

## **Town Administrator's Report**

### **July 16, 2024**

#### **Select Board Newsletter – Summer**

The Select Board newsletter has been drafted and needs to be finalized. Plans are to mail it to residents, once again, which may require repurposing some ARPA funds to cover the cost.

#### **Cell Tower on Water Tank RFP**

An RFP has been issued to solicit proposals to install a cell tower on the water tank. Proposals are due on August 6, 2024 at 4 PM.

#### **Performance Evaluations**

Performance evaluations for most employees have been complete. Next step is for follow-up meetings this month or in August to develop 3-5 goals for each department in FY25.

#### **PFAS Claims and Class Action Lawsuit**

The Town has been working with Napoli and Shkolnik to complete the claims form necessary in order to file claims against PFAS manufacturers for impacts of PFAS contamination in our water system. The deadline for them to receive all documentation required was last Friday, July 12. They have received all documentation in our possession.

#### **MIIA FY25 Wellness Grant**

The Town received approval from MIIA for a \$918 wellness grant to be used to support the purchase of outdoor workstations. The concept would be to create two outdoor workstations outside in back of Town Hall for employees to work from during the nice weather, as appropriate. I have also received an estimate to expand wifi coverage necessary to connect to the internet from outside, which will cost an additional \$350. I have followed-up with MIIA and requested that they consider funding this additional cost, and they've offered us an opportunity to amend our initial grant application with the extra \$350.

#### **Larter Field Irrigation Wells and Bandstand Railing Replacement RFP**

The Town has issued IFBs for the renovation of two irrigation wells at Larter Field and the replacement of the railing on the bandstand at Town Common. For both IFBs, bids are due on July 19 at 4 PM. The renovation of the irrigation wells at Larter Field is being paid for through CPA funds and the bandstand work is being funded through a state earmark secured in 2023.

#### **FY25 Goals and Priorities/FY24 Achievements**

I have recently sent a presentation outlining our FY24 accomplishments and FY25 goals/priorities. If you have any comments, concerns, or additions/deletions, please let me know. I'd be happy to make a more formal presentation to the Select Board, as well, if desired.

#### **Procurement Training**

Town Counsel, Brian Falk provided training on Chapter 30B and municipal procurement generally, on Wednesday, July 11. We had 6 employees attend and I followed-up with staff providing the presentation provided and procurement charts governing a variety of project types.

### **Electric Vehicle Charging Station RFP**

As you know, the Town of Dunstable with Pepperell and Groton received a regional transportation grant in the amount of \$42,000. Dunstable and Pepperell have been working with NMCOG to bid a project that would install one, dual port EV Charging Station at Town Hall and also at locations in Pepperell. The initial RFP we issued received 6 responses, but they were contingent on National Grid rebates/incentives which are not guaranteed, and the prices were far higher than either community could afford. In addition, under Massachusetts procurement laws, municipalities are not allowed to accept contingent proposals. Thus, NMCOG issued a second RFP, and we received two responses. One was disqualified because they did not meet the RFPs minimum standards. We asked for Level 2 chargers, and they proposed Level 3 chargers. The second proposal met our minimum requirements but is far too costly – both the upfront capital costs, estimated energy costs, and ongoing operation/maintenance expenses. Unfortunately, the grant amount and cost of EV chargers are not aligning so we've decided to pursue other options.

### **Dangerous Dog Hearing**

The Animal Control Officer has requested the Select Board conduct a Dangerous Dog Hearing for a dog residing on Off Pond Street. I will coordinate with the Board to schedule a date and time and provide proper notice to the dog owner.

### **EOEEA Planning Assistance Grant**

The Town applied for a Planning Assistance Grant with the help of NMCOG to update its Open Space and Recreation Plan which expires in March of 2025. The grant will cover expenses for a consultant to assist the Town with the update and managing the process required.

### **MassTrails Grant**

Unfortunately, the Town received notice that it was unsuccessful in securing a \$100,000 MassTrails Grant to support a feasibility analysis and concept design plan for the Town Center Trail Loop. Representative Margaret Scarsdale has secured \$500,000 in the House version of the Economic Development Bill for the Town Center Trail Loop. This is not an earmark, it is included in the bond bill as a project that could be included in a future bond authorization which only can be initiated by the Governor.

### **Digital Equity Charette**

The Town participated in a Digital Equity Charrette in the Town of Westford as part of NMCOG's digital equity planning initiative.

### **Cemetery Superintendent**

The Cemetery Commission has appointed Susan Conant to the position of Cemetery Superintendent taking over for Alan Chaney. They are currently coordinating a transition plan and and start date with the new Superintendent.

**New School Superintendent Meet and Greet**

On July 31 from 7 to 9 PM at the high school, the new School Superintendent, Geoff Bruno will be hosting a meet and greet. All community members are invited to attend.