

Town Administrator Report September 26, 2025

Municipal Citizens Academy

The Municipal Citizens Academy has begun! Over the last three weeks, the School District, Representative Scarsdale, and the Library have held sessions. We have an interested and engaged group of residents attending. We have next week off and the following week (October 9) is the public safety session with Police, Fire, and Patriot Dispatch.

Route 113 Visioning Process

The Town hosted a successful kickoff workshop for the Route 113 Visioning Project. Following the kickoff meeting, we distributed a resident survey which closed on Friday, September 19. We have yet to receive the results – they are still being compile by NMCOG – we have been notified that we have received 340+ responses which indicates strong interest in the project, which is great!

Union Building Updates

This past Saturday, Pappas was on-site at the Union Building addressing punch list items. The project is substantially complete, and the building looks beautiful. The Union Building Rehabilitation Committee is meeting on October 8 to review the response to the RFQ for the interior of the building and will be making a recommendation to the Select Board soon thereafter. As part of the design of the interior, we need to incorporate a process to solidify a gameplan for the use of the building. As you know, we undertook a re-use process which identified a framework for use of the building, but there remains a significant amount of work to be done to finalize a plan forward.

Bandstand Improvements

The contract with C&K Roofing is fully executed. We are currently waiting for insurance and performance/payments bonds documentation from the contractor before they are able to begin.

Town Hall Roof Leak

The old Select Board meeting room has a water stain on the roof that I recently noticed looked like it was growing. Service Master visited Town Hall to test the moisture in the wall/ceiling to determine if there was an existing leak or if it was simply caused by an old leak. He tested the wall and there was some moisture in the wall. We then both went to the attic and found a leak in the roof. It looks like it's an old vent that was never properly covered up and is now allowing water into the building. I placed a bucket under the leak to catch any water coming in for the time being but, obviously, this isn't a permanent fix. Service Master is developing a proposal to deal with the damage and to repair the leak. This project might be beyond our ability to fund through the budget.

FEMA Grant – Forestry Fire Truck

Great work by the Fire Chief and the Fire Department for securing a \$285,000 grant FEMA Assistance to Firefighters Grant. There is a match of \$15,000 required which we will need to identify either through the budget or by separate appropriation.

AgeSpan Grant

Chuck Raffoni was able to secure a \$5,000 grant from AgeSpan to support increased programming offerings for seniors. This supplemental funding will continue to support our goals to increase programmatic offerings to residents. Great work, Chuck!

MCO Associates – MUD District

The Zoning Board of Appeals held their third hearing on the Comprehensive Permit filed by MCO Associates for the MUD District housing project. At the meeting, Hancock Associates was present once again, the peer review engineering firm, to review their peer review report and responses from MCO. Most comments were addressed accordingly and appropriately. The next hearing scheduled is planned for October 9 at 7 PM.

Woodward's Mill Dam Repair

We have signed the Task Order from Hoyle Tanner to develop a plan and design for the repair of Woodward's Mill Dam. The immediate repairs will be to a hole in the dam's raceway. This repair was recommended to be done as soon as possible in the Phase 2 Assessment of the dam.

Northern Middlesex Metropolitan Planning Organization Ex-Officio Appointment

I was recently notified that I have been selected to serve as an ex-officio member of the Northern Middlesex Metropolitan Planning Organization filling the seat representing NMCOG's rural communities. The NMMPO is responsible for transportation planning and infrastructure improvements in our region including the creation and administration of the region's Transportation Improvement Program (TIP).

NMCOG GAP Deadline

NMCOG has its 2025 Call for Grant Assistance Program (GAP) Proposals. The Grant Assistance Program enables and assists towns through planning, grant research, project prioritization, grant writing, and assistance with grant administration. Deadline to apply is October 15. Please share your ideas for project proposals!

Financial Forecast – FY27 – FY31

The Financial Forecast for FY27 to FY31 is now complete. The Advisory Board will start their review of the forecast and then I'll plan to bring it to the Select Board for review. Any questions or comments in advance of that, please let me know.

Comprehensive Building Assessment and Green Communities Grant

Town officials have been working with NMCOG's Regional Energy Manager to prepare for the fall round of the Green Communities Grant Program. We are currently planning on applying for weatherization work at Town Hall, Library, and Highway. We also are preparing

to apply for LED lighting conversion projects in these buildings. The lighting projects will require local funds to complete, however, I'm working with National Grid to determine if we have sufficient net metering credits to cover the local match, which I believe we do. The deadline to apply for the fall round is late October. In addition, we are also working with National Grid to conduct a Comprehensive Building Assessment of the Library to assist the Town with developing a plan to make improvements and potential electrification options.

Mass LEAP Grant Program

MassDOT has created a new grant program – Local Early and Actionable Planning Program. It provides early-stage planning and design assistance like conceptual design, traffic studies, or cost estimation. It especially targets rural or economically disadvantaged communities and is meant to focus on small to medium sized projects. We submitted a project request to fund design improvements to the Oak Street/Main Street intersection which is included in our Complete Street Prioritization Plan and Master Plan. We anticipate design costs to be approximately \$45,000.

Save the Dates

The Dunstable Fire Department is hosting their annual Open House on October 12 and the Recreation Commission is hosting Oktoberfest and their 5K on October 11.

Groton Dunstable Regional School – Swallow Union Elementary School

I have been working with the Chair of the School Committee, Principal of Swallow Union, and Superintendent, to seek funding through the Safe Routes to Schools Program, specifically, the Signs and Lines Grant, to make it safer for students and parents to access to school. They also hope to seek funds to make improvements to the playground structure and pathway to access the play area.