

**TOWN OF DUNSTABLE**  
**511 Main Street**  
**Dunstable, MA 01827**



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

BOARD/COMMITTEE/COMMISSION: **Board of Selectmen**  
 SUBMITTED TO TOWN CLERK: November 2, 2023 11:00 am  
 MEETING DATE: **Tuesday, November 7, 2023**  
 TIME: **5:00 pm**  
 LOCATION: **Dunstable Town Hall – 511 Main Street**

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**

<b>1.</b>	<b><i>Call to Order</i></b>
<b>2.</b>	<b><i>Public Forum</i></b>
<b>3.</b>	<b><i>350<sup>th</sup> Anniversary Committee Recognition</i></b>
<b>4.</b>	<b><i>Appointment of Robert Rafferty to the Advisory Board and Alan Chase to the Conservation Commission*</i></b>
<b>5.</b>	<b><i>MVP Update and Public Comments</i></b>
<b>6.</b>	<b><i>Discussion: Withdrawal from or modification of Groton Dunstable Regional School District Agreement</i></b>
<b>7.</b>	<b><i>November Special Town Meeting Warrant and Resident Question and Answer Period*</i></b>
<b>8.</b>	<b><i>Special Town Election - Early Voting*</i></b>
<b>9.</b>	<b><i>Town Administrator Report</i></b>
<b>10.</b>	<b><i>Adjourn</i></b>

\*Votes likely to be taken

(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.)

You can watch Board of Selectmen meetings at the following link: <https://www.youtube.com/@townofdunstable3179/>



## Robert P. Rafferty, MBA

Greater Boston Area USA

[robertprafferty@gmail.com](mailto:robertprafferty@gmail.com)

518-281-7216

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### Value Statement

- Thought Leader: 17 years wearing a multitude of functional hats to solve problems
- Trusted Advisor: Finance partner of choice when setting strategy and negotiating multi-billion-dollar growth projects (M&A, Joint Venture and Greenfield)
- Expert at boiling down complex data into actionable insights
- Build comradery and shared vision in a matrix organization

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### Notable Career Accomplishments

- Career FCF Improvement > \$215M
- Created the Corning Life Sciences capital investment strategy spanning 30,000 SKUs
  - Resulted in >\$90M CapEx reduction in 2022 to pace with the market
- Drove to root cause and created as part of a cross functional team, an action plan to improve the profitability of suspension media by >10% GM
- Directly responsible for \$30M improvement in Operating Cash Flows through receivables management
- Identified an internal payable process gap to reduce the reliance on external funding by \$200M
- Successfully negotiated and raised more than \$8B in debt including bonds, syndicated and bilateral loans, and credit facilities; career debt related cost savings of \$45M
- Partnered with Data Analytics team to build out an Accounts Receivable Power BI dashboard enabling visibility & actionable risk analysis
- Partnered with FP&A and Businesses to create a full-year area-of-world cash forecast, improving cash planning, intercompany and external funding
- Successfully pitched a new Life Sciences plant greenfield in France to the President and COO of Corning Incorporated
- Partnered with a cross-functional team to improve GM% on a mature product line, stereological pipets, by >20%
- As production manager of a craft brewery, created a materials resource planning (MRP) tool to minimize inventory and identify optimal reorder points
- Influenced the restructuring of the SABIC business development risk analysis framework after demonstrating the range of outcomes on a proposed \$2B methanol JV due to uncorrelated commodity feedstock prices to output prices

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### Corning Work Experience

<i>Corning Life Sciences - Finance Mfg Strategy Controller</i>	Tewksbury, MA	2021 – Current
<i>Corning Treasury – Various Finance roles</i>	Corning, NY	2017 – 2021

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### Additional Relevant Work Experience

<i>Treasury Capital Markets</i>	<b>SABIC</b>	Houston, TX & Pittsfield, MA	2012 - 2017
<i>Production Manager</i>	<b>Brown's Brewing</b>	Troy, NY	2008 – 2010
<i>Tax Audit &amp; Litigation</i>	<b>GE Capital</b>	Danbury, CT	2007 – 2008

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### Education

<b>Rensselaer Polytechnic Institute, The Lally School of Management &amp; Technology, Troy, NY</b>	
<i>Master of Business Administration in Finance, Financial Engineering and Risk Analytics</i>	2012
<i>Bachelor of Science in Business Management, Finance Concentration</i>	2006

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### Relevant Skills

Finance mentor; Advanced financial modeling, scenario analysis and simulation; Business case creation and validation; Excel; PowerPoint; Expert at applying financial theory; Statistics; Budgeting and variance analysis; FP&A



OFFICE OF THE  
CONSERVATION COMMISSION  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
(978) 649-4514 FAX (978) 649-8893  
mailto:concom@dunstable-ma.gov

TO: Select Board

FROM: Dunstable Conservation Commission

DATE: October 31, 2023

RE: Appointment of Alan E. Chase to the Conservation Commission

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At a meeting held on Monday, October 23, 2023 the Dunstable Conservation Commission voted to request that the Board of Selectmen appoint Alan E. Chase of 436 Hollis Street, Dunstable, Massachusetts ([Alan.Chase95@Yahoo.com](mailto:Alan.Chase95@Yahoo.com)) (603-591-1097) to the Conservation Commission to fill the remainder of Tiffany Naughton's term (until 2028).

Respectfully,

The Dunstable Conservation Commission

# PUBLIC MEETING

## HAZARD MITIGATION PLAN 2023 UPDATE & MVP COMMUNITY RESILIENCE BUILDING PROCESS

Dunstable, Massachusetts  
November 8, 2023

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## WELCOME & INTRODUCTIONS



**David Langlais, PE**  
Town Engineer  
Hoyle Tanner



**Janet Moonan, PE**  
Project Technical Lead  
Weston & Sampson

### Dunstable's MVP/HMP Core Team:

**Jason Silva**  
Town Administrator

**Bridget Baley**  
Health Agent

**Nichole Davis**  
Hoyle Tanner

**Maria Amodei**  
Board of Health

**Leah Basbanes**  
Selectboard & Con Com

**William Farrell**  
Dunstable Fire Dept

**Dave Tulley**  
Highway Department

**John O'Brien**  
Water Commission

**Erik Hoar**  
Police Chief

**Jon Crandall**  
Emergency  
Management Director

**Mike Martin**  
Road Commission  
Chair

Thank you to the Executive Office of Energy and Environmental Affairs for the MVP Planning Grant Funding for this work

**Michelle Rowden**  
MVP Regional Coordinator  
EEA

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## MVP + HMP UPDATE UNDERWAY

### Town of Dunstable Undertaking:

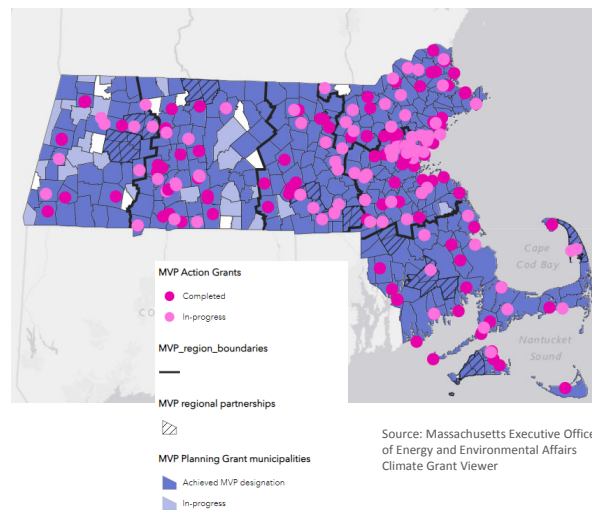
- ✓ **Community Resilience Building (CRB)** process through EEA's Municipal Vulnerability Preparedness (MVP) Planning Grant to obtain Community Designation
- ✓ Preparation of a natural **Hazard Mitigation Plan (HMP)** compliant with the Federal Emergency Management Agency (FEMA)



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## WHAT IS MUNICIPAL VULNERABILITY PREPAREDNESS (MVP)?

- Improved resilience and preparedness
- Collaboration with stakeholders
- Increased education, planning, and implementation
- Funding for resilience-related actions

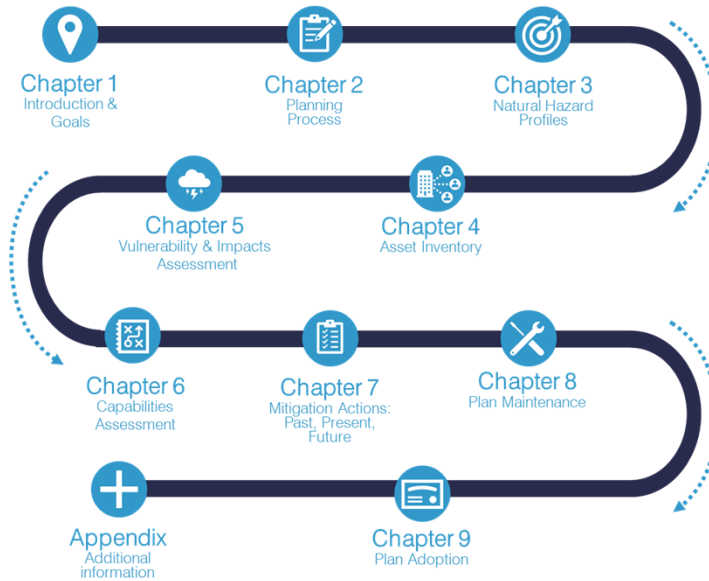


Source: Massachusetts Executive Office of Energy and Environmental Affairs Climate Grant Viewer



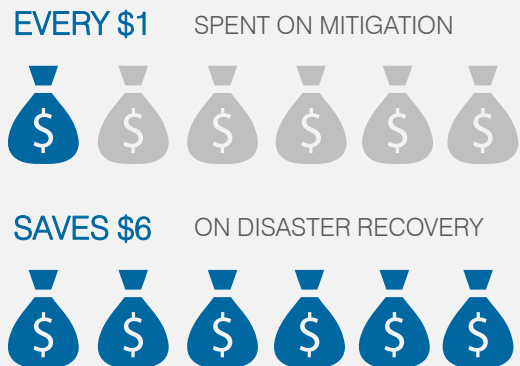
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# WHAT IS A HAZARD MITIGATION PLAN (HMP)?



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# WHAT IS THE VALUE OF THIS WORK?



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# DUNSTABLE'S MILESTONE SCHEDULE



Weston & Sampson<sup>SM</sup> HOYLE TANNER

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## Before we move on...

### We want your input

Help Dunstable be more resilient to extreme weather events. Take this survey to share your experiences and help the Town improve its planning and response to winter storms, extreme heat, drought, and many other natural hazards.



[tinyurl.com/DunstableHMPsurvey](https://tinyurl.com/DunstableHMPsurvey)

Weston & Sampson<sup>SM</sup> HOYLE TANNER

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# WHY WE'RE HERE

## Weather projections:

### Changes in precipitation

- 12-42% more winter precipitation by 2070.
- EJ and Priority Populations have a 57% higher risk of flood damage than the rest of the Commonwealth.
- Annual economic flood damage increase by \$9.3 million by 2030 in MA.

### Rising temperatures

- 23-29 high heat days expected by 2050.
- Annual average temperature increase of 5.9 to 7.9 F by 2050.
- Extreme temps will increase annual transportation infrastructure maintenance cost by over \$140 million

### Severe Weather

- Precipitation amounts from heaviest storms increased by 55% since 1958.
- Lightning was responsible for \$20.4 million in damage between 2002 and 2022.

### Regional changes

- Increase in frequency and magnitude of hurricanes and nor'easters
- More risk to experiencing tornados.
- Increased fire potential.

Source: ResilientMass Plan (2023)



# NATURAL HAZARDS IMPACTING DUNSTABLE



HURRICANES / TROPICAL STORMS



FLOODING FROM PRECIPITATION



EXTREME TEMPERATURES



SEVERE WINTER WEATHER / NOR'EASTERS



LANDSLIDES



CHANGES IN GROUNDWATER



DROUGHT



WILDFIRE / BRUSHFIRE



EARTHQUAKES

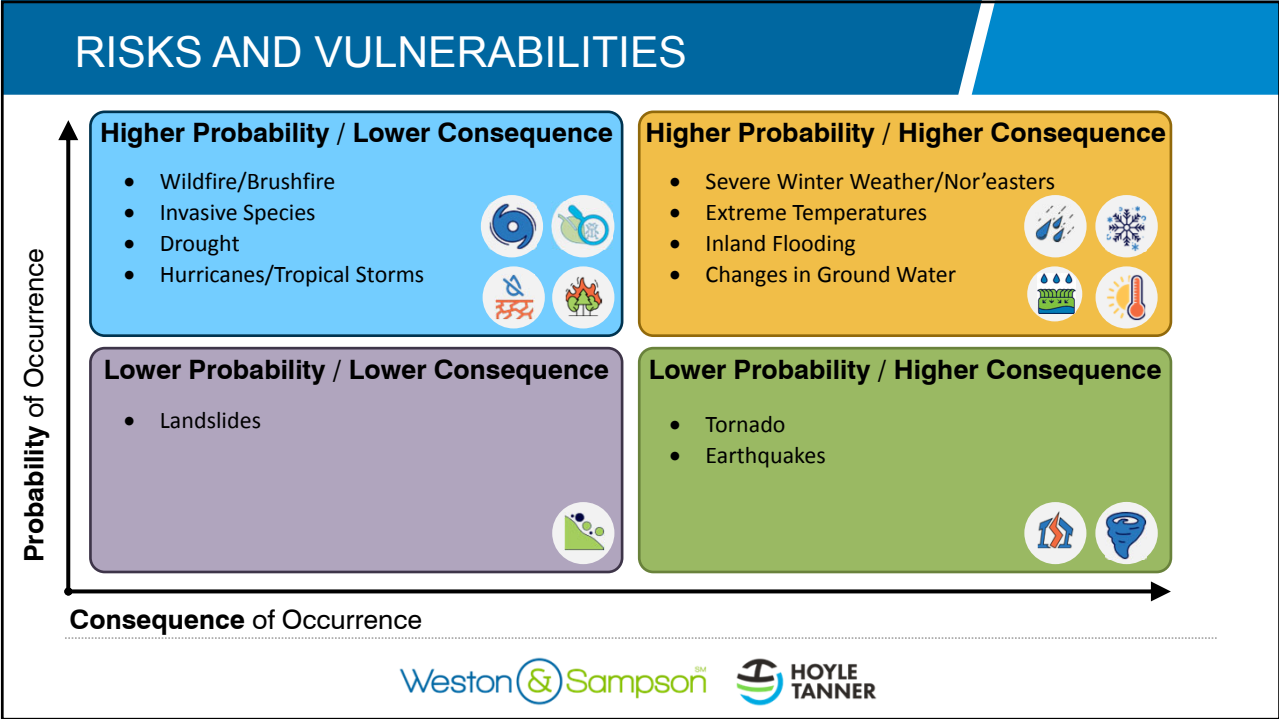


TORNADOES

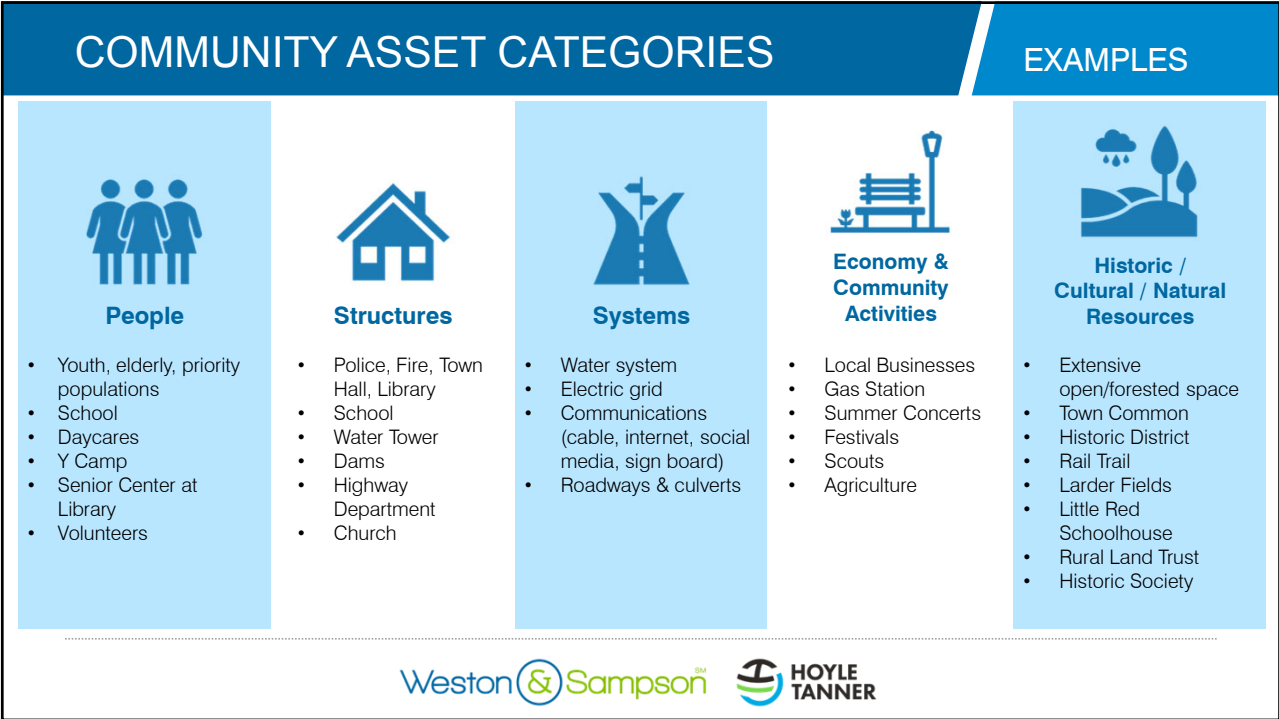


INVASIVE SPECIES





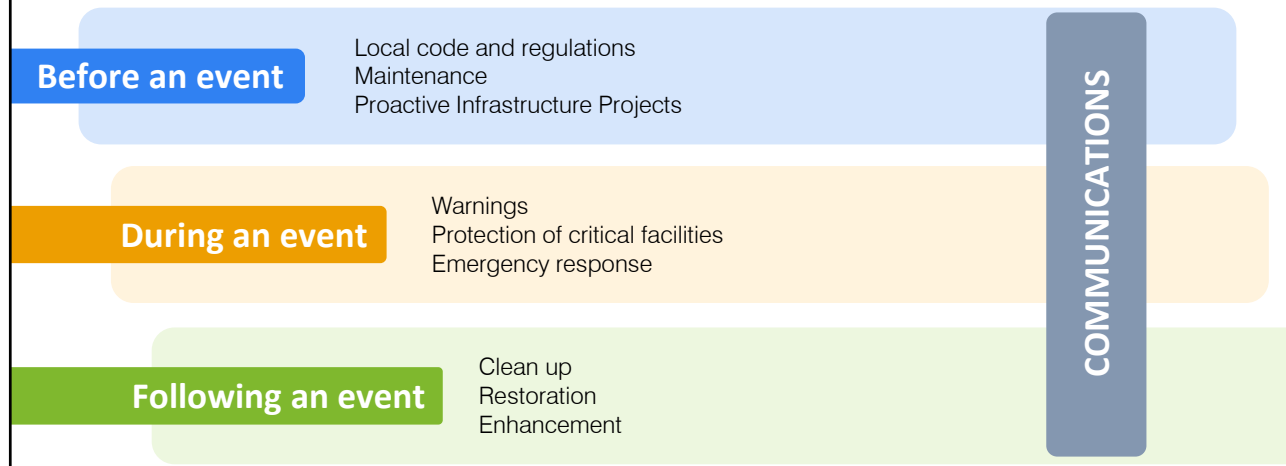
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## MITIGATION ACTION

A mitigation action is a measure, project, plan, or activity proposed to reduce current and future vulnerabilities to natural hazards. These actions will create resilience for Dunstable (ability to withstand and swiftly recover from an extreme event). These actions will support adaptation to climate change.

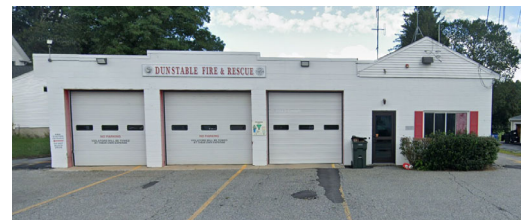


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## DUNSTABLE'S DRAFT MITIGATION ACTIONS

### Top Actions

- ✓ Fire Department Station/ Lot Resilience
- ✓ Road infrastructure evaluation and management plan
- ✓ Woodward's Mill Pond Dam Repairs
- ✓ Communication plan for priority populations



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## MITIGATION ACTIONS FROM WORKSHOPS

### Top Actions

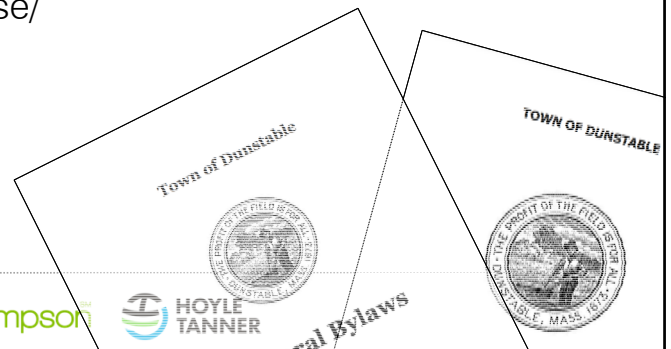
- ✓ Create cooling areas (e.g., natural approaches & structures) at Larter Field, Town Common, School parking lot
- ✓ Culverts & Dams: inventory & evaluation and flood study regarding prevention
- ✓ Education & Outreach for:
  - Invasives
  - Wells
  - Trees



## MITIGATION ACTIONS FROM WORKSHOPS

### Top Actions

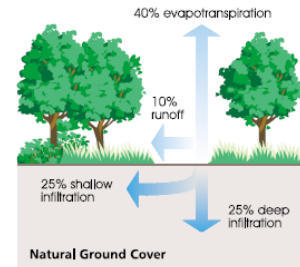
- ✓ Install mixer at water tower
- ✓ Complete a review of bylaws & regulations for climate resilience
- ✓ Add AC to school for shelter use/designation



## MITIGATION ACTIONS FROM WORKSHOPS

### Other Actions

- ✓ Implement Building Envelop Actions at Union School
- ✓ Improve access roads to open / wooded spaces for fire management and emergency response
- ✓ Mitigate potential impacts of flooding and other natural hazards at new development projects
- ✓ Flood study for DPW
- ✓ Develop policies for use for Library/Council on Aging



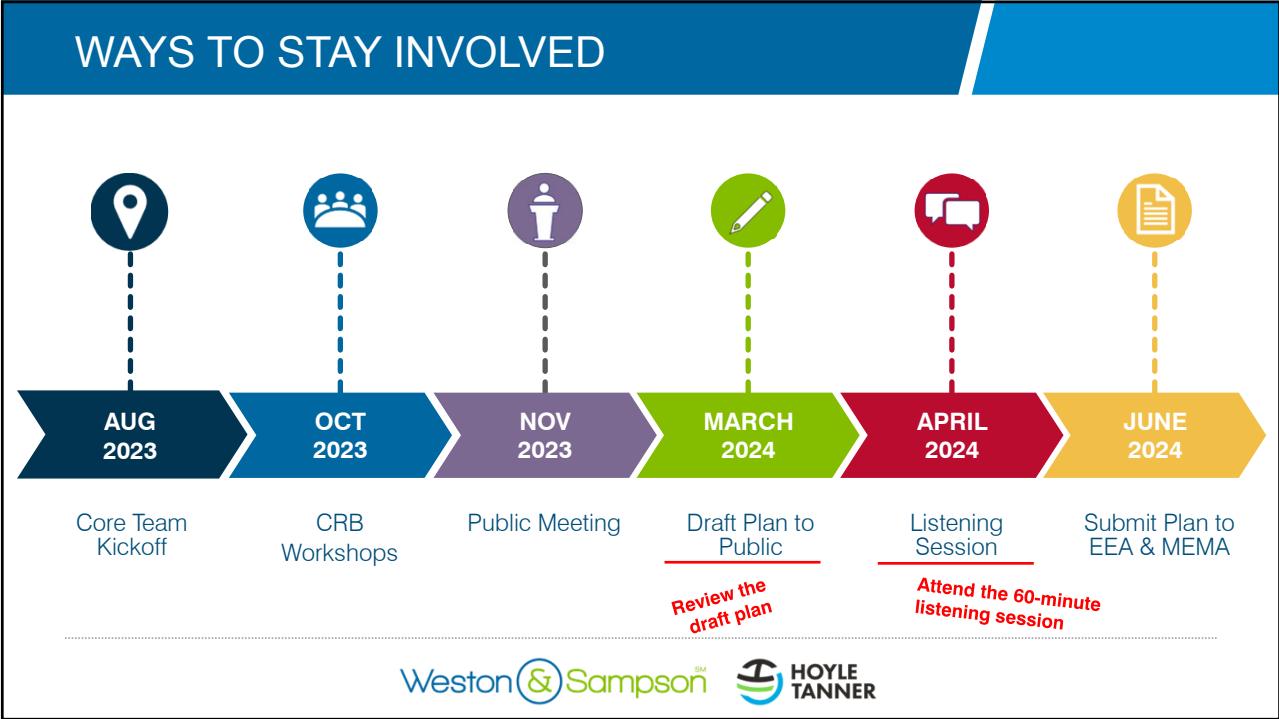
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## MITIGATION ACTIONS FROM WORKSHOPS

- ✓ Provide access to drinking water from town on public properties (e.g., water fountains, fill stations)
- ✓ Improve and create affordable senior housing options
- ✓ Adapt community activities to seasons/weather (time to avoid natural hazards)
- ✓ Develop procedure and obtain equipment for fire department to pump basements
- ✓ Gas / power / energy resilience study
- ✓ Regional Coordination re Cow Pond Dam
- ✓ Police Department resilience study
- ✓ Hydrant inventory & code identification
- ✓ In-person emergency communications plan
- ✓ Encourage sign ups for outreach systems, priority populations in particular
- ✓ Downtown flooding study
- ✓ Generators for heating/cooling at critical buildings
- ✓ Beaver management planning
- ✓ Ongoing maintenance of trees surrounding critical facilities, pre storm event
- ✓ Resilient Bandstand at Town Common



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**Thank you!**  
Questions?  
[westonandsampson.com](http://westonandsampson.com)  




**Jason Silva**  
Town Administrator

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# TOWN OF DUNSTABLE AND GROTON DUNSTABLE REGIONAL SCHOOL DISTRICT

Discussion – November 7, 2023



# OVERVIEW

- Introduction
- FY24 Overview
- FY25 Budget and Financial Forecast
- 2016 GDRSD Preliminary Withdrawal Feasibility Study
- Short– and Long-Term Strategies and Options to stabilize budget

# INTRODUCTION – SETTING THE TABLE

- 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.



# FY2024 BUDGET OVERVIEW

# FY24 BUDGET

- Town requested General Fund Override in the amount of \$301,162
  - Passed at Town Meeting
  - Failed at the ballot
- Reductions in FY24 because of failed override
- Fully funded Groton Dunstable Regional School District Assessment – approximately 7% increase

## FY24 REDUCTIONS

- Police
- Fire
- Highway
- Parks
- Selectmen
- Treasurer/Collector

# FY24 INCREASES AND DECREASES

## Town Budget

FY23: \$4,926,445

FY24: \$4,766,856

Reduction of \$159,589

## Groton Dunstable Regional School District Budget

FY23: \$7,590,208

FY24: \$8,061,150

Increase of \$470,942



**School**  
Operations  
and Debt  
Service  
6.20%



**Town**  
Operations  
and Debt  
Service  
-3.24%

# FY24 REDUCTIONS

### ***Police Department***

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***

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 2<sup>nd</sup> per diem position for FY24.

### ***Highway Department***

Without the addition of the 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***

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.



**Police**  
**\$84,874**



**Fire**  
**\$52,824**



**Highway**  
**\$73,464**



**Parks, Selectmen,  
Treasurer/Collector**  
**\$15,000**

# FY24 BUDGET

- 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.

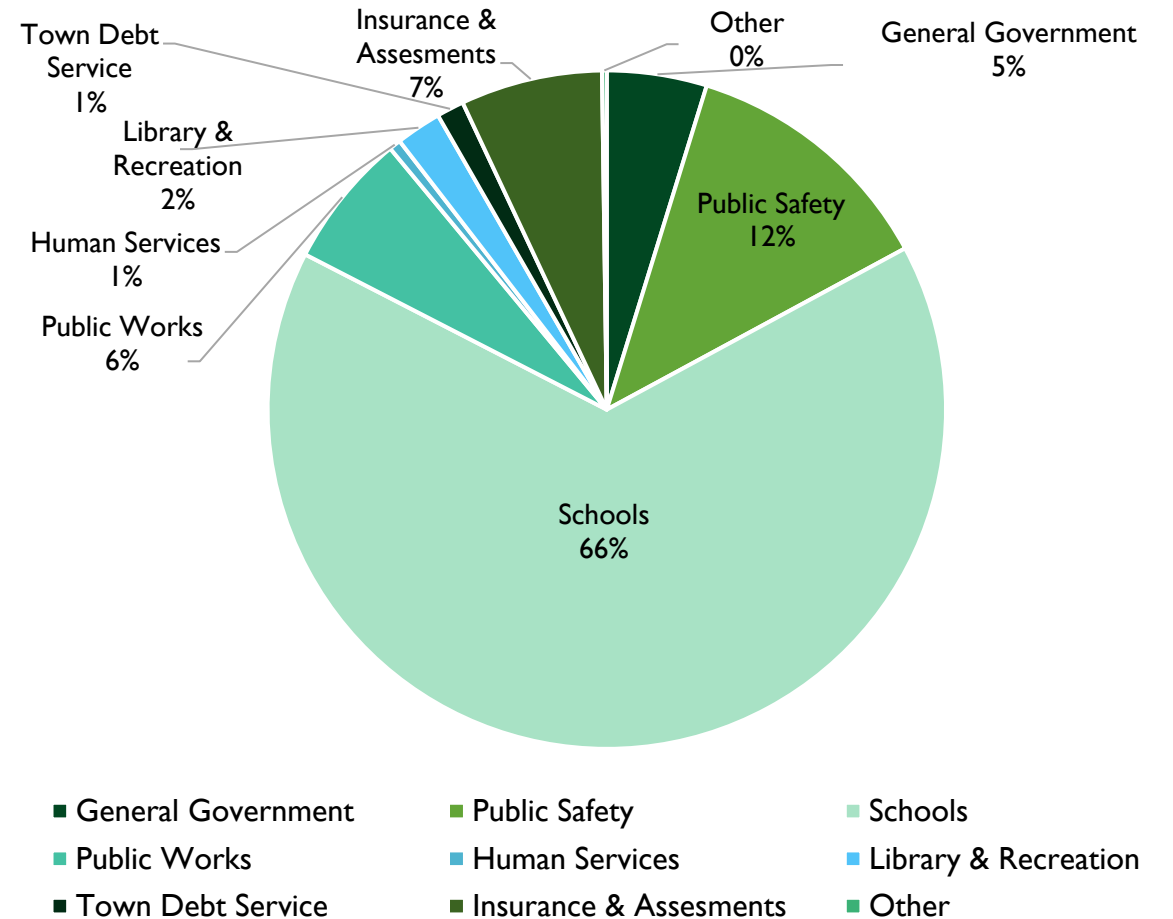
# FY2025 BUDGET FORECAST

# REVENUE

- A total of \$402,097 in new revenue for FY25 projected
  - Revenue
    - A reduction of \$50,000 in free cash use: \$352,097
  - Expenditures
    - Added \$119,344 in capital costs: \$232,753
  - **Total available new revenue: \$232,753**
- 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)

# EXPENDITURES

Budget Category	FY24 Budget	FY25 Financial Forecast
General Government	659,182	685,690
Public Safety	1,666,566	1,777,066
Schools	8,292,773	9,419,687
Public Works	911,976	923,504
Human Services	78,382	80,528
Library & Recreation	307,171	312,263
Town Debt Service	187,693	187,702
Insurance & Assessments	955,886	972,998
Other	32,323	32,369
<b>Total Town Budget</b>	<b>13,091,952</b>	<b>14,391,807</b>





# FORECASTED SPENDING INCREASES

<b>General Government</b>	<b>3.88%</b>
<b>Public Safety</b>	<b>6.69%</b>
<b>Schools (GDRSD &amp; Lowell Tech)</b>	<b>13.59%</b>
<b>Public Works</b>	<b>1.26%</b>
<b>Human Services</b>	<b>2.74%</b>
<b>Library &amp; Recreation</b>	<b>1.66%</b>
<b>Town Debt Service</b>	<b>0.00%</b>
<b>Insurance &amp; Assessments</b>	<b>1.79%</b>
<b>Total Town Budget</b>	<b>9.95%</b>

# FINANCIAL FORECAST PROJECTED DEFICITS

	FY25	FY26	FY27	FY28
Surplus/(Deficit)	(1,067,093)	(1,328,215)	(1,629,749)	(1,956,626)

Numbers based on budget assumptions that will change as the budget process progresses

# 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*

# Magnitude of FY25 Deficit

Projected FY25 deficit is \$1,067,093

**FY24 Municipal Expenses**  
**\$1,373,224**

**FY24 Municipal Salaries**  
**\$2,250,054**

**FY24 Municipal Insurance and Assessments**  
**\$955,886**

**Total deficit equates to 23% of total Town operational budget**

**Projected Highway Department FY25 Budget**  
**\$578,583**

**Projected Fire Department FY25 Budget**  
**\$323,710**

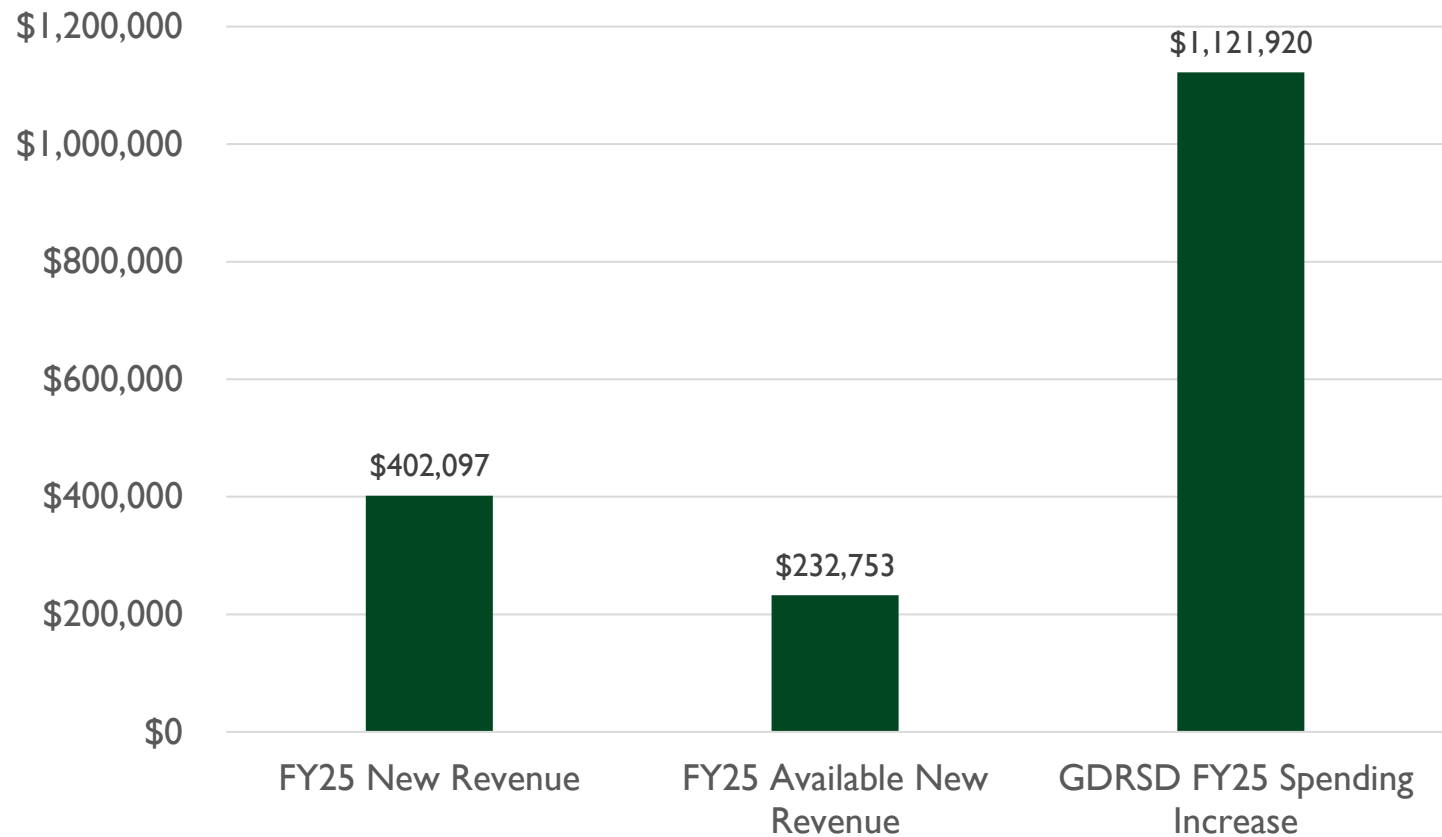
**Projected Library Budget**  
**\$206,365**

**All total: \$1,108,658**

# FY25 NEW REVENUES COMPARED TO SCHOOL ASSESSMENT INCREASE

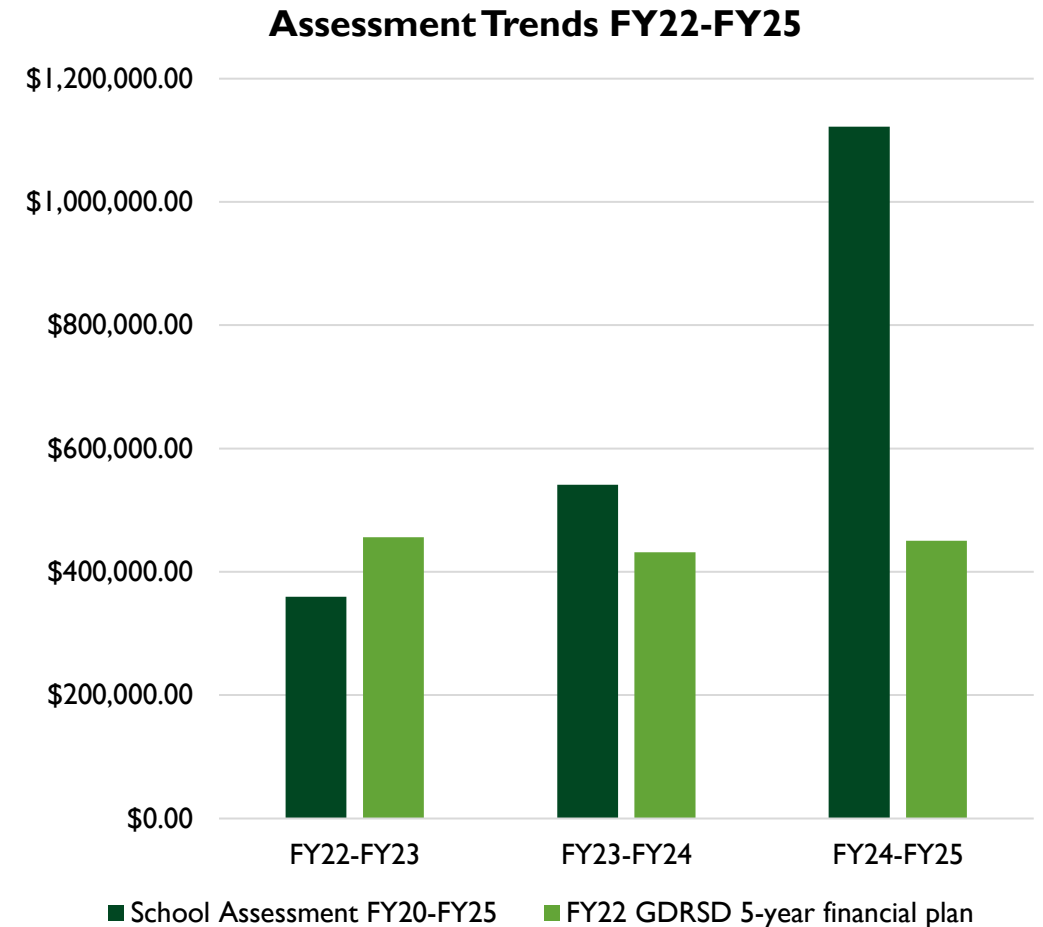
FY25 New Revenue	\$402,097
FY25 Available New Revenue	\$232,753
GDRSD FY25 Spending Increase	\$1,121,920

FY25 New Revenue Compared to GDRSD Spending Increase



# SCHOOL ASSESSMENT TRENDS

School Assessment FY20-FY25			
	FY22-FY23	FY23-FY24	FY24-FY25
Percent Increase	4.97%	6.20%	14.49%
Dollar Amount	\$359,262.00	\$541,058.00	\$1,121,920
Percent of overall spending	59.27%	61.73%	64.15%
FY22 GDRSD 5-year financial plan			
	FY22-FY23	FY23-FY24	FY24-FY25
Percent increase	6.51%	5.79%	5.40%
Dollar Amount	456,005	431,722	450,355
<b>Variance</b>	<b>-\$96,743</b>	<b>\$109,336</b>	<b>\$671,565</b>



# GROTON DUNSTABLE REGIONAL SCHOOL DISTRICT

- 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 than 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

# **2016 GDRSD PRELIMINARY WITHDRAWAL FEASIBILITY STUDY**



# GENESIS OF INITIAL EXPLORATION

- Exploring options with statewide context of declining enrollments and declining revenues.
- Discussion regarding the low student population at the annual Town Meeting
- A Needs Assessment conducted by the former Superintendent of the Groton-Dunstable Regional School District, Dr. Kristan Rodriguez, and supported by the regional school committee. The student population discussion and the financial impact on the district and ability of the member towns to support this ambitious plan resulted in the Town undertaking study.

# FINANCIAL IMPLICATIONS AND CHALLENGES

- Cost of central administration would likely increase
- Finding qualified staff for small districts is more difficult, due to financial constraints, having a harder time offering competitive salaries and benefits
- Contracts would likely need to be renegotiated – union, transportation, health insurance, food service, etc.
- Partial reimbursement for regional transportation would not be received, analysis of transportation costs declining, and reimbursements would need to be conducted
- Variety of courses and levels, sports, and other activities would likely decline
- Potential of increased students choosing out of district, or choosing private school, vocational school because of lack of courses, sports, etc. causing reduction in state funding
- Grant competitiveness and how to split existing funds
- Existing financial liabilities may have ongoing impact to the Town even after leaving the district
- Smaller district is less likely to offer in-house special education programs, causing increased external placements to meet student needs
- Sufficient and appropriate facilities and space and potential capital costs to prepare space for students

# **SHORT- AND LONG-TERM STRATEGIES AND OPTIONS TO STABILIZE BUDGET**

# BUDGETING PRINCIPLES

- Budget must balance
- Forecast revenues conservatively
- Match reoccurring revenues with reoccurring expenditures and one-time revenues with one-time expenditures
- Monitor positive and negative outside budgetary influences on revenue and expenditures
- Budget should reflect community needs, priorities, and opportunities

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# SHORT- AND LONG-TERM STRATEGIES AND OPTIONS TO STABILIZE BUDGET

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- Short-Term Options
    - **General Fund Override**
    - **Drastic Reductions in Town Services**
  - Next year's Options
    - Local Option Tax:
      - Meals
      - Retail marijuana
    - Evaluating and increasing local fees
  - Long-term Options
    - Economic Development
    - Lease and/or sell Town-owned land

**THANKS!**



# **SPECIAL TOWN MEETING WARRANT OVERVIEW**

**NOVEMBER 13, 2023  
SWALLOW UNION ELEMENTARY SCHOOL  
7 PM**

# ARTICLE 1

## **Unpaid Bills of FY22 and 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 FY2022 and FY2023, or take any action in relation thereto.

Sponsored by the Board of Selectmen



# ARTICLE 1 - EXPLANATION

## **FY22**

Verizon Business, Inc. - \$12,550: Highway Department phone bill

NFP Corporate Services, LLC - \$3,750: Health Insurance Consulting Services

## **FY23**

Nicols Woodworks - \$1,600: Removal of a large dead pine tree from the corner of Rideout Cemetery

LHS Associates - \$863: Election services and support

Election Systems & Software - \$776.78: Election services and support

Spectrum Enterprise - \$93.52: Internet

**Total: \$7,095.85**

# ARTICLE 2

**Section 22 - Town Center Zoning Bylaw:** To see if the Town will vote to amend the Zoning Bylaws by making the following additions and amendments, and to authorize the Town Clerk to make non-substantive changes to the numbering of the Zoning Bylaws as necessary, or take any action in relation thereto (insertions are underlined):

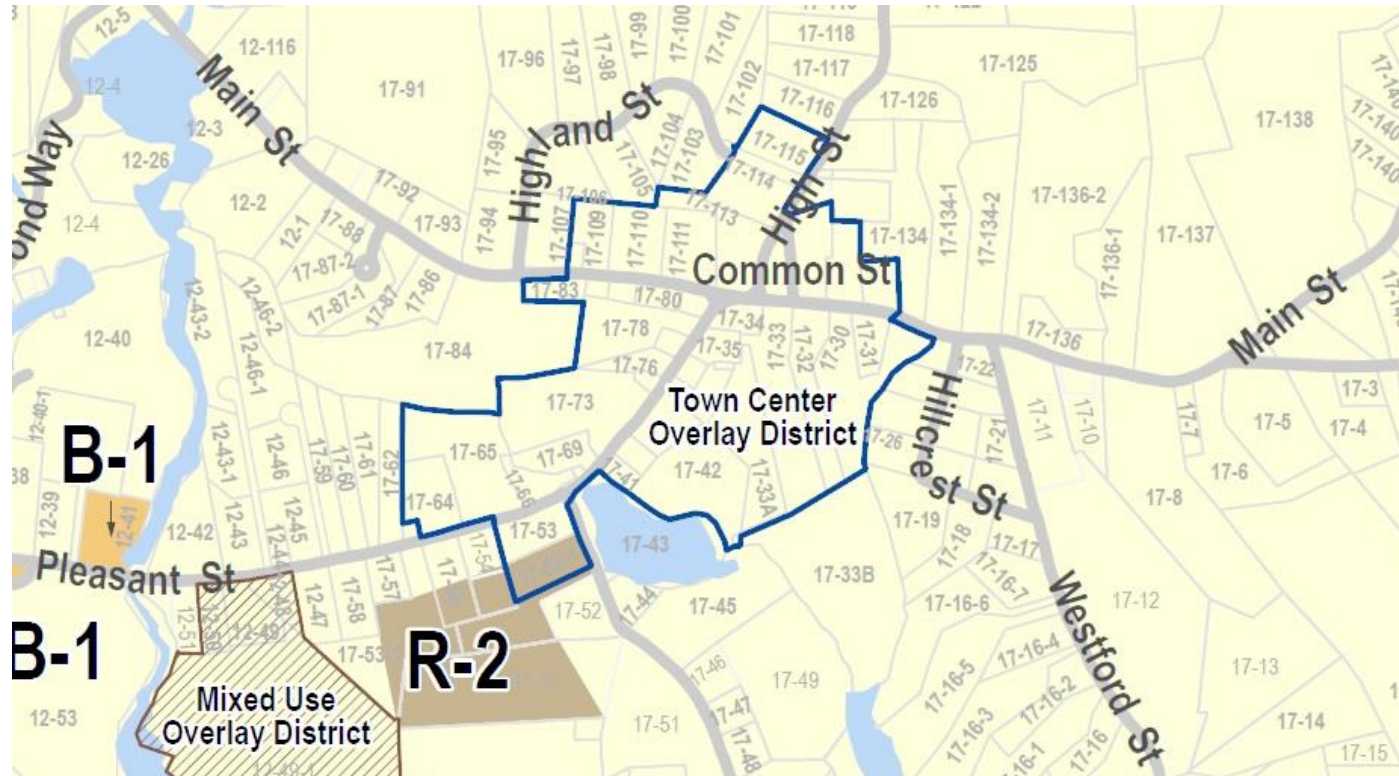
Inserting under Section C, Number 7:

8. Conversion of existing buildings for the sale of alcohol products for off premise consumption to be limited to one establishment in the TCD. The sale of nips (spirits sold in the volume or 2oz. or less), cigarettes, and lottery tickets are prohibited.

Sponsored by the Planning Board and Board of Selectmen

# ARTICLE 2 - EXPLANATION

- This change to the Town Center Zoning Bylaw would allow for one retail establishment to sell alcohol products within the Town Center Zoning District.
- Currently, the bylaw allows the sale of alcohol within the Town Center District only if the alcohol is brewed and/or fermented onsite.



# ARTICLE 3

## **Changing the Board of Selectmen in the Town of Dunstable to the Select Board Special Act:**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to enact special legislation to change the name of the Board of Selectmen to Select Board with references to the Board of Selectmen replaced with “Select Board” in Town Bylaws, as set forth below, and further, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, which amendments shall be within the public purposes of said petition, or take any other action in relation thereto.

# ARTICLE 3

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

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

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

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

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

Sponsored by the Board of Selectmen

# ARTICLE 4

## **Groton Dunstable Regional High School PFAS Mitigation Project:**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide a sum of money in order to pay for the financing, planning, designing, permitting, and constructing of water infrastructure improvements in order to bring potable drinking water to the Groton Dunstable Regional High School and private homes, required due to per- and polyfluoroalkyl substances (PFAS) contamination in ground water supply sources, and all other costs incidental and related thereto, or take any other action in relation thereto.

Sponsored by the Board of Selectmen

# ARTICLE 4 - EXPLANATION

## HISTORY

- The Groton Dunstable High School is served by an on-site well, a separate public water supply, operated by the Groton Dunstable Regional School District.
- On March 2022 testing of this public water supply found PFAS(6) concentrations of 490 nanograms/liter (ng/L) at the High School. Subsequent follow-up testing at downgradient water users found concentrations up to 123 ng/L at 15 private wells in the Town of Dunstable.
- The PFAS contamination is attributable to the use of firefighting foam by the Groton Fire Department at the High School during construction of the track on June 17, 2003, to extinguish a fire.

# ARTICLE 4 - EXPLANATION

## REGULATIONS

- MassDEP requires PFAS levels lower than 20 ng/L in sum of 6 PFAS compounds in any public water supply. Currently, the EPA has proposed new regulations limiting PFAS levels to 4 ng/L, not yet in effect.

Compound	MassDEP	EPA	MassDEP Limit	EPA Limit
PFDA	X		Total of 20 ng/l (parts per trillion)	
PFHPA	X			
PFOA	X	X		4 ng/l (ppt)*
PFOS	X	X		4 ng/l (ppt)*
PFNA	X	X		Health Index
PFHxS	X	X		
PFBS		X		
GenX (HFPO-DA)		X		

\* MCLG Maximum Contaminant Level Goal is non-detectable



# ARTICLE 4 - EXPLANATION

## OVERVIEW

- On March 2, 2023, MassDEP issued a Notice of Responsibility to the Groton Dunstable Regional School District including interim deadlines.
- On a temporary basis, bottled water is being used at the high school and some of the surrounding properties for cooking and drinking water purposes. At one address, MassDEP installed and is maintaining a point-of-entry treatment (POET) system because PFAS levels tested above 90 ng/L.
- The Notice of Responsibility required the installation of POET systems at all residences with PFAS levels at or above 20 ng/L and a plan to maintain those systems and monitor PFAS levels.
- The School District must respond with a plan for a permanent solution by January 31, 2024.

# ARTICLE 4 - EXPLANATION

## PROCESS AND PROJECT GOALS

- The Towns of Dunstable, Groton, and Pepperell have held numerous meetings through the Board of Selectmen and Water Commissioners, working groups with town officials from both communities, and with state legislative delegation, Congresswoman Trahan's office, and MassDEP.
- Primary Goal: Provide clean water to GDRHS and impacted private properties as quickly as possible.
- Secondary Goal: Improve the water systems of the three communities in this area by being prepared for a potential PFAS plume spread and increase water system resilience by establishing emergency interconnections between the three systems.

# ARTICLE 4 - EXPLANATION

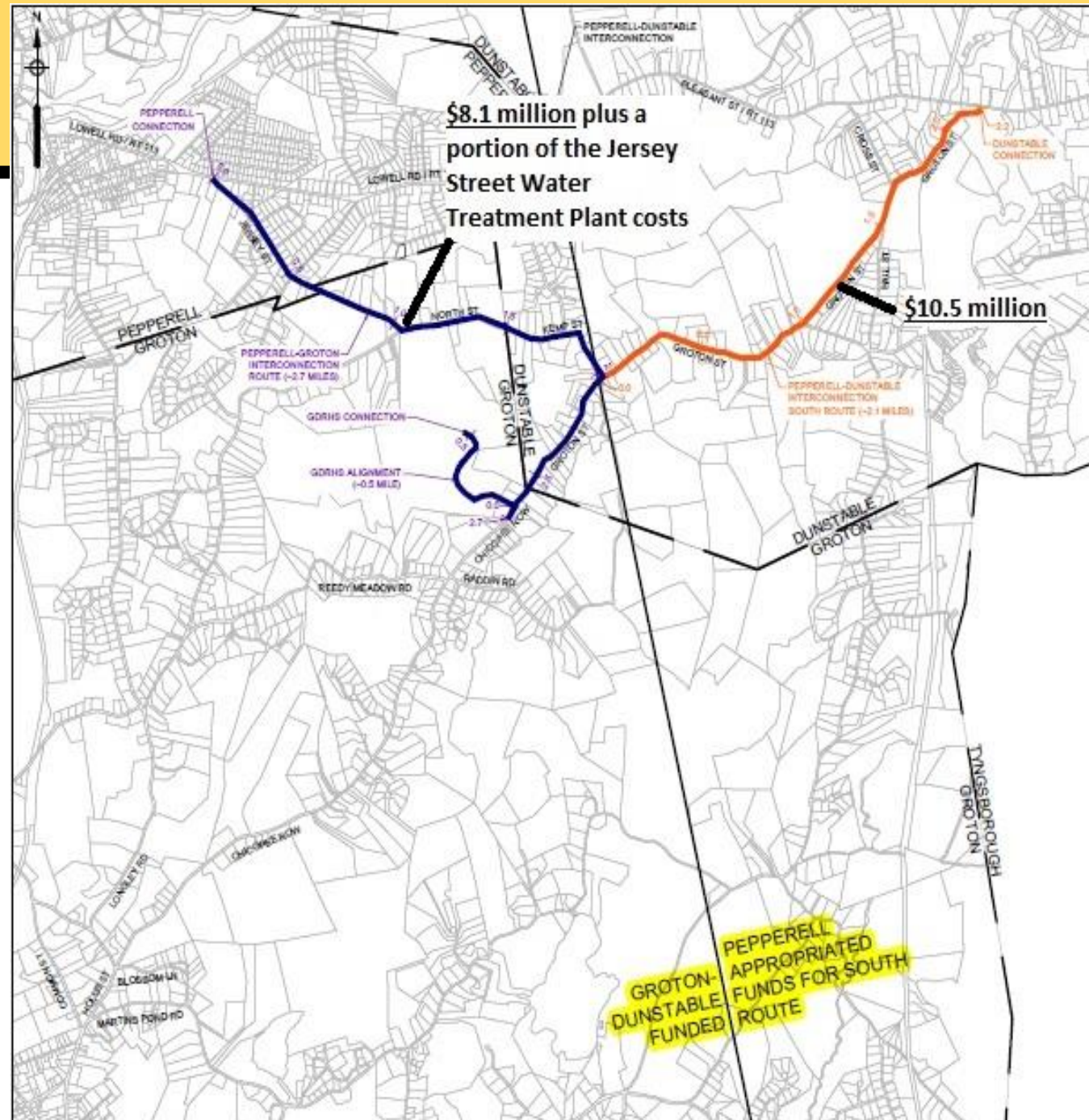
## PUBLIC WATER FINAL OPTIONS

- Towns of Dunstable, Groton, and Pepperell worked together and narrowed the options to solve the problem of PFAS contamination at the high school to three:
  - **Dunstable – Pepperell solution**
    - From Route 113 to Jersey Street in Pepperell → East Street to the Pepperell/Groton town line → East Street to North Street in Groton → Kemp Street and Groton Street in Dunstable → Groton Street to Chicopee Row in Groton and the Groton Dunstable Regional High School.
  - **Groton-Dunstable solution**
    - From Chicopee Row from Hollis Street to Reedy Meadow Road in Groton → to Groton Dunstable Regional High School → to Groton Street and Kemp Street in Dunstable
  - **Dunstable-Groton-Pepperell solution**
    - First Phase:
      - From Chicopee Row from Hollis Street to Reedy Meadow Road in Groton → to Groton Dunstable Regional High School → to Groton Street and Kemp Street in Dunstable → to North Street in Groton
    - Second Phase:
      - East Street in Pepperell → to Jersey Street in Pepperell → to Route 113 in Pepperell and Groton Street and Kemp Street intersection in Dunstable → on Groton Street to Route 113 in Dunstable

# ARTICLE 4 - EXPLANATION

- **Dunstable – Pepperell solution**

From Route 113 to Jersey Street in Pepperell → East Street to the Pepperell/Groton town line → East Street to North Street in Groton → Kemp Street and Groton Street in Dunstable → Groton Street to Chicopee Row in Groton and the Groton Dunstable Regional High School.

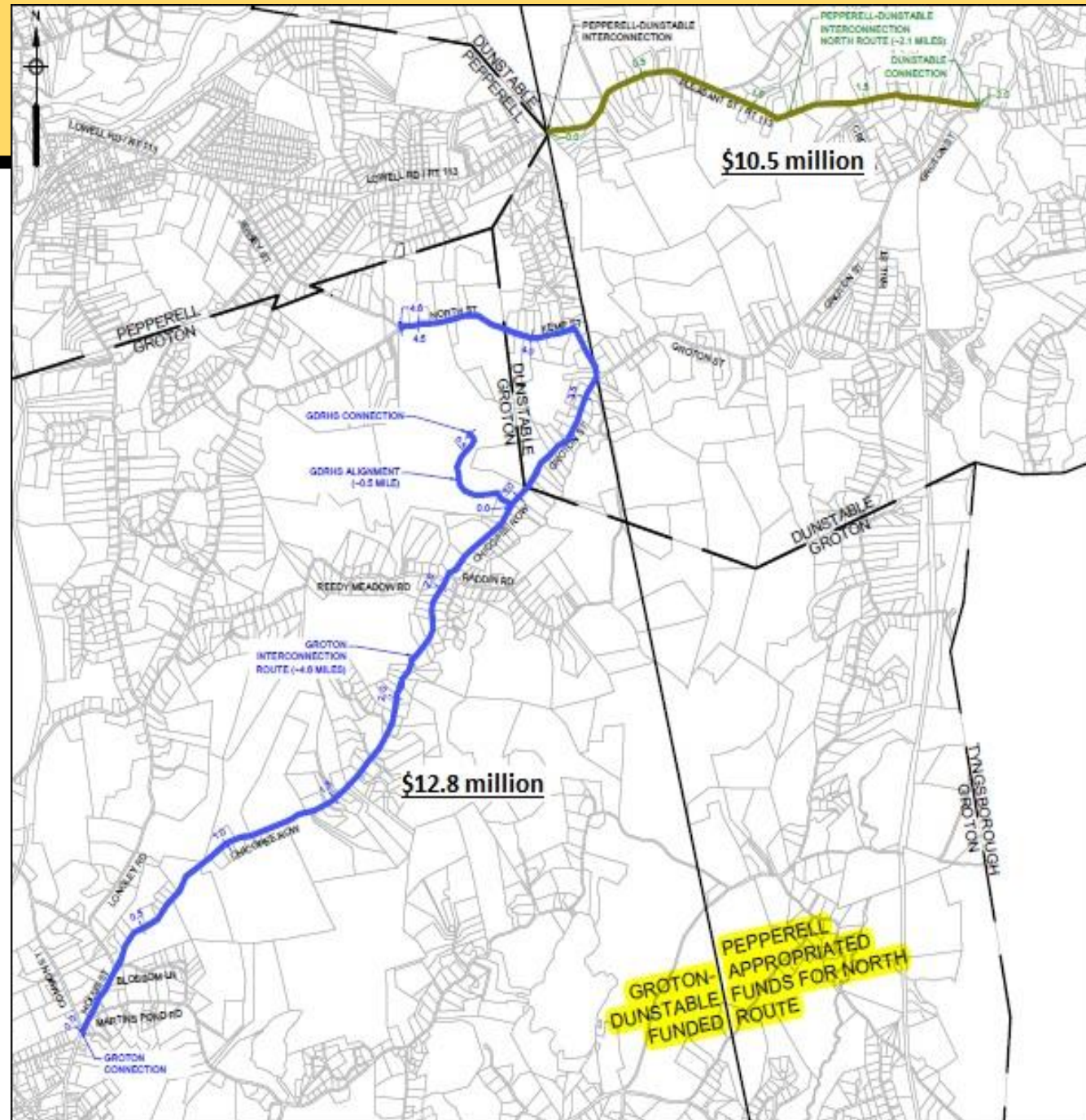




# ARTICLE 4 - EXPLANATION

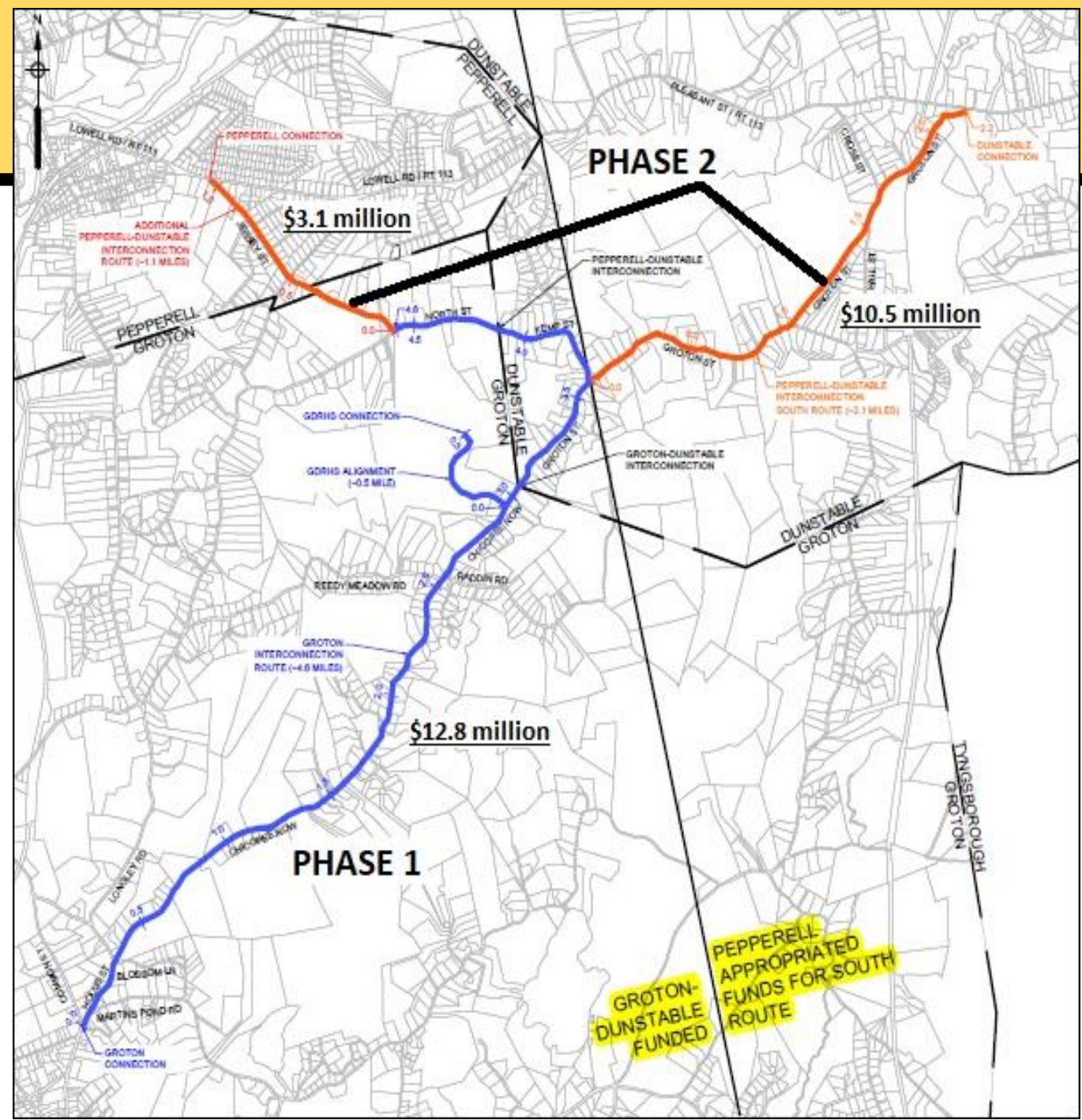
- **Groton-Dunstable solution**

From Chicopee Row from Hollis Street to Reedy Meadow Road in Groton → to Groton Dunstable Regional High School → to Groton Street and Kemp Street in Dunstable



# ARTICLE 4 - EXPLANATION

# DUNSTABLE- GROTON-PEPPERELL REGIONAL SOLUTION





# ARTICLE 4 - EXPLANATION

## DUNSTABLE-GROTON-PEPPERELL REGIONAL SOLUTION

- Dunstable Board of Selectmen and Groton Select Board voted to support the regional Dunstable-Groton-Pepperell plan
  - Provides the benefits of both the Groton extension and the Pepperell extension.
  - Provides a water main in Groton Street for properties that may be in the path of the PFAS plume.
  - Provides a water main in Chicopee Row for properties that may be in the path of the PFAS plume.
  - The Groton water main delivers clean water to GDRHS and contaminated properties most quickly.
  - Provides fire flow to the GDRHS and surrounding properties.
  - Will enable the connection of the Pepperell system to the contaminated properties once the Jersey Street water treatment plant (WTP) and booster station are completed.
  - Provides interconnections between the three water systems once the Pepperell-Dunstable interconnection is completed.
  - The water main in Dunstable can be turned over to Dunstable water system (at Groton/Kemp Street) when the Pepperell-Dunstable interconnection is complete.

# ARTICLE 4 - EXPLANATION

## DUNSTABLE-GROTON-PEPPERELL REGIONAL SOLUTION

All three communities working together provides other important benefits:

- Increases the visibility of the problem at the State level for approvals and potential funding.
- Expedites the solution implementation.
- Regional projects tend to be more competitive when seeking outside funding sources through grants and other means.

All three communities have different challenges that this project can address.

- PFAS Containment
- Water Source Treatment
- Water System Redundancy & Resiliency



# ARTICLE 4 - EXPLANATION

## PROJECTED TOTAL COST OF PROJECT

### TOWNS OF DUNSTABLE AND GROTON

• Construction and Materials:	\$12,689,500
• Engineering:	\$1,268,950
• Contingency:	<u>\$1,903,425</u>
• Total	\$15,900,000

Does not include connection from Groton Street and Kemp Street intersection to Route 113 in Dunstable.  
This portion of the project is estimated to cost approximately \$10.5 million and is anticipated to be paid for by the Town of Pepperell.

# ARTICLE 4 - EXPLANATION

## PROJECTED TOTAL COST OF PROJECT

TOWNS OF DUNSTABLE, PEPPERELL AND GROTON

- Phase I: \$12,800,000
    - Groton (Chicopee Row → High School → Chicopee Row) to Dunstable (Groton Street → Kemp Street) to Groton (North Street)
  
  - Phase II: \$3,100,000
    - Groton (North Street) → Pepperell (Jersey Street)
  
  - Phase II: \$10,500,000
    - Dunstable (Kemp Street/Groton Street → Route 113)
- 
- Total \$26,400,000

# ARTICLE 4 - EXPLANATION

## COST SHARING

\*Based on Intermunicipal Agreement between Towns of Dunstable and Groton

### Phase I: \$12,800,000\*

Groton: 77.6% (estimated at \$9,937,000)

Groton Water Department: 7.8% (estimated at \$1,000,000)

Dunstable: 14.6% (estimated at \$1,863,000)

### Phase II: \$3,100,000\*

Groton (North Street) → Pepperell (Jersey Street)

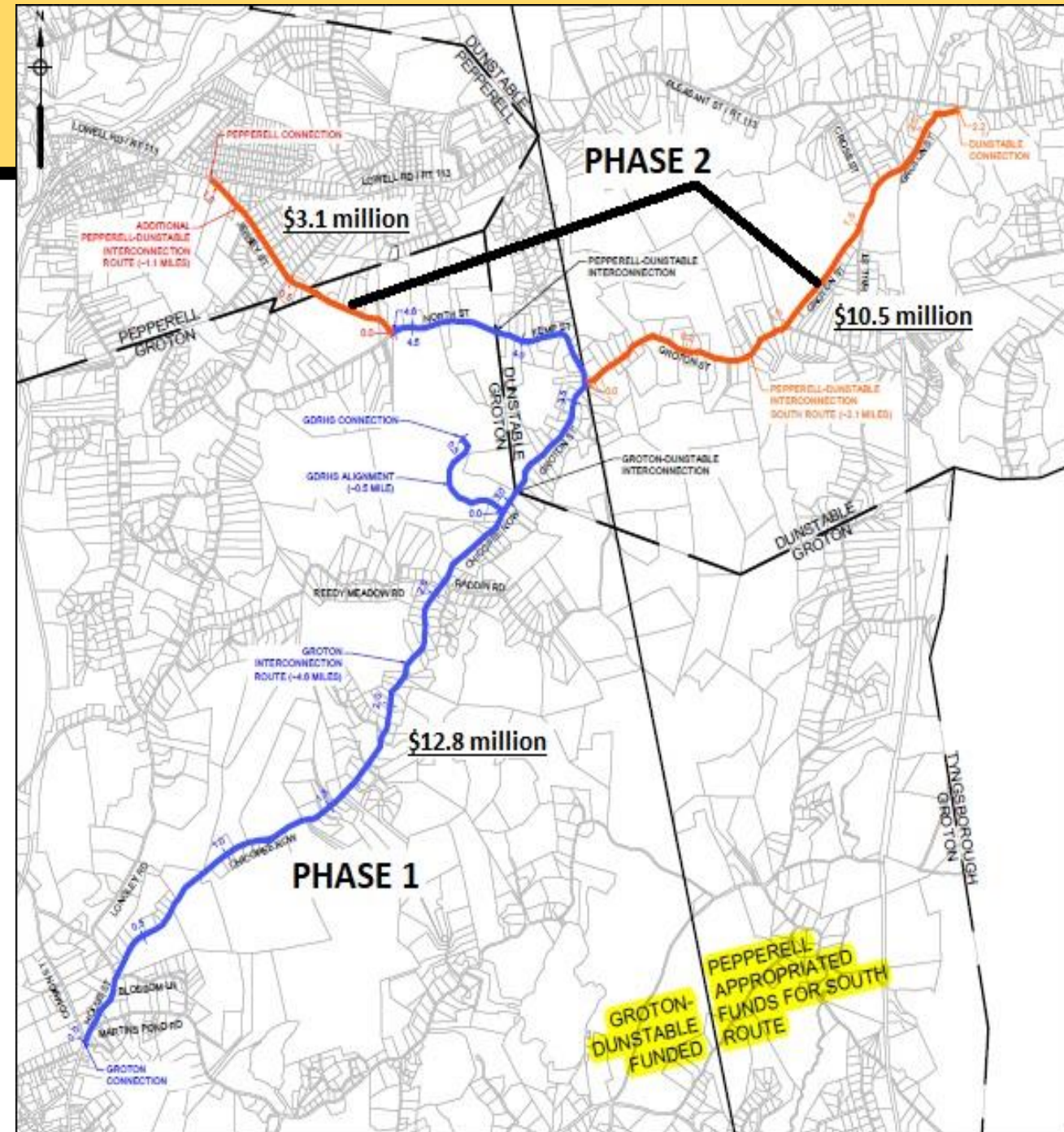
Intermunicipal Agreement includes cost share of 50/50 between the Towns of Dunstable and Groton

Aggressively seeking federal and state supplemental financing to offset a portion of the cost

### Phase II: \$10,500,000

Dunstable (Kemp Street/Groton Street → Groton Street → Route 113)

Pepperell: 100% of cost







# ARTICLE 4 - EXPLANATION

## AVERAGE SINGLE FAMILY HOME TAX IMPACT ESTIMATE

BASED ON INTERMUNICIPAL AGREEMENT BETWEEN TOWNS OF DUNSTABLE AND GROTON

- Phase I - \$62,293 annual debt service
  - With the additional \$62,293, using FY23 tax rate and assessments, the tax rate would increase by 8 cents.
  - The average single family would see an increase of \$47.36 plus the additional 3% CPA.
- Phase II - \$51,667 annual debt service
  - With the additional \$51,667, the tax rate would increase by 7 cents.
  - The average single family would see a tax increase of \$41.44 plus the additional 3% CPA.
- **Total impact = \$88.80 annually**

# ARTICLE 4 - EXPLANATION

## AVERAGE SINGLE FAMILY HOME TAX IMPACT ESTIMATE

BASED ON INTERMUNICIPAL AGREEMENT BETWEEN TOWNS OF DUNSTABLE AND GROTON

- **Annually = \$88.80**
- **Daily = \$.25**
- **Weekly = \$1.71**
- **Monthly = \$7.40**

# **ARTICLE 4 - EXPLANATION**

## **BOND SCHEDULE**

- **In FY25, last bond payments for the Front End Loader and Salt Shed are due.**
- **Front End Loader**
  - **Front End Loader is excluded debt.**
  - **Payment due in FY25 is \$54,062**
- **Salt Shed**
  - **Non-excluded debt**
  - **Payment due in FY25 is \$18,361.84**

# ARTICLE 4 - EXPLANATION

## ANTICIPATED TIMELINE

### Regional Solution (Phase 1): Implementation Timeline





# ARTICLE 4 - EXPLANATION

## ANTICIPATED TIMELINE



# ARTICLE 4 - EXPLANATION

## REQUIRED NEXT STEPS

- Towns of Dunstable and Groton need to secure funding through a debt exclusion.
- An Intermunicipal Agreement will need to be signed between the Towns of Dunstable, Groton, and Pepperell to negotiate the details of Phase 2, which Phase 1 is contingent on.
- Final design, permitting, bid, construction.

**From:** [Town Clerk](#)  
**To:** [Jason Silva](#); [Sue Fayne](#)  
**Subject:** Early Voting In-Person  
**Date:** Monday, November 6, 2023 5:15:00 PM

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Good evening,

I have a “housekeeping” item for my interest in offering in-person early voting. I held a meeting with the Board of Registrars' and they would like to support me in making a recommendation to offer in-person early voting at town hall for the following dates and times:

Saturday - November 18<sup>th</sup> 9am - 12pm

Monday - November 20<sup>th</sup> normal business hours

Tuesday - November 21<sup>st</sup> normal business hours

Wednesday - November 22<sup>nd</sup> 8am-12pm

In case you were wondering how this works - the Votes Act of 2022 early voting and vote by mail are options for local elections providing the Select Board, based on a recommendation from the Town Clerk & Board of Registrars, opt in or opt out, respectively. It is my opinion that to not allow the opportunity for voters to vote in person early for the local election would disenfranchise some voters in the sense of what they feel comfortable with even still today or thier availability to polling hours on Election Day. Additionally, the Votes Act of 2022 allows us to choose how long to be open for local elections and doesn't require us to be open two full weekends so I would like to also propose to be open one Saturday and the rest would be during normal business hours. I think offering early voting in person allows the voters in our community more opportunities for them to cast their votes conveniently and I have found that in Pepperell the voters like the option of still voting in-person.

To sum up my request, I ask that on your next SB agenda a motion be made that you are granting my request that early voting be offered for all local elections for 2023.

*Brynn C. Durno*

Town Clerk  
Town of Dunstable  
978-649-4514 x222

## **Town Administrator Report November 7, 2023**

### **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 talk 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 also 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 dropbox 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.