



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
NOVEMBER 03, 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 Recording Secretary Dawn McDowell

**Call to Order 6:00 PM**

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

The Pledge of Allegiance was recited.

Chair Pavidis stated that we can disagree without being disagreeable. She would ask that Board members wait to be acknowledged to speak and be respectful when members are speaking. We all represent different voices throughout the town.

**1. Open Microphone**

*Andrew Jennings of 29 Talbot Ave* – Mr. Jennings stated that the Talbot Dam is historically significant. In the Middlesex Canal, the Talbot Dam is one of the historic references and if the dam comes down there should be required historic mitigation. Mitigation should be a major part of this project.

**Announcements**

**2. Vacancies on Boards and Committees**

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

**3. Billerica Food Pantry**

Sandra Giroux appeared to discuss the Food Pantry. They have been humbled to the outpouring of support and she thanked everyone. They stand by ready to serve. One in six families in Massachusetts receive SNAP benefits.

Secretary Darris-O'Connor stated that on November 8<sup>th</sup> from 11:00 AM to 1:00 PM they will be hosting a food drive as well as BATV is having on Friendsgiving Food Drive on November 15<sup>th</sup> from 2:00 PM to 4:00 PM. Secretary Darris-O'Connor asked if Ms. Giroux could explain the process to join. Ms. Giroux stated that you can call or email us. There is a one-page application and you need to be a Billerica resident. We do require a reservation so we can serve everyone as quickly as possible.

Vice Chair Burrows asked what does the pantry needs. Ms. Giroux stated that we are always posting on social media of what we need but we need kid-friendly cereal, peanut butter, eggs, butter, hearty soups.

**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 4<sup>th</sup> Year in a Row**

Secretary Darris-O'Connor read the letter of congratulations. Mary Leach accepted the letter on behalf of the Farmer's Market.

**6. Randal "Andy" Brant**

Secretary Darris-O'Connor read the letter of congratulations. Chief Frost and Andy Brant joined the meeting. Chief Frost stated that Andy is always around helping clean up and is a great member of our community.

**7. Military Family Month**

Secretary Darris-O'Connor read the proclamation for Military Family Month. The Baker family accepted the proclamation.



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**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**

Brian Sathler of National Grid appeared for the public hearing.

Member Rosa stated that this was continued due to a concern of the abutter. Mr. Sathler replied that has been resolved. Member Rosa stated that the DPW has stated that this pole is close to the water line and asked if it has been marked out. Mr. Sathler replied yes it has been.

**MOTION** - Secretary Darris-O'Connor made a motion to close the National Grid public hearing #31182460. The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0.

**MOTION** - Secretary Darris-O'Connor made a motion to approve the National Grid pole petition for Sprague Street #31182460. The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0.

- 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.**

Brian Sathler appeared from National Grid. Mr. Sathler stated that this pole is in the middle of the driveway at 12 Reardon Road and it is deteriorating. They are proposing moving it 9' in a public right of way.

Denise Saleeme of 11 Reardon Road – Ms. Saleme stated that the new location will put the pole right across from her driveway and when they back out they could hit the pole. The lake roads are very narrow and this move would be detrimental to the neighborhood. Yes, the pole needs to be replaced by moving it will cause safety issues. She would suggest moving it in front of 12 Reardon Road but towards the left. The owner purchased the house with the pole being there and now they are expanding their driveway. She has lived there her whole life and there has never been an issue with the plow.

Chair Pavidis asked why you could not replace the pole in the same location. Mr. Sathler replied they could but the owner of 12 Reardon is concerned with plows hitting it but they could look at moving it to the left.

Mr. Sathler stated that he can meet with the designer and the residents.

The property owner of 12 Reardon Road stated that the pole has been hit by a plow. National Grid did talk about moving it to the other end but he was told that wasn't an option. He would like it moved to the property line or to the west.

Member Rosa asked that National Grid look at moving the pole to the left.

David Kelley of 14 Reardon Road – Mr. Kelley stated that the pole has a light on it so he doesn't want the light closer to his property.

**MOTION** - Member Rosa made a motion to continue the public hearing for National Grid #31183913 until November 17th. The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0.

**New Business (Quick Items)**

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

Vice Chair Burrows stated that this request is done every year.



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**MOTION** - Secretary Darris-O'Connor made a motion to approve the (4) 18" x 24" Signs in the Common for Billerica Youth Lacrosse for their annual registration from November 4<sup>th</sup> to December 31, 2025. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**Appointments**

**11. 250<sup>th</sup> Committee – Regular Member – Teresa “Jo” Leary**

**MOTION** - Secretary Darris-O'Connor made a motion to appoint Teresa “Jo” Leary to the 250<sup>th</sup> Committee. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**Presentation**

**Committee Reports**

**Old Business**

**12. Town Manager’s Report**

Mr. Dillon gave the Town Manager’s Report.

**Websites**

He is 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 are 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.

Member Rosa stated that the agenda center is not working and they are not getting notification when agendas are posted. Mr. Dillon stated that if residents subscribed before, the lists didn’t transfer over so they may have to sign up again. Mr. Rosa stated that we should get that information out. Mr. Dillon stated that residents can subscribe to get the news.

Member Favreau stated that the Town Charter is not listed. We need a way to subscribe to the new Agenda Center. Also, on the BSAP page, change Abuse to Awareness.

Vice Chair Burrows stated that he is happy that the website is up and running.

**LRTA 5-year Plan**

He 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.

Member Rosa stated that the COA should be talked to and get their groups involved.

Member Favreau stated that we should be proactive with the LRTA and we should look at a survey and a public listening session. Mr. Dillon stated that he is meeting with Mr. Jennings in December.

Vice Chair Burrows asked if they could look at adding buses on Rt. 129.



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**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.

Member Rosa stated that this is a great DPW update.

Vice Chair Burrows stated that there are weeds growing up through the bricks.

**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 begun receiving inquiries and requests for meetings. More details are 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.

Member Rosa stated that with the passing of Article 35, hopefully it will produce big changes.

Secretary Darris-O'Connor stated that it's great to hear there is interest in EInk and Tech Park. The property assessment has been low because of lack of tenants that has caused loss of millions of dollars in revenue.



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Vice Chair Burrows stated that he appreciates Chair Pavidis starting this EDC discussion with the former Town Manager.

**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. Vote on 2026 Select Board Meeting Schedule.

Member Rosa stated that he has issues with moving them to Tier I. That tier would typically be lower users. Most residential users are Tier II. Member Rosa asked if they tested the meter. Mr. Dillon replied yes, it read 99.5% accurate. Member Rosa stated that they used the water and maybe we can't know the year, but we should change to a Tier II. He has no interest in issuing a waiver. Member Rosa asked if a new meter has been installed. Mr. Dillon replied yes, on August 12<sup>th</sup>. The water usage was consistent up to October 29<sup>th</sup> which could mean there was a leak. Our staff is working with Tier I, which has been the past practice and we can't definitely state the time. This change was to show a sign of good faith.

Chair Pavidis asked that you gather the information together and have a future agenda.

Member Favreau asked why this went one for 7 years. Mr. Dillon stated that he can't answer that. We have new meters and the Eye on Water application allows residents to watch for leaks.

Vice Chair Burrows stated that we shouldn't give Chelmsford a break on the water bill. They are not residents.

**13. Vote on 2026 Select Board Meeting Schedule**

**MOTION** - Secretary Darris-O'Connor made a motion to approve the 2026 Select Board Meeting Schedule. The motion is seconded by Member Rosa and unanimously voted 5-0-0.

**14. Update of Select Board Policies and Procedures – Section 20.1 – 2<sup>nd</sup> Reading Requested by Member Rosa and 1<sup>st</sup> Reading Additional Changes Requested by Secretary Darris-O'Connor**

Member Rosa stated the two changes should be separated. His change is the second reading and at the recommendation of Town Counsel. This will eliminate the potential of an open meeting violation.

**MOTION** - Secretary Darris-O'Connor made a motion to approve the change to Section 20.1 presented by Member Rosa. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

Secretary Darris-O'Connor stated that his change will put us in alignment with other communities where requests to Town Counsel go through the Town Manager. This will save money and stop misuse of Town Counsel unless approved by the majority of the Select Board.

Mr. Dillon stated that this is similar to the process in Salem unless the issue involves the Town Manager.

Member Favreau stated that the Town Manager and Town Counsel work for the Select Board. If this is approved, it gives up our authority. Secretary Darris-O'Connor stated as an individual we don't have the authority; it would take a majority of the board.

Vice Chair Burrows asked Secretary Darris-O'Connor to clean up the language when discussing the department heads.





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Member Rosa stated that this policy has been in place for a long time. The Town Manager and Town Counsel serve at the pleasure of the Select Board. They are our two direct reports. He also doesn't agree with adding the Assistant Town Manager and he would not support.

Secretary Darris-O'Connor stated that he would update the language and bring it back.

**New Business**

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

**MOTION** - Secretary Darris-O'Connor made a motion to approve the posting of the Executive Confidential Assistant to the Select Board. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**MOTION** - Secretary Darris-O'Connor made a motion to create a 2-member subcommittee appointed by the Chair. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**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**

Secretary Darris-O'Connor stated that we will only return to regular session to adjourn the meeting.

**MOTION** - Secretary Darris-O'Connor made a motion to go into 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 at 7:15 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Member Favreau voted Aye, Vice Chair Burrows voted Aye and Chair Pavidis voted Aye.

**MOTION** - Secretary Darris-O'Connor made a motion to go into 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 – Talbot Dam at 7:15 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Member Favreau voted Aye, Vice Chair Burrows voted Aye and Chair Pavidis voted Aye.

**MOTION** - Member Rosa made a motion to adjourn the regular meeting of November 3, 2025 at 7:50 PM. The motion was seconded by Secretary Darris-O'Connor and voted 4-1-0. Vice Chair Burrows voting against.

*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 – November 3, 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
3. **Billerica Food Pantry -**
4. **All other announcements may be viewed on the Town of Billerica website -** No Exhibits

**Proclamation and Public Recognition**

5. **Billerica's Community Farmer's Market – Voted #1 Farmer's Market for the 4<sup>th</sup> Year in a Row –**  
Congratulations letter dated 10/20/25
6. **Randal "Andy" Brant** – Thank you letter dated 11/03/25
7. **Military Family Month** – Proclamation undated

**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** – 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
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.** – 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 10/06/25

**New Business (Quick Items)**

10. **Request (4) 18" x 24" Signs in the Common for Billerica Youth Lacrosse For Their Annual Registration from November 4<sup>th</sup> to December 31, 2025 - Requested by Vice Chair Burrows** – No Exhibits

**Appointments**

11. **250<sup>th</sup> Committee – Regular Member – Teresa "Jo" Leary** – Application dated 10/20/25

**Presentation**

**Committee Reports**

**Old Business**

12. **Town Manager's Report** – Dated 11/03/25
13. **Vote on 2026 Select Board Meeting Schedule** - Undated
14. **Update of Select Board Policies and Procedures – Section 20.1 – 2<sup>nd</sup> Reading Requested by Member Rosa and 1<sup>st</sup> Reading Additional Changes Requested by Secretary Darris-O'Connor** – Dated 06/16/25

**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** – Job Posting undated

**Approval of Meeting Minutes**

**Meeting Schedule**

November 17, 2025 and December 8, 2025



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**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 – See Executive Session Minutes**

**Approved On: December 15, 2025**