TOWN OF DUNSTABLE

SELECT BOARD

MEETING MATERIALS

NOVEMBER 10, 2026

511 Main Street

Dunstable, MA 01827

NOTICE OF A PUBLIC MEETING POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL30A §18 - 25

TOWN OF DUNSTABLE

511 Main Street Dunstable, MA 01827
(978) 649-4514 dunstable-ma.gov

BOARD/COMMITTEE/COMMISSION:	Select Board
SUBMITTED TO TOWN CLERK:	*November 05, 2026 1:49 pm*
MEETING DATE/TIME:	November 10, 2026 9:00 am
LOCATION - REMOTE:	REMOTE: To Join: https://teams.microsoft.com/meet/2737044793420266?p=CYt5evWloD9W0V9oDy

Note: All topic placement & times are estimated and may vary tremendously from projections

Topics the Chair Reasonably Anticipates will or could be Discussed	
1.	Call to Order
2.	Approval of Meeting Minutes from October 27, 2026*
3.	Approval for Alcohol Consumption at Dunstable Library for M250 Open House*
4.	Meeting Adjournment

***Votes likely to be taken**
(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.)

Additional Notes: This meeting will be remote only.
To join the meeting please visit: https://teams.microsoft.com/meet/2737044793420266?p=CYt5evWloD9W0V9oDy

ITEM 1

MEETING MINUTES



Town of Dunstable
Select Board Meeting Minutes
October 27, 2026

Attendees Included: Chair Ron Mikol, Vice Chair Leah Basbanes Member David Tully, Town Administrator Jason Silva, Executive Assistant Sue Fayne, Residents Ron & Maureen Mayer, Jordan Nolan, and Mary & Anastasios Vouthourelis.

Also Present: Advisory Board – Matt Naughton, Clint Keeney, Charlie Lippman, Harold Simmons, and Tim Stewart (remote.)

1. Call to Order

Chair Ron Mikol called the meeting to order and reviewed the evening's agenda, including public comments, appointments, public hearings, the FY2028 budget discussion with the Advisory Board, and consideration of the Central Cemetery fence restoration contract.

2. Public Comment

A resident returned to discuss concerns previously raised regarding neighboring properties, including alleged violations of the Town's junk and nuisance bylaws, outdoor storage issues, condition of structures and fencing, uncovered dumpsters, and perceived impacts on nearby properties.

The resident explained that following a previous Select Board discussion, she had contacted the Town Administrator regarding follow-up efforts. She expressed frustration that the issues remained unresolved and stated that neighbors had raised concerns regarding potential rodent activity near one of the properties.

Chair Ron Mikol acknowledged the concerns and emphasized the distinction between personal preferences regarding a property's appearance and actual violations of Town bylaws. He noted that while certain conditions may be viewed as undesirable by neighbors, enforcement actions must be based on specific bylaw violations. The Chair emphasized the Board's desire to pursue a constructive and collaborative resolution whenever possible while ensuring that any enforceable violations are addressed appropriately.

Vice Chair Leah Basbanes supported a formal review process involving Town officials and cautioned against assuming all concerns would ultimately be determined to be bylaw violations. She noted that interpretation of certain bylaw provisions can be subjective and that enforcement decisions must be based upon objective findings.

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Member David Tully agreed that a comprehensive review was the appropriate next step and supported efforts to bring all parties together in an attempt to improve communication and neighborhood relations.

Town Administrator Jason Silva reported that he had already initiated a review of the properties with several Town officials, including representatives from the Police Department, Fire Department, Board of Health, and Building Department. He advised that some improvements had already been observed at the properties in question and that additional site reviews were underway. Mr. Silva stated that he would prepare a written report summarizing departmental observations and recommendations for the Board's consideration.

The Board agreed to place the matter on the November 10, 2026 agenda for further discussion after receiving the Town Administrator's findings. The Board also noted that property owners discussed during the review process should be notified before any formal hearing is considered.

3. Approval of Minutes

Motion: To approve the September 24, 2026 and October 6, 2026 Select Board meeting minutes as presented.

Vote: Unanimous.

4. Appointments

Colleen Morgan and Alfred Babcock Memorial Scholarship Committee

Motion: To appoint Mitchell Leitzma to the Colleen Morgan and Alfred Babcock Memorial Scholarship Committee for a term expiring November 10, 2029.

Vote: Unanimous.

Associate Zoning Board of Appeals

The Board reviewed the application submitted by Olivia Glennon, who currently serves on other Town committees.

Motion: To appoint Olivia Glennon as an Associate Member of the Zoning Board of Appeals for a term expiring in 2029.

Vote: Unanimous.

Advisory Board Vacancy

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The Board discussed candidates interviewed during the previous meeting and considered qualifications related to municipal finance and community involvement.

Motion: To appoint Sarah McInnis to fill the vacant Advisory Board seat for the remainder of the term expiring May 18, 2027.

Vote: Unanimous.

The Chair noted that this appointment fills only the remainder of a vacated seat and that the position will be subject to election during the next Town election cycle.

5. National Grid Pole Petition Hearing

The Board opened the public hearing regarding a National Grid petition to install a utility pole on Pleasant Street Extension associated with electrical infrastructure improvements at the new substation.

James Kanceruk, Distribution Engineer for National Grid, explained that the proposed installation would add a mid-span utility pole supporting a load-break switch. The equipment is intended to improve system reliability and reduce service interruptions during future maintenance activities at the substation.

Board members questioned Mr. Kanceruk regarding the operation of the switch, possible noise impacts, and installation activities. Mr. Kanceruk explained that the switch would operate quietly and would primarily be used to facilitate reliable service during substation work. He stated that installation would require only temporary road closures and all associated work would be performed overhead, with no roadway excavation required.

Hearing no additional public comment, the Board closed the hearing.

Motion: To approve National Grid's petition to install one JO pole on Pleasant Street Extension and associated equipment necessary to support substation improvements, subject to the rules and regulations of the Dunstable Road Commission.

Vote: Unanimous.

6. Common Victualler License Hearing – Dunstable Pizza

The Board opened the public hearing on the application for a Common Victualler License for Dunstable Pizza, located at 207 Pleasant Street.

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The applicant described plans to open a pizza restaurant offering pizza, calzones, sandwiches, salads, fried foods, and related menu items. The proposed establishment will seat approximately twenty customers and operate from 11:00 a.m. to 9:00 p.m.

Town Administrator Silva confirmed that the application materials were complete. The Board discussed ongoing permitting processes related to septic upgrades and grease separator installation currently under review by the Conservation Commission and Board of Health.

A member of the public raised questions regarding wastewater capacity, septic requirements, and seating limitations associated with serving alcohol. The Board explained that those issues were being addressed through the appropriate permitting process.

Motion: To approve the Common Victualler License for Dunstable Pizza, 207 Pleasant Street, through December 31, 2026.

Vote: Unanimous.

7. On-Premises Malt & Wine License Hearing – Dunstable Pizza

The Board opened the continued public hearing regarding Dunstable Pizza's application for an on-premises Section 15 malt and wine license.

Staff confirmed that all required advertisements, filings, and application materials had been submitted.

Motion: To approve the application submitted by Dunstable Pizza, Inc., for a Section 15 On-Premises Malt and Wine License at 207 Pleasant Street, with Anastasios Vouthourelis serving as manager, operating Monday through Saturday from 11:00 a.m. to 9:00 p.m., subject to ABCC approval, receipt of all required permits and sign-offs, fee payment, and CORI approval.

Vote: Unanimous.

The Board welcomed the new business to Dunstable and expressed support for its opening.

8. Central Cemetery Fence Repair and Repainting Project

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Town Administrator Silva reported that the Community Preservation Committee had appropriated funding for restoration of the Central Cemetery fence. Following a procurement process, four bids were received.

The Cemetery Commission and Cemetery Superintendent reviewed the proposals and conducted reference checks. F&F Pro Painting Corp. submitted the lowest responsive bid in the amount of $37,900. References were reported as positive and the company demonstrated experience with similar projects.

Board members discussed the significant difference between the low bid and the next highest proposals. Mr. Silva indicated that he had personally spoken with the contractor and verified the firm's understanding of the project requirements.

Motion: To award the Central Cemetery Fence Repair and Repainting Project to F&F Pro Painting Corp. in the amount of $37,900 and authorize the Chair to execute the contract.

Vote: Unanimous.

9. FY2028 Budget and Swallow Union Roof Replacement Discussion with Advisory Board

The Select Board conducted a joint discussion with the Advisory Board regarding FY2028 budget planning and the Swallow Union Elementary School roof replacement project.

Town Administrator Silva reported that budget worksheets and capital request forms had been distributed to departments with a November 6 submission deadline. Departments were also asked to identify potential investment requests, staffing needs, and ongoing operating impacts.

Discussion focused heavily on the deteriorating condition of the Swallow Union School roof. Members reviewed recent reports showing significant water infiltration during heavy rain events, including water entering hallways and the gymnasium and causing damage to ceiling materials. Concerns were raised regarding ongoing water damage and potential mold development if repairs are delayed.

The Board reviewed information regarding the Massachusetts School Building Authority (MSBA) process. Preliminary project costs are estimated at approximately $2 million. The MSBA reimbursement rate is expected to be approximately 51%, with additional reimbursement available for ADA-compliance improvements associated with the project.

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Mr. Silva reported that the Town's share is currently estimated at roughly $1 million. Preliminary calculations indicate the debt exclusion could increase the average residential tax bill by approximately $120 annually over a ten-year borrowing period.

Board members expressed support for developing a Memorandum of Understanding (MOU) among the Select Board, Advisory Board, and School Committee to establish expectations regarding future school spending, long-term planning, and use of any additional funding sources that may become available.

The Board also discussed various override strategies, including:

- One-year versus multi-year override options;
- Level-service and investment-budget scenarios;
- Coordination with override planning in Groton;
- Public education efforts to explain ballot questions and budget impacts;
- Potential Town-side investments in public safety and other municipal services.

Advisory Board members generally expressed support for continuing evaluation of a one-year override strategy while maintaining flexibility to respond to future school district funding decisions. No formal action was taken. The discussion served as guidance for continued budget development.

10. Items Not Reasonably Anticipated by the Chair

No items were discussed.

11. Adjournment

Motion: To adjourn.

Vote: Unanimous.

The meeting adjourned at approximately 7:18 p.m.

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ITEM #2

APPROVAL FOR ALCOHOL CONSUMPTION AT DUNSTABLE LIBRARY FOR M250 OPEN HOUSE

PUBLIC DRINKING BYLAW

(HISTORY: Adopted April 19, 1977 ATM Article 20)
(Amended September 24, 1979 STM Article 1; Approved by Attorney General
December 14, 1979)

No person shall drink any alcoholic beverage as defined in Chapter 138 of the Massachusetts General Laws or have in his possession any open container containing such alcoholic beverage while on, in or upon any public way or upon any way to which the public has a right of access, or any public common, park, land or playground, or any place to which members of the public as invitees or licensees, without the consent of the Board of Selectmen; or any private land or place, with the consent of the owner or person lawfully in control of such private land or place. All alcoholic beverages being used in violation of this ordinance shall be seized and safely held until final adjudication of the charges against the person or persons arrested or summoned before the court, at which time they shall be returned to the person entitled to lawful possession. Whoever violates this bylaw shall be punished by a fine of not more than fifty dollars.

Please join us for

DUNSTABLE PUBLIC LIBRARY'S

OPEN HOUSE

celebrating

AMERICA 250

DUNSTABLE'S REVOLUTIONARY LEGACY

Thursday, November 12, 2026 from 6PM-8PM
at the Dunstable Public Library, 588 Main St.

This free community event will showcase the library's work to preserve Dunstable's history, including recent digitization and improvements to Special Collections. Hors d'oeuvres, wine, and non-alcoholic beverages will be available. Guests will also have the opportunity to participate in raffles and make a voluntary donation to support the Friends of the Library. Participation is completely optional.

RSVP by November 5 via phone 978-649-7830,
via email mstrauss@dunstablepl.org
or this form: https://tinyurl.com/dpl250

Cabot Risk Strategies, LLC

Town of Dunstable



Jason Beland

Sr. Account Manager

November 4th, 2026

Insurance Proposal

MIIA | Nonprofit Locally based Member driven

Serving Massachusetts communities since 1982

Member Sponsored Insurance Programs

Cabot Risk Strategies LLC
Customized Risk Management Services

Cabot Risk Strategies serves thousands of individuals and families and hundreds of public entities, non-profits, health care and real estate businesses. Each year we manage over 4500 claims through our TPA Services. Our client base continues to expand, both within the region and within the industries we serve. We recognize that every client is different, with varying degrees of risk appetite and service specifications. That's why we work with a flexible service model. At Cabot, we provide customized risk management services to meet the unique needs of our clients. This approach offers clients complete 360° of protection.



Brokerage Services

Each client presents a specialized set of risks and exposures requiring a specialized solution. Whether for business and commercial risk or personal and family, we provide the right solution at the right price. To complement the management of retained risk, Cabot offers a full-service brokerage portfolio to deliver insured, guaranteed cost insurance products. Our goal is to help our clients establish a balanced mix of insured and self-insured products and services that will achieve the most desired, cost effective program.

Our Team

Our employees are dedicated professionals, and experts at what they do. They're client-focused individuals who enjoy resolving issues and developing innovative solutions. Cabot Risk Strategies is an independent, regional TPA with a New England focus. You'll find that makes us a little different. Our people are down-to-earth, always willing to share their expertise and take the time to get things right. Doing business with Cabot Risk Strategies means doing business with real people. And in these times of consolidations and constant change, that can make all the difference in the world.

Carriers

We work directly with over one hundred insurers. Among these are an elite group of superlative companies we have designated as our core insurer partners. We have chosen them for their:

- Strong service ethic and excellence
- Commitment to improving our clients' loss ratios
- Shared values of integrity, honesty, and business principles
- Innovation, flexibility, and ability to "think out of the box"
- Willingness to work as team members and partners
- Commitment to the local independent agency and the local community

AM Best Rating

A++ and A+ (Superior)
Assigned to companies which have, on balance, superior balance sheet strength, operating performance and business profile when compared to the standards established by the A.M. Best Company. These companies, in A.M. Best's opinion, have a very strong ability to meet their ongoing obligations to policyholders.

A and A- (Excellent)
Assigned to companies which have, on balance, excellent balance sheet strength, operating performance and business profile when compared to the standards established by the A.M. Best Company. These companies, in A.M. Best's opinion, have strong ability to meet their ongoing obligations to policyholders.

Financial Size Categories (FSC)

Assigned to all companies by A.M. Best, the FSC reflects company size based on capital, surplus and conditional reserve funds in millions of U.S. dollars using the scale below. The FSC is designed to provide the subscriber with a convenient indicator of the size of a company in terms of its statutory surplus and related accounts. Many insurance buyers only want to consider buying insurance coverage from companies that they believe have sufficient financial capacity to provide the necessary policy limits to insure their risks. Although companies utilize reinsurance to reduce their net retention on the policy limits they underwrite, many buyers still feel more comfortable buying from companies perceived to have greater financial capacity.

FSC I	less	than	1
FSC II	1	to	2
FSC III	2	to	5
FSC IV	5	to	10
FSC V	10	to	25
FSC VI	25	to	50
FSC VII	50	to	100
FSC VIII	100	to	250
FSC IX	250	to	500
FSC X	500	to	750
FSC XI	750	to	1,000
FSC XII	1,000	to	1,250
FSC XIII	1,250	to	1,500
FSC XIV	1,500	to	2,000
FSC XV	greater	than	2,000

LIQUOR LIABILITY & GENERAL LIABILITY

Named Insured:	**Town of Dunstable**
Insurance Company:	**Mount Vernon Fire Insurance Co. AM Best Rating: A++**
Policy Number:	TBD
Policy Period or Date of Event:	11/12/2026 – 11/14/2026
Event:	Temporary Event
Location:	Dunstable Public Library, 588 Main Street.

	Limit	*Coverage*
Limits & Coverages:	$ 1,000,000	Liquor Liability Each Common Cause
	$ 2,000,000	Aggregate
	$ 1,000,000	General Liability Each Occurrence
	$ 2,000,000	Aggregate
	$ 1,000,000	Personal and Advertising Injury
	$ 2,000,000	Products Aggregate
	$ 100,000	Damage to Premises Rented
	$ 1,000	Medical Payments

Deductible:	$ NA

Terms & Conditions:

Blanket Additional Insured

Based on (#) Participants

Pricing contingent upon Liquor Liability and General Liability being chosen

Limited to Designated Premises and Event

MIIA Nonprofit Locally based Member driven
Serving Massachusetts communities since 1982
Member Sponsored Insurance Programs

Exclusions:

Include, but not limited to:

- Punitive or Exemplary Damages
- Event Vendor, Exhibitor and Contractor
- Disclosure of Personal Information
- Unmanned Aircraft
- New Entities
- Employment Related Practices
- Fireworks
- Mechanical Rides
- Structure Collapse
- Firearms
- Products-Completed Operations other than Food/Beverage
- Participation in Athletic Activity
- Injury to Performers, Entertainers, Participants
- Climging, Rebounding, Interactive Games

Subjectivities:

Fully completed and signed application

NAMED INSURED PREMIUM SUMMARY

Coverage	Carrier	Premium
Liquor/General Liability	Mount Vernon Fire Insurance Company	$ 245.00
Policy Fee		$ 150.00
		$
		$
		$ 395.00

OPTIONS

Option	Premium Difference	Accept	Reject
Rain Date Coverage	$ 50.00		X
Set-up and/or Take-down Coverage	10% of rate per day		X
Banner Coverage	$ 100.00		X
Terrorism	$ 100.00		X
	$		
	$		

Set up and/or Take-down Coverage requires: dates requested, confirm no heavy machinery to be used.

COVERAGE WILL BE MADE EFFECTIVE UPON RECEIPT OF PAYMENT

Accepted By: Jason Silva

Date: 11/5/26

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Serving Massachusetts communities since 1982
Member Sponsored Insurance Programs

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Member driven

Serving Massachusetts communities since 1982

Member Sponsored Insurance Programs

This is a coverage summary, not a legal contract. This summary is provided to assist in your understanding of your insurance program. Please refer to the actual policies for specific terms, conditions, limitations and exclusions that will govern in the event of a loss. Specimen copies of all policies are available for review prior to the binding of coverage.

In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

Higher limits may be available. Please contact us if you would like a quote.

Information Concerning Our Compensation: Unless otherwise specifically negotiated and agreed to with our client, our professional compensation is customarily based on commission calculated as a percentage of the premium collected by the insurer and are paid to us by the insurer. We may also receive from insurers and insurance intermediaries' additional compensation (monetary and non-monetary), which is contingent on volume, profitability or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. In addition to commissions, we may charge fees to you provided however, such fees will always be identified separately and in agreement with you. We will be pleased to discuss with you further details of any contingent compensation agreements pertinent to your placement upon your request.

CABOT
Risk Strategies LLC

Cabot Risk Strategies LLC
15 Cabot Rd.
Woburn, MA 01801
Phone: (800) 222-5963
Fax: (781) 376-9907

INVOICE

Date: 11/4/2026

Town of Dunstable
511 Main Street
Dunstable, MA 01827

Effective Date	Description	Premium
11/12/2026	Special Event Liquor and General Liability	$245.00
	Policy Fee	$150.00
	TOTAL AMOUNT DUE:	**$395.00**

Please Make Checks Payable to:

Cabot Risk Strategies LLC
15 Cabot Rd.
Woburn, MA 01801
Phone: (800) 222-5963

Visit our website for more information:

www.cabotrisk.com

THANK YOU FOR YOUR BUSINESS!

IMPORTANT - CLAIMS REPORTING INFORMATION

Reporting incidents and claims timely is very important as delays in reporting could compromise coverage. In the event you have an incident or claim to report, we have a full service Claims Department to assist you.

Please include the following information when reporting incidents and claims:

- Named Insured
- Policy Number
- Date of Incident
- Time of incident
- Location of incident
- Full Description of the incident, damages, injuries
- Claimant or potential Claimant name(s)
- Witnesses to the incident
- Contact name, phone number, email address

Automobile related claims:

- Description of Vehicle(s) involved
- Driver name, contact and Insurance information for all drivers involved

Please direct notices of incidents or claims to any of the following:

- Email report to claims@cabotrisk.com
- Fax report to (781) 376-9907
- Call (800) 222-5963
- Call or email your Account Manager

OCCURRENCE VS. CLAIMS MADE LIABILITY COVERAGE

Liability Policies can be on an Occurrence Basis or a Claims Made Basis. It is important to know what basis your policy(ies) is/are as there is a difference in timing of reporting claims. Please review your policy and contact us if you have any questions.

Occurrence based policies cover incidents that happen during your policy period, regardless of when you file a claim.

Claims Made based polices cover incidents that happen during your policy period (or after the retroactive date) and are also reported ***during the policy period*** or during the extended reporting period. It is very important to report a claim immediately if your policy is Claims Made.