



SELECT BOARD MEETING

Town of Dunstable

JANUARY 29, 2024
DUNSTABLE TOWN HALL
511 Main Street | Dunstable, MA

**OFFICE OF THE BOARD OF SELECTMEN
TOWN OF DUNSTABLE
511 Main Street Dunstable, MA 01827
(978) 649-4514 | bos@dunstable-ma.gov**



BOARD/COMMITTEE/COMMISSION: Board of Selectmen Joint Mtg
 SUBMITTED TO TOWN CLERK: 1/25/2024 1:20 pm
 MEETING DATE: January 29, 2024
 MEETING TIME: 5:00PM
 LOCATION: Town Hall - Upper Level

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

Topics the Chair Reasonably Anticipates will or could be Discussed:

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

SCHEDULED AGENDA ITEMS

1.	Call to Order
2.	Approve Meeting Minutes from 12/20/23 & 1/9/24*
3.	Economic Development, Land Use and Master Plan Committee Appointments*
4.	Police Station Floor Replacement Contract*
5.	Town Clerk Appointment Request: Chief Hoar to issue detail coverage for 2024 elections*
6.	0 Hall Street Land Donation*
7.	PFAS Phase 2 Intermunicipal Agreement on Expansion of Water System*
8.	FY25 Budget Review and Discussion*
9.	Call Special Town Meeting for March 26, 2024 and Open Special Town Meeting Warrant*
10.	Board of Selectmen Quarterly Newsletter – mailing to households*
11.	Town Administrator Report
12.	Items not Reasonably Anticipated by the Chair
13.	Adjourn

*Votes likely to be taken

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

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



ECONOMIC DEVELOPMENT, LAND USE, & MASTER PLAN
COMMITTEE APPOINTMENTS

Town of Dunstable

Economic Development Committee

Composition

- Comprised of 7 members
- Ideally the composition of the Committee will include members with expertise in real estate, business, finance, farming, planning, historic preservation, construction, conservation, and land use.

Purpose

- Implement the Economic Development section of the Master Plan.

Responsibilities

- Identify opportunities to establish additional businesses within the community consistent with the Town's character.
- Identify best areas of Town to locate businesses.
- Outlining the types of businesses that would build upon the strengths of the community such as cafes, farm- to-table restaurants, country stores, farm stands, antique shops and artist lofts.
- Seek input from current business owners to assist the Committee in understanding both the assets and liabilities, from a business owner's perspective, in doing business in Dunstable.
- Pursue the development of design guidelines for Dunstable Center to emphasize the historic significance of the community and attract the types of businesses that would thrive in this environment.
- Review necessary changes to the zoning bylaw to allow businesses such as bed and breakfast facilities and restaurants.
- Work with the Agricultural Commission and local farms to develop a list of existing farms and their goods and services, and help promote the products available through Dunstable farms.
- Promote the use of recreational areas for nature tours, environmental studies and cross-country skiing to provide additional incentive for visitors to support small businesses in Dunstable.

Land Use Committee

Composition

- Comprised of 7 members
- Ideally the composition of the Committee will include members with expertise in real estate, business, finance, farming, planning, historic preservation, construction, conservation, and land use.

Purpose

- To research town land, determine its suitability for future uses, and make recommendations to the Board of Selectmen.

Responsibilities

- Identify all town-owned land.
- Work with relevant Town committees, departments, and staff to identify available town-owned property or town-owned parcels which may become available in the future for re-use, development, and/or redevelopment.
- Review and analyze current Town-owned parcels, zoning, and restrictions.
- Based on size, proximity to infrastructure, zoning, and environmental considerations, determine possible future use options of town-owned parcels.
- Make recommendations to the Board of Selectmen and Planning Board of any zoning amendments necessary to allow for future use of parcels consistent with the character of the community.
- Work with the Economic Development Committee, when appropriate, to coordinate planning for future use of Town-owned land.
- Review previous Town Reports and studies to ensure land use analysis is consistent with Master Plan recommendations and any other prior planning efforts.

Master Plan Implementation Committee

Composition

- Planning Board
- Board of Selectmen
- Conservation Commission
- Zoning Board of Appeals
- Affordable Housing Committee
- Community Preservation Committee
- Historical Commission
- Road Commissioners
- Town Administrator
- Complete Streets Committee
- Water Commission
- Economic Development Committee (to be formed)
- A citizen-at-large
-

Purpose

- Serve as a facilitator and coordinator of the implementation process, to advocate for the implementation of the recommendations, and to report annually to Town Meeting regarding the Town's progress in implementing the recommendations.

Economic Development Committee

Kathy Sniezek

Nasim Tourigney

Jon Gerteisen

Land Use Committee

Henry Fontaine

Dave Tully III

Alan Chaney

Lisa Towle

Max McCormick

Lukas Sturm

Consuelo Walker

Erica Flynn

Master Plan Committee

Christine Adriole

Both or Either Committee

Kate McNutt (either)

Daniel Tully (either or both)

Jeff Rosen (either or both)

Jason Silva

From: Christina L. Andriole <clandrio@gmail.com>
Sent: Monday, January 15, 2024 10:58 AM
To: BOS
Subject: [External] Master Plan Implementation Committee

Good morning,

I am writing to express interest in volunteering for Dunstable's Master Plan Implementation Committee (if you are still looking for volunteers).

I have been a resident of Dunstable for 12 years (so, new to Town by Dunstable standards), lived in Groton prior to that, have 2 children in the school district, and work as a lighting designer at a civil engineering firm. I am committed to preserving Dunstable's character while also trying to shift economic burdens off our residents. I'm not sure I have the qualifications you're looking for, but I'm happy to provide any other information you may need.

Thanks for your consideration.

Sincerely,
Christina Andriole
16 Jamie Road
774-258-0251

Jason Silva

From: Erica Flynn <eflynn3S1@gmail.com>
Sent: Tuesday, January 16, 2024 8:32 AM
To: BOS
Subject: [External] Land Use Committee

Hi all - I would love to volunteer for the Land Use Committee. Just let me know what I need to do (if anything) in order to volunteer my time.

Thank you,
Erica Flynn

Jason Silva

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

Happy New Years' Eve Day!

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

Thank you!
Kathy

Jason Silva

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

Hello,

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

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

Sincerely,

Nasim Tourigny
(949) 677-7373

Jason Silva

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

Good day Mr. Silva and the Select Board,

I would like to participate in a committee if there is an opportunity. Let me know what I need to do and I will see if I

can make my schedule accommodate the requirements. Specifically the economy development committee I find of most interest but would consider either.

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

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

Jon

Jason Silva

From: MARYKATE MCNUTT <katemcnutt@verizon.net >
Sent: Friday, December 1, 2023 12:23 PM
To: Jason Silva
Subject: [External] Newly formed committees

Hi there!

I am interested in joining either of the newly formed committees.

Thank you

Kate McNutt

#508-517-0807

Sent from my iPhone

Jason Silva

From: Daniel Tully <daniel.tully@gmail.com>
Sent: Thursday, December 21, 2023 4:31 PM
To: Jason Silva; BOS; Daniel Tully
Subject: [External] New volunteer committee(s)

Jason,

It was a pleasure speaking with you and Leah at the volunteer celebration about the two new committees. I'd be interested in joining either or both committees.

Please let me know what the next steps are or if you'd like any additional information from me?

Daniel Tully
18 Woodland Dr,
Dunstable, MA 01827
(617) 448-9873 (mobile)

Jason Silva

From: Jeff Rosen <rosenj43210@gmail.com>
Sent: Monday, December 11, 2023 10:19 AM
To: select-board; Jason Silva
Subject: [External] Volunteering for the Economic Development Committee

Hello all,

I hope you have been well. Please consider this email my application/volunteering for the economic development committee. You all know who I am at this point, but I think I can bring a few ideas to the committee.

One I have been mulling over is using the town infrastructure to develop athletics to raise revenue (think Sk, 10k, cycling events, etc.). I think this is inline with the town character and would help raise some revenue.

In any case, please let me know if you would like to discuss my involvement with the economic development committee.

Best,
Jeff

Jason Silva

From: Jeff Rosen <rosenj43210@gmail.com>
Sent: Saturday, December 23, 2023 7:35 AM
To: BOS; Jason Silva
Subject: Re: [External] Volunteer Opportunities: Newly Created Economic Development Committee and Land Use Committee

Hi all,

I hope you are well. If you still need people for the land use committee, I would volunteer for that one too.

Let me know.

Best,
Jeff

Jason Silva

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

Good afternoon,

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

Sincerely,
Henry Fontaine
508 509-7298

Jason Silva

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

Good afternoon Jason,

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

Thank you,
Dave Tully III

Jason Silva

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

I wish to be appointed to the Land Use Committee.

Thank You.
Alan Chaney

Jason Silva

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

Hi, and Happy New Year!

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

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

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

Lisa Towle

Jason Silva

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

Hello,

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

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

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

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

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

Thank you for your consideration.

Best Regards,
Max McCormick
589 Main Street
Dunstable, MA

Jason Silva

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

Good Morning,

If there are still any openings to volunteer on the **d "1S'e**: Committee, I would like to put my name forward for consideration.

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

Regards,

Lukas Sturm
978.460.0512

Jason Silva

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

Hi

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



POLICE STATION FLOOR REPLACEMENT

Town of Dunstable

Floor Replacement at Police Station

Company	Bid Amount
Capital Carpet and Flooring Specialists, Inc.	\$13,855.00
EdgePro Flooring, Inc.	\$14,148.00
MassFloors, Inc.	\$16,073.18
Alpha Design Build, Inc.	\$21,500.00
FRG Contractor Corp	\$26,050.00

PRICE QUOTE FORM

Proposers must submit pricing in accordance with the following instructions. The pricing is to cover all work/services required for this project as outlined in this IFB. Bid prices must be all-inclusive, including all costs, fees, charges, expenses, travel, postage, fax and telephone charges, preparation of reports, electronic data, training sessions and all meeting attendance and presentations, etc. No separate fees or costs of any kind will be paid other than the stated bid price.

The selected firm agrees to perform all services as required in this REQUEST during the life of this contract.

Total Bid Price for: \$ 13,855.00

Proposers must indicate the staff that will be involved with this project who the lead person will be (the person that the town will have contact with).

Company Information

Full Legal Name Capital Carpet & Flooring Specialists, Inc.

Business Mailing address 64 Industrial Way
Wilmington, MA 01887

Telephone Number: 781-935-9430 Email: markm@capitalcarpetonline.com

04-3127274
Federal Identification Number

Mark Marrama
Type Name of Person Signing Proposal

Date 1/16/24



Signature

Title President

64 Industrial Way
Street Address

Wilmington, MA 01887
City, State, Zip

ADDENDA ACKNOWLEDGMENT
FLOOR REPLACEMENT AT THE DUNSTABLE POLICE STATION

The bidder or proposer must complete and sign this form and submit it with each bid.

PROJECT NAME: Dunstable Police Station Floor Replacement

Addendum Number(s) (Can be listed on one line or separate lines):


1

The undersigned hereby acknowledges receipt of the addenda listed above and has taken the information contained therein into full consideration in the formulation of each bid. Failure to acknowledge receipt of each addendum may be cause for rejection of the Bid.

Company Name: Capital Carpet & Flooring Specialists, Inc.

Printed Name: Mark Marrama

Title: President

Signature:  _____ Date: 1/16/24

- (b) The term "lowest responsible and eligible bidder" shall mean the bidder: (1) whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary for the faithful performance of the work; (2) who shall certify that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (3) who shall certify that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; (4) who, where the provisions of section 8B of chapter 29 apply, shall have been determined to be qualified thereunder; and (5) who obtains within 10 days of the notification of contract award the security by bond required under section 29 of chapter 149; provided that for the purposes of this section the term "security by bond" shall mean the bond of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority; and provided further, that if there is more than 1 surety company, the surety companies shall be jointly and severally liable. [M.G.L. c.30, §39M(c)].
- (c) The Town reserves the right to conduct its own investigation to verify whether a bidder is responsible and eligible.

REFERENCES

All bidders must supply 3 references with whom the bidder has done business within the last twelve (24) months.

Name: Barry Heidke, DCAMM

Phone #: 617-727-4003

Address: One Ashburton Place, Boston, MA 02108

Name: Namala Moss, Encore Boston Harbor

Phone #: 857-770-4642


Address: One Broadway, Everett, MA 02149

Name: Todd Davis, DDS Hogan Regional Center

Phone #: 339-222-1061


Address: Hogan Regional Center, P. O. Box A, Hathorne, MA 01937

COMPANY NAME: Capital Carpet & Flooring Specialists, Inc.

SIGNATURE: 
Mark Marrama, President

Certificate of Non-Collusion

The undersigned certifies under penalty of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.



Signature of person signing bid or proposal

Mark Marrama, President

Printed Name of person and title

Capital Carpet & Flooring Specialists, Inc.

Company name

1/16/24

Date

Revenue Enforcement and Protection Certification (REAP)

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, the company, corporation, partnership or entity named below is in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

ENTITY NAME: Capital Carpet & Flooring Specialists, Inc.

By:  _____
Authorized signature

1/16/24
Date

Mark Marrama, President
Name of person signing above (type/print)

64 Industrial Way, Wilmington, MA 01887
Business address

781-935-9430
Telephone Number

**CERTIFICATION OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
(OSHA) TRAINING**

In accordance with Massachusetts General Law 30: Section 39S, as amended by Chapter 306 of the Acts of 2004, effective 7/1/06, for all contracts for the construction, reconstruction, alteration, remodeling or repair of any public work or the construction, reconstruction, installation, demolition, maintenance or repair of any public building estimated to cost more than \$10,000, the Contractor hereby certifies to the following:

(1) that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and (3) that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

(a) Any employee found on a worksite subject to this section without documentation of successful completion of a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration shall be subject to immediate removal.

(b) The attorney general, or their designee, shall have the power to enforce this section including the power to institute and prosecute proceedings in the superior court to restrain the award of contracts and the performance of contracts in all cases where, after investigation of the facts, they have made a finding that the award or performance has resulted in violation, directly or indirectly, of subsection (b), and they shall not be required to pay to the clerk of the court an entry fee in connection with the institution of the proceeding.

The undersigned hereby certifies under the penalties of perjury to the above:

Company: Capital Carpet & Flooring Specialists, Inc.

Authorized Signature:  _____

Print Name: Mark Marrama

Title: President

Date: 1/16/24

Telephone: 781-935-9430

CONTRACT FOR BUILDING IMPROVEMENTS/MAINTENANCE/REPAIRS

TOWN OF DUNSTABLE

This agreement (“Contract”) is entered this 29th day of January, 2024, by and between the **TOWN OF DUNSTABLE**, a duly organized Massachusetts municipal corporation with a business address of 511 Main Street, Dunstable MA 01827 (the “Town”), and Capital Carpet and Flooring Specialists, Inc. with a business address of 64 Industrial Way, Wilmington, MA 01887(the “Contractor”).

WHEREAS, the Town solicited written responses from contractors through a public notification process in accordance with the procedures set forth in M.G.L. c. 149, § 44A(2)(B) for the completion of repairs to the Town’s Police Station located at 23 Pleasant Street, Dunstable, Massachusetts (the “Project”);

WHEREAS, the Contractor submitted a quote to complete the Project that was acceptable to the Town; and

WHEREAS, by entering this Contract, the Contractor represents to the Town that it has the skill, qualifications, experience, equipment and manpower necessary to complete the Project in accordance with the terms and requirements set forth herein.

NOW THEREFORE, in consideration of the mutual exchange of promises set forth below and for other good and valuable consideration, the Town and the Contractor hereby agree as follows:

Scope of Work: The Contractor shall perform all work required for the Project set forth in the project description attached as Exhibit A.

Commencement and Completion of the Project: The Contractor shall commence work under this Contract not later than January 30, 2024 after the date of this Contract, set forth above, but in no event later than April 1, 2024 (the “Date of Commencement”), unless an alternative date is approved in writing by the Town. **The Contractor shall obtain Substantial Completion of the Project within 30 days after the Date of Commencement. Time is of the essence for the completion of the Project.**

Contract Sum:

- a. The Town shall pay the Contractor, in current funds, for the performance of the work, subject to Additions and Deductions by approved Change Order(s) (if any), the Contract Sum of **Thirteen Thousand Eight Hundred and Fifty-Five Dollars (\$13,855)**.
- b. The amount stipulated as the Contract Sum shall represent the maximum amount payable by the Town for all costs associated with the completion of the Project, including but not limited to applications for all required building and occupancy permits, although the Town shall waive municipal fees for such permits.

Appropriation: This Contract is subject to an appropriation being available therefore.

Payment:

- a. The Contractor shall submit a written invoice on a weekly basis and every invoice shall indicate the work completed and the percentage of work outstanding. The Contractor shall supply any additional information as may reasonably be required by the Town to clarify, substantiate or otherwise explain the work completed or the amount payable.
- b. The Town shall retain 5% of the sum payable until the terms of the Contract are complete and accepted by the Town, per M.G.L. c. 30, § 39K.

Insurance:

- a. Prior to commencing any work, the Contractor shall deliver to the Town/Town evidence of insurance coverage in the amounts set forth in the Bidding Documents or, if not so specified, as follows:
 - i. General Liability with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate written on an occurrence basis.
 - ii. Auto Liability (including owned, hired and non-owned autos): \$1,000,000 combined single limit (each accident).
 - iii. Excess Liability: \$2,000,000 minimum limits in excess of underlying limits. The umbrella shall be no more restrictive than underlying coverage.
 - iv. Worker's Compensation and Employer's Liability per Commonwealth of Massachusetts statutory limits.
- b. The Contractor shall provide the Town with suitable evidence of the required insurance coverage prior to commencement of any work. This insurance shall be written by a company licensed to do business in the state of Massachusetts with a minimum A.M. Best rating of A- VII. Each policy shall provide for written notification to the Town at least thirty (30) days prior to termination, material change or restrictive amendments. The coverage's and limits are to be considered minimum requirements under this contract and in no way limit the liability of the Contractor.

Standard of Performance: The work performed under this Contract shall be rendered in conformity with the standards of the trade and shall be professional and of the highest fabrication and installation quality in all respects. Substandard fabrication and installation quality shall be deemed a breach of this Contract.

Safety Standards: The Contractor acknowledges that the Project involves a public building and the work on the Project will take place during hours when employees of the Town and members of the public use the building. The Contractor shall provide protection to the Town's employees and members of the public at all times while performing work on the

Project in accordance with OSHA regulations, and shall contact the Town's Police Department if any public safety details protection may be necessary.

Guarantees:

- a. The Contractor guarantees the work under this Contract and the materials furnished by it for use in connection therewith to be free from defects or flaws for one year after the completion of the Contract. It is expressly understood, however, that this guarantee provision shall not absolve the Contractor from any liability to the Town arising out of a failure to substantially comply with the terms of the Contract.
- b. If at any time within said guaranty period, any part of the work constructed under the terms of this Contract shall in the opinion of the Town require repair due to defective work or materials furnished by the Contractor, the Town may notify the Contractor in writing to make the required repairs. If the Contractor shall neglect to start such repairs within ten days of the date of receipt of notice thereof and to complete the same to the satisfaction of the Town with reasonable dispatch, then the Town may employ other persons to make such repairs. The Town shall charge the expense thereof to the Contractor and may use any moneys still retained to pay for the same, and if such sum is insufficient, the Contractor shall be obligated to pay the balance thereof.

Indemnification: Notwithstanding the availability and policy limits of any insurance, the Contractor hereby agrees to defend, indemnify and hold harmless, including attorney's fees, the Town, its officers and employees ("Indemnified Parties") against any claims made or legal actions brought against an Indemnified Party(ies) by any person or entity as a result of or arising from injuries, damages, expenses and losses actually or allegedly incurred by such a person or entity ("Liabilities") arising out of or relating to the Contractor's performance or failure to perform pursuant to this Contract, except where the Liabilities are the result of the Indemnified Party's own direct and sole negligence. This obligation shall survive the termination, completion or expiration of this Contract. The Contractor shall promptly notify the Town of any claim or action brought in connection with this Contract and thereupon shall promptly take over and defend any such claim or action.

Payment Bond: The Contractor shall obtain and deposit with the Town a Payment Bond equal to fifty percent 50% of the total contract amount on a form prescribed by the Town.

Remedies of the Town:

- a. If the Contractor shall provide services in a manner which are not to the satisfaction of the Town, the Town may request that the Contractor redo the work at no additional cost to the Town until approved by the Town. If the Contractor shall fail to provide such services or shall provide services which are not satisfactory to the Town, in the alternative, may make any reasonable purchase or contract to purchase services in substitution of those due from the Contractor. The Town may deduct the cost of any substitute contract or nonperformance of services together with incidental and consequential damages from the contract price and shall withhold such damages from

sums due to become due. If after reasonable effort, the Town is unable to make any reasonable purchase or contract in substitution thereof, the Town may require the Contractor to deliver all completed work to date.

- b. If the damages sustained by the Town as determined by the Town exceed sums due or to become due, the Contractor shall pay the difference to the Town upon demand.

Post-Completion: Upon the completion of the Project, the Contractor shall at his own expense remove all equipment, temporary Contractor's buildings and sheds, fencing, rubbish and waste material in and about the area that has been worked and he shall leave the premises and the work performed all in a neat and proper condition.

Schedule: Before commencing the Project, the Contractor shall, if required, submit a schedule of operations for approval by the Town. The schedule shall show the methods and order of operations that the Contractor proposes to use. The approval of the schedule by the Town shall not be construed as relieving the Contractor from any responsibility.

Unanticipated Delay: Should the Contractor be obstructed or delayed in the prosecution of the work by any act or neglect on the part of the Town, or as a result of damage which may be caused by lightning, earthquake, rain, storm, or cyclone, then the time fixed for completion may be extended for a period equivalent to the time lost by reason of any of the foregoing causes. No such extension shall be made unless a claim therefor is presented in writing to the Town within forty-eight hours of the occurrence of such delay. The Contractor shall have no claim against the Town for damages on account of such delay. The duration of the extension itself must be certified in writing by the Town.

Contract Documents: The following, together with this Contract, form the Contract and all are as fully a part of the Contract as if attached to this Contract or herein repeated: the written solicitation for quotations, the Contractor's response to the solicitation for quotations, all documents submitted by the Contractor including all completed forms, the Statutory Provisions for Public Construction in Massachusetts attached as Exhibit B, and project description attached as Exhibit A.

Termination:

- a. If the Contractor shall be adjudged a bankrupt, or if he shall make a general assignment for the benefit of his creditors, or if a receiver of his property shall be appointed, or if the work to be done under the Contract shall be abandoned, or if the Contract or any part thereof shall be sublet without the previous written consent of the Town, or if the Contract or any claim thereunder shall be assigned by the Contractor otherwise than as herein specified, or if at any time the Town's Town Administrator shall be of the opinion that the work, or any part thereof, is unnecessarily or unreasonably delayed, or that the Contractor has violated any of the provisions of the Contract, the Town's Town Administrator, for and in behalf of the Town, may notify the Contractor to discontinue all work, or any part thereof; and thereupon the Contractor shall discontinue such work or such part thereof as the Town's Town Administrator may designate, remove his equipment, tools, supplies and materials as

the Town's Town Administrator directs, and the Town may thereupon, by contract or otherwise, as it may determine, complete the work, or such part thereof, and charge the entire expense of so completing the work or any part thereof to the Contractor.

- b. If the Town's Town Administrator shall certify by written notice to the Contractor that the rate of progress is not satisfactory, the Town may, instead of notifying the Contractor to discontinue all of the work or any part thereof, notify him from time to time to increase the force, equipment and plant, or any of them, employed on the whole or any part of the work, stating the amount of increase required. Unless the Contractor shall, within five days after such notice, increase his force, equipment and plant to the extent required therein, and maintain and employ the same from day to day until the completion of the work or such part thereof, or until the conditions of the work or such part thereof, or until the conditions as to the rate of progress shall, in the opinion of the Town's Town Administrator, be fulfilled, the Town may employ and direct the labors of such additional force, equipment and plant as may, in the opinion of the Town's Town Administrator, be necessary to insure the completion of the work or such part thereof within the time specified or at the earliest possible date thereafter, and charge the expense thereof to the Contractor. Neither the notice from the Town's Town Administrator to the Contractor to increase his force, equipment or plant nor the employment of additional force, equipment or plant by the Town shall be held to prevent a subsequent notice to the Contractor from the Town to discontinue the work under the provisions of the preceding portion of this section.
- c. All expenses charged under this section shall be deducted by the Town out of moneys then due or to become due the Contractor under this Contract, or any part thereof. In such accounting the Town shall not be obligated to obtain the lowest figures for the work of completed the Contract or any part thereof, or for insuring its proper completion, and all sums actually paid by the Town shall be charged to the Contractor. If the expense so charged is greater than the sum which would have been payable under the Contract, if the same had been completed by the Contractor, then the Contractor shall pay the amount of the excess to the Town upon completion of the work and without further demand being made therefor.
- d. This contract may be terminated at any time for the convenience of the Town at the option of the Town by delivering or mailing to the Contractor at the Contractor's business address a written notice of termination setting forth the date, not less than seven (7) days after the date of such delivery or mailing; when such termination for convenience occurs, the Contractor shall be compensated for all services rendered to the effective date of said termination in accordance with the rates of compensation specified in this contract.
- e. The Contractor shall not be relieved of liability to the Town by virtue of any termination of this Contract and any claim for damages against the Contractor relating to the Contractor's performance under this Contract shall survive any termination hereunder.

Authority to Authorize Change Orders and Adjustments: The Contractor shall perform all the work required in conformity with the plans and specifications provided by the Town. This Contract may be amended only by a written Change Order, mutually agreed upon and duly executed by the parties hereto. No modifications, waiver or alternation of the Contract or any term herein shall be enforceable unless it is in writing, as a Change Order, and duly executed by both the Town and the Contractor. An executed Change Order shall constitute a final settlement of all matters relating to the change in the Work that is the subject of the Change Order.

Assignment: The Contractor shall not assign, subcontract, or in any way transfer any interest in this Contract without the prior written consent of the Town.

Massachusetts Law: This Contract shall be construed in accordance with and shall be governed by the laws of the Commonwealth of Massachusetts. Wherever applicable law mandates the inclusion of any term into a contract for the Project, this Contract shall be deemed to include such term or. To whatever extent any provision of this Contract shall be inconsistent with any law or regulation limiting the power or liability of cities, towns and/or Towns, such law or regulation shall control.

Prevailing Wages: This Contract is subject to the Massachusetts Prevailing Wage Statute, M.G.L. c. 149, § 27 and the Contractor shall pay applicable wages as set forth in the schedule of wages included in the Bidding Documents.

REAP Certification: Pursuant to M.G.L. c. 62C, § 49A, the individual signing this Contract on behalf of the Contractor certifies, under the penalties of perjury, that, to the best of his/her knowledge and belief, the Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Conflict of Interest: The Contractor's attention is called to M.G.L. c. 268A. The Contractor shall not act in collusion with any Town officer, agent, employee, or any party regarding this Contract, nor shall the Contractor make gifts regarding this Contract or any other matter in which the Town has a direct or substantial interest.

Independent Contractor: The Town and the Contractor intend that the relationship established between them pursuant to this Contract shall be that of client and independent contractor. No agent, employee, or servant of the Contractor shall be or shall be deemed to be an employee, agent or servant of the Town. For the limited purposes of M.G.L. c. 268A, the Contractor shall be considered a "municipal employee."

Liability of Public Officials: To the full extent permitted by law, no official, employee, agent or representative of the Town shall be individually or personally liable on any obligation of the Town under this contract.

Notices: All notices under this Contract shall be in writing and shall be deemed received (i) upon delivery in hand, (ii) one business day after being sent by reputable overnight delivery or courier service providing for receipted delivery, or (iii) two business days after being sent by certified or registered mail, return receipt requested, postage prepaid, or (iv) the same

business day after being sent by facsimile with confirmation of receipt; and addressed as follows:

To the Town:

Town Administrator
511 Main Street
Dunstable MA 01827

To the Contractor:

Mark Marrama
President
Capital Carpet and Flooring Specialists, Inc.
64 Industrial Way
Wilmington, MA 01887

Entire Contract: This Contract constitutes the entire Contract between the parties with respect to the matters addressed herein.

EXECUTED by the parties and effective as of the date first written above.

TOWN OF DUNSTABLE

By: _____
Ron Mikol,
Chair, Board of Selectmen, Duly Authorized
by Vote of the Dunstable Board of Selectmen
on _____

By: _____
Name: Mark Marrama
Title: President
[Attach evidence of Authority]

Certification Pursuant to M.G.L. c. 44, § 31C:

Funds for this Contract are available
in Account No. _____

By: _____

EXHIBIT A

PROJECT DESCRIPTION

Materials contained in the scope of work must be used as part of this project or, alternatively, materials that are equivalent to the quality and cost to what is referenced below can be used.

Summary of Project and Requirements:

- Scrape up old VCT for entire project and dispose of material.
- Remove old cove base with care not to damage walls.
- Furniture Removal and Reset (No Electronics)
- Repair and level sub floor after VCT removal.
- Install Milliken EUC122-LVP with 28mil wear layer in front entry(16x8),kitchen area (15x10), hall (5x8), bathroom 1 (7x8), bathroom 2 (7x8) and front lobby(16x8). Approximately 445sq feet. Using appropriate adhesive.
- Install Shaw Practical Carpet Tile #54924 in Chiefs office (11x18), Operations room (10x12) and Squad room (26x22). Approximately 652sq feet.
- Install new 4-inch Cove base with toe. Using appropriate adhesive. Approximately 275 linear feet.
- Clean up and removal of all materials and scraps caused by the construction.
- Floor must include a minimum of a 5-year warranty.

EXHIBIT B

STATUTORY PROVISIONS FOR PUBLIC CONSTRUCTION CONTRACTS IN MASSACHUSETTS

The following provisions are required by or are intended to be consistent with requirements of Massachusetts statutes governing public construction contracts in the Commonwealth of Massachusetts (hereinafter referred to as the "Commonwealth"). Any other provisions required by statute to be included herein shall be deemed to be so included. In addition, the parties recognize that other rights, duties, and obligations with respect to public construction contracts are provided for by statute, notwithstanding the fact that they are not provided for in the Contract.

In case of conflict between the provisions of these Statutory Provisions and other provisions in the Contract, the provisions of these Statutory Provisions shall govern. In case of conflict between the provisions of these Statutory Provisions and the provisions of any applicable statute, the statutory provisions shall govern.

Where the terms "Awarding Authority" or "Contracting Authority" appear in the following paragraphs, it shall be taken as meaning the Town. Where the term "General Contractor" appears in the following paragraphs, it shall be taken as meaning the Contractor.

ARTICLE I - PAYMENT, CONTRACT ADMINISTRATION, etc.

- 1.1 Specifications – "or equal" (Statutory reference: c. 30, §39M). Where products or materials are prescribed by manufacturer name, trade name, or catalog reference, the word "or approved equal" shall be understood to follow. An item shall be considered equal to the item so named or described if, in the opinion of the Architect:
- a. it is at least equal in quality, durability, appearance, strength and design;
 - b. it performs at least equally the function imposed in the general design for the Work; and
 - c. it conforms substantially, even with deviations, to the detailed requirements for the items as indicated by the specifications.

Any structural or mechanical changes made necessary to accommodate substituted equipment under this paragraph shall be at the expense of the Contractor or Subcontractor responsible for the Work item. See other paragraphs of General and Supplement to General Conditions for procedures to be used in determining compliance with the standards of this paragraph.

- 1.2 Delays. (Statutory reference: c.30, §39O). This Paragraph 1.2 applies to every contract subject to M.G.L. c.30, §39M and to every contract subject to c.149, §§44A through 44H.

Except as otherwise provided by law and by this Paragraph 1.2, the Contractor shall not be entitled to damages on account of any hindrances or delays, avoidable or unavoidable; but if such delay be occasioned by the Awarding Authority, the Contractor may be

entitled to an extension of time only, in which to complete the Work, to be determined by the Architect. In the event a suspension, delay, interruption or failure to act of the Awarding Authority increases the cost of performance to any Subcontractor, that Subcontractor shall have the same rights against the Contractor for payment for an increase in the cost of his performance as provisions (a) and (b) give the Contractor against the Awarding Authority, but nothing in provisions (a) and (b) shall in any way change, modify or alter any other rights which the Contractor or the Subcontractor may have against each other.

- (a) The Awarding Authority may order the Contractor in writing to suspend, delay, or interrupt all or any part of the Work for such period of time as it may determine to be appropriate for the convenience of the Awarding Authority; provided, however, that if there is a suspension, delay or interruption for fifteen days or more or due to a failure of the Awarding Authority to act within the time specified in this Contract, the Awarding Authority shall make an adjustment in the contract price for any increase in the cost of performance of this contract but shall not include any profit to the Contractor on such increase; and provided further, that the Awarding Authority shall not make any adjustment in the contract price under this provision for any suspension, delay, interruption or failure to act to the extent that such is due to any cause for which this contract provides for an equitable adjustment of the contract price under any other contract provisions.
- (b) The Contractor must submit the amount of a claim under provision (a) to the Awarding Authority in writing as soon as practicable after the end of the suspension, delay, interruption or failure to act and, in any event, not later than the date of Final Payment under this Contract, and except for costs due to a suspension order, the Awarding Authority shall not approve any costs in the claim incurred more than twenty days before the Contractor notified the Awarding Authority in writing of the actor failure to act involved in the claim.

1.3 Deviations. (Statutory reference: M.G.L. c.30, §39I). This Paragraph 1.3 applies to every contract for the construction, alteration, maintenance, repair or demolition of, or addition to, any public building or public works for the Commonwealth or any political subdivision thereof.

The Contractor shall perform all the Work required by this contract in conformity with the plans and specifications contained herein. No willful and substantial deviation from said plans and specifications shall be made unless authorized in writing by the Awarding Authority or by the engineer or architect in charge of the Work who is duly authorized by the Awarding Authority to approve such deviations. In order to avoid delays in the

prosecution of the Work required by such contract such deviation from the plans or specifications may be authorized by a written order of the Awarding Authority or such engineer or architect so authorized to approve such deviation. Within thirty days thereafter, such written order shall be confirmed by a certificate of the Awarding Authority stating: (1) If such deviation involves any substitution or elimination of materials, fixtures or equipment, the reasons why such materials, fixtures or equipment were included in the first instance and the reasons for substitution or elimination, and, if the deviation is of any other nature, the reasons for such deviation, giving justification therefor; (2) that the specified deviation does not materially injure the project as a whole; (3) that either the Work substituted for the Work specified is of the same cost and quality, or that an equitable adjustment has been agreed upon between the Awarding Authority and the Contractor and the amount in dollars of said adjustment; and (4) that the deviation is in the best interest of the Awarding Authority. Such certificate shall be signed under the penalties of perjury and shall be a permanent part of the file record of the Work contracted for.

- 1.4 Finality of Decisions by Awarding Authority or Architect (Statutory reference: M.G.L. c.30, §39J). This Paragraph 1.4 applies to every contract for the construction, reconstruction, alteration, remodeling, repair or demolition of any public building or public works by the Commonwealth or by any county, city, district, board, commission, or other public body, when the amount of the contract exceeds the amount stated in M.G.L. c.30, §39J.

Notwithstanding any contrary provision of this contract, no decision by the Awarding Authority or by the Architect on a dispute, whether of fact or of law, arising under said contract shall be final or conclusive if such decision is made in bad faith, fraudulently, capriciously, or arbitrarily, is unsupported by substantial evidence, or is based upon error of law.

- 1.5 Differing Site Conditions (Statutory reference: M.G.L. c.30, §39N). This Paragraph 1.5 applies to every contract subject to M.G.L. c.30, §39M and to every contract subject to M.G.L. c.149, §§44A through 44H.

If, during the progress of the Work, the Contractor or the Awarding Authority discovers that the actual subsurface or latent physical conditions encountered at the site differ substantially or materially from those shown on the plans or indicated in the Contract Documents, either the Contractor or the Awarding Authority may request an equitable adjustment in the contract price of the contract applying to Work affected by the differing site conditions. A request for such an adjustment shall be in writing and shall be delivered by the party making such claim to the other party as soon as possible after such conditions are discovered. Upon receipt of such a claim from a Contractor, or upon its own initiative, the Awarding Authority shall make an investigation of such physical conditions, and, if they differ substantially or materially from those shown on the plans or indicated in the Contract Documents or from those ordinarily encountered and generally recognized as inherent in Work of the character provided for in the plans and Contract

Documents and are of such a nature as to cause an increase or decrease in the cost of performance of the Work or a change in the construction methods required for the performance of the Work which results in an increase or decrease in the cost of the Work, the Awarding Authority shall make an equitable adjustment in the contract price and the contract shall be modified in writing accordingly.

- 1.6 Timely Decision by Awarding Authority (Statutory reference: M.G.L. c.30, §39P). This Paragraph 1.6 applies to every contract subject to M.G.L. c.30, §39M and to every contract subject to M. G. L. c.149, §§44A through 44H.

In every case in which this contract requires the Awarding Authority, any official, its architect or engineer to make a decision on interpretation of the specifications, approval of equipment, material or any other approval, or progress of the Work, the decision shall be made promptly and, in any event, no later than thirty days after the written submission for decision; but if such decision requires extended investigation and study, the Awarding Authority, the official, architect or engineer shall, within thirty days after the receipt of the submission, give the party making the submission written notice of the reasons why the decision cannot be made within the thirty-day period and the date by which the decision will be made.

- 1.7 Certificate of Appropriation (Statutory reference: M.G.L. c.44, §31C). This Paragraph 1.7 applies to contracts for construction, reconstruction, alteration, remodeling, repair or demolition of any public building or public work by any city or town costing more than the amount set forth in M.G.L. c.44, §31C.

This contract shall not be deemed to have been made until the auditor or accountant or other official of the city or town having similar duties has certified thereon that an appropriation in the amount of this contract is available therefor. No order to the Contractor for a change in or addition to the Work, whether in the form of a drawing, plan, detail or any other written instruction, unless it is an order which the Contractor is willing to perform without any increase in the contract price, shall be deemed to be given until the auditor or accountant, or other officer of the Awarding Authority having similar duties, has certified thereon that an appropriation in the amount of such order is available therefor, but such certificate shall not be taken as an admission by the Awarding Authority of its liability to pay for such Work. The certificate of the auditor or accountant or other officer of the Awarding Authority having similar duties, that an appropriation in the amount of such order is available shall bar any defense by the Awarding Authority on the ground of insufficient appropriation.

- 1.8 Method of Payment – Building Projects (Statutory reference: M.G.L. c.30, §39K).

Every contract for the construction, reconstruction, alteration, remodeling, repair or demolition of any public building by the commonwealth, or by any county, city, town, district, board, commission or other public body, when the amount is more than five thousand dollars in the case of the commonwealth and more than two thousand dollars in

the case of any county, city, town, district, board, commission or other public body, shall contain the following paragraph:

Within fifteen days (30 days in the case of the commonwealth, including local housing authorities) after receipt from the Contractor, at the place designated by the Awarding Authority if such a place is so designated, of a periodic estimate requesting payment of the amount due for the preceding month, the Awarding Authority will make a periodic payment to the Contractor for the work performed during the preceding month and for the materials not incorporated in the work but delivered and suitably stored at the site (or at some location agreed upon in writing) to which the Contractor has title or to which a subcontractor has title and has authorized the Contractor to transfer title to the Awarding Authority, upon certification by the Contractor that he is the lawful owner and that the materials are free from all encumbrances, but less (1) a retention based on its estimate of the fair value of its claims against the Contractor and less (2) a retention for direct payments to subcontractors based on demands for same in accordance with the provisions of section thirty-nine F, and less (3) a retention not exceeding five per cent of the approved amount of the periodic payment.

After the receipt of a periodic estimate requesting final payment and within sixty-five days after (a) the Contractor fully completes the work or substantially completes the work so that the value of the work remaining to be done is, in the estimate of the Awarding Authority, less than one per cent of the original contract price, or (b) the Contractor substantially completes the work and the Awarding Authority takes possession for occupancy, whichever occurs first, the Awarding Authority shall pay the Contractor the entire balance due on the contract less (1) a retention based on its estimate of the fair value of its claims against the Contractor and of the cost of completing the incomplete and unsatisfactory items of work and less (2) a retention for direct payments to subcontractors based on demands for same in accordance with the provisions of section thirty-nine F, or based on the record of payments by the Contractor to the subcontractors under this contract if such record of payment indicates that the Contractor has not paid subcontractors as provided in section thirty-nine F of MGL c. 30. If the Awarding Authority fails to make payment as herein provided, there shall be added to each such payment daily interest at the rate of three percentage points above the rediscount rate than charged by the Federal Reserve Bank of Boston commencing on the first day after said payment is due and continuing until the payment is delivered or mailed to the Contractor; provided, that no interest shall be due, in any event, on the amount due on a periodic estimate for final payment until fifteen days (twenty-four days in the case of the commonwealth) after receipt of such a periodic estimate from the Contractor, at the place designated by the Awarding Authority if such a place is so designated. The Contractor agrees to pay to each subcontractor a portion of any such interest paid in accordance with the amount due each subcontractor.

The Awarding Authority may make changes in any periodic estimate submitted by the Contractor and the payment due on said periodic estimate shall be computed in accordance with the changes so made, but such changes or any requirement for a corrected periodic estimate shall not affect the due date for the periodic payment or the date for the commencement of interest charges on the amount of the periodic payment

computed in accordance with the changes made, as provided herein; provided, that the Awarding Authority may, within seven days after receipt, return to the Contractor for correction, any periodic estimate which is not in the required form or which contains computations not arithmetically correct and, in that event, the date of receipt of such periodic estimate shall be the date of receipt of the corrected periodic estimate in proper form and with arithmetically correct computations. The date of receipt of a periodic estimate received on a Saturday shall be the first working day thereafter. The provisions of section thirty-nine G shall not apply to any contract for the construction, reconstruction, alteration, remodeling, repair or demolition of any public building to which this section applies.

All periodic estimates shall be submitted to the Awarding Authority, or to its designee as set forth in writing to the Contractor, and the date of receipt by the Awarding Authority or its designee shall be marked on the estimate. All periodic estimates shall contain a separate item for each filed subtrade and each sub-subtrade listed in sub-bid form as required by specifications and a column listing the amount paid to each subcontractor and sub-subcontractor as of the date the periodic estimate is filed. The person making payment for the Awarding Authority shall add the daily interest provided for herein to each payment for each day beyond the due date based on the date of receipt marked on the estimate.

A certificate of the architect to the effect that the Contractor has fully or substantially completed the work shall, subject to the provisions of section thirty-nine J, be conclusive for the purposes of this section.

Notwithstanding the provisions of this section, at any time after the value of the work remaining to be done is, in the estimation of the Awarding Authority, less than 1 per cent of the adjusted contract price, or the Awarding Authority has determined that the Contractor has substantially completed the work and the Awarding Authority has taken possession for occupancy, the Awarding Authority may send to the general Contractor by certified mail, return receipt requested, a complete and final list of all incomplete and unsatisfactory work items, including, for each item on the list, a good faith estimate of the fair and reasonable cost of completing such item. The general Contractor shall then complete all such work items within 30 days of receipt of such list or before the contract completion date, whichever is later. If the general Contractor fails to complete all incomplete and unsatisfactory work items within 45 days after receipt of such items furnished by the Awarding Authority or before the contract completion date, whichever is later, subsequent to an additional 14 days' written notice to the general Contractor by certified mail, return receipt requested, the Awarding Authority may terminate the contract and complete the incomplete and unsatisfactory work items and charge the cost of same to the general Contractor and such termination shall be without prejudice to any other rights or remedies the Awarding Authority may have under the contract. The Awarding Authority shall note any such termination in the evaluation form to be filed by the Awarding Authority pursuant to the provisions of section 44D of chapter 149.

- 1.9 Direct Payment (Statutory reference: M.G.L. c.30, §39F). This Paragraph 1.9 applies to every contract awarded pursuant to M.G.L. c.149, §§44A through 44H, and (with the exception of Subparagraph 1.9.9) to every contract awarded pursuant to M.G.L. c.30, §39M.
- 1.9.1 Forthwith after the Contractor receives payment on account of a periodic estimate, the Contractor shall pay to each Subcontractor the amount paid for the labor performed and the materials furnished by that Subcontractor, less any amount specified in any court proceedings barring such payment and also less any amount claimed due from the Subcontractor by the Contractor.
- 1.9.2 Not later than the sixty-fifth day after each Subcontractor substantially completes his Work in accordance with the plans and specifications, the entire balance due under the subcontract, less amounts retained by the Awarding Authority as the estimated cost of completing the incomplete and unsatisfactory items of Work, shall be due the Subcontractor; and the Awarding Authority shall pay that amount to the Contractor. The Contractor shall forthwith pay to the Subcontractor the full amount received from the Awarding Authority less any amount specified in any court proceedings barring such payment and also less any amount claimed due from the Subcontractor by the Contractor.
- 1.9.3 Each payment made by the Awarding Authority to the Contractor pursuant to Subparagraphs 1.9.1 and 1.9.2 of this Paragraph 1.9 for the labor performed and the materials furnished by a Subcontractor shall be made to the Contractor for the account of that Subcontractor; and the Awarding Authority shall take reasonable steps to compel the Contractor to make each such payment to each such Subcontractor. If the Awarding Authority has received a demand for direct payment from a Subcontractor for any amount which has already been included in a payment to the Contractor or which is to be included in a payment to the Contractor for payment to the Subcontractor as provided in subparagraphs 1.9.1 and 1.9.2, the Awarding Authority shall act upon the demand as provided in this Paragraph 1.9.
- 1.9.4 If, within seventy days after the Subcontractor has substantially completed the subcontract Work, the Subcontractor has not received from the Contractor the balance due under the subcontract including any amount due for extra labor and materials furnished to the Contractor, less any amount retained by the Awarding Authority as the estimated cost of completing the incomplete and unsatisfactory items of Work, the Subcontractor may demand direct payment of that balance from the Awarding Authority. The demand shall be by a sworn statement delivered to or sent by certified mail to the Awarding Authority, and a copy shall be delivered to or sent by certified mail to the Contractor at the same time. The demand shall contain a detailed breakdown of the balance, due under the subcontract and also a statement of the status of completion of the subcontract Work. Any demand made after substantial completion of the subcontract Work shall be valid even if delivered or mailed prior to the seventieth day after the Subcontractor has substantially completed the subcontract work. Within ten days after the Subcontractor has delivered or so mailed the demand to the Awarding Authority and

delivered or so mailed a copy to the Contractor, the Contractor may reply to the demand. The reply shall be a sworn statement delivered to or sent by certified mail to the Awarding Authority, and a copy shall be delivered to or sent by certified mail to the Subcontractor at the same time. The reply shall contain a detailed breakdown of the balance due under the subcontract, including any amount due for extra labor and materials furnished to the Contractor and of the amount due for each claim made by the Contractor against the Subcontractor.

- 1.9.5 Within fifteen days after receipt of the demand by the Awarding Authority, but in no event prior to the seventieth day after substantial completion of the subcontract work, the Awarding Authority shall make direct payment to the Subcontractor of the balance due under the subcontract, including any amount due for extra labor and materials furnished to the Contractor, less any amount (i) retained by the Awarding Authority as the estimated cost of completing the incomplete or unsatisfactory items of work, (ii) specified in any court proceedings barring such payment, or (iii) disputed by the Contractor in the sworn reply; provided that the Awarding Authority shall not deduct from a direct payment any amount as provided in part (iii) if the reply is not sworn to, or for which the sworn reply does not contain the detailed breakdown required by Subparagraph 1.9.4. The Awarding Authority shall make further direct payments to the Subcontractor forthwith after the removal of the basis for deduction from direct payments made as provided in parts (i) and (ii) of this subparagraph.
- 1.9.6 The Awarding Authority shall forthwith deposit the amounts deducted from a direct payment as provided in part (iii) of Subparagraph 1.9.5 in an interest-bearing joint account in the names of the Contractor and the Subcontractor in bank in Massachusetts selected by the Awarding Authority or agreed upon by the Contractor and the Subcontractor and shall notify the Contractor and the Subcontractor of the date of the deposit and the bank receiving the deposit. The bank shall pay the amount in the account, including accrued interest, as provided in an agreement between the Contractor and the Subcontractor or as determined by decree of a court of competent jurisdiction.
- 1.9.7 All direct payments and all deductions from demands for direct payments deposited in an interest-bearing account or accounts in a bank pursuant to Subparagraph 1.9.6 shall be made out of amounts payable to the Contractor at the time of receipt of a demand for direct payment from a Subcontractor and out of amounts which later become payable to the Contractor and in the order of receipt of such demands from subcontractors. All direct payments shall discharge the obligation of the Awarding Authority to the Contractor to the extent of such payment.
- 1.9.8 The Awarding Authority shall deduct from payments to a Contractor amounts which, together with the deposits in interest-bearing accounts pursuant to subparagraph 1.9.6, are sufficient to satisfy all unpaid balances of demands for direct payment received from Subcontractors. All such amounts shall be earmarked for such direct payments, and the

Subcontractors shall have a right in such deductions prior to any claims against such amounts by creditors of the Contractor.

- 1.9.9. If the Subcontractor does not receive payment as provided in Subparagraph 1.9.1 or if the Contractor does not submit a periodic estimate for the value of the labor or materials performed or furnished by the Subcontractor and the Subcontractor does not receive payment for same when due less the deductions provided for in Subparagraph 1.9.1, the Subcontractor may demand direct payment by following the procedure in subparagraph 1.9.4 and the Contractor may file a sworn reply as provided in that same Subparagraph. A demand made after the first day of the month following that for which the Subcontractor performed or furnished the labor and materials for which the Subcontractor seeks payment shall be valid even if delivered or mailed prior to the time payment was due on a periodic estimate from the Contractor. Thereafter the Awarding Authority shall proceed as provided in Subparagraphs 1.9.5, 1.9.6, 1.9.7 and 1.9.8.
- 1.9.10 Any assignment by a Subcontractor of the rights under this section to a surety company furnishing a bond under the provisions of M.G.L. c.149, §29 shall be invalid. The assignment and subrogation rights of the surety to amounts included in a demand for direct payment which are in the possession of the Awarding Authority or which are on deposit pursuant to Subparagraph 1.9.6 shall be subordinate to the rights of all Subcontractors who are entitled to be paid under this section and who have not been paid in full.
- 1.9.11 "Subcontractor" as used in this Paragraph 1.9, (i) for contracts awarded as provided in M.G.L. C.149, §§44A-44H, inclusive, shall mean a person who files a sub-bid and receives a subcontract as a result of that filed sub-bid or who is approved by the Awarding Authority in writing as a person performing labor or both performing labor and furnishing materials pursuant to a contract with the Contractor, (ii) for contracts awarded as provided in M.G.L. c.30, §39M, paragraph (a) shall mean a person approved by the Awarding Authority in writing as a person performing labor or both performing labor and furnishing materials pursuant to a contract with the Contractor, and (iii) for contracts with the Commonwealth not awarded as provided in M.G.L. c.149, §§44A-44H. inclusive, shall also mean a person contracting with the Contractor to supply materials used or employed in a public works project for a price in excess of five thousand dollars (\$5,000.00).
- 1.9.12 A Contractor or a Subcontractor shall enforce a claim to any portion of the amount of a demand for direct payment deposited as provided in subparagraph 1.9.6 by a petition in equity in the superior court against the other and the bank shall not be a necessary party. A Subcontractor shall enforce a claim for direct payment or a right to require a deposit as provided in subparagraph 1.9.6 by a petition in equity in the superior court against the awarding authority and the Contractor shall not be a necessary party. Upon motion of any party the court shall advance for speedy trial any petition filed as provided in this paragraph. M.G.L. c.231, §§59 and 59B shall apply to such petitions. The court shall enter an interlocutory decree upon which execution shall issue for any part of a claim

found due pursuant to §§59 and 59B and, upon motion of any party, shall advance for speedy trial the petition to collect the remainder of the claim. Any party aggrieved by such interlocutory decree shall have the right to appeal therefrom as from a final decree. The court shall not consolidate for trial the petition of any Subcontractor with the petition of one or more Subcontractors or the same general contract unless the court finds that a substantial portion of the evidence of the same events during the course of construction (other than the fact that the claims sought to be consolidated arise under the same general contract) is applicable to the petitions sought to be consolidated and that such consolidation will prevent unnecessary duplication of evidence. A decree in any such proceeding shall not include interest on the disputed amount deposited in excess of the interest earned for the period of any such deposit. No person except a Subcontractor filing a demand for direct payment for which no funds due the Contractor are available for direct payment shall have a right to file a petition in a court of equity against the awarding authority claiming a demand for direct payment is premature, and such Subcontractor must file the petition before the awarding authority has made a direct payment to the Subcontractor and has made a deposit of the disputed portion as provided in part (iii) of Subparagraph 1.9.5 and in Subparagraph 1.9.6.

- 1.9.13 In any petition to collect any claim for which a Subcontractor has filed a demand for direct payment the court shall, upon motion of the Contractor, reduce by the amount of any deposit of a disputed amount by the awarding authority as provided in part (iii) of Subparagraph 1.9.5 and in Subparagraph 1.9.6 any amount held under a trustee writ or pursuant to a restraining order or injunction.

Payments – Public Works Projects (Statutory Reference: MGL Section 39G).

- 1.9.14 Upon substantial completion of the work required by a contract with the commonwealth, or any agency or political subdivision thereof, for the construction, reconstruction, alteration, remodeling, repair or improvement of public ways, including bridges and other highway structures, sewers and, water mains, airports and other public works, the contractor shall present in writing to the awarding authority its certification that the work has been substantially completed. Within twenty-one days thereafter, the awarding authority shall present to the contractor either a written declaration that the work has been substantially completed or an itemized list of incomplete or unsatisfactory work items required by the contract sufficient to demonstrate that the work has not been substantially completed. The awarding authority may include with such list a notice setting forth a reasonable time, which shall not in any event be prior to the contract completion date, within which the contractor must achieve substantial completion of the work. In the event that the awarding authority fails to respond, by presentation of a written declaration or itemized list as aforesaid, to the contractor's certification within the twenty-one day period, the contractor's certification shall take effect as the awarding authority's declaration that the work has been substantially completed.

- 1.9.15 Within sixty-five days after the effective date of a declaration of a substantial completion, the awarding authority shall prepare and forthwith send to the contractor for acceptance a substantial completion estimate for the quantity and price of the work done and all but one per cent retainage on that work, including the quantity, price and all but one per cent retainage for the undisputed part of each work item and extra work item in dispute but excluding the disputed part thereof, less the estimated cost of completing all incomplete and unsatisfactory work items and less the total periodic payments made to date for the work. The awarding authority also shall deduct from the substantial completion estimate an amount equal to the sum of all demands for direct payment filed by subcontractors and not yet paid to subcontractors or deposited in joint accounts pursuant to section thirty-nine F, but no contract subject to said section thirty-nine F shall contain any other provision authorizing the awarding authority to deduct any amount by virtue of claims asserted against the contract by subcontractors, material suppliers or others.
- 1.9.16 If the awarding authority fails to prepare and send to the contractor any substantial completion estimate required by this section on or before the date herein above set forth, the awarding authority shall pay to the contractor interest on the amount which would have been due to the contractor pursuant to such substantial completion estimate at the rate of three percentage points above the rediscount rate then charged by the Federal Reserve Bank of Boston from such date to the date on which the awarding authority sends that substantial completion estimate to the contractor for acceptance or to the date of payment therefor, whichever occurs first. The awarding authority shall include the amount of such interest in the substantial completion estimate.
- 1.9.17 Within fifteen days after the effective date of the declaration of substantial completion, the awarding authority shall send to the contractor by certified mail, return receipt requested, a complete list of all incomplete or unsatisfactory work items, and, unless delayed by causes beyond his control, the contractor shall complete all such work items within forty-five days after the receipt of such list or before the then contract completion date, whichever is later. If the contractor fails to complete such work within such time, the awarding authority may, subsequent to seven days' written notice to the contractor by certified mail, return receipt requested, terminate the contract and complete the incomplete or unsatisfactory work items and charge the cost of same to the contractor.
- 1.9.18 Within thirty days after receipt by the awarding authority of a notice from the contractor stating that all of the work required by the contract has been completed, the awarding authority shall prepare and forthwith send to the contractor for acceptance a final estimate for the quantity and price of the work done and all retainage on that work less all payments made to date, unless the awarding authority's inspection shows that work items required by the contract remain incomplete or unsatisfactory, or that documentation required by the contract has not been completed. If the awarding authority fails to prepare and send to the contractor the final estimate within thirty days after receipt of notice of completion, the awarding authority shall pay to the contractor interest on the amount

which would have been due to the contractor pursuant to such final estimate at the rate hereinabove provided from the thirtieth day after such completion until the date on which the awarding authority sends the final estimate to the contractor for acceptance or the date of payment therefor, whichever occurs first, provided that the awarding authority's inspection shows that no work items required by the contract remain incomplete or unsatisfactory. Interest shall not be paid hereunder on amounts for which interest is required to be paid in connection with the substantial completion estimate as hereinabove provided. The awarding authority shall include the amount of the interest required to be paid hereunder in the final estimate.

- 1.9.19 The awarding authority shall pay the amount due pursuant to any substantial completion or final estimate within thirty-five days after receipt of written acceptance for such estimate from the contractor and shall pay interest on the amount due pursuant to such estimate at the rate hereinabove provided from that thirty-fifth day to the date of payment. Within 15 days, 30 days in the case of the commonwealth, after receipt from the contractor, at the place designated by the awarding authority, if such place is so designated, of a periodic estimate requesting payment of the amount due for the preceding periodic estimate period, the awarding authority shall make a periodic payment to the contractor for the work performed during the preceding periodic estimate period and for the materials not incorporated in the work but delivered and suitably stored at the site, or at some location agreed upon in writing, to which the contractor has title or to which a subcontractor has title and has authorized the contractor to transfer title to the awarding authority, upon certification by the contractor that he is the lawful owner and that the materials are free from all encumbrances. The awarding authority shall include with each such payment interest on the amount due pursuant to such periodic estimate at the rate herein above provided from the due date. In the case of periodic payments, the contracting authority may deduct from its payment a retention based on its estimate of the fair value of its claims against the contractor, a retention for direct payments to subcontractors based on demands for same in accordance with the provisions of section thirty-nine F, and a retention to secure satisfactory performance of the contractual work not exceeding five per cent of the approved amount of any periodic payment, and the same right to retention shall apply to bonded subcontractors entitled to direct payment under section thirty-nine F of chapter thirty; provided, that a five per cent value of all items that are planted in the ground shall be deducted from the periodic payments until final acceptance.
- 1.9.20 No periodic, substantial completion or final estimate or acceptance or payment thereof shall bar a contractor from reserving all rights to dispute the quantity and amount of, or the failure of the awarding authority to approve a quantity and amount of, all or part of any work item or extra work item.
- 1.9.21 Substantial completion, for the purposes of this section, shall mean either that the work required by the contract has been completed except for work having a contract price of

less than one per cent of the then adjusted total contract price, or substantially all of the work has been completed and opened to public use except for minor incomplete or unsatisfactory work items that do not materially impair the usefulness of the work required by the contract.

ARTICLE 2 - WAGES AND EMPLOYMENT PRACTICES

- 2.1 Preference To Veterans and Citizens In Public Works; Rate of Wages. (Statutory reference: M.G.L. c.149, §26). This Paragraph applies to every contract or subcontract for the construction of public works by the Commonwealth or by a county, town or district, or by persons contracting or subcontracting for such works.
- 2.1.1 In the employment of mechanics and apprentices, teamsters, chauffeurs and laborers, in the construction of public works by the Commonwealth or by a county, town, authority or district, or by persons contracting or subcontracting such work, preference shall first be given to citizens of the Commonwealth who have been residents of the Commonwealth for at least six months at the commencement of their employment, who are male veterans as defined in M.G.L. c.4, §7, clause 43, and who are qualified to perform the work to which the employment relates; and secondly, to citizens of the Commonwealth generally who have been residents of the Commonwealth for at least six months at the commencement of their employment, and if they cannot be obtained in sufficient numbers, then to citizens of the United States, and every contract for such work shall contain a provision to this effect. Each county, town, authority or district in the construction of public works, or persons contracting or subcontracting for such works, shall give preference to veterans and citizens who are residents of such county, town or district.
- 2.1.2 The rate per hour of the wages paid to said mechanics and apprentices, teamsters, chauffeurs and laborers in the construction of public works shall not be less than the rate or rates of wages to be determined by the Commissioner of Labor and Industries as hereinafter provided; provided, that the wages paid to laborers employed on said works shall not be less than those paid to laborers in the municipal service of the town or towns where said works are being constructed; provided, further, that where the same public work is to be constructed in two or more towns, the wages paid to laborers shall not be less than those paid to laborers in the municipal service of the town paying the highest rate; provided further, that if, in any of the towns where the works are to be constructed, a wage rate or wage rates have been established in certain trades and occupations by collective agreements or understandings between organized labor and employers, the rate or rates to be paid on said works shall not be less than the rates so established; provided, further, that in towns where no such rate or rates have been so established, the wages paid to mechanics, teamsters, chauffeurs and laborers on public works, shall not be less than the wages paid to the employees in the same trades and occupations by private employers engaged in the construction industry. This section shall also apply to regular employees of the Commonwealth or of a county, town, authority or district, when such employees

are employed in the construction, addition to or alteration of public buildings for which special appropriations of more than one thousand dollars are provided. Payments by employers to health and welfare plans, pension plans and supplementary unemployment benefit plans under collective bargaining agreements or understandings between organized labor and employers shall be included for the purpose of establishing minimum wage rates as herein provided.

2.2 List of Jobs; Classifications; Determination of Rate of Wages; Schedule. (Statutory reference: M.G.L. c.149, §27). This Paragraph applies to every contract or subcontract for the construction of public works by the Commonwealth, or by a county, town or district.

The Commissioner of Labor and Industries shall prepare, for the use of such public officials or public bodies whose duty it shall be to cause public works to be constructed, a list of the several jobs usually performed on various types of public works upon which mechanics and apprentices, teamsters, chauffeurs and laborers are employed, including the transportation of gravel or fill to the site of said public works, or the removal of surplus gravel or fill from such site. The Commissioner shall classify said jobs, and he may revise such classifications from time to time, as he may deem advisable. Prior to awarding a contract for the construction of public works, said public official or public body shall submit to the Commissioner a list of the jobs upon which mechanics and apprentices, teamsters, chauffeurs, and laborers are to be employed, and shall request the Commissioner to determine the rate of wages to be paid on each job. Said rates shall apply to all persons engaged in transporting gravel or fill to the site of said public works or removing gravel or fill from such site, regardless of whether such persons are employed by a contractor or subcontractor, or are independent contractors or owner-operators. The Commissioner, subject to the provisions of Paragraph 2.1 of these Statutory Conditions, shall proceed forthwith to determine the same, and shall furnish said official or public body with a schedule of such rate or rates of wages as soon as said determination shall have been made. In advertising or calling for bids for said works, the awarding official or public body shall incorporate said schedule in the advertisement or call for bids by an appropriate reference thereto, and shall furnish a copy of said schedule without cost, to any person requesting the same. Said schedule shall be made a part of the contract for said works and shall continue to the minimum rate or rates of wages for said employees during the life of the contract. Any person engaged in the construction of said works shall cause a legible copy of said schedule to be kept posted in a conspicuous place at the site of said works during the life of the contract. The aforesaid rates of wages in the schedule of wage rates shall include payments by employers to health and welfare plans, pension plans and supplementary unemployment benefit plans as provided in the previous section, and such payments shall be considered as payments to persons under this section performing Work as herein provided. Any employer engaged in the construction of such works who does not make payments to a health and welfare plan, a pension plan and a supplementary unemployment benefit plan, where such payments are included in said rates of wages, shall pay the amount of said payments directly to each

employee engaged in said construction. Whoever shall pay less than said rates of wages, including payments to health and welfare funds and pension funds, or the equivalent payment in wages, on said works, to any person performing the Work within classifications as determined by the Commissioner of Labor and Industries, and whoever, for himself, or as representative, agent or officer of another, shall take or receive for his own use or the use of another person, as a refund, rebate or gratuity, or in any other guise, any part or portion of the wages, including payments to health and welfare funds and pension funds, or the equivalent payment in wages, paid to any such person for Work done or service rendered on said public works, shall be punished or shall be subject to a civil citation or order as provided in M.G.L. c. 149, §27C. The president or treasurer of a corporation and any officers or agents having the management of such corporation shall also be deemed to be employers of the employees of any corporation within the meanings of M.G.L. c. 149, §27B, inclusive.

When an investigation by the attorney general's office reveals that a Contractor or Subcontractor has violated this section by failing to pay said rates of wages, including payments to health and welfare funds and pensions funds, or the equivalent payment in wages, on said works to any person performing work within classifications as determined by the Commissioner of Labor and Industries, or that a Contractor or Subcontractor has, for himself, or as a representative, agent or officer of another, taken or received for his own use or the use of any other person, as a rebate, refund or gratuity, or in any other guise, any portion of the wages, including payments to health and welfare funds and pension funds, or the equivalent payment in wages, paid to any such person for work done or service rendered on said public works, the attorney general may, upon written notice to the Contractor or Subcontractor, and after a hearing thereon, order work halted on the part of the contract on which such wage violations occurred, until the defaulting Contractor or Subcontractor has filed with the attorney general's office a bond in the amount of such penal sum as the attorney general shall determine, conditioned upon payment of said rate or rates of wages, including payments to health and welfare funds and pension funds, or the equivalent in wages, on said works to any person performing work within classifications as determined by the Commissioner of Labor and Industries.

Any employee claiming to be aggrieved by a violation of this section may, at the expiration of ninety days after the filing of a complaint with the attorney general, or sooner if the attorney general assents in writing, and within three years of such violation, institute and prosecute in his own name and on his own behalf, or for himself and for others similarly situated, a civil action for injunctive relief and any damages incurred, including treble damages for any loss of wages and other benefits. Any employee so aggrieved and who prevails in such an action shall be entitled to an award of the costs of the litigation and reasonable attorneys' fees.

2.3 Employment Records To Be Kept By Contractor, Subcontractors; Statement Of Compliance. (Statutory reference: M.G.L. c.149, §27B). This Paragraph applies to every

contract or subcontract for the construction of public works by the Commonwealth, or by a county, town or district.

Every contractor, subcontractor or public body engaged in said public works to which Paragraph 2.2 of these Statutory Conditions applies shall keep a true and accurate record of all mechanics and apprentices, teamsters, chauffeurs and laborers employed thereon, showing the name, address and occupational classification of each such employee on said works, and the hours worked by, and the wages paid to, each such employee, and shall furnish to the Commissioner of Labor and Industries, upon his request, a copy of said record, signed by the employer or his authorized agent under the penalties of perjury. Such records shall be open to inspection by any authorized representative of the Department of Labor and Industries at any reasonable time, and as often as may be necessary. Every contractor and subcontractor required to keep such a record shall submit a copy of said record to the Awarding Authority on a weekly basis.

Each such Contractor, Subcontractor or public body shall preserve its payroll records for a period of three years from the date of completion of the contract.

Each such Contractor, Subcontractor or public body shall furnish to the Commissioner of Labor and Industries within fifteen days after completion of its portion of the work a statement, executed by the Contractor, Subcontractor or public body or by any authorized officer or employee of the Contractor, Subcontractor or public body who supervises the payment of wages, in the following form:

_____, 20__

(Date)

STATEMENT OF COMPLIANCE

I, _____

(Name of signatory party)

(Title)

do hereby state;

That I pay or supervise the payment of the persons employed by

(Contractor, subcontractor or public body)

on the _____

(building or project)

and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty-nine of the General Laws.

Signature _____

Title _____

The above mentioned copies of payroll records and statements of compliance shall be available for inspection by any interested party filing a written request to the Contractor for such inspections.

2.4 Wages of Operators of Rented Equipment; Agreements; Penalty. (Statutory reference: M.G.L. c.149, §27F). This Paragraph applies to every contract for the construction of public works by the Commonwealth, or by a county, city, town or district.

No agreement of lease, rental or other arrangement, and no order or requisition under which a truck or any automotive or other vehicle or equipment is to be engaged in public works by the commonwealth or by a county, city, town or district, shall be entered into or given by any public official or public body unless said agreement, order, or requisition contains a stipulation requiring rates of wages, as determined by the commissioner, to be paid to the operator of said trucks, vehicles, or equipment. Any such agreement, order, or requisition which does not contain said stipulation shall be invalid, and no payment shall be made thereunder. Said rates of wages shall be requested of said commissioner by said public official or public body, and shall be furnished by the commissioner in a schedule containing classifications of jobs, and the rate of wages to be paid for each job. Said rates of wages shall include payments to health and welfare plans, or, if no such plan is in effect between employers and employees, the amount of such payments shall be paid directly to said operators.

Whoever shall pay less than said rates of wages, including payments to health and welfare funds, or the equivalent payment in wages, on said works, and whoever accepts for his own use, or for the use of any other person, as a rebate, gratuity, or in any other guise, any part or portion of said wages or health and welfare funds, shall have violated this section and shall be punished or shall be subject to a civil citation or order as provided in M.G.L. c. 149, §27C.

- 2.5 Reserve Police Officers. (Statutory reference: M.G.L. c.149, §34B). This Paragraph 2.5 applies to every contract for the construction, alteration, maintenance, repair or demolition of, or addition to, any public works for the Commonwealth or any political subdivision thereof.

The Contractor shall pay to any reserve police officer employed by him in any city or town the prevailing rate of wages paid to regular police officers in such city or town.

- 2.6 Eight-Hour Day, etc. (Statutory reference: M.G.L. c.149, §§30, 34, and 34A). This Paragraph 2.6 applies only to contracts which are subject to the provisions of the aforesaid Sections of the Massachusetts General Laws.

No laborer, worker, mechanic, foreman or inspector working within this Commonwealth in the employ of the Contractor, Subcontractor or other person doing or contracting to do the whole or part of the work contemplated by the contract, shall be required or permitted to work more than eight hours in any one day or more than forty-eight hours in any one week, or more than six days in any one week, except in cases of extraordinary emergency.

- 2.7 Lodging, etc. (Statutory reference: M.G.L. c.149, §25) This Paragraph applies to every contract for the doing of public Work with the Commonwealth, a county, city, or town, or with a department, board, commission, or officer acting therefor.

Every employee under this contract shall lodge, board and trade where and with whom he elects, and neither the Contractor nor his agents or employees shall, either directly or

indirectly, require as a condition of the employment of any person that the employee shall lodge, board or trade at a particular place or with a particular person.

- 2.8 Access to Contractor's Records. (Executive Order No. 195). This paragraph applies to every contract for the purchase of services or materials by any agency, bureau, board, commission, institution, or department of the Commonwealth.

The Governor or his designee, the secretary of administration and finance, and the state auditor or his designee shall have the right at reasonable times and upon reasonable notice to examine the books, records and other compilations of data of the Contractor which pertain to the performance and requirements of this contract.

- 2.9 Worker's Compensation Insurance. (Statutory reference: M.G.L. c.149, §34A). This Paragraph 2.9 applies to every contract for the construction, alteration, maintenance, repair or demolition of, or addition to, any public building or other public works for the Commonwealth or any political subdivision thereof.

The Contractor shall, before commencing performance of the contract, provide by insurance for the payment of compensation and the furnishing of other benefits under M.G.L. c.152 to all persons to be employed under the contract, and the Contractor shall continue such insurance in full force and effect during the term of the contract. Sufficient proof of compliance with this Paragraph 2.9 must be furnished at the time of execution of this contract. Failure to provide and continue in force such insurance as aforesaid shall be deemed a material breach of the contract and shall operate as an immediate termination thereof. No cancellation of such insurance, whether by the insurer or by the insured, shall be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the Awarding Authority at least fifteen days prior to the intended effective date thereof, which date shall be expressed in said notice.

- 3.0 OSHA Training. (Statutory reference: MGL c. 30, §39S).

(a) As used in this section the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. Any person submitting a bid for, or signing a contract to work on, the construction, reconstruction, alteration, remodeling or repair of any public work by the commonwealth, or political subdivision thereof, or by any county, city, town, district, or housing authority, and estimated by the awarding authority to cost more than \$10,000, and any person submitting a bid for, or signing a contract to work on, the construction, reconstruction, installation, demolition, maintenance or repair of any building by a public agency, estimated to cost more than \$10,000, shall certify on the bid, or contract, under penalties of perjury, as follows:

(1) that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work;

(2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and

(3) that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

(b) Any employee found on a worksite subject to this section without documentation of successful completion of a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration shall be subject to immediate removal.

ARTICLE 3 - EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

(Statutory reference: M.G.L. c.151 B; Executive Orders No. 74, No. 116, and No. 246)

- 3.1 Definitions. For purposes of this contract, "minority" refers to Asian-Americans, Blacks, Spanish Surnamed Americans, North American Indians, and Cape Verdeans. "Commission" refers to the Massachusetts Commission Against Discrimination.
- 3.2 Non-Discrimination and Affirmative Action Requirements. During the performance of his contract, the Contractor and all of (his) Subcontractors (hereinafter collectively referred to as the Contractor), for himself, his assignees, and successors in interest, agree as follows:
- 3.2.1 In connection with the performance of Work under this contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, age or sex. The aforesaid provision shall include, but not be limited to, the following: employment upgrading, demotion, or transfer; recruitment advertising; recruitment layoff, termination; rates of pay or other forms of compensation; conditions or privileges of employment; and selection for apprenticeship. The Contractor shall post hereafter in conspicuous places, available for employees and applicants for employment, notices to be provided by the Commission setting forth the provisions of the Fair Employment Practices Law of the Commonwealth.
- 3.2.2 In connection with the performance of Work under this contract, the Contractor shall undertake in good faith affirmative action measures designed to eliminate any discriminatory barriers in the terms and conditions of employment on the grounds of race, color, religious creed, national origin, age or sex, and to eliminate and remedy any effects of such discrimination in the past. Such affirmative action shall entail positive and aggressive measures to ensure equal opportunity in the areas of hiring, upgrading,

demotion or transfer, recruitment, layoff or termination, rate of compensation, and in-service or apprenticeship training programs. This affirmative action shall include all action required to guarantee equal employment opportunity for all persons, regardless of race, color, religious creed, national origin, age, or sex. A purpose of this provision is to ensure to the fullest extent possible an adequate supply of skilled tradesmen for this and future Commonwealth public construction projects.

- 3.3. Non-Discrimination. The Contractor, in the performance of all Work after award, and prior to completion of the contract Work, will not discriminate on grounds of race, color, religious creed, national origin, age or sex in employment practices, in the selection or retention of Subcontractors, or in the procurement of materials and rentals of equipment.
- 4.0 Records. The Contractor shall maintain records for the Project in accordance with the requirements of MGL c. 30 § 39R.

EXHIBIT C

Prevailing wage sheet attached.

EXHIBIT D

Bid attached.



TOWN CLERK APPOINTMENT REQUEST

Town of Dunstable



Town of Dunstable
Office of the Town Clerk
511 Main Street
Dunstable, MA 01827
Brynn C. Durno, Town Clerk
978-649-4514x222

To: Honorable Members of the Select Board
CC: Chief Erik Hoar
From: Brynn C. Durno, Town Clerk
RE: Police details at all elections for 2024
Date: January 17, 2024

This is to advise you that in accordance with the Votes Act of 2022, it is required that the Select Board authorize the Police Chief to assign Police details for elections. Please put this item on a Select Board meeting agenda in the near future.

I recommend that the Select Board vote to authorize the Police Chief to assign police details for the 2024 calendar year elections.

Presidential Primary – March 5, 2024 – 1 officer – 7am – 9pm
Annual Town Election – May 20, 2024 – 1 officer – 7am – 9pm
State Primary Election – September 3, 2024 – 1 officer – 7am – 9pm
State (Presidential Election) – November 5, 2024 – 1 officer – 7am – 9pm

** And any special elections that may occur in this calendar year **

Thank you for taking this matter into consideration for action by the Board. Any questions please feel free to contact me.

Brynn C. Durno
Town Clerk, Town of Dunstable



0 HALL STREET LAND DONATION

Town of Dunstable

From: Jason Silva
To: Jason Silva
Cc: Sue Fayne
Subject: FW: 0 Hall Street Land Donation Information
Date: Monday, January 22, 2024 2:51:03 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hello there --

We received a visit from the owner of the parcel identified below by Sue. He is apparently interested in donating it to the Town. The owner's name is Rich Stanichuk and the parcel is slightly over an acre. Let me know if there's interest in engaging him in a discussion on the acceptance of the property as a donation to the Town.

Thank you.

Jason Silva
 Town Administrator
 Town of Dunstable
 (978) 743-6340
www.dunstable-ma.gov

"I've got a theory that if you give 100 percent all of the time, somehow things will work out in the end." -- Larry Bird

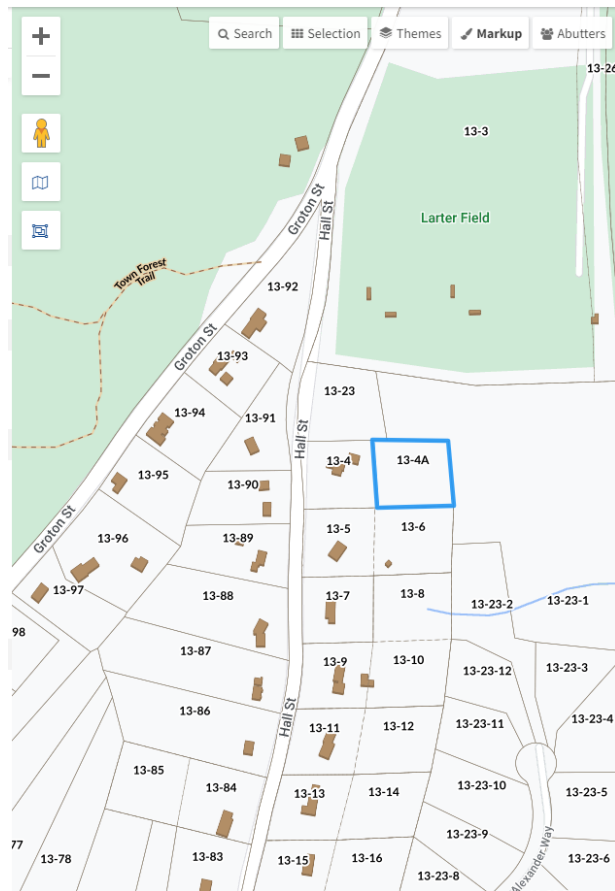
From: Sue Fayne <sfayne@dunstable-ma.gov>
Sent: Wednesday, January 3, 2024 11:44 AM
To: Jason Silva <jsilva@dunstable-ma.gov>
Subject: 0 Hall Street Land Donation Information

Hi Jason,

A little more information on the proposed land donation from Ricky Stanichuk at Map 13 Lot 4A -- 0. Over the past 5 years they have been paying on average \$105/year in Real Estate taxes. They are currently outstanding for their 2023 & 2024 taxes. Location is below.

Parcel ID	Location	Owner	Built Type	Total Value	Beds Baths	Lot size Fin area	LUC Description	NHood	Sale date Sale price	Book Page
13 4A 0	HALL ST	STANICHUK RICKY C		\$7,100		43,996	132 UNDEV	RA	2/19/1997 8437-188	\$1

[Print page 1 of 1](#)



Sue Fayne
 Town of Dunstable
 Executive Assistant to BOS & TA
 Assistant Town Clerk
 Assistant Treasurer/Collector
 (978) 648-4514 x224
sfayne@dunstable-ma.gov
dunstable-ma.gov
 11 Main St., Dunstable, MA 01827





PFAS PHASE 2 IMA

Town of Dunstable

**INTERMUNICIPAL AGREEMENT FOR
WATER SYSTEM EXPANSION**

THIS AGREEMENT (this “Agreement”) entered into this ___ day of _____, 2024 (the “Effective Date”) is by and among the **Town of Groton**, a Massachusetts municipality acting by and through its Select Board, with a mailing address of 173 Main Street, Groton, Massachusetts 01450 (“Groton”), the **Town of Dunstable**, a Massachusetts municipality acting by and through its Select Board, with a mailing address of 511 Main Street, Dunstable, Massachusetts 01827 (“Dunstable”), and the **Town of Pepperell**, a Massachusetts municipality acting by and through its Select Board, with a mailing address of 1 Main Street, Pepperell, Massachusetts 01463 (“Pepperell”). Groton, Dunstable, and Pepperell are together the “Parties” and individually a “Party.”

WHEREAS, the Parties seek a collective solution to expand their potable water supply systems to enhance the resiliency and emergency-readiness of the water systems and to address per- and polyfluoroalkyl substances (PFAS) contamination in groundwater affecting the Groton-Dunstable Regional School District High School property in Groton and nearby properties in Groton, Dunstable, and Pepperell;

WHEREAS, Groton and Dunstable are parties to an intermunicipal agreement (the “Groton-Dunstable IMA”) governing the expansion of the potable water supply systems in Groton and Dunstable (“Phase 1”);

WHEREAS, the Groton-Dunstable IMA contemplates an agreement among the Parties to further expand the potable water supply systems in Groton, Dunstable, and Pepperell (“Phase 2”, as further defined in this Agreement and shown on the plan entitled “Regional Water System Plan – Phase 2”, attached as “Exhibit A”);

WHEREAS, the Parties are authorized by M.G.L. c. 40, § 4A, to enter into intermunicipal agreements for the purpose of obtaining the services of one municipality, which the other municipality is authorized by law to perform;

WHEREAS, the Parties are each empowered by law to supply potable water to residential, commercial, and institutional customers, which is a proper governmental function and service;

WHEREAS, the Parties’ potable water supply systems have capacity to supply potable water to various properties located in the vicinity of Phase 2;

WHEREAS, Groton is willing to assume the obligation to construct a portion of Phase 2 located partially in Pepperell and partially in Groton as specified in this Agreement (“Phase 2 West”, as further defined in this Agreement and shown on Exhibit A);

WHEREAS, Pepperell is willing to assume the obligation to construct a portion of Phase 2 located in Dunstable as specified in this Agreement (Phase 2 East”, as further defined in this Agreement and shown on Exhibit A);

WHEREAS, Pepperell is willing to assume the obligation to operate, maintain, and repair the portion of Phase 2 West located in Pepperell; and

WHEREAS, Dunstable is willing to assume the obligation to operate, maintain, and repair a portion of Phase 2 West located in Groton and all of Phase 2 East in accordance with this Agreement and the terms and conditions of the Dunstable General Bylaws and the Rules and Regulations of the Dunstable Water Department, as may be amended from time to time (collectively, the “Dunstable Regulations”).

NOW THEREFORE, pursuant to the provisions of M.G.L. c. 40, § 4A, and in consideration of the mutual promises, payments, covenants, and agreements set forth in this Agreement, the Parties agree as follows:

1. PHASE 2 WEST.

1.1. Phase 2 West Defined. Groton shall expand the potable water supply system in Phase 2 West by installing new water mains from a connection point in Pepperell along Jersey Street in Pepperell to the Pepperell/Groton municipal boundary, then along North Street in Groton to connect with Phase 1, as shown on Exhibit A.

1.2. Phase 2 West Construction.

- a. Groton shall be responsible for the planning, designing, bidding, permitting, and construction of Phase 2 West, which shall comply with all applicable federal, state, and local laws, rules, and regulations; provided, however, that Groton shall not be required to commence such efforts until Phase 2 East has obtained all necessary permits in accordance with Section 2.2 below.
- b. Pepperell and Dunstable shall provide Groton with their full cooperation in the planning, designing, bidding, permitting, and construction of Phase 2 West, including but not limited to granting any easements and licenses, executing applications, providing letters of support, and seeking grants, loan forgiveness, and payments by third parties to reduce the Parties’ costs for Phase 2 West.
- c. Pepperell shall have the right to review and approve, not to be unreasonably withheld, all specifications and plans prepared for Phase 2 West prior to the commencement of construction.
- d. Groton and its contractors and agents are hereby granted a non-exclusive right to enter and open the ways in Pepperell as necessary for the construction of Phase 2 West.

- e. Pepperell shall waive various permitting fees with respect to the initial construction of Phase 2 West.
 - f. Upon completion of construction, Groton shall provide Pepperell with as-built plans of Phase 2 West.
- 1.3. Phase 2 West Cost Estimate. The planning, designing, bidding, permitting, and construction costs for Phase 2 West are estimated at \$3,100,000.
- 1.4. Phase 2 West Cost Division.
- a. The Parties shall divide the costs of Phase 2 West as follows:
 - i. Groton: 50% (estimated at \$1,550,000);
 - ii. Dunstable: 50% (estimated at \$1,550,000);
 - b. The Parties acknowledge that the total cost of Phase 2 West may differ from the estimate set forth in Section 1.3, and that the Parties are obligated under this Agreement to share the total cost of Phase 2 West based upon the percentages set forth in this Section 1.4, provided however, that if the total estimated cost of Phase 2 West will exceed \$3,162,000 (a 2% increase over the estimate set forth in Section 1.3), the Parties shall reopen this Agreement and negotiate amended terms.
 - c. The total cost of Phase 2 West may be reduced by grants, loan forgiveness programs, or other payments by third parties, which shall reduce the Parties' payments for Phase 2 West but not the percentages set forth in this Section 1.4.
- 1.5. Phase 2 West Funding. The Parties shall separately seek approval for funding for their respective shares of the costs of Phase 2 West, and each Party shall notify the other Party upon obtaining the necessary approval for funding for its respective share of the costs of Phase 2 West.
- 1.6. Phase 2 West Payments. Groton shall invoice Dunstable for its share of the Phase 2 West costs as set forth in a side letter to be negotiated by the Groton Town Manager and the Dunstable Town Administrator and executed by Groton and Dunstable prior to Groton incurring any costs for Phase 2 West, said side letter to be attached to this Agreement as Exhibit B.
- 1.7. Phase 2 West Operations, Maintenance, and Repair.
- a. Upon completion of Phase 2 West, Pepperell shall be responsible for the operation, maintenance, and repair of the portions of the Phase 2 West potable water supply infrastructure located in Pepperell.

- b. Upon completion of Phase 2 West, Dunstable shall be responsible for the operation, maintenance, and repair of the portions of the Phase 2 West potable water supply infrastructure located in Groton, as set forth in Section 4 of this Agreement.

2. PHASE 2 EAST.

2.1. Phase 2 East Defined. Pepperell shall expand the potable water supply system in Phase 2 East by installing new water mains from a connection point at the intersection of Kemp Street and Groton Street in Dunstable along Groton Street in Dunstable to the intersection of Groton Street and Pleasant Street in Dunstable to connect with existing potable water supply infrastructure in Dunstable, as shown on Exhibit A.

2.2. Phase 2 East Construction.

- a. Pepperell shall be responsible for the planning, designing, bidding, permitting, and construction of Phase 2 East, which shall comply with all applicable federal, state, and local laws, rules, and regulations.
- b. Dunstable and Groton shall provide Pepperell with their full cooperation in the planning, designing, bidding, permitting, and construction of Phase 2 East, including but not limited to granting any easements and licenses, executing applications, providing letters of support, and seeking grants, loan forgiveness, and payments by third parties to reduce the Parties' costs for Phase 2 East.
- c. Dunstable shall have the right to review and approve, not to be unreasonably withheld, all specifications and plans prepared for Phase 2 East prior to the commencement of construction.
- d. Phase 2 East shall include the installation of a valve at the intersection of Groton Street and Kemp Street in Dunstable to separate portions of Phase 1 located south of said intersection, which shall be part of the Groton potable water supply system, from the Dunstable potable water system, as shown on Exhibit A.
- e. Pepperell and its contractors and agents are hereby granted a non-exclusive right to enter and open the ways in Dunstable as necessary for the construction of Phase 2 East.
- f. Dunstable shall waive various permitting fees with respect to the initial construction of Phase 2 East.
- g. Upon completion of construction, Pepperell shall provide Dunstable with as-built plans of Phase 2 East.

2.3. Phase 2 East Cost Estimate. The planning, designing, bidding, permitting, and construction costs for Phase 2 East are estimated at \$10,400,000.

- 2.4. Phase 2 East Costs.
- a. Pepperell shall be responsible for 100% of the costs of Phase 2 East.
 - b. The Parties acknowledge that the total cost of Phase 2 East may differ from the estimate set forth in Section 2.3, and that the Parties are obligated under this Agreement to share the total cost of Phase 2 East based upon the percentages set forth in this Section 2.4, provided however, that if the total estimated cost of Phase 2 East will exceed \$10,608,000 (a 2% increase over the estimate set forth in Section 2.3), the Parties shall reopen this Agreement and negotiate amended terms.
 - h. The total cost of Phase 2 East may be reduced by grants, loan forgiveness programs, or other payments by third parties, which shall reduce the Parties' payments for Phase 2 East but not the percentages set forth in this Section 2.4.
- 2.5. Phase 2 East Operations, Maintenance, and Repair. Upon completion of construction, Dunstable shall be responsible for the operation, maintenance, and repair of Phase 2 East.
3. PRE-CONSTRUCTION TERMINATION: This Agreement may be terminated prior to the construction of Phase 2 as follows:
- a. If a Party fails to notify the other Parties that it has obtained approval for the necessary funding for Phase 2 costs by June 30, 2024, then either of the other Parties may terminate this Agreement upon providing written notice of such termination, unless the deadline for obtaining approval for funding is extended by mutual, written agreement of the Parties.
 - b. If Groton or Pepperell fail to obtain all permits and approvals required for Phase 2, including but not limited to approvals for any interbasin transfers, by June 30, 2026, then any Party may terminate this Agreement upon providing written notice of such termination, unless the deadline for such permits and approvals is extended by mutual, written agreement of the Parties. Upon a termination under this Section 3(b), Groton shall provide Dunstable with a final invoice for costs incurred pursuant to this Agreement for Phase 2 West, and Dunstable shall remit payment to Groton for the costs set forth in said invoice within thirty (30) days. This provision shall survive the termination of this Agreement.
4. DUNSTABLE SERVICE AREA.
- 4.1. Water Service in Groton. Upon completion of Phase 2 West, Dunstable and the Dunstable Water Department shall have all legal rights and responsibilities for the potable water service in the portions of Phase 2 West and Phase 1 along North Street in Groton between the Pepperell/Groton municipal boundary and the Groton/Dunstable municipal boundary (the "Dunstable Service Area.")

4.2. Water Service Connections. Within the Dunstable Service Area, water connections shall be available to residential, commercial, and institutional properties with frontage along streets containing water mains or with legal access to such frontage, subject to available capacity and pursuant to the applicable terms of the Dunstable Regulations. Dunstable shall be responsible for approving any water service connection within the Dunstable Service Area, subject to applicable permitting by Groton. Properties within the Dunstable Service Area shall be subject to in-town connection charges and other fees applicable to properties located in Dunstable under the Dunstable Regulations, provided however, that any property identified as being affected by PFAS contamination on the report entitled “Immediate Response Action Plan, Groton-Dunstable Regional School District” by Tighe & Bond, dated April 2023, shall not be subject to any connection charges or other fees necessary to connect to the Dunstable potable water system.

4.3. Water Rates, Charges, Billing, and Collection.

a. Metering. Dunstable shall install and maintain water meters for water users in the Dunstable Service Area. Pursuant to water meter readings, Dunstable shall apply Dunstable’s in-town rates, fees, and charges for water service, as set forth in the Dunstable Regulations.

b. Billing. Dunstable shall bill water users in the Dunstable Service Area in accordance with the Dunstable Regulations.

c. Collections. If a water user in the Dunstable Service Area fails to pay a properly payable fee, rate, or charge, then Dunstable shall send notice of the delinquent account(s) to Groton’s Board of Assessors. Groton shall pursue the necessary measures to collect the unpaid fees, rates, or charges, including the steps necessary to secure a municipal lien in accordance with M.G.L. c. 40, § 42A and for the benefit of payment to Dunstable. Dunstable may pursue a contract claim for unpaid fees, rates, or charges or terminate water service to a customer located in the Dunstable Service Area, in accordance with M.G.L. c. 40, § 42B. Subject to pre-approval by Dunstable of an estimated budget received from Groton, Dunstable shall reimburse Groton for its costs, including reasonable attorney’s fees and costs, in pursuing and collecting any unpaid fees, rates, or charges, including actions necessary to secure municipal liens on the real property of delinquent customers located in the Dunstable Service Area.

4.4. Operations, Maintenance, and Repair.

a. Costs. Dunstable shall be responsible for the operation, maintenance, and repair of the potable water supply infrastructure in the Dunstable Service Area. All costs in connection with the operation, maintenance, and repair of the Dunstable Service Area shall be borne by Dunstable, it being the intent of this Agreement that there shall be no cost whatsoever to Groton for the Dunstable Service Area following the initial construction of Phase 2 West and Phase 1.

- b. Access. Dunstable is hereby granted a non-exclusive right to enter and open the public ways in the Dunstable Service Area for purposes of inspecting, repairing, replacing, maintaining, and monitoring the potable water supply infrastructure in the Dunstable Service Area. For non-emergency work on potable water supply infrastructure in the Dunstable Service Area, Dunstable shall give written notice to Groton and shall apply for a street opening permit at least fourteen (14) days prior to the commencement of work. Dunstable shall perform any inspections, repairs, replacements, maintenance, and monitoring in a prompt and continuous manner and shall take all necessary steps to minimize disruption to the public ways in Groton, including hiring police details when deemed necessary by Groton.
- c. Emergency Shut-Off. In the case of an emergency creating a threat to the public health or safety as determined by Dunstable, Dunstable may suspend or terminate water service in the Dunstable Service Area immediately and without prior written notice. Written notice shall be provided as soon as practicable thereafter.
- d. Emergency Conditions. Dunstable shall be responsible for responding to emergency calls regarding water service in the Dunstable Service Area. Dunstable and Groton shall immediately, within not more than twenty-four hours or as soon as practicable, notify the other of any emergency or condition which may affect the water system of Dunstable or Groton.

5. MISCELLANEOUS PROVISIONS

- 5.1. Term. This Agreement shall commence on the Effective Date and shall continue for twenty-five (25) years, unless earlier terminated, provided that in no event shall the term of this Agreement exceed the maximum term for an intermunicipal agreement set forth in M.G.L. c. 40, § 4A.
- 5.2. Insurance.
 - a. At all times while Groton is carrying out the construction of Phase 2 West in Pepperell and any activities incidental to such construction, Groton shall obtain and maintain the following insurance coverage:
 - i. General Liability with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate written on an occurrence basis, with Pepperell named as additional insured.
 - ii. Comprehensive Automobile Liability with coverage for bodily injury of \$500,000 each person and \$1,000,000 each accident and coverage for property damage of \$1,000,000 each accident, with Pepperell named as additional insured.

- iii. Excess Liability with \$2,000,000 minimum limits in excess of underlying limits, with Pepperell named as additional insured. The umbrella shall be no more restrictive than underlying coverage.
- iv. Worker's Compensation and Employer's Liability per Commonwealth of Massachusetts statutory limit.

Groton shall provide Pepperell with suitable evidence of the required insurance coverage. This insurance shall be written by a company licensed to do business in the state of Massachusetts with a minimum A.M. Best rating of A- VII. Each policy shall provide for written notification to Pepperell at least thirty (30) days prior to termination, material change or restrictive amendments. The coverages and limits are to be considered minimum requirements under this Agreement and in no way limit the liability of Groton. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and may result in termination of this Agreement.

b. At all times while Pepperell is carrying out the construction of Phase 2 East in Dunstable and any activities incidental to such construction, Pepperell shall obtain and maintain the following insurance coverages:

- i. General Liability with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate written on an occurrence basis, with Dunstable named as additional insured.
- ii. Comprehensive Automobile Liability with coverage for bodily injury of \$500,000 each person and \$1,000,000 each accident and coverage for property damage of \$1,000,000 each accident, with Dunstable named as additional insured.
- iii. Excess Liability with \$2,000,000 minimum limits in excess of underlying limits, with Dunstable named as additional insured. The umbrella shall be no more restrictive than underlying coverage.
- iv. Worker's Compensation and Employer's Liability per Commonwealth of Massachusetts statutory limit.

Pepperell shall provide Dunstable with suitable evidence of the required insurance coverage. This insurance shall be written by a company licensed to do business in the state of Massachusetts with a minimum A.M. Best rating of A- VII. Each policy shall provide for written notification to Dunstable at least thirty (30) days prior to termination, material change or restrictive amendments. The coverages and limits are to be considered minimum requirements under this Agreement and in no way limit the liability of Pepperell. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and may result in

termination of this Agreement.

- c. At all times while Dunstable is responsible for the operation, maintenance, and repair of the Dunstable Service Area in Groton, Dunstable shall obtain and maintain the following insurance coverage:
 - i. General Liability with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate written on an occurrence basis, with Groton named as additional insured.
 - ii. Comprehensive Automobile Liability with coverage for bodily injury of \$500,000 each person and \$1,000,000 each accident and coverage for property damage of \$1,000,000 each accident, with Groton named as additional insured.
 - iii. Excess Liability with \$2,000,000 minimum limits in excess of underlying limits, with Groton named as additional insured. The umbrella shall be no more restrictive than underlying coverage.
 - iv. Worker's Compensation and Employer's Liability per Commonwealth of Massachusetts statutory limit.

Dunstable shall provide Groton with suitable evidence of the required insurance coverage. This insurance shall be written by a company licensed to do business in the state of Massachusetts with a minimum A.M. Best rating of A- VII. Each policy shall provide for written notification to Groton at least thirty (30) days prior to termination, material change or restrictive amendments. The coverages and limits are to be considered minimum requirements under this Agreement and in no way limit the liability of Dunstable. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and may result in termination of this Agreement.

- 5.3. Liability. Pursuant to M.G.L. c. 40, § 4A, each Party shall be liable for the acts and omissions of its own employees and not for the employees of the other in the performance of this Agreement, and to the extent provided by M.G.L. c. 258. By entering into this Agreement, none of the Parties has waived any governmental immunity or limitation of damages which may be extended to them by operation of law.
- 5.4. Maximum Financial Liability. Pursuant to M.G.L. c. 40, § 4A, this Agreement sets forth the maximum extent of each Party's financial liability, which is each Party's share of the costs set forth herein.
- 5.5. Financial Safeguards.
 - a. Pursuant to M.G.L. c. 40, § 4A, starting on the first day of each month following the

Effective Date and continuing until the completion of construction of Phase 2 West, Groton shall provide Pepperell and Dunstable with monthly reports regarding the construction progress and costs associated with the construction of Phase 2 West.

- b. Pursuant to M.G.L. c. 40, § 4A, starting on the first day of each month following the Effective Date and continuing until the completion of construction of Phase 2 East, Pepperell shall provide Groton and Dunstable with monthly reports regarding the construction progress and costs associated with the construction of Phase 2 East.
 - c. Pursuant to M.G.L. c. 40, § 4A, upon the connection of one or more properties in Groton to the Dunstable Service Area and continuing until the termination of this Agreement, Dunstable shall provide Groton with quarterly reports concerning the status, operation, revenues, and costs of the Dunstable Service Area.
 - d. Dunstable shall provide Groton with access to all records concerning (i) the Dunstable Service Area, and (ii) the setting of water rates paid by customers in the Dunstable Service Area.
- 5.6. Dispute Resolution. If any dispute arises out of the scope, interpretation, operation, or alleged or actual breach of this Agreement, the Parties shall negotiate in good faith and attempt to resolve such dispute within thirty (30) days after the date that a Party gives written notice of such dispute to any other Party. If the Parties are unable to reach agreement within such thirty (30) day period (or such longer period as the Parties may agree), the Parties agree that the aggrieved Party may submit the dispute to a court of competent jurisdiction in the Commonwealth of Massachusetts for resolution or court order.
- 5.7. No Third Party Beneficiaries. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the Parties.
- 5.8. Severability. If any clause or provision of this Agreement or application thereof shall be held unlawful or invalid, no other clause or provision of this Agreement or its application shall be affected, and this Agreement shall be construed and enforced as if such unlawful or invalid clause or provision had not been contained in this Agreement.
- 5.9. Amendment. The provisions, terms, and conditions of this Agreement shall be modified only by written amendments executed by both of the Parties.
- 5.10. Waiver. The obligations and conditions set forth in this Agreement may be waived only by a writing signed by the Party waiving such obligation or condition. Forbearance or indulgence by a Party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that Party under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

- 5.11. Assignment. No Party shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of the other Parties.
- 5.12. Governing Law. This Agreement shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Massachusetts.
- 5.13. Recitals. The Recitals provided in this Agreement are acknowledged by the Parties to be material terms and conditions of this Agreement.
- 5.14. Headings. The article, section, and paragraph headings provided in this Agreement are for convenience only, are not part of this Agreement and shall not affect the interpretation of this Agreement.
- 5.15. Execution / Counterparts. A signed email or facsimile copy of this Agreement, or a signed portable document format (.pdf) copy of this Agreement, shall be binding upon the Parties as fully and to the same extent as an original signed copy. This Agreement may be signed in any number of counterparts all of which taken together, shall constitute one and the same instrument, and any Party may execute this Agreement by signing one or more counterparts.
- 5.16. Notices. With the exception of invoices sent in accordance with Section 1.1 of this Agreement, all notices required or permitted by this Agreement shall be in writing and sent to the Parties as set forth below:

If intended for Groton:

Town Manager
Town of Groton
173 Main Street
Groton, MA 01450
Email: townmanager@grotonma.gov

If intended for Dunstable:

Town Administrator
Town of Dunstable
511 Main Street
Dunstable, MA 01827
Email: townadministrator@dunstable-ma.gov

If intended for Pepperell:

Town Administrator
Town of Pepperell

1 Main Street
Pepperell, MA 01463
Email: amaclean@town.pepperell.ma.us

Notice shall be deemed given: (a) two (2) business days after the date when it is deposited with the U.S. Post Office, if sent by U.S. first-class or certified mail; (b) one (1) business day after the date when it is deposited with an overnight courier, if next business day delivery is required; (c) upon the date personal delivery is made; or (d) upon the date when it is sent by email, if the sender receives a reply email confirming such delivery has been successful and the sender mails a copy of such notice to the other Party by U.S. first-class mail on such date.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties have set their hands and seals effective on the day and year first above written.

TOWN OF GROTON

TOWN OF DUNSTABLE

Mark Haddad, Town Manager,
Duly authorized by vote of the Groton Select
Board on _____, 2024

Jason Silva, Town Administrator
Duly authorized by vote of the Dunstable
Board of Selectmen on _____, 2024

Acknowledged:

Acknowledged:

Town of Groton Board of Water
Commissioners

Town of Dunstable Board of Water
Commissioners

_____, _____,
Duly authorized by vote of the
Town of Groton Board of Water
Commissioners
on _____, 2024

_____, _____,
Duly authorized by vote of the
Town of Dunstable Board of Water
Commissioners
on _____, 2024

TOWN OF PEPPERELL

Andrew MacLean, Town Administrator,
Duly authorized by vote of the Pepperell
Select Board on _____, 2024

Acknowledged:

Town of Pepperell Board of Public Works

_____, _____,
Duly authorized by vote of the
Town of Pepperell Board of Public Works
on _____, 2024

Exhibit A

“Regional Water System Plan – Phase 2”

Exhibit B

Side letter on invoices for Phase 2 West costs.



FY25 BUDGET REVIEW AND DISCUSSION

Town of Dunstable

FY25 Town Administrator's Recommended Operating Budget

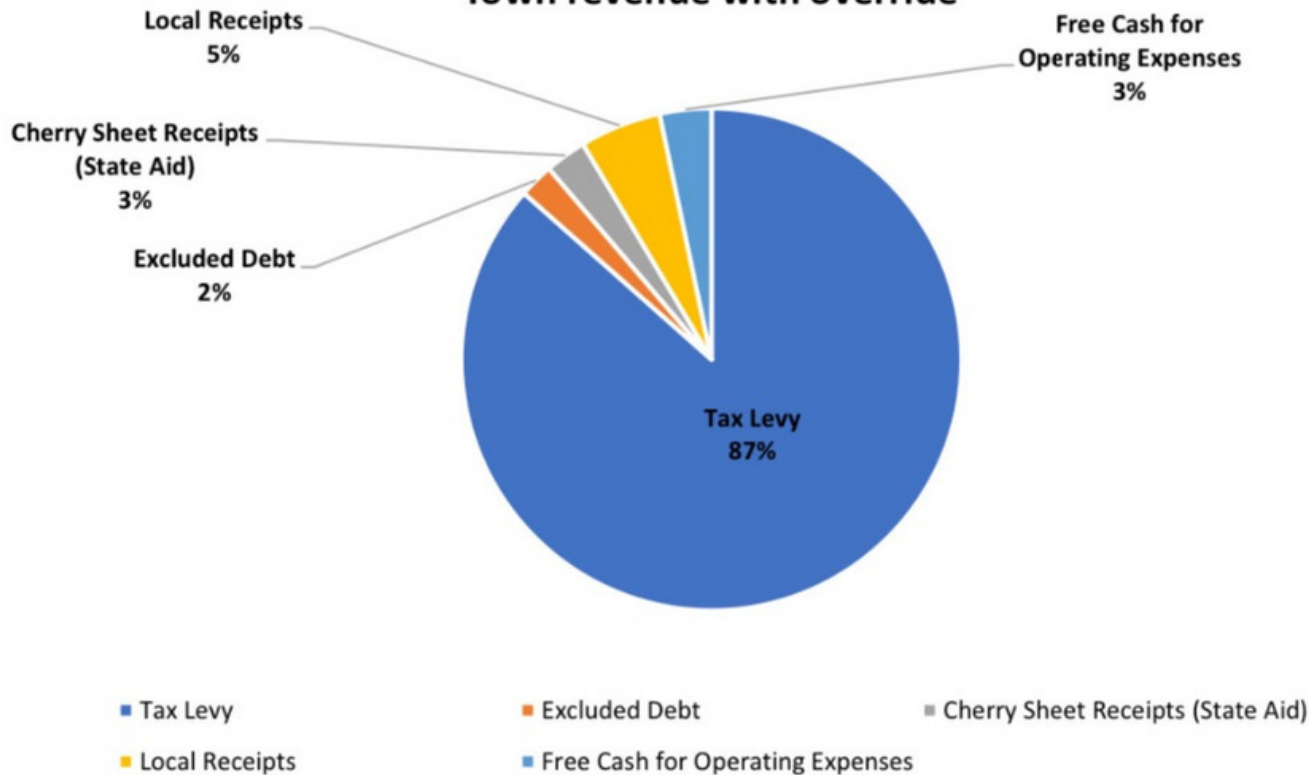


REVENUE
FREE CASH
EXPENSES
BUDGET OVERVIEW
FORECAST
GENERAL OVERRIDE
PROCESS

FY25 Town Administrator's Recommended Operating Budget

THE TOWN'S FY25 OPERATING BUDGET RELIES ON FOUR MAJOR REVENUE SOURCES: REAL ESTATE TAXES, LOCAL RECEIPTS, STATE AID, AND FREE CASH.

Town revenue with override



REVENUE

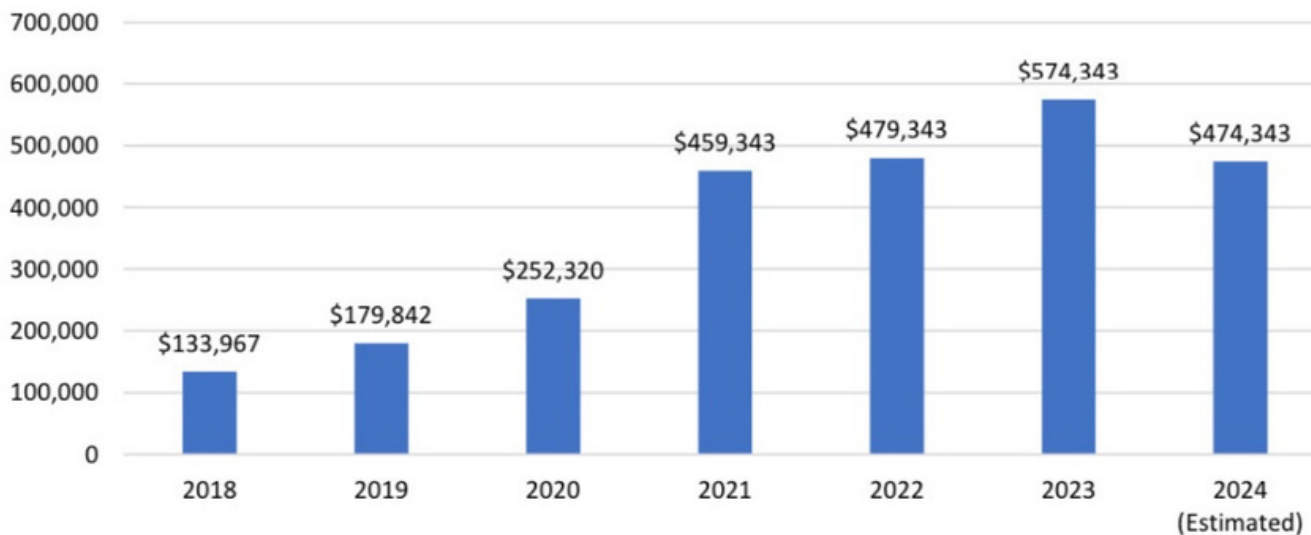
FY25 Town Administrator's Recommended Operating Budget

A TOTAL OF \$474,343 OF THE TOWN'S FREE CASH IS BEING USED TO BALANCE THE FY25 BUDGET. OVER THE LAST 5 YEARS, THE TOWN'S RELIANCE ON FREE CASH TO BALANCE ITS OPERATING BUDGET HAS INCREASED SIGNIFICANTLY.

FREE CASH IS THE RESULT OF THE SPENDING AND COLLECTION ACTIVITY WITHIN ANY GIVEN FISCAL YEAR. RELYING ON IT IN THIS WAY IS UNSUSTAINABLE BECAUSE THERE IS NO GUARANTEE THE FREE CASH USED TO BALANCE THIS YEAR'S BUDGET WILL BE AVAILABLE FOR NEXT YEAR'S BUDGET EXPENSES. FREE CASH SHOULD BE RESTRICTED TO PAYING ONE-TIME EXPENDITURES SUCH AS CAPITAL PROJECTS.

THE TOWN HAS REDUCED ITS RELIANCE ON FREE CASH TO BALANCE THE FY25 BUDGET BY \$100,000 AND PLANS TO CONTINUE TO DO SO IN FY26 AND FY27.

Free Cash used to balance the budget

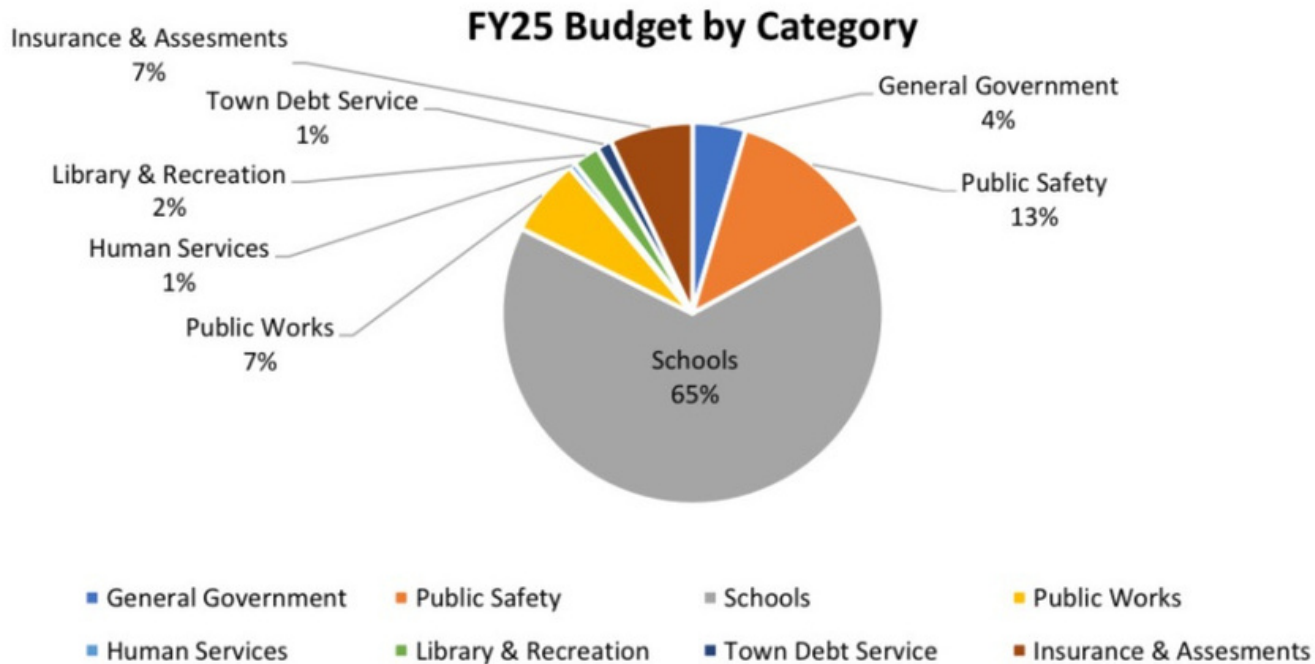


FREE CASH

FY25 Town Administrator's Recommended Operating Budget

THE REGIONAL SCHOOL DISTRICTS'
ASSESSMENTS ARE 65% OF THE TOWN'S OVERALL
BUDGET TOTALING \$9,199,542.

TOWN OPERATIONS AND DEBT MAKE UP THE
REMAINING 35% AT A TOTAL OF \$4,894,817.



EXPENDITURES

FY25 Town Administrator's Recommended Operating Budget

OVERVIEW OF FY25 OPERATING BUDGET,
WHICH IS RELIANT ON A GENERAL
OVERRIDE IN THE AMOUNT OF \$875,473.

FY25 BUDGET OVERVIEW

REVENUE WITHOUT OVERRIDE

	FY24	FY25	\$ Change	% Change
Tax Levy	\$10,685,152	\$11,062,281	\$377,129	3.53%
2 1/2 % Allowed Increase	\$267,129	\$276,557	\$9,428	3.53%
New & Amended Growth	\$110,000	\$110,000	\$0	0.00%
Excluded Debt	\$326,394	\$318,070	-\$8,324	-2.55%
Cherry Sheet Receipts (State Aid)	\$379,303	\$379,303	\$0	0.00%
Local Receipts	\$749,632	\$750,000	\$368	0.05%
Free Cash for Operating Expenses	\$574,343	\$474,343	-\$100,000	-17.41%
Total Revenue	\$13,091,953	\$13,370,554	\$278,601	2.13%

EXPENDITURES

	FY24	FY25	\$ Change	% Change
General Government	\$660,102	\$633,755	-\$26,347	-3.99%
Public Safety	\$1,665,647	\$1,768,904	\$103,257	6.20%
Schools	\$8,292,773	\$9,199,542	\$906,769	10.93%
Public Works	\$911,976	\$922,311	\$10,335	1.13%
Human Services	\$78,382	\$79,328	\$946	1.21%
Library & Recreation	\$307,171	\$318,242	\$11,071	3.60%
Town Debt Service	\$187,693	\$179,627	-\$8,066	-4.30%
Insurance & Assessments	\$955,886	\$992,650	\$36,764	3.85%
Other (Overlay, Capital and State Fees)	\$32,323	\$151,667	\$119,344	-369.22%
Total Expenditures	\$13,091,952	\$14,246,027	\$1,154,074	8.82%

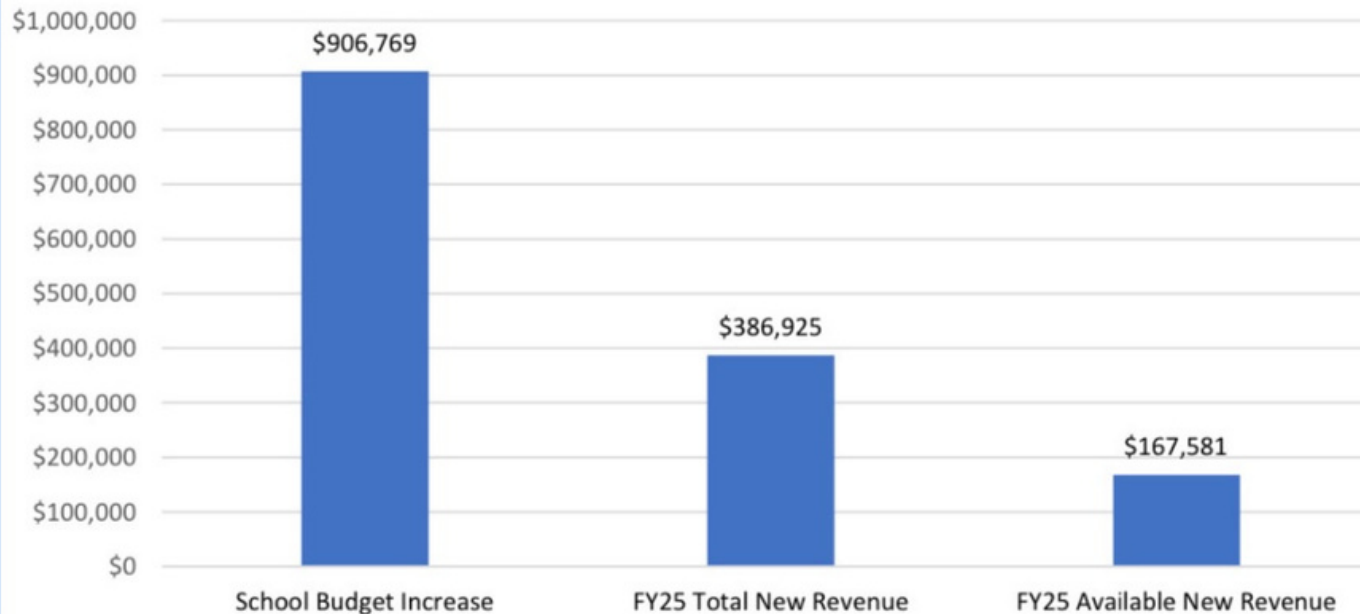
VARIANCE	\$0	\$875,473	\$875,473	6.69%
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FY25 Town Administrator's Recommended Operating Budget

ALL NEW REVENUE IN FY25 TOTALS \$386,925; ALL AVAILABLE REVENUE TOTALS \$167,581 WHEN CONSIDERING CAPITAL EXPENSES AND THE REDUCTION OF FREE CASH TO BALANCE THE BUDGET.

THE INCREASE OF THE GROTON DUNSTABLE REGIONAL SCHOOL DISTRICT ASSESSMENT IN FY25 IS \$906,769. THIS IS \$739,188 MORE THAN ALL AVAILABLE NEW REVENUE AND \$519,844 MORE THAN TOTAL NEW REVENUE IN FY25.

School Assessment Increase versus FY25 New Revenue

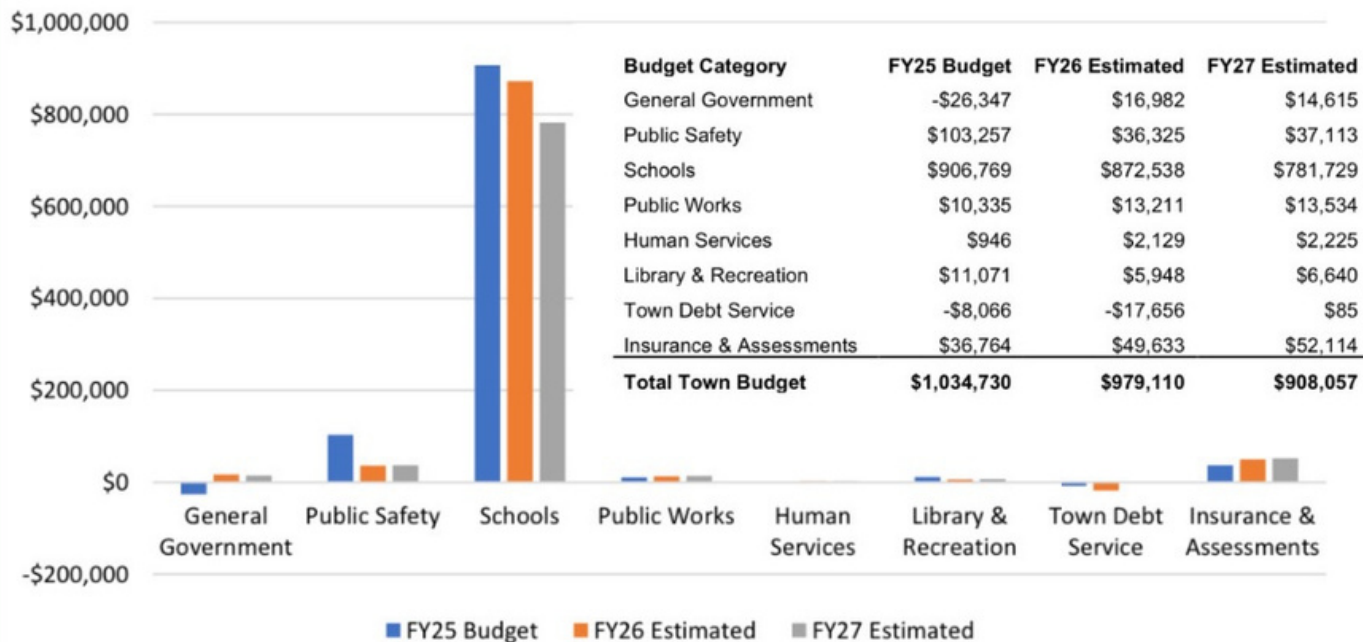


**FY25 BUDGET
INCREASE**

FY25 Town Administrator's Recommended Operating Budget

IN FY25, THE OVERALL BUDGET
INCREASES BY \$1,034,730, FY26
INCREASES BY \$979,110, AND FY27
INCREASES BY \$908,057.

Increases by Budget Category FY25 - FY27



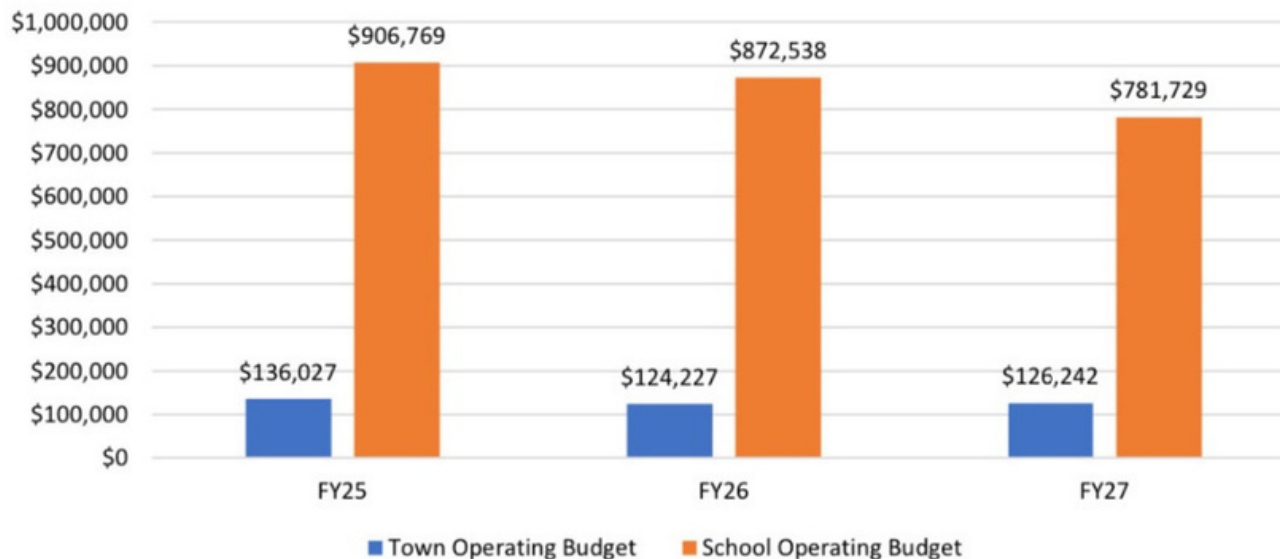
FORECAST

FY25 Town Administrator's Recommended Operating Budget

THE GROTON DUNSTABLE REGIONAL SCHOOL
DISTRICT ASSESSMENT INCREASES BY 11.73% IN
FY25, 10% IN FY26, AND 8.15% IN FY27.

TOWN OPERATIONS AND DEBT INCREASE BY
2.68% IN FY25, 2.18% IN FY26, AND 2.53% IN FY27.

Town versus School Increases FY25-FY27



FORECAST

FY25 Town Administrator's Recommended Operating Budget

Town Expenditures Assumptions FY26-FY27

As part of the budget development process, the Town has forecasted revenues and expenditures for FY26 and FY27 based on the Town Administrator's recommended FY25 operating budget. The forecast for these 2 years are based on the following assumptions for expenditures:

- Salaries: 2% increases year over year
- General expenses: 1% increases year over year
- Contract services: 3% increases year over year
- Energy: 3% increases year over year
- Utilities: 3% increases year over year
- Repairs and maintenance of buildings, vehicles and equipment: 3% increases year over year
- Dues and memberships: 2% increases year over year
- Nashoba Associated Boards of Health: 7% increases year over year
- Nurse Assessment: 6% increases year over year

Town Revenues Assumptions FY26-FY27

For revenues, the FY26 and FY27 projections are consistent with growth projections in FY25:

- The statutory 2.5% increase on the Town's tax levy and projected new growth of \$110,000.
- Local receipts and state aid remain at estimated FY24 levels.
- Decrease in free cash from operating budget revenue by \$100,000 annually.
- Excluded taxes raised based on previously approved excluded debt payments.

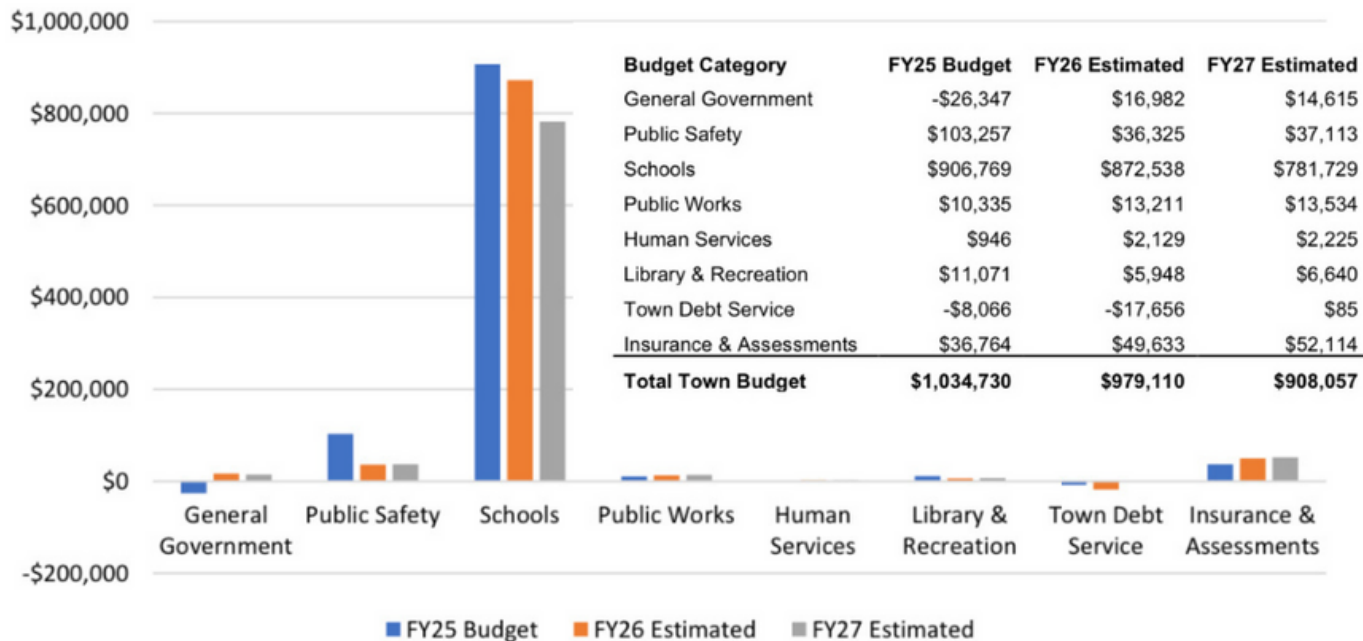
FORRECAST

FY25 Town Administrator's Recommended Operating Budget

TO BALANCE THE FY25, FY26, AND FY27 OPERATING BUDGET, THE TOWN REQUIRES GENERAL FUND OVERRIDES IN EACH YEAR IN THE FOLLOWING AMOUNTS:

FY25 - \$875,473
 FY26 - \$651,379
 FY27 - \$555,513
 TOTAL - \$2,082,365

Increases by Budget Category FY25 - FY27



GENERAL
OVERRIDE

FY25 Town Administrator's Recommended Operating Budget

GENERAL OVERRIDE IMPACT ON AVERAGE SINGLE FAMILY TAX BILL IN FY25, FY26, AND FY27

Using information provided by the Town Assessor, below please find an analysis of the impact to the average single family tax bill. The average single-family assessment for FY24 is \$641,400 and the tax rate is \$13.96. The average single family tax bill, including the 3% Community Preservation Act (CPA) surcharge, is \$9,222.56.

- In FY25, with the additional \$875,473 general fund override amount, the average single family tax bill, including the CPA surcharge, would be \$9,936.06. That is an increase of \$713.50.
- In FY26, with the additional \$651,379 general fund override amount, the average single family tax bill, including CPA surcharge, would be \$10,471.18. That is an increase of \$535.12.
- In FY27, with the additional \$555,513 general fund override amount, the average single family tax bill, including CPA surcharge, would be \$10,933.53. That is an increase of \$462.35.

All total, over the 3-year time period, the single family tax bill would increase by an estimated \$1,710.97.

GENERAL OVERRIDE

MOVING FORWARD

- Review and recommendation of budget by Advisory Board and Select Board
- Submit ballot question to Town Clerk - February 26, 2024
- Budget Community Forum - February 27, 2024
- Post Special Town Meeting - March 12, 2024
- Mail notice to households - no later than March 15, 2024
- Advisory Board Hearing - no later than March 19, 2024
- Special Town Meeting - March 26, 2024
- Special Town Election - April 2, 2024

PROCESS

Groton-Dunstable Regional School District FY25 Budget Outlook/Update for Town of Groton

Presented by Laura Chesson, Superintendent of Schools
Sherry Kersey, Director of Finance & Operations
January 27, 2024

FY25 Preliminary Budget Highlights

Highlights of budget outlook:

- It is a level services budget
- Major Drivers of the budget increase
- Difference between budget increase and assessment increase
- Assessment changes to both towns
- Enrollment shifting higher percentage to Dunstable in near future

FY25 Proposed budget is Level Services

A level services budget means that the proposed budget includes anticipated expenses to provide the same level of service currently being provided.

A level service budget is NOT a level funded budget.

There are no new programs or initiatives being proposed.

There are new positions included in the proposal, but they are to maintain services already being delivered.

FY25 - Summary of Major Drivers of Assessment Increase

Using less E&D (\$911K to \$500K)	\$ 400,000
Adding \$100K of Full Day Kindergarten Salaries	\$ 100,000
Anticipated new positions*	\$ 285,000
Estimated Wages & Salaries Increases	\$1,930,037
Health Insurance - Active & Retired	\$ 769,136
Utilities (water usage & PFAS)	\$ 209,615
Total Major Drivers of Assessment Increase	\$3,693,788

*see next slide for positions

Anticipated new positions

1.0 FTE Grade 2 Teacher (if class size dictates)	\$ 70,000	FloRo
1.0 FTE Behaviorist Interventionist	\$ 70,000	District
1.0 FTE ELL Teacher (compliance with ratio)	\$ 70,000	District
1.0 FTE Maintenance Position	\$ 62,000	FloRo
0.4 FTE Administrative Assistant (from PT to FT)	<u>\$ 13,000</u>	FloRo
Total anticipated new positions	\$ 285,000	

FY25 Considerations that have increased \$ implications

Salary projections

As discussed in previous budget updates to the school committee and both towns, the school district is currently negotiating salary and benefits with many groups. This also includes step and lane changes for all collective bargaining units as well as market adjustment considerations for positions on individual contracts. Supporting data can be reference in the “Groton-Dunstable By the Numbers” presentation on the district website.

FY25 Considerations that have increased \$ implications

Health Insurance

The school district has projected a 10% annual increase in health insurance premiums. This is what is in the 5 year plan. As of November, our claims seem to be running in a favorable direction, however it is still premature to reduce this line item until the actual renewal is presented by Harvard Pilgrim in late February/early March.

Point of reference - FY24 renewal was at 7.52%.

FY25 Considerations that have increased \$ implications

Utilities/PFAS Expenses

There is \$100,000 in the budget for PFAS expenses. Until the project is complete to connect the high school to Groton town water supply, we are required to provide:

- Drinking water delivery to homes testing above PFAS limit
- Have drinking water supply tested to all homes to monitor PFAS levels
- Install POET filtration systems to homes testing above
- Contracting with Tighe & Bond to prepare documentation for EPA filing requirements.

Note: This is not in the FY24 budget currently, we will be requesting a budget transfer from contingency.

FY25 - Stayed within the 5 year plan projections

For most other budget categories, the projected budget reflects increase estimates that were used to develop the 5 year projection plan.

- Heat and utilities (with the exception of a small water adjustment) are between 2% to 10% as projected.
- Transportation - we projected a 4.8% increase, however we received more reimbursement funding in FY23 that will offset the assessment to the towns (saving \$75K)
- Middlesex Retirement - we projected an 8.5% increase, however our assessment only increased by 6.6% (saving \$26K)

FY24 Budget vs FY25 Proposed Budget

Budget Increases: The amount of total General Fund Expenses from FY24 to FY25

FY24 Actual General Fund Budget (w/o debt): \$47,314,148

FY25 Estimated General Fund Budget (w/o debt): \$50,762,165

Estimated Budget Increase (w/o debt): \$ 3,448,017

7.29% increase

5 Year Historical increases

<u>Fiscal Year</u>	<u>\$ Increase</u>	<u>% Increase</u>
FY24 - FY25	\$3,448,017	7.29% operating increase
FY23 - FY24	\$2,841,635	6.39% operating increase
(Note: ESSER & ARPA gone - expenses added to GF)		
FY22 - FY23	\$1,029,038	2.37% operating increase
(Note: ESSER & ARPA funding available)		
FY21 - FY22	\$1,956,213	4.71% operating increase
FY20 - FY21	\$1,494,556	3.74% operating increase

Enrollment - 5 year rolling average FY 24 to FY 25

Regional Agreement dictates a 5 year rolling average of certified October 1st enrollment.

FY24	Dunstable	22.74%	current year only = 23.35%
	Groton	77.26%	current year only = 76.65%
FY25	Dunstable	22.82%	
	Groton	77.18%	

Assessment Increases versus Budget Increases

Once all projected revenues have been estimated, the remaining balance is funded through assessments to the towns. Increases to assessments can occur when:

- A. Another **revenue** source is reduced or eliminated (Example: Excess & Deficiency, Kindergarten Fees, etc.)
- B. **Expenses** increase (Example: Salary increases, inflation, utilities, new positions, etc.)

Both conditions are occurring in the draft FY25 Budget

FY25 Estimated Assessment Comparisons

Description	FY22	% 22-23	FY23	% 23-24	FY24	% 24-25	FY25
Dunstable Assessment	\$7,000,663	2.87%	\$7,201,464	7.52%	\$7,742,721	11.73%	\$8,650,942
Groton Assessment	\$23,481,350	3.57%	\$24,319,318	6.65%	\$25,937,716	10.81%	\$28,741,942

Assessment Increase

FY24 Dunstable Assessment:	\$7,742,721
FY25 Est. Dunstable Assessment:	<u>\$8,650,942</u>
Assessment Increase:	\$ 908,221
FY24 Groton Assessment:	\$25,937,716
FY25 Est. Groton Assessment:	<u>\$28,741,942</u>
Assessment Increase:	\$ 2,804,226
Total Assessment Increases:	\$ 3,712,447

Groton Town Manager's Budget

Mark Haddad, Town Manager for the Town of Groton, submitted his Proposed Operating Budget dated December 24, 2023 (updated January 26, 2024).

Groton Operating Assessment as of January 26, 2024	\$28,741,942
Town Manager Placeholder for GDRSD	<u>\$28,741,942</u>
Difference	\$ 0

This is contingent upon a successful operational override passing at Annual Town Meeting and at the ballot.

Dunstable Town Manager's Budget

Jason Silva, Town Manager for the Town of Dunstable, submitted his Proposed Operating Budget dated December 29, 2023.

Dunstable Operating Assessment as of January 10, 2023	\$8,650,942
Town Manager Placeholder for GDRSD	<u>\$8,650,942</u>
Difference	\$ 0

This is contingent upon a successful operational override passing at Annual Town Meeting and at the ballot.

This is not a one year problem

The towns have estimated town revenues for the next 3 years.

The school district has estimated town assessments for the next 3 years.

The FY25-FY27 comparisons illustrate a deficit between the two estimates that occurs every year. School Administration has informed the leadership team that we are committed to stay within our projections and that any future unplanned increases need to be balanced with a corresponding reductions.

What happens if override votes are not successful?

The result of a failed override vote would be devastating to the school district.

Salary and benefits are 77% of the operating budget, thus a majority of the reductions would have to be staff. Most likely the proposed anticipated positions would not be filled in addition to at least 31 additional FTE's by our estimations. This will include all categories of staff. Note: teachers, guidance & paraprofessional = 81% of FTEs

Increased class sizes, reduced course offerings, reduced support services are examples of what is expected to happen with that amount of cuts to make.

FTE comparison data

	FY 2023	FY 2024 - Budget	FY 2024 - Actual	FY 2025
	Budget	Budget	Actual	Budget
Central Office	14.1	14.1	15.1	15.1
School Administrators	18.0	16.0	15.0	15.0
Teachers - Unit A	203.2	197.5	206.0	209.0
Guidance - Unit A	19.0	18.0	19.0	19.0
Nurse - Unit A	7.5	7.6	7.6	7.6
Paraprofessionals - Unit D	66.5	71.0	81.7	81.7
Administrative Assistants - Unit C	11.1	11.1	11.1	11.4
Food Service	6.0	5.0	5.0	5.0
Custodian/Maintenance	7.0	6.0	6.0	7.0
Support Staff Non Union	10.3	10.6	10.6	10.6
Total	362.7	356.9	377.1	381.3

Student Enrollment

2242

2246

2246

FY25 Capital Plan and Funding

The Towns were requested to put a placeholder equal to FY24's assessment for their capital assessment for consistency purposes. The Director of Building & Grounds and the Director of Finance reviewed the requested and ongoing projects and are recommending a reduced financial request for the upcoming FY25.

There are many exciting capital improvements that will require our maintenance teams attention in the upcoming months and year. Thus, the capital requests are minimal this upcoming fiscal year.

FY25 Capital Plan and Funding

Projects that are upcoming or in progress:

- Move from existing Flo Ro to new Flo Ro
- Ground repair/upkeep for Flo Ro/Middle School campus that may be necessary due to demolition of old building
- New HS stadium field - nurture natural turf planted in the Fall to ensure it is ready for use for this upcoming Fall season
- Managing irrigation at the middle school track and the high school for all fields with limited water supply
- Weatherization measures at Middle School North (part of the recently awarded Green Communities Grant)
- Flooring replacement at Middle School North

FY25 Capital Plan and Funding

New Requests for Capital Funding in FY25

	<u>Budget</u>	<u>Groton \$</u>	<u>Dunst. \$</u>
● Technology leases	\$198,500	\$153,202	\$45,298
● Two (2) 15-passenger vans	\$ 64,000	\$ 49,395	\$14,605
● Baseball/softball groomer	\$ 25,000	\$ 19,295	\$ 5,702
● Designer/Engineer HS Windows	\$ 25,000	\$ 19,295	\$ 5,702
● MSN - 8th grade bathroom renov	\$ 15,000	\$ 11,695	\$ 3,305
● MSN - Flooring replacement (Phase 2)	<u>\$ 55,000</u>	<u>\$ 42,884</u>	<u>\$12,116</u>
Total Request	\$382,500	\$295,766	\$86,734

FY25 Capital Plan and Funding

There are two large projects that need to be undertaken in the near future, but they require additional vetting at this time.

Wall of Windows replacement at the high school. This could cost upwards of \$250,000 by preliminary estimates, however we need a proper study and report prepared prior to requesting project funding.

Swallow Union roof replacement/major repair. The district will submit a MSBA Accelerated Repair Project application in coordination with the towns once the necessary discussions have taken place regarding funding commitments.

FY25 Capital Plan and Funding

There are other projects that the district has earmarked that needs attention.

- Lighting replacement in the common areas at the High School
- LED lighting upgrade at Middle School North and South
- Concrete sidewalk repair and 2 sets of steps at the High School
- Lobby tile repair at the High School
- Ductless A/C installed at Middle School South on second floor
- Potential piloting a EV Charging Station at the Middle School Campus (thank you Charlotte Weigel for your help and guidance)

We are looking for energy efficiency funding for the lighting projects and charging stations. Additionally, there are excess funds in our capital revolving fund from savings on prior projects. The school committee will be presented with a request in the late spring to reappropriate unspent funds to fund a number of these requests.

Important Upcoming Dates

January 31	Public Hearing
February 7	School Committee Certifies Budget
February 27	First Budget Forum (Both Towns and School Districts)
March 6	Second Budget Forum (Both Towns and School District)
March 26	Potential Spring Town Meeting for Budgets
April 2	Potential ballot vote in both towns

TOWN OF DUNSTABLE



TOWN ADMINISTRATOR'S RECOMMENDED
FY25 OPERATING BUDGET



DECEMBER 2023

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Section 1

Introductory Information





OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF DUNSTABLE
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 X224 FAX (978) 649-4515
e-mail selectmen@dunstable-ma.gov



December 26, 2023

Honorable Members of the Board of Selectmen and Advisory Board
Town of Dunstable

Dear Members of the Board of Selectmen and Advisory Board:

Enclosed please find the FY2025 operating budget for the Town of Dunstable.

FY2024 Budget Review

In FY2024, as you know, the Town of Dunstable was forced to make difficult budgetary decisions due to the failure of a general fund override in the amount of \$301,162. As a result of the override failing reductions were made in the following manner:

- Police Department: Staffing, Supply, and Equipment Reductions
\$84,874 was reduced in the Police Department budget resulting in the reduction of 1 police officer position. This cut caused less police coverage on the overnight shift from 2 to 1 officer, Monday through Friday. When receiving multiple calls for emergency response, an increased reliance on mutual aid is needed which has caused longer response times in some instances.
- Fire Department: Staffing, Supply, and Equipment Reductions
\$52,824 was reduced in the Fire Department budget. Because of this cut, the Department reduced the per diem firefighter schedule from 2 to 1 firefighter, 8 AM to 4 PM, 7 days per week causing an increased reliance on on-call firefighters and mutual aid at the beginning of the fiscal year. Fortunately, a generous donor stepped up and agreed to donate the dollar amount needed for the Town to maintain staffing at FY23 levels.
- Highway Department: Additional Staffing and Expenses
\$73,464 was reduced from the proposed Highway Department budget. Without the addition of the new Highway Laborer position, the Department continues to have 1 employee work alone much of the time, restricting the type of work that can be performed. Communication improvements and required stormwater maintenance were also cut.
- Parks, Selectmen, Treasurer/Collector Department: Staffing, Landscaping, and Professional Development Reductions

A total of \$15,000 was reduced in the Parks Department, Selectmen Department, and Treasurer/Collector Department. The Parks Department experienced a reduction in requested landscaping and irrigation maintenance funding, the Selectmen Department reduced professional development and training, and Treasurer/Collector has less funding than requested for staffing support.

In addition to these spending reductions, the Town was also forced to utilize \$95,000 in additional free cash revenues to balance the budget, draining its free cash balance to \$66,138. Due to the reductions described above, in FY25 the restoration of both the police officer and per diem firefighter positions are included in the operating budget.

FY25 Budget Revenues

The FY25 operating budget plans for level funded local receipts and state aid revenues. Given the current financial environment at the state level with revenues lagging behind FY24 initial projections, the Town reduced initial projections based on prior year increases to level funded state aid. In local receipts, which is largely motor vehicle excise tax revenue in Dunstable, the Town has projected level funded revenues, as well.

The FY25 budget also continues the Town's past practice of utilizing its free cash to balance its operating budget. The FY25 operating budget relies on a total of \$474,343 or slightly over 71% of the Town's estimated certified free cash balance. Over the last 5 years, the Town's reliance on free cash to balance its operating budget has increased significantly. Since free cash is the result of the spending and collection activity within any given fiscal year, relying on it in this way can be unsustainable because there is no guarantee the free cash used to balance this year's budget will be available for next year's budget expenses. It also suggests that the Town has a structural budget deficit using one-time revenues to fund ongoing operating expenses, especially since the free cash being used to balance the budget has progressively increased from FY19 to FY24.

Since the Massachusetts Department of Revenue's Division of Local Services considers free cash a nonrecurring revenue source and recommends that free cash should be restricted to paying one-time expenditures such as capital projects, the Town has reduced its reliance on free cash to balance the FY25 budget by \$100,000 based on guidance from the Advisory Board and Board of Selectmen. Over the course of the next 3 years, the Town intends to continue to phase out its reliance on free cash to fund operating costs, \$100,000 annually.

The Town Administrator's recommended FY25 budget relies on the following:

- The statutory 2.5% increase on the Town's tax levy and projected new growth of \$110,000 which combine to generate approximately 3.5% increase in tax revenues to fund municipal and school services.
- Local receipts and state aid remain at estimated FY24 levels.
- Decrease in free cash from operating budget revenue from \$574,343 to \$474,343.
- \$318,070 in taxes to fund previously approved excluded debt payments.

- A general fund override in the amount of \$875,473.

FY25 Budget Expenditures

On the expenditure side, general expenses are largely level-funded with some exceptions based on projected need and actual costs:

- Health insurance budget is estimated to increase 5%.
- Pension assessment is increasing by 6%.
- Liability insurance is estimated to increase by 10%.
- The Groton Dunstable Regional School District budget assessment is estimated to increase by 11.73%.
- Total municipal operations budget is increasing by 2.97%; municipal operations and debt expenses are increasing by 2.68%.
- Total municipal salaries are increasing by 5% largely due to the restoration of a police officer position and per diem firefighter position.
- Debt service expenses are based on FY25 debt schedule. Except for the last payment of the salt shed project in FY25, all other debt service is debt excluded which means that it is outside of the normal 2.5% levy limitations as voted and approved by the Town residents.

More detail on the increases and decreases of the municipal operations side of the budget are as follows:

General Government

- A \$3,000 increase in the Town Administrator's training line item consistent with the Town Administrator contract committing to budget \$5,000 annually for professional development.
- A \$3,627 increase in the Select Board's Northern Middlesex Council of Governments (NMCOG) line item to cover the cost of membership dues of NMCOG and their Stormwater Collaborative.
- Slightly over a \$16,000 increase in the Town Accountant salaries budget due to an adjustment in allocating the Assistant Town Accountant's salary to properly reflect the work the position performs.
- A \$6,000 decrease in Assessor salaries budget related to the adjustment in allocating the Assistant Town Accountant's salary as mentioned above.
- Slightly over a \$32,000 decrease in the Treasurer/Collector budget due to the regionalization of the Treasurer/Collector position with the Town of Pepperell.
- Close to a \$15,000 decrease in the Town Clerk's budget due to the regionalization of the Town Clerk position with the Town of Pepperell.

Public Safety

- A \$101,996 increase in the Police salaries budget due to the restoration of the second overnight police officer position and contractual increases.
- A \$56,735 reduction in expenses due to savings the Town will experience in FY25 due to regionalizing the Town's emergency communications center with the Patriot Regional Emergency Communications Center in Pepperell.
- A \$48,830 increase in the Fire salaries budget due to the restoration of the second per diem firefighter position during the day shift, 7 days a week.

Human Services

- Close to a \$1,100 increase in the Board of Health expense budget due to increases in the assessments to the Nashoba Associated Boards of Health.
- A \$1,000 reduction in the Council on Aging budget being offset by a combination of grant monies, free meals from AGESPAN, and donations.

Library, Parks and Recreation

- An approximate \$10,000 increase in library expenses to cover the costs of energy, water, maintenance and repair, and the transition to a new Library Director. The overall budget increase is only 2% consistent with prior years.
- An increase of close to \$7,300 in the Information Technology budget to cover the cost of a new services management contract.

Insurance and Assessments

- The Town's retirement assessment increased by \$21,761.
- The Town's health insurance is estimated to increase by \$19,321.
- The Town's general liability insurance is estimated to increase by just shy of \$15,000.

FY25-FY27 Budget Forecast

As part of the budget development process, the Town has forecasted revenues and expenditures for FY26 and FY27 based on the Town Administrator's recommended FY25 operating budget. The forecast for these 2 years are based on the following assumptions for expenditures:

- Salaries: 2% increases year over year
- General expenses: 1% increases year over year
- Contract services: 3% increases year over year
- Energy: 3% increases year over year
- Utilities: 3% increases year over year
- Repairs and maintenance of buildings, vehicles and equipment: 3% increases year over year
- Dues and memberships: 2% increases year over year

- Nashoba Associated Boards of Health: 7% increases year over year
- Nurse Assessment: 6% increases year over year

For the Groton Dunstable Regional School District, the spending projections in FY26 and FY27 are based on budget growth numbers provided to the Town by the District. For FY26, the School District projects their budget assessment to the Town of Dunstable will increase by 10% and, in FY27, it will increase by 8.15%.

For revenues, the FY26 and FY27 projections are consistent with growth projections in FY25:

- The statutory 2.5% increase on the Town's tax levy and projected new growth of \$110,000.
- Local receipts and state aid remain at estimated FY24 levels.
- Decrease in free cash from operating budget revenue by \$100,000 annually.
- Excluded taxes raised based on previously approved excluded debt payments.

Based on the assumptions above, the general fund deficits in each of these years are in the amount of \$651,379 and \$555,513, respectively.

General Fund Override and Impacts

As stated above, the FY25 Town Administrator's recommended operating budget relies on a general fund override in the amount of \$875,473.

In order to balance FY26 and FY27, an override in the amount of \$651,379 and \$555,513 will be needed, respectively. The total override amount needed to balance all 3 years is \$2,082,365.

Using information provided by the Town Assessor, below please find an analysis of the impact to the average single family tax bill. The average single-family assessment for FY24 is \$641,400 and the tax rate is \$13.96. The average single family tax bill, including the 3% Community Preservation Act (CPA) surcharge, is \$9,222.56.

- In FY25, with the additional \$875,473 general fund override amount, the average single family tax bill, including the CPA surcharge, would be \$9,936.06. That is an increase of \$713.50.
- In FY26, with the additional \$651,379 general fund override amount, the average single family tax bill, including CPA surcharge, would be \$10,471.18. That is an increase of \$535.12.
- In FY27, with the additional \$555,513 general fund override amount, the average single family tax bill, including CPA surcharge, would be \$10,933.53. That is an increase of \$462.35.

All total, over the 3-year time period, the single family tax bill would increase by an estimated \$1,710.97.

Town and School Deficits

If an override fails, the Town will need to decide how to allocate the deficit between the Town and Groton Dunstable Regional School District.

New Available Revenue

The FY25 new revenues are based on the calculation of total new revenues generated by the 2.5% tax increase plus new growth, state aid, local receipts which, for FY25 equals \$386,925. However, because we have reduced the free cash appropriation by \$100,000 and added back capital expenditures in the amount of \$119,344, based on prior years' spending, the total available new revenue is \$167,581.

Since the Groton Dunstable Regional School District is projected to be 65% of the Town's overall spending in FY25, and the Town budget is the remaining 35%, the Town could allocate the new available revenue 65% to the School District and 35% to the Town. This would mean the School District would receive \$108,928 and the Town would receive \$58,653, proportionally.

The School District's FY25 budget assessment increase is \$906,769, thus the deficit associated with the School District after offsetting the increase with the Town's new available revenue is \$797,842; the Town's operating budget increase is \$136,027, the deficit is \$77,374 when including new available revenue.

Proportion of Overall Deficit

Another method to allocate the deficit is to split the bottom-line deficit proportionally based on budget spending – 65% to the School District and 35% to the Town. This approach is used by the Town of Groton.

The overall, bottom-line budget deficit for FY25 is \$875,473. If you allocate the deficit 65% to the School District and 35% to the Town, the School District's deficit is \$569,057, and the Town's deficit is \$306,416, proportionally.

In sum, the range of the deficit associated with the School District's assessment is between \$569,057 and \$797,842, and the Town's deficit is between \$77,374 and \$306,416, depending on how we assign the overall deficit.

Budget Process

This budget year, the Town has started the budget development process earlier than in prior years to better align local budget decisions with the budget processes in the Town of Groton and the Groton Dunstable Regional School District. Our first Town Administrator's Town-School Budget Working Group took place in August and now, we continue to participate in a budget working group between the Towns of Dunstable, Groton and the School District to develop our respective budgets and strategies to fund them.

The Advisory Board has also held several meetings to review and develop the FY25 budget. A joint meeting of the Select Board, Advisory Board, and Groton Dunstable Regional School Committee also took place allowing all three stakeholders an opportunity to present on the financial condition of the member communities and the School District.

As part of our working group meetings, we have discussed working collaboratively with the Town of Groton to schedule Special Elections in each community on April 2 to consider a request for a general fund override to fund the Towns' operating budget. This would also allow the Towns to coordinate community outreach and education efforts leading up to the vote.

Through these meetings, a thorough review of the Town's finances, multi-year projections and assessment of needs were conducted, and comparisons with comparable communities were performed.

Conclusion

The Town of Dunstable operates with a small, dedicated, mostly part-time municipal staff. In FY24, the Town has taken steps to mitigate future budget increases by considering the regionalization of services when opportunities present themselves. Just this year, the Town has regionalized the Treasurer/Collector position, Town Clerk position, and the Emergency Communications Center to save money and enhance services. Throughout the year, we are consistently evaluating how we deliver services to residents and operations, and seek out ways to make improvements and find efficiencies.

Nonetheless, the Town faces multi-year financial challenges caused by price increases on most products and services, cost of living salary increases, inflationary pressures on items such as electricity and utilities, and significant increases in education, all of which have repeatedly exceeded 2.5%. An override is needed to fund the increase to the Regional School District assessment and maintain the Town's core services in all areas.

The Town has prepared a more comprehensive financial forecast which clearly demonstrates a long-term funding gap between projected revenues and expenditures. Even with the Town maintaining low staffing ratios, debt levels, and capital costs, each year difficult decisions are made to reduce department budget requests to meet town needs, based on available revenues. The Town has also consistently used its free cash to subsidize its operating budget to avoid override requests which is unsustainable.

The Town is now at a crossroads and its budget requires additional revenues to ensure appropriate municipal service levels are delivered to our residents and to maintain the quality of education being provided to students.

I look forward to working with you in the coming weeks and months to finalize the Town's FY25 operating budget.

Best Regards,

A handwritten signature in black ink, reading "Jason Silva". The signature is written in a cursive style with a large, looping initial "J".

Jason Silva
Town Administrator

BUDGET PROCESS

This year's budget process has differed from prior years.

On August 1, 2023, the Town Administrator sent a letter to the Superintendent of the Groton Dunstable Regional School District requesting the District's participation in a Town-School Budget Working Group.

The purpose of the working group was the following:

- Begin budget discussions early in the year and establish a regular, open line of communication between the Town and School District.
- Assist in the coordination of budget preparation between the Town Administrator, School Administration, Select Board, Advisory Board, School Committee.
- Review and build a greater understanding of the overall financial condition of the Town.
- Seek to build consensus on budget approach and funding.

The makeup of the working group included the Chair of the Select Board, Chair of the Advisory Board, Dunstable Representatives on the Groton Dunstable Regional School Committee, Superintendent of Schools and Director of Finance and Operations, and Town Administrator.

Two meetings of the budget working group took place where we reviewed and discussed budget forecasts for FY25 to better understand the financial condition of the Town and School District early in the new fiscal year. Given the FY24 budget process and failed request for an override, Town leaders anticipated another challenging budget year. The Town Administrator was also invited to participate in the Groton Town Manager's Tri Comm Meetings in parallel with Dunstable's meetings, gaining insights into the Town of Groton's budgetary challenges and their strategies to address them.

During this process, the Town Administrator worked with the Select Board and Advisory Board to provide an updated financial forecast and Capital Improvement Plan and worked with individual municipal departments to finalize departmental budgets.

The Dunstable Town-School Budget Working Group has now merged with the Town of Groton and the School District, having one working group among all three budget stakeholders, helping to ensure we are working together collaboratively and understand the perspectives of all involved.

Through the budget process, numerous meetings of the Select Board, Advisory Board, and Groton Dunstable Regional School Committee have taken place and will continue to finalize the FY25 operating budget. The next page outlines the budget process to date.

FY25 BUDGET MEETINGS

July 1, 2023	Fiscal year 2024 begins
July 26, 2023	Capital Planning meeting with departments and committees
August 1, 2023	Letter to School Superintendent creating Town-School Budget Working Group sent by Town Administrator
August 14, 2023	Groton Town Manager's Tri Comm Budget Meeting
August 16, 2023	Advisory Board Meeting
August 22, 2023	Draft Capital Improvement Plan distributed to departments and committees
September 1, 2023	Capital Improvement Plan finalized
September 6, 2023	Town-School Budget Working Group Meeting
September 7, 2023	Distributed Financial Forecast to Town-School Budget Working Group, Select and Advisory Boards
September 8, 2023	Capital Improvement Plan shared with Capital Planning Committee for review and feedback
September 11, 2023	Groton Town Manager's Tri Comm Budget Meeting
September 11, 2023	FY25 Departmental Budget Worksheets sent to departments and committees
September 20, 2023	Joint Meeting of the Select and Advisory Boards
October 2, 2023	FY25 Department Budget Worksheets due
October 3, 2023	Town-School Budget Working Group Meeting
October 17, 2023	Accounting and Water Department budget review meetings with Town Administrator
October 18, 2023	Planning, Conservation and Assessing Department budget review meetings with Town Administrator
October 23, 2023	Highway and Police Department budget review meetings with Town Administrator
October 24, 2023	Library and Recreation Department budget review meetings with Town Administrator
October 25, 2023	Joint Meeting of the Select Board, Advisory Board, and Groton Dunstable Regional School Committee
November 1, 2023	Advisory Board Meeting
November 1, 2023	Fire Department budget review meeting with Town Administrator
November 28, 2023	Joint Budget Working Group Meeting with Dunstable, Groton, and School District representatives
December 6, 2023	Advisory Board Meeting
December 11, 2023	Meeting with Chair of Capital Planning Committee to review FY25 capital review process
December 18, 2023	Joint Budget Working Group Meeting with Dunstable, Groton, and School District representatives
December 21, 2023	Town Administrator finalizes draft FY25 operating budget recommendations
December 26, 2023	Town Administrator's FY25 operating budget recommendations sent to Advisory and Select Boards

Section 2

Financial

Overview



REVENUE WITHOUT OVERRIDE

	FY24	FY25	\$ Change	% Change
Tax Levy	\$10,685,152	\$11,062,281	\$377,129	3.53%
2 1/2 % Allowed Increase	\$267,129	\$276,557	\$9,428	3.53%
New & Amended Growth	\$110,000	\$110,000	\$0	0.00%
Excluded Debt	\$326,394	\$318,070	-\$8,324	-2.55%
Cherry Sheet Receipts (State Aid)	\$379,303	\$379,303	\$0	0.00%
Local Receipts	\$749,632	\$750,000	\$368	0.05%
Free Cash for Operating Expenses	\$574,343	\$474,343	-\$100,000	-17.41%
Total Revenue	\$13,091,953	\$13,370,554	\$278,601	2.13%

REVENUE WITH OVERRIDE

	FY24	FY25	\$ Change	% Change
Tax Levy	\$10,685,152	\$11,062,281	\$377,129	3.53%
2 1/2 % Allowed Increase	\$267,129	\$276,557	\$9,428	3.53%
New & Amended Growth	\$110,000	\$110,000	\$0	0.00%
General Fund Override	\$0	\$875,473	\$875,473	-
Excluded Debt	\$326,394	\$318,070	-\$8,324	-2.55%
Cherry Sheet Receipts (State Aid)	\$379,303	\$379,303	\$0	0.00%
Local Receipts	\$749,632	\$750,000	\$368	0.05%
Free Cash for Operating Expenses	\$574,343	\$474,343	-\$100,000	-17.41%
Total	\$13,091,953	\$14,246,027	\$1,154,074	8.82%

EXPENDITURES

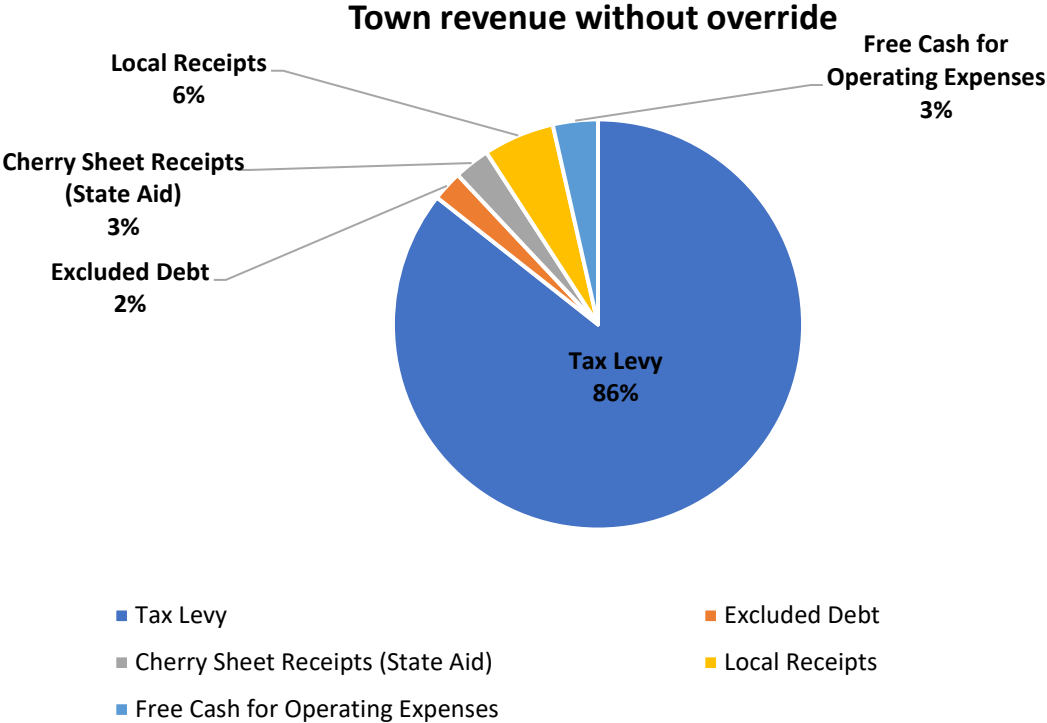
	FY24	FY25	\$ Change	% Change
General Government	\$660,102	\$633,755	-\$26,347	-3.99%
Public Safety	\$1,665,647	\$1,768,904	\$103,257	6.20%
Schools	\$8,292,773	\$9,199,542	\$906,769	10.93%
Public Works	\$911,976	\$922,311	\$10,335	1.13%
Human Services	\$78,382	\$79,328	\$946	1.21%
Library & Recreation	\$307,171	\$318,242	\$11,071	3.60%
Town Debt Service	\$187,693	\$179,627	-\$8,066	-4.30%
Insurance & Assessments	\$955,886	\$992,650	\$36,764	3.85%
Other (Overlay, Capital and State Fees)	\$32,323	\$151,667	\$119,344	-369.22%
Total Expenditures	\$13,091,952	\$14,246,027	\$1,154,074	8.82%

VARIANCE

	\$0	\$875,473	\$875,473	6.69%
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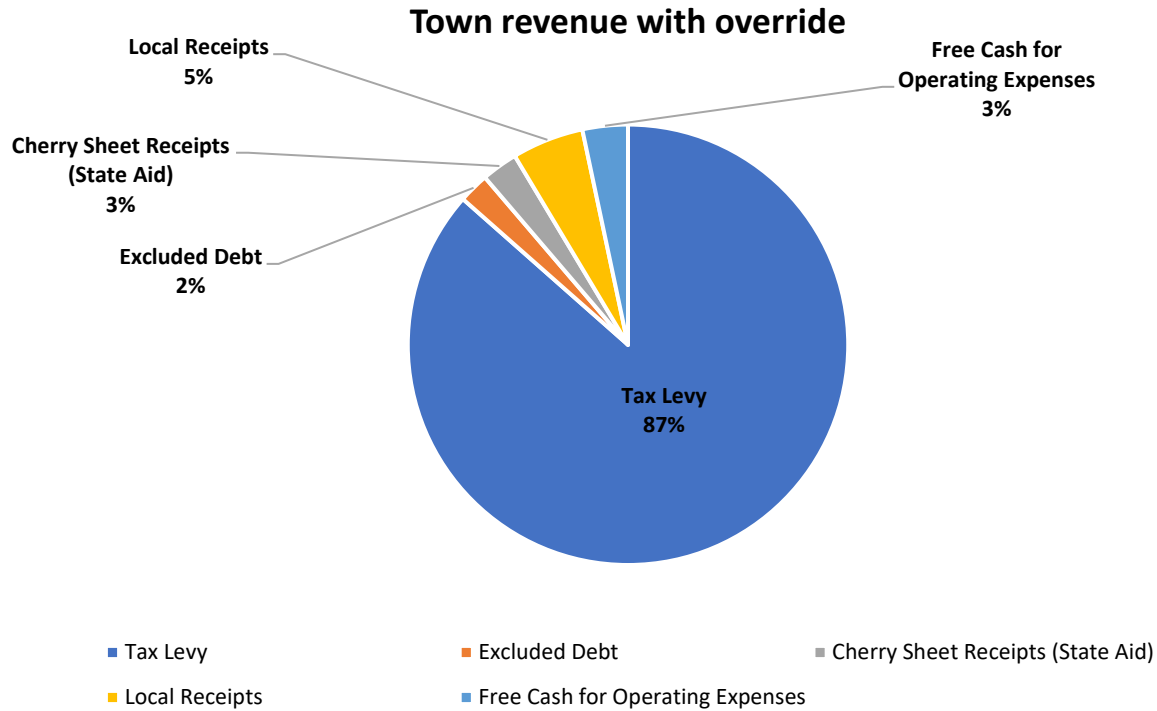
REVENUE SUPPORTING THE FY25 OPERATING BUDGET

The Town of Dunstable receives revenue from a limited number of resources. In order to project revenues in FY25, and in future fiscal years, the Town uses a conservative analysis based on historic trends, current and predicted economic conditions, and other major outside factors which may affect Town finances. To fund the FY25 operating budget, the Town relies on 4 funding sources: real estate taxes (tax levy and excluded debt), local receipts, state aid, and free cash. A breakdown of revenues supporting the FY25 operating budget is below including analysis of revenues with and without the override request.



REVENUE WITHOUT OVERRIDE

	FY24	FY25	\$ Change	% Change
Tax Levy	\$10,685,152	\$11,062,281	\$377,129	3.53%
2 1/2 % Allowed Increase	\$267,129	\$276,557	\$9,428	3.53%
New & Amended Growth	\$110,000	\$110,000	\$0	0.00%
Excluded Debt	\$326,394	\$318,070	-\$8,324	-2.55%
Cherry Sheet Receipts (State Aid)	\$379,303	\$379,303	\$0	0.00%
Local Receipts	\$749,632	\$750,000	\$368	0.05%
Free Cash for Operating Expenses	\$574,343	\$474,343	-\$100,000	-17.41%
Total Revenue	\$13,091,953	\$13,370,554	\$278,601	2.13%



REVENUE WITH OVERRIDE

	FY24	FY25	\$ Change	% Change
Tax Levy	\$10,685,152	\$11,062,281	\$377,129	3.53%
2 1/2 % Allowed Increase	\$267,129	\$276,557	\$9,428	3.53%
New & Amended Growth	\$110,000	\$110,000	\$0	0.00%
<i>General Fund Override</i>	\$0	\$875,473	\$875,473	-
Excluded Debt	\$326,394	\$318,070	-\$8,324	-2.55%
Cherry Sheet Receipts (State Aid)	\$379,303	\$379,303	\$0	0.00%
Local Receipts	\$749,632	\$750,000	\$368	0.05%
Free Cash for Operating Expenses	\$574,343	\$474,343	-\$100,000	-17.41%
Total	\$13,091,953	\$14,246,027	\$1,154,074	8.82%

Overview of Property Taxes

In FY25, property taxes comprise a total of 86% of revenues without an override and 87% of revenues with the override supporting the operating budget. When including excluded debt, that number rises to 88% and 89% of total revenues, respectively. This makes property tax revenue the most significant revenue source for the Town by a substantial margin. The second largest revenue source after property taxes is local receipts at 6% of total revenues. This is not unique to Dunstable, this is the case for most Towns, however, Dunstable relies on property taxes to a larger extent than most other comparable communities.

Proposition 2 1/2

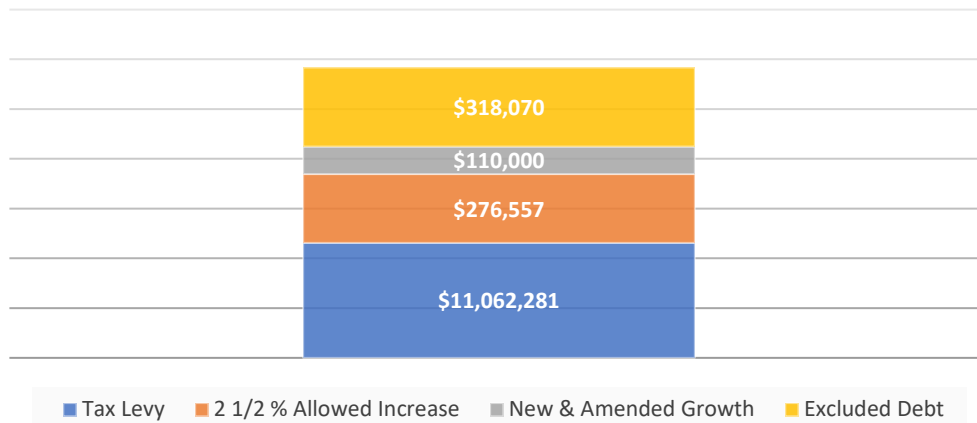
Under Proposition 2 ½, Massachusetts General Law constrains the annual growth of the tax levy to 2 1/2%, plus new growth. New growth is new development in the Town or improvements to properties that result in an increased assessed value. New growth does not include increased value due to revaluation of properties.

State law, however, allows communities to increase taxes beyond the levy limit under Proposition 2 ½ with voter approval. The FY25 operating budget recommended by the Town Administrator is reliant on a \$875,473 general fund override to balance. In other words, it relies on an increase of \$875,473 over and above the limits of Proposition 2 ½.

Property Tax levy without override

	FY24	FY25	\$ Change	% Change
Tax Levy	\$10,685,152	\$11,062,281	\$377,129	3.53%
2 1/2 % Allowed Increase	\$267,129	\$276,557	\$9,428	3.53%
New & Amended Growth	\$110,000	\$110,000	\$0	0.00%
Excluded Debt	\$326,394	\$318,070	-\$8,324	-2.55%
Total	\$11,388,675	\$11,766,908	\$378,233	4.51%

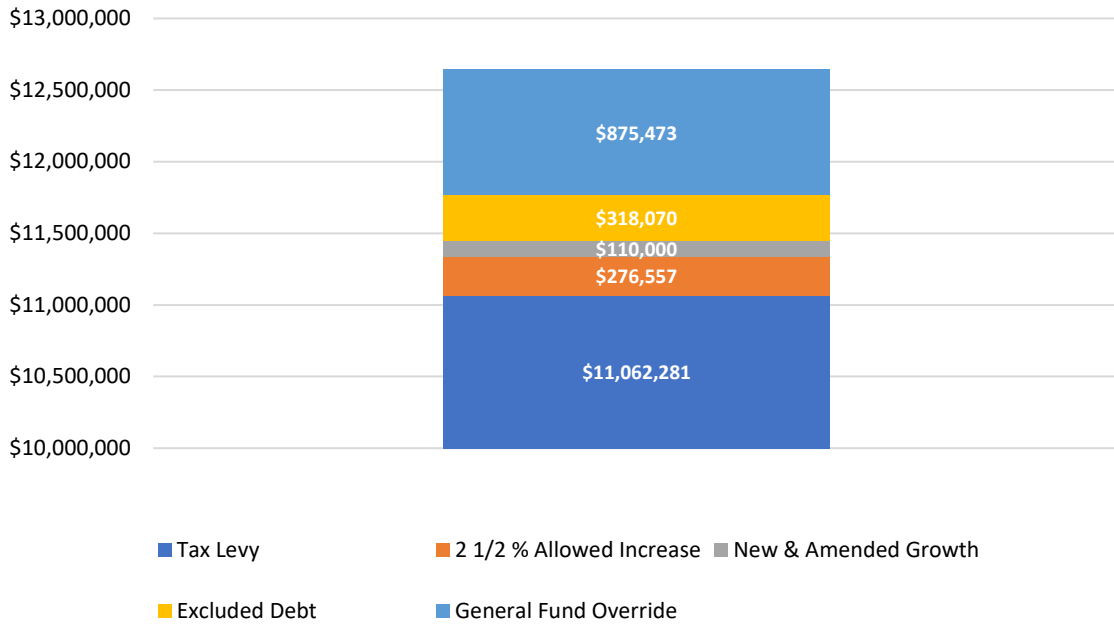
FY25 Tax Levy without Override



Property Tax levy with override

	FY24	FY25	\$ Change	% Change
Tax Levy	\$10,685,152	\$11,062,281	\$377,129	3.53%
2 1/2 % Allowed Increase	\$267,129	\$276,557	\$9,428	3.53%
New & Amended Growth	\$110,000	\$110,000	\$0	0.00%
Excluded Debt	\$326,394	\$318,070	-\$8,324	-2.55%
General Fund Override	\$0	\$875,473	\$875,473	
Total	\$11,388,675	\$12,642,381	\$1,253,706	11.01%

FY25 Tax Levy with Override



State Aid

State aid is a relatively minor portion of the overall revenues of the Town, totaling roughly 3% of Town revenues. The Town has projected level funded state aid due to current fiscal year collection trends at the state level lagging behind original estimates. The Town does not have preliminary state aid figures yet so, because of this, below is state aid data from FY24, which has been used as a guide for FY25.

	FY23	FY24
Unrestricted Gen Gov't Aid	284,914	294,031
Local Share of Racing Taxes	0	0
Regional Public Libraries	0	0
Veterans Benefits	0	0
Exemp: VBS and Elderly	7,692	6,722
State Owned Land	62,523	74,738
Public Libraries	6,608	7,196
Total Estimated Receipts:	361,737	382,687
Air Pollution Districts	1,148	1,203
Old Colony Planning Council	0	0
RMV Non-Renewal Surcharge	2,700	1,120
Total Charges:	3,848	2,323
Net:	357,889	380,364

Local Receipts

Local receipts are revenue that is generated locally, such as motor vehicle excise tax, penalties and interest, charges, permits, licenses, and fees. The majority of the Town's local receipts are generated through motor vehicle excise tax revenue. Annually, Dunstable generates between \$700,000 and \$750,000.

FY19	FY20	FY21	FY22	FY23	FY24	FY25
740,000	720,000	742,622	700,000	748,267	749,632	750,000

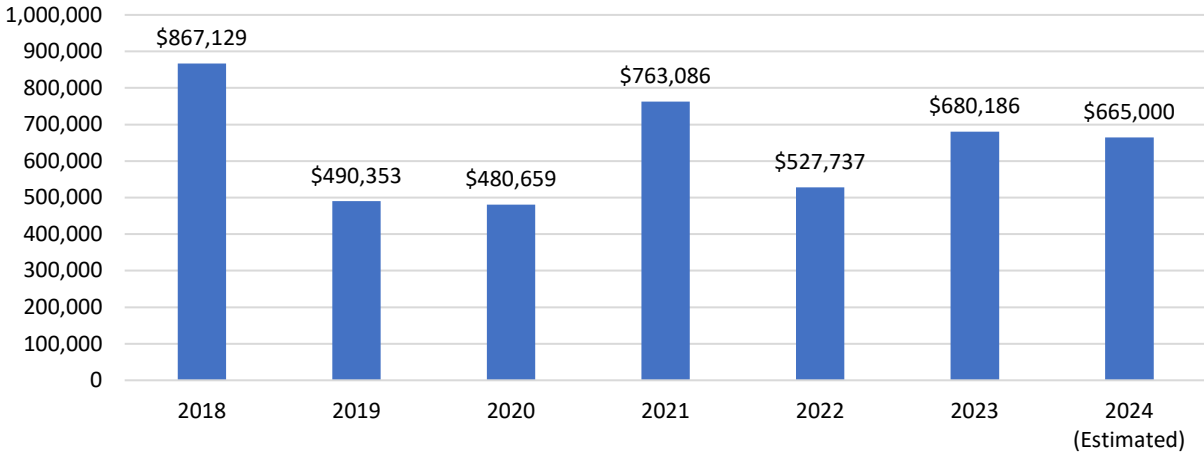
Free Cash

The FY25 budget also continues the Town's past practice of utilizing its free cash to balance its operating budget. The FY25 operating budget relies on a total of \$474,343 or slightly over 71% of the Town's estimated certified free cash balance. Over the last 5 years, the Town's reliance on free cash to balance its operating budget has increased significantly. Since free cash is the result of the spending and collection activity within any given fiscal year, relying on it in this way can be unsustainable because there is no guarantee the free cash used to balance this year's budget will be available for next year's budget expenses. It also suggests that the Town has a structural budget deficit using one-time revenues to fund ongoing operating expenses, especially since the free cash being used to balance the budget has progressively increased from FY19 to FY24.

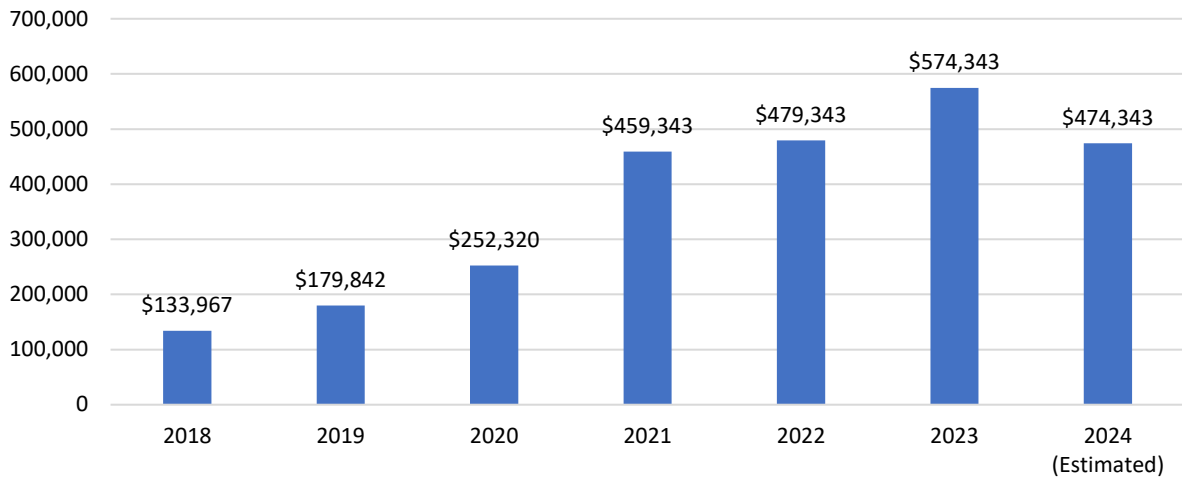
Since the Massachusetts Department of Revenue's Division of Local Services considers free cash a nonrecurring revenue source and recommends that free cash should be restricted to paying one-time expenditures such as capital projects, the Town has reduced its reliance on free cash to balance the FY25 budget by \$100,000 based on guidance from the Advisory Board and Board of Selectmen. Over the course of the next 3 years, the Town intends to continue to phase out its reliance on free cash to fund operating costs, \$100,000 annually.

	2018	2019	2020	2021	2022	2023	2024 (Est)
Free Cash Certification and Available to Appropriate	867,129	490,353	480,659	763,086	527,737	680,186	665,000
Free Cash for Operating Expenses	133,967	179,842	252,320	459,343	479,343	574,343	474,343
Free Cash for ATM Articles	251,912	166,592	135,609	145,450	29,724	39,705	
Free Cash for GDRSD	284,330	119,618	78,830	64,202			
Balance Remaining	196,920	24,301	13,900	94,091	18,670	66,138	190,657

Certified Free Cash



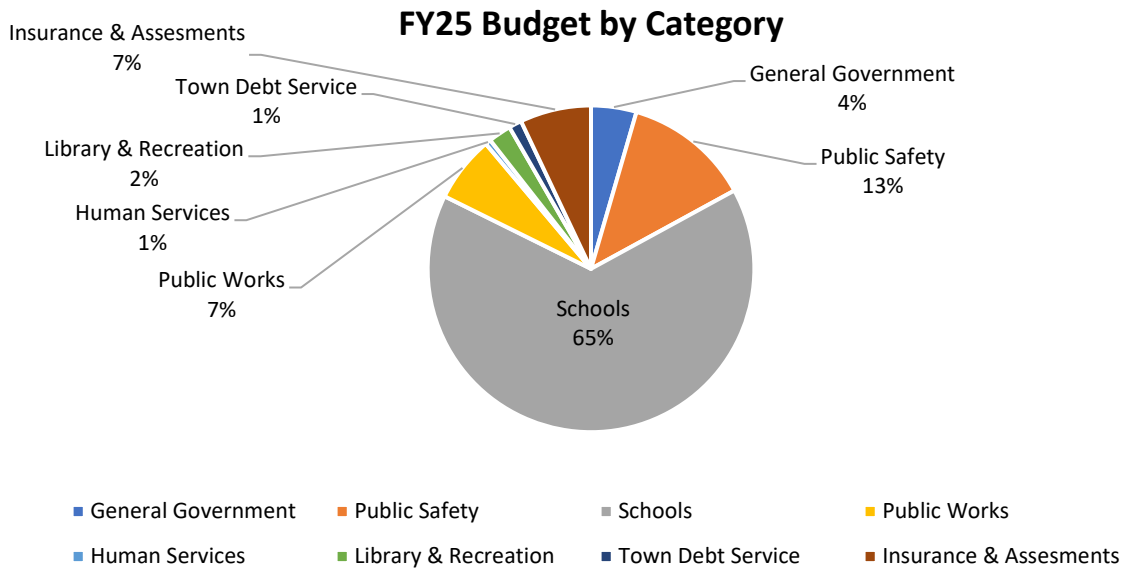
Free Cash used to balance the budget



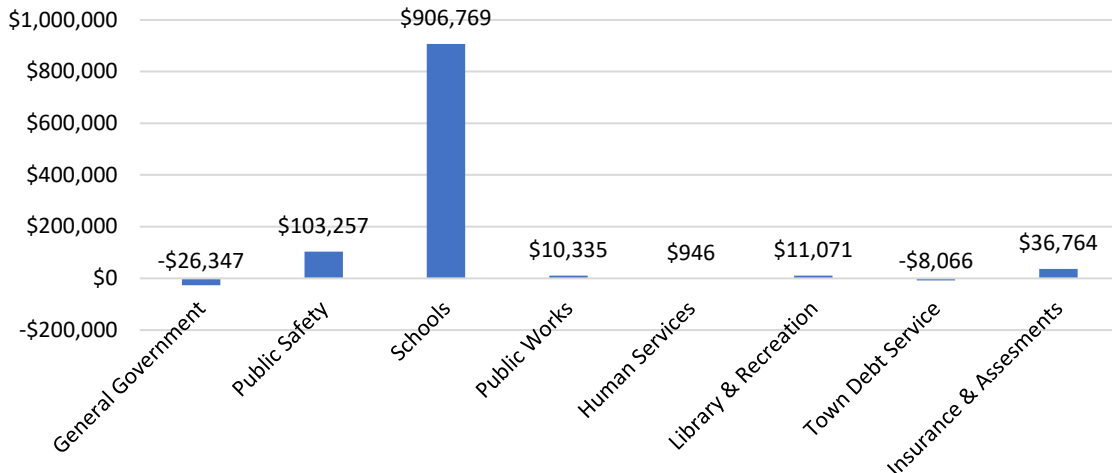
EXPENDITURE OVERVIEW

FY25 Expenditures by Budget Category

Budget Category	FY24	FY25	\$ Change	% Change
General Government	660,102	\$633,755	-\$26,347	-3.99%
Public Safety	1,665,647	\$1,768,904	\$103,257	6.20%
Schools	8,292,773	\$9,199,542	\$906,769	10.93%
Public Works	911,976	\$922,311	\$10,335	1.13%
Human Services	78,382	\$79,328	\$946	1.21%
Library & Recreation	307,171	\$318,242	\$11,071	3.60%
Town Debt Service	187,693	\$179,627	-\$8,066	-4.30%
Insurance & Assessments	955,886	\$992,650	\$36,764	3.85%
Total Town Expenditures	13,059,629	\$14,094,359	\$1,034,730	7.92%



FY25 Budget Changes by Category



FY25-FY27 Expenditures by Budget Category

Budget Category	FY25 Budget	FY26 Estimated	FY27 Estimated
General Government	\$633,755	\$650,737	\$665,352
Public Safety	\$1,768,904	\$1,805,229	\$1,842,342
Schools	\$9,199,542	\$10,072,081	\$10,853,810
Public Works	\$922,311	\$935,522	\$949,056
Human Services	\$79,328	\$81,457	\$83,682
Library & Recreation	\$318,242	\$324,190	\$330,830
Town Debt Service	\$179,627	\$161,971	\$162,056
Insurance & Assessments	\$992,650	\$1,042,283	\$1,094,397
Total Town Budget	\$14,094,359	\$15,073,469	\$15,981,525

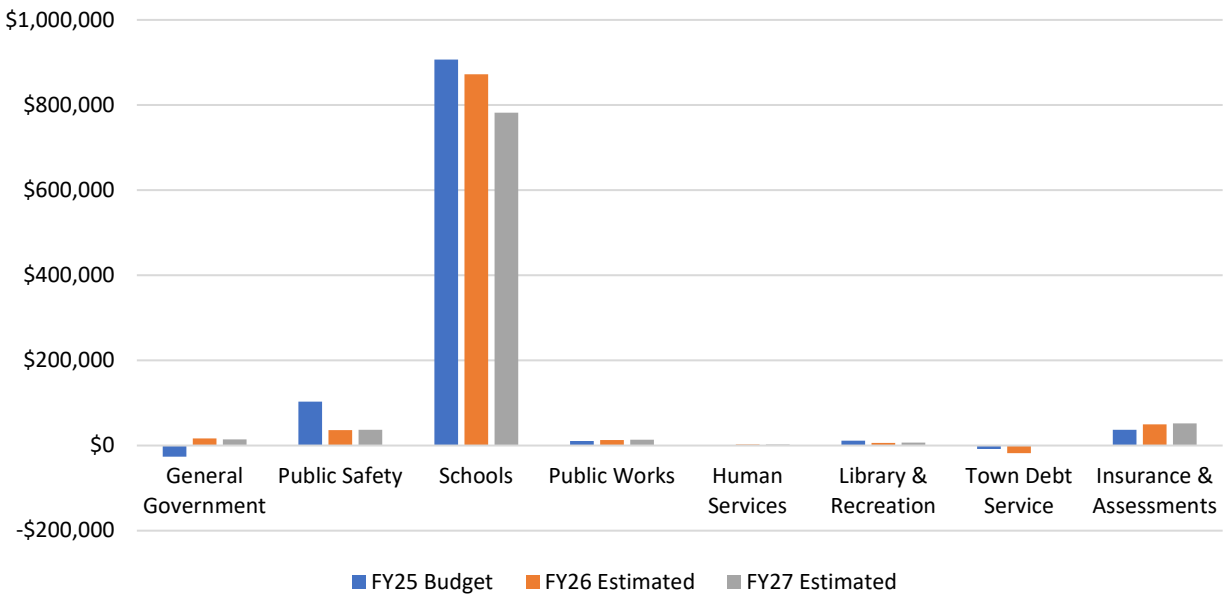
FY25-FY27 Expenditures Increases by Budget Category

The charts below show the estimated percent and dollar increases for FY25 through FY27:

	Dpt Requests FY25	TA Recommend FY25	Estimated FY26	Estimated FY27
Municipal Salaries	12.60%	5.03%	2.07%	1.95%
Municipal Operations	6.31%	2.06%	1.90%	1.96%
Insurance & Assessments	6.01%	3.85%	5.00%	5.00%
Municipal Operations - TOTAL	9.34%	2.97%	2.63%	2.61%
Municipal Debt & Interest	-4.30%	-4.30%	-9.83%	0.05%
Town Operations & Debt - TOTAL	8.80%	2.68%	2.18%	2.53%
Schools - Operations	13.80%	11.17%	9.64%	7.89%
Schools - Debt & Interest	-0.90%	-0.90%	0.90%	0.00%
Schools Operations & Debt - TOTAL	13.51%	10.93%	9.48%	7.76%
Total Budget for the Fiscal Year	11.79%	7.92%	6.95%	6.02%

Budget Category	FY25 Budget	FY26 Estimated	FY27 Estimated
General Government	-\$26,347	\$16,982	\$14,615
Public Safety	\$103,257	\$36,325	\$37,113
Schools	\$906,769	\$872,538	\$781,729
Public Works	\$10,335	\$13,211	\$13,534
Human Services	\$946	\$2,129	\$2,225
Library & Recreation	\$11,071	\$5,948	\$6,640
Town Debt Service	-\$8,066	-\$17,656	\$85
Insurance & Assessments	\$36,764	\$49,633	\$52,114
Total Town Budget	\$1,034,730	\$979,110	\$908,057

Increases by Budget Category FY25 - FY27

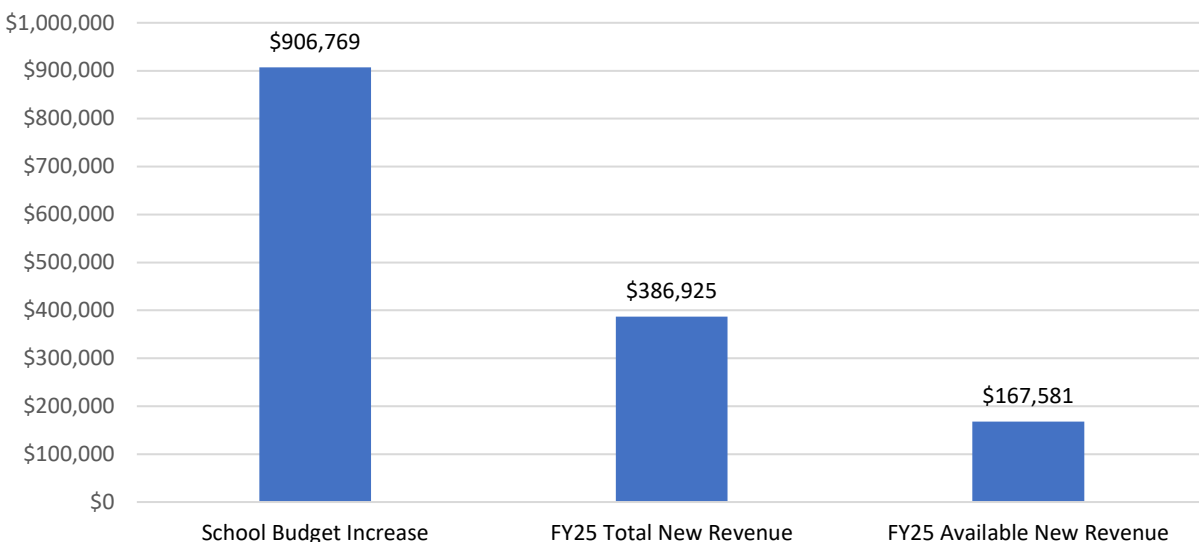


New Revenue versus budget increases

For illustrative purposes, the charts below show the Groton Dunstable Regional School District budget assessment increase for FY25 and compare the District’s increase with the new revenue generated in FY25. The School District assessment increase alone is more than double the new revenue the Town generates in a typical fiscal year and this trend continues through FY27 based on spending projections.

In FY25, the Groton Dunstable Regional School District assessment to Dunstable is increasing by \$906,769 with total new revenues at \$386,925 and total available revenues at \$167,581.

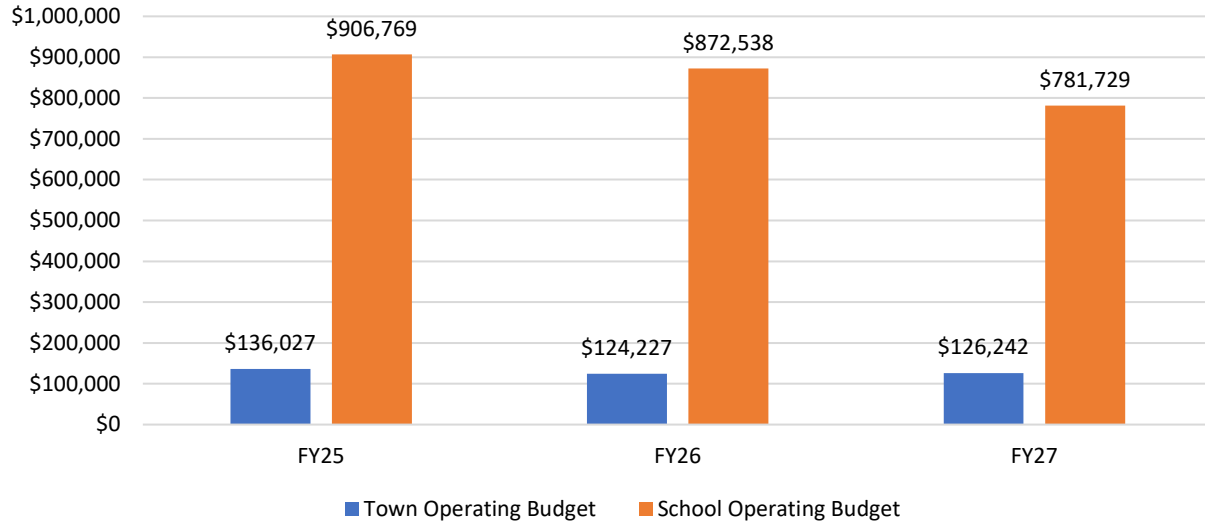
School Assessment Increase versus FY25 New Revenue



Town Budget Increases and Groton Dunstable Regional School District Assessment Increases

Total expenditure increases for the Town are slightly under 3% for FY25 and, over the next 2 years, is estimated to increase by 2.63% and 2.61% respectively. The Groton Dunstable Regional School District's assessment to the Town of Dunstable is increasing by 11.73% in FY25 and, over the next 2 years is estimated to increase by 10% and 8.15% respectively.

Town versus School Increases FY25-FY27



Library & Recreation	284,587	289,636	296,850	307,171	327,242	318,242	11,071	3.60%
Town Debt Service	275,675	99,300	269,563	187,693	179,627	179,627	-8,066	-4.30%
Insurance & Assesments	750,124	832,920	941,434	955,886	1,013,329	992,650	36,764	3.85%
Total Town Budget	11,353,066	11,881,907	12,805,266	13,059,629	14,599,569	14,094,359	1,034,730	7.92%
Total Town Operating	3,991,625	4,275,293	4,656,882	4,579,163	5,006,701	4,715,190	136,027	2.97%
Total School Operating	6,838,290	7,307,786	7,878,821	8,292,773	9,413,241	9,199,542	906,769	10.93%
Total Debt (Town)	523,151	298,828	269,563	187,693	179,627	179,627	-8,066	-4.30%
Overlay - Abatements/Exemptions	29,100	138,107	29,368	30,000	30,000	30,000	0	0.00%
Cherry Sheet Charges	3,188	3,200	3,848	2,323	2,323	2,323	0	0.00%
Water Enterprise	128,400	181,500	190,199	222,410	233,531	233,531	11,121	5.00%
Curbside Trash Pickup Expenses	120,000	120,000	120,000	144,000	144,000	144,000	0	0.00%
Town Warrant Articles Only	135,609	145,450	29,724			119,344	119,344	
Other		90,986	32,019				0	
Community Preservation	619,667	502,708	433,000	460,000	460,000	460,000	0	0.00%
Total Expenses	12,389,030	13,063,859	13,643,424	13,918,362	15,469,423	15,083,557	1,165,194	8.37%
Surplus/ (Deficit)	16,367	(0)	0	0	(1,261,339)	(875,473)	-875,473	-100.00%

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

Treasurer							
Treasurer-Collector	71,614	73,031	58,754.04	65,850.00	30,999.00	30,999.00	
Treasurer/Collector Certification			2,000				
Professional and Technical	15,230	15,230	15,920	16,200	18,700	18,700.000	
Communication	5,800	5,800	5,800	6,500	6,500	6,500.000	
Office Supplies	1,550	1,550	2,050	2,050	2,050	2,050.000	
In-State Travel	247	247	547	600	600	600.000	
Dues and Memberships	100	100	250	250	250	250.000	
Other Bank Charges	490	490	490	490	490	490.000	
Tax Title							
	SALARIES	71,614	73,031	58,754	65,850	30,999	30,999
	EXPENSES	23,417	23,417	27,057	26,090	28,590	28,590
Total		95,031	96,448	85,811	91,940	59,589	59,589
Town Counsel							
Professional and Technical	30,000	30,000	30,000	32,000	32,000	32,000	32,000
Dog Program							
Communication	150	200	200	200	200	200.000	
Other Supplies	500	600	600	600	600	600.000	
Total	650	800	800	800	800	800	800
Town Clerk							
Salary	38,210	38,974	39,905	40,706	20,839	20,839.000	
Town Clerk			20,000	10,608	15,665	15,665.000	
Assistant Clerk							
Temp Wages	2,000	3,001					
Certification	1,000	1,000	1,000				
Professional and Technical	700	700	700	700	700	700.000	
Communication	300	300	300	300	300	300.000	
Office Supplies	500	500	500	500	500	500.000	
In-State Travel	300	300	300	300	300	300.000	
Dues and Memberships	150	150	150	300	300	300.000	
	SALARIES	41,210	42,975	60,905	51,314	36,504	36,504
	EXPENSES	1,950	1,950	1,950	2,100	2,100	2,100
Total	43,160	44,925	62,855	53,414	38,604	38,604	38,604
Elections							
Wages	7,000	2,000	3,000	3,000	3,000	3,000.000	
Repairs and Maintenance	500	500	500	500	500	500.000	
Professional and Tech	10,000	3,000	3,000	3,250	3,250	3,250.000	
Communication	6,000	3,000	3,000	3,000	3,000	3,000.000	
Other Supplies	500	1,500	1,500	1,500	1,500	1,500.000	
	SALARIES	7,000	2,000	3,000	3,000	3,000	3,000
	EXPENSES	17,000	8,000	8,000	8,250	8,250	8,250
Total	24,000	10,000	11,000	11,250	11,250	11,250	11,250
Registrar							
Salary	\$ 225	\$ 250	\$ 250	\$ 850	\$ 850	\$ 850	\$ 850
Conservation							
Clerical Wages	14,446	15,111	15,350	14,560	14,616	14,616.000	
Professional and Technical	280	280	280	280	280	280.000	
Communication	175	175	175	175	175	175.000	
Office Supplies	225	225	225	225	225	225.000	
Other Supplies	300	300	300	300	300	300.000	
In-State Travel	70	70	70	70	70	70.000	
Dues and Memberships	800	800	800	800	800	800.000	
Other Expenses	150	150	150	150	150	150.000	
	SALARIES	14,446	15,111	15,350	14,560	14,616	14,616
	EXPENSES	2,000	2,000	2,000	2,000	2,000	2,000
Total	16,446	17,111	17,350	16,560	16,616	16,616	16,616

Planning Board							
	Clerical Wage	14,446	15,111	15,350	14,560	14,616	14,616.00
	Professional and Tech	900	950	950	950	950	950
	Communication	225	225	225	225	225	225
	Office Supplies	225	225	225	225	225	225
	SALARIES	14,446	15,111	15,350	14,560	14,616	14,616
	EXPENSES	1,350	1,400	1,400	1,400	1,400	1,400
	Total	15,796	16,511	16,750	15,960	16,016	16,016
Zoning Board							
	Wages	-	-	-	-	-	-
	Professional & Technical	816	816	816	1,000	1,000	1,000.00
	Office Supplies	500	500	500	500	500	500.00
	SALARIES	-	-	-	-	-	-
	EXPENSES	1,316	1,316	1,316	1,500	1,500	1,500
	Total	1,316	1,316	1,316	1,500	1,500	1,500
Town Hall							
	Clerical Wages						
	Part Time Wages						
	Janitor/Recycler Wages	5,650	5,762	5,877	5,267	5,394	5,394.00
	Hall Energy	12,000	12,000	12,000	14,000	15,000	15,000.00
	Non- Energy Utilities	5,120	5,120	5,120	8,000	8,500	8,500.00
	Repairs and Maint.	9,000	9,120	9,420	9,420	9,420	9,420.00
	Property Related Services	4,500	4,600	8,000	8,000	9,000	9,000.00
	Professional and Tech	1,000	1,000	1,000	1,000	1,000	1,000
	Communication	4,750	4,750	5,000	5,000	5,000	5,000
	Office Supplies	2,500	2,500	2,500	2,000	2,000	2,000
	Bldg Repair & Maintenance Supplies						
	Custodial Housekeeping Supplies	530	530	530	530	530	530
	SALARIES	5,650	5,762	5,877	5,267	5,394	5,394
	EXPENSES	39,400	39,620	43,570	47,950	50,450	50,450
	Total	45,050	45,382	49,447	53,217	55,844	55,844
Town Reports							
	Communication	325	325	325	325	325	325.00
	Other Services	2,700	2,700	2,700	2,700	2,700	2,700.00
	Total	3,025	3,025	3,025	3,025	3,025	3,025
Town Engineer							
	Engineering Services	10,000	10,000	10,000	10,000	10,000	10,000
	Total				\$ 10,000	\$	10,000
TOTAL GENERAL GOVERNMENT		599,191	623,116	652,087.86	660,101.80	633,755.00	633,755.00
	SALARIES	374,268	402,173	380,010.86	395,978.80	364,605.00	364,605.00
	EXPENSES	224,923	220,943	272,077.00	264,123.00	269,150.00	269,150.00
	\$	599,191	\$ 623,116	652,087.86	660,101.80	633,755.00	633,755.00
	\$	-	\$ -	-	-	-	-

PUBLIC SAFETY							
Police Department							
Chief Salary	123,665	128,558	131,335	133,931		136,595	136,595.00
Wages	803,833	928,934	918,604	890,220		992,216	\$ 992,216
Energy	9,000	9,000	9,000	10,800		12,960	12,000.00
Maint and Repair Service	3,000	3,000	3,000	3,000		3,000	3,000.00
Cruiser Repairs and Maint.	8,000	8,000	10,000	10,000		10,000	10,000.00
Radio Repair & Maintain Service	8,250	8,250	8,250	9,450		15,450	15,450.00
Property Related Services	3,000	4,500	5,000	7,000		7,000	7,000.00
Professional & Tech (Training)	11,000	11,000	11,000	13,000		15,000	14,000.00
Tuition Reimbursement	2,700	2,700	2,700	2,700		2,700	2,700.00
Police Radio Communication/School Resource Officer Communication (Phone)	83,000	86,000	98,000	106,700		124,300	41,765.00
Lockup	3,500	3,500	4,000	4,000		4,000	4,000
Office Supplies	3,000	3,000	3,000	2,500		2,500	2,500
Cruiser Supplies	3,500	3,500	3,500	3,500		3,500	3,500
Other Supplies	29,000	29,000	29,000	29,000		29,000	29,000
Dues and Memberships	22,400	22,400	24,000	24,000		24,000	24,000
Cruiser Cap Lease	12,900	12,900	13,500	13,500		13,500	13,500
	42,000	42,000	48,000	-			
	927,498	1,057,492	1,049,939	1,024,151		1,128,811	1,128,811
	244,250	248,750	271,950	239,150		266,910	182,415
Total	1,171,748	1,306,242	1,321,889	1,263,301		1,395,721	1,311,226
Fire Department							
Chief Salary	85,800	87,516	96,512	61,202		62,667	62,667.00
Wages Full Time (2) - New Line Item			104,000	59,256		203,839	106,080.00
Overtime			7,000	7,140		7,283	7,283.00
Weekend 8-4 Scheduled Coverage (in station)			34,944				
Call Wages for Vacation/Holiday/Sick Coverage			3,750				
Call-In Wages	52,000	54,949	40,000	80,268		81,874	81,874.00
Wages, training	11,160	11,322	12,600	12,852		13,109	13,109.00
Station Coverage		10,950					
Energy	3,500	3,000	3,000	5,000		7,000	6,000.00
Water			1,000	2,000		3,000	3,000.00
Repairs and Maint Expense	15,000	15,000	15,000	15,000		15,000	15,000.00
Professional & Tech Services	4,500	2,000	2,000	2,000		2,000	2,000.00
Computer Repairs & Software Licenses		4,400	4,400	4,400		4,400	4,400.00
Communications	7,000	9,000	9,000	12,000		12,000	12,000.00
Office Supplies	800	1,000	1,000	1,500		1,500	1,500.00
Building Repairs and Maint	3,000	5,500	5,500	6,000		6,000	6,000.00
Vehicular Supplies	7,000	5,000	5,000	10,000		12,000	11,000.00
Firefighting Supplies	6,000	6,000	6,000	6,000		6,000	6,000.00
Custodial		500	500	750		900	750.00
Training				500		1,000	1,000.00
EMS Equipment & Supplies		1,000	1,000	5,000		7,000	6,000.00
Uniforms		500	500	500		500	500.00
Dues and Memberships	1,800	2,300	2,300	2,300		2,300	2,300.00
Personal Protective Equipment & Supp.		1,500	1,500	1,500		6,000	1,500
Rehab supplies							
Fire Department Equipment Replacement	13,000	10,000	10,000	12,000		12,000	12,000.00
Annual Testing						5,000	-
Medical for new Hires	4,000	1,500	1,500	1,500		1,500	1,500.00
	148,960	164,737	298,806	220,718		368,772	271,013
	65,600	68,200	69,200	87,950		105,100	92,450
Total	214,560	232,937	368,006	308,668		473,872	363,463
	\$ 214,560	\$ 232,937	\$ 368,006	\$ 308,668		\$ 473,872	\$ 363,463

Inspectors							
Building Inspector Salary	25,290	25,796	26,316	26,843	27,380	27,380.00	
Building Inspector Part-time Wages	5,000	5,000	5,000	5,000	5,000	5,000.00	
Gas Inspector Salary	4,000	4,000	4,000	4,000	4,000	4,000	
Plumbing Inspector Salary	4,000	4,000	4,000	4,000	4,000	4,000	
Electrical Inspector Salary	12,000	12,000	12,000	12,000	12,000	12,000	
Dog Officer Salary	11,000	11,000	11,000	11,000	11,000	11,000	
Building Inspector Expense	1,500	1,500	1,500	1,500	1,500	1,500	
Dog Officer Expense	2,000	2,000	2,000	2,000	2,000	2,000	
SALARIES	61,290	61,796	62,316	62,843	63,380	63,380	
EXPENSES	3,500	3,500	3,500	3,500	3,500	3,500	
Total	64,790	65,296	65,816	66,343	66,880	66,880	
Emergency Management							
Communications	1,500	1,500	1,500	1,500	1,500	1,500	
Other Supplies	250	250	250	250	250	250	
New Equipment	1,000	1,000	1,000	1,000	1,000	1,000	
In-State Travel	150	150	150	150	150	150	
Total	2,900	2,900	2,900	2,900	2,900	2,900	
Tree Warden							
Other Property Service	22,000	22,000	22,000	22,000	22,000	22,000	
Police Details			2,200	2,200	2,200	2,200	
Public Works Supplies	85	85	85	85	85	85	
Dues and Memberships	150	150	150	150	150	150	
Total	\$ 22,235	\$ 22,235	\$ 24,435	\$ 24,435	\$ 24,435	\$ 24,435	
	\$ 1,476,233	\$ 1,629,610	\$ 1,783,046	\$ 1,665,647	\$ 1,963,808	\$ 1,768,904	
TOTAL PUBLIC SAFETY	1,476,233	1,629,610	1,783,046	1,665,647	1,963,808	1,768,904	
SALARIES	1,137,748	1,284,025	1,411,061	1,307,712	1,560,963	1,463,204	
EXPENSES	338,485	345,585	371,985	357,935	402,845	305,700	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SCHOOLS							
GDRSD (GDRSD Operating + Capital)							
Operating	6,767,185	7,230,946	7,590,208	8,061,150	9,181,618	8,967,919	
Capital	6,475,665	7,000,663	7,201,663	\$7,742,721	\$8,864,641	\$8,650,942	
Debt	78,830	64,202	253,176	188,281	188,281	188,281	
	212,690	166,081	135,369	130,148	128,696	128,696	
GLRVTS							
Operating	283,795	242,921	257,099	199,740	199,740	199,740	
	34,786	33,447	31,514	31,883	31,883	31,883	
Essex Agricultural							
Tuition	-	-	-	-	-	-	
Transportation	-	-	-	-	-	-	
TOTAL SCHOOLS	7,085,766	7,507,314	7,878,821	8,292,773	9,413,241	9,199,542	
	\$ 7,085,766	\$ 7,507,314	\$ 7,878,821	\$ 8,292,773	\$ 9,413,241	\$ 9,199,542	

PUBLIC WORKS							
Highway Department							
Salary	209,163	214,171	292,214	287,761		353,052	295,944.00
Part-Time Wages	6,500	6,500	6,500	6,500		6,500	6,500.00
Clerical Wages	18,481	18,850	19,911	20,434		21,036	21,035.00
Overtime	8,000	8,000	8,000	8,000		8,000	8,000.00
Clothing	2,700	2,700	3,800	3,600		3,600	3,600.00
Energy	6,895	7,033	7,174	7,174		7,174	7,174.00
Repairs and Maint Service	43,637	44,947	44,947	44,947		49,000	49,000.00
Paving Service	67,500	67,000	67,000	67,000		67,000	67,000.00
Brush, Signs, Line Paint	29,369	29,369	35,000	35,000		35,000	35,000.00
Repairs and Maintain Building	5,000	10,000	10,000	10,000		10,000	10,000.00
Leases and Rentals	15,600	15,600	10,000	10,000		12,500	10,000.00
Mach. Professional and Tech	3,090	3,200	3,200	3,200		3,200	3,200.00
Communication	5,463	5,463	6,000	6,000		3,000	3,000.00
Supplies	902	902	902	902		900	900.00
Machinery Vehicular Supplies	37,500	37,500	37,500	37,500		37,500	37,500.00
Machinery Public Works Supplies	8,626	8,799	8,973	8,973		8,973	8,973.00
Basin Cleaning and Sweeping - MS4		5,000	5,000	10,000		10,000	10,000.00
Dues and Memberships	1,000	1,000	1,000	1,000		1,000	500.00
	SALARIES	242,144	247,521	326,625	322,695	388,588	331,479
	EXPENSES	227,282	238,513	240,496	245,296	248,847	245,847
Total		469,426	486,034	567,121	567,991	637,435	577,326
Snow Removal							
Wages	56,175	56,175	56,175	56,175		57,300	56,175.00
Repair and Maintenance Services	5,583	5,583	5,583	5,583		5,583	5,583.00
Plowing Outside Plow Companies	25,583	25,583	25,583	25,583		30,277	25,583.00
Professional and Technical							
Vehicular Supplies	6,090	6,090	6,090	6,090		6,090	6,090.00
Supplies Sand & Salt	192,454	192,454	192,454	192,454		192,454	192,454.00
	SALARIES	56,175	56,175	56,175	56,175	57,300	56,175.00
	EXPENSES	229,710	229,710	229,710	229,710	234,404	229,710.00
Total		285,885	285,885	285,885	285,885	291,704	285,885
Street Lights							
Energy	11,500	10,000	10,000	10,000		12,000	11,000.00
Transfer Station							
Wages	-	-					
Landfill Expense	5,000	12,000	12,000	15,000		15,000	15,000.00
Curbside trash pickup							
Professional and Technical	5,430	5,500	5,500	5,500		5,500	5,500.00
Other Services							
Other Supply	2,000	2,000	2,000	2,000		2,000	2,000.00
Rentals and Leases							
	SALARIES	-	-	-	-	-	-
	EXPENSES	12,430	19,500	19,500	22,500	22,500	22,500.00
Total		12,430	19,500	19,500	22,500	22,500	22,500
Cemetery							
Wages	11,966	12,205	12,450	15,000		15,000	15,000.00
Non-Energy Utilities(Water)	1,250	1,250	1,250	3,000		3,000	3,000.00
Repairs and Maint Services	3,000	3,000	3,000	3,000		3,000	3,000.00
Other Property Related Services	600	600	600	1,000		1,000	1,000.00
Build and Equip Repair Supplies	1,000	1,000	1,000	1,000		1,000	1,000.00
Grounds keeping Supplies	1,500	1,500	1,500	1,500		1,500	1,500.00
Other Supplies	1,100	1,100	1,100	1,100		1,100	1,100.00
	SALARIES	11,966	12,205	12,450	15,000	15,000	15,000.00
	EXPENSES	8,450	8,450	8,450	10,600	10,600	10,600.00
Total		20,416	20,655	20,900	25,600	25,600	25,600

	\$	799,657	\$	822,074	\$	903,406	\$	911,976	\$	989,239	\$	922,311
TOTAL PUBLIC WORKS		799,657		822,074		903,406		911,976		989,239		922,311
SALARIES		310,285		315,901		395,250		393,870		460,888		402,654
EXPENSES		489,372		506,173		508,156		518,106		528,351		519,657

HUMAN SERVICES

Board of Health												
Board of Health Wages		12,821		13,077		13,552		14,373		14,717		14,717.00
Nashoba Bd of Health Assm		9,030		9,482		10,477		11,263		12,049		12,049.00
Rentals and Leases		1,700		1,700		1,700		1,700		1,700		1,700.00
Communications		400		400		400		400		400		400.00
Supplies		400		400		400		400		400		400.00
Dues and Memberships		400		400		400		400		400		400.00
Town Nurse Assessment		4,305		4,521		4,872		5,162		5,471		5,471.00
Mental Health				2,000		2,000		2,000		2,000		2,000.00
TADS		2,000										
	SALARIES	12,821		13,077		13,552		14,373		14,717		14,717
	EXPENSES	18,235		18,903		20,249		21,325		22,420		22,420
Total		31,056		31,980		33,801		35,698		37,137		37,137

Council on Aging												
Council On Aging Wages		9,000		9,180		9,363		9,171		9,557		9,557.00
Council on Aging Bus		5,000		5,000		5,000		3,500		3,000		3,000.00
Council on Aging Office Supplies		250		250		250		250		250		250.00
COA Food and Service		4,500		4,500		4,500		3,000		2,500		2,500.00
Council on Aging In-St Travel		1,250		1,250		1,250		750		750		750.00
COA Dues and Memberships		500		500		500		500		500		500.00
	SALARIES	9,000		9,180		9,363		9,171		9,557		9,557
	EXPENSES	11,500		11,500		11,500		8,000		7,000		7,000
Total		20,500		20,680		20,863		17,171		16,557		16,557

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

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

LIBRARY, PARKS & RECREATION							
Library Operations							
Salaries and Wages	115,601	117,832	120,214	122,908	116,664	116,664.00	
Energy	15,000	15,000	15,000	16,000	20,765	20,765.00	
Non-Energy Utilities	500	1,713	1,713	1,713	2,213	2,213.00	
Repairs and Maint	3,200	4,805	4,000	4,000	7,000	7,000.00	
Other Pro Related Serv	2,500	2,500	2,200	2,200	2,685	2,685.00	
Professional & Technical Services							
Communication	550	250	250	300	300	300.00	
Office Supplies	1,300	1,300	1,200	1,300	1,300	1,300.00	
Other Supplies	37,836	37,836	39,423	40,400	41,669	41,669.00	
	SALARIES	115,601	117,832	120,214	122,908	116,664	116,664
	EXPENSES	60,886	63,404	63,786	65,913	75,932	75,932
Total		176,487	181,236	184,000	188,821	192,596	192,596
Library Consortium							
M.V.L. Consortium Dues	13,300	13,300	13,500	13,500	13,500	13,500.00	
Technical Expenses							
Email Services			2,450	2,450	3,919	3,919	
Web Domain Fee			400	400	400	400	
Firewall			400	400	400	400	
Web Hosting			2,620	2,620	2,620	2,620	
Technician Services			12,990	12,990	24,835	24,835	
Inspections Tablets			490	490	672	672	
Desktop Replacements (3)			2,700	2,700	1,500	1,500	
Cybersecurity							
Zoom							
Misc/Unanticipated			2,200	2,200	2,200	2,200	
Online Maps/App Geo			3,000	3,000			
Professional & Technical Services	23,700	24,000					
Other Supplies	3,000	3,000	3,000	3,000	1,000	1,000	
Total		26,700	27,000	30,250	30,250	37,546	37,546
Recreation Department							
Rec. Other Purchased Service	6,400	6,400	11,400	11,400	11,400	11,400.00	
Parks Department							
Energy Expense	3,000	3,000	3,000	2,500	2,500	2,500.00	
Other Property Related Services	49,000	49,000	45,000	51,000	60,000	51,000.00	
Other Purchased Services	9,000	9,000	9,000	9,000	9,000	9,000.00	
Total		61,000	61,000	57,000	62,500	71,500	62,500
Memorial Day Committee							
Expenses	700	700	700	700	700	700.00	
		\$ 284,587	\$ 289,636	296,850.00	307,170.72	327,242.00	318,242.00
TOTAL LIBRARY & RECREATION		284,587	289,636	296,850.00	307,170.72	327,242.00	318,242.00
	SALARIES	115,601	117,832	120,214.00	122,907.72	116,664.00	116,664.00
	EXPENSES	168,986	171,804	176,636.00	184,263.00	210,578.00	201,578.00

DEBT & INTEREST						
Long Term Principal						
Long Term Principal	\$ 249,000	\$ 89,000	\$ 235,407	\$ 139,744	\$ 137,878	\$ 137,878
Long Term Interest						
Long Term Interest	23,375	7,000	30,856	44,175	37,975	37,974.70
Temporary Loan Interest						
Temporary Loan Interest	3,300	3,300	3,300	3,774	3,774	3,774.00
TOTAL DEBT & INTEREST	275,675	99,300	269,563	187,693	179,627	179,627
INSURANCE & ASSESSMENTS						
County Retirement						
County Retirement System	293,124	367,320	389,434	365,094	386,855	386,855
Group Health Insurance - 914						
Group Health Insurance	307,000	305,000	379,000	386,428	426,428	405,749
Unemployment Account						
Unemployment				20,000		
FICA Town Share						
Medicare Town Share	30,000	33,100	36,000	36,720	37,638	37,638
Bldg./Vehicle Liab. Ins/Workers Compensation, Etc						
Bldg./Vehicle Liab. Ins.	120,000	127,500	137,000	147,644	162,408	162,408
TOTAL INSURANCE & ASSESSMENTS	750,124	832,920	941,434	955,886	1,013,329	992,650
Total Budget	11,353,066	11,881,907	12,805,266	13,059,629	14,599,569	14,094,359
	\$ 11,353,066	\$ 11,881,907	\$ 12,805,266	\$ 13,059,629	\$ 14,599,569	\$ 14,094,359
Municipal Salaries	1,965,528	2,147,993	2,335,373	2,250,054	2,533,556	2,377,563
Municipal Operations	1,275,973	1,294,380	1,380,075	1,373,224	1,459,816	1,344,977
Insurance & Assessments	750,124	832,920	941,434	955,886	1,013,329	992,650
Municipal Operations - TOTAL	3,991,625	4,275,293	4,656,882	4,579,163	5,006,701	4,715,190
Municipal Debt & Interest	275,675	99,300	269,563	187,693	179,627	179,627
Town Operations & Debt - TOTAL	4,267,300	4,374,593	4,926,445	4,766,856	5,186,328	4,894,817
Schools - Operations	6,838,290	7,307,786	7,711,938	8,130,742	9,252,662	9,038,963
Schools - Debt & Interest	247,476	199,528	166,883	162,031	160,579	160,579
Schools Operations & Debt - TOTAL	7,085,766	7,507,314	7,878,821	8,292,773	9,413,241	9,199,542
Total Budget for the Fiscal Year	11,353,066	11,881,907	12,805,266	13,059,629	14,599,569	14,094,359
Check	\$ 11,275,735	\$ 11,881,907	\$ 12,616,292			

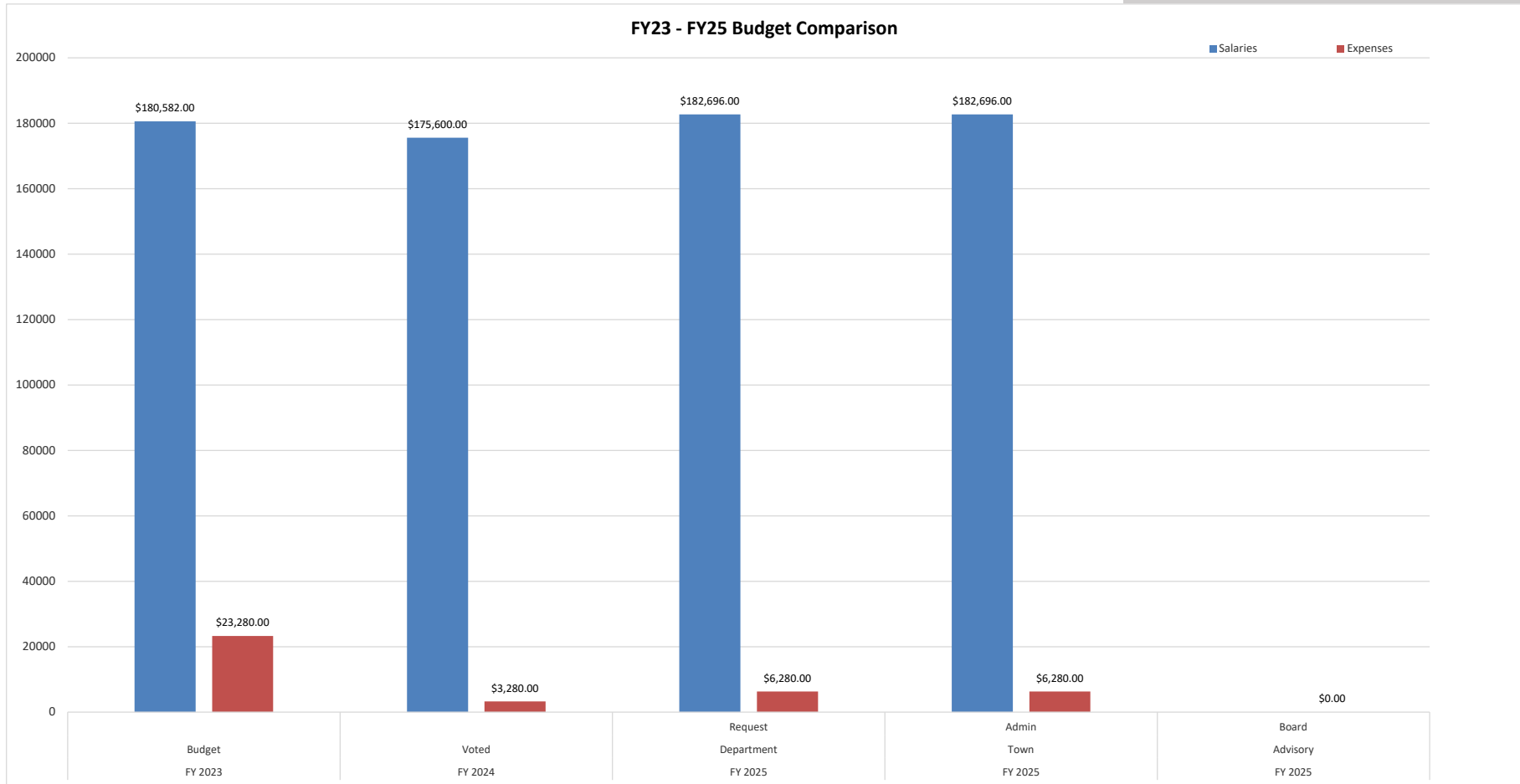
Section 3

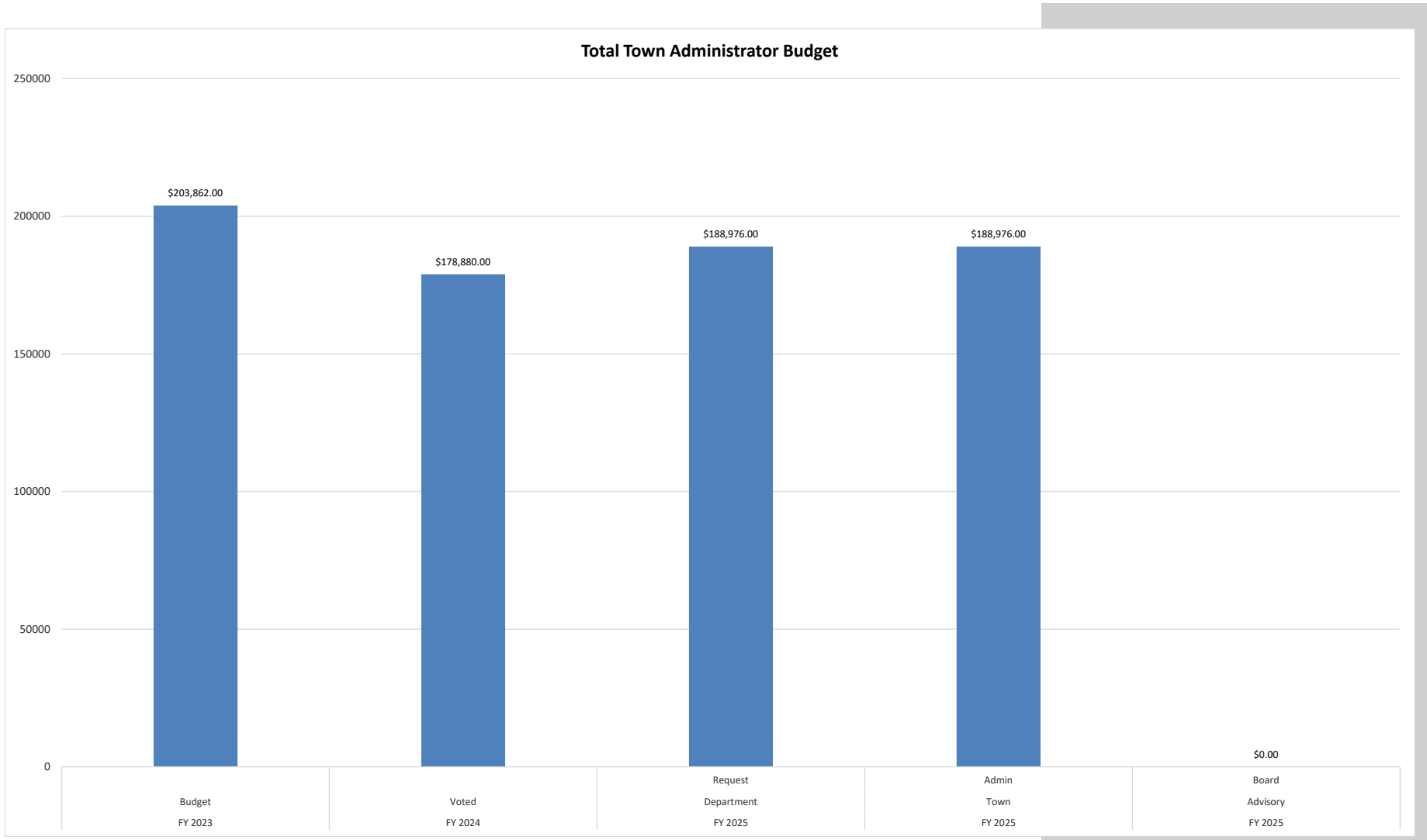
Departmental Budget Detail



TOWN ADMINISTRATOR

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
TOWN ADMINISTRATOR							
1030	Salaries	\$ 180,582	\$ 175,600	\$ 182,696	\$ 182,696		4.04%
1032	Expenses	\$ 23,280	\$ 3,280	\$ 6,280	\$ 6,280	\$ 0	91.46%
DEPARTMENTAL TOTAL		\$ 203,862	\$ 178,880	\$ 188,976	\$ 188,976	\$ 0	5.64%





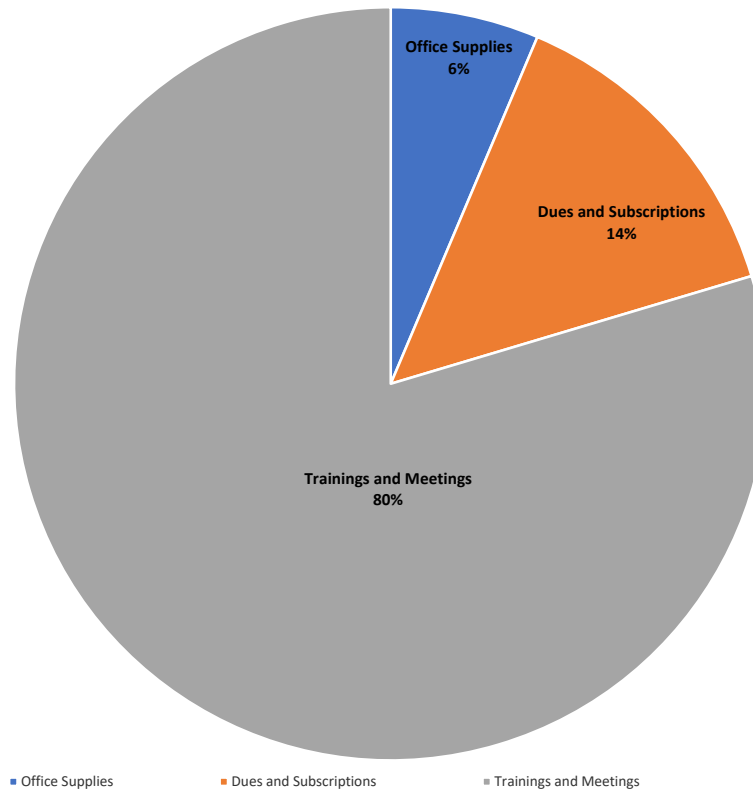
SALARIES

FISCAL YEAR 2023						FISCAL YEAR 2024						
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Proposed Rate Increase	Hours	Final Base Rate	Other Pay	Salary Increase	Final Salary	Projected Salary Fiscal 2024
Silva	Jason	Town Administrator	\$57.69	40	\$129,700	\$ 63.46	40	\$132,000	\$3,700	\$6,000	\$135,700	\$135,700
Fayne	Sue	Exec. Asst.	\$29.42	30	\$45,900	\$30.01	30	\$46,996		\$1,096	\$46,996	\$46,996
Total Wages					\$175,600							\$182,696
Budget					\$175,600							\$182,696

EXPENSES

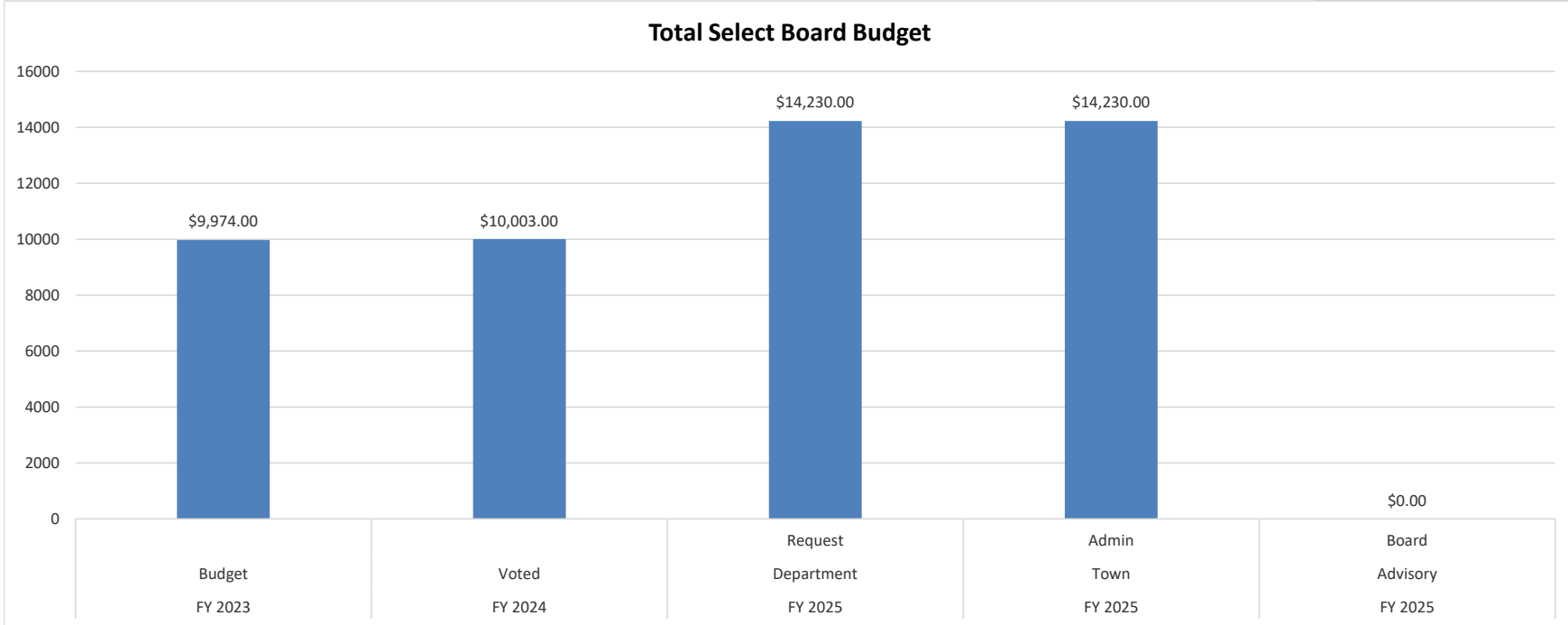
Line Item	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin Recommend	FY 2025 Advisory Board	FY 2025 Variance	FY 2025 Percent Change	Line Item Detail Description
Office Supplies	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00		\$ -	0.00%	
Dues and Subscriptions	\$ 880.00	\$ 880.00	\$ 880.00	\$ 880.00		\$ -	0.00%	
Trainings and Meetings	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00		\$ 3,000.00	150.00%	staff trainings, per TA contract Town will budget \$5,000 for professional development
Town Admin 350th Celebration	\$ 20,000.00	\$ -				\$ -		
TOTAL FUNDS REQUESTED	\$ 23,280.00	\$ 3,280.00	\$ 6,280.00	\$ 6,280.00	\$ -	\$ 3,000.00	91.46%	

Town Administrator Expenses



SELECT BOARD

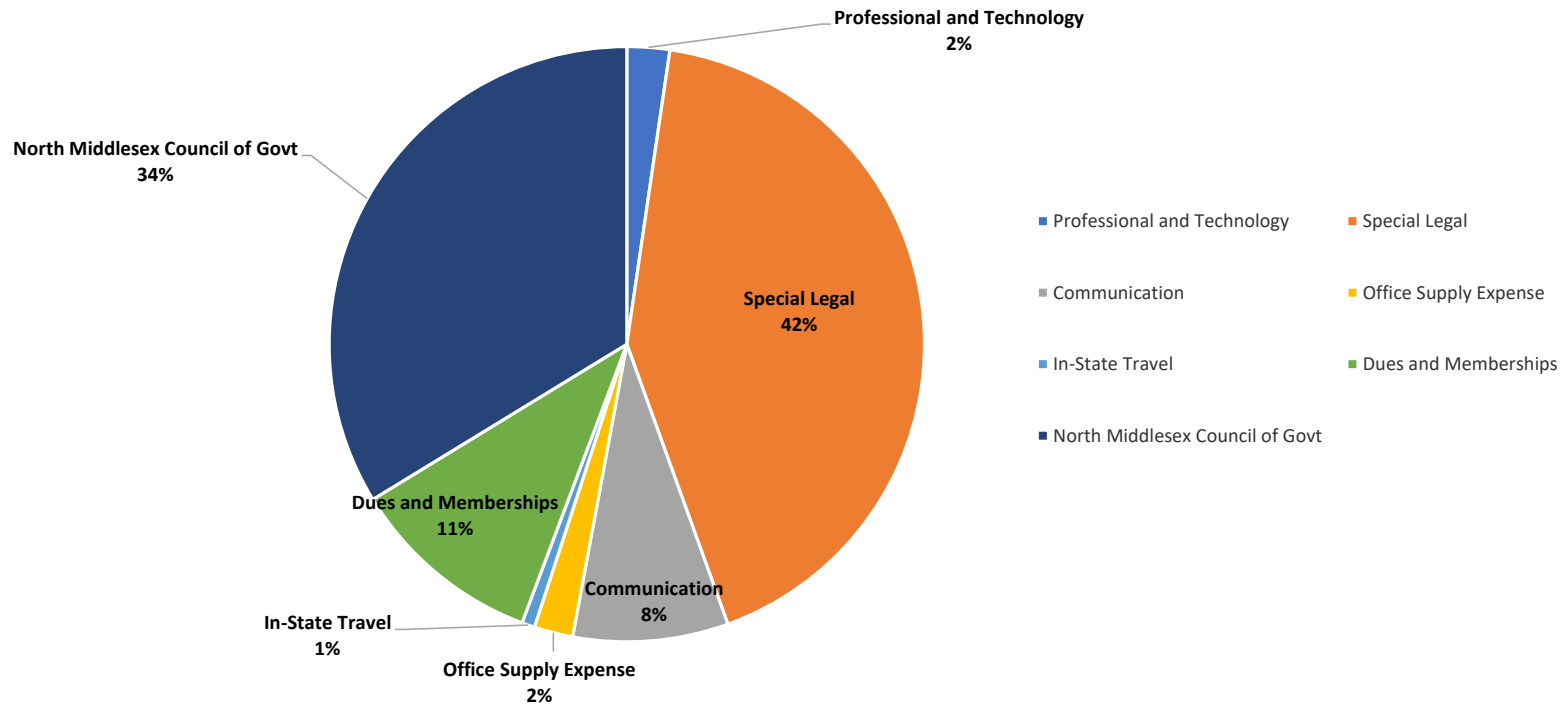
Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
BOARD OF SELECTMEN							
	1022 Expenses	\$ 9,974	\$ 10,003	\$14,230	\$14,230	\$0	42.26%
DEPARTMENTAL TOTAL		\$ 9,974	\$ 10,003	\$14,230	\$14,230	\$0	42.26%



EXPENSES

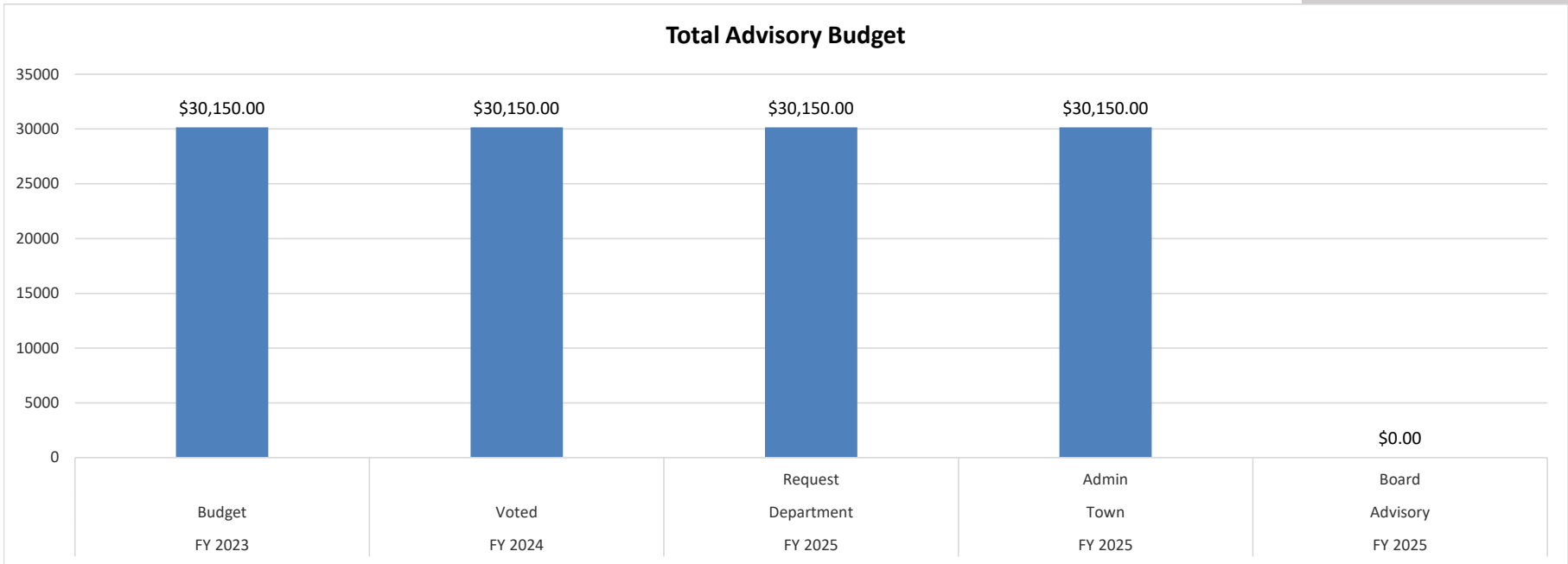
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	
Professional and Technology	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00		\$ -	0.00%	
Special Legal	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00		\$ -	0.00%	
Communication	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00		\$ -	0.00%	
Office Supply Expense	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00		\$ -	0.00%	
In-State Travel	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ -	0.00%	
Dues and Memberships	\$ 900.00	\$ 900.00	\$ 1,500.00	\$ 1,500.00		\$ 600.00	66.67%	Membership dues to NMCOG and MMA
North Middlesex Council of Govt	\$ 1,144.00	\$ 1,173.00	\$ 4,800.00	\$ 4,800.00		\$ 3,627.00	319.58%	This is the actual cost of membership dues for NMCOG Stormwater Collaborative
TOTAL FUNDS REQUESTED	\$ 9,974.00	\$ 10,003.00	\$14,230.00	\$14,230.00	\$0.00	\$ 4,227.00	42.67%	

Selectmen Expenses



FINANCE COMMITTEE

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
FINANCE COMMITTEE							
1040	Expenses	\$ 150	\$ 150	\$150.00	\$ 150	\$0.00	0.00%
1041	Reserve Fund	\$ 30,000	\$ 30,000	\$30,000.00	\$30,000	\$0.00	0.00%
DEPARTMENTAL TOTAL		\$ 30,150	\$ 30,150	\$ 30,150	\$ 30,150	\$0.00	0.00%

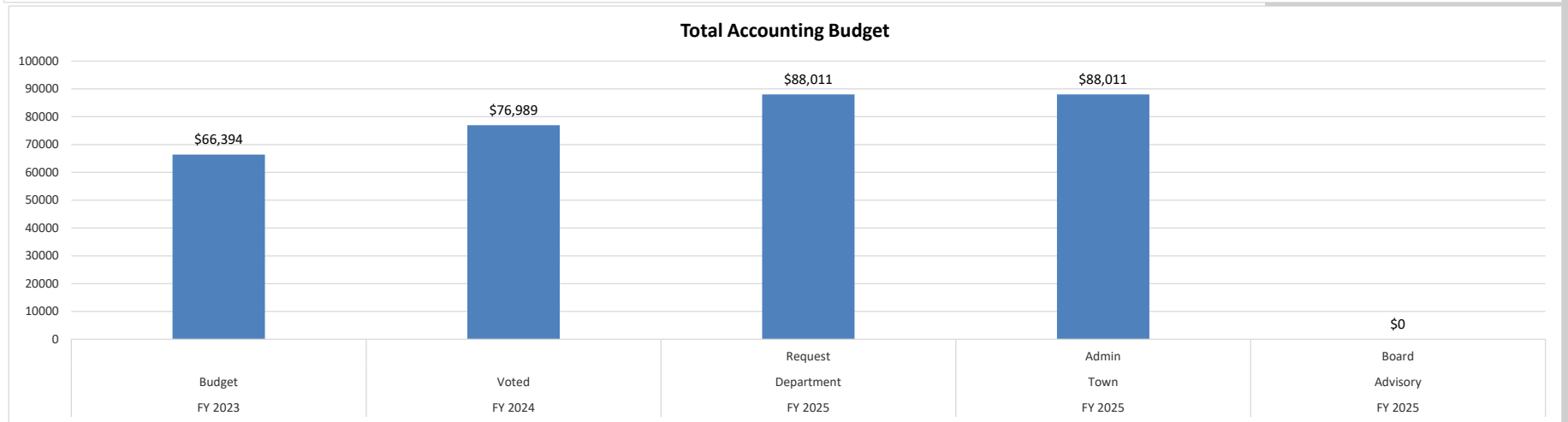
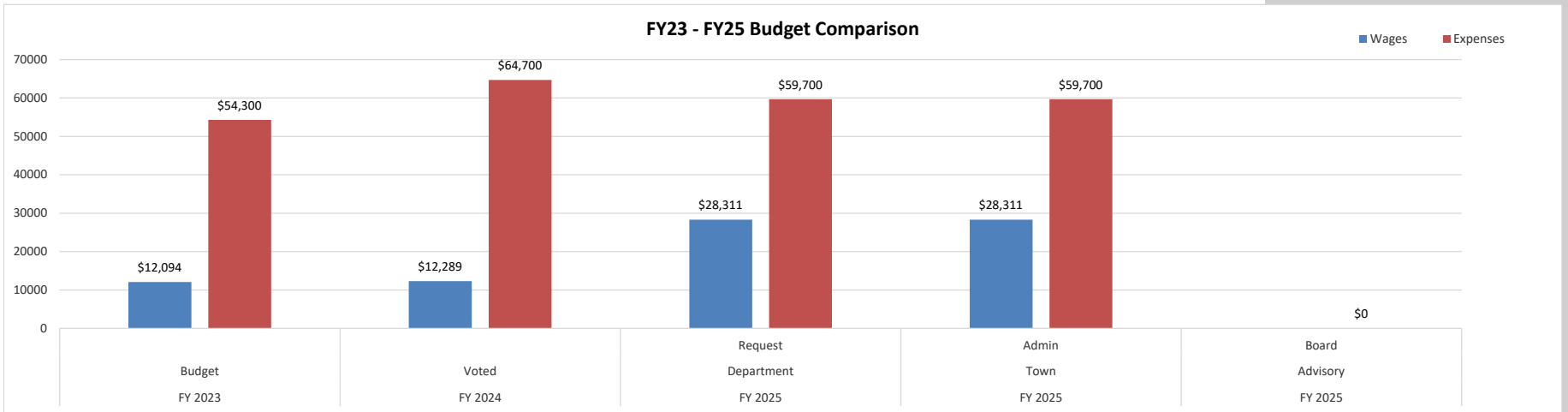


EXPENSES

Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	
Dues & Memberships	\$ 150.00	\$150	\$150	\$150		\$0.00	0.00%	
Reserve Fund	\$ 30,000.00	\$30,000	\$30,000	\$30,000		\$0.00	0.00%	
TOTAL FUNDS REQUESTED	\$ 30,150.00	\$30,150	\$30,150.00	\$ 30,150.00	\$0.00	\$0.00	0.00%	

TOWN ACCOUNTANT

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change	Explanation of Change
TOWN ACCOUNTANT								
	1051 Wages	\$ 12,094	\$ 12,289	\$28,311	\$28,311			adjustment of salary allocation to properly reflect work time spent
	1052 Expenses	\$ 54,300	\$ 64,700	\$59,700	\$59,700	\$0	-7.73%	on Accounting
DEPARTMENTAL TOTAL		\$ 66,394	\$ 76,989	\$88,011	\$88,011	\$0	14.32%	



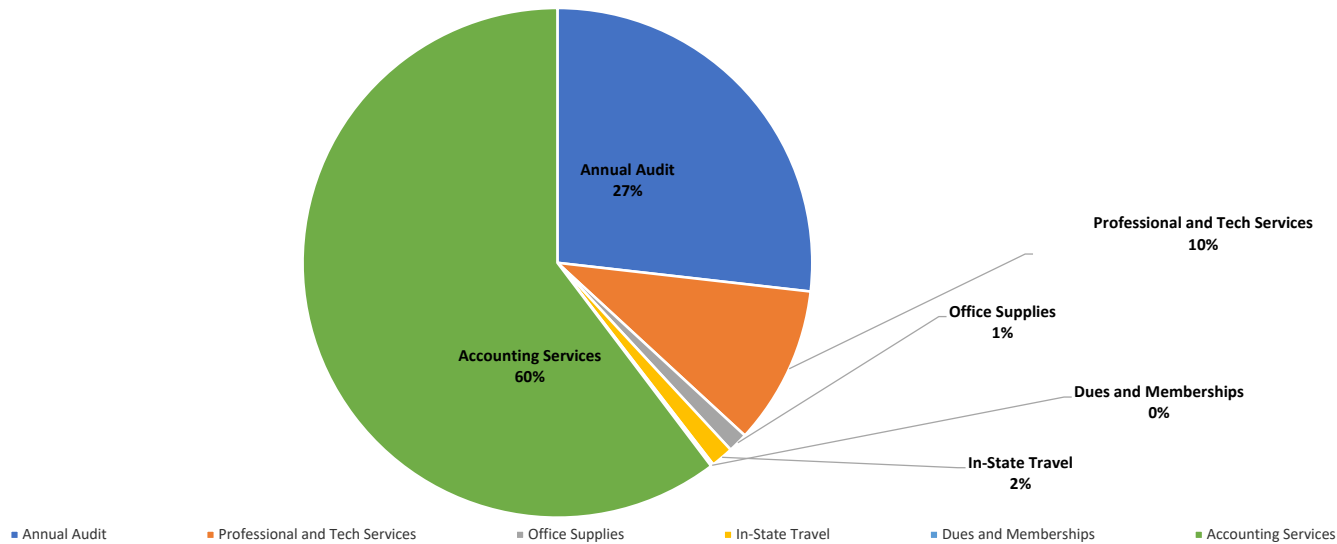
SALARIES

FISCAL YEAR 2024						FISCAL YEAR 2025						
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Proposed Rate Increase	Hours	Proposed Increase 7/1/2024	Final Base Rate	Salary Increase	Final Salary	Projected Salary Fiscal 2025
Bresnick	Susan	Asst. Town Acct.	\$29.54	8	\$ 12,288.64	\$30.13	18	\$ 28,310.15	\$30.13	\$ 16,021.51	\$ 28,310.15	\$ 28,310.15
Total Wages					\$ 12,288.64							\$ 28,310.15
Budget					\$ 12,289.00							\$ 28,311.00

EXPENSES

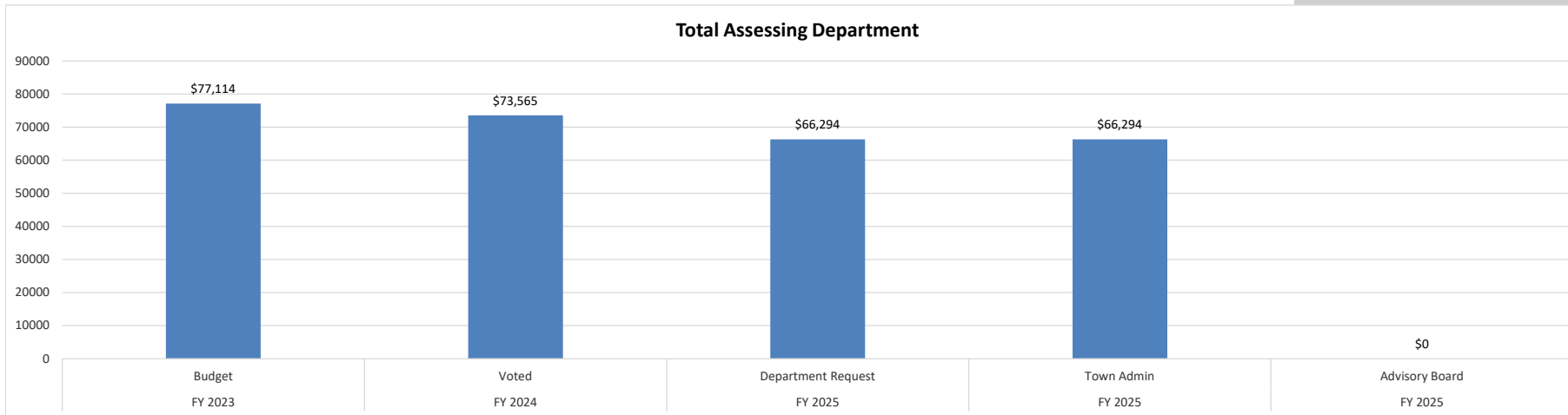
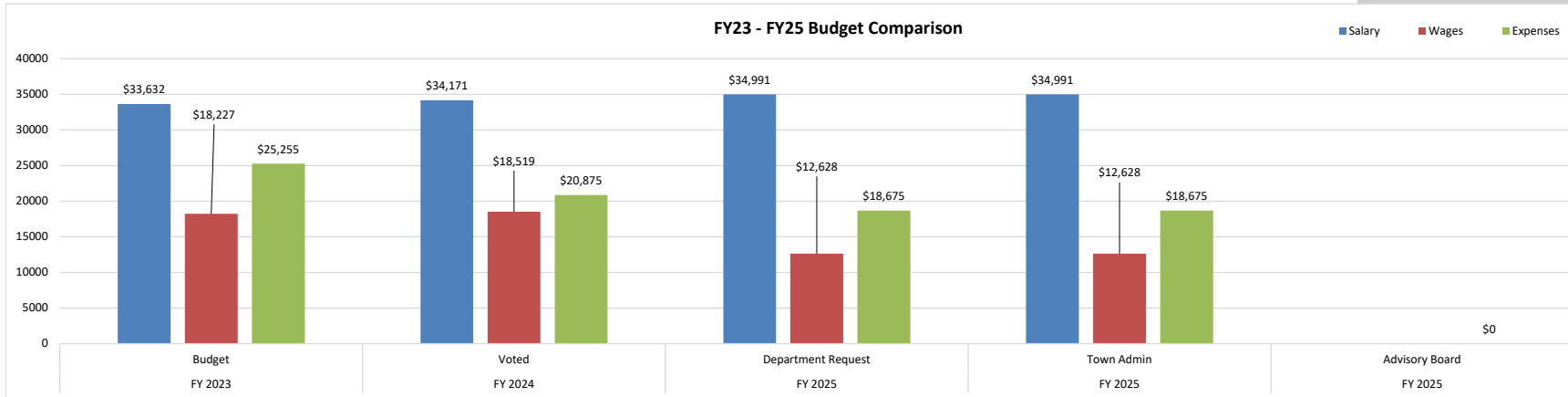
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommend	Advisory Board	Variance	Percent Change	
Annual Audit	\$ 16,000.00	\$ 21,000.00	\$ 16,000.00	\$ 16,000.00		(5,000.00)	-23.81%	No need for ARPA spending audit, doesn't meet spending threshold
Professional and Tech Services	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00		0.00	0.00%	
Office Supplies	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00		0.00	0.00%	
In-State Travel	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00		0.00	0.00%	
Dues and Memberships	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		0.00	0.00%	
Accounting Services	\$ 30,600.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00		0.00	0.00%	
TOTAL FUNDS REQUESTED	\$ 54,300.00	\$ 64,700.00	\$59,700.00	\$59,700.00	\$0.00	(5,000.00)	-7.73%	

Accounting Expenses



ASSESSOR

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change	Explanation of Change
BOARD OF ASSESSORS								
1060	Salaries	\$ 33,632	\$ 34,171	\$ 34,991	\$ 34,991		2.40%	
1061	Wages	\$ 18,227	\$ 18,519	\$ 12,628	\$ 12,628		-31.81%	adjustment of salary allocation to properly reflect work time spent on Accounting
1062	Expenses	\$ 25,255	\$ 20,875	\$ 18,675	\$ 18,675	\$ 0	-10.54%	
Department Total		\$ 77,114	\$ 73,565	\$ 66,294	\$ 66,294	\$ -	-9.88%	



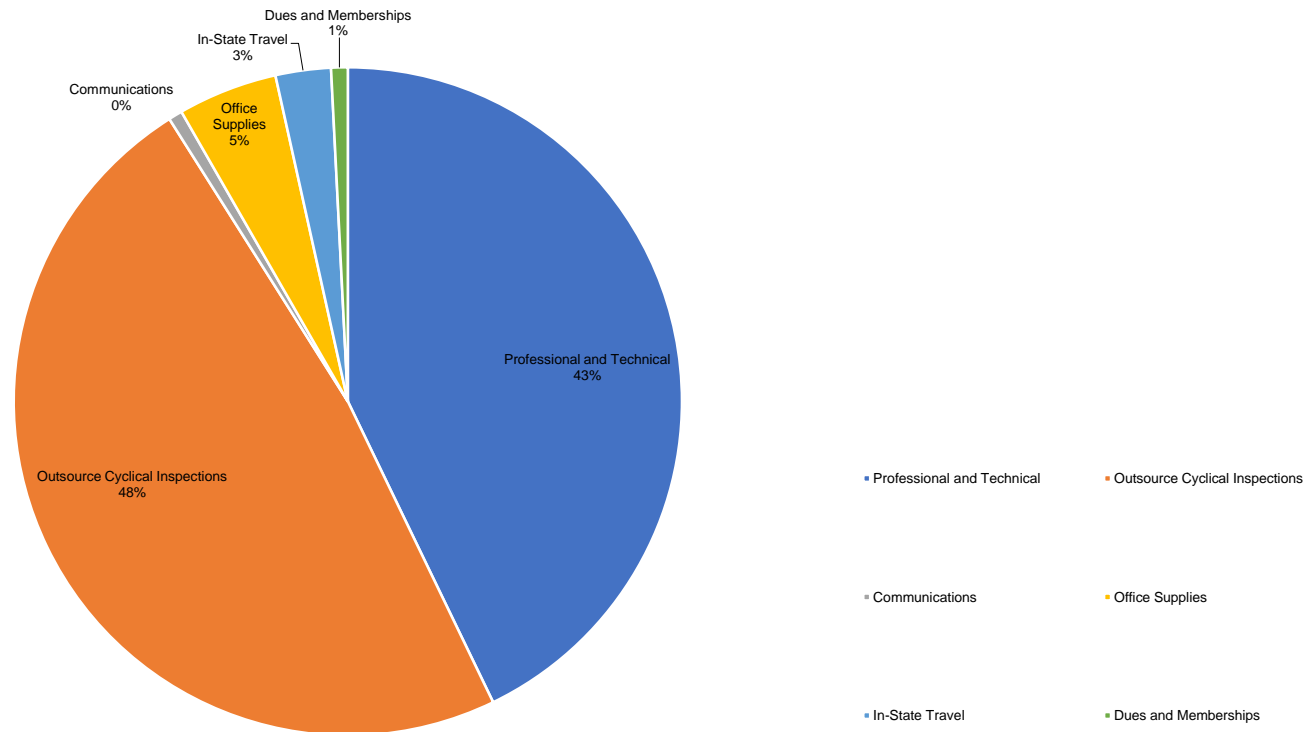
SALARIES

Fiscal Year 2024							Proposed Increased Rate	Hours	Fiscal Year 2025			Projected Salary FY 2025
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Final Base Rate			Salary Increase	Final Salary		
Tidman	Vicki	Principal Assessor	\$ 54.76	12	\$ 34,170.24	\$ 55.86	12	\$ 34,990.70	\$ 55.86	\$ 820.46	\$ 34,990.70	\$ 34,990.70
Assessor Salaries												
TOTAL SALARIES					Totals	\$ 34,170.24						\$ 34,991.00
Fiscal Year 2024							Rate	Hours	Fiscal Year 2025			Projected Salary Fiscal 2025
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Final Base Rate			Salary Increase	Final Salary		
Bresnick	Susan	Assessor Associate	\$ 24.56	14.5	\$ 18,518.24	\$ 25.05	9.5	\$ 2,141.88	\$ 25.05	\$ (5,890.64)	\$ 2,141.88	\$ 2,141.88
Bresnick	Susan	Assessor Associate		(step increase on anniversary date)		\$25.55	9.5	\$ 10,485.72	\$25.55		\$ 10,485.72	\$ 10,485.72
					\$ 18,518.24							\$ 12,628.00
Total Wages					\$ 52,688.48							\$ 47,619.00
Budget					\$52,690.00							\$ 47,619.00

EXPENSES

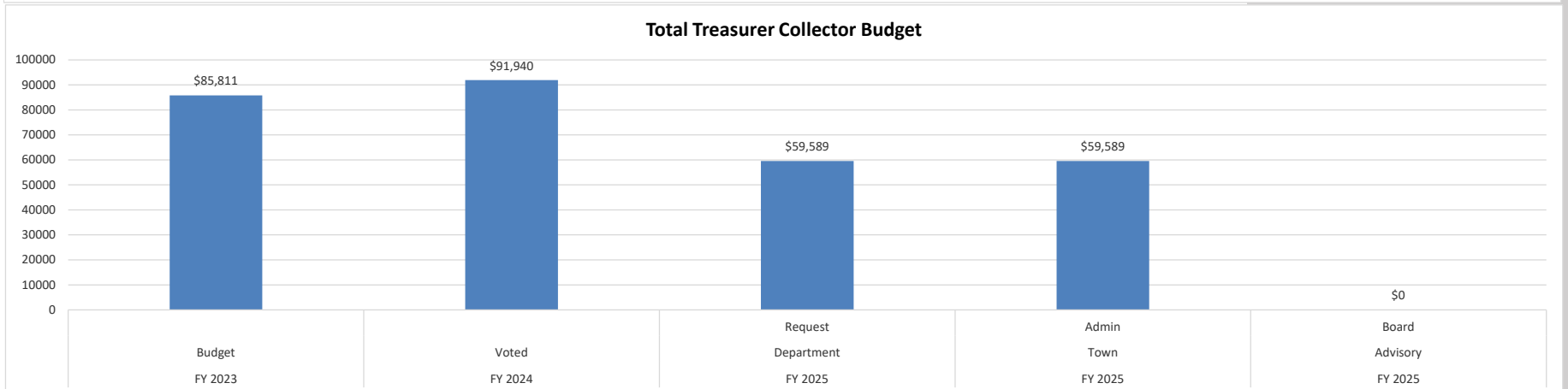
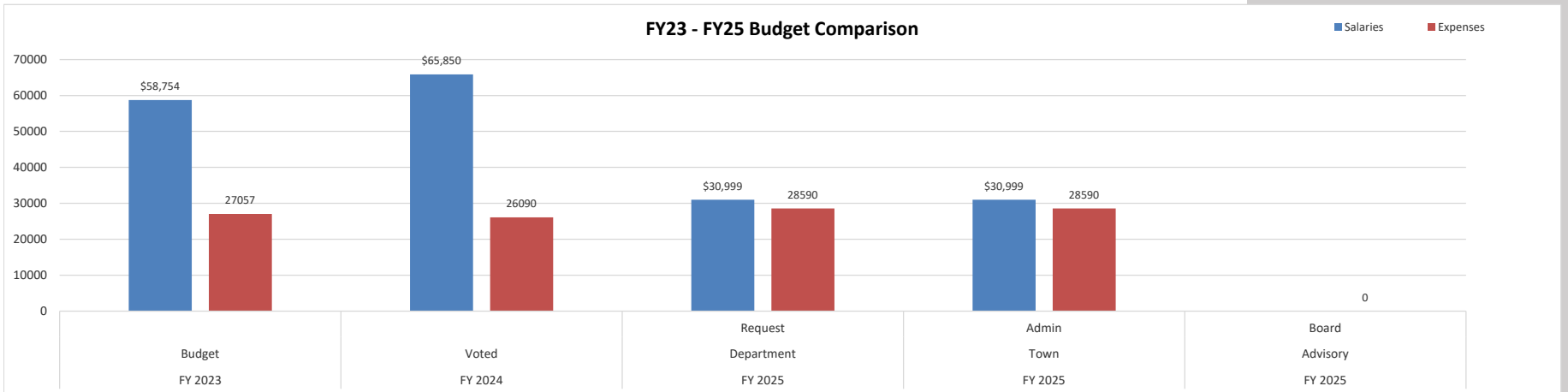
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	
	Professional and Technical	\$ 11,380.00	\$ 9,000.00	\$ 8,000.00	\$ 8,000.00		\$ (1,000.00)	
Outsource Cyclical Inspections	\$ 12,000.00	\$ 10,000.00	\$ 9,000.00	\$ 9,000.00		\$ (1,000.00)	-10.00%	cyclical inspections completed, won't need to take place again until FY33 (every 10 years), however, need funding to support appraisals of utilities, which are state mandated.
Communications	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00		\$ -	0.00%	
Office Supplies	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00		\$ -	0.00%	
In-State Travel	\$ 700.00	\$ 700.00	\$ 500.00	\$ 500.00		\$ (200.00)	-28.57%	Based on need
Dues and Memberships	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00		\$ -	0.00%	
TOTAL FUNDS REQUESTED	\$25,255	\$20,875	\$18,675	\$18,675	\$0	(\$2,200)	-10.54%	

Board of Assessor's Expenses



TREASURER COLLECTOR

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change	Explanation of Change
TREASURER/TAX COLLECTOR								
1120	Salaries	\$58,754	\$65,850	\$30,999	\$30,999		-52.92%	regionalization of Treasurer/Collector position
1122	Expenses	\$27,057	\$26,090	\$28,590	\$28,590	\$0	9.58%	
DEPARTMENTAL TOTAL		\$ 85,811	\$ 91,940	\$ 59,589	\$ 59,589	\$ -	-35.19%	



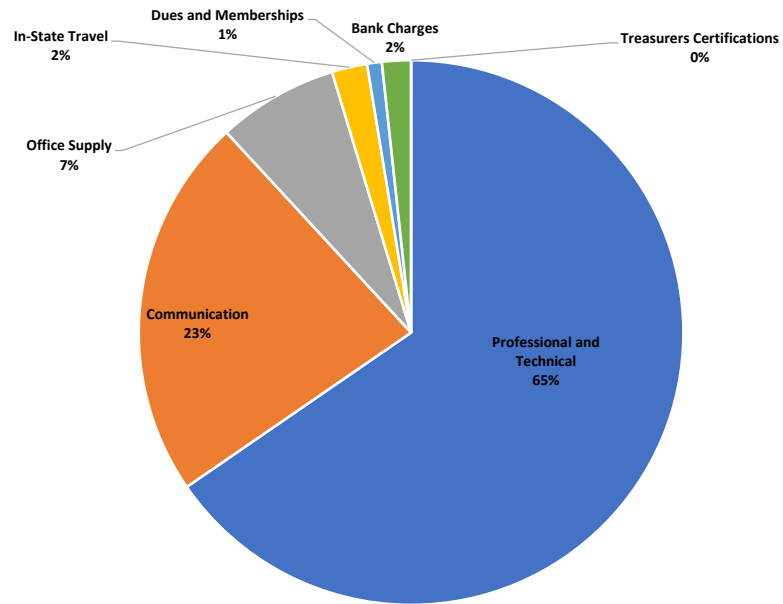
SALARIES

FISCAL YEAR 2024						Proposed Rate Increase	Hours	FISCAL YEAR 2024 Proposed Increase 7/1/2024	Final Base Rate	Salary Increase	Final Salary	Projected Salary Fiscal 2024
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023							
Andrew	Wall	Treasurer/Collector	\$46.70	10	\$ 24,377.40		10			\$ (24,377.40)	\$ -	\$ 5,000.00
TOTAL SALARIES					\$ 24,377.40						(less health insurance)	\$ 5,000.00
FISCAL YEAR 2024						Rate	Hours	FISCAL YEAR 2025 Proposed Increase 7/1/2024	Final Base Rate		Final Salary	Projected Salary Fiscal 2024
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023							
Ricardelli	Bonnie	Assistant Treasurer/Collector				\$ 40.00	10	\$ 20,880.00	\$ 40.00		\$ 20,880.00	\$ 20,880.00
		Assistant	\$19.23	5	\$ 5,000.00	\$ 19.61	5	\$ 5,118.21	\$ 19.61	\$ 118.21	\$ 5,118.21	\$ 5,118.21
Total Wages					\$ 5,000.00							\$ 25,998.21
Total Salaries and Wages					\$ 29,377.40							\$ 30,998.21
Budget					\$ 29,377.40							\$ 30,999.00

EXPENSES

Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	
Professional and Technical	\$ 15,920.00	\$ 16,200.00	\$ 18,700.00	\$ 18,700.00		\$ 2,500.00	15.43%	additional professional/technical during Treasurer/Collector transition, as necessary
Communication	\$ 5,800.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00		\$ -	0.00%	
Office Supply	\$ 2,050.00	\$ 2,050.00	\$ 2,050.00	\$ 2,050.00		\$ -	0.00%	
In-State Travel	\$ 547.00	\$ 600.00	\$ 600.00	\$ 600.00		\$ -	0.00%	
Dues and Memberships	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00		\$ -	0.00%	
Bank Charges	\$ 490.00	\$ 490.00	\$ 490.00	\$ 490.00		\$ -	0.00%	
Treasurers Certifications	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL FUNDS REQUESTED	\$ 27,057.00	\$ 26,090.00	\$ 28,590.00	\$ 28,590.00	\$ -	\$ 2,500.00	9.58%	

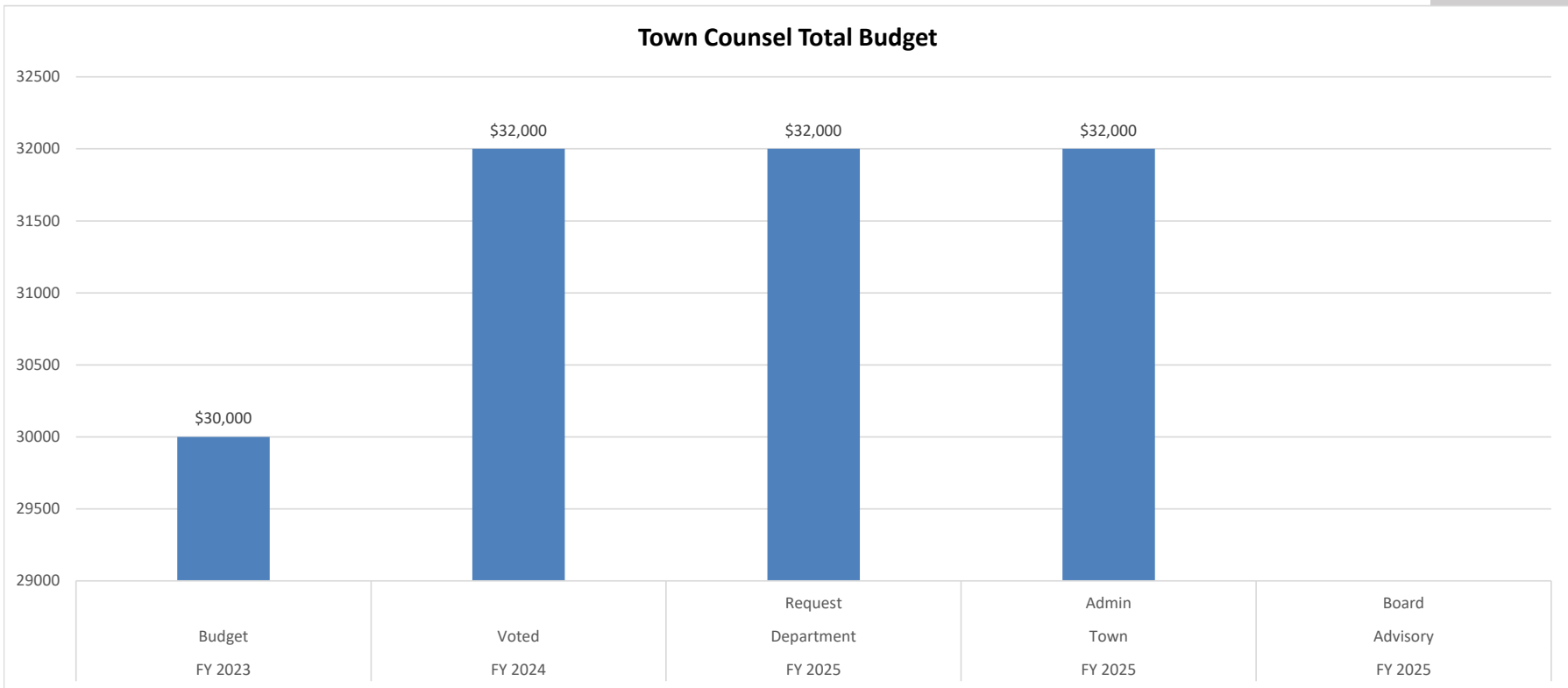
Treasurer Collector Expenses



■ Professional and Technical
 ■ Communication
 ■ Office Supply
 ■ In-State Travel
 ■ Dues and Memberships
 ■ Bank Charges
 ■ Treasurers Certifications

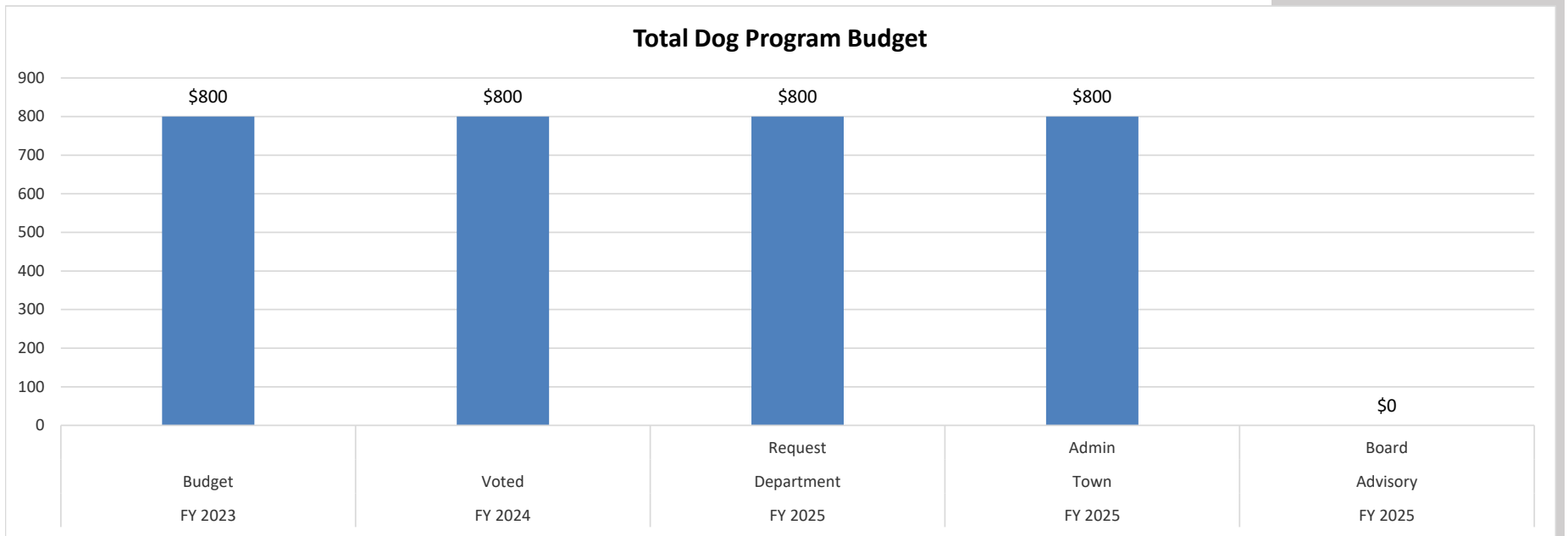
TOWN COUNSEL

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
TOWN COUNSEL							
1080	Expenses	\$ 30,000	\$ 32,000	\$ 32,000	\$ 32,000		0.00%
DEPARTMENTAL TOTAL		\$ 30,000	\$ 32,000	32,000	32,000	0	0.00%



DOG PROGRAM

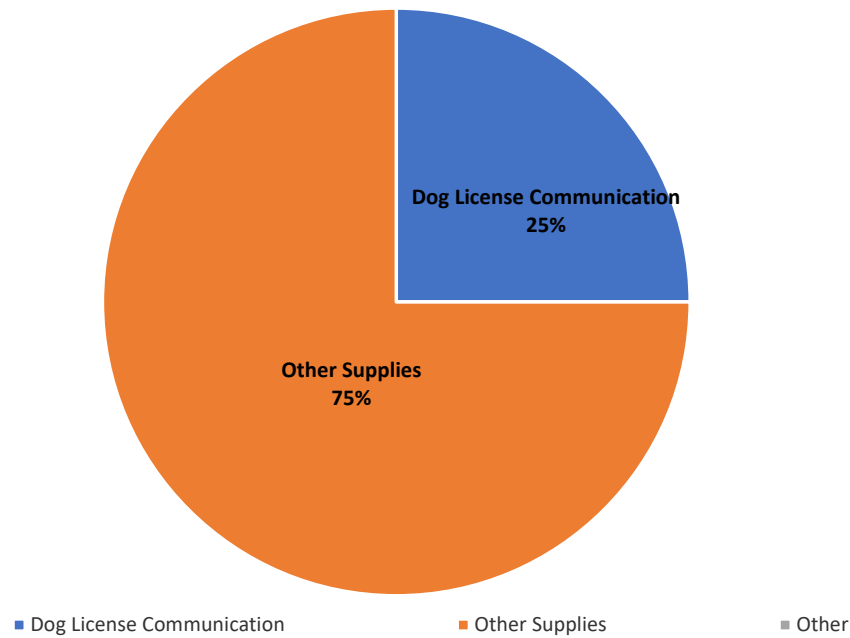
Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
DOG OFFICER							
1361	Expenses	\$ 800	\$ 800	\$ 800	\$ 800	0	0.00%
DEPARTMENTAL TOTAL		\$ 800	\$ 800	\$ 800	\$ 800	0	0.00%



EXPENSES

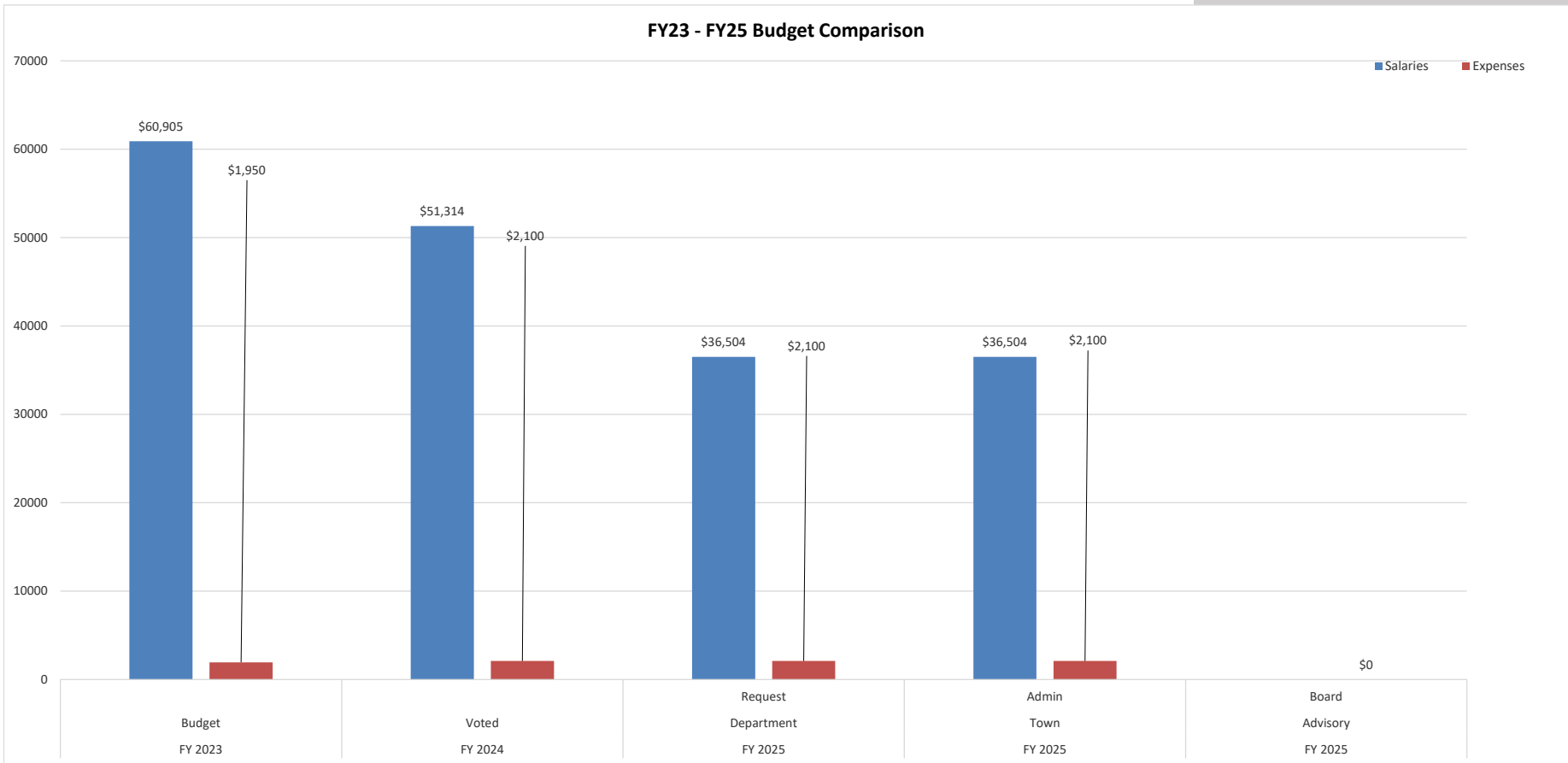
<u>Line Item</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2025</u>	<u>FY 2025</u>	<u>FY 2025</u>	<u>FY 2025</u>	
	<u>Budget</u>	<u>Voted</u>	<u>Department</u>	<u>Town Admin</u>	<u>Advisory Board</u>	<u>Variance</u>	<u>Percent</u>	
			<u>Request</u>	<u>Recommendation</u>			<u>Change</u>	<u>Line Item Detail Description</u>
Dog License Communication	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		0.00	0.00%	
Other Supplies	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00		0.00	0.00%	
Other						0.00		
TOTAL FUNDS REQUESTED	\$ 800.00	\$ 800.00	\$ 800.00	\$800.00	0	0.00	0.00%	

Dog Program Expenses

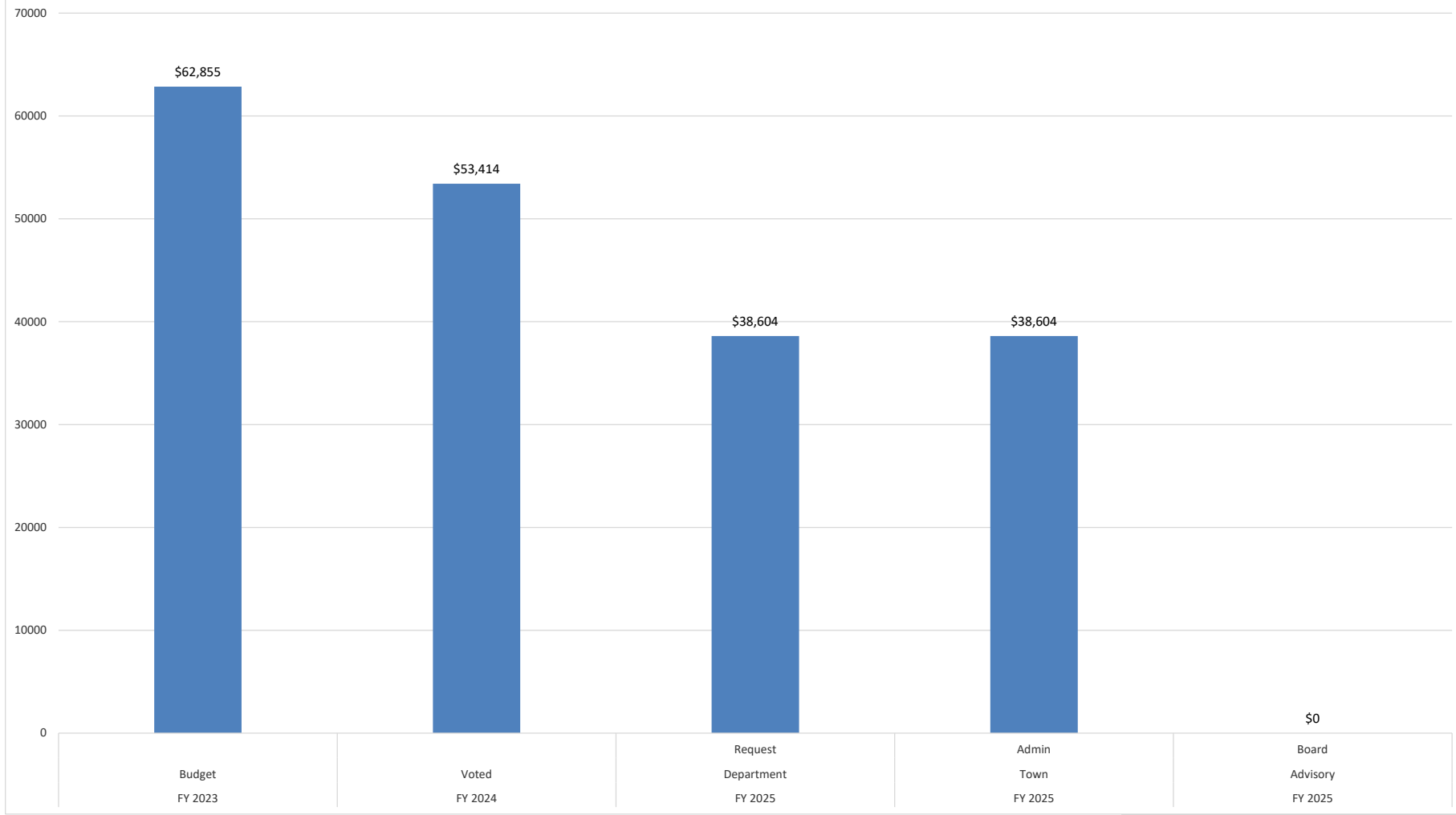


TOWN CLERK

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change	Explanation of Change
TOWN CLERK								
1130	Salaries	\$ 60,905	\$51,314	\$36,504	\$36,504		-28.86%	regionalization of Town Clerk position
1132	Expenses	\$ 1,950	\$2,100	\$2,100	\$2,100	\$0	0.00%	
DEPARTMENTAL TOTAL		\$ 62,855	\$53,414	\$38,604	\$38,604	\$0	-27.73%	



Total Town Clerk Budget



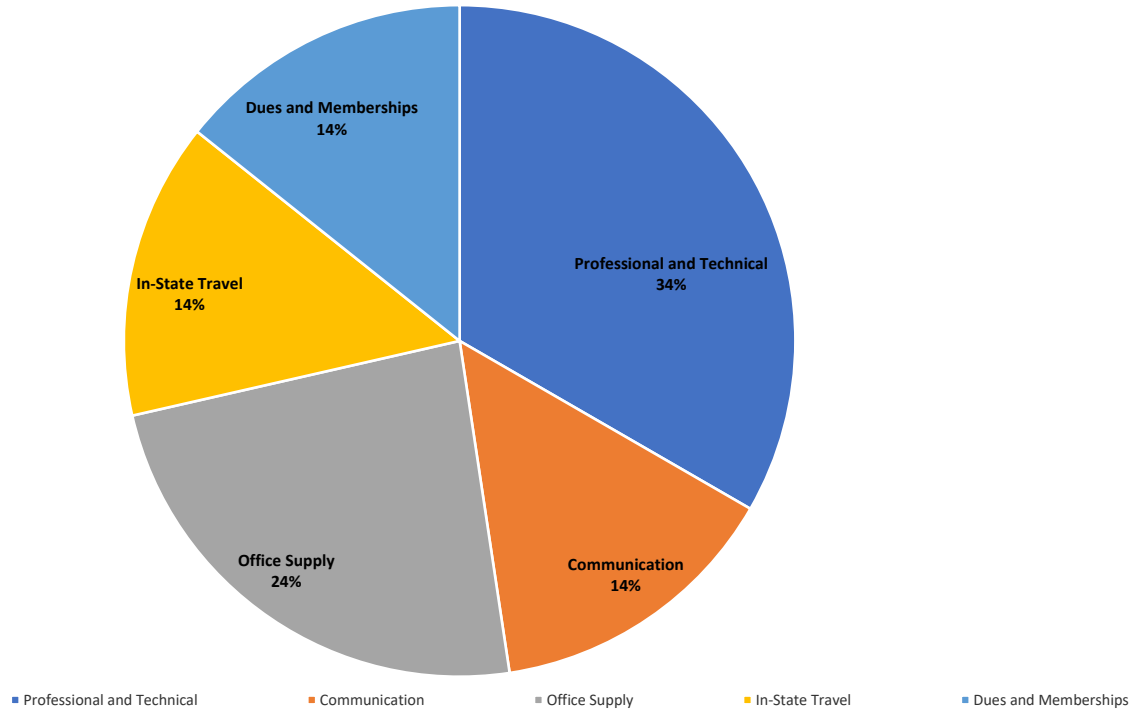
SALARIES

FISCAL YEAR 2024						Proposed Rate Increase	Hours	FISCAL YEAR 2025			Projected Salary Fiscal 2025
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023			Proposed Increase 7/1/2024	Final Base Rate	Salary Increase	
Durno	Brynn	Town Clerk	\$39.14	20	\$ 40,705.60	\$ 39.92	10	\$ 20,838.24	\$39.92	\$ 20,838.24	\$ 20,838.24
TOTAL SALARIES					\$ 40,705.60						\$ 20,838.24
FISCAL YEAR 2024						Proposed Rate Increase	Hours	FISCAL YEAR 2025			Projected Salary Fiscal 2025
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023			Proposed Increase 7/1/2024	Final Base Rate	Salary Increase	
Fayne	Sue	Assistant	\$20.40	10	\$ 10,608.00	\$ 30.01	10	\$ 15,665.22	\$ 5,057.22	\$ 15,665.22	\$ 15,665.22
TOTAL WAGES					10,608.00						\$ 15,665.22
Total Salaries and Wages					\$ 51,313.60						\$ 36,503.46
Budget					\$ 51,314.00						\$ 36,504.00

EXPENSES

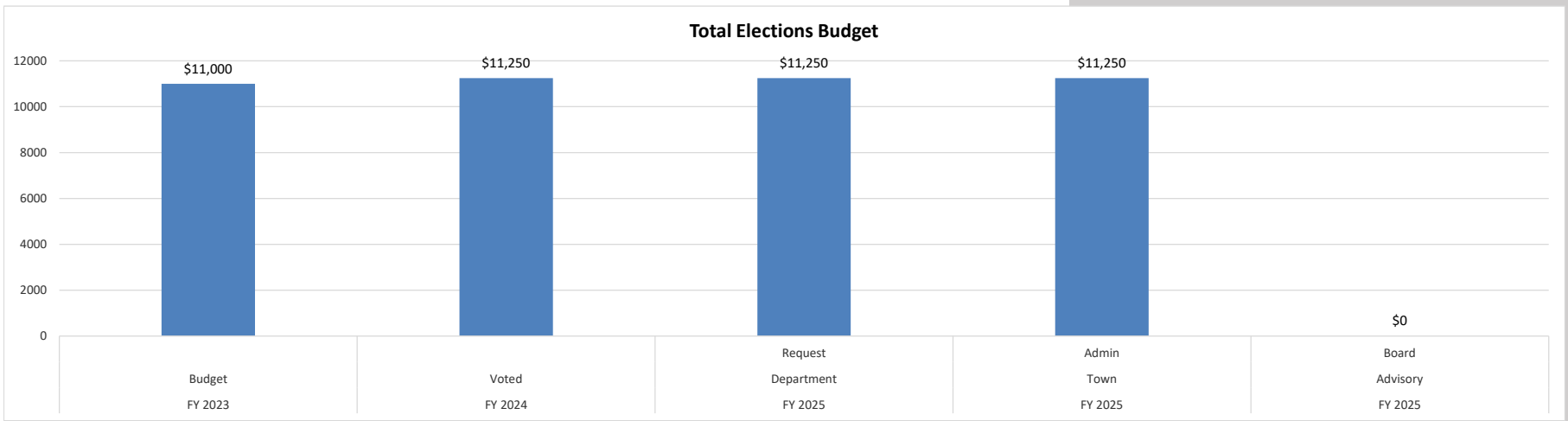
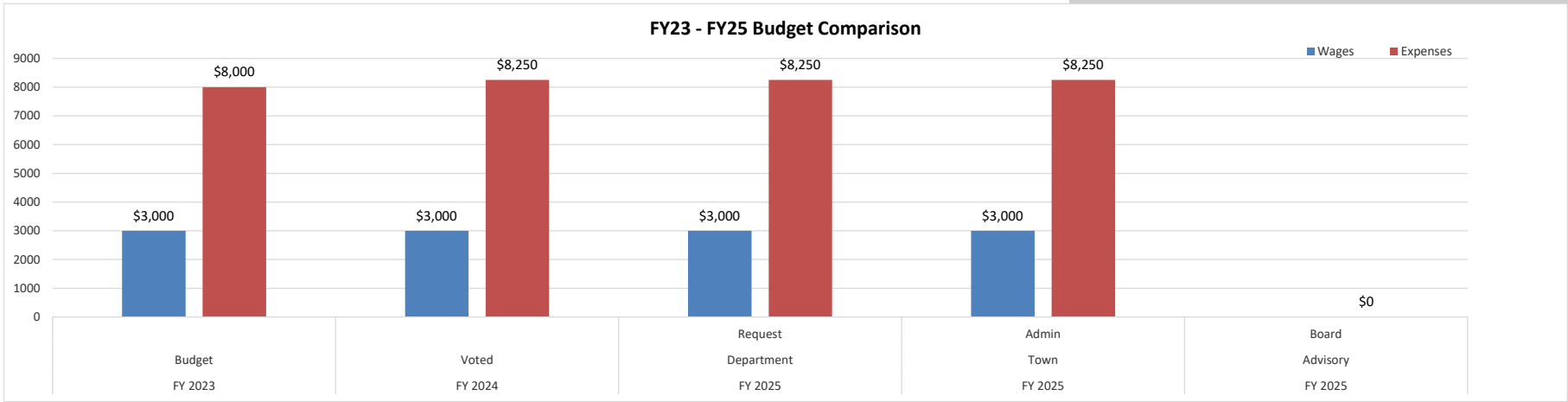
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommend	Advisory Board	Variance	Percent Change	
Professional and Technical	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00		\$0.00	0.00%	
Communication	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00		\$0.00	0.00%	
Office Supply	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		\$0.00	0.00%	
In-State Travel	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00		\$0.00	0.00%	
Dues and Memberships	\$ 150.00	\$ 300.00	\$ 300.00	\$ 300.00		\$0.00	0.00%	
Other								
TOTAL FUNDS REQUESTED	\$ 1,950.00	\$ 2,100.00	\$2,100.00	\$2,100.00	\$0.00	\$0.00	0.00%	

Town Clerk Expenses



ELECTIONS

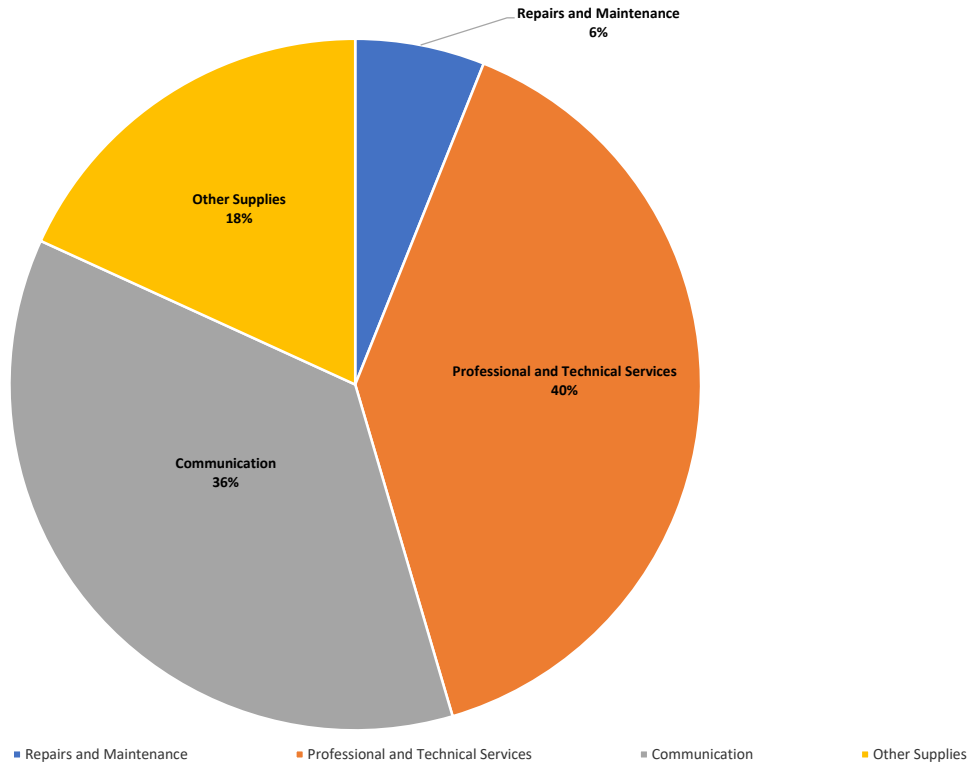
Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
ELECTIONS AND BOARD OF REGISTRARS							
1140	Wages	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000		0.00%
1141	Expenses	\$ 8,000	\$ 8,250.00	\$ 8,250.00	\$ 8,250.00	\$ 0.00	0.00%
DEPARTMENTAL TOTAL		\$ 11,000	\$ 11,250	\$ 11,250	\$ 11,250.00	\$ 0.00	0.00%



EXPENSES

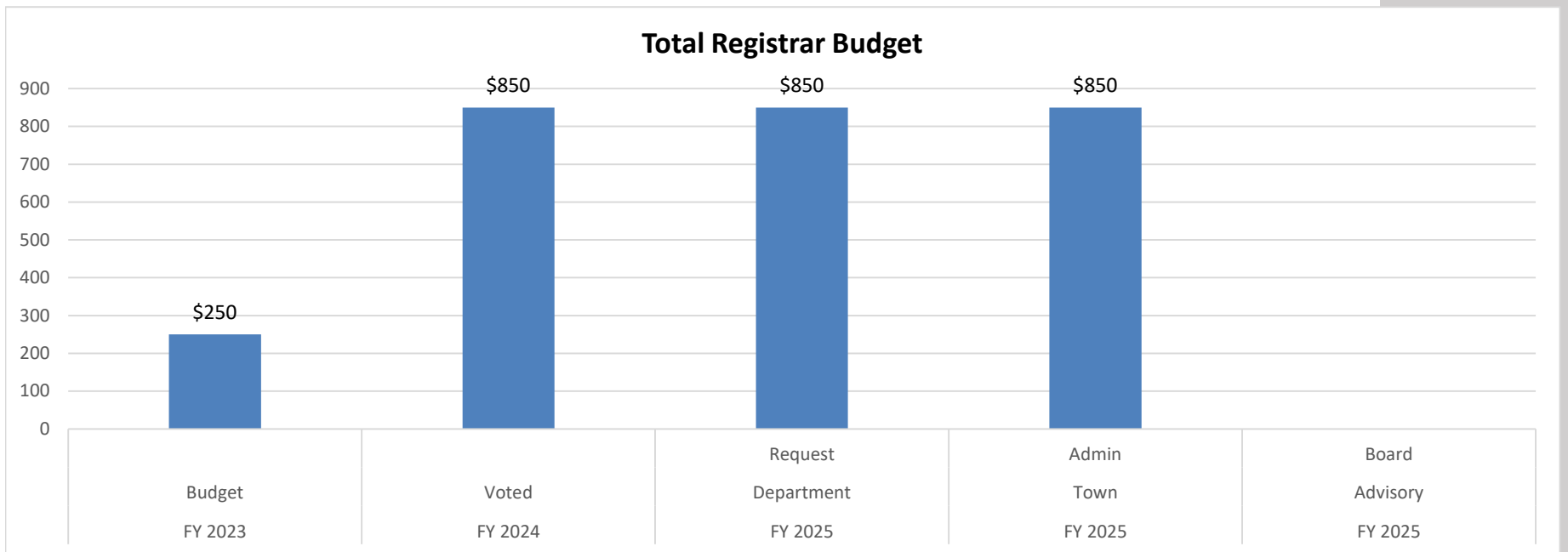
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	
Repairs and Maintenance	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		\$0.00	0.00%	
Professional and Technical Services	\$ 3,000.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00		\$0.00	0.00%	
Communication	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00		\$0.00	0.00%	
Other Supplies	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		\$0.00	0.00%	
TOTAL FUNDS REQUESTED	\$ 8,000.00	\$ 8,250.00	\$ 8,250.00	\$8,250.00	\$0.00	\$0.00	0.00%	

Elections Expenses



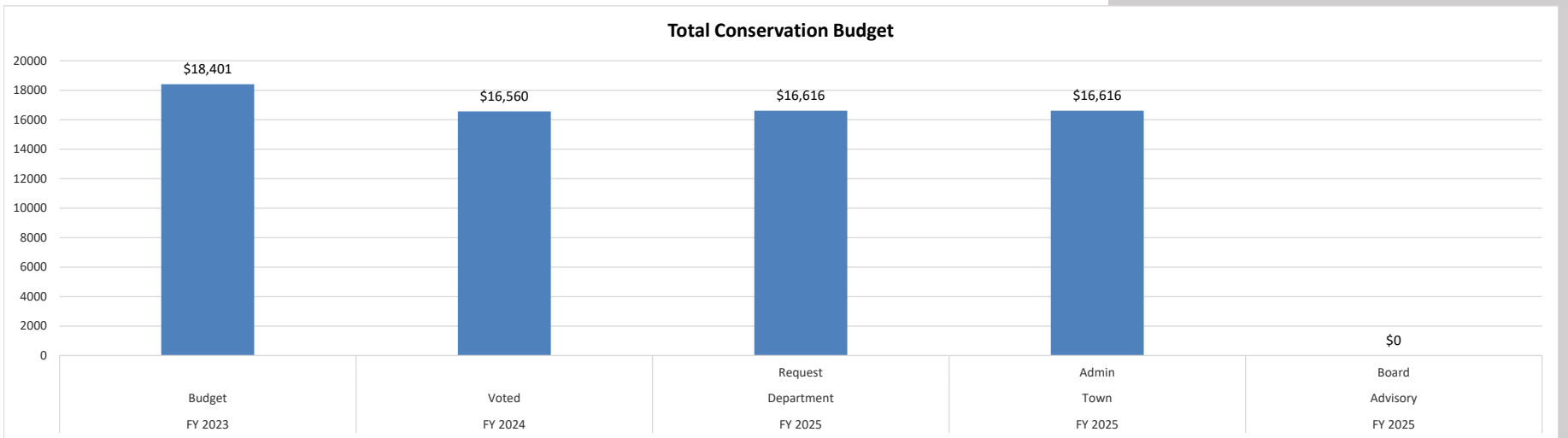
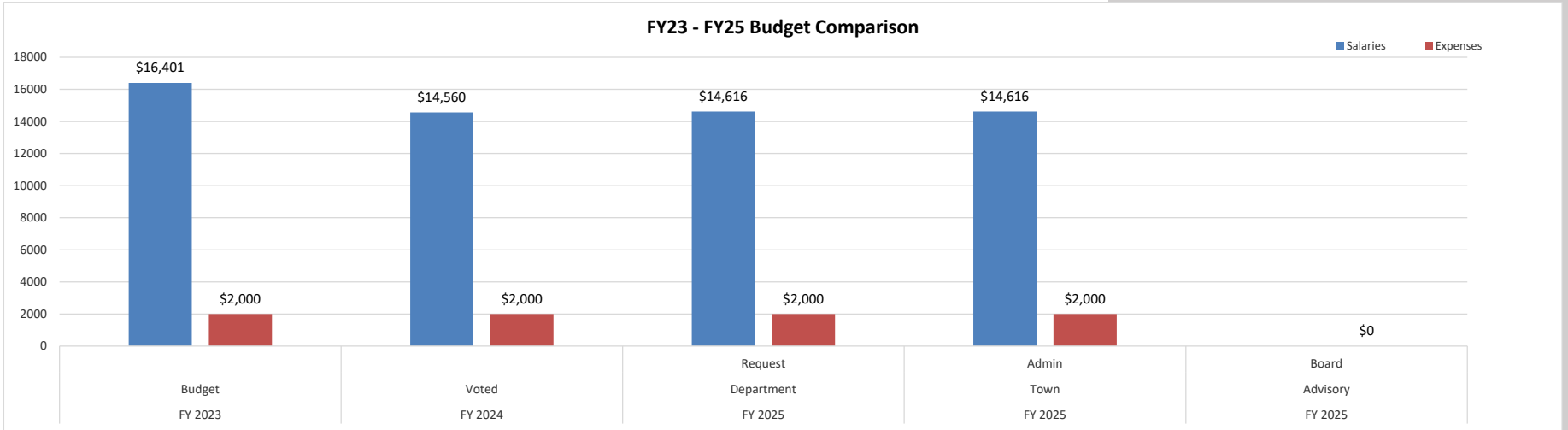
REGISTRAR

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
REGISTRAR							
1150	Expenses	\$ 250	\$ 850	\$ 850	\$ 850	\$ 0	0.00%
DEPARTMENTAL TOTAL		\$ 250	\$ 850	\$850	\$850	\$0	0.00%



CONSERVATION

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
CONSERVATION COMMISSION							
1321	Wages	\$ 16,401	\$ 14,560	\$ 14,616	\$ 14,616		0.38%
1322	Expenses	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0	0.00%
DEPARTMENTAL TOTAL		\$ 18,401	\$ 16,560	\$ 16,616	\$ 16,616	0	0.34%



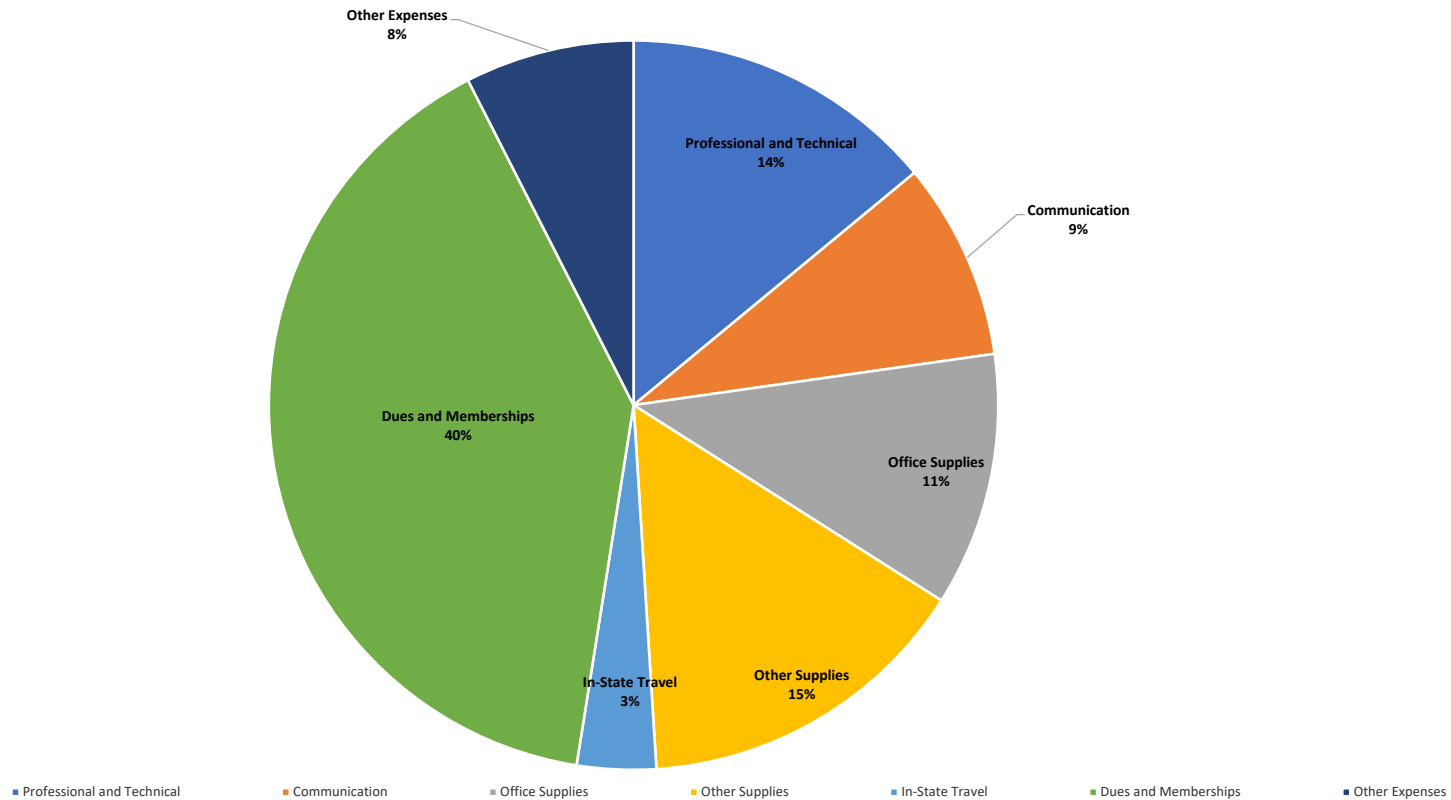
SALARIES

FISCAL YEAR 2024						FISCAL YEAR 2025							
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Proposed Rate Increase	Hours	Proposed Increase 7/1/2024	Final Base Rate	Salary Increase	Final Salary	Projected Salary Fiscal 2025	
Rock	Carol	Conservation Admin.	\$28.00	10	\$ 14,560.00	\$ 28.00	10	\$ 14,616.00	\$ 28.00	\$ 56.00	\$ 14,616.00	\$ 14,616.00	
Total Wages					\$	14,560.00						\$	14,616.00
Budget					\$	14,560.00						\$	14,616.00

EXPENSES

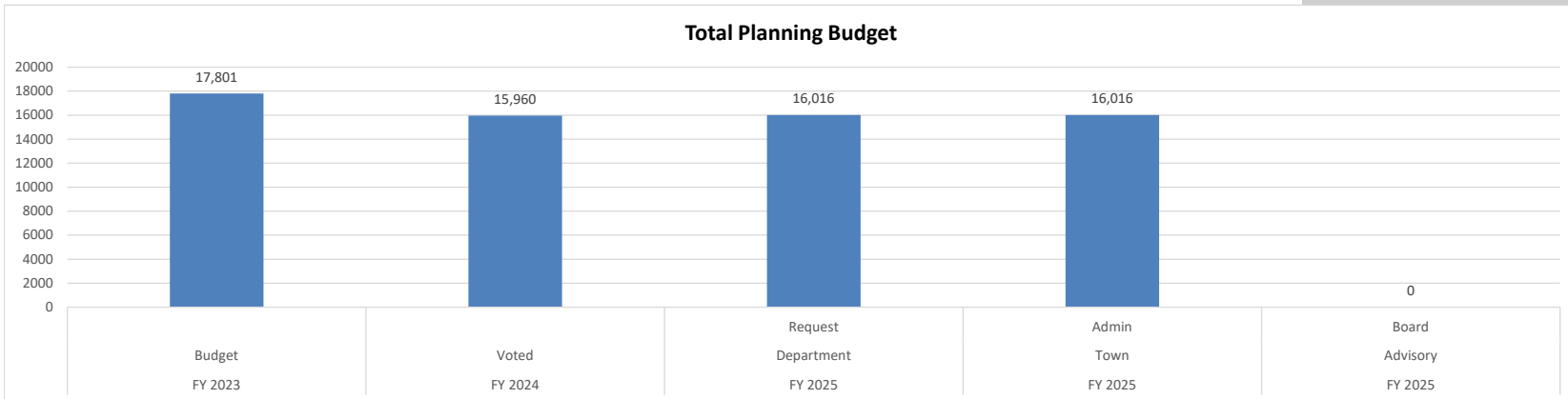
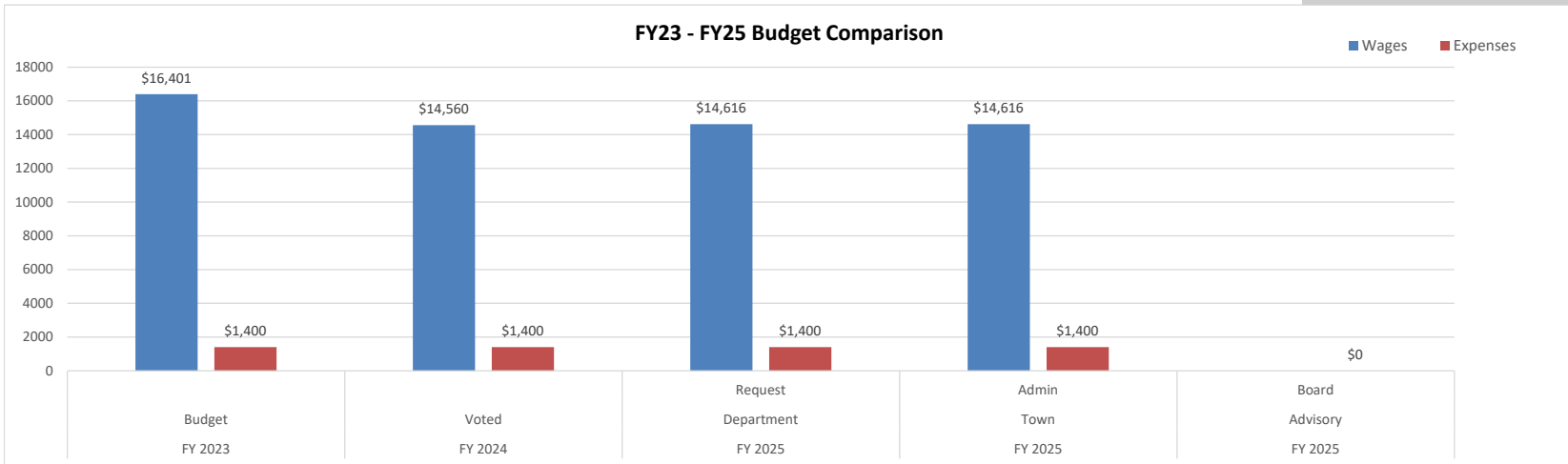
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommend	Advisory Board	Variance	Percent Change	
	Professional and Technical	\$ 280.00	\$280.00	\$280.00	\$280.00	\$ -	0.00	
Communication	\$ 175.00	\$175.00	\$175.00	\$175.00	\$ -	0.00	0.00%	
Office Supplies	\$ 225.00	\$225.00	\$225.00	\$225.00	\$ -	0.00	0.00%	
Other Supplies	\$ 300.00	\$300.00	\$300.00	\$300.00	\$ -	0.00	0.00%	
In-State Travel	\$ 70.00	\$70.00	\$70.00	\$70.00	\$ -	0.00	0.00%	
Dues and Memberships	\$ 800.00	\$800.00	\$800.00	\$800.00	\$ -	0.00	0.00%	
Other Expenses	\$ 150.00	\$150.00	\$150.00	\$150.00	\$ -	0.00	0.00%	
TOTAL FUNDS REQUESTED	\$ 2,000.00	\$2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0.00	0.00%	

Conservation Expenses



PLANNING

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
PLANNING BOARD							
1210	Wages	\$ 16,401	\$ 14,560	\$ 14,616	\$ 14,616		0.38%
1212	Expenses	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 0	0.00%
DEPARTMENTAL TOTAL		\$ 17,801	\$ 15,960	\$ 16,016	\$ 16,016	\$ 0	0.35%



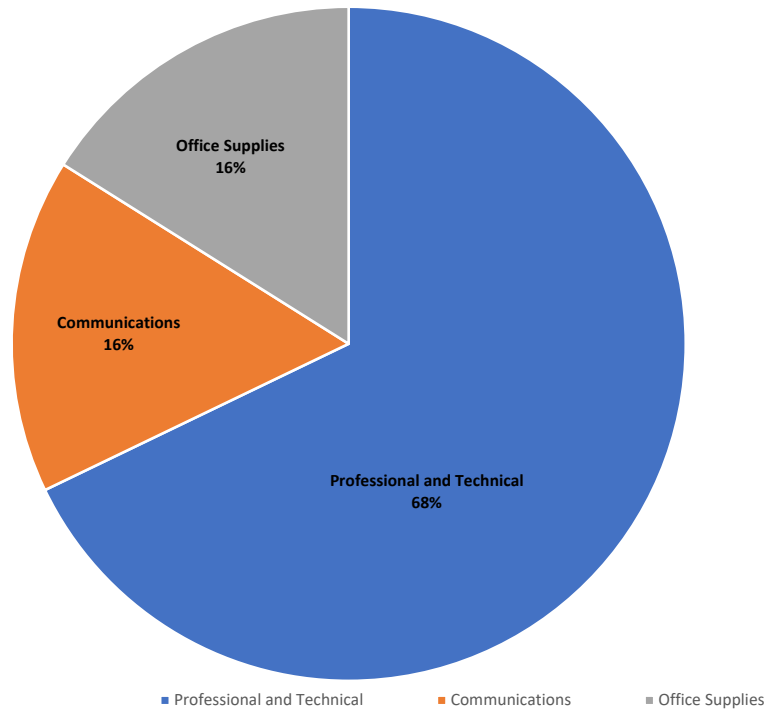
SALARIES

FISCAL YEAR 2024						FISCAL YEAR 2025							
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Proposed Rate Increase	Hours	Proposed Increase 7/1/2024	Final Base Rate	Salary Increase	Final Salary	Projected Salary Fiscal 2025	
Wages													
Rock	Carol	Planning Admin.	\$28.00	10	\$ 14,560.00	\$ 28.00	10	\$ 14,616.00	\$ 28.00	\$ 56.00	\$ 14,616.00	\$ 14,616.00	
Total Wages					\$	14,560.00						\$	14,616.00
Budget					\$	14,560.00						\$	14,616.00

EXPENSES

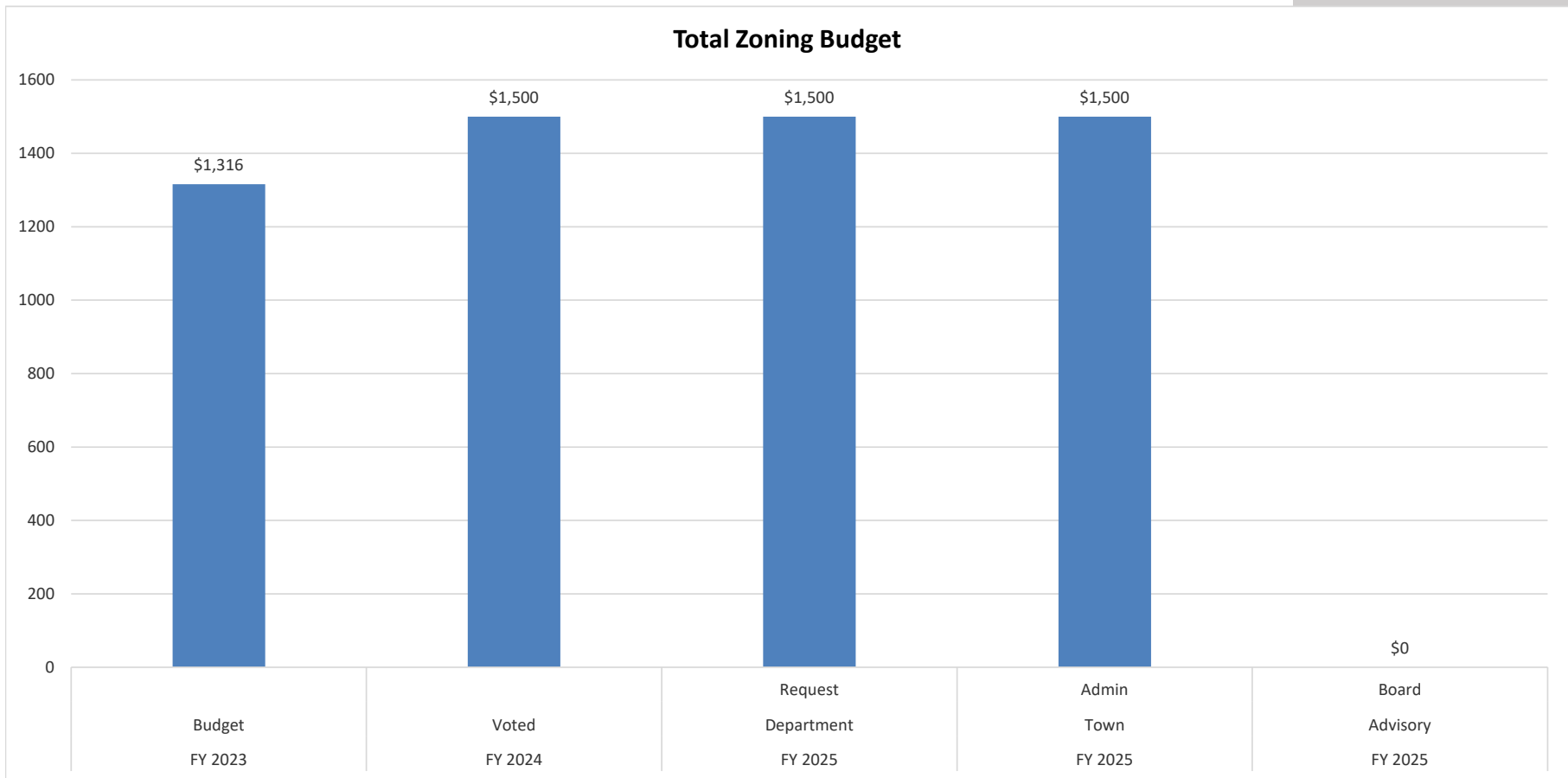
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	Detail Description
Professional and Technical	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00		\$ -	0.00%	
Communications	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00		\$ -	0.00%	
Office Supplies	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00		\$ -	0.00%	
TOTAL FUNDS REQUESTED	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 0.00	\$ -	0.00%	

Planning Department Expenses



ZONING

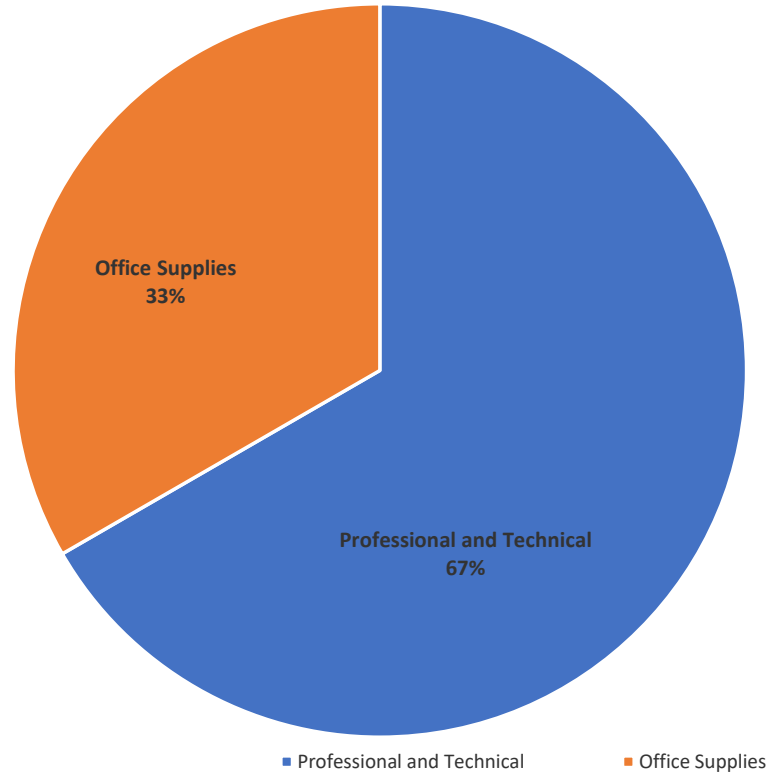
Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
Zoning Board of Appeals							
1221	Expenses	\$ 1,316	\$ 1,500	\$ 1,500	\$ 1,500	\$0.00	0.00%
DEPARTMENTAL TOTAL		\$ 1,316	\$ 1,500	\$1,500.00	\$1,500.00	\$0.00	0.00%



EXPENSES

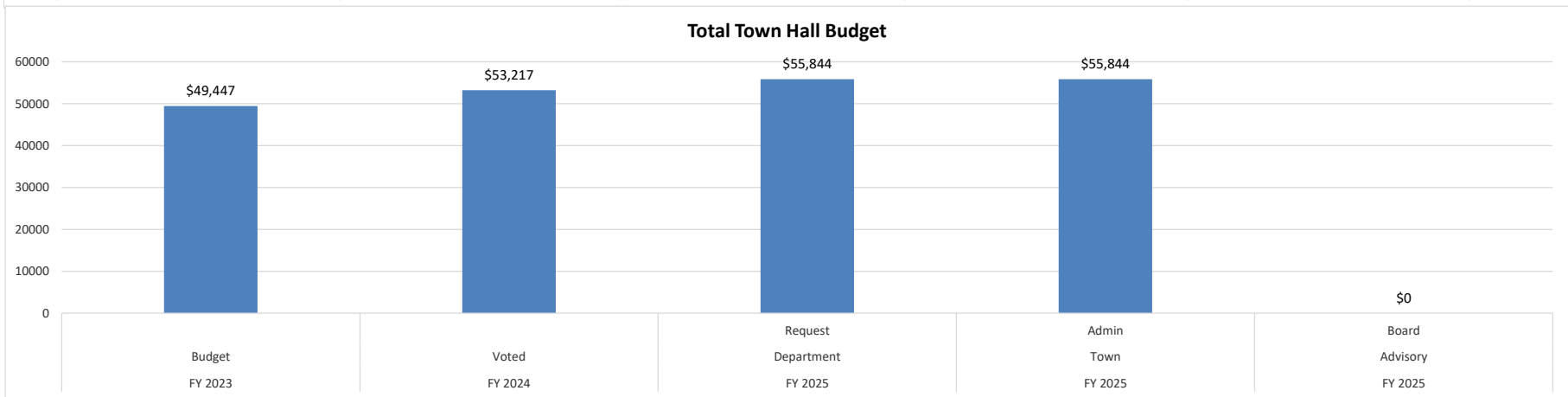
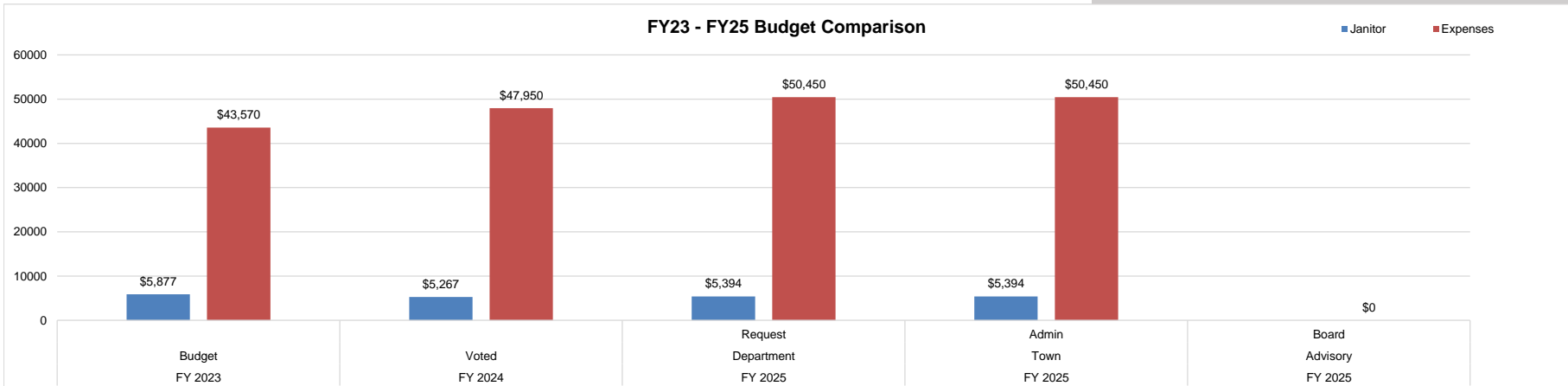
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	
Professional and Technical	\$ 816.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		\$0.00	0.00%	
Office Supplies	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		\$0.00	0.00%	
TOTAL FUNDS REQUESTED	\$ 1,316.00	\$ 1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	0.00%	

ZBA Expenses



TOWN HALL

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
TOWN HALL							
1540	Wages	\$0	\$0				
1541	Part-Time Wages	\$0	\$0				
1542	Janitor	\$5,877	\$5,267	\$5,394	\$5,394		2.41%
1543	Expenses	\$43,570	\$47,950	\$50,450	\$50,450	\$0	5.21%
DEPARTMENTAL TOTAL		\$ 49,447	\$ 53,217	\$55,844	\$55,844	\$0	4.94%



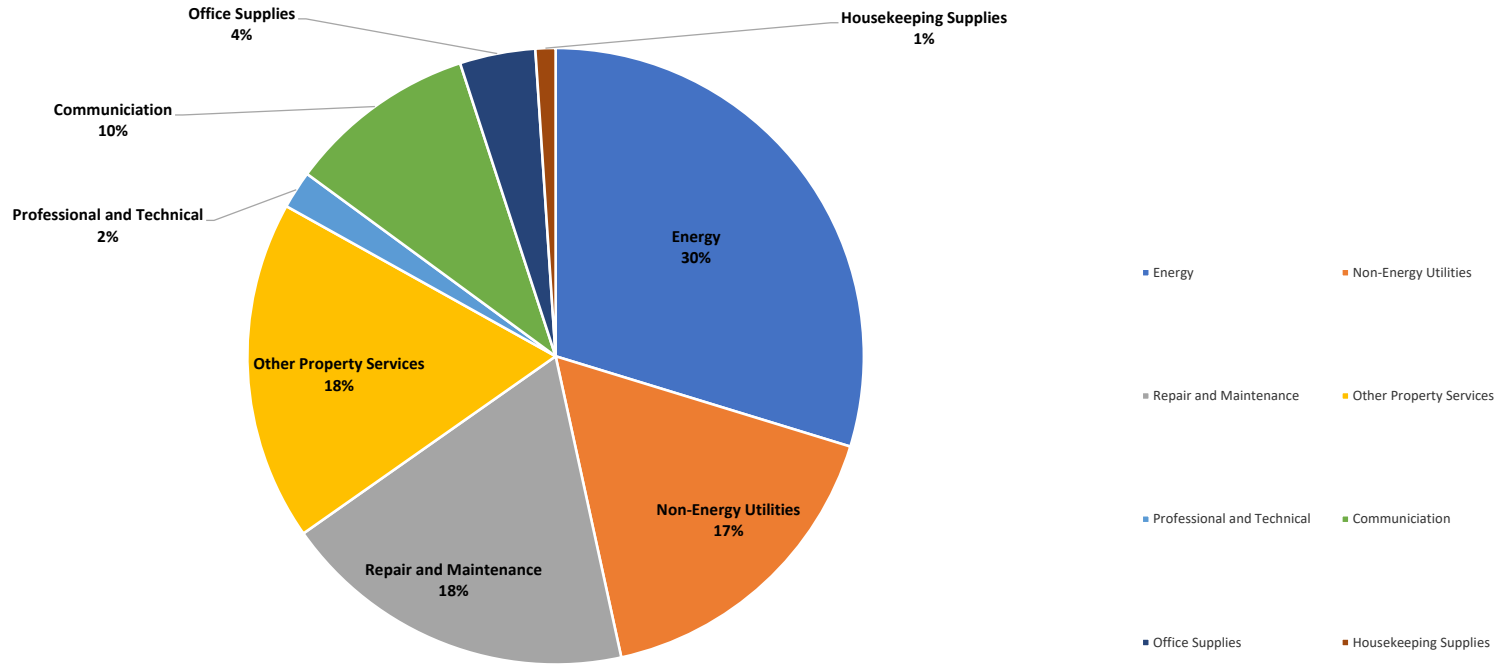
SALARIES

FISCAL YEAR 2024						FISCAL YEAR 2025							
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Proposed Rate Increase	Hours	Proposed Increase 7/1/2024	Final Base Rate	Salary Increase	Final Salary	Projected Salary Fiscal 2024	
Debricini	Paul	Town Hall Staff	\$16.88	6	\$ 5,266.56	\$ 17.22	6	\$ 5,393.30	\$ 17.22	\$ 126.74	\$ 5,393.30	\$ 5,393.30	
Total Wages					\$	5,266.56						\$	5,393.30
Budget					\$	5,267.00						\$	5,394.00

EXPENSES

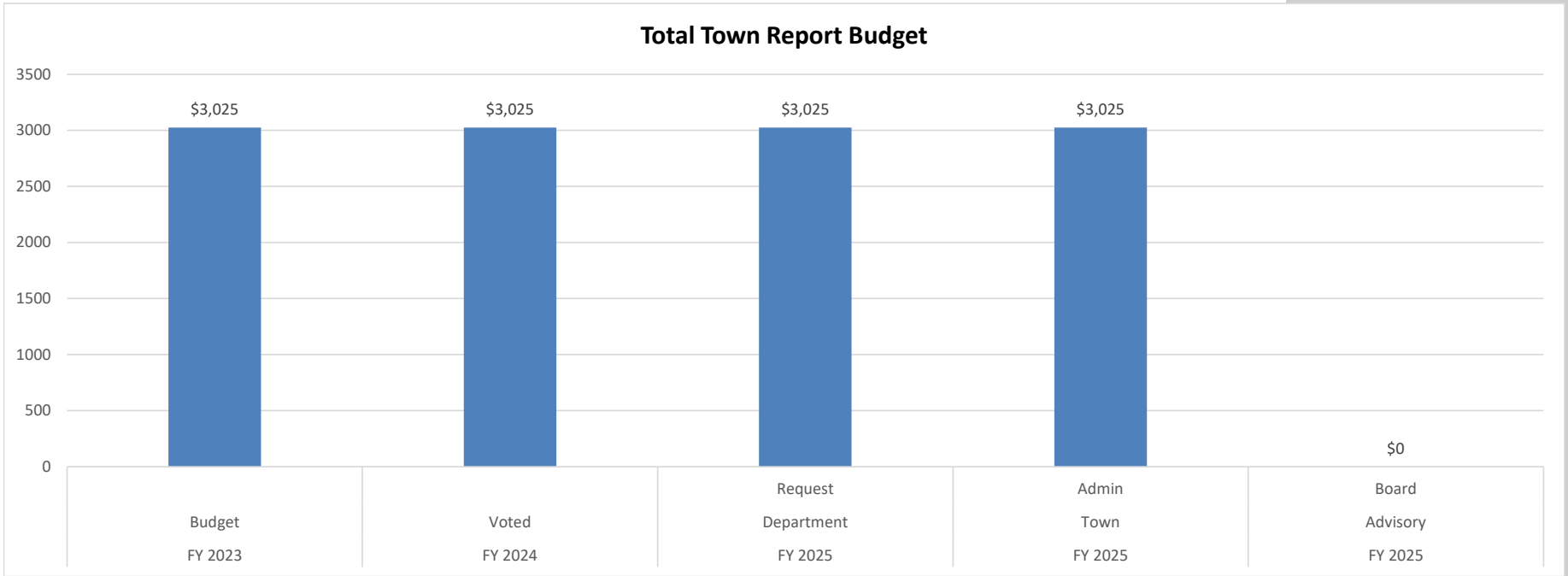
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	
Energy	\$ 12,000.00	\$ 14,000.00	\$ 15,000.00	\$ 15,000.00		\$1,000.00	7.14%	inflationary increases in energy
Non-Energy Utilities	\$ 5,120.00	\$ 8,000.00	\$ 8,500.00	\$ 8,500.00		\$500.00	6.25%	anticipated rate increase
Repair and Maintenance	\$ 9,420.00	\$ 9,420.00	\$ 9,420.00	\$ 9,420.00		\$0.00	0.00%	
Other Property Services	\$ 8,000.00	\$ 8,000.00	\$ 9,000.00	\$ 9,000.00		\$1,000.00	12.50%	based on building needs
Professional and Technical	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		\$0.00	0.00%	
Communication	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$0.00	0.00%	
Office Supplies	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		\$0.00	0.00%	
Housekeeping Supplies	\$ 530.00	\$ 530.00	\$ 530.00	\$ 530.00		\$0.00	0.00%	
TOTAL FUNDS REQUESTED	\$ 43,570.00	\$ 47,950.00	\$50,450.00	\$50,450.00	\$0.00	\$2,500.00	5.21%	

Town Hall Expenses



TOWN REPORTS

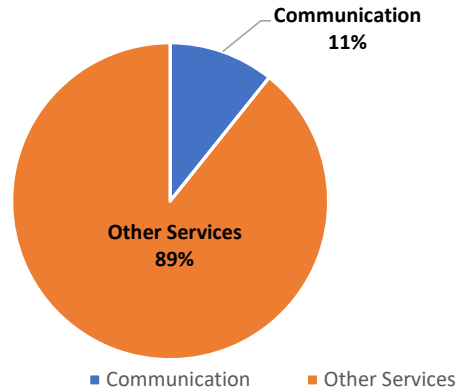
Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
TOWN REPORT							
1170	Expenses	\$ 3,025	\$ 3,025	\$ 3,025	\$ 3,025	\$0	0.00%
DEPARTMENTAL TOTAL		\$ 3,025	\$ 3,025	\$3,025	\$3,025	\$0	0.00%



EXPENSES

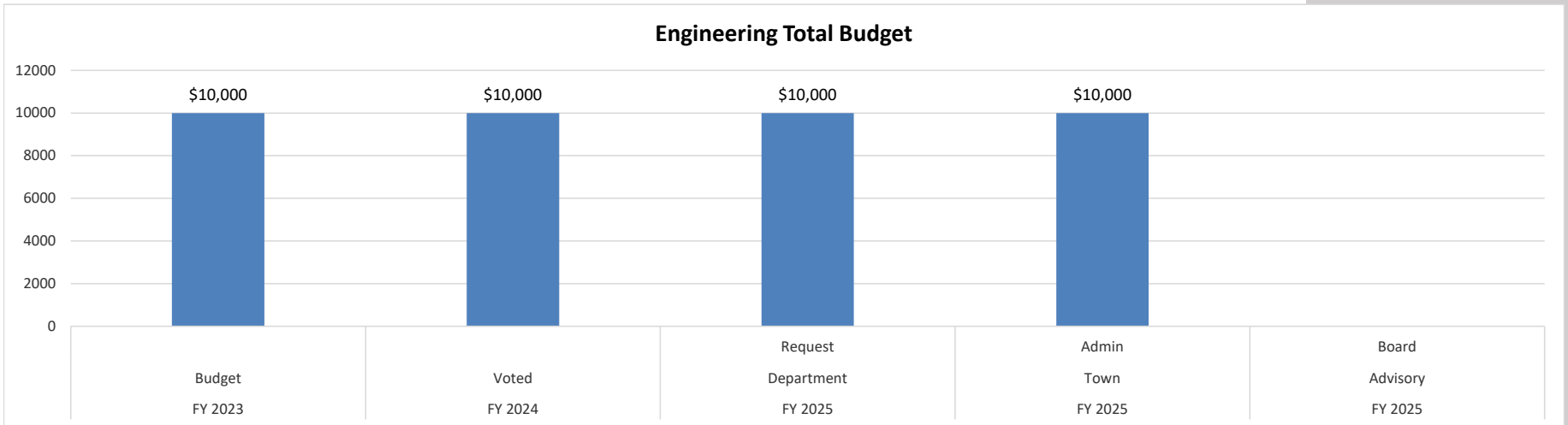
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	
Communication	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00		\$0.00	0.00%	
Other Services	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00		\$0.00	0.00%	
TOTAL FUNDS REQUESTED	\$ 3,025.00	\$ 3,025.00	\$3,025.00	\$3,025.00	\$0.00	\$0.00	0.00%	

Town Report Expenses



TOWN ENGINEER

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
ENGINEER							
1261	Expenses	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		0.00%
DEPARTMENTAL TOTAL		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		0.00%



EXPENSES

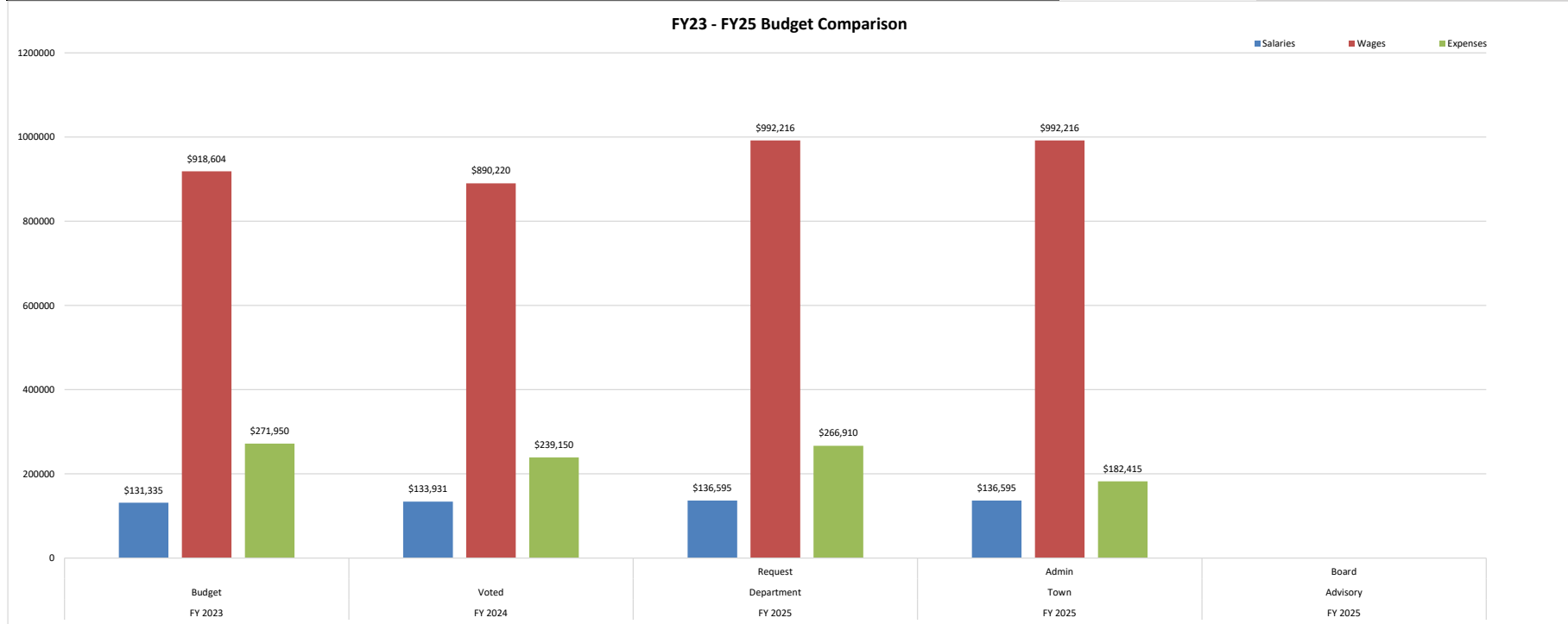
Line Item	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin Recommendation	FY 2025 Advisory Board	FY 2025 Variance	FY 2025 Percent Change	Line Item Detail Description
	Professional Services	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$0.00	
TOTAL FUNDS REQUESTED	\$ 10,000.00	\$ 10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	0.00%	

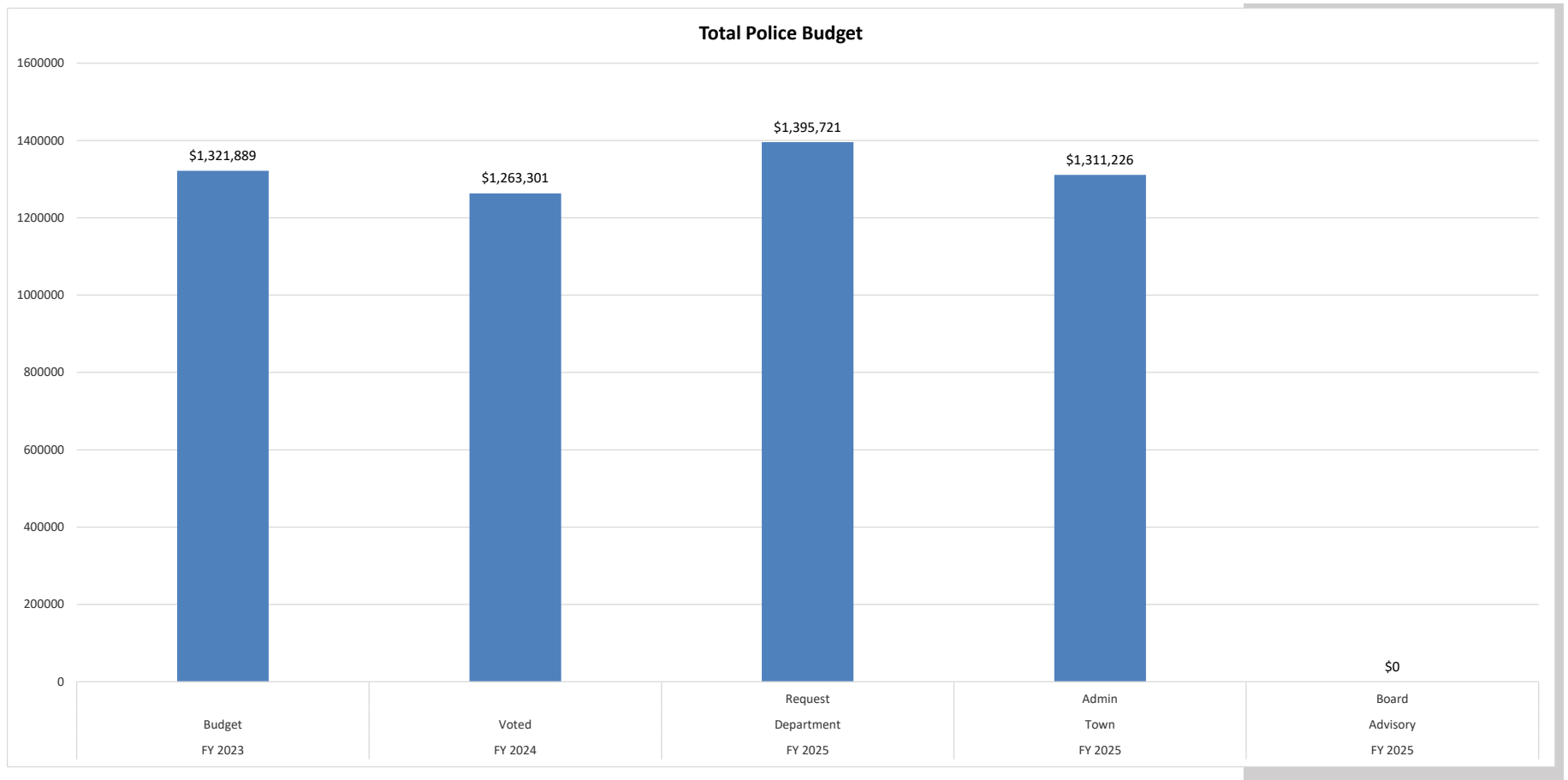
**GENERAL GOVERNMENT
SUMMARY OF EXPENDITURES**

Department	Budget
Town Administrator	\$188,976
Select Board	\$14,230
Advisory Board	\$30,150
Town Accountant	\$88,011
Assessor	\$66,294
Treasurer/Collector	\$59,589
Town Counsel	\$32,000
Dog Program	\$800
Town Clerk	\$38,604
Elections	\$11,250
Registrar	\$850
Conservation	\$16,616
Planning	\$16,016
Zoning	\$1,500
Town Hall	\$55,844
Town Reports	\$3,025
Town Engineer	\$10,000
Total	\$633,755

POLICE

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change	Explanation of Change
POLICE DEPARTMENT								
1300	Salaries	\$ 131,335	\$ 133,931	\$ 136,595	\$ 136,595		1.99%	
1301	Wages	\$ 918,604	\$ 890,220	\$ 992,216	\$ 992,216		11.46%	restoration of second police officer for overnight shift
1302	Expenses	\$ 271,950	\$ 239,150	\$ 266,910	\$ 182,415		-23.72%	regionalization of dispatch - free for first 3 years
DEPARTMENTAL TOTAL		\$ 1,321,889	\$ 1,263,301	\$ 1,395,721	\$ 1,311,226	\$ -	10.48%	



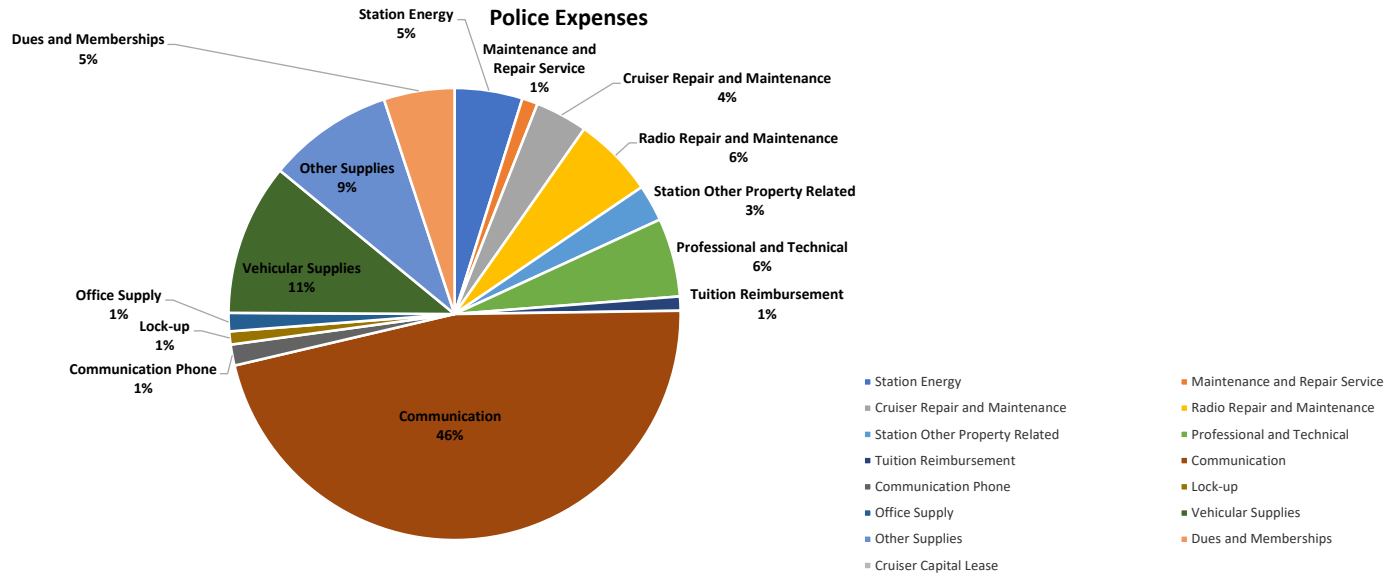


SALARIES

FISCAL YEAR 2024						FISCAL YEAR 2025						
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Rate	Hours	Proposed Increase 7/1/2024	Final Base Rate	Other Pay	Final Salary	Final Salary
Hoar	Eric		\$57.55	40	\$ 119,704.00	\$58.70	40	\$ 122,567.69				\$ 136,595.13
Total Salaries												\$ 136,595.13
Salaries Budget												
FISCAL YEAR 2024						FISCAL YEAR 2025						
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Rate	Hours	Proposed Increase 7/1/2024	Final Base Rate	Other Pay	Final Salary	Projected Salary
Sappet	Elizabeth	Admin. Asst.	\$26.83	32	\$ 44,816.83	\$27.37	64	\$ 45,713.17	\$ 27.37		\$ 45,713.17	\$ 45,713.17
Gilmore	Darrell	Sergeant	\$39.85	40	\$ 94,827.48	\$40.65	80	\$ 83,206.80	\$ 40.65	\$ 11,787.72	\$ 84,877.20	\$ 96,664.92
Papageorgiou	Nicholas	Sergeant	\$39.85	40	\$ 94,677.48	\$40.65	80	\$ 84,870.94	\$ 40.65	\$ 11,887.72	\$ 84,877.20	\$ 96,764.92
Tully	Matthew	Patrolman	\$34.58	40	\$ 81,403.04	\$35.27	80	\$ 73,647.10	\$ 35.27	\$ 9,200.00	\$ 73,647.10	\$ 82,847.10
Drinkwine	Shawn	Patrolman	\$34.58	40	\$ 80,103.04	\$35.27	80	\$ 73,647.10	\$ 35.27	\$ 8,400.00	\$ 73,647.10	\$ 82,047.10
Nault	Richard	Patrolman	\$34.58	40	\$ 79,953.04	\$35.27	80	\$ 73,647.10	\$ 35.27	\$ 8,500.00	\$ 73,647.10	\$ 82,147.10
Pietroforte	Michael	Patrolman	\$34.58	40	\$ 79,953.04	\$35.27	80	\$ 73,647.10	\$ 35.27	\$ 8,500.00	\$ 73,647.10	\$ 82,147.10
Swift	Jeffrey	Patrolman	\$34.58	40	\$ 79,953.04	\$35.27	80	\$ 73,647.10	\$ 35.27	\$ 7,750.00	\$ 73,647.10	\$ 81,397.10
New Officer		Patrolman	\$34.58	40	\$ 79,953.04	\$35.27	80	\$ 73,647.10	\$ 35.27	\$ 7,750.00	\$ 73,647.10	\$ 81,397.10
Part-time Wages					\$ 50,000.00			\$ 51,000.00				\$ 51,000.00
Custodial					\$ 4,500.00			\$ 4,590.00				\$ 4,590.00
Overtime					\$ 165,000.00			\$ 168,300.00				\$ 180,000.00
Differentials					\$ 25,000.00			\$ 25,500.00				\$ 25,500.00
												\$261,090.00
						Total Wages						\$ 992,215.61
						Wages Budget						\$ 992,216.00
						Total						\$ 1,128,810.74
						Total Budget						\$ 1,128,811.00

EXPENSES

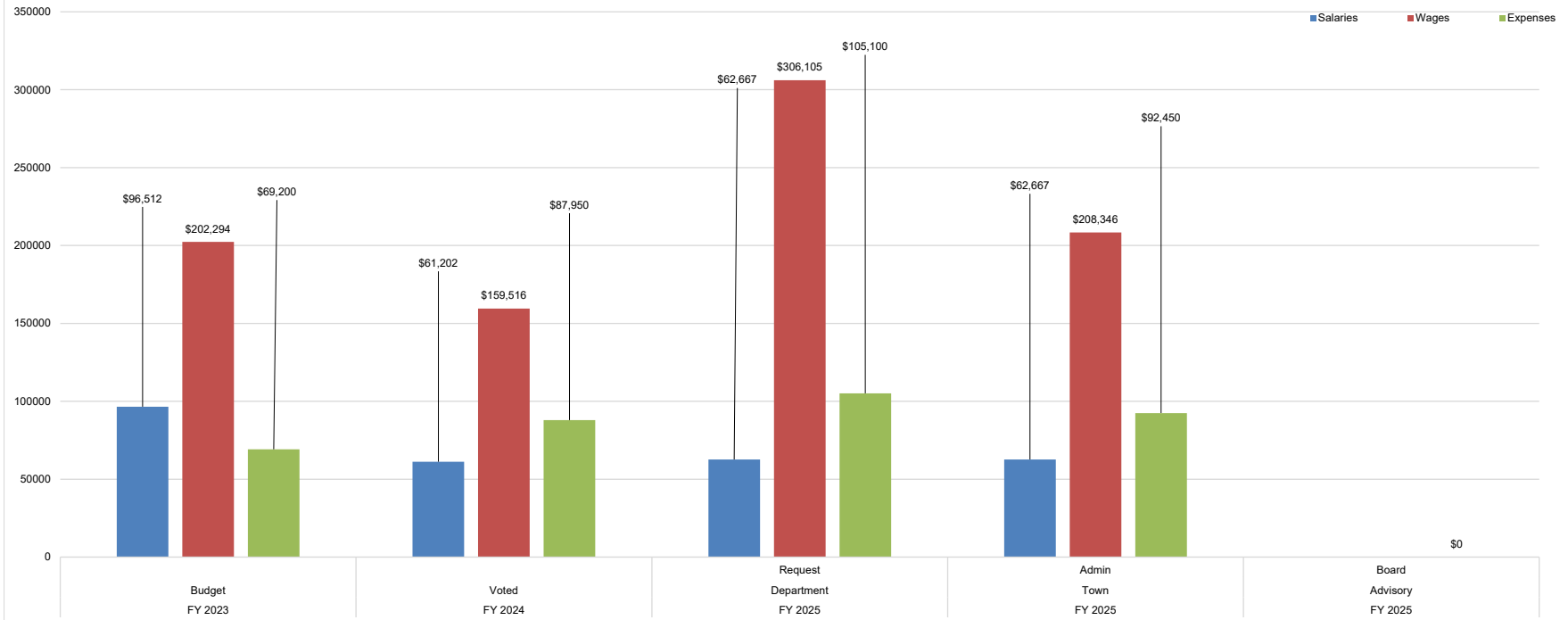
Line Item	FY 2023	FY 2024	FY 2025		FY 2025	FY 2025	FY 2025	Explanation of Change
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	FY 2025 Variance	Percent Change	
Station Energy	\$ 9,000.00	\$ 10,800.00	\$ 12,960.00	\$ 12,000.00		\$ 1,200.00	11.11%	Energy inflationary increases
Maintenance and Repair Service	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00			0.00%	
Cruiser Repair and Maintenance	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00			0.00%	
Radio Repair and Maintenance	\$ 8,250.00	\$ 9,450.00	\$ 15,450.00	\$ 15,450.00		\$ 6,000	63.49%	Software program license renewal increases 5% annually, new software for fingerprint-live scan \$1,300, Google Workspace monthly increase (\$700 yrly), Service agreement for generator
Station Other Property Related	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00		\$ -	0.00%	
Professional and Technical	\$ 11,000.00	\$ 13,000.00	\$ 15,000.00	\$ 14,000.00		\$ 1,000.00	7.69%	Increase training
Tuition Reimbursement	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00			0.00%	
Communication	\$ 98,000.00	\$ 106,700.00	\$ 124,300.00	\$ 41,765.00		\$ (64,935.00)	-60.86%	
Communication Phone	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00			0.00%	
Lock-up	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00			0.00%	
Office Supply	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00			0.00%	
Vehicular Supplies	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00			0.00%	
Other Supplies	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00			0.00%	
Dues and Memberships	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00			0.00%	
Cruiser Capital Lease	\$ 48,000.00							
TOTAL FUNDS REQUESTED	\$ 271,950.00	\$ 239,150.00	\$ 266,910.00	\$ 182,415.00	\$ -	\$ (56,735.00)	-23.72%	

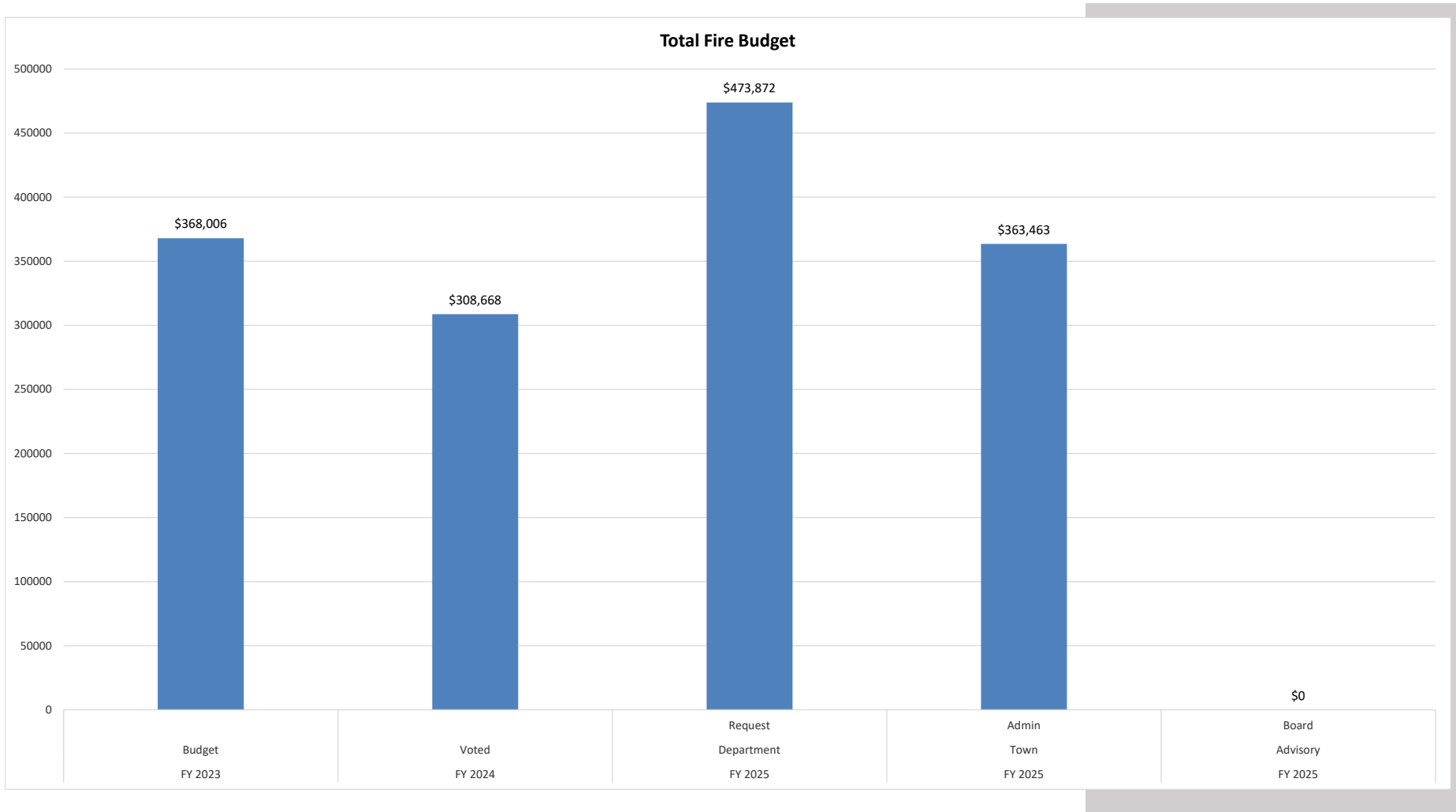


FIRE

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change	Explanation of Change
FIRE DEPARTMENT								
1310	Salaries	\$ 96,512	\$ 61,202	\$62,667	\$62,667		2.39%	
1311	Wages	\$ 202,294	\$ 159,516	\$306,105	\$208,346		30.61%	restoration of second per diem firefighter position during day shift
1312	Expenses	\$ 69,200	\$ 87,950	\$ 105,100.00	\$92,450	\$0	5.12%	inflationary increases in energy and fuel/repairs, water rate increases, and training
DEPARTMENTAL TOTAL		\$ 368,006	\$ 308,668	\$473,872	\$363,463	\$0	28.77%	

FY23 - FY25 Budget Comparison





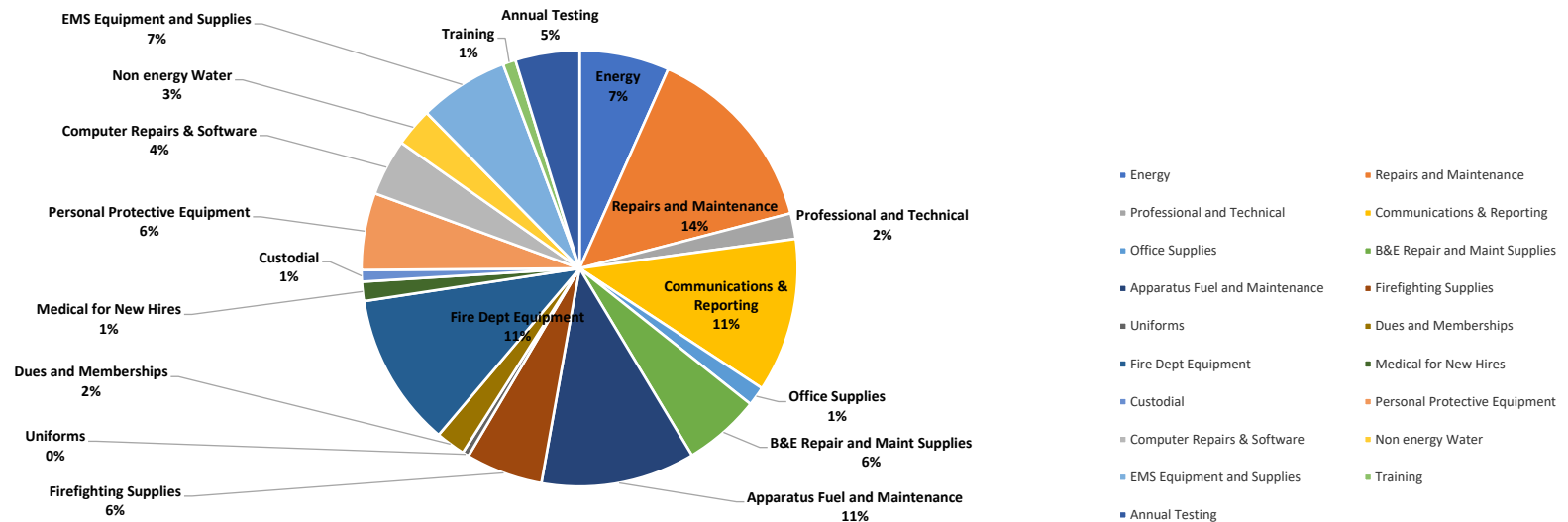
SALARIES

FISCAL YEAR 2024							FISCAL YEAR 2025						
Last Name	First Name	Position	Pay Grade	Rate	Hours	Annual Salary 7/1/2023	Rate	Hours	Proposed Increase 7/1/2024	Final Base Rate	Salary Increase	Final Salary	Projected Salary Fiscal 2025
Farrell	William	Fire Chief		\$49.04	24	\$ 61,201.92	\$50.02	24	\$ 62,666.06	\$50.02	\$ 1,464.14	\$ 62,666.06	\$ 62,666.06
Total Salaries						\$ 61,202.00							\$ 62,667.00
1	2	3	4	5	6	7	8	9	10	11	13	14	15
FISCAL YEAR 2024							FISCAL YEAR 2025						
Last Name	First Name	Position	Pay Grade	Rate	Hours	Annual Salary 7/1/2023	Proposed Rate Increase	Hours	Proposed Increase 7/1/2024	Final Base Rate	Salary Increase	Final Salary	Projected Salary Fiscal 2025
		On Call Wages				\$ 80,268.00	2%		\$81,873.36		\$1,605.36	\$81,873.36	\$81,873.36
		Training Wages				\$ 12,852.00	2%		\$13,109.04		\$257.04	\$13,109.04	\$13,109.04
		Overtime				\$ 7,140.00	2%		\$7,282.80		\$142.80	\$7,282.80	\$7,282.80
		Full Time				\$ 59,256.00	2%		\$106,080.00		\$46,824.00	\$106,080.00	\$106,080.00
Total Wages						\$ 159,516.00							\$208,345.20
Wages Budget						\$ 159,516.00							\$208,346.00
Total Salaries and Wages						\$ 220,718.00							\$271,012.20
Budget Total						\$ 220,718.00							\$271,013.00

EXPENSES

Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	
Energy	\$ 3,000	\$ 5,000	\$ 7,000	\$ 6,000		\$ 1,000	20.00%	Inflationary increases in energy
Repairs and Maintenance	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000		\$ -		
Professional and Technical	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000		\$ -		
Communications & Reporting	\$ 9,000	\$ 12,000	\$ 12,000	\$ 12,000		\$ -		
Office Supplies	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500		\$ -		
B&E Repair and Maint Supplies	\$ 5,500	\$ 6,000	\$ 6,000	\$ 6,000		\$ -		
Apparatus Fuel and Maintenance	\$ 5,000	\$ 10,000	\$ 12,000	\$ 11,000		\$ 1,000	10.00%	Inflationary increases
Firefighting Supplies	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000		\$ -		
Uniforms	\$ 500	\$ 500	\$ 500	\$ 500		\$ -		
Dues and Memberships	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300		\$ -		
Fire Dept Equipment	\$ 10,000	\$ 12,000	\$ 12,000	\$ 12,000		\$ -		
Medical for New Hires	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		\$ -		
Custodial	\$ 500.00	\$ 750.00	\$ 900.00	\$ 750.00		\$ -	0.00%	
Personal Protective Equipment	\$ 1,500.00	\$ 1,500.00	\$ 6,000.00	\$ 1,500.00		\$ -	0.00%	
Computer Repairs & Software	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00		\$ -		
Non energy Water	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00		\$ 1,000	50.00%	Annual rate increase
EMS Equipment and Supplies	\$ 1,000.00	\$ 5,000.00	\$ 7,000.00	\$ 6,000.00		\$ 1,000	20.00%	IE epi/narcan/medical increases
Training	\$ -	\$ 500.00	\$ 1,000.00	\$ 1,000.00		\$ 500	100.00%	Additional training needed
Annual Testing	\$ -		\$ 5,000.00			\$ -		
TOTAL FUNDS REQUESTED	\$ 69,200.00	\$ 87,950.00	\$ 105,100.00	\$ 92,450.00	\$0.00	\$ 4,500	5.12%	

Fire Department Expenses

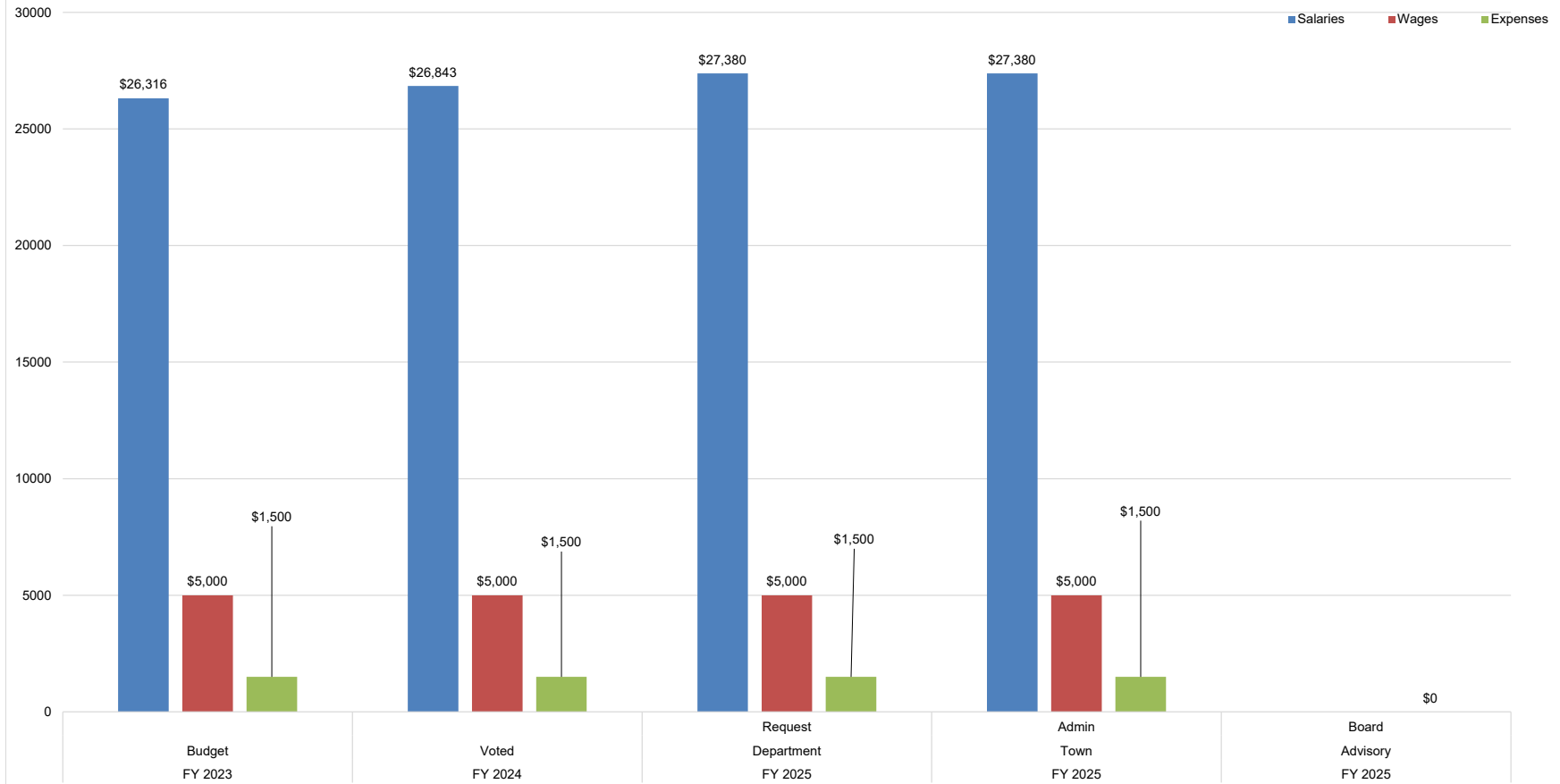


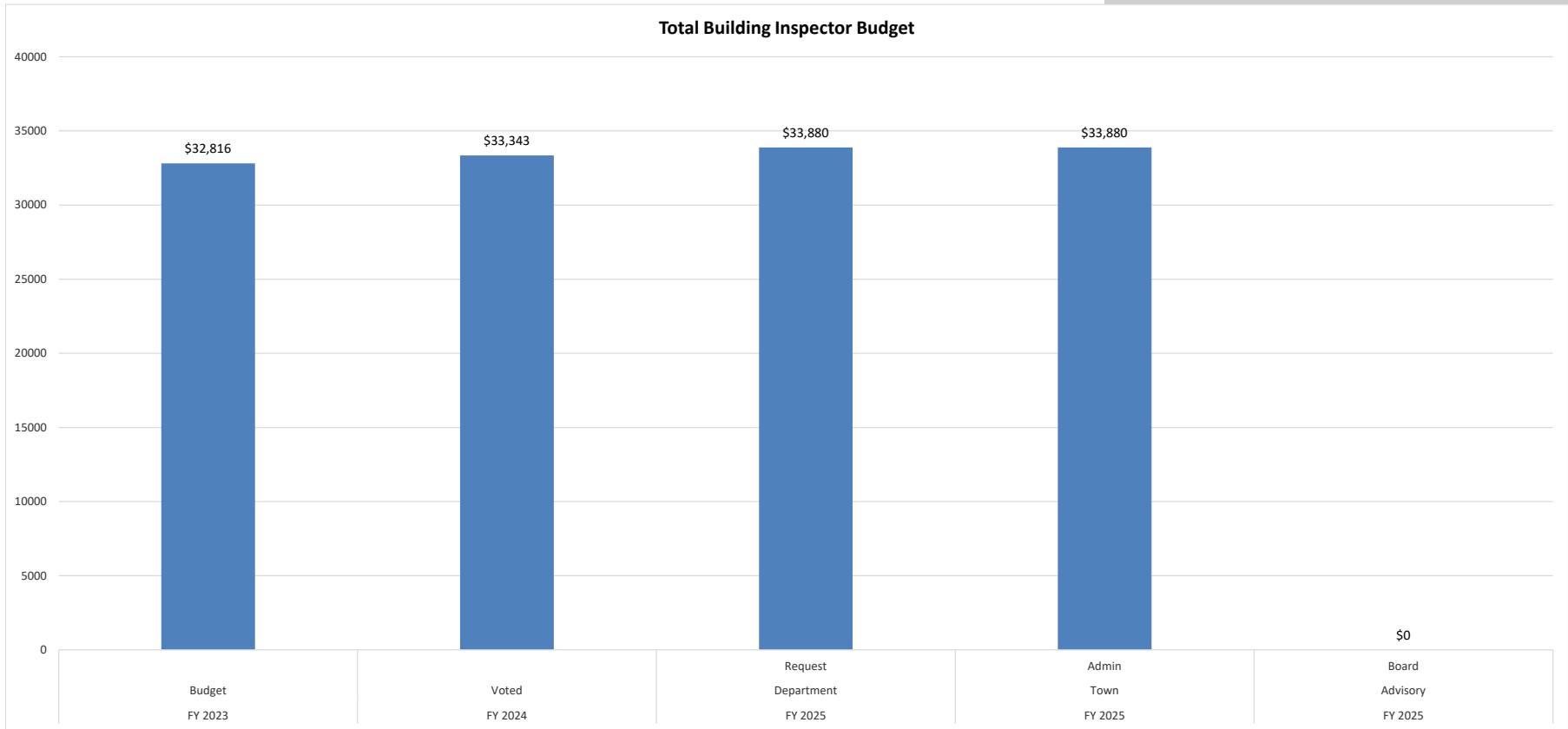
INSPECTORS

BUILDING INSPECTOR

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
BUILDING INSPECTOR							
1240	Salaries	\$ 26,316	\$ 26,843	\$ 27,380	\$ 27,380		2.00%
1241	Wages	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		0.00%
1242	Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$0	0.00%
DEPARTMENTAL TOTAL		\$ 32,816	\$ 33,343	\$ 33,880	\$ 33,880	\$0	1.61%

FY23-FY25 Budget Comparison





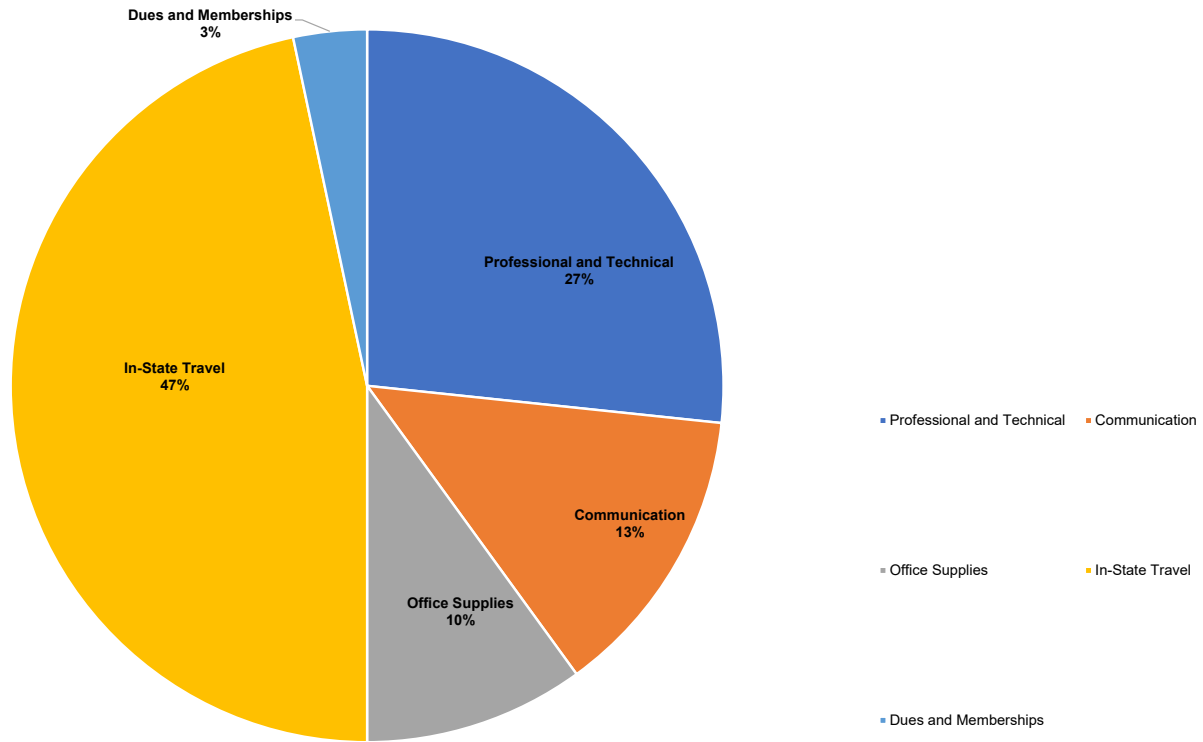
SALARIES

FISCAL YEAR 2024						FISCAL YEAR 2025		Projected Salary Fiscal 2024
Last Name	First Name	Position	Pay Grade	Hours	Annual Salary 7/1/2023	Proposed Increase 7/1/2024	Final Salary	
Barnes	Dana	Building Commissioner			\$ 26,843.00	\$ 27,379.86	\$ 27,379.86	\$ 27,379.86
Total Salaries					\$ 26,843.00			\$ 27,379.86
Budget					\$ 26,843.00			\$ 27,380.00
FISCAL YEAR 2024						FISCAL YEAR 2025		Projected Salary Fiscal 2024
Last Name	First Name	Position	Pay Grade	Hours	Annual Salary 7/1/2023	Proposed Increase 7/1/2024	Final Salary	
		Wages			\$ 5,000.00	\$ 5,000.00		\$ 5,000.00
Total Wages					\$5,000.00			\$ 5,000.00
Total Salaries and Wages					\$31,843.00			\$ 32,379.86
Budget					\$31,843.00			\$ 32,380.00

EXPENSES

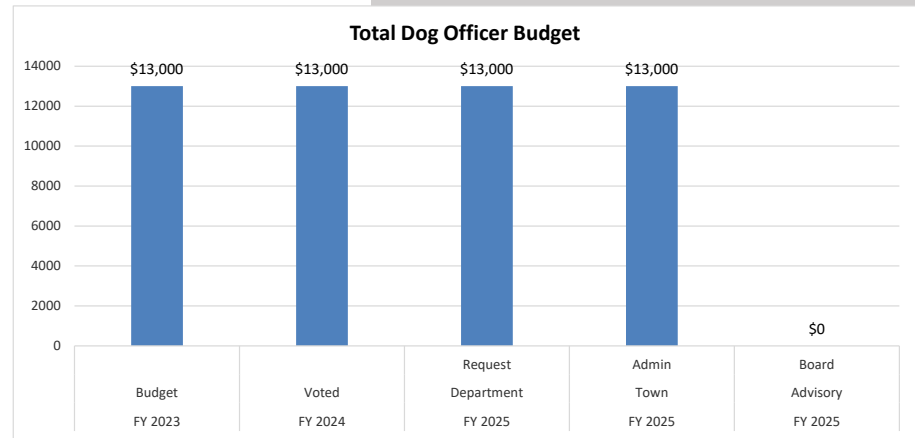
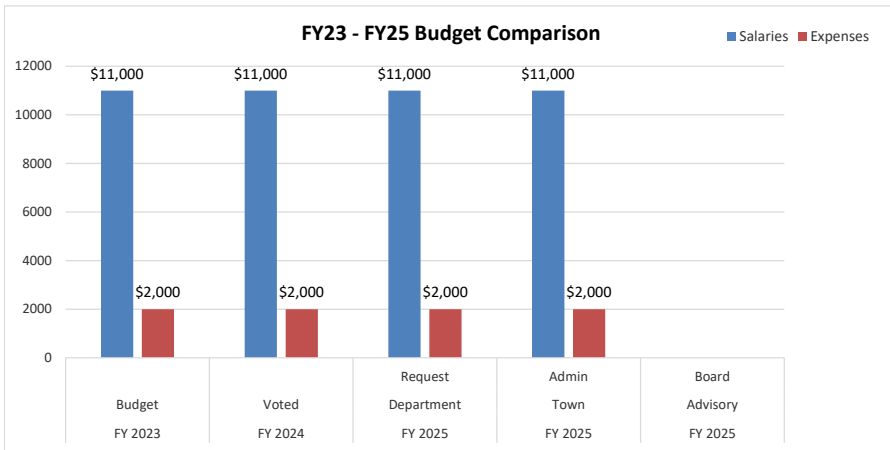
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change
Professional and Technical	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00		\$0.00	0.00%
Communication	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$0.00	0.00%
Office Supplies	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00		\$0.00	0.00%
In-State Travel	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00		\$0.00	0.00%
Dues and Memberships	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00		\$0.00	0.00%
TOTAL FUNDS REQUESTED	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	1,500.00	0.00	\$0.00	0.00%

Building Department Expenses



DOG OFFICER

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	PERCENT CHANGE
DOG OFFICER							
1360	Salary	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000		0.00%
1361	Expenses	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000		0.00%
DEPARTMENTAL TOTAL		\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	-	0.00%



GAS, PLUMBING, AND ELECTRICAL INSPECTORS

GAS INSPECTION

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
GAS INSPECTION							
1250	Fee Salaries	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000		0.00%
DEPARTMENTAL TOTAL		\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0	0.00%

PLUMBING INSPECTION

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
PLUMBING INSPECTION							
1250	Fee Salaries	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000		0.00%
DEPARTMENTAL TOTAL		\$ 4,000	\$ 4,000	\$ 4,000	\$4,000	\$0	0.00%

ELECTRICAL INSPECTION

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
ELECTRICAL INSPECTION							
245	Fee Salaries	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000		0.00%
DEPARTMENTAL TOTAL		\$ 12,000	\$ 12,000	\$12,000.00	\$12,000.00	\$0.00	0.00%

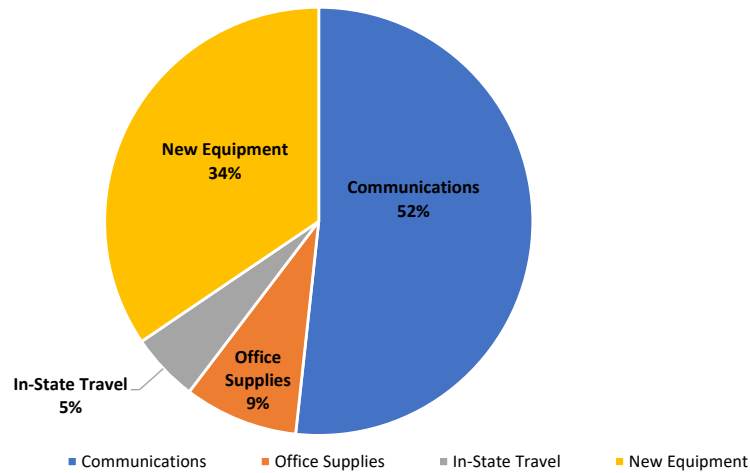
EMERGENCY MANAGEMENT

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
EMERGENCY MANAGEMENT AGENCY							
1351	Expenses	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900	\$ -	0.00%

EXPENSES

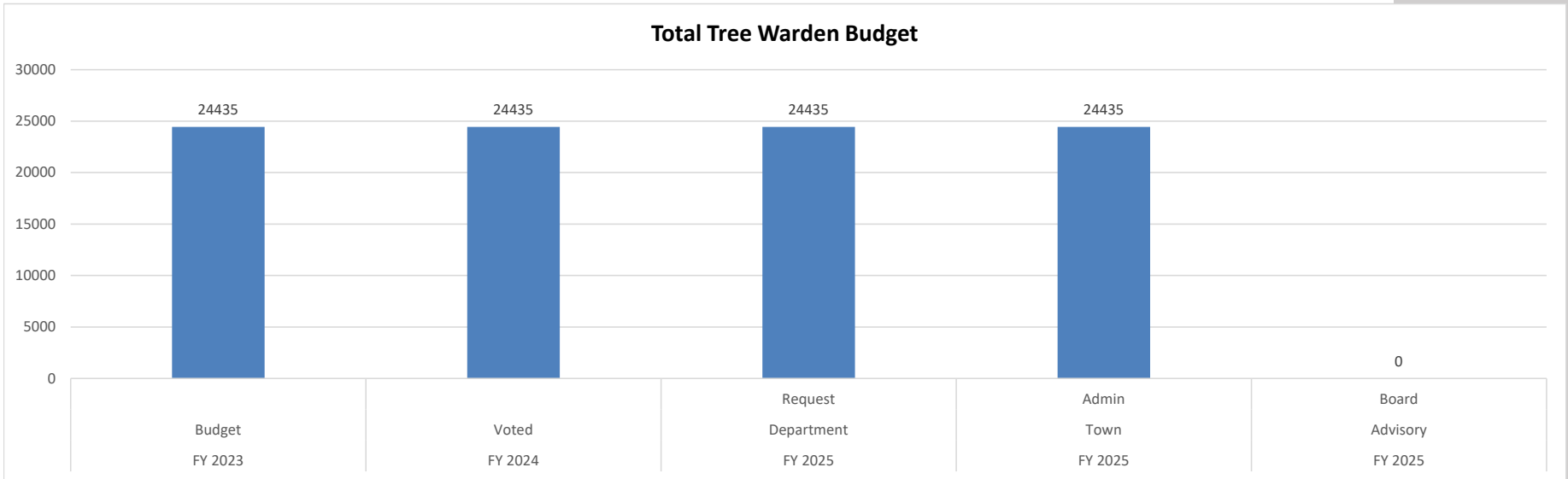
	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	
<u>Line Item</u>	<u>Budget</u>	<u>Voted</u>	<u>Department Request</u>	<u>Town Admin Recommendation</u>	<u>Advisory Board</u>	<u>Variance</u>	<u>Percent Change</u>	<u>Line Item Detail Description</u>
Communications	\$ 1,500.00	\$1,500.00	\$1,500.00	\$1,500.00		\$0.00	0.00%	
Office Supplies	\$ 250.00	\$250.00	\$250.00	\$250.00		\$0.00	0.00%	
In-State Travel	\$ 150.00	\$150.00	\$150.00	\$150.00		\$0.00	0.00%	
New Equipment	\$ 1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$0.00	0.00%	
TOTAL FUNDS REQUESTED	\$ 2,900.00	\$2,900.00	\$2,900.00	\$ 2,900.00	\$ -	\$0.00	0.00%	

Emergency Management Expenses



TREE WARDEN

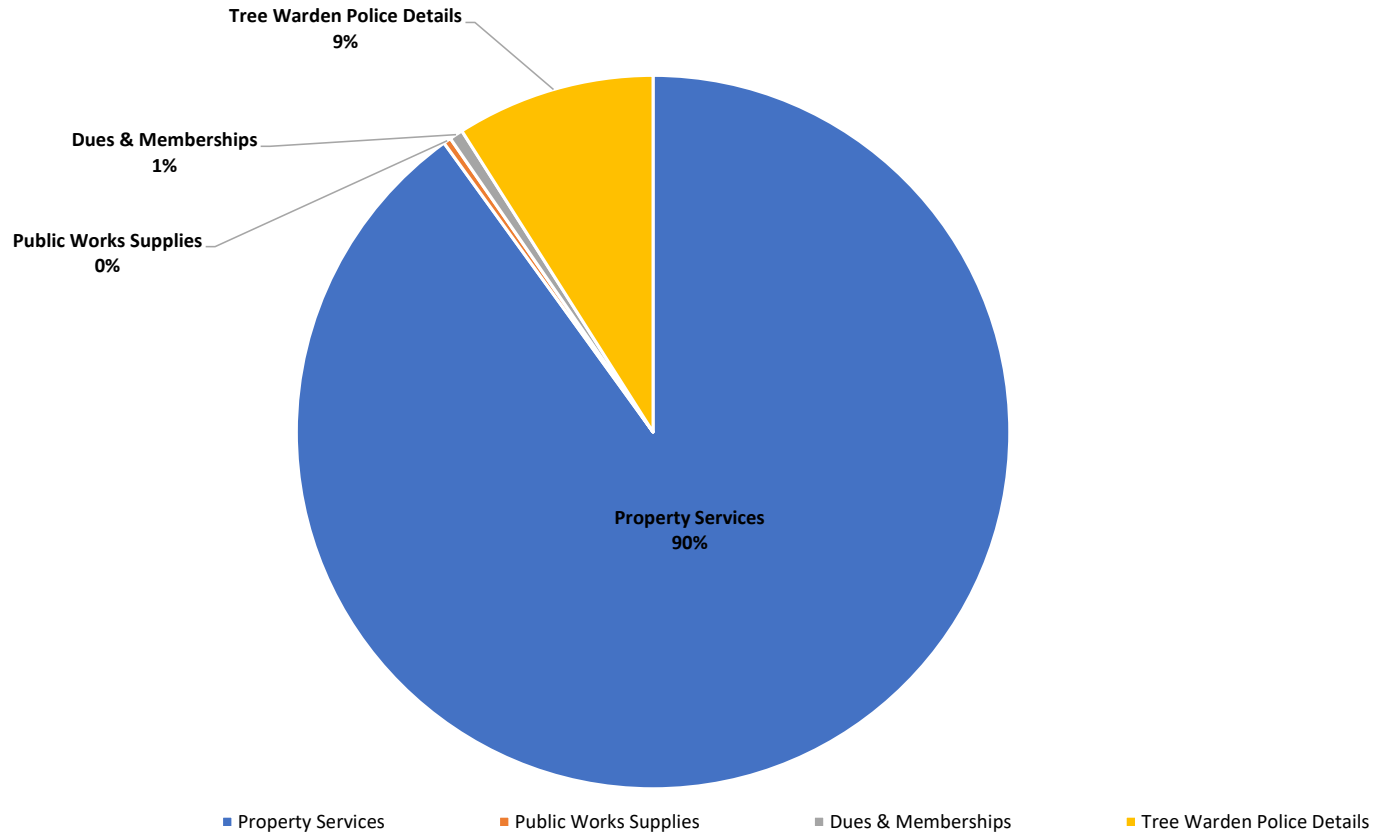
Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
TREE WARDEN BUDGET							
1531	Expenses	\$ 24,435	\$ 24,435	\$ 24,435	\$ 24,435	\$0	0.00%
DEPARTMENTAL TOTAL		\$ 24,435	\$ 24,435	\$24,435	\$24,435	\$0	0.00%



EXPENSES

	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025
<u>Line Item</u>	<u>Budget</u>	<u>Voted</u>	<u>Department Request</u>	<u>Town Admin Recommendation</u>	<u>Advisory Board</u>	<u>Variance</u>	<u>Percent Change</u>
Property Services	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00		\$0.00	0.00%
Public Works Supplies	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00		\$0.00	0.00%
Dues & Memberships	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00		\$0.00	0.00%
Tree Warden Police Details	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00		\$0.00	0.00%
TOTAL FUNDS REQUESTED	\$ 24,435.00	\$ 24,435.00	\$24,435.00	\$24,435.00	\$0.00	\$0.00	0.00%

Tree Warden Expenses

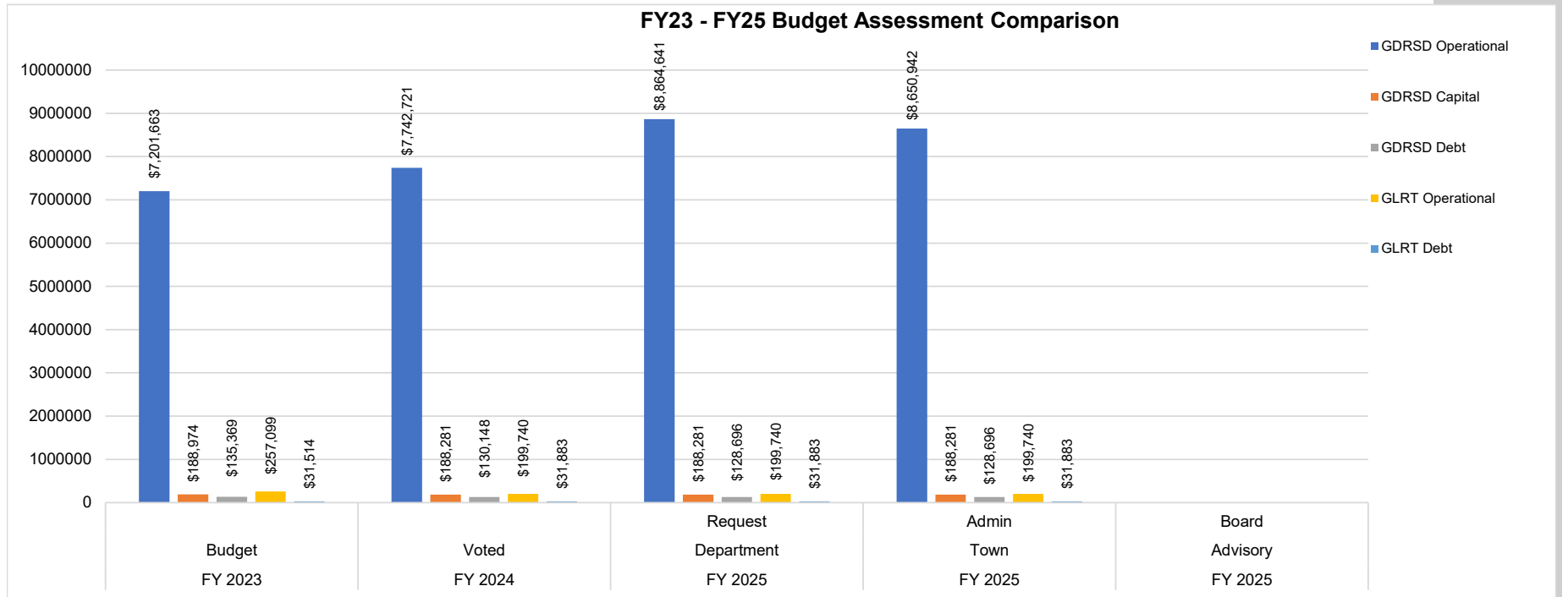


**PUBLIC SAFETY
SUMMARY OF EXPENDITURES**

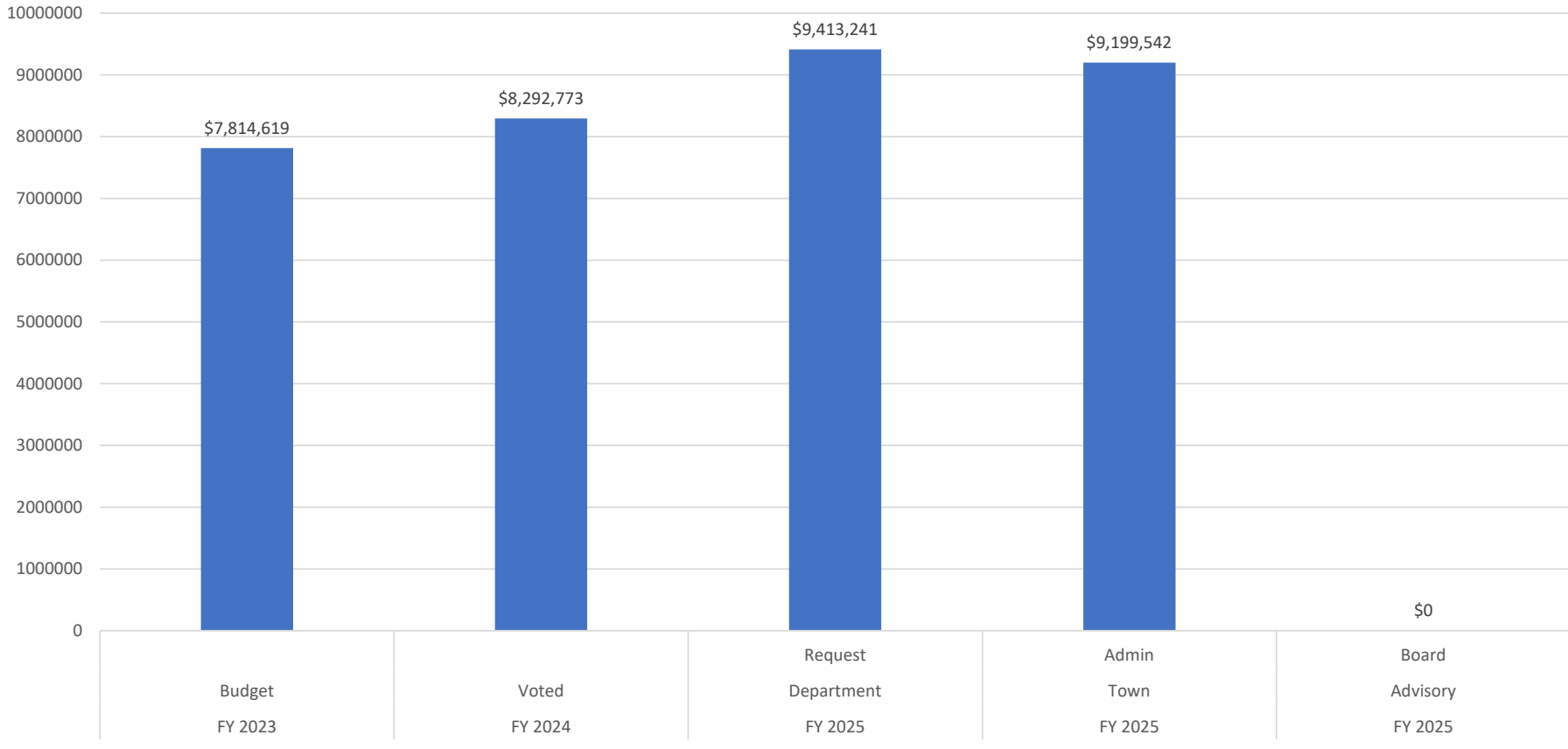
Department	Budget
Police	\$1,311,226
Fire	\$363,463
Inspectors	\$66,880
Emergency Management	\$2,900
Tree Warden	\$24,435
Total	\$1,768,904

REGIONAL SCHOOL DISTRICTS

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT							
1410	Groton Dunstable Regional Operational	\$ 7,201,663	\$7,742,721	\$8,864,641	\$8,650,942		11.73%
1411	Groton Dunstable Regional Capital	\$ 188,974	\$ 188,281	\$ 188,281	\$ 188,281		0.00%
1412	Groton Dunstable Regional Debt	\$ 135,369	\$130,148	\$128,696	\$128,696		-1.12%
1413	Greater Lowell Regional Technical	\$ 257,099	\$ 199,740	\$ 199,740	\$ 199,740		0.00%
1414	Greater Lowell Regional Debt	\$ 31,514	\$ 31,883	\$ 31,883	\$ 31,883		0.00%
DEPARTMENTAL TOTAL		\$ 7,814,619	\$ 8,292,773	\$9,413,241	\$9,199,542	0	10.93%

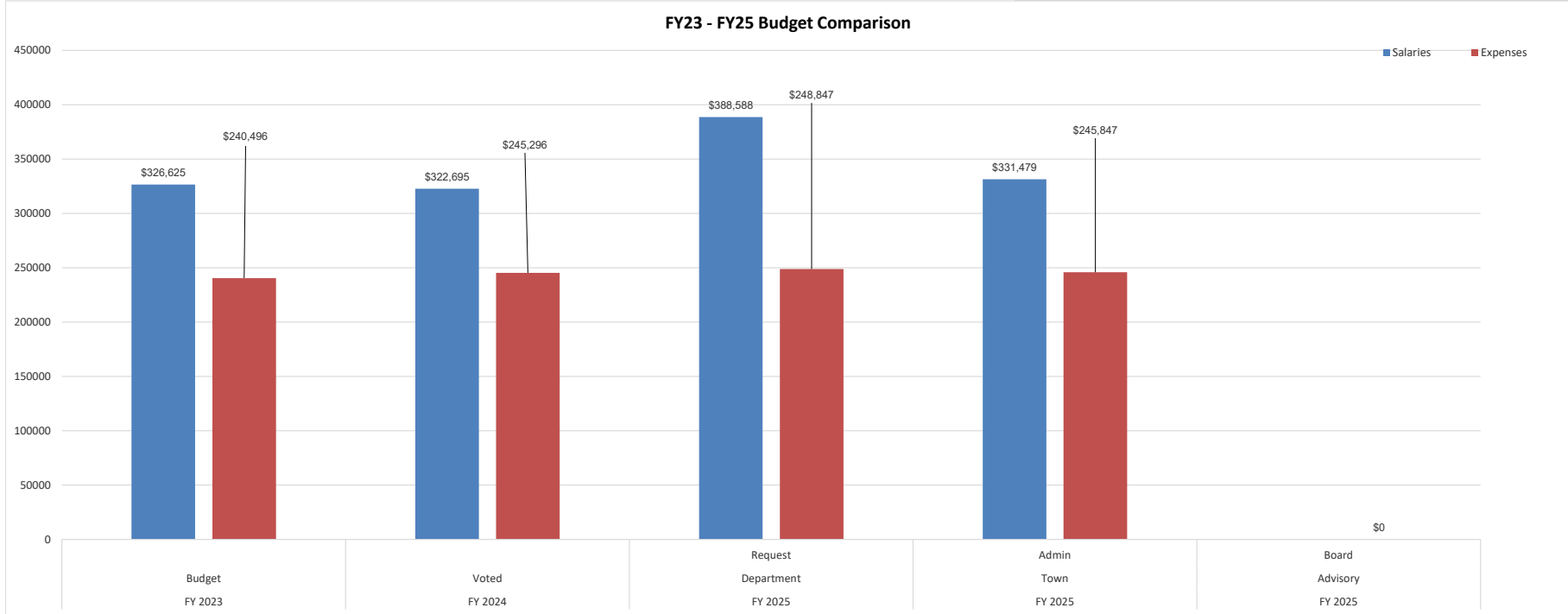


Total Schools Assessment



HIGHWAY

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
HIGHWAY DEPARTMENT							
1501	Wages	\$326,625	\$322,695	\$ 388,588.00	\$ 331,479.00		2.72%
1502	Expenses	\$240,496	\$245,296	\$248,847	\$245,847	\$0	0.22%
DEPARTMENTAL TOTAL		\$567,121	\$567,991	\$637,435	\$577,326	\$0	1.64%





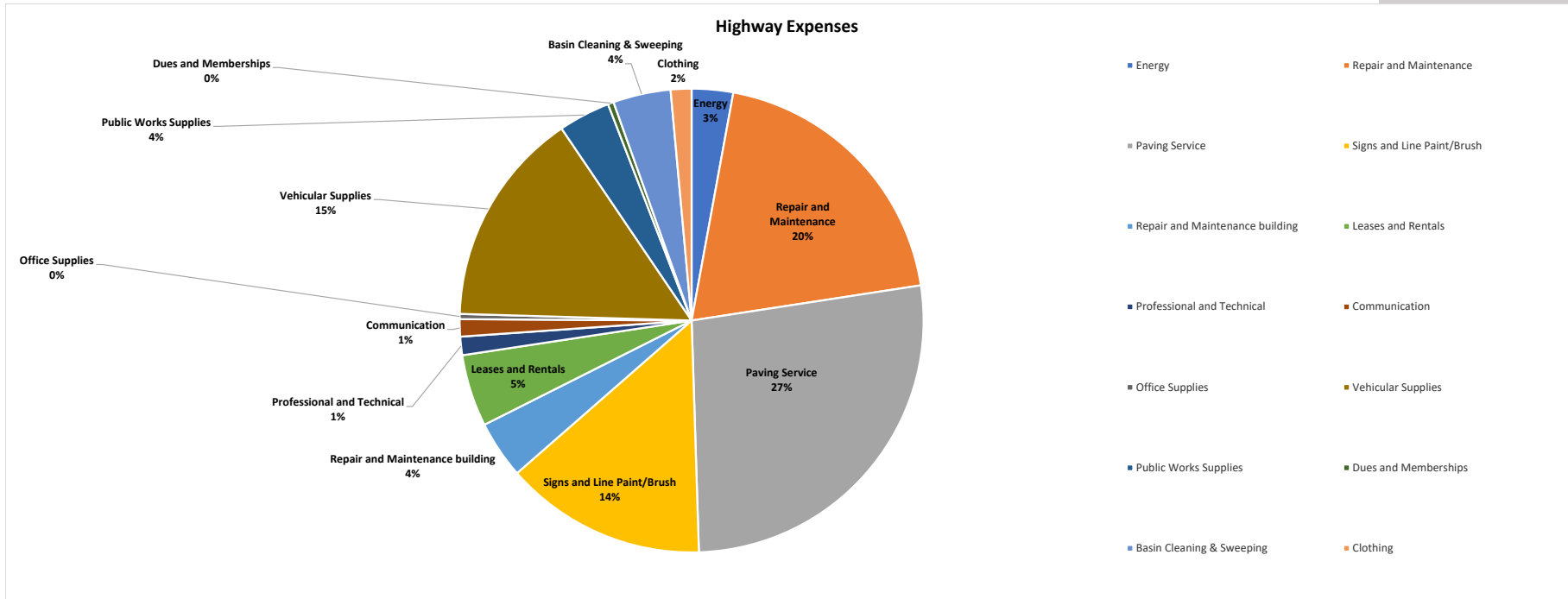
SALARIES

FISCAL YEAR 2024						FISCAL YEAR 2025							
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Proposed Rate Rate	Hours	Proposed Increase 7/1/2024	Final Base Rate	Other Pay	Salary Increase	Final Salary	Projected Salary Fiscal 2025
Tully	David	Highway Super	\$ 46.72	40	\$ 97,177.60	\$ 47.65	40	\$ 99,493.20		\$ 47.65		\$ 99,493.20	\$ 99,493.20
Hooper	Kristina	Assistant	\$ 24.56	16	\$ 20,433.92	\$ 25.05	16	\$ 15,230.40		\$ 25.05		\$ 15,230.40	\$ 15,230.40
Hooper	Kristina	Assistant	\$24.56	16		\$ 25.06	16	\$ 5,804.96		\$ 25.55		\$ 5,804.96	\$ 5,804.96
Cullen	Mark	Operator	\$ 30.79	40	\$ 64,743.61	\$ 30.79	40	\$ 65,584.08	2.0%	\$ 32.04	\$700.41	\$ 66,899.52	\$ 67,599.93
Franzek	John	Operator	\$ 31.94	40	\$ 66,435.20	\$ 32.58	40	\$ 68,027.04		\$ 32.58		\$ 68,027.04	\$ 68,027.04
Cullen	Daniel	Laborer/truck dr	\$ 28.56	40	\$ 59,404.80	\$ 29.13	40	\$ 60,823.44		\$ 29.13		\$ 60,823.44	\$ 60,823.44
Part-Time Wages		PT			\$ 6,500.00			\$ 6,500.00				\$ 6,500.00	\$ 6,500.00
Overtime		Overtime			\$ 8,000.00			\$ 8,000.00				\$ 8,000.00	\$ 8,000.00
Total Wages					\$ 322,695.13								\$ 331,478.97
Budget					\$ 322,695.00								\$ 331,479.00

(step increase at anniversary)
(step increase at anniversary)

EXPENSES

Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	
Energy	\$ 7,174.00	\$ 7,174.00	\$ 7,174.00	\$ 7,174.00		\$ -	0.00%	
Repair and Maintenance	\$ 44,947.00	\$ 44,947.00	\$ 49,000.00	\$ 49,000.00		\$ 4,053.00	9.02%	aging equipment
Paving Service	\$ 67,000.00	\$ 67,000.00	\$ 67,000.00	\$ 67,000.00		\$ -	0.00%	
Signs and Line Paint/Brush	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00		\$ -	0.00%	
Repair and Maintenance building	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ -	0.00%	
Leases and Rentals	\$ 10,000.00	\$ 10,000.00	\$ 12,500.00	\$ 10,000.00		\$ -	0.00%	
Professional and Technical	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00		\$ -	0.00%	
Communication	\$ 6,000.00	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00		\$ (3,000.00)	-50.00%	increase was for 2way radio upgrade
Office Supplies	\$ 902.00	\$ 902.00	\$ 900.00	\$ 900.00		\$ (2.00)	-0.22%	
Vehicular Supplies	\$ 37,500.00	\$ 37,500.00	\$ 37,500.00	\$ 37,500.00		\$ -	0.00%	
Public Works Supplies	\$ 8,973.00	\$ 8,973.00	\$ 8,973.00	\$ 8,973.00		\$ -	0.00%	
Dues and Memberships	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00		\$ (500.00)	-50.00%	
Basin Cleaning & Sweeping	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ -	0.00%	
Clothing	\$ 3,800.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00		\$ -	0.00%	
TOTAL FUNDS REQUESTED	\$ 240,496.00	\$ 245,296.00	\$ 248,847.00	\$ 245,847.00	\$ -	\$ 551.00	0.22%	



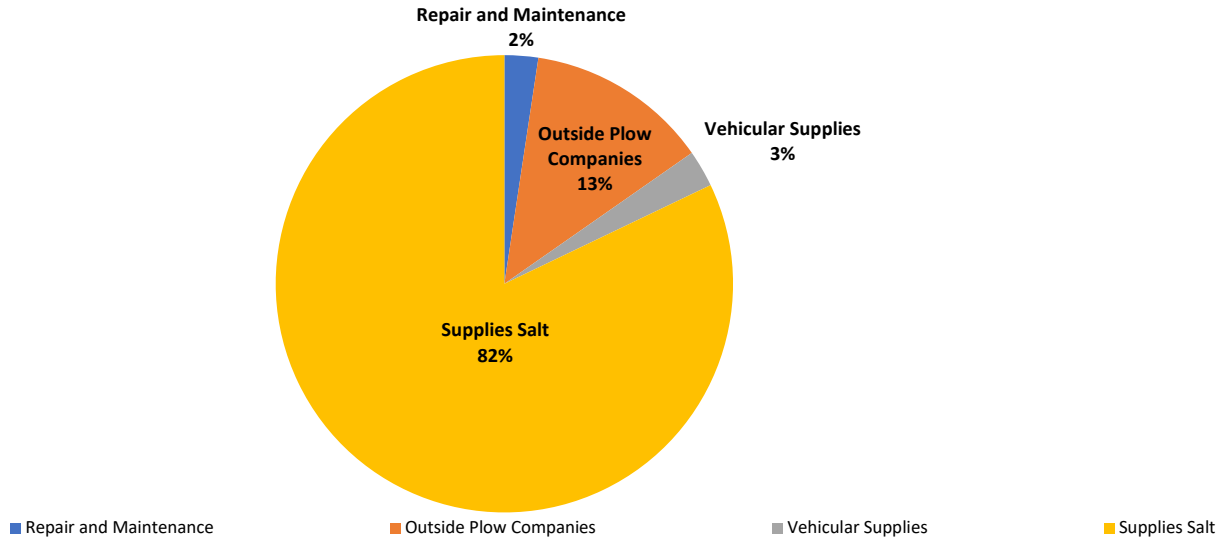
SNOW

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
SNOW AND ICE							
1521	Wages	\$ 56,175	\$ 56,175	\$57,300	\$56,175		0.00%
1520	Expenses	\$ 229,710	\$ 229,710	\$234,404	\$229,710	\$0	0.00%
DEPARTMENTAL TOTAL		\$ 285,885	\$ 285,885	\$291,704	\$285,885	\$0	0.00%

EXPENSES

Line Item	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin Recommendation	FY 2025 Advisory Board	FY 2025 Variance	FY 2025 Percent Change
Repair and Maintenance	\$ 5,583.00	\$ 5,583.00	\$ 5,583.00	\$ 5,583.00		\$ -	0.00%
Outside Plow Companies	\$ 25,583.00	\$ 25,583.00	\$ 30,277.00	\$ 25,583.00		\$ 4,694.00	18.35%
Vehicular Supplies	\$ 6,090.00	\$ 6,090.00	\$ 6,090.00	\$ 6,090.00		\$ -	0.00%
Supplies Salt	\$ 192,454.00	\$ 192,454.00	\$ 192,454.00	\$ 192,454.00		\$ -	0.00%
TOTAL FUNDS REQUESTED	\$ 229,710.00	\$ 229,710.00	\$ 234,404.00	\$ 229,710.00	\$ -	\$ 4,694.00	2.04%

Snow and Ice Expenses

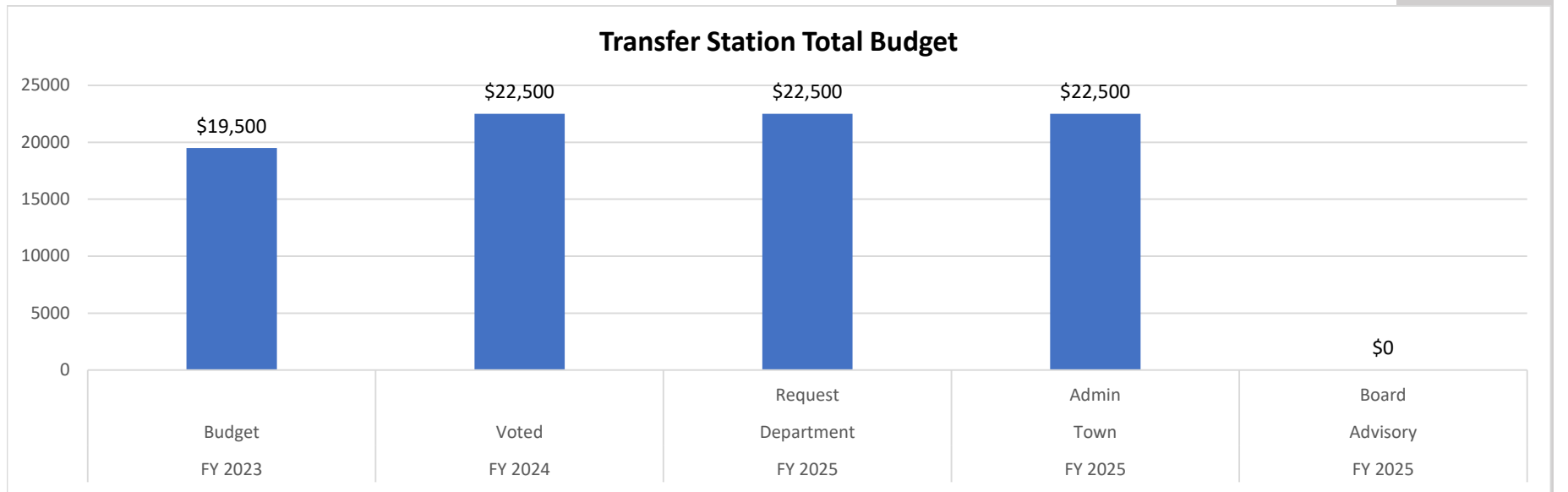


STREET LIGHTS

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
STREET LIGHTS							
1510	Expenses	\$ 10,000	\$ 10,000	\$12,000	\$11,000		10.00%
DEPARTMENTAL TOTAL		\$ 10,000	\$ 10,000	\$12,000	\$11,000	\$0	10.00%

TRANSFER STATION

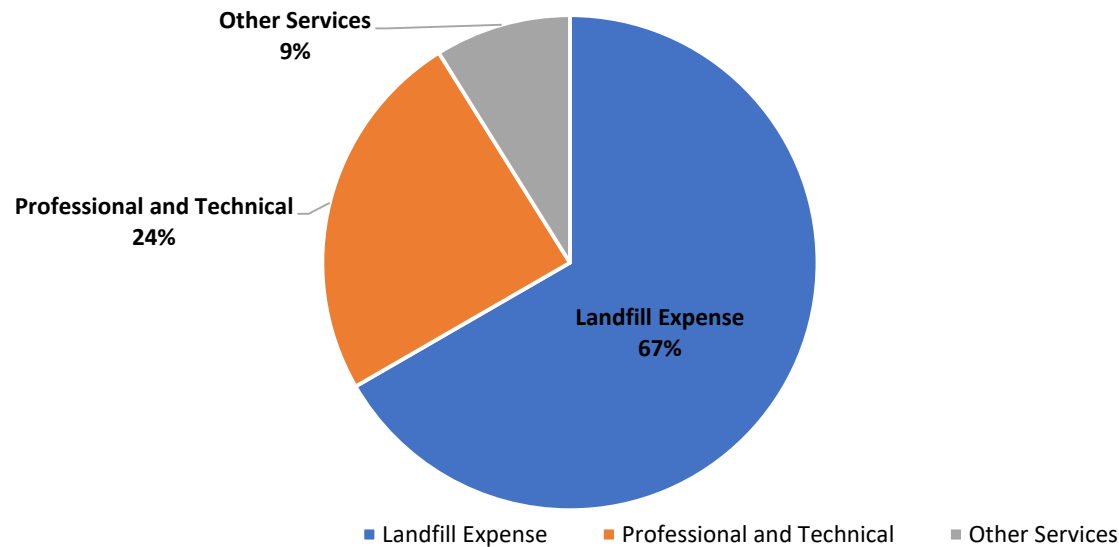
Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
TRANSFER STATION							
	1550 Wages	\$ -	\$ -	\$0			
	1551 Expenses	\$ 19,500	\$ 22,500	\$22,500	\$22,500	\$0	0.00%
DEPARTMENTAL TOTAL		\$ 19,500	\$ 22,500	\$22,500	\$22,500	\$0	0.00%



EXPENSES

	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	Percent
Department/Description	Budget	Voted	Department	Town	Advisory	Change
			Request	Admin	Board	
Landfill Expense	\$12,000.00	\$15,000.00	\$15,000.00	\$15,000.00		0.00%
Rubbish Removal	\$0.00	\$0.00	\$0.00	\$0.00		
Professional and Technical	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00		0.00%
Other Services	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00		0.00%
Other Supply	\$0.00		\$0.00	\$0.00		
Rentals and Leases	\$0.00	\$0.00	\$0.00	\$0.00		
TOTAL FUNDS REQUESTED	\$19,500.00	\$22,500.00	\$22,500.00	\$22,500.00	\$0.00	0.00%

Transfer Station Expenses



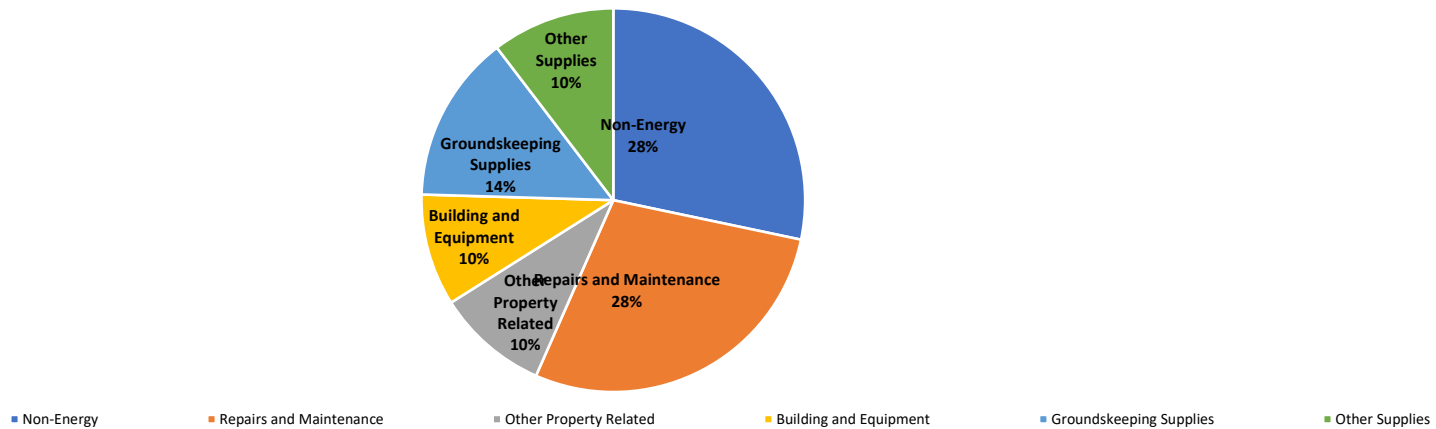
CEMETERY

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
CEMETERY DEPARTMENT							
1090	Wages	\$ 12,450	\$ 15,000	\$ 15,000	\$ 15,000		0.00%
1091	Expenses	\$ 8,450	\$ 10,600	\$ 10,600	\$ 10,600	\$ 0	0.00%
DEPARTMENTAL TOTAL		\$ 20,900	\$ 25,600	\$ 25,600	\$ 25,600	\$ 0	0.00%

EXPENSES

Line Item	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin Recommendation	FY 2025 Advisory Board	FY 2025 Variance	FY 2025 Percent Change
Non-Energy	\$ 1,250.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00		\$ -	0.00%
Repairs and Maintenance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00		\$ -	0.00%
Other Property Related	\$ 600.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		\$ -	0.00%
Building and Equipment	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		\$ -	0.00%
Groundskeeping Supplies	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		\$ -	0.00%
Other Supplies	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00		\$ -	0.00%
TOTAL FUNDS REQUESTED	\$ 8,450.00	\$ 10,600.00	\$ 10,600.00	\$ 10,600.00	\$ -	\$ -	0.00%

Cemetery Expenses

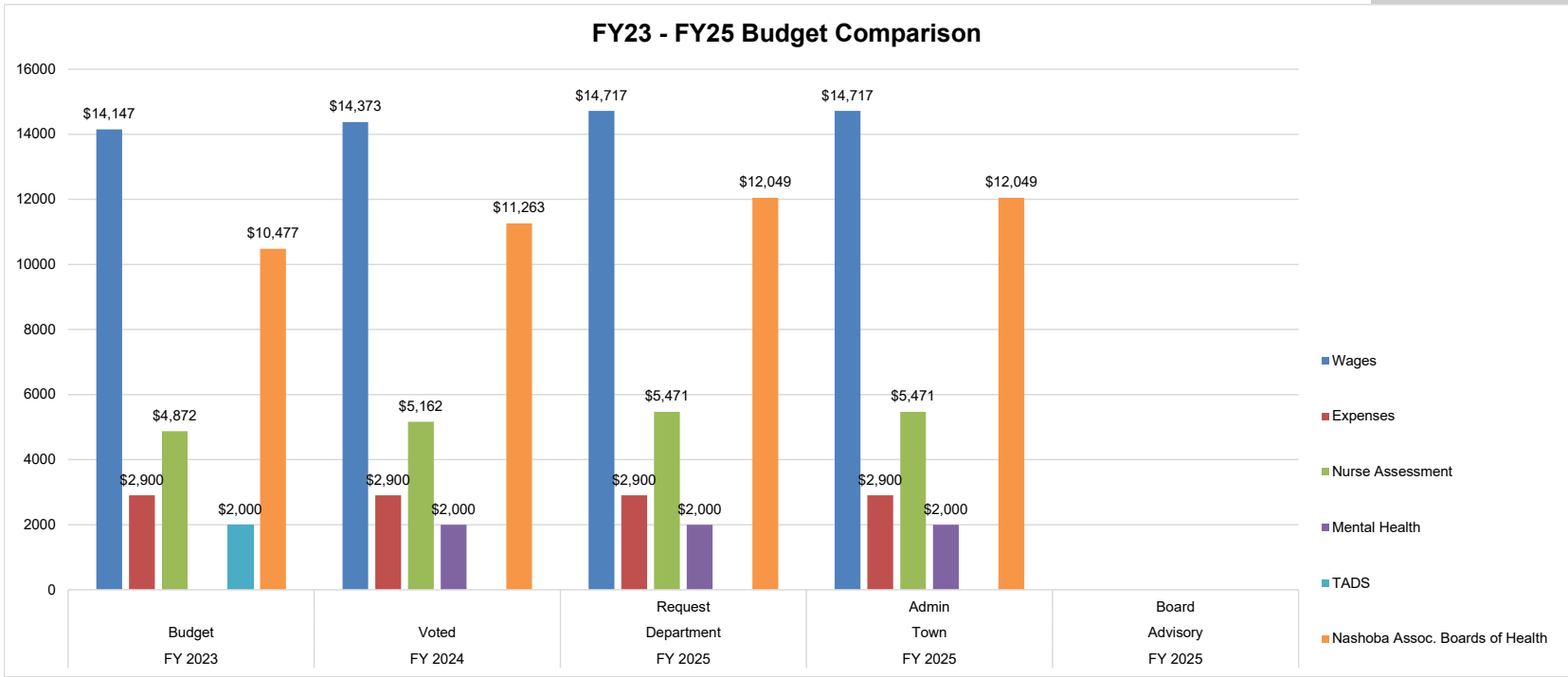


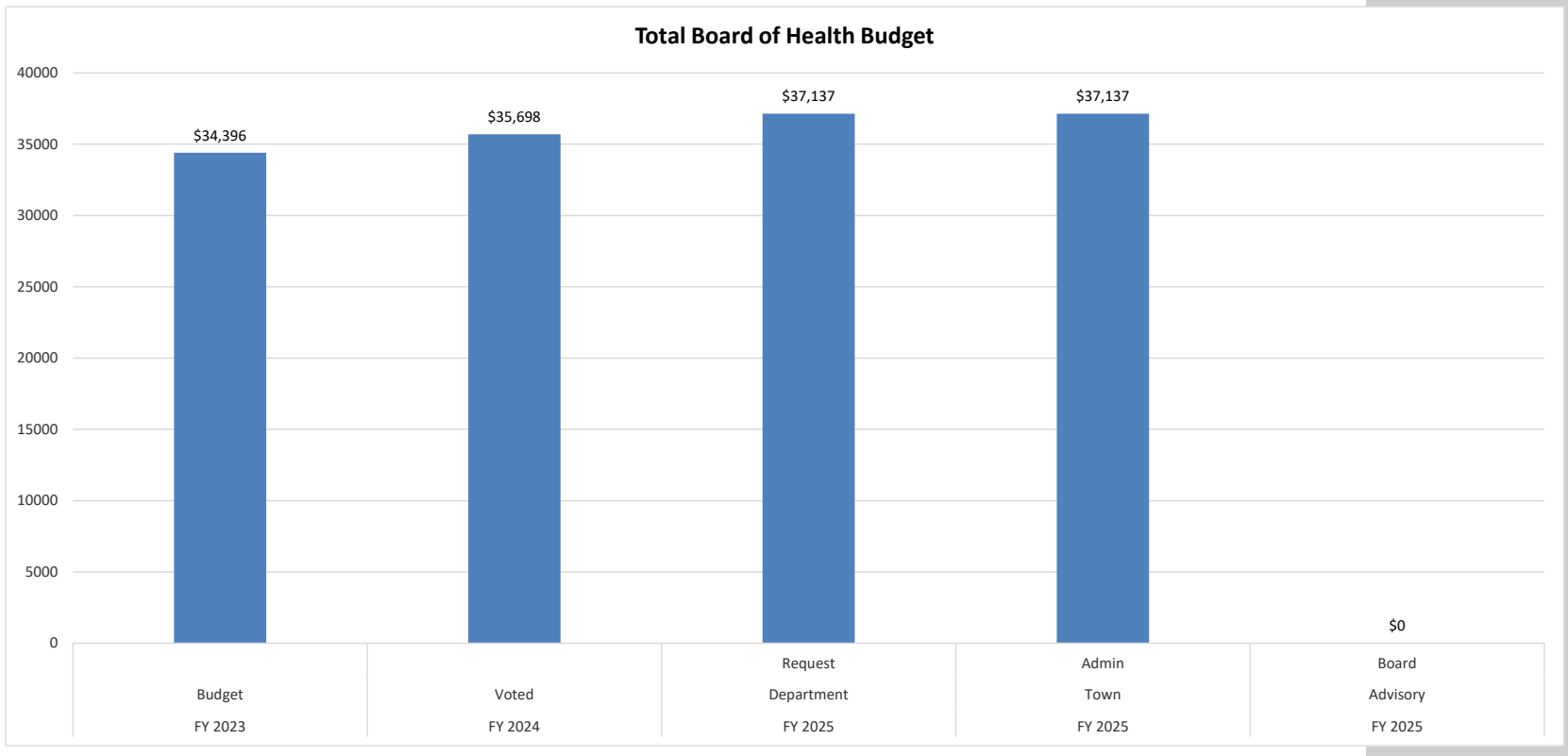
PUBLIC WORKS
SUMMARY OF EXPENDITURES

Department	Budget
Highway	\$577,326
Snow	\$285,885
Street Lights	\$11,000
Transfer Station	\$22,500
Cemetery	\$25,600
Total	\$922,311

BOARD OF HEALTH

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change	Explanation of Change
HEALTH DEPARTMENT								
1090	Wages	\$14,147	\$14,373	\$14,717	\$14,717		2.39%	
1091	Expenses	\$2,900	\$2,900	\$2,900	\$2,900		0.00%	
1092	Nurse Assessment	\$4,872	\$5,162	\$5,471	\$5,471		5.99%	Annual increase in assessment
1093	Mental Health		\$2,000	\$2,000	\$2,000		0.00%	
1094	TADS	\$2,000						
	Nashoba Assoc. Boards of Health	\$10,477	\$11,263	\$12,049	\$12,049		6.98%	Annual increase in assessment
DEPARTMENTAL TOTAL		\$ 34,396	\$ 35,698	\$ 37,137	\$ 37,137	\$0.00	4.03%	





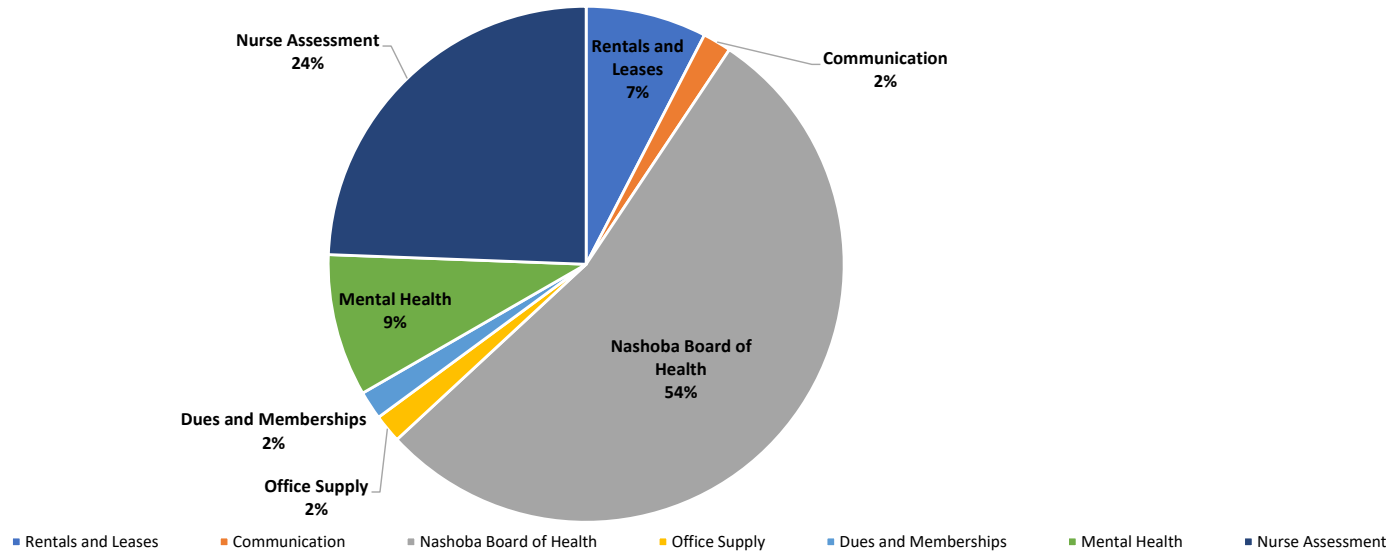
SALARIES

FISCAL YEAR 2024						FISCAL YEAR 2025							
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Proposed Rate Increase	Hours	Proposed Increase 7/1/2024	Final Base Rate	Salary Increase	Final Salary	Projected Salary Fiscal 2025	
Ferrari	Joan	Health	\$27.64	10	\$ 14,372.80	\$28.19	10	\$ 14,716.64	\$28.19	\$ 343.84	\$ 14,716.64	\$ 14,716.64	
Total Wages					\$	14,372.80						\$	14,716.64
Budget					\$	14,373.00						\$	14,717.00

EXPENSES

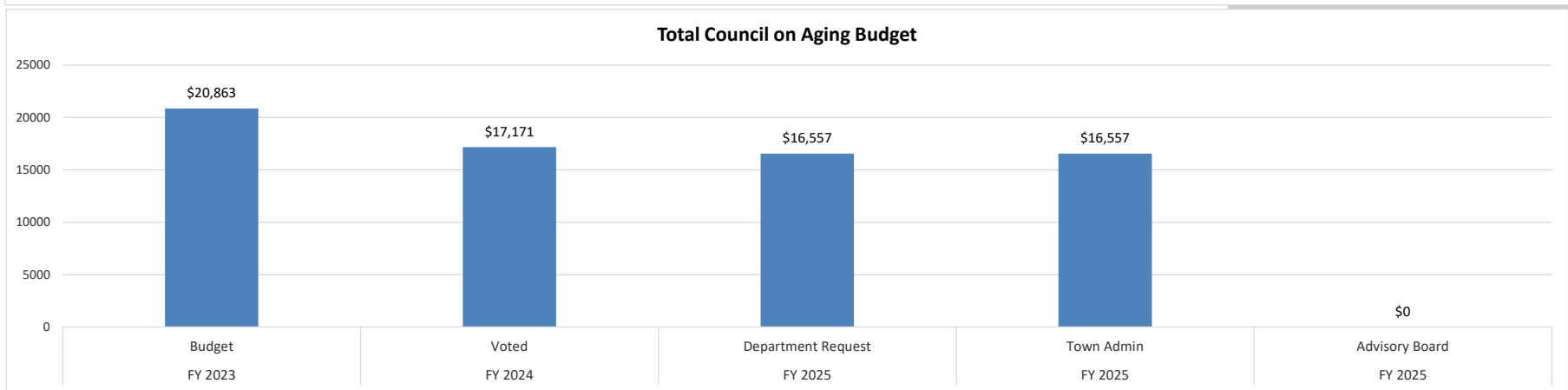
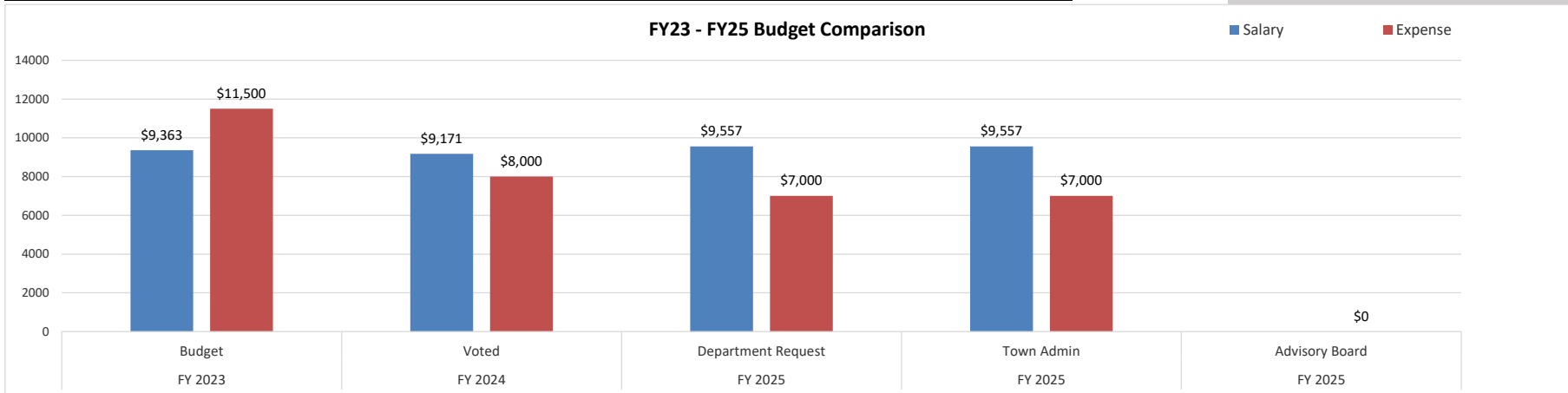
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change
Rentals and Leases	\$1,700	\$1,700	\$1,700	\$1,700		\$ -	0.00%
Communication	\$400	\$400	\$400	\$400		\$ -	0.00%
Nashoba Board of Health	\$10,477	\$11,263	\$12,049	\$12,049		\$ 786.27	6.98%
Office Supply	\$400	\$400	\$400	\$400		\$ -	0.00%
Dues and Memberships	\$400	\$400	\$400	\$400		\$ -	0.00%
Mental Health	\$2,000	\$2,000	\$2,000	\$2,000		\$ -	0.00%
Nurse Assessment	\$4,872	\$5,162	\$5,471	\$5,471		\$ 309.00	5.99%
TOTAL FUNDS REQUESTED	\$20,249	\$21,325	\$22,420	\$22,420	\$0	\$ 1,095.27	5.14%

Health Department Expenses



COUNCIL ON AGING

Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change	Explanation of Change
COUNCIL ON AGING							
Wages	\$9,363	\$9,171	\$9,557	\$9,557		4.21%	additional costs through a combination of grant monies, free meals from AGESPAN, and
Expenses	\$11,500	\$8,000	\$7,000	\$7,000		-39.13%	
DEPARTMENTAL TOTAL	\$20,863	\$17,171	\$16,557	\$16,557	\$0	-3.58%	



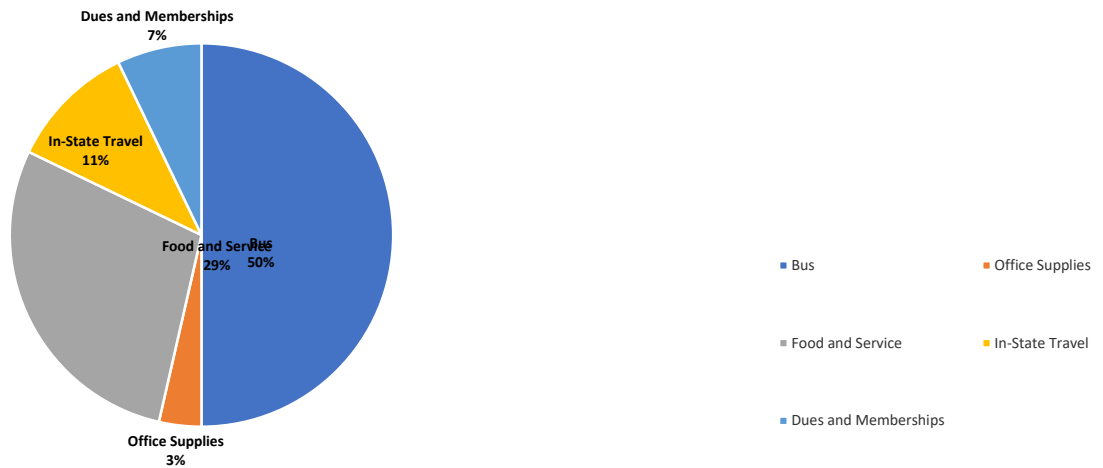
SALARIES

FISCAL YEAR 2024						FISCAL YEAR 2025							
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Proposed Rate Increase	Hours	Proposed Increase 7/1/2024	Final Base Rate	Salary Increase	Final Salary	Projected Salary Fiscal 2025	
Fenochetti	Anne	Director	\$	28.36	13 \$ 19,171.36	\$ 28.93	13	\$ 19,556.68	\$ 28.93	\$ 385.32	\$ 19,556.68	\$ 19,556.68	
Grant Funding					\$ (10,000.00)						\$ (10,000.00)	\$ (10,000.00)	
Total Wages					\$ 9,171.36								\$ 9,556.68
Budget					\$ 9,171.00								\$ 9,557.00

EXPENSES

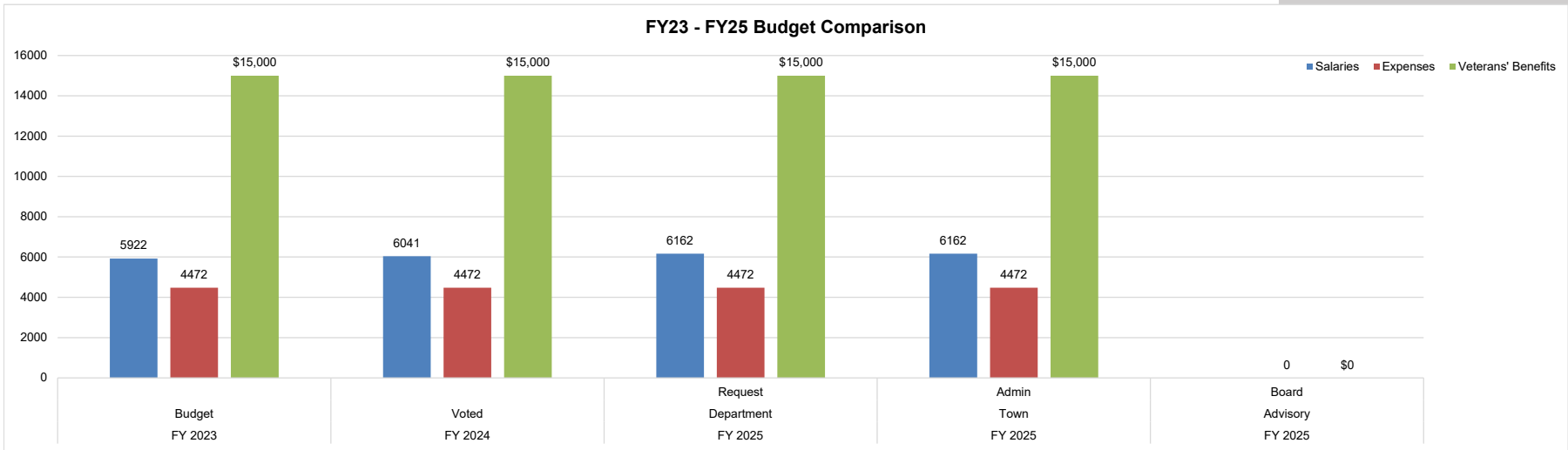
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Description
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	
Bus	\$5,000	\$3,500	\$3,500	\$3,000		\$0	0.00%	
Office Supplies	\$250	\$250	\$250	\$250		\$0	0.00%	
Food and Service	\$4,500	\$3,000	\$2,000	\$2,500		-\$1,000	-33.33%	Offsetting additional costs through a combination of grant monies, free meals from AGESPAN, and donations
In-State Travel	\$1,250	\$750	\$750	\$750		\$0	0.00%	
Dues and Memberships	\$500	\$500	\$500	\$500		\$0	0.00%	
TOTAL FUNDS REQUESTED	\$11,500	\$8,000	\$7,000	\$7,000	\$0	-\$1,000	-12.50%	

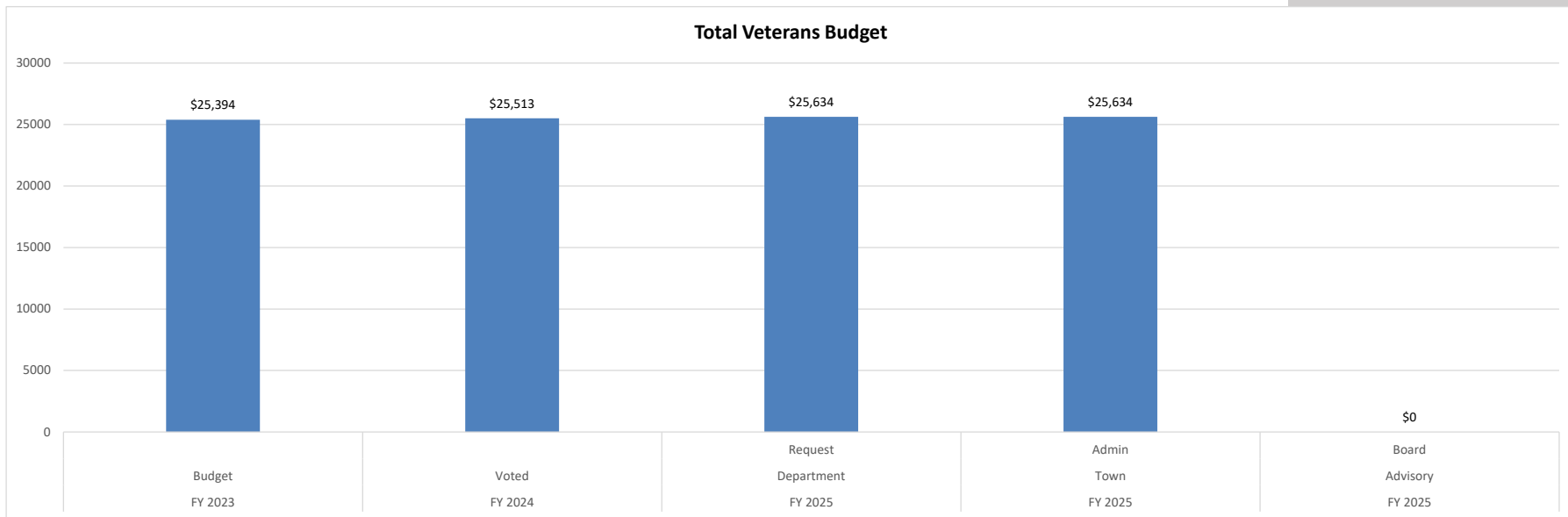
Council on Aging Expenses



VETERANS

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
VETERAN'S SERVICE OFFICER							
1620	Salary	\$ 5,922	\$ 6,041	\$ 6,162	\$6,162		2.00%
1621	Expenses	\$ 4,472	\$ 4,472	\$ 4,472	\$4,472	\$ -	0.00%
1622	Veterans' Benefits	\$ 15,000	\$ 15,000	\$ 15,000	\$15,000	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 25,394	\$ 25,513	\$25,634	\$25,634	\$0	0.47%





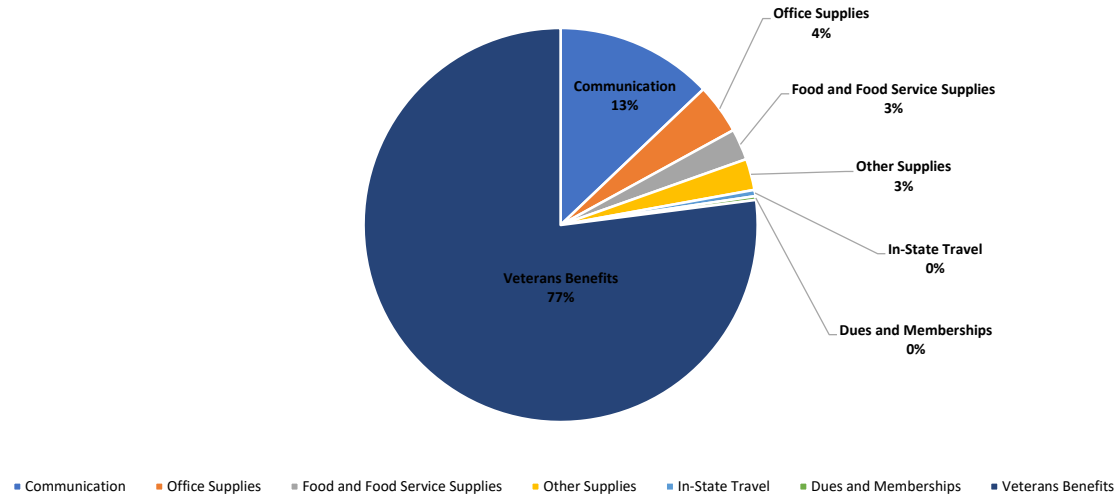
SALARIES

FISCAL YEAR 2024				FISCAL YEAR 2025			
Last Name	First Name	Position	Annual Salary 7/1/2023	Rate	Salary Increase	Final Salary	Projected Salary Fiscal 2025
Dean	Joe	Veteran's Agent	\$ 6,041.00	\$ 6,161.82	\$ 120.82	\$ 6,161.82	\$ 6,161.82
Total Wages			\$ 6,041.00				\$ 6,161.82
Budget			\$ 6,041.00				\$ 6,162.00

EXPENSES

Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change
Communication	\$ 2,512.00	\$ 2,512.00	\$ 2,512.00	\$ 2,512.00		\$ -	0.00%
Office Supplies	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00		\$ -	0.00%
Food and Food Service Supplies	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		\$ -	0.00%
Other Supplies	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		\$ -	0.00%
In-State Travel	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ -	0.00%
Dues and Memberships	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00		\$ -	0.00%
Veterans Benefits	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00		\$ -	0.00%
TOTAL FUNDS REQUESTED	\$ 19,472.00	\$ 19,472.00	\$ 19,472.00	\$ 19,472.00	\$ -	\$ -	0.00%

Veterans Expenses

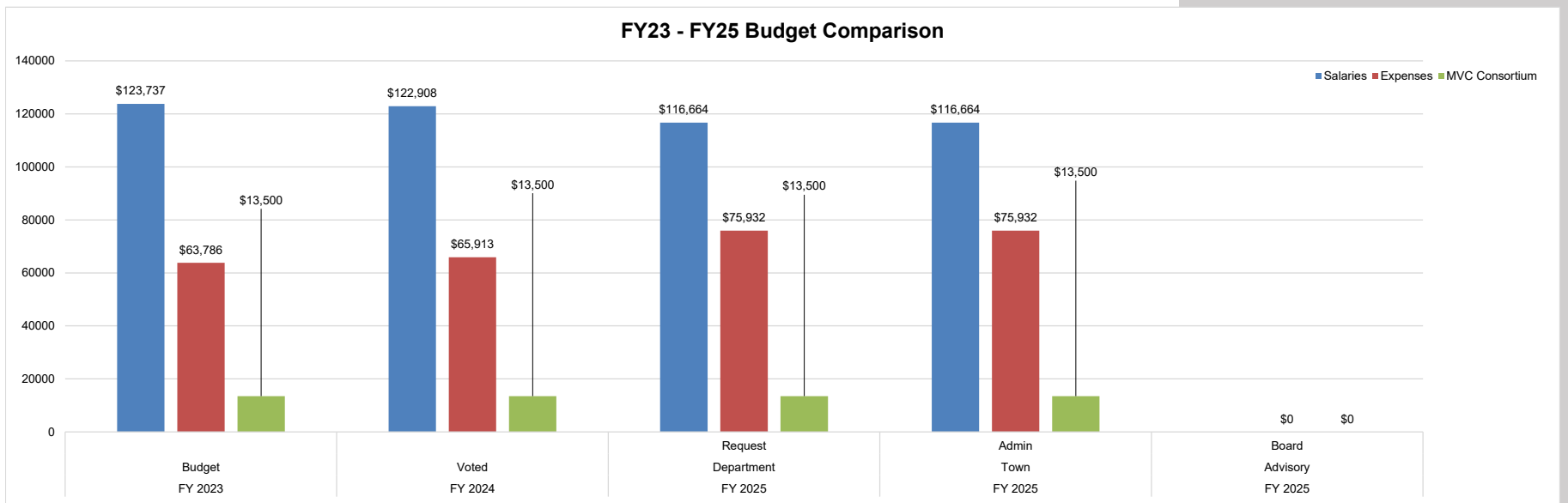


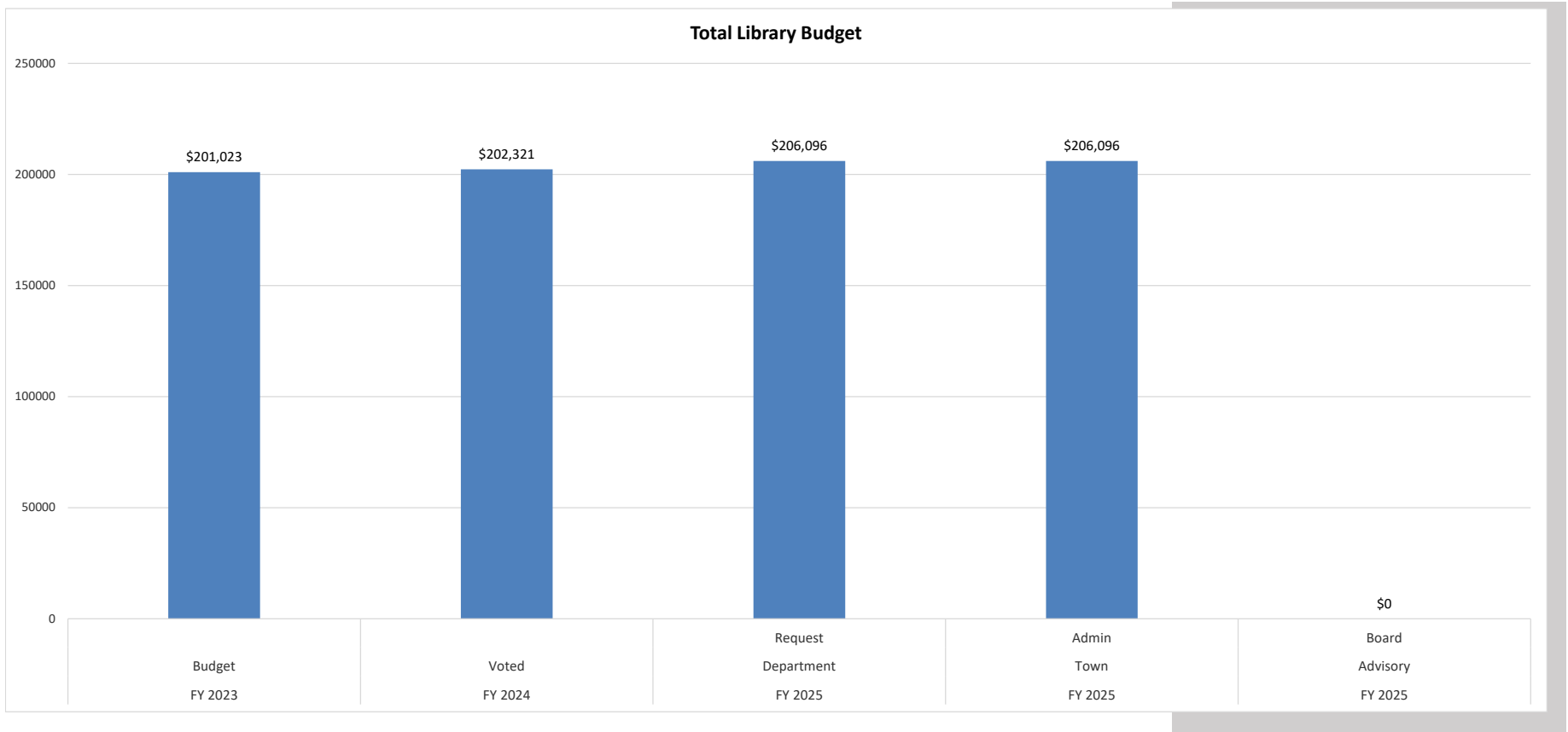
**HUMAN SERVICES
SUMMARY OF EXPENDITURES**

Department	Budget
Board of Health	\$37,137
Council on Aging	\$16,557
Veterans	\$25,634
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Total	\$79,328

LIBRARY

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
LIBRARY							
1660	Salary	\$ 123,737	\$ 122,908	\$ 116,664	\$ 116,664		-5.08%
1662	Expenses	\$ 63,786	\$ 65,913	\$ 75,932	\$ 75,932	\$ -	15.20%
1663	MVC Consortium	\$ 13,500	\$ 13,500	\$13,500	\$13,500	\$0	0.00%
DEPARTMENTAL TOTAL		\$ 201,023	\$ 202,321	\$ 206,096	\$ 206,096	\$ -	1.87%





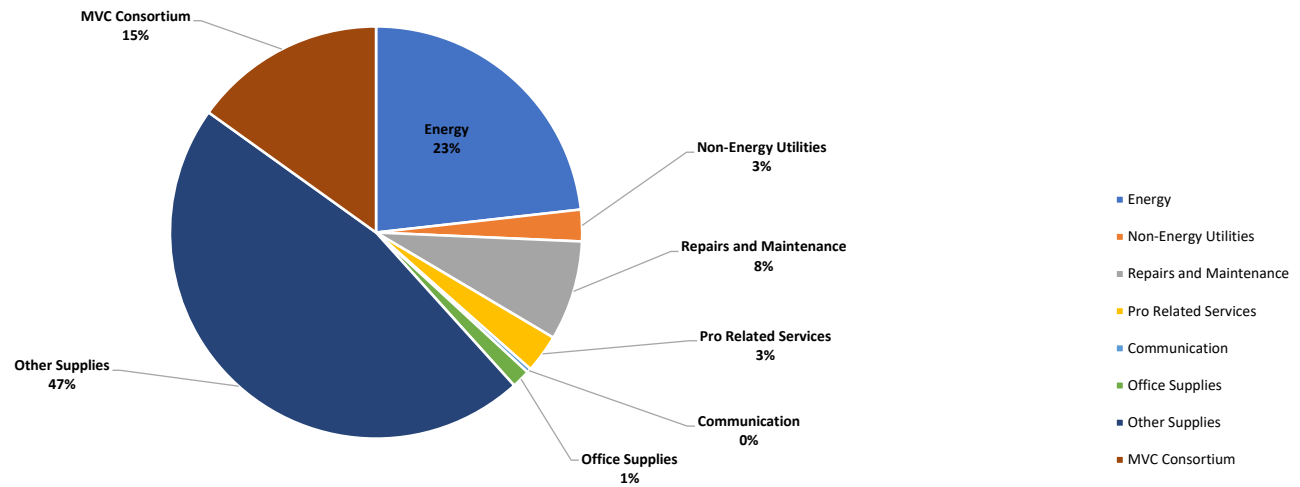
SALARIES

FISCAL YEAR 2024						FISCAL YEAR 2025						
Last Name	First Name	Position	Rate	Hours	Annual Salary 7/1/2023	Proposed Rate Increase	Hours	Proposed Increase 7/1/2024	Final Base Rate	Salary Increase	Final Salary	Projected Salary Fiscal 2025
Debricini	Karen	Library	\$28.93	20	\$ 30,087.20	\$29.51	20	\$ 30,808.44	\$29.51	\$ 721.24	\$ 30,808.44	\$ 30,808.44
Puranananda	Erin	Library	\$19.82	10	\$ 10,306.40	\$20.22	10	\$ 10,554.84	\$20.22	\$ 248.44	\$ 10,554.84	\$ 10,554.84
Pallis	Marybeth	Library Director	\$40.77	20	\$ 42,400.80	\$34.00	20	\$ 35,496.00	\$34.00	\$ (6,904.80)	\$ 35,496.00	\$ 35,496.00
Wall	Suzanne	Library	\$22.77	8	\$ 9,472.32	\$23.23	8	\$ 9,700.85	\$23.23	\$ 228.53	\$ 9,700.85	\$ 9,700.85
Pettee	Lisa	Library	\$19.82	15	\$ 15,459.60	\$20.22	15	\$ 15,832.26	\$20.22	\$ 372.66	\$ 15,832.26	\$ 15,832.26
Wiscarva	Theresa	Library	\$18.36	10	\$ 9,547.20	\$18.73	10	\$ 9,777.06	\$18.73	\$ 229.86	\$ 9,777.06	\$ 9,777.06
Debrececi	Paul	Custodian	\$16.88	5	\$ 4,388.80	\$17.22	5	\$ 4,494.42	\$17.22	\$ 105.62	\$ 4,494.42	\$ 4,494.42
Total Salaries					\$ 121,662.32							\$ 116,663.87
Budget					\$ 121,663.00							\$ 116,664.00

EXPENSES

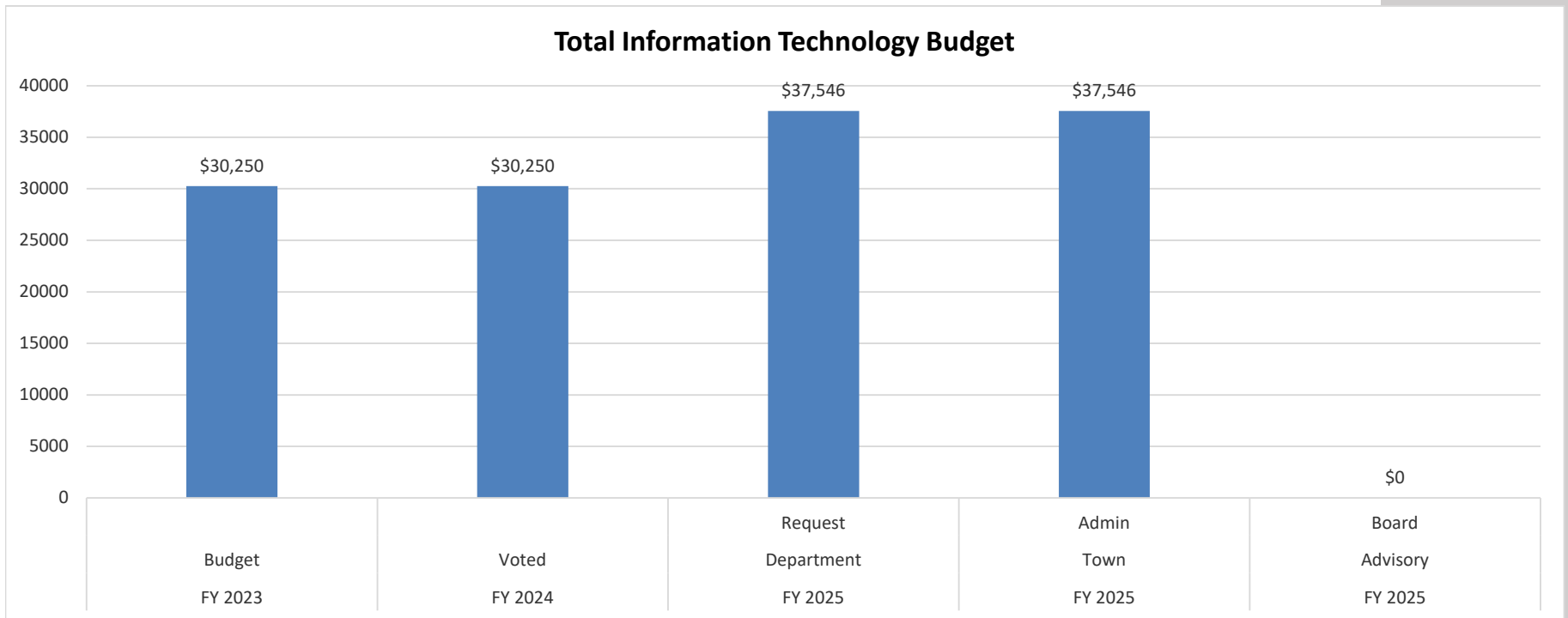
Line Item	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Line Item Detail Description
	Budget	Voted	Department Request	Town Admin Recommendation	Advisory Board	Variance	Percent Change	
Energy	\$ 15,000.00	\$ 16,000.00	\$ 20,765.00	\$ 20,765.00		\$ 4,765.00	29.78%	Inflationary increases in energy
Non-Energy Utilities	\$ 1,713.00	\$ 1,713.00	\$ 2,213.00	\$ 2,213.00		\$ 500.00	29.19%	Annual rate increase
Repairs and Maintenance	\$ 4,000.00	\$ 4,000.00	\$ 7,000.00	\$ 7,000.00		\$ 3,000.00	75.00%	Aging building, increased needs
Pro Related Services	\$ 2,200.00	\$ 2,200.00	\$ 2,685.00	\$ 2,685.00		\$ 485.00	22.05%	Potential need for transition assistance
Communication	\$ 250.00	\$ 300.00	\$ 300.00	\$ 300.00		\$ -	0.00%	
Office Supplies	\$ 1,200.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00		\$ -	0.00%	
Other Supplies	\$ 39,423.00	\$ 40,400.00	\$ 41,669.00	\$ 41,669.00		\$ 1,269.00	3.14%	Increases to circulation materials
TOTAL FUNDS REQUESTED	\$ 63,786.00	\$ 65,913.00	\$ 75,932.00	\$ 75,932.00	\$ -	\$ 10,019.00	15.20%	
						\$ -		
						\$ -		
MVC Consortium	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500		\$ -	0.00%	
TOTAL FUNDS REQUESTED	\$ 13,500.00	\$ 13,500.00	\$13,500.00	\$13,500.00	\$0.00	\$ -	0.00%	

Library Expenses



INFORMATION TECHNOLOGY

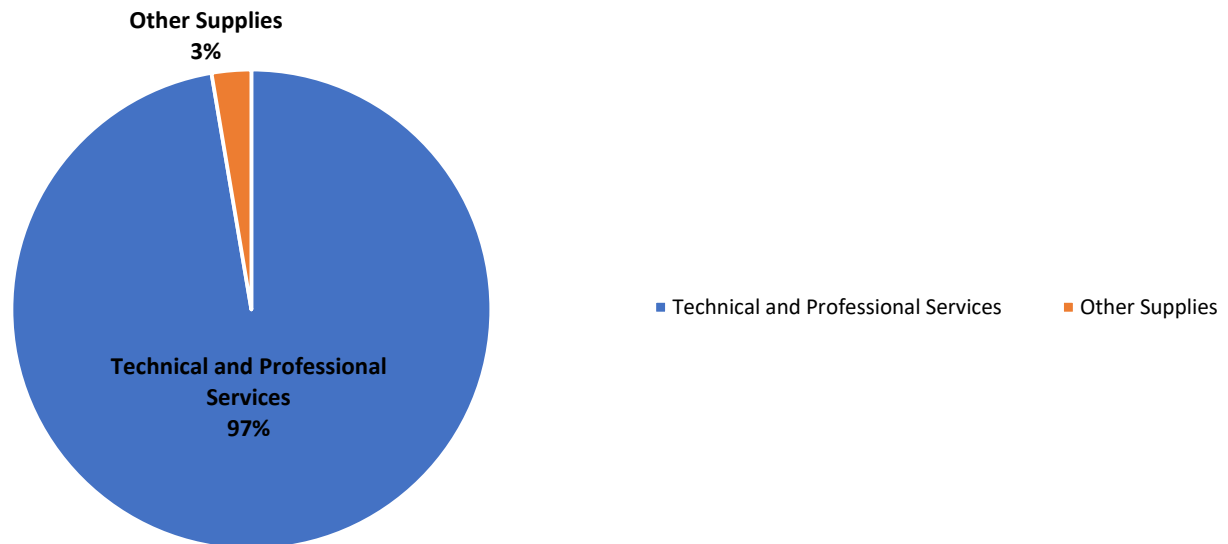
Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change	Explanation of Change
INFORMATION TECHNOLOGY								
1102	Expenses	\$ 30,250	\$ 30,250	\$ 37,546	\$ 37,546	\$0.00	24.12%	New IT contract has caused annual increase
DEPARTMENTAL TOTAL		\$ 30,250	\$ 30,250	\$ 37,546	\$ 37,546	\$0.00	24.12%	



EXPENSES

			FY 2025	FY 2025			FY 2025
	FY 2023	FY 2024	Department	Town Admin	FY 2025	FY 2025	Percent
<u>Line Item</u>	<u>Budget</u>	<u>Voted</u>	<u>Request</u>	<u>Recommendation</u>	<u>Advisory Board</u>	<u>Variance</u>	<u>Change</u>
Technical and Professional Services	\$ 27,250.00	\$ 27,250.00	\$ 36,546.00	\$ 36,546.00		\$ 9,296.00	34.11%
Other Supplies	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00		\$ (2,000.00)	-66.67%
TOTAL FUNDS REQUESTED	\$ 30,250.00	\$ 30,250.00	\$ 37,546.00	\$37,546.00	\$0.00	\$ 7,296.00	24.12%

Information Technology Expenses



RECREATION

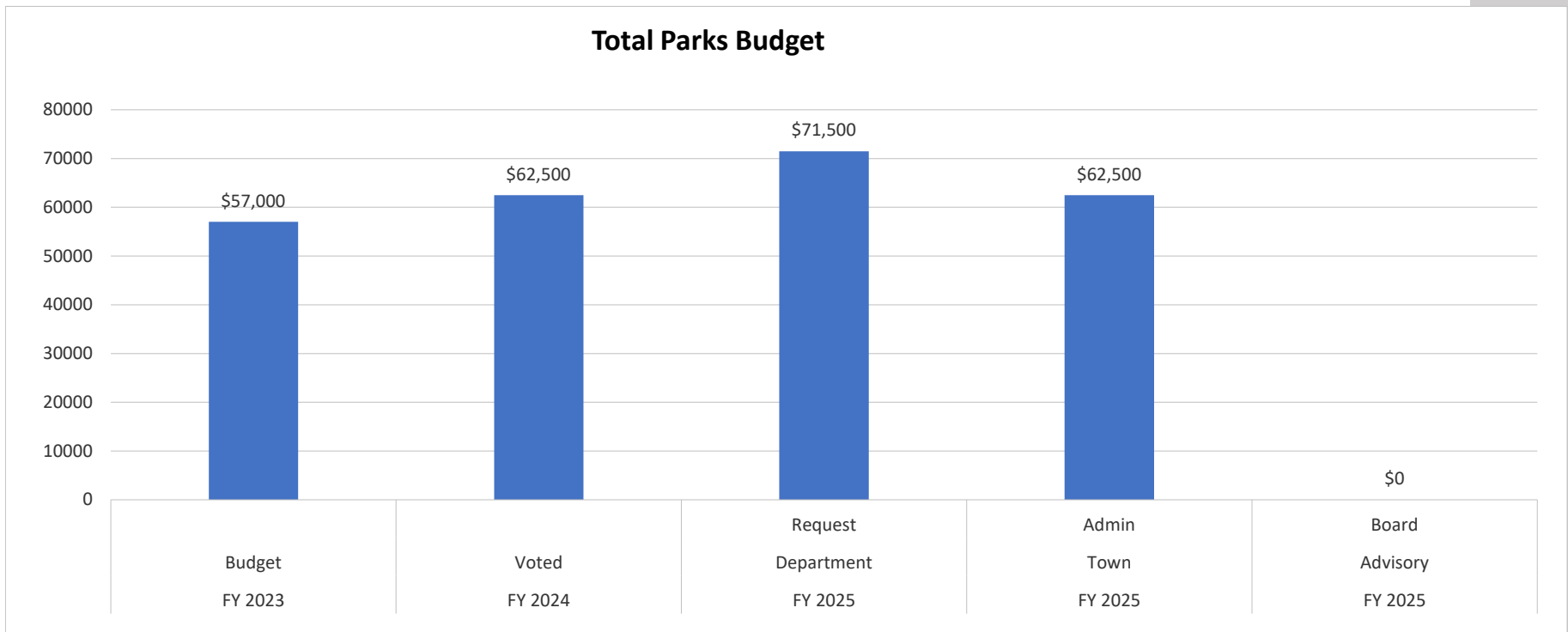
Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
RECREATION DEPARTMENT							
1561	Expenses	\$ 11,400	\$ 11,400	\$ 11,400	\$ 11,400	\$0	0.00%
DEPARTMENTAL TOTAL		\$ 11,400	\$ 11,400	\$ 11,400	\$ 11,400	\$0	0.00%

EXPENSES

	FY 2023	FY 2024	FY 2025 Department	FY 2025 Town Admin	FY 2025 Advisory Board	FY 2025 Variance	FY 2025 Percent Change
<u>Line Item</u>	<u>Budget</u>	<u>Voted</u>	<u>Request</u>	<u>Recommendation</u>	<u>Advisory Board</u>	<u>Variance</u>	<u>Change</u>
Other Purchased Service	\$ 11,400.00	\$ 11,400.00	\$11,400.00	\$11,400.00		\$0.00	0.00%
TOTAL FUNDS REQUESTED	\$ 11,400.00	\$ 11,400.00	\$11,400.00	\$11,400.00	\$0.00	\$ -	0.00%

PARKS

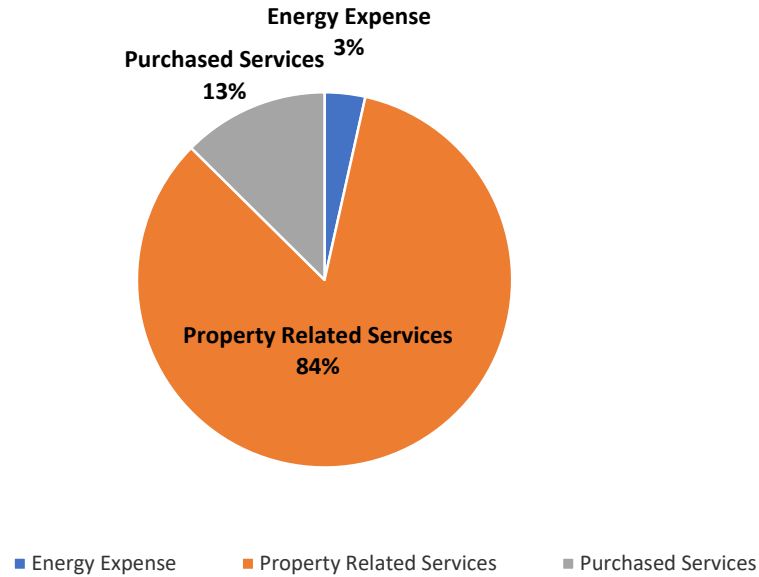
Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
PARKS DEPARTMENT							
1561	Expenses	\$ 57,000	\$ 62,500	\$ 71,500	\$ 62,500	\$ 0	0.00%
DEPARTMENTAL TOTAL		\$ 57,000	\$ 62,500	\$ 71,500	\$ 62,500	\$ 0	0.00%



EXPENSES

			FY 2025	FY 2025			FY 2025
	FY 2023	FY 2024	Department	Town Admin	FY 2025	FY 2025	Percent
<u>Line Item</u>	<u>Budget</u>	<u>Voted</u>	<u>Request</u>	<u>Recommendation</u>	<u>Advisory Board</u>	<u>Variance</u>	<u>Change</u>
Energy Expense	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		\$0.00	0.00%
Property Related Services	\$ 45,000.00	\$ 51,000.00	\$ 60,000.00	\$ 51,000.00		\$0.00	0.00%
Purchased Services	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00		\$0.00	0.00%
TOTAL FUNDS REQUESTED	\$ 57,000.00	\$ 62,500.00	\$ 71,500.00	\$ 62,500.00	\$ -	\$0.00	0.00%

Parks Department Expenses



MEMORIAL DAY

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
MEMORIAL DAY							
1670	Expenses	\$ 700	\$ 700	\$ 700	\$ 700		0.00%
DEPARTMENTAL TOTAL		\$ 700	\$ 700	\$ 700	\$ 700		0.00%

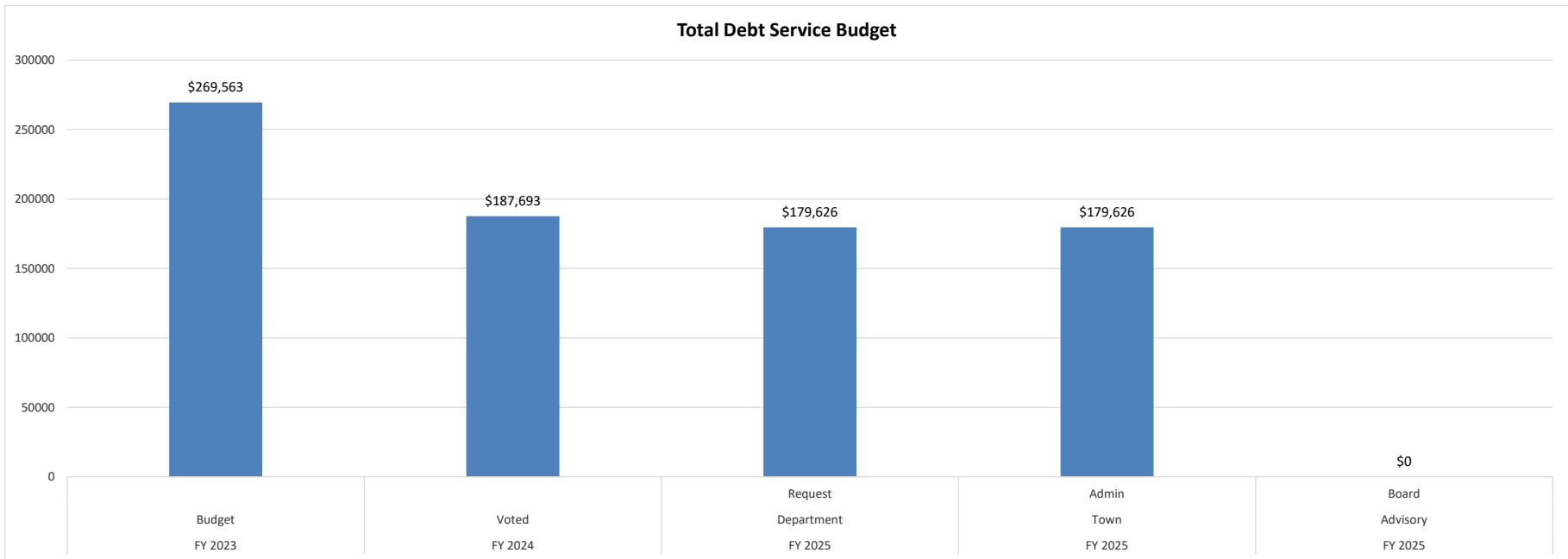
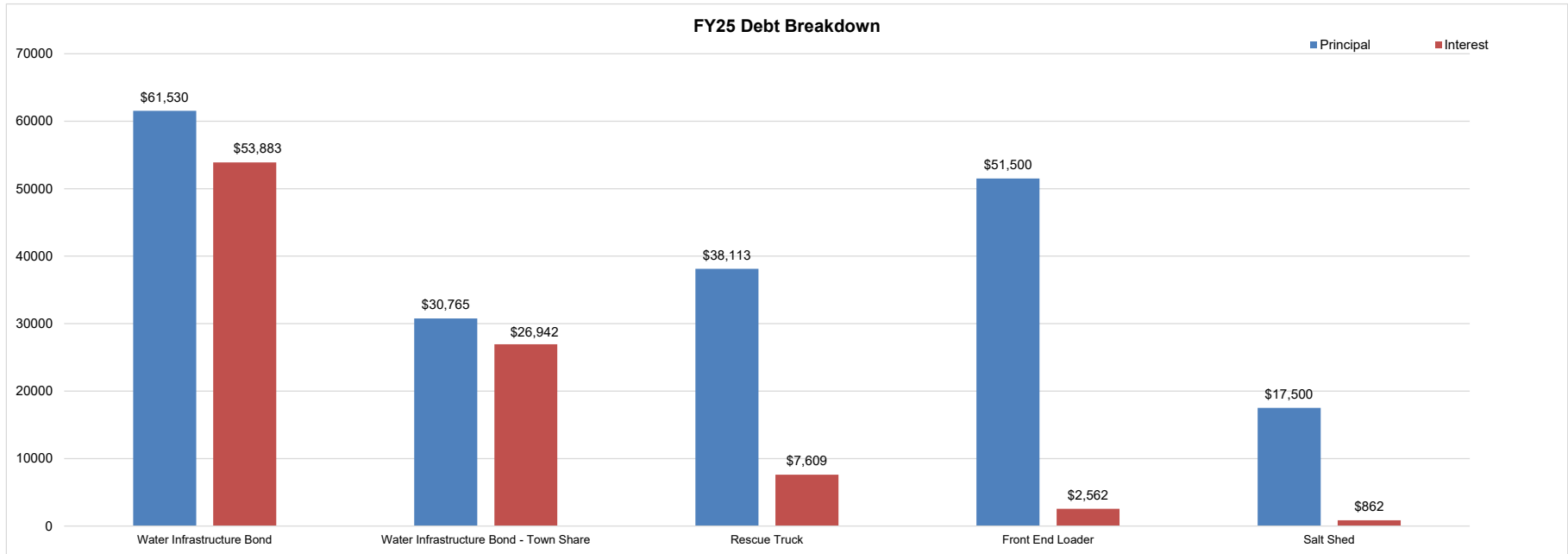
**LIBRARY AND RECREATION
SUMMARY OF EXPENDITURES**

Department	Budget
Library	\$206,096
Information Technology	\$37,546
Recreation	\$11,400
Parks	\$62,500
Memorial Day	\$700
Total	\$318,242

DEBT AND INTEREST

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
DEBT SERVICE							
2000	Long Term Debt - Principal	\$ 235,407	\$ 139,744	\$137,877.90	\$137,877.90		-1.34%
2002	Long Term Debt - Interest	\$ 30,856	\$ 44,175	\$37,974.70	\$37,974.70		-14.04%
2004	Temporary Loan Interest	\$ 3,300		\$ -			
	Admin Fee		\$ 3,774	\$ 3,774	\$ 3,774		0.00%
DEPARTMENTAL TOTAL		\$ 269,563	\$ 187,693	\$ 179,627	\$ 179,627	0	-4.30%

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	

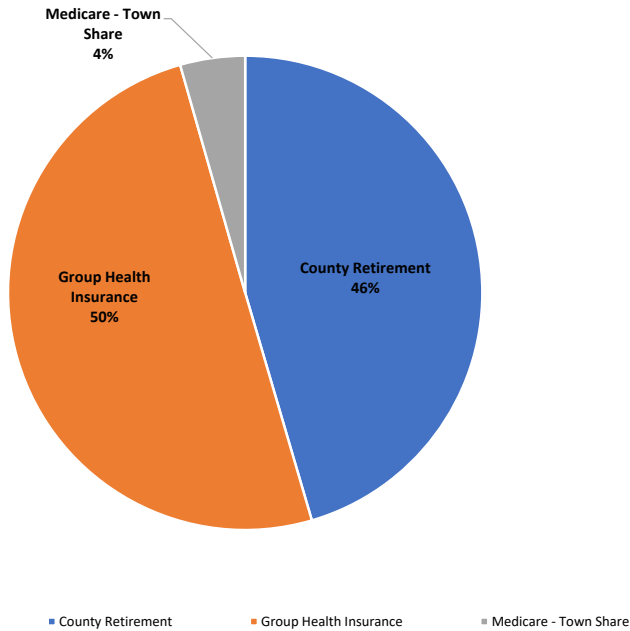


ASSESSMENTS

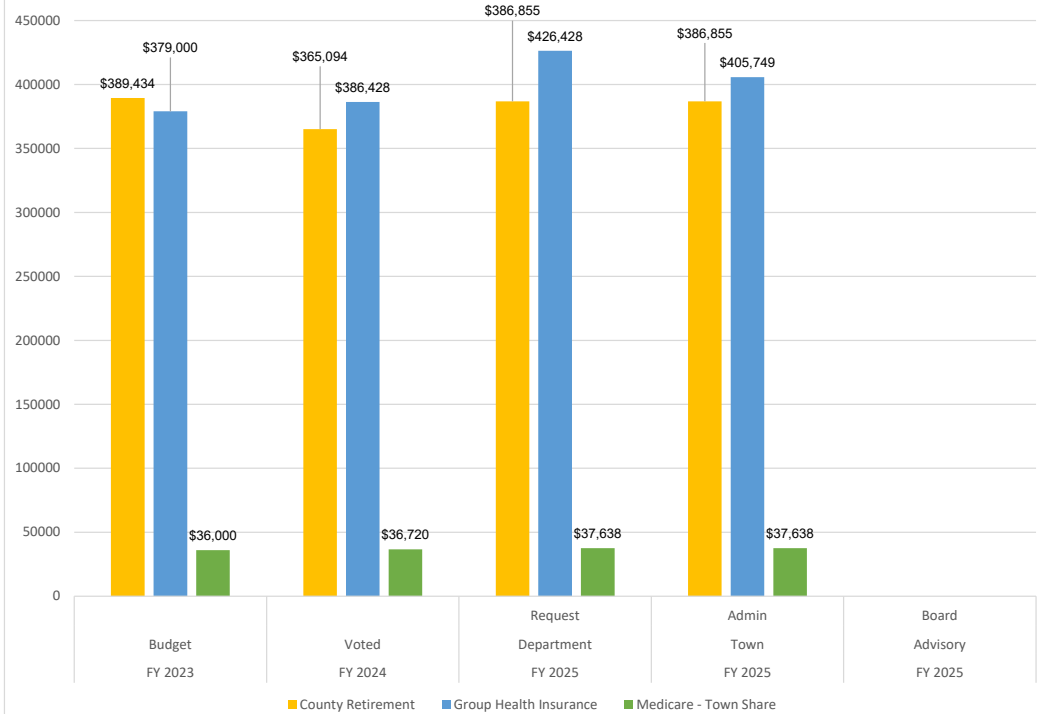
EMPLOYEE BENEFITS

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
EMPLOYEE BENEFITS							
3000	County Retirement	\$ 389,434	\$ 365,094	\$ 386,855	\$ 386,855		5.96%
3001	Group Health Insurance	\$ 379,000	\$ 386,428	\$ 426,428	\$ 405,749		5.00%
3002	Medicare - Town Share	\$ 36,000	\$ 36,720	\$ 37,638	\$ 37,638		2.50%
	Unemployment Compensation	\$	\$ 20,000				-100.00%
DEPARTMENTAL TOTAL		\$ 804,434	\$ 808,242	\$ 850,921	\$ 830,242	0	5.28%

Breakdown of Employee Benefits

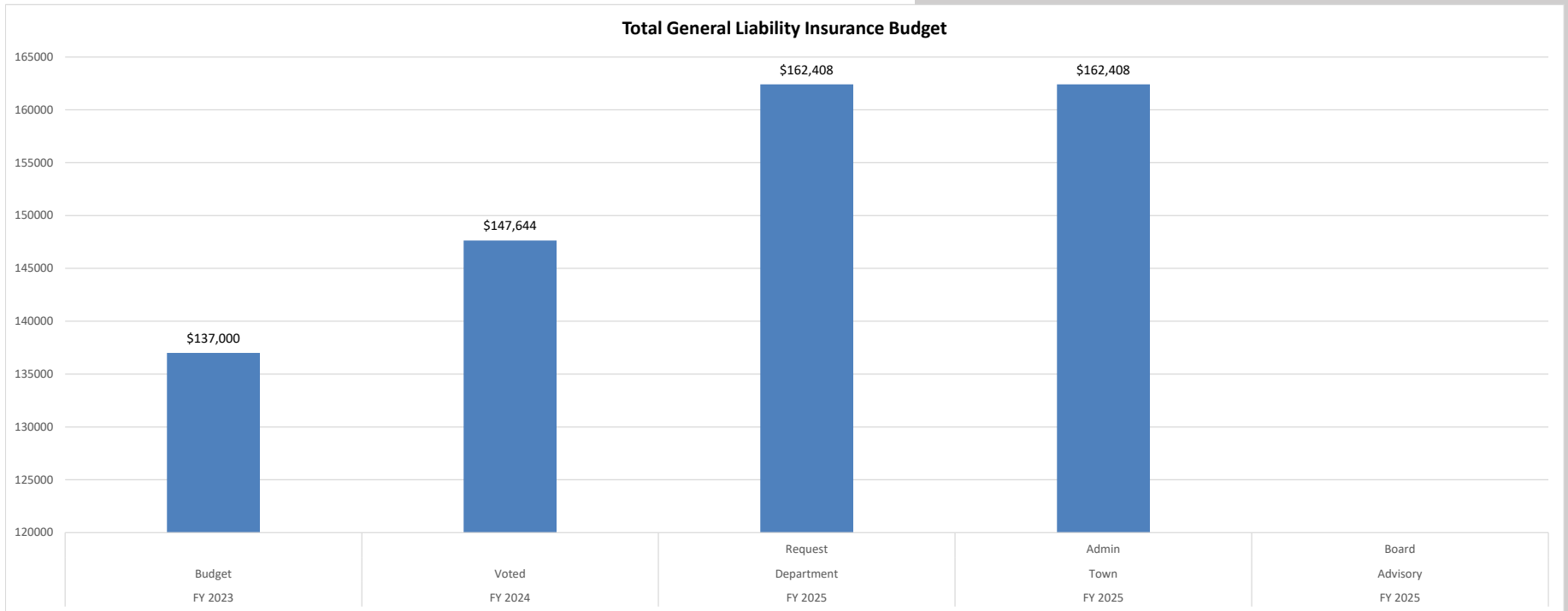


Employee Benefits Budget Totals



GENERAL LIABILITY

Line	Department/Description	FY 2023 Budget	FY 2024 Voted	FY 2025 Department Request	FY 2025 Town Admin	FY 2025 Advisory Board	Percent Change
INSURANCE & BONDING							
1160	Building/Vehicle Liability Insurance	\$ 137,000	\$ 147,644	\$ 162,408	\$ 162,408		10.00%
DEPARTMENTAL TOTAL		\$ 137,000	\$ 147,644	\$ 162,408	\$ 162,408	\$ 0.00	10.00%



Section 4

Financial Forecast FY26-FY27



FINANCIAL FORECAST – FY25-FY27

As part of the budget development process, the Town has forecasted revenues and expenditures for FY26 and FY27 based on the Town Administrator’s recommended FY25 operating budget. The forecast for these 2 years are based on the following assumptions for expenditures:

- Salaries: 2% increases year over year
- General expenses: 1% increases year over year
- Contract services: 3% increases year over year
- Energy: 3% increases year over year
- Utilities: 3% increases year over year
- Repairs and maintenance of buildings, vehicles and equipment: 3% increases year over year
- Dues and memberships: 2% increases year over year
- Nashoba Associated Boards of Health: 7% increases year over year
- Nurse Assessment: 6% increases year over year

For the Groton Dunstable Regional School District, the spending projections in FY26 and FY27 are based on budget growth numbers provided to the Town by the District. For FY26, the School District projects their budget assessment to the Town of Dunstable will increase by 10% and, in FY27, it will increase by 8.15%.

For revenues, the FY26 and FY27 projections are consistent with growth projections in FY25:

- The statutory 2.5% increase on the Town’s tax levy and projected new growth of \$110,000.
- Local receipts and state aid remain at estimated FY24 levels.
- Decrease in free cash from operating budget revenue by \$100,000 annually.
- Excluded taxes raised based on previously approved excluded debt payments.

Based on the assumptions above, the general fund deficits in each of these years are in the amount of \$651,379 and \$555,513, respectively.

General Fund Override and Impacts

As stated above, the FY25 Town Administrator’s recommended operating budget relies on a general fund override in the amount of \$875,473.

In order to balance FY26 and FY27, an override in the amount of \$651,379 and \$555,513 will be needed, respectively. The total override amount needed to balance all 3 years is \$2,082,365.

Using information provided by the Town Assessor, below please find an analysis of the impact to the average single family tax bill. The average single-family assessment for FY24 is \$641,400 and

the tax rate is \$13.96. The average single family tax bill, including the 3% Community Preservation Act (CPA) surcharge, is \$9,222.56.

- In FY25, with the additional \$875,473 general fund override amount, the average single family tax bill, including the CPA surcharge, would be \$9,936.06. That is an increase of \$713.50.
- In FY26, with the additional \$651,379 general fund override amount, the average single family tax bill, including CPA surcharge, would be \$10,471.18. That is an increase of \$535.12.
- In FY27, with the additional \$555,513 general fund override amount, the average single family tax bill, including CPA surcharge, would be \$10,933.53. That is an increase of \$462.35.

All total, over the 3-year time period, the single family tax bill would increase by an estimated \$1,710.97.

Town and School Deficits

If an override fails, the Town will need to decide how to allocate the deficit between the Town and Groton Dunstable Regional School District.

New Available Revenue

The FY25 new revenues are based on the calculation of total new revenues generated by the 2.5% tax increase plus new growth, state aid, local receipts which, for FY25 equals \$386,925. However, because we have reduced the free cash appropriation by \$100,000 and added back capital expenditures in the amount of \$119,344, based on prior years' spending, the total available new revenue is \$167,581.

Since the Groton Dunstable Regional School District is projected to be 65% of the Town's overall spending in FY25, and the Town budget is the remaining 35%, the Town could allocate the new available revenue 65% to the School District and 35% to the Town. This would mean the School District would receive \$108,928 and the Town would receive \$58,653, proportionally.

The School District's FY25 budget assessment increase is \$906,769, thus the deficit associated with the School District after offsetting the increase with the Town's new available revenue is \$797,842; the Town's operating budget increase is \$136,027, the deficit is \$77,374 when including new available revenue.

Proportion of Overall Deficit

Another method to allocate the deficit is to split the bottom-line deficit proportionally based on budget spending – 65% to the School District and 35% to the Town. This approach is used by the Town of Groton.

The overall, bottom-line budget deficit for FY25 is \$875,473. If you allocate the deficit 65% to the School District and 35% to the Town, the School District's deficit is \$569,057, and the Town's deficit is \$306,416, proportionally.

In sum, the range of the deficit associated with the School District's assessment is between \$569,057 and \$797,842, and the Town's deficit is between \$77,374 and \$306,416, depending on how we assign the overall deficit.

	Budget	Dpt. Requests	TA Recommend	Estimated	Estimated
	<u>FY24</u>	<u>FY25</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>
REVENUE					
Prior Year Levy Limit	10,685,152	11,062,281	11,062,281	11,448,838	11,845,059
2 1/2 % Allowed Increase	267,129	276,557	276,557	286,221	296,126
New & Amended Growth	110,000	110,000	110,000	110,000	110,000
Prop 2 1/2 Override					
FY22 Override - Police Department	0		0		
Levy Limit	11,062,281	11,448,838	11,448,838	11,845,059	12,251,185
Excluded Debt	326,394	318,070	318,070	320,152	320,161
Capital Expenditure Exclusion					
Maximum Allowable Levy	11,388,675	11,766,908	11,766,908	12,165,211	12,571,346
Cherry Sheet Receipts (State Aid)	379,303	379,303	379,303	386,889	394,627
Local Receipts	749,632	750,000	750,000	750,000	750,000
Transfer Stabilization					
Free Cash for Operating Expenses	574,343	474,343	474,343	374,343	274,343
Free Cash for Town Articles					
Free Cash for GDRSD Capital					
Community Preservation	460,000	460,000	460,000	460,000	460,000
Other Revenue					
Water Enterprise	222,410	233,531	233,531	242,872	252,587
Overlay Surplus (Abatements)					
Est. Receipts & Other Rev.	2,385,688	2,297,177	2,297,177	2,214,104	2,131,556
Total Available Revenue	13,774,363	14,064,084	14,064,084	14,379,315	14,702,902
Excess Levy Capacity					
Trash Revolving Account	144,000	144,000	144,000	144,000	144,000
Total Amount to be Appropriated	13,918,363	14,208,084	14,208,084	14,523,315	14,846,902
Ties to the Recap					
Total new money for operating	402,668	386,925	386,925	403,807	421,450
Starting Free Cash Balance	640,481				
Available Free Cash Balance	66,138				

	Budget <u>FY24</u>	Dpt. Requests <u>FY25</u>	TA Recommend <u>FY25</u>	Estimated <u>FY26</u>	Estimated <u>FY27</u>
EXPENSES					
General Government	660,102	633,755	633,755	650,737	665,352
Public Safety	1,665,647	1,963,808	1,768,904	1,805,229	1,842,342
Schools	8,292,773	9,413,241	9,199,542	10,072,081	10,853,810
Public Works	911,976	989,239	922,311	935,522	949,056
Human Services	78,382	79,328	79,328	81,457	83,682
Library & Recreation	307,171	327,242	318,242	324,190	330,830
Town Debt Service	187,693	179,627	179,627	161,971	162,056
Insurance & Assesments	955,886	1,013,329	992,650	1,042,283	1,094,397
Total Town Budget	13,059,629	14,599,569	14,094,359	15,073,469	15,981,525
Total Town Operating	4,579,163	5,006,701	4,715,190	4,839,417	4,965,660
Total School Operating	8,292,773	9,413,241	9,199,542	10,072,081	10,853,810
Total Debt (Town)	187,693	179,627	179,627	161,971	162,056
Overlay - Abatements/Exemptions	30,000	30,000	30,000	30,000	30,000
Cherry Sheet Charges	2,323	2,323	2,323	2,369	2,417
Water Enterprise	222,410	233,531	233,531	242,872	252,587
Curbside Trash Pickup Expenses	144,000	144,000	144,000	144,000	144,000
Town Warrant Articles Only			119,344	119,344	119,344
Other					
Community Preservation	460,000	460,000	460,000	460,000	460,000
Total Expenses	13,918,362	15,469,423	15,083,557	16,072,054	16,989,873
Surplus/ (Deficit)	0	(1,261,339)	(875,473)	(1,548,739)	(2,142,970)

1-year override	2-year override	3-year override	Total
875,473	651,379	555,513	2,082,365

Department/Account	Voted FY21	Voted FY22	Voted FY23	Voted FY24	Dept Requests FY25	Town Admin FY25	Estimated FY26	Estimated FY27
GENERAL GOVERNMENT								
Town Administrator								
Administrator Salary	77,812	93,636	93,636	129,700	135,700	135,700	141,700	145,243
Assistant Administrator Salary	62,424	63,672	64,945.44	45,900.00	46,996.00	46,996.00	47,936	48,895
Communication								
Office Supplies	400	400	400	400	400	400.00	404	408
Dues & Subscriptions	880	880	880	880	880	880.00	889	898
Training & Meetings	2,000	2,000	2,000	2,000	5,000	5,000.00	5,050	5,101
350th Celebration			20,000					
SALARIES	140,236	157,308	158,581	175,600	182,696	182,696	189,636	194,137
EXPENSES	3,280	3,280	23,280	3,280	6,280	6,280	6,343	6,406
Total	143,516	160,588	181,861	178,880	188,976	188,976	195,979	200,543
Selectmen								
Salaries								
Energy								
Professional and Tech	330	330	330	330	330	330	340	350
Special Legal	6,000	6,000	6,000	6,000	6,000	6,000	6,180	6,365
Communication	1,200	1,200	1,200	1,200	1,200	1,200	1,212	1,224
Office Supplies Expense	300	300	300	300	300	300	303	306
In-State Travel	100	100	100	100	100	100	101	102
Dues and Membership	900	900	900	900	1,500	1,500	1,530	1,561
No. Midd. Council of Govt	5,800	5,800	1,144	1,173	4,800	4,800	4,896	4,994
SALARIES	-	-	-	-	-	-	0	0
EXPENSES	14,630	14,630	9,974	10,003	14,230	14,230	14,562	14,902
Total	14,630	14,630	9,974	10,003	14,230	14,230	14,562	14,902
Fincom								
Dues and Memberships	150	150	150	150	150	150	150	150
Reserve Account	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Total	30,150	30,150	30,150	30,150	30,150	30,150	30,150	30,150
Accountant								
Accountant Salary	20,000	30,000						
Assistant Accountant Salary	11,185	11,408	11,618	12,289	28,311	28,311.00	28,877	29,455
Accountant Services			30,600	36,000	36,000	36,000.000	37,080	38,192
Annual Audit	15,000	16,000	16,000	21,000	16,000	16,000.00	16,480	16,974
Professional Tech	6,000	6,000	6,000	6,000	6,000	6,000.000	6,180	6,365
Office Supplies	750	750	750	750	750	750.00	758	765
In-State Travel	850	850	850	850	850	850.00	859	867
Dues and Membership	100	100	100	100	100	100.00	102	104
SALARIES	31,185	41,408	11,618	12,289	28,311	28,311	28,877	29,455
EXPENSES	22,700	23,700	54,300	64,700	59,700	59,700	61,458	63,268
Total	53,885	65,108	65,918	76,989	88,011	88,011	90,335	92,723
Assessors								
Salaries	-	-						
Principle Assessor Salary	31,074	31,695	32,455	34,171	34,991	34,991.00	35,691	36,405
Associate Assessor Salary	17,181	17,522	17,870	18,519	12,628	12,628.00	12,881	13,138
Professional and Technical	10,180	13,780	11,380	9,000	8,000	8,000.000	8,240	8,487
Prof & Tech Prop Review Assessment	12,000	12,000	12,000	10,000	9,000	9,000.000	9,270	9,548
Communication	125	125	125	125	125	125.00	126	128
Office Supplies	900	900	900	900	900	900.00	909	918
In-State Travel	700	700	700	700	500	500.00	505	510
Dues and Memberships	150	150	150	150	150	150.00	153	156
SALARIES	48,255	49,217	50,325	52,690	47,619	47,619	48,571	49,543
EXPENSES	24,055	27,655	25,255	20,875	18,675	18,675	19,203	19,747
Total	72,310	76,872	75,580	73,565	66,294	66,294	67,775	69,290

Treasurer								
Treasurer-Collector	71,614	73,031	58,754.04	65,850.00	30,999.00	30,999.00	31,801	32,437
Treasurer/Collector Certification			2,000					
Professional and Technical	15,230	15,230	15,920	16,200	18,700	18,700.00	19,261	19,839
Communication	5,800	5,800	5,800	6,500	6,500	6,500.00	6,565	6,631
Office Supplies	1,550	1,550	2,050	2,050	2,050	2,050.00	2,071	2,091
In-State Travel	247	247	547	600	600	600	606	612
Dues and Memberships	100	100	250	250	250	250.00	255	260
Other Bank Charges	490	490	490	490	490	490.00	495	500
Tax Title								
SALARIES	71,614	73,031	58,754	65,850	30,999	30,999	31,801	32,437
EXPENSES	23,417	23,417	27,057	26,090	28,590	28,590	29,252	29,933
Total	95,031	96,448	85,811	91,940	59,589	59,589	61,053	62,370
Town Counsel								
Professional and Technical	30,000	30,000	30,000	32,000	32,000	32,000	32,960	33,949
Dog Program								
Communication	150	200	200	200	200	200.00	202	204
Other Supplies	500	600	600	600	600	600.00	606	612
Total	650	800	800	800	800	800	808	816
Town Clerk								
Salary	38,210	38,974	39,905	40,706	20,839	20,839.00	21,256	21,681
Town Clerk			20,000					
Assistant Clerk				10,608	15,665	15,665.00	15,978	16,298
Temp Wages	2,000	3,001						
Certification	1,000		1,000					
Professional and Technical	700	700	700	700	700	700.00	721	743
Communication	300	300	300	300	300	300.00	303	306
Office Supplies	500	500	500	500	500	500.00	505	510
In-State Travel	300	300	300	300	300	300.00	303	306
Dues and Memberships	150	150	150	300	300	300.00	303	306
SALARIES	41,210	42,975	60,905	51,314	36,504	36,504	37,234	37,979
EXPENSES	1,950	1,950	1,950	2,100	2,100	2,100	2,135	2,171
Total	43,160	44,925	62,855	53,414	38,604	38,604	39,369	40,150
Elections								
Wages	7,000	2,000	3,000	3,000	3,000	3,000.00	3,000	3,000
Repairs and Maintenance	500	500	500	500	500	500.00	515	530
Professional and Tech	10,000	3,000	3,000	3,250	3,250	3,250.00	3,348	3,448
Communication	6,000	3,000	3,000	3,000	3,000	3,000.00	3,030	3,060
Other Supplies	500	1,500	1,500	1,500	1,500	1,500.00	1,515	1,530
SALARIES	7,000	2,000	3,000	3,000	3,000	3,000	3,000	3,000
EXPENSES	17,000	8,000	8,000	8,250	8,250	8,250	8,408	8,569
Total	24,000	10,000	11,000	11,250	11,250	11,250	11,408	11,569
Registrar								
Salary	\$ 225	\$ 250	\$ 250	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850
Conservation								
Clerical Wages	14,446	15,111	15,350	14,560	14,616	14,616.00	14,908	15,206
Professional and Technical	280	280	280	280	280	280.00	288	297
Communication	175	175	175	175	175	175.00	177	179
Office Supplies	225	225	225	225	225	225.00	227	230
Other Supplies	300	300	300	300	300	300.00	303	306
In-State Travel	70	70	70	70	70	70.00	71	71
Dues and Memberships	800	800	800	800	800	800.00	816	832
Other Expenses	150	150	150	150	150	150.00	152	153
SALARIES	14,446	15,111	15,350	14,560	14,616	14,616	14,908	15,206
EXPENSES	2,000	2,000	2,000	2,000	2,000	2,000	2,034	2,068
Total	16,446	17,111	17,350	16,560	16,616	16,616	16,942	17,274

Planning Board								
Clerical Wage	14,446	15,111	15,350	14,560	14,616	14,616.00	14,908	15,206
Professional and Tech	900	950	950	950	950	950	979	1,008
Communication	225	225	225	225	225	225	227	230
Office Supplies	225	225	225	225	225	225	227	230
SALARIES	14,446	15,111	15,350	14,560	14,616	14,616	14,908	15,206
EXPENSES	1,350	1,400	1,400	1,400	1,400	1,400	1,433	1,467
Total	15,796	16,511	16,750	15,960	16,016	16,016	16,341	16,673
Zoning Board								
Wages	-	-	-	-	-	-	-	-
Professional & Technical	816	816	816	1,000	1,000	1,000.00	1,030	1,061
Office Supplies	500	500	500	500	500	500.00	505	510
SALARIES	-	-	-	-	-	-	0	0
EXPENSES	1,316	1,316	1,316	1,500	1,500	1,500	1,535	1,571
Total	1,316	1,316	1,316	1,500	1,500	1,500	1,535	1,571
Town Hall								
Clerical Wages								
Part Time Wages								
Janitor/Recycler Wages	5,650	5,762	5,877	5,267	5,394	5,394.00	5,502	5,612
Hall Energy	12,000	12,000	12,000	14,000	15,000	15,000.00	15,450	15,914
Non- Energy Utilities	5,120	5,120	5,120	8,000	8,500	8,500.00	8,755	9,018
Repairs and Maint.	9,000	9,120	9,420	9,420	9,420	9,420.00	9,703	9,994
Property Related Services	4,500	4,600	8,000	8,000	9,000	9,000.00	9,270	9,548
Professional and Tech	1,000	1,000	1,000	1,000	1,000	1,000	1,030	1,061
Communication	4,750	4,750	5,000	5,000	5,000	5,000	5,050	5,101
Office Supplies	2,500	2,500	2,500	2,000	2,000	2,000	2,020	2,040
Bldg Repair & Maintenance Supplies								
Custodial Housekeeping Supplies	530	530	530	530	530	530	535	541
SALARIES	5,650	5,762	5,877	5,267	5,394	5,394	5,502	5,612
EXPENSES	39,400	39,620	43,570	47,950	50,450	50,450	51,813	53,215
Total	45,050	45,382	49,447	53,217	55,844	55,844	57,315	58,827
Town Reports								
Communication	325	325	325	325	325	325.00	328	332
Other Services	2,700	2,700	2,700	2,700	2,700	2,700.00	2,727	2,754
Total	3,025	3,025	3,025	3,025	3,025	3,025	3,055	3,086
Town Engineer								
Engineering Services	10,000	10,000	10,000	10,000	10,000	10,000	10,300	10,609
Total				\$ 10,000		\$ 10,000		
TOTAL GENERAL GOVERNMENT								
SALARIES	374,268	402,173	380,010.86	395,978.80	364,605.00	364,605.00	375,288	383,425
EXPENSES	224,923	220,943	272,077.00	264,123.00	269,150.00	269,150.00	275,449	281,927
Total	\$ 599,191	\$ 623,116	\$ 652,087.86	\$ 660,101.80	\$ 633,755.00	\$ 633,755.00	\$ 650,737	\$ 665,352
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PUBLIC SAFETY									
Police Department									
Chief Salary	123,665	128,558	131,335	133,931	136,595	136,595.00	139,327	142,113	
Wages	803,833	928,934	918,604	890,220	992,216	\$ 992,216	1,012,060	1,032,302	
Energy	9,000	9,000	9,000	10,800	12,960	12,000.00	12,360	12,731	
Maint and Repair Service	3,000	3,000	3,000	3,000	3,000	3,000.00	3,090	3,183	
Cruiser Repairs and Maint.	8,000	8,000	10,000	10,000	10,000	10,000.00	10,300	10,609	
Radio Repair & Maintain Service	8,250	8,250	8,250	9,450	15,450	15,450.00	15,914	16,391	
Property Related Services	3,000	4,500	5,000	7,000	7,000	7,000.00	7,210	7,426	
Professional & Tech (Training)	11,000	11,000	11,000	13,000	15,000	14,000.00	14,420	14,853	
Tuition Reimbursement	2,700	2,700	2,700	2,700	2,700	2,700.00	2,727	2,754	
Police Radio Communication/School Resource Officer	83,000	86,000	98,000	106,700	124,300	41,765.00	43,018	44,308	
Communication (Phone)	3,500	3,500	4,000	4,000	4,000	4,000.00	4,040	4,080	
Lockup	3,000	3,000	3,000	2,500	2,500	2,500.00	2,525	2,550	
Office Supplies	3,500	3,500	3,500	3,500	3,500	3,500.00	3,535	3,570	
Cruiser Supplies	29,000	29,000	29,000	29,000	29,000	29,000.00	29,870	30,766	
Other Supplies	22,400	22,400	24,000	24,000	24,000	24,000.00	24,240	24,482	
Dues and Memberships	12,900	12,900	13,500	13,500	13,500	13,500.00	13,770	14,045	
Cruiser Cap Lease	42,000	42,000	48,000	-	-	-	-	-	
	SALARIES	927,498	1,057,492	1,049,939	1,024,151	1,128,811	1,128,811	1,151,387	1,174,415
	EXPENSES	244,250	248,750	271,950	239,150	266,910	182,415	187,018	191,750
Total		1,171,748	1,306,242	1,321,889	1,263,301	1,395,721	1,311,226	1,338,406	1,366,165
Fire Department									
Chief Salary	85,800	87,516	96,512	61,202	62,667	62,667.00	63,920	65,199	
Wages Full Time (2) - New Line Item			104,000	59,256	203,839	106,080.00	108,202	110,366	
Overtime			7,000	7,140	7,283	7,283.00	7,429	7,577	
Weekend 8-4 Scheduled Coverage (in station)			34,944						
Call Wages for Vacation/Holiday/Sick Coverage			3,750						
Call-In Wages	52,000	54,949	40,000	80,268	81,874	81,874.00	83,511	85,182	
Wages, training	11,160	11,322	12,600	12,852	13,109	13,109.00	13,371	13,639	
Station Coverage		10,950							
Energy	3,500	3,000	3,000	5,000	7,000	6,000.00	6,180	6,365	
Water			1,000	2,000	3,000	3,000.00	3,090	3,183	
Repairs and Maint Expense	15,000	15,000	15,000	15,000	15,000	15,000.00	15,450	15,914	
Professional & Tech Services	4,500	2,000	2,000	2,000	2,000	2,000.00	2,060	2,122	
Computer Repairs & Software Licenses		4,400	4,400	4,400	4,400	4,400.00	4,532	4,668	
Communications	7,000	9,000	9,000	12,000	12,000	12,000.00	12,120	12,241	
Office Supplies	800	1,000	1,000	1,500	1,500	1,500.00	1,515	1,530	
Building Repairs and Maint	3,000	5,500	5,500	6,000	6,000	6,000.00	6,180	6,365	
Vehicular Supplies	7,000	5,000	5,000	10,000	12,000	11,000.00	11,330	11,670	
Firefighting Supplies	6,000	6,000	6,000	6,000	6,000	6,000.00	6,180	6,365	
Custodial		500	500	750	900	750.00	758	765	
Training				500	1,000	1,000.00	1,010	1,020	
EMS Equipment & Supplies		1,000	1,000	5,000	7,000	6,000.00	6,180	6,365	
Uniforms		500	500	500	500	500.00	505	510	
Dues and Memberships	1,800	2,300	2,300	2,300	2,300	2,300.00	2,346	2,393	
Personal Protective Equipment & Supp.		1,500	1,500	1,500	6,000	1,500.00	1,545	1,591	
Rehab supplies									
Fire Department Equipment Replacement	13,000	10,000	10,000	12,000	12,000	12,000.00	12,360	12,731	
Annual Testing					5,000	-			
Medical for new Hires	4,000	1,500	1,500	1,500	1,500	1,500.00	1,515	1,530	
	SALARIES	148,960	164,737	298,806	220,718	368,772	271,013	276,433	281,962
	EXPENSES	65,600	68,200	69,200	87,950	105,100	92,450	94,856	97,329
Total		214,560	232,937	368,006	308,668	473,872	363,463	371,289	379,291
Inspectors									
Building Inspector Salary	25,290	25,796	26,316	26,843	27,380	27,380.00	27,928	28,486	
Building Inspector Part-time Wages	5,000	5,000	5,000	5,000	5,000	5,000.00	5,000	5,000	
Gas Inspector Salary	4,000	4,000	4,000	4,000	4,000	4,000.00	4,000	4,000	
Plumbing Inspector Salary	4,000	4,000	4,000	4,000	4,000	4,000.00	4,000	4,000	
Electrical Inspector Salary	12,000	12,000	12,000	12,000	12,000	12,000.00	12,000	12,000	
Dog Officer Salary	11,000	11,000	11,000	11,000	11,000	11,000.00	11,000	11,000	
Building Inspector Expense	1,500	1,500	1,500	1,500	1,500	1,500.00	1,515	1,530	
Dog Officer Expense	2,000	2,000	2,000	2,000	2,000	2,000.00	2,020	2,040	
	SALARIES	61,290	61,796	62,316	62,843	63,380	63,928	64,486	
	EXPENSES	3,500	3,500	3,500	3,500	3,500	3,535	3,570	
Total		64,790	65,296	65,816	66,343	66,880	67,463	68,057	

Emergency Management									
Communications	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,515	1,530
Other Supplies	250	250	250	250	250	250	250	253	255
New Equipment	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,010	1,020
In-State Travel	150	150	150	150	150	150	150	152	153
Total	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,929	2,958
Tree Warden									
Other Property Service	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,660	23,340
Police Details			2,200	2,200	2,200	2,200	2,200	2,244	2,289
Public Works Supplies	85	85	85	85	85	85	85	86	87
Dues and Memberships	150	150	150	150	150	150	150	153	156
Total	\$ 22,235	\$ 22,235	\$ 24,435	\$ 24,435	\$ 24,435	\$ 24,435	\$ 24,435	25,143	25,871
	\$ 1,476,233	\$ 1,629,610	\$ 1,783,046	\$ 1,665,647	\$ 1,963,808	\$ 1,768,904	\$ 1,805,229	\$ 1,842,342	
TOTAL PUBLIC SAFETY	1,476,233	1,629,610	1,783,046	1,665,647	1,963,808	1,768,904	1,805,229	1,842,342	
SALARIES	1,137,748	1,284,025	1,411,061	1,307,712	1,560,963	1,463,204	1,491,748	1,520,863	
EXPENSES	338,485	345,585	371,985	357,935	402,845	305,700	313,481	321,479	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SCHOOLS									
GDRSD (GDRSD Operating + Capital)									
Operating	6,767,185	7,230,946	7,590,208	8,061,150	9,181,618	8,967,919	9,834,465	10,610,022	
Capital	6,475,665	7,000,663	7,201,663	\$7,742,721	\$8,864,641	\$8,650,942	9,516,036	10,291,593	
Debt	78,830	64,202	253,176	188,281	188,281	188,281	188,281	188,281	
	212,690	166,081	135,369	130,148	128,696	128,696	130,148	130,148	
GLRVTS									
Operating	283,795	242,921	257,099	199,740	199,740	199,740	205,732	211,904	
	34,786	33,447	31,514	31,883	31,883	31,883	31,883	31,883	
Essex Agricultural									
Tuition	-	-	-	-	-	-	-	-	
Transportation	-	-	-	-	-	-	-	-	
TOTAL SCHOOLS	7,085,766	7,507,314	7,878,821	8,292,773	9,413,241	9,199,542	10,072,081	10,853,810	
	\$ 7,085,766	\$ 7,507,314	\$ 7,878,821	\$ 8,292,773	\$ 9,413,241	\$ 9,199,542	\$ 10,072,081	\$ 10,853,810	
PUBLIC WORKS									
Highway Department									
Salary	209,163	214,171	292,214	287,761	353,052	295,944.00	301,863	307,900	
Part-Time Wages	6,500	6,500	6,500	6,500	6,500	6,500.00	6,630	6,763	
Clerical Wages	18,481	18,850	19,911	20,434	21,036	21,035.00	21,456	21,885	
Overtime	8,000	8,000	8,000	8,000	8,000	8,000.00	8,160	8,323	
Clothing	2,700	2,700	3,800	3,600	3,600	3,600.00	3,636	3,672	
Energy	6,895	7,033	7,174	7,174	7,174	7,174	7,389	7,611	
Repairs and Maint Service	43,637	44,947	44,947	44,947	49,000	49,000.00	50,470	51,984	
Paving Service	67,500	67,000	67,000	67,000	67,000	67,000	67,000	67,000	
Brush, Signs, Line Paint	29,369	29,369	35,000	35,000	35,000	35,000	36,050	37,132	
Repairs and Maintain Building	5,000	10,000	10,000	10,000	10,000	10,000	10,300	10,609	
Leases and Rentals	15,600	15,600	10,000	10,000	12,500	10,000	10,100	10,201	
Mach. Professional and Tech	3,090	3,200	3,200	3,200	3,200	3,200	3,296	3,395	
Communication	5,463	5,463	6,000	6,000	3,000	3,000.00	3,030	3,060	
Supplies	902	902	902	902	900	900.00	909	918	
Machinery Vehicular Supplies	37,500	37,500	37,500	37,500	37,500	37,500	38,625	39,784	
Machinery Public Works Supplies	8,626	8,799	8,973	8,973	8,973	8,973	9,242	9,519	
Basin Cleaning and Sweeping - MS4		5,000	5,000	10,000	10,000	10,000	10,300	10,609	
Dues and Memberships	1,000	1,000	1,000	1,000	1,000	500.00	510	520	
SALARIES	242,144	247,521	326,625	322,695	388,588	331,479	338,109	344,871	
EXPENSES	227,282	238,513	240,496	245,296	248,847	245,847	250,857	256,015	
Total	469,426	486,034	567,121	567,991	637,435	577,326	588,966	600,885	

Snow Removal									
Wages	56,175	56,175	56,175	56,175	57,300	56,175	56,175	56,175	56,175
Repair and Maintenance Services	5,583	5,583	5,583	5,583	5,583	5,583	5,583	5,583	5,583
Flowing Outside Flow Companies	25,583	25,583	25,583	25,583	30,277	25,583	25,583	25,583	25,583
Professional and Technical									
Vehicular Supplies	6,090	6,090	6,090	6,090	6,090	6,090	6,090	6,090	6,090
Supplies Sand & Salt	192,454	192,454	192,454	192,454	192,454	192,454	192,454	192,454	192,454
SALARIES	56,175	56,175	56,175	56,175	57,300	56,175	56,175	56,175	56,175
EXPENSES	229,710	229,710	229,710	229,710	234,404	229,710	229,710	229,710	229,710
Total	285,885	285,885	285,885	285,885	291,704	285,885	285,885	285,885	285,885
Street Lights									
Energy	11,500	10,000	10,000	10,000	12,000	11,000.00	11,330	11,670	11,670
Transfer Station									
Wages	-	-	-	-	-	-	-	-	-
Landfill Expense	5,000	12,000	12,000	15,000	15,000	15,000	15,450	15,914	15,914
Curbside trash pickup									
Professional and Technical	5,430	5,500	5,500	5,500	5,500	5,500	5,665	5,835	5,835
Other Services				2,000	2,000	2,000	2,060	2,122	2,122
Other Supply	2,000	2,000	2,000						
Rentals and Leases									
SALARIES	-	-	-	-	-	-	0	0	0
EXPENSES	12,430	19,500	19,500	22,500	22,500	22,500	23,175	23,870	23,870
Total	12,430	19,500	19,500	22,500	22,500	22,500	23,175	23,870	23,870
Cemetery									
Wages	11,966	12,205	12,450	15,000	15,000	15,000	15,300	15,606	15,606
Non-Energy Utilities(Water)	1,250	1,250	1,250	3,000	3,000	3,000	3,090	3,183	3,183
Repairs and Maint Services	3,000	3,000	3,000	3,000	3,000	3,000	3,090	3,183	3,183
Other Property Related Services	600	600	600	1,000	1,000	1,000	1,030	1,061	1,061
Build and Equip Repair Supplies	1,000	1,000	1,000	1,000	1,000	1,000	1,030	1,061	1,061
Grounds keeping Supplies	1,500	1,500	1,500	1,500	1,500	1,500	1,515	1,530	1,530
Other Supplies	1,100	1,100	1,100	1,100	1,100	1,100	1,111	1,122	1,122
SALARIES	11,966	12,205	12,450	15,000	15,000	15,000	15,300	15,606	15,606
EXPENSES	8,450	8,450	8,450	10,600	10,600	10,600	10,866	11,139	11,139
Total	20,416	20,655	20,900	25,600	25,600	25,600	26,166	26,745	26,745
	\$ 799,657	\$ 822,074	\$ 903,406	\$ 911,976	\$ 989,239	\$ 922,311	\$ 935,522	\$ 949,056	\$ 949,056
TOTAL PUBLIC WORKS	799,657	822,074	903,406	911,976	989,239	922,311	935,522	949,056	949,056
SALARIES	310,285	315,901	395,250	393,870	460,888	402,654	409,584	416,652	416,652
EXPENSES	489,372	506,173	508,156	518,106	528,351	519,657	525,938	532,404	532,404
HUMAN SERVICES									
Board of Health									
Board of Health Wages	12,821	13,077	13,552	14,373	14,717	14,717.00	15,011	15,312	15,312
Nashoba Bd of Health Assm	9,030	9,482	10,477	11,263	12,049	12,049.00	12,892	13,795	13,795
Rentals and Leases	1,700	1,700	1,700	1,700	1,700	1,700.00	1,717	1,734	1,734
Communications	400	400	400	400	400	400.00	404	408	408
Supplies	400	400	400	400	400	400.00	404	408	408
Dues and Memberships	400	400	400	400	400	400.00	404	408	408
Town Nurse Assessment	4,305	4,521	4,872	5,162	5,471	5,471.00	5,799	6,147	6,147
Mental Health		2,000	2,000	2,000	2,000	2,000.00	2,000	2,000	2,000
TADS	2,000								
SALARIES	12,821	13,077	13,552	14,373	14,717	14,717	15,011	15,312	15,312
EXPENSES	18,235	18,903	20,249	21,325	22,420	22,420	23,621	24,900	24,900
Total	31,056	31,980	33,801	35,698	37,137	37,137	38,632	40,212	40,212

Council on Aging									
Council On Aging Wages	9,000	9,180	9,363	9,171	9,557	9,557.00	9,748	9,943	
Council on Aging Bus	5,000	5,000	5,000	3,500	3,000	3,000.00	3,030	3,060	
Council on Aging Office Supplies	250	250	250	250	250	250.00	253	255	
COA Food and Service	4,500	4,500	4,500	3,000	2,500	2,500.00	2,575	2,652	
Council on Aging In-St Travel	1,250	1,250	1,250	750	750	750.00	758	765	
COA Dues and Memberships	500	500	500	500	500	500.00	510	520	
SALARIES	9,000	9,180	9,363	9,171	9,557	9,557	9,748	9,943	
EXPENSES	11,500	11,500	11,500	8,000	7,000	7,000	7,125	7,253	
Total	20,500	20,680	20,863	17,171	16,557	16,557	16,873	17,196	
Veterans Affairs									
Veterans Agent Salary	5,805	5,805	5,922	6,041	6,162	6,162.00	6,285	6,411	
Expenses	4,472	4,472	4,472	4,472	4,472	4,472.00	4,517	4,562	
Veterans Benefits	20,000	15,000	15,000	15,000	15,000	15,000.00	15,150	15,302	
SALARIES	5,805	5,805	5,922	6,041	6,162	6,162	6,285	6,411	
EXPENSES	24,472	19,472	19,472	19,472	19,472	19,472	19,667	19,863	
Total	30,277	25,277	25,394	25,513	25,634	25,634	25,952	26,274	
	\$ 81,833	\$ 77,937	\$ 80,058	\$ 78,382	\$ 79,328	\$ 79,328	\$ 81,457	\$ 83,682	
TOTAL HUMAN SERVICES	81,833	77,937	80,058	78,382	79,328	79,328	81,457	83,682	
SALARIES	27,626	28,062	28,837	29,585	30,436	30,436	31,045	31,666	
EXPENSES	54,207	49,875	51,221	48,797	48,892	48,892	50,412	52,017	
LIBRARY, PARKS & RECREATION									
Library Operations									
Salaries and Wages	115,601	117,832	120,214	122,908	116,664	116,664.00	118,997	121,377	
Energy	15,000	15,000	15,000	16,000	20,765	20,765.00	21,388	22,030	
Non-Energy Utilities	500	1,713	1,713	1,713	2,213	2,213.00	2,279	2,348	
Repairs and Maint	3,200	4,805	4,000	4,000	7,000	7,000.00	7,210	7,426	
Other Pro Related Serv	2,500	2,500	2,200	2,200	2,685	2,685.00	2,766	2,849	
Professional & Technical Services									
Communication	550	250	250	300	300	300.00	303	306	
Office Supplies	1,300	1,300	1,200	1,300	1,300	1,300.00	1,313	1,326	
Other Supplies	37,836	37,836	39,423	40,400	41,669	41,669.00	42,086	42,507	
SALARIES	115,601	117,832	120,214	122,908	116,664	116,664	118,997	121,377	
EXPENSES	60,886	63,404	63,786	65,913	75,932	75,932	77,345	78,791	
Total	176,487	181,236	184,000	188,821	192,596	192,596	196,342	200,168	
Library Consortium									
M.V.L. Consortium Dues	13,300	13,300	13,500	13,500	13,500	13,500.00	13,770	14,045	
Technical Expenses									
Email Services			2,450	2,450	3,919	3,919	4,037	4,158	
Web Domain Fee			400	400	400	400	404	408	
Firewall			400	400	400	400	404	408	
Web Hosting			2,620	2,620	2,620	2,620	2,699	2,780	
Technician Services			12,990	12,990	24,835	24,835	24,835	24,835	
Inspections Tablets			490	490	672	672	679	686	
Desktop Replacements (3)			2,700	2,700	1,500	1,500	1,515	1,530	
Cybersecurity									
Zoom									
Misc/Unanticipated			2,200	2,200	2,200	2,200	2,222	2,244	
Online Maps/App Geo			3,000	3,000					
Professional & Technical Services	23,700	24,000							
Other Supplies	3,000	3,000	3,000	3,000	1,000	1,000	1,010	1,020	
Total	26,700	27,000	30,250	30,250	37,546	37,546	37,804	38,068	

Recreation Department									
Rec. Other Purchased Service	6,400	6,400	11,400	11,400	11,400	11,400.00	11,742	12,094	
Parks Department									
Energy Expense	3,000	3,000	3,000	2,500	2,500	2,500.00	2,575	2,652	
Other Property Related Services	49,000	49,000	45,000	51,000	60,000	51,000.00	51,980	53,539	
Other Purchased Services	9,000	9,000	9,000	9,000	9,000	9,000.00	9,270	9,548	
Total	61,000	61,000	57,000	62,500	71,500	62,500	63,825	65,740	
Memorial Day Committee									
Expenses	700	700	700	700	700	700.00	707	714	
	\$ 284,587	\$ 289,636	296,850.00	307,170.72	327,242.00	318,242.00	324,190	330,830	
TOTAL LIBRARY & RECREATION	284,587	289,636	296,850.00	307,170.72	327,242.00	318,242.00	324,190	330,830	
SALARIES	115,601	117,832	120,214.00	122,907.72	116,664.00	116,664.00	118,997	121,377	
EXPENSES	168,986	171,804	176,636.00	184,263.00	210,578.00	201,578.00	205,192	209,453	
DEBT & INTEREST									
Long Term Principal									
Long Term Principal	\$ 249,000	\$ 89,000	\$ 235,407	\$ 139,744	\$ 137,878	137,877.90	131,903	132,651	
Long Term Interest									
Long Term Interest	23,375	7,000	30,856	44,175	37,975	37,974.70	26,219	25,478	
Temporary Loan Interest									
Temporary Loan Interest	3,300	3,300	3,300	3,774	3,774	3,774.00	3,849	3,926	
TOTAL DEBT & INTEREST	275,675	99,300	269,563	187,693	179,627	179,627	161,971	162,056	
INSURANCE & ASSESSMENTS									
County Retirement									
County Retirement System	293,124	367,320	389,434	365,094	386,855	386,855	406,198	426,508	
Group Health Insurance - 914									
Group Health Insurance	307,000	305,000	379,000	386,428	426,428	405,749	426,037	447,339	
Unemployment Account									
Unemployment				20,000					
FICA Town Share									
Medicare Town Share	30,000	33,100	36,000	36,720	37,638	37,638	39,520	41,496	
Bldg./Vehicle Liab. Ins./Workers Compensation, Etc									
Bldg./Vehicle Liab. Ins.	120,000	127,500	137,000	147,644	162,408	162,408	170,528	179,055	
TOTAL INSURANCE & ASSESSMENTS	750,124	832,920	941,434	955,886	1,013,329	992,650	1,042,283	1,094,397	

Total Budget	11,353,066	11,881,907	12,805,266	13,059,629	14,599,569	14,094,359	15,073,469	15,981,525
	\$ 11,353,066	\$ 11,881,907	\$ 12,805,266	\$ 13,059,629	\$ 14,599,569	\$ 14,094,359	15,073,469	15,981,525
Municipal Salaries	1,965,528	2,147,993	2,335,373	2,250,054	2,533,556	2,377,563	2,426,662	2,473,983
Municipal Operations	1,275,973	1,294,380	1,380,075	1,373,224	1,459,816	1,344,977	1,370,473	1,397,279
Insurance & Assessments	750,124	832,920	941,434	955,886	1,013,329	992,650	1,042,283	1,094,397
Municipal Operations - TOTAL	3,991,625	4,275,293	4,656,882	4,579,163	5,006,701	4,715,190	4,839,417	4,965,660
Municipal Debt & Interest	275,675	99,300	269,563	187,693	179,627	179,627	161,971	162,056
Town Operations & Debt - TOTAL	4,267,300	4,374,593	4,926,445	4,766,856	5,186,328	4,894,817	5,001,388	5,127,716
Schools - Operations	6,838,290	7,307,786	7,711,938	8,130,742	9,252,662	9,038,963	9,910,050	10,691,779
Schools - Debt & Interest	247,476	199,528	166,883	162,031	160,579	160,579	162,031	162,031
Schools Operations & Debt - TOTAL	7,085,766	7,507,314	7,878,821	8,292,773	9,413,241	9,199,542	10,072,081	10,853,810
Total Budget for the Fiscal Year	11,353,066	11,881,907	12,805,266	13,059,629	14,599,569	14,094,359	15,073,469	15,981,525
Check	\$ 11,275,735	\$ 11,881,907	\$ 12,616,292					
	\$ 77,331	\$ -						

	Dpt Requests FY25	TA Recommend FY25	Estimated FY26	Estimated FY27
Municipal Salaries	12.60%	5.03%	2.07%	1.95%
Municipal Operations	6.31%	2.06%	1.90%	1.96%
Insurance & Assessments	6.01%	3.85%	5.00%	5.00%
Municipal Operations - TOTAL	9.34%	2.97%	2.63%	2.61%
Municipal Debt & Interest	-4.30%	-4.30%	-9.83%	0.05%
Town Operations & Debt - TOTAL	8.80%	2.68%	2.18%	2.53%
Schools - Operations	13.80%	11.17%	9.64%	7.89%
Schools - Debt & Interest	-0.90%	-0.90%	0.90%	0.00%
Schools Operations & Debt - TOTAL	13.51%	10.93%	9.48%	7.76%
Total Budget for the Fiscal Year	11.79%	7.92%	6.95%	6.02%



SPECIAL TOWN MEETING 3/26/24

Town of Dunstable

Special Town Meeting Checklist

Task		March 26, 2024 Special Town Meeting	Action Items
		April 2, 2024 Special Town Election	
Select Board calls Special Town Meeting	45 days prior to Special Town Meeting	Friday, February 9, 2024	Draft Motion Post on Website Next Day Post on Social Media Next Day Post should include information on Special Town Meeting, citizen petition forms
Citizen Petition Deadline		Monday, February 26, 2024	post availability and reminders on website and socials
Last day to register to vote		Friday, March 22, 2024	
Approve and submit ballot question(s) to Town Clerk	35 days prior to Special Election Day	Monday, February 26, 2024	
Advertise Planning Board Public Hearing	advertise twice in newspaper, first being 14 days before date of hearing	Tuesday, March 12, 2024 latest day	
Planning Board Public Hearing	can be held as late as the day of the Special Town Meeting		
Post Notice of Special Town Meeting	14 days prior to Special Town Meeting	Tuesday, March 12, 2024	Need to arrange constable to post Prepare final warrant to be posted at least two locations, one needs to be Post Office - also post at Town Hall, Library, Police, website, socials
Advisory Board Public Hearing	7 days prior to Special Town Meeting	no later than March 19, 2024	
Mail notice of Special Town Meeting to all households		no later than March 15, 2024	Prepare post cards, print, and mail



TOWN ADMINISTRATOR'S REPORT

Town of Dunstable

Town Administrator Report
January 29, 2024

Roof and Ceiling Repairs at Town Hall

Following the completion of the roof repairs at Town Hall, there was another major storm event and during the storm there was minor leaks from the roof, once again. The contractor responded immediately and, again, worked to identify the cause of the leaks and made repairs. Mike McDonald, the roofing contractor, again mentioned that the “chimney” was causing the leaks and he would recommend its removal. I have informally shared this information with the Historical Commission, along with pictures of the chimney’s condition.

91 River Street

At the last Select Board meeting, as we discussed the Town Hall roof, it was mentioned that the barn’s roof at 91 River Street also had a leak. Following the meeting, Mike McDonald met Dave Tully at the property and inspected the roof. He provided a rough estimate of the cost, which he will refine and submit, of between \$1,000-\$2,000 to complete. Overall, the building is in good shape and we are currently using it for storage so we should make the repairs as soon as the weather allows.

Floor Replacement at the Police Station – IFB Responses

The IFB issued for the replacement of the floor at the Police Station received 5 proposals, the lowest was Capital Carpet and Flooring Specialists, Inc. at \$13,855, which is lower than we originally anticipated.

Fire Safety Earmark Reduced by 50% - from \$50,000 to \$25,000

As you know, the Governor was forced to make mid-year 9C cuts to the state budget caused by lagging state revenues. Unfortunately, this has resulted in the budget earmark secured by Representative Scarsdale for a new Fire Chief’s vehicle has been cut in half – from \$50,000 to \$25,000. We are now working on a plan or options for the Select Board to consider.

Training – OML, COI, Public Records

Thank you to Town Counsel, Brian Falk for providing a comprehensive training on the Open Meeting Law and Conflict of Interest Law. We offered the training in a hybrid format – we had a total of about 25 people participate in the training.

Union Building Reuse Update

In collaboration with NMCOG, the Union Building Rehabilitation Committee conducted a survey to solicit input on reuse preferences and priorities. The Committee is holding a meeting on January 31 and hosting a second public meeting on February 8 to discuss the survey results and update the community on the work of the consultant team.

41 Lowell Street Update

The Planning Board and Affordable Housing Committee hosted a joint meeting to review the LIP Proposal at the Dumont Property. They plan to meet once again, jointly, on February 5 to develop their

recommendations to the Board. We also held our technical review meeting on January 24 with a variety of board and committee representatives to allow for an informal review and comment period.

Year in Review

You may have seen, this month we compiled a document reviewing the many initiatives and accomplishments of 2023 and distributed it through the website and social media. Thanks to all the volunteers and employees who contributed to these efforts. It was quite a year!

Community Preservation Committee Receiving Applications

The Chair of the Community Preservation Committee sent an email announcing that they are currently open for funding applications. There are a few options that I have thought of, which include: off road trails feasibility study and engineering; restoration of chimney at Town Hall; and the restoration of the old schoolhouse/Highway Department building.

Mass Trails Grant Application

In addition, I have reached out to NMCOG to discuss the possibility of applying for a Mass Trails Grant to support the off-road trails feasibility study, and requesting CPC funds for the matching (20% local match required). The deadline for the grant is February 1.

Open Space and Recreation Plan

The Town's Open Space and Recreation Plan expires in 2025. Leah has begun the review process and we have submitted the Plan's update to NMCOG as a potential project idea, in the case we require their assistance with the update process and materials and/or applying for a EOEEA grant to support the update.

Performance Evaluation Template

As you know, we have sent you all a template for a performance evaluation that, upon your approval, I'd like to roll out in line with the new fiscal year.

Governor Healey's Municipal Relief Package

The Governor announced her Municipal Empowerment Act which includes some provisions that could benefit the Town. It adds a new 5 percent local option Motor Vehicle Excise surcharge, a fee charged by every city and town on vehicles registered in their communities based on the vehicle's value and also increases the local option meals and hotel/motel tax. Equalizing 30B thresholds for advertised procurements to \$100,000 for all municipal purchasing. Establishing central valuation of telecom and utility property through the Department of Revenue's Division of Local Services (DLS) to relieve cities and towns of the cost of individually hiring experts and consultants.

Other State News

In addition to the Municipal Empowerment Act, Governor Healey's budget will include a 3% increase in UGGA/local aid which is good news. They've also announced they were filing a 2-year Chapter 90 authorization which will include an additional \$24 million dedicated to rural communities of which we will qualify.

Greater Lowell Health Alliance Meeting

Last week, I had a productive meeting with representatives of the Greater Lowell Health Alliance. I learned a great deal about the organization, what they offer to member communities, and about opportunities to get involved. On a rolling basis, they offer small grant opportunities to communities and on an annual basis, usually at the end of May, have a larger grant program. They also have several task forces where they would welcome our involvement. If you have any ideas for a program, class, seminar that we could provide with grant funding and/or have an interest in serving on one of their task forces, please let me know.

Important Dates

Union Building Public Meeting – February 8 at 6 PM

41 Lowell Street Review Meeting with Planning Board and Affordable Housing Committee – February 5 at 6:30 PM