six units where a fractional number has been rounded down, prior to the issuance of the certificate of occupancy for each market rate dwelling unit, the developer shall be required to make a payment in lieu to the Town's Affordable Housing Trust Fund in accordance with the following formula:

Sales Price of Unit X Contribution Factor

The Contribution Factor is based upon the number of units in the subdivision:

Number of Units in Subdivision	Contribution Factor
2 to 5	3%

The development of one single family unit shall be exempt from this requirement.

Example: The Trust Payment due upon the initial sale of a \$500,000 unit in a 5 unit Project would be  $\$500,000 \times .03 = \$15,000$

**27.7 Community Housing Rules**

The Board of Selectmen may promulgate rules for the implementation of this program.

**ARTICLE 34 -** To see if the Town will vote to amend the Zoning Bylaw by adopting a new Section 28, Temporary Moratorium on Marijuana Establishments, as follows, or take any action in relation thereto.

**SECTION 28. TEMPORARY MORATORIUM ON MARIJUANA ESTABLISHMENTS**

**28.1. Purpose**

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law entitled the “Regulation and Taxation of Marijuana Act” (the “Act”), regulating the sale, cultivation, distribution, possession and use of marijuana for recreational purposes. The Act provides that it is effective on December 15, 2016, and the Cannabis Control Commission is required to issue regulations regarding the implementation of the Act by March 15, 2018.

Currently under the Zoning Bylaws, a “marijuana establishment”, as defined in the Act, and other types of marijuana related businesses and operations allowed under the Act, are not permitted uses in the Town. Any regulations promulgated by the Cannabis Control Commission are expected to provide guidance to the Town in regulating marijuana establishments and the sale and distribution of marijuana and marijuana products for recreational purposes.

The regulation of marijuana establishments and other types of marijuana related businesses or operations allowed under the Act raises novel and complex legal, planning, and public safety issues. The Town needs time to study and to consider the regulation of marijuana establishments and other types of marijuana related businesses or operations allowed under the Act and address such novel and complex issues. The Town needs time to address the potential impact of the Act and the Cannabis Control Commission’s regulations on local zoning, and to undertake a planning process to consider amending the Zoning Bylaws regarding the regulation of marijuana establishments and other types of marijuana related businesses or operations allowed under the Act. The Town intends to adopt a temporary moratorium (the “Temporary Moratorium”) on the use of land and structures in the Town for marijuana establishments and other types of marijuana related businesses or operations allowed under the Act to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact a new Zoning Bylaw in a manner consistent with sound land use planning goals and objectives.

**28.2. Definitions.**

As used in this Section 28, the terms “Marijuana”, “Marijuana Establishment”, “Marijuana Products”, “Marijuana Retailer”, “Marijuana Cultivator”, “Marijuana Testing Facility” and “Marijuana Product Manufacturer” shall have the same meanings as set forth in the Act.

### **28.3. Temporary moratorium.**

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaws to the contrary, the Town hereby adopts a Temporary Moratorium on the use of land or structures as a primary or accessory use, as a marijuana establishment, marijuana retailer, marijuana cultivator, marijuana testing facility, marijuana product manufacturer, or any other type of marijuana related business or operation allowed under the Act. The Temporary Moratorium shall be in effect through December 31, 2018. During the time that the Temporary Moratorium is in effect, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission's regulations, and shall consider adopting a new Zoning Bylaw to address the impact of marijuana establishments and other types of marijuana-related businesses or operations allowed under the Act.

### **28.4. Effect on Registered Marijuana Dispensaries**

This Section 28 shall have no effect on the dispensing of marijuana and marijuana products to registered qualifying patients by a Registered Marijuana Dispensary or Medical Marijuana Treatment Center, as defined in Section 20 of the Zoning Bylaws and governed by Section 27 of the Zoning Bylaws.

**ARTICLE 35 - Municipal Stormwater Discharge Bylaw:** To see if the Town will vote to amend the General Bylaws as follows, or take any action in relation thereto:

1. By adopting a Municipal Stormwater Discharge Bylaw as follows:

#### **1.PURPOSE**

1.1 The purpose of this Bylaw is to provide for the health, safety, and general welfare of the citizens of The Town of Dunstable (the "Town") through the regulation of non-stormwater discharges to the municipal storm drainage system to the maximum extent possible as required by federal and state law. This Bylaw establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process.

1.2 The objectives of this Bylaw are:

- a) to prevent pollutants from entering the Town's municipal separate storm sewer system (MS4);
- b) to prohibit illicit connections and unauthorized discharges to MS4;
- c) to require the removal of all such illicit connections;
- d) to comply with state and federal statutes and regulations relating to storm water discharges, including the Town's National Pollutant Discharge Elimination System (NPDES) permit for discharges from the municipal storm drain system; and

- e) to establish the legal authority to ensure compliance with the provisions of this Bylaw through inspection, surveillance, monitoring, and enforcement.

## 2. DEFINITIONS

The terms used in this Bylaw shall have the following meanings:

**BEST MANAGEMENT PRACTICE (BMP):** An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

**CLEAN WATER ACT:** The Federal Water Pollution Control Act (33 U. S. C §1251 et seq.) and any subsequent amendments thereto.

**GROUNDWATER:** Water beneath the surface of the ground.

**HAZARDOUS OR TOXIC MATERIALS:** Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. Hazardous or toxic materials include without limitation any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or hazardous under G.L. Ch.21C and Ch.21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.000.

**ILLICIT CONNECTION:** A surface or subsurface drain or conveyance, which allows any non-permitted or unlawful discharge into the municipal storm drain system, including, but not limited to, sewage, process wastewater, cooling waters or wash water, and any connections from the indoor drains, sinks, sumps or toilets, without limitation regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this Bylaw.

**ILLICIT DISCHARGE:** Direct or indirect discharge to the municipal storm drain system that is not composed entirely of stormwater, except as exempted in Section 8 of this Bylaw.

**MUNICIPAL STORM DRAIN SYSTEM or MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4):** The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Dunstable.

**NON-STORM WATER DISCHARGE:** Discharge to the municipal storm drain system not composed entirely of stormwater.

**OWNER:** A person with a legal or equitable interest in a property.

**PERSON:** An individual, partnership, association, firm, company, trust, corporation, other legally established entity, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**POLLUTANT:** Anything which causes or contributes to pollution. Pollutants may include, but are not limited to, the following: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

**STORMWATER:** Any surface flow, snow melt, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

### **3. APPLICABILITY**

This Bylaw shall apply to all water entering directly or indirectly into the municipal storm drainage system generated on any developed and undeveloped lands unless explicitly exempted by the Planning Board.

### **4. AUTHORITY**

This Bylaw is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the authority granted by provisions of the Clean Water Act (1987) requiring NPDES permits for storm water discharges. Under 40 CFR 122.34 (b)(3), The Clean Water Act, section 402 (p)(3)(B)(ii) requires that permits for municipal separate storm sewer systems (MS4) include a requirement to effectively regulate problematic non-stormwater discharges into storm sewers. This Bylaw in no way supersedes or diminishes the authority or jurisdiction of any state or federal regulations governing discharges or illicit discharges. Enforcement of said state and federal regulations is governed by those applicable government agencies.

### **5. RESPONSIBILITIES FOR ADMINISTRATION**

5.1 The Planning Board shall administer, implement and enforce this Bylaw. Any powers granted to or duties imposed upon the Planning Board in this Bylaw may be delegated in writing to a designated agent(s) upon a majority vote of the Planning Board. Should the Planning Board designate an agent, such agent shall be approved by the Board of Selectmen.

5.2 The Planning Board shall promulgate Regulations to implement and establish fees and penalties to effectuate the purpose of this Bylaw. Failure by the Planning Board to promulgate such Regulations or fee and penalty structures shall not have the effect of suspending or invalidating this Bylaw.

## 6. PROHIBITED ACTIVITIES

6.1 Illicit discharges. No person shall dump, discharge, cause or allow to be discharged any pollutant or non-storm water discharge into the municipal storm drain system.

6.2 Illicit connections. No person shall construct, use, allow, maintain or continue any illicit connection to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulations or custom at the time of connection.

6.3 Obstruction of Municipal Storm Drain System. No person shall obstruct or interfere with the normal flow of storm water into or out of the municipal storm drain system without prior written approval from the Planning Board.

## 7. EXEMPTIONS

The commencement, conduct or continuance of any illegal or illicit discharge to the municipal storm drain system is prohibited except for non-storm waters provided that the source is not a significant contributor of a pollutant to the municipal storm drain system as described as follows:

- a) Waterline flushing;
- b) Flow from potable water sources;
- c) Springs;
- d) Natural flow from riparian habitats and wetlands;
- e) Diverted stream flow;
- f) Rising groundwater
- g) Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005 (20), or uncontaminated pumped groundwater;
- h) Water from the exterior foundation drains, roof drains, footing drains (not including active groundwater dewatering systems), or air conditioning condensation;
- i) Discharge from landscape irrigation or lawn watering;

- j) Water from residential activities, including, but not limited to, car washing, washing walkways, patios, house siding, windows, or similar exterior structure-related washing activities;
- k) Discharge from dechlorinated swimming pool water (less than one ppm total chlorine) provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance.
- l) Discharge from street sweeping;
- m) Dye testing, provided verbal notification is given to the Highway Department or its agent prior to the time of the test and providing resulting concentrations are not at levels detrimental to resident aquatic organisms;
- n) Non-storm water discharge permitted under an NPDES permit or a permit issued by the Department of Environmental Protection pursuant to 314 CMR 3.00, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
- o) Discharge for which advanced written approval is received from the Planning Board or its agent as necessary to protect public health, safety, welfare or the environment.
- p) Firefighting activities.

## **8. NOTIFICATION OF RELEASES**

Notwithstanding other requirements of local, state, or federal law, as soon as any person responsible for a facility, or responsible for emergency response for a facility or operation resulting in or which may result in discharge or pollutants to the municipal drainage system, the person shall take all necessary steps to ensure containment, and cleanup of the release. In the event of a release of oil or hazardous or toxic materials, the person shall immediately notify the municipal fire department. In the event of a release of non-hazardous material, the reporting person shall as soon as practical notify the Planning Board and provide a written notification within three (3) business days thereafter of the spill occurrence. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three (3) years. Failure to provide notification of a release as provided above is a violation of this Bylaw.

## **9. VIOLATION, ENFORCEMENT, AND PENALTIES**

- 9.1 It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Bylaw. The Planning Board

or its agent shall enforce this Bylaw and may pursue all civil and criminal remedies for violations.

## 9.2 Enforcement Orders.

9.2.1 If any person violates or fails to comply with any of the requirements of this Bylaw, the Planning Board may order compliance by written notice to the responsible person via certified mail or hand delivery. The order shall include the name and address of the alleged violator, the address at which the violation is occurring or has occurred, a statement specifying the nature of the violation, a description of the actions needed to resolve the violation and come into compliance, the deadline within which such actions must be completed, and a statement that, if the violator fails to come into compliance by the specified deadline, the Town may do the work necessary to resolve the violation at the expense of the violator.

9.2.2 Said order may require, without limitation:

- a) Elimination of illicit connections or discharges to the municipal storm drain system;
- b) Performance of monitoring, analyses and reporting;
- c) Remediation of contamination caused by the illicit connection or discharge; and
- d) The implementation of source control or treatment Best Management Practices.

9.2.3 Any person aggrieved by an enforcement order may appeal the order to the Board of Selectmen. Appeals shall be made by submitting to the Board of Selectmen, within 30 days of the order being appealed, a letter explaining why the order or decision was not justified. A copy of the letter shall be submitted simultaneously to the Planning Board. The decisions of the Board of Selectmen regarding appeals shall be final. Any further appeal shall be to a court of competent jurisdiction.

9.3 Action by the Town to Remedy a Violation. If a violator fails to come into compliance by the deadline specified in an enforcement order, the Planning Board or its agent may do the work necessary to resolve the violation at the expense of the violator and/or property owner. For situations involving an immediate threat to public health, safety or natural resources, the Planning Board or its agent may remove the illicit connection immediately and take such other action as is necessary to protect public health, safety or natural resources; written notice of the removal shall be provided to the property owner by hand within 48 hours of the removal or by certified mail postmarked no later than the next business day following the removal.

9.4 Recovery of Costs. If the Planning Board or its agent undertakes work to correct or mitigate any violation of this Bylaw, the Department or Board shall (within thirty (30) days after completing the work) notify the

violator and the owner(s) of the property (if different) in writing of the costs incurred by the Town, including administrative costs, associated with that work. The violator and the property owner(s) shall be jointly and severally liable to pay the Town those costs within thirty (30) days of the receipt of that notice. The violator and/or the property owner(s) (if different) may file a written protest objecting to the amount or basis of costs with the Board of Selectmen within thirty (30) days of receipt of the notice. If the amount due is not received by the Town by the expiration of the time in which to file such a protest, or within sixty (60) days after the final decision of the Board of Selectmen or (if appealed to court) a court of competent jurisdiction resolving that protest, the Town may seek collection of the Town's costs in accordance with applicable law.

- 9.5 Civil Relief. If a person violates the provisions of this Bylaw or an order issued thereunder, the Town may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to abate or remedy the violation. Any such civil action must be authorized by the Board of Selectmen.
- 9.6 Criminal Penalty. Any person who violates any provision of this Bylaw or any order issued thereunder may be punished by a fine of not more than \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense. A criminal complaint may be filed by the Planning Board, with the authorization of the Board of Selectmen.
- 9.7 Non-Criminal Disposition (Ticketing). As an alternative to criminal prosecution, this Bylaw may be enforced by non-criminal disposition pursuant to the Non-Criminal Disposition Bylaw and Section 21D of Chapter 40 of the General Laws, in which case the enforcing agents will be: Planning Board or Planning Board's agent. The penalty for the first violation shall be \$100.00. The penalty for each subsequent violation shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- 9.8 Entry to Perform Duties Under this Bylaw. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Town and its agents, officers and employees may enter privately owned property for the purpose of performing their duties under this Bylaw and may make or cause to be made such examinations, surveys, sampling, or remedial activities as the Town deems reasonably necessary.
- 9.9 Remedies Not Exclusive. The remedies listed in this Bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

## 10. COMPATIBILITY WITH OTHER TOWN LAWS AND REGULATIONS.

The requirements of this Bylaw are in addition to the requirements of any other policy, rule, regulation or other provision of law. Where any provision of this Bylaw imposes restrictions different from those imposed by any other policy, rule, regulation or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

## 11. SEVERABILITY

The provisions of this bylaw are hereby declared to be severable. If any provisions, paragraph, sentence, or clause, of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

## 12. TRANSITIONAL PROVISIONS

Property owners shall have 30 days from the effective date of the bylaw to comply with its provisions.

2. By amending Section 5 of the Non-Criminal Disposition Bylaw, insertions shown by **{bold}** as follows:

### **Municipal Stormwater Discharge Bylaw Planning Board or Planning Board's Agent**

And furthermore, in the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the Dunstable who are qualified to vote in Town affairs, to meet at the Dunstable Public Library on Monday, May 15, 2017 at 12:00 o'clock noon, to cast their ballots for the following officers and questions:

Moderator, one position for one year; Selectmen, one position for three years; Assessors, one position for three years; Board of Health, one position for three years; Board of Road Commissioners, two positions one for three years and one for two years; Constables, two positions for one year; Tree Warden, one position for one year; Cemetery Commissioners, one position for three years; Water Commissioners, one position for three years; Park Commissioners, one position for three years; Planning Board, one position for five years; Commissioners of Trust Funds, one position for three years; Commissioners to Expend Proctor/Parkhurst Funds, two positions one for three years and one for five years; Commissioners to Expend Parkhurst Free Lecture Funds, three positions one for five years, one for four years, and one for three years; Advisory Board, two positions for three years; Library Trustees, one position for three years; Groton-Dunstable Regional School Committee, one position for three years.

1. Shall the Town of Dunstable be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to fund engineering costs associated with the replacement of the

Town water system's hydropneumatic tanks and engineering costs associated with repairs to the Town well site?

Yes \_\_\_ No \_\_\_

2. Shall the Town of Dunstable be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to fund the purchase of a new Engine 2 for the Fire Department?

Yes \_\_\_ No \_\_\_

3. Shall the Town of Dunstable be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to fund the purchase of a new Plow/Sander truck for the Highway Department?

Yes \_\_\_ No \_\_\_

4. Shall the Town of Dunstable be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to fund engineering costs associated with the construction of a sidewalk from High Street to Highland Street?

Yes \_\_\_ No \_\_\_

And you are hereby directed to serve this warrant, by posting attested copies thereof, one at the Post Office and one at the Town Hall in said Dunstable seven days at least before the time of holding such Town Meeting.

Hereof fail not, and make due return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting as aforesaid.

Given under our hands this 5<sup>th</sup> day of April, two thousand and seventeen.

DUNSTABLE BOARD OF SELECTMEN

  
\_\_\_\_\_  
Walter F. Alterisio

  
\_\_\_\_\_  
Leah D. Basbanes

  
\_\_\_\_\_  
Daniel F. Devlin

I have served this warrant by posting attested copies thereof, one at the Post Office and one at the Town Hall \_\_\_\_\_ days before said meeting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Constable

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF DUNSTABLE  
WARRANT  
SPECIAL TOWN MEETING - May 8, 2017

Middlesex, ss.

To either of the Constables of the Town of Dunstable in the County of Middlesex:

GREETINGS

IN THE NAME OF the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and town affairs, to meet at the Swallow School in said Dunstable on Monday, the Eighth of May next, at seven o'clock in the evening, and thereafter continuing from day to day until completed, then and there to act on the following articles:

**ARTICLE 1 - Fiscal Year 2017 Free Cash:** To see if the Town will vote to appropriate from Free Cash (Surplus Revenue) \$4,336 (four thousand three hundred and thirty-six dollars) or some other sum of money for the purpose of paying unpaid bills of FY2016 as follows:

Greenscape Land Design Inc.	\$3,376.57
GW Shaw and Son Inc.	\$ 775.40
Town of Tyngsboro	\$ 144.00
A1 Exterminators	\$ 40.00

**ARTICLE 2 - Fiscal Year 2017 Free Cash:** To see if the Town will vote to appropriate from Free Cash (Surplus Revenue) \$58,000 (fifty-eight thousand dollars) or some other sum of money to pay for a consultant to assist the Town in meeting the stormwater management requirements of the MS4 permit issued by the EPA.

And you are hereby directed to serve this warrant, by posting attested copies thereof, one at the Post Office and one at the Town Hall in said Dunstable fourteen days at least before the time of holding such Town Meeting.

Hereof fail not, and make due return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting as aforesaid.

Given under our hands this \_\_\_\_<sup>th</sup> day of April, two thousand and seventeen.

DUNSTABLE BOARD OF SELECTMEN

\_\_\_\_\_  
Walter F. Alterisio

\_\_\_\_\_  
Leah D. Basbanes

\_\_\_\_\_  
Daniel F. Devlin

I have served this warrant by posting attested copies thereof, one at the Post Office and one at the Town Hall \_\_\_\_\_ days before said meeting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Constable

## FY18 PROPOSED BUDGET

	<u>RECAP</u> <u>FY2015</u>	<u>RECAP</u> <u>FY2016</u>	<u>RECAP</u> <u>FY2017</u>	<u>PROPOSED</u> <u>FY2018</u>
<b>REVENUE</b>				
Prior Year Levy Limit	\$ 6,616,546	\$ 7,031,079	\$ 7,297,086	\$ 8,038,988
2 1/2 % Allowed Increase	\$ 165,414	\$ 175,777	\$ 182,427	\$ 200,975
New Growth	\$ 49,119	\$ 90,230	\$ 84,475	\$ 65,000
Override	\$ 200,000	\$ -	\$ 475,000	\$ -
<b>Total Permanent Tax Base</b>	<b>\$ 7,031,079</b>	<b>\$ 7,297,086</b>	<b>\$ 8,038,988</b>	<b>\$ 8,304,962</b>
Excluded Debt	\$ 654,644	\$ 623,750	\$ 600,214	\$ 587,919
<b>Levy Limit</b>	<b>\$ 7,685,723</b>	<b>\$ 7,920,836</b>	<b>\$ 8,639,202</b>	<b>\$ 8,892,881</b>
Cherry Sheet Receipts	\$ 242,268	\$ 255,739	\$ 299,356	\$ 322,961
Local Receipts	\$ 638,541	\$ 644,700	\$ 749,500	\$ 749,750
Free Cash	\$ 321,136	\$ 286,843	\$ 200,000	\$ 114,872
Water Enterprise Fund	\$ 49,825	\$ 54,672	\$ 62,011	\$ 63,863
Overlay Surplus	\$ -	\$ -	\$ 28,920	\$ -
<b>Est. Receipts &amp; Other Rev.</b>	<b>\$ 1,251,770</b>	<b>\$ 1,241,954</b>	<b>\$ 1,339,787</b>	<b>\$ 1,251,446</b>
<b>Total Available Revenue</b>	<b>\$ 8,937,493</b>	<b>\$ 9,162,790</b>	<b>\$ 9,978,989</b>	<b>\$ 10,144,327</b>
<b>Excess Levy Capacity</b>	<b>\$ 5,405</b>	<b>\$ 3,143</b>	<b>\$ 150,439</b>	<b>\$ -</b>
<b>Total Amount to be Raised</b>	<b>\$ 8,932,088</b>	<b>\$ 9,159,647</b>	<b>\$ 9,828,550</b>	<b>\$ 10,144,327</b>
<b>EXPENSES</b>				
Gen. Fund Budget, General Government	\$ 480,188	\$ 500,986	\$ 512,889	\$ 546,137
Gen. Fund Budget, Public Safety	\$ 1,153,708	\$ 1,212,398	\$ 1,274,904	\$ 1,307,934
Gen. Fund Budget, Schools	\$ 5,261,161	\$ 5,381,222	\$ 5,875,591	\$ 6,181,892
Gen. Fund Budget, Public Works	\$ 691,752	\$ 691,595	\$ 765,426	\$ 757,098
Gen. Fund Budget, Human Services	\$ 46,794	\$ 54,016	\$ 80,383	\$ 88,483
Gen. Fund Budget, Library & Recreation	\$ 215,566	\$ 216,619	\$ 211,905	\$ 238,509
Gen. Fund Budget, Debt Service	\$ 328,926	\$ 301,141	\$ 270,663	\$ 261,095
Gen. Fund Budget, Insurance & Assmnts	\$ 539,376	\$ 580,068	\$ 579,376	\$ 607,939
Water Enterprise Fund	\$ 49,825	\$ 54,672	\$ 62,011	\$ 63,863
Overlay	\$ 40,688	\$ 33,622	\$ 37,423	\$ 20,000
Cherry Sheet Charges	\$ 3,276	\$ 3,284	\$ 3,310	\$ 3,262
Cherry Sheet Offset - Library	\$ 3,657	\$ 3,670	\$ 3,666	\$ 3,666
Warrant Articles	\$ 121,136	\$ 106,350	\$ 40,000	\$ 64,450
Error in Motion			\$ 111,003	
<b>Total Expenses</b>	<b>\$ 8,936,053</b>	<b>\$ 9,139,643</b>	<b>\$ 9,828,550</b>	<b>\$ 10,144,328</b>
<b>Surplus/(Deficit)</b>	<b>\$ (3,964)</b>	<b>\$ 20,004</b>	<b>\$ 0</b>	<b>\$ (0)</b>

Line #	Department/Account	Voted FY16	Voted FY17	Proposed FY18
--------	--------------------	---------------	---------------	------------------

**GENERAL GOVERNMENT**

<b>Town Administrator - 120</b>		<b>\$ 84,800</b>	\$ 75,800	\$ 80,800
0001-01-120-5110-0000-005	Town Administrator Salary	\$ 80,000	\$ 72,500	\$ 77,500
0001-01-120-5380-0000-005	TA Expenses	\$ 500	\$ 500	\$ 500
0001-01-120-5420-0000-005	Office Supplies	\$ 400	\$ 400	\$ 400
0001-01-120-5700-0000-005	Insurance Premium	\$ 1,000	\$ -	\$ -
0001-01-120-5730-0000-005	TA Dues & Subscriptions	\$ 400	\$ 400	\$ 400
0001-01-120-5770-0000-005	TA Training & Meetings	\$ 2,500	\$ 2,000	\$ 2,000
<b>1</b>	<b>SALARIES</b>	<b>\$ 80,000</b>	<b>\$ 72,500</b>	<b>\$ 77,500</b>
<b>2</b>	<b>OPERATIONS</b>	<b>\$ 4,800</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>

<b>Selectmen - 122</b>		<b>\$ 30,678</b>	\$ 18,945	\$ 19,035
0001-01-122-5120-0000-000	Selectmen's Salaries-Town Administrator	\$ 11,667	\$ -	\$ -
0001-01-122-5120-0000-000	Selectmen's Salaries/Stipend	\$ 1,800	\$ 1,800	\$ 1,800
0001-01-122-5210-0000-005	Selectmen's Energy (Rental Utilities)	\$ 200	\$ 200	\$ 200
0001-01-122-5240-0000-005	Selectmen's Repairs and Maint. (Rental)	\$ 1,000	\$ 1,000	\$ 1,000
0001-01-122-5300-0000-005	Selectmen Professional and Tech	\$ 300	\$ 300	\$ 300
0001-01-122-5300-0000-006	Selectmen Special Legal	\$ 7,500	\$ 7,500	\$ 7,500
0001-01-122-5340-0000-005	Selectmen's Communication	\$ 1,200	\$ 1,200	\$ 1,200
0001-01-122-5420-0000-005	Selectmen's Office Supplies Expense	\$ 300	\$ 300	\$ 300
0001-01-122-5710-0000-005	Selectmen's In-State Travel	\$ 100	\$ 100	\$ 100
0001-01-122-5730-0000-005	Selectmen's Dues and Membership	\$ 900	\$ 900	\$ 900
0001-01-122-5730-0000-008	No. Midd. Council of Govt	\$ 5,711	\$ 5,645	\$ 5,735
<b>3</b>	<b>SALARIES</b>	<b>\$ 13,467</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>
<b>4</b>	<b>OPERATIONS</b>	<b>\$ 17,211</b>	<b>\$ 17,145</b>	<b>\$ 17,235</b>

<b>FINCOM - 131</b>				
<b>5</b>	0001-01-131-5730-0000-005 Finance Committee Dues and Memberships	\$ 150	\$ 150	\$ 150

<b>Reserve Account - 132</b>				
<b>6</b>	0001-01-132-5960-0000-000 Reserve Account	\$ 24,200	\$ 25,000	\$ 35,000

<b>Accountant - 135</b>		<b>\$ 48,712</b>	\$ 47,753	\$ 51,675
0001-01-135-5120-0000-000	Accountant Salary	\$ 20,765	\$ 20,765	\$ 22,945
0001-01-135-5120-0000-001	Accountant Clerical	\$ 7,847	\$ 8,688	\$ 9,430
0001-01-135-5300-0000-004	Accounting Annual Audit	\$ 13,000	\$ 14,000	\$ 14,000
0001-01-135-5300-0000-005	Accountant Exp Professional and Tech	\$ 5,500	\$ 3,000	\$ 4,000
0001-01-135-5340-0000-005	Accountants Communication	\$ 200	\$ 100	\$ -
0001-01-135-5420-0000-005	Accountants Office Supplies	\$ 1,000	\$ 500	\$ 500
0001-01-135-5710-0000-005	Accountant In-State Travel	\$ 200	\$ 400	\$ 500
0001-01-135-5730-0000-005	Accountant Dues and Membership	\$ 200	\$ 300	\$ 300
<b>7</b>	<b>SALARIES</b>	<b>\$ 28,612</b>	<b>\$ 29,453</b>	<b>\$ 32,375</b>
<b>8</b>	<b>OPERATIONS</b>	<b>\$ 20,100</b>	<b>\$ 18,300</b>	<b>\$ 19,300</b>

Line #	Department/Account	Voted FY16	Voted FY17	Proposed FY18
--------	--------------------	---------------	---------------	------------------

<b>Assessors - 141</b>		\$ 53,586	\$ 54,918	\$ 54,755
	0001-01-141-5120-0000-000 Assessors Salaries/Stipend	\$ 900	\$ 900	\$ 900
	0001-01-141-5120-0000-001 Assessors Associate	\$ 28,035	\$ 28,596	\$ 29,171
	0001-01-141-5120-0000-002 Assessors Clerical Wages	\$ 12,521	\$ 13,127	\$ 13,489
	0001-01-141-5300-0000-005 Assessors Professional and Technical	\$ 7,460	\$ 9,500	\$ 8,350
	0001-01-141-5301-0000-005 Assessors Prof & Tech Prop Review Assessr	\$ 3,500	\$ 1,500	\$ 1,500
	0001-01-141-5340-0000-005 Assessors Communication	\$ -	\$ 125	\$ 125
	0001-01-141-5420-0000-005 Assessors Office Supplies	\$ 870	\$ 870	\$ 870
	0001-01-141-5710-0000-005 Assessors In-State Travel	\$ 200	\$ 200	\$ 200
	0001-01-141-5730-0000-005 Assessors Dues and Memberships	\$ 100	\$ 100	\$ 150
9	SALARIES	\$ 41,456	\$ 42,623	\$ 43,560
10	OPERATIONS	\$ 12,130	\$ 12,295	\$ 11,195

<b>Treasurer - 145</b>		\$ 34,599	\$ 77,844	\$ 83,883
	0001-01-145-5120-0000-000 Treasurers Salary	\$ 24,554	\$ 54,927	\$ 60,966
	0001-01-145-5190-0000-001 Treas/Coll. Certification (Set)	\$ 1,000	\$ 1,000	\$ 1,000
	0001-01-145-5300-0000-005 Treasurers Professional and Technical	\$ 6,980	\$ 13,730	\$ 13,730
	0001-01-145-5340-0000-005 Treasurers Communication	\$ 800	\$ 5,800	\$ 5,800
	0001-01-145-5420-0000-005 Treasurers Office Supplies	\$ 655	\$ 1,550	\$ 1,550
	0001-01-145-5710-0000-005 Treasurers In-State Travel	\$ 65	\$ 247	\$ 247
	0001-01-145-5730-0000-005 Treasurers Dues and Memberships	\$ 45	\$ 90	\$ 90
	0001-01-145-5780-0000-005 Other Bank Charges	\$ 500	\$ 500	\$ 500
11	SALARIES	\$ 25,554	\$ 55,927	\$ 61,966
12	OPERATIONS	\$ 9,045	\$ 21,917	\$ 21,917

<b>Tax Collector - 146</b>		\$ 37,677	\$ -	\$ -
	0001-01-146-5120-0000-000 Tax Collectors Salary	\$ 24,555	\$ -	\$ -
	0001-01-146-5300-0000-005 Tax Collector Professional and Technical	\$ 7,000	\$ -	\$ -
	0001-01-146-5340-0000-005 Tax Collectors Communication	\$ 4,000	\$ -	\$ -
	0001-01-146-5420-0000-005 Tax Collectors Office Supplies	\$ 1,895	\$ -	\$ -
	0001-01-146-5710-0000-005 Tax Collectors In-State Travel	\$ 182	\$ -	\$ -
	0001-01-146-5730-0000-005 Tax Collectors Dues and Membership	\$ 45	\$ -	\$ -
	SALARIES	\$ 24,555	\$ -	\$ -
	OPERATIONS	\$ 13,122	\$ -	\$ -

<b>Town Legal Professional and Technical - 151</b>				
13	0001-01-151-5300-0000-000 Town Legal Professional and Technical	\$ 30,000	\$ 30,000	\$ 30,000

<b>14 Dog Program - 160</b>		\$ 500	\$ 550	\$ 550
	Dog Lic Communication	\$ 100	\$ 150	\$ 150
	0001-01-160-5580-0000-000 Dog License Program Other Supplies	\$ 400	\$ 400	\$ 400

Line #	Department/Account	Voted FY16	Voted FY17	Proposed FY18
<b>Town Clerk - 161</b>		<b>\$ 32,706</b>	<b>\$ 33,786</b>	<b>\$ 37,917</b>
	0001-01-161-5120-0000-000 Town Clerks Salary	\$ 28,956	\$ 31,536	\$ 33,167
	0001-01-161-5190-0000-001 Town Clerk Certification (Stipend)	\$ 1,000	\$ 1,000	\$ 1,000
	0001-01-161-5300-0000-005 Town Clerk Professional and Technical	\$ 1,100	\$ 700	\$ 700
	0001-01-161-5340-0000-005 Town Clerk Communication	\$ 500	\$ 300	\$ 300
	0001-01-161-5420-0000-005 Town Clerks Office Supplies	\$ 700	\$ 800	\$ 2,300
	0001-01-161-5710-0000-005 Town Clerks In-State Travel	\$ 300	\$ 300	\$ 300
	0001-01-161-5730-0000-005 Town Clerks Dues and Memberships	\$ 150	\$ 150	\$ 150
15	SALARIES	\$ 29,956	\$ 32,536	\$ 34,167
16	OPERATIONS	\$ 2,750	\$ 2,250	\$ 3,750
<b>Elections - 162</b>		<b>\$ 9,500</b>	<b>\$ 10,400</b>	<b>\$ 8,500</b>
	0001-01-162-5120-0000-000 Election & Reg. Wages	\$ 2,500	\$ 3,500	\$ 1,500
	0001-01-162-5240-0000-005 Election & Reg Repairs and Maintenance	\$ 500	\$ 500	\$ 600
	0001-01-162-5300-0000-005 Elections Professional and Tech	\$ 3,000	\$ 3,000	\$ 3,000
	0001-01-162-5340-0000-005 Election and Reg Communication	\$ 3,000	\$ 2,500	\$ 2,500
	0001-01-162-5580-0000-005 Election & Reg. Other Supplies	\$ 500	\$ 900	\$ 900
17	SALARIES	\$ 2,500	\$ 3,500	\$ 1,500
18	OPERATIONS	\$ 7,000	\$ 6,900	\$ 7,000
<b>Registrar - 163</b>				
19	0001-01-163-5120-0000-000 Registrar Salary/Stipend	\$ 225	\$ 225	\$ 225
<b>Conservation - 171</b>		<b>\$ 15,346</b>	<b>\$ 15,855</b>	<b>\$ 17,956</b>
	0001-01-171-5120-0000-001 Conservation Comm Clerical	\$ 13,966	\$ 14,475	\$ 16,551
	0001-01-171-5300-0000-005 Conservation Professional and Technical	\$ 125	\$ 100	\$ 100
	0001-01-171-5340-0000-005 Conservation Communication	\$ 150	\$ 150	\$ 150
	0001-01-171-5420-0000-005 Conservation Comm. Office Supplies	\$ 150	\$ 175	\$ 175
	0001-01-171-5580-0000-005 Conservation Other Supplies	\$ 100	\$ 155	\$ 155
	0001-01-171-5710-0000-005 Conservation Comm. In-State Travel	\$ 50	\$ 50	\$ 50
	0001-01-171-5730-0000-005 Conservation Comm. Dues and Membership	\$ 650	\$ 625	\$ 650
	0001-01-171-5780-0000-005 Conservation Other Expenses	\$ 155	\$ 125	\$ 125
20	SALARIES	\$ 13,966	\$ 14,475	\$ 16,551
21	OPERATIONS	\$ 1,380	\$ 1,380	\$ 1,405
<b>Planning Board - 175</b>		<b>\$ 14,966</b>	<b>\$ 15,475</b>	<b>\$ 17,551</b>
	0001-01-175-5120-0000-001 Planning Board Clerical	\$ 13,966	\$ 14,475	\$ 16,551
	0001-01-175-5300-0000-005 Planning Bd Professional and Tech	\$ 650	\$ 650	\$ 650
	0001-01-175-5340-0000-005 Planning Bd Communication	\$ 180	\$ 180	\$ 180
	0001-01-175-5420-0000-005 Planning Bd Office Supplies	\$ 170	\$ 170	\$ 170
22	SALARIES	\$ 13,966	\$ 14,475	\$ 16,551
23	OPERATIONS	\$ 1,000	\$ 1,000	\$ 1,000

Line #	Department/Account	Voted FY16	Voted FY17	Proposed FY18
--------	--------------------	---------------	---------------	------------------

<b>Zoning Board - 176</b>		\$ 2,500	\$ 1,500	\$ 1,500
	0001-01-176-5120-0000-000 Part Time Wages	\$ 1,000	\$ -	\$ -
	0001-01-176-5300-0000-005 Zoning Bd Professional & Technical	\$ 1,000	\$ 1,000	\$ 1,000
	0001-01-176-5420-0000-005 Zoning Bd Office Supplies	\$ 500	\$ 500	\$ 500
24	SALARIES	\$ 1,000	\$ -	\$ -
25	OPERATIONS	\$ 1,500	\$ 1,500	\$ 1,500

<b>Town Hall - 192</b>		\$ 89,019	\$ 87,838	\$ 91,140
	0001-01-192-5110-0000-000 Town Hall Clerical	\$ 38,250	\$ 41,037	\$ 43,522
	0001-01-192-5120-0000-000 Town Hall Clerical Part Time Wages	\$ 1,000	\$ -	\$ -
	0001-01-192-5190-0000-000 Town Hall - Building Inspection Support	\$ 3,060	\$ -	\$ -
	0001-01-192-5120-0000-001 Town Hall Caretaker Inside Janitor/Recycle	\$ 4,609	\$ 4,701	\$ 3,618
	0001-01-192-5210-0000-005 Town Hall Energy	\$ 16,000	\$ 16,000	\$ 16,000
	0001-01-192-5230-0000-005 Town Hall Non- Energy Utilities	\$ 5,000	\$ 5,000	\$ 5,000
	0001-01-192-5240-0000-005 Town Hall Repairs and Maint.	\$ 9,000	\$ 9,000	\$ 9,000
	0001-01-192-5290-0000-005 Town Hall Other Property Related Services	\$ 3,500	\$ 3,500	\$ 5,500
	0001-01-192-5300-0000-005 Town Hall Professional and Tech	\$ 1,000	\$ 1,000	\$ 1,000
	0001-01-192-5340-0000-005 Town Hall Communication	\$ 4,500	\$ 4,500	\$ 4,500
	0001-01-192-5420-0000-005 Town Hall Office Supplies	\$ 2,500	\$ 2,500	\$ 2,500
	0001-01-192-5430-0000-005 Town Hall Building Repairs and Maint	\$ 100	\$ 100	\$ -
	0001-01-192-5450-0000-005 Town Hall Custodial Housekeeping Supplies	\$ 500	\$ 500	\$ 500
26	SALARIES	\$ 42,310	\$ 45,738	\$ 47,140
27	OPERATIONS	\$ 46,709	\$ 42,100	\$ 44,000

<b>28 Town Reports - 195</b>		\$ 4,950	\$ 3,850	\$ 3,500
	0001-01-195-5340-0000-000 Town Reports - Communication	\$ 50	\$ 500	\$ 500
	0001-01-195-5380-0000-000 Town Reports - Other Services	\$ 4,600	\$ 3,000	\$ 3,000
	0001-01-195-5420-0000-000 Town Report - Office Supplies	\$ 350	\$ 350	\$ -

<b>Town Engineer - 199</b>				
29	0001-01-199-5300-0000-005 Town Engineer	\$ 16,000	\$ 12,000	\$ 12,000

<b>TOTAL GENERAL GOVERNMENT</b>	\$ 530,114	\$ 512,889	\$ 546,137
SALARIES	\$ 317,342	\$ 313,252	\$ 333,335
OPERATIONS	\$ 212,772	\$ 199,637	\$ 212,802

Line #	Department/Account	Voted FY16	Voted FY17	Proposed FY18
--------	--------------------	---------------	---------------	------------------

PUBLIC SAFETY

	<b>Police Department 210</b>	<b>\$ 997,661</b>	<b>\$ 1,031,026</b>	<b>\$ 1,049,061</b>
	0001-02-210-5110-0000-000 Police Salary - Chief	\$ 104,034	\$ 107,611	\$ 114,319
	0001-02-210-5110-0000-001 Police Wages	\$ 464,095	\$ 483,095	\$ 475,107
	0001-02-210-5110-0000-002 Police Wages - Admin Assistant	\$ 33,579	\$ 34,250	\$ 34,795
	0001-02-210-5120-0000-001 Police Wages - Part Time	\$ 13,209	\$ 41,013	\$ 40,000
	0001-02-210-5120-0000-003 Police Wages - Station Custodial Part time	\$ 3,787	\$ 3,942	\$ 4,000
	0001-02-210-5130-0000-001 Police Overtime	\$ 140,000	\$ 126,696	\$ 125,000
	0001-02-210-5140-0000-001 Police Differentials	\$ 15,839	\$ 16,313	\$ 17,000
	0001-02-210-5210-0000-011 Police Station Energy	\$ 8,923	\$ 9,048	\$ 8,250
	0001-02-210-5230-0000-011 Police Station Non-Energy Utilities	\$ 250	\$ 250	
	0001-02-210-5240-0000-005 Police Expense Maint and Repair Service	\$ 1,400	\$ 1,926	\$ 3,000
	0001-02-210-5240-0000-006 Police Cruiser Repairs and Maint.	\$ 15,000	\$ 6,387	\$ 12,000
	0001-02-210-5240-0000-007 Police Radio Repair & Maintain Service	\$ 7,400	\$ 7,400	\$ 7,950
	0001-02-210-5240-0000-011 Police Station Repair & Maintenance Service	\$ 1,000	\$ 1,000	
	0001-02-210-5270-0000-005 Police Expense Rentals and Leases	\$ 100	\$ 100	
	0001-02-210-5290-0000-011 Police Station Other Property Related Service	\$ 1,855	\$ 1,855	\$ 2,250
	0001-02-210-5300-0000-005 Police Expense Professional & Tech (Training)	\$ 8,000	\$ 9,000	\$ 10,000
	0001-02-210-5310-0000-005 Police Expense Prof & Tech Tuition Reimbursement	\$ 1,600	\$ 1,600	\$ 1,600
	0001-02-210-5340-0000-005 Police Expense Communication	\$ 700	\$ 700	
	0001-02-210-5340-0000-007 Police Radio Communication	\$ 66,997	\$ 68,000	\$ 68,000
	0001-02-210-5340-0000-011 Police Station Communication (Phone)	\$ 3,500	\$ 3,500	\$ 3,500
	0001-02-210-5380-0000-008 Police Lockup	\$ 3,500	\$ 1,000	\$ 1,200
	0001-02-210-5380-0000-011 Police Station Other Purchased Services	\$ 100	\$ 100	
	0001-02-210-5420-0000-005 Police Expense Office Supplies	\$ 5,000	\$ 2,500	\$ 3,000
	0001-02-210-5450-0000-011 Police Station Custodial and Housekeeping	\$ 1,600	\$ 100	
	0001-02-210-5480-0000-006 Police Cruiser Vehicular Supplies	\$ 30,000	\$ 19,500	\$ 21,000
	0001-02-210-5580-0000-005 Police Expense Other Supplies	\$ 15,000	\$ 15,000	\$ 21,000
	0001-02-210-5580-0000-011 Police Station Other Supplies	\$ 1,000	\$ 1,000	
	0001-02-210-5730-0000-005 Police Expense Dues and Memberships	\$ 12,300	\$ 12,300	\$ 14,300
	0001-02-210-5730-0000-007 Police Radio Dues and Membership	\$ 2,000	\$ 2,000	
	0001-02-210-5850-2011-009 Police New Cruiser Cap Lease	\$ 35,893	\$ 53,840	\$ 53,840
30	SALARIES	\$ 774,543	\$ 812,920	\$ 810,221
31	OPERATIONS	\$ 223,118	\$ 218,106	\$ 230,890

Line #	Department/Account	Voted FY16	Voted FY17	Proposed FY18
--------	--------------------	---------------	---------------	------------------

	<b>Fire Department - 220</b>	<b>\$ 166,052</b>	<b>\$ 173,148</b>	<b>\$ 188,129</b>
	0001-02-220-5110-0000-000 Fire Dept. S & W	\$ 15,000	\$ 28,000	\$ 30,000
	0001-02-220-5120-0000-000 Fire Dept. Training S & W	\$ 11,000	\$ 8,600	\$ 8,600
	0001-02-220-5100-0000-000 Fire Chief Wages	\$ 50,000	\$ 60,336	\$ 71,067
	0001-02-220-5210-0000-005 Fire Dept. Energy	\$ 4,500	\$ 4,000	\$ 4,200
	0001-02-220-5230-0000-005 Fire Dept. Non-Energy Water	\$ 200	\$ 200	
	0001-02-220-5240-0000-005 Fire Repairs and Maint Expense	\$ 12,500	\$ 12,000	\$ 12,000
	0001-02-220-5270-0000-000 Fire Chief's Vehicle Lease	\$ 12,252	\$ 12,312	\$ 12,312
	0001-02-220-5300-0000-005 Fire Dept. Professional & Technical Service	\$ 1,500	\$ 1,750	\$ 1,750
	0001-02-220-5300-0000-007 Fire Dept. Training (Chief Only)	\$ 500	\$ 250	
	0001-02-220-5340-0000-005 Fire Dept. Communications	\$ 5,000	\$ 5,500	\$ 5,500
	0001-02-220-5420-0000-005 Fire Dept. Supplies	\$ 600	\$ 300	\$ 600
	0001-02-220-5430-0000-005 Fire Dept. Building and Equip Repairs and M	\$ 3,000	\$ 3,000	\$ 3,000
	0001-02-220-5450-0000-005 Fire Dept. Custodial and Housekeeping Sup	\$ 300	\$ 300	
	0001-02-220-5480-0000-005 Fire Dept. Vehicular Supplies	\$ 6,000	\$ 4,000	\$ 4,000
	0001-02-220-5490-0000-005 Fire Expense Food and Food Service Suppl	\$ 500	\$ 500	
	0001-02-220-5580-0000-005 Fire Dept. Firefighting Supplies	\$ 6,000	\$ 6,500	\$ 7,000
	0001-02-220-5581-0000-005 Fire Dept. Other Supplies - Training	\$ 500	\$ 1,500	\$ 2,000
	0001-02-220-5730-0000-005 Fire Dept. Dues and Memberships	\$ 1,000	\$ 1,100	\$ 1,100
	0001-02-220-5850-0000-006 Fire Equipment	\$ 5,000	\$ 5,000	\$ 25,000
	0001-02-220-5870-0000-005 Replacement Equipment	\$ 30,700	\$ 18,000	
32	SALARIES	\$ 76,000	\$ 96,936	\$ 109,667
33	OPERATIONS	\$ 90,052	\$ 76,212	\$ 78,462

	<b>Building Inspector - 241</b>	<b>\$ 18,541</b>	<b>\$ 23,823</b>	<b>\$ 27,474</b>
	0001-02-241-5120-0000-000 Building Inspector Salary	\$ 16,891	\$ 19,201	\$ 21,595
	0001-02-241-5122-0000-000 Building Inspector Part-time Wages		\$ 3,122	\$ 4,379
	0001-02-241-5300-0000-005 Building Insp. Professional & Technical	\$ 400	\$ 400	\$ 400
	0001-02-241-5340-0000-005 Building Inspector Communication	\$ 200	\$ 200	\$ 200
	0001-02-241-5420-0000-005 Building Insp. Office Supplies	\$ 300	\$ 150	\$ 150
	0001-02-241-5710-0000-005 Building Insp. In-State Travel	\$ 700	\$ 700	\$ 700
	0001-02-241-5730-0000-005 Building Insp. Dues and Membership	\$ 50	\$ 50	\$ 50
34	SALARIES	\$ 16,891	\$ 22,323	\$ 25,974
35	OPERATIONS	\$ 1,650	\$ 1,500	\$ 1,500

	<b>Gas Inspector - 242</b>			
36	0001-02-242-5120-0000-000 Gas Inspector Salary	\$ 2,308	\$ 2,750	\$ 2,750

	<b>Plumbing Inspector - 243</b>			
37	0001-02-243-5120-0000-000 Plumbing Insp. Salary	\$ 2,704	\$ 2,750	\$ 2,750

	<b>Electrical Inspector - 245</b>			
38	0001-02-245-5190-0000-000 Electrical Inspector Stipend	\$ 10,732	\$ 11,000	\$ 12,000

Line #	Department/Account	Voted FY16	Voted FY17	Proposed FY18
<b>39</b>	<b>Animal Inspector - 249</b>	\$ 400	\$ 400	\$ -
	0001-02-249-5380-0000-000 Insp of Animal Exp	\$ 400	\$ 400	\$ -
	Insp of Animal Exp:Prof Services	\$ -	\$ -	\$ -
<b>40</b>	<b>Emergency Management - 291</b>	\$ 6,207	\$ 6,007	\$ 5,500
	0001-02-291-5340-0000-000 Emergency Management Communications	\$ 4,100	\$ 4,100	\$ 4,100
	0001-02-291-5580-0000-000 Emergency Management Other Supplies	\$ 250	\$ 250	\$ 250
	0001-02-291-5850-0000-000 Emergency Management - New Equipment	\$ 1,507	\$ 1,507	\$ 1,000
	0001-02-291-5710-0000-005 Emergency Management In-State Travel	\$ 350	\$ 150	\$ 150
	<b>Dog Officer - 292</b>	\$ 9,000	\$ 9,000	\$ 11,570
<b>41</b>	0001-02-292-5190-0000-000 Dog Officer Salary/Stipend	\$ 8,500	\$ 8,500	\$ 9,870
<b>42</b>	0001-02-292-5580-0000-000 Dog Officer Supplies	\$ 500	\$ 500	\$ 1,700
<b>43</b>	<b>Forestry Public Works - 294</b>	\$ 21,500	\$ 15,000	\$ 16,650
	0001-02-294-5290-0000-000 Tree Warden Other Property Service	\$ 21,350	\$ 14,850	\$ 16,500
	0001-02-294-5530-0000-000 Tree Warden Public Works Supplies	\$ 85	\$ 85	\$ 85
	0001-02-294-5730-0000-000 Tree Warden Dues and Memberships	\$ 65	\$ 65	\$ 65
<b>TOTAL PUBLIC SAFETY</b>		\$ 1,234,705	\$ 1,274,904	\$ 1,307,934
SALARIES		\$ 867,434	\$ 957,179	\$ 973,232
OPERATIONS		\$ 367,271	\$ 317,725	\$ 334,702

Line #	Department/Account	Voted FY16	Voted FY17	Proposed FY18
--------	--------------------	---------------	---------------	------------------

**SCHOOLS**

<b>GDRSD - 300</b>				
44	0001-03-300-5320-0000-001 G. D. R. S. District	\$ 4,779,790	\$5,407,056	\$5,587,269
45	0001-03-300-5910-0000-002 G. D. R. S. Debt	\$ 392,694	\$361,264	\$ 362,377

<b>GLRVTS - 300</b>				
46	0001-03-300-5320-0000-003 G. L. R. V. T. H. S.	\$ 138,721	\$ 197,250	\$ 141,898
47	0001-03-300-5910-0000-004 G. L. R. V. T. H. S. Debt	\$ 24,223	\$ 21,065	\$ 37,702

<b>ESSEX - 300</b>				
48	0001-03-301-5320-0000-001 Essex Agricultural Tuition	\$ 18,294	\$ 16,464	\$ 16,646
49	0001-03-301-5380-0000-002 Essex Agricultural Transportation	\$ 27,500	\$ 34,572	\$ 36,000

**TOTAL Regional & Vocational Schools \$ 5,381,222 \$ 6,037,671 \$ 6,181,892**

Line #	Department/Account	Voted FY16	Voted FY17	Proposed FY18
--------	--------------------	---------------	---------------	------------------

**PUBLIC WORKS**

<b>Highway Department Operations - 422</b>		<b>\$ 366,569</b>	<b>\$ 372,763</b>	<b>\$ 385,187</b>
0001-04-422-5110-0000-000	Highway S. & W.	\$ 147,106	\$ 150,048	\$ 154,590
0001-04-422-5120-0000-000	Highway Part-Time Wages	\$ 5,100	\$ 5,202	\$ 5,306
0001-04-422-5120-0000-001	Highway Clerical	\$ 17,436	\$ 18,021	\$ 18,230
0001-04-422-5130-0000-000	Highway Overtime	\$ 5,151	\$ 5,256	\$ 5,361
0001-04-422-5210-0000-007	Highway Energy	\$ 6,395	\$ 6,523	\$ 6,000
0001-04-422-5240-0000-007	Highway Repairs and Maint Service	\$ 40,000	\$ 45,000	\$ 42,000
0001-04-422-5240-0000-013	Highway Paving Service	\$ 54,000	\$ 60,900	\$ 60,900
0001-04-422-5240-0000-014	BrushSigns&Line Paint	\$ 27,685	\$ 28,239	\$ 25,000
0001-04-422-5245-0000-007	Highway Repairs and Maintain Building	\$ 10,000	\$ 5,000	\$ 5,000
0001-04-422-5300-0000-007	Highway Mach. Professional and Tech	\$ 2,500	\$ 1,600	\$ 1,600
0001-04-422-5270-0000-007	Highway Expense Rental	\$ 15,895	\$ -	\$ 15,000
0001-04-422-5340-0000-007	Highway Communication	\$ 5,000	\$ 5,100	\$ 5,000
0001-04-422-5420-0000-007	Highway Supplies	\$ 256	\$ 261	\$ 850
0001-04-422-5450-0000-007	Highway Custodial and Housekeeping Supp	\$ 1,279	\$ 600	
0001-04-422-5480-0000-007	Highway Machinery Vehicular Supplies	\$ 22,300	\$ 34,965	\$ 35,000
0001-04-422-5530-0000-007	Highway Machinery Public Works Supplies	\$ 5,243	\$ 5,348	\$ 5,350
0001-04-422-5580-0000-007	Highway Machinery Other Supplies	\$ 1,023	\$ 500	
0001-04-422-5730-0000-007	Highway Dues and Memberships	\$ 200	\$ 200	
50	SALARIES	\$ 174,793	\$ 178,527	\$ 183,487
51	OPERATIONS	\$ 191,776	\$ 194,236	\$ 201,700

<b>Snow Removal - 423</b>		<b>\$ 281,013</b>	<b>\$ 283,180</b>	<b>\$ 284,249</b>
0001-04-423-5120-0000-000	Snow Wages	\$ 20,351	\$ 20,758	\$ 54,539
0001-04-423-5130-0000-000	Snow Removal Overtime	\$ 31,135	\$ 32,712	
0001-04-423-5240-0000-001	Snow Removal Repair and Maintenance Ser	\$ 5,583	\$ 5,583	\$ 5,583
0001-04-423-5290-0000-003	Snow Removal Other Prop Services (Babin)	\$ 5,583	\$ 5,583	
0001-04-423-5290-0000-004	Snow Removal Plowing Outside Plow Compa	\$ 20,000	\$ 20,000	\$ 25,583
0001-04-423-5480-0000-001	Highway Snow Vehicular Supplies	\$ 6,090	\$ 6,090	\$ 6,090
0001-04-423-5530-0000-001	Snow Removal Supplies Sand & Salt	\$ 177,258	\$ 177,258	\$ 192,454
0001-04-423-5530-0000-002	Snow Removal Supplies Sand	\$ 2,842	\$ 2,842	
0001-04-423-5530-0000-003	Snow Removal Supplies Chemicals	\$ 12,171	\$ 12,354	
52	SALARIES	\$ 51,486	\$ 53,470	\$ 54,539
53	OPERATIONS	\$ 229,527	\$ 229,710	\$ 229,710

<b>Street Lights - 424</b>				
54	0001-04-424-5210-0000-000 Street Lights Energy	\$ 8,100	\$ 8,100	\$ 8,100

Line #	Department/Account	Voted FY16	Voted FY17	Proposed FY18
--------	--------------------	---------------	---------------	------------------

	<b>Transfer Station - 433</b>	\$ 22,313	\$ 87,603	\$ 63,945
	0001-04-433-5965-0000-000 Town subsidy (This is one of the articles)	\$ 20,013	\$ -	\$ -
	0001-04-433-5965-0000-000 Landfill Monitoring Expense	\$ 2,300	\$ -	\$ -
	0001-04-433-5120-0000-000 Transfer Station Wages	\$ -	\$ 17,053	\$ 17,395
	0001-04-433-5240-0000-001 Landfill Expense	\$ -	\$ 2,300	\$ 2,300
	0001-04-433-5270-0000-000 Transfer Station Rental and Leases	\$ -	\$ 1,500	\$ 1,500
	0001-04-433-5290-0000-000 Rubbish Removal	\$ -	\$ 56,000	\$ 32,000
	0001-04-433-5300-0000-000 Transfer Station Household Haz Collection	\$ -	\$ 4,500	\$ 4,500
	0001-04-433-5380-0000-000 Transfer Station Maintenance	\$ -	\$ 4,000	\$ 4,000
	0001-04-433-5580-0000-000 Transfer Station Other Supply	\$ -	\$ 2,250	\$ 2,250
55	SALARIES	\$ -	\$ 17,053	\$ 17,395
56	OPERATIONS	\$ 22,313	\$ 70,550	\$ 46,550

	<b>Cemetery - 491</b>	\$ 13,600	\$ 13,780	\$ 15,616
	0001-04-491-5120-0000-002 Cemetery Wages	\$ 9,000	\$ 9,180	\$ 11,016
	0001-04-491-5230-0000-000 Cemetery Non-Energy Utilities (Water)	\$ 1,500	\$ 1,500	\$ 1,500
	0001-04-491-5240-0000-000 Cemetery Repairs and Maint Services	\$ 500	\$ 500	\$ 500
	0001-04-491-5290-0000-000 Cemetery Other Property Related Services	\$ 600	\$ 600	\$ 600
	0001-04-491-5430-0000-000 Cemetery Build and Equip Repair Supplies	\$ 300	\$ 300	\$ 300
	0001-04-491-5460-0000-000 Cemetery Care of Lots Grounds keeping Su	\$ 600	\$ 600	\$ 600
	0001-04-491-5580-0000-000 Cemetery Other Supplies	\$ 1,100	\$ 1,100	\$ 1,100
57	SALARIES	\$ 9,000	\$ 9,180	\$ 11,016
58	OPERATIONS	\$ 4,600	\$ 4,600	\$ 4,600

<b>TOTAL PUBLIC WORKS</b>	\$ 691,595	\$ 765,426	\$ 757,098
SALARIES	\$ 235,279	\$ 258,230	\$ 266,438
OPERATIONS	\$ 456,316	\$ 507,196	\$ 490,660

Line #	Department/Account	Voted FY16	Voted FY17	Proposed FY18
--------	--------------------	---------------	---------------	------------------

**HUMAN SERVICES**

<b>Board of Health - 510</b>		\$ 14,589	\$ 14,731	\$ 18,549
0001-05-510-5120-0000-000	Board of Health Wages	\$ 5,038	\$ 5,380	\$ 8,799
0001-05-510-5380-0000-002	Nashoba Bd of Health Assm	\$ 7,201	\$ 7,201	\$ 7,600
0001-05-510-5270-0000-005	Board of Health Rentals and Leases	\$ 1,200	\$ 1,200	\$ 1,200
0001-05-510-5340-0000-005	Board of Health Communication	\$ 500	\$ 400	\$ 400
0001-05-510-5420-0000-005	Board of Health Office Supplies	\$ 500	\$ 400	\$ 400
0001-05-510-5730-0000-005	Board of Health Dues and Memberships	\$ 150	\$ 150	\$ 150
59	SALARIES	\$ 5,038	\$ 5,380	\$ 8,799
60	OPERATIONS	\$ 9,551	\$ 9,351	\$ 9,750

<b>Town Nurse Assessment - 522</b>				
61	0001-05-522-5380-0000-000 Town Nurse Assessment	\$ 3,224	\$ 3,224	\$ 3,224

<b>Mental Health Assessment - 523</b>		\$ 2,400	\$ 2,400	\$ 2,400
62	0001-05-523-5380-0000-000 Mental Health Assessment	\$ 400	\$ 400	\$ 400
63	0001-05-523-5390-0000-000 TADS Program	\$ 2,000	\$ 2,000	\$ 2,000

<b>Council on Aging - 541</b>		\$ 18,449	\$ 20,100	\$ 24,095
0001-05-541-5120-0000-000	Council On Aging Wages	\$ 6,541	\$ 8,792	\$ 12,345
0001-05-541-5380-0000-005	Council on Aging Bus	\$ 7,500	\$ 7,500	\$ 7,500
0001-05-541-5420-0000-005	Council on Aging Office Supplies	\$ 350	\$ 250	\$ 250
0001-05-541-5490-0000-005	COA Food and Service	\$ 2,800	\$ 2,800	\$ 3,000
0001-05-541-5710-0000-005	Council on Aging In-St Travel	\$ 1,000	\$ 500	\$ 500
0001-05-541-5730-0000-005	COA Dues and Memberships	\$ 258	\$ 258	\$ 500
64	SALARIES	\$ 6,541	\$ 8,792	\$ 12,345
65	OPERATIONS	\$ 11,908	\$ 11,308	\$ 11,750

<b>Veterans Affairs - 543</b>		\$ 15,354	\$ 39,928	\$ 40,215
0001-05-543-5120-0000-000	Veterans Agent Salary	\$ 5,254	\$ 5,362	\$ 5,469
0001-05-543-5300-0000-002	Meetings and Conferences	\$ 1,800	\$ 840	\$ 840
0001-05-543-5340-0000-002	Veterans Communication	\$ 1,680	\$ 1,521	\$ 1,701
0001-05-543-5420-0000-002	Veterans Office Supplies	\$ 500	\$ 1,000	\$ 1,000
0001-05-543-5490-0000-002	Vet Services Food and Food Service Supplie	\$ 1,320	\$ 400	\$ 400
0001-05-543-5580-0000-002	Veterans Other Supplies	\$ 850	\$ 500	\$ 500
0001-05-543-5710-0000-002	Veterans In-State Travel	\$ 450	\$ 250	\$ 250
0001-05-543-5730-0000-002	Vet Services Dues and Memberships	\$ 500	\$ 55	\$ 55
0001-05-543-5770-0000-006	Veterans Benefits	\$ 3,000	\$ 30,000	\$ 30,000
66	SALARIES	\$ 5,254	\$ 5,362	\$ 5,469
67	OPERATIONS	\$ 10,100	\$ 34,566	\$ 34,746

<b>TOTAL HUMAN SERVICES</b>	\$ 54,016	\$ 80,383	\$ 88,483
SALARIES	\$ 16,833	\$ 19,534	\$ 26,613
OPERATIONS	\$ 37,183	\$ 60,849	\$ 61,870

Line #	Department/Account	Voted FY16	Voted FY17	Proposed FY18
--------	--------------------	---------------	---------------	------------------

**LIBRARY, PARKS & RECREATION**

<b>Library Operations - 610</b>		<b>\$ 141,639</b>	<b>\$ 132,998</b>	<b>\$ 145,659</b>
0001-06-610-5120-0000-000	Library S. & W.	\$ 76,151	\$ 69,651	\$ 88,525
0001-06-610-5210-0000-005	Library Energy	\$ 18,000	\$ 15,000	\$ 18,000
0001-06-610-5230-0000-005	Library Non-Energy Utilities	\$ 488	\$ 488	\$ 500
0001-06-610-5240-0000-005	Library Repairs and Maint	\$ 9,500	\$ 9,500	\$ 3,000
0001-06-610-5290-0000-005	Library Other Pro Related Serv	\$ 2,500	\$ 2,500	\$ 2,500
0001-06-610-5420-0000-005	Library Office Supplies	\$ 4,000	\$ 4,000	\$ 1,342
0001-06-610-5580-0000-005	Library Other Supplies	\$ 31,000	\$ 31,859	\$ 31,792
<b>68</b>	<b>SALARIES</b>	<b>\$ 76,151</b>	<b>\$ 69,651</b>	<b>\$ 88,525</b>
<b>69</b>	<b>OPERATIONS</b>	<b>\$ 65,488</b>	<b>\$ 63,347</b>	<b>\$ 57,134</b>

<b>Library Consortium and Other Dues - 611</b>				
<b>70</b>	0001-06-611-5730-0000-000 M.V.L. Consortium Dues	\$ 13,100	\$ 13,100	\$ 13,300

<b>71 Technical Expense and Other Supplies - 620</b>		<b>\$ 11,950</b>	<b>\$ 12,500</b>	<b>\$ 25,750</b>
0001-06-620-5300-0000-000	Tech Exp Professional & Technical Services	\$ 5,000	\$ 8,500	\$ 17,750
0001-06-620-5580-0000-000	Tech Exp Other Supplies	\$ 6,950	\$ 4,000	\$ 8,000

<b>Recreation Department - 631</b>				
<b>72</b>	0001-06-631-5380-0000-005 Rec. Other Purchased Service	\$ 2,080	\$ 2,080	\$ 2,100

<b>73 Parks Department - 650</b>		<b>\$ 50,527</b>	<b>\$ 50,527</b>	<b>\$ 51,000</b>
0001-06-650-5210-0000-000	Parks Energy Expense	\$ 2,050	\$ 2,050	\$ 2,000
0001-06-650-5290-0000-000	Parks Other Property Related Services	\$ 42,477	\$ 42,477	\$ 43,000
0001-06-650-5380-0000-000	Parks Other Purchased Services	\$ 6,000	\$ 6,000	\$ 6,000

<b>Memorial Day Committee - 692</b>				
<b>74</b>	0001-06-692-5580-0000-000 Memorial Day Expenses	\$ 700	\$ 700	\$ 700

<b>TOTAL LIBRARY &amp; RECREATION</b>	<b>\$ 219,996</b>	<b>\$ 211,905</b>	<b>\$ 238,509</b>
SALARIES	\$ 76,151	\$ 69,651	\$ 88,525
OPERATIONS	\$ 143,845	\$ 142,254	\$ 149,984

Department/Account	Voted FY16	Voted FY17	Proposed FY18
--------------------	---------------	---------------	------------------

**DEBT & INTEREST**

<i>Long Term Debt - 710</i>			
75 0001-07-710-5910-0000-000 Long Term Debt	\$ 298,498	\$ 232,790	\$ 230,000

<i>Long Term Interest - 715</i>			
76 0001-07-715-5915-0000-000 Long Term Interest	\$ 43,518	\$ 35,533	\$ 27,840

<i>Temporary Loan Interest - 725</i>			
77 0001-07-725-5925-0000-000 Temporary Loan Interest	\$ 2,125	\$ 2,340	\$ 3,255

TOTAL DEBT & INTEREST	\$ 344,141	\$ 270,663	\$ 261,095
-----------------------	------------	------------	------------

**INSURANCE & ASSESSMENTS**

<i>County Retirement System - 911</i>			
78 0001-09-911-5170-0000-000 County Retirement System	\$ 215,351	\$ 228,686	\$ 206,969

<i>Group Health Insurance - 914</i>			
79 0001-09-914-5700-0000-000 Group Health Insurance	\$ 241,500	\$ 227,000	\$ 267,000

<i>FICA Town Share - 919</i>			
80 0001-09-919-5700-0000-000 Medicare Town Share	\$ 23,500	\$ 23,500	\$ 23,970

<i>Bldg./Vehicle Liab. Ins. - 945</i>			
81 0001-09-945-5740-0000-000 Bldg./Vehicle Liab. Ins.	\$ 99,717	\$ 100,190	\$ 110,000

TOTAL INSURANCE & ASSESSMENTS	\$ 580,068	\$ 579,376	\$ 607,939
-------------------------------	------------	------------	------------

Total Budget for the Fiscal Year	\$ 9,035,857	\$ 9,733,217	\$ 9,989,087
Municipal Salaries	\$ 1,513,039	\$ 1,617,846	\$ 1,688,143
Municipal Operations	\$ 1,217,387	\$ 1,227,661	\$ 1,250,018
Insurance & Assessments	\$ 580,068	\$ 579,376	\$ 607,939
Municipal Operations - TOTAL	\$ 3,310,494	\$ 3,424,883	\$ 3,546,100
Municipal Debt & Interest	\$ 344,141	\$ 270,663	\$ 261,095
Municipal Operations & Debt - TOTAL	\$ 3,654,635	\$ 3,695,546	\$ 3,807,195
Regional & Vocational Schools - Operations	\$ 4,964,305	\$ 5,655,342	\$ 5,781,813
Regional & Vocational Schools - Debt & Interest	\$ 416,917	\$ 382,329	\$ 400,079
Schools Operations & Debt - TOTAL	\$ 5,381,222	\$ 6,037,671	\$ 6,181,892
Total Budget for the Fiscal Year	\$ 9,035,857	\$ 9,733,217	\$ 9,989,087



Town of Dunstable

# *Capital Plan*

FY2018-FY2022

## Contents

1.	Introduction.....	1
1.1.	Background.....	1
1.2.	Introduction to the Plan.....	1
1.3.	Plan Components.....	1
1.4.	Funding Sources.....	2
1.5.	Community Preservation Committee.....	3
1.6.	Glossary of Terms.....	4
2.	FY2018 Capital Project Request Analysis.....	6
2.1.	Fire Department.....	7
2.1.1.	Procure new Fire Engine.....	9
2.1.2.	Procure 6X6 Off Road ATV for Rescue and Fire Suppression.....	12
2.2.	Stormwater Management.....	14
2.3.	Police Department.....	16
2.3.1.	Speed Trailer.....	16
2.4.	Library.....	18
2.4.1.	Roof/Portico Repair.....	18
2.5.	Highway Department.....	19
2.5.1.	Procure new truck (replaces 1996 Ford L8000).....	19
2.6.	Water Department.....	21
2.6.1.	Engineering Design.....	21
	Appendix.....	23

# 1. Introduction

## 1.1. Background

In FY 2015, The Board of Selectmen, appointed an ad hoc Capital Planning Committee. This committee, working with the Board of Selectmen and Advisory Board (FinCom), will each year at the start of the budget process prepare a plan to financially forecast large improvement that the Town may need to invest in. At the Town Meeting in May 2016, the Town voted to approve the Capital Planning Committee bylaw to solidify this committee and its process.

## 1.2. Introduction to the Plan

The bylaw proposed to establish the Capital Planning Committee lays out the function of the committee to review the capital requirements of the Town and to make recommendations for Town Meeting approval. These recommendations are compiled in a 5 year CIP that will be updated annually and submitted to the annual Town Meeting.

The plan will include future projects, programs, improvements, and acquisitions having a useful life of at least five years and a cost of at least \$10,000. The Capital Planning Committee will work with the Department Heads as well as the various Town Boards and Commissions to identify these capital items for inclusion in the plan. The Capital Planning Committee will consider the need of each request in relation to the others and the cost of proposed capital expenditures with regard to its effect on the financial position of the Town.

In evaluating and scheduling the requests, the Capital Planning Committee shall consider risks to public safety and health, deterioration of Town facilities, compliance with state and federal requirements, coordination with other capital requests, improvement of efficiency, systematic replacement, protection and conservation of resources, and maintenance of the level of service.

## 1.3. Plan Components

- Each capital item to be included in the plan begins with a request form. The form, as you will see in the ensuing pages, is headed by basic project information. In some cases the description and/or justification for the capital item are provided on separate pages.
- There are the criteria by which the project will be evaluated to determine its priority with respect to other requests. There are five such evaluative criteria which ask the following: is there another means to satisfy the need, does the item improve the level of service provided by the municipality, is the item a legal or regulatory requirement, is there an impact to the recurring operating budget, and is the project ready for implementation.
- A schedule of expenditure must be prepared. This includes prior year costs on various aspects that may be present for a given project. Not every project will require all of the elements. This section provides the public an accurate picture of the entirety of the cost of a project from conception to implementation.
- There is a section detailing the impact to the operational budget, alluded to earlier. Here the Committee is looking to see if the capital item will generate revenue, impact personnel, or impact operating costs.

- The funding source must also be determined. This can range from borrowing to operational budgets, a description of which follows.

## 1.4. Funding Sources

### *Debt Financing*

Debt financing is common in cities and towns. As with buying a house, a well-managed debt plan can allow one to buy large items (e.g. a house) when a purchase of that magnitude would not necessarily fit into a single year's annual budget.

Debt projects would be ones such as:

- Land acquisition
- Park improvements
- Information technology upgrades
- Public building improvements
- Street repaving

The Town Meeting authorizes the municipality to raise revenue for capital improvements. Interest rates on bond payments are based on market conditions and the Town bond rating, as determined by private rating agencies. The Town uses two different types of financial instruments when it debt finances any project. These instruments are General Obligation (GO) Bonds and Bond Anticipation Notes (BANs). Both mechanisms are commonly used by municipalities to fund capital project needs.

### *General Obligation (GO) Bonds and Bond Anticipation Notes (BANs)*

GO bonds are long-term debt instruments that cities and towns may use to fund large projects. Funds are obtained through the sale of these instruments in the bond market. GO bonds are backed by the full faith and credit of the Town of Dunstable. As such, investors are guaranteed the Town will pay its obligation through the Town's taxes. Typically, bonds run for a period of twenty years. Bond Anticipation Notes (BANs) are short-term financing instruments the Town utilizes to borrow funds while projects are ongoing, or shortly thereafter. Generally, the Town pays only the interest on these funds, which runs around 2 percent or lower. BANs are usually utilized for one to two year periods.

### *Grants*

The Town will seek to reduce bond funds wherever possible by looking to grants for projects such as fire engine replacements, the rehabilitation of roads, and energy efficiency projects. One source of grants is from other levels of government, for example the Environmental Protection Agency, MA Department of Health and Human Services, U.S. Housing and Urban Development, MA Department of Environmental Services, and the Department of Transportation. Generally, these Federal and State sources provide an outright grant or matching funds to go with locally raised funds. The Town will also pursue non-governmental private grants when applicable.

### One-Time Revenue

One time revenue is not a good funding source for the Town’s annual operating budget because operating costs recur year-to-year. In year two of any scenario, use of one time revenue leads to either budget cuts or increased reliance on property taxes. However, one- time revenue is an excellent funding source for capital projects. This would both reduce reliance on bond financing and eliminate potential future impacts on property taxes. In order to limit the long-term costs associated with the CIP, one-time revenue will be used wherever possible in lieu of debt financing.

### General Fund Revenue

The Town’s General Fund Budget will ultimately pay a portion of the annual debt costs associated with this project. The Town has made substantial reductions in expenses in the past. These reductions make it very difficult to procure large, needed capital improvements. It should be noted that general fund expenditures can reduce the need for future capital improvement projects. For example, funding for custodial and maintenance staff reduces the need for major building renovations necessitated by unaddressed building issues. Vehicle maintenance staff can, and has, substantially prolonged the life of Town vehicles. Proper funding of these program areas is essential in the preservation of Town assets. In addition, some items that would aid in this maintenance, and are too small in value to be considered a true capital improvement, should be paid for from the Town’s annual budget. For example, custodial and maintenance equipment that aids in facility upkeep would fall under this category. Regular software updates also reduce the need for major file conversion projects that can occur when systems are out of date.

## 1.5. Community Preservation Committee

The Community Preservation Act (CPA) is a funding tool that helps communities preserve open space and historic sites, create affordable housing, and develop outdoor recreational facilities. CPA allows communities to create a local fund for open space protection, historic preservation, affordable housing and outdoor recreation. CPA funds are raised locally through a surcharge of 3% of the tax levy against real property.

Projects are only eligible for CPA funding if they fit in a green box below.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (new 7/8/2012)	Yes, if acquired or created with CPA funds

Chart adapted from “Recent Developments in Municipal Law”, Massachusetts Department of Revenue, October 2012. <http://www.communitypreservation.org/content/chart-allowable-uses>

Some of the Town of Dunstable CPA projects to date include:

- Ferrari Farm - "Purchase of Ferrari Farm, a ""keystone"" parcel containing five existing protected areas.
- Blanchard Hill Clearing and Stone Arched Bridge "Creation of a Picnic Area and scenic vista. Preservation of Historic Stone Arched Bridge through the creation of emergency access for police/fire vehicles.
- National Register Project "To finalize Town Center Historic District Project.
- Union School windows "To supplement cost of replacement windows in order to upgrade to use of historically accurate replacement windows.
- McGovern's Farm Wall Additional Engineering costs to preserve and enhance the Historic nature of the retainer wall on Rt. 113.
- Central Cemetery monuments restoration "18th and 19th century monuments of Central Cemetery restoration and repair.
- Town Records Preservation Project "This project will fund the preservation of Town Records, specifically to disband, clean, de-acidify, repair, and rebind Town Vital Records, Town Meeting Records, and Selectmen's Records for 18th, 19th and 20th Centuries. Records will be scanned, microfilmed and digitized.

## 1.6.Glossary of Terms

**Capital Improvement Plan (CIP):** The document setting forth in both dollars and narrative form the recommended and proposed capital projects the Town should be undertaking over the ensuing five-year period.

**Capital Improvement:** A project, undertaking or acquisition having a cost (either singularly or in aggregate) of \$10,000 or more and a useful life of (5) years or more.

**Capital Planning Committee:** The three (3) member committee, appointed by the Board of Selectmen, charged with the responsibility for developing the CIP.

**Project Description:** A title and/or narrative of moderate length describing in greater detail what is entailed in the proposed undertaking including background information on the need/rational for the proposal.

**Prior Year Costs:** Certain Projects identified in the five-year plan which have, either because of earlier initiation or planning action on the part of the Town, a prior year's costs associated with them. Where such was applicable, the prior year's cost (s) already incurred by the Town have been identified.

**Plan Years:** The five-year period represented by the Plan is July 1, 2017 through June 30, 2022.

**Funding Source:** The proposed method or means for funding the CIP item listed as recommended by the committee.

**Operating Cost:** The Committee's best estimate of the annual operating cost to be associated with a particular CIP item proposed to be carried out.

**Engineering (Feasibility) Study:** Certain Projects, while identified in the plan require more detailed professional examination upon which to make informed decisions. In such instances, the Committee has identified funding for such as an initial or preparatory step to be carried out before final recommendation/decisions are made on proposed funding for the entire undertaking.

**Design:** As the description would indicate, design is utilized in the plan to identify the step the Committee is proposing to be followed next for a particular project, i.e. the next step necessary to be in a position to actually go to bid and/or construction on the undertaking.

**Total Cost:** The total estimated cost to bring to completion a proposed CIP item including any prior year costs incurred in applicable.

## 2. FY2018 Capital Project Request Analysis

The table below is a 5-year roll-up of the capital requests by department. The subsequent sections in this report provide additional detail and analysis for those projects slated for 2018 expenditures.

Further backup material on these requests can be found in the appendix.

<b>Capital Projects Requests</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>
<b>Highway Department</b>	<b>\$165,000</b>	<b>\$110,000</b>	<b>\$65,000</b>	<b>\$169,000</b>	<b>\$0</b>
Backhoe		\$110,000			
1 TON DUMP			\$65,000		
48K gww Plow Truck/equipment	\$165,000				
Loader				\$169,000	
<b>Library</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Roof/Portico Repair	\$100,000				
<b>Town Hall</b>	<b>\$68,000</b>	<b>\$140,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Roofs/Windows Doors		\$140,000			
Stormwater Compliance	\$68,000	\$87,000	\$77,500	\$87,000	\$39,500
<b>Water</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Eng. Replacement Hydro-pneumatic Tanks	\$95,000				
Engineering - Rehabilitate Well #1	\$65,000				
Engineering - Well Site Access	\$40,000				
<b>Fire</b>	<b>\$387,000</b>	<b>\$110,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$225,000</b>
Engine Replacement	\$360,000				
Polaris Off Road Fire Fighting & Rescue	\$27,000				
Rescue Truck					\$225,000
Breathing Apparatus(SCBA)		\$110,000			
Communicatrions					
<b>Police</b>	<b>\$16,000</b>	<b>\$59,000</b>	<b>\$0</b>	<b>\$20,500</b>	<b>\$0</b>
Speed trailer	\$16,000				
New Roof		\$10,000			
Mechanical System (AC and furnace)				\$10,000	
Cruiser Tough books		\$10,500			
New Unmarked Police Utility Vehicle		\$38,500			
Parking lot expansion and repair				\$10,500	
<b>Total</b>	<b>\$936,000</b>	<b>\$419,000</b>	<b>\$65,000</b>	<b>\$189,500</b>	<b>\$225,000</b>

## 2.1.Fire Department

The Fire Department provides multiple services for the town. Firefighting services requires reliable and well equipped vehicles for the basic mission of putting out fires. These include trucks specially designed for structure fire, others designed for forest fires. The Fire Department relies on trucks with extra capacity water tanks, and trucks designed specifically for pumping water. The mission of the fire department extend beyond traditional firefighting, providing the town with first responders for medical emergency services, response to motor vehicle accidents, specifying and maintaining communication services, and providing the necessary training for personnel (both town employees and volunteers) to safely perform these duties and effectively deliver these services to the town.

Below is a table of Fire Department’s major capital equipment

ID #	Make / Model	Purchase Year/ In service yr	Yr of Chassis	PURCHASE COST	Description of use	mileage/hours	Expected year to replace	Replacement Cost
Engine-2 (Note 1)	Ford F700	1986/1987	1986	\$60K	Engine/Forestry	7601 miles	2016	\$360
Rescue 1 (Note 2)	Ford F450	1999/2000	1999	\$45K	Rescue	6749 miles	2022	
Forestry 1 (Note 3)	Chevy	2008/2009	1986		Forestry	78975 miles	2022	
Engine-6	HME Custom	2006	2005	\$217K	Engine	14809 miles 1040hrs	2030-2035	
Tank 1	International	2010		\$284K	Tanker	5597 miles	2040	
Car 1	Ford Police Utility	2015		\$35K	Chief Car / Command Vehicle	17575 miles 1110hrs	2025-2030	

Note 1: Will become Forestry until not cost effective.

Note 2: Will replace Forestry 1 Chassis

Note 3: Will become a service truck until not cost effective

Below is a table showing which vehicles and order are dispatched based on call type.

<b>Dunstable Fire Department Current Order of Primary Vehicle Response</b>						
	<b>Engine 6</b>	<b>Tank 1</b>	<b>Engine 2</b>	<b>Rescue 1</b>	<b>Forestry 1</b>	<b>Mutual Aid Ladder</b>
<b>Building/Structure Fire</b>	<b>1</b>	<b>2</b>	<b>3</b>			<b>4</b>
<b>Chimney Fire</b>	<b>1</b>	<b>2</b>	<b>3</b>			
<b>Car Fire</b>	<b>1</b>	<b>2</b>				
<b>Carbon Monoxide Alarm Activation</b>	<b>1</b>			<b>2</b>		
<b>Odor of Gas in the Building</b>	<b>1</b>	<b>2</b>	<b>3</b>			
<b>Oder of Gas Outside</b>	<b>1</b>	<b>2</b>				
<b>Brush Fire – (Off Road)</b>			<b>2</b>	<b>3</b>	<b>1</b>	
<b>Brush Fire – (Area of a Roadway or Driveway)</b>		<b>3</b>	<b>2</b>	<b>4</b>	<b>1</b>	
<b>Brush Fire with Exposure – (Near Building)</b>	<b>3</b>	<b>2</b>	<b>1</b>		<b>4</b>	
<b>Motor Vehicle Crash</b>	<b>2</b>			<b>1</b>		
<b>Missing Person</b>	<b>2</b>			<b>1</b>	<b>3</b>	
<b>Off Road Rescue</b>	<b>3</b>			<b>1</b>	<b>2</b>	
<b>Water/Ice Rescue</b>	<b>2</b>			<b>1</b>	<b>3</b>	
<b>Hazmat</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>2</b>		
<b>Telephone Pole/Wires Burning</b>	<b>1</b>				<b>2</b>	
<b>Medical</b>	<b>1*</b>			<b>1</b>		
<b>Fire Alarm Activation</b>	<b>1</b>	<b>2</b>	<b>3</b>			
<b>Lockout</b>				<b>1</b>		
<b>Unauthorized Burn</b>					<b>1</b>	
<b>Trouble Alarm</b>	<b>1</b>					
<b>Smoke Investigation outside– (Spring-Fall)</b>	<b>1</b>	<b>3</b>	<b>4</b>		<b>2</b>	
<b>Smoke Investigation outside– (Winter)</b>	<b>1</b>	<b>2</b>	<b>3</b>			
<b>Mutual Aid - Engine 6</b>	<b>1**</b>					

**\*Engine 6 will respond if Rescue 1 not available**

**\*\* Engine 6 unless specific truck is specified**

To address capital needs, the Fire Department reviews its capital assets, and projects near and far term expenditures required to maintain or improve the current level of services. There are two requests for FY18 that are considered here for funding in next year's budget.

### 2.1.1. Procure new Fire Engine

Project Description	Amount Requested	Funding Source	Committee Recommends
New Engine	\$360,000	Borrowing/Cash Capital	Approve(2) Disapprove(1)

#### New Engine would increase effectiveness of Fire Department

The Fire Department is requesting the procurement of a new structural fire engine to replace the existing Engine-2. Engine-2 is now over 30 years old and is primarily a vehicle more suitable for fighting forest fires; it has a high wheel base and has four wheel drive, but does not have the tank or pump capacity needed to effectively fight structural fires. The limited 750 G.P.M pump rate is not compatible with current firefighting equipment (requires smaller hose size, etc) precluding the undersized pump to work in tandem with Engine 2 or other towns trucks, often sitting on the side unable to assist the firefighting effort. Currently, Engine-2 is used as the backup truck for fighting structural fires in town when Engine-6 is away supporting Mutual Aid. Engine-2 is the secondary truck (after Forestry 1) for fighting forest fires. With the procurement of a new structural fire engine, the fire department would have a properly equipped engine in town at all times should Engine-6 be unavailable, e.g. on call with mutual aid, responding to another town emergency, or not in service due to a maintenance activity. A new engine would also increase the safety of the town residents and fire department by equipping the town with newer firefighting equipment, such as larger water tank, higher capacity pump, new foam system, adequate hose load for structural fires, roof saw, and modern thermal imaging equipment. A new engine would change the order of Primary Vehicle Response where the new engine will become the first response engine and Engine 6 would then become the second response engine. Our mutual aid response would be unchanged; Engine 6 would still be the first vehicle to respond.

There are other considerations to factor into this procurement decision. Trucks require maintenance, and when Engine-6 is out for maintenance, Dunstable is left with a 30 year old truck as the primary structural firefighting engine. And finally, Engine 2 has a standard transmission. Fewer and fewer firefighters in the ranks are able to drive standard, and this problem will only get worse as time goes on with newer recruits. Currently Dunstable has 8 out of 25 firefighters who do not drive standard, and 6 that do drive will be soon aging out of the force. Today's modern firefighting trucks have automatic transmissions.

#### Likelihood we have insufficient equipment to respond to emergency

One metric for analyzing the need for this procurement is to review the statistics for the town's recent fires and compute various probabilities that are relevant to the procurement of this new engine. Historical data was examined for the period between Jan 1, 2015 through Sept 28, 2016 (a total of 635 days). The fire department's history logs were reviewed, and dates where Engine-6 was supporting Mutual Aid (truck not in town) were highlighted. Also highlighted were the days Dunstable had a fire call where both Engine-2 and Engine-6 had responded. The following statistics were derived from this data:

- 635 Total days in this analysis (Jan 1, 2015 - Sep 28, 2016)
- 9.3% Probability of fire in Dunstable (both Engine-2 and Engine-6 respond)
- 3.3% Probability Engine-6 responded to Mutual Aid (leaves Engine-2 as only resource for Dunstable)
  
- 0.9% Probability we have 2nd fire in Dunstable.
- 0.3% Probability we have responded to mutual aid, and we get fire call in Dunstable

The last two statistics are of interest for this analysis. (These probabilities assume each event occupied the entire day which is a worse-case scenario.)

- 0.9% indicates we have about a 1 in 100 chance of having both Engine-2 and Engine-6 out on a call in Dunstable when a 2<sup>nd</sup> call (from Dunstable) comes into the station.
- 0.3% indicates that we have about a 3 in 1000 chance of Engine-6 being out on Mutual Aid and a call (from Dunstable) comes into the station.

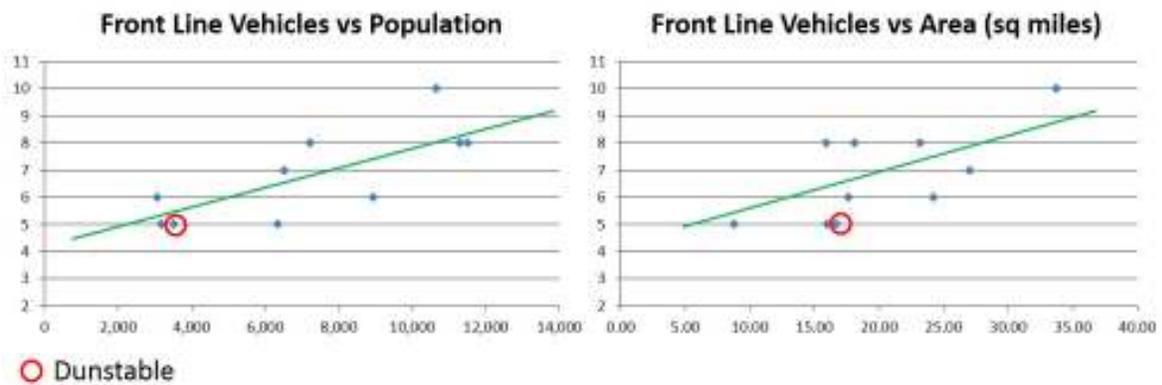
It would appear the concern of Dunstable having a fire while Engine-6 is out on Mutual Aid is significantly low (3 in a 1000) and that alone would not justify the procurement of a new engine. The 1 in 100 chance that we have two fires at the same time in town, however, seems like a relatively more concerning scenario. One concern the Committee considered is that of personnel. Should we procure this new vehicle solely for the purpose of providing backup equipment to support two simultaneous fires, does the department have adequate personnel to man two fires?

#### Comparing Dunstable's equipment to other towns

When leveraging Dunstable's reliance on Mutual Aid, the town also needs to assess how Dunstable staffs and equips our department relative to nearby towns scaled as appropriate for differences in town population or town area. Point here is that Mutual Aid is fair as long as participating towns invest in their departments in an equitable manner. Below is a table comparing Dunstable's front line vehicles with other towns:

Town	Pop (2010)	Area sq. mi.	Stations	Engines	Ladders	Rescue	Tankers	Forestry	Service	UTV/ATV	Age oldest Engine
Dunstable	3,179	16.70	1	2	0	1-light	1	1	0	0	1986
Essex	3,504	15.95	1	2	1	0	1	1	0	0	2002
Groton	10,646	33.71	3	4	1	1-heavy	1	3	2	1	1989
Harvard	6,520	27.00	2	4	1	0	1	1	0	0	2002
Littleton	8,924	17.60	1	3	1	0	0	2	2	1	2007
Merrimac	6,338	8.80	1	2	1	1-medium	0	1	1	0	1995
Pepperell	11,497	23.20	2	3	1	1-heavy	1	2*	0**	1	1994
Ashby	3074	24.2	1	3	1	0	1	1	0	0	1991
Shirley	7211	15.9	1	2	1	0	2*	3	0	0	1997
Tyngsboro	11292	18.1	3	5*	1	0	1	1**	1	0	1987

Below we plot Dunstable’s Front Line vehicle count vs Population and Area relative to other surrounding towns. While we do fall slightly below the norm, the plots show that our investment in firefighting equipment is in family with neighboring towns, and therefore conclude that from a front line vehicle count perspective, we have a defensible position to show that Dunstable’s investment in firefighting equipment is on par with other towns normalized to population and area. However, this analysis does not factor in the age of the equipment across the towns where Engine 6 is oldest truck, and has limited capability due to age and firefighting equipment on board.



	Population (2010)	total equip vs Population	Area sq. mi.	total equip vs Area (sq miles)
Dunstable	3,179	5	16.70	5
Essex	3,504	5	15.95	5
Groton	10,646	10	33.71	10
Harvard	6,520	7	27.00	7
Littleton	8,924	6	17.60	6
Merrimac	6,338	5	8.80	5
Pepperell	11,497	8	23.20	8
Ashby	3,074	6	24.20	6
Shirley	7,211	8	15.90	8
Tyngsboro	11,292	8	18.1	8

Summary

Below is a summary of the fire department’s concerns that would be mitigated through the purchase of a new engine. After reviewing our research, Capital Planning has assigned a score to each concern, 1 no concern through 4 major concern:

1  
2

No concern  
Some concern

3  
4

Moderate concern  
Major concern

Issue	Concern	Details
Front Line Vehicle vs size/population relative to neighboring towns.	1	• On par with other towns. No concern regarding compliance with mutual aid.
Engine 2 Vehicle and Equipment Technology	4	• No on-truck foam system • Pump undersized to work with other structural apparatus. • Inadequate hose load for structural fires • Inadequate water tank size • Crew Safety Jeopardized
Age of Equipment	3	• Engine-2 30 yrs old, not reliable. Typical life expectancy 20 yrs.
Insufficient number of Front Line Vehicles to protect our town	2	• 1 in 100 chance we are not protected

As a final note, should we decide to purchase new engine, there is a 16 month build time, then another 6 months before 1<sup>st</sup> payment is due, which is around FY19/20 timeframe. Delaying the purchase of this new engine will cost the town about \$7000 per year of delay due to expected cost increase (per NFPA).

The committee has reviewed this request and voted in favor of this procurement.

**2.1.2. Procure 6X6 Off Road ATV for Rescue and Fire Suppression.**

Project Description	Amount Requested	Funding Source	Committee Recommends
6x6 Off Road ATV	\$27,000	Borrowing/Cash Capital	Approve(3) Disapprove(0)

The Fire Department is requesting the procurement for a 6X6 ATV to support off road firefighting and rescue. The vehicle cost is \$17K, and an additional \$10K for the skid and ancillary firefighting and rescue equipment that would remain with the ATV. The vehicle would be used for brush fires, missing persons, and other off road incidence.

The fire chief requested this procurement to occur during FY19 (ATV) and FY20 (skid/equipment). The Committee discussed the importance of this capability for our town and is recommending the town move up this procurement to FY18. For a town with many miles of active trails in densely wooded areas, having this capability now will greatly improve the fire departments ability to respond to such emergencies. The new ATV will be stored at the Fire Station.

The committee has reviewed this request and voted in favor of this procurement.

## 2.2.Stormwater Management

Project Description	Amount Requested	Funding Source	Committee Recommends
Stormwater Management	\$58,000	Operating Budget	Approve(3) Disapprove(0)

The National Pollutant Discharge Elimination System (NPDES) permit program, created in 1972 by the Clean Water Act (CWA), helps address water pollution by regulating point sources that discharge pollutants to waters of the United States. The permit provides two levels of control: technology-based limits and water quality-based limits. Under the CWA, EPA authorizes the NPDES permit program to state, tribal, and territorial governments, enabling them to perform many of the permitting, administrative, and enforcement aspects of the NPDES program. Currently 46 states and one territory are authorized to implement the NPDES program (Massachusetts is not one of them).

As a result EPA has issued a series of permits to regulate stormwater discharge in the Commonwealth. In May 2003, EPA Region 1 issued its Final General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems. The 2016 Massachusetts Small MS4 General Permit was signed April 4, 2016 and will become effective July 1, 2017. Until this time Dunstable has not been subject to these regulations. The Nashua River and Massapoag Pond are both considered impaired water and under the definition of the new permit portions of Dunstable are considered to be urbanized areas.

In order for a small MS4 operator, like Dunstable, to obtain authorization to discharge, it must submit a complete and accurate Notice of Intent (NOI). A small MS4 operator must meet the eligibility requirements of the general permit found prior to submission of its NOI. A small MS4 operator will be authorized to discharge under the permit upon receipt of written notice from EPA following a public notice of the submitted NOI. EPA will authorize the discharge, request additional information, or require the small MS4 to apply for an alternative permit or an individual permit.

The town’s Stormwater Engineer has developed a 5-year compliance program. While some of the compliance expense is eligible for grants, grants will not fund all of the engineering necessary to comply with the MS4 permit. To-date \$30,000 has been received in grant funding to purchase equipment and software tools to assist in IDDE detection and mapping. The bulk of the engineering is for creating bylaws, rules, and regulations that support compliance with the permit. These documents will have an extended life span, only needing updates as the permit evolves. The table below itemizes costs by topic area.

### Dunstable Storm Water Estimate Costs (from final Storm permit 2016)

<b>Estimated Costs</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total for 5 years*</b>
<b>Public Education</b>	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$8,000.00
<b>Public Involvement</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>IDDE</b>	\$43,166.67	\$43,166.67	\$43,166.67	\$40,000.00	\$20,000.00	\$189,500.00
<b>Construction</b>	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,000.00
<b>Post-Construction</b>	\$0.00	\$0.00	\$16,000.00	\$36,000.00	\$8,000.00	\$60,000.00
<b>Good House Keeping</b>	\$0.00	\$35,500.00	\$10,000.00	\$3,000.00	\$3,000.00	\$51,500.00
<b>Annual Report</b>	\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00	\$33,000.00
<b>Total</b>	\$67,766.67	\$86,766.67	\$77,266.67	\$87,100.00	\$39,100.00	\$358,000.00

The committee has reviewed this request and voted in favor of the Stormwater Management procurement.

## 2.3. Police Department

Below is a table of Police Department's major capital equipment:

Cruiser Number	MAKE/MODEL	PURCHASED	PURCHASE COST	MILEAGE	REPLACE BY	REPLACEMENT COST
55 MARKED	2016 FORD INTERCEPTOR SUV	7/16/2015	36,220	38,450	2019	40,000 *
52 MARKED	2015 FORD INTERCEPTOR SEDAN	8/6/2015	34,543	27,031	2018	40,000 *
50 UNMARKED	2013 FORD INTERCEPTOR SEDAN	1/30/2013	31,325	46,351	2019	33,000
53 MARKED	2013 FORD INTERCEPTOR SEDAN	9/12/2012	34,765	99,720	2016	40,000 *
54 MARKED	2013 FORD INTERCEPTOR SEDAN	11/14/2012	32,240	75,501	2017	40,000 *
56 UNMARKED	2006 FORD EXPLORER	2/5/2008		61,709	2018	35,000
ATV TRAILER	2003 LOAD TRAILER	4/7/2003	4,000		2025	
UTILITY TRAILER	2011 UTILITY TRAILER	9/3/2010	GRANT		2025	
BUS	CHEVY	9/30/2016	DONATED	50,524		

NOTES: \* REPLACEMENT COST HIGHER AS EQUIPMENT BEING TRANSFERRED NEED TO BE REPLACED WITH NEW (OVER 10 YRS OLD)

PURCHASE VALUE DOES NOT REFLECT EQUIPMENT SUCH AS CRUISER RADIOS, RADAR UNITS COMPUTERS, ETC (\$10,000 PER VEHICLE)

In 2015, Capital Planning provided an analysis for schedule of patrol car replacement and concluded that patrol cars should be replaced at about 90K miles. The above mileage rates average to 20.4K miles per year. As such, patrol cars should be scheduled for replacement every 4 years.

### 2.3.1. Speed Trailer

Project Description	Amount Requested	Funding Source	Committee Recommends
Speed Trailer	\$16,000	Operating Budget	Approve(1) Disapprove(2)

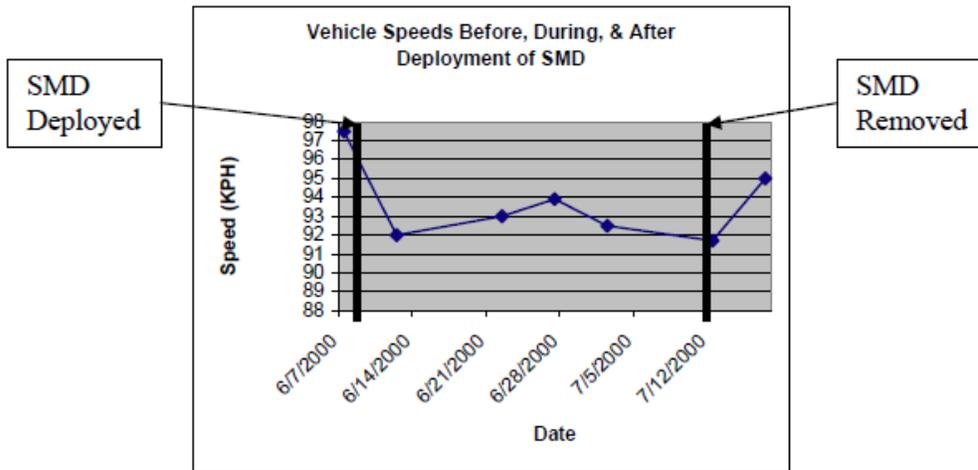
The police department is requesting the procurement of a speed trailer to help deter speeding and

From the Road Injury Prevention & Litigation, Journal Volume 1973:

*Results of the study revealed "that both speed display boards and photo-radar effectively reduce vehicle speeds while deployed" and are "particularly effective in reducing the number of vehicles traveling ten or more miles over the speed limit." However, "only the display boards demonstrated carry-over effects," particularly in the long term. Already the most cost-effective of the speed control devices, the speed reduction capabilities of display boards can be greatly enhanced with "intermittent police enforcement." The un-enforced speed display board was the most cost-effective device on both an hourly and daily basis, and photo-radar was the least cost-effective of the three speed control devices.*

However, in a study on long-term effectiveness of speed monitoring displays, they found that speeds went up again after the speed monitoring devices were removed, thus concluding they are best deployed as a permanent sign.

Plot showing speeds before sign is installed, during sign operation, and after sign is removed:



The committee has reviewed this request and voted with a split decision not to recommend this procurement. Dissenters were not convinced there would be an overall net improvement to safety on the roads. The Committee has recommended that the Police Department look into a permanently mounted speed sign as the evidence suggests a permanent sign reduces overall speeding in the posted area.

## 2.4. Library

### 2.4.1. Roof/Portico Repair

Project Description	Amount Requested	Funding Source	Committee Recommends
Modify roof/ build portico to address emergency egress	\$100,000	Operating Budget	

The Dunstable Free Public Library's mission statement states: .....***"provide equal access to information and ideas through a wide variety of materials and programs for community members of all ages"***.

Its current hours of operation are:

Tues: 3:00PM - 8:00PM 5 hrs  
Wed: 10:00AM - 2:00PM 4 hrs  
Thurs: 10:00AM - 8:00PM 6 hrs  
Fri: 10:00AM - 2:00PM 4 hrs  
Sat: (to start July 1<sup>st</sup>)

With these limited hours, access is important, but this can be additionally limited in the winter time when ice, snow and water block emergency and regular entrances and exits (which is the current condition) necessitating closure of the building per fire code. Current situation is resulting in excessive erosion and deterioration of the building structure.

These problems can be remediated by the redesign of the West facing emergency exit roof, the addition of two separate entrance roofs (currently there are none) on the south facing side of the building and incorporating the appropriate rain gutters and down spouts on each including a redesign of the gutter system on the main entrance.

The committee has reviewed this request and recommended the town go out for bids on this project to get an improved estimate of the cost to validate engineers' budget.

## 2.5.Highway Department

Below is a table of Highway Department's major capital equipment

ID / Plate	Make / Model	Purchase Date	Value	Description of use	Current Mileage or Hours	Expected year to retire	Cost to replace
	Freightliner 108SD	2016		11' plow with 9' wing and sander		2026	
#8	Ford LN8000	1992	\$36K ACV	Truck/Sander	147168		
5	Ford L8000	1996	\$66K ACV	Truck	90989.8 77355Hr	2018	\$165K
33	Freightliner 180SD	2016	\$160K ACV	Truck	1365 90.5hr	2026	
310SG	John Deere	2002	\$67K ACV	Backhoe	3845.1hr	2017	125K
544J	John Deere 544J	2006	\$110K ACV	Loader (large bucket)	4366.1hr	2019	\$130k
6	Ford F550	2008	\$56K ACV	Dump Truck	74630	2018	55K
4	Mack	2012	\$151K ACV	Dump Truck	22512.8 1505hr	2022	
7	Chevy Silverado	2013	\$45K ACV	Pickup Truck	14885	2025	
	sullair	2007		air compressor			
	Brush Bandit			wood chipper			

### 2.5.1. Procure new truck (replaces 1996 Ford L8000)

Project Description	Amount Requested	Funding Source	Committee Recommends
New truck	\$165,000	Operating Budget	No vote taken

Dunstable Highway Department has proposed purchasing a new truck with the FY2018 budget. The cost of the truck would be \$165,000.00. The current 1996 Ford L8000 has exceeded its lifespan and is beyond reasonable repair. The L8000 recently experienced an electrical burn out of the harness, and most of the controls have been melted. In addition, the doors and floors have rot and need to be replaced. The motor has a cracked block, and the crew must add 4 quarts of oil every 6 hours of run time. The air compressor and transmission also have issues and the plow is past its life span.

As a whole, the timely purchase of a new truck would reduce repair costs, offer immediate services to the Dunstable Highway Department while enhancing the crew's ability to complete tasks.

## 2.6. Water Department

The Water Department provides water to ~100 residences. As a municipal entity, the town is responsible for maintaining water to these residences and must adhere to state and federal testing and regulations. There are 3 areas of concern:

1. Pond Street site issues
2. Rehabilitation of well # 1 - Outdated machinery with trouble obtaining spare parts. Preference for complete overhaul.
3. Pipe diameter along streets need to be 12". Getting this pipe diameter would enhance water service, fire prevention, and set-up Dunstable for potential Senior Housing development within Mud District.

4-5 years ago, money was allocated for a study / research of water storage plans - Around \$60k of \$120k allocation has been spent to date.

Last year the Water Department proposed a project which was defeated at town meeting by residents because of lack of details and support from town selectmen.

Goal was to purchase two pneumatic tanks with larger capacity than we have now and create a way to relocate water services to the "Mud District" in hopes of setting up town for Senior Housing Project that is moving along in its approval process.

### 2.6.1. Engineering Design

Project Description	Amount Requested	Funding Source	Committee Recommends
Design shovel-ready plans for water system improvements	\$200K	Operating Budget	No vote taken

The Water Department put out a request for an Engineering Services Budget to obtain scope and budgetary numbers. The projects are as follows:

- Project No. 1 - MUD District Hydropneumatic Tanks
- Project No. 2A - Well Site – Well No. 1 Cleaning/Electrical Service/ Chemical Feed
- Project No. 2B - Well Site - Access Road Improvements
- Project No. 3 - USDA Funding Application Assistance

The town received a budgetary memorandum from Tighe & Bond providing rationale on the importance of each project, the details for implementation, and budget recommendations for the above tasks.

The following table provides a breakdown of our recommended budget for engineering design, permitting, and bidding services (where included):

<b>Project Description</b>	<b>Budget</b>
1 MUD District Hydropneumatic Tanks	\$80,000
2A Well Site – Well No. 1 Cleaning/ Electrical Service/Chemical Feed	\$65,000
2B Well Site - Access Road Improvements	\$40,000
3 USDA Funding Application Assistance	\$15,000
TOTAL BUDGET	\$200,000

## Appendix

### Capital Plan Request Sheets from the Departments



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title New Fire Engine Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Fire Department Contact Name Fire Chief  
 Approving Body Selectmen Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Purchase new fire engine

PROJECT JUSTIFICATION Replace outdated Engine #2 for structural firefighting

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction							\$	
Equipment		\$360					\$360	
Other							\$	
<b>TOTAL</b>	\$	\$360	\$	\$	\$	\$	\$360	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	maintenance and insurance
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	increase safety of firefighters and residents

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	applying for grants but unlikely
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**OFFICE OF THE FIRE CHIEF  
TOWN OF DUNSTABLE  
BRIAN C. RICH  
P.O Box 96  
DUNSTABLE, MA 01827**

**TEL: (978) 649-6661  
FAX: (978) 649-6072  
Firedept@dunstable-ma.gov**

### **Structural Engine FY2018**

The Dunstable Fire Department is requesting funding for a structural firefighting engine. Currently Engine 2 is used as a secondary structural engine and as a forestry fire engine. Its pump is under sized to adequately work with other structural apparatus. Due to limited space on engine 2 we do not currently have some of the most common pieces of equipment used for structural firefighting on this engine. Engine 2 is currently 30 years old, the life expectancy of an engine is around 20 years depending on the Department.

By purchasing a new engine, we can increase the safety of the department and residents below are some of the improvements or new equipment that would be added

- The replacement engine would have a minimum 1250GPM pump
- A larger water tank
- Foam system
- An adequate hose load for structure fires
- Roof Saw
- Thermal Imaging Equipment

Currently when engine 6 is out of town for mutual aid or out of service for maintenance Engine 2 becomes the primary attack truck. Due to Engines 2 limitations the departments capabilities are greatly reduced. Which increases the chances of injuries to our members and residents of the town.

Plan would be to keep Engine 2 as a forestry truck and could provide 10 to 20 more years of service for the town as a forestry truck.



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
**FY 18- FY 22 (5 years)**

**Project Info:**

Project Title Replacement SCBA Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Fire Department Contact Name Fire Chief  
 Approving Body Selectmen Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Replace aging self-contained breathing apparatus (SCBA)

PROJECT JUSTIFICATION Life safety

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction							\$	
Equipment			\$110				\$110	
Other							\$	
<b>TOTAL</b>	\$	\$	\$110	\$	\$	\$	\$110	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insurance safety

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**OFFICE OF THE FIRE CHIEF  
TOWN OF DUNSTABLE  
BRIAN C. RICH  
P.O Box 96  
DUNSTABLE, MA 01827**

**TEL: (978) 649-6661  
FAX: (978) 649-6072  
Firedept@dunstable-ma.gov**

**Self-Contained Breathing Apparatus (SCBA)  
FY Unknown**

Every 5 years NFPA releases new guideline for SCBA's and state that SCBA have out lasted their life expectance after 2 prior cycles. These guidelines are based new technology and lessons learned in the previous years.

Our current SCBA's are 2002 generation, 5 where purchased new in 2006 the remaining 14 where donated to our department from several sources when they were replaced for newer versions. Several of these packs where assembled from multiple packs to make them more consistent with features with all 19 scba we have in service.

When the next generation is released in the next few years all our packs will be more than 2 prior generations old making them obsolete by national standards. We are trying to have all personal protective equipment to be less than 10 years for their standard but our scba will all be over standard when the next generation is released.

The Departments plan is to apply for a grant to replace all the packs yearly until 1 year after release of the next generation. At that point we believe we have 2 options to keep our members safe with compliant SCBA's

1<sup>st</sup> would be to buy 16 new packs to cover all riding positions at an estimated cost of \$110,000 which would have a 15-year life span.

Or

2<sup>nd</sup> buy 17 Refurbished 2007 Generation SCBA at an estimated cost of \$40,000 with a 5 to 6 year life span



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title 6 X 6 ATV Included in Prior 5 year Capital Plan Y N  
 Project Sponsor Fire Department Contact Name Fire Chief  
 Approving Body Selectmen Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION 6 X 6 Off Road ATV for rescue and fire suppression

PROJECT JUSTIFICATION Do to the large number of trails being added and used in Town this will allow off road access to most of the trails during an emergency

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction							\$	
Equipment		\$27					\$27	
Other							\$	
<b>TOTAL</b>	\$	\$27	\$	\$	\$	\$	\$27	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	fuel, insurance, and maintenance
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Increase safety and capabilities

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Free Cash



**OFFICE OF THE FIRE CHIEF  
TOWN OF DUNSTABLE  
BRIAN C. RICH  
P.O Box 96  
DUNSTABLE, MA 01827**

**TEL: (978) 649-6661  
FAX: (978) 649-6072  
Firedept@dunstable-ma.gov**

**Polaris Off Road Vehicle  
FY2019-FY2020**

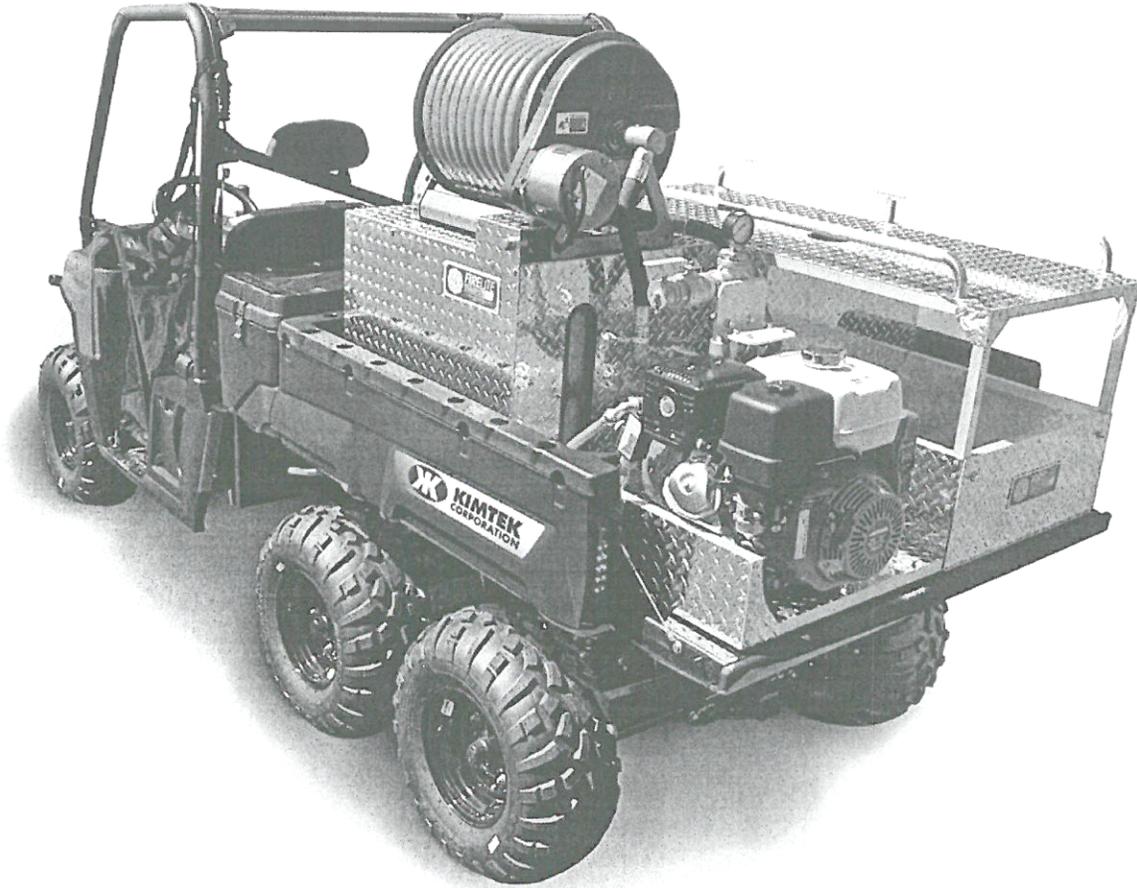
**The Fire Department would like to purchase a 6x6 Polaris Ranger off road side by side utility vehicle. This unit would be equipped with a firefighting / rescue skid. Estimated cost would be under \$17,000 for the Polaris and under \$10,000 for skid and equipment. This unit would become the primary vehicle for off road rescue. It would also be used for brush fires, missing persons and other off road incidents. Due to its size and capabilities it will shorten the time to remove injured people from the many hiking trails in town. It will also shorten the time to locate and get personal to brush fires where our trucks can't easily reach.**

**I would like to suggest we purchase the Polaris in FY2019 and the skid and equipment in FY2020. With the Fire Chiefs Vehicle being paid off during FY2018 it would be an increase of less than \$4500 to the FY2019 budget and a decrease of \$7000 in FY2020**



**OFFICE OF THE FIRE CHIEF  
TOWN OF DUNSTABLE  
BRIAN C. RICH  
P.O Box 96  
DUNSTABLE, MA 01827**

**TEL: (978) 649-6661  
FAX: (978) 649-6072  
Firedept@dunstable-ma.gov**





**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Rescue Truck Included in Prior 5 year Capital Plan Y N  
 Project Sponsor Fire Department Contact Name Fire Chief  
 Approving Body Selectmen Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION

PROJECT JUSTIFICATION

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction							\$	
Equipment						\$225	\$225	
Other							\$	
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$	\$	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	insurance, and maintenance
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Communication Tower Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Fire Department Contact Name Fire Chief  
 Approving Body Selectmen Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Upgrade radio communications system

PROJECT JUSTIFICATION To improve Fire Department radio communication

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments	
Planning and Design							\$		
Land							\$		
Construction		To Be Determined See Following Page						\$	
Equipment							\$		
Other							\$		
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$	\$		

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	energy and maintenance
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input type="checkbox"/>	Will increase safety of personnel and residents

**Funding Sources:**

	YES	NO	If Yes, Provide Details
How will this Capital Request be paid For?			
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If grants are unsuccessful
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	Will apply
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**OFFICE OF THE FIRE CHIEF  
TOWN OF DUNSTABLE  
BRIAN C. RICH  
P.O Box 96  
DUNSTABLE, MA 01827**

**TEL: (978) 649-6661  
FAX: (978) 649-6072  
Firedept@dunstable-ma.gov**

**Fire Department Communication  
Unknown Fiscal Year**

In July of 2015 we were asked to remove our radio repeater from private property in the area of Forest Hill. The new owners did not want it on their property. Since then we have had it located at the Fire Station which didn't work sufficient. Another resident offered the use of a radio tower on his property as a temporary measure. Last fall a company approached the town about putting a tower on top of Blanchard Hill for a Doppler Radar and we decided to wait to see if they put up the tower. On August 30<sup>th</sup> 2016 I was advised the project was on hold. Currently we have areas in town with bad radio reception to none. As of today August 30, 2016 I began working on a project to bring the radio system to minimum standards for the town. These towers or tower could also be used to improve radio communication for the town police and highway departments.

**Plan**

1st design the system and locations for a minimum of 1 repeater up to 3 repeaters. Groton just did the same and it took 6 repeaters.

2<sup>nd</sup> Get a price estimate for the project.

3<sup>rd</sup> Apply for a grant through the Massachusetts Regional Emergency Communication Centers. The Town of Groton Police Department/ Dispatch would be applying for this. This might also include renovating the dispatch center and improving the police departments radio system. I've already talked to Interim Police Chief Dow and have talked to Groton Police Chief in the past about this possible project and applying for a grant

4th If we don't get the grant to approach the town with the project for funding

As far as a price I do not want to make an estimate of cost at this time.



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Stormwater Compliance MS4 Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor \_\_\_\_\_ Contact Name Tracey Hutton  
 Approving Body Selectmen Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Engineering for MS4 Compliance

PROJECT JUSTIFICATION MS4 permit from EPA is a new federal requirement

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design		9	44	33.5	47	19.5	\$153	
Land							\$	
Construction		16					\$16	
Equipment							\$	
Other		43	43	43	40	20	\$189	IDDE Compliance
<b>TOTAL</b>	\$	\$68	\$87	\$77.5	\$87	\$39.5	\$358	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Free Cash



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Town Hall Roof/Windows/Doors Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Selectmen Contact Name Tracey Hutton  
 Approving Body Town Meeting Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Roof repair / window and door efficiencies

PROJECT JUSTIFICATION Roof in disrepair and loosing slate

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction			\$140				\$140	
Equipment							\$	
Other							\$	
<b>TOTAL</b>	\$	\$	\$140	\$	\$	\$	\$140	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Unmarked Police Utility Vehicle Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Police Department Contact Name Police Chief  
 Approving Body Selectmen Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION New unmarked police utility vehicle

PROJECT JUSTIFICATION Used for training, transport, and utility.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$10	
Land							\$	
Construction							\$	
Equipment			\$38.5				\$38.5	
Other							\$	
<b>TOTAL</b>	\$	\$	\$38.5	\$	\$	\$	\$38.5	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allows for transport and training

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Free Cash/Budget - has trade-in



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
**FY 18- FY 22 (5 years)**

**Project Info:**

Project Title Cruiser Laptops (MDT) Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Police Department Contact Name Police Chief  
 Approving Body Selectmen Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Replace the cruiser laptops.

PROJECT JUSTIFICATION Cruiser laptops have a 3-5 year lifespan. Currently some laptops are close to 4 years old.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction							\$	
Equipment			\$10.5				\$10.5	
Other							\$	
<b>TOTAL</b>	\$	\$	\$10.5	\$	\$	\$	\$10.5	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
**FY 18- FY 22 (5 years)**

**Project Info:**

Project Title Parking lot expansion and repaving Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Police Department Contact Name Police Chief  
 Approving Body Selectmen Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Repave and enlarge the parking lot.

PROJECT JUSTIFICATION The current parking lot is beginning to fail and space is becoming limited due to additional employees. There is concern with the opening of the business next door.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction					\$10.5		\$10.5	
Equipment							\$	
Other							\$	
<b>TOTAL</b>	\$	\$	\$	\$	\$10.5	\$	\$10.5	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
**FY 18- FY 22 (5 years)**

**Project Info:**

Project Title Police Station roof replacement Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Police Department Contact Name Police Chief  
 Approving Body Selectmen Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Replace roof on Police station.

PROJECT JUSTIFICATION The current roof is beginning to fail during the winter month evidenced by ice dams and leaking.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction			\$10				\$10	
Equipment							\$	
Other							\$	
<b>TOTAL</b>	\$	\$	\$10	\$	\$	\$	\$10	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Speed Trailer Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Police Department Contact Name Police Chief  
 Approving Body Selectmen Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Purchase new speed trailer.

PROJECT JUSTIFICATION Current equipment is used to supplement traffic enforcement and as a speed deterrent. Old unit upkeep is becoming costly.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction							\$	
Equipment		\$16					\$16	
Other							\$	
<b>TOTAL</b>	\$	\$16	\$	\$	\$	\$	\$16	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Police Station HVAC Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Police Department Contact Name Police Chief  
 Approving Body Selectmen Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Replace Police Station AC and furnace.

PROJECT JUSTIFICATION Current HVAC is outdated and are begining to fail. Units have been repaired several times.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction							\$	
Equipment					\$10		\$10	
Other							\$	
<b>TOTAL</b>	\$	\$	\$	\$	\$10	\$	\$10	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
**FY 18- FY 22 (5 years)**

**Project Info:**

Project Title Public Library Exit Door Portico Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Dunstable Free Public Library Contact Name Chairman Library Trustees  
 Approving Body \_\_\_\_\_ Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Add storm water porticos to Library exits

PROJECT JUSTIFICATION Ice and snow clock emergency exits at the Library. Porticos will shelter doors to allow free egress as required by the Fire Code.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design	\$10						\$10	
Land							\$	
Construction		\$100					\$100	10% escalator if delayed
Equipment							\$	
Other							\$	
<b>TOTAL</b>	\$10	\$100	\$	\$	\$	\$	\$110	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Simplify snow and ice removal
Will this capital request impact personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduce staff needs to monitor doors

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Library Trust funds to contribute



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title One Ton Dump Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Highway Department Contact Name Highway Superintendent  
 Approving Body Road Commission Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION New one ton dump truck.

PROJECT JUSTIFICATION Replace 2005 Ford 1-ton dump; this truck has been redone once and now needs more body work. It also has high mileage.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction							\$	
Equipment				\$65.5			\$65.5	
Other							\$	
<b>TOTAL</b>	\$	\$	\$	\$65.5	\$	\$	\$65.5	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduce maintenance costs
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Plow Truck Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Highway Department Contact Name Highway Superintendent  
 Approving Body Road Commission Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Replace 1996 Ford L 8000. This is a sander truck front with wing plow.

PROJECT JUSTIFICATION At this time there is 55K in the truck in repairs and now need a new front end and motor. Needs to have oil added whenever it is run.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction							\$	
Equipment		\$165	\$				\$165	
Other							\$	
<b>TOTAL</b>	\$	\$165	\$	\$	\$	\$	\$165	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduce maintenance costs
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Backhoe Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Highway Department Contact Name Highway Superintendent  
 Approving Body Road Commission Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION New backhoe.

PROJECT JUSTIFICATION Replace 2002 John Deere 310 SG backhoe. This equipment needs a new cab and all new steel lines, estimate 25K.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction							\$	
Equipment			\$110				\$110	
Other							\$	
<b>TOTAL</b>	\$	\$	\$110	\$	\$	\$	\$110	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduce maintenance costs
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
**FY 18- FY 22 (5 years)**

**Project Info:**

Project Title Replacement of Hydropneumatic tanks Included in Prior 5 year Capital Plan Y N  
 Project Sponsor Water Commission Contact Name Chairman Water Commission  
 Approving Body Town Meeting Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Replacement of two hydropneumatic tanks located on Pond Street and move to the MUD.

PROJECT JUSTIFICATION Tanks are 90+ years old and have had significant problems in recent years. If a permanent loss of pressure were to occur, we would not be able to supply water to the customers.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design		\$95					\$95	
Land							\$	
Construction			UNK				UNK	
Equipment							\$	
Other							\$	
<b>TOTAL</b>	\$	\$95	\$	\$	\$	\$	\$95	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Rehabilitation of Well #1 Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Water Commission Contact Name Chairman Water Commission  
 Approving Body Town Meeting Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Rehabilitation of Well #1 and improvements to well site access

PROJECT JUSTIFICATION Well #1 needs updating due to its age when the hydropneumatic tanks are replaced

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design		\$105					\$	
Land							\$	
Construction			UNK				UNK	
Equipment							\$	
Other							\$	
<b>TOTAL</b>	\$	\$105	UNK	\$	\$	\$	\$105 +	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Water Main (Pleasant Street) Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Water Commission Contact Name Chairman Water Commission  
 Approving Body Town Meeting Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Replace undersized water main of unknown material and age with C900 or ductile iron.

PROJECT JUSTIFICATION Replace 4" water main on Pleasant Street.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction				\$630			\$630	
Equipment							\$	
Other							\$	
<b>TOTAL</b>	\$	\$	\$	\$630	\$	\$	\$630	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Water Main (Lowell Street) Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Water Commission Contact Name Chairman Water Commission  
 Approving Body Town Meeting Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Replace undersized water main of unknown material and age with C900 or ductile iron.

PROJECT JUSTIFICATION Replace 2" water main on Lowell Street.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction				\$245			\$245	
Equipment							\$	
Other							\$	
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$	\$245	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



**TOWN OF DUNSTABLE**  
 511 Main Street  
 Dunstable, MA 01827  
**Capital Improvement Program (CIP)**  
 Capital Appropriation Request  
 FY 18- FY 22 (5 years)

**Project Info:**

Project Title Water Main (Hillcrest Street) Included in Prior 5 year Capital Plan  Y  N  
 Project Sponsor Water Commission Contact Name Chairman Water Commission  
 Approving Body Town Meeting Date of Vote \_\_\_\_\_

PROJECT DESCRIPTION Replace undersized water main of unknown material and age with C900 or ductile iron.

PROJECT JUSTIFICATION Replace 4" water main on Hillcrest/Main Streets.

**Evaluation Criteria:**

(Applies to current year budget requests only)

	Does Not Apply	Does not Meet Criteria	Partially Meets Criteria	Fully Meets Criteria
No Alternative Means to Satisfy Needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains or Improves the Level of Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated by Legal or Regulatory Requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Budget Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Feasibility (Readiness)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expenditure Schedule (in \$k):**

Element	Prior Date	2018	2019	2020	2021	2022	TOTAL	Comments
Planning and Design							\$	
Land							\$	
Construction				\$700			\$700	
Equipment							\$	
Other							\$	
<b>TOTAL</b>	\$	\$	\$	\$700	\$	\$	\$700	

**Operational Budget Impact:**

	YES	NO	If Yes, Provide Details
Will this capital request generate new revenue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>INCREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request <i>DECREASE</i> operating costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will this capital request impact personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Funding Sources:**

How will this Capital Request be paid For?	YES	NO	If Yes, Provide Details
Borrowing/Cash Capital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CPA Funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Grants/Gifts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	





