COMMUNITY PRESERVATION COMMISSION
TOWN HALL, DUNSTABLE, MA.

3/12.2026

MEETING CALLED TO ORDER BY JOAN SIMMONS AT 6:05 PM

PRESENT: Joan Simmons, Jean Haight, Carol Bacon, Alan Starbird, Leah Basbanes, Catherine Irzyk. **Absent:** Alan Chaney. Jon Hughes, Tiffany Naughton **Guests:** Jason Silva, Bill and Susan Psaledakis.

ORDER OF BUSINESS:
MEETING MINUTES The Meeting Minutes of 2/5/2026 have been reviewed and were accepted by unanimous vote.

COST ALLOCATION POLIICY FOR ENTERPRISE FUNDS, REVOLVING FUNDS, AND COMMUNITY PRESERVATION ACT (CPA).

The purpose of this policy is to establish a clear, consistent, and legally compliant framework for allocating direct and indirect municipal costs to the Town's Enterprise funds, Revolving Funds, and Community Preservation Act (CPA) funds. As it relates to CPA funds, funds may be charged only for administrative and operating costs that are directly related to the administration of the CPA program. Total CPA administrative and operating costs shall not exceed five percent of annual CPA revenues, exclusive of state matching funds. CPA funds shall not be used to support general municipal operations or overhead. **This policy will take effect upon adoption by the Select Board of the Town of Dunstable and shall remain in effect unless amended or rescinded.**

MOTION: Leah made the motion and Jean seconded to adopt the policy of funds to be taken from the Administration fund as stated in the Cost Allocation Policy for Enterprise funds, Revolving funds, and CPA funds. The vote was unanimous.

MOTION: Carol made the motion and seconded by Leah, to allot $9,181.82 to be taken from the CPA Administration fund for administrative purposes upon adoption of the policy by the Town Select Board.

CEMETERY COMMISSION

The Historic Commission supports the restoration and painting of the fence at the Central Cemetery as well as the restoration of the fieldstone wall at the Rideout Cemetery. The estimate from Villa Painting makes no mention of the cost of replacing any wooden sections needing to be replaced. Susan will follow up with the bids for any wood replacement and painting.

PROJECT REVIEW.

Jason stated the following projects are in process: Bid in response of the RFP issued for The Town Center Loop project are currently being reviewed and a contract should be in place by April. The Town Hall HVAC project should be starting in April. The following projects are out for bids: Town Hall Chimney, and the baseball field. The Library HVAC has been approved in the Mass. State budget for $75,000 and National Grid will be involved in the project.
There being no further business the meeting adjourned at 7:10 PM.

Respectfully Submitted, Catherine Irzyk