



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
DECEMBER 16, 2024**

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

**Members Absent:** None

**Staff Present:** Town Manager Clancy Main, Administrative Director Robert Maynard and Recording Secretary Dawn McDowell

**Call to Order 6:00 PM**

The Pledge of Allegiance was recited.

Chair Burrows called the meeting to order and stated that the meeting is hybrid via Zoom.

**1. Open Microphone**

Alex Moulton – Ms. Moulton stated that there are two Brownie troops in attendance to earn their democracy patches. The Brownie groups did a presentation.

Grace Tucci - Ms. Tucci stated that Town Meeting was very contentious. She suggested that a timer be purchased so people know how long they have to talk.

**Announcements**

**2. Vacancies on Boards and Committees**

Secretary Rosa read the vacancy list.

**3. All other announcements may be viewed on the Town of Billerica website**

Secretary Rosa stated that the Fire Department is hosting a smoke detector program for seniors. If interested, call the COA or Fire Department.

**Old Business**

**4. Town Managers Report**

• **Professional Recognition**

Mr. Main stated that he wanted to thank the Town Accountants Office Clerical Staff for their hard work over the past few weeks. Ginny Picardi and Jill Folta have processed checks for all flood victims and scholarship recipients through the scholarship committee. This was not an easy task, but they got all residents paid quickly and efficiently.

**MOTION** - Secretary Rosa made a motion to put a letter of thanks in the file for Ms. Picardi and Ms. Folta. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0.

Member Riley thanked Ms. Picardi and Ms. Folta for all their hard work.

• **Special Town Meeting**

Mr. Main stated that both articles passed during the December 12th Special Town Meeting. MBTA Communities will be submitted to the State before the holiday. Before Town Meeting he went through every grant that the Town would be eligible for if compliance was chosen. The list of grants he expects to apply for are below: MassWorks Infrastructure program; HousingWorks Infrastructure program; Housing Choice Communities; Massachusetts Downtown Initiative; Brownfields Redevelopment Fund; Site Readiness Program, Mass Development; Underutilized Properties Program – Possibly; Real Estate Services Technical Assistance; Local Acquisitions for Natural Diversity (LAND) Grants; Municipal Vulnerability Preparedness (MVP) Planning and Project Grants; Public Library projects Most of these grants open up in January and close in June. Many of them require a vote of the Board. As the Town works through them he will bring them to the Board for a vote.



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Member Conway stated that its great that we are going to go after all those grants and she thanked the Town Meeting members for voting this through.

Secretary Rosa thanked Mr. Main for all the grants that we would be eligible for.

Vice Chair Favreau stated that she is happy that we will be applying for all these grants. With the Mass Works grants we can apply for more than one with the awards from \$500,000 to \$3,000,000. Mr. Main replied yes, the new cycle is not opened yet but we will be aggressive. Vice Chair Favreau stated that we could exceed \$3 million and apply for grants for underutilized property.

Member Riley stated that it is a great idea to use grants for underutilized properties.

Chair Burrows stated that we got body cameras for the police with a \$179,000 grant.

- **Paving**

Mr. Main stated that he drove around with Fred and Kelley to look at the paving program for next year. The big projects will be Lexington and the other portion of Middlesex Turnpike.

Member Conway stated that we have a great bunch of employees in Engineering and the DPW. When new pavement is dug up, its usually because of a water break or unexpected event. Mr. Main agreed and stated that before a road is paved, we camera the water and sewer lines to make sure there are no problems. The break on Allen Road was a freak break.

Secretary Rosa stated that we also do leak detection on the lines before paving but a vibration compactor broke the line. Secretary Rosa asked if there will be a left on Lexington from Middlesex Turnpike. Mr. Main stated that the State is not a fan but he will continue to speak with them and push that fact. Secretary Rosa asked if the signs on Rt. 3 regarding blasting because of the DPW. Mr. Main replied yes.

Vice Chair Favreau asked if the rating of 68-69 affects our rating. Mr. Main replied no, there is no bond impact but it is a benchmark. Vice Chair Favreau asked how many miles of road to we have. Mr. Main replied about 200 miles but he will get the exact number at the next meeting.

Chair Burrows stated that we camera lines before paving. Mr. Main replied yes.

- **New DPW Facility**

Mr. Main stated that the DPW project is moving along with no issues. Crews have been clearing the site over the past couple of weeks, recently they have been blasting. The Town and project team have worked together to notify all the abutters about the blasting to ensure no one is surprised.

- **EMS Director Interviews**

Mr. Main stated that as the Board knows our EMS Director Joe Devlin is retiring in January after a long career with the Town of Billerica. He and Human Resources interviewed three candidates on Tuesday 12/10 and have three more to interview on 12/18 before making a final determination. Thus far, he is impressed with the candidates and confident the Town will select a qualified and experienced candidate for the position.

Secretary Rosa stated that he is sad to see Mr. Devlin go.

Vice Chair Favreau congratulated Mr. Devlin on his retirement.

Member Riley asked if the candidates are external or internal. Mr. Main replied both.



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- **Home Safety Preparedness Program**

Mr. Main stated that the Billerica Fire and the COA are working on their Home Safety Preparedness Program. This is when the Fire Department and COA work together to replace smoke and carbon monoxide alarms in senior households for free. It's important to mention that the only reason this is free is because of the IBEW 103 retirees volunteering their time, we are very grateful for this collaborative effort. If you or a senior you know would like to sign up for the program, please reach out to Jeanee Teehan at the Council on Aging, at 978-671-0916.

- **ARPA Funds**

Mr. Main stated at the last meeting, the board voted to allocate roughly \$11,650 to the Recreation Department to cover their rental fee with the School Department. The Board in their motion asked to split the remainder between the water department for recent water breaks and sidewalks. The Town is currently running on budget for the Water Department overtime. The idea behind money going towards the water department was to help reduce the rates. Any money towards the water department for overtime or supplies will eventually go towards retained earnings and not the rates. The best option is to place \$20,000 in supplies for the water department and the rest allocated toward sidewalks as originally proposed.

Member Conway agreed with the proposal for the ARPA funds.

Secretary Rosa asked if we could take \$20,000 for supplies on the water breaks and use the rest for 2" mains in Pinehurst.

Member Riley agrees with the ARPA proposal.

- **Misc.**

Mr. Main stated that there are some items that came in after the report was written. Our road quality was rated at 68-69. A good road is considered in the 80s. We need to get better with maintenance of our roads. The bids for Kohlraush Park came in \$10,000 less and they hope the Ditson is the same. The Shawsheen Tech has also started the process of applying for a new school. He would also like to thank all the organizations involved for the holiday celebrations.

Vice Chair Favreau asked how much will Shawsheen Tech cost us if they get approved. Mr. Main replied it depends on what they are applying for but we have to pay 35% due to the enrollment.

Member Riley stated that Local 103 are great community partners.

### **New Business**

#### **5. Discussion and Possible Vote – MBTA Catalyst Grant (Pending Outcome of Town Meeting)**

Mr. Main stated that he met with Woodard and Curran today with Fred Russell, Kelly Conway and Mr. Maynard. We can apply up to \$1 million dollars. The goal is to apply for the grant to reline sewer pipes, cleaning and relining water lines, sidewalks and paving of roads in the Mills area.

**MOTION** - Secretary Rosa made a motion to authorize the Town Manager to pursue the MBTA Catalyst Fund. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0.

Vice Chair Favreau asked if Wilson Street could be included. Mr. Main replied he would take a look. Vice Chair Favreau also stated that since the Inner/Outer MBTA Zone was applied to the mills area the grant should include Faulkner region, not Talbot.



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**6. 2025 License Renewals – Review and Approval – See Attached List**

**MOTION** - Secretary Rosa made a motion to approve the 2025 License Renewals for the All-Alcohol Restaurants for Caipirinha's Sports Bar and Grill, Casa Blanca Mexican Restaurant and Cantina, Center Café, Champions Indoor Golf, Country Club of Billerica, Emerald Rose, Garrison's, Hanley's Pinehurst Tavern, Nana 7 Japanese Steak House, Pizza Mia, River View Restaurant, Swanson Meadows Restaurant & Bar and Turnpike Market Restaurant. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0.

**MOTION** - Secretary Rosa made a motion to approve the 2025 License Renewal for the All-Alcohol Club License for Billerica Lodge of Elks #2071 and VFW Post (Solomon) #8819. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0.

**MOTION** - Secretary Rosa made a motion to approve the 2025 License Renewal for the All-Alcohol Hotel License for Courtyard by Marriott Billerica. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0.

**MOTION** - Secretary Rosa made a motion to approve the 2025 License Renewals for the Common Victuallers Establishments of Milano House of Pizza, Pro Fitness and Subway at 480 Boston Road. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0.

**MOTION** - Secretary Rosa made a motion to approve the 2025 License Renewal for Class II Car Dealers for Dampolo Automotive. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0.

Secretary Rosa stated that the Select Board is taking No Action to renew the Community Care Collective license for 2025 because they have not made timely payments to the Town of Billerica of all applicable fees as required by Section 35.5 (#5) of the Select Board Policies and Procedures and #3 of the Host Community Agreement.

Member Conway stated there was also a request for a refund of fees for 22 Commune. Secretary Rosa stated that this was not on the agenda so it cannot be discussed. Member Conway stated that we can add it to the next agenda.

**Meeting Schedule**

January 6, 2025 and January 27, 2025

**Executive Session**

**7. Executive Session Pursuant to G.L. c. 30A, § 21 (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares – Michaela Michaud vs. Donna McCoy, as Records Access Officers, The Town of Billerica**

**MOTION** - Secretary Rosa made a motion to go into Executive Session to G.L. c. 30A, § 21 (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares – Michaela Michaud vs. Donna McCoy, as Records Access Officers, The Town of Billerica at 6:35 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.

Secretary Rosa stated that we will only return to regular session to adjourn.

**MOTION** - Secretary Rosa made a motion to adjourn the regular meeting of December 16, 2024 at 7:30 PM. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0.

*Respectfully Submitted by Dawn McDowell,  
Recording Secretary*



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**Exhibits for the Select Board Meeting – December 16, 2024**

**Call to order 6:00 PM**

- 1. Open Microphone** – No Exhibits

**Announcements**

- 2. Vacancies on Boards and Committees** – Vacancy List dated 12/13/24
- 3. All other announcements may be viewed on the Town of Billerica website**– Flyers for Home Safety Preparedness Program

**Proclamation and Public Recognition**

**Public Hearing**

**New Business (Quick Items)**

**Appointments**

**Presentation**

**Old Business**

- 4. Town Managers Report** – Town Manager Report dated 12/06/24

**New Business**

- 5. Discussion and Possible Vote – MBTA Catalyst Grant (Pending Outcome of Town Meeting)** - MBTA Catalyst Fund Memo dated 12/16/24
- 6. 2025 License Renewals – Review and Approve – See Attached List** – Memo from D. McDowell dated 12/13/24, Memo from E. Russo dated 12/12/24 and 12/16/24, Email from C. Guerrieo dated 12/09/24, Memo from S. Patel dated 11/18/24, Email from Atty. Nelson dated 12/16/24
- a) All Alcohol Restaurant – 13 Licenses to Approve
  - b) All Alcohol Club – 2 Licenses to Approve
  - c) All Alcohol Hotel – 1 License to Approve
  - d) Common Victualler's – 3 Licenses to Approve
  - e) Car Dealer – Class 2 – 1 License to Approve
  - f) Marijuana – 1 License to Approve

**Approval of Meeting Minutes**

**Executive Session**

- 7. Executive Session Pursuant to G.L. c. 30A, § 21 (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares – Open Litigation Matters and Contract Negotiations** – See Executive Session for documents

**Meeting Schedule**

January 6, 2025 and January 27, 2025

**Approved On: January 27, 2025**



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EXECUTIVE SESSION MINUTES  
DECEMBER 16, 2024**

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

**Members Absent:** None

**Staff Present:** Town Manager Clancy Main, Administrative Services Director Robert Maynard, Town Clerk Donna McCoy and Recording Secretary Dawn McDowell

Chair Burrows called the meeting to order at 6:42 PM.

A roll call attendance was taken: Secretary Rosa was Present, Vice Chair Favreau was Present, Member Conway was Present, Member Riley was Present and Chair Burrows was Present. Also present via Zoom was Town Counsel Paul DeRensis

7. Executive Session Pursuant to G.L. c. 30A, § 21 (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares – Michaela Michaud vs. Donna McCoy, as Records Access Office, The Town of Billerica

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**MOTION** - Vice Chair Favreau stated that we should waive our privilege and release the requested Executive Session minutes. The motion was not seconded.

[REDACTED]

[REDACTED]

[REDACTED]



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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**MOTION** - Secretary Rosa made a motion to authorize Town Counsel to respond to the complaint with Docket #2481CV02968, Michaela Michaud vs. Donna McCoy as Records Access Officer for the Town of Billerica et al. The motion was seconded by Member Riley and voted 3-2-0. On a roll call vote: Secretary Rosa voted Aye, Member Riley voted Aye, Member Conway voted Aye, Vice Chair Favreau voted No and Chair Burrows voted No. The motion passes.

[REDACTED]

[REDACTED]

**MOTION** - Vice Chair Favreau made a motion to waive our privilege and release the requested Executive Session minutes. The motion was seconded by Chair Burrows and voted 2-3-0. On a roll call vote: Secretary Rosa voted No, Member Riley voted No, Member Conway voted No, Vice Chair Favreau voted Aye and Chair Burrows voted Aye. The motion failed.

**MOTION** - Secretary Rosa made a motion instructing Town Counsel to request the plaintiff remove Donna McCoy's name from the complaint. The motion was seconded by Member Riley and unanimously voted 5-0-0.



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On a roll call vote: Secretary Rosa voted Aye, Member Riley voted Aye, Member Conway voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye. The motion passes.

**MOTION** - Secretary Rosa made a motion to come out of Executive Session at 7:19 PM. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Secretary Rosa voted Aye, Member Riley voted Aye, Member Conway voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Yes.

**MOTION** - Secretary Rosa made a motion to adjourn the meeting of December 16, 2024 at 7:20 PM. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0.

*Respectfully Submitted by Dawn McDowell,  
Recording Secretary*

**Exhibits for the Select Board Executive Session Meeting – December 16, 2024**

7. **Executive Session Pursuant to G.L. c. 30A, § 21 (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares - Michaela Michaud vs. Donna McCoy, as Records Access Office, The Town of Billerica – Complaint – Docket #2481CV02968**

Approved On: January 6, 2025

Released On: January 6, 2025 (Redacted Version)