

# **DUNSTABLE, MASSACHUSETTS**

**2019  
ANNUAL REPORT  
OF THE OFFICERS AND COMMITTEES**

**PLEASE BRING THIS REPORT WITH YOU  
TO THE ANNUAL TOWN MEETING**



## IMPORTANT INFORMATION

<b>Emergencies</b>		<b>Dial 911</b>
<b>Police</b>		<b>(978)-649-7445</b>
<b>Fire</b>		<b>(978)-649-6661</b>
<b>Animal Control Officer</b>		<b>(978)-649-7445</b>
<b>Dunstable Free Public Library</b>		<b>(978)-649-7830</b>
<b>Greater Lowell Regional Voc. High School</b>		<b>(978)-454-5411</b>
<b>Groton-Dunstable Regional Supt. Office</b>		<b>(978)-448-5505</b>
<b>Nashoba Associated Board of Health</b>		<b>(978)-772-3335</b>
<b>Veteran's Agent</b>		<b>(978)-649-3919</b>
<b>Town Hall Offices</b>	<i>Note New Number</i>	<b>(978)-649-4514</b>
<b>Town Accountant</b>		<b>Ext. 221</b>
<b>Assessors</b>		<b>Ext. 249</b>
<b>Board of Health</b>		<b>Ext. 229</b>
<b>Building Inspector</b>		<b>Ext. 226</b>
<b>Conservation Commission</b>		<b>Ext. 230</b>
<b>Elder Director/Council on Aging</b>		<b>Ext. 223</b>
<b>Planning Board</b>		<b>Ext. 230</b>
<b>Inspections/Permits</b>		<b>Ext. 224</b>
<b>Board of Road Commissioners</b>		<b>Ext. 227</b>
<b>Board of Selectmen</b>		<b>Ext. 224</b>
<b>Town Administrator</b>		<b>Ext. 242</b>
<b>Assistant Town Administrator</b>		<b>Ext. 224</b>
<b>Treasurer/Tax Collector</b>		<b>Ext. 228</b>
<b>Town Clerk</b>		<b>Ext. 222</b>
<b>Water Department</b>		<b>Ext. 249</b>

### Regularly Scheduled Meeting Times

Assessors	<i>As posted or</i>	2 <sup>nd</sup> Thursday evening of every month
Conservation Commission	<i>As posted or</i>	2 <sup>nd</sup> & 4 <sup>th</sup> Monday evening of every month
Board of Health	<i>As posted or</i>	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday evening of every month
Planning Board	<i>As posted or</i>	1 <sup>st</sup> & 3 <sup>rd</sup> Monday evening of every month
Board of Selectmen	<i>As posted or</i>	Every other Tuesday evening
Water Commission	<i>As posted or</i>	4 <sup>th</sup> Tuesday of every month

*All other Boards, Committees, & Commissions meet as posted*

*Meeting postings may be found on the Upcoming Meetings Calendar of the town's website, or on the Bulletin Board at the Town Hall.*

### Office Hours

Assessors	Day	8:00 am until 4:00 pm	Monday thru Thursday
Board of Health	Day	12:00 am until 5:00 pm	Tuesdays
Nashoba Board of Health	Day	8:00 am until 10:00 am	Tuesdays
Board of Road Commissioners	Day	9:00 am until 1:00 pm	Mondays
	Day	9:00 am until 3:00 pm	Tuesdays & Thursdays
Building Inspector	Evening	6:00 pm until 8:00 pm	Mondays
Conservation Commission	Day	12:00 pm until 5:00 pm	Mondays & Wednesdays
	Day	9:00 am until 3:00 pm	Tuesdays
Elder Director/Council on Aging	Day	9:00 am until 2:00 pm	Tuesdays
	Day	8:30 am until 11:30 am	Wednesdays
Dunstable Free Public Library	Afternoon & Evening	3:00 am until 8:00 pm	Tuesdays
	Day to Evening	10:00 am until 2:00 pm	Wednesdays
	Day	10:00 am until 8:00 pm	Thursdays
	Day	10:00 am until 2:00 pm	Fridays
Planning Board	Day	12:00 pm until 5:00 pm	Mondays & Wednesdays
	Day	9:00 am until 3:00 pm	Tuesdays
Board of Selectmen's Office	Day	9:00 am until 5:00 pm	Monday thru Friday
Town Administrator*	Day & Evening	Hours Vary	Monday thru Wednesday
Assistant Town Administrator	Day	9:00 am until 5:00 pm	Monday thru Friday
Treasurer/Tax Collector	Evening	5:00 pm until 8:00 pm	Mondays
	Day	8:00 am until 1:00 pm	Tuesdays
	Day	8:00 am until 2:00 pm	Wednesdays
	Day	8:00 am until 1:00 pm	Thursdays & Fridays
Town Clerk*	Afternoon & Evening	3:00 pm until 7:00 pm	Mondays
	Day	9:00 am until 2:00 pm	Tuesday thru Thursday
Water Commission	Day	8:00 am until 4:00 pm	Monday thru Thursday
Town Accountant*	Day	9:00 am until 4:00 pm	Wednesdays

\* Other hours available by appointment

Please be aware that office hours may vary due to holidays, illness, or vacation

# TOWN OF DUNSTABLE

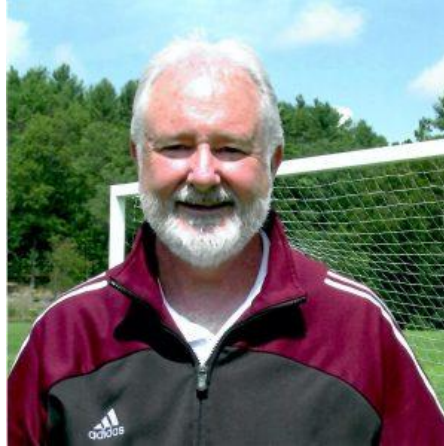


## ANNUAL REPORT 2019

PLEASE BRING THIS REPORT WITH YOU  
TO THE  
ANNUAL TOWN MEETING



This Annual Report is Dedicated to



*Jeffrey Haight*

Jeffrey Todd Haight, a longtime resident of Dunstable, passed away on August 13, 2019 at the age of 62. He was born in Teaneck, New Jersey. Jeff was married to Jean L. (Colt) Haight for almost 39 years. He graduated from the University of Maine with a BS in Forestry and from the University of Lowell with a MS in Biology. Jeff went on to teach Biology in the Westford Public School system for 35 years, before retiring in 2014. He was also involved in the girls' soccer program for over 32 years, 16 as head coach. Jeff loved to fish and cherished the time he spent with family and friends at his vacation home in Maine.

Jeff was committed to keeping the character and charm of the Town of Dunstable through protection of its wetlands. He served the Town as a member of the Conservation Commission for over 32 years, holding the position as Chairman for the past 3 years. He was appointed to the Town Forest Committee in 1991, a position he held until his passing. Jeff was a long time member of the Dunstable Rural Land Trust.

A skilled woodworker, Jeff made most of the signs you see throughout town on Conservation properties. He also took many of the pictures used in Conservation's grant applications, mapped GPS points for Conservation properties and assisted with many Eagle Scout projects.

His loving family, friends, former students and the community he served, will forever miss Jeff.

**BOARD OF  
SELECTMEN**

Leah D. Basbanes  
Ronald J. Mikol  
James E. Tully

**Recognition of FY2019 Town Employees for  
Years of Meritorious Service**

**30 years or more of service**

**BONNIE RICARDELLI  
DANA BARNES  
JOAN FERRARI  
BRIAN RICH**

**JAMES L. DOW  
CHARLES H. RICH  
HAROLD SIMMONS  
JAMES W. DOW**

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

**JOHN KOYUTIS  
SUSAN J. TULLY  
CAROL SKERRETT  
MARY BETH PALLIS**

**THERESA WISCARVA  
DAVID BARKER  
MARK QUIRBACH  
CHERYL MANN**

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

**ERIK HOAR  
NICHOLAS PAPAGEORGIOU  
ALAN CHANEY  
VINCENT HOLLINS  
GAIL SILVERIA  
SUZANNE WALL  
DARRELL GILMORE**

**SEAN READY  
GREGG SANBORN  
RONALD J. MIKOL  
BENJAMIN H. SIMMONS  
SUSAN WALSH  
BARBARA ST. JEAN  
DAVID E. TULLY, JR.**

**Recognition of FY2019 Board, Committee, & Commission Members for  
Years of Meritorious Service**

**30 years or more of service**

**DAVID E. TULLY, SR.  
ALAN CHANEY  
MARILYN PIKE  
DAVID HARDMAN  
DANA METZLER  
ROBERT PARKIN  
BARBARA MARTIN**

**GEORGE BASBANES  
BILL MOELLER  
ROBERT KENNEDY  
ROBERT RICARDELLI  
SUSAN K. PSALEDAKIS  
CAROL BACON  
ROBERT NELSON**

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

**BRETT ROCK  
CATHERINE BENCE  
PETER GOVE  
LEAH D. BASBANES  
SUSAN J. TULLY  
JOHN CALLAHAN**

**BRIAN LOCAPO  
MARY A. DOW  
HAROLD SIMMONS  
AMY SCHEMBECHLER  
JEAN O'BRIEN**

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

**JOAN SIMMONS  
RONALD PATENAULD  
KARL HUBER  
JOSEPH P. DEAN  
MARIA AMODEI  
ROBERT BUSSE  
ANNE FENOCHETTI  
TIMOTHY JOYCE  
CATHERINE O. IRZYK**

**MARJORIE E. KIMPTON  
ANNE DAVIS  
JUAN AMODEI  
PHILIPPE R. JUSSAUME  
DONALD POTTLE  
MICHAEL MARTIN  
LEO TOMETICH  
RAYMOND SULLIVAN**

## **COVID-19 MESSAGE**

Due to the COVID-19 pandemic the Town of Dunstable entered a Local State of Emergency on March 16, 2020. As a result of this situation the Board of Selectmen formally acted to reschedule the Annual Town Election to June 16, 2020 and to postpone the Annual Town Meeting to a date uncertain as of the time of printing of this report. Further, due to uncertainty on a number of budgetary fronts as a result of the pandemic the FY21 Budget was not ready in time to be included in this report and will be published and made available at a later date. As will the Annual Town Meeting Warrant once a date for the meeting has been determined.

## Index

Elected Officers.....	1
Appointed Officers & Staff .....	3
Board of Selectmen & Town Administrator .....	8
Town Clerk .....	9
Annual Town Meeting .....	11
Special Town Meeting .....	40
Building Inspector .....	50
Electrical Inspector.....	56
Gas Inspector.....	58
Plumbing Inspector .....	60
Fire Department .....	61
Board of Health .....	63
Police Department .....	64
Road Commissioners, Board of.....	66
Cemetery Commission .....	67
Council on Aging .....	68
Groton – Dunstable Regional School District.....	69
Superintendent’s Office .....	69
Curriculum, Instruction, and Assessment.....	70
Business and Finance Department .....	71
Pupil Personnel Services.....	72
Submitted by Jill Greene, Director of Pupil Personnel Services .....	72
Technology & Digital Learning Department.....	73
Human Resources .....	74
Extended Day and Community Services .....	74
Groton-Dunstable Regional High School.....	75
Groton-Dunstable Regional Middle School .....	76
Florence Roche Elementary School .....	77
Swallow Union Elementary School .....	78
Boutwell Early Childhood Center .....	79
Greater Lowell Technical High School District.....	80
Conservation Commission.....	83
Planning Board.....	85
Cultural Council .....	86
Water Commission .....	88
Northern Middlesex Council of Governments.....	89
Parks & Recreation Commissions .....	90
Community Preservation Committee.....	91
Advisory Board .....	93
Assessors, Board of.....	94
Town Treasurer .....	95
Tax Collector.....	97
Town Accountant .....	98



## **ELECTED OFFICERS OF THE TOWN OF DUNSTABLE - 2019**

### **Selectmen**

<b>RONALD J. MIKOL</b>	<b>Term Expires 2020</b>
<b>JAMES E. TULLY</b>	<b>Term Expires 2021</b>
<b>LEAH D. BASBANES</b>	<b>Term Expires 2022</b>

### **Assessors**

<b>DANIEL R. KENNEDY</b>	<b>Term Expires 2020</b>
<b>ROBERT RICARDELLI</b>	<b>Term Expires 2021</b>
<b>BRETT A. ROCK</b>	<b>Term Expires 2022</b>

### **Board of Health**

<b>MARIA AMODEI</b>	<b>Term Expires 2020</b>
<b>ROBERT E. PARKIN</b>	<b>Term Expires 2021</b>
<b>ANITA MOELLER</b>	<b>Term Expires 2022</b>

### **Town Clerk**

<b>CAROL A. SKERRETT</b>	<b>Term Expires 2022</b>
--------------------------	--------------------------

### **Board of Road Commissioners**

<b>PETER M. GOVE</b>	<b>Term Expires 2020</b>
<b>MICHAEL MARTIN</b>	<b>Term Expires 2021</b>
<b>MATHEW MORTON</b>	<b>Term Expires 2022</b>

### **Town Moderator**

<b>DANA E. METZLER*</b>	<b>Term Ended 11-26-19</b>
<b>VACANCY</b>	<b>Term Expires 2021</b>

### **Tree Warden**

<b>MICHAEL L. MARTIN</b>	<b>Term Expires 2020</b>
--------------------------	--------------------------

### **Constables**

<b>JON N. CRANDALL, JR.</b>	<b>Term Expires 2020</b>
<b>SPENCER VRAHOUS</b>	<b>Term Expires 2020</b>

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

<b>KEMPTON P. GIGGEY</b>	<b>Term Expires 2022</b>
--------------------------	--------------------------

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

<b>RYAN MCLANE</b>	<b>Term Expires 2020</b>
<b>JENNIFER H. MCKENZIE*</b>	<b>Term Ended 07-15-19</b>
<b>WHITNEY HEALEY (appt. 07-18-19)</b>	<b>Term Expires 2020</b>

\* denotes resignation

<b>JOANNE L. MIKOL</b> <b>ROBYN DEANGELIS</b> <b>JOHN CALLAHAN</b>	<b>Trustees Public Library</b>	<b>Term Expires 2020</b> <b>Term Expires 2021</b> <b>Term Expires 2022</b>
<b>TOM BACON</b> <b>DAVID R. HARDMAN</b> <b>RYAN MCLANE</b>	<b>Cemetery Commissioners</b>	<b>Term Expires 2020</b> <b>Term Expires 2021</b> <b>Term Expires 2022</b>
<b>JOHN O'BRIEN</b> <b>SCOTT E. WILKINS</b> <b>KARL J. HUBER</b>	<b>Water Commissioners</b>	<b>Term Expires 2020</b> <b>Term Expires 2021</b> <b>Term Expires 2022</b>
<b>PHILIP DENYSE</b> <b>TIFFANY NAUGHTON</b> <b>DAVID GREENWOOD</b>	<b>Park Commissioners</b>	<b>Term Expires 2020</b> <b>Term Expires 2021</b> <b>Term Expires 2022</b>
<b>JOAN M. SIMMONS</b> <b>JOSEPH VLCEK</b> <b>GEORGE BASBANES</b> <b>HENRY FONTAINE</b> <b>JEFFREY PALLIS</b>	<b>Planning Board</b>	<b>Term Expires 2020</b> <b>Term Expires 2021</b> <b>Term Expires 2022</b> <b>Term Expires 2023</b> <b>Term Expires 2024</b>
<b>DEREK MADDEN*</b> <b>VACANCY</b> <b>SUSAN TULLY</b> <b>ALAN CHANEY</b>	<b>Commissioners of Trust Funds</b>	<b>Term Ended 10-28-19</b> <b>Term Expires 2020</b> <b>Term Expires 2021</b> <b>Term Expires 2022</b>
<b>ROBERT F. NELSON</b> <b>ERIC MCKENZIE</b> <b>JACOB LEWON (appt. 09-03-19)</b> <b>ADRIA FISCHER</b> <b>MARIE GAMACHE (appt. 10-15-19)</b> <b>LEO TOMETICH</b> <b>KIERAN MEEHAN</b> <b>HAROLD SIMMONS</b>	<b>Advisory Committee</b>	<b>Term Expires 2020</b> <b>Term Ended 06-21-19</b> <b>Term Expires 2020</b> <b>Term Ended 08-06-19</b> <b>Term Expires 2020</b> <b>Term Expires 2021</b> <b>Term Expires 2022</b> <b>Term Expires 2022</b>

\* denotes resignation

## APPOINTED OFFICERS & STAFF 2019

**Town Administrator**  
**BRIAN M. PALAIA**

**Assistant Town Administrator**  
**JAKOB K. VOELKER**

### **Town Accountant**

**LORRAINE LEONARD**  $\swarrow$

**THERESA WALSH**

**SUSAN BRESNICK**, Assistant Town Accountant

**Term Ended 08-31-19**

**Term Expires 2022**

**Term Expires 2020**

### **Tax Collector & Treasurer**

**BONNIE RICARDELLI**

**JAKOB K. VOELKER**, Assistant Treasurer/Collector

**Term Expires 2020**

**Term Expires 2020**

### **Town Forest Committee**

**ALAN CHANEY**

**JEFFERY HAIGHT**  $\swarrow$

**ROBERT RICARDELLI**

**RONALD PATENAUE**

**Term Expires 2020**

**Term Ended 08-13-19**

**Term Expires 2021**

**Term Expires 2022**

### **Zoning Officer**

**DANA E. BARNES**

**HENRY FONTAINE**, Alternate

**Term Expires 2020**

**Term Expires 2020**

### **Zoning Board of Appeals**

**RONALD LAMARRE**

**BRUCE EBERSMAN**

**LEO TOMETICH**

**STANLEY NORKUNUS**

**MATTHEW RAYMOND**

**Term Expires 2020**

**Term Expires 2021**

**Term Expires 2022**

**Term Expires 2023**

**Term Expires 2024**

### **& Associate Members**

**DAWN THEBERGE\***

**VACANCY**

**DANA KINNE**

**BRAD WALMSLEY**

**Term Ended 10-07-19**

**Term Expires 2020**

**Term Expires 2021**

**Term Expires 2022**

### **Board of Registrars**

**AMY SCHEMBECHLER**

**RAFAEL GLOD**

**BARBARA MARTIN**

**Term Expires 2020**

**Term Expires 2021**

**Term Expires 2022**

### **Council on Aging**

**NANCY NOWAK**

**JAMES MCMANUS**

**BARBARA MARTIN**

**DONALD J. POTTLE**

**MARY DOW**

**ANNE FENOCHETTI**, Elder Director

**Term Expires 2020**

**Term Expires 2020**

**Term Expires 2021**

**Term Expires 2021**

**Term Expires 2021**

\* denotes resignation  $\diamond$  retired  $\swarrow$  deceased X in box indicates confirmation

<b>Conservation Commission</b>		
ALAN CHANEY		Term Expires 2020
KIERAN MEEHAN		Term Expires 2021
LEAH D. BASBANES		Term Expires 2022
JEFFERY HAIGHT /		Term Ended 08-13-19
VACANCY		Term Expires 2022
TARA ALCORN		Term Expires 2023
JUAN AMODEI		Term Expires 2024
MARIJAN ANDACIC		Term Expires 2024
<b>Recreation Commission</b>		
JAMES E. TULLY		Term Expires 2021
BRIAN LOCAPO		Term Expires 2021
TIFFANY NAUGHTON		Term Expires 2022
JEFF HASTINGS		Term Expires 2023
DAWN DORR		Term Expires 2024
<b>Town Counsel</b>		
BRIAN FALK		Term Expires 2020
<b>Town Engineer</b>		
JEFFREY S. RIDER		Term Expires 2020
<b>Surveyors of Lumber</b>		
FRANK COVER	CHARLES W. TULLY, JR.	
<b>Veterans' Grave Agent</b>		
VACANT		Term Expires 2020
<b>Veterans' Agent</b>		
JOSEPH DEAN		Term Expires 2020
<b>Gas &amp; Plumbing Inspector</b>		
JAMES L. DOW		Term Expires 2020
JOHN CRYAN, Alternate Inspector		Term Expires 2020
<b>Electrical Inspector</b>		
PETER M. MARTIN		Term Expires 2020
DAVID G. SWEET II, Alternate Inspector		Term Expires 2020
<b>Building Inspector</b>		
DANA E. BARNES		Term Expires 2020
HENRY FONTAINE, Alternate Inspector		Term Expires 2020
<b>Animal Control Officer &amp; Animal Inspector</b>		
JOHN GREENHALGH		Term Expires 2020
<b>Fire Chief</b>		
BRIAN C. RICH ◇		Term Ended 04-30-20
SHAWN MURRAY		Term Expires 2020
<b>Historical Commission</b>		
RAYMOND SULLIVAN		Term Expires 2020
CAROL E. BACON		Term Expires 2021
GERALD DURKIN		Term Expires 2021

\* denotes resignation ◇ retired / deceased X in box indicates confirmation

CATHERINE O. IRZYK  
TIMOTHY P. JOYCE  
ANNE L. DAVIS

Term Expires 2022  
Term Expires 2022  
Term Expires 2022

**Fence Viewers & Field Drivers**

ROBERT E. KENNEDY

Term Expires 2020

**Personnel Board**

JEAN O'BRIEN  
VACANCY  
KENNETH LEVA  
LORI PESTANA  
PATRICK MURPHY

Term Expires 2020  
Term Expires 2020  
Term Expires 2021  
Term Expires 2022  
Term Expires 2022

**Northern Middlesex Council of Governments**

JAMES E. TULLY

Selectmen's Delegate

**Town Governance Committee**

JAMES W. DOW  
MARY BETH PALLIS  
RYAN MCLANE  
ROBERT NELSON  
MICHAEL MARTIN  
LEAH D. BASBANES

Term Expires 2020  
Term Expires 2020  
Term Expires 2020  
Term Expires 2020  
Term Expires 2020  
Term Expires 2020

**Election Officers**

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

MARILYN SHERIDAN  
ANN-MARIE WRIGHT  
ALEXANDRA WRIGHT  
WILLIAM MURPHY  
Terms Expire 2020

**Police Chief**

JAMES W. DOW

Term Expires 2020

**Police Sergeants**

ERIK HOAR  
NICHOLAS PAPAGEORGIOU  
DARRELL GILMORE

Term Expires 2020  
Term Expires 2020  
Term Expires 2020

**Master Patrolmen**

MATTHEW K. TULLY

Term Expires 2020

**Patrol Officers**

JOSEPH MORAHAN  
RICHARD NAULT

SHAWN R. DRINKWINE  
Terms Expire 2020

**Reserve Police Officers**

JOHN KOYUTIS  
JEFFREY D. SWIFT  
PHILIP SEPE  
STEVEN TULLY\*  
MICHAEL PIETROFORTE

SEAN G. READY  
GREGG SANBORN  
STEVEN BUGLER  
JOSEPH GENNARO  
Terms Expire 2020

\* denotes resignation ◇ retired / deceased X in box indicates confirmation

**Special Police Officers  
Groton**

**CHIEF MICHAEL F. LUTH  
DEPUTY CHIEF JAMES A. CULLEN III  
Sgt. DERRICK J. GEMOS  
Sgt. EDWARD P. SHERIDAN SR.  
Sgt. KEVIN T. HENEHAN  
Sgt. RACHEL E. MEAD  
Det. MICHAEL A. LYNN  
NICHOLAS C. BELTZ  
ROBERT BREAUULT  
PETER S. BRESLIN  
GORDON CANDOW  
PAUL CONNELL  
OMAR A. CONNOR**

**DALE P. ROSE  
ANDREW DAVIS  
GREGORY STEWARD  
PATRICK TIMMINS  
PETER VIOLETTE  
KATHLEEN NEWELL  
MICHAEL RATTE  
CASEY O'CONNOR  
JONATHAN C. SHATTUCK  
MATTHEW BOIVIN  
MATTHEW C. BEAL  
EDWARD BUSHNOE**

**Terms Expire 2020**

**Pepperell**

**CHIEF DAVID J. SCOTT  
LT. TODD BLAIN  
Sgt. ALAN LESSIEUR  
Sgt. NICK PARKER  
Sgt. THOMAS MASKALENKO  
Sgt. JEREMIAH FRIEND  
STEVEN BURKE  
BRUCE HASKINS  
JARED CARRUBBA  
FABRIZIO VESTRI  
STEPHEN MULKERIN  
DANIEL D'EON**

**DANIEL ADAMS  
MICHAEL KENNEY  
JOHN COBURN  
JUSTIN ZINK  
GLENN CASWELL  
WILLIAM GREATHEAD  
PAUL NELSON  
JEFF NOBLE  
STEVE BEZANSON  
MICHAEL LUIBIL  
SCOTT WOODWARD**

**Terms Expire 2020**

**Tyngsborough**

**CHIEF RICHARD D. HOWE  
DEPUTY CHIEF SHAUN M. WOODS  
Lt. MICHAEL CASELLA  
Lt. BRYAN NASWORTHY  
Sgt. MARK BOURQUE  
Sgt. CHARLES MELANSON  
Sgt. KENNETH HEALEY  
Sgt. ROBERT COTE  
CHRISTOPHER RIDER  
CHARLES RUBINO  
PETER KULISICH  
DANIEL WHITMAN  
NATHAN ABDALLAH  
EDWARD CAISSIE**

**DENNIS LEACH  
JASON KUSHMEREK  
TIMOTHY SULLIVAN  
DANIEL CAMPBELL  
MATTHEW KOZIOL  
JACOB AHERN  
PAUL PATALANO  
SEAN CARON  
CHRISTOPHER GUSTAFSON  
NICHOLAS SILVA  
EVAN DONNELLY**

**Terms Expire 2020**

**Cultural Council**

**CLAUDIA NOVAK  
LISA ANN WRIGHT  
NANCY CURRAN  
ANNE FENOCHETTI  
CARLTON CHIN**

**Term Expires 2020  
Term Expires 2020  
Term Expires 2021  
Term Expires 2022  
Term Expires 2022**

\* denotes resignation ◇ retired / deceased X in box indicates confirmation

<b>ADA Coordinator</b>		
<b>BRIAN M. PALAIA</b>		<b>Term Expires 2020</b>
<b>Emergency Management Director</b>		
<b>JON N. CRANDALL, JR.</b>		<b>Term Expires 2020</b>
<b>Affordable Housing Committee</b>		
<b>ALAN CHANEY</b>		<b>Term Expires 2020</b>
<b>CAROL E. BACON</b>		<b>Term Expires 2020</b>
<b>DANA METZLER</b>		<b>Term Expires 2020</b>
<b>JON HUGHES</b>		<b>Term Expires 2020</b>
<b>JOHN DENYSE</b>		<b>Term Expires 2020</b>
<b>Affordable Housing Trust Fund Board of Trustees</b>		
<b>SUSAN K. PSALEDAKIS</b>		<b>Term Expires 2021</b>
<b>GEORGE BASBANES</b>		<b>Term Expires 2021</b>
<b>JOHN CALLAHAN</b>		<b>Term Expires 2021</b>
<b>JAMES E. TULLY</b>		<b>Term Expires 2021</b>
<b>PAMELA CROCKER</b>		<b>Term Expires 2021</b>
<b>Agricultural Commission</b>		
<b>CHARLES W. TULLY, JR.</b>		<b>Term Expires 2020</b>
<b>CARL B. FLOWERS</b>		<b>Term Expires 2021</b>
<b>VACANCY</b>		<b>Term Expires 2021</b>
<b>JOAN M. SIMMONS</b>		<b>Term Expires 2022</b>
<b>MARIA AMODEI</b>		<b>Term Expires 2022</b>
<b>Community Preservation Committee</b>		
<b>KIERAN MEEHAN, designated by Conservation</b>		<b>Term Expires 2020</b>
<b>CAROL BACON, designated by Historical Commission</b>		<b>Term Expires 2020</b>
<b>GEORGE J. BASBANES, designated by Planning Board</b>		<b>Term Expires 2020</b>
<b>TIFFANY NAUGHTON, designated by Park Commission</b>		<b>Term Expires 2020</b>
<b>ALAN CHANEY, designated by Affordable Housing</b>		<b>Term Expires 2020</b>
<b>LEAH D. BASBANES, Selectmen's delegate</b>		<b>Term Expires 2020</b>
<b>JOAN M. SIMMONS, Member at Large</b>		<b>Term Expires 2020</b>
<b>SUSAN PSALEDAKIS, Member at Large</b>		<b>Term Expires 2021</b>
<b>CATHERINE O. IRZYK, Member at Large</b>		<b>Term Expires 2022</b>
<b>Capital Planning Committee</b>		
<b>DAVID GREENWOOD</b>		<b>Term Expires 2020</b>
<b>HAROLD WEST</b>		<b>Term Expires 2021</b>
<b>VACANCY</b>		<b>Term Expires 2022</b>
<b>Memorials &amp; Monuments Committee</b>		
<b>PHIL DENYSE</b>		<b>Term Expires 2020</b>
<b>DANA E. METZLER</b>		<b>Term Expires 2020</b>
<b>ALAN E. CHANEY</b>		<b>Term Expires 2020</b>
<b>JOSEPH P. DEAN</b>		<b>Term Expires 2020</b>
<b>Town Governance Committee</b>		
<b>MARY BETH PALLIS*</b>	<b>JAMES W. DOW</b>	
<b>RYAN MCLANE</b>	<b>LEAH D. BASBANES</b>	
<b>ROBERT NELSON</b>	<b>KIERAN MEEHAN</b>	
<b>MICHAEL MARTIN</b>	<b>LEO TOMETICH</b>	
<b>LORRAINE LEONARD /</b>	<b>Terms Expire 2020</b>	

\* denotes resignation ◇ retired / deceased X in box indicates confirmation

# **REPORT OF THE BOARD OF SELECTMEN & TOWN ADMINISTRATOR 2019**

The Board of Selectmen usually meets at the Town Hall on alternating Tuesday evenings at 6:30 P.M. with meetings and any variations posted on the town website and Clerk's bulletin board.

The Board of Selectmen, as always, would like to extend its thanks to all the individuals who serve on town boards and committees and who continue to donate their time and energy to maintain Dunstable and the values we cherish in the town we live in.

The Board of Selectmen and Town Administrator continue to welcome citizen participation and attempt to work with individuals and the many boards, officers, and committees, in an effort to keep up with the many changes that effect Dunstable. Members of the Board of Selectmen and the Town Administrator have been actively working with the Police and Fire Departments, Road Commission, Planning Board, Advisory Board, GDRSD School Committee, and Water Commission, just to name a few.

Some of the projects that have been worked on this year have included the Water Infrastructure Project, the Solar Project at 91 River Street, continuation of the towns' work on Stormwater Management, and the Public Safety Building project. This year the Board reconstituted the Town Governance Committee, which the Town Administrator has worked closely with. The goal of the committee is to determine what if any by-law and structural changes to the town's government structure should be made.

As the year has progressed, the Board of Selectmen and Town Administrator have also continued work with multiple boards, officials, and committees to address issues as they arise and endeavor to continue to work with these parties to insure all residents are familiar with proposed projects and are able to share ideas and concerns.

The Board of Selectmen and Town Administrator welcome suggestions and input from the public in whatever manner individuals feel most comfortable. To that end, you may contact the Town Administrator at his office in Town Hall, by e-mail at [bpalaia@dunstable-ma.gov](mailto:bpalaia@dunstable-ma.gov), or by phone at (978) 649-4514 ext. 242.

## ***Board of Selectmen***

Leah D. Basbanes, Chair  
Ronald J. Mikol  
James E. Tully

## ***Town Administrator***

Brian M. Palaia

## ***Assistant Town Administrator***

Jakob K. Voelker



## **REPORT OF THE TOWN CLERK 2019**

In May at the Annual Town Meeting, voters approved adopting a new Transfer Station Revolving Fund, abolish the Commissioners of the Parkhurst Free Lecture Trust Fund and assign their duties to the Commissioners of Trust Funds, Authorize the Board of Selectmen to dispose of by sale, easement, license or otherwise, to the Evangelical Church of Dunstable approximately 8,274 square feet of land currently part of the Town Common. Voters also approved various bylaws including a Monument and Memorials bylaw, an Adult Entertainment Facilities bylaw, various amendments to the Floodplain District and Bed and Breakfast facilities and Dog Kennels. The voters rejected a Town Seal bylaw and Roadway Intersection Sight Triangle bylaw. In October, voters authorized the Board of Selectmen to petition the General Court for the enactment of special legislation that would allow for the issuance of alcoholic beverage licenses in the Town

In 2019, the Town Clerk's office posted 377 board and committee meetings and collected \$6,982.00 in fees to the Town of Dunstable. I hereby submit the annual report of the Town Clerk's Office for the year ending 2019 to the Board of Selectmen and Citizens of Dunstable, Massachusetts.

Respectfully submitted,  
Carol A. Skerrett, Town Clerk CMMC

## REPORT OF THE TOWN CLERK 2019

Population (calendar year to Dec. 31)	3,268
Registered Voters	2,489

### VITAL STATISTICS

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

Births	
Males	6
Females	14
Total Births Recorded	20

Deaths	
Males	7
Females	14
Total Deaths Recorded	21

Marriages	3
-----------	---

### DOG LICENSES

Total Town of Dunstable	\$3,508.00
-------------------------	------------

NON-CRIMINAL CITATIONS	\$1,000.00
------------------------	------------

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

Total Business Certificates –	\$200.00
Total Raffle Permits Issued -	10.00
Total Voter Lists and Street Lists	40.00
Underground Tank/Pole Recording	30.00
Total Town of Dunstable	\$280.00

### COPIES OF CERTIFIED RECORDS

Certified Copies of Records	\$1,550.00
Notary Services	12.00
Total Town of Dunstable	\$ 1,562.00

## ANNUAL TOWN MEETING

May 13, 2019

After determining that a quorum was present, the Annual Town Meeting was called to order at 7:11 pm by Town Moderator, Dana Metzler. The Tellers - John Callahan, Brad Walmsey, Lianne Crestin, Chrissy McLane, Fran Wooff, Brian Reynolds, Lori Pestana and Geoff Neiley were sworn in by Town Clerk. The check-in table was staffed by Ann-Marie Wright and Mary Dow. The Pledge of Allegiance was admirably led by members of the Boy Scouts, Cub Scouts and Girl Scouts. Molly McKenzie, Emma Drake and Francesca Cronin were excellent as pagers who ran from end to end with microphones helping to keep the meeting in order. The Moderator introduced the boards. A motion was made and seconded to allow non-voting members to sit at the tables.

The Moderator read the following prior to entertaining any motions.

“As the first item of business, I request that Town Meeting adopt a rule of this Town Meeting to provide that any motion requiring a two-thirds favorable vote, by statute or otherwise, shall be determined and declared by the Town Moderator and a count shall not be taken unless requested by the Town Moderator or requested by seven or more voters in attendance.”

Majority Vote Required  
Voted in the Affirmative

The Moderator declared a quorum at 7:03 pm. This meeting would dispense with the reading of greetings, as it was not required by state statute or bylaw.

Article 1. Motion made and seconded to accept the 2018 Annual Town Report as printed.

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

Majority Vote Required  
Voted in the Affirmative

### FISCAL YEAR 2019

Article 2. Motion made and seconded that the Town transfer from Free Cash \$36,000.00 to the Water Enterprise Capital account for FY2019.

*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 transfer from Free Cash the sums necessary to pay the following unpaid bills of FY2018:

Verizon	\$139.95
Wash Wells	\$2,453.00

4/5ths Majority Vote  
Voted in the Affirmative

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

Article 4. Motion made and seconded that the Town fix the salaries of the elected officers of the Town pursuant to Massachusetts General Laws Chapter 41, Section 108 for Fiscal Year 2020 as set forth under Article 4 of the warrant for this meeting.

*ADVISORY BOARD recommends the Town Clerk's Salary only.  
BOARD OF SELECTMEN recommends support of this Article.*

Majority Vote Required  
Voted in the Affirmative

Article 5. Motion made and seconded that the Town raise and appropriate \$10,822,665 to fund the various departments, boards, committees, commissions, and other operating expenses of the Town for Fiscal Year 2020, beginning July 1, 2019, in the sums listed at lines 1 through 75 in the printed budget handout made available at this meeting,

Majority Vote Required  
Voted in the Affirmative

And further, I move that the Town appropriate the sum of \$128,400 from Water Enterprise revenues to operate the Water Department, in the amount listed in the requested budget shown on the cover of the printed budget handout available at this meeting for Fiscal Year 2020, beginning July 1, 2019.

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

Majority Vote Required  
Voted in the Affirmative

Questioned line items:

Line 1 – Town Administrator Salaries.....	121,200
Line 26 – Town Hall Salaries.....	5,413
Line 44 - Highway Salaries.....	231,417
Line 45 - Highway Operations.....	213,983
Line 50 - Transfer Station Operations.....	9,400
Line 60 - Veterans Affairs Operations.....	24,092
Line 66 - Parks Department.....	56,000
Line 71 - County Retirement System.....	274,244

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

Returning to the questioned line items -

Line 1 – Town Administrator Salaries. Following discussion, a motion was made and seconded to approve the line item of \$121,200.

Majority Vote Required  
Voted in the Affirmative

Line 26 – Town Hall Salaries. Following discussion, a motion was made and seconded to approve the line item of \$5,413.

Majority Vote Required  
Voted in the Affirmative

Line 44 – Highway Salaries. Following discussion from Paul Dalida, member of the Road Commissioners who expressed concerns this line item did not include their request of two additional staff members, a motion was made and seconded to approve the line item of \$231,417.

Majority Vote Required  
Voted in the Affirmative

Line 45 – Highway Operations. Following discussion, Paul Dalida, member of the Road Commissioners, made a motion to amend the budget to \$448,983 which was seconded.

Motion to Amend  
Voted in the Affirmative

Following discussion between the Road Commissioners and Advisory Board members, a vote was taken to approve the amended amount of \$448,983.

Majority Vote Required  
Motion Fails

Line 50 - Transfer Station Operations. Following discussion on what this included since the transfer station has closed, a motion was made and seconded to approve the line item of \$9,400.

Majority Vote Required  
Voted in the Affirmative

Line 60 – Veteran’s Affairs. Following discussion from Joseph Dean, Veteran’s Agent, who noted there was a surplus not used from last year, a motion was made and seconded to approve the line item of \$24,092.

Majority Vote Required  
Voted in the Affirmative

Line 66 – Parks Department. Following questions from the floor asking the locations and maintenance requirements of the parks, a motion was made and seconded to approve the line item of \$56,000.

Majority Vote Required  
Voted in the Affirmative

Line 71 – County Retirement System. Following questions from the floor, Town Account Lorraine Leonard responded with an explanation of the 3-year re-evaluation by the County Retirement, a motion was made and seconded to approve the line item of \$274,244.

Majority Vote Required  
Voted in the Affirmative

<b>General Government</b>	
Town Administrator - 120	
Salaries	121,200
Operations	3,280
Selectmen – 122	
Salaries	0
Operations	16,300
Fincom – 131	150
Reserve Account – 132	30,000
Accountant - 135	
Salaries	34,838
Operations	20,000
Assessors - 141	
Salaries	46,471
Operations	16,555
Treasurer - 145	
Salaries	70,223
Operations	23,417
Town Legal Professional - 151	30,000
Dog Program – 160	650
Town Clerk - 161	
Salaries	38,815
Operations	1,950
Elections – 162	
Salaries	5,000
Operations	14,500
Registrar - 163	225
Conservation - 171	

Salaries	18,984
Operations	1,645
Planning Board - 175	
Salaries	18,984
Operations	1,250
Zoning Board - 176	
Salaries	0
Operations	1,500
Town Hall - 192	
Salaries	5,413
Operations	41,000
Town Reports – 195	3,100
Town Engineer – 199	10,000
<b>TOTAL GENERAL GOVERNMENT</b>	
<b>Salaries</b>	<b>360,153</b>
<b>Operations</b>	<b>215,297</b>
<b>Public Safety</b>	
Police Department - 210	
Salaries	881,954
Operations	246,250
Fire Department - 220	
Salaries	137,402
Operations	67,600
Inspector – 241-243	
Salaries	59,396
Operations	3,500
Emergency Management - 291	4,000
Forestry Public Works - 294	22,150
<b>TOTAL PUBLIC SAFETY</b>	
<b>Salaries</b>	<b>1,078,752</b>
<b>Operations</b>	<b>343,500</b>
<b>Schools</b>	
GDRSD – 300	
District	6,156,947
Debt	243,479
GLRVTS - 300	
GLRVTHS	264,072

Debt	34,218
Essex - 300	
Tuition	0
Transportation	0
<b>TOTAL REGIONAL &amp; VOCATIONAL</b>	<b>6,698,716</b>
<b>Public Works</b>	
Highway Department - 422	
Salaries	231,417
Operations	213,983
Snow Removal - 423	
Salaries	56,175
Operations	229,710
Street Lights – 424	11,500
Transfer Station – 433	
Salaries	0
Operations	9,400
Cemetery - 491	
Salaries	11,500
Operations	6,050
<b>TOTAL PUBLIC WORKS</b>	
<b>Salaries</b>	<b>299,092</b>
<b>Operations</b>	<b>470,643</b>
<b>Human Services</b>	
Board of Health - 510	
Salaries	12,522
Operations	11,510
Town Nurse Assessment - 522	4,100
Mental Health Assessment - 523	2,400
Council on Aging - 541	
Salaries	8,500
Operations	12,900
Veterans Affairs - 543	
Salaries	5,691
Operations	24,092



<b>TOTAL HUMAN SERVICES</b>	
<b>Salaries</b>	<b>26,713</b>
<b>Operations</b>	<b>55,002</b>
<b>Library, Parks and Recreation</b>	
Library Operations - 610	
Salaries	112,911
Operations	59,050
Library Consortium and Other - 611	13,300
Technical Expense and Other - 620	25,700
Recreation Department - 631	6,400
Parks Department – 650	56,000
Memorial Day Committee – 692	700
<b>TOTAL LIBRARY AND RECREATION</b>	
<b>Salaries</b>	<b>112,911</b>
<b>Operations</b>	<b>161,150</b>
<b>Debt and Interest</b>	
Long Term Debt – 710	299,000
Long Term Interest – 715	29,006
Temporary Loan Interest – 725	3,300
<b>TOTAL DEBT AND INTEREST</b>	<b>331,306</b>
<b>Insurance and Assessments</b>	
County Retirement System – 911	274,244
Unemployment Compensation - 913	1,000
Group Health Insurance – 914	264,100
Medicare Town Share – 919	29,060
Bldg./Vehicle Liab. Ins. – 945	101,026
<b>TOTAL INSURANCE &amp; ASSESSMENTS</b>	<b>669,430</b>
<b>TOTAL BUDGET FOR THE FISCAL YEAR</b>	<b>10,822,665</b>

Groton-Dunstable Regional School Representative then spoke to the voters on behalf of the school committee thanking the voters for supporting their budget as submitted.

Article 6. Motion made and seconded that the Town transfer from Free Cash \$179,842 to meet the appropriations of Fiscal Year 2020, beginning July 1, 2019.

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

Article 7. Motion made and seconded that the Town amend the General Bylaws by adopting a new Transfer Station Revolving Fund verbatim as printed under Article 7 of the warrant for this meeting. (Chart listed below for reference)

<b>A. Revolving Fund</b>	<b>B. Department, Board, Committee, Agency or Officer Authorized to Spend from Fund</b>	<b>C. Fees, Charges or Other Receipts Credited to Fund</b>	<b>D. Program or Activity Expenses Payable From Fund</b>	<b>E. Restrictions or Conditions on Expenses Payable From Fund</b>	<b>F. Other Requirements/ Reports</b>	<b>G. Fiscal Years</b>
<b><u>Transfer Station</u></b>	<u>Transfer Station</u>	<u>Receipts collected from trash collection and barrels</u>	<u>Trash Collection and Trash Bin Sales</u>	<u>None, other than as set forth in this Bylaw and by Town Meeting vote.</u>	<u>None, other than as set forth in this Bylaw and by Town Meeting vote.</u>	<u>Fiscal Year 2020 and subsequent years</u>

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

Majority Vote Required  
Voted in the Affirmative

Article 8. Motion made and seconded that the Town set the annual expenditure limits for Fiscal Year 2020 for all revolving funds established by the General Bylaws as set forth under Article 33 of the warrant for this meeting.

*(Amounts listed below for reference)*

<i>Cemetery</i>	<i>\$8,500</i>
<i>Recreation</i>	<i>\$7,000</i>
<i>COA Transport</i>	<i>\$5,000</i>
<i>Permit Application Fees</i>	<i>\$5,000</i>
<i>Approval Not Required Plans</i>	<i>\$15,000</i>
<i>Transfer Station</i>	<i>\$110,000</i>

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

Majority Vote Required  
Voted in the Affirmative

Article 9. Motion made and seconded that the Town appropriate the sum of \$110,000 for the purchase of a replacement backhoe for the Highway Department; and to meet said appropriation transfer from Free Cash \$52,000 and borrow the sum of \$110,000; and further, authorize the Town Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary to meet said appropriation in accordance with Chapter 44 of the Massachusetts General Laws, provided that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20, of the Massachusetts General Laws, thereby reducing the amount authorized to be borrowed to pay for said purpose by a like amount.

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

2/3 Vote Required  
2/3 Vote Declared by Moderator  
Voted in the Affirmative

Article 10. Motion made and seconded that the Town transfer from Free Cash \$16,000 for the purpose of replacing and repairing the roof and siding at the police station.

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

Majority Vote Required  
Voted in the Affirmative

Article 11. Motion made and seconded that the Town transfer from Free Cash \$

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

Majority Vote Required  
Voted in the Affirmative

Article 12. Motion made and seconded that the Town transfer from Free Cash \$119,618 to fund the School Capital Assessment as requested by the School Committee.

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

Majority Vote Required  
Voted in the Affirmative

Article 13. Motion made and seconded that the Town increase the administrative allocation of Community Preservation revenue from 3% to 5% and;

Further, I move that the Town appropriate from the Community Preservation revenue the following sums for the following purposes:

- Principal payment on Ferrari Farm Note, the sum of \$80,000.
- Interest on Ferrari Farm Note, the sum of \$24,080.
- Administrative Expense, the sum of \$15,000.
- Open Space Reserve, the sum of \$30,000.
- Historic Reserve, the sum of \$30,000.
- Community Housing Reserve, the sum of \$30,000.
- Balance to Undesignated, \$90,920.

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

Majority Vote Required  
Voted in the Affirmative

Article 14. Motion made and seconded that the Town appropriate from the Community Preservation Undesignated Reserve account the amount of \$25,000 to restore the track at the High School.

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

Majority Vote Required  
Voted in the Affirmative

Article 15. Motion made and seconded that the Town appropriate from the Community Preservation Undesignated Reserve account the amount of \$17,000 to convert one baseball field into one softball field at Larter Field.

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

Majority Vote Required  
Voted in the Affirmative

Article 16. Motion made and seconded that the Town appropriate from the Community Preservation Historic Preservation Reserve account the amount of \$37,400 for the partial restoration of the wood exterior and slate roof of Town Hall.

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

Majority Vote Required  
Voted in the Affirmative

Article 17. Motion made and seconded that the Town appropriate from the Community Preservation Historic Preservation Reserve account the amount of \$4,500 for the purchase and installation of three Historic District signs.

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

Majority Vote Required  
Voted in the Affirmative

Article 18. Motion made and seconded that the Town appropriate \$12,000 from Free Cash to the Town's Unemployment Reserve Fund.

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

Majority Vote Required  
Voted in the Affirmative

Article 19. Motion made and seconded that the Town appropriate \$2,640,000 to be expended by the Board of Water Commissioners for the Water System Improvement Project; and further, authorize the Town Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary to meet said appropriation in accordance with Chapter 44 of the Massachusetts General Laws, , or to participate in borrowing approved for this purpose through the Massachusetts Clean Water Trust, provided that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20, of the Massachusetts General Laws, thereby reducing the amount authorized to be borrowed to pay for said purpose by a like amount.

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

2/3 Vote Required  
2/3 Vote Declared by Moderator  
Voted in the Affirmative

Article 20. Motion made and seconded that the Town appropriate 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

Article 21. Motion made and seconded that the Town abolish the Commissioners of the Parkhurst Free Lecture Trust Fund and assign their duties to the Commissioners of Trust Funds.

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

Majority Vote Required  
Voted in the Affirmative

Article 22. Motion made and seconded that the Town approve Article 22 amended from the warrant as follows:

To see if the Town will vote to:

(i) Authorize the Board of Selectmen to dispose of by sale, easement, license or otherwise, to the Evangelical Church of Dunstable approximately 8,274 square feet of land currently part of the Town Common and shown on a sketch plan entitled “Plan of Land 516 Main Street, Dunstable, Massachusetts” on file in the Town Clerk’s Office and available for inspection during regular business hours of the Town Clerk, the Board of Selectmen having determined by vote on April 10, 2019 that the subject property is no longer necessary for the purpose for which it was acquired; and

(ii) Authorize the Board of Selectmen to file a petition with the General Court to enact special legislation to authorize the transfer of the land as described in part (i), above, including any legislation that may be required by the provisions of Article 97 of the Amendments to the Massachusetts Constitution, 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.

*The Advisory Committee has no position on this Article.*

*The Board of Selectmen has no position on this Article.*

2/3 Vote Required

Yes: 68

No: 26

Voted in the Affirmative

Article 23. Motion made and seconded that the Town amend the Zoning Bylaws by adopting various amendments, verbatim as set forth in the document entitled “Various Amendments to the Zoning Bylaws – ATM 2019” made available at this meeting.

*(Text listed below for reference.)*

*Proposed amendments to the Zoning Bylaws:*

*1. Amend Section 3, Establishment of Districts, as follows (deletions in strikethrough and insertions underlined):*

*SECTION 3. ESTABLISHMENT OF DISTRICTS*

*3.1 Zoning Districts*

*The Town of Dunstable is hereby divided into six (6) types of districts to be known as:*

*R-1 Single Family Residence District (Section 6)*  
*R-1a Commercial Recreational (Section 6a)*  
*R-2 General Residence District (Section 7)*  
*B-1 Retail Business District (Section 8)*  
*B-2 Service Business District (Section 9)*  
*B-3 Expanded Commercial District (Section 10)*

### *3.2 Overlay Districts*

#### *3.2(a) Commercial Telecommunication Towers*

*An overlay district known as the Tower Overlay District is hereby established. The district will overlay and be coincident with the Commercial/Recreation, General Residence, Single Family Residential, Retail Business, Service Business and Expanded Commercial.*

#### *3.2(b) Mixed Use District*

*An overlay district known as the Mixed Use District is hereby established. The district dated April, 2004, to be incorporated in the Dunstable Zoning Bylaw, which map is on overlay and be supplementary to the underlying districts.*

#### *3.2(c) Floodplain District*

*The Floodplain District includes all special flood hazard areas designated as Zone A or Zone AE on the Town of Dunstable Floodplain District Overlay Map.*

*2. Amend Section 6.1(g)ii, regarding home occupations, as follows (deletions in strikethrough and insertions underlined): 2. not more than ~~one (1)~~four (4)~~person~~ people at any time other than residents of the premises is regularly employed therein in connection with such use;*

*3. Amend Section 6.7 regarding bed and breakfast establishments, as follows (deletions in strikethrough and insertions underlined):*

*~~6.7.9 Description: A Bed and Breakfast Establishment is a single family dwelling having a mixed use as a home for the residential owner or tenant and as an accessory use for guest lodging. The home is to be the primary and legal residence of the owner or tenant.~~*

#### *6.7.11 Minimum Special Requirements:*

*(a) The Bed and Breakfast establishment and operation shall be located within an existing owner (or tenant) occupied single family dwelling as of existing the adoption of this section ~~and containing a minimum of four (4) bedrooms.~~*

*(g) No cooking facilities, including, but not limited to, stoves, microwave ovens, toaster ovens, and hot plates, shall be available to guests; and no meals, except ~~a~~ continental-style breakfast, shall be served to guests. Alcohol shall also be prohibited from being*

served on premises to any Bed and Breakfast guest. Additionally, there shall be at least one (1) bathroom exclusively dedicated to the guests of the Bed and Breakfast establishment.

4. Amend Section 12.2.2, Required Parking, to modify subsections (d) and (g) as follows (deletions in strikethrough and insertions underlined):

(d) Hotels, motels and ~~lodging~~ rooming houses: One (1) parking space for each room accommodation therein, and loading spaces for all delivery trucks or sanitary collection vehicles and two spaces for those persons principally resident therein.

(g) Other uses requiring off-street parking and loading space: Spaces in accordance with anticipated needs as determined by the site plan authority or as listed otherwise in this Bylaw.

5. Amend Section 15.2.1, Floodplain District, as follows (deletions in strikethrough and insertions underlined):

15.2.1. The Floodplain District is herein established as an overlay district effective in all districts. The uses permitted in the underlying district are allowed provided that they meet the following additional requirements. ~~The Floodplain District includes all special flood hazard areas designated as Zone A or Zone AE on the Town of Dunstable Floodplain District Overlay Map.~~

6. Amend Section 20, Definitions, by adding a definition of Bed and Breakfast Establishment and modifying the definition of Rooming or Boarding House as follows (deletions in strikethrough and insertions underlined):

20.3. A Bed and Breakfast Establishment is a single-family dwelling having a mixed use as a home for the residential owner or tenant and as an accessory use for guest(s) lodging on a short term basis. Meals provided to the guest(s) shall be limited to breakfast. The home is to be the primary and legal residence of the owner or tenant.

20.201. Rooming ~~or Boarding~~ House. A dwelling house in which the person or Persons principally resident therein provide eating and/or sleeping accommodations on a weekly or monthly basis for ~~1 or~~ not more than three (3) paying guests who are not provided with separate cooking facilities separate from the cooking facilities ordinarily used by the principal residents.

ADVISORY BOARD has no position on this article. BOARD OF SELECTMEN recommend support of this Article. PLANNING BOARD recommends support of this Article.

2/3 Vote Required  
2/3 Vote Declared by Moderator  
Voted in the Affirmative

Article 24. Motion made and seconded that the Town amend the Zoning Bylaws by adopting an Adult Entertainment Zoning Bylaw, verbatim as printed under Article 24 of the warrant for this meeting.

(Text listed below for reference.)



## **Section \_\_\_\_\_. Adult Entertainment Facilities Bylaw**

### **A. Authority to Regulate/Purpose**

*The purpose of this Section is to promote the health, safety and general welfare of the residents of Dunstable by providing for a permitting process for the location of Adult Entertainment Facilities within the Town. This Section is enacted pursuant to M.G.L. c. 40A and pursuant to the Town of Dunstable's authority under the Home Rule Amendment to the Massachusetts Constitution.*

*It has been documented in numerous other towns and cities throughout the Commonwealth of Massachusetts and elsewhere in the United States that Adult Entertainment Facilities are distinguishable from other business uses and that the location of Adult Entertainment Facility may have deleterious impacts in the areas of a community where they are located. Studies have shown secondary impacts such as increased levels of crime, adverse impacts on the business climate, adverse impacts on the property values of residential and commercial properties, and adverse impacts on quality of life. These adverse secondary effects have also been referenced and documented in numerous court decisions regarding the zoning of adult entertainment uses.*

*The purpose of this Section is to regulate and limit the location of Adult Entertainment Facilities so as to minimize the secondary effects associated with these establishments, and to protect the health, safety and general welfare of the inhabitants of the Town. It is not the purpose or intent of this Section to restrict or deny access by adults to Adult Entertainment Facilities or to materials that are protected by the Constitution of the United States or of the Commonwealth of Massachusetts, nor to restrict or deny rights that distributors or exhibitors of such matter or materials may have to sell, rent, distribute or exhibit such matter or materials. Neither is it the intent of this Section to legalize the sale, rental, distribution or exhibition of obscene or other illegal materials. Finally, it is not the intent of this Section to afford Adult Entertainment Facilities nonconforming use protections any greater than are provided under M.G.L. c. 40A § 6 and §9A.*

### **B. Consistency with State and Federal Law**

*It is not the purpose nor the intent of this Section to deny access to adult entertainment facilities or to sexually oriented matter or materials that are protected by the Constitutions of the United States or the Commonwealth of Massachusetts.*

### **C. Applicability**

*This Section applies to any facility offering any adult entertainment ("Adult Entertainment Facility"), including but not limited to adult bookstores, adult motion picture or mini motion-picture theatres, adult video stores, adult paraphernalia stores and establishments that feature live entertainment which consists of entertainers engaging in "Sexual Conduct" or "Nudity" as defined in M.G.L. c. 272, § 31. For purposes of this Section, the Planning Board shall be the Permit Granting Authority.*

### **D. Definitions**

*The following establishments and uses shall be considered an Adult Entertainment Facility under this Section:*

*Adult Bookstore: an establishment or use having as a substantial or significant portion of its stock in trade, books, magazines, and other matter that are distinguished or characterized by their emphasis depicting, describing or relating to sexual conduct or sexual excitement as defined in M.G.L. c. 272 § 31.*

*Adult Paraphernalia Stores: an establishment or use having as a substantial or significant portion of its stock devices, objects, tools, or toys which are distinguished or characterized by their association with sexual activity, including sexual conduct or sexual excitement as defined in M.G.L. c. 272 § 31.*

*Adult Motion Picture or Mini Motion-Picture Theatres: an enclosed building used for presenting entertainment, whether live or through electronic or other media, distinguished by an emphasis on matter depicting, describing or relating to sexual conduct or sexual excitement as defined in M.G.L. c. 272 § 31.*

*Adult Video Store: an establishment or use having as a substantial or significant portion of its stock in trade, videos, movies, or other film material which are distinguished or characterized by their emphasis depicting, describing or relating to sexual conduct or sexual excitement as defined in M.G.L. c. 272 § 31.*

*Establishment Featuring Live Entertainment: any establishment or use which provides live entertainment for its patrons, which includes the display of nudity, that term as defined in M.G.L. c. 272 § 31.*

#### *E. Permitting Requirements; Eligibility*

- 1. Adult Entertainment Facilities shall be allowed by Site Plan Review, in accordance with Section 14 of the Zoning Bylaw, within the B-3 Expanded Commercial District.*
- 2. Adult Entertainment Facilities shall not disseminate or offer to disseminate adult matter or paraphernalia to minors or allow minors to view displays or linger on the premises.*
- 3. Through Site Plan Review, the Planning Board may impose reasonable conditions to ensure that the location and operation of the proposed Adult Entertainment Facility are consistent with the purpose of the Zoning Bylaws of the Town of Dunstable.*
- 4. There shall be no deviations from the approved Site Plans without written approval from the Planning Board, which may require a public hearing.*
- 5. A Site Plan Approval for an Adult Entertainment Facility shall remain exclusively with the petitioner and shall not run with the land. Any new owner or operator of an Adult Entertainment Facility must obtain Site Plan Approval before commencing or continuing operations. The Building Inspector shall enforce any Site Plan Approval.*

#### *F. Lapsing of Site Plan Approval*

*A Site Plan Approval issued under this section shall lapse upon any one of the following occurrences:*

- 1. There is a change in the location of the Adult Entertainment Facility.*
- 2. There is a sale, transfer, or assignment of the business or license.*
- 3. If there is a change in the operator of the Adult Entertainment Facility.*
- 4. If there has been no operation of the Adult Entertainment Facility for six months.*
- 5. If substantial use or construction has not commenced without good cause within six months after the issuance of a Site Plan Approval.*

#### *G. Expiration of a Site Plan Approval*

*A Site Plan Approval for an Adult Entertainment Facility shall expire after a period of two calendar years from its date of issuance and shall be renewable for successive two-year periods thereafter as a matter of right.*

#### *H. Application Requirements*

*In addition to all application requirements of the Planning Board for Public Hearings, the application for a Site Plan Approval for an Adult Entertainment Facility shall include the following information:*

- 1. The name and address of the legal owner of the Adult Entertainment Facility, together with the names and addresses of all persons having any direct or indirect ownership or security interest in the facility. In the event the petitioner is a corporation, partnership, trust, or other corporate entity, the name and address of any person who has a direct or indirect ownership or beneficial interest in the entity shall be included;*
- 2. The name, address and telephone number of the operator of the Adult Entertainment Facility;*
- 3. The number of employees;*
- 4. A sworn statement that neither the applicant, owner, nor any person having a lawful ownership, equity or security interest in the proposed facility or the manager of the facility has been convicted of violating the provisions of M.G.L. c. 119, § 63 or M.G.L. c. 272 §§2,3,4,4A,6,7,8,12,13 and 28 and M.G.L. c. 265 §§13B, 13F, 13H, 22, 22A, 23, 24 and 24B, including but not limited to crimes of indecency, assault and battery, crimes against women and/or children, crimes of sexual exploitation, and felony possession of narcotics;*
- 5. Proposed security precautions;*
- 6. A full description of the intended nature of the Business;*
- 7. In the case of live adult entertainment, submission and approval of the nature of the live entertainment and proximity of entertainers to patrons.*

8. Adult Entertainment Facilities shall comply with all other provisions of the Zoning Bylaws of the Town of Dunstable. To the extent that the provisions of this Section may conflict with other provisions of the Zoning Bylaws of the Town of Dunstable, the provisions of this Section shall apply. In addition to the provisions of the Zoning Bylaw, the Site Plan Approval shall comply with any requirements in the Town of Dunstable bylaws, building regulations or licensing requirements.

Upon written request from the applicant, the Planning Board may waive the submission of such information, or parts thereof, as may not be necessary for the consideration of the application. The Planning Board's waiver decision shall be set forth in the written Site Plan Approval decision.

*I. Severability*

The provisions of this Section are severable and, in the event that any provision of this Section is determined to be invalid for any reason, the remaining provisions shall remain in full force and effect.

And further, to authorize the Town Clerk to make non-substantive changes to the numbering of the Zoning Bylaws as necessary.

ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.  
PLANNING BOARD recommends support of this Article.

2/3 Vote Required  
2/3 Vote Declared by Moderator  
Voted in the Affirmative

Article 25. Motion made and seconded that the Town amend the General Bylaws by adopting a Memorials and Monuments Bylaw, verbatim as set forth in the document entitled "Monuments and Memorials Bylaw" made available at this meeting.

*(Text listed below for reference.)*

**MONUMENTS AND MEMORIALS BYLAW**

*Section 1. Purpose.*

*The purpose of the Memorials and Monuments bylaw is to standardize administration and the treatment of memorials, monuments, and historical makers within the Town of Dunstable.*

*Section 2. Definitions.*

*a. Memorial. A monument or ceremony, which honors a person who has died or serves as a reminder of an event in which many people died.*

*b. Monument. (1) A building, statue, stone, marker etc., which honors a person or event; or (2) a building or place that is important because of when it was built or is of historical significance.*

*c. Historical Marker. A plaque or sign erected at historically significant locations, facilities, or buildings. The marker may be free standing, mounted, or affixed to an existing structure.*

*d. Memorials and Monuments Committee. A public body with duties set forth in this bylaw, consisting of five (5) members appointed by the Board of Selectmen.*

### *Section 3. Designation.*

*The memorialization of a person or an event shall have a direct connection to the Town of Dunstable. Topics suitable for memorialization shall include service in the armed forces in time of war, conflict, or other national emergency; personal accomplishments including national elective or national appointed office; receipt of notable national or international awards; discoveries of unique and lasting contribution to the Commonwealth or Nation; or recognition of disaster or significant calamity in which the loss of life occurred within the Town of Dunstable or directly affecting its residents.*

### *Section 4. Location.*

*No person, organization, or other organized body of persons, or corporation to include any Town board or committee or department shall install, construct, or emplace a memorial, monument or historical marker on public land without the prior approval of the Board of Selectmen after recommendation from the Memorials and Monuments Committee. This provision shall not apply to the public lands under the jurisdiction of the Dunstable Cemetery Commissioners.*

### *Section 5. Application.*

*a. Any person, organization, or corporation desiring to install, construct, or emplace a memorial, monument, or historical marker on Town public lands shall submit an application containing required information specified by the Memorials and Monuments Committee.*

*b. The application shall include details and information about the person(s) or event designated for commemoration.*

*c. No application for installation, construction, or emplacement of a monument, memorial, or historical marker shall be considered by the Memorials and Monuments Committee until at least five (5) years have passed since the death of the person(s) or past the date of event of commemoration.*

*i. Exception: At the discretion of the Memorials and Monuments Committee, the moratorium period of 5 year may be waived.*

*d. The Memorials and Monuments Committee shall conduct a public hearing not less than 60 days following memorial application receipt. The Memorials and Monuments Committee shall publish public hearing meeting minutes. The Memorials and Monuments Committee shall evaluate and decide on the application within 60 days from completion of public hearing(s).*

#### *Section 6. Communications.*

*The Memorials and Monuments Committee shall identify applicable departments, committees, and boards, which may have interest or jurisdiction regarding the placement of monuments or historical markers. The Memorials and Monuments Committee shall consider their inputs in the application review process.*

#### *Section 7. Monument Construction.*

*Monuments shall be constructed of materials, which are naturally consistent with the intended locale. These materials include stone, metal, or wood. Materials of durability and serviceability of 50 years or greater is preferred. The Memorials and Monuments Committee shall consider the specification of the type, quality, and durability as well as the aesthetic suitability for memorials or monuments in the application evaluation process.*

#### *Section 8. Memorial Retirement or Relocation.*

*The Memorials and Monuments Committee shall make recommendations to the Board of Selectmen for any adopted memorial or monument which:*

- a. Shall be retired and removed from the public land.*
- b. Shall be relocated or moved from one public parcel to another.*
- c. When a Memorial, Monument, or Historical Marker as defined in Section 2 is recommended to be permanently removed or permanently relocated upon recommendation of the Memorials and Monuments Committee and the Board of Selection such removal or relocation shall not take effect until approved at a      Town Meeting.*

#### *Section 9. Memorial Inventory.*

- a. The Memorials and Monuments Committee shall maintain a list of all      permanent memorials, monuments, and historical markers on public lands.*
- b. The Memorials and Monuments Committee shall inventory the adopted Town monuments, memorials, and historical markers on a 5-year basis and report      the memorial's condition and any recommendations for maintenance or repair      to the responsible Town entity no later than September 1st.*
- c. Items not found on the Memorials and Monuments Committee adopted      inventory shall not be recommended for upkeep or maintenance.*

*ADVISORY BOARD has no position on this Article.  
BOARD OF SELECTMEN Recommends this Article.*

Majority Vote Required  
Voted in the Affirmative

Article 26. Motion made and seconded that the Town amend the General Bylaws by adopting a Road Intersection Sight Triangle Bylaw, verbatim as printed under Article 26 of the warrant for this meeting.

*(Text listed below for reference.)*

### ***ROADWAY INTERSECTION SIGHT TRIANGLE BYLAW***

***Section 1 Definition.*** *The Sight Triangle Area is the area of a lot bound by the street Right of Way lines and a line joining the points 20 feet along said Right of Way lines from the point of the intersection of said lines.*

***Section 2 Restrictions.*** *In order to provide an unobstructed sight distance for motorists, no vehicle parking, embankment, planting, wall, sign, or any other item shall be planted, erected, installed, allowed to grow, or maintained in the Sight Triangle Area that would obstruct the vision of a motorist between the height of 3 feet and 6 feet above the grade of the street.*

***Section 3 Enforcement.*** *Any person or legal entity that violates the provisions of this Bylaw after being notified of such violation in writing by the Board of Road Commissioners of the violation, allows the violation to continue for 30 days after receipt of said notification, may be punished by a fine of \$50.00. Each successive day during which the violation occurs or continues shall be considered a separate offense. Violations of this Bylaw may be enforced through non-criminal disposition in accordance with the provisions of the Town of Dunstable Non-Criminal Disposition Bylaw.*

***Section 4 Exemption for Existing Structures.*** *Buildings existing as of the effective date of this Bylaw shall be exempt from this Bylaw.*

*And further, to amend the General Bylaws by adding the following text to the Non-Criminal Disposition Bylaw, Section 5:*

*Roadway Intersection Sight Triangle Bylaw*

*Board of Road Commissioners*

*ADVISORY BOARD has no position on this Article.  
BOARD OF SELECTMEN recommend support of this Article.*

Following discussion, this motion was withdrawn and a motion was made and seconded to table the motion from further consideration

Majority Vote Required  
Voted in the Affirmative

Article 27. Motion made and seconded that the Town amend the General Bylaws by amending the Dog Control Bylaw, verbatim as set forth in the document entitled "Dog Control Bylaw Amendments" made available at this meeting.

*(Text listed below for reference).*

*DOG CONTROL BYLAW AMENDMENTS Proposed amendments to the Dog Control Bylaw as follows (deletions in strikethrough and insertions underlined):*

§ 3. Kennels

*3.1 Definitions as used in this Section - the following words and terms have the following meanings: A. Kennel: a pack or collection of dogs on a single premise, including a commercial boarding or training kennel, commercial breeder kennel, domestic charitable corporation kennel, personal kennel or veterinary kennel as defined in Massachusetts General Laws Chapter 140, Section 136A.*

*B. Personal kennel: a pack or collection of ~~more than 4 dogs~~, 5 or more dogs, 3 months old or older, owned or kept under single ownership, for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the breed or for use in legal sporting activity or for other personal reasons; provided further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided further, that a personal kennel shall not sell, trade, barter or distribute a dog not bred from its personally-owned dog; and provided further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the department, may be sold, traded, bartered or distributed if the transfer is not for profit.*

*C. Commercial boarding or training kennel: an establishment used for boarding, holding, day care, overnight stays or training of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal; provided, however, that "commercial boarding or training kennel" shall not include an animal shelter or animal control facility, a pet shop licensed under Section 39A of Chapter 129, a grooming facility operated solely for the purpose of grooming and not for overnight boarding or an individual who temporarily, and not in the normal course of business, boards or cares for animals owned by others.*

*D. Commercial breeder kennel: an establishment, other than a personal kennel, engaged in the business of breeding animals for sale or exchange to wholesalers, brokers or pet shops in B. The Town Clerk shall determine the amount of the non-refundable fee for a Kennel License for each License Period. The Town Clerk may charge an increased fee for applications for Kennel License renewals received after March 15 for that License Period. C. The location and operation of any Kennel shall be appropriate for housing the number of dogs allowable under the terms of its Kennel License and may not be detrimental to the health and safety of dogs or persons. D. All Kennels shall be operated in a safe, sanitary, and humane condition, as provided in Massachusetts General Laws Chapter 140, Section 137C.*



*E. No Kennel that provides overnight boarding of dogs may keep more than 25 dogs on the premises at any time. Dogs that are on the premises for medical or surgical treatment or observation shall not be counted in this number.*

*F. No Kennel may contract with security dog firms or other businesses to board protection or security dogs, or dogs in training to be protection or security dogs on the premises. A security dog kept on the premises for the Kennel's own security purposes is permitted.*

*G. Kennel operations, including the exercising of dogs, shall be in an indoor enclosed area, except that individual dogs may be exercised one at a time in a prescribed outdoor area.*

*H. Every Kennel shall at all times keep and maintain accurate records of the number and identities of all dogs kept on the premises, and the identities of persons who have purchased dogs from the Kennel. I. Except as otherwise provided in this Paragraph, any violation of this Section shall result in a fine of \$50 per such violation and, for violations continuing 30 days past licensing deadlines, an additional fine of \$100 per such violation. A person maintaining a Kennel after the Kennel License therefor has been revoked, or while such Kennel License is suspended, shall be punished by a fine of not more than \$250. Violations shall be administered in accordance with the provisions of Massachusetts General Laws Chapter 140, Section 173A.*

*J. Fees*

*Fees for kennels shall be as follows:*

*Personal kennel: 5 – 9 dogs \$75.00 10+ \$100.00*

*Commercial boarding or training kennel by Special Permit: \$100.00*

*Commercial breeder kennel by Special Permit: \$100.00*

*Domestic charitable corporation kennel by Special Permit:*

*\$100.00 Veterinary kennel as defined in Massachusetts General Laws Chapter 140, Section 136A. by Special Permit: \$100.00*

*ADVISORY BOARD recommends this Article.*

*BOARD OF SELECTMEN recommend support of this Article.*

Majority Vote Required  
Voted in the Affirmative

Article 28. Motion made and seconded that the Town amend the General Bylaws by adopting a Town Seal Bylaw, verbatim as printed under Article 28 of the Warrant for this meeting.

*(Text listed below for reference).*

## ***TOWN SEAL BYLAW***

***Section 1.*** Town Clerk shall be the keeper of the Town Seal instrument, in accordance with Chapter 40, Section 47, of the Massachusetts General Laws.

***Section 2.*** Town officers and public bodies may display images of the Town Seal on Town documents and other materials as may be necessary. Any other use of the image of the Town Seal is prohibited.

***Section 3.*** Any violation of this bylaw shall be punishable with a fine of \$50.

***Section 4.*** This bylaw shall be enforced in accordance with the provisions of the Dunstable Non-Criminal Disposition Bylaw. The enforcing authority shall be either the Dunstable Police Department or the Town Clerk.

*And further, to amend the General Bylaws by adding the following text to the Non-Criminal Disposition Bylaw, Section 5:*

*Town Seal Bylaw      Town Clerk or Police Department*

*ADVISORY BOARD recommends support of this Article.*

*BOARD OF SELECTMEN recommends support of this Article.*

Following discussion, a motion was made and seconded to amend Section 2 to read “Any other use of the image of the Town Seal is prohibited, except with the permission of the Board of Selectmen”.

Majority Vote Required to Amend Motion  
Voted in the Affirmative

Voting on the motion, the Moderator enlisted the tellers to count the votes.

Majority Vote Required

Yes: 37  
No: 56  
Motion Fails

Article 29. Motion made and seconded that the Town amend the General Bylaws by amending the Wetlands Bylaw, verbatim as set forth in the document entitled “Wetlands Bylaw Amendments” made available at this meeting.

*ADVISORY BOARD has no position on this Article.*

*BOARD OF SELECTMEN recommend support of this Article.*

Majority Vote Required  
Voted in the Affirmative

Article 30. Motion made and seconded that the Town amend the General Bylaws by amending the Council on Aging Bylaw, verbatim as printed under Article 30 of the warrant for this meeting.

*(Text listed below for reference).*

**Section 2.** *The Council on Aging established hereunder shall consist of ~~seven (7)~~ five (5) members to be appointed by the Board of Selectmen and all said members shall be residents of the Town. ~~When said Council is first established, three (3) members shall be appointed for a term of three (3) years, two (2) members shall be appointed for a term of two (2) years, and two (2) members shall be appointed for a term of one (1) year; and their successors shall be appointed for a term of three (3) years.~~ A vacancy occurring other than by expiration of term shall be filled in the same manner as an original appointment. Upon a reduction in the number of members of the Council under this bylaw, all incumbent members shall be entitled to complete their terms of office, but the Board of Selectmen shall not make appointments upon the expiration of terms until the membership of the Council has been reduced to the number required by this bylaw.*

*ADVISORY BOARD has no position on this Article.*

*BOARD OF SELECTMEN recommends support of this Article.*

Majority Vote Required  
Voted in the Affirmative

Article 31. Motion made and seconded that the Town appropriate from the Community Preservation Community Housing Reserve account the amount of \$35,000 to assist the MUD Affordable Housing Project with infrastructure engineering and development costs.

*ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.  
COMMUNITY PRESERVATION COMMITTEE recommends support of this Article.*

Majority Vote Required

Voted in the Affirmative

Article 32. Motion made and seconded that the Town appropriate from the Community Preservation Undesignated Reserve Fund \$17,000 and from the Community Preservation Open Space Fund \$15,000 to replace the roofs of four dugouts at Larter Field.

*ADVISORY BOARD and BOARD OF SELECTMEN recommend support of this Article.  
COMMUNITY PRESERVATION COMMITTEE recommends support of this Article.*

Majority Vote Required

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 the Annual Town Meeting at 9:58 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 13, 2019: 132

Respectfully submitted,

Carol A. Skerrett  
Town Clerk CMMC

**TOWN OF DUNSTABLE**  
**ANNUAL TOWN ELECTION – May 21, 2019**

<b>Summary:</b>		
<b>Total Votes Cast:</b>	<b>240</b>	
<b>Registered Voters:</b>	<b>2,463</b>	
<b>Voter Turnout:</b>	<b>10%</b>	

**OFFICIAL RESULTS**

**Office/Candidate**

<b>Board of Selectmen</b>		<b>Vote for One – Three Year Term</b>
Leah D. Basbanes		199
All Others		3
Blanks		38
<b>Board of Assessors</b>		<b>Vote for One – Three Year Term</b>
Brett A. Rock		180
All Others		0
Blanks		60
<b>Board of Health</b>		<b>Vote for One – Three Year Term</b>
Anita M. Moeller		191
All Others		1
Blanks		48
<b>Road Commissioner</b>		<b>Vote for One – Three Year Term</b>
Mathew W. Morton		192
All Others		2
Blanks		46
<b>Library Trustee</b>		<b>Vote for One – Three Year Term</b>
John M. Callahan		198
All Others		0
Blanks		42
<b>Water Commissioner</b>		<b>Vote for One – Three Year Term</b>
Karl J. Huber, Jr.		190
All Others		1
Blanks		49

<b>Advisory Board</b>	<b>Vote for Two – Three Year Term</b>
Kieran D. Meehan	184
Harold K. Simmons	182
All Others	3
Blanks	111
<b>Cemetery Commissioner</b>	<b>Vote for One – Three Year Term</b>
Ryan Michael McLane	195
All Others	0
Blanks	45
<b>Planning Board</b>	<b>Vote for One – Five Year Term</b>
Jeffrey F. Pallis	186
All Others	1
Blanks	53
<b>Park Commissioner</b>	<b>Vote for One – Three Year Term</b>
Donald D. Greenwood	188
All Others	0
Blanks	52
<b>Constable</b>	<b>Vote for Two – One Year Term</b>
Jon N. Crandall (write in)	41
Spencer Vrahous (write in)	7
All Others	19
Blanks	413
<b>Commissioner of Trust Funds</b>	<b>Vote for One – Three Year Term</b>
Alan E. Chaney	177
All Others	1
Blanks	62
<b>Commissioner of Trust Funds</b>	<b>Vote for One – Two Year Term</b>
Susan J. Tully	191
All Others	0
Blanks	49
<b>Town Clerk</b>	<b>Vote for One – Three Year Term</b>
Carol A. Skerrett	196

All Others	2
Blanks	42

**Commissioner to Expend Parkhurst Free Lecture      Vote for One – Four Year Term**

Failure to Elect (Town Meeting Abolished 5/13/2019)

All Others      5

Blanks      235

**Commissioner to Expend Parkhurst Free Lecture      Vote for One – Three Year Term**

Failure to Elect (Town Meeting Abolished 5/13/2019)

All Others      2

Blanks      238

**Commissioner to Expend Parkhurst Free Lecture      Vote for One – Two Year Term**

Failure to Elect (Town Meeting Abolished 5/13/2019)

All Others      2

Blanks      238

**Commissioner to Expend Parkhurst Free Lecture      Vote for One – One Year Term**

Failure to Elect (Town Meeting Abolished 5/13/2019)

All Others      4

Blanks      236

**Question #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 pay for the Water System Improvements Project?

Yes:      162

No:      66

Blanks:      12

Certified, this 23<sup>rd</sup> day of May, 2019

Carol A. Skerrett, Town Clerk CMMC

## **SPECIAL TOWN MEETING**

**October 15, 2019**

After determining that a quorum was present, the Special Town Meeting was called to order at 7:05 pm by Town Moderator, Dana Metzler. The Tellers - John Callahan, Brian Reynolds, Brian Locapo and Gail Brown were sworn in by Town Clerk. The check-in table was staffed by Ann-Marie Wright and Mary Dow. The Pledge of Allegiance was admirably led by members of the Scouts. Shannon Crandall and Emily DeNyse were excellent as pagers who ran from end to end with microphones helping to keep the meeting in order. The Moderator announced that our Town Accountant, Lorraine Leonard, who served for several years, was recently deceased and asked for a moment of silence.

This meeting would dispense with the reading of greetings, as it was not required by state statute or bylaw.

The Moderator read the following.

“As the first item of business, I request that Town Meeting adopt a rule of this Town Meeting to provide that any motion requiring a two-thirds favorable vote, by statute or otherwise, shall be determined and declared by the Town Moderator and a count shall not be taken unless requested by the Town Moderator or requested by seven or more voters in attendance.”

Majority Vote Required  
Voted in the Affirmative

The Moderator made a motion to dispense of the reading of the articles, motion seconded.

Majority Vote Required  
Voted in the Affirmative

Article 1. Motion made and seconded that the Town appropriate from the Community Preservation Housing Reserve Account the amount of \$75,000 to assist the Affordable Housing Trust Fund Committee to acquire, create, and preserve Affordable Housing.

*The Board of Selectmen and Community Preservation Committee Recommends this Article. The Advisory Board Does Not Recommend this Article.*

The dollar amount was questioned as the original article appropriated \$150,000. The Advisory Board voted 3-2 to oppose that amount. Further discussion clarified the roles of the Community Preservation Committee, Affordable Housing Committee and the new Affordable Housing Trust Board, a motion to amend the dollar amount back to \$150,000 was made, seconded.

Majority Vote Required to Amend the Dollar Amount of \$150,000  
Voted in the Affirmative

Motion made and seconded that the Town appropriate from the Community Preservation Housing Reserve Account the amount of \$150,000 to assist the Affordable Housing Trust Fund Committee to acquire, create, and preserve Affordable Housing.



Majority Vote Required  
Voted in the Affirmative

Article 2. Motion made and seconded that the Town adopt the Stretch Energy Code and amend the General Bylaws by adopting the Stretch Energy Code Bylaw verbatim as printed under Article 2 of the warrant for this meeting.

*The Board of Selectmen and Advisory Board Recommend this Article*

*(Text of the warrant listed below for reference).*

Article 2. Adoption of Stretch Energy Building Code: To see if the Town will vote to adopt the “Stretch Energy Code” as set forth in the State Building Code at 780 CMR 115 AA (i.e., Appendix 115.AA), as it may be amended from time to time, to be effective in the Town beginning on July 1, 2020, for the purpose of regulating the design and construction of buildings for the effective use of energy, and to amend the General Bylaws by adding a Stretch Energy Code Bylaw as follows, or take any action in relation thereto:

Stretch Energy Code Bylaw

Section 1. Adoption. The Town has adopted the provisions of 780 CMR 115 AA (i.e., Appendix 115.AA of the State Building Code or the “Stretch Energy Code”), as it may be amended from time to time, effective in the Town beginning on July 1, 2020.

Section 2. Purpose. The purpose of the Stretch Energy Code is to provide the Town with a more energy efficient alternative to the base energy code otherwise set forth under the State Building Code.

Majority Vote Required  
Voted in the Affirmative Unanimously

Article 3. Motion made and seconded that the Town amend the Zoning Bylaws to provide for as of right siting of solar energy systems in the B3 Zoning District verbatim as printed under Article 3 of the warrant for this meeting.

*The Board of Selectmen, Advisory Board, and Planning Board Recommend this Article*

*(Text of the warrant listed below for reference).*

Article 3. As of Right Solar in B-3 Zoning District: To see if the Town will vote to amend various sections of the Zoning Bylaws to provide for as of right siting of solar energy systems in the B-3 Zoning District, as follows, and to authorize the Town Clerk to make non-substantive changes to the numbering of the Zoning Bylaws as necessary, or take any action in relation thereto (deletions in strikethrough and insertions underlined):

SECTION 10. B-3 EXPANDED COMMERCIAL DISTRICT.

#### 10.1. Uses Permitted As of Right

(a) roof-mounted solar energy systems of any size

(b) ground-mounted solar energy systems up to two-acres in size, inclusive of appurtenant structures and 30-foot setbacks (approximately 300 kw in rated nameplate capacity).

10.12.

10.23.

10.34.

~~10.4 Solar Energy Systems [Amended ATM 5/8/17 Article 32]~~

~~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.~~

#### 25.4.2 Design Criteria

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. This provision shall not apply in the B-3 zone.

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. This provision shall not apply in the B-3 zone.

j) Every effort 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 can only be placed in the front yard, suitable screening shall be provided to minimize the visual impact on abutters and motorists. This provision shall not apply in the B-3 zone.

25.5.9 Vegetated buffer plan showing size, type and amount of trees/shrubs to be installed to protect street(s) and residential homes from view of site, which buffer as approved within the reasonable discretion of the Special Permit granting authority, is hereby required for any installation pursuant to this section except those in the B-3 zone.

25.6 Site Control [Amended ATM 5/8/17 Article 32]. 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 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. Planning Board review of fencing is not required in the B-3 zone.

25.8 Utility Notification. No 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. [Amended ATM 5/8/17 Article 32] For installations in the B-3 zone, such evidence shall be submitted to the Building Inspector prior to his approval of a building permit.

25.9.2 The front, side and rear yard setbacks for small and medium ground mounted systems in the B-1 Retail Business, B-2 Service Business and for systems of any size in the B-3 Expanded Commercial Zoning Districts, shall be 30 feet. The setbacks for large ground mounted systems in these B-1 Retail Business and B-2 Service Business Districts shall be 50 feet except when abutting any Residential Zone or residential, conservation or recreational use, in which case the setbacks shall be 100 feet.

#### 2/3 Vote Required

Motion Declared Unanimous in the Affirmative by Moderator

Article 4. Motion made and seconded that Town amend the Zoning Bylaws and the Zoning Map by adopting the Solar Energy Overlay District Bylaw and map changes verbatim as set forth in the document entitled "Solar Energy Overlay Zoning District Bylaw" on file with the Town Clerk's Office.

*The Board of Selectmen, Advisory Board, and Planning Board Recommend this Article*

*(Text of the warrant listed below for reference).*

Article 4. Solar Energy Overlay District Bylaw: To see if the Town will vote (i) to amend the Zoning Bylaws by adding a new Solar Energy Overlay Zoning District Bylaw allowing for solar energy projects in certain areas of Town, as set forth in a document entitled "Solar Energy Overlay Zoning District Bylaw" on file in the Town Clerk's Office and available

for inspection during regular business hours of the Town Clerk's Office, (ii) to amend the Town of Dunstable Zoning Map to depict the areas to be included in the Solar Energy Overlay Zoning District, and (iii) to authorize the Town Clerk to make non-substantive changes to the numbering of the Zoning Bylaws as necessary, or take any action in relation thereto.



### 2/3 Vote Required

Motion Declared in the Affirmative by the Moderator

Article 5. Motion made and seconded that the Town amend the Zoning Map by rezoning Assessor's Parcels 7-48-0, 7-49-0, and 7-49-1 to the B-2 Zoning District as shown on the map entitled "Proposed B2 – Service Business District" on file in the Planning Board Office.

*The Board of Selectmen and Planning Board Recommend This Article, The Advisory Board takes No Position on this Article*

*(Text of the warrant listed below for reference).*

Article 5. Rezoning Pleasant Street Parcels as B-2: To see if the Town will vote to amend the Town of Dunstable Zoning Map by rezoning Assessors Parcel 7-48-0 (589 Pleasant Street), Assessors Parcel 7-49-0, and Assessors Parcel 7-49-1 (583 Pleasant Street) from the R-1 Single Family Residence District to the B-2 Service Business District, as shown on the proposed map entitled “Proposed B2 – Service Business District” dated 08/06/19, on file in the Planning Board Office and available for inspection during regular business hours of the Planning Board’s Administrative Assistant, and to authorize the Town Clerk to incorporate said map amendments into the Zoning Bylaws and the Town of Dunstable Zoning Map, or take any action in relation thereto.



2/3 Vote Required  
Yes: 50  
No: 13  
Voted in the Affirmative

Article 6. Motion made and seconded that the take no action on this Article (*to amend Section 1 and 5 of the Advisory Board bylaw to consist of 5 legal voters of the town from 6*)

Majority Vote Required  
Voted in the Affirmative (to take no action)

Article 7. Motion made and seconded that the Town authorize the Board of Selectmen to petition the General Court for the enactment of special legislation that would allow for the issuance of alcoholic beverage licenses in the Town verbatim as printed under Article 7 of the warrant for this meeting.

*The Board of Selectmen Recommend This Article, The Advisory Board has No Position on this Article*

*(Text of the warrant listed below for reference).*

Article 7. Special Act for to Allow Liquor Licenses in Town: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for the enactment of special legislation that would allow for the issuance of alcoholic beverage licenses in the Town of Dunstable for on-premises consumption (pouring) under Massachusetts General Laws Chapter 138, Section 12, and for off-premises consumption (retail sales) under Massachusetts General Laws Chapter 138, Section 15, provided 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.

Following discussion regarding retail sales, a motion from the town meeting floor was made and seconded

“to amend Article 7 to authorize the Board of Selectmen to petition the General Court for the enactment of special legislation that would allow the issuance of alcoholic beverage licenses in the Town of Dunstable for on premises consumption (pouring) only under MGL Chapter 138 Section 12”.

Majority Vote Required (Amendment)

Yes: 32

No: 33

Motion to Amend Fails

Voting on the original motion;

Majority Vote Required

Yes: 51

No: 20

Voted in the Affirmative

Article 8. Motion made and seconded that the Town amend the General Bylaws by adopting amendments to the Junk and Unregistered Motor Vehicle Bylaw verbatim as printed under Article 8 of the warrant for this meeting.

*The Board of Selectmen Recommend this Article, The Advisory Board has No Position*

*(Text of the warrant listed below for reference).*

Article 8. Junk and Unregistered Vehicles Bylaw Amendment: To see if the Town will vote to amend the General Bylaws by amending the Junk and Unregistered Vehicles Bylaw and the Non-Criminal Disposition Bylaw as follows, or take any action in relation thereto (deletions in strikethrough and insertions underlined):

**Junk and Unregistered Motor Vehicle Bylaw**

Section 1. The open display or open storage of junk shall be prohibited in all sections of the Town of Dunstable, including, junk being defined as worn-out, castoff, or discarded articles and materials which are ready for destruction or have been stored for salvage or conversion to some other use, excepting only in any solid waste disposal or transfer station facility duly and lawfully authorized and dedicated to the proper disposition of such materials.

Section 2. All privately owned unregistered motor vehicles shall be stored, placed and kept on private property.

Section 3. Unregistered motor vehicles which are unfit for use, permanently disabled or have been dismantled, or are otherwise inoperative, shall not be stored, parked or placed upon any land in the Town unless the same shall be within a building or in an area unexposed to the view of the public and abutters or in an area properly approved for the keeping of same by licensed junk dealers and/ or automobile dealers. Any vehicle qualified to be registered as an Antique Motor Car, as defined in Massachusetts General Laws, Chapter 90, Section 1, shall be exempt from this bylaw.

Section 4. Any landowner or other person or legal entity responsible for the presence of junk as described in Section 1 above or an unregistered motor vehicle as described in Section 3 hereinabove, excepting therefrom any vehicle which qualified to be registered as an Antique Motor Car, as defined in Massachusetts General Laws, Chapter 90, Section 1, shall be subject to the following procedure regarding removal or enclosure of such motor vehicle:;

- a. Any resident of the Town of Dunstable may file with the Board of Selectmen a written complaint regarding the presence of such junk or an unregistered motor vehicle on property located with the Town of Dunstable in violation of this bylaw specifying the location and a brief statement of the circumstances of the alleged violation. If said the Board of Selectmen determines that there is reason to believe a violation of this bylaw exists, it shall schedule a hearing before the Board within 14 thirty (30) days of receipt of a written complaint.
- b. ~~The b~~ Board of Selectmen or its designee shall give written notice of the hearing by regular first class mail to such persons or parties as it deems appropriate, including the complainant, the complaine[s], and direct abutters to the locus according to the most recent tax lists assessors maps, said notices to be deposited in the mail at least ten (10) days before the date of the hearing.
- c. Following the hearing, the Board of Selectmen shall make a final decision on the matter based upon their own findings as well as matters presented at such hearing and may, at their option, require or order any one or more of the following:
  - (i) that the owner or person responsible be compelled to remove the junk or unregistered motor vehicle from the premises within a stated period;
  - (ii) that the owner or person responsible place the junk or unregistered motor vehicle within a proper enclosure to remove it from public view;

- (iii) that the owner or person responsible be required to comply with this bylaw;
- (iv) any further remedy that may be lawful and justified by the circumstances presented at the time of the hearing.

In the event of non-compliance with an order or directive of the Board of Selectmen within five (5) days of receipt of such order by the owner or person responsible, or within any timeframe specified in the order, the Police Department shall be authorized to tow or remove the subject junk or unregistered motor vehicle by whatever means necessary and at the expense of such person.

Section 5. The fine for any violation of the provisions of this bylaw shall be ~~twenty~~ ~~[\$20.00]~~ one-hundred (\$100) dollars for each such offense. Each day that such violation continues shall constitute a separate offense.

Section 6. All fines imposed are to be collected as provided in the Massachusetts General Laws for disposition of non-criminal complaints or any bylaw of the Town providing for such disposition. The enforcing authority in this regard shall be the ~~Dunstable Police Department, including any Police Officer in the Department and the Board of Selectmen.~~

### **NON-CRIMINAL DISPOSITION BYLAW**

§5. The enforcing authority hereunder, in addition to any officer or authorized person specified in any particular bylaw or rule or regulation of the Town, shall be the Dunstable Police Department, including any Police Officer in said Department. In addition, the following officers may enforce the following bylaws:

~~Junk and Unregistered Motor~~ \_\_\_\_\_ ~~Board of Selectmen~~

Majority Vote Required  
Voted in the Affirmative

Article 9. Motion made and seconded that the Town authorize the Board of Selectmen to dispose of by sale or lease the Mixed Use District Property located at 160 Pleasant Street and 164 Pleasant Street, Assessors Parcel 12-48-0 and Assessors Parcel 12-49-1, consisting of approximately 28.5 acres and shown on a sketch plan entitled "Mixed use Development, 160 Pleasant Street, Dunstable Massachusetts" on file in the Town Clerk's Office, the Board of Selectmen having determined by vote on June 25, 2019 that the subject property is no longer necessary for public purposes.

*The Board of Selectmen and Advisory Board Recommend This Article*

Majority Vote Required  
Voted in the Affirmative

Article 10. Motion made and seconded that the Town authorize the Board of Selectmen to lease the Town-owned property located at 91 River Street, 30 acres, shown as Parcel B on a plan of land recorded in the North Middlesex Registry of Deeds in Plan Book 245, Plan 10, for the



development of solar energy facilities, and grant any access and/or utility easements as may be necessary or convenient to serve the solar energy facilities, on such terms, conditions, and minimum amounts as the Board of Selectmen determines to be in the best interests of the Town, and authorize the Board of Selectmen and the Board of Assessors to negotiate and enter on behalf of the Town payment in lieu of taxes agreements for said solar energy facilities, as authorized by Massachusetts General Laws Chapter 59, Section 38H.

*The Board of Selectmen and Advisory Board Recommend This Article*

Majority Vote Required  
Voted in the Affirmative

Article 11. Motion made and seconded that the Town approve the relocation of the Richard Mitchell Memorial Bench as recommended by the Board of Selectmen and the Monuments and Memorials Committee as shown on a map entitled “Proposed Mitchell Bench Relocation” on file in the Town Clerk’s Office.

*Sponsored by the Board of Selectmen and Monuments and Memorials Committee  
The Board of Selectmen Recommend This Article, The Advisory Board has no Position on this Article*

Majority Vote Required  
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 the Annual Town Meeting at 8:40 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 October 15, 2019: 73

Respectfully submitted,

Carol A. Skerrett  
Town Clerk CMMC

# 2019 Report of the Building Inspector

Permit #	Name of Applicant	Address	Purpose	Fee	Issued
19-1RB	Boston Solar	75 CHAPMAN ST	Solar Installation/43 rooftop panels	485.10	1/7/2019
19-2RB	Robert Nelson	614 HOLLIS ST	Replace 4 windows	167.00	1/7/2019
19-3RB	Timothy Stewart	46 CHAPMAN ST	12x22 Shed	128.80	1/7/2019
19-4RB	Timberline Communications	583 PLEASANT ST	New Generator & Misc. Changes to Cell site	215.00	1/9/2019
19-5RB	Brian Costa	58 GROTON ST	Reroof house	85.00	1/14/2019
19-6RB	Pella Windows	223 FOREST ST	Replace 1 door	65.00	1/14/2019
19-7RB	Emily Luongo	309 HALL ST	Convert detached garage to in-law apartment	607.60	1/14/2019
19-8RB	Susan Brown	54 HARDY ST	4836 sq ft house	1,909.30	1/16/2019
19-9RB	The Stove Shoppe	33 FLETCHER ST	Installation of pellet stove insert into chimney	55.00	1/16/2019
19-10RB	Gregory Steward	76 PARKHURST RD	New vinyl siding	445.00	1/28/2019
19-11RB	Charles Dillon	45 CHAPMAN ST	Finish basement	110.00	2/4/2019
19-12RB	SunBug Solar	114 OAK ST	Solar Installation/34 rooftop panels	369.20	2/4/2019
19-13RB	Seven Bear LLC	31 BEAR HILL RD	Partially finished basement	690.00	2/4/2019
19-14RB	AWMW LLC	40 CHAPMAN ST	3500 sq ft house	1,875.00	2/4/2019
19-15RB	Catherine Irzyk	158 MAIN ST	Insulation and sealing, doors, attic, etc.	45.00	2/15/2019
19-16RB	Gerald Frazee	1163 MAIN ST	New vinyl siding	178.50	2/18/2019
19-17RB	Skyline Solar	76 LOWELL ST	Solar Installation/36 rooftop panels	415.00	2/27/2019
19-18RB	AWMW LLC	24 CHAPMAN ST	3500 sq ft house	1,875.00	2/28/2019
19-19RB	Scott Frazier	47 THORNDIKE ST	Reroof house	85.00	3/4/2019
19-20RB	Kieran Meehan	32 ALEXANDER WY	Finishing room over garage with half bath	515.00	3/11/2019
19-21RB	Jay Parikh	238 PLEASANT ST	Flood/burst pipe recovery damage	280.00	3/17/2019
19-22RB	Jon Mason	503 MAIN ST	Sill replacement (approx 125 ft)	185.00	3/18/2019
19-23RB	Paul Mitchell	62 HIGHLAND ST	Insulate attic	83.40	3/24/2019
19-24RB	Michael Calautti	50 SKYTOP LN	Reroof house	85.00	3/24/2019
19-25RB	Sandra Munroe	605 PLEASANT ST	Reroof house	85.00	3/24/2019
19-26RB	Randall Platt	91 HOLLIS ST	Demo and remodel kitchen	415.00	3/24/2019
19-27RB	Evangelical Congregational Church	516 MAIN ST	Replace front entry doors	259.00	3/25/2019
19-28RB	Charles Teeple	128 RIVER ST	Kitchen remodel	174.80	3/25/2019
19-29RB	Diane Clifford	92 HARDY ST	Kitchen remodel, including new floor & tile	475.00	3/25/2019
19-30RB	Andrew Griesmer	42 POND ST	Exterior remodel, 2 new doors, siding, & porch	1,785.00	3/31/2019
19-31RB	Dennis Allsopp	265 WESTFORD ST	Inground pool	135.00	3/31/2019
19-32RB	Dennis Allsopp	265 WESTFORD ST	26x20 Deck off back of house	244.00	3/31/2019
19-33RB	New England Clean Energy	50 SKYTOP LN	Solar Installation/40 rooftop panels	285.00	3/31/2019

RB = Building Residential Permit

M = Mechanical Permit

SM = Sheet Metal Permit

19-34RB	John Reardon	45 HIGH ST	12x18 Shed	107.20	4/1/2019
19-35RB	Jennifer Reed	81 WESTFORD ST	Reroof house	85.00	4/1/2019
19-36RB	Patrick Murphy	74 GROTON ST	Renovation of basement with new bath	85.00	4/8/2019
19-37RB	Matthew Raymond	215 PLEASANT ST	Replace front door and stairs	45.00	4/8/2019
19-38RB	Andrew Griesmer	42 POND ST	Redesign sunroom and rebuild with new roof	915.00	4/15/2019
19-39RB	Jacob Tinus	126 POND ST	3 Small portico's, new entry doors, new siding	563.50	4/18/2019
19-40RB	Emily Luongo	309 HALL ST	Remove closet	35.00	4/18/2019
19-41RB	Gary Guarino	141 CENTURY WY	Replace 1 window	55.00	4/18/2019
19-42RB	Matthew Raymond	215 PLEASANT ST	Storage	1,117.00	4/18/2019
19-43RB	New England Outdoor Sheds	205 HIGH ST	14x24 Shed/Pavilion	161.20	4/18/2019
19-44RB	Robert Hopke	200 POND ST	New 2 car garage (29x27)	362.35	4/18/2019
19-45RB	Ronan Courtney	197 POND ST	Convert 2 bedrooms into master with bath	152.00	4/18/2019
19-46RB	Ronan Courtney	197 POND ST	20x14 Shed with concrete floor	136.00	4/18/2019
19-47RB	Joseph Mansur	60 FOREST ST	Insulate floors and duct sealing	35.00	4/18/2019
19-48RB	Boston Solar	49 CHAPMAN ST	Solar Installation/31 rooftop panels	328.60	4/22/2019
19-49RB	Greater Lowell YMCA	234 HALL ST	Build nurses cabin	45.00	4/22/2019
19-50RB	Michael Roberts	101 ADAM ST	Repair existing deck	215.00	4/22/2019
19-51RB	Scott Goodrich	19 JAMIE RD	Reroof house	125.00	4/26/2019
19-52RB	Teresa Atwood	285 HALL ST	Replace and enlarge deck to 16x18	65.00	4/29/2019
19-53RB	Greater Lowell YMCA	234 HALL ST	Replace rotten beams on pavilion	435.00	4/29/2019
19-54RB	Matthew Raymond	501 HIGH ST	Reroof house and replace siding	222.00	4/29/2019
19-55RB	AWMW LLC	75 CHAPMAN ST	16x24 Shed	182.80	4/29/2019
19-56RB	Jean Carpenter	92 PLEASANT ST	Reroof house	85.00	5/1/2019
19-57RB	Roberta Hayden	195 OFF POND ST	Replace 8 windows and 2 doors	287.00	5/6/2019
19-58RB	William Sullivan	8 UPTON ST	8x12 Shed	35.00	5/6/2019
19-59RB	Patricia Britton	59 GROTON ST	New insulation	35.00	5/10/2019
19-60RB	Michael Snitzer	340 WESTFORD ST	New insulation	45.00	5/10/2019
19-61RB	Carolyn Dinatale	468 FOREST ST	New insulation	35.00	5/10/2019
19-62RB	David Whelan	407 FOREST ST	New insulation	70.00	5/10/2019
19-63RB	Xiaohong Shi	14 VALLEY ST	Reroof house	85.00	5/10/2019

RB = Building Residential Permit      M = Mechanical Permit      SM = Sheet Metal Permit

19-64RB	Steven Bodoin	15 SCHOOL ST	Remove deck and replace with new 20x20	70.00	5/13/2019
19-65RB	Jean Carpenter	92 PLEASANT ST	New siding, new windows, new doors	565.00	5/13/2019
19-66RB	Sarath Krishnaswamy	275 POND ST	Inground pool	135.00	5/16/2019
19-67RB	New England Clean Energy	78 HIGH ST	Solar Installation/34 ground panels	273.45	5/20/2019
19-68RB	John Visconti	57 PARKHURST ST	Reroof house	85.00	6/3/2019
19-69RB	Nicholas Folger	155 OFF POND ST	Replace 12x20 deck and walkway	139.60	6/3/2019
19-70RB	David Buchmann	20 SKYTOP LN	Reroof house	85.00	6/3/2019
19-71RB	Nikhil Patel	733 MAIN ST	Reroof house	85.00	6/3/2019
19-72RB	Andrew Griesmer	42 POND ST	Reroof house and install water shield	95.00	6/6/2019
19-73RB	John Kosiba	67 PARKHURST ST	16x22 Shed	226.00	6/9/2019
19-74RB	Eric Chenelle	28 HARDY ST	2804 sq ft house	1,832.60	6/15/2019
19-75RB	Sunrun Solar	629 GROTON ST	Solar Installation/27 rooftop panels	188.75	6/20/2019
19-76RB	Janet Smith	815 MAIN ST	10x12 Pool deck	64.00	6/24/2019
19-77RB	David Gelineau	257 PLEASANT ST	Remove old deck & replace with one 1/2 size	161.20	7/1/2019
19-78RB	David Skerrett	1143 MAIN ST	Weatherization and air sealing	75.00	7/7/2019
19-79RB	AWMW LLC	4 CHAPMAN ST	4064 sq ft house	1,861.20	7/7/2019
19-80RB	Edward Lamarre	182 HARDY ST	Weatherization and air sealing	45.00	7/7/2019
19-81RB	Jacqueline Callahan	1086 MAIN ST	Weatherization and air sealing	65.00	7/7/2019
19-82RB	Janet Fontaine	77 FLETCHER ST	Weatherization and air sealing	75.00	7/7/2019
19-83RB	Mathew Morton	458 MAIN ST	Weatherization and air sealing	55.00	7/7/2019
19-84RB	Mark Longo	163 PLEASANT ST	Partial roof replacement	85.00	7/8/2019
19-85RB	Robert Kennedy	346 HIGH ST	Reroofing house	85.00	7/15/2019
19-86RB	Paul Carbonell	352 POND ST	Insulation in attic	45.00	7/15/2019
19-87RB	Gerald Simmons	114 PLEASANT ST	Insulation and ventilation in attic	75.00	7/15/2019
19-88RB	Deer Run Developers Inc.	30 SKYTOP LN	3784 sq ft house	1,973.65	7/15/2019
19-89RB	Kiley Brock Homes LLC	422 POND ST	338 sq ft deck attached to rear of house	162.10	7/22/2019
19-90RB	Kiley Brock Homes LLC	422 POND ST	12x16 Shed	96.40	7/22/2019
19-91RB	James McMahon	39 HIGHLAND ST	Reroof house	85.00	7/22/2019
19-92RB	William Wright	57 PLEASANT ST	Repair front porch and paint house	65.00	7/22/2019
19-93RB	Scott Young	69 LOWELL ST	Install 16 new windows	218.65	7/29/2019

RB = Building Residential Permit      M = Mechanical Permit      SM = Sheet Metal Permit

19-94RB	William Spinazola	96 PARKHURST ST	Rebuild deck	95.00	7/29/2019
19-95RB	Town of Dunstable	511 MAIN ST	Repair slate roof and restore façade	10.00	8/5/2019
19-96RB	Kenneth Erickson	220 FOREST ST	Weatherization and air sealing	65.00	8/5/2019
19-97RB	Thomas Dumont	20 FOREST ST	Weatherization and air sealing	55.00	8/10/2019
19-98RB	Christopher Dahlberg	68 SCHOOL ST	Reconfigure kitchen & master bath, install fire	435.00	8/10/2019
19-99RB	Second Generation Energy	733 MAIN ST	Solar Installation/37 rooftop panels	447.15	8/12/2019
19-100RB	Brett Rock	381 POND ST	Frame 2 dormers to front roof of home	110.60	8/19/2019
19-101RB	James King	94 HIGHLAND ST	Replace 24 windows	439.90	8/19/2019
19-102RB	Gale Robinson	590 GROTON ST	Replace 8 windows	80.00	8/19/2019
19-103RB	Stanley Foster	461 PLEASANT ST	12x16 Shed	96.40	8/19/2019
19-104RB	Katie Duggan	80 CROSS ST	Reroof house	85.00	8/21/2019
19-105RB	Stephen Winkowski	634 MAIN ST	Reroof house	85.00	8/21/2019
19-106RB	David E. Tully, III	31 RIVER ST	2000sq ft house	1,310.00	8/23/2019
19-107RB	Dorothy Koyutis	362 FOREST ST	12x27 Addition to back, remodel kitchen	155.80	8/23/2019
19-108RB	KMK Roofing	1 PLEASANT ST	Reroof house	85.00	8/26/2019
19-109RB	Trinity Solar	980 MAIN ST	Solar Installation/42 rooftop panels	575.00	9/6/2019
19-110RB	Justin Navarro	73 CENTURY WY	Inground pool	135.00	9/8/2019
19-111RB	Paul Alcorn	4 THORNDIKE ST	Repair corner post (6 ft) & 5 ft of sill	65.00	9/9/2019
19-112RB	Gregory Katz	372 POND ST	12x12 Shed	74.80	9/9/2019
19-113RB	William Bridges	387 HIGH ST	Replace 3 windows and 1 door	99.20	9/9/2019
19-114RB	Tracie Bonomolo	87 PARKHURST ST	Inground pool	135.00	9/11/2019
19-115RB	Rebecca Kendall	390 GROTON ST	Reroof house	85.00	9/16/2019
19-116RB	Carl Philip	294 HALL ST	Replace existing shower and tile	169.20	9/18/2019
19-117RB	Jason Brown	7 BRITTANY LN	Rebuild deck stairs	85.00	9/18/2019
19-118RB	Vinh Pham	77 GROTON ST	Reroof house	85.00	9/23/2019
19-119RB	Norman Lauziere	12 WOODS CT	Install 11 windows and 2 sliding glass doors	233.40	9/23/2019
19-120RB	John Nagle	235 WESTFORD ST	Install 24 windows and 1 door	227.60	9/23/2019
19-121RB	Kevin Rice	64 ADAM ST	Remodel second floor master bath	188.30	9/23/2019
19-122RB	Thomas Hart	82 FOREST ST	Solar Installation/45 rooftop panels	550.25	10/7/2019
19-123RB	Jason Quenneville	690 GROTON ST	Replace 16x10 shed with new 24x14 shed	161.20	10/7/2019

RB = Building Residential Permit      M = Mechanical Permit      SM = Sheet Metal Permit

19-124RB Joan Deturk	355 RIVER ST	Reroof house	85.00	10/15/2019
19-125RB Matthew Noferi	285 KEMP ST	Reroof house	85.00	10/19/2019
19-126RB Tully Homes LLC	29 SKYTOP LN	3336 sq ft house	1,879.40	10/19/2019
19-127RB Gregory Towle	293 PLEASANT ST	Reroof house	85.00	10/21/2019
19-128RB Joseph Hegarty	42 HIGHLAND ST	10x14 Shed	73.00	10/21/2019
19-129RB William Gering	601 MAIN ST	Remove siding from front gable and replace	75.00	10/21/2019
19-130RB Brian Flynn	250 PLEASANT ST	Remodel kitchen, finish back hall, and laundry	265.00	10/25/2019
19-131RB Marijan Andacic	446 WESTFORD ST	Above ground pool	90.00	10/28/2019
19-132RB John Ward	87 FLETCHER ST	Install 4 entry doors	112.70	11/4/2019
19-133RB AWMW LLC	49 CHAPMAN ST	16x12 Shed	96.40	11/11/2019
19-134RB Roberta Hayden	195 OFF POND ST	Reroof house	85.00	11/11/2019
19-135RB Nancy McKinnon	81 CENTURY WY	Insulate attic and air sealing	45.00	11/11/2019
19-136RB Robert Durst	100 ADAM ST	Reroof house	85.00	11/11/2019
19-137RB John McGregor	23 FOREST ST	Bathroom remodel	1,240.40	11/18/2019
19-138RB Rebecca Kendall	390 GROTON ST	Insulate attic	55.00	11/24/2019
19-139RB Kraig Strong	905 MAIN ST	Replace 5 windows	55.00	11/25/2019
19-140RB Robert Silva	562 GROTON ST	Remodel basement adding bath & windows	415.00	12/5/2019
19-141RB William Drislane	158 LOWELL ST	Traditional masonry fireplace	390.00	12/9/2019
19-142RB Roofing King	7 SWEETS POND RD	Reroof house	85.00	12/16/2019
19-143RB Gerald Frazee	1163 MAIN ST	Bathroom remodel	214.85	12/23/2019
19-144RB Hung Nguyen	274 POND ST	2700 sq ft house	1,772.80	12/26/2019
		<b>Subtotal</b>	<b>43,747.30</b>	
19-1M Bill Wenzel Heating & A/C	28 HARDY ST	Furnace & 5-ton geothermal closed loop	60.00	7/22/2019
19-2M Christenson Plumbing & Heat	14 ROBBINS FARM RD	Lennox air handler & hydro coil to boiler	60.00	9/6/2019
19-3M Bill Wenzel Heating & A/C	27 FRENCH CT	5-ton geothermal closed loop	60.00	9/11/2019
19-4M Craig Lesperance	31 RIVER ST	Furnace with cooling	60.00	12/9/2019
19-5M Townline HVAC	92 PLEASANT ST	New natural gas forced hot air & A/C	60.00	12/23/2019
		<b>Subtotal</b>	<b>300.00</b>	

RB = Building Residential Permit      M = Mechanical Permit      SM = Sheet Metal Permit

19-1SM	Seven Bear LLC	31 BEAR HILL RD	Install ductwork with zone dampers	60.00	2/11/2019
19-2SM	Seven Bear LLC	25 BEAR HILL RD	Supply and install metal duct work for HVAC	60.00	2/11/2019
19-3SM	Seven Bear LLC	31 BEAR HILL RD	Supply and install metal duct work for HVAC	60.00	2/11/2019
19-4SM	Seven Bear LLC	36 BEAR HILL RD	Supply and install metal duct work for HVAC	60.00	2/11/2019
19-5SM	Seven Bear LLC	32 BEAR HILL RD	Supply and install metal duct work for HVAC	60.00	2/11/2019
19-6SM	AWMW LLC	33 CHAPMAN ST	Supply and install metal duct work for HVAC	60.00	3/4/2019
19-7SM	Seven Bear LLC	22 BEAR HILL RD	Install ductwork with zone dampers	60.00	3/4/2019
19-8SM	AWMW LLC	18 CHAPMAN ST	Supply and install metal duct work for HVAC	60.00	3/11/2019
19-9SM	AWMW LLC	56 CHAPMAN ST	Supply and install metal duct work for HVAC	60.00	4/18/2019
19-10SM	AWMW LLC	40 CHAPMAN ST	Supply and install metal duct work for HVAC	60.00	5/13/2019
19-11SM	Susan Brown	54 HARDY ST	Supply and install metal duct work for HVAC	60.00	5/13/2019
19-12SM	AWMW LLC	24 CHAPMAN ST	Supply and install metal duct work for HVAC	60.00	7/8/2019
19-13SM	Bill Wenzel Heating & A/C	28 HARDY ST	Furnish and install 2 zones of ductwork	60.00	7/22/2019
19-14SM	Joseph Vicek	4 SWALLOW LN	Install A/C in attic for home	60.00	8/26/2019
19-15SM	AWMW LLC	4 CHAPMAN ST	Supply and install metal duct work for HVAC	60.00	9/30/2019
19-16SM	Tully Homes LLC	30 SKYTOP LN	Supply and install metal duct work for HVAC	60.00	10/19/2019
19-17SM	Robert Ekstrom	183 HIGH ST	Install 2 air handlers in basement	60.00	10/21/2019
<b>Subtotal</b>				<b>1,020.00</b>	
<b>Total</b>				<b>45,067.30</b>	
<b>Less Inspections Software Fee</b>				<b>(1,660.00)</b>	
<b>Total to the Town</b>				<b>43,407.30</b>	

RB = Building Residential Permit      M = Mechanical Permit      SM = Sheet Metal Permit

**2019 Report of the Electrical Inspector**

<b>Permit #</b>	<b>Name</b>	<b>Address</b>	<b>Purpose</b>	<b>Fee</b>	<b>Issued</b>
19-1E	Kiley Brock Homes	422 POND ST	Finish Basement & Garage	160.00	1/2/2019
19-2E	AWMW LLC	75 CHAPMAN ST	Solar PV Installation	100.00	1/2/2019
19-3E	Ramon Rodriguez	55 CROSS ST	Generator	60.00	1/3/2019
19-4E	James Tibbetts	9 UPTON ST	Finish Basement	160.00	1/10/2019
19-5E	Nashoba Air, Inc.	53 FOREST ST	Wiring for Boiler	60.00	1/10/2019
19-6E	Earthlight Technologies	274 HALL ST	Solar PV Installation	100.00	1/11/2019
19-7E	Northeast Electric	1098 MAIN ST	Wire Addition	60.00	1/24/2019
19-8E	Empire Electric	309 HALL ST	Rewire Kitchen & Living Room	160.00	1/30/2019
19-9E	Syno Tell	31 BEAR HILL RD	Finish Basement	160.00	2/6/2019
19-10E	Therrien Electric & Alarms	31 CROSS ST	Generator	75.00	2/6/2019
19-11E	Mark Lupien Electric	375 PLEASANT ST	Generator	75.00	2/12/2019
19-12E	Gertz Electric	45 CHAPMAN ST	Finish Basement	160.00	2/14/2019
19-13E	Skyline Solar	76 LOWELL ST	Solar PV Installation	100.00	2/26/2019
19-14E	Syno Tell	22 BEAR HILL RD	New House w/ underground	220.00	2/27/2019
19-15E	David Sweet Electric	380 WESTFORD ST	Temporary Service	60.00	3/1/2019
19-16E	David Sweet Electric	380 WESTFORD ST	New House w/ underground	220.00	3/1/2019
19-17E	AWMW LLC	40 CHAPMAN ST	New House w/ underground	220.00	3/11/2019
19-18E	New England Clean Energy	50 SKYTOP LN	Solar PV Installation	100.00	3/22/2019
19-19E	Wilson Brothers	116 ADAM ST	AC Unit	75.00	3/27/2019
19-20E	Timothy Stewart	46 CHAPMAN	10 Plugs in Basement	75.00	4/16/2019
19-21E	Caloiero Electric	91 HOLLIS ST	Rewire Kitchen	160.00	4/17/2019
19-22E	Michael McDonald	375 POND ST	Generator	75.00	4/17/2019
19-23E	Gilbride Electric	1055 MAIN ST	Emergency Replacement of Service	75.00	4/22/2019
19-24E	Boston Solar	49 CHAPMAN ST	Solar PV Installation	110.00	4/23/2019
19-25E	Escott Electrical Services	54 HARDY ST	New House	160.00	4/23/2019
19-26E	Tesla Energy Operations	194 MAIN ST	Install 2 Tesla Powerwalls	100.00	4/24/2019
19-27E	Gertz Electric	24 CHAPMAN ST	New House w/ underground	220.00	4/24/2019
19-28E	Gilbride Electric	93 WESTFORD ST	Emergency Repair of Meter Socket	75.00	4/25/2019
19-29E	Affiliated Resource Solutions	265 WESTFORD ST	Light under deck with Switch	60.00	4/29/2019
19-30E	Valcourt Electric	176 HIGH ST	AC Unit	75.00	5/1/2019
19-31E	Timberline Communications	583 PLEASANT ST	Generator	75.00	5/1/2019
19-32E	Dylan Leone	253 PLEASANT ST	Relocate Service	60.00	5/9/2019
19-33E	Boarder Electrical	94 BROOK ST	Install Toe Kick Heater in Kitchen	75.00	5/13/2019
19-34E	Steven Condra	92 HARDY ST	Kitchen Remodel	160.00	5/14/2019
19-35E	Robert Hopke	200 POND ST	Wire New Attached Garage	120.00	5/15/2019
19-36E	Warren Wade	128 RIVER ST	Kitchen Remodel	160.00	5/16/2019
19-37E	Gertz Electric	46 CHAPMAN ST	Wiring for Shed	75.00	5/17/2019
19-38E	New England Clean Energy	78 HIGH ST	Solar PV Installation	100.00	5/17/2019
19-39E	ERS Electrical Service	265 WESTFORD ST	Bond pool, wire pool, New Service	120.00	5/21/2019
19-40E	Wilson Brothers	309 HALL ST	AC Unit	75.00	6/3/2019
19-41E	Escott Electrical Services	275 POND ST	Inground Pool	60.00	6/3/2019
19-42E	Gervais Electric LLC	28 HARDY ST	New House w/ underground	220.00	6/3/2019
19-43E	Gervais Electric LLC	28 HARDY ST	Temporary Service	60.00	6/3/2019
19-44E	Ryan Gath Electric	126 POND ST	Exterior Lighting for Garage	75.00	6/7/2019
19-45E	Gaudette Electric	258 GROTON ST	Heat Pump for Inground Pool	60.00	6/14/2019
19-46E	Sunrun	629 GROTON ST	Solar PV Installation	100.00	6/14/2019
19-47E	Escott Electrical Services	92 PLEASANT ST	Rewire Existing Dwelling	160.00	7/2/2019
19-48E	Robert Sevigny	375 POND ST	Generator	150.00	7/9/2019
19-49E	Stellos Electric	389 THORNDIKE ST	Emergency Repairs	75.00	7/9/2019
19-50E	Wilson Brothers	443 PLEASANT ST	AC Unit	75.00	7/10/2019
19-51E	Wilson Brothers	126 HALL ST	AC Unit	75.00	7/10/2019
19-52E	Wilson Brothers	3 LOWER DAM WY	AC Unit	75.00	7/10/2019
19-53E	ADT LLC	131 HIGH ST	Security System	60.00	7/12/2019



19-54E	Blaine Randlett	215 PLEASANT ST	New Garage	120.00	7/16/2019
19-55E	Owen Electric	56 CHAPMAN	New House w/ underground	220.00	8/5/2019
19-56E	Gertz Electric	4 CHAPMAN	New House w/ underground	220.00	8/5/2019
19-57E	Tesla Energy Operations	408 WESTFORD ST	Solar PV Installation	100.00	8/6/2019
19-58E	Valcourt Electric	235 WESTFORD ST	AC Unit	75.00	8/8/2019
19-59E	Leonard Electric	140 HIGH ST	New Fire Alarm System	60.00	8/9/2019
19-60E	Generator Pro	425 RIVER ST	Generator	75.00	8/19/2019
19-61E	Kieth Kelleher Electric	733 MAIN ST	Solar PV Installation	100.00	8/19/2019
19-62E	Wilson Brothers	4 SWALLOW LN	AC Unit	75.00	8/21/2019
19-63E	Dennis Capurso Electric	42 POND ST	Wire Sunroom	60.00	8/21/2019
19-64E	Garry Carkin Electric	73 CENTURY WY	Bond pool, wire lights, Salt System	60.00	8/26/2019
19-65E	DeVincentis Electric LLC	234 HALL ST	Wire new Nurses Cabin & Store	75.00	8/26/2019
19-66E	Sunrun	629 GROTON ST	New Service	60.00	8/28/2019
19-67E	Knox Electric	980 MAIN ST	Solar PV Installation	100.00	9/6/2019
19-68E	Sunrun	629 GROTON ST	Service Change	60.00	9/11/2019
19-69E	JRL Electric	473 POND ST	Generator	75.00	9/19/2019
19-70E	Jenepher Spencer	68 SCHOOL ST	Kitchen, Lights in Closet & Bath	75.00	9/20/2019
19-71E	Escott Electrical Services	381 POND ST	Remove & Reinstall Outlets	60.00	9/20/2019
19-72E	BC Electrical Services	64 ADAM ST	New Exhaust Fan in Bathroom	75.00	10/1/2019
19-73E	Escott Electrical Services	18 WOODLAND RD	Wire 2 Car Garage	120.00	10/2/2019
19-74E	Paul Peterson	110 OAK ST	Kitchen Remodel	160.00	10/7/2019
19-75E	Town of Dunstable	711 MAIN ST	New Underground & New VFD	10.00	10/16/2019
19-76E	Kenneth Proulx	183 HIGH ST	Relocate Service	120.00	10/17/2019
19-77E	David Tully, III	31 RIVER ST	Rewiring of House w/ underground	220.00	10/22/2019
19-78E	Loren Morse	101 ADAM ST	AC Unit & Furnance	75.00	10/24/2019
19-79E	Perry Electric	250 PLEASANT ST	Service Change	60.00	10/25/2019
19-80E	Perry Electric	250 PLEASANT ST	Kitchen Remodel	160.00	10/25/2019
19-81E	Escott Electrical Services	30 SKYTOP LN	New House w/ underground	220.00	10/25/2019
19-82E	JRL Electric	4 SWEETS POND RD	AC Unit	75.00	11/1/2019
19-83E	Kieth LaValley Electric	405 HIGH ST	Wire New Boiler	75.00	11/5/2019
19-84E	ADT LLC	165 THORNDIKE ST	Security System	60.00	11/6/2019
19-85E	Witherell Electric Inc.	362 FOREST ST	Kitchen Remodel	160.00	11/6/2019
19-86E	Wilson Brothers	59 SWALLOW LN	Wire Forced Hot Air & AC Units	75.00	11/7/2019
19-87E	Wilson Brothers	16 JAMIE RD	Increase Sub Panel Size	75.00	11/7/2019
19-88E	Garry Carkin Electric	87 PARKHURST ST	Add Sub Panel, Bond, & Wire Pool	60.00	11/12/2019
19-89E	PALMA Electric	23 FOREST ST	Bathroom Remodel	160.00	11/27/2019
19-90E	Escott Electrical Services	29 SKYTOP LN	New House w/ underground	220.00	12/6/2019
19-91E	William Drislane	158 LOWELL ST	Relocate Circuit	75.00	12/13/2019
19-92E	Town of Dunstable	28 PLEASANT ST	Remove & Reinstall Devices/Fix	10.00	12/18/2019
<b>Subtotal</b>				<b>9,710.00</b>	
<b>Less Inspections Software Fee</b>				<b>(920.00)</b>	
<b>Total to the Town</b>				<b>8,790.00</b>	

**2019 Report of the Gas Inspector**

<b>Permit #</b>	<b>Name</b>	<b>Address</b>	<b>Purpose</b>	<b>Fee</b>	<b>Issued</b>
19-1G	Douglas Russell	375 PLEASANT ST	Generator and piping	70.00	1/4/2019
19-2G	Emily Luongo	309 HALL ST	Gas Stove & Dryer	60.00	1/7/2019
19-3G	Joseph Stubblefield	524 FOREST ST	Furnace	45.00	1/7/2019
19-4G	George McGovern	94 FRENCH ST	Gas piping	60.00	1/7/2019
19-5G	Christopher Bertrand	489 FOREST ST	Generator and piping	60.00	1/9/2019
19-6G	Timothy Sheehan	55 CROSS ST	Generator and piping	60.00	1/16/2019
19-7G	Kiley Brock Homes	422 POND ST	New House	150.00	1/23/2019
19-8G	AWMW LLC	33 CHAPMAN ST	New House	150.00	1/24/2019
19-9G	George McGovern	94 FRENCH ST	Gas piping	105.00	1/31/2019
19-10G	Thomas Pratt	514 GROTON ST	Boiler	95.00	1/31/2019
19-11G	Carol Bacon	39 WESTFORD ST	Water Heater	60.00	2/7/2019
19-12G	Seven Bear LLC	22 BEAR HILL RD	New House	150.00	2/15/2019
19-13G	AWMW LLC	18 CHAPMAN ST	New House	150.00	2/26/2019
19-14G	AWMW LLC	10 CHAPMAN ST	New House	150.00	3/19/2019
19-15G	Evangelical Cong. Church	516 MAIN ST	Water Heater	60.00	3/22/2019
19-16G	John Gaissl	254 HALL ST	Generator and piping	70.00	4/5/2019
19-17G	Elizabeth Day	563 MAIN ST	Boiler	60.00	4/5/2019
19-18G	Randall Platt	91 HOLLIS	Relocate gas range	60.00	4/17/2019
19-19G	Gary Guarino	141 CENTURY WY	Gas Stove	60.00	4/23/2019
19-20G	Dennis Allsopp	265 WESTFORD ST	Gas Grille	60.00	4/24/2019
19-21G	AWMW LLC	56 CHAPMAN ST	Propane line	60.00	5/1/2019
19-22G	AWMW LLC	40 CHAPMAN ST	New House	150.00	5/1/2019
19-23G	Christopher Bertrand	489 FOREST ST	New House	150.00	5/1/2019
19-24G	Dennis Allsopp	265 WESTFORD ST	Pool Heater	60.00	5/22/2019
19-25G	Michael Snitzer	340 WESTFORD ST	Propane Storage Tank	60.00	5/23/2019
19-26G	Mark Haywood	375 POND ST	Generator and piping	110.00	6/5/2019
19-27G	Thomas Costello	380 WESTFORD ST	New House	150.00	6/11/2019
19-28G	Susan Brown	54 HARDY ST	Propane Storage Tank	60.00	6/14/2019
19-29G	Dennis Allsopp	265 WESTFORD ST	Propane Storage Tank	60.00	6/14/2019
19-30G	Jean Carpenter	92 PLEASANT ST	Gas piping / Remodel	120.00	6/18/2019
19-31G	Susan Brown	54 HARDY ST	Furnace, Water Heater, Cookstove	180.00	6/25/2019
19-32G	AWMW LLC	24 CHAPMAN ST	New House	150.00	7/9/2019
19-33G	AWMW LLC	40 CHAPMAN ST	Gas piping / Exterior	60.00	7/9/2019
19-34G	AWMW LLC	24 CHAPMAN ST	Gas piping / Exterior	60.00	7/9/2019
19-35G	James Carhart	57 HIGHLAND ST	Furnace	60.00	7/12/2019
19-36G	Kenneth Erickson	220 FOREST ST	Water Heater	60.00	7/31/2019
19-37G	Daniel Tully	18 WOODLAND RD	Gas piping / Exterior	60.00	8/8/2019
19-38G	Seven Bear LLC	31 BEAR HILL RD	Gas piping for fire pit & grille	60.00	8/19/2019
19-39G	Laura Corporon	425 RIVER ST	Generator and piping	60.00	8/20/2019
19-40G	AWMW LLC	4 CHAPMAN ST	Gas piping / Exterior	60.00	8/22/2019
19-41G	Christopher Dahlberg	68 SCHOOL ST	New Fixture(s)	60.00	9/5/2019
19-42G	Tully Homes LLC	30 SKYTOP LN	Furnance, Stove, & Fireplace	120.00	9/10/2019
19-43G	Sarath Krishnaswamy	275 POND ST	Gas piping	60.00	9/11/2019
19-44G	Dennis Zannoni	473 POND ST	Generator and piping	60.00	9/13/2019
19-45G	AWMW LLC	4 CHAPMAN ST	New House	150.00	9/17/2019
19-46G	John Dumont	357 FOREST ST	Furnace	60.00	9/18/2019
19-47G	Geoffrey Walker	110 OAK ST	Gas stove	60.00	9/24/2019
19-48G	John Leone	104 ADAM ST	Cookstove	60.00	10/7/2019
19-49G	Peter Myette	26 MASSAPOAG WY	Furnace	60.00	10/15/2019
19-50G	Tully Homes LLC	30 SKYTOP LN	Underground gas piping	60.00	10/22/2019
19-51G	Marijan Andacic	446 WESTFORD ST	Gas line to stove	60.00	10/24/2019
19-52G	Gopola Krishna	163 PLEASANT ST	Boiler & Water Heater	60.00	10/29/2019
19-53G	Michael Roberts	101 ADAM ST	Furnace	60.00	10/29/2019
19-54G	Brian Flynn	250 PLEASANT ST	Cookstove & Dryer	60.00	11/5/2019
19-55G	Melanie Dombrowski	298 PLEASANT ST	Garage Heater	60.00	11/7/2019

19-56G	James King	94 HIGHLAND ST	Furnance	60.00	11/20/2019
19-57G	Tully Homes LLC	30 SKYTOP LN	Furnance, Stove, & Fireplace	120.00	11/26/2019
19-58G	David E. Tully, III	31 RIVER ST	New House	150.00	12/9/2019
19-59G	David E. Tully, III	31 RIVER ST	Gas piping / Exterior	60.00	12/13/2019
19-60G	Jose Mercado	92 PLEASANT ST	Gas fireplace	60.00	12/13/2019
19-61G	William Gibbons	638 HOLLIS	Propane FHW Central Heat	60.00	12/16/2019
19-62G	Michael Cranley	567 FOREST ST	Water Heater	60.00	12/16/2019
19-63G	Ravi Prasanth	166 HARDY ST	Furnance(s)	120.00	12/30/2019
				<b>Subtotal</b>	<b>5,265.00</b>
				<b>Less Inspections Software Fee</b>	<b>(630.00)</b>
				<b>Total to the Town</b>	<b>4,635.00</b>

**2019 Report of the Plumbing Inspector**

<b>Permit #</b>	<b>Name</b>	<b>Address</b>	<b>Purpose</b>	<b>Fee</b>	<b>Issued</b>
19-1P	Emily Luongo	309 HALL ST	Bathroom & Kitchen Fixture(s)	130.00	1/7/2019
19-2P	Robert Bacon	455 FOREST ST	Water Boiler	60.00	1/8/2019
19-3P	Yuasa Shorta	53 FOREST ST	Water Boiler	60.00	1/10/2019
19-4P	Kiley Brock Homes	422 POND ST	New House	150.00	1/23/2019
19-5P	AWMW LLC	33 CHAPMAN ST	New House	150.00	1/24/2019
19-6P	Thomas Pratt	514 GROTON ST	Water Heater	95.00	1/31/2019
19-7P	Seven Bear LLC	31 BEAR HILL RD	Wet Bar	60.00	2/6/2019
19-8P	Kieran Meehan	32 ALEXANDER WY	Addition/Alteration	130.00	2/6/2019
19-9P	Carol Bacon	39 WESTFORD ST	Remodel	130.00	2/7/2019
19-10P	Seven Bear LLC	22 BEAR HILL RD	New House	150.00	2/15/2019
19-11P	AWMW LLC	18 CHAPMAN ST	New House	150.00	2/26/2019
19-12P	Town of Dunstable	28 PLEASANT ST	Washmachine	10.00	3/12/2019
19-13P	AWMW LLC	10 CHAPMAN ST	New House	150.00	3/19/2019
19-14P	Tyler Blair	182 WESTFORD ST	New Piping	60.00	3/26/2019
19-15P	Elizabeth Day	563 MAIN ST	New Fixture(s)	60.00	4/5/2019
19-16P	Carol Wilkins	562 FOREST ST	Bathroom Fixture(s)	130.00	4/17/2019
19-17P	Randall Platt	91 HOLLIS ST	Kitchen Fixture(s)	60.00	4/17/2019
19-18P	Susan Brown	54 HARDY ST	New House	150.00	4/17/2019
19-19P	Gary Guarino	141 CENTURY WY	Kitchen Fixture(s)	60.00	4/26/2019
19-20P	Joseph Cairns	14 FLETCHER ST	Kitchen Fixture(s)	60.00	4/30/2019
19-21P	AWMW LLC	40 CHAPMAN ST	New House	150.00	5/1/2019
19-22P	Patrick Murphy	74 GROTON ST	Addition/Alteration	130.00	5/13/2019
19-23P	Diane Clifford	92 HARDY ST	Misc. Plumbing	60.00	5/16/2019
19-24P	Jean Carpenter	92 PLEASANT ST	Addition/Alteration	130.00	6/3/2019
19-25P	Robert Ogden	243 PLEASANT ST	Water Heater	60.00	6/6/2019
19-26P	Thomas Costello	380 WESTFORD ST	New House	150.00	6/11/2019
19-27P	Greater Lowell YMCA	234 HALL ST	Addition/Alteration	130.00	7/2/2019
19-28P	AWMW LLC	24 CHAPMAN ST	New House	150.00	7/9/2019
19-29P	Town of Dunstable	28 PLEASANT ST	Bathroom Fixture(s)	10.00	7/11/2019
19-30P	Jean O'Brien	126 HALL ST	Water Heater	60.00	7/30/2019
19-31P	Kenneth Erickson	220 FOREST ST	Water Heater	60.00	7/31/2019
19-32P	Andrew Griesmer	42 POND ST	New Fixture(s)	60.00	8/20/2019
19-33P	Patricia Starbird	240 THORNDIKE ST	Water Heater	60.00	8/27/2019
19-34P	Eric Chenelle	28 HARDY ST	New House	150.00	9/3/2019
19-35P	Christopher Dahlberg	68 SCHOOL ST	Addition/Alteration	130.00	9/5/2019
19-36P	AWMW LLC	4 CHAPMAN ST	New House	150.00	9/17/2019
19-37P	Kevin Rice	64 ADAM ST	Bathroom Fixture(s)	120.00	9/18/2019
19-38P	Carl Philip	294 HALL ST	Bathroom Fixture(s)	60.00	9/24/2019
19-39P	Geoffrey Walker	110 OAK ST	Kitchen Fixture(s)	120.00	9/24/2019
19-40P	John Leone	104 ADAM ST	Kitchen Fixture(s)	60.00	10/7/2019
19-41P	Brian Reynolds	103 OAK ST	Kitchen Fixture(s)	60.00	10/17/2019
19-42P	Tully Homes LLC	30 SKYTOP LN	New House	150.00	10/17/2019
19-43P	Brian Flynn	250 PLEASANT ST	Addition/Alteration	130.00	10/21/2019
19-44P	Gopola Krishna	163 PLEASANT ST	Water Heater	60.00	10/29/2019
19-45P	John McGregor	23 FOREST ST	Bathroom Fixture(s)	130.00	11/4/2019
19-46P	Dorothy Koyutis	362 FOREST ST	Kitchen Fixture(s)	120.00	11/4/2019
19-47P	Robert Flanagan	405 HIGH ST	Cross Connection Device	60.00	11/5/2019
19-48P	David E. Tully, III	31 RIVER ST	New House	150.00	12/9/2019
19-49P	William Gibbons	638 HOLLIS ST	Water Heater	60.00	12/16/2019
19-50P	Michael Cranley	567 FOREST ST	Water Heater	60.00	12/16/2019
<b>Subtotal</b>				<b>4,985.00</b>	
<b>Less Inspections Software Fee</b>				<b>(500.00)</b>	
<b>Total</b>				<b>4,485.00</b>	

## **REPORT OF THE FIRE DEPARTMENT 2019**

The Dunstable Fire Department has a long and proud history of serving the community. The dedication and service by many continues to define who the organization is. As time moves on new faces carry on the traditions of years past. This past year the Dunstable Fire Department recruited new members and saw the departure of other long time members.

The fire service nationwide as well as the Dunstable Fire Department is challenged by the decline in the number of people interested in serving their community as a firefighter. The requirements and time commitment of well over 250 hours is necessary to reach a level of knowledge and skills in order to safely work in dangerous environments as well as balancing work and family time. Fire departments must now use per diem or part time certified personnel to cover gaps in available personnel. Most of our members hold fulltime jobs outside of the community leaving few resources during the day. This trend is expected to continue into the future. The Dunstable Fire Department responded to 347 fire and EMS incidents this past year and participated in over 1,000 hours of training. Our thanks and appreciation not only to our members but their families also who support their firefighters.

The fire station sustained damage by an unfortunate accident, which resulted in structural damage to this aging facility. It has been well over eight months in which repairs have been ongoing to bring the stability of the station back to a proper level of safety. We are on the tail end of completing the project. We hope to have it fully completed by the end of April. The repairs to the fire station do not extend the life of the facility. This fire station is well beyond 50 years old and continues to present numerous challenges including increasing energy and insulation costs due to poor building construction and insulation, outdated building and fire code challenges, deteriorating asphalt around the station and many other facility related problems that would require significant costs to bring up to modern building codes. Future planning must include an initiative to address this fire department facility.

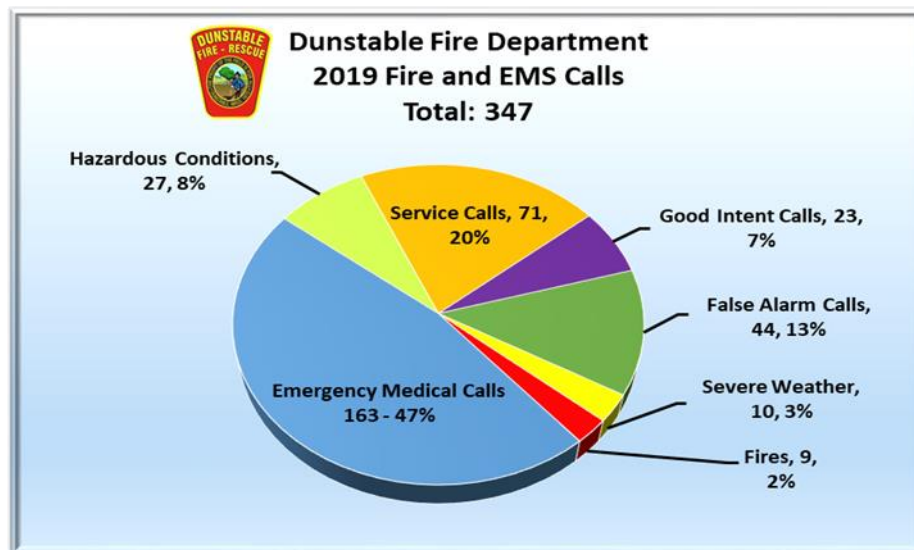
On a positive note, the fire department was successful in its application for a federal grant known as the Assistance to Firefighters Grant (AFG). These grants provide fire department funding to replace critical fire apparatus. We will take delivery of a new fire engine around the November time period. The total cost of the fire engine is \$446,183.00. The AFG grant covers all but \$69,000 for which the Town of Dunstable is responsible. This is a significant cost savings (\$377,142.00) for you the taxpayer. We will continue to seek these grants in order to minimize the overall impact to the taxpayer.

The Dunstable Fire Department is also continuing to provide community fire safety education. Our focus on the higher risk population of young people and the elderly has been successful over the past few years and supported through grant funding from the Massachusetts Department of Fire Services. We look forward to our continued partnership with the schools and the council on aging.

Public Safety in Dunstable is a team effort. As of the writing of this report, we are in the middle of a pandemic flu crisis known as COVID-19. This unprecedented pandemic is something that none of us has ever experienced. It takes teamwork and leadership between our elected officials, emergency management, health, and public safety departments to provide the protection and safety during these crisis periods. I would like to thank all of these partners as well as the continued support of Police Chief Jim Dow and his department throughout the year. Their help and cooperation during this past year demonstrate a true partnership in the delivery of services to the community.

To the dedicated fire officers and members of the Dunstable Fire Department, I cannot express enough my thanks and appreciation for your commitment, dedication, and caring service you provide to the Citizens of Dunstable. Your unwavering “can do” attitude reflects every day in the services delivered to those in need. I am proud to lead this public safety organization!

In closing, I would be remiss if I did not recognize the dedication and service provided to the Town of Dunstable by Fire Chief Brian Rich. Brian's long service to the Fire Department coming up through the ranks served the town well. Brian carried on the long history of public service by the Rich family by taking over as Fire Chief from his father Charlie Rich. The Rich family tirelessly gives back to the Dunstable community, and provides a good example of what service to the community looks like. On behalf of the Men and Women of the Dunstable Fire Department, we extend best wishes to Brian in his future endeavors. Thank You Brian!



Dunstable Fire Department 2019 Fire/EMS Calls by number and percent of total calls.

## **REPORT OF THE BOARD OF HEALTH 2019**

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.

Our agents, the Nashoba Associated Boards of Health complete all the fieldwork 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 Tuesday morning from 8:00 a.m. to 10:00 a.m. in the Town Hall. She can be reached at 978-649-4514 Ext. 229 during those hours or you may leave a message. 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.

Another area of frequent activity relates to the management of the pickup and disposal of trash and recycling. The transfer station closed on September 1, 2018 and a new curbside trash and recycling program sponsored by the town by subscription began. Our program runs July to June each year. The fee for this year is \$300.00. The cost drops monthly by \$25.00. The cost of your subscription will also include a 35-gallon trash container and a 64-gallon recycling container. Pickup is weekly on Thursdays. On the weeks that you may have additional trash that does not fit into the trash container; you can purchase overflow bags at the Town hall at \$3.00 each in rolls of 5 for \$15.00. You can sign up at the town hall Monday-Friday 9:00 am - 4:00 pm. If you come in to sign up by Tuesday at 4:00 pm, your trash and recycling will begin to be picked up on Thursday of that week.

In 2019, the Board of Health signed up 280 subscribers for the collection of trash and recycling.

Maria Amodei, Chairman  
Anita Moeller  
Robert Parkin  
Joan Ferrari, Admin. Asst.

## **REPORT OF THE POLICE DEPARTMENT 2019**

To the Honorable Board of Selectman  
Dunstable Massachusetts:

I hereby submit the annual report of the Police Department for the year ending June 30, 2019.

Chief of Police:	James W. Dow
Administrative Assistant:	Elizabeth Sappet
Sergeants of Police:	Darrell Gilmore Erik Hoar Nicolas Papageorgiou
Patrol Officers:	Matthew Tully Shawn Drinkwine Richard Nault Joseph Morahan
Reserve Officers:	Sean Ready Gregg Sanborn Jeffrey Swift Philip Sepe Steven Bugler Michael Pietroforte Joseph Gennaro
Traffic/Detail:	John Koyutis

For a complete breakdown of police statistics involving types of calls received, motor vehicle violations and court actions please visit Town Hall during normal business hours in either the Town Clerk's or Selectman's office.

Fiscal year 2019 brought several changes to the Police Department staff. We hired two new full time officers replacing two officers who have moved on to new positions in other cities and towns. The new Officer are Richard Nault and Joseph Morahan. We look forward to working with these two new hires and becoming a part of our community.

Last year we were very fortunate to have the Town approve a new roof and to have the siding repaired for the Police station. We were able to complete that project early this fall and it looks great. We have also done some improvements and maintenance inside the building to include a new sump pump system and several plumbing repairs.



This year after many years of work, the Middlesex Sheriff Peter Koutoujian along with the partnership of numerous local police departments started a program called SAFE KEEP. The SAFEKEEP program allows us to transport prisoners to the Middlesex County Jail in Billerica, MA for short-term incarceration. The program also provides medical care and mental health services on site. This is important to us because in the past we would on occasion have to hold prisoners overnight and sometimes weekends costing the department staff and overtime to care for the offender.

Our officers continue their outside department training. Every Dunstable Police officer attends an in-service academy annually. The academy is a 32-hour training conducted in Lowell, MA. Here the officers review basic skills such as legal concepts and first aid. The officers also receive additional specialized training such as emergency vehicle driving, Detective school, Firearms school, drug law review and changes, as well as many others.

We continue to thank the residents and businesses 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 residents and businesses 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 the other boards and committees. The Dunstable Police Department looks forward to serving in the upcoming year.

Respectfully submitted,

Chief James W. Dow

## **REPORT OF THE BOARD OF ROAD COMMISSIONERS 2019**

A well-deserved note of thank you goes out to the full time dedicated employees of our Highway Department: David, John and Mark. These three work constantly as team players to the Town of Dunstable.

The primary duties of the Road Commission is to oversee all the operations concerning development, repair and maintenance of public roads within the town. Working hand in hand with the Highway Department.

The Highway Department maintains approximately 42 miles of roadway in Dunstable. Their primary duties include snow and ice removal during winter months, and road repairs and paving in the summer. This year we were able to resurface/pave part of Westford Street, Hillcrest Street and Groton Street. They have been patching as needed all around the rest of town. This is a constant job for the crew of 3. They are also always busy repairing and maintaining the catch basins, doing daily culvert cleaning due to beaver and debris/brush removal along roadsides. The Highway Department also assists many other Departments in town such as Police, helping the Water Department with the Pleasant Street project, Town Clerk with setting up and taking down of voting booths, lending a hand(s) to the Tree Warden, Cemetery, Parks and Recreation. They plow the Larter Field parking lot and drop off a sand bucket to some of our town seniors when needed, put up the flags for Memorial Day, Fourth of July and Labor Day as well as assist with any banners for our returning Servicemen and women.

A budget request for adequate staffing has been submitted for FY21.

This year the Highway Department purchased a much needed replacement backhoe. The old one was well past its life span.

The Board of Road Commissioners also issued 21 Driveway Permits, approved 5 Street Openings and signed off on multiple Home Occupancy permits.

The Main Street Project is moving forward and hoping to be started in 2021.

Respectfully Submitted,

Mike Martin, Chair  
Pete Gove, Commissioner  
Mat Morton, Commissioner

## **REPORT OF THE CEMETERY DEPARTMENT 2019**

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 2019 there were 11 interments, including 5 current Town residents.

No major projects were undertaken in 2019. Tree damage from windstorms was greater than normal, and frequent rains during the summer months kept the lawns green & growing.

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, the Dunstable Cemetery Commission

David Hardman, Chmn.  
Thomas Bacon  
Ryan McLane

## **REPORT OF THE COUNCIL ON AGING 2019**

The Dunstable Council on Aging serves the senior population in Dunstable by providing resources, programs, education, advocacy and coordinating services.

Anne Fenochetti is the current Director working with a board of five volunteers and a Program Coordinator. Anne is available at Town Hall on Tuesday's from 9 am -2 pm, and Wednesday's from 8-11 am. She can be reached at 978-649-4514 extension 223 or at [afenochetti@dunstable-MA.gov](mailto:afenochetti@dunstable-MA.gov).

The Council on Aging Board meets on the 2nd Tuesday of every month at 11:00am at our Town Hall.

Every Wednesday a catered luncheon is provided for our seniors along with an interactive program, scrabble and cribbage. We gather at the Dunstable Free Public Library from 10:00am-2:00pm. The Bone Builders meet at the library every Wednesday and Friday morning at 10:30 AM. The Town Nurse is available from 11am-noon on the 4<sup>th</sup> Wednesday of the month.

Transportation for medical appointments and grocery shopping is provided by Alter-Ride. A lift to the library for our Wednesday program is also available through Alter-Ride. This is a heavily used service and enables many of our seniors to stay in their own homes.

We are fortunate to have wide support from our community. Thank you to our Police and Fire Departments. In addition to being first responders, these men and women handle well checks, sponsor lunches/barbeques, install smoke detectors, and answer endless questions. Beginning in 2019 the Pepperell Food Pantry opened its doors to Dunstable residents. We contribute by collecting needed items at 3 locations in town that are delivered weekly to the pantry. Over 200 lbs were collected in Dunstable in 2019.

The Tax Work Off program increased the hourly tax credit from \$7.50 per hour to \$12.00 per hour. This was the first increase since the program's inception 10 years ago.

Thank you to our Meals on Wheels Drivers: Mike Coronella, Dennis Zannoni, Robert Bean, Lynda Justice, Claudia Novak, and Susan Psaledakis. This program is currently administered by the Merrimack Valley Elder Services in Lawrence, MA.

Local businesses sponsored monthly birthday cakes at the Wednesday program. Meals were sponsored by Brownie Troops, Fire and Police Departments and the Library Staff.

To learn more about the Council on Aging and what's happening with the Dunstable Seniors check the Neighbor to Neighbor and the Senior Newsletter. Copies are available at the Post Office or contact us to get on the mailing list.

Respectfully submitted,

Anne M. Fenochetti  
Director, Council on Aging

Chairperson, Barbara Martin  
Secretary, Mary Dow  
Vincent Hollins, James McManus,  
Donald Pottle  
Program Coordinator, Susan J. Tully

# **REPORT OF THE GROTON – DUNSTABLE REGIONAL SCHOOL DISTRICT 2019**

## **Report Prepared by:**

Dr. Laura Chesson, *Superintendent of Schools*

Dr. Katie Novak, *Assistant Superintendent of Schools*

Sherry Kersey, *Director of Business and Finance*

Jill Greene, *Director of Pupil Personnel Services*

Luke Callahan, *Director of Technology*

Stasia Twomey, *Director of Extended Day and Community Services*

Justin Williams, *Assistant Director of Business and Finance and Human Resources*

Mike Woodlock, *Principal, Groton-Dunstable Regional High School*

Kathi McColumn, *Principal, Groton-Dunstable Regional Middle School*

Brian O'Donoghue, *Principal, Florence-Roche Elementary School*

Peter Myerson, *Principal, Swallow Union Elementary School*

Chrissy Conway, *Boutwell Early Childhood Center*

## **Superintendent's Office**

Submitted by Dr. Laura Chesson, Superintendent of Schools

It is with great pride and pleasure that I present the Groton-Dunstable Regional School District's end of year report. Below is a short executive summary of key initiatives, changes, and news in 2019. To learn more about each item, you can access more detailed narrative in the remainder of the report.

## **Celebrations**

- Swallow Union was highlighted as a "School of Recognition" in the state of Massachusetts for "exceeding accountability targets," from 2018-2019. This distinction was given to only 67 out of 1800 schools in the Commonwealth. To learn more about this distinction and areas where we invested to increase the outcomes of our elementary students, see Section 1: Curriculum and Instruction, Section 9: Florence-Roche and Section 10: Swallow Union.
- The Florence Roche Elementary School Feasibility Study is well underway. Leftfield, LLC was awarded the Owner's Project Manager contract. During the summer of 2019, Leftfield and the district presented the finalists of the architect request for services to the MSBA. Studio G Architects was chosen to be the Architect for the Feasibility Study. A timeline is being developed to bring design options and funding requests to the Town of Groton for a Town Meeting vote in 2020. To learn more about business and operations, see Section 2: Business and Finance.
- With funding backed by a Town Meeting warrant, grants from the E-Rate program and the Commonwealth of Massachusetts, all buildings received upgraded Cat-6 cabling, 10Gb fiber between data closets and outside runs between buildings, new networking switches, wireless access points, and our outdated telephone system was replaced by a Voice over IP (VoIP) phone system, taking advantage of our new network capabilities. For more on technology, see Section 4: Technology and Digital Learning.
- When examining spring 2019 MCAS scores, Groton-Dunstable Regional High School ranked 10th in the state out of 347 public high schools. For more great news about the high school, see Section 7: High School.

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

Submitted by Dr. Katie Novak, Assistant Superintendent

### **2019 Highlights**

- Swallow Union was highlighted as a “School of Recognition” in the state of Massachusetts for “exceeding accountability targets” and performing within the top 5% of elementary schools in the state.
- Overall, our district is moving in a positive direction with increased performance in achievement and accountability. This growth is a testament to system changes that have been made to support the high quality of teaching and learning that happens on a day-to-day basis.

### **Data Analysis**

Data from the spring 2019 Massachusetts Comprehensive Assessment System (MCAS) test provides evidence that Groton-Dunstable continues to make significant growth toward achievement targets and our students perform competitively with the highest performing districts in the state. Swallow Union was highlighted as a “School of Recognition” in the state of Massachusetts for “exceeding accountability targets,” from 2018-2019. This distinction was given to only 67 out of 1800 schools in the Commonwealth.

When examining the performance of the district, there are two different measures: achievement and accountability. Achievement is how students perform on the MCAS exam. The state looks at student scaled scores on these tests. From 2018 to 2019, these numbers increased in ELA, math, and science when looking at the data for all students.

When comparing high school achievement to all Market Basket districts (see right), or districts who are most similar to Groton-Dunstable in terms of fiscal capacity and student demographics, we had the highest math scores across the board. In some cases, our high needs students (students with disabilities, English learners, and economically disadvantaged students) outperformed the “all students” cohort in our Market Basket districts.

Accountability measures look at how well the district is achieving its growth targets set by the state. Accountability measures allow districts to compete against themselves, seeing if they can grow every year. The state sets specific targets for a number of different criteria including achievement, student growth percentiles, attendance, graduation rates, and student access to advanced coursework. In Groton-Dunstable, the overall accountability score was 84% over a two-year period, which means that the district hit 84% of the targets set by the state. This is a two-year average which weighs our overall accountability score in 2018 and 2019. In 2018, the district met 77% of all accountability targets. In 2019, this increased to 88%. Weighing 2019 60% and 2018, 40%, our overall accountability score is 84%.

When examining detailed data for accountability, our “high needs” subgroup in grades 3-8 declined in math and science, but further analysis showed the decline was isolated to a single cohort - our current sixth grade students in the “high needs” subgroup. When the class of 2026 was in grade 4, the high needs subgroup had an average math scaled score of 501.3. In grade 5, the same subgroup declined to 490.4. This is an area of concern. The middle school will address this decline in ongoing data meetings and has already created an action plan to ensure any student who experienced a decline will receive additional intervention and support.

Overall, our district is moving in a positive direction with increased performance in achievement and accountability. This growth is a testament to system changes that have been made to support the high quality of teaching and learning that happens on a day-to-day basis. We are so lucky to have the educators we have. For the cohort who experienced a decline, we will continually monitor their progress.

## **Business and Finance Department**

Submitted by Sherry Kersey, Director of Business and Finance

### **2019 Highlights**

- The FY19 budget cycle ended favorably
- In 2019, we implemented some operational changes that resulted in significant cost savings of approximately \$400,000
- Health Insurance changed from the GIC to Harvard Pilgrim Health Care
- The Florence-Roche feasibility study is under way
- Worked Collaboratively with town manager in Groton and Town administrator in Dunstable to produce a FY20 budget

The FY19 budget year closed favorably for the district, ending with a surplus of unspent funds of \$144,002 (0.35%) of our total \$40,747,662 budget. These funds will help replenish Excess & Deficiency (E & D) funds that have been appropriated for the Florence Roche Elementary School Feasibility Study of \$750,000 as well as a \$400,000 appropriation that was approved by the school committee and the towns to be used to balance the FY20 operating budget. The Massachusetts School Building Authority (MSBA) has begun reimbursing approximately 48.27% of the monthly expenses of the \$750,000 feasibility study which ultimately returns to E & D. Both of these events are positive movements toward restoring the balance of E & D to the level set as a goal by the school committee.

For the current and future year's budgets, we continue to monitor the most significant cost drivers. FY19 marked the last year the school district would manage health insurance through the GIC and moved to Harvard Pilgrim Health Care. Out-of-district tuitions continue to escalate at a rate higher than the overall budget grows annually.

The school district continued to implement changes that were recommended in FY18 during an external operational review. The school district was able to realize the savings of over \$400,000 during FY19 by successfully outsourcing custodial services, relocating the central office to Middle School South and reducing our transportation fleet by three buses. The school district also issued a request for services for its food service management. Whitsons Culinary Group was awarded a contract as of July 1, 2019.

The Florence Roche Elementary School Feasibility Study is well underway. Leftfield, LLC was awarded the Owner's Project Manager contract. During the summer of 2019, Leftfield and the district presented the finalists of the architect request for services to the MSBA. Studio G Architects was chosen to be the Architect for the Feasibility Study. A timeline is being developed to be able to bring design options and funding request to the Town of Groton for a Town Meeting vote in 2020.

The district continued to work with the town manager and town administrator from our member towns to produce an FY20 budget that allowed the district to meet our budget guidance and

continue to fund our capital needs. In order to balance revenue requirements with academic and operational budgetary requirements, \$400,000 was appropriated from E & D. This should be considered a one-time appropriation. A five (5) year budget projection was prepared in order for the member towns to be able to better predict the annual funding request of the school district. We look forward to continued collaboration and leadership from elected officials of both towns to continue to work to create budgets that will support the district educational goals and provide the best possible education for all students.

The continued support of both member towns have allowed the district to continue to fund our capital plan and improve all school facilities. The district completed a number of important projects during 2019 including:

- Repaired and resurfaced the High School track
- Replaced the lacrosse scoreboard at the High School
- Purchased an additional truck for maintenance department to increase the number of vehicles we have available for snow removal and day to day needs
- Completed Phase I of a two-year project replacing flooring at Middle School South. Phase II will be completed during the summer of 2020.
- Troubleshoot and repair the HVAC system for the Middle School South library.
- Updated the HVAC control system at Middle School North to improve remote management of building temperature.
- Installed LED lighting in the parking lots at the High School and Groton campus.

## **Pupil Personnel Services**

Submitted by Jill Greene, Director of Pupil Personnel Services

### **2019 Highlights**

- Ongoing professional development series for special educators to improve consistency of IEP development and expand specialized instructional practices
- Continuing expansion of assessment and instructional materials district wide
- Focusing on the guiding principle of “promoting student independence” by utilizing data based decision making and implementing consistent communication, and documented procedures and processes with accountability systems

The Groton-Dunstable Regional School District provides a constellation of support services for students throughout the district. In addition to supports and services provided in general education environments, 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. This year, we continued to increase our continuum of services at the elementary schools and resources for all students PK-12 with multi-tiered academic, behavioral and social-emotional support.



## **Technology & Digital Learning Department**

Submitted by Mr. Luke Callahan, M.Ed., Director of Technology & Digital Learning

### **2019 Highlights**

- With funding backed by a Town Meeting warrant, grants from the E-Rate program and the Commonwealth of Massachusetts, all buildings received upgraded Cat-6 cabling, 10Gb fiber between data closets and outside runs between buildings, new networking switches, wireless access points, and our outdated telephone system was replaced by a Voice over IP (VoIP) phone systems.
- The district now supports over 2,200 Google Chromebooks, 350 Apple iPads, 250 faculty devices, and over 100 desktop computers available in computer labs.

At Groton-Dunstable Regional School District, we believe technology is an essential tool that enhances our curriculum and supports the delivery of engaging and effective instruction. In order to provide a technologically infused educational environment, every classroom must be equipped with diverse technologies to support teaching and learning. Technology must be in support of our current proven curriculum and district vision and goals. Using technology must be how students learn, not what they learn.

In order to support these ideals, a five-year Strategic Technology Plan was created under the assistance of faculty, students, and our community. A major goal outlined in our Strategic Technology Plan was the need to maintain and support quality, high-speed technology, and infrastructure system, which is essential to the advancement of digital learning. Without modern infrastructure across our schools, the steps we had already taken towards elevating digital learning and growth would diminish greatly.

The steps detailed in the Strategic Technology Plan surrounding the infrastructure connected to the following themes:

- Increase Internet Bandwidth;
- Continued Support, Maintenance of Network Infrastructure;
- Wireless Access Point Replacement
- Replace Current Telephone Communication System;
- Adopt, Promote Technology Replacement Cycle to Support Curriculum Initiatives.

The Department put the finishing touches on the remaining infrastructure upgrades to the preschool, elementary, middle, and after-school buildings. With funding backed by a Town Meeting warrant, grants from the E-Rate program and the Commonwealth of Massachusetts, all buildings received upgraded Cat-6 cabling, 10Gb fiber between data closets and outside runs between buildings, new networking switches, wireless access points, and our outdated telephone system was replaced by a Voice over IP (VoIP) phone systems, taking advantage of our new network abilities.

In addition, without a strong infrastructure backbone, the Department of Technology & Digital Learning wouldn't be able to support the growing demand on Internet connectivity from over 2,200 Google Chromebooks, 350 Apple iPads, 250 faculty devices, and over 100 desktop computers available in computer labs. Each day, thousands of devices connect to our network to make the best use of digital tools that are in support of our rigorous, technology-infused curriculum. With access to a strong network and updated technology tools, student-centered learning, as well as technology-enhanced learning, can be offered by our faculty. Also important

to mention is the addition of wall-mounted, ultrashort-throw projectors in all of our classrooms. Projectors have been installed at the Boutwell Early Childhood Center all the way up to our high school classrooms, providing faculty with a great way to share information contained in lessons.

## **Human Resources**

Submitted by Justin Williams, Assistant Director of Business and Human Resources

### **2019 Highlights**

- 2019 changes in our administrative team
- Nine (9) district employees retired

New administrative hires in 2019 included Director of Business and Finance, Sherry Kersey; Director of Building and Grounds, Ed Sablock; Athletic Director, Matt Ricard and Middle School Special Education Team Chair, Colleen Micavich. The district also added an additional position to the IT department. In addition to new members of the administrative team, we welcomed a number of staff members to fill available vacancies. We also saw the retirement of nine (9) district employees many of which had been with the district for over 25 years.

## **Extended Day and Community Services**

Submitted by Ms. Stasia Twomey, Director

### **2019 Highlights**

- Introduced new registration process, giving priority to current families
- Continued collaboration with Groton Senior Center
- Updated and repaired the gymnasium
- Installed new interior and exterior lighting and security cameras

The Extended Day Program continues to see an increase in registrations with over 300 students attending all of the program sites this year. This growth has necessitated the after-school program to expand to an additional location in order to eliminate the waiting list and provide care for all families in need. The Extended Day Program also offered Camp during the month of August and school vacation weeks.

Community Education continues to offer residents in our area fun and informative adult classes ranging from pilates to Microsoft Excel and a variety of hands on courses. At Swallow Union, Community Education was very proud to sponsor 4th grade students in Willy Wonka Jr. More than forty 4th grade students rehearsed several times a week to bring this play to family, friends and the community. This year we continued to grow our partnership with the Groton Senior Center offering free pickle ball and walking programs for seniors and our community throughout the week. In addition to these partnerships, we continue to offer several new classes for middle school and elementary students including Kung Fu, Ukulele and Open Art! These along with old favorites like flag football, Minecraft and chess club help give our students in grades K through 8 many options for after school and weekend fun.

As we look for a variety of ways to expand our programming, community input is always encouraged and welcomed. Find us on the Groton-Dunstable Community Education Facebook page for updates, course offerings and to share your ideas!

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

Submitted by Mr. Michael Woodlock, Principal

### **2019 Highlights**

- 97% of our Graduating Seniors went on to a post-secondary academic opportunity. 85% of the class of 2019 went to a four year college/university, 12% to a two-year college/university, 2% went on to employment, and 1% enlisted in our nation's armed services.
- We have made it a priority this year to closely examine the make-up of our classes and programs to see if the populations in those classes are similar to the population of our school in general. We have found that there are areas in our school which lack proportionality and that is an area of focus moving forward.
- We had 361 Advanced Placement (AP) Tests taken. 82% of the tests taken earned a three or better which is the standard to receive college credit. 29% scored a 5 which is the highest score possible.
- We welcomed a new member to our administrative staff this year. Mr. Matthew Ricard joined our community as the Athletic Director for the high school and middle school. Mr. Ricard comes to us with decades of experience in education in both teaching and administrative roles.

Groton-Dunstable Regional High School continues to achieve academic results consistent with the best high schools in the state. For the 2019 school year, Groton-Dunstable Regional High School ranked 10th in the state out of 347 public high schools based on the results of the MCAS English Language Arts and Mathematics testing. GDRHS remained among the best in other forms of testing as well, maintaining scores above state and national averages in Advanced Placement, ACT and SAT scores. We do not strive to simply be ranked highly by standardized test scores however. At GDRHS our students are actively involved in many things above and beyond academics with high participation rates in Athletics and co-curricular activities including music, art, theater, robotics, mock trial, and math team to name only a few. With over 50 active clubs and organizations, many of which are community and service based, GDRHS students are definitely working towards one of our core values... balance.

The staff at GDRHS continues to fine tune inclusive practices in order to meet the needs of all of our students. In 2019 we began a pilot course in grade 9. Open Honors English 9 is a new course in which students do not commit to a level of Honors or College Prep. Students in the class self-select the level they wish to pursue based on their own experience and goal setting during the class. Regardless of what level they choose to take, all students learn together in one classroom. Other disciplines in the school have adopted similar options in some classes including History, Tech & Engineering, and some arts courses. Based on the results of this course, we will consider whether or not to continue this opportunity or possibly expand it to other grade levels and subject areas.

Experiential learning opportunities in the form of travel continue to be offered through the efforts of staff at the high school. Service based experiences for students have been popular including volunteer opportunities at Give Kids the World Village in Kissimmee, FL and Camp Sunshine in Casco, ME. Students also participated in travel experiences to England, Spain and an exchange experience in Pfungstadt, Germany. More amazing experiences are being planned for the upcoming year.

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

Submitted by Ms. Kathi McColumn, Principal

### **2019 Highlights**

- We were fortunate this year to be able to add another integrated arts course for students: STEM. This course uses science - technology - engineering - math to look at the real world. Students focus on the engineering design process, which is a series of steps that guide engineering teams as they solve problems.
- A Best Buddies program for students grades 6-8 will begin during the 2019-2020 school year in order to foster friendships between students with disabilities and their typical peers

The Groton Dunstable Regional Middle School faculty has been very busy over the first half of the 2019-2020 school year!

**Curriculum Changes:** Over the course of the 2018-19 school year, a number of new curriculum changes were implemented. During this school year, we are fully engaged in these new curricula. For example, fifth grade math and science teachers are implementing Stemsscopes, joining grades 6-8 science teachers with this rich and engaging curriculum which is fully aligned to the 2016 Massachusetts Curriculum Framework for Science and Technology/Engineering. English Language Arts teachers have been immersed in the workshop environment, providing students with opportunities to make real world connections through reading, writing, speaking and listening. Students are exploring themes such as social justice and finding their voices through essays and other means of expression. Mathematics teachers are now in their fifth year of implementing the Eureka Mathematics program, with a focus on conceptual understanding and number sense. Teachers continue to utilize a number of instructional routines encouraging students to engage in mathematical discourse, employ flexible thinking, and focus on computational fluency. The Social Studies Department continues to design and implement a curriculum that aligns to the state's new History and Social Science Curriculum Framework. Fifth grade is refining social studies curriculum elements embedded into the Lucy Calkins literacy program used in English language arts classes. Sixth and seventh grade are implementing portions of the new Global Perspectives two-year curriculum. Eighth grade explored resources for the new civics curriculum and is navigating the curriculum adoption process.

**Writing Across the Curriculum:** Teachers in every discipline have continued where we started last year to implement opportunities for students to write. Many teachers are using a common language of CER, Claim - Evidence - Reasoning in their writing responses. This is a highly transferable skill to real life, learning how to express a respectful opinion, provide evidence and reasoning as to why the writer/speaker thinks this way.

**Integrated Arts:** We were fortunate this year to be able to add another integrated arts course for students: STEM. This course uses science - technology - engineering - math to look at the real world. Students focus on the engineering design process, which is a series of steps that guide engineering teams as they solve problems. The design process is iterative, meaning that students repeat the steps as many times as needed, making improvements along the way as they learn from failure and uncover new design possibilities to arrive at great solutions. In addition, we added some courses to younger grades, General Music and Communications to the 5th grade schedule and Study Skills and Digital Literacy to grade 6.

**Data, data and more data:** We continue as a faculty to pursue data analysis in many forms - standardized assessments, grades, class assessments, student writing, exit tickets and more. Review of data continually needs to generate responses to these questions: 1. Are there implications for instruction in class? 2. Are there implications for intervention and/or extension in class or during WIN? 3. How are we communicating progress to students; helping students set realistic goals?

**Para Educator Professional Development:** Our para educators have continued a series of training sessions this year care of our ELA and Math Supervisors, Counselors, Special Ed Team Chair, ABA, and Administration. Topics include Reading/Writing Workshop model, developing a Growth Mindset, Supporting students with Anxiety, Special Education, Behavior Intervention, and MCAS implementation.

**Professional Development:** During the 2019-2020 school year, teachers will have the opportunity to explore Responsive Classroom and Inclusive Communities. The Massachusetts Partnership for Youth conducted a faculty meeting on Helping the Traumatized Child at School. Teachers have also designed a series of personalized professional development sessions to explore and implement changes in their instruction in one of more of these areas: Universal Design for Learning (UDL), Curriculum Development, Data & Adjustments to Practice, Student Engagement, Social Emotional Learning, and Digital Technology Integration. The English Language Arts Department has had training with Teachers College in Reading/Writing Workshop and will be continuing professional learning through book clubs.

**Special Education:** The Special Education staff continues to participate in professional development opportunities focusing on data-driven decision making and specialized instruction. A Best Buddies program for students grades 6-8 will begin during the 2019-2020 school year in order to foster friendships between students with disabilities and their typical peers. Inclusive School Community: About one third of our teachers were trained in Responsive Classroom last year, we are working as a faculty to implement social emotional learning strategies across the school, using Responsive Classroom and other tools (which is a student-centered, social and emotional learning approach to teaching and discipline. It is comprised of a set of research, and evidence-based practices designed to create safe, joyful, and engaging classroom and school communities for both students and teachers). We are working toward designing developmentally appropriate social emotional instruction at each grade level. We are also embarking on a clear focus on building a more inclusive school community where all members of the community are valued and have a voice. All members of our school community continue to keep PRIDE in our sights: Positivity, Respect, Integrity, Determination and Empathy.

## **Florence Roche Elementary School**

Submitted by Mr. Brian O'Donoghue, Principal

### **2019 Highlights**

- We expanded our professional development to focus on supporting social and emotional learning throughout our school day
- Personalized professional development plans for teachers are directly connected to their professional practice goals and provide for choice in their own learning
- Implementation of the phonics Units of Study curriculum program in grades K-2
- An update to our previous half-day kindergarten program
- Set a plan for teachers to have time and a structure for reviewing student progress data

During the 2019 school year, we continued our work with social and emotional learning. Teachers worked with 2 different consultants during their Friday professional afternoons over the year. One focus was relationship building and creating classroom communities that are inclusive for all students. We had another consultant provide a workshop training on how to support specific students who are experiencing social and emotional challenges that are impeding success.

Teachers developed personalized learning plans through a process of self-assessment and reflection. These plans are connected to their professional practice goals that all educators are required to create as a part of the evaluation model. Teachers creatively use some of their Friday professional afternoons to research, collaborate with colleagues in the building as well as in the district. Additionally, there are teachers who have coordinated alternative site visits to broaden this experience.

We are currently using the Lucy Calkins Units of Study program for both of our reading and writing workshop models in grades K-4. This year, teachers in grades K-2 began the implementation of the phonics Units of Study program. This program fits with our current literacy instruction. We are excited to have a consistent word study program in our primary grade classrooms and expect to see positive results with our student performance over the next few years.

Our kindergarten model was revised this year. We now have 5 full-day kindergarten classrooms with half-day students integrated in each of these classrooms. The previous model was a single half-day classroom with morning and afternoon sessions. Half-day students transition home just before the full-day students have recess and lunch. This model provides for a full-day opportunity for anyone interested while maintaining a half-day option for those feeling this is the best fit for their child.

We are working toward the District goal of establishing a “data culture” at Florence Roche. Teachers spend time in grade levels each month to review current student performance data and plan for their instruction and intervention. Additionally, we review data from standardized assessments at regular intervals throughout the year to make decisions about curriculum and instruction.

Our School Improvement Plan goals are aligned with the District’s overarching goals. This year, we are focusing on community engagement. This has been an ongoing topic of discussion during our school council meetings. We are planning another Family Literacy Night to bring families in to school. We are also reviewing our volunteer opportunities in an effort to increase community engagement

## **Swallow Union Elementary School**

Submitted by Mr. Peter Myerson, Principal

### **2019 Highlights**

- Swallow Union was highlighted as a “School of Recognition” in the state of Massachusetts for “exceeding accountability targets,” from 2018-2019. This distinction was given to only 67 out of 1800 schools in the Commonwealth. This is the second year in a row that we have been recognized by the state for our high achievement on the MCAS.

During this year, we have continued to strengthen our daily WIN Block (What I Need). This time during the school day has been instrumental in assisting our students who need the extra instruction to grasp important grade level skills. We have also made it a priority this year to promote and analyze our student data on more of a regular basis. Once a month our grade levels work together to review their students' data and devise strategies that will enhance their instruction. Working together has given them the opportunity to gather different viewpoints and teaching strategies to meet our diverse learners.

This was also a busy year for curriculum adoption and expansion. We added two new programs that will enhance our ELA and Science curriculum. We implemented The Lucy Calkins Phonics Program for Grades K,1,2. In addition, our 3rd and 4th grades will be focused on utilizing Mystery Science to carry out our Science curriculum.

Currently, we have a School Improvement Plan that aligns with our district's overarching goals. We will continue to focus on: Community Outreach, Student Performance, and Resources, Infrastructure, and Educational Environment. We monitor these goals and develop action plans with the support from our staff and School Council.

## **Boutwell Early Childhood Center**

Submitted by Chrissy Conway, Director of Boutwell Early Childhood Center

### **2019 Highlights**

- Began assessing all students across domains using the Profile of Preschool Learning and Development Readiness (Pro-LADR)
- Staff participated in ongoing professional development with consultant, Allan Blume, to improve consistency of IEP development

In 2019, Boutwell continued to expand on implementation of the Pyramid Model, which provides preschool staff members with the tools to create supportive, culturally responsive environments. The Pyramid Model is a multi-tiered PBIS framework that uses systems-thinking and implementation science to promote evidence-based practices. A Pyramid Model coach has worked with teachers to enhance fidelity in their use of teaching practices. The PBIS Leadership team, which includes teachers, paraprofessionals and related service providers, reviewed program areas of strength and need, and began the revision process to create new Program Wide Expectations.

Boutwell teachers began assessing all students with the Profile of Preschool Learning & Developmental Readiness (ProLADR). The ProLADR is a multi-domain tool to help educator's measure growth and developmental needs, and includes Social/Emotional areas of development. The data is used to inform instruction, monitor student progress and guide professional development needs. ProLADR will be administered in the fall, winter and spring, and results will be incorporated into student progress reports provided to all families twice per school year.

# **REPORT OF THE GREATER LOWELL TECHNICAL HIGH SCHOOL DISTRICT 2019**

The Greater Lowell Technical High School Committee meets in the Administrative Office (Room 2260), 250 Pawtucket Boulevard, Tyngsboro, Massachusetts. Meetings are public and district residents are welcome to attend. School Committee and sub-committee meeting schedules, 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**

Paul E. Morin	Dracut-Exp.2020	Lee Gitschier	Lowell-Exp.2020
Matthew Sheehan	Dracut-Exp.2022	Curtis J. LeMay	Lowell-Exp.2020
Kempton P. Giggey	Dunstable-Exp.2022	George W. O'Hare	Lowell-Exp.2022
Fred Bahou	Lowell-Exp.2022	George A. Tatseos	Tyngsboro-Exp.2022

## **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**

- 62.8% high needs students, which is 15.2% higher than the state average of 47.6%.
- 43.2% economically disadvantaged students, which is 12% higher than the state average of 31.2%.
- 18.7% students with disabilities, which is .6% higher than the state average of 18.1%.

## **STUDENT SUCCESS INDICATORS**

- MCAS Exceeding, Meeting, and Partially Meeting Expectations of 91% in ELA, 90% in math.
- MCAS passing rate of 92% in science.
- MCAS Advanced/Proficient rate 67% in science.
- Graduation rate of 95.7%, which is 7.7% higher than the state average of 88.0%.
- Graduation rate of 86.6% for students with disabilities, which is 12.7% higher than the State average 73.9%.
- Dropout rate of .6%, which is more than three times lower than the state average of 1.8%.
- Retention rate of 0.9%, which is less than the state average of 1.2%.
- 39% of the Class of 2019 (198 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 23 diverse vocational technical programs organized into the following four occupational clusters: Construction Technology, Transportation/Manufacturing, Personal Services, and Technology. Each of the 23 programs is 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 2019 is 89%. To accommodate diverse schedules, both a daytime and an evening/weekends division are offered. The Placement Director reported that 92% of the graduates were placed in employment as of the fall of 2019. 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 573 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.

## **FINANCES**

### **Revenue**

	<b><u>2018/2019</u></b>
Excess and Deficiency	\$248,874
Other	\$324,914

### **Assessments**

Includes Minimum Contributions, Transportation, and Debt Service (Building Project)

Dracut	\$4,923,460
Dunstable	\$253,130
Lowell	\$8,631,440
Tyngsboro	<u>\$1,483,246</u>
Total	\$15,291,276

### **State Aid**

Chapter 70	\$27,075,900
Transportation	\$1,514,992
Total State Aid	<u>\$28,590.892</u>
<b>TOTAL REVENUE</b>	<b>\$44,455,956</b>

**Expenses:**

Operating	
Instruction	\$21,078,816
Plant	\$4,237,994
Fixed Charges	\$8,538,273
Administration	\$2,639,987
Other Services	\$5,971,962
Programs w/other Districts	\$217,927
OPEB	\$300,000
Debt Service (Building Project)	<u>\$1,470,996</u>
<b>TOTAL EXPENSES</b>	<b>\$44,455,956</b>

## **REPORT OF THE CONSERVATION COMMISSION 2019**

The Dunstable Conservation Commission meets on the second and fourth Monday of each month at the Town Hall, starting at 6:30pm. Meetings are open to the public.

The Conservation Commission serves the community as a state mandated regulatory agency, which enforces MGL Ch. 131 Section 40 (The Wetland Protection Act) 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, the following actions were taken in the calendar year 2019:

Abbreviated Notice of Resource Area	
Delineation (ANRAD) hearings/continuations	1
Notices of Intent hearings/continuations	2
Requests for Determination/continuations	3
Wetland Bylaw Hearing	1
Certificates of Compliance	5
Building Permits	8
Occupancy Permits	1
Site Visits	29
Demolition Permits	0
Enforcement Orders/Violations	0

The Commission would like to recognize the long time dedication of Jeff Haight who passed away in 2019. Jeff served the Town of Dunstable as a member of the Conservation Commission for over 32 years, holding the position as Chairman for the past 3 years. Jeff's commitment to the Town will live on through the many signs he made on our properties and pictures he took of Conservation lands used in grant applications and on the town website.

Members welcomed resident Marijan Andacic who joined the Conservation Commission in 2019.

In June of 2019, the Commission completed their purchase of a Conservation Restriction on Frye Field located off Pleasant Street. Voted at Town Meeting, the Town was reimbursed for the purchase by a state LAND grant of \$255,000, with an additional \$25,000 coming from the Conservation Land Fund, \$25,000 from the Town Forest Funds and \$120,000 of Community Preservation Act funds. In addition, the Dunstable Rural Land Trust donated money for the appraisal.

Kieran Meehan stayed on as the Conservation Commission's representative on the Community Preservation Committee.

Changes to the Wetland Bylaw were made at the May Annual Town Meeting. These changes included removing the word BORDERING from Section 1: Application of the current wetland

bylaw and adding definitions for a freshwater wetland and Vernal Pool as well as some “housekeeping” changes.

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

## **Useful Information**

Please note that dogs must be kept leashed at all times on Conservation Commission properties

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; please check their website at <http://www.mass.gov/dfwele/dfw/>

Questions sometimes arise with regard to the operation of motorized vehicles on Conservation property. 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,

Alan Chaney – Chair

Juan Amodei

Leah Basbanes

Kieran Meehan

Tara Alcorn

Marijan Andacic

Cheryl Mann-Administrative Assistant

Associate Member Bill Moeller

## REPORT OF THE PLANNING BOARD 2019

To the Citizens of the Town of Dunstable, this is the 2019 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 3rd 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 representative on the Community Preservation Committee.

Voters approved the following changes/additions to the Town of Dunstable’s Zoning Bylaw: ***Changes to the following sections: 3, 6.1, 6.7, 10, 12.2.2, 15.2.1, 20, 25, amending the Zoning Map, and rezoning Assessor’s parcels 7-48-0, 7-49-0 and 7-49-1***

***Adding new SECTION 31. ADULT ENTERTAINMENT FACILITIES BYLAW***

You can find the bylaw, in its entirety, on the Town of Dunstable’s website.

Member Joshua Kelly left the Planning Board in May 2019. The Board would like to thank him for his service to the Town. Jeffrey Pallis joined the Planning Board in May.

The Planning Board notes the following activities during 2019:

Plans not requiring subdivision approval	7	Building Permits signed	6
Definitive Hearings/continuations/mod.	0	Zoning Hearings	2
Scenic Road Hearings/continuations	0	Fee Schedule Hearing	1
Preliminary Meetings/continuations	0	Subdivision Approvals	0
Special Permit Hearings/continuations	2	Rules and Reg. Hearing	1

Respectfully Submitted,

Joan Simmons, Chair

Joe Vlcek, Vice Chair

George Basbanes, Clerk

Henry Fontaine, Member at large

Jeffrey Pallis, Member at large

Cheryl Mann, Administrative Assistant

## REPORT OF THE CULTURAL COUNCIL 2019

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, Nancy Curran, Consuelo Walker, Anne Fenochetti and Carlton Chin.  
The following is the annual report completed by the Dunstable Cultural Council for 2019-2020.

Council Name: Dunstable Cultural Council  
Date annual report completed: 1/8/2020

### LCC Account Form

Submitted on: 10/11/2019  
Municipal fiscal officer: Lisa Kelly  
Council representative: Claudia Novak

Account Balance Beginning of Period (7/1/2018):	\$3,896.48
State Revenue (FY2019 Allocation):	\$4,500.00
Other Revenues:	\$0.00
Total Revenues:	\$4,523.19
Total Expenditures:	\$4,980.40
Account Balance End of Period (6/30/2019):	\$3,439.27
Local Revenue/Interest in Account Balance:	\$0.00

## Amount Available for Granting

Account Balance End of Period (6/30/2019):	\$3,439.27
Total Expenditures from 7/1/2019 to 10/1/2019:	- \$2,225.00
Total Pending Expenditures (Encumbered funds):	- \$1,000.00
Additional Local Revenue/Interest 7/1/2019 to: N/A	+ \$0.00
Available Remaining Balance:	= \$214.27
Locally Raised Funds/Interest:	- \$0.00
Administrative Funds for 2020:	- \$114.27
FY2020 Allocation:	+ \$4,800
Amount Available for Granting in FY2020:	= \$4,900

Voting Meeting: 11/16/2019

Voting Meeting Attendance:

Anne Fenochetti	Present
Carlton Chin	Present
Claudia Novak	Present
Consuelo Walker	Present
Lisa Wright	Present
Nancy Curran	Present

**Denial Letter Postmark:** 12/19/2019

**Last date of Community  
Input:** 6/12/2019

**Total granted in FY2020 :** \$4,900

## **REPORT OF THE WATER COMMISSION 2019**

To the Water Users and Citizens of the Town of Dunstable, this is the 2019 Annual Report for the Dunstable Water Department (DWD). The Board would like to remind residents that you could learn more about the Water Department through our website at [www.dunstable-ma.gov/water-department](http://www.dunstable-ma.gov/water-department). In addition to our Rules and Regulations, forms, upcoming agendas and meeting minutes, there are additional links that should answer your questions and guide you in better understanding our system.

The Dunstable Water Department would like to thank Cheryl Mann for her prior years of service and hard work providing administrative support and expertise. The DWD would also like to specifically thank her for the wonderful support and training she supplied to her successor and for ongoing advice and support. The DWD is also proud to note that Karl Huber was the Water Board's representative on the Master Plan Committee. The Committee updated the Master Plan for the Town of Dunstable, which was approved and adopted in September of 2018.

Small Water System Services (SWSS) continues as the maintenance group that provides water operator services to the town. This year our Emergency Plan is being updated and the contingency support has also been put in place. The DWD along with the Town Administrator, the Department of Environmental Protection (DEP) and the engineering firm Wright-Pierce continue to work diligently on the Water Infrastructure Project which was approved by voters at the May 2019 Annual Town Meeting and funded by the subsequent ballot initiative. That project is proceeding in three phases. Phase 1, which was the Pleasant Street section of the plan, has been completed. Phase 2, which is the Main Street access road, is progressing on schedule, and Phase 3, the water tower part of the project, is on schedule to be completed in the spring.

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 monthly to late accounts. 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: [sbresnick@dunstable-ma.gov](mailto:sbresnick@dunstable-ma.gov)

Questions? Please feel free to contact us at 978-649-4514 ext. 249. Our office hours are: Monday through Thursday 8:00 am – 4:00 pm, Friday 9:00 am – 1:00 pm. The Water Board generally meets the 4th Tuesday of the month. The public is invited. Thank you for your continued support.



## **NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS 2019**

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 \$1,030 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, attainment of the Green Community designation, and implementation of the Master Plan. NMCOG also 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.nmcog.org](http://www.nmcog.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. NMCOG staff have also assisted the Town in updating its Master Plan which was finished and completed this year. In all the value that is provided to the Town through NMCOG is substantial and the Town looks forward to working with NMCOG again this upcoming year.

Respectfully submitted:  
James E. Tully, Councilor, Dunstable Board of Selectmen

## **REPORT OF THE PARKS & RECREATION COMMISSIONS 2019**

Dunstable maintains two boards dedicated to the maintenance of public park spaces and encouraging and facilitating recreational activities for the Town's residents. The Park Commission has served the town for 109 years. Park Commission primary responsibilities include landscaping and maintenance of the Town Common, Dunstable Fields located behind Swallow Union School, and Larter Family Memorial Field. These facilities include the recently installed playground, three baseball diamonds, one softball field, soccer fields, and the tennis courts.

The Recreation Commission facilitates athletic field scheduling and works with the Groton Dunstable Youth Soccer league and other organizations to promote athletic opportunities for Dunstable's youth and adults. Recreations also works to identify new recreational opportunities for the town's populace. Youth and adult tennis lessons were held at the town's tennis courts this summer.

The Park and Recreations Commissioners have been very active in 2019. The commissioners met monthly and worked on a variety of improvements for the town and are actively making plans for more improvements. Significant accomplishments in the past year include:

- Converted one baseball diamond at Larter Field to a softball field for league play next year using community preservation act funds
- Community preservation act funds secured for the replacement of four Larter Field dugout roofs
- Larter Field irrigation system upgrades, well maintenance, and pump cover modification as part of the ongoing facility maintenance and improvements
- The Swallow Union old playground area was re-landscaped, old equipment retired, and the unused snack shack was removed
- Received a new picnic table from Girl Scout Troop 86147 of Groton and placed at Larter Field

The Park Commissioners work with the Summer Concerts Committee to ensure the Town Common is prepared for the concert series.

The Commissioners would like to thank the Town staff and various committees and boards for supporting our core missions of maintenance of public park spaces and providing recreational activities and facilities for the town's people. The committees would like to thank and acknowledge Derek Bernard for his years of support as Recreations committee member.

Respectfully Submitted for Parks,  
David Greenwood, Chairperson  
Philip DeNyse  
Tiffany Naughton

Respectfully Submitted for Recreation,  
Tiffany Naughton, Chairperson  
Dawn Dorr  
Jeffery Hastings  
Brian Locapo  
James Tully

## **REPORT OF THE COMMUNITY PRESERVATION COMMITTEE 2019**

The Community Preservation Committee (CPC) 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 and must come under the heading of Historical Preservation, Affordable Housing, Conservation, Recreation, or Administrative.

The Town of Dunstable adopted the Community Preservation Act (CPA) in 2006. Funds are raised by the town through a 3% surcharge on local property taxes and are matched by the state up to 100%. The state match of 35.1% was received in November 2019, resulting in a deposit of \$96,183 into our CPA account. Due to the growing popularity of this program, the Legislature increased the statewide recording fees that provide revenue for the Community Preservation Trust Fund and in January, they finalized an additional \$20 million in Surplus Funding for CPA. We will receive an added \$68,931 from that distribution for a combined total of \$165,114 and a 60.3% match.

The following requests were submitted and approved for funding for FY 2019:

\$10,000 from the CPA Affordable Housing Reserve to fund preliminary design work for the road and water line for the MUD district. The design work will be used in a MassWorks Grant to upgrade the Pleasant Street water line for the use of the MUD. Requested by the Affordable Housing Committee.

\$25,000 from the CPA Affordable Housing Reserve for the perc testing, re-engineering, RFP consultation and the writing of the RFP, advertising costs, etc. for development of the MUD District. Requested by the Affordable Housing Committee.

\$25,000 from the CPA Undesignated Reserve to help fund a new track at the Groton Dunstable High School. Requested by the Groton Dunstable Regional School District.

\$17,000 from the CPA Undesignated Reserve to fund the conversion of a baseball field at Larter Field to a softball field. Requested by Parks and Recreation.

\$27,900 from the CPA Historic Reserve Fund for the town hall wooden façade restoration. Requested by the Board of Selectmen.

\$9,500 from the CPA Historic Reserve Fund for the town hall slate roof restoration. Requested by the Board of Selectmen.

\$4500 from the CPA Historic Reserve Fund for three signs and three posts to designate the Dunstable Historic Center District. Requested by the Historic Preservation Committee.

\$32,000 from: the CPA Open Space Reserve (\$15,000) and the CPA Undesignated Reserve (\$17,000) for dugout roof and structure repair at Larter Field. Requested by Parks and Recreation.

\$150,000 from the CPA Affordable Housing Reserve to be placed in the Affordable Housing Trust Fund to be used to acquire, create, preserve, or support community housing. Requested by the Affordable Housing Trust Fund Committee.

Administrative Funds may be voted by the CPC for Legal, Engineering, or Consulting Services without a Town Meeting vote. This fund is allocated at ATM and may consist of up to 5% of the CPA budget.

\$1,750 from the CPA Administrative Fund for continued membership to the Community Preservation Coalition that provides valuable assistance in navigating the many rules and regulations of the CPA.

\$100 from the CPA Administrative Fund for reimbursement of fees for attendees to a meeting of the Affordable Housing Institute.

Respectfully submitted,

Joan Simmons, Member at Large, Chair  
Catherine Irzyk, Member at Large, Secretary  
Susan Psaledakis, Member at Large  
Leah Basbanes, Board of Selectmen  
Alan Chaney, Affordable Housing Committee  
Carol Bacon, Historic Commission  
Tiffany Naughton, Parks Commission  
George Basbanes, Planning Board  
Kieran Meehan, Conservation Commission

## **REPORT OF THE ADVISORY BOARD 2019**

We were able to forge a balanced budget in fiscal year 2020 (this current budget year ending June 2020) by using some amount of Free Cash and working with the Groton-Dunstable Regional School District (GDRSD) to have them use some of their Excess & Deficiency (school version of Free Cash) to fund needed services at an acceptable level. The combined efforts of our Advisory Board and GDRSD's School Committee were notable as both boards stretched resources, evaluating budget against needs of town departments, and even restructuring contracts to create savings for the town. The balancing act of ever-increasing school needs and deferred maintenance on the municipal side has left Dunstable in a precarious position for the future. We have known for several years that this structure of using non-recurring funds (Free Cash, etc.) for the operating budget is not a sustainable model.

Working with the Town Administrator, Select Board, and GDRSD school committee, the Advisory Board has concluded that it's in the best long-term interest of the town to ask voters for a Proposition 2 ½ operating override going forward. The Advisory Board, Board of Selectmen, and GDRSD School Committee met in early March to discuss 2021 and years to come for both town and school budgets. The Town of Dunstable's boards voted in support of funding the school and municipal needs through a significant operation override.

We had planned to ask for this override for the upcoming fiscal year (FY21) starting in July 2020, but global events have us re-evaluating our options. The COVID-19 pandemic is causing global economic stress that must be factored in when formulating the town and GDRSD budgets. As we write this (mid-March), we are in a state-wide declared emergency where public meetings are prohibited, and we hope to meet again in early April to formally decide how to proceed.

The need for an operating override will not go away, the best case scenario is that we again cobble together an acceptable budget for the upcoming year to get us through this unprecedented global economic disruption.

Advisory Board

Bob Nelson, Chair  
Harold Simmons, Vice Chair  
Leo Tometich, Secretary  
Jacob Lewon  
Marie Gamache  
Kieran Meehan

# REPORT OF THE BOARD OF ASSESSORS 2019

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> Monday of each month at the Town Hall, 511 Main Street at 7:00pm.

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. 249.

## Board Members

Daniel Kennedy, Chairman  
Brett Rock  
Robert Ricardelli

## Office Staff

Victoria L. Tidman, Assistant Assessor  
Susan Bresnick, Administrative Assessor

## F/Y 2020 TAX LEVY COMPUTATIONS

Total amount to be raised	\$11,786,027.89
Total receipts and other revenue	\$ 2,135,073.95
Local tax levy	\$ 9,650,953.94

## F/Y 2020 TOTAL VALUATIONS BY CLASS

	<u>Parcels</u>	<u>Value</u>	<u>Levy %</u>	<u>Tax Dollars</u>
Residential	1323	\$ 555,770,140	96.9766	\$ 9,359,169.16
Commercial	6	4,647,083	.8109	\$ 78,256.88
Industrial	17	3,151,900	.5500	\$ 53,078.00
Personal Property	39	9,527,904	1.6625	\$ 160,449.90
Total:	1,385	\$ 573,097,027	100.0000	\$ 9,650,953.94

## F/Y 2020 TAX RATE \$16.84 PER THOUSAND, ALL CLASSES

### Levy Limit Components

F/Y 2017 BASE	8,773,072
Amended New Growth	5,965
+2.5%	219,476
Allowable Growth	139,356
Subtotal	9,137,869
Debt Exclusion	530,276
Max Levy	9,668,145

**TREASURER'S REPORT**  
**To the Selectmen & Citizens of the Town of Dunstable**  
**The Annual Report of the Treasurer for the Fiscal Year ending June 30, 2019**

**GENERAL ACCOUNT**

Cash on Deposit July 1, 2018	\$1,954,881.26	
Receipts During the Year	\$12,521,066.24	
Interest Earned	\$13,071.31	
Expenditures During the Year	-\$12,593,332.60	
Cash on Deposit June 30, 2019		\$1,895,686.21

**STABILIZATION FUND**

Cash on Deposit July 1, 2018	\$320,453.79	
Receipts During the Year		
Interest Earned	\$3,587.38	
Expenditures During the Year		
Cash on Deposit June 30, 2019		\$324,041.17

**CONSERVATION COMMISSION LAND FUND**

Cash on Deposit July 1, 2018	\$43,789.69	
Receipts During the Year	\$120.00	
Interest Earned	\$390.79	
Expenditures During the Year	-\$34,405.00	
Cash on Deposit June 30, 2019		\$9,895.48

**CONSERVATION COMMISSION TIMBER**

Cash on Deposit July 1, 2018	\$561.37	
Receipts During the Year		
Interest Earned	\$5.63	
Expenditures During the Year		
Cash on Deposit June 30, 2019		\$567.00

**SUBDIVISION ACCOUNTS**

Cash on Deposit July 1, 2018	\$5,640.51	
Receipts During the Year		
Interest Earned	\$5.65	
Expenditures During the Year		
Cash on Deposit June 30, 2019		\$5,646.16

**PERFORMANCE BONDS ACCOUNT**

Cash on Deposit July 1, 2018	\$238,509.21	
Receipts During the Year	\$105,000.00	
Interest Earned	\$160.48	
Expenditures During the Year	-\$120,246.03	
Cash on Deposit June 30, 2019		\$223,423.66

COMMUNITY PRESERVATION FUND

Cash on Deposit July 1, 2018	\$817,634.29	
Receipts During the Year	\$414,988.96	
Interest Earned	\$11,581.23	
Expenditures During the Year	-\$258,732.53	
Cash on Deposit June 30, 2019		\$985,471.95

CULTURAL COUNCIL FUND

Cash on Deposit July 1, 2018	\$3,897.08	
Receipts During the Year	\$4,500.00	
Interest Earned	\$23.19	
Expenditures During the Year	-\$4,980.40	
Cash on Deposit June 30, 2019		\$3,439.87

HIGHWAY STABILIZATION

Cash on Deposit July 1, 2018	\$10,233.45	
Receipts During the Year		
Interest Earned	\$114.55	
Expenditures During the Year		
Cash on Deposit June 30, 2019		\$10,348.00

WATER STABILIZATION

Cash on Deposit July 1, 2018	\$50,979.91	
Receipts During the Year		
Interest Earned	\$570.69	
Expenditures During the Year		
Cash on Deposit June 30, 2019		\$51,550.60

53G Accounts

Cash on Deposit July 1, 2018	\$17,727.32	
Receipts During the Year	\$22,503.38	
Interest Earned	\$19.62	
Expenditures During the Year	-\$20,070.89	
Cash on Deposit June 30, 2019		\$20,179.43

TAX TITLE ACCOUNT

\$0.00

WATER DEPARTMENT STOCK

AT & T and Comcast		
Value of Stocks on June 30, 2019		\$6,859.05

Respectfully Submitted  
Bonnie S. Ricardelli  
Treasurer



**TAX COLLECTOR'S REPORT**  
**To the Selectmen & Citizens of the Town of Dunstable**  
**The Annual Report of the Tax Collector for the Fiscal Year ending June 30, 2019**

Tax	Levy	Refund	Payment to Treasurer	Abatements Tax Title	Uncollected
Year 2019					
Real Estate	\$9,177,210.24	\$17,593.97	\$9,122,453.00	\$22,295.10	\$50,056.11
Personal Property	\$159,925.47	\$13.51	\$159,007.21	\$931.76	\$0.00
MV Excise	\$579,544.22	\$3,160.80	\$525,140.03	\$12,624.19	\$44,940.80
CPA	\$275,316.51		\$272,495.06	\$1,268.45	\$1,553.00
Year 2018					
Real Estate	\$90,419.26	\$7,648.68	\$68,428.35		\$29,639.59
Personal Property	\$42.46		\$42.46		\$0.00
MV Excise	\$106,513.67	\$7,143.34	\$94,479.64	\$8,840.15	\$10,337.22
CPA	\$2,287.00		\$1,445.29		\$841.71
Year 2017					
Real Estate	\$30,648.75		\$10,800.59		\$19,848.16
Personal Property	\$26.39		\$26.39		\$0.00
MV Excise	\$3,450.46	\$142.09	\$1,776.07	\$142.09	\$1,674.39
CPA	\$877.66		\$355.85		\$521.81
Year 2016					
Real Estate	\$17,591.42		\$7,989.10		\$9,602.32
MV Excise	\$2,190.42	\$707.80	\$617.08	\$707.80	\$1,573.34
CPA	\$479.16		\$191.09		\$288.07
Year 2015					
Real Estate	\$11,996.81		\$5,888.43		\$6,108.38
MV Excise	\$1,318.03		\$36.25		\$1,281.78
CPA	\$319.05		\$169.99		\$149.06
Year 2014					
Real Estate	\$4,683.70		\$0.00		\$4,683.70
MV Excise	\$238.13			\$238.13	\$0.00
CPA	\$140.52		\$0.00		\$140.52
Year 2013					
Real Estate	\$5,382.70		\$1,000.00		\$4,382.70
CPA	\$161.48		\$38.68		\$122.80
Year 2012					
Real Estate	\$227.43		\$227.43		\$0.00
Roll-Back Taxes	\$3,143.64		\$3,143.64		\$0.00
TOTAL TAXES	\$10,275,706.70				
DEMANDS AND	\$9,381.00				
OTHER COSTS					
INTEREST	\$25,018.96				
TOTAL PAID					
TOWN TREASURER	\$10,310,106.66				

Respectfully Submitted,  
Bonnie S. Ricardelli  
Collector of Taxes

**REPORT OF THE TOWN ACCOUNTANT**  
**To the Selectmen & Citizens of the Town of Dunstable**  
**The Annual Report of the Town Accountant for the Fiscal Year ending June 30, 2019**

This Section is Dedicated to



*Lorraine A. Leonard*

Lorraine Leonard, Dunstable's Town Accountant, passed away on August 31<sup>st</sup>, 2019 after a brief fight with pancreatic cancer at the age of 69. A native of Martha's Vineyard who later moved to Groton, MA. Lorraine began her career in municipal government working for the Groton Water Department. She later went on to serve as the Town Accountant in Ashby, MA, then Clinton, MA, then as the Finance Director for Harvard, MA where she formally retired. In accordance with her love for municipal finance, Lorraine took on Dunstable as her "retirement town." She served as Town Accountant from 2014 until her passing. Highly active in her communities Lorraine served on various boards and committees including the local retirement board, the Groton Finance Committee, the Dunstable Town Governance Committee, and others. She was also the 2011 President of the Massachusetts Municipal Auditors' & Accountants Association and a long time teacher in their annual school. Known by Town Accountants in every corner of the Commonwealth, she was peerless in her profession and unrivaled in her wit. She will be greatly missed by friends, family, and coworkers alike.

**BOARD OF  
SELECTMEN**  
Leah D. Basbanes  
Ronald J. Mikol  
James E. Tully

**CITY/TOWN OF DUNSTABLE, MASSACHUSETTS**  
**Combined Balance Sheet - All Fund Types and Account Groups**  
as of June 30, 2019  
(Unaudited)

	Governmental Fund Types			Proprietary Fund Type		Fiduciary Fund Types	Account Groups	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency			
<b><u>ASSETS</u></b>								
Cash and cash equivalents	1,305,455.22	1,409,360.16	132,238.52	43,580.78	1,017,480.43			3,908,115.11
Investments					500.00			500.00
Receivables:								
Personal property taxes								0.00
Real estate taxes	124,320.96	3,616.97						127,937.93
Deferred taxes								0.00
Allowance for abatements and exemptions	(56,263.75)							(56,263.75)
Special assessments								0.00
Tax liens								0.00
Tax foreclosures								0.00
Motor vehicle excise	59,807.53			6,806.58				59,807.53
Other excises								0.00
User fees								6,806.58
Utility liens added to taxes								0.00
Departmental								0.00
Other receivables								0.00
Due from other governments	26,380.00							26,380.00
Due to/from other funds								0.00
Working deposit								0.00
Prepays								0.00
Inventory								0.00
Fixed assets, net of accumulated depreciation							940,000.00	940,000.00
Amounts to be provided - payment of bonds								0.00
Amounts to be provided - vacation and sick leave								0.00
Total Assets	1,459,699.96	1,412,977.13	132,238.52	50,387.36	1,017,980.43		940,000.00	5,013,283.40
<b><u>LIABILITIES AND FUND EQUITY</u></b>								
Liabilities:								
Accounts payable	15,836.31			5,695.98	2,520.00			24,052.29
Warrants payable	209,173.60	3,429.63	63,847.41	20,144.66				296,595.30
Accrued payroll and withholdings	16,078.23							16,078.23
Accrued claims payable								0.00
IBNR								0.00
Other liabilities	469.93				248,531.80			469.93
Agency Funds								248,531.80
Deferred revenue:								
Real and personal property taxes	68,057.21	3,616.97						71,674.18
Deferred taxes								0.00
Prepaid taxes/fees								0.00
Special assessments								0.00
Tax liens								0.00



**TOWN OF DUNSTABLE**  
**STATEMENT OF REVENUE, BUDGET VS ACTUAL**  
**July 1, 2018 - June 30, 2019**

**GENERAL FUND**

**ACTUAL  
RECEIPTS**

**TAXES**

Personal Property Current	\$ 159,007.21
Personal Property Prior	23.92
Real Estate Current	9,104,859.03
Real Estate Prior	88,285.21
Rollback Taxes	3,143.64
Motor Vehicle Excise Current	523,048.54
Motor Vehicle Excise Prior	88,915.81
	<u>\$ 9,967,283.36</u>

**INTEREST**

Interest on Property Tax	22,184.49
Interest on Motor Vehicle	2,834.47
Interest on Investments	13,070.90
	<u>\$ 38,089.86</u>

**LICENSES & PERMITS**

Selectman Permit Revenue	5,000.00
Driveway Permits	700.00
Cable T V	494.50
Raffle Permits	30.00
Firearms Licenses	1,975.00
Fire Permits	7,494.00
Building Permits	57,439.80
Gas Permits	6,215.00
Plumbing Permits	4,865.00
Electrical Permits	9,980.00
Planning Board Special Permits	2,000.00
Common Victullar	75.00
Street Opening	1,500.00
Trash Hauling	250.00
Solid Waste Sticker	67,370.00
Solid Waste Recycling	55.13
Dog Licenses	3,051.00
	<u>\$ 168,494.43</u>

**FINES & VIOLATIONS**

Non Criminal Fines	2,500.00
Court Fines	548.00
Library Fines	3,048.00
	<u>\$ 3,048.00</u>

**GENERAL GOVERNMENT*****Selectmen***

Rental Income	100.00
Other Miscellaneous	380.07

***Tax Collector-Treasurer***

Demand Fees	9,406.00
R M V Surcharge	1,740.00
Municipal Lien Certificates	2,300.00

***Assessors******Town Clerk***

Certified Vitals	835.00
Business Certificates	320.00
Other Miscellaneous	101.25

***Planning Board***

Application Fees

***Board of Appeals***

Filing Fees	600.00
Hearings	900.00

\$ 16,682.32

**PUBLIC SAFETY*****Police Department***

Police Reports	-
R M V Violations	25,436.86
Sp. Duty Surcharge	9,908.80
Miscellaneous	2,838.59

\$ 38,184.25

**OTHER DEPARTMENTAL**

Board of Health	45.00
-----------------	-------

\$ 45.00

**STATE & FEDERAL RECEIPTS**

State Owned Land	43,738.00
Chapter 70 Education Aid	2,961.00
School Transportation Reimb.	1,497.000
Abate. for Elderly & Veterans	506.00
Unrestr. General Government Aid	254,310.00
Veteran's Benefits	9,392.00
Miscellaneous State Revenue	16,495.19
Federal Gas Tax Refund	3,818.00

\$ 332,717.19

**TOTAL REVENUES**

\$10,564,544.41

**TOWN OF DUNSTABLE**  
**SCHEDULE OF GENERAL FUND DEPARTMENTAL PAYMENTS**  
**JULY 1, 2018 - JUNE 30, 2019**

	ACTUAL	ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE)	
<b>GENERAL GOVERNMENT</b>					
unpaid bills		2530.32	2871.32	341	341.00
<b>TOWN ADMINISTRATOR</b>					
Salaries		58,914.46	58,914.46	67,825.00	8,910.54
Other Purchased Services	11.10		-		
Office Supplies	410.48		400.00		
Dues & Subscriptions	225.00		400.00		
Trainings & Meetings	329.00		2,000.00		
		975.58	975.58	2,800.00	1,824.42
<b>SELECTMEN</b>					
Salaries	1,200.00	1,200.00	1,800.00	1,800.00	
Energy	2,833.17		200.00		
Salary Encumbrance	-		75.90		
Professional & Technical	-		300.00		
Professional & Technical - Special Legal	11,123.65		14,500.00		
Communication	1,947.66		1,200.00		
Office Supplies	282.69		300.00		
In State Travel	-		100.00		
Dues and Memberships	531.00		900.00		
Dues and Memberships - No Midd C of G	5,780.84		5,800.00		
Stormwater Consulting Fees (STM10/14)	17,506.74		46,402.85		
		41,205.75	41,205.75	71,578.75	30,373.00
<b>FINANCE COMMITTEE</b>					
Dues & Memberships	-	150.00	150.00	150.00	150.00
Reserve Fund	-		23,617.86	23,617.86	23,617.86
<b>ACCOUNTANT</b>					
Salary	22,895.85		23,404.00		
Clerical	10,639.80		10,580.00		
		33,535.65	33,535.65	33,984.00	448.35
Professional Services	2,373.99		4,500.00		
Office Supplies	809.47		750.00		
In State Travel	209.68		600.00		
Annual Audit	14,000.00		14,000.00		
Dues and Memberships	95.00		150.00		
		17,488.14	17,488.14	20,000.00	2,511.86
<b>ASSESSORS</b>					
Salary	901.00		901.00		
Associate Assessor	29,754.14		29,754.00		
Clerical	13,337.28		14,295.00		
		43,992.42	43,992.42	44,950.00	
Professional Services	8,352.90		8,800.00		
Prof Serv - Prop Review Assessment	-		1,500.00		
Communication	122.90		125.00		
Office Supplies	690.62		900.00		
In State Travel	133.71		700.00		
Dues & Memberships	240.25		150.00		
		9,540.38		12,175.00	3,592.20
<b>TREASURER-TAX COLLECTOR</b>					
Salary	67,871.00		67,871.00		
Certification Stipend	1,000.00		1,000.00		
		68,871.00		68,871.00	0
Professional Services	13,753.04		15,230.00		
Communication	7,002.92		5,800.00		
Office Supplies	1,593.30		1,550.00		
In State Travel	218.37		247.00		

Dues & Memberships	100.00		50.00		
Other Charges	<u>63.57</u>		540.00		
		<b>22,731.20</b>		<b>23,417.00</b>	685.80
<b>LEGAL DEPARTMENT</b>					
Professional Services		<b>58,813.98</b>	<b>59,000.00</b>	<b>59,000.00</b>	186.02
<b>TOWN CLERK</b>					
Salary	34,831.00		34,831.00		
Temp Help Wages	343.00		600.00		
Certification Stipend	<u>1,000.00</u>		<u>1,000.00</u>		
		<b>36,174.00</b>		<b>36,431.00</b>	257.00
Professional Services	411.96		700.00		
Communication	763.53		300.00		
Office Supplies	294.66		500.00		
In State Travel	143.33		300.00		
Dues & Memberships	<u>60.00</u>		<u>150.00</u>		
		<b>1,673.48</b>		<b>1,950.00</b>	276.52
<b>DOG LICENSE PROGRAM</b>					
Communication	0		150.00		
Supplies	<u>307.37</u>		<u>500.00</u>		
		<b>307.37</b>		<b>650.00</b>	342.63
<b>ELECTION &amp; REGISTRATION</b>					
Election & Reg Stipends		<b>3,421.00</b>	<b>4,000.00</b>	<b>4,000.00</b>	579.00
Registrar Salary		<b>200.00</b>	<b>225.00</b>	<b>225.00</b>	25.00
Repair & Maintenance	-		500.00		
Professional Services	3,556.60		5,000.00		
Communication	152.48		4,000.00		
Other Supplies	<u>6,045.43</u>		<u>6,000.00</u>		
		<b>9,754.51</b>		<b>15,500.00</b>	5,745.49
<b>CONSERVATION COMMISSION</b>					
Clerical Wages		<b>17,793.75</b>	<b>18,612.00</b>	<b>18,612.00</b>	818.25
Professional Services	202.00		125.00		
Communication	76.35		175.00		
Office Supplies	72.49		225.00		
Other Supplies	513.60		200.00		
In State Travel	-		70.00		
Dues & Memberships	608.00		700.00		
Other Charges	<u>-</u>		<u>150.00</u>		
		<b>1,472.44</b>		<b>1,645.00</b>	172.56
<b>PLANNING BOARD</b>					
Clerical Wages		<b>18,243.71</b>	<b>18,612.00</b>	<b>18,612.00</b>	368.29
Professional Services	626.50		800.00		
Communication	25.37		225.00		
Office Supplies	548.46		390.97		
Market Analysis (Art. 10)	<u>125.00</u>	<b>1,325.33</b>	<u>125.00</u>	<b>1,540.97</b>	215.64
<b>BOARD OF APPEALS</b>					
Clerical Wages	-	-			-
Professional Services	1,177.88		1,000.00		
Office Supplies/Communication	<u>93.20</u>		<u>500.00</u>		
		<b>1,271.08</b>		<b>1,500.00</b>	228.92
<b>TOWN HALL</b>					
Clerical Wages	55,957.83		55,968.00		
Janitor/Recycler Wages	4,231.60		5,180.00		
		<b>60,189.43</b>		<b>61,148.00</b>	958.57
Energy	18,098.34		20,200.00		
Non-Energy Utilities	3,994.33		5,000.00		
Repair & Maintenance	8,188.60		9,000.00		
Other Property Related Services	8,623.74		6,500.00		
Professional Services	2,811.73		1,000.00		



Communication	6,203.38		4,500.00		
Office Supplies	1,878.89		2,500.00		
Custodial Supplies	839.52		500.00		
Repair Town Hall Furnace (Art. 10)	<u>-</u>		<u>1,503.60</u>		
		<b>50,638.53</b>		<b>50,703.60</b>	65.07
<b>TOWN REPORTS</b>	2,214.75		2,800.00		
Communication	354.56		300.00		
		<b>2,569.31</b>		<b>3,100.00</b>	530.69
<b>TOWN PLANNING ENGINEER</b>		<b>7,964.92</b>	<b>12000</b>	<b>12,000.00</b>	4,035.08
<b>TOWN PROPERTY - SPECIAL ARTICLES</b>					
P/S Complex	-		-		-
River St Survey	<b>9,975.00</b>		9,975.00	<b>9,975.00</b>	-
Town Hall A/C			10,658.45	<b>10,658.45</b>	
P/S Bldg Costs (Art. 8)	<b>2,595.52</b>		5,925.00	<b>5,925.00</b>	
P/S Bldg. Survey (Art. 9)	-		5,210.00	<b>5,210.00</b>	
<b>TOTAL GENERAL GOVERNMENT</b>		<b>12,570.52</b>		<b>31,768.45</b>	<b>19,197.93</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
Chief Salary	118,462.38		116,592.00		
Officer Wages	706,682.71		701,440.00		
Admin Assistant Wages	33,241.89		35,726.00		
Custodian Wages	4,066.40		4,200.00		
Patrolman Encumbrance	<u>20,005.96</u>		<u>20,005.96</u>		
	882,459.34	<b>882,459.34</b>		<b>877,963.96</b>	(4,495.38)
Energy	6,681.00		8,650.00		
Repair & Maintenance	1,516.92		3,000.00		
Cruiser Repairs and Maint.	6,297.59		8,000.00		
Radio Repair & Maintenance	8,312.50		8,250.00		
Other Property Related Services	13,723.27		2,800.00		
Professional & Technical	8,528.17		11,000.00		
Professional & Technical Encumbrance	3,375.00		3,375.00		
Tuition Reimbursement	-		2,700.00		
Communication	-		(8,000.00)		
Radio Communication	66,202.05		83,000.00		
Station Communication	3,028.52		3,500.00		
Other Services - Lock Up	2,173.92		1,600.00		
Office Supplies	2,183.23		3,500.00		
Vehicle Supplies	24,748.64		29,000.00		
Other Supplies	26,578.79		25,000.00		
Dues & Memberships	12,269.19		12,900.00		
New Cruiser Lease	36,476.85		37,000.00		
Police Toughbooks (5/18)	20,993.32		21,000.00		
Utility Vehicle (5/18)	<u>34,000.00</u>		<u>34,000.00</u>		
		<b>277,088.96</b>		<b>290,275.00</b>	13,186.04
<b>FIRE DEPARTMENT</b>					
Fire Chief Wages	84,156.80		84,167.00		
Fire Department Wages	42,634.00		42,438.50		
Fire Department Training Wages	<u>8,930.07</u>		<u>9,600.00</u>		
		<b>135,720.87</b>		<b>136,205.50</b>	484.63
Energy	4,520.62		4,200.00		
Repair & Maintenance	10,940.80		15,000.00		
Professional Services	25,327.94		24,100.00		
Communications	6,739.96		5,600.00		
Office Supplies	764.17		600.00		
Building & Equipment Maint. Supplies	8,147.41		3,000.00		
Vehicle Supplies	3,803.57		4,000.00		
Firefighting Supplies	4,139.91		7,000.00		
Other Training Supplies	868.92		6,000.00		
New Firefighting Equipment	19,488.83		20,000.00		
Dues & Membership	1,354.15		1,500.00		
Communications Equipment (Art. 3)	-		12,201.40		
Fire ATV (5/18)	<u>18,550.00</u>		<u>18,550.00</u>		
		<b>104,646.28</b>		<b>121,751.40</b>	17,105.12

<b>INSPECTORS</b>				
Building Inspector Salary	24,308.00	24,308.00	24,308.00	-
Building Inspector Part-Time Wages	4,248.00	4,602.00	4,602.00	354.00
Building Inspector Expense	840.77	1,500.00	1,500.00	659.23
Gas Inspector Salary	3,500.00	3,500.00	3,500.00	-
Plumbing Inspector Salary	3,500.00	3,500.00	3,500.00	-
Electrical Inspector Salary	12,000.00	12,000.00	12,000.00	-
<b>EMERGENCY MANAGEMENT</b>				
	2,619.36	6,000.00	6,000.00	3,380.64
<b>ANIMAL CONTROL/DOG OFFICER</b>				
	11,597.93	13,000.00	13,000.00	1,402.07
<b>TREE WARDEN</b>				
	18,964.88	19,150.00	19,150.00	185.12
<b>TOTAL PUBLIC SAFETY</b>		1,481,494.39	1,513,755.86	
<b>EDUCATION</b>				
G.D.R.S. District	6,111,526.00	6,111,526.00	6,111,526.00	-
G.D.R.S. District Debt	268,857.00	268,857.00	268,857.00	-
G.L.R.V.T.H.S.	217,764.00	222,452.00	222,452.00	4,688.00
G.L.R.V.T.H.S. Distric Debt	35,366.00	35,366.00	35,366.00	-
<b>TOTAL EDUCATION</b>		6,633,513.00	6,638,201.00	
<b>PUBLIC WORKS &amp; FACILITIES</b>				
<b>HIGHWAY DEPARTMENT</b>				
Wages Operations Staff	197,193.76	204,523.00		
Clerical Wages	16,635.28	18,951.00		
	213,829.04	223,474.00	9,644.96	
Energy	6,305.69	6,500.00		
Repair & Maintenance	21,774.16	31,540.00		
Paving Service	69,692.21	71,787.75		
BrushSigns& Line Paint	15,283.44	28,239.00		
Repair & Maintain Building	1,742.54	5,000.00		
Leases & Rentals	13,017.03	15,000.00		
Professional & Technical	3,946.25	2,500.00		
Communication	2,610.63	5,100.00		
Office Supplies	865.45	867.00		
Vehicular Supplies	17,734.56	25,700.00		
Public Works Supplies	7,617.42	5,457.00		
	160,589.38	197,690.75	37,101.37	
Higway Hot Box (5/18)	33,500.00	35,000.00		
Highway Truck (5/18)	-	1,833.25		
	33,500.00	36,833.25	3,333.25	
<b>Street Lights</b>				
	10,000.00	10,000.00	10,000.00	-
<b>Snow Removal</b>				
Wages	18,172.10	56,175.00		
Overtime	39,183.74	-		
Snow Removal Repair & Maintain	16,330.44	5,583.00		
Snow Removal Outside Plow Companies	37,084.00	25,583.00		
Snow Removal Vehicular Supplies	18,900.60	6,090.00		
Snow Removal Salt	84,501.09	171,454.00		
	214,171.97	264,885.00	50,713.03	
<b>TRANSFER TO WATER ENTERPRISE FUND</b>		36,000.00	36,000.00	
<b>TRANSFER STATION / LANDFILL</b>				
Transfer Station Wages	2,501.03	5,400.00	5,400.00	2,898.97
Landfill Expense	2,827.30	2,900.00		
Transfer Station Rentals and Leases	450.50	1,700.00		
Rubbish Removal	69,472.64	79,774.00		
Transfer Station Professional and Tech	-	4,500.00		

Transfer Station Other Purchases	3,711.47		8,200.00		
Transfer Station Other Supplies	<u>2,250.00</u>		<u>2,400.00</u>		
		<b>78,711.91</b>		<b>99,474.00</b>	20,762.09
<b>CEMETERY DEPARTMENT</b>					
Wages		<b>11,500.00</b>	<b>11,500.00</b>	<b>11,500.00</b>	-
Water	577.89		1,500.00		
Other Property Related Services	3,711.66		600.00		
Repair & Maintenance Service	914.26		2,000.00		
Building & Equipment Repair	58.92		1,000.00		
Other Supplies	308.74		1,100.00		
Groundskeeping Supplies	<u>146.54</u>		<u>600.00</u>		
		<b>5,718.01</b>		<b>6,800.00</b>	1,081.99
<b>TOTAL PUBLIC WORKS</b>			<b>766,521.34</b>	<b>856,057.00</b>	
<b>HUMAN SERVICES</b>					
<b>BOARD OF HEALTH</b>					
Clerical Wages		<b>9,607.92</b>	12,642.00	<b>12,642.00</b>	3,034.08
Rentals & Leases	-		1,700.00		
Communication	648.51		400.00		
Office Supplies	75.89		400.00		
Dues & Memberships	<u>150.00</u>		<u>400.00</u>		
		<b>874.40</b>		<b>2,900.00</b>	
Nashoba Assessment		<b>8,177.08</b>	<b>8,200.00</b>	<b>8,200.00</b>	
Nashoba Nursing		<b>3,731.60</b>	<b>3,800.00</b>	<b>3,800.00</b>	
Mental Health Assessment		-	<b>400.00</b>	<b>400.00</b>	
TADS Program		<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	-
			<b>14,783.08</b>		2,516.92
<b>COUNCIL ON AGING</b>					
Wages		<b>8,563.80</b>	10,500.00	<b>10,500.00</b>	1,936.20
COA Bus	4,636.70		8,000.00		
Office Supplies	32.48		250.00		
Food Service Supplies	4,984.03		3,100.00		
In State Travel	908.98		750.00		
Dues and Memberships	<u>245.00</u>		<u>400.00</u>		
		<b>10,807.19</b>		<b>12,500.00</b>	1,692.81
<b>VETERANS SERVICES</b>					
Salary		<b>5,579.00</b>	5,579.00	<b>5,579.00</b>	-
Professional & Technical	40.50		700.00		
Communication	1,849.80		1,632.00		
Office Supplies	130.57		800.00		
Other Supplies	488.80		400.00		
Food Services	-		400.00		
In State Travel	-		100.00		
Dues & Memberships	50.00		60.00		
Veteran's Benefits	<u>12,846.46</u>		<u>30,000.00</u>		
		<b>15,406.13</b>		<b>34,092.00</b>	18,685.87
Veteran's Benefits Fund		-			-
<b>TOTAL HUMAN SERVICES</b>			<b>64,747.12</b>	<b>92,613.00</b>	
<b>CULTURE &amp; RECREATION</b>					
<b>LIBRARY</b>					
Wages		<b>105,919.19</b>	106,205.00	<b>106,205.00</b>	285.81
Energy	21,562.88		17,542.07		
Water	281.00		500.00		
Repair & Maintenance	1,006.88		3,000.00		
Other Property Related Services	3,912.08		2,500.00		
Communication	547.00		-		
Office Supplies	2,022.52		1,300.00		
Other Supplies Collection Materials	31,140.71		35,667.00		
Professional & Technical	36.00		-		

Library Article 8 FY16 STM Design/Rep Egres	-	2,040.00		
	60,509.07		62,549.07	2,040.00
<b>MVL Consortium Dues</b>	<b>13,300.00</b>	<b>13,300.00</b>	<b>13,300.00</b>	-
<b>TECHNOLOGY</b>	<b>26,309.30</b>	<b>27,200.00</b>	<b>27,200.00</b>	890.70
<b>RECREATION COMMISSION</b>				
Other Purchased Services	6,399.17	6,400.00	6,400.00	0.83
<b>PARKS DEPARTMENT</b>				
Energy	3,300.46	2,000.00		
Other Property Related Services	44,464.54	46,000.00		
Other Services	6,235.00	6,000.00		
	54,000.00		54,000.00	-
<b>MEMORIAL DAY</b>	<b>700.00</b>	<b>700.00</b>	<b>700.00</b>	-
<b>TOTAL CULTURAL &amp; RECREATION</b>		<b>267,136.73</b>	<b>270,354.07</b>	
<b>DEBT SERVICE</b>				
Long Term Debt	160,000.00	160,000.00	160,000.00	-
Long Term Interest	21,120.00	21,120.00	21,120.00	-
Temporary Loan Interest	8,302.05	8,342.14	8,342.14	40.09
<b>TOTAL DEBT SERVICE</b>		<b>189,422.05</b>	<b>189,462.14</b>	
<b>INSURANCE &amp; BENEFITS</b>				
County Retirement	219,591.00	219,591.00	219,591.00	-
Insurances:				
Group Health Insurance	229,035.14	256,999.94	256,999.94	27,964.80
Medicare Town Share	27,256.04	26,605.00	26,605.00	(651.04)
Liability (Buildings, Vehicles, Workers)	91,053.00	92,000.00	92,000.00	947.00
<b>TOTAL INSURANCE &amp; BENEFITS</b>		<b>566,935.18</b>	<b>595,195.94</b>	
State Assessment	3,293.00	3,293.00	-	(3,293.00)
<b>TOTAL GENERAL FUND DEPARTMENTAL PAYMENTS</b>	<b>10,557,231.07</b>	<b>10,882,264.96</b>		<b>325,033.89</b>
unemp	5,383.02	5,383.02		
tran cap pro	139,000.00	139,000.00		
	<b>10,701,614.09</b>	<b>11,026,647.98</b>		

**Town of Dunstable**  
**STATEMENT OF CHANGE IN FUND BALANCE - SPECIAL REVENUE FUNDS**  
**JULY 1, 2018 - JUNE 30, 2019**

ACCOUNT NUMBER		BALANCE <u>6/30/2018</u>	<u>RECEIPTS</u>	<u>TRANS.</u>	EXPENDED <u>PAYROLL</u>	EXPENDED <u>OTHER</u>	BALANCE <u>6/30/2019</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	10,706.49	4,313.65			13,426.12	1,594.02
2022-01-161-3280-0000-000	Extended Polling Hours State Grant	8,293.74	1,133.50				9,427.24
2150-10-210-3560-0000-000	Police Special Duty	5,574.16	107,773.44		111,062.84		2,284.76
2260-00-000-3590-0000-000	Permit Fee Revolving	390.00	4,570.00			4,310.00	650.00
2265-10-175-3590-0000-000	ANR Revolving	275.83	1,945.00			1,852.04	368.79
2280-10-171-3560-0000-000	Wetland By-Law Fees	1,350.00	225.00	(1,575.00)			-
2320-00-000-0000-0000-000	Res Res 91 River St	-	200,965.12			482.56	200,482.56
2390-12-422-3520-0000-000	Hwy Chapter 90 Improvement Grant	2,198.53	82,950.56		1,110.06	81,123.34	2,915.69
2440-10-491-3280-0000-000	Cemetery Revolving Fund	157.26	9,272.26		6,430.47	2,999.05	0.00
2470-10-631-3560-0000-000	Town Recreation Revolving Fund	26,173.45	1,400.00				27,573.45
2475-10-210-3560-0000-000	Law Enforcement Revolving	3,278.77					3,278.77
2480-10-541-3560-0000-000	COA Transportation Revolving Fund	3,743.10					3,743.10
2600-13-122-3560-0000-000	Butterfield Relief/Poor	12,430.64					12,430.64
2602-13-491-3560-0000-003	Butterfield Cemetery Fund	17,736.08					17,736.08
2603-13-491-3560-0000-004	Cemetery Gifts & Donations	480.00					480.00
2604-13-491-3560-0000-005	Cemetery Setting of Stone	505.00					505.00
2605-13-541-3560-0000-002	Elder Affairs Donations	7,451.20					7,451.20
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	79.04					79.04
2611-13-610-3560-0000-008	Library Germaine Crawford	681.84					681.84
2612-13-610-3560-0000-009	Library Lloyd Barnes Mem.	141.00					141.00
2613-13-630-3560-0000-000	Recreation Music Fund	-					-
2614-13-631-3560-0000-000	Dunstable Road Race Donations	316.12					316.12
2615-13-699-3560-0000-000	Cultural Council Grant	6,146.48					6,146.48
2616-13-699-3560-0000-001	Cultural Council Fundraiser	133.20					133.20
2617-13-693-3560-0000-000	Summer Concert Donations	14,454.40					14,454.40
2618-13-610-3560-0000-003	Library Trustee Account	17,202.99					17,202.99
2623-13-610-3560-0000-028	Library Helen Kennedy Mem	17,171.95					17,171.95
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	95.00					95.00
2629-13-692-3560-0000-000	Memorial Day Donation	1,141.80					1,141.80
2630-13-000-3280-0000-000	Korean/Vietnam Memorial Donatio	17.67					17.67
2631-13-000-3280-0000-000	Flag Donations	714.74					714.74
2636-02-210-3560-0000-000	Police Donations	-					-
2661-10-171-3560-0000-000	Conservation Wetland Act	15,730.65					15,730.65
2662-20-171-3300-0000-000	Town Forest Timber	36,944.10					36,944.10
2782-11-422-3510-2009-000	FEMA Ice Storm Grant	-					-
2787-12-220-3510-0000-000	FEMA Fire Grant						
2800-12-541-3520-0000-000	Elder Affairs Grant	98.98			6,106.00		(6,007.02)
2801-12-541-3520-0000-001	Elder Affairs Pharmacy	163.61					163.61
2802-12-610-3520-0000-001	Library Incentive Grant	0.86					0.86
2803-12-610-3520-0000-002	Library Equal. Grant	43.86					43.86
2804-12-610-3520-0000-000	Library NR Circulation Grant	949.63					949.63
2815-00-000-3590-0000-000	Community Compact Grant	3,279.96					3,279.96
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	1,818.00			45.00		1,773.00
2833-12-220-3280-0000-000	Fire Senior SAFE Grant	2,115.00			2,028.00		87.00
2840-12-291-3520-2009-000	Emergency Management Grant	2,283.90					2,283.90
		<b>250,138.30</b>	<b>414,548.53</b>	<b>(1,575.00)</b>	<b>126,782.37</b>	<b>104,193.11</b>	<b>437,730.35</b>

					6/30/2019
	Highway Truck	Water System Engineering	Main Street Engineering	Salt Shed	TOTAL CAPITAL PROJECTS
Revenue		-		18,000.00	18,000.00
Expenditures	-	160,469.36	32,342.19	-	192,811.55
Surplus/Deficit	(164,000.00)	(160,469.36)	(32,342.19)	18,000.00	(174,811.55)
Tranfers In	33,000.00	38,000.00	-	-	71,000.00
Tranfers Out					-
Change in Fund Balance	(131,000.00)	(122,469.36)	(32,342.19)	18,000.00	(267,811.55)
Beg Fund Balance	-	(36,223.52)	(28,771.61)	(124,959.91)	(189,955.04)
Change in Fund Balance	(131,000.00)	(122,469.36)	(32,342.19)	20,000.00	(265,811.55)
End Fund Balance	131,000.00	122,469.36	(13,173.24)	144,312.91	253,609.03
Cash	1,000.00	(6,692.88)	99,966.20	40.09	94,313.41
<b>TOTAL ASSETS</b>	<b>1,000.00</b>	<b>(6,692.88)</b>	<b>99,966.20</b>	<b>40.09</b>	<b>94,313.41</b>
Bond Anticipation Note	(132,000.00)	(152,000.00)	(50,000.00)	(107,000.00)	(441,000.00)
<b>TOTAL LIABILITIES</b>	<b>(132,000.00)</b>	<b>(152,000.00)</b>	<b>(50,000.00)</b>	<b>(107,000.00)</b>	<b>(441,000.00)</b>
Undesigned Fund Balance	132,000.00	158,692.00	50,000.00	107,000.00	447,692.00
<b>TOTAL FUND BALANCE</b>	<b>132,000.00</b>	<b>158,692.00</b>	<b>50,000.00</b>	<b>107,000.00</b>	<b>447,692.00</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>-</b>	<b>6,692.00</b>	<b>-</b>	<b>-</b>	<b>6,692.00</b>

**TOWN OF DUNSTABLE  
WATER ENTERPRISE FUND  
JULY 1, 2018 - JUNE 30, 2019**

	<b>Budget</b>	<b>Actual</b>
<b>Fund Balance as of July 1, 2018</b>		
Reserve for Encumbrances		
Reserve for Continuing Appropriations		51,490.45
Unreserved Retained Earnings/(Deficit)		
		51,490.45
<b>Receipts:</b>		
User Charges		86,877.17
Special Assessments		
Interest on Charges		930.55
Connection Fees		1,025.00
Interest on Investment		158.78
		- 0.00
Intergovernmental( Budgeted Transfer)		36,000.00
		176,481.95
<b>Expended:</b>		
Wages	15,500.00	13,068.56
Energy	9,800.00	9,694.99
Repair & Maintenance	6,000.00	6,000.00
Rentals	-	
Training	500.00	500.00
Professional Services	82,000.00	117,601.33
Communication	200.00	438.00
Office Supplies	500.00	496.13
Building & Equip/Maint Supplies	-	
Public Works Supplies	7,000.00	9,678.13
Intergovernmental( Budgeted Transfer)	6,700.00	84.67
Dues & Memberships	200.00	230.00
0	-	-
Special Projects, Capital Asset Repair	36,000.00	950.00
	<b>164,400.00</b>	<b>- 158,741.81</b>
<b>Other Financing Uses-Intergovernmental</b>		
		<b>17,740.14</b>

**Fund Balances as of June 30, 2019:**

Reserve for Encumbrances	0.00
Reserve for Continuing Appropriations	
Unreserved Retained Earnings/(Deficit)	<u>17,740.14</u>
	<u><b>17,740.14</b></u>

**TOWN OF DUNSTABLE  
COMBINED BALANCE SHEET - ENTERPRISE FUNDS  
JUNE 30, 2019**

	<b>WATER ENTERPRISE FUND</b>
	<hr/>
Cash	43,580.78
Water User Charges Receivable	6,806.58
	<hr/>
<b>TOTAL ASSETS</b>	<b><u>50,387.36</u></b>
	<hr/>
Warrants Payable	25,840.64
Accrued Payroll	
Deferred Revenue	6,806.58
	<hr/>
<b>TOTAL LIABILITIES</b>	<b><u>32,647.22</u></b>
	<hr/>
Reserved for Encumbrances	
Reserved for Expenditures	
Reserved for Continuing Appropriations	
Retained Earnings	17,740.14
	<hr/>
<b>TOTAL FUND EQUITY</b>	<b><u>17,740.14</u></b>
	<hr/>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b><u>50,387.36</u></b>



**TOWN OF DUNSTABLE**  
**EXPENDABLE TRUST FUNDS - CHANGES IN FUND BALANCE**  
**June 30, 2019**

<u>Account #</u>		<u>BALANCE</u> <u>7/1/2018</u>	<u>INCOME</u>	<u>TRANSFERS</u>	<u>EXPENDED</u>	<u>BALANCE</u> <u>6/30/2019</u>
2500-40-000-3300-0000-021	Stabilization Fund	320,453.79	3,587.38			324,041.17
2501-40-422-3300-0000-000	Highway Stabilization Fund	10,233.45	114.55			10,348.00
2502-40-450-3300-0000-000	Water Stabilization Fund	50,979.91	570.69			51,550.60
2619-13-171-3560-0000-019	Conservation Timber	561.37	5.63			567.00
2620-13-171-3560-0000-019	Conservation Land Fund	43,789.69	510.79		35,805.00	8,495.48
2621-13-610-3560-0000-022	James McKenna Memorial	4,841.49	78.97		300.00	4,620.46
2622-13-610-3560-0000-026	Majorie Olney Library	6,950.47	120.73			7,071.20
5300-04-491-3590-0000-000	Cemetery Perpetual Care	22,445.22	3,159.13			25,604.35
5301-04-491-3590-0000-001	H C Proctor Cemetery Chapel	27,613.94	479.64			28,093.58
5302-06-610-3590-0000-000	Asa T Butterfield Library	144.89	370.75		606.00	(90.36)
5304-04-491-3590-0000-006	E D & May Swallow Cemetery	981.69	38.76			1,020.45
5305-06-610-3590-0000-007	Ellen Kendall Library	1.73	0.88			2.61
5306-06-610-3590-0000-008	E R Bennett Grounds	921.41	24.70			946.11
5307-04-491-3590-0000-009	Fred Fletcher Cemetery	36.04	91.28			127.32
5308-04-491-3590-0000-011	Meeting House Hill Cemetery	2,585.02	69.22			2,654.24
5309-06-610-3590-0000-012	Owen Parkhurst	1,224.92	19.53			1,244.45
5310-04-491-3590-0000-013	Rideout Cemetery P C	738.42	19.79			758.21
5311-01-192-3590-0000-014	S A Parkhurst Roby Bldg Fund	57.30	35.74			93.04
5312-04-420-3590-0000-015	Sarah A Roby Highway Fund	4,891.94	102.34			4,994.28
5313-06-610-3590-0000-017	S A Parkhurst Free Lecture	2,038.02	122.24			2,160.26
5314-06-610-3590-0000-018	C & H Grasse Trust	228.88	177.67			406.55
8200-00-000-3590-0000-000	Unemployment Comp Fund	15,343.22	141.98		15,206.44	278.76
8509-00-000-3590-0000-000	Toby Scholarship Donations	162,027.63	1,813.83			163,841.46
8510-00-000-3010-0000-023	Scholarship Donations	399.94	6.94			406.88
8511-00-000-3010-0000-024	Educational Donations	1,044.70	18.15			1,062.85
8512-00-000-3010-0000-025	Senior Donations	2,778.74	48.27			2,827.01
8513-00-000-3590-0000-016	S A Parkhurst Charity	3,894.37	149.65		700.00	3,344.02
8514-00-000-3590-0000-010	H C Proctor Charity	1,314.63	104.48			1,419.11
<b>TOTAL EXPENDABLE</b>		<u>688,522.82</u>	<u>3,835.84</u>	<u>-</u>	<u>16,512.44</u>	<u>647,889.09</u>

**TOWN OF DUNSTABLE**  
**BALANCE SHEET - TRUST FUNDS**  
June 30, 2019

<b>ASSETS</b>	<b>NON-EXPENDABLE</b>	<b>EXPENDABLE</b>	<b>TOTAL</b>
Cash	118,539.54	741,553.98	860,093.52
Investment - Stock	500.00	-	500.00
<b>TOTAL ASSETS</b>	<u>119,039.54</u>	<u>741,553.98</u>	<u>860,593.52</u>
<b>LIABILITIES</b>			
Warrants Payable	-	-	-
<b>TOTAL LIABILITIES</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCES</b>			
Harriett C Proctor Chapel		28,093.58	28,093.58
Asa T. Butterfield Library	21,200.00	(90.36)	21,109.64
Cemetery Perpetual Care	62,456.00	25,604.35	88,060.35
E D & May Swallow Cemetery	1,000.00	1,020.45	2,020.45
Ellen Kendall Library Fund	50.00	2.61	52.61
E R Bennett Public Grounds	500.00	94,611.00	95,111.00
Fred Fletcher Cemetery Fund	2,532.54	127.32	2,659.86
Meeting House Hill Cemetery	1,400.00	2,654.24	4,054.24
Owen Parkhurst Library Fund	1,000.00	1,244.45	2,244.45
Rideout Cemetery PC	401.00	758.21	1,159.21
Sarah Parkhurst Roby Bldg.	2,000.00	93.04	2,093.04
Sarah Roby Highway Fund	1,000.00	4,994.28	5,994.28
Sarah Parkhurst Free Lecture	5,000.00	2,160.26	7,160.26
Charles & Hazel Grasse Trust	10,000.00	406.55	10,406.55
Marietta Parkhurst Water	500.00		500.00
Conservation Timber Fund		567.00	567.00
Conservation Land Fund		8,495.48	8,495.48
James McKenna Memorial		4,620.46	4,620.46
Majorie Olney Library		7,071.20	7,071.20
Stabilizaion Fund		324,041.17	324,041.17
Stabilizaion Fund - Highway		10,348.00	10,348.00
Stablization Fund - Water		51,550.60	51,550.60
Unemployment Comp Fund		278.76	278.76
Toby Scholarship Donation		163,841.46	163,841.46
Scholarship Fund		406.88	406.88
Educational Fund		1,062.85	1,062.85
Senior Fund		2,827.01	2,827.01
Sarah Parkhurst Charity	5,000.00	3,344.02	8,344.02
Harriet C Proctor Charity	5,000.00	1,419.11	6,419.11
<b>TOTAL FUND BALANCE</b>	<u>119,039.54</u>	<u>741,553.98</u>	<u>860,593.52</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u>119,039.54</u>	<u>741,553.98</u>	<u>860,593.52</u>

**TOWN OF DUNSTABLE**  
**STATEMENT OF LONG TERM DEBT GROUP OF ACCOUNTS**  
**June 30, 2019**

	<i><b>Original Loan</b></i>	<b><u>Balance</u></b> <b><u>07/01/18</u></b>	<b><u>Retirements</u></b>	<b><u>Balance</u></b> <b><u>06/30/19</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	300,000.00	(75,000.00)	225,000.00
<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	27,000.00	(7,000.00)	20,000.00
<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	313,000.00	(78,000.00)	235,000.00
<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	780,000.00	(80,000.00)	700,000.00
<b>TOTAL:</b>		<b><u>1,420,000.00</u></b>	<b><u>(240,000.00)</u></b>	<b><u>1,180,000.00</u></b>