



MEMORANDUM

TO: Select Board

FROM: Clancy Main, Town Manager

CC: Robert Maynard, Director of Administrative Services

SUBJECT: Town Manager's Report, November 18, 2024

DATE: November 14, 2024

Professional Recognition

I want to recognize Katherine Malgieri and Jane Merrill for all of their hard work over the past four months in their interim roles. I was also sent a letter from the entire Planning Board recognizing their efforts. The letter is attached to this report. It has since been signed by all members of the Planning Board.

Three Month Look Ahead

The recap process was successfully completed. This will allow the Town to move directly into the budget process. All salary schedules, budget shells, and budget letters to department heads will be going out prior to Thanksgiving. I have pre-budget meetings with all the department heads over the course of the next two weeks to better understand what they will be looking for.

I would like to give the Select Board a budget landscape presentation at one of the meetings in December. This will allow the Board to understand the starting point and some of the current and future requests.

In the new year, discussions will need to take place regarding goals as well as safety improvements in the Town Center, Roads, the Water System, and Sewer System as first priority.

Narcan Program

The Town received 144 boxes of Narcan and as of now we are down to one box. The Public Health Department has ordered more boxes of Narcan. In addition, the Public Health Department ordered seven countertop display cases for Town offices, five outdoor cabinets that can be attached to telephone poles, and five indoor cabinets for Municipal spaces across Town.

Green Communities

The Town successfully submitted the FY24 Green Communities Annual Report. This will enable the Town to receive close to \$200,000 in Grant Funding for clean energy projects. In the past this money has been used to modernize light fixtures/infrastructure in public buildings and to weatherize them. The Town has done a lot of that work over the last couple of years and has modernized our facilities using Green Communities money. The Town is looking into seeing if this money can be used to purchase Variable Frequency Drives (VFD) for the Water Department or outdoor lighting at the Billerica Public Library.

Assistant Town Manager Search

I have signed a letter of intent with Community Paradigm to help find the right candidate for Assistant Town Manager. They are familiar with my skills, demeanor, and they understand the gap I am trying to fill. They believe that due to the size of Billerica and salary of the position that there will be multiple-qualified candidates for the job.

New DPW Facility

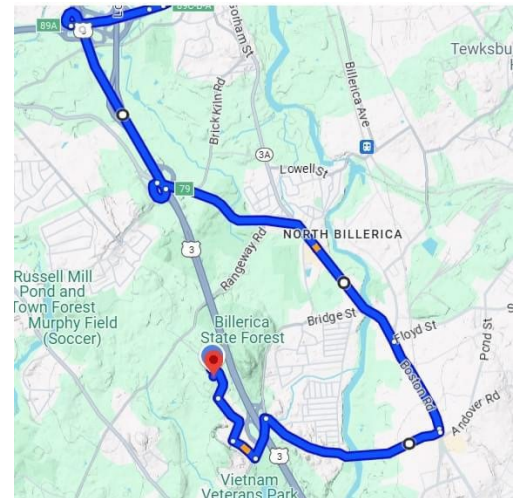
DPW project is moving along. Crews have been on site clearing trees, crushing material, and screening loam for the plantings. Soil tests have been taken and the Town is awaiting the results to ensure we can transport soil off site. The Town completed the River St Extension intersection improvements last week. After Thanksgiving the final rounds of blasting will take place.

COA Director

The Town interviewed six candidates for the COA Director position. Two of the candidates were excellent and would do an incredible job leading the department. The interview committee will re-group later this week after reference checks.

Wreaths Across America

Every year in December the Wreaths Across America convoy travels from Maine to Arlington National Cemetery. This year the convoy will be coming through Billerica on Monday, December 9th! We are estimating that the convoy will be passing by from 1:00 pm to 1:30 pm. The Map of the route is adjacent. We will be posting this on social media over the coming weeks to ensure as many residents as possible participate.



Yankee Doodle Bike Path

MassDOT has asked the Town to confirm the Article 97 opinion of KP Law with our new Town Counsel. Prior Counsel's opinion was that the construction of the proposed bike path within the parcels owned by the Town of Billerica Conservation Commission did not constitute a change in use, and therefore did not require Article 97 approval. New Town Counsel does not agree with prior Town Counsel's opinion that this does not require Article 97 approval. We have scheduled an internal meeting for November 25th to clarify and further discuss with them on how it may impact the project.

Conservation Fund

Over the past few years, the Conservation Fund has been brought up as an item of interest. This fund could be funded with a small amount through the CPC. The Conservation Commission then has jurisdiction of the release of the funds. These funds could be used for appraisals, surveys, land markers, signage and other items. I plan to work with the Conservation Commission to submit an eligibility form to the CPC.

Economic Development

I have been meeting with various commercial property owners over the past few weeks. Many of the meetings have been with projects that have been permitted but not built. These have been useful and very educational about the market and what is in demand. I'll update the Board further about some of the supply and demand issues at a future meeting.

ARPA Projects

All projects are moving along smoothly. At this time, they are either out to bid, will be in the coming weeks, or have contracts signed at this point.

The flood money at this time will not meet its full allocation. Paperwork is due back to the Town right before Thanksgiving. At that time, I will be able to make a recommendation on how to best allocate any left-over money.

UMass Lowell Capstone Project

Two groups of Master's in Public Administration students from UMass Lowell will be conducting their capstone project with the Town of Billerica next semester. The two projects are attached below:

Project Title: Identifying Factors to Attract and Sustain Restaurant Businesses in Billerica

Objective:

The aim of this project is to analyze the reasons behind the lack of restaurant options for a community of this size and determine actionable strategies to attract diverse dining establishments, from well-known chains to local eateries. The study will include outreach to potential businesses, current businesses, understanding their requirements, and identifying the qualities that make a town attractive to restaurant owners. Additionally, the project will gather feedback from residents to gauge demand and preferences.

Project Title: Creating an Inclusive and Vibrant Council on Aging for All Adults Over 60 in Billerica

Objective:

This project seeks to reimagine the Billerica Council on Aging (COA) as a dynamic and inclusive space that appeals to all individuals over 60, not just as a traditional "senior center." The goal is to make the COA welcoming to a diverse age range and lifestyles, offering varied programs, services, and a rebranding strategy that reflects a more modern, active, and community-centered approach.



BILLERICA PLANNING BOARD

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November 12, 2024

To: Mr. Clancy Main, Town Manager
CC: John Burrows, Select Board Chair

RE: Letter of Recognition for the Planning and Community Development Staff

As you are aware, our Town Management has had some changes over the last 6 months. For the Planning Board specifically, Katherine Malgieri was promoted to Interim Director and Jane Merrill was promoted to Interim Senior Planner of the Planning and Community Development Staff. They have gone above and beyond while handling multiple committees along with two major projects being the MBTA Communities bylaw requirement and the Open Space & Recreation Plan amongst other regular tasks. On Monday October 28, 2024, they both attended two 3 hour sessions of our MBTA-C open house and they handled the situation professionally while communicating effectively with our residents. Since then, they have worked extensively on updating maps in a short amount of time, ultimately gaining unanimous approval from the Planning Board members at our Special Meeting on Tuesday November 6, 2024. As the current Chair of the Planning Board supported by all the other Planning Board members, I am writing to you to give Katherine and Jane high praise for their work and ask that this Letter of Recognition be added to their file.

Sincerely,

Michael Parker, Chair Kelley Sardina, Vice Chair Marlies Henderson, Secretary

Blake Robertson

Christopher Tribou

Ed Giroux

Evens Cimea