

CAPITAL IMPROVEMENT PLAN

TOWN OF DUNSTABLE



FY26 - FY31



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GLOSSARY OF TERMS - CAPITAL IMPROVEMENT PLAN

Provided below are some of the commonly used terms in budget and capital planning and fiscal and debt management.

Appropriation: A legal authorization granted by Town Meeting to expend money and incur obligations for specific public purposes.

Bond: A written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity date), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

Bond Anticipation Note (BAN): Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. Notes are retired from proceeds from the bond issue to which they are related and/or from a cash payment and/or Town appropriation.

Capital Budget: A plan for capital expenditures for projects to be included during the first year of the capital improvement plan.

Capital Exclusion: A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require 2/3 vote of the entire Select Board and a majority vote in a town-wide election. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

Capital Improvement Fund: This fund was created at the 2024 Annual Town Meeting. The purpose of this Fund is to allow the Town to reserve funds for the acquisition of new equipment and/or the replacement of existing equipment (for which the Town may borrow money for a period of five years or more), and/or for building/facility improvements with a cost of less than \$250,000 (for which the Town may borrow money for a period of five years or more). Only general fund capital that has been recommended in the Capital Improvement Plan (CIP) is eligible for funding in this manner.

Capital Improvement Plan (CIP): A financial planning and management tool that identifies public facility and equipment requirements and schedules them for funding and



implementation on a multi-year basis.

Capital Project: Major, non-recurring expenditure involving one or more of the following: acquisition of land for a public purpose; construction of or addition to a facility such as a public building, water or sewer lines, play field, etc.; rehabilitation or repair of a building, facility, or equipment, provided the cost is \$25,000 or more and the improvement will have a useful life of five years or more; purchase of equipment costing \$25,000 or more, with a useful life of five years or more; and any planning, engineering, or design study related to an individual capital project. For the purposes of this plan, the Town has included projects less than \$25,000 for transparency and planning purposes.

Chapter 90: Massachusetts General Laws Chapter 90, Section 34 authorizes the Commonwealth to allocate funds to municipalities, through the Transportation Bond Issue, for highway construction, preservation and improvement projects that create or extend the life of capital facilities; routine maintenance operations such as pothole filling and snow and ice removal are not covered. The formula for determining the Chapter 90 level of funding is based on a

municipality's miles of public ways, population, and level of employment. Municipalities receive Chapter 90 reimbursement only for pre-approved projects.

Community Preservation Act (CPA): Enacted as Massachusetts General Laws Chapter 44B in 2000, CPA permits cities and towns accepting its provisions to establish a restricted fund from which monies can be appropriated only for a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; and c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the rehabilitation and restoration of open space, land for recreational use and community housing that is acquired or created using monies from the fund. The local program is funded by a local surcharge of up to 3 percent on real property tax bills and funds from the state generated from registry of deeds fees. The voters of Dunstable approved a 3 percent surcharge.

Community Preservation Fund: A special revenue fund established pursuant to Massachusetts General



Laws Chapter 44B to receive all monies collected to support a community preservation program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the Commonwealth, and proceeds from the sale of certain real estate.

Debt Exclusion: A temporary increase in the Town's levy limit (and possibly the levy ceiling) to exclude the payment of debt from the limits of Proposition 2½. The debt service is added to the levy limit for the life of the debt only. To place a debt exclusion question on the ballot requires a 2/3 vote of the entire Select Board. The debt exclusion question requires a majority vote by voters for passage.

Debt Service: The amount paid annually to cover the cost of both principal and interest on a debt issuance until its retirement.
Fiscal Year: The twelve-month financial period used by the Town beginning July 1 and ending June 30 of the following calendar year. The Town's fiscal year is numbered according to the year in which it ends.

Free Cash: Free cash is the amount of the General Fund unassigned fund balance that may be used as a source to fund appropriations. The Massachusetts Department of

Revenue certifies the amount of "free cash" resulting from closing the financial books as of June 30, the end of the fiscal year. Free cash may only be used as an appropriation source after the certification process by the Department of Revenue is complete. For example, the July 1, 2023, certified amount may be used to fund supplemental appropriations voted during fiscal year 2024 or applied as a revenue source to support the fiscal 2025 appropriations that may be voted in the spring of 2024.

FY: Fiscal Year

General Fund: The fund into which the general (non-earmarked) revenues of the municipality are deposited and from which money is appropriated to pay the general expenses of the municipality.
Infrastructure: The underlying foundation or basic framework of an organization or system, e.g., roads, bridges, buildings, land, and natural resources.

Information Technology

Infrastructure: The hardware and software that support information requirements, including computer workstations and associated software, network and communications equipment, and system-wide devices.



Override: A permanent increase of the Town's levy limit when a majority of voters in an election approve such an override. The override amount becomes part of the levy base when setting the next year's levy limit. To place an Override question on the ballot, requires a majority vote of the Select Board.

Pay-As-You-Go: A term used to describe the financial policy of a government which finances all its capital outlay from current revenues rather than by borrowing. A government which pays for some improvements from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go basis.

Proposition 2½: That measure which limits municipal property taxes to 2½ percent of the community's full and fair cash value (levy ceiling), and which limits the amount of revenue a municipality can raise through property taxes (levy limit) to 2½ percent each year, plus a factor for new growth. A municipality may exceed its levy limit in two ways: override or debt exclusion.



INTRODUCTION

Over the course of the last several months, the Town of Dunstable has compiled a comprehensive 5-year Capital Improvement Plan (CIP) for FY26-FY31. The CIP provides a strategic roadmap to improving and maintaining the Town's infrastructure, facilities, recreational and historic assets. This plan encompasses a wide range of areas, including:

Infrastructure Improvements

The Town recognizes that our roads, public buildings, and other assets help define our Town and its character. By proactively planning and investing in the maintenance and repair of these assets, we can effectively extend their lifespan and reduce the need for larger, more costly repairs in the future.

Public Spaces and Facilities

The Town's conservation and recreational areas, Town Common, and library are the heart of the community. Other Town buildings like the Fire and Police Stations, and Town Hall are critical in delivering high-quality services to the community. Maintaining, upgrading, and expanding these spaces create opportunities for recreation, community events, and other activities.

Transportation Improvements

Through planning efforts, the Town has identified projects to improve safety and accessibility for all users of our transportation network including our streets and trails. Seeing these projects through from design to implementation helps promote the safe use of alternative modes of transportation and further increase access to the Town's many recreational, off-road trails.

Vehicles and Equipment

Routine maintenance and regular replacement of the Town's vehicle fleet is crucial for safety, reliability, and operational effectiveness.

By strategically allocating resources to these key Town areas, we not only address immediate needs but also lay the foundation for the future success of the Town.



Capital Budget and Capital Projects

A capital budget is distinct from an operating budget in that the items included in a capital budget are typically large or infrequent expenses, such as renovation of a building or acquisition of a new dump truck, whereas an operating budget includes recurring expenses or are modest in magnitude, such as supplies or vehicle maintenance. A capital budget identifies the resources to be used to fund a series of capital projects. In many instances, communities establish minimum dollar thresholds for projects to be included in a CIP.

The Massachusetts Association of Town Finance Committees defines capital projects as major, non-recurring expenditures, for one of the following purposes:

Acquisition of land for a public purpose

Construction of a new facility or external expansion or major rehabilitation of an existing one. Examples of such town facilities include public buildings, water lines, roads and playing fields

Purchase of vehicles or major equipment items

Planning, feasibility, engineering or design study related to a capital project or to a capital improvement program consisting of individual projects

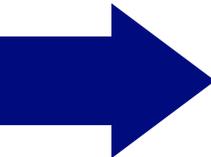
Equipment for public improvements when they are first constructed such as furniture, office equipment, or playground equipment

Major equipment which is expensive and has a relatively long life such as a fire apparatus, garbage trucks, and construction equipment.

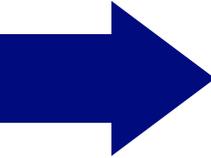


Capital Plan

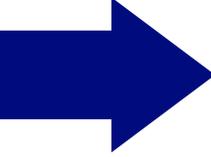
According to the Massachusetts Department of Revenue (DOR), a capital plan is a blueprint for planning a community's capital expenditure and "one of most important responsibilities of local government officials." Putting together multiple years of capital spending into a plan, instead of looking at each year in isolation, has multiple benefits including:



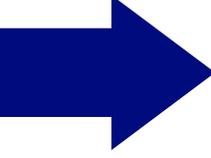
Impacts on the operating budget can be minimized through thoughtful debt management



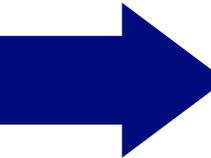
High-cost repairs and emergency acquisitions can be reduced by implementing regular vehicle and equipment replacement schedules, and by undertaking major facilities improvements, such as replacing roofs, before a problem becomes chronic and damage occurs



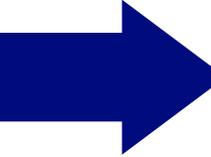
Large scale, ambitious public improvements can be phased over multiple years



Critical parcels of land can be purchased before costs increase



Costly mistakes created by lack of coordination - such as paving a street one year and then cutting into it the next year to install a water line - can be avoided



Methodical progress can be made toward meeting community goals



TOWN OF DUNSTABLE'S CAPITAL ASSETS

Property and Facilities

A variety of Town departments and boards/committees are responsible for the management, maintenance, and upkeep of Town buildings and facilities. Ongoing, regular maintenance is necessary to ensure quality services and a safe working environment.

Name	Location
Fire Station	28 Pleasant Street
Police Station	23 Peasant Street
Town Shed	107 Pleasant Street
Highway Garage	589 Pleasant Street
Town Hall	511 Main Street
Dunstable Free Public Library	588 Main Street
Salmon Brook Well #1 and #2	711 Main Street

Parks and Open Space

The Town of Dunstable, mainly through its Conservation Commission, owns a rich variety of open space, conservation, and recreational areas enjoyed by residents for active and passive recreation, preserving open space and the character of the community.

Name	Town/Department/Committee
91 River Street Property	Town
Alexander Estates Open Space	Town
Amos Kendall Conservation Area	Conservation Commission
Bacon Conservation Area	Conservation Commission
Bahsler Forest Conservation Area	Conservation Commission
Best Triangle Parcel	Town/Conservation Commission



Biron Conservation Area	Conservation Commission
Blanchard Hill	Water
Blanchard Hill Conservation Area	Town/Conservation Commission
Century Way Lot - Century Way	Town
Chapman Conservation Area	Conservation Commission
Craven Conservation Area	Conservation Commission
Curtis Conservation Area	Conservation Commission
Drummey Parcel	Conservation Commission
Dump Parcels - Depot	Town
English Wildlife Refuge	Conservation Commission
Farnsworth Wildlife Refuge	Conservation Commission
Flat Rock Hill Conservation Area	Conservation Commission
Fox Run Parcel Conservation Area	Town/Conservation Commission
Gage Town Forest	Town Forest Committee
Gardner Conservation Area	Town/Conservation Commission
Goldthwaite Conservation Area	Conservation Commission
Helen Sawyer Hogg Conservation Area	Conservation Commission
Holmes Conservation Area	Conservation Commission
Horsehill Field	Town
Howard's Brook Conservation Area	Conservation Commission
Joint Grass Brook Conservation Area	Conservation Commission
Kennedy Conservation Area	Conservation Commission
Keyes Meadow Conservation Area	Conservation Commission
Larter Family Memorial Field	Town/Parks/Recreation
Meeting House Hill Conservation Area	Conservation Commission
Mixed Use District - Pleasant Street	Town
New Town Well Field	Water
Old Town Well Field/Old Town Scales	Town
Parkhurst Street Conservation Area	Conservation Commission
Pierce Town Forest	Town Forest Committee
Pond Street Parcel	Town
Proctor-Grater Lumber Lots	Town/Conservation Commission



Sargent Conservation Area	Conservation Commission
Shaw Conservation Area	Conservation Commission
Spaulding Proctor Reservation	Conservation Commission
Stoddard Conservation Area	Conservation Commission
Stone Arch Bridge Conservation Area	Conservation Commission
Tercentenary Reservation - Sawyer	Conservation Commission
Town Fields and Common	Town
Triangle Parcel - Hollis Street	Town
Unkety Brook Conservation Area	Conservation Commission
Unkety Woods Preserve	Conservation Commission
Urqhart Conservation	Conservation Commission
Whippoorwill Wildlife Refuge-English	Conservation Commission
Woods Parcel	Conservation Commission

Town Cemeteries

There are 5 historic cemeteries within the Town of Dunstable. Central Cemetery is a public, nonsectarian cemetery open to all Dunstable residents. The Meeting House Hill Cemetery, located on the east end of Main Street, and the Rideout Cemetery on Fletcher Street are both closed to further burials. The Swallow Cemetery on Brook Street and the Blood Cemetery on River Street have limited remaining lots which are available to members of those families.

Name	Location
Blood Cemetery	River Street
Meeting House Hill Cemetery	Main Street
Central Cemetery	Main Street
Swallow Cemetery	Brook Street
Rideout Cemetery	Fletcher Street

Roads and Related Infrastructure

Dunstable has limited infrastructure supplying public water with approximately 100 connections mostly to residences but also to the Swallow Union Elementary School, municipal facilities, and other



properties proximate to Town Center.

According to MassDOT’s 2022 Road Inventory Year End Report, there are 41.5 miles of Town-owned roadway in Dunstable with 1.04 miles of unaccepted road, totaling 42.54 miles. There are limited sidewalk connections in Town however, planning efforts continue to identify priority areas for sidewalks to enhance safety and accessibility for pedestrians, bicycles, and all travelers.

Information Technology Infrastructure

Device Type	Computers	Servers	Firewalls	Total
Counts	55	3	3	60

POSSIBLE FUNDING SOURCES FOR COMMUNITIES

There are a number of ways to finance municipal capital improvement projects. Some of the most common methods are:

Local Resources

Municipal Indebtedness: The most commonly used method of financing large capital projects is general obligation bonds (also known as “GO Bonds”). They are issued for a period of time ranging from 5 to 30 years, during which time principal and interest payments are made. Making payments over time has the advantage of allowing the capital expenditures to be amortized over the life of the project. Funding sources used to pay back the debt can include:

- **Bonds funded within the tax limits of Proposition 2 ½:** Debt service for these bonds must be paid within the tax levy limitations of Proposition 2 ½. Funds used for this debt must be carefully planned in order to not negatively impact the annual operating budget.
- **Bonds funded outside the tax limits of Proposition 2½:** Debt service for these bonds is paid by increasing local property taxes in an amount needed to pay the annual debt service. Known as a Debt Exclusion or Exempt Debt, this type of funding requires approval by 2/3 vote of the local appropriating authority (Town Meeting) and approval by a majority of



voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications.

Capital Outlay / Pay as You Go: Pay as You Go capital projects are funded with current revenues (typically tax levy or free cash) and unexpended balances in previously approved projects. The entire cost is paid off within one year so no borrowing takes place. A project funded with current revenues will cost less than if it were funded by general obligation bonds because there are no interest costs. However, funds to be used for this purpose must also be carefully planned in order to not negatively impact the annual operating budget. For this reason, Pay as You Go capital projects are typically lower in value than projects funded by borrowing.

- **Free Cash:** Represents the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the previous year, actual receipts in excess of revenue estimated on the tax recapitulation sheet, and unspent amounts in budget line items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the June 30 balance sheet, which is submitted by the community's auditor, accountant, or comptroller. Free cash is not available for appropriation until certified by the State Director of Accounts.

Capital Outlay / Expenditure Exclusion: Expenditure Exclusion projects are similar to Pay as You Go, above, except taxes are raised outside the limits of Proposition 2 ½ and are added to the tax levy only during the year in which the project is being funded. As with a Debt Exclusion, Expenditure Exclusion funding requires approval by 2/3 vote of the local appropriating authority (Town Meeting) and approval by a majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications. Capital outlay expenditures may be authorized for any municipal purpose for which the town would be authorized to borrow money.

Capital Stabilization Fund: Local officials can set aside money in a stabilization fund – outside of the general fund - to pay for all or a portion of future capital projects. A majority vote of Town Meeting is required to appropriate money into the fund and a 2/3 vote to appropriate money out of this fund. The Town of Dunstable created this fund at the 2024 Annual Town Meeting.



Sale of Surplus Real Property: Pursuant to Massachusetts General Laws, when real estate is sold, the proceeds must first be used to pay any debt incurred in the purchase of the property. If no debt is outstanding, the funds “may be used for any purpose or purposes for which the town, city, or district is authorized to incur debt for a period of five years or more...except that the proceeds of a sale in excess of five hundred dollars of any park land by a town, city, or district shall be used only by said town, city, or district for acquisition of land for park purposes or for capital improvements to park land” (MGL Chapter 44, Section 63).

Special Purpose Funds: Communities also have established numerous “Special Purpose Accounts” for which the use is restricted for a specific purpose, including investment in department facilities and equipment. There are numerous state statutes that govern the establishment and use of these separate accounts. Examples include ambulance funds, recreation funds, the sale of cemetery lots, and off-street parking fees accounts.

CPA Funds: CPA allows communities to create a local Community Preservation Fund for open space protection, historic preservation, affordable housing and outdoor recreation. Community preservation monies are raised locally through the imposition of a surcharge of not more than 3% of the tax levy against real property, and municipalities must adopt CPA by ballot referendum. To date, 195 municipalities in the state have adopted CPA. Each CPA community creates a local Community Preservation Committee (CPC) upon adoption of the Act, and this five-to-nine member board makes recommendations on CPA projects to the community’s legislative body.

Federal, State, and Private Grants and Loans

Other revenue sources may include grants or loans from federal, state, or private sources. For example, federal money is used for bridge and roadway projects listed on the State Transportation Improvement Plan. Private funds are sometimes available from “Friends of...” groups for local libraries or councils on aging. However, the Commonwealth provides the most opportunities for funding through various programs.

Key State funding sources for the Town of Dunstable include, but are not limited to:



Massachusetts Chapter 90 Roadway Funds: Each year, the Massachusetts Department of Transportation (MassDOT) allocates funds to cities and towns for roadway construction, maintenance, or improvement. Funds may also be used for other work incidental to roadway work, such as the construction of a garage to house related vehicles or the purchase of related vehicles, equipment, and tools. Chapter 90 is a 100% reimbursable program. Funding is accomplished through the issuance of transportation bonds and apportioned to municipalities based on three factors: 1) accepted road miles, 2) population, and 3) total employment within the municipal borders. Road miles is the most heavily weighted factor at 58.33%; the others are each weighted at 20.83%.

State Revolving Fund (SRF) Loan Program: The State Revolving Fund (SRF) offers affordable loan options to cities and towns to improve water supply infrastructure and drinking water safety; and to help them to comply with federal and state water quality requirements that deal with wastewater treatment plants and collection systems, while addressing issues such as watershed management priorities, stormwater management, and green infrastructure. Additionally, the SRF supplies financial assistance to address communities with septic system problems.

MassWorks Infrastructure Program: This is a competitive grant program through the Executive Office of Housing and Economic Development that provides capital funds for municipalities and other eligible public entities to complete public infrastructure projects that support and accelerate economic and housing development throughout the Commonwealth and/or address roadway safety concerns.

Municipal Vulnerability Preparedness (MVP) Program: This program from the Executive Office of Energy and Environmental Affairs (EEA) supports municipalities as they plan for and implement climate resiliency projects. Grants are available to assess vulnerabilities and create action plans. Once that step is complete, municipalities can seek additional grant money annually for implementation of capital and other projects.

Community Compact IT grant program: Through the Community Compact Cabinet, this program offers grants of up to \$200,000 for “one-time capital needs such as technology infrastructure, upgrades and/or purchases of equipment or software. Incidental or one-time costs related to the capital purchase such as planning, design, installation, implementation and initial training are eligible.”



Green Communities Division grants: The Department of Energy Resources provides grants through its Green Communities Division intended to reduce energy use through clean energy projects, including vehicle/equipment, building, and school facilities projects. For example, projects may include HVAC upgrades, solar, energy audits, idle reduction technology, lighting retrofits, window/door weatherization, hybrid/electric vehicles, and vehicle charging stations, to name a few.

CAPITAL PLANNING PROCESS - FY27

The Town of Dunstable’s capital planning process ensures that major capital investments are evaluated, prioritized, and aligned with the town’s long-term needs and financial capacity. This process begins with an email memo issued by the Town Administrator to all town departments, boards, and committees, inviting them to submit capital project requests. Each request must be accompanied by a completed Capital Project Request Form, which includes more detailed information about the project’s purpose, cost, and anticipated benefits. Departments are encouraged to provide supporting documentation, such as cost estimates, timelines, and assessments of the project’s impact on operations and services.

Once all requests are submitted, the Town Administrator convened meetings with department heads to review and discuss the proposals. These discussions focus on clarifying project details, evaluating the urgency and necessity of each request, and identifying potential funding sources. The information gathered will next be presented to the Capital Planning Committee, which evaluates and prioritizes the proposed projects, based on community benefit, need, and financial feasibility.

The prioritized list of projects will then be submitted to the Select and Advisory Boards for review. This collaborative approach ensures that Dunstable’s capital improvement plan reflects a balanced and strategic investment in the town’s infrastructure and services.

The Town Administrator’s email memo is below:



From: Jason Silva
Sent: Friday, October 10, 2025 1:38 PM
To: Jason Silva <jsilva@dunstable-ma.gov>
Cc: Sue Fayne <sfayne@dunstable-ma.gov>
Subject: Capital Improvement Plan - Department Project Requests

Hi All:

As we begin the budgeting process for FY27, it's about that time to start planning for our capital projects in the coming years. The development of a thoughtful and comprehensive capital improvement plan ensures the Town's needs are identified and, ideally, met in a strategic, thoughtful, and fiscally responsible manner.

To that end, I am requesting each department submit their capital project requests for FY27–FY31. These requests should include descriptions of the proposed projects, including objectives, expected outcomes, estimated costs, timelines, and any potential funding sources outside of the general fund that could potentially support the project.

I've attached the same forms we've used in prior years. Please complete the excel spreadsheet with no more than 5 projects under \$25,000 and 5 projects above \$25,000. For all projects above \$25,000, and any projects under \$25,000 that are priorities for the coming year, please complete the more detailed narrative form that is also attached.

Capital requests projected for FY28-FY31 should be included in your submissions as needed, but detailed project descriptions are not required for those out-year requests. Feel free to use the forms you submitted last year as a baseline if those priorities still align.

At the moment, it remains unclear how much funding will be available for capital projects in the upcoming fiscal year. As you know, the Town is once again projecting a deficit for FY27, currently estimated at roughly \$384,833. Since the town approved an override for this fiscal year, it is unlikely an override request is on the table for FY27. Over the last few years, the Town has been able to set aside \$120,000 annually for capital, but that amount has not yet been confirmed for FY27.

Please submit your capital project requests by end of day on Thursday, October 30. Following receipt of your requests, I'll work to schedule meetings with each of you to review and discuss your submittals and to further prioritize them based on the Town's capital needs and available resources.

Thank you! If you have any questions, concerns, or need additional information, please don't hesitate to reach out.

Jason Silva
Town Administrator
Town of Dunstable
(978) 743-6340
www.dunstable-ma.gov

"I've got a theory that if you give 100 percent all of the time, somehow things will work out in the end." – Larry Bird

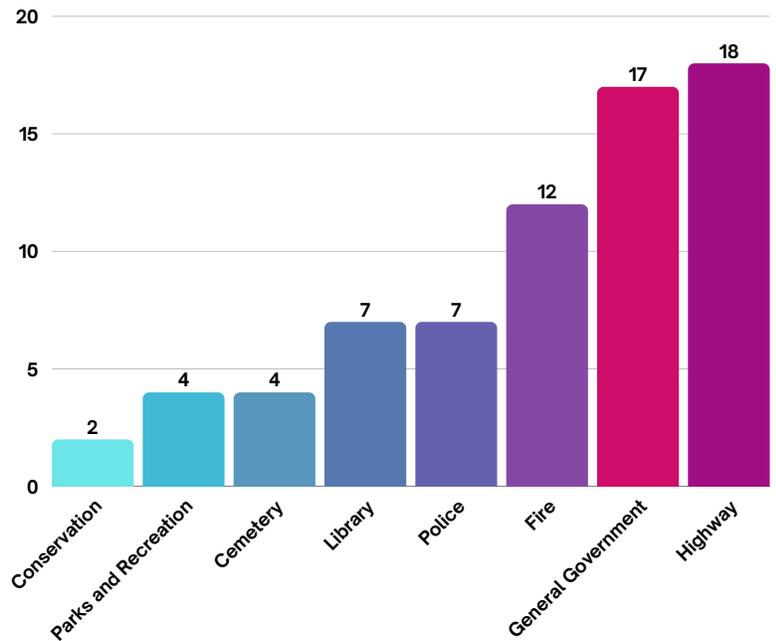
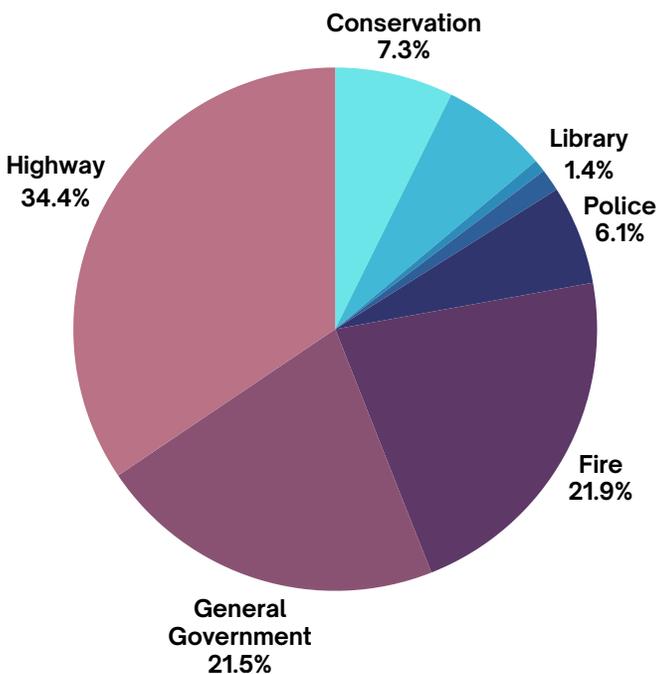


Overall, 71 project requests are included in the CIP based on the capital request forms submitted, requests reviewed and discussed at meetings, and other project needs identified through local planning efforts or known conditions. All total, the projects are a combined cost of over \$30 million. The Capital Planning Committee has reviewed the requested capital projects, as they do every year, for FY27 and have determined the need of each request and have formally recommended the projects to fund in this plan and have approved the overall CIP document.

Department	Project Count	Total Cost	Cost as % of Total
Conservation	2	\$2,225,000	7.31%
Parks and Recreation	4	\$2,001,968	6.58%
Cemetery	4	\$235,000	0.77%
Library	7	\$419,640	1.38%
Police	7	\$1,861,897	6.12%
Fire	12	\$6,654,000	21.86%
General Government	17	\$6,557,078	21.54%
Highway	18	\$10,487,639	34.45%
Total	71	\$30,442,222	100.00%



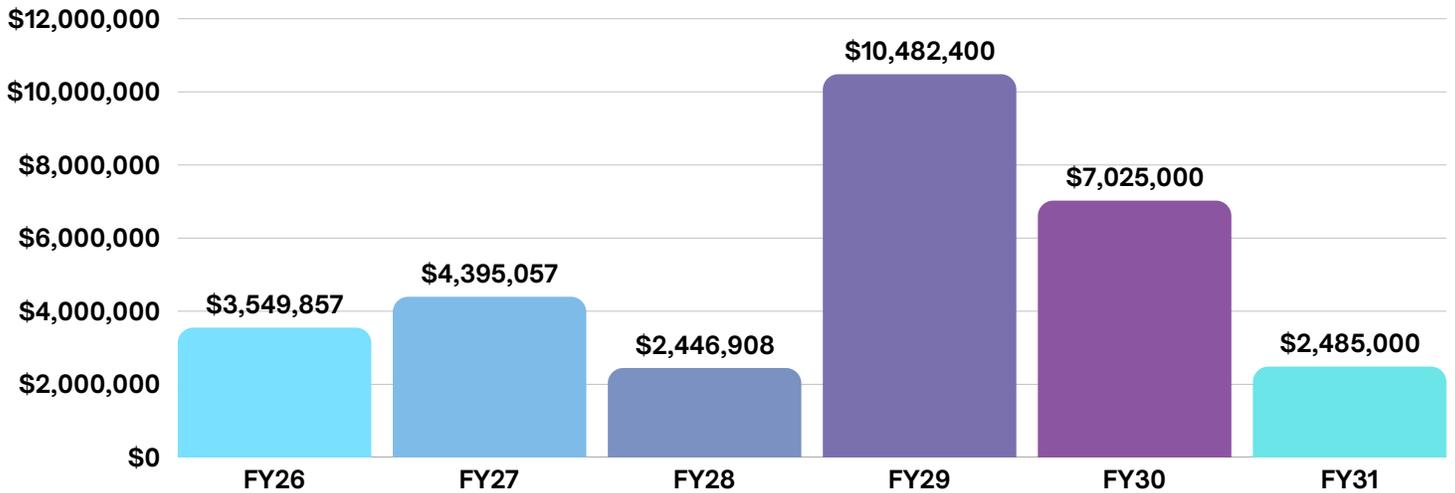
Departmental Breakdown





Annually, and throughout the year, the Town of Dunstable should routinely assess the capital project priorities and adjust based on a variety of factors: the availability of funding, grant funding opportunities, unanticipated need, and adjustment of priorities. The CIP is a living and breathing document that should be evaluated and revised on a regular basis.

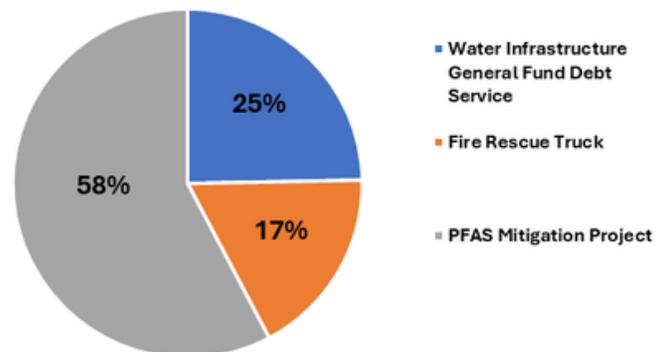
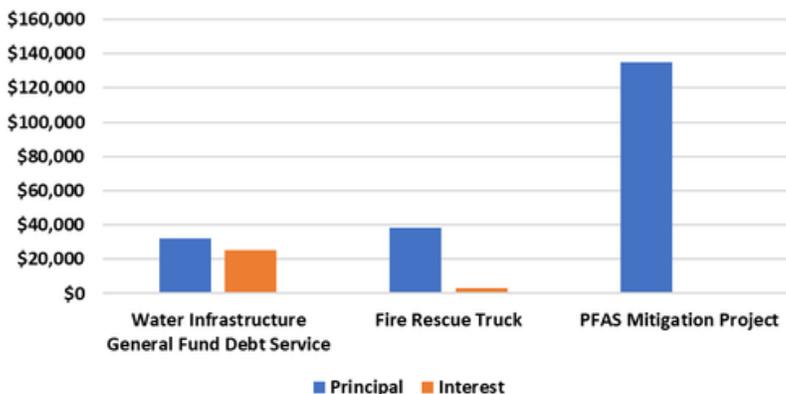
As the CIP is currently construed, the capital investments included by fiscal year are significantly more than what the Town has typically been able to fund.



DEBT SERVICE SCHEDULE

Historically, Dunstable has funded major capital improvements through debt exclusion overrides. There is excluded debt service currently for water infrastructure improvements, a fire rescue truck, and for the first time in FY27 the PFAS Mitigation Project.

Projects	2027	2027	2028	2028	2029	2029	2030	2030
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
Water Infrastructure Bond	\$64,491	\$50,957	\$66,025	\$49,441	\$67,595	\$47,890	\$69,202	\$46,301
WIB ½ Debt Service	\$32,246	\$25,479	\$33,012	\$24,721	\$33,797	\$23,945	\$34,601	\$23,151
Rescue Truck	\$38,113	\$2,983	\$38,113	\$2,983				
PFAS Mitigation Project	\$134,988		\$134,988		\$134,988		\$134,988	
TOTAL	\$205,347	\$28,462	\$206,113	\$27,703	\$168,785	\$23,945	\$169,589	\$23,151

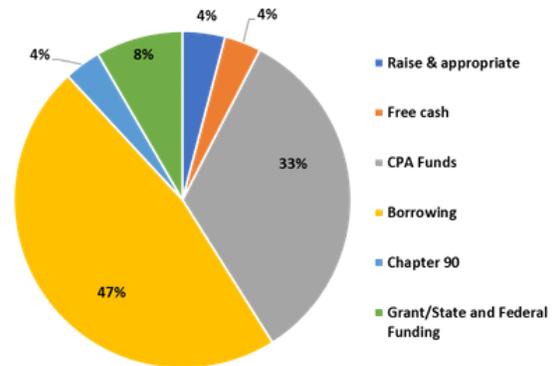




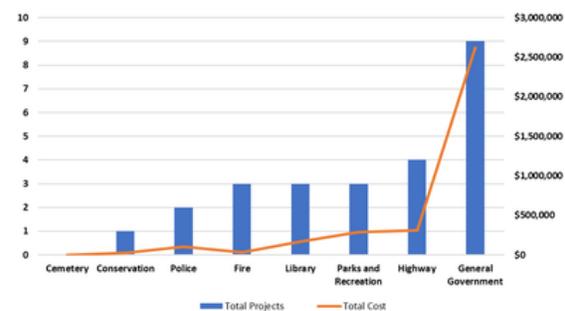
FY26 Capital Projects Overview

General Government Projects	Project Cost	Source Code
Town Hall - Air Conditioning Unit Replacements	\$35,000	C
Town Hall - Roof and Chimney Repairs	\$35,500	C
Town Center Trail Loop Feasibility Study	\$16,000	C
Bandstand Renovation	\$27,513	F
Union Building Architectural Design - Interior	\$100,000	A +F
Union Building Exterior Restoration	\$702,582	C
PFAS Mitigation Project - Phase 1	\$1,670,228	D
Digital Access Upgrades to Town Hall Meeting Rooms	\$29,000	F
LED Streetlight Upgrades	\$5,705	B
Police Department Projects		
Police Cruiser Replacement	\$60,000	B
Taser Replacements	\$44,897	A
Fire Department Projects		
Building Repairs and Renovation - Shower and Bathroom	\$6,000	A
Mobile Radios (truck)	\$20,000	A
Body Armour - 2 sets	\$5,000	A
Highway Department Projects		
Street Paving	\$125,000	E
Joint Grass Brook Culvert	\$116,000	F
Spreader/Sander	\$50,100	B
Highway Superintendent Truck Replacement	\$18,908	A
Conservation Projects		
Woodward's Mill Dam	\$25,000	C
Library Projects		
Electrical Upgrades - Exterior Lighting	\$9,206	B
Historical Records Digitization	\$28,000	C
HVAC Replacements - Special Collections Room and other areas	\$133,750	C + F
Parks and Recreation Projects		
Larter Field Stabilization	\$118,200	C
Baseball Field Renovation	\$36,900	C
Swallow Union Playground Shade Structure	\$131,368	C

Funding Source	Source Code	Amount
Raise & appropriate	A	\$144,805
Free cash	B	\$125,011
CPA Funds	C	\$1,187,300
Borrowing	D	\$1,670,228
Chapter 90	E	\$125,000
Grant/State and Federal Funding	F	\$297,513



Department	Total Projects	Total Cost
Cemetery	0	\$0
Conservation	1	\$25,000
Police	2	\$104,897
Fire	3	\$31,000
Library	3	\$170,956
Parks and Recreation	3	\$286,468
Highway	4	\$310,008
General Government	9	\$2,621,528



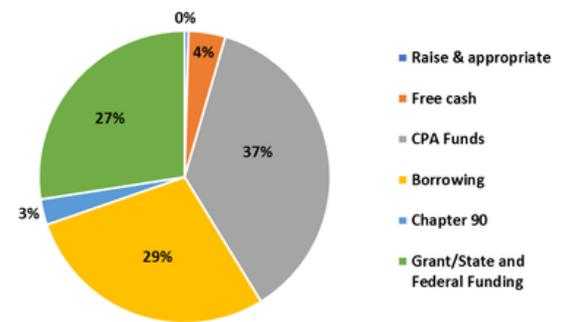
TOTAL Capital \$3,549,857



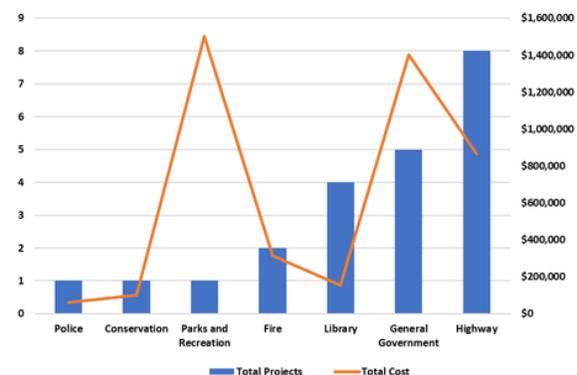
FY27 Capital Projects Overview

General Government Projects	Project Cost	Source Code
Town Center Trail Loop Feasibility Study	\$64,000	F
PFAS Mitigation Project - Phase 2A	\$1,252,205	D + F
Town Website Upgrade	\$17,000	B
Town Hall - Weatherization Improvements	\$43,577	F
Town Hall - LED Lighting Upgrades	\$23,768	F
Police Department Projects		
Police Cruiser Replacement	\$60,000	B
Fire Department Projects		
Vehicle Extrication Equipment	\$15,000	B
Forestry Truck	300,000	B & F
Highway Department Projects		
Street Paving	\$125,000	E
Joint Grass Brook Culvert	\$75,982	F
Highway Superintendent Truck Replacement	\$18,908	A
Highway Garage - Weatherization Improvements	\$31,075	F
Highway Garage - LED Lighting Upgrades	\$22,358	F
Swallow Union School to Library Sidewalk	\$40,000	F
Pleasant Street Sidewalk - Post Office to Town Center	\$503,000	B & F
Oak Street/Mill Street/Main Street Intersection	\$50,000	F
Conservation Projects		
Woodward's Mill Dam	\$100,000	C
Library Projects		
Library Weatherization Improvements	\$55,044	F
Library LED Lighting Upgrades	\$40,140	F
Historical Records Digitization	\$13,000	C
HVAC Replacements - Library	\$45,000	B
Parks and Recreation Projects		
Larter Field Stabilization	\$1,500,000	C

Funding Source	Source Code	Amount
Raise & appropriate	A	\$18,908
Free cash	B	\$180,000
CPA Funds	C	\$1,613,000
Borrowing	D	\$1,252,205
Chapter 90	E	\$125,000
Grant/State and Federal Funding	F	\$1,205,944



Department	Total Projects	Total Cost
Police	1	\$60,000
Conservation	1	\$100,000
Parks and Recreation	1	\$1,500,000
Fire	2	\$315,000
Library	4	\$153,184
General Government	5	\$1,400,550
Highway	8	\$866,323



TOTAL Capital \$4,395,057



FY26-FY31 CAPITAL IMPROVEMENT PLAN

General Government		FY26	FY27	FY28	FY29	FY30	FY31
1	Town Hall - Air Conditioning Unit Replacements	\$35,000					
2	Town Hall - Roof and Chimney Repairs	\$35,500					
3	Town Center Trail Loop Feasibility Study	\$16,000	\$64,000				
4	Bandstand Renovation	\$27,513					
5	Union Building Architectural Design - Interior	\$100,000					
6	Union Building Interior Restoration/Renovation			\$1,000,000			
7	Union Building Exterior Restoration	\$702,582					
8	PFAS Mitigation Project - Phase 1	\$1,670,228					
9	PFAS Mitigation Project - Phase 2A		\$1,252,205				
10	PFAS Mitigation Project - Phase 2				\$1,500,000		
11	Town Hall Meeting Room Floors - Refinish				\$15,000		
12	Town Website Upgrade		\$17,000				
13	Digital Access Upgrades to Town Hall Meeting Rooms	\$29,000					
14	Town Hall - Weatherization Improvements		\$43,577				
15	Town Hall - LED Lighting Upgrades		\$23,768				
16	LED Streetlight Upgrades	\$5,705					
17	Assessing Software Upgrade			\$20,000			
TOTAL GENERAL GOVERNMENT		\$2,621,528	\$1,400,550	\$1,020,000	\$1,515,000	\$0	\$0

Police		FY26	FY27	FY28	FY29	FY30	FY31
1	Police Cruiser Replacement	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
2	Taser Replacements	\$44,897					
3	Police Station Addition			\$100,000		\$600,000	\$600,000
4	Repave Parking Lot			\$70,000			
5	Police Station Vinyl Siding				\$60,000		
6	Bullet Proof Vests			\$12,000			
7	ATV Trailer					\$15,000	
TOTAL		\$104,897	\$60,000	\$242,000	\$120,000	\$675,000	\$660,000

Fire		FY26	FY27	FY28	FY29	FY30	FY31
1	Shower and Bathroom Renovation	\$6,000					
2	Mobile Radios (truck)	\$20,000					
3	Body Armor - 2 sets	\$5,000					
4	Vehicle Extrication Equipment		\$15,000				
5	Repave Parking Lot			\$60,000			
6	Portable Radios (on-person)			\$35,000	\$35,000	\$35,000	



CIP FY26 - FY31

Fire		FY26	FY27	FY28	FY29	FY30	FY31
7	Forestry Truck		\$300,000				
8	Backup Repeater				\$60,000		
9	Engine 6 Replacement				\$1,000,000		
10	Facility Upgrade					\$5,000,000	
11	Self Contained Breathing Apparatus					\$25,000	
12	Breathing Air Compressor			\$58,000			
Subtotal Fire		\$31,000	\$315,000	\$153,000	\$1,095,000	\$5,060,000	\$0
TOTAL PUBLIC SAFETY		\$135,897	\$375,000	\$395,000	\$1,215,000	\$5,735,000	\$660,000

Highway		FY26	FY27	FY28	FY29	FY30	FY31
1	Street Paving	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
2	Joint Grass Brook Culvert	\$116,000	\$75,982		\$650,000		
3	Spreader/Sander	\$50,100					
4	Highway Superintendent Truck Replacement	\$18,908	\$18,908	\$18,908			
5	Plow Truck			\$85,000			
6	Highway Garage Windows			\$15,000			
7	Highway Garage - Weatherization Improvements		\$31,075				
8	Highway Garage - LED Lighting Upgrades		\$22,358				
9	Swallow Union School to Library Sidewalk		\$40,000	\$400,000			
10	Pleasant Street Sidewalk - Post Office to Town Center		\$503,000		\$4,965,000		
11	Water Main Extension - Hillcrest - Main to hydrant				\$230,000		
12	Oak Street/Mill Street/Main Street Intersection		\$50,000				
13	Water Main Extension - Main to Hillcrest				\$370,000		
14	Main Street/Lowell Street Intersection						\$600,000
15	Main Street/Oak Street Intersection					\$500,000	
16	Water Main Extension - Main to Lowell Street					\$540,000	
17	Plow Truck - Freightliner with plow and sander				\$262,400		
18	Plow Truck with sander body			\$175,000			
Subtotal Highway		\$310,008	\$866,323	\$818,908	\$6,602,400	\$1,165,000	\$725,000

Cemetery		FY26	FY27	FY28	FY29	FY30	FY31
1	Rideout Cemetery Stone Retaining Wall				\$50,000		
2	Central Cemetery Fence			\$50,000			
3	Central Cemetery Stone Wall Repair				\$10,000		
4	Storage Shed at Central Cemetery					\$125,000	
TOTAL		\$0	\$0	\$50,000	\$60,000	\$125,000	\$0

Conservation		FY26	FY27	FY28	FY29	FY30	FY31
1	Woodward's Mill Dam	\$25,000	\$100,000		\$1,000,000		
2	Drew Landing Boardwalk						\$1,100,000
TOTAL		\$25,000	\$100,000	\$0	\$1,000,000	\$0	\$1,100,000
TOTAL PUBLIC WORKS		\$335,008	\$966,323	\$868,908	\$7,662,400	\$1,290,000	\$1,825,000



Library		FY26	FY27	FY28	FY29	FY30	FY31
1	Library Weatherization Improvements		\$55,044				
2	Library LED Lighting Upgrades		\$40,140				
3	Community Room - Emergency Lighting			\$2,500			
4	Electrical Upgrades - Exterior Lighting	\$9,206		\$3,000			
5	Historical Records Digitization	\$28,000	\$13,000				
6	HVAC Replacements	\$133,750					
7	HVAC Replacements - Library		\$45,000	\$45,000	\$45,000		
TOTAL		\$170,956	\$153,184	\$50,500	\$45,000	\$0	\$0

Parks and Recreation		FY26	FY27	FY28	FY29	FY30	FY31
1	Larter Field Stabilization	\$118,200	\$1,500,000				
2	Baseball Field Renovation	\$36,900					
3	Swallow Union Playground Shade Structure	\$131,368					
4	Larter Field Pavilion			\$120,000			
TOTAL		\$286,468	\$1,500,000	\$170,500	\$45,000	\$0	\$0
TOTAL LIBRARY AND RECREATION		\$457,424	\$1,653,184	\$221,000	\$90,000	\$0	\$0

	FY26	FY27	FY28	FY29	FY30	FY31
TOTAL CAPITAL	\$3,549,857	\$4,395,057	\$2,504,908	\$10,482,400	\$7,025,000	\$2,485,000
TOTAL CAPITAL FY26-FY31	\$30,442,222					

FY26 CAPITAL PROJECT NARRATIVES

General Government

Town Hall – Air Conditioning Units Replacements

During the Town Hall renovation, which was completed in 2003, there was a new HVAC system installed throughout Town Hall. There are two areas of the building that are still being cooled by the equipment that was installed during the renovation over 20 years ago. Currently, one of those units is inoperable due to a freon oil leak. As a result, due to the condition and age of this unit, the Town is replacing the entire condenser unit and line set, along with the air handling unit. Another unit is aging and beginning to fail which is also planned for replacement. This project is being paid for by CPA funds and is estimated to cost \$35,000.





Town Hall – Roof and Chimney Repairs

Town years ago during two major storm events, the Town Hall roof sustained leaks. One of the affected areas was around the elevator vent or “chimney” at the back of the building. This area is especially critical because the Town’s main server room, which houses all municipal digital infrastructure, is located directly below.

While this area of the roof has received a temporary repair expected to last one to three years, to prevent future leaks and damage, the Town is planning a permanent repair to the roof and chimney. Gienapp Architects was hired to prepare a cost estimate and construction documents. In total, the Town expects the project to cost approximately \$42,000 for design and construction.

The project will include constructing and implementing a long-term repair for the leaking around the elevator vent shaft and the faux “chimney.” The scope of work will be a full replacement of the faux chimney and the surrounding slate roof shingles to ensure a long-term, watertight solution for Town Hall.

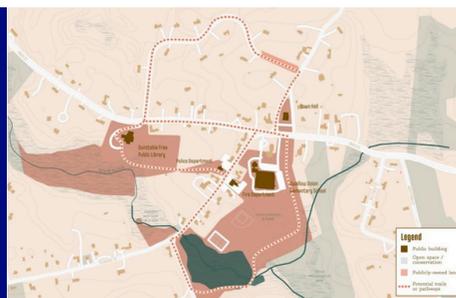


Town Center Trail Loop Feasibility Study and Conceptual Design

The feasibility study and conceptual design for the Town Center Trail Loop will continue the Town’s work to explore the development and begin design of a trail loop through Dunstable's historic Town Center, advancing the recommendations of Walk Dunstable, the Dunstable Master Plan, and Dunstable’s Complete Streets Prioritization Plan. This project will consist of significant community engagement, coordination with local regulatory bodies, and on-site analysis to assess potential opportunities and constraints. The goal is to gather information and input to ensure that the project aligns with community interests and environmental and historic preservation concerns. Once understood, the project will move to the conceptual design phase. The feasibility study, outreach efforts, and conceptual design seek to accomplish the following:

- Gauge community and regulatory body support for the trail loop.
- Conduct outreach with property owners to assess interest in providing easements.
- Identify and address environmental and historical concerns related to the trail’s placement.
- Perform fieldwork to understand the physical feasibility of creating a complete trail loop.
- Based on the feasibility study work, develop conceptual design plans for the trail loop.

This project is being funded by \$20,000 of Community Preservation Act funds and a \$64,000 MassTrails Grant.





Bandstand Renovation

Over the course of the last several years, the Town renovated the Town Common Bandstand which was in disrepair. A \$75,000 state budget earmark was utilized to pay for the replacement of the roof, railings, stairs, lattice, trim, floorboards, skirting base, and lighting. The project also included repairs to the electrical and wiring system and re-painting of the bandstand. Lastly, in order to accomplish a portion of the project, architectural services were funded to assist with the development of design and construction documents.

Over a period of 3 years, the work was completed under 5 contracts:

- Electrical system and wiring repair: \$5,200
- Roof, floorboards, stairs and stairs railing, and skirting base replacement: \$38,500
- Bandstand railing replacement: \$0 (work and materials donated by resident)
- Architectural Services: \$2,700
- Roof caps installation, lattice, trim, lighting replacement: \$27,513

In FY26, the Town entered a contract to install roof caps, replace the lattice, trim, and lighting. In all, the total project cost was \$73,913.





Union Building Architectural Design - Interior

The Town, working with Gienapp Architects, and with Pappas Industries completed the construction and restoration work of the exterior of the Union Building in FY26. This work was paid for through Community Preservation Funds.

The Town, through the Union Building Rehabilitation Committee, has recently partnered with Gienapp Architects once again to begin the design of the interior improvements. This work will include an initial assessment of the interior spaces and documenting their condition, code review, and the evaluation of building systems.

Once this work is complete, Gienapp will work with the Town to prepare schematic layout options, suggest historically appropriate interior materials and finishes, and provide order of magnitude cost estimates. Lastly, they will finalize design through the design development process and construction documents and bid specifications by working with the Union Building Rehabilitation Committee.



Union Building Exterior Restoration

Pappas Industries, the Town's General Contractor, has completed all final punch list items at the Union Building. With construction now substantially complete, the building looks beautiful and represents an exciting milestone for the community.

To date, construction costs total \$702,581.90 and are being paid for through CPA funding, reflecting a significant investment in preserving and restoring this historic asset. The Town, through the Union Building Rehabilitation Committee, has worked closely with Gienapp Architects throughout this project, whose expertise has been instrumental in guiding the rehabilitation and ensuring the building's historic character is respected while preparing it for future use.

The exterior restoration work included wood trim replacement, paint removal, new paint, wood siding replacement, limited window removal and replacement, and slate shingle replacement.





PFAS Mitigation Project - Phase 1

The first phase of the PFAS Mitigation Project is largely complete. For the first phase of the work, the Town was able to negotiate the following terms:

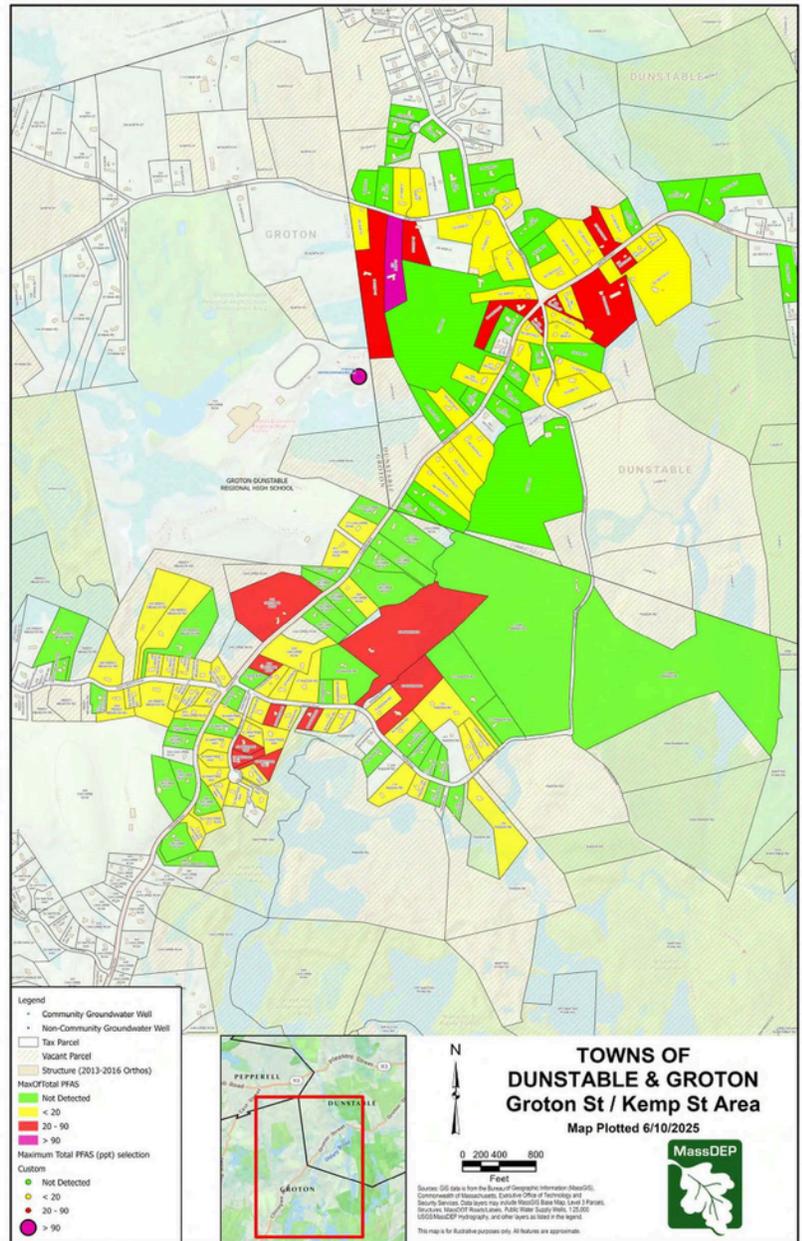
- Groton: 77.6%
- Groton Water Department: 7.8%
- Dunstable: 14.6%

The first phase of the project installed a new water line on Chicopee Road and North Street in Groton, and on Groton Street and Kemp Street in Dunstable.

During construction additional testing requirements identified the PFAS plume has expanded, requiring additional water line to be installed. Additional portions of Kemp Street and Groton Street in Dunstable, and Hawtree, Ready Meadow, and Raddin Road in Groton now require installation of a new water line due to the PFAS contamination.

It is estimated that the next phase to build out more water pipe to cover the expanded plume and making the private connections to residences with PFAS contamination is estimated to cost \$4.5 million total. For this phase of the project, Dunstable will need to pay its proportional share of the regional school district or 23% of the cost.

As a result, the total debt payment annually is estimated to be \$135,253 (\$59,353 for Phase 1 and \$75,900 for the work to address the PFAS plume expansion).



Digital Access Upgrades - Town Hall Meeting Rooms

The Town received a Digital Equity Grant from the \$41,600 from the Massachusetts Technology Collaborative. A portion of this grant is earmarked to support the modernization of public spaces and meeting rooms. The Town will be utilizing approximately \$8,000 to purchase install updated videoconferencing equipment (Meeting Owl, expansion microphone, tablet/control pad, etc.) in both of the major meeting rooms in Town Hall. Additionally, the Town received \$21,000 for the Groton Dunstable High School to purchase 6 smart boards for classrooms.

Other funds from this grant will be used to establish a device lending program at the library and support a program pairing high school students with older adults to provide one-on-one digital skills support.

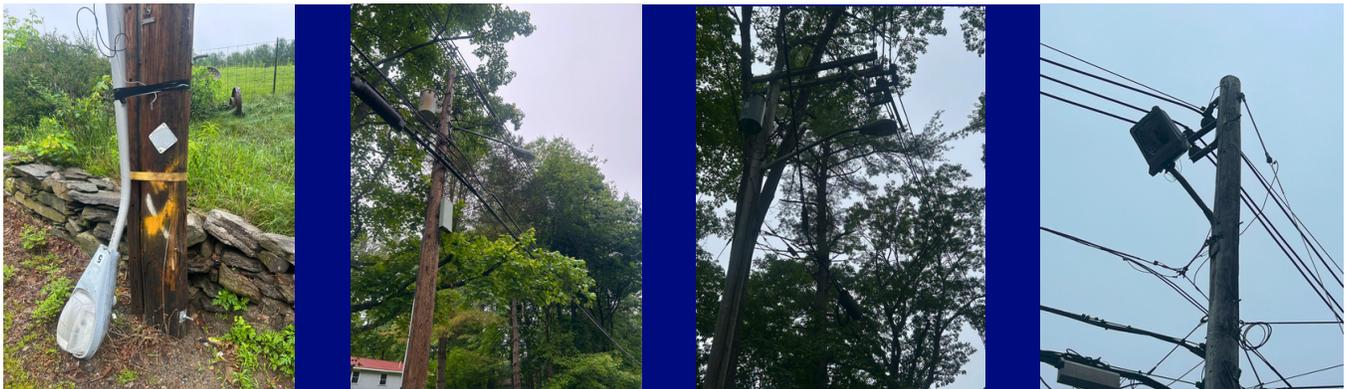


LED Streetlights Upgrade

Several years ago, the Town took steps to reduce energy use and lower costs by converting nearly all of our streetlights to LED technology. While most of the fixtures were updated at that time, a handful remained unconverted.

In FY26, the Town identified those fixtures and worked with Groton Electric Light to complete the updates. In total, eight streetlights were converted, bringing the project to full completion.

This effort ensures that all of Dunstable's streetlights are now energy-efficient LEDs, helping the Town save money on costs while also supporting a more sustainable future.



Police Department

Police Cruiser Replacement

This purchase is part of the Town's annual cruiser replacement program. Car 54 was purchased in 2020 and currently has 86,206 miles. The vehicle averages approximately 1,200 miles per month and is the next to be replaced. If not replaced, the Town would have likely incurred costly repair bills because the vehicle would have been out of warranty.

The cost of the cruiser was approximately \$60,000 and was paid for through the Town's annual capital allocation funded by free cash.



Taser Replacements

The Police Department replaced their X26 tasers, which were approximately 7 years old. The units were originally introduced in 2013 and are now 3 generations behind current technology. All devices would have reached the end of their warranty period this year. Upgrading to the Taser 7 model ensures the department maintains reliable, up-to-date equipment consistent with industry standards and current best practices in law enforcement.

Tasers provide officers an effective option to de-escalate situations without a high level of force and oftentimes leads to compliance and can safely resolve volatile or high-risk situations. This project was slightly under \$45,000 and was paid for through the General Fund.



Fire Department

Building Repairs and Renovation - Shower and Bathroom

A shower with updated lighting and an exhaust fan in the current women's bathroom was installed and the current men's bathroom is converted into a gender-neutral bathroom.

The need for a shower was a priority for the Chief to allow for decontamination after a call requiring fire and/or emergency medical response to ensure the health and safety of our firefighters. This small improvement will better accommodate the needs of the department and its members while we plan for a more permanent, long-term solution for the facility. The total cost of the project is approximately \$6,000 and was funded through the FY26 operating budget.



Mobile Radios

The Fire Department's mobile radios, were 15–20 years old, and had reached end-of-life. The manufacturer has discontinued the model, and replacement parts are no longer available, making continued maintenance unsustainable.

The units were analog and relied on obsolete technology. They do not meet the Commonwealth's digital radio and interoperability standards, which are essential for seamless communication with regional and state public safety partners.

Additionally, the current radios operate at only 50 watts, limiting reception and transmission strength. The new models operate at 100–110 watts, providing a substantial improvement in signal reliability. The reduced transmission power of the existing units created communication dead zones within town, posing a safety risk to both the public and staff.

This project replaced the outdated mobile radios with compliant, higher-power, modern units to ensure reliable, safe, and interoperable emergency communication.

Body Armor - 2 sets

The Fire Department purchased two sets of body armor to ensure firefighter safety during responses that may involve elevated risk. While firefighters primarily respond to fires, medical emergencies, and rescue calls, they are increasingly dispatched to incidents that may involve violence, unstable situations, or active law enforcement operations. Body armor provides firefighters with a layer of protection when they must enter uncertain or potentially hostile environments before a scene is fully secured. By equipping personnel with appropriate protective gear, the department reduces risk, supports responder readiness, and ensures that essential emergency services can be delivered without unnecessary delay.

The purchase of the 2 sets of body armor cost approximately \$5,000 and was funded through the General Fund.

Highway Department



Street Paving

The Highway Department budget includes an annual allocation of \$45,5000 for street paving throughout the Town. The Town also receives Chapter 90 funds from the state. Per the legislatively established formula, the amount of funding a municipality receives is based on local road mileage (58.33%), population (20.83%), and employment (20.83%). Local road mileage is gathered from MassDOT's Road Inventory File. In FY2026, the Town of Dunstable is slated to receive \$413,311.57 in Chapter 90 funding. This fiscal year, the Highway Department paved a portion of Depot Street, Hillcrest Street, Woods Court, and Highland Street.

Joint Grass Brook Culvert

The Joint Grass Brook Culvert on Main Street needs replacement. The Town secured a \$250,000 state budget earmark to begin the design of the project, and it continues to work with Hoyle Tanner engineers for design and bid-phase services for the project. During the design phase, tasks include site visits, wetland delineations, hydrologic and hydraulic analyses, preparation of detailed plans and reports, permitting, utility coordination, and grant application support, along with stakeholder and public engagement. The bid phase includes assisting with advertisement, managing the bid process, issuing addenda, and evaluating bids to ensure compliance.

The Town also continues to seek out alternative funding sources to pay for the construction of the new culvert which was estimated to cost approximately \$400,000 in 2023. Total project cost including engineering is just under \$615,000.



Spreader/Sander

The Highway Department purchased a sander/spreader to support winter maintenance operations for the newly purchased 2025 Freightliner Plow Truck. To purchase the vehicle, the Department utilized Chapter 90 funds as the truck will be used to maintain roads and infrastructure. The new stainless steel unit provides durability, reduced maintenance needs, and resistance to salt deterioration. The package also includes several other components that enhance safety, versatility, and operational performance such as stainless steel side extensions, a spill shield, heated LED lighting, and extended grease lines. The unit cost \$50,100 and was funded through the Town's annual capital allocation funded through free cash.



Highway Superintendent Truck Replacement

The Highway Department replaced the Superintendent's truck in FY26 through the approval and execution of a lease purchase agreement. The former truck, a 2018 Chevrolet Silverado, was traded in to purchase a new 2024 4-wheel 2500 Chevrolet Silverado. The total purchase price was \$65,276.45 and with the trade-in value of \$12,500, the total amount of the 3-year lease was \$56,724.33 - principle and interest - with annual payments of \$18,908.11. The lease is being paid for through the Town's operating budget.



Conservation

Woodward's Mill Dam

The Phase II Assessment of the dam has been completed and was funded by the Community Preservation Act in the amount of \$61,308. There were deficiencies identified with the dam in June 2021 following a report by Haley and Aldrich. The report was requested after the Town observed sinkholes developing in proximity of the dam. The Phase II report includes design and rehabilitation alternatives for the Town to consider and implement.

As part of the assessment report, a large void (hole) in the top of the raceway near the downstream end was identified, jeopardizing support for the Dam crest and road, creating a potential safety hazard for vehicles if not repaired soon. At 2025 Annual Town Meeting, \$25,000 of CPA funds were approved to make these immediate repairs. The repairs have been designed and the next steps are to bid and construct the project.

Project construction is anticipated to begin this coming spring.



Library

Electrical Upgrades - Exterior Lighting

At the library, there were several exterior lighting fixtures that were in disrepair or completely damaged and need replacement. This project replaced 2 exterior lights funded through the Town's annual capital allocation by free cash. The total cost of the project was \$9,206.



Historical Records Digitization

The Library plans to begin a project to digitize their historical and special collections. The digitization of these records will ensure these records are preserved permanently, expands public access, and reduced the handling of the fragile originals. They plan to work with the Boston Public Library's Digital Commonwealth program which provides Massachusetts cultural heritage institutions with free comprehensive digital infrastructure through digitization services, repository hosting, and ongoing technical support. Following digitization, items are available through each institution's dedicated collection page at archive.org. The total cost of this project is \$41,000 with \$28,000 anticipated to be expended in FY26.



HVAC Replacement - Special Collections Room

Existing HVAC systems are original to the building approximately 30 years old and in poor condition, exposing materials and patrons to extreme temperatures in the summer and winter months. As of August 2025, only two of the building's four boilers are functional. Fragile materials are at risk of decay in extreme cold, heat or humidity. This project will replace the gas boiler that serves the Special Collections area, not the building's entire heating system which includes four boilers (two of which are currently functional).



Parks and Recreation

Larter Field Stabilization and Master Plan

Larter Field has experienced multiple sinkholes with some areas of the field settling significantly. \$80,000 of CPA funds were approved at 2025 Annual Town meeting for professional services to conduct a field assessment, evaluation, and to design improvements to stabilize the field.

This work has begun and will include a land survey, resource area delineation, and field investigation to determine the extent of the problem. Test pit observations and geophysical investigation are also anticipated as methods to determine the size of the problem. Following this work, a field stabilization preliminary design will be developed along with permitting support, construction drawings and specifications, and the development of procurement documents.

Building off the field assessment work, an additional \$40,000 of CPA funds was approved to support the creation of a Master Plan for Larter Field to seek community input on its future and to help guide future investments.

A Master Plan will be developed for upgrades to be performed at the park as well as conceptual level drawings, construction cost estimates and a proposed phasing schedule. Proposed improvements will be designed to improve safety and ADA compliance while also improving the overall functionality of the playground and establish a plan for future investments.





Baseball Field Renovation

The Babe Ruth baseball field at the Town Field in Town Center is planned for renovation because there is a need and demand for use of the field. Youth baseball participation and player enrollment is growing, there is a temporary, one-year need for high school use, fields in Groton are currently under construction and unavailable, and there is a long-term commitment to use the field from youth baseball.

The project will include weed removal, infield restoration, grading, re-claying, mound reconstruction, and improved access. The project is estimated to cost \$36,900 and planned to begin in Spring 2026.

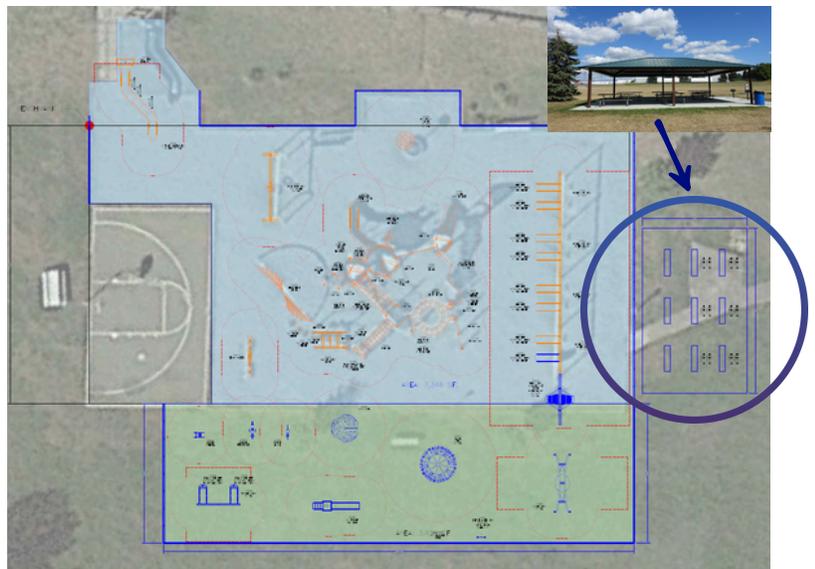


Swallow Union Playground Shade Structure

This project will install a permanent shade structure at the playground at Swallow Union Elementary School that will convert an underused outdoor area into flexible classroom space and a shaded gathering spot for students and families.

The shade structure will promote hands-on learning, wellness, and safe access to fresh air and sunlight while protecting students and teachers from excessive heat and sun exposure.

The estimated project cost is \$131,368.27 and the anticipated to be completed by the end of FY26.





FLEET AND EQUIPMENT SCHEDULE

Highway Department

Year	Make	Model	Equipment	Condition	Trade Year
1992	Ford	L8000	Sander	Fair	
1999	Ford	F450	Flatbed w/ sander	Good	
2007	Sullair		Air Compressor	Good	
2012	Mack	Granite	11 foot plow/10 foot Wing/9 foot wing sand body	Fair	2028
2013	Chevy	2500	9 foot plow/1 ton dump	Fair	2027
2016	Freightliner	108 SD	11 foot plow/9 foot wing/sander	Fair	2026
2018			Patching Hotbox	Good	
2018	Chevy	2500HD	Pick-up w/ 10 foot plow	Fair	2023
2018	Freightliner	108 SD	11 foot plow/10 foot wing/slide in sander	Good	2029
2020	John Deere	310Sl	Backhoe/10 foot plow	Excellent	2035
2022	John Deere	544J	Loader	Excellent	2032
2023	John Deere	35 G		Excellent	
2024	Chevy	2500	9 foot plow/1 ton dump	Excellent	
	Brush Bandit		Wood Chipper	Excellent	



FLEET AND EQUIPMENT SCHEDULE

Fire Department

Vehicle	Make/Model	Model Year	Purchase Info		Current Vehicle Statistics		Life Expectancy Estimate			
			Year of Purchase	Vehicle Status (New/Used)	Mileage	Hours	Estimated Useful Life (Years)	Years in Service	Remaining Useful Life (Years)	Estimated End of Service (Years)
Engine 1	HME Ahrens-Fox 1871 Pumper	2020	2020	New	12,705	1026.9	20	5	15	2040
Engine 6	Ferrara Intruder 2 1500/1000 Pumper	2006	2006	New	26,359	1946.2	20	19	1	2026
Tanker 1	International/ 2010 4-Guys 1250/3000-Tanker	2009	2009	New	13,574	4321	20	16	4	2029
Squad 1	Ford F-550/HME 1500/400/15 F-Squad/Mini Pumper	2018	2023	Used	15,061	1850	20	7	13	2038
Chief's Vehicle	Chevy Tahoe	2023	2024	New	5,000		10	2	8	2033
Forestry 1	Chevy 125/200/8F 4x4	1986	1986	New	82,284	n/a	20	39	-19	2006



FLEET AND EQUIPMENT SCHEDULE

Police Department

Vehicle	Make/Model	Model Year	Mileage	Purchase Date
Car 50	Ford Explorer (Unmarked)	2021	27,337	8/25/2021
Car 51	Ford Explorer (Unmarked)	2020	99,045	3/4/2020
Car 52	Ford Explorer	2025	20,862	12/27/24
Car 53	Ford Explorer	2022	73,836	8/5/2022
Car 54	Ford Explorer	2025	3,537	9/17/2025
Car 55	Ford Explorer	2023	39,726	1/1/2024
Car 56	Ford Explorer (Unmarked)	2018	26,483	10/23/2018



ASSET SCHEDULE

Technology

Location	Type	Purchase Date	End of Life	Replacement Cost	Age
Police Dept	Workstation			1000	
Police Dept	Workstation			1000	
Police Dept	Other			500	
Police Dept	Workstation	5/6/2014	5/6/2019	1000	11.6
Police Dept	Other	10/26/2015	10/26/2020		10.1
Police Dept	Workstation	3/17/2017	3/17/2022	1000	8.7
Town Hall	Workstation	8/9/2017	8/9/2022	1000	8.3
Police Dept	Workstation	7/10/2017	7/10/2022	1000	8.4
Town Hall	Workstation	6/18/2019	6/18/2024	1000	6.5
Police Dept	Workstation	6/18/2019	6/18/2024	1000	6.5
Fire Dept	Workstation	7/9/2018	7/9/2023	1000	7.4
Police Dept	Workstation	6/28/2019	6/28/2024	1000	6.4
Fire Dept	Server	9/15/2018	9/15/2023	8000	7.2
Town Hall	Workstation	6/18/2019	6/18/2024	1000	6.5
Fire Dept	Workstation	7/23/2019	7/23/2024	1000	6.4
Police Dept	Workstation	3/31/2020	3/31/2025	1000	5.7
Town Hall (Remote)	Workstation	10/1/2020	10/1/2025	1000	5.2
Fire Dept	Workstation	7/3/2020	7/3/2025	1000	5.4
Town Hall	Other	9/20/2020	9/20/2025	500	5.2
Town Hall	Workstation	10/1/2020	10/1/2025		5.2
Fire Dept	Workstation	1/25/2021	1/25/2026	1000	4.9
Police Dept	Workstation	1/25/2021	1/25/2026	1000	4.9



CIP FY26 - FY31

Location	Type	Purchase Date	End of Life	Replacement Cost	Age
Town Hall	Workstation	5/13/2021	5/13/2026	1000	4.6
Police Dept	Workstation	5/19/2021	5/19/2026	1000	4.6
Town Hall (Remote)	Workstation	8/12/2021	8/12/2026	1000	4.3
Town Hall	Workstation	10/26/2021	10/26/2026	1000	4.1
Town Hall	Workstation	11/5/2021	11/5/2026	1000	4.1
Town Hall	Workstation	11/5/2021	11/5/2026	1000	4.1
Town Hall	Other	12/16/2021	12/16/2026	500	4.0
Town Hall	Other	1/17/2022	1/17/2027	500	3.9
Town Hall (Remote)	Workstation	7/24/2022	7/24/2027	1000	3.4
Town Hall	Other	7/17/2023	7/17/2028	500	2.4
Town Hall	Other	3/14/2023	3/14/2028	500	2.7
Police Dept	Other	3/16/2023	3/16/2028	500	2.7
Police Dept	Other	3/29/2023	3/29/2028	500	2.7
Police Dept	Other	4/4/2023	4/4/2028	500	2.7
Town Hall	Other	5/12/2023	5/12/2028	500	2.6
Town Hall	Workstation	7/17/2023	7/17/2028		2.4
Police Dept	Workstation	8/16/2023	8/16/2028	500	2.3
Police Dept	Workstation	12/20/2023	12/20/2028		2.0
Police Dept	Workstation	12/21/2023	12/21/2028	500	2.0
Town Hall (Remote)	Workstation	7/29/2025	7/29/2030	1000	0.4
Town Hall	Other	2/1/2024	2/1/2029	500	1.8
Town Hall	Other	2/1/2024	2/1/2029	500	1.8
Town Hall	Other	2/1/2024	2/1/2029	500	1.8
Town Hall	Other	2/1/2024	2/1/2029	500	1.8
Town Hall (Remote)	Workstation	2/10/2024	2/10/2029		1.8
Police Dept	Other	3/11/2024	3/11/2029	500	1.7



CIP FY26 - FY31

Location	Type	Purchase Date	End of Life	Replacement Cost	Age
Police Dept	Other	3/13/2024	3/13/2029	500	1.7
Police Dept	Other	3/13/2024	3/14/2029	500	1.7
Town Hall	Other	6/12/2024	6/12/2029	500	1.5
Town Hall	Workstation	6/26/2024	6/26/2029		1.4
Police Dept	Workstation	8/12/2024	8/12/2029		1.3
Police Dept	Workstation			1000	
Town Hall	Server		6/30/2028	8000	
Police Dept	Workstation	3/29/2025	3/29/2030		0.7
Town Hall	Workstation	6/20/2025	6/20/2030		0.5
Town Hall	Other			500	
Town Hall	Workstation	7/27/2025	7/27/2030		0.4
Town Hall	Workstation	6/17/2024	6/17/2029		1.5
Town Hall	Workstation	9/3/2025	9/19/2029		0.3

GENERAL GOVERNMENT

DEPARTMENT SUBMITTALS

TOWN OF DUNSTABLE



FY26 - FY31



GROTON WATER SYSTEM EXPANSION

TOWN OF GROTON, MASSACHUSETTS

TOWN MANAGER
MARK W. HADDAD

BOARD OF WATER COMMISSIONERS
JOHN J. MCCAFFREY JR. - CHAIR
GREG R. FISHBONE - VICE CHAIR
JAMES L. GMEINER - MEMBER

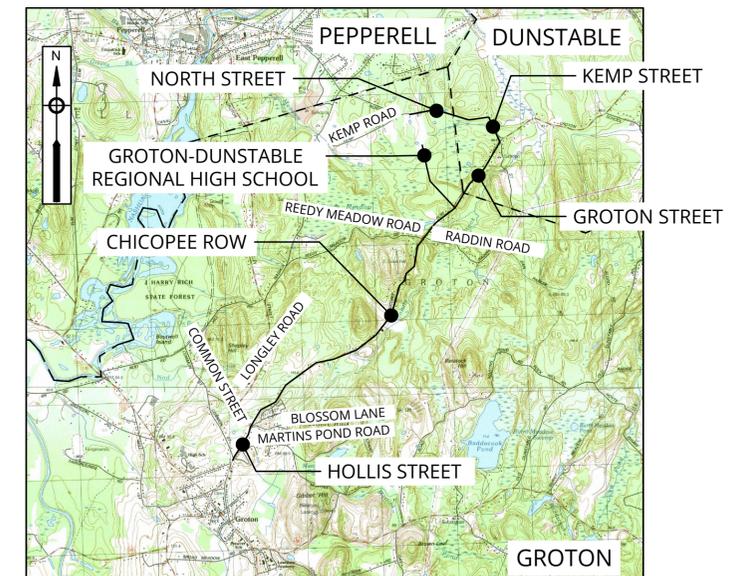
WATER DEPARTMENT SUPERINTENDENT
THOMAS D. ORCUTT

SENIOR WATER TECHNICIAN
STEPHEN KNOX
MICHAEL MACEACHERN
ROBERT MALONEY

WATER DEPARTMENT OFFICE ASSISTANT
ANN LIVEZEY

WATER DEPARTMENT BUSINESS MANAGER
LAUREN CRORY

FOR REVIEW
JUNE 2024



VICINITY MAP
1" = 4000'

ENVIRONMENTAL
 **PARTNERS**
— An Apex Company —

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- C-2 WATER SYSTEM EXPANSION DESIGN PLAN - 02
HOLLIS STREET STA 08+96 - 15+50
CHICOPEE ROW STA 15+50 - 30+72
- C-3 WATER SYSTEM EXPANSION DESIGN PLAN - 03
CHICOPEE ROW STA 30+72 - 52+04
- C-4 WATER SYSTEM EXPANSION DESIGN PLAN - 04
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- C-5 WATER SYSTEM EXPANSION DESIGN PLAN - 05
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- CD-2 WATER DETAILS II
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- TMP TRAFFIC MANAGEMENT PLAN
- I CHEMICAL BOOSTER STATION

GENERAL NOTES

1. BASE MAP INFORMATION SHOWN ON DESIGN SHEETS IS TAKEN FROM A FIELD INSTRUMENT SURVEY PERFORMED BY ENVIRONMENTAL PARTNERS IN MARCH OF 2023 TO MARCH OF 2024. WETLAND INFORMATION IS TAKEN FROM A DELINEATION PERFORMED BY PINEBROOK CONSULTING IN AUGUST OF 2023 TO MARCH OF 2024 AND MASSGIS WHERE NOTED.
2. IN AREAS WHERE CONSTRUCTION ACTIVITIES ARE ANTICIPATED TO OCCUR WITHIN PRIVATE PROPERTY, PROPERTY LINE LOCATIONS ARE TO BE REVIEWED WITH THE TOWN OF GROTON PRIOR TO COMMENCING CONSTRUCTION ACTIVITIES.
3. THE CONTRACTOR SHALL NOT STORE ANY APPARATUS, MATERIALS, SUPPLIES, OR EQUIPMENT ON DRAINAGE STRUCTURES, PRIVATE PROPERTY, OR WITHIN 100 FEET OF WETLANDS, UNLESS DIRECTED TO DO SO BY THE CONTRACT DOCUMENTS.
4. NORTH DIRECTION SHOWN IS APPROXIMATE.
5. ALL EXISTING UTILITIES SHOWN ARE APPROXIMATE. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES. CONTRACTOR SHALL NOTIFY DIG SAFE AT LEAST 72 HOURS IN ADVANCE, EXCLUDING WEEKENDS AND HOLIDAYS, PRIOR TO ANY EXCAVATION.
6. DO NOT SCALE DRAWINGS UNLESS OTHERWISE NOTED. WRITTEN DIMENSIONS AND STATIONING SHALL PREVAIL. REPORT ANY DISCREPANCIES TO THE ENGINEER IMMEDIATELY.
7. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE REGULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA).
8. THE CONTRACTOR SHALL RESTORE ALL PUBLIC AND PRIVATE PROPERTY TO ITS PRE-CONSTRUCTION CONDITION AT NO ADDITIONAL COST TO THE OWNER.
9. ALL EXISTING STORM DRAIN LINES ENCOUNTERED DURING CONSTRUCTION ARE TO REMAIN IN SERVICE. THE CONTRACTOR, AT NO ADDITIONAL COST TO THE OWNER, SHALL REPAIR ANY EXISTING STORM DRAIN LINES OR CULVERTS DAMAGED DURING CONSTRUCTION.
10. IN THOSE INSTANCES WHERE POWER OR TELEPHONE POLE SUPPORT IS REQUIRED, THE CONTRACTOR SHALL PROVIDE A MINIMUM 48-HOUR NOTIFICATION TO THE RESPECTIVE UTILITY COMPANY. NO ADDITIONAL PAYMENT WILL BE PROVIDED FOR TEMPORARY BRACING OF UTILITIES.
11. ALL STRUCTURES AND PIPELINES LOCATED ADJACENT TO THE TRENCH EXCAVATION SHALL BE PROTECTED AND FIRMLY SUPPORTED BY THE CONTRACTOR UNTIL THE TRENCH IS BACKFILLED. INJURY TO ANY SUCH STRUCTURE CAUSED BY, OR RESULTING FROM, THE CONTRACTOR'S OPERATIONS SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE. ALL UTILITIES REQUIRING REPAIR, RELOCATION OR ADJUSTMENT AS A RESULT OF THE PROJECT SHALL BE COORDINATED THROUGH THE RESPECTIVE UTILITY AND THE OWNER.
12. THE CONTRACTOR IS TO TAKE SPECIAL CARE NOT TO DAMAGE TREES, BUSHES, PLANTS, FLOWERS, STONEWALLS, FENCES, ETC. WITHIN THE CONSTRUCTION AREA UNLESS THEY ARE NOTED TO BE REMOVED. CONTRACTOR SHALL REPLACE ALL DAMAGED ITEMS AT NO COST TO OWNER.
13. CONTRACTOR SHALL REMOVE AND REPLACE, OR REPAIR, ALL CURBS, SIDE WALKS, PAVEMENT AND OTHER ITEMS DAMAGED BY THEIR CONSTRUCTION ACTIVITIES TO AT LEAST THEIR ORIGINAL CONDITION, AND TO THE SATISFACTION OF THE TOWN AND ENGINEER.
14. ANY TRAFFIC SIGNAL EQUIPMENT (LIGHTS, CONDUITS, LOOP DETECTORS, ETC.) DISTURBED SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR AS DIRECTED BY THE OWNER AT THE CONTRACTOR'S EXPENSE.
15. THE CONTRACTOR SHALL INSTALL AND MAINTAIN TRAFFIC CONTROL DEVICES AS NECESSARY AND IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
16. THE CONTRACTOR SHALL BE REQUIRED TO FURNISH AND MAINTAIN A TELEPHONE NUMBER WHERE THE CONTRACTOR CAN BE REACHED 24 HOURS A DAY, 7 DAYS A WEEK.
17. THE LOCATION AND LIMITS OF ALL ON-SITE WORK AND STORAGE AREAS SHALL BE REVIEWED/COORDINATED WITH, AND ACCEPTABLE TO THE TOWN OF GROTON. THE CONTRACTOR SHALL LIMIT THEIR ACTIVITIES TO THESE AREAS.
18. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FOR WORK IN ROADWAYS. THE CONTRACTOR IS RESPONSIBLE FOR CONFORMING TO ALL PERMITS AS AN INTEGRAL PART OF THE WORK.
19. THE CONTRACTOR SHALL HANDLE GROUNDWATER, WHERE ENCOUNTERED, IN AN APPROVED MANNER. DURING ANY DEWATERING, THE CONTRACTOR SHALL USE STONE AROUND THE SUCTION END TO MINIMIZE DISCHARGE OF TRENCH MATERIALS. THE DISCHARGED WATER SHALL PASS THROUGH FILTER FABRIC.
20. THE CONTRACTOR SHALL PLACE TEMPORARY TRENCH PAVEMENT AS DESCRIBED IN DRAWINGS AND SPECIFICATIONS. PAVING OF ALL TRENCHES IS REQUIRED AT THE END OF EACH WORK WEEK.
21. ALL TRAFFIC MANAGEMENT CONTROL DEVICES, INCLUDING VARIABLE MESSAGE BOARDS, BARRELS, CONES, AND SIGNAGE, SHALL BE FURNISHED AND DEPLOYED IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
22. DURING CONSTRUCTION ON LOCAL ROADS, ONE LANE OF THE ROAD SHALL BE KEPT OPEN AT ALL TIMES.

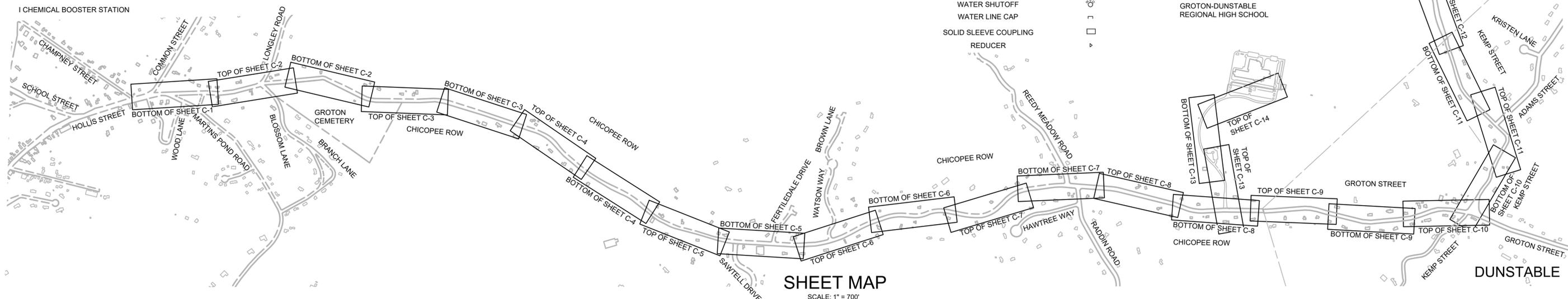
LEGEND

EXISTING	
DESCRIPTION	LINETYPE
BUILDINGS	#35
CONTOURS - MAJOR	10
CONTOURS - MINOR	7
CURB	
DRAINAGE UNDERGROUND	D - D
ELECTRIC OVERHEAD WIRES	OHW
ELECTRIC UNDERGROUND	E - E
SANITARY SEWER	S - S
GAS LINE	G - G
EDGE OF PAVEMENT	
FENCES	
PROPERTY LINES	
VEGETATION	
WATER SYSTEMS - UNDERGROUND	W - W
WETLAND BUFFER - 50'	50
WETLAND BUFFER - 100'	100
WETLAND LIMIT	WL
STONE WALL	
MARKER	
CATCH BASIN	⊕
DRAIN MANHOLE	⊙
SANITARY SEWER MANHOLE	⊗
GUY-WIRE UTILITY POLE	⊙
MAILBOX	⊕
UTILITY POLE	⊕
WETLAND FLAG	⊕
ELECTRIC MANHOLE	⊕
GAS GATE	⊕
WATER GATE	⊕
HYDRANT	⊕
SIGN	⊕
CONIFEROUS TREE	⊕
DECIDUOUS TREE	⊕
TREE STUMP	⊕
TEMPORARY BENCH MARK	⊕
WATER SHUTOFF	⊕
GAS METER	⊕

PROPOSED	
DESCRIPTION	LINETYPE
WATER SYSTEMS - SERVICES	W
WATER SYSTEMS - DI MAIN	W
WATER SYSTEMS - HDPE MAIN	W
TURTLE PROTECTION BARRIER	W
FILTER SOCK	W
MARKER	
TEST PIT	⊕
HYDRANT	⊕
WATER GATE VALVE	⊕
WATER SHUTOFF	⊕
WATER LINE CAP	⊕
SOLID SLEEVE COUPLING	⊕
REDUCER	⊕

ABBREVIATIONS

AC	ASBESTOS-CEMENT
BCLC	BITUMINOUS CONCRETE LIP CURB
BM	BENCHMARK
BIT	BITUMINOUS
C	COVER
CC	CONCRETE CURB
CI	CAST IRON
CMP	CORRUGATED METAL PIPE
CONC.	CONCRETE
CPP	CORRUGATED PLASTIC PIPE
D	DRAIN
DI	DUCTILE IRON
DIPS	DUCTILE IRON PIPE SIZE
EOP	EDGE OF PAVEMENT
FE	IRON
G	GAS
G.C	GRANITE CURB
G.G	GAS GATE VALVE
HDPE	HIGH DENSITY POLYETHYLENE
HICK	HICKORY
HW	HARDWOOD
INV.	INVERT
IP	IRON PIPE
L.S.	LANDSCAPE
MAP	MAPLE
PVC	POLYVINYL CHLORIDE
RCP	REINFORCED CONCRETE PIPE
S	SEWER
STL	STEEL
UNK.	UNKNOWN
U.P.	UTILITY POLE
V.C	VITRIFIED CLAY
W	WATER
W.G	WATER GATE VALVE
T	TELEPHONE
TILES	VITRIFIED CLAY
TYP.	TYPICAL



SHEET MAP
SCALE: 1" = 700'



Scale	AS NOTED	
Date	JUNE 2024	
Job No.	23005533	
Designed by	TWS	
Drawn by	BJC	
Checked by	TWS	
Approved by	TWS	
MARK	DATE	DESCRIPTION

THIS LINE IS ONE INCH LONG WHEN PLOTTED AT FULL SCALE ON A 22" X 34" DRAWING

**GROTON WATER SYSTEM EXPANSION
GROTON, MA**

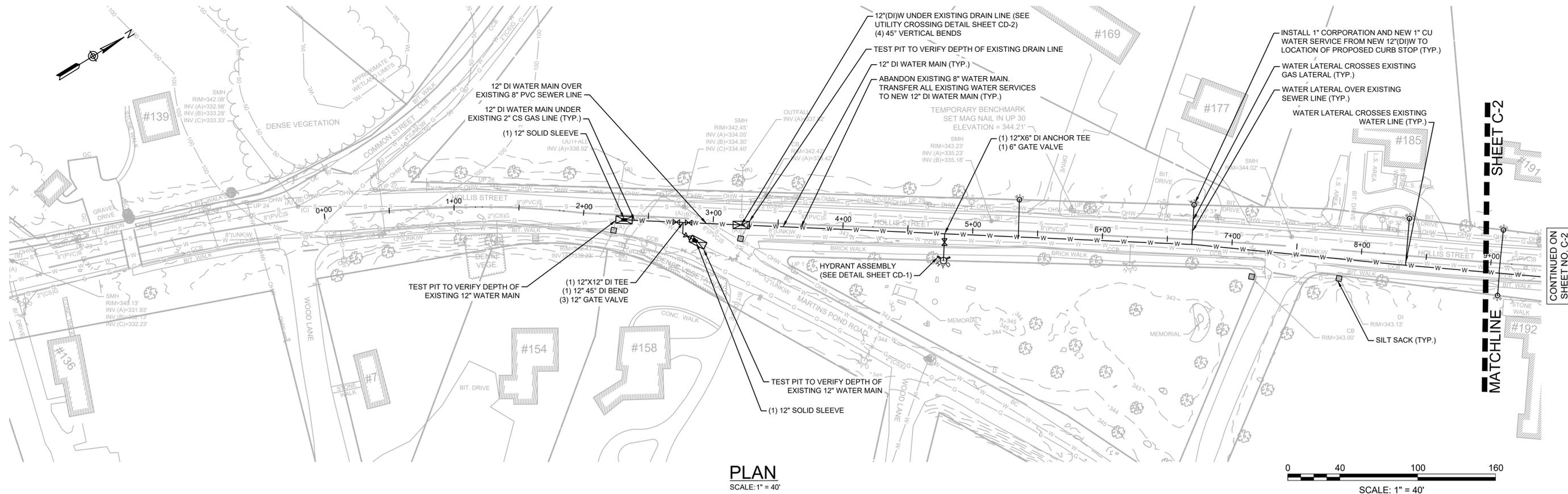
DRAWING INDEX AND GENERAL NOTES

FOR REVIEW
Sheet No.

G-1

WATER MAIN NOTES

- ALL HYDRANT BRANCHES SHALL HAVE VALVES AS SHOWN ON THE HYDRANT DETAIL.
- LOCATION OF ALL HYDRANTS SHALL BE VERIFIED BY THE GROTON FIRE DEPARTMENT, ENGINEER AND WATER DISTRICT PRIOR TO DIGGING FOR INSTALLATION.
- MINIMUM COVER OVER THE PROPOSED WATER MAIN, SERVICES, AND APPURTENANCES SHALL BE 5'-0" UNLESS OTHERWISE NOTED OR DIRECTED BY ENGINEER. WHERE NECESSARY, NEW WATER MAINS SHALL BE INSTALLED AT A GREATER DEPTH TO CLEAR OBSTACLES SHOWN ON THE DRAWINGS AT NO ADDITIONAL COST TO THE OWNER. MINIMUM CLEARANCES TO UTILITIES, AS SHOWN ON THE DRAWINGS SHALL BE MAINTAINED.
- TEST PITS TO LOCATE EXISTING UTILITIES MAY BE ORDERED BY THE ENGINEER TO DETERMINE WHETHER TO RAISE OR LOWER THE PROPOSED WATER MAIN TO CLEAR EXISTING UTILITIES OR MEET EXISTING WATER MAINS.
- EXISTING SERVICES SHALL NOT BE CONNECTED TO THE PROPOSED WATER MAIN UNTIL SATISFACTORY PRESSURE TEST AND DISINFECTION RESULTS HAVE BEEN RECEIVED BY THE ENGINEER AND ACCEPTED BY THE ENGINEER.
- EXISTING WATER MAINS OR SERVICES SHALL NOT BE ABANDONED WITHOUT THE APPROVAL OF THE OWNER. WATER SERVICE SHALL NOT BE INTERRUPTED MORE THAN 4 HOURS WITHOUT PRIOR APPROVAL OF THE OWNER.
- ANY HYDRANT WHICH IS NOT IN SERVICE SHALL BE COVERED WITH A SECURELY FASTENED BURLAP BAG (OR EQUAL).
- THE CONTRACTOR SHALL NOT OPEN OR CLOSE ANY VALVES OR HYDRANTS WHICH HOLD WATER IN THE SYSTEM. THE OWNER WILL, ON 24 HOURS NOTICE FROM THE CONTRACTOR, OPEN AND/OR CLOSE ANY VALVES OR HYDRANTS REQUIRED FOR DRAINING OR ADMITTING WATER TO THE VARIOUS SECTIONS OF THE WATER MAINS.
- OPEN TRENCHES MUST BE BACK FILLED AT THE END OF THE WORKDAY OR COVERED WITH STEEL PLATES AND RAMPED AS APPROVED BY THE ENGINEER AND TOWN. WORK ON STATE ROADS SHALL BE COMPLETED IN ACCORDANCE WITH MASSDOT ACCESS PERMIT.
- THE CONTRACTOR IS REQUIRED TO NOTIFY AND COORDINATE WITH THE RESIDENTS ALL WATER MAIN SHUT DOWNS 24 HOURS IN ADVANCE.
- ALL EXISTING WATER SERVICES SHALL BE CONNECTED TO PROPOSED WATER MAIN. NEW SERVICE TO RUN FROM MAIN TO LOCATION OF EXISTING CURB STOP (AT MINIMUM). REPLACE EXISTING CURB STOP AND BOX AND CONNECT TO EXISTING WATER SERVICE ON OWNER'S SIDE.
- CONCRETE THRUST BLOCKS AND MEGALUG (OR APPROVED EQUAL) MECHANICAL JOINT RESTRAINTS ARE REQUIRED AT ALL TEES, BENDS, PLUGS AND HYDRANTS.
- WATER SERVICES SHALL BE INSULATED IN AREAS WHERE CONNECTION TO EXISTING WATER SERVICE IS LESS THAN 5 FEET DEEP.
- VALVE DECOMMISSIONING - CLOSE VALVE, REMOVE AND LEGALLY DISPOSE OF GATE BOX, FILL HOLE, AND PAVE ACCORDING TO TYPICAL TRENCH DETAIL.
- SLEEVES, NIPPLES, AND ACCESSORIES NECESSARY FOR CONNECTIONS BETWEEN EXISTING AND NEW PIPES MAY NOT BE SHOWN IN DETAIL. FURNISH AND INSTALL ITEMS NECESSARY FOR CONNECTING TO EXISTING MAINS AND AS INDICATED ON THE CONTRACT DOCUMENTS.
- CONTRACTOR SHALL REMOVE AND LEGALLY DISPOSE OF ALL MATERIAL REMOVED FROM THE TRENCH DURING CUTTING AND CAPPING OF EXISTING WATER MAINS.
- EXCEPT WHERE OTHERWISE DIRECTED, 18" MINIMUM CLEARANCE SHALL BE PROVIDED BETWEEN THE NEW MAINS AND OTHER UTILITIES WHERE THEY CROSS. WHERE NEW MAIN PASSES UNDER UTILITIES, IT SHALL CROSS WITHOUT THE USE OF BENDS, TO THE EXTENT PRACTICABLE.
- DUST CONTROL SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- THE OVERNIGHT STORAGE OF MATERIALS, SUPPLIES AND EQUIPMENT MUST BE APPROVED BY THE OWNER AND ENGINEER. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING A "STAGING AREA" FOR PIPES, SUPPLIES, MATERIALS, AND EQUIPMENT.
- CONTRACTOR SHALL COORDINATE FINAL LOCATIONS OF CURB STOPS WITH THE ENGINEER AND OWNER.
- MAINTAIN WATER MAIN MINIMUM HORIZONTAL DISTANCE OF 10 FEET FROM SEWER MAINS.



PLAN
SCALE: 1" = 40'

0 40 100 160
SCALE: 1" = 40'



Scale	1" = 40'	
Date	JUNE 2024	
Job No.	23005533	
Designed by	TWS	
Drawn by	BJC	
Checked by	TWS	
Approved by	TWS	
MARK	DATE	DESCRIPTION

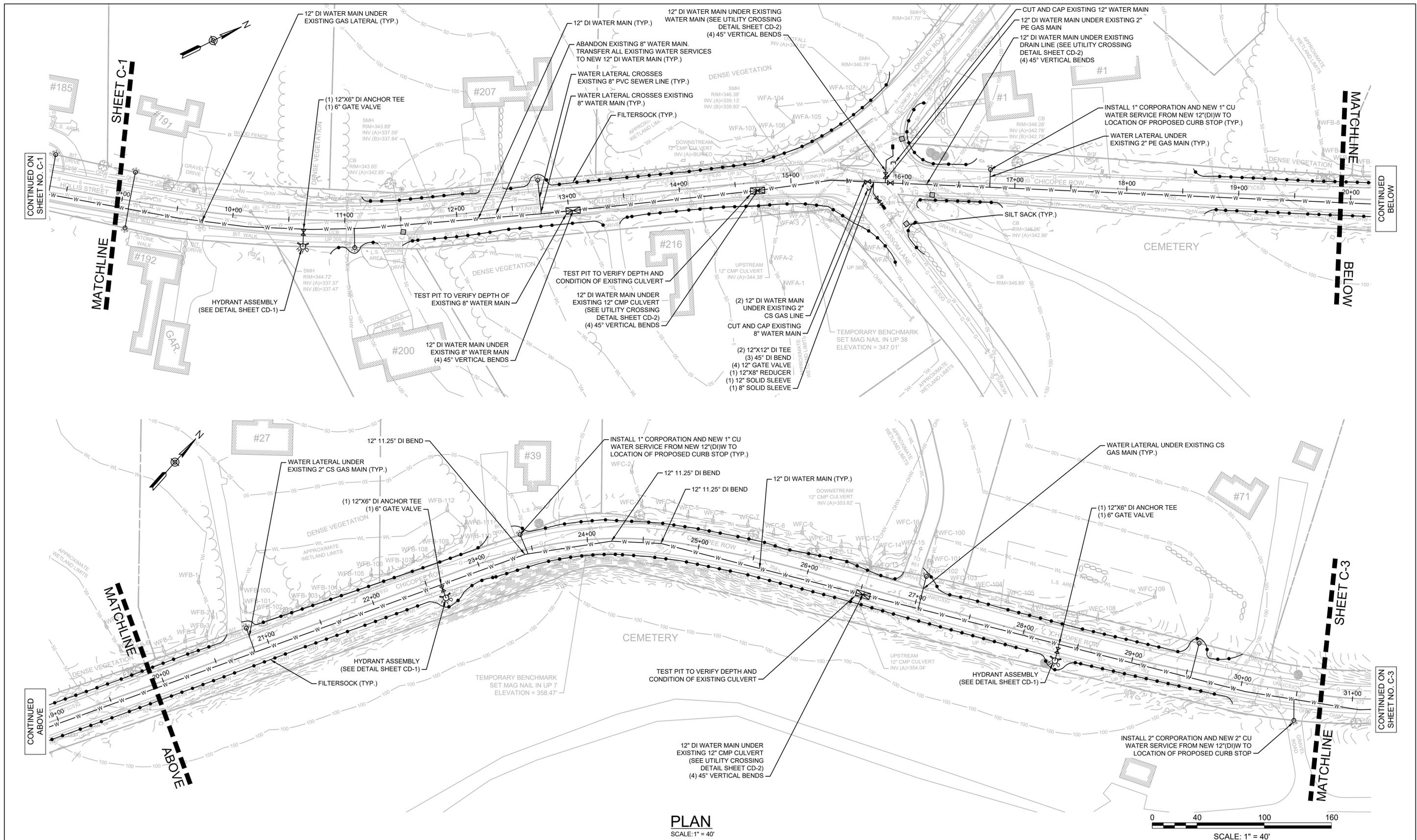
THIS LINE IS ONE INCH LONG WHEN PLOTTED AT FULL SCALE ON A 22" X 34" DRAWING

GROTON WATER SYSTEM EXPANSION
GROTON, MA

WATER SYSTEM EXPANSION DESIGN PLAN - 01
HOLLIS STREET STA 00+00 - 08+96

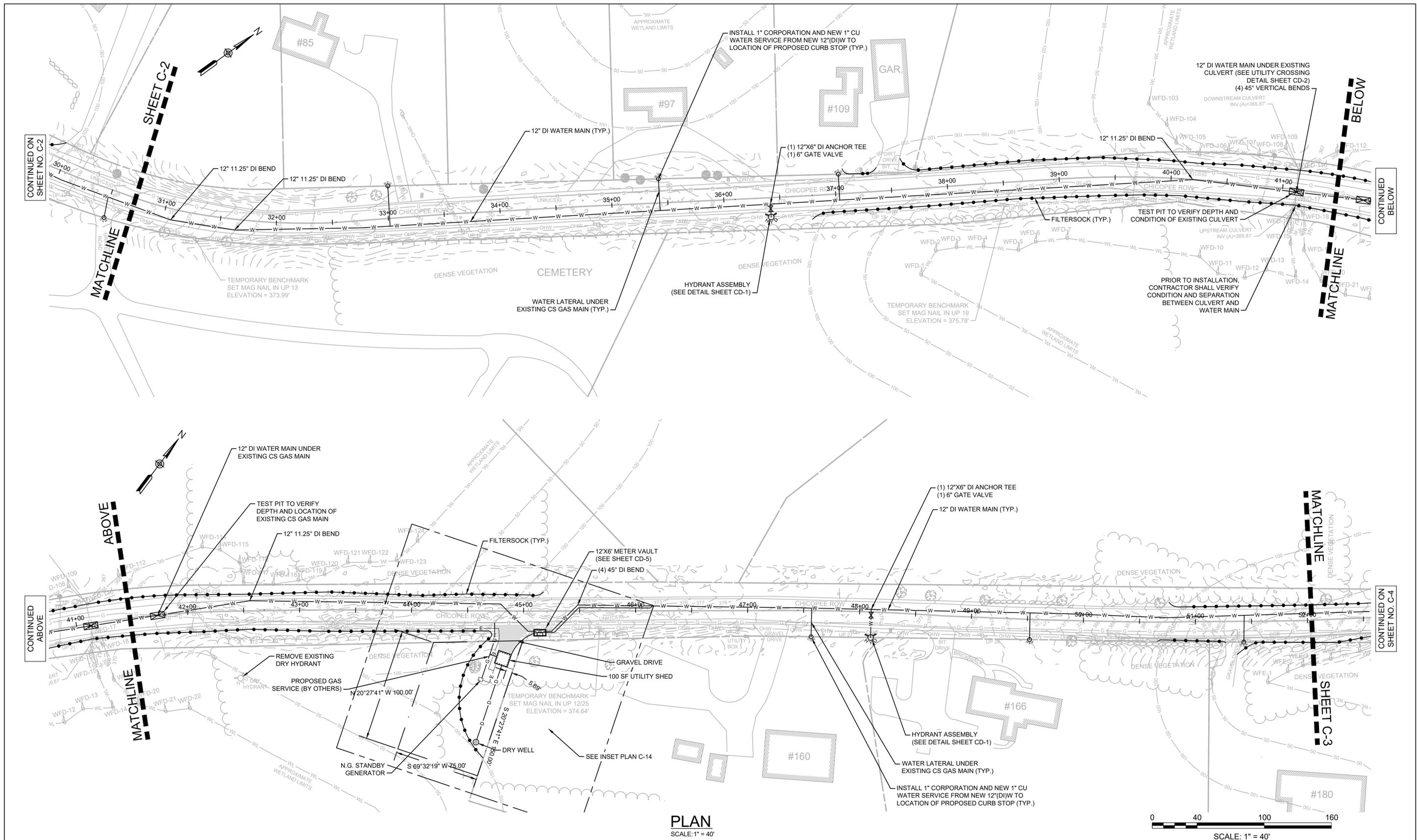
FOR REVIEW
Sheet No.

C-1



	ENVIRONMENTAL PARTNERS — An Apex Company —					GROTON WATER SYSTEM EXPANSION GROTON, MA WATER SYSTEM EXPANSION DESIGN PLAN - 02 HOLLIS STREET STA 08+96 - 15+50 CHICOPEE ROW STA 15+50 - 30+72	FOR REVIEW																						
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">MARK</th> <th style="width: 10%;">DATE</th> <th style="width: 80%;">DESCRIPTION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	MARK	DATE	DESCRIPTION											<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Scale</td><td>1" = 40'</td></tr> <tr><td>Date</td><td>JUNE 2024</td></tr> <tr><td>Job No.</td><td>23005533</td></tr> <tr><td>Designed by</td><td>TWS</td></tr> <tr><td>Drawn by</td><td>BJC</td></tr> <tr><td>Checked by</td><td>TWS</td></tr> <tr><td>Approved by</td><td>TWS</td></tr> </table>	Scale	1" = 40'	Date	JUNE 2024	Job No.	23005533	Designed by	TWS	Drawn by	BJC	Checked by	TWS	Approved by
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Drawing file: I:\Groton_300623035633 - Emerg Water Main Design\Drawings\23035633 - Emerg Water Main Design - Sheets.dwg Plot Date: Jun 03, 2024 5:28pm



PLAN
SCALE: 1" = 40'

0 40 100 160
SCALE: 1" = 40'



ENVIRONMENTAL PARTNERS
— An Apex Company —

MARK	DATE	DESCRIPTION

Scale	1" = 40'
Date	JUNE 2024
Job No.	23005533
Designed by	TWS
Drawn by	BJC
Checked by	TWS
Approved by	TWS

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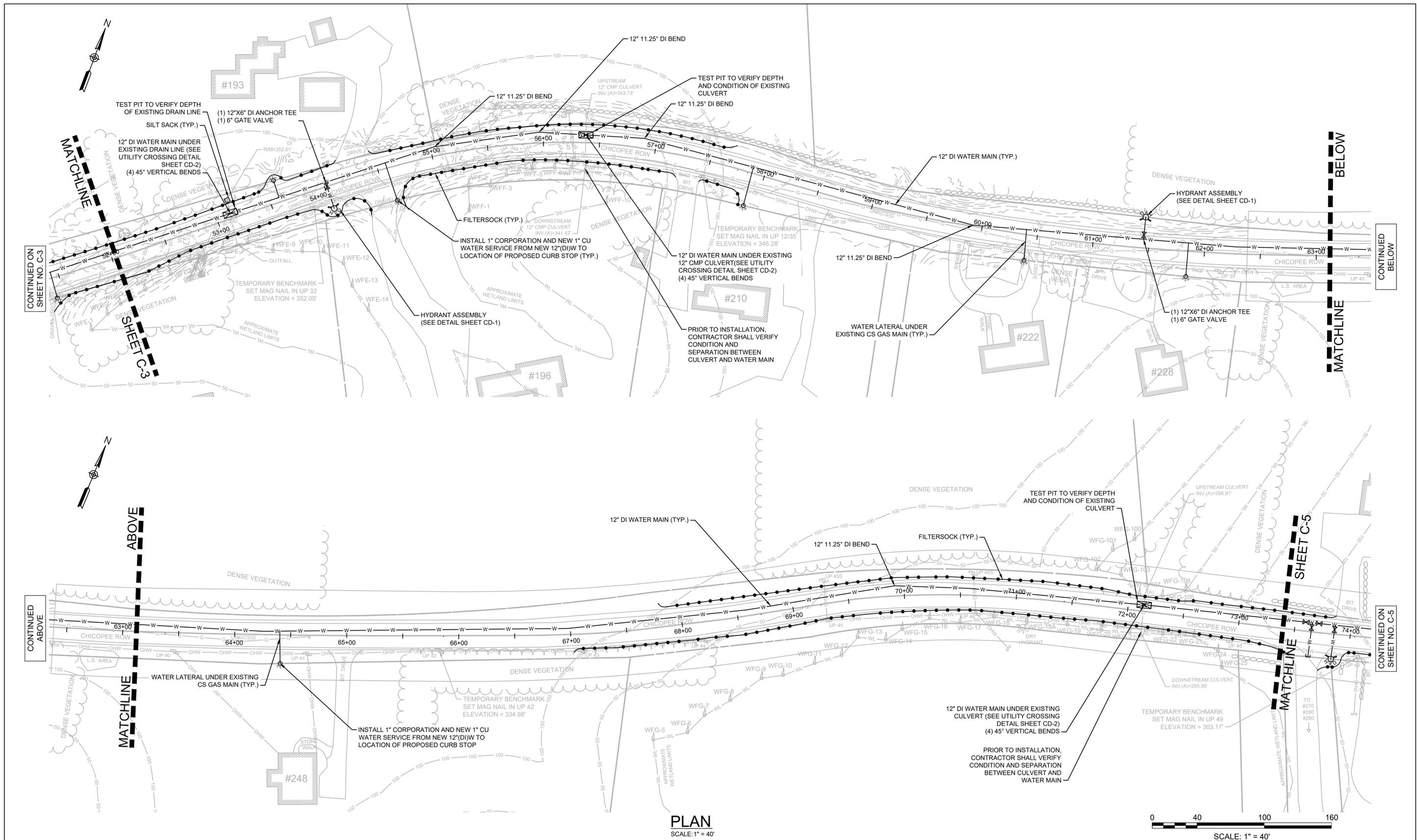
GROTON WATER SYSTEM EXPANSION
GROTON, MA

WATER SYSTEM EXPANSION DESIGN PLAN - 03
CHICOPEE ROW STA 30+72 - 52+04

FOR REVIEW
Sheet No.

C-3

Drawing file: I:\Groton_3002305533 - Energy Water Main Design\Drawings\23035533 Energy Water Main Design_Water-Main-Design-Sheets.dwg Plot Date: Jun 03, 2024 5:28pm



ENVIRONMENTAL PARTNERS
— An Apex Company —

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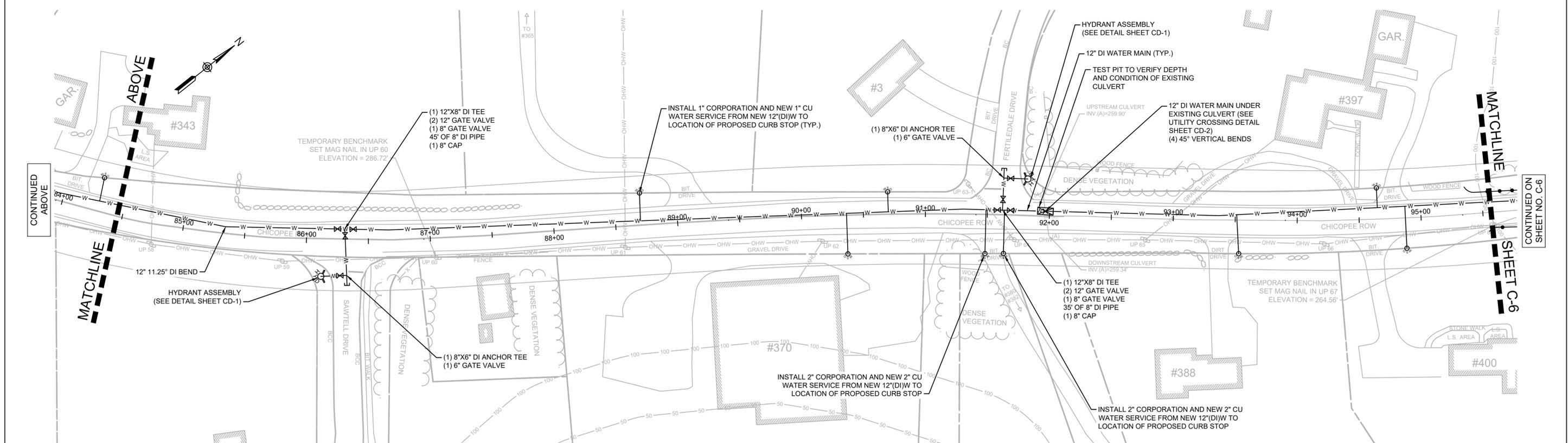
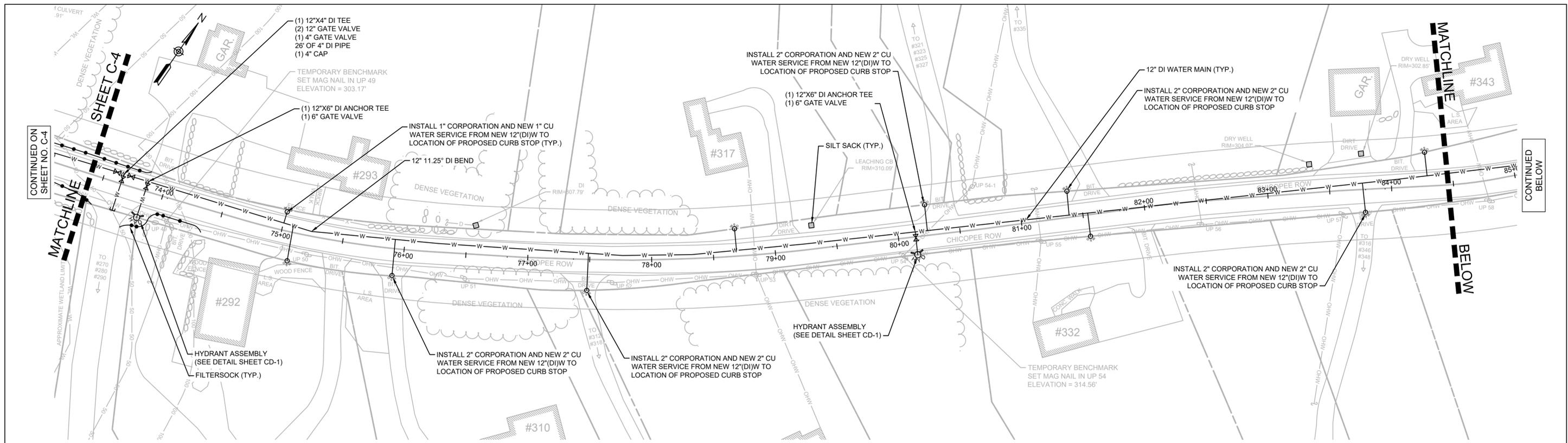
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GROTON WATER SYSTEM EXPANSION
GROTON, MA

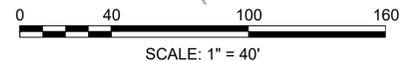
WATER SYSTEM EXPANSION DESIGN PLAN - 04
CHICOPEE ROW STA 52+04 - 73+40

FOR REVIEW
Sheet No. **C-4**

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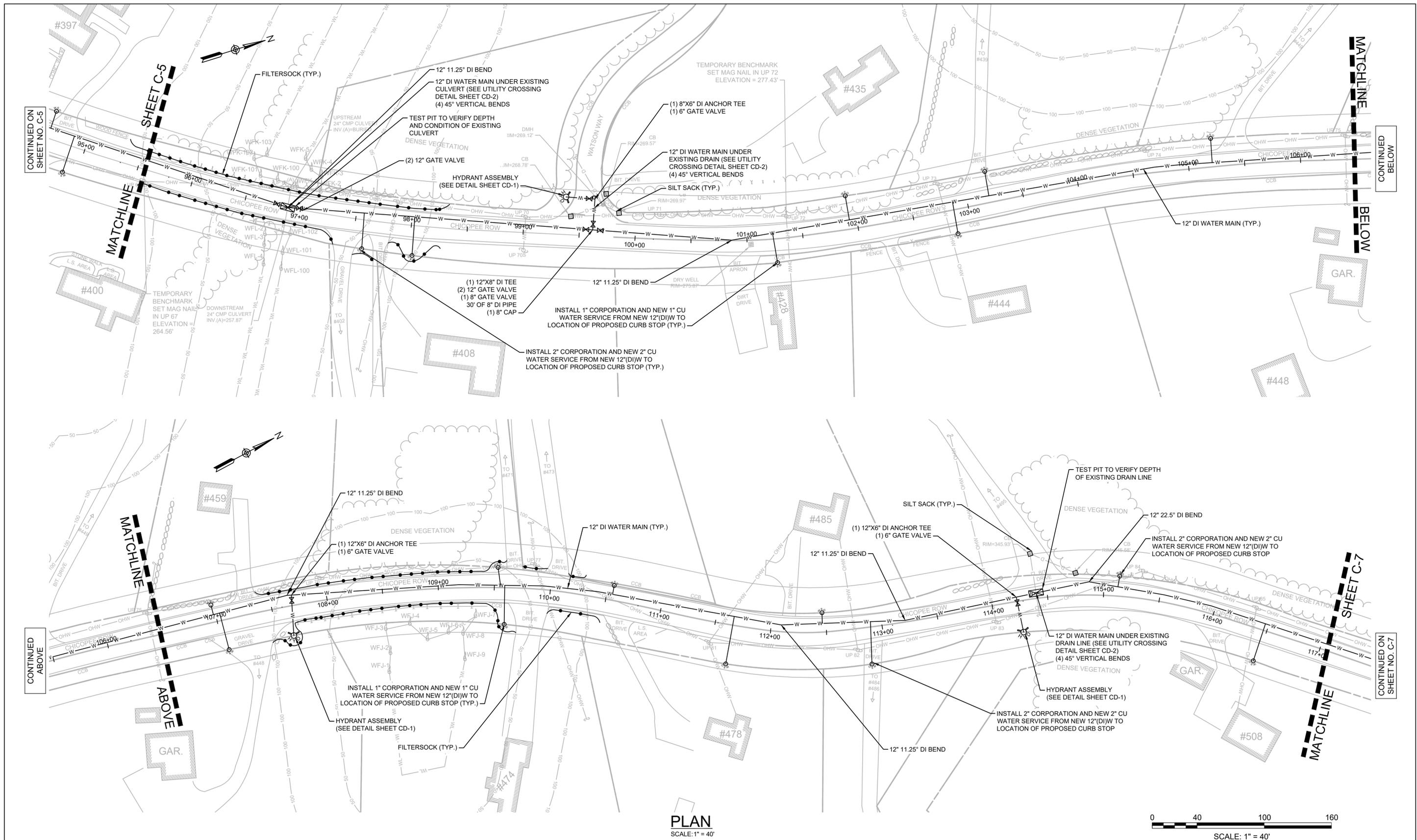
PLAN
SCALE: 1" = 40'



	ENVIRONMENTAL PARTNERS — An Apex Company —					GROTON WATER SYSTEM EXPANSION GROTON, MA WATER SYSTEM EXPANSION DESIGN PLAN - 05 CHICOPEE ROW STA 73+40 - 95+7	FOR REVIEW
							Sheet No.
						C-5	

Scale	1" = 40'	Date	JUNE 2024	Job No.	23005533	Designed by	TWS	Drawn by	BJC
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MARK	DATE	DESCRIPTION							

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ENVIRONMENTAL PARTNERS
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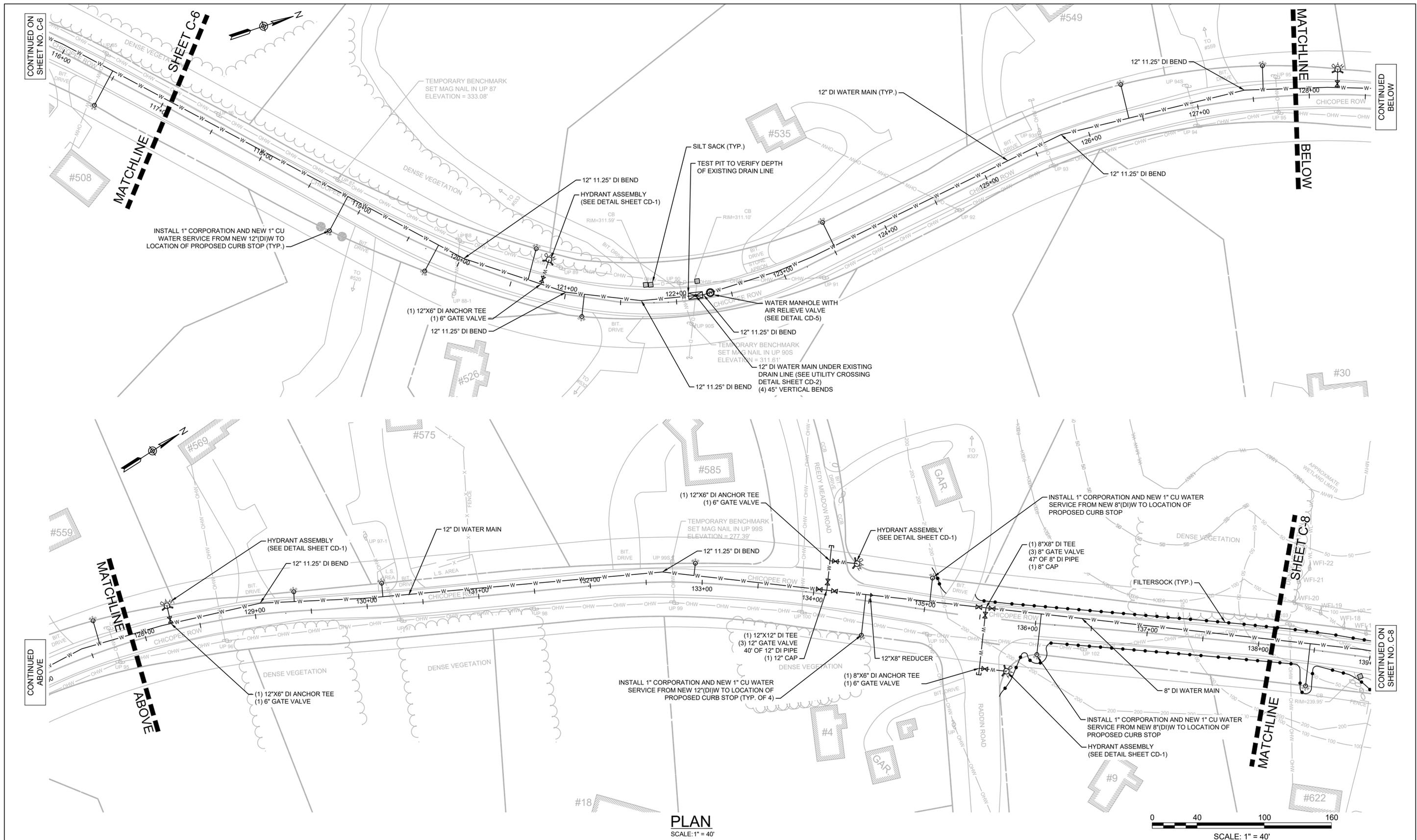
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GROTON WATER SYSTEM EXPANSION
GROTON, MA

WATER SYSTEM EXPANSION DESIGN PLAN - 06
CHICOPEE ROW STA 95+57 - 117+08

FOR REVIEW
Sheet No.
C-6

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ENVIRONMENTAL PARTNERS
— An Apex Company —

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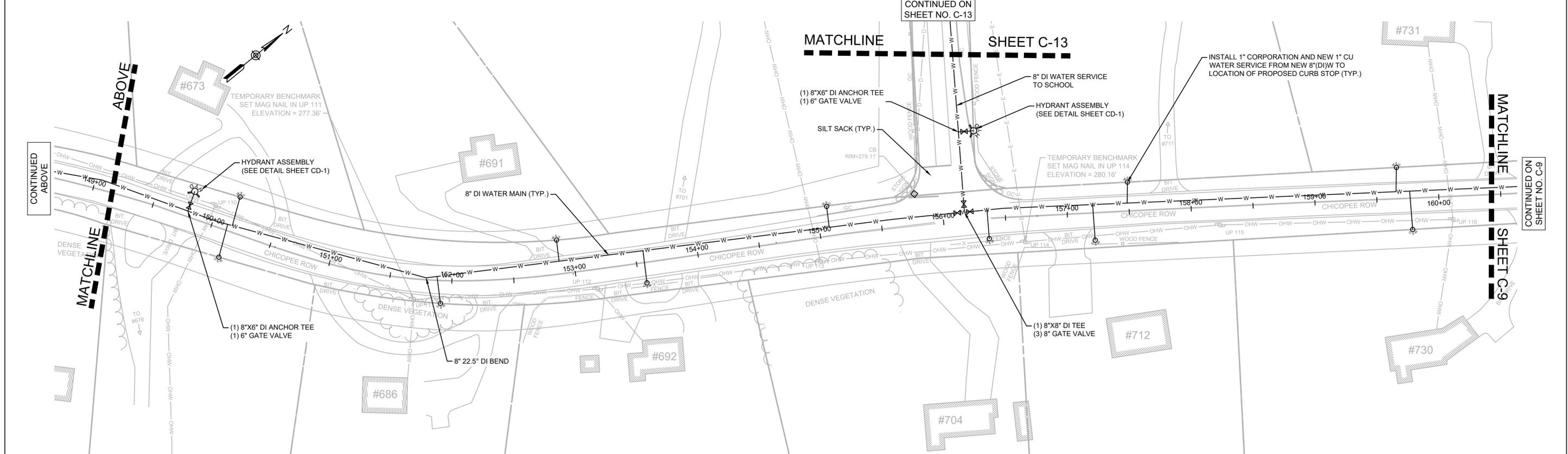
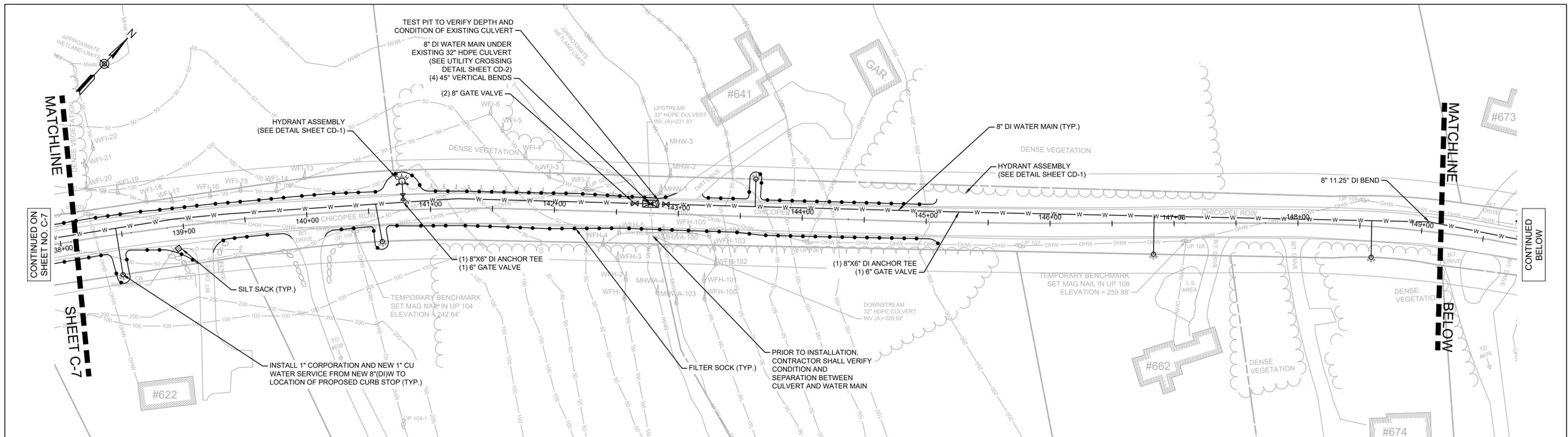
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GROTON WATER SYSTEM EXPANSION
GROTON, MA

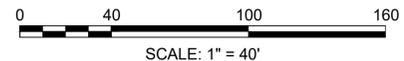
WATER SYSTEM EXPANSION DESIGN PLAN - 07
CHICOPEE ROW STA 117+08 - 138+12

FOR REVIEW
Sheet No.
C-7

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PLAN
SCALE: 1" = 40'



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Job No.	23005533	
Designed by	TWS	
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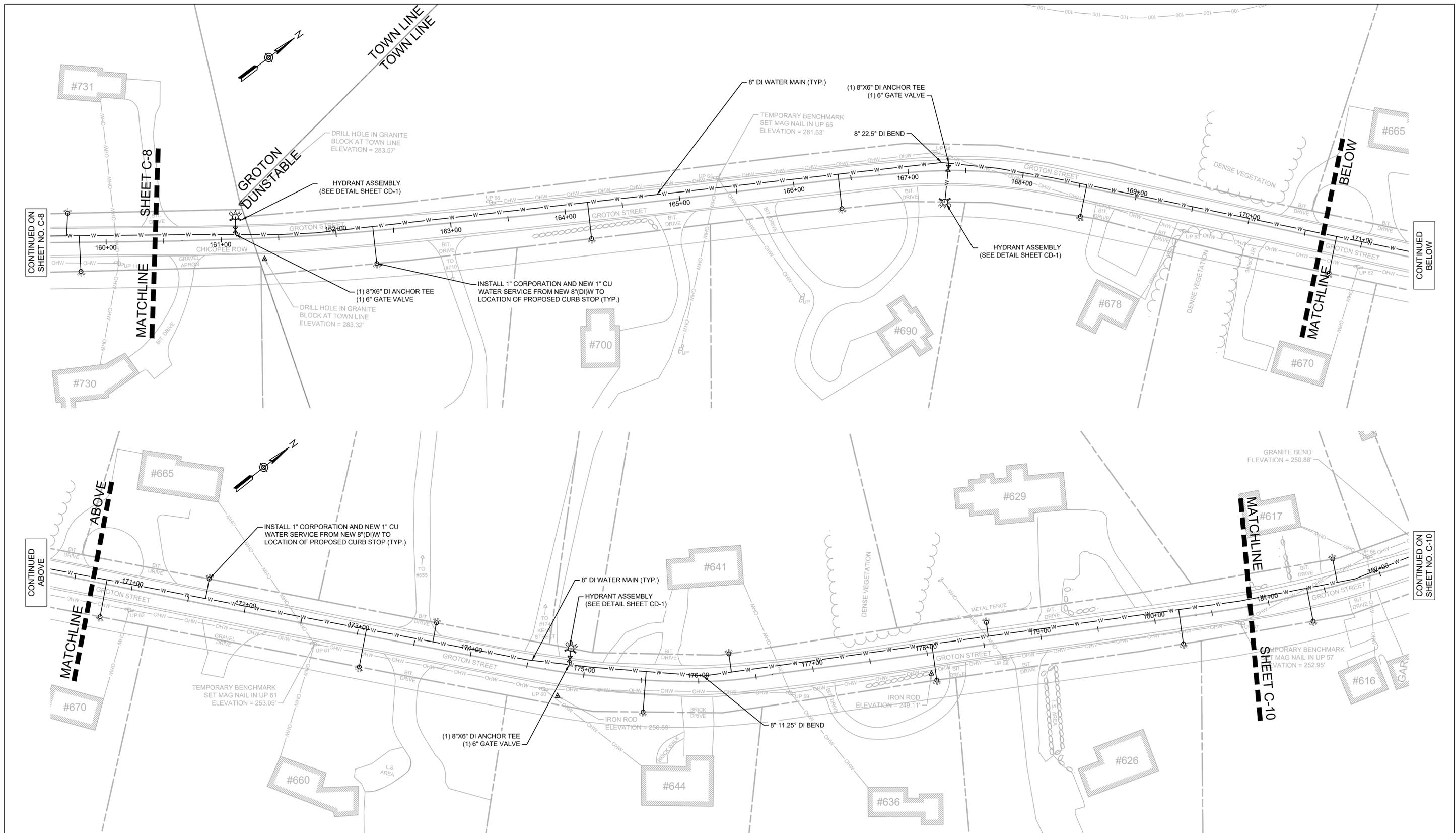
GROTON WATER SYSTEM EXPANSION
GROTON, MA

WATER SYSTEM EXPANSION DESIGN PLAN - 08
CHICOPEE ROW STA 138+12 - 160+42

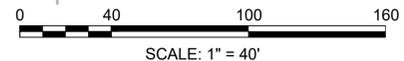
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Sheet No.

C-8



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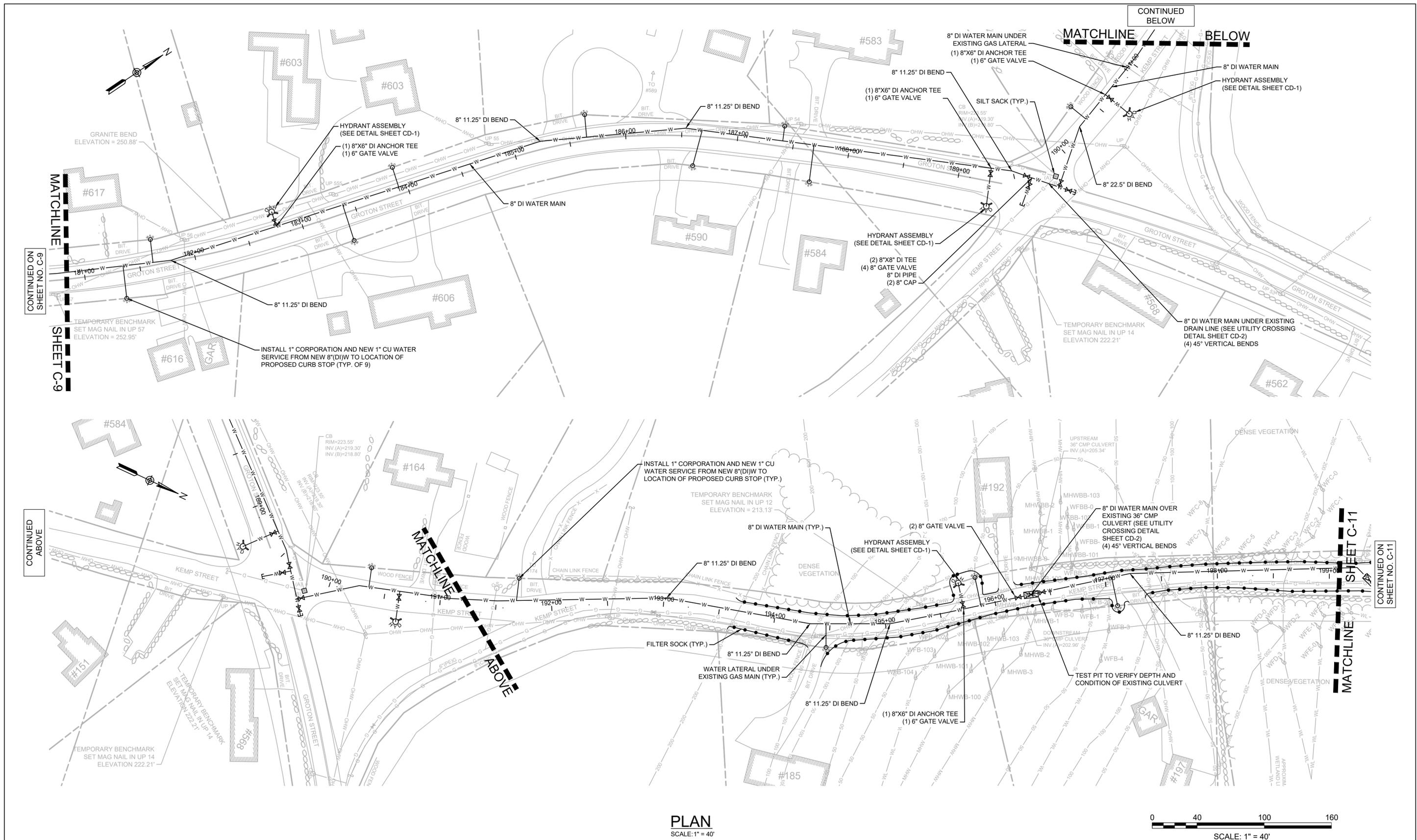
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GROTON WATER SYSTEM EXPANSION
GROTON, MA
WATER SYSTEM EXPANSION DESIGN PLAN - 09
CHICOPEE ROW STA 160+42 - 161+25
GROTON STREET STA 161+13 - 180+84

FOR REVIEW
Sheet No.
C-9

Drawing file: I:\Groton_300623035533 - Energy Water Main Design\03 Design\Drawings\23035533 Energy Water Main Design_Sheets.dwg Plot Date: Jun 03, 2024 5:30pm



ENVIRONMENTAL PARTNERS
— An Apex Company —

MARK	DATE	DESCRIPTION

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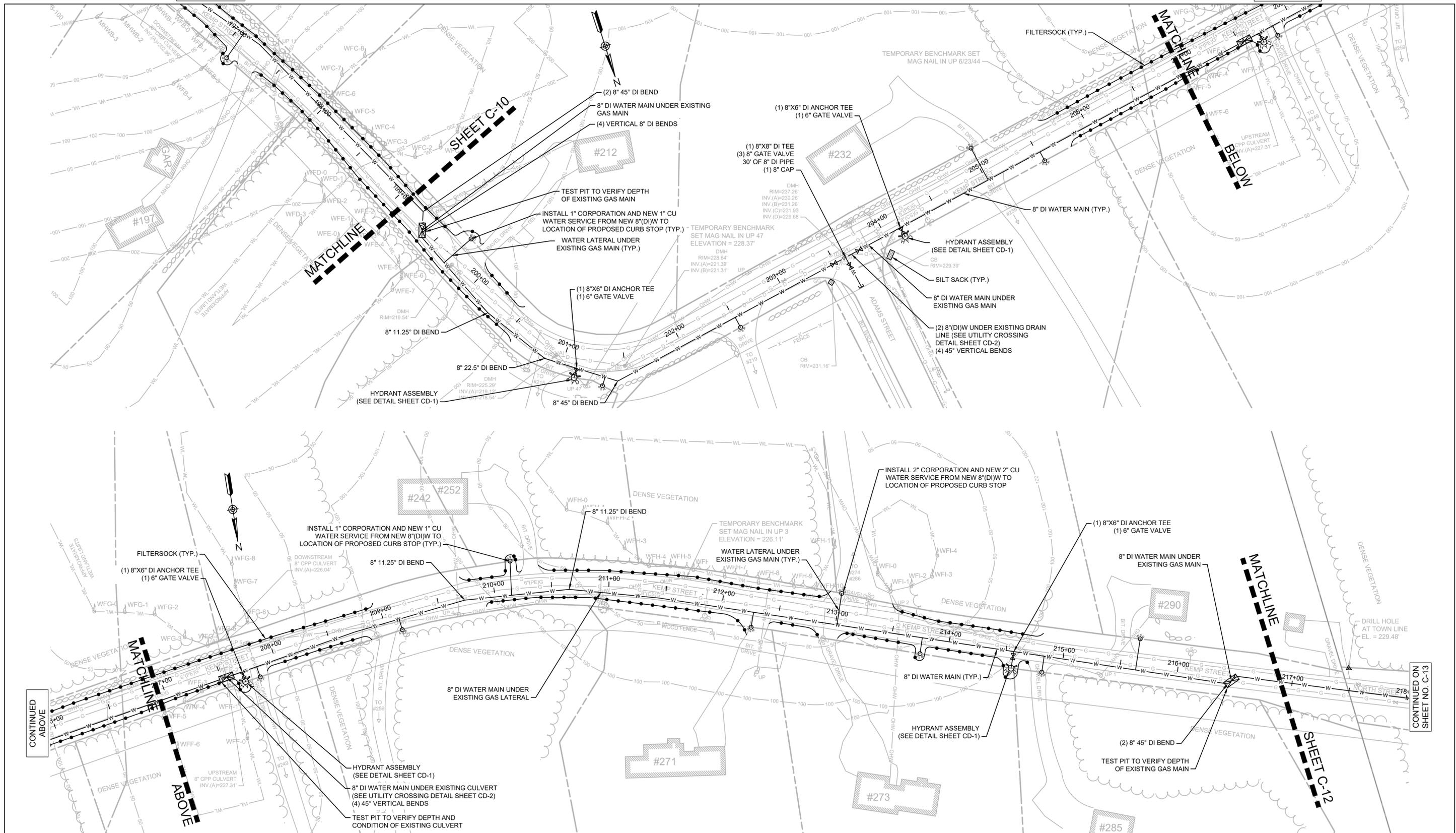
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GROTON WATER SYSTEM EXPANSION
GROTON, MA
WATER SYSTEM EXPANSION DESIGN PLAN - 10
GROTON STREET STA 180+84 - 189+50
KEMP STREET STA 189+50 - 199+08

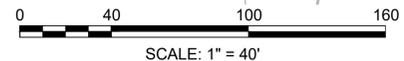
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PLAN SCALE: 1" = 40'



ENVIRONMENTAL PARTNERS
— An Apex Company —

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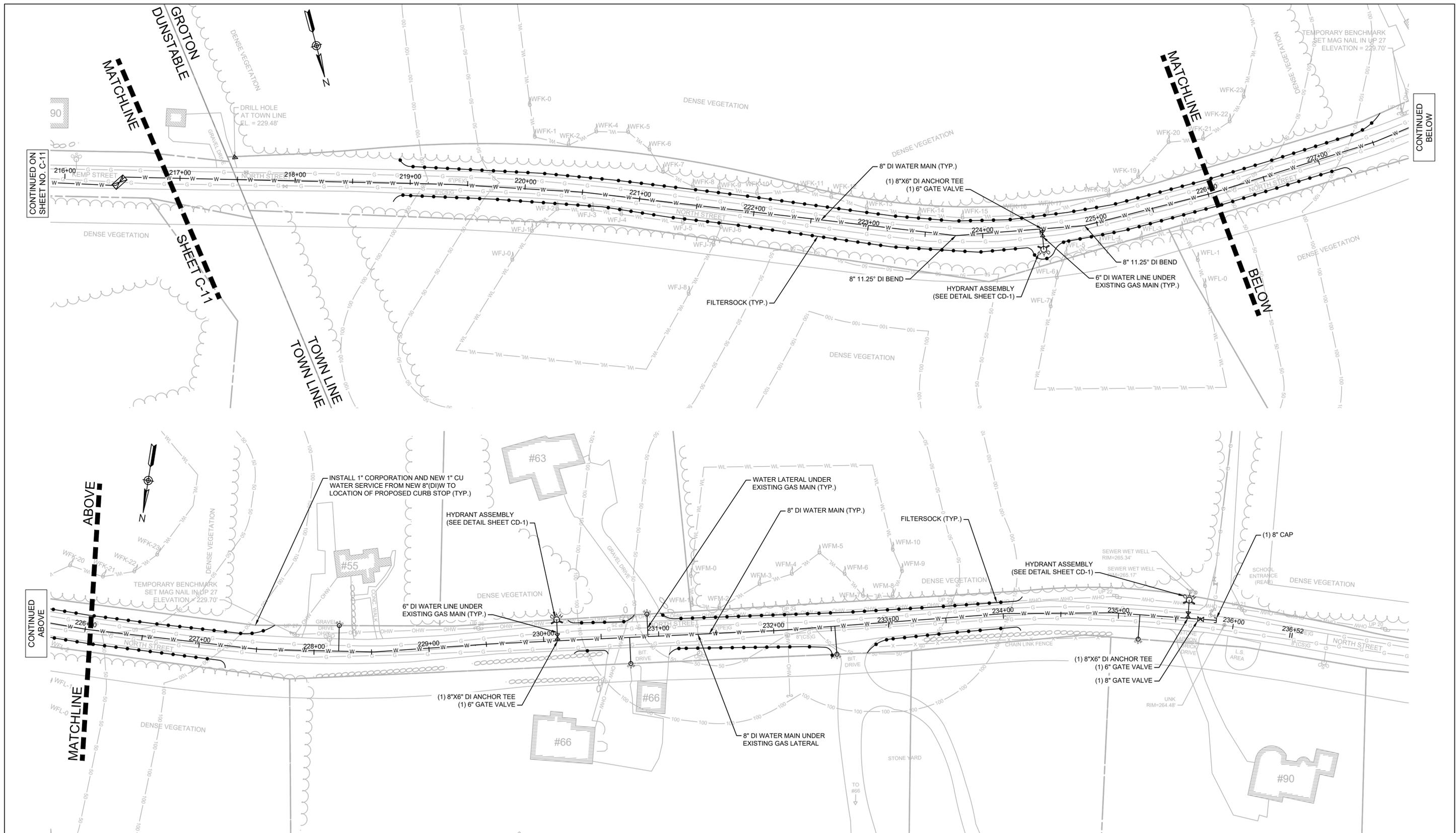
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GROTON WATER SYSTEM EXPANSION
GROTON, MA

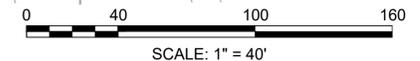
WATER SYSTEM EXPANSION DESIGN PLAN - 11
KEMP STREET STA 199+08 - 216+90

FOR REVIEW
Sheet No.
C-11

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PLAN
SCALE: 1" = 40'



ENVIRONMENTAL PARTNERS
— An Apex Company —

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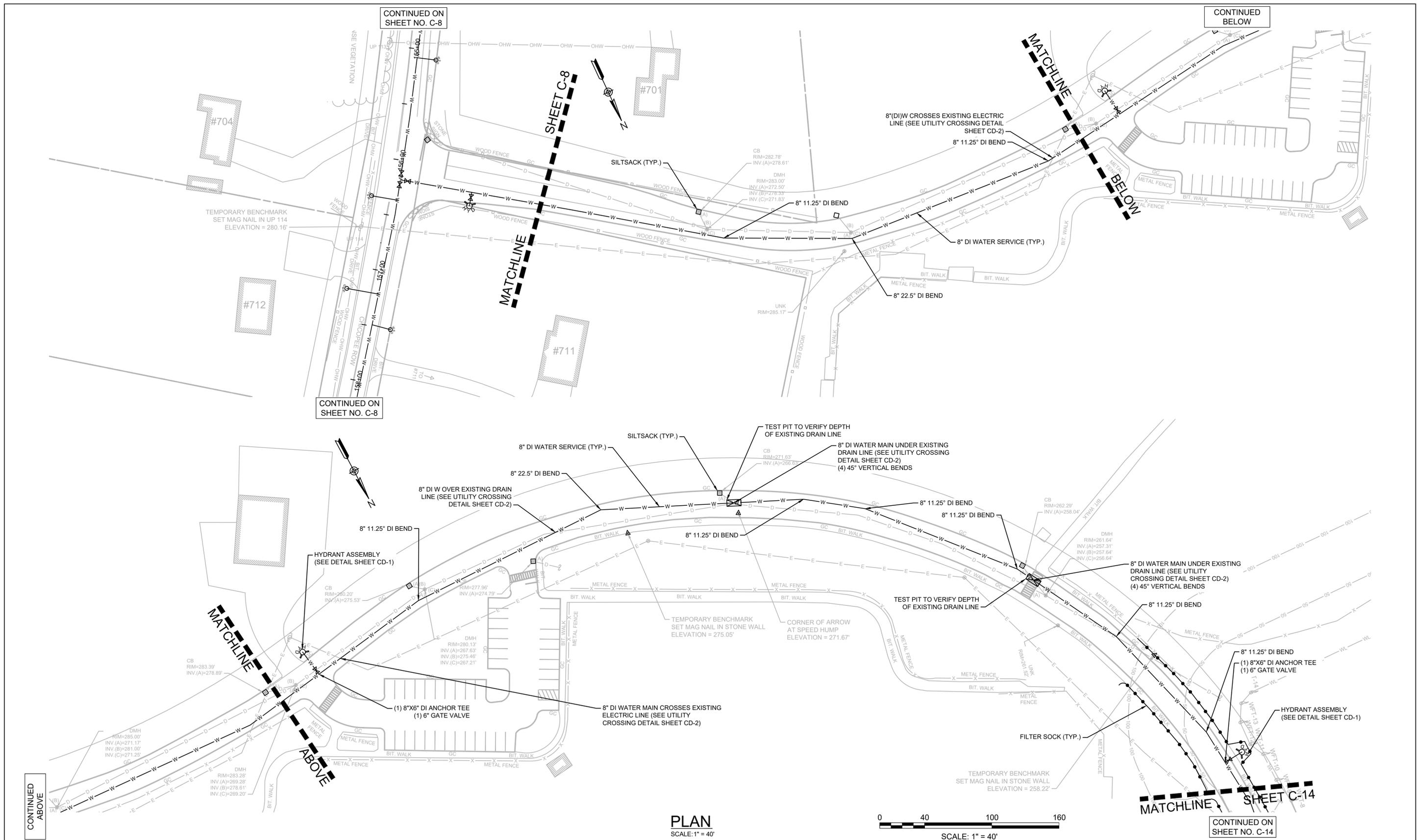
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GROTON WATER SYSTEM EXPANSION
GROTON, MA
WATER SYSTEM EXPANSION DESIGN PLAN - 12
KEMP STREET STA 216+90 - 217+50
NORTH STREET STA 217+50 - 236+52

FOR REVIEW
Sheet No.
C-12

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PLAN
SCALE: 1" = 40'

0 40 100 160
SCALE: 1" = 40'



ENVIRONMENTAL PARTNERS
— An Apex Company —

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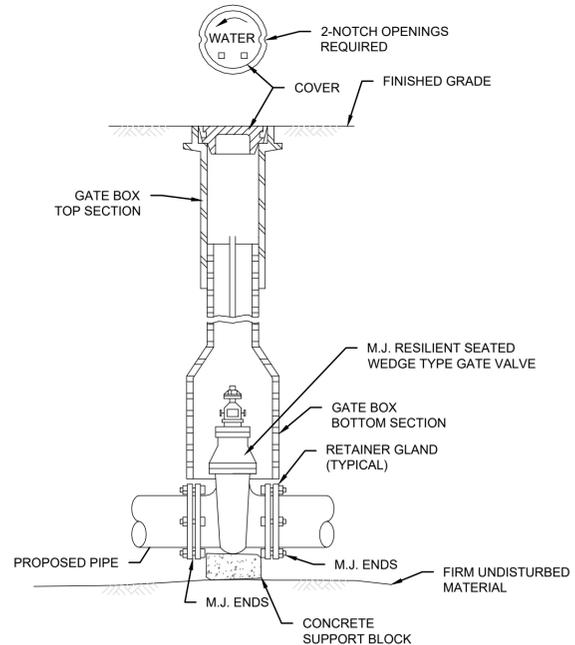
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GROTON WATER SYSTEM EXPANSION
GROTON, MA

WATER SYSTEM EXPANSION DESIGN PLAN - 13
GROTON-DUNSTABLE REGIONAL HIGH SCHOOL WATER SERVICE

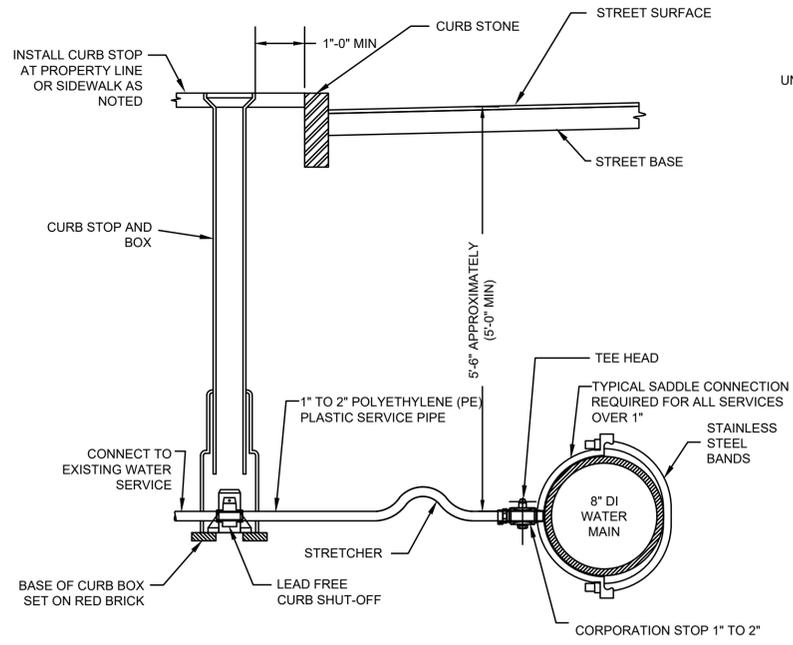
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C-13

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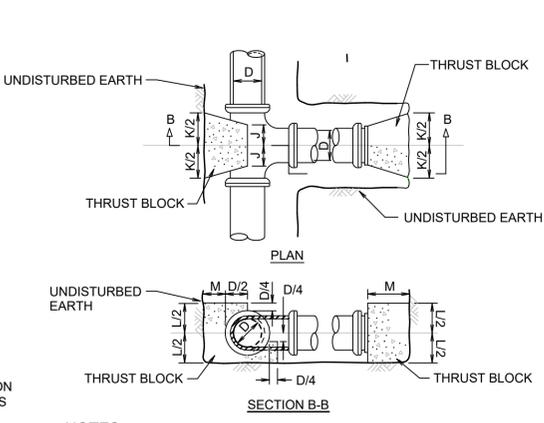


- NOTES:**
1. ALL EXCAVATION, BACKFILLING AND PAVING SHALL BE IN ACCORDANCE WITH THE TOWN OF GROTON REQUIREMENTS.
 2. WATER GATE COVER SHALL HAVE A MINIMUM HEIGHT OF 3.5 INCHES AND A MINIMUM WEIGHT OF 13 POUNDS, BRAND NAME BIBBY-STE-CROIX OR EQUAL.
 3. VALVES SHALL HAVE A 2-INCH SQUARE OPERATING NUT, AND BE OPEN LEFT (COUNTER-CLOCKWISE TO OPEN)

GATE VALVE AND VALVE BOX DETAIL
SCALE: N.T.S.



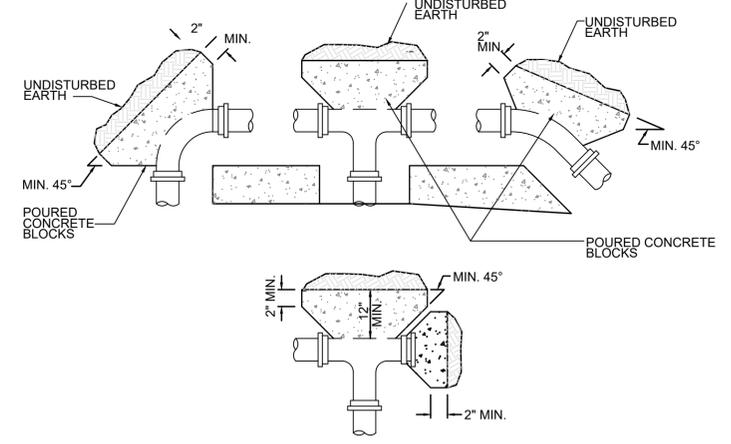
TYPICAL 1" TO 2" WATER SERVICE CONNECTION
SCALE: N.T.S.



- NOTES:**
1. ALL CONCRETE SHALL BE 3000 PSI @ 28 DAYS (CLASS 'A' CONCRETE). DIMENSIONS SHOWN ARE MINIMUM AND ARE BASED UPON SOIL PRESSURE OF 1500 PSF AND TOTAL PRESSURE OF 250 PSI. TOTAL PRESSURE IS WORKING PRESSURE PLUS SURGE PRESSURE.
 2. THRUST BLOCKS SHALL BEAR AGAINST UNDISTURBED EARTH.

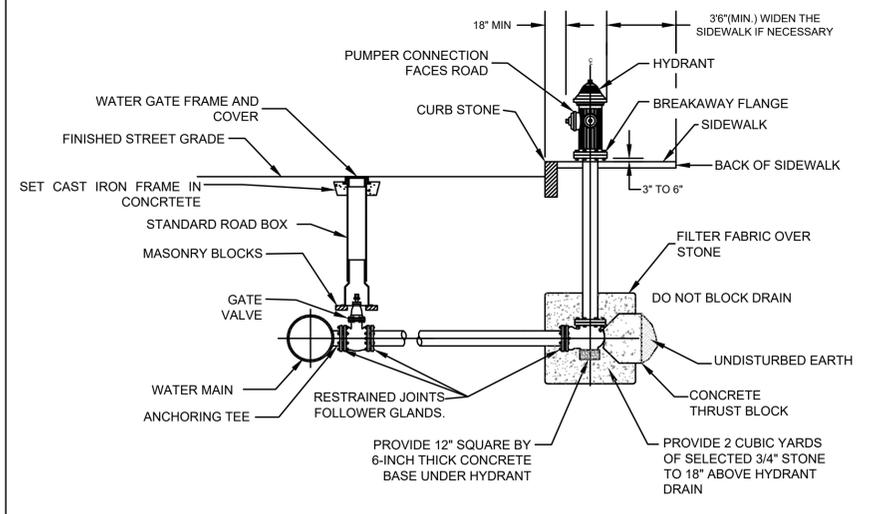
TABLE OF DIMENSIONS							
D (in)	4	6	8	10	12	14	16
J (in)	6	6	7	9	10	12	22
K (in)	16	16	20	26	32	36	64
L (in)	16	16	21	24	29	34	61
M (in)	11	11	14	16	19	22	39

CONCRETE THRUST BLOCK DETAIL AT TEE/PLUG
SCALE: N.T.S.

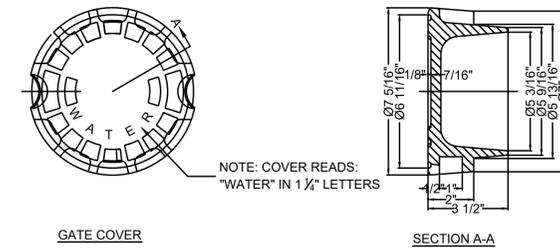


- NOTES:**
1. SPECIFIC THRUST BLOCK DESIGN SHALL CONFORM TO AWWA GUIDELINES.
 2. PLACE 4 mil. POLYETHYLENE BETWEEN CONCRETE AND FITTING (CONCRETE SHALL NOT INTERFERE WITH JOINT).
 3. MINIMUM CONCRETE THICKNESS SHALL BE 12 INCHES.
 4. THRUST BLOCK ORIENTATION SHALL BE SUCH THAT THE CENTER OF THE FITTING CORRESPONDS WITH THE CENTER OF THE THRUST BLOCK.
 5. THE MINIMUM ALLOWABLE ANGLE (EITHER VERTICAL OR HORIZONTAL) SHALL BE 45 DEGREES.

CONCRETE THRUST BLOCK DETAIL AT BEND
SCALE: N.T.S.

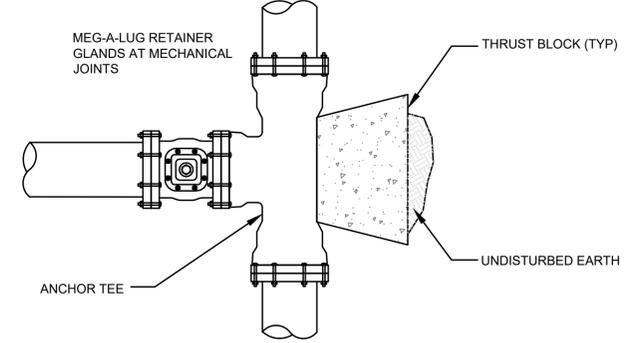


FIRE HYDRANT INSTALLATION
SCALE: N.T.S.



- NOTES:**
1. WATER GATE COVER SHALL HAVE A MINIMUM HEIGHT OF 3.5 INCHES AND MINIMUM WEIGHT OF 13 POUNDS, BRAND NAME BIBBY-STE-CROIX OR EQUAL.

WATER GATE COVER
SCALE: N.T.S.



TYPICAL ANCHOR TEE INSTALLATION
SCALE: N.T.S.



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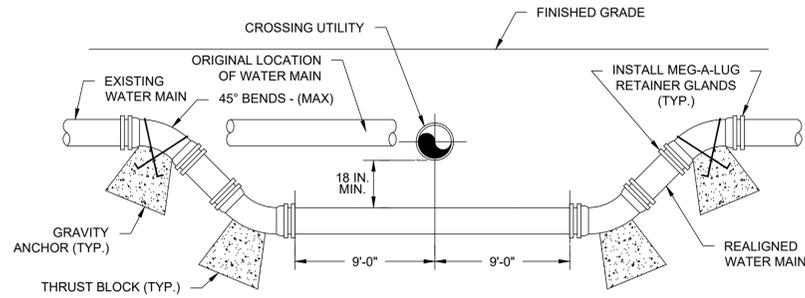
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GROTON WATER SYSTEM EXPANSION
GROTON, MA

WATER DETAILS I

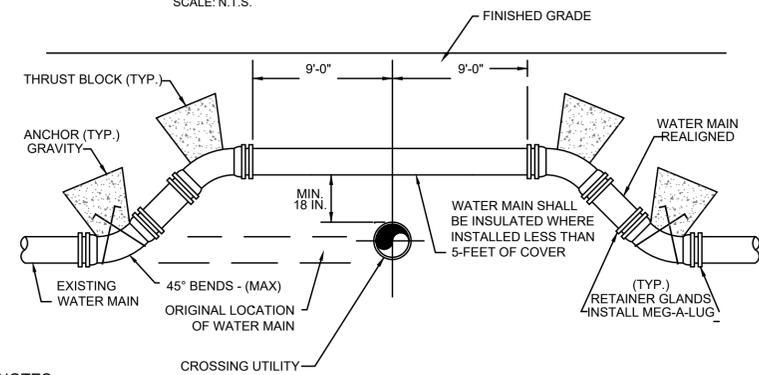
FOR REVIEW
Sheet No.

CD-1



WATER MAIN LOWERING DETAIL

SCALE: N.T.S.

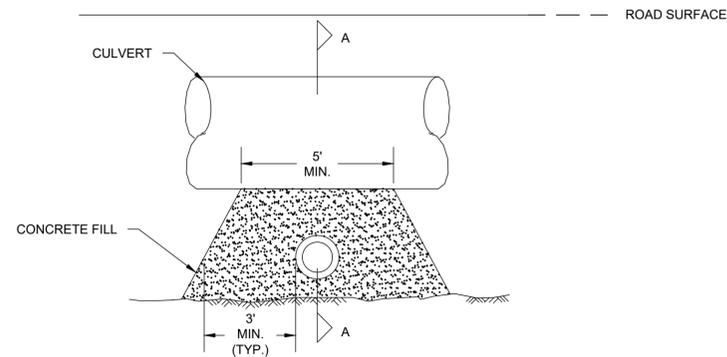


WATER MAIN RAISING DETAIL

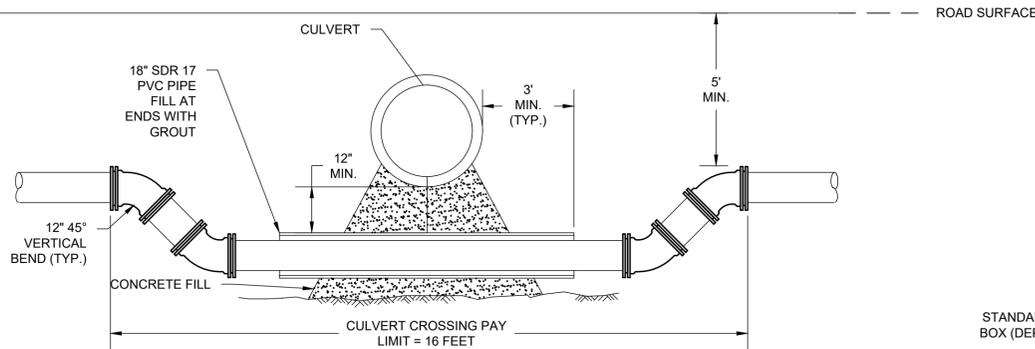
SCALE: N.T.S.

NOTES:

1. ALL FITTINGS AND JOINTS IN LOWERING AREA TO BE RESTRAINED.
2. WHEN IT IS IMPOSSIBLE TO OBTAIN HORIZONTAL OR VERTICAL SEPARATION AS INDICATED IN THE DETAIL ABOVE, BOTH THE WATER AND THE SEWER SHOULD BE ENCASED IN REINFORCED CONCRETE FOR A DISTANCE OF 10 FEET ON EITHER SIDE OF THE CROSSING.
3. ALL DUCTILE IRON PIPE AND FITTINGS SHALL BE WRAPPED WITH POLYETHYLENE ENCASEMENT WHEN CONTACTING CONTROL DENSITY FILL.
4. IN AREAS WHERE 18-INCH SEPARATION ARE NOT ACHIEVABLE, 2" PIPE INSULATION SHALL BE INSTALLED ON BOTH THE CROSSING UTILITY AND THE PROPOSED WATER MAIN AT CROSSING POINT. OWNER AND ENGINEER MUST APPROVE IN WRITING PRIOR TO INSTALLATION.



SECTION A-A

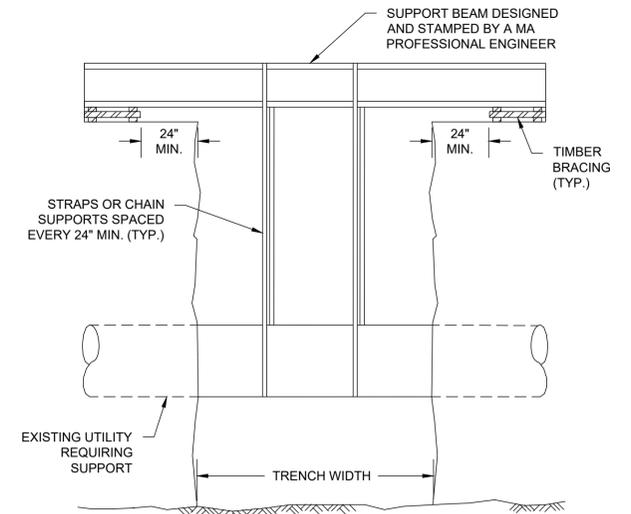


NOTES:

1. PROVIDE SUPPORT OF EXCAVATION AND BRACING FOR THE CULVERT. CONTRACTOR TO PROVIDE TEMPORARY SUPPORT PLAN TO ENGINEER AND MASSDOT PRIOR TO BEGINNING WORK. ANY DAMAGE TO THE CULVERT WILL BE REPAIRED TO AT THE CONTRACTOR'S EXPENSE.
2. PROVIDE DEWATERING IN BYPASS PLAN FOR APPROVAL IF IT IS DETERMINED CULVERT CANNOT REMAIN DURING WATER MAIN INSTALLATION.
3. PROVIDE THRUST BLOCKS (NOT SHOWN) AS CALLED OUT ON WATER MAIN LOWERING DETAIL ON CD-2.
4. PIPE INSTALLED UNDERNEATH CULVERT MUST BE ONE CONTINUOUS PIPE.

CULVERT SECTION DETAIL

SCALE: N.T.S.

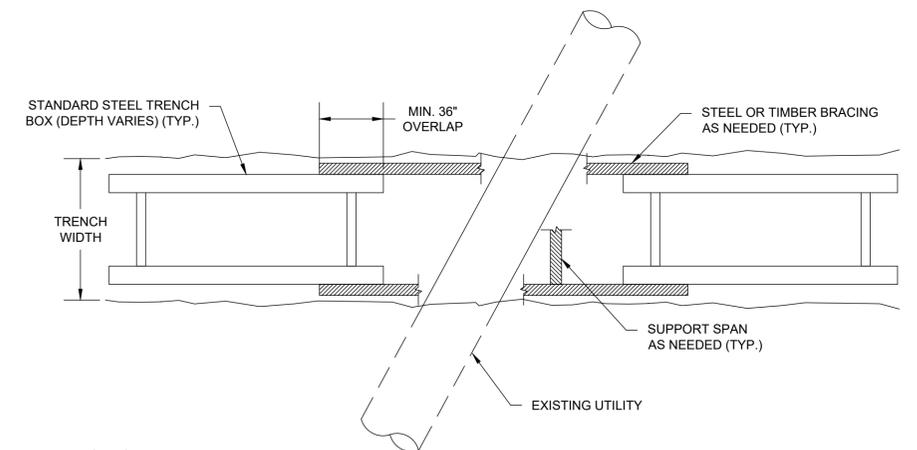


NOTES:

1. DRAWING SHOWN AS SCHEMATIC FOR REFERENCE ONLY. CONTRACTOR SHALL PROVIDE AN ENGINEER STAMPED PLAN COMPATIBLE WITH ITS HEALTH AND SAFETY AND OSHA STANDARDS.
2. INSTALL TWO SUPPORTS FOR EVERY BELL END OR FITTING CONNECTION.

TYPICAL SUBGRADE PIPE SUPPORT

SCALE: N.T.S.



NOTES:

1. DRAWING SHOWN AS SCHEMATIC FOR REFERENCE ONLY. CONTRACTOR SHALL PROVIDE AN ENGINEER STAMPED PLAN COMPATIBLE WITH ITS HEALTH AND SAFETY AND OSHA STANDARDS.
2. CONTRACTOR SHALL FURNISH, PLACE, AND MAINTAIN SHEETING, SHORING, AND BRACING AT ALL LOCATIONS NECESSARY TO SUPPORT THE SIDES OF EXCAVATION AND TO PREVENT DANGER TO PERSONS OR DAMAGE TO PAVEMENTS, FACILITIES, UTILITIES, OR STRUCTURES.
3. CARE SHALL BE TAKEN IN PLACING AND MOVING TRENCH BOXES, MOVEABLE SHEETING, SHORING OR PLATES TO PREVENT MOVEMENT OF THE EXISTING UTILITY.

TYPICAL SUPPORT OF EXCAVATION AT UTILITY CROSSING

SCALE: N.T.S.



ENVIRONMENTAL PARTNERS
— An Apex Company —

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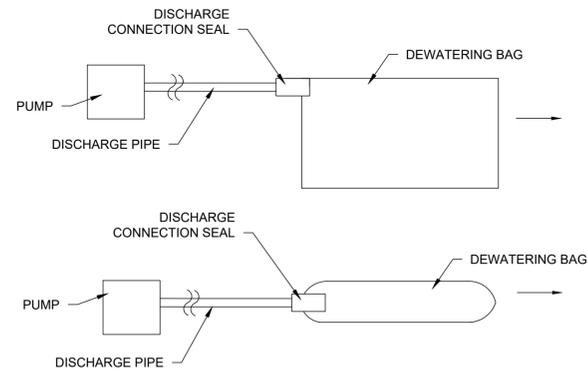
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**GROTON WATER SYSTEM EXPANSION
GROTON, MA**

WATER DETAILS II

FOR REVIEW
Sheet No.

CD-2

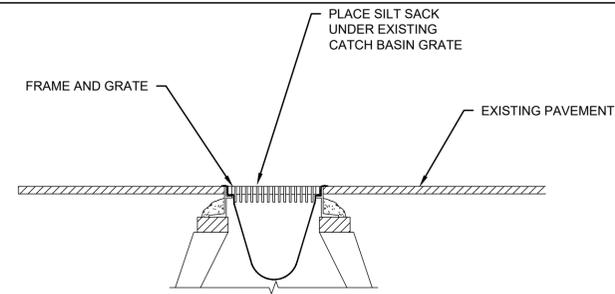


NOTES:

1. DEWATERING BAG SIZE AND QUANTITY SHALL BE AS NEEDED TO ADEQUATELY FILTER ALL PUMP EFFLUENT FROM DEWATERING ACTIVITIES. CONTRACTOR SHALL PROVIDE A REDUNDANT BAG ON SITE AT ALL TIMES.
2. EACH BAG SHALL HANDLE A 2", 3", OR 4" DISCHARGE HOSE.
3. DISCHARGE HOSES CAN BE PLACED ALONG ANY EDGE BY MAKING A SMALL INCISION INTO THE FABRIC, INSERTING THE HOSE, AND THEN CLAMPING THE FABRIC TO THE HOSE VIA WIRE, TIES, CLAMP, ROPE OR SIMILAR TO CREATE A GOOD SEAL.
4. CONTRACTOR SHALL AVOID DISCHARGING MULTIPLE PIPES INTO ONE BAG.

DEWATERING BAGS

SCALE: N.T.S.

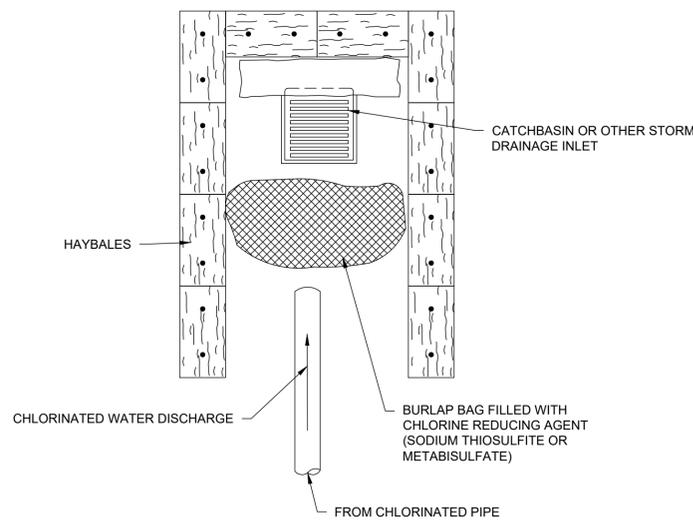


NOTES:

1. SILT SACKS SHALL BE INSPECTED WEEKLY AND ACCUMULATED SILT REMOVED TO ALLOW CATCH BASIN TO FUNCTION PROPERLY.
2. HIGH CAPACITY SILT SACK AS MANUFACTURED BY ACF ENVIRONMENTAL OR APPROVED EQUAL.

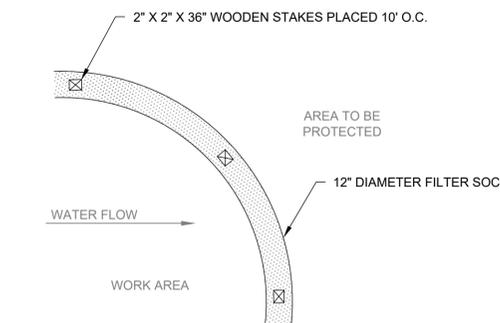
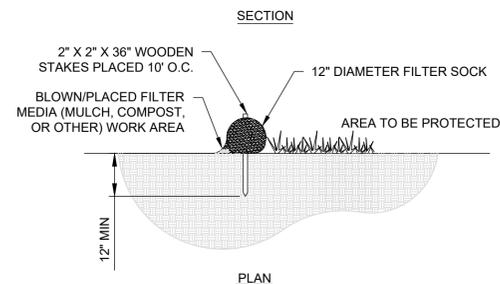
SEDIMENTATION CONTROL AT CATCH BASINS SILT SACKS

SCALE: N.T.S.



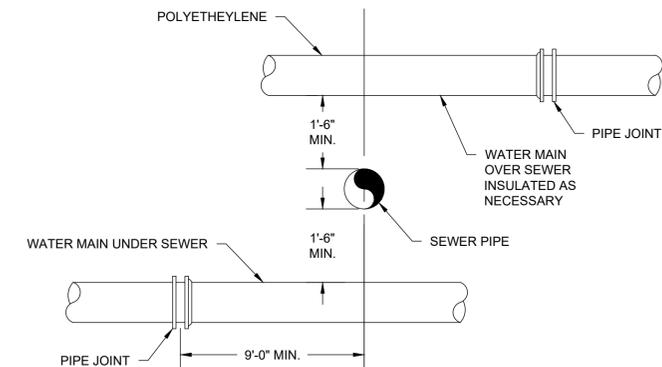
DECHLORINATION DETAIL

SCALE: N.T.S.



12" DIAMETER FILTER SOCK (AS REQUIRED)

SCALE: N.T.S.



NOTES:

1. SEWERS SHALL BE KEPT REMOTE FROM WATER SUPPLY PIPING AND STRUCTURES. WHEREVER FEASIBLE, WATER MAINS SHOULD BE LAID AT A MINIMUM HORIZONTAL DISTANCE OF 10 FEET FROM SEWER MAINS. IF LOCAL CONDITIONS PREVENT THIS, THE ELEVATIONS OF THE CROWN OF THE SEWER PLACED AT LEAST 18 INCHES BELOW THE INVERT OF THE WATER MAIN.
2. WHENEVER SEWERS MUST CROSS UNDER WATER MAINS, THE CROWN OF THE SEWER SHOULD BE PLACED A MINIMUM OF 18 INCHES BELOW THE INVERT OF THE WATER MAIN. IN ADDITION, THE WATER MAIN MUST BE CONSTRUCTED WITH ONE FULL LENGTH OF PIPE CENTERED ABOVE THE CROSSING. THE WATER PIPE SHALL HAVE MECHANICAL JOINTS FOR A MINIMUM DISTANCE OF 9 FEET ON EACH SIDE OF THE CROSSING.
3. WHEN IT IS IMPOSSIBLE TO OBTAIN HORIZONTAL OR VERTICAL SEPARATION AS STIPULATED ABOVE, BOTH THE WATER AND THE SEWER PIPING SHALL BE CONSTRUCTED SUCH THAT THE PIPE JOINTS ARE PLACED AS FAR AWAY FROM THE CROSSING AS POSSIBLE AND THE PIPE CROSSING SHALL BE ENCASED IN CONTROL DENSITY FILL FOR A DISTANCE OF 10 FEET ON ALL SIDES OF THE CROSSING.
4. ALL METALLIC PIPE CONTACTING CDF SHALL BE INCASED IN POLYETHYLENE WRAP TO PREVENT CORROSION.

TYPICAL SEWER CROSSING

SCALE: N.T.S.



Scale	AS NOTED	
Date	JUNE 2024	
Job No.	23005533	
Designed by	TWS	
Drawn by	BJC	
Checked by	TWS	
Approved by	TWS	
MARK	DATE	DESCRIPTION

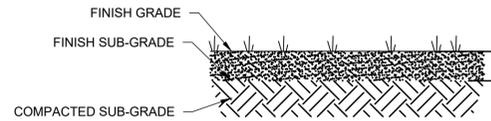
THIS LINE IS ONE INCH LONG WHEN PLOTTED AT FULL SCALE ON A 22" X 34" DRAWING

GROTON WATER SYSTEM EXPANSION
GROTON, MA

ENVIRONMENTAL CONTROL AND WATER DETAILS

FOR REVIEW
Sheet No.

CD-3

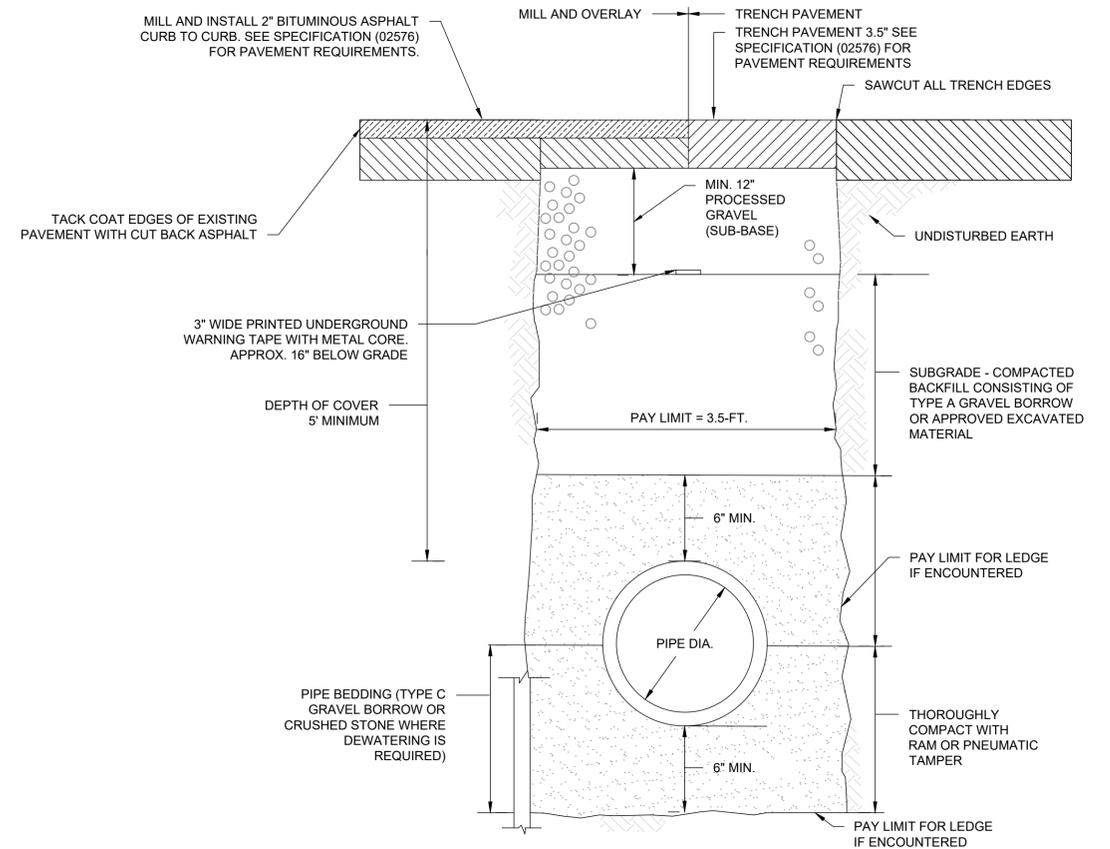


NOTES:

- SEED MIX SHALL BE NEW ENGLAND CONSERVATION SEED MIX, FREE OF FERTILIZERS.

RESTORATION OF GROWTH

SCALE: N.T.S.

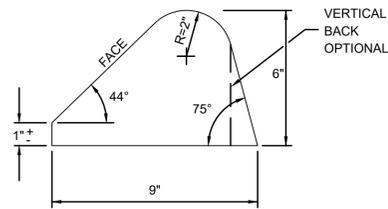


NOTES:

- PAVEMENT INSTALLED BEYOND PAYMENT LINE MUST BE PRE-APPROVED BY THE ENGINEER.
- THE FINISHED SURFACE OF THE MIXTURE, AFTER COMPACTION, SHALL BE TRUE TO THE ESTABLISHED LINE AND GRADE OF THE EXISTING PAVEMENT.
- ANY GRASS AREAS DISTURBED SHALL BE GRADED, LOAMED TO A DEPTH OF 4 INCHES AND SEEDED. WHERE NO GRASS OCCURS USE 6\"/>

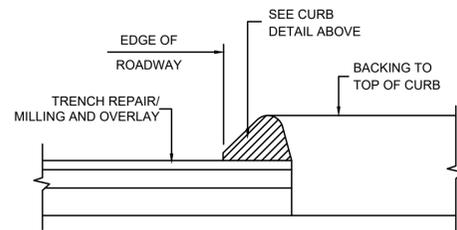
TYPICAL WATER MAIN TRENCH DETAIL (PAVED)

SCALE: N.T.S.



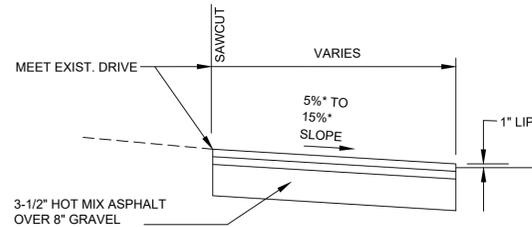
CURB DETAIL

CURB MUST MEET CONNECTICUT D.O.T. STANDARDS
FORM 817 - SECTION 8.15 FOR BITUMINOUS CONCRETE CURBING

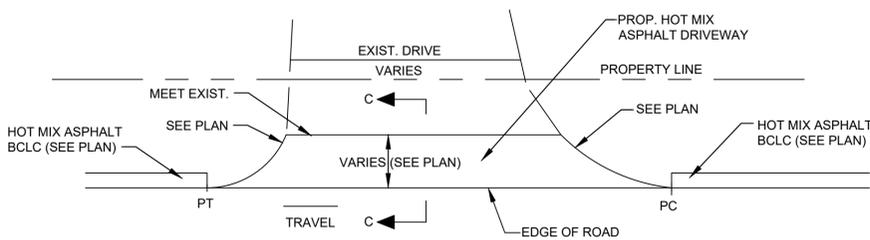


BITUMINOUS CONCRETE LIP CURBING

SCALE: N.T.S.



SECTION C-C



PLAN

BITUMINOUS CONCRETE DRIVEWAY

SCALE: N.T.S.

ROADWAY	PAVEMENT RESTORATION SCHEDULE	
	TEMPORARY	PERMANENT
HOLLIS STREET	3.5\"/>	
CHICOPPEE ROW	3.5\"/>	
GROTON-DUNSTABLE REGIONAL HIGH SCHOOL	3.5\"/>	
GROTON STREET	3.5\"/>	
KEMP STREET	3.5\"/>	
NORTH STREET	3.5\"/>	



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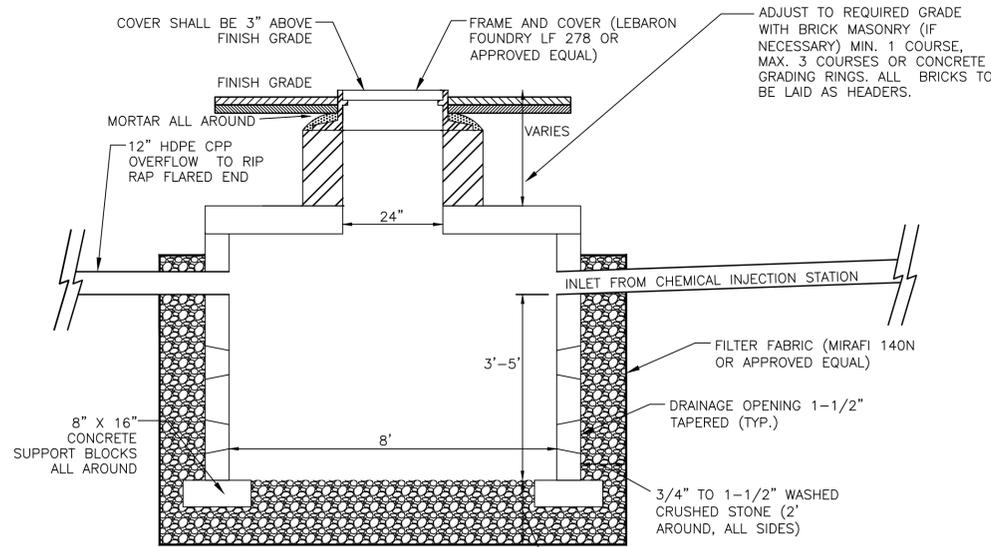
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GROTON WATER SYSTEM EXPANSION
GROTON, MA

PAVING AND RESTORATION DETAILS

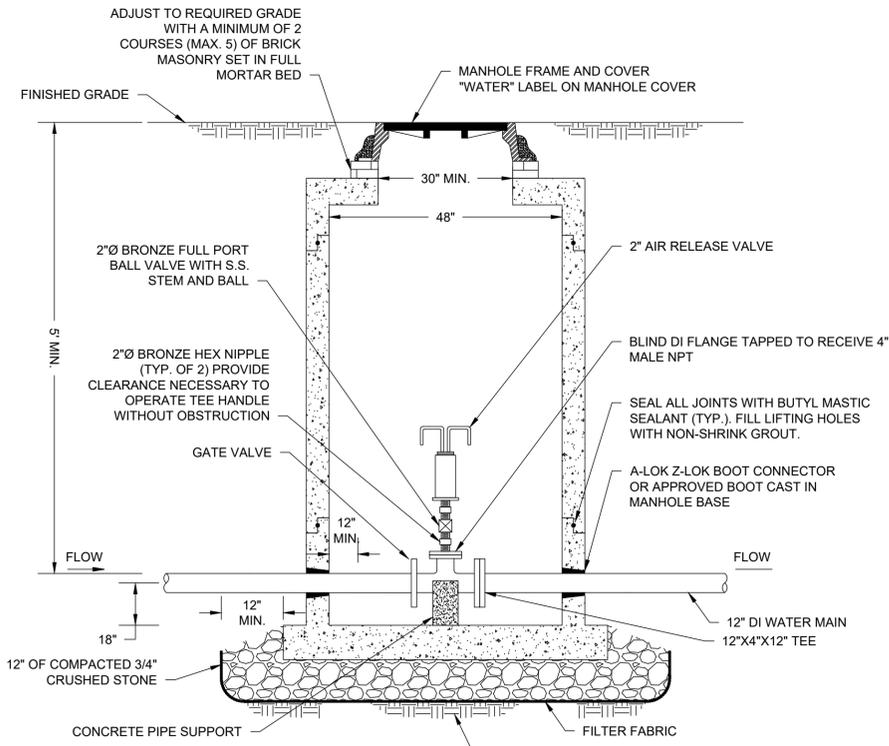
FOR REVIEW
Sheet No.

CD-4

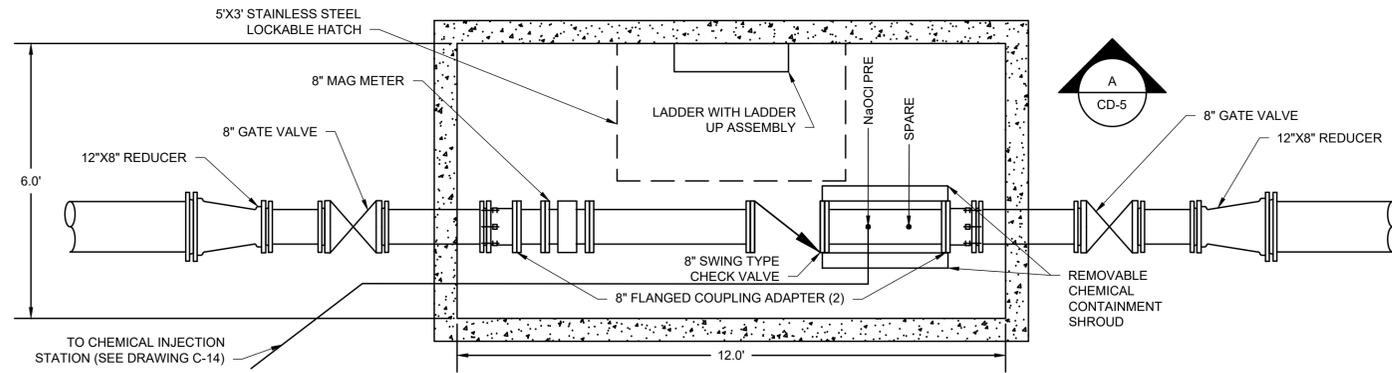


- NOTES:
1. NO BOTTOM (4" WALLS)
 2. CONCRETE MINIMUM STRENGTH: 4,000 P.S.I. @ 28 DAYS
 3. REINFORCING GRADE 60
 4. DESIGN LOADING: H20
 5. USE MBO PRECAST, INC. 4' DIA. LEACHING PIT OR EQUAL

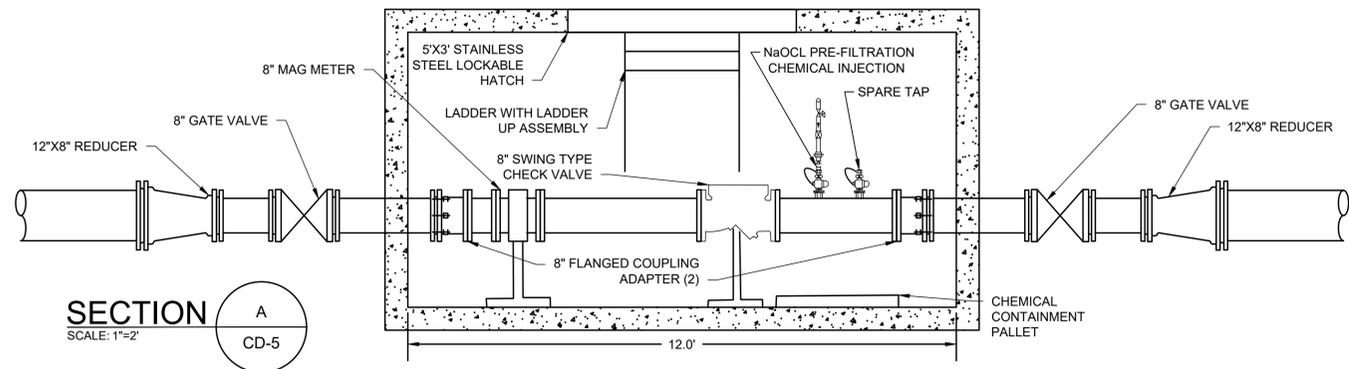
DRY WELL DETAIL
SCALE: N.T.S.



AIR/RELEASE VALVE MANHOLE DETAIL
SCALE: N.T.S.



PLAN
SCALE: N.T.S.



SECTION A
SCALE: 1"=2'
CD-5



ENVIRONMENTAL PARTNERS
— An Apex Company —

MARK	DATE	DESCRIPTION

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Job No.	23005533
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Drawn by	BJC
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Approved by	TWS

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GROTON WATER SYSTEM EXPANSION
GROTON, MA

CIVIL DETAILS I

FOR REVIEW
Sheet No.

CD-5

PROCESS MECHANICAL NOTES

- THE REQUIREMENTS INCLUDED IN THESE NOTES ARE SUPPLEMENTARY TO THE CONTRACT, GENERAL CONDITIONS, TECHNICAL REQUIREMENTS, AND OTHER REQUIREMENTS SPECIFIED HEREIN.
- MOUNTING DETAILS PROVIDED ARE GENERIC FOR EQUIPMENT AND DEVICES OF VARIOUS MANUFACTURERS. THE INSTALLING CONTRACTOR MUST STRICTLY COMPLY WITH MANUFACTURER'S INSTRUCTION IN THE INSTALLATION OF THESE DEVICES. IF THERE ARE ANY ENGINEERING ISSUES THEY MUST BE REFERRED TO THE ENGINEER PRIOR TO INSTALLATION.
- IT IS NOT THE INTENT OF THESE DRAWINGS TO PORTRAY EVERY DETAIL OF THE REQUIRED WORK. THE CONTRACTOR SHALL PROVIDE THE EQUIPMENT AND SYSTEMS COMPLETE SO THAT WHEN ASSEMBLED AND INSTALLED IN THE WORK, THEY SHALL OPERATE AND PERFORM AS DESCRIBED HEREIN.
- COORDINATE THE WORK REQUIRED BY THESE DRAWINGS ("M" SERIES) WITH THE WORK REQUIRED BY OTHER DRAWINGS.
- THE CONTRACTOR SHALL NOT OPEN OR CLOSE ANY VALVES WHICH HOLD WATER IN THE SYSTEM, UNLESS GRANTED APPROVAL TO DO SO BY THE TOWN OF GROTON.
- ALL WALL AND FLOOR SLEEVES SHALL BE LARGE ENOUGH TO ACCOMMODATE FLANGES AS REQUIRED. FLOOR SLEEVES SHALL PROJECT AT LEAST 4-IN ABOVE FINISH FLOOR UNLESS OTHERWISE SHOWN. IF SLEEVES ARE TO BE SEALED, PROVIDE GROOVED COUPLING PIPING CONNECTION TO FACILITATE INSTALLATION AND REMOVAL OF PIPING.
- ALL PIPE PENETRATIONS THROUGH INTERIOR AND EXTERIOR WALLS AND FLOORS SHALL BE SEALED WATERTIGHT.
- SMALL PIPING (SAMPLE, SERVICE WATER, ETC.) IS SHOWN DIAGRAMMATICALLY: FIELD-ROUTING SUBJECT TO APPROVAL OF THE ENGINEER. SMALL PIPE ROUTING MUST NOT INTERFERE WITH ACCESS TO OR OPERATION OF ANY OTHER PIPE, VALVE, EQUIPMENT, OR BUILDING SYSTEM.
- ALL PROCESS EQUIPMENT, INCLUDING PUMPS, SHALL BE ISOLATED FROM PIPING LOADS AND DYNAMICS BY FLEXIBLE CONNECTORS IN ACCORDANCE WITH THE MANUFACTURER'S REQUIREMENTS AND SPECIFICATIONS.
- ALL PIPING, VALVES, EQUIPMENT, ETC. SHALL BE LABELED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE LOCATION FOR ALL WALL PENETRATIONS WITH THE VARIOUS TRADES. WALL PIPES AND WALL SLEEVES SHALL BE REQUIRED FOR ALL PIPE PENETRATIONS THROUGH CONCRETE WALLS WHETHER SHOWN ON THE DRAWINGS OR NOT. ALL WALL AND FLOOR SLEEVES SHALL BE LARGE ENOUGH TO ACCOMMODATE FLANGES, IF REQUIRED.
- PROVIDE EXPANSION JOINTS WITH CONTROL RODS FOR ALL EXPOSED PIPING CROSSING STRUCTURAL EXPANSION JOINTS.
- ALL SLEEVE TYPE COUPLINGS ON PRESSURE PIPING SHALL BE HARNESSSED UNLESS OTHERWISE INDICATED. WHERE COUPLINGS ARE PROVIDED TO PROVIDE AXIAL FLEXIBILITY, PIPING MUST BE SECURELY RESTRAINED.
- MATERIALS AND WORKMANSHIP FURNISHED UNDER THIS CONTRACT SHALL BE A STANDARD, HIGH-GRADE QUALITY, AND OF THE BEST WORKMANSHIP AND DESIGN. ALL LIKE PARTS OF EQUIPMENT OF THE SAME SIZE OR CAPACITY SHALL BE INTERCHANGEABLE. SUITABLE PROVISION SHALL BE MADE FOR EASY ADJUSTMENT OR REPLACEMENT OF ALL PARTS REQUIRING ADJUSTMENT OR REPLACEMENT.
- ALL MECHANICAL LAYOUTS ARE GENERALLY DIAGRAMMATIC AS SHOWN ON THESE DRAWINGS. THE WORK OF THE VARIOUS TRADES SHALL BE COORDINATED TO AVOID INTERFERENCE AND TO SECURE MAXIMUM HEAD ROOM. PARTICULAR ATTENTION IS DRAWN TO CONGESTED SPACES INSIDE AND OUTSIDE OF THE STRUCTURES. IF, IN THE INTEREST OF COORDINATION AND EXPEDIENCY, IT BECOMES NECESSARY TO DEVELOP "INTERFERENCE DRAWINGS" (DEFINED AS DRAWINGS EMBODYING THE WORK OF TRADES INVOLVED, ILLUSTRATING DETAILS OR CONSTRUCTION PROPOSED BY THE CONTRACTOR AND ARRANGEMENT OF ACTUAL EQUIPMENT AND APPARATUS PURCHASED), SUCH DRAWINGS SHALL BE PREPARED BY THE CONTRACTOR AND SHALL BE COORDINATED WITH OTHER TRADES AT NO ADDITIONAL EXPENSE TO THE OWNER.
- THE INSTALLATION OF FACILITIES AND APPURTENANT WORK SHALL BE PROVIDED IN ACCORDANCE WITH THE REQUIREMENTS OF ALL FEDERAL, STATE, AND MUNICIPAL CODES AND REGULATIONS GOVERNING THE WORK. IN INSTANCES WHERE THE REQUIREMENT OF DRAWINGS AND SPECIFICATIONS ARE IN EXCESS OF THE REQUIREMENTS OF THE APPLICABLE CODES AND REGULATIONS, AND ARE PERMITTED THEREUNDER, THEN, IN SUCH INSTANCES, THE REQUIREMENTS OF THE CONTRACT DOCUMENTS SHALL GOVERN, UNLESS DIRECTED OTHERWISE IN WRITING BY THE ENGINEER.
- UNLESS OTHERWISE SPECIFIED, NEAT BRASS PLATE, OR OTHERWISE SUITABLE MATERIAL, HAVING THE SERIAL NUMBER, THE MAKE, HORSEPOWER, CAPACITY, SPEED, AND OTHER PERTINENT DATA, AND ANY IMPORTANT OPERATING OR MAINTENANCE INSTRUCTIONS, PERMANENTLY AND CLEARLY MARKED ON THE PLATE, SHALL BE MOUNTED ON EACH ITEM OF EQUIPMENT. ALL IMPORTANT PARTS OF EQUIPMENT, AS DIRECTED BY ENGINEER/OWNER SHALL BE STAMPED FOR IDENTIFICATION AND LOCATION.
- ALL NECESSARY ANCHOR BOLTS, NUTS, WASHERS, SETTING TEMPLATES, AND SUCH OTHER PARTS SHALL BE PROVIDED AS REQUIRED FOR THE PROPER INSTALLATION OF THE WORK, AND WHEREVER PRACTICABLE, THEY SHALL BE BUILT IN AS THE WORK PROGRESSES. THE PARTS SHALL BE OF THE MATERIALS SPECIFIED, AND WHERE NOT SPECIFIED OR INDICATED, THEY SHALL BE OF APPROVED TYPES AND MATERIALS FOR EACH APPLICATION. THE SETTING OF ANCHOR BOLTS BY DRILLING AND GROUTING WILL NOT BE PERMITTED.
- ALL EQUIPMENT SHALL BE INSTALLED IN STRICT CONFORMANCE WITH THE RECOMMENDATIONS OF THE MANUFACTURER, AS APPROVED, TRULY LEVEL AND PLUMB, AND SHALL BE PROVIDED COMPLETE WITH ALL NECESSARY PIPING, FITTINGS, VALVES, CONTROLS, WIRING, AND APPURTENANCES AND ACCESSORIES SO THE EQUIPMENT WILL BE LEFT COMPLETE AND IN SATISFACTORY OPERATION. PARTICULAR CARE SHALL BE TAKEN IN THE INSTALLATION OF PUMPS IN ORDER TO PREVENT A STRAIN ON THE PIPING OR PUMP FLANGES AND THE CONTRACTOR SHALL INSURE THE CORRECT ALIGNMENT OF SHAFTS, COUPLINGS, AND BEARINGS.
- ALL WEDGES, SHIMS, FILLING PIECES, KEYS, PACKING, GROUT, OR OTHER MATERIALS NECESSARY TO PROPERLY ALIGN, LEVEL, AND SECURE APPARATUS IN PLACE SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR. ALL PARTS INTENDED TO BE PLUMB OR LEVEL MUST BE PROVEN EXACTLY SO. ANY GRINDING NECESSARY TO BRING PARTS TO PROPER BEARING AFTER ERECTION SHALL BE DONE AT THE EXPENSE OF THE CONTRACTOR.
- THE CONTRACTOR SHALL PROVIDE ALL OPENINGS, CHANNELS, CHASES, ETC. AS REQUIRED TO COMPLETE THE WORK UNDER THIS CONTRACT, TOGETHER WITH THOSE REQUIRED BY OTHER CONTRACTORS.
- CONTRACTOR SHALL PROVIDE RESTRAINT OF ALL EXPANSION JOINTS/FLEX CONNECTORS WITH TIE-RODS.
- CONTRACTOR SHALL SUBMIT PIPING LAYOUT DIAGRAMS TO THE ENGINEER FOR APPROVAL PRIOR TO ANY PIPING INSTALLATION. PIPING LAYOUT DIAGRAMS SHALL SHOW DIMENSIONS OF ALL VALVES, FITTINGS, PIPE RUNS, AND SUPPORTS.
- ALL PIPING SYSTEMS AND EQUIPMENT SHALL BE ADEQUATELY AND SAFELY SUPPORTED. CONTRACTOR SHALL DESIGN, PROVIDE, AND INSTALL ALL SUPPORTS AS REQUIRED BY THE PIPING AND EQUIPMENT PROVIDED. AT A MINIMUM, ALL PIPING SYSTEMS SHALL BE SUPPORTED PER THE REQUIREMENTS OF MANUFACTURER'S STANDARDIZATION SOCIETY (MSS) SP-58 AND MSS SP-69. SUPPORT DESIGN SHALL ACCOMMODATE ALL STATIC AND OPERATIONAL CONDITIONS TO WHICH THE PIPING AND EQUIPMENT MAY BE SUBJECTED. SUPPORTS SHALL BE IN ADDITION TO THOSE SHOWN ON THE CONTRACT DRAWINGS.

MECHANICAL PROCESS LEGEND

VALVES, COUPLING, & APPURTENANCES

	BURIED GATE VALVE		REDUCER/INCREASER
	BURIED PLUG VALVE		STRAINER
	BALL VALVE		UNION
	VENTED BALL VALVE		FLEXIBLE HOSE
	BUTTERFLY VALVE		CENTRIFUGAL PUMP
	ELECTRIC ACTUATED BUTTERFLY VALVE		DIAPHRAGM METERING PUMP
	BALL CHECK VALVE		HOSE/PERISTALTIC METERING PUMP
	SWING CHECK VALVE		ROTAMETER
	WAFER CHECK VALVE		DIAPHRAGM ISOLATOR (GAUGE GUARD)
	DIAPHRAGM VALVE		CALIBRATION COLUMN
	HYDROPNEUMATIC ACTUATED DIAPHRAGM VALVE		VENT
	GATE VALVE		VENT
	KNIFE GATE VALVE		4 FUNCTION VALVE
	PINCH VALVE		EJECTOR
	PLUG VALVE		DRAIN
	MUD VALVE		FLEX COUPLING (CHEMICAL SERVICE)
	NEEDLE VALVE		FLOAT SWITCH
	SOLENOID VALVE		ULTRASONIC LEVEL SENSOR
	SLEEVE TYPE COUPLING		SUBMERSIBLE MIXER
	SPLIT SLEEVE ADAPTER		SUBMERSIBLE CENTRIFUGAL PUMP
	FLANGED COUPLING ADAPTER		VERTICAL TURBINE PUMP
	EXPANSION JOINT (METAL)		SAFETY SHOWER
	FLEX CONNECTOR/EXPANSION JOINT (RUBBER)		AIR FILTER/INSECT SCREEN
	EXPANSION JOINT (REDUCING)		DRYWELL
	QUICK CONNECT		DIFFERENTIAL PRESSURE INDICATOR TRANSMITTER
	MAGMETER		PROXIMITY SWITCH
	TURBINE FLOWMETER		
	PRESSURE REDUCING VALVE		
	BACK PRESSURE VALVE		
	VACUUM BREAKER		
	RELIEF VALVE		
	COMBINATION VALVE		
	PRESSURE INDICATOR (LIQUID SERVICE)		
	PRESSURE INDICATE TRANSMITTER (LIQUID SERVICE)		
	PRESSURE INDICATOR (AIR SERVICE)		
	FLOW SWITCH		
	PRESSURE SWITCH		
	ANTI-SIPHON VALVE		
	TEMPERATURE INDICATOR		
	SAMPLE TAP		

PIPE AND FITTINGS

DOUBLE LINE SINGLE LINE

	PIPE		PIPE
	ELBOW (90)		ELBOW (90)
	ELBOW (45)		ELBOW (45)
	TEE		TEE
	WYE		WYE
	CROSS		CROSS
	RED (CONC)		RED (CONC)
	RED (ECC)		RED (ECC)
	FLANGE		FLANGE
	PIPE END		PIPE END
	PIPE BREAK		PIPE BREAK

PIPE AND FITTING SYMBOLOGY SHOWN ABOVE IS FOR FLANGED DUCTILE IRON PIPE. SYMBOLOGY FOR OTHER PIPING SYSTEMS IS SIMILAR. END CONNECTIONS DENOTE JOINING TECHNOLOGY.

	MECHANICAL JOINT
	WELDED
	SOCKET WELD
	SINGLE LINE (JOINING TECHNOLOGY VARIES)

LINE DESIGNATIONS

	PROPOSED
	EXISTING, OTHER DISCIPLINE OR OUT OF FUNCTION
	UNDERGROUND OR BELOW ELEVATION IN VIEW

PROCESS STREAM ABBREVIATIONS

DR	DRAIN
FW	FINISHED WATER
NaOCl	SODIUM HYPOCHLORITE
oPO4	ORTHOPHOSPHATE
NaOH	SODIUM HYDROXIDE
RW	RAW WATER
V	VENT

PIPING AND TUBING MATERIALS

CI	CAST IRON PIPE
CPVC	CHLORINATED POLYVINYL CHLORIDE PIPE
CS	CARBON STEEL
CU	COPPER
DI	DUCTILE IRON PIPE
FEP	FLUORINATED ETHYLENE PROPYLENE
FRP	FIBERGLASS REINFORCED PLASTIC PIPE
GALV	GALVANIZED STEEL
HDPE	HIGH DENSITY POLYETHYLENE
HOSE	FLEXIBLE HOSE
PE	POLYETHYLENE
PVC	POLYVINYL CHLORIDE
RCP	REINFORCED CONCRETE PIPE
SS	STAINLESS STEEL PIPE OR TUBING
S	STEEL



Scale	1"=20'	
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**GROTON WATER SYSTEM EXPANSION
GROTON, MA**

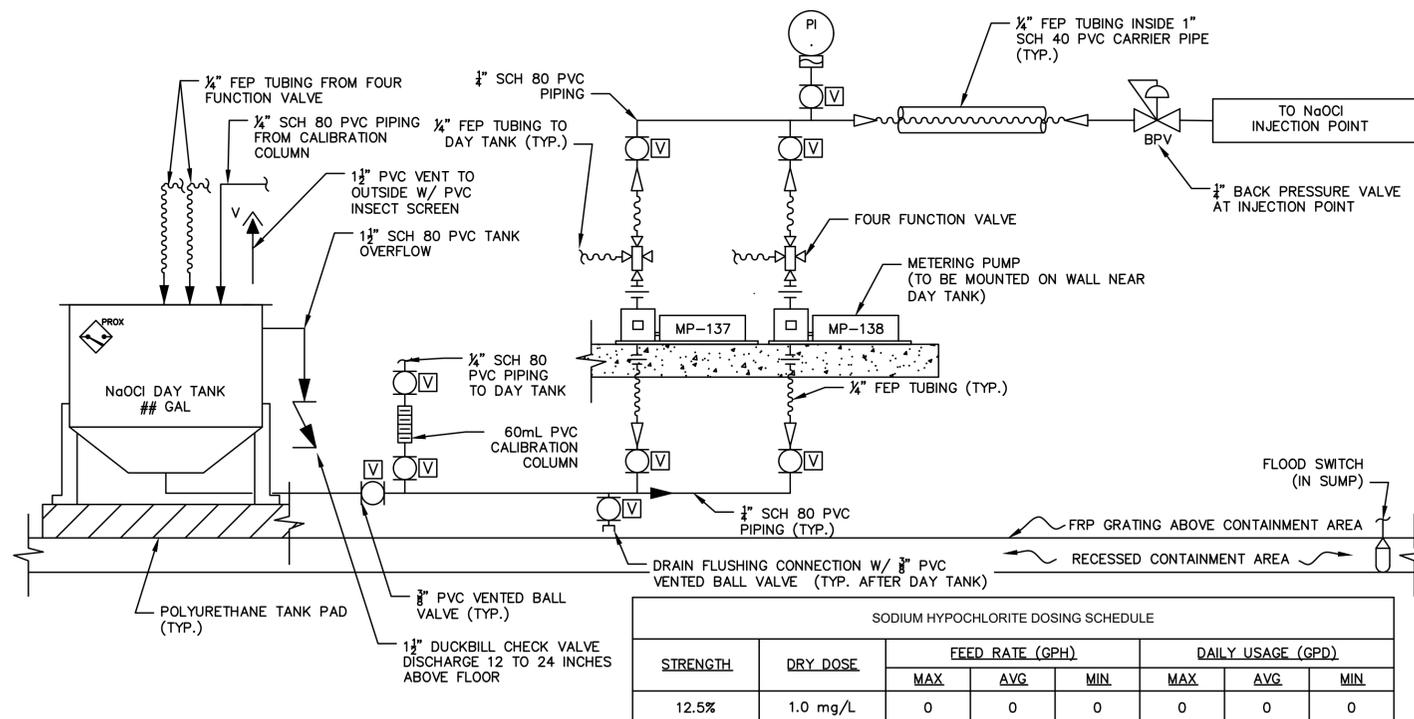
NOTES AND LEGEND

FOR REVIEW
Sheet No.

M-1

SODIUM HYPOCHLORITE PUMP SCHEDULE												
P&ID TAG NUMBER	DESCRIPTION	LOCATION	TYPE	RATING POINTS	DRIVE	MOTOR			VOLTAGE			REMARKS
						HP	RPM	ENCL	VAC	Hz	Ph	
MP-137	NaOCl METERING PUMP	SODIUM HYPOCHLORITE STORAGE AREA	MECHANICALLY ACTUATED DIAPHRAGM	TBD	VARIABLE	25 WATTS AT MAXIMUM SPEED			120	60	1	ELECTRICAL PLUG CONNECTION
MP-138	NaOCl METERING PUMP	SODIUM HYPOCHLORITE STORAGE AREA	MECHANICALLY ACTUATED DIAPHRAGM	TBD	VARIABLE	25 WATTS AT MAXIMUM SPEED			120	60	1	ELECTRICAL PLUG CONNECTION

CHEMICAL FEED TANK SCHEDULE				
DESCRIPTION	LOCATION	TYPE	STORAGE VOLUME (GAL)	MAX. DIAMETER (IN)
NaOCl DAY TANK	SODIUM HYPOCHLORITE STORAGE AREA	POLYETHYLENE	TBD	TBD



SODIUM HYPOCHLORITE PIPING SCHEMATIC
SCALE: NTS

GENERAL CHEMICAL FEED PROCESS MECHANICAL NOTES:

- ALL CHEMICAL FEED SYSTEMS SHALL COMPLY WITH THE CHEMICAL SAFETY AND CONTROL STRATEGY FOR CRITICAL CHEMICAL FEED SYSTEMS AS DESCRIBED IN SECTION 6.1.3 OF THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION GUIDELINES FOR PUBLIC WATER SYSTEMS.
- ALL NEW CHEMICAL FEED LINES, VENT LINES, AND PLANT WATER LINES SHALL BE SUPPORTED AS REQUIRED.
- CONTAINMENT AREAS SHALL PROVIDE AT LEAST 110% SECONDARY CONTAINMENT.
- FINISH ALL EXPOSED FACES OF CONTAINMENT AREA WITH CHEMICAL PROTECTIVE COATING.
- ALL NEW CHEMICAL FEED LINES SHALL BE COLOR CODED, LABELED WITH CHEMICAL NAME, AND SHOW ARROW FOR DIRECTION OF FLOW.
- PIPING AND EQUIPMENT SUPPORTS SHALL BE INSTALLED FOLLOWING MANUFACTURER'S RECOMMENDATIONS FOR THE INTENDED SERVICE. MATERIALS OF CONSTRUCTION SHALL BE COMPATIBLE WITH NaOH AND NaOCl.
- ALL WORK SHALL BE IN ACCORDANCE WITH MADEP CROSS CONNECTION REQUIREMENTS.
- PROVIDE A VENT FOR EACH CHEMICAL STORAGE TANK. VENT SHALL BE FITTED WITH A GOOSE NECK AND 24-MESH CORROSION RESISTANT INSECT SCREEN. VENT SHALL SLOPE BACK TOWARD TANK. CHEMICAL DAY TANK VENT SHALL BE COMPLETELY SEPARATE FROM BULK TANK VENT. REFER TO INDIVIDUAL PIPING SCHEMATICS FOR SIZING.
- ALL EQUIPMENT REQUIRING VENTING TO ATMOSPHERE SHALL DISCHARGE ABOVE GRADE AND SHALL HAVE VENTS LOCATED AWAY FROM ANY BUILDING OPENINGS, AIR INTAKES, AND PARKED VEHICLES.
- PIPE ROUTING IS TO BE DETERMINED IN THE FIELD EXCEPT AS SHOWN ON PIPING SCHEMATICS. PIPE ROUTING MUST NOT INTERFERE WITH ACCESS TO OPERATION OF ANY OTHER PIPE, VALVE, OR EQUIPMENT. PIPING SHALL NOT BE INSTALLED ABOVE ELECTRICAL EQUIPMENT AND CONTROL PANELS.
- PIPING SHALL BE INSTALLED TO ALLOW FOR EXPANSION AND CONTRACTION WITHOUT APPLYING STRESS TO THE EQUIPMENT OR PIPING.
- PVC WYE STRAINERS SHALL BE INSTALLED AT A MINIMUM OF 1'-0" OFF THE FINISHED FLOOR. REFER TO INDIVIDUAL CHEMICAL FEED PIPING SCHEMATICS FOR SIZES.
- SUCTION AND INLET REDUCERS/INCREASERS SHALL BE PROVIDED, AS REQUIRED, AT TRANSFER PUMP CONNECTIONS TO PROPOSED CHEMICAL PIPING SYSTEMS.
- PIPE UNIONS SHALL BE INSTALLED AT ALL PIPING CONNECTIONS TO AND FROM EQUIPMENT AND AS SHOWN ON PIPING SCHEMATIC.
- TUBING CARRIER CONTAINMENT PIPE SHALL BE SCH. 40 PVC SOLVENT WELD JOINTS. CONTRACTOR SHALL MAKE ALL CHANGES IN DIRECTION OF THE CARRIER PIPE BY BENDING THE PIPE (MIN. 18" RADIUS) AND INSTALL "PULL BOXES" AT 15' INTERVALS ALONG THE ENTIRE LENGTH OF CONTAINMENT PIPING. PULL BOX SHALL INCLUDE TEE WITH THREADED CAP FOR ACCESS TO TUBING.
- ALL CALIBRATION COLUMNS SHALL BE INSTALLED FOR GRAVITY FILL BY DAY TANK.
- LIQUID LEVEL GAUGE PIPING SHALL BE TEED OFF OUTLET AND SUPPORTED BY A UNSTRUT SYSTEM.
- LEVEL SWITCH - EACH DAY TANK AND EACH BULK TANK
- SODIUM HYPOCHLORITE VALVES SHALL BE VENTED BALL VALVE TYPE.
- METERING PUMPS WILL BE RESET LOCALLY FOLLOWING SCADA ALARM INITIATED SHUTDOWN.
- METERING PUMPS IN MANUAL MODE SHALL ACTIVATE LOCAL STROBE LIGHT VISUAL ALARM.
- SPARE PARTS SHALL BE AVAILABLE FOR ALL FEEDERS TO REPLACE PARTS THAT ARE SUBJECT TO WEAR AND DAMAGE, SUCH AS ANTI-SIPHON VALVES, BELTS, TUBING, ETC.
- SODIUM HYPOCHLORITE SHALL MEET THE LATEST EDITION

- OF ANSI/AWWA B300-04 (AWWA STANDARD FOR HYPOCHLORITES) AND NSF 60, AS REFERENCED IN THE STANDARD OPERATING PROCEDURE.
- A PAIR OF RUBBER GLOVES, AN APRON OR OTHER PROTECTIVE CLOTHING, SPLASH GOGGLES, AND FACEMASK SHALL BE PROVIDED FOR EACH OPERATOR PER MATERIAL SAFETY DATA SHEETS (MSDS) AND OSHA 29CFR1910.
- STANDARD OPERATING PROCEDURES AND MSDS SHEETS SHALL BE POSTED IN WELL PUMP STATION FOLLOWING CONSTRUCTION AND ALL OTHER ACCESSORIES SHALL BE PROVIDED TO MEET OSHA STANDARDS.
- THE SUCTION FEED LINES SHALL SLOPE UPWARDS FROM THE DAY TANKS TO THE METERING PUMP TO AVOID AIR-ENTRAPMENT.
- SPILL ABSORBENT SHALL BE STORED ONSITE FOR ANY UNCONTROLLED DISCHARGES.
- PROVIDE TYPICAL WALL PENETRATION AT ALL PROCESS MECHANICAL PIPING WALL PENETRATION LOCATIONS INCLUDING VENT PIPES AND CHEMICAL FILL PIPE. ROOF PENETRATIONS NOT ALLOWED.
- PROVIDE LABELS FOR EACH TANK FURNISHED AND INSTALLED. LABEL CHEMICAL NAME, CHEMICAL FORMULA, UN NUMBER, AND NFPA PLACECARD.
- REFER TO INSTRUMENTATION PLANS FOR INSTRUMENTATION DETAILS.
- CONTRACTOR SHALL PROVIDE CHEMICAL FOR START-UP, CHECK-OUT, TESTING, AND AS REQUIRED BY THE SPECIFICATIONS. REMAINDER OF CHEMICAL SHALL BE PROVIDED TO OWNER.
- REFER TO PLUMBING PLANS FOR EMERGENCY EYEWASH AND SAFETY SHOWER DETAILS AND COORDINATION.
- CHEMICAL METERING PUMPS AND DAY TANKS SHALL BE POSITIONED TO PROVIDE A FLOODED SUCTION CONDITION FOR THE CHEMICAL METERING PUMPS.



ENVIRONMENTAL PARTNERS
— An Apex Company —

MARK	DATE	DESCRIPTION

Scale	1"=20'
Date	JUNE 2024
Job No.	23005533
Designed by	TWS
Drawn by	BJC
Checked by	TWS
Approved by	TWS

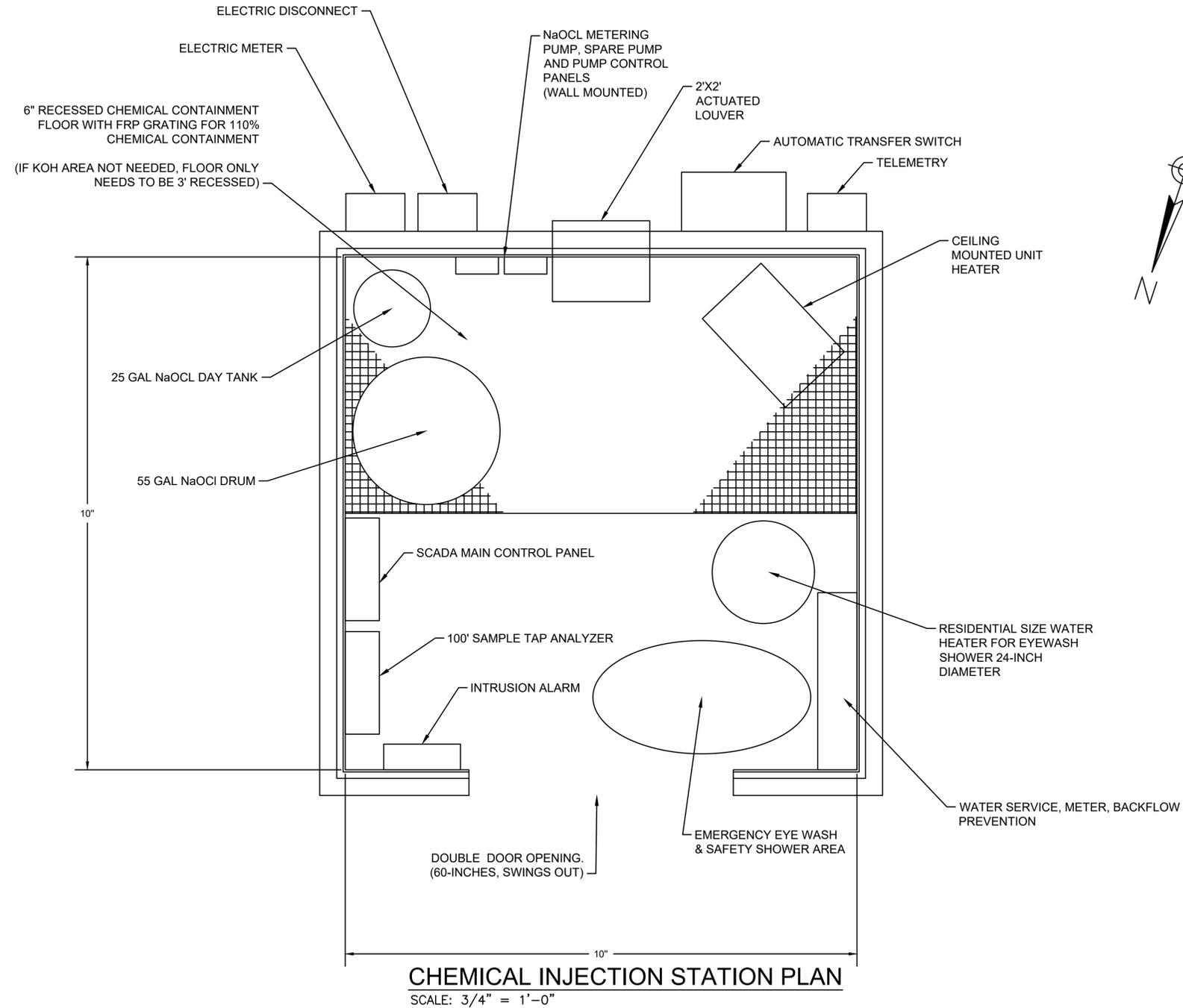
THIS LINE IS ONE INCH LONG WHEN PLOTTED AT FULL SCALE ON A 22" X 34" DRAWING

GROTON WATER SYSTEM EXPANSION
GROTON, MA
CHEMICAL FEED SCHEMATIC

FOR REVIEW
Sheet No.
M-2

NOTES:

- SOME CHEMICAL FEED PIPING NOT SHOWN FOR CLARITY. REFERENCE MECHANICAL SECTIONS FOR DETAILED PIPING LAYOUT AND ELEVATIONS.
- CHEMICAL, SAMPLE LINE, AND PLANT SERVICE WATER ROUTING IS TO BE DETERMINED BY THE CONTRACTOR EXCEPT AS SHOWN ON PIPING SCHEMATICS. PIPE ROUTING SHALL BE ACCEPTED BY ENGINEER/TOWN BEFORE INSTALLATION. PIPE ROUTING MUST NOT INTERFERE WITH ACCESS TO OPERATION OF ANY OTHER PIPE, VALVE, OR EQUIPMENT. PIPING SHALL NOT BE INSTALLED ABOVE ELECTRICAL EQUIPMENT AND CONTROL PANELS.
- CONTRACTOR SHALL SUBMIT A CHEMICAL AREA LAYOUT PLAN INDICATING TANKS, PUMPS, AND EQUIPMENT PAD LOCATIONS FOR ENGINEER/OWNER APPROVAL PRIOR TO INSTALLATION.
- REFER TO M-5 FOR CHEMICAL FEED PIPING SCHEMATICS.
- PROVIDE TYPICAL WALL PENETRATION AT ALL PROCESS MECHANICAL PIPING WALL PENETRATION LOCATIONS INCLUDING VENT PIPES, CHEMICAL FILL PIPE, AND PRESSURE RELIEF/SURGE ANTICIPATOR.
- PROVIDE LABELS FOR EACH TANK FURNISHED AND INSTALLED.



ENVIRONMENTAL PARTNERS
— An Apex Company —

MARK	DATE	DESCRIPTION

Scale	NOTED
Date	JUNE 2024
Job No.	23005533
Designed by	TWS
Drawn by	BJC
Checked by	TWS
Approved by	TWS

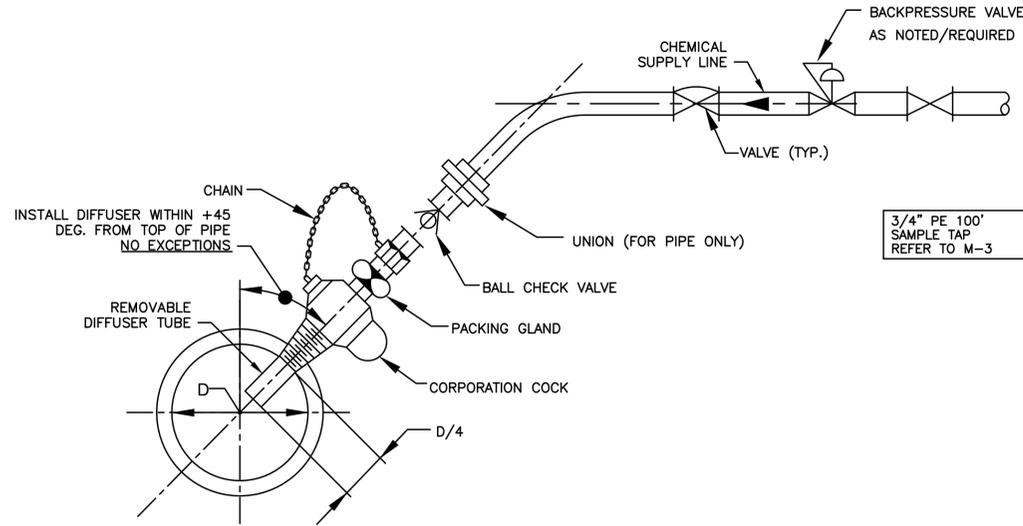
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GROTON WATER SYSTEM EXPANSION
GROTON, MA

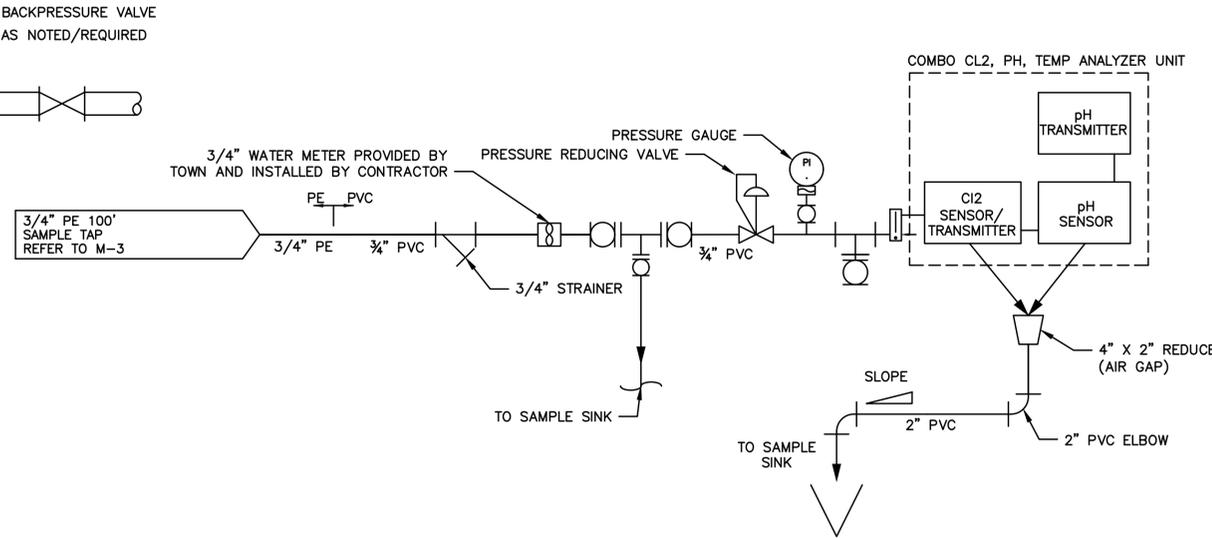
PROCESS MECHANICAL PLAN

FOR REVIEW
Sheet No.

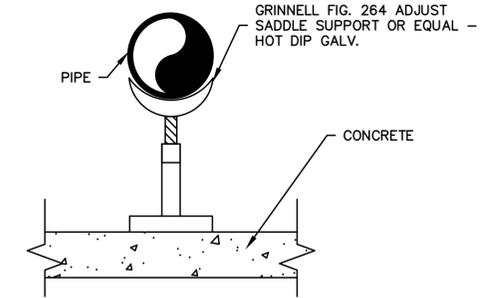
M-3



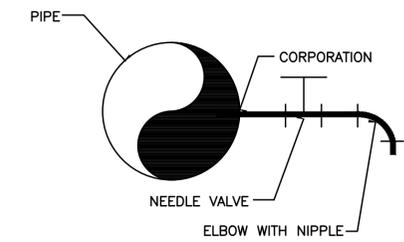
CHEMICAL INJECTION
SCALE: NTS



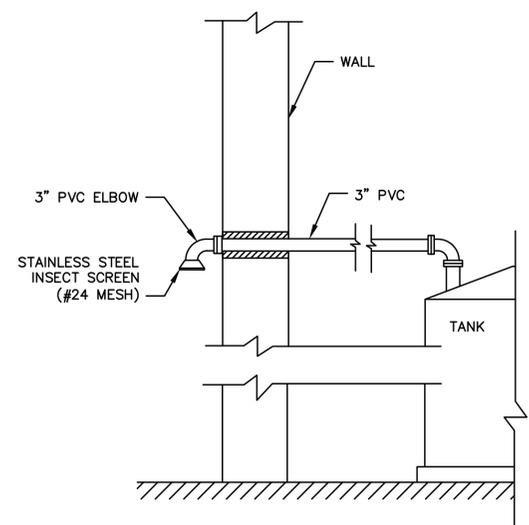
100' SAMPLE TAP PIPING SCHEMATIC
SCALE: NTS



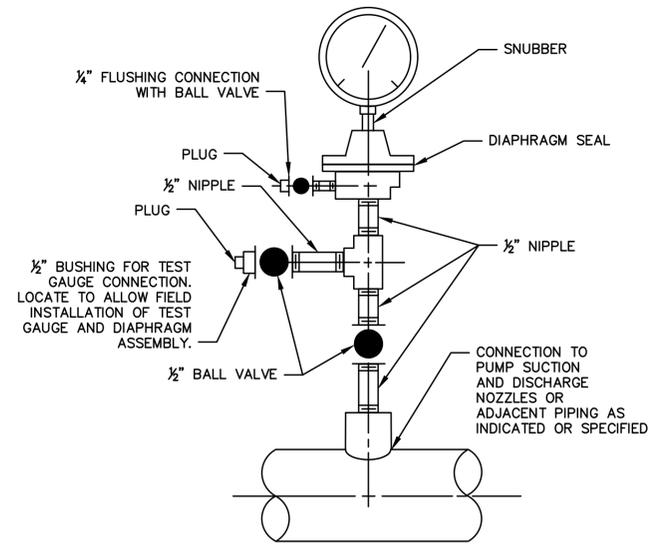
STANDARD PIPE SUPPORT
SCALE: NTS
NOTES:
1. ALL METAL SHALL BE HOT DIPPED GALVANIZED.



SAMPLE TAP DETAIL
SCALE: NTS



CHEMICAL TANK VENT



PRESSURE GAUGE MOUNTING DETAIL FOR LIQUID PIPING
SCALE: NTS



MARK	DATE	DESCRIPTION

Scale	1"=20'
Date	JUNE 2024
Job No.	23005533
Designed by	TWS
Drawn by	BJC
Checked by	TWS
Approved by	TWS

THIS LINE IS ONE INCH LONG WHEN PLOTTED AT FULL SCALE ON A 22" X 34" DRAWING

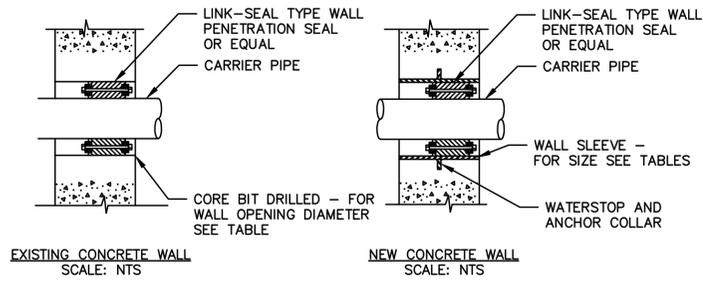
GROTON WATER SYSTEM EXPANSION
GROTON, MA

MECHANICAL DETAILS I

FOR REVIEW
Sheet No.

M-4

Drawing file: C:\Users\local_Breman\Cummings\Temp\Ac\Publish_103928\20230553_Emerg Water Main Design_M_Sheets.dwg Plot Date: Jun 03 2024 5:35pm



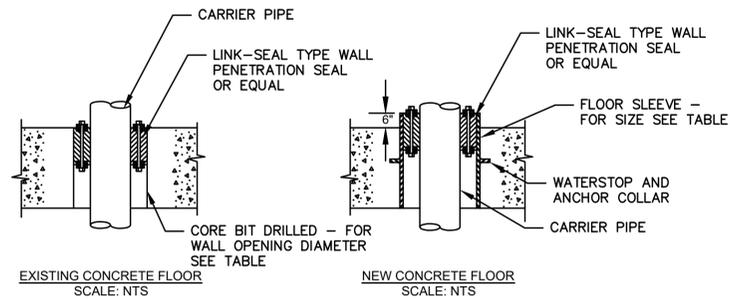
DUCTILE IRON CARRIER PIPE NOMINAL SIZE	DUCTILE IRON CARRIER PIPE O.D.	WALL SLEEVE SIZE	CORE SLEEVE DRILLED I.D.
2"	2.50"	4"	4"
4"	4.80"	8"	8"
6"	6.90"	10"	10"
8"	9.05"	12"	12"
10"	11.10"	14"	14"
12"	13.20"	16"	16"
16"	17.40"	20"	20"
18"	19.50"	24"	24"
24"	25.80"	30"	29"

COPPER TUBING NOMINAL SIZE	COPPER TUBING PIPE O.D.	WALL SLEEVE SIZE	CORE SLEEVE DRILLED I.D.
1/2"	0.625"	2"	2"
3/4"	0.875"	2"	2"
1"	1.13"	3"	3"
1-1/4"	1.38"	3"	3"
1-1/2"	1.63"	3"	3"
2"	2.13"	4"	4"

NOTES:

- SIZES SHOWN ARE FOR DUCTILE IRON PIPE AND COPPER TUBING, FOR OTHER MATERIALS AND PIPE SIZES CONSULT MANUFACTURER'S SPECIFICATIONS.
- SOME APPLICATIONS MAY REQUIRE STANDARD WALL CASTINGS.
- FOR WATER-TIGHT APPLICATIONS, PROVIDE NON-SHRINK GROUT ON EXTERIOR (NON-WATER SIDE) OF LINK-SEAL TYPE WALL PENETRATION.
- LINK SEAL COMPONENTS SHALL BE STAINLESS STEEL.

TYPICAL WALL PENETRATION
SCALE: NTS

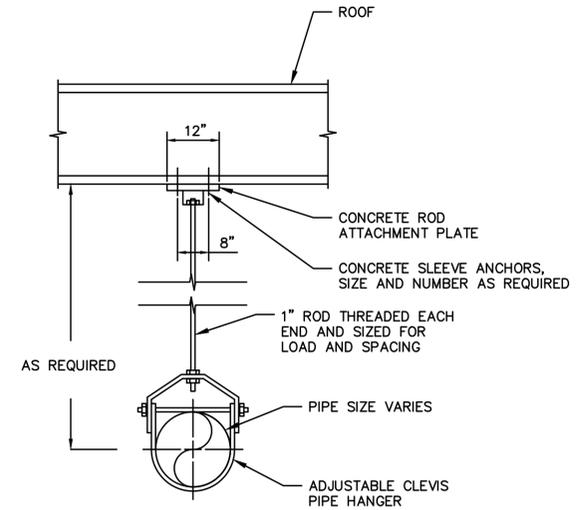


CARRIER PIPE NOMINAL SIZE	CARRIER PIPE O.D.	FLOOR SLEEVE SIZE	CORE SLEEVE DRILLED I.D.
1 1/2"	1.625"	3"	3"
2"	2.50"	4"	4"
4"	4.80"	8"	8"
6"	6.90"	10"	10"
8"	9.05"	12"	12"
16"	17.40"	20"	20"
18"	19.50"	24"	24"
24"	25.80"	30"	29"

NOTES:

- SIZES SHOWN ARE FOR DUCTILE IRON PIPE, FOR OTHER MATERIALS AND PIPE SIZES CONSULT MANUFACTURER'S SPECIFICATIONS.

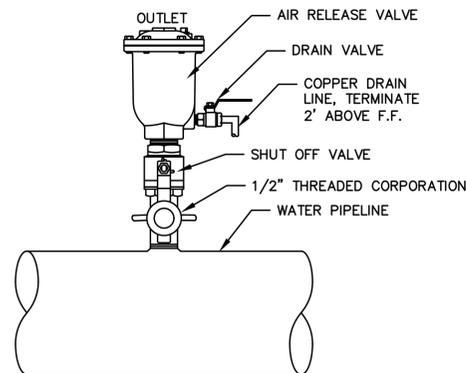
TYPICAL PIPE SLAB PENETRATION DETAIL
SCALE: N.T.S.



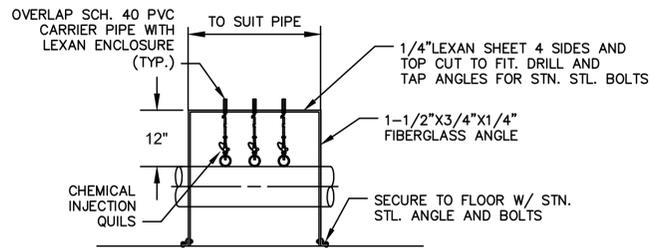
PIPE HANGER DETAIL
SCALE: N.T.S.

NOTES:

- FOR PIPE SIZES CONSULT MANUFACTURER'S SPECIFICATIONS. REFER TO SECTION 11200 FOR ADDITIONAL REQUIREMENTS.
- PIPE SUPPORT CALCULATIONS SHALL BE PROVIDED IN ACCORDANCE WITH SECTION 11200.
- ALL COMPONENTS OF PIPE SUPPORT SYSTEM (EXCEPT EXPANSION BOLTS) SHALL BE HOT-DIPPED GALVANIZED STEEL.



AIR RELEASE / VACUUM VALVE
SCALE: N.T.S.



CHEMICAL FEED CORPORATION GUARD FLOOR MOUNTED
SCALE: N.T.S.

NOTES:

- PROVIDE CORP. GUARD ON EACH SIDE OF PIPING (TOTAL OF 2)



MARK	DATE	DESCRIPTION

Scale	1"=20'
Date	JUNE 2024
Job No.	23005533
Designed by	TWS
Drawn by	BJC
Checked by	TWS
Approved by	TWS

THIS LINE IS ONE INCH LONG WHEN PLOTTED AT FULL SCALE ON A 22" X 34" DRAWING

GROTON WATER SYSTEM EXPANSION
GROTON, MA

MECHANICAL DETAILS II

FOR REVIEW
Sheet No.

M-5

Groton Dunstable Regional High School PFAS Contamination

Regional Solution – July 2025 Update

Apex Companies, LLC



Agenda

- 1 Project Background
- 2 Regional Solution and Phases
- 3 Ongoing Construction – Phase 1
- 4 Next Steps – Phases 2A, 3, & Private Water Services

1 Project Background



The Problem

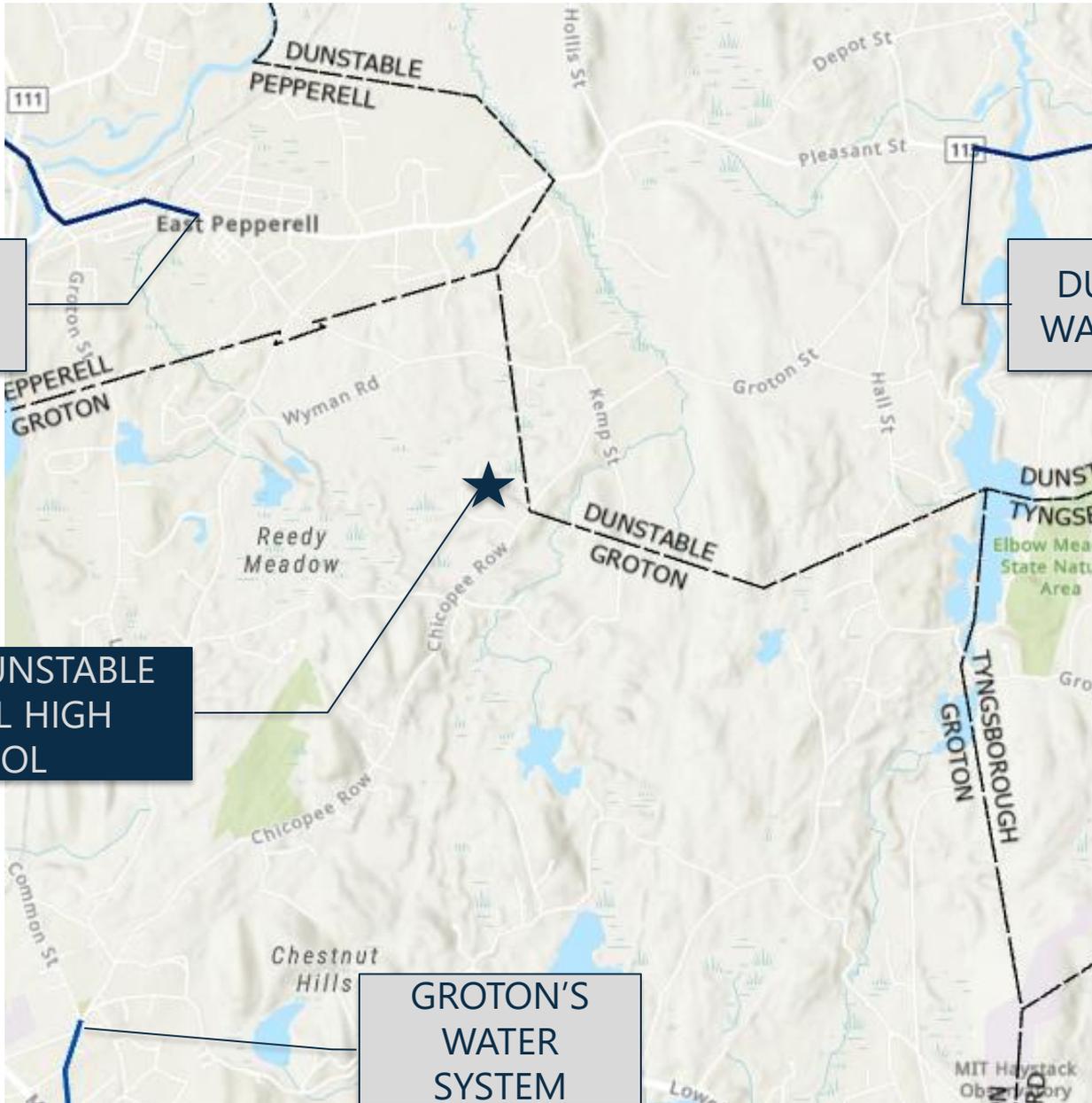
- In 2021, the Groton Dunstable Regional High School (GDRHS) sampled for PFAS6 in the school's drinking water well. Results came in well above the Maximum Containment Level enforced by MassDEP.
 - The cause of the contamination was a 2003 fire on the athletic field track that was extinguished with Aqueous Film Forming Foam (AFFF), a known PFAS contamination contributor.
- MassDEP has also sampled the surrounding private wells along Groton Street and Kemp Street. Several have high levels of PFAS6.
- MassDEP notified the GDRHS that they are responsible for the PFAS6 contamination and must provide a solution to all impacted residents.

PEPPERELL'S
WATER SYSTEM

DUNSTABLE'S
WATER SYSTEM

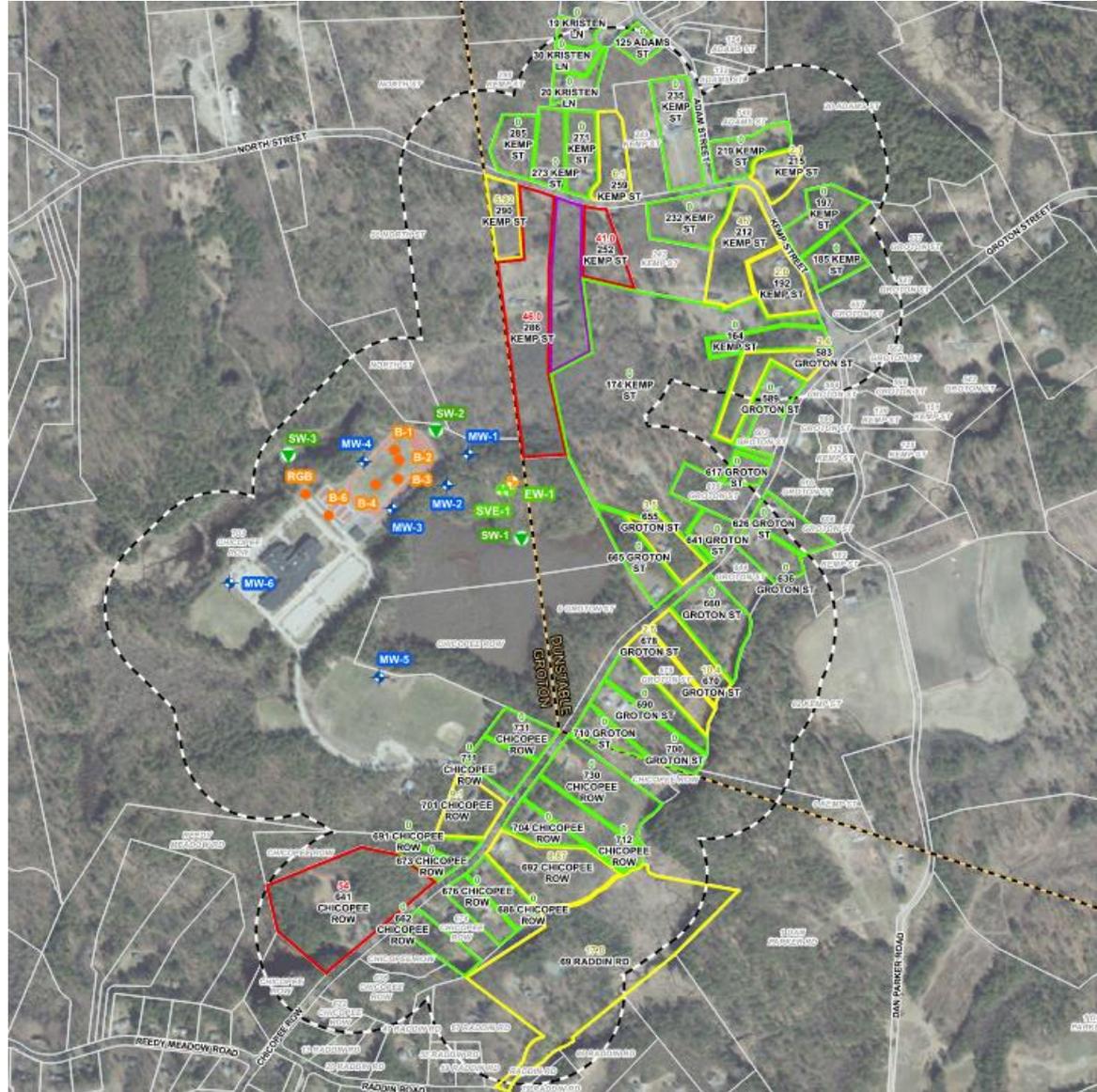
GROTON DUNSTABLE
REGIONAL HIGH
SCHOOL

GROTON'S
WATER
SYSTEM



The GDRHS contracted with a Licensed Site Professional (LSP) to sample for PFAS in private wells.

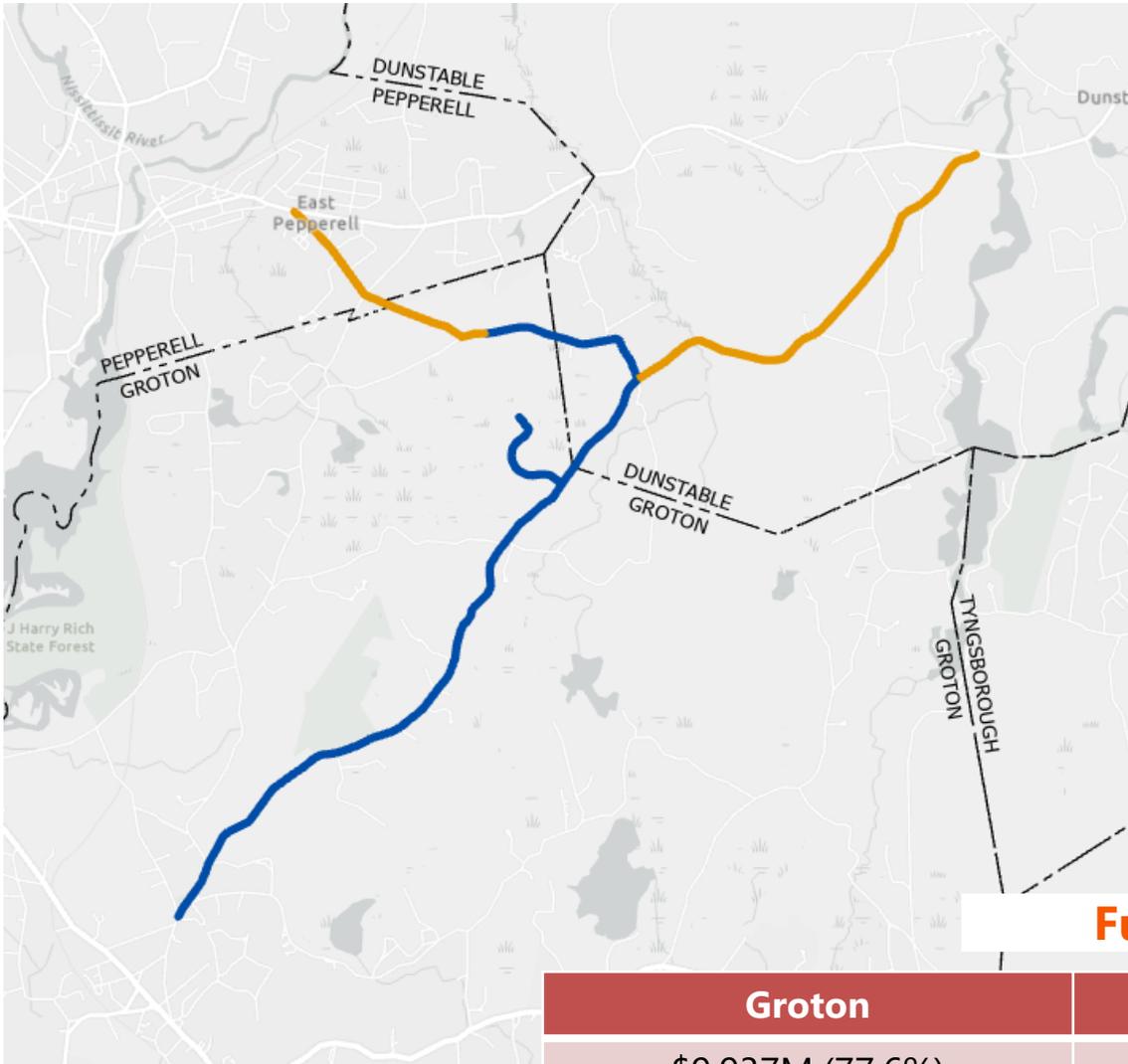
The map shows the sampling site boundary as of October 2023, when the first two phases were under consideration with Groton, Dunstable, and Pepperell.



Tighe & Bond, October 2023

2 Regional Solution and Phases





Solution:

Multi-Phased Regional Water System Expansion and Interconnection Project between Pepperell, Dunstable, and Groton

Funding

Groton	Dunstable	Pepperell
\$9.937M (77.6%) + \$1.0M from the GWD (7.8%) (Phase 1)	\$1.863M (14.6%) (Phase 1)	\$10.4M (Phase 2)
\$3.1M (Phase 2) split between Groton & Dunstable		

Project Funding

- The Town of Groton appropriated \$16.7M for PFAS Remediation at the GDRHS in the 2023 Fall Town Meeting.
- The Town of Groton submitted a Drinking Water State Revolving Fund (DWSRF) loan application for Phase I in August 2023, and the project was selected in January 2024 for a zero-interest loan.
- Groton, Dunstable, and Pepperell were awarded a federal grant of \$5M for a portion of the Phase II work in the Fall of 2024.
- Groton, Dunstable, and Pepperell have executed intermunicipal agreements reflecting the cost-share for loan repayment.

3 Ongoing Construction Phase 1



Phase 1 Timeline





January 2025 – Construction Begins



January 2025 – Construction Begins

April 2025 – Finish Construction of Phase I Water Main (5 Linear Miles)



January 2025 – Construction Begins

April 2025 – Finish Construction of Phase I Water Main (5 Linear Miles)

November 2025 – Substantial Completion Date for Water Service to the GDRHS



January 2025 – Construction Begins

April 2025 – Finish Construction of Phase I Water Main (5 Linear Miles)

November 2025 – Substantial Completion Date for Water Service to the GDRHS

December 15, 2025 – Substantial Completion Date for Water Service to the Remaining Alignment in Phase I



January 2025 – Construction Begins

April 2025 – Finish Construction of Phase I Water Main (5 Linear Miles)

November 2025 – Substantial Completion Date for Water Service to the GDRHS

December 15, 2025 – Substantial Completion Date for Water Service to the Remaining Alignment in Phase I

May 29, 2026 – Final Completion Date

4

Next Steps

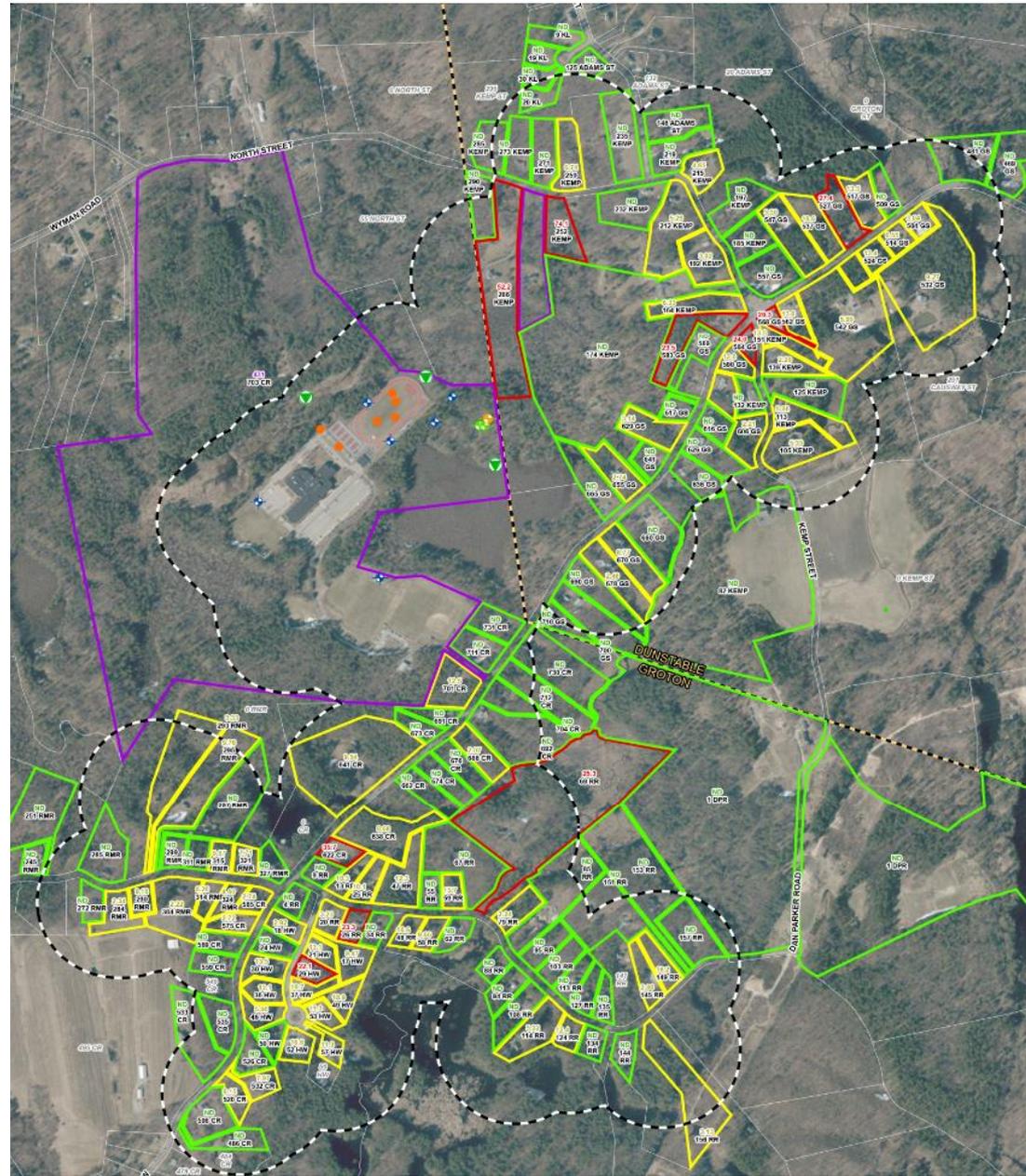
Phases 2A, 3, & Private Water Services



PFAS Contamination of Private Wells

- The School's LSP informed the Project Team in March 2025 that the PFAS contamination expanded beyond the planned limits of the Regional Water System Solution.
- The Expansion includes portions of three more streets in Groton – Ready Meadow Road, Reddin Road, and Hawtree Way – and the southern portion of Kemp Street in Dunstable.
- The Towns of Groton & Dunstable met with MassDEP and the LSP in June 2025 and confirmed the additional streets need to be served by the public water system before the LSP can close the site and put an end to the continued expansion of the site boundary.
- The plume expansion also included parts of Groton Street that will be serviced by the Phase 2 water main.
- Therefore, Phase 2 was split into Phase 2A and Phase 2B. Phase 2B is subject to additional Interbasin Transfer Review, which could delay the project, but is not required for the LSP to close out the site.

The map shows the sampling site boundary as of May 2025, which significantly expanded from when the project was conceptualized in 2023.



Tighe & Bond, May 2025



- Phase 3 Water Main (shown in green) includes portions of:
 Ready Meadow Road
 Raddin Road
 Hawtree Way
 Kemp Street
- Phase 2A Water Main (shown in orange) includes portions of:
 Jersey Street
 North Street
 Groton Street
- Phase 2A and Phase 3 will be designed and bid as a single project.

Phase 2A and Phase 3 Schedule



Private Side Water Services

- MassDEP informed the Project Team that all properties within the plume boundary with a detectable level of PFAS must be offered a free water service connection to their home.
- These 78 properties, located in both Groton & Dunstable, will be offered to enroll in a reimbursement program for private contractors to complete this work. Residents will need to select from a pre-approved list of contractors.
- Town inspections, including plumbing and water system cross connection surveys, will be required before receiving payment.
- PFAS-contaminated private wells must be decommissioned in accordance with MassDEP standards.
- This program will limit liability on behalf of the Towns for hiring a public contractor to work on private property.

Project Funding

Project Phase	Item	Funding Source	Value
Phase 1	Phase 1 DWSRF Construction Loan	Groton (77.6%)	(11,664,918.00)
Phase 1	Anticipated Change Orders (Project Credit)	Groton Water Dept. (7.8%) Dunstable (14.6%)	225,000.00
Total Estimated Phase 1 Costs			-\$11,439,918.00
Phase 2A	Engineering Design & Bidding	Pepperell	(139,345.00)
Phase 2A	Planning Level Engineering Estimate for Construction		(4,744,550.00)
Total Estimated Phase 2A Costs			-\$4,883,895.00
Phase 3	Engineering Design & Bidding	Groton (77.6%)	(162,100.00)
Phase 3	Planning Level Engineering Estimate for Construction	Dunstable (22.4%)	(4,022,500.00)
Total Estimated Phase 3 Costs			-\$4,184,600.00
N/A	Private Water Service Installations - Engineering Estimate	Groton (77.6%) Dunstable (22.4%)	(1,405,600.00)

Summary By Town

Town	Total Appropriation & Grant Award	Total Estimated Costs	Value Remaining
Groton	18,200,000.00	(14,107,685.17)	\$ 4,092,314.83
Pepperell	12,400,000.00	(4,883,895.00)	\$ 7,516,105.00
Dunstable	4,913,000.00	(2,922,432.83)	\$ 1,990,567.17

Thank you!

Tyler Schmidt, P.E.
tyler.schmidt@apexc.com
617-657-0979

Hanna Schenkel
hanna.schenkel@apexc.com
617-657-0266



Vicki Tidman

ASSESSING
CAPITAL

From: Jeff Leone <jeff.leone@catalisgov.com>
Sent: Tuesday, June 27, 2023 4:46 PM
To: Jason Bastow; Vicky Tidman
Subject: RE: Customer List
Attachments: Dunstabel, MA_AP5 Upgrade.pdf

Hi Vicki,

Here is the AP5 Upgrade proposal for Dunstable. I also included the option for the town to have Patriot Host the database. The Town would not need to provide and maintain a Server with this option.

AP5 Upgrade Cost = \$9,750.00
Annual Maintenance & Support = \$6,075.00 (Classic Annual fee Transfer)
AP5 Hosted Database Option = \$2,780.00 (Optional)

Please review attached.

Thanks,

Jeff

Jeff Leone | Regional Sales Manager
Patriot Properties a Catalis Company
Ph: 781.476.2035
catalisgov.com



From: Jason Bastow <jbastow@catalisgov.com>
Sent: Tuesday, June 27, 2023 8:09 AM
To: Vicky Tidman <vtidman@dunstable-ma.gov>
Cc: Jeff Leone <jeff.leone@catalisgov.com>
Subject: RE: Customer List

Hi Vicki,

I am sure you need it! It has been pretty cloudy / raining the last few days here as well.

Thanks for the update on the numbers. I am CCing Jeff on this thread as he can work with you on the AP5 Upgrade Proposal.

Dunstable, MA – Currently on Classic 4.7.5, SQL 2017, 40PP and 1358RE, Classic WebPro

Thanks ?

Jason Bastow | Senior Project Manager, CAMA
Patriot Properties, A Catalis Company
(D) 781.476.2008
(M) 239.707.0200
jbastow@catalisgov.com | [LinkedIn](#)



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From: Vicky Tidman <vtidman@dunstable-ma.gov>
Sent: Tuesday, June 27, 2023 7:35 AM
To: Jason Bastow <jbastow@catalisgov.com>
Subject: Re: Customer List

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Morning,

We have 40 active Personal Property accounts and approximately 1,358 Real Estate accounts.

And I would be interested in getting a quote on the AssessPro upgrade.

Can you please order some sunshine!!

Vicki

From: Jason Bastow <jbastow@catalisgov.com>
Sent: Monday, June 26, 2023 4:03:58 PM
To: Vicky Tidman
Subject: Customer List

Hi Vicki,

I was hoping you could answer a couple of questions for me.

What is your total # of Active PP Accounts
What is your total # of Open RE Parcels

Are you interested in getting a quote on upgrading to AssessPro 5?

Thanks

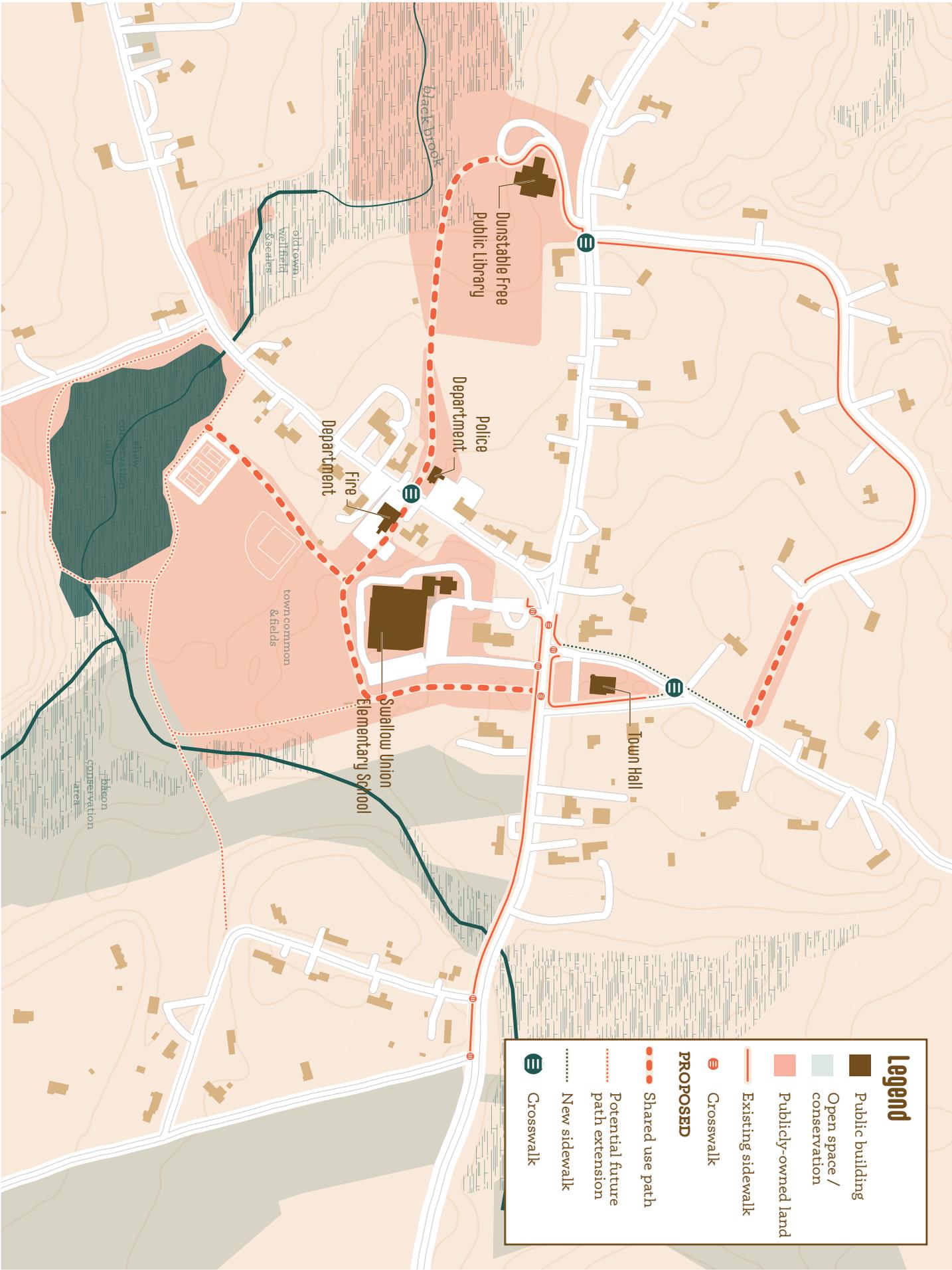
Jason Bastow | Senior Project Manager, CAMA
Patriot Properties, A Catalis Company
(D) 781.476.2008
(M) 239.707.0200
jbastow@catalisgov.com | [LinkedIn](#)



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Legend

-  Public building
-  Open space / conservation
-  Publicly-owned land
-  Existing sidewalk
-  **PROPOSED** Shared use path
-  Potential future path extension
-  New sidewalk
-  Crosswalk



Dunstable Town Center Potential Loop Trail Area Highland St, High St Connection



Town Land

- Conservation Commission (CC)
- Other Protected Town Land
- Other Town Land

Massachusetts Historic Commission Inventory

- National Register of Historic Places
- Preservation Restriction
- Inventoried Property

Existing Pedestrian Paths

Parcel Boundary

Proposed Connection Parcel Boundary

Town Boundary

0 100 Feet



**Northern Middlesex
Council of Governments**
672 Suffolk Street, Suite 100
Lowell, Massachusetts 01854
(978) 454-8021 nmcog.org

Sources:

The Town of Dunstable (FY 2023 parcels, open space); MassDOT/NMCOG (roads); MassGIS (buildings, town boundaries, MHC inventory); MassDEP (2005/2009 water/wetlands); 2020 Pictometry imagery.

Data provided on this map is not sufficient for either boundary determination or regulatory interpretation.

Produced by NMCOG 1/30/2025

revize.

The Government Website Experts

WEBSITE HOSTING & COMPREHENSIVE DESIGN PROPOSAL FOR

Dunstable, Massachusetts

Revize is a Minority Business Enterprise (MBE)

Prepared by Shawn Stewart
shawn@revize.com
150 Kirks Blvd. Troy, MI 48084
Ph: 248-928-8064 Fax: 866-346-8880
www.revize.com October 8th, 2025
Pricing good for 30 Days



To Sue Fayne and Members of the Dunstable Town Selectboard,

We are writing to provide a letter of intent from Revize Government Websites, LLC. (“Revize”) in respect to the request for proposals for your website redesign project. We appreciate the time and energy you and your team have afforded us in discussing this opportunity and the information that has been provided thus far.

For two decades, Revize has been a leader in providing high quality, government-compliant web solutions for our clients. Located in Troy, Michigan, we have launched thousands of government and non-profit websites nationwide, and our myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that this project is more than a website; it’s a valuable resource that can help you build a better communication tool for your non-profit partners and community. It will allow visitors to see the full breadth of your community services, special events, lobbying efforts and any important information for local opportunities!

Visitors looking for the “digital front door” to your organization will be drawn to a website that is not only visually appealing, but is also functional, user-friendly, and can provide a plethora of services on a wide range of devices. A Revize website will allow your users to easily fill out and submit documents for employment, review local events and family development programs, read blog updates, perform curated searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance.

What’s more; with Revize your website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations!

We will work closely with you to design and develop a dynamic, easy-to-navigate website that will perfectly fit your vision. The sites will empower you to control your digital presence with the industry’s best administrative management applications, and our Revize training ensures that your teams will have the skills needed to expertly update and manage website content and delivery all in-house across all of your departments!

Government clients select Revize because we can help them

- Effectively engage prospective users.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes and provide inter-departmental workflow solutions.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

Based on our preliminary review of the information provided and subject to the conditions set forth, Revize is pleased to submit this letter of intent (the “Proposal”) for the website redesign project, good for a period of 30 days. Please contact me if you have any questions at all.

Sincerely,



Shawn C. Stewart
shawn@revize.com

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Experience and Qualifications

Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated the Board is to select the right vendor; one who will work with you through all the steps required to create an excellent website to fully represent the services you offer.

In more than two decades of working with non-profit leaders and overseeing multiple government association/non-profit collective communication projects, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design; including all the online applications and user functionality. In simpler terms: you need a solution that works for YOU and is tailored to accommodate any nuanced use-cases; whether it be document management of programs and applications, donation forms, listing directories for contacts, blogging platforms for news and events, or any other unique aspects you need!

About Us

Focused exclusively on creative web-design, government web apps and content management technologies, Revize continues to invest in its technology by continually adding new capabilities and features that manifest our vision. While many organizations choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

Our Innovative Responsive Web Design (RWD) and Web Apps

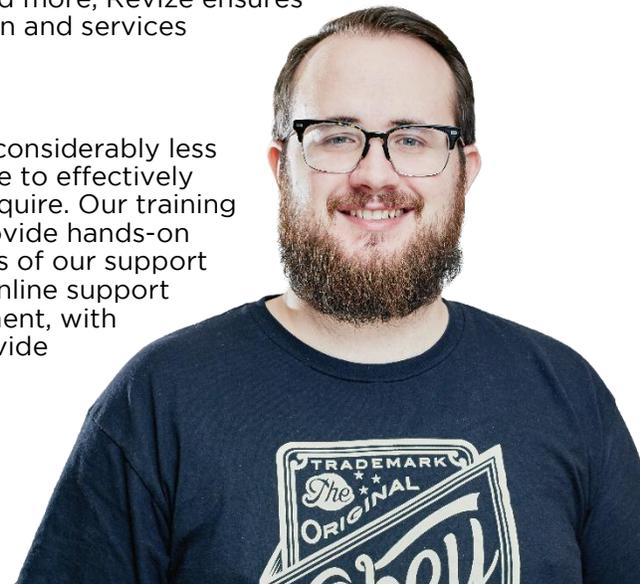
Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD): This technology ensures that site visitors have an optimal viewing experience – easy reading and navigation with minimal resizing, panning, and scrolling – across a wide range of devices; from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but will also receive 24/7 access to our Communication Center for residents, businesses and visitors.

Our Award-Winning Non-Profit CMS

Revize is renowned as a leader in providing practical, high-value, easy-to-use content management software. This powerful solution enables clients to manage their online presence with efficiency and style. With applications such as the online document center, our public service request app, frequently asked questions modules and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time, and because our software is so easy to use, we are able to effectively train our clients in less than half the time our competitors require. Our training program is customized based on each client's needs: we provide hands-on training the way you want it! We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24/7/365 for issue tracking and management, with a team dedicated specifically to your websites. We also provide phone and e-mail support during regular business hours.



Revize Project Management Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top-notch experts in the field of government website design, development, analysis, content management, training and support. Here are just a few who will be working on your project!

Shawn Stewart

Sales Account Manager

Shawn is a proven and experienced website design and IT services consultant. His attention to detail, assertive personality and general desire to help his clients make him a great asset to have and is someone you can truly trust to manage your website project. He has worked with a variety of clients in healthcare, non-profits and municipalities across the US and has extensive knowledge on the current trends, industry standards, and advanced applications that help make Revize Government Websites a leader in municipal government web design.

- **Education:** Bachelor of Science and Bachelor of Arts – Michigan State University 2011.
- **Expertise:** 7+ years of experience in account management, project management, sales and marketing with a focus in consultative web design sales, server hardware/software implementation and digital marketing strategies including SEO, Google Adwords, and other digital solutions.
- **Role on your website project:** Account & Project Manager

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 500 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 30+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- **Role on your website project:** Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 22+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 600+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

Derek Ortiz

Website Developer / Front End Application Designer Manager

Derek is the senior front-end developer and designer manager for Revize with more than 13 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent website development work.

- **Expertise:** Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Web development of website templates and backup support.

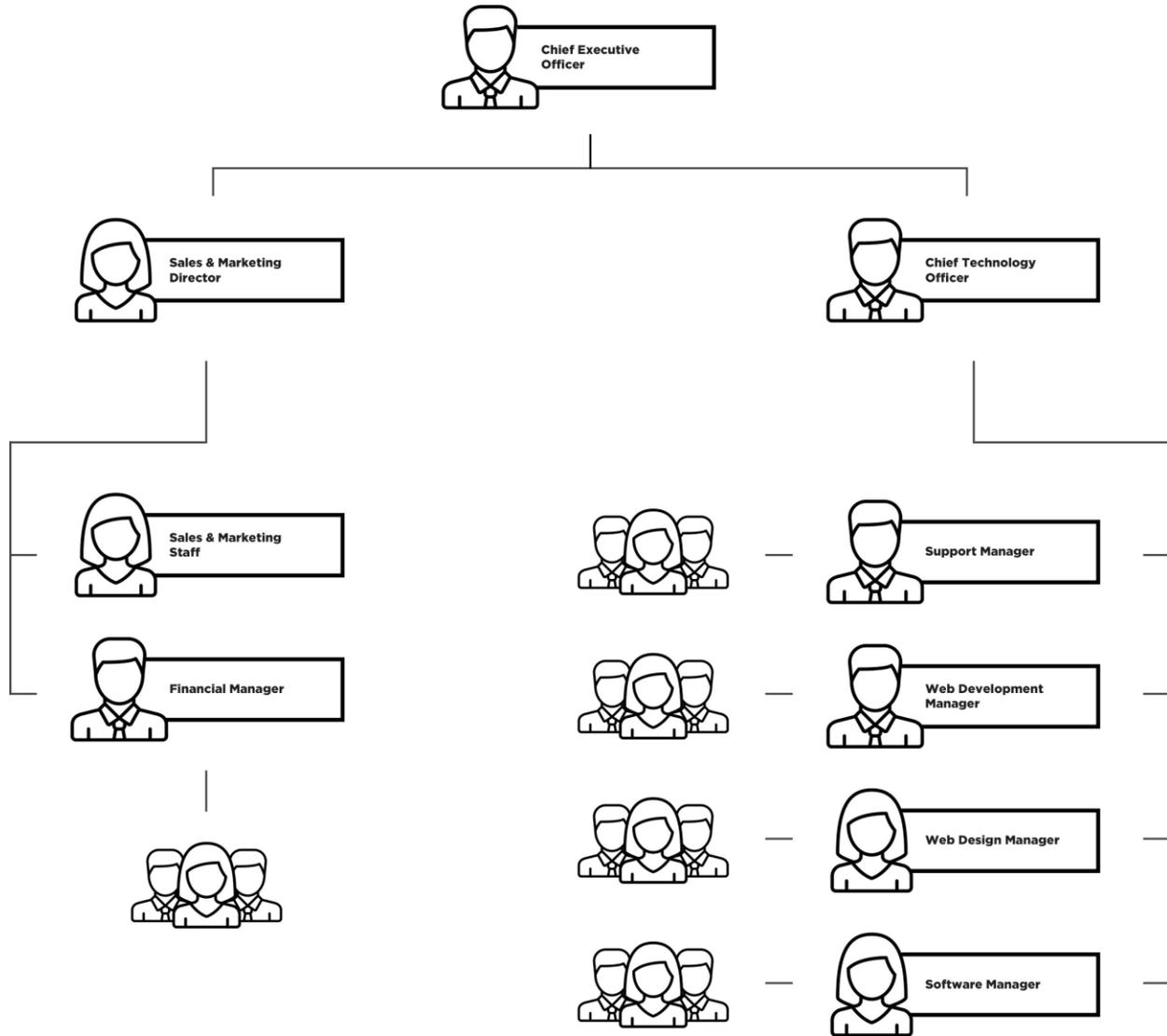
Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

- **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager

Revize Organizational Chart



Website Project Experience Examples

The City of Marysville, Michigan



www.cityofmarysvillemi.com

Details:

A recent Revize client, Marysville is up and live with their newly re-designed site! This municipality has many departments with varying levels of needs on the website. The success of any government website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting their history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text. This website is the perfect mix of functionality and design!

Genoa Township, Ohio



www.genoatwp.com

Details:

Genoa Township is one of the fastest growing areas in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and its appeal to the business community, this is the next generation of government websites.

The City of North Adams, Massachusetts



www.northadams-ma.gov

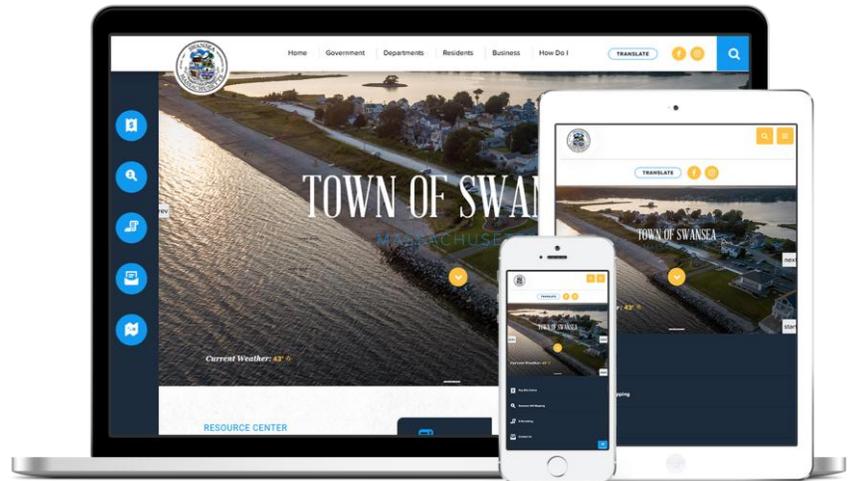
Details:

Revize created a modern, aesthetically pleasing website for North Adams that truly captured the essence of the community. The website introduced a responsive design which now allows for an adaptive experience across all devices including smartphones and tablets, but also integrated a user-friendly content editing management system. This website brings together an amazing design with a full suite of web apps to engage residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. Their unique design, streamlined integration of web applications, and a high traffic featured news and headlines area top off this website!

Details:

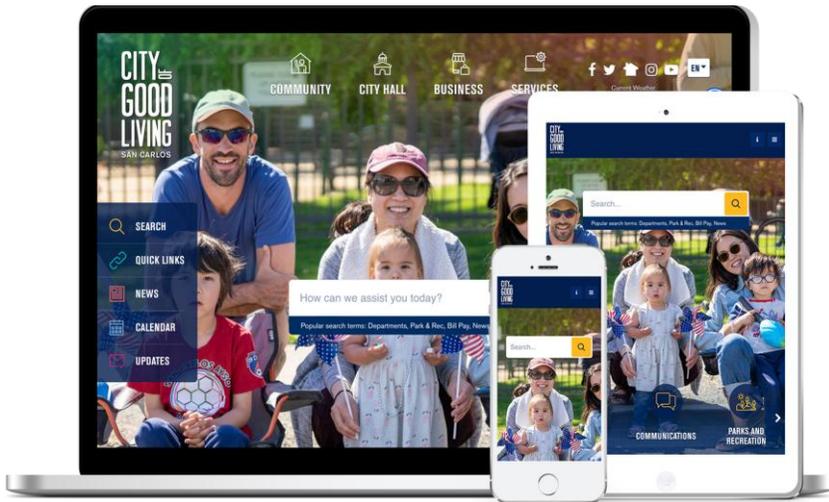
Swansea wanted a design unlike any other. We pushed the limit of what people think when they see a city website. In addition to integrating a drone video that spans the full width of the homepage, this site features a strong mobile-ready design that showcases multiple aspects of the city they wanted visitors to see. Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the city's brand in a way that is unmatched in the industry!

The Town of Swansea, Massachusetts



www.swanseama.gov

The City of San Carlos, California



www.cityofsancarlos.org

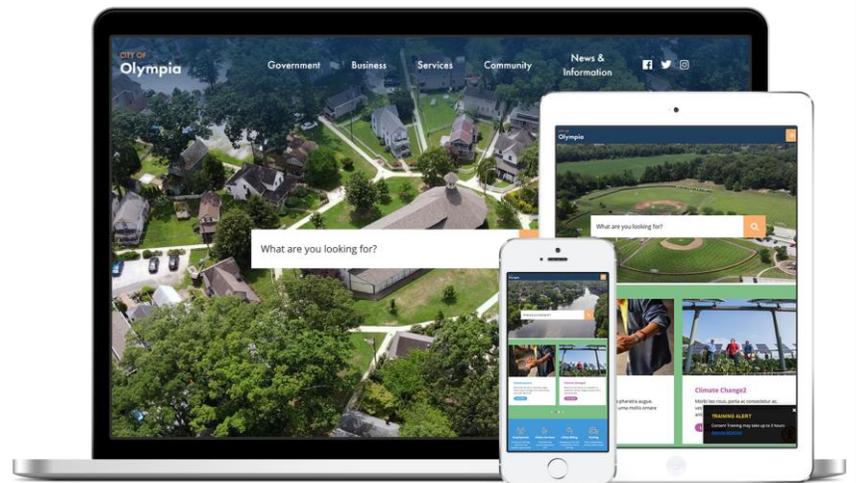
Details:

The City San Carlos, California chose Revize because they wanted a website that stood out from all of the others in California! For this site, we built unique designs for the city, with every page having a unique look and feel while maintaining their new brand. This site also includes our proprietary “curated search” feature. This feature puts you in control of the search results on the site. You get to decide which results display based on the search criteria your users input into the search. This allows them to find the results they are looking for instantly!

Details:

The City of Olympia, the capitol of Washington, presented a unique opportunity for Revize and the city’s web team. This website features an extremely innovative homepage: As users scroll from one section to the next, they can explore different trending topics, services, news and much more in an extremely modern fashion. We built this website to be one of the most visually inspiring, but also most functional websites in the United States. With the unique design coupled with features such as a curated “smart search” feature and online interactive forms, this website makes a strong case for that title!

The City of Olympia, Washington



www.olympia.gov

Website Account References

Client: City of Wylie, TX

Craig Kelly, Public Information Officer
Office: (972) 516-6016
Email: craig.kelly@wylietexas.gov
Website: www.ci.wylie.tx.us

Client: City of Howell, MI

Mike Pitera, IT Director
Office: 517-540-6714
Email: mpitera@ci.howell.mi.us
Website: www.cityofhowell.org

Client: Borough of Prospect Park, NJ

Intashan Chowdhury, Borough Administrator
Phone: (973) 790-7902 x532
Email: chowdhuryi@prospectpark.net
Website: www.prospectpark.net

Client: City of Duluth, GA

Alisa Williams, Economic Development &
Marketing Director
Office: (678) 475-3506
Email: awilliams@duluthga.net
Website: www.duluthga.net

Client: City of Lufkin, TX

Jessica Pebsworth, Public Relations Specialist
Phone: (936) 633-0321
Email: jpebsworth@cityoflufkin.com
Website: www.cityoflufkin.com

Client: City of Olympia, WA

Joshua Linn, Website Administrator
Office: (360) 570-3782
Email: JLinn@ci.olympia.wa.us
Website: www.olympiawa.gov

Client: City of St. Petersburg, FL

Megan McDonald, Website Coordinator
Phone: (727) 893-7468
Email: megan.mcdonald@stpete.org
Website: www.stpete.org

Client: City of San Carlos, CA

Quinne Woolley, Management Analyst
Office: (650) 802-4212
Email: qwoolley@cityofsancarlos.org
Website: www.cityofsancarlos.org

“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website’s progressive look captures the vibrant culture of the community.

— Craig Kelly, Public Information Officer
City of Wylie, TX



Project Approach/Technical Capabilities

The following list the details of each project's goals:

1. Visually Appealing Sites for Your Major Target Audience

Revize clients have told us that Revize has one of the best creative design teams in the industry. We will create a branded style for the site with eye-catching, functional elements that will help your prospective users increase communication and promote awareness. Your website is your front-facing advertisement to the world and should appeal to wide-ranging communities to attract families and businesses considering utilizing your services. The award-winning Revize designs have been sought by municipalities, development boards, healthcare leaders and government organizations across the country to increase education, embrace new perspectives and foster collaboration!

2. Easy to Find Content

Revize regularly conducts government web visitor usability studies, and as a result, we already know how web visitors want to navigate the website and get to the programs, services and information they desire in an easy-to-use manner! Revize has developed a navigation system to get to any web page in one click from the Home Page, and provides specific applications that allow for SEO optimized, functional directories and navigation that are as attractive as they are useful. The streamlined navigation includes elements such as drop-down menu navigations and mega-menus, content categorization, resource tabs and quick-links and the ability to create additions to website pages or link to all the third-party programs and online training platforms you need!

3. Increase Partner Engagement and Follow-Up

Our list of website features allows a plethora of features specifically tailored to increase interactivity with your local businesses, coalitions, and organizations. These applications include web forms for direct submissions with workflow, listing directories with keyword search, mapping and categorization for highlighting all your important partnerships, e-mail and text notifications, home page alerts, etc. We also design the website with "Calls-to-Action" in mind to inspire web visitors to take advantage of programs and information offered. We will also include bookables/appointment setting capabilities as well.

4. Increase Search Engine Visibility

Every Revize website is programmed to allow 100% of each page's content to be indexed by all the popular Search Engines. We also allow non-technical editors access to each web page's metadata so you can increase your web presence and contour the search so if someone enters a question in Bing or Google Search, it will try to pull them to the web page of your new website directly. This also includes allowing web crawling of the website, and you can even elect to implement a curated search function and categorization for all your internal searches! This can be especially important for your job postings that you can place in dedicated modules so users can see what is available quickly and easily! Additionally, we provide keyword directories to provide excellent representation for your staff as well as the community profiles you have created, which include mapping integration and can even embed your own third-party applications for increased functionality.

5. Seamless Integration with Social Media and Third-Party Applications

Revize: Revize will add Social Media icons and Social Media integration to your website's News Center. We will also create a social media wall or a clean looking social media center to show off your latest social media posts. More and more, younger populations seeking resources for career options find these elements through Facebook and other social media sites. With Revize, we incorporate these elements from the start!

6. Mobile and User-Friendly

Your new website will be functional on any electronic devices, including phones, tablets and PCs. Revize has made Responsive Website Design a standard for over 10 years. Because of this, we add additional responsive programming to take advantage of new mobile phone technologies and high-definition video cards to make your web visitors' website experience more enjoyable and smoother. This is especially important for low-income communities, as many cannot afford home computers and mobile devices are their best option.

7. Easy-to-Update Content and Integrations

The Revize CMS non-technical website editing solution has a 25-year maturity and was written for non-technical editors to edit the website in an easy-to-use "common-sense" manner through a methodology called Live-Page Editing. This allows for easy management of all functions of the website, including updating menus, removing content, embedding media, etc. The sites also all provide translations for every page with over 95 languages.

Clients have indicated that if you know know about 5% of Microsoft Word, you should be able to fully edit and update a Revize Government Website! This includes implementations of your own custom server applications into the Revize CMS and providing consistent, high-speed connections and loading for every functionality!

8. ADA Compliant Website

Your new website will adhere to the new WCAG 2.2 AA requirements and Section 508. We will also train your content editors how to keep ADA compliance when writing content. With your approval, Revize will also install an ADA Accessibly Widget, free of charge. This widget brings the ADA software for reading and resizing text, change color contrasts, etc. on demand for the visually impaired and/or disabled web visitor.

Example - Double Click on the Man Icon in the lower right corner to see it in action:

<https://www.olympiawa.gov>

9. Cyber-Security

Revize has not had any website security intrusions for over a decade. Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its Live-Web server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructures are highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.



Did you know?

Revize will provide a project portal that allows you to check in on the status of your project at any time!

The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We use a standard and effective process methodology: each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

We don't use a "one size fits all" approach
because it doesn't make sense.

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.
- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.
- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. The news and announcements module and events calendar would be integrated into the website, along with the social media center.

Revize Design Principles

Security

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Accessibility

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Color

Of course, color cannot be overlooked! Our designers first take the client's preferences, official logo colors and pictures into consideration to create a unique color scheme that balances good, marketable color contrast with simplicity of design. Starting with the basic 2-3 colors, we then expand and utilize variants and hues to create maximum visual appeal, ADA compliance contrast, eye-catching allure and invoke the overall feel the client wishes to display.

Functionality

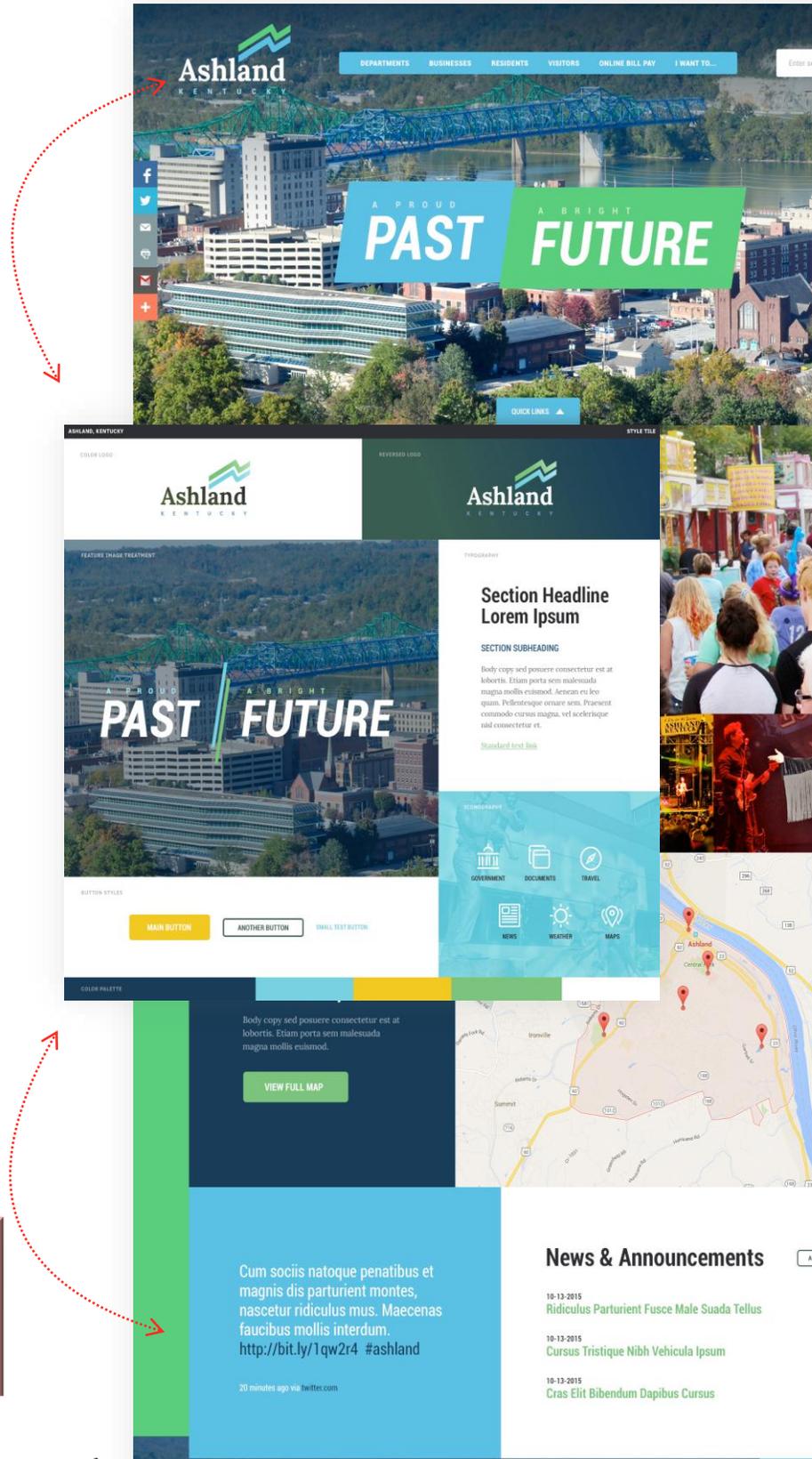
Last, but not least, are effective page elements such as call-to-action buttons, social sharing icons, e-mail newsletter sign-up submissions, and other promotional areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

Wireframe to Concept

- **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

- **Final Home Page Sign Off:** When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

- **Final Inner Page Sign Off:** When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written



Please Note: The home page “wireframe” will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase.

Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meetings for each site where we will talk about the overall management of your projects, establish a timeline, and devise a Revize/Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of each site, per your scope of work, any new content that needs to be written and how to fit the existing content into the new site. Additionally, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval for each design.

Prior to the design kick-off meeting, each organization will receive our questionnaire to complete with various answers that will help our designers gather information regarding their specific needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents/members on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you need. Usually there is a 1-2 week survey period.

Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award-winning design!

Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

Phase 5: Custom Functionality Development

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 - 4.

Phase 6: Quality Assurance Testing

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

Phase 7: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight

certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 8: Training Your Staff (in-person or web-based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website.

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.



Did you know?

Revize will provide a 100% from scratch design with a satisfaction guarantee!

Standard Training Agenda

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Specific Modules

- Emergency Notification Center
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Frequently Asked Questions
- Visitor Request Center
- Library Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

- Quarterly CMS upgrades
- Software and module upgrades (Automatically Installed)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage



Did you know?

Revize has launched hundreds of municipal and county websites large and small!

Timeline Summary

Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW <ul style="list-style-type: none"> Revize will conduct a staff interview and website design kickoff meeting with the client. After the meeting, Revize will provide a detailed project plan that assesses key findings and details. 	Weeks 1 through 3	3 Weeks
Phase 2: Discovery & Design <ul style="list-style-type: none"> Within (5) five weeks of the kick-off meeting Revize will provide (1) one custom homepage mockup, (1) one basic interior page mockup, and (1) one navigation mockup. Revize will provide revisions to each mockup based on the feedback received from the client, and will begin site-mapping process when client approves design 	Weeks 4 through 8	5 Weeks
Phase 3 and 4: Template Development and CMS Integration <ul style="list-style-type: none"> Mockups will be developed into HTML pages making them clickable and resizable. Following HTML Development, Revize will add in the Revize Content Management System which makes the website easily editable. Integration of any 3rd party software will begin during this phase 	Phase 3: Weeks 9-12	4 Weeks
	Phase 4: Weeks 12-16	5 Weeks
Phase 5 and 6: Quality Assurance, Accessibility and Custom Development <ul style="list-style-type: none"> Revize will review all developed assets for functionality. The development team will review functionality, style sheet, and formatting checking for errors and verifying that site matches approved design mockups. Any custom needs identified earlier in the project will be executed during this phase and tested for quality assurance. ADA programming and beta site review with the client 	Phase 5 Weeks 15-16	2 Weeks
	Phase 6: Week 17	1 Week
Phase 7: Sitemap Development / Content Migration <ul style="list-style-type: none"> Revize will deliver a suggested sitemap, in Excel format, for the website prior to this phase (Unless the client has chosen to create their sitemap). Client and Revize will review and provide updated versions for approval. Pages will be built out one-by-one according to this previously approved sitemap architecture. Pages that are not linked in the sitemap will be created as blank pages. Migration includes up to all webpages, documents, and new content up to the relevant amount on the current website. 	Weeks 18-24	7 Weeks
Phase 8: Content Editor and Web Administrator Training and Go Live preparation <ul style="list-style-type: none"> Revize will conduct a review of the beta site followed by a core team training (smaller group). After the beta site review, the client may request tweaks to the functionality of the website. Revize will conduct Website Usability testing and a separate full staff training for all CMS editors on-site in a classroom style setting. The training schedule will include editor training, and administrator training with a question-and-answer period. Results of the user experience testing will be provided to the client for review. Any change requests will be reviewed by Revize for feasibility and scope conformance before they are completed. Revize will conduct meeting with client IT department before go live to discuss the process and establish pre-go-live checklist (e.g. SSL certificates, redirects, subdomains, etc.) Retraining is available any time after Go Live. 	Weeks 25-27	3 Weeks
	Go-Live (Average)	24-30 Weeks

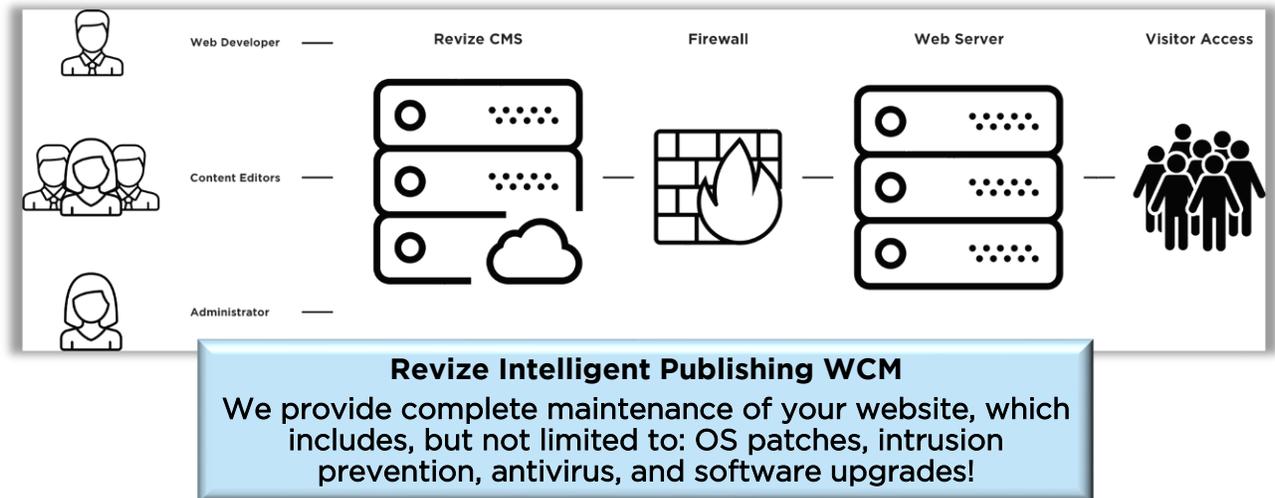
Did you know?

The project planning process is designed to fit your needs.
We will adapt our timeline if your schedule requires!

Hosting Service and Technology Architecture

Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web sites and web applications on redundant (3 TB Hard Drive, 3.2 GHZ CPU and 32 GB RAM) servers in order to provide enhanced performance and reliability. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy/security. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to a timeframe of several hours or days our competitors offer).



The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL certificate, we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process, we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
 - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers



Did you know?

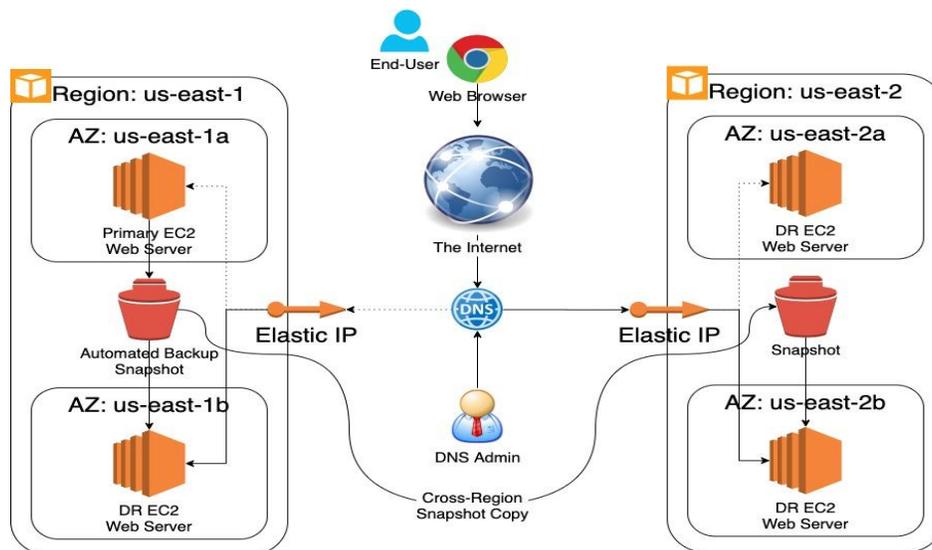
Revize will host your website and CMS in at least two completely separate geographic locations!

Revize Security/Disaster Recovery Architecture:

Revize uses the following AWS services to provide the most secure and reliable server infrastructure to its clients:

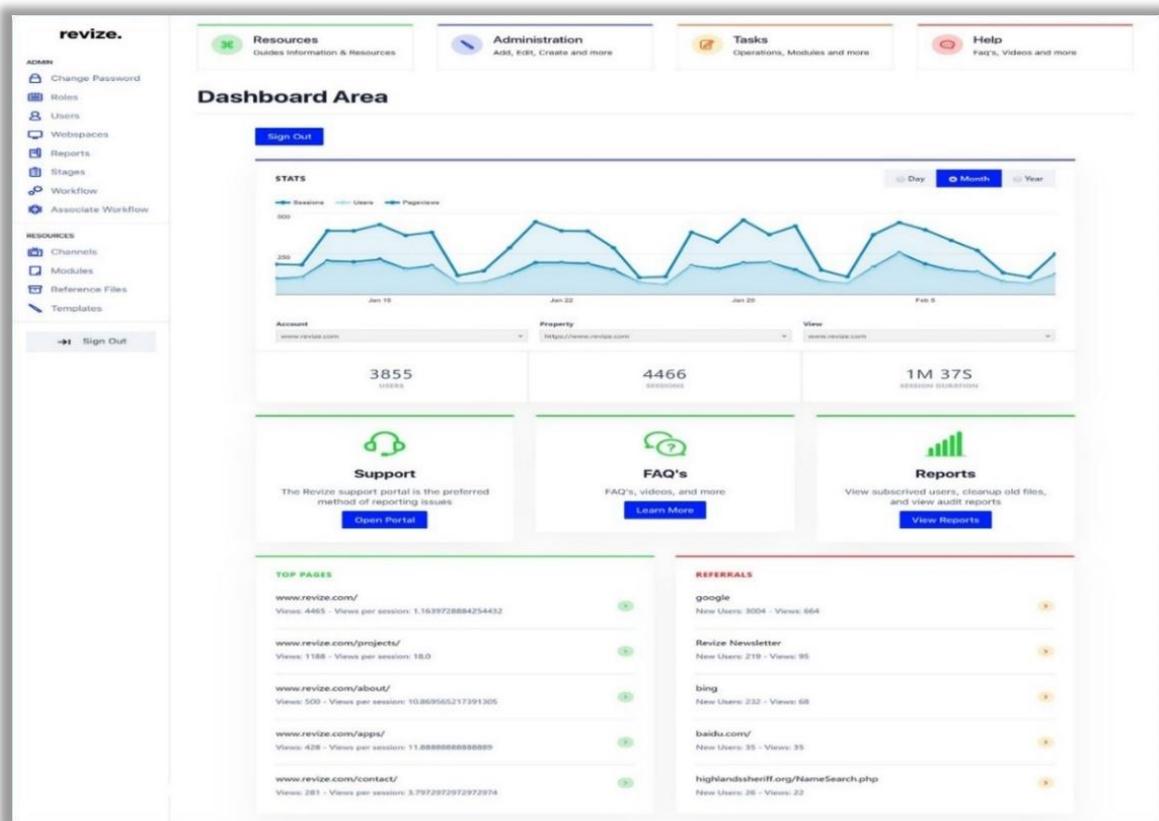
1. AWS Server infrastructure is built in with AWS Shield Standard service to prevent layer1 thru layer 6 security attacks. Shield Standard defends against the most common, frequently occurring network and transport layer DDoS attacks that targets websites or applications. AWS WAF (Web Application Firewall) is used to prevent Application Layer security attacks like HTTP Floods, SQL Injections etc
2. AWS Global Accelerator service is used to allocate global IP, client's website points to one of the global ips within the whole AWS infrastructure
3. Primary webserver instances runs in one of the geographic regions: US-East(Virginia), US-East (Ohio) and US-West(Oregon)
4. Each primary webserver has a corresponding failover webserver across regions
5. Load balancers are deployed in all regions that directs the traffic to corresponding EC-2 instances (primary web server)
6. Each Load Balancer is associated with a Web ACL (AWS Firewall service)
7. Web server Elastic Block Storage (EBS) data volume is snapshotted every night and copied to another geographic region in AWS data center, the failover webserver is connected with the copied data volume.
8. Global accelerator always points to two different regions, if the traffic direction to one region fails because of a region wide issue or server specific issue, accelerator service automatically redirects the traffic to the failover instance in another region. Therefore, **there is zero down time** in the case of a server/zone/region wide failure.
9. For Clients who expect their sites to have unusual high-volume traffic at peak load time, AWS Cloudfront service is deployed for CDN and caching.

Revize Disaster Recovery Infrastructure Diagram. AZ stands for Availability Zones



Revize Website Analytics

Revize has Custom APIs for Google Web Analytics that is integrated in each of our client's websites. Analytics makes it easy to understand how your site and app users are engaging with your content, so you know what's working and what's not. Revize CMS dashboard for Analytics provides an overall picture of how residents are interacting with your site, which pages/documents are being viewed most, how much traffic you are getting in your site across different geographic regions etc. You can filter and download all sorts of analytics reports for your IT Team and Management to analyze the data and effectiveness of your website content and services offered. Below is an example graphical view of our analytics dashboard!



Revize Support Includes

- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- 24/7/365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and web site trends

Software Maintenance

As a Revize Client, you will receive full access to all enhancements to the core components and modules within the Revize CMS at no additional charge!

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

Maximum Response Times

1 hour for crisis issues

4-6 hours for critical issues

24 hours for normal issues



Revize Custom Design Cost Proposal Dunstable, Massachusetts

Phase 1: Project Planning and Analysis and SOW as outlined by stakeholder and user feedback	\$500
Phase 2: Creation of Brand Identity – determine marketing goals and initiatives, targeted audiences and stakeholder priority. Discovery & Design from scratch – one design concept, three rounds of changes, home page design, inner page designs, content information architecture, UI redesign, and navigation framework to support easy access to key services. - Includes Responsive Web Programming for great viewing on mobile screens.	\$1,050
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web applications (as dictated by needs of the scope of work). Includes the ability for editors to create new pages within the site using standardized framework and module options. You also receive all updates to all CMS modules for the life of your Revize relationship. You own the template, design and content!	\$4,650
Phase 5 & 6: Quality Assurance, Accessibility and Custom Development, including integration of internal custom applications and SQL datasets (if applicable) - Includes Google Analytics implementation upon client request	\$750
Phase 7: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections. To help remove stale content, Revize will not be moving over old announcements, events or calendar items. Additional content migration, if requested, is available for \$3 per webpage and document. (Approximately 1,919 webpages and documents, based on supplied client migration needs and available data). Documents to be migrated to included Documents on Demand application.	\$1,500
Phase 8: Content editing and site administration training via web conference for content editors through “train the trainer” approach with selected staff (can also provide on-site training upon request for additional fee)	\$500
Go live!	Included
Multi-Use Listing Directory (for business/municipal listings with Google Mapping and indexing)	\$1,500
Tile Template Organization	\$900
One Time Set-up Fees:	
Custom Website Design Subtotal	\$11,350
Revize Annual Maintenance Fee (1st Year pre-paid during site development)	
Includes Unlimited Tech Support, CMS software updates (10 users), E-mail Notifications (5,000 sends/month base), Documents on Demand (Tier 1) , security software updates, SSL security certificates and website health checks. Website hosting Included free of charge. (10 GB storage space, 100GB monthly bandwidth limit)	\$3,950/yr
Grand Total (1st Year)	\$15,300
3-Year Agreement (Term Length Optional)	

Revize provides a free website design refresh during last year of service if client signs a locked-in rate agreement (Payment Plans on Following Page, Agreement Term Length Optional)

Optional Interest-Free Payment Plans

Option 1: Revize Year One Pay-In-Phases Payment Plan

During year one the client reserves the option to pay for the website upon completion of certain project phases. The first payment would be collected upon project start, second payment upon completion of Phase 2: Design Concept, and the final payment after completion of Phase 7: Client Training.

Payment Amount	Due Date	Payment Includes
\$ 5,100	Start of Project	33% of Project Cost + Year 1 Annual Hosting and Maintenance
\$ 5,100	TBD: Upon completion of Phase 2: Discovery and Design	33% of Project Cost + Year 1 Annual Hosting and Maintenance
\$ 5,100	TBD: Upon delivery of website at Phase 7 Training	Remaining 33% of Project Cost + Year 1 Annual Hosting and Maintenance
\$ 3,950	Year 2	Year 2 Annual Hosting & Maintenance
\$ 3,950	Year 3	Year 3 Annual Hosting & Maintenance
\$ 3,950		Year 4 and Beyond Annual Hosting & Maintenance (until re-design or termination of contract as dictated by CLIENT)

Option 2: Revize Three-Year Interest-Free Payment Plan

Instead of paying for the total project cost in year one, Revize would spread out the total first year cost over three years of service.

Payment Amount	Due Date	Payment Includes
\$7,733.33	Year 1	33% of Project Cost + Year 1 Annual Hosting & Maintenance
\$7,733.33	Year 2	33% of Project Cost + Year 2 Annual Hosting & Maintenance
\$7,733.33	Year 3	33% of Project Cost + Year 3 Annual Hosting & Maintenance
\$ 3,950		Year 4 and Beyond Annual Hosting & Maintenance (until re-design or termination of contract as dictated by CLIENT)

Custom Design Website Features Included

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. The applications and features are grouped into five categories:

VISITOR'S COMMUNICATION CENTER APPS

- Home Page Alert
- Document Center with keyword search
- FAQs with keyword search
- Staff/Listing Directory with keyword search
- Job Posting with keyword search
- RFP/RFQ Bid Posting
- Documents on Demand (Tier 1)
- Alert Center with E-mail Notifications (5,000 sends/month base)
- Multi-Use Listing Directory (for business/municipal listings with Google Mapping and indexing)
- Tile Template Organization
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Photo Galleries
- Quick Link Buttons
- New Revize Web Calendars with monthly grid and listing view
- Sliding Feature Bar
- Language Translator - over 95 languages

VISITOR'S ENGAGEMENT CENTER APPS:

- Citizen Request Center with Captcha
- RSS Feed
- Online Bill Pay via Third Party Payment Provider (if required)

STAFF PRODUCTIVITY APPS

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- CMS Web Form Builder with drag & drop text fields
- Website Content Archiving
- Website Content Scheduling
- New Agenda Listing Module
- Page Builder Functionality

SITE ADMIN & SECURITY APPS

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analysis with Google Analytics

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ADA Compliant WCAG 2.2 AA
- ADA Accessibility Widget
- Responsive Website Design (RWD) - for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

ADA Compliance Disclaimer:

Revize designs and develops all websites to be ADA Compliant according to the WC3 Consortium's Web Content Accessibility Guidelines according to the 2.2 AA Level



Optional Applications Discussed

<p>Online Interactive Forms Application One-Time Set-up Fee: Annual Hosting and Maintenance Fee Example: https://www.arcadiaca.gov/resource_center/index.php</p> <p>Add Facility Reservation System to Forms Application One-Time Set-up Fee: Annual Hosting and Maintenance Fee Example: https://sedrowoolley.ria.revize.com/app/bookable-groups/shelters</p>	<p>\$1,950 \$900/yr</p> <p>\$950 \$600/yr</p>
<p>Add Text Notifications (1,000 texts/month base) to Alert Center Annual Hosting and Maintenance Fee Example: https://www.covingtonwa.gov/enotify/</p> <p>Additional 1,000 emails/month is \$100/yr</p>	<p>+ \$290/yr Additional 500 texts/month is \$100/yr</p>
<p>ADA Compliance AI Image Analyzer/Alt-Tag Generator Annual Hosting and Maintenance Fee:</p>	<p>\$450/yr</p>
<p>AI Webpage Content Generator Annual Hosting and Maintenance Fee:</p>	<p>\$800/yr</p>
<p>Project Listing Center One Time Set-up Fee: Example: https://www.mountpleasantwaterworks.com/projects/</p>	<p>\$1,500</p>
<p>NEW AI Search Bar One-Time Set-up Fee: Example: https://www.redondo.org/ Try the main search bar! Provides Normal Search Bar Functionality and also AI Generative, Conversational Response!</p>	<p>\$4,900/yr</p>
<p>New Revize AI ChatBot Options</p> <p>Tier I: AI ChatBot Annual Hosting and Maintenance Fee</p> <ul style="list-style-type: none"> Up to 5,000 monthly queries Up to 4,000 trained pages/documents No backend dashboard access Revize retrain of content up to 10 times max per year Default look/feel <p>Tier II: AI ChatBot with Auto Retrain & Backend Access Annual Hosting and Maintenance Fee</p> <ul style="list-style-type: none"> Up to 10,000 monthly queries Up to 4,000 trained pages/documents Backend dashboard access with ability for Client to manually retrain pages Monthly automatic retrains Includes built in analytics Color, text and position customized by Revize (1 revision) <p>Tier III: AI ChatBot with Auto Retrain & Backend Access with External Site Page Training Annual Hosting and Maintenance Fee</p> <ul style="list-style-type: none"> Up to 20,000 monthly queries Unlimited trained pages/documents Backend dashboard access with ability for Client to manually retrain pages Weekly automatic retrains Includes built in analytics Ability to train external websites 	<p>\$2,900/yr</p> <p>\$3,400/yr</p> <p>\$4,900/yr</p>

<ul style="list-style-type: none"> Color, text and position customized by Revize (1 revision) 	
<p>Additional WCAG Scan and Remediation ADA Service Options</p>	
<p>Tier I Annual Hosting and Maintenance Fee</p> <ul style="list-style-type: none"> Up to 2 comprehensive WCAG Compliance scans per year upon client request. Up to 4 custom development hours included to remediate suspected WCAG compliance issues. Scans and fixes archived for audit purposes 	<p>\$2,400/yr</p>
<p>Tier II Annual Hosting and Maintenance Fee</p> <ul style="list-style-type: none"> Up to 2 comprehensive WCAG Compliance scans per year upon client request. Up to 10 custom development hours included to remediate suspected WCAG compliance issues. Optional post scan meeting with CLIENT and Revize ADA Team Scans and fixes archived for audit purposes 	<p>\$3,000/yr</p>
<p>Tier III Annual Hosting and Maintenance Fee</p> <ul style="list-style-type: none"> Up to 4 comprehensive WCAG Compliance scans per year upon client request. Up to 20 custom development hours included to remediate suspected WCAG compliance issues. Optional post scan meeting with CLIENT and Revize ADA Team Scans and fixes archived for audit purposes Up to 250 pages of PDFs remediated annually 	<p>\$4,950/yr</p>
<p>New E-News Center/Newsletter Application with opt-in list One Time Set-Up Fee: Example: https://www.cityofsancarlos.org/e-notify/index.php</p>	<p>\$1,900 (First 2000 newsletters/month Free!) Additional newsletters available for \$50/month per 10,000</p>

Thank you
For Considering Revize

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www.revize.com

POLICE DEPARTMENT

DEPARTMENT SUBMITTALS

TOWN OF DUNSTABLE



FY26 - FY31



Form 1. Individual Project Proposal Description and Justification

Prepared By: Chief Hoar Date Prepared: 10/14/25

Project Title: New Cruiser Program Area: _____

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Car 53 currently has 70,630 miles and averages over 2,000 miles per month. Car 53 has 2955 hours on the motor; every hour equals 33 miles. This equals almost 98,000 miles.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

Keeping this vehicle in service for another year will undoubtedly increase repair cost. A new vehicle will be under warranty avoiding repair cost increases. This car was purchased in 2023 making it the oldest patrol vehicle in the fleet. It is also important that we have reliable vehicles on the road patrolling the town. Now that we are back to one officer on the late night a break down while on the road could keep an officer from being able to respond to a call for service.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

No

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.
-

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

No

6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

No

7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

- a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
- b. Replacement of a deteriorating facility is less expensive now than in the future.
- c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

- d. Upgrade to reduce urgent threats to public safety and health.
- e. Project will result in improved efficiency or net savings.
- f. Project is required to meet governmental requirements
- g. Project has a high level of community support

Category III – Expansions

- h. Expansion will provide existing levels of service to new development recently completed or under construction.
 - j. Expansion will maintain a level of service standard adopted by the Select Board.
 - k. Expansion is required to meet governmental requirements.
 - l. Expansion will provide existing levels of service to projected future developments.
-

8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

1

9. **Estimated Cost: \$**

Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

\$60,000.

Town of Dunstable
FY27-FY31 Capital Improvement Plan

10. Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

Cost of comparable facility or equipment

Rule of thumb indicator, unit costs

Cost estimate from engineer, architect, or vendor

Bids received

Preliminary estimate (e.g. no other basis for estimate, guesstimate)

11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

12. Estimated Annual Debt Service or Lease Payment (if applicable):

\$ _____ for _____ years.

13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): \$ _____. Explain below.

10. Is this a Special Opportunity? NO YES (If yes, explain below).

11. What is the estimated life of the proposed project?

3 years.

Town of Dunstable
FY27-FY31 Capital Improvement Plan

Attach all back up information supporting the proposed project available including quotes/estimates, scope of work, and photos



Authorized Department Head Signature



Date

Form 1. Individual Project Proposal Description and Justification

Prepared By: Chief Hoar _____ Date Prepared: ___10/14/25_____

Project Title: ___Station Paving_____ Program Area: _____

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Re pave the upper and lower lots. Add additional pavement in the upper lot by the side door to increase parking area. Add additional pavement to the rear lot near the storage trailer and dumpster for additional parking spaces.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

The parking lot is beginning to deteriorate. The edges are beginning to break away and large cracks are beginning to develop. Adding the extra parking spots in the rear is needed due to the high volume of cars in the area of the PD. At times there is so much traffic due to the farmhouse it is difficult and sometimes dangerous in the upper lot. There have also been times that there is no parking available for residents trying to come to the PD.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

NO

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.
-

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

Paving of the rear lot would not be needed if an addition to the building is completed.

-
6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

NO

-
7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

- a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
- b. Replacement of a deteriorating facility is less expensive now than in the future.
- c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

- d. Upgrade to reduce urgent threats to public safety and health.
- e. Project will result in improved efficiency or net savings.
- f. Project is required to meet governmental requirements
- g. Project has a high level of community support

Category III – Expansions

- h. Expansion will provide existing levels of service to new development recently completed or under construction.
- j. Expansion will maintain a level of service standard adopted by the Select Board.
- k. Expansion is required to meet governmental requirements.
- l. Expansion will provide existing levels of service to projected future developments.

-
8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

3

-
9. **Estimated Cost: \$**

Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

It depends on if the project can be done under the town bid. Previous estimate from 2017 was \$23K. Cost will have gone up since then.

-
10. **Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

-
- Cost of comparable facility or equipment
 - Rule of thumb indicator, unit costs
 - Cost estimate from engineer, architect, or vendor
 - Bids received
 - Preliminary estimate (e.g. no other basis for estimate, guesstimate)
-

11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

NO

12. Estimated Annual Debt Service or Lease Payment (if applicable):

\$ _____ for _____ years.

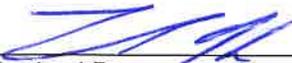
13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): \$ _____. Explain below.

10. Is this a Special Opportunity? NO YES (If yes, explain below).

11. What is the estimated life of the proposed project?

20 years

Attach all back up information supporting the proposed project

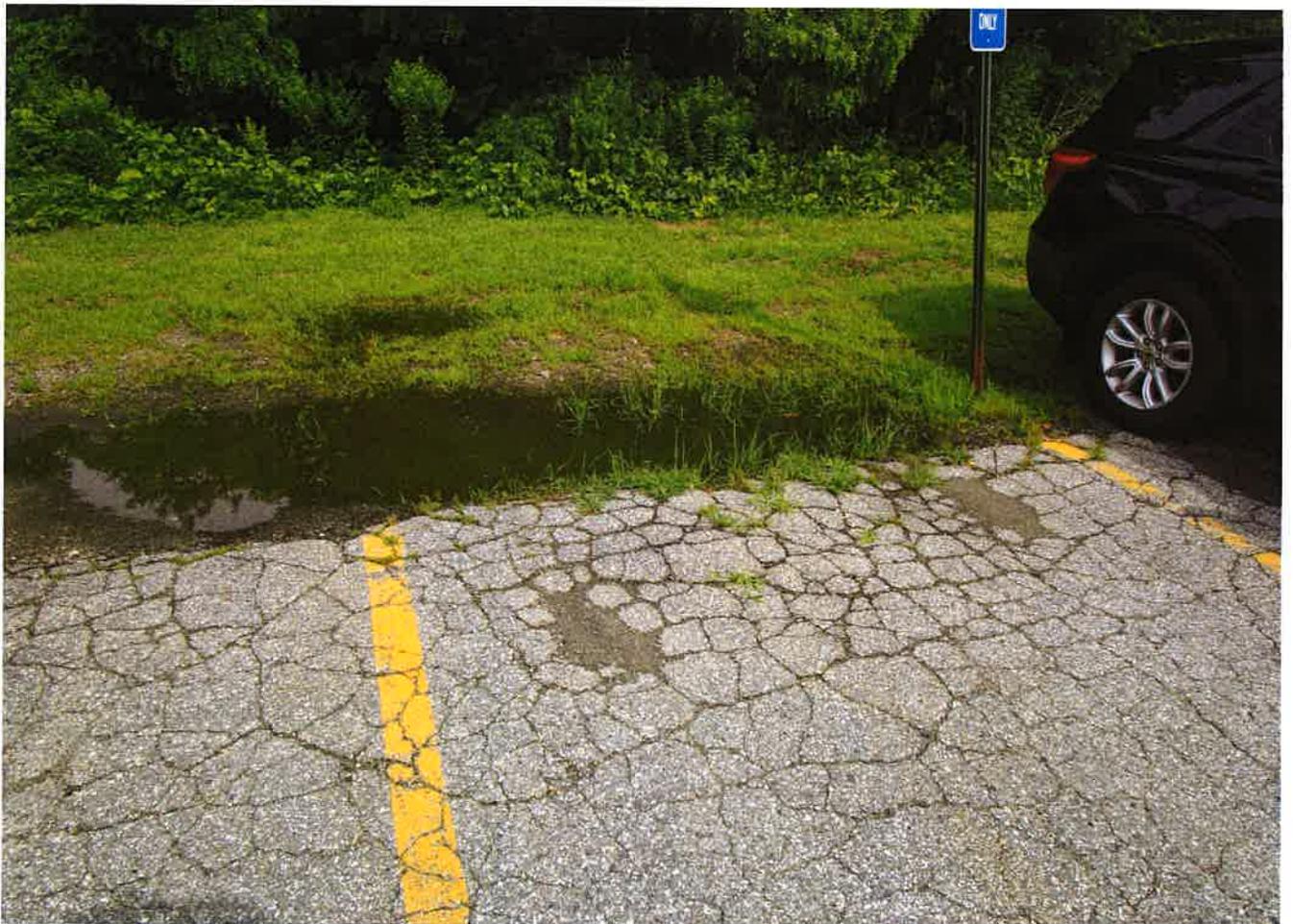


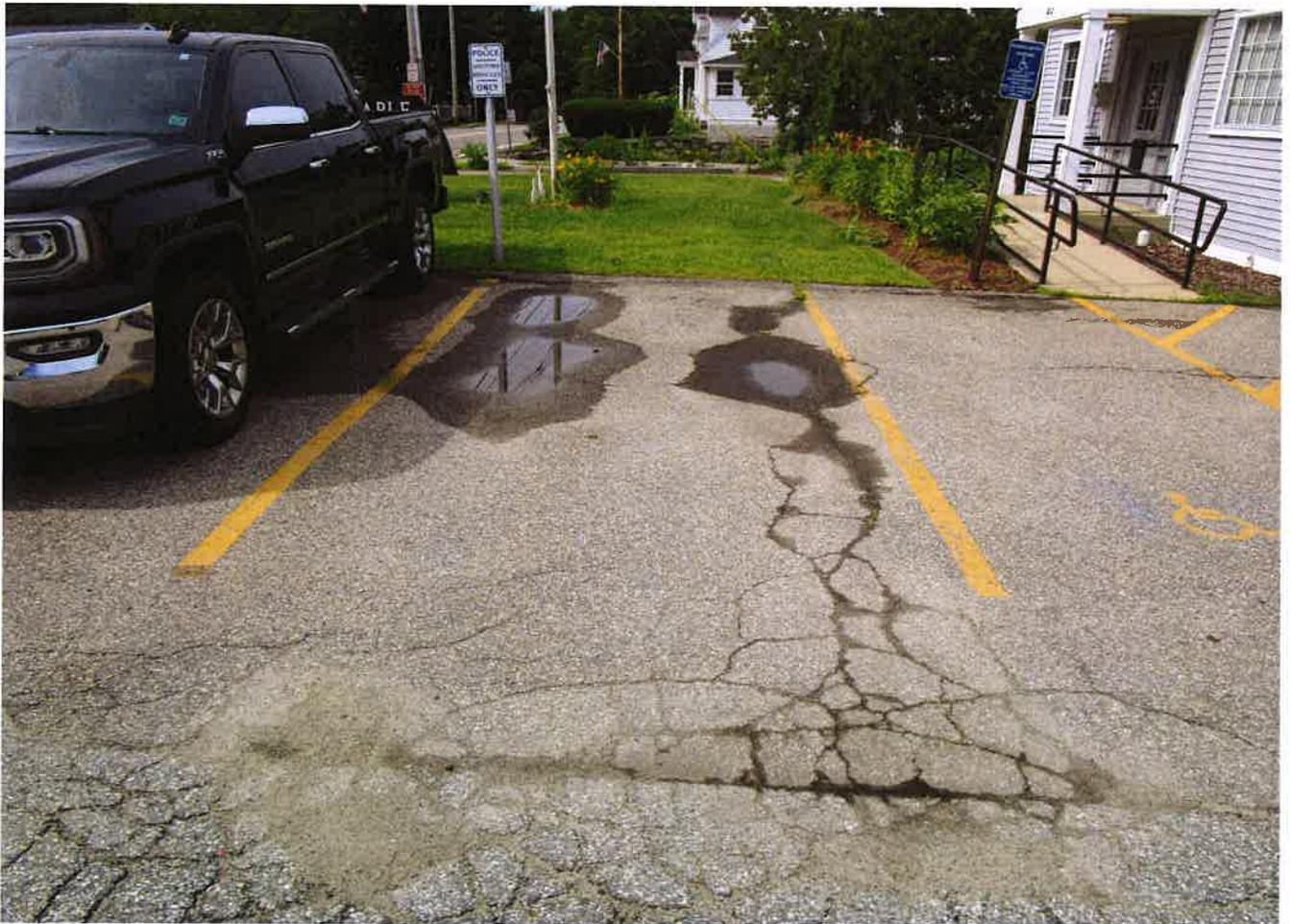
Authorized Department Head Signature



Date









Form 1. Individual Project Proposal Description and Justification

Prepared By: Chief Hoar Date Prepared: 10/14/25

Project Title: New Siding Program Area: _____

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Replace current vinyl siding. Current siding will be 24 years old next year.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

The exterior of the building is beginning to deteriorate. Several areas of the siding are cracking, faded, and stained. Other than the Town Hall, the Police Department is the most visited town building. Keeping the stations appearance up to date is a reflection on the town. New siding would come with new vapor barrier and insulation that may help with energy savings.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

NO

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.

1 week

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

If a station addition was done this could be included in that project. It would also be beneficial to do this at the same time as the window project if no addition is possible.

-
6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

NO

-
7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

- a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
- b. Replacement of a deteriorating facility is less expensive now than in the future.
- c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

- d. Upgrade to reduce urgent threats to public safety and health.
- e. Project will result in improved efficiency or net savings.
- f. Project is required to meet governmental requirements
- g. Project has a high level of community support

Category III – Expansions

- h. Expansion will provide existing levels of service to new development recently completed or under construction.
- j. Expansion will maintain a level of service standard adopted by the Select Board.
- k. Expansion is required to meet governmental requirements.
- l. Expansion will provide existing levels of service to projected future developments.

-
8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

3

-
9. **Estimated Cost: \$**

Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

Spoke with Michael Cortner at Express roofing who came out to look at the building. They are not providing quotes for siding now due to being a year out with work and the monthly increase in material costs. He stated that it would be around \$45K if done today and would expect that number to go up in the future.

-
10. **Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

_____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

_____ Cost estimate from engineer, architect, or vendor

_____ Bids received

_____ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

-
11. **Alternate Financing:** Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

NO

-
12. **Estimated Annual Debt Service or Lease Payment (if applicable):**

\$ _____ for _____ years.

-
13. **Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable):** \$ _____. Explain below.

-
10. **Is this a Special Opportunity?** NO YES (If yes, explain below).

-
11. **What is the estimated life of the proposed project?**

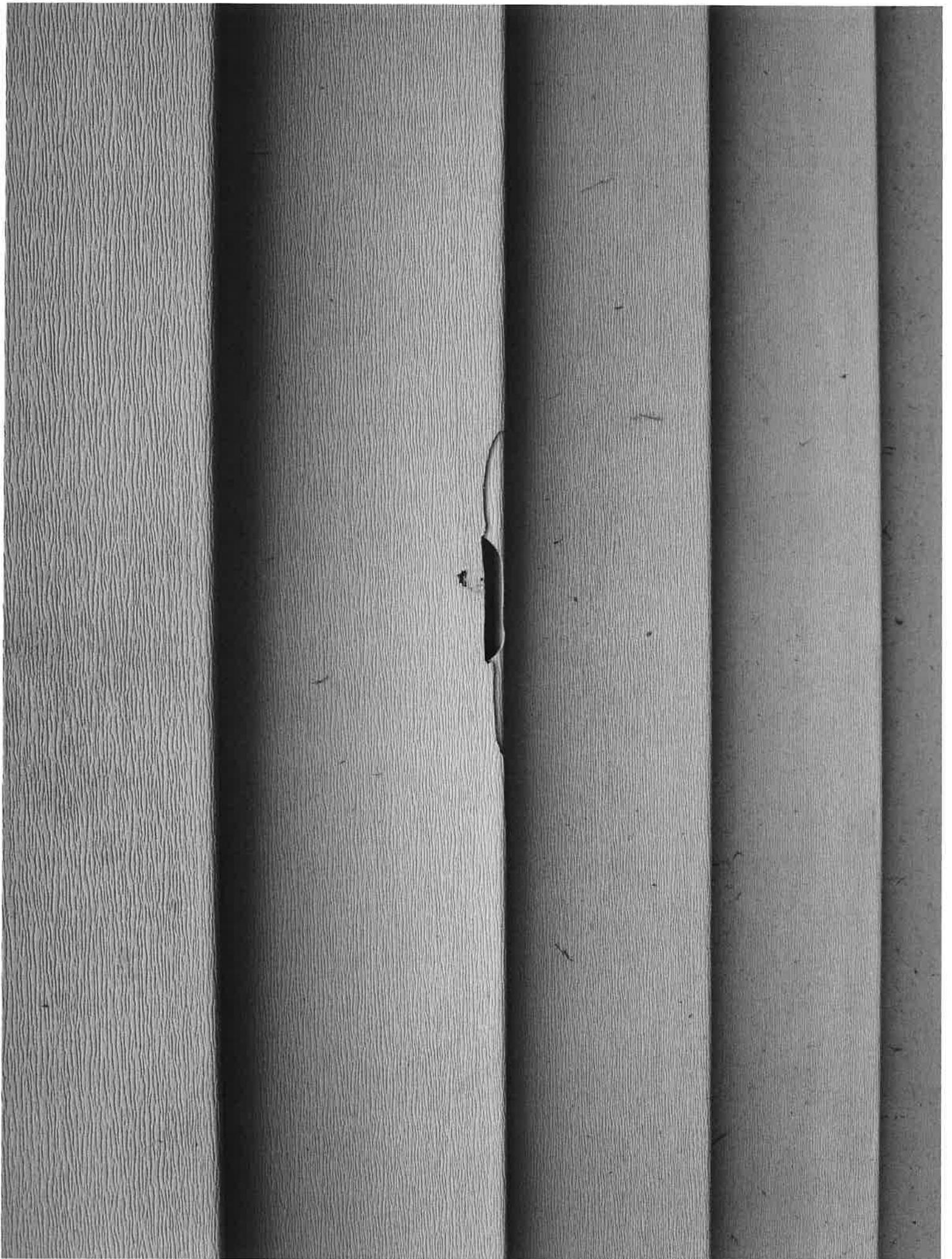
Siding has a 50-year guarantee.

Attach all back up information supporting the proposed project


Authorized Department Head Signature


Date





Form 1. Individual Project Proposal Description and Justification

Prepared By: Chief Hoar Date Prepared: 10/14/25

Project Title: Station Addition Program Area: _____

- 1. Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Add an addition to the rear of the police station. This would include garage space, office space, and storage. The addition would be approximately 36x28 and add an additional 1,008 sq feet. A survey was completed and it appears we would have room to relocate the septic.

- 2. Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

We are currently using the buildings space to the max. We are out of room in the evidence rooms and almost completely full in the records room and after a much-needed purge. Having indoor storage for cruisers would be a huge plus especially in the winter. Our outside storage areas (shed and trailer) are also full. We also rely on the highway department to store some of our bigger items like the light tower and traffic signs at their facility on River St.

- 3. Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

There is a public safety building committee, we have had several meetings but are still in the beginning stages of a plan on whether to build a public safety building or a fire station and an addition to the police station.

- 4. Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.

This would be a multi-year project. We would need a study, septic plan and building plans all before construction could begin.

- 5. Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

-
6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

NO

-
7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

- a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
- b. Replacement of a deteriorating facility is less expensive now than in the future.
- c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

- d. Upgrade to reduce urgent threats to public safety and health.
- e. Project will result in improved efficiency or net savings.
- f. Project is required to meet governmental requirements
- g. Project has a high level of community support

Category III – Expansions

- h. Expansion will provide existing levels of service to new development recently completed or under construction.
- j. Expansion will maintain a level of service standard adopted by the Select Board.
- k. Expansion is required to meet governmental requirements.
- l. Expansion will provide existing levels of service to projected future developments.

-
8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

1

-
9. **Estimated Cost: \$**

Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

I believe the study and plans would cost around \$100K and \$900K for the building (this would include other improvements to the existing structure including the siding, paving and a small remodel in the basement area of the existing building).

10. **Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

Cost of comparable facility or equipment

Rule of thumb indicator, unit costs

Cost estimate from engineer, architect, or vendor

Bids received

Preliminary estimate (e.g. no other basis for estimate, guesstimate)

11. **Alternate Financing:** Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

I have had a conversation with Representative Scarsdale about grants for public safety buildings. She has not provided any useful info as of now.

12. **Estimated Annual Debt Service or Lease Payment (if applicable):**

\$ _____ for _____ years.

13. **Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable):** \$ _____. Explain below.

10. **Is this a Special Opportunity?** NO YES (If yes, explain below).

11. **What is the estimated life of the proposed project?**

10 yrs.

Attach all back up information supporting the proposed project


Authorized Department Head Signature


Date

Form 1. Individual Project Proposal Description and Justification

Prepared By: Chief Hoar Date Prepared: 10/14/25

Project Title: New Vests Program Area: _____

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Outfitting all officers of the department with new bullet proof vest. The current vest will expire in August of 2028 and we are contractually obligated to provide new vest when they expire to full time officers. Part time officers should also be included in the purchase. They face the same dangers as full time officers while working. The vest will take 6-9 months to come in once ordered for planning purposes

-
2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

To provide our officers with new body armor per the contract and to keep them as safe as possible with the newest technology in body armor.

-
3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?

NO

-
4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.

NA

-
5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

If a station addition was done this could be included in that project. It would also be beneficial to do this at the same time as the window project if no addition is possible.

-
6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

NO

-
7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

- a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
- b. Replacement of a deteriorating facility is less expensive now than in the future.
- c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

- d. Upgrade to reduce urgent threats to public safety and health.
- e. Project will result in improved efficiency or net savings.
- f. Project is required to meet governmental requirements
- g. Project has a high level of community support

Category III – Expansions

- h. Expansion will provide existing levels of service to new development recently completed or under construction.
- j. Expansion will maintain a level of service standard adopted by the Select Board.
- k. Expansion is required to meet governmental requirements.
- l. Expansion will provide existing levels of service to projected future developments.

-
8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

1

-
9. **Estimated Cost: \$**
Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

\$13K

-
10. **Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

-
- Cost of comparable facility or equipment
 - Rule of thumb indicator, unit costs
 - Cost estimate from engineer, architect, or vendor
 - Bids received
 - Preliminary estimate (e.g. no other basis for estimate, guesstimate)

11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

NO

12. Estimated Annual Debt Service or Lease Payment (if applicable):

\$ _____ for _____ years.

13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): \$ _____. Explain below.

10. Is this a Special Opportunity? NO YES (If yes, explain below).

11. What is the estimated life of the proposed project?

5 years

Attach all back up information supporting the proposed project

Town of Dunstable, Massachusetts
Capital Improvement Plan

FY 2027-2031


Authorized Department Head Signature


Date



(/account)

(/cart)⁰



Home (<https://vantagearmor.com>) / Concealable Body Armor (</collections/concealable-body-armor>)

/ US Armor Enforcer 6000 Series, Level II w/ HVC Carrier (</products/usa-f-500418t>)

NEXT PRODUCT (</collections/concealable-body-armor/products/us-armor-enforcer-3000-series-level-iiia-w-poly-cotton-carrier-soft-trauma-pad>)



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BUY NOW



US Armor Enforcer 6000 Series, Level II w/ HVC Carrier

Product Code: USA-F-500418T-C

\$1,054.35

Available Options

SIZE

S - XL (choose in the next box)

QTY

- 1 +

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Description Reviews

Enforcer 6000 Series - Level II

The thinnest, lightest and most flexible NIJ .06 Certified ballistic vest on the market! The Enforcer 6000 is 100% MADE IN USA, using Core Matrix® technology with ultra-high molecular weight polyethylene fibers from Honeywell® and DuPont™. Combining these in a thin, lightweight, low-stitch ballistic package for the highest performing, NIJ .06 Certified ballistic vest available today (male < 1 lbs. per square foot).

Standard Features:

- 6-point elastic/VELCRO® closure system
- Removable strap system
- 6" x 8" Soft Ballistic Trauma Plate
- Shirt Tails

Aerial Density

- 0.75 lbs/sq/ft (12 oz./sq. ft.) - Male II

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Optional Features (Not Included)

- Upgraded Outlast™ Heat Management Fabric Carrier (same material used by NASA in their astronaut space suits - keeps the officer cool when the body is warm, keeps officer warm when the body is cold)
- Upgraded CuTEC Copper Thread Technology Carrier (eliminates heat rash and other skin complications from long term body armor use)
- CoolMax® T-shirts
- Winter Quilt outer carrier
- Uniform Shirt Carrier

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Ballistic Capabilities

- 9mm - 1932 fps / 588 mps
- 357 Mag - 1807 fps / 550 mps

The Enforcer 6000 is a ballistic panel only, shown here with the HVC Carrier.

Additional trauma plate insert options
 Concealable Carry Bags (Nylon)
 (/cart)
Warranty:

- Removable Carriers: 18 months
- US Armor Fit Guarantee: 60 days

US Armor Standard Sizing for Vests	Front Panel	Back Panel
Small Short	18x11.5	14.5x13.5
Small Regular	18x12.5	14.5x14.5
Small Long	18x13.5	14.5x15.5
Medium Short	19x12	17.5x14.5
Medium Regular	19x13	17.5x15.5
Medium Long	19x14	17.5x16.5
Large Short	19.5x13	19.5x15
Large Regular	19.5x14	19.5x16
Large Long	19.5x15	19.5x17
X-Large Short	20x13	22x15
X-Large Regular	20x14	22x16
X-Large Long	20x15	22x17
2X-Large Short	21x13.5	25x15.5
2X-Large Regular	21x14.5	25x16.5
2X-Large Long	21x15.5	25x17.5
3X-Large Short	22x14	27.5x16.5
3X-Large Regular	22x15	27.5x17.5
3X-Large Long	22x16	27.5x18.5

Related Products Viewed Products



USA F-500416t-enforcer-3000-series-level-iiia-w-poly-cotton-carrier-soft-trauma-pad
 US Armor Enforcer 3000 Series, Level IIIA, w/ Poly Cotton Carrier & Soft Trauma Pad
 (/collections/concealable-body-armor/products/us-armor-enforcer-3000-series-level-iiia-w-poly-cotton-carrier-soft-trauma-pad)
\$671.00



USA F-500400t-enforcer-5000-series-level-ii
 US Armor Enforcer 5000 Series, Level II w/ HVC Carrier
 (/collections/concealable-body-armor/products/usa-f-500400t-enforcer-5000-series-level-ii)
\$937.20



USA F-500416t-enforcer-6000-series-6316m-level-iiia-traditional-size-w-hvc-carrier-soft-trauma-pad
 US Armor Enforcer 6000 Series, Level IIIA w/ HVC Carrier
 (/collections/concealable-body-armor/products/usa-f-500416t-enforcer-6000-series-6316m-level-iiia-traditional-size-w-hvc-carrier-soft-trauma-pad)
\$1,215.50

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US Armor Enforcer 6000 Series, Level II w/ HVC Carrier (/collections/concealable-body-armor/products/usa-f-500418t-enforcer-6000-series-level-ii-w-hvc-carrier)

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FIRE DEPARTMENT

DEPARTMENT SUBMITTALS

TOWN OF DUNSTABLE



FY26 - FY31





Quote

Fire Tech & Safety
100 Business Park Dr #6
Tyngsborough, MA, 01879
Phone: (978) 649-6800
<https://firetechusa.com/>

Quote Nbr.: Q311465
Quote Date: 2/13/2026
Expiration Date: 2/28/2026
Customer ID: C001280
Created By: Corey Forrest

BILL TO:	SHIP TO:
DUNSTABLE FIRE DEPT-MA 28 PLEASANT ST PO BOX 96 DUNSTABLE MA 01827	DUNSTABLE FIRE DEPT-MA 28 PLEASANT ST PO BOX 96 DUNSTABLE MA 01827

CUSTOMER P.O. NO.	TERMS	CONTACT
	MA State Contract PSE01	

SHIP VIA
Best Way

ITEM	QTY.	PRICE	EXT PRICE
Vertecon SE 8.1 E1 with integrated co monitor	1.00	28,353.00	28,353.00
BAUER CFS5.5-2S PACKAGE	1.00	19,090.00	19,090.00
AMERICAN AIRWORKS CYLINDER 6000 PSI W/ VALVE	4.00	1,556.10	6,224.40
AMERICAN AIRWORKS CGA 702 NUT & NIPPLE	4.00	24.00	96.00
AMERICAN AIRWORKS 90 DEGREE J.I.C.	4.00	21.44	85.76
AMERICAN AIRWORKS 6000PSI DOT CYLINDER BRACKET	4.00	48.66	194.64
SHIPPING & HANDLING TO BE INVOICED ADDITIONALLY AT TIME OF DELIVERY	1.00	1,750.00	1,750.00
INSTALLATION INCLUDES 1 DAY LABOR, CALIBRATION, START-UP RELATED PROCEDURES, AIR QUALITY TEST, T...	1.00	1,995.00	1,995.00
NOTE: EXTENDED LENGTH AIRLINES OVER 50' MAY EXPERIENCE PRSEEURE LINE LOSS AT REMOTE END - UPGRADE TO 1/4" FLEX LINE AVAILABLE - MUST BE QUOTED SEPARATELY			

Total Weight (LB):	0	Sales Total:	57,788.80
Total Volume (CFT):	0	Freight & Misc.:	0.00
		Less Discount:	0.00
		Tax Total:	0.00
		Total (USD):	57,788.80

NOTICE...One or more of the products listed above may contain PFAS, for the reason the equipment contains PFAS chemicals, and the specific PFAS chemicals in the product you must contact the manufacturer of the items.
Fire Tech & Safety Terms and Conditions: <https://firetechusa.com/FTSTAC.pdf>

HIGHWAY DEPARTMENT

DEPARTMENT SUBMITTALS

TOWN OF DUNSTABLE



FY26 - FY31



Form 1. Individual Project Proposal Description and Justification

Prepared By: _Kristina Hooper/David Tully_____ Date Prepared:October 30, 2025

Project Title:Dump Truck with Plow

Program Area: __Highway Department

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.
-

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

To replace an aging 2013 plow truck with increasing maintenance costs and downtime.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.?
-

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.N/A
-

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.
-

6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.
-

7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

- a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
- b. Replacement of a deteriorating facility is less expensive now than in the future.
- c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

- d. Upgrade to reduce urgent threats to public safety and health.
- e. **Project will result in improved efficiency** or net savings.
- f. Project is required to meet governmental requirements
- g. Project has a high level of community support

Category III – Expansions

- h. Expansion will provide existing levels of service to new development recently completed or under construction.
 - j. Expansion will maintain a level of service standard adopted by the Select Board.
 - k. Expansion is required to meet governmental requirements.
 - l. Expansion will provide existing levels of service to projected future developments.
-

8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now).

#1

9. **Estimated Cost:** \$85,000

Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

\$85,000

Town of Dunstable
FY27-FY31 Capital Improvement Plan

10. Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

_____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

_____ Cost estimate from engineer, architect, or vendor

_____ Bids received

Preliminary estimate (e.g. no other basis for estimate, guesstimate)

11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

12. Estimated Annual Debt Service or Lease Payment (if applicable):

\$_____ for _____ years.

13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): \$ _____. Explain below.

10. Is this a Special Opportunity? NO _____ YES (If yes, explain below).

11. What is the estimated life of the proposed project?
This piece of equipment should have a service life of 10-15 years.

Town of Dunstable
FY27-FY31 Capital Improvement Plan

Attach all back up information supporting the proposed project available including quotes/estimates, scope of work, and photos

Authorized Department Head Signature

Date



Hoyle, Tanner Project No. XXXXXX
 Town of XXXXX
 XXXX Street Over XXXX
 NHDOT Bridge No. ###/###
 XXXXX Design Calculation

Sheet: 1
 Calc By: JCR
 Check By: DML
 Revised By: DML
 Rev Check By: JCR/AML

of: 1
 Date: 6/2/23
 Date: 6/2/23
 Date: 10/6/23
 Date: 10/6/23

OPTION 3 - ALUMINUM BOX

Item	Description	Unit	Amount	Unit Cost	Total
1	NEW ALUMINUM BOX (INC. HEADWALLS/WINGWALLS)	U	1	\$ 110,000.00	\$ 110,000.00
2	WATER DIVERSION	U	1	\$ 70,000.00	\$ 70,000.00
3	ROADWAY WORK	U	1	\$ 60,000.00	\$ 60,000.00
4	PIPE REMOVAL	U	1	\$ 15,000.00	\$ 15,000.00
5	MAINTENANCE OF TRAFFIC	U	1	\$ 15,000.00	\$ 15,000.00
6	UNIFORMED OFFICERS	HR	200	\$ 120.00	\$ 24,000.00
7	EROSION CONTROL	U	1	\$ 5,000.00	\$ 5,000.00
8	MOBILIZATION	u	1	\$ 30,000.00	\$ 30,000.00

SUBTOTAL \$ 329,000.00
 CONTINGENCY (20%) \$ 65,800.00
 CONSTRUCTION TOTAL \$ 394,800.00

SURVEY \$ 10,000.00
 GEOTECHNICAL \$ 40,000.00
 DESIGN ENGINEERING \$ 115,000.00
 BID PHASE \$ 7,000.00
 CONSTRUCTION ENG (12%) \$ 47,000.00
 ENGINEERING TOTAL \$ 219,000.00

PROJECT TOTAL \$ 613,800.00

SERVICE LIFE (YEARS) 50
 COST PER YEAR \$ 12,276.00

BILLING RATE ESTIMATE

\\hntam-f1e\hsg1_PROJECTS\Dunstable-MA\0-80\Main Street Culvert Design\04-Bill_Design Phase.xlsx\BID

CLIENT : DUNSTABLE, MA
 PROJECT : MAIN STREET OVER JOINTGRASS BROOK
 PROJECT #: 21.412801.XX
 DATE: 9/29/2023

DESIGN PHASE SERVICES

Calc. By: JCR
 Check By: DML/AML

TASK DESCRIPTIONS	HOURS BY BILLING RATE CLASSIFICATION (\$/hour)													TOTAL HOURS	TOTAL BILLING RATE COSTS
	PRINCIPAL ENGINEER \$260.00 STU/TMC	SENIOR PROJECT MANAGER \$225.00 AML	PROJECT MANAGER \$185.00 DML	PROJECT MANAGER \$185.00 JCR	SENIOR PROJECT ENGINEER \$165.00 KMH/JFMS	LAND ACQUISITION SPECIALIST \$120.00 EB	STAFF ENGINEER \$124.00	ENGINEER \$112.00 JAH/VJ/KCC	SENIOR ENVIRONMENTAL COORDINATOR \$187.00 KRP	ENVIRONMENTAL COORDINATOR \$118.00 JET/KLD	PUBLIC OUTREACH COORDINATOR \$165.00	SENIOR CADD DESIGNER \$146.00 TAG	PROJECT ASSISTANT \$107.00 AV/DR		
D-1. PROJECT START-UP														0	0
PROJECT SET-UP	1			1										1	0
INTERNAL KICK-OFF MEETING	1	1	1	1	1			3	1	1		1		11	552.00
SUBCONSULTANT COORDINATION		2		4										6	1,190.00
D-2. SITE VISIT				4				4						8	1,188.00
D-3. WETLAND RESOURCE DETERMINATION								4	4	20				28	3,556.00
D-4. PREPARE THE PROJECT NOTIFICATION FORM (PNF)				2					2	4				8	1,216.00
D-5. PERFORM IPAC AND NMFS DATABASE SEARCHES										1	2			3	423.00
D-6. PREPARE HYDRAULIC REPORT														0	0
HYDROLOGY					1			2						3	389.00
HYDRAULICS (EXISTING AND PROPOSED)		8			20			40						68	9,580.00
SCOUR ANALYSIS		2			4			8						14	2,006.00
PREPARE REPORT		4		2	8			8						22	3,486.00
RESPOND TO AND ADDRESS MASSDOT COMMENTS		4		4	4			4						16	2,748.00
D-7. PREPARE PROJECT SUMMARY LETTER		1		2										7	1,023.00
D-8. PRESENT PROJECT AT PUBLIC INFORMATION MEETING		1		2										7	1,023.00
PREPARE PRESENTATION		2		2				4						8	1,268.00
PRESENT AT MEETING		3		3										6	1,230.00
PREPARE MEETING NOTES		1		2										3	595.00
D-9. COORDINATE PROPOSED DETOUR WITH CLIENT			2	2								8		12	1,908.00
D-10. PREPARE STORMWATER REPORT		4		8				8	4	8				32	4,968.00
D-11. RESERVED														0	0
D-12. PREPARE AND SUBMIT NOI		2		6					8	28				44	6,360.00
D-13. PROVIDE NOI REVIEW SERVICES				6					8	4				18	3,078.00
D-14. UTILITY COORDINATION		4		8								4		24	4,584.00
D-15. PREPARE DESIGN PLANS														0	0
STRUCTURE LAYOUT				2				4						6	818.00
BRIDGE FABRICATOR COORDINATION				2				2						4	594.00
ROADWAY DESIGN		4		2	16			40						62	8,530.00
CONTRACT PLANS				26				78				72		176	24,058.00
ESTIMATE OF COST				4	4			16						24	3,192.00
PROJECT SPECIFICATIONS		8		16									4	28	5,188.00
QA		8												8	1,800.00
D-16. SUBMIT TO MASSDOT FOR CHAPTER 85 REVIEW														0	0
SUBMISSION				2										2	370.00
COMMENT RESPONSES		2	2	4	4			4						16	2,818.00
D-17. ATTEND TWO MEETINGS WITH TOWN			5	5										10	1,850.00
D-18. PREPARE DRAFT EASEMENTS AND EASEMENT PLAN			2	4			8					8		22	3,238.00
D-19. PREPARE CONTRACT DOCUMENTS		2	2	4				8				16		32	4,792.00
D-20. PREPARE CRMAG APPLICATION			4	4									8	16	2,336.00
D-21. OVERALL PROJECT MANAGEMENT				4										4	740.00
D-22. PSOAP				2										2	370.00
TOTAL LABOR HOURS	12	55	24	140	62	8	0	237	28	67	0	109	21	763	
TOTAL BILLING RATE COSTS	\$3,120.00	\$12,375.00	\$4,440.00	\$25,900.00	\$10,230.00	\$960.00	\$0.00	\$26,544.00	\$5,236.00	\$7,906.00	\$0.00	\$15,914.00	\$2,247.00	\$114,872.00	

REIMBURSABLE EXPENSES:

TRAVEL- MILEAGE, ETC.	\$25
POSTAGE & COMMUNICATION	\$100
PRINTING	\$50
LODGING AND MEALS	\$0
CONSUMABLES	\$0
TESTING EQUIPMENT RENTAL	\$0
Other	\$0
SUBTOTAL:	\$175

TOTAL BILLING RATE COSTS \$114,872

SUBCONSULTANTS: includes admin. Fee of 0% \$50,000

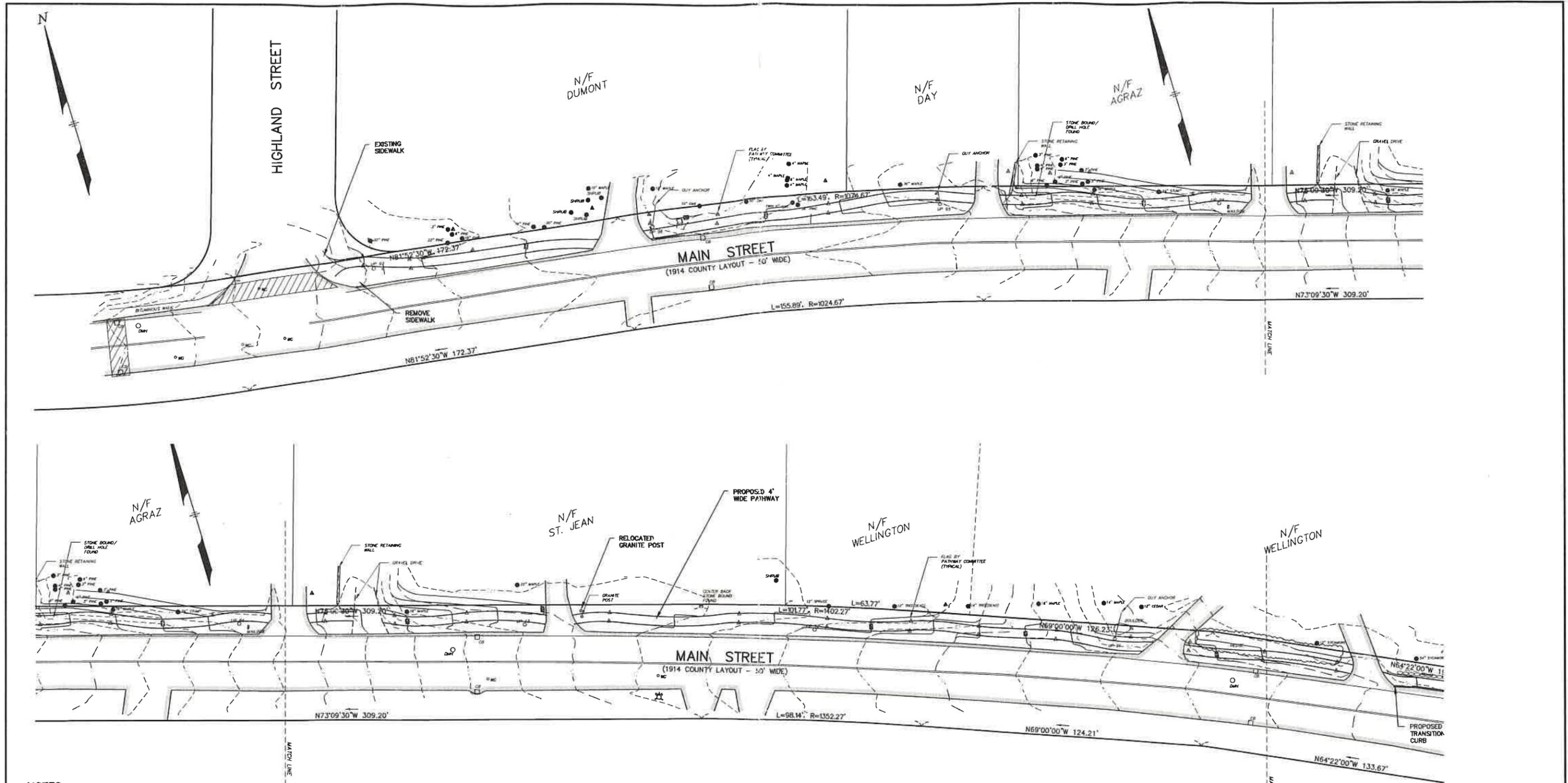
SUBTOTAL BILLING RATE COSTS, SUBCONSULTANTS: \$164,872

SUBCONSULTANTS:	
SURVEY	\$10,000
GEOTECH	\$40,000
(SUBCONSULTANT)	\$0
(SUBCONSULTANT)	\$0
(SUBCONSULTANT)	\$0
SUBTOTAL:	\$50,000

REIMBURSABLE EXPENSES: includes admin. fee of 0% \$175

TOTAL: \$165,047

SAY \$ 165,000



NOTES:

- 1.) ELEVATIONS REFER TO THE NGVD OF 1929. STARTING BENCHMARK—TOP RIVET FRONT STEPS OF THE CARLISLE TOWN LIBRARY ELEVATION=202.17'.
- 2.) LINES DIVIDING INDIVIDUAL OWNERSHIP WERE TAKEN FROM THE TOWN OF DUNSTABLE PROPERTY MAP 17.
- 3.) THE LOCATION OF MAIN STREET WAS ESTABLISHED BY AN ON THE GROUND SURVEY.

UTILITY NOTE:

ALL UNDERGROUND UTILITIES SHOWN HERE WERE COMPILED ACCORDING TO AVAILABLE RECORD PLANS FROM VARIOUS UTILITY COMPANIES AND PUBLIC AGENCIES AND ARE APPROXIMATE ONLY. ACTUAL LOCATIONS MUST BE DETERMINED IN THE FIELD BEFORE DESIGNING, EXCAVATING, BLASTING, INSTALLING, BACKFILLING, GRADING, PAVEMENT RESTORATION OR REPAIRING. ALL UTILITY COMPANIES, PUBLIC AND PRIVATE, MUST BE CONTACTED INCLUDING THOSE IN CONTROL OF UTILITIES NOT SHOWN ON THIS PLAN. SEE CHAPTER 370, ACTS OF 1963 MASS. WE ASSUME NO RESPONSIBILITY FOR DAMAGES INCURRED AS A RESULT OF UTILITIES OMITTED OR INACCURATELY SHOWN. BEFORE PLANNING FUTURE CONNECTIONS THE APPROPRIATE PUBLIC UTILITY ENGINEERING DEPARTMENT MUST BE CONSULTED. DIG SAFE TELEPHONE No. 1-888-344-7233.

LEGEND:

- N/F NOW OR FORMERLY OVERHEAD WIRES
- TREE
- TREE LINE
- UP UTILITY POLE
- GG+ GAS GATE
- G GAS SERVICE (BURIED)
- WC+ WATER GATE
- W WATER SERVICE (BURIED)
- DMH DRAIN MANHOLE
- D SUB-SURFACE DRAIN LINE
- EXISTING CONTOUR
- - - EXISTING CONTOUR
- ☆ LIGHTPOLE
- △ WETLAND FLAG
- 99X9 SPOT ELEVATION
- ○ ○ ○ STONE WALL
- — — EDGE OF PAVEMENT

**PROGRESS PRINT
14 JANUARY 15**

**PATHWAY-SIDEWALK PLAN
MAIN STREET
IN
DUNSTABLE, MASSACHUSETTS
(MIDDLESEX COUNTY)
FOR: DUNSTABLE PATHWAY COMMITTEE
SCALE: 1"=20' JANUARY 9, 2014**

STAMSKI AND McNARY, INC.
1000 MAIN STREET ACTON, MASSACHUSETTS
ENGINEERING - PLANNING - SURVEYING





Project: Pleasant Street Sidewalk and Pavement Rehabilitation
 Project No. None MassDOT Project #: None
 Location: Dunstable, Ma
 Task: HouseWorks Grant Planning Level Estimate
 Calculated By: TMC Date: 5/28/2025
 Checked By: DML Date: 5/29/2025

CONCEPTUAL ESTIMATE - ASSUMPTIONS

This Conceptual Engineer's Estimate of Probable Construction Costs is based on the anticipated scope of work, as well as Hoyle Tanner's experience with similar projects and understanding of current industry trends. The estimate has not been based on a design for this project, and as such, it is intended to be for planning purposes only. It should be noted that changes in design requirements, time of year bid, material or labor costs in the construction industry all could impact the project cost in either direction. Assumptions used for this estimate are listed below.

Design Engineering is 10% of Construction	\$417,500	No Buried Utilities design
MassDOT Compliant Survey / Baseplan Prep	Say \$30,000	No ROW Plans Required
Wetlands Delineations and classifications	Say \$10,000	
Environmental documentation	Say \$20,000	No Wetlands Mitigation Required

Design Phase total estimate = \$477,500 without contingency

15 utility pole relocations	Say 15 times \$30,000 = \$450,000
ROW Needs	Say \$50,000 - no permanent easements assumed
Construction cost estimated	\$4,175,000
Construction engineering 7%	Say \$290,000

Construction Phase total estimate = \$4,965,000 without contingency

Conceptual Sidewalk and Pavement Rehabilitation project along (Route 113) Pleasant Street

Proj Length = 0.56
 Pavement width = 28'
 5.5' Gran. Curb Conc. Sidewalk easterly side only
 Bit curb opposite side
 MRM wall 4' reveal by 300' long
 Existing closed drainage retrofits
 2 new beam guardrail runs
 5-15 UP offsets Req'd Say \$30,000 each

Ref the 608603 project.

Extracted the watermain, culvert and wetland replication items totaling about \$800k
 This project had \$850k for MRM wall for 900 CY
 So \$2.15 mil for .42 miles or \$970 per linear foot bid in Jan 2022
 Say 5% per year increase to bid in 2028 - 34% increase = \$1,300 per linear foot plus the wall
 So .57 miles x 5280 = 3000 lf times times \$1,300 = \$3.9 mil plus wall
 MRM wall = 300 lf x 8 feet high 4-12 back batter with 1 foot stem width = 207 cy at \$1,250 per cy = say \$275k
 So Construction totals \$3,900,000 + \$275,000 = \$4,175,000

EXHIBIT B
PAYMENT SCHEDULE

RE: Schedule No 1, dated May 15, 2025 of Lease With Option to Purchase Agreement Number TE-2323, between All American Investment Group, LLC (Lessor) and Town of Dunstable (Lessee)

Rental Payments shall be made as follows:

<u>Payment Number</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Interest Amount</u>	<u>Principal Amount</u>	<u>Purchase Option Price *</u>
1	7/15/2025	\$ 18,908.11	\$ 570.67	\$ 18,337.44	\$ 35,919.63
2	7/15/2026	\$ 18,908.11	\$ 2,228.20	\$ 16,679.91	\$ 18,268.71
3	7/15/2027	\$ 18,908.11	\$ 1,149.00	\$ 17,759.11	\$ 0.00
		\$ 56,724.33	\$ 3,947.88	\$ 52,776.45	

Contract Rate: The Contract Rate is 6.47% per annum.

LESSEE: Town of Dunstable

By: Jason Silva

Printed: Jason Silva

Title: Town Administrator

Date: 6/9/2025

* Assumes all Rental Payments and Additional Payments otherwise due on that date have been paid.

CONSERVATION COMMISSION

DEPARTMENT SUBMITTALS

TOWN OF DUNSTABLE



FY26 - FY31

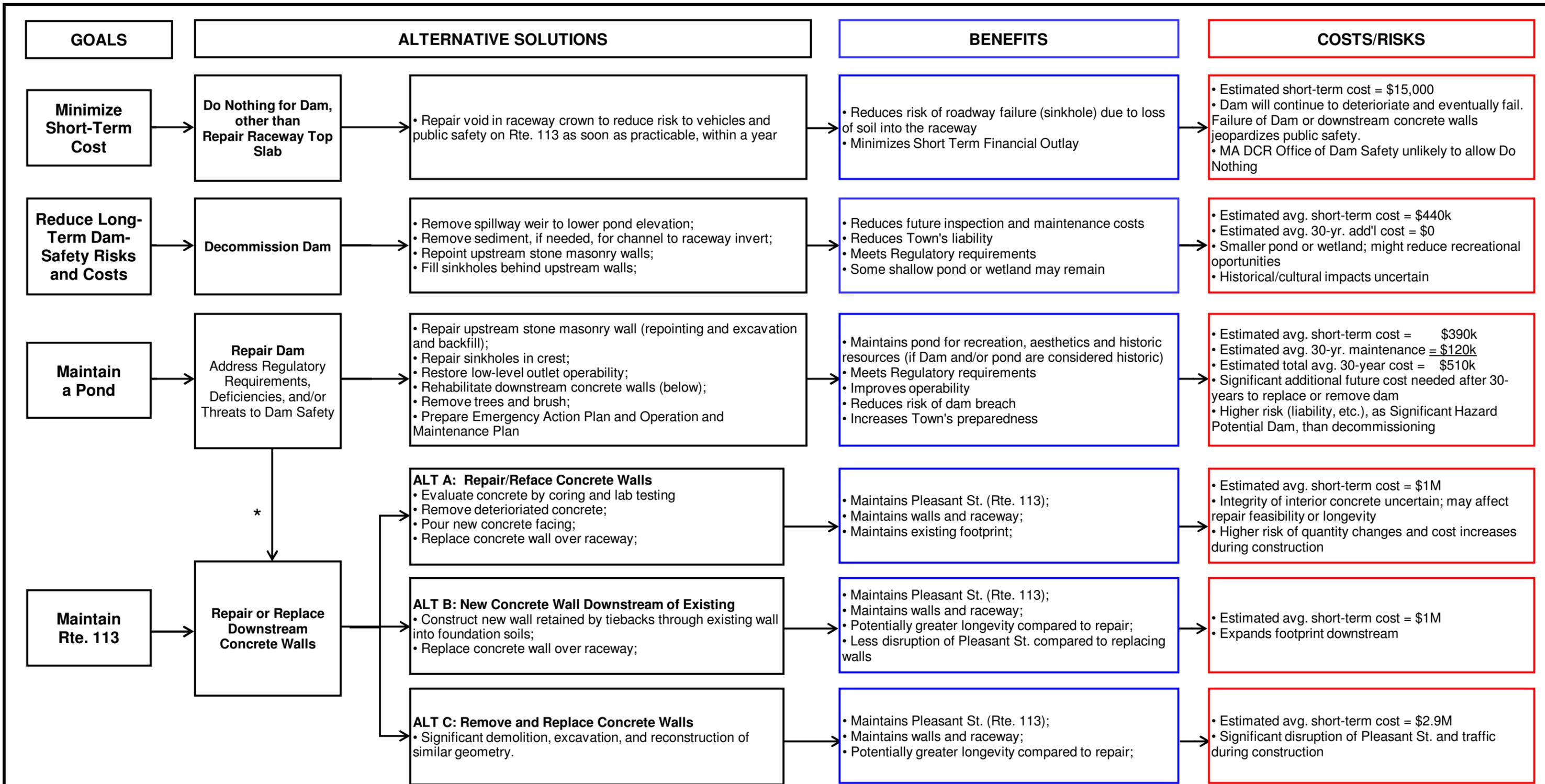


**TABLE 2 - PRELIMINARY ESTIMATES OF COSTS^a
WOODWARDS MILL DAM**

Alternatives	High ^b	Average ^b	Low ^b
Maintain Pond and Dam			
Estimated Total Short-Term Cost for Repairs	\$ 470,000	\$ 390,000	\$ 310,000
Avg. Annual maintenance (per year)	\$ 5,000	\$ 4,000	\$ 3,000
Estimated Total 30-year Cost	\$ 620,000	\$ 510,000	\$ 400,000
Decommision Dam	\$ 530,000	\$ 440,000	\$ 350,000
Rehabilitate or Replace Downstream Concrete Walls			
ALT. A: Repair by Refacing	\$ 1,400,000	\$ 1,000,000	\$ 700,000
ALT. B: New Wall Downstream of Existing	\$ 1,500,000	\$ 1,000,000	\$ 700,000
ALT. C: Wall Demolition and Replacement	\$ 4,300,000	\$ 2,900,000	\$ 1,900,000

^a Estimated financial costs are in 2024 dollars, are based on concepts that are not designed, and are intended to provide preliminary, order-of-magnitude costs for qualitative comparison of alternatives, decision making, and planning. Refer to text of SA's Report for more information.

^b Low, average, and high costs are estimated from low, high, and average unit costs. Average costs shown are not the average of the high and low estimates. We recommend using average costs for comparison of alternatives, but using high costs for short-term budgeting. Planning for future costs should consider inflation and cost escalation from the estimated costs shown in 2024 dollars.



* The downstream concrete walls are components of the Dam and therefore require repair as part of repairing/maintaining the Dam for dam safety purposes. If the Dam is decommissioned, however, the downstream concrete walls would be solely retaining walls for the roadway embankment and would no longer be regulated as dam components. In the later case, the downstream walls should be repaired for the purpose of maintaining Rte. 113.



LIBRARY

DEPARTMENT SUBMITTALS

TOWN OF DUNSTABLE



FY26 - FY31



Form 1. Individual Project Proposal Description and Justification

Prepared By: Maureen Strauss Date Prepared: 10/24/25
Project Title: Electrical in Community Room Program Area:

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Emergency lights in Community room are not working.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

Patron safety and fire safety compliance

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.? **Yes, submitted September 2024.**
-

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.
-

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.
-

6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action.

Town of Dunstable
FY27-FY31 Capital Improvement Plan

Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.

7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

- a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
- b. Replacement of a deteriorating facility is less expensive now than in the future.
- c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

- d. Upgrade to reduce urgent threats to public safety and health.
- e. Project will result in improved efficiency or net savings.
- f. Project is required to meet governmental requirements
- g. Project has a high level of community support

Category III – Expansions

- h. Expansion will provide existing levels of service to new development recently completed or under construction.
 - j. Expansion will maintain a level of service standard adopted by the Select Board.
 - k. Expansion is required to meet governmental requirements.
 - l. Expansion will provide existing levels of service to projected future developments.
-

8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now). **This is a #2 priority**
-

9. **Estimated Cost: \$**

Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total. **\$2,500.00**

10. **Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

Town of Dunstable
FY27-FY31 Capital Improvement Plan

- _____ Cost of comparable facility or equipment
- _____ Rule of thumb indicator, unit costs
- _____ Cost estimate from engineer, architect, or vendor
- _____ Bids received
- ___**X**___ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

12. Estimated Annual Debt Service or Lease Payment (if applicable):

\$_____ for _____ years.

13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): \$ _____. Explain below.

10. Is this a Special Opportunity? **X**___ NO _____ YES (If yes, explain below).

11. What is the estimated life of the proposed project?

10 Years

Attach all back up information supporting the proposed project available including quotes/estimates, scope of work, and photos

Town of Dunstable
FY27-FY31 Capital Improvement Plan

Maureen Strauss

Authorized Department Head Signature

10/24/25
Date

Form 1. Individual Project Proposal Description and Justification

Prepared By: Maureen Strauss Date Prepared: 10/24/25
Project Title: New Library HVAC System Program Area: _____

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

HVAC system is working at half capacity (2 out of 4 boilers do not work), no HVAC capabilities in children's area and special collections room.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

Patron comfort and maintain the integrity of historical materials and artifacts.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.? **Yes, FY27**
-

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.
-

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.
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8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now). **This is a #1 priority**
-

9. **Estimated Cost: \$**

Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

\$235,000 (CPC approved application for \$58,750 portion, to go to town annual meeting 11/17)

Town of Dunstable
FY27-FY31 Capital Improvement Plan

10. Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

_____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

X_____ Cost estimate from engineer, architect, or vendor

_____ Bids received

_____ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

12. Estimated Annual Debt Service or Lease Payment (if applicable):

\$ _____ for _____ years.

13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): \$ _____. Explain below.

10. Is this a Special Opportunity? X NO _____ YES (If yes, explain below).

11. What is the estimated life of the proposed project?

10 Years

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Attach all back up information supporting the proposed project available including quotes/estimates, scope of work, and photos

Maureen Strauss

Authorized Department Head Signature

 10/24/25
Date

Form 1. Individual Project Proposal Description and Justification

Prepared By: ___Maureen Strauss_____ Date Prepared: 10/24/25
Project Title: ___ Electrical in Reading Room and Quiet Bays _ Program
Area: _____

1. **Project Description:** Give a brief (1-2 paragraph) description of what the project entails. Provide basic information, such as the location, size, acreage, floor area, capacity, etc., and any other information that is relevant to what is being proposed.

Capital expenditure tis needed to complete essential electrical upgrades in the Reading Room. Several existing outlets are nonfunctional, forcing staff and patrons to rely on power strips, which presents a fire safety hazard and violates safe electrical practices. Reliable outlets are urgently needed, particularly in the quiet study area and bay sections, to support table lamps and provide convenient charging stations for laptops, tablets, and other devices.

2. **Project Justification:** Why is the project needed? What is being used today? Can it be repaired instead? Is the cost of renting, repairing, etc. more expensive than the purchase of a new item?

Improvements are necessary to ensure safety, meet user needs, and maintain a functional and welcoming study environment.

3. **Planning Context:** Is the project referenced in any Town plan, such as the Master Plan, previous year's CIP, Town planning or scoping study, etc.? **No**
-

4. **Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to previous Town Meeting item.
-

5. **Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

-
6. **Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and the Town Meeting action. Indicate the action taken even if the article was indefinitely postponed, referred for further study, or defeated.
-

7. **Project Category:** Indicate what category and subcategory below best describes the project (indicate more than one if applicable).

Category I – Replacements

- a. Replacement of a broken or unserviceable capital facility to preserve current level of service.
- b. Replacement of a deteriorating facility is less expensive now than in the future.
- c. Replacement of a facility with a high level of deterioration or community support.

Category II – Upgrades

- d. Upgrade to reduce urgent threats to public safety and health.
- e. Project will result in improved efficiency or net savings.
- f. Project is required to meet governmental requirements
- g. Project has a high level of community support

Category III – Expansions

- h. Expansion will provide existing levels of service to new development recently completed or under construction.
 - j. Expansion will maintain a level of service standard adopted by the Select Board.
 - k. Expansion is required to meet governmental requirements.
 - l. Expansion will provide existing levels of service to projected future developments.
-

8. **Project Priority:** Rank the project's priority within your department on a scale of 1 to 5, with 1 being the most important and 5 being the least important. (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or may not be ready for action until three years from now). **This is a #2 priority**
-

9. **Estimated Cost: \$**

Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total. **\$6000.00**

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10. Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so by following with a narrative indicating the type of estimate.

_____ Cost of comparable facility or equipment

_____ Rule of thumb indicator, unit costs

_____ Cost estimate from engineer, architect, or vendor

_____ Bids received

___**X**___ Preliminary estimate (e.g. no other basis for estimate, guesstimate)

11. Alternate Financing: Include an amount and a source here only if it is a source other than real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant.

12. Estimated Annual Debt Service or Lease Payment (if applicable):

\$_____ for _____ years.

13. Anticipated Increase/Decrease in Annual Revenues as a Result of the Project (if applicable): \$ _____. Explain below.

10. Is this a Special Opportunity? **X**___ NO _____ YES (If yes, explain below).

11. What is the estimated life of the proposed project?

10 Years

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Attach all back up information supporting the proposed project available including quotes/estimates, scope of work, and photos

Maureen Strauss

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