



**OFFICE OF THE
Advisory Board
TOWN HALL
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January 7, 2021

Present: Paul Dalida, Lori DeGrandis, Jake Lewon, Harold Simmons, Leo Tometich; Town Administrator Brian Palaia; Michelle Bobkov, Jim Frey, David Tarr.

AB virtual meeting called to order at 6:30 p.m. via Zoom Meeting ID: 840 0277 2333

Interviews for the open Advisory Board position

1. Introduction and Q&A with Michelle, Jim, and David.
2. Donna-Sue Morton was not able to attend and has withdrawn her name from consideration.
3. The Advisory Board is happy to have these qualified and interested candidates.
4. The AB plans to select a candidate at our next meeting, tentatively planned for January 14th.
 - 4.1. Brian indicated that the Select Board will likely meet on January 20th, so that may be a good opportunity for a joint meeting to appoint a new Advisory Board member.

FY2022 (July 1, 2021 to June 30th, 2022) projected revenues

1. Brian indicated that our approximately \$760,000 certified "free-cash" is higher than projected primarily due to approximately \$170,000 in one-time construction permit revenue from the Pleasant Street and Blodgett Street solar projects.
2. Also, last years' state aid did not drop as much as the approximately \$57,000 projection in the budget, resulting in a little more "free-cash".
3. Evaluating the possible benefits of joint health insurance purchase with other groups.

Town Accountant

1. Our part-time Town Accountant wants to retire at the end of January 2021.
2. Brian has been in discussion with two applicants.
 - 2.1. A person that already has a full-time job.
 - 2.2. A former temporary Town Accountant.
3. Brian indicated that it is important that our Town Accountant is available to Dunstable at least one day per week.

Water project

1. Brian is working with the Water Commissioners to set the water rates for a balanced water department budget.
2. The first water project debt service payment was expected in the first half of 2021, but the state is running behind and it does not look like the first payment will be due until the second half of 2021.
 - 2.1. Note that the water project debt service is split, 75% paid by the water department (rate payers) and 25% paid out of the municipal budget.
3. There may be some interest in mounting cell phone antennae on the new Dunstable water tower.
 - 3.1. This has led to a related article on the January 28th, 2021 Special Town Meeting warrant.
 - 3.2. If this comes to fruition, the current proposal is for any antennae revenue to go into the water department budget.

Main Street culvert replacement (by Fletcher St. and Mill St.)

1. Not sure if the MassDOT will classify it as a culvert or a bridge.
2. Awaiting feedback from MA DEP.
3. Current cost estimates range from \$600,000 to \$1.3 million, with a bridge being more expensive.

4. There may be some small grants, but this section of Main Street is not a state road, so Dunstable will need to fund this project.

Route 113 road improvement project by MassDOT

1. This road improvement project will affect Main Street (Route 113) from the vicinity of the Main Street/Pleasant Street intersection to approximately 750 feet east of Westford Street.
 - 1.1. More details can be found on the Town of Dunstable website.
2. For this project to move forward easements and access to some land parcels along the project will be needed.
 - 2.1. This has resulted in a related article on the January 28th, 2021 Special Town Meeting warrant.
 - 2.2. Some essential properties may need to be acquired by eminent domain.

Land purchase

1. People have been parking their vehicles on private property off of Main Street near Salmon Brook for recreational activities.
2. Discussions have evolved to the point where the property owner is willing to sell an approximately 1¼ acre parcel to the Town as conservation land.
3. The Conservation Commission may be able to purchase this parcel for approximately \$47,000 to provide a public parking area at Salmon Brook and also use it as an access point to additional conservation land via a foot bridge across Salmon Brook.
4. It is likely that a Town Meeting vote will be required for the funds transfer to purchase this property.

Review proposed MUD project impact report

1. Paul asked if property depreciation estimates will be included in the report?
2. Dunstable has not received an updated report, so no further discussion on this topic at this time.

Review/approve meeting minutes

1. No new meeting minutes to approve.

Review Advisory Board report for the annual Town Report

1. Harold will review some reports from previous years and send out a draft version.
2. Due around February 1st.

Other new business

1. Brian asked about recording Advisory Board meetings? General agreement to record AB meetings.
2. Annual audit is progressing. Additional effort to include COVID-19 related Cares Act and FEMA transactions.
3. Given the current economic uncertainty, there did not seem to be much support among AB members for an override.
4. Tentative date for the next Advisory Board meeting is 6:30 p.m. on Thursday January 14th, 2021 for the STM public warrant review.

Motion to adjourn - Leo, 2nd - Jake. Vote: Unanimous to adjourn
Meeting adjourned at 8:07 p.m.