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# BOARD OF SELECTMEN'S MTG

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Town of Dunstable

DECEMBER 07, 2023  
DUNSTABLE TOWN HALL  
511 Main Street | Dunstable, MA

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



**BOARD/COMMITTEE/COMMISSION:** Board of Selectmen  
**SUBMITTED TO TOWN CLERK:** 12/4/2023 3:40 pm  
**MEETING DATE:** December 7, 2023  
**MEETING TIME:** 5:00 pm  
**LOCATION:** Town Hall - Upper Level

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

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

Topics the Chair Reasonably Anticipates will or could be Discussed:

**SCHEDULED AGENDA ITEMS**

<b>1.</b>	Call to Order
<b>2.</b>	Public Comments
<b>3.</b>	Meeting Minutes Approval*
<b>4.</b>	Appointment of Brynn Durno: Town Clerk*
<b>5.</b>	Presentation from NMCOG: AARP Walk Dunstable Final Report
<b>6.</b>	Creation of Master Plan Implementation Committee*
<b>7.</b>	LIP Review Process*
<b>8.</b>	Appointment of Andrew Wall: Insurance Advisory Committee*
<b>9.</b>	Petition General Court to Change name of Board of Selectmen to Select Board*
<b>10.</b>	Flag Raising Policy*
<b>11.</b>	Section V(E): Community Outreach of Town Administrator’s contract*
<b>12.</b>	Tax Classification Public Hearing* (starting at 6 PM)
<b>13.</b>	Location of Textile Recycling Bins*
<b>14.</b>	Town Administrator’s Report
<b>15.</b>	Old/New Business
<b>16.</b>	Adjourn

\*Votes likely to be taken

**Meeting will be Live Streaming at:** <https://www.youtube.com/@townofdunstable3179>



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# MEETING MINUTES

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Town of Dunstable

DECEMBER 7, 2023  
DUNSTABLE TOWN HALL  
511 Main Street | Dunstable, MA



## Town of Dunstable Board of Selectmen Meeting Minutes

**Tuesday, September 26, 2023, 5:00pm**

In attendance: Chairman Ron Mikol, Vice Chair Leah Basbanes, Selectman Kieran Meehan, Town Administrator Jason Silva, Executive Assistant Sue Fayne

***The meeting was called to order by Chairman Mikol at 5:00pm.***

### **Public Comments**

There were no Public Comments.

### **PUBLIC HEARING: Verizon Franchise Agreement - September 26, 2023 to September 25, 2028\***

Open public hearing at 5:09 PM. Public hearing was held in recess at 5:10pm due to the Verizon representative not being present at the hearing.

### **Treasurer/Collector Appointment - Andrew Wall\***

The town is eager and excited for Andrew to join as a Shared Treasurer/Collector for both the towns of Dunstable and Pepperell.

On a motion by Selectperson Meehan and seconded by Vice Chair Basbanes, it was **voted to appoint** Andrew Wall to the position of Treasurer/Collector for a term to begin on October 10, 2023 and expire June 30, 2026, and authorize the Town Administrator to finalize the employment contract and Intermunicipal Agreement with the Town of Pepperell and, once finalized, authorize the Chair of the Board of Selectmen to sign both on behalf of the Board. **The vote was unanimous.**

### **Meeting Minutes - September 18, 2023**

Meeting minutes were reviewed and accepted as written.

On a motion by Selectperson Meehan and seconded by Vice Chair Basbanes, it was **voted to approve** the meeting minutes from September 18, 2023. The vote was unanimous.

### **Town Administrators Report**

**Union Building Updates:** There is a walk-through of the Union Building scheduled for tomorrow morning with representatives from North Middlesex Council of Governments and Spencer Preservation Group. We've also held October 25 at 6 PM for our first public meeting on the reuse and restoration of the building.

**Town Hall attic:** I've filed a claim with MIIA on the leaks suffered in the attic of Town Hall during the major storm event we experienced earlier in the month. There were two areas in particular that experienced water damage. MIIA representatives have planned a visit to Town Hall next week to inspect the damage and the Town Hall roof. I'll keep you informed as the process progresses.



**Town Clerk Update:** Fortunately, we are working with the Town of Pepperell Town Clerk's office to assist during this transition period. The Town of Pepperell continues to be great partners in municipal government with their willingness to assist and collaborate when opportunities arise. They are helping now to update voter list files and create a calendar for the potential election for the debt exclusion for the PFAS project.

**Election Date:** Planning ahead for a potential local election following Special Town Meeting on November 13, if the warrant article for a debt exclusion to fund the PFAS mitigation project appears on the warrant and is approved by Town Meeting, we went through the calendar and timeline with the Pepperell Town Clerk. Given the timeline stipulated under the law, as you know, the Town must provide the Town Clerk notice of the ballot question 35 days in advance of the Election. In this case, that would bring us to December 20. Because of the proximity to the holidays and to give time for early voting and vote-by-mail, we have identified Monday, January 15 as a potential date for the Election. After some discussion, the Board decided they were not comfortable with a January meeting and would like to keep the meeting in the month of November.

**Town Center District Zoning Amendment:** The Planning Board has developed language to amend the Town Center District Zoning Bylaw which has been reviewed and approved by Town Counsel. The next step is for the Planning Board to hold a public hearing on the amendment which they have scheduled for October 16 at 7 PM.

**MCO Associates MUD District Development:** MCO Associates dropped off their Local Initiative Program (LIP) application last week for the Board's consideration. They are planning to attend the Board's first meeting in October to review the application and request approval from the Board to file the application jointly with the Town.

**Community Compact Grant Program:** As a reminder, the state is accepting applications for the Community Compact Best Practices Program. We are eligible to apply and can choose up to two best practices. Applications are accepted on a rolling basis. The best practices categories are as follows:

- Age and Dementia Friendly Best Practices
- Diversity, Equity, and Inclusion (DEI) Best Practices
- Economic Development Best Practices
- Education Best Practices
- Energy and Environment Best Practices
- Financial Management Best Practices
- Housing and Livable Communities Best Practices
- Human Resources Best Practices
- Information Technology Best Practices
- Mental Health Best Practices

Applications are being accepted on a rolling basis.

**Cyber Security Awareness Grant Training:** As you know, the Town has received a Cyber Security Awareness Grant from the Executive Office of Technology Services and Security which started this month. All employees are being asked to participate, which includes online trainings and surveys/questionnaires. Thanks to Sue Fayne for spearheading this project.



**Microsoft Office 365 Update:** Our migration to Microsoft 365 continues with Umbral working with individual employees to resolve outstanding issues.

**AARP Walk Dunstable Public Meeting:** The Town is hosting a public meeting to discuss and review our work to-date on the AARP funded Walk Dunstable project. The public meeting and walk audit are scheduled to take place on Wednesday, October 4 at 5 PM. Thus far, we've hosted a successful walk audit with town officials and stakeholders, and a productive meeting with seniors where we received helpful feedback.

**Municipal Vulnerability Preparedness Survey:** The online survey seeking feedback from residents and asking residents to share their experiences with extreme weather events in Town is still open and available. The survey results will help shape our Municipal Vulnerability Preparedness Plan, help the Town be more resilient to extreme weather events, and improve our planning and response during these events. The survey is planned to close on Friday, October 13.

**Coffee with the Town Administrator:** I'll be hosting the first of hopefully a series of coffee hours on Thursday, October 5 at 10 AM at the Farmhouse Café. Coffee's on me!

**FY24 Budget Earmarks:** For the Fire Chief's vehicle earmark, I was directed to submit a letter to the Department of Fire Services requesting the funds which has been done. In order to access the funds for Joint Grass Brook, MassDOT will execute an agreement for the disbursement of funds, which will be paid up-front via their operating budget. To initiate the contract paperwork, the Town needs to provide a scope and budget for the work to be performed in addition to an invoice for the funds addressed to MassDOT.

**Street Paving:** This week, National Grid began the process to pave Hall Street, School Street, and Groton Street. They expect this work to take approximately 2 weeks to complete, weather dependent. The Highway Department also completed paving a portion of Depot Street and Lake Street.

#### **New Business/Old Business**

The question was posed, who is responsible for overseeing the Joint Grass Brook culvert project. The Conservation Commission will have oversight but it's also a Roads Commission project since it involves work done in the road. Per Vice Chair Basbanes, the culvert is in a state of compromise. The Board needs to give Mike Martin, Chair of the Roads Commission, an answer regarding the state earmark for the culvert project and his request to repurpose the earmark for replacing the water infrastructure on Hillcrest St. The Water Commission has not asked for a water extension at this time. Vice Chair Basbanes stated that the Board will not be changing the intent from the initial purpose of the state funding. All three Select Board members agreed that they want to leave the money earmarked from the FY24 state budget for the initial purpose of repairing the culvert.

Chairman Mikol would to discuss relocating the textile bins from the former Snell Property to a different location. The options for town property are Town Hall, and the Police Station, Fire Station, DPW Garage, or Library. The Board thought the Library would keep them out of view yet accessible to residents. TA Silva advised that the Library Board of Trustees would need to vote on relocating the recycle/donation bins to this location. As a follow-up we will invite Mary Beth Pallis and John Callahan, along with the Board of Health, to a future meeting.



Vice Chair Basbanes requested the Board's consideration to place on the Warrant for the Special Town Meeting, changing the name of the Board of Selectmen to Select Board. Selectperson Meehan and Chairman Mikol agreed that they would like to put that back on the Warrant for a Town Meeting vote.

There was a brief discussion regarding adding cell towers to the Water Tower. TA Silva will follow up and Selectperson Meehan will send TA Silva a copy of the previous RFP that was circulated for the town.

At 6:05pm Chairman Mikol reconvened the Verizon hearing. There was not a representative for Verizon present, so a motion was made by Chairman Mikol, and seconded by Selectperson Meehan **to continue** the hearing to October 10th at 5pm. **The vote was unanimous.**

**On a motion made by Selectman Meehan and seconded by Selectwoman Basbanes, the meeting was adjourned at 6:07pm. The vote was unanimous.**

**Respectfully Submitted,**

**Sue Fayne  
Executive Assistant to the Town Administrator  
and Board of Selectmen**



## Town of Dunstable Board of Selectmen Meeting Minutes

Thursday, October 19, 2023, 6:00pm

In attendance: Chairman Ron Mikol, Vice Chair Leah Basbanes, Selectman Kieran Meehan, Town Administrator Jason Silva, Executive Assistant Sue Fayne

*The meeting was called to order by Chairman Mikol at 6:00pm.*

### **Public Forum**

Harold Simmons asked what the cost was to the Town for the mailing of the latest version of the Selectmen's Newsletter "What's Happening in Dunstable?" last week. He stated that it seems wasteful to send it out and wondered how many went in the trash vs. were read. Vice Chair Basbanes responded that the cost was \$257 for postage and \$750 for printing. The Board of Selectmen paid for the printing and mailing out of their own pockets, and it did go to every household. They felt it was important to get the information to every house. Still to be determined if it was successful or not.

Chairman Mikol inquired on the status of the Advisory Board and if they were a full board. Tim Stewart was the most recent member appointed, and Leo Tometich has stated that he is willing to rejoin the Board if needed.

Chairman Mikol would like to invite the 350<sup>th</sup> Anniversary Committee to a future meeting to acknowledge their efforts and appreciation. Sue will coordinate and get them on a future agenda.

TA Silva stated that we sent a thank you note to Lieutenant Governor Driscoll after her visit with Town volunteers and employees.

Vice Chair Basbanes asked if anyone was aware of the proposal in Pepperell to construct a couple of warehouse buildings. They are currently doing a traffic study – the traffic wouldn't be going through Dunstable but would travel Route 3 to Route 111. There are currently 7600 cars driving on Nashua Rd. daily and they are expecting that to increase by 10% a day. TA Silva will follow up with the Pepperell Town Manager to ensure we are kept in the loop.

### **PFAS at Groton Dunstable Regional High School & IMA with Town of Groton\***

This IMA is for phase 1 of the project. TA Silva is concerned that we only have an IMA for Phase 1, without any assurance that Phase 2 happens, which carries a risk that phase 2 would not happen. It was suggested that the town include an exit clause which states that if we don't have an agreement on Phase 2 before the end of January 2024 when Phase 1 needs to start, Phase 1 can be delayed/canceled (or continue on), but Dunstable has control to make that decision.

TA Silva walked through Attorney Brian Falk's email regarding the IMA, reviewing each of his bullets. Question: When Phase 1 is complete, will Groton continue to keep Dunstable residents as a water customer? It does not specifically state that these customers after Phase 2 is complete, will become Dunstable water customers.





Phase 2: There will be a gate in the water line that will be constructed between the intersection of Groton St. and Kemp St. and once construction is completed, that gate will be closed, the systems will be separate, and those residents will then transfer to the Town of Dunstable. However, Dunstable residents on Groton Street, between the Town line and Kemp Street, will remain part of the Groton water system.

Residents with contaminated wells from the PFAS contamination would also be connected to the water infrastructure at no cost, but that is not in the IMA. It would be included in a second IMA for Phase 2.

Question: Is the \$1.9m enough to pay for the system upgrade required to get all affected customers off Groton water. No, that would involve Phase 2. The split cost for Phase 2 is 50/50.

Question: Have we found where the plume has spread at the newly proposed level of 4 ng/L? Our highest recorded reading was 4.3 ng/L. Groton's most recent testing results were less than 4 ng/L. Pepperell has a PFAS issue in their water system, they are compliant currently with MassDEP regulations under 20 ng/L, but they are above the 4 ng/L limitation proposed by EPA. They currently have authorization in place to fund a PFAS filtration system at their Jersey Street well.

Vice Chair Basbanes is uncomfortable without the items discussed being included in the IMA. She asked if a 50/50 cost sharing makes sense for Phase 2. Why is the split 50/50 for Phase 2 instead of the 77/23 like Phase 1? She would suggest we renegotiate the Phase 2 cost share.

TA Silva states the roughly \$3 million cost of Phase 2 could potentially be reduced based on Groton's application to the DEP for a Small Communities water system grant. In addition, if Pepperell is the lead borrower on the \$3.1 million cost share of Phase 2, there's the potential for 20% principal forgiveness in addition to the no interest loan.

The Dunstable overall contribution is still a 21% share which includes the 50/50 cost share for Phase 2. Selectperson Meehan is ok with 50/50 split if we get those Dunstable customers back in 5 years. The anticipated timeline has Phase 2 completed in 2027. Negotiations can include once Phase 2 completes we "flip the switch" and get Dunstable customers back. That would be a good starting point.

On a motion from Selectperson Meehan and seconded by Vice Chair Basbanes, it was **voted to approve** the Intermunicipal Agreement for Water System Expansion between the Towns of Dunstable and Groton with two amendments: to waive all connection fees for residential properties contaminated with PFAS caused by the high school contamination and that Dunstable residents are turned over to the Dunstable Water System following the completion of Phase II of the project. **The vote was unanimous.**

### **Special Town Meeting Warrant\***

On a motion by Selectperson Meehan and seconded by Vice Chair Basbanes, it was **voted to approve** the Special Town Meeting Warrant to be presented to the residents of the Town of Dunstable at the Special Town Meeting Monday, November 13<sup>th</sup>:

### **ARTICLE 1 - Unpaid Bills of FY22 and FY23**

### **ARTICLE 2 – Section 22 - Town Center Zoning Bylaw**



**ARTICLE 3 – Changing the Board of Selectmen in the Town of Dunstable to the Select Board Special Act**

**ARTICLE 4 – Groton Dunstable Regional High School PFAS Mitigation Project**

and further move that the Board of Selectmen sponsor Article 1 through 4 on the Special Town Meeting Warrant. **The vote was unanimous.**

The Special Town Meeting Warrant closed on October 16th.

**New Business/Old Business**

Nothing to discuss

**On a motion made by Selectman Meehan and seconded by Selectwoman Basbanes, the meeting was adjourned at 7:40pm. The vote was unanimous.**

**Respectfully Submitted,**

**Sue Fayne  
Executive Assistant to the Town Administrator  
and Board of Selectmen**



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# APPOINTMENT OF TOWN CLERK

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Town of Dunstable

DECEMBER 07, 2023  
DUNSTABLE TOWN HALL  
511 Main Street | Dunstable, MA



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# AARP WALK DUNSTABLE FINAL REPORT

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Town of Dunstable

DECEMBER 7, 2023  
DUNSTABLE TOWN HALL  
511 Main Street | Dunstable, MA

**Final Report | DRAFT 12.5.23**



**WALK  
DUNSTABLE**

**safer streets for all in Dunstable Town Center**

**Presented by the Northern Middlesex Council of Governments  
to the Dunstable Select Board, 12/7/23**



# Acknowledgements

This plan was prepared by the Northern Middlesex Council of Governments (NMCOG), the Regional Planning Agency serving the Towns of Billerica, Chelmsford, Dracut, Dunstable, Pepperell, Tewksbury, Tyngsborough, Westford, and the City of Lowell. This work was supported by an AARP Capacity-Building Microgrant Program award, NMCOG District Local Technical Assistance grant funded by the Executive Office of Housing and Livable Communities (EOHLC), and by the Unified Planning Work Program (UPWP) program funded by the Massachusetts Department of Transportation (MassDOT).

This plan would not be possible without the support of the Town of Dunstable.

## Town of Dunstable

Dunstable Select Board

- Ron Mikol, Chair
- Leah Basbanes
- Kieran Meehan

Jason Silva, Town Administrator

Anne Fenochetti, Elder Director

Chief Erik Hoar, Chief of Police

Mike Martin, Chair, Road Commission

## NMCOG

Kelly Lynema, AICP, Deputy Director

Isabel Emmet, AICP, Regional Land Use Planner II

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# Introduction

In 2023 the Town of Dunstable was awarded an AARP micro grant to study walkability in Dunstable Town Center. Working with the Northern Middlesex Council of Governments (NMCOG), the Town led a series of walk audits to study walking conditions within Dunstable Town Center. Participants observed and evaluated the experience of getting around on foot in the project area, identified destinations that should be accessible by walking, and shared information about unofficial pathways that could be improved as sidewalks. This report provides a community-informed roadmap for future improvements and as a basis for applying for grant funding for implementation.

Walk Audits have become an established practice in recent years, typically completed as part of Safe Routes to School Projects, AARP-funded and senior-focused studies, and broader mobility studies in communities across the country as a way of assessing the walking environment for safety, access, comfort, and convenience. For Walk Dunstable, the walk audits were also a means by which to explore the relationship between the pedestrian environment in the Town's historic center and adjacent land uses and destinations. While primarily funded by the AARP, Walk Dunstable is intended to address walkability issues for residents and visitors of all ages.

Roughly 25 participants from a wide range of backgrounds participated in the audits, including:

- Town elected officials;
- Residents, particularly seniors through the Council on Aging;
- Volunteers from the Safe Pathways Committee, a Town committee founded in the 2010s to focus on creating new pedestrian and bicycling paths in town; and
- Town staff from Administration, Police, Council on Aging, and Highway departments.

The walk audits were conducted in August, September, and October 2023 in the Town Center. DIY audit materials were available to any residents unable to attend the public walk audits, however no materials were returned to the Town through this opportunity.

## Location and History

Town Center is the civic, commercial, and educational heart of Dunstable. It includes Town Hall, the Swallow Union Elementary School, Dunstable Free Public Library, the Town Green and Gazebo, a place of worship, several commercial enterprises, and a small restaurant. Additionally, the Town is conducting a planning study to identify adaptive reuse opportunities for the historic Union School Building; eventual reuse of the building could potentially draw more residents and visitors to Town Center.

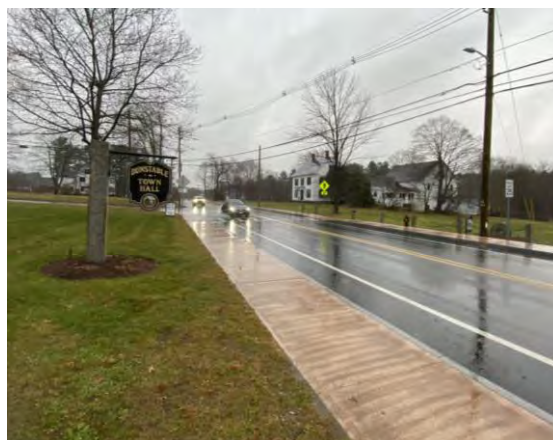


Walk Dunstable studied walkability in Dunstable Town Center, focusing on Main Street between Town Hall and Dunstable Free Public Library, and Pleasant Street between its intersection with Main Street and Pond Street. This project area was selected because it features a blend of uses described above—commercial, civic, institutional, educational, and residential—which would benefit from improved walkability. It also is the location of the Dunstable Center Historic District, which is listed on the National Register of Historic Places.



Until the completion of the MassDOT Route 113 Project, the walkability of Town Center was extremely limited. Completed in 2023, the Route 113 Project roadway improvements introduced a new, accessible sidewalk along portions of Main Street and improved crosswalk conditions between Town Hall and parcels south of Main Street (particularly to the Swallow Union Elementary School).

A short granite slab sidewalk is located at the William Dunn House at 1



Pleasant Street<sup>1</sup>. This sidewalk was described by participants as the Town’s oldest sidewalk and an important historic feature, despite not meeting accessibility standards. Areas along Pleasant Street feature a lack of curbs and/or informal sidewalks, as the locations double as off-street parking. Finally, a narrow informal sidewalk runs the length of Highland Street and terminates at Main Street, where it crosses Highland and Main to reach the Dunstable Free Public Library.

Throughout the 2010s, the Town’s Safe Pathways Committee endeavored to improve walkability across Dunstable; within Town Center this included engaging in the Route 113 Project, studying the feasibility of constructing a sidewalk between the Town Hall and the Dunstable Free Public Library, and creating a formal path between the end of Highland Street and High Street across a strip of publicly-owned land. These projects are included throughout this report as key next steps in expanding the new sidewalks created through the Route 113 Project to connect to additional destinations in Town Center.

## Walk Audits

Three walk audits were completed through Walk Dunstable:

- Staff and Stakeholder Audit (8/30)
- Senior-Focused Walk Audit (9/13)
- Community Meeting and Walk Audit (10/4)

The walk audits allowed participants to experience walking conditions in Town Center firsthand, share perspectives and stories with each other and project staff, learn about best practices for improving walk safety, and identify and build consensus around potential solutions to challenging walking conditions.

Participants were provided maps and comment forms with questions to facilitate conversation and note-taking during the audits (see Appendix D). As part of the discussion at each audit, participants were invited to comment on their observation of motorist behavior as seen during the walk and during prior experiences. Additional topics covered during discussions included observations of existing conditions, problem areas



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<sup>1</sup> Date unknown, however the William Dunn House was constructed ca. 1850. Dunstable Center Historic District, National Register of Historic Places Registration Form (2018).

and issues, and potential recommendations. Participants were also encouraged to provide feedback on what features or streetscape elements were important to them.

## Report Overview

This Walk Dunstable Report includes the following sections.

- **Walk Audit Summary:** A brief narrative summarizing the conclusions of the walk audits, observed assets and destinations, and opportunities for improvement.
- **General Recommendations:** Common issues identified by participants across the audits, along with recommendations for best practice design solutions. These best practices are consistent with transportation design guidance found in the Town of Dunstable's Complete Streets Prioritization Plan. Where possible, potential funding sources for these recommendations are identified.

In conjunction with the research completed by the Safe Pathways Committee and as part of the Town's Complete Streets Prioritization Plan, these recommendations would create an active pedestrian network within Town Center that creates a stronger sense of place, visually defines the historic district, encourages a "park once" mentality for visitors to Town Center, and promotes walking as part of a healthier lifestyle for all Dunstable residents and visitors.

## WALK DUNSTABLE AUDIT SUMMARIES

Walk audits were conducted on August 30, September 13, and October 4 of 2023, with a total of approximately 25 individuals participating across the three audits. Participants were encouraged to consider infrastructure changes that would facilitate safer, more regular pedestrian activity, as well as other features, programs, and policies that could encourage safe behavior by motorists and pedestrians and better define the Town Center as a walkable destination.

The audits were structured to include pre- and post-walk discussion where participants identified potential and observed barriers to safe walking and biking, discussed potential design and programming solutions, shared their experiences of getting from place to place on foot in Town Center, and noted locations of informal pathways or cut-throughs that could be considered as future walking links to local destinations. Participants in all audits focused on the defined project area of Main Street and Pleasant Street. Overall, the principal barriers to walking and bicycling that were identified in the walk audits included a general lack of sidewalks and defined crosswalks, along with vehicular speed at critical intersections.



Participants at the 9/13/23 senior-focused walk audit.

“Lack of sidewalks and safe crossing locations make this area unsafe for walking. Areas that were particularly unsafe were crossing 113 near 1 Pleasant and crossing to the playground from the Farmhouse Café and the Police Station.”

Additionally, participants noted that Town Center is safe and beautiful, just not for pedestrians. In areas lacking sidewalks, participants noted the presence of multiple trip hazards, uneven roadway shoulders, and encroaching tree branches and other landscaping that risk pushing pedestrians into high speed traffic. Additional issues and barriers are identified on the following page.

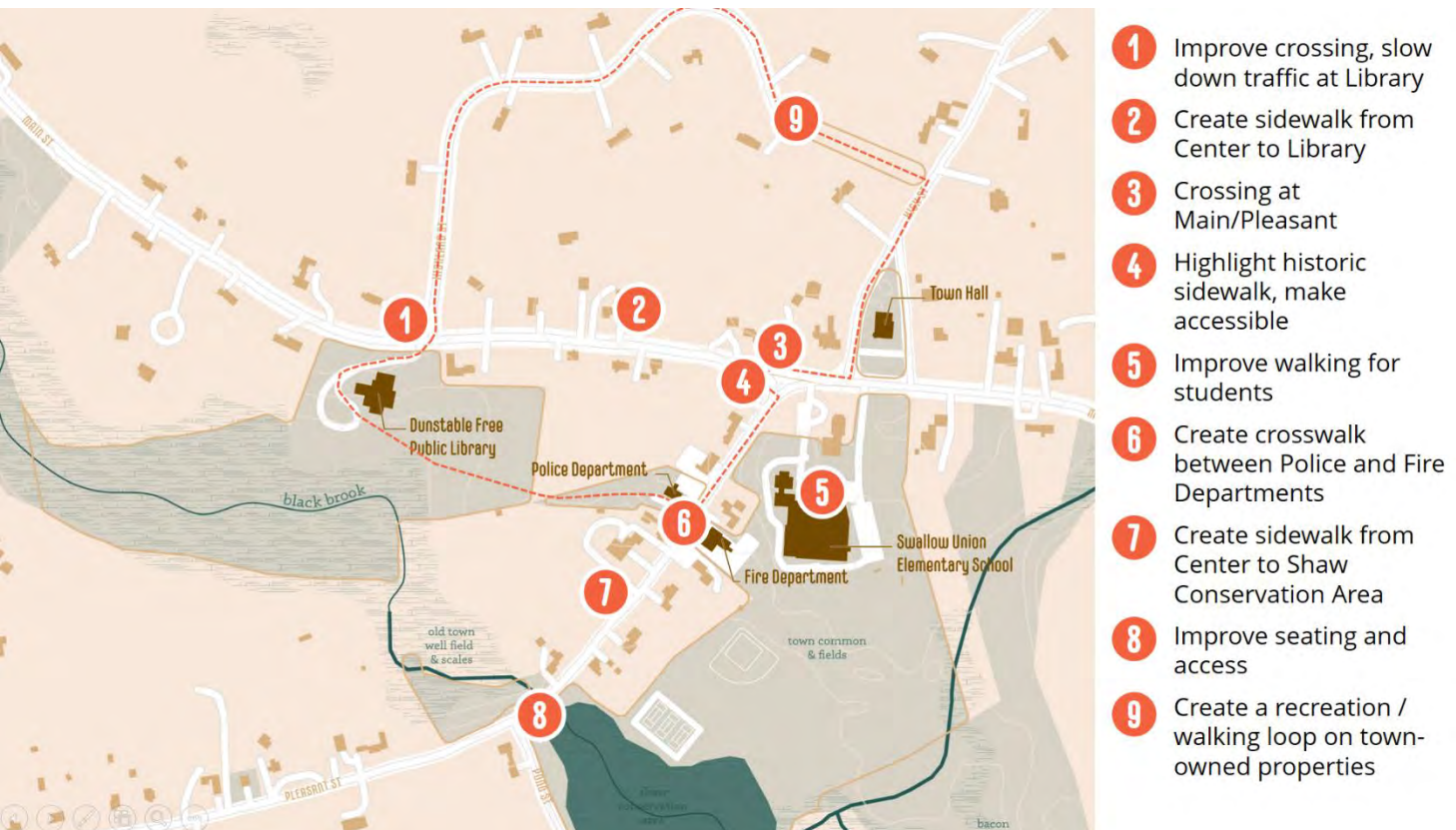
However, participants also noted real opportunities for providing walkability in Town Center without sacrificing the project area’s rural character. There was a shared enthusiasm for creating a sense of arrival and highlighting historic Town Center, and equal excitement over the prospect of creating walking loops via currently informal pathways and providing pedestrian access to recreation areas.

Additionally, a number of important goals for Walk Dunstable emerged throughout the audits:

- Identify ways to enable people to “stop once” in the Town Center and get around without having to drive.
- Inspire development of safe streets for all users
- Increase exercise opportunities for people of all ages
- Help reduce traffic congestion and pollution while increasing safety
- Create a sense of place and arrival by visually defining the streetscape in Town Center

Discussions on how to achieve these goals led to a number of suggestions for opportunities to explore, a summary of which is provided below. The Recommendations section provides additional details, along with potential funding sources for more immediate implementation.

General recommendations from participants of actions that can be taken to meet these goals include reducing traffic speed, improving safety and visibility of crosswalks, connecting crosswalks directly to paths and sidewalks, creating a full walking network in Town Center, and using pedestrian improvements to better define the historic Town Center, thereby building a sense of place.



# RECOMMENDATIONS

The ideas and suggestions collected during the three walk audits can be organized into several themes related to improving the walkability of Town Center.

- Access and Safety
- Roadway Crossings
- Formalizing Pathways
- Gateways and Wayfinding

The basic elements of a connected, safe, and comfortable walking environment includes accessible sidewalks, safe crossings of roadways, a completed pedestrian network for mobility and recreation, and a welcoming environment with clear gateways and navigation. This can be accomplished while maintaining a historic, rural feel to a community—and can even complement this sensibility—through careful materials selection, visually consistent signage, and sensitivity to the design of additional features such as lighting fixtures and benches.

“Having sidewalks from the center of town down to the library on Main Street and down Pleasant Street to Pond Street would greatly improve the walkability of the area. It would also define and update the town center as well as improve safety for pedestrian traffic.”

The findings and recommendations in this section highlight changes to roadway design elements that will enable and encourage pedestrian accessibility and connectivity to be improved throughout Town Center for individuals of all ages. These changes may subtly shift the burden of responsibility for traffic safety toward drivers by encouraging slower speeds and requiring that drivers yield to pedestrians—behavior that is appropriate while passing through a historic center of a community. This may include making the presence of pedestrians more visible and trading some of the right of way (shoulders, excessively wide travel lanes, or a reduction of lawn area) for safer sidewalks and crosswalks.

Dunstable is a Tier 3 participant in the MassDOT Complete Streets Program, and as such is eligible to apply for the highest level of funds for project implementation—this includes construction funding up to \$500,000 for projects identified in the Town’s Complete Streets Prioritization Plan. Implementation of design recommendations for standard roadway design elements should be implemented in a manner consistent with the Town of Dunstable’s Complete Streets Guidance. See Appendix C for the Town’s Complete Streets Prioritization Plan.

## Access and Safety

The ability to walk safely and comfortably is largely dependent on a community’s roadway design. In the Town Center, providing a sidewalk on at least one side of the street

throughout the project area is essential, as is the accessible design of the sidewalks. Notably, throughout the walk audits, seniors were the participants most interested in expanding walkability in Town Center, which places an additional imperative on appropriate sidewalk widths, accessible curb ramps, and minimal sidewalk obstructions.

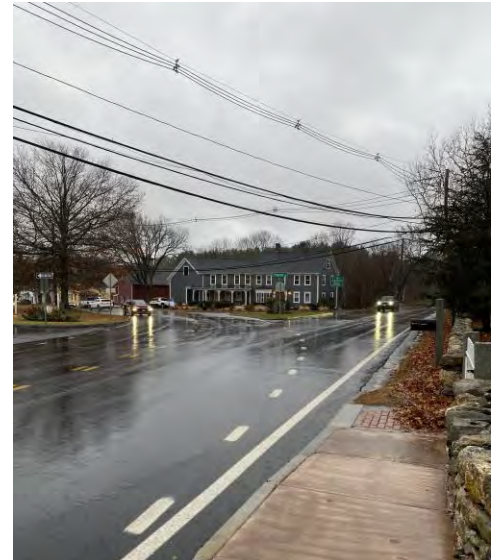
To ensure that anyone can travel independently throughout the Town Center, accessible sidewalks must connect to safe crossings. Where sidewalks do not yet exist on local roads, vehicular traffic should be calmed to travel at 20 miles per hour or less to ensure safe walking conditions.

### Existing conditions:

- Gaps in the sidewalk network and large expanses of roadway with no sidewalks at all.
- Narrow sidewalks that do not meet accessibility standards and make walking side-by-side or with a stroller or wheelchair difficult, if not impossible.
- Missing, damaged, and inconsistent provision of curb ramps and crosswalk markings. Ramps enable people with disabilities to safely cross at intersections; without them pedestrian behavior can be less predictable.
- Wide turning or curb radii at street corners. This is generally provided for the convenience of vehicles, but increases crossing distances for pedestrians, allows vehicles to turn at higher speeds, and reduces visibility of pedestrians attempting to cross.
- Ill-defined shoulders or potential sidewalk areas. There are wide areas along Pleasant Street where there is minimal visual transition between the roadway and off-street parking areas.

### Recommendations:

- Provide accessible sidewalks with a minimum width of four feet (five feet preferred) on at least one side of the road within the project area: Main Street between the new sidewalk at Town Hall and the Dunstable Free Public



The new sidewalk ends abruptly before the Pleasant and Main Street intersection



Areas of Pleasant Street blend directly into surface parking.



Sidewalks should be extended down Main Street to the Library.

Library, and Pleasant Street from its intersection with Main Street down to Pond Road.

- **Priority area:** resume the Safe Pathways Committee’s study to introduce a sidewalk between High Street, through the Pleasant Street and Main Street intersection, and down to Highland Street and the Dunstable Free Public Library (see Appendix A). This project is ranked as #1 on the Town’s Complete Streets Prioritization Plan, and as such may be eligible for up to design and construction funding under the MassDOT Complete Streets funding.
- **Priority area:** Research the history of the granite slab sidewalk at 1 Pleasant Street and the Dunstable Horse Watering Trough; construct an adjacent sidewalk and redesigned intersection at Main and Pleasant Streets that highlights these historical features. By introducing an accessible sidewalk at this location and along Main Street toward the Library, a safe crosswalk can be installed at Main and Pleasant Street to extend pedestrian access through other areas of Town Center. This project may be eligible for funding through the Massachusetts Preservation Projects Fund (MPPF), through which the Massachusetts Historical Commission distributes funding to municipalities and nonprofit organizations across the Commonwealth. The MPPF is a state-funded 50% reimbursable matching grant program that supports the preservation of properties, landscapes, and sites listed in the State Register of Historic Places. Matching funds may be provided through Dunstable’s Community Preservation Act funding.
- Reduce curb radii to shorten crossing distances, reduce the speed of turning vehicles, and facilitate the appropriate placement of ramps and crosswalks (e.g., intersection of Pleasant and Main, Pond Street). This was effectively accomplished at the intersection of High Street and Main Street as part of the Route 113 Project.



Explore ways to preserve and highlight the Town’s oldest sidewalk as a contributing element to the Historic District while also constructing an accessible sidewalk.



The guardrail along the Shaw Conservation Area presents a significant barrier to even informal pedestrian activity, and the large curb radius further exacerbates walkability issues.



- **Priority area:** eliminate the highway guardrail at the corner of Pond and Pleasant Streets as a fixture incompatible with the character of Town Center and as a barrier to informal walking activity along the north edge of the Shaw Conservation Area. In the short-term, the curb radius on Pond Street can be reduced using inexpensive materials such as paint and planters to create a safe area for pedestrians at the intersection.
- Incorporate traffic calming measures at key locations along Main and Pleasant Streets to reduce motor vehicle speeds until funding becomes available for sidewalk design and construction.

## Roadway Crossings

Marked crosswalks help drivers and pedestrians understand where crossing movements can be expected; they can be particularly helpful at midblock locations. Well-designed crosswalks are essential to increasing accessibility, connectivity, and safety for pedestrians. The choice of markings, designs, signage, signaling, lighting, and other elements are critical in managing safety, behavior, and expectations. In general, more markings and greater levels of control are warranted as vehicle speeds and volumes increase (especially if vehicle speeds are regularly in excess of the posted speed limit).

### Existing conditions:

- New crosswalks provided required and appropriate markings, however old crosswalk markings were often worn away or nonexistent.
- There are few high-visibility crosswalks (e.g., with a striped ladder or cross-hatching pattern).
- There are no signalized or controlled crossings in Town Center.

### Recommendations:

- Marked crosswalks should be at least 10 feet in width, especially at the intersection of Main and Pleasant, Main and Highland, and Pleasant and Pond.
- High visibility crosswalks should be installed on Main and Pleasant Streets when connecting new or existing sidewalks.



The crosswalk between Highland Street and the Dunstable Free Public Library was recently paved over and never repainted; nonetheless, an inadequate curb ramp directs pedestrians to cross over a drain, presenting significant accessibility issues.

- Crosswalks, curb ramps, and accessible path of the sidewalk should be aligned to provide a straight path for pedestrians. Crosswalks should not cross at a drain.
- Install accessible curb ramps on all new sidewalks and any improved sidewalks at intersections and mid-block crossings.
- Provide accessible curb ramps in each direction where a crossing is possible; one diagonal curb ramp on a corner can result in less predictable pedestrian behavior.



Crosswalks installed as part of the Route 113 Project should be the new baseline standard for future crosswalks in Town Center.

- **Priority area:** as new sidewalks are introduced, a new crosswalk, and potentially a complete redesign of the intersection at Pleasant and Main Streets should be prioritized (project 12 in the Complete Streets Prioritization Plan). This intersection presents the single largest barrier to connecting key destinations in the south side of Town Center to Town Center’s civic and educational areas. To ensure pedestrian safety, if the intersection is not redesigned a raised crosswalk should be installed to increase pedestrian visibility and reduce vehicle speeds.
- Install curb extensions (bulb outs) at new crosswalks, particularly at Highland Street and the Library and near Pond Street to reduce pedestrian crossing distances, increase the visibility and sightlines of pedestrians, and reduce vehicle speeds.



Example: Curb extensions reduce crossing distance at crosswalks and increase pedestrian visibility for motorists. Source: AARP Walk Audit Toolkit.

## Formalizing Pathways

During discussions with walk audit participants, a number of routes used as informal pathways emerged as potential locations where the Town could introduce paved, accessible pathways or trails. While presently unmarked, formalizing these pathways would provide improved connectivity between key destinations in Town Center and create loops and routes that could be used for exercise and recreation.

### Existing Conditions

- An unpaved informal connection is located between the terminus of Highland Street and High Street (near Town Hall). This town-owned strip of land is considered an emergency access road, but frequently used for exercise, dog walking, and as a short-cut to Town Hall by Dunstable residents.
- A significant proportion of land within Town Center is publicly owned, and while frequently used for recreation and pedestrian activities, is lacking pathways or trails.

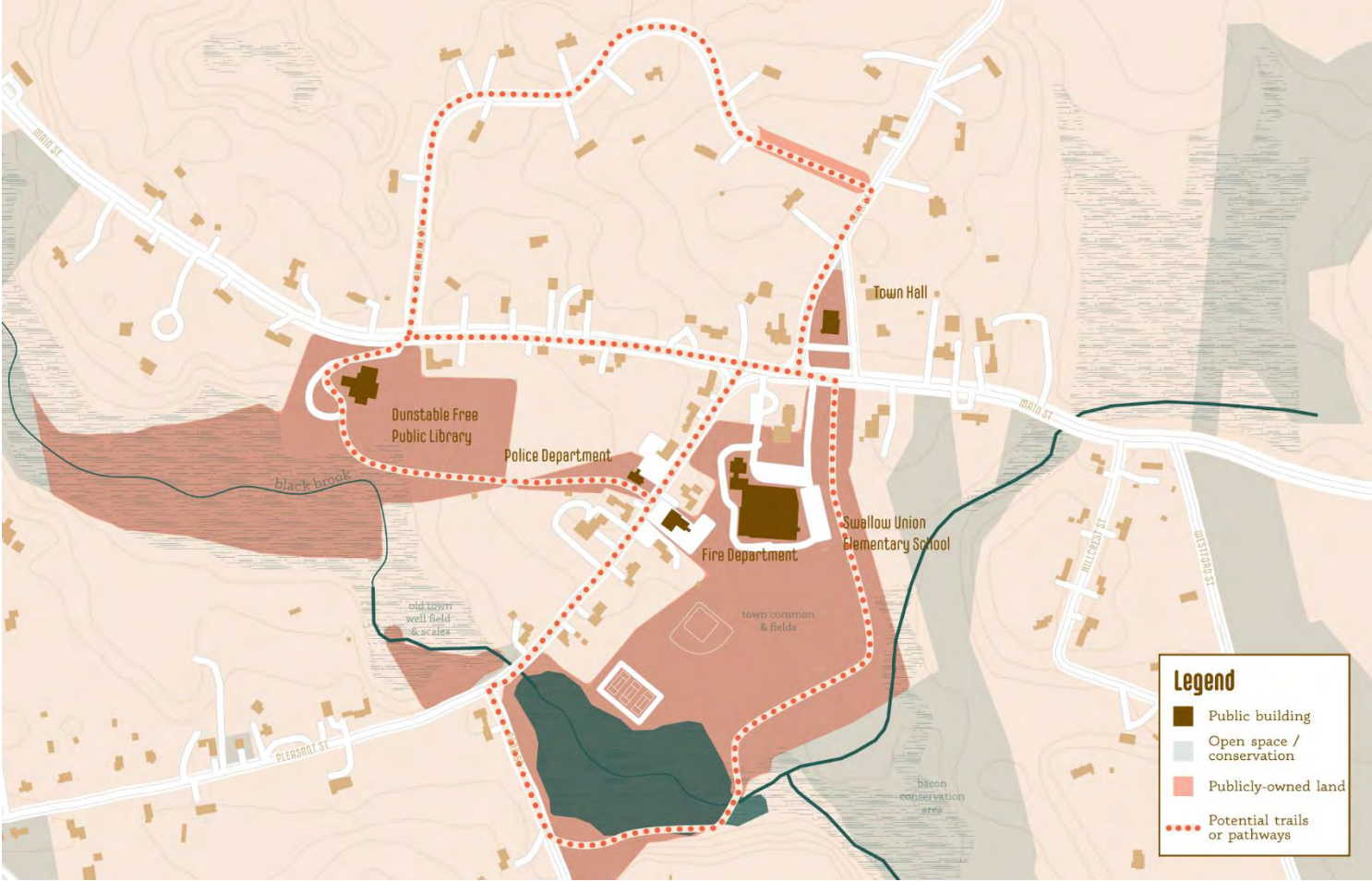


View of the emergency access road linking Highland Street with High Street, taken from High Street. While not legible in this photo, the sign reads: "Emergency vehicles only".

### Recommendations

- Create a pathway network across publicly-owned lands within Town Center to formalize existing pathways and provide safe and accessible recreational opportunities that connect residents and visitors with key destinations. See the map below for potential routes.
  - **Priority area:** create an accessible path between Highland Street and High Streets along the existing emergency vehicle access road. This can be accomplished without sacrificing emergency vehicle access, as is done in rail-trail projects across the Commonwealth. MassTrails Grants are a popular funding source for this type of improvement; grant awards are dependent on project type, but run up to \$100,000 for recreational trails projects. While MassTrails Grants require a 20% local match, this match may be provided through a municipality's Community Preservation Act funding.
  - **Priority area:** set the stage for future pathway creation by conducting a feasibility study to explore appropriate routes for long-term implementation of a Town Center trail network on publicly-owned land. This, too, is an eligible

activity under MassTrails funding and can be matched by local Community Preservation Act funds.



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### Gateways and Wayfinding

Gateway treatments are visual and physical features that communicate to drivers that they are entering new environments or cherished places. They alert users of a change in the roadway environment, influence driver behavior, and can reduce speeds through traffic calming. Participants in walk audits frequently mentioned high driver speeds (in excess of the posted 25 miles per hour speed limit) within Town Center.

Similar to gateway treatments, wayfinding provides information about a person’s current location, distance to destinations, and indicates possible routes from their current locations. Good signs can also encourage people to walk or bike by providing information on the time and distance to major destinations. Wayfinding can also be used to highlight historic attractions or features.

## Existing conditions:

- Key gateways to Town Center are at the Central Cemetery on Main Street, at the Dunstable Free Public Library on Main Street, and at the Shaw Conservation Area at Pond and Pleasant Streets. These locations, or “entry points”, present an opportunity to transition vehicles from fast through-traffic to slower, in-town behavior.
- The intersection of Main and Pleasant provides few visual or physical cues to communicate to visitors that they have arrived at the center of Town.
- There is minimal signage other than a Dunstable Town Center Historic District sign that alerts motorists to the Town Center area.
- Signage throughout Town Center lacks a consistent, uniform appearance.

## Recommendations:

- Identify vertical cues that can suggest a gateway or transition, such as sculptures, public art, decorative planters, special lighting fixtures, or banners.
  - **Priority area:** remove the highway-style guard rail at the Shaw Conservation Area. As a typical highway feature, this signals a high-speed traffic area in direct contrast to the posted 25 miles per hour speed limit, and is inconsistent with the historic character of the Town Center. Work with the Conservation Commission to identify appropriate gateway elements to install at the Shaw Conservation Area in place of the guardrail.
  - **Priority area:** work with local Scout troops to upgrade benches at the Shaw Conservation Area, introduce other elements like picnic benches as appropriate.
  - **Priority area:** Remove old or outdated signage. A sign removal and maintenance plan is as important as installing a wayfinding system to avoid visual clutter.
- Install traffic calming features to slow motorists as they enter key gateways to Town Center, such as curb extensions, planters, and dark sky compliant lighting.



The guardrail at Shaw Conservation Area signifies higher-speed traffic areas and presents a barrier to pedestrian activity and use of the open space.

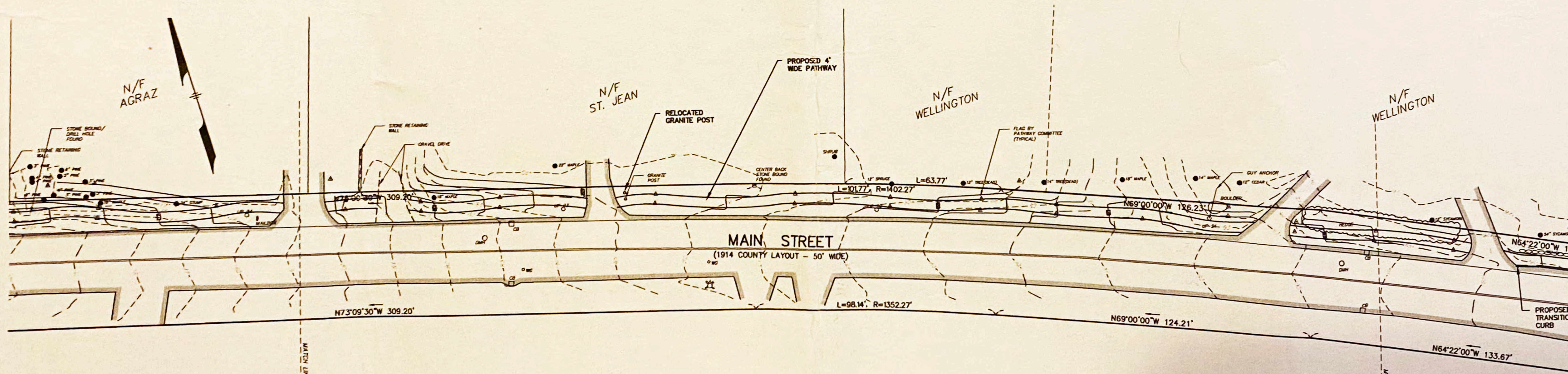
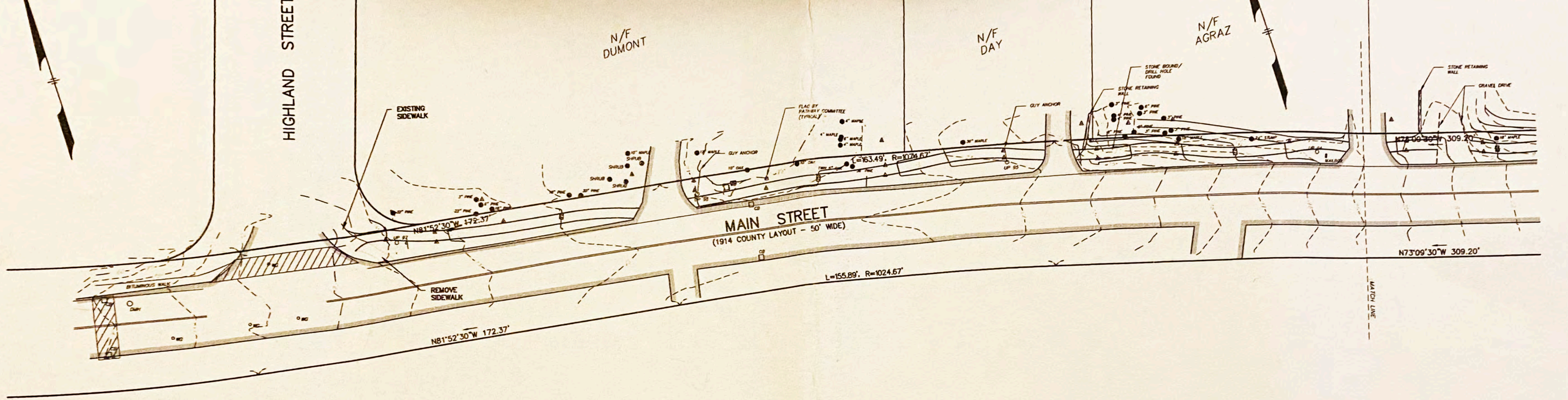


Benches are an attractive feature at Shaw Conservation Area; existing benches are in need of some maintenance.

- Develop a wayfinding system that is simple, consistent, and intuitive for all users. Within Town Center, signs should direct visitors and residents along the preferred routes to local destinations.
  - Identify the best walking routes to various destinations throughout Town Center. As new pathways are formalized, these may be different than driving routes.
  - Show desired destinations within walking distance.
  - Remind drivers to expect people walking on roadways and sidewalks.
  - Provide information about the location of parking.

# APPENDIX A:

## Safe Pathways Main Street Sidewalk Design



**NOTES:**

- 1.) ELEVATIONS REFER TO THE NGVD OF 1929. STARTING BENCHMARK-TOP RIVET FRONT STEPS OF THE CARLISLE TOWN LIBRARY ELEVATION=202.17'.
- 2.) LINES DIVIDING INDIVIDUAL OWNERSHIP WERE TAKEN FROM THE TOWN OF DUNSTABLE PROPERTY MAP 17.
- 3.) THE LOCATION OF MAIN STREET WAS ESTABLISHED BY AN ON THE GROUND SURVEY.

**UTILITY NOTE:**

ALL UNDERGROUND UTILITIES SHOWN HERE WERE COMPILED ACCORDING TO AVAILABLE RECORD PLANS FROM VARIOUS UTILITY COMPANIES AND PUBLIC AGENCIES AND ARE APPROXIMATE ONLY. ACTUAL LOCATIONS MUST BE DETERMINED IN THE FIELD BEFORE DESIGNING, EXCAVATING, BLASTING, INSTALLING, BACKFILLING, GRADING, PAVEMENT RESTORATION OR REPAIRING. ALL UTILITY COMPANIES, PUBLIC AND PRIVATE, MUST BE CONTACTED INCLUDING THOSE IN CONTROL OF UTILITIES NOT SHOWN ON THIS PLAN. SEE CHAPTER 370, ACTS OF 1963 MASS. WE ASSUME NO RESPONSIBILITY FOR DAMAGES INCURRED AS A RESULT OF UTILITIES OMITTED OR INACCURATELY SHOWN. BEFORE PLANNING FUTURE CONNECTIONS THE APPROPRIATE PUBLIC UTILITY ENGINEERING DEPARTMENT MUST BE CONSULTED. DIG SAFE

**LEGEND:**

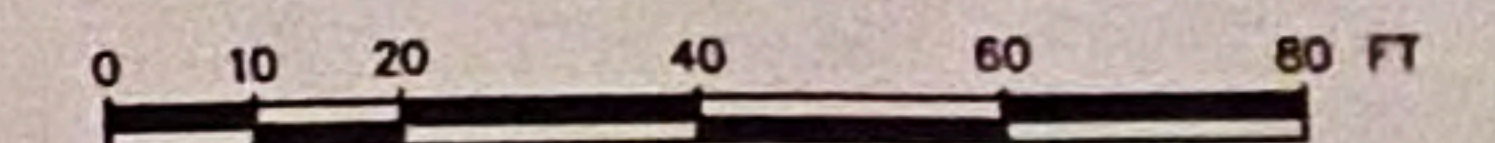
- N/F NOW OR FORMERLY
- OVERHEAD WIRES
- TREE
- TREE LINE
- UP UTILITY POLE
- GG GAS GATE
- GAS SERVICE (BURIED)
- WG WATER GATE
- WATER SERVICE (BURIED)
- DMH DRAIN MANHOLE
- SUB-SURFACE DRAIN LINE
- EXISTING CONTOUR
- - - EXISTING CONTOUR
- ☆ LIGHTPOLE
- △ WETLAND FLAG
- 99X9 SPOT ELEVATION
- STONE WALL
- EDGE OF PAVEMENT

**PATHWAY-SIDEWALK PLAN  
MAIN STREET**

**DUNSTABLE, MASSACHUSETTS**  
(MIDDLESEX COUNTY)

FOR: DUNSTABLE PATHWAY COMMITTEE  
SCALE: 1"=20' JANUARY 9, 2014

**STAMSKI AND McNARY, INC.**  
1000 MAIN STREET ACTON, MASSACHUSETTS  
ENGINEERING - PLANNING - SURVEYING



**PROGRESS PRINT**  
**14 JANUARY 15**



## APPENDIX B: Potential Funding Sources

This report identifies a number of potential funding sources for implementation of Walk Dunstable recommendations. Links to these programs and sources are provided below.

### Massachusetts Preservation Projects Fund (MPPF)

Administered by the Massachusetts Historical Commission (MHC), the MPPF is a state-funded 50% reimbursable matching grant program created to support the preservation of properties, landscapes and sites listed in the State Register of Historic Places. Municipalities and nonprofit organizations are qualified to receive these funds. Matching funds may be provided through local Community Preservation Act (CPA) funding.

Awards range from \$5,000 to \$30,000 for pre-development projects, and \$7,500 to \$100,000 for development or acquisition projects.

<https://www.sec.state.ma.us/mhc/mhcmppf/mppfidx.htm>

### Massachusetts Complete Streets Funding Program

Administered by MassDOT, the Complete Streets Funding Program dedicates state transportation funds to planning and implementation of Complete Streets, e.g., street improvements that make travel safe, comfortable, convenient, and accessible for people of all ages, abilities, and travel modes. As a Tier 3 community, Dunstable is eligible for the full range of funding opportunities, up to \$500,000 in construction funding to implement projects identified in its Prioritization Plan (Appendix C).

<https://gis.massdot.state.ma.us/completestreets>

### MassTrails Grants

Funded through the Executive Office of Energy and Environmental Affairs, MassTrails Grants are matching grants that enable municipalities and nonprofit organizations to plan, design, create, and maintain a diverse network of trails, trail systems, and trail experiences for residents and visitors. Grants may be awarded for projects ranging from planning and feasibility studies through construction and maintenance.

<https://www.mass.gov/guides/masstrails-grants>

### Safe Routes to School

While not specifically discussed in this report, projects identified through Walk Dunstable may be eligible for Safe Routes to School (SRTS) Grants due to the Swallow Union Elementary School's location in Dunstable Town Center. SRTS provides services to schools and communities across the Commonwealth in the form of education, evaluation, and funding for projects that improve safety for students traveling to and from school.

<https://www.mass.gov/safe-routes-to-school>

# APPENDIX C:

## Complete Streets Prioritization Plan (2017)



# MassDOT Complete Streets Funding Program

Municipality: Dunstable  
 MassDOT District: 3

Date: 12/5/2023  
 Name/Title: Tracey Hutton, Town Administrator

Project Details			EJ	Complete Streets Location			Project Origin and Type		Complete Streets Needs							Complete Streets Funding Request			
Rank	Project Name	Project Description	Environmental Justice Population	Project Limits	Project Start Location: X,Y Coordinates (MA State Plane meter)	Project End Location: X,Y Coordinates (MA State Plane meter)	Complete Streets Project Origin (planning documentation or supporting analysis)	<a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a>	Safety	ADA Accessibility	Pedestrian Mobility	Bicycle Mobility	Transit Operations and Access	Vehicular Operations	Freight Operations	Will this project be in Coordination with other Communities? (list, if applicable)	Total Estimated Project Cost	Complete Streets Funding Requested	Other Funding Source(s) and Amount (if applicable)
1	Main Street - High Street to Highland Street sidewalk construction	Construction of new sidewalk along the north side of Main Street between Pleasant Street and Highland Street.	No	North side of Main Street between Pleasant Street and the west side of Highland Street to existing crosswalk (1,250 LF)	201,441 935,990	201,072 936,026	CS Needs Assessment	P5	X	X	X				No	\$207,200	\$207,200	\$0	
2	Main Street - Town Hall to Pleasant Street sidewalk construction	Construction of new sidewalk along the north side of Main Street between Common Street and Pleasant Street.	No	North side of Main Street between Common Street and east side of Pleasant Street at existing crosswalk (300 LF)	201,518 935,984	201,441 935,990	CS Needs Assessment	P5	X	X	X				No	\$59,000	\$59,000	\$0	
3	Main Street - City Hall to Westford Street sidewalk construction	Construction of new sidewalk along Main Street between Common Street and the east side of Westford Street.	No	North side of Main Street between Common Street and east side of Westford Street (1,050 LF)	201,528 935,989	201,845 935,910	CS Needs Assessment	P5	X	X	X				No	\$198,600	\$198,600	\$0	
4	Main Street - Westford Street to Central Cemetery sidewalk connection	Construction of new sidewalk along the east side of Westford Street between Main Street and existing Central Cemetery roadway.	No	East side of Westford Street between Main Street and southernmost Central Cemetery pathway (1,000 LF)	201,845 935,910	201,916 935,627	CS Needs Assessment	P5	X	X	X				No	\$144,300	\$144,300	\$0	



# MassDOT Complete Streets Funding Program

Municipality: Dunstable  
 MassDOT District: 3

Date: 12/5/2023  
 Name/Title: Tracey Hutton, Town Administrator

Project Details			EJ	Complete Streets Location			Project Origin and Type		Complete Streets Needs							Complete Streets Funding Request			
Rank	Project Name	Project Description	Environmental Justice Population	Project Limits	Project Start Location: X,Y Coordinates (MA State Plane meter)	Project End Location: X,Y Coordinates (MA State Plane meter)	Complete Streets Project Origin (planning documentation or supporting analysis)	<a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a>	Safety	ADA Accessibility	Pedestrian Mobility	Bicycle Mobility	Transit Operations and Access	Vehicular Operations	Freight Operations	Will this project be in Coordination with other Communities? (list, if applicable)	Total Estimated Project Cost	Complete Streets Funding Requested	Other Funding Source(s) and Amount (if applicable)
5	Pleasant Street - Main Street to Pond Street sidewalk construction	Construction of new sidewalk along the east side of Pleasant Street between Main Street and Pond Street.	No	East side of Pleasant Street between Main Street at existing crosswalk and the north side of Pond Street (1,250 LF)	201,438 935,981	201,167 935,673	CS Needs Assessment	P5	X	X	X				No	\$223,950	\$223,950	\$0	
6	Pleasant Street - Pond Street to Post Office sidewalk construction	Construction of new sidewalk along the south side of Pleasant Street between Pond Street and the U.S. Post Office, including crosswalks across Pond Street and Post Office driveway.	No	South side of Pleasant Street between Pond Street and U.S. Post Office at 170 Pleasant Street (1,900 LF)	201,152 935,667	200,620 935,936	CS Needs Assessment	P5	X	X	X				No	\$348,000	\$348,000	\$0	
7	Pleasant Street - Post Office to Groton Street sidewalk construction	Construction of new sidewalk along Pleasant Street between the Post Office and the gas station/Dunkin Donuts just west of Groton Street.	No	South side of Pleasant Street between U.S. Post Office at 170 Pleasant Street and Dunkin Donuts at 238 Pleasant Street (1,300 LF)	200,620 935,936	200,219 935,574	CS Needs Assessment	P5	X	X	X				No	\$231,700	\$231,700	\$0	
8	Groton Street - Pleasant Street to Larter Field sidewalk construction	Construction of new sidewalk along Groton Street between Pleasant Street and Larter Field driveway.	No	East side of Groton Street between Pleasant Street and west side of Larter Field driveway (1,950 LF)	200,319 935,545	199,897 935,159	CS Needs Assessment	P5	X	X	X				No	\$340,500	\$340,500	\$0	



# MassDOT Complete Streets Funding Program

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Date: 12/5/2023  
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Rank	Project Name	Project Description	Environmental Justice Population	Project Limits	Project Start Location: X,Y Coordinates (MA State Plane meter)	Project End Location: X,Y Coordinates (MA State Plane meter)	Complete Streets Project Origin (planning documentation or supporting analysis)	Complete Streets Project Type (refer to the Eligible Projects Worksheet)	Safety	ADA Accessibility	Pedestrian Mobility	Bicycle Mobility	Transit Operations and Access	Vehicular Operations	Freight Operations	Will this project be in Coordination with other Communities? (list, if applicable)	Total Estimated Project Cost	Complete Streets Funding Requested	Other Funding Source(s) and Amount (if applicable)
9	Larter Field access road sidewalk construction	Construction of new sidewalk along Larter Field driveway between Groton Street and existing pathway north of the parking area.	No	West side of Larter Field driveway between Groton Street and existing path north of parking area (850 LF)	199,897 935,159	199,859 934,894	CS Needs Assessment	P5	X	X	X					No	\$136,600	\$136,600	\$0
10	Shared Use Path Connection between Central Cemetery and Lowell Street	Construction of a new crushed stone shared-use path between the Central Cemetery and Lowell Street.	No	Southernmost dirt driveway at Central Cemetery to back of existing Dumont Enterprises parking lot, connecting north to Lowell Street (2,400 LF)	202,050 935,664	202,426 935,705	CS Needs Assessment	B10	X	X	X	X				No	\$67,200	\$67,200	\$0
11	Intersection improvements at Lowell Street/Main Street	Realignment of Lowell Street to intersect Main Street behind Dunstable Animal Clinic. Includes sidewalk and crosswalk connections in intersection.	No	Intersection of Main Street/Lowell Street. Western 350-foot segment of Lowell Street to be discontinued and new 250-foot Lowell Street spur to connect to Main Street about 300 feet east of existing intersection.	202,313 935,880	202,275 935,929  202,218 935,885	CS Needs Assessment	S6, S10, S18, P2, P5, P9	X	X	X			X		No	\$322,900	\$322,900	\$0



# MassDOT Complete Streets Funding Program

Municipality: Dunstable  
 MassDOT District: 3

Date: 12/5/2023  
 Name/Title: Tracey Hutton, Town Administrator

Project Details			EJ	Complete Streets Location			Project Origin and Type		Complete Streets Needs							Complete Streets Funding Request			
Rank	Project Name	Project Description	Environmental Justice Population	Project Limits	Project Start Location: X,Y Coordinates (MA State Plane meter)	Project End Location: X,Y Coordinates (MA State Plane meter)	Complete Streets Project Origin (planning documentation or supporting analysis)	<a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a>	Safety	ADA Accessibility	Pedestrian Mobility	Bicycle Mobility	Transit Operations and Access	Vehicular Operations	Freight Operations	Will this project be in Coordination with other Communities? (list, if applicable)	Total Estimated Project Cost	Complete Streets Funding Requested	Other Funding Source(s) and Amount (if applicable)
12	Intersection improvements at Pleasant Street/Main Street	Realignment of the intersection of Main Street/Pleasant Street. Safer pedestrian crossings and slower vehicle turns. Includes pedestrian sidewalks, ramps, and crossings.	No	Intersection of Main Street/Pleasant Street	201,390 935,964	201,383 935,997 201,435 935,987	CS Needs Assessment	S6, S10, S18, P2, P5, P9	X	X	X			X		No	\$226,400	\$226,400	\$0
13	Intersection improvements at Main Street/Thorndike Street	Realignment of the intersection of Main Street/Thorndike Street. Safer pedestrian crossings and slower vehicle turns.	No	Intersection of Main Street/Thorndike Street	203,605 936,996	203,617 937,043 203,661 937,029	CS Needs Assessment	S6, S10, S18, P2, P5, P9	X	X	X			X		No	\$79,400	\$79,400	\$0
14	Bike racks and benches at Town Hall	Acquisition and installation of two (2) new large bicycle racks and four (4) benches at Town Hall.	No	Town Hall property, 511 Main Street	201,494 936,032	201,494 936,032	CS Needs Assessment	B3, PO			X	X				No	\$11,600	\$11,600	\$0
15	Bike racks and benches at Dunstable Free Public Library	Acquisition and installation of two (2) new large bicycle racks and four (4) benches at Dunstable Free Public Library.	No	Dunstable Free Public Library	201,016 935,977	201,016 935,977	CS Needs Assessment	B3, PO			X	X				No	\$11,600	\$11,600	\$0
16	Main Street - Highland Street to Red Line Trail sidewalk construction - Phase 1	Construction of new sidewalk between Highland Street and Sawyer Conservation Area.	No	North side of Main Street between Highland Street and Sawyer Conservation Area (1,650 LF)	201,074 936,027	200,674 936,245	CS Needs Assessment	P5	X	X	X					No	\$340,300	\$340,300	\$0



# MassDOT Complete Streets Funding Program

Municipality: Dunstable  
 MassDOT District: 3

Date: 12/5/2023  
 Name/Title: Tracey Hutton, Town Administrator

Project Details			EJ	Complete Streets Location			Project Origin and Type		Complete Streets Needs							Complete Streets Funding Request			
Rank	Project Name	Project Description	Environmental Justice Population	Project Limits	Project Start Location: X,Y Coordinates (MA State Plane meter)	Project End Location: X,Y Coordinates (MA State Plane meter)	Complete Streets Project Origin (planning documentation or supporting analysis)	<a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a>	Safety	ADA Accessibility	Pedestrian Mobility	Bicycle Mobility	Transit Operations and Access	Vehicular Operations	Freight Operations	Will this project be in Coordination with other Communities? (list, if applicable)	Total Estimated Project Cost	Complete Streets Funding Requested	Other Funding Source(s) and Amount (if applicable)
17	Main Street - Highland Street to Red Line Trail sidewalk construction - Phase 2	Construction of new sidewalk between Sawyer Conservation Area and Red Line Trail, about 550 feet west of Depot Street		North side of Main Street between Sawyer Conservation Area and Red Line Trail (1,650 LF)	200,674 936,245	200,320 936,651	CS Needs Assessment	P5	X	X	X				No	\$340,300	\$340,300	\$0	
18	Improvements to Red Line Trail between Main Street and NH State Line	Construction of crushed stone walking trail between Main Street and the NH State Line (1.51 miles), and extending an additional 0.41 miles to Ridge Road in Nashua, NH.	No	Existing Nashua, Acton, and Boston RR ROW between Main Street in Dunstable and Ridge Road in Nashua, NH. 1.51 miles in Dunstable, 0.41 miles in Nashua	200,336 936,637	201,209 939,610	CS Needs Assessment	B10		X	X	X			Nashua, NH	\$230,400	\$230,400	\$0	
19	Improvements to Red Line Trail between Larter Field Driveway and Camp Massapoug Road	Construction of crushed stone walking trail between Larter Field driveway Massapoug Road at the Groton T.L.	No	Existing Nashua, Acton, and Boston RR ROW between Larter Field Driveway and Camp Massapoug Road (4,200 LF)	199,894 934,645	199,969 933,267	CS Needs Assessment	B10		X	X	X			No	\$96,000	\$96,000	\$0	



# MassDOT Complete Streets Funding Program

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 MassDOT District: 3

Date: 12/5/2023  
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Project Details			EJ	Complete Streets Location			Project Origin and Type		Complete Streets Needs							Complete Streets Funding Request			
Rank	Project Name	Project Description	Environmental Justice Population	Project Limits	Project Start Location: X,Y Coordinates (MA State Plane meter)	Project End Location: X,Y Coordinates (MA State Plane meter)	Complete Streets Project Origin (planning documentation or supporting analysis)	<a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a>	Safety	ADA Accessibility	Pedestrian Mobility	Bicycle Mobility	Transit Operations and Access	Vehicular Operations	Freight Operations	Will this project be in Coordination with other Communities? (list, if applicable)	Total Estimated Project Cost	Complete Streets Funding Requested	Other Funding Source(s) and Amount (if applicable)
20	Red Line Trail Connection between Main Street and Groton Street	Construction of crushed stone walking trail between Main Street and Groton Street, including required ROW takings and including high-visibility crossings across both roadways, stop signs at trail entrances at both roadways, and trail crossing signage on each roadway approach to the trail crossing.	No	Existing Nashua, Acton, and Boston RR ROW between Main Street and Groton Street	200,336 936,630	200,098 935,449	CS Needs Assessment	B10		X	X	X				No	\$130,200	\$130,200	\$0
21	Bicycle racks and benches at Red Line Trail roadway connections	Installation of eight (8) small bicycle racks and sixteen (16) benches along Red Line Trail and at trail entrances from roadways.	No	Existing Nashua, Acton, and Boston RR ROW within the Town of Dunstable	201,018 938,697	199,963 933,102	CS Needs Assessment	B3, PO			X	X				No	\$38,400	\$38,400	\$0
22	High-visibility crossings across Main Street	Replacement of existing pedestrian crosswalks with high-visibility continental crosswalks and high-visibility pedestrian warning signage.	No	Main Street in Dunstable between Highland Street and Common Street (4 crosswalks)	201,058 936,026	201,488 935,983	CS Needs Assessment	P9	X	X	X					No	\$14,000	\$14,000	\$0
23	High-visibility crossings across River Street at Nashua River Rail Trail	Installation of high-visibility continental crosswalks and high-visibility warning signage at the two Nashua River Rail Trail crossings across River Street.	No	River Street at Nashua River Rail Trail, two locations	196,448 938,319	196,055 936,865	CS Needs Assessment	P9	X	X	X	X				No	\$7,640	\$7,640	\$0
24	Raised intersection at Groton Street/Dogwood Lane/Larter Field driveway	Installation of a raised intersection and crossings at the intersection of Groton Street/Dogwood Lane/Larter Field driveway with associated warning signage and pavement markings.	No	Intersection of Groton Street/Dogwood Lane/Larter Field driveway	199,915 935,181	199,896 935,170	CS Needs Assessment	S17, P9	X	X	X					No	\$102,280	\$102,280	\$0





# MassDOT Complete Streets Funding Program

Municipality: Dunstable  
 MassDOT District: 3

Date: 12/5/2023  
 Name/Title: Tracey Hutton, Town Administrator

Project Details			EJ	Complete Streets Location			Project Origin and Type		Complete Streets Needs							Complete Streets Funding Request			
Rank	Project Name	Project Description	Environmental Justice Population	Project Limits	Project Start Location: X,Y Coordinates (MA State Plane meter)	Project End Location: X,Y Coordinates (MA State Plane meter)	Complete Streets Project Origin (planning documentation or supporting analysis)	<a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a>	Safety	ADA Accessibility	Pedestrian Mobility	Bicycle Mobility	Transit Operations and Access	Vehicular Operations	Freight Operations	Will this project be in Coordination with other Communities? (list, if applicable)	Total Estimated Project Cost	Complete Streets Funding Requested	Other Funding Source(s) and Amount (if applicable)
25	Shared Use Path Connection between Pleasant Street and Dunstable Free Public Library	Construction of a 1,200 LF crushed stone shared use path between Pleasant Street at the existing Dunstable Police Station and the existing sidewalk on the west side of the Dunstable Free Public Library.	No	Town-owned land between 23 Pleasant Street and 588 Main Street	201,276 935,877	201,017 935,944	CS Needs Assessment	B3	X	X	X	X				No	\$39,600	\$39,600	\$0
26	Intersection improvements at Main Street/Oak Street	Realignment of Main Street/Oak Street intersection. Addresses intersection conflicts and inadequate sight distance.	No	Intersection of Main Street/Oak Street	199,895, 937,119	199,895, 937,122	CS Needs Assessment	S6, S10, S13	x	x	x			x		No	\$300,000	\$300,000	\$0
27	Intersection improvements at Lowell Street/Forest Street	Intersection improvement on Lowell Street and Forest Street to include reconstruction of roadway edges to reduce curb radius. Addresses inadequate sight distance.	No	Intersection of Lowell Street/Forest Street	202,855, 935,906	202,855, 935,909	CS Needs Assessment	S6, S10, S14	x	x	x			x		No	\$150,000	\$150,000	\$0
28	Intersection improvements at Pleasant Street/Groton Street	Realignment of Pleasant Street/Groton Street intersection. Addresses speeding, intersection conflicts and inadequate sight distance.	No	Intersection of Pleasant Street/Groton Street	200,307, 935,565	200,308, 935,567	CS Needs Assessment	S6, S10, S18	x	x	x			x		No	\$400,000	\$400,000	\$0
29	Intersection improvements at Pleasant Street/Hollis Street	Realignment Main Street/Oak Street intersection. Addresses intersection conflicts and inadequate sight distance.	No	Intersection of Pleasant Street/Hollis Street	197,726, 935,620	197,727, 935,619	CS Needs Assessment	S6, S10, S13	x	x	x			x		No	\$350,000	\$350,000	\$0

## **APPENDIX D:**

# **Walk Audit Materials**

8/30 Stakeholder Presentation and Audit Materials

9/13 Senior-Focused Walk Audit Materials

10/4 Community Meeting Presentation and Walk Audit Materials

DIY Walk Audit Materials



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# MASTER PLAN IMPLEMENTATION COMMITTEE

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Town of Dunstable

DECEMBER 7, 2023  
DUNSTABLE TOWN HALL  
511 Main Street | Dunstable, MA

## **Master Plan Implementation Committee**

### **Composition**

- Planning Board
- Board of Selectmen
- Conservation Commission
- Zoning Board of Appeals
- Affordable Housing Committee
- Community Preservation Committee
- Historical Commission
- Road Commissioners
- Town Administrator
- Complete Streets Committee
- Water Commission
- Economic Development Committee (to be formed)
- A citizen-at-large
- 

### **Purpose**

- Serve as a facilitator and coordinator of the implementation process, to advocate for the implementation of the recommendations, and to report annually to Town Meeting regarding the Town's progress in implementing the recommendations.



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# LIP REVIEW PROCESS

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Town of Dunstable

DECEMBER 7, 2023  
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511 Main Street | Dunstable, MA



## **Town of Dunstable Local Initiative Program (LIP) Chapter 40B Project Guidelines**

Unlike traditional 40B projects, the LIP process allows municipalities to have more control of certain aspects of project design and construction. A LIP project has local support often because of the contribution it can make to the community's need for more diverse housing options, and the contributions the developer agrees to make to local needs (infrastructure, public safety, land protection, etc.).

All 40B developments – traditional and LIP projects - are required to create housing where at least 25% of housing units are affordable according to DHCD regulations, but not all projects are equal in other ways including: type and size housing units; location; proximity to transit; traffic impacts; public space; recreation or open space resources; aesthetics; building design; community character; wetland protection; safety; walkability; sustainability; low impact development.

The Select Board has created these guidelines to assist the Board and developers with the review of proposals, with the goal of soliciting comments from relevant boards, committees, and staff.

The following pages provide guidelines and a checklist and process for developers seeking approval of a LIP project. Developers should take the time to complete and return it, and any related documents to the Town's Point of Contact for Chapter 40B Development Issues. The Select Board has appointed the Town Administrator as a single Point of Contact to serve as the primary municipal liaison for all issues relating to Chapter 40B affordable housing development matters. The Point of Contact will assist developers/applicants through the 40B process and related requirements. Early pre-permit discussions with the Point of Contact are highly recommended.

Once the Town's Point of Contact receives the completed form the Town will begin a 60-day review of the proposed development. The 60-day review includes a review of the proposal by the Town Boards/Commissions/Committees, a presentation by the applicant to stakeholders and general public, and non-binding reviews by the Affordable Housing Committee and Planning Board.

Town Point of Contact  
Jason Silva, Town Administrator  
511 Main St.  
Dunstable, MA 01827  
[jsilva@dunstable-ma.gov](mailto:jsilva@dunstable-ma.gov)  
978 649-4514 ex 242

# Town of Dunstable LIP Project Preliminary Review Checklist

Town of Dunstable recommended checklist to proceed with a LIP application:

## 1. Project Information

- a. Project Name: \_\_\_\_\_
- b. Applicant Point of Contact Name: \_\_\_\_\_  
Phone number \_\_\_\_\_ Email \_\_\_\_\_
- c. Project Team - Names, Titles, Contact information.
- d. Project Location: \_\_\_\_\_
- e. Number of Units: \_\_\_\_\_
- f. Bedroom Count: 1 Bedroom \_\_\_ 2 Bedrooms \_\_\_ 3 Bedrooms \_\_\_
- g. Rental or Ownership
- h. List of all waivers, if any, that the applicant will request from the ZBA
  - i. Preliminary Plans.

## 2. Criteria for Review

- a. Percent of Affordable Units \_\_\_\_\_
- b. Number of Affordable Units \_\_\_\_\_
- c. Number of units to count on the SHI \_\_\_\_\_
- d. Public Benefits & Impacts
  - i. Roadway Improvements
  - ii. Other Infrastructure Improvements
  - iii. Public Access/Trails/Open Space
  - iv. Other Public Amenities
  - v. Positive and or Negative Impacts on the Town
  - vi. Impacts on the abutting property owners
  - vii. Safety/Fire Impacts to Town
  - viii. Financial Benefits

## 3. 60-Day Preliminary Project Review Process

### a. Submittal of Project Plan and Checklist

Once the Applicant has submitted required information to the Point of Contact, the Applicant's information will be distributed to the Town of Dunstable's Boards/Commissions/Committees, including but not limited to Affordable Housing Committee, Planning Board, Conservation Commission, Water Commission, Road Commission, Historical Commission, Police Department, Fire Department.

### b. Boards Review and Comment

- i. Developer will host a technical review meeting with relevant boards, committees, and departments to review the project, discuss potential issues and answer questions.
- ii. Town Departments and Boards should send written comments on the proposed housing project to the Town Administrator.

**c. Select Board Meeting**

- i. The Applicant will be asked to attend a Select Board public meeting at the earliest convenience of both parties for a project review and presentation and to seek input from the public. Technical experts should be present to provide reasonable information and responses to the inquiries from the general public.

**d. Affordable Housing Committee** - A non-binding review from the Affordable Housing Committee.

**Review to include:**

1. SHI requirements
2. The number and unit mix (number of bedrooms, townhouses/multi-family/single family units, etc.)
3. Consistency with the Town's Housing Production Plan

**e. Planning Board** - A non-binding project review from the Planning Board

1. The Applicant will be asked to attend a Planning Board Meeting to present the proposed housing project.

**Review to include:**

1. Town Zoning By-Law Review
2. Stormwater, parking, traffic, architectural review

**f.** Review coordination between the Affordable Housing Committee and Planning Board is encouraged. A joint meeting of the Planning Board and Affordable Housing Committee could be considered at the discretion of the Chairs.

**g.** Determine need for filing of Notice of Intent

**h.** Negotiations of a development agreement with Town Counsel and Town Administrator. Negotiations can begin at any point in the process, subject to approval by the Select Board.

**5. Department of Housing and Livable Communities**

- a. The Applicant is required to obtain a letter from Department of Housing and Livable Communities acknowledging the number of units that will be accepted on the Town's SHI List.



## **6. Select Board Final Review & LIP Determination**

- a. Applicant should provide final presentation after department reviews, and provide answers to concerns or questions brought up in that process. an overview of the proposed project and outline the benefits for the Public
- b. Formal Vote from the Select Board

If the Select Board approves the LIP:

### **1. File the LIP application with the Department of Housing and Livable Communities**

### **2. Zoning Board of Appeals Review and Approval**

- a. Applicant shall submit a Comprehensive Permit to the ZBA for review and decision.

*Please note, the Applicant is free to submit an application directly to the Zoning Board of Appeals. However, if the Applicant wants the support from the Town and file under the LIP, it is highly suggested they follow these guidelines.*

*Note that any activities subject to Conservation Commission review under the Wetlands Protection Act, M.G.L. Chapter 131, Section 40, will need to be reviewed by the Conservation Commission independent from a LIP application.*

AN ACT CHANGING THE BOARD OF SELECTMEN IN THE TOWN OF DUNSTABLE TO THE SELECT BOARD

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

SECTION 1: Notwithstanding any general or special law to the contrary, the executive body of the town of Dunstable, previously known as the board of selectmen, shall be known as the select board and shall have the powers and authority of a board of selectmen under any general or special law, by-law of the town, or any rule or regulation applicable thereto. The members of the select board, previously known as selectmen, shall be known as select board members.

SECTION 2: Notwithstanding sections 21 and 32 of chapter 40 of the General Laws and section 5 of chapter 40A of the General Laws or any general or special law to the contrary, the select board of the town of Dunstable may amend the general and zoning by-laws of the town by majority vote to revise all references to the board of selectmen and its members to select board and select board member, respectively, in accordance with section 1.

SECTION 3. This act shall take effect upon its passage.



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# APPOINTMENT - A.WALL - IAC

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Town of Dunstable

DECEMBER 7, 2023  
DUNSTABLE TOWN HALL  
511 Main Street | Dunstable, MA



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# FLAG RAISING POLICY

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Town of Dunstable

DECEMBER 7, 2023  
DUNSTABLE TOWN HALL  
511 Main Street | Dunstable, MA



## **Town of Dunstable**

### **Policy on the Display of Flags on Town Flagpoles**

This policy applies to all municipally owned flagpoles in the Town of Dunstable including but not limited to Town Hall, Police Station, Fire Station, Dunstable Public Library, and Highway Garage.

#### **Approved Flags on Town Flagpoles**

The following flags are permitted to fly on municipally owned flagpoles: flag of the United States of America, flag of the Commonwealth of Massachusetts, POW/MIA Flag, national flag of any official dignitary of a foreign country attending an event in Dunstable, flag of any branch of the United States Armed Services, and the Dunstable Town flag.

All approved flags may be raised below the American Flag on Town owned flagpoles provided that (a) each such flag is no larger in any dimension than the American Flag flown above it, and (b) only when, if and for such period of time as the Town of Dunstable, acting through its Select Board, expressly, on each occasion, and in its sole discretion, authorizes the raising of such flag listed above.

#### **Flying the Flag at Half-Staff**

1. When an elected Town official who dies during a term of office has a service or is buried in Dunstable;
2. When any former Select Board member has a service or is buried in Dunstable;
3. When any veteran or member of the armed forces has a service, or is buried, in Dunstable;
4. When any memorial exercises are held in Dunstable for any member of the armed services buried on foreign soil;
5. When any citizen with a record of significant service or contribution to the Town has a service, or is buried, in Dunstable; and
6. On those holidays and occasions so designated by the State or Federal government.

The choice to fly a flag on municipally owned flagpoles is government speech to which the strictures of the Free Speech Clause of the First Amendment do not apply.

The Town does not, nor has it ever, intended to designate the flagpole as a public forum by permitting a third party to raise a particular flag on the same. Accordingly, nothing in this policy, the Town's choice of which flag to raise, or the manner in which it makes such choice should be interpreted as designating the flagpole as a public forum.



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# SECTION V(E) COMMUNITY OUTREACH

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Town of Dunstable

DECEMBER 7, 2023  
DUNSTABLE TOWN HALL  
511 Main Street | Dunstable, MA



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# TAX CLASSIFICATION HEARING

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Town of Dunstable

DECEMBER 7, 2023  
DUNSTABLE TOWN HALL  
511 Main Street | Dunstable, MA

## Dunstable Tax Classification Hearing Fiscal Year 2024

### Valuation by Class Before Tax Shift

CLASS	VALUE	%	
Residential	765,193,150	94.6341	<b>R &amp; O %</b>
Open Space	0	0.0000	94.6341
Commercial	5,255,602	0.6500	
Industrial	4,243,000	0.5247	<b>C I P %</b>
Personal Property	33,888,953	4.1912	5.3659
Total	808,580,705	100.0000	

### Shifting the Tax Burden

Municipalities with a large commercial/industrial tax base often see fit to shift the tax burden to help maintain lower residential taxes. Given Dunstable's small commercial and industrial base, it would take a large shift in C/I taxes to yield a modest residential tax reduction. If Dunstable were to apply the largest shift allowable, the residential rate would decrease by only \$0.39 while the commercial/industrial rate would increase by \$6.94 per thousand. \* See attached sheet

### Recommendations

The Board of Assessors recommends that the Board of Selectmen adopt a residential shift factor of 1.000. This will allow all classes of property to be taxed at the same rate.

### Tax Rates

Based on an anticipated vote to maintain a single tax rate, The Town Assessor has calculated the following tax rates needed to raise the tax levy:

Property Class	FY2024
Residential	14.02
Commercial	14.02
Industrial	14.02
Personal Property	14.02

\*Note that the FY2024 tax rate is an estimate only and may change upon the Department of Revenue review.



CLASS	VALUE	%	R & O %
Residential	765,193,150	94.6341	94.6341
Open Space	0	0.0000	0.0000
Commercial	5,255,602	0.6500	0.6500
Industrial	4,243,000	0.5247	C I P %
Personal Property	33,888,953	4.1912	5.3659
Total	808,580,705	100.0000	

ENTER A LEVY (ESTIMATED IF NECESSARY)  
Levy 11.336,301  
Single TaxRate 14.02

Note: This table should be used for planning purposes only. Actual calculations may differ slightly due to rounding. For actual calculations, complete Recap.

CIP Shift	Res Factor	Res SP	OS SP	Share Percentages				Total SP	Comm LA	Ind LA	PR LA	Total LA	Res ET	Comm ET
				Comm SP	PP SP	PP SP	PP SP							
1.0000	1.0000	94.6341	0.0000	0.6500	4.1812	100.0000	73.686	59,482	475,127	11,336,301	14.02	14.02		
1.0110	0.9994	94.5751	0.0000	0.6572	4.2373	100.0000	74.497	60,136	474,497	11,336,301	14.01	14.17		
1.0220	0.9988	94.5161	0.0000	0.6643	4.2834	100.0000	75.307	60,790	485,580	11,336,301	14.00	14.33		
1.0330	0.9981	94.4570	0.0000	0.6715	4.3295	100.0000	76.118	61,444	490,806	11,336,301	13.99	14.48		
1.0440	0.9975	94.3980	0.0000	0.6786	4.3756	100.0000	76.928	62,099	496,033	11,336,301	13.99	14.64		
1.0550	0.9969	94.3390	0.0000	0.6858	4.4217	100.0000	77.739	62,753	501,259	11,336,301	13.98	14.79		
1.0660	0.9963	94.2800	0.0000	0.6929	4.4678	100.0000	78.549	63,407	506,485	11,336,301	13.97	14.95		
1.0770	0.9956	94.2209	0.0000	0.7001	4.5139	100.0000	79.360	64,062	511,712	11,336,301	13.96	15.10		
1.0880	0.9950	94.1619	0.0000	0.7072	4.5600	100.0000	80.170	64,716	516,938	11,336,301	13.95	15.25		
1.0990	0.9944	94.1029	0.0000	0.7144	4.6061	100.0000	80.981	65,370	522,165	11,336,301	13.94	15.41		
1.1100	0.9938	94.0439	0.0000	0.7215	4.6522	100.0000	81.791	66,025	527,391	11,336,301	13.93	15.56		
1.1210	0.9931	93.9848	0.0000	0.7287	4.6983	100.0000	82.602	66,679	532,617	11,336,301	13.92	15.72		
1.1320	0.9925	93.9258	0.0000	0.7358	4.7444	100.0000	83.413	67,333	537,844	11,336,301	13.92	15.87		
1.1430	0.9919	93.8668	0.0000	0.7430	4.7905	100.0000	84.223	67,987	543,070	11,336,301	13.91	16.03		
1.1540	0.9913	93.8078	0.0000	0.7501	4.8366	100.0000	85.034	68,642	548,297	11,336,301	13.90	16.18		
1.1650	0.9906	93.7487	0.0000	0.7573	4.8827	100.0000	85.844	69,296	553,523	11,336,301	13.89	16.33		
1.1760	0.9900	93.6897	0.0000	0.7644	4.9289	100.0000	86.655	69,950	558,749	11,336,301	13.88	16.49		
1.1870	0.9894	93.6307	0.0000	0.7716	4.9750	100.0000	87.465	70,605	563,976	11,336,301	13.87	16.64		
1.1980	0.9888	93.5717	0.0000	0.7787	5.0211	100.0000	88.276	71,259	569,202	11,336,301	13.86	16.80		
1.2090	0.9881	93.5126	0.0000	0.7859	5.0672	100.0000	89.086	71,913	574,429	11,336,301	13.85	16.95		
1.2200	0.9875	93.4536	0.0000	0.7930	5.1133	100.0000	89.897	72,568	579,655	11,336,301	13.85	17.10		
1.2310	0.9869	93.3946	0.0000	0.8002	5.1594	100.0000	90.707	73,222	584,881	11,336,301	13.84	17.26		
1.2420	0.9863	93.3356	0.0000	0.8073	5.2055	100.0000	91.518	73,876	590,108	11,336,301	13.83	17.41		
1.2530	0.9857	93.2765	0.0000	0.8145	5.2516	100.0000	92.329	74,530	595,334	11,336,301	13.82	17.57		
1.2640	0.9850	93.2175	0.0000	0.8216	5.2977	100.0000	93.139	75,185	600,561	11,336,301	13.81	17.72		
1.2750	0.9844	93.1585	0.0000	0.8288	5.3438	100.0000	93.950	75,839	605,787	11,336,301	13.80	17.88		
1.2860	0.9838	93.0995	0.0000	0.8359	5.3899	100.0000	94.760	76,493	611,013	11,336,301	13.79	18.03		
1.2970	0.9832	93.0404	0.0000	0.8431	5.4360	100.0000	95.571	77,148	616,240	11,336,301	13.78	18.18		
1.3080	0.9825	92.9814	0.0000	0.8502	5.4821	100.0000	96.381	77,802	621,466	11,336,301	13.78	18.34		
1.3190	0.9819	92.9224	0.0000	0.8574	5.5282	100.0000	97.192	78,456	626,693	11,336,301	13.77	18.49		
1.3300	0.9813	92.8634	0.0000	0.8645	5.5743	100.0000	98.002	79,110	631,919	11,336,301	13.76	18.65		
1.3410	0.9807	92.8043	0.0000	0.8717	5.6204	100.0000	98.813	79,765	637,145	11,336,301	13.75	18.80		
1.3520	0.9800	92.7453	0.0000	0.8788	5.6665	100.0000	99.623	80,419	642,372	11,336,301	13.74	18.96		
1.3630	0.9794	92.6863	0.0000	0.8860	5.7126	100.0000	100.434	81,073	647,598	11,336,301	13.73	19.11		
1.3740	0.9788	92.6273	0.0000	0.8931	5.7587	100.0000	101.245	81,728	652,825	11,336,301	13.72	19.26		
1.3850	0.9782	92.5682	0.0000	0.9003	5.8048	100.0000	102.055	82,382	658,051	11,336,301	13.71	19.42		
1.3960	0.9775	92.5092	0.0000	0.9074	5.8509	100.0000	102.866	83,036	663,277	11,336,301	13.71	19.57		
1.4070	0.9769	92.4502	0.0000	0.9146	5.8970	100.0000	103.676	83,691	668,504	11,336,301	13.70	19.73		
1.4180	0.9763	92.3912	0.0000	0.9218	5.9431	100.0000	104.487	84,345	673,730	11,336,301	13.69	19.88		
1.4290	0.9757	92.3321	0.0000	0.9289	5.9892	100.0000	105.297	84,999	678,957	11,336,301	13.68	20.04		
1.4400	0.9751	92.2731	0.0000	0.9360	6.0353	100.0000	106.108	85,653	684,183	11,336,302	13.67	20.19		
1.4510	0.9744	92.2141	0.0000	0.9432	6.0814	100.0000	106.918	86,308	689,409	11,336,302	13.66	20.34		
1.4620	0.9738	92.1551	0.0000	0.9503	6.1275	100.0000	107.729	86,962	694,636	11,336,302	13.65	20.50		
1.4730	0.9732	92.0960	0.0000	0.9575	6.1736	100.0000	108.539	87,616	699,862	11,336,302	13.64	20.65		
1.4840	0.9726	92.0370	0.0000	0.9646	6.2197	100.0000	109.350	88,271	705,089	11,336,302	13.64	20.81		
1.4950	0.9719	91.9780	0.0000	0.9718	6.2658	100.0000	110.161	88,925	710,315	11,336,302	13.63	20.96		



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# TEXTILE RECYCLING BINS

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Town of Dunstable

DECEMBER 7, 2023  
DUNSTABLE TOWN HALL  
511 Main Street | Dunstable, MA



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# TOWN ADMINSTRATOR'S REPORT

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Town of Dunstable

DECEMBER 7, 2023  
DUNSTABLE TOWN HALL  
511 Main Street | Dunstable, MA

**Town Administrator Report  
December 7, 2023**

**Employee Training Opportunities**

We have distributed a survey to employees requesting feedback on potential training opportunities moving into the new calendar year. I have been in contact with our insurer, MIAA, and plan to coordinate with them once we've identified trainings we would like to offer.

**Performance Evaluations**

We are currently working to draft an employee performance evaluation format that can be used annually. I was able to compile a variety of templates from other communities and are utilizing those examples as a baseline for our format. The goal is to build the infrastructure to provide constructive feedback to employees and collaboratively develop goals for the new year.

**NMCOG Project Ideas Application**

We submitted project ideas to NMCOG for their consideration. This is the first part of the process to secure technical assistance for projects in Town. Projects we sought technical assistance for are as follows: Union Building Reuse Feasibility and Restoration Plan (continue), Electric Vehicle Charging Stations (continue), Master Plan Implementation and Planning, Solar Assessment on Public Property, and Complete Streets Grant Application.

**Online Resident Survey**

Last week, we published the online resident survey and promoted it through the website and social media. The survey will be available for residents to complete for the month of December. The idea is to use the feedback we receive from the survey to help shape our goals and priorities for the coming fiscal year. Thus far, there have been over 70 responses to the survey.

**Meeting of the Joint Town-School Budget Committee**

The Joint Town-School Budget Committee meeting met for the first time this week. This group will now take the place of the Dunstable Working Group that was formed several months ago. It was a very productive meeting with the Town of Groton and School officials. Our next planned meeting is December 18. One item discussed was the desire of the Town of Groton to have both Towns have a Special Election on April 2 to fund an override. This will mean the Town's budget will need to be finalized by the end of January/early February at the latest.

**Volunteer Appreciation Night**

Volunteer Appreciation Night was a huge success with a great turnout. Thanks to Sue Fayne for organizing the event. If you want to check out pictures of the event visit the Town website at <https://www.dunstable-ma.gov/home/pages/volunteer-appreciation-night-photos>.

**Woodward's Mill Dam – Phase II Assessment**

The CPC funded the Phase II Assessment of Woodward's Mill Dam. Hoyle Tanner has contracted with a subconsultant, Stephens Associates, to perform much of this work. To evaluate the integrity and condition of the dam, ideally the pond would be dewatered and, unfortunately, the gate valve is stuck

and won't open to drain the pond. Because of this, we have been considering alternatives which included using in-house pumps and siphoning the water out using fire hose, neither of which appear to be viable. We are close to losing the season at this point, so we are moving forward with Spencer Associates attempting to inspect the dam without dewatering the pond and hoping are able to collect sufficient information and evidence to determine its condition and make recommendations on repairs needed. Unless a proper inspection of the dam can happen without dewatering the pond, which may be possible, we are likely talking about adding cost to the project because of the need to rent pumps.

### **Bandstand Repairs**

The repairs to the bandstand are complete. The only change to the scope of work was the decision not to replace the crown molding – turned out it was in better condition than we thought. Because of this, the project cost was slightly lower than the original estimate at \$38,500. This still leaves a balance of funds in the amount of approximately \$30,000 that we can use to support additional improvements to the bandstand. The funds are available through FY26, so we have plenty of time to plan for bidding additional repairs next Spring.

### **Union Building Reuse Update**

The Union Building Reuse Feasibility Study and Restoration Planning continues. The Union Building Rehabilitation Committee hosted a successful kickoff meeting and are planning to publish a survey shortly to seek additional feedback from the community on preferred reuse options.

### **New Library Director**

The Library Trustees have hired a new Library Director, Dunstable resident, Maureen Strauss. We are now working with the Trustees and the current Library Director to assist with onboarding and her transition to her new role.

### **Economic Development Committee and Land Use Committee Volunteer Openings**

We've received residents interested in serving on both the Economic Development and Land Use Committees but still need more volunteers to fill out both Committees. If people are interested, they should send an email to [select-board@dunstable-ma.gov](mailto:select-board@dunstable-ma.gov) and [jsilva@dunstable-ma.gov](mailto:jsilva@dunstable-ma.gov).

### **Tom Bacon and Peggy Lynch Donation**

I want to acknowledge Tom Bacon for donating his time to paint the fascia and trim on the roof line of the mechanical room at Town Hall. Peggy Lynch also decorated the tree and bandstand this year and it looks terrific. A big thank you to both Tom and Peggy!

### **Patriot Regional Emergency Communications Center**

Following the Town of Dunstable's vote to join the Patriot RECC, the Town of Groton voted this week to join the RECC. Now, the Towns will need to sign a modified IMA between the member communities and the Select Boards in current member communities will need to approve both Dunstable and Groton joining the RECC. Following this, we will need to appoint members to the Board of Directors – as it is currently comprised each member has three representatives.