



# Dunstable Town Meeting

## May 8, 2017

# Art. 1 Selectmen's Report

- Comments on Town Report

# Art. 1 Report of the Master Plan Committee

- What is a Master Plan:
  - A vision that:
    - Guides town boards and committees in setting policies and priorities
    - Improves the towns position when applying for state and federal grants
    - Provides the town with leverage when confronted with proposals, e.g.: zoning
    - Provides common understanding for residents
- Why do we need one
  - The state recommends it: MGL 41 §81D
- How will a Master Plan benefit Dunstable
  - Dunstable is at a crossroads. There is a lot of unused land owned by families that have long moved out of town and may very likely have less interest in the town
  - Being proactive in defining the "Vision" will help us control our future and avoid it being dictated to us

# Art. 1 Report of the Master Plan Committee Cont.

- **11 member committee**
- **3 public input sessions**
- **Chapters worked on to this point:**
  - **Goals and Vision**
  - **Economic Development**
  - **Land Use and Zoning**
  - **Transportation**
  - **Cultural and Natural Resources**





# Art. 1 Report of the Master Plan Committee Cont.

- What can "you" do to help ensure the Dunstable Master Plan reflects "your" view of what Dunstable should become over the coming years.
  - Get involved. It's a lot easier than you may think.
  - Come to the Master Plan Committee meeting, usually held the 3rd Tuesday of the month at 7pm in the town hall.
  - Attend any Master Plan "public forum" meetings
  - reply to any mailing requesting input from the Master Plan Committee
  - or simply mail or email the Town Administrator any "vision" input you may have to us.

# Special Town Meeting – May 8, 2017

- Two articles regarding spending of free cash in FY18 were omitted from the Annual Town Meeting warrant.
- ATM must be suspended; Special Town Meeting opened to address two articles; STM will be closed; ATM resumed.



# STM Free Cash Transfers

## Unpaid Bills

• Greenscape Land Design Inc.	\$3,376.57
• GW Shaw and Son Inc.	\$ 775.40
• Town of Tyngsboro	\$ 144.00
• A1 Exterminators	\$ 40.00

Stormwater Consultant	\$ 58,000
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Total Free Cash	\$62,336
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The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Fiscal Year 2017 - No Action Articles

Article 3 - Fiscal Year 2017 Free Cash

Article 4 - Fiscal Year 2017 Transfers

Article 5 - Reserve Fund

Article 6 - Community Preservation Committee  
Recommended Transfers

Article 7 - Transfer for Repair Water Enterprise Fund

The Board of Selectmen recommends no action be taken on these articles  
The Advisory Board recommends no action be taken on these articles



# Art. 8 Salaries Elected Officials

	Voted FY16	Voted FY17	Recommended FY18
Selectmen - Chairman	\$ 600	\$ 600	\$ 600
Member	\$ 600	\$ 600	\$ 600
Member	\$ 600	\$ 600	\$ 600
Assessors – Chairman	\$ 300	\$ 300	\$ 300
Member	\$ 300	\$ 300	\$ 300
Member	\$ 300	\$ 300	\$ 300
Town Clerk	\$28,956	\$31,536	\$33,167

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 9 Collective Bargaining Agreement

- Take no Action

The Board of Selectmen recommends no action be taken on this article.  
The Advisory Board recommends no action be taken on this article.



# Art. 10 Operating Budget

## Goals and Priorities:

- Restore FY17 cuts, including library hours, public safety and public works
- Reduce amount of free cash used to balance budget
  - \$50,422

## Includes:

- Continued implementation of the approved Wage and Classification Chart
- Additional Reserve Funds for emergencies



# Art. 10 Operating Budget

EXPENSES	FY15 Recap	FY16 Recap	FY17 Recap	FY18 Proposed
Gen. Fund Budget, General Government	\$ 480,188	\$ 500,986	\$ 512,889	\$ 546,137
Gen. Fund Budget, Public Safety	\$ 1,153,708	\$ 1,212,398	\$ 1,274,904	\$ 1,307,934
Gen. Fund Budget, Schools	\$ 5,261,161	\$ 5,381,222	\$ 5,875,591	\$ 6,181,892
Gen. Fund Budget, Public Works	\$ 691,752	\$ 691,595	\$ 765,426	\$ 757,098
Gen. Fund Budget, Human Services	\$ 46,794	\$ 54,016	\$ 80,383	\$ 88,483
Gen. Fund Budget, Library & Recreation	\$ 215,566	\$ 216,619	\$ 211,905	\$ 238,509
Gen. Fund Budget, Debt Service	\$ 328,926	\$ 301,141	\$ 270,663	\$ 261,095
Gen. Fund Budget, Insurance & Assmnts	\$ 539,376	\$ 580,068	\$ 579,376	\$ 607,939
Warrant Articles	\$ 121,136	\$ 106,350	\$ 40,000	\$ 64,450
Total Expenses	\$ 8,936,053	\$ 9,139,643	\$ 9,828,550	\$ 10,144,328



# Art. 10 Operating Budget - GDRSD

- Last year, we passed an override of \$475,000 for municipal and GDRSD needs.
- Groton did not pass the override so GDRSD assessed us an amount lower than what we had approved.
- The Town Accountant and Board for Selectmen felt we should not tax to the full levy limit in FY17.
- The difference between FY17 approved number and assessed number is in FY18 tax bills and is allocated to GDRSD.

# Art. 10 Operating Budget - GDRSD

- Increased collaboration between the towns of Dunstable and Groton, and the Groton Dunstable Regional School District
- Arrived at a budget that assessed Dunstable an amount that could be managed within anticipated revenues
- Largest increase to Dunstable the result of student population shift: 13 new students in Dunstable and 8 fewer in Groton

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article





Thank you  
For your support!

**Stephanie Cronin and Jennifer McKenzie**  
**Groton-Dunstable School Committee**  
**May 8, 2017**

# Celebrating Our Students



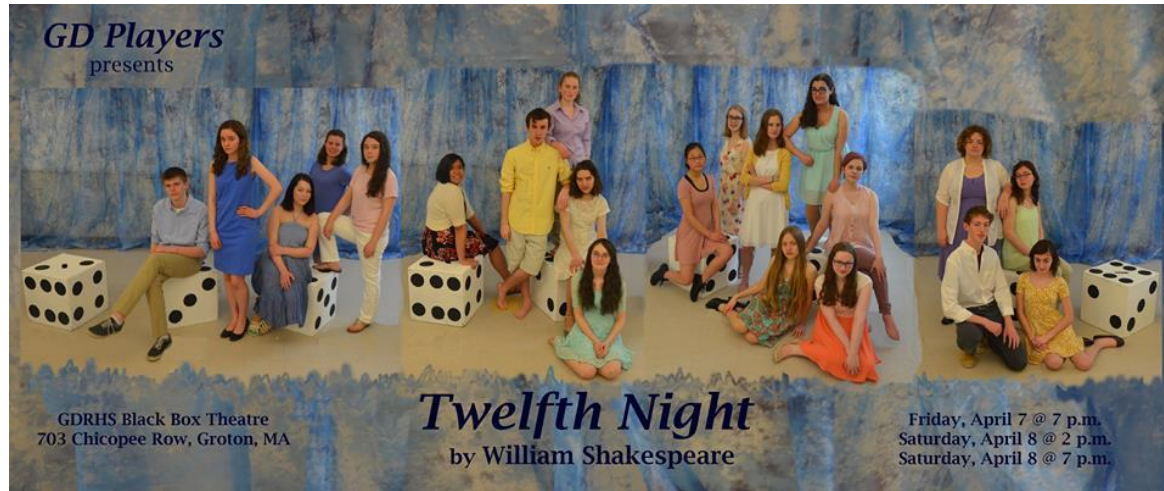


# Poetry, Music, World Peace, Community Service and so much more...





# Fine Arts, Choir, Drama, Robotics...



# Ambitious Goals Set FY16/17

- ✓ Conducted a successful Interim Superintendent Search  
*Bill Ryan*
- ✓ Conducted a successful Superintendent Search  
*Dr. Laura Chesson (contract finalized)*
- ✓ Hired new Director of Business and Finance  
*Michael Knight (contract finalized)*

# Ambitious Goals Set FY16/17

- ✓ Hired external consultants to conduct a district audit
  - Finances
  - Operations
  - Staffing\*
  - Course Offerings\*
  - Special Education\*

(\*Pending FY18 School Budget Approval)
- ✓ Approved District Capital Plan
- ✓ Approved Technology Plan



# Committed To Achieving Each Goal

- ✓ GDRSD Sustainability Advisory Committee
- ✓ Union Personnel Contract Negotiations Well Underway
- ✓ Increase Communication & Collaboration
  - GD Transparency Center
  - School Committee Operating Norms & Protocols
  - Scheduled regular meetings with Dunstable Advisory Committee; Advisory Chair attends School Committee Budget & Finance
  - Developed budget in close collaboration with leadership in both Towns
  - Budget revisions to arrive at final budget that works for both communities



# **Your School Committee remains dedicated to achieving each goal**

- ☐ Develop a Community Communication Plan by June 2017

# BUDGET PRESENTATION

## FY 2018



Groton-Dunstable School Committee  
Bill Ryan, Interim Superintendent  
May 8, 2017

# School Committee Budgetary Guidance

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- Level Services Budget (3.0-3.5%)
- Maintain FY17 Programs and Staffing
- Prioritize:
  - Professional Development
  - Achievement Gap
  - Emergency and technology capital
- Incorporate FY17 staffing costs funded by one-time revenues
- Maintain class sizes between 15-25 students
- List high priority needs for discussion during FY18 budget development

# Budget Comparison



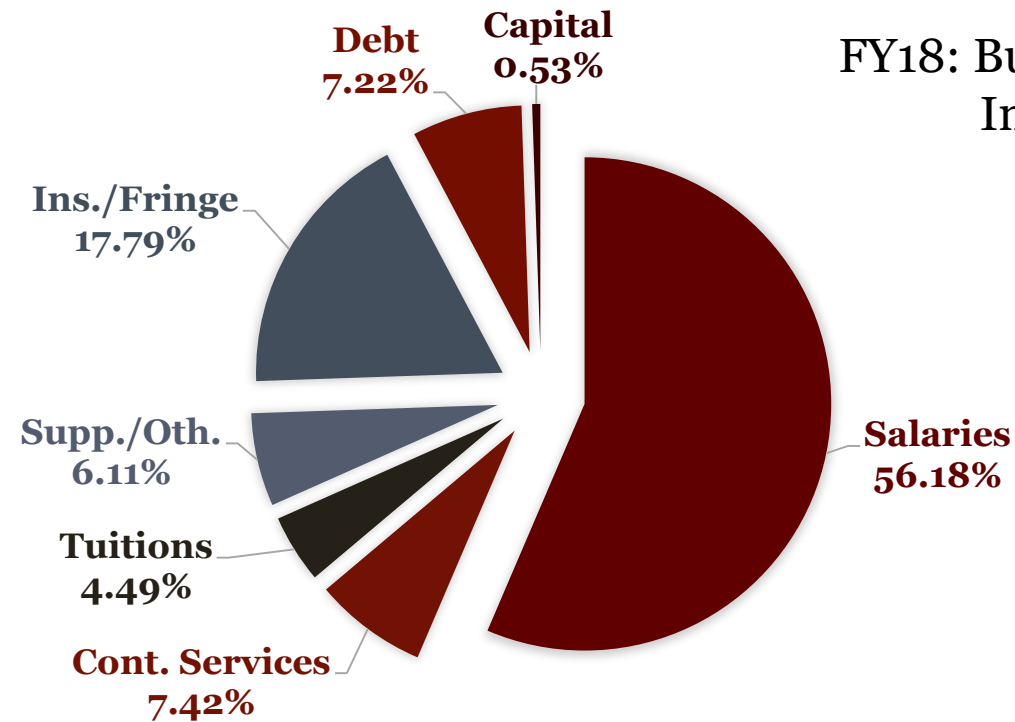
<b>FY 17</b>	<b>\$38,210,905</b>
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<b>FY 18</b>	<b>\$39,425,831</b>
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<b>DIFFERENCE</b>	<b>\$1,214,926</b>
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<b><i>PERCENT CHANGE</i></b>	<b><i>+3.18%</i></b>
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# FY 2017-18 Budget Summary



FY18: Budget \$39,425,831  
Increase: \$1,214,926  
Increase: 3.18 %



## Major Budget Increases & Decreases

- Salaries Negotiated \$175,000
- Benefits/Insurance \$587,000
- School Choice/Charter \$118,000
- External Oper. Review \$ 80,000
- Capital Projects \$265,000
- Prioritized Staffing Needs \$237,503
  - 1 Adjustment Counselor, 1 Network Tech, 2 Library Media Specialists, 1.5 Reading Specialists, 1 English Language Learner Teacher
  - 1 Special Ed Teacher Boutwell Funded by revolving account
- Debt Service <\$102,141>
- Utilities <\$105,637>

# Proposed FY18 Staffing Changes

Position	Additions	Reductions
English Language Learner Teacher	1.0	
SPED Teacher (Boutwell) <i>(Funded from Revolving Account)</i>	1.0	
Network Technician	1.0	
Adjustment Counselor	1.0	
Reading Specialist	1.5	
Library Media Specialist (Elementary)	2.0	
Regular and SPED Teachers		2.8
Computer Specialist Paraprofessionals (Elementary)		2.0
Reading Tutor		1.4
<b>Net Change</b>	<b>+1.3</b>	



# Class Size Review 10/01/2016



	<b>Ranges of class sizes:</b>	<b>Average class size:</b>
<b>Elementary</b>	<b>17-23</b>	<b>20</b>
<b>Middle School</b>	<b>14-53*</b>	<b>21</b>
<b>High School</b>	<b>4-37</b>	<b>20</b>

**\*8<sup>th</sup> Grade chorus section has 53 students**

# Capital Costs FY18



	Total	Groton	Dunstable
Roof Top Units (Boutwell)	\$60,000	\$53,436	\$6,564
Building & Grounds Updates (Florence Roche)	\$100,000	\$100,000	0
Replace HVAC Equipment (High School)	\$50,000	\$37, 215	\$12,785
Technology Internet Upgrade*	\$55,000	\$42,416	\$12,584
<b>Total</b>	<b>\$265,000</b>	<b>\$233,067</b>	<b>\$31,933</b>

\*\$110,000 actual cost; \$55,000 estimated from E-Rate Reimbursement Program

# State Aid Is Flat



## FY18 Change

**Chapter 70**

**+\$47,700**

**Transportation**

**+\$ 1,386**

**Charter Reimbursements**

**+\$ 3,723**

**Total New State Aid**

**+\$52,809**

**While State aid is rising at only .45%, budget costs have increased by 3.18%.**

# Use of Excess & Deficiency Account



• Certified Balance as of July 1, 2016	\$1,065,791
• Anticipated use in FY18 Budget	\$ 100,000
• Projected Balance	\$ 965,791
• E&D as a Percentage of Budget	2.5%

# Foundation Enrollment & Assessment Change to Dunstable



## Enrollments as of October 1

	FY17	FY18	Change
Dunstable	533	546	13(0.5%)
Groton	1,847	1,839	-8
District Total	2,380	2,385	5

***Financial Impact of Enrollment Change to Dunstable***  
***\$158,000***

# FY 18 Assessments (Without Debt) Including Capital Projects



	Groton	Dunstable
Operating	\$18,805,323	\$5,555,336
Capital Projects	\$233,067	\$31,933
Totals (W/O Debt)	\$19,038,390	\$5,587,269
Diff. From FY17	\$675,405	\$342,293
Town Guideline	\$750,000	\$223,000
Difference	(\$74,595)	\$119,293

# Thank You



## QUESTIONS?

# Art. 12 Fiscal Year 2018 Transfer to Stabilization

- Take no Action

The Board of Selectmen recommends no action be taken  
The Advisory Board recommends no action be taken





# Art. 13 - Art. 16 Debt Exclusion Ballot Questions

- The next four articles relate to proposed debt exclusions that will be voted on next Monday at the ballot.
- Advisory Board suggests that Article 13 – Water Engineering is the most important priority for Dunstable.



# Art. 13 Water System Engineering

- Question 1 on ballot
- \$190,000
- \$34 annually on the average tax bill, 5 year loan
- This project will produce “shovel ready” plans with construction cost budgets to a future Town Meeting
- The Town will have all it needs to publicly bid the project and secure funding from USDA









# Art. 13 Water System Engineering

- Replace hydropneumatic tanks from Pond Street and place new hydropneumatic tanks in the MUD
- Clean and rehabilitate Well #1, upgrade electrical service to the wells, and upgrade chemical feed design
- Improve access to the well sites
- USDA Funding Assistance

The Board of Selectmen recommends approval of this article

The Advisory Board recommends approval of this article as the #1 debt priority



# Art. 14 Fire Engine #2

- Question 2 on ballot
- \$365,000
- \$76 annually on average tax bill, 5 year loan
- Replace 30-year-old engine; outdated fire-fighting equipment and capacity
- Expensive to repair; requires custom parts
- Not all of the firefighters can drive it
- Old engine would be used as a brush fire response vehicle until no longer feasible to repair

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 15 Highway Plow/Sander Truck

- Question 3 on ballot
- \$165,000
- \$33 annually on average tax bill, 5 year loan
- The Truck being replaced is a 1996
- It had many electrical problems this winter as well as a failing transmission
- It is cost prohibitive to repair the existing truck
- Price includes all equipment

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article





# Art. 16 High to Highland Engineering

- Question 4 on ballot
- \$70,000
- \$15 annually on average tax bill, 5 year loan
- This project will produce “shovel ready” plans for a sidewalk between Town Common and the Library with concrete pricing to submit to MassDOT
- The Town will have all it needs to produce an RFP and secure 100% of the construction funding from MassDOT





# Art. 16 High to Highland Engineering

- \$70,000 is a normal engineering fee for Mass DOT funded projects
- Engineering is normally 10% of project value
- Mass DOT Complete Streets Program will fund the entire construction cost of project
- Engineering must be complete and funded by town to qualify for the program

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 17 ANR Revolving Fund

- Creates a Revolving account for “Approval Not Required” applications to the Planning Board
- The fees collected will pay for the Engineering associated with the applications
- Not a new fee, just a new way of accounting for them

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 18 Revolving Funds

## Current Accounts

Revolving Fund	Authorized Authority	Receipts Credited	Spending Purpose	FY Spending Limit
Cemetery	Cemetery Commission	Receipts collected from sale of lots, interment fees and other such pertinent fees appertaining to the cemetery.	Operation and/or maintenance of the cemetery including the payment of wages or salaries of employees of such facility who are not full time employees of the Town.	\$8,500.00
Recreation	Recreation Commission	Funded through donations, fund raising efforts, grants, and receipts for usage permits.	Expended for the repairs, maintenance and/or improvement to town recreational sites (including Town Field, Larter Field, tennis courts, and any other facility under Recreation purview.)	\$7,000.00
COA Transport	Council on Aging	Funded through donations, fund raising efforts, grants, and receipts from usage fees, etc.	Van transportation and miscellaneous transportation costs, etc.	\$1,000.00
Permit Application Fees	Building Inspector	Funded through a portion of the permit fees.	To fund the on-line building/gas/plumbing and electrical permitting system	\$5,000.00



The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article

# Art. 19 Revolving Fund Bylaw

Required as part of the Municipal Modernization Act

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 20 Water Department

- Water Department Operating Budget
- \$63,863

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 21 Transfer for Repair Water Enterprise Fund

- \$14,797
- surplus revenue to be transferred into an account for future repairs

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 22 Free Cash Transfer

- The Advisory Board is working hard to wean the Town off using Free Cash to balance the budget
- This year, \$50,422 is required to balance the budget
- This is approximately  $\frac{1}{4}$  of what was required last year

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article





# Art. 23 Community Preservation

- Principal payment on Ferrari Farm Note, the sum of \$80,000.
- Interest on Ferrari Farm Note, the sum of \$31,000.
- Administrative Expense, the sum of \$9,000.
- Open Space Reserve, the sum of \$30,750.
- Historic Reserve, the sum of \$30,750.
- Community Housing Reserve, the sum of \$30,750.
- Balance to Undesignated, \$95,250.

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article





# Art. 23 CPC Recommendations

1. Recreational Space at Swallow Union
  - Playground
  - Basketball Court
2. Historic Sign Restoration
  - Entrance Signs to Town
3. Town Hall Stage Curtain Restoration
  - Curtains currently at Town Hall originally use for the Stage
4. Kendall Cranberry Bog Property
  - ~11 acres of upland that borders bog and Salmon brook

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 23 Recreational Space at Swallow Union

Parks Commission – Playground Committee

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Project Rationale

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- Create a focus area in the center of town for family recreation
- Current playground location is not ideal for teachers or students
  - Visibility of students limited, safety issues, equipment age (+20 yrs), landscaping out of date and not maintained
- Create a modernized playground compliant with modern safety and access standards design to last
- Current playground location on reserve school leach field and too near Fire Station parking lot



# Project Scope



- Replace equipment and relocate Swallow Union Elementary School playground to current basketball court location
- Scope:
  - Remove existing playground equipment
  - Remove current basketball court for new equipment
  - Install new playground equipment with landscaping
  - Redo basketball courts on smaller scale
- Project Schedule
  - May 2017 – Town Meeting
  - Jun-Aug 2017 – Bid, Award, & Complete Construction





# Projected Playground Location



Fire  
Dept.  
Parking  
Area



# Anticipated Costs



Landscaping Estimate	Cost
- Install new basketball court	
- Install playground perimeter	
- Install new stairs from parking lot to lower level	
- Plant new shade trees	
Total Est. Cost	\$97,868.00
Playground Equipment and Installation Estimate	Cost
- Provide New Playground Equipment	
- Provide new Basketball poles & backboards	
- Install new playground equipment	
- Landscape new playground ground cover	
Total Est. Cost	\$128,788.00
<b>Total Project Cost</b>	<b>\$226,656.00</b>



# Art. 23 Historic Sign Restoration

- The historic signs are those at the entrances to town on both ends of 113.
- They were erected in 1930 to celebrate the 300th anniversary of the Mass. Bay Colony. The signs will be restored.
- \$1,500

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 23 Town Hall Stage Curtain Restoration

- The curtains are stage backdrops at Town Hall
- One is original to the stage; the other was paid for through a fundraising effort in 1938
- They will be restored and preserved
- \$15,000

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article





# Art. 24 Kendall Cranberry Bog Property

\$ 10,000 CPA (*current request*)

\$ 70,000 Conservation Commission Timber Funds

\$120,000 LAND Program from the State\*

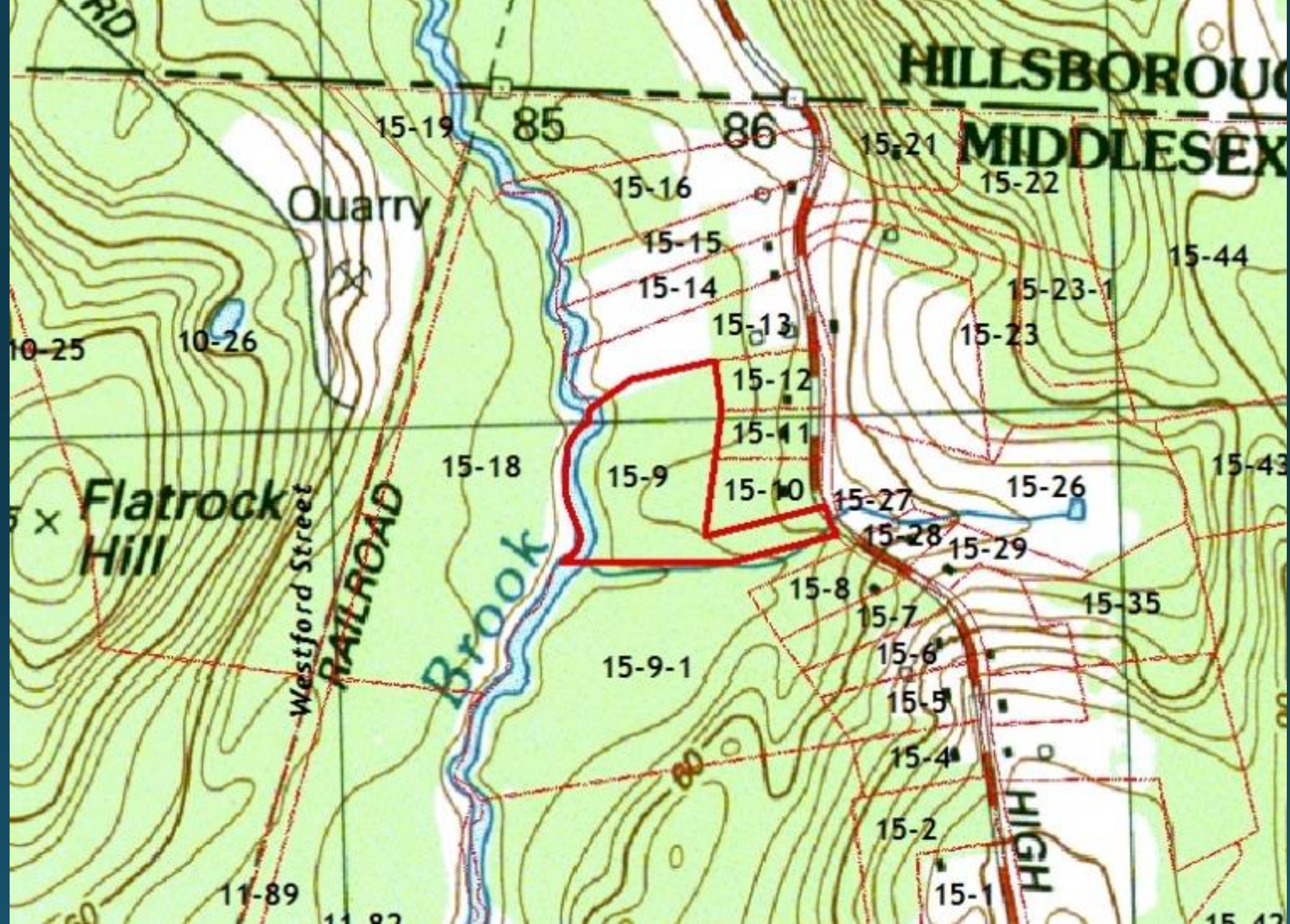
\*Expenditure contingent on State Funds

~11 acres of upland that borders bog and Salmon brook

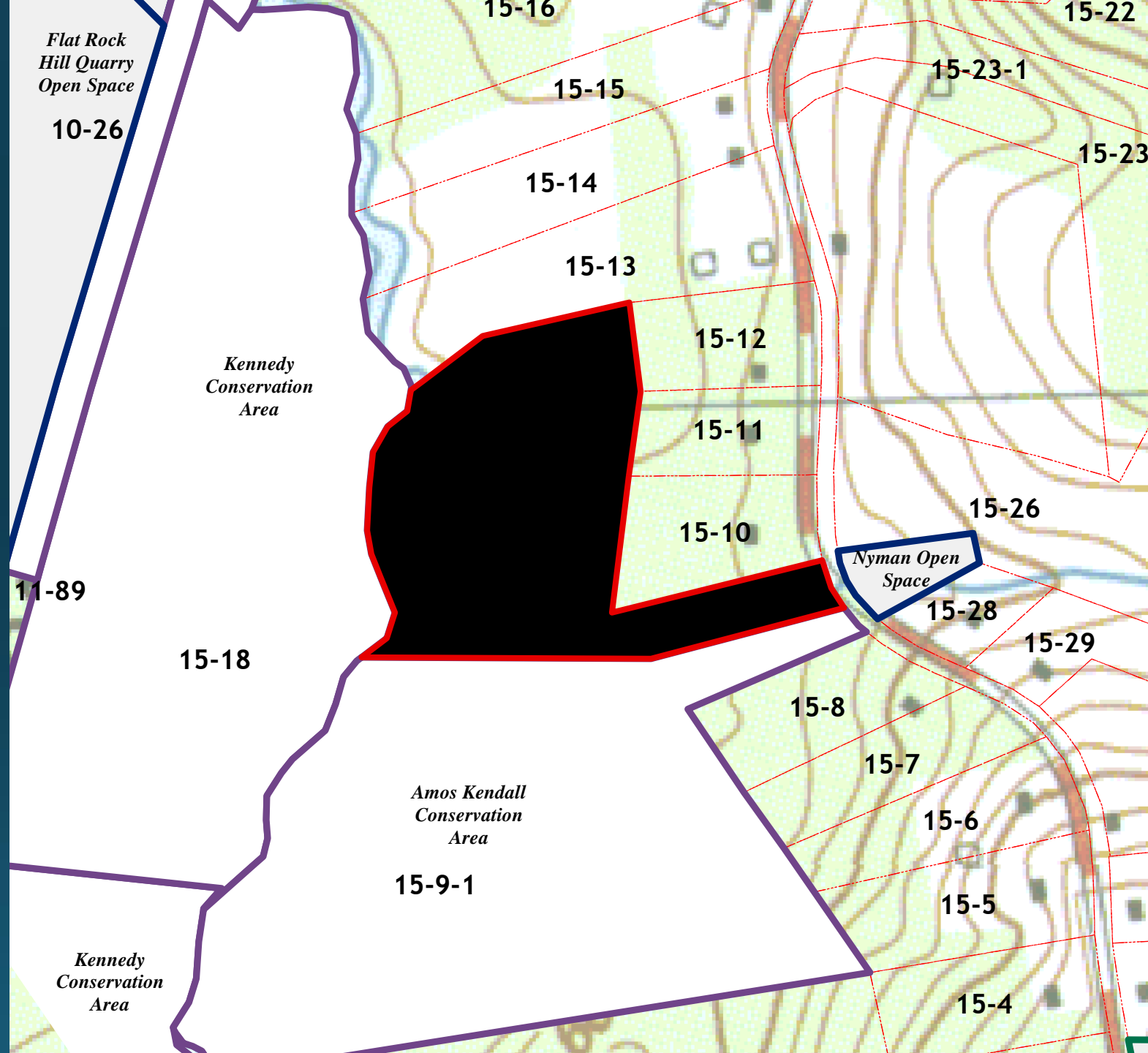
The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article

































# Art. 25 GDRSD Regional School Agreement

- Revised for legal accuracy
- Removed much of language around establishing the district
- One Person, One Vote change
- Five-year rolling average on Capital and Operating
  - Helps with spikes in population

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 26 Park Commissioners

- First step to combine Parks and Recreation, as is customary in other communities
- Appointed to make it easier to fill vacancies and perform everyday administration

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 27 Rescind Unused Borrowing Authority

Take no action

The Board of Selectmen recommends no action be taken on this article  
The Advisory Board recommends no action be taken this article



# Art. 28 Streets, Ways, and Driveways Bylaw

- Provides for:
  - Safety
  - Adequate Drainage
- Applies to:
  - Street Opening
  - Driveways (not patching and sealing)
- Rules and Regulations to be adopted by the Road Commissioners and amended from time to time
- Enforcement and Penalties

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 29 Write-in Candidate Eligibility

Assures write-in candidate in an election are registered voters before they are awarded the position

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article





# Art. 30 Moderator Term of Office

Changes term of Moderator from one year to three

- Position requires training
- Benefit from consistency

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 31 Election Day

- Move from Monday to Tuesday beginning NEXT YEAR
  - You still vote next Monday, May 15, 2017
- Tuesday is the customary election day
- Aligns with Groton's election day

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 32 Solar Energy

- The original bylaw only addressed large, ground mounted systems.
- It has been re-worked to include small, medium, and large roof mounted and ground mounted systems.
- As the State of MA strongly supports solar energy and does not want these systems overly regulated, we have tried to come up with a bylaw that will encourage these systems but will also protect the community.

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 33 Community Housing

Relocates the Community Housing Bylaw from General to Zoning where it can be properly administered.

Joe VLcek

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 34 Marijuana Establishments

- At the State election on November 8, 2016, the voters of the Commonwealth approved a law entitled the "Regulation and Taxation of Marijuana Act" regulating the sale, cultivation, distribution, possession and use of marijuana for recreational purposes.
- The Cannabis Control Commission will not issue regulations regarding the implementation of this Act until March 15, 2018.
- As this Act raises complex legal, planning, and public safety issues, the Town needs time to consider the regulation of marijuana establishments and related businesses and the impact the State regulations will have on local zoning.
- Consequently, the Town wishes to adopt a Temporary Moratorium on the use of land or structures as a primary or accessory use, on any type of marijuana related business or operation allowed under the Act, effective through December 31, 2018.
- This Moratorium will have no effect on Section 27, Registered Marijuana Dispensaries.

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article



# Art. 35 Stormwater Discharge

- Prohibits:
  - Illicit Discharges
  - Illicit Connections
  - Obstruction of Municipal Storm Drain System
- Administered by the Planning Board

The Board of Selectmen recommends approval of this article  
The Advisory Board recommends approval of this article





# Town Election

Monday, May 15

Noon – 8:00 pm

Dunstable Free Public Library

Elect town officials and vote on  
4 debt exclusions

