



**TOWN OF BILLERICA  
SELECT BOARD  
SUB-COMMITTEE  
MAY 30, 2024**

**Members Present:** Vice Chair Dina Favreau and Secretary Michael Rosa

**Staff Present:** Recording Secretary Dawn McDowell

Vice Chair Favreau called the meeting to order at 4:02 PM.

**1. Open Microphone**

There was no one for open microphone.

**2. Select Board Sub-Committee – Review Town Counsel Proposals**

**3. Split Up Due Diligence Tasks**

Secretary Rosa stated that we need to do due diligence on both firms. He will contact references for Brooks and DeRensis and speak with them. Vice Chair Favreau will do the same with Harrington Heep. Vice Chair Favreau stated that Brooks and DeRensis have 3 super lawyers on staff, which is impressive.

**4. Discuss Potential Contract Language**

Secretary Rosa stated that they will each discuss with their firms if they would be willing to enter into a contract for monthly billing with any litigation to be separately billed.

Secretary Rosa stated that Brooks and DeRensis has 2 tiers of pay whereas Harrington Heep has 3 tiers of pay.

Vice Chair Favreau asked what the average monthly bills for KP Law was. Secretary Rosa stated that he will ask Mr. Watson for KP Law billable hours tomorrow.

Vice Chair Favreau stated that for the record, she sent a request to the State Ethics Commission to see if there was any issue with her involvement with hiring new counsel and they responded there was no conflict.

Vice Chair Favreau stated that she will look at deficiencies in both firms.

**MOTION** - Vice Chair Favreau made a motion to adjourn the May 30, 2024 Select Board Sub-Committee meeting at 4:14 PM. The motion was seconded by Secretary Rosa and unanimously voted 2-0-0.

*Respectfully Submitted by Dawn McDowell,  
Recording Secretary*

**Exhibits for the Select Board Sub-Committee Meeting – May 30, 2024**

- 1. Open Microphone** – No Exhibits
- 2. Select Board Sub-Committee – Review Town Counsel Proposals** – RFP from Brooks and DeRensis and Harrington Heep
- 3. Split Up Due Diligence Tasks**– No Exhibits
- 4. Discuss Potential Contract Language**– No Exhibits

**Approved On:** July 15, 2024