



MEMORANDUM

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, February 5, 2024
Agenda Item #10

DATE: February 1, 2024

FY2025 Budget

The budget process is ongoing. This office has met with all departments. Some of the major budget changes include a \$700,000 increase to the Waste Management Contract, and a \$1 Million increase to the pension assessment. The budget also includes a \$75,000 appropriation to fulfill the new debt stabilization policy of \$10 Million for impact on the levy of debt service. It also includes the addition of an Assistant DPW Director and a Finance Director. A job description is attached.

An independent consultant is being engaged to review the budget management and financial management of the school district. This is a sound fiscal move at this time given the 100% turnover in financial management of the school district. The ultimate FY2025 Budget for the Schools is dependent on this review. I have worked closely with the Superintendent collaboratively to put this process in place. I expect that this might be an opportunity to revisit the budget process that is used by the school district.

480 Boston Road

The attorney for RD Management has been corresponding with our Town Council and Engineering department on the easements for 480 Boston Road. RD's attorney completed the title certification needed for the easements to be granted and sent his documents to our engineering department and Town Council. These documents must be reviewed first and then will be brought before the Board for approval. It is expected that this will come before the Board in March.

North Billerica Fire Station

On Tuesday, January 23rd the Town sat down with Galante Architecture to kick off the North Billerica Fire Station project. Captain Paskiewicz and Captain Bukoiemski and the Chief participated in the meeting. The meeting covered contract scope.

Black History Month

On February 22nd the Town will be hosting Muqeedah Salaam, an historian and lecturer of African American History in recognition of Black History Month. The lecture will be held in the Buck

Auditorium at 6:00PM. Her lecture will focus on Black Inventors and Scientists. It will include a display of inventions from African Americans. All are welcome to attend. It will be posted on all social media venues.

Boston Road North

Tropeano is working on all underground conduit crossing Boston Road for the remainder of the winter – Utility conduit for National Grid, Verizon, and Comcast is completed up to Good Street. Tropeano is also working on ornamental lighting conduit off of the edge of road and has completed conduit up to Good Street on the West side of Boston Road.

Mass. Electric is still in the process of scheduling fiber transfer for Raytheon to the new utility poles along Boston Road. They are projected to start this month with a very short duration of work.

Following Raytheon, we will be looking for National Grid to transfer underground. This work is contingent on the installation of service conduit.

Dawn sent the letter directed by the Board to the Mass DOT Director of District 4, Paul Steadman, Representative Marc Lombardo and Senator Cindy Friedman. We called Mass DOT following the most recent round of weather and they did respond with patching crews.

11 Concord Road

Construction at 11 Concord Road has been moving along, as of now the Project is on schedule and expected to be completed by April 2024. There have been some change orders due unforeseen conditions within the building (undetected code issues that cannot be ignored). It hasn't impacted the timeline but has impacted the ability to implement owner requested change order, particularly concerning the finishes.