



## MEMORANDUM

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**TO:** Select Board

**FROM:** John C. Curran, Town Manager

**CC:** Clancy Main, Assistant Town Manager  
Robert Maynard, Director of Administrative Services

**SUBJECT:** Town Manager's Report, January 8th, 2024  
Agenda Item

**DATE:** January 4, 2024

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### Professional Recognition

During the rain event on December 18<sup>th</sup> the Public Health Nurse, Christine West, went out of her way to travel to a resident's home and administer a flu shot to an elderly patient. This resident was so thankful they called back the next day in tears. Christine West went above and beyond to bring services to the residents; we are very grateful for her efforts!

After close to 37 years with the Billerica Police Department, Deputy Chief Gerry Roche is retiring. He has been a tremendous moral compass to the Department during his years of service. The common theme that was present throughout his career was his compassion for anyone he was called upon to assist. It was typical for him to follow-up with people he served to make sure they were ok and that they received the services they needed. He will be missed by his colleagues and the public at large.

Gerry was truly a pioneer for equal rights and treatment for members of the Gay Community – particularly those forging careers in law enforcement. He always came to the aid of those among us that needed help. The Billerica Police Department is a much stronger institution because of his presence – It is my hope that the strength he has woven into the department will last for many years to come.

### North Billerica Fire Station

On Monday December 18<sup>th</sup> the Town and Leftfield interviewed three designers for the North Billerica Fire Station project; TGAS, Lavallee Brensinger Architects, and SOCOTEC AE Consulting. The Town went with TGAS based on their work history and familiarity with public safety buildings, knowledge of Fire Service programmatic factors and considerable/recent history of Fire Station design. A kickoff meeting will take place later this month.

### Christmas Tree Disposal

Curbside collection of real trees is January 8<sup>th</sup> – 12<sup>th</sup> on your normal collection day or they can be dropped off at the Highway Division (250 Boston Road) from December 26<sup>th</sup> – January 27<sup>th</sup>.

### **Verizon Contract**

The Town's cable contract with Verizon expires December of 2024. The Town has initiated conversations with our PEG attorney Bill Solomon to complete the ascertainment process of determining Billerica's cable-related needs and reviewing Verizon's performance under the current license. Once ascertainment is complete, the Town will notify Verizon of our results and engage in the formal renewal process.

### **Bike Path**

The Town is still awaiting the final cost of the easements. In the meantime, the Town has been meeting with various commercial and industrial property owners along the Bike Path layout to see if they are willing to donate the easement. Most of the businesses have been agreeable to donating after seeing what great benefit the bike path will bring to their business, they just need to contact and discuss with their corporate partners. The Town will continue to conduct these meetings in an effort to keep the easement costs as low as possible.

### **DPW Building**

The DPW project is moving forward. This month the design team will be in front of the Planning Board and Conservation Commission for permitting purposes.

### **Planning Department Outreach**

Open Space and Recreation Forum on January 17<sup>th</sup> at 7:00PM in the Town Hall Auditorium.

### **COA and Recreation Buildings**

The Town and architectural firm, Abacus, have been reviewing the design with the COA Director and Recreation Director to ensure that all of their needs are satisfied. In addition, Abacus is going over all the comments made at the last CFC meeting to capture as much as possible. Abacus and the Town will be back before the CFC later this month to review the design changes.

### **Homewood Suites**

At the last regularly scheduled meeting the Select Board voted that Homewood Suites would lose their liquor license on December 31st at 11:59PM if they did not have a working fire alarm system at that time. On December 27<sup>th</sup> the Deputy Fire Chief and our Inspector Andy Ungerson were on site while Hampshire Fire Protection was conducting a Fire Alarm test. The Fire Alarm system still had several deficiencies, and the Liquor License was not approved. Homewood Suites has not appealed this decision or started the licensing process over again.

### **School Budget Process**

I met with the financial team at the school department. They are researching some budget issues in the FY2024 Budget. They are in the process of reconciling the use of Circuit breaker monies and ESSER funds. They are also reviewing the funding of the most recent labor contracts. I will keep the board apprised of any significant issues if they arise.

### **Town Towing Contracts**

The procurement process is still ongoing. The bids are still being vetted. Once the process is complete, I will make the bids available in the Select Board's Office for review. They are large packages. Towing bids are exempt from the bidding process but we still execute a bid process in the interest of best business practices.

#### **480 Boston Road Easements**

The easements for this project are still being processed. It is the responsibility of the petitioner to produce and record the easements. It is my understanding that the engineering department is still going back and forth with the attorney for RD Management to finalize the easement language. It has already be reviewed by Town Counsel.

#### **Boston Road - North Project Patches**

The DPW received the following response from the state:

J. Tropeano has met all the requirements of MassDOT standard specifications - subsection 472: Temporary Asphalt Patching. Per the contract, all areas within our project limits shall be maintained by the contractor. On Tuesday, 10/10/23 all respective parties attended a site walk in order to observe current roadway conditions and identify any areas that need attention. Temporary asphalt patches that were found to be deficient were marked out during our walk and addressed by the contractor over the subsequent days. The roadway conditions will continue to be maintained over the winter months and leading up to full-depth roadway reconstruction.

If there are specific areas of road that you think should be further patched please let me know and I will forward a request to Mass DOT to repair these areas.