

Town of Dunstable

Board of Selectmen's Meeting



July 25, 2023



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

BOARD/COMMITTEE/COMMISSION: Board of Selectmen

DATE SUBMITTED TO TOWN CLERK: July 20, 2023

MEETING DATE: Tuesday, July 25, 2023 TIME: 8:30 AM

Amended 7/21/2023

LOCATION: Town Hall, 511 Main Street, Dunstable, MA

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

8:30	1.	<i>Call to Order</i>
8:31	2.	<i>Public Forum</i>
8:35	3.	<i>Approval of Meeting Minutes 6/21/23, 6/27/23, & 7/11*</i>
8:40	4.	<i>Facility Use Request: Delvena Theatre Company*</i>
8:45	5.	<i>Treasurer/Collector position*</i>
9:05	6.	<i>New/Old Business</i>
9:10	7.	<i>Executive Session – Pursuant to M.G.L. Chap. 30A, §21(a), Clause 6, to consider the purchase, exchange, lease or value of real property: MCO Associates, MUD District Land Development Agreement and Lease Agreement negotiations*</i>
9:30	8.	<i>Executive Session - Pursuant to M.G.L. Chap. 30A, §21(a), Clause 3, to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position: Gelineau v. Dunstable ZBA*</i>
9:50	9.	<i>Land Development Agreement and Lease Agreement with MCO Associates re: MUD District Affordable Housing Development*</i>
10:00	10.	<i>Adjourn</i>

*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/>



Town of Dunstable Board of Selectmen Meeting Minutes

Tuesday, June 21, 2023

In attendance: Chairman Ron Mikol; Vice Chair Leah Basbanes; Selectman Kieran Meehan; Jason Silva, Town Administrator; Sue Fayne, Exec. Assistant; Erik Hoar, Police Chief.

Public Forum

No public comments

Facility Use Request: Minuteman Pomona Grange & Dunstable Grange*

The 2 Grange organizations are requesting the use of the Town Hall Grange Room for their regularly scheduled meetings. Sue has checked the collision calendar for the room and all of their requested dates are available.

On a **motion** made by Selectwoman Basbanes and **seconded** by Selectman Meehan, it was **VOTED** to **approve** the use of the Town Hall Grange Room on September 23, 2023; December 9, 2023; March 23, 2024; & June 22, 2024 from 9am-12pm by the *Minuteman Pomona Grange* for the purpose of hosting their Quarterly Meetings.

and **VOTED** to **approve** the use of the Town Hall Grange Room on the following dates: 09/08/23, 10/13/23, 11/10/23, 12/08/23, 01/12/24, 01/09/24, 03/08/24, 04/12/24, 05/10/24, 06/14/24, 07/12/24, and 09/09/24 from 7:45pm-10pm by the *Dunstable Grange* for the purpose of hosting their Monthly Meetings. **The vote was unanimous.**

Appointments*

The annual appointment list was presented to the Board, containing appointments for Staff, Committees, Boards & Commissions beginning in FY2024.

On a **motion** made by Selectwoman Basbanes and **seconded** by Selectman Meehan, it was **VOTED** to **appoint** town officials, board and committee members as presented in the document entitled "Appointments – Staff, Committees, Boards, & Commissions" dated June 21, 2023. **The vote was unanimous.**

Morgan's Pond/Mill Street Land Grant*

Conservation is planning to apply for a land grant, and as part of the application process, the Board needs to authorize the Chair of the Conservation Commission to act as the official representative and project manager for the town.

On a **motion** made by Selectman Meehan and **seconded** by Chairman Mikol, it was **VOTED** to **authorize** the Conservation Commission to apply for a Local Acquisitions for Natural Diversity (LAND) grant to support the purchase of the Morgan's Pond property and authorize the Chair of the Conservation Commission to act as the official representative and project manager for the



Town of Dunstable in connection with the Town's application for this LAND grant. **The vote was unanimous.**

Treasurer/Collector position*

The Town Administrator requests that we defer this item to a future date.

Side Letter with Police Union: Holiday and Personal Days*

The Police Department has had a difficult time filling scheduled shifts given current staffing levels. Thus, the Department has been unable to authorize additional time off, causing officers to accumulate unused holiday and personal time. With the fiscal year coming to an end, this agreement is advantageous for both the town and the staff, as the staff will be paid out on the time they couldn't use, and the Town doesn't have to cover the time off with another officer at time and a half. Chief Hoar is taking the lead on communicating with the Police union.

On a **motion** made by Selectman Meehan and **seconded** by Selectwoman Basbanes, it was **VOTED to authorize** the Chair of the Select Board to sign a Side Letter of Agreement related to holiday and personal buyback with the Town's Police Union, NEPBA, Local 7, as presented. **The vote was unanimous.**

VADAR Contract*

The request is for a renewal of contract for both our Collection & Accounting software. The expense is included in the budget (\$11,285) and we're still working through our transition but Vadar has been great providing support.

On a **motion** made by Selectman Meehan and **seconded** by Selectwoman Basbanes, it was **VOTED to authorize** the Chair of the Select Board to sign a contract renewal with VADAR Systems for financial software and services for the period of July 1, 2023 through June 30, 2026 in the amount of \$11,285.66 annually. **The vote was unanimous.**

Due to the efficiency of discussions, the Board was ahead of schedule so we moved to the Town Administrators Report agenda item.

Town Administrator Report

- Woodward's Mill Dam Update: We have recently signed the Task Order with Hoyle Tanner to begin the Phase II Assessment of Woodward's Mill Dam. I will keep the Board notified as this project progresses.
- Roof Replacement at the Fire Station: The Town issued an Invitation to Bid for the replacement of the rubber roof at the Fire Station. Bids were due yesterday, and we received a total of 5 bids, with the lowest bid being \$26,800. This is less than the \$40,000 project cost anticipated.
- Town Facebook: Page As you know, the Town has recently launched its new Facebook Page. Thanks to Sue Fayne for spearheading this effort and running point on content creation.
- Municipal Vulnerability Preparedness/Hazard Mitigation Planning: We are now working with Hoyle Tanner and Weston and Sampson (Hoyle Tanner's sub) to coordinate an initial kickoff meeting to begin the process of creating an MVP Plan and updating the Town's Hazard Mitigation Plan.



- MCO/MUD District Development Update: Late last week I had productive conversations with MCO regarding both the Land Development Agreement and Lease Agreement. We continue to make progress in this regard and expect to reach agreement in short order.
- PFAS Update: I attended a meeting today between the Town Manager of Groton and Town Administrator of Pepperell to review options and try to reach some consensus on moving forward. We made great progress and have identified both short- and long-term options on how to proceed. This process has evolved throughout, and that may continue, but currently the discussion led to agreement on bringing water directly from Pepperell to the Groton Dunstable Regional High School and longer-term working with Pepperell on a plan to make connections between the two communities. Details still need to be developed on cost sharing, design, and schedule but things are moving in a positive direction.
- Larter Field Irrigation Wells: Thanks to the hard work of the Parks Commission and Recreation Committee, an Invitation to Bid was issued for the renovation of the irrigation wells at Larter Field. The deadline for bids was today at 4 PM. We received 2 bids, the lowest bid being \$32,049 which was slightly under the estimated project cost.
- Green Communities – MOU with NMCOG Similar to last year, the Town is working with NMCOG to assist the town with eligible activities under the Green Communities Program including preparation of annual reporting requirements, assisting with the grant application process, and developing a net-zero emissions plan for municipal buildings and operations.
- AARP Walk Audit Project: I have had the chance to meet with NMCOG to discuss their participation in the AARP grant-funded project to conduct walk audits from the town center to public spaces and properties such as the library, police and fire stations, and recreational areas in proximity to the town center. Fortunately, they are willing to play a lead role in the project and will be our partner to execute the project which needs to be concluded by this November.
- Verizon FiOS Franchise Agreement: I have been in touch over email and phone with Verizon representatives regarding the currently expired franchise agreement with the Town of Dunstable. I expect to have an agreement ready shortly for your consideration.
- Housing Production Plan Public Forum: As a reminder, the Affordable Housing Committee is hosting a public forum on the Housing Production Plan Updates next Monday, June 26 at 6:30 PM to 8 PM.

New/Old Business

Chairman Mikol inquired about the absence of an Alternate for Plumbing/Gas Inspector. We had an alternate, which was our current inspector John Cryan. TA Silva will have a conversation with John to see if he has a backup in mind. The inspectors are paid out of a stipend by permit/job, and the electrical and building inspectors currently have backups.

Selectman Meehan wants to ensure that we have followed up with the Treasurer/Collector candidates to date, and TA Silva stated that they were aware of tonight's meeting, and he will follow up with them this week to let them know of the status.

Firefighters Memorial: Charlie Rich

Charlie Rich, former Dunstable Fire Chief, was in attendance to discuss a proposed Firefighter Memorial for the Town of Dunstable. He explained that after losing a Firefighter on duty, the Richard Bacon Scholarship fund was formed. Eventually the applications for scholarships diminished and they have not



issued any scholarships in 10 years, but they have money in the account. He had initially proposed to donate the money to the Town for a firefighter memorial, however the Scholarship Committee has been advised that they can only donate the funding to a non-profit organization filed as a 501c3 organization.

Mr. Rich explained that instead of a donation, he would like to work with the Town, the Memorials & Monuments Committee, to solicit donations to have an official memorial built and placed on Town land. He would like to get approval from the Board to move forward with discussing this with the Memorials & Monuments committee. August 5, 2024 will be 25 years since Mr. Bacon passed away and he'd like to have something in place by then, if possible.

Selectman Meehan, who has recently joined the Memorials & Monuments Committee, will bring it to Joe Dean to discuss. He mentioned there are a few different monuments that have been brought to his attention that we are currently missing, Desert Storm & Iraq/Afghanistan to name a few. He will put it on the agenda for the next Monuments & Memorial Comm. meeting to begin discussions. Mr. Rich would like to have the monument built over the winter and installed in the Spring ideally. If there is any money left over after donations received, he'd like to have it applied to power washing the monuments in town.

On a **motion** made by Selectman Meehan and **seconded** by Selectwoman Basbanes, it was **VOTED** to recess for 45 minutes and regroup at 6:30pm with the Advisory Board. **The vote was unanimous.**

The meeting came back from recess at 6:30pm but the Advisory Board did not have a quorum. Therefore the Year End Transfers agenda item will be moved to the next meeting agenda.

On a **motion** made by Selectman Meehan and **seconded** by Selectwoman Basbanes, it was **VOTED** to adjourn the meeting at 6:35pm. **The vote was unanimous.**

Respectfully Submitted,

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

Meeting Materials

Facility Use Applications

Appointment Listing

Correspondence from Carol Rock, Planning and Conservation Administrator, about Morgan's Pond LAND Grant Application

Side Letter Between the Town and Police Union about Holiday and Personal Time

VADAR Contract

Town Administrator's Report

Town of Dunstable Board of Selectmen Meeting Minutes



Tuesday, June 27, 2023

In attendance: Chairman Ron Mikol, Vice Chair Leah Basbanes, Selectman Kieran Meehan, Town Administrator Jason Silva, Executive Assistant Sue Fayne, Exec. Assistant, Erik Hoar, Police Chief.

Public Forum

No public comments

Appointments*

A list of 7 appointments were presented to the Board. These are additional appointments beginning in FY24.

On a **motion** made by Selectman Meehan and **seconded** by Selectwoman Basbanes, it was **VOTED** to **appoint** town officials, board and committee members as presented in the document entitled "Appointments – Staff, Committees, Boards, & Commissions" dated June 27, 2023. **The vote was unanimous.**

Joan Simmons inquired who was our Representative for the Lowell Regional Transit authority, which is David Tully, Sr.

Fire Station Roof Replacement*

We issued an Invitation to Bid for the replacement of the Fire Station Roof and received 5 responses. Signature Roofing was the low bidder - their bid came in at \$26.8k, they are ready to start, and they have demonstrated public sector experience. TA Silva is confident with price (bidder) and timeline.

On a **motion** made by Selectman Meehan and **seconded** by Selectwoman Basbanes, it was **VOTED** to **authorize** the Chair of the Select Board to sign a contract with Signature Roofing in the amount of \$26,800 for the purpose of replacing the rubber roof at the Dunstable Fire Station. **The vote was unanimous.**

A question was asked if we were required to accept the lowest bid. TA Silva stated that we're required to accept the lowest responsive & responsible bid. The bidder needs to be able to show that they can meet the needs of the bid for the price.

New/Old Business

Ron wanted to comment on the 28 open vacancies on our boards/committees and how are we going to fill them. Selectwoman Basbanes had feedback from a resident asking if there was any compensation or tax relief for the people who volunteer on their boards/committees. We plan to have more recognition for our volunteers to ensure we're expressing gratitude. Sue Fayne is working on putting together, with the help of the board/committee chairs, the time commitments required for each role to give Residents a better idea of what level of effort is required by each of the boards/committees.



Selectman Meehan asked if/can we be looking at each of our boards/committees to determine if we should change some from elected to appointed. TA Silva will research and get back to the Board the results. Technology Advisory Board as an example, may not be needed anymore. Also, the Personnel Board - is that still needed? TA Silva said that he thinks our Personnel Policies could be dusted off and re-looked at to ensure we're providing everything we can to attract and retain talent.

Year End Budget Transfers (Joint Meeting with the Advisory Board)*

The Advisory Board called their meeting to Order. In attendance was Jake Lewon, Matt Naughton, Harold Simmons, & Clinton Keeney.

TA Silva provided the overview that every fiscal year, during the last 2 months, Municipalities are allowed to transfer money from one line item to another to balance and close the books. FY2023 ends June 30th and we have until July 15th to make transfers.

- Accounting - \$70 A minor \$70 adjustment is needed to cover FY23 wages for the remainder of the fiscal year.
- Treasurer/Collector - \$41,000 - A salary adjustment of an anticipated \$11,000 is needed to cover an existing deficit in the amount of \$5,080 and salary costs through the remainder of the year. The budget variance in salaries was caused by the overlap in salaries being paid to the former Treasurer/Collector and the current Treasurer/Collector, and the current Treasurer/Collector receiving a higher salary than what was budgeted. A transfer in the amount of \$30,000 to Professional and Technical is needed to cover an existing deficit of \$23,101 and expenses through the end of the fiscal year. Reconciling cash had not been done since the beginning of the fiscal year (August). To catch-up, it was necessary to bring on contract services to perform 8 months of cash reconciliation work. To-date we have expended \$24,188, and it is anticipated the Town will need an additional \$5,000-\$6,000 to reconcile cash through March. Bonnie Ricardelli, who started back with the Town as interim Treasurer/Collector in April, will complete the remainder of the fiscal year.
- Selectmen - \$4,500 - The \$4,500 transfer is needed to cover an existing deficit in the amount of \$3,564, primarily to cover the cost of the Town's membership dues for the Northern Middlesex Stormwater Collaborative in the amount of \$4,800 through NMCOG. This request will also allow for funds to cover expenses through the end of the fiscal year.
- Town Counsel - \$20,000 - The \$20,000 transfer is necessary to cover an existing deficit in the amount of \$12,621 in the Town Counsel budget and legal services through the remainder of the fiscal year.
- Streetlights - \$2,600 - The \$2,600 transfer request is needed to cover an existing deficit in the amount of \$469 and street light charges through the end of the fiscal year.
- Town Hall - \$15,000 - The \$15,000 transfer is needed due to an existing deficit of \$8,555 primarily caused by expenditures related to energy and utilities, and property-related services, the majority of which account for landscaping and copier/printer related costs. This request will also cover expenditures through the end of the fiscal year including unanticipated expenses to repair the irrigation system at Town Hall.
- Election - \$710 - A \$710 adjustment is needed to cover FY23 Election wages already incurred.
- Fire - \$12,800 - The Fire Department is requesting a total of \$12,800 in transfers to multiple budget line items to close out FY23 and cover an existing budget deficit of \$7,203.51 in the Department's expense lines. A breakdown of the transfer requests is as follows:
 - \$3,221.60: Phone bills and other general expenses to close existing deficit
 - \$2,000: Hydrostatic cylinder testing



- \$1,000: Epi Pens
- \$778.40: Fuel for apparatus
- \$2,100: Energy costs
- \$3,700: Apparatus maintenance, inspections, related fees
- The Fire Department is covering this transfer within their existing appropriation, moving funds
- from salary to expense lines.
- Water - \$10,000 - The Water Department budget did not include salary expenses which will be covered by this transfer request.
- Snow and Ice - \$12,500 - The transfer is necessary to balance out the salary budget and the Highway Department is covering this transfer within their existing appropriation, moving funds from expense to salary lines.

On a **motion** made by Selectman Meehan and **seconded** by Selectwoman Basbanes, in accordance with Massachusetts General Law, Chapter 44, Section 33B it was **VOTED** to approve end of year FY23 budget transfers as presented totaling \$119,180. **The vote was unanimous.**

On a **motion** made by Selectman Meehan and **seconded** by Selectwoman Basbanes, it was **VOTED** to adjourn the meeting at 6:49pm. **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



Town of Dunstable Board of Selectmen Meeting Minutes

Tuesday, July 11, 2023

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

Public Forum

No public comments

Appointments – Union Building Committee, Board of Assessors, Reserve Police Officer*

After a discussion about the makeup and participation of members of the Union Building Rehabilitation Committee and thanking Robert Pontbriand, who was in the audience, for his willingness to serve on the Board of Assessors, the Select Board approved the appointments of Bebe Wood to the Union Building Rehabilitation Committee for a term to expire on June 30, 2026, Robert Pontbriand to the Board of Assessors for a term to expire on June 30, 2026, and James Monis as a Reserve Police Officer for a term to expire on June 30, 2024.

Motion was made by Selectman Kieran Meehan, seconded by Selectwoman Leah Basbanes. Vote was unanimous.

As a housekeeping matter, the Board also modified the term of appointment for John O'Brien, Water Commissioner, from expiring on June 30, 2026 to an expiration date of June 30, 2025, to properly align terms on the Commission.

Motion was made by Kieran Meehan, seconded by Leah Basbanes. Vote was unanimous.

Town Center Zoning District and 11 Pleasant Street

Town Administrator was asked to provide an overview of the proposal and situation at 11 Pleasant Street. It was explained that the owners of 11 Pleasant Street have proposed locating a specialty wine shop at this address. As a result of this proposal, the Town convened a meeting with all departments that have a role in permitting or approving the proposal. A summary of the feedback and requirements was drafted following the meeting and shared with the property owner. The most significant obstacle is the current zoning, the Town Center Zoning District only allows retail alcohol sales if the alcohol products being sold are brewed or fermented on-site. In this case, the owner has no intention of brewing or fermenting alcohol on site. He concluded with saying that there seemed to be support for the proposal but there would need to be a modification to the local zoning bylaw to allow it to happen.



Following the Town Administrator's presentation, the property owners were both in the audience and reviewed their proposal, gave an overview of their vision for the business, and summarized their conversations to-date with a variety of departments and boards.

The Select Board expressed a desire to work with the property owners and the Planning Board to review the current zoning and to consider changes to allow this proposal to move forward.

Town Administrator Presentation – Goals/Objectives for FY24

The Town Administrator presented draft goals and objectives for the coming fiscal year, FY24. He reviewed six categories: citizen engagement, communication and transparency, employee engagement and team building, long-term financial stability, infrastructure and capital planning, service delivery and operational improvements, and planning initiatives.

Selectman Meehan requested that the Town Administrator prioritize them, as a follow-up to the presentation.

*Note: the goals and objectives are posted on the website (www.dunstable-ma.gov) on the Town Administrator's Departmental Page.

Town Administrator Report

The Town Administrator then reviewed his Report to the Board of Selectmen which included:

Financial Forecast Update

Preliminary forecast shows a deficit of \$399,491 for FY25.

Fire Station Rubber Roof Replacement

The contract to replace the rubber roof at the Fire Station is fully executed between the Town of Dunstable and the contractor, Signature Roofing. The Fire Chief will now coordinate the project schedule and logistics with the contractor to ensure smooth and efficient project execution.

Town Hall Irrigation System Repair

In advance of the loaming and seeding of the front lawn at Town Hall, as part of the Route 113 project, it is necessary for the Town to repair the irrigation system.

Fire Station HVAC System

The air conditioning unit at the Fire Station has failed. As part of the HVAC replacement, the building will also require electrical upgrades which are currently being scoped and priced. These, of course, are unanticipated expenses which will likely require supplemental funding. Once we have a better understanding of the cost of these projects, we will communicate with the Board to recommend funding sources.

Town Hall HVAC

This project has been significantly delayed but it appears we are finally making progress. The electrician is planned to be at Town Hall on Tuesday, July 18 to disconnect the electrical, which will be reconnected on Monday, July 24. The HVAC technicians will complete their scope of work once the electrical is disconnected.

Information Technology Management Services – Invitation for Bids



The Town's IT Management Services contract expired at the end of the fiscal year, and we have issued an IFB with a due date of Friday, July 21 for responses for a new, 3-year contract commencing on August 1, 2023.

Union School Restoration Plan and Re-Use Feasibility Study – Request for Proposals

A Request for Proposals has been issued seeking architectural/planning services to create a Restoration Plan and Re-Use Feasibility Study for the Union Building. Proposals are due on July 26, with a site visit scheduled for July 17. NMCOG has submitted a scope of work for the public engagement portion of the project; we anticipate them working closely with the architect and Union Building Rehabilitation Committee.

Utility Pole at Pond and Pleasant Streets

The utility pole at the corner of Pond and Pleasant Street was removed by Verizon last week. Thanks to Sue Fayne and the Police Chief for helping to coordinate.

Staffing Impacts of Override Failing

Now that the new fiscal year is upon us, the Town has been forced to reduce staffing at the Police and Fire Departments. For this fiscal year, and possibly beyond, the Town now has only one police officer on during the night shift, and only one per diem firefighter on during the daytime hours (8-4).

New Fire Rescue Truck

The Fire Department picked up the new fire mini-pumper last Friday. It received an inspection and now the department is working to outfit the truck with new equipment. Since the cost of the truck was \$180,000, there is still a balance remaining of \$25,000 to cover the additional cost of equipment needed on the truck.

CIP Planning

I'm hoping to begin planning for capital improvements early this year. I've started by scheduling a coordination meeting at the end of this month. Relevant departments have been asked to prepare a list of their capital needs – top 5 priorities over \$25,000 and top 5 priorities under \$25,000.

Six Months

Now that I have completed my first six months in the role of Town Administrator, I have reached out to a group of employees and town officials to sit down with them to review my time here, and to seek feedback on my performance, strengths/weaknesses, what I do well, and what I can improve upon.

Dunstable Instagram Account

You may have noticed that in addition to our Facebook Page we now also have an Instagram Account. Thanks to Sue Fayne for her assistance in getting this up and running and for providing consistent content. We hope that by adding these additional communication channels we can reach more residents of the community and push information out about what's happening in Town.

Housing Production Plan Public Meeting

The Affordable Housing Committee hosted a public meeting on the Housing Production Plan and over 20 people attended. There was good conversation and dialogue about the issue of affordable housing in Dunstable and the importance of having an updated HPP in place. Since the meeting, there has been follow-up done with all attendees who signed-in, sharing the meeting summary and updates Goals and Priorities based on the feedback received.

Office Hours – Representative Scarsdale and Senator Kennedy

Representative Scarsdale is hosting office hours in Dunstable on July 26 from 4 PM to 5 PM at Town Hall. Senator Kennedy is hosting office hours in Dunstable on July 18 from 6 PM to 7:30 PM at the Public Library.

Town Clerk – Part-time Assistant Position



Unfortunately, Lynn Denyse, who was serving as Assistant Town Clerk, has resigned from her position leaving the position vacant. We wish Lynn the very best and will miss her at Town Hall. I look forward to working with both the Select Board and Town Clerk to determine how best to move forward.

Municipal Vulnerability Preparedness Plan (MVP) Internal Kickoff Meeting

The Town hosted an MVP kickoff meeting with Hoyle Tanner, Weston and Sampson, and EOEEA. As a reminder, this is being paid for through a \$37,000 grant from EEA. We plan to have another meeting with core staff in August, and then hopefully an initial kickoff meeting in September, and a workshop with a broader group of stakeholders in October. Once we complete the MVP Plan (an update to our Hazard Mitigation Plan that goes along with this), we will have access to grant funding opportunities we currently can't access.

On a **motion** made by Selectman Meehan and **seconded** by Selectwoman Basbanes, the meeting was **adjourned** at 5:55pm. **The vote was unanimous.**

Meeting Materials

Appointment Listing

Summary of Department Feedback on 11 Pleasant Street Specialty Wine Shop

Town Administrator's Goals/Objectives Presentation

Town Administrator's Report

From: [Request from Website via Dunstable MA](#)
To: [Sue Fayne](#)
Subject: Facility Use Request Application
Date: Monday, July 17, 2023 11:18:23 AM

Submitted on Monday, July 17, 2023 - 11:19am

Submitted by user: sfayne

Submitted values are:

Name & Organization: Delvena Theatre Company

Applicant Name (if different): Jon Swift

Applicant Address: 617 Groton St. Dunstable

Applicant Mobile or Home Phone Number: 617-320-9761

Applicant Email Address: jonpswift@gmail.com

Facility Being Requested: Town Hall - Main Hall with Stage

Requesting Use of Piano?

Date of Event: September 9, 2023

Time of Event: 1:30 pm

Length of Event: 2 hours

Purpose of Event: Theater Production

Estimated Attendance: 50

Admission Charged: \$0

Are you a Dunstable Resident? Yes

Is this a Civic Non-Profit Group? No

Will Food be served? No

Dates needed for storage of materials:

==Town of Dunstable Facility Use Policy==

Policy Agreement: I agree

The results of this submission may be viewed at:

<https://www.dunstable-ma.gov/node/32191/submission/896>



Towns of Pepperell and Dunstable Treasurer/Collector Job Description



Job Title: Treasurer/Collector

Department:

Supervisor: Towns Administrator

Salary: Grade 12

Hours Worked: Full-Time (40hrs/week)

FLSA Status: Exempt

TREASURER/COLLECTOR

Position Purpose:

The purpose of this position is to provide administrative and supervisory work in the collection of all monies due the Towns and in the receipt, expenditure, investment, and custody of municipal funds, the borrowing of money, and the custody of tax title properties; This role is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the control of this position; performs all other works as required.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions in accordance with state statutes and local bylaws.

Supervision Received: Reports to the Town Administrators of both communities, and acts in conformance with applicable provisions of the local bylaws, Massachusetts General Laws, and federal laws.

Supervision Given: Has direct supervisory responsibility for two full-time employees in Pepperell and one part-time employee in Dunstable.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy. Employee must be able to perform duties while being frequently interrupted during the day.

Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Makes frequent contact with members of the banking community, government regulatory agencies, attorneys, vendors, all municipal department heads, and the general public; communicates in person, by telephone and via standard reports. Contacts require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-level and Towns-wide confidential information; the application of appropriate judgement, discretion and professional office protocols is required.

Errors could result in loss of funds, significant confusion and delay, loss of department services, and have Towns-wide financial repercussions; errors could cause exposure for the Towns of Pepperell and Dunstable to certain legal liabilities.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Receives all Towns funds; makes deposits and reconciles statements; Invests and transfers funds; pays bills, employee payroll, on warrants approved by the Board of Selectmen.

Responsible for cash management, monitoring cash levels and arranging temporary borrowing of funds as necessary. Pays interest and maturing debt. Prepares all papers for bond issue.

Provides information to Moody's Rating service for Towns bond ratings; signs bonds, notes and other papers of credit for the Towns. Prepares annual full disclosure statement for the financial community.

Invests Towns funds. Maintains custody of securities for trust funds. Collects and accounts for income from investments in fund portfolios. Maintains custody of escrow accounts.

Oversees tax title proceedings, including receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto. Performs tasks related to Land Court foreclosures.

Maintains records of employee deductions; processes payroll and maintains payroll records, processes applications of new employees with regard to the County Retirements Systems, health and life insurance. Provides quarterly reports of taxes withheld and monthly reports for retirement and health. Processes unemployment claims.

Supervises and processes the billing and collection of real estate, personal property, and excise taxes, betterments, liens and other municipal fees and charges; maintains associated records. Reconciles commitment books with Accountant's records. Oversees, administers, and maintains the in-house computerized billing and collection system.

Enforces the law in regard to delinquent tax accounts. Prepares required forms and documents for tax takings. Computes interest on overdue accounts. Posts abatements.

Answers inquiries from banks and attorneys regarding tax and lien payments and from taxpayers regarding bills due the Towns.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in accounting, finance, business administration, business management or related field; five years of experience in accounting, banking, and/or general finance or three years experience in municipal finance; or any equivalent combination of education and experience. Ability to be bonded. Certification as a Collector and Treasurer by the Massachusetts Collector/Treasurer Association desired.

Knowledge, Ability and Skill:

Knowledge: Complete working knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance. Thorough knowledge of computer applications for accounting and financial management. Comprehensive knowledge of GAAP and the UMAS. Knowledge of the investment market.

Ability: Ability to establish and maintain effective and harmonious working relationships with Towns officials and departments, members of the banking community, state agencies and the general public. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex financial record keeping systems. Must be able to pay attention to detail and accuracy with complete integrity. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to prepare and administer budgets and to prepare financial reports. Ability to operate standard office equipment.

Skill: Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent organizational skills. Skill in all of the above listed tools and equipment.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Employee is frequently required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in physically picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 30 pounds such as files, books, supplies, etc. Employee must possess the ability to operate a keyboard at a moderate speed. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

DRAFT PROCESS

Joint Dunstable/Pepperell T/C position

- 1) Dunstable Select Board (possible Pepperell Select Board) approve posting
- 2) Finalize language of posting and job description
- 3) Post position (MMA, websites, everywhere)
- 4) Outreach
 - a. Meetings/Discussions
 - i. DOR, Division of Local Services
 - ii. Finance Teams staff meeting with both communities
 - iii. Finance Committees notified
- 5) Develop/Finalize IMA
 - a. Town Counsel review
- 6) Finalize schedule, staff available, org chart, and financial contributions
 - a. NMCOC ***might*** be able to work with us on this piece; Local Services would, as well
- 7) Interview candidates (first/second rounds and final)
 - a. Joint screening committee between both communities
 - b. Make recommendations to both Select Boards
- 8) Present to both Select Boards, request approval of IMA
 - i. Select Board meeting(s)

DRAFT MOTION

Move to enter into Executive Session, pursuant to M.G.L. Chap. 30A, §21(a), Clause 6, to consider the purchase, exchange, lease or value of real property: MCO Associates, MUD District Land Development Agreement and Lease Agreement negotiations and, pursuant to Clause 3, to discuss strategy with respect to collective bargaining or litigation as doing so in open session may have a detrimental effect on the government's bargaining or litigation position: Gelineau v. Dunstable ZBA. Votes may be taken, and if they are, votes will be released at a time deemed appropriate by the Board of Selectmen. The Board will reconvene in regular session at the conclusion of the Executive Session.