SPECIAL TOWN MEETING

Monday, November 17, 2025

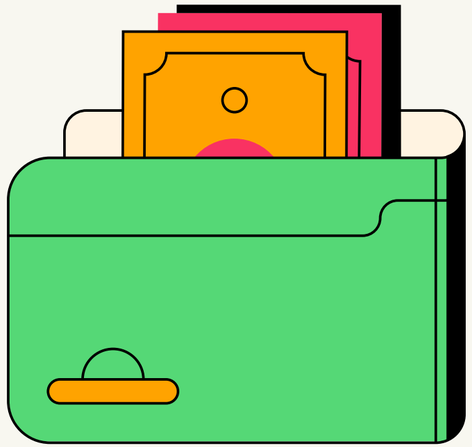
7 PM

Swallow Union Elementary School

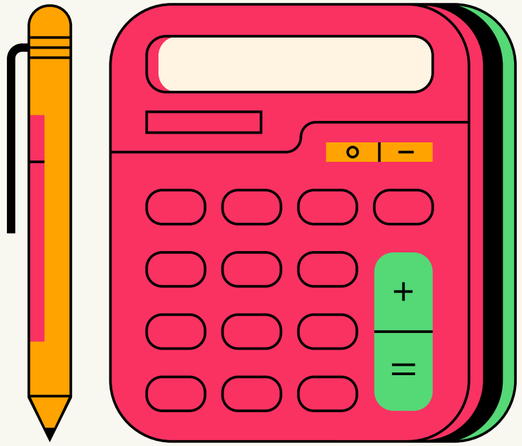
ARTICLE 1

Unpaid Bills of Prior Fiscal Years





To see if the Town will vote to appropriate from Free Cash(Surplus Revenue) a sum of money for the purpose of paying unpaid bills of FY2025, or other prior fiscal years, as needed, or take any action in relation thereto.



This article is a standard article requesting approval for payment of unpaid bills from prior fiscal years. This is typically needed when the Town receives an invoice after the books have been closed for the previous fiscal year. When this happens, under Massachusetts General Law Chapter 44, Section 64, the Town is unable to pay it without Town meeting approval. For this Town Meeting, the Town has one prior year bill in the amount of $488 from DS Graphics to cover the cost of printing the Select Board's quarterly newsletter mailed to residents. This article requires a 4/5ths vote for approval.



ARTICLE 2

Library HVAC Improvements

To see if the Town will vote to transfer from available funds, including CPA funds, a sum of money for improvements to the Library's HVAC system, including all incidental and related costs, based upon the recommendation of the Community Preservation Committee, or take any action in relation thereto.

Library HVAC Improvements

Ensure Climate Stability for Sensitive Materials

- Existing HVAC systems are original to the building (~30 years old) and in poor condition, exposing materials to extreme temperatures in the summer and winter months. As of August 2025, only two of the building's four boilers are functional.
- Fragile materials are at risk of decay in extreme cold, heat or humidity.
- Many MA towns and cultural institutions have used CPC funding for climate control improvements to protect historically significant materials.





Library HVAC Improvements

Estimated Budget

Item	Estimated Cost FY26
Heating Unit Replacement 1 unit, Natural Gas lochinvar hot water boiler with all necessary piping, connections, and materials to complete the installation correctly (includes 15% contingency)	**$28,750**
Cooling System Replacement	**$30,000**
TOTAL	**$58,750**

- Provides stable environment for long-term preservation
- Protects historic books, documents, textiles, and artifacts

Climate control stabilization reduces the risk of damage or decay to Dunstable's Special Collections.

This project would replace the boiler that serves the Special Collections area, not the building's entire heating system which includes four boilers (two of which are currently functional).

ARTICLE 3

Library Digitization of Historical Records

To see if the Town will vote to transfer from available funds, including CPA funds, a sum of money to digitize historical records at the Library, including all incidental and related costs, based upon the recommendation of the Community Preservation Committee, or take any action in relation thereto.

Library Digitization of Historical Records

Library holds irreplaceable materials

- Town records, genealogical resources, photographs
- Civil War–era clothing and artifacts

Current threats

- Incomplete metadata/digital records
- Deterioration from handling
- Corroded HVAC system – unstable climate damages paper, textiles, and artifacts

Digitize Special Collections

→ **Preserves records permanently**

→ **Expands public access**

→ **Reduces handling of fragile originals**

Preserve Irreplaceable Records with Modern Tech

- The Boston Public Library's Digital Commonwealth program provides Massachusetts cultural heritage institutions with FREE comprehensive digital infrastructure through digitization services, repository hosting, and ongoing technical support.
- Following digitization, items are available through each institution's dedicated collection page at archive.org.
- BPL staff will conduct a site visit to assess our collection and determine which items are ready to scan, and which items need additional cataloging work, and how to properly store sensitive materials.

Digital Commonwealth

BOSTON PUBLIC LIBRARY

INTERNET ARCHIVE

Library Digitization of Historical Records

Estimated Budget

Item	Estimated Cost FY26	Estimated Cost FY27	Total
Staff	$13,000	$13,000	$26,000
Supplies	$15,000		$15,000
Total	$28,000	$13,000	$41,000

Note: All BPL services are FREE.
Additional costs include:

Staff: Temporary archival worker:

- Estimate based on 2 temp workers @ $25 per hour X 10 hours each per week X 52 weeks
- Create records and prepare items for transmission to the BPL.
- Add the unique archive.org hyperlinks to the DPL catalog.
- Assemble displays or libguides to highlight or direct researchers to significant materials.

Supplies: Acid-free archival storage boxes, folders, labels, packing/ shipping supplies, gloves, book cradles, display cases/tables etc.



ARTICLE 4

Replacement of Town Hall Chimney

To see if the Town will vote to transfer from available funds, including CPA funds, a sum of money for the replacement of the chimney at Town Hall, including all incidental and related costs, based upon the recommendation of the Community Preservation Committee, or take any action in relation thereto.







Replacement of Town Hall Chimney

During two major storm events, the Town Hall roof sustained leaks. One of the affected areas was around the elevator vent or “chimney” at the back of the building. This area is especially critical because the Town’s main server room, which houses all municipal digital infrastructure, is located directly below.

The scope of the project includes constructing and implementing a long-term repair for leaking around the elevator vent shaft and the faux "chimney". This will include repair/replacement to the assembly of the faux "chimney" and surrounding slate roof shingles.







Replacement of Town Hall Chimney

While this area of the roof has received a temporary repair expected to last one to three years, to prevent future leaks and damage, the Town sought a permanent repair and initially requested $20,000 in CPA funds for the project. Gienapp Architects was later hired to prepare a cost estimate and construction documents, costing $9,500 and leaving a balance of $10,500. The total construction cost is now estimated at $32,500, so the Town is requesting an additional $25,000 in CPA funds to complete the work. The project will include a full replacement of the faux chimney and the surrounding slate roof shingles to ensure a long-term, watertight solution for Town Hall.

Cost Breakdown	Architectural	Construction	Total
Project Cost	$9,500	$32,500	$42,000
Funds Requested	$20,000 (ATM 2024)	$25,000 (STM 2025)	$45,000
Total Available Funds for Construction	$10,500	$25,000 (if approved)	$35,500

ARTICLE 5

Town Hall HVAC Improvements

To see if the Town will vote to transfer from available funds, including CPA funds, a sum of money for improvements to the HVAC system at Town Hall, including all incidental and related costs, or take any action in relation thereto.











Town Hall HVAC Improvements

There are two areas of Town Hall that are being cooled by failing HVAC systems over 20 years old. There is one offline due to a freon leak and another that is beyond useful life. For each of these zones at Town Hall, both the condenser and air handling units need to be replaced. This article requests $35,000 of CPA funds to replace these units.

This request is based on an estimate sent to the Town, however, because of the project cost, it will need to be publicly bid under Massachusetts General Law Chapter 30B.

ARTICLE 6

Baseball Fields Rehabilitation

To see if the Town will vote to transfer from available funds, including CPA funds, a sum of money for the rehabilitation of the baseball fields behind Swallow Union Elementary School, including all incidental and related costs, or take any action in relation thereto.

Baseball Fields Rehabilitation

NEED

- Youth Baseball growing participation and player enrollment
- Temporary one-year need for high school use
- Fields in Groton currently under construction and unavailable
- Long-term commitment to use the field from Youth Baseball

PROJECT TIMING

- Spring 2026







Baseball Fields Rehabilitation

FIELD REHABILITATION

- Weed removal
- Infield restoration
- Grading
- Re-claying
- Mound reconstruction
- Improved access

COST ESTIMATE

- $36,900

ARTICLE 7

Swallow Union Elementary School Playground Upgrades

To see if the Town will vote to transfer from available funds, including CPA funds, a sum of money for the installation of additional playground equipment and a shade structure at the Swallow Union Elementary School, including all incidental and related costs, or take any action in relation thereto.

Swallow Union Elementary School Playground Upgrades

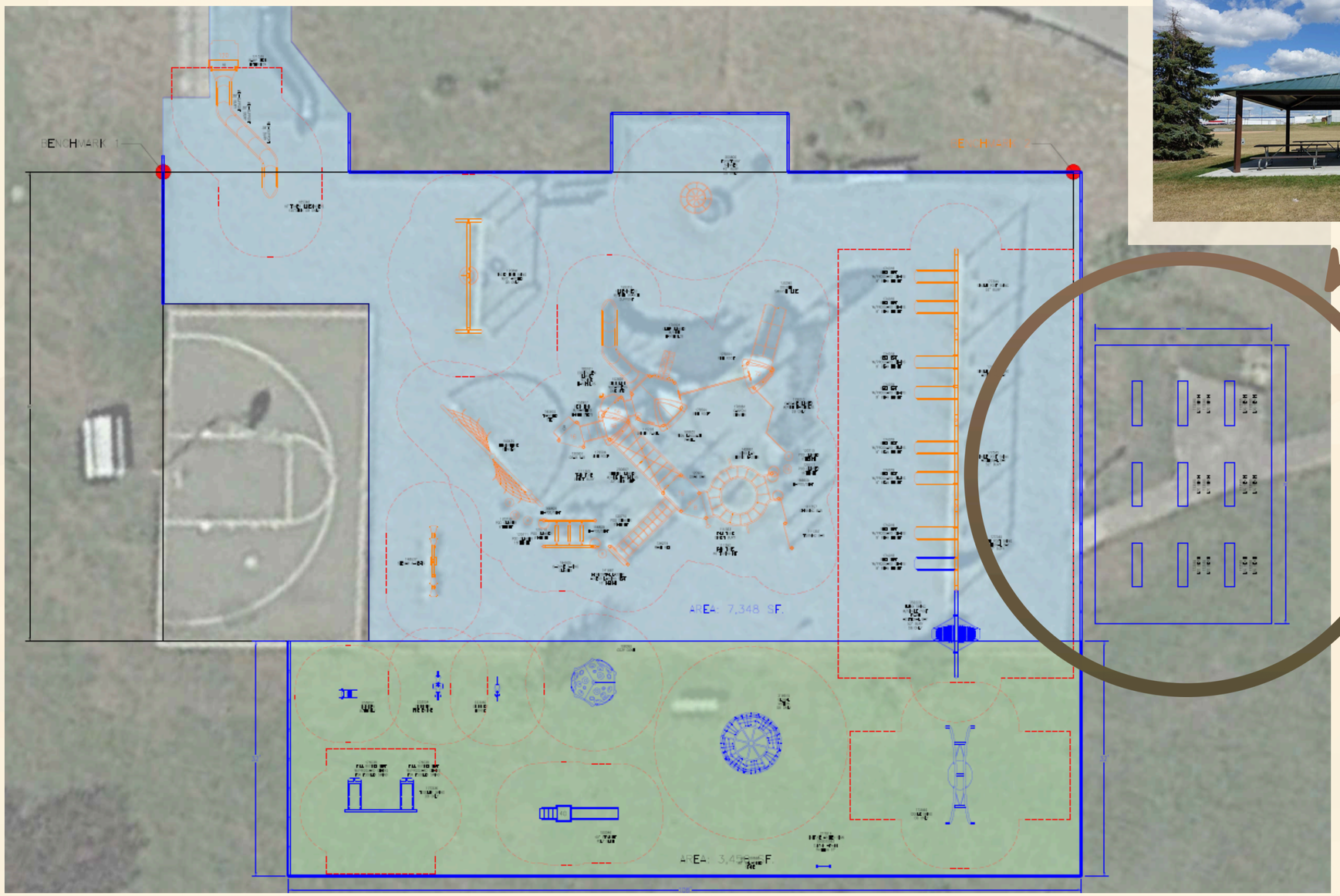


Project: Install a permanent shade structure at the playground that will convert an underused outdoor area into flexible classroom space and a shaded gathering spot for students and families.

Project Benefit: The shade structure will promote hands-on learning, wellness, and safe access to fresh air and sunlight while protecting students and teachers from excessive heat and sun exposure.

Project cost: $131,368.27

Swallow Union Elementary School Playground Upgrades







ARTICLE 8

Fire Department Forestry Truck Grant Match

To see if the Town will vote to transfer from Free Cash (Surplus Revenue) the sum of $15,000 for the purpose of providing the required local matching funds for a Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant in the amount of $285,000, which will support the purchase of a new forestry truck for the Fire Department, or take any action in relation thereto.

Fire Department Forestry Truck Grant Match



Current Forestry Truck

Year: 1986

Make: Chevrolet

Age: 39 years old

Funding

Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant: $285,000

Local Grant Requirement: $15,000

Fire Department Forestry Truck Grant Match

Reasons for Replacement



🔥 **Insufficient Water Capacity**
- Existing truck carries: 200 gallons of water
- New truck typically carries 300-400 gallons

🔥 **Low Pumping Capability**
- Existing equipment: 125 gallons per minute
- New apparatus generally offer 250–500 gallons per minute

🔥 **Age and Reliability Concerns**
- Increasing maintenance costs
- Parts shortages
- Reliability issues

🔥 **Safety and Technology Upgrades**
- Modern forestry trucks: improved crew protection, braking systems, lighting, communications, and pump controls
- The current truck: no compartment space to store tools and equipment

🔥 **Operational Readiness**
- A new brush truck will ensure the department can respond quickly and effectively to grass, brush, and wildland fires, which are becoming more frequent and severe due to changing weather conditions.

ARTICLE 9

CPA Appropriation for PARC Grant Match and Field Stabilization at Larter Family Memorial Field

To see if the Town of Dunstable will vote to transfer from available funds, including Community Preservation Act funds, borrow pursuant to Massachusetts General Laws Chapter 44B, Section 11, (the Community Preservation Act), or any other applicable statute, or otherwise provide a sum of money not to exceed $1,352,000 for the purpose of stabilizing and restoring Larter Family Memorial Field, including but not limited to site work, grading, drainage, field surfacing, and all other costs incidental and related thereto, which is dedicated to active recreational purposes under M.G.L. Chapter 45, Section 3, and to authorize the Select Board to file on behalf of the Town of Dunstable any and all grants deemed necessary under the Urban Self-Help Act (301 CMR 5.00) and the Town of Dunstable be authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the town to affect said project, or take any other action relative thereto.

CPA Appropriation for PARC Grant Match and Field Stabilization at Larter Family Memorial Field

PROBLEM AT LARTER FIELD

In recent years, sinkholes have developed across the playing fields at Larter Field primarily caused by a subsurface stump dump, creating unsafe conditions and limiting use for sports, community events, and general recreation.

PROJECT FUNDING REQUEST

Project will include stabilizing and constructing the sub-base of the fields, access paths, and areas near the playground; incorporating drainage improvements; and preparing the site for future accessibility and recreational enhancements.

CURRENT WORK UNDERWAY

Town Meeting previously allocated CPA funds for the development of a comprehensive master plan for future improvements, assessment of the extent of the subsurface problem, and design and engineer the field stabilization work.

PRELIMINARY PROJECT ESTIMATE

The preliminary project estimate is $1.352 million to be funded by the use of CPA funds to provide the required local match to a $100,000 PARC Grant ensuring the Town can access the grant funds.

CPA Appropriation for PARC Grant Match and Field Stabilization at Larter Family Memorial Field





ARTICLE 10

Route 113 Complete Streets Redesign One Stop for Growth (Housing Works) Grant Match

To see if the Town will vote to transfer from available funds including Free Cash (Surplus Revenue) the sum of $28,000 for the purpose of providing the required local matching funds for a One Stop for Growth (Housing Works) Grant in the amount of $475,000, which will support the Complete Streets redesign of Route 113, or take any action in relation thereto.

Route 113 Complete Streets Redesign One Stop for Growth (Housing Works) Grant Match

GRANT SECURED: One Stop HousingWorks Grant

GRANT AMOUNT: $475,000

LOCAL MATCH: $28,000

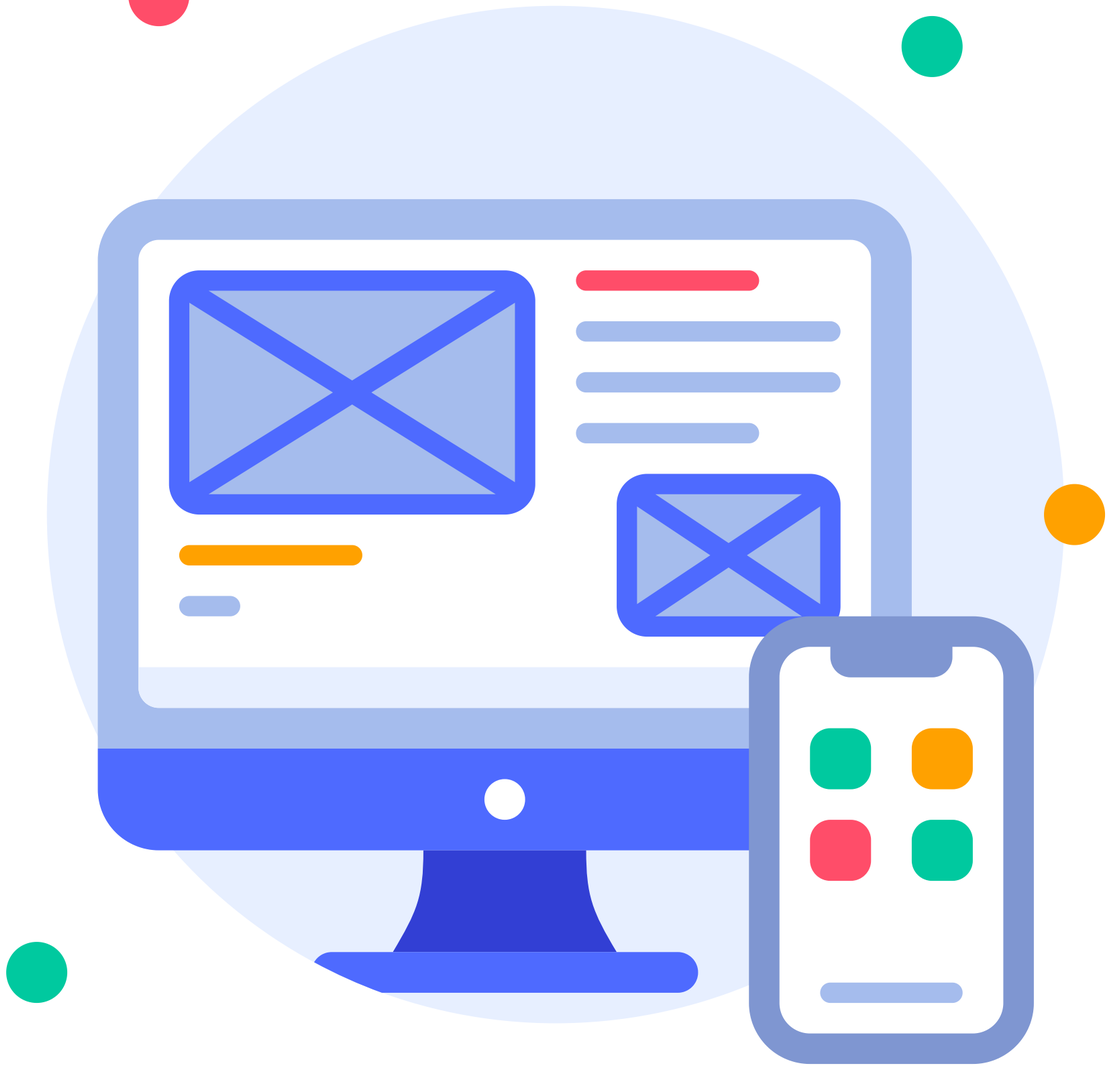
PURPOSE:
Engineering and design for a Complete Streets redesign of Route 113, extending from the intersection of Main and Pleasant Streets south to 160–164 Pleasant Street, the site of the Town's first affordable housing development near the post office. The proposed redesign will create a safer way for all to travel along Route 113 connecting the new housing and post office to Dunstable's civic, historic, and commercial center.

REASON:
Currently, this section of Route 113 lacks continuous sidewalks, crosswalks, or traffic calming, posing safety risks for pedestrians, including students walking to Swallow Union Elementary.

ARTICLE 11

Town Website Update

To see if the Town will vote to transfer from available funds including Free Cash (Surplus Revenue) the sum of $17,000 for costs associated with updating and redesigning the Town of Dunstable website, including all incidental and related costs, or take any action in relation thereto.



Town Website Update

Pricing

Cost Estimate: $15,300
Funding Request: $17,000

Annual Subscription Fee

New Web Host: $3,950/yr
Current Provider: $7,362.50/yr

Annual Savings: $3,412.50
5-year return on investment

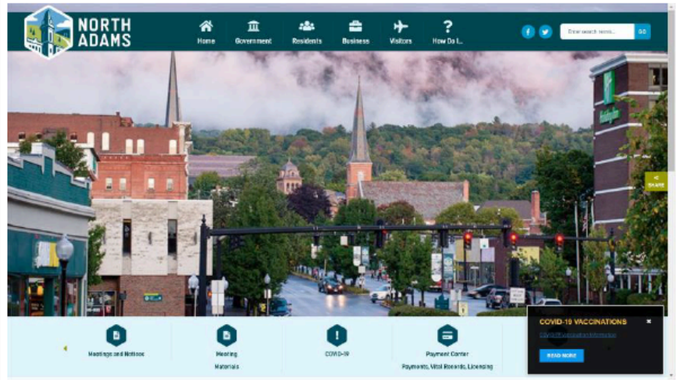
Benefits

- Modernizes town website and functionality
- Website redesign
- Mobile-friendly
- Improved navigation and document access
- Online service features
- ADA compliant
- Streamlined backend user updates

Town Website Update

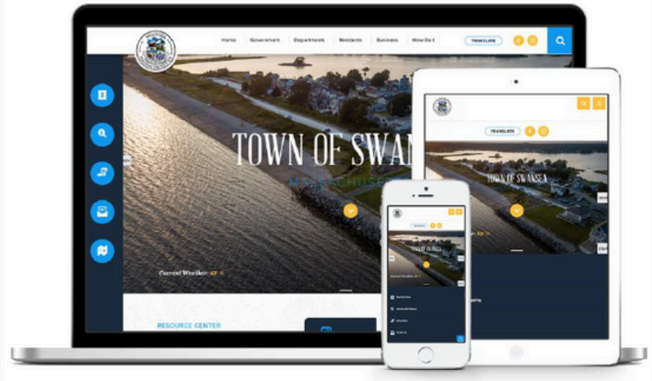


The City of North Adams, Massachusetts



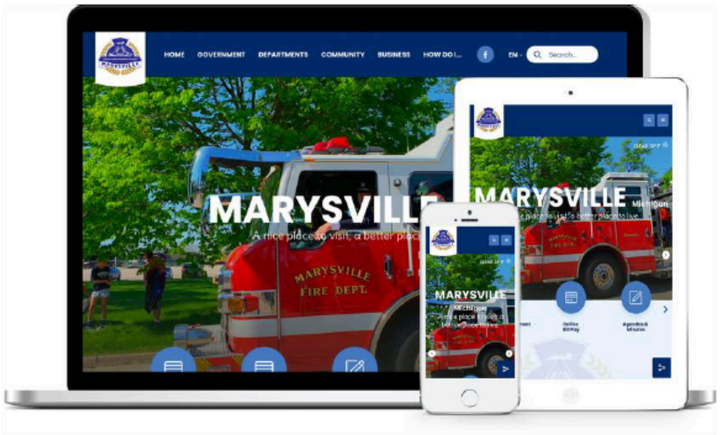
www.northadams-ma.gov

The Town of Swansea, Massachusetts



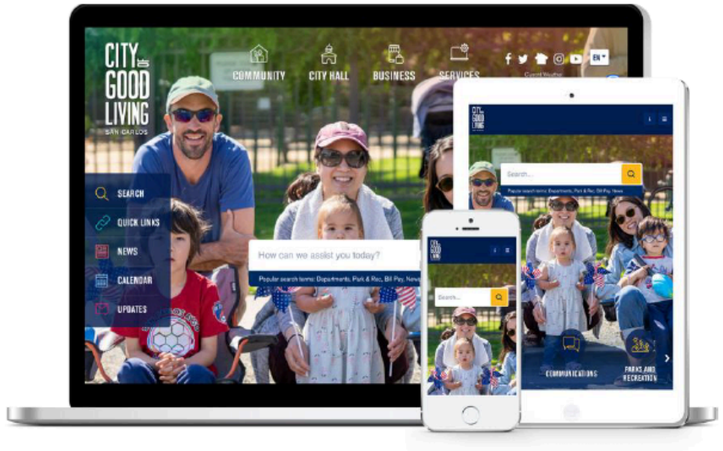
www.swanseama.gov

The City of Marysville, Michigan



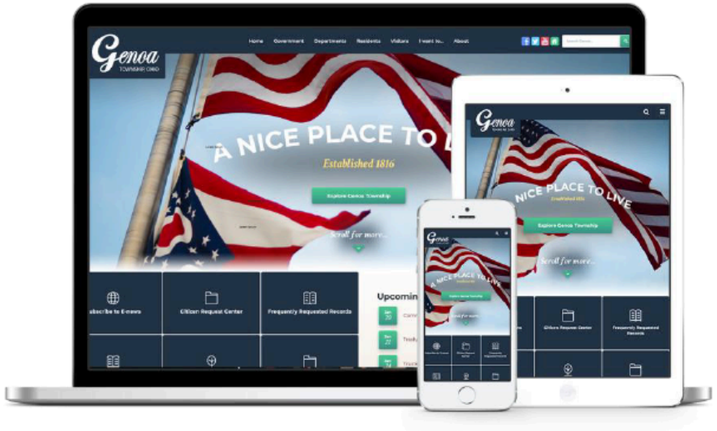
www.cityofmarysvillemi.com

The City of San Carlos, California



www.cityofsancarlos.org

Genoa Township, Ohio



www.genoatwp.com



ARTICLE 12

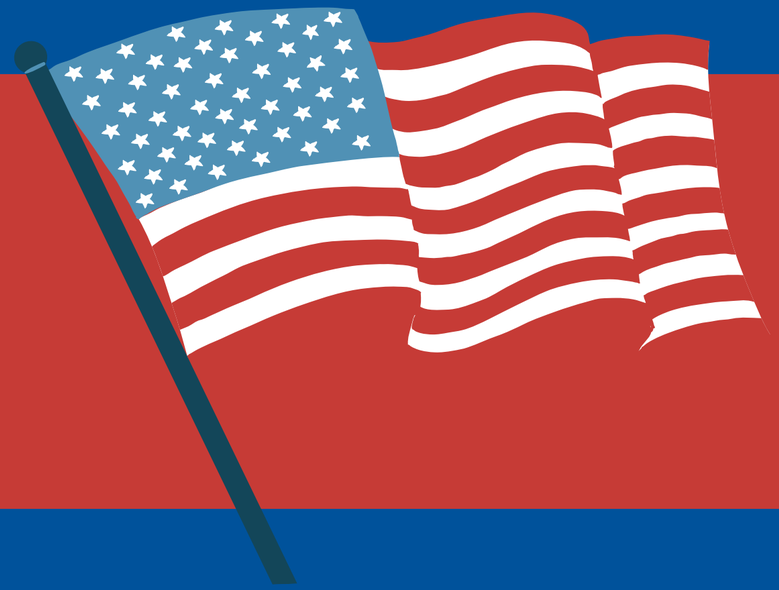
Primary and General Election for State Senate

To see if the Town will vote to raise and appropriate, transfer from available funds including Free Cash (Surplus Revenue), or otherwise provide the sum of $5,000 for costs associated with the Primary and General Election to fill the vacant State Senate seat representing the First Middlesex District, including all incidental and related costs, or take any action in relation thereto.

Primary and General Election for State Senate

This article requests a $5,000 transfer to fund the costs of the unanticipated Special Primary and General Elections to fill the vacancy in the First Middlesex State Senate seat following the unexpected passing of State Senator Edward Kennedy.

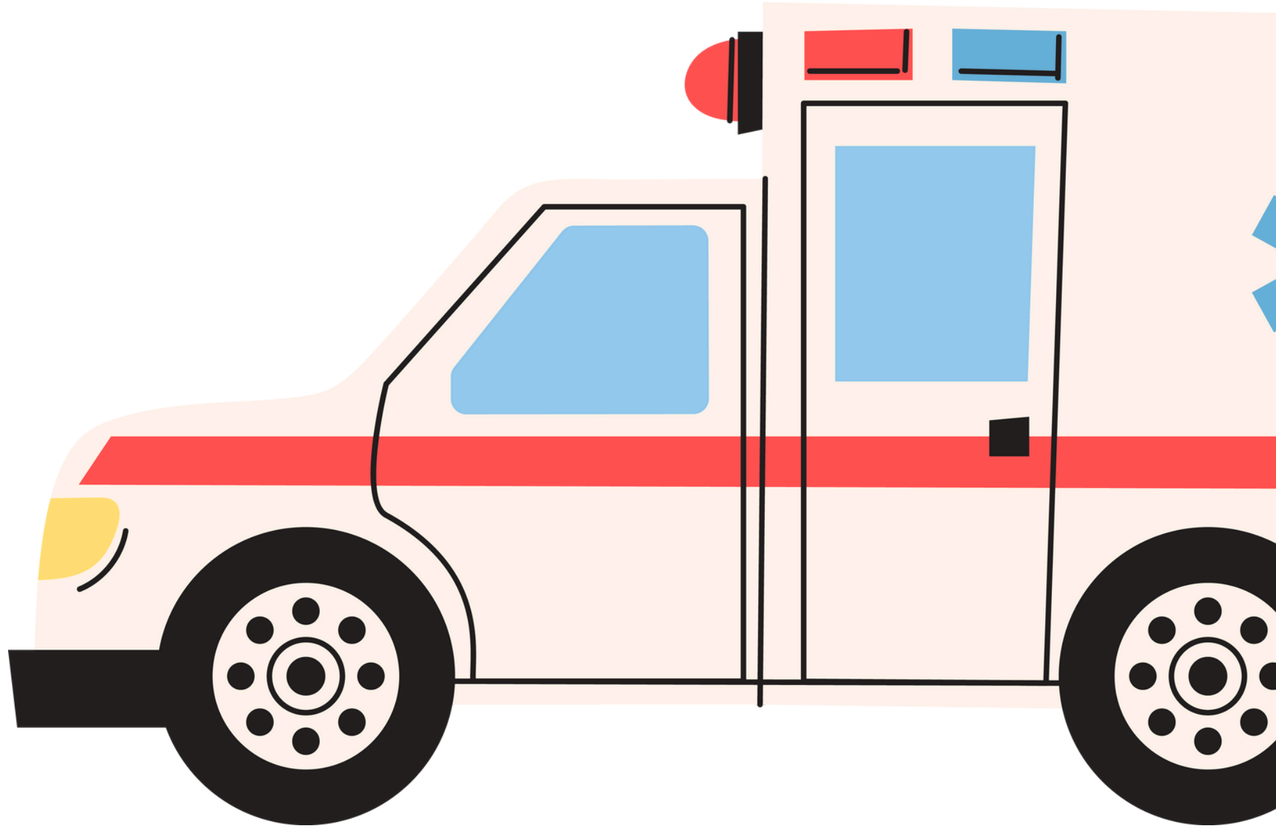
Special State Primary – February 3, 2026
Special State Election – March 3, 2026



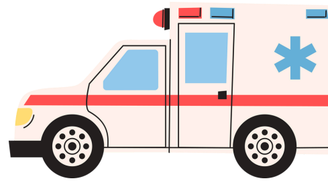
ARTICLE 13

Emergency Medical Services

To see if the Town will vote to raise and appropriate, transfer from available funds including Free Cash (Surplus Revenue), or otherwise provide the sum of $25,000 for costs associated with entering into an intermunicipal agreement with the Town of Tyngsborough for the provision of Emergency Medical Services to the Town of Dunstable, or take any action in relation thereto.



Emergency Medical Services

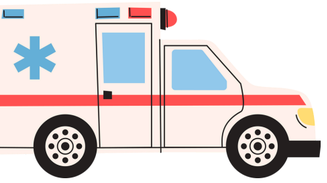


OVERVIEW

Over the last several months, Town Officials have had discussions with the Town of Tyngsborough regarding the possibility of their ambulance service covering Dunstable.

Tyngsborough has sent a proposal to the Town to consider which includes the following:

- $45,000 annual baseline payment from Dunstable to Tyngsborough
- Potential to pay more or less depending on number of transports and transport fee revenue generated



Emergency Medical Services

DETAILS

Fee proposal is based on the following:

- 140 transports per year
- $750 fee per transport
- Total estimated revenue of $105,000

Tyngsborough to hire 2.5 FTEs

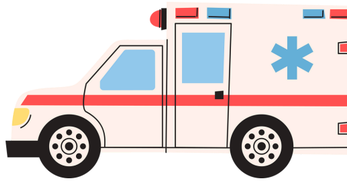
- Estimated cost of additional staffing is $155,000

Tyngsborough would adjust the fee based on actual revenue collected

- If they collect more than anticipated, Dunstable would pay less, and vice versa.

Tynsgborough provides BLS; use Lowell General for ALS.

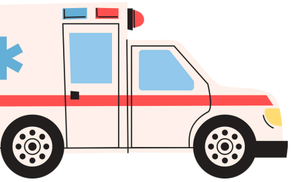
Emergency Medical Services



RESPONSE TIMES

Using the Dunstable Fire House as the destination, the response times of area ambulance service would be the following:

- **Tyngsborough: 6 minutes, 3.5 miles**
- Pepperell: 12 minutes, 6.7 miles
- AMR: 12 minutes, 6.6 miles
- Groton: 13 minutes, 7.5 miles
- **Trinity: 14 minutes, 9.2 miles**



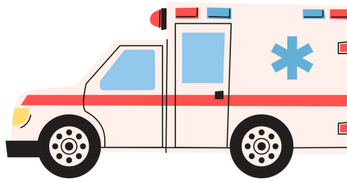
Emergency Medical Services

OPTIONS

The Town has discussed the potential to improve ambulance with a number of providers to understand our options.

- Trinity Ambulance, our current ambulance service provider, estimated it would cost the Town $875,000 annually for full day coverage, or $385,000 annually for peak time coverage.
- Groton expressed a willingness to work with the Town but after closer review, response times would be similar to Trinity.

Emergency Medical Services



NEXT STEPS

1. Tyngsborough and Dunstable work together to develop a draft and finalize Intermunicipal Agreement for both Select Boards to consider
2. If IMA is approved by both Towns, Tyngsborough would then need to hire additional staffing support to provide ambulance service to Dunstable
3. Dunstable Town Meeting needs to approve funding plan for FY26