



BOARD OF SELECTMEN'S MEETING

Town of Dunstable

APRIL 9, 2024
DUNSTABLE TOWN HALL
511 Main Street | Dunstable, MA

**OFFICE OF THE BOARD OF SELECTMEN
TOWN OF DUNSTABLE
511 Main Street Dunstable, MA 01827
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BOARD/COMMITTEE/COMMISSION:
SUBMITTED TO TOWN CLERK:
MEETING DATE:
MEETING TIME:
LOCATION:

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

Topics the Chair Reasonably Anticipates will or could be Discussed:

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

SCHEDULED AGENDA ITEMS

***Votes likely to be taken**

Meeting will be streaming at:

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



Town of Dunstable Board of Selectmen Meeting Minutes

Tuesday, March 12, 2024

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

The meeting was called to order at 8:30 am by Chairman Mikol.

Public Comments

There were no public comments.

Approval of Meeting Minutes from 2/20/24, 2/27/24 and 3/6/24*

On a **motion** by Selectman Meehan and **seconded** by Vice Chair Basbanes, it was **voted to approve** the Meeting Minutes from February 20, 2024, February 27, 2024 and March 6, 2024, as drafted. **The vote was unanimous.**

Appointments: Affordable Housing Committee & Master Plan Implementation Committee*

Kelley Escalada, on the recommendation of the Chair of the Affordable Housing Committee Jon Hughes, was present for her appointment to the committee. She is also a member of the Affordable Housing Trust Fund Board of Trustees.

The Board had a brief conversation about the Master Plan Implementation Committee and whether it was necessary to appoint those members who are designees from other boards. TA Silva stated that the Board has defined the committee and the representation needed, so that could be sufficient. But he said the Board could also appoint these specific members that have been recommended by the individual committees.

On a **motion** by Selectman Meehan and **seconded** by Vice Chair Basbanes, it was **voted to appoint** Kelley Escalada to the Affordable Housing Committee and Leo Tomitech, Catherine Irzyk, John O'Brien, Joe Vlcek, Alan Chase, Anne Davis, and Mike Martin to the Master Plan Implementation Committee. **The vote was unanimous.**

ARPA Reallocation - purchase of poll pads*

The Town Clerk's office has purchased Poll Pads, which are iPads with pre-loaded software, a printer, and stand that are used by Election Workers to check in voters. This eliminates the need to use the old check-in book, and hand count/tally each of the pages, reducing the possibility of errors. In addition, after each voter checks-in, a paper receipt is printed and kept as a backup. The request from TA Silva was to use \$3,200 of the available \$3,900 ARPA funds previously approved to use for the purchase of a new police cruiser to pay for these. They were used during the Presidential Primary, were well received



by the residents and the Election Workers and were very user friendly. Chairman Mikol asked about redundancy if there were issues with one or both of them, should we consider purchasing a backup. TA Silva wasn't sure if that was necessary but said he would connect with the Town Clerk to get her opinion and follow up with the Board.

On a **motion** by Selectman Meehan and **seconded** by Vice Chair Basbanes, it was **voted to approve** the reallocation of \$3,200, from the previously approved ARPA allocation to purchase a new police cruiser, to fund new poll pads for elections. **The vote was unanimous.**

Proposed MOU with Groton Dunstable Regional School District*

During the budget planning process with the school district, the Town Manager of Groton and TA Silva requested that the School Committee consider phasing out the use of E&D and phasing out the kindergarten fees, rather than doing it all at once in FY25. The School Committee made a commitment to do that, but there were a few members of the committee that suggested a Memorandum of Understanding be created, agreeing to what was discussed. The Chair of the School Committee sent a draft MOU which reduces E&D use to \$500,000 in FY25, \$250,000 in FY26 and \$0 in FY27 to support the Operating Budget. It also reduces the kindergarten fee over the same period.

TA Silva then reviewed draft additions to the MOU for the Board's consideration:

- *The GDRSC supports the Town of Dunstable's efforts to reduce its reliance on free cash (one-time revenues) to balance its operating budget by \$100,000 each of the next 3 fiscal years. Similar to the Groton Dunstable Regional School District, the Town of Dunstable has been using Free Cash to support ongoing operating costs which is an unsustainable practice.*
- *Both Towns of Dunstable and Groton are seeking 3-year overrides to fund the Towns' operating expenses and the Groton Dunstable Regional School District assessment. Over this 3-year period, from FY25 to FY27, if the override is successful, the Towns of Dunstable and Groton, and the Groton Dunstable Regional School District expenses will not exceed the revenues raised by the General Fund Override.*
- *Furthermore, if the override effort is successful, beginning in FY28, operating expenses of the Towns of Dunstable and Groton will increase no more than the revenue increases in each community year over year, respectively.*
- *Beginning in FY28, the Groton Dunstable Regional School District will increase its assessments to both Towns no more than the revenue increases in each community, year over year. If the override is unsuccessful, this practice will begin in FY25 in keeping with our collective efforts to maintain financial stability and sustainability.*
- *As the GDRSC reduces its reliance on E&D funds to support operational expenses, GDRSC commits to utilizing no less than 50% of its certified excess and deficiency funds annually to subsidize the capital expenditure assessments to both Towns of Groton and Dunstable beginning in FY28.*
- *Any of these clauses contained in this MOU can be waived if a majority of the parties agree.*

After a brief discussion, each of the Board members agreed with the additions drafted by TA Silva and on a motion made by Selectman Meehan and seconded by Vice Chair Basbanes, it was voted to approve the MOU with the Groton Dunstable Regional School Committee as amended. The vote was unanimous.

TA Silva stated that he would share the modified draft with the Town Manager of Groton and School Committee and ask them to consider this amended version of the MOU.



Establishment of Paving Donation Fund and Acceptance of donation from National Grid*

When National Grid completed their gas line work, there was a section of Kemp St. that was not repaved due to the anticipation of the water line being installed as part of the PFAS Mitigation Project. Dave Tully worked with National Grid to provide the town with a donation of approximately \$70,000. Per the Town Accountant's recommendation, the creation of a donation account is being recommended to ensure that the money is set aside for the purposes of paving, which is the intent of the donation.

On a motion by Selectman Meehan and seconded by Vice Chair Basbanes, it was voted to approve the creation of a paving donation fund and accept a donation from National Grid for the purposes of paving, in the amount of \$70,204. The vote was unanimous.

Topics Not Reasonably Anticipated by the Chair

There were no additional topics to be discussed.

The meeting was adjourned at 9:10am.

Respectfully Submitted,

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



Town of Dunstable Board of Selectmen Meeting Minutes

Tuesday, March 26, 2024

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

The meeting was called to order at 6:30 pm by Chairman Mikol.

Approve updated FY25 Operating Budget with adjusted GDRSD assessment*

On a **motion** by Selectman Meehan and **seconded** by Vice Chair Basbanes, it was **voted to recommend** the Town's FY2025 Operating Budget with total expenditures of \$13,924,125 requiring additional property taxes contingent upon passage of an override ballot question and, further recommend a 3-year general override to cover the operating expenses of the Town and Groton Dunstable Regional School District assessment in the amount of \$2,074,351 to be presented to the residents of the Town of Dunstable at the Special Town Meeting on Tuesday, March 26, 2024 and at a Special Town Election on Tuesday, April 2, 2024. **The vote was unanimous.**

After the Special Town Meeting concluded, the meeting was adjourned at 9:45pm.

Respectfully Submitted,

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

TOWN OF DUNSTABLE

IMPACTS OF OVERRIDE OUTCOME



BUDGET UPDATE



Tuesday, April 9, 2024

5 PM

Joint Select Board and Advisory Board Meeting

OVERVIEW

- 1. INTRODUCTION
- 2. UPDATED BUDGET NUMBERS
- 3. OVERRIDE IMPACT OPTIONS
- 4. REDUCTIONS NEEDED
- 5. OVERALL BUDGET IMPACT SUMMARY



INTRODUCTION



Last Tuesday, April 2, the 3-year general fund override request failed at the ballot:

648 - NO
520 - YES

A total of 1174 residents voted or 47% of registered voters

As a result, based on the recommended FY25 operating budget and its projections, a \$694,578 deficit exists.

The Groton Dunstable Regional School District is meeting tomorrow, Wednesday, April 10 to review options with the goal of approving their budget.

We are here tonight to consider options and approve a budget based on the failure of the override request.

UPDATED BUDGET NUMBERS

FY25 BUDGET CHANGES

Because the Town prepared its budget early this year, there were several budget areas based on projections.

Since preparing its FY25 Operating Budget, the Town has received final budget numbers in several areas.

In total, these budget updates amount to \$78,133 in savings.

Budget Item	Original Estimate	Actual	Savings
Health Insurance	\$405,749	\$394,929	\$10,820
Greater Lowell Technical High School	\$231,623	\$178,566	\$53,057
General Liability Insurance	\$162,408	\$148,152	\$14,256
Total Savings			\$78,133

TOWN OF DUNSTABLE



BUDGET OPTIONS

When preparing for the impacts of the override failing, both Towns of Dunstable and Groton presented budget options and scenarios.

The Town of Dunstable presented 3 scenarios and the Town of Groton has contemplated 2 scenarios.

Town of Dunstable

- Entire deficit covered by Town or School
- Proportionally assign new available revenue 65% to the School District and 35% to the Town
- Proportionally assign the bottom-line deficit 65% to School District and 35% to the Town

Town of Groton

- Proportionally assign the bottom-line deficit 60% to School District and 40% to the Town
- Proportionally assign new available revenue 74% to the School District and 26% to the Town

BUDGET OPTIONS AND IMPACTS

DUNSTABLE SCENARIOS

Scenario 1: District reduces by 100% deficit			
	Current	Reduction	Reduced Assessment
Groton Assessment	\$28,509,638	\$2,349,147	\$26,160,491
Dunstable Assessment	\$8,582,256	\$694,578	\$7,887,678
Total Reduction		\$3,043,725	

TOWN DEFICIT: \$0

Scenario 2: District increased by 65% new revenue			
	Current	Reduction	Reduced Assessment
Groton Assessment	\$28,509,638	\$2,097,253	\$26,412,385
Dunstable Assessment	\$8,582,256	\$620,100	\$7,962,156
Total Reduction		\$2,717,353	

TOWN DEFICIT: \$74,478

Scenario 3: District decreased by 65% of deficit			
	Current	Reduction	Reduced Assessment
Groton Assessment	\$28,509,638	\$1,526,946	\$26,982,692
Dunstable Assessment	\$8,582,256	\$451,476	\$8,130,780
Total Reduction		\$1,978,422	

TOWN DEFICIT: \$243,102

BUDGET OPTIONS AND IMPACTS

GROTON SCENARIOS

Scenario 1: District reduces 60% of deficit			
	Current	Reduction	Reduced Assessment
Groton Assessment	\$28,509,638	\$886,774	\$27,622,864
Dunstable Assessment	\$8,582,256	\$262,195	\$8,320,061
Total Reduction		\$1,148,969	

TOWN DEFICIT: \$432,383

Scenario 2: District reduces 74% of deficit			
	Current	Reduction	Reduced Assessment
Groton Assessment	\$28,509,638	\$1,095,985	\$27,413,653
Dunstable Assessment	\$8,582,256	\$324,053	\$8,258,203
Total Reduction		\$1,420,038	

TOWN DEFICIT: \$370,525

SCENARIO 1

If the School District absorbs the entire \$694,578 deficit, the Town will be balanced. It would require the School District to make up over \$3 million with budget cuts and increased fees. If the Town decides to absorb the entire deficit, the necessary reductions would be as follows:

Municipal Reductions	Original Budget	Amended Budget	Reductions	FTEs	Unemployment
Town Administrator Training	\$5,000	\$1,000	\$4,000		
Police Officer Position	\$81,397	\$0	\$81,397		
Per Diem Firefighter	\$106,080	\$0	\$106,080		
Highway Paving	\$67,000	\$27,000	\$40,000		
Highway Brush, Signs, Lines Paint	\$35,000	\$10,000	\$25,000		
Tree Warden Other Property Services	\$22,000	\$20,000	\$2,000		
Fire Energy	\$6,000	\$5,000	\$1,000		
Fire Equipment and Supplies	\$6,000	\$5,000	\$1,000		
Fire Vehicular Supplies	\$11,000	\$10,000	\$1,000		
Treasurer/Collector Professional Technical	\$18,700	\$17,000	\$1,700		
Veterans Benefits	\$15,000	\$5,000	\$10,000		
Police Radio Communication/School Resource Officer	\$41,765	\$36,765	\$5,000		
Library	\$206,096	\$0	\$206,096	2.2	\$35,000
Town Administrator	\$135,700	\$0	\$135,700	1	\$66,000
Council on Aging	\$16,557	\$0	\$16,557	0.35	\$2,867
Board of Health Salaries	\$14,717	\$0	\$14,717	0.25	\$4,415
Planning/Con Comm Salaries	\$28,220	\$0	\$28,220	0.5	\$8,466
Town Hall Custodian	\$5,394	\$0	\$5,394	0.15	\$1,618
Health Insurance	\$394,929	\$344,979	\$49,950		
Total Reductions			\$734,811		118,366

SCENARIO 2

If the Town decides to proportionally assign new available revenue 65% to the School District and 35% to the Town, this would create a \$74,478 deficit based on the FY25 proposed budget. This deficit would be entirely covered by the savings experienced due to the final budget numbers for health insurance, general liability insurance, and the Greater Lowell Technical High School assessment.

This would create a \$2.7 million reduction in the School District's total assessment to the Towns of Dunstable and Groton which would need to be covered by reductions and fee increases.

Budget Item	Original Estimate	Actual	Savings
Health Insurance	\$405,749	\$394,929	\$10,820
Greater Lowell Technical High School	\$231,623	\$178,566	\$53,057
General Liability Insurance	\$162,408	\$148,152	\$14,256
Total Savings			\$78,133

SCENARIO 3

If the Town proportionally assigns the bottom-line deficit 65% to School District and 35% to the Town, this would create a \$243,102 deficit for the Town based on the FY25 proposed budget.

Municipal Reductions	Original Budget	Amended Budget	Reductions
Town Administrator Training	\$5,000	\$1,000	\$4,000
Police Officer Position	\$81,397	\$0	\$81,397
Per Diem Firefighter	\$106,080	\$59,256	\$46,824
Library Repairs	\$7,000	\$4,000	\$3,000
Library Energy	\$20,765	\$18,517	\$2,248
Library Other Supplies	\$41,669	\$39,169	\$2,500
Highway Paving	\$67,000	\$47,000	\$20,000
Highway Brush, Signs, Lines Paint	\$35,000	\$30,000	\$5,000
Total Reductions			\$164,969

BUDGET OVERALL INCREASES

Groton Dunstable Regional School District Assessment Increases			
Budget Option	Total Budget	Increase	Percent Increase
Scenario 1	\$7,887,678	\$144,957	1.87%
Scenario 2	\$7,962,156	\$219,435	2.83%
Scenario 3	\$8,130,780	\$388,059	5.01%
Town Budget Increases			
Scenario 1	\$4,715,190	\$136,027	2.97%
Scenario 2	\$4,690,114	\$110,951	2.42%
Scenario 3	\$4,525,145	-\$54,018	-1.18%

OTHER CONSIDERATIONS



- Free Cash: FY25 relies on \$100,000 less than FY24
- The budget spending plan includes approximately \$120,000 in capital expenses
- The effect of Dunstable's assessment on the Town of Groton
 - If the Town chooses to proportionally assign new available revenues (Scenario 2), that will reduce the Town of Groton's assessment approximately \$619,000 below their tax levy
 - The Town Manager is currently investigating whether the Town of Groton can support the School District with this additional funding as a one-time contribution/grant

Department/Account	Voted FY21	Voted FY22	Voted FY23	Voted FY24	Department Requests FY25	Town Administrator FY25
GENERAL GOVERNMENT						
Town Administrator						
Administrator Salary	77,812	93,636	93,636	129,700	135,700	135,700
Assistant Administrator Salary	62,424	63,672	64,945.44	45,900.00	46,996.00	46,996.00
Communication						
Office Supplies	400	400	400	400	400	400.00
Dues & Subscriptions	880	880	880	880	880	880.00
Training & Meetings	2,000	2,000	2,000	2,000	5,000	5,000.00
350th Celebration			20,000			
SALARIES	140,236	157,308	158,581	175,600	182,696	182,696
EXPENSES	3,280	3,280	23,280	3,280	6,280	6,280
Total	143,516	160,588	181,861	178,880	188,976	188,976
Selectmen						
Salaries						
Energy						
Professional and Tech	330	330	330	330	330	330
Special Legal	6,000	6,000	6,000	6,000	6,000	6,000
Communication	1,200	1,200	1,200	1,200	1,200	1,200
Office Supplies Expense	300	300	300	300	300	300
In-State Travel	100	100	100	100	100	100
Dues and Membership	900	900	900	900	1,500	1,500
No. Midd. Council of Govt	5,800	5,800	1,144	1,173	4,800	4,800
SALARIES	-	-	-	-	-	-
EXPENSES	14,630	14,630	9,974	10,003	14,230	14,230
Total	14,630	14,630	9,974	10,003	14,230	14,230
Fincom						
Dues and Memberships	150	150	150	150	150	150
Reserve Account	30,000	30,000	30,000	30,000	30,000	30,000
Total	30,150	30,150	30,150	30,150	30,150	30,150
Accountant						
Accountant Salary	20,000	30,000				
Assistant Accountant Salary	11,185	11,408	11,618	12,289	28,311	28,311.00
Accountant Services			30,600	36,000	36,000	36,000.000
Annual Audit	15,000	16,000	16,000	21,000	16,000	16,000.00
Professional Tech	6,000	6,000	6,000	6,000	6,000	6,000.000
Office Supplies	750	750	750	750	750	750.00
In-State Travel	850	850	850	850	850	850.00
Dues and Membership	100	100	100	100	100	100.00
SALARIES	31,185	41,408	11,618	12,289	28,311	28,311
EXPENSES	22,700	23,700	54,300	64,700	59,700	59,700
Total	53,885	65,108	65,918	76,989	88,011	88,011
Assessors						
Salaries	-	-				
Principle Assessor Salary	31,074	31,695	32,455	34,171	34,991	34,991.00
Associate Assessor Salary	17,181	17,522	17,870	18,519	12,628	12,628.00
Professional and Technical	10,180	13,780	11,380	9,000	8,000	8,000.000
Prof & Tech Prop Review Assessment	12,000	12,000	12,000	10,000	9,000	9,000.000
Communication	125	125	125	125	125	125.00
Office Supplies	900	900	900	900	900	900.00
In-State Travel	700	700	700	700	500	500.00
Dues and Memberships	150	150	150	150	150	150.00
SALARIES	48,255	49,217	50,325	52,690	47,619	47,619
EXPENSES	24,055	27,655	25,255	20,875	18,675	18,675
Total	72,310	76,872	75,580	73,565	66,294	66,294
Treasurer						
Treasurer-Collector	71,614	73,031	58,754.04	65,850.00	30,999.00	30,999.00
Treasurer/Collector Certification			2,000			
Professional and Technical	15,230	15,230	15,920	16,200	18,700	18,700.000
Communication	5,800	5,800	5,800	6,500	6,500	6,500.00
Office Supplies	1,550	1,550	2,050	2,050	2,050	2,050.00
In-State Travel	247	247	547	600	600	600
Dues and Memberships	100	100	250	250	250	250.00
Other Bank Charges	490	490	490	490	490	490.00
Tax Title						
SALARIES	71,614	73,031	58,754	65,850	30,999	30,999
EXPENSES	23,417	23,417	27,057	26,090	28,590	28,590
Total	95,031	96,448	85,811	91,940	59,589	59,589

Town Counsel							
Professional and Technical		30,000	30,000	30,000	32,000	32,000	32,000
Dog Program							
Communication		150	200	200	200	200	200.00
Other Supplies		500	600	600	600	600	600.00
Total		650	800	800	800	800	800
Town Clerk							
Salary		38,210	38,974	39,905	40,706	20,839	20,839.00
Town Clerk				20,000	10,608	15,665	15,665.00
Assistant Clerk							
Temp Wages		2,000	3,001				
Certification		1,000	1,000	1,000			
Professional and Technical		700	700	700	700	700	700.00
Communication		300	300	300	300	300	300.00
Office Supplies		500	500	500	500	500	500.00
In-State Travel		300	300	300	300	300	300.00
Dues and Memberships		150	150	150	300	300	300.00
	SALARIES	41,210	42,975	60,905	51,314	36,504	36,504
	EXPENSES	1,950	1,950	1,950	2,100	2,100	2,100
Total		43,160	44,925	62,855	53,414	38,604	38,604
Elections							
Wages		7,000	2,000	3,000	3,000	3,000	3,000.00
Repairs and Maintenance		500	500	500	500	500	500.00
Professional and Tech		10,000	3,000	3,000	3,250	3,250	3,250.00
Communication		6,000	3,000	3,000	3,000	3,000	3,000.00
Other Supplies		500	1,500	1,500	1,500	1,500	1,500.00
	SALARIES	7,000	2,000	3,000	3,000	3,000	3,000
	EXPENSES	17,000	8,000	8,000	8,250	8,250	8,250
Total		24,000	10,000	11,000	11,250	11,250	11,250
Registrar							
Salary		\$ 225	\$ 250	\$ 250	\$ 850	\$ 850	\$ 850
Conservation							
Clerical Wages		14,446	15,111	15,350	14,560	14,616	14,616.00
Professional and Technical		280	280	280	280	280	280.00
Communication		175	175	175	175	175	175.00
Office Supplies		225	225	225	225	225	225.00
Other Supplies		300	300	300	300	300	300.00
In-State Travel		70	70	70	70	70	70.00
Dues and Memberships		800	800	800	800	800	800.00
Other Expenses		150	150	150	150	150	150.00
	SALARIES	14,446	15,111	15,350	14,560	14,616	14,616
	EXPENSES	2,000	2,000	2,000	2,000	2,000	2,000
Total		16,446	17,111	17,350	16,560	16,616	16,616
Planning Board							
Clerical Wage		14,446	15,111	15,350	14,560	14,616	14,616.00
Professional and Tech		900	950	950	950	950	950.00
Communication		225	225	225	225	225	225.00
Office Supplies		225	225	225	225	225	225.00
	SALARIES	14,446	15,111	15,350	14,560	14,616	14,616
	EXPENSES	1,350	1,400	1,400	1,400	1,400	1,400
Total		15,796	16,511	16,750	15,960	16,016	16,016
Zoning Board							
Wages		-	-	-	-	-	-
Professional & Technical		816	816	816	1,000	1,000	1,000.00
Office Supplies		500	500	500	500	500	500.00
	SALARIES	-	-	-	-	-	-
	EXPENSES	1,316	1,316	1,316	1,500	1,500	1,500
Total		1,316	1,316	1,316	1,500	1,500	1,500
Town Hall							
Clerical Wages							
Part Time Wages							
Janitor/Recycler Wages		5,650	5,762	5,877	5,267	5,394	5,394.00
Hall Energy		12,000	12,000	12,000	14,000	15,000	15,000.00
Non- Energy Utilities		5,120	5,120	5,120	8,000	8,500	8,500.00
Repairs and Maint.		9,000	9,120	9,420	9,420	9,420	9,420.00
Property Related Services		4,500	4,600	8,000	8,000	9,000	9,000.00
Professional and Tech		1,000	1,000	1,000	1,000	1,000	1,000.00
Communication		4,750	4,750	5,000	5,000	5,000	5,000.00
Office Supplies		2,500	2,500	2,500	2,000	2,000	2,000.00

Bldg Repair & Maintenance Supplies		530	530	530	530	530	530
Custodial Housekeeping Supplies							
	SALARIES	5,650	5,762	5,877	5,267	5,394	5,394
	EXPENSES	39,400	39,620	43,570	47,950	50,450	50,450
Total		45,050	45,382	49,447	53,217	55,844	55,844

Town Reports							
Communication		325	325	325	325	325	325.00
Other Services		2,700	2,700	2,700	2,700	2,700	2,700.00
Total		3,025	3,025	3,025	3,025	3,025	3,025

Town Engineer							
Engineering Services		10,000	10,000	10,000	10,000	10,000	10,000
Total				\$ 10,000		\$ 10,000	

TOTAL GENERAL GOVERNMENT		599,191	623,116	652,087.86	660,101.80	633,755.00	633,755.00
	SALARIES	374,268	402,173	380,010.86	395,978.80	364,605.00	364,605.00
	EXPENSES	224,923	220,943	272,077.00	264,123.00	269,150.00	269,150.00
	\$	\$ 599,191	\$ 623,116	\$ 652,087.86	\$ 660,101.80	\$ 633,755.00	\$ 633,755.00
	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PUBLIC SAFETY

Police Department							
Chief Salary		123,665	128,558	131,335	133,931	136,595	136,595.00
Wages		803,833	928,934	918,604	890,220	992,216	\$ 992,216
Energy		9,000	9,000	9,000	10,800	12,960	12,000.00
Maint and Repair Service		3,000	3,000	3,000	3,000	3,000	3,000.00
Cruiser Repairs and Maint.		8,000	8,000	10,000	10,000	10,000	10,000.00
Radio Repair & Maintain Service		8,250	8,250	8,250	9,450	15,450	15,450.00
Property Related Services		3,000	4,500	5,000	7,000	7,000	7,000.00
Professional & Tech (Training)		11,000	11,000	11,000	13,000	15,000	14,000.00
Tuition Reimbursement		2,700	2,700	2,700	2,700	2,700	2,700.00
Police Radio Communication/School Resource Officer		83,000	86,000	98,000	106,700	124,300	41,765.00
Communication (Phone)		3,500	3,500	4,000	4,000	4,000	4,000.00
Lockup		3,000	3,000	3,000	2,500	2,500	2,500.00
Office Supplies		3,500	3,500	3,500	3,500	3,500	3,500.00
Cruiser Supplies		29,000	29,000	29,000	29,000	29,000	29,000.00
Other Supplies		22,400	22,400	24,000	24,000	24,000	24,000.00
Dues and Memberships		12,900	12,900	13,500	13,500	13,500	13,500.00
Cruiser Cap Lease		42,000	42,000	48,000	-	-	-
	SALARIES	927,498	1,057,492	1,049,939	1,024,151	1,128,811	1,128,811
	EXPENSES	244,250	248,750	271,950	239,150	266,910	182,415
Total		1,171,748	1,306,242	1,321,889	1,263,301	1,395,721	1,311,226

Fire Department							
Chief Salary		85,800	87,516	96,512	61,202	62,667	62,667.00
Wages Full Time (2) - New Line Item				104,000	59,256	203,839	106,080.00
Overtime				7,000	7,140	7,283	7,283.00
Weekend 8-4 Scheduled Coverage (in station)				34,944			
Call Wages for Vacation/Holiday/Sick Coverage				3,750			
Call-In Wages		52,000	54,949	40,000	80,268	81,874	81,874.00
Wages, training		11,160	11,322	12,600	12,852	13,109	13,109.00
Station Coverage			10,950				
Energy		3,500	3,000	3,000	5,000	7,000	6,000.00
Water				1,000	2,000	3,000	3,000.00
Repairs and Maint Expense		15,000	15,000	15,000	15,000	15,000	15,000.00
Professional & Tech Services		4,500	2,000	2,000	2,000	2,000	2,000.00
Computer Repairs & Software Licenses			4,400	4,400	4,400	4,400	4,400.00
Communications		7,000	9,000	9,000	12,000	12,000	12,000.00
Office Supplies		800	1,000	1,000	1,500	1,500	1,500.00
Building Repairs and Maint		3,000	5,500	5,500	6,000	6,000	6,000.00
Vehicular Supplies		7,000	5,000	5,000	10,000	12,000	11,000.00
Firefighting Supplies		6,000	6,000	6,000	6,000	6,000	6,000.00
Custodial			500	500	750	900	750.00
Training					500	1,000	1,000.00
EMS Equipment & Supplies			1,000	1,000	5,000	7,000	6,000.00
Uniforms			500	500	500	500	500.00
Dues and Memberships		1,800	2,300	2,300	2,300	2,300	2,300.00
Personal Protective Equipment & Supp.			1,500	1,500	1,500	6,000	1,500.00
Rehab supplies							
Fire Department Equipment Replacement		13,000	10,000	10,000	12,000	12,000	12,000.00
Annual Testing						5,000	-
Medical for new Hires		4,000	1,500	1,500	1,500	1,500	1,500.00
	SALARIES	148,960	164,737	298,806	220,718	368,772	271,013
	EXPENSES	65,600	68,200	69,200	87,950	105,100	92,450

Total		214,560	232,937	368,006	308,668	473,872	363,463
		\$ 214,560	\$ 232,937	\$ 368,006	\$ 308,668	\$ 473,872	\$ 363,463
Inspectors							
Building Inspector Salary		25,290	25,796	26,316	26,843	27,380	27,380.00
Building Inspector Part-time Wages		5,000	5,000	5,000	5,000	5,000	5,000.00
Gas Inspector Salary		4,000	4,000	4,000	4,000	4,000	4,000
Plumbing Inspector Salary		4,000	4,000	4,000	4,000	4,000	4,000
Electrical Inspector Salary		12,000	12,000	12,000	12,000	12,000	12,000
Dog Officer Salary		11,000	11,000	11,000	11,000	11,000	11,000
Building Inspector Expense		1,500	1,500	1,500	1,500	1,500	1,500
Dog Officer Expense		2,000	2,000	2,000	2,000	2,000	2,000
	SALARIES	61,290	61,796	62,316	62,843	63,380	63,380
	EXPENSES	3,500	3,500	3,500	3,500	3,500	3,500
Total		64,790	65,296	65,816	66,343	66,880	66,880

Emergency Management							
Communications		1,500	1,500	1,500	1,500	1,500	1,500
Other Supplies		250	250	250	250	250	250
New Equipment		1,000	1,000	1,000	1,000	1,000	1,000
In-State Travel		150	150	150	150	150	150
Total		2,900	2,900	2,900	2,900	2,900	2,900

Tree Warden							
Other Property Service		22,000	22,000	22,000	22,000	22,000	22,000
Police Details				2,200	2,200	2,200	2,200
Public Works Supplies		85	85	85	85	85	85
Dues and Memberships		150	150	150	150	150	150
Total		\$ 22,235	\$ 22,235	\$ 24,435	\$ 24,435	\$ 24,435	\$ 24,435

		\$ 1,476,233	\$ 1,629,610	\$ 1,783,046	\$ 1,665,647	\$ 1,963,808	\$ 1,768,904
TOTAL PUBLIC SAFETY		1,476,233	1,629,610	1,783,046	1,665,647	1,963,808	1,768,904
	SALARIES	1,137,748	1,284,025	1,411,061	1,307,712	1,560,963	1,463,204
	EXPENSES	338,485	345,585	371,985	357,935	402,845	305,700
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SCHOOLS							
GDRSD	(GDRSD Operating + Capital)	6,767,185	7,230,946	7,590,208	8,061,150	9,181,618	8,797,685
	Operating	6,475,665	7,000,663	7,201,663	7,742,721	8,864,641	8,582,256
	Capital	78,830	64,202	253,176	188,281	188,281	86,733
	Debt	212,690	166,081	135,369	130,148	128,696	128,696

GLRVTS							
	Operating	283,795	242,921	257,099	199,740	199,740	199,740
		34,786	33,447	31,514	31,883	31,883	31,883

Essex Agricultural							
	Tuition	-	-	-	-	-	-
	Transportation	-	-	-	-	-	-

TOTAL SCHOOLS		7,085,766	7,507,314	7,878,821	8,292,773	9,413,241	9,029,308
		\$ 7,085,766	\$ 7,507,314	\$ 7,878,821	\$ 8,292,773	\$ 9,413,241	\$ 9,029,308

PUBLIC WORKS							
Highway Department							
	Salary	209,163	214,171	292,214	287,761	353,052	295,944.00
	Part-Time Wages	6,500	6,500	6,500	6,500	6,500	6,500.00
	Clerical Wages	18,481	18,850	19,911	20,434	21,036	21,035.00
	Overtime	8,000	8,000	8,000	8,000	8,000	8,000.00
	Clothing	2,700	2,700	3,800	3,600	3,600	3,600.00
	Energy	6,895	7,033	7,174	7,174	7,174	7,174
	Repairs and Maint Service	43,637	44,947	44,947	44,947	49,000	49,000.00
	Paving Service	67,500	67,000	67,000	67,000	67,000	67,000
	Brush, Signs, Line Paint	29,369	29,369	35,000	35,000	35,000	35,000
	Repairs and Maintain Building	5,000	10,000	10,000	10,000	10,000	10,000
	Leases and Rentals	15,600	15,600	10,000	10,000	12,500	10,000
	Mach. Professional and Tech	3,090	3,200	3,200	3,200	3,200	3,200
	Communication	5,463	5,463	6,000	6,000	3,000	3,000.00
	Supplies	902	902	902	902	900	900.00

Machinery Vehicular Supplies	37,500	37,500	37,500	37,500	37,500	37,500
Machinery Public Works Supplies	8,626	8,799	8,973	8,973	8,973	8,973
Basin Cleaning and Sweeping - MS4		5,000	5,000	10,000	10,000	10,000
Dues and Memberships	1,000	1,000	1,000	1,000	1,000	500.00
	SALARIES	242,144	247,521	326,625	322,695	388,588
	EXPENSES	227,282	238,513	240,496	245,296	248,847
Total		469,426	486,034	567,121	567,991	637,435

Snow Removal						
Wages	56,175	56,175	56,175	56,175	57,300	56,175
Repair and Maintenance Services	5,583	5,583	5,583	5,583	5,583	5,583
Flowing Outside Flow Companies	25,583	25,583	25,583	25,583	30,277	25,583
Professional and Technical						
Vehicular Supplies	6,090	6,090	6,090	6,090	6,090	6,090
Supplies Sand & Salt	192,454	192,454	192,454	192,454	192,454	192,454
	SALARIES	56,175	56,175	56,175	57,300	56,175
	EXPENSES	229,710	229,710	229,710	234,404	229,710
Total		285,885	285,885	285,885	291,704	285,885

Street Lights						
Energy	11,500	10,000	10,000	10,000	12,000	11,000.00

Transfer Station						
Wages	-	-	-	-	-	-
Landfill Expense	5,000	12,000	12,000	15,000	15,000	15,000
Curbside trash pickup						
Professional and Technical	5,430	5,500	5,500	5,500	5,500	5,500
Other Services				2,000	2,000	2,000
Other Supply	2,000	2,000	2,000			
Rentals and Leases						
	SALARIES	-	-	-	-	-
	EXPENSES	12,430	19,500	19,500	22,500	22,500
Total		12,430	19,500	19,500	22,500	22,500

Cemetery						
Wages	11,966	12,205	12,450	15,000	15,000	15,000
Non-Energy Utilities(Water)	1,250	1,250	1,250	3,000	3,000	3,000
Repairs and Maint Services	3,000	3,000	3,000	3,000	3,000	3,000
Other Property Related Services	600	600	600	1,000	1,000	1,000
Build and Equip Repair Supplies	1,000	1,000	1,000	1,000	1,000	1,000
Grounds keeping Supplies	1,500	1,500	1,500	1,500	1,500	1,500
Other Supplies	1,100	1,100	1,100	1,100	1,100	1,100
	SALARIES	11,966	12,205	12,450	15,000	15,000
	EXPENSES	8,450	8,450	8,450	10,600	10,600
Total		20,416	20,655	20,900	25,600	25,600

	\$	799,657	\$	822,074	\$	903,406	\$	911,976	\$	989,239	\$	922,311
TOTAL PUBLIC WORKS		799,657		822,074		903,406		911,976		989,239		922,311
		SALARIES		310,285		315,901		395,250		393,870		402,654
		EXPENSES		489,372		506,173		508,156		528,351		519,657

HUMAN SERVICES

Board of Health						
Board of Health Wages	12,821	13,077	13,552	14,373	14,717	14,717.00
Nashoba Bd of Health Assm	9,030	9,482	10,477	11,263	12,049	12,049.00
Rentals and Leases	1,700	1,700	1,700	1,700	1,700	1,700.00
Communications	400	400	400	400	400	400.00
Supplies	400	400	400	400	400	400.00
Dues and Memberships	400	400	400	400	400	400.00
Town Nurse Assessment	4,305	4,521	4,872	5,162	5,471	5,471.00
Mental Health		2,000	2,000		2,000	2,000
TADS	2,000					
	SALARIES	12,821	13,077	13,552	14,373	14,717
	EXPENSES	18,235	18,903	20,249	21,325	22,420
Total		31,056	31,980	33,801	35,698	37,137

Council on Aging						
Council On Aging Wages	9,000	9,180	9,363	9,171	9,557	9,557.00
Council on Aging Bus	5,000	5,000	5,000	3,500	3,000	3,000.00
Council on Aging Office Supplies	250	250	250	250	250	250.00
COA Food and Service	4,500	4,500	4,500	3,000	2,500	2,500.00
Council on Aging In-St Travel	1,250	1,250	1,250	750	750	750.00
COA Dues and Memberships	500	500	500	500	500	500.00

	SALARIES	9,000	9,180	9,363	9,171	9,557	9,557
	EXPENSES	11,500	11,500	11,500	8,000	7,000	7,000
Total		20,500	20,680	20,863	17,171	16,557	16,557

Veterans Affairs							
		5,805	5,805	5,922	6,041	6,162	6,162.00
	Veterans Agent Salary	4,472	4,472	4,472	4,472	4,472	4,472.00
	Expenses	20,000	15,000	15,000	15,000	15,000	15,000.00
	Veterans Benefits						
	SALARIES	5,805	5,805	5,922	6,041	6,162	6,162
	EXPENSES	24,472	19,472	19,472	19,472	19,472	19,472
Total		30,277	25,277	25,394	25,513	25,634	25,634

\$ 81,833 \$ 77,937 \$ 80,058 \$ 78,382 \$ 79,328 \$ 79,328

TOTAL HUMAN SERVICES		81,833	77,937	80,058	78,382	79,328	79,328
	SALARIES	27,626	28,062	28,837	29,585	30,436	30,436
	EXPENSES	54,207	49,875	51,221	48,797	48,892	48,892

LIBRARY, PARKS & RECREATION

Library Operations							
		115,601	117,832	120,214	122,908	116,664	116,664.00
	Salaries and Wages	15,000	15,000	15,000	16,000	20,765	20,765.00
	Energy	500	1,713	1,713	1,713	2,213	2,213.00
	Non-Energy Utilities	3,200	4,805	4,000	4,000	7,000	7,000.00
	Repairs and Maint	2,500	2,500	2,200	2,200	2,685	2,685.00
	Other Pro Related Serv						
	Professional & Technical Services						
	Communication	550	250	250	300	300	300.00
	Office Supplies	1,300	1,300	1,200	1,300	1,300	1,300.00
	Other Supplies	37,836	37,836	39,423	40,400	41,669	41,669.00
	SALARIES	115,601	117,832	120,214	122,908	116,664	116,664
	EXPENSES	60,886	63,404	63,786	65,913	75,932	75,932
Total		176,487	181,236	184,000	188,821	192,596	192,596

Library Consortium							
	M.V.L. Consortium Dues	13,300	13,300	13,500	13,500	13,500	13,500.00

Technical Expenses							
				2,450	2,450	3,919	3,919
	Email Services			400	400	400	400
	Web Domain Fee			400	400	400	400
	Firewall			2,620	2,620	2,620	2,620
	Web Hosting			12,990	12,990	24,835	24,835
	Technician Services			490	490	672	672
	Inspections Tablets			2,700	2,700	1,500	1,500
	Desktop Replacements (3)						
	Cybersecurity						
	Zoom			2,200	2,200	2,200	2,200
	Misc/Unanticipated			3,000	3,000		
	Online Maps/App Geo						
	Professional & Technical Services	23,700	24,000				
	Other Supplies	3,000	3,000	3,000	3,000	1,000	1,000
Total		26,700	27,000	30,250	30,250	37,546	37,546

Recreation Department							
	Rec. Other Purchased Service	6,400	6,400	11,400	11,400	11,400	11,400.00

Parks Department							
		3,000	3,000	3,000	2,500	2,500	2,500.00
	Energy Expense	49,000	49,000	45,000	51,000	60,000	51,000.00
	Other Property Related Services	9,000	9,000	9,000	9,000	9,000	9,000.00
	Other Purchased Services						
Total		61,000	61,000	57,000	62,500	71,500	62,500

Memorial Day Committee							
	Expenses	700	700	700	700	700	700.00

\$ 284,587 \$ 289,636 296,850.00 307,170.72 327,242.00 318,242.00

TOTAL LIBRARY & RECREATION		284,587	289,636	296,850.00	307,170.72	327,242.00	318,242.00
	SALARIES	115,601	117,832	120,214.00	122,907.72	116,664.00	116,664.00
	EXPENSES	168,986	171,804	176,636.00	184,263.00	210,578.00	201,578.00

DEBT & INTEREST							
Long Term Principal							
Long Term Principal	\$ 249,000	\$ 89,000	\$ 235,407	\$ 139,744	\$ 137,878	\$ 137,878	
Long Term Interest							
Long Term Interest	23,375	7,000	30,856	44,175	37,975	37,974.70	
Temporary Loan Interest							
Temporary Loan Interest	3,300	3,300	3,300	3,774	3,774	3,774.00	
TOTAL DEBT & INTEREST						275,675	99,300
						269,563	187,693
						179,627	179,627

INSURANCE & ASSESSMENTS							
County Retirement							
County Retirement System	293,124	367,320	389,434	365,094	386,855	386,855	
Group Health Insurance - 914							
Group Health Insurance	307,000	305,000	379,000	386,428	426,428	405,749	
Unemployment Account							
Unemployment				20,000			
FICA Town Share							
Medicare Town Share	30,000	33,100	36,000	36,720	37,638	37,638	
Bldg./Vehicle Liab. Ins/Workers Compensation, Etc							
Bldg./Vehicle Liab. Ins.	120,000	127,500	137,000	147,644	162,408	162,408	
TOTAL INSURANCE & ASSESSMENTS						750,124	832,920
						941,434	955,886
						1,013,329	992,650
Total Budget						11,353,066	11,881,907
						12,805,266	13,059,629
						14,599,569	13,924,125

	\$ 11,353,066	\$ 11,881,907	\$ 12,805,266	\$ 13,059,629	\$ 14,599,569	\$ 13,924,125
Municipal Salaries	1,965,528	2,147,993	2,335,373	2,250,054	2,533,556	2,377,563
Municipal Operations	1,275,973	1,294,380	1,380,075	1,373,224	1,459,816	1,344,977
Insurance & Assessments	750,124	832,920	941,434	955,886	1,013,329	992,650
Municipal Operations - TOTAL	3,991,625	4,275,293	4,656,882	4,579,163	5,006,701	4,715,190
Municipal Debt & Interest	275,675	99,300	269,563	187,693	179,627	179,627
Town Operations & Debt - TOTAL	4,267,300	4,374,593	4,926,445	4,766,856	5,186,328	4,894,817
Schools - Operations	6,838,290	7,307,786	7,711,938	8,130,742	9,252,662	8,868,729
Schools - Debt & Interest	247,476	199,528	166,883	162,031	160,579	160,579
Schools Operations & Debt - TOTAL	7,085,766	7,507,314	7,878,821	8,292,773	9,413,241	9,029,308
Total Budget for the Fiscal Year	11,353,066	11,881,907	12,805,266	13,059,629	14,599,569	13,924,125
Check	\$ 11,275,735	\$ 11,881,907	\$ 12,616,292			
		\$ -				

	\$ 77,331		FY22	FY23	FY24	FY25
				4.66%	7.77%	1.99%
						6.62%

**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF DUNSTABLE
WARRANT
ANNUAL TOWN MEETING - May 13, 2024**



Middlesex, ss.

To either of the Constables of the Town of Dunstable in the County of Middlesex:

GREETINGS

IN THE NAME OF the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and town affairs, to meet at Swallow Union Elementary School, 522 Main Street in said Dunstable on Monday, May 13, 2024, at 7:00 PM, and thereafter continuing from day to day until completed, with a back-up date of May 20, 2024, at 7:00 PM in the event that inclement weather or other circumstances require a postponement, then and there to act on the following articles:

REPORTS

ARTICLE 1 - Reports: To hear and act upon the reports of Town Officers, Boards, Committees, Commissioners, and Trustees, or take any action in relation thereto.

Sponsored by the Board of Selectmen

FISCAL YEAR 2023

ARTICLE 2 - Unpaid Bills of FY23: To see if the Town will vote to appropriate from Free Cash (Surplus Revenue) a sum of money for the purpose of paying unpaid bills of FY2023 or take any action in relation thereto.

Sponsored by the Board of Selectmen

FISCAL YEAR 2024

ARTICLE 3 – Transfer to Water Enterprise Fund: To see if the Town will vote to appropriate or transfer from available funds to the Water Enterprise Fund a sum of money for the purpose of funding operating expenses or other purposes as deemed necessary by the Board of Water Commissioners for FY2024 or take any action in relation thereto.

Sponsored by the Board of Water Commissioners and Advisory Board

FISCAL YEAR 2025

ARTICLE 4 - Operating Budget: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, or any combination thereof, to fund the various departments, boards, committees, commissions, and other operating expenses of the Town for Fiscal Year 2025, beginning July 1, 2024, or take any action in relation thereto.

Sponsored by the Advisory Board

ARTICLE 5 - Free Cash Transfer for FY25: To see what sum the Town will vote to appropriate from Free Cash (Surplus Revenue) to meet the appropriations of Fiscal Year 2025, beginning July 1, 2024, or to authorize the Assessors to utilize said transfer in order to reduce the tax rate, or take any action in relation thereto.

Sponsored by the Advisory Board

ARTICLE 6 - Revolving Fund Expenditure Limits: To see if the Town will vote pursuant to Massachusetts General Laws Chapter 44, Section 53E½, to set the annual expenditure limits for Fiscal Year 2025 for all revolving funds established by the General Bylaws, as follows, or take any action in relation thereto:

Cemetery	\$10,000
Recreation	\$7,000
COA Transport	\$3,500
Permit Application Fees	\$5,000
Approval Not Required Plans	\$15,000
Transfer Station	\$155,400

Sponsored by the Advisory Board

Article 7 - Lease Purchase: To see if the Town will vote pursuant to G.L. c. 44 §21C, to authorize the Select Board to enter into lease purchase agreements for the lease and purchase of vehicles and certain capital for a period of time not in excess of the useful life of the property to be procured on such terms and conditions as the Select Board deem in the best interest of the Town; and to authorize the Select Board to take all actions necessary to administer and implement such agreement and to fund said lease purchase through an annual appropriation in the Capital Budget, or take any action relative thereto.

Sponsored by the Select Board

Article 8 - Capital Improvements for Municipal Departments: To see if the Town will vote to appropriate a sum of money for remodeling, reconstructing and making extraordinary

repairs to existing Town buildings, infrastructure, and the purchase of necessary equipment and to authorize the Select Board to determine whether this appropriation shall be raised by borrowing or otherwise, or take any other action relative thereto.

Sponsored by the Select Board

ARTICLE 9 – Water System Infrastructure Improvements: To see if the Town will vote to transfer from Water Retained Earnings the sum of \$35,000 for design, repair, replacement, construction, and installation of various water infrastructure and associated work, including all incidental and related costs, or take any other action relative thereto.

Sponsored by the Board of Water Commissioners and Select Board

ARTICLE 10 - Community Preservation Committee Recommendations: To see what transfers or other actions the Town may vote with respect to any recommended action of the Community Preservation Committee or take any action in relation thereto.

Sponsored by the Community Preservation Committee

ARTICLE 11 – Removal of Invasive Weeds at Lake Massapoag: To see if the Town will vote to transfer from available funds, including CPA funds, a sum of money for the continued removal of invasive weeds in Lake Massapoag, based upon the recommendation of the Community Preservation Committee, or take any action in relation thereto.

Sponsored by the Community Preservation Committee

ARTICLE 12 – Renovation of Wells at Larter Field: To see if the Town will vote to transfer from available funds, including CPA funds, a sum of \$xxxxxx for the renovation of wells at Larter Field, based upon the recommendation of the Community Preservation Committee, or take any action in relation thereto.

Sponsored by the Community Preservation Committee

ARTICLE 13 – Town Center Trail Loop Feasibility Study: To see if the Town will vote to transfer from available funds, including CPA funds, the sum of \$20,000 for consulting services to develop a feasibility study and concept design for the Dunstable Town Center Trail Loop project, based upon the recommendation of the Community Preservation Committee, or take any action in relation thereto.

Sponsored by the Community Preservation Committee

ARTICLE 14 – Union School Building Restoration and Rehabilitation: To see if the Town will vote to transfer from available funds, including CPA funds, up to \$1,132,750 to restore and rehabilitate the exterior of the Union School Building, based upon the recommendation of the

Community Preservation Committee, or take any action in relation thereto.

Sponsored by the Community Preservation Committee

ARTICLE 15 – Town Hall Chimney and Roof Repairs: To see if the Town will vote to transfer from available funds, including CPA funds, the sum of \$18,500 for repairs to the Town Hall chimney and roof, based upon the recommendation of the Community Preservation Committee, or take any action in relation thereto.

Sponsored by the Community Preservation Committee

ARTICLE 16 – High Street Property Acquisition and Conservation Restriction: To see if the Town will vote to transfer from available funds, including CPA funds, the sum of \$294,000 to acquire the property adjacent to 346 High Street for open space and conservation purposes, based upon the recommendation of the Community Preservation Committee, or take any action in relation thereto.

Sponsored by the Community Preservation Committee

ARTICLE 17 - Chapter 90 Funds: To see if the Town will vote to appropriate any sums of money received by the Town under provisions of Massachusetts General Laws Chapter 90 for the purposes authorized by Chapter 90 or take any action in relation thereto.

Sponsored by the Select Board

ARTICLE 18 – Acceptance of Land Donation – 41 Lowell Street: To see if the Town will vote to accept a gift of land being shown on Assessors Property Map 17, Parcel ID 17-6-1, Book Page 35517-272, and such property to be under the care, custody, and control of the Board of Selectmen, or take any other action relative thereto.

Sponsored by the Select Board

ARTICLE 19 – Establishment of an Elderly and Disabled Taxation Fund for the purpose of defraying real estate taxes of elderly and disabled persons of low income: To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 60, Section 3D to establish aid to the elderly and disabled through a taxation fund to be used for the purpose of defraying the real estate taxes of low income elderly and disabled citizens and establish an Elderly and Disabled Taxation Fund Committee to administer the provisions contained herein, including the identification of citizens to receive such aid.

Sponsored by the Select Board

And furthermore, in the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of Dunstable who are qualified to vote in Town affairs, to meet at the Dunstable Public Library on Tuesday, May 21, 2024 between the hours of 12:00 o'clock noon to 8:00 PM, to cast their ballots for the following officers and ballot questions:

Select Board, one position for three years; Board of Assessors, one position for three years; Board of Health, one position for three years; Tree Warden, one position for three years; Board of Road Commissioners, one position for three years; Constables, two positions for one year; Cemetery Commissioners, one position for three years; Board of Water Commissioners, one position for three years; Planning Board, one position for five years; Commissioners of Trust Funds, one position for three years; Advisory Board, two positions for three years; GDRSD School Committee, one position for three years, Library Trustees, one position for three years.

Question 1:

Shall the town of Dunstable be allowed to assess an additional \$xxxxx in real estate and personal property taxes for the purposes of supplementing the Town's General Government operating budget for the fiscal year beginning July first 2024?

Yes _____

No _____

DRAFT

And you are hereby directed to serve this warrant, by posting attested copies thereof, one at the Post Office and one at the Town Hall in said Dunstable seven days at least before the time of holding such Town Meeting.

Hereof fail not, and make due return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting as aforesaid.

Given under our hands this _____ day of _____, two thousand and twenty-three.

DUNSTABLE SELECT BOARD

Kieran Meehan

Leah D. Basbanes

Ron Mikol

A true copy.

Attest:

Brynn Durno, Town Clerk

DATE: _____, 2024

I have served this warrant by posting attested copies thereof, one at the Post Office and one at the Town Hall _____ days before said meeting.

Date

Constable

**TASK ORDER #32
MAIN STREET OVER JOINT GRASS BROOK
TOWN OF DUNSTABLE, MA
MARCH 5, 2024**

PROJECT DESCRIPTION

This is a Task Order between the Town of Dunstable (Client) and Hoyle, Tanner & Associates, Inc. (Consultant) for professional services for the Client's project which is generally described as Main Street over Joint Grass Brook. The Consultant's services under this agreement are generally described as follows: replacement culvert design and assisting the Town in advertising the project to prospective bidders. The project involves replacement of the existing culvert and stone headwalls with a new aluminum box culvert with aluminum headwalls and wingwalls. Construction phase services are not included in this Task Order.

This Task Order is to be completed under Hoyle Tanner's Agreement with the Town of Dunstable, MA titled "Agreement for Professional Engineering Services – Planning Board Review Services" dated October 1, 2021.

The effective date of this Task Order is _____.

SCOPE OF SERVICES

Design Phase

Consultant shall:

- D-1. Perform project start-up, including obtaining and reviewing existing data (plans, reports, etc.) from Client records, and internal project team coordination.
- D-2. Perform a site visit to observe existing conditions and obtain existing data (field measurements, photography, etc.) for the purpose of preparing the Contract Documents.
- D-3. Perform a site visit to determine wetland resource area boundaries including Bordering Vegetated Wetlands, Riverfront Areas, and Bordering/Isolated Lands Subject to Flooding and stream crossing metrics. Develop wetland report and coordinate with design team to confirm wetland boundaries shown on plans are correct.
- D-4. Coordinate subconsultant services for geotechnical engineering (borings and geotechnical report as outlined in Chapters 1 and 2 of the 2013 MassDOT LRFD Bridge Manual), and for topographic survey.
- D-5. Prepare a Hydraulic Report meeting the requirements of Section 2.6 of the 2013 MassDOT LRFD Bridge Manual. Perform a hydrologic and hydraulic analysis to evaluate the existing and proposed structures waterway openings to provide a minimum of 1' of freeboard at the 10-year flood event. Calculate scour depths for the 25-year design scour flood event and the 50-year check scour flood event.
- D-6. Present the proposed project at a Public Information Meeting. This includes preparing a project summary letter which can be mailed to abutters and other interested parties prior to the project Public Information Meeting, meeting preparation, and attendance at the meeting.
- D-7. Coordinate the proposed traffic detour with the Client, the Town of Dunstable Highway Department, MassDOT (as necessary), NHDOT (as necessary) and the City of Nashua (as

**TASK ORDER #32
MAIN STREET OVER JOINT GRASS BROOK
TOWN OF DUNSTABLE, MA
MARCH 5, 2024**

necessary). Refer to assumptions for the assumed detour route and anticipated coordination tasks and labor effort.

- D-8. Perform a database search of the US Fish and Wildlife Service (USFWS) Information for Planning and Conservation (IPaC) for federally listed species, review Natural Heritage & Endangered Species Program (NHESP) Priority and Estimated Habitat maps using MassMapper for state-listed species and the National Marine Fisheries Service (NMFS) for the presence of any known species and habitats in the vicinity of the project site. Coordinate with each respective agency, as required for permitting, should species or habitat be identified within project limits.
- D-9. Prepare a Stormwater Report addressing how the design will meet all the standards of 310 CMR 10.05(6)(0)(1)-(3) to the maximum extent practicable.
- D-10. Prepare the Project Notification Form (PNF) and coordinate with the MA Historic Commission (MHC) as required for Wetlands Protection Act (WPA) Wetlands Notice of Intent (NOI) application.
- D-11. Prepare and Submit Wetlands Notice of Intent (NOI) application to Conservation Commission, including obtaining abutters list and mailing certified letter notices.
- D-12. Provide NOI review services including attendance at two Conservation Commission meetings and attendance at a site walk.
- D-13. Prepare and submit a USACE Massachusetts General Permit Application for the permit to construct the project. This task assumes that a Jurisdictional Determination (JD) or site walk will not be required for delineation of Waters of the United States (WOTUS) for permitting.
- D-14. Perform utility coordination with overhead utility companies to determine the scope of utility accommodations required during construction.
- D-15. Coordinate design requirements and details with one manufacturer of the proposed aluminum box culvert.
- D-16. Prepare Plans (25% level and 100% level), Specifications, and an Estimate of Probable Construction Costs and submit to the Client for review and comment.
- D-17. Attend two virtual meetings with Client and the Town of Dunstable Highway Department to review project documents and obtain review comments.
- D-18. Prepare a draft easement plan for the Client to use in obtaining easements for the project.
- D-19. Prepare a Massachusetts Culvert Replacement Municipal Assistance Grant application for construction funding in the FY 2026 application period which will allow for construction to begin in State Fiscal Year 2026
- D-20. Submit 100% Plans, Specifications, Design Calculations, Hydraulic Report, and the Geotechnical Report to MassDOT for Chapter 85 review and approval. Coordinate with MassDOT and respond to review comments.
- D-21. Incorporate review comments from the Client and prepare Contract Documents (plans and specifications) for bidding purposes.

**TASK ORDER #32
MAIN STREET OVER JOINT GRASS BROOK
TOWN OF DUNSTABLE, MA
MARCH 5, 2024**

- D-22. Provide overall project management including scheduling, client coordination and allocation of resources. Provide updates to the Client on progress and revise the project schedule as required.
- D-23. Prepare and monitor a Project Specific Quality Assurance Plan for the project in accordance with Hoyle Tanner's Quality Control Plan.

Bid Phase

Consultant shall:

- B-1. Prepare and provide Client with an "Advertisement for Bids" and assist Client with advertising the project for construction.
- B-2. Distribute electronic sets of contract documents to the Client and upload to Hoyle Tanner's online bid portal for prospective bidders. Maintain records of prospective bidders and bid documents issued.
- B-3. Attend and conduct a non-mandatory pre-bid meeting at Client offices.
- B-4. Issue addenda (if necessary) to interpret or clarify bidding documents.
- B-5. Administer the Bid Opening through the Hoyle Tanner online bid portal and receive bid documents.
- B-6. Review bids, bid bonds and other bid documents submitted for compliance with bid requirements. Prepare a bid summary and assist Client with evaluation of bids.
- B-7. Prepare Notice of Award for Client signature and issuance to the Contractor.
- B-8. Review Contractor's bonds (performance and payment) and certificates of insurance.
- B-9. Prepare and distribute Agreement between Client and Contractor.

Assumptions

Consultant assumes:

- A-1. The intent of this project is to replace the existing corrugated metal arch and stone headwalls with a contractor designed aluminum box culvert with aluminum headwalls and wingwalls. No additional superstructure types will be considered for this project. The box culvert span will be a minimum of 18' to meet the Massachusetts Stream Crossing Handbook general criterion of 1.2 times the bankfull width. The culvert invert plate will be buried below the channel elevation to create a natural stream bottom. The culvert headwalls and wingwalls will be powder coated with a brown coating. The maximum span will be less than 20'. As such, the proposed bridge will be classified as a BRI per MassDOT and Massachusetts General Law (MGL).
- A-2. The Client intends to apply for a Massachusetts Culvert Replacement Municipal Assistance Grant for construction funding. As such, to meet grant requirements, the proposed project will be

**TASK ORDER #32
MAIN STREET OVER JOINT GRASS BROOK
TOWN OF DUNSTABLE, MA
MARCH 5, 2024**

designed to meet the requirements of MGL Chapter 85 Section 35 (Chapter 85) for municipal bridge projects. One requirement for Chapter 85 funding is that the project must follow the requirements of the MassDOT Bridge Manual. Section 2.3.4.2 of the Bridge Manual states that aluminum plate structure "...should generally not be used for water crossings since they have reduced life span due to deterioration of the metal at the water line". As discussed during a meeting between Hoyle Tanner and the Town on March 7, 2023, an aluminum box culvert structure was selected solely on its lower construction costs as compared to other bridge options, and Hoyle Tanner anticipates that the proposed structure will provide a minimum of a 50-year service life as compared to the minimum 75-year service life desired by MassDOT. Additional coordination with MassDOT may be required to detail the project constraints which limited the proposed solution to the aluminum box culvert. A total of 20 labor hours are included for MassDOT coordination including preparing files for submission for Chapter 85 review, responding to review comments, and attending virtual coordination meeting(s) with MassDOT officials.

- A-3. The proposed cut-off wall will be placed below the design and check flood scour elevation which will satisfy the scour design requirements of the MassDOT Bridge Manual.
- A-4. Proposed roadway work will be limited to the extents of the proposed guardrail. Based on visual observations of the existing pavement and roadway geometry, there appears to be no structural or functional deficiencies at the project location. Roadway vertical and horizontal geometry will match existing conditions with minimal improvements required for bridge construction. Improvements will be designed to meet current AASHTO design criteria for a minimum speed of 40 MPH as best practicable and will be limited to 100' north and 100' south of the proposed bridge for a total project length of 200'. Other roadway design elements will be designed to meet current AASHTO design criteria for a minimum design speed of 40 MPH as best practicable; including guardrail, sight distance, pavement design, roadway cross slopes, and drainage.
- A-5. Existing stormwater drainage at the crossing consists of sheet flow off the pavement. It is assumed existing stormwater flow patterns will be maintained. The roadway typical section, and total impervious areas, will not be changed for this project. As such, a quantitative stormwater analysis will not be required. Existing side slopes and ditch lines will be stabilized to minimize erosion in the project area.
- A-6. Successful project completion requires Hoyle Tanner to manage external and internal team members for inter-discipline project schedule, plan, and permit development, by attending coordination meetings with the Client and MassDOT (as required for Chapter 85 review), preparation of meeting minutes and notes, Client invoices as well as Quality Assurance and Quality Control of documents prepared.
- A-7. Hoyle Tanner will arrange for a survey firm to perform a topographic survey and survey of wetland delineation and invasive species flagged by Hoyle Tanner. We intend to use Doucet Survey, LLC from Bedford, NH for these services. The cost for these services is included in the fee summary provided below, and a detailed scope of services is attached.
- A-8. Hoyle Tanner will engage the services of a geotechnical subconsultant for the purpose of assisting with geotechnical aspects of the proposed project. The subconsultant will conduct a subsurface exploration program and provide design and analysis assistance, including the following tasks:

TASK ORDER #32
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TOWN OF DUNSTABLE, MA
MARCH 5, 2024

- Develop and conduct a subsurface investigation program, including the necessary borings for the design of the project.
 - The boring location plan will be submitted to the MassDOT District 3 Geotechnical Engineer for review and approval to ensure it meets Chapter 85 requirements prior to completing the borings.
- Prepare geotechnical report in accordance with Chapter 2 section 2.5 of the MassDOT LRFD Bridge Design Manual. The report will include, but is not limited to, a summary and interpretation of findings of subsurface investigations, foundation design recommendations, and construction recommendations.

We intend to use Stephens Associates Consulting Engineers from Wilmington, MA for these services. The cost for these services is included in our fees indicated below, and a detailed scope of services is attached.

- A-9. Stephens Associates Consulting Engineers will retain the Town of Dunstable Police Department to provide traffic control during boring operations. Traffic control will include temporary closure of one lane of traffic at the bridge for drilling, and one lane of alternating two-way traffic in the other lane.
- A-10. At this time, the services of a historical resources and archaeological resources subconsultant are not anticipated to be necessary and therefore are not included in this proposal.
- A-11. It is assumed that coordination with MHC and USACE will result in a No Adverse Effect determination, and completion of a Memorandum of Agreement will not be required.
- A-12. Hoyle Tanner will search the databases listed below for the presence of any known rare species, exemplary natural communities, federally or state listed species and presence of any hazardous sites in the vicinity of the project. The purpose of this search is to identify if the proposed project will impact hazardous sites, rare species and/or natural communities.
- US Fish and Wildlife Service (USFWS) Information for Planning and Conservation (IPaC)
 - National Marine Fisheries Services (NMFS)
 - NHESP MassMapper
- A-13. Resource impacts will be permitted using the USACE General Permit, and a USACE Individual Permit will not be required. Permanent impacts to Bordering Vegetated Wetlands (BVW) or Land Under Water (LUW) are assumed to not exceed 5,000 square feet such that a Water Quality Certification (WQC) will not be required and the project can be permitted through the Conservation Commission NOI review process.
- A-14. A Jurisdictional Determination (JD) or site walk with USACE will not be required for delineation of WOTUS for permitting.
- A-15. The proposed project will likely result in impacts to the BVW. It is assumed that wetland replacement to offset the BVW impact would be of marginal quality as compared to the existing BVW and will likely result in the loss of high-quality upland habitat in the vicinity of the culvert to create the replacement wetland. As such, per the Massachusetts Department of Environmental Protection Bureau of Water Resources Wetlands Program's "Massachusetts Inland Wetland

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TOWN OF DUNSTABLE, MA
MARCH 5, 2024

Replacement Guidelines”, the replacement structure will be used for compensatory mitigation since it substantially improves passage for sediment, woody debris, and aquatic organisms. 6 labor hours are included in Task D-12 for the purposes of developing details to aid in the compensatory mitigation plan for impacts to the BVW.

- A-16. Neither National Environmental Policy Act (NEPA) nor Massachusetts Environmental Policy Act (MEPA) analysis and documentation will be required.
- A-17. A wildlife or botanical survey will not be required, and all coordination required to address listed species impacts will be handled via email or virtual meetings, if so required.
- A-18. Coordination with NMFS will not require development and submittal of an Essential Fish Habitat (EFH) Analysis.
- A-19. Coordination with United States Coast Guard (USCG) will not require development and submittal of a USCG Bridge Permit.
- A-20. The hydrologic/hydraulic analysis will be completed for the existing and proposed hydraulic opening using streamflow information obtained from the USGS Streamstats web-based program. This analysis will also be used to determine the velocities within the proposed bridge location to be utilized for the scour analysis. The hydraulic analysis will be completed using a 1D model utilizing the computer program HEC-RAS.
- A-21. The contract plans will consist of 22 sheets and will include the following:
- Title Sheet
 - Project Notes
 - Project Notes and Summary of Quantities
 - Easement Plan
 - Roadway Typical Sections
 - Roadway Typical Details
 - Boring Location Plan
 - Boring Logs
 - Roadway Plan
 - Roadway Profile
 - Detour Plan
 - General Plan and Elevation
 - Site Plan
 - Wetland Impacts Plan
 - Mitigation Plan
 - Bridge Layout Plan
 - Typical Bridge Transverse Section
 - Typical Longitudinal Section
 - Box Culvert Details (2 Sheets)
 - Main Street Roadway Cross Sections (2 sheets)
- A-22. The Client will be provided with electronic copies of the preliminary and final plans submittals.

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MARCH 5, 2024

- A-23. A total of 20 labor hours is included for detour coordination. It is assumed that the bridge will be closed to all traffic during construction. The detour route for local traffic and vehicular traffic will consist of Mill Street. A truck detour will consist of Main Street, Pleasant Street (MA Route 113), Groton Road (Nashua, NH) (NH Route 111A), and Gregg Road (Nashua, NH). As such, coordination with MassDOT, NHDOT and the City of Nashua is required. Detour coordination will be limited to:
- Email correspondence to notify the stakeholders listed above.
 - Development of a draft detour plan.
 - Attendance at up to three virtual meetings, if requested.
 - Development of a final detour plan.
- A-24. A total of 8 labor hours is included for overhead utility coordination. Coordination anticipated to be performed under this task includes:
- Initial coordination with the affected utilities to determine the utility contacts for this project.
 - Development of draft utility coordination plan.
 - Coordination and attendance at one on-site meeting with the effected utilities.
 - Preparation of meeting notes.
 - Post meeting coordination including issuing of revised utility relocation plan.
- A-25. Based on a review of Town GIS property maps and the MassDOT Roadway Inventory Municipal Data Viewer, the existing Town Right-of-way width is sufficient to construct the proposed project with no Right-of-way takings. Temporary easements will be required to construct the bridge for this project, and Hoyle Tanner will provide Client with an easement plan depicting areas where temporary rights are needed. Hoyle Tanner will not be responsible for procuring right-of-way or easements.
- A-26. As shown on the effective FIRM, the project is located within a FEMA Special Flood Hazard Area (SFHA) Zone A (without base flood elevation) and is therefore located within the Town's Floodplain District and subject to the requirements of Section 15.2 of the zoning bylaws. It is anticipated that the analysis of the proposed hydraulic conditions will show a "no rise" condition for the proposed upstream and downstream 100-year flood elevations. As such, a Planning Board Special Permit is not required. Further, a FEMA Conditional Letter of Map Revision (CLOMR) and a FEMA a Letter of Map Revision (LOMR) are not required.
- A-27. Bidding Requirements, Contract Documents and Technical Specifications developed for the project will be based upon Hoyle Tanner's standard which is based upon the EJDC 2018 model documents and modified to include the required provisions of M.G.L. Chapter 30 Section 39M. Excessive deviations from this standard requested by the Client may require a fee amendment.
- A-28. The proposal assumes a maximum of 2 minor addenda will be issued for the purpose of answering questions from prospective bidders and clarifying the intent of the contract documents. Preparation of addenda will not require that revisions be made to the contract drawings or specifications.
- A-29. Contract Documents will consist of an electronically-bound book entitled "Bidding Requirements Contract Documents and Technical Specifications" and full-size plans.

**TASK ORDER #32
MAIN STREET OVER JOINT GRASS BROOK
TOWN OF DUNSTABLE, MA
MARCH 5, 2024**

A-30. Construction phase services, such as shop drawing review and periodic site observations or resident engineering services, are not included in this Proposal.

Project Specific Client Responsibilities

CR-1. Coordinate with abutting land owners and obtain written permission for Hoyle Tanner or subconsultants staff to access their property.

CR-2. Coordinate with abutting land owners and obtain easements or other temporary property rights as required to construct the project.

CR-3. Provide Hoyle Tanner with current Massachusetts Prevailing Wage Rates.

CR-4. The Client will be responsible for posting a notice of the Advertisement for Bids in the Town Hall, in the Central Register, in a newspaper, and on COMMBUYS.

**TASK ORDER #32
MAIN STREET OVER JOINT GRASS BROOK
TOWN OF DUNSTABLE, MA
MARCH 5, 2024**

COMPENSATION FOR SERVICES

Client shall pay Consultant for services set forth in the Scope of Services section and in accordance with the provisions of the Agreement for Professional Engineering Services – Planning Board Review Services as follows:

Standard Hourly Rates Method of Payment

Design Phase	\$	<u>184,543</u>	Estimated Amount
Bidding Phase	\$	<u>7,439</u>	Estimated Amount
Total Compensation	\$	<u>191,982</u>	Estimated Amount

The estimated amounts shall equal the cumulative hours charged by each class of Consultant’s personnel time applicable standard hourly rates for each category. The estimated amounts include reimbursable expenses such as transportation, postage, telephone, fax, printing and equipment rental; and include charges of subconsultants engaged by Consultant.

The Consultant may modify the amounts for individual phases to reflect services actually provided by phase; however, Consultant shall not exceed the total Compensation without the approval of Client.

Consultant shall bill Client based on hours charged at standard billing rates plus reimbursable expenses incurred plus subconsultant expenses for the billing period. During the term of this Agreement, direct salaries may be adjusted as part of Hoyle Tanner’s companywide revisions due to increases in cost of living as well as merit and shall not be limited to employees assigned to provide services under this Agreement.

**TASK ORDER #32
MAIN STREET OVER JOINT GRASS BROOK
TOWN OF DUNSTABLE, MA
MARCH 5, 2024**

SCHEDULE

Consultant shall perform the services indicated in Exhibit A in conformance with the following:

Design Phase Services D-1 through D-23	<u>78</u>	Weeks*
Bid Phase Services B-1 through B-9	<u>6</u>	Weeks**

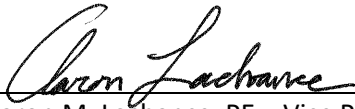
*From the date of Acceptance (see Page 1 of the Task Order)

** From Authorization by Client and MassDOT to Proceed

TASK ORDER #32
MAIN STREET OVER JOINT GRASS BROOK
TOWN OF DUNSTABLE, MA
MARCH 5, 2024

ACCEPTANCE

For Hoyle, Tanner & Associates, Inc.:



Aaron M. Lachance, PE – Vice President

3/5/2024
(Date)

For The Town of Dunstable, MA

PLEASE PROCEED WITH THE PROJECT AS INDICATED.

(Name)

(Date)

(Title)

BILLING RATE ESTIMATE

K11_PROJECTS/Dunstable-MA/480/Main Street Culvert Design(UH-BILL-Design and Bid(13)16

CLIENT: TOWN OF DUNSTABLE, MA
PROJECT: MAIN STREET BRIDGE OVER JOINT GRASS BROOK

DESIGN PHASE

Calc. By: JCR

PROJECT #: 21.142801.32
DATE: 3/5/2024

Check By: AML

Table with columns: TASK DESCRIPTIONS, PRINCIPAL ENGINEER (\$260.00), SENIOR PROJECT MANAGER (\$225.00), PROJECT MANAGER (\$185.00), SENIOR TECHNICAL ENGINEER (\$215.00), SENIOR PROJECT ENGINEER (\$170.00), PROJECT ENGINEER (\$140.00), STAFF ENGINEER (\$128.00), ENGINEER (\$118.00), SENIOR ENVIRONMENTAL COORDINATOR (\$187.00), ENVIRONMENTAL COORDINATOR (\$118.00), PUBLIC OUTREACH COORDINATOR (\$165.00), SENIOR CADD TECHNICIAN (\$120.00), PROJECT ASSISTANT (\$107.00), TOTAL HOURS, TOTAL BILLING RATE COSTS.

Summary table with columns: REIMBURSABLE EXPENSES (TRAVEL- MILEAGE, ETC. \$230), SUBCONSULTANTS (Doucet Survey, LLC \$8,330), TOTAL BILLING RATE COSTS (\$149,838), SUBCONSULTANTS: includes admin. Fee of 0% (\$34,030), REIMBURSABLE EXPENSES: includes admin. fee of 0% (\$675), TOTAL (\$184,543).



Serving your Professional Land Surveying & Mapping Needs ®
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Matthew W. Fagginger-Auer, PS, Principal
Jeffrey A. Goldknopf, PS, Principal
John F. Kaiser, PS, Principal
Steven V. Michaud, PS, Principal
William J. Doucet, PS, Chief Operating Officer
Michael J. Carter, PS
Patrick J. Sharkey, PS
Bevan Timm, PS

October 6, 2023

Joseph Ripley
Hoyle Tanner
285 Billerica Road
Suite 203
Chelmsford, MA 01824

Reference: Land Surveying Services
Main Street over Joint Grass Brook
Dunstable, MA
DS-LLC Project No. 8333

Dear Joseph:

Thank you for requesting a proposal from our firm. Based on our preliminary research, Doucet Survey, LLC is pleased to submit the following proposal for professional land surveying services. The following proposed scope of services meets or exceeds the current state land survey standards.

SCOPE OF SERVICES:

SEE ATTACHED EXHIBIT A – SURVEY SCOPE OF SERVICES BY HOYLE, TANNER & ASSOCIATES, INC.

- Records research is limited to compilation of abutter information from, MASSDOT Online database, the Town of Dunstable, on-line research at the County Registry of Deeds of record documents (limited to review of subject parcel & abutting parcel deeds, plans reference therein), and documents provided by the client.
- Field survey to locate evidence of the limits of Main Street Right-Of-Way assumes that the record monuments are observable and undisturbed.
- Underground utility research is capped at 4 hours effort. Dig-safe will not be contracted.

This proposed scope of services does not include:

1. Resolution of boundary disputes.
2. Assistance with or participation in any litigation or preparation, therefore.
3. Surveyor's report.
4. Confined space entry.
5. Boundary survey or right-of-way determination.
6. Preparation of a plan suitable for recording at the Registry of Deeds.
7. Underground utility marking SUE.



102 Kent Place
Newmarket, NH 03857
(603) 659-6560

372 West Street (Suite 101)
Keene, NH 03431
(603) 216-5801

2 Commerce Drive (Suite 202)
Bedford, NH 03110
(603) 614-4060

124 Fletcher Street (Unit A)
Kennebunk, ME 04043
(207) 502-7005

10/6/2023

SCHEDULE OF WORK:

As of this date, work would begin within 10-12 weeks of receipt of the Hoyle Tanner & Associates Task Order for Surveying Services in accordance with our current On-call Agreement effective 1/1/2022 – 12/31/2024. At the time of NTP we would provide an update to reflect our schedule at that time.

LUMP SUM FEE FOR SERVICES:

Topographic Survey	\$8,330.00	(Includes Reimbursables)
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The schedule and fee outlined herein assume that site conditions (snow, ice, etc.) allow us to efficiently perform the field work in a safe & accurate manner.

If you have any questions, please feel free to call.

Sincerely,

William J. Doucet, PS
Chief Operating Officer
Doucet Survey, LLC

EXHIBIT A - SURVEY SCOPE OF SERVICES

HOYLE, TANNER & ASSOCIATES, INC.

Town of Dunstable, MA

Main Street over Joint Grass Brook

1. The minimum limits of the survey required for this project are as follows:

Length: 450' to the north of the bridge and 250' to the south of the bridge (700' total).

Width: 35' either side of the centerline of the main road.

River: For this project the floodplain width is assumed to be 50'. Provide a river centerline (including water elevation, channel bottom, thalweg, grade breaks, etc. within channel) 150' upstream of bridge and 100' downstream of the bridge. The river channel survey shall extend 10' beyond each top of bank.

See Limits of Survey Plan for additional information.

2. Wetlands, surface waters, vernal pools, and invasive species within the project shall be delineated, flagged and classified by Hoyle Tanner staff. The surveyor shall coordinate with Hoyle Tanner personnel to ensure that all flagging is done prior to the surveyor being on site so that all flags (wetlands, ordinary high water (OWH), top of bank, vernal pools, invasive species) are picked up and shown on the existing conditions plan.
3. 20 Scale Plans are anticipated for this project. Text, dimensional information and blocks shall be sized for this scale.
4. Survey control and datum.
 - Unless otherwise requested and approved, all horizontal survey point coordinates shall be tied to the **Massachusetts Mainland State Plane Coordinate System NAD83 (2011)** with coordinates being carried to four decimal places.
 - Unless otherwise requested and approved, the vertical datum shall be NAVD88.
 - Base plan shall show control points used for the survey with appropriate horizontal and vertical information on them.
5. The contour interval shall be 1'.
6. Provide a complete base and topographic detail within the project limits.

The surveyor shall contact Dig-Safe and all utility owners prior to the start of survey to locate any underground utilities in the survey area and to have existing lines marked out to facilitate verification of utility locations. In the case where a utility company does not participate in the Dig-Safe program, the Surveyor shall contact the individual utility department(s) to obtain utility location, size and materials information. Show all existing underground and above ground utilities on the survey drawings and verify all positional information obtainable from surface survey and from measurement of depths of utilities in structures such as catch basins, manholes, handholes and water gate boxes. Utilities shall include but not be limited to gas, electric, telephone, water, sewer, storm drains and cable.

EXHIBIT A - SURVEY SCOPE OF SERVICES

Minimum detail required within the limits of the topographic survey includes but is not limited to:

- Edges of water courses and wetlands.
- Top of bank within the survey limits (this feature should be located by the surveyor and not the Certified Wetland Scientist)
- Four corners, front face of existing stone headwalls (top and bottom of walls); all corners, angle points, and ends of walls. This information is critical and must be obtained in extensive detail.
- Top (crown) and invert of existing metal arch at each end of structure. Provide a minimum of 5 points at each end of the pipe to define the arch shape. This information is critical and must be obtained in extensive detail.
- Roadway and driveway surface identification (i.e. bituminous, concrete, gravel).
- Water surface elevation (upstream and downstream of bridge).
- Centerline of all paved, gravel and dirt roads.
- Edges of all pavements, travelled ways, curbs, and shoulder breaks.
- All pavement marking and line striping with legends.
- All driveways, sidewalks, paths and steps.
- Brush and tree lines and all individual stand-alone trees which are 12" diameter or greater at 4'-6" above ground. Include diameter and species. Individual trees in forested areas are not required to be surveyed.
- Ditch lines, headwalls and culverts.
- Corners of all buildings and structures (include story height and apparent material type).
- Roof overhangs.
- Stairways and walkways including material type.
- Stone walls, retaining walls, delineators, decks, fences and railings (including type).
- Utility poles, including pole numbers, guy poles and guy wires, and types of overhead wires (indicate if pole has attached light fixtures and underground utilities).
- Light poles with all identifying numbers.
- Ledge outcrops.
- Abutting parcels, delineated by the best available evidence, with approximate assessor's map parcel areas as a minimum; parcel owners names, block and lot number, deed book and page, parcel address and owners mailing address. Parcel delineations shall be noted as to the source (i.e. assessor's map, survey prepared by XXX, occupational evidence, etc.).
- Identify easements which exist on abutting properties. If an easement is identified, it shall be verified by the surveyor that the easement is recorded with the Registry of Deeds and a copy provided to Hoyle, Tanner.
- Existing rights of way and property right of way bounds and sources.
- Signals, signal boxes and pedestals, pedestrian push button mounting posts, signs, foundations, cantilever sign poles and sign bridge structures – (include individual sign and sign post information with location, type, dimensions and information on whether sign is electrified or not).
- Curb, bridge and roadway (Include reveal, sloped or straight, and material type).
- Guardrail and guardrail end sections.
- Mailboxes, newspaper boxes and planters.
- Fire hydrants.
- Gas meters, water meters, gate valves, manhole covers, catch basins covers, etc (to aid in underground utility determinations). Rim elevations, invert elevations and pipe size, type

EXHIBIT A - SURVEY SCOPE OF SERVICES

and flow directions required for drainage and sewer structures. Top of operator nut required for water gate valves (raw elevation or depth below pavement).

- Landscaped areas and single/grouped ornamental plantings and trees of significant circumference. Tree type (common name – maple pine, etc.) and diameter shall be delineated.
- Direction of river flow.
- Any other significant fixed ground features.
- Underground utilities (See note about Dig-Safe).

Important note with regard to utilities: Where existing utilities, both underground and above-ground exist, please locate the next structure in the infrastructure beyond the limits of survey requested.

Important note with regard to data collection: If during the course of data collection field conditions are found that prohibit the collection of requested topographical information (i.e. sealed utility structures, debris filled catch basins and manholes, abutter access issues, etc.), the Surveyor shall notify the Engineer as soon as possible (and prior to demobilization) so that an appropriate remedy can be identified with the Client and implemented to allow for completion of the scope of survey.

7. Elevations shall be shown to the nearest 0.01 feet, except for non-paved ground, which shall be to the nearest 0.1 feet. Elevations shall be provided at the roadway centerline, pavement crowns if different than centerline, edge of travelled ways, edge of pavements, curbs, and shoulder breaks at intervals no greater than 50' on the tangent and 25' on the curves and at the intersection with side roads. PC's and PT's of all curves shall be indicated. Elevations shall also be provided at bridge abutment seats, top of wingwalls and bridge deck corners, edge of river and centerline of river. An adequate number of topographical shots must be obtained to adequately depict the elevations within the survey limits, including areas perceived to be "flat" areas.
8. The base plan shall be field verified for correctness prior to submitting to Hoyle, Tanner. Verification shall include all TIN information and breaklines.
9. Establish horizontal control points on the main road to be used for design and construction layout. Provide a minimum of four horizontal control points, two on each side of the bridge or roadway (if a short roadway segment). If the roadway is longer than 500 feet, set control points at the beginning and end of the project limits and at even intervals no further than 500' apart. These control points must be within sight distance of each other and must be such that they will remain intact for an extended amount of time which may lapse between survey and construction activities.
10. Provide four benchmarks, two each side of the bridge. One benchmark on each side of the bridge shall be a surveyor installed steel rod (3' minimum) that are located within the right of way in an easily accessible area that is unlikely to be disturbed and that are a minimum of 4' beyond the edge of a paved surface.
11. Existing right of way information shall be obtained from tax maps and other public records and plotted on the base plan. Base plan shall indicate the sources used to obtain right of way information. Base plan shall also show control points used for the survey with appropriate

EXHIBIT A - SURVEY SCOPE OF SERVICES

horizontal and vertical information on them. Provide paper or PDF copies of all records used to obtain existing right of way. Add note(s) on the drawing describing how the right of way was determined. (Designer Note: Acceptable ROW research is similar to NHDOT standard along roadways by pulling up current deeds and whatever plans are referenced in those deeds, plus use of online NHDOT project database to search for layouts from road improvement projects).

12. Survey shots for continuous and linear features (roadway centerline, curbs, edges of pavement and similar linear items) shall be connected as strings and portrayed by 2D polylines in the drawing.
13. Provide a copy of the survey field book pages (GPS control, traverse, topographic survey and bench runs) used to generate all electronic files.
14. Provide digital photographs taken at the site.
15. Provide a copy of all abbreviation conventions or layer conventions utilized.
16. Provide the following CAD deliverables in Imperial units:
 - A. An electronic copy (22" x 34") of the survey drawing, signed and stamped by a land surveyor licensed in the **State of Massachusetts**. If applicable, the seal and signature of the Wetlands Scientist responsible for delineation of the wetlands within the project area shall be affixed to the plans as well.
 - B. The .DWG file submitted shall be AutoCAD 2013 or later format, showing all existing detail within the proposed survey limits, appropriately labeled. Note: all items within the drawing must be identifiable by annotation or layer association.
 - C. The .DWG file submitted shall contain all the graphic items associated with generating the topography including the software-generated contours, 3-D triangulation faces (separate file or on separate dedicated layer), fault/break lines and point blocks. The drawing file shall contain all three-dimensional information and fault lines to ensure that Hoyle, Tanner can reproduce electronically the 3-D contours without additional effort. Contours shall not be manually adjusted; all adjustment shall be performed with breaklines and tin line adjustments.
 - D. Points File. Submit a comma delimited ASCII file in the following format: "Point Number, Northing, Easting, Elevation, Description". The point number must be numeric; alpha characters are not accepted by our design software. Point files shall be accompanied by a separate text file listing of all point abbreviations used on the project and what the abbreviations represent. All similar entity points shall use the same abbreviation.
 - E. A copy of the Land Development or Civil 3D database.
17. Provide paper or PDF copies of all records, deeds, plans and easements used in completing the survey for all properties within the survey limits.

Submit drawing files and above mentioned associated data files in electronic format on a compact disk or flash drive to accompany the stamped hardcopy of the survey drawings.

EXHIBIT B – POINT FILE DATA

Feature Name	Point # Northing	Point # Easting	Elevation	Alpha Code	Pencode
BLDG	10052.999	49869.2356	502	1	
	9992.51228	49872.28323	502.15242	BLDG	
	9989.34638	49801.92961	501.72863	BLDG	
ENDBLDG	10000	50000			
RND	9953.14451	49871.12754	499.11624	N1ctr1	
	9822.51516	49910.73207	495.83637	N1cntr1	
	10143.76539	50007.43031	499.31058	Mgn1cntr1	
RDP	10055.83964	49867.00218	502.27209	RDP	
	10101.39644	49865.00172	501.15002	RDP	
	10101.40231	49864.92574	501.69268	RDP	
	10109.80594	49870.82756	501.81913	RDP	
	10119.13687	49911.87108	501.07279	RDP	
	10128.94289	49947.94806	500.14436	RDP	
	10124.80091	49960.38486	499.85661	RDP	
	10117.15175	49968.23827	499.59837	RDP	
	10038.57195	49954.92265	499.8326	RDP	
	10116.11419	49965.30885	499.40235	RDP	
	10068.34064	49925.10352	498.98808	RDP	
	10062.12891	49912.81896	498.88448	RDP	
	9990.43871	49903.65992	500.11229	RDP	
	9969.30982	49902.75194	500.138	RDP	
	9964.57698	49978.40927	499.62001	RDP	
	9983.41788	49995.93766	499.94486	RDP	
	9983.48764	50007.37711	499.90821	RDP	
	10051.36699	50008.23941	500.002	RDP	
	10129.90343	50009.0559	498.87507	RDP	
	10143.15148	50012.52135	499.03174	RDP	
	10154.02207	50018.56055	498.92706	RDP	
	10167.94527	50048.99224	498.78895	RDP	
WALLS	10079.72015	49909.51868	497.99922	WALLS	1
	10083.62246	49901.60004	497.88798	WALLS	0
	10079.08708	49908.42703	498.85794	WALLS	0
ENDWALLS					
WALLS	10082.82006	49899.25392	499.81807	WALLS	1
	10082.47783	49893.05705	500.07287	WALLS	0
ENDWALLS					

Pencode - tells the program when to set the pen down and up (ie, draw line). In this case one was used to set it down and zero kept it down to connect the points.

Alphacode - is used to tell the program what level to place the elements on. Easiest would be to make these the same as the Feature Name, then we can revise them on our end to our standard.

Feature Name - These are used when importing, allows for similar features to be fixed throughout the text file. In this case BLDG and EndBLDG were used for Buildings and RDP and EndRDP were used for Edge of Pavement. You can see a number of examples throughout the file. It doesn't matter what code is used as long as we know the code. Example might be, ep for edge of pavement.

NO NEED TO CHANGE YOUR WORKFLOW.

Random points work like breaklines but no pencode is needed. All points can have the same Feature Name. In this Case RND. The Alphacode determines what the point is to look like. An example would be CB for Catch Basin.

EXHIBIT C – AUTOCAD DELIVERABLES

HOYLE, TANNER & ASSOCIATES, INC. (General Drawing, Layer and Entity Requirements)

ENTITIES:

- Layers: Survey Consultant to determine
Provide copy of Layer Convention
- Color: All entities color BY LAYER.
- Linetypes: Standard AutoCAD (ACAD.LIN) Linetypes, by layer
- Symbols: **Massachusetts Department of Transportation**
Standard Symbols are preferred.
- Contours: Co-Planar 2D Polylines w/ Z = Cont. Elev.
- Spot Elevations: DCA point entities or Autodesk "point" block with
attributes filled in or text and/or block with block Z insert
equal to point elevation.
- Annotations: Style L100 with Font "Simplex" Aspect 1.0 slant 0.
- Planimetrics and non-elevational information:

Use 2D lines and/or 2D co-planar polylines.

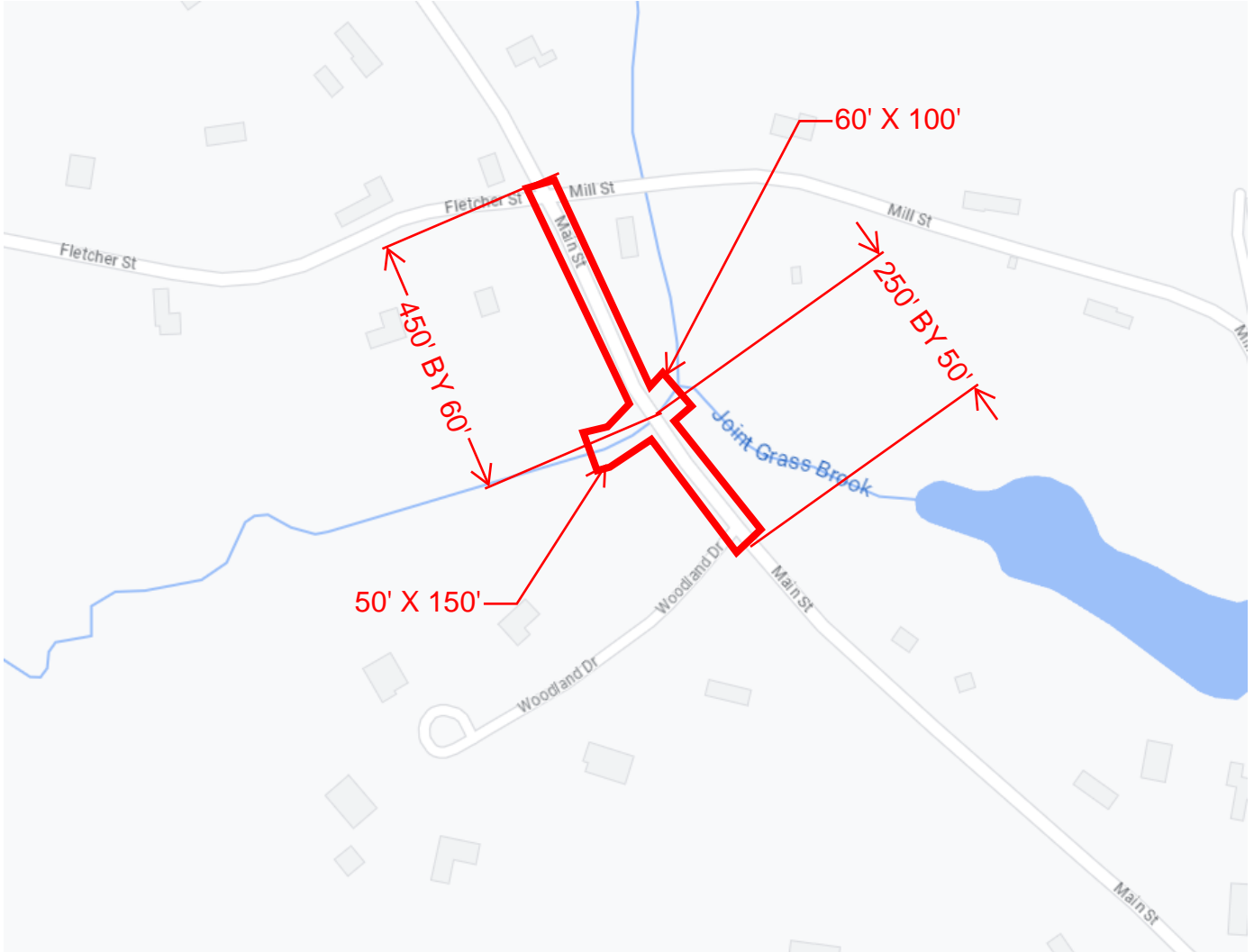
ALL NON-ELEVATIONAL Information shall be at elevation
ZERO in the drawing. (Including, but not limited to:
blocks, text, polylines, lines, etc.)
- "SHAPES" are not acceptable.
- 3D Polylines are not acceptable **UNLESS** 3D Break lines are being provided. (For
TIN or DTM creation.)
- Hatch shall be on a layer extension grouped with the associated feature. (For
example: Hatch on a building should be on layer E-BLDG-HTCH.
- All Land Development project database information including surfaces, tins, cogo,
alignments, etc..
- All SDSK project information including surfaces, tins, cogo, alignments, etc.

EXHIBIT C – AUTOCAD DELIVERABLES

DRAWINGS:

- AutoCAD 2013 or later DWG files are required. DXF may be allowed with permission.
- All drawings shall be audited in Autocad for corrupt database information. Use the AutoCAD "Audit" command in the drawing editor. If not possible, note this when submitting drawing(s).
- Submitted on compact disk or DVD. Other formats may be acceptable with prior approval from Hoyle, Tanner.
- The World Coordinate System should be used for all drawings.
- Files shall be submitted as zip files using AutoCAD's "eTransmit" command. Plot style files (CTB), font files and shape files shall be included. The eTransmit transmittal setup shall have the following options selected: Keep Files and Folder as is; Include Project Information; and include Fonts.

SURVEY LIMITS PLAN
DUNSTABLE, MA
MAIN STREET OVER JOINT GRASS BROOK





Certified W/DBE in MA, ME, NH and VT

www.StephensEngineers.com

60 Northrup Dr
Brentwood, NH 03833
Phone: (603) 772-1417

668 Main Street, Suite 250
Wilmington, MA 01887
Phone: (978) 988-2115

*Celebrating
over 20 years*

February 14, 2024

SA Proposal No. 23-066

Hoyle, Tanner & Associates, Inc.
285 Billerica Road, Suite 203
Chelmsford, MA 01824
Attn: Joseph C. Ripley, PE

**Re: REVISED Proposal for Geotechnical Engineering Services
Main Street Culvert over Joint Grass Brook
Dunstable, Massachusetts**

Ladies and gentlemen:

Stephens Associates Consulting Engineers, LLC (SA, we, our, or us) has prepared this REVISED Proposal at the request of Mr. Joseph Ripley, PE of Hoyle, Tanner & Associates, Inc. (Hoyle Tanner; Client, you, your, etc.) for geotechnical engineering services for replacement of the Culvert carrying Main Street over Joint grass Brook (Culvert, Site, etc.) located in, and owned by, the Town of Dunstable, MA (Town, Owner, etc.). This Revised Proposal supersedes our previous proposal dated October 19, 2023, rendering that previous proposal null and void. Our Project understanding and background information are presented below, followed by our scope of services, estimated fee, and terms and conditions.

Project Understanding and Background

Our understanding of the Project, as presented herein, is based on the following:

- Email and telephone correspondence with Mr. Ripley between October 4, 2023 and present;
- Figure titled, "Exhibit B – Boring Location Plan," provided by Mr. Ripley on October 4, 2023;
- Table titled, "Municipal Bridge Projects, MGL Chapter 85 Section 35 Review Process," with pdf comments by Mr. Ripley, provided on October 4, 2023.

Figure 1 – Site Location map and Figure 2 – Site Aerial Photograph show the Site location. The Site consists of the existing Culvert carrying Main Street approximately north-south across Joint Grass Brook, which flows easterly.

The Project is to replace the Culvert in substantially the same location. Hoyle Tanner indicated the proposed Culvert consists of an aluminum box section, with 18-ft. span, founded on a full invert plate or on individual aluminum plates as footings. The headwalls and wingwalls will be aluminum sheet style with tiebacks or deadman anchors.

Purpose and Scope of Services

The purposes of SA's services are to evaluate geotechnical conditions and provide geotechnical recommendations for design and construction of the replacement Culvert. Our scope of services includes the following tasks:

- 1) Planning, Data Gathering, and Site and Map Reconnaissance – SA has preliminarily reviewed geologic data and planned our services. SA will further review readily-available geologic information, including published information on surficial soils and bedrock in our files and online (e.g. through USGS, NRCC, etc.), to enhance our understanding of the Site (map reconnaissance). We will visit and reconnoiter the Site and mark boring locations. We will notify DigSafe System, Inc. for utility clearance, as required by law, prior to drilling borings described in Task 2.
- 2) Subsurface Explorations – SA will engage a drilling subcontractor (Driller) to perform up to two days of geotechnical subsurface explorations at the Site, during which we anticipate completing 2 borings. The purpose of the borings is to obtain subsurface information for use in our subsequent geotechnical evaluation.

SA will provide a field engineer at the Site, full time, during the borings to coordinate and observe the drilling, to collect and geotechnically classify the soil and rock samples, and to log the explorations. We will measure the as-drilled locations using swing ties by fiberglass tape to existing Site features, where practicable, and estimate location by pacing and/or terrain association elsewhere as needed.

The Driller will advance the borings using cased wash-boring techniques (aka, drive and wash, rotary wash, mud rotary, etc.), hollow-stem auger, or other drilling techniques, at the sole discretion of SA. The Driller will perform standard penetration tests (SPT) and attempt to obtain split-spoon samples continuously or at about 5-foot intervals and at changes in strata perceived by the Driller, or as requested by SA field personnel. If the Driller encounters refusal above the planned or anticipated boring termination depth, then at the sole discretion of SA, we may request that the Driller core rock to confirm the presence of bedrock, visually evaluate its characteristics, and collect samples of the rock core. We anticipate coring up to 10 ft. of rock in at least one boring. SA may vary actual boring depths, drilling method, and/or sampling type and frequency at its sole discretion based on budgeted time, conditions encountered, drilling factors, and Project goals, etc. We will keep Client apprised of our progress if practicable and recommend variations from our planned explorations based on the conditions encountered.

The Driller will obtain a Town Street Opening Permit and Bond for the drilling, if required by the Town. We assume that, because the Project is for the Town, the Town will waive any fees for street opening permits and other access fees to drill on Main Street. The Driller will also engage a police detail and provide cones for traffic control. At the end of drilling, the Driller will backfill the borings with the drill cuttings. The Driller will discard excess cuttings to the ground surface near the boring locations. Where/if borings are drilled through the existing road surface, the Driller will place asphalt cold patch at the top of the boring.

While on Site for the explorations, we will also collect, by hand, one sample each of the riverbed, upstream and downstream of the existing Culvert (two samples total), for laboratory testing described below.

- 3) Geotechnical Laboratory Testing – SA will perform, or engage a separate laboratory to perform, geotechnical laboratory testing on up to 4 soil samples collected by hand from the streambed and/or obtained from the borings. We anticipate that the testing will include grain size analyses (sieve, or sieve and hydrometer) of soils, though the number and type of specific tests will be adjusted within our budget based on the actual subsurface conditions encountered and our judgment of the need for these and/or other tests. The objectives of this testing will be to confirm soil classification, geotechnically evaluate potential reuse on-Site, and provide grain size distributions for Hoyle Tanner's use in evaluating scour potential. Actual types and numbers of tests performed will be at the sole discretion of SA based on project goals, budget and nature of samples collected.

- 4) Geotechnical Evaluation and Report – SA will evaluate geotechnical conditions based on the results of the above tasks and prepare a geotechnical report to summarize the results and SA’s geotechnical recommendations for design and construction of the proposed Culvert. Our report will be provided solely in electronic PDF format. Our recommendations will be based on the criteria of the MassDOT Bridge Manual, as we judge applicable, and our report will follow the format of the MassDOT Bridge Manual Chapter 2.5, except as follows:
- a) Because the existing Culvert will be replaced, our report will omit Section 4.1 to retain or modify the existing foundation;
 - b) To save Client/Owner money, we assume that subsurface conditions are suitable to maintain the existing embankment and suitable for Culvert support by shallow foundations. Our report will therefore omit sections 4.2 embankment considerations and 4.4 deep foundation design; and
 - c) If soft/loose soils are encountered during explorations, SA can evaluate such aspects, if needed, under amendment to our Agreement for additional fee, as further described below under additional assumptions.

Additional Assumptions

In addition to the factors and assumptions indicated above, we have assumed the following:

- The drilling locations are accessible by truck-mounted drilling equipment and are otherwise unrestricted by regulations regarding the performance of our services. If permits are required for borings other than expressly listed above, such permits, if applied for by SA, would require additional fee under amendment to this Agreement.
- Drilling will occur between 7 am and 6 pm on weekdays. Additional fees would apply for restrictions such as reduced work hours (less than 8 hours per day), weekend work, and/or multiple mobilizations;
- The Client and Owner agree that our and the Drilling Contractor’s existing insurance coverages are adequate.
- We assume that, as a municipal project, the Project is subject to prevailing wage rates for the Driller and we have therefore included prevailing wage rate costs in the fee estimate.
- The borings will be performed with equipment that will disturb the ground surface and vegetation (trees, bushes, brush, etc.). SA will not be required to restore the ground surface or vegetation (e.g. landscaping, grading, placing hay, plantings, etc.). If ground surface or vegetation restoration is required, we will incur additional time and expenses and will require additional fee to cover all our costs plus markup on these direct expenses.
- The Site is not contaminated, and SA will not be required to take special precautions or measures regarding exposure to, or handling of, environmental contaminants during field explorations (borings). If we observe evidence of contamination, we will halt the drilling and notify Client and/or Owner. The suspected-contaminated drilling spoils (e.g., soil cuttings and wash mud, etc.) will be the property of the Owner. When each such boring is complete the Driller would backfill the borehole with bentonite and/or cement grout and drum the drilling spoils for disposal by the Owner or by SA for additional fee under amendment to this Agreement.
- As indicated above, we have assumed the borings do not encounter soft or unsuitable soils (loose or soft, highly compressible, or otherwise problematic soils such as peat, soft clay, loose liquefaction-prone sand, etc.) which would require additional evaluation and might negate our assumption of shallow

foundations and require special or different foundations. Specialized sampling (e.g. thin wall Shelby tube samples, etc.) and geotechnical laboratory testing of soft soils (e.g. permeability, compressibility and/or strength testing) and associated geotechnical and structural analyses and design are not included in our estimate. If significant thicknesses of soft/unsuitable soils or other unanticipated conditions are encountered during drilling, SA will contact Client to discuss the potential need for additional/deeper borings and/or specialized sampling, which would be performed with your approval at additional cost in either this phase or a later phase of the Project. Further, geotechnical laboratory testing of such soft/unsuitable soils or unanticipated conditions, as well as associated engineering analyses and design, would be performed for additional charge if deemed necessary by SA and approved by Client.

- SA's services exclude hydraulic and scour evaluation as we understand that Hoyle Tanner will evaluate these factors.
- SA's scope of services excludes environmental assessment and evaluation of any kind, such as, but not limited to, assessments or evaluations for the presence or absence of wetlands or hazardous or toxic materials or organisms (e.g., fungi, flora, fauna, microorganisms, etc.) in/on structures, soil, surface water, groundwater, or air, on or below or around this Site. Any observations of odors, colors, or unusual or suspicious items or conditions noted by SA are incidental to our services, and any statements regarding such observations are for the Client and strictly for their information.

Fee

SA will perform the above Scope of Services for a lump sum fee of \$25,700. The attached Table 1 provides basis for our fee. We will shift hours/dollars between personnel and tasks listed in Table 1 as needed to perform our services. SA will neither exceed the authorized fee nor perform services outside of the scope of services described herein without Client's written authorization. If additional services are authorized and mutually agreed, SA will perform those services on a time and expenses basis in accordance with standard rates in effect at that time. SA Site visits and meetings will include mileage and travel time. SA's current standard rates are as follows:

Draftsman/Administration/Field Technician	\$117/hr
Staff and Standard Field Engineering	\$133/hr
Project Engineering	\$154/hr
Project Manager and Senior Engineering	\$175/hr
Senior Review and Principal Engineering	\$239/hr
Mileage	\$1.00/mile
Direct Costs/Expenses	Cost plus 10 percent

Terms and Conditions

SA's services herein will be performed under the terms and conditions our existing On-Call Agreement for Professional Services with Hoyle Tanner (Agreement).

This Proposal, once authorized, shall make our agreement effective as of October 4, 2023. You can accept this Proposal by issuing a Task Order under our existing Agreement, incorporating this Proposal. Issuance of the Task Order to us will authorize us to commence our services. This Proposal will be considered null and void if unauthorized within 60 days of the date issued.

We trust that this Proposal is sufficient to meet your current needs. If you have any questions, or require clarification, please contact us at (978) 988-2115 or the email addresses below.

Sincerely,
Stephens Associates Consulting Engineers, LLC



James E. Turner, PE
Project Manager
JETurner@StephensEngineers.com



Robert S. Stephens, PE
Principal Engineer
RSSStephens@StephensEngineers.com

RSS/JET:tgbg

Attachment: Figure 1 – Site Location Map
Figure 2 – Site Aerial Photograph
Table 1 – Fee Estimate

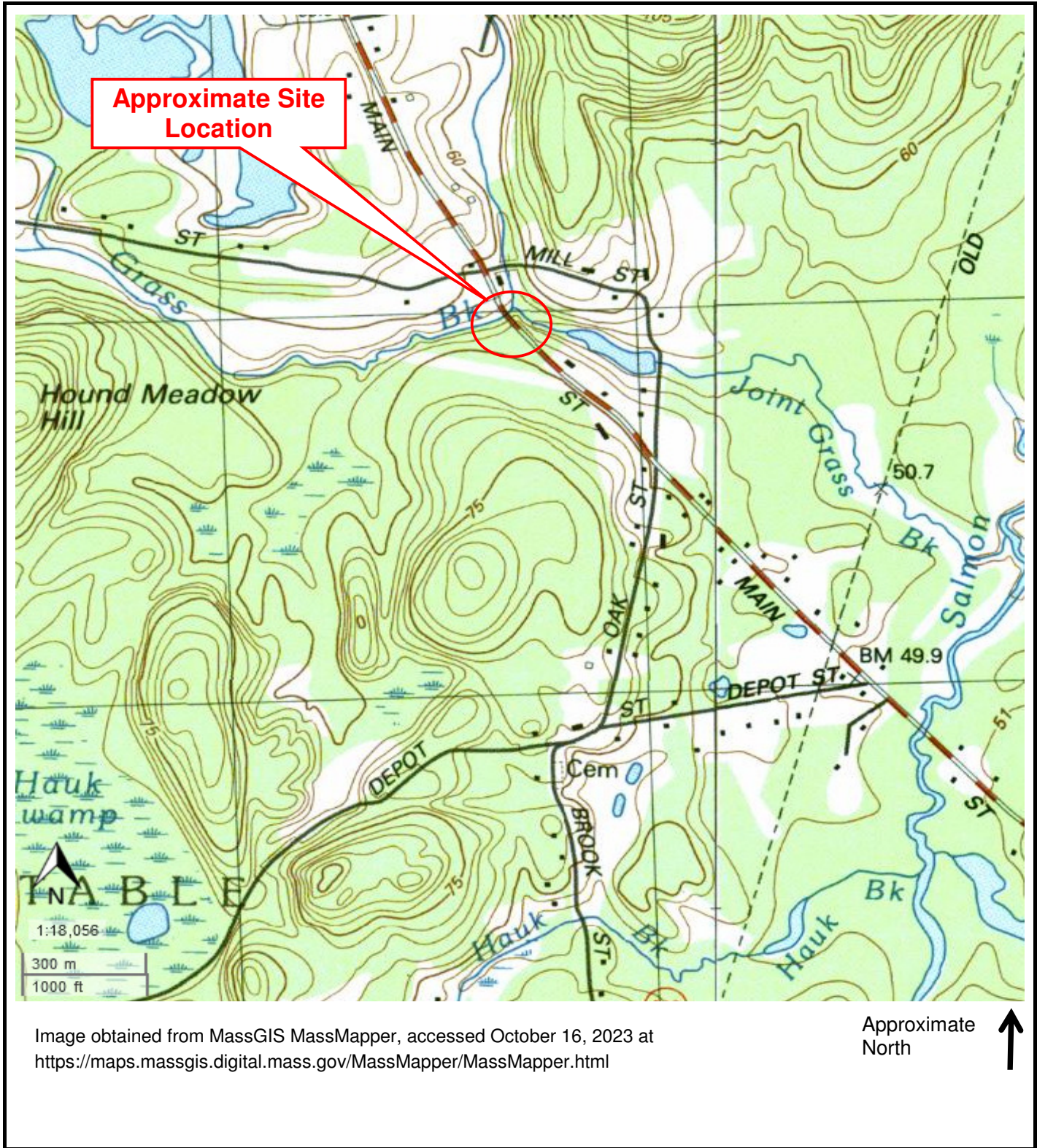




Image obtained from MassGIS, which indicates photograph taken in April 2021.
<https://maps.massgis.digital.mass.gov/MassMapper/MassMapper.html>, accessed by SA on October 16, 2023.

TASK	UNIT RATE (\$)	UNIT	QUANTITY	TOTAL (\$)
1. Planning, additional site data gathering and review, map reconnaissance				
Principal Engineer	\$256.00	hour	2	\$512.00
Project Manager/Senior Engineer	\$187.00	hour	4	\$748.00
Project Engineer	\$165.00	hour	4	\$660.00
Staff Engineer	\$142.00	hour	0	\$0.00
Mileage	\$1.00	mile	60	\$60.00
2. Geotechnical Exploratory Borings - 2 days				
Principal Engineer	\$256.00	hour	2	\$512.00
Project Manager/Senior Engineer	\$187.00	hour	4	\$748.00
Project Engineer	\$165.00	hour	4	\$660.00
Staff Engineer	\$142.00	hour	20	\$2,840.00
Mileage	\$1.00	mile	104	\$104.00
Driller				
Mob/demob	\$650.00	lump sum	1	\$650.00
Truck-mount drill rig with crew	\$2,125.00	day	2	\$4,250.00
Prevailing wage premium	\$1,025.00	day	2	\$2,050.00
Overtime	\$455.00	hour	0	\$0.00
Sample Jars	\$17.75	each	6	\$106.50
Rock drilling and coring	\$21.00	ft	20	\$420.00
Rock core box	\$57.50	each	1	\$57.50
Spun casing bit wear	\$20.00	ft	16	\$320.00
Asphalt Patch	\$27.50	bag	1	\$27.50
Gravel backfill, as needed	\$11.25	bag	10	\$112.50
Street Opening permit	\$0.00	allowance	0	\$0.00
Street Opening Bond	\$400.00	each	1	\$400.00
PM time for bond/permits	\$90.00	hour	3	\$270.00
Police Detail	\$85.00	hour	16	\$1,360.00
Mark-up on direct expenses	\$10,024.00	Percent	15%	\$1,503.60
3. Geotechnical Laboratory Testing				
Sieve Analysis and Hydrometer	\$195.00	each	2	\$390.00
Sieve Analysis	\$110.00	each	2	\$220.00
Atterberg Limits	\$140.00	each	0	\$0.00
Sample Handling and Delivery	\$250.00	lump sum	1	\$250.00
4. Geotechnical Evaluation and Report				
Principal Engineer	\$256.00	hour	2	\$512.00
Project Manager/Senior Engineer	\$187.00	hour	8	\$1,496.00
Project Engineer	\$165.00	hour	24	\$3,960.00
Drafting/Administration	\$125.00	hour	4	\$500.00
ESTIMATED TOTAL:				\$25,700

Umbral Technologies LLC Risk Acceptance Letter

Jason Silva, Erik Hoar and William Farrell
Town of Dunstable MA
511 Main St, 23 Pleasant St, 28 Pleasant St, Dunstable MA 01827

In order to comply with our Cyber Liability Errors & Omissions Insurance Policy, we must recommend that your organization have certain IT service offerings in place.

We acknowledge your request to grant domain admin privileges to an external vendor on your network. While we understand the operational necessity, it is crucial to address associated risks and establish clear protocols.

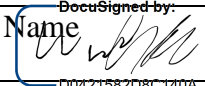
1. Scope: This request falls outside our current contract. Any issues arising from the vendor's actions will be subject to our contracted hourly rates.
2. Risks: Granting elevated access poses potential risks to your network infrastructure, including unauthorized access, data integrity issues, compliance implications, and the potential for malicious intent.
3. Protocol: The vendor must collaborate closely with our team and inform us before making any changes to devices within your network.

Additionally, to safeguard our interests, we require a hold harmless statement acknowledging that our MSP shall not be held liable for any damages, losses, or liabilities incurred as a result of the vendor's actions on your network. This includes, but is not limited to, any disruptions, vulnerabilities, breaches, or other adverse effects resulting from changes made by the vendor.

Please review and sign the enclosed acceptance form, including the hold harmless statement, to indicate your understanding and agreement to adhere to the outlined protocols.

Thank you for your attention to this matter. Should you have any questions, please don't hesitate to contact us directly.

William Farrell

DocuSigned by:
Name 

D0421562D8C140A...
Signature
3/11/2024

Date

Name

Signature

Date

Jason Silva

Name

Signature

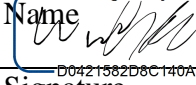
Date

Umbral Technologies LLC Hold Harmless Statement

External Vendor with Domain Administrator Privileges

Town of Dunstable agrees to hold Umbral Technologies, its officers, directors, employees, and agents harmless from any and all claims, demands, damages, losses, liabilities, costs, and expenses, including attorney's fees, arising out of or in connection with the actions taken by the external vendor as a domain admin on the network, whether caused by negligence, error, omission, or willful misconduct.

william Farrell

DocuSigned by:
Name 
D0421562D6C140A...
Signature
3/11/2024
Date

Name

Signature

Date

Jason Silva

Name

Signature

Date