



**TOWN OF BILLERICA
SELECT BOARD MINUTES
OCTOBER 20, 2025**

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

Members Absent: None

Staff Present: Town Manager Christopher Dillon and Planning Director Katherin Malgieri

Call to Order 6:00 PM

Chair Pavidis called the meeting to order at 6:00 PM.

The Pledge of Allegiance was recited.

1. Open Microphone

Billy Reid of 56 River Street – Mr. Reid stated he has anxiety and he hates bullies. There are ways to talk with people.

Gill Moreira of 1 William Road – Mr. Moreira stated that he is a member of the Lions Club. There is a fundraiser at the Elks this Friday.

Jeff Diharo of 3 Neighborly Way – Mr. Diharo recommended John LaFauci for the ZBA position. He's a great member of the community. John has helped out getting his handicapped son's bathroom. He has helped with getting sidewalks in Pinehurst and many other volunteer opportunities.

Chris Tribou of 13 Bridle Road – Mr. Tribou appreciated Chair Pavidis bringing up the Bitcoin issue. He's not a fan of bitcoin. We should look at banning at the State level and not just in Billerica.

Michael Parker of 11 Governor Endicott Road – Mr. Parker stated that there are a couple of events coming up. The Trunk or Treat event at Vietnam Veteran's Park on Saturday. The following weekend is the Veteran's Honor stroll. Is open mic the only time to address the applicants for ZBA. Chair Pavidis stated that she will open the floor for residents to discuss the ZBA appointments.

Chris Musker of 12 Fawn Lane via Zoom – Ms. Musker welcomed the new members. She recommended Kelley Sardina on the ZBA appointment. She is knowledgeable and knows the bylaws. She does her homework. There shouldn't be a builder on the ZBA.

Diana Saunders of 20 Oxford Road – Ms. Saunders stated that there is a protocol that the Select Board should go to the Chair and then the Town Manager will contact Town Counsel. We have wasted a lot of money on legal bills.

Announcements

2. Vacancies on Boards and Committees

Secretary Darris-O'Connor read the vacancies on Boards and Committees.

3. 2025-2026 Community Funds Grant – Application Period is Open on November 1st to December 30th

Secretary Darris-O'Connor announced that the 2025-2026 Community Funds Grant will open November 1st to December 30th.

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

Proclamation and Public Recognition

Public Hearings

5. 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



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MOTION - Secretary Darris-O'Connor made a motion to open the public hearing at 6:20 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

Vazz Eng of National Grid appeared for the continued public hearing. At the past hearing, there was an issue with a resident not knowing where the pole was going. Chair Pavidis asked if it was marked. Mr. Eng replied he was not sure.

Member Rosa stated that we specifically continued this until the resident was notified. Chair Pavidis agreed that it is what we continued it for.

Marlies Henderson Sprague Street – Ms. Henderson stated that there is a NG painted in the location between poles 14 and 15.

The Board would like to hear from the abutter and confirm with National Grid that the location has been marked.

MOTION - Member Rosa made a motion to continue the National Grid public hearing #31182460 until November 3, 2025. The motion was seconded by Secretary Darris-O'Connor and unanimously voted 5-0-0.

6. 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.

MOTION - Secretary Darris-O'Connor made a motion to open the public hearing at 6:24 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

Vazz Eng of National Grid appeared for the public hearing. The pole is rotting away and the property owner asked it be moved from their driveway to the property line.

Member Rosa asked if any residents reached out and are you aware of DPW comments. Mr. Eng replied no one reached out and they are aware of the DPW comments.

Resident from 14 Reardon Road – The marking is 7'6" and as long as it goes on the mark he has no problem with it. If it goes any more west it will affect his driveway.

Resident of 12 Reardon Road – The mark is completely on his property line. His driveway is going to be affected. Mr. Eng stated that they can do a site visit and meet with both property owners to find the best location.

MOTION - Member Rosa made a motion to continue the National Grid hearing for #31195999 until November 3, 2025. The motion was seconded by Member Favreau and unanimously voted 5-0-0.

New Business (Quick Items)

7. One Day Special Alcohol License – Boys and Girls Club of Greater Billerica – Annual Hall of Fame Dinner Fundraiser on November 13, 2025 from 5:00 PM to 9:00 PM located at 19 Campbell Road and Request to Waive All Fees Secretary Darris-O'Connor stated that the Cable Advisory Committee voted to recommend approval of this grant.

Dick Ackroyd of Boys and Girls Club. We are inducting three members into the Hall of Fame on November 13, 2024 and are requesting a one-day liquor license.

Member Rosa stated that this is great event.

MOTION - Secretary Darris-O'Connor made a motion to approve the one-day liquor license for the Boys and Girls Club of Greater Billerica Annual Hall of Fame Dinner on November 13, 2025 from 5:00 PM to 9:00 PM located at 19 Campbell Road. The motion was seconded by Member Rosa and unanimously voted 5-0-0.



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MOTION - Secretary Darris-O'Connor made a motion to waive all fees for the one-day liquor license for the Boys and Girls Club of Greater Billerica Annual Hall of Fame Dinner on November 13, 2025 from 5:00 PM to 9:00 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

8. Discussion and Possible Vote on a Request for Waivers of Building Fees for Entegris - Requested by Planning Director Katherin Malgieri

Member Rosa stated for the record he is recusing himself because his business does business with Entegris. Member Rosa left the room and did not return until the discussion and votes had concluded.

Planning Director Katherin Malgieri joined the meeting. Entegris is looking to expand their business. They employ about 400 in Billerica. They are looking for waivers all building fees to expand their business on 129 Concord Road.

Brian Eagle from Entegris and Ben Blank a consultant for Entegris appeared for the discussion. Mr. Eagle stated that the goal is to stay in Billerica. Our global headquarters is right in Billerica. We are a semi-conductor business and we are invested in Billerica.

Secretary Darris-O'Connor stated that he supports the waiving of the fees but there is no application currently. Mr. Eagle replied that is correct.

Member Favreau stated that there are a couple of issues with the letter that she would like to talk with the Town Manager. One is the MassWorks grant could help fund the reallocate light. Mr. Blank stated that there would be a spring 2026 application for this. There are 600-700 employees that would utilize.

MOTION - Secretary Darris-O'Connor made a motion to waive building fees for Entegris. The motion was seconded by Vice Chair Burrows and unanimously voted 4-0-0.

Member Rosa returned to the meeting.

9. Discussion and Approval of the Christmas Parade Route for Sunday, December 14, 2025– Requested by John LaFauci

John LaFauci appeared to discuss the Christmas Parade. This is our 5th or 6th year. This year we are hopefully partnering up with the Billerica Rec and dropping their Santa off at their event and then we continue on with the parade. Police and Fire usually donate their time. We usually start at noon and finish at four or five.

Member Rosa stated that we have a note that the route may change. Mr. LaFauci stated that they may shorten the route and he spoke with Sgt. McKenna and they agreed to a maximum of 14 trucks with trailers and he would agree to the shorten route.

Secretary Darris-O'Connor asked if Town Departments are all set. Mr. Dillon replied that he knows of no concerns.

MOTION - Secretary Darris-O'Connor made a motion to approve the route for the Christmas Parade Route for Sunday, December 14, 2025 as presented with the condition that any changes be approved by the Traffic Safety Officer. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

10. Request to Extend the Hours for Pinehurst Tavern - To open at 9:00 AM on Thanksgiving, Thursday, November 27th and Christmas Eve, Wednesday, December 24th for Alcohol and Common Victuallers License – Requested by Renee Whitney & Nicole Runyan from Pinehurst Tavern

Renee Whitney and Nicole Runyan appeared to request early opening on Thanksgiving morning and Christmas Eve. We did it last year.

Member Favreau stated that she is concerned with opening early but she is Chair of BSAP and the fact there were 11 alcohol related deaths and she cannot support this.

MOTION - Secretary Darris-O'Connor made a motion to approve the extended hours for Pinehurst Tavern as presented. The motion was seconded by Member Rosa and voted 4-1-0. Member Favreau voting opposed.



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11. Discussion and Approval of a “Turkey Trot” Road Race on Thursday, November 27, 2025 – Requested by Diana Saunders of the 250th Committee

Diana Saunders appeared via Zoom. The proposed Turkey Trot will start at the Marshall Middle School. It will start at 7:30 AM. Ms. Saunders stated that registration is going to go through the Recreation website.

Kelley Sardina stated that we don’t go through the School for the parking lot, we are working with the Recreation Department.

Member Rosa stated that we have a note that the School Department needs to approve it, so it should be conditioned on their approval.

MOTION - Secretary Darris-O’Connor made a motion to approve the Turkey Trot as presented with contingent on approval from the School Department. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

Appointments

12. Zoning Board of Appeals – Regular Member

- a. Joseph Shaw
- b. John LaFauci (Current Associate Member)
- c. Kelly Sardina

Joseph Shaw – I’ve been here 82 years. Town Meeting for 32 years and ZBA for 20 years and the Zoning Bylaw Committee five times and was a Building Inspector in Billerica and retired as a Building Commissioner in Chelmsford and a builder for over 60 years.

Member Rosa thanked him for applying and asked if you are familiar with all the codes and bylaws. Mr. Shaw replied yes. Member Rosa stated that you served for many years on the ZBA. Mr. Shaw replied yes. Member Rosa asked if he was a building inspector in two different towns. Mr. Shaw replied yes. Member Rosa asked if you helped residents through the process. Mr. Shaw replied yes, he would help them. He has helped them with drawings. He does not sit on lot splits.

Secretary Darris-O’Connor asked what made you apply. Mr. Shaw stated that he just retired from Building and he knows zoning. Secretary Darris-O’Connor asked what is the strong point and what is a struggle. Mr. Shaw stated that they do well now. Secretary Darris-O’Connor how would you handle a contentious project. Mr. Shaw stated that he would listen to the public.

Vice Chair Burrows asked when waivers should be used. Mr. Shaw stated that everyone is different. Vice Chair Burrows asked what is your approach to public input and when do you stop it. Mr. Shaw stated that you try to get the best deal as possible.

Member Favreau thanked him for applying. How do you balance property rights and the town as a whole. Mr. Shaw stated that every case is different. You have to know the zoning and how the maps are laid out. Member Favreau stated that the ZBA needs to use historic documents and how comfortable would you be. Mr. Shaw stated that is his business on how to search deeds. Member Favreau asked if there was a permanent restriction how would you deal with it. Mr. Shaw stated that you can’t do it.

Chair Pavidis congratulated him on his retirement. There was a concern with being a well known builder and if there was a conflict of interest. Mr. Shaw stated that he would recuse himself and doesn’t sit on lot split. He is aware of ethics.

John LaFauci – Mr. LaFauci read a statement. He has been involved in many events in town. He would take the time to listen and not rush decisions. Lot splits need to be looked at and be handled consistently.



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Member Rosa thanked him for applying and appreciate your involvement in all the local events. Member Rosa what have you learned in the four months that you have been an alternate. Mr. LaFauci stated that it is nerve racking, there is a lot to learn and it is a process. You need to listen to the people and I still have a lot to learn. Member Rosa stated that we are lucky to have multiple candidates for this one position. I supported you last time and it's great to get new blood. Mr. LaFauci stated that he knows that he has a lot to learn.

Secretary Darris-O'Connor asked what made you apply. Mr. LaFauci stated that the lot splits are cramming in houses. Get the information out to residents on social media so neighbors know what's going on. He moved out of the city and Billerica is starting to become a city. Secretary Darris-O'Connor what is your understanding of the bylaws and the role of the ZBA. Mr. LaFauci stated that the ZBA is there to uphold the bylaws. Mr. LaFauci stated that he doesn't know a lot of the bylaw but he reads it every day. Secretary Darris-O'Connor asked how would you handle a variance or special permit. Mr. LaFauci stated that the bylaw allows it, my hands would be tied unless there is a large turnout of residents.

Vice Chair Burrows asked whose interest is most important in an application: staff, property owner, or residents. Mr. LaFauci stated that everyone has stake. Vice Chair Burrows asked if you understands the roles of the Planning Board versus the ZBA. Mr. LaFauci replied yes.

Member Favreau thanked him for applying. How do you balance property rights and the town as a whole. Mr. LaFauci stated that he would talk with the neighbors and make an educated decision. Member Favreau stated that the ZBA needs to use historic documents and how comfortable would you be. Mr. LaFauci stated that he is not comfortable with research. Member Favreau is important to know if there were restriction prior to decision. Mr. LaFauci stated that he would use the knowledgeable staff to help him make his decision.

Chair Pavidis stated that he is already the associate member, what is your first steps. Mr. LaFauci stated that he is still learning. He leaned on Eric, Mike and Liz. He asked questions to understand the process. He would like to see more consistency and follow the bylaws. Chair Pavidis what do envision the perfect applicant should possess. Mr. LaFauci stated that experience is not everything. He would be the first to say that Joe is more qualified then him, but they also have to have integrity, know when to recuse yourself. He has no ties with builders.

Kelley Sardina – She applied because she has been active and she has been involved in some controversial projects. We need to meet on middle ground. Her interest in planning is how to make Billerica better. We need to work together.

Member Rosa asked if you attended any ZBA meetings. Ms. Sardina replied yes. Member Rosa what needs to be approved on. Ms. Sardina stated that they need to work together as a team.

Vice Chair Burrows asked about experience with conflicting ideas within a group. Ms. Sardina stated that you never dismiss someone that you have a disagreement with. Vice Chair Burrows what makes you a strong candidate. Ms. Sardina stated that she reads something she remembers it.

Member Favreau asked her to explain how do you balance property rights and the town as a whole in making a fair and legally sound decision. Ms. Sardina stated that sometimes you need to meet in the middle. Sometimes she had tunnel vision. Member Favreau asked how would you fix that on the ZBA. Ms. Sardina stated that she would talk with the other members and know when you check your ego at the door. Member Favreau stated that the ZBA needs to use historic documents and how comfortable would you be. Ms. Sardina stated that she is very comfortable with the research.

Chair Pavidis asked why you. Ms. Sardina stated that she left the Planning Board but the ZBA has an important role. She enjoys learning zoning.

MOTION - Secretary Darris-O'Connor made a motion to appoint Joseph Shaw to the ZBA. The motion was seconded by Member Rosa. After the discussion, it was voted 4-1-0. Secretary Darris-O'Connor voting opposed.



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Member Favreau made a point of order that the Chair had said that she would allow members of the audience to speak. The Chair recognized Michael Parker.

Michael Parker of 11 Governor Endicott Road – Mr. Parker stated that he was a previous member of the ZBA. He appreciates all candidates but he rises in support of John LaFauci. He may not know all the bylaws but he can research the applications that are submitted. He also had no experience when he was appointed to the ZBA by this Board and he served for two years and now he's in his second year as Chair of the Planning Board. We should put fresh eyes on the ZBA. They are working on not on approving pork chop lots and lot split. Every lot split have a negative effect to our housing stock.

Member Favreau stated that he was contacted by the Chair of the ZBA and sent a letter of recommendation for Mr. Shaw.

Presentation

13. Mass Development – C-PACE Opt In Program – Discussion and Possible vote on a Resolution –Requested by Planning Director Katherin Malgieri

Planning Director Katherin Malgieri stated that Connor Glasheen from Mass Development. C-PACE is another tool in our toolbox. This helps with power efficiency in helping fill empty spots.

Mr. Glasheen gave a presentation that was provided to the Board. Some elements are: Municipal opt in required. Maximum financing allowed is 20 years, energy cost savings must exceed cost of improvements and all third-party funding. The application must be approved by DOER. As of today, we have 79 authorizing communities.

Chair Pavidis how heavy of a lift administratively for town. Mr. Glasheen stated that we have extensive use with Munis. Very easy to incorporate. There is not a huge burden to staff. They are not anticipating a large number of projects. If there is a need for training, Mass Development can provide it.

Member Rosa stated it's always good to have options and that this is a financing agency for alternative loans. Mr. Glasheen replied yes. On new construction, they can fill financing voids. Member Rosa asked why you can't pay it off early. Mr. Glasheen stated that there is an option for pre-payment. Member Rosa asked if there is any fee that the town gets for administrating this. We should send this to Town Counsel and Tax Collectors office. There is a clause to pay 30 days. Member Rosa asked if this would add to the work load of staff and he would want to make sure that there is no financial responsibility put on the Town. Mr. Glasheen stated that the town is not responsible for the payment, this just means that when the Town receives the payment, they have 30 days to forward the payment. Member Rosa said it's always good to have multiple tools to bring business into Town, and he thinks it is a good idea but it should be run by Town Counsel.

Member Favreau asked if we do this, what is the benefit to the Town. Mr. Glasheen stated that it helps with local businesses and bring in jobs. For retrofit bring in construction jobs. Member Favreau appreciates it but we are acting in a collector capacity what is the benefit of doing this work. Is a fee collected for the Town. Mr. Glasheen replied not as written. He can get back to you with that question. Member Favreau stated that is an important point if we agree to this because this will create more work for our employees.

Vice Chair Burrows asked if Ms. Malgieri has reviewed this. Ms. Malgieri stated that this has been well received in the community. She can't answer on the additional workload on other departments. Vice Chair Burrows stated that he is in support of this and if we can help businesses and collect fees on building.

Mr. Glasheen stated that any change would require a change in the legislation since our program is derived by State statute.

Member Rosa stated that before we vote, we need to have Town Counsel and have the Town Accountant review it and make sure it is compatible with Munis and have Mr. Dillon speak with staff.



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Secretary Darris-O'Connor stated that we are only authorizing the Resolution. The other document is handled once an application is received. Vice Chair Burrows stated the resolution is the same language with all towns.

MOTION - Secretary Darris-O'Connor made a motion to authorize the Town of Billerica to participate in the Massachusetts C-PACE program contingent of approval of Town Counsel and review by the Town Accountant for compatibility with Munis. The motion was seconded by Vice Chair Burrows. After discussion

Member Favreau stated point of order, are you closing discussion on this matter before moving forward with the vote. Chair Pavidis stated that she is closing discussion. The motion should include contingent of approval from Town Counsel. Secretary Darris-O'Connor stated that he would accept that as a friendly amendment.

Member Rosa stated that he would like to add compatibility with the Munis system. Secretary Darris-O'Connor stated that he is not going to add that. Member Rosa stated that the resolution links to the 17-page document. We should add in the compatibility with the Munis system. Mr. Dillon will double-check with staff tomorrow. Member Favreau stated that we should add a friendly amendment with the compatibility with Munis and the Town Accountant. Chair Pavidis stated that we should accept that.

Committee Reports

Old Business

16. 250th Committee Update – Requested by the Select Board

Member Rosa asked if we could take agenda item #16 first.

Chris Sennott and Gil Moreira appeared for the update on the 250th Committee. Some of the activities planned: the Turkey Trot on Thanksgiving, on February 8th there will be a Lady's Luncheon, they are working on a book. Mr. Sennott thanked Town Meeting members for voting on the money for the Fireworks for July. They are looking at VVP. We are also working with the VSO on getting a flyover, military trucks, Army Band etc. They are also going to be looking at some pop up events.

Member Rosa stated that the Sheriff's Department has staging if needed and they have donated it before.

Member Favreau asked if you can elaborate on the Women's Luncheon. Mr. Sennott stated that he believes it would be \$30 and a cash bar. There will be at least one speaker.

Mr. Moreira stated that a few members have met with the School Superintendent and they hope to incorporate some activities in the schools.

14. Discussion and Possible Vote on Information Regarding Roads and Sidewalks – Originally Requested by Member Favreau

Fred Russell, DPW Director and Kelley Conway, Town Engineer joined the meeting. Mr. Russell stated that they received a memo from Member Favreau late this afternoon. He has been the DPW Director about 3 ½ years. The original board asked him to prioritize the water system and roads and they have done that. We have raised our RFR from 68 to 70 but sidewalks haven't been a priority.

Member Favreau stated that this was originally asked in August. A memo was sent with questions and she appreciated the answers but some were non-responsive so the memo went out today. The complete street policy that was adopted requires a yearly review. This needs to be done for transparency and grant availability. We need to work on sidewalks especially ADA compliance. In FY25, Chapter 90 fundings only budgeted \$1 million but we received \$2.49 million so where does that get captured. Where will the additional funds get allocated? Member Favreau stated that Mr. Newhall provided information for strengthening grant writing.



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Mr. Russell stated that we can evaluate the complete streets every year. We have a 5-year projected CIP for roads. We have implemented the replacement of the 2" water mains. Right now, we are planning roads for 2026, we got the allocation in July so we are going to use the extra money on roads for 2026 road improvements. As far as FIFO is concerned, it's a great tool but most municipalities need to be a gateway or rural which we are not either but he can find out. Member Favreau are we talking about the same thing. This is a new office created by the Healy Administration. Mr. Russell replied yes but they can look at it. Member Favreau stated that the policy was established in 2017 but hasn't been updated.

15. Discussion and Possible Vote of Spring 2001 Town Meeting Warrant Article #10 – Requested by Vice Chair Burrows

Vice Chair Burrows stated that he reached out to the Town Manager because of some phone calls received from Parker Street residents. There was money allocated to sidewalks in Parker Street, then a neighborhood meeting didn't want it, so Town Meeting rescinded and then it was brought back in 2012. He wants the Town Manager to investigate it.

Member Favreau add the following from the March 3rd meeting into the record. Minutes traffic circulation and gate removal. The Tighe & Bond report. The review did not take actual traffic counts and was less than 1 mile. All schools are now enrolled and we should be eligible for \$2 million in grants. We were told we could handle some of the improvements in house and an email was forwarded on March 7th to the Town Manager and appropriate department heads with the Safe Route for School pop up projects to outline potential projects for pedestrian improvements that could be handled in house. To date, the Board has not been provided with those improvements. On the funding for article 10 in 2001 but in January 2003, Town Manager Montuori instructed the Board that the proposed work was pushed off due to financial constraints of the Town and in 2004 Town Meeting formally dismissed the funding articles.

Chair Pavidis stated that we should get all the information and have a full discussion.

MOTION - Secretary Darris-O'Connor made a motion to direct the Town Manager to report back to Select Board on information related to Article 10 of the Spring 2001. The motion was seconded by Member Rosa. After the following discussion, the motion was unanimously voted 5-0-0.

Member Rosa wanted to ask Mr. Russell on some matters. Chair Pavidis stated that we should wait until all the information has been provided and have one discussion. Mr. Dillon thanked the Board for allowing staff to review all the material on the subject.

Member Favreau asked if we were only going to discuss a funding article from 2001 that was dismissed in 2004 or are we going to address the votes and action taken in March. Chair Pavidis stated that all the actions will be addressed. Member Rosa stated that the study of the sidewalks around the schools should be included.

16. 250th Committee Update – Requested by the Select Board

Previously discussed.

17. Town Manager's Report

Mr. Dillon gave the Town Manager's Report. There were some things not included in the report. Mr. Dillon thanked all members of Town Meeting members. Trick or Treat is scheduled on October 31st from 5:30 PM to 8:00 PM.

Assistant Town Manager

A panel of 5 employees interviewed Assistant Town Manager candidates over a couple of days. Last week, the panel interviewed the top two candidates from the first round a second time. After the first round, we knew either of these two candidates could do the work, but we wanted to get a better sense of who they were, and which would be a better fit. We have offered the position conditional on a successful background and reference check. Once everything comes back clear, I will update the board as to who she is but we are tentatively looking at her start date during the week of November 10.



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Member Favreau asked if the hiring process followed the Personnel Bylaw. Mr. Dillon stated that we have followed the process of all hires with the HR Department taking the lead. Member Favreau asked if the list of the finalists gets sent to the Board because she was trying to clarify the difference in the process from when the former Assistant Town Manager was being chosen earlier in the year. Mr. Dillon stated that the Board doesn't hire the Assistant Town Manager. Member Favreau stated that before Robert Maynard was hired, the Board was updated with the number of applicants and number of finalists. Mr. Dillon can get a total number of applicants. Member Rosa stated that the appointment is not ours, and once the Town Manager makes the appointment, the Select Board gets notified and we have 15 days to rescind the appointment with cause.

Staff Appreciation

On Thursday, October 9th, we held our staff appreciation BBQ for town staff at PHR. This was my first large event with the town and thought it went very well. I wanted to thank the board for their support in the event and those that helped serve food for the employees. When I was in my recreation position, I learned to evaluate and tweak events to make them better. Next year I think we will move the event to the end of the summer and add some activities/games for those that want to participate. These types of events help morale and build stronger relationships between employees. I appreciate your part in making it happen.

Websites

The Police and Fire websites are scheduled to go live this weekend. We are rolling out the new websites in groups over a few different days. If there are no major issues with police and fire, COA and Library will go live early next week. Pending any issues with the others, the Town's site will go live the end of next week or early the following week.

As an FYI, part of the delay has to do with the meeting minutes and agenda part of the website. As we are working through these issues, I would like to let the board and public know, when the Town's website goes live, some of the older meeting information may not be immediately available. Rather than delay the launch of the site until we work through some of the older information, I requested going live with what we have, and we can continue working on that part while the new site is active.

Member Favreau asked if the BSAP will have a webpage. Mr. Dillon stated that there is a page but it says Substance Awareness and Prevention. Member Favreau stated that the committee is paying for an independent website and it was supposed to be merged in with the roll out. She can send the link. Mr. Dillon asked it be sent and once it goes live we can look at updating it.

Department of Public Works

- Boston Road TIP: Due to weather delays, the paving is currently scheduled to begin Sunday night, October 19th. We anticipate 4 nights of paving followed by pavement marking installation. This work will continue nightly through October 31st. This schedule is dependent on weather.
- Roadway Management 2025: Due to weather delays, paving (Middlesex Turnpike and side streets) has been tentatively rescheduled for the week of October 20th weather permitting.
- 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 starting soon. Work will extend from River Street down River Street Extension to the site.
- Yankee Doodle Bike Path: Barletta Heavy Division (BHD) is the apparent low bidder for this project. We anticipate that the project will be awarded to this contractor. Once the project is awarded, there will be a preconstruction meeting, and we will share additional information once this meeting is completed.



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- Middlesex Turnpike: BHD is currently addressing slope deficiencies in the area adjacent to the pond, located between the VAL and 829 Middlesex Turnpike. This work is expected to take approximately 3 to 4 weeks to complete. Once the slope corrections are finished, BHD will proceed with the sidewalk installation and complete the remaining punch list items.

Member Rosa stated that on Boston Road, some of the manhole covers have mounds of hot top around them but most don't. If it is delayed anymore, they should all have the mounds. Mr. Dillon stated that he can talk with them, the issue is the hot top has to be removed prior to paving. They hope to have it paved later this week.

Recreation

Halloween Bash- Our annual Halloween Bash will be held on Sunday, 10/26, 11:30-1:30 at the VVP Upper Lawn. This event will feature inflatables, games, food, cookie decorating, pumpkin decorating, henna tattoos, and our always popular Truck-Or-Treat, including a visit from the Salem Ghostbusters! Big shoutout to the many local businesses signed up to participate. *To be eligible for cookie decorating, pumpkin decorating, and goodie bag families must register on our website. Registration space is limited, so sign up today!*

Halloween Creepy Crawl - We have compiled a list of the best Halloween displays in Billerica! Check out our website or Facebook page to find our map to navigate through town and check them out! Since posting our map, we have had over 400 residents "like" our post, and 200 "share" it!

Old Ditson (Pinehurst Park) Project Update - Work is well underway at the Old Ditson site, and going great. Contractors began work in early October and have already completed the new playground install, have started paving work on the new parking lot and basketball courts, and have begun concrete work on the pavilion and fitness court slabs. Work will continue over the next few weeks with walking path install, basketball court painting, fence work, and pavilion construction.

Member Rosa stated that we had a neighborhood meeting before the start of the project. There was supposed to be another meeting before construction started. Mr. Dillon replied he doesn't believe it did, but a neighbor reached out during Town Meeting and asked some questions so he hopes to have a meeting within the next couple of weeks. Member Rosa stated that the final plans should be added to the website. Mr. Dillon stated that he can do that, but is going to wait until the new website is live.

Recreation Center Update - The Recreation Center has reached the major milestone of steel erection! Sitework continues, including beginning to work on future parking lots. Access to the Vining Ball Field parking lot is now closed while construction persists and will re-open in time for spring baseball to ensure disruption is minimized to our friends at Billerica Little League. This project remains moving forward as planned and on schedule.

18. Draft 2026 Select Board Meeting Schedule

Chair Pavidis stated that she has a conflict on January 26th, proposed doing Tuesday the 20th. Member Rosa asked Ms. McDowell to make sure there are no conflict with the Planning Board.

19. Town Counsel – Approval of Final Contract with Harrington Heep – Requested by the Town Counsel Subcommittee

Member Rosa stated that he and Mr. Dillon met twice with Harrington Heep on October 8th and 16th. We went through the previous contracts with KP Law and Brooks and DeRensis. Prior to Brooks and DeRensis we spent \$250,000 now we are at \$510,000. Looking to get those numbers down. We have put a lot of things in the retainer. Our retainer will be \$13,000. The problem with Brooks and DeRensis is that things that should have been covered in the retainer weren't so we tried to add more things in the retainer and avoid the pitfalls we had with Brooks & DeRensis. Member Rosa read the items included in the contract. Secretary Darris-O'Connor point of order, the entire contract doesn't need to be read. Member Rosa summarized the differences including training for 4 hours, attendance at 24 meetings a year, weekly check ins, reduction at their hourly rate.



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Vice Chair Burrows stated that you are just reading the contract. He has nothing to compare it to and we should just approve it.

Member Rosa stated that before we take the vote, there is a scrivener's error in Section 8. We should strike in Section 8 "inclusive of travel time related to matters in the flat fee".

MOTION - Secretary Darris-O'Connor to approve the final contract with Harrington Heep as amended. The motion seconded by Vice Chair Burrows and unanimously voted 5-0-0.

New Business

20. Discussion and Possible Vote on Adding a Welcome to Billerica Champions Signs – Requested by Vice Chair Burrows

Vice Chair Burrows asked that we direct the Town Manager to look into this with the department head and see if it is something we can do.

Member Favreau asked how many, the costs for installation, etc.

Chair Pavidis asked how long you put them up. We need to have logistics looked at.

MOTION - Vice Chair Burrows made a motion to direct the Town Manager to look at this with his department heads to see if this request is feasible and to include cost, how many, how long are the kept up and any other logistics related to the signs. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

21. Discussion and Possible Vote on a Digital Signs for Town Updates – Requested by Chair Pavidis

Chair Pavidis stated that in the we should look at digital signs to get the information out to our residents. We can look at different locations and keep our historical characteristics. Would like to have the Town Manager look at this.

Vice Chair Burrows stated that he asked the Building Commissioner and he believes that would require a zoning change.

Mark LaLumiere, Building Commissioner joined the meeting. Unfortunately, this would require a zoning change and it also get into 1st Amendment Rights. We can't just do it for the Town but he would be happy to research this. The zoning specifically prohibits them, so we can look at this.

Mr. Dillon stated that if the Board is support of this, we can absolutely look into this and it's worth it. In Salem, NH we prohibited them except for municipalities that were exempt.

Vice Chair Burrows stated that we should direct the Town Manager to work with the Building Commissioner and Planning Director to work on a zoning change.

Member Favreau stated that we talked about a digital billboard to generate revenue would this be similar. Chair Pavidis replied no, there is a wooden sign in the center that is outdated and only allows one item at a time. We could look at replacing that. Member Favreau warned that the center is governed by its own set of historic bylaws, and she would caution that the committee is not open to change. Member Favreau stated that she would be interested and the possible locations, the cost of installation and maintenance and what department would be responsible for updating it.

Secretary Darris-O'Connor stated that this would be only for government message. Member Favreau stated that you can't stop free speech. Secretary Darris-O'Connor stated that we can get a legal opinion. There are exceptions for government speech only.

MOTION - Vice Chair Burrows made a motion to direct the Town Manager to work with his department heads to draft a sign bylaw with amendments for digital signage. The motion was seconded by Secretary Darris-O'Connor and unanimously voted 5-0-0.



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22. Discussion and Possible Vote –Ban of Crypto/Bitcoin ATMs in the Town of Billerica – Requested by Chair Pavidis

Chair Pavidis stated that she spoke with Lt. Coffey about this and Waltham and Gloucester have put in bans on bitcoin/crypto ATMs. We can look at what is possible to police these.

Mr. Dillon stated that he knows this is an issue. We can work with the police and have additional information. Chair Pavidis stated that we can have Lt. Coffey come before us when we discuss this.

Member Rosa stated that people are definitely getting scammed. We should look at this and it should be a bylaw.

Secretary Darris-O'Connor stated that he has a different approach. The machines are not the scam, it's a why to deposit cash and purchase cryptocurrency. The scam is to call a person and tell them to buy gift cards. He would not want to take the opportunity away from legitimate use of cryptocurrencies from residents.

Member Rosa stated that we don't need to necessarily ban them, maybe have a license, signs. Secretary Darris-O'Connor stated that the machines are not the scam, it people scamming people to send it to their account.

Chair Pavidis stated that there are no way to regular them. It's still worth going through to look at a bylaw.

Member Favreau asked if it this has happened here, is there a need for it but she would like to have the Police Department here to talk about what is happening here. We should have a draft policy to be transferred into a bylaw. She wouldn't want to issue a ban too early.

Chair Pavidis asked that Lt. Coffey come and have a presentation and work on a draft of bylaw.

23. Discussion of the 2025 Annual Overdose Awareness Vigil – Requested by Member Favreau

Member Favreau thanked Town Manager for posting on social media. She would like to invite everyone on Sunday, November 2nd at 5:00 PM on the Town Common.

24. Update of Select Board Policies and Procedures – Section 20.1 – 1st Reading – Requested by Member Rosa

Member Rosa stated that during the process of going through the contract with Town Counsel, they pointed out that in 20.1 all correspondence must go through the Chair. If another Board member asks a question, then you have two members of the Board on the communication and if another member chimes in, that would be a majority of the Board and could create an Open Meeting Law violation. They recommended we strike "and Chair of the Select Board".

Chair Pavidis asked in the experience in other Towns, how were communications with Town Counsel. Mr. Dillon stated that in other communities he worked in, not all members had free access to Town Counsel. All communications with through the Town Manager unless it involved the Town Manager then it went through the Chair of the Select Board. When we talked with Brooks and DeRensis, Paul said Billerica was unique that all members have access to Town Counsel. Chair Pavidis when it went through the Town Manager, how was the information disseminated to the Board. Mr. Dillon replied that once the information was received, if it was for guidance was disseminated to the entire board.

Secretary Darris-O'Connor stated that he agrees that we should have a more streamlined process and how Town Counsel resources to be used and all request should go through the Town Manager. This will help to not waste resources.

Member Favreau point of order, this is not on the agenda and is in violation of open meeting law. She would support the change.

Secretary Darris-O'Connor stated that he would be willing to work with the Town Manager or Ms. McDowell to work on a policy change to streamline contact with Town Counsel for the next meeting.

Member Rosa stated that this is the first reading of a change suggested by Town Counsel.



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Vice Chair Burrows stated that when he was Chair, he never received any response from Town Counsel on any other Boards.

Approval of Meeting Minutes

25. June 16, 2025 Regular Meeting

MOTION - Secretary Darris-O'Connor made a motion to approve the Select Board meeting minutes of June 16, 2025. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

26. June 26, 2025 Special Meeting

MOTION - Secretary Darris-O'Connor made a motion to approve the Select Board meeting minutes of June 26, 2025. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

Meeting Schedule

November 3, 2025 and November 17, 2025

MOTION - Secretary Darris-O'Connor made a motion to adjourn the regular meeting of October 20, 2025 at 9:21 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

*Respectfully Submitted by Dawn McDowell,
Recording Secretary*

Please note, the entire video of this meeting can be found at: <https://www.batvinc.org/vodchannels.html>



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Exhibits for the Select Board Meeting – October 20, 2025

Call to order 6:00 PM

1. **Open Microphone – No Exhibits**

Announcements

2. **Vacancies on Boards and Committees – Vacancy List dated 10/16/25**
1. **2025-2026 Community Funds Grant – Application Period is Open on November 1st to December 30th -**
Community Funds Application 2025-2026 undated
2. **All other announcements may be viewed on the Town of Billerica website - No Exhibits**

Proclamation and Public Recognition

Public Hearings

3. **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 – NG application dated 08/07/25, DPW Comments dated 09/25/25, Contractor Acknowledgement Form dated 09/26/25, Electrical Comments dated 09/19/25, PD Comments dated 10/01/25, Notice of Hearing undated, Abutters List dated 09/10/25**
4. **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. - NG application dated 08/27/25, DPW Comments dated 10/09/25, Contractor Acknowledgement Form dated 10/15/25, Electrical Comments dated 10/14/25, PD Comments dated 10/10/25, Notice of Hearing undated, Abutters List dated 10/10/25**

New Business (Quick Items)

5. **One Day Special Alcohol License – Boys and Girls Club of Greater Billerica – Annual Hall of Fame Dinner Fundraiser on November 13, 2024 from 5:00 PM to 9:00 PM located at 19 Campbell Road and Request to Waive All Fees – Billerica Application dated 10/01/25, Memo from Lt. Coffey dated 09/30/25, Billerica Health Depart Permit dated 09/23/25**
6. **Discussion and Possible Vote on a Request for Waivers of Building Fees for Entegris - Requested by Planning Director Katherin Malgieri – Memo from Entegris dated 10/14/25, Email from K. Malgieri dated 10/15/25**
7. **Discussion and Approval of the Christmas Parade Route for Sunday, December 14, 2025– Requested by John LaFauci – Preliminary Billerica Christmas Parade 2025 and map undated**
8. **Request to Extend the Hours for Pinehurst Tavern - To open at 9:00 AM on Thanksgiving, Thursday, November 27th and Christmas Eve, Wednesday, December 24th for Alcohol and Common Victuallers License – Requested by Renee Whitney & Nicole Runyan from Pinehurst Tavern – Email from Lt. Coffey dated 10/15/25, Email from Pinehurst Tavern dated 10/14/25**
9. **Discussion and Approval of a “Turkey Trot” Road Race on Thursday, November 27, 2025 – Requested by Diana Saunders of the 250th Committee – Email from D. Saunders dated 10/14/25, Email from R. Frost dated 10/16/25, Email from F. Russell dated 10/16/25**

Appointments

10. **Zoning Board of Appeals – Regular Member**
 - d. **Joseph Shaw– Application dated 09/25/25**
 - e. **John LaFauci (Current Associate Member) – Application dated 09/29/25**
 - f. **Kelly Sardina– Application dated 10/02/25**

Presentation

11. **Mass Development – C-PACE Opt In Program – Discussion and Possible vote on a Resolution – Requested by Planning Director Katherin Malgieri – Presentation dated October 2025, Resolution dated 06/26/20, Assignment Agreement dated July 2020**



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Committee Reports

Old Business

- 12. Discussion and Possible Vote on Information Regarding Roads and Sidewalks – Originally Requested by Member Favreau – Memo from F. Russell dated 09/05/25**
- 13. Discussion and Possible Vote of Spring 2001 Town Meeting Warrant Article #10 – Requested by Vice Chair Burrows – 2001 Annual STM Article 10, Email from J. Burrows dated 10/14/25, Parker/Whiting Street Neighborhood Meeting dated 09/17/25**
- 14. 250th Committee Update – Requested by the Select Board – No Exhibits**
- 15. Town Manager's Report – Dated 10/17/25**
- 16. Draft 2026 Select Board Meeting Schedule – Draft 2026 Select Board Meeting Schedule undated**
- 17. Town Counsel – Approval of Final Contract with Harrington Heep – Requested by the Town Counsel Sub-Committee – Contract - Undated**

New Business

- 18. Discussion and Possible Vote on Adding a Welcome to Billerica Champions Signs – Requested by Vice Chair Burrows – Email from J. Pavidis dated 10/08/25**
- 19. Discussion and Possible Vote on a Digital Signs for Town Updates – Requested by Chair Pavidis– Email from J. Pavidis dated 10/09/25**
- 20. Discussion and Possible Vote –Ban of Crypto/Bitcoin ATMs in the Town of Billerica – Requested by Chair Pavidis – City of Gloucester Certificate of vote dated 09/23/25, Waltham Police Department post dated 10/15/25, City of Waltham Article XVII dated 08/04/25**
- 21. Discussion of the 2025 Annual Overdose Awareness Vigil – Requested by Member Favreau– Flyer undated**
- 22. Update of Select Board Policies and Procedures – Section 20.1 – 1st Reading – Requested by Member Rosa – Section 20.0 dated 06/16/25**

Approval of Meeting Minutes

- 23. June 16, 2025 Regular Meeting– Minutes undated**
- 24. June 26, 2025 Special Meeting– Minutes undated**

Meeting Schedule

November 3, 2025 and November 17, 2025

Approved On: November 17, 2025