

**Town Administrator Report**  
**November 12, 2025**

**Free Cash Certification**

We have submitted our free cash certification to the Department of Revenue. As I've stated in prior meetings, there isn't a guarantee that our free cash will be certified in time for our Special Town Meeting, but we are hopeful. It is a busy time of the year for DOR as they are managing both requests for free cash certification and municipalities setting their tax rates. As I receive more information, I'll be sure to keep you informed.

**State Education Funding/Chapter 70 Forum Participation**

State Representative Margaret Scarsdale has been working with a group of stakeholders, and our School Committee Chair, Lacey McCabe, to organize a forum on education funding and Chapter 70. I've been asked to serve on one of the panels comprised of representatives of the Groton Dunstable Regional School District. The forum is taking place on Thursday, November 20, from 6 PM to 8 PM at the Performing Arts Center, Marion Stoddart Building, Groton-Dunstable Middle School.

**Student Government Day**

As you know, one of our goals for FY26 is to coordinate with the GDRSD to establish a Student Government Day to help students understand local government and get to know their town officials firsthand. We have an initial meeting scheduled with the School District this week to begin discussions and planning.

**Woodward's Mill Dam Repair**

Hoyle Tanner has developed a repair package for Woodward's Mill Dam which was received in early October. Given the time of year, we've decided to wait until spring for the work to begin and, because of this, we have yet to bid the project. However, it is ready to go, Stephen's Associates is beginning the process of securing the dam safety permit, and we'll bid the project later in the January/February timeframe.

**FY27 Capital Requests**

FY27 Department Capital Requests have been submitted to the Town Administrator. They will be reviewed with FY27 Departmental Budget requests later this month and/or early next month.

**FY27 Budget Update**

FY27 Department Budget Worksheets have been sent to all departments and are due on Friday, November 21. I also participated in a kickoff budget meeting with the Town of Groton and GDRSD last week to review each stakeholder's financial picture and anticipated budget gap.

### **Bandstand Repairs**

The repairs to the bandstand are close to complete. The repairs include installation of roof caps, replacement of the lighting, lattice, and trim, and repainting those areas. This work will be paid for from state budget earmark funds. After this work, there's a small balance of funds remaining that may be needed for electrical work.

### **Larter Field Stabilization**

The Parks Commission and Town are still waiting for the results of the ground penetrating radar conducted several weeks ago. They expect to receive the results by the end of this week. Bobrek Engineering has conducted a survey and delineated the wetlands. We are in the process of coordinating a follow-up meeting with Bobrek and the Parks Commission in the coming weeks.

### **Route 113 Visioning**

The Town hosted a second public meeting virtually at the end of October on the Route 113 Visioning project. The meeting materials, presentation, and survey results are posted on the website and have also been shared through our email distribution network and social media channels.

### **Nuisance Dog Hearing**

The Nuisance Dog Magistrate's Hearing on Mr. William Muldoon's appeal of the Select Board's nuisance dog designation was held on October 29 in Ayer District Court. The Clerk Magistrate denied Mr. Muldoon's petition and now he has requested a *De Novo* Hearing before a justice of the District Court. As I receive more information, I'll keep you updated.

### **Union Building Interior Design**

Gienapp Architects is officially onboard for the interior design of the Union Building. They have started on the project, and we are in the process of coordinating a meeting date of the Union Building Rehabilitation Committee to meet with Gienapp. As a reminder, we received a \$50,000 Underutilized Properties Program Grant to help fund the interior design. These funds need to be expended by the end of March 2026.

### **NMCOG Transportation Forum**

This week, NMCOG hosted a Transportation Forum in Westford for the communities in the region with the House Chair of the Transportation Committee Representative Jim Arciero and MassDOT representative, David Mohler. I attended and it was great to hear from both of them about their future focus, funding opportunities, and changes made to better serve communities.

### **Green Communities Grant Application**

With NMCOG's assistance, the Town submitted a Green Communities Grant Application to support weatherization building projects at Town Hall, Highway Garage, and Library. The funding request was just shy of \$156,000.

**Regional Energy Manager**

Michelle Zelenka, the Regional Energy Manager for the Town's of Dunstable, Townsend, Littleton, and Pepperell, has submitted her resignation. Her last day serving in this role will be November 26.

**Municipal Citizens Academy**

This year's Municipal Citizens Academy was, once again, well received and a success. We had 9-10 participants consistently through the 6-session program. We've issued a survey to all participants requesting feedback on the program. We've received 4 responses so far which have been overwhelmingly positive with some helpful input for future sessions.

**Trainings – Cybersecurity and Executing Strategy**

Over the last month, the Town has hosted a training on cybersecurity provided by Umbral Technologies and Executing Strategy provided by MIAA.