

TOWN OF DUNSTABLE



ANNUAL REPORT 2021

PLEASE BRING THIS REPORT WITH YOU
TO THE
ANNUAL TOWN MEETING

This Annual Report is dedicated to



Peter J. Georges

Peter Georges, a longtime resident of Dunstable, passed away on July 18, 2021 at the age of 87. Born in Lowell on December 17, 1933, Peter was raised in the city and attended Lowell public schools as well as Tilton Academy and later Norwich University. He later went on to enlist in the US Army and earned the rank of Major.

Peter met and married his beloved wife Nona (Burrows) Georges in 1956. They subsequently moved to Dunstable where they raised their family. Peter was highly active in the community both in private and public life. A well know real estate agent and businessman, he also served in public office including a decade of service as the towns Veterans Services Officer as well as service on numerous other public bodies such as the Planning Board, the Water Commission, and the Personnel Board.

Peter was also responsible, in part, for the town's acquisition of the current Police Station, which is housed in a building that was formerly owned by him and that had functioned as the Dunstable Post Office. His work and his volunteer spirit touched many of his neighbors and colleagues including the numerous veterans and their widows whom he helped. Peter will be missed by his family, friends, and his community.

**BOARD OF
SELECTMEN**

Leah D. Basbanes
Kieran D. Meehan
Ronald J. Mikol

**Recognition of FY2021 Town Employees for
Years of Meritorious Service**

30 years or more of service

**BONNIE RICARDELLI
DANA BARNES**

**JAMES W. DOW
JOAN FERRARI**

20 years or more of service but less than 30 years

**JOHN KOYUTIS
SUSAN J. TULLY
CAROL SKERRETT
MARY BETH PALLIS
NICHOLAS PAPAGEORGIU**

**THERESA WISCARVA
DAVID E. TULLY, JR.
MARK QUIRBACH
CHERYL MANN
ERIK HOAR**

10 years or more of service but less than 20 years

**ALAN CHANEY
VINCENT HOLLINS
GAIL SILVERIA
SUZANNE WALL
DARRELL GILMORE**

**SEAN READY
GREGG SANBORN
SUSAN WALSH
BENJAMIN H. SIMMONS
JON CRANDALL
DAVID G. SWEET II**

**Recognition of FY2021 Board, Committee, & Commission Members for
Years of Meritorious Service**

30 years or more of service

**DAVID E. TULLY, SR.
ALAN CHANEY
MARY A. DOW
DANA METZLER
ROBERT PARKIN**

**GEORGE BASBANES
CAROL BACON
ROBERT RICARDELLI
HAROLD SIMMONS
SUSAN K. PSALEDAKIS**

20 years or more of service but less than 30 years

**BRETT ROCK
CATHERINE BENCE
PETER GOVE
LEAH D. BASBANES
SUSAN J. TULLY**

**BRIAN LOCAPO
JOSEPH P. DEAN
JOHN CALLAHAN
AMY SCHEMBECHLER
JOAN SIMMONS**

10 years or more of service but less than 20 years

**ANNE DAVIS
RONALD PATENAULD
MARIA AMODEI
MICHAEL MARTIN
ANNE FENOCHETTI
ROBERT BUSSER
TIMOTHY JOYCE
LEO TOMETICH**

**MARJORIE E. KIMPTON
KENNETH J. LEVA
JUAN AMODEI
PHILIPPE R. JUSSAUME
RAYMOND SULLIVAN
RONALD J. MIKOL
CATHERINE O. IRZYK**

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ELECTED OFFICERS OF THE TOWN OF DUNSTABLE - 2021

Selectmen

LEAH D. BASBANES	Term Expires 2022
KIERAN MEEHAN	Term Expires 2023
RONALD J. MIKOL	Term Expires 2024

Assessors

BRETT A. ROCK	Term Expires 2022
VACANCY	Term Expires 2023
ROBERT RICARDELLI	Term Expires 2024

Board of Health

ANITA MOELLER	Term Expires 2022
MARIA AMODEI	Term Expires 2023
ROBERT PARKIN	Term Expires 2024

Town Clerk

CAROL A. SKERRETT	Term Expires 2022
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Board of Road Commissioners

MATHEW MORTON	Term Expires 2022
PETER M. GOVE	Term Expires 2023
MICHAEL L. MARTIN	Term Expires 2024

Town Moderator

RAFAEL GLOD	Term Expires 2022
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Tree Warden

MICHAEL L. MARTIN	Term Expires 2023
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Constables

JON N. CRANDALL, JR.	Term Expires 2022
SPENCER VROUHAS	Term Expires 2022

Greater Lowell Reg. Voc. Tech. School

KEMPTON P. GIGGEY	Term Expires 2022
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Groton-Dunstable Reg. School Dist.

LACEY MCCABE	Term Expires 2023
RAFAEL GLOD	Term Expires 2024

Trustees Public Library

JOHN CALLAHAN	Term Expires 2022
JOANNE L. MIKOL	Term Expires 2023
ROBYN DEANGELIS	Term Expires 2024

* denotes resignation ◊ retired Δ deceased X in box indicates confirmation

Cemetery Commissioners

**RYAN MCLANE
SUSAN PSALEDAKIS
SUSAN TULLY**

**Term Expires 2022
Term Expires 2023
Term Expires 2024**

Water Commissioners

**VACANCY
JOHN O'BRIEN
MATHEW MORTON**

**Term Expires 2022
Term Expires 2023
Term Expires 2024**

Planning Board

**GEORGE BASBANES
JIM WILKIE
JEFFREY PALLIS
JOAN SIMMONS
JOSEPH VLCEK**

**Term Expires 2022
Term Expires 2023
Term Expires 2024
Term Expires 2025
Term Expires 2026**

Commissioners of Trust Funds

**ALAN CHANEY
SUSAN TULLY
JON HUGHES**

**Term Expires 2022
Term Expires 2023
Term Expires 2024**

Advisory Board

**HAROLD SIMMONS
MICHELLE BOBKOV
JACOB LEWON
LEO TOMETICH
JAMES FREY
MATTHEW NAUGHTON**

**Term Expires 2022
Term Expires 2022
Term Expires 2023
Term Expires 2023
Term Expires 2024
Term Expires 2024**

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APPOINTED OFFICERS & STAFF 2021

Town Administrator
BRIAN M. PALAIA

Assistant Town Administrator
JAKOB K. VOELKER

Town Accountant

LISA KELLY Term Expires 2022
SUSAN BRESNICK, Assistant Town Accountant Term Expires 2022

Tax Collector & Treasurer

BONNIE RICARDELLI Term Expires 2023
JAKOB K. VOELKER, Assistant Term Expires 2022
Treasurer/Collector

Town Forest Committee

RONALD PATENAUDE Term Expires 2022
ALAN CHANEY Term Expires 2023
ROBERT RICARDELLI Term Expires 2024

Zoning Officer

DANA E. BARNES Term Expires 2022
HENRY FONTAINE, Alternate Term Expires 2022

Zoning Board of Appeals

LEO TOMETICH Term Expires 2022
STANLEY NORKUNUS Term Expires 2023
MATTHEW RAYMOND Term Expires 2024
RONALD LAMARRE Term Expires 2025
BRUCE EBERSMAN Term Expires 2026

& Associate Members

BRAD WALMSLEY Term Expires 2022
KENNETH J. LEVA Term Expires 2023
DANA KINNE Term Expires 2024

Board of Registrars

BARBARA MARTIN Term Expires 2022
AMY SCHEMBECHLER Term Expires 2023
MAUREEN BOOTH Term Expires 2024

Council on Aging

DONALD J. POTTLE Term Expires 2022
JOAN M. SIMMONS Term Expires 2023
JAMES MCMANUS* Term Ended 01-31-22
JEAN HAIGHT (Appt. 02-15-22) Term Expires 2023
MARY A. DOW Term Expires 2024
BARBARA MARTIN Term Expires 2024
ANNE FENOCHETTI, Elder Director

Conservation Commission

LEAH D. BASBANES Term Expires 2022
TIFFANY NAUGHTON Term Expires 2023

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JUAN AMODEI		Term Expires 2024
MARIJAN ANDACIC		Term Expires 2024
ALAN CHANEY		Term Expires 2025
ALAN STARBIRD		Term Expires 2025
KATE DELOUREIRO		Term Expires 2026

Recreation Commission

TIFFANY NAUGHTON		Term Expires 2022
JEFF HASTINGS		Term Expires 2023
DAWN DORR		Term Expires 2024
BRIAN LOCAPO		Term Expires 2026
CHARLIE LIPPMAN		Term Expires 2026

Parks Commission

JEAN PHELAN		Term Expires 2022
PHILIP DENYSE		Term Expires 2023
TIFFANY NAUGHTON		Term Expires 2024

Town Counsel

BRIAN FALK		Term Expires 2022
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Town Engineer

DAVID LANGLAIS		Term Expires 2022
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Surveyors of Lumber

FRANK COVER	CHARLES W. TULLY, JR.	
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Veterans' Grave Agent

VACANT		Term Expires 2022
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Veterans' Agent

JOSEPH DEAN		Term Expires 2022
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Gas & Plumbing Inspector

JAMES L. DOW◇		Term Ended 09-30-21
JOHN CRYAN (Appt. 09-14-21)		Term Expires 2022

Electrical Inspector

PETER M. MARTIN		Term Expires 2022
DAVID G. SWEET II, Alternate Inspector		Term Expires 2022

Building Inspector

DANA E. BARNES		Term Expires 2022
HENRY FONTAINE, Alternate Inspector		Term Expires 2022

Animal Control Officer & Animal Inspector

JOHN GREENHALGH		Term Expires 2022
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Fire Chief

SHAWN MURRAY*		Term Ended 11-12-21
PAUL ZBIKOWSKI (Appt. 10-26-21)		Term Expires 2022

Historical Commission

ANNE L. DAVIS		Term Expires 2022
CATHERINE O. IRZYK		Term Expires 2022
TIMOTHY P. JOYCE		Term Expires 2022
RAYMOND SULLIVAN		Term Expires 2023
CAROL E. BACON		Term Expires 2024
JAMES W. DOW		Term Expires 2024

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	Fence Viewers & Field Drivers	
VACANCY		Term Expires 2022
	Personnel Board	
LORI PESTANA		Term Expires 2022
PATRICK MURPHY		Term Expires 2022
VACANCY		Term Expires 2023
VACANCY		Term Expires 2023
VACANCY		Term Expires 2024
	Northern Middlesex Council of Governments	
KIERAN MEEHAN		Selectmen's Delegate
	Town Governance Committee	
JAMES W. DOW		Term Expires 2022
ROBERT NELSON		Term Expires 2022
RYAN MCLANE		Term Expires 2022
LEO TOMETICH		Term Expires 2022
MICHAEL MARTIN		Term Expires 2022
LEAH D. BASBANES		Term Expires 2022
SUSAN PSALEDAKIS		Term Expires 2022
	Election Officers	
BETTE F. AMODEI		MARILYN SHERIDAN
AMY SCHEMBECHLER		ANN-MARIE WRIGHT
SUSAN TANTILLO		ALEXANDRA WRIGHT
ELECTION WARDEN, ROBERT GUERNSEY		WILLIAM MURPHY
		Terms Expire 2022
	Police Chief	
JAMES W. DOW		Term Expires 2022
	Police Sergeants	
ERIK HOAR		Term Expires 2022
NICHOLAS PAPAGEORGIOU		Term Expires 2022
DARRELL GILMORE		Term Expires 2022
	Master Patrolmen	
MATTHEW K. TULLY		Term Expires 2022
	Patrol Officers	
JOSEPH MORAHAN		SHAWN R. DRINKWINE
RICHARD NAULT		Terms Expire 2022
	Reserve Police Officers	
JOHN KOYUTIS		SEAN G. READY
JEFFREY D. SWIFT		GREGG SANBORN
PHILIP C. SEPE		STEVEN BUGLER
MICHAEL J. PIETROFORTE		RYAN CASSIDY
CLIFFORD DUNNING		Terms Expire 2022
	Special Police Officers Groton	
CHIEF MICHAEL F. LUTH		DALE P. ROSE
DEPUTY CHIEF EDWARD P. SHERIDAN SR.		GREGORY STEWARD

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Sgt. DERRICK J. GEMOS
Sgt. RACHEL E. MEAD
Sgt. KEVIN T. HENEHAN
Sgt. ROBERT BREAUULT
NICHOLAS C. BELTZ
MATTHEW C. BEAL
PETER S. BRESLIN
GORDON CANDOW
PAUL CONNELL
OMAR A. CONNOR
CASEY L. O'CONNOR

PATRICK TIMMINS
ANDREW M. DAVIS
PETER D. VIOLETTE
KATHLEEN NEWELL
MICHAEL RATTE
JONATHAN C. SHATTUCK
MICHAEL A. LYNN
FRANK MASTRANGELO
STEVEN TULLY

Terms Expire 2022

Pepperell

CHIEF DAVID J. SCOTT
DEPUTY CHIEF TODD BLAIN
Lt. ALAN LESSIEUR
Sgt. NICK PARKER
Sgt. THOMAS MASKALENKO
Sgt. JEREMIAH FRIEND
STEVEN BURKE
BRUCE HASKINS
JARED CARRUBBA
STEPHEN MULKERIN
DANIEL D'EON
DANIEL ADAMS

MICHAEL KENNEY
JOHN COBURN
JUSTIN ZINK
NEIL MASKALENK
GLENN CASWELL
JEFF NOBLE
MICHAEL LUIBIL
SCOTT WOODWARD

Terms Expire 2022

Tyngsborough

CHIEF RICHARD D. HOWE
DEPUTY CHIEF SHAUN M. WOODS
Lt. MICHAEL CASELLA
Lt. BRYAN NASWORTHY
Sgt. MARK BOURQUE
Sgt. CYNTHIA SHAY
Sgt. CHARLES MELANSON
Sgt. KENNETH HEALEY
Sgt. ROBERT COTE
CHRISTOPHER RIDER
CHARLES RUBINO
PETER KULISICH
NATHAN ABDALLAH
EDWARD CAISSIE

EVAN DONNELLY
DENNIS LEACH
JASON KUSHMEREK
TIMOTHY SULLIVAN
DANIEL CAMPBELL
MATTHEW KOZIOL
JACOB AHERN
CHRISTOPHER GUSTAFSON
NICHOLAS SILVA
PAUL PATALANO
SEAN CARON

Terms Expire 2022

Cultural Council

ANNE FENOCHETTI
CARLTON CHIN
LESLIE NOVAK
CONSUELO WALKER
LAURA TULLY-ROTHMAN

Term Expires 2022
Term Expires 2022
Term Expires 2023
Term Expires 2024
Term Expires 2024

ADA Coordinator

denotes resignation ◇ retired / deceased X in box indicates confirmation

*

BRIAN M. PALAIA		Term Expires 2022
	Emergency Management Director	
JON N. CRANDALL, JR.		Term Expires 2022
	Affordable Housing Committee	
ALAN CHANEY		Term Expires 2022
CAROL E. BACON		Term Expires 2022
DANA METZLER		Term Expires 2022
JON HUGHES		Term Expires 2022
JOHN DENYSE		Term Expires 2022
KIERAN MEEHAN, Board of Selectmen's Designee		Term Expires 2022
MATTHEW NAUGHTON, Advisory Board's Designee		Term Expires 2022
	Affordable Housing Trust Fund Board of Trustees	
GEORGE BASABNES		Term Expires 2023
JOHN CALLAHAN		Term Expires 2023
KIERAN MEEHAN		Term Expires 2023
VACANCY		Term Expires 2024
VACANCY		Term Expires 2024
	Agricultural Commission	
JOAN M. SIMMONS		Term Expires 2022
MARIA AMODEI		Term Expires 2022
CHARLES W. TULLY		Term Expires 2023
VACANCY		Term Expires 2024
VACANCY		Term Expires 2024
	Community Preservation Committee	
ALAN STARBIRD, designated by Conservation		Term Expires 2022
CAROL BACON, designated by Historical Commission		Term Expires 2022
GEORGE J. BASBANES, designated by Planning Board		Term Expires 2022
TIFFANY NAUGHTON, designated by Park Commission		Term Expires 2022
ALAN CHANEY, designated by Affordable Housing		Term Expires 2022
LEAH D. BASBANES, Selectmen's delegate		Term Expires 2022
CATHERINE O. IRZYK, Member at Large		Term Expires 2022
JOAN M. SIMMONS, Member at Large		Term Expires 2023
JEAN HAIGHT, Member at Large		Term Expires 2024
	Capital Planning Committee	
JEFF ROSEN		Term Expires 2022
DAVID GREENWOOD		Term Expires 2023
VACANCY		Term Expires 2024
	Memorials & Monuments Committee	
PHILIP DENYSE		Term Expires 2022
DANA E. METZLER		Term Expires 2022
ALAN E. CHANEY		Term Expires 2022
JOSEPH P. DEAN		Term Expires 2022
	Insurance Advisory Committee	
BONNIE RICARDELLI		Term Expires 2022
JAMES W. DOW		Term Expires 2022
ERIC HOAR		Term Expires 2022
CHERYL MANN		Term Expires 2022
DAVID TULLY, JR.		Term Expires 2022

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**REPORT OF THE BOARD OF SELECTMEN & TOWN
ADMINISTRATOR
2021**

The Board of Selectmen usually meets at the Town Hall on alternating Tuesday evenings at 6:00 P.M. with meetings and any variations posted on the town website and Town Clerk's bulletin board. The Board of Selectmen, as always, would like to extend thanks to all the individuals who serve on town boards and committees and who continue to donate their time and energy to maintain Dunstable and the values we cherish in the town we love.

The Board of Selectmen and Town Administrator continue to welcome citizen participation and attempt to work with individuals and the many boards, officers, and committees, in an effort to keep up with the many changes that effect Dunstable. Members of the Board of Selectmen and the Town Administrator have been actively working with the Police and Fire Departments, Roads Commission, Planning Board, Advisory Board, GDRSD School Committee, Water Commission, 350th Anniversary Celebration Committee, and the Board of Health just to name a few.

Some of the projects that have been worked on this year have included the Rt. 113 Infrastructure Project, the continued fight against COVID-19, improvements in ambulance service, the pursuit of regionalization and inter-municipal agreements to strengthen local services, and the wise investment of federal funds for pandemic relief and infrastructure improvement. This year the Board has also worked closely with the Town Governance Committee to obtain the goal of a Town Charter and with Advisory Board on addressing potential solutions to difficult budgetary questions likely to arise in Fiscal Year 2023.

The most significant challenge the Board of Selectmen and Town Administrator have faced in 2021 has continued to be the COVID-19 pandemic. The vital work of the Board of Health in helping to guide the response has been invaluable and the Board once again extends its thanks to the Board of Health and to all public safety officials who have worked so very hard to keep us all healthy and safe. As the year has progressed, the Board of Selectmen and Town Administrator have also continued work with multiple boards, officials, and committees to address issues as they arise and endeavor to continue to work with these parties to insure all residents are able to share ideas and concerns. The Board of Selectmen and Town Administrator welcome suggestions and input from the public in whatever manner individuals feel most comfortable. To that end, you may contact the Town Administrator at his office in Town Hall, by e-mail at bpalaia@dunstable-ma.gov or by phone at (978) 649-4514 ext. 242.

Board of Selectmen

Leah D. Basbanes, Chair
Kieran D. Meehan
Ronald J. Mikol

Town Administrator

Brian M. Palaia

Assistant Town Administrator

Jakob K. Voelker

REPORT OF THE TOWN CLERK 2021

In May, there were several zoning bylaws approved by the voters to include a Town Center District and amendments made to “Uses Permitted by Special Permit”, “Community Housing” and the “Solar Overlay District”. At the Annual Town Meeting, voters approved an article to authorize the Board of Selectmen to petition the General Court to enact special legislation to change the position of Town Clerk from elected to appointed). After making its way through the legislative process, the bill was signed by Governor Baker on December 22, 2021. Voters also approved Bear Hill Road as a public way.

In December, the Secretary of the Commonwealth informed us that the Vote by Mail program expired on December 15. This means that right now there is NO early voting by mail and NO option for early voting in person for your upcoming local and special elections. The only option for voting by mail is an absentee ballot for those who qualify. Absentee voters can vote in person in your office, but unlike with early voting, they will need to fill out the absentee ballot application before doing so.

In 2021, the Town Clerk’s office posted 310 board and committee meetings and collected \$8,208.00 in fees to the Town of Dunstable. I hereby submit the annual report of the Town Clerk’s Office for the year ending 2021 to the Board of Selectmen and Citizens of Dunstable, Massachusetts.

Respectfully submitted,
Carol A. Skerrett, Town Clerk CMMC

REPORT OF THE TOWN CLERK 2021

Population (calendar year to Dec. 31)	3,395
Registered Voters	2,641

VITAL STATISTICS

The Town Clerk's office recorded births, deaths and marriages as follows:

Births

Males	10
Females	15
Total Births Recorded	25

Deaths

Males	10
Females	7
Total Deaths Recorded	17

Marriages	1
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DOG LICENSES

Total Town of Dunstable	\$2,793.00
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<u>NON-CRIMINAL CITATIONS</u>	\$.00
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BUSINESS CERTIFICATES/RAFFLE PERMITS/VOTER AND STREET LISTINGS

Total Business Certificates –	\$ 220.00
Total Raffle Permits -	\$ 10.00
Total Voter Lists and Street Lists	\$.00
Underground Tank/Pole Recording	\$ 20.00
Zoning Board of Appeals Filings	\$3,500.00
Certified Copies	\$1,665.00
Total Town of Dunstable	\$5,415.00

ANNUAL TOWN MEETING
May 15, 2021

After determining that a quorum was present, the Annual Town Meeting was called to order at 10:16 am by Town Moderator, Rafael Glod. The Tellers appointed included John Callahan, Brian Reynolds, Jon Swift, Ken Leva and Lianne Crestin who were sworn in by Town Clerk Carol Skerrett. The check-in table was staffed by Lynn DeNyse and Mary Dow. Members of Boy Scout Troop 28 including Aiden Courtney, Jack Courtney, Andrew DeNyse and Ryan Klapper admirably led the Pledge of Allegiance and presentation of colors. The Moderator introduced the elected officials.

A motion was made and seconded to allow non-voting members to sit at the tables.

Majority Vote Required
Voted in the Affirmative

The Moderator read the following prior to entertaining any motions.

“As the first item of business, I request that Town Meeting adopt a rule of this Town Meeting to provide that any motion requiring a two-thirds favorable vote, by statute or otherwise, shall be determined and declared by the Town Moderator and a count shall not be taken unless requested by the Town Moderator or requested by seven or more voters in attendance.”

Majority Vote Required
Voted in the Affirmative

Article 1. Motion made and seconded that the Town accept the 2021 Annual Town Report as printed.

Board of Selectmen Chairperson Leah Basbanes informed the town meeting that the Governance Committee has been meeting to review the structure of town government. Their draft report recommends the Town Clerk, Commissioner of Trust Funds and Tree Warden positions be appointed versus elected. It also defines the role of the Town Administrator and to solidify how the town budget is prepared. This was advisory in nature, no vote taken. There was a call for volunteers for the town's 350th Anniversary and the Moderator announced the town election for May 18, 2021.

Majority Vote Required
Voted in the Affirmative

Fiscal Year 2019

Article 2. Motion made and seconded that the Town vote to appropriate from Free Cash (Surplus Revenue) a sum of money for the purpose of paying unpaid bills of FY2019, including the following, or take any action in relation thereto.

The Board of Selectmen and Advisory Board Recommend this Article.

Small Water Systems \$450.00

4/5th Vote Required

Voted in the Affirmative Unanimously Declared by the Moderator

Fiscal Year 2021

Article 3. Motion made and seconded that the Town vote to transfer from Free Cash \$20,000 to the Water Enterprise Capital account for FY2021.

The Board of Selectmen and Advisory Board Recommend this Article.

Majority Vote Required

Voted in the Affirmative

Fiscal Year 2022

Article 4. Motion made and seconded that the Town vote to fix the salaries of the elected officers of the Town pursuant to Massachusetts General Laws Chapter 41, Section 108 for Fiscal Year 2021 as set forth under Article 4 of the warrant for this meeting.

The Board of Selectmen and Advisory Board Recommend this Article.

Majority Vote Required

Voted in the Affirmative

Article 5. Motion made and seconded that the Town vote to raise and appropriate \$11,689,704 to fund the various departments, boards, committees, commissions, and other operating expenses of the Town for Fiscal Year 2022, beginning July 1, 2021, in the sums listed at lines 1 through 75 in the printed budget handout made available at this meeting,

And further, I move that the Town vote to appropriate the sum of \$181,500 from Water Enterprise revenues to operate the Water Department, in the amount listed in the requested budget shown on the cover of the printed budget handout available at this meeting for Fiscal Year 2022, beginning July 1, 2021,

General Government	
Town Administrator - 120	
Salaries	157,308.00
Operations	3,280.00
Total	160,588.00
Selectmen – 122	
Salaries	.00
Operations	14,630.00

Total	14,630.00
Fincom – 131	150.00
Reserve Account – 132	30,000.00
Accountant - 135	
Salaries	41,408.00
Operations	23,700.00
Total	65,108.00
Assessors - 141	
Salaries	49,217.00
Operations	27,655.00
Total	76,872.00
Treasurer - 145	
Salaries	73,031.00
Operations	23,417.00
Total	96,448.00
Town Legal Professional - 151	30,000.00
Dog Program – 160	800.00
Town Clerk - 161	
Salaries	39,974.00
Operations	1,950.00
Total	41,924.00
Elections – 162	
Salaries	2,000.00
Operations	8,000.00
Total	10,000.00
Registrar - 163	250.00
Conservation - 171	
Salaries	15,111.00
Operations	2,000.00
Total	17,111.00
Planning Board - 175	
Salaries	15,111.00
Operations	1,400.00
Total	16,511.00
Zoning Board - 176	
Salaries	
Operations	1,316.00
Total	1,316.00
Town Hall - 192	
Salaries	5,762.00
Expenses	39,620.00

Total	45,382.00
Town Reports – 195	3,025.00
Town Engineer – 199	10,000.00
TOTAL GENERAL GOVERNMENT	
Salaries	399,172.00
Operations	220,943.00
Total	620,115.00
Public Safety	
Police Department - 210	
Salaries	932,492.00
Operations	248,750.00
Total	1,181,242.00
Fire Department - 220	
Salaries	164,737.00
Operations	68,200.00
Total	232,937.00
Inspectors – 241-243	
Salaries	61,796.00
Operations	3,500.00
Total	65,296.00
Emergency Management - 291	2,900.00
Forestry Public Works - 294	22,235.00
TOTAL PUBLIC SAFETY	1,504,610.00
Salaries	1,159,025.00
Operations	345,585.00
Schools	
GDRSD – 300	
District	7,000.663.00
Debt	166,081.00
GLRVTS - 300	
GLRVTHS	242,921.00
Debt	33,447.00
Essex - 300	
Tuition	.00
Transportation	.00
TOTAL REGIONAL & VOCATIONAL	7,443,112.00
Public Works	
Highway Department - 422	
Salaries	247,521.00
Operations	238,513.00
Total	486,034.00
Snow Removal - 423	
Salaries	56,175.00

Operations	229,710.00
Total	285,885.00
Street Lights – 424	10,000.00
Transfer Station – 433	
Salaries	.00
Operations	19,500.00
Cemetery - 491	
Salaries	12,205.00
Operations	8,450.00
Total	20,655.00
TOTAL PUBLIC WORKS	
Salaries	315,901.00
Operations	506,173.00
Total	822,074.00
Human Services	
Board of Health - 510	
Salaries	13,077.00
Operations	12,382.00
Total	25,459.00
Town Nurse Assessment - 522	4,521.00
Mental Health Assessment - 523	2,000.00
Council on Aging - 541	
Salaries	9,180.00
Operations	11,500.00
Total	20,680.00
Veterans Affairs - 543	
Salaries	5,805.00
Operations	19,472.00
Total	25,277.00
TOTAL HUMAN SERVICES	
Salaries	28,062.00
Operations	49,875.00
Total	77,937.00
Library, Parks and Recreation	
Library Operations - 610	
Salaries	117,832.00
Operations	63,404.00
Total	181,236.00
Library Consortium and Other - 611	13,300.00
Technical Expense and Other - 620	27,000.00
Recreation Department - 631	6,400.00

Parks Department – 650	61,000.00
Memorial Day Committee – 692	700.00
TOTAL LIBRARY AND RECREATION	
Salaries	117,832.00
Operations	171,804.00
Total	289,636.00
Debt and Interest	
Long Term Debt – 710	89,000.00
Long Term Interest – 715	7,000.00
Temporary Loan Interest – 725	3,300.00
TOTAL DEBT AND INTEREST	99,300.00
Insurance and Assessments	
County Retirement System – 911	367,320.00
Unemployment Compensation - 913	.00
Group Health Insurance – 914	305,000.00
Medicare Town Share – 919	33,100.00
Bldg./Vehicle Liab. Ins. – 945	127,500.00
TOTAL INSURANCE & ASSESSMENTS	832,920.00
TOTAL BUDGET FOR THE FISCAL YEAR	11,689,704.00

Questioned Line Items:

Town Clerk – 161

Schools – 300

Town Administrator – 120

Accountant – 135

Snow Removal – 423

Transfer Station – 433

Board of Health – 510

Following discussion, a motion was made and seconded to increase the Town Clerk Temporary Help by \$3,001.00.

Majority Vote Required
Voted in the Affirmative

Following discussion of each questioned line item, a motion was amended that the Town accept the budget as amended to include the \$3,001.00.

Majority Vote Required
Voted in the Affirmative

And further, I move that the Town vote to raise and appropriate an additional \$125,000 for the purposes of funding the operating budget of the Police Department for the fiscal year beginning July 1, 2021, contingent upon passage of a Proposition 2½ ballot question under General Laws Chapter 59, Section 21C.

The Board of Selectmen and Advisory Board Recommend this Article.

Majority Vote Required
Voted in the Affirmative

Article 6. Motion made and seconded that the Town vote to transfer from Free Cash \$459,343 to meet the appropriations of Fiscal Year 2021, beginning July 1, 2021.
(To include \$3,0001.00 Town Clerk line item)

The Board of Selectmen and Advisory Board Recommend this Article.

Majority Vote Required
Voted in the Affirmative

Article 7. Motion made and seconded that the Town vote to set the annual expenditure limits for Fiscal Year 2022 for all revolving funds established by the General Bylaws as set forth under Article 7 of the warrant for this meeting.

For reference:

<i>Cemetery</i>	\$8,500
<i>Recreation</i>	\$7,000
<i>COA Transport</i>	\$5,000
<i>Permit Application Fees</i>	\$5,000
<i>Approval Not Required Plans</i>	\$15,000
<i>Transfer Station</i>	\$120,000

The Board of Selectmen and Advisory Board Recommend this Article.

Majority Vote Required
Voted in the Affirmative

Article 8. Motion made and seconded that the Town vote to appropriate \$154,500 to pay for a Roads Department loader, including any appurtenant equipment; and to meet this appropriation, authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said amount under and pursuant to Chapter 44, Section 7, of the Massachusetts General Laws or any other enabling authority, and to issue bonds or notes of the Town therefore, provided that any premium applied to the payment of the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied

to the payment of costs approved by this vote in accordance with Chapter 44, Section 20, of the Massachusetts General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; provided, however that this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by Chapter 59, Section 21C, of the Massachusetts General Laws (Proposition 2½) the amounts required to pay the principal of and interest on the borrowing authorized by this vote.

The Board of Selectmen and Advisory Board Recommend this Article.

2/3 Vote Required
2/3 Vote in the Affirmative Declared by the Moderator

Article 9. Motion made and seconded that the Town vote to appropriate \$190,565 to pay for a Fire Department rescue vehicle, including any appurtenant equipment; and to meet this appropriation, authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said amount under and pursuant to Chapter 44, Section 7, of the Massachusetts General Laws or any other enabling authority, and to issue bonds or notes of the Town therefore, provided that any premium applied to the payment of the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20, of the Massachusetts General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; provided, however that this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by Chapter 59, Section 21C, of the Massachusetts General Laws (Proposition 2½) the amounts required to pay the principal of and interest on the borrowing authorized by this vote.

The Board of Selectmen and Advisory Board Recommend this Article.

2/3 Vote Required
2/3 Vote in the Affirmative Declared by the Moderator

Article 10. Motion made and seconded that the Town vote to transfer from Free Cash \$15,000 to the Stormwater Fund to continue compliance with activities associated with our federal stormwater permit.

The Board of Selectmen and Advisory Board Recommend this Article.

Majority Vote Required
Voted in the Affirmative

Article 11. Motion made and seconded that the Town vote to transfer from Free Cash \$45,000 (amount TBD or table) for the replacement of the roof at the Library.

Majority Vote Required

Voted in the Affirmative

Article 12. Motion made and seconded that the Town vote to transfer from Free Cash \$64,202 for the Groton-Dunstable Regional School District's Capital Assessment for Fiscal Year 2022.

The Board of Selectmen and Advisory Board Recommend this Article.

Majority Vote Required
Voted in the Affirmative

Article 13. Motion made and seconded that the Town vote to appropriate from the Community Preservation revenue the following sums for the following purposes:

- Principal payment on Ferrari Farm Note, the sum of \$80,000.
- Interest on Ferrari Farm Note, the sum of \$17,520.
- Administrative Expense, the sum of \$20,000.
- Open Space Reserve, the sum of \$40,000.
- Historic Reserve, the sum of \$40,000.
- Community Housing Reserve, the sum of 40,000.
- Balance to Undesignated, \$90,920.

The Board of Selectmen and Advisory Board Recommend this Article.

Majority Vote Required
Voted in the Affirmative

Article 14. Motion made and seconded that the Town vote to appropriate from the Community Preservation Historic Preservation Reserve account the amount of \$100,000 as a grant to the Dunstable Rural Land Trust for the reimbursement of historic preservation work at the McLoon House located at 59 Main Street.

The Board of Selectmen and Advisory Board Recommend this Article.

Majority Vote Required
Voted in the Affirmative

Article 15. Motion made and seconded that the Town vote to appropriate from the Community Preservation Undesignated Reserve account the amount of \$74,268 as a grant to the Groton-Dunstable Regional School District for the restoration and rehabilitation of the High School Stadium.

The Board of Selectmen and Advisory Board Recommend this Article.

Majority Vote Required
Voted in the Affirmative

Article 16. Motion made and seconded that the Town vote to adopt the Town Center Zoning Bylaw and Map Amendment as set forth under Article 16 of the warrant for this meeting, with the exception of the proposed Section 22.C.3, which shall read:

Conversion of existing buildings to incorporate a multi-family arrangement on upper floors of commercial buildings, with the number of such dwelling units being limited to two provided that the first floor must be commercial

The Board of Selectmen, Planning Board, and Advisory Board Recommend this Article.

2/3 Vote Required
2/3 Vote in the Affirmative Declared by the Moderator

Article 17. Motion made and seconded that the Town vote to adopt the various amendments to the Zoning Bylaw as set forth under Article 17 of the warrant for this meeting.

The Board of Selectmen, Planning Board, and Advisory Board Recommend this Article.

For reference, Section 6.7 “Uses Permitted by Special Permit” and Section 20 “Definitions”

2/3 Vote Required
2/3 Vote in the Affirmative Declared by the Moderator

Article 18. Motion made and seconded that the Town to adopt the amendments to the Zoning Bylaw as set forth under Article 18 of the warrant for this meeting, with the exception of the proposed Section 29.6 Example 1, which shall read:

The Trust Payment due in a 5-unit subdivision Project where the average asking price is \$500,000

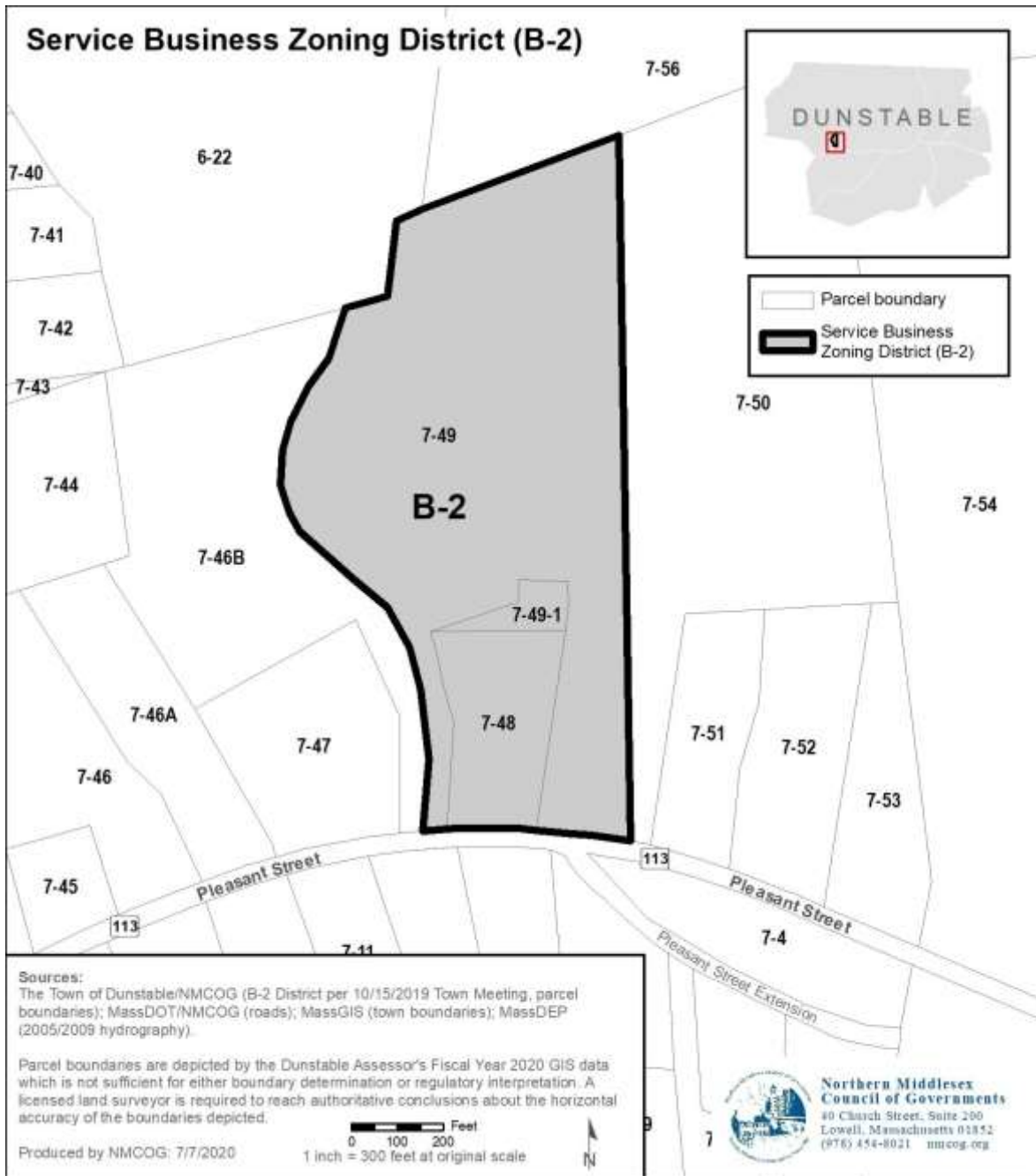
The Board of Selectmen, Planning Board, and Advisory Board Recommend this Article.

2/3 Vote Required
2/3 Vote in the Affirmative Declared by the Moderator

Article 19. Motion made and seconded that the Town vote to adopt the Zoning Map amendment as set forth under Article 19 of the warrant for this meeting.

The Board of Selectmen, Planning Board, and Advisory Board Recommend this Article.

Map below for reference.

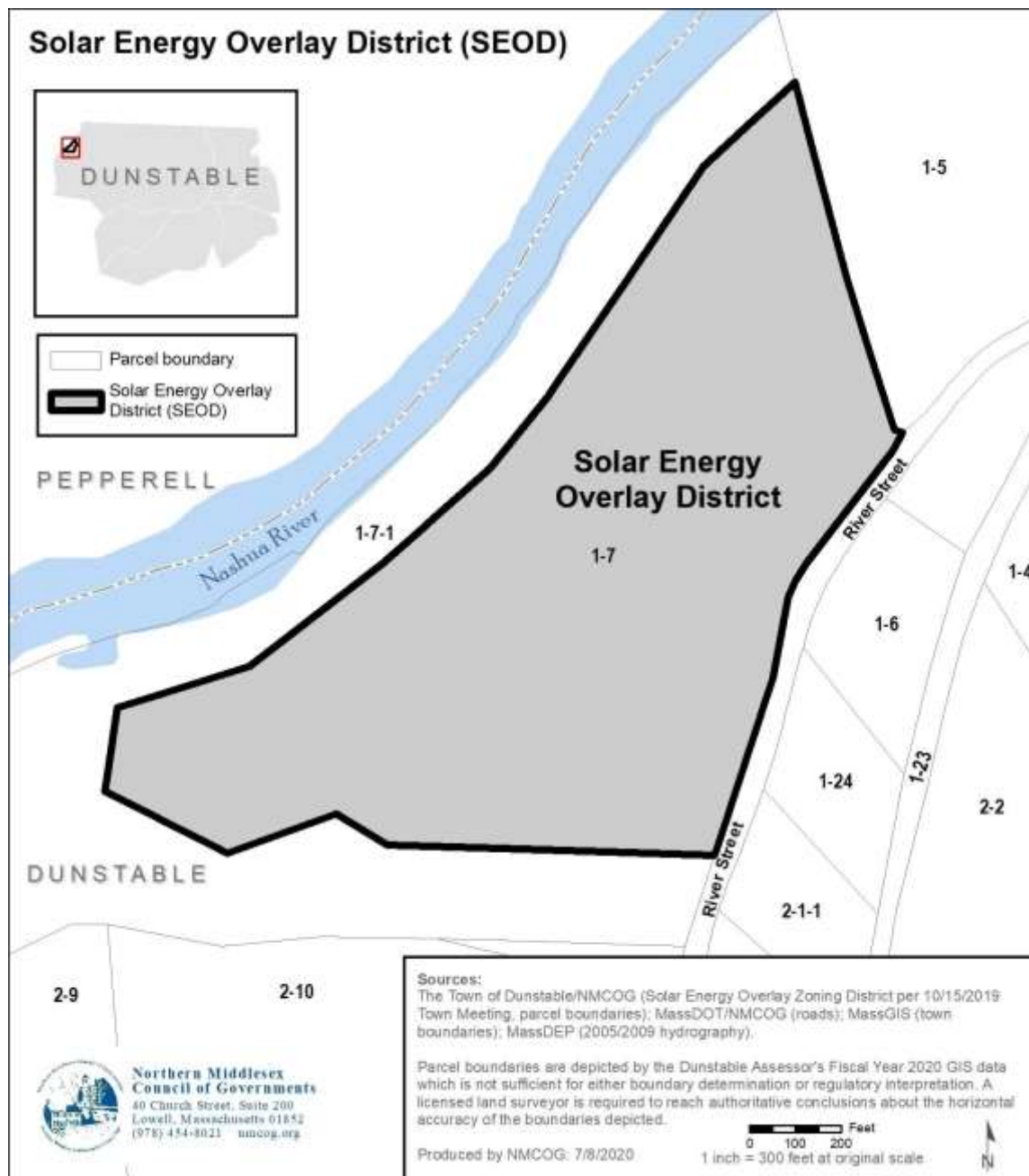


2/3 Vote Required
2/3 Vote in the Affirmative Declared by the Moderator

Article 20. Motion made and seconded that the Town vote to adopt the Zoning Map amendment as set forth under Article 20 of the warrant for this meeting.

The Board of Selectmen, Planning Board, and Advisory Board Recommend this Article.

Map below for reference.



2/3 Vote Required

2/3 Vote in the Affirmative Declared by the Moderator

Article 21. Motion made and seconded that the Town vote to adopt the Zoning Bylaw amendment as set forth under Article 21 of the warrant for this meeting.

The Board of Selectmen, Planning Board, and Advisory Board Recommend this Article.

(Growth Rate Limitation by changing the lapse date in subsection 11.8.1 from Monday May 10, 2021 to Monday May 12, 2031)

2/3 Vote Required

2/3 Vote in the Affirmative Declared by the Moderator

Article 22. Motion made and seconded that the Town vote to adopt the amendment to the Advisory Board Bylaw as set forth under Article 22 of the warrant for this meeting.

The Board of Selectmen and Advisory Board Recommend this Article.

For reference: (Section 1. There shall be an Advisory Board consisting of six legal voters of the town, each of whom shall be elected for a term of three (3) years on the Official Ballot of the Annual Town Meeting. No elective town officer shall be eligible or qualified to serve on said Board. A quorum of the Board shall be a majority of the members then serving on the Board, but in no event shall the quorum be less than three (3). An affirmative vote of the Board shall require a majority of the members present and voting at a meeting, but in no event less than three (3).)

Majority Vote Required
Voted in the Affirmative

Article 23. Motion made and seconded that the Town to adopt the Stormwater Management and Erosion Control and Post Construction Management Bylaw as set forth under Article 23 of the warrant for this meeting.

The Board of Selectmen and Advisory Board Recommend this Article.

Majority Vote Required
Voted in the Affirmative

Article 24. Motion made and seconded that the Town vote to approve Article 24 as set forth in the warrant for this meeting.

The Board of Selectmen and Advisory Board Recommend this Article.

For reference: (To see if the Town will vote to authorize the Conservation Commission to acquire by gift, purchase, eminent domain, or otherwise, certain real property together with any improvements thereon known as the Drew property located off of Main Street, identified as a portion of Assessor’s Parcel 12-116-0, and being a portion of the premises described in a deed dated October 18, 1972, recorded with Middlesex North District Registry of Deeds in Book 2023, Page 533, containing 1.27 acres, more or less, and shown on a plan labeled “Plan of Land in Dunstable, Mass.” prepared by Goldsmith, Prest & Ringwall, Inc. and dated January 5, 2021, which is on file with the Town Clerk, and to fund the costs of such acquisition of said property, transfer the sum of \$27,500 from the Timber Fund, or take any action in relation thereto.)

Majority Vote Required
Voted in the Affirmative

Article 25. Motion made and seconded that the Town vote to authorize the transfer of \$17,320.25 from the Timber Fund to the Conservation Fund.

The Board of Selectmen and Advisory Board Recommend this Article.

Majority Vote Required
Voted in the Affirmative

Article 26. Motion made and seconded that the Town vote to approve Article 26 as set forth in the warrant for this meeting.

The Board of Selectmen and Advisory Board Recommend this Article.

(For reference: appropriate any sums of money received by the Town under the provisions of Massachusetts General Laws Chapter 90 for the purposes authorized by Chapter 90.)

Majority Vote Required
Voted in the Affirmative

Article 27. Motion made and seconded that the Town vote to approve Article 27 as set forth in the warrant for this meeting.

The Board of Selectmen and Advisory Board Recommend this Article.

(For reference: Route 113 Layouts)

Majority Vote Required
Voted in the Affirmative

Article 28. Motion made and seconded that the Town vote to affirm the votes taken under Article 22 of the May 13, 2019 Annual Town Meeting and Article 19 of the July 30, 2020 Annual Town Meeting to transfer or dispose of land subject to Article 97 of the Massachusetts Constitution with respect to the Town Common and the Route 113 improvement project, and to affirm that the parcel of land to be acquired by the Town under Article 24 of the warrant for this meeting shall serve as mitigation for the transfer and disposition of said Article 97 lands.

The Board of Selectmen and Advisory Board Recommend this Article.

2/3 Vote Required
2/3 Vote in the Affirmative Declared by the Moderator

Article 29. Motion made and seconded that the Town to approve Article 29 as set forth in the warrant for this meeting.

The Board of Selectmen and Advisory Board Recommend this Article.

(For reference: Acceptance of Bear Hill Road)

Majority Vote Required
Voted in the Affirmative

Article 30. Motion made and seconded that the Town to approve Article 30 as set forth in the warrant for this meeting.

The Board of Selectmen and Advisory Board Recommend this Article.

(For reference: authorize the Board of Selectmen to petition the General Court to enact special legislation to change the position of Town Clerk from elected to appointed)

Majority Vote Required
Voted in the Affirmative

Motion made and seconded to dispense with the reading of the minutes.

Majority Vote Required
Voted in the Affirmative

Motion made and seconded to dissolve the Annual Town Meeting at 1:12 pm.

Majority Vote Required
Voted in the Affirmative

Quorum Certificate

In accordance with The Town of Dunstable's Town Meetings, Town Elections & Records Bylaw, I hereby certify that the quorum for an Annual or Special Town Meeting is 50 registered voters of the Town of Dunstable.

Total number of voters checked in at the Annual Town Meeting of May 15, 2021: 103

Respectfully submitted,

Carol A. Skerrett
Town Clerk CMMC

**TOWN OF DUNSTABLE
ANNUAL TOWN ELECTION – May 18, 2021**

Summary:		
Total Votes Cast:	472	
Registered Voters:	2,637	
Voter Turnout:		18%

OFFICIAL RESULTS

Office/Candidate

Board of Selectmen	Vote for One – Three Year Term
Ronald Mikol	362
All Others	0
Blanks	110
Board of Assessors	
	Vote for One – Three Year Term
Robert J. Ricardelli	373
All Others	0
Blanks	99
Board of Assessors	
	Vote for One – Two Year Term
Failure to Elect	
All Others	0
Blanks	472
Board of Health	
	Vote for One – Three Year Term
Robert Parkin	353
All Others	0
Blanks	119
Road Commissioner	
	Vote for One – Three Year Term
Michael L. Martin	371
All Others	0
Blanks	101
Library Trustee	
	Vote for One – Three Year Term

Robyn DeAngelis	347
All Others	0
Blanks	125
Water Commissioner	
Vote for One – Three Year Term	
Mathew Morton (Accepted Write in)	*41
All Others	0
Blanks	431
Water Commissioner	
Vote for One – One Year Term	
Failure to Elect	
Mathew Morton (write in)	11
Blanks	461
Groton-Dunstable Regional School Committee	
Vote for One – Three Year Term	
Rafael Glod	298
Kevin Bjerke (write in)	111
Jean Bjerke (write in)	10
All Others	0
Blanks	53
Groton-Dunstable Regional School Committee	
Vote for One – Two Year Term	
Lacey McCabe	307
Jean Bjerke (write in)	110
Kevin Bjerke (write in)	12
All Others	0
Blanks	43
Advisory Board	
Vote for Two – Three Year Term	
James Frey	339
Matthew Naughton (accepted write in)	19
Michelle Bobkov (write in)	6
All Others	0
Blanks	580
Advisory Board	
Vote for One – One Year Term	
Matthew Naughton	173
Michelle Bobkov	165
All Others	0

Blanks	134
Cemetery Commissioner	
Vote for One – Three Year Term	
Susan J. Tully	383
All Others	0
Blanks	89
Planning Board	
Vote for One – Five Year Term	
Joseph J. Vlcek	349
All Others	0
Blanks	123
Planning Board	
Vote for One – Two Year Term	
James Wilkie	330
All Others	0
Blanks	142
Commissioner of Trust Funds	
Vote for One – Three Year Term	
Jon Hughes	344
All Others	0
Blanks	128
Commissioner of Trust Funds	
Vote for One – Two Year Term	
Susan J. Tully	372
All Others	0
Blanks	100
Constable	
Vote for Two – One Year Term	
Jon N. Crandall (pending acceptance write in)	33
Failure to Elect	
Spencer Vrouhas (write in)	15
Brett Rock (write in)	15
All Others	0
Blanks	409
Town Moderator	
Vote for One – One Year Term	
Rafael Glod	322
All Others	0
Blanks	150
Question #1 – Shall the town of Dunstable be allowed to assess an	

additional \$125,000 in real estate and personal property taxes for the purposes of funding the operating budget of the Police Department for the fiscal year beginning July 1, 2021?

Yes: 243

No: 205

Blanks: 24

Question #2 – Shall the town of Dunstable b allowed to exempt from the provisions of two and one half, so called, the amounts required to pay for the bond issued in order to pay for a Roads Department loader, including any appurtenant equipment?

Yes: 265

No: 175

Blanks: 32

Question #3 - Shall the town of Dunstable b allowed to exempt from the provisions of two and one half, so called, the amounts required to pay for the bond issued in order to pay for a Fire Department rescue vehicle, including any appurtenant equipment?

Yes: 262

No: 180

Blanks: 30

*All others – candidate was on the ballot or received 5 or more write in votes

Certified, this 20th day of May, 2021

Carol A. Skerrett, Town Clerk CMMC

2021 Report of the Building Inspector

Permit #	Name of Applicant	Address	Purpose	Fee	Issued
21-1RB	Justin Agraz	557 MAIN ST	Finish basement add 3/4 bath	55.00	1/2/2021
21-2RB	Nicholas Hollis	230 GROTON ST	Build small shed	55.00	1/3/2021
21-3RB	Thaddeus Wood	519 MAIN ST	replacing shingle fascia and copper fixtures	85.00	1/3/2021
21-4RB	Patrick Coffey	497 FOREST ST	Reroof House	85.00	1/11/2021
21-5RB	Matteo Forgione	285 MAIN ST	Solar Installation/46 panels	344.00	1/20/2021
21-6RB	Gopola Vatsavayi Krishna	163 PLEASANT ST	Building 7.5x11 shed	47.10	1/22/2021
21-7RB	John Dumont	357 FOREST ST	Reroof House	85.00	1/22/2021
21-8RB	Raymond Sullivan	70 PLEASANT ST	Weatherization, Insulation & Air Sealing	110.00	1/29/2021
21-9RB	Richard Fotino	355 POND ST	Install 29 windows and 1 sliding glass door	312.60	2/5/2021
21-10RB	David E. Tully, Sr.	401 HOLLIS ST	Renovating second floor	205.00	2/5/2021
21-11RB	June Costa	626 GROTON ST	Weatherization, Insulation & Air Sealing	77.50	2/8/2021
21-12RB	Brittany Silveria	40 SCHOOL ST	Replace load-bearing wall with LVL beam	105.00	2/8/2021
21-13RB	David Piscatelli	493 MAIN ST	Renovate existing 2 family dwelling	2,015.00	2/8/2021
21-14RB	Hughes Investment Properties	1 PLEASANT ST	Weatherization, Insulation & Air Sealing	35.00	2/13/2021
21-15RB	Paul Debrececi	15 KIMBERLY LN	Weatherization, Insulation & Air Sealing	55.00	2/13/2021
21-16RB	Scott Lee	166 HARDY ST	Weatherization, Insulation & Air Sealing	55.00	2/19/2021
21-17RB	Gopola Vatsavayi Krishna	163 PLEASANT ST	Replace Insulation	65.00	2/19/2021
21-18RB	Kenneth Dorr	77 LOWELL ST	Replace Insulation	77.30	2/20/2021
21-19RB	Jeff Rosen	153 HALL ST	Finish attic	195.05	2/22/2021
21-20RB	Walter Alterisio	68 HALL ST	Previously issued Permit Number 18-45RB	25.00	2/22/2021
21-21RB	Tomas Elder	87 HALL ST	Solar Installation/26 panels	200.70	3/5/2021
21-22RB	Kevin Bjerke	106 OAK ST	Solar Installation/42 panels	485.00	3/5/2021
21-23RB	Paul Fielding	800 MAIN ST	Solar Installation/19 panels	251.00	3/8/2021
21-24RB	David Ierardi	39 SKY TOP LN	Reroof House	85.00	3/19/2021
21-25RB	Jessica Price	140 CENTURY WY	Solar Installation/34 panels	65.00	3/19/2021
21-26RB	Brenna Knight	101 HOLLIS ST	Renovating first floor	315.00	3/19/2021
21-27RB	30 Pleasant Street LLC	36 PLEASANT ST	Commerical Garage - Addition	1,015.50	3/19/2021
21-28RB	Vinh Pham	77 GROTON ST	Solar Installation/32 panels	605.00	3/22/2021
21-29RB	Paul Cushion	141 POND ST	New master bathroom and closet	668.00	3/22/2021
21-30RB	Jeffrey Curtis	116 CENTURY WY	Solar Installation/25 panels	194.00	3/22/2021
21-31RB	David Harrington	56 HORSE HILL ST	Repair water damage from bathroom leak	230.00	3/28/2021
21-32RB	Tully Homes LLC	119 MILL ST	3000 sq ft house	1,960.00	3/29/2021
21-33RB	Vinh Pham	77 GROTON ST	Reroof House	85.00	3/29/2021

RB = Building Residential Permit M = Mechanical Permit SM = Sheet Metal Permit

21-34RB	Michael Sobel	573 MAIN ST	Solar Installation/35 Panels	266.00	3/29/2021
21-35RB	Richard Gauthier	311 WESTFORD ST	Bathroom renovation	81.00	3/29/2021
21-36RB	Gerald Lilly	86 PARKHURST RD	Inground Pool	135.00	4/5/2021
21-37RB	Marilyn Lombardo	92 PLEASANT ST	Weatherization, Insulation & Air Sealing	65.00	4/5/2021
21-38RB	Gregory McNamara	312 WESTFORD ST	Inground Pool	135.00	4/5/2021
21-39RB	Kevin Cooney	500 PLEASANT ST	23 replacement windows	242.80	4/5/2021
21-40RB	David Belley	47 FOREST ST	Reroof House	85.00	4/5/2021
21-41RB	Kevin Enos	22 DEPOT ST	Reroof House	85.00	4/7/2021
21-42RB	Geoffrey Neiley	26 SWALLOW LN	Replace Insulation	335.00	4/16/2021
21-43RB	Nancy Webb	95 PARKHURST RD	Reroof House	85.00	4/22/2021
21-44RB	Mark Diccico	17 SKY TOP LN	Reroof House	85.00	4/26/2021
21-45RB	Barbara Gurecki	423 PLEASANT ST	Removal of barn damaged by a falling pine tree	60.00	4/26/2021
21-46RB	Ernest Sweet	233 PLEASANT ST	Reroof House	85.00	4/29/2021
21-47RB	Geoffrey Walker	110 OAK ST	Adding a closet to the garage	35.00	4/29/2021
21-48RB	Brian O'Donnell	616 PLEASANT ST	Replace existing 10x16 sun deck	470.00	4/29/2021
21-49RB	Jeffrey Schwefler	4 UPTON ST	Air Sealing, open blow cellulose to attic floor	65.00	5/3/2021
21-50RB	Rusell Barnes	376 GROTON ST	Reroof House	85.00	5/3/2021
21-51RB	Kristen Sweet	223 PLEASANT ST	Reroof House	85.00	5/3/2021
20-52RB	Judy Proulx	106 HIGH ST	3872 sq ft house	2,526.80	5/3/2021
21-53RB	Maribeth Morrissey	66 FOREST ST	Reroof House	85.00	5/3/2021
21-54RB	Jeffrey Friedgen	24 BROOK ST	Reroof House	160.00	5/3/2021
21-55RB	Lisa Spinazola	96 PARKHURST RD	Build 32x32 steel storage garage	470.80	5/8/2021
21-56RB	Ramani Yamajala V	140 HIGH ST	Solar Installation/30 panels	214.00	5/13/2021
21-57RB	Michael Mullavey	78 HIGHLAND ST	Insulate attic	70.00	5/13/2021
21-58RB	Cynthia Trank	197 KEMP ST	Weatherization, Insulation & Air Sealing	35.00	5/25/2021
21-59RB	Ronald Mayer	10 SKY TOP LN	Reroof House	85.00	5/30/2021
21-60RB	Mark Atwood	66 VALLEY ST	Reroof House	85.00	5/30/2021
21-61RB	William Soda	103 THORNDIKE ST	3 double hung windows and 1 in basement	65.00	5/30/2021
21-62RB	Benjamin Mahan	456 HOLLIS ST	Blown Cellulose in attic with duct and air sealing	45.00	5/30/2021
21-63RB	Przemyslaw Urbowicz	45 FLETCHER ST	Addition over garage, dimensions 12x16	96.40	6/6/2021

RB = Building Residential Permit M = Mechanical Permit SM = Sheet Metal Permit

21-64RB	William Soda	103 THORNDIKE ST	Open Blow Cellulose Over-848 Sq ft of Attic	65.00	6/6/2021
21-65RB	Gerald Lilly	6 PARKHURST RD	Build a 34x22x12 bolted timber-frame barn	346.60	6/6/2021
21-66RB	Tristan Escalada	298 PLEASANT ST	Reroof House	85.00	6/10/2021
21-67RB	Alan Chase	436 HOLLIS ST	Solar Installation/46 panels	344.00	6/10/2021
21-68RB	Mark Murch	6 KIMBERLY LN	Solar Installation/38 panels	230.00	6/10/2021
21-69RB	Mary Dow	63 OAK ST	Reroof House	85.00	6/10/2021
21-70RB	Tristan Escalada	298 PLEASANT ST	Air Sealing	114.50	6/10/2021
21-71RB	James Callahan	81 PARKHURST RD	Solar Installation/40 panels	399.00	6/14/2021
21-72RB	Peter Eberhardt	27 LOWER DAM WY	Wood Stove	55.00	6/14/2021
21-73RB	John Callahan	16 KIMBERLY LN	Solar Installation/38 panels	193.75	6/17/2021
21-74RB	John Walmsley	52 HIGH ST	Shed	96.40	6/17/2021
21-75RB	Patrick Shanahan	220 WESTFORD ST	Build 3 car garage with a pool cabana	553.60	6/17/2021
21-76RB	James Ramsay	33 CHAPMAN STREET	Solar Installation/38 panels	287.00	6/21/2021
21-77RB	Panyanouvong Inoy	104 PLEASANT ST	Expand deck to 22x30 feet	220.60	6/21/2021
21-78RB	Christopher Deturk	375 RIVER ST	Finish attic space, add Master Bedroom & Bath	723.90	6/21/2021
21-79RB	Daniel Koning	41 LAKE ST	Detached garage	787.60	6/21/2021
21-80RB	Jon Hughes	480 FOREST ST	Weatherization, Insulation & Air Sealing	55.00	6/21/2021
21-81RB	Jacob Tinus	126 POND ST	Build a 2 tiered deck 16x24 and 12x20 on the rear	269.20	6/21/2021
21-82RB	Jared Davis	1177 MAIN ST	Installation of 10x18 shed on sonotubes	146.00	6/28/2021
21-83RB	Daniel Wotten	119 HARDY ST	Attic floor open blow 15" cellulose blown in	55.00	6/28/2021
21-84RB	Jonathan Gerteisen	84 ADAM ST	Reroof House	85.00	6/28/2021
21-85RB	George Peterson	137 DEPOT ST	Replace 2 windows	55.00	7/3/2021
21-86RB	James McCarthy	3 BRITTANY LN	Renovate Master Bathroom. New tub, walk-in	275.00	7/8/2021
21-87RB	Mark Webber	95 HIGHLAND ST	Weatherization, Insulation & Air Sealing	55.00	7/16/2021
21-88RB	Carolyn Sniezek	56 CENTURY WY	Remove small gable roof and add shed roof	275.00	7/16/2021
21-89RB	Bradford Busa	235 KEMP ST	Solar Installation	35.00	7/19/2021
21-90RB	Jeffrey Kesler	87 PLEASANT ST	Reroof House	85.00	7/19/2021
21-91RB	James Considine	97 ADAMS ST	Reroof House	85.00	7/19/2021
21-92RB	June Costa	626 GROTON ST	Build a 12x18 shed on cinder blocks	107.20	7/19/2021
21-93RB	Guillaume Avrillon	11 PLEASANT ST	Removed old siding - installing new house wrap	65.00	7/19/2021

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21-94RB	215 Pleasant LLC	215 PLEASANT ST	Replace door and frame	35.00	7/19/2021
21-95RB	James Frey	737 MAIN ST	Reroof House	85.00	7/26/2021
21-96RB	Anthony Willson	192 KEMP ST	Reroof House	85.00	7/26/2021
21-97RB	Hughes Rental Properties LLC	1 PLEASANT ST	Repaint house and clapboards	65.00	7/26/2021
21-98RB	MSTA Brothers LLC	104 MAIN ST	Replace window with door	10.00	7/26/2021
21-99RB	Michael Lauf	5 MILL ST	Install 15 windows and 1 patio door	275.00	8/2/2021
21-100RB	Michael Perry	642 PLEASANT ST	Shed	100.00	8/7/2021
21-101RB	George McGovern	147 FOREST ST	Reroof House	85.00	8/7/2021
21-102RB	James Prescott	10 DOGWOOD LN	Reroof House	85.00	8/7/2021
21-103RB	Denise Whittemore	167 POND ST	Reroof House	85.00	8/7/2021
21-104RB	Michelle Flynn	250 PLEASANT ST	Above ground pool	90.00	8/7/2021
21-105RB	James McCusker	71 WESTFORD ST	Insulating attic with blown in cellulose	65.00	8/9/2021
21-106RB	Cynthia Trank	197 KEMP ST	Reroof House	85.00	8/9/2021
21-107RB	Kranthi Adulapuram	60 SKY TOP LN	Solar Installation/30 panels	309.00	8/9/2021
21-108RB	Patrick Kenny	1061 MAIN ST	Solar Installation/40 panels	535.00	8/10/2021
21-109RB	Michael Lynch	714 MAIN ST	Constructing a 30x30 detached garage	415.00	8/12/2021
21-110RB	Gregory McNamara	312 WESTFORD ST	Large block gravity retaining wall	155.00	8/16/2021
21-111RB	Kevin Olson	259 HALL ST	Install 1 new window	35.00	8/30/2021
21-112RB	Thorndike Street Realty Trust	26 THORNDIKE ST	Lean-to addition on north side of existing barn	139.60	8/30/2021
21-113RB	Joanne Shannon	85 CROSS ST	Reroof House	85.00	9/2/2021
21-114RB	Laura Kirk	655 MAIN ST	Remove existing clap board. Install 1/2" foam	175.00	9/5/2021
21-115RB	Alexander Idarraga	57 CHAPMAN STREET	Solar Installation/48 panels	595.00	9/13/2021
21-116RB	Raymond Ward	112 ADAMS ST	Reroof House	85.00	9/13/2021
21-117RB	Matteo Forgione	285 MAIN ST	Solar Installation/8 panels	75.00	9/13/2021
21-118RB	Pawel Chadzynski	61 PARKHURST RD	Inground Pool	135.00	9/19/2021
21-119RB	Stephanie Dubay	39 HIGHLAND ST	Wood burning insert & stainless steal	55.00	9/20/2021
21-120RB	James Russell	116 THORNDIKE ST	1898 sq ft house	1,243.70	9/20/2021
21-121RB	Joseph Martorano	26 LAKE ST	Remodel existing kitchen no structural changes	343.00	9/26/2021
21-122RB	Joseph Wojcik	15 DOGWOOD LN	Reroof House	85.00	9/27/2021
21-123RB	Ann Paquin	64 HARDY ST	Reroof House & Garage	85.00	9/27/2021

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21-124RB	Michael Lauf	5 MILL ST	Air sealing and insulate attic to R-49	65.00	9/27/2021
21-125RB	David Scharn	223 RIVER ST	Weatherization, Insulation & Air Sealing	65.00	9/27/2021
21-126RB	Tully Homes LLC	116 MILL ST	2962 sq ft house	1,935.30	9/27/2021
21-127RB	Michelle Bobkov	362 POND ST	Reroof House	85.00	9/29/2021
21-128RB	Joseph Martorano	26 LAKE ST	Replace existing kitchen window	25.00	10/3/2021
21-129RB	Joseph Martorano	26 LAKE ST	Replace existing vanity in bath and add cabinetry	65.00	10/3/2021
21-130RB	Frederick Hamilton	460 WESTFORD ST	Reroof House	85.00	10/3/2021
21-131RB	Roberta Servente	155 OFF POND ST	Reroof House	85.00	10/4/2021
21-132RB	Chris Dahlberg	776 MAIN ST	18x26 addition to garage	220.60	10/4/2021
21-133RB	Karen Koyutis	362 FOREST ST	Building addition attached to existing house	618.40	10/4/2021
21-134RB	James Frey	737 MAIN ST	Second floor kids bath remodel	275.00	10/4/2021
21-135RB	Judy Proulx	106 HIGH ST	Install footings, walls and on grade slab	836.20	10/7/2021
21-136RB	Kathleen Sniezek	43 WOODS CT	Build a 24x30 barn to the left of garage	334.00	10/15/2021
21-137RB	Suzanne Deshler	55 LOWER DAM WY	Second story deck over existing deck	240.50	10/15/2021
21-138RB	James Prescott	10 DOGWOOD LN	Solar Installation/33 panels	624.00	10/18/2021
21-139RB	Rodrigo Cardoso	565 PLEASANT ST	Weatherization, Insulation & Air Sealing	35.00	10/18/2021
21-140RB	James King	94 HIGHLAND ST	Reroof House	85.00	10/24/2021
21-141RB	Daniel Stevens	993 MAIN ST	Reroof House	85.00	11/1/2021
21-142RB	Gale Robinson	590 GROTON ST	Replacement of 1 window no structural work	82.40	11/1/2021
21-143RB	Priscilla Lawrence	1024 MAIN ST	Reroof House	85.00	11/1/2021
21-144RB	Jeffrey Fayne	99 HALL ST	Reroof House	85.00	11/1/2021
21-145RB	Brenna Knight	101 HOLLIS ST	Updated fireplaces	35.00	11/1/2021
21-146RB	Christian Ferreira	362 RIVER ST	Solar Installation/33 panels	495.60	11/3/2021
21-147RB	Dennis Zannoni	473 POND ST	Installing 15 replacement windows	104.25	11/7/2021
21-148RB	Raymond Sousa	678 PLEASANT ST	Insulation	55.00	11/7/2021
21-149RB	Frances Garon	775 MAIN ST	Replacement windows	75.00	11/15/2021
21-150RB	Francis Rivera	468 FOREST ST	Weatherization, Insulation & Air Sealing	65.00	11/15/2021
21-151RB	Joanna Haas	116 ADAM ST	Reroof House	85.00	11/15/2021
21-152RB	James McCusker	71 WESTFORD ST	Reroof House	85.00	11/15/2021
21-153RB	Robert Hodgkinson	15 UPTON ST	Reroof House	85.00	11/17/2021

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21-154RB Barbara Bartos	70 POND ST	Reroof House	85.00	11/17/2021
21-155RB Kempton Giggey	2 DOGWOOD LN	Weatherization, Insulation & Air Sealing	95.00	11/19/2021
21-156RB Kenneth Brunelle	493 HIGH ST	Building 42x28 3 car garage	539.20	11/22/2021
21-157RB Louis Deloureiro	553 FOREST ST	Install 3 replacement windows. no structural	140.00	11/29/2021
21-158RB Larry Montague	517 GROTON ST	Solar Installation/33 panels	244.00	11/29/2021
21-159RB Guillaume Avrillon	11 PLEASANT ST	Construction of a greenhouse for gardening	100.00	12/6/2021
21-160RB William Munroe	274 KEMP ST	Reroof House	85.00	12/6/2021
21-161RB Town of Dunstable	588 MAIN ST	Reroof House	85.00	12/6/2021
21-162RB Carl Philip	294 HALL ST	Solar Installation/35 panels	989.84	12/6/2021
21-163RB Michael Peters	567 FOREST ST	Kitchen remodel	242.50	12/13/2021
21-164RB Sandra Garofano	267 LOWELL ST	Insulation	55.00	12/13/2021
21-165RB Jon Siddall	115 THORNDIKE ST	Remove 1 layer of vinyl siding	92.65	12/13/2021
21-166RB Thomas Bowen	3 SCHOOL ST	Installation of a wood pellet stove	55.00	12/20/2021
21-167RB Fabrizio Vestri	15 PLEASANT ST EX	Solar Installation/12 panels	225.00	12/27/2021

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Subtotal 38,739.64

21-1M	J&J Heating		384 FOREST ST	New Supply and install HVAC system	60.00	2/8/2021
21-2M	TAG Heating & Cooling		327 FOREST ST	Replacement of condenser	60.00	6/14/2021
21-3M	J&J Heating		5 WOODLAND RD	New Supply and install HVAC systems	60.00	6/14/2021
21-4M	Denomme Plumbing & Heating		114 HIGH ST	New Installation of heat pump system	60.00	6/14/2021
21-5M	Nashoba Air & Boiler Works		18 MILL ST	New Installing 3 zone mini split system	60.00	7/12/2021
21-6M	Bill Wenzel Heating & A/C		159 HOLLIS ST	Replacing 2 heat pumps	60.00	8/10/2021
21-7M	J&J Heating		119 MILL ST	New Supply and install HVAC systems	60.00	8/29/2021
21-8M	J&J Heating		116 MILL ST	New Supply and install HVAC systems	60.00	9/13/2021
				Subtotal	480.00	
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21-15M	J&J Heating		384 FOREST ST	Install metal duct work for HVAC system	60.00	2/5/2021
21-25M	Joyce Cooling & Heating		4 UPTON ST	Installing new A/C system with ductwork	60.00	2/19/2021
21-35M	Kilpatrick HVAC		68 HALL ST	Install new supply duct for rooms above garage	60.00	3/8/2021
21-45M	Franks Heating		135 PLEASANT ST	Install one warm air furnace with a/c in basement	60.00	4/1/2021
21-55M	Nashoba Air & Boiler Works		414 HIGH ST	Install 2 ton duct system in 3rd floor walk up attic	60.00	4/5/2021
21-65M	TAG Heating & Cooling		323 FOREST ST	Install Stainless Steel Chimney Liner for Oil Heat	60.00	5/3/2021
21-75M	J&J Heating		5 WOODLAND RD	Supply and install metal duct work for HVAC	60.00	5/25/2021
21-85M	Wilson Brothers		52 HIGHLAND ST	Replace furnace and ductwork in the attic add A/C	60.00	6/10/2021
21-95M	J&J Heating		119 MILL ST	Install metal duct work for HVAC system	60.00	8/10/2021
21-105M	Tully Homes LLC		116 MILL ST	Install metal duct work for HVAC system	60.00	9/13/2021
				Subtotal	600.00	

Total 39,819.64
Less Inspections Software Fee (1,850.00)
Total to the Town 37,969.64

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2021 Report of the Electrical Inspector

Permit #	Name	Address	Purpose	Fee	Issued
21-1E	Patrick Donavon	28 CROSS ST	Service Change	60.00	1/11/2021
21-2E	Vivint Solar	285 MAIN ST	Solar PV Installation	100.00	1/11/2021
21-3E	Cynthia Quinn	328 POND ST	20 amp 240 volt circuit for new well	60.00	1/14/2021
21-4E	Robert Riopelle	583 PLEASANT ST	Replace 6 antennas for T Mobile	75.00	1/25/2021
21-5E	Timothy Woods	52 HIGHLAND ST	Rewire House	160.00	1/28/2021
21-6E	Tully Homes LLC	5 WOODLAND RD	New House	220.00	1/28/2021
21-7E	Steven Price	359 FOREST ST	Shed	85.00	2/4/2021
21-8E	Brian Flynn	250 PLEASANT ST	Five LED basement light fixtures	75.00	2/16/2021
21-9E	Kevin Escott	54 MASSAPOAG WY	Finish Basement	160.00	2/22/2021
21-10E	Edward Taylor III	6 PARKHURST RD	Garage	120.00	2/22/2021
21-11E	Rob Colburn	40 SCHOOL ST	Rewire Front Entry	75.00	3/1/2021
21-12E	Jeff Rosen	153 HALL ST	Attic Remodel	75.00	3/2/2021
21-13E	Vivint Solar	87 HALL ST	Solar PV Installation	100.00	3/3/2021
21-14E	David E. Tully, Sr.	401 HOLLIS ST	Rewire House	160.00	3/3/2021
21-15E	Freedom Forever	106 OAK ST	Solar PV Installation	100.00	3/3/2021
21-16E	Freedom Forever	800 MAIN ST	Solar PV Installation	100.00	3/4/2021
21-17E	Brian Flynn	250 PLEASANT ST	Boiler	75.00	3/8/2021
21-18E	Tesla Energy Operations	77 GROTON ST	Solar PV Installation	100.00	3/8/2021
21-19E	Vivint Solar	140 CENTURY WY	Solar PV Installation	100.00	3/17/2021
21-20E	Vivint Solar	116 CENTURY WY	Solar PV Installation	100.00	3/17/2021
21-21E	Richard Gauthier	311 WESTFORD ST	Bathroom Remodel	160.00	3/18/2021
21-22E	Commonwealth Electric	0 BLODGETT ST	Commercial Solar - Batteries	243.00	3/18/2021
21-23E	Vivint Solar	573 MAIN ST	Solar PV Installation	100.00	3/25/2021
21-24E	David Harrington	56 HORSE HILL ST	Recess lights Master & Bathroom	75.00	3/25/2021
21-25E	James Fraser	69 WESTFORD ST	Addition	120.00	3/29/2021
21-26E	Brenna Knight	101 HOLLIS ST	Rewire House	160.00	4/1/2021
21-27E	Brian Flanders	5 VALLEY ST	Service Change	60.00	4/6/2021
21-28E	Paul Cushion	141 POND ST	Bathroom Remodel	160.00	4/6/2021
21-29E	Randy Gill	135 PLEASANT ST	Addition & Kitchen Remodel	160.00	4/13/2021
21-30E	30 Pleasant Street LLC	36 PLEASANT ST	Changing existing fixtures with LED	80.00	4/20/2021
21-31E	Derek Donegan	414 HIGH ST	AC Unit	75.00	4/22/2021
21-32E	Geoffrey Neiley	26 SWALLOW LN	Garage	120.00	4/26/2021
21-33E	Robert Riopelle	583 PLEASANT ST	Transfer Switch	75.00	4/29/2021
21-34E	Town of Dunstable	28 PLEASANT ST	Minor Rewire	10.00	5/6/2021
21-35E	Freedom Forever	106 OAK ST	Service Change	60.00	5/6/2021
21-36E	Jeff Rosen	153 HALL ST	AC Unit	75.00	5/10/2021
21-37E	Sunrun	140 HIGH ST	Solar PV Installation	100.00	5/10/2021
21-38E	Kieran Meehan	32 ALEXANDER WAY	Hot tub and 2 outlets	135.00	5/10/2021
21-39E	30 Pleasant Street LLC	36 PLEASANT ST	Commercial Rewire	150.00	5/20/2021
21-40E	Lisa Spinazola	96 PARKHURST RD	Underground Service 100 amp	180.00	5/20/2021
21-41E	Shaun Doherty	70 LOWELL ST	Addition	180.00	6/1/2021
21-42E	Vivint Solar	436 HOLLIS ST	Solar PV Installation	100.00	6/1/2021
21-43E	Vivint Solar	6 KIMBERLY LN	Solar PV Installation	100.00	6/1/2021
21-44E	Linda Thornburn	57 LOWELL ST	Water Heater	60.00	6/1/2021
21-45E	Jacob Tinus	126 POND ST	AC Unit	75.00	6/2/2021
21-46E	Michael Lauf	5 MILL ST	Kitchen & Dinning Room Fixtures	135.00	6/2/2021
21-47E	Marcia Walsh	828 MAIN ST	Pool House	75.00	6/2/2021
21-48E	Tully Homes LLC	119 MILL ST	New House	160.00	6/14/2021
21-49E	Vivint Solar	33 CHAPMAN STREET	Solar PV Installation	100.00	6/16/2021
21-50E	Vivint Solar	16 KIMBERLY LN	Solar PV Installation	100.00	6/16/2021
21-51E	Boston Solar	81 PARKHURST RD	Solar PV Installation	100.00	6/17/2021
21-52E	Jayne Barnes	69 HALL ST	Generator	75.00	6/21/2021
21-53E	Shawn Ferrari	313 FOREST ST	Generator	75.00	6/21/2021

21-54E	Shawn Ferrari	313 FOREST ST	Fix a tear in the feeder wire	75.00	6/21/2021
21-55E	Jared Wikman	99 FOREST ST	Addition	120.00	6/22/2021
21-56E	Christopher Deturk	375 RIVER ST	Rewire House	160.00	6/23/2021
21-57E	Gerald Lilly	86 PARKHURST RD	Inground Pool & Hot Tub	120.00	6/24/2021
21-58E	Town of Dunstable	91 RIVER ST	Service Change	10.00	7/9/2021
21-59E	Loren Morse Electric	45 FLETCHER ST	Addition	75.00	7/12/2021
21-60E	Jean Haight	114 HIGH ST	Subpanel	135.00	7/13/2021
21-61E	Bradford Busa	235 KEMP ST	Aboveground Pool	60.00	7/21/2021
21-62E	Bradford Busa	235 KEMP ST	Final inspection	60.00	7/21/2021
21-63E	Tully Homes LLC	116 MILL ST	New House	220.00	7/26/2021
21-64E	Brian Flynn	250 PLEASANT ST	Service Change	60.00	7/28/2021
21-65E	Barbara Barbere	306 GROTON ST	AC Unit	75.00	7/28/2021
21-66E	Judy Proulx	106 HIGH ST	New House	220.00	8/3/2021
21-67E	Walter Alterisio	68 HALL ST	Addition	60.00	8/4/2021
21-68E	James McCarthy	3 BRITTANY LN	Bathroom Remodel	75.00	8/9/2021
21-69E	Emerson	1061 MAIN ST	Solar PV Installation	110.00	8/10/2021
21-70E	Carolyn Bogdan	56 CENTURY WY	Sunroom	60.00	8/12/2021
21-71E	KED-ENERGY LLC	60 SKY TOP LN	Solar PV Installation	110.00	8/16/2021
21-72E	Teresa Atwood	285 HALL ST	Furnace	135.00	8/24/2021
21-73E	Tesla Energy Operations	57 CHAPMAN STREET	Solar PV Installation	110.00	9/8/2021
21-74E	Karen Koyutis	362 FOREST ST	Sewer Pump	60.00	9/8/2021
21-75E	Vivint Solar	285 MAIN ST	Solar PV Installation	110.00	9/8/2021
21-76E	Philip DeNyse	436 FOREST ST	Generator	75.00	9/23/2021
21-77E	Claudia Novak	1037 MAIN ST	Generator	75.00	9/29/2021
21-78E	Lisa Spinazola	96 PARKHURST RD	Garage	120.00	9/29/2021
21-79E	New England Clean Energy	10 DOGWOOD LN	Solar PV Installation	110.00	10/4/2021
21-80E	Chris Dahlberg	776 MAIN ST	Garage	120.00	10/6/2021
21-81E	Chamberlin Electric	61 PARKHURST RD	Pool Service	60.00	10/12/2021
21-82E	Daniel Koning	41 LAKE ST	Service Change & Garage	180.00	10/14/2021
21-83E	Gregory McNamara	312 WESTFORD ST	Inground Pool	60.00	10/14/2021
21-84E	Joseph Martorano	26 LAKE ST	Rewire House	160.00	10/18/2021
21-85E	603 Electric	362 RIVER ST	Solar PV Installation	110.00	11/2/2021
21-86E	Michael Connor	422 RIVER ST	6 outdoor outlets, 2 circuits	60.00	11/2/2021
21-87E	John Heaton	255 WESTFORD ST	AC Unit	75.00	11/2/2021
21-88E	DC Electrical	250 LOWELL ST	Rewire House	160.00	11/8/2021
21-89E	Boston Solar	81 PARKHURST RD	Solar PV Installation	110.00	11/16/2021
21-90E	Jonathan Siddall	115 THORNDIKE ST	Replace all exterior outlets	75.00	11/17/2021
21-91E	Mathew Morton	458 MAIN ST	Garage	120.00	11/23/2021
21-92E	Kenneth Mandell	416 HOLLIS ST	Run line from breaker box to a new	75.00	11/23/2021
21-93E	Sunrun	517 GROTON ST	Solar PV Installation	110.00	11/24/2021
21-94E	Summit Energy	294 HALL ST	Solar PV Installation	110.00	11/30/2021
21-95E	Mark Lewis	85 FOREST ST	30 amp 240 volt exterior outlet	60.00	12/13/2021
21-96E	Tesla Energy Operations	15 PLEASANT ST EX	Solar PV Installation	110.00	12/27/2021
21-97E	Franklin Valles	16 OAK ST	AC Unit	75.00	12/30/2021
				Subtotal	10,163.00
				Less Inspections Software Fee	(970.00)
				Total to the Town	9,193.00

2021 Report of the Gas Inspector

Permit #	Name	Address	Purpose	Fee	Issued
21-1G	Suzanne Deshler	55 LOWER DAM WY	Boiler	60.00	1/7/2021
21-2G	Shawn Ferrari	313 FOREST ST	Generator	60.00	1/21/2021
21-3G	Denomme Plum. & Heat.	524 FOREST ST	Water Heater	60.00	1/21/2021
21-4G	Timothy Woods	52 HIGHLAND ST	Water Heater	60.00	1/28/2021
21-5G	James Simmons	416 MAIN ST	Barn Heater	120.00	2/4/2021
21-6G	Diane Drew	142 HALL ST	Furnace	60.00	2/11/2021
21-7G	Lauren Hanlon	54 MASSAPOAG WY	Gas Fireplace	60.00	2/25/2021
21-8G	Ayotte Plumbing & Heating	338 PLEASANT ST	Boiler	60.00	3/1/2021
21-9G	David Sears	171 HIGH ST	Water Heater	60.00	3/3/2021
21-10G	Arthur Balogh	33 PLEASANT ST EX	Boiler	60.00	3/3/2021
21-11G	Top Notch Plumbing	47 ALEXANDER WAY	New House	150.00	3/3/2021
21-12G	Paul Herlihy	1094 MAIN ST	Generator	60.00	3/10/2021
21-13G	Kyle Jacobson	441 FOREST ST	Cookstove	60.00	3/17/2021
21-14G	Gregory Towle	293 PLEASANT ST	Boiler	60.00	3/18/2021
21-15G	Thomas Woytaszek	187 HARDY ST	Water Heater	60.00	3/29/2021
21-16G	Leonard Monk	95 HARDY ST	Pool Heater	60.00	4/13/2021
21-17G	Brenna Knight	101 HOLLIS ST	Cookstove	60.00	4/28/2021
21-18G	Lorden Oil Co.	384 FOREST ST	Propane Storage Tank	60.00	4/28/2021
21-19G	Tully Homes LLC	384 FOREST ST	Gas Piping	120.00	4/28/2021
21-20G	Steven Price	359 FOREST ST	Disconnect existing underground feed	60.00	5/6/2021
21-21G	Jared Wikman	99 FOREST ST	Remodel House	150.00	5/6/2021
21-22G	Steven Price	359 FOREST ST	Generator	120.00	5/10/2021
21-23G	Jeffrey Klane	14 DOGWOOD LN	Propane Storage Tank & Pool Heater	60.00	5/20/2021
21-24G	Kathleen Ryder	270 MAIN ST	Pool Heater	60.00	5/20/2021
21-25G	30 Pleasant Street LLC	36 PLEASANT ST	Reconnect gas	60.00	5/20/2021
21-26G	Kurt Andius	49 ADAM ST	Pool Heater	60.00	5/27/2021
21-27G	James E. Tully	147 DEPOT ST	Driveway Lamp	60.00	6/9/2021
21-28G	Tully Homes LLC	5 WOODLAND RD	Furnace & Gas Fireplace	120.00	6/14/2021
21-29G	David Winch	69 HALL ST	Propane Storage Tank	60.00	7/1/2021
21-30G	Tully Homes LLC	5 WOODLAND RD	Propane Storage Tank	60.00	7/1/2021
21-31G	Tully Homes LLC	119 MILL ST	Propane Storage Tank	60.00	7/1/2021
21-32G	Tully Homes LLC	119 MILL ST	New House	150.00	7/1/2021
21-33G	Denomme Plum. & Heat.	161 WESTFORD ST	Furnace	60.00	7/6/2021
21-34G	Russell Merwin	247 LOWELL ST	Furnace	60.00	7/6/2021
21-35G	Done Right Plumbing	39 SKY TOP LN	Generator	60.00	7/12/2021
21-36G	DQ Plumbing	119 HALL ST	Propane Storage Tank	60.00	7/15/2021
21-37G	Bradford Busa	235 KEMP ST	Boiler & Cookstove	60.00	7/15/2021
21-38G	Diane Drew	142 HALL ST	Water Heater	60.00	8/4/2021
21-39G	DQ Plumbing	665 GROTON ST	Boiler & Water Heater	60.00	8/11/2021
21-40G	Eastern Propane	141 HIGH ST	Gas Piping	60.00	8/18/2021
21-41G	Randy Gill	135 PLEASANT ST	Water Heater & Furnace	120.00	8/23/2021
21-42G	Theresa Atwood	285 HALL ST	Furnace	60.00	8/24/2021
21-43G	William Soda	103 THORNDIKE ST	Gas Fireplace	60.00	8/26/2021
21-44G	Philip DeNyse	436 FOREST ST	Generator	60.00	9/21/2021
21-45G	Tully Homes LLC	116 MILL ST	New House	150.00	9/23/2021
21-46G	Leslie Novak	1037 MAIN ST	Generator	60.00	10/12/2021
21-47G	Audrey Rossetti	423 GROTON ST	Furnace	60.00	10/12/2021
21-48G	Lorden Oil Co.	1037 MAIN ST	Propane Storage Tank	60.00	10/12/2021
21-49G	Gregory Mcnamara	312 WESTFORD ST	Pool Heater & Gas Fireplaces	120.00	11/1/2021
21-50G	Lorden Oil Co.	116 MILL ST	Furnace, Cookstove, & Gas Fireplace	120.00	11/1/2021
21-51G	June Costa	626 GROTON ST	Furnace	60.00	11/10/2021
21-52G	Susan Psaledakis	190 HIGH ST	Furnace	60.00	12/6/2021
21-53G	Jennifer Grant	420 GROTON ST	Furnace	60.00	12/28/2021
21-54G	Eastern Propane	104 MAIN ST	Gas line to Barn	60.00	12/28/2021
21-55G	Bond Plumbing	219 KEMP ST	Boiler	60.00	12/30/2021

Subtotal 4,080.00

Less Inspections Software Fee (550.00)

Total to the Town 3,530.00

2021 Report of the Plumbing Inspector

Permit #	Name	Address	Purpose	Fee	Issued
21-1P	Suzanne Deshler	55 LOWER DAM WY	Replacement of gas boiler	60.00	1/7/2021
21-2P	Dunstable Rural Land Trust	59 MAIN ST	See VOIDED Permit 20-29P; REISSUE	150.00	1/11/2021
21-3P	Denommee Plum. & Heat.	524 FOREST ST	Water Heater	60.00	1/21/2021
21-4P	Michael Lynch	714 MAIN ST	Bathroom Remodel	150.00	1/21/2021
21-5P	Jennifer Reed	384 FOREST ST	New House	150.00	1/25/2021
21-6P	Timothy Woods	52 HIGHLAND ST	Remodel Kitchen	150.00	1/28/2021
21-7P	Lauren Hanlon	54 MASSAPOAG WY	New Bathroom	150.00	2/25/2021
21-8P	Ayotte Plumbing & Heating	338 PLEASANT ST	Water Heater & Boiler	60.00	3/1/2021
21-9P	Denommee Plum. & Heat.	171 HIGH ST	Water Heater	60.00	3/3/2021
21-10P	Arthur Balogh	33 PLEASANT ST EX	Boiler	60.00	3/3/2021
21-11P	David E. Tully, Sr.	401 HOLLIS ST	New Bathroom	150.00	3/3/2021
21-12P	Top Notch Plumbing	47 ALEXANDER WAY	New Construction	150.00	3/3/2021
21-13P	Richard Gauthier	311 WESTFORD ST	Bathroom Remodel	150.00	3/4/2021
21-14P	Gregory Towle	293 PLEASANT ST	Boiler	60.00	3/18/2021
21-15P	Walter Alterisio	68 HALL ST	New Bathroom & Water Heater	150.00	3/22/2021
21-16P	David Harrington	56 HORSE HILL ST	Bathroom Remodel	150.00	3/22/2021
21-17P	DQ Plumbing	135 PLEASANT ST	Addition	150.00	3/22/2021
21-18P	Brenna Knight	101 HOLLIS ST	Remodel Kitchen & Laundry Hookup	120.00	3/25/2021
21-19P	Paul Cushion	141 POND ST	Bathroom Remodel(s)	150.00	3/29/2021
21-20P	Thomas Woytaszek	187 HARDY ST	Water Heater	60.00	3/29/2021
21-21P	30 Pleasant Street LLC	36 PLEASANT ST	Addition	150.00	4/1/2021
21-22P	Tully Homes LLC	119 MILL ST	New House	150.00	5/6/2021
21-23P	Tully Homes LLC	5 WOODLAND RD	New House	150.00	5/6/2021
21-24P	Jared Wikman	99 FOREST ST	Remodel House	150.00	5/6/2021
21-25P	Geoffrey Neiley	26 SWALLOW LN	New Half Bath & Bar Sink	150.00	5/20/2021
21-26P	Scott Frazier	47 THORNDIKE ST	Bathroom Remodel	60.00	5/26/2021
21-27P	Linda Thornburn	57 LOWELL ST	Water Heater	60.00	6/1/2021
21-28P	Christopher Deturk	375 RIVER ST	New Bathroom	150.00	6/22/2021
21-29P	Jeffrey Booth	302 DEPOT ST	Dishwasher	60.00	7/14/2021
21-30P	Bradford Busa	235 KEMP ST	Remodel Kitchen & Bathrooms	170.00	7/15/2021
21-31P	Diane Drew	142 HALL ST	Water Heater	60.00	8/4/2021
21-32P	Woodward Plumbing	3 BRITTANY LN	Bathroom Remodel	150.00	8/12/2021
21-33P	Tully Homes LLC	116 MILL ST	New House	150.00	8/19/2021
21-34P	James Frey	737 MAIN ST	Bathroom Remodel	150.00	9/13/2021
21-35P	John Hutchinson	47 GROTON ST	Bathroom Remodel	150.00	9/29/2021
21-36P	Joseph Martorano	26 LAKE ST	Kitchen & Half Bath Remodel	150.00	10/12/2021
21-37P	Shaun Doherty	70 LOWELL ST	Addition	150.00	11/23/2021
21-38P	John Visconti	57 PARKHURST RD	Water Heater	60.00	11/24/2021
21-39P	Kevin Smith	581 HOLLIS ST	Water Heater	60.00	11/29/2021
21-40P	Bond Plumbing	219 KEMP ST	Boiler	60.00	12/30/2021
			Subtotal	4,730.00	
			Less Inspections Software Fee	(400.00)	
			Total	4,330.00	

REPORT OF THE FIRE DEPARTMENT 2021

To the Citizens of Dunstable,

It is my honor and privilege to serve as your interim Fire Chief for the time period of November 12, 2021 through June 30, 2022. The department is going through a transition as it comes out of the Covid times and is transitioning between Fire Chief's. The department has a great young staff who is extremely dedicated and hardworking. When I started, we were 12 and my goal was to get the department to 24, half-way there.

The Fire-Rescue Department currently has 4-Officers and 14-Fire & EMS personnel. There are no full-time staff. The Chief's position is currently part-time and there is an 8-hour per day, 7-day a week, 8am-4pm per-diem position filled by the call department members.

The health and safety of the Fire Department personnel is priority one. In the Fire Service is of major concern to all. We are working to make the current conditions in the fire station safer for our members, by giving them a place to shower and applying for a grant to remove the diesel exhaust from the station. Healthier firefighters lessen the liability on the town and provides for a better workforce to protect the citizens.

The following are the current members of the Dunstable Fire-Rescue Department:

Chief/EMT	Paul Zbikowski
Deputy Chief	Open
Captain/EMT	Patrick Kerrigan
Lieutenant/EMT	Michael Gavin
Lieutenant/EMT	Patrick Bue
Firefighter	Steven McClure
Firefighter	Kathleen Sanfacon
Firefighter	Kate Kearns
Firefighter/EMT	Denise Boodoo
Firefighter	Rafael Cabanas
Firefighter	Colin Murphy
Firefighter/EMT	William Mantville
Firefighter/EMT	Charles Brisk
Firefighter	John Swick
Recruit Firefighter	Kristofer Anderson
Recruit Firefighter	Joshua Beaudoin
EMT	Julie Gavin
EMT	Allison Ralls

The department has the following pieces of apparatus:

Engine 1	2021	HME – Custom	1250gpm Pump 850gal Tank	
Engine 6	2005	Ferrarar – HME	1500gpm Pump 1000gal Tank	
Tanker 1	2009	4 Guys – International	1250gpm Pump 3000gal Tank	
Rescue 1	1999	Ford F450	Utility Body	Being Replaced 2022
Forestry 1	1986	Chevrolet 4x4	Military Pick-up	w/ Forestry Skid Unit
Car 1	2015	Ford	Interceptor	
UTV	2018	Bobcat		

The Department received several grants 2021 Grants. A State Safety Equipment Grant for \$10,329.52 for nozzles, a ventilation saw and a pumper intake valve. A Student Awareness of Fire Education Grant for \$3,575.00 and a Senior SAFE Grant for 2,550.00.

We have applied for Federal Fire Act Grants for \$49,942.52 for a Diesel Exhaust removal system for the station and \$ 343,900.00 for an Ambulance. We have also applied for a Federal Staffing for Adequate Fire and Emergency Response Grant (SAFER) for 2 – Full-time Firefighter/EMT’s. If successful, the grant will pay for the two positions for three years 100% including benefits. The only exclusion is any overtime costs.

We have purchased a new base radio and antenna to be mounted on the Water Tank site. We have applied to the Regional Dispatch and 9-1-1 for the funds to have it installed and hopefully that will be approved in the spring. This will greatly improve our extremely poor communications abilities.

The members of the Dunstable Fire-Rescue Department continue to look for ways to improve services to our citizens. The team trains hard and remains dedicated and ready to serve.

Respectfully submitted,

Paul J. Zbikowski
Interim Fire Chief

REPORT OF THE BOARD OF HEALTH 2021

The Board of Health continues to meet virtually due to the COVID 19 Pandemic. A common though time consuming activity at meeting is the review of on-site wastewater disposal system plans and well test results for proposed and existing lots. This year as was the last, because of the COVID 19 Pandemic requirement of social distancing, we are continuing to transfer that duty over for the time being to our Nashoba Associated Boards of Health Agent; Bridgette Braley. In addition to the above, our agents complete all the field work and maintain records for the Town relating to on-site disposal system and well testing matters. However records are also kept at the Board of Health office in the Town Hall. Nashoba Associated Boards of Health are located at 30 Central Ave, Ayer, MA 1-800-427-9762. Our Agent, Bridgette Braley can be reached at the same phone number at extension 103.

Nashoba Nursing Service and Hospice Home Health addresses a wide range of needs for the Town as well. They are located at 2 Shaker Road, Suite D225, Shirley, MA 1-800-698-3307. Another area of frequent activity relates to the management of curbside pickup and disposal of trash and recycling. We just completed our third year on June 30th and signed a new 3 year contract with G.W. Shaw & Sons, Inc. beginning July 1st. The new fee remained the same; \$300.00 per year.

For any further information on the above, you may email us at health@dunstable-ma.gov or call us at 978-649-4514, Ext. 229 to leave a message. The office in the town hall is open every Tuesday 12:00 – 4:00 p.m. Please call or email any time. We check our messages frequently.

Maria Amodei, Chair
Anita Moeller
Robert Parkin
Joan Ferrari; Administrative Asst.

REPORT OF THE POLICE DEPARTMENT 2021

**To The Honorable Board of Selectman
Dunstable Massachusetts:**

**I hereby submit the annual report of the Police Department for the year ending June 30,
2021.**

Chief of Police: James W. Dow

Administrative Assistant: Elizabeth Sappet

**Sergeants of Police: Darrell Gilmore
Erik Hoar
Nicholas Papageorgiou**

**Patrol Officers: Matthew Tully
Shawn Drinkwine
Richard Nault
Michael Petroforte**

**Reserve Officers: Sean Ready
Gregg Sanborn
Jeffrey Swift
Philip Sepe
Clifford Dunning
Ryan Cassidy**

Once again, Fiscal Year 2021 continued to bring the challenges of COVID-19. We continued to use required and necessary precautions and were fortunately able to limit our infected staff. In addition, our overall town infection rates per capita were lower than most other community's in our area. We thank our residents and all the towns' staff for complying with the rules and recommendations that continue to keep us safe.

This year we have made a change in our yearly in service training. Instead of the classroom, the Massachusetts Police Training Counsel has started to provide on-line training. This has worked very well and allowed Officers the flexibility of training inside of their schedules, and not required to attend an outside academy.

We remain challenged with our day-to-day operations with court appearances and meetings. When possible we have in person meeting using appropriate distancing and mask rules. This has been a step forward with a more personal method of communication. The staff remains positive and is looking forward to the end of these difficult COVID times.

We hired a new additional full time officer to our organization. We welcome Officer Michael Pietroforte and look forward to working with him. Officer Pietroforte has worked on the department as a part time officer.

We continue to thank the residents of Dunstable for their support and diligence in reporting crimes, suspicious activity, and all other matters that involve the Police. It is through this partnership that we will remain successful. We look forward to continuing to support our residents and other Town Departments in any way necessary.

For a complete breakdown of police statistics involving types of calls received, motor vehicle violations and court actions please visit Town Hall during normal business hours in either the Town Clerks or Selectman's Office.

I would also like to thank the Dunstable Fire Department, Dunstable Emergency Medical Services, Dunstable Highway Department, Municipal Employees, Town Administrator and all area municipal agencies for their support and assistance over the past year. We look forward to continued cooperation in matters of Public Safety.

In closing, I would like to extend our appreciation to the Board of Selectman and the other Boards and Committees. The Dunstable Police Department looks forward to serving in the upcoming year.

Respectfully Submitted,

Chief James W. Dow

REPORT OF THE BOARD OF ROAD COMMISSIONERS 2021

2021 has been another year for the books. The Highway Team has been active keeping up with all the daily activities. Thank you David, John and Mark!

The primary duties of the Road Commission is to oversee all the operations of the Highway Department concerning development, repair and maintenance of public roads within the town. The Highway Department maintains approximately 42 miles of roadway in Dunstable. Their primary duties include snow and ice removal during winter months, and road repairs and paving in the summer. This year we resurface/paved Mill Street and Valley Street.

The Highway Department also assists many other Departments in town such as Police, Board of Health, Water Department, Town Clerk with setting up and taking down of voting booths, lending a hand(s) to the Tree Warden, Cemetery, Parks and Recreation. They plow the Larter Field parking lot and drop off a sand bucket to some of our town seniors when needed, put up the flags for Memorial Day, Fourth of July and Labor Day as well as assist with any banners for our returning Servicemen and women. They are also always busy repairing and maintaining the catch basins, potholes, street sweeping in the MS4 areas, and doing daily culvert cleaning due to beaver and debris/brush removal along roadsides.

A budget request for adequate staffing has been submitted for FY23.

The Board of Road Commissioners also issued 7 Driveway Permits, approved 3 Street Openings and signed off on Home Occupancy permit(s).

The Rt. 133 Infrastructure Project/Main Street Project is still moving forward. Many thanks to Representative Sheila Harrington and Senator Edward J. Kennedy for their tireless efforts in the General Court advocating for this project.

Respectfully Submitted

Mike Martin, Chair
Pete Gove, Commissioner
Mat Morton, Commissioner

REPORT OF THE CEMETERY DEPARTMENT 2021

Dunstable's Central Cemetery is a public, non-sectarian cemetery open to all Dunstable Residents. The operating budget comes from annual Town Meeting appropriations, fees, and trust fund interest. Three elected commissioners govern the Cemetery Department; an appointed superintendent handles interments and maintenance, including the four outlying cemeteries now closed to burials from the general public.

In 2021 there were 15 interments including 9 who were current residents at the time of their passing and 5 who were former residents.

Once again, the Cemetery Commission thanks other town boards and individuals for their help and cooperation: the Highway Department for timely, careful snowplowing and the annual turnoff/shut off of the waterlines: the Police Department for help with traffic control during large funerals and monitoring of all cemeteries to prevent vandalism.

The Cemetery Department asks that all lot owners and visitors at the Central Cemetery take note of and follow the posted rules regarding hours, plantings, decorations, etc. Owners may wish to refer to the Owner's Rule Book as well: the Rule Book is available at the Central Cemetery and at the Town Hall. These rules are designed to maintain the beauty and dignity of the cemetery and to ensure economy and safety in cemetery maintenance, particularly where power equipment is used.

Respectfully submitted,
The Dunstable Cemetery Commission

Susan J. Tully, Chair
Susan K. Psaledakis, Secretary
Ryan McLane, Commissioner

REPORT OF THE COUNCIL ON AGING 2021

The Dunstable Council on Aging serves the senior population in Dunstable by providing resources, programs, education, advocacy and coordinating services.

Anne Fenochetti is the current Elder Director working with a board of five volunteers and a Program Coordinator. Anne is available at Town Hall on Tuesday's from 8 am -1 pm and Wednesday's 9-11:00am. he can be reached at 978-649-4514 extension 223 or at afenochetti@dunstable-MA.gov.

During the COVID Pandemic the Council on Aging Board met regularly throughout the year socially distant with masks. Susan Tully and Anne Fenochetti arranged for COVID vaccines through the Nashoba Board of Health January through April of 2021.

From January 2021 through August 2021 the community room at the library was closed. In lieu of the weekly meetings, Susan Tully and Anne continued weekly meal deliveries and curbside pickup at town hall. 45 individuals received 2 meals every Wednesday, meals were provided by Dinners Made Simple. They picked up meals once a month from the Tyngsboro Senior Center that were provided through a grant to the Merrimack Valley Elder Services. Special thanks to Jean Haight who baked for the Seniors throughout the year and is one of our substitute meal delivery drivers. To the numerous volunteers who help to bring a smile to the seniors during COVID-19 our sincere gratitude.

On May 14, 21 the Council on Aging honored our seniors turning 90 and those already in their 90's with an ice cream social on the town common. Those turning 90 were Ruth Rogers, Ann Clancy and Fred Geissler. Music was provided by Howie Newman. Transportation for medical appointments and grocery shopping is provided by Alter-Ride. Rides were still available during the Pandemic. Thank you to Walter Alterisio for providing this valuable service.

PACH in Pepperell and Loaves and Fishes in Ayer continued to supply food and supplies to Dunstable residents throughout the year. Seniors continued to meet socially distanced and masked for monthly book discussion groups. The meetings took place at the Fellowship Hall of the Dunstable Church. We appreciate the DECC for allowing the use of their hall.

We are fortunate to have wide support from our community. Thank you to our Police and Fire Departments. In addition to being first responders, these men and women handle well checks, sponsor lunches/barbeques, install smoke detectors, and answer endless questions. Rivercourt Residence in West Groton provided Grab and Go meals on a monthly basis. To learn more about the Council on Aging and what's happening with the Dunstable Seniors check the Neighbor to Neighbor and the Senior Newsletter. Copies are available at the Post Office or contact us to get on the mailing list.

Respectfully submitted,
Anne M. Fenochetti
Director, Council on Aging

Barbara Martin, Chair
Mary Dow, Secretary
James McManus
Donald Pottle,
Joan Simmons
Susan Tully, Program Coordinator

REPORT OF THE GROTON – DUNSTABLE REGIONAL SCHOOL DISTRICT 2021

Report Prepared by:

Dr. Laura Chesson, *Superintendent of Schools*

Kristin DeFrancisco, *Assistant Superintendent of Schools*

Sherry Kersey, *Director of Business and Finance*

Jill Greene, *Director of Pupil Personnel Services*

Luke Callahan, *Director of Technology*

Stasia Knight, *Director of Extended Day and Community Services*

Justin Williams, *Director of Human Resources*

Mike Woodlock, *Principal, Groton-Dunstable Regional High School*

Wendy Salvatore, *Principal, Groton-Dunstable Regional Middle School*

Brian O'Donoghue, *Principal, Florence-Roche Elementary School*

Peter Myerson, *Principal, Swallow Union Elementary School*

Maggie Ross Richardson, *Boutwell Early Childhood Center*

Superintendent's Office

Submitted by Dr. Laura Chesson, Superintendent of Schools

It is with great pride and pleasure that I present the Groton-Dunstable Regional School District's Spring 2021/2022 report. Below is a short executive summary of highlights from this year. To learn about each item, you can access a more detailed narrative in the remainder of the report. The goal for all of our schools this year was to help each of our learners, whether learning at home or in school, to feel seen, heard and safe. While that is our goal every year, this year it proved to be even more paramount.

A Few Highlight Previews:

- Continuing designing professional development and learning to match the needs of interrupted learning as well as giving support to the development of learning environments where students feel accepted, like they belong, a part of the community, have access to a multi-tiered system of support in service of equitable outcomes for all students.

Section 1: Curriculum and Instruction,

- The school district continued to monitor improvements and purchases to make sure the buildings support a safe return of staff and students. This allowed a smooth start to the school year given the more in person learning environment. The Florence Roche Elementary Building project is underway as are plans for the new track.

Leftfield, LLC, the Owner's Project Manager, and Studio G Architects continue to lead the project to fruition. The building will stand where the current track is located and we are excited about the plans to maintain a track space.

Section 2: Business and Finance.

- We continue to work to strengthen our ability to support all students in our district. We have secured two Massachusetts competitive grants, Safe and Supportive Schools and Hate Crime Prevention, provided us with additional funds and resources to support the collaboration of school based teams, and initiate our work with the ADL (Anti-Defamation League) for peer training programming for students and professional development for staff.

Section 3: Student Services

- The district continues to provide equitable access across the district to digital tools, such as Google Docs and digital portfolios, and our district-wide 1:1 computing environment. The technology department works hard to make sure that all devices are up and running. This year we also launched a new website format that we have been using successfully and reflecting on best ways to communicate via the website to all stakeholders. Section 4: Technology and Digital Learning.

- Please see Section 5: Human Resources to see all of the new staff who joined the Groton Dunstable team. We continue to feel lucky to have found talented individuals to make sure we were able to supervise and assist learners at all levels. Staffing has become increasingly difficult throughout the pandemic and we know that the solid academic environment and what it has to offer teachers continues to attract talented educators.

Curriculum, Instruction, and Assessment

Submitted by Kristin DeFrancisco, Assistant Superintendent

As you read about our highlights in curriculum and instruction this year, you will notice a theme of making sure that we worked to maintain the highest standards despite the circumstances we continue to find ourselves in during the pandemic. Our top priority is to foster learning environments where students feel accepted, like they belong, a sense of community, a multi-tiered systems of support, all in service of equitable outcomes for all students.

2021 Highlights

- Professional Development and learning to continue meeting the needs of students with interrupted learning. These include a “large cohort” opportunities so that we ensure all educators have what they need in order to make changes in instruction.
- We continued to use think tanks to help teachers continue their work around strategies to engage and motivate learners such as building inclusive learning communities, using feedback loops, using student friendly learning targets and using student smart goals.
- We have used data from our Professional Development and Learning and Curriculum, Instruction and Assessment committees to help define new ways to look at what we want to bring in to continue to support teachers in both teaching and learning. We are forming a common understanding for how this should consistently look, feel and sound in the district.
- Taking a deeper look at Multi-Tiered Systems of Support and in addition to focusing on tier II intervention systems in reading, we are also making sure to audit our tier I systems. This is very important because these tier I systems are the foundation to the success of tier II and tier II supports.

Data Analysis

We continue to use screener data in the areas of mathematics and ELA. Screeners are used throughout the school year to help identify students that are on or above grade level, slightly below grade level and significantly below grade level. The three screeners that we are using are Dibels for reading (K - 2) Reading Plus in the area of reading (grades 3 & 4) and IXL in the areas of mathematics (K-12). Our Dibels data is showing that our early readers are making progress throughout the school year with classroom instruction and with some intervention supports in place too.

Social emotional wellness continues to be an area of progress. We continue with Responsive Classroom professional development and are looking to grow this framework in middle school and high school with an advisory framework. We are continuing to use the support of the Safe and Supportive Schools Grant to grow our initiatives.

All of these areas have provided data sets and opportunities for us to build narratives that tell students’ learning stories. We know that it is important to look at many data points when we are making decisions about programming for our students and the more we look to build a complete narrative, the more successful we will be at matching interventions and opportunities to our learners. We look forward to continuing to build this kind of culture around data.

Business and Finance Department

Submitted by Sherry Kersey, Director of Business and Finance

2021 Highlights

- The FY21 budget cycle ended favorably.
- Our building maintenance staff continue to monitor HVAC performance in all buildings and other operating systems to ensure a safe learning environment for both staff and students.
- The Food Service program provided universal free lunch for all students for the entire year.
- Florence Roche Elementary Building project was approved by MSBA and funding secured at Groton’s Annual Town Meeting.
- The Town of Groton approved funding for a new track to be built behind the Middle School campus.

- Both Towns approved the high school football stadium field to be renovated with a new seeded field. A generous donation from GD @ Play also helped fund this initiative.
- Worked collaboratively with both towns to spend COVID relief funds to offset regional school expenses.
- Worked collaboratively with Town Manager in Groton and Town Administrator in Dunstable to produce a balanced FY22 budget.

The FY21 budget year closed favorably for the district, ending with a surplus of unspent funds of \$980,372 (2.23%) of our total \$44,001,053 budget. These funds will help replenish Excess & Deficiency (E & D) funds that have been appropriated for the \$800,000 appropriation that was approved by the school committee and the towns to be used to balance the FY22 operating budget. This is a positive movement toward restoring the balance of E & D to the level set as a goal by the school committee. The school district made many repairs and improvements to all HVAC systems throughout the school district in both FY20 and FY21. Those initiatives, as reported last year as well, include:

- Repairs to all HVAC systems so that all classrooms had working ventilation systems. Every classroom and all common areas in GDRSD buildings have been equipped with I-Wave Needlepoint Bipolar Ionization (NPBI). NPBI reduces or kills airborne pathogens including COVID19.
- Ductless split systems continue to be added to classrooms throughout the district to improve air movement. This is a long range plan for the maintenance department.
- Portable HEPA air purifiers were procured and added to rooms to improve air quality in individual areas.
- Communication has been provided to Administration and Teachers about proper opening of windows to allow fresh air into classrooms.

In the summer of 2020, DESE declared that all students qualify for universal free lunch for the entire 2020-2021 school year. This is great for our families, however the state reimbursement for a free meal does not necessarily cover the costs of running the food service program. The program had reserve funds to help cover costs. As universal free lunch was also approved for the 2021-2022 school year, we will monitor performance and provide the support the program needs to continue to serve our students nutritious food options.

The Florence Roche Elementary School Building Project is underway. Leftfield, LLC , the Owner's Project Manager, and Studio G Architects continue to lead the project to fruition. The Florence Roche Elementary Building Committee convenes every two weeks to make decisions that are necessary to continue forward progress. This also includes many local meetings to gather input and data from all stakeholders.

As the new Florence Roche building will be physically located where the current track is, the Town of Groton also approved a new track to be built behind the Middle School complex in order to preserve having a track on the property. Groundbreaking will occur in the spring of 2022.

The stadium football field at the High School will be renovated thanks to both Towns approving the funding to repair the natural grass turf. GD @ Play generously donated \$100,000 to offset the cost of the project. They had raised funds over several years with the option of looking into replacing the natural field with a turf based field and desired to see these funds be used to improve the quality of the field. There has been relatively little federal and state COVID relief funds directly sent to the school district, however a large allocation was directed to the Towns. The school committee and school Administrators worked with both Towns to advocate for some of those funds to be directed toward school related COVID costs. The Town of Groton gifted \$650,000 and the Town of Dunstable gifted \$150,000 of their appropriation to the school district. There was a lot of communication and paperwork that was needed, and all parties should be commended for the collaboration.

The district continued to work with the town manager and town administrator from our member towns to produce an FY22 budget that allowed the district to meet our budget guidance and continue to fund our capital needs. In order to balance revenue requirements with academic and operational budgetary requirements, \$800,000 was appropriated from E & D. This should be considered a one-time

appropriation. A five (5) year budget projection was prepared in order for the member towns to be able to better predict the annual funding request of the school district. We look forward to continued collaboration and leadership from elected officials of both towns to continue to work to create budgets that will support the district educational goals and provide the best possible education for all students. The continued support of both member towns have allowed the district to continue to fund our capital plan and improve all school facilities. The district completed a number of important projects during 2021 including:

- Purchased an additional truck for the maintenance department to increase the number of vehicles we have available for snow removal and day-to-day needs.
- Completed Phase II of a two-year project replacing flooring at the Middle School South.
- Maintenance/Grounds equipment that support the new initiatives from the Director of Buildings and Grounds including maintenance of the upcoming new football field and other existing fields throughout the school district.
- Support the technology refresh plan.

Pupil Personnel Services

Submitted by Jill Greene, Director of Pupil Personnel Services

2021 Highlights

- Health and safety continued to be a district-wide priority focusing on COVID-19 mitigation and testing. The foundation of our efforts were our School Nurses who provided the complex coordination and coordination needed to support our students, staff and families.
- We focused on increasing the coordination of our Special Education, Behavioral Health, Social Emotional Learning, Diversity, Equity and Inclusion efforts and the further development of our Multi-Tiered Systems of Support (MTSS) framework, in collaboration with the District's Curriculum, Instruction and Assessment efforts, in service of equitable outcomes for all students.
- Two Massachusetts competitive grants, Safe and Supportive Schools and Hate Crime Prevention, provided us with additional funds and resources to support the collaboration of school based teams, and initiate our work with the ADL (Anti-Defamation League) for peer training programming for students and professional development for staff.

Special Education:

The Groton-Dunstable Regional School District provides a constellation of support services for students with Individualized Education Programs (IEPs) throughout the district. In addition to the supports and services provided in general education environments, the district offers a variety of in-district programs to students eligible for special education services. Our programs offer more structured supports and services with predictable routines, highly specialized individual and small group instruction and curriculum that allows students to experience success as they learn and develop at their own rate.

Special Education highlights:

- Accepted as a District in the Massachusetts Department of Elementary and Secondary Education IEP Improvement Project Cohort.
- Continued with our ongoing professional development series for special educators to improve consistency of IEP development and expand specialized instructional practices, and the expansion of assessment and instructional materials district wide.
- Focused on the guiding principle of “promoting student independence” by utilizing data based decision making and implementing consistent communication, and documented procedures and processes with accountability systems.

Technology & Digital Learning Department

Submitted by Mr. Luke Callahan, M.Ed., Director of Technology & Digital Learning

2021 Highlights

The past year has been an active and exciting time for the Department of Technology & Digital Learning. Our department strives to support our standards-aligned curriculum to benefit each students' unique

learning characteristics. Although our department tackles several thousand help-desk tickets each year, we continue to empower instruction that demands the critical thinking skills required for college and career readiness.

Over the last year, ubiquitous access to a 1:1 device has reduced learning barriers, allowing our faculty an effective and engaging instructional approach. With the move towards greater access to digital tools, the 1:1 program, which includes Apple iPads and Google Chromebooks, supports educators in our universally designed curriculum and provides a resource in addressing any learning gaps. As part of the American Rescue Plan Act of 2021, GDRSD applied for and received an Emergency Connectivity Fund (ECF) grant. This grant replaced several hundred Google Chromebooks at the Middle School South providing a personalized learning structure supporting the Universal Design for Learning (UDL) principles.

Over the last several years, investments in technology infrastructure and our device replacement plan have been foundational to GDRSD's learning environment. As we have increased equitable technology access for teachers and students during this unprecedented time, we want all staff to remain safe. In 2021, GDRSD received a cyber-security awareness grant from the Commonwealth of Massachusetts with this idea of online safety in mind. This grant supports our effort to increase cyber-awareness across GDRSD and is vital.

Lastly, GDRSD launched a new website alongside a mobile app that helps students, parents, and community members to know what is happening at school right from their phones. Our families are using smartphones as a primary means to communicate, which is why we've created an app that is custom-built for mobile phones. The new platform has been successful, and we will continue to refine and improve our communication with our families and community.

Human Resources

Submitted by Justin Williams, Assistant Director of Business and Human Resources

2021 Highlights

- 2021 changes in our administrative team.
- Nineteen (19) district employees retired.
- Continued to implement and run a wellness program for staff focused on stress management and work life balance.
- Supported the COVID-19 testing efforts implemented by the district.

New administrative hires in 2021 included Middle School Principal, Wendy Salvatore; Boutwell Early Childhood Coordinator, Maggie Ross Richardson; PreK-6 ELA Coordinator, Amanda Densmore; DEI Coordinator, Andrew Hurley; Middle School Team Chair, Brian Macauley and Elementary School Team Chair, Jennifer Hilton. In addition to new members of the administrative team, we welcomed a number of staff members to fill available vacancies. We also saw the retirement of nineteen (19) district employees, many of which had been with the district for over 20 years.

Extended Day and Community Services

Submitted by Ms. Stasia Knight, Director

2021 Highlights

Transitioned to an online platform for program payment and registrations.
Reintroduced in person after school programming with Indian Hill Music Center.

Teamed with Wachusett Ski Mountain to offer Ski & Snowboard Club to 150 middle and high school students.

Continued collaboration with Groton Senior Center offering weekly walking and pickleball programs. The Extended Day Program continues to see an increase in registrations with over 320 students attending all of the program sites this year. This growth has necessitated the before and after-school program to continue the use of new locations and expansions in order to eliminate the waiting list and provide care for all families in need. In addition to February vacation week, the Extended Day Program offered Summer Camp, welcoming back field trips highlighting local small businesses within our community.

Community Education continues to offer residents in our area fun and informative classes. We welcomed back and continued to grow our partnership with the Groton Senior Center by offering free pickle ball and walking programs for seniors and our community throughout the week. In addition to these partnerships, we also offered several new classes for middle school and elementary students including Language, Mixed Media Arts, Circuit Labs, Ukulele and Chess Club. These along with old favorites like Flag Football, Ski Club, Tae Kwon Do, Summer Tennis, help give our students in grades K through 8 many options for after school and weekend fun.

As we look for a variety of ways to expand our programming, community input is always encouraged and welcomed. Find us on the new Groton-Dunstable Community Education webpage for updates, course offerings and to share your ideas!

Groton-Dunstable Regional High School

Submitted by Mr. Michael Woodlock, Principal

2021 Highlights

- 92% of our Graduating Seniors went on to a post-secondary academic opportunity. 81% of the class of 2021 went to a four year college/university, 11% to a two-year college/university, 3% went on to employment, and 1% enlisted in our nation's armed services.
- Like last year, we are continuing to prioritize making our WIN block an effective means of providing students with multiple opportunities each week to have access to necessary interventions and enrichment to make their scholastic and social and emotional journey at GDRHS a successful one. We are working with a software company to provide our staff and students with choice and autonomy in deciding how we will meet the needs of all learners in our district. The overall goal of this block is to provide students with extra assistance in classes when needed, while also providing students opportunities to explore options not included in their schedules or to meet with teachers they have to go further than typical class content would take them. Due to the pandemic we were not able to fully realize the intent of this block because we needed to limit student movement in the building for contact tracing reasons. The intent moving forward is to bring WIN Block to its full potential in 2021.
- We had 370 Advanced Placement (AP) Tests taken. 75% of the tests taken earned a three or better which is the standard to receive college credit. 18% scored a 5 which is the highest score possible.
- As part of our Decennial Accreditation which will take place in the fall of 2023, the staff is working to develop a Vision of the Graduate which will highlight key abilities and/or characteristics that we would like each student who completes their high school education at GDRHS to embody. This is critical work that when finished should have an impact on the teaching and learning of all students in the district, Pre-K through grade 12.

This school year, although more similar to what would be considered a typical school year, has not been typical. Students and staff alike have been met with many challenges as a result of the global Covid pandemic. Staff and students have struggled with social and emotional challenges in dealing with loss of loved ones and loss of the comforts of what we had been accustomed to. Students entering high school this year for the first time and those students entering 10th grade this year had not experienced a typical bell schedule at GDRHS before. Many students had not been in school in person in over a year. Because of all of these factors and more it has been challenging to replicate a school environment like the one we enjoyed prior to the pandemic. Although it has been difficult, our staff and students have modeled our core value of perseverance in an effort to make the 2021-2022 school year a success. Although the masks

have served as a reminder of the strange times we are enduring, we have seen a return of some things that have brought a sense of comfort and normalcy to our students' lives. Our Athletic Director, Matthew Ricard, has done an outstanding job of meeting all of the criteria to bring all of our sports back during this school year. Although we have had to manage our way through certain restrictions, our athletic teams have once again played full schedules and had great success on the fields, courts, ice rinks and trails during this year. Additionally, we have seen a return of concerts, theater productions, math competitions and DECA competitions. Our Robotics team, Robotomies, is back at it as well. Collectively, these extracurricular aspects of student life have made a huge impact in bringing life back into our hallways and classrooms. Of course, none of this would be possible without the support of our community, families and the incredible dedication of our staff, most notably our school nurses, Mrs. Shea and Mrs. Caruso.

Groton-Dunstable Regional Middle School

Submitted by Ms. Wendy Salvatore, Principal

2021 Highlights

- The Groton Dunstable Regional Middle School faculty had been very busy between January 2021 and January 2022! First off we hired a new Principal, Ms. Wendy Salvatore. Ms. Salvatore comes to us with 20+ years of experience in Education.
- How has COVID Changed how we do things: September 2020 we started the school year with 80% in person and 20% remote. We asked teachers to dismantle their classrooms and have only desks and the absolute necessities. Our amazing teachers did just that and moved from room to room as to allow for students to stay in their rooms in their cohorts to decrease the transmission of the Corona 19 virus. By April 2021 we were back to almost 90% in person schooling.

Fall 2021 teachers were eager to get “back to normal”. Teachers were able to be in their own rooms again and establish new norms for a new beginning. All though we quickly realized that “normal” is all relative and in the eyes of the beholder. We had to remind each other that a 5th grade student last had a full normal school year in 2nd grade and an 8th grade student last had a full normal year in 5th grade. Through all of this we continued to persevere against the virus and while we are doing pooled testing weekly, contact tracing daily and managing teacher absences due to COVID we are doing so as a team and supporting each other as we go through this, “new normal.”

Student voice and engagement:

What does Community look, feel and sound like? Ms. Salvatore visited every 7th and 8th grade English Language Arts class in the fall to have conversations about Community and what the students think it should look, feel and sound like. Students wrote their ideas on post-its and we did a Fill-a-Page activity. Those pages became posters and those posters are hanging around our building as a reminder of what the students' voice is. What do they think about how we should be treating each other? We also read these post-its every morning during morning announcements.

Inclusive School Community:

We are continuing to embark on a clear focus for building an inclusive school community where all members of the community are seen, valued and heard.

- Our district hired a Diversity Equity and Inclusion coordinator and with his support and the support of our Social Emotional Learning coordinator we have been able to have productive and informed conversations with our students, families and staff.
- As a district we read The Power of Our Words and have spent staff meetings and professional development afternoons talking about how POW helps us to inform $A+B+C+D=E$.
- Our 8th grade ELA curriculum this year read the book, Claudette Colvin, Twice Toward Justice, written by Phillip Hoose. With this text teachers worked with students on implicit and explicit bias. Recognizing that everyone has their own unique identities and differences. Mrs. DeFrancisco talked about mirrors, windows and sliding glass doors in one of her News Bites to the district. We are looking at providing students with these opportunities through what we read and did so with the use of this 8th grade unit.

- For the 2021-22 school year we created two new special education classrooms to create capacity to better serve our more complex students. These classrooms are for our Life Skills students and our Social Emotional Students. Having these classrooms within our school buildings allows us to include our students in our everyday happenings.
- All members of our school community continue to keep PRIDE in our sights: Positivity, Respect, Integrity, Determination and Empathy and how these words inform what a school community should look, feel and sound.

Florence Roche Elementary School
Submitted by Mr. Brian O'Donoghue, Principal

2021 Highlights

- Our professional development focused on strategies for engaging and motivating both in person and remote students.
- We had a consultant work with us throughout the year supporting self-care and wellness in response to the increased stress of working through COVID.
- We focused on strengthening our home and community partnerships to support students and families to feel connected during the pandemic.
- The school building project continued to move forward with a variety of focus groups facilitated by Studio G Architects.

The 2020-2021 school year was a challenging one and presented us with opportunities for learning new teaching strategies to meet the needs of both in person and remote learners. The district followed a “hybrid” model that offered both in person learning and remote learning options to families. We opened the year with 390 students returning to our classrooms for in person learning Monday through Thursday. 117 students chose to learn remotely full-time. All students were remote learners on Fridays to begin the year.

The hybrid model required us to make a few staffing adjustments in response to parent selection of either in person or remote learning. We assigned a classroom teacher to serve as the remote teacher for their respective grade level. These teachers led their instruction online using a variety of technology tools. All students, both in person and remote, were provided with devices to engage in their instruction.

We hired additional in person classroom teachers in order to limit our class size to approximately 15 students in response to safe distancing guidelines. At grades 3 and 4, we added additional sections to accommodate the large demand for in person learning. We added an additional section of grade 2 when we had an influx of new in person learners in the spring.

The 2020-2021 school year was like no other we have ever experienced. Our school community faced many challenges and learned a lot throughout the year. The primary focus was on keeping our students and staff healthy, safe and engaged in learning whether that was in person or remote.

We look forward to having all students back in our school for the 2021-2022 school year.

Swallow-Union Elementary School

Submitted by Peter Myerson, Principal

2021 Highlights

- During this past year we are one of the few elementary schools in the area to offer a hybrid model that would allow our students to attend 4 full days and 1 remote day. Our students were given a choice of hybrid or remote at the start of the school year. Roughly 80% of our students attend our hybrid model and 20% our in our remote program. Our remote students are taught by staff members on a full time basis. Our district has worked diligently all school year to make sure our students are following the many new protocols and procedures to make sure we all stay safe. The students and staff have done an excellent job with the new normal this year.
- Much of the work during the 2021 school year focused on keeping our school open. We made sure we are delivered the best possible education for our students academically, socially, and emotionally.

- As a school we continue to finalize our Core Values. We used the acronym PAWS to help our students remember them: Perseverance, Acceptance, Wise Choices, and Safety.

SU welcomed 64 kindergarten students this fall. This is our biggest K enrollment in the past several years. During the first half of our current school year, we continue to follow our new COVID procedures and protocols. The SU community has done a wonderful job keeping our students feeling safe and following through with our norms and expectations. A main focus this year has been focused on Responsive Classroom training for our staff. The goal of a responsive classroom is to create a safe learning environment in which students and staff feel accepted, and they are part of a community in which they all belong. RC training also aligns with our district goals of implementing our multi-tiered systems of support that help us strive to have equitable outcomes for all our students.

Boutwell Early Childhood Center

Submitted by Maggie Richardson, Director of Boutwell Early Childhood Center

2021 Highlights

During the 20/21 school year, we opened our doors to provide in person instruction for Boutwell students. Boutwell staff provided a rich preschool experience for students, all while social distancing and keeping students healthy. This was a huge undertaking which required creativity, flexibility and tremendous planning from staff members. Students were provided with individual toys and manipulatives, and the preschool daily schedule looked very different from a typical year. Technology was utilized in new ways to support lessons. Teachers, para-educators and related service providers found brilliant ways to support social, emotional and physical development while keeping students six feet apart. Students amazed us every day with their ability to adapt. Families were able to have regular glimpses into classroom activities through the use of SeeSaw. It was an incredibly successful year.

Boutwell registration for the 2021-2022 school year opened in February 2021. It was clear that many families in our community were interested in enrolling at Boutwell, particularly in a full day classroom. To accommodate the requests of our families, we were pleased to add an additional classroom teacher to our Boutwell staff. This fall, we opened with two full day classes, in addition to our half day morning and afternoon classes.

With the addition of a new classroom, construction began inside of Boutwell in order to accommodate increased enrollment. A new office and conference room was constructed. Future plans include construction of a library, offices for staff, a new staff work area, staff break room, and additional storage for classroom materials.

REPORT OF THE GREATER LOWELL TECHNICAL HIGH SCHOOL DISTRICT 2021

The Greater Lowell Technical High School Committee meets in the Administrative Office (Room 2260), 250 Pawtucket Boulevard, Tyngsboro, Massachusetts. Meetings are public and district residents are welcome to attend. School Committee and sub-committee meeting schedules, past meeting minutes, and the current fiscal year budget are listed on the school’s web site at www.gltech.org.

ELECTED SCHOOL COMMITTEE MEMBERS

Paul E. Morin	Dracut-Exp.2024	Lee Gitschier	Lowell-Exp.2024
Matthew Sheehan	Dracut-Exp.2022	Curtis J. LeMay	Lowell-Exp.2024
Kempton P. Giggey	Dunstable-Exp.2022	George W. O’Hare	Lowell-Exp.2022
Fred Bahou	Lowell-Exp.2022	George A. Tatseos	Tyngsboro-Exp.2022

MISSION STATEMENT

Greater Lowell Technical High School commits to ensure students’ readiness for career, college, and citizenship in the 21st century. We challenge and support students as they realize their individual potential for personal and professional success.

STUDENT ENROLLMENT CHARACTERISTICS

- 63.3% high needs students, which is 12.3% higher than the state average of 51.0%.
- 48.3% economically disadvantaged students, which is 11.7% higher than the state average of 36.6%.
- 17.3% students with disabilities, which is 1.4% lower than the state average of 18.7%.

STUDENT SUCCESS INDICATORS

MCAS participation rates varied across schools, districts, and student groups in 2021 more than in prior years. The participation rate in 2021 was lower than in prior years and results may have been different if more students had taken the test.

- MCAS Exceeding, Meeting, and Partially Meeting Expectations of 90% in ELA and 84% in mathematics.
- MCAS passing rate of 99% in science.
- MCAS Advanced/Proficient rate 88% in science.
- Graduation rate of 94.7%, which is 5.7% higher than the state average of 89.0%.
- Graduation rate of 86.1% for students with disabilities, which is 11.2% higher than the State average 74.9%.
- Dropout rate of 0.4%, which is four times lower than the state average of 1.6%.
- Retention rate of 0.1%, which is less than the state average of 0.8%.
- 20% of the Class of 2021 (107 students) were employed in their career major as of April 2021 through the school’s Cooperative Education program. (Participation rates varied in 2021 more than in prior years due to closures related to Covid-19).

VOCATIONAL TECHNICAL EDUCATION PROGRAMS

Greater Lowell Tech offers high school students a career focused education in 23 diverse vocational technical programs organized into the following four occupational clusters: Construction Technology, Personal Services, Technology, and Transportation/Manufacturing. Each of the 23 programs is supported by an Advisory Committee comprised of business and industry partners that meet twice per year to make recommendations on program improvements and assist with identifying student employment opportunities.

ADULT PRACTICAL NURSING AND POSTSECONDARY PROGRAMS

The Practical Nursing Program is a 40-week, full-time, postsecondary course that includes both classroom and clinical instruction in acute, sub-acute, and long term local healthcare facilities. After completing the program, graduates are eligible to take the National Council of Licensing Examination to become a Licensed Practical Nurse. The (unofficial) first time attempted pass rate for the class of 2021 is 92%. To accommodate diverse schedules, both a daytime and an evening/weekends division are offered. The Placement Director reported that 91% of the graduates were placed in employment as of the fall of 2021. This percentage does not include the effects from Covid-19.

Greater Lowell also offers a variety of adult continuing education courses in the area of health career training, computer training, introductory courses for the basic trades, and continuing education courses for electricians and plumbers to prepare for their Journeyman or Masters Exams. Personal enrichment courses are also offered for those interested in improving job skills, changing careers or simply pursuing a leisure-time interest. More than 509 adult students took postsecondary courses during the past school year. All students earn certificates of completion and can obtain State or National Certifications, if applicable.

FINANCES

Revenue

2020/2021

Misc. Rev. \$0
\$137,427

Assessments

Includes Minimum Contributions, Transportation, and Debt Service (Building Project)

Dracut \$5,070,929
Dunstable \$310,949
Lowell \$9,215,301
Tyngsboro \$1,488,447
Total \$16,085,626

State Aid

Chapter 70 \$29,582,554
Transportation \$1,452,232
Total State Aid \$31,034,786
TOTAL REVENUE \$47,257,839

Expenses:

Instruction \$23,061,069
Plant \$4,597,914
Fixed Charges \$9,361,844
Administration \$2,744,945
Other Services \$5,293,352
Programs w/other Districts \$195,124
OPEB \$100,000
Debt Service (Building Project) \$1,417,529
TOTAL EXPENSES \$46,771,777

REPORT OF THE CONSERVATION COMMISSION 2021

The Dunstable Conservation Commission generally meets on the second and fourth Monday of each month, starting at 6:30pm. Members are meeting remotely. Despite the challenges of the COVID-19 pandemic, the Commission has continued to function and serve the public's needs. Meetings are open to the public. Please check the town website for meeting information: www.dunstable-ma.gov

The Conservation Commission serves the community as a state mandated regulatory agency, which enforces MGL Ch. 131 Section 40 (The Wetland Protection Act) while also promoting the conservation and sustainable use of Dunstable's natural resources. In addition to its responsibility under the state statute, the Commission has similar responsibilities as set forth in the Dunstable General Wetlands Bylaw.

Under the Wetlands Protection Act and the Town Bylaw, the following actions were taken in the calendar year 2021:

Abbreviated Notice of Resource Area	
Delineation (ANRAD) hearings/continuations	2
Notices of Intent hearings/continuations	5
Requests for Determination/continuations	0
Certificates of Compliance	2
Building Permits	3
Occupancy Permits	4
Site Visits	24
Demolition Permits	0
Enforcement Orders/Violations	0

Alan Starbird remains the Commission's representative on the Community Preservation Committee.

At the May Annual Town Meeting, residents voted to support the purchase of the 1.27-acre Drew Landing property on Main Street. This important parcel borders Salmon Brook and has off street parking. In late 2021, the Conservation Commission and Community Preservation Committee approved funds for a feasibility study in hopes of applying for a MassTrails Grant. This grant would be for design, engineering and permitting of a handicap accessible boardwalk from Drew Landing to Emery Woods.

The Commission voted to extend All Habitat's Order of Condition to control invasive species on Massapoag Pond.

During 2021, we mowed the Stone Arch Bridge field.

The Conservation Commission would like to thank the scout that completed (under the direction of Dave Kimpton) the clearing of some of the shoreline at Woodward's Mill Pond.

Thank you to the 4th graders who under the direction of Physical Education teacher Nicole Pelletier completed a wooden bridge behind the Swallow Union Elementary School. This bridge, located on the Bacon Conservation area, crosses Black Brook.

For information about the Conservation Commission, please go to the town website at www.dunstable-ma.gov

Useful Information

Please note that dogs must be kept leashed at all times on Conservation Commission properties.

One sometimes hears that Dunstable is “closed to hunting.” This is not the case. Dunstable does have a “discharge of firearms” bylaw. One must have the written permission of the landowner in order to discharge a firearm. As a matter of practice, the Conservation Commission does not grant such permission for land they control. Bow hunting and fishing are permitted unless the property is posted. State properties (Massachusetts Division of Fisheries & Wildlife) are governed by separate rules; please check their website at <http://www.mass.gov/dfwele/dfw/>

Questions sometimes arise with regard to the operation of motorized vehicles on Conservation property. Residents may wish to refer to Massachusetts General Law Chapter 90B, Section 26, paragraph (e): “No person shall operate a snow vehicle or recreation vehicle on privately-owned property unless...the operator has in his possession...a document, signed by the owner...authorizing operation of such vehicle...”. "No person shall operate a snow vehicle or recreation vehicle on publicly-owned property except on trails marked and designated for use by such vehicles, or without the express permission of the owner.”

Respectfully,

Alan Chaney - Chairman

Leah Basbanes – Vice Chair

Juan Amodei

Al Starbird

Kate DeLoureiro

Marijan Andacic

Tiffany Naughton

Cheryl Mann-Administrative Assistant

REPORT OF THE PLANNING BOARD 2021

To the Citizens of the Town of Dunstable, this is the 2021 Annual Report for the Dunstable Planning Board.

The Planning Board would like to remind residents that many of the roads in Dunstable have been designated as scenic roads. According to M.G.L. Chapter 40, Section 15C, “after a road has been designated as a scenic road any repair, maintenance, reconstruction, or paving work done with respect thereto shall not involve or include the cutting or removal of trees, or the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the Planning Board.....”. If you have any questions, please call the office (978) 649-4514 x230.

The Planning Board generally meets at 6:30pm on the 1st and 3rd Mondays of each month, or as required. The public is welcome at these meetings. Please go onto the town website for agenda information (www.dunstable-ma.gov). There are five board members; three are required to conduct regular business.

At the 2021 Annual Town Meeting, the Planning Board recommended, and residents approved, Zoning Bylaw changes. These included replacing two zoning maps, revising the Community Housing Bylaw and adding a Town Center District Bylaw.

The Board voted to layout Route 113 in anticipation of road repairs near the center of Town on Main Street.

George Basbanes agreed to represent the Planning Board on the Community Preservation Committee.

Member Dave Greenwood left the Planning Board in May 2021. The Board would like to thank him for his service to the Town. Jim Wilkie joined the Board in May.

The Planning Board notes the following activities during 2021:

Plans not requiring subdivision approval	4	Building Permits signed	2
Definitive Hearings/continuations/mod.	0	Zoning Hearings/public info sessions	7
Scenic Road Hearings/continuations	1	Fee Schedule Hearing	0
Preliminary Meetings/continuations	3	Subdivision Approvals	0
Special Permit Hearings/continuations	3	Rules and Reg. Hearing	1

Respectfully Submitted,
Joe Vlcek, Chair
Jeffrey Pallis, Vice Chair
George Basbanes, Clerk

Joan Simmons, Member at large
Jim Wilkie, Member at large
Cheryl Mann, Administrative Assistant

REPORT OF THE CULTURAL COUNCIL 2021

The Dunstable Cultural Council is a local chapter of the Massachusetts Cultural Council. The Council's mission is to provide entertaining educational programs for the community of Dunstable. Each year, the council members re-appropriate state funds provided to Dunstable for programs in the arts, sciences, and humanities for the benefit of our townspeople.

Each year the Dunstable Cultural Council members meet to review all of the grant applications. They vote on which grants to fund that will benefit all of the members of our community. The grants include programs for children, seniors and the entire community.

To become a member, a current DCC member can submit candidates to the Board of Selectman for appointment. People interested in becoming a member of the DCC can write to the DCC at: culturalcouncil@dunstable-ma.gov

Members: Leslie Novak, Laura Tully-Rothman, Consuelo Walker, Anne Fenochetti and Carlton Chin. The following is the annual report completed by the Dunstable Cultural Council for 2021-2022.

Council Name: Dunstable Cultural Council	
Date annual report completed:	1/26/2022
LCC Account Form	
Account Balance Beginning of July 1, 2020	\$5,278.36
Allocation	\$4,900.00
Municipal Revenue	\$0.00
Interest Income	\$3.98
Total Expenditures	\$350.00
Account Balance End of June 30, 2021	\$9,832.34

Town Treasurer: Bonnie Ricardelli Town Accountant Lisa Kelly
Council representative: Leslie Novak

Amount Available for Granting	
Account Balance End of June 30, 2021	\$9,832.34
End date for Expenditures included in this report	12/31/2021
Expenditures Amount Dunstable Cultural Council	\$7,103.00
Pending Expenditures Amount Encumbered funds.	\$1,280.00
Administrative Funds	\$149.00
MCC Allocation	\$5,100.00
Available Remaining Balance	\$1,449.34
Amount Available for Granting in FY2022:	\$6,400
Voting Meeting:	1/07/2021
Quorum attended.	
Last date of Community Input:	6/12/2019
Total granted in FY2022:	\$6,400

REPORT OF THE WATER COMMISSION 2021

To the Water Users and Citizens of the Town of Dunstable, this is the 2021 Annual Report for the Dunstable Water Department (DWD). The Board would like to remind residents that you could learn more about the Water Department through our website at www.dunstable-ma.gov/water-department. In addition to our Rules and Regulations, forms, upcoming agendas and meeting minutes, there are additional links that should answer your questions and guide you in better understanding our system.

The Dunstable Water Department would like to thank Scott Wilkins for his many years of involvement and hard work as a Commissioner for the Dunstable Board of Water Commissioners. Mr. Wilkins dedicated 5 years in this volunteer position providing support in seeing through multiple projects for the town of Dunstable. Scott retired in June 2021. John O'Brien remains Chairman and Mathew Morton, a commissioner. There is a vacancy on the Board of Water Commissioners. Anyone interested can contact Susan Bresnick at SBresnick@Dunstable-ma.gov.

Though there were fewer meetings than the previous year due to the pandemic, the Water Board was up to date and involved in all areas of the Dunstable Water System through e-mail and zoom meetings.

The new Water Tower that was completed in 2020, continues to operate smoothly and has successfully provided improved service to our water customers. The 100 year old system was upgraded, modernized and online by November 2020. There was a change in billing frequency for the fall 2021 billing. Water customers should be aware that this was a onetime change and that billing will resume to bi-annually, May 1st and November 1st.

Small Water System Services (SWSS) continues as the maintenance group that provides water operator services to the town.

The Dunstable Water Department would like to remind residents on Town Water of our policy on delinquent accounts. The Rules and Regulations state, "Water may be shut off for non-payment of bills or disregard of rules." Invoices w/interest are mailed monthly to late accounts. Each spring, three "Shut off Notices" are sent (by mail, by certified mail and hand delivered by the Constable) to inform residents that their water may be shut off in May/June.

Any water customer that would like to be notified when the department experiences an interruption in service, emergency or important notifications are urged to send their e-mail address to: sbresnick@dunstable-ma.gov

Questions? Please feel free to contact us at 978-649-4514 ext. 249. Our office hours are: Monday through Thursday 8am – 4pm, Friday 9am – 1pm. The Water Board generally meets the 4th Wednesday of the month. The public is invited. Thank you for your continued support.

Respectfully,

John O'Brien - Chair
Mathew Morton – Commissioner
Vacant – Commissioner
Susan Bresnick, Department Assistant

NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS 2021

The Northern Middlesex Council of Governments (NMCOG) was established in 1963 under Chapter 40B of the Massachusetts General Laws and is one of thirteen (13) regional planning agencies in the Commonwealth. NMCOG serves nine communities in the Greater Lowell area, including Dunstable, and provides professional technical assistance in the areas transportation, economic development, emergency management, land use, community development, permitting, smart growth, housing, historic preservation, open space and conservation, geographic information systems (GIS), pre-disaster mitigation and emergency response, and environmental protection. The Council's governing body is comprised of a chief elected official, Planning Board member and alternate from each member community.

The agency strives to bring a regional and interregional perspective to all areas of planning and resource management by fostering cooperative efforts between municipalities and encouraging collaboration between the public and private sectors. NMCOG promotes the interests of the local communities at the state and federal levels, and often acts as a liaison between the municipalities and other levels of government. The Council maintains a staff of professional planners and technicians to assist in developing and implementing its policies. The Council meets monthly (usually the third Wednesday of each month) at 40 Church Street, Lowell, and all meetings are open to the public. Each NMCOG member community pays an equal per capita assessment, which is used to provide the local match for various State and Federal grant funding programs.

NMCOG devotes a large share of its resources to transportation issues. In the past two years, the Council has assisted the Town in planning for improvements along Route 113, attainment of the Green Community designation, and implementation of the Master Plan. It should be noted that the project has gone out to bid as of 2022 and MassDOT is now working on beginning the work which will hopefully commence in 2022 or 2023. NMCOG also undertakes an annual traffic-counting program, collecting over one hundred counts at various locations throughout the region. Many of these counts are conducted within Dunstable. The count data is incorporated into a traffic count book and map that is distributed to local officials. Traffic count data is also available on the Council's web site at www.nmcog.org.

NMCOG is working with Dunstable and other communities throughout the region on initiatives to regionalize and collaborate on the delivery of certain municipal services. This project is funded by the Massachusetts Department of Housing and Community Development (DHCD), using funds made available by the legislature under the District Local Technical Assistance (DLTA) Program. The DLTA projects include analyzing opportunities for regional procurement of goods and services, improving 911 dispatch services, and identifying areas in which communities can work together collaboratively in addressing Stormwater management issues. Toward this end, the Northern Middlesex Stormwater Collaborative has focused on preparing for new Stormwater permit requirements that will soon be imposed by U.S. EPA. NMCOG staff provides ongoing support to the Collaborative, which includes thirteen communities, including Dunstable.

NMCOG staff has assisted the Town in updating its Housing Production Plan through the use of State funds. A Housing Production Plan contains a strategy for creating affordable housing for low and moderate income residents. Having an approved plan in place gives communities that are under the 10% threshold of Chapter 40B, but are making steady progress in producing affordable housing on an annual basis, more control over comprehensive permit (40B) projects. In all the value that is provided to the Town through NMCOG is substantial and the Town looks forward to working with NMCOG again this upcoming year.

Respectfully Submitted
Kieran D. Meehan, Councilor, Dunstable Board of Selectmen

REPORT OF THE PARKS & RECREATION COMMISSIONS 2021

Dunstable maintains two boards dedicated to the maintenance of public park spaces and to encourage and facilitate recreational activities for the Town's residents. The Park Commission has served the town for 111 years. Park Commission primary responsibilities include landscaping and maintenance of the Town Common, Dunstable Fields located behind Swallow Union School, and Larter Family Memorial Field. These facilities include playgrounds, three baseball diamonds, one softball field, soccer fields, and the tennis courts.

The Recreation Commission facilitates athletic field scheduling and works with the Groton Dunstable Youth Sports Leagues and other organizations to promote athletic opportunities for Dunstable's youth and adults. Recreations also works to identify new recreational opportunities for the town's populace. Youth and adult tennis and pickleball lessons were held at the town's tennis courts this summer. The Park and Recreations Commissioners continue to focus on maintenance and improvements of the facilities. While some activities were hampered by the COVID-19 pandemic many citizens continued to use Larter Field and the walking track.

The commissioners meet on a monthly basis to work on a variety of improvements for the town and are actively making plans for more improvements. Significant accomplishments in the past year include:

- Improved Larter Field baseball and softball fields and Swallow Union Little League field for future play.
- Revitalization of Larter Field trees and irrigation improvements.
- Addition of three benches placed around the Larter Field walking track and purchased an ice-skating rink.
- Supported holding Town Meeting in the open at Larter Field to meet pandemic health requirements.

The Commissioners would like to thank the Town staff and various committees and boards for supporting our core missions of maintenance of public park spaces and providing recreational activities and facilities for the town's people.

Respectfully Submitted for Park,
Philip DeNyse, Chair
Tiffany Naughton
Jean Phelan

Respectfully Submitted for Recreations,
Tiffany Naughton, Chair
Dawn Dorr
Jeffery Hastings
Charlie Lippman
Brian Locapo

REPORT OF THE COMMUNITY PRESERVATION COMMITTEE 2021

The Community Preservation Committee (CPC) is a nine-member board with six members designated as representatives for one year from other boards and three members-at-large appointed for three-year terms by the Board of Selectmen.

The Committee holds one formal hearing annually and otherwise meets as needed. Requests for funding are accepted throughout the year but must be voted at Town Meeting and must come under the heading of Historical Preservation, Affordable Housing, Conservation, Recreation, or Administrative.

The Town of Dunstable adopted the Community Preservation Act (CPA) in 2006. Funds are raised by the town through a 3% surcharge on local property taxes and are matched by the state up to 100%. The state match of 100% was received in November 2021, resulting in a deposit of \$288,692 into our CPA account. Due to the growing popularity of this program (187 communities now take part – 53% of the state’s municipalities), the Legislature has increased the statewide recording fees that provide revenue for the Community Preservation Trust Fund but this is the first time in quite a while that we have received a 100% match.

The following requests were submitted and approved for funding for FY 2021:

\$100,000 from the CPA Historical Reserve for the restoration of the McLoon House located at 59 Main Street as part of the 100-acre McLoon Farm recently bequeathed to the Dunstable Rural Land Trust by the estate of Olive McLoon. Funding requested by the Dunstable Rural Land Trust and the Dunstable Historical Commission. PLEASE NOTE: This project was voted and approved for funding by the CPC in September 2020 but, due to COVID, it did not receive Town Meeting approval until our Annual Town Meeting (ATM) on May 15, 2021.

\$74,268 from the CPA Undesignated Reserve for the total replacement and restoration of the natural turf field of the high school stadium. This funding also resolves the tree overgrowth at the high school softball field to address the water issues. Funding requested by the Groton Dunstable Region School District.

Administrative Funds may be used by the CPC for Legal, Engineering, or Consulting Services without a Town Meeting vote. This fund is allocated at ATM and may consist of up to 5% of the CPA budget.

\$10,000 from the CPA Administrative Fund for an exterior envelope assessment of the Union School building. Funding requested by the Dunstable Historical Commission.

\$7000 from the CPA Administrative Fund for engineering work in preparation for a state grant application that would cover 80% of construction costs for the Drew Landing boardwalk to connect to the newly acquired Emery Conservation Area. Funding requested by the Dunstable Recreation and Conservation Commissions.

\$1750 from the CPA Administrative Fund for continued membership to the Community Preservation Coalition that provides valuable assistance in navigating the many rules and regulations of the CPA.

Respectfully submitted,

Joan Simmons, Member at Large, Chair
Catherine Irzyk, Member at Large, Secretary
Jean Haight, Member at Large
Carol Bacon, Historic Commission
Alan Starbird, Conservation Commission

George Basbanes, Planning Board
Leah Basbanes, Board of Selectmen
Alan Chaney, Affordable Housing Committee
Tiffany Naughton, Parks Commission

REPORT OF THE LIBRARY BOARD OF TRUSTEES 2021

The Dunstable Public Library successfully navigated the Corona Virus 19 pandemic to open up to the public starting in June of 2021. We continued to offer home delivery and curbside services. A mask requirement was maintained in the library with patrons and staff. This enabled an extra level of safety for everyone amongst all the concern of vaccinations, as they are not required we felt that this slow and steady approach allowed for an extra sense of security. We still have many patrons that do not enter the building but we are happy to offer the curbside service. This service is also utilized when we have staffing issues, this could occur due to the virus whether there is exposure or full blown cases. The Board of Library Trustees; John Callahan, Robyn De Angelis and Joanne Mikol have strived to continue to have staff offer services keeping in mind that we do not want to close the building or stop services to the community.

At the annual Town Meeting the town voted to reroof the library. We successfully had the roof done thanks in part to the help of Police Chief Jim Dow for securing the quotes. As this building is aging we are working closely with keeping our equipment and the building updated.

The Senior group returned to the Community Room usage on Wednesdays in the fall of 2021. This group utilizes the Community Room which by design has been built for the use of the entire community during library hours. The room is also used for all elections that take place in town as well as a place for various groups and committees to meet. Since the pandemic our Children's Librarian Karen Debrececi has been hosting her weekly programs in the Community Room. This offers a larger space for those unvaccinated children to have the room to enjoy many activities. Mrs. D had a very successful summer reading program, we are all very fortunate to have her expertise and caring personality running our Children's room as well as coordinating Programs for all ages.

Suzanne Wall, Anne Fenochetti and Nancy Webb all worked diligently together to open the library back up to the public. Without the staff at the Library working together for the common good of the community we would have been delayed for longer in our reopening efforts. We are so very fortunate as a community to have our Board of Library Trustees that volunteer not only their time but their individual expertise that combined keep this ship afloat. We thank the community for seeing value in what we offer and continuing the financial support for this service.

Respectfully submitted,
Mary Beth Pallis, Library Director

REPORT OF THE COMMISSIONERS OF TRUST FUNDS 2021

The Commissioners of Trust Funds:

- Consists of 3 elected persons.
- Manages all trust funds unless donor otherwise provides.
- Develops investment philosophy and strategy for investment of securities.
- Works with town treasurer to ensure prudent investments.
- Invests all trust funds in accordance with the Statement of Trust Funds Policy.
- Distributes the income from trusts in accordance with terms of each.
- Keeps a record of its doings and makes a report at the close of each financial year showing fund totals, their investments, receipts, and disbursements.

Trust Commissioners oversee the following trusts.

ER Bennett
Sarah Parkhurst Charity
Sarah Parkhurst Lecture
Harriett Proctor Charity
Sarah Parkhurst Roby
Butterfield Relief Poor

Thanksgiving meals were provided to 60 residents through the Sarah Parkhurst Trust. The Commissioners wish to thank the Babcock Scholarship Committee who now oversee the Shirley and Russell Tobey Scholarship. The 2021 Tobey Scholarship was awarded to Catherine Hann in the amount of \$1000.00.

The guide-lines for applying for the Parkhurst Lecture Fund were established and can be found on-line and in Neighbor-to-Neighbor.

Respectfully submitted,

Alan Chaney
Susan Tully
Jon Hughes

Special Message from the Commissioners of Trust Funds:

Are you a Dunstable resident that is experiencing financial hardship? We may be able to help. A century ago, various residents of Dunstable willed funds to the town to help those in need. Dunstable's Commissioners of Trust Funds are responsible for disbursing funds from the interest on these accounts each year. If you, or someone you know, is a resident of Dunstable and could use some one-time help with medical, pharmacy, grocery, or fuel bills, let us know. Requests can be submitted to the Commissioners of Trust Funds at www.dunstable-ma.gov/user/53/contact. All inquiries are confidential.

REPORT OF THE ADVISORY BOARD 2021

The Advisory Board (AB), sometimes referred to as the Finance Committee or FinCom, is a six-member board. Each year, two of the six members are up for re-election for a three-year term. The Board's charge is to review all articles presented at the Annual or Special Town Meetings and make recommendations in the best interest of the town and the citizens. They also work closely with the Town Administrator, Town Accountant, and the other town boards and municipal departments to create the town budget and evaluate new and ongoing initiatives.

Revenue for the town comes from a variety of sources, with residential property taxes being, by far, the largest source. Proposition 2 ½ limits the annual property tax levy increase to 2 ½ percent. That, combined with other revenues (motor vehicle excise tax, building permits, PILOT (payments in lieu of taxes as with our two new solar fields), etc. help to fund our Operating Budget expenditures. Free Cash, which is unused and unexpected funds from the previous budget, is also available but because the amount varies from year to year, it is not good financial practice to plan to use it in the operating budget. Typically, the AB prefers to use Free Cash for one-time capital projects such as the purchase of equipment for various departments or repairs to town buildings. Unfortunately, for the past several years, we have been forced to use Free Cash to fund the day-to-day operating budget in order to avoid a Proposition 2 ½ override.

Proposition 2 ½ was approved by voters in 1980 to gain control of the ever-increasing cost of property taxes. This legislation put into place a 2 ½ percent levy limit and required that any spending above that limit must be approved by a town meeting vote and, again, as a ballot question at a town election.

While it is never a good time to ask the taxpayers to approve a Proposition 2 ½ override, an override is being considered for both municipal and school needs. The AB was able to avoid an override this year, in part, to federal funds related to COVID-19 relief, the AB was able to work out a budget with the GDRSD so that major cuts were not needed in either the school or municipal budgets. However, to fund continued annual increases in our school budget and requests for needed additions to our town infrastructure that are not being funded, an override will be needed. The AB will therefore be looking at a 3–5 year projection of the future needs of the Town in order to come up with a number to propose for an override for fiscal year 2024.

This past year has been challenging but as we slowly moved out of the pandemic, we have transitioned back from virtual to in person meetings. As part of our budget discussions, we have been able to stave off an override for another year while presenting a budget that provides the foundation for the Fire Department Service our town needs. We have also been meeting with the 350th Committee regarding their celebration and funding and our representative from the Affordable House Committee regarding the Mixed-Use District.

In closing, this board would like to thank Brian Palaia, the outgoing Town Administrator. Brian worked tirelessly with all boards in town to help Dunstable be the best that it could be. It was a pleasure to work with Brian and we wish him well on his future endeavors.

Respectfully submitted,

Jake Lewon, Chair
Harold Simmons, Vice Chair
James Frey, Secretary
Leo Tometich
Matthew Naughton
Michelle Bobkov

REPORT OF THE BOARD OF ASSESSORS 2021

To the Honorable Board of Selectmen and the Townspeople of Dunstable:

The three members of the Board of Assessors are elected to a staggered three –year term. The Board meets on the 2nd Monday of each month at the Town Hall, 511 Main Street at 7:00pm.

The Board of Assessors is responsible for valuing real estate and personal property, processing motor vehicle excise taxes, processing statutory tax exemptions (for disabled veterans, elderly, and widows), and for setting the tax rate each year. Valuation sheets are available for public viewing in the assessors’ office or at the library.

Items subject to personal property taxation include boats, livestock, business machinery, and unregistered motor vehicles. There is no tax on household goods. Taxpayers may appeal a real or personal property assessment by filing an abatement form with the board prior to February 1 of the year in question or 30 days from the mailing of the first actual tax bill.

An abatement form may be obtained from the Board of Assessors office at the Town Hall. Each year the Board of Selectmen conduct a public hearing and with the information provided by the Assessing Office, determine if they wish to shift a portion of the tax burden from the residential and open space properties to the commercial, industrial, and personal property owners through classification.

Anyone wishing a meeting with the Board should contact the office at (978)649-4514 ext. 227.

Board Members	Office Staff
Brett Rock, Chairman	Victoria L. Tidman, Assistant Assessor
Robert Ricardelli	Susan Bresnick, Administrative Assessor

F/Y 2021 TAX LEVY COMPUTATIONS

Total amount to be raised	\$12,285,397.26
Total receipts and other revenue	\$ 2,291,904.00
Local tax levy	\$ 9,993,493.26

F/Y 2020 TOTAL VALUATIONS BY CLASS

	Parcels	Value	Levy %	Tax Dollars
Residential	1333	\$ 581,215,490	95.4396	\$9,537,746.19
Commercial	5	4,455,765	.7317	\$ 73,119.10
Industrial	18	3,607,800	.5924	\$ 59,204.00
Personal Property	41	19,708,956	3.2363	\$ 323,423.97
Total:	1,397	\$ 608,988,011	100.00	\$ 9,993.493.26

F/Y 2021 TAX RATE \$16.41 PER THOUSAND, ALL CLASSES

Levy Limit Components	
F/Y 2020 BASE	9,137,869
Amended New Growth	0
+2.5%	228,447
Allowable Growth	316,116
Subtotal	9,682,432
Debt Exclusion	489,288
Max Levy	10,171,720

TREASURER'S REPORT
To the Selectmen & Citizens of the Town of Dunstable
The Annual Report of the Treasurer for the Fiscal Year ending June 30, 2021

GENERAL ACCOUNT

Cash on Deposit July 1, 2020	\$2,252,133.47	
Receipts During the Year	\$14,068,011.82	
Interest Earned	\$4,885.29	
Expenditures During the Year	-\$14,487,945.11	
Cash on Deposit June 30, 2021		\$1,837,085.47

STABILIZATION FUND

Cash on Deposit July 1, 2020	\$328,962.43	
Receipts During the Year		
Interest Earned	\$3,939.51	
Expenditures During the Year		
Cash on Deposit June 30, 2021		\$332,901.94

CONSERVATION COMMISSION LAND FUND

Cash on Deposit July 1, 2020	\$4,996.04	
Receipts During the Year	\$150.00	
Interest Earned	\$21.41	
Expenditures During the Year	-\$2,929.34	
Cash on Deposit June 30, 2021		\$2,238.11

CONSERVATION COMMISSION TIMBER

Cash on Deposit July 1, 2020	\$572.68	
Receipts During the Year		
Interest Earned	\$4.32	
Expenditures During the Year		
Cash on Deposit June 30, 2021		\$577.00

SUBDIVISION ACCOUNTS

Cash on Deposit July 1, 2020	\$5,651.01	
Receipts During the Year		
Interest Earned	\$1.29	
Expenditures During the Year		
Cash on Deposit June 30, 2021		\$5,652.30

PERFORMANCE BONDS ACCOUNT

Cash on Deposit July 1, 2020	\$118,458.94	
Receipts During the Year		
Interest Earned	\$21.26	
Expenditures During the Year	-\$60,030.44	
Cash on Deposit June 30, 2021		\$58,449.76

COMMUNITY PRESERVATION FUND		
Cash on Deposit July 1, 2020	\$1,237,688.16	
Receipts During the Year	\$496,401.36	
Interest Earned	\$2,099.77	
Expenditures During the Year	-\$258,026.30	
Cash on Deposit June 30, 2021		\$1,478,162.99
CULTURAL COUNCIL FUND		
Cash on Deposit July 1, 2020	\$5,278.96	
Receipts During the Year	\$4,900.00	
Interest Earned	\$3.38	
Expenditures During the Year	-\$350.00	
Cash on Deposit June 30, 2021		\$9,832.34
HIGHWAY STABILIZATION		
Cash on Deposit July 1, 2020	\$10,505.15	
Receipts During the Year		
Interest Earned	\$125.79	
Expenditures During the Year		
Cash on Deposit June 30, 2021		\$10,630.94
WATER STABILIZATION		
Cash on Deposit July 1, 2020	\$52,333.50	
Receipts During the Year		
Interest Earned	\$626.70	
Expenditures During the Year		
Cash on Deposit June 30, 2021		\$52,960.20
53G Accounts		
Cash on Deposit July 1, 2020	\$18,357.47	
Receipts During the Year	\$15,773.80	
Interest Earned	\$2.61	
Expenditures During the Year	-\$23,619.14	
Cash on Deposit June 30, 2021		\$10,514.74
Tobey Scholarship		
Cash on Deposit July 1, 2020	\$166,329.77	
Receipts During the Year		
Interest Earned	\$1,987.76	
Expenditures During the Year	-\$1,000.00	
Cash on Deposit June 30, 2021		\$167,317.53
TAX TITLE ACCOUNT		\$65,437.57
WATER DEPARTMENT STOCK		
AT & T and Comcast		
Value of Stocks on June 30, 2021		\$8,872.82
Unrealized Gain Bartholomew		\$17,807.27
		\$26,680.09

Respectfully Submitted
Bonnie S. Ricardelli
Treasurer

TAX COLLECTOR'S REPORT

To the Selectmen & Citizens of the Town of Dunstable

The Annual Report of the Tax Collector for the Fiscal Year ending June 30, 2021

Tax	Levy	Refund	Payment to Treasurer	Abatements Tax Title	Uncollected
Year 2021					
Real Estate	\$9,670,070.15	\$17,934.19	(\$9,586,703.75)	(\$21,757.12)	\$79,543.47
Personal Property	\$408,420.17	\$85,003.80	(\$322,734.93)	(\$85,726.87)	\$84,962.17
MV Excise	\$622,887.30	\$5,985.20	(\$555,769.51)	(\$31,579.80)	\$41,523.19
CPA	\$290,102.01	\$10.80	(\$286,396.99)	(\$1,448.76)	\$2,267.06
Year 2020					
Real Estate	\$92,178.75		(\$75,023.94)		\$17,154.81
Personal Property	\$288.62		(\$288.62)		\$0.00
MV Excise	\$124,556.57	\$4,595.53	(\$108,397.69)	(\$6,105.64)	\$14,648.77
CPA	\$2,761.92		(\$2,247.28)		\$514.64
Year 2019					
Real Estate	\$23,773.10		(\$8,900.01)		\$14,873.09
MV Excise	\$8,029.71	\$415.11	(\$5,087.60)	(\$415.11)	\$2,942.11
CPA	\$713.20		(\$305.89)		\$407.31
Year 2018					
Real Estate	\$18,074.50		(\$11,920.54)		\$6,153.96
MV Excise	\$5,575.96		(\$903.15)		\$4,672.81
CPA	\$462.02		(\$308.35)		\$153.67
Year 2017					
Real Estate	\$6,061.28		(\$3,215.73)		\$2,845.55
MV Excise	\$1,308.24		(\$12.50)		\$1,295.74
CPA	\$149.15		(\$68.72)		\$80.43
Year 2016					
Real Estate	\$2,841.63		(\$2,841.63)		\$0.00
MV Excise	\$1,517.09			(\$1,517.09)	\$0.00
CPA	\$73.13		(\$73.13)		\$0.00
Roll-Back Taxes					
TOTAL TAXES	\$10,971,199.96				
DEMANDS AND OTHER COSTS	\$12,284.00				
INTEREST	\$27,901.33				
TOTAL PAID					
TOWN TREASURER	\$11,011,385.29				

Respectfully Submitted,
Bonnie S. Ricardelli
Collector of Taxes

REPORT OF THE TOWN ACCOUNTANT
To the Selectmen & Citizens of the Town of Dunstable
The Annual Report of the Town Accountant for the Fiscal Year ending June 30, 2021

TOWN OF DUNSTABLE

Combined Balance Sheet - All Fund Types and Account Groups
as of June 30, 2021
(Unaudited)

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types		Account Groups		Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Internal Services	Trust and Agency	Long-term Debt			
ASSETS										
Cash and cash equivalents	1,347,361.43	1,851,520.03	(27,080.43)	25,108.29		859,811.00			4,056,720.32	
Investments						26,680.09			26,680.09	
Receivables:										
Personal property taxes	84,962.17								84,962.17	
Real estate taxes	120,570.88	3,423.11							123,993.99	
Allowance for abatements and exemptions	0.00								0.00	
Tax liens	70,036.27	2,036.90							72,073.17	
Deferred taxes									0.00	
Motor vehicle excise	65,082.62								65,082.62	
Other excises									0.00	
User fees				11,373.93					11,373.93	
Utility liens added to taxes									0.00	
Departmental									0.00	
Special assessments									0.00	
Due from other governments									0.00	
Other receivables						243,073.00			243,073.00	
Foreclosures/Possessions									0.00	
Prepays									0.00	
Due to/from other funds									0.00	
Working deposit									0.00	
Inventory									0.00	
Fixed assets, net of accumulated depreciation								3,100,000.00	3,100,000.00	
Amounts to be provided - payment of bonds									0.00	
Amounts to be provided - vacation/sick leave									0.00	
Total Assets	1,688,013.37	1,856,980.04	215,992.57	36,482.22	0.00	886,491.09	3,100,000.00	3,100,000.00	7,783,959.29	

LIABILITIES AND FUND EQUITY

bilities:									
Warrants payable									0.00
Accounts payable									0.00
Accrued payroll	6,375.36								6,375.36
Withholdings	42,979.58								42,979.58
Accrued claims payable									0.00
Due to/from other funds	2,625.00								2,625.00
Due to other governments	2,006.25								2,006.25
Other liabilities									0.00
Deferred revenue:									
Real and personal property taxes	205,533.05	3,423.11							208,956.16
Tax liens	70,036.27	2,036.90							72,073.17
Deferred taxes									0.00
Foreclosures/Possessions									0.00
Motor vehicle excise	65,082.62								65,082.62
Other excises									0.00
User fees			11,373.93						11,373.93
Utility liens added to taxes									0.00
Departmental									0.00
Special assessments									0.00
Due from other governments				243,073.00					243,073.00
Other receivables									0.00
Deposits receivable									0.00
Prepaid taxes/fees									0.00
Tailings	240.90								240.90
IBNR									0.00
Agency Funds							74,173.84		74,173.84
Notes payable									405,000.00
Bonds payable					405,000.00				405,000.00
Vacation and sick leave liability								3,100,000.00	3,100,000.00
Total Liabilities	394,879.03	5,460.01	11,373.93	648,073.00		0.00	74,173.84		4,233,959.81
nd Equity:									
Reserved for encumbrances	33,696.85								33,696.85
Reserved for continuing appropriations	132,140.26								132,140.26
Reserved for expenditures	583,545.00								583,545.00
Reserved for petty cash	50.00								50.00
Unreserved for overlay deficit	(10,305.20)								(10,305.20)
Reserved for snow and ice deficit									0.00
Reserved for COVID-19 deficit									0.00
Reserved for debt service									0.00
Reserved for premiums									0.00
Reserved for working deposit									0.00
Undesignated fund balance									0.00
Unreserved retained earnings	554,007.43	1,851,520.03		(432,080.43)			812,317.25		2,785,764.28
Investment in capital assets			25,108.29						25,108.29
Total Fund Equity	1,293,134.34	1,851,520.03	25,108.29	(432,080.43)		0.00	812,317.25	0.00	3,549,999.48
Total Liabilities and Fund Equity	1,688,013.37	1,856,980.04	36,482.22	215,992.57		0.00	886,491.09	3,100,000.00	7,788,959.29

TOWN OF DUNSTABLE
STATEMENT OF REVENUE - ACTUAL
July 1, 2020 - June 30, 2021

GENERAL FUND

**ACTUAL
RECEIPTS**

TAXES

Personal Property Current	\$ 237,731.13
Personal Property Prior	288.62
Real Estate Current	9,563,630.56
Real Estate Prior	101,901.85
Rollback Taxes	-
Motor Vehicle Excise Current	549,784.31
Motor Vehicle Excise Prior	109,734.41
	<u>10,563,070.88</u>
	\$ 10,563,070.88

INTEREST

Interest on Property Tax	24,002.58
Interest on Motor Vehicle	3,898.75
Interest on Investments	4,884.69
	<u>32,786.02</u>
	\$ 32,786.02

LICENSES & PERMITS

Driveway Permits	275.00
Cable TV	461.58
Firearms Licenses	2,087.50
Fire Permits	5,165.00
Building Permits	50,307.35
Gas Permits	4,800.00
Plumbing Permits	4,750.00
Electrical Permits	11,023.00
Planning Board Special Permits	1,430.00
Common Victullar	75.00
Raffle	10.00
BOH - License	20.00
Dog Licenses	3,007.00
	<u>83,411.43</u>
	\$ 83,411.43

FINES & VIOLATIONS

Non Criminal Fines	500.00
Court Fines	405.00
	<u>905.00</u>
	\$ 905.00

GENERAL GOVERNMENT**Selectmen**

Other Miscellaneous 2.28

Tax Collector-Treasurer

Demand Fees 12,284.00

R M V Surcharge 2,860.00

Municipal Lien Certificates 4,725.00

Assessors**Town Clerk**

Certified Vitals 1,765.00

Business Certificates 300.00

Other Miscellaneous 40.00

Planning Board

Application Fees -

Board of Appeals

Filing Fees 3,900.00

Hearings 1,100.00

\$ 26,976.28

PUBLIC SAFETY**Police Department**

R M V Violations 9,634.39

Sp. Duty Surcharge 3,992.04

Miscellaneous -

\$ 13,626.43

OTHER DEPARTMENTAL

Highway Miscellaneous 1,300.00

Sale of Fixed Asset 7,400.00

\$ 8,700.00

TRANSFER FROM FUNDS

Close out FEMA Storm Funds 30,476.44

Record ATM 5/2018 Article 26 -River Street 30,000.00

60,476.44

STATE & FEDERAL RECEIPTS

State Owned Land 43,540.00

Abate. for Elderly & Veterans 502.00

Unrestr. General Government Aid 261,176.00

Veteran's Benefits 149.00

Federal Gas Tax Refund 5,812.00

\$ 311,179.00

TOTAL REVENUE

\$ 11,101,131.48

TOWN OF DUNSTABLE
SCHEDULE OF GENERAL FUND DEPARTMENTAL PAYMENTS
JULY 1, 2020 - JUNE 30, 2021

	ORIGINAL BUDGET	ADJUSTED BUDGET	YTD ACTUAL	FAVORABLE (UNFAVORABLE)
GENERAL GOVERNMENT				
TOWN ADMINISTRATOR				
Town Administrator Salary	77,812.00	77,812.00	76,513.70	1,298.30
Asst Town Administrator	62,424.00	62,424.00	62,410.33	13.67
	<u>140,236.00</u>	<u>140,236.00</u>	<u>138,924.03</u>	<u>1,311.97</u>
Office Supplies	400.00	400.00	0.00	400.00
Dues & Subscriptions	880.00	880.00	1,080.00	-200.00
Trainings & Meetings	2,000.00	2,000.00	264.00	1,736.00
	<u>3,280.00</u>	<u>3,280.00</u>	<u>1,344.00</u>	<u>1,936.00</u>
SELECTMEN				
Professional & Technical	330.00	330.00	175.86	154.14
Professional & Technical - Special Legal	6,000.00	6,000.00	6,213.82	-213.82
Communication	1,200.00	1,200.00	1,429.77	-229.77
Office Supplies	300.00	300.00	204.00	96.00
In State Travel	100.00	100.00	0.00	100.00
Dues and Memberships	900.00	900.00	769.00	131.00
Dues and Memberships - No Midd C of G	5,800.00	5,800.00	5,830.49	-30.49
	<u>14,630.00</u>	<u>14,630.00</u>	<u>14,622.94</u>	<u>7.06</u>
Stormwater Consulting Fees (STM10/14)	0.00	16,541.97	15,810.99	730.98
	<u>0.00</u>	<u>16,541.97</u>	<u>15,810.99</u>	<u>730.98</u>
FINANCE COMMITTEE				
Dues & Memberships	150.00	150.00	135.00	15.00
	<u>150.00</u>	<u>150.00</u>	<u>135.00</u>	<u>15.00</u>
Reserve Fund	30,000.00	10,000.00	0.00	10,000.00
	<u>30,000.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>
ACCOUNTANT				
Salary	20,000.00	23,000.00	23,000.00	0.00
Clerical	11,185.00	11,185.00	11,173.14	11.86
	<u>31,185.00</u>	<u>34,185.00</u>	<u>34,173.14</u>	<u>11.86</u>
Professional Services-Audit	15,000.00	15,000.00	15,000.00	0.00
Professional & Technical Services	6,000.00	6,000.00	4,817.59	1,182.41
Professional & Services-Accountant	0.00	0.00	0.00	0.00
Communications	0.00	0.00	1.80	-1.80
Office Supplies	750.00	-1,250.00	364.15	-1,614.15
In State Travel	850.00	850.00	0.00	850.00
Dues and Memberships	100.00	100.00	95.00	5.00
	<u>22,700.00</u>	<u>20,700.00</u>	<u>20,278.54</u>	<u>421.46</u>
ASSESSORS				
Associate Assessor	31,074.00	31,074.00	31,074.00	0.00
Clerical	17,181.00	17,181.00	17,172.56	8.44
	<u>48,255.00</u>	<u>48,255.00</u>	<u>48,246.56</u>	<u>8.44</u>
Professional Services	10,180.00	10,180.00	8,180.11	1,999.89
Prof Serv - Prop Review Assessment	12,000.00	12,000.00	11,000.00	1,000.00
Communication	125.00	125.00	175.59	-50.59
Office Supplies	900.00	900.00	626.56	273.44
In State Travel	700.00	700.00	0.00	700.00
Dues & Memberships	150.00	150.00	25.00	125.00
	<u>24,055.00</u>	<u>24,055.00</u>	<u>20,007.26</u>	<u>4,047.74</u>

TREASURER-TAX COLLECTOR

Salary	71,614.00	71,614.00	71,614.00	0.00
Certification Stipend	0.00	0.00	0.00	0.00
	<u>71,614.00</u>	<u>71,614.00</u>	<u>71,614.00</u>	<u>0.00</u>

Professional Services	15,230.00	15,230.00	15,360.06	-130.06
Communication	5,800.00	5,800.00	5,652.28	147.72
Office Supplies	1,550.00	1,550.00	1,760.96	-210.96
In State Travel	247.00	247.00	0.00	247.00
Dues & Memberships	100.00	100.00	100.00	0.00
Other Charges	490.00	490.00	42.40	447.60
	<u>23,417.00</u>	<u>23,417.00</u>	<u>22,915.70</u>	<u>501.30</u>

LEGAL DEPARTMENT

Professional Services	30,000.00	46,000.00	44,990.48	1,009.52
	<u>30,000.00</u>	<u>46,000.00</u>	<u>44,990.48</u>	<u>1,009.52</u>

TOWN CLERK

Salary	38,210.00	38,210.00	38,210.00	0.00
Temp Help Wages	2,000.00	2,000.00	1,260.00	740.00
Certification Stipend	1,000.00	1,000.00	1,000.00	0.00
	<u>41,210.00</u>	<u>41,210.00</u>	<u>40,470.00</u>	<u>740.00</u>

Professional Services	700.00	700.00	100.00	600.00
Communication	300.00	300.00	48.00	252.00
Office Supplies	500.00	500.00	335.34	164.66
In State Travel	300.00	300.00	0.00	300.00
Dues & Memberships	150.00	150.00	50.00	100.00
	<u>1,950.00</u>	<u>1,950.00</u>	<u>533.34</u>	<u>1,416.66</u>

DOG LICENSE PROGRAM

Communication	150.00	150.00	6.00	144.00
Supplies	500.00	500.00	222.25	277.75
	<u>650.00</u>	<u>650.00</u>	<u>228.25</u>	<u>421.75</u>

ELECTION & REGISTRATION

Election & Reg Stipends	7,000.00	7,000.00	4,141.23	2,858.77
	<u>7,000.00</u>	<u>7,000.00</u>	<u>4,141.23</u>	<u>2,858.77</u>

Registrar Salary	225.00	225.00	200.00	25.00
	<u>225.00</u>	<u>225.00</u>	<u>200.00</u>	<u>25.00</u>

Repair & Maintenance	500.00	500.00	200.00	300.00
Professional Services	10,000.00	10,000.00	5,690.23	4,309.77
Communication	6,000.00	6,000.00	3,619.06	2,380.94
Other Supplies	500.00	500.00	1,238.43	-738.43
	<u>17,000.00</u>	<u>17,000.00</u>	<u>10,747.72</u>	<u>6,252.28</u>

CONSERVATION COMMISSION

Clerical Wages	14,446.00	14,846.00	14,846.00	0.00
	<u>14,446.00</u>	<u>14,846.00</u>	<u>14,846.00</u>	<u>0.00</u>

Professional Services	280.00	280.00	544.03	-264.03
Communication	175.00	175.00	64.69	110.31
Office Supplies	225.00	225.00	0.00	225.00
Other Supplies	300.00	300.00	20.60	279.40
In State Travel	70.00	70.00	0.00	70.00
Dues & Memberships	800.00	800.00	613.00	187.00
Other Charges	150.00	150.00	0.00	150.00
	<u>2,000.00</u>	<u>2,000.00</u>	<u>1,242.32</u>	<u>757.68</u>

PLANNING BOARD

Clerical Wages	14,446.00	14,896.00	14,759.00	137.00
	<u>14,446.00</u>	<u>14,896.00</u>	<u>14,759.00</u>	<u>137.00</u>

Professional Services	900.00	900.00	507.85	392.15
Communication	225.00	225.00	15.50	209.50
Office Supplies	225.00	225.00	678.29	-453.29
	<u>1,350.00</u>	<u>1,350.00</u>	<u>1,201.64</u>	<u>148.36</u>

BOARD OF APPEALS

Professional Services	816.00	2,816.00	200.49	2,615.51
Office Supplies/Communication	500.00	500.00	3,036.69	-2,536.69
	1,316.00	3,316.00	3,237.18	78.82

TOWN HALL

Janitor/Recycler Wages	5,650.00	5,650.00	4,543.60	1,106.40
	5,650.00	5,650.00	4,543.60	1,106.40
Energy	12,000.00	12,000.00	15,132.54	-3,132.54
Non-Energy Utilities	5,120.00	5,120.00	4,285.44	834.56
Repair & Maintenance	9,000.00	19,000.00	16,280.76	2,719.24
Other Property Related Services	4,500.00	4,500.00	7,188.50	-2,688.50
Professional Services	1,000.00	1,000.00	686.74	313.26
Communication	4,750.00	4,750.00	5,379.16	-629.16
Office Supplies	2,500.00	2,500.00	1,648.61	851.39
Custodial Supplies	530.00	530.00	355.48	174.52
Repair Town Hall Furnace (Art. 10)	0.00	1,503.60	0.00	1,503.60
	39,400.00	50,903.60	50,957.23	-53.63

TOWN REPORTS

Communication	325.00	325.00	2,350.76	-2,025.76
Other Services	2,700.00	2,700.00	0.00	2,700.00
	3,025.00	3,025.00	2,350.76	674.24

TOWN PLANNING ENGINEER

Engineer - Prof Services	10,000.00	8,371.57	3,371.57	5,000.00
	10,000.00	8,371.57	3,371.57	5,000.00

TOWN PROPERTY - SPECIAL ARTICLES

Prior Year Bill (ATM5-21 Art 1)	450.00	450.00	450.00	0.00
Demo River Street (STM 5/18 Art 26)	30,000.00	30,000.00	875.00	29,125.00
Town Hall A/C	0.00	10,658.45	0.00	10,658.45
P/S Bldg Costs (Art. 8)	0.00	2,901.94	0.00	2,901.94
P/S Bldg. Survey (Art. 9)	0.00	5,210.00	0.00	5,210.00
	30,450.00	49,220.39	1,325.00	47,895.39

TOTAL GENERAL GOVERNMENT

	629,640.00	674,677.53	587,217.48	87,460.05
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PUBLIC SAFETY**POLICE DEPARTMENT**

Chief Salary	123,665.00	123,665.00	126,056.42	-2,391.42
Officer Wages	558,209.77	558,209.77	525,858.19	32,351.58
Admin Assistant Wages	40,223.23	40,223.23	40,454.40	-231.17
Police Wages-Part Time	45,000.00	45,000.00	46,660.10	-1,660.10
Custodian Wages	4,400.00	4,400.00	4,186.88	213.12
Police Overtime	135,000.00	135,000.00	131,352.53	3,647.47
Police Differentials	21,000.00	21,000.00	14,135.15	6,864.85
	927,498.00	927,498.00	888,703.67	38,794.33

Energy	9,000.00	9,000.00	9,000.00	0.00
Repair & Maintenance	3,000.00	3,000.00	3,000.00	0.00
Cruiser Repairs and Maint.	8,000.00	8,000.00	8,000.00	0.00
Radio Repair & Maintenance	8,250.00	8,250.00	8,250.00	0.00
Other Property Related Services	3,000.00	3,000.00	3,000.00	0.00
Professional & Technical	11,000.00	11,000.00	11,000.00	0.00
Prof & Tech Tuition Reimbursement	2,700.00	2,700.00	2,700.00	0.00
Radio Communication	83,000.00	83,000.00	83,000.00	0.00
Station Communication	3,500.00	3,500.00	3,500.00	0.00
Other Services - Lock Up	3,000.00	3,000.00	3,000.00	0.00
Office Supplies	3,500.00	3,500.00	3,500.00	0.00
Vehicle Supplies	29,000.00	29,000.00	29,000.00	0.00
Other Supplies	22,400.00	22,400.00	23,400.00	-1,000.00
Dues & Memberships	12,900.00	12,900.00	12,900.00	0.00
New Cruiser Lease	42,000.00	42,000.00	38,636.27	3,363.73
	244,250.00	244,250.00	241,886.27	2,363.73

ATM 7/20 Police Dept Server	15,000.00	15,000.00	0.00	15,000.00
	15,000.00	15,000.00	0.00	15,000.00

Police PY Encumbrance	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00

FIRE DEPARTMENT

Fire Chief Wages	85,800.00	85,800.00	87,120.00	-1,320.00
Fire Dept Wages - On Call	52,000.00	78,500.00	74,625.75	3,874.25
Fire Department Training Wages	11,160.00	11,160.00	13,220.50	-2,060.50
	<u>148,960.00</u>	<u>175,460.00</u>	<u>174,966.25</u>	<u>493.75</u>
Energy	3,500.00	3,500.00	5,110.26	-1,610.26
Apparatus/Vehicle Repair & Maintenance	14,000.00	16,400.00	18,799.84	-2,399.84
Professional Services	3,583.00	3,583.00	3,344.88	238.12
New Hire Physicals	4,400.00	4,400.00	0.00	4,400.00
Communications	6,700.00	6,700.00	11,190.63	-4,490.63
Office Supplies	450.00	450.00	741.78	-291.78
Building & Equipment Maint. Supplies	2,900.00	2,900.00	5,524.50	-2,624.50
Vehicle Supplies	6,800.00	6,800.00	3,067.63	3,732.37
Food Service & Rehab	0.00	0.00	154.60	-154.60
Firefighting Supplies	5,900.00	5,900.00	5,905.47	-5.47
Other Training Supplies	1,267.00	1,267.00	1,378.86	-111.86
In State Travel	0.00	0.00	161.27	-161.27
Dues & Membership	2,200.00	2,200.00	1,950.15	249.85
Fire New Equipment	15,400.00	15,400.00	11,931.83	3,468.17
	<u>67,100.00</u>	<u>69,500.00</u>	<u>69,261.70</u>	<u>238.30</u>
Fire Truck Replacement (ATM 7/20 A11)	69,986.00	69,986.00	69,040.15	945.85
Fire/Hwy Building Repair (ATM 7/20 A10)	15,000.00	15,000.00		15,000.00
FY16 ATM Communications Equip	0.00	12,201.40	5,789.08	6,412.32
	<u>84,986.00</u>	<u>97,187.40</u>	<u>74,829.23</u>	<u>22,358.17</u>

INSPECTORS

Building Inspector Salary	25,290.00	25,290.00	25,290.00	0.00
Building Inspector Part-Time Wages	5,000.00	5,000.00	5,000.00	0.00
	<u>30,290.00</u>	<u>30,290.00</u>	<u>30,290.00</u>	<u>0.00</u>
Building Inspector Expense	1,500.00	1,500.00	245.00	1,255.00
	<u>1,500.00</u>	<u>1,500.00</u>	<u>245.00</u>	<u>1,255.00</u>
Gas Inspector Salary	4,000.00	4,000.00	4,000.00	0.00
	<u>4,000.00</u>	<u>4,000.00</u>	<u>4,000.00</u>	<u>0.00</u>
Plumbing Inspector Salary	4,000.00	4,000.00	4,000.00	0.00
	<u>4,000.00</u>	<u>4,000.00</u>	<u>4,000.00</u>	<u>0.00</u>
Electrical Inspector Salary	12,000.00	12,000.00	12,000.00	0.00
	<u>12,000.00</u>	<u>12,000.00</u>	<u>12,000.00</u>	<u>0.00</u>

EMERGENCY MANAGEMENT

Communications	1,500.00	1,500.00	176.71	1,323.29
Other Supplies	250.00	250.00	0.00	250.00
In-State Travel	150.00	150.00	0.00	150.00
New Equipment	1,000.00	1,000.00	0.00	1,000.00
	<u>2,900.00</u>	<u>2,900.00</u>	<u>176.71</u>	<u>2,723.29</u>

ANIMAL CONTROL/DOG OFFICER

Stipend	11,000.00	11,000.00	11,000.00	0.00
Supplies	2,000.00	2,000.00	0.00	2,000.00
	<u>13,000.00</u>	<u>13,000.00</u>	<u>11,000.00</u>	<u>2,000.00</u>

TREE WARDEN

Services & Supplies	22,235.00	22,235.00	21,170.00	1,065.00
	<u>22,235.00</u>	<u>22,235.00</u>	<u>21,170.00</u>	<u>1,065.00</u>

TOTAL PUBLIC SAFETY	1,577,719.00	1,618,820.40	1,532,528.83	86,291.57
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EDUCATION

G.D.R.S. District	6,475,665.00	6,475,665.00	6,475,664.99	0.01
G.D.R.S. District Debt	283,795.00	283,795.00	283,795.00	0.00
G.D.R.S. Capital Assessment	78,830.00	78,830.00	78,830.00	0.00
G.L.R.V.T.H.S.	212,690.00	212,690.00	212,690.00	-270.00
G.L.R.V.T.H.S. Distric Debt	34,786.00	34,786.00	27,154.00	7,632.00
	<u>7,085,766.00</u>	<u>7,085,766.00</u>	<u>7,078,403.99</u>	<u>7,362.01</u>

TOTAL EDUCATION	7,085,766.00	7,085,766.00	7,078,403.99	7,362.01
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PUBLIC WORKS & FACILITIES

HIGHWAY DEPARTMENT

Wages Operations Staff	209,163.00	209,163.00	205,291.04	3,871.96
Part Time Wages	6,500.00	6,500.00	0.00	6,500.00
Clerical Wages	18,481.00	18,481.00	18,591.30	-110.30
Overtime	8,000.00	8,000.00	4,862.98	3,137.02
	<u>242,144.00</u>	<u>242,144.00</u>	<u>228,745.32</u>	<u>13,398.68</u>
Energy	6,895.00	6,895.00	6,018.40	876.60
Repair & Maintenance	43,637.00	43,637.00	20,413.06	23,223.94
Paving Service	67,500.00	67,500.00	35,903.28	31,596.72
BrushSigns & Line Paint	29,369.00	29,369.00	23,226.33	6,142.67
Repair & Maintain Building	5,000.00	5,000.00	1,338.25	3,661.75
Leases & Rentals	15,600.00	15,600.00	183.00	15,417.00
Professional & Technical	3,090.00	3,090.00	430.00	2,660.00
Communication	5,463.00	5,463.00	2,352.24	3,110.76
Office Supplies	902.00	902.00	320.98	581.02
Other Supplies	2,700.00	2,700.00	2,448.74	251.26
Vehicular Supplies	37,500.00	37,500.00	12,692.69	24,807.31
Dues and Memberships	1,000.00	1,000.00	12.50	987.50
Public Works Supplies	8,626.00	8,626.00	4,749.06	3,876.94
	<u>227,282.00</u>	<u>227,282.00</u>	<u>110,088.53</u>	<u>117,193.47</u>
Hwy Encumbrance	0.00	6,837.00	6,837.00	0.00
	<u>0.00</u>	<u>6,837.00</u>	<u>6,837.00</u>	<u>0.00</u>
Rte113 Project (STM 1/21 Art 1)	0.00	65,000.00	21,340.86	43,659.14
	<u>0.00</u>	<u>65,000.00</u>	<u>21,340.86</u>	<u>43,659.14</u>
Snow Removal				
Wages	56,175.00	56,175.00	34,091.79	22,083.21
Overtime	0.00	0.00	9,450.00	-9,450.00
Snow Removal Repair & Maintain	5,583.00	5,583.00	6,594.30	-1,011.30
Snow Removal Outside Plow Companies	25,583.00	25,583.00	35,411.75	-9,828.75
Snow Removal Vehicular Supplies	6,090.00	6,090.00	27,932.40	-21,842.40
Snow Removal Salt	192,454.00	136,054.00	68,666.03	67,387.97
	<u>285,885.00</u>	<u>229,485.00</u>	<u>182,146.27</u>	<u>47,338.73</u>
Transfer to Water Enterprise	20,000.00	20,000.00	20,000.00	0.00
Street Lights	11,500.00	13,000.00	11,992.00	1,008.00
	<u>11,500.00</u>	<u>13,000.00</u>	<u>11,992.00</u>	<u>1,008.00</u>
TRANSFER STATION / LANDFILL				
Landfill Expense	5,000.00	5,000.00	2,742.30	2,257.70
Transfer Station Professional and Tech	5,430.00	5,430.00	4,362.50	1,067.50
Transfer Station Other Purchases	2,000.00	2,000.00	0.00	2,000.00
	<u>12,430.00</u>	<u>12,430.00</u>	<u>7,104.80</u>	<u>5,325.20</u>
Transfer Station PR Yr Encumbrance	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
CEMETERY DEPARTMENT				
Wages	11,966.00	11,966.00	8,718.64	3,247.36
Water	1,250.00	1,250.00	572.00	678.00
Other Property Related Services	600.00	600.00	688.91	-88.91
Repair & Maintenance Service	3,000.00	3,000.00	260.39	2,739.61
Building & Equipment Repair	1,000.00	1,000.00	0.00	1,000.00
Other Supplies	1,500.00	1,500.00	0.00	1,500.00
Groundskeeping Supplies	1,100.00	1,100.00	63.16	1,036.84
	<u>8,450.00</u>	<u>8,450.00</u>	<u>1,584.46</u>	<u>6,865.54</u>
TOTAL PUBLIC WORKS	<u>819,657.00</u>	<u>836,594.00</u>	<u>598,557.88</u>	<u>238,036.12</u>

HUMAN SERVICES	0.00	0.00		
BOARD OF HEALTH				
Clerical Wages	12,821.00	12,821.00	10,045.05	2,775.95
	12,821.00	12,821.00	10,045.05	2,775.95
Rentals & Leases	1,700.00	1,700.00	0.00	1,700.00
Communication	400.00	400.00	92.00	308.00
Office Supplies	400.00	400.00	0.00	400.00
Dues & Memberships	400.00	400.00	150.00	250.00
Nashoba Assessment	9,030.00	9,030.00	9,015.21	14.79
Nashoba Nursing	4,305.00	4,305.00	4,114.11	190.89
Mental Health Assessment	0.00	0.00	0.00	0.00
TADS Program	2,000.00	2,000.00	2,000.00	0.00
	18,235.00	18,235.00	15,371.32	2,863.68
COUNCIL ON AGING				
Wages	9,000.00	9,000.00	9,000.00	0.00
	9,000.00	9,000.00	9,000.00	0.00
COA Bus	5,000.00	5,000.00	1,542.00	3,458.00
Office Supplies	250.00	250.00	105.08	144.92
Food Service Supplies	4,500.00	4,500.00	6,274.69	-1,774.69
In State Travel	1,250.00	1,250.00	247.84	1,002.16
Dues and Memberships	500.00	500.00	0.00	500.00
	11,500.00	11,500.00	8,169.61	3,330.39
VETERANS SERVICES				
Salary	5,805.00	5,805.00	5,805.00	0.00
	5,805.00	5,805.00	5,805.00	0.00
Professional & Technical	0.00	0.00	0.00	0.00
Communication	2,512.00	2,512.00	1,854.42	657.58
Office Supplies	800.00	800.00	0.00	800.00
Other Supplies	500.00	500.00	0.00	500.00
Food Services	500.00	500.00	0.00	500.00
In State Travel	100.00	100.00	0.00	100.00
Dues & Memberships	60.00	60.00	75.00	-15.00
Veteran's Benefits	20,000.00	17,778.43	3,243.12	14,535.31
	24,472.00	22,250.43	5,172.54	17,077.89
TOTAL HUMAN SERVICES	81,833.00	79,611.43	53,563.52	26,047.91
CULTURE & RECREATION				
LIBRARY				
Wages	115,601.00	115,601.00	111,960.16	3,640.84
	115,601.00	115,601.00	111,960.16	3,640.84
Energy	15,000.00	15,000.00	15,854.72	-854.72
Water	500.00	500.00	683.00	-183.00
Repair & Maintenance	3,200.00	3,200.00	1,244.00	1,956.00
Other Property Related Services	2,500.00	2,500.00	3,737.25	-1,237.25
Communication	550.00	550.00	583.14	-33.14
Office Supplies	1,300.00	1,300.00	2,328.66	-1,028.66
Other Supplies Collection Materials	37,836.00	37,836.00	36,106.88	1,729.12
Library Art 8 FY16 STM Design/Rep Egress	0.00	992.98	0.00	992.98
	60,886.00	61,878.98	60,537.65	1,341.33
MVL Consortium Dues	13,300.00	13,300.00	13,300.00	0.00
TECHNOLOGY	26,700.00	26,700.00	26,357.35	342.65
	26,700.00	26,700.00	26,357.35	342.65
RECREATION COMMISSION				
Other Purchased Services	6,400.00	6,400.00	6,400.00	0.00
	6,400.00	6,400.00	6,400.00	0.00

PARKS DEPARTMENT				
Energy	3,000.00	3,000.00	2,726.05	273.95
Other Property Related Services	49,000.00	49,000.00	53,923.75	-4,923.75
Other Services	9,000.00	9,000.00	3,238.26	5,761.74
	<u>61,000.00</u>	<u>61,000.00</u>	<u>59,888.06</u>	<u>1,111.94</u>
MEMORIAL DAY				
	700.00	700.00	620.00	80.00
	<u>700.00</u>	<u>700.00</u>	<u>620.00</u>	<u>80.00</u>
TOTAL CULTURE & RECREATION	284,587.00	285,579.98	279,063.22	6,516.76
DEBT SERVICE				
Long Term Debt	249,000.00	249,000.00	249,000.00	0.00
Long Term Interest	23,375.00	23,375.00	22,900.93	474.07
Temporary Loan Interest	3,300.00	3,300.00	704.00	2,596.00
	<u>275,675.00</u>	<u>275,675.00</u>	<u>272,604.93</u>	<u>3,070.07</u>
TOTAL DEBT SERVICE	275,675.00	275,675.00	272,604.93	3,070.07
Special Article - Debt				
ATM 7/20 Backhoe	35,623.00	35,623.00	35,623.00	0.00
	<u>35,623.00</u>	<u>35,623.00</u>	<u>35,623.00</u>	<u>0.00</u>
TOTAL TRANSFERS-OTHER	35,623.00	35,623.00	35,623.00	0.00
INSURANCE & BENEFITS				
County Retirement	293,124.00	293,124.00	292,506.11	617.89
Insurances:				
Group Health Insurance	307,000.00	307,000.00	290,260.34	16,739.66
Medicare Town Share	30,000.00	30,000.00	28,326.61	1,673.39
Liability (Buildings, Vehicles, Workers)	120,000.00	120,000.00	109,165.00	10,835.00
	<u>750,124.00</u>	<u>750,124.00</u>	<u>720,258.06</u>	<u>29,865.94</u>
TOTAL INSURANCE & BENEFITS	750,124.00	750,124.00	720,258.06	29,865.94
State Assessment				
	3,188.00	3,188.00	3,188.00	0.00
	<u>3,188.00</u>	<u>3,188.00</u>	<u>3,188.00</u>	<u>0.00</u>
TOTAL STATE ASSESSMENTS	3,188.00	3,188.00	3,188.00	0.00
TOTAL GENERAL FUND	11,543,812.00	11,645,659.34	11,161,008.91	484,650.43
DEPARTMENTAL PAYMENTS				

TOWN OF DUNSTABLE
STATEMENT OF CHANGE IN FUND BALANCE - SPECIAL REVENUE FUNDS
JULY 1, 2020 - JUNE 30, 2021

ACCOUNT NUMBER		BEGINNING BALANCE 6/30/2020	REVENUE	TRANSFER	EXPENDED PAYROLL	EXPENDED OTHER	ENDING BALANCE 6/30/2021
2010-13-192-3560-0000-000	Town Hall Committee	1,448.09					1,448.09
2020-00-000-3590-0000-000	Insurance Receipts < \$20,000	3,968.27	1,250.00				5,218.27
2022-01-161-3280-0000-000	Extended Polling Hours State Grant	9,682.36	1,404.24		753.76		10,332.84
2023-01-122-3590-2021-000	Green Com-Cons Measures-State Grant	-	97,957.50			55,030.00	42,927.50
2150-10-210-3560-0000-000	Police Special Duty	(3,963.84)	53,922.25		60,856.75		(10,898.34)
2240-04-430-3560-0000-000	SW Disposal Revolving	60,832.20	91,274.07			95,919.85	56,186.42
2260-00-000-3590-0000-000	Permit Fee Revolving	(860.00)	4,660.00			4,370.00	(570.00)
2265-10-175-3590-0000-000	ANR Revolving	509.41	2,475.00			2,375.00	609.41
2280-10-171-3560-0000-000	Wetland By-Law Fees	25.00					25.00
2310-04-422-3590-0000-000	Transportation Network Fund		68.80				68.80
2320-00-000-0000-0000-000	Res Res 91 River St	200,000.00		(30,000.00)			170,000.00
2390-12-422-3520-0000-000	Hwy Chapter 90 Improvement Grant	(81,495.83)	161,346.46			75,105.36	4,745.27
2440-10-491-3280-0000-000	Cemetery Revolving Fund	0.00	6,875.50		91.08	3,042.33	3,741.59
2460-30-194-3590-0000-000	Community Preservation Fund	1,204,084.04	498,336.16			263,753.00	1,438,667.20
2470-10-631-3560-0000-000	Town Recreation Revolving Fund	17,828.23	3,600.00			3,440.52	17,987.71
2475-10-210-3560-0000-000	Law Enforcement Revolving	2,078.77					2,078.77
2480-10-541-3560-0000-000	COA Transportation Revolving Fund	4,408.10	175.00			260.00	4,323.10
2600-13-122-3560-0000-000	Butterfield Relief/Poor	13,755.64	888.00			1,052.00	13,591.64
2602-13-491-3560-0000-003	Butterfield Cemetery Fund	20,385.08	1,575.00				21,960.08
2603-13-491-3560-0000-004	Cemetery Gifts & Donations	480.00					480.00
2604-13-491-3560-0000-005	Cemetery Setting of Stone	525.00	100.00				625.00
2605-13-541-3560-0000-002	Elder Affairs Donations	10,849.41				63.21	10,786.20
2607-13-541-3560-0000-003	Council on Aging Building Fund	29,346.75					29,346.75
2609-13-610-3560-0000-006	Library Jose Abeyta Memorial	222.15					222.15
2610-13-610-3560-0000-007	Library Lucy Kennedy Memorial	79.04					79.04
2611-13-610-3560-0000-008	Library Germaine Crawford	531.84					531.84
2612-13-610-3560-0000-009	Library Lloyd Barnes Mem.	141.00					141.00
2614-13-631-3560-0000-000	Dunstable Road Race Donations	316.12					316.12
2615-13-699-3560-0000-000	Cultural Council Grant	5,278.36	4,903.98			350.00	9,832.34
2616-13-699-3560-0000-001	Cultural Council Fundraiser	133.20					133.20
2617-13-693-3560-0000-000	Summer Concert Donations	19,588.69				132.88	19,455.81
2618-13-610-3560-0000-003	Library Trustee Account	15,937.17	1,626.96			1,892.47	15,671.66
2623-13-610-3560-0000-028	Library Helen Kennedy Mem	17,171.95					17,171.95
2624-13-610-3560-0000-000	Library Beverly Rock Mem.	731.18					731.18
2625-13-610-3560-0000-000	Library Lucille Dumont Mem	1,425.00					1,425.00
2626-13-000-3280-0000-000	Tyngs Rotary Club Donations	95.00					95.00
2629-13-692-3560-0000-000	Memorial Day Donation	640.22					640.22
2630-13-000-3280-0000-000	Korean/Vietnam Memorial Donations	17.67					17.67
2631-13-000-3280-0000-000	Flag Donations	714.74					714.74
2637-13-220-3590-0000-000	Fire Donations		2,500.00				2,500.00
2661-10-171-3560-0000-000	Conservation Wetland Act	18,995.15	1,025.00			3,137.52	16,882.63
2662-20-171-3300-0000-000	Town Forest Timber	54,830.25		(37,500.00)			17,330.25
2665-04-172-3520-2021-000	Main St Culvert Grant	-				30,381.86	(30,381.86)
2666-01-162-3520-2021-000	CARES - Postage Fund		443.89			443.89	-
2778-02-220-3590-2021-324	FEMA - Fire Truck	-	377,142.85			377,142.85	-
2779-11-233-3590-0000-000	FEMA-Covid 19	(27,283.42)	222,854.00		42,360.84	198,614.75	(45,405.01)
2782-11-422-3510-2009-000	FEMA Ice Storm Grant	30,476.44		(30,476.44)			-
2787-12-220-3510-0000-000	FEMA Fire Recruit	(16,100.46)	50,338.00		51,254.34	19,631.83	(36,648.63)
2791-02-220-4663-2020-000	Fire-Turnout Gear	(2,408.00)	2,408.00				-
2800-12-541-3520-0000-000	Elder Affairs Grant	1,383.22	6,108.00		1,209.71		6,281.51
2801-12-541-3520-0000-001	Elder Affairs Pharmacy	163.61				163.61	-
2802-12-610-3520-0000-001	Library Incentive Grant	2,824.15	3,145.55			1,354.49	4,615.21
2803-12-610-3520-0000-002	Library Equal. Grant	2,007.10	1,672.78			297.41	3,382.47
2804-12-610-3520-0000-000	Library NR Circulation Grant	1,002.63	152.25				1,154.88
2805-04-541-3590-2021-000	COA Nutrition and Outreach		5,000.00			5,000.00	-
2815-00-000-3590-0000-000	Community Compact Grant	3,279.96					3,279.96
2820-12-210-3520-0000-004	Police Community Grant	-					-
2830-12-220-3520-0000-000	VFA Fire Equipment State Grant	-					-
2832-12-220-3280-0000-000	Fire SAFE State Grant	1,276.60	3,794.00		72.00	1,204.60	3,794.00
2833-12-220-3280-0000-000	Fire Senior SAFE Grant	2,293.57	2,180.00			2,351.56	2,122.01
2840-12-291-3520-2009-000	Emergency Management Grant	2,283.90					2,283.90
2860-00-000-3280-0000-000	Conservation Restriction Grant	1,110.00				1,110.00	-
2870-12-433-3590-0000-000	Sustain Materials Grant	7,293.49	3,500.00			1,325.00	9,468.49
		1,640,338.20	1,614,702.74	(97,976.44)	156,598.48	1,148,945.99	1,851,520.03

**TOWN OF DUNSTABLE
CAPITAL PROJECTS
STATEMENT OF CHANGE IN FUND BALANCE
and BALANCE SHEET
JULY 1, 2020 - JUNE 30, 2021**

	3010	3015	3016	3017	3018	3019	3020	6/30/2021 TOTAL
	Highway Truck	Salt Shed	Water System Engineering	Main Street Engineering	Water Systems Improv Proj	Highway Backhoe	Emery Property	CAPITAL PROJECTS
Revenue	33,000.00	18,000.00	38,000.00	-	985,752.00	35,000.00	-	1,109,752.00
Expenditures					1,057,982.30		320,000.00	1,377,982.30
Surplus/Deficit	33,000.00	18,000.00	38,000.00	-	(72,230.30)	35,000.00	(320,000.00)	(268,230.30)
Transfers In							128,000.00	128,000.00
Transfers Out							-	-
Change in Fund Balance	33,000.00	18,000.00	38,000.00	-	(72,230.30)	35,000.00	(192,000.00)	(140,230.30)
Beginning Fund Balance	(98,000.00)	(89,000.00)	(121,792.88)	59,059.23	(7,116.48)	(35,000.00)	-	(291,850.13)
Change in Fund Balance	33,000.00	18,000.00	38,000.00	-	(72,230.30)	35,000.00	(192,000.00)	(140,230.30)
Ending Fund Balance	(65,000.00)	(71,000.00)	(83,792.88)	59,059.23	(79,346.78)	-	(192,000.00)	(432,080.43)
BALANCE SHEET								
Cash	1,000.00	-	(7,792.88)	59,059.23	(79,346.78)	-	-	(27,080.43)
TOTAL ASSETS	1,000.00	-	(7,792.88)	59,059.23	(79,346.78)	-	-	(27,080.43)
Bond Anticipation Note	66,000.00	71,000.00	76,000.00	-	-	-	192,000.00	405,000.00
TOTAL LIABILITIES	66,000.00	71,000.00	76,000.00	-	-	-	192,000.00	405,000.00
Undesignated Fund Balance	(65,000.00)	(71,000.00)	(83,792.88)	59,059.23	(79,346.78)	-	(192,000.00)	(432,080.43)
TOTAL FUND BALANCE	(65,000.00)	(71,000.00)	(83,792.88)	59,059.23	(79,346.78)	-	(192,000.00)	(432,080.43)
TOTAL LIABILITIES & FUND EQUITY	1,000.00	-	(7,792.88)	59,059.23	(79,346.78)	-	-	(27,080.43)

**TOWN OF DUNSTABLE
WATER ENTERPRISE FUND
JULY 1, 2020 - JUNE 30, 2021**

	Budget	Actual
Fund Balance as of July 1, 2020		
Reserve for Encumbrances		-
Reserve for Continuing Appropriations		-
Unreserved Retained Earnings/(Deficit)		-
Revenue:		
User Charges		125,358.23
Penalties/Interest		271.13
Connection Fees		5,370.73
Interest on Investment		183.20
Miscellaneous		2,325.00
Intergovernmental(Budgeted Transfer)		40,000.00
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Total Revenue		173,508.29
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Expended:		
Wages	17,472.90	17,472.90
Energy	9,800.00	9,495.26
Repair & Maintenance	6,000.00	3,713.45
Training	500.00	-
Technical Services	100,027.10	97,118.88
Communication	200.00	3,043.28
Office Supplies	500.00	28.66
Public Works Supplies	7,000.00	17,112.57
Intergovernmental(Budgeted Transfer)	6,700.00	-
Dues & Memberships	200.00	415.00
Special Projects, Capital Asset Repair		
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Total Expended	148,400.00	148,400.00
<hr/>		
Other Financing Uses-Intergovernmental		-
<hr/>		
Change in Fund Balance		25,108.29
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Fund Balances as of June 30, 2021:		
Reserve for Encumbrances		-
Reserve for Continuing Appropriations		-
Unreserved Retained Earnings/(Deficit)		25,108.29

**COMBINED BALANCE SHEET
WATER ENTERPRISE FUND
as of June 30, 2021
(Unaudited)**

<u>ASSETS</u>	
Cash and cash equivalents	25,108.29
Investments	
Receivables:	
User Fees	11,373.93
Special assessments	
Utility liens added to taxes	
Tax foreclosures	
Departmental	
Other receivables	
Due from other governments	
Due to/from other funds	
Prepays	
Inventory	
Fixed assets, net of accumulated depreciation	
Amounts to be provided - vacation and sick leave	
Total Assets	36,482.22
<u>LIABILITIES AND FUND EQUITY</u>	
Liabilities:	
Accounts payable	
Warrants payable	
Accrued payroll and withholdings	
Other liabilities	
Deferred revenue:	
User Charges	11,373.93
Special assessments	
Utility liens added to taxes	
Tax foreclosures	
Departmental	
Other receivables	
Due from other governments	
Due to other governments	
Due to/from other funds	
Vacation and sick leave liability	
Total Liabilities	11,373.93
Fund Equity:	
Reserved for encumbrances	
Reserved for expenditures	
Reserved for continuing appropriations	
Reserved for petty cash	
Reserved for appropriation deficit	
Reserved for debt service	
Unreserved retained earnings	25,108.29
Investment in capital assets	
Total Fund Equity	25,108.29
Total Liabilities and Fund Equity	36,482.22

TOWN OF DUNSTABLE
EXPENDABLE TRUST FUNDS - CHANGES IN FUND BALANCE
June 30, 2021

<u>Account #</u>		<u>BEGINNING BALANCE 6/30/2020</u>	<u>REVENUE</u>	<u>GAIN</u>	<u>EXPENDED</u>	<u>ENDING BALANCE 6/30/2021</u>
2500-40-000-3300-0000-021	Stabilization Fund	328,962.43	3,939.51	10,514.30		343,416.24
2501-40-422-3300-0000-000	Highway Stabilization Fund	10,505.15	125.79	335.77		10,966.71
2502-40-450-3300-0000-000	Water Stabilization Fund	52,333.50	626.70	1,672.68		54,632.88
2619-13-171-3560-0000-019	Conservation Timber	572.68	4.32			577.00
2620-13-171-3560-0000-019	Conservation Land Fund	4,996.04	171.41		4,329.34	838.11
2621-13-610-3560-0000-022	James McKenna Memorial	4,385.76	14.35			4,400.11
2622-13-610-3560-0000-026	Majorie Olney Library	7,177.67	23.49			7,201.16
5300-04-491-3590-0000-000	Cemetery Perpetual Care	26,064.50	301.12			26,365.62
5301-04-491-3590-0000-001	H C Proctor Cemetery Chapel	28,516.61	93.32			28,609.93
5302-06-610-3590-0000-000	Asa T Butterfield Library	236.63	72.13			308.76
5304-04-491-3590-0000-006	E D & May Swallow Cemetery	1,054.64	7.55			1,062.19
5305-06-610-3590-0000-007	Ellen Kendall Library	3.40	0.17			3.57
5306-06-610-3590-0000-008	E R Bennett Grounds	967.89	4.80			972.69
5307-04-491-3590-0000-009	Fred Fletcher Cemetery	207.82	18.30			226.12
5308-04-491-3590-0000-011	Meeting House Hill Cemetery	2,715.29	13.47			2,728.76
5309-06-610-3590-0000-012	Owen Parkhurst	1,261.69	3.80			1,265.49
5310-04-491-3590-0000-013	Rideout Cemetery P C	775.67	3.84			779.51
5311-01-192-3590-0000-014	S A Parkhurst Roby Bldg Fund	124.55	6.96			131.51
5312-04-420-3590-0000-015	Sarah A Roby Highway Fund	5,084.54	19.92			5,104.46
5313-06-610-3590-0000-017	S A Parkhurst Free Lecture	2,268.09	23.77			2,291.86
5314-06-610-3590-0000-018	C & H Grasse Trust	563.25	34.57			597.82
8200-00-000-3590-0000-000	Unemployment Comp Fund	13,458.48	40.56			13,499.04
8509-00-000-3590-0000-000	Toby Scholarship Donations	166,329.77	1,987.76	5,284.52	1,000.00	172,602.05
8510-00-000-3010-0000-023	Scholarship Donations	413.00	1.35			414.35
8511-00-000-3010-0000-024	Educational Donations	1,078.85	3.53			1,082.38
8512-00-000-3010-0000-025	Senior Donations	2,869.59	2.36		2,872.10	(0.15)
8513-00-000-3590-0000-016	S A Parkhurst Charity	3,268.10	27.05			3,295.15
8514-00-000-3590-0000-010	H C Proctor Charity	1,511.24	20.33			1,531.57
	TOTAL EXPENDABLE	<u>667,706.83</u>	<u>7,592.23</u>	<u>17,807.27</u>	<u>8,201.44</u>	<u>684,904.89</u>

TOWN OF DUNSTABLE
BALANCE SHEET - TRUST FUNDS
June 30, 2021

ASSETS	NON-EXPENDABLE	EXPENDABLE	TOTAL
Cash	118,539.54	667,097.62	785,637.16
Investment - Stock	500.00	-	500.00
Investment - Gain	8,372.82	17,807.27	26,180.09
TOTAL ASSETS	<u>127,412.36</u>	<u>684,904.89</u>	<u>812,317.25</u>
 LIABILITIES			
Warrants Payable	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL LIABILITIES	<u>-</u>	<u>-</u>	<u>-</u>
 FUND BALANCES			
Cemetery Perpetual Care	62,456.00	26,365.62	88,821.62
Harriett C Proctor Chapel		28,609.93	28,609.93
Asa T. Butterfield Library	21,200.00	308.76	21,508.76
E D & May Swallow Cemetery	1,000.00	1,062.19	2,062.19
Ellen Kendall Library Fund	50.00	3.57	53.57
E R Bennett Public Grounds	500.00	972.69	1,472.69
Fred Fletcher Cemetery Fund	2,532.54	226.12	2,758.66
Meeting House Hill Cemetery	1,400.00	2,728.76	4,128.76
Owen Parkhurst Library Fund	1,000.00	1,265.49	2,265.49
Rideout Cemetery PC	401.00	779.51	1,180.51
Sarah Parkhurst Roby Bldg.	2,000.00	131.51	2,131.51
Sarah Roby Highway Fund	1,000.00	5,104.46	6,104.46
Sarah Parkhurst Free Lecture	5,000.00	2,291.86	7,291.86
Charles & Hazel Grasse Trust	10,000.00	597.82	10,597.82
Marietta Parkhurst Water	500.00		500.00
Marietta Parkhurst Water - Gain	8,372.82		8,372.82
Conservation Timber Fund		577.00	577.00
Conservation Land Fund		838.11	838.11
James McKenna Memorial		4,400.11	4,400.11
Majorie Olney Library		7,201.16	7,201.16
Stabilization Fund		343,416.24	343,416.24
Stabilization Fund - Highway		10,966.71	10,966.71
Stablization Fund - Water		54,632.88	54,632.88
Unemployment Comp Fund		13,499.04	13,499.04
Toby Scholarship Donation		172,602.05	172,602.05
Scholarship Fund		414.35	414.35
Educational Fund		1,082.38	1,082.38
Senior Fund		(0.15)	(0.15)
Sarah Parkhurst Charity	5,000.00	3,295.15	8,295.15
Harriet C Proctor Charity	<u>5,000.00</u>	<u>1,531.57</u>	<u>6,531.57</u>
TOTAL FUND BALANCE	<u>127,412.36</u>	<u>684,904.89</u>	<u>812,317.25</u>
 TOTAL LIABILITIES & FUND BALANCE	 <u>127,412.36</u>	 <u>684,904.89</u>	 <u>812,317.25</u>

TOWN OF DUNSTABLE
STATEMENT OF LONG TERM DEBT GROUP OF ACCOUNTS
June 30, 2021

	<i>Original Loan</i> ▼	<u>Balance</u> <u>07/01/20</u>	<u>Retirements</u> ▼	<u>Balance</u> <u>06/30/21</u>
LAND ACQUISITION				
19 Year General Obligation Bond Variable Coupon Rate 3.1 - 4.5% Issued 09/01/2002 Maturity 05/15/2021	1,425,000.00	75,000.00	(75,000.00)	-
TOWN HALL ARCHITECT				
19 Year General Obligation Bond Variable Coupon Rate 3.1 - 4.5% Issued 09/01/2002 Maturity 05/15/2021	132,000.00	6,500.00	(6,500.00)	-
TOWN HALL RENOVATION				
19 Year General Obligation Bond Variable Coupon Rate 3.1 - 4.5% Issued 09/01/2002 Maturity 05/15/2021	1,500,000.00	78,500.00	(78,500.00)	-
CPA - FARM PROPERTY				
19 Year General Obligation Bond Variable Coupon Rate 4.2 - 6.0% Issued 08/15/2007 Maturity 08/15/2026	1,500,000.00	540,000.00	(80,000.00)	460,000.00
DEP Water Infrastructure Project				
30 Year General Obligation Bond Coupon Rate 2.20% Issued 05/10/2021 Maturity 01/15/2051	2,640,000.00	-		2,640,000.00
TOTAL:		<u>700,000.00</u>	<u>(240,000.00)</u>	<u>3,100,000.00</u>

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF DUNSTABLE
WARRANT
ANNUAL TOWN MEETING – May 14, 2022

Middlesex, ss.

To either of the Constables of the Town of Dunstable in the County of Middlesex:

GREETINGS

IN THE NAME OF the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and town affairs, to meet at Larter Field, 80 Groton Street in said Dunstable on Saturday, May 14, 2022, at 11:00 a.m., and thereafter continuing from day to day until completed, with a back-up date of Saturday, May 21, 2022, at 11:00 a.m. in the event that inclement weather or other circumstances require a postponement, then and there to act on the following articles:

REPORTS

ARTICLE 1 - Reports: To hear and act upon the reports of Town Officers, Boards, Committees, Commissioners, and Trustees, or take any action in relation thereto.

FISCAL YEAR 2021

ARTICLE 2 - Unpaid Bills of FY21: To see if the Town will vote to appropriate from Free Cash (Surplus Revenue) a sum of money for the purpose of paying unpaid bills of FY2021, including the following, or take any action in relation thereto.

Kevin Paicos	\$690.00
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Sponsored by the Board of Selectmen
Requires a 4/5ths Vote

FISCAL YEAR 2022

ARTICLE 3 - Transfer to Water Enterprise Fund: To see if the Town will vote to appropriate or transfer from available funds to the Water Enterprise Capital account a sum of money for the purpose of funding operating expenses or other purposes as deemed necessary by the Board of Water Commissioners for FY2022 or take any action in relation thereto.

Sponsored by the Advisory Board

FISCAL YEAR 2023

ARTICLE 4 - Operating Budget: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, or any combination thereof, to fund the various departments, boards, committees, commissions, and other operating expenses of the Town for Fiscal Year 2023 beginning July 1, 2022, or take any action in relation thereto.

Sponsored by the Advisory Board

ARTICLE 5 - Free Cash Transfer for FY23: To see what sum the Town will vote to appropriate from Free Cash (Surplus Revenue) to meet the appropriations of Fiscal Year 2023, beginning July 1, 2022, or to authorize the Assessors to utilize said transfer in order to reduce the tax rate, or take any action in relation thereto.

Sponsored by the Advisory Board

ARTICLE 6 - Revolving Fund Expenditure Limits: To see if the Town will vote pursuant to Massachusetts General Laws Chapter 44, Section 53E½, to set the annual expenditure limits for Fiscal Year 2023 for all revolving funds established by the General Bylaws, as follows, or take any action in relation thereto:

Cemetery	\$8,500
Recreation	\$7,000
COA Transport	\$5,000
Permit Application Fees	\$5,000
Approval Not Required Plans	\$15,000
Transfer Station	\$120,000

Sponsored by the Advisory Board

ARTICLE 7 - Borrowing for Route 113 Project Costs: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide a sum of money in order to pay for costs associated with the design of improvements and right-of-way acquisition, or take any action in relation thereto.

Sponsored by the Board of Selectmen

ARTICLE 8 - Borrowing for Groton Dunstable School District Capital Needs: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide a sum of money in order to pay for the Town's share of capital expenses in relation to the Groton Dunstable Regional School District as further described in the Schedule of Capital Improvements on file with the Dunstable Town Clerk; provided, however, that this appropriation shall be contingent upon passage of Proposition 2 ½ capital expenditure exclusion referendum to assess additional real estate and personal property taxes for a single year under Chapter 59, Section 21C (i ½), of the Massachusetts General Laws, or take any action in relation thereto.

Sponsored by the Advisory Board and Board of Selectmen

ARTICLE 9 - Free Cash for Police Station Improvements: To see if the Town will vote to appropriate from Free Cash (Surplus Revenue) the sum of \$17,000 to repair and replace flooring in the Police Station or take any action in relation thereto.

Sponsored by the Advisory Board

ARTICLE 10 - Free Cash for Emergency Generator Replacement: To see if the Town will vote to appropriate the sum of \$12,000 from Free Cash (Surplus Revenue) for the replacement of a generator to support public safety and public works functions or take any action in relation thereto.

Sponsored by the Board of Selectmen

ARTICLE 11 - Water Department Offset: To see if the Town will vote to transfer from the Water Stabilization Fund the sum of \$ 4,604.14 for supplement funding approved at the May 13, 2019, Annual Town Meeting, Article 19, Fund 3018, water systems improvement, or take any other action relating thereto.

Sponsored by the Board of Selectmen

ARTICLE 12 - Water Department Offset: To see if the Town will vote to transfer from the Water Stabilization Fund the sum of \$ 7,792.88 for supplement funding approved at the May 8, 2017, Annual Town Meeting, Article 13, Fund 3016, water system engineering, or take any other action relating thereto.

Sponsored by the Board of Selectmen

ARTICLE 13 - Community Preservation Committee Recommendations: To see what transfers or other actions the Town may vote with respect to any recommended action of the Community Preservation Committee or take any action in relation thereto.

Sponsored by the Community Preservation Committee

ARTICLE 14 - Swallow Union Historic Preservation: To see if the Town will vote to transfer from available funds or borrow pursuant to any applicable statute a sum of money with respect to the recommended action of the Community Preservation Committee from the CPA Historical allocation for the historic preservation of the historical Swallow Union Building located at 522 Main Street, and to authorize the Board of Selectmen and the Community Preservation Committee to enter into any grant agreement or other agreements related to such appropriation, or take any action in relation thereto.

Sponsored by the Community Preservation Committee

ARTICLE 15 - CPC – Drew Boardwalk Project: To see if the Town will vote to transfer from available funds or borrow pursuant to any applicable statute \$28,000 with respect to the recommended action of the Community Preservation Committee (CPA) from the CPA Funds allocation for design services for the construction of a boardwalk at the Drew Property, located on Main Street in Dunstable, and to authorize the Board of Selectmen and the Community Preservation Committee to enter into any grant agreement or other agreements related to such appropriation, or take any action in relation thereto.

Sponsored by the Board of Selectmen

ARTICLE 16 - Chapter 90 Funds: To see if the Town will vote to appropriate any sums of money received by the Town under provisions of Massachusetts General Laws Chapter 90 for the purposes authorized by Chapter 90 or take any action in relation thereto.

Sponsored by the Board of Selectmen

GENERAL BYLAW AMENDMENTS

ARTICLE 17 - Amendment of Wetland Bylaw: To see if the town will amend the Town of Dunstable General Wetlands By-Law in order to correct typographical errors, coordinate the Bylaw with organizational initiatives of the Conservation Commission, bring the Bylaw into line with certain changes on state law and organization, but not intending any substantive changes in the Bylaw, such that it shall read as follows (new text underlined and in italics, deleted text in ~~striketrough~~):

GENERAL WETLANDS BYLAW

(Adopted 4-8-1985 ATM Article 9; Approved by Attorney General 7-10-1985)

Amendments:

5-13-1991 ATM Article 32 “Enforcement”; Approved by Attorney General 7-17-1991

5-11-1992 ATM Article 10 “Violations and Enforcement”; Approved by Attorney General 6-15-1992;

5-12-1997 ATM Article 24 “Section 1” ratified 10-29-1997 STM Article 4; Approved by Attorney General 2-17-1998;

5-8-2000 ATM Article 30 “Definitions”; Approved by Attorney General 7-26-2000

5-8-2006 ATM Article 18 “Applications”, “Section 10 “Entry Upon Land”;

Approved by Attorney General 8-7-2006

5-13-2013 ATM Article 32; Approved by Attorney General 9/13/2013. Amendments to correct typographical errors, coordinate the Bylaw with certain changes in state law and organization but not intending any substantive changes

5-13-19 ATM Article 29; Approved by Attorney General 9/9/19

AN INTRODUCTION TO THE DUNSTABLE WETLANDS BYLAW [Amended 5-13-2013 ATM Article 32]

See “Fees and Procedures” at www.dunstable-ma.gov for additional information on the Wetland Protection Act: M.G.L. c131 §40 and 310 CMR 10.00

PURPOSE: The purpose of the Bylaw is to allow the citizens of the Town through the office of the Dunstable Conservation Commission to have a set of locally enforceable wetlands regulations. They are to complement the wetlands regulations presently in effect under the authority of the Massachusetts Department of Environmental Protection. The DEP regulations are subject to change without regard to the interests and needs of Dunstable, and in some ways do not presently protect local interests. A local bylaw will offer protection against erosion of environmental protection of wetland resources by any changes of the state regulations.

PRECEDENTS: Many communities in Massachusetts have such a local bylaw. The legality of such a bylaw has been challenged, and the constitutionality verified by the Massachusetts Supreme Judicial Court.

SIGNIFICANT POINTS: The bylaw has been drafted so that its application will not significantly increase the burden of paperwork beyond what is presently required of individuals by the DEP Wetlands Protection Regulations presently in effect.

This bylaw is permissive in character. Its function is to assure that activities undertaken in or near wetlands will be carried out in such a way as to preserve the wetland resources which are a public trust.

It is to protect developed or undeveloped wetland resources including public water supply, private water supply, groundwater supply, flood control, erosion control, storm damage prevention, water pollution, fisheries, shellfish, wildlife, recreation and aesthetics.

As presently required under the DEP Regulations, the burden of proof as to the acceptability of a proposed activity or development lies with the proponent. It is not to be the role of the Commission to conduct such studies on behalf of an applicant.

The Commission, acting upon a preponderance of credible evidence will be empowered to deny permission for activities on subject lands if in its judgment such denial is necessary to protect the interests of the Bylaw.

The Commission may make a request to the Board of Selectmen to instruct Town Counsel to take such legal action as may be necessary to restrain violations and enforce the orders of the Commission. THE TEXT OF THE BYLAW APPEARS ON THE FOLLOWING PAGES.

General Wetlands Bylaw

~~Adopted 4-8-1985 ATM Article 9; Approved by Attorney General 7-10-1985~~

~~Amendment 5-13-1991 ATM Article 32 [Enforcement]; Approved by Attorney General 7-17-1991~~

~~Amendment 5-11-1992 ATM Article 10 [Violations and Enforcement]; Approved by Attorney General 6-15-1992~~

~~Amendment 5-12-1997 ATM Article 24 [Section 1] ratified 10-29-1997 STM Article 4; Approved by Attorney General 2-17-1998~~

~~Amendment 5-8-2000 ATM Article 30 [Definitions]; Approved by Attorney General 7-26-2000]~~

~~Amendment 5-8-2006 ATM Article 18 [Application] [Entry Upon Land]; Approved by Attorney General 8/7/2006 (effective date of amendment 8-30-2006)~~

~~Amendment 5-13-2013 ATM Article 32 [typographical errors] [coordinate Bylaw with organization initiatives] [bring Bylaw into line with certain changes on state law]; Approved by Attorney General 9/13/2013~~

§ 1: APPLICATION [Amended 5-20-1997 ATM Article 24, ratified by 10-29- 1997 STM Article 4; Amended 5-8-2006 ATM Article 18]

The purpose of this Bylaw is to protect the wetlands of the Town of Dunstable by controlling activities deemed to have, or have the potential to have, a significant effect upon wetland values, including but not limited to the following: potential or developed public or private water supply, potential or developed groundwater supply, flood control, erosion control, storm damage prevention, water pollution, fisheries, shellfish, wildlife, recreation and aesthetics (collectively, the “interests protected by this Bylaw”).

No person shall remove, fill, dredge, alter or build upon or within one hundred feet of any bank, fresh water wetland, beach, flat marsh, meadow, bog, swamp, vernal pool, creek, river, stream, pond or lake or any land under said waters or any land subject to flooding or inundation, or within one hundred feet of the 100-year storm flow line, other than in the course of maintaining, repairing or replacing but not substantially changing or enlarging an existing and lawfully located structure or facility used in the service of the public and used to provide electric, gas, water, telephone, telegraph and other telecommunication services, without first filing written application for a permit to so remove, fill, dredge, alter or build upon, including such plans as may be necessary to describe such proposed activity and its effect on the environment, and receiving and complying with a permit issued by the Conservation Commission; nor shall any new permanent structure or impervious surface (greater than 100 square feet in the aggregate) be permitted within 60 feet of any freshwater wetland as defined in the Bylaw, except that the repair, replacement or enlargement of any single family dwelling house, or any appurtenant structure thereof, existing as of May 31, 1997, may be permitted within such area to the extent that such repair, replacement or enlargement does not result in a reduction in the minimum distance that existed between the previously existing structure or impervious surface and the fresh water wetland, land under water bodies and waterways, upon completion of such repair, replacement or enlargement, in all events following proceedings in compliance with this Bylaw and the issuance of an appropriate Order of Conditions by the Conservation Commission. Notwithstanding the foregoing, new permanent structure or impervious surface, aggregating no more than one hundred square feet (over one or more projects or occasions), shall be presumed to be permissible and may, in the discretion of the Conservation Commission, upon application, be authorized summarily on an administrative basis without hearing. **[Amended May 13, 2019 Article 29]**

§ IA: EMERGENCY PROJECTS

This Bylaw shall not apply to emergency projects as defined in M.G.L. c.131, §40 **[Amended May 13, 2019 Article 29]**, *which are necessary for the protection of the health or safety of the citizens of the Commonwealth and to be performed or ordered to be performed by an agency of the Commonwealth or of the Town. An emergency project may be any project certified to be an emergency by the Commission or by its authorized agent. This Bylaw shall not apply to work performed for normal maintenance or improvement of lands in agricultural use at the time of this application.*

§ 2: **DETERMINATION OF APPLICABILITY**

Any person may request the Conservation Commission to make a determination ~~area~~ on whether: an area, and/or a proposed activity in an area, is subject to regulation under the Wetlands Protection Act, the boundaries of the resource area have been accurately delineated, the work proposed is subject to the Act, the scope of alternatives is adequate for work in the Riverfront Area, or a local bylaw or ordinance is applicable.

This request shall be sent by certified mail or hand delivered to the Commission or its authorized representative. If the applicant is other than the owner, the applicant shall provide certification that notice was given to the owner by certified mail, as well as providing same certification that the Department of Environmental Protection (MassDEP) has been notified. If the applicant hand delivers the request to the Commission, the bearer should request a dated receipt.

The applicant shall pay for the publication cost for the legal notice in the newspaper. **[Amended May 13, 2019 Article 29]**

The Commission shall determine, within 21 days of receipt of such request, whether this Bylaw does apply to the particular area of land for the activity specified by the applicant. Upon having made its determination, the Commission will send to the applicant a Determination of Applicability form.

The Determination of Applicability will be sent to the applicant by certified mail. If the applicant is other than the owner, the Commission will mail a copy of the Determination to the owner. **[Amended May 13, 2019 Article 29]**

§3: ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION (ANRAD)
[Added May 13, 2019]

Filed if an applicant wants to know if the boundary line delineated in the field and shown on the attached plans is accurate. **[Amended May 13, 2019 Article 29]**

This request shall be sent by certified mail or hand delivered to the Commission or its authorized representative. If the applicant is other than the owner, the applicant shall provide certification that notice was given to the owner by certified mail, as well as providing same certification that abutters, the Planning Board, Board of Appeals and Board of Health have been notified. **[Amended May 13, 2019 Article 29]**

The application shall be accompanied by a check for the amount of the filing fee. No filing fee is required when the applicant is the Town of Dunstable. **[Amended May 13, 2019 Article 29]**

The applicant shall pay for the publication cost for the legal notice in the newspaper.

A Notification to Abutters under the Massachusetts Wetlands Protection Act shall be sent by the applicant, at the same time, by certified mail or certificates of mailing to all abutters within 100' of the subject property boundaries and to the owner if other than the applicant. The list of abutters must be obtained from and certified by the Assessors Department. This list of abutters, so notified, shall be provided to the Commission prior to the Public Hearing.

If the Commission determines an outside consultant is needed, the applicant shall pay reasonable fees for their employment. **[Amended May 13, 2019 Article 29]**

The Conservation Commission shall hold a public hearing within 21 days of receipt of such request. **[Amended May 13, 2019 Article 29]**

Within 21 days of the close of the public hearing, the Conservation Commission shall issue their decision, which will be mailed by certified mail (return receipt requested), or hand delivered to the applicant, his or her agent, or attorney and a copy mailed to owner of property and Natural Heritage, if needed. **[Amended May 13, 2019 Article 29]**

Once the Commission issues an Order of Resource Area Delineation (ORAD), the applicant shall record it at the Registry of Deeds.

§ 4: NOTICE OF INTENT [Amended 5-13-2013 ATM Article 32]

As described in the Wetland Protection Act, a Notice of Intent is an application for a permit (an Order of Conditions or OOC) to perform work in or affecting a protected wetland resource area. [Amended May 13, 2019]. This notice with instructions can be found on the DEP website. Said notice shall include plans and specifications as required of an applicant under M.G.L.c.131, §40, as of January 1, 1985. These plans shall clearly show the location of the wetland boundaries, and the trace of all natural or man-made watercourses of an ephemeral nature or where they are not otherwise identified as or associated with a wetland. Calculations by which it shall be possible for the Commission to evaluate the impact(s), whether actual or potential, of all relevant aspects of the proposed activity shall be included as an integral part of the filing of a Notice of Intent with the Conservation Commission.

The Notice of Intent may be filed before other permits, variances and approvals required under the Town bylaws, Subdivision Control Law or regulations, have been obtained.

The Notice of Intent shall be accompanied by a check for the amount of the filing fee. No filing fee is required when the Town of Dunstable files a Notice of Intent. In addition, a separate bylaw fee shall accompany the filing. **[Amended May 13, 2019 Article 29]**

Each Notice of Intent shall be sent by certified mail or shall be hand delivered to the Conservation Commission or its authorized representative. If the applicant hand delivers the request to the Commission, the bearer should request a dated receipt. **[Amended May 13, 2019 Article 29]** ~~If the applicant is other than the owner, the applicant shall provide certification that notice was given to the owner by certified mail.~~

Copies of the Notice of Intent shall be sent by the applicant, at the same time, by certified mail or hand delivered, to the Planning Board, the Board of Appeals, and the Board of Health.

A Notification to Abutters under the Massachusetts Wetlands Protection Act shall be sent by the applicant, at the same time, by certified mail or certificates of mailing to all abutters within 100' of the subject property boundaries and to the owner if other than the applicant. The list of abutters must be obtained from and certified by the Assessors Department. This list of abutters, so notified shall be provided to the Commission prior to the Public Hearing. **[Amended May 13, 2019 Article 29]**

PUBLIC HEARING

The Commission shall hold a Public Hearing on the application within 21 days of the filing of the Notice of Intent. Notice of the date, time and place of the hearing shall be given by the Commission at the expense of the applicant, not less than five days prior to the hearing, by publication in a newspaper of general circulation in Dunstable and by

mailing a notice to the applicant, the Board of Health, Board of Appeals and Planning Board. Such hearing may be held at the same time and place as any public hearing required to be held under M.G.L. c.131, § 40. If the Commission determines that additional data or information is necessary, the hearing may be continued to a future date.

BURDEN OF PROOF

The applicant shall have the burden of proving by preponderance of the credible evidence that the work proposed in the application will not harm the interests protected by this Bylaw. Failure to provide adequate evidence to the Commission supporting a determination that the proposed work will not harm the interests protected by this Bylaw shall be sufficient cause for the Commission to deny a permit or grant a permit with conditions, or at the Commission's discretion, to continue the hearing to another date to enable the applicant or others to present additional evidence upon such terms and conditions the Commission sees as being reasonable. [**Amended May 13, 2019 Article 29**]

ORDER OF CONDITIONS [Amended 5-13-2013 ATM Article 32]

If after said hearing, the Conservation Commission determines that the land on which the proposed work is to be done is significant to the interests protected by this Bylaw, it shall by written order, within 21 days or such future time as the Commission and applicant shall agree upon, impose such conditions reasonably necessary for the protection of the interests described herein and all work shall be done in accordance therewith. The Conservation Commission may impose such conditions on any proposed removing, dredging, filling or altering as it deems necessary to protect and preserve the interests covered by this Bylaw. Such Order of Conditions shall be in writing and may be subject to the same constraints as any such order issued by the Dunstable Conservation Commission under the provisions of M.G.L. c.131, §40, or successor statues, and shall be issued within 21 days or such further time as the Commission and applicant shall agree upon after the Public Hearing. Such Order of Conditions shall expire in no less than one nor more than three years from the date of issuance. The date of expiration shall be specified in the Order. If the project is not completed within three years, then 30 days prior to the expiration date an extension must be applied for. Such extension may be for no more than three years. No proposed work governed by an Order of Conditions shall be undertaken until all permits, approvals and variances required by the local Bylaw have been obtained and all applicable appeal periods have expired.

If the Commission determines that the area which is the subject of the application is not significant to the interests protected by this Bylaw, or that the proposed activity does not require the imposition of conditions, it shall issue a permit without conditions within 21 days of the public hearing.

RECORDING [Amended 5-13-2013 ATM Article 32]

Any original Order of Conditions shall be recorded with the Registry of Deeds in Lowell for the property defined in the Order. Evidence certifying that recording has been done must be returned to the Commission before work begins or a building permit is signed by the Commission. Upon completion of the work, a Certificate of Compliance (310 CMR 10.05 (9)) must be requested in writing and once issued, shall be recorded in the Registry of Deeds in Lowell to remove the lien from the property. [**Amended May 13, 2019 Article 29**]

DENIAL

The Commission is empowered to deny permission for any removal, dredging, filling, or altering, on subject lands within the Town, if, in its judgment such denial is necessary to protect the interest of this Bylaw.

RELATIONSHIP TO M.G.L. CHAPTER 131, SECTION 40

The Commission shall not impose additional or more stringent conditions pursuant to M.G.L. Chapter 131 §40, than it imposes pursuant to this Bylaw, nor shall it require a Notice of Intention pursuant to Section 40 to provide materials or data in addition to those required pursuant to this Bylaw.

This bylaw is adopted under the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Statutes, independent of the Wetlands Protection Act, MGL c. 131, §40, and regulations 310 CMR 10.00 thereunder. [**Amended May 13, 2019 Article 29**]

ADDITIONAL INFORMATION

At any time up to the closing of a hearing, the Commission may require such additional information from the applicant as the Commission reasonably deems necessary.

§5. ENTRY UPON LAND [Amended 5-8-2006 ATM Article 18]

The Commission, its agents, and employees may enter upon privately owned land for the purpose of performing their duties under this Bylaw, subject to requirements or limitations of applicable law.

§6. PRE-ACQUISITION VIOLATION

Any person who purchases, inherits or otherwise acquires real estate upon which work has been done in violation of the provisions of this Bylaw or in violation of any permit issued pursuant to this Bylaw shall forthwith comply with any such order or restore such land to its condition prior to any violation; provided, however, that no action, civil or criminal, shall be brought against such person unless commenced within three years following the date of acquisition of the real estate by such person.

§7. LEGAL ACTION

The Board of Selectmen shall, upon the request of the Conservation Commission, instruct Town Counsel to take such legal action as may be necessary to restrain a violation of this Bylaw, and enforce the orders of the Commission hereunder and the Town Counsel shall forthwith comply with such instructions.

§8. REGULATIONS

After Due notice and public hearings, the Commission may promulgate rules and regulations to effectuate the purposes of this Bylaw. Failure by the Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court or law shall not act to suspend or invalidate the effect of this Bylaw.

§9. RULES [Amended 5-13-2013 ATM Article 32]

Rules: 1) Permit fees are payable at the time of application and are non-refundable.

2) Town, County, State or Federal projects are exempt from fees.

3) There shall be no fee for activities involving improvements undertaken to improve the agricultural use of land currently in agriculture or of land to be converted to agricultural use.

4) No fee is charged for Requests of Determination under the law or for extensions for Orders of Conditions.

5) Failure to comply with the law after official notification shall result in fees twice those normally assessed.

6) The Commission shall have the right to change the fee schedule. Any change of fee schedule must be advertised and posted at the Town Hall at least thirty days prior to the date upon which the changes are to become effective.

7) Please see "Fees & Procedures" for additional information at www.dunstable-ma.gov.

§10. DEFINITIONS [Amended 5-11-2000 ATM Article 30; 5-13-2013 ATM Article 32]

The following definitions shall apply in the interpretation and implementation of this Bylaw:

a) PERSON; the term PERSON shall include any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the Commonwealth or political subdivision thereof to the extent subject to town by-laws, administrative agencies, public or quasipublic, corporations or bodies, the Town of Dunstable, and any other legal entity, its legal representatives, agents or assigns.

b) APPLICANT; the term APPLICANT as used in this Bylaw shall mean a person given Notice of Intention to build, remove, fill dredge or alter.

c) ALTER; the term ALTER shall include, without limitation, the following actions when undertaken in areas subject to this Bylaw:

1) Removal, excavation or dredging of soil, sand, gravel or aggregate material of any kind, muck, peat or other organic soil of any description or kind;

2) Changing of pre-existing drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns and flood storage retention characteristics;

- 3) Drainage or other disturbance of the water level or water table;
 - 4) Dumping, discharging, filling with any material or other activity which may degrade surface or ground water quality in or out of the Town of Dunstable;
 - 5) Driving of piles, erection of buildings or structures of any kind;
 - 6) Placing of obstructions whether or not they interfere with the flow of water;
 - 7) Destruction of plant life, including the cutting of trees;
 - 8) Changing of water temperature, biochemical oxygen demand or other physical or chemical characteristics of the surface or ground water;
- d) **BANKS**; the term **BANKS** shall mean that part of land adjoining any body of water or watercourse which confines the water.
- e) **FRESHWATER WETLANDS** – shall mean any area, including Swamps, Marshes, Wet Meadows and Bogs, where water is at or near the surface for a prolonged period of time, as demonstrated by the presence of hydric soils or other indicators of hydrology, and/or the area supports or could support a plant community (cover) comprised of 50% or greater of wetland plant species. Freshwater wetlands that do not border a stream or river must be greater than 500 s.f. in size. Freshwater wetlands includes both Bordering & Isolated Vegetated Wetlands. [**Amended May 13, 2019 Article 29**]
- f) **VERNAL POOL AND HABITAT**- shall mean a confined basin depression that holds water for a minimum of 86 continuous weeks during the spring and/or summer and provides breeding habitat for obligate and facultative vernal pool species. It may be without standing water during later summer. Vernal pool habitat is the area within 100' of the boundaries of such depression. [**Amended May 13, 2019 Article 29**]

The Commission may adopt additional definitions not inconsistent with this Section 10 of this Bylaw.

§ 11: SECURITY

The Commission may require, as a permit condition in some particular cases 1.) Where the scope of the work is such that a failure to perform the work according to the conditions in the Order would be likely to cause grave damage to the interests protected by this Bylaw, or 2.) Where particular conditions in the Order must remain effective through the future to assure continuing protection of interests protected by this Bylaw; that the performance and observance of other conditions be secured by one or both of the following methods:

- a) By a bond or deposit of money or negotiable securities in an amount determined by the Commission to be sufficient to secure performance of conditions and observance of the safeguards of such Order of Conditions and payable to the Town of Dunstable upon default;

b) By a conservation restriction, easement or by a covenant, executed and duly recorded by the owner of record, running with the land, whereby the conditions and safeguards included in such Order of Conditions shall be performed before any lot may be conveyed other than by mortgage deed.

The Commission shall make specific findings of fact in support of terms and conditions imposed under this section.

§12: VIOLATIONS AND ENFORCEMENT [Amended 5-13-1991 ATM Article 32; 5-11-1992 ATM Article 10 C; 5-13-2013 ATM Article 32]

Any person who violates or any corporate or quasi-corporate entity which violates any provision of this bylaw or any conditions of a permit or order issued pursuant to it shall be punished by a fine as listed herein below. Each day or portion thereof during which a violation continues shall constitute a separate offense.

a) Alteration of an area subject to protection under the bylaw without having filed for and having in effect at the time of the activity a valid Order of Conditions regulating the activity undertaken. The penalty shall be three hundred (\$300.00) dollars.

b) Failure to comply with an order or orders as set forth in any Order of Conditions in effect to regulate the activity thereby permitted within an area subject to ~~protection~~protection under the bylaw within the time period specified within such orders. The penalty shall be two hundred (\$200.00) dollars.

c) Failure to comply with any one or more of the terms of any enforcement Order or Orders duly issued by the Dunstable Conservation Commission within the time limits specified in such Orders. The penalty shall be fifty (\$50.00) dollars.

d) Failure to maintain in proper working order or condition appropriate to their intended function, structures, improvements or facilities which were required or permitted as part of activities regulated under an Order of Conditions issued to protect an area subject to regulation under the Bylaw and significant to the interests to be protected under this bylaw. The penalty shall be fifty (\$50.00) dollars.

In addition to any other means of enforcement provided for by law, the provisions of this General Wetlands Bylaw may also be enforced at the ~~election~~discretion of the Conservation Commission by non-criminal complaint pursuant to any bylaws adopted pursuant to M.G.L. Chapter ~~c.~~ 40, Section §21D, as amended, in force in the Town of Dunstable. The enforcing authority shall be either the Dunstable Police Department, including any Police Officer in said Department, or the Conservation Commission.

§ 13: INVALIDITY

The invalidity of any section or provision of this Bylaw shall not invalidate any other section or provision thereof, nor shall it invalidate any Order of Conditions which have previously become final.

§ 14: APPEALS

In the event that any person shall be aggrieved by a decision of the Conservation Commission under this Bylaw, or by its failure to act thereunder, such person may bring an action in the nature of certiorari under M.G.L. Chapter c. 249 §, Section 4.

or take any action in relation thereto

And furthermore, in the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of Dunstable who are qualified to vote in Town affairs, to meet at the Dunstable Public Library on Tuesday, May 17, 2022, at 12:00 o'clock noon, to cast their ballots for the following officers and ballot questions:

Board of Selectmen, one position for three years; Board of Assessors, one position for three years and one position for one year; Board of Health, one position for three years; Board of Road Commissioners, one position for three years; Constables, two positions for one year; Cemetery Commissioners, one position for three years; Board of Water Commissioners, one position for three years; Planning Board, one position for five years; Commissioners of Trust Funds, one position for three years; Advisory Board, two positions for three years; Library Trustees, one position for three years.

Ballot Questions




1. Shall the town of Dunstable be allowed to assess an additional \$188,974 in real estate and personal property taxes for the purposes of paying for capital expenses in relation to the Groton Dunstable Regional School District as further described in the Schedule of Capital Improvements on file with the Dunstable Town Clerk for the fiscal year beginning July first 2022?

And you are hereby directed to serve this warrant, by posting attested copies thereof, one at the Post Office and one at the Town Hall in said Dunstable seven days at least before the time of holding such Town Meeting.

Hereof fail not, and make due return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting as aforesaid.

Given under our hands this 12th day of April, two thousand and twenty-two.

DUNSTABLE BOARD OF SELECTMEN


Leah D. Basbanes

Ronald J. Mikol

Kieran

I have served this warrant by posting attested copies thereof, one at the Post Office and one at the Town Hall _____ days before said meeting.

Date

Constable