



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

**Members Present:** Chair John Burrows, Vice Chair Dina Favreau, Secretary Michael Rosa, Member Kimberly Conway (Remote) and Member Michael Riley

**Members Absent:** None

**Staff Present:** Acting Town Manager Clancy Main and Director of Administrative Services Robert Maynard

Chair Burrows called the meeting to order and stated that the meeting is a hybrid meeting with a Zoom option. Since Member Conway is remote, all votes will be taken by roll call and there will be a roll call attendance.

Secretary Rosa was Present, Vice Chair Favreau was Present, Member Riley was Present, Member Conway was Present via Zoom and Chair Burrows was present.

Secretary Rosa stated that they will be moving some agenda items around. Agenda Items #10, #11, #13 and #18 will be moved up after the public hearing and the Executive Session will be cancelled.

**Call to Order 7:00 PM**

The Pledge of Allegiance was recited.

**1. Open Microphone**

Kelley Sardina of 95 Gray Street – Ms. Sardina stated that Capital Facilities Committee was made up of 12 members but it should incorporate citizens from each precinct.

**2. Presentation of the Community Funds Grant Awards**

The following awards were given to the 2024 Community Funds Grant recipients:

- Billerica Historical Society - \$900
- Billerica Council on Aging - \$603.80
- Billerica Council on Aging - \$2,260
- Billerica Playground Project (Kennedy PTO) - \$10,315.20
- Equally Different, Inc. - \$1,800
- Billerica Historical Commission - \$300
- Parker Elementary PTO - \$1,520
- Billerica Public Library - \$2,750
- Recreation Commission – Disc Golf Sub-Committee - \$3,000
- Billerica Youth Field Hockey - \$4,000
- Billerica Adventure Series Corp - \$3,553
- Team 4909, Inc. - \$7,000
- Billerica Memorial HS Visual & Performing Arts - \$2,500
- Hajjar Parents Association - \$1,000
- Boys and Girls Club of Greater Billerica - \$2,800
- Billerica Health and Wellness, Inc. - \$2,300
- Billerica Scholarship Foundation - \$3,298

**Public Hearing**

**6. Continued Public Hearing for National Grid and Verizon- - #30648926 – (210R Andover Road) National Grid to install (1) JO Pole on Andover Road beginning at a point ~150’ northwesterly from existing Pole #76 Andover Road in order to provide electric service to a new home at 210 Rear Andover Road, Billerica, MA**

David Boucher appeared via Zoom for National Grid to discuss the continued pole petition for 210 Rear Andover Road.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

Secretary Rosa stated that the abutters were mailed the correct plan. Secretary Rosa asked if any other abutters contacted National Grid with any concerns. Mr. Boucher replied no.

Brenda Risher of 193 Salem Road – Ms. Risher stated that they reviewed the plan, and they are fine with the new pole location.

**MOTION** - Secretary Rosa made a motion to close the public hearing for National Grid, 210 Rear Andover Road #30648926 at 7:15 PM. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**MOTION** - Secretary Rosa made a motion to approve the National Grid pole petition #20648926 to install (1) JO Pole on Andover Road beginning at a point ~150' northwesterly from existing Pole #76 Andover Road in order to provide electric service to a new home at 210 Rear Andover Road, Billerica, MA. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**Appointments**

**10. Blisspoint Meadery, 1 Fox Run Road, Bedford, MA – Application for License by a Farmer Winery to Sell at the Billerica Farmer's Market on Mondays, June 17<sup>th</sup> to October 14<sup>th</sup>, 2024 from 2:00 PM to 7:00 PM**

Jeff Venuti from Blisspoint Meadery appeared via Zoom. Mr. Venuti stated that this is his second year at the Billerica Farmer's Market.

**MOTION** - Secretary Rosa made a motion to approve the license by a Farmer Winery to sell at the Billerica Farmer's Market on Mondays, June 17<sup>th</sup> to October 14, 2024 from 2:00 PM to 7:00 PM. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**11. Request for (4) 18" x 24" Signs on the Common from July 21<sup>st</sup> through August 25<sup>th</sup>, 2024 for the 17<sup>th</sup> Annual Elks Veterans Motorcycle Run at the Billerica Lodge of Elks on Sunday, August 25, 2024**

Debbie Carver appeared for the request. This is the 17<sup>th</sup> annual motorcycle run. They will remove the signs after the event. The run will be escorted from sheriff offices in Middlesex County, Norfolk and Suffolk.

**MOTION** - Secretary Rosa made a motion to approve the request for (4) 18" x 24" signs on the Common from July 21<sup>st</sup> through August 25<sup>th</sup>, 2024 for the 17<sup>th</sup> Annual Elks Veterans Motorcycle Run at the Billerica Lodge of Elks on Sunday, August 25, 2024. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**13. North Billerica Fire Station Update and Vote to Re-Affirm**

Chief Robert Cole and Captain Paskiewicz appeared to discuss the North Billerica Fire Station. Mr. Main stated that they have a lot of lessons learned from the Pinehurst Fire Station project. They looked at 4 options for the North Billerica Fire Station and have narrowed it down to 2. The first option is to remodel the existing building and build an addition. The second floor will be constructed to house the living quarters and the basement will be infilled to prevent the water from coming in. The second option is to raze the existing building and build a new building.

Chief Cole stated that the biggest issue with the current station is that there is water in the basement which produces mold. Captain Paskiewicz stated that the station is like a second home, and we want something safe and modern. Captain Paskiewicz stated that they toured a bunch of stations and he wants the best option for his firefighters.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

Mr. Main stated that they are planning on using light gage framing with a brick façade. He would like the Board to reaffirm their support and will bring this back through the process. They are currently in the middle of the feasibility study. The cost is estimated between \$8-\$9 million. In regards to the debt stabilization, this was originally estimated at \$5 million but some things got moved around and the Town Center will come off and the additional funds will be covered. We may have to be more aggressive in 2033 instead of 2034.

Secretary Rosa stated that he has always supported improving this station and it is desperately needed. Will there be room for an ambulance? Chief Cole stated that the layout that they are looking at will allow for one engine but there could be room for an ambulance. Secretary Rosa asked if the ventilation will be brought up to today's code. Chief Cole replied yes. Secretary Rosa stated that it makes sense to fill in the basement. He is ok if the Fire Department is ok.

Vice Chair Favreau stated that if there is constant water in a building that can cause respiratory issues in the future. We need to avoid a sick building. Chief Cole stated that the entire interior will be gutted, and they will be stationed at the center during the construction.

Member Riley thanked all the firefighters that have worked in the building, and they are the experts to know what they need.

Member Conway asked what the next steps will be. Mr. Main stated that they will finish the feasibility study in June/July and come up with best location and then come up with a cost estimate and hope to bring it to the Fall Town Meeting. Member Conway asked if this is the best site. Mr. Main stated that they have the two options, and they are still looking at Conservation. If this is cost prohibited, we have to look at other sites. Member Conway stated that she completely supports it.

Chair Burrows stated that this has been needed for a long time but asked if we are handcuffed to the site. The town owns a property near the train station with no water and asked if that could be looked at. Chief Cole stated that the existing site is an optimal location for firefighting. Mr. Main stated that we can explore all options.

**MOTION** - Secretary Rosa made a motion to reaffirm the Select Board support to improve the North Billerica Fire Station. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**18. Discussion and Possible Vote as Road Commissioners to Approve a Boston Road Memorial in Memory of Sgt. Ian Taylor – Requested by Secretary Rosa**

Secretary Rosa stated that he would like to dedicate the portion of Boston Road to Sgt. Taylor where he was killed. He would like to add a bench with a plaque and place it next to a coach light that will have a blue light that will stay on 24-7 like an eternal flame.

Chief Roy Frost joined the meeting. He has spoken with the business owner where the bench will be and he is very receptive.

Member Riley stated that he is very grateful that Chief Frost is involved, and he would support the initiative.

Vice Chair Favreau stated that she will support this whole heartily.

Member Conway thanked Secretary Rosa and Chief Frost for bringing this forward and she will support anything to remind us we are one town.

Chair Burrows stated that he also spoke with the business owner, and he has been great. He fully supports this.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

**MOTION** - Secretary Rosa made a motion to that the Select Board as Road Commissioners, dedicate the stretch of Boston Road from R&D Exhaust to Town Hall in memory of Sgt. Ian Taylor and place a bench with a plaque and coach light with a blue light that will be on perpetually in front of R&D. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**3. Vacancies on Boards and Committees**

Secretary Rosa read the openings on Boards and Committees.

**4. All Other Announcements May be Viewed on the Town of Billerica Website**

**5. Recognize May as ALS Awareness Month**

Secretary Rosa read the Proclamation to recognize May as ALS Awareness Month.

Vice Chair Favreau stated that she will deliver the Proclamation to Janet Garebian.

**Old Business**

**7. Town Manager's Report**

• **Professional Recognition**

Mr. Main stated that over the past few weeks Town Hall has been down staff for various reasons. Six employees have stepped up in a positive way and should be recognized for their contributions. These employees include Robert Maynard, Mark LaLumiere, Liz Ells, Kristina Bernard, Lori Boucher, and Christian Panasuk. These employees have went above and beyond to help keep Town Hall operating at high level.

**MOTION** - Secretary Rosa made a motion to put a letter in the file of the above referenced employees. The motion was seconded Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

Vice Chair Favreau thanked all the employees, including Mr. Main and the contributions have not gone unnoticed.

Member Riley thanked all our employees.

Member Conway stated that the last month has been hard at Town Hall, and we are lucky to have all our employees.

• **DPW Site Visits**

Mr. Main stated that over the past few months the Town Manager's Office has been busy and has rarely left Town Hall. The combination of completing the budget, completing the warrant, and preparing for Town Meeting kept us inside the building. To combat that I have been working with Fire, Police, DPW, Library, COA, and Recreation to be more visible to their operations on a regular basis. Robert Maynard, Michele Rivera, Fred Russel, and he spent a portion of the day last week visiting the DPW operations in Town. A couple of important things to note: there is a film on top of a tank at the treatment plant that is caused by Fats, Oils, and Greases (FOG) mostly from commercial entities. During one of the large rainstorms, it caused a high turnover of the system at the treatment plant throwing off the chemistry. This caused this film to start appearing. Working backwards it was later discovered that our fats, oils, and greases, program in the BOH had taken a back seat during COVID and was not resumed. This program has since been restarted and hopefully will help mitigate the problem at the treatment plant. This problem was causing a slight increase in the use of chemicals at the plant.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

Mr. Main stated that the Town will be paving Treble Cove Road in the upcoming paving season. A new practice that the Town has started in the past two years is TV'ing the water and sewer lines prior to paving the road. During this process the Town found a broken water pipe that needed to be replaced. This process cuts down on paving a road then having to rip it up shortly after to fix sinkholes, burst pipes, etc. Nothing angers residents more than ripping apart a newly paved road. During the trip to the Water Department, he was able to see what will most likely be an increase in the operating budget next year. The Water Department has five tanks that have carbon filters that eliminate PFAS in the water. Every year the Town replaces two of them. Due to the new federal regulations the Town will need to replace three a year. Each replacement filter cost about \$150,000. He was amazed at both facilities and the incredible shape they are in. He highly suggests that the Board plan a trip to see the investments that they have voted for over the past few years.

Secretary Rosa stated that it's great that you are getting out with the DPW but how did the Board of Health miss this issue with the FOG and how did it get so bad. Covid has been over for years. Mr. Main stated that he can get back to you. We are focusing on fixing this issue, so it doesn't happen in the future. Secretary Rosa agreed but we need to know who this got missed for so long. Secretary Rosa stated that it is a great idea to tv the lines. Secretary Rosa asked if there is new technology to handle the PFAS issue. Mr. Main stated that he will ask Mr. Melanson and get back to the Board.

Vice Chair Favreau had similar concerns as Secretary Rosa. Do the DPW and Board of Health not talk to each other and why was this missed for so long. Mr. Main stated that it was missed all around. He will get an ETA on when the issue will be resolved. Vice Chair Favreau asked to be kept updated on the road improvements. Tower Farm Road should be done because it looks like it could have some sink holes. Vice Chair Favreau stated that the PFAS abatement is a sound investment.

Member Riley stated that Mr. Melanson does a great job.

- **Town Center**

Mr. Main stated that his office, Engineering, and the DPW Director sat down with BETA to discuss what work can be done in the Town Center with the \$3.6 million dollar appropriation from Fall Town Meeting and Congresswoman Lori Trahan. The Select Board had specifically asked if the project team could look at the left from River Street onto Boston Road and safety improvements in the Center. BETA has created a preliminary plan that includes safety improvements, fixing lighting sequencing issues, eliminating the left on red, adding a left on river, and a left from Boston to Concord. He can proceed with having them cost the plan out section by section, sit down with each of you individually to go over the plan and see if he can get a sense of the Board, or bring it to the next Select Board meeting without a cost to go over it conceptually.

Secretary Rosa stated that he saw a draft plan for the Town Center changes and it included a left out of River Street, updating the lights and making the crosswalks safer and a left on Cummings Street to get to Concord Road without going around the rotary. Secretary Rosa stated that Mr. Main has captured the important items and asked that this be brought to a Select Board meeting to discuss.

Vice Chair Favreau stated that this is a good plan. She would suggest signage and would like a tree canopy. Mr. Main stated that he can work on this and bring it back.

Member Riley stated that he agrees with fixing safety issues, burying utilities, adding a tree canopy and highlighting the memorials.

Member Conway stated that we cannot vote on the Town Center during a Town Manager's report. This needs to be on the agenda. She supports improvements on the Town Center, and we should use BETA.





**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

- **Micozzi Beach Bathhouse**

Mr. Main stated that the Facilities department has been renovating the Bathhouse at Micozzi Beach. This work includes replacing the roof and floors, repainting the walls, and updating the fixtures. Having the ability to do this work in-house with the facilities department is saving the Town around \$50,000. The Facilities Department is budgeting \$20,000. Facilities expect the bathhouse to be fully operational by June 17<sup>th</sup>

Secretary Rosa thanked Mr. Sallese for all his hard work.

Vice Chair Favreau stated that she is glad this is being improved but asked why is closed early last year. Mr. Main stated that he believes that there were issues with lifeguards but will check with Mr. Grubb.

Member Riley thanked Mr. Sallese and his crew. They do such a great job.

Chair Burrows stated that it's a great job being done at Micozzi Beach.

**MOTION** - Secretary Rosa made a motion to put a letter of thanks in the personnel file of Bob Sallese and his crew, Derek, Trent, Chris and Rudy. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

- **Insurance Adjuster**

Mr. Main stated that the Town's insurance provider MIIA will not assist in the disbursement of the claims. He has reached out to multiple licensed adjusters by the Massachusetts Division of Insurance for quotes. The going rate seems to be about 10% of the disbursement. This fee could be paid out of ARPA Funds.

Secretary Rosa asked if this could be handled internally like we did for distribution of the ARPA funds. He doesn't want to waste 10% of the funds. Mr. Main stated that we would need to look at it more closely.

Vice Chair Favreau stated that 10% is the standard and if it can be done in house that would be great.

Member Riley stated that he agrees that if it could be done in house that would be better.

Member Conway stated that she does not want to make this political. Only people who submitted should get reimbursement and we should find a professional. We should look at setting criteria. Mr. Main stated that he can talk with Town Counsel or an attorney.

- **BSAP Listening Session**

Mr. Main stated that as part of the Landscape Analysis the Town is conducting for the opioid abatement funds there will be two listening sessions hosted by the Town and Substance Awareness Committee. We encourage any resident to attend and share their experiences with the opioid crisis. May 23<sup>rd</sup>, 2024, 7:00PM Town Hall Auditorium and June 18<sup>th</sup>, 2024, 7:00PM Town Hall Auditorium.

Vice Chair Favreau stated that she is glad that the listening session is moving forward.

- **Old Ditson Park**

Mr. Main asked if the Select Board decides to appropriate ARPA funds to the Old Ditson, he would suggest a listening session / public meeting at the park to determine what the neighborhood wants at that site. Due to the time of year and the farmer's markets starting on June 17<sup>th</sup> He would suggest something sooner than later. A Saturday morning or a Monday after work he thinks would be best. Once the money is voted on, we can start the process. We will also be re-lining the parking lot on the Grove Street Side.

Member Rosa stated that we are going to vote on the ARPA funds and he agrees that we should look at what we want to do down there.

Vice Chair Favreau stated that she would like this done sooner than later.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

Member Riley stated that we should look at putting an Open Space Recreation Overlay on this property. This should be moved to the Planning Department for the Fall Town Meeting warrant.

Member Conway stated that she is in favor of developing the Ditson Park.

Mr. Burrows stated that Mary Leach lives in that area and can get the word out.

- **Town Owned Farm Land**

Mr. Main stated that multiple farmers have reached out regarding the property abutting Griggs Farm. Unless any member of the Board objects he would plan to advertise an RFP over the summer.

Secretary Rosa stated that he has no problem with the RFP but the only access to water is through Mr. Griggs property. We need to talk with Mr. Griggs. Mr. Main stated that most of the people he spoke to in regard to the RFP had some type of relationship with Mr. Griggs.

Vice Chair Favreau stated that this will be great to see. The RFP should look for coop opportunities for sustainability purposes and look to allow SNAP benefits.

Member Conway stated that she would like a tax status for Mr. Griggs. We put out an RFP a couple of years ago and no one applied. Mr. Main stated that the Town did not send out the RFP.

- **Audit**

Mr. Main stated that this office is in the process of working with the Town Accountant to create a potential scope for the audit voted at the last meeting. He plans to have something more in-depth for the Board at a meeting in June/July. From informal conversations with auditing firms, this may need to be funded through a warrant article in the Fall.

Secretary Rosa stated that he believes now is a good time for an audit and this should move forward.

Vice Chair Favreau stated that she is looking forward to the audit results.

Member Conway stated that a forensic audit is very expensive and look at every pencil. We need to look at scope and get a quote. Mr. Main stated that he will pull together some options.

- **Town Website**

Mr. Main stated that the Select Board has expressed interest in updating the Town website. This office will be meeting with our Project Leader, Carol Winslow from CivicPlus to discuss the various options available to Billerica through our contract. This is an initial kick off meeting and he will report back to the board next month on the outcome of this meeting and next steps. As of now our primary goal is to improve the accessibility of information on the website.

Mr. Maynard stated that the kickoff meeting was held today with our CivicPlus rep, himself and Ms. McDowell. The first phase is to clean up the front page of the website. Our rep said that most residents go directly to the search page and trash was the most searched term, so we will be focusing on that.

Secretary Rosa thanked Mr. Maynard and Ms. McDowell for starting this task.

Vice Chair Favreau stated that the website is a central service tool, and we should expand the payment options and create one account for residents to pay all town bills.

Member Conway wants to make sure the security on the website is double and tripled check.

**8. Update on Request for Proposal (RFP) for new Town Counsel and Subcommittee – Bids Closed May 16<sup>th</sup> at 4:00 PM – Requested by Member Conway**

Chair Burrows stated that two RFPs were received. He has appointed Vice Chair Favreau and Secretary Rosa as the subcommittee.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

Secretary Rosa stated that the last time there were a lot more applicants. There are only two and they both seem qualified. We could bring them both before the Select Board. The only question is an hourly rate vs. and monthly rate with a contract.

Member Conway recommended that both be vetted.

**9. Update and Discussion on ARPA Funding Balances – Requested by Chair Burrows**

Chair Burrows stated that he wants to use the ARPA funds to help as many people as possible.

Secretary Rosa asked if we received the additional money from the flooding. Mr. Main replied not yet, but we are expected to receive it within a month or so.

Mr. Main stated that there is a cost savings in the Yankee Doodle Bike. In regard to the water lining, Mr. Russell stated that it would be a better use of money to replace pipes in Pinehurst instead because of the need. Member Rosa stated that he wants to save the taxpayers money.

Vice Chair Favreau asked if the CPC article for \$496,000 from Town Meeting will offset the bike path. Mr. Main stated that the article for the bike path was originally for \$2 million but was reduced due to the CPC funds. They are proposing \$600,000 for all park improvements. Vice Chair Favreau stated that the City of Fitchburg is redoing their skatepark with CPC money so that maybe a resource to look at.

Member Riley stated that we wanted the clerks to get emergency pay.

Member Conway stated that she provided updated list. It similar to what Secretary Rosa proposed but she scaled back the Bike Path money and updated the amount for roads. She reduced the parks to \$500,000 and increased money for the residents affected by flooding.

Secretary Rosa stated that we should leave the \$600,000 for the parks for flexibility. Mr. Main agreed but he wants clear direction of what the Board wants. The residents that were flooded should be benefiting from the flood impacts and we should keep the water and sewer rates down. These changes will decrease removal of sidewalk impediments, but it is a start.

Member Conway asked where the breakdown for the parks came from. Vice Chair Favreau stated that it was discussed at a previous meeting. There were conversations about park equipment at her first meeting.

Kelly Sardina of 95 Gray Street – Ms. Sardina stated that the ARPA money should go to businesses and residents that lost money during COVID. There should be public meetings on the use of ARPA.

**MOTION** - Secretary Rosa stated that \$450,000 of the ARPA money is to be used for the Boston Road overruns. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**MOTION** - Secretary Rosa stated that \$800,000 of the ARPA money is to be used for the FY24 School Deficit. The motion was seconded by Vice Chair Favreau. After discussion that the amount could be less and we should wait for a final number, the motion was withdrawn.

For discussion, Member Conway asked if that amount is correct. Mr. Main replied that they will not know until the end of the school year. We can wait for this vote.

For discussion, Member Riley asked what the timeframe is to use the ARPA money. Mr. Main stated that we need signed contracts by December 31, 2024. The school will have the information in a couple of months so we can wait. Nothing the Board is looking at will take that long to get under contract.





**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

**MOTION** - Secretary Rosa stated that \$1,500,000 of the ARPA money is to be used for the Yankee Doodle Bike Path easements. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**MOTION** - Secretary Rosa stated that \$1,000,000 of the ARPA money is to be used for the water pipe replacement near Nuttings Lake and in Pinehurst. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**MOTION** - Secretary Rosa stated that \$800,00 of the ARPA money is to be used for road improvements. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**MOTION** - Secretary Rosa stated that \$400,000 for the renovation of the old Ditson School site, \$100,000 for the skate park and \$100,000 for Kohlraush Park of the ARPA money is to be used for the park improvements in these three areas. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**MOTION** - Secretary Rosa stated that \$240,000 of the ARPA money is to be used for reimbursement of flooding victims. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**MOTION** - Secretary Rosa stated that \$36,821.47 of the ARPA money is to be used for sidewalk improvements to remove poles and impediments in the sidewalks. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**New Business**

**12. Discussion and Possible Vote on Cider Mill – RFP Affordable Housing Design and Feasibility Study – Requested by Vice Chair Favreau**

Vice Chair Favreau gave a history of the timeline and scope of this RFP for Cider Mill. Article 11 of the Fall 2020 Town Meeting was to purchase Cider Mill. In the Town Managers Report from February 2023 he discussed a One Stop for Growth Application and said the Planning Department was going to submit an EOI for the Town Center Redevelopment including Cider Mill and Revitalizing Tech Park. On May 9, 2023 the State issued an RFP. On May 15, 2023, the Town Manager said that nothing would move forward on this RFP without Select Board approval but on May 31, 2023 the application was submitted. There are many errors and false statements in this application. On September 25, 2023 the award letter was issued by the State. On January 23, 2024, the Town Manager executed an agreement for the grant to put affordable housing on Cider Mill without Select Board approval and on April 22, 2024 the project was listed on the COMMBUYS website. This RFP should be withdrawn because the application had false statements and the Select Board never approved it.

**MOTION** - Vice Chair Favreau made a motion to pull the RFP for Affordable Housing Design and Feasibility Study for Cider Mill in its entirety. The motion was seconded by Member Riley. After discussion, it was unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

Member Conway stated that she supports pulling this RFP but asked if we could reassign the grant. Mr. Main stated that we can look at placing the grant in another location. Member Conway stated that if we pull the RFP, can we repurpose the grant. Vice Chair Favreau stated that she is only making a motion to pull the RFP, she is not proposing pulling the grant.

Member Riley stated that the Planning Board, Select Board and Housing Authority voted to approve the Housing Production Plan. We told NMCOG to look at affordable housing, but a lot has changed.

Secretary Rosa asked if we use this grant, do we have to pay it back. Mr. Main replied no.

Chair Burrows stated that we can look putting it over 250 Boston Road to create a pocket park, a boat ramp and senior housing. Secretary Rosa stated that the boat launch was agreed upon and there is already a grant used for this.

Mr. Main stated that he can look at options and bring them to the next meeting.

**14. Vision Zero Priorities Discussion and Possible Vote**

Mr. Main stated that NMCOG is looking to move these priorities forward.

**MOTION** - Secretary Rosa made a motion to approve the Vision Zero Priorities for Billerica as 1. Salem Road/Gray Street/Andover Road intersections, 2. Boston Road (Lowell Street to Floyd Street) and 3. Boston Road (Locke Road to Allen Road). The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**15. Town Hall Hours – Discussion and Possible Vote**

Mr. Main stated that they met with the union leadership, and they liked the proposed hours. They preferred the 4-day work week of 7:30 AM to 7:00 PM on Monday and then 7:30 AM to 5:30 PM on Tuesday-Thursday but understand the need for at least a half day to start. The proposed hours are 8:30 AM to 7:00 PM on Monday, Tuesday-Thursday remains the same and Friday would be 7:30 AM to 12:00 PM. The entire union will have to vote to ratify this. This will be a trial period from May 31<sup>st</sup> to October 31<sup>st</sup>. Mr. Main added that Juliette Shore, who is an expert in the reduce work week will provide outreach for us free of charge to get metrics.

Secretary Rosa stated that this is a great idea and asked who the DPW will be affected. Mr. Main stated that we are still working on that because they already have a different schedule.

Vice Chair Favreau asked what will happen with the Rec Center programs that people use for daycare. Mr. Main replied that the unions have to agree to it because it's a bargaining issue, but Mr. Grubb stated that he will work within his department to cover all programs.

Member Riley stated that he would defer to what the employees want.

Chair Burrows stated that he likes this, but the DPW employees typically start earlier.

**MOTION** - Secretary Rosa made a motion that the sense of the Board approves the change of Town Hall, Recreation and COA hours as a trial from May 31<sup>st</sup> to October 31<sup>st</sup>. The new hours will be Monday 8:30 AM to 7:00 PM Monday, Tuesday-Thursday remain the same and Friday 7:30 AM to 12:00 PM. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

Member Conway stated that this is day-to-day activity, and this is overstepping our authority. Mr. Main replied he could check with Town Counsel but he would want the Board's blessing.

**16. Discussion on Goals and Process for Calendar Year 2025**

Mr. Main stated that the Select Board are the policy setters for the Town, and he would like to have a working session to discuss the goals for the upcoming fiscal year.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

Member Riley stated that his top goal is Storm Water Management.

Vice Chair Favreau asked if there is a template for goals. Mr. Main replied yes, and he will send it to her.

**17. Discussion and Vote to Request that the Open Space and Recreation Committee (OSRC) Preform a Town Wide Analysis to Identify all Article 97 Properties and Request that the OSRC Make a Recommendation to the Select Board to Place Article 97 Protections on the Identified Properties – Requested by Secretary Rosa**

Secretary Rosa stated he would like to identify as many properties as possible in Town that have Article 97 on them and to ask the OSRC to look at all properties that might benefit from an Article 97 designation and give a list of recommendations to the Select Board. We were late to the game with the PHR.

Member Riley stated that Cider Mill and Ditson should be included. We should move this to the Planning Board to draft an article to protect the land. Secretary Rosa stated that we don't need the Planning Department. We can submit an Article 97 for Cider and Ditson but we should map all the parcels.

Vice Chair Favreau agreed we need to start with an inventory of properties.

**MOTION** - Secretary Rosa made a motion that the Select Board request that the OSRC perform a town wide analysis to identify all Article 97 properties and report back their recommendations to the Board. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

**19. Executive Session Pursuant to G.L. c. 30A §21(A)(2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel**

Secretary Rosa stated that this agenda item will not be discussed tonight.

**Meeting Schedule**

Secretary Rosa stated that the next meetings are June 3, 2024 and June 17, 2024.

**MOTION** - Secretary Rosa made a motion to adjourn the meeting of May 20, 2024 at 10:05 PM. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Vice Chair Favreau voted Aye, Member Riley voted Aye, Member Conway voted Aye and Chair Burrows voted Aye.

*Respectfully Submitted by Dawn McDowell,  
Recording Secretary*



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

**Exhibits for the Select Board Meeting – May 20, 2024**

**Call to order 7:00 PM**

**1. Open Microphone – No Exhibits**

**Presentation of the Community Funds Grant Awards**

**2. 2024 Community Funds Grant Awards – Distribution of Checks – Memo from D. McDowell dated 05/15/24**

1. Billerica Historical Society - \$900.00
2. Billerica Council on Aging - \$603.80
3. Billerica Council on Aging - \$2,260.00
4. Billerica Playground Project (Kennedy PTO) - \$10,315.20
5. Equally Different Inc. - \$1,800.00
6. Billerica Historical Commission - \$300.00
7. Parker Elementary PTO - \$1,520.00
8. Billerica Public Library - \$2,750.00
9. Recreation Commission – Disc Golf Sub-Committee - \$3,000.00
10. Billerica Youth Field Hockey - \$4,000.00
11. Billerica Adventure Series Corp - \$3,553.00
12. Team 4909, Inc. - \$7,000.00
13. Billerica Memorial HS Visual & Performing Arts - \$2,500.00
14. Hajjar Parents Association - \$1,000.00
15. Boys and Girls Club of Great Billerica - \$2,800.00
16. Billerica Health & Wellness, Inc. - \$2,300.00
17. Billerica Scholarship Foundation - \$3,298.00

**Announcements**

3. Vacancies on Boards and Committees – Vacancy List
4. All other announcements may be viewed on the Town of Billerica website – No Exhibits

**Proclamation**

5. Recognize May as ALS Awareness Month - Proclamation

**Fiscal Efficiency and Public Recognition**

**Public Hearing**

6. Continued Public Hearing for National Grid and Verizon - #30648926 – (210R Andover Road) National Grid to install (1) JO Pole on Andover Road beginning at a point ~150' northwesterly from existing Pole #76 Andover Road in order to provide electric service to a new home at 210 Rear Andover Road, Billerica, MA– Memo from NG dated 04/24/24, DPW Comments dated 04/30/24, NG Comments 05/02/24, Electrical Comments dated 04/18/24, PD Comments dated 04/24/24, Abutters List dated 04/16/24, Public Notice, Memo from D. McDowell dated 05/15/24

**Presentation**

**Approval of Meeting Minutes**

**Appointments**

**Old Business**

7. Town Managers Report – TM Report dated 05/15/24



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MAY 20, 2024**

8. **Update on Request for Proposal (RFP) for new Town Counsel and Subcommittee – Bids Closed May 16<sup>th</sup> at 4:00 PM – Requested by Member Conway** – Memo from D. McDowell dated 05/17/24, RFP From Brooks & DeRensis dated 05/06/24, RFP From Harrington Heep dated 05/16/24
9. **Update and Discussion on ARPA Funding Balances – Requested by Chair Burrows** – ARAP Surplus Distribution Spreadsheet, Email from M. Riley dated 05/15/24, Email from K. Conway dated 05/19/24

**New Business**

10. **Blisspoint Meadery, 1 Fox Run Road, Bedford, MA – Application for License by a Farmer Winery to Sell at the Billerica Farmer’s Market on Mondays, June 17<sup>th</sup> to October 14<sup>th</sup> from 2:00 to 7:00 PM** – Billerica Application dated 04/27/24, Memo from Lt. Coffey dated 04/25/24
11. **Request for (4) 18” x 24” Signs on the Common from July 21<sup>st</sup> through August 25<sup>th</sup>, 2024 for the 17<sup>th</sup> Annual Elks Veterans Motorcycle Run at the Billerica Lodge of Elks on Sunday, August 25, 2024** – Email from D. Carver dated 04/30/24, Contract Package FY24 Housing Choice dated 01/23/24,
12. **Discussion and Possible Vote on Cider Mill – RFP Affordable Housing Design and Feasibility Study – Requested by Vice Chair Favreau** – On Stop Full Application FY24 dated 05/31/24, CommBuys Bids dated 04/22/24
13. **North Billerica Fire Station Update and Vote to Re-Affirm** – Presentation from Galante Architecture Studio dated 05/14/24
14. **Vision Zero Priorities Discussion and Possible Vote** – Memo from C. Main dated 05/15/24
15. **Town Hall Hours – Discussion and Possible Vote** – Memo from C. Main dated 05/01/24
16. **Discussion on Goals and Process for Calendar Year 2025** – Memo from C. Main dated 05/15/24
17. **Discussion and Vote to Request that the Open Space and Recreation Committee (OSRC) Preform a Town Wide Analysis to Identify all Article 97 Properties and Request that the OSRC Make a Recommendation to the Select Board to Place Article 97 Protections on the Identified Properties** – Requested by Secretary Rosa – No Exhibits
18. **Discussion and Possible Vote as Road Commissioners to Approve a Boston Road Memorial in Memory of Sgt. Ian Taylor** – Requested by Member Rosa – No Exhibits

**Executive Session**

19. **Executive Session Pursuant to G.L. c. 30A § 21(A)(2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel** – No Exhibits - CANCELLED

**Meeting Schedule**

June 3, 2024 and June 17, 2024

**Approved On: July 15, 2024**