



**TOWN OF BILLERICA
SELECT BOARD MINUTES
JULY 21, 2025**

Members Present: Chair Jillian Pavidis (Remote), Vice Chair John Burrows (Remote), Secretary Daniel Darris-O'Connor, Member Michael Rosa, and Member Dina Favreau (Remote)

Members Absent: None

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

Call to Order 6:00 PM

Chair Pavidis called the meeting to order at 6:00 PM. On a roll call attendance was taken: Vice Chair Burrows was present, Secretary Daniel Darris-O'Connor was present, Member Rosa was present, Member Favreau was present and Chair Pavidis was present.

The Pledge of Allegiance was recited.

1. Open Microphone

There was no one for open microphone.

New Business

2. Discussion and Possible Vote on Issuing an RFP for Town Counsel Services

Member Rosa stated that we should look at expanding the scope of services due to the pitfalls we have had with Brooks & DeRensis. For example, anything to do with the Select Board meeting material should be included in the retainer. We should look at tightening up the language in the RFP.

Member Favreau stated that she doesn't disagree. The RFP refers to the State Ethics but not other laws like Open Meeting Law but she questions if this would be in the RFP or at the negotiations level. Member Rosa stated that they should know when they are applying for the RFP.

Secretary Darris-O'Connor it says including but not limited to, so he believes that any law firm who have been Town Counsels in other towns would understand that. They provide municipal services. The problems we've encountered with Brooks & DeRensis are not typical and they lack the legal advocate service. Member Favreau stated point of order, and asked if we were breaking executive privilege, we should not be discussing things about Brooks & DeRensis outside of Executive Session. Chair Pavidis stated that we should stick with the RFP discussion.

Member Favreau asked who wrote the RFP. Ms. McDowell replied that this is the exact same RFP that was sent out last year. The only change is the dates.

Vice Chair Burrows asked why the school is included. Mr. Maynard stated that the school is referred to as a catch all so if there is a problem that involves both the Town and School we could use Town Counsel. The School Department has their own legal counsel, but this is there just in case. This is a template RFP and when the contract is negotiated, that is where these things would be worked out.

Secretary Darris-O'Connor stated that we need to get this out as soon as possible.

MOTION - Secretary Darris-O'Connor made a motion to send out the Request for Proposal (RFP) for Town Counsel from July 22, 2025 to August 21, 2025. The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0. On a roll call vote: Vice Chair Burrows voted Aye Secretary Daniel Darris-O'Connor voted Aye, Member Rosa voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.



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MOTION - Secretary Darris-O'Connor made a motion to adjourn the regular meeting of July 21, 2025 at 6:10 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call vote: Vice Chair Burrows voted Aye, Secretary Daniel Darris-O'Connor voted Aye, Member Rosa voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

*Respectfully Submitted by Dawn McDowell,
Recording Secretary*

Exhibits for the Select Board Meeting – July 21, 2025

Call to order 6:00 PM

1. **Open Microphone** – No Exhibits

New Business

2. **Discussion and Possible Vote on Issuing an RFP for Town Counsel Services** – Draft RFP for Town Counsel dated 07/14/25

Approved On: August 11, 2025