

Town Administrator Report January 21, 2026

IFBs and RFPs

The Town has issued several IFBs and RFPs over the last couple of weeks.

- The Town has issued a Request for Proposals for engineering/design services for the Town Center Trail Loop Project. Proposals are due on February 10.
- The Town has also issued an Invitation for Bids for the Town Hall HVAC project to replace the air handling units and condensers for downstairs and upstairs office spaces. Proposals are due on February 17.
- Lastly, the Town has issued an Invitation for Bids for mowing, landscaping, and field maintenance services. Proposals are due February 17.

There are other IFBs and RFPs that I expect will need to be issued in the next 1-2 months:

- Route 113 Complete Street Redesign
- Town Hall Chimney
- Woodward's Mill Dam repair
- Baseball Field Rehab at Town Field
- IT Management Services

LEAP Grant Program

I had a productive meeting with MassDOT regarding our project under the LEAP Program to redesign the intersection of Oak, Main, and Mill Street. We have scheduled an on-site meeting with MassDOT and their engineers in early February. I have invited the Police Chief, Chair of the Roads Commission, Highway Superintendent, and Select Board Chair to attend the meeting.

Compensation and Classification Study Recommendations Implementation

Administrative employees included in the compensation and classification study have been notified of the new step schedule, position grading, and the impacts of its implementation on their hourly rate in FY26. Employees will see their adjusted rates go into effect in the next pay period.

FY27 Operating Budget

I have started setting up follow-up meetings with departments to review their FY27 budget submissions in early February. I expect to have the Town Administrator's budget prepared and ready for review at the next meeting of the Advisory Board scheduled for the second week of February.

Excel Training

At the request of staff, we are currently coordinating an excel training course which we expect to offer in February.

Resident Survey Results

If you missed it, the results of the 2025 annual resident survey have been posted to the website and social media. In my opinion, the most important takeaways are the following:

- A combined 82.8% of respondents had an overall opinion of satisfied or very satisfied of Town Government with 6.9% being dissatisfied or very dissatisfied.
- 47.4% of respondents identified school budget and finances as the single biggest issue facing Dunstable, followed by concerns about the town budget and finances.
- Respondents primarily like the community's rural character most with the overall quality of life and the quality of the regional public school district ranked as second and third, respectively.
- Overall, respondents most strongly supported attracting new businesses and development as the preferred way to close a budget gap, while reducing services to residents was consistently ranked among the least favorable options. Regionalizing services and increasing fees received mixed, mid-range support, while tax overrides and reductions in municipal staffing tended to draw more lower rankings.
- Public safety services, including police, fire, and emergency response, were most frequently ranked as the highest priorities with strong consensus among residents. Public schools ranked high overall but showed a more divided response, with rankings spread across both higher and lower importance. Road and infrastructure maintenance also rated as a strong priority. Public health, senior services, recreational and parks, library services, and communication with residents tended to receive mid to lower rankings. The results seem to indicate that these services are seen as secondary compared to core services like safety and infrastructure.
- Overall, satisfaction is strongest for quality of life, community safety, sense of community, parks and open space, and communication with residents where a clear majority of respondents reported being very satisfied or satisfied. Town services and community events also received generally positive ratings, with a slightly higher share of neutral responses. Traffic flow and congestion and maintenance of infrastructure were the weakest ranked areas, drawing the highest levels of neutral and dissatisfied responses representing opportunities for improvement.
- Overall, respondents ranked the High School PFAS Mitigation Water Project and improved public safety facilities as highest ranked project priorities. The Union Building Restoration and Reuse, Route 113 Complete Streets Redesign, and Larter Field Stabilization projects received mixed, mid-range support from respondents with the Town Center Trail Loop project generally receiving the lowest rankings.
- Responses show a desire for more restaurants which are cited most frequently as the missing element that would improve quality of life. A large share of residents also chose expanded or improved infrastructure (such as water, streets, and

sidewalks), while interest in retail/shops, more open space, and a community center was moderate. Nearly one in five respondents indicated that nothing is missing, suggesting a significant portion of residents are satisfied with the town as it is today.

- Resident interaction with Town officials is overall viewed very positively, with more than half of respondents reporting they were very satisfied and another 15% were satisfied. About a quarter of respondents felt neutral about their experience, while 3.7% of respondents were either dissatisfied or very dissatisfied.
- Nearly all respondents stated they would recommend Dunstable as a place to live.
- A significant majority of respondents rated Dunstable as a “great place to live,” underscoring the town’s appeal with no residents rating the Town as “not a great place to live

NMCOG DLTA

NMCOG has preliminarily awarded the Town of Dunstable with technical assistance grants for the following projects:

Project	Total Hours	Proposed DLTA	Proposed GAP	Proposed Other NMCOG Funding	Proposed Match from Municipality	Total Amount
Townwide Fishing Brochure Development	40	\$ 4,000.00				\$ 4,000.00
Larter Field Master Plan	150	\$15,000.00				\$15,000.00
Union School Building Reuse Study	50		\$5,000.00			\$5,000.00

Pending Grant Applications

The Town has submitted the following grant applications and awaiting the outcomes:

- Community Culvert Grant Program – Joint Grass Brook Culvert
- Rural and Tribal Assistant Program – Woodward’s Mill Dam design
- Complete Streets – Main Street sidewalk design – from Pleasant to the library
- Green Communities – weatherization and LED lighting conversation at Town Hall, Highway, and Library
- MCC Feasibility and Technical Assistance Grant – Union Building Reuse Planning

Internship

Next week, the Town is welcoming an intern from St. Anselm’s College, Charles Kunz. His first day is Monday, January 26. If you have the time, please swing by to say hello!

Dunstable Community Power

Dunstable Community Power continues to offer a lower electricity supply rate than National Grid’s new residential Basic Service price. Effective February 1 through July 31, National Grid Basic Service price is 15.484¢/kWh and Dunstable Community Power price is 14.074¢/kWh.