

Town Administrator Update

August 15, 2023

FY25 Budget

FY25 budget worksheets have been updated and are ready to distribute. As you know, we are planning to start the budget process earlier than has been typical to better align our budget process with the School District and Town of Groton's budget process.

Capital Improvement Plan

Work to create a Capital Improvement Plan for FY24-FY28 has begun. We have had an initial capital planning meeting with relevant departments and board/committees. I am now working to put together a draft plan to review and finalize with departments.

Town-School Budget Working Group

As you know, given the current finances of the Town, I have reached out to the school district and town officials to create a budget working group to begin the work of developing a consensus budget early in the fiscal year. Members include: Select Board Chair, Advisory Board Chair, Dunstable School Committee Representatives, School Superintendent, School Director of Finance and Operations, and me. I am currently coordinating with members of the working group to schedule our first meeting.

HVAC/Ceiling Repairs at Town Hall

The project to replace the HVAC unit for the Select Board Meeting Room and repair the ceiling in the upstairs office space is close to being complete. Service Master owes us one last visit of additional cleaning and affixing the fire alarm and light fixture. The remaining work should be complete this week.

Bandstand Invitation for Bids

The IFB for the renovation of the bandstand is close to being finalized and should be ready to issue this week or next week. Thanks to the Highway Department, in particular, Dave Tully and John Franzek, for their help to pull together the scope of work.

FY23 Cash Reconciliation

We had a team meeting with the Town Accountant and Mass MuniFin, our consultant, to work towards finalizing reconciling cash for FY23. We are close, and Mass MuniFin was onsite yesterday (Monday) working with Bonnie to reconcile the variances that remain. Mass MuniFin is scheduled to be back in Dunstable at the end of the month.

Regional Economic Development Discussion – Invitation from Representative Scarsdale

I received a call from Representative Scarsdale last week about Dunstable participating in a regional economic development discussion convened by her office. As I understand it, each

community has their Town Administrator/Town Manager, a member of the Select Board, and a member representing the historic interests of the town. Their next meeting is Tuesday, September 19th from 9:00 – 10:30 AM.

Treasurer/Collector position

As you know, the shared Treasurer/Collector position with the Town of Pepperell has been posted. We are currently trying to coordinate the first round of interviews for next Monday and will determine a process moving forward, following the first-round interviews.

FY24 State Budget

The Governor has finally signed the FY24 state budget. A few things of note for the Town:

- Total local receipts for the Town of Dunstable: \$382,687. Original Governor's budget: \$379,303
- Total charges to the Town of Dunstable: \$2,323
- Total local receipts less charges for the Groton Dunstable School District: \$11,548,831. Original Governor's budget: \$11,235,497
- Major variance for school district is in regional transportation increasing from \$883,105 to \$1,095,050
- Fire Chief's command vehicle: \$50,000
- Joint Grass Brook culvert: \$250,000

Town IT

Representatives from the Town of Tyngsborough visited Town Hall today (Tuesday) to discuss their proposal in greater detail and also look at our IT infrastructure in Town Hall and the Police Department. We have also been notified by Umbral Technologies that they are no longer able to provide month-to-month services and will be terminating those services at the end of this month. The visit and discussion went well, and I anticipate making a recommendation to the Select Board very soon.

Groton Town Manager's Tri Comm Budget Meeting

I attended a meeting of the Groton Town Manager's Tri Comm Budget Meeting last night (Monday). It was a good opportunity for me to hear directly from the Schools and the Town of Groton about their financial outlook for FY25. Current spending projections for the school would increase the assessment to Dunstable by 14.5% or \$1.12 million. To give you a frame of reference, for this fiscal year (FY24) the Town's school assessment increased by 7.5% or \$541,257.