



MEMORANDUM

TO: Select Board

FROM: Clancy Main, Acting Town Manager

CC: Robert Maynard, Director of Administrative Services

SUBJECT: Town Manager's Report

DATE: May 15, 2024

Professional Recognition

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.

DPW Site Visits

Over the past few months the Town Manager's Office has been busy and have rarely left Town Hall. The combination of completing the budget, completing the warrant, 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 I spent a portion of the day last week visiting the DPW operations in Town.

A couple of important things to note:

- The picture attached is the from the wastewater treatment plant. The film you see on top is caused by fats, oils, and greases mostly from commercial entities. During one of the large rain storms 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.

- 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 I was able to see what will most likely be an increase to 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.



I was amazed at both facilities and the incredible shape they are in. I highly suggest that the Board plan a trip to see the investments that they have voted for over the past few years.

Town Center

This 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 Selectboard 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.

I 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 I can get a sense of the Board, or bring it to the next Select Board meeting without a cost to go over it conceptually.



Micozzi Beach Bathhouse

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 17th.

Insurance Adjuster

The Town's insurance provider MIIA will not assist in the disbursement of the claims. I have 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.

BSAP Listening Sessions

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.

- 1) May 23rd, 2024, 7:00PM Town Hall Auditorium
- 2) June 18th, 2024, 7:00PM Town Hall Auditorium

Old Ditson Park

If the Select Board decides to appropriate ARPA funds to the Old Ditson I 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 17th I would suggest something sooner than later. A Saturday morning or a Monday after work I think would be best. Once the money is voted on I can start the process. We will also be re-lining the parking lot on the Grove Street Side.

Town Owned Farm Land

I have had multiple farmers reach out regarding the property abutting Griggs Farm. Unless any member of the Board objects I plan to advertise an RFP over the summer.

Audit

This office is in the process of working with the Town Accountant to create a potential scope for the audit voted on last meeting. I plan 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.

Town Website

The Selectboard 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 I 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.