



**TOWN OF BILLERICA
SELECT BOARD MINUTES
MARCH 3, 2025**

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

Members Absent: None

Staff Present: Town Manager Clancy Main, Assistant Town Manager Robert Maynard and Recording Secretary Dawn McDowell

Call to Order 6:00 PM

The Pledge of Allegiance was recited.

Sid Tildsley from Shawsheen Tech Wrestling Team called the meeting to order and stated that the meeting is hybrid via Zoom.

A roll call attendance was taken: Secretary Rosa was Present, Member Conway was Present, Member Riley was Present, Vice Chair Favreau was Present and Chair Burrows was Present.

1. Open Microphone

There was no one for open microphone.

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

Public Hearing

Proclamation and Public Recognition

4. Congratulations to the Shawsheen Tech Wrestling Team

Secretary Rosa read the letter congratulating the Shawsheen Tech Wrestling Team. The Shawsheen Tech was in attendance to receive the letter.

Public Hearing

New Business (Quick Items)

5. Request for Approval as Road Commissioners – The National Brain Tumor Society Charity Ride on Sunday, May 18, 2025

MOTION - Secretary Rosa made a motion to approve the National Brain Tumor Society Charity Ride on Sunday, May 18, 2025. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

6. Discussion and Possible Vote on Gift Acceptance – Donation From The Lowell Five Bank to the Billerica Recreation Department

MOTION - Secretary Rosa made a motion that the Select Board accept the donation per MGL, Chapter 44, Section 53A from the Lowell Five Bank for the Billerica Recreation Department as submitted. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.



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MOTION - Secretary Rosa made a motion that the Select Board authorize expenditure of the gift to be used for youth programs for the Town of Billerica. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

7. Approval of a New Common Victualler's License for Mexica Burrito Grill Billerica, LLC dba Mexica Burrito Grill at a Premises Located at 647 Boston Road, Billerica MA – Julio Martin, Manager

Julio Martin appeared for the Common Victualler's License for Mexica Burrito. Mr. Martin stated that this was at the old Dunkin Donuts location. They passed all their final inspections and are reading to go.

Member Riley asked when they were planning to open. Mr. Martin replied tomorrow.

Secretary Rosa stated that the motion will be conditioned on the Board of Health and ZBA conditions.

MOTION - Secretary Rosa made a motion to approve the Common Victualler's License for Mexica Burrito Grill Billerica, LLC dba Mexica Burrito Grill at a premises located at 647 Boston Road with the hours of operation of Monday-Saturday from 11:00 AM to 10:00 PM and Sunday from 11:00 AM to 9:00 PM and subject to the ZBA conditions 1-4 and Board of Health conditions 1-7. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

8. KHD, Inc. d/b/a High Octane Harley Davidson located at 1 Chelmsford Road – Applications for (22) 1-Day Special Wine & Malt License and Entertainment License for:

- a. Monday, March 31, 2025 from 5:00 PM to 8:00 PM
- b. Wednesday, April 30, 2025 from 5:00 PM to 8:00 PM
- c. Friday, May 16, 2025 from 5:00 PM to 8:30 PM
- d. Saturday, May 24, 2025 from 11:00 AM to 4:00 PM
- e. Saturday, May 31, 2025 from 5:00 PM to 9:00 PM
- f. Saturday, June 14, 2025 from 11:00 AM to 4:00 PM
- g. Friday, June 27, 2025 from 5:00 PM to 8:30 PM
- h. Monday, June 30, 2025 from 5:00 PM to 9:00 PM
- i. Friday, July 18, 2025 from 5:00 PM to 8:30 PM
- j. Saturday, July 26, 2025 from 11:00 AM to 4:00 PM
- k. Thursday, July 31, 2025 from 5:00 PM to 9:00 PM
- l. Saturday, August 9, 2025 from 11:00 AM to 4:00 PM
- m. Friday, August 15, 2025 from 5:00 PM to 8:30 PM
- n. Saturday, August 23, 2025 from 11:00 AM to 4:00 PM
- o. Sunday, August 31, 2025 from 5:00 PM to 9:00 PM
- p. Friday, September 19, 2025 from 5:00 PM to 8:30 PM
- q. Tuesday, September 30, 2025 from 5:00 PM to 9:00 PM
- r. Saturday, October 11, 2025 from 11:00 AM to 3:00 PM
- s. Thursday, October 30, 2025 from 5:00 PM to 8:00 PM
- t. Sunday, November 30, 2025 from 5:00 PM to 8:00 PM
- u. Thursday, December 11, 2025 from 5:00 PM to 8:00 PM
- v. Thursday, December 18, 2025 from 5:00 PM to 8:00 PM



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The dates that are requested for **(6) 1-Day Special Wine & Malt License Only** are as follows:

- a. Saturday, May 10, 2025 from 11:00 AM to 4:00 PM
- b. Saturday, July 5, 2025 from 11:00 AM to 4:00 PM
- c. Thursday, October 9, 2025 from 5:00 PM to 8:00 PM
- d. Saturday, September 6, 2025 from 11:00 AM to 4:00 PM
- e. Thursday, November 13, 2025 from 5:00 PM to 8:00 PM
- f. Wednesday, December 31, 2025 from 12:00 PM to 3:00 PM

(Brings Total of One Day Special Wine & Malt Licenses to 28 of 30 For 2025)

The dates that are requested for **(1) Entertainment Only** are as follows:

- a. Saturday, May 3, 2025 from 11:00 AM to 4:00 PM

Cameron Fazekas from KHD Inc. appeared for the one-day and special wine and malt licenses.

MOTION - Secretary Rosa made a motion that the Select Board vote to approve individually, each of the following twenty-two (22) One-Day Special Wine & Malt Licenses AND Entertainment Licenses for KHD, Inc. dba High Octane Harley Davidson located at 1 Chelmsford Road for:

- a. Monday, March 31, 2025 from 5:00 PM to 8:00 PM
- b. Wednesday, April 30, 2025 from 5:00 PM to 8:00 PM
- c. Friday, May 16, 2025 from 5:00 PM to 8:30 PM
- d. Saturday, May 24, 2025 from 11:00 AM to 4:00 PM
- e. Saturday, May 31, 2025 from 5:00 PM to 9:00 PM
- f. Saturday, June 14, 2025 from 11:00 AM to 4:00 PM
- g. Friday, June 27, 2025 from 5:00 PM to 8:30 PM
- h. Monday, June 30, 2025 from 5:00 PM to 9:00 PM
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- r. Saturday, October 11, 2025 from 11:00 AM to 3:00 PM
- s. Thursday, October 30, 2025 from 5:00 PM to 8:00 PM
- t. Sunday, November 30, 2025 from 5:00 PM to 8:00 PM
- u. Thursday, December 11, 2025 from 5:00 PM to 8:00 PM
- v. Thursday, December 18, 2025 from 5:00 PM to 8:00 PM

The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.



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MOTION - Secretary Rosa made a motion that the Select Board vote to approve individually, each of the following six (6) One-Day Special Wine & Malt Licenses for KHD, Inc. dba High Octane Harley Davidson located at 1 Chelmsford Road for:

- a. Saturday, May 10, 2025 from 11:00 AM to 4:00 PM
- b. Saturday, July 5, 2025 from 11:00 AM to 4:00 PM
- c. Thursday, October 9, 2025 from 5:00 PM to 8:00 PM
- d. Saturday, September 6, 2025 from 11:00 AM to 4:00 PM
- e. Thursday, November 13, 2025 from 5:00 PM to 8:00 PM
- f. Wednesday, December 31, 2025 from 12:00 PM to 3:00 PM

The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

MOTION - Secretary Rosa made a motion that the Select Board vote to approve individually, a One (1) Entertainment License for KHD, Inc. dba High Octane Harley Davidson located at 1 Chelmsford Road for Saturday, May 3, 2025 from 11:00 AM to 4:00 PM. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

Appointments

Presentation

9. Town Wide School Routes Safety Study Presentation

Justin Curewitz and Madeline McDermott from Tighe & Bond presented the Town Wide School Public School Evaluation.

Member Conway asked if there was one visit to each school. Mr. Curewitz replied yes. Member Conway stated that it seems light. Mr. Curewitz stated that it is the industry practice. This was done in the middle of the week. Member Conway asked if the police accident reports and traffic safety officer were included. Mr. Curewitz replied that there is a high-level overview of crash data and they did talk with the crossing guards. Member Conway stated that she is disappointed because a pedestrian was hit on the way to school. Who do you speak with from the Town. Mr. Curewitz replied that they spoke with engineering, DPW, School Superintendent and Town Manager. Member Conway asked if the size of the sidewalk was looked at. Mr. Curewitz replied that they looked at GIS and what could be constructed in the ROW without any land taking. Member Conway asked what would be the funding source for these improvements. About 1/3 could be taken for safe routes for schools but we don't have enough Chapter 90 funds.

Mr. Main stated that we will be meeting with the DPW and Town Engineer on warrant articles and reassess priorities. Member Conway stated that we shouldn't pick small projects we need a plan. She is disappointed that no crash data is included and they did not talk with the police department. Member Conway stated that we were told to wait for this report so now we should address Parker Street.

Member Riley stated that we knew a lot of this information. Do all the schools have crossing guards and why do Parker have five and the High School have six but the other schools only have one. Mr. Curewitz stated that both the Parker and High School are on River Road and that is a busy street. The High School has multiple entrances and Parker has a large drop off. The six guards go between the two schools, going to the High School first then they move to the Parker. Member Riley asked why the Locke doesn't require more crossing guards. Mr. Curewitz stated that Allen Road has a flashing light that helps with crossings. Member Riley asked how many crosswalks there are on Cooke Street. Member Riley stated that the report says the Parker schools have 5-10 families walking to school and that is a big different. Mr. Curewitz stated that we reported on what we observed.



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Member Riley stated that if we make one way on Parker Street, would it make it safer. Mr. Curewitz stated that we would need further study. This would require an origin and destination study so he cannot comment on it.

Secretary Rosa asked if this was presented to the schools. Mr. Main replied Mr. Curewitz presented to the school Superintendent. Secretary Rosa stated that there are a lot of improvements within the school properties that could be done. Mr. Main stated that the Superintendent has said that she will handle the issues on the inside school property and we will handle the changes outside of the school which will be the Town's responsibility. Secretary Rosa stated that the costs seem high for the sidewalk. Mr. Curewitz stated that the cost is for concrete sidewalks with granite curbing and it includes hydrant relocation and tree removals and they are 6' wide. Secretary Rosa stated that we can make them 48" wide and change it to asphalt curbing and sidewalks and that would save money. We should have engineering come back with real numbers. Secretary Rosa stated that there were no 1 ½ mile circle on the maps. He thought that the radius would be on there and it would be broadcasted out. Mr. Curewitz stated that the pink shading is 1 mile radius and the green is 1 ½ mile radius. Secretary Rosa stated that we need to look at what is the biggest bang for safety around the schools.

Fred Russell joined the meeting. Mr. Russell stated that we can do a lot in-house and get better prices but this is a good guide for us.

Vice Chair Favreau stated that since the gate came down, there are 10-15% of parents are dropping off from the south side. Mr. Curewitz stated that we didn't take traffic counts, we observed where the traffic was coming from, they were estimates. Vice Chair Favreau asked if there was any information about kids coming from KenMar Drive. Mr. Curewitz stated that they didn't look at the full mile. Our focus was on the school property. Vice Chair Favreau asked if all the schools joined the Safe Streets for Schools. Mr. Main replied all schools have joined but they have to be enrolled for six months before we can apply for grants but we can do traffic calming measures in-house. Vice Chair Favreau asked how often we can apply for the grants. Mr. Curewitz replied that the maximum award is \$2 million per application per town per year. Vice Chair Favreau stated that we need to move forward with this.

Chair Burrows stated that we need to hand this report to Mr. Russell and Ms. Conway and have them come back with a cost and what can be done at the schools.

Member Riley thanked all the crossing guards.

Committee Reports

Old Business

10. 2025 Community Funds Grant – Discussion and Possible Vote on Awards

MOTION - Secretary Rosa made a motion to approve the following 2025 Community Funds Grants:

Organization	Total Award
Billerica 250th Committee	\$3,333.00
Billerica Community Farmers Market	\$3,750.00
Billerica Community Pantry	\$6,579.00
Billerica Historical Society	\$863.00
Billerica Lions Club	\$4,435.00
Billerica Playground Project (Kennedy PTO)	\$4,000.00
Billerica Public Library	\$2,333.00



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Organization	Total Award
Billerica Scholarship Foundation	\$3,333.00
Boys and Girls Club of Greater Billerica	\$4,583.00
Friends of the Billerica COA, Inc.	\$3,524.00
Hike Beautiful Billerica/Recreation Dept.	\$417.00
Locke Middle School	\$3,000.00
Marshall Middle PTO	\$3,583.00
Shawsheen Tech PAC	\$3,767.00
Sunshine Gals Inc	\$2,500.00
TOTAL	\$50,000.00

The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

11. Land Bank Funding Directive Discussion and Possible Vote – 2nd Reading – Requested by Secretary Rosa

Vice Chair Favreau stated that she looked at this further. In the Charter, Town Meeting is in charge of the Warrant Articles. Secretary Rosa stated that this is a Select Board policy, if a parcel is sold, a warrant article would be needed to put funds into the account and take funds out. Vice Chair Favreau asked if this affects the stabilization fund. Mr. Main stated that we have the account now, and the Town Meeting would need to vote to move free cash into the fund. Secretary Rosa stated that this is a directive to the Town Manager. Vice Chair Favreau asked how much is in the account now. Mr. Main replied \$372,000. Secretary Rosa stated that the funding always goes to Town Meeting.

Member Conway stated that this is exactly what was done for OPEB. This would always go to Town Meeting. Member Conway asked if this went to Town Counsel. Secretary Rosa replied no. Member Conway asked that this be reviewed by Town Counsel before enacted.

MOTION - Secretary Rosa made a motion to support the Land Bank Funding Director as presented with a review by Town Counsel. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

New Business

12. Submittal and Ratification of the FY26 Budget

Mr. Main presented the budget. He thanked Town staff for their help especially Mr. Maynard, Mr. Chhayani, Ms. Russo Ms. Sasso and Ms. Micheline. The Town is doing more with less. Since January 27th, not much has changed. A summary of some of the changes are: The shared costs include pensions which is going up about a million, OPEB is going up 5% and Health care is going up about \$1.7 million. Waste Manager is going up \$359,000, The Police Department is going up \$869,000, the school is going up \$2.7 million, Shawsheen Tech is going up \$653,000 and he is deferring his COLA and deferred compensation. We are in a strong financial position but we need to be cautious. Mr. Main added that the local receipts drive free cash.



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Vice Chair Favreau stated that the town went from 1.69% to 1.71%. Mr. Main replied that was correct. It's roughly about \$8,000-\$9,000. Vice Chair Favreau stated that we have received \$2 million in grants and where does that get captured in the budget. Mr. Main replied that it is correct but grants are not captured in the budget, it would go to free cash or used on something else.

Member Conway asked why the Waste Management contract is going up. Mr. Main replied it was \$700,000 last year and it has increases of 5% for the next couple of years. Member Conway asked if it was ready to go to get a competitive bid. Mr. Main replied yes, went out late so we want to go out much earlier next time. There is higher startup cost because Billerica is so large. Member Conway stated that during the budget process, we cut back line items and use it as free cash, so next year our free cash will be reduced. Mr. Main stated that there is usually extra money so we use it somewhere else. There are line items that are turned back, but it's not a lot. It's the local receipts that have the most impact. Member Conway stated that the Governor is talking about increasing the hotel tax. Mr. Main replied it has not passed yet and if it did pass, it would need to go to Town Meeting to adopt. Member Conway stated that she is not in favor of increases excise tax or meal tax but she would be with hotel tax. Member Conway stated that we should maintain a cost cautious approach on the levy and we should keep focus on this. She thanked everyone who was involved.

Member Riley also thanked everyone. He hopes that everyone has what they need to run our town. He thanked the school for their fiscal responsible budget.

Secretary Rosa also thanked everyone. Mr. Main is not taking his increase and that shows what type of person he is. Some of our neighbors are going for a Prop 2 ½ override but we don't have to. We need to tighten our belts now and not when it's an emergency. We need to cut now and we need to downsize. We have eliminated positions in this budget. The schools are at 3.3% coming from a 7.6% last year. This has nothing to do with Dr. Clery but this has a direct impact on residents and 3.3% is not reasonable especially with no contracts settled. They need to take a hard look. The shared costs are weighted to the schools and the entire budget is 62% towards the school. On the town side, we have tried to regionalize the trash pickup. Mr. Main replied no but that is a great idea that we can look at. Secretary Rosa asked when the last bid was done for insurance. Mr. Main stated that they have been with Cooke & Company for a long time. He is going to look to go out to bid. Secretary Rosa stated that they should look at a three-tier system for health care; employee, employee plus one and family. Secretary Rosa added that any extra money in the budget line item would need to be used within that department.

Chair Burrows thanked Mr. Main for doing his job.

MOTION - Secretary Rosa made a motion that the Select Board ratify the FY26 Budget. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

Approval of Meeting Minutes

13. November 18, 2024

MOTION - Secretary Rosa made a motion to approve the Select Board minutes of November 18, 2024 as submitted. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

14. December 9, 2024

MOTION - Secretary Rosa made a motion to approve the Select Board minutes of December 9, 2024 as submitted. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.



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Meeting Schedule

March 17, 2025 and April 7, 2025

MOTION - Secretary Rosa made a motion to adjourn the regular meeting of March 3, 2025 at 7:54 PM. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

*Respectfully Submitted by Dawn McDowell,
Recording Secretary*



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Exhibits for the Select Board Meeting – March 3, 2025

Call to order 6:00 PM

1. **Open Microphone** – No Exhibits

Announcements

2. **Vacancies on Boards and Committees** – Vacancy List dated 02/27/25
3. **All other announcements may be viewed on the Town of Billerica website**– No Exhibits

Proclamation and Public Recognition

4. **Congratulations to the Shawsheen Tech Wrestling Team** – Memo dated 03/03/25

Public Hearings

New Business (Quick Items)

5. **Request for Approval as Road Commissioners – The National Brain Tumor Society Charity Ride on Sunday, May 18, 2025** – Memo from A. Zampitella dated 02/13/25, Email from T. McKenna dated 02/26/25
6. **Discussion and Possible Vote on Gift Acceptance – Donation From The Lowell Five Bank to the Billerica Recreation Department** – Gift Acceptance Form 03/03/25, Memo from Lowell Five dated 01/23/25
7. **Approval of a New Common Victualler's License for Mexica Burrito Grill Billerica, LLC dba Mexica Burrito Grill at a Premises Located at 647 Boston Road, Billerica MA – Julio Martin, Manager** - Billerica Application dated 02/27/25, ZBA Decision dated 10/08/24, Board of Health memo dated 10/21/24
8. **KHD, Inc. d/b/a High Octane Harley Davidson located at 1 Chelmsford Road – Applications for (22) 1-Day Special Wine & Malt License and Entertainment License for:** - Billerica Application dated 02/12/25, Memo from Lt. Coffey dated 02/17/25, Abutters List dated 01/24/25
 - a. Monday, March 31, 2025 from 5:00 PM to 8:00 PM
 - b. Wednesday, April 30, 2025 from 5:00 PM to 8:00 PM
 - c. Friday, May 16, 2025 from 5:00 PM to 8:30 PM
 - d. Saturday, May 24, 2025 from 11:00 AM to 4:00 PM
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The dates that are requested for **(6) 1-Day Special Wine & Malt License Only** are as follows:

- a. Saturday, May 10, 2025 from 11:00 AM to 4:00 PM
- b. Saturday, July 5, 2025 from 11:00 AM to 4:00 PM
- c. Thursday, October 9, 2025 from 5:00 PM to 8:00 PM
- d. Saturday, September 6, 2025 from 11:00 AM to 4:00 PM
- e. Thursday, November 13, 2025 from 5:00 PM to 8:00 PM
- f. Wednesday, December 31, 2025 from 12:00 PM to 3:00 PM

(Brings Total of One Day Special Wine & Malt Licenses to 28 of 30 For 2025)

The dates that are requested for **(1) Entertainment Only** are as follows:

- a. Saturday, May 3, 2025 from 11:00 AM to 4:00 PM

Appointments

Presentation

9. **Town Wide School Routes Safety Study Presentation** – Public School Evaluation Report from Tighe & Bond dated January 2025, Town Wide Public School Evaluation Presentation dated 03/03/25

Committee Reports

Old Business

10. **2025 Community Funds Grant – Discussion and Possible Vote on Awards** – Memo from D. McDowell dated 02/28/24
11. **Land Bank Funding Directive Discussion and Possible Vote – 2nd Reading – Requested by Secretary Rosa** – Land Bank Account Funding Directive undated

New Business

12. **Submittal and Ratification of the FY26 Budget** – FY26 Budget Book

Approval of Meeting Minutes

13. **November 18, 2024**– SB Minutes 11/18/24
14. **December 9, 2024** – SB Minutes 12/09/24

Meeting Schedule

March 17, 2025 and April 7, 2025

Approved On: June 16, 2025