



SELECT BOARD
TOWN HALL
365 BOSTON ROAD
BILLERICA, MASSACHUSETTS 01821
978-671-0939
FAX: 978-671-0947

Jillian K. Pavidis, *Chair*
John J. Burrows, *Vice Chair*
Daniel R. Darris-O'Connor, *Secretary*
Michael S. Rosa, *Member*
Dina M. Favreau, *Member*

RECEIVED
NOV 03 2025
TOWN CLERK
JILLIAN K. PAVIDIS

<https://us02web.zoom.us/j/83477138002>

phone 1 929 205 6099

webinar id: 834 7713 8002

BILLERICA SELECT BOARD AGENDA

NOVEMBER 03, 2025 @ 6:00 PM

**365 BOSTON ROAD, THOMAS CONWAY HEARING ROOM #205 AND HYBRID VIA
ZOOM**

Call to order 6:00 PM

1. Open Microphone

Announcements

2. Vacancies on Boards and Committees
3. Billerica Food Pantry
4. All other announcements may be viewed on the Town of Billerica website

Proclamation and Public Recognition

5. **Billerica's Community Farmer's Market** – Voted #1 Farmer's Market for the 4th Year in a Row
6. **Randal "Andy" Brant**
7. **Military Family Month**

Public Hearings

8. **Continued Public Hearing – National Grid and Verizon #31182460** – National Grid to install (1) JO Pole (Pole 14-50) ~250' northeast of the centerline of the intersection of Boston Road between Pole #14 and #15 Sprague Street. The pole will be located on Town property intersected by Boston Road and Kohlrausch Avenue
9. **Continued Public Hearing – National Grid and Verizon #31195999** – National Grid to relocate (1) JO Pole beginning at a point ~9' westerly from existing Pole #9 per customer request at 12 Reardon Road. Existing pole is deteriorating and is due to be replaced.

New Business (Quick Items)

10. **Request (4) 18" x 24" Signs in the Common for Billerica Youth Lacrosse** For Their Annual Registration from November 4th to December 31, 2025 - Requested by Vice Chair Burrows

Appointments

11. **250th Committee** – Regular Member – Teresa “Jo” Leary

Presentation

Committee Reports

Old Business

12. **Town Manager’s Report**
13. **Vote on 2026 Select Board Meeting Schedule**
14. **Update of Select Board Policies and Procedures – Section 20.1** – 2nd Reading
Requested by Member Rosa and 1st Reading Additional Changes Requested by
Secretary Darris-O’Connor

New Business

15. **Approval to Post Executive Confidential Assistant to the Select Board Job Posting and Create a Sub-Committee to Interview Candidates Appointed by the Chair** –
Requested by Chair Pavidis

Approval of Meeting Minutes

Meeting Schedule

November 17, 2025 and December 8, 2025

Executive Session

16. **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**
– Cafua Realty Trust CLXII, LLC vs. Zoning Board of Appeals, et al – Notice of Appeal
25 MISC 000175 and Talbot Dam

VACANCIES ON BOARDS AND COMMITTEES

SELECT BOARD APPOINTMENTS

COMMITTEE	OPENINGS	TERM EXPIRES
Billerica Agricultural Commission	1 – Associate Member	2026
Cabot Land Re-Use Committee	2 – Members 2 – Members 2 – Member 6 TOTAL	2028 2027 2026
Electronic Voting Committee	2 – Members	2026
Fence Viewer	2 Positions	2026
Historic Commission	1 - Member 1 – Member (Alternate)	2028 2027
Historic District Commission	2 – Alternate Members (1 Center Dist. Res) 2 – Alternate Members (1 Center Dist. Res & 1 Mills Dist. Res) 4 TOTAL	2027 2028
Local Cultural Council	1 – Member	2027
Municipal Affordable Housing Trust	1 – Member (Attorney) 1 – Member (Banker) 1 – Resident 1 – Resident 1 – Member (Realtor) 5 TOTAL	2027 2026 2026 2027 2027
Scholarship Committee	4 – Members	2028
250 th Committee	2 – Members **	2026

****One member being appointed 11/03/25**



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October 20, 2025

Billerica Community Farmers Market
Crystal Thomass, President
P.O Box 209
Billerica, MA 01866

Dear Billerica Community Farmers Market Team,

CONGRATULATIONS!!

We are thrilled to extend our congratulations to the entire team at the **Billerica Community Farmers Market** for once again being named the **#1 Farmers Market in Massachusetts — for the fourth consecutive year!**

This incredible achievement is a true reflection of your passion, dedication, and commitment to providing the community with high-quality, locally sourced products. Year after year, you've built more than just a market — you've created a vibrant gathering place where local farmers, artisans, and residents come together to celebrate the best of Billerica and the surrounding region.

Your continued recognition speaks volumes about the trust, appreciation, and admiration the community has for all that you do. Beyond your success as a market, you've championed sustainable agriculture, supported small businesses, and promoted healthy living — all while strengthening the sense of connection that makes Billerica such a special place.

Congratulations once again on this outstanding and well-deserved honor. Here's to another season of success and community spirit — and to keeping Billerica on top for years to come

Sincerely,

Jillian K. Pavidis, Chair

John J. Burrows, Vice Chair

Daniel Darris-O'Connor, Secretary

Michael S. Rosa, Member

Dina M. Favreau, Member

America's Yankee Doodle Town



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November 3, 2025

Randal "Andy" Brant



Dear Andy,

On behalf of the Billerica Select Board, we would like to extend our heartfelt appreciation and gratitude for your exceptional character, honesty, and unwavering commitment to our community.

Your daily efforts to keep our town clean—walking throughout Billerica with gloves and a garbage bag, collecting litter around public sidewalks, municipal buildings, BMHS property, and especially the Police and Fire facilities—have not gone unnoticed. Your pride in our community and your willingness to care for it on your own is an inspiring example of true civic responsibility.

Most recently, on Thursday, October 2nd, you demonstrated remarkable integrity when you found a weathered envelope containing nine (9) \$100 bills and a withdrawal slip near Town Hall. Rather than overlook it, you immediately brought it to the Billerica Police Department. Thanks to your actions, the funds were returned to an elderly North Billerica resident who had lost the money in May and believed it was gone forever. At a time when she was facing financial hardship, the return of this money was a tremendous and unexpected blessing.

Your actions reflect the very best of what it means to be a member of our community.

Please accept our sincere thanks for your dedication to the Town of Billerica and for reminding us all of the value of kindness, integrity, and community spirit. It is an honor to recognize you.

With gratitude and appreciation,

Sincerely,

Jillian K. Pavidis, Chair

John J. Burrows, Vice Chair

Daniel Darris-O'Connor, Secretary

Michael S. Rosa, Member

Dina M. Favreau, Member



America's Yankee Doodle Town

PROCLAMATION

Military Family Month

Whereas: the United States Armed Forces continue to protect the freedoms and values of our nation; and

Whereas: behind every service member stands a military family whose support, strength, and sacrifice make their service possible; and

Whereas: military families face unique challenges, including long separations, frequent moves, and the demands of supporting loved ones serving at home and abroad; and

Whereas: the month of November is recognized nationwide as Military Family Month, honoring the resilience, commitment, and service of military families—past and present; and

Now, Therefore, we, the Select Board of the Town of Billerica, proudly recognizes November 2025 as **Military Family Month** in the Town of Billerica, and encourages all residents to recognize, honor, and support our military families for their dedication and contribution to our country and community.

Jillian K. Pavidis, Chair

John J. Burrows, Vice Chair

*Daniel R. Darris-O'Connor,
Secretary*

Michael S. Rosa, Member

Dina M. Favreau, Member





August 7, 2025

To the Board of Selectmen - Billerica, Massachusetts

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit, please contact:

Kaeden Berry (774) 556-4939 or Kaeden.berry@nationalgrid.com

Please notify National Grid's Jenn Iannalfo of the **hearing date / time** to Jennifer.Iannalfo@nationalgrid.com

If this petition meets with your approval, please return an executed copy to each of the above-named Companies.

National Grid: Jennifer Iannalfo, 1101 Turnpike Street; North Andover, MA 01845.

Very truly yours,

Dave Johnson

Dave Johnson
Supervisor, Distribution Design

Enclosures

Questions contact Design Kaeden Berry (774) 556-4939 or Kaeden.berry@nationalgrid.com

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To The Board of Selectmen
Of Billerica, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Sprague Street - National Grid to install 1 JO pole on Sprague Street beginning at a point approximately 250 feet Northeast of the centerline of the intersection of Boston Road. NGrid will install 50 ft class H1 mid-span pole between P14 and P15, Sprague Street. Pole will be located on the town property intersected by Boston Road and Kohlrausch Avenue. The pole will be labeled P14-50, in Billerica, MA.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked Sprague Street - Billerica, Massachusetts.

No.# 31182460

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

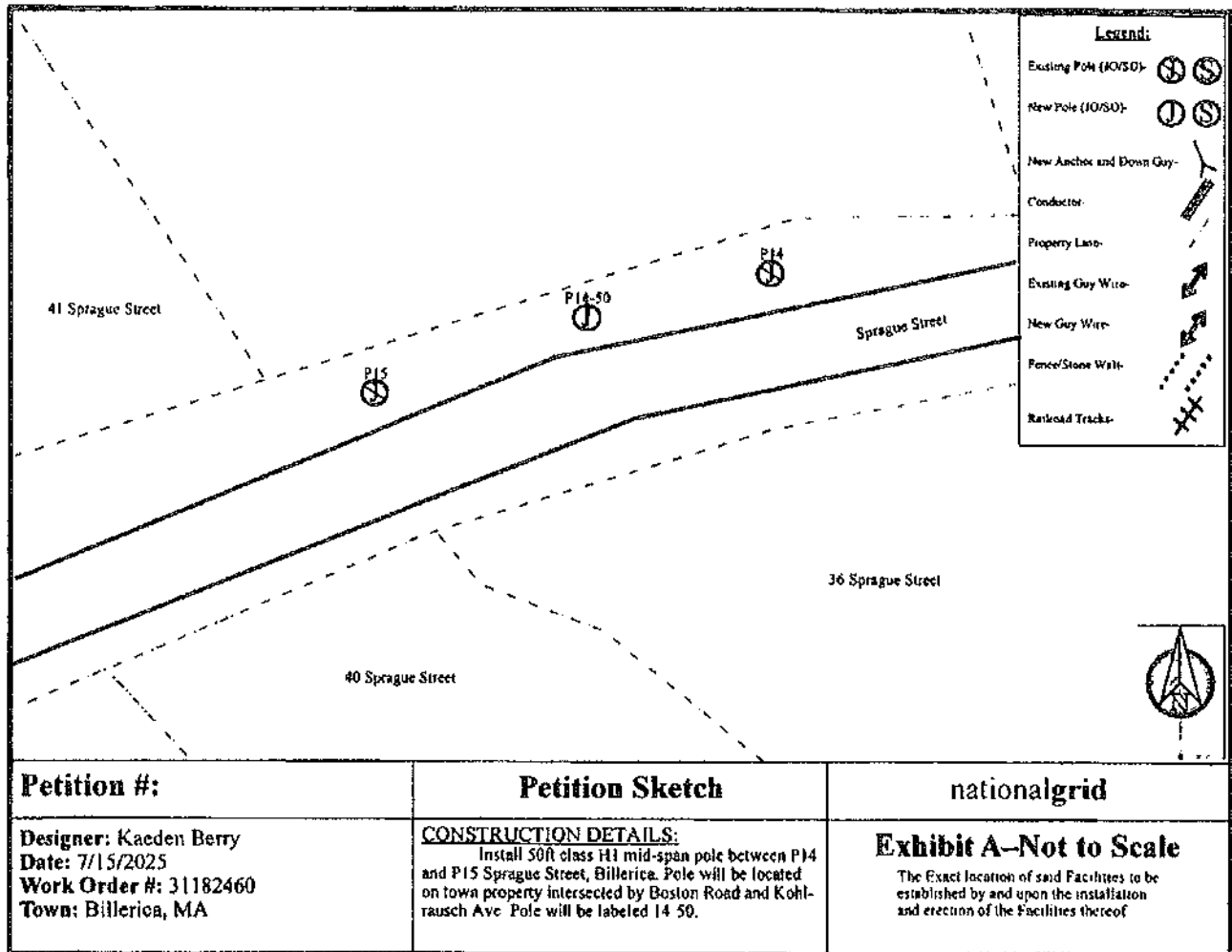
Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID *Dave Johnson*

BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.

BY *JS* _____
Manager / Right of Way



August 7, 2025

Questions contact Design – Kaeden Berry (774) 556-4939 or Kaeden.berry@nationalgrid.com

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen - Billerica, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 15th day of July, 2025.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Sprague Street - Billerica, Massachusetts.

No.# 31182460

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Sprague Street - National Grid to install 1 JO pole on Sprague Street beginning at a point approximately 250 feet Northeast of the centerline of the intersection of Boston Road. NGrid will install 50 ft class H1 mid-span pole between P14 and P15, Sprague Street. Pole will be located on the town property intersected by Boston Road and Kohlrausch Avenue. The pole will be labeled P14-50, in Billerica, MA.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
Of the City/Town of _____, Massachusetts held on the _____ day of _____ 20__.

City/Town Clerk.
20__

Received and entered in the records of location orders of the City/Town of _____
Book _____ Page _____

Attest:

City/Town Clerk

I hereby certify that on _____ 20__, at _____ o'clock, M
At _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND,
INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded,
and that we mailed at least seven days before said hearing a written notice of the time and place of
said hearing to each of the owners of real estate (as determined by the last preceding assessment
for taxation) along the ways or parts of ways upon which the Company is permitted to erect
Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

.....
.....
.....
.....

Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing
with notice adopted by the _____ of the City of _____
Massachusetts, on the _____ day of 20__ and recorded with the records of location
orders of the said City, Book _____, and Page _____. This certified copy is made under
the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

City/Town Clerk



**HEARING NOTICES FOR
NATIONAL GRID, VERIZON and COMCAST
POLE LOCATIONS, CONDUIT, ETC.**

☒ DPW

Location of Pole/Conduit:	Sprague Street (14-132-0)
Reason of Pole/Conduit:	National Grid to install (1) JO Pole (#14-50) beginning at a point ~250' northeast of the centerline of the intersection of Boston Road between poles P14 and P15. Pole will be located on Town property intersected by Boston Road and Kohlrausch Avenue
Plan #:	31182460
Comments on Plan: Installation of new pole 14-50 MUST adhere to the following comments: Applicant must have the Water Division mark out water, and Sewer Division must mark out sewer in area. It appears that the water main is close to proposed pole locations. Must get Water Division approval prior to placing new pole. The Water and Wastewater (Sewer) Divisions are not notified by Digsafe to mark utilities. Must call 978-671-0956 (Wastewater) and 978-671-0957 (Water) to request marking of water and sewer lines. <u>DO NOT PROCEED WITHOUT CONFIRMATION OF WATER AND SEWER MARKINGS.</u> Contractor is responsible to locate and protect all existing drainage pipes and structures, as well as all other property within work site. Any damaged property must be reported to DPW, and promptly repaired by the contractor. Notify Engineering Office (978-671-1300) any time drainage pipes or structures are exposed. A Street Opening Permit from DPW (978-436-9178) is required for any underground excavations for conduit, cables, wires, manholes, etc. placed within the right-of way. All Right of Way Opening Rules and Regulations must be followed. A site walk must be scheduled with DPW (978-436-9178) after water and sewer are marked out, prior to approval of any Street Opening Permit work (if required). Contractor Acknowledgement Form is attached for signature.	
Signature:	<i>Stephen Robertson</i> DPW Representative
Date:	9/25/25
Please return to the Select Board Office by: September 30, 2025	



HEARING NOTICES FOR
NATIONAL GRID, VERIZON and COMCAST
POLE LOCATIONS, CONDUIT, ETC.

CONTRACTOR ACKNOWLEDGEMENT FORM

Location of Pole/Conduit:	Sprague Street (14-132-0)
Reason of Pole/Conduit:	National Grid to install (1) JO Pole (#14-50) beginning at a point ~250' northeast of the centerline of the intersection of Boston Road between poles P14 and P15. Pole will be located on Town property intersected by Boston Road and Kohlrausch Avenue
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I hereby certify that I am aware of these DPW comments regarding the work described.

Dave Johnson
Signature - Utility Company Representative

9/26/2025
Date

Davia Johnson
Print Name - Utility Company Representative

NGRID
Utility Company Name

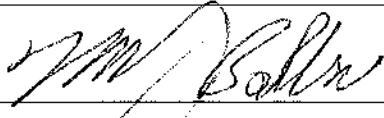


HEARING NOTICES FOR
NATIONAL GRID, VERIZON AND COMCAST
POLE PETITION LOCATIONS, CONDUIT, ETC.

☐ DPW

☒ Electrical Inspector

☐ Safety Officer, Police

Location of Pole/Conduit:	Sprague Street (14-132-0)
Purpose of Pole/Conduit:	National Grid to install (1) JO Pole (#14-50) beginning at a point ~250' northeast of the centerline of the intersection of Boston Road between poles P14 and P15. Pole will be located on Town property intersected by Boston Road and Kohlrausch Avenue
Plan #:	31182460
Comments on Plan:	No
Any Interference with line of sight?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Markings for Fire Hydrant Needed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Resident's Complaints?	No
Signature:	
Date:	9-19-25
Please return to the Select Board Office By: September 17, 2025	



HEARING NOTICES FOR
NATIONAL GRID, VERIZON AND COMCAST
POLE PETITION LOCATIONS, CONDUIT, ETC.

☐ DPW

☐ Electrical Inspector

☒ Safety Officer, Police

Location of Pole/Conduit:	Sprague Street (14-132-0)
Purpose of Pole/Conduit:	National Grid to install (1) JO Pole (#14-50) beginning at a point ~250' northeast of the centerline of the intersection of Boston Road between poles P14 and P15. Pole will be located on Town property intersected by Boston Road and Kohlrausch Avenue
Plan #:	31182460
Comments on Plan:	NO COMMENTS
Any Interference with line of sight?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Markings for Fire Hydrant Needed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Resident's Complaints?	NO KNOWN COMPLAINTS
Signature:	SGT. J. FR
Date:	1 OCT 2025
Please return to the Select Board Office By: September 30, 2025	



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NOTICE OF HEARING

To: NATIONAL GRID, VERIZON AND ALL ABUTTERS

You are hereby notified that a hearing will be held by the Select Board on Monday, October 6, 2025 @ 6:00 PM in the Conway Hearing Room #205 in Town Hall, 365 Boston Road and via Zoom:

<https://us02web.zoom.us/j/83477138002>

phone 1 929 205 6099

webinar id: 834 7713 8002

National Grid #31182460

Parcel: 14-132-0

Sprague Street

National Grid to install (1) JO Pole (#14-50) beginning at a point ~250' northeast of the centerline of the intersection of Boston Road between poles P14 and P15. Pole will be located on Town property intersected by Boston Road and Kohlrausch Avenue

If there any questions on this hearing: Please call or email Kaeden Berry at (774) 556-4939 or kaeden.berry@nationalgrid.com



Board of Assessors
Town Hall
365 Boston Road
Billerica, Massachusetts 01821

Received
SEP 10 2025
Board of Assessors
Billerica, MA

JOHN B. SPEIDEL, *Chairman*
RICHARD J. SCANLON, *Associate*
RICK LADD, *Associate*

Tele: (978) 671-0971
assessors@town.billerica.ma.us

ABUTTERS LIST REQUEST

Name National Grid Date September 10, 2025
Address of Property: Sprague Street Plate 14-132-0
Telephone Number _____ Parcel _____

I request one copy of the following abutters list and three copies of the labels for the above listed property. The cost of this service shall be \$2.00 per name. The list shall be available five to ten (5-10) working days from the requested date or earlier.

Signature of applicant

Don McDaniel for NB

Types of Abutters Lists

There are four types of abutters lists which may be required in the Town of Billerica. The board or commission you are seeking approval from and the particular request you are making determines the type of list. You will need to contact the applicable board or commission to determine which of the following will be required in your case.

(Circle one – If no letter is circled a “D” list will be prepared.)

A. Direct Abutters - Direct Abutters to Parcel and Roadway Being Improved

This list contains direct abutters only. Properties across public right-of-ways or paper streets, which have not been discontinued, are not included. (This list should include direct abutters to the roadway being improved if road construction is involved.)

B. Abutters Within 100 Feet

This list contains all abutters within 100 feet of the parcel, notwithstanding public or private streets or ways, municipal borders or bodies of water.

C. Abutter to Abutter Within 300 Feet

This list contains abutters to direct abutters within 300 feet of the parcel. If there is more than one abutter between the subject parcel and the abutting property within 300 feet the owner will not be notified.

D. All Property Owners Within 300 Feet (Cell Towers – All Property Within 500 Feet)

This list contains all properties within 300 feet of the subject parcel. Abutters to abutter restrictions do not apply.

Assessor's
Signature

John B. Speidel

Date

9-10-25

Amount

\$12.-

Pls. charge. NB project



*7 Parcels
1 Dups
4*



Abutters Map for National Grid, Sprague St using direct abutters

Printed on 09/10/2025 at 02:24 PM

Legend

-  Parcel Boundary Selection
-  Parcel Boundary



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.

0 380 760 ft

Parcel ID	Location	Owner 1	Owner 2	Address 1	Address 2	City	State	Zip Code
14-132-0	SPRAGUE ST	JACMAR CONSTRUCTION		3 CRENSHAW LN		ANDOVER	MA	01810
14-15-1	41 SPRAGUE ST	MURPHY ROBERT	MURPHY CATHRYN K	41 SPRAGUE ST		N BILLERICA	MA	01862-1448
14-259-0	40 SPRAGUE ST	CINELLI JON S	DONOGHUE-CINELLI LAUREN E	40 SPRAGUE ST		N BILLERICA	MA	01862-1444
15-146-3	34 SPRAGUE ST	HARMON ARTHUR B	HARMON CASSANDRA L	34 SPRAGUE ST		BILLERICA	MA	01862-1444
15-147-0	36 SPRAGUE ST	GAGNON MARC R	GREELISH JEANNE L	36 SPRAGUE ST		NO BILLERICA	MA	01862
15-3-0	SPRAGUE ST	GLADFELTER KATHARINE	FLORES ANDY	7 TREBLE COVE RD		N BILLERICA	MA	01862
15-4-0	35 SPRAGUE ST	GLADFELTER KATHARINE	FLORES ANDY	7 TREBLE COVE RD		N BILLERICA	MA	01862

DISCLAIMER: This list is certified based upon records held in this department as of the date on the abutters list. It was completed to the best of our ability based upon the information we have available. We do not certify the accuracy of this list per se, only the names and addresses listed on it. In most cases, public disclosure of the hearing pertaining to this list is required and published in the local newspaper. Every effort has been taken to insure proper notification.

The Board of Assessors certifies the accuracy of the names and addresses on this list based upon our current records.



John B. Speidel
Chief Assessor
September 10, 2025



August 27, 2025

To the Board of Selectmen - Billerica, Massachusetts

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit, please contact:

Joseph Ientile (978) 766-3114 or joseph.ientile@nationalgrid.com

Please notify National Grid's Jenn Iannalfo of the hearing date / time to
Jennifer.Iannalfo@nationalgrid.com

If this petition meets with your approval, please return an executed copy to each of the above-named Companies.

National Grid: Jennifer Iannalfo, 1101 Turnpike Street; North Andover, MA 01845.

Very truly yours,

Dave Johnson

Dave Johnson
Supervisor, Distribution Design

Enclosures

Questions contact Design - Joseph Ientile 978-766-3114 or joseph.ientile@nationalgrid.com

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To The Board of Selectmen
Of Billerica, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Reardon Road - National Grid to relocate 1 JO pole on Reardon Road beginning at a point approximately 9 feet Westerly from existing pole 9, Reardon Road location. National Grid proposes to relocate pole 4 approximately 9 feet Westerly per customer request at 12 Reardon Road. Existing pole 4 is deteriorated and is due to be replaced, Billerica, MA.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked - Reardon Road - Billerica, Massachusetts.

No.# 31195999

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID *Dave Johnson*

BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.

BY *LB* _____
Manager / Right of Way

		JOINTLY OWNED POLE PETITION		nationalgrid	
Ⓢ EXISTING J.O. POLE TO BE REMOVED Ⓢ PROPOSED J.O. POLE Ⓢ EXISTING J.O. POLE LOCATION	- - - - - EXISTING OVERHEAD WIRE - - - - - APPROX. PROPERTY LINE	Date: 8/20/25			
Nationalgrid to relocate Pole 4 approximately 9 feet westerly per customer request at 12 Reardon Rd. Existing pole 4 is deteriorated and is due for replacement.		WORK REQUEST: 31195999			
		To The: Town Of Billerica			
		For Proposed: Pole 4 relocation Location: Reardon Rd			
		Drawn By S. Steeves			
DISTANCES ARE APPROXIMATE					

August 27, 2025

Questions contact Central Design -- Joseph Ientile 978-766-3114 or
joseph.ientile@nationalgrid.com

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen - Billerica, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 20th day of August, 2025.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked -- Reardon Road - Billerica, Massachusetts.

No.# 31195999

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Reardon Road - National Grid to relocate 1 JO pole on Reardon Road beginning at a point approximately 9 feet Westerly from existing pole 9, Reardon Road location. National Grid proposes to relocate pole 4 approximately 9 feet Westerly per customer request at 12 Reardon Road. Existing pole 4 is deteriorated and is due to be replaced, Billerica, MA.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
Of the City/Town of _____, Massachusetts held on the _____ day of _____ 20 ____.

City/Town Clerk.

Massachusetts 20 ____
Received and entered in the records of location orders of the City/Town of _____
Book _____ Page _____

Attest:

City/Town Clerk

I hereby certify that on _____ 20 ____, at _____ o'clock, M
At _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND,
INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded,
and that we mailed at least seven days before said hearing a written notice of the time and place of
said hearing to each of the owners of real estate (as determined by the last preceding assessment
for taxation) along the ways or parts of ways upon which the Company is permitted to erect
Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

.....
.....
.....
.....
Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing
with notice adopted by the _____ of the City of _____
Massachusetts, on the _____ day of 20 ____ and recorded with the records of location
orders of the said City, Book _____, and Page _____. This certified copy is made under
the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

City/Town Clerk



**HEARING NOTICES FOR
NATIONAL GRID, VERIZON and COMCAST
POLE LOCATIONS, CONDUIT, ETC.**

☒ DPW

Location of Pole/Conduit:	14 Reardon Road (96-88-0)
Reason of Pole/Conduit:	National Grid to relocate (1) JO Pole beginning at a point ~9' westerly from existing Pole #9 per customer request at 12 Reardon Road. Existing pole is deteriorated and is due to be replaced.
Plan #:	31195999
Comments on Plan: No concerns with regards to Relocation of Pole #9, as long as the following comments are adhered to: Pole must be placed where marked in the field. Care should be taken not to damage pavement of #14 Reardon Rd. Pole must be placed within frontage of #12 Reardon Road (who requested this relocation). The Water and Wastewater (Sewer) Divisions are not notified by Digsafe to mark utilities. Must call 978-671-0956 (Wastewater) and 978-671-0957 (Water) to request marking of water and sewer lines. <u>DO NOT PROCEED WITHOUT CONFIRMATION OF WATER AND SEWER MARKINGS.</u> Contractor is responsible to locate and protect all existing drainage pipes and structures, as well as all other property within work site. Any damaged property must be reported to DPW, and promptly repaired by the contractor. Notify Engineering Office (978-671-1300) any time drainage pipes or structures are exposed. A Street Opening Permit from DPW (978-436-9178) is required for any underground excavations for conduit, cables, wires, manholes, etc. placed within the right-of way. All Right of Way Opening Rules and Regulations must be followed. A site walk must be scheduled with DPW (978-436-9178) after water and sewer are marked out, prior to approval of any Street Opening Permit work (if required). Contractor Acknowledgement Form is attached for signature.	
Signature:	<i>Stephen Robertson</i> DPW Representative
Date:	10/9/25
Please return to the Select Board Office by: October 15, 2025	



HEARING NOTICES FOR
NATIONAL GRID, VERIZON and COMCAST
POLE LOCATIONS, CONDUIT, ETC.

CONTRACTOR ACKNOWLEDGEMENT FORM

Location of Pole/Conduit:	14 Reardon Road (96-88-0)
Reason of Pole/Conduit:	National Grid to relocate (1) JO Pole beginning at a point ~9' westerly from existing Pole #9 per customer request at 12 Reardon Road. Existing pole is deteriorated and is due to be replaced.
Plan #:	31195999
Comments on Plan: No concerns with regards to Relocation of Pole #9, as long as the following comments are adhered to: Pole must be placed where marked in the field. Care should be taken not to damage pavement of #14 Reardon Rd. Pole must be placed within frontage of #12 Reardon Road (who requested this relocation). The Water and Wastewater (Sewer) Divisions are not notified by Digsafe to mark utilities. Must call 978-671-0956 (Wastewater) and 978-671-0957 (Water) to request marking of water and sewer lines. <u>DO NOT PROCEED WITHOUT CONFIRMATION OF WATER AND SEWER MARKINGS.</u> Contractor is responsible to locate and protect all existing drainage pipes and structures, as well as all other property within work site. Any damaged property must be reported to DPW, and promptly repaired by the contractor. Notify Engineering Office (978-671-1300) any time drainage pipes or structures are exposed. A Street Opening Permit from DPW (978-436-9178) is required for any underground excavations for conduit, cables, wires, manholes, etc. placed within the right-of way. All Right of Way Opening Rules and Regulations must be followed. A site walk must be scheduled with DPW (978-436-9178) after water and sewer are marked out, prior to approval of any Street Opening Permit work (if required).	

I hereby certify that I am aware of these DPW comments regarding the work described.

Dave Johnson.
Signature - Utility Company Representative

10/15/25
Date

David Johnson
Print Name - Utility Company Representative

N GRID
Utility Company Name



HEARING NOTICES FOR
NATIONAL GRID, VERIZON AND COMCAST
POLE PETITION LOCATIONS, CONDUIT, ETC.

☐ DPW

☐ Electrical Inspector

☒ Safety Officer, Police

Location of Pole/Conduit:	14 Reardon Road (96-88-0)
Purpose of Pole/Conduit:	National Grid to relocate (1) JO Pole beginning at a point ~9' westerly from existing Pole #9 per customer request at 12 Reardon Road. Existing pole is deteriorated and is due to be replaced.
Plan #:	31195999
Comments on Plan:	N/A
Any Interference with line of sight?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Markings for Fire Hydrant Needed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Resident's Complaints?	NO KNOWN COMPLAINTS
Signature:	SGT. [Signature] # 95
Date:	10 OCT 2025
Please return to the Select Board Office By: October 15, 2025	



HEARING NOTICES FOR
NATIONAL GRID, VERIZON AND COMCAST
POLE PETITION LOCATIONS, CONDUIT, ETC.

☐ DPW

☒ Electrical Inspector

☐ Safety Officer, Police

Location of Pole/Conduit:	14 Reardon Road (96-88-0)
Purpose of Pole/Conduit:	National Grid to relocate (1) JO Pole beginning at a point ~9' westerly from existing Pole #9 per customer request at 12 Reardon Road. Existing pole is deteriorated and is due to be replaced.
Plan #:	31195999
Comments on Plan:	NO
Any Interference with line of sight?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Markings for Fire Hydrant Needed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Resident's Complaints?	NO
Signature:	<i>Ms. J. Keller</i>
Date:	10-14-25
Please return to the Select Board Office By: October 15, 2025	



Board of Assessors
Town Hall
365 Boston Road
Billerica, Massachusetts 01821

Received

OCT 06 2025

Board of Assessors
Billerica, MA

JOHN B. SPEIDEL, *Chairman*
RICHARD J. SCANLON, *Associate*
RICK LADD, *Associate*

Tele: (978) 671-0971
assessors@town.billerica.ma.us

ABUTTERS LIST REQUEST

Name National Grid

Date October 6, 2025

Address of Property: 14 Reardon Road

Plate 96-88-0

Telephone Number _____

Parcel _____

I request one copy of the following abutters list and three copies of the labels for the above listed property. The cost of this service shall be \$2.00 per name. The list shall be available five to ten (5-10) working days from the requested date or earlier.

Signature of applicant

John McDaniel for NO

Types of Abutters Lists

There are four types of abutters lists which may be required in the Town of Billerica. The board or commission you are seeking approval from and the particular request you are making determines the type of list. You will need to contact the applicable board or commission to determine which of the following will be required in your case.

(Circle one – If no letter is circled a “D” list will be prepared.)

A. Direct Abutters - Direct Abutters to Parcel and Roadway Being Improved

This list contains direct abutters only. Properties across public right-of-ways or paper streets, which have not been discontinued, are not included. (This list should include direct abutters to the roadway being improved if road construction is involved.)

B. Abutters Within 100 Feet

This list contains all abutters within 100 feet of the parcel, notwithstanding public or private streets or ways, municipal borders or bodies of water. *parcels 10*

C. Abutter to Abutter Within 300 Feet

This list contains abutters to direct abutters within 300 feet of the parcel. If there is more than one abutter between the subject parcel and the abutting property within 300 feet the owner will not be notified.

D. All Property Owners Within 300 Feet (Cell Towers – All Property Within 500 Feet)

This list contains all properties within 300 feet of the subject parcel. Abutters to abutter restrictions do not apply.

Assessor's
Signature

John B. Speidel

Date

10/10/25


Amount

\$20.00

PARCEL ID	LOCATION	OWNER 1	OWNER 2	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP CODE
95-97-0	16 REARDON RD	REARDON DOROTHY E.	REARDON DEBORAH A.	P O BOX 403		NUTTING LAKE	MA	01885
96-77-0	15 REARDON RD	REARDON COLE E		9 WEATHERVANE RD		BILLERICA	MA	01821-5660
96-78-0	11 REARDON RD	SALEMME ANTHONY J		10 GOV HUTCHINSON RD		BILLERICA	MA	01821
96-79-0	9 REARDON RD	ALICANDRO STEVEN	ALICANDRO SUSANA	9 REARDON RD		BILLERICA	MA	01821-4223
96-80-0	5-7 REARDON RD	SKELTON DANIEL		60 ELIOT ST		BILLERICA	MA	01821
96-85-0	8 REARDON RD	FEENEY KEVIN D.	DOYON LISA M.	8 REARDON RD		BILLERICA	MA	01821
96-86-0	10 REARDON RD	PASSY GERARD BULANDRESE KALA	KIBAMBA JOARCELLE MARNELLE LEMBE	10 REARDON RD		BILLERICA	MA	01821-4256
96-87-0	12 REARDON RD	MORRISON STEPHEN D		12 REARDON RD		BILLERICA	MA	01821-4256
96-88-0	14 REARDON RD	KELLEY DAVID		14 REARDON RD		BILLERICA	MA	01821-4256

DISCLAIMER: This list is certified based upon records held in this department as of the date on the abutter's list. It was completed to the best of our ability based upon the information we have available. We do not certify the accuracy of this list per se, only the names and addresses listed on it. In most cases, public disclosure of the hearing pertaining to this list is required and published in the local newspaper. Every effort has been made to ensure proper notification.

The Board of Assessors certifies the accuracy of the names and addresses on this list based upon our current records.


John B. Speidel
Chief Assessor

October 10, 2025



SELECT BOARD
TOWN HALL
365 BOSTON ROAD
BILLERICA, MASSACHUSETTS 01821
978-671-0939
FAX: 978-671-0947

Jillian K. Pavidis, *Chair*
John J. Burrows, *Vice Chair*
Daniel R. Darris-O'Connor, *Secretary*
Michael S. Rosa, *Member*
Dina M. Favreau, *Member*

NOTICE OF HEARING

To: NATIONAL GRID, VERIZON AND ALL ABUTTERS

You are hereby notified that a hearing will be held by the Select Board on Monday, October 20, 2025 @ 6:00 PM in the Conway Hearing Room #205 in Town Hall, 365 Boston Road and via Zoom:

<https://us02web.zoom.us/j/83477138002>

phone 1 929 205 6099

webinar id: 834 7713 8002

National Grid #31195999

Parcel: 96-88-0
14 Reardon Road

National Grid to relocate (1) JO Pole beginning at a point ~9' westerly from existing Pole #9 per customer request at 12 Reardon Road. Existing pole is deteriorating and is due to be replaced.

If there any questions on this hearing: Please call or email Joseph Ientile at (978) 766-3114 or joseph.ientile@nationalgrid.com



Billerica Select Board AM9:52
FRI OCT 20 2025

**APPLICATION FOR TOWN BOARDS, COMMITTEES, AND COMMISSIONS
BILLERICA, MA**

"GOOD GOVERNMENT STARTS WITH YOU"

If you are interested in serving on an appointed Town committee, please fill out this form and mail to:

**Select Board
Billerica Town Hall
365 Boston Road
Billerica, MA 01821**

Filling out this form in no way assures appointment. All vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

Applying for (please check one):

☐ **Regular Member Only**

☐ **Alternate Member Only**

☒ **Will Accept Either**

Name: TERESA JO LEARY

Home Phone: [REDACTED]

Address: [REDACTED]

Email Address: [REDACTED]

Amount of Time Available: ANY / ALL

Interest in What Town Committees: 250TH TOWN COMMITTEE

Present Business Affiliation and Work: PRESIDENT OF SUNSHINE GALS, INC. BOARD
MEMBER OF BILLERICA LIONS, MEMBER OF ELKS + MOOSE

Business Experience: RETIRED BANK EXECUTIVE. 15 YEARS RUNNING NON PROFIT
PROVIDING MEALS TO SENIORS + NEEDY. SUPPORTING FOSTER CHILDREN THRU DCF

Education or Special Training: UNIVERSITY EDUCATED BSc.

Date Appointed/Elected

Town Offices Held

Term Expired

Reason for Applying: ENJOY WORKING WITH + PROMOTING TOWN OF BILLERICA
AM INVOLVED IN VARIOUS TOWN ACTIVITIES. THIS IS A SPECIAL EVENT
FOR OUR TOWN AND I WOULD BE PROUD TO SERVE. LIVED IN TOWN ALMOST
50 YEARS

Signature: Y Josephine Leary

Date: 10/20/2025

☐ **Please Note: All Appointees of the Select Board are required to read the Code of Conduct. By checking this box, you agree to adhere to the Code of Conduct set forth by the Select Board Policies and Procedures, Section 38.0.**



MEMORANDUM

TO: Select Board

FROM: Christopher Dillon, Town Manager

SUBJECT: Town Manager's Report

DATE: November 3, 2025

Websites

I am happy to report that all websites are now live and active. With that being said, and like all transitions to something new, we have learned of various needed updates. Staff is continuing to review their websites and publish as much information as possible to help residents. We are asking all boards and committees to review their parts of the website and send a single email with the required updates.

One of the things we learned from training this past week was that we thought the company was updating the new website as we published information. What we learned was that they were doing that with new documents we added to the website, but they did not have the ability to capture edits to the documents. What this means is when they completed their initial information hold, if pages were updated between then and going live, those updates did not occur on the new page. The initial capture was completed in the spring.

LRTA 5-year Plan

I recently spoke with Andrew Jennings who is a Billerica resident on the LRTA board. They are updating their 5-year plan and are seeing what the Town's needs are. Is the LRTA optimizing the best routes in and around the community or are there other areas that should be reviewed/considered? Therefore, if you hear from residents regarding thoughts on the LRTA, please send them to my office so we can relay the information to the LRTA for consideration in their 5-year plan.

Department of Public Works

- **Boston Road TIP:** Pavement markings installation is ongoing. Layout will continue nightly through October 30th, weather permitting. Markings may be installed during the daytime (due to temperatures) with lane shifts and possible short-term closures needed for the markings to set up.
- **Roadway Management 2025:** Pavement markings crew is being scheduled for Middlesex Turnpike, Andover Road, George Brown Street, and Oak Street. Pavement milling is scheduled for October 30th on Harnden Road and Bridge Street, with paving tentatively next week. Patching crew is being scheduled for mid-November. This will complete the 2025 planned work, with the exception of punch list items.

- **Lexington/Glad Valley:** Newport Construction intends to perform utility work this fall through the winter.
- **Rangeway Road:** The Contractor will continue to work on the pump station this fall.
- **New DPW Facility:** National Grid gas installation is approximately 50% complete. Work extends from River Street down River Street Extension to the site. Binder course pavement was installed on site.
- **Yankee Doodle Bike Path:** We were notified that the Town has been awarded a 2025 Mass Trails Grant in the amount of \$250,000. Our project was one of 112 proposals requesting \$16.4 million submitted during the grant application period. This year, 50 projects received awards totaling \$7.5 million in funding. Billerica's funding will be used for additional design services on Phase 2 of the project.
- **Water Meter Replacement:** Out of 453 endpoint change outs, 209 have been completed (46%). Out of 677 water meter change outs, 112 have been completed (17%). We are meeting resistance from some residents, which may require additional actions for compliance.
- **Water Main Flushing Program:** Spring Flushing completed about 2/3rd of the system (North Billerica, Rte. 4 Area, Lake and Middlesex Turnpike Area). Fall Flushing is underway now (Finishing North Billerica, East Billerica Salem Rd and Andover Rd area, Toward Burlington). We are seeing improvements to water quality in the system.
- **Aeration Blower at Wastewater Plant:** Contract was awarded to Weston & Sampson for the replacement of the aeration blower.

Economic Development/Planning update

Katherine Malgieri, Economic Development/Planning Director, wanted to express her appreciation for the support on Article 35, which allows more uses to be developable within the Industrial Districts. The Planning Office has already began receiving inquiries and requests for meetings. More details likely to follow.

V&P All Around Fitness, located at 199 Boston Road (Treble Cove Plaza), held a ribbon-cutting ceremony to celebrate the opening of their business here in Billerica. This event was coordinated by the Greater Lowell Chamber of Commerce on October 31st at 11:00am.

Planning staff met with Tech Park occupant e-Ink about their desire to bring more manufacturing into the Stats. They are looking at a \$15 million investment (\$8 million for the building addition and \$7 million for new equipment). They also have a long-range goal of launching new R&D infrastructure as well, which they will consider Billerica for.

Chelmsford Forum

You will learn more about what is going on with the Chelmsford Forum at a future meeting, but wanted to make you aware of a discrepancy with their water bill. On October 30, 2025, I met (electronically) with the Chelmsford Town Manager, the manager of the rink and another employee from Chelmsford. They are asking for an abatement for their water bill they received in early 2025. Chelmsford was receiving estimated water bills. However, when they received an actual bill, the estimates were very low and they were invoiced \$67,200. After meetings with our water staff and DPW, we changed their bill to the tier 1 rate as we had no way of knowing the accumulation of the difference between the estimated meter and actual. This amounted to a \$26,300 abatement and a balance owed of \$40,900. They are requesting the town abatement this amount as well. I have stated that we helped them as much as I could and they could appeal my decision to the Select Board. I believe they plan to do so. If/when we receive the request, we will schedule them for a future meeting to discuss.



SELECT BOARD
TOWN HALL
365 BOSTON ROAD
BILLERICA, MASSACHUSETTS 01821
978-671-0939
FAX: 978-671-0947

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 John J. Burrows, *Vice Chair*
 Daniel R. Darris-O'Connor, *Secretary*
 Michael S. Rosa, *Member*
 Dina M. Favreau, *Member*

Select Board Proposed Meeting Schedule for 2026
Conway Hearing Room and Via Zoom (Hybrid) at 6:00 PM

Month	Day	Holidays
January	5 th	01/01/26 – New Years Day Observed (Thursday) 01/19/26 – Martin Luther King Jr. Day (Monday)
	12 th	
February	2 nd	02/16/26 – President's Day (Monday)
	23 rd	
March	2 nd	
	16 th	
April	6 th	04/20/26 – Patriot's Day (Monday)
	27 th	
May	4 th	05/05/26 – Start of Town Meeting (Tuesday) 05/22/26 – Memorial Day (Monday)
	18 th	
June	1 st	06/19/26 – Juneteenth (Friday)
	15 th	
July	20 th	07/04/26 – Independence Day (Saturday)
August	17 th	
September	14 th	09/07/26 – Labor Day (Monday)
	21 st	
October	5 th	10/06/26 – Start of Town Meeting (Tuesday) 10/12/26 – Columbus Day (Monday)
	19 th	
November	2 nd	11/11/26 – Veteran's Day (Wednesday) 11/26/26 – Thanksgiving (Thursday)
	16 th	
December	7 th	12/25/26 – Christmas (Friday)
	21 st	

*Subject to Change at the Call of the Chair

America's Yankee Doodle Town

Billerica Select Board Policies and Procedures

20.0 Town Counsel

Each appointment for Town Counsel or special Town Counsel shall be for a term not exceeding four (4) years. Evaluations of Town Counsel(s) shall be conducted midway through each such term. The Chair of the Select Board shall cause such evaluations to occur and provide all reports to the full Select Board for review and appropriate action by the Board. The process for such performance evaluations shall be as follows:

1. Boards, Commissions, and Committees are to review, vote, and send a performance evaluation of Town Counsel(s) to the Select Board within thirty (30) days after notification by the Chair of the Select Board. Minority opinions, if any, shall be incorporated into such evaluations.
2. Department Managers are to send their performance evaluation of Town Counsel(s) to the Select Board within thirty (30) days after notification by the Chair of the Select Board.

Criteria to be rated: An evaluation form shall be provided for any evaluation of Town Counsel(s) (Attachment C).

Town Counsel(s) shall provide quarterly summaries of legal activities as follows:

1. Total dollars billed for "Departmental/Administrative" services to be itemized by Department;
2. Total dollars billed for "Litigation" services to be itemized by Department;
3. Status of open/pending litigation/cases to be provided by confidential memorandum in executive session, per M.G.L. Chapter 39, Section 23B (3).

Each February, the Select Board shall review such quarterly summaries with respective Town Counsel(s).

20.1 Inquiries to Town Counsel.

It shall be a policy of the Board to use the following procedure when obtaining information from Town Counsel. The following will have access to Town Counsel:

1. All five (5) members of the Select Board; the Town Manager; the Assistant Town Manager; the Town Moderator; Department Heads with the approval of the Town Manager; the Chair of the following with approval of the Town Manager (in the absence of the Chair, the Vice-Chair and then the secretary): Finance Committee, Planning Board and Zoning Board of Appeals
2. If the contact is to be made by email, the Town Manager ~~and the Chair of the Select Board~~ shall be copied on all inquiries to and responses from Town Counsel.
3. In cases where any member may need to contact Town Counsel on a matter relating to the Town Manager as provided in sections one and two of this policy.
4. In cases where the Select Board may be contacting Town Counsel on question of potential personal conflict of interest, such contact is exempt from this policy.

The Select Board shall provide an up-to-date and accurate copy of the Select Board Policies and Procedures to Town Counsel.

Town Counsel shall review the Policies and Procedures annually to ensure compliance with Massachusetts General Law and Town of Billerica General By-Laws.

1. Any new policies shall be sent to Town Counsel after the first reading by the Select Board so that legal feedback will be received by the next meeting to be considered at the final reading of the Select Board.
2. Once approved, any new policy will be sent to the Town Counsel in its final form.

Town of Billerica Job Posting Confidential Executive Assistant Billerica Select Board

The Town of Billerica seeks qualified applicants for the position of Confidential Executive Assistant to provide administrative support to the five-member Billerica Select Board.

Statement of Duties:

Position is responsible for performing highly responsible complex administrative and secretarial duties for the Billerica Select Board. Work includes preparing for Select Board meetings, which are typically held the first and third Monday evenings of each month, however, alterations to that schedule occur from time to time. This position also includes producing meeting minutes that communicate the Select Board's decisions to the appropriate parties, preparing correspondence, maintaining office filing systems, communicating with the public, as well as Town employees and other officials, and maintaining the Select Board's web page.

Essential Job Functions:

- Prepares agendas and documentation for Select Board meetings, posts meeting notices consistent with Massachusetts General Law Chapter 30A Open Meeting Law, transcribes meeting minutes and provides follow up of action items from Select Board meetings.
- Initiates legal advertisements and abutters notification for public hearings. Processes applications for Select Board appointments to Town Board and Committee appointments.
- Researches records to gather and provide information to Select Board members to provide them with accurate information so informed decisions can be made.
- Follows up on inquiries and processes concerns from the public. Furnishes information to the general public concerning Select Board's Policies and Procedures, Rules and Regulations.
- Perform periodic reviews the Select Board's Policies and Procedures and makes suggestions on improvements and maintaining best practices.
- Maintains and updates the Select Board web page.
- Manages the day-to-day activities of the Select Board's Office, handles Select Board budget accounts and orders supplies for the office.
- Communicates with Town Counsel on behalf of the Select Board ensuring complete and accurate information being provided.
- Work in conjunction with the Town Manager's office to make sure the priorities and goals of the Select Board are being followed.
- Handles all license applications for alcohol, common victualler, Class I, II and III, and a variety of other licenses, permits and renewals within the parameters and time constraints mandated by Massachusetts General Laws and liquor licenses by the Massachusetts Alcoholic Beverages Control Commission.
- Other duties as directed by the Billerica Select Board.

Qualifications:

The qualified applicant will possess strong organizational skills and computer skills with a thorough knowledge of all applications of Microsoft Office. This position requires strong customer service skills and the ability to work independently.

Associate's degree required or bachelor's degree preferred with a minimum of five (5) years of progressively responsible office experience preferably in a municipal or government setting, however, a combination of education, training and experience will be considered. Demonstrated ability to maintain confidential information is essential especially in regard to Executive Session.

Salary Range:

Annually \$59,366.32 - \$84,335.68

Application:

Qualified applicants should submit a cover letter of interest, resume and Town of Billerica application, which can be found on: <https://billerica.gov/job-application/>

Applications must be received by December 5, 2025 at Noon and be sent to the following:

By Mail:

Chair Jillian Pavidis
Billerica Select Board
365 Boston Road
Billerica, MA 01821

By Email:

selectboard@billerica.gov

Or Hand Deliver to:

Select Board Office – Room 203
Town Hall
365 Boston Road
Billerica, MA 01821