



SELECT BOARD MEETING

Town of Dunstable

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

**OFFICE OF THE BOARD OF SELECTMEN
TOWN OF DUNSTABLE**
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BOARD/COMMITTEE/COMMISSION: Board of Selectmen
 SUBMITTED TO TOWN CLERK: 1/4/2023 12:30 pm
 MEETING DATE: January 9, 2024
 MEETING TIME: 5:00 pm
 LOCATION: Town Hall - Upper Level

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

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

1.	Meeting Called to Order
2.	Public Comment
3.	Discussion: FY25 Budget, Budget Process and Timeline, Special Election*
4.	Approval of Meeting Minutes - 10.25.23, 11.7.23, 11.21.23, 12.7.23*
5.	Appointments - Economic Development Committee, Land Use Committee*
6.	Reallocation of ARPA Funds - Roof Repair Invoice*
7.	Common Victualler Licenses Renewals*
8.	Town Hall Plaque*
9.	Time Capsule*
10	Town Administrator Report
11	Old/New Business
12	Adjourn

*Votes likely to be taken

Meeting will be streaming at: <https://www.youtube.com/@townofdunstable3179>

(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.)



PUBLIC COMMENT

Town of Dunstable

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



FY25 BUDGET, PROCESS, TIMELINE & SPECIAL ELECTION*

Town of Dunstable

JANUARY 9, 2024
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Budget Timeline - Proposed

Friday, December 29th – Groton Town Manager Releases Budget to Finance Committee and Select Board

Friday, December 29th – Dunstable Town Administrator Sends Budget to Advisory Committee

Monday, January 8th – Groton Town Manager Presents Budget to Finance Committee and Select Board

Wednesday, January 3rd – Dunstable Town Administrator Presents Budget to Advisory

Tuesday, January 9th – Dunstable Board of Selectmen Begin Budget Review and Discussion

Wednesday, January 10th – Superintendent Releases preliminary Budget to School Committee

Between January 10th and February 26th – Towns of Groton and Dunstable (Advisory and Select Board) and Regional School Committee approve respective budgets

January 31st – Governor Releases State Budget – Minimum Education Contribution for Groton and Dunstable may change, causing Assessments to be adjusted

Monday, February 26th – Groton Select Board and Dunstable Board of Selectmen call for Special Override Election on April 2nd.

Either Tuesday, February 27th or Wednesday, February 28th (Depending on School Committee meeting schedule) – First Budget Forum held in either Groton or Dunstable

March 6th – Second Budget Forum held in either Groton or Dunstable

Tuesday, April 2nd – General Override Elections held simultaneously in Groton and Dunstable

Either Saturday, April 27th or Monday, April 29th – Groton Town Meeting

Monday, May 6th – Dunstable Town Meeting

Monday, May 20th – Annual Town Election in Dunstable

Tuesday, May 21st – Annual Town Election in Groton



APPROVAL OF MEETING MINUTES*

Town of Dunstable

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



**Town of Dunstable Board of Selectmen Joint Meeting with
Dunstable Advisory Board, Groton Selectboard, Groton Finance
Committee, and GDRSD School Committee
Meeting Minutes**

Wednesday, October 25, 2023, 7:00pm

In attendance: Chairman Ron Mikol, Vice Chair Leah Basbanes, Selectman Kieran Meehan, Advisory Chair Jake Lewon, Advisory Member Matthew Naughton, Advisory Member Harold Simmons, Town Administrator Jason Silva, Executive Assistant Sue Fayne

The meeting was called to order by Chairman Mikol at 7:00pm.

Groton Town Manager Mark Haddad reviewed the Tri-Comm Working Group report, which included a budget analysis and guide to discussions regarding the Groton Town budget and future budgets. Links to all meetings docs <here>

Town Administrator then presented on the Town of Dunstable's FY25 Budget and provided a financial review of the Town. He reviewed the FY24 reductions that were made because of our 2024 override failure. The Town fully funded the GDRSD assessment.

As explained, the general forecast assumptions used for forecasting:

- Salaries: 2% Increase Annually
- General Expenses: 1% Increase Annually
- Contract Services: 2.5% Increase Annually
- Utilities and Energy: 2% Increase Annually

85% of the Town's revenues are generated through the Tax Levy. Historically, the town has used Free Cash to balance its budget. Moving forward, the strategy is to gradually step off Free Cash, over time, so that we can reduce our reliance on Free Cash to balance the budget but not to remove it as a revenue source all at once creating an even bigger deficit in FY25.

For the Town of Dunstable, early estimates for FY25 operating revenues increase from \$12,765,559 to \$13,117,656. This represents a \$352,097 or 2.76% increase.

This includes:

- 2.5% Real Estate Tax Increase
- \$110,000 New Growth Increase
- Local receipts level at \$750,000
- Projected 4% increase in state aid
- \$50,000 reduction in free cash use (\$574,343 to \$524,343)

Summary of Available New Revenues:

- A total of \$402,097 in new revenue for FY25 projected



Available Revenues include a reduction of \$50,000 in free cash use and also capital costs added back to the FY25 budget which were removed from the FY24 spending plan due to the use of ARPA funds. All total, this equals \$232,753 in new available revenue for FY25.

GDRSD is 62% of operating expenditures, town is the remaining 38% in current fiscal year.

- 62% of available revenues equates to \$144,307 (1.79% school increase)
- 38% of available revenues equates to \$88,446 (1.9% Town increase)

FY25 Projected Deficit - Breakdown

Town operating costs projected to increase a total of \$177,879

- Total available revenue is \$88,446
- Projected deficit is \$89,433**

GDRSD operating costs projected to increase a total of \$1,121,920

- Total available revenue is \$144,307
- Projected deficit is \$977,613**

TA Silva then reviewed the Comparable Communities analysis he performed.

Total deficit equates to 23% of the Town's operational budget.

In August, Town officials started FY25 budget meetings – Town Administrator's School-Town Budget Working Group

- Dunstable has drafted a Financial Forecast and Capital Improvement Plan
- Departmental budget worksheets were distributed and due on October 2, 2023
- Departments were asked to submit two versions of their budget – level service and level funded
- First round of budget meetings began last week and continue through this week

Sherry Kersey, GDRSD Finance Director, reviewed the School's preliminary budget updates:

FY25 Estimated Assessment Comparisons

Description	FY22	% 22-23	FY23	% 23-24	FY24	% 24-25	FY25
Dunstable Assessment	\$7,000,663	2.87%	\$7,201,464	7.52%	\$7,742,721	14.49%	\$8,864,776
Groton Assessment	\$23,481,350	3.57%	\$24,319,318	6.65%	\$25,937,716	16.12%	\$30,118,409



Assessment Increase

FY24 Dunstable Assessment:	\$7,742,721
FY25 Est. Dunstable Assessment:	<u>\$8,864,776</u>
Assessment Increase:	\$1,122,052
FY24 Groton Assessment:	\$25,937,716
FY25 Est. Groton Assessment:	<u>\$30,118,409</u>
Assessment Increase:	\$ 4,180,693
Total Assessment Increases:	\$ 5,302,745

Groton's ability to pay

The estimated revenue projections discussed at the Groton Town-School Working Group indicated the school district would typically receive 60% of the new revenues or approximately \$660,000.

FY25 Estimated Groton Assessment:	\$30,118,409
FY24 Groton Assessment Funding:	\$25,937,716
FY25 Estimated Additional Funding*:	<u>\$ 1,829,848*</u>
FY25 Estimated Available Funding	<u>\$27,767,564</u>
Projected School Deficit	(\$ 2,350,845)

*In the event the town does not positively vote a Prop 2 ½ increase, the formula used by the town would produce this amount. However, this is at the decimation of the town budget (less services) in addition to the school deficit.

Dunstable's ability to pay

The estimated revenue projections discussed at the Dunstable Town-School Working Group indicated the school district would receive 62% of the new revenues or \$144,307.

FY25 Estimated Dunstable Assessment:	\$8,864,776
FY24 Dunstable Assessment Funding:	\$7,742,721
FY25 Estimated Additional Funding:	<u>\$ 144,307</u>
FY25 Estimated Available Funding	<u>\$7,887,028</u>
Projected School Deficit	(\$977,748)

School budget challenges - Now and in the future

- Utilities inflationary increases unpredictable



- Negotiation outcomes with all bargaining units
- School District not using E & D to balance budget
- Towns not using free cash to balance budget
- Health insurance renewals between 5.9% and 19.9%

After the School Committee completed their presentation, the Dunstable BOS moved the remainder of their meeting to the Middle School Cafeteria to discuss the IMA for the PFAS mitigation plan.

After a brief discussion with TA Silva and final review of the IMA, a motion was made by Selectperson Meehan and seconded by Vice Chair Basbanes to authorize the Town Administrator to sign the Intermunicipal Agreement, as presented. The vote was unanimous.

On a motion made by Selectman Meehan and seconded by Selectwoman Basbanes, the meeting was adjourned at 8:51pm. The vote was unanimous.

Respectfully Submitted,

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

Town of Dunstable Board of Selectmen Meeting Minutes

Tuesday, November 7, 2023, 5:00pm

In attendance: Chairman Ron Mikol, Vice Chair Leah Basbanes, Selectman Kieran Meehan, Town Administrator Jason Silva, Executive Assistant Sue Fayne, Advisory Chair Jake Lewon, Advisory Member Matthew Naughton, Advisory Member Harold Simmons, Dunstable GDRSD School Committee Representatives Lacey McCabe and Rafael Glod.

Chairman Mikol called the meeting to order at 5:00pm.

Advisory Chair Jake Lewon called the Advisory Board Meeting to order at 5:00pm.

GDRSD School Committee Chair Fay Raynor called their meeting to order at 5:00pm.

350th Anniversary Committee Recognition

Chairman Mikol recognized the 350th Anniversary Committee, who were in attendance. He stated that the volunteer who worked on the events over the last year met on a regular basis, crafted a yearlong program of events, the last one being the Hometown Hoedown, and there was a significant amount of work that was done. According to Chairman Mikol, it was unprecedented to have a group work so hard and rise to the challenge and he wanted to take the opportunity to memorialize the moment and presented each of the members of the committee with Certificates of Appreciation from the Board of Selectmen. Members of the Committee were: Kathy Sniezek, Sue Fayne, Nicole Tully, Margery Kimpton, David Kimpton, Erica Flynn, Debbie Courtney, Jon Swift, Jon Crandall and Michael Fahy.

Appointment of Robert Rafferty to the Advisory Board and Alan Chase to the Conservation Commission*

There was no discussion, and they are comfortable with both individuals to be appointed to Advisory and Conservation, respectively.

On a **motion** by Selectperson Meehan and **seconded** by Vice Chair Basbanes, it was **voted to appoint** Robert Rafferty to the Advisory Board for a term to expire on May 15, 2024. **The vote was unanimous.**

On another **motion** made by Selectperson Meehan and **seconded** by Vice Chair Basbanes, it was **voted to appoint** Alan Chase to the Conservation Commission for a term to expire on June 30, 2028. **The vote was unanimous.**

MVP Update and Public Comments

TA Silva introduced David Langlais and Janet Moonan and they reviewed the Hazard Mitigation Plan & the MVP Community Resilience Building Process.

The purpose of the plan is to help the community be more prepared and more resilient to natural hazards like snowstorms, ice storms, flooding, and extreme weather events. Also important is to ensure that the natural hazard mitigation plan is in compliance with FEMA requirements. Due to the audio quality during this item, please refer to the presentation that was reviewed:

<link to presentation>

Discussion: Withdrawal from or modification of Groton Dunstable Regional School District Agreement

Chairman Mikol set the expectations for how to best work through this discussion based on the amount of people in attendance.

Selectperson Meehan welcomed everyone and thanked them for attending. He clarified to those present that tonight is a conversation that we need to have because of Dunstable's popularity as a town. We're number five in the state but we have a budget situation that we can't keep up with. Our schools are tremendously important to the community, but just like the Police, Highway etc., you must pay for the schools and right now we have an unsustainable budget in front of us and this is part of that conversation.

Vice Chair Basbanes stated that there was a study done in 2016 on the feasibility of educating all students in Dunstable. Because of the assessment that the school committee has recently presented, and the financial situation we face as a town today, we are responsible to do our due diligence to bring this conversation up again and see if it's even feasible.

Advisory Chair Jake Lewon then spoke. He stated that the challenge we have in front of us is a five-year problem and so we need to consider all our options. If we funded the budget as it's presented today, the town would be in dire straits. There is the potential that we would have to close the library, and lose police, fire and town hall staff. So, we have to be responsible and look at all options.

TA Silva began reviewing the Dunstable Budget GDRSD Presentation. He started by acknowledging the work he and the boards are doing. To set expectations, the town is currently evaluating all budgetary and operational options – Town and Schools - because of its financial situation.

- No decisions have been made, and it is unlikely any decisions will be made tonight or anytime soon.
- Nobody wants to withdraw from the Groton Dunstable Regional School District.
- Town leaders need to prepare for worst-case scenarios, while hoping for the best.
- Tonight is the start of a discussion about the Town's options for FY25 and beyond.
 - Trying to prep for the worst-case scenario for the town

In Fiscal Year 2024, the following reductions were made on the town side, however the town fully funded the school budget:

Police Department - reduction of \$84,874

- Reduced 1 police officer position causing a reduction in coverage on the overnight shift from 2 to 1 officer, Monday through Friday. When receiving multiple calls for emergency response, this results in an increased reliance on mutual aid, expected to affect response times.

Fire Department - reduction of \$52,824

- Reduced the per diem firefighter schedule from 2 to 1 from 8 AM to 4 PM, 7 days per week causing an increased reliance on on-call firefighters and mutual aid. This was expected to affect response times and the ability to respond with limited staff back-up and support. Fortunately, a donor came forward to pay for the 2nd per diem position for FY24.

Highway Department - reduction of \$73,464

- Without the addition of a new employee, the Department will continue to have 1 employee work alone much of the time, restricting the type of work that can be performed.
- Communication improvements and required stormwater maintenance were cut.

Parks, Selectmen, Treasurer/Collector Departments - reduction of \$15,000

- The Parks Department experienced a reduction in requested landscaping and irrigation maintenance funding, Selectmen Department has reduced professional development and training, and Treasurer/Collector has less funding than requested for staffing support.

Over the course of the FY24 budget year the Town has regionalized services with the Town of Pepperell:

- Shared Treasurer/Collector position
- Shared Town Clerk position

The Town is regularly evaluating the manner in which it provides services and is staffed and seeking out opportunities to provide required services more efficiently.

TA Silva explained that with the available new revenue in FY25, the town can afford a 1.79% (\$144,307) school increase and 1.9% (\$88,446) town increase. Selectperson Meehan clarified that the revenue the town receives, 95% of that comes from local taxes and fees.

The largest expenditures are schools at 66% and public safety at 12%.

Town operating costs projected to increase a total of \$177,879.

- Total available revenue is \$88,446

Projected deficit is \$89,433.

GDRSD operating costs projected to increase a total of \$1,121,920.

- Total available revenue is \$144,307

Projected deficit is \$977,613.

TA Silva explained that there have been recent discussions with the schools - initially they were pulling all E&D funds out of the budget, along with Full Day Kindergarten fees. Recently they've discussed stepping slowly off of E&D and reducing Kindergarten fees over multiple years. These changes have not been approved by the GDRSD School Committee.

GDRSD FY25 current considerations as of this week:

- The use of \$500,000 of Excess and Deficiency funds due to a certified amount that is higher than expected
- Kindergarten fees be reduced by \$1,000 this upcoming school year rather the reducing the fee entirely in FY25
- If the School Committee approves of these two changes to the original budget proposal, the budget deficit would decrease from \$977,613 to \$795,828

Short Term Options: The short-term options are either a General Fund Override or, in the case of an override failure, drastic reductions in Town Services.

Options for the next year or 2: Local options could include additional taxes (meals, retail marijuana), and evaluating our local fees to compare ourselves to surrounding communities to see if there are opportunities there.

Long-term options: Economic Development or sale of town owned land.

At this point Chairman Mikol opened the floor for public comments/questions. A variety of questions and comments were asked.

Superintendent Chesson stated that she's been working with TA Silva. She shared that inflation rate is high which impacts the schools. In addition, as lucky as they were to have ARPA funds over the past few years, the fact that ARPA funding will go away after this year also contributes to their deficit.

Lacey McCabe shared that the school's budget is still in development, it's not finalized, and she would like to be collaborative throughout the process with the town.

A question was asked, what was the driver behind eliminating the cost for removing Kindergarten fees? Dr. Chesson replied that there are less than 60 towns in Massachusetts that don't offer full day kindergarten for free and full day kindergarten offers a better educational experience based on research.

A comment was made that they were at a recent School Committee meeting on October 25th and thought the behavior of the School Committee was horrendous.

A question was asked how many students there are from Dunstable. The answer was 450-500.

A comment was made by a resident that they "heard" that the town was considering school choice to North Middlesex or Tyngsboro. Vice Chair Basbanes said that was never discussed, is pure speculation, and could be related to the 2016 study.

The same resident asked if this must be decided in 2025? Chairman Mikol replied no, that under our regional agreement, a withdrawal would have to happen over a 24-month period with a significant amount of work that would have to happen before that.

Vice Chair Basbanes explained that the study that was done in 2016 was prompted by declining enrollment, discussion of the Florence Roche School and taking the Groton students out of Swallow Union. So, it made sense at the time to hire a consultant to conduct a study to determine if Dunstable could feasibly educate all students at Swallow Union. The study basically said no, you can't.

TA Silva briefly provided a high-level review of the process that would be involved for leaving the regional district:

1. The Regional District agreement requires a 2-year notice.
2. It then requires a vote by Dunstable residents at the Annual Town Meeting.
3. If it's approved at Town Meeting, a draft amendment is created, notification of both Groton & Dunstable Select Boards, would be required to provide a long-range education plan
4. Both communities would need to vote to approve it.
5. If both communities agree, the school committee would need to approve.
6. Then it would be submitted to the Commissioner of Education, who has sole discretion to approve or deny the request.

There would be significant work involved and would not be quick.

One resident asked what the cost of the override would be? The answer was the estimated increase would be over \$1,000 per household for a 3-year override.

A Groton Selectboard member was in attendance. He spoke briefly about the situation that the Town of Groton is in financially. He stated that they are basically in the same position as Dunstable. Both towns

are in financial straits. Groton is working on a solution and is currently considering 1-, 3- and 5-year overrides. Right now, they are leaning in the direction of a 3 year override request.

A resident asked if the Town has been looking at the Library for reductions. They "heard" that the Library Director was making \$90k a year. TA Silva clarified that the Library Director salary is \$42k/year and will be slightly lower when a new director is hired. The Library total budget is approximately \$200k/year.

The question was posed, if we have declining enrollment, why is our assessment going up? Dr. Chesson referred to a 95-page document on their website. <insert link> The cost to educate our children in Groton/Dunstable is \$22k per pupil. Right in the median of comparable communities.

One resident posed the question, how much does a feasibility study to research leaving the district cost the taxpayer? And do residents of the town get to vote on spending that money on the study? Chairman Mikol replied that if we were to move forward with a feasibility study, we'd have to put out a bid/RFP for a consultant. None of these things have been discussed or are on the table right now. Vice Chair Basbanes stated the feasibility study that was completed in 2016 cost approximately \$5,000. She also clarified that because we commission a study, does not mean we have to follow the recommendations. In 2016 there weren't any options that worked for Dunstable so we did not pursue any of them. She also mentioned that an economic growth study was done and concluded that there is little opportunity for business in Dunstable.

What's the financial impact to Dunstable of the new Florence Roche school. Superintendent Chesson answered that the capital expense of Swallow Union will return to the Town of Dunstable over a 5-year period as Groton kids transition to the new school. All other expenses remain regional.

It was mentioned that Chapter 70 funding has been reduced/held flat over the past 10 years. Our money from the state is not keeping up with our growth in expenses. Leah explained that we had a meeting recently with the Lt. Governor and our State Representative and Senator and they are quite aware of the challenges we are facing. Both Representative Scarsdale and Senator Kennedy were in attendance during this meeting.

Representative Scarsdale spoke that many communities in the area are experiencing the same issues. They have spoken with the Chairs of the Ways and Means Committee and used words like dire and crisis. **They reviewed a few options for consideration.**

A resident introduced a brief discussion about the benefits of experience-based businesses for our town. How can we take advantage of our natural resources to be a destination that people want to come to experience? One suggestion was working with a college or University with a farming and agriculture program.

Kathy Sniezek, previous member of the Master Plan Committee stated that she would strongly suggest we re-look at the Master Plan and dust it off, look at recommendations that were made. She would like to be involved in that work.

The Board recommends we create an Economic Development Committee and Land Use Committee to give residents an opportunity to get involved and come together to work towards a solution.

Chairman Mikol thanked everyone for their input on this topic, and announced we would be moving along in case anyone wanted to leave at this time.

November Special Town Meeting Warrant and Resident Question and Answer Period

A brief discussion regarding the upcoming Special Town Meeting Warrant Articles

There are 4 Warrant Articles:

Article 1 - Unpaid Bills: Bills from FY2023 that need to be paid.

Zoning By-Law Change. The owners of 11 Pleasant Street would like to open a small, self-run specialty liquor store with other specialty items. This bylaw will allow 1 location in the Town Center district to sell beer/wine/spirits and it will remove the requirement for it to be brewed or fermented on site.

Board of Selectmen to Select Board - Strictly a name change, there are no costs associated and no change in authority.

PFAS - The vote is to approve a mitigation plan, in partnership with Groton and Pepperell, to bring a water line to the GDRHS to provide clean water to the High School, neighboring private properties, and the surrounding towns.

Special Town Election - Early Voting*

There was no discussion or questions regarding Early Voting.

On a motion by Selectperson Meehan and seconded by Vice Chair Basbanes, it was voted to approve the Temporary Town Clerk's request to offer Early Voting for all local elections for 2023. The vote was unanimous.

Town Administrator Report

TA Silva and the Chair decided not to review the report due to the length of the meeting. The report content can be found below:

CyberSecurity Awareness training

As you recall, the Town received a cybersecurity awareness grant from the Executive Office of Technology Services and Security. Staff are currently being asked to complete assignments and trainings.

Volunteer Appreciation Night

Volunteer Appreciation Night has been scheduled for Friday, December 1 at 6:30 PM. All volunteers are encouraged to attend and to nominate fellow volunteers deserving of special recognition.

Bandstand renovation

The project to renovate the bandstand on Town Common started today. By end of week or early next week they expect to have the roof replacement work to begin.

Making a Difference Program

The start of the new month brings another opportunity for employees and volunteers to recognize the good work being performed in Town. The deadline to nominate someone to be recognized for Making a Difference in Dunstable is this Friday, November 10.

Town Administrator Coffee

I'm holding the second coffee with the Town Administrator next week on Thursday, November 16 at 10 AM at Farmhouse Café. Once again, I'll be buying coffee for anyone who attends and will be open to talking about any issues on residents' minds.

MIIA Grant

The Town received a \$1,600 wellness grant to support the Making a Difference Program. The grant will go towards supporting the purchase of gifts (t-shirts, water bottles, hats) for all those who are recognized through the program.

\$42,000 Regional Earmark

As you may remember, there was a regional earmark secured for the towns of Dunstable, Groton, and Pepperell for transportation improvements. We've been working with NMCOG, Pepperell, Groton, and have also been in touch with National Grid and the Governor's Office to discuss the possibility of utilizing this funding to install electric vehicle charging stations. There have been good conversations thus far, and I'll be sure to keep you up to date as things progress.

Dog Licenses

The new Temporary Town Clerk has worked to establish a new dog license database, which is the same database she uses in the Town of Pepperell, which will help improve the tracking of dog licenses, and is working with Unibank to allow for dog licenses payments to be made online.

Dropbox for Town Hall

We have ordered and received a new, secure drop box for Town Hall which will allow residents to drop off payments safely and securely during Town Hall off-hours, in an effort to make it more convenient to conduct business with the Town.

On a motion by Selectperson Meehan and seconded by Leah Basbanes, the meeting was adjourned at 8:40pm. The vote was unanimous.

Respectfully Submitted,

Sue Fayne

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

DRAFT

Town of Dunstable Board of Selectmen Meeting Minutes

Tuesday, November 21, 2023, 5:00pm

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

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

Public Comments: None

Meeting Minutes Approval*

On a motion made by Selectperson Meehan and **seconded** by Vice Chair Basbanes, it was **VOTED** to **approve** the Meeting Minutes dated September 20, 2023, October 6, 2023, October 10, 2023, and November 17, 2023. There was one correction needed for the minutes dated October 19, 2023 so they were not approved but will be corrected and presented at the next meeting. The vote was unanimous.

Winter Lighting Request for Town Hall*

Kathy Sniezek briefly reviewed the plan to decorate the Town Hall for the Holiday Season. They would be placing candles in the windows, some sparkly projections, lighting on the archway and stairs, and 2 wreaths on the front doors, donated by Dunstable Scout Troop 28. The Board of Selectmen appreciate all that the Sniezeks do for the town and look forward to what they do for the Winter Holidays.

On a motion made by Selectperson Meehan and **seconded** by Vice Chair Basbanes, it was **VOTED** to **approve** the Winter Town Hall Outside Décor proposed by Kathy & Andy Sniezek, to be installed the weekend after Thanksgiving, and to be uninstalled after the New Year.

Patriot Emergency Communications Center*

Chairman Mikol started the discussion explaining that Groton, who provides emergency dispatch services for Groton and Dunstable, is no longer going to be providing that service. Pepperell hosts the Patriot Emergency Communications Center (PECC) and after meeting with and touring the center, Chairman Mikol stated that they would be able to provide emergency dispatch services at a high level to the Town of Dunstable. In addition, there is a financial advantage.

David Stairs, Director of the PECC states that their biggest focus is customer service. There will be cost savings due to scale, and they plan to employ more dispatchers who will be available to handle more calls. They expect to provide coverage of 4 dispatchers during the day, 3 in the evening, and 3 overnight. In addition, David's organization can offer a career path at the dispatch center and growth opportunities for employees. They provide training and have focused on continued improvements on the Fire Dispatch side through training and working with the local Fire Chiefs.

Each member community has equal representation on the Board of Directors.

A question was asked about what Groton planned to do. The Groton Selectboard met the night before, and it was discussed. They did not take a vote because they have additional questions that need to be answered before they would consider it fully. TA Silva reinforced that the dispatch center is a very well-run organization. It's overseen by a Board of Directors, and each community that is supported has 3 seats on the Board. The number of seats on the Board for each community is not based on size or share of cost.

The Select Boards from all current member communities must vote in the affirmative to allow Groton & Dunstable join. We want to make sure that we don't lose the institutional knowledge that comes from our current dispatchers, so the hope is that we are able to transition Groton dispatchers to the PECC as part of the overall transition and they continue to serve our communities. Because the state is incentivizing regionalization, financial assistance is provided to communities. For the first 3 years, there will be no cost to the Town; in the fourth year we'll need to cover 50% of the cost, and the fifth year 75% of the cost.

The question was asked, how is the assessment to each community determined? The cost is determined by population. Right now, it is estimated that Dunstable would be 8.7% share of the cost.

Another benefit mentioned is that they have in-house IT staff, and they are planning on bringing on an additional IT staff member that would/could serve the public safety departments of the member communities.

The plan is for PECC to be covering Groton and Dunstable at the beginning of next fiscal year.

Harold Simmons stated that he watched the Groton Selectboard meeting last night. He stated that the Town Manager seems excited, but his sense was some of the Select Board members were luke warm. Harold then asked if Patriot would still be interested in supporting Dunstable if Groton isn't on board. David said yes, they would take us, but we'd have to pay the full price in year one instead of the stepped-up pricing.

Joan Simmons stated that it sounds like the Fire Chief is on board. She wanted to know what the Police Chief thinks. Selectperson Meehan spoke with him, and said he was on board but there was some concern about losing the knowledge from the Groton dispatch center.

Dunstable Police Department is currently on the same frequency as Groton, so that would change, and Dunstable would have their own frequency. Fire is already separate.

On a **Motion** by Selectperson Meehan and **seconded** by Vice Chair Basbanes, it was **voted to approve** the Town of Dunstable to join the Patriot Regional Emergency Communications Center and authorize the Chair to sign the Intermunicipal Agreement on behalf of the Board of Selectmen, provided that the Town of Groton also elects to join the Patriot Regional Emergency Communications Center. **The vote was unanimous.**

Building Envelope Study and Design Services - Dunstable Fire Department

Chairperson Mikol stated that the condition of the Fire Station is not optimal, so we reached out to an architect to review the building and develop a proposal for a short-term and long-term solution for repairs to the building. There are serious concerns regarding getting through the winter safely.

TA Silva explained that there was a site visit in early November where they walked the building, put together initial recommendations, which is to brace one of the walls to make it safer than it is today, and for a longer-term solution we would need to put together construction documents for bidding. The long-term solution would likely have to go out to bid. In the short term, we expect to have to brace the wall. Now that we know the condition of the building, we must take action through this initial analysis and evaluation.

On a motion made by Selectperson Meehan and seconded by Vice Chair Basbanes, it was voted to approve the proposal for services from BRS/Building RECON Services for a Building Envelope Condition Study and Design Services for the Dunstable Fire Station in the amount of \$14,800 and authorize the Chair to sign the proposal on behalf of the Board. The vote was unanimous.

Appointment to Affordable Housing Trust Board of Trustees: Kelley Escalada*

There were no questions regarding the appointment of Kelley Escalada. The Board of Selectmen are grateful that she's volunteered to serve on this critical board.

On a motion by Selectperson Meehan and seconded by Vice Chair Basbanes, it was voted to appoint Kelley Escalada to the Affordable Housing Trust Board of Trustees, for a term to expire on June 30, 2024. The vote was unanimous.

LIP Proposal - 41 Lowell Street from Brattle Development: Discussion

Chairman Mikol acknowledged that he is going to take the next agenda item out of order. At that point, he turned it over to Jim Tully.

Mr. Tully responded that they would like to know if the town had any questions regarding the answers submitted by Brattle Development to the Town's questions as a result of a meeting in March 2023.

A question was asked, have all of the Boards been engaged that are impacted by the plan that was presented? The BOS would like to see a full presentation to other boards and the public.

Carol Bacon asked the following: Making presentations to the people involved would be a wise idea. If you don't present it to affordable housing, how can we ask questions? If you're building a project, you should be presenting to the AH committee at least. And the public. And communicate that it will be discussed at multiple meetings.

A resident asked if we've had the document for 2 weeks why was it just posted on the website this afternoon? Was it a public document? The FAQs have been uploaded to the website today. In addition, the presentation that Brattle provided to the board, along with other documents, are posted on the website.

Jim Tully asked if the fiscal impact study is posted. Yes, it was posted on the website when it was originally provided to us in March.

Chairman Mikol said that he would like to have some time to digest the answers to the questions and would like to reschedule this to a Board of Selectmen meeting when it's just Brattle on the agenda as a Public Meeting.

TA Silva suggests we put a process together that we want Brattle to follow. We can define which Boards to meet with and be specific.

Comment from the Public: Can we/should we look at what other developers have procedurally done in town in the past? Vice Chair Basbanes explained that this is a 40B, affordable housing proposal.

General comment: 40B projects are reviewed and approved by the ZBA, it would not go through the Planning Board.

The town does have a process that they went through with MCO - it's different since it was town owned land but fundamentally it's the same process. It's something we could look at to help inform the process for this project.

Chairman Mikol says that he would like to have a public meeting in a few weeks. Tentatively we will be shooting for Tuesday, December 12th. We will be sure to upload information to the Town Website, Social Media, and on the sandwich board sign outside.

Kenny Leva, Skytop Lane, asked when this proposal was first submitted. He stated that people seem to think the proposal was just submitted 2 weeks ago. Vice Chair Basbanes stated that Brattle Development came to us in early March and gave the Board a presentation. We were asked to pull together all the questions that we had. We received the answers to those questions 2 weeks ago. Between March and receiving the answers, there hasn't been any activity regarding this proposal.

Additional items that should/will be considered include septic, water, hook up to town water, and a sewer treatment plant that would need to be built.

A question was asked about how many of the units would be affordable. The answer was 25%.

Kate McNutt stated that people can't afford to stay living in Dunstable as they get older. This project gives residents an opportunity to retire and stay in town.

To wrap up the conversation, there will be a follow-up public meeting on the project and the meeting will be well publicized.

Economic Development Committee & Land Use Committee*

For the Economic Development Committee, TA Silva used the responsibilities and purpose of the committee defined in the master plan. Vice Chair Basbanes would like to add conservation to the preferred background of committee members.

The proposed number of people on the Board would be 7.

The Master Plan recommends the creation of an implementation committee, and also an economic development committee.

On a motion made by Selectperson Meehan and seconded by Vice Chair Basbanes, it was voted to approve the creation of an Economic Development Committee and Land Use Committee as proposed. The vote was unanimous.

Meeting Minutes Approval*

On a motion made by Selectperson Meehan and seconded by Vice Chair Basbanes, it was voted to approve the meeting minutes dated 9/20/23, 10/6/23, 10/10/23, and 11/17/23. The meeting minutes from 10/19/23 need to be updated and will be presented again for approval at the next meeting. The vote was unanimous.

On a motion made by Vice Chair Basbanes and seconded by Chairman Mikol, the meeting was adjourned at 6:37pm. The vote was unanimous.

Respectfully Submitted,

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

Town of Dunstable Board of Selectmen Meeting Minutes

Thursday, December 7, 2023, 5:00pm

In attendance: Chairman Ron Mikol, Vice Chair Leah Basbanes, Selectman Kieran Meehan, Town Administrator Jason Silva, Town Clerk Brynn Durno, BOH Maria Amodei, Library Trustee John Callahan, Roads Commission Mike Martin

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

Public Comments: None

Appointment of Brynn Durno: Town Clerk*

The Board is grateful for the work Brynn has done for the Town and looking forward to continuing to work with her. A brief update was provided by Brynn:

- Online payments for vital records and dog licenses are now available and we are encouraging people to take advantage. We have a typical 24/48-hour turnaround.
- Working on reviewing forms, updating them, and looking at streamlining and simplifying processes. We've already started some of that work.
- We've incorporated a database for Dog Licensing, one that was created by Dave Pease in Pepperell and duplicated for Dunstable. This will make issuing licensing quicker, keep rabies certificates updated, and we'll have the ability to run reports from the new database. We will also be able to track microchip numbers if the dogs are microchipped.
- Utilizing ARPA money, we were able to order two poll pads, which are used during the check in process at elections. It will eliminate the paper voting list. At the most recent Special Town Election, Brynn brought 2 pads from Pepperell and was able to review them with the election workers in training mode.
- A Ballot Drop Box has been ordered for the side of Town Hall. It should be here in 6-8 weeks.
- All Street Listing/Census and Dog License applications have been mailed out. There were 1,293 mailed out and as of this meeting, we have a little over 200 returned.

On a motion made by Selectperson Meehan and seconded by Vice Chair Basbanes, it was voted to appoint Brynn Durno as Town Clerk with a term to expire on xx. The vote was unanimous.

Location of Textile Recycling Bins*

John Callahan was present from the Library Board of Trustees. Chairman Mikol explained that we currently have four textile bins, which have been at the "old Snell house" lot for quite a while. From his understanding, the town has received approximately \$4k in revenue since placing them in that location. We've heard from a few residents that the bins are unsightly. We need these bins to collect clothes that can no longer be disposed of in the regular trash.

The land where the bins are located is being leased to MCO as part of the MUD development project. Chairman Mikol has investigated DPW, Town Hall, Library, Larter Field, the Fire Department and Police

Department. He stated the most likely alternative placement of the bins would be the back part of the Library, where people could drive in, and a camera can be set up to monitor activity. The contractor who manages these bins has been very responsive and kept the bins very clean, neat and great to work with.

John Callahan stated that there is some resistance by the Library Trustees to get involved because it's outside of their core vision. They have concerns about items being dumped. He stated that the Library is not visible and the security they have is "occasional police drive bys." Chairman Mikol said he would like to have a camera placed there. They would be placed in the rear of the parking lot near the fencing, and the camera would be accessible to the PD if needed. Security was the main concern of the Library Trustees. Mr. Callahan asked if the old transfer station has been considered and also Larter Field. Chairman Mikol stated there are security issues at times at Larter Field and it's not an ideal site. Chairman Mikol continued that the old transfer station is in a remote, unsupervised area that has a history of having items left and dumped. Vice Chair Basbanes inquired if the Post Office had been considered. A brief conversation deemed it not a likely option. Selectperson Meehan asked Mr. Callahan if the reason they didn't want them at the Library was because they are unsightly. Mr. Callahan expressed concerns about fire. If there were a fire in one of the bins, it puts the Library in jeopardy. Selectperson Meehan suggested a 6-month trial run. Mr. Callahan stated that if we can have a camera set up, they can give it a trial run. Mr. Callahan had one more statement, which was that we should make sure that the Fire Department would sign off on them.

Chairman Mikol wrapped up the discussion by stating they would have a recommendation for the next Board of Selectmen meeting.

Presentation from NMCOG: AARP Walk Dunstable Final Report

Kelly Lyman from NMCOG was present and she provided an overview of the AARP Walk Dunstable final report.

She mentioned that the Route 113 project that just completed introduced the first handicap accessible sidewalk in Dunstable. Kelly briefly talked about the Walk Audits and the feedback sessions that were hosted by the Town. The feedback from our Seniors was overwhelmingly, they would like to see the town center more walkable. For them, what's important is stable, smooth walking services to keep them safe and reduce the risk of trips and falls.

The General recommendations based on the observations of the conditions we saw on our walk audits and feedback from participants are:

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

Roadway Crossings - Priority area: as new sidewalks are introduced, a new crosswalk, and potentially a complete redesign of the intersection at Pleasant and Main Streets should be prioritized (project 12 in the Complete Streets Prioritization Plan). This intersection presents the single largest barrier to connecting key destinations in the south side of Town Center to Town Center's civic and educational areas. To ensure pedestrian safety, if the intersection is not redesigned a raised crosswalk should be installed to increase pedestrian visibility and reduce vehicle speeds.

Formalizing Pathways - Create a pathway network across publicly owned lands within Town Center to formalize existing pathways and provide safe and accessible recreational opportunities that connect residents and visitors with key destinations. Create an accessible path between Highland Street and High Streets along the existing emergency vehicle access road. This can be accomplished without sacrificing emergency vehicle access, as is done in rail trail projects across the Commonwealth. Mass Trails Grants are a popular funding source for this type of improvement; grant awards are dependent on project type but run up to \$100,000 for recreational trails projects. While Mass Trails Grants require a 20% local match, this match may be provided through a municipality's Community Preservation Act funding.

Gateways and Wayfinding - Remove old or outdated signage. A sign removal and maintenance plan is as important as installing a wayfinding system to avoid visual clutter.

TA Silva mentioned that the people who participated in this study overwhelmingly supported sidewalks. TA Silva also shared that they were able to utilize some of the previous Safe Pathways work that had already been done in years past, and it was very helpful to avoid having to do some of the leg work that was already done.

TA Silva wrapped up the discussion by sharing that NMCOG has been a critical partner for many projects that we're working on in Dunstable. For small communities like ours, having NMCOG project management and expertise is critical and TA Silva is very grateful.

Revisit: Location of Textile Recycling Bins*

Maria Amodei, Board of Health, arrived to the meeting so the Board of Selectmen returned to the discussion of textile bins. Maria explained that one of the issues that they've been told by the bin company is, when they are in a private place, which the library would be considered, it's more prone to dumping and the contracting company will not come and clean it up. They strongly advise against putting bins in private locations and more amenable to helping clean up dumping when it's a rare situation. Maria does not support locating these bins at the library.

Chairman Mikol reviewed the discussion around installing a camera to prevent dumping and Maria explained that the company is responsive when it happens, but it won't be part of the agreement if it becomes an issue.

Maria suggested the Highway Department location. The town could make an area that you can drive in and safely drop off your textiles. She also mentioned that when they came up with the current site, it took months and it's been a very successful location.

Maria then reviewed some information that she brought with her. From July-Sept there were 22.35 tons of textiles collected from those bins and, as a result, over \$3k was paid to the town. In addition, it's removing 22.35 tons of textiles out of the waste stream and these contractors' partner with charities and resell or donate what they collect. Maria's opinion was that this became more emergent after a couple of people complained.

Vice Chair Basbanes suggested that the bins can be moved to the side when MCO starts looking for access to the site. Chairman Mikol stated that we need a new location by January. He stated that they

will look at the Highway Location, Vice Chair Basbanes will drive around and scout out any other potential locations, and we will revisit at a future meeting. Chairman Mikol said they will follow-up with the Board of Health in a few weeks.

Tax Classification Public Hearing*

Chairman Mikol called the Tax Classification Hearing to order. Vicki Tidman, the Town's Assessor, stated that our resident class holds 95% of the tax base so it doesn't make sense for a town like Dunstable to have a split tax rate. The Board of Assessors recommend that the Board of Selectmen adopt a residential shift of one, a factor of one, so that all classes are taxed at the same rate.

On motion was made by Selectperson Meehan and seconded by Vice Chair Basbanes, it was voted to establish a single rate residential factor of 1. The vote was unanimous.

Creation of Master Plan Implementation Committee*

As part of the Master Plan that was adopted by the Town of Dunstable in 2018, a recommendation was made to create a Master Plan Implementation Committee.

On a motion by Selectperson Meehan and seconded by Vice Chair Basbanes, it was voted to approve the creation of a Master Plan Implementation Committee, as proposed. The vote was unanimous.

LIP Review Process*

TA Silva began the discussion by explaining that after multiple discussions regarding the development of a LIP Review process, one has been created and distributed for review. It's a process that can be utilized for any 40B LIP project, but in the immediate timeframe it will help with the review of the 41 Lowell St. project. He discussed the process with Town Counsel, and he was comfortable with it as drafted.

Chairman Basbanes asked when the clock starts ticking for the 60 days that the process covers. TA Silva said that in the case of 41 Lowell St. it would likely start at the Public Meeting scheduled for 12/20/23. Selectperson Meehan suggested that as part of the review process, a criterion to be considered should be whether the project is age restricted. TA Silva stated he would add that to the review criteria.

There was discussion about the non-binding review by the Boards identified in the review process. TA Silva explained that the purpose of the non-binding review is to send comments, questions, concerns, feedback to the Board of Selectmen to help them make a decision. The Board added that they would also like to receive a non-binding recommendation from the Planning Board and Affordable Housing Committee. The BOS would like the Advisory Board to be added to the non-binding board review process.

On a motion by Selectperson Meehan and seconded by Vice Chair Basbanes, it was voted to approve the process for LIP Proposals, as presented and amended, and to share the process, as approved, to the owners of 41 Lowell Street. The vote was unanimous.

Section V(E): Community Outreach of Town Administrator's contract*

Chairman Mikol explained that the Town Administrators contract entitles the Town Administrator to a \$2500 cash payment for his community outreach objective. According to Chairman Mikol, TA Silva has met and exceeded that objective so he's asking for approval from the other BOS members. His grant acquisitions have allowed us to make renovations to the bandstand, resolved our AC System breakage that would have cost us \$75k, and the grant for Joint Grass Brook to mention a few. In addition to the Community Outreach item, Chairman Mikol is also recommending a \$2500 merit bonus. Selectperson Meehan stated to TA Silva that he deserved it, but wanted to make sure that he was comfortable with accepting the bonus.

On a **motion** by Selectperson Meehan and **seconded** by Vice Chair Basbanes, it was **voted to approve** the payment of the Community Outreach stipend in the amount of \$2,500 to the Town Administrator for FY24 in accordance with Section V(E): Community Outreach of Town Administrator's contract, and an additional \$2500 merit bonus to be paid for from the reserve fund. The vote was unanimous.

At this point in the meeting, Selectperson Meehan left the meeting for another commitment.

Appointment of Andrew Wall: Insurance Advisory Committee*

As Treasurer/Collector, Andrew will be a critical member of the Insurance Advisory Committee. There was no further discussion.

On a **motion** by Vice Chair Basbanes and **seconded** by Chairman Mikol, it was **voted to appoint** Andrew Wall to the Insurance Advisory Committee for a term to expire on June 30, 2024. The vote was unanimous.

Petition General Court to Change name of Board of Selectmen to Select Board*

As part of the name change from Board of Selectmen to Select Board, a petition needs to be filed with the General Court consistent with the vote of Special Town Meeting.

On a **motion** by Vice Chair Basbanes and **seconded** by Chairman Mikol it was **voted to petition** the General Court to enact special legislation to change the name of the Board of Selectmen to Select Board as approved at Special Town Meeting on Monday, November 13, 2023, under Article 3. The vote was unanimous.

Flag Raising Policy*

Dunstable has not had a formal Flag Raising policy. TA Silva created a draft, and all members of the Board of Selectmen reviewed it. Chairman Mikol suggested we add Larter Field to the policy since there is a flag that flies there.

On a **motion** by Vice Chair Basbanes and **seconded** by Chairman Mikol, it was **voted to approve** the Policy on the Display of Flags on Town Flagpoles, as presented. The vote was unanimous.

Meeting Minutes Approval:

On a **motion** by Vice Chair Basbanes and **seconded** by Chairman Mikol, it was **voted to approve** the Meeting minutes dated September 26th and October 19th as written. The vote was unanimous.

Town Administrator's Report

Employee Training Opportunities

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

Performance Evaluations

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

NMCOG Project Ideas Application

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

Online Resident Survey

Last week, we published the online resident survey and promoted it through the website and social media. The survey will be available for residents to complete for the month of December. The idea is to use the feedback we receive from the survey to help shape our goals and priorities for the coming fiscal year. Thus far, there have been over 100 responses to the survey.

Meeting of the Joint Town-School Budget Committee

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

Volunteer Appreciation Night

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

Woodward's Mill Dam – Phase II Assessment

The CPC funded the Phase II Assessment of Woodward's Mill Dam. Hoyle Tanner has contracted with a subconsultant, Stephens Associates, to perform much of this work. To evaluate the integrity and condition of the dam, ideally the pond would be dewatered and, unfortunately, the gate valve is stuck and won't open to drain the pond. Because of this, we have been considering alternatives which included using in-house pumps and siphoning the water out using fire hose, neither of which appear to be viable. We are close to losing the season at this point, so we are moving forward with Spencer Associates attempting to inspect the dam without dewatering the pond and hoping are able to collect sufficient information and evidence to determine its condition and make recommendations on repairs

needed. Unless a proper inspection of the dam can happen without dewatering the pond, which may be possible, we are likely talking about adding cost to the project because of the need to rent pumps.

Bandstand Repairs

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

Union Building Reuse Update

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

New Library Director

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

Economic Development Committee and Land Use Committee Volunteer Openings

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

Tom Bacon and Peggy Lynch Donation

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

Patriot Regional Emergency Communications Center

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

Annual Audit

The Town's annual audit began this week. We believe it will be wrapped up by the end of next week.

Community Compact Information Technology grant program

The Town of Dunstable was awarded \$29,979 through the Community Compact Information Technology grant program for disaster recovery and server replacement. I have submitted the necessary grant paperwork and expect to receive the funding in no later than 45 days. The grant will allow the Town to replace servers at both Town Hall and the Police Department and will also have access to virtual backup recovery in case of a disaster. The existing Town Hall server is planned to be relocated to the Police Department as a backup.

Groton Dunstable Regional School Committee Meeting – December 13 at 7 PM

I've been asked to join Groton's Town Manager at the GDRSD School Committee meeting on December 13 as the School Committee plans to review and consider the use of some portion of Excess and Deficiency to support the FY25 school budget. As you know, the school's initial budget proposal removed all use of E and D to balance their budget. This year, the school had E and D certified at approximately \$1.4 million.

Old/New Business:

Nothing Discussed

On a motion made by Vice Chair Basbanes and seconded by Chairman Mikol, the meeting was adjourned at 7:00pm. The vote was unanimous.

Respectfully Submitted,

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



APPOINTMENTS

Town of Dunstable

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

Economic Development Committee

Kathy Sniezek

Nasim Tourigney

Jon Gerteisen

Land Use Committee

Henry Fontaine

Dave Tully III

Alan Chaney

Lisa Towle

Max McCormick

Lukas Sturm

Consuelo Walker

Both or Either Committee

Kate McNutt (either)

Daniel Tully (either or both)

Jeff Rosen (either or both)

Jason Silva

From: Kathleen Sniezek <kathy.sniezek@gmail.com>
Sent: Sunday, December 31, 2023 11:01 AM
To: Jason Silva; BOS
Subject: [External] New Town Committees

Happy New Years' Eve Day!

I'm following up on my request to join the Economic Development Committee. If there is no position available on that Committee for me, I would very much like to be considered for the citizen-at-large position on the Master Plan Implementation Committee.

Thank you!
Kathy

Jason Silva

From: Nasim Tourigny <nasim49@gmail.com>
Sent: Friday, December 1, 2023 12:40 PM
To: selectmen@dunstable-ma.gov; Jason Silva
Subject: [External] Economic Development Committee
Attachments: Nasim Tourigny Resume.pdf

Hello,

I received the email regarding the new Economic Development Committee and would be very interested in volunteering. I have experience in residential real estate finance (I am the Vice President of Credit Policy & Underwriting for my employer), and have been in the residential lending industry for over 20 years. I live in Dunstable (Depot St), have 2 small children that attend SUES, and work remotely from our home. We moved to Dunstable last year after searching for the right property for a long time. My husband's family has roots here going back to the 60s - 70s, as his grandparents built their home on Brook St and his aunts and uncle all grew up and went to school here, so we really wanted to settle here and are pleased to have finally made it our home.

I would love to be considered for this committee! In addition to my experience in real estate finance, I am also a licensed attorney (my license is from CA, my home state before we relocated to Dunstable). I am including my resume for review. Please feel free to contact me with any questions!

--

Sincerely,

Nasim Tourigny
(949) 677-7373

Nasim Tourigny

Donatable: M 5 01327
Phone: (949) 677-7373
E-mail: nasim47@gmail.com

Objectives

To obtain a fulfilling position that is geared for productivity, focusing on the use of proficient procedures and developing business markets and tools. I am seeking a rewarding position that will utilize my considerable management and legal research experience while providing opportunities for growth.

Education

Whittier Law School, Costa Mesa, CA – J.D., Cum Laude (May 2012)

- ▶ Juris Doctor degree awarded with Business Concentration (Cum Laude).
- ▶ Admitted to California Bar, Central District of California, and the Ninth Circuit Court of Appeals, June 2013 and currently hold an active attorney license in the State of California.
- ▶ Editor-in-Chief of Whittier Law Review, 2010 – 2011.
- ▶ Published Article in Whittier Law Review (2010): *Is This Drug Safe? Federal Preemption and State Tort Law: Manufacturer Liability After Wyeth v. Levine* (31 Whittier L. Rev. 525 (2010)).
- ▶ CALI Awards in Professional Skills II & Federal Income Taxation.

University of California, Los Angeles, CA – B.A., History (June 2003)

- ▶ Bachelor of Arts degree awarded in History with a Minor in Political Science.
- ▶ Chancellor's Circle Honor Member.
- ▶ Golden Key Society Honor Member.

Experience

American Financial Network (Brea, CA) – VP of Underwriting & Credit Policy (Oct. 2014 – Present)

- ▶ Oversee operations of national underwriting team in completing a variety of home loan products, including Conventional, FHA, USDA, VA, Jumbo, Non-QM, and portfolio products.
- ▶ Research, develop, and implement consistent credit policies and procedures based on agency and aggregator guidelines/overlays.
- ▶ Develop operating policies, procedures, and guidelines to give program and policy guidance to staff members.
- ▶ Coordinate streamline system measures to improve implementation of programs, turn times, and efficiencies in operations.
- ▶ Serve on Red Flags Committee responsible for completing fraud investigations and identifying potential cases of misrepresentation.
- ▶ Implement enhanced automation tools and procedures to eliminate outdated workflow processes and improve quality of data retention and communications.
- ▶ Perform second level reviews of files for underwriting across all products to ensure income, collateral

and other requirements are met to meet agency and product-specific guidelines.

- ▶ Monitor staff performance and conduct regular reviews to identify problem areas and improvements.
- ▶ Consult on employment issues and provide guidance on employee matters to improve retention.
- ▶ Implement systems and review compliance procedures to ensure regulatory adherence to CFPB rules, HUD requirements, and other federal and state requirements.
- ▶ Research legal changes as they apply to the industry and implement systems to ensure compliance.
- ▶ Responsible for writing policy and procedures, including creating, editing, and formatting documents for operations departments including processing, underwriting, closing, and post-closing.

Network Capital Funding Corp (Irvine, CA) - Director, Business Process Management (BPM)
2008 - Present (2014)

- ▶ Responsible for aligning business processes tailored to the fulfillment needs of operations staff.
- ▶ Provided streamlined internal procedures, technology system controls, and overlays to enhance production and increase staff productivity.
- ▶ Conducted routine audits of processes and workflows to implement changes and ensure compliance with changing industry rules and regulations.
- ▶ Verified staff operating procedures were in line with compliance regulations and held to acceptable levels of conduct.
- ▶ Performed second levels reviews and audits of underwritten conventional, FHA, VA and non-conforming loans, reviewed appraisals, and issued NOVs.
- ▶ Integrated technology and system automation to streamline workflow procedures and improve productivity for operations staff.
- ▶ Worked in conjunction with state officials and auditors to ensure compliance with federal and state rules and regulations.
- ▶ Consulted on employment issues and provided guidance on matters to improve retention.
- ▶ Implemented training programs for processing and underwriting and developed policies and procedures consistent with training methodology to provide supplementary materials.
- ▶ Acted as underwriting manager when staffing required additional support, including underwriting, training, and second level review signs on conventional, FHA, VA, and non-conforming loans.

Quick Loan Funding (Costa Mesa, CA) - Underwriting/Operations Manager (BPM)
2008 - Present (2014)

- ▶ Managed underwriting and operations teams, responsible for daily operations and oversight of production with prime mortgage loan products.
- ▶ Implemented prime mortgage loan products, expanding markets, and utilizing agency programs in underwriting, ensuring compliance with agency regulations and guidelines in underwriting practices.
- ▶ Provided consultation within multiple departments in achieving optimal workflow process.
- ▶ Investigated and conducted second level review audits of files to ensure compliance with federal, state and other agency regulations.
- ▶ Underwrote conventional and non-conforming loans in compliance with agency and investor guidelines.
- ▶ Managed processing teams and monitored performance, loan quality, and service level agreements.

Skills/Licenses

- ▶ FHA DE/CHUMS Certified Underwriter.
- ▶ VA SAR/LAPP Certified Underwriter.
- ▶ Jumbo/Non-Conforming Underwriter.
- ▶ Active CA Attorney License.
- ▶ Highly experienced in management, research, technical writing and editing, training, and business development.
- ▶ Working knowledge of style guides, including Chicago Manual of Style.
- ▶ Software proficiency including MS Office (Word, Excel, Outlook, PowerPoint), Encompass, Calyx, and additional programs.
- ▶ Strong time management skills and attention to detail.

Jason Silva

From: J G <jgerteisen@gmail.com>
Sent: Friday, December 1, 2023 3:44 PM
To: Jason Silva; selectmen@dunstable-ma.gov
Subject: Re: [External] Opportunity to get involved.

Good day Mr. Silva and the Select Board,

I would like to participate in a committee if there is an opportunity. Let me know what I need to do and I will see if I can make my schedule accommodate the requirements. Specifically the **economy development committee** I find of most interest but would consider either.

I am an engineer by training and a General Manager of a manufacturing facility. I have built green field factories, developed and industrialized multiple technologies lead R&D teams, have experience in plant management, engineering management and have a critical mind and an amiable disposition. I know we don't want factories in Dunstable, but my skills are highly transferable and I desire to have a positive impact on our community. I currently serve as the Cubmaster for Dunstable Pack 28 and look forward to finding more ways to contribute.

Thank you kindly for your contributions to our community and for considering my request,

Jon

Jason Silva

From: Henry Fontaine <henryfontaine56@gmail.com>
Sent: Friday, December 1, 2023 5:26 PM
To: Jason Silva
Subject: [External] Land Use

Good afternoon,

I would like to be considered for the Land Use Committee.

Sincerely,
Henry Fontaine
508 509-7298

Jason Silva

From: davetully1989@gmail.com
Sent: Monday, December 4, 2023 1:43 PM
To: Jason Silva
Subject: [External] Land use board

Good afternoon Jason,

First, I would like to thank you and everyone who put together the appreciation event last Friday, it was a great time. Secondly, I am interested in being a part of the new board dealing with use of town land. I would like part of the work to help stabilize the town financially and balance that with our great open space. Please let me know if you need anymore information for the selection process for the new board.

Thank you,
Dave Tully III

Jason Silva

From: Alan Chaney <alanchaney43@yahoo.com>
Sent: Wednesday, December 20, 2023 3:40 PM
To: Jason Silva
Subject: [External] committee

I wish to be appointed to the Land Use Committee.
Thank You.
Alan Chaney

Jason Silva

From: Lisa Towle <lisa.towle6@gmail.com>
Sent: Wednesday, December 27, 2023 3:16 PM
To: BOS; Jason Silva
Subject: [External] Land Use Committee

Hi, and Happy New Year!

If there is still room available, I would like to volunteer for the new Land Use Committee. I don't have the specific background of an 'ideal' candidate (I am neither a realtor nor business owner), but I do have a long history in the town. My parents moved here in 1972 (I was 9), and after leaving for college (1981), I moved back here with my own family in 2000. We raised our 4 kids here, and now have 2 grandchildren in the school district, so we are pretty invested in the community!

I am generally very pro-Conservation, and a huge fan of the DRLT, but it has become clear that we need to make some of this land start working for us. As a committee member, I would be a voice for respecting what needs to be protected, but also figuring out if we can generate some income from these investments.

I look forward to hearing from you, and hopefully to being part of the solution as we look ahead to 2024 and beyond!

Lisa Towle

Jason Silva

From: Max McCormick <dmaxmccormick@aol.com>
Sent: Thursday, December 28, 2023 11:55 AM
To: BOS; Jason Silva
Subject: [External] Land Use Committee - Volunteering

Hello,

I would like to submit my name for consideration for a seat on the newly formed Land Use Committee.

I am currently retired and have resided in Dunstable at 589 Main Street since 2001. My experience as it pertains to your listed preferences is as follows:

My professional career included running two small businesses - in video communications (40+ years in corporate & broadcast television production) and in construction/ home improvement (15+ years working locally). I held a Massachusetts Construction Supervisors License in the latter role.

Additionally, my wife and I are long-time members of the Nashua River Watershed Association and are on their Water Monitoring Team, sampling Reedy Meadow Brook in Pepperell on a monthly basis. I have worked with and produced video communications projects for the NRWA, including to support their national Wild-and-Scenic Rivers designation efforts and local evasive water chestnut pull program. We are also avid hikers on Dunstable conservation areas and the Nashua River Rail Trail to name a few.

I would be glad to answer any questions you may have and can be reached at dmaxmccormick@aol.com and by phone/texting at 508-868-2668. The time commitment required in this role is one question that I would have.

Thank you for your consideration.

Best Regards,
Max McCormick
589 Main Street
Dunstable, MA

Sent from my iPad

Jason Silva

From: Lukas J. Sturm <lmruts@gmail.com>
Sent: Saturday, December 30, 2023 10:04 AM
To: select-board; Jason Silva
Subject: [External] Land Use Committee- Volunteer

Good Morning,

If there are still any openings to volunteer on the Land Use Committee, I would like to put my name forward for consideration.

Please let me know what sort of information you would need from me and thank you for considering me for the committee.

Regards,

Lukas Sturm
978.460.0512

Jason Silva

From: Consuelo Walker <consuelofwalker@gmail.com>
Sent: Thursday, January 4, 2024 9:08 PM
To: Jason Silva
Subject: [External] Land Use Committee

Hi

I am interested in joining the Land Use Committee. After graduating from Harvard University with an undergraduate degree I worked for some of the country's largest home builders. In 1983 I was scheduled to get my MBA but walked away from my degree when I received funding for my 52 unit condominium project. When I married in 1992 I left my home state and moved up here. I believe I can be of service to this committee with my background and interests. I have lived here 21 years and want Dunstable to be all it can be.

Sincerely
Consuelo Walker

Sent from my iPhone



REALLOCATION OF ARPA FUNDS ROOF REPAIR INVOICE*

Town of Dunstable

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



COMMON VICTUALLER LICENSE RENEWALS*

Town of Dunstable

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

NUMBER

11

FEE

\$25.00

THE COMMONWEALTH OF MASSACHUSETTS

Town of Dunstable Board of Health

This is to certify that Goss Farm Ice Cream

446 Pleasant Street

LOCATION OF THE PREMISES

IS HEREBY GRANTED A LICENSE

FOR THE MANUFACTURING OF FROZEN DESSERTS AND/OR ICE CREAM MIX

For the year commencing March 1, 2023

This License is subject to the Rules and Regulations of the Massachusetts Department of Public Health relative to the Manufacturing of FROZEN DESSERTS and ICE CREAM MIX, to the Rules and Regulations of the Board of Health granting this license, and to the provisions of the General Laws Chapter 94 as amended by Chapter 373 of the Acts of 1934, and may be revoked or suspended in accordance with the provisions of Sections 65J said Chapter.

The Dunstable Board of Health

Maria Amodei

Anita Moeller

Robert Parkin

March 17, 2023

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Wesley D. Goss

* Signature of Individual
or Corporate Name (Mandatory)

By: Corporate Officer
(Mandatory, if Applicable)

[REDACTED]

** Social Security # (Voluntary)
or Federal Identification Number

- * This license will not be issued unless this certification clause is signed by the applicant.
- ** Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws Chapter 62C §49A.



Commonwealth of Massachusetts

Nashoba Health District



Retail Food Permit
Fee: \$125.00

Board of Health of Dunstable

PERMIT TO OPERATE A FOOD SERVICE ESTABLISHMENT

In accordance with regulations promulgated under authority of Chapter 94, Section 305A and Chapter 111, Section 5 of the General Laws, a permit is hereby granted to:

Dunstable Gas & Convenience, 238 Pleasant Street

Applicant : Ami Parikh
238 Pleasant Street
Dunstable MA 01827-

Date: October 11, 2023


Expiration Date: October 31, 2024

Board of Health of Dunstable

Agent for the Board of Health
Sanitation Officer, Nashoba Associated Boards of Health

NON-TRANSFERABLE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.



* Signature of Individual
or Corporate Name (Mandatory)



By: Corporate Officer
(Mandatory, if Applicable)



** Social Security # (Voluntary)
or Federal Identification Number

- * This license will not be issued unless this certification clause is signed by the applicant.

- ** Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws Chapter 62C §49A.



Commonwealth of Massachusetts

Nashoba Health District



Food Service Permit
Fee: \$175.00

Board of Health of Dunstable

PERMIT TO OPERATE A FOOD SERVICE ESTABLISHMENT

In accordance with regulations promulgated under authority of Chapter 94, Section 305A and Chapter 111, Section 5 of the General Laws, a permit is hereby granted to:

Dunkin Donuts, 238 Pleasant St.

Applicant : Steve Catalano
188 Ayer Road
Harvard MA 10451-

Date: November 02, 2023

Expiration Date: October 31, 2024

Board of Health of Dunstable

Agent for the Board of Health

Sanitation Officer, Nashoba Associated Boards of Health

NON-TRANSFERABLE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

EJ Catalano Enterprise

* Signature of Individual
or Corporate Name (Mandatory)

At GA

By: Corporate Officer
(Mandatory, if Applicable)



** Social Security # (Voluntary)
or Federal Identification Number

- * This license will not be issued unless this certification clause is signed by the applicant.
- ** Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws Chapter 62C §49A.



Commonwealth of Massachusetts

Nashoba Health District



Food Service Permit

Fee: \$175.00

Board of Health of Dunstable

PERMIT TO OPERATE A FOOD SERVICE ESTABLISHMENT

In accordance with regulations promulgated under authority of Chapter 94, Section 305A and Chapter 111, Section 5 of the General Laws, a permit is hereby granted to:

Casual Café, LLC Farmhouse Café, 17 Pleasant Street

Applicant : Tara Vachon
17A Pleasant Street
Dunstable MA 01827-

Date: October 25, 2023

Expiration Date: October 31, 2024

Board of Health of Dunstable

Agent for the Board of Health

Sanitation Officer, Nashoba Associated Boards of Health

NON-TRANSFERABLE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Jim Veehan

* Signature of Individual
or Corporate Name (Mandatory)

By: Corporate Officer
(Mandatory, if Applicable)


** Social Security # (Voluntary)
or Federal Identification Number

- * This license will not be issued unless this certification clause is signed by the applicant.
- ** Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws Chapter 62C §49A.



TOWN HALL PLAQUE & TIME CAPSULE*

Town of Dunstable

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



TOWN ADMINISTRATOR REPORT

Town of Dunstable

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

Town Administrator Report January 9, 2024

MIIA Repairs to Attic

MIIA has contracted with ServiceMaster to begin the demolition and repair of the attic ceiling. As you recall, the attic ceiling in the server room and at the front of the building was damaged due to leaks during a storm several months ago. During the latest rainstorm we experienced, these two areas once again suffered leaks caused by heavy rains, which happened to take place the same day ServiceMaster was in the building performing the demolition work on the ceiling. They completed the removal work but have yet to return to complete the project. ServiceMaster expects to be back by the end of the week.

Town Hall Roof Repairs

Because of the leaks in the attic roof at Town Hall, we coordinated roof repairs with Michael MacDonald, who has previously worked on the roof. He completed his work last week in the two areas on the roof that were leaking. He identified the chimney as a mid-term issue that will need to be addressed and explained that it was a cause of some of the leaks. He suggested the removal of the chimney, which isn't a chimney at all at this point, and to then shingle over the area using matching slate shingles.

Police Station Floor Replacement

An Invitation for Bids has been issued for the floor replacement at the Police Station. It's currently posted at Town Hall, on COMMBUYS and the Town's website, and was also posted in the Central Register. Bids are due on Tuesday, January 16.

FY25 Budget

The draft FY25 Operating Budget, as recommended by the Town Administrator, has been shared with the Select Board, Advisory Board, and Departments. As you know, the budget, as proposed, requires a general fund override in the amount of \$875,473 in FY25. Over a 3-year time frame, the Town would need an override in the amount of \$2,082,365 to balance FY25 through FY27. The Advisory Board met last week to review the proposed spending plan, asked questions, and made suggestions.

Distribution of Plans for 41 Lowell Street

Project materials have been distributed to all stakeholders for the 41 Lowell Street project, as part of the LIP Review Process adopted by the Board of Selectmen. We are now coordinating a review meeting with representatives from Boards/Committee identified in the LIP review process.

Master Plan Implementation Committee

We have shared to relevant boards and committees the creation of the Master Plan Implementation Committee and have also publicized the opportunity to serve in the at-large position on the Committee through our normal communication channels. Hopefully, by the Board's next meeting in January, appointments will be ready to be made.

Resident Survey Results

As you know, the Town published a resident survey during the month of December. Overall, the results were positive and there is information we could use from the results to help inform future decision making. In total, 232 surveys were completed.

Union Building Survey

A survey on the reuse of the Union Building has also been published and will remain open until January 13, 2024. This information provided through the survey will assist in determining recommendations for reuse of the building planned to be presented at our next public meeting scheduled for February 8, 2024.

Tax Rate Approval Notification

The Fiscal Year 2024 tax rate has been certified by the Bureau of Accounts for Dunstable at 13.96. Tax bills have been mailed and are due February 1, 2024.

Trainings

Through MIIA and Town Counsel, we have scheduled training sessions throughout the next year for employees and volunteer board and committee members. The first training is scheduled for January 17 with Town Counsel to review the Open Meeting Law, Public Records Law, and Conflict of Interest Law. Following this, a training on How to Deal with Difficult People and a training on Growth Mindset will be offered through MIIA. Town Counsel will then provide a high-level training on procurement in May. These trainings were selected, in part, due to feedback received by employees through an informal survey on areas of interest and training they believe will assist them most in the workplace.

Board of Selectmen Annual Report

I have drafted the Annual Report submission on behalf of the Board of Selectmen. Once you review, and make recommended additions and changes, and approve, we'll submit for inclusion in the 2023 Annual Town Report.

Capital Project Review

I have worked with departments to update the Capital Improvement Plan and have shared it with the members of the Capital Improvement Committee. The Committee is planning to meet this month to begin the review of projects requested.



OLD/NEW BUSINESS

Town of Dunstable

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