SELECT BOARD MEETING

Town of Dunstable

JANUARY 29, 2025

DUNSTABLE TOWN HALL
511 Main Street | Dunstable, MA

OFFICE OF THE SELECT BOARD
TOWN OF DUNSTABLE
511 Main Street Dunstable, MA 01827
(978) 649-4514 | select-board@dunstable-ma.gov

NOTICE OF A PUBLIC MEETING POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §18 – 25

BOARD/COMMITTEE/COMMISSION: Select Board
SUBMITTED TO TOWN CLERK: January 24, 2025 11am
MEETING DATE: January 29, 2025
MEETING TIME: 5:00 PM
LOCATION: Town Hall - Upper Level

Topics the Chair Reasonably Anticipates will or could be Discussed:

Note: All topic placements are estimated and may vary *tremendously* from projections

SCHEDULED AGENDA ITEMS

1.	Call to Order
2.	Public Comment
3.	FY26 Preliminary Budget Presentation and Discussion
4.	Approval of Meeting Minutes from January 8, 2025*
5.	Appointment: Bonnie Ricardelli as Interim Treasurer/Collector*
6.	6pm: NMCOG Presentation: At Home in Greater Lowell
7.	Architectural Services Contract: Library and Bandstand Improvements*
8.	Textile Bin Relocation*
9.	Building Improvement Contract: Police Station Window and Door Replacement*
10.	Annual Report Discussion*
11.	Topics not reasonably anticipated by the Chair
12.	Executive Session pursuant to G.L. c. 30A, section 21(a) pursuant to Purpose 2 to conduct strategy sessions in preparation for negotiations with nonunion personnel, Jason Silva, Town Administrator, and conduct contract negotiations with nonunion personnel, Jason Silva, Town Administrator.
13.	Meeting Adjournment

*Votes likely to be taken

Meeting will be streaming at: https://www.youtube.com/@townofdunstable3179

(Note: This listing of matters reflects those reasonably anticipated by the chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.)

FY26 Preliminary Budget Presentation

Town of Dunstable

JANUARY 29, 2025

DUNSTABLE TOWN HALL
511 Main Street | Dunstable, MA



FY26 OPERATING BUDGET

JANUARY 2025

Agenda

- Budget Calendar, Process, Current Status
- Revenue Estimates and Overview
- Department Requests
- Town Administrator’s Recommendations
- Financial History
- Deficits and Impacts
  - Based on Proportional Share of Revenue
  - Based on Groton Assessment
  - Based on Level Service GDRSD Budget
- Capital
- Future Planning

Budget Calendar, Process, Current Status



- Summer – Select Board, Town Administrator, and Departments establish goals and priorities.
- Summer – Advisory Board, Select Board, and Town Administrator develop and review Financial Forecast.
- Summer – Town Administrator/Town Manager Tri-Comm meetings begin between the Towns of Dunstable and Groton, and Groton Dunstable Regional School District.
- Early Fall – Town Administrator distributes budget message and departmental budget worksheets.
- Early Fall – Town Administrator distributes capital improvement request sheets to departments.
- Early / Late Fall - Staff develop budget requests and submit capital requests.
- Early /Late Fall – Dunstable and Groton Select Boards, Dunstable Advisory Board, Groton Finance Committee, and Groton Dunstable Regional School Committee hold joint budget forum to review financial condition of the Towns and School District.
- Late Fall / Early Winter - Departments budgets are submitted to Advisory Board and Select Board and are reviewed.
- Early / Mid Winter – Draft, proposed Capital Improvement Plan is submitted to the Capital Improvement Committee and is reviewed.

What's Next?



Process

- Late Winter/Early Spring – Following a series of meetings and discussions, FY26 Budget and Capital Plan is finalized and approved by Advisory Board and Select Board.
- Early / Mid Spring – Before Annual Town Meeting, Town officials will host a briefing to review Town Meeting articles, including a review of the FY26 Operating Budget.
- Early / Mid Spring – Information and materials on each Town Meeting warrant article will be available and distributed, including materials and information on the FY26 budget.
- Spring - Annual Town Meeting takes place the second Monday of each May.

Budget

- Refine budget estimates
- Work with Town of Groton and School Districts to finalize budget request
- Determine budget reductions and/or revenue enhancements needed
- Budget communication and outreach with community

Revenue Estimates

Revenue assumptions are consistent for all budget scenarios



Tax Levy

- Tax levy increase of 2.5%
- New Growth is estimated at $110,000, consistent with prior years
- Excluded debt reduction of $117,860
  - $92,272 reduction of GDRSD debt service
  - $9,219 reduction of Town debt service



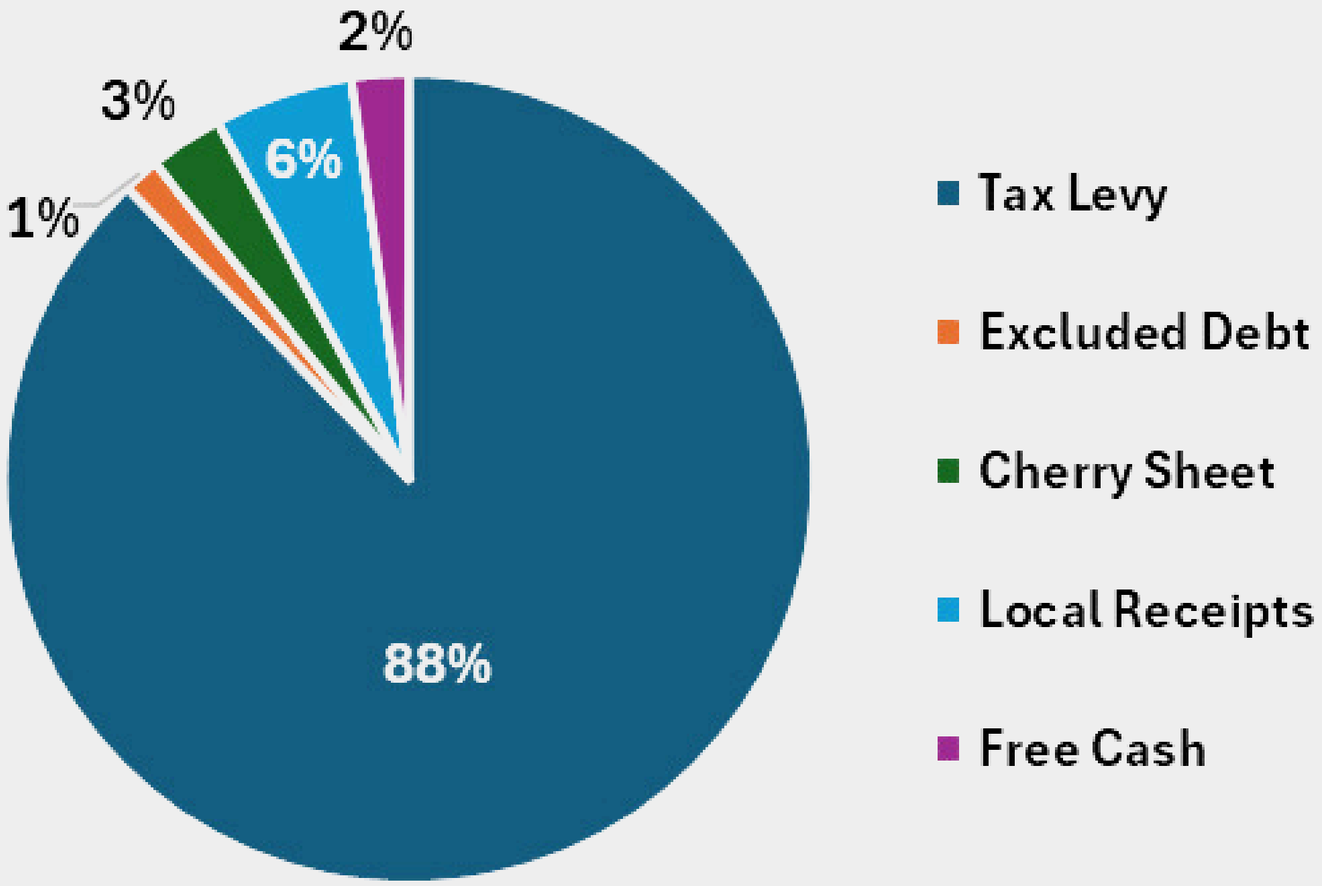
State Aid and Local Receipts

- State Aid is estimated to increase by 4% based on last year's actual aid amount
- Local receipts are estimated at $750,000, the same amount as years prior



Free Cash

- Free Cash usage has been decreased by $50,000, from $358,724 to $308,724
- Initial goal was to decrease use by $100,000 in FY26
- The Town's financial policies state that free cash use should be reduced in future fiscal years



Revenue	Amount
Tax Levy	11,918,883
Excluded Debt	$197,357
Cherry Sheet	$400,820
Local Receipts	$750,000
Free Cash	$308,724

Revenue Overview

Real estate taxes makeup 89% of local revenues

Total:

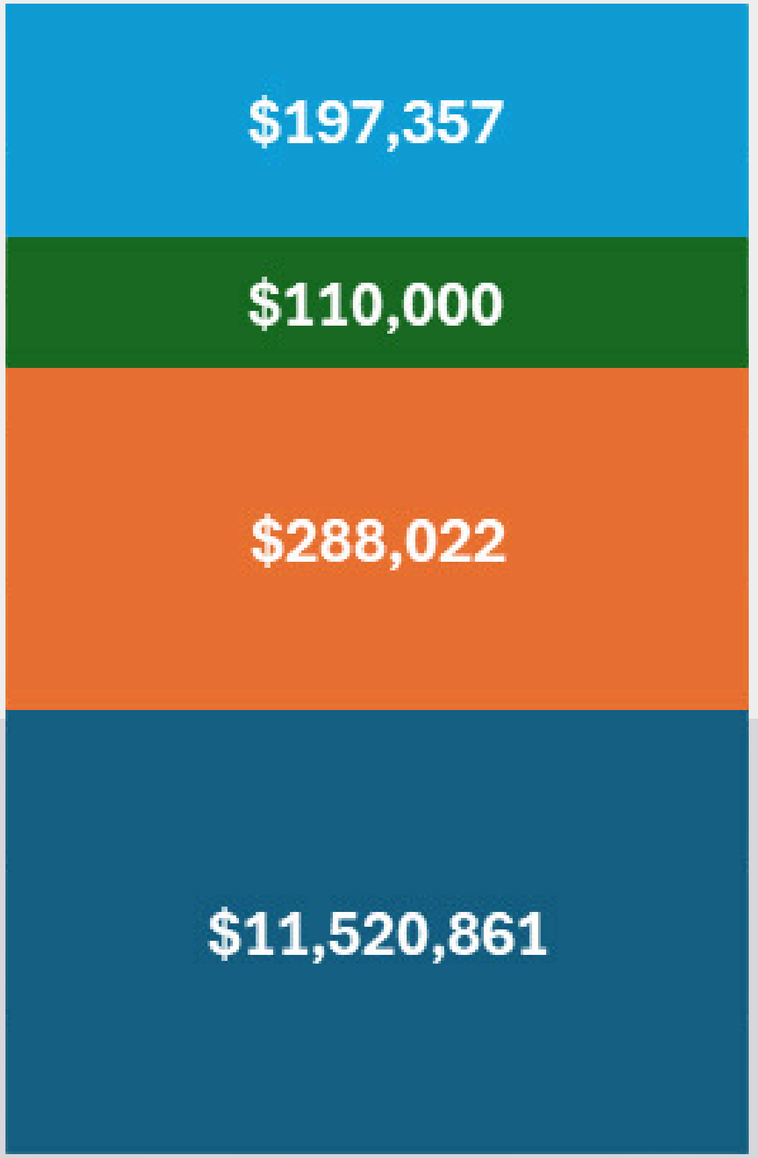
$13,575,784

Base Tax Levy	$11,520,861
2 1/2 Increase	$288,022
New Growth	$110,000
Excluded Debt	$197,357

FY26 Tax Levy:

$12,116,240

FY26 Tax Levy

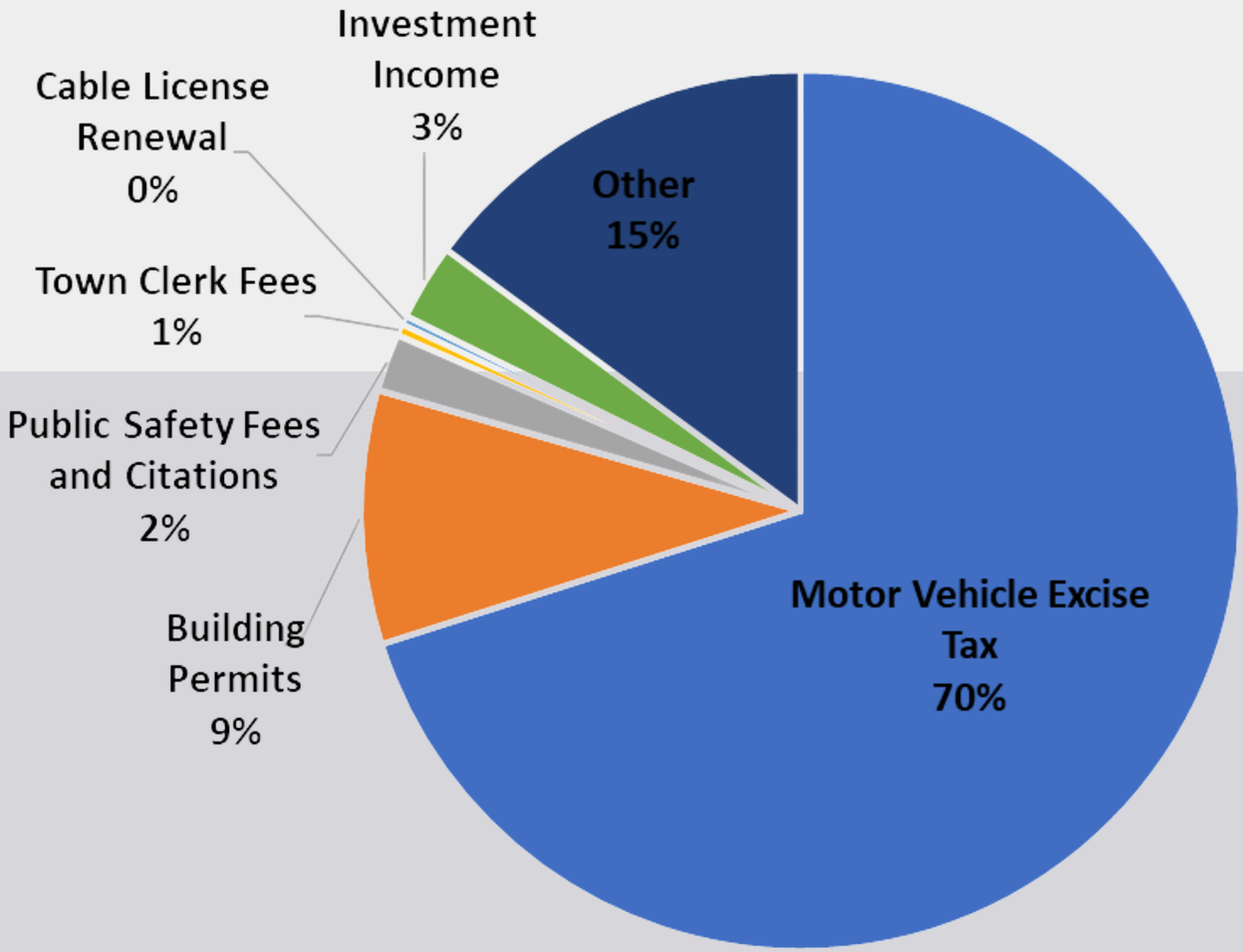


FY26 Local Receipts Estimated

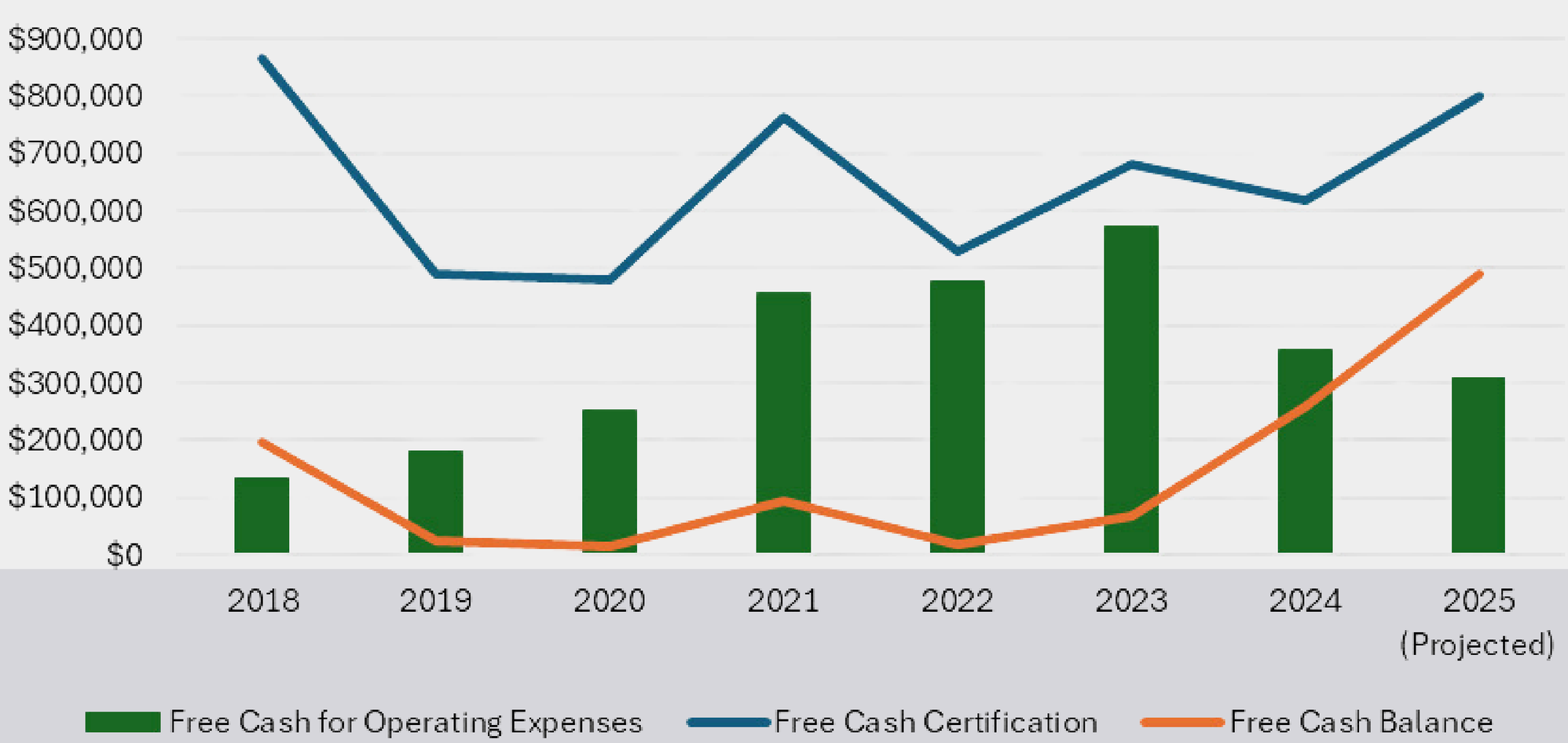
$750,000

Local receipts are made up of local permits, fees, licenses, and other payments for municipal services.

FY24 Local Receipts



Free Cash



	2018	2019	2020	2021	2022	2023	2024	2025 (Projected)
Free Cash Certification	$867,129	$490,353	$480,659	$763,086	$527,737	$680,186	$617,368	$800,000
Free Cash Balance	$196,920	$24,301	$13,900	$94,091	$18,670	$66,138	$258,644	$491,276
Free Cash for Operating Expenses	$133,967	$179,842	$252,320	$459,343	$479,343	$574,343	$358,724	$308,724

Reserve Fund Balances Versus Best Practices

General Stabilization: **$349,204**

Free Cash Balance: **$258,644**

Total: **$607,848**

Target General Stabilization Fund balance of 5% to 10% of operating budget

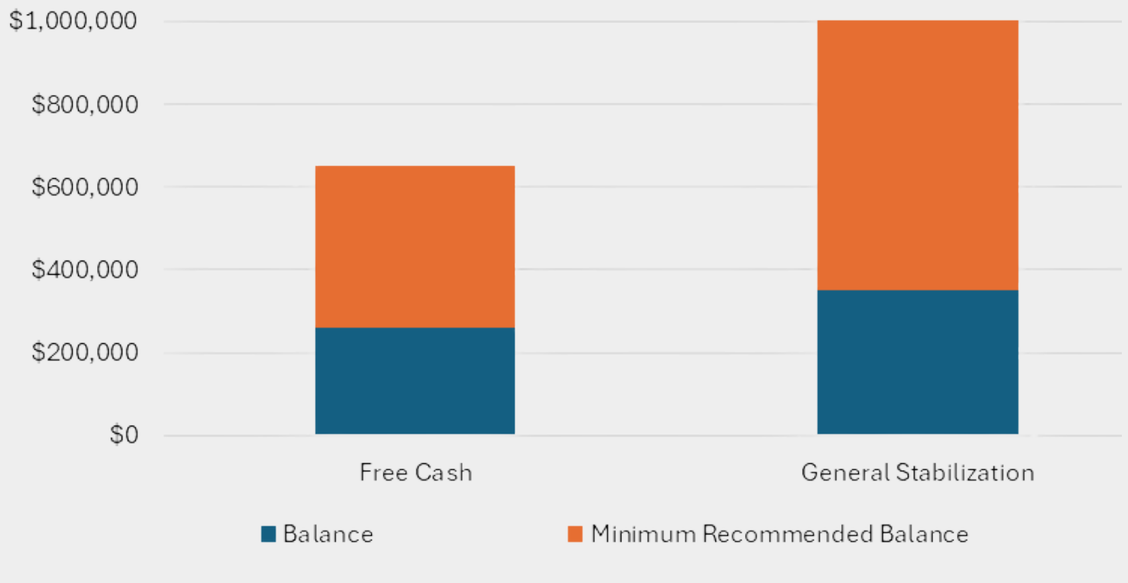
$655,245 to $1,310,450

Target Free Cash balance of 3% to 5% of operating budget

$393,147 to $655,245

Total from 8% to 15%

$1,048,392 to $1,965,695



Variance from best practices (8%):

General Stabilization: **$306,041**

Free Cash Balance: **$134,503**

Total: **$440,544**

Department Requests

Expense Increases



Town

- Overall increase of 5.5%
  - Town operating increase of 6.4%
  - Town Debt Service reduction of 5.21%
  - Capital Increase of .55%



Schools

- Overall increase of 9.08% to assessment
  - GDRSD assessment increase of 9.19%
    - Operating assessment increase of 10.6%
    - Capital reduction of 3.6%
    - Debt Service reduction of 71.7%
  - GLRVTS estimated operating increase of 5%



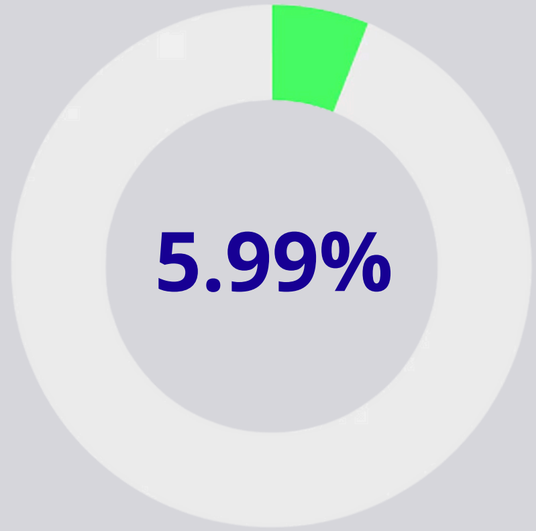
Total Increase

Total Operating Increase of 7.96%
Total Operating and Capital Increase of 7.3%

FY26 Expense Increase by Category

Town - Department Requests

Budget Category	FY25	Dept Requests	Increase	% Increase
General Government	$631,255	$696,719	$65,464	10.37%
Public Safety	$1,687,507	$1,742,440	$54,933	3.26%
Public Works	$895,811	$945,189	$49,378	5.51%
Human Services	$79,328	$76,923	-$2,405	-3.03%
Library & Recreation	$310,494	$331,323	$20,829	6.71%
Town Debt Service	$176,774	$167,555	-$9,219	-5.22%
Insurance & Assessments	$967,574	$1,073,094	$105,520	10.91%
Total Town Budget	**$4,748,743**	**$5,033,243**	**$284,500**	**5.99%**

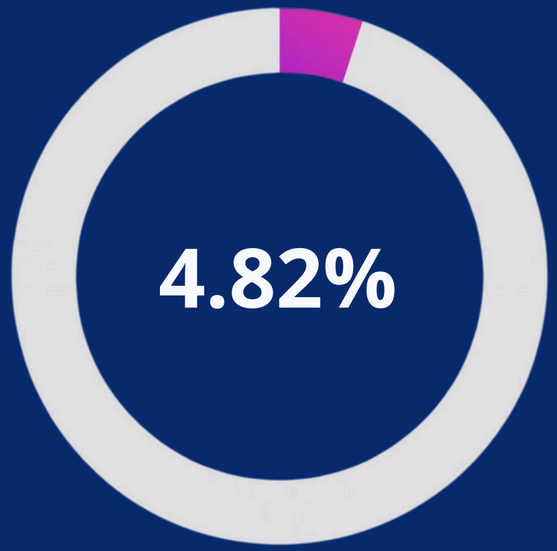


Total Town Increase

FY26 Expense Increase by Category

Town - Town Administrator Recommendations

Budget Category	FY25	Town Administrator Recommendations	Increase	% Increase
General Government	$631,255	$696,759	$65,504	10.38%
Public Safety	$1,687,507	$1,737,399	$49,892	2.96%
Public Works	$895,811	$918,189	$22,378	2.50%
Human Services	$79,328	$76,923	-$2,405	-3.03%
Library & Recreation	$310,494	$318,323	$7,829	2.52%
Town Debt Service	$176,774	$167,555	-$9,219	-5.21%
Insurance & Assessments	$967,574	$1,062,468	$94,894	9.81%
Total Town Budget	**$4,748,743**	**$4,977,616**	**$228,873**	**4.82%**



Total Town Increase

Major Budget Changes



Municipal Salaries

- Overall Increase by 4.05%
- Added $10,000 to Reserve Fund in preparation of Compensation and Classification Study results



Insurance and Assessments

- Overall increase of of 9.81%
- Pension assessment increased by 24%



Planning for Regional Emergency Communications Center Payment

- Increased Police Department Communications line by $10,000
- Increased Fire Department Communications line by $12,000

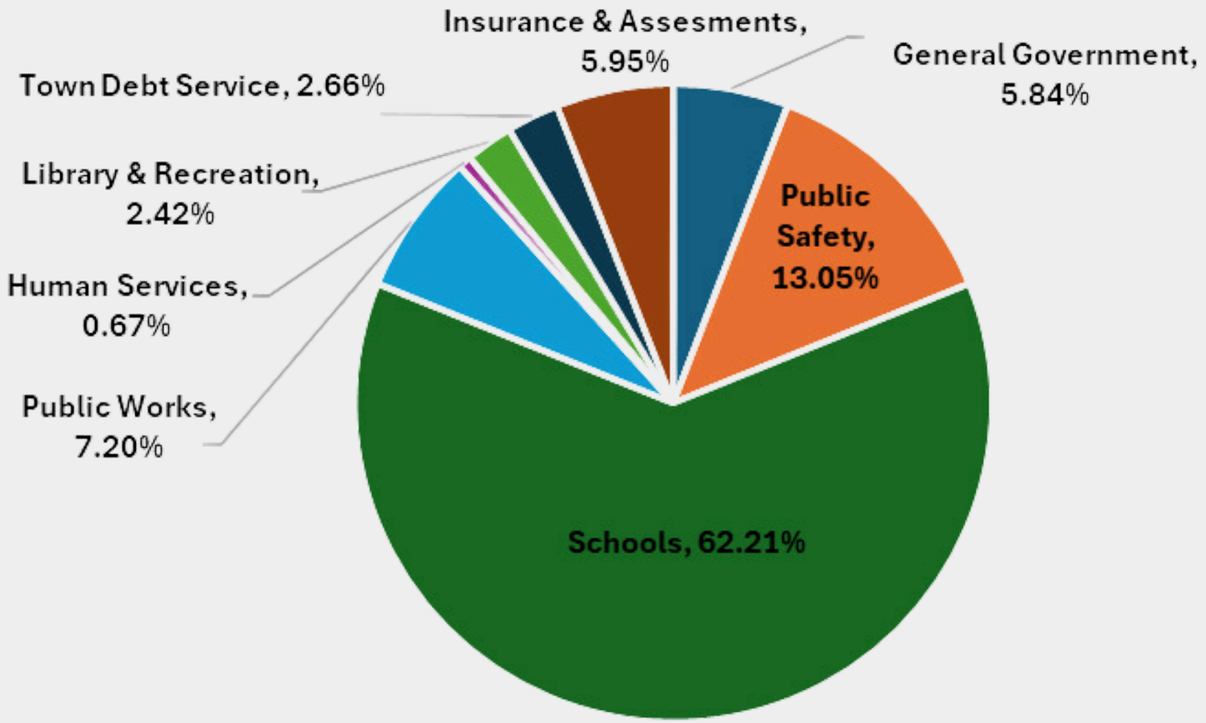


Debt Service

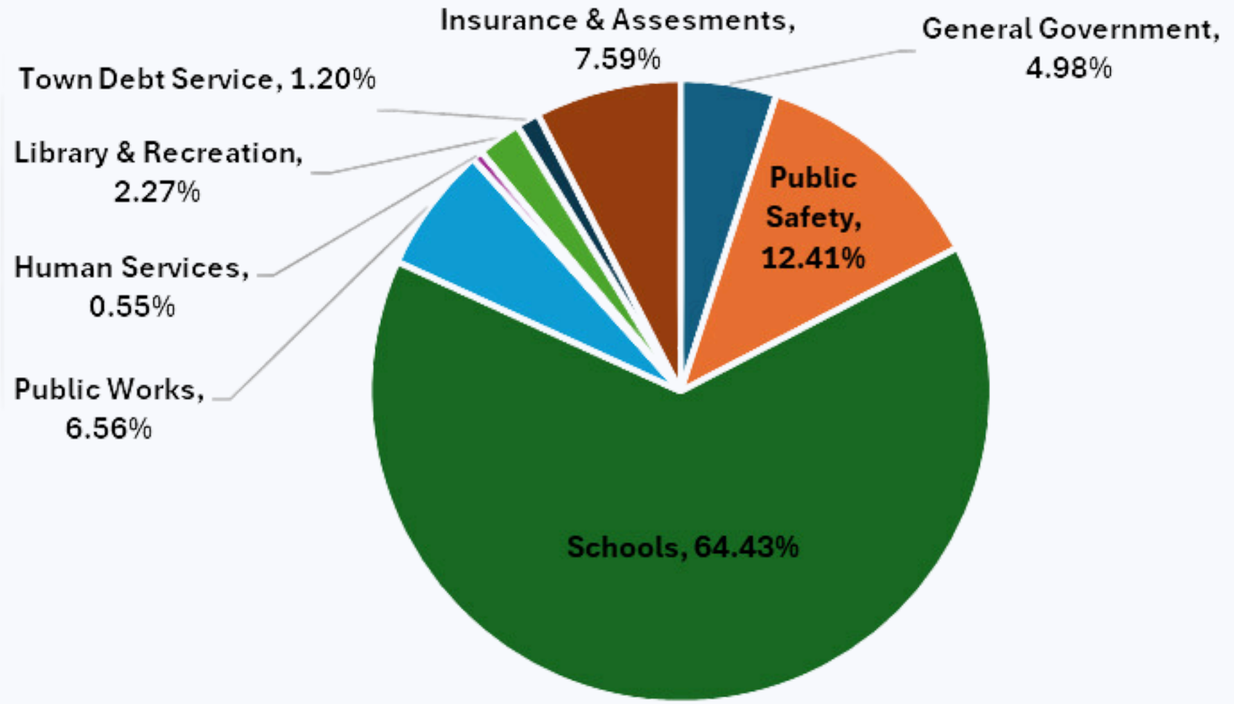
- Town Debt Service decreased by 5.21%
- Overall excluded debt decreased by 37.39%

Then Versus Now FY18 versus FY26 proposal

FY18 Spending

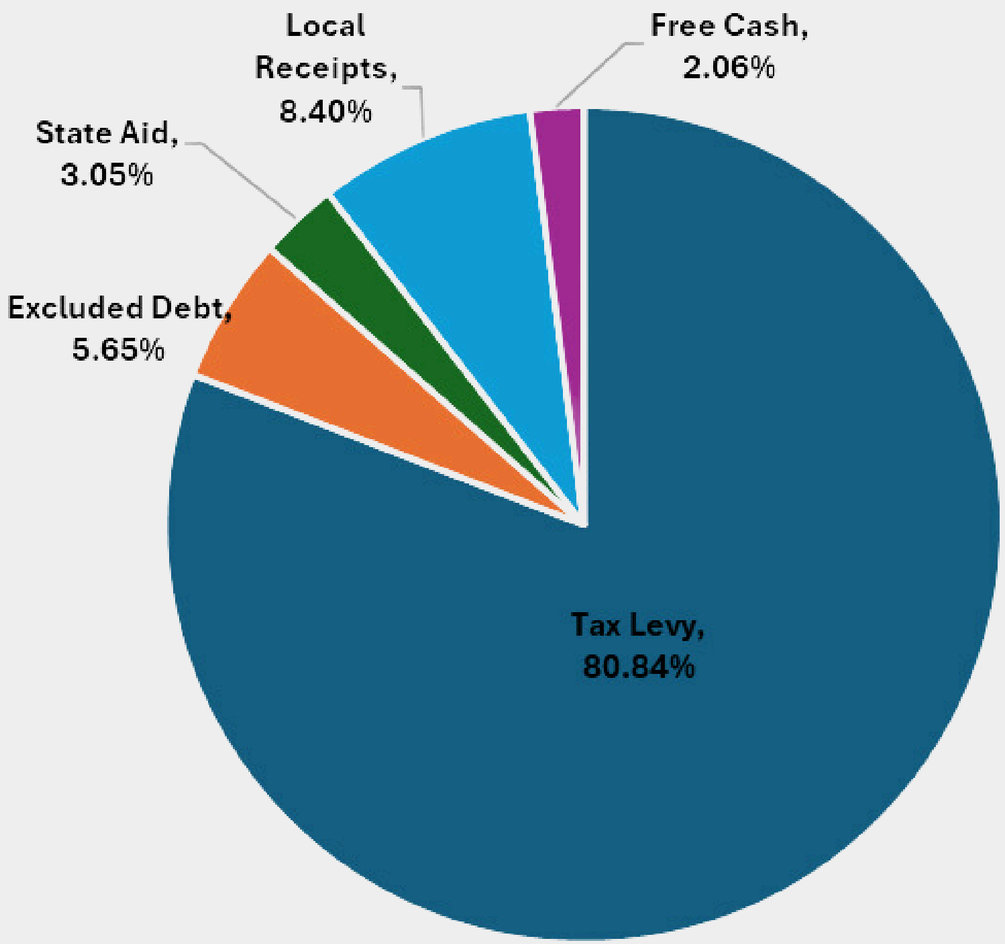


FY26 TA Proposed Spending

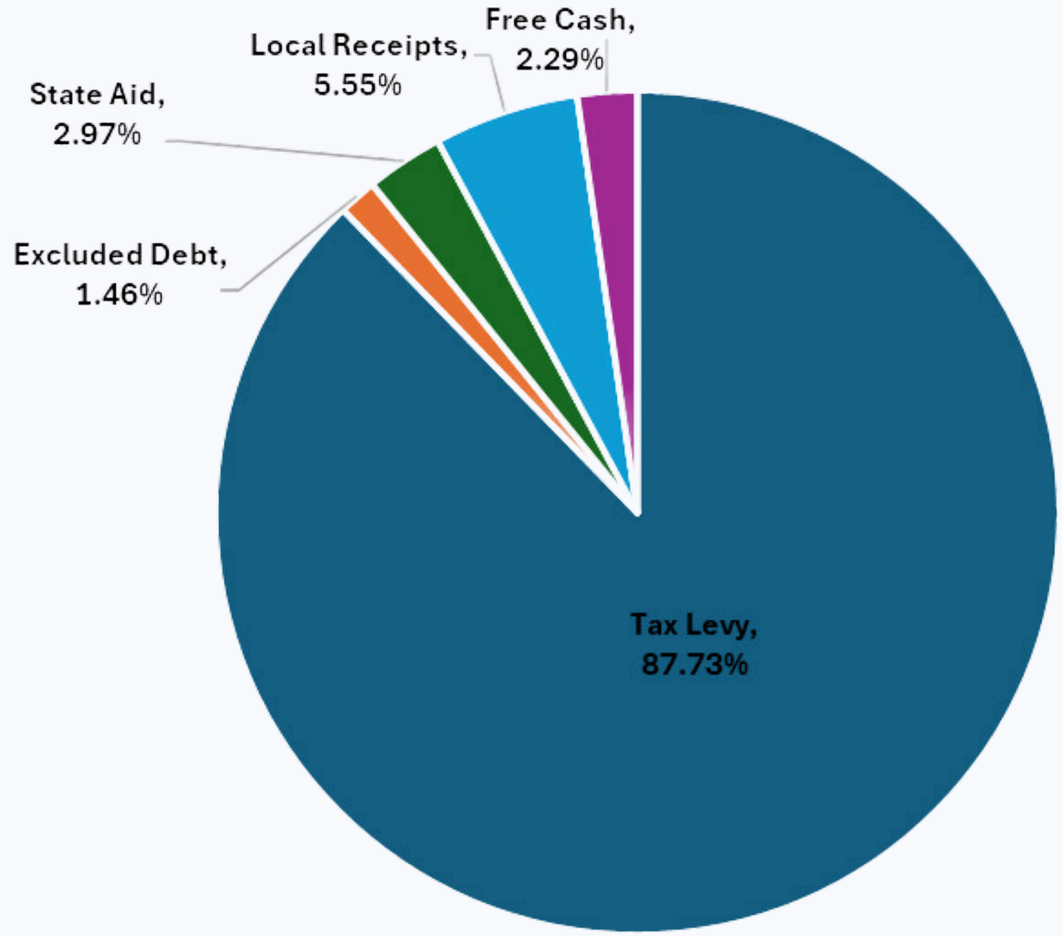


Then Versus Now FY18 versus FY26 proposal

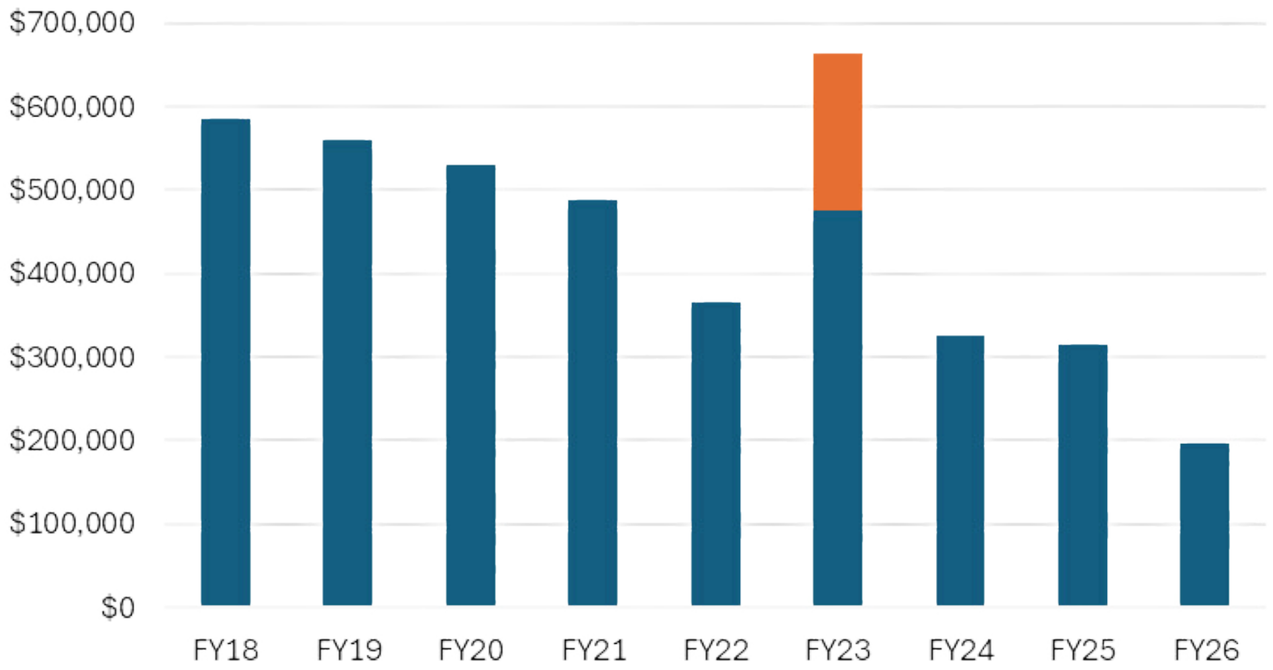
FY18 Revenue



FY26 Revenue



Excluded Debt Service



	Excluded Debt	Capital Exclusion
FY18	$586,446	
FY19	$561,136	
FY20	$530,275	
FY21	$489,288	
FY22	$365,120	
FY23	$475,253	$188,974
FY24	$326,394	
FY25	$315,217	
FY26	$197,357	

Historic Trends

Budget Scenarios

Requires override in both Dunstable and Groton

New Revenue

Proportionally assign new revenues

Groton Assessment

Based on what the Town of Groton can afford without an override for the schools

Groton Dunstable School District Level Service Budget

Based on a level service budget for the Groton Dunstable Regional School District

FY26 Available New Revenue

The initial new revenue calculation is the tax levy increase (2.5% plus new growth) added together with the projected increases in state aid and local receipts



New Revenue

$486,189



Excluded Debt Service

$117,860 Reduction



Free Cash

$50,000 Reduction



Total Available New Revenue

$318,329

Budget Scenarios

Projected Deficits

New Revenue

- Town receives $119,287
  - Creates deficit of $110,242 based on TA Recommended Budget
- GDRSD receives $205,085
  - Creates deficit of $546,464 based on level service budget
- GLVTS receives $4,464
  - Creates deficit of $3,013

Groton Assessment

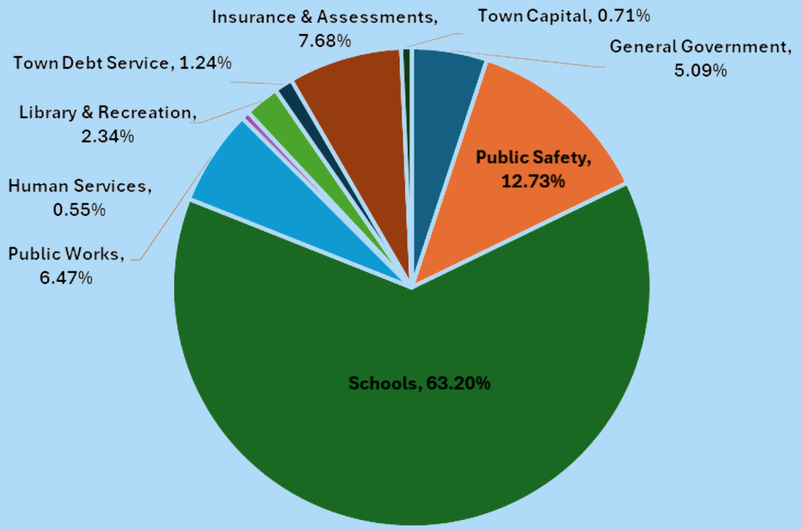
- Creates a deficit of $261,600

GDRSD Level Service

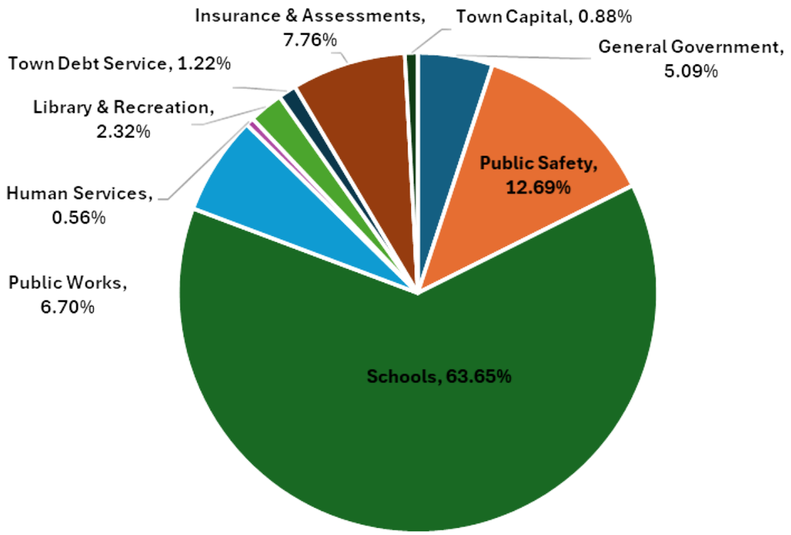
- Creates a deficit of $659,719

Budget Expenses by Scenario

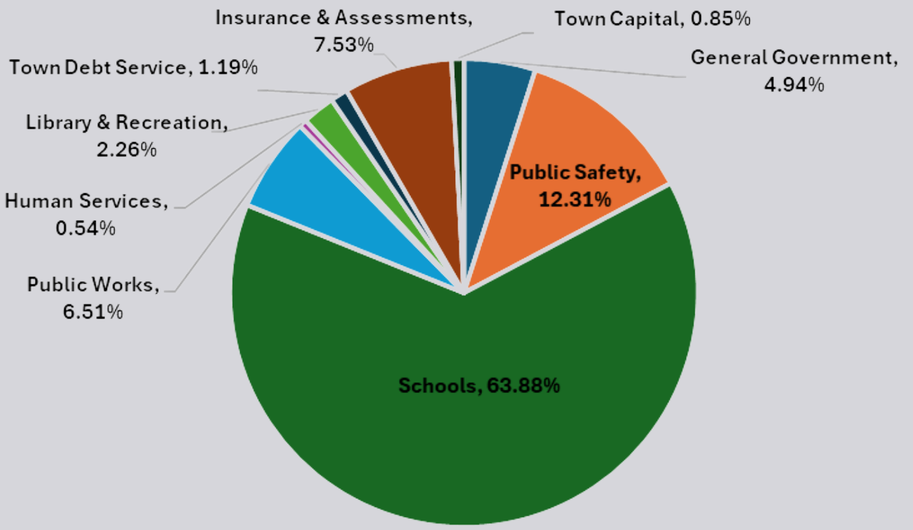
Proportional Revenue Share



Based on Groton Assessment



Based on GDRSD Level Service Budget



	Proportional Revenue Share	Groton Assessment	School Level Service
Town Operating	4,723,882	4,810,061	4,810,061
Schools Assessment	8,565,701	8,717,059	9,017,088
Town Debt Service	167,555	167,555	167,555
Town Capital	95,937	120,000	120,000
Total	13,553,075	13,814,674	14,114,703

Groton Dunstable Regional School District

Scenario Financial Impacts

	FY25	Proportional Revenue Share	Groton Assessment	Level Services
Assessment	**$8,177,586**	**$8,382,671**	**$8,531,016**	**$8,831,045**
Operating	$7,962,157	$8,262,640	$8,410,985	$8,711,014
Capital	$86,733	$83,607	$83,607	$83,607
Debt	$128,696	$36,424	$36,424	$36,424

Proportional Share of New Revenue

- Assessment increase of $205,085 or 2.51%
- $448,374 less than level service budget

Based on Groton Assessment

- Assessment increase of $353,430 or 4.32%
- $300,029 less than level service budget

Based on Level Service Budget

- Assessment increase of $653,459 or 7.99%

FY25 Budget: Groton Dunstable Regional School District

Budget Increase

Groton Dunstable Regional School District/s FY25 Budget increased by only .91%

27 positions cut

Teacher, Social Worker, Counselors, Nurses, Librarian, Administrative, Specialists

Class Sizes

In certain grades at Swallow Union, and at the Middle and High Schools, class sizes have increased

Town Impacts of Budget Scenarios

Scenario Financial Impacts

- For the Town to match the Groton Assessment, it would need to reduce its operating budget by .51% from FY25.

- For the Town to match the GDRSD Level Service Budget, the Town would need to reduce its operating budget by 2.51% from FY25 with no capital investments supported by the General Fund.

FY25 Town operating and debt expenses:

- Town operating: $4,571,969
- Debt service: $176,774

Based on Groton Assessment

- Town operating: $4,548,461
- Debt service: $167,555

Based on Level Service Budget

- Town operating: $4,457,236
- Debt service: $167,555
- No capital

Magnitude of Deficit

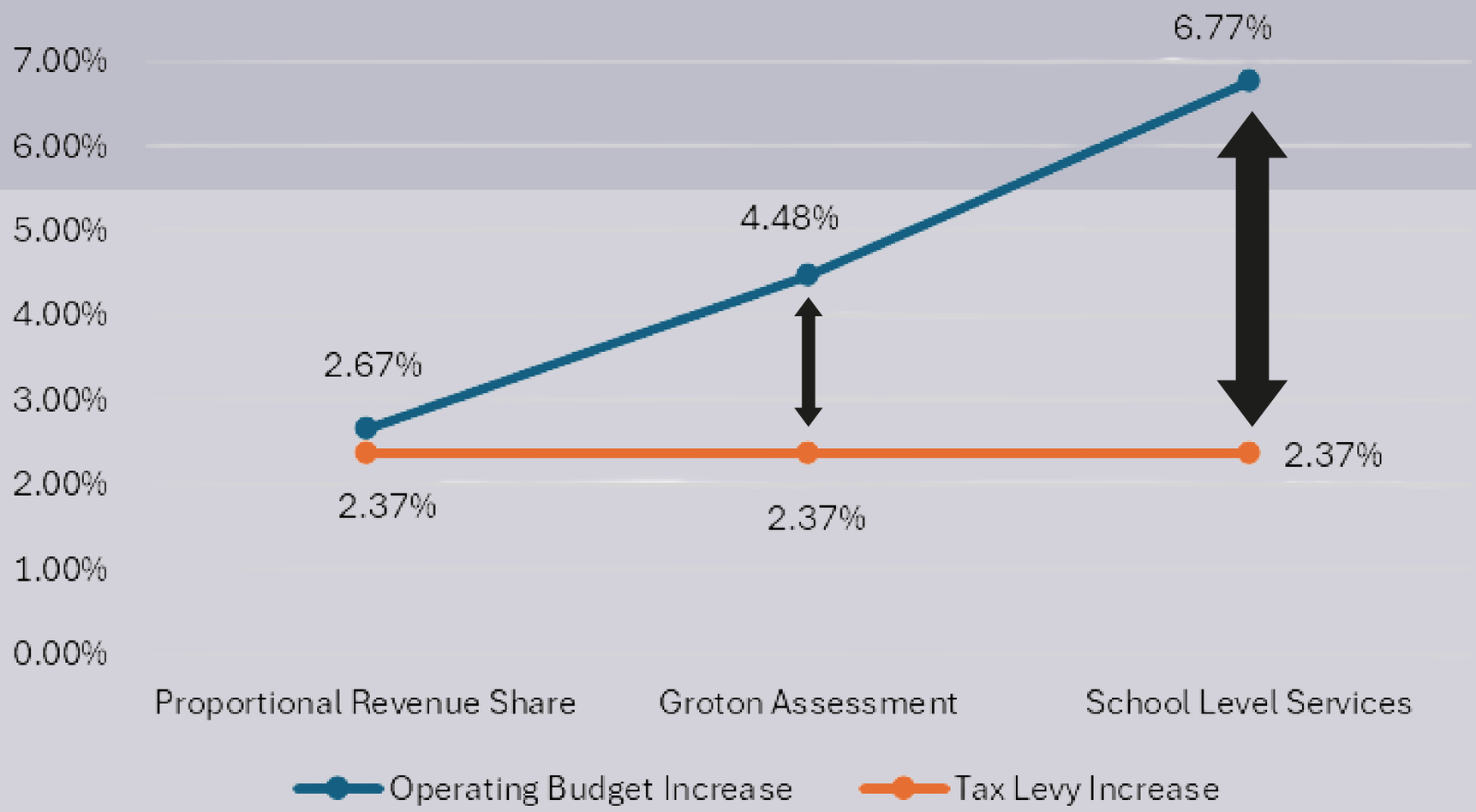
Groton Assessment
$261,600 Deficit

Level Service Budget
$561,629

- Library Budget
  $203,377
- Per Diem Firefighters
  $106,080
- Police Officer
  $84,000
- Capital
  $120,000
- Free Cash Appropriation Increase
- Recreation
  $11,400
- Highway Paving
  $45,500
- Highway Brush, Signs, Line Painting
  $30,000
- Town Administrator
  $178,700
- Council on Aging
  $17,754

FY26 Estimated Levy Increase versus Budget Increases

While the total tax levy is estimated to increase by 2.37%, operating increases are increasing, 2.67%, 4.48%, and 6.77% respectively.



FY26 Variables

Insurance

Health and General Liability

Employee Salaries

Police Union, Fire Chief contract, TA contract, Compensation and Classification Study

TA Recommendations

May need adjustments

Free Cash

Not yet certified and how much to use to supplement budget. Presentation is based on a $50,000 reduction.

Schools

GLTVHS estimated at 5% increase. Final number from GDRSD.

Tax Impacts of Override Requests Equal to Deficits

Based on FY25 Tax Rate: 13.75

Groton Assessment $261,600

Proposed Tax Rate Impact Per $1,000:	0.30
Proposed New Tax Rate Per $1,000 (Estimated New):	14.05
FY 2025 Average Single Family Assessed Value (Current):	$685,358
FY 2025 Average Single Family Tax Bill (Current):	$9,424
FY 2025 Average Single Family Tax Bill Impact (Estimated New):	$205.61

Level Service Budget $561,629

Proposed Tax Rate Impact Per $1,000:	0.65
Proposed New Tax Rate Per $1,000 (Estimated New):	14.40
FY 2025 Average Single Family Assessed Value (Current):	$685,358
FY 2025 Average Single Family Tax Bill (Current):	$9,424
FY 2025 Average Single Family Tax Bill Impact (Estimated New):	$445.48

FY26 Tax Increase without Override

Based on FY25 Tax Rate: 13.75

2 1/2 Increase Plus New Growth

$315.26
Estimated

Excluded Debt

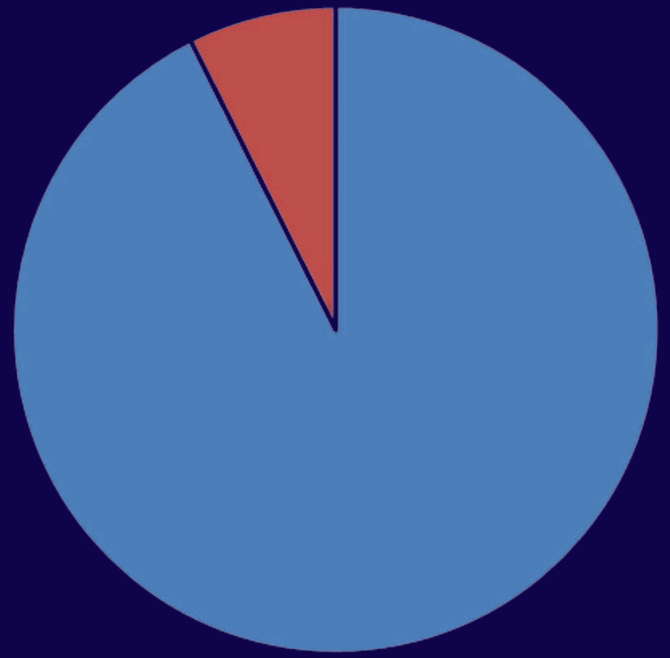
FY25	FY26
$315,217	$197,357

less $117,860

Total Estimated Tax Increase without Override **$226.17**

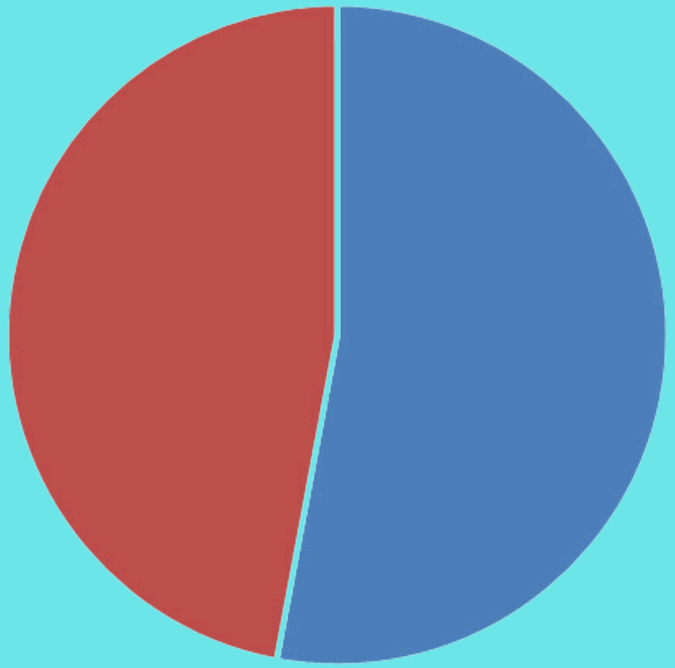
Debt Exclusion Override Elections

Wins: 24
Losses: 2



General Fund Override Elections

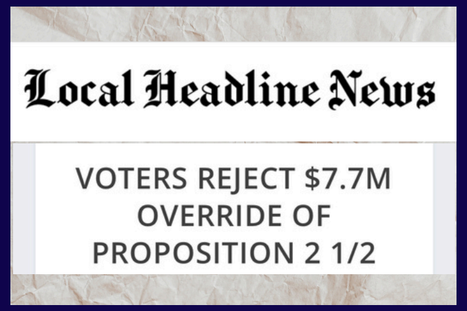
Wins: 9
Losses: 8



In the Headlines

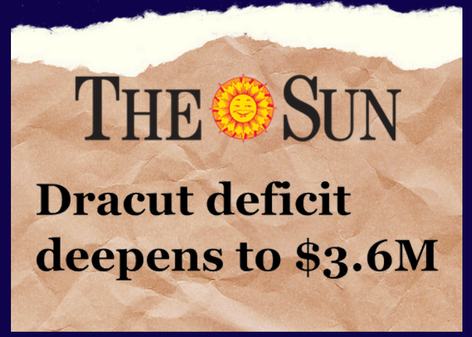












FY25 Budget

We are not alone

General Fund Override requests

42 **communities**

22 WINS
28 LOSSES

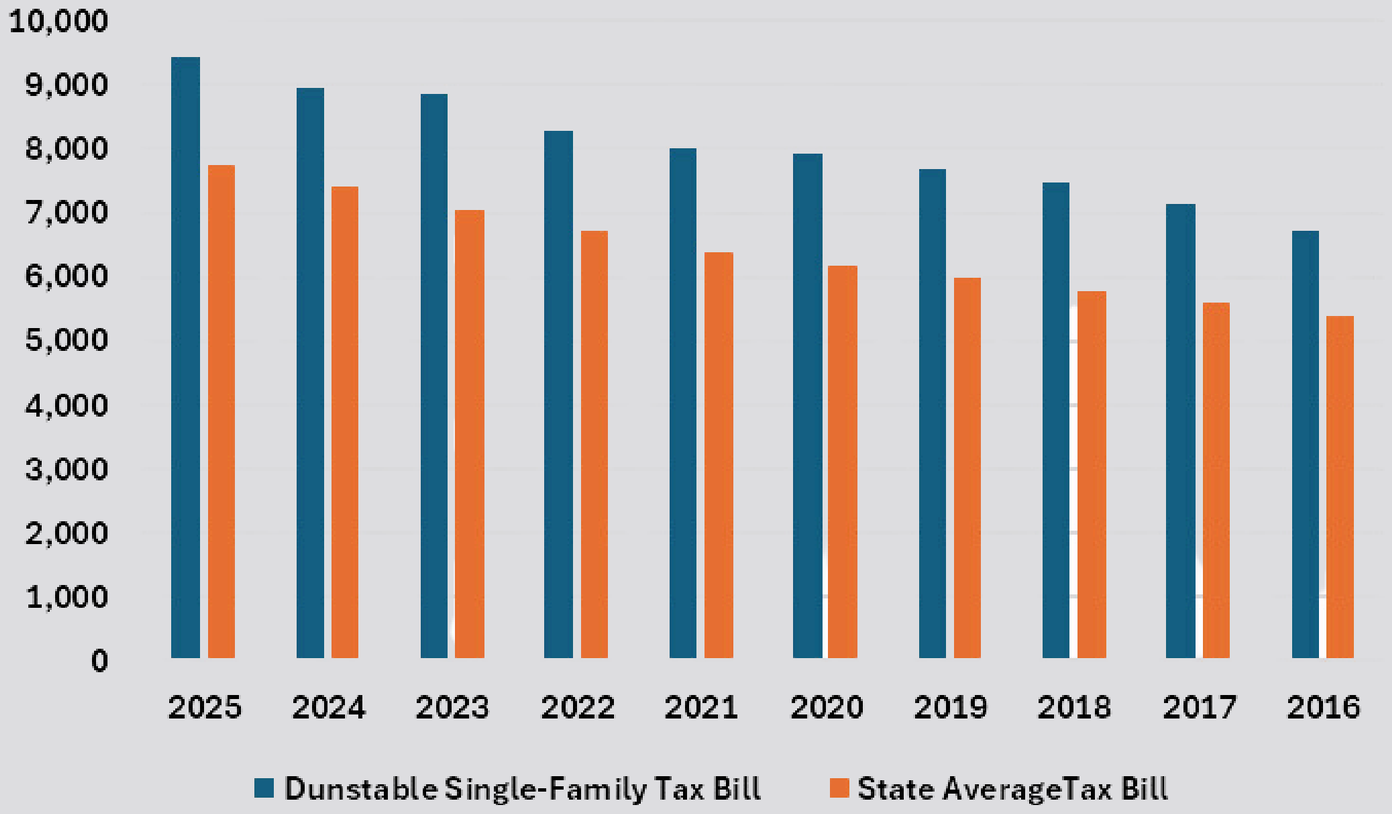
Debt exclusion requests

77 **communities**

121 WINS
21 LOSSES

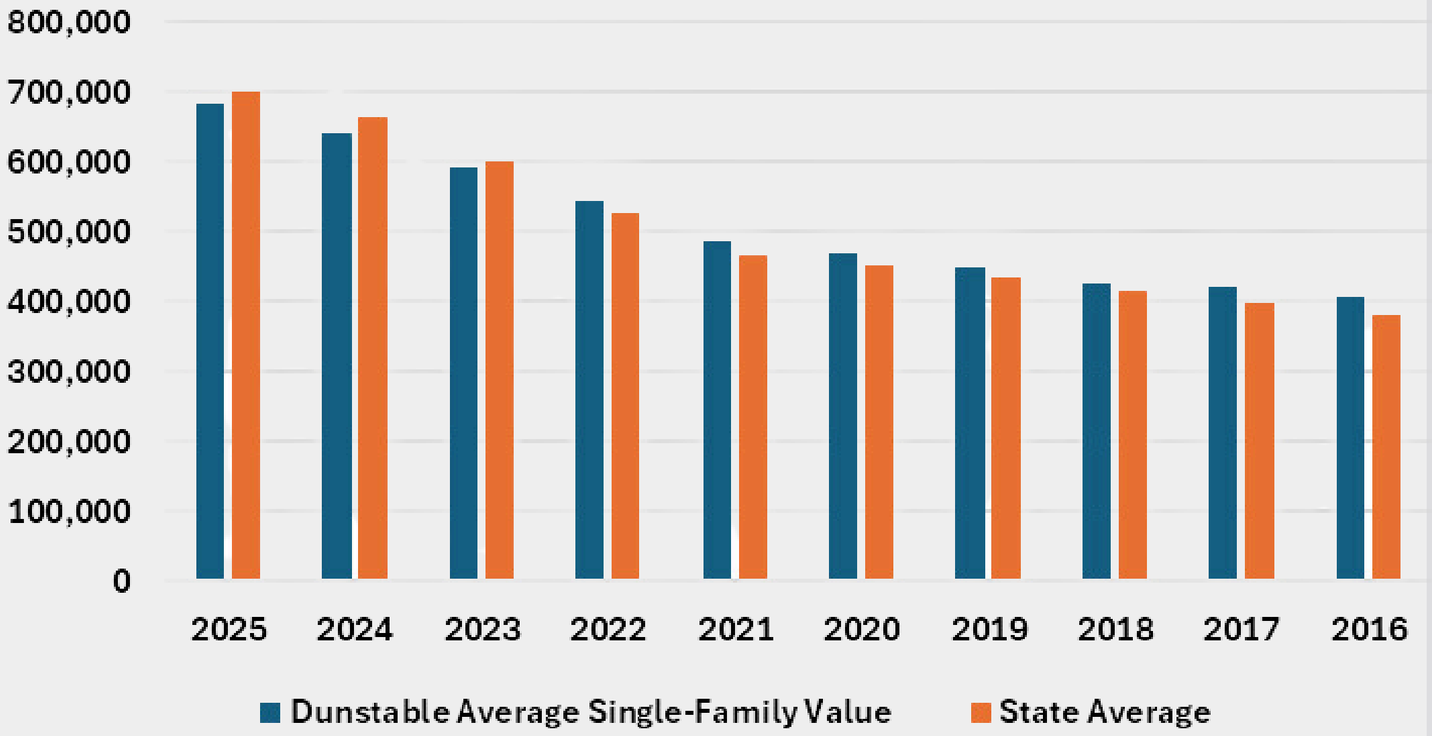
Several communities had more than one election and/or question on the ballot

Average Single-Family Tax Bill



Fiscal Year	Dunstable Single-Family Tax Bill	State Average	Variance
2025	9,424	7,734	1,690
2024	8,954	7,399	1,555
2023	8,855	7,056	1,799
2022	8,280	6,719	1,561
2021	8,010	6,372	1,638
2020	7,923	6,177	1,746
2019	7,692	5,993	1,699
2018	7,464	5,792	1,672
2017	7,144	5,587	1,557
2016	6,713	5,391	1,322

Average Single-Family Value



Fiscal Year	Dunstable Average Single-Family Value	State Average
2025	685,358	700,753
2024	641,373	665,227
2023	591,545	600,855
2022	542,941	525,515
2021	488,109	467,629
2020	470,480	453,168
2019	450,855	434,659
2018	425,563	414,419
2017	419,728	397,434
2016	405,590	381,611

Capital Planning

The draft FY25-FY30 Capital Improvement Plan is complete and has been shared with departments and, the Capital Planning Committee, Select Board, and Advisory Board. Below are capital projects in need of funding through the General Fund.

FY26 Capital Needs

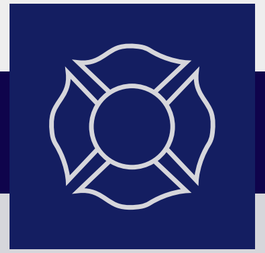


Police Cruiser

$60,000

Taser Replacements

$19,500



Mobile Radios

$20,000

PPE

$4,000



Sander/Spreader

$50,100



Exterior/Emergency Lighting

$5,500

Future Planning



Master Plan Implementation Committee, Land Use Committee, Economic Development Committee continue their work



LIP Projects continue to move forward with the MUD proposal to file locally in the first quarter of this year; the state visited the Lowell Street site earlier this month.



Town continues to pursue **Municipal Electricty Aggregation Program** for its residents. Participated in the Division of Public Utilities Hearing last week.



The exterior restoration of the **Union Building** continues to move forward. Architects are onboard with the plan to have the work begin this summer.



NMCOG awarded the Town a technical assistance grant to conduct a **Route 113 Corridor Study.**



Town is organizing a meeting with the Affordable Housing Committee and Affordable Housing Trust to discuss future plans for the **Best Triangle parcels**.



Town continues to work with T-Mobile to advance their proposal to site **their telecommunications equipment** on the Town water tank.



Based on a fee survey of area communities the Town adjusted its **permit, license, and other fees** charged for town services. This will be an ongoing practice moving forward.

Goals, Priorities, and Policies

Select Board Goals and Priorities

- ✓ Revenue generation and cost efficiencies Development and adoption of financial policies
- ✓ Align budget process with GDRSD and Town of Groton
- ✓ Development of more comprehensive budget document
- ✓ Development and improve upon financial forecast
- ✓ Development of comprehensive Capital Improvement Plan

Financial Policies

- One-time revenues should be appropriated to reserve funds and used to fund one-time budget or capital costs
- Free cash after supporting operating expenses will be distributed in the following manner: 5% to the General Stablization Fund and no less than 30% used for short-term capital expenses
- No less than $25,000 will be appropriated to the General Stablization Fund with the goal of reaching a balance of 8-10% of the operating budget

Seeking Input



Town Operating Increase

The TA Recommended Budget increases the Town budget by 4.82% which includes some reductions. Maintain, increase, decrease?



Budget Reductions

I would like to build consensus on budget reductions, if necessary, depending on budget scenario. Your thoughts and feedback would be appreciated.



Free Cash

Current FY26 budget proposed includes a reduction in free cash use for operating expenses by $50,000. Maintain, increase, decrease further?



General Fund Override

Override request, budget reductions or combination of both?

Any other comments, concerns, or questions



THANK YOU

	Budget FY25	No Override Budget FY26	Increase/ Decrease	Percent Increase	No Override Budget FY26 Based on Groton Assessment	Increase/ Decrease	Percent Increase	Groton Assessment FY26	Increase/ Decrease	Percent Increase	No Override Budget FY26 Based on School Request	Increase/ Decrease	Percent Increase	School Request FY26	Increase/ Decrease	Percent Increase
REVENUE																
Prior Year Levy Limit	11,095,321	11,520,861	**425,540**	**3.84%**	11,520,861	**425,540**	**3.84%**	11,520,861	**425,540**	**3.84%**	11,520,861	**425,540**	**3.84%**	11,520,861	**425,540**	**3.84%**
2 1/2 % Allowed Increase	277,383	288,022	**10,639**	**3.84%**	288,022	**10,639**	**3.84%**	288,022	**10,639**	**3.84%**	288,022	**10,639**	**3.84%**	288,022	**10,639**	**3.84%**
New & Amended Growth	148,157	110,000	**-38,157**	**-25.75%**	110,000	**-38,157**	**-25.75%**	110,000	**-38,157**	**-25.75%**	110,000	**-38,157**	**-25.75%**	110,000	**-38,157**	**-25.75%**
Prop 2 1/2 Override																
Levy Limit	11,520,861	11,918,883	**398,022**	**3.45%**	11,918,883	**398,022**	**3.45%**	11,918,883	**398,022**	**3.45%**	11,918,883	**398,022**	**3.45%**	11,918,883	**398,022**	**3.45%**
Excluded Debt	315,217	197,357	**-117,860**	**-37.39%**	197,357	**-117,860**	**-37.39%**	197,357	**-117,860**	**-37.39%**	197,357	**-117,860**	**-37.39%**	197,357	**-117,860**	**-37.39%**
Capital Expenditure Exclusion															**0**	
Maximum Allowable Levy	11,836,078	12,116,240	**280,162**	**2.37%**	12,116,240	**280,162**	**2.37%**	12,116,240	**280,162**	**2.37%**	12,116,240	**280,162**	**2.37%**	12,116,240	**280,162**	**2.37%**
															0	
Cherry Sheet Receipts (State Aid)	384,676	400,820	**16,144**	**4.20%**	400,820	**16,144**	**4.20%**	400,820	**16,144**	**4.20%**	400,820	**16,144**	**4.20%**	400,820	**16,144**	**4.20%**
Local Receipts	750,000	750,000	**0**	**0.00%**	750,000	**0**	**0.00%**	750,000	**0**	**0.00%**	750,000	**0**	**0.00%**	750,000	**0**	**0.00%**
Transfer Stabilization																
Free Cash for Operating Expenses	358,724	308,724	**-50,000**	**-13.94%**	308,724	**-50,000**	**-13.94%**	308,724	**-50,000**	**-13.94%**	397,528	**38,804**	**10.82%**	308,724	**-50,000**	**-13.94%**
Free Cash for Town Articles																
Free Cash for GDRSD Capital																
Community Preservation	460,000	460,000	**0**	**0.00%**	460,000	**0**	**0.00%**	460,000	**0**	**0.00%**	460,000	**0**	**0.00%**	460,000	**0**	**0.00%**
Other Revenue																
Water Enterprise	210,755	211,041	**286**	**0.14%**	211,041	**286**	**0.14%**	211,041	**286**	**0.14%**	211,041	**286**	**0.14%**	211,041	**286**	**0.14%**
Overlay Surplus (Abatements)																
Est. Receipts & Other Rev.	2,164,155	2,130,585	**-33,570**	**-1.55%**	2,130,585	**-33,570**	**-1.55%**	2,130,585	**-33,570**	**-1.55%**	2,219,389	**55,234**	**2.55%**	2,130,585	**-33,570**	**-1.55%**
Total Available Revenue	14,000,233	14,246,825	**246,592**	**1.76%**	14,246,825	**246,592**	**1.76%**	14,246,825	**246,592**	**1.76%**	14,335,629	**335,396**	**2.40%**	14,246,825	**246,592**	**1.76%**
Excess Levy Capacity																
Trash Revolving Account	144,000	144,000	**0**	**0.00%**	144,000	**0**	**0.00%**	144,000	**0**	**0.00%**	144,000	**0**	**0.00%**	144,000	**0**	**0.00%**
Total Amount to be Appropriated	**14,144,233**	**14,390,825**	**246,592**	**1.74%**	**14,390,825**	**246,592**	**1.74%**	**14,390,825**	**246,592**	**1.74%**	14,479,629	**335,396**	**2.37%**	**14,390,825**	**246,592**	**1.74%**
Ties to the Recap																
Total new money for operating	**431,281**	**452,323**	**21,042**	**4.88%**	**452,323**	**21,042**	**4.88%**	**452,323**	**21,042**	**4.88%**	**452,323**	**21,042**	**4.88%**	**452,323**	**21,042**	**4.88%**
Starting Free Cash Balance																
Available Free Cash Balance																

	Recommended FY25	No Override Budget FY26	Increase/ Decrease	Percent Increase	No Override Budget FY26 Based on Groton Assessment	Increase/ Decrease	Percent Increase	Groton Assessment FY26	Increase/ Decrease	Percent Increase	No Override Budget FY26	Increase/ Decrease	Percent Increase	School Request FY26	Increase/ Decrease	Percent Increase
EXPENSES																
General Government	631,255	689,259	**58,004**	**9.19%**	687,259	**56,004**	**8.87%**	696,759	**65,504**	**10.38%**	684,459	**53,204**	**8.43%**	696,759	**65,504**	**10.38%**
Public Safety	1,687,507	1,725,499	**37,992**	**2.25%**	1,723,499	**35,992**	**2.13%**	1,737,399	**49,892**	**2.96%**	1,703,963	**16,456**	**0.98%**	1,737,399	**49,892**	**2.96%**
Schools	8,356,152	8,565,701	**209,549**	**2.51%**	8,717,059	**360,907**	**4.32%**	8,717,059	**360,907**	**4.32%**	9,017,088	**660,936**	**7.91%**	9,017,088	**660,936**	**7.91%**
Public Works	895,811	876,689	**-19,122**	**-2.13%**	910,735	**14,924**	**1.67%**	918,189	**22,378**	**2.50%**	844,189	**-51,622**	**-5.76%**	918,189	**22,378**	**2.50%**
Human Services	79,328	74,423	**-4,905**	**-6.18%**	74,423	**-4,905**	**-6.18%**	76,923	**-2,405**	**-3.03%**	74,423	**-4,905**	**-6.18%**	76,923	**-2,405**	**-3.03%**
Library & Recreation	310,494	317,723	**7,229**	**2.33%**	113,646	**-196,848**	**-63.40%**	318,323	**7,829**	**2.52%**	112,646	**-197,848**	**-63.72%**	318,323	**7,829**	**2.52%**
Town Debt Service	176,774	167,555	**-9,219**	**-5.21%**	167,555	**-9,219**	**-5.21%**	167,555	**-9,219**	**-5.21%**	167,555	**-9,219**	**-5.21%**	167,555	**-9,219**	**-5.21%**
Insurance & Assessments	967,574	1,040,289	**72,715**	**7.52%**	1,038,899	**71,325**	**7.37%**	1,062,468	**94,894**	**9.81%**	1,037,556	**69,982**	**7.23%**	1,062,468	**94,894**	**9.81%**
Total Town Budget	13,104,895	13,457,138	**352,243**	**2.69%**	13,433,074	**328,180**	**2.50%**	13,694,674	**589,780**	**4.50%**	13,641,878	**536,984**	**4.10%**	13,994,703	**889,809**	**6.79%**
Total Town Operating	4,571,969	4,723,882	**151,913**	**3.32%**	4,548,461	**-23,508**	**-0.51%**	4,810,061	**238,092**	**5.21%**	4,457,236	**-114,733**	**-2.51%**	4,810,061	**238,092**	**5.21%**
Total School Operating	8,356,152	8,565,701	**209,549**	**2.51%**	8,717,059	**360,907**	**4.32%**	8,717,059	**360,907**	**4.32%**	9,017,088	**660,936**	**7.91%**	9,017,088	**660,936**	**7.91%**
Total Debt(Town)	176,774	167,555	**-9,219**	**-5.21%**	167,555	**-9,219**	**-5.21%**	167,555	**-9,219**	**-5.21%**	167,555	**-9,219**	**-5.21%**	167,555	**-9,219**	**-5.21%**
Overlay - Abatements/Exemptions	30,000	20,000	**-10,000**	**-33.33%**	20,000	**-10,000**	**-33.33%**	20,000	**-10,000**	**-33.33%**	20,000	**-10,000**	**-33.33%**	20,000	**-10,000**	**-33.33%**
Cherry Sheet Charges	3,216	2,709	**-507**	**-15.76%**	2,709	**-507**	**-15.76%**	2,709	**-507**	**-15.76%**	2,709	**-507**	**-15.76%**	2,709	**-507**	**-15.76%**

	Budget FY25	No Override Budget FY26	Increase/ Decrease	Percent Increase	No Override Budget FY26 Based on Groton Assessment	Increase/ Decrease	Percent Increase	Groton Assessment FY26	Increase/ Decrease	Percent Increase	No Override Budget FY26 Based on School Request	Increase/ Decrease	Percent Increase	School Request FY26	Increase/ Decrease	Percent Increase
Water Enterprise	210,755	211,041	**286**	**0.14%**	211,041	**286**	**0.14%**	211,041	**286**	**0.14%**	211,041	**286**	**0.14%**	211,041	**286**	**0.14%**
Curbside Trash Pickup Expenses	144,000	144,000	**0**	**0.00%**	144,000	**0**	**0.00%**	144,000	**0**	**0.00%**	144,000	**0**	**0.00%**	144,000	**0**	**0.00%**
Town Warrant Articles Only	119,344	95,937	**-23,407**	**-19.61%**	120,000	**656**	**0.55%**	120,000	**656**	**0.55%**	0	**-119,344**	**-100.00%**	120,000	**656**	**0.55%**
Other												**0**				
Community Preservation	460,000	460,000	**0**	**0.00%**	460,000	**0**	**0.00%**	460,000	**0**	**0.00%**	460,000	**0**	**0.00%**	460,000	**0**	**0.00%**
Total Expenses	**14,072,210**	**14,390,825**	**318,615**	**2.26%**	**14,390,825**	**318,615**	**2.26%**	**14,652,425**	**580,215**	**4.12%**	**14,479,629**	**407,419**	**2.90%**	**14,952,453**	**880,244**	**6.26%**
Surplus/(Deficit)		**(0)**			**0**			**(261,600)**			**0**			**(561,629)**		

Department/Account		*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
GENERAL GOVERNMENT					
Town Administrator					
Administrator Salary		135,700	178,700	178,700	178,700
Assistant Administrator Salary		46,996.00	47,935	47,935	47,935
Communication					
Office Supplies		400.00	400	400	400
Dues & Subscriptions		880.00	880	880	880
Training & Meetings		2,500.00	2,500	5,000	5,000
350th Celebration					
	SALARIES	182,696	226,635	226,635	226,635
	EXPENSES	3,780	3,780	6,280	6,280
Total		***186,476***	***230,415***	***232,915***	***232,915***
Select Board					
Salaries					
Energy					
Professional and Tech		330	330	330	330
Special Legal		6,000	6,000	6,000	6,000
Communication		1,200	5,940	7,940	7,940
Office Supplies Expense		300	300	300	300
In-State Travel		100	100	100	100
Dues and Membership		1,500	1,800	1,800	1,800
No. Midd. Council of Govt		4,800	4,800	4,800	4,800
	SALARIES	-	**0**	**0**	**0**
	EXPENSES	14,230	19,270	21,270	21,270
Total		***14,230***	***19,270***	***21,270***	***21,270***
Fincom					
Dues and Memberships		150	150	150	150
Reserve Account		30,000	40,000	40,000	40,000
Total		**30,150**	**40,150**	**40,150**	**40,150**
Accountant					
Accountant Salary					
Assistant Accountant Salary		28,311.00	28,874	28,874	28,874
Accountant Services		36,000	36,000	36,000	36,000

Department/Account		*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
Annual Audit		16,000	18,000	18,000	18,000
Professional Tech		6,000	6,000	6,000	6,000
Office Supplies		750	500	500	500
In-State Travel		850.00	850	850	850
Dues and Membership		100.00	100	100	100
	SALARIES	28,311	28,874	28,874	28,874
	EXPENSES	59,700	61,450	61,450	61,450
Total		***88,011***	***90,324***	***90,324***	***90,324***
Assessors					
Salaries					
Principle Assessor Salary		34,991.00	35,693	35,693	35,693
Associate Assessor Salary		12,628.00	12,924	12,924	12,924
Professional and Technical		8,000.000	7,000	7,000	7,000
Prof & Tech Prop Review Assessment		9,000.000	8,000	8,000	8,000
Communication		125.00	0	0	0
Office Supplies		900.00	900	900	900
In-State Travel		500.00	500	500	500
Dues and Memberships		150.00	150	150	150
	SALARIES	**47,619**	**48,617**	**48,617**	**48,617**
	EXPENSES	18,675	16,550	16,550	16,550
Total		***66,294***	***65,167***	***65,167***	***65,167***
Treasurer					
Treasurer-Collector		30,999.00	35,670	35,670	35,670
Treasurer/Collector Certification					
Professional and Technical		18,700.000	19,000	19,000	19,000
Communication		6,500.00	4,500	4,500	4,500
Office Supplies		2,050.00	2,000	2,000	2,000
In-State Travel		600	600	600	600
Dues and Memberships		250.00	250	250	250
Other Bank Charges		490.00	490	490	490
Tax Title					
	SALARIES	30,999	35,670	35,670	35,670
	EXPENSES	28,590	26,840	26,840	26,840
Total		***59,589***	***62,510***	***62,510***	***62,510***

Department/Account		*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
Town Counsel					
Professional and Technical		32,000	31,000	32,000	32,000
Dog Program					
Communication		200.00	200	200	200
Other Supplies		600.00	600	600	600
Total		800	800	800	800
Town Clerk					
Salary					
Town Clerk		20,839.00	21,256	21,256	21,256
Assistant Clerk		15,665.00	15,979	15,979	15,979
Temp Wages					
Certification					
Professional and Technical		700.00	700	700	700
Communication		300.00	-	-	-
Office Supplies		500.00	500	500	500
In-State Travel		300.00	300	300	300
Dues and Memberships		300.00	300	300	300
	SALARIES	36,504	37,235	37,235	37,235
	EXPENSES	2,100	1,800	1,800	1,800
Total		***38,604***	***39,035***	***39,035***	***39,035***
Elections					
Wages		3,000.00	3,000	3,000	3,000
Repairs and Maintenance		500.00	900	900	900
Professional and Tech		3,250.00	3,000	3,000	3,000
Communication		3,000.00	100	100	100
Other Supplies		1,500.00	1,100	1,100	1,100
	SALARIES	3,000	3,000	3,000	3,000
	EXPENSES	8,250	5,100	5,100	5,100
Total		***11,250***	***8,100***	***8,100***	***8,100***
Registrar					
Salary		$ 850	850	850	850
Conservation					
Clerical Wages		14,616.00	15,831	15,831	15,831

Department/Account		*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
Professional and Technical		280.00	280	280	280
Communication		175.00	75	75	75
Office Supplies		225.00	225	225	225
Other Supplies		300.00	300	300	300
In-State Travel		70.00	70	70	70
Dues and Memberships		800.00	800	800	800
Other Expenses		150.00	150	150	150
	SALARIES	14,616	15,831	15,831	15,831
	EXPENSES	2,000	1,900	1,900	1,900
Total		***16,616***	***17,731***	***17,731***	***17,731***
Planning Board					
Clerical Wage		14,616.00	15,832	15,832	15,832
Professional and Tech		950	950	950	950
Communication		225	125	125	125
Office Supplies		225	225	225	225
	SALARIES	14,616	15,832	15,832	15,832
	EXPENSES	1,400	1,300	1,300	1,300
Total		***16,016***	***17,132***	***17,132***	***17,132***
Zoning Board					
Wages					
Professional & Technical		1,000.00	1,000	1,000	1,000
Office Supplies		500.00	500	500	500
	SALARIES	-	0	0	0
	EXPENSES	1,500	1,500	1,500	1,500
Total		***1,500***	***1,500***	***1,500***	***1,500***
Town Hall					
Clerical Wages					
Part Time Wages					
Janitor/Recycler Wages		5,394.00	5,500	5,500	5,500
Hall Energy		15,000.00	15,000	15,000	15,000
Non- Energy Utilities		8,500.00	8,500	8,500	8,500
Repairs and Maint.		9,420.00	9,420	9,420	9,420
Property Related Services		9,000.00	10,000	10,000	10,000
Professional and Tech		1,000	1,000	1,000	1,000
Communication		5,000	5,000	5,000	5,000

Department/Account		*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
Office Supplies		2,000	2,000	2,000	2,000
Bldg Repair & Maintenance Supplies					
Custodial Housekeeping Supplies		530	530	530	530
	SALARIES	5,394	5,500	5,500	5,500
	EXPENSES	50,450	51,450	51,450	51,450
Total		***55,844***	***56,950***	***56,950***	***56,950***
Town Reports					
Communication		325.00	325	325	325
Other Services		2,700.00	2,000	2,000	2,000
Total		3,025	2,325	2,325	2,325
Town Engineer					
Engineering Services		10,000	6,000	8,000	8,000
Total		$ 10,000	6,000	8,000	8,000
	TOTAL GENERAL GOVERNMENT	***631,255.00***	***689,259***	***696,759***	***696,759***
	SALARIES	364,605.00	418,044	418,044	418,044
	EXPENSES	266,650.00	271,215	278,715	278,715
		631,255.00	689,259	696,759	696,759
		-	0	0	0
PUBLIC SAFETY					
Police Department					
Chief Salary		136,595.00	139,282	139,282	139,282
Wages		$ 910,819	928,026	928,026	928,026
Energy		12,000.00	12,000	12,000	12,000
Maint and Repair Service		3,000.00	3,000	3,000	3,000
Cruiser Repairs and Maint.		10,000.00	10,000	10,000	10,000
Radio Repair & Maintain Service		15,450.00	15,450	15,450	15,450
Property Related Services		7,000.00	7,000	7,000	7,000
Professional & Tech (Training)		14,000.00	14,000	14,000	14,000
Tuition Reimbursement		2,700.00	2,700	2,700	2,700
Police Radio Communication/School Resource Officer		41,765.00	46,765	51,765	51,765
Communication (Phone)		4,000	4,000	4,000	4,000
Lockup		2,500	2,500	2,500	2,500

Department/Account		*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
Office Supplies		3,500	3,500	3,500	3,500
Cruiser Supplies		29,000	29,000	29,000	29,000
Other Supplies		24,000	26,000	26,000	26,000
Dues and Memberships		13,500	13,500	13,500	13,500
Cruiser Cap Lease					
	SALARIES	1,047,414	1,067,308	1,067,308	1,067,308
	EXPENSES	182,415	189,415	194,415	194,415
Total		***1,229,829***	***1,256,723***	***1,261,723***	***1,261,723***
Fire Department					
Chief Salary		62,667.00	72,000	72,000	72,000
Wages Full Time (2) - New Line Item		106,080.00	106,080	106,080	106,080
Overtime		7,283.00			
Weekend 8-4 Scheduled Coverage (in station)					
Call Wages for Vacation/Holiday/Sick Coverage					
Call-In Wages		81,874.00	82,511	82,511	82,511
Wages, training		13,109.00	13,371	13,371	13,371
Station Coverage					
Energy		6,000.00	6,000	6,000	6,000
Water		3,000.00	3,000	3,000	3,000
Repairs and Maint Expense		15,000.00	16,500	16,500	16,500
Professional & Tech Services		2,000.00	2,000	2,000	2,000
Computer Repairs & Software Licenses		4,400.00	4,400	4,400	4,400
Communications		12,000.00	19,000	24,000	24,000
Office Supplies		1,500.00	1,500	1,500	1,500
Building Repairs and Maint		6,000.00	6,000	6,000	6,000
Vehicular Supplies		11,000.00	11,000	11,000	11,000
Firefighting Supplies		6,000.000	6,000	6,000	6,000
Custodial		750.00	750	750	750
Training		1,000.00	1,000	1,000	1,000
EMS Equipment & Supplies		6,000.00	6,000	6,000	6,000
Uniforms		500.00	500	500	500
Dues and Memberships		2,300.00	2,300	2,300	2,300
Personal Protective Equipment & Supp.		1,500	1,500	1,500	1,500
Rehab supplies					
Fire Department Equipment Replacement		12,000.00	12,000	12,000	12,000
Annual Testing		-			
Medical for new Hires		1,500.00	1,500	1,500	1,500

Department/Account		*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
	SALARIES	271,013	273,963	273,963	273,963
	EXPENSES	92,450	100,950	105,950	105,950
Total		***363,463***	***374,913***	***379,913***	***379,913***
		$ 363,463	374,913	379,913	379,913
Inspectors					
Building Inspector Salary		27,380.00	27,928	27,928	27,928
Building Inspector Part-time Wages		5,000.00	5,000	5,000	5,000
Gas Inspector Salary		4,000	5,000	5,000	5,000
Plumbing Inspector Salary		4,000	5,000	5,000	5,000
Electrical Inspector Salary		12,000	12,000	12,000	12,000
Dog Officer Salary		11,000	11,000	11,000	11,000
Building Inspector Expense		1,500	1,500	1,500	1,500
Dog Officer Expense		2,000	1,000	1,000	1,000
	SALARIES	63,380	65,928	65,928	65,928
	EXPENSES	3,500	2,500	2,500	2,500
Total		***66,880***	***68,428***	***68,428***	***68,428***
Emergency Management					
Communications		1,500	1,500	1,500	1,500
Other Supplies		250	250	250	250
New Equipment		1,000	100	1,000	1,000
In-State Travel		150	150	150	150
Total		2,900	2,000	2,900	2,900
Tree Warden					
Other Property Service		22,000	21,000	22,000	22,000
Police Details		2,200	2,200	2,200	2,200
Public Works Supplies		85	85	85	85
Dues and Memberships		150	150	150	150
Total		$ 24,435	23,435	24,435	24,435
		$ 1,687,507	1,725,499	1,737,399	1,737,399
TOTAL PUBLIC SAFETY		***1,687,507***	***1,725,499***	***1,737,399***	***1,737,399***
	SALARIES	1,381,807	1,407,199	1,407,199	1,407,199
	EXPENSES	305,700	318,300	330,200	330,200
		$ -	0	0	0

Department/Account		*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
SCHOOLS					
GDRSD	*(GDRSD Operating + Capital)*	*8,177,586*	*8,382,671*	*8,531,016*	*8,831,045*
Operating		**$7,962,157**	**8,262,640**	**8,410,985**	**8,711,014**
Capital		86,733	83,607	83,607	83,607
Debt		128,696	36,424	36,424	36,424
GLRVTS					
Operating		149,536	154,000	157,013	157,013
		29,030	29,030	29,030	29,030
TOTAL SCHOOLS		***8,356,152***	***8,565,701***	***8,717,059***	***9,017,088***
		$ 8,356,152	***8,565,701***	***8,717,059***	***9,017,088***
PUBLIC WORKS					
Highway Department					
Salary		295,944.00	306,071	306,071	306,071
Part-Time Wages		6,500.00	6,500	6,500	6,500
Clerical Wages		21,035.00	21,765	21,765	21,765
Overtime		8,000.00	8,000	8,000	8,000
Clothing		3,600.00	3,600	3,600	3,600
Energy		7,174	7,317	7,317	7,317
Repairs and Maint Service		49,000.00	55,000	55,000	55,000
Paving Service		45,500	10,000	45,500	45,500
Brush, Signs, Line Paint		30,000	25,000	30,000	30,000
Repairs and Maintain Building		10,000	10,000	10,000	10,000
Leases and Rentals		10,000	15,000	15,000	15,000
Mach. Professional and Tech		3,200	3,200	3,200	3,200
Communication		3,000.00	3,000	3,000	3,000
Supplies		900.00	900	900	900
Machinery Vehicular Supplies		37,500	37,500	37,500	37,500
Machinery Public Works Supplies		8,973	9,151	9,151	9,151
Basin Cleaning and Sweeping - MS4		10,000	10,200	10,200	10,200

Department/Account		*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
Dues and Memberships		500.00	500	500	500
	SALARIES	331,479	342,336	342,336	342,336
	EXPENSES	219,347	190,368	230,868	230,868
Total		***550,826***	***532,704***	***573,204***	***573,204***
Snow Removal					
Wages		56,175	56,175	56,175	56,175
Repair and Maintenance Services		5,583	5,583	5,583	5,583
Plowing Outside Plow Companies		25,583	25,583	25,583	25,583
Professional and Technical					
Vehicular Supplies		6,090	6,090	6,090	6,090
Supplies Sand & Salt		192,454	192,454	192,454	192,454
	SALARIES	56,175	56,175	56,175	56,175
	EXPENSES	229,710	229,710	229,710	229,710
Total		***285,885***	***285,885***	***285,885***	***285,885***
Street Lights					
Energy		***11,000***	***10,000***	***11,000***	***11,000***
Transfer Station					
Wages					
Landfill Expense		15,000	15,000	15,000	15,000
Curbside trash pickup					
Professional and Technical		5,500	6,000	6,000	6,000
Other Services		2,000			
Other Supply			1,500	1,500	1,500
Rentals and Leases					
	SALARIES	-	0	0	0
	EXPENSES	22,500	22,500	22,500	22,500
Total		***22,500***	***22,500***	***22,500***	***22,500***
Cemetery					
Wages		15,000	15,000	15,000	15,000
Non-Energy Utilities(Water)		3,000	3,000	3,000	3,000
Repairs and Maint Services		3,000	3,000	3,000	3,000
Other Property Related Services		1,000	1,000	1,000	1,000
Build and Equip Repair Supplies		1,000	1,000	1,000	1,000
Grounds keeping Supplies		1,500	1,500	1,500	1,500

Department/Account		*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
Other Supplies		1,100	1,100	1,100	1,100
	SALARIES	15,000	15,000	15,000	15,000
	EXPENSES	10,600	10,600	10,600	10,600
Total		***25,600***	***25,600***	***25,600***	***25,600***
		$ 895,811	876,689	918,189	918,189
	TOTAL PUBLIC WORKS	***895,811***	***876,689***	***918,189***	***918,189***
	SALARIES	402,654	413,511	413,511	413,511
	EXPENSES	493,157	463,178	504,678	504,678
HUMAN SERVICES					
Board of Health					
Board of Health Wages		14,717.00	13,511	15,011	15,011
Nashoba Bd of Health Assm		12,049.00	13,254	13,254	13,254
Rentals and Leases		1,700.00	1,700	1,700	1,700
Communications		400.00	400	400	400
Supplies		400.00	400	400	400
Dues and Memberships		400.00	400	400	400
Town Nurse Assessment		5,471.00	6,018	6,018	6,018
Mental Health		2,000	2,000	2,000	2,000
TADS					
	SALARIES	14,717	13,511	15,011	15,011
	EXPENSES	22,420	24,172	24,172	24,172
Total		***37,137***	***37,683***	***39,183***	***39,183***
Council on Aging					
Council On Aging Wages		9,557.00	9,754	9,754	9,754
Council on Aging Bus		3,000.00	3,000	3,500	3,500
Council on Aging Office Supplies		250.00	250	250	250
COA Food and Service		2,500.00	2,500	3,000	3,000
Council on Aging In-St Travel		750.00	750	750	750
COA Dues and Memberships		500.00	500	500	500
	SALARIES	9,557	9,754	9,754	9,754
	EXPENSES	7,000	7,000	8,000	8,000

Department/Account	*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
Total	***16,557***	***16,754***	***17,754***	***17,754***
Veterans Affairs				
Veterans Agent Salary	6,162.00	6,286	6,286	6,286
Expenses	4,472.00	3,700	3,700	3,700
Veterans Benefits	15,000.00	10,000	10,000	10,000
SALARIES	6,162	6,286	6,286	6,286
EXPENSES	19,472	13,700	13,700	13,700
Total	***25,634***	***19,986***	***19,986***	***19,986***
	$ 79,328	74,423	76,923	76,923
TOTAL HUMAN SERVICES	***79,328***	***74,423***	***76,923***	***76,923***
SALARIES	30,436	29,551	31,051	31,051
EXPENSES	48,892	44,872	45,872	45,872
LIBRARY, PARKS & RECREATION				
Library Operations				
Salaries and Wages	116,664.00	119,388	119,388	119,388
Energy	18,517.00	18,980	18,980	18,980
Non-Energy Utilities	2,213.00	2,268	2,268	2,268
Repairs and Maint	4,000.00	4,100	4,100	4,100
Other Pro Related Serv	2,685.00	2,752	2,752	2,752
Professional & Technical Services				
Communication	300.00	308	308	308
Office Supplies	1,300.00	1,333	1,333	1,333
Other Supplies	39,169.00	40,148	40,148	40,148
SALARIES	116,664	119,388	119,388	119,388
EXPENSES	68,184	69,889	69,889	69,889
Total	***184,848***	***189,277***	***189,277***	***189,277***
Library Consortium				
M.V.L. Consortium Dues	13,500.00	13,500	14,100	14,100
Technical Expenses				

Department/Account	*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
Email Services	3,919	3,919	3,919	3,919
Web Domain Fee	400	400	400	400
Firewall	400	400	400	400
Web Hosting	2,620	2,620	2,620	2,620
Technician Services	24,835	24,835	24,835	24,835
Inspections Tablets	672	672	672	672
Desktop Replacements (3)	1,500	1,500	1,500	1,500
Cybersecurity				
Zoom				
Misc/Unanticipated	2,200	2,200	2,200	2,200
Online Maps/App Geo		2,500	2,500	2,500
Professional & Technical Services				
Other Supplies	1,000	1,000	1,000	1,000
Total	***37,546***	***40,046***	***40,046***	***40,046***
Recreation Department				
Rec. Other Purchased Service	***11,400.00***	***11,400***	***11,400***	***11,400***
Parks Department				
Energy Expense	2,500.00	2,500	2,500	2,500
Other Property Related Services	51,000.00	51,000	51,000	51,000
Other Purchased Services	9,000.00	9,000	9,000	9,000
Total	***62,500***	***62,500***	***62,500***	***62,500***
Memorial Day Committee				
Expenses	700.00	1,000	1,000	1,000
	310,494.00	317,723	318,323	318,323
TOTAL LIBRARY & RECREATION	***310,494.00***	***317,723***	***318,323***	***318,323***
SALARIES	116,664.00	119,388	119,388	119,388
EXPENSES	193,830.00	198,335	198,935	198,935
DEBT & INTEREST				

Department/Account	*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
Long Term Principal				
Long Term Principal	$ 137,878	131,903	131,903	131,903
Long Term Interest				
Long Term Interest	37,974.70	31,878	31,878	31,878
Temporary Loan Interest				
Temporary Loan Interest	3,774.00	3,774	3,774	3,774
TOTAL DEBT & INTEREST	179,627	167,555	167,555	167,555
INSURANCE & ASSESSMENTS				
County Retirement				
County Retirement System	386,855	479,749	479,749	479,749
Group Health Insurance - 914				
Group Health Insurance	394,929	372,750	394,929	394,929
Unemployment Account				
Unemployment				
FICA Town Share				
Medicare Town Share	37,638	37,638	37,638	37,638
Bldg./Vehicle Liab. Ins/Workers Compensation, Etc				
Bldg./Vehicle Liab. Ins.	148,152	150,152	150,152	150,152
TOTAL INSURANCE & ASSESSMENTS	967,574	1,040,289	1,062,468	1,062,468
Total Budget	**13,107,748**	**13,457,138**	**13,694,674**	**13,994,703**

Department/Account	*Voted FY25*	***No Override Budget FY26*** Proportional Share of New Revenue	***Groton Assessment FY26*** Override	***School Request FY26*** Override
	$ 13,107,748	$ 13,457,138	$ 13,694,674	$ 13,994,703
Municipal Salaries	2,296,166	2,387,693	2,389,193	2,389,193
Municipal Operations	1,308,229	1,295,900	1,358,400	1,358,400
Insurance & Assessments	967,574	1,040,289	1,062,468	1,062,468
Municipal Operations - TOTAL	4,571,969	4,723,882	4,810,061	4,810,061
Municipal Debt & Interest	179,627	167,555	167,555	167,555
Town Operations & Debt - TOTAL	4,751,596	4,891,437	4,977,616	4,977,616
Schools - Operations	8,198,426	8,500,247	8,651,605	8,951,634
Schools - Debt & Interest	157,726	65,454	65,454	65,454
Schools Operations & Debt - TOTAL	8,356,152	8,565,701	8,717,059	9,017,088
Total Budget for the Fiscal Year	13,107,748	13,457,138	13,694,674	13,994,703
Check				

FY25	Proportional Revenue Share	Groton Assessment	School Level Services
	0.37%	2.67%	4.48%	6.77%

Meeting Minutes - January 8, 2025

Town of Dunstable

JANUARY 29, 2025

DUNSTABLE TOWN HALL
511 Main Street | Dunstable, MA

Town of Dunstable Select Board
Meeting Minutes

Wednesday, January 8, 2025

In attendance: Chair Leah Basbanes, Vice Chair Kieran Meehan, Select Board Member Ron Mikol, Town Administrator Jason Silva; Executive Assistant Sue Fayne, Board of Health Chair Maria Amodei

The meeting was called to order at 5 PM by Chair Basbanes.

Public Comment

Vice Chair Meehan raised a question about the PFAS mitigation waterline construction process. He mentioned that a resident had inquired about assistance with water filtration. The board discussed that residents should reach out to the school system for information, as the DEP and schools were continuing to provide bottled water and some residences had on-site filtration and mediation systems based on contamination levels.

TA Jason Silva clarified that it was an ongoing process. Chair Leah Basbanes emphasized that this issue would be ongoing and options should be available for residents.

Approval of Meeting Minutes from December 3, 2025*

On a **motion** by Member Ron Mikol and **seconded** by Vice Chair Meehan, it was **voted to approve** the meeting minutes from December 3, 2024 as submitted. **The vote was unanimous.**

Appointment: Amy Watson to the Board of Library Trustees*

Amy Watson introduced herself as a new resident who moved to Dunstable in November of the previous year. She highlighted her qualifications, including a master's degree in library science from Simmons University, work experience in a law library, and previous experience as a trustee for the Lowell Public Library. Watson expressed her interest in contributing to the Dunstable library and her perspective as a multi-generational library user.

Library Director Maureen Strauss expressed support for Watson's appointment, noting that the community would be lucky to have her on the board. Maureen & the Select Board also acknowledged John Callahan's long service of 20 years on the Library Board of Trustees.

On a **motion** by Member Ron Mikol and **seconded** by Vice Chair Meehan, it was **voted to** appoint Amy Watson to the Board of Library Trustees, with a term to expire on May 20, 2025. **The vote was unanimous.**

Hazard Mitigation Plan Update Resolution and Adoption*

TA Jason Silva explained that the Hazard Mitigation Plan had been finalized after an extensive process, alongside the MVP plan. He noted that the plan had gone through reviews with MEMA and FEMA, and was now ready for adoption pending the Select Board's approval.

In accordance with Massachusetts General Laws, Chapter 40 Section 4, on a **motion** made by Member Ron Mikol and **seconded** by Vice Chair Meehan, it was **voted to approve** the resolution as presented adopting the Town of Dunstable 2024 Hazard Mitigation Plan Update. **The vote was unanimous.**

The board discussed making the plan available online for public access. Jason Silva mentioned that the document was approximately 160 pages long and that he would send a redline version to show the updates made to Joan Simmons, per her request.

Updated Liquor License Application*

Sue Fayne presented an updated liquor license application form. She explained that the new form included processes for transfers, changes of location, and other standard occurrences related to liquor licenses. The board discussed the approval process, noting that all relevant departments (police, fire, health, building) should have the opportunity to review and sign off on changes.

The board members debated the necessity of full sign off for minor changes like business name updates. They concluded that having all departments review changes was important, as each might have different concerns or insights.

On a **motion** by Member Ron Mikol and **seconded** by Vice Chair Meehan, it was **voted to approve** the updated Town of Dunstable Liquor License application, dated November 21, 2024. **The vote was unanimous.**

Banner Policy Update*

Sue Fayne presented an updated Banner policy, which had been simplified to focus solely on banners, removing references to temporary signs at town hall. The board discussed liability concerns related to banner installation and removal. Ron Mikol suggested obtaining proper liability waivers from the town's insurer.

The board also discussed the current practices for installing banners, noting that various local companies and volunteers have been involved in the process. They acknowledged the need for proper safety measures and insurance coverage.

On a **motion** by Member Ron Mikol and **seconded** by Vice Chair Meehan, it was **voted to approve** the updated Town of Dunstable Banner Policy, dated November 19, 2024. **The vote was unanimous.**

Textile Blue Bins Location*

Joined by Maria Amodei, Chair of the Board of Health, the Board discussed ongoing issues with the current textile blue bins location. They noted that there had been vandalism and threats to

the vendor, requiring police escorts for bin emptying. Various alternative locations were considered, including:

- The old salt/sand shed on Groton Street
- The Library
- A triangular area across from the post office
- Town land past the cemetery on Main Street

The board debated the pros and cons of each location, considering factors such as visibility, potential for dumping, and community impact. They ultimately decided to explore two options:

- Working with the MUD district developer to place the bins on the side of the road near the post office entrance
- Returning the bins to their previous location if the first option is not feasible

On a **motion** by Member Ron Mikol and **seconded** by Vice Chair Meehan, it was **voted to** allow the bin relocation to be negotiated by the Town Administrator with the present developer of the MUD district for a permanent or semi-permanent location for the bins. **The vote was unanimous.**

Mural for Town Hall*

TA Jason Silva introduced the idea of creating a mural for the empty space in the town hall where the bulletin board for meeting postings were previously located. The board discussed various options, including:

- Holding a contest for high school students to submit proposals
- Working with the cultural council to select an artist
- Commissioning a local artist

The board members expressed interest in the idea but requested to see examples of similar projects from other towns before deciding. They also discussed the possibility of making the mural a rotating art display or considering a digital display for town announcements and meeting information.

No formal decision was made, and the board agreed to revisit the topic after gathering more information and examples.

2024 Annual Report

TA Jason Silva presented ideas for refreshing the town's annual report. He mentioned looking at examples from other communities and considering ways to make the report more engaging and visually appealing. Suggestions included:

- Hosting a photo contest for residents to submit images for the report's cover
- Exploring different formats and designs used by other towns
- Making the report more accessible online with improved navigation

DRAFT

The board discussed the current printing practices, noting that they printed about 250 copies last year and had about 30 left. They debated the merits of maintaining the current format versus updating it, considering both tradition and the potential for improved engagement.

The board requested to see examples of other towns' reports before making a decision. They also expressed interest in improving the online version of the report to make it more user-friendly and searchable.

No formal decision was made, and the board agreed to review options at a future meeting.

Town Administrator's Report

This agenda item was not discussed

The meeting was adjourned at 6:20PM.

Respectfully Submitted,

Sue Fayne
Executive Assistant

DRAFT

NMCOG: At Home in Greater Lowell

Town of Dunstable

JANUARY 29, 2025

DUNSTABLE TOWN HALL
511 Main Street | Dunstable, MA

Six goals, seventeen strategies

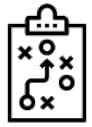
a vision of success for the region

All people in Greater Lowell will have a place to call home due to the range of affordable, available, and attainable housing choices. These choices will support physical and mental well-being for people at all stages of life. By 2035, the region will be prosperous and healthy through achievement of our six housing goals.

strategy and action types



Implement Region-wide



New Plan



New Program



Implement Locally



Policy or Bylaw



State or Federal Advocacy

Goal 1
Housing Production and Choice

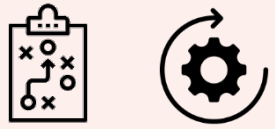
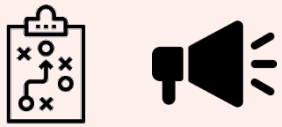
Increase the total number and type of safe, healthy, and environmentally-friendly homes so that people at any stage of life and income will be able to find a place to live while meeting the projected need of 19,250 new homes by 2035.

Measure progress through:

Number of new homes

% of homes that are 2+ family

Strategies

Geography	Type of Action(s)	Strategy Description
		1. Implement zoning changes that encourage the production of housing to meet current and future housing needs
		2. Develop a regional plan for adaptive reuse of underutilized properties, including identification of buildings, marketing, and funding for site readiness
		3. Study barriers to modular or panelized housing, create strategies to overcome them, and advocate for allowing modular housing in state and federal programs

Implement zoning changes that encourage the production of housing to meet current and future housing needs

NMCOG Actions

- Create toolkit that will assist communities in adopting new zoning
- Prioritize DLTA and other assistance for projects that amend zoning or other housing policies to increase housing capacity in key areas

Local Actions

- Adopt zoning that allows “cottage style” single family developments on small lots by right in key geographies
- Adopt zoning that allows “missing middle” homes such as two-family, three-family, townhomes, or multifamily
- Identify and adjust barriers to the permitting process

Develop a regional adaptive reuse plan including identification of buildings, marketing, and funding for site readiness

NMCOG Actions

- Seek funding for a regional plan that identifies viable reuse sites and barriers to redevelopment.
- As plan is completed, connect those sites with needed predevelopment assistance to remove those barriers.
- After plan is completed, regionally market the list of viable sites to developers across the state.

Local Actions

- Identify viable reuse sites during planning process.
- Participate in predevelopment assistance and marketing program.

Study barriers to modular or panelized housing, create strategies to overcome them, and advocate for allowing modular housing in state and federal programs

NMCOG Actions

- Seek examples of attractive, functional, and cost-effective modular housing
- Seek funding to study barriers within the region to modular housing
- Determine methods to overcome those barriers, including evaluating pilot programs, policy change at local or state levels, or pre-approving certain designs
- Study models of supporting local fabrication of modular and panelized housing

Local Actions

- Participate in recommendations, which may include pilot programs, zoning adjustments, or advocacy

Goal 2
Housing Location

Increase the number of homes in places that are climate-resilient with access to public transportation, employment, basic services, and amenities essential for daily life.

Measure progress through:

Mode-shift away from single occupancy vehicles
% of new homes that are within 1/2 mile of transit

Strategies

Geography	Type of Action(s)	Strategy Description
		1. Develop TOD master plans around current or future commuter rail stations, including advocacy for expanded service and feasibility studies
		2. Develop a competitive “Traditional Complete Neighborhood” technical assistance program for neighborhoods that could support pedestrians, bicycles, and/or bus transit

Develop TOD master plans around current or future commuter rail stations, including advocacy for expanded service and feasibility studies

NMCOG Actions

- Work with Lowell, Billerica, and Tyngsborough to implement MBTA Communities zoning
- Undertake projects in each community to create a master plan that envisions desired development and identifies barriers to that development
- Include feasibility study of residential development and additional rail service
- Develop an advocacy plan for the extension of commuter rail service in both frequency and geographic extent to Tyngsborough

Local Actions

- Participate in planning processes and assist with advocacy

Develop a competitive "Traditional Complete Neighborhood" technical assistance program for neighborhoods that could support pedestrians, bicycles, and/or bus transit

NMCOG Actions

- Identify a funding source to create a new program to provide 1-2 technical assistance programs per year for "Traditional Complete Neighborhoods"
- Assistance could include zoning studies, transportation studies, market/feasibility studies, or preliminary design work to improve neighborhoods of a certain density, create traditional "village-style" patterns, and provide stronger multimodal transportation connections

Local Actions

- Apply for technical assistance grants and participate in program

Goal 3
Housing Stability and Subsidized Housing

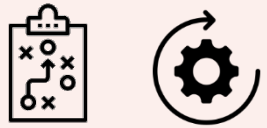
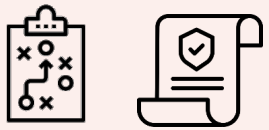
Provide housing stability for current and future residents by creating and maintaining homes that affordably meet their needs, therefore ensuring access and ability to stay within communities of opportunity.

Measure progress through:

Number of subsidized units on the SHI

% of housing cost burdened households

Strategies

Geography	Type of Action(s)	Strategy Description
		1. Develop a region-wide Housing Services Office to inventory, evaluate, and communicate actual affordable housing inventory and anti-displacement programs
		2. Complete market studies to evaluate and create or update Inclusionary Zoning or Incentive Zoning sections
		3. Work with state and federal partners to create low- or no-interest mortgages and expand first-time homebuying programs (including rent-to-own programs)

Develop a region-wide Housing Services Office to inventory, evaluate, and communicate actual affordable housing inventory and anti-displacement programs

NMCOG Actions

- Identify funding to create and maintain a region-wide inventory of not only SHI units, but the affordability levels, waitlist status, and other important data for each community
- Develop a Regional Housing Service Office (RHSO) to monitor, administer, and assist in preservation and expansion of number of SHI units

Local Actions

- Provide existing documentation of SHI units
- Provide ongoing funding to RHSO

Complete market studies to evaluate and create or update (calibrate) Inclusionary Zoning or Incentive Zoning sections

NMCOG Actions

- Create customizable tools and model zoning to assist communities in completing market studies and updating or creating new zoning
- Prioritize DLTA and other assistance for projects that are designed to utilize market studies to craft Inclusionary Zoning or Incentive Zoning that would increase the number of affordable units without impacting housing production

Local Actions

- Undertake market studies to determine thresholds and affordable unit percentages of developments that the current market could support
- Develop and implement zoning that either requires a certain proportion of units to be affordable or provides reasonable density bonuses if affordable units are provided, either within an overlay or town-wide

Work with state and federal partners to create low- or no-interest mortgages and expand first-time homebuying programs (including rent-to-own programs)

NMCOG Actions

- Provide an educational toolkit about first-time homebuyer programs
- Provide an educational toolkit about rent-to-own programs
- Assist in advocacy to expand statewide first-time homebuyer mortgage programs like ONE Mortgage

Local Actions

- Utilize toolkit to expand knowledge about first-time homebuyer programs to young people and renters
- Work with developers to create rent-to-own (RTO) units

Goal 4
Housing Security

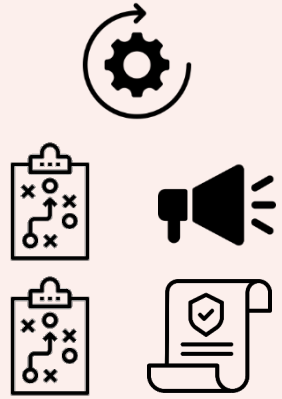
Eliminate housing insecurity through the strengthening of diversion and emergency shelter systems and the long-term creation and preservation of homes appropriate for chronically unhoused residents and individuals.

Measure progress through:

Unsheltered point-in-time count

Number of Permanent Supportive Housing (PSH)

Strategies

Geography	Type of Action(s)	Strategy Description
		1. Create and maintain a data dashboard 2. Collaboratively develop proposals to reduce red tape, identify funding gaps, and request additional funding 3. Identify sites for permanent supportive housing in each community and connect those with providers, funding, and zoning relief

Create and maintain a data dashboard

NMCOG Actions

- Create and host a regional dashboard to collect and report data on unhoused individuals and families in the region
- Streamline data collection and reporting through the data dashboard
- Track progress and change, and advertise and communicate that data to both policymakers and the public

Local Actions

- Provide data for dashboard as needed and available

Collaboratively develop proposals to reduce red tape, identify funding gaps, and request additional funding

NMCOG Actions

- Develop working groups made up of existing service providers in the area and state entities to identify areas of collaboration
- Identify redundancies and inefficiencies in requirements and work with state offices to determine ways to reduce or eliminate those inefficiencies
- Evaluate impacts of moving to balance of state Continuum of Care
- Emphasize discussion of preventative strategies such as eviction prevention services
- Consider the Massachusetts Alliance for Supportive Housing triage and assessment tool to identify the most vulnerable individuals
- Develop funding proposals appropriate for grants and federal/state programs

Local Actions

- Share legal resource education for tenants
- Participate in working groups

Identify sites for permanent supportive housing in each community and connect those with providers, funding, and zoning relief

NMCOG Actions

- Identify municipal-owned land or private land with owners interested in selling that could support multifamily or cottage-style Permanent Supportive Housing (PSH) or other deed-restricted affordable housing developments
- Identify developers, providers, and funding that can create these units, including gap funding to purchase and convert market-rate buildings into multifamily
- Create toolkit materials to assist communities in providing zoning relief necessary for key sites

Local Actions

- Identify municipal or private land ideal for PSH
- Provide zoning relief as necessary for PSH

Goal 5
Fair Housing and Engagement

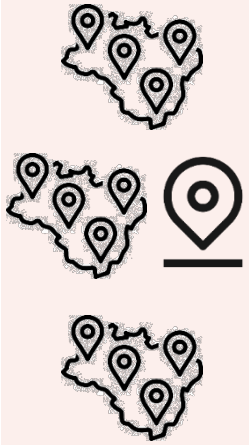
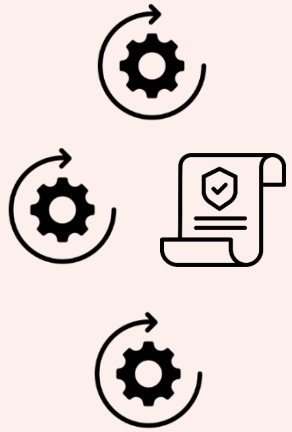
Foster inclusive communities and affirmatively further fair housing in every neighborhood in our region while communicating equitably and effectively across the region.

Measure progress through:

Engagement metrics on media campaigns

Number of participants in trainings

Strategies

Geography	Type of Action(s)	Strategy Description
		1. Advance a region-wide storytelling program to combat misinformation and raise awareness for both housing challenges and well-researched solutions 2. Develop a regional fair housing training program and require participation for all land use boards and committee members (planning boards and zoning boards) 3. Create or expand programs to provide housing counseling, financial literacy education, and housing readiness for residents and those seeking to live in the region

Advance a region-wide storytelling program to combat misinformation and raise awareness for both housing challenges and well-researched solutions

NMCOG Actions

- Seek funding to advance storytelling program
- Play a convener role to develop storytellers and new storytelling venues--including in-person events, social media, and traditional media--linking policy and positive economic development, fiscal, and human outcomes

Local Actions

- Assist in finding storytellers and venues
- Promote videos, events, and stories to residents, businesses, and partners

Develop a regional fair housing training program and require participation by all land use boards and committee members (planning boards and zoning boards)

NMCOG Actions

- Develop, potentially with statewide partners, a regional fair housing training program that is offered at least annually, but potentially several times each year
- Seek funding for program

Local Actions

- Adopt policy or bylaw that requires members of land use boards to attend training at regular intervals

Create or expand programs to provide housing counseling, financial literacy education, and housing readiness for residents and those seeking to live in the region

NMCOG Actions

- Create and offer training for landlords to accept vouchers
- Make available and expand educational resources from Community Teamwork, Inc, the Merrimack Valley Housing Partnership, and local lenders.

Local Actions

- Promote educational offerings to local owners and residents

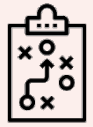
Goal 6
Funding and Partnerships

Create and sustain long-term funding sources and partnerships – across agencies, municipalities, organizations, and advocates – to advance the other goals of this plan, reduce barriers to housing production including infrastructure, and support region-wide coordination on local housing policies.

Measure progress through:

Number of dollars granted for homes or infrastructure supporting homes in region

Strategies

Geography	Type of Action(s)	Strategy Description
		1. Create a Greater Lowell Housing Supply Accelerator
		2. Create a new guarantee program leveraging support from local and regional financial institutions
	 	3. Conduct a study, and complete and implement a plan to expand small-scale or regional sewer capacity

Create a Greater Lowell Housing Supply Accelerator

NMCOG Actions

- Identify partners to implement this plan through the creation of a Housing Accelerator
- Create a steering committee, engage core partners, and provide materials for outside partners
- Develop opportunities to involve residents to shape development decisions
- Weave partnership into annual summit structure with awards

Local Actions

- Participate in Housing Accelerator activities

Create a new guarantee program leveraging support from local and regional financial institutions

NMCOG Actions

- Work with financial institutions to develop an LDFC-like partnership that could utilize federal or impact investor dollars to guarantee low-interest or risky loans
- Create a framework for targeting those funds such as infill development, development with workforce units, development in certain areas, etc.
- Work or support others' work to reach out to potential funding sources to fund the guarantee program

Local Actions

- Advocate and support at the local level

Conduct a study, and complete and implement a plan to expand small-scale or regional sewer capacity

NMCOG Actions

- Create a dataset of existing wastewater infrastructure
- In partnership with local governments and other relevant stakeholders, identify opportunities for expanding wastewater infrastructure
- Evaluate possibility of small-scale area package treatment plants for multiple multifamily developments in town centers or other traditional complete neighborhoods
- Seek funding to implement opportunities

Local Actions

- Partner and participate in regional planning

Architectural Services Contract: Library & Bandstand

Town of Dunstable

JANUARY 29, 2025

DUNSTABLE TOWN HALL
511 Main Street | Dunstable, MA

Approved by Town of Dunstable - ATTN: Jason Silva on Jan 22, 2025

Approved

Emerald Design Build
435 Lancaster St Suite 360
Leominster, MA 01453-4397
Phone: (978) 870-8712
Architecture | Interiors | Construction

Town of Dunstable - ATTN: Jason Silva
Cell: +19787436340

Print Date: 1-22-2025

Proposal for Dunstable Bandstand Repairs

We are pleased to present this proposal for your upcoming project. Emerald Design Build is committed to delivering innovative, high-quality services, and we are confident that our team will meet your expectations. Please see our proposal for your review, and do not hesitate to reach out with any questions.

Architectural Design Services

Items	Description	Price
Pre-Design	- Site visit to review scope of work on bandstand. - Record measurements as needed. *Disclosure* Fee is reflective of being awarded both jobs, to minimize number of visits to site.	$300.00
Product Selection & Review	- Selection of bandstand products/materials as required for replacement.	$600.00
Permit Drawings & Bid Documentation	- Preparation of permit drawings for scope of work for bandstand repairs. - Preparation of specifications. - Preparation of bid documents.	$1,800.00

Total Price: $2,700.00

Thank you again for choosing Emerald Design Build. We look forward to the opportunity to work with you!

I confirm that my action here represents my electronic signature and is binding.

Signature: 

Date: Jan 22, 2025, 5:32 PM

Approved by: Town of Dunstable - ATTN: Jason Silva

Approved by Town of Dunstable - ATTN: Jason Silva on Jan 22, 2025

Approved

Emerald Design Build
435 Lancaster St Suite 360
Leominster, MA 01453-4397
Phone: (978) 870-8712
Architecture | Interiors | Construction

Town of Dunstable - ATTN: Jason Silva
Cell: +19787436340

Print Date: 1-22-2025

Proposal for Dunstable Library Repairs

We are pleased to present this proposal for your upcoming project. Emerald Design Build is committed to delivering innovative, high-quality services, and we are confident that our team will meet your expectations. Please see our proposal for your review, and do not hesitate to reach out with any questions.

Architectural Design Services

Items	Description	Price
Pre-Design	- Site visit to review scope of work on library. - Record measurements of library foundation and window dimensions. - Production of a simple existing conditions library floor plan (footprint only) with approximate window and door locations to utilize as a key plan for contractor's reference. *Disclosure* Fee is reflective of being awarded both jobs, to minimize number of visits to site.	$1,500.00
Product Selection & Review	- Selection of window product and adjacent materials required for replacement. - Selection of bandstand replacement materials per Pre-Design scope conversations.	$1,800.00
Permit Drawings & Bid Documentation	- Preparation of permit drawings for scope of work for library and bandstand repairs. - Preparation of specifications. - Preparation of bid documents.	$3,000.00

Total Price: $6,300.00

Thank you again for choosing Emerald Design Build. We look forward to the opportunity to work with you!

I confirm that my action here represents my electronic signature and is binding.

Signature: 

Date: Jan 22, 2025, 5:25 PM

Approved by: Town of Dunstable - ATTN: Jason Silva

BIC: Police Station Window & Door Replacement

Town of Dunstable

JANUARY 29, 2025

DUNSTABLE TOWN HALL
511 Main Street | Dunstable, MA

Police Station Windows and Doors Replacement

Company	Bid Amount	Forms Submitted	Comments
FRG Contractor Corp	$44,235	Y	Complete Bid Package
Northeast Construction	$49,980	Y	Complete Bid Package
Kneeland Construction Corp	$58,000	Y	Complete Bid Package
Cornerstone Construction and Remodeling Inc	$67,586	Y	Complete Bid Package

REFERENCES

All bidders must supply 3 references with whom the bidder has done business within the last twelve (24) months.

Name: Town of Brewster - Tom Thatcher

Phone #: P: (508) 896-3701 x1118 | M: (508) 326-5732

Address: 2198 Main Street, Brewster, MA 02631

Name: G & G Construction - Giorgio Di Costanzo

Phone #: (617) 839-8572

Address: 23 Winthrop Avenue, Revere, MA 02151

Name: Nahant Housing Authority - Gary Boucher

Phone #: P: (978) 320-4030 | M: (978) 408-4711

Address: 43-53, 77-79 Spring Rd, 03-09 Emerald Road, Nahant, MA 01908

COMPANY NAME: FRG Contractor Corp.

SIGNATURE: Erin n L

PRICE QUOTE FORM

Proposers must submit pricing in accordance with the following instructions. The pricing is to cover all work/services required for this project as outlined in this IFB. Bid prices must be all-inclusive, including all costs, fees, charges, expenses, travel, postage, fax and telephone charges, preparation of reports, electronic data, training sessions and all meeting attendance and presentations, etc. No separate fees or costs of any kind will be paid other than the stated bid price.

The selected firm agrees to perform all services as required in this REQUEST during the life of this contract.

Total Bid Price for: $ 44,235.00

Proposers must indicate the staff that will be involved with this project who the lead person will be (the person that the town will have contact with).

Company Information

Full Legal Name FRG Contractor Corp.

Business Mailing address 800 W Cummings Park, Suite 2300, Woburn, MA 01801

Telephone Number: (888) 267-6281 Email: estimate@frgcontractor.com

32-0516328
Federal Identification Number

Fabio DaSilva
Type Name of Person Signing Proposal

Date 12/30/2024

Signature

Title President/Owner

800 W Cummings Park, Suite 2300
Street Address

Woburn, MA 01801
City, State, Zip

OSHA Training Certification of contractors

As of July 1, 2006, the Town of Dunstable will comply with the amended MGL chapter 30 section 39s "**Contracts for Construction: Requirements**" as follows.

The Town of Dunstable in all bids and contracts that fall under the application of this law, as amended, will require bidders and/or contractors to comply with the requirements of certifying that they and their employees have complied with MGL chapter 30 section 39s. This law requires successful completion of a 10-hour OSHA safety training course prior to working on the Town's worksite or in the work subject to the bid or contract.

The Town will require proper certification due upon contract signing. It is expected that the contractor, by signing the certification form provided with the bid is fully meeting the language of the law, as amended, and that they are accepting the responsibilities to comply with the law for the full term of the work.

The Town of Dunstable will pay certified payrolls that are deemed complete. The statute indicates that with the first certified payroll submitted to the Town, documentation must be provided that each employee on the payroll documents submitted to the Town has successfully completed the OSHA training.

Any employee who's name does not appear on the first certified payroll must submit certification with the first payroll they do appear on. Failure to provide full documentation may result in a delay in payment to the vendor as the packet submitted for payment would be determined to be incomplete.

Any employee found on a worksite subject to this section without documentation of successful completion of a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration shall be subject to immediate removal.

This certification requirement will go into effect for any bids received or contracts awarded after July 1, 2006 in accordance with MGL 30 39s as amended by Chapter 306 of the Acts of 2004.

CERTIFICATION OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) TRAINING

In accordance with Massachusetts General Law 30: Section 39S, as amended by Chapter 306 of the Acts of 2004, effective 7/1/06, for all contracts for the construction, reconstruction, alteration, remodeling or repair of any public work or the construction, reconstruction, installation, demolition, maintenance or repair of any public building estimated to cost more than $10,000, the Contractor hereby certifies to the following:

(1) that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and (3) that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

(a) Any employee found on a worksite subject to this section without documentation of successful completion of a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration shall be subject to immediate removal.

(b) The attorney general, or their designee, shall have the power to enforce this section including the power to institute and prosecute proceedings in the superior court to restrain the award of contracts and the performance of contracts in all cases where, after investigation of the facts, they have made a finding that the award or performance has resulted in violation, directly or indirectly, of subsection (b), and they shall not be required to pay to the clerk of the court an entry fee in connection with the institution of the proceeding.

The undersigned hereby certifies under the penalties of perjury to the above:

Company: FRG Contractor Corp.

Authorized Signature: Fabio DaSilva

Print Name: Fabio DaSilva

Title: President/Owner

Date: 12/30/2024

Telephone: (888) 267-6281

Certificate of Non-Collusion

The undersigned certifies under penalty of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

Fábio n J

Signature of person signing bid or proposal

Fabio DaSilva - President/Owner

Printed Name of person and title

FRG Contractor Corp.

Company name

12/30/2024

Date

Revenue Enforcement and Protection Certification (REAP)

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, the company, corporation, partnership or entity named below is in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

ENTITY NAME: FRG Contractor Corp.

By: Fabio DaSilva
Authorized signature

12/30/2024
Date

Fabio DaSilva
Name of person signing above (type/print)

800 W Cummings Park, Suite 2300, Woburn, MA 01801
Business address

(888) 267-6281
Telephone Number

Bond Number: UCSX333X5706

AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
FRG Contractor Corp.
800 W Cummings Park, Suite 2300
Woburn, MA 01801

SURETY:
(Name, legal status and principal place of business)
United Casualty and Surety Insurance Company
303 Congress Street, Suite 502
Boston, MA 02210

OWNER:
(Name, legal status and address)
Town of Dunstable
511 Main Street
Dunstable, MA 01827

BOND AMOUNT: $
Five Percent of Attached Bid (5%)

PROJECT:
(Name, location or address, and Project number, if any)
Police Station Windows and Doors Repairs and Replacement

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Init.
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User Notes:
(1177639241)

Signed and sealed this 7th day of January , 2025

FRG Contractor Corp.

(Contractor as Principal) *(Seal)*

Shania Teodoro

(Witness)

(Title) President/Owner

United Casualty and Surety Insurance Company

(Surety) *(Seal)*

(Witness)

Seanna Maguire, Client Service Representative

(Title)

Mark D. Leskanic, Attorney-in-Fact

Init.

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User Notes:

(1177630241)

UNITED CASUALTY AND SURETY INSURANCE COMPANY
US Casualty and Surety Insurance Company
United Surety Insurance Company

POWER OF ATTORNEY

Agency No: 171333

KNOW ALL MEN BY THESE PRESENTS: That United Casualty and Surety Insurance Company, a corporation of the State of Nebraska, and US Casualty and Surety Insurance Company and United Surety Insurance Company, assumed names of United Casualty and Surety Insurance Company (collectively, the Companies), do by these presents make, constitute and appoint: **Mark D. Leskanic, Matthew Leskanic, Greg Angel, Colin Warner, Lauren Leskanic**

its true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver **any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include riders, amendments, and consents of surety, providing the bond penalty does not exceed Five Million & 00/100 Dollars ($5,000,000.00)**. This Power of Attorney shall expire without further action on December 31st, 2024.

This Power of Attorney is granted under and by authority of the following resolutions adopted by the Board of Directors of the Companies at a meeting duly called and held on the 1st day of July, 1993:

Resolved that the President, Treasurer, or Secretary be and they are hereby authorized and empowered to appoint Attorneys-in-Fact of the Company, in its name and as its acts to execute and acknowledge for and on its behalf as Surety any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected Officers of the Company in their own proper persons.

That the signature of any officer authorized by Resolutions of this Board and the Company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereunto affixed, this 21st day of June, 2023

SEAL SEAL SEAL

UNITED CASUALTY AND SURETY INSURANCE COMPANY
US Casualty and Surety Insurance Company
United Surety Insurance Company

Michael T. Porsch, Treasurer

Corporate Seals

Commonwealth of Massachusetts
County of Middlesex ss:

On this 21st day of June, 2023, before me, Colleen A. Cochrane, a notary public, personally appeared, Michael T. Porsch, Treasurer of United Casualty and Surety Insurance Company, US Casualty and Surety Insurance Company and United Surety Insurance Company, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person(s), or the entity on behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the Commonwealth of Massachusetts that the foregoing paragraph is true and correct.
WITNESS my hand and seal.

Colleen A. Cochrane (Seal)
Notary Public Commission Expires: 10/27/2028

COLLEEN A. COCHRANE
Notary Public, Commonwealth of Massachusetts
My Commission Expires 10/27/2028

I, Robert F. Thomas, President of United Casualty and Surety Insurance Company, US Casualty and Surety Insurance Company and United Surety Insurance Company do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Newton, Massachusetts this 7th day of January, 20 25

Corporate Seals

Robert F. Thomas, President

TO CONFIRM AUTHENTICITY OF THIS BOND OR DOCUMENT EMAIL: CONFIRMBOND@UNITEDCASUALTY.COM



UNITED SAFETY NET

52 Cummings Park Drive, Woburn - MA

978.767.0630

www.UnitedSafetyNet.com

This certifies that

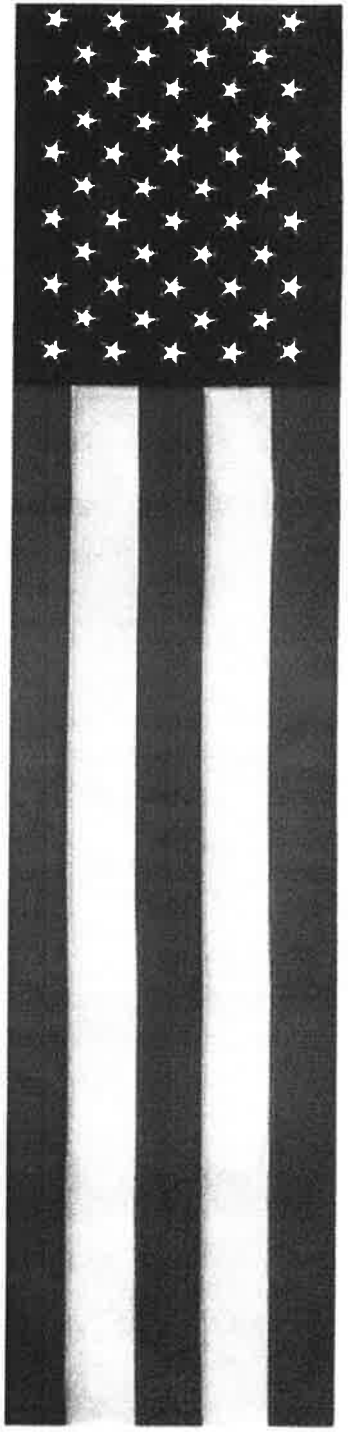
ADEILSON CIRILO

Has successfully completed the **10 Hour OSHA** 1926 Construction Course
OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION

At United Safety Net International Incorporation
OSHA Card will be available in 90 days.
To check this temporary certificate, please call USN at 978-767-0630

06/14/ 2022

Rony Jabour
Education director



UNITED SAFETY NET

52 Cummings Park Drive, Woburn - MA

978.767.0630

www.UnitedSafetyNet.com

This certifies that

ALEXSANDRO CASTRO

Has successfully completed the **10 Hour OSHA** 1926 Construction Course
OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION

At United Safety Net International Incorporation
OSHA Card will be available in 90 days.
To check this temporary certificate, please call USN at 978-767-0630

03/15/2022

Rony Jabour
Education director

OSHA

Occupational Safety and Health Administration

11-006009369

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

MARIO MEDEIROS

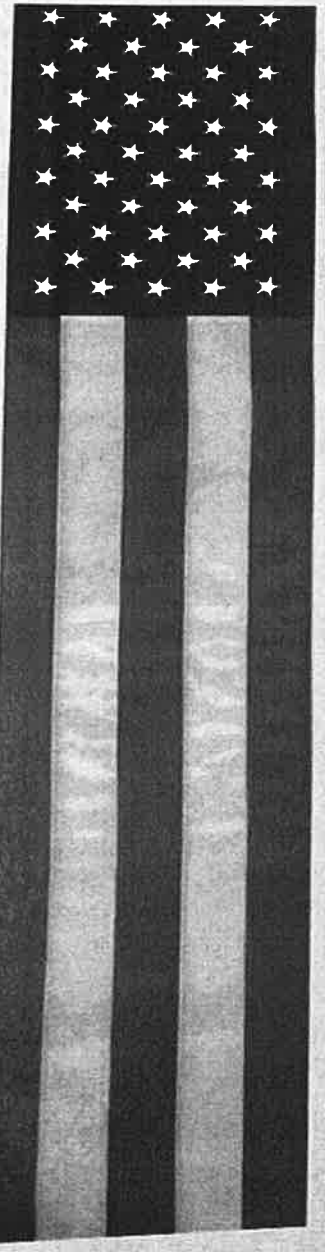
Rony Jabour

Trainer Name

6/26/2016

Date of Issue

Scanned with CamScanner



UNITED SAFETY NET

52 Cummings Park Drive, Woburn - MA

978.767.0630

www.UnitedSafetyNet.com

This certifies that

JOAO FERREIRA

Has successfully completed the **10 Hour OSHA** 1926 Construction Course
OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION

At United Safety Net International Incorporation
OSHA Card will be available in 90 days.
To check this temporary certificate, please call USN at 978-767-0630

02 / 27 / 2024
Course End Date

Rony Jabour
Education director

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/28/24

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Monica Massouras
Ribeiro Desousa Insurance 1 Garfield Circle Unit 6 Burlington, MA 01803	PHONE (A/C, No, Ext): 617-497-2100 FAX (A/C, No): 617-497-6711 E-MAIL ADDRESS: Mmassouras@ribeirodesousa.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : ACCREDITED SPECIALTY INSURANCE CO	
INSURER B : COMMERCE INSURANCE CO	
INSURER C : SUTTON SPECIALTY INSURANCE COMPANY	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

FRG CONTRACTOR CORPORATION
800 WEST CUMMINGS PARK
SUITE 2300
WOBURN, MA 01801

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			2ACPMA17S011505701	08/18/24	08/18/25	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			BDLN26	02/06/24	02/06/25	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	[ ] UMBRELLA LIAB [ ] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			ISCEX0300001784-00	08/26/24	08/18/25	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

FOR INFORMATIONAL PURPOSES ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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The ACORD name and logo are registered marks of ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/28/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Monica Cabral
RIBEIRO DESOUSA LLC DBA RIBEIRO DESOUSA INSURANCE 1092 CAMBRIDGE ST CAMBRIDGE MA 02139	PHONE (A/C, No, Ext): (617) 497-2100 FAX (A/C, No): E-MAIL ADDRESS: mcabral@ribeirodesousa.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : AIM MUTUAL INS CO	33758
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
FRG CONTRACTOR CORP
800 WEST CUMMINGS PARK STE 2300
WOBURN MA 01801

COVERAGES **CERTIFICATE NUMBER:** 1040552 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY			N/A			EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY			N/A			COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR			N/A			EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N/A (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N/A	VWC10060242392024A	07/27/2024	07/27/2025	☒ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
				N/A				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers' Compensation benefits will be paid to Massachusetts employees only. Pursuant to Endorsement WC 20 03 06 B, no authorization is given to pay claims for benefits to employees in states other than Massachusetts if the insured hires, or has hired those employees outside of Massachusetts.

This certificate of insurance shows the policy in force on the date that this certificate was issued (unless the expiration date on the above policy precedes the issue date of this certificate of insurance). The status of this coverage can be monitored daily by accessing the Proof of Coverage - Coverage Verification Search tool at www.mass.gov/lwd/workers-compensation/investigations/.

CERTIFICATE HOLDER

FOR INFORMATIONAL PURPOSES ONLY
800 WEST CUMMINGS PARK, SUITE 2300
WOBURN MA 01801

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Daniel M. Crowley, CPCU, Vice President – Residual Market – WCRIBMA

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The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

Date: May 14, 2024

To Whom It May Concern :

I hereby certify that according to the records of this office,

FRG CONTRACTOR CORPORATION

is a domestic corporation organized on **February 07, 2017** , under the General Laws of the Commonwealth of Massachusetts. I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 156D section 14.21 for said corporation's dissolution; that articles of dissolution have not been filed by said corporation; that, said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.

In testimony of which,
I have hereunto affixed the
Great Seal of the Commonwealth
on the date first above written.

William Francis Galvin

Secretary of the Commonwealth

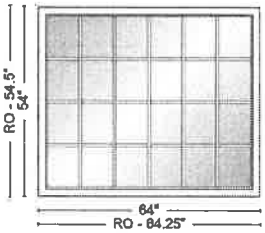
Certificate Number: 24050180860
Verify this Certificate at: http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx
Processed by: CMO

LANSING
BUILDING PRODUCTS

Manufacturing
ACKNOWLEDGEMENT

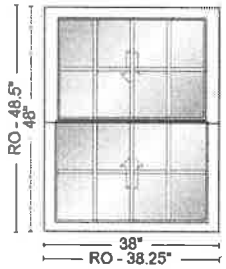
QUOTE NBR	CUST NBR	CUSTOMER PO	CREATED	ORDERED	ORDER TYPE
6035885	1141383	1122704	12/31/2024	Quote Only	Charge

LINE #	DESCRIPTION	QTY
10000-1	Vinyl PW , Unit Size 64 x 54, RO 64.25 x 54.5 Unit 1: U-Factor = 0.23, SHGC = 0.45, VT = 0.55, HII-M-10-02230-00002, Size Options = Custom Size, Replacement Frame Width (Inches) = 64, Frame Height (Inches) = 54 Double Glazed, Double Low-E 180 RS, Argon Filled, DSB ENERGY STAR® Performance Packages = SunGain PLUS (Northern), Performance Package = SunGain PLUS, Overall DP Rating=DP55 Unit Color = White, Prefinished Unit = No Program = None, Label Name = Harvey Contour In-Glass, Colonial, Match Frame, 6W4H Head Expander, Foam Wrap (Pre-Applied) = No Overall Frame Width (Inches) = 64, Overall Frame Height (Inches) = 54, Overall Rough Opening Width (Inches) = 64.25, Overall Rough Opening Height (Inches) = 54.5 E.Star Zone:North=Yes RoughOpening::Head Offset = 0.5, RoughOpening::Sill Offset = 0.5, RoughOpening::Left Offset = 0.5, RoughOpening::Right Offset = 0.5, FrameSize::Head Offset = 0, FrameSize::Sill Offset = 0, FrameSize::Left Offset = 0, FrameSize::Right Offset = 0	2

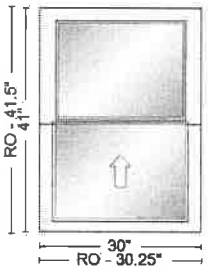


QUOTE NBR	CUST NBR	CUSTOMER PO	CREATED	ORDERED	ORDER TYPE
6035885	1141383	1122704	12/31/2024	Quote Only	Charge

LINE #	DESCRIPTION	QTY
11000-1	Slimline DH , Unit Size 38 x 48, RO 38.25 x 48.5 Unit 1: U-Factor = 0.25, SHGC = 0.44, VT = 0.54, HII-M-34-07452-00002, Size Options = Custom Size, Replacement Frame Width (Inches) = 38, Frame Height (Inches) = 48 Double Glazed, Double Low-E 180 RS, Argon Filled ENERGY STAR® Performance Packages = SunGain PLUS (Northern), Performance Package = SunGain PLUS, Overall DP Rating=DP30 Unit Color = White, Prefinished Unit = No Program = None, Label Name = Harvey, Lock Option = Double, Lift Rail Options=None/Standard, Sash Limit Devices = Night Latch Half Screen, Fiberglass Mesh Contour In-Glass, Colonial, Match Frame, 4W2H Head Expander, Foam Wrap (Pre-Applied) = No Overall Frame Width (Inches) = 38, Overall Frame Height (Inches) = 48, Overall Rough Opening Width (Inches) = 38.25, Overall Rough Opening Height (Inches) = 48.5 Clear Opening Width = 32.75, Clear Opening Height = 19.5625, Clear Opening Square Footage = 4.45 E.Star Zone:North=Yes RoughOpening::Head Offset = 0.5, RoughOpening::Sill Offset = 0.5, RoughOpening::Left Offset = 0.5, RoughOpening::Right Offset = 0.5, FrameSize::Head Offset = 0, FrameSize::Sill Offset = 0, FrameSize::Left Offset = 0, FrameSize::Right Offset = 0	8



LINE #	DESCRIPTION	QTY
12000-1	Slimline SH , Unit Size 30 x 41, RO 30.25 x 41.5 Unit 1: U-Factor = 0.25, SHGC = 0.49, VT = 0.60, HII-M-34-07452-00001, Size Options = Custom Size, Replacement Frame Width (Inches) = 30, Frame Height (Inches) = 41 Double Glazed, Double Low-E 180 RS, Argon Filled ENERGY STAR® Performance Packages = SunGain PLUS (Northern), Performance Package = SunGain PLUS, Overall DP Rating=DP30 Unit Color = White, Prefinished Unit = No Program = None, Label Name = Harvey, Lock Option = Double, Lift Rail Options=None/Standard, Sash Limit Devices = Night Latch Half Screen, Fiberglass Mesh Head Expander, Foam Wrap (Pre-Applied) = No Overall Frame Width (Inches) = 30, Overall Frame Height (Inches) = 41, Overall Rough Opening Width (Inches) = 30.25, Overall Rough Opening Height (Inches) = 41.5 Clear Opening Width = 24.75, Clear Opening Height = 16.0625, Clear Opening Square Footage = 2.76 E.Star Zone:North=Yes RoughOpening::Head Offset = 0.5, RoughOpening::Sill Offset = 0.5, RoughOpening::Left Offset = 0.5, RoughOpening::Right Offset = 0.5, FrameSize::Head Offset = 0, FrameSize::Sill Offset = 0, FrameSize::Left Offset = 0, FrameSize::Right Offset = 0	2



QUOTE NBR	CUST NBR	CUSTOMER PO	CREATED	ORDERED	ORDER TYPE
6035885	1141383	1122704	12/31/2024	Quote Only	Charge

LINE #	DESCRIPTION	QTY
13000-1	Slimline SH , Unit Size 36 x 54, RO 36.25 x 54.5 Unit 1: U-Factor = 0.25, SHGC = 0.49, VT = 0.60, HII-M-34-07452-00001, Size Options = Custom Size, Replacement Frame Width (Inches) = 36, Frame Height (Inches) = 54 Double Glazed, Double Low-E 180 RS, Argon Filled ENERGY STAR® Performance Packages = SunGain PLUS (Northern), Performance Package = SunGain PLUS, Overall DP Rating=DP30 Unit Color = White, Prefinished Unit = No Program = None, Label Name = Harvey, Lock Option = Double, Lift Rail Options=None/Standard, Sash Limit Devices = Night Latch Half Screen, Fiberglass Mesh Head Expander, Foam Wrap (Pre-Applied) = No Overall Frame Width (Inches) = 36, Overall Frame Height (Inches) = 54, Overall Rough Opening Width (Inches) = 36.25, Overall Rough Opening Height (Inches) = 54.5 Clear Opening Width = 30.75, Clear Opening Height = 22.5625, Clear Opening Square Footage = 4.82 E.Star Zone:North=Yes RoughOpening::Head Offset = 0.5, RoughOpening::Sill Offset = 0.5, RoughOpening::Left Offset = 0.5, RoughOpening::Right Offset = 0.5, FrameSize::Head Offset = 0, FrameSize::Sill Offset = 0, FrameSize::Left Offset = 0, FrameSize::Right Offset = 0	1

