Capital Improvement Plan
Town of Dunstable
FY24 – FY28

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Glossary of Terms – Capital Improvement Program

Provided below are some of the commonly used terms in budget and capital planning and fiscal and debt management.

American Rescue Plan Act (ARPA): The American Rescue Plan Act of 2021, also referred to as ARPA, was signed into law by President Joseph Biden on March 11, 2021. ARPA is a $1.9 trillion Federal rescue package designed to ease the United States' recovery from the economic and health effects of the COVID-19 pandemic. The Act provides financial relief to state and local governments to support public health and promote economic recovery. The Act also provided funding for state and local governments to invest in local services, buildings, and infrastructure, such as water, sewer, and broadband services. The Town of Dunstable received a total of $1,017,179.96 ARPA funds.

Appropriation: A legal authorization granted by Town Meeting to expend money and incur obligations for specific public purposes.

Bond: A written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity date), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

Bond Anticipation Note (BAN): Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. Notes are retired from proceeds from the bond issue to which they are related and/or from a cash payment and/or Town appropriation.

Capital Budget: A plan for capital expenditures for projects to be included during the first year of the capital improvement plan.

Capital Exclusion: A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require 2/3 vote of the entire Select Board and a majority vote in a town-wide election. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

Capital Improvement Fund: This fund was created at the 2004 Annual Town Meeting. The purpose of this Fund is to allow the Town to reserve funds for the acquisition of new equipment and/or the replacement of existing equipment (for which the Town may borrow money for a period of five years or more), and/or for building/facility improvements with a cost of less than $250,000 (for which the Town may borrow money for a period of five years of more). Only general fund capital that has been recommended in the Capital Improvement Plan (CIP) is eligible for funding in this manner.

Capital Improvement Plan (CIP): A financial planning and management tool that identifies public facility and equipment requirements and schedules them for funding and implementation on a multi-year basis.

Capital Project: Major, non-recurring expenditure involving one or more of the following: acquisition of land for a public purpose; construction of or addition to a facility such as a public building, water or sewer lines, play field, etc.; rehabilitation or repair of a building, facility, or equipment, provided the cost is $25,000 or more and the improvement will have a useful life of five years or more; purchase of equipment costing $25,000 or more, with a useful life of five years or more; and any planning, engineering, or design study related to an individual capital project. For the purposes of this plan, the Town has included projects less than $25,000 for transparency and planning purposes.

Chapter 90: Massachusetts General Laws Chapter 90, Section 34 authorizes the Commonwealth to allocate funds to municipalities, through the Transportation Bond Issue, for highway construction, preservation and improvement projects that create or extend the life of capital facilities; routine maintenance operations such as pothole filling and snow and ice removal are not covered. The formula for determining the Chapter 90 level of funding is based on a municipality's miles of public ways, population, and level of employment. Municipalities receive Chapter 90 reimbursement only for pre-approved projects.

Community Preservation Act (CPA): Enacted as Massachusetts General Laws Chapter 44B in 2000, CPA permits cities and towns accepting its provisions to establish a restricted fund from which monies can be appropriated only for a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; and c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the rehabilitation and restoration of open space, land for recreational use and community housing that is acquired or created using monies from the fund. The local program is funded by a local surcharge of up to 3 percent on real property tax bills and funds from the state generated from registry of deeds fees. The voters of Dunstable approved a 3 percent surcharge.

Community Preservation Fund: A special revenue fund established pursuant to Massachusetts General Laws Chapter 44B to receive all monies collected to support a community preservation program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the Commonwealth, and proceeds from the sale of certain real estate.

Debt Exclusion: A temporary increase in the Town's levy limit (and possibly the levy ceiling) to exclude the payment of debt from the limits of Proposition 2½. The debt service is added to the levy limit for the life of the debt only. To place a debt exclusion question on the ballot requires a 2/3 vote of the entire Select Board. The debt exclusion question requires a majority vote by voters for passage.

Debt Service: The amount paid annually to cover the cost of both principal and interest on a debt issuance until its retirement.

Fiscal Year: The twelve-month financial period used by the Town beginning July 1 and ending June 30 of the following calendar year. The Town's fiscal year is numbered according to the year in which it ends.

Free Cash: Free cash is the amount of the General Fund unassigned fund balance that may be used as a source to fund appropriations. The Massachusetts Department of Revenue certifies the amount of "free cash" resulting from closing the financial books as of June 30, the end of the fiscal year. Free cash may only be used as an appropriation source after the certification process by the Department of Revenue is complete. For example, the July 1, 2023, certified amount may be used to fund supplemental appropriations voted during fiscal year 2024 or applied as a revenue source to support the fiscal 2025 appropriations that may be voted in the spring of 2024.

FY: Fiscal Year

General Fund: The fund into which the general (non-earmarked) revenues of the municipality are deposited and from which money is appropriated to pay the general expenses of the municipality.

Infrastructure: The underlying foundation or basic framework of an organization or system, e.g., roads, bridges, buildings, land, and natural resources.

Override: A permanent increase of the Town's levy limit when a majority of voters in an election approve such an override. The override amount becomes part of the levy base when setting the next year's levy limit. To place an Override question on the ballot, requires a majority vote of the Select Board.

Pay-As-You-Go: A term used to describe the financial policy of a government which finances all its capital outlay from current revenues rather than by borrowing. A government which pays for some improvements from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go basis.

Proposition 2½: That measure which limits municipal property taxes to 2½ percent of the community's full and fair cash value (levy ceiling), and which limits the amount of revenue a municipality can raise through property taxes (levy limit) to 2½ percent each year, plus a factor for new growth. A municipality may exceed its levy limit in two ways: override or debt exclusion.

Information Technology Infrastructure: The hardware and software that support information requirements, including computer workstations and associated software, network and communications equipment, and system-wide devices.

Introduction

Over the course of the last several months, the Town of Dunstable has compiled a comprehensive 5-year Capital Improvement Plan (CIP) for FY24-FY28. The CIP provides a strategic roadmap to improving and maintaining the Town's infrastructure, facilities, recreational and historic assets.

This plan encompasses a wide range of areas, including:

Infrastructure Improvements: The Town recognizes that our roads, public buildings, and other assets help define our Town and its character. By proactively planning and investing in the maintenance and repair of these assets, we can effectively extend their lifespan and reduce the need for larger, more costly repairs in the future.

Public Spaces and Facilities: The Town's conservation and recreational areas, Town Common, and library are the heart of the community. Other Town buildings like the Fire and Police Stations, and Town Hall are critical in delivering high-quality services to the community. Maintaining, upgrading, and expanding these spaces create opportunities for recreation, community events, and other activities.

Transportation Improvements: Through planning efforts, the Town has identified projects to improve safety and accessibility for all users of our transportation network including our streets and trails. Seeing these projects through from design to implementation helps promote the safe use of alternative modes of transportation and further increase access to the Town's many recreational, off-road trails.

Vehicles and Equipment: Routine maintenance and regular replacement of the Town's vehicle fleet is crucial for safety, reliability, and operational effectiveness.

By strategically allocating resources to these key Town areas, we not only address immediate needs but also lay the foundation for the future success of the Town.

Capital Budget and Capital Projects

A capital budget is distinct from an operating budget in that the items included in a capital budget are typically large or infrequent expenses, such as renovation of a building or acquisition of a new dump truck, whereas an operating budget includes recurring expenses or are modest in magnitude, such as supplies or vehicle maintenance. A capital budget identifies the resources to be used to fund a series of capital projects. In many instances, communities establish minimum dollar thresholds for projects to be included in a CIP.

The Massachusetts Association of Town Finance Committees defines capital projects as "major, non-recurring expenditures, for one of the following purposes:

- acquisition of land for a public purpose;
- construction of a new facility or external expansion or major rehabilitation of an existing one. Examples of such town facilities include public buildings, water and sewer lines, roads and playing fields;
- purchase of vehicles or major equipment items;
- planning, feasibility, engineering or design study related to a capital project or to a capital improvement program consisting of individual projects;
- equipment for public improvements when they are first constructed such as furniture, office equipment, or playground equipment;
- major equipment which is expensive and has a relatively long life such as a fire apparatus, garbage trucks, and construction equipment."

Capital Plan

According to the Massachusetts Department of Revenue (DOR), a capital plan is a blueprint for planning a community's capital expenditure and "one of most important responsibilities of local government officials." Putting together multiple years of capital spending into a plan, instead of looking at each year in isolation, has multiple benefits including:

- impacts on the operating budget can be minimized through thoughtful debt management;
- high-cost repairs and emergency acquisitions can be reduced by implementing regular vehicle and equipment replacement schedules, and by undertaking major facilities improvements, such as replacing roofs, before a problem becomes chronic and damage occurs;
- large scale, ambitious public improvements can be phased over multiple years;
- critical parcels of land can be purchased before costs increase;
- costly mistakes created by lack of coordination - such as paving a street one year and then cutting into it the next year to install a sewer line – can be avoided; and,
- methodical progress can be made toward meeting community goals.

Town of Dunstable's Capital Assets

Property and Facilities

A variety of Town departments and boards/committees are responsible for the management, maintenance, and upkeep of Town buildings and facilities. Ongoing, regular maintenance is necessary to ensure quality services and a safe working environment.

Name	Location
Fire Station	28 Pleasant Street
Police Station	23 Peasant Street
Town Shed	107 Pleasant Street

Highway Garage	589 Pleasant Street
Town Hall	511 Main Street
Dunstable Free Public Library	588 Main Street
Salmon Brook Well #1 and #2	711 Main Street

Parks and Open Space

The Town of Dunstable, mainly through its Conservation Commission, owns a rich variety of open space, conservation, and recreational areas enjoyed by residents for active and passive recreation, preserving open space and the character of the community.

Name	**Town/Department/Committee**
91 River Street Property	Town
Alexander Estates Open Space	Conservation Commission
Amos Kendall Conservation Area	Conservation Commission
Bacon Conservation Area	Conservation Commission
Bahsler Forest Conservation Area	Conservation Commission
Best Triangle Parcel	Conservation Commission
Biron Conservation Area	Conservation Commission
Blanchard Hill	Water
Blanchard Hill Conservation Area	Conservation Commission
Century Way Lot - Century Way	Town
Chapman Conservation Area	Conservation Commission
Craven Conservation Area	Conservation Commission
Curtis Conservation Area	Conservation Commission
Drummey Parcel	Conservation Commission
Dump Parcels - Depot	Town
English Wildlife Refuge/Whippoorwill Camp	Conservation Commission
Farnsworth Wildlife Refuge	Conservation Commission
Flat Rock Hill Conservation Area	Conservation Commission
Fox Run Parcel Conservation Area	Conservation Commission
Gage Town Forest	Town Forest Committee
Gardner Conservation Area	Conservation Commission
Goldthwaite Conservation Area	Conservation Commission
Helen Sawyer Hogg Conservation Area	Conservation Commission
Holmes Conservation Area	Conservation Commission
Horsehill Field	Town
Howard's Brook Conservation Area	Conservation Commission
Joint Grass Brook Conservation Area	Conservation Commission
Kennedy Conservation Area	Conservation Commission
Keyes Meadow Conservation Area	Conservation Commission
Larter Memorial Field	Town/Parks/Recreation

Meeting House Hill Conservation Area	Conservation Commission
Mixed Use District - Pleasant Street	Town
New Town Well Field	Water
Old Town Well Field/Old Town Scales	Town
Parkhurst Street Conservation Area	Conservation Commission
Pierce Town Forest	Town Forest Committee
Pond Street Parcel	Town
Proctor-Grater Lumber Lots	Conservation Commission
Sargent Conservation Area	Conservation Commission
Shaw Conservation Area	Conservation Commission
Spaulding Proctor Reservation	Conservation Commission
Stoddard Conservation Area	Conservation Commission
Stone Arch Bridge Conservation Area	Conservation Commission
Tercentennary Reservation - Sawyer	Conservation Commission
Town Fields and Common	Town
Triangle Parcel - Hollis Street	Town
Unkety Brook Conservation Area	Conservation Commission
Unkety Woods Preserve	Conservation Commission
Urqhart Conservation	Conservation Commission
Whippoorwill Wildlife Refuge-English	Conservation Commission
Woods Parcel	Conservation Commission

Town Cemeteries

There are 5 historic cemeteries within the Town of Dunstable. Central Cemetery is a public, nonsectarian cemetery open to all Dunstable residents. The Meeting House Hill Cemetery, located on the east end of Main Street, and the Rideout Cemetery on Fletcher Street are both closed to further burials. The Swallow Cemetery on Brook Street and the Blood Cemetery on River Street have limited remaining lots which are available to members of those families.

Name	**Location**
Blood Cemetery	River Street
Meeting House Hill Cemetery	Main Street
Central Cemetery	Main Street
Swallow Cemetery	Brook Street
Rideout Cemetery	Fletcher Street

Roads and Related Infrastructure

Dunstable has limited infrastructure supplying public water with approximately 100 connections mostly to residences but also to the Swallow Union Elementary School, municipal facilities, and other properties proximate to Town Center.

According to MassDOT's 2022 Road Inventory Year End Report, there are 41.5 miles of Town-owned roadway in Dunstable with 1.04 miles of unaccepted road, totaling 42.54 miles. There are limited sidewalk connections in Town however, planning efforts continue to identify priority areas for sidewalks to enhance safety and accessibility for pedestrians, bicycles, and all travelers.

Information Technology Infrastructure

Device Type	Workstations	Servers	Firewalls	Total
Counts	34	3	3	40

Possible Funding Sources for Communities

There are a number of ways to finance municipal capital improvement projects. Some of the most common methods are:

Local Resources

- **Municipal Indebtedness**: The most commonly used method of financing large capital projects is general obligation bonds (also known as "GO Bonds"). They are issued for a period of time ranging from 5 to 30 years, during which time principal and interest payments are made. Making payments over time has the advantage of allowing the capital expenditures to be amortized over the life of the project. Funding sources used to pay back the debt can include:

    - **Bonds funded within the tax limits of Proposition 2 ½**: Debt service for these bonds must be paid within the tax levy limitations of Proposition 2 ½. Funds used for this debt must be carefully planned in order to not negatively impact the annual operating budget.

    - **Bonds funded outside the tax limits of Proposition 2½**: Debt service for these bonds is paid by increasing local property taxes in an amount needed to pay the annual debt service. Known as a Debt Exclusion or Exempt Debt, this type of funding requires approval by 2/3 vote of the local appropriating authority (Town Meeting) and approval by a majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications.

- **Capital Outlay / Pay as You Go**: Pay as You Go capital projects are funded with current revenues (typically tax levy or free cash) and unexpended balances in previously approved projects. The entire cost is paid off within one year so no borrowing takes place. A project funded with current revenues will cost less than if it were funded by general obligation bonds because there are no interest costs. However, funds to be used

for this purpose must also be carefully planned in order to not negatively impact the annual operating budget. For this reason, Pay as You Go capital projects are typically lower in value than projects funded by borrowing.

    - **Free Cash**: Represents the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the previous year, actual receipts in excess of revenue estimated on the tax recapitulation sheet, and unspent amounts in budget line items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the June 30 balance sheet, which is submitted by the community's auditor, accountant, or comptroller. Free cash is not available for appropriation until certified by the State Director of Accounts.

- **Capital Outlay / Expenditure Exclusion**: Expenditure Exclusion projects are similar to Pay as You Go, above, except taxes are raised outside the limits of Proposition 2 ½ and are added to the tax levy only during the year in which the project is being funded. As with a Debt Exclusion, Expenditure Exclusion funding requires approval by 2/3 vote of the local appropriating authority (Town Meeting) and approval by a majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications. Capital outlay expenditures may be authorized for any municipal purpose for which the town would be authorized to borrow money.

- **Capital Stabilization Fund**: Local officials can set aside money in a stabilization fund – outside of the general fund - to pay for all or a portion of future capital projects. A majority vote of Town Meeting is required to appropriate money into the fund and a 2/3 vote to appropriate money out of this fund.

- **Sale of Surplus Real Property**: Pursuant to Massachusetts General Laws, when real estate is sold, the proceeds must first be used to pay any debt incurred in the purchase of the property. If no debt is outstanding, the funds “may be used for any purpose or purposes for which the town, city, or district is authorized to incur debt for a period of five years or more…except that the proceeds of a sale in excess of five hundred dollars of any park land by a town, city, or district shall be used only by said town, city, or district for acquisition of land for park purposes or for capital improvements to park land” (MGL Chapter 44, Section 63).

- **Special Purpose Funds**: Communities also have established numerous “Special Purpose Accounts” for which the use is restricted for a specific purpose, including investment in department facilities and equipment. There are numerous state statutes that govern the establishment and use of these separate accounts. Examples include ambulance funds, recreation funds, the sale of cemetery lots, and off-street parking fees accounts.

- **CPA Funds**: CPA allows communities to create a local Community Preservation Fund for open space protection, historic preservation, affordable housing and outdoor recreation. Community preservation monies are raised locally through the imposition of a surcharge of not more than 3% of the tax levy against real property, and municipalities must adopt CPA by ballot referendum. To date, 195 municipalities in the state have adopted CPA. Each CPA community creates a local Community Preservation Committee (CPC) upon adoption of the Act, and this five-to-nine member board makes recommendations on CPA projects to the community's legislative body.

Federal, State, and Private Grants and Loans

Other revenue sources may include grants or loans from federal, state, or private sources. For example, federal money is used for bridge and roadway projects listed on the State Transportation Improvement Plan. Private funds are sometimes available from "Friends of…" groups for local libraries or councils on aging. However, the Commonwealth provides the most opportunities for funding through various programs.

Key State funding sources for the Town of Dunstable include, but are not limited to:

- **Massachusetts Chapter 90 Roadway Funds**: Each year, the Massachusetts Department of Transportation (MassDOT) allocates funds to cities and towns for roadway construction, maintenance, or improvement. Funds may also be used for other work incidental to roadway work, such as the construction of a garage to house related vehicles or the purchase of related vehicles, equipment, and tools. Chapter 90 is a 100% reimbursable program. Funding is accomplished through the issuance of transportation bonds and apportioned to municipalities based on three factors: 1) accepted road miles, 2) population, and 3) total employment within the municipal borders. Road miles is the most heavily weighted factor at 58.33%; the others are each weighted at 20.83%.

- **State Revolving Fund (SRF) Loan Program**: The State Revolving Fund (SRF) offers affordable loan options to cities and towns to improve water supply infrastructure and drinking water safety; and to help them to comply with federal and state water quality requirements that deal with wastewater treatment plants and collection systems, while addressing issues such as watershed management priorities, stormwater management, and green infrastructure. Additionally, the SRF supplies financial assistance to address communities with septic system problems.

- **MassWorks Infrastructure Program**: This is a competitive grant program through the Executive Office of Housing and Economic Development that provides capital funds for municipalities and other eligible public entities to complete public infrastructure projects that support and accelerate economic and housing development throughout the Commonwealth and/or address roadway safety concerns.

- **Municipal Vulnerability Preparedness (MVP) Program**: This program from the Executive Office of Energy and Environmental Affairs (EEA) supports municipalities as they plan for and implement climate resiliency projects. Grants are available to assess vulnerabilities and create action plans. Once that step is complete, municipalities can seek additional grant money annually for implementation of capital and other projects. The Town of Dunstable is now in the process of creating a MVP Plan which will then open the door for this grant opportunity.

- **Community Compact IT grant program**: Through the Community Compact Cabinet, this program offers grants of up to $200,000 for "one-time capital needs such as technology infrastructure, upgrades and/or purchases of equipment or software. Incidental or one-time costs related to the capital purchase such as planning, design, installation, implementation and initial training are eligible."

- **Green Communities Division grants**: The Department of Energy Resources provides grants through its Green Communities Division intended to reduce energy use through clean energy projects, including vehicle/equipment, building, and school facilities projects. For example, projects may include HVAC upgrades, solar, energy audits, idle reduction technology, lighting retrofits, window/door weatherization, hybrid/electric vehicles, and vehicle charging stations, to name a few.

Capital Planning Process – FY25

In late June the Town Administrator sent a memorandum to departments and committees responsible for property, public buildings and facilities to begin the capital planning process. The email memorandum is below:

From: *Jason Silva*
Sent: *Thursday, June 29, 2023 11:27 AM*
To: *Jason Silva <jsilva@dunstable-ma.gov>*
Subject: *Capital Improvement Plan*

Hi All:

Now that the budget process is behind us, I'd like to spend some time, early in the fiscal year, on capital planning for the next 3-5 years. I hope by having a robust capital planning document we will be able to demonstrate to the community that we are being thoughtful and comprehensive in our approach to dealing with our short- and long-term capital needs. Long-term, I hope it will set us up better than we are today to seek funding, and implement needed projects, in a prioritized manner. A well-conceived CIP can also provide a more strategic approach to managing current and anticipated capital investments and will clearly communicate those needs to the public.

I've attached the template we used last year, and also the CIP form the Town has used in the past, prior to me. I'm hoping departments can complete the excel spreadsheet with no more than 5 projects under $25,000 and 5 projects above $25,000. For all projects above $25,000, and any projects under $25,000 that are priorities for the coming year, please complete the more detailed narrative form that is also attached. Feel free to use the forms you submitted this past year as a baseline for this coming year's requests.

To kickoff the process, I'm hoping to get us all together sometime in July. Please complete this poll to help identify days/times that work best for you. If you'd like to have one of your board/committee members join you, please feel free to share this email with them.

I figure if we start early, we'll have more time to plan and pull together a document that clearly outlines our capital funding needs. I don't expect this initial meeting to take longer than 30 minutes. If you have any questions or concerns, please let me know.

Accompanying this email were capital request forms for each department to complete and return. On July 26, 2023, Town officials convened an initial capital planning meeting to review and discuss individual department needs.

Capital Request Forms

DEPT:

SUBMITTED BY:

						ITEMS TO CONSIDER (PLACE "X' IN EACH BOX THAT APPLIES):						
Number	**Project Description**	**Estimated Cost**	**Anticipated Useful Life (in years)**	**Priority (pick from drop down menu)**	**# of Quotes Received (pick from drop down menu)**	**Emergency**	**Public Safety Issue**	**To Maintain Service**	**Grant Opps Exist**	**Dept has Matching Funds**	**Enhances Services**	**Add Info**
1												
2												
3												
4												
5												
1												
2												
3												
4												
5												

Form 1. Individual Project Proposal Description and Justification

Prepared By:_____ Date Prepared:_____

Project Title:_____ Program Area:_____

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1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

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2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

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3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

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4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.

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5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not

dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

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6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

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7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

a. Replacement of a broken or unserviceable capital facility to preserve current level of service.

b. Replacement of a deteriorating facility is less expensive now than in the future.

c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

d. Upgrade to reduce urgent threats to public safety and health.

e. Project will result in improved efficiency or net savings.

f. Project is required to meet governmental requirements

g. Project has a high level of community support

Category III – Expansions

h. Expansion will provide existing levels of service to new development recently completed or under construction.

j. Expansion will maintain a level of service standard adopted by the Select Board.

k. Expansion is required to meet governmental requirements.

l. Expansion will provide existing levels of service to projected future developments.

8. Project Priority: Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

---

9. Estimated Cost: $

Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

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10. Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

_____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

_____ Cost estimate from engineer, architect, or vendor

_____ Bids received

_____ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

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11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

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12. Estimated Annual Debt Service or Lease Payment (if applicable):

$_____ for _____ years.

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13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): $ _____. Explain below.

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10. Is this a Special Opportunity? ___ NO _____ YES (If yes, explain below).

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11. What is the estimated life of the proposed project?

Attach all back up information supporting the proposed project

_____ _____

Authorized Department Head Signature Date

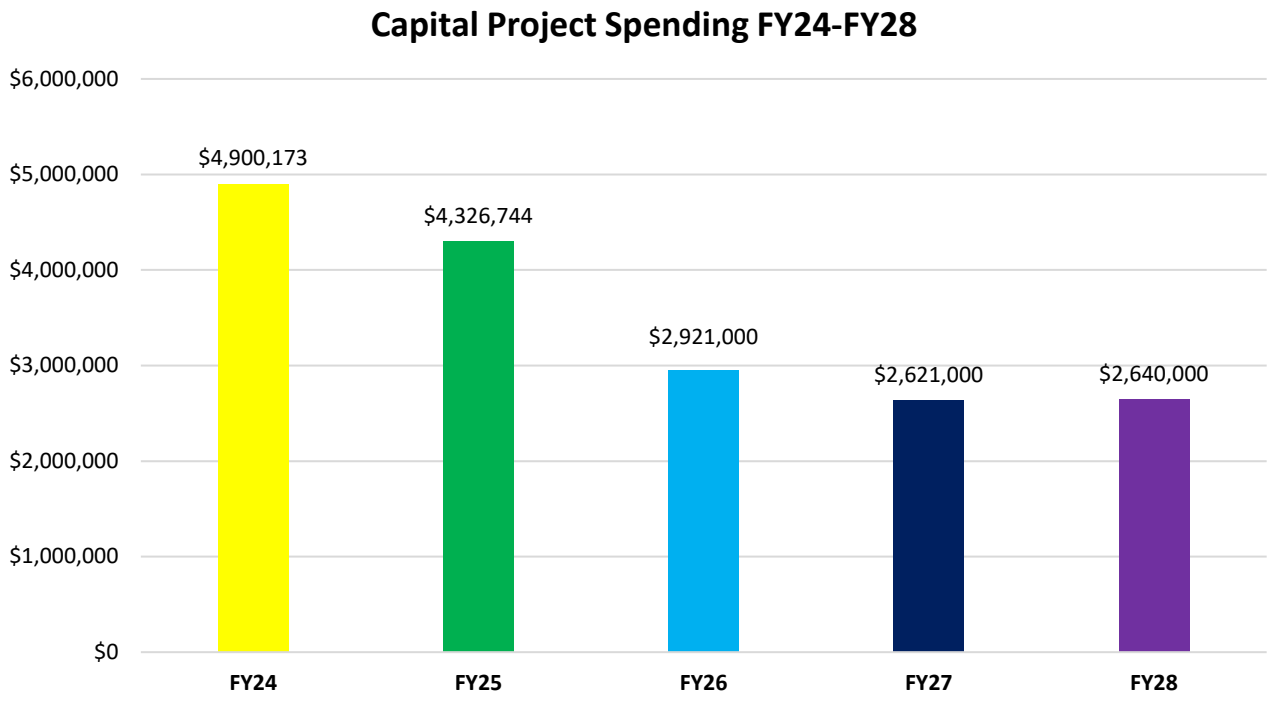
Overall, 63 project requests are included in the CIP based on the capital request forms submitted, requests reviewed and discussed at meetings, and other project needs identified through local planning efforts or known conditions. All total, the projects are a combined cost of over $17.5 million.

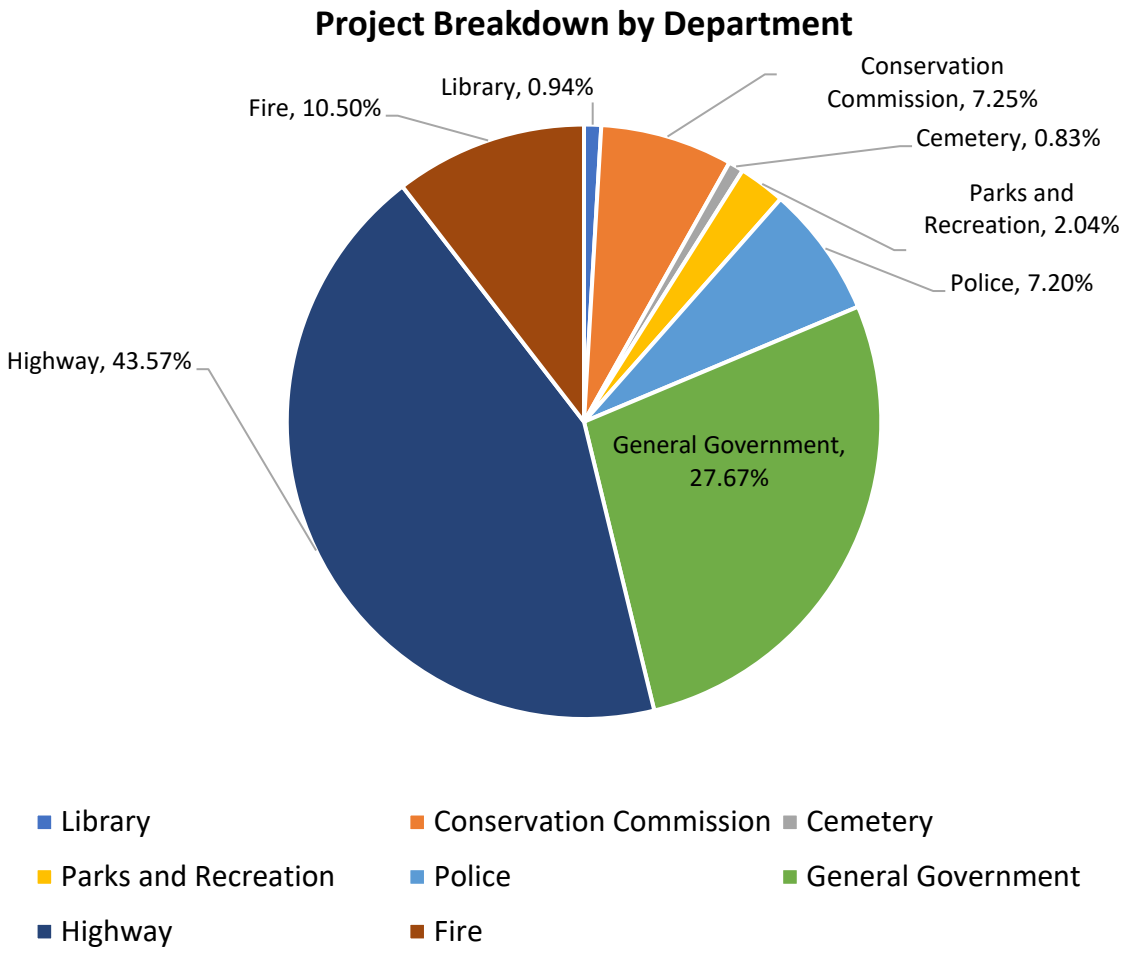
In the coming weeks and months, the Capital Planning Committee will review the requested capital projects, as they do every year, for FY25 and will determine the need of each request and make recommendations on projects to fund.

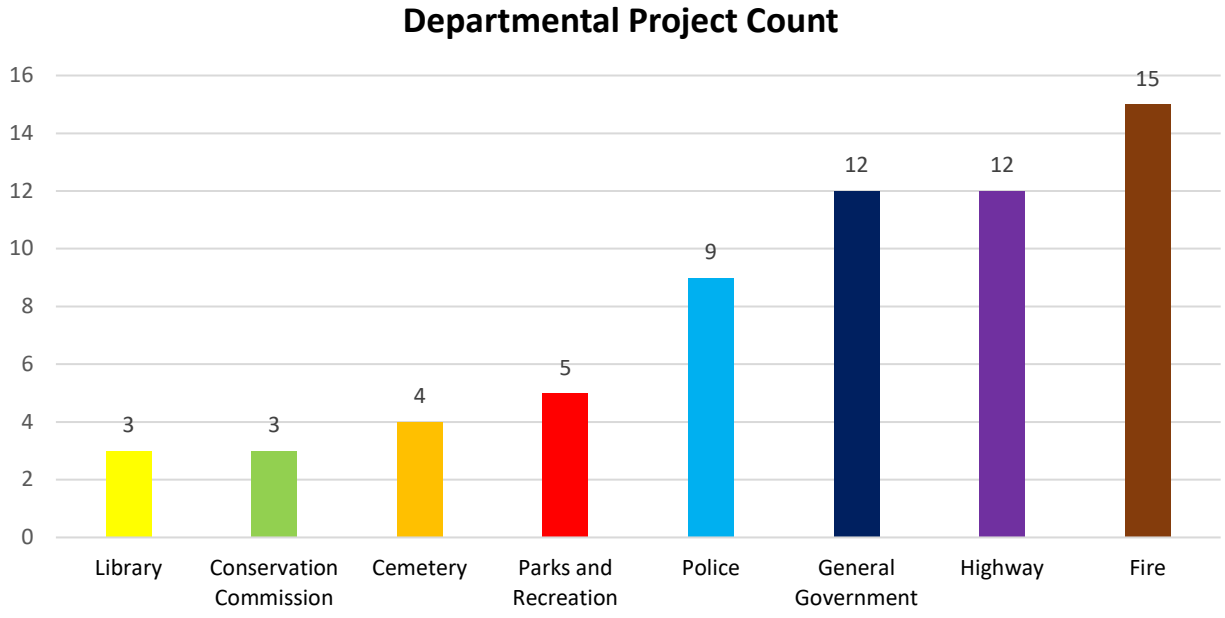
Capital Project Breakdown by Department, FY24-FY28

Department	Project Count	Total Cost	Cost as % of Total
Library	3	$162,900	0.94%
Conservation Commission	3	$1,261,308	7.25%
Cemetery	4	$144,500	0.83%
Parks and Recreation	5	$355,180	2.04%
Police	9	$1,254,282	7.20%
General Government	12	$4,817,082	27.67%
Highway	12	$7,585,365	43.57%
Fire	15	$1,828,300	10.50%
Total	63	$17,408,917	100.00%

Capital Project Expenses Breakdown by Fiscal Year, FY24-FY28



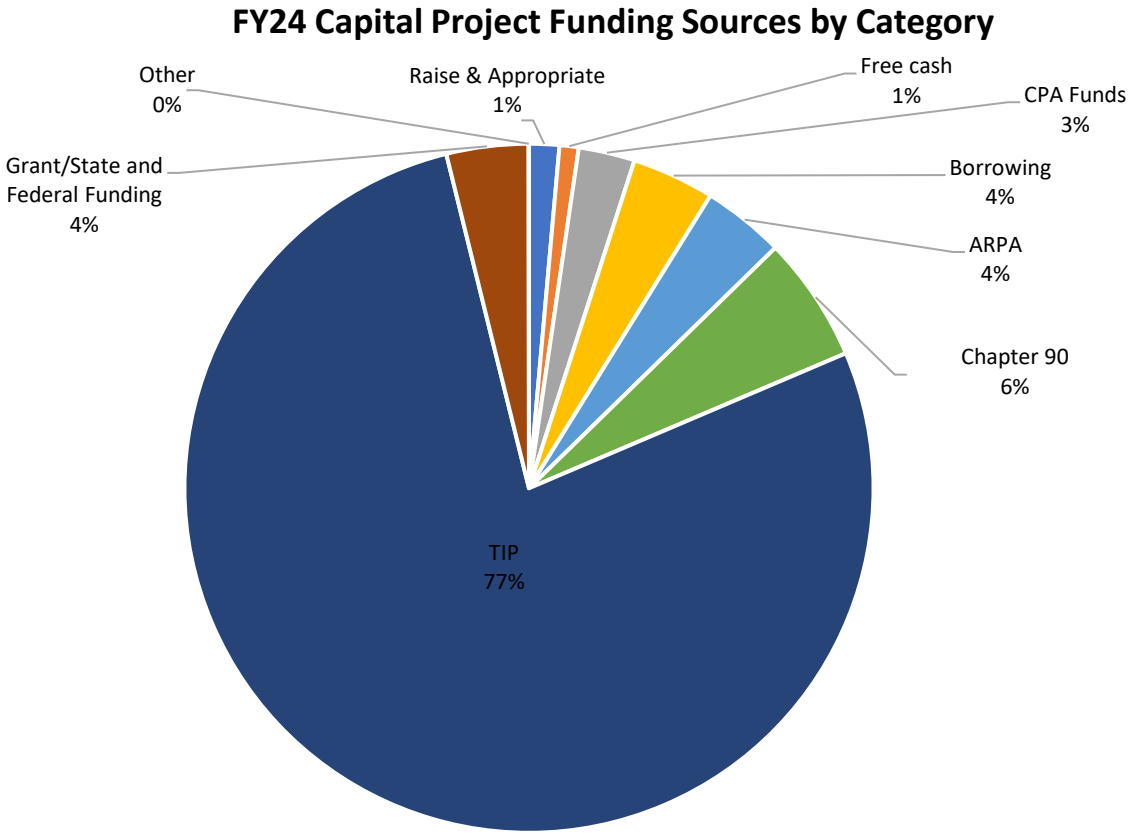

Project Breakdown by Department
Library, 0.94%
Conservation Commission, 7.25%
Fire, 10.50%
Cemetery, 0.83%
Parks and Recreation, 2.04%
Police, 7.20%
Highway, 43.57%
General Government, 27.67%
Library
Conservation Commission
Cemetery
Parks and Recreation
Police
General Government
Highway
Fire


Departmental Project Count
16
14
12
10
8
6
4
2
0
3
3
4
5
9
12
12
15
Library
Conservation Commission
Cemetery
Parks and Recreation
Police
General Government
Highway
Fire

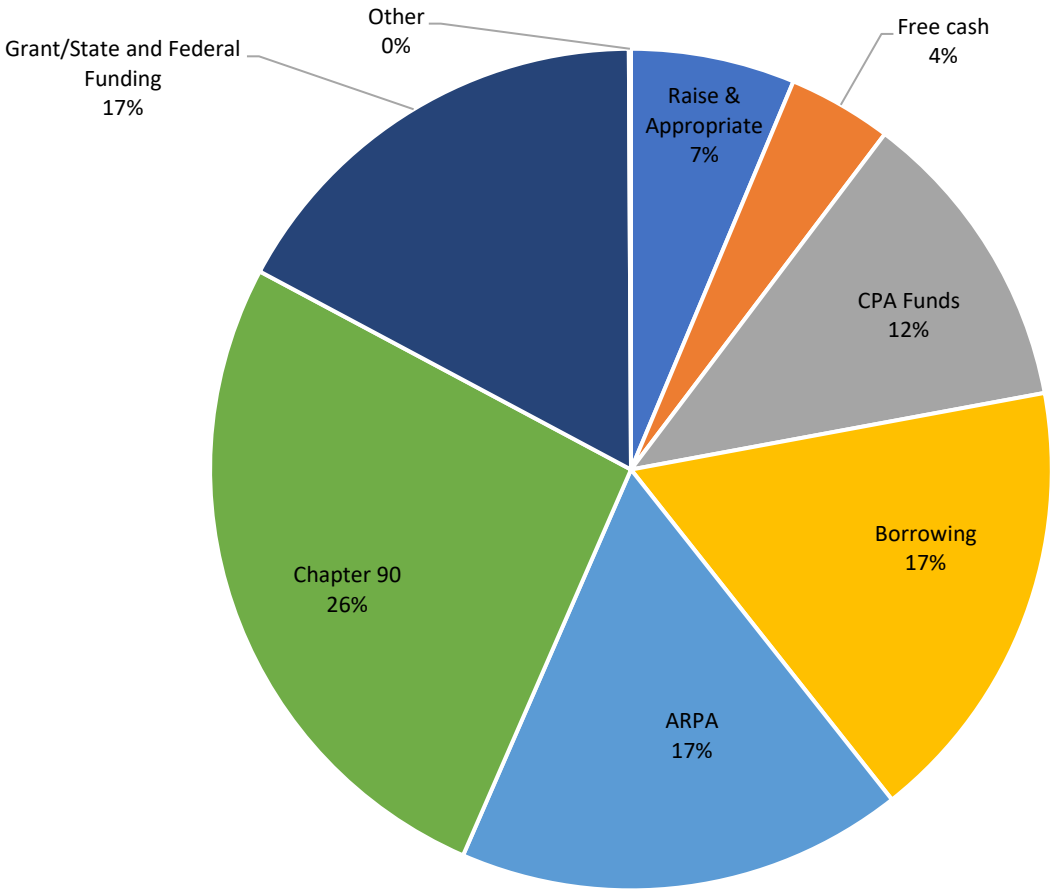
FY24 Capital Improvement Projects

FY24 Capital Project Funding Sources by Category

Funding Source	Amount
Raise & Appropriate	$69,400
Free cash	$44,000
CPA Funds	$129,548
Borrowing	$190,000
ARPA	$189,025
Chapter 90	$289,000
TIP	$3,800,000
Grant/State and Federal Funding	$188,300
Other	$900
Total	**$4,900,173**



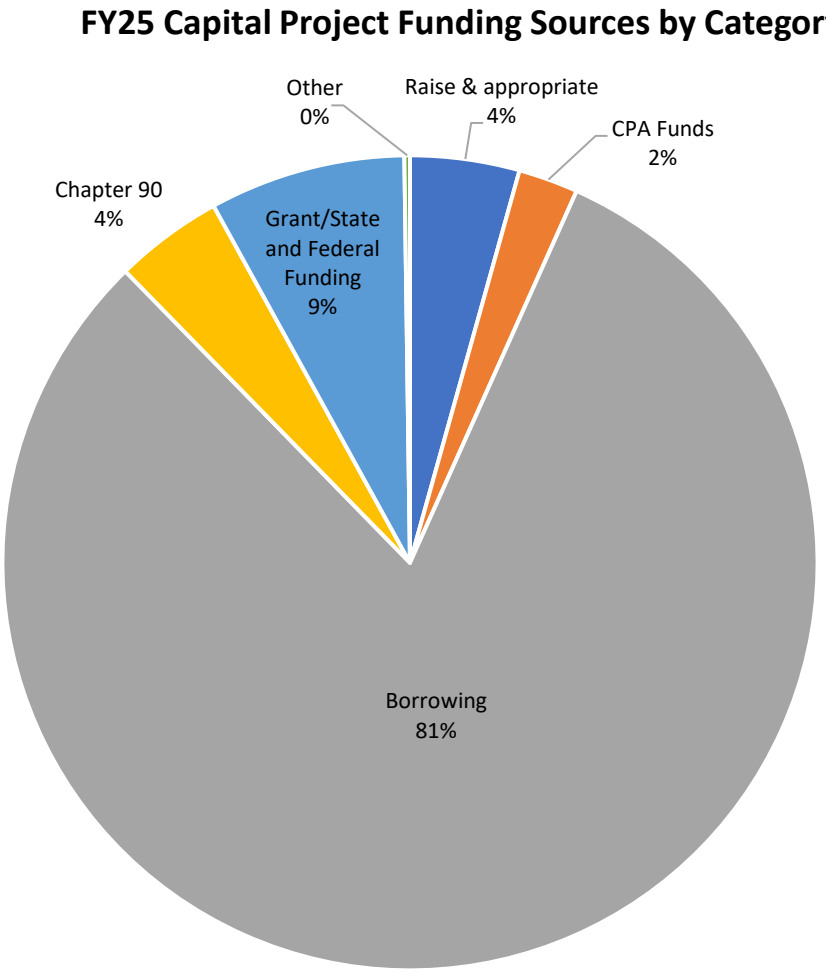
FY24 Capital Project Funding Sources by Category
(no TIP Project)



FY25 Capital Improvement Projects

FY25 Capital Project Funding Sources by Category

Funding Source	Amount
Raise & appropriate	$186,344
CPA Funds	$101,940
Borrowing	$3,481,260
Chapter 90	$185,000
Grant/State and Federal Funding	$362,700
Other	$9,500
Total	**$4,326,744**



Annually, and throughout the year, the Town of Dunstable should routinely assess the capital project priorities and adjust based on a variety of factors: the availability of funding, grant funding opportunities, unanticipated need, and adjustment of priorities. The CIP is a living and breathing document that should be evaluated and revised on a regular basis.

As the CIP is currently construed, the capital investments included by fiscal year are significantly more than what the Town has typically been able to fund.

Existing Debt Service Profile

Historically, Dunstable has funded major capital improvements through debt exclusion overrides. There is excluded debt service currently for water infrastructure improvements, a fire rescue truck, front end loader, and salt shed. Both the front-end loader and salt shed (not excluded debt) final payments are due in FY25.

Debt Schedule									
		FY25		FY26		FY27		FY28	
	Excluded/Not Excluded	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
Water Infrastructure Bond	Excluded	$61,529.79	$53,883.18	$62,993.48	$52,437.23	$64,490.77	$50,956.88	$66,024.59	$49,441.35
Water Infrastructure Bond - Town Share	Excluded	$30,764.90	$26,941.59	$31,496.74	$26,218.62	$32,245.39	$25,478.44	$33,012.30	$24,720.68
Rescue Truck	Excluded	$38,113.00	$7,609.43	$38,113.00		$38,113.00		$38,113.00	
Front End Loader	Excluded	$51,500.00	2,561.84						
PFAS Mitigation Project	Excluded			$62,293.00		$62,293.00		$62,293.00	
Salt Shed	Not Excluded	$17,500.00	861.84						
TOTALS		$137,877.90	$37,974.70	$131,902.74	$26,218.62	$132,651.39	$25,478.44	$133,418.30	$24,720.68
TOTAL TOWN DEBT SERVICE		**$175,852.60**		**$158,121.36**		**$158,129.83**		**$158,138.97**	
Schools	Excluded	$128,696.00		$130,148.00		$130,148.00		$130,148.00	
Schools	Excluded	$31,883.00		$31,883.00		$31,883.00		$31,883.00	
TOTAL EXCLUDED DEBT		**$318,069.76**		$320,152.36		$320,160.83		$320,169.97	
TOTAL DEBT SERVICE		**$336,431.60**		**$320,152.36**		**$320,160.83**		**$320,169.97**	

Town of Dunstable						
Capital Improvement Plan						
		FY24	FY25	FY26	FY27	FY28
Department	Project Name	Projected	Projected	Projected	Projected	Projected
General Government						
1	Bandstand Renovation	$38,500	$36,500			
2	IT Upgrades	$15,000				
3	Union Building	$25,000		$500,000	$500,000	
4	Town Hall Electrical Upgrades	$2,669				
5	Town Hall - Roof Repairs	$7,500				
6	Town Hall - Roof and Chimney Repairs		$30,000			
7	Town Hall Ballot Drop Box	$2,500				
8	PFAS at the GDRSD High School		$3,481,260			
9	Town Hall HVAC Unit	$1,811		$60,000	$60,000	
10	Replacement	$30,000				
11	Electric Vehicle Charging Stations	$8,000	$13,000			
12	Irrigation System Repairs	$5,342				
	TOTAL General Government	$136,322	$3,560,760	$560,000	$560,000	$0
Public Safety						
1	Police Cruiser Replacement	$61,000	$60,000	$60,000	$60,000	$60,000
2	Police Station Floor Replacement	$21,000				
3	Police Vests	$8,438				
4	Speed Trailer	$8,000				
5	Police Station Addition				$90,000	$700,000
6	Repave Parking Lot					$40,000
7	Police Station Vinyl Siding				$45,000	
8	Police Station Window Replacement		$20,000	$20,000		
9	Police Station Gutter Improvements		$844			
	Subtotal Police	$98,438	$80,844	$80,000	$195,000	$800,000
1	Portable Radios		28,000			
2	Backup Repeater				$50,000	
3	Forestry Truck				$300,000	

4	Vehicle Extrication Equipment			$25,000		
5	Self Contained Breathing Apparatus				$25,000	
6	Roof Replacement	$26,800				
7	Personal Protective Equipment	$16,000	$16,000	$16,000	$16,000	
8	Building Repairs and Renovation	$14,800	$35,200	$50,000	$50,000	$50,000
9	Chief's Vehicle	$50,000				
10	Fire Station Ventilation and Exhaust System	$49,400				
11	Engine 6 Replacement					$750,000
12	Fire Station Electrical Upgrades	$8,850				
13	Mini Pumper	$205,000				
14	Fire Station HVAC Replacement	$6,250				
15	Repave Parking Lot				$40,000	
	Subtotal Fire	$377,100	$79,200	$91,000	$481,000	$800,000
	TOTAL Public Safety	$475,538	$160,044	$171,000	$676,000	$1,600,000
Public Works						
1	Route 113 Improvement Project	$3,800,000				
2	Swallow Union School to Library Sidewalk			$40,000	$400,000	
3	Main Street/Lowell Street Intersection				$600,000	
4	Joint Grass Brook Culvert		$250,000	$200,000		
5	Main Street/Oak Street Intersection					$500,000
6	Water Main Extension - Main to Hillcrest			$370,000		
7	Water Main Extension - Hillcrest - Main to hydrant				$230,000	
8	Street Paving	$252,000	$252,000			
9	Water Main Extension - Main to Lowell Street					$540,000
10	Spreader/Sander		$22,500			
11	Salt Shed Roof	$24,865				
12	Mini Excavator	$104,000				
	Subtotal Highway	$4,180,865	$524,500	$610,000	$1,230,000	$1,040,000
1	Rideout Cemetery Stone Retaining Wall		$50,000			
2	Central Cemetery Stone Wall Repair		$10,000			
3	Storage Shed at Central Cemetery				$75,000	

4	Lawnmower		$9,500			
	Subtotal Cemetery	$0	$69,500	$0	$75,000	$0
1	Drew Landing Boardwalk			$1,100,000		
2	Morgan's Pond Acquisition					
3	Woodward's Mill Dam	$61,308		$100,000		
	Subtotal Conservation Commission	$61,308	$0	$1,200,000	$0	$0
	TOTAL Public Works	$4,242,173	$594,000	$1,810,000	$1,305,000	$1,040,000
Human Services						
		$0	$0	$0	$0	$0
		$0	$0	$0	$0	$0
	TOTAL Human Services	$0	$0	$0	$0	$0
Library and Recreation						
1	HVAC Replacement			$120,000		
2	Electrical Upgrades - Exterior Lighting	$2,900				
3	Replace wood and wood frames				$40,000	
	Subtotal Library	$2,900	$0	$120,000	$40,000	$0
1	Larter Field Well Replacement (1-4 and 6)	$33,600				
2	Larter Field Well Repairs (5 and 7)		$11,940			
3	Tennis Court Relocation and Construction			$180,000		
4	Larter Field Pavilion			$80,000		
5	Larter Field Shed Renovation	$9,640				
	Subtotal Recreation	$43,240	$11,940	$260,000	$40,000	$0
	TOTAL Library and Recreation	$46,140	$11,940	$380,000	$80,000	$0
TOTAL Capital		$4,900,173	$4,326,744	$2,921,000	$2,621,000	$2,640,000
Total Capital FY24-FY28		$17,408,917				

FY24 Project Funding:	FY23 State Budget Earmark	$38,500				
	ARPA Funding	$187,025				
	CPA Funding	$129,548				
	Special Article	$29,000				
	FY24 State Budget Earmark	$50,000				
	Debt Exclusion and Free Cash	$205,000				
	Transportation Improvement Program (MassDOT)	$3,800,000				
	Community Compact IT Grant	$30,000				
	Chapter 90	$104,000				
	ARPA and Library Trust Funds	$2,900				
	Chapter 90 and General Fund	$252,000				
	ARPA Public Safety Earmark	$14,800				
	State Regional Transportation Earmark	$8,000				
	Federal Grant Funding and General Fund	$49,400				
FY25 Project Funding:	Debt Exclusion Override	$3,481,260				
	General Fund	$119,344				
	FY24 State Budget Earmark	$250,000				
	CPA Funding	$101,940				
	Cemetery Perpetual Care Funds	$9,500				
	Chapter 90 and General Fund	$252,000				
	FY23 State Budget Earmark	$36,500				
	State Regional Transportation Earmark	$13,000				
	ARPA Public Safety Earmark	$35,200				
	State Grant Funding	$28,000				
Funding:						
	Raise & appropriate	$69,400	$186,344		$0	$0
	Free cash	$44,000	$0		$0	$0
	CPA Funds	$129,548	$101,940		$0	$0
	Borrowing	$190,000	$3,481,260		$0	$0
	ARPA	$189,025	$0			
	Chapter 90	$289,000	$185,000			
	TIP	$3,800,000	$0		$0	$0

	Grant/State and Federal Funding	$188,300	$362,700		$0	$0
	Other	$900	$9,500		$0	$0
		$4,900,173	$4,326,744	$0	$0	$0
	Total Funding Sources	$0	$0	-$2,921,000	-$2,621,000	-$2,640,000
	Difference: General Fund Capital and Funding					

FY24 Capital Project Narratives

General Government

Bandstand Renovation: The Town was able to secure a $75,000 state budget earmark in FY23 for the renovation of the bandstand on Town Common. The bandstand was constructed in 1987 by the Greater Lowell Technical High School. The project included replacing cedar shake shingle roof, replacing floorboards as-needed, replacing stairs and railings on both sides of stairs, replacing wood skirting base with azek skirt board or material equal to azek, and scrape and paint the structure with matching colors and paint. This work cost the Town $38,500. The Town is now planning on additional repairs in FY25.

Information Technology Infrastructure Upgrades: The Select Board earmarked $15,000 for IT Upgrades for the Town through ARPA funds.

- Patriot Server Migration – Town will need to work with Patriot Properties and purchase a new workstation.
- Firewalls – Update SonicWall Firewalls for Town Hall, Fire and Police Stations.
- Office 365 Migration, Office 365 Exchange Plan, and Office 365 Business Standard for email and Office 365 applications
- Update Proof Point Email Filter

Town Hall and Police Station Server Replacement: 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.

Electric Vehicle Charging Stations: The Town of Dunstable has been working with NMCOG, the Town of Pepperell, and a vendor, All Pro Electric, to identify locations in each of our communities for electric vehicle charging stations. We have received funding in the amount of $42,000 from the state to support this project. At present, in Dunstable, we have identified 3 possible locations: Town Hall, Public Library, and Swallow Union Elementary School.

Union Building: The Community Preservation Committee recommended, and Town Meeting approved, the use of $25,000 in CPA funds to support the creation of a Union Building Adaptive Reuse Feasibility Study and Restoration Plan.

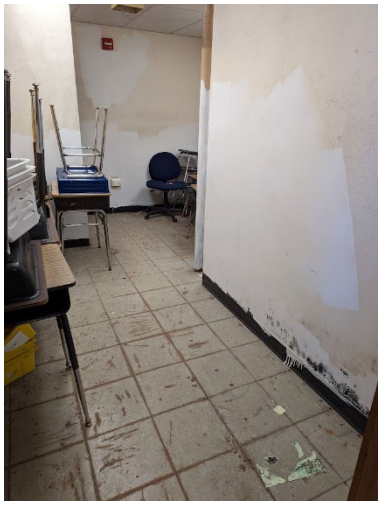
The Union Building, designed by Warren L. Floyd who also designed Dunstable Town Hall, was constructed and 1895. It is part of the Dunstable Center Historic District and also on the list of Historic Buildings in Dunstable contained in the Town's Master Plan which was cultivated from the Massachusetts Cultural Resources Information System. The Town has performed a condition assessment of the building which identifies improvements needed to the exterior of the building, which is just shy of $1 million, conducted by Spencer, Sullivan and Vogt.

The Union Building is owned by the Town of Dunstable and currently occupied by the Groton-Dunstable School District. Once the School District completes the construction of the new Florence Roche Elementary School, the District intends to vacate the building and turn it over to the Town.

The Select Board has created a Union Building Rehabilitation Committee responsible for making recommendations on the rehabilitation and restoration of the Union Building, including establishing a long-term plan for restoration, rehabilitation, estimating costs and developing an approach for the restoration, and creating a plan to advance the restoration and rehabilitation of the building taking into consideration both the future use of the building and availability of funding.

This includes the review of all existing studies and documents developed in association with the building and its condition, determining and negotiating funding that should be provided by the Groton-Dunstable Regional School District (GDRSD) in connection with their lease agreement with the Town of Dunstable, recommending a rehabilitation approach (phased or one project), identifying a viable re-use(s) for the building, and also funding sources for the project.

The Committee issued a Request for Proposals for an architect and hired Spencer Associates, the same architectural firm that conducted the initial exterior assessment of the building, and is also working with the Northern Middlesex Council of Governments on community outreach and engagement. Thus far, the Committee has hosted a public meeting and issued a survey. The team has toured the building, and started work to develop options and recommendations for reuse.

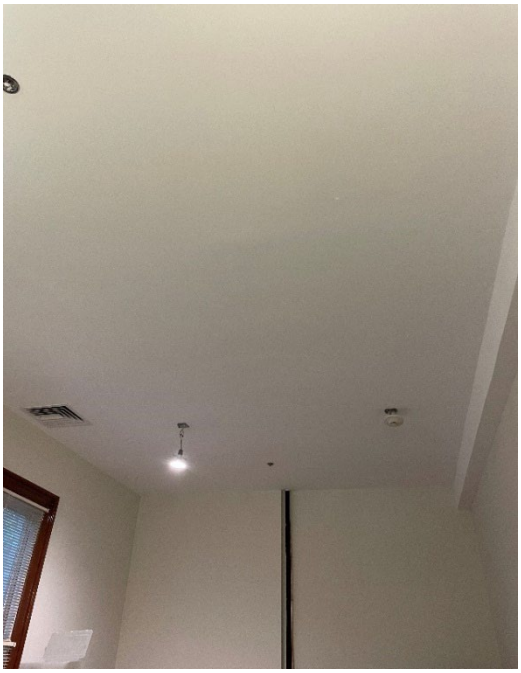


Town Hall Electrical Upgrades: The Select Board earmarked $2,600 for electrical upgrades at Town Hall through ARPA funds. The work included the installation of a new transformer, thermostat, circuit board, and fuses along with new wiring for the air handling unit serving the downstairs workspace and other miscellaneous issues.

Town Hall Ballot Drop Box: The Select Board has earmarked $2,500 for the purchase and installation of a drop box at Town Hall for ballots and payments. One has been ordered and we are now awaiting delivery.

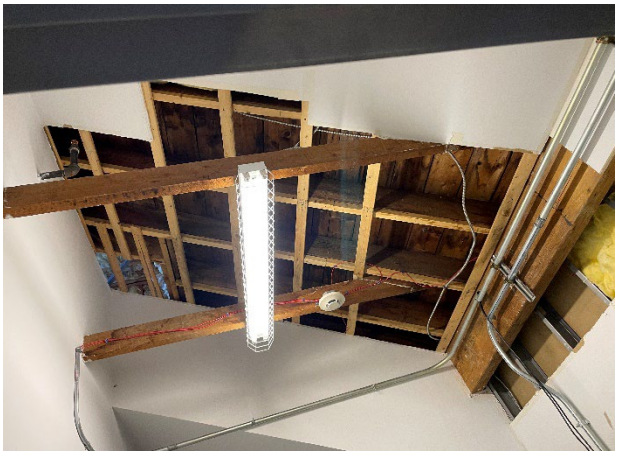
Town Hall HVAC Repairs: The Select Board earmarked a total of $1,811 for the repair of the HVAC Unit serving the downstairs office space. The evaporator coil in the basement HVAC Unit air handler needed cleaning to ensure proper airflow and air quality to cool without freezing. For the HVAC Unit serving the Town Administrator's office, refrigerant was added and installed leak sealant to prevent and seal existing leaks in the HVAC system.

In addition, the HVAC Unit serving the upstairs office space was replaced along with associated repairs to the ceiling in the upstairs office caused by a water leak. These repairs were covered by the Town's insurer, MIIA.



Town Hall Irrigation System Repairs: The Town Hall irrigation system required significant repairs replacing clogged, obstructed, and damaged nozzles and malfunctioning heads. New rotor heads were installed and added to the system and all valves were replaced along with the rain sensor. Electrical repairs were also necessary.

Town Hall Roof Repairs: Over the course of the end of 2023, Town Hall experienced the roof leaking during two major rain events which caused damage to the interior ceilings in the attic. Our insurer, MIIA, has covered the cost of the interior ceiling repairs, and the Town utilized ARPA funds in the amount of $7,500 to cover the work needed to repair the roof.



Public Safety

Police

Police Cruiser Replacement: The Select Board has allocated $61,000 from ARPA funds to purchase a new police cruiser for the Police Department. On an annual basis, the Department replaces a police cruiser in their fleet due to the intense use of the vehicle and amount of motor hours.

In FY24, car #56 is being replaced which is the oldest car in the fleet. It is a 2013 Ford police interceptor (sedan) with 90,000 miles. The car is beginning to show wear and tear and exhibit mechanical issues. Car #56 is currently used by Sergeant Papageorgiou who is a member of NEMLEC as a negotiator. The Department will replace #56 with car #55 currently in service as a patrol vehicle. The new cruiser will replace car #55 keeping our patrol cars in optimal condition to respond to emergencies. We are now awaiting delivery of the vehicle.

Police Station Floor Replacement: The Police Station floor is over 10 years old and is beginning to crack and tiles are dislodged from the sub floor. In one location, several tiles have completely broken apart and the sub floor has been exposed. Last year, the Department purchased new furniture and had the interior of the building painted. Replacing the floor would complete the interior upgrades for the station. The plan includes the installation of heavy-duty vinyl tile in the lobby, kitchen, and bathroom areas. The main area of the station floor will be replaced with carpet tile. So that, in the future, when certain tiles suffer damage, those tiles can only be removed and replaced internally, rather than replacing the entire carpet or hiring a company to make a repair. This project is currently out of bid; proposals are due January 16, 2024.

Police Vests: The Select Board allocated $9,500 for new police vests for the Police Department. Police vests only have a useful life of 5 years and then must be replaced. This purchase was made and all officers have new vests, as required by contract. The vests were less costly than expected at $8,438.

Speed Limit Radar Trailer: A regular resident and safety concern in Town is speeding vehicles. The Police Department is planning to replace its speed limit radar trailer, which is not functioning, with a new speed limit radar trailer. Speed limit trailers are effective in reminding drivers of the speed limit, a visual reminder to reduce speeds, and also provide data for traffic monitoring and analysis. The estimated cost of the trailer is $8,000 and is expected to be purchased using Special Article funding approved at Town Meeting in 2023.

Fire Department

Rubber Roof Replacement: The Select Board allocated $26,800 of ARPA Funds to replace the rubber roof at the Fire Station. The roof at the Fire Station was chronically leaking, creating hazardous work conditions and risking damage to equipment, and needed replacement. The Town went through a competitive bid process and the contractor, Signature Roofing, was the lowest, qualified bidder. The contractor removed the existing rubber roof and insulation board and installed new insulation board and rubber roof at the Fire Station with a 10-year warranty, successfully eliminating leaks and improving overall working conditions.

Personal Protective Equipment (PPE): The Select Board allocated $16,000 from ARPA funds to purchase 4 sets of PPE. Firefighter standards mandate departments have two full sets of PPE per firefighter. Currently, the Fire Department does not meet this requirement, needing approximately 15 more sets to comply. Having two full sets for each firefighter on duty allows a member to properly decontaminate and dry their gear in between incidents and still have another set to use if another incident or call takes place. In addition, PPE gear should be replaced every ten years.

Fire Station Building Repairs: The Town has contracted with Building Recon Services to conduct a Building Envelope Condition Study and for Design Services for the Fire Station. They have conducted site visits of the station, and initial observations included evidence of out of plane movement of the CMU exterior bearing wall above the attic floor level, on the south elevation of the building. In addition, considerable deterioration of the CMU and mortar at the exterior wall on the north elevation was observed along with cracks in the CMU exterior walls and rotted wood on all elevations of the building.

Building RECON Services will complete a visual study of the exterior envelope, make recommendations for short-term repairs stabilize the building, and assist the Town with preparation of construction drawings for long-term repairs to the envelope as well as preparing bid forms. The Town received $50,000 in state ARPA funds for public safety improvements, which will support this work costing the Town $14,800. The remaining balance is intended to support additional work to improve the building.

Fire Chief's Command Vehicle: The FY24 State Budget included an earmark in the amount of $50,000 to support the acquisition of a new command vehicle for the Fire Chief. The current Fire Chief's vehicle is a 2015 Ford Explorer police interceptor with over 64,000 miles. The transmission has already been replaced once and the vehicle has experienced significant wear and tear. Unfortunately, the Town was recently notified that the earmark secured has been reduced by 50% or $25,000. The Town is currently evaluating options to identify additional funds to make the vehicle purchase.

The car is used as the command vehicle for all incidents within the Town and in any of our mutual aid communities, as needed. The vehicle carries the Chief's personal protective equipment and emergency communications radios as well as the command board. The command board allows the Department to organize incident tactical priorities and most importantly track where firefighters are operating while on scene. The vehicle also carries a self-contained breathing apparatus, two fire extinguishers and a full complement of emergency medical equipment including an AED so the Chief can handle minor fire and medical emergencies either before the arrival of Fire Department personnel or if there are simultaneous calls at once.

Fire Station Electrical Upgrades: The Select Board allocated $6,228 for electrical upgrades to the Fire Station. The total cost of these upgrades is $8,850. The remaining balance is being paid for through the FY24 Fire Department expense budget and a Walmart grant received in the amount of $1,000.

The Fire Station needs several upgrades and repairs to its electrical system. First, the Fire Alarm Panel needs to be replaced. Additionally, a new electrical feed from the existing single-phase service is required from the HVAC outdoor unit to the HVAC indoor unit in advance of the HVAC units being replaced. The Department is also installing a new PlymoVent Exhaust System which requires installation of a new disconnect switch and a three-phase electrical feed also servicing

the air compressor motor starter at the station.

Fire Station HVAC Replacement: The Select Board allocated $6,250 to install a new HVAC unit at the Fire Station. The current HVAC unit has failed and no longer cools the station.

The project included the installation of a new 18,000 BTU Mini Split Heat Pump. The new indoor HVAC unit will be installed in the same location and a new outdoor condenser will be wall mounted and relocated directly outside of the building on the opposite side of the wall. Part of this project will also include the installation of a condensate neutralizer in the existing condensate line. Currently, there is no neutralizer in place which is causing the exterior block wall to significantly deteriorate. The piping will also be extended slightly to keep the condensate from causing further damage to the station wall.

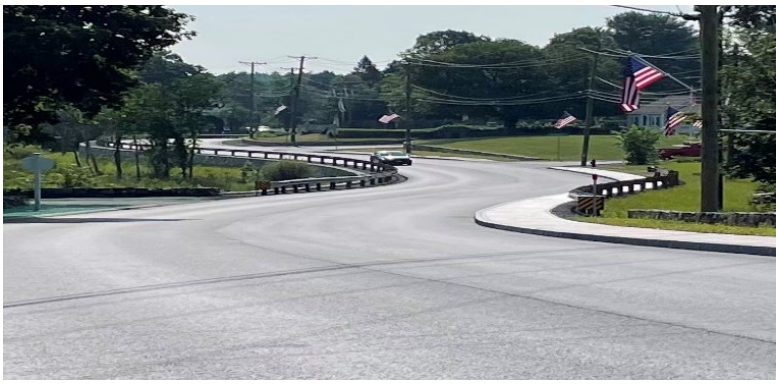
Fire Rescue Truck/Mini Pumper: The Fire Department has purchased a new Fire Rescue Truck/Mini Pumper made possible by a debt exclusion override approved by residents of the Town of Dunstable in the amount of $190,565 and a supplemental appropriation of $15,000. The cost of the truck was $180,000. The balance remaining of $25,000 will be needed to cover the additional cost of the equipment on the truck. The truck is expected to carry: attack hose, water supply hose, vehicle extrication equipment (Jaws of Life), vehicle stabilization, portable ground ladders, emergency medical equipment, technical rescue equipment, water rescue equipment, various firefighting hand tools, scene lighting.

This truck will be used as the Department's primary use vehicle, first out for most calls. It is smaller, easier to maneuver, and can be driven without a CDL license. It is even more critical to have this truck with the staff coverage being reduced in the Department.

Public Works

Highway

Route 113 Improvement Project: This $3.8 million project was funded through MassDOT's Transportation Improvement Program. The Route 113 Improvement Project consisted of improvements along Main Street (Route 113), from the vicinity of the Main Street/Pleasant Street intersection to approximately 750 feet east of Westford Street. The project included roadway widening and pavement improvements; roadway intersection and access improvements; pedestrian and bicycle accommodation and accessibility improvements; roadway retaining wall, culvert and drainage system improvements; granite curb and hot mix asphalt berm installations; highway guardrail, signage and pavement marking installations; landscaping, and other incidental work.



Street Paving: The Highway Department budget includes an annual allocation of $67,000 for street paving throughout the Town. The Town also receives Chapter 90 funds from the state. Per the legislatively established formula, the amount of funding a municipality receives is based on local road mileage (58.33%), population (20.83%), and employment (20.83%). Local road mileage is gathered from MassDOT's Road Inventory File. In FY2024, the Town of Dunstable received $185,313 in Chapter 90 funding.

Salt Shed Roof Repair: The Select Board has allocated $25,0000 of ARPA funds to pay for this project. The Highway Department's salt shed needs a new roof as it has tears and leaks. Fortunately, the roof is under warranty and 50% of the project will be covered through the warranty. The remaining 50% will be covered by ARPA funds. This project came in at $24,865.

New Mini Excavator: This new piece of equipment for the Highway Department is being paid for primarily through Chapter 90 monies with a small contribution of $10,000 from budgetary funds. The mini excavator is needed so that the Department can perform work digging trenches and ditches, as well as backfilling, leveling, and grading. The size of this excavator will allow the Department to perform work in areas of the Town that it is currently unable to access due to the geography, landscape, or terrain which makes it difficult for a standard sized excavator to access and fit.

Conservation Commission

Woodward's Mill Dam: The Phase II Assessment of the dam is being funded by Community Preservation Act, Open Space/Recreation Reserve funds in the amount of $61,308. There were deficiencies identified with the dam in June 2021 following a report by Haley and Aldrich. The report was requested after the Town observed sinkholes developing in proximity of the dam.

The Phase II report will lead to design and rehabilitation alternatives for the Town to consider and work to begin the assessment has begun, having Hoyle Tanner manage the project with subcontractor Stephens Associates.

Library

Electrical Upgrades – Exterior Lighting: This project was funded through $900 of ARPA funds allocated by the Select Board and $2,000 of library funds. The project included replacing wires and repairing light poles in the parking lot. In addition, shades in the light pole fixtures will be removed and lenses cleaned, light bulbs replaced. Installation of a new junction box and single pole switch to control two new LED floodlights on each side of the parking lot.

Recreation

Larter Field Well Replacement: This project was funded by Community Preservation Act Open Space/Recreation Reserve funds in the amount of $33,600.

Larter Field relies on 7 shallow point wells to supply water to its irrigation system. Each of the wells is approximately 30 feet deep. Two of the seven pumps are functioning properly. The

project included the redevelopment of 5 of the 7 wells, including the installation of new well pumps and water tanks.

Larter Field Shed Renovation: This project was funded by the Community Preservation Act Open Space/Recreation Reserve funds in the amount of $9,640.

The snack shed and storage sheds needed general repairs. The project included general repairs and replacement of floorboards, wall boards, doors, roof repairs, and paint.

FY25 Capital Project Narratives

In FY25, there are projects from FY24 we anticipate continuing through the fiscal year. These projects include: the siting of electric vehicle charging stations, repairs at the Town Common Bandstand, and building repairs at the Fire Station. We also plan for the continued commitment to replacing Personal Protective Equipment (PPE) for the Fire Department.

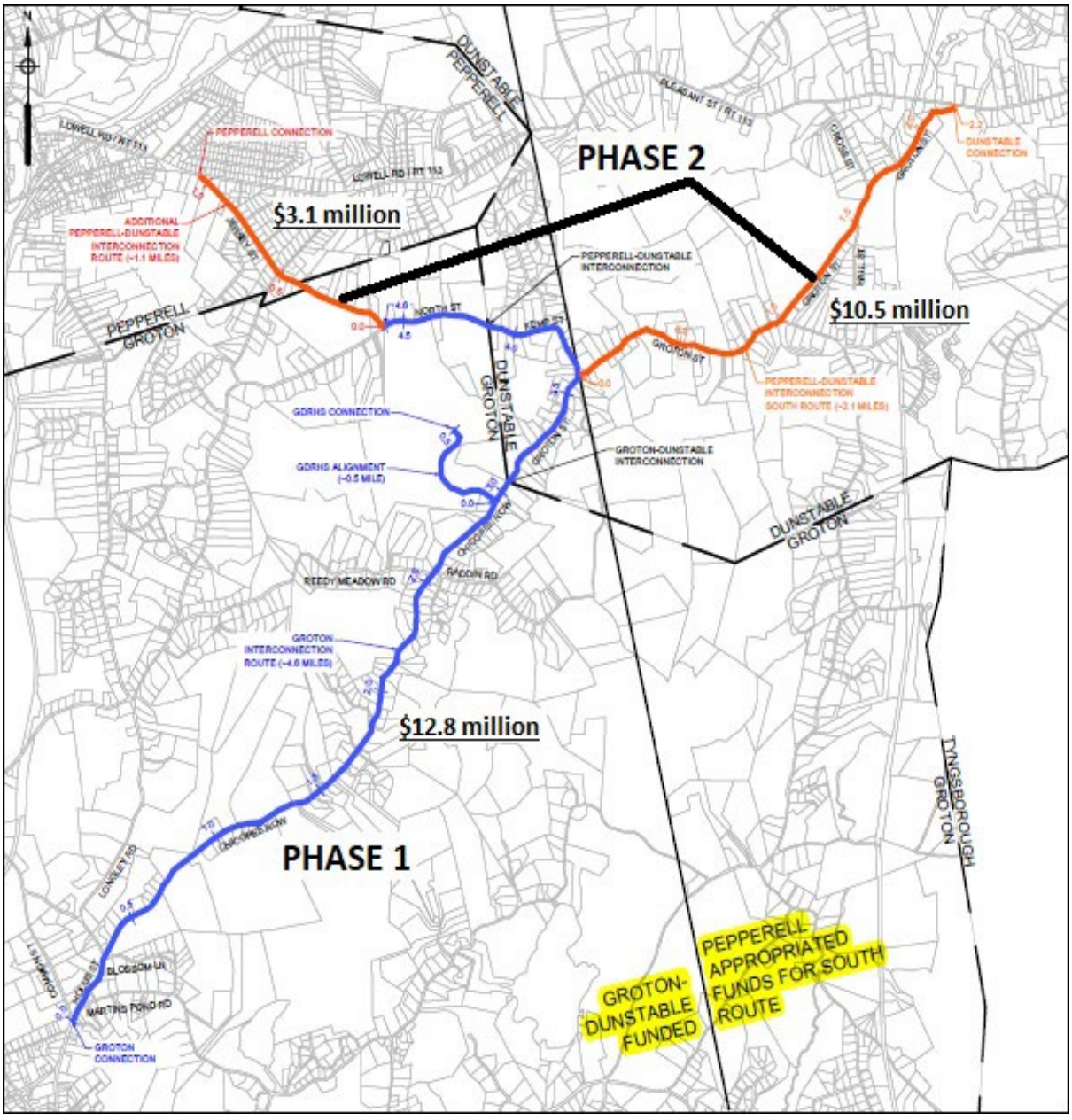
General Government

PFAS Mitigation Project at the Groton Dunstable Regional High School: The 2023 Special Town Meeting approved the Town to appropriate $3,481,260 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. This is necessary because the water supply at the Groton Dunstable Regional High School and surrounding residential properties in Dunstable on Kemp Street and Groton Street contain levels of per- and polyfluoroalkyl (PFAS) substances that exceed MassDEP regulations.

To address this issue, a new water source for the High School and surrounding properties is necessary. The project includes construction of the following:

- A new 12-Inch water main in Chicopee Row 2.6 miles from Hollis Street to Reedy Meadow Road in the Town of Groton,
- Followed by a new 8-inch water main to the Groton Dunstable Regional High School and via Groton Street to Kemp Street in Dunstable,
- Continuing in Kemp Street as a 12-inch water main to the Dunstable-Groton town line, and in Groton via North Street to East Street in Pepperell, and
- Then a new 12-inch water main to replace the 8-inch water main in Jersey Street in Pepperell from East Street near the Pepperell-Groton town line to Route 113.

The Town of Pepperell intends to fund the southern portion of the project, constructing a water main from Groton Street and Kemp Street in Dunstable to Route 113 in Dunstable.



Town Hall Roof and Chimney Repairs

In FY24, two areas of the roof at Town Hall were repaired due to leaking. While these repairs have been made, the chimney, which is actually just a plywood box, was identified as the main cause of one of the leaks and will ultimately need to be restored or removed. The Historical Commission is currently working with the Town to determine the most appropriate way to move forward. The Town has included a placeholder number of $30,000 for this work, which would need to be funded through Community Preservation Funds.

Public Safety

Police Cruiser Replacement: In FY25, car #52 was purchased in 2020 and is currently the oldest patrol vehicle in the fleet and, is planned for replacement. Car #52 currently has 67,000 miles and 3,873 engine hours and, once ready for replacement, it is estimated to have 91,000 miles. The vehicle was originally estimated to cost $55,000, however, due to rising costs and difficulty in securing these vehicles due to supply issues, we have planned to allocate $60,000 towards the purchase.

Police Station Window Replacement: The windows at the Police Station are experiencing rot and are not weather-tight causing increased energy costs. For FY25, we have allocated $20,000 towards window replacement from the General Fund allocation, with the understanding that this is likely insufficient to cover all windows at the station. Given the availability of funds, this project is intended to be phased over time.

Replacement of Rain Gutters at Police Station: The rain gutters at the Police Station are damaged, leaking in several areas, and missing leaf guards. There have been drainage issues at the Police Station in the past and this project is intended to mitigate issues in the future. We have allocated $844 from the General Fund capital allocation and, if needed and feasible, the Police Department will supplement the remaining balance of the project with budgetary funds. The initial estimate for the project was $1,900.

Public Works

Highway

Spreader/Sander Replacement: The Highway Department is in need of a new spreader/sander which they have deferred for a couple of years now. They have extended the useful life of the existing spreader/sander rebuilding it twice but, at this point, the condition has deteriorated to a point where replacement is needed and it does not make sense to invest additional monies in

repairs. This piece of equipment is critical to maintain safe road conditions during snow events, reducing ice buildup and maintaining safe conditions during inclement weather. The estimate for this piece of equipment is $22,500.

Joint Grass Brook Culvert Replacement: The Joint Grass Brook Culvert Replacement project entails the removal of the existing, undersized culvert at Main Street over Joint Grass Brook with a new, aluminum box culvert designed to accommodate the Massachusetts Stream Crossing Standards as close as practicable. Up to this point, the project team has reviewed the existing state of the culvert and developed and prioritized a list of replacement options, and determined which option would be most favorable to both the Town budget and the Conservation Commission, as identified above.

The Town has received a $250,000 earmark through the FY24 state budget to support this project which is estimated to cost roughly $450,000. Next steps, the Town will need to develop the design, then permitting, and construction of the new culvert.

Street Paving: The Highway Department budget includes an annual allocation of $67,000 for street paving throughout the Town each fiscal year. The Town also receives Chapter 90 funds from the state. Per the legislatively established formula, the amount of funding a municipality receives is based on local road mileage (58.33%), population (20.83%), and employment (20.83%). Local road mileage is gathered from MassDOT's Road Inventory File. In FY2024, the Town of Dunstable received $185,313 in Chapter 90 funding.

Fortunately, for FY25, in addition to our traditional Chapter 90 allotments from MassDOT, the state has also allocated “Fair Share” funds to the Town of Dunstable in the amount of $115,000 for additional road improvement work. Thus, between our Chapter 90 and Fair Share funding, the Town estimates receiving approximately $300,000 for road paving in FY25.

Parks and Recreation

Larter Field Well Repairs: In FY24, Parks and Recreation renovated 5 out of the 7 wells at Larter Field using Community Preservation Act Funds. They now plan to approach the Community Preservation Committee for additional funds for FY25 to replace the remaining 2 wells – well #5 and well #7 – at an estimated price of $11,940 or $5,970 each.

Cemetery

Rideout Cemetery Stone Wall Repairs: During the department meeting on FY25 capital requests, the Cemetery identified the need for wall repairs at both Rideout and Central Cemetery. The repairs for these historic stone walls are anticipated to be funded through Community Preservation Act funds. The Capital Improvement Plan estimates $50,000 repairs necessary for each stone wall.

Lawnmower Replacement: The Cemetery also intends to utilize an estimated $9,500 in perpetual care funds to purchase a new lawnmower which is necessary for the general maintenance of the cemetery properties.

FY25
SUBMITTALS

FIRE

DEPT: Fire

SUBMITTED BY: Chief Farrell

Number	Project Description	Estimated Cost	Anticipated Useful Life (in years)	Priority (pick from drop down menu)	# of Quotes Received (pick from drop down menu)	ITEMS TO CONSIDER (PLACE "X" IN EACH BOX THAT APPLIES): Emergency	Public Safety Issue	To Maintain Service	Grant Opps Exist	Dept has Matching Funds	Enhances Services	Additional Information
1	Portable Radios	$25,000-$30,000	10+	1	3	x	x	x		x	x	
2	Backup Repeater	$25,000-$50,000	25+	2	2	x	x	x		x	x	
3	Forestry Truck	300,000.00	20+	3	2	x	x	x		x	x	
4												
5												
1												
2												
3												
4												
5												

OFFICE OF THE FIRE CHIEF
TOWN OF DUNSTABLE
P.O Box 96
DUNSTABLE, MA 01827

TEL: (978) 649-5561
FAX: (978) 649-6072
Firedept@dunstable-ma.gov

January 27, 2023

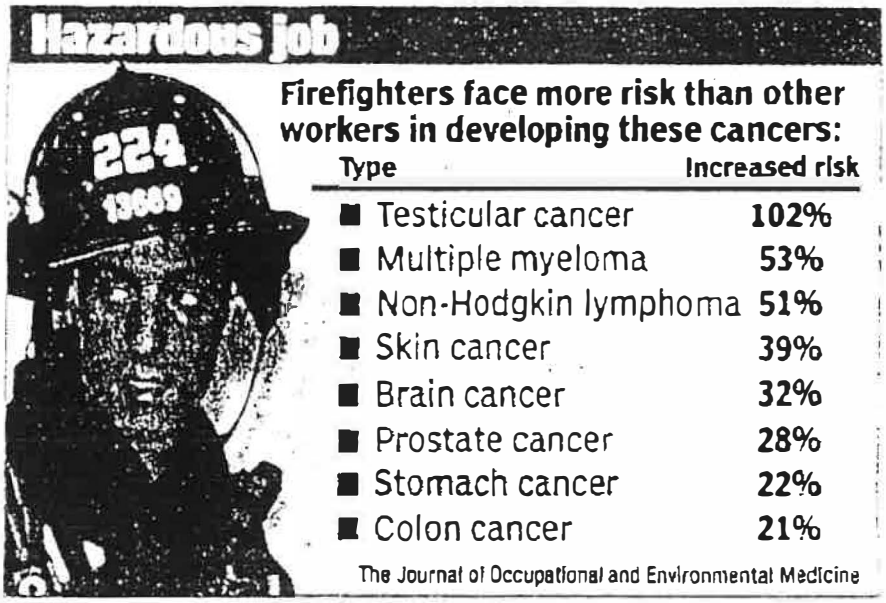
To: Dunstable Board of Selectmen
Jason Silva, Town Administrator

Included here you will find a brief description of our capitol needs. Some of these items we hope to be able to secure via grant funding however that is not a solution to the ongoing replacement of equipment. My hope is that this will serve as a guide for both the future growth of the department as well as keeping up with equipment replacement. This should serve as a live document that as needs occur it is possible they will need to be moved ahead of needs previously identified.

Capitol Projects Over $25,000:

Fire House Replacement: The current firehouse was built by the 1950's and when it was built it fit the staffing model of the department which was all volunteer and the equipment it housed. We now have 2 per- diem personnel 7 days a week and the equipment has outgrown the apparatus bay. There is no kitchen for the members to prepare meals as well as no shower facility to decontaminate after fires or serious medical calls. The current building has several structural concerns including bowing of the western facing wall and cracking in multiple locations. The roof has developed a serious leak over the winter that threatens equipment and electrical components. The roof will need to be replaced regardless as soon as possible.

Structural Firefighting PPE: This would allow a second set of gear for each member. NFPA 1851 & NFPA 1971 as well as OSHA guidance for firefighter safety standards mandate 2 full sets of PPE per firefighter. This allows a member to properly decontaminate and dry their gear in between incidents and still have set to use if another incident or call takes place. The standard also states that the gear must be replaced every ten years due to wear as well as exposure to cancer causing agents. Firefighters are at a much higher risk for cancer than any other profession.



Command Vehicle: The Fire Chief's vehicle is a 2015 with over 63,000 miles. The transmission has been replaced once already and the vehicle has endured significant wear and tear. The current vehicle is a police interceptor package and gets 16 mpg city and 21 mpg highway. The desired vehicle would get an improved 21 mpg city and 28 highway miles. The current vehicle is designed for law enforcement use where as the desired vehicle is used industry wide by fire administration personnel.

Staffing: The town of Dunstable has in past years been fortunate enough to have always had dedicated volunteers to answer emergency calls, participate in training and care for the apparatus and equipment. As with the rest of the country volunteerism has steadily declined. The fire department has gone from fully volunteer to paid on call to per diem/on call. We currently have the firehouse manned with per diem staffing 7 days a week from 8 am-4 pm and the call force responds on the off hours. We currently have only 3 residents of the town on the roster which means the majority of our members are responding from out of town. The call volume has increased to 424 emergency calls this year and we have taken on more fire safety inspections and public fire prevention education which has placed a strain on our staffing.

NFPA 1720 and OSHA 1910.134 set mandates for the staffing of on call fire departments, a standard that we currently do not meet. This includes the 2 in 2 out rule for incidents, this deals with having two personnel to mitigate the incident while 2 members stand ready to rescue them if an accident occurs while performing these duties. The towns ISO insurance rating is a 9, the poorest rating you can obtain. A main point of this is staffing, increased staffing will lower the ISO rating and can lead to lower insurance costs to residents and businesses.

Engine 6 Replacement: The current Engine 6 is a 2006 Ferrara with 24,851 miles. The vehicle is in good shape and has been taken from the first engine out to the second in order to reduce wear and tear. However its years in front line service has begun to take its toll. The pump packing had to be replaced two years ago which cost the town about $15,000. NFPA 1911 and 1901 mandate that apparatus be retired after 20 years of service. With the current truck at 17 years old we need to start planning its replacement before it incurs too much cost for repair. This would allow the current engine 1 to eventually be taken from the primary response piece to being the second piece out the door thus allowing us to get the most use of the vehicle until it needs to be replaced.

Capitol Projects Under $25,000:

Radio Repeater (Back up): This would allow us to have a second radio repeater to serve the town. First and foremost this would allow for better radio coverage both in town and in surrounding areas as well as serve as a back up repeater if the primary repeater goes down. This would be located at Groton Dunstable Regional High School and grants already received by the Groton Emergency Communications

Center would allow us to utilize this site which is a cost savings to the town not having to identify and construct an additional new site.

Vehicle Extrication Equipment: The current equipment better known as the jaws of life is over 17 years old and utilizes outdated equipment. The industry standard has moved to battery operated devices which is more versatile in the emergency environment. The current unit requires hydraulic lines and a generator which is becoming obsolete technology due to its high maintenance and replacement costs.

Self Contained Breathing Apparatus (SCBA): This refers to our air packs that firefighters use in IDLH atmospheres. The current SCBA's were purchased by a grant in 2018 so while in very good shape there has historically been no plan to replace these items. The SCBA's are under NFPA 1852 mandated to be replaced every 15 years or up to the life of 3 NFPA revisions. The cost of total replacement is $180,000 which is obviously over the $25,000 for this category but a plan must be in place moving forward.

Lucas Automated CPR Machine: This machine delivers CPR compressions during cardiac arrest resuscitation efforts. The current device is a 2017, the recommended service life from the manufacturer is 8 years so we are beginning to get closer to that end of service date.

Thermal Imaging Cameras: Thermal imaging cameras allow us to identify specific heat signatures while operating in building fires. Those include trapped occupants that need rescue and hidden fire in walls and ceilings. We will be replacing these items this year due to a grant however due to the cost of these in the event that we are unable to secure a grant in the future these will be capitol items benefiting from a plan moving forward.

This document will serve as a good list of items which have significant cost for replacement along with some guidance as to when these items need to be replaced. If we can get on a plan and stick to the rotation we should not have to worry about emergency or unforeseen costs going forward. I look forward to working with you all on this project. Please do not hesitate to contact me with any questions.

Respectfully submitted:

William Farrell, Fire Chief

BUILDING RECON SERVICES
SURVEY - RESTORE - MAINTAIN

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January 23, 2024

EXTERIOR ENVELOPE CONDITION STUDY

Dunstable Fire Department
28 Pleasant Street
Dunstable, MA 01827

Prepared for:

Town of Dunstable
Attn: Jason Silva
Town Administrator
Dunstable Town Hall
511 Main Street
Dunstable, MA 01827

Prepared by:

BRS/Building RECON Services
A BRS/Building Restoration Services Corp. entity
371 Dorchester Avenue
Boston, MA 02127

As requested by The Town of Dunstable, BRS/Building Recon Services (RECON) visited 28 Pleasant Street, Dunstable, MA, on December 20, 2023, to perform a building envelope condition study. The purpose of the study was to perform visual observations of the existing exterior wall and roof systems.

The intent of the study was to review the overall condition of the roof and exterior wall systems as well as structural stability of the envelope components. This report summarizes our findings from the envelope study along our observations, conclusions, recommendations for repairs and restoration, and budgetary pricing for those repairs and restoration.

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The report is divided into the following sections:

- *Background*
- *Summary of Observations*
- *Discussion*
- *Conclusions*
- *Recommendations*
- *Preliminary Budget Estimates*
- *Photographic Documentation*

BACKGROUND

Built circa 1950, the building at 28 Pleasant Street in Dunstable, MA was originally built for use as a gas station and now houses the fire department offices as well as the garages for the fire department equipment. The main/original Fire department building is a one-story building clad with single-wythe concrete masonry unit (CMU) exterior walls. The rear equipment garage structure is wood framed with vinyl siding. The roofing systems are comprised of both low-sloped and steep-sloped systems clad in EPDM roof membrane and asphalt shingles respectively. The windows are dual-pane, vinyl framed and single-pane steel framed (Photos 1-5).

SUMMARY OF OBSERVATIONS

RECON performed exterior visual observations of the single-wythe concrete masonry unit (CMU) exterior walls, windows, low-sloped EPDM roofing, steep-sloped asphalt shingled roofing, roof flashings, and exterior trim.

RECON's visual review identified defects and issues on both the interior and the exterior of the exterior wall assemblies. Most of the defects are obvious from the street level. The following defects/issues were noted.

Exterior Observations:

1. Sagging roof ridge at the steep-sloped shingled roof above the office (Photo 6).

2. Out-of-plane movement of the CMU wall at the south elevation between the top of the windows and the roof line (Photo 7). The midpoint of the wall measures 3-inches out of plumb from the attic floor level to the roof level. (Photo 9) and is plumb at the ends of the wall (Photo 8).

3. Step cracks in the CMU wall at numerous locations on all exterior elevations (Photos 10 and 11).

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4. Deteriorated CMU on the south elevation caused by a condensate line discharge (Photo 12).

5. Deteriorated CMU at the base of wall on all elevations caused by trapped moisture and possibly by the use of deicing salts (Photo 13 and 14).

6. Improperly flashed asphalt shingled roofing (Photo 15).

7. Spalled and broken concrete masonry at numerous locations on all exterior elevations (Photo 15 and 16).

8. Rotted wood fascia and soffit boards at the east exterior elevation (Photo 17).

9. Peeling paint and split/checked wood at the rear entrance (Photo 18).

10. Exposed/deteriorated wood at foundation wall with gaps that allows water/pest/insect ingress (Photo 19).

11. Broken glass window lites at the east exterior elevation (Photo 20).

12. Cracked, spalled, and deteriorated concrete at the entrance to the garage and the office (Photos 21 and 22).

13. Surface-applied sealants at exterior doors and windows have passed their useful service life.

14. EPDM roof over the low-sloped roof area and asphalt shingles over the steep-sloped roof areas. The roofing appears to be in good condition.

Interior Observations:

1. No rafter ties or ridge beam in the attic above the office (Photo 23).

2. Deteriorated CMU with holes at the base of wall on several elevations caused by trapped moisture. Exterior is visible through the CMU (Photo 24).

3. Step cracks in CMU wall at several locations in the garage and the attic (Photos 25 and 26).

4. Cracks at inside corners of the CMU wall in the garage (Photo 27).

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DISCUSSION

The following discussion is intended to provide further description of our analysis of the issues with the exterior wall and roof systems. RECON's recommendations for repairs and restoration can be found in the recommendations section of this report. Budgetary estimates for the recommended repair options are included in the Preliminary Budget Estimates section of this report.

RECON performed a visual and hands-on study of the exterior walls and roof from the ground, from the roof, and from a ladder. While on site, we observed evidence of out of plane movement of the CMU exterior bearing wall above the attic floor level, on the south elevation of the building. In addition, we observed considerable deterioration of the CMU and mortar at the exterior wall on the north elevation. We observed cracks in the CMU exterior walls on all elevations of the building.

Roof Framing System:

Steep-sloped, wood framed roof systems with roof rafters require rafter ties to prevent the exterior walls from spreading when live and dead loads are imposed on the roof system. This is a requirement of the building code. In most cases, the attic floor framing consists of ceiling joists for the upper-most level that also act as the rafter ties. These joints extend across the attic and tie-in to the connection between the roof rafters and the exterior wall. These rafter ties prevent rafter thrust and the resultant outward movement at the top of exterior walls caused by rafter thrust. In some cases, when the ceiling is vaulted, the rafter ties may be eliminated; however, a ridge beam must be used to support the roof structure when rafter ties are eliminated. The ridge beam limits the imposed loads on the roof structure, rather, it transfers it into the beam and down the supporting columns.

The fire department offices building does not have a ridge beam or rafter ties, as required by the building code. The attic floor framing system that typically provides the rafter-rafter ties is located several feet below the rafter to wall connection. As a result, accumulated live and dead loads imposed on the roof structure has caused 'rafter thrust' of the CMU exterior wall. Rafter thrust is when the rafter 'tails' at the bottom of the roof pitch thrust outward and push the top of the wall with it. Because the roof ridge is not a beam and there are no support columns at the middle of the roof ridge, it cannot support itself. As the thrust occurs from live loads such as snow, the midspan of the roof ridge drops/sags and it forces the rafters outward at that location. This phenomenon has caused the bending/bowing of the CMU wall above the attic floor on the south elevation. The sagging of the roof ridge directly correlates to the bending of the exterior CMU wall.

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CMU Exterior Walls:

The exterior walls are constructed as a barrier wall system using a single-wythe of CMU. Unlike moder cavity wall systems that have a drainage cavity and flashings/weep vents to evacuate water from within the wall system, a barrier wall system type relies upon the density of the exterior material surface and sometimes the use of a surface coating to repel water. Barrier walls act like reservoirs, whereby some water may be absorbed into the surface; however, that moisture will dry to the exterior over time. This drying/evaporation toward the exterior will work provided that the exterior surface has an appropriate permeable coating that will allow this to occur.

The CMU walls on the fire department are painted at the exterior which traps moisture and accelerates the deterioration of the wall assembly. Once water enters the CMU wall through defects in the paint, cracks in the mortar, or cracks in the CMU the water may become trapped within the masonry, behind the paint where it cannot dry to the exterior. Further, water may flow downward to the base of the wall where it becomes trapped within the wall assembly. In the winter, the trapped water will accumulate and freeze then expand causing damage to the CMU and mortar. Over time, the freeze/thaw cycling will deteriorate the CMU and mortar resulting in interior leakage and possible structural failure. This damage is evident at the base of the north CMU wall.

CONCLUSIONS

Based upon our visual observations of the building envelope from the interior and exterior, and our experience with similar building construction, we conclude the following:

1. The wood-framed roof system above the office does not have rafter ties or a ridge beam. In the absence of rafter ties or a ridge beam, live (snow) and dead loads have caused rafter thrust. As a result, the roof ridge is sagging at midspan pushing the rafter tails outward. This outward rafter thrust creates out-of-plane (bending/bowing) movement of the CMU wall above the attic floor, at the south elevation.

2. At the midpoint of the south exterior CMU wall, the wall is 3-inches out of plumb, from the attic floor to the top of the wall. This amount of out-of-plane movement of the CMU wall with no restraint creates a high risk for structural failure of the CMU wall and the roof assembly.

3. Paint on the exterior surfaces of the CMU walls traps water within the wall assembly causing accelerated damage and deterioration of the CMU and mortar. This damage is most evident at the base of the north exterior wall.

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4. The CMU wall is cracked, spalled, chipped, or missing at some locations. These defects allow water to migrate into the wall assembly and the interior causing further damage to the wall assembly and interior finishes.

5. Hairline step cracks have formed within the CMU mortar on all exterior elevations. The step cracks may have formed for several reasons, including trapped moisture, wind loads, differential settlement, and vehicle impact.

6. Water evacuated from a condensate discharge pipe onto the exterior surface of the CMU wall at the south elevation has caused holes and deterioration of the CMU.

7. Deicing salts have caused deterioration and failure of the concrete blocks and mortar joints at the base of the exterior wall, at several locations.

8. Vehicles have caused damage to the concrete blocks at the base of the exterior walls, at several locations.

9. Perimeter sealants at windows and doors have passed their useful service life increasing the risk for leaks into the wall assembly and the interior.

10. Wood trim at the roofline and rear entrance is split, checked, and rotted from failing/missing paint.

RECOMMENDATIONS

To reduce the potential for further damage and deterioration of the building envelope, interior leakage, and potential structural failure, RECON recommends the following repairs/restoration.

Building Envelope Immediate/Temporary Structural Repairs:

1. Install temporary rafter ties/braces in the attic to minimize further rafter thrust.

2. Install temporary posts beneath the roof ridge to reduce further sagging of the roof ridge and rafter thrust.

Building Envelope Permanent Repairs and Restoration:

1. Shore the roof rafters above the office to allow removal/replacement of the CMU at the south exterior wall.

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2. Remove and replace the CMU on the south exterior wall from the top of the windows to the roof line.

3. Remove and replace twenty (20) additional CMU on the south exterior wall.

4. Remove the bottom three (3) courses of CMU on the north and south exterior walls and install through wall flashing with weep vents and ladder reinforcement.

5. Remove and replace twelve (12) CMU on the west exterior wall.

6. Remove and replace twelve (12) CMU on the east exterior wall.

7. Install new reinforcing steel within the new CMU wall at the south elevation.

8. Remove existing paint/coating on all existing CMU, at the exterior.

9. Cut and point all remaining/existing CMU, at the exterior.

10. Apply new vapor permeable coating on the exterior surface of CMU, at all locations.

11. Remove and replace two (2) broken window glass lites on the east elevation.

12. Remove and replace fifty (50) lineal feet of wood fascia and soffit at the east elevation.

PRELIMINARY BUDGET ESTIMATES

The following lists provide a summary breakdown of the recommended scope of work for emergency repairs as well as permanent repairs to the façade and the roof systems along with associated budgetary pricing. Prices include labor, materials, General Conditions (supervision, daily cleanup, etc.), work area access, pedestrian protection, and all permits and associated fees.

However, interior repairs, soft costs associated with management of the project, or changes associated with varying market factors are not included at this time. As such, RECON recommends a 10% contingency, which has been included in each budget noted below.

1. Building Envelope Immediate/Temporary South Wall Stabilization:

1. Install temporary rafter ties/braces in the attic to minimize further rafter thrust.
2. Install temporary posts beneath the roof ridge to reduce further sagging of the roof ridge and rafter thrust.

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Total Budget to Complete Immediate/Temporary South Wall Stabilization.....$9,800

2. ***Building Envelope Long Term Structural/Envelope Repairs:***

South Exterior Elevation:

- Shore the roof rafters above the office to allow removal/replacement of the CMU at the south exterior wall.
- Remove and replace the CMU on the south exterior wall from the top of the windows to the roof line.
- Remove and replace twenty (20) additional CMU on the south exterior wall.
- Remove the bottom three (3) courses of CMU on the south exterior wall and install through wall flashing with weep vents and ladder reinforcement.
- Install new reinforcing steel in the CMU wall at the south elevation.
- Remove existing paint/coating on existing/remaining CMU at the south exterior wall.
- Cut and point all remaining/existing CMU on the south exterior wall.
- Apply new vapor permeable coating on the exterior surface of the south exterior wall.
- Remove and replace perimeter sealants at doors and windows.

Total Budget to Complete Long-Term Repairs at South Exterior Wall.....$74,000

North Exterior Elevation:

- Remove the bottom three (3) courses of CMU on the north exterior wall and install through wall flashing with weep vents and ladder reinforcement.
- Remove existing paint/coating on existing/remaining CMU at the north exterior wall.
- Cut and point all remaining/existing CMU on the north exterior wall.
- Apply new vapor permeable coating on the exterior surface of the north exterior wall.
- Remove and replace perimeter sealants at doors and windows.

Total Budget to Complete Long-Term Repairs at North Exterior Wall.....$59,000

East Exterior Elevation:

- Remove the bottom three (3) courses of CMU on the east exterior wall and install through wall flashing with weep vents and ladder reinforcement.
- Remove existing paint/coating on existing/remaining CMU at the east exterior wall.
- Cut and point all remaining/existing CMU on the east exterior wall.
- Apply new vapor permeable coating on the exterior surface of the north exterior wall.
- Remove and replace two (2) broken window glass lites on the east elevation.

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- Remove and replace fifty (50) lineal feet of wood fascia and soffit at the east elevation with new PVC materials.
- Scrape, prime and paint wood trim at rear office entrance structure.
- Remove and replace perimeter sealants at doors and windows.

Total Budget to Complete Long-Term Repairs at East Exterior Wall…….. **$75,000**

West Exterior Elevation:

- Remove the bottom three (3) courses of CMU on the west exterior wall and install through wall flashing with weep vents and ladder reinforcement.
- Remove existing paint/coating on existing/remaining CMU at the west exterior wall.
- Cut and point all remaining/existing CMU on the west exterior wall.
- Apply new vapor permeable coating on the exterior surface of the west exterior wall.
- Remove and replace perimeter sealants at doors and windows.

Total Budget to Complete Long-Term Repairs at West Exterior Wall……..… **$48,000**

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PHOTOGRAPHIC DOCUMENTATION

The following matrices include captioned, representative photographs with summary descriptions of our visual observations.

Photograph	*Description*
	**Photo 1:** Southwest corner of the Fire Department offices.
	**Photo 2:** West elevation of the garage (original building).

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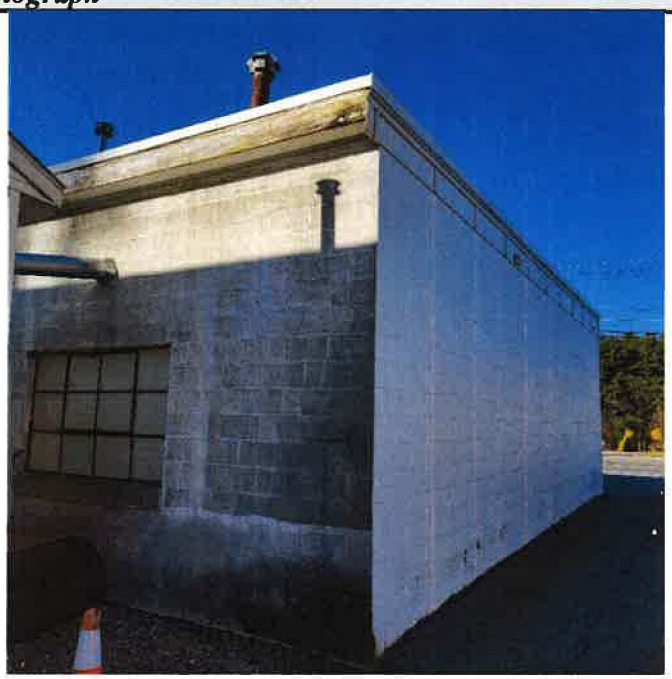
Photograph	*Description*
	**Photo 3:** Northwest corner of the garage (original building).
	**Photo 4:** East elevation of the newer garage addition.

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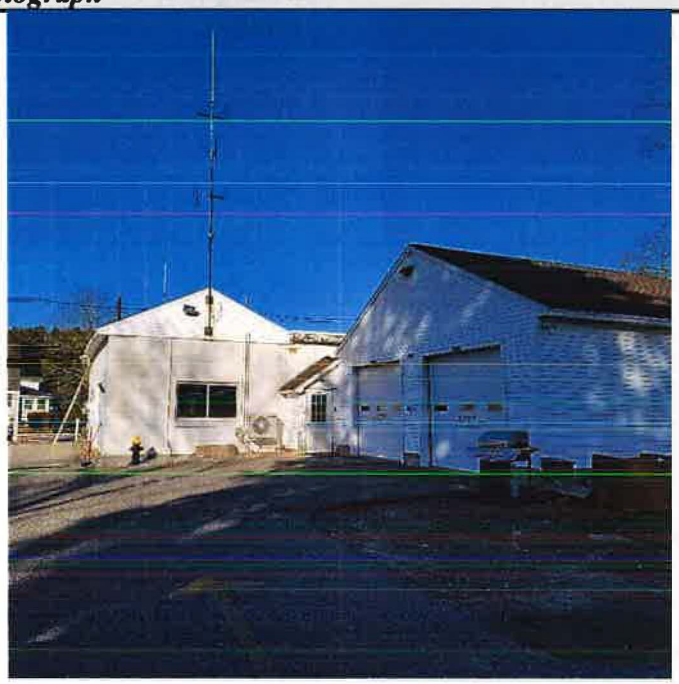
Photograph	*Description*
	**Photo 5:** Southeast corner of the buildings.
	**Photo 6:** Sagging roof ridge above office, looking north.

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Photograph	*Description*
	**Photo 7:** View of South exterior wall from the east showing the out of plane bending of the CMU wall above the attic floor.
	**Photo 8:** Level placed against the south exterior wall in the middle of the elevation showing the out-of-plane movement above the windows. Measuring tape is showing that the wall is 3-inches out of plumb.

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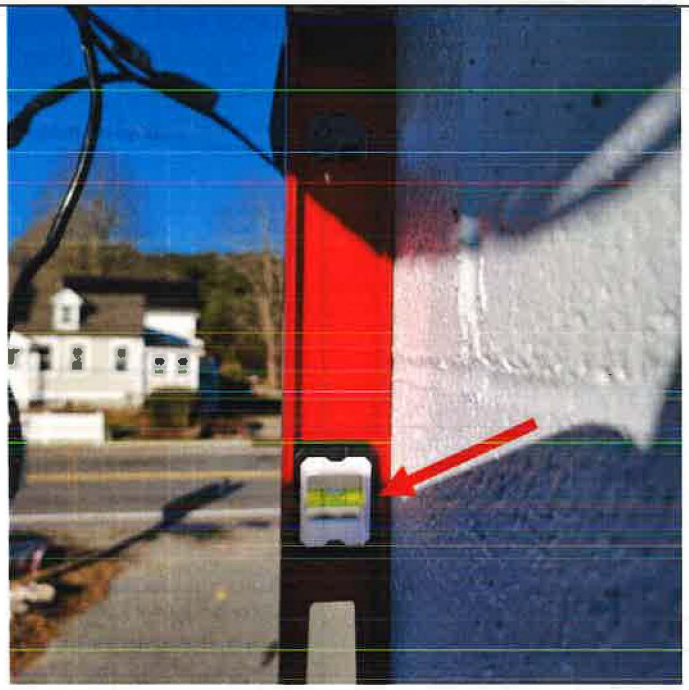
Photograph	*Description*
	**Photo 9:** Level showing ends of the south wall are plumb. The out-of-plane movement increases towards the center of the wall elevation.
	**Photo 10:** Step crack in the CMU exterior wall on the South Elevation.

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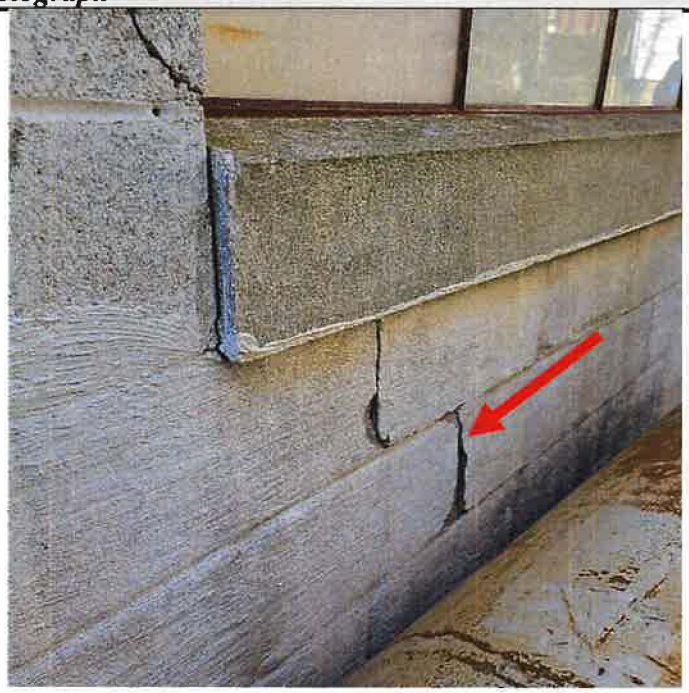
Photograph	*Description*
	**Photo 11:** Step crack in the CMU exterior wall on the East Elevation.
	**Photo 12:** Holes and deteriorated CMU caused by condensate drainpipe.

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Photograph	*Description*
	**Photo 13:** Deteriorated CMU at the base of wall on all elevations caused by trapped moisture and possibly by the use of deicing salts.
	**Photo 14:** Deteriorated CMU at the base of wall on all elevations caused by trapped moisture and possibly by the use of deicing salts.

BUILDING RECON SERVICES
SURVEY - RESTORE - MAINTAIN

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Photograph	*Description*
	**Photo 15:** Spalled CMU at east wall where water flows off roof valley onto the CMU wall. Improperly flashed shingled roofing.
	**Photo 16:** Broken CMU at east wall that is open to water/pest/insect ingress.

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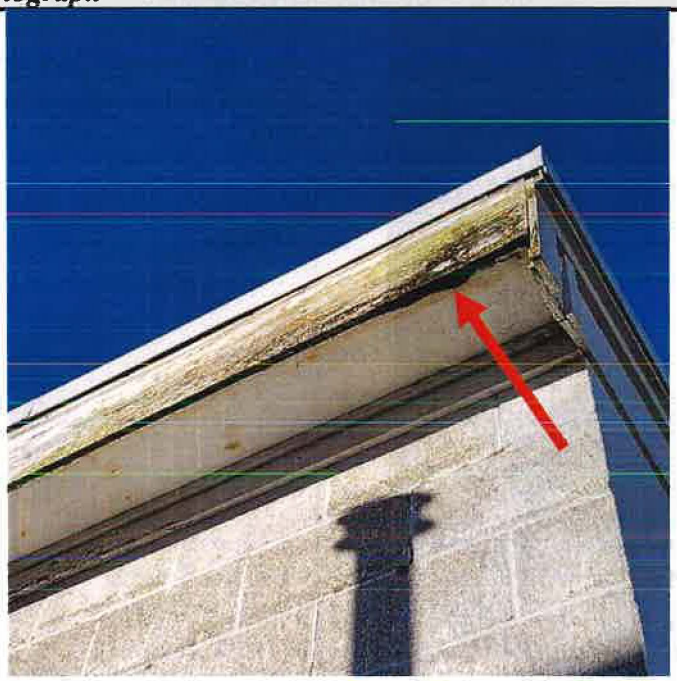
Photograph	*Description*
	**Photo 17:** Rotted wood fascia and soffit board at the east elevation.
	**Photo 18:** Peeling paint, split/checked wood and wood rot at rear office entrance.

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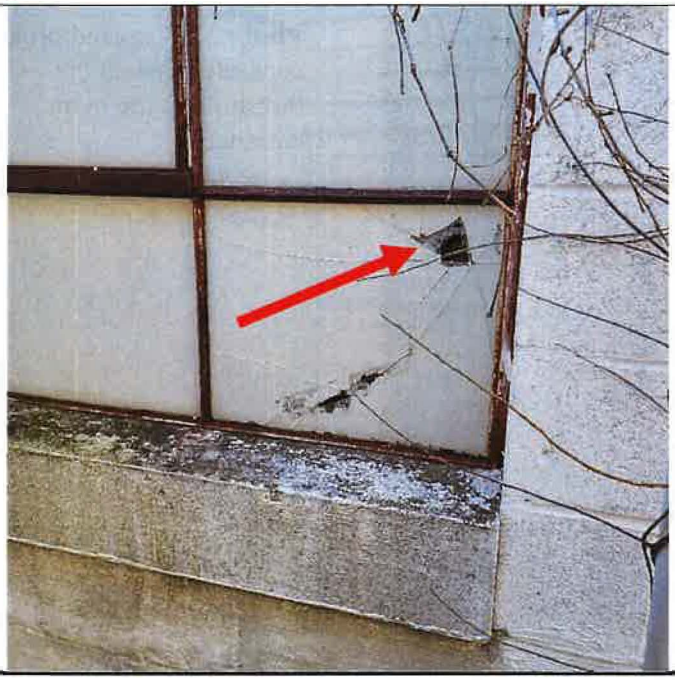
Photograph	*Description*
	**Photo 19:** Exposed/deteriorated wood with gaps between foundation wall allowing water ingress and insects/pests.
	**Photo 20:** Broken glass widow lites at east elevation.

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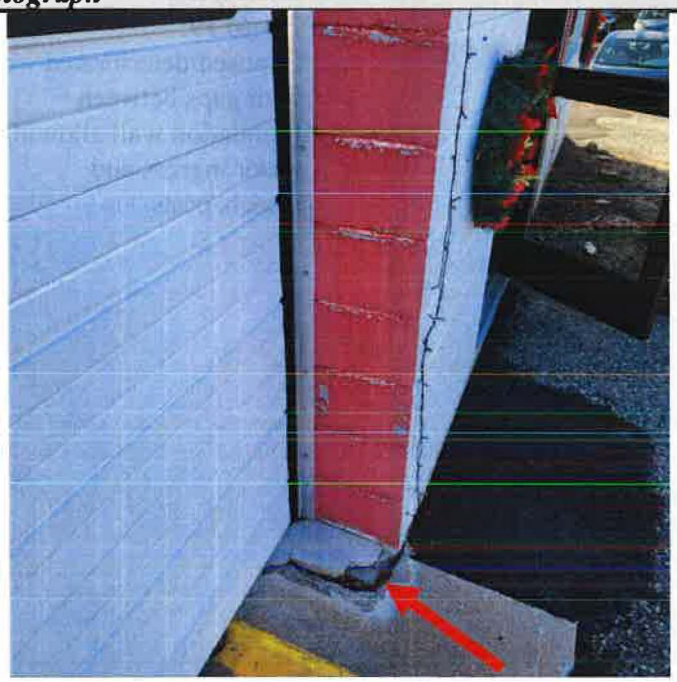
Photograph	*Description*
	**Photo 21:** Spalled and missing concrete slab at the base of wall on the west elevation.
	**Photo 22:** Cracked/broken concrete beneath the threshold at the main entrance.

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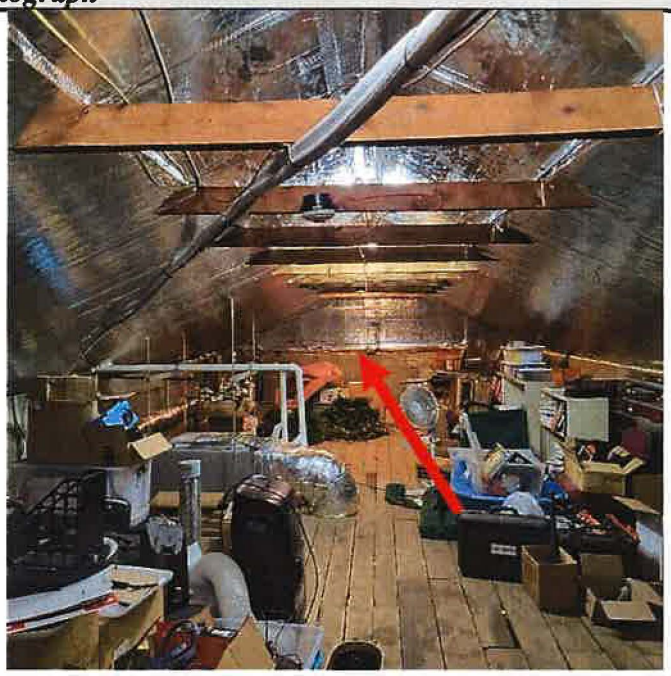
Photograph	*Description*
	**Photo 23:** Missing rafter ties and/or ridge beam in the attic.
	**Photo 24:** Deteriorated CMU with spalls and holes through the block from trapped moisture within the wall. Exterior is visible through the block.

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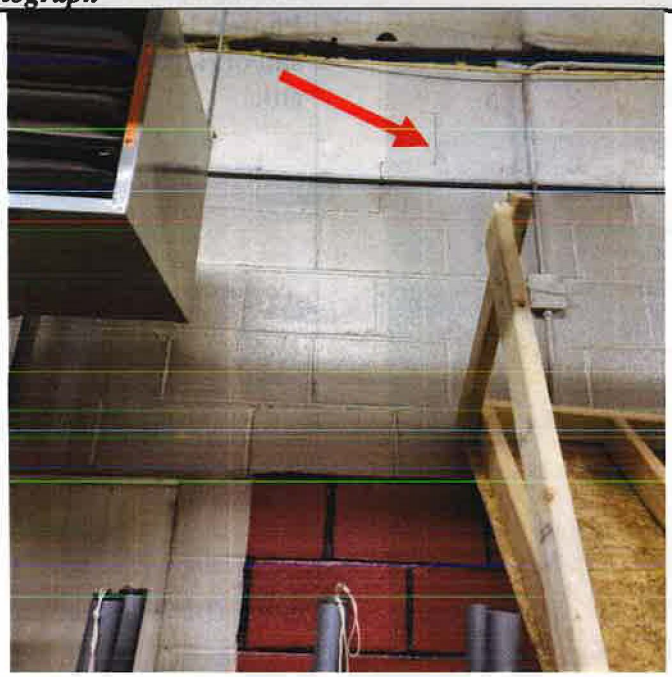
Photograph	*Description*
	**Photo 25:** Step cracks observed at the inside face of CMU in the garage at some locations.
	**Photo 26:** Step cracks observed at the interior of the CMU wall on the south elevation.

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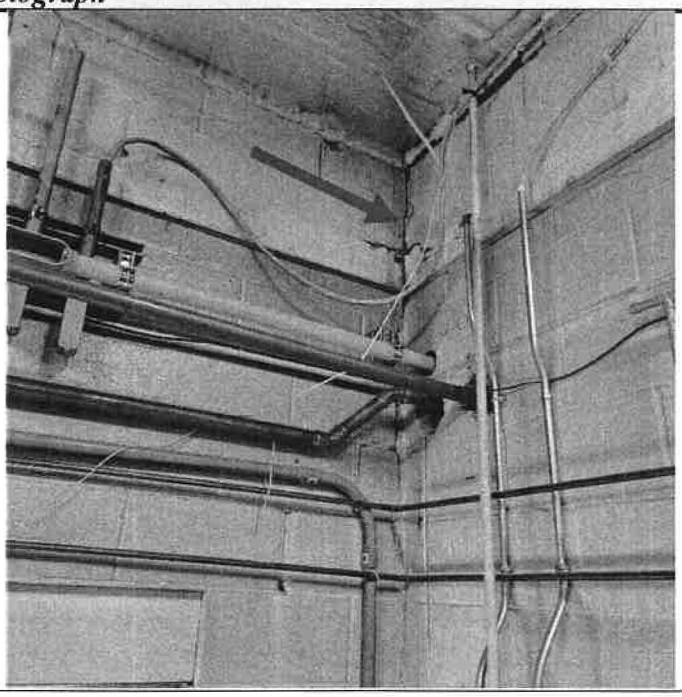
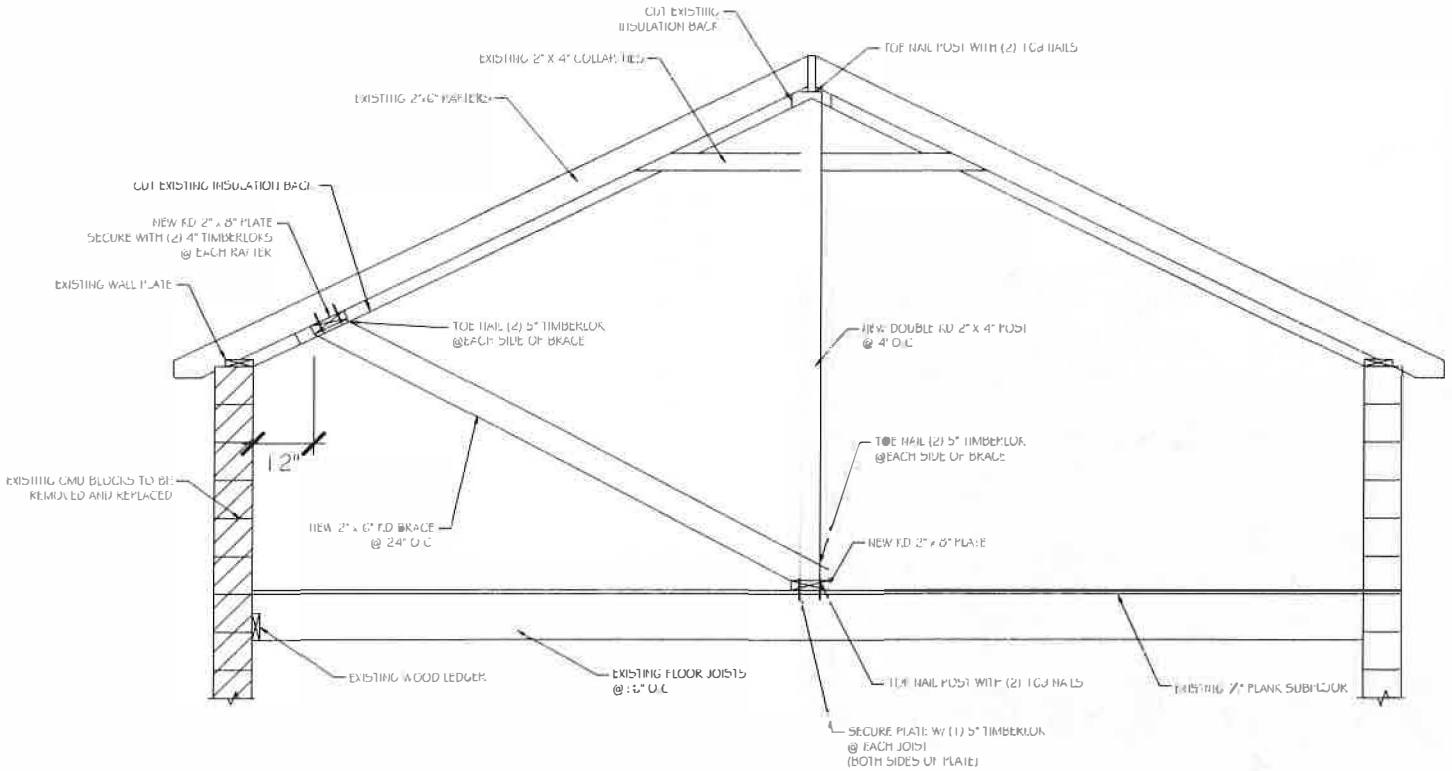
Photograph	*Description*
	**Photo 27:** Cracks at inside corner of CMU wall, in the garage.

We trust that the information in this report meets your needs for summarizing the condition of the building envelope and our recommendations for repairs and restoration. Feel free to contact us to discuss our recommendations and next steps.

Respectfully,
BRS/BUILDING RECON SERVICES

Joshua Kelly, RA
Director
BRS/Building RECON Services



1 SECTION CUT OF ATTIC
1/2" = 1'-0"

DUNSTABLE
FIRE DEPARTMENT

28 PLEASANT STREET
DUNSTABLE MA 01827

CONSULTANT

BUILDING RECON
SERVICES
SURVEY • RESTORE • MAINTAIN

BUILDING RECON
SERVICES

371 DORCHESTER AVE
BOSTON, MA 02127
PHONE 617-464-4260
FAX 617-464-4160
WEBSITE www.brsinfo.com

No.	Description	Date

TEMPORARY
BRACING

Project Number 40669
Date
Drawn By AS
Checked By JK

SK-01

Scale 1/2"=1'-0"

POLICE

Form 1. Individual Project Proposal Description and Justification

Prepared By: Chief Erik Hanson Date Prepared: 7/14/23

Project Title: New Cruiser Program Area: Station

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

   Car 52 currently has 67,000 miles. By the time the vehicle is replaced it will have roughly 91,000 miles. Car 52 has 3873 hours on the motor; every hour is equivalent to 33 miles. This equals almost 128K miles.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

Keeping this vehicle in service for another year will undoubtedly increase repair cost. A new vehicle will be under warranty avoiding repair cost increases. This car was purchased in 2020 making it the oldest patrol vehicle in the fleet. It is also important that we have reliable vehicles on the road patrolling the town. Now that we are back to one officer on the late night a break down while on the road could keep an officer from being able to respond to a call for service.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

NO

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon,

but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

NO

---

6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

NO

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7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
b. Replacement of a deteriorating facility is less expensive now than in the future.
c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

d. Upgrade to reduce urgent threats to public safety and health.
e. Project will result in improved efficiency or net savings.
f. Project is required to meet governmental requirements
g. Project has a high level of community support

Category III – Expansions

h. Expansion will provide existing levels of service to new development recently completed or under construction.
j. Expansion will maintain a level of service standard adopted by the Select Board.
k. Expansion is required to meet governmental requirements.
l. Expansion will provide existing levels of service to projected future developments.

---

8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

1

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9. **Estimated Cost: $**
Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

No new equipment will be needed for the new cruiser. The existing equipment will be transferred into the new car keeping the cost to roughly $55K.

10. Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

_____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

_____ Cost estimate from engineer, architect, or vendor

_____ Bids received

__X__ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

NO

12. Estimated Annual Debt Service or Lease Payment (if applicable):

$_____ for _____ years.

13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): $ _____. Explain below.

10. Is this a Special Opportunity? _X_ NO _____ YES (If yes, explain below).

11. What is the estimated life of the proposed project?

4 years

Attach all back up information supporting the proposed project

Authorized Department Head Signature

Date 7/14/23

Form 1. Individual Project Proposal Description and Justification

Prepared By: Chief Erik Hoar Date Prepared: 7/14/23

Project Title: Gutters Program Area: 23 Planned St

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Replace old gutters and add an additional section of gutter to one section of the building.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

The current gutters are damaged and leaking in several spots. Leaf guards should also be added to prevent backups. We have had drainage issues here at the PD in the past, which has been costly to repair and mitigate. A new section of gutter is needed in the area of the new AC and Generator. Currently there is no gutter and the water is eroding the ground that both these new systems sit on.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

NO

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.

NO

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

Could be done as part of a station addition or as part of the siding and window project.

6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

NO

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7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
b. Replacement of a deteriorating facility is less expensive now than in the future.
c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

d. Upgrade to reduce urgent threats to public safety and health.
e. Project will result in improved efficiency or net savings.
f. Project is required to meet governmental requirements
g. Project has a high level of community support

Category III – Expansions

h. Expansion will provide existing levels of service to new development recently completed or under construction.
j. Expansion will maintain a level of service standard adopted by the Select Board.
k. Expansion is required to meet governmental requirements.
l. Expansion will provide existing levels of service to projected future developments.

---

8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

3

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9. **Estimated Cost: $**
Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

$1900 based on one estimate from a vendor.

---

10. Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

_____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

__X__ Cost estimate from engineer, architect, or vendor

_____ Bids received

_____ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

---

11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

NO

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12. Estimated Annual Debt Service or Lease Payment (if applicable):

$_____ for _____ years.

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13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): $ _____. Explain below.

---

10. Is this a Special Opportunity? _X_ NO _____ YES (If yes, explain below).

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11. What is the estimated life of the proposed project?

20 yrs.

Attach all back up information supporting the proposed project

Authorized Department Head Signature Date

Form 1. Individual Project Proposal Description and Justification

Prepared By: Chief Erik Hoar Date Prepared: 7/14/23

Project Title: Window Replacement Program Area: 23 Pleasant St

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Replace the 12 windows at the police station with double or triple pain energy efficient windows.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

All but two of the windows at the PD were here when we took over the building from the Post Office. I believe they were original to that building which makes them somewhere around 40 years old. Some of the windowsills are beginning to rot and are drafty in the winter driving up energy costs.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

NO

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

Could be completed in connection to a station addition or the siding project.

6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

NO

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7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
b. Replacement of a deteriorating facility is less expensive now than in the future.
c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

d. Upgrade to reduce urgent threats to public safety and health.
e. Project will result in improved efficiency or net savings.
f. Project is required to meet governmental requirements
g. Project has a high level of community support

Category III – Expansions

h. Expansion will provide existing levels of service to new development recently completed or under construction.
j. Expansion will maintain a level of service standard adopted by the Select Board.
k. Expansion is required to meet governmental requirements.
l. Expansion will provide existing levels of service to projected future developments.

---

8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

3

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9. **Estimated Cost: $**
Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

$22k

Waiting on preliminary estimate from vendor.

---

10. **Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

__X__ Cost estimate from engineer, architect, or vendor

_____ Bids received

_____ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

---

11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

NO

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12. Estimated Annual Debt Service or Lease Payment (if applicable):

$_____ for ____ years.

---

13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): $ _____. Explain below.

---

10. Is this a Special Opportunity? _X_ NO _____ YES (If yes, explain below).

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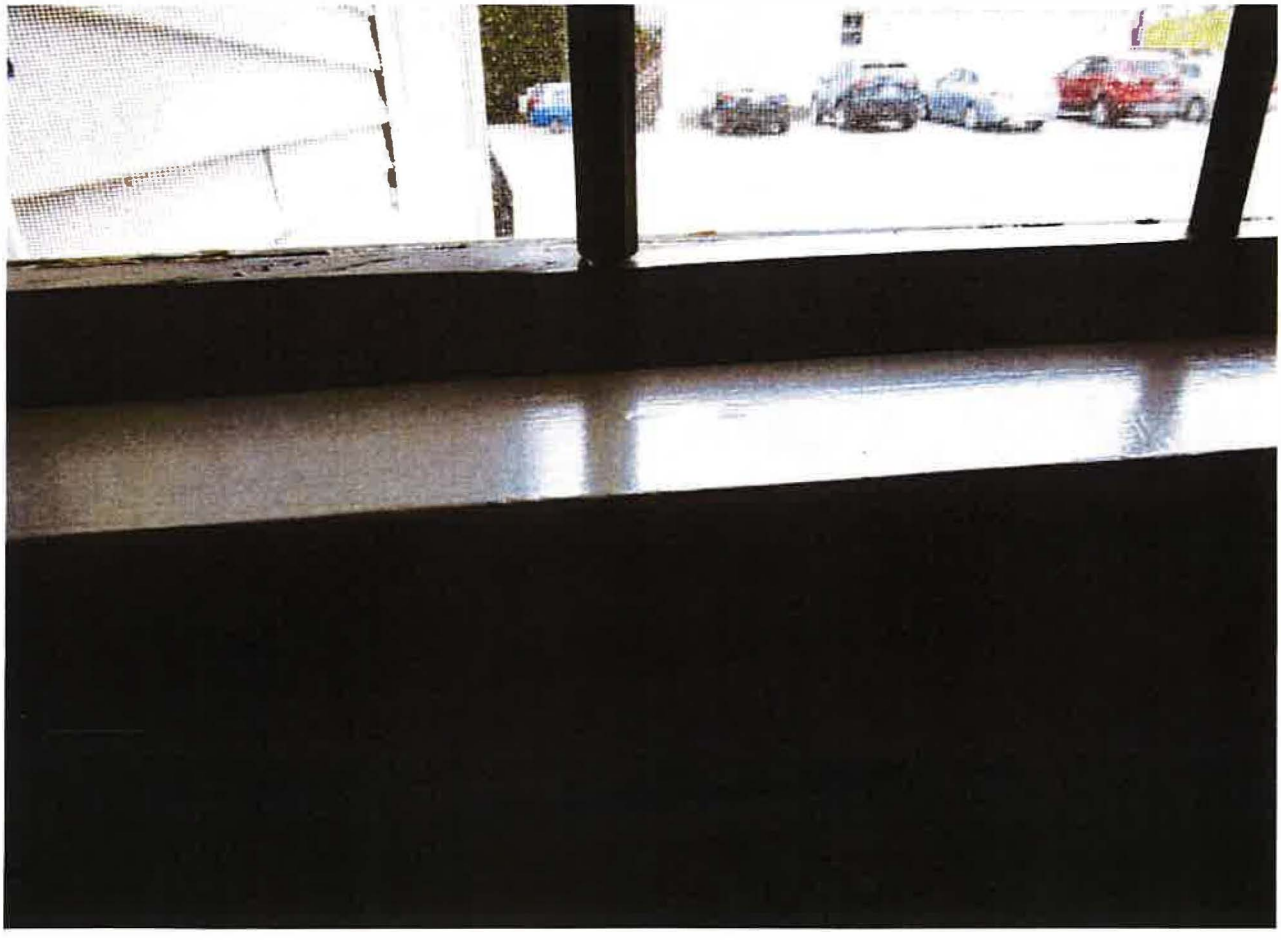
11. What is the estimated life of the proposed project?

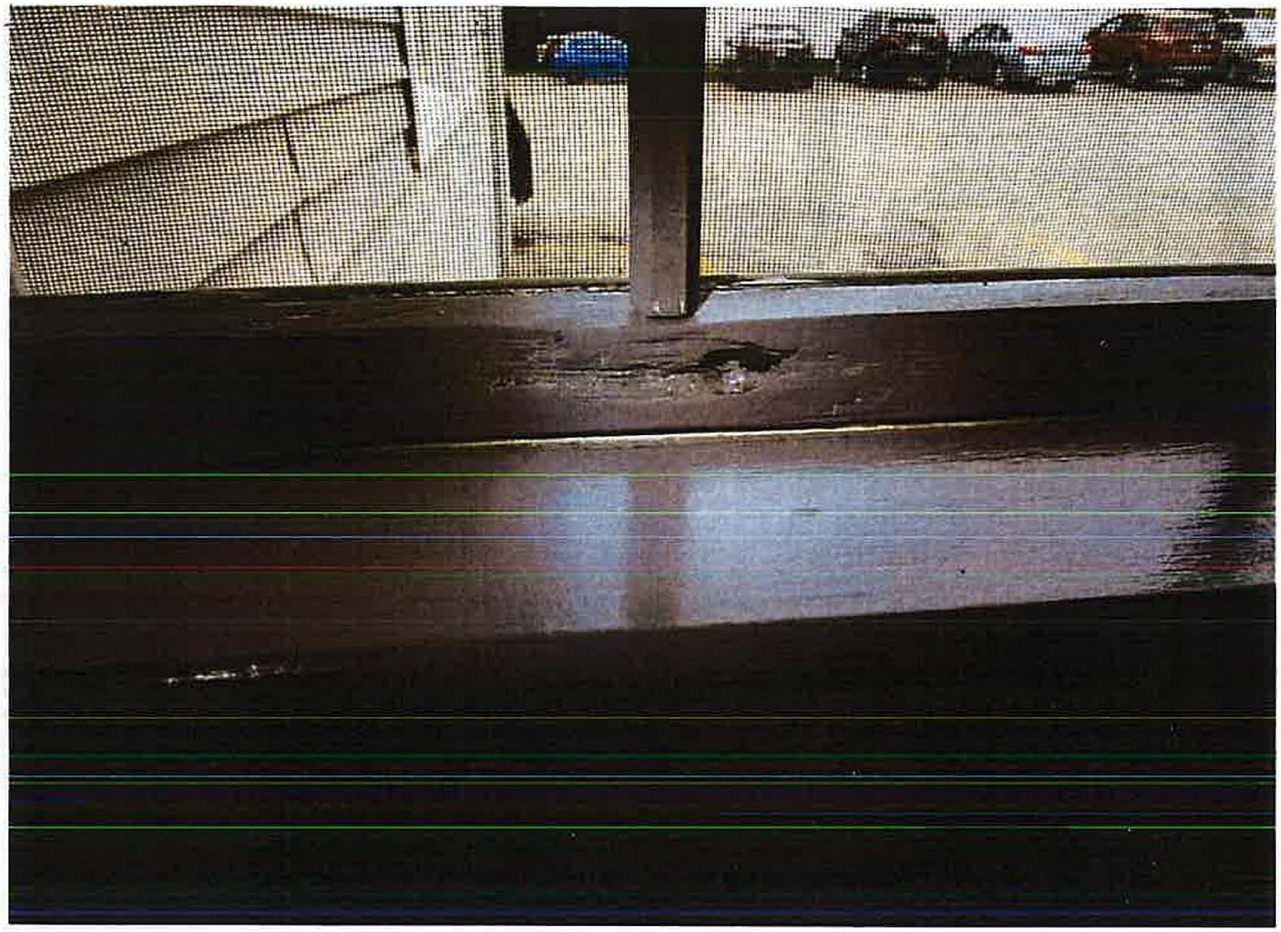
20 yrs.

Attach all back up information supporting the proposed project

Authorized Department Head Signature

Date 7/14/23





Form 1. Individual Project Proposal Description and Justification

Prepared By: Chief Fred Hoar Date Prepared: 7/14/23

Project Title: Vinyl Siding Program Area: 23 Pleasant St

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Replace current vinyl siding. Current siding will be 23 years old next year.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

The exterior of the building is beginning to deteriorate. Several areas of the siding are cracking, faded, and stained. Other than the Town Hall, the Police Department is the most visited town building. Keeping the stations appearance up to date is a reflection on the town. New siding would come with new vapor barrier and insulation that may help with energy savings.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

NO

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.

1 week

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

If a station addition was done this could be included in that project. It would also be beneficial to do this at the same time as the window project if no addition is possible.

6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

NO

---

7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
b. Replacement of a deteriorating facility is less expensive now than in the future.
c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

d. Upgrade to reduce urgent threats to public safety and health.
e. Project will result in improved efficiency or net savings.
f. Project is required to meet governmental requirements
g. Project has a high level of community support

Category III – Expansions

h. Expansion will provide existing levels of service to new development recently completed or under construction.
j. Expansion will maintain a level of service standard adopted by the Select Board.
k. Expansion is required to meet governmental requirements.
l. Expansion will provide existing levels of service to projected future developments.

---

8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

3

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9. **Estimated Cost: $**
Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

Spoke with Michael Cortner at Express roofing who came out to look at the building. They are not providing quotes for siding now due to being a year out with work and the monthly increase in material costs. He stated that it would be around $45K if done today and would expect that number to go up in the future.

---

10. Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

_____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

__X__ Cost estimate from engineer, architect, or vendor

_____ Bids received

_____ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

---

11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

NO

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12. Estimated Annual Debt Service or Lease Payment (if applicable):

$_____ for _____ years.

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13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): $ _____. Explain below.

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10. Is this a Special Opportunity? _X_ NO _____ YES (If yes, explain below).

---

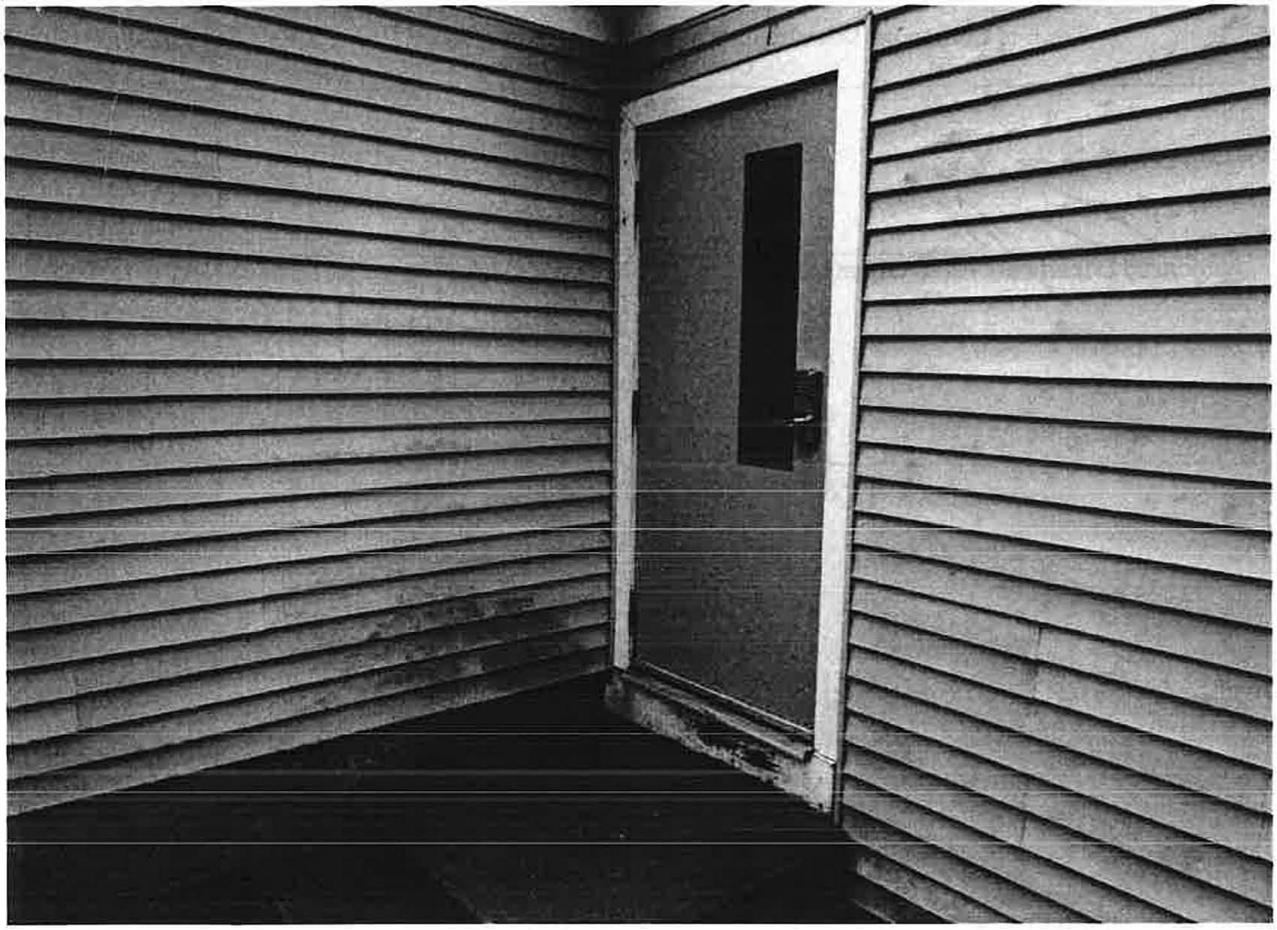
11. What is the estimated life of the proposed project?

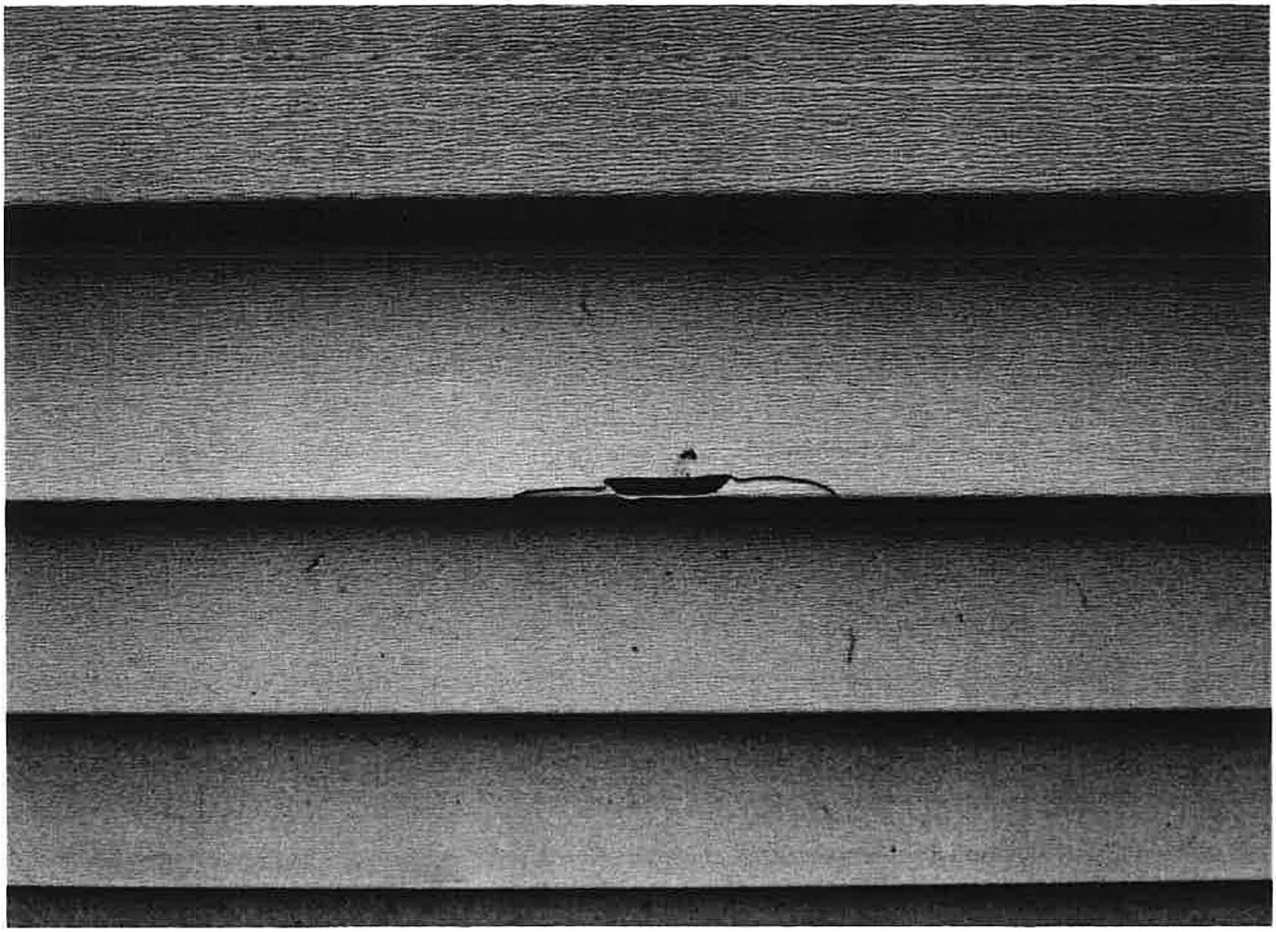
Siding has a 50-year guarantee.

Attach all back up information supporting the proposed project

Authorized Department Head Signature

Date 7/14/23





Form 1. Individual Project Proposal Description and Justification

Prepared By: Chief Erik Hoar Date Prepared: 7/14/23

Project Title: Paving of Parking Lot Program Area: 23 Police St

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Re pave the upper and lower lots. Add additional pavement in the upper lot by the side door to increase parking area. Add additional pavement to the rear lot near the storage trailer and dumpster for additional parking spaces.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

The parking lot is beginning to deteriorate. The edges are beginning to break away and large cracks are beginning to develop. Adding the extra parking spots in the rear is needed due to the high volume of cars in the area of the PD. At times there is so much traffic due to the farmhouse it is difficult and sometimes dangerous in the upper lot. There have also been times that there is no parking available for residents trying to come to the PD.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

NO

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

Paving of the rear lot would not be needed if an addition to the building is completed.

6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

NO

---

7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
b. Replacement of a deteriorating facility is less expensive now than in the future.
c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

d. Upgrade to reduce urgent threats to public safety and health.
e. Project will result in improved efficiency or net savings.
f. Project is required to meet governmental requirements
g. Project has a high level of community support

Category III – Expansions

h. Expansion will provide existing levels of service to new development recently completed or under construction.
j. Expansion will maintain a level of service standard adopted by the Select Board.
k. Expansion is required to meet governmental requirements.
l. Expansion will provide existing levels of service to projected future developments.

---

8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

3

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9. **Estimated Cost: $**
Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

It depends on if the project can be done under the town bid. Previous estimate from 2017 was $23K. Cost will have gone up since then.

---

10. **Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

_____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

_____ Cost estimate from engineer, architect, or vendor

_____ Bids received

__X__ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

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11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

NO

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12. Estimated Annual Debt Service or Lease Payment (if applicable):

$_____ for _____ years.

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13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): $ _____. Explain below.

---

10. Is this a Special Opportunity? _X_ NO _____ YES (If yes, explain below).

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11. What is the estimated life of the proposed project?

20 years

Attach all back up information supporting the proposed project

Authorized Department Head Signature

Date 7/14/23

Add additional Pictures here →

Add additional pavement here

Rear Lot

Top lot

Form 1. Individual Project Proposal Description and Justification

Prepared By: Chief Erik Hoar Date Prepared: 2/14/23

Project Title: Station Addition Program Area: 23 Pleasant St

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Add an addition to the rear of the police station. This would include garage space, office space, and storage. The addition would be approximately 36x28 and add an additional 1,008 sq feet. We would need a study to complete this project and see if there is room to move the septic, which is currently located where the addition would go.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

We are currently using the buildings space to the max. We are out of room in the evidence rooms and almost completely full in the records room and after a much-needed purge. Having indoor storage for cruisers would be a huge plus especially in the winter. Our outside storage areas (shed and trailer) are also full. We also rely on the highway department to store some of our bigger items like the light tower and traffic signs at their facility on River St.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

There is a public safety building committee, which I have been appointed to, but I have no idea the last time it has ever had a meeting.

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.

This would be a multi-year project. We would need a study, survey, septic plan and building plans all before construction could begin.

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

NO

7. **Project Category:** Indlcate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
b. Replacement of a deteriorating facility is less expensive now than in the future.
c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

d. Upgrade to reduce urgent threats to public safety and health.
e. Project will result in improved efficiency or net savings.
f. Project is required to meet governmental requirements
g. Project has a high level of community support

Category III – Expansions

h. Expansion will provide existing levels of service to new development recently completed or under construction.
j. Expansion will maintain a level of service standard adopted by the Select Board.
k. Expansion is required to meet governmental requirements.
l. Expansion will provide existing levels of service to projected future developments.

8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

1

9. **Estimated Cost: $**
Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

I believe the study and plans would cost around $90K and $700K for the building (this would include other improvements to the existing structure (windows, doors, siding, gutters).

10. Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

_____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

_____ Cost estimate from engineer, architect, or vendor

_____ Bids received

__XX_ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

I have had a conversation with Representative Scarsdale about grants for public safety buildings. She has not provided any useful info as of now.

12. Estimated Annual Debt Service or Lease Payment (if applicable):

$_____ for _____ years.

13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): $ _____. Explain below.

10. Is this a Special Opportunity? _X_ NO _____ YES (If yes, explain below).

11. What is the estimated life of the proposed project?

10 yrs.

Attach all back up information supporting the proposed project

Authorized Department Head Signature

Date 7/14/23

LIBRARY

SIX YEAR SUMMARY

DEPARTMENT Library FORM 2

ACCOUNT NUMBER (MIDDLE 3 DIGITS)_____ (Complete Form "1" First)

Item	Total	Project Annual					
Description	2022	2023	2024	2025	2026	Cost	Cost after 2026
HVAC upgrade/ replacement	$80,000- $120,000						
Replace rot wood outside building	2.5 ~~35~~,000- 40,000						
Total Costs							

Form 1. Individual Project Proposal Description and Justification

Prepared By: Mary Beth Pallis Date Prepared: 7/26/23

Project Title: Outside Upkeep Wood replacement on Building Program Area:

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

There is rot around the windows and the eaves. Animals are nesting in at least 3 areas causing more damage

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

Rot is continuing and will get worse

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

NO

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

---

7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
b. Replacement of a deteriorating facility is less expensive now than in the future.
(c.) Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

d. Upgrade to reduce urgent threats to public safety and health.
(e.) Project will result in improved efficiency or net savings.
f. Project is required to meet governmental requirements
g. Project has a high level of community support

Category III – Expansions

h. Expansion will provide existing levels of service to new development recently completed or under construction.
j. Expansion will maintain a level of service standard adopted by the Select Board.
k. Expansion is required to meet governmental requirements.
l. Expansion will provide existing levels of service to projected future developments.

---

8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

3

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9. **Estimated Cost: $**
Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

25-40K

---

10. **Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

_____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

_____ Cost estimate from engineer, architect, or vendor

_____ Bids received

_____ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

---

11. **Alternate Financing:** Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

---

12. **Estimated Annual Debt Service or Lease Payment (if applicable):**

$_____ for ____ years.

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13. **Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable):** $ _____. Explain below.

---

10. **Is this a Special Opportunity?** ___ NO _____ YES (If yes, explain below).

---

11. **What is the estimated life of the proposed project?**

Attach all back up information supporting the proposed project

Authorized Department Head Signature

Date

Form 1. Individual Project Proposal Description and Justification

Prepared By: Mary Beth Pallis Date Prepared: 7/26/23

Project Title: Repair/Replace HVAC Program Area:

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Repair or replace entire HVAC system which is 25 yrs old.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

Out Dated system with rust on almost All Boiler units. Pipes eroding.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

NO

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

---

7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
b. Replacement of a deteriorating facility is less expensive now than in the future.
c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

d. Upgrade to reduce urgent threats to public safety and health.
e. Project will result in improved efficiency or net savings.
f. Project is required to meet governmental requirements
g. Project has a high level of community support

Category III – Expansions

h. Expansion will provide existing levels of service to new development recently completed or under construction.
j. Expansion will maintain a level of service standard adopted by the Select Board.
k. Expansion is required to meet governmental requirements.
l. Expansion will provide existing levels of service to projected future developments.

---

8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

2

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9. **Estimated Cost: $**
Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

80 - 120 K

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10. **Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

_____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

_____ Cost estimate from engineer, architect, or vendor

_____ Bids received

_____ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

---

11. **Alternate Financing:** Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

---

12. **Estimated Annual Debt Service or Lease Payment (if applicable):**

$_____ for _____ years.

---

13. **Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable):** $ _____. Explain below.

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10. **Is this a Special Opportunity?** ___ NO _____ YES (If yes, explain below).

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11. **What is the estimated life of the proposed project?**

Attach all back up information supporting the proposed project

Authorized Department Head Signature

Date

HIGHWAY

J.C. Madigan, Inc.

TRUCK EQUIPMENT SPECIALISTS

GBPC Budget Quote

Quote Date: 1/17/2023

Presented in accordance with Greater Boston Police Council Cooperative Procurement Program/MAPC.
Contract# GBPC 2022-Aftermarket - Pricing valid through: April 30, 2023 Current contract available upon request

To: TOWN OF DUNSTABLE
511 MAIN STREET

DUNSTABLE, MA 01827

Qty	Item	Description	Unit Price
1	3656	HIWAY SPREADER - 10' - 304 Stainless Steel	$22,500.00

Subtotal:	$22,500.00
Trade:	
Discount:	
Net Due:	$22,500.00

Quotation prepared by _____

This is a quotation on the goods named, subject to the conditions noted below:
(Describe any conditions pertaining to these prices and any additional terms of the agreement you may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

03/13/23 update to 01/30/23 - Roadway Projects Discussion

Potential Complete Streets Eligible Project

Swallow Union Elementary School to Library Sidewalk

- Proposed sidewalk to connect elementary school to public library
- Project would consist of about ¼ mile of new sidewalk, with pedestrian safety features at Pleasant Street intersection
- Believe that there are one or two concepts in existence
    - Town/Highway/Road Commission needs to track down past proposals
    - Proposals would need to be finalized into plans

Potential MassDOT Transportation Improvement Program (TIP) Eligible Projects

Woodward's Mill Dam

- Deficiencies identified in June 2021 report by Haley & Aldrich (H&A)
- Town observed sink holes in proximity of dam
- Town requested Hoyle Tanner double check H&A's assessment, in particular upgrade of the hazard classification
    - Hoyle Tanner retained Stephens Associates, who quickly verified assessment in H&A report due to the fact that the dam carries Rte. 113
- Need to complete Phase II assessment ($60K - $80K)
    - Several assumptions about Town participation
- Phase II assessment will lead to design/rehab alternatives
- Need to meet with MassDOT District 3 to determine viability of project for TIP
    - TIP funding is only for construction, not design, so Phase II assessment will need to take place regardless
    - Design will need to be at 25% before it receives a funding year

- Other Potential Funding Options
    - FEMA - BRIC (Must meet hazard mitigation criteria)
    - MVP (Town has received Planning Grant award, but not begun process)
    - Dam and Sewall Removal Program (EEA - uses MVP as prerequisite)

Main St. / Lowell St. Intersection Realignment

- Town has identified as one of the most dangerous intersections
- Bad sight distance
- Dunstable Animal Clinic at the intersection may have septic close to the ROW
- Town owns property behind the Clinic, so re-alignment is possible
- Project identified from Howard Stein Hudson (HSH) Complete Streets Prioritization Plan
    - Would require connecting with HSH for background documents to proceed

- Other Potential Funding Options
    - Complete Streets - would need to include extension of sidewalk from Main Street

Other Important Town Projects

Joint Grass Brook Culvert

- February field investigation after Town removal of beaver dam revealed that inlet end of culvert is rotted to a point of major concern
    - Slip lining being investigated as an interim solution
- February field investigation puts DER Culvert Replacement Municipal Assistance Grant out of reach for 2023 as slip lining to prevent culvert failure would not meet stream crossing guidelines
- *[DER Culvert Replacement Municipal Assistance Grant Information]*
    - *Grant can be used for design or construction (up to $400K for construction, and must identify other sources of funding)*
    - *Grant is conditional on meeting stream crossing guidelines*
    - *Steps to verifying previous engineer's proposed 10' culvert*
        - *Verify environmental and historical concerns to make sure there are no obstructions to achieving stream crossing guidelines.*
        - *Based on stream crossing, perform hydraulic analysis of proposed culvert.*
    - *Ramifications of meeting the stream crossing guidelines*
        - *Size of culvert / bridge*
        - *Cost*
        - *Schedule*

- Other funding options:
    - FEMA - BRIC (Must meet hazard mitigation criteria
    - MVP (Town has received Planning Grant award, but not begun process)

Main St. / Oak St. Intersection Improvements

- Intersection is too wide
    - Traffic heading south on Main Street travels too quickly onto Oak Street
    - Too much open space on south leg of Oak Street, so traffic does not know where to go
    - Bad sight distance
- Town would like to introduce traffic calming features
    - Turn intersection from a skew to 90 degrees

MS4 Year 5 and Year 6 Requirements

- Proposed tasks to address gaps identified in Year 4 Annual Report such as:
    - Complete catchment area assessment
    - Update GIS to include all drainage structures
    - Improve Town messaging regarding stormwater
    - Update Town bylaws to include additional stormwater language
    - Complete testing to determine Town impact on phosphorous impaired waters
    - Design mitigation structure for any phosphorous impacts identified (Year 5)
    - Construct phosphorous mitigation structure (Year 6)
    - Turn intersection from a skew to 90 degrees

Item List and Cost Estimate

Segment 1
Watermain Replacement - Main Street - Hillcrest Street to 608603 Project Limits
Dunstable, MA

Item	Unit	Description	Unit Price	Quantity	Cost
141.1	CY	TEST PIT FOR EXPLORATION	$185.00	10	$1,850.00
144	CY	CLASS B ROCK EXCAVATION	$250.00	35	$8,750.00
151	CY	GRAVEL BORROW	$35.00	675	$23,625.00
302.12	FT	12 INCH DUCTILE IRON WATER PIPE (RUBBER GASKET)	$210.00	1,000	$210,000.00
309	LB	DUCTILE IRON FITTINGS FOR WATER PIPE	$14.00	350	$4,900.00
346.1	FT	1 INCH SERVICE PIPE REMOVED AND RESET	$90.00	25	$2,250.00
347.1	FT	1 INCH COPPER TUBING TYPE K	$105.00	35	$3,675.00
350.12	EA	12 INCH GATE AND GATE BOX	$4,850.00	3	$14,550.00
363	EA	1 INCH CORPORATION COCK	$835.00	4	$3,340.00
381	EA	SERVICE BOX	$740.00	1	$740.00
472	TON	TEMPORARY ASPHALT PATCHING	$305.00	130	$39,650.00
903	CY	3000 PSI, 1.5 INCH, 470 CEMENT CONCRETE	$145.00	4	$580.00

SUBTOTAL BID ITEMS	$313,910.00
10% CONSTRUCTION CONTINGENCY	$31,391
SUBTOTAL CONSTRUCTION	$345,301
5 % TRAFFIC CONTROL CONTINGENCY	$15,696
TOTAL	$370,000

Segment 2
Watermain Replacement - Hillcrest Street - Main Street to Hydrant
Dunstable, MA

Item	Unit	Description	Unit Price	Quantity	Cost
141.1	CY	TEST PIT FOR EXPLORATION	$185.00	5	$925.00
144	CY	CLASS B ROCK EXCAVATION	$250.00	20	$5,000.00
151	CY	GRAVEL BORROW	$35.00	375	$13,125.00
302.06	FT	6 INCH DUCTILE IRON WATER PIPE (RUBBER GASKET)	$154.00	640	$98,560.00
309	LB	DUCTILE IRON FITTINGS FOR WATER PIPE	$14.00	500	$7,000.00
350.06	EA	6 INCH GATE AND GATE BOX	$2,725.00	3	$8,175.00
363	EA	1 INCH CORPORATION COCK	$835.00	6	$5,010.00
381	EA	SERVICE BOX	$750.00	3	$2,250.00
451	TON	HMA FOR PATCHING	$330.00	80	$26,400.00
472	TON	TEMPORARY ASPHALT PATCHING	$305.00	70	$21,350.00
903	CY	3000 PSI, 1.5 INCH, 470 CEMENT CONCRETE	$145.00	8	$1,160.00

SUBTOTAL BID ITEMS	$188,030.00
10% CONSTRUCTION CONTINGENCY	$18,803
SUBTOTAL CONSTRUCTION	$206,833
5 % TRAFFIC CONTROL CONTINGENCY	$15,696
TOTAL	$230,000

Segment 3
Watermain Replacement - Main Street - 608603 Project Limits to Lowell Street
Dunstable, MA

Item	Unit	Description	Unit Price	Quantity	Cost
141.1	CY	TEST PIT FOR EXPLORATION	$185.00	15	$2,775.00
144	CY	CLASS B ROCK EXCAVATION	$250.00	45	$11,250.00
151	CY	GRAVEL BORROW	$35.00	950	$33,250.00
302.06	FT	6 INCH DUCTILE IRON WATER PIPE (RUBBER GASKET)	$154.00	0	$0.00
302.12	FT	12 INCH DUCTILE IRON WATER PIPE (RUBBER GASKET)	$210.00	1,250	$262,500.00
309	LB	DUCTILE IRON FITTINGS FOR WATER PIPE	$14.00	250	$3,500.00
346.1	FT	1 INCH SERVICE PIPE REMOVED AND RESET	$90.00	40	$3,600.00
347.1	FT	1 INCH COPPER TUBING TYPE K	$105.00	60	$6,300.00
350.06	EA	6 INCH GATE AND GATE BOX	$2,725.00	0	$0.00
350.12	EA	12 INCH GATE AND GATE BOX	$4,850.00	3	$14,550.00
363	EA	1 INCH CORPORATION COCK	$835.00	6	$5,010.00
370	EA	HYDRANT	$5,430.00	2	$10,860.00
381	EA	SERVICE BOX	$740.00	2	$1,480.00
451	TON	HMA FOR PATCHING	$330.00	240	$80,500.00
472	TON	TEMPORARY ASPHALT PATCHING	$305.00	130	$39,650.00
903	CY	3000 PSI, 1.5 INCH, 470 CEMENT CONCRETE	$145.00	8	$1,160.00

SUBTOTAL BID ITEMS	$474,885.00
10% CONSTRUCTION CONTINGENCY	47,489
SUBTOTAL CONSTRUCTION	$522,374
5 % TRAFFIC CONTROL CONTINGENCY	$15,695
TOTAL	$540,000

TOWN OF DUNSTABLE

DUNSTABLE
MAIN ST. HILLCREST ST. LOWELL ST

TITLE SHEET & INDEX

WATERMAIN REPLACEMENT

MAIN STREET (RTE 113), HILLCREST STREET, LOWELL STREET

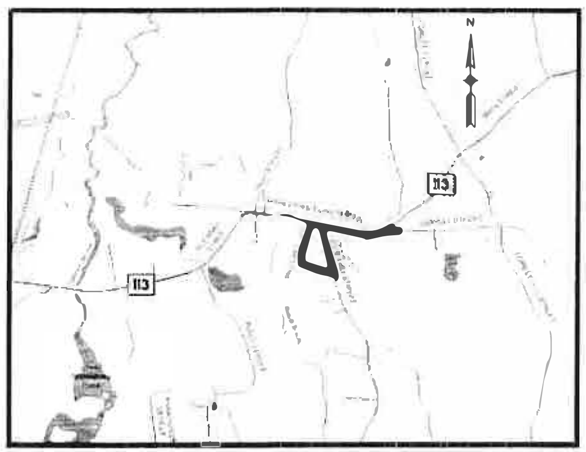
IN THE TOWN OF

DUNSTABLE

MIDDLESEX COUNTY

THESE PLANS ARE SUPPLEMENTED BY THE MASSDOT STANDARD SPECIFICATIONS DATED 2022 THE OCTOBER 2017 CONSTRUCTION STANDARD DETAILS AND MASSDOT TRAFFIC MANAGEMENT PLANS AND DETAIL DRAWINGS.

INDEX



0 1000 2000 3000 4000

LENGTH OF PROJECT = ~2,680 FEET

BSC GROUP

DUNSTABLE
MAIN ST, HILLCREST ST, LOWELL ST

GENERAL NOTES

SURVEY NOTES

1. TOPOGRAPHY AND DETAIL ARE BASED ON AN ON-THE-GROUND INSTRUMENT SURVEY PERFORMED BY BSC GROUP IN MARCH OF 2016 AND REVISED THROUGH AUGUST OF 2016 WITHIN THE LIMITS OF MASSDOT PROJECT 608003 OUTSIDE OF THE MASSDOT PROJECT LIMITS, EXISTING CONDITIONS WERE SUPPLEMENTED USING RECORD PLANS, AERIAL IMAGERY AND GIS.

2. COORDINATES ARE IN US SURVEY FEET, REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD 83). ELEVATIONS ARE IN US SURVEY FEET, REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88), BASED ON GPS OBSERVATIONS.

3. NO EASEMENT RESEARCH WAS COMPLETED FOR THIS PROJECT. EASEMENTS SHOWN HEREON ARE FROM PLANS OF RECORD AND FOUND WHILE COMPILING PROPERTY LINES.

4. THE LOCATIONS OF STATE, COUNTY, CITY AND TOWN ROADWAY LINES AND PRIVATE PROPERTY LINES WERE MAINLY ESTABLISHED FROM AVAILABLE INFORMATION AND THEIR EXACT LOCATIONS ARE NOT GUARANTEED.

GENERAL NOTES

1. LOCATIONS OF PROPOSED WATER MAIN STRUCTURE ARE APPROXIMATE, BASED ON RECORD PLANS, AERIAL IMAGERY AND GIS AND SHOULD BE FIELD LOCATED PRIOR TO INSTALLATION. ALL PROPOSED HYDRANTS SHALL BE PLACED A MINIMUM OF 16' OFF THE EDGE OF ROAD.

2. THE LOCATIONS OF EXISTING SUBSURFACE STRUCTURES, SUCH AS SEWERS, WATER MAINS, DRAINS AND OTHER UTILITIES ARE APPROXIMATE ONLY AND THE ENGINEER DOES NOT GUARANTEE THEIR NUMBER OR LOCATIONS. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES BEFORE EXCAVATING.

3. EXISTING WATER BOXES AND CURB STOPS, FIRE ALARM, SEWER AND SURFACE DRAIN MANHOLE FRAMES AND COVERS, CATCH BASIN FRAMES AND GRATES AND OTHER CASTINGS SHALL BE ADJUSTED TO LINE AND/OR GRADE AS SHOWN ON THE PLANS AND/OR AS REQUIRED BY THE ENGINEER.

4. ALL EXISTING BROKEN OR DAMAGED SERVICE BOXES AND GATE BOXES WITHIN THE PROJECT SITE SHALL BE REPLACED WITH NEW STRUCTURES IN ACCORDANCE WITH THE MUNICIPAL WATER DEPARTMENT STANDARDS AND AS REQUIRED BY THE ENGINEER.

5. THE CONTRACTOR SHALL COORDINATE HIS WORK WITH THE UTILITY COMPANIES DOING WORK IN THE SAME AREA. THE CONTRACTOR SHALL ALLOW THE UTILITY COMPANIES AND THEIR REPRESENTATIVES TO ADJUST AND/OR INSTALL THEIR SYSTEMS WITHIN TOWN'S/STATE OWNED STREETS AND EASEMENTS.

6. NO EXISTING PUBLIC UTILITY STRUCTURES SHALL BE ABANDONED AND/OR DISMANTLED WITHOUT AUTHORIZATION FROM THE TOWN.

7. THE CONTRACTOR SHALL NOTIFY THE APPROPRIATE UTILITY COMPANIES WHEN THE INSTALLATION OF DRAINAGE LINES AND STRUCTURES ARE IN CLOSE PROXIMITY TO EXISTING UTILITY POLES.

8. THE CONTRACTOR SHALL MAKE ARRANGEMENTS FOR TEMPORARY SUPPORT WHILE EXCAVATING IN CLOSE PROXIMITY OF UTILITY POLES IF REQUIRED BY THE UTILITY AT NO ADDITIONAL COST.

9. THE ITEM "PROPOSED" (PROP) MEANS WORK TO BE CONSTRUCTED USING NEW MATERIALS OR, WHERE APPLICABLE, RE-USING SUITABLE EXISTING MATERIALS IDENTIFIED AS "REMOVE AND RESET" (R&R).

10. ITEMS LABELED "R&R" SHALL BE REMOVED AND DISCARDED BY CONTRACTOR.

11. DRIVEWAYS AND WALKS SHALL BE CONSTRUCTED AS SHOWN ON THE PLANS AND/OR AS REQUIRED BY THE ENGINEER.

12. WHERE THE NEW CONSTRUCTION CONCIDES WITH PRESENT TRAVELED WAYS
    12.1. THE CONTRACTOR SHALL PERFORM WORK IN ACCORDANCE WITH THE TEMPORARY TRAFFIC CONTROL PLANS AND THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" FOR WORK ZONES.

    12.2. THE CONTRACTOR SHALL PERFORM HIS WORK IN A MANNER ACCEPTABLE TO THE ENGINEER SO THAT INTERFERENCE WITH AND INCONVENIENCE TO BUSINESS CONCERNS AND ABUTTERS ON ACCOUNT OF THE CONSTRUCTION WORK IS KEPT TO A MINIMUM.

    12.3. THE CONTRACTOR SHALL NOT BE ALLOWED TO HAUL EQUIPMENT OR STOCKPILE EQUIPMENT OR MATERIAL ON THE TRAVELLED WAYS OVERNIGHT OR WHEN NOT IN USE.

    12.4. THE CONTRACTOR SHALL MAINTAIN SAFE AND RESPONSIBLE ACCESS TO AND FROM ABUTTING PROPERTY, PRIVATE WAYS, DRIVEWAYS AND ALLEYS AT ALL TIMES DURING THE CONSTRUCTION PERIOD.

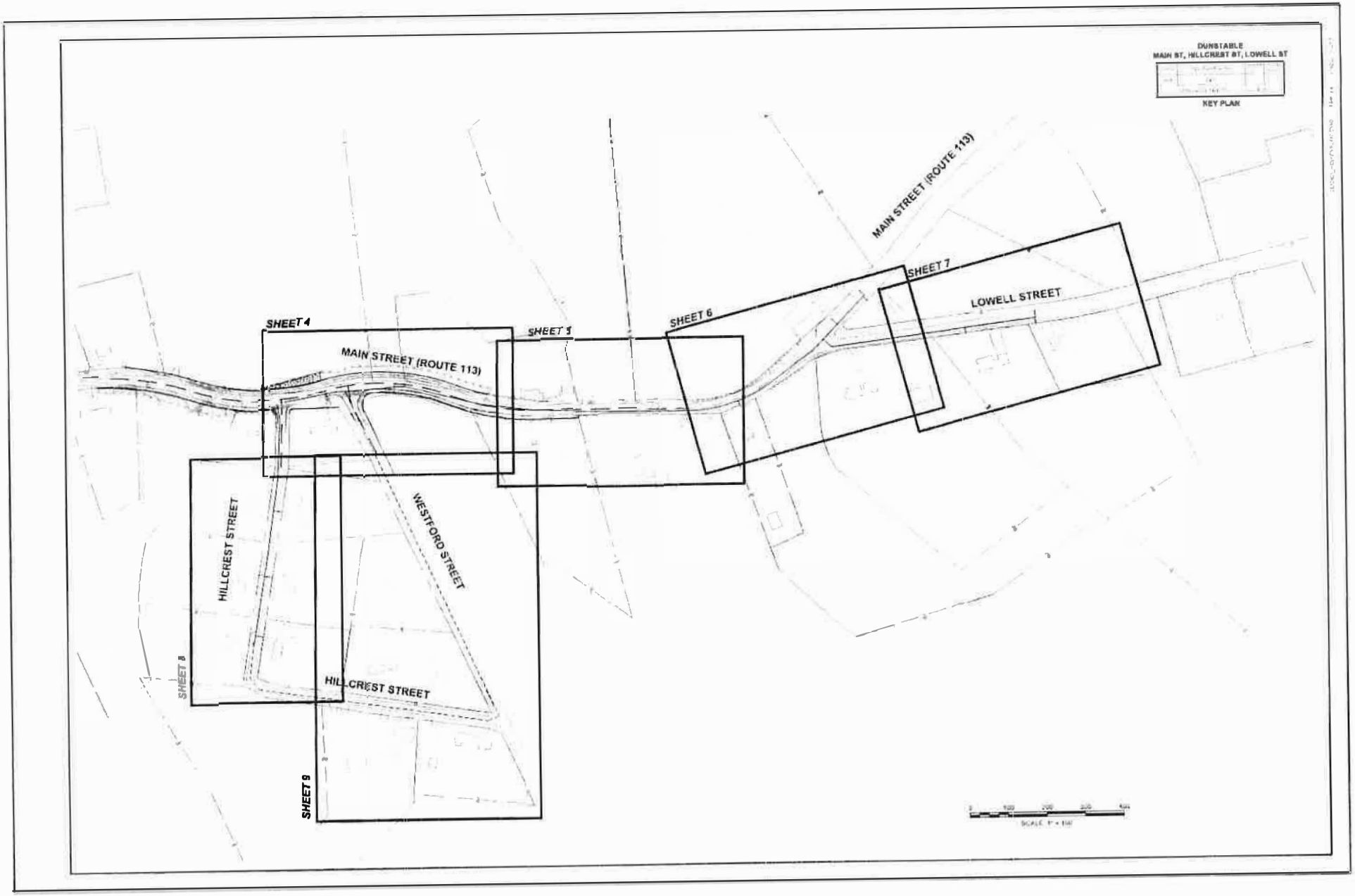
13. WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION/ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR, AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.

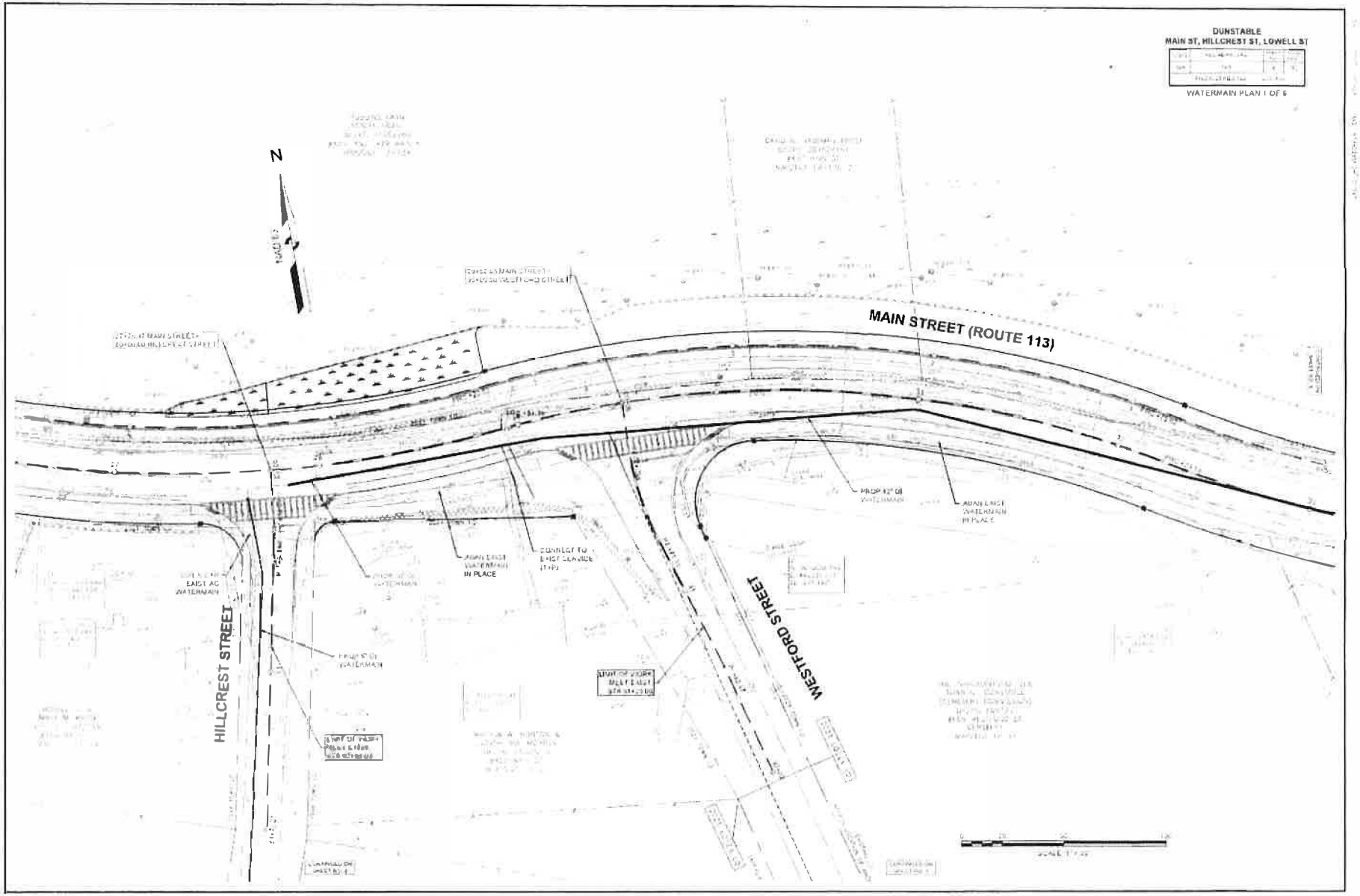
14. AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED BY THE CONTRACTOR TO THEIR ORIGINAL CONDITION AT THE CONTRACTOR'S EXPENSE.

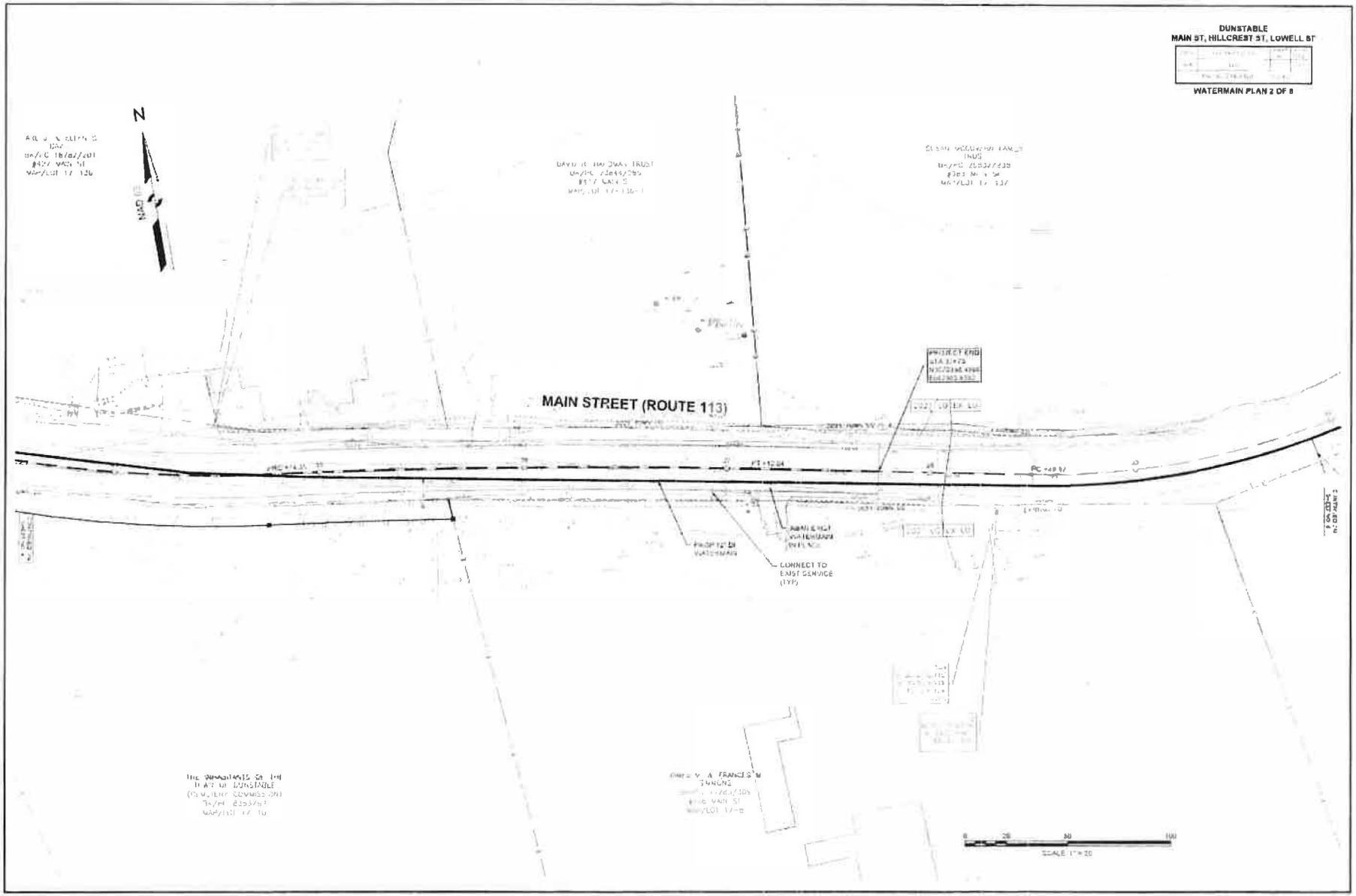
15. THE CONTRACTOR SHALL RESTORE ANY EXISTING SURFACE PAVEMENTS AND CURB WEDGES TO REMAIN THAT IS DISTURBED BY THE PROPOSED WORK AND SHALL PATCH ALL HOLES RESULTING FROM THE REMOVAL OF FOUNDATIONS PER THE SPECIFICATIONS UNDER ITEM 451.1XXA FOR PATCHES.

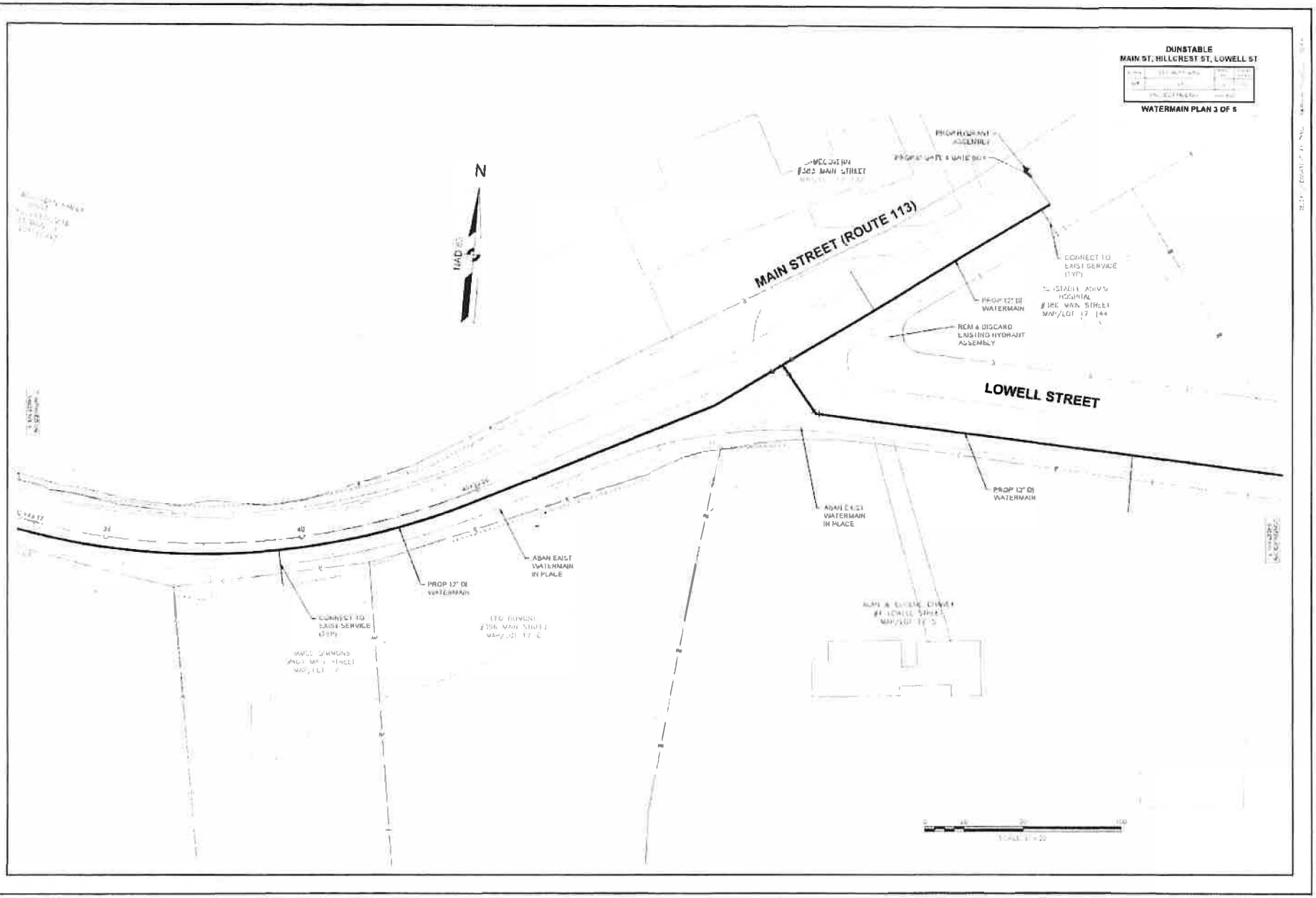
16. ALL ACCESSIBLE ROUTES, WALKWAYS, CURB CUTS, RAMPS, SIDEWALKS, DRIVEWAY OPENINGS, CLEARANCES AND LEDGE TOLERANCES SHALL CONFORM WITH THE ARCHITECTURAL ACCESS BOARD (AAB) 521 CMR AND MASSDOT CONSTRUCTION AND TRAFFIC STANDARD DRAWINGS.

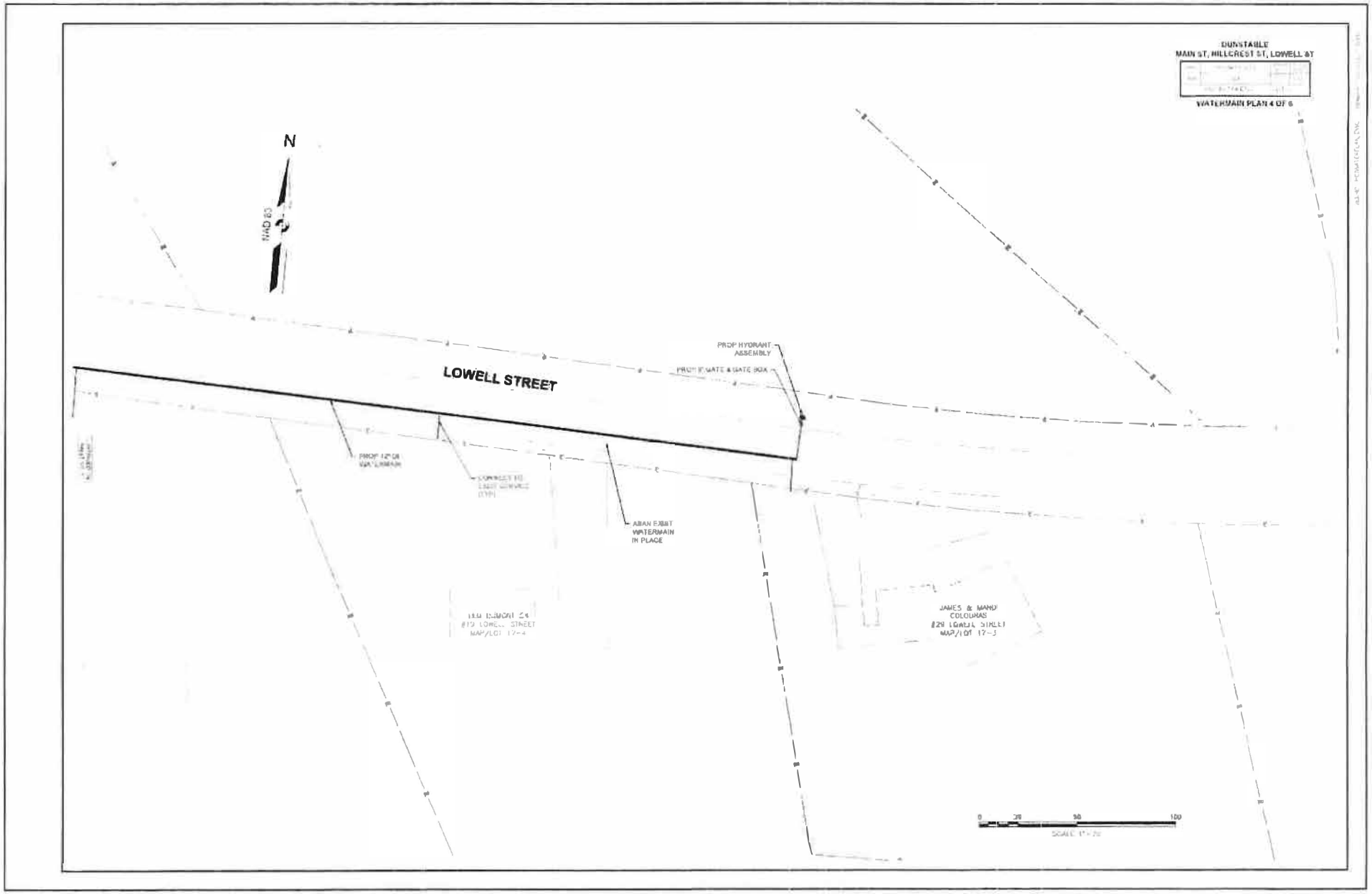
17. THE CONTRACTOR SHALL PROTECT EXISTING SURVEY MONUMENTS AND SHALL RESET ANY MONUMENTATION DISTURBED BY HIS OPERATIONS.

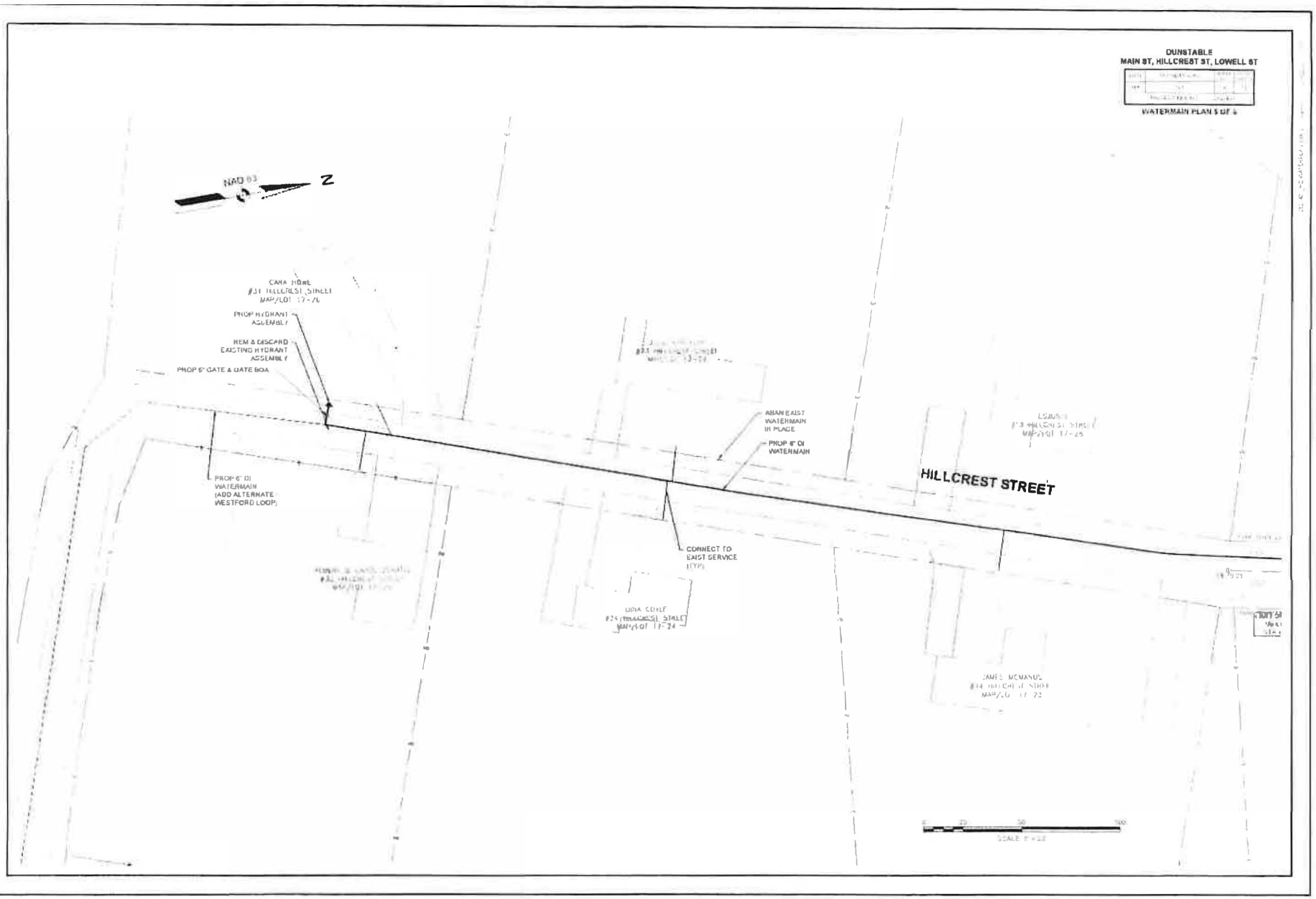

DUNSTABLE
MAIN ST, HILLCREST ST, LOWELL ST
KEY PLAN
MAIN STREET (ROUTE 113)
SHEET 7
LOWELL STREET
SHEET 4
SHEET 5
SHEET 6
MAIN STREET (ROUTE 113)
HILLCREST STREET
WESTFORD STREET
SHEET 8
HILLCREST STREET
SHEET 9

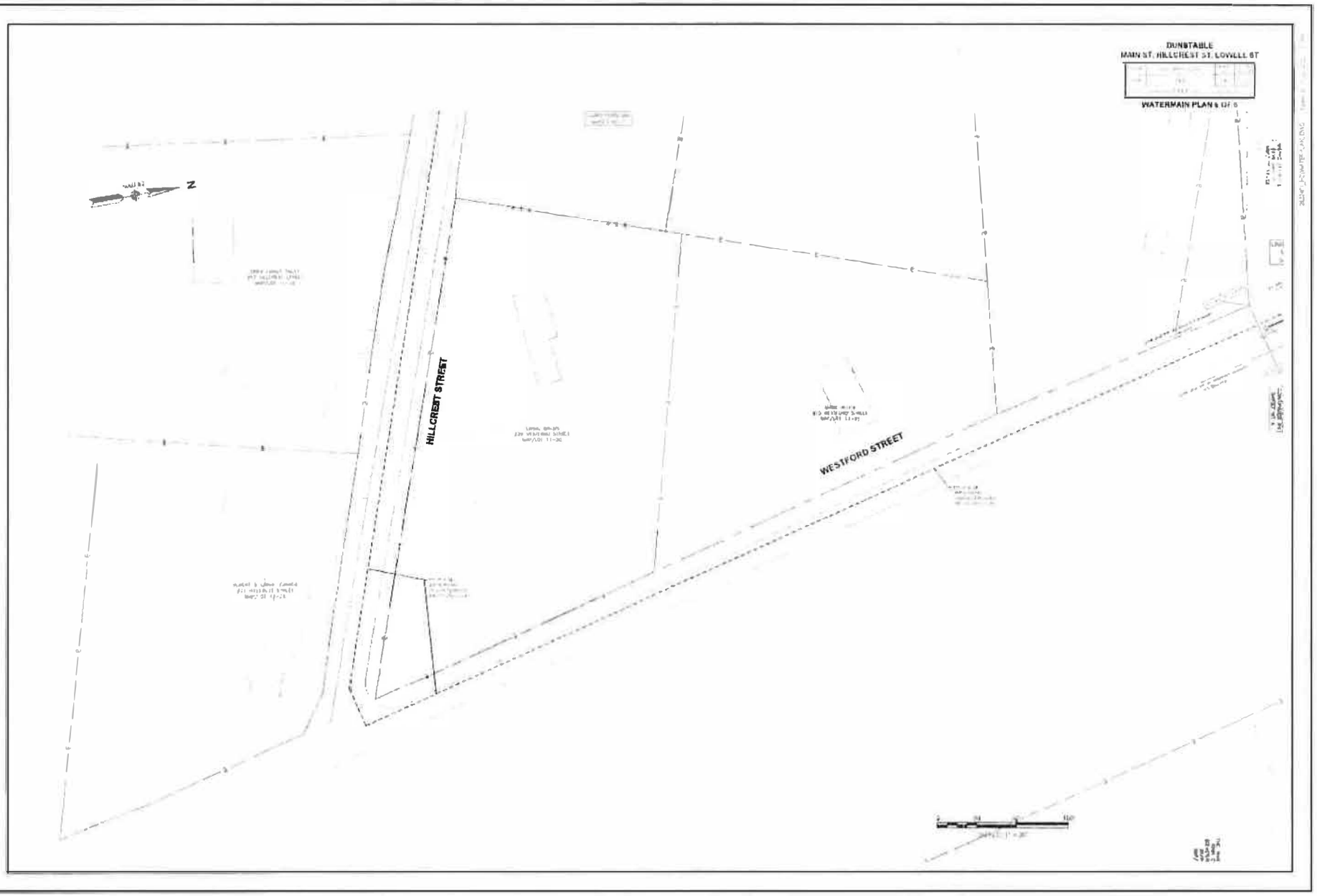

DUNSTABLE
MAIN ST, HILLCREST ST, LOWELL ST
WATERMAIN PLAN 1 OF 6
N
MAIN STREET (ROUTE 113)
HILLCREST STREET
WESTFORD STREET
EAST AC WATERMAIN
ABAN CAST WATERMAIN IN PLACE
CONNECT TO EXIST SERVICE (TYP)
PROP 12" DI WATERMAIN
ABAN CAST WATERMAIN IN PLACE

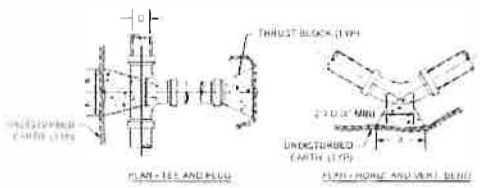

DUNSTABLE
MAIN ST, HILLCREST ST, LOWELL ST
WATERMAIN PLAN 2 OF 8
N
MAIN STREET (ROUTE 113)
CONNECT TO EXIST SERVICE (TYP)
SCALE 1" = 20'


DUNSTABLE
MAIN ST, HILLCREST ST, LOWELL ST
WATERMAIN PLAN 3 OF 6
N
MAIN STREET (ROUTE 113)
LOWELL STREET
PROP HYDRANT ASSEMBLY
CONNECT TO EXIST SERVICE (TYP)
PROP 12" DI WATERMAIN
RCM & DISCARD EXISTING HYDRANT ASSEMBLY
ABAN EXIST WATERMAIN IN PLACE
PROP 12" DI WATERMAIN
CONNECT TO EXIST SERVICE (TYP)
ABAN EXIST WATERMAIN IN PLACE
PROP 12" DI WATERMAIN

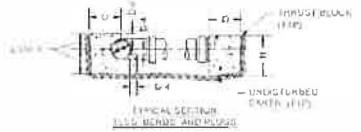

DUNSTABLE
MAIN ST, HILLCREST ST, LOWELL ST
WATERMAIN PLAN 4 OF 6
N
NAD 83
LOWELL STREET
PROP HYDRANT ASSEMBLY
PROP GATE & GATE BOX
PROP 12" DI WATERMAIN
ABAN 8"CIP WATERMAIN IN PLACE
JAMES & MARY COLOUMAS
#29 LOWELL STREET
MAP/LOT 17-3
0
20
50
100


DUNSTABLE
MAIN ST, HILLCREST ST, LOWELL ST
WATERMAIN PLAN 5 OF 6
NAD 83
CAMA HOWE
#31 HILLCREST STREET
MAP/LOT 17-/L
PROP HYDRANT ASSEMBLY
REM & DISCARD EXISTING HYDRANT ASSEMBLY
PROP 6" GATE & GATE BOX
ABAN EAST WATERMAIN IN PLACE
PROP 6" DI WATERMAIN
HILLCREST STREET
PROP 6" DI WATERMAIN (ADD ALTERNATE WESTFORD LOOP)
CONNECT TO EAST SERVICE (TYP)
DINA COYLE
#24 HILLCREST STREET
MAP/LOT 17-24
JAMES MCMANUS
#34 HILLCREST STREET
MAP/LOT 17-25
0
50
100
SCALE 1" = 50'


DUNSTABLE
MAIN ST, HILLCREST ST, LOWELL ST
WATERMAIN PLAN 6 OF 6
N
HILLCREST STREET
WESTFORD STREET

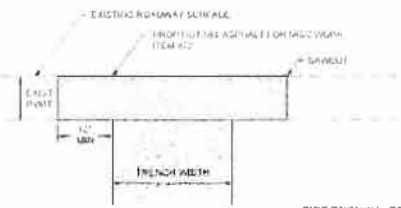


TEES AND PLUGS						
SIZE OF BRANCH	A	B	L	M	N	O
4" THRU 8"	10"	10"	1'-0"	2'-0"	1'-0"	10"
10" THRU 12"	1'-0"	1'-0"	1'-0"	2'-10"	2'-10"	1'-0"
14"	1'-0"	1'-0"	2'-0"	3'-0"	3'-0"	1'-0"
	BENDS					
	90° AND 45° BENDS			22.5° AND 11.25° BENDS		
D	4" TO 8"	10" TO 12"	14"	4" TO 8"	10" TO 12"	14"
E	1'-0"	1'-0"	2'-0"	1'-0"	1'-0"	2'-0"
F	1'-0"	1'-0"	2'-0"	1'-0"	1'-0"	2'-0"



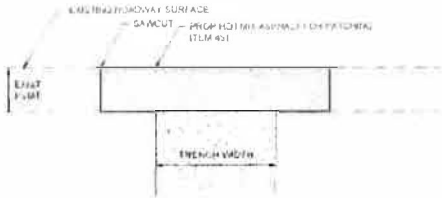
NOTES
1. PROVIDE 3000 psi CONCRETE THRUST BLOCKS AT ALL BENDS, DEAD ENDS & TEES UNLESS OTHERWISE DIRECTED. CONCRETE FOR ALL THRUST BLOCKS TO BE PLACED AGAINST FIRM, UNDISTURBED SOIL. PROVIDE APPROVED ANCHOR HARNESS RODS & SOCKET CLAMPS AS SPECIFIED & IN ACCORDANCE WITH PIPE MANUFACTURER'S RECOMMENDATIONS WHERE SOIL HAS BEEN DISTURBED OR THRUST BLOCKS CANNOT BE USED, AS DIRECTED BY THE ENGINEER.
2. ALL SOCKET CLAMP METAL SHALL BE COATED WITH BLACK ASPHALTUM OR OTHER WATER DEPARTMENT APPROVED COATINGS.
3. CONCRETE THRUST BLOCK SHOWN BEHIND 3 WAY TEE & HYDRANT SHOE TO BE USED WITH SOCKET CLAMPS.
4. NO CONCRETE SHALL COVER PIPE JOINTS, FITTING JOINTS, BOLTS OR HYDRANT DRAINS.

CONCRETE THRUST BLOCK
FOR PRESSURE PIPE



NOTES:
1. IN ROADWAY AREAS WHERE THE EXISTING HMA PAVEMENTS ARE TO REMAIN (OR BE SUBSEQUENTLY OVERLAID), THE DEPTH STRUCTURE OF THE TEMPORARY HMA PATCH SHALL MATCH OR EXCEED THE DEPTH STRUCTURE OF THE ADJACENT EXISTING HMA PAVEMENTS.
2. IN ROADWAY AREAS WHERE THE EXISTING HMA PAVEMENTS ARE TO BE RECONSTRUCTED (BY SUBSEQUENT FULL-DEPTH EXCAVATION, PAVEMENT RECLAMATION, ETC.), THE DEPTH STRUCTURE OF THE TEMPORARY HMA PATCH SHALL BE 3" MIN HMA BINDER.
3. IN ROADWAY AREAS WHERE THE EXISTING HMA PAVEMENTS ARE TO REMAIN (OR BE SUBSEQUENTLY OVERLAID), THE EXPOSED EDGES OF ALL LONGITUDINAL AND TRANSVERSE SAWCUT JOINTS SHALL BE TREATED WITH HOT POURED RUBBERIZED ASPHALT JOINT SEALANT.

PIPE TRENCH - TEMPORARY PATCH

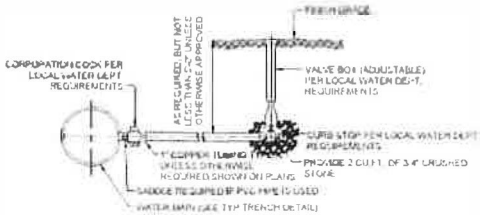


NOTES:
1. THE DEPTH STRUCTURE OF THE PERMANENT HMA PATCH SHALL MATCH OR EXCEED THE DEPTH STRUCTURE OF THE ADJACENT EXISTING HMA PAVEMENTS.
2. THE EXPOSED EDGES OF ALL LONGITUDINAL AND TRANSVERSE SAWCUT JOINTS SHALL BE TREATED WITH HOT POURED RUBBERIZED ASPHALT JOINT SEALANT.

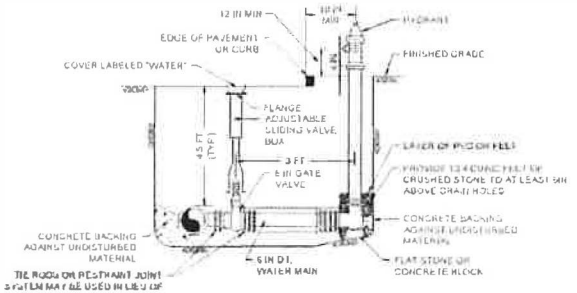
PIPE TRENCH - PERMANENT PATCH

DUNSTABLE
MAIN STREET (ROUTE 113)

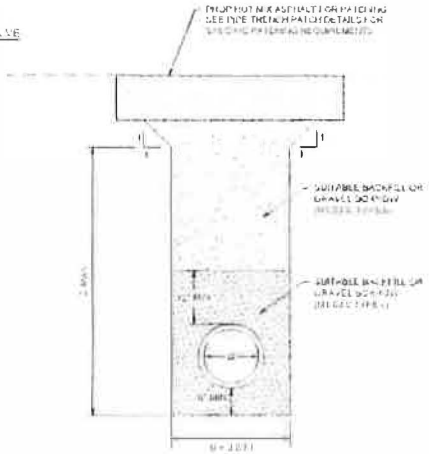
CONSTRUCTION DETAILS



WATER SERVICE CONNECTION



HYDRANT AND VALVE



PIPE TRENCH IN EXISTING HOT MIX ASPHALT

TOWN OF DUNSTABLE

DUNSTABLE
MAIN ST. HILLCREST ST. LOWELL ST
TITLE SHEET & INDEX

WATERMAIN REPLACEMENT

MAIN STREET (RTE 113), HILLCREST STREET, LOWELL STREET

IN THE TOWN OF

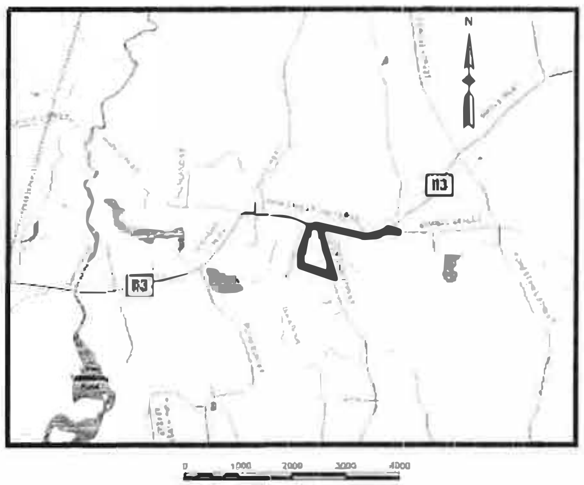
DUNSTABLE

MIDDLESEX COUNTY

THESE PLANS ARE SUPPLEMENTED BY THE MASSDOT STANDARD SPECIFICATIONS DATED 2022 THE OCTOBER 2017 CONSTRUCTION STANDARD DETAILS, AND MASSDOT TRAFFIC MANAGEMENT PLANS AND DETAIL DRAWINGS

INDEX

SHEET NO	DESCRIPTION
1	TITLE SHEET & INDEX
2	GENERAL NOTES
3	KEY PLAN
4 TO 6	WATERMAIN PLANS
7	CONSTRUCTION DETAILS



REVISED
7/27/2022

LENGTH OF PROJECT = 2 890 FEET

BSC GROUP

DUNSTABLE
MAIN ST, HILLCREST ST, LOWELL ST

GENERAL NOTES

SURVEY NOTES

1. TOPOGRAPHY AND DETAIL ARE BASED ON AN ON-THE-GROUND INSTRUMENT SURVEY PERFORMED BY BSC GROUP IN APRIL OF 2018 AND REVISED THROUGH AUGUST OF 2018 WITHIN THE LIMITS OF MASSDOT PROJECT 608003. OUTSIDE OF THE MASSDOT PROJECT LIMITS, EXISTING CONDITIONS WERE SUPPLEMENTED USING RECORD PLANS AERIAL IMAGERY AND GIS.

2. COORDINATES ARE (NAD83 STATE PLANE, NAD83) REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD 83). ELEVATIONS ARE (NAVD88) SURVEY FEET REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88) BASED ON GPS OBSERVATIONS.

3. NO EASEMENT RESEARCH WAS COMPLETED FOR THIS PROJECT. EASEMENTS SHOWN HEREON ARE FROM PLANS WHICH WERE FOUND WHILE CONDUCTING PROPERTY LINES.

4. ALL EXISTING STATE, COUNTY, CITY AND TOWN LOCATION LINES AND PRIVATE PROPERTY LINES HAVE BEEN ESTABLISHED FROM AVAILABLE INFORMATION AND THEIR EXACT LOCATIONS ARE NOT GUARANTEED.

GENERAL NOTES

1. LOCATIONS OF PROPOSED WATER INFRASTRUCTURE ARE APPROXIMATE BASED ON RECORD PLANS, AERIAL IMAGERY AND GIS AND SHOULD BE FIELD LOCATED PRIOR TO INSTALLATION. ALL PROPOSED HYDRANTS SHALL BE PLACED A MINIMUM OF 18" OFF THE EDGE OF ROAD.

2. THE LOCATIONS OF EXISTING SUBSURFACE STRUCTURES, SUCH AS SEWERS, WATER MAINS, DRAINS AND OTHER UTILITIES ARE APPROXIMATE ONLY AND THE ENGINEER DOES NOT GUARANTEE THEIR NUMBER OR LOCATIONS. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES BEFORE EXCAVATING.

3. EXISTING WATER BOXES AND CURB STOPS, FIRE ALARM, SEWER AND SURFACE DRAIN MANHOLE FRAMES AND COVERS, CATCH BASIN FRAMES AND GRATES AND OTHER CASTINGS SHALL BE ADJUSTED TO LINE AND/OR GRADE AS SHOWN ON THE PLANS AND/OR AS REQUIRED BY THE ENGINEER.

4. ALL EXISTING BROKEN OR DAMAGED SERVICE BOXES AND GATE BOXES WITHIN THE PROJECT SITE SHALL BE REPLACED WITH NEW STRUCTURES IN ACCORDANCE WITH THE MUNICIPAL WATER DEPARTMENT STANDARDS AND AS REQUIRED BY THE ENGINEER.

5. THE CONTRACTOR SHALL COORDINATE HIS WORK WITH THE UTILITY COMPANIES DOING WORK IN THE SAME AREA. THE CONTRACTOR SHALL ALLOW THE UTILITY COMPANIES AND THEIR REPRESENTATIVES TO ADJUST AND/OR INSTALL THEIR SYSTEMS OF THEIR TOWN, STATE OWNED STREETS AND EASEMENTS.

6. NO EXISTING PUBLIC UTILITY STRUCTURES SHALL BE ABANDONED AND/OR DISMANTLED WITHOUT AUTHORIZATION FROM THE TOWN.

7. THE CONTRACTOR SHALL NOTIFY THE APPROPRIATE UTILITY COMPANIES WHEN THE INSTALLATION OF DRAINAGE LINES AND STRUCTURES ARE IN CLOSE PROXIMITY TO EXISTING UTILITY POLES.

8. THE CONTRACTOR SHALL MAKE ARRANGEMENTS FOR TEMPORARY SUPPORT WHILE EXCAVATING IN CLOSE PROXIMITY OF UTILITY POLES IF REQUIRED BY THE UTILITY AT NO ADDITIONAL COST.

9. THE TERM "PROPOSED" (PROP.) MEANS WORK TO BE CONSTRUCTED USING NEW MATERIALS OR, WHERE APPLICABLE, REUSING SUITABLE EXISTING MATERIALS (DENOTED AS "REMOVE AND RESET" (R&R)).

10. ITEMS LABELED "REM" SHALL BE REMOVED AND DISCARDED BY CONTRACTOR.

11. DRIVEWAYS AND WALKS SHALL BE CONSTRUCTED AS SHOWN ON THE PLANS AND/OR AS REQUIRED BY THE ENGINEER.

12. WHERE THE NEW CONSTRUCTION CONSIDERS WITH PRESENT TRAVELED WAYS:
    - 12.1. THE CONTRACTOR SHALL PERFORM WORK IN ACCORDANCE WITH THE TEMPORARY TRAFFIC CONTROL PLANS AND THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" FOR WORK ZONES.
    - 12.2. THE CONTRACTOR SHALL PERFORM HIS WORK IN A MANNER ACCEPTABLE TO THE ENGINEER SO THAT INTERFERENCE WITH AND INCONVENIENCE TO BUSINESS CONCERNS AND ABUTTERS, ON ACCOUNT OF THE CONSTRUCTION WORK, IS KEPT TO A MINIMUM.
    - 12.3. THE CONTRACTOR SHALL NOT BE ALLOWED TO PARK EQUIPMENT OR STOCKPILE EQUIPMENT OR MATERIAL ON THE TRAVELED WAYS OVERNIGHT OR WEEKENDS UNLESS.
    - 12.4. THE CONTRACTOR SHALL MAINTAIN SAFE AND RESPONSIBLE ACCESS TO AND FROM ABUTTING PROPERTY, PRIVATE WAYS, DRIVEWAYS AND ALL ALLEYS AT ALL TIMES DURING THE CONSTRUCTION PERIOD.

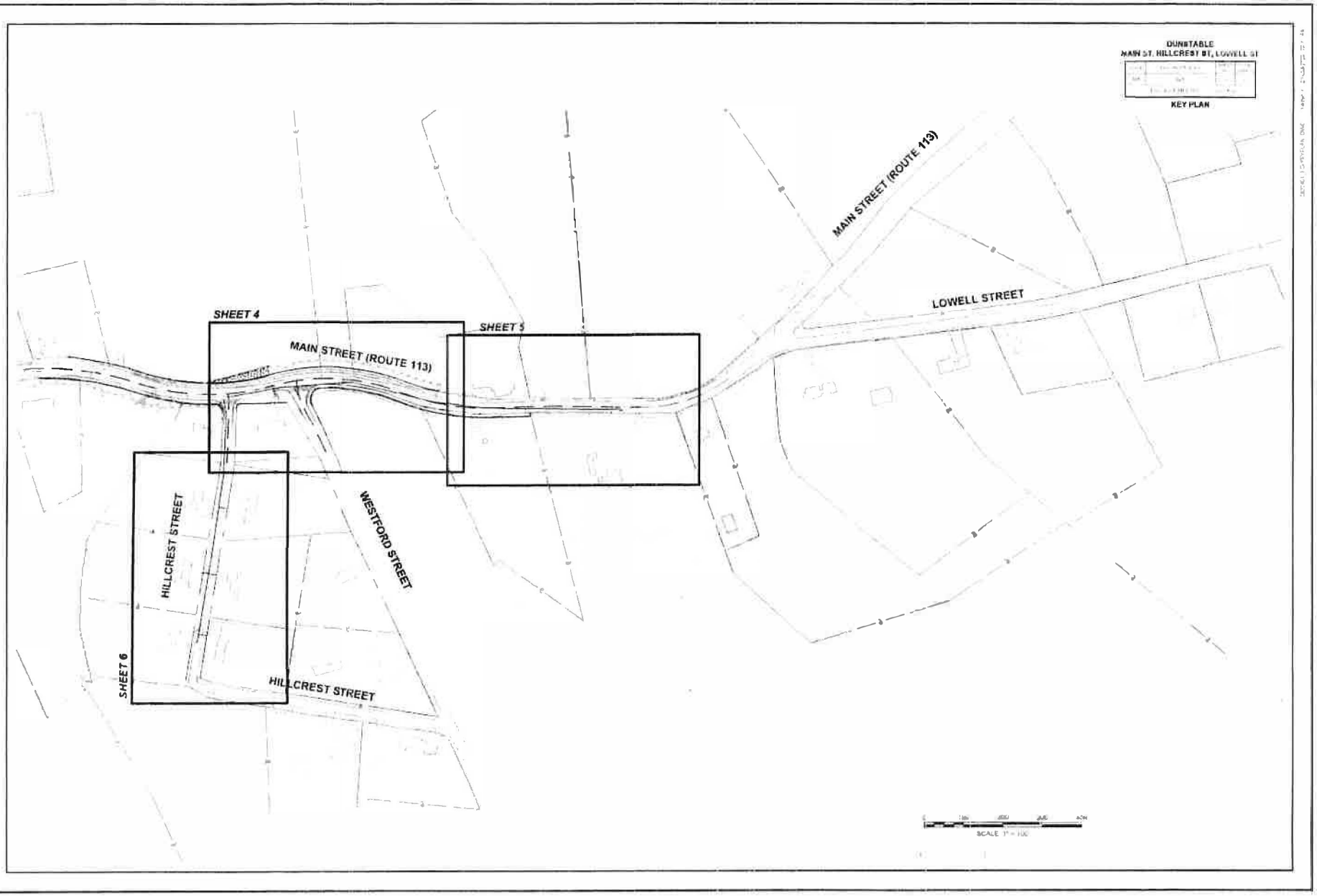
13. WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR, AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.

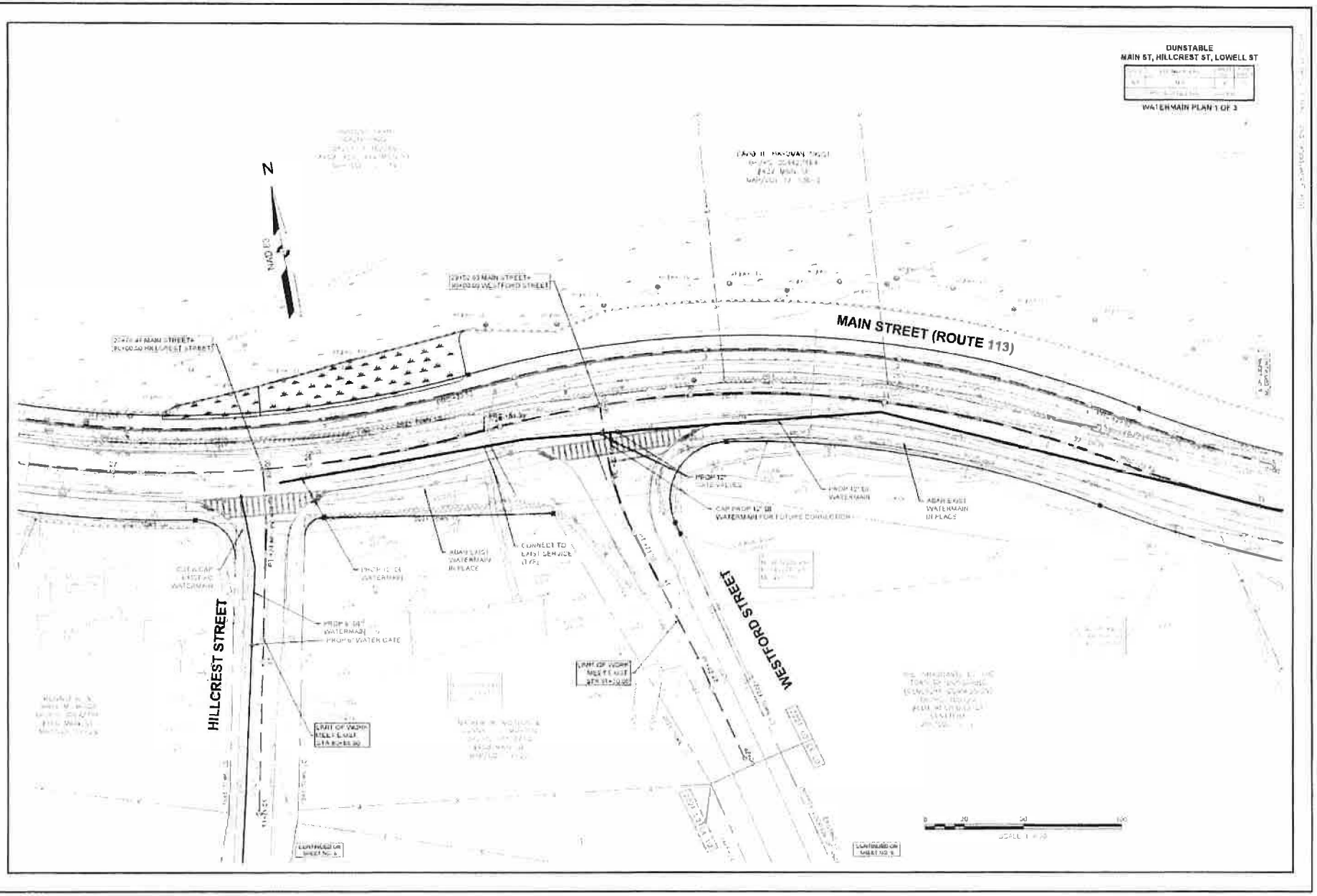
14. AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED BY THE CONTRACTOR TO THEIR ORIGINAL CONDITION AT THE CONTRACTOR'S EXPENSE.

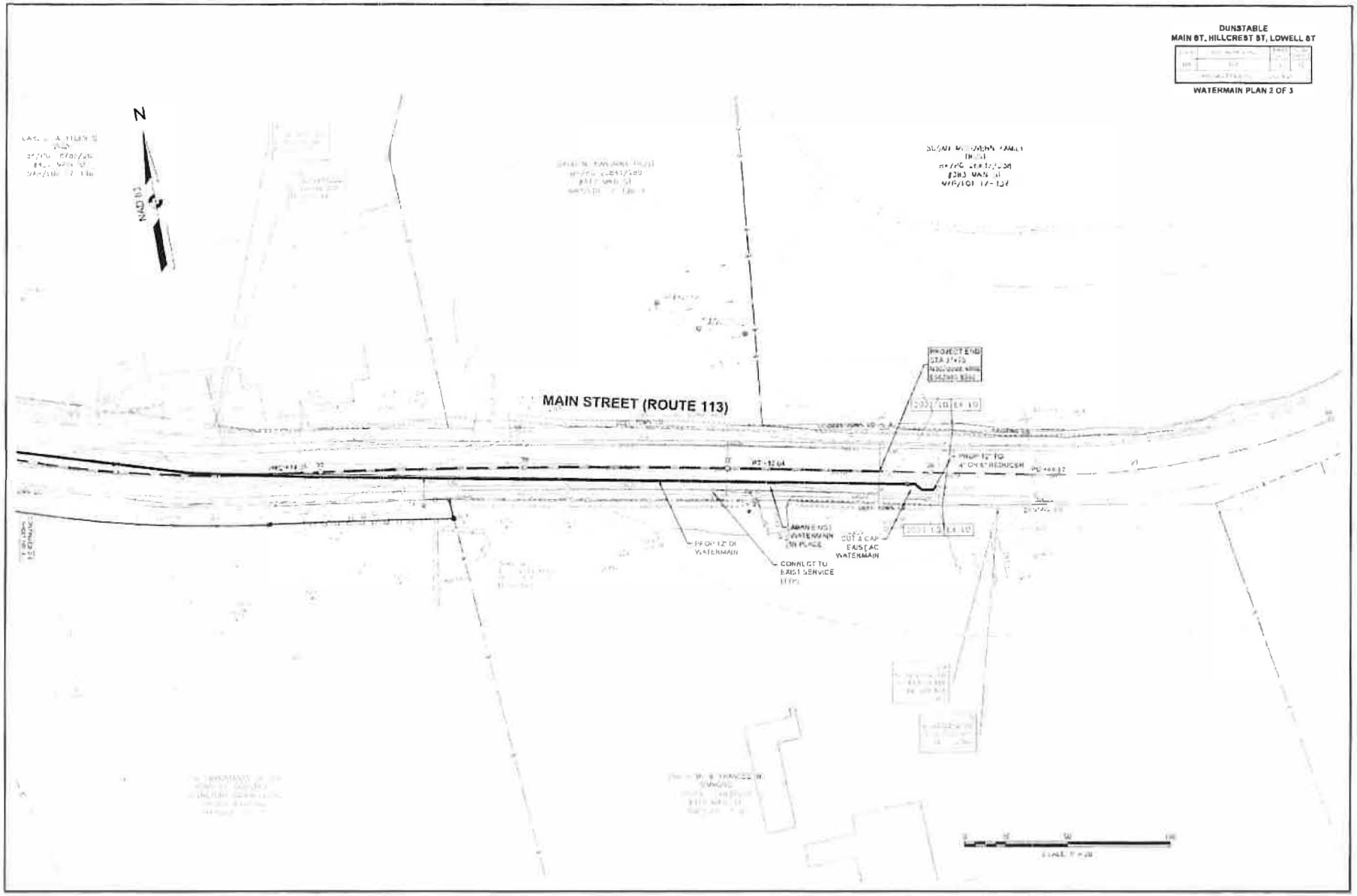
15. THE CONTRACTOR SHALL RESTORE ANY EXISTING SURFACE PAVEMENTS AND TURF WEIGHTS TO REMAIN THAT IS DISTURBED BY THE PROPOSED WORK AND SHALL PATCH ALL HOLES RESULTING FROM THE REMOVAL OF FOUNDATIONS FROM THE DEMOLITION UNDER ITEM 401.1 PAVEMENT PATCHING.

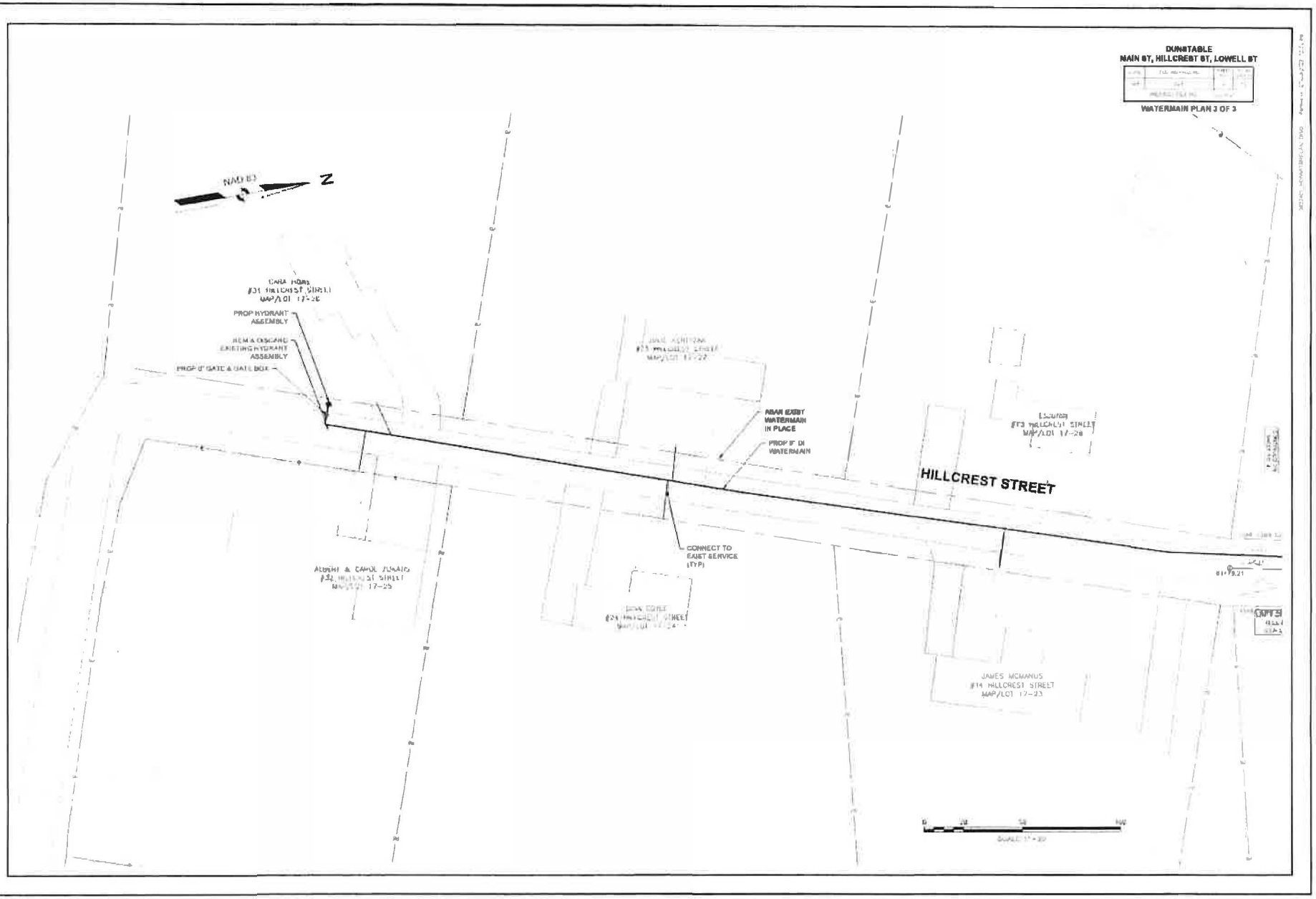
16. ALL ACCESSIBLE ROUTES, WALKWAYS, CURB CUTS, RAMPS, SIDEWALKS, DRIVEWAY OPENINGS, CLEARANCES AND SLOPE TOLERANCES SHALL CONFORM WITH THE ARCHITECTURAL ACCESS BOARD (AAB) 521 CMR AND MASSDOT CONSTRUCTION AND TRAFFIC STANDARD DRAWINGS.

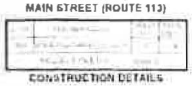
17. THE CONTRACTOR SHALL PROTECT EXISTING SURVEY MONUMENTS AND SHALL RESET ANY MONUMENTATION DISTURBED BY HIS OPERATIONS.


DUNSTABLE
MAIN ST, HILLCREST ST, LOWELL ST
KEY PLAN
MAIN STREET (ROUTE 113)
LOWELL STREET
SHEET 4
SHEET 5
MAIN STREET (ROUTE 113)
WESTFORD STREET
HILLCREST STREET
SHEET 6
HILLCREST STREET

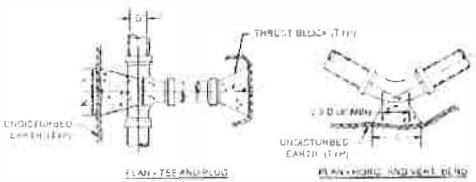

DUNSTABLE
MAIN ST, HILLCREST ST, LOWELL ST
WATERMAIN PLAN 1 OF 3
N
MAIN STREET (ROUTE 113)
HILLCREST STREET
WESTFORD STREET
CONNECT TO EXIST SERVICE (TYP.)
CAP PROP 12" DI WATERMAIN FOR FUTURE CONNECTION
EXIST 8" WATERMAIN IN PLACE
PROP 8" GATE VALVE
PROP 8" WATERMAIN
PROP 8" WATER GATE
LIMIT OF WORK
CONTINUED ON SHEET NO. 2
CONTINUED ON SHEET NO. 3


DUNSTABLE
MAIN ST., HILLCREST ST, LOWELL ST
WATERMAIN PLAN 2 OF 3
N
NAD 83
MAIN STREET (ROUTE 113)
PROJECT END
STA 37+13
PROJECT TO
4" CIP ST REDUCER
ABANDON EXIST WATERMAIN IN PLACE
CUT & CAP EXIST AC WATERMAIN
PROJECT TO WATERMAIN
CONN'CT TO EXIST SERVICE (TYP.)


DUNSTABLE
MAIN ST, HILLCREST ST, LOWELL ST
WATERMAIN PLAN 3 OF 3
NAD 83
N
PROP HYDRANT ASSEMBLY
REM & DISCARD EXISTING HYDRANT ASSEMBLY
PROP 8" GATE & GATE BOX
NEAR EAST WATERMAIN IN PLACE
PROP 8" DI WATERMAIN
HILLCREST STREET
CONNECT TO EAST SERVICE (TYP)
JAMES MCMANUS
#14 HILLCREST STREET
MAP/LOT 17-23
0
50
100

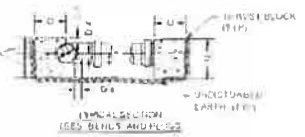


CONSTRUCTION DETAILS



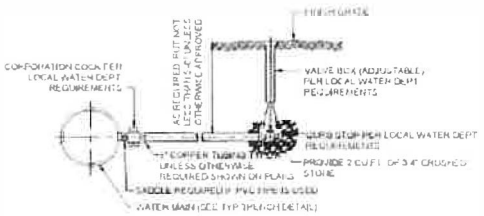
TEES AND PLUGS						
SIZE OF BRANCH	J	K	L	M	N	O
4" THRU 8"	10"	10"	6'-0"	2'-6"	3'-6"	10"
10" THRU 12"	1'-0"	1'-0"	1'-6"	3'-0"	4'-0"	1'-0"
24"	1'-6"	2'-0"	2'-6"	3'-6"	5'-0"	1'-6"

BENDS				
	90° AND 45° BENDS		22 1/2° AND 11 1/4° BENDS	
D	4" TO 8"	10" TO 16"	4" TO 8"	10" TO 16"
X	1'-6"	3'-0"	1'-0"	2'-0"
Y	1'-6"	1'-6"	1'-0"	1'-0"

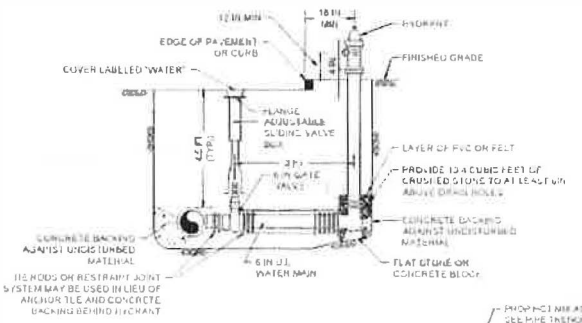


NOTES
1. PROVIDE 3000 psi CONCRETE THRUST BLOCKS AT ALL BENDS, DEAD ENDS & TEES UNLESS OTHERWISE DIRECTED. CONCRETE FOR ALL THRUST BLOCKS TO BE PLACED AGAINST FIRM, UNDISTURBED SOIL. PROVIDE APPROVED ANCHOR HARNESS RODS & SOCKET CLAMPS AS SPECIFIED & IN ACCORDANCE WITH PIPE MANUFACTURERS RECOMMENDATIONS WHERE SOIL HAS BEEN DISTURBED OR THRUST BLOCKS CAN NOT BE USED AS DIRECTED BY THE ENGINEER.
2. ALL SOCKET CLAMP METAL SHALL BE COATED WITH BLACK ASPHALTUM OR OTHER WATER DEPARTMENT APPROVED COATINGS.
3. CONCRETE THRUST BLOCKS POURED BEHIND 3-WAY TEE & HYDRANT SHOE TO BE USED WITH SOCKET CLAMPS.
4. NO CONCRETE SHALL COVER PIPE JOINTS, FITTING JOINTS, BOLTS OR HYDRANT DRAINS.

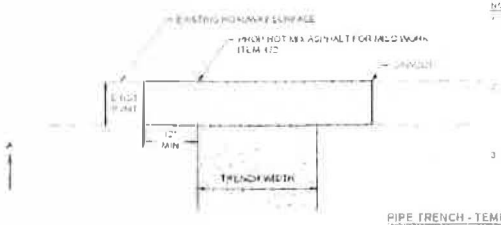
CONCRETE THRUST BLOCK
FOR PRESSURE PIPE
NOT TO SCALE



WATER SERVICE CONNECTION

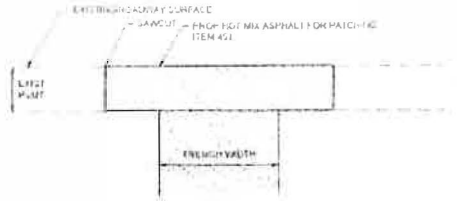


HYDRANT AND VALVE



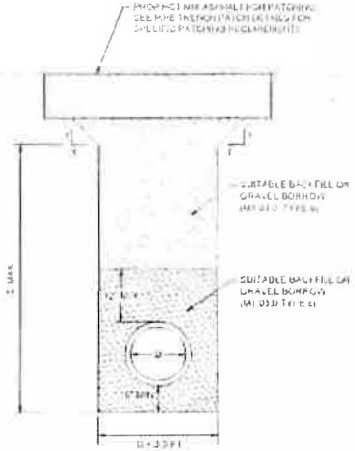
NOTES
1. IN ROADWAY AREAS WHERE THE EXISTING HMA PAVEMENTS ARE TO REMAIN OR BE SUBSEQUENTLY OVERLAID, THE DEPTH STRUCTURE OF THE TEMPORARY HMA PATCH SHALL MATCH OR EXCEED THE DEPTH STRUCTURE OF THE ADJACENT EXISTING HMA PAVEMENTS.
2. IN ROADWAY AREAS WHERE THE EXISTING HMA PAVEMENTS ARE TO BE RECONSTRUCTED BY SUBSEQUENT FULL DEPTH EXCAVATION, PAVEMENT RECLAMATION, ETC., THE DEPTH STRUCTURE OF THE TEMPORARY HMA PATCH SHALL BE 3" MIN HMA BINDER.
3. IN ROADWAY AREAS WHERE THE EXISTING HMA PAVEMENTS ARE TO REMAIN OR BE SUBSEQUENTLY OVERLAID, THE EXPOSED EDGES OF ALL LONGITUDINAL AND TRANSVERSE SAWCUT JOINTS SHALL BE TREATED WITH HOT POURED RUBBERIZED ASPHALT JOINT SEALANT.

PIPE TRENCH - TEMPORARY PATCH
NOT TO SCALE



NOTES
1. THE DEPTH STRUCTURE OF THE PERMANENT HMA PATCH SHALL MATCH OR EXCEED THE DEPTH STRUCTURE OF THE ADJACENT EXISTING HMA PAVEMENTS.
2. THE EXPOSED EDGES OF ALL LONGITUDINAL AND TRANSVERSE SAWCUT JOINTS SHALL BE TREATED WITH HOT POURED RUBBERIZED ASPHALT JOINT SEALANT.

PIPE TRENCH - PERMANENT PATCH
NOT TO SCALE



PIPE TRENCH IN EXISTING HOT MIX ASPHALT
NOT TO SCALE

PARKS AND RECREATION

Capital Request Forms

DEPT: Parks & Recs
SUBMITTED BY: Jean Phelan
CPA funds will be requested

						ITEMS TO CONSIDER (PLACE "X' IN EACH BOX THAT APPLIES):						
Number	Project Description	Estimated Cost	Anticipated Useful Life (In years)	Priority (pick from drop down menu)	# of Quotes Received (pick from drop down menu)	Emergency	Public Safety Issue	To Maintain Service	Grant Opps Exist	Dept has Matching Funds	Enhances Services	Add Info
1	Pavilion Tables	80,000	40		3	✓	✓	✓	✓			
2	Shade trees	5000	100		1	✓	✓	✓	✓	✓	✓	
3	Irrigation-trees	2,000	20		-	-	-	-	✓	-	-	
4												
5												
1												
2												
3												
4												
5												

New England Well & Pump Co., LLC.
552 Forest Street
Dunstable, MA 01827

Dunstable Parks Dept.
511 Main Street
Dunstable, MA. 01827

RE: Larter Field Irrigation well #5.

The following is a proposal to replace irrigation well #5. The well will not allow the pump to build over 48psi, due to a clogged/failed screen.

Scope of work:

- **Mobilize to the site.**
- **The existing pump will be disconnected.**
- **We will remove the existing well.**
- **We will install a new stainless steel well screen and 2" pipe, and packer assembly.**
- **A flow rate will be established.**
- **The existing pump will be reconnected and primed.**
- **The well will be flushed and put into service.**

Cost: $ 5,970.00

Note:

- **Well #7 has not been repaired in several years. We are not clear when it was last serviced. The cost to replace this well is an additional $5,970.00.**

If you should have any questions, please do not hesitate to contact me. I look forward to working with you.

Thank you,

Scott E. Wilkins

Phone: 978-649-4989

TOWN HALL

All Pro ELECTRIC

All-Pro Electric
Post Office Box 5217
Haverhill, MA 01835-5217
(978) 469-0100
info@allproelectric.com

Prepared for:
Town of Dunstable
511 Main st,
Dunstable, MA 01827

Proposal:
Installation of one (1)
Blink 7.2kW Dual Port
Level 2 EVSE

blink

January 30, 2024

640 Boxford Road
Haverhill, MA 01835
(978) 469-0100
info@allproelectric.com

January 30, 2024

Dear Town of Dunstable,

Greetings from All-Pro Electric! We are writing today to inform you of an exciting, limited time offer on the installation of an **Electric Vehicle (EV) Charging Station** for the Town of Dunstable, 511 Main Street, Dunstable, MA 01827.

WHO WE ARE

- **All-Pro Electric** is a full service, locally owned and operated electrical contractor with over 25 years of experience in the industry offering an unmatched expertise in clean energy technologies and initiatives.
- We have partnered with National Grid as one of only a few certified electrical contractors for this program in the state.

THE ALL-PRO ADVANTAGE

Our team of knowledgeable and skilled professionals will handle:

- **System Design** - Guide you in choosing which EV Charger will best fit the needs of our community and choose the optimal location on your property.
- **Permitting** - Secure all necessary permitting for the project.
- **Installation** – Supply and install all necessary materials and equipment.

WHEN TO ACT

The time is **NOW**. With this **limited-time rebate program**, All-Pro Electric will utilize these rebates and absorb all the cost of both supplying the equipment AND the complete installation of your EV charging stations. This is a **100% turnkey installation** from All-Pro Electric. This offer **will not last forever**, and will be granted on a **first-come, first-serve** basis through All-Pro Electric, *your complete electrical service company.*

Respectfully,

Michael Harrington

Michael Harrington
CEO/Principal
All-Pro Electric

All-Pro ELECTRIC

All-Pro Electric
Post Office Box 5217
Haverhill, MA 01835-5217
info@allproelectric.com

Town of Dunstable

RE: Electric Vehicle Charging Stations
511 Main St,
Dunstable, MA 01827

Proposal

We hereby submit this Proposal to provide a Turn-Key solution to install one (1) dual-port Blink 7.2kW Electric Vehicle Charging Station at 511 Main St, Dunstable MA, according to the following:

Including:

1. All-Pro is to work with the Town of Dunstable to determine which locations are best suited at the property to install EV Chargers
2. All-Pro is to complete a preliminary design for the approved location.
3. All-Pro will be receiving the available utility, state and federal rebates and incentives related to the installation at 511 Main St, Dunstable MA.
4. All-Pro is to assist in applying for Make-Ready Infrastructure and Equipment Rebate funding through the National Grid Program.
5. All-Pro is to complete a final design for the installation of EV Chargers which includes designation of parking spaces, power source, power requirements, metering locations, trenching plan and final selection of EV Chargers. These final designs are subjected to approval by the Town of Dunstable.
6. After Utility and State approval of EV Charger rebates and incentives. All-Pro is to be compensated by also receiving the funds from the approved Rebates and Incentives received for supplying and installing these EV Chargers.
7. All-Pro is to supply Electrical Installation Permits, including all applicable Taxes.
8. All-Pro is to furnish and install new electrical service to support one (1) dual port 7.2kW, EV charger.
9. All-Pro is to supply all necessary equipment, labor and material to extend circuitry to parking spaces.
10. All-Pro is to provide and install (1) dual-port port 7.2kW, EV charger.
11. All-Pro is to supply and install two (2) protective bollards per EV charger.
12. All-Pro is to supply and install EV signage.
13. All work to be completed during normal business hours.

Not including:

1. Landlord and Utility Company fees if applicable, by other

Final cost after anticipated rebates---------- $16,850.00

Payment is to be negotiated upon acceptance of proposal.

Owners acknowledge they have read all provisions of the proposal and understand the same.

ACCEPTANCE:

In Witness Whereof, the parties have hereunto caused this Proposal to be executed, with (2) counterparts, on this Day of , 2023.

BY: _____

BY: *Michael Harrington*
Michael Harrington, Principal
MikeH@AllProElectric.com, **Cell: 978-476-1191**


Existing Service
7.2kW Dual Port EV Charger
A.C. Trailer Rentals
Common St
Dunstable Town Hall
Town Clerk
City Assessors
Common St

Electrifying your business with All-Pro Electric

All Pro ELECTRIC **Electrifying your business**

4 Simple Steps of EV Chargers Installation

Step 1

Perform a site survey

Every Property is different.
Site survey provides an opportunity to review the site requirements for project viability and necessary upgrades.

Step 2

Purchase equipment

Based on the result of the site consultation, provide expert advice for charger selection and purchase the equipment

Step 3

Install Charging Stations

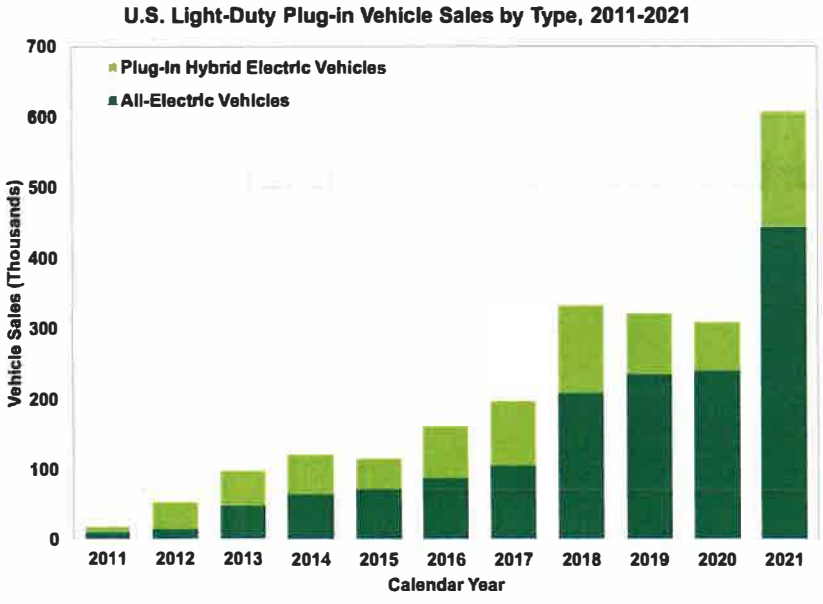
Provide 100% turn key installation performed by experienced electrical technicians and a project manager

Step 4

Set-up of Accessing and Pricing

- **Acess control**
- **Pricing plans**
- **Usage report**

Market Trend



- **Massachusetts plan to ban the sales of gas-powered vehicle by 2035**
- **Automakers will go 100% electric by 2035**
- **Other states may soon follow the lead of California and Massachusetts while the Federal government will push for the adoption of electric vehicles**

Source: www.energy.gov
Office of energy efficiency and renewable energy

All Pro ELECTRIC

Electrifying your business

CHALLENGES

01 Making the budget

02 Making guess estimate when creating a budget

03 Selecting devices

Solutions

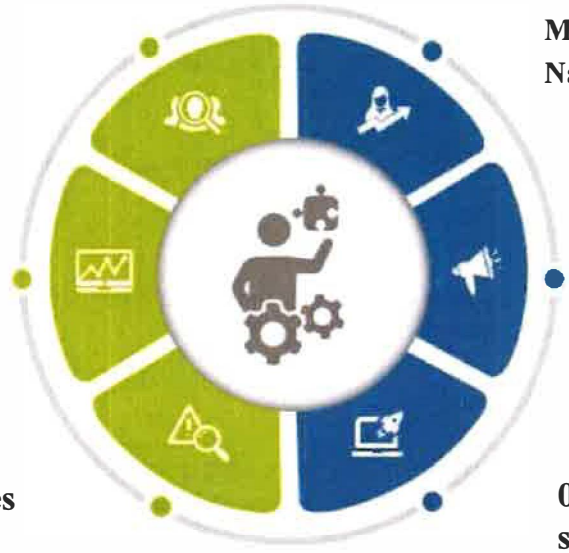
01 Outside source funding

Massachusetts EVIP

National Grid rebate program

02 Site Survey with All-Pro

03 Consulting with sales representative



Why Hire Us?

We are one of only a few certified electrical contractors for EV Charging stations in the state

Over 25 years of experience in the industry offering an expertise in clean energy technology and initiatives

Utility companies and the manufacturers hire 3rd party electrical contractors for the project. We offer the most competitive pricing directly to client

Team

We provide recommendations based on your needs

Versatile

Take the guesswork out of the equation
We will take care of rebate application

After Service

We are there with you even after the project

All Pro ELECTRIC Electrifying your business

How Installing EV Chargers Benefits Your Workplaces and Businesses

Electric vehicles (EVs) are now a common sight on U.S. roads, and it's projected that there are 77 million passenger EVs on the road, representing 6% of the fleet by 2025. (Bloomberg, 2022)

More and more of your employees are likely to contribute to that number, and they will need reliable EV charging regularly. Who better than their employer to provide EV charging stations, mainly when the decision is so mutually beneficial?

Installing EV charging stations benefits workplaces and businesses in many ways:

- Revenue Generation

  Research shows EV drivers have higher dwell times than other customers, as well as an overall higher income than the average household.

- "Sustainable" brand Identity

  Today's employees and customers show increasing concern for the environment and installing EV charging stations demonstrate care and sets you apart from competitors.

- Employee/ customer Attraction and Satisfaction

  EV charging is attractive (and affordable!) perk your company can offer as part of a benefits package

- Environmental Impact

  Supporting the use of EVs through installing EV chargers helps curb harmful greenhouse gas emissions and air pollution, ultimately affecting us all.

- **For a Limited Time, Installations at a Minimal Cost to you From All-Pro Electric**

  On a first-come-first-serve basis, we are offering a money-saving deal on EV charger installations in partnership with National Grid. If you would like to hear more about this offer or to discuss any electrical needs, please feel free to contact us at (978) 469-0100 or via email at sk.kim@allproelectric.com

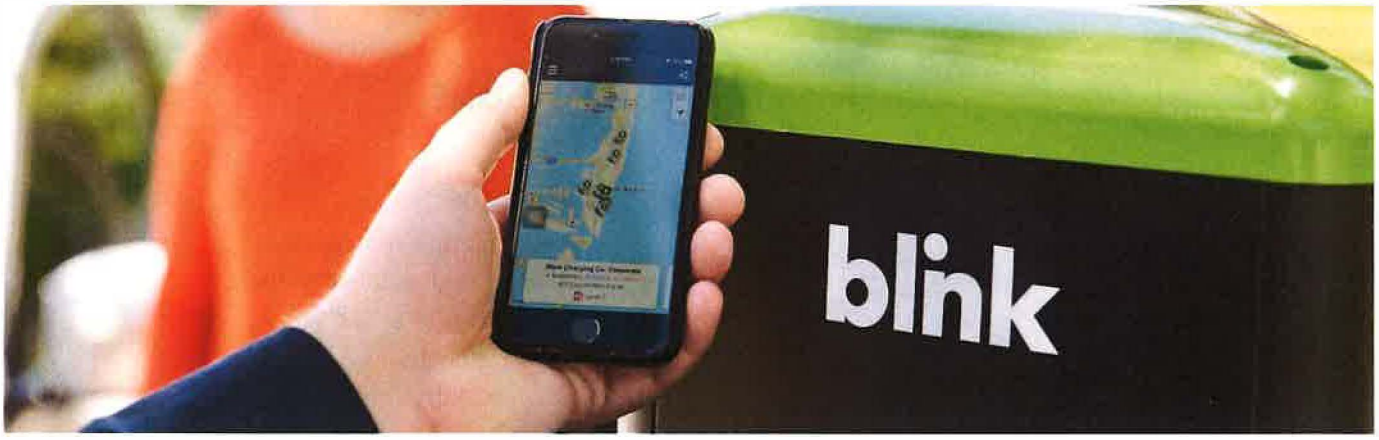
Series 7 EV Charging Station

	30 A	48 A	80 A
ELECTRICAL SPECIFICATION AC OUTPUT			
Number of Ports	Two		
Current	30A Max per port	48A Max per port	80A Max per port
Power	7.2 kW (@240VAC) or 6.24kW (@208VAC) Max per port	11.52 kW (@240VAC) or 9.984kW (@208VAC) Max per port	19.2kW (@240VAC) or 16.64kW (@208VAC) Max per port
Energy Metering Accuracy	+/- 1%		
Charging Connector	SAE J1772		
ELECTRICAL SPECIFICATION AC INPUT			
Input Connector	Hardwired		
Voltage	208 or 240 VAC		
Service Panel Breaker	Dual-pole common trip 40A breaker, dedicated circuit per port	Dual-pole common trip 60A breaker, dedicated circuit per port	Dual-pole common trip 100A breaker, dedicated circuit per port
Power Connection	Line 1, Line 2 and GND (no neutral) per port		
Standby Power	3.1 W Typical	3.46 W Typical	3.46 W Typical
SAFETY SPECIFICATION			
Safety, Ground Fault Circuit Interrupt	20mA CCID with auto retry (every 15 seconds)		
Automatic Plug-Out Detection	Power terminated per SAE J1772 spec		
Surge Protection	6kV @3,000A		
NETWORK SPECIFICATION			
Data Communication	Cellular 4G LTE		
Charging Infrastructure Communication	OCPP Compliant		
Remote Management	Remote access, diagnostics, Over-the-Air (OTA) software update enabled		
Load Management	Smart, dynamic allocation and distribution of power to each port		

Series 7 EV Charging Station

	30 A	48 A	80 A
USER INTERACTION SPECIFICATION			
Charging Status Indicator	High visibility, multi-color LED visual status indication		
Display	LCD Screen - 4 line, 20 characters per line		
Authentication	RFID: ISO14443 Type A & B, MiFare, Felica, ISO15693 NFC: Apple VAS, NEMA		
ENVIRONMENTAL SPECIFICATION			
Enclosure	Aluminum, NEMA 3R outdoor rated		
Operating Humidity	Up to 95% non-condensing		
Operating Temperature	-30 degree C to +50 degree C ambient		
Operating Altitude	<=6560 ft		
MECHANICAL SPECIFICATION			
Dimensions	20.5" H x 7.4" W x 7.4" D		
Approximate Weights	Device: 15.5 lbs. Pedestal mount: 12.5 lbs. Wall mount bracket: 11.5 lbs	Device: 21 lbs. Pedestal mount: 12.5 lbs. Wall mount bracket: 11.5 lbs.	
Mounting Option	Wall or Pedestal mount		
Cable Length	18 ft standard, 25ft optional		
Cable Organizer	Optional		
REGULATION			
Safety	UL 2594 / CSA C22.2 No. 280-16 UL 2231-1 / CSA C22.2 No. 281.1-12, UL 2231-2 / CSA C22.2 No. 281.2-12 certified		
EMI	FCC Part 15 Class A compliant		
Energy Efficiency	Energy Star certified		
Weights and Measurements	California Type Evaluation Program (CTEP) certified		
Accessibility	ADA compliant		

Level 2 AC EV Charging Stations



Energy Management

- Internal meter to monitor energy and demand usage
- Supports real-time energy usage data evaluation
- Controllable output to support utility demand response requests
- Local load management capability for optimal energy outputs

Network, Product, and Customer Support

- Multiple modes of communication, including Wi-Fi and cellular
- Over-the-air firmware management enables remote updates
- Blink Customer Support Center with tracking system
- Blink Network Operations Center actively monitors/manages network
- Smart grid implementation and support for commercial use
- Smart-phone applications for status changes and notifications
- Role-based features to manage permissions and access levels
- Ability to manage multiple chargers with detailed data sets
- Secure, high-availability, enterprise-grade infrastructure
- Geographically separated secondary systems for disaster recovery and management

Safety and Compliance

- Ground monitoring circuit
- Charge circuit interrupting device (CCID) with automatic test
- Nuisance tripping avoidance and auto re-closure
- Cold load pickup (randomized auto-restart following a power outage)

Promotion and Advertising

In addition to promoting locations and Blink charging stations to EV drivers across the country via the Blink Mobile App and Blink Map, the Blink IQ 200 charging stations support the opportunity to promote and/or advertise businesses, properties, products, and services.

- Rich multimedia touch screen can be easily customized via Blink Ad Loop functionality
- Station panels can also be customized for branding and advertising and can be updated as necessary

UI and Network Architecture Options

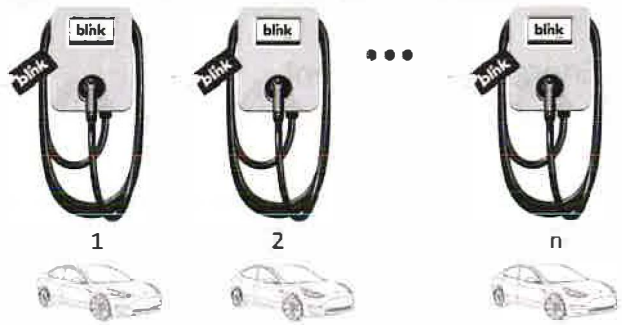
USER INTERFACE OPTIONS

Kiosk

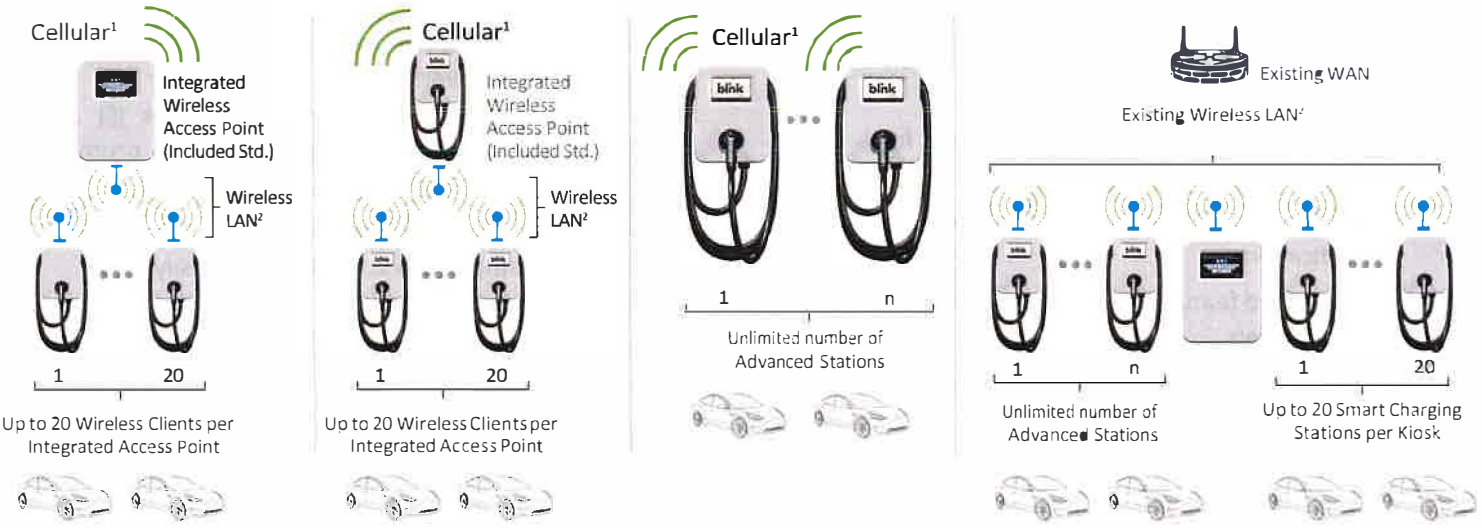
- Driver plugs in vehicle then proceed to Kiosk
- Kiosk controls all charging stations
- Up to 20 smart charging stations per Kiosk

Standalone

- Driver plugs in vehicle then utilizes the UI within the Blink Advanced Charging Station
- Each station operates independently



NETWORK ARCHITECTURE OPTIONS



¹Cellular 3G GSM / CDMA Capable
²Inegrated Wireless LAN is802.11 b/g/n capable

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