



**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  
2025 DEC 11 P 3: 00  
TOWN CLERK  
BILLERICA

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

phone 1 929 205 6099  
webinar id: 834 7713 8002

**BILLERICA SELECT BOARD AGENDA**  
**DECEMBER 15, 2025 @ 6:00 PM**  
**365 BOSTON ROAD, THOMAS CONWAY HEARING ROOM #205 AND HYBRID VIA**  
**ZOOM**  
**Rev. 1 (12/11/25)**

**Call to order 6:00 PM**

1. Open Microphone

**Announcements**

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

**Proclamation and Public Recognition**

4. Ella Whitfield and Project 351

**Public Hearings**

5. **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)**

6. Discussion and Possible Vote on the 2026 Annual Town Election Hours and the Date and Time of Town Meeting – Requested by Donna McCoy, Town Clerk
7. Discussion on DAV Banner Program – Requested by Veteran's Services Director Donnie Jarvis and Robert Kinsman, DAV
8. Discussion and Possible Vote – Request Permission to Use Town Property for Wreaths Across America Ceremony at Fox Hill Cemetery on Saturday, December 13, 2025 at 11:30 AM – Requested by Veteran's Services Director Donnie Jarvis and Jessica French
9. New Common Victualler's License – 1975 LLC dba Frango's located at 199 Boston Road
10. Vote on Appointment of the New Executive Confidential Assistant for the Select Board – Requested by Chair Pavidis

**Appointments**

11. Bonded Constable for the Town of Billerica – Daphne Gill

**Presentation**

**Committee Reports**

**Old Business**

12. **Town Manager’s Report**

13. **Discussion and Vote on Gift Acceptance:**

a. **Veterans’ Services**

- i. Donation of a 500 Winter Coats (Estimated Value \$10,000)
- ii. Donation of a 100 Frozen Turkeys with Fresh Produce (Estimated Value \$2,500)
- iii. Donation of Repairs and Replacing of Memorial Signs (Estimated Value \$2,500)
- iv. Donation of \$200 Towards Veteran’s Day Expenses
- v. Donations of Christmas Stockings (Estimated Value \$1,000)
- vi. Donation of \$100 Gift Cards for Veteran’s During the Holidays
- vii. Donation of \$300 Market Basket Gift Cards for Veteran’s During the Holidays
- viii. Donation of \$200 from a Quilt Raffle to Support Veterans
- ix. Donation of \$50 for Christmas Stockings for Veterans
- x. Donation of \$400 to support Veterans
- xi. Donation of \$500 Market Basket Gift Cards for Christmas Stockings for Veterans
- xii. Donation of \$3,500 for Meals for Veteran’s Holiday Party
- xiii. Donation of \$100 Market Basket Gift Cards for Christmas Stockings for Veterans
- xiv. Donation of \$140 Dunkin Donuts Gift Cards and \$120 McDonald’s Gift Cards for Christmas Stockings for Veterans
- xv. Donation of \$50 in Dunkin Donuts Gift Cards for Christmas Stockings for Veterans
- xvi. Donation of \$100 Market Basket Gift Cards for Christmas Stockings for Veterans
- xvii. Donation of \$100 Market Basket Gift Cards for Christmas Stockings for Veterans
- xviii. Donation of \$100 for Christmas Stockings for Veterans
- xix. Donation of \$100 for Christmas Stockings for Veterans
- xx. **Donation of \$500 to purchase cake for Holiday Party**

- b. **Billerica Public Library**
  - i. Donation of a snack basket for staff (Estimated Value \$36)
  - ii. Donation of donuts for staff (Estimated Value \$30)
  - iii. Donation of two pallets of toys, puzzles and games (Estimated Value \$5,500) for use in Library Programs
  - iv. Donation of Snicker's Bars for staff (Estimated Value \$6.50)
  - v. Donation of Donuts for staff (Estimated Value \$16.50)
  - vi. Donation of a flower arrangement (Estimated Value \$300)
- c. **Recreation Center**
  - i. Donation of a Bicycle to be raffled off during the Holiday Festival (Estimated Value \$300)

**New Business**

- 14. **2026 License Renewals – Review and Approval – See Attached List**
  - a. All Alcohol Package Stores §15 – 9 out of 9 (All Licenses Ready to Approve)
  - b. Wine & Malt Package Stores §15 – 3 out of 3 (All Licenses Ready to Approve)
  - c. All Alcohol Restaurants §12 – 20 out of 20 (All Licenses Ready to Approve)
  - d. All Alcohol Club §12 – 3 out of 3 (All Licenses Ready to Approve)
  - e. All Alcohol Hotel – 1 out of 1 (All Licenses Ready to Approve)
  - f. Wine & Malt Restaurants §12 – 4 out of 4 (All Licenses Ready to Approve)
  - g. Common Victualler's - 38 out of 38 (All Licenses Ready to Approve)
  - h. Car Dealer – Class I – 4 out of 4 (All Licenses Ready to Approve)
  - i. Car Dealer – Class II - 19 out of 20 Ready to Approve
  - j. Car Dealer – Class III - 4 out of 4 (All Licenses Ready to Approve)
  - k. Marijuana – 1 (License Ready to Approve)
  - l. Second Hand Dealers – 2 out of 2 (All Licenses Ready to Approve)
  - m. Taxi – 1 (License Ready to Approve)
- 15. **Land Acceptance – Donation to Conservation –** Parcel ID: 78-282-1-2, Rear Middlesex Turnpike – Requested by Conservation Director Isabel Tourkantonis
- 16. **Review and Approval of Memorandum of Understanding** Related to Maintenance of Parcel ID: 78-282-1-2 Rear Middlesex Turnpike with the Conservation Commission – Requested by Conservation Director Isabel Tourkantonis
- 17. **Land Acceptance – Donation to Conservation –** Parcel ID: 8-6-1, Boston Road – Requested by Conservation Director Isabel Tourkantonis

**Approval of Meeting Minutes**

- 18. August 11, 2025 Regular Meeting
- 19. September 6, 2025 Special Meeting
- 20. September 15, 2025 Regular Meeting
- 21. October 6, 2025 Regular Meeting
- 22. November 3, 2025 Regular Meeting

**Meeting Schedule**

January 5, 2026 and January 12, 2026

## Executive Session

20. **Executive Session Pursuant to G.L c. 30A§ 21(a) (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 – Discussion regarding Town Counsel**
21. **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**
22. **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 – Town of Billerica v. Community Care Collective, Inc., C.A. No. 2481CV003312, Middlesex Superior Court**

<b>Business Name</b>	<b>Address</b>
<b>All Alcohol Package Stores (9 out of 9)</b>	
129 Liquors	252 Salem Road
Augusta Liquors	599 Boston Road
Billerica Liquors	255 Boston Road
Easy Liquors	240 Nashua Rd, Unit A
Georgios Liquors	480 Boston Road, Units G & G1
Kelly's Iron Horse Liquors	134 Pollard Street
Lincoln Liquors	199 Boston Rd, Units 7 & 8
Towne Wine & Spirts	700 Boston Road
Turnpike Market	509 Middlesex Turnpike
<b>Wine &amp; Malt Package Stores (3 out of 9)</b>	
Jim's Quick Stop	502A Boston Road
One Stop	722 Boston Road
Shop & Go	326 Salem Road
<b>All Alcohol Restaurants (31 out of 31)</b>	
Casa Blanca Mexican Restaurant & Cantina	99 Chelmsford Rd, Unit #1
Champions Indoor Golf	446 Boston Road
Country Club of Billerica	51 Baldwin Road
Emerald Rose	785 Boston Road
Garrison's	303 Boston Road
Jade Pacific Restaurant	770 Boston Road
Jon Ryan's Pub	56 Chelmsford Road
Los Altos Mexican Restaurant & Cantina	446 Boston Road
Nana Japanese Steak House	199 Boston Road
99 Restaurant & Pub	160 Lexington Road
99 Restaurant & Pub	672 Boston Road
Pinehurst Tavern	786 Boston Road
Pizza Mia	758 Boston Road
Purple Bamboo Restaurant	265 Boston Road
River View Restaurant	263 Nashua Road
Santang Infinity	15 Middlesex Turnpike
Stelios Family Restaurant	293 Boston Road
Swanson Meadows Restaurant & Bar	216 1/2 Rangeway Road
Turnpike Market Restaurant	509 Middlesex Turnpike
Wuloon Ming Restaurant	8 Chelmsford Road
<b>All Alcohol Club</b>	
Billerica Moose Lodge #2648	104 Boston Road
Billerica Lodge of Elks #2071	14 Webb Brook Rd
VFW Post (Solomon) #8819	12 Phinney Street
<b>All Alcohol Hotels</b>	
Courtyard by Marriott Billerica	270 Concord Road
<b>Wine &amp; Malt Restaurants (4 out of 9)</b>	
22 Commune	164 Lexington Road
Hungry Tiger Restaurant	700 Boston Road
Mangia Mangia	430 Boston Road
Sichuan Gourmet Billerica	502 Boston Road
<b>Wine &amp; Malt Hotel</b>	

<b>Business Name</b>	<b>Address</b>
<b>COMMON VICTUALLERS (no alcohol) (38)</b>	
29 Bistro	700 Boston Road
Augusta Market	599 Boston Road
Bang Na Thai Kitchen	95 Boston Road, Unit 2
Belly Buster Diner	306 Boston Road
Big Al's Pizza	240D Nashua Road
Café 101	101 Billerica Ave
Chipotle Mexican Grill	199 Boston Road
Collins Bowladrome	325 Boston Road
Danny's Pizzeria	749 Boston Road
Divito Brothers Pizzaria and Subs	446 Boston Road
Dunkin Donuts	181 Boston Road
Dunkin Donuts	469 Boston Road
Dunkin Donuts	729 Boston Road
Espresso Pizza	131 Boston Road, Unit 2
Fill N Chill	653 Boston Road
Indian Style	880 Boston Road
Kentucky Fried Chicken	485 Boston Road
Khao Hom Thai & Pho	258 Salem Road, Unit #5
Liberty Bell Roast Beef & Seafood	420 Boston Road
Market Basket Café	700 Boston Road
McDonald's	718 Boston Road
Mexica Burrito Grill	647 Boston Road
Mikey's Famous Roast Beef & Seafood	729 Boston Road
Milano House of Pizza	175 Boston Road
Pro Fitness	333 Boston Road
Sal's Just Pizza	328 Boston Road
Shawsheen Valley Technical HS	100 Cook Street
Silvio's Pizza	256 Salem Road
Snowdaes	99 Chelmsford Road
Starbuck's Coffee Company #8650	199 Boston Road
Stromboli's Express	481 Boston Road
Subway	799B Middlesex Turnpike
Supreme House of Pizza	95 Boston Road
Valley Collaborative	40 Linnell Circle
Wendy's #6011	312 Boston Road
What the Fork	265 Boston Road
McDonald's	273 Boston Road
Panera Bread	188 Boston Road

<b>Business Name</b>	<b>Address</b>
<b>Auto Amusements</b>	
<b>Car Dealers - New &amp; Used (Class I) (4)</b>	
American Science & Engineering, Inc.	829 Middlesex Turnpike
Billerica Motor Sports & Marine	6 Riveredge Road
KHD, Inc. dba High Octane Harley Davidson	1 Chelmsford Road
Frontrunner Bus Group, Inc. (Formerly Known as New England Wheels, Inc.)	33 Manning Road
<b>Car Dealers - New &amp; Used (Class II) (19)</b>	
Automotion Auto Repair	846 Boston Road
Benz Auto Sales of Billerica, Inc.	741 Boston Road
Cargoflator Auto Sales	1 Innis Drive
Copart of Connecticut, Inc.	55R High Street, PO Box 32
Cycle Works, Inc.	321 Boston Road
Gas City	221 Andover Road
Vroom Car, LLC	6 Executive Park Drive
JJR Classic Car	98 Billerica Av, Unit D
L&A Gas and Auto Repair	98 Boston Road
Marshall's Auto Sales	128 Pond Street
Performance Cycle Sales	71 Faulkner Street, Units 135, 145
Platinum Sales of Billerica, LLC	741 Boston Road
R&D Custom Exhaust, Inc.	313 Boston Road
Ric's Auto Sales	77 Alexander Road
Rte. 3A Shell	760 Boston Road
Ronnie's	71 Faulkner Street, Unit 13
Top Auto, Inc.	481 Boston Road, Unit 4
Sal's Gas Auto Sales & Service, Inc.	299 Boston Road
America's Auto Auction Boston, Inc.	400 Charter Way
4 Seasons Towing & Recovery, Inc.	56 Sullivan Road

Business Name	Address
<i>Junk Yard (Class III) (4)</i>	
Copart of Connecticut, Inc.	55R High Street, PO Box 32
Holland Use Auto Parts	1 Winning Road
Jack's Foreign Auto Parts, Inc.	Town Farm Lane
Jack's Used Cars & Parts	Town Farm Lane
<i>Marijuana (1 of 2)</i>	
Community Care Collective	4 Republic Road
<i>Food/Alcohol</i>	
Jennifer's Jewelers	306 Boston Road
Burlington Coin & Collectables	723 Boston Road
<i>Taxi/Limos (1)</i>	
A-Executive Limousine, Inc.	55 High Street, #10

**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 <b>6 TOTAL</b>	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) <b>4 TOTAL</b>	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) <b>5 TOTAL</b>	2027 2026 2026 2027 2027
Scholarship Committee	4 – Members	2028
250 <sup>th</sup> Committee	1 – Member	2026

# nationalgrid

November 13, 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](mailto:joseph.ientile@nationalgrid.com)

Please notify National Grid's Jenn Iannalfo of the hearing date / time to [Jennifer.Iannalfo@nationalgrid.com](mailto: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](mailto: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 30 feet Easterly from existing pole 9, Reardon Road location. National Grid proposes to relocate pole 4 approximately 30 feet Easterly 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.

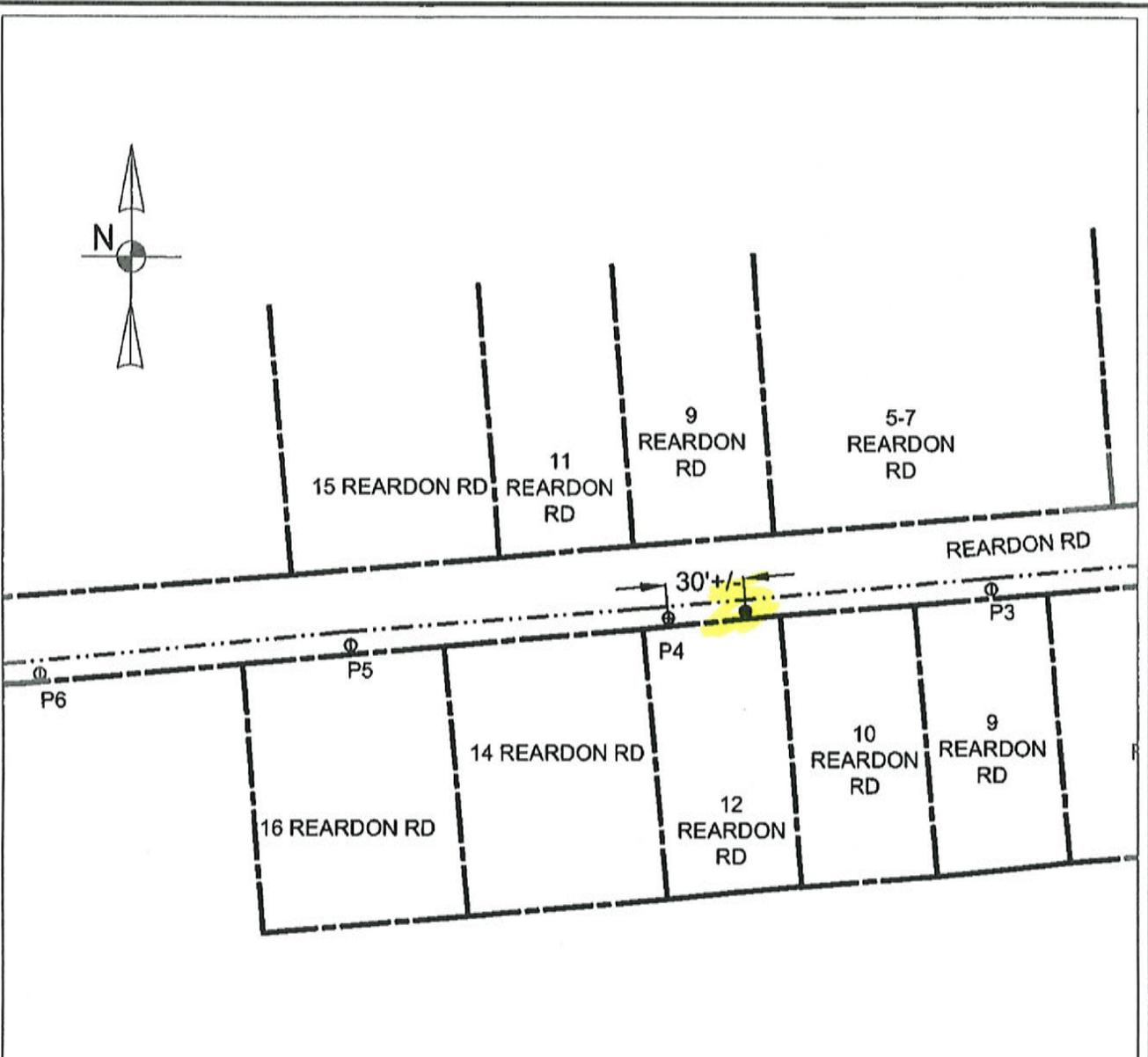
Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

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

BY \_\_\_\_\_  
Engineering Department

VERIZON NEW ENGLAND, INC.

BY \_\_\_\_\_  
Manager / Right of Way



NOTE: THIS IS A REVISED DESIGN FROM A PREVIOUS PETITION. HEARING WAS ON 10/20/2025 AND 11/3/2025

**JOINTLY OWNED POLE PETITION**

- ⊕ EXISTING J.O.POLE TO BE REMOVED
- PROPOSED J.O.POLE
- ⓪ EXISTING J.O.POLE LOCATION

- EXISTING OVERHEAD WIRE
- APPROX. PROPERTY LINE

**nationalgrid**

Date: 11/7/25

WORK REQUEST: 31195999

To The: Town Of Billerica

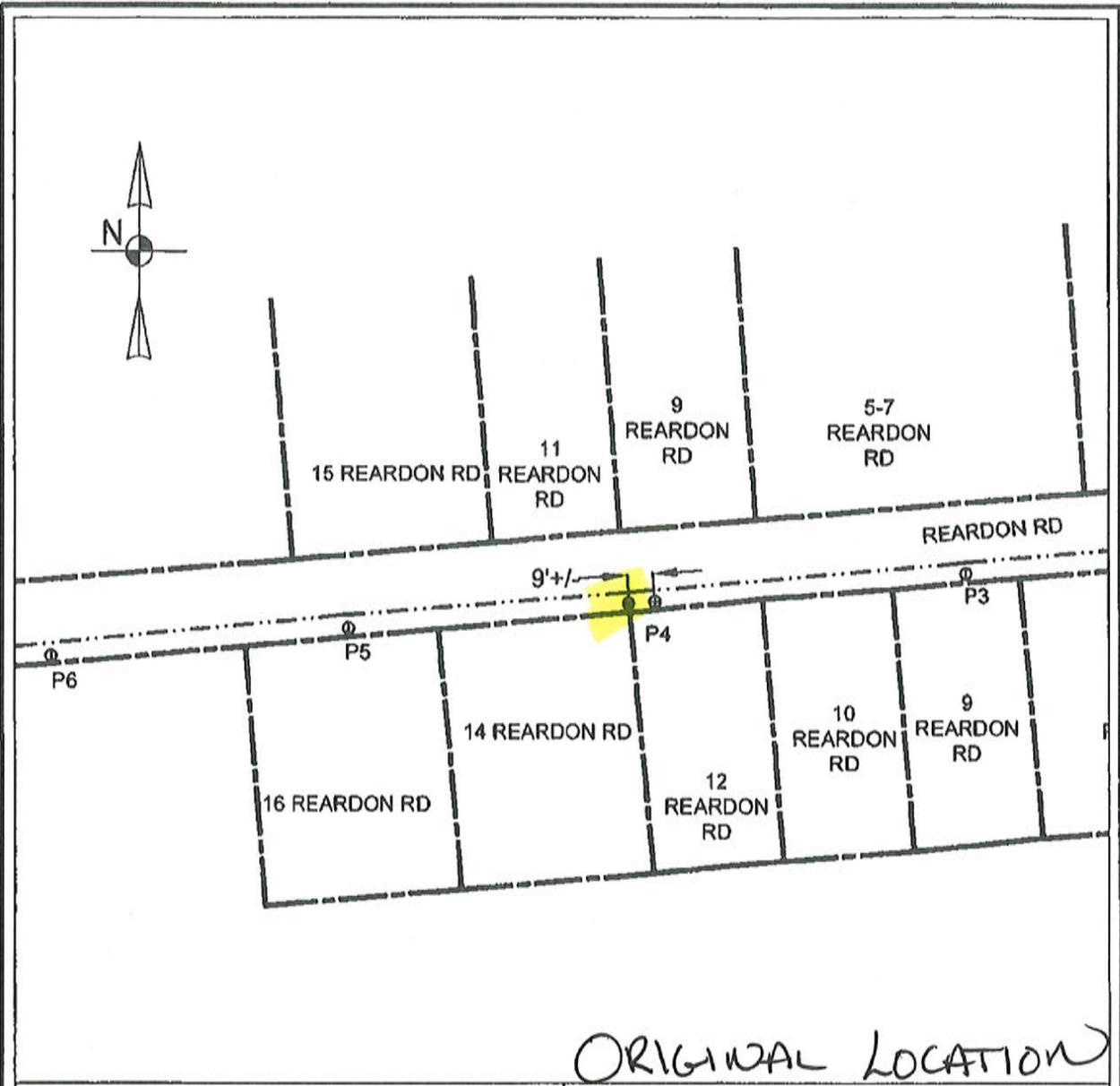
For Proposed: Pole 4 relocation Location: Reardon Rd

Drawn By: S.Steeves

Nationalgrid to relocate Pole 4 approximately 30 feet easterly per customer request at 12 Reardon Rd. Existing pole 4 is deteriorated and is due for replacement.

DISTANCES ARE APPROXIMATE

*New Location*



*ORIGINAL LOCATION*

**JOINTLY OWNED POLE PETITION**

- ⊕ EXISTING J.O. POLE TO BE REMOVED
- PROPOSED J.O. POLE
- ⓪ EXISTING J.O. POLE LOCATION
- EXISTING OVERHEAD WIRE
- - - - - APPROX. PROPERTY LINE

**nationalgrid**

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.

Date: 8/20/25

WORK REQUEST: 31195999

To The Town Of Billerica

For Proposed Pole 4 relocation Location: Reardon Rd

Drawn By S.Steeves

DISTANCES ARE APPROXIMATE

November 13, 2025

Questions contact Central Design – Joseph Ientile 978-766-3114 or [joseph.ientile@nationalgrid.com](mailto: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 20<sup>th</sup> 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 30 feet Easterly from existing pole 9, Reardon Road location. National Grid proposes to relocate pole 4 approximately 30 feet Easterly 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.  
20 \_\_\_\_\_

Received and entered in the records of location orders of the City/Town of  
Massachusetts  
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

<b>Location of Pole/Conduit:</b>	<b>14 Reardon Road (96-88-0)</b>
<b>Reason of Pole/Conduit:</b>	<b>National Grid to relocate (1) JO Pole beginning at a point ~30' easterly from existing Pole #9 per customer request at 12 Reardon Road. Existing pole is deteriorated and is due to be replaced.</b>
<b>Plan #:</b>	<b>31195999</b>
<b>Comments on Plan:</b>	
<p>No concerns with regards to Relocation of Pole #9 as shown on plan.</p> <p><b>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.</b></p> <p><u><b>DO NOT PROCEED WITHOUT CONFIRMATION OF WATER AND SEWER MARKINGS.</b></u></p> <p>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.</p> <p>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).</p> <p>Contractor Acknowledgement Form is attached for signature.</p>	
<b>Signature:</b>	<i>Stephen Robertson</i> DPW Representative
<b>Date:</b>	12/3/25
<b>Please return to the Select Board Office by: December 3, 2025</b>	



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

**CONTRACTOR ACKNOWLEDGEMENT FORM**

<b>Location of Pole/Conduit:</b>	14 Reardon Road (96-88-0)
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<b>Comments on Plan:</b>	
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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

12/4/25  
Date

*DAVE Johnson*  
\_\_\_\_\_  
Print Name - Utility Company Representative

*N GRID*  
\_\_\_\_\_  
Utility Company Name

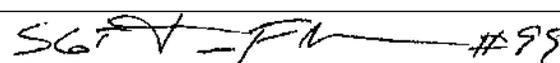


HEARING NOTICES FOR  
NATIONAL GRID, VERIZON AND COMCAST  
POLE PETITION LOCATIONS, CONDUIT, ETC.

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 ~30' easterly 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 safety issues
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?	Complaints appear to have been addressed
Signature:	 SGT Timothy F. McKenna #99
Date:	25 November 2025
Please return to the Select Board Office By: December 3, 2025	



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

DPW

Electrical Inspector

Safety Officer, Police

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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>M. J. Ballou</i>
Date:	11/24/25
Please return to the Select Board Office By:	December 3, 2025



**OFFICE OF THE TOWN CLERK**  
**TOWN HALL, ROOM 101**  
**365 BOSTON ROAD**  
**BILLERICA, MA 01821**  
**978-671-0924**

**Donna J. McCoy, CMC**  
Town Clerk  
Certified Municipal Clerk

December 2025

Jillian Pavidis, Chairman  
Billerica Select Board  
Town Hall  
365 Boston Road  
Billerica, MA 01821

RE: 1. Town Election  
2. Date & Time of Town Meeting

Dear Madame Chair,

The 2026 Annual Town Election will be held on April 11, 2026, per section 3.1(C), as amended in the Town Charter and Article 1, Section 3 (3.1) (A) of the Billerica General By-Laws. Therefore, I am requesting that the Select Board vote the following:

1. The hours of the Annual Town Election:  
(Town Election hours: 8:00 AM to 8:00 PM)
2. Verify the date and hour for the Spring Session of the Annual Town Meeting to commence, per Section 2-1(1) (5), as amended of the Town Charter and Article 1, Section 1 (1.1) (A)(C) of the Billerica General By-laws.  
(Tuesday, May 5, 2026, at 7:00 PM)

Sincerely,

Donna J. McCoy, CMC  
Town Clerk

2/



Join us for Wreaths Across America Day – December 13, 2025 🇺🇸

Last year, Billerica was honored to be named an official convoy stop as the wreaths traveled from Maine to Arlington National Cemetery — a powerful reminder of our community’s commitment to honoring our nation’s heroes.

This year, we invite you to join us once again as we Remember, Honor, and Teach by laying wreaths for our veterans. This years event will be Saturday December 13th, 2025.

📍 Fox Hill Cemetery, Billerica, MA

🕒 Ceremony begins at 11:30 A.M.



LICENSE APPLICATION  
BILLERICA SELECT BOARD

Fee Paid: \$

Billerica Select Board AM 1115  
RCAD DEC 4 2015

ACTION:  NEW or  CHANGE

Licensee of Business: 1975 LLC dba Frangos	
Doing Business As: Frangos	
Street Address: 199 Boston Road	Assessors Plate/Parcel:
Phone #: [REDACTED]	Zip Code: 01821
Alt. Phone: [REDACTED]	Tax ID #: [REDACTED]
Email: [REDACTED]	

DESCRIPTION OF PREMISES:

Include # floors, total SF, # of patron restrooms, entrance/exit locations, etc. Use additional attachments if necessary and attach a plot plan of the premises if there are exterior changes.

This unit has one floor that is 2,400 sq ft total with  
lexit in front & two in the back. The unit holds 92 people.

REQUIRED SIGNATURES: (Obtain necessary approvals before submission)

<u>Building Inspector:</u> [Signature]	Date: 12.1.25
Comments:	
<u>Board of Health:</u> [Signature]	Date: 12/01/25
Comments: Applicant shall receive a Food Operation Permit.	
<u>Police:</u> [Signature]	Date: 12/1/25
Comments:	
<u>Fire:</u> [Signature]	Date: 12-1-25
Comments:	
<u>Treasurer:</u> [Signature]	Date: 12/1/25
Comments:	

Manager's Name: Cortney Constantino	
Street Address: [REDACTED]	
City/Town/State/Zip: [REDACTED]	
Phone #: [REDACTED]	Tax ID #: [REDACTED]
Email: [REDACTED]	

**Requested Hours of Operation: (For new application or for change on license)**

Weekday (Monday-Friday):	11:30am - 10pm (M-T) Friday 11am - midnight
Saturday:	11am - midnight
Sunday:	11am - <del>midnight</del> 9am

**LICENSE TYPE REQUESTED:**

LIQUOR (Circle Option):	On-Premise Retail (S12)	Wine & Malt	All Alcohol
	Off Premise Retail (S15)	Wine & Malt	All Alcohol
Type of Business S12 Only:		Club	Hotel/Innkeeper Restaurant
1-Day Special:	Wine & Malt	All Alcohol (Non-profit Organizations Only)	
COMMON VICTUALLER (Circle Option):	<u>Restaurant</u>	Innholder	Cafeteria
ZBA/Special Permit?: Provide Copy if Yes	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
MOTOR VEHICLE (Circle Option):	Class I	Class II	Class III
HAZARDOUS MATERIAL STORAGE (List Type):			
ENTERTAINMENT:			
Weekday: (Per MGL, Ch. 140, Section 183A):			
Sunday: (Per MGL, Ch. 136 - Form 90 Required):			
Type of Entertainment:			
AMUSEMENT DEVICE (Per MGL, Ch.140, Section 177A)			
# of Total Devices:			
Enter Each Device Separately. Name of Machine and Serial #. Use separate paper if necessary.			
#1:	#5:		
#2:	#6:		
#3:	#7:		
#4:	#8:		
OTHER (Circle Option):			
Taxi	Livery	Bowling	Auctioneer Other: _____
Licensees Signature:			Date: 7/10/25
Title:	owner		
The applicant certifies compliance with all Rules, Regulations, Laws and By-Laws in effect at this time. Under the penalties of perjury, the signature below certifies the above information as true and correct to the best of their knowledge and belief. False statements can result in immediate license revocation.			

**NAME OF INDIVIDUAL OR CORPORATION THAT PAYS REAL ESTATE TAXES TO THE TOWN OF BILLERICA:**

Keypoint partners  
one van de graaff drive suite H-102  
Burlington, MA 01803



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 Lafayette City Center  
 2 Avenue de Lafayette, Boston, MA 02111-1750  
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

**Applicant Information**

Please Print Legibly

Business/Organization Name: 1975 LLC/DA Prangos

Address: 199 Boston Rd

City/State/Zip: Billerica MA 01821 Phone #: 781

no employees on payroll yet.

**Are you an employer? Check the appropriate box:**

- 1.  I am an employer with \_\_\_\_\_ employees (full and/or part-time).\*
- 2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
- 4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type**

- 5.  Retail
- 6.  Restaurant
- 7.  Office
- 8.  Non-profit
- 9.  Entertainment
- 10.  Manufacturing
- 11.  Healthcare
- 12.  Other

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation information.  
 \*\*If the corporate officers have exempted themselves, but the corporation has other employees, a worker's compensation organization should check box #1.

**I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.**

Insurance Company Name: SouthMayd

Insurer's Address: Main St Wilimington MA 01887

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under § 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

**I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.**

Signature: C. Constantino Date: 12/31/25

Phone #: \_\_\_\_\_

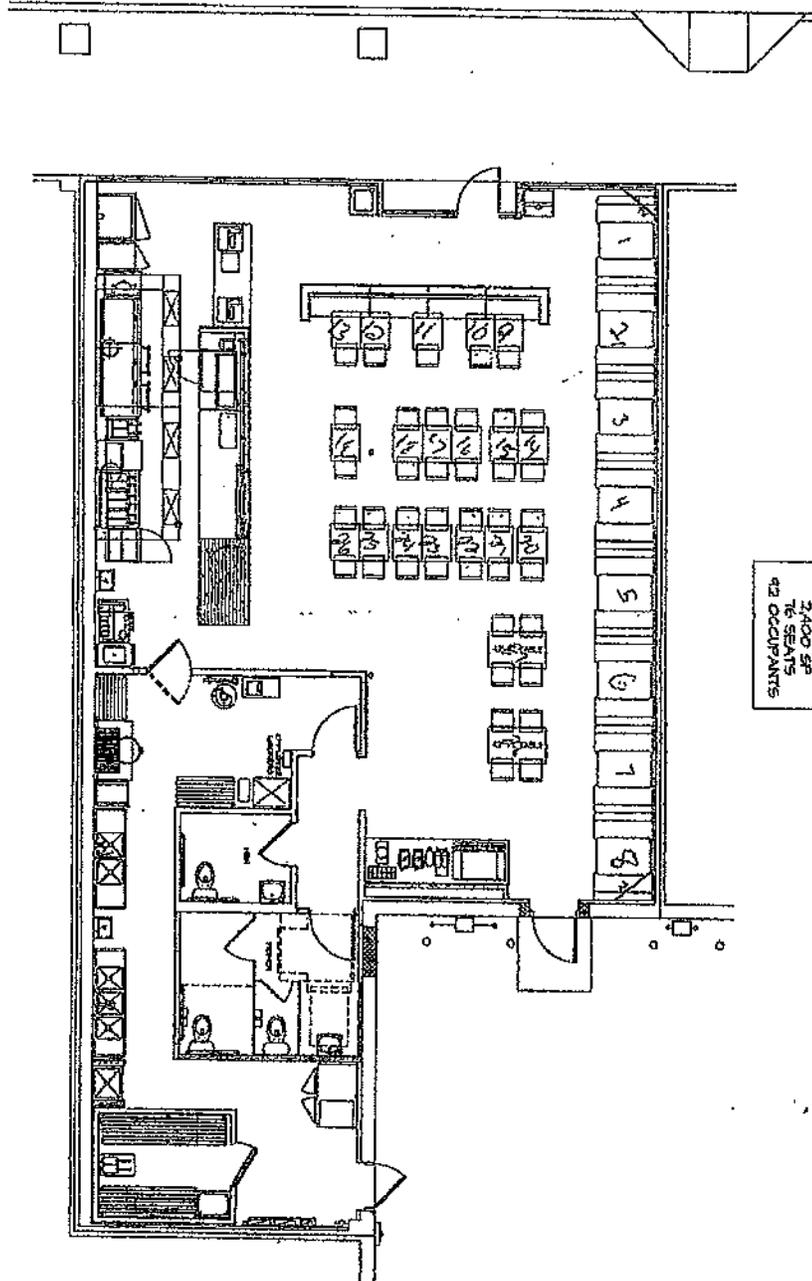
**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

**Issuing Authority (check one):**

- 1.  Board of Health
- 2.  Building Department
- 3.  City/Town Clerk
- 4.  Licensing Board
- 5.  Selectmen's Office
- 6.  Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_



2400 SF  
76 SEATS  
42 OCCUPANTS

1 FLOOR PLAN  
SCALE: 1/8" = 1'-0"



ServSafe

# ServSafe® CERTIFICATION

## RYAN CULHANE

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the ANSI (American National Standards Institute) National Accreditation Board (ANAB)-Conference for Food Protection (CFP).

EXAM NUMBER

5683

EXPIRES

EXAM FORM NUMBER

10/7/2024

10/7/2029

DATE OF EXPIRATION  
Local laws apply. Check with your local health department for recertification requirements.

DATE OF EXPIRATION



#0655

Signature of Ryan Culhane

A handwritten signature in black ink, appearing to read 'Ryan Culhane', written over a horizontal line.



THE COMMONWEALTH OF MASSACHUSETTS

BILLERICA  
City or Town



2025 00327709  
Cert: 27025 Bk: 00138 Pg: 49  
Recorded: 09/25/2025 09:56 AM

BOARD OF APPEALS

Date: August 13, 2025

Certificate of Granting of Special Permit  
(General Laws Chapter 40A, Section 11)

RECEIVED

AUG 25 P 3:30

TOWN CLERK  
BILLERICA

The Board of Appeals of the Town of Billerica hereby certifies that a **SPECIAL PERMIT** has been **GRANTED** (Case #25-42):

To: 1975 LLC (d/b/a/ FRANGOS)

Address: 199 BOSTON ROAD

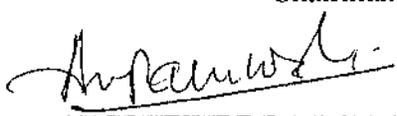
City or Town: BILLERICA, MA 01821

affecting the rights of the owner with respect to land of buildings at 199 BOSTON ROAD, Billerica, MA Plate 22 Parcel 11-1 and recorded in M.N.D.R. of D's Book 138 Page 49

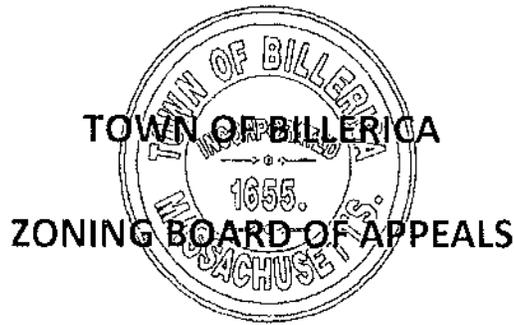
And the said Board of Appeals further certifies that the decision attached hereto is a true and correct copy of its decision **GRANTING** said **SPECIAL PERMIT** and that copies of said decision, and of all plans referred to in the decision, have been filed with the planning board and the city or town clerk.

The Board of Appeals also calls to the attention of the owner or applicant that General Laws, Chapter 40A, Section 11 (last paragraph) provides that no variance or special permit, or any extension, modification or renewal thereof, shall take effect until a copy of the decision bearing the certification of the town or city clerk that twenty days have elapsed after the decision has been filed in the office of the city or town clerk and no appeal has been filed or that, if such appeal has been filed, that it has been dismissed or denied, is recorded in the registry of deeds for the county and district in which the land is located and indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's certificate of title. The fee for such recording or registering shall be paid by the owner or applicant.

  
Chairman

  
Vice-Chairman

owner: Dudley Trading Assot Homestead Trust  
Jonathan T Kane, TR  
OTF #



CASE # 25-42      SP Granted

DATE: August 13, 2025

Applicant:            1975 LLC (d/b/a FRANGOS)

Locus:                199 BOSTON ROAD

Assessor's Map:    Plate 22 Parcel(s) 11-1

A public hearing was held on Wednesday, August 13, 2025 in the Town Hall, Room 210 at 6:13 PM, for a Special Permit under Sections 5.C.6.c(2)(m) (Fast Order Food Establishment) of the Zoning By-Law to operate chicken fast order food establishment located in a General Business Zone.

Notice of this hearing was advertised in the Lowell Sun on July 30, 2025 and August 6, 2025. Notice of this hearing was also posted at the Town Hall and sent to the applicant and all abutters located within 300 feet of the property.

The following members were present and voting on this petition: Eric Anable, Robert Accomando, Richard Colantuoni, Michael Pendleton, and Anupam Wali.

Courtney Constantino presented their request to transfer ownership of the special permit to operate a Fangos Chicken fast food establishment in a unit previously occupied by Mooyah's Restaurant. The hours of operation will be Sunday 11:00 am to 9:00 pm, Monday to Thursday 11:30 am to 10:00 pm, and Friday & Saturday 11:00 am to midnight. They are not planning on making alterations to the space.

The submitted Plot Plan prepared by RJ O'Connell & Associates, Inc. dated May 17, 2025 and the interior design plan shall be filed as the Plans of Record for this decision.

**The Board of Appeals voted 5-0 to Grant the Special Permit requested.**

Billerica Zoning Board of Appeals  
365 Boston Road, Billerica, Massachusetts – 01821  
Telephone (978) 671-0964

The Board finds (1) the proposed special permit is in harmony with the general purpose and intent of the Zoning By-Law and Chapter 40A; (2) the proposed use is in compliance with all other requirements set forth in this Zoning By-Law for issuance of a special permit; and (3) the proposed use will not prove injurious to the safety or general welfare of the neighborhood into which it proposes to locate nor will the proposed use prove destructive of property values.

**SPECIAL PERMIT CONDITIONS:**

1. This special permit is for the petitioners only and may not be transferred or sold without applying to the Board of Appeal.
2. The hours of operation are: Sunday 11:00 am to 9:00 pm, Monday to Thursday 11:30 am to 10:00 pm and Friday & Saturday 11:00 am to midnight.
3. The owner of the restaurant shall be responsible for the cleaning up of any rubbish, trash or debris on the property caused by the restaurant use, daily.
4. Dumpster pick shall be no earlier than 7:00 AM and no later than 7:00 PM.
5. The relief granted by this Special Permit is confined to: (1) scope of the advertisement of the public hearing, (2) specific exceptions to the Zoning By-Law identified in this decision and only to the extent of the relief requested in the application, no other relief is implied, (3) scope is limited to the testimony given and documents produced
6. The applicant shall, after the (20) twenty-day appeal period has expired, return to the Town Clerk to have this decision stamped, then record notice of same with the North Middlesex Registry of Deeds and file a copy of the Registry Receipt with the Board of Appeals within (90) ninety days of filing of decision with the Town Clerk. Failure to record this decision within (90) ninety days shall render it null and void.
7. Special Permits shall be used within a (2) two-year period or shall be null and void.

Notice of this decision shall be mailed forthwith to the applicant, to the parties in interest designated in M.G.L. Chapter 40A, Section 11, and to every person present at the hearing who requested that notice be sent to him and stated the address to which such notice was to be sent.

Any Appeal from this decision shall be made pursuant to M.G.L. Chapter 40A, Section 17 and shall be filed within (20) twenty days after the date of the filing of the notice of decision in the office of the Town Clerk.

Date of Board of Appeals Decision: August 13, 2025

Michael Pendleton  
Chairman

Anupam Wali  
Vice-Chairman

Eric Anable  
Secretary

Richard Colantuoni  
Member

Robert Accomando  
Member

ATTEST: I, Elizabeth A. Berube, Clerk/Assistant Clerk, for the Town of Billerica, MA., hereby certify that the decision from the Board of Appeals has been received and recorded at this office and no appeal was received during the twenty (20) days next after such receipt and recording of said decision.

\_\_\_\_\_  
Donna L. McCoy, Town Clerk

\_\_\_\_\_  
Date

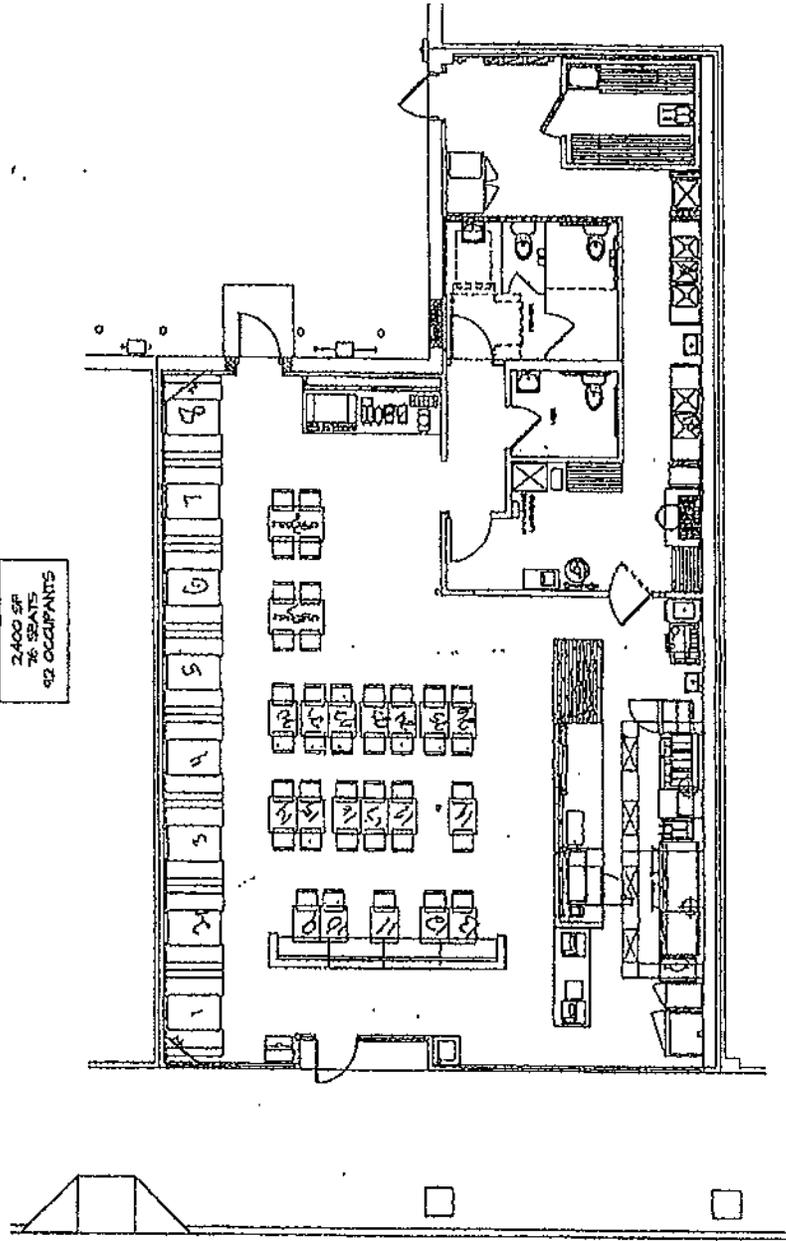
\_\_\_\_\_  
Elizabeth Berube, Assistant Town Clerk

\_\_\_\_\_  
September 24, 2025  
Date



RECEIVED  
2025 JUL 15 A 10:58  
TOWN CLERK  
BILLERICA

2400 SF  
76 SEATS  
42 OCCUPANTS



1 FLOOR PLAN  
M&S P.A. INC.



Doc 00327709

MIDDLESEX NORTH LAND COURT  
REGISTRY DISTRICT  
RECEIVED FOR REGISTRATION

On: Sep 25 2025 at 09:56A

Document Fee 105.00 Rec Total \$105.00

NOTED ON: CERT 27025 BK 00138 PG 49



**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*

**MEMO**

**Date:** December 15, 2025

**To:** Select Board

**From:** Chair Pavidis

**RE: Executive Confidential Assistant Position**

We received 15 applications for the position of the Executive Confidential Assistant. Out of the 15 applications, the subcommittee interviewed the top 3 candidates. After the interviews, we unanimously agreed that Kerri Rufo was the top candidate to bring forward to the Board for approval.

Ms. Rufo possesses substantial experience in Billerica, having worked for several years in the Planning Department. Additionally, she has served in the Select Board of the Town of Bedford, which has provided her with a solid understanding of the processes relevant to this role.

An offer letter has been extended to Ms. Rufo, contingent upon the approval of a Criminal Offender Record Information (CORI) check and subsequent approval from the entire Select Board. The offer letter is attached for your review.

October 10, 2025

Board of Selectmen  
Town Hall  
365 Boston Road  
Billerica, MA 01821

Dear Sir/Madam:

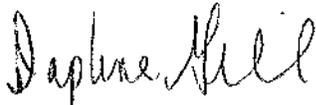
I am sending this letter and along with my Constable Application and respectfully request consideration by the Chief of Police and the Board to consider me as an additional Constable for the Town. I have been an appointed and bonded Constable for the Town of Dracut for many years, and I am currently waiting for my reappointment with them. My spouse, Guy Gill, has been an appointed constable for Billerica for over 18 years, and I would like to work alongside him for your town as well.

I have been and continue to be a person with a good reputation and character, and I am confident that I am qualified to hold this position for your town.

Also, please be advised that the Town of Salem is reciprocal regarding acceptance of constables from other cities or towns.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Daphne Gill".

Daphne Gill

/dg

Enclosures



**Town of Billerica  
Constable Application**

**NEW APPLICATION**

**RENEWAL**

Name: Daphne Gill

Address: [REDACTED]

City/Town: [REDACTED] State: NH Zip Code: [REDACTED]

Primary Phone #: [REDACTED] Email: [REDACTED]

**Education:**

High School: Malden High School Year of Grad.: 1981

College: Salem State College Year of Grad.: 1986  
(Please list school and type of degree)

Post Graduate: \_\_\_\_\_ Year of Grad.: \_\_\_\_\_  
(Please list school and type of degree)

**Experience:**

Are you currently, or have you ever been a Constable in any other Town(s), including Billerica? Yes

If so where and for how long have you been appointed or where appointed?

Dracut, MA 15 years

Also, MASS. Dept. of Revenue / Child Support - Enforcement Div. - 15 YRS.

Are you currently employed? Yes

Current Employer: Angiolillo and Associates

Current Employer Address: [REDACTED]

Position of Employment: Bookkeeper

Number of Years Employed with Current Employer: 5 yrs

Previous five years of Employment: (list employer, years of employment and position)

Cossingham Law Office, 20 years, Billing Manager  
Vendor for Dept. of Revenue / Child Support & Enforcement  
Dept. - Process Server, 15 YRS.

Please indicate the Law Firms (names and addresses) that you have served civil process for or intend to service civil process for:

Bernard Campbell Esq., one Stiles Rd., Salem, NH 03079  
Darlene M. Daniels, Esq., 56 Stiles Rd. Salem NH 03079

Please provide the following information to be considered for appointment:

1. A written statement outlining your reasons for wanting to be appointed/re-appointed as a Constable in the Town of Billerica and attesting to the fact that you are a person of good repute and character and qualified to hold office.
2. A statement as to your moral character signed by at least five (5) reputable residents of the Town in which you reside, one of whom must be an Attorney. (New Applicants Only)
3. If appointed, a Bond for \$5,000 for the Town to use as surety in regard to your performance as a Constable must be filed with the Town Clerk
4. Should an applicant be a resident of another community please attach, with your application, documentation certifying reciprocity from the Appointing Authority of the community in which you reside.

**NOTE:**

- Applications will not be considered unless and until all information and documentation requested is provided.
- Please note that this appointment will be to serve civil process only.

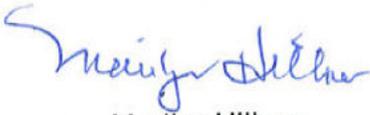
Attention: Board of Selectmen

Re: Appointment of Constable Position

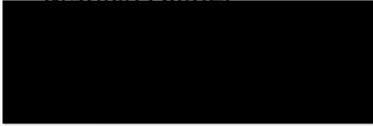
Dear Sir/Madam:

Please note that I have known Daphne Gill for many years. I understand that she is applying as a constable for your town. I am confident she will be a good candidate for said position.

Sincerely,



Marilyn Hillner



Attention: Board of Selectmen

Re: Appointment of Constable Position

Dear Sir/Madam:

I have known Gills for many years, and we have attended many family gatherings together. Daphne Gill and her husband Guy Gill have lived in Salem for several years. Daphne Gill has indicated that she is applying for a constable position with your town. I am confident she will effectively serve as a constable for your town.

Sincerely,



Attention: Board of Selectmen

Re: Appointment of Constable Position for Daphne Gill

Dear Sir/Madam:

Daphne Gill and her husband Guy Gill, who is currently a constable for your town, have lived in Salem for several years. Ms. Gill has indicated that she is applying for a constable position with your town. I am confident she will apply her skills and knowledge to fulfill the duties of the said position.

Sincerely,



Einat Irelander



Attention: Board of Selectmen

Re: Appointment of Constable Position

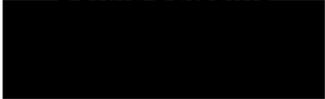
Dear Sir/Madam:

Please note that I have known Gills for many years. Daphne Gill and her husband Guy Gill have lived on the same street as me for several years. Ms. Gill has indicated that she is applying for a constable position with your town. I am confident she will effectively serve as a constable for your town.

Sincerely,

*Donna Balsamo*

Donna Balsamo



Attn: Board of Selectmen

Re: Guy Gill and Daphne Gill

To Whom It May Concern:

Daphne Gill and Guy Gill have recently used this law office for a recent real estate transaction, as well as having asked my office to assist them related to matters in and around Salem, NH.

Len Foy, Esq.

Julia Foy, Esq.

Ryan Connor, Esq,

Foy Law office, PLLC

254 Broadway, Salem, NH

402 Amherst St., Nashua, NH

(603) 598-4030



New Hampshire DRIVER LICENSE

NOT FOR FEDERAL IDENTIFICATION



06/29/2026

GILL

DAPHNE

SEX HEIGHT WT HAIR EYES  
F 5'-01" 198 lb BRO BRO

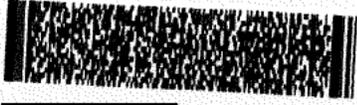


*Daphne Gill*

RESTRICTIONS  
B

SENIORS  
NONE

02309615



DIRECTOR OF MOTOR VEHICLES



# Town of Billerica Police Department

6 Good Street  
Billerica, MA 01821  
(978) 215-9621 Fax (978) 670-2762  
[www.billericapolice.org](http://www.billericapolice.org)

## Criminal Record Background Check

Date: 10/19/25

Release: I, Daphne Gill  
Name of Applicant

[Redacted]  
Date of Birth

allow the Town of Billerica Police Department to search my records to ascertain information on my personal history.

### Authorization for Personal History:

This authorization will give the Billerica Police Department permission to research your background, personal history and character references.

Daphne Gill  
Signature of Applicant

Application Approved: \_\_\_\_\_

Application Denied: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Town of Billerica Police Department

6 Good Street  
Billerica, MA 01821  
(978) 215-9621 Fax (978) 670-2762  
[www.billericapolice.org](http://www.billericapolice.org)

## Authority to Release Information

To Whom It May Concern:

I hereby authorize any police officer of the Billerica Police Department bearing this release, or copy thereof, within one year of its date, to obtain any information from schools, residential management agents, employers, criminal justice agencies, hospitals, or other repositories of medical records, credit bureaus, consumer reporting agencies, retail business establishments, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, medical, credit, arrest, and conviction record.

I hereby request you release such information upon request of this bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Billerica Police Department in conducting an investigation. Consent is granted for the Billerica Police Department to furnish such information as is described above to third parties in the course of fulfilling their official responsibilities.

I hereby release you, as the custodian of such records, and any school, college, university, or other educational institutions, consumer reporting agency, or retail business establishment, including its officers, employees liability for damages of whatever kind, which may at any time result to me, my heirs or assigns, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of the release, you may contact me as indicated below.

Printed Name of Applicant: Daphne Bill

Signature of Applicant: Daphne Bill

Address: [REDACTED]

Phone #: [REDACTED] Date: 10/19/25

Witness Signature: [Signature]

## Dawn McDowell (Select Board)

---

**From:** Roy W. Frost <RFrost@billericapolice.org>  
**Sent:** Thursday, December 4, 2025 12:30 PM  
**To:** Dawn McDowell (Select Board)  
**Subject:** RE: Constable Application

[EXTERNAL EMAIL]

DO NOT CLICK links or open attachments unless you recognize the sender and know the content is safe.

---

Yes. No issues on our part. Thank you

Chief Frost

-----Original Message-----

**From:** Dawn McDowell (Select Board) (selectboard@billerica.gov) <selectboard@billerica.gov>  
**Sent:** Thursday, December 4, 2025 12:04 PM  
**To:** Roy W. Frost <rfrost@billericapolice.org>  
**Subject:** RE: Constable Application

Hi Chief,

Are you ok with this application for a constable? It's scheduled for Monday's meeting. If you could let me know today that would be great.

Thanks,  
Dawn

-----Original Message-----

**From:** Dawn McDowell (Select Board)  
**Sent:** Monday, November 17, 2025 5:09 PM  
**To:** Roy W. Frost <rfrost@billericapolice.org>  
**Subject:** Constable Application

Hi Chief,

Here is an application for a constable. I have it tentatively scheduled for December 8th Select Board meeting.

Please let me know if you have any questions or concerns.

Thanks!  
Dawn

Chief Roy W Frost  
Billerica Police Department  
978-215-9652



## MEMORANDUM

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**TO:** Select Board

**FROM:** Christopher Dillon, Town Manager

**SUBJECT:** Town Manager's Report

**DATE:** December 5, 2025

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### **Town Center improvements**

In my last update, I mentioned the Town Center improvements and having a meeting with the engineer to finalize a proposal addressing the needs with the funding available for the project. During the November 17<sup>th</sup> Select Board meeting, I was asked questions regarding the funding we were to receive from the Federal Government, which Congresswoman Lori Trahan helped us to obtain. After this meeting, I learned that those funds are still available. On November 20<sup>th</sup>, Town staff met with staff from the Congresswoman's office to discuss the Community Project Funding (CPF) grant related to the Town Center Project. They confirmed \$1,500,000 grant funding is still available for the Town Center. We are working on a design plan to utilize these funds, along with the \$2,150,000 approved at the 2023 Fall Town Meeting, for a total budget of \$3,650,000. We anticipate that the scope of work will be presented to the Select Board for discussion early next year.

### **Department of Public Works**

- Boston Road TIP: We anticipate that the pedestrian signals on Boston Road at Sal's Pizza and Heritage Road will be activated on Wednesday, 12/10/2025. These signals will help pedestrians and cyclists safely cross the street.
- Roadway Management 2025: 2025 planned work is complete, except for punch list items.
- Rangeway Road Sewer Betterment: Work continues on the pump station. Betterment cost projection letters were mailed to all property owners on 11/19/2025. These letters outline the projected amount each owner will be responsible for upon completion of the project.
- Yankee Doodle Bike Path: The Public Shade Tree Hearing on this project was held on 12/3/2025. Several objections to the tree removals were raised during the hearing, and we are currently reviewing the feedback received.
- Sewer Expansion Survey: Letters for the sewer survey were mailed out on 11/25/2025. The mailing included 1,340 properties. Property owners have been asked to complete the survey by 12/31/2025. We have already received 217 responses. Once all responses are in, we'll review the data and discuss next steps. (I have included a copy of the survey)
- Sewer I/I Construction Project: National Water Main Cleaning Company will be working on rehabilitating the sewer mainline in several areas of town. Work has started and will be completed by 8/2026.
- DPW Facility Project: Work on the salt shed has begun. Inside the administration building, interior painting is underway, and finish cabinetry is being installed.

## Economic Development/Planning

### 1) Zoning Bylaw:

The Town has received final approval from the Attorney General's Office for our Spring 2025 Warrant Article to recodify the Zoning Bylaw. This recodification was a major update to fix organization issues, formatting errors, and inconsistencies within itself and with other laws. This accomplishment also represents the completion of "Phase I" of the 2023 Zoning Diagnostic Report, where the Town hired a consultant to review the quality of the existing zoning bylaw. The findings of the 2023 Report recommended that we first recodify the bylaw before moving on to "Phase II", which are a list of various policy considerations. The Attorney General's review of the recodification has included additional recommendations for future consideration, which the Town will incorporate into Phase II.

### 2) CPC cycle

Eligibility forms for next Spring's applications have been received and are being reviewed by the Committee. Forms can be viewed on the town website [Billerica.gov/community-preservation-committee](http://Billerica.gov/community-preservation-committee). Projects include:

Open Space and Recreation: BMX track safety and accessibility upgrades

Open Space and Recreation: Rec Center site improvements

Affordable Housing: NMCOG Regional Housing Coordinator

Historic Preservation: Bennett Library rehabilitation

### 3) Development Grants

- A. FY2026 OneStop Real Estate Technical Services grant was denied (consultant services to explore Rt 3 corridor redevelopment). Feedback included multiple applicants and tough competition, together with potential alternate sources of funding. The recent Table of Uses amendment in all Industrial zoned properties could provide impact to this goal. Next steps and options still being explored.
- B. FY2027 OneStop Grants have an Expression of Interest (EOI) period which should open early 2026. These grants provide funding for projects that spur housing and economic development by investing in public infrastructure, preparing sites, cleaning up brownfields, and supporting vibrant downtowns. Based off last Spring's schedule, deadlines for EOIs will likely be early March. State will provide feedback, and then full applications would be due in May. Official key dates have not been released yet.

## Recreation

### Winter Program Registration

**Upcoming Holiday Events** – Recreation is hard at work setting up for our upcoming holiday happenings, including transforming PHR into a Holiday Wonderland! We have fun for the whole family planned this month. Please check our website for additional information!

**12/11 – Holiday Lights!** (Calling all local Griswolds! Do you go the extra mile with your holiday display and want to share it with the community? Sign up for our list! We will release a map of the best displays in Billerica for your viewing pleasure!)

**12/12 – Holiday Family Fun Night** (at Town Hall Auditorium - free family fun night with crafts, holiday movie, and pizza!)

**12/13 – NYC Bus Trip**

**12/14 – Holiday Bash** (at PHR - our biggest event of the season – skating rink, attractions, enchanted holiday lights train ride, and so much more!)

**12/16 & 17 – Santa Calling** (the big man himself has set aside some time in his very busy schedule to make some special phone calls to the boys and girls of Billerica! Registration for this opens on 12/9, and space is limited for this free experience!)

**12/22 – Jingle Bell Walk** (at PHR - come for a stroll through PHR and enjoy our holiday lights with a cup of hot chocolate and holiday giveaways!)

### **Old Ditson (Pinehurst Park) Project Update**

This project is nearing completion. A final walkthrough is scheduled for Tuesday, 12/9. Additional fence work will be done to replace the broken fence abutting the nearby business, and a safety perimeter fence will be installed around the parking lot side of the playground. The Fitness Court will be installed in the spring. We anticipate a formal ribbon cutting in the springtime. Until then, we love seeing the park already being well used!

### **Recreation Center Update**

The Recreation Center continues to come along as planned. The parking lot grading and paving was able to be done, which is a huge milestone to get that completed prior to winter. This will ensure no disruption to Billerica Little League having access to the Vining Ball Fields parking lot for spring baseball! Additionally, concrete slab subfloor is scheduled to be poured by early next week (**likely completed by the time Selectboard meets!**). Roofing and sheathing will begin soon, with expectation of being weathertight around the end of the year .



### **Other Items You Should Be Aware Of**

- The Town Hall will close at Noon on Wednesday, December 24<sup>th</sup>, and will reopen on Monday, December 29<sup>th</sup>. It will then close on Wednesday, December 31<sup>st</sup>, and reopen on Monday, January 5<sup>th</sup>
- I have my last final of the semester on Monday, December 15<sup>th</sup>, at 6 pm. Ann Marie will be here for the Select Board meeting.



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

**GIFT ACCEPTANCE FORM SUMMARY**

**TO: Town Accountant**

The officer or department listed below has requested acceptance of the following gift pursuant to Massachusetts General Laws, Chapter 44, Section 53A and further requests that the Select Board authorize the expenditure of funds for the stated purpose.

<b>Town Department</b>	<b>Gift Description</b>	<b>Gift Amount</b>	<b>Purpose</b>
<b>Veteran's Service</b>			
	500 Winter Coats	\$62,500 Estimated Value	For Veterans
	100 Frozen Turkeys with Fresh Produce	\$2,500 Estimated Value	For Thanksgiving
	Check	\$2,500	Repairs and Replacing of Memorial Signs
	Check	\$200	Toward Veteran's Day Expenses
	Christmas Stockings	\$1,000 Estimated Value	Stockings for Veterans
	Gift Cards	\$100	Help Veteran's During Holidays
	Market Basket GC	\$300	Help Veteran's During Holidays
	Check	\$200	Proceeds from Quilt Raffle to Support Veterans
	Check	\$50	Used to Buy Christmas Stockings for Veterans
	Check	\$400	Support Veterans
	Market Basket GC	\$500	Christmas Stockings for Veterans
	Check	\$3,500	Veteran's Meals for Holiday Party
	Market Basket GC	\$100	Christmas Stockings for Veterans
	Dunkin Donuts GC	\$140	Christmas Stockings for Veterans
	McDonald's GC	\$120	
	Dunkin Donuts GC	\$50	Christmas Stockings for Veterans
	Market Basket GC	\$100	Christmas Stockings for Veterans
	Market Basket GC	\$100	Christmas Stockings for Veterans
	Check	\$100	Used for Stockings for Veterans
	Check	\$100	Used for Stockings for Veterans
	Check	\$500	Purchase Cake for Holiday Party
<b>Billerica Public Library</b>			
	Snack Basket	\$36 Estimated Value	For Staff
	Donuts	\$30 Estimated Value	For Staff
	2 Pallets of Toys	\$5,500 Estimated Value	To be used in library programs
	Snicker's Bars	\$6.50 Estimated Value	For Staff

*America's Yankee Doodle Town*



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978-671-0939  
FAX: 978-671-0947

<b>Town Department</b>	<b>Gift Description</b>	<b>Gift Amount</b>	<b>Purpose</b>
	Donuts	\$16.50 Estimated Value	For Staff
	Flower Arrangements	\$300 Estimated Value	For Display in Library for the public to enjoy
<b>Recreation Center</b>			
	Bicycle	\$300 Estimated Value	To be Ruffled Off during Holiday Festival

*America's Yankee Doodle Town*



**SELECT BOARD**  
TOWN HALL  
365 BOSTON ROAD  
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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*

**MEMO**

**DATE:** December 10, 2025  
**TO:** Select Board  
**FROM:** Dawn McDowell, Executive Confidential Assistant  
**SUBJECT:** License Renewals for 2026 Summary – Updated from 12/05/25

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The 2026 License Renewals process is ongoing. The total fees of all licenses for 2026 as of this date is \$90,745.00.

Type of License	Total Fees
All Alcohol Package Stores (S15)	\$14,475.00
Wine & Malt Package Stores (S15)	\$3,375.00
All Alcohol Restaurants (S12)	\$54,200.00
Wine & Malt Restaurants (S12)	\$4,700.00
All Alcohol Club (S12)	\$2,890.00
All Alcohol Innkeeper/Hotel (S12)	\$3,200.00
Wine & Malt Innkeeper/Hotel (S12)	\$0
Common Victuallers	\$2,950.00
Auto Amusement	\$0
Car Dealer – Class I (New)	\$600.00
Car Dealer – Class II (Used)	\$3,080.00
Car Dealer – Class III (Junk Yard)	\$800.00
Marijuana	\$175.00
Second Hand Dealer's	\$200.00
Taxi	\$100.00
<b>TOTAL</b>	<b>\$90,745.00</b>

All establishments have provided the necessary documentation to renew.

You may have noticed that the renewal for the Marijuana establishment is included in the renewals. This was added by advice from Counsel. This will be discussed in Executive Session.

*America's Yankee Doodle Town*

Attached is a list of the license activity for the year 2025 and a list of licensees that have not renewed for 2026. (ATTACHMENT A)

The Treasurer has confirmed that the licenses are up to date on all tax obligations to the Town of Billerica except for 2 establishments. Both of these establishments have not submitted documents to renew their licenses. The report is attached. (ATTACHMENT B)

The Police have investigated all establishments as required by State, Federal and Town Laws and Bylaws. There have been a few incidents, but they recommend approval of all liquor license renewals. The report is attached. (ATTACHMENT C)

An email was provided by the Building Department for both Building and Fire. As of this date, all establishments have passed their inspections (ATTACHMENT D)

The Board of Health – As of this date, all establishments that are renewing are in compliance. There was a question about Center Harbor Marina and if a Common Victualler’s license is required. The Board of Health inspected their facility and they do not serve food or have tables at their business so no Common Victualler’s License is required. They will be removed from the list and refunded their \$75 application fee. The report is attached. (ATTACHMENT E)

The following establishments are not on the list to be approved tonight. An explanation of why has been provided. **The Select Board will need to determine next steps on the first license.**

**Class II License – Ronald W. Bartholomew dba 4 Seasons Towing & Recovery, Inc – 56 Sullivan Road** – A transfer application was received in October 2025. During the review process, it was discovered that the current business used to be located at 313 Boston Road with a Special Permit from the ZBA. In September 2017, the business moved to its current location of 56 Sullivan Road. A search of the records shows that no Special Permit was issued for their current location. The Building Commissioner confirmed that he had no records for this move. The Select Board has been renewing the license since 2017. I cannot speak on how that happened. Mr. Bartholomew has submitted the renewal application with all the necessary paperwork. He has been in contact with the ZBA Clerk to start the process of getting a Special Permit for the new location but has not submitted the paper work as of the date of this memo. The Board will need to decide what to do with this Class II license tonight because this is the last meeting of the year. Mr. Bartholomew will most likely be on Zoom during the meeting. **\*\*UPDATE:** After some additional information the Building Commissioner has indicated that there is a current Class II license at this property. In the Zoning Bylaw, Section 6.c (e) requires that an Auto Sales facility not be within 1,300 feet of another similar business. This Class II establishment would be on the same property as America’s Auto Auction which has a valid Special Permit issued in 2013 as well as a modification in 2019.

**Common Victuallers License – Billerica Enterprises, Inc. dba Subway - 480 Boston Road** – This location was sold at the beginning of the year. I had spoken with the new owner Shreya Patel during last year’s renewal cycle because she was in the process of purchasing this location. Ms. Patel did go to the ZBA and received a Special Permit back in April 2025 but she failed to record the decision at the Registry of Deeds within 90 days thus the approval is null and void. Ms. Patel also never applied to transfer the Common Victualler’s license with the Select Board, which she was instructed to after receiving the Special Permit from the ZBA. Until Ms. Patel goes back in front of the ZBA and gets a new Special Permit and applies to the Select Board for a Common Victualler’s license, the Subway located at 480 Boston Road cannot have patrons eating onsite after December 31, 2025. Ms. Patel has been in communication with myself and the ZBA Clerk and has been instructed on what needs to be done.

**Taxi – Transconnection II Corp – 574 Boston Road, Unit 14 – Hung Truong**, owner of Transconnection II Corp moved his business to another location without the approval of the Building Commissioner and the Select Board. When Mr. Truong applied for this renewal, I noted the new address and asked him to get the Building Commissioner to sign off on it before it would be accepted. The Building Commissioner has not signed off on it and they are currently trying to resolve the issue. Mr. Truong is aware that if the renewal with the Building Commissioner’s approval is not submitted prior to next Wednesday, his 2026 license will not be renewed.

Some noted changes that occurred during the renewal season are as follows. **If acceptable to the Select Board, the motion should be made to approve the licenses with the new information. Please see (Attachment F) for the motions.**

**Common Victualler:**

- **McDonald’s at 273 Boston Road** -- New Hours – They are requesting to open at 5:00 AM instead of 6:00 AM. There are no restrictions on hours listed on the ZBA Special Permit.
- **Panera Bread** -- New Manager. The new manager is Michelle Herandez Mejia. I received the Serve Safe certificate.

**Class I:**

- **High Octane Harley-Davidson** – New Manager – The new manager is Nick Lapointe.
- **New England Wheels, Inc.** – New Business Name – They have submitted a new business license as Frontrunner Bus Group, Inc.

**Class II:**

- **America’s Auto Auction Boston, Inc.** – New DBA and New Hours-- The new DBA is America’s Auto Auction Boston and the hours are:

Monday	9:00 AM to 7:00 5:00 PM
Tuesday	8:00 AM to 7:00 5:00 PM
Wednesday	6:00 AM to 7:00 5:00 PM
Thursday	9:00 AM to 10:00 5:00 PM
Friday	9:00 AM to 6:00 3:00 PM

**NOTE: Hours Less Than what was approved by the ZBA**

- **4 Seasons Towing & Recovery Inc.** – Issue described above

**The licenses that are complete have been provided tonight for your approval and signature. All applications are available for the Select Board members review in the office.**

Last year I asked that the Board to consider implementing an additional policy to improve the License Renewal process and I ask it again this year. Over the past four weeks, significant time and effort was spent following up with businesses to ensure they submit their applications and required documentation.

Currently, there is little incentive for businesses to provide their documentation by the established due date. To address this, I propose the following:

- For all licenses (excluding alcohol), businesses that fail to submit their applications with the required documentation by the due date should have their application fee doubled.
- For alcohol establishments, I recommend imposing a late fee of \$200.

This policy would encourage timely submissions and help streamline the renewal process, reducing unnecessary delays and administrative burdens.

The current fee schedule for the different licenses is as follows:

Common Vic - \$75 – **If late, \$150**

Class I & II - \$150– **If late, \$300**

Class III - \$200– **If late, \$400**

Marijuana - \$175– **If late, \$350**

Second Hand Dealer - **\$100– If late, \$200**

Taxis - \$100– **If late, \$200**

All Alcohol Package Stores - \$1,600 - **If late, \$1,800**

Wine & Malt Package Stores - \$1,100- **If late, \$1,300**

All Alcohol Restaurants, \$2,600- **If late, \$2,800**

Wine & Malt Restaurants - \$1,175- **If late, \$1,375**

All Alcohol Club - \$850 - **If late, \$1,050**

All Alcohol Hotel - \$3,200 - **If late, \$3,400**

Wine & Malt Hotel - \$1,825 - **If late, \$2,025**

## LICENSE SUMMARY FOR 2025

## LISTED BELOW IS THE LICENSE ACTIVITY FOR 2025

Date	Applicant	Address	Change
<b>01/06/25</b>			
	Food District Inc. dba Stelio's Restaurant	293 Boston Road	Transfer of On Premises All Alcohol Restaurant, Common Victualler and Entertainment
	Rivertech Property Owner dba Nuvera Fuel Cells, LLC	129 Concord Road, Building 1	Amend Hazardous Material Storage License to Increase the Amount of Gaseous Hydrogen from 206,00 Scf to 450,000 Scf and Liquid Hydrogen from 0 Gallons to 9,000 Gallons
	Ramnivash 3, Inc. dba Town Wine and Spirits	700 Boston Road	Show Cause Hearing – Sale to a Minor – 2 <sup>nd</sup> Violation – 2 Day Suspension Issued
	Caipirinha's Sports Bar	512 Middlesex Turnpike	Change of Hours – Monday-Saturday 9:00 AM to 1:00 AM, Sunday 10:00 AM to 1:00 AM
<b>01/27/25</b>			
	Heri Sairam Inc dba Shop & Go	326 Salem Road	Transfer of Off Premises Wine and Malt License
	Para Mart Inc dba One Stop	772 Boston Road	New Off Premises Wine and Malt License
<b>02/24/25</b>			
	Billerica's Community Farmer's Market	Old Ditson School 793 Boston Road	Application for an Outside Entertainment License – Mondays from June 16 <sup>th</sup> to October 6 <sup>th</sup> from 12:00 PM – 8:00 PM (Operating Hours from 3:00 PM to 7:00)
<b>03/03/25</b>			
	Mexica Burrito Grill Billerica, LLC dba Mexica Burrito Grill	647 Boston Road	New Common Victualler's License
	Billerica Public Library Foundation	15 Concord Road	One Day Special Alcohol License - Annual Wine Tasting with Craft Beer on Friday, April 26, 2024 from 7:00 PM – 9:00 PM
<b>04/08/24</b>			
	99 Restaurants of Boston, LLC	160 Lexington Road	Change of Manager – New Manager Brooke Shaw
	Danny's Pizzeria	749 Boston Road	New Common Victualler's Application – Manager Ibrahim Guoda

Date	Applicant	Address	Change
	KHD, Inc.	1 Chelmsford Road	<p>(22) 1-Day Special Wine &amp; Malt License <b>and</b> Entertainment License for Friday, Monday, March 31, 2025 from 5:00 PM to 8:00 PM; Wednesday, April 30, 2025 from 5:00 PM to 8:00 PM; Friday, May 16, 2025 from 5:00 PM to 8:30 PM; Saturday, May 24, 2025 from 11:00 AM to 4:00 PM; Saturday, May 31, 2025 from 5:00 PM to 9:00 PM; Saturday, June 14, 2025 from 11:00 AM to 4:00 PM; Friday, June 27, 2025 from 5:00 PM to 8:30 PM; Monday, June 30, 2025 from 5:00 PM to 9:00 PM; Friday, July 18, 2025 from 5:00 PM to 8:30 PM; Saturday, July 26, 2025 from 11:00 AM to 4:00 PM; Thursday, July 31, 2025 from 5:00 PM to 9:00 PM; Saturday, August 9, 2025 from 11:00 AM to 4:00 PM; Friday, August 15, 2025 from 5:00 PM to 8:30 PM; Saturday, August 23, 2025 from 11:00 AM to 4:00 PM; Sunday, August 31, 2025 from 5:00 PM to 9:00 PM; Friday, September 19, 2025 from 5:00 PM to 8:30 PM; Tuesday, September 30, 2025 from 5:00 PM to 9:00 PM; Saturday, October 11, 2025 from 11:00 AM to 3:00 PM; Thursday, October 30, 2025 from 5:00 PM to 8:00 PM; Sunday, November 30, 2025 from 5:00 PM to 8:00 PM; Thursday, December 11, 2025 from 5:00 PM to 8:00 PM; Thursday, December 18, 2025 from 5:00 PM to 8:00 PM  <b>(22 Total for 2024)</b></p>
	KHD, Inc.	1 Chelmsford Road	<p>(6) 1-Day Special Wine &amp; Malt License Only are as follows: Saturday, May 10, 2025 from 11:00 AM to 4:00 PM; Saturday, July 5, 2025 from 11:00 AM to 4:00 PM; Thursday, October 9, 2025 from 5:00 PM to 8:00 PM; Saturday, September 6, 2025 from 11:00 AM to 4:00 PM; Thursday, November 13, 2025 from 5:00 PM to 8:00 PM; Wednesday, December 31, 2025 from 12:00 PM to 3:00 PM  <b>(Brings Total of One Day Special Wine &amp; Malt Licenses to 28 of 30 For 2025)</b></p> <p>The dates that are requested for (1) Entertainment Only are as follows: Saturday, May 3, 2025 from 11:00 AM to 4:00 PM</p>

Date	Applicant	Address	Change
<b>03/17/25</b>			
	Friends of the Billerica Council on Aging	25 Concord Road	One Day Special Alcohol License - Annual Black Tie Bingo on Friday, March 28, 2025 from 6:00 PM – 10:00 PM
	VFW Solomon Post #8819	12 Phinney Street	New Manager Application – Deanna Follis
	Anjakin Inc. dba 29 Bisto	700 Boston Road	New Common Victualler's License
	Billerica Public Library Foundation	15 Concord Road	One Day Special Alcohol License – Annual Wine Tasting on Friday, April 25, 2025 from 6:30 PM to 9:00 PM
	KHD Inc	1 Chelmsford Street	One-Day Wine and Malt License and Entertainment License for Saturday, April 26, 2025 Motorcycle Stunt Show from 11:00 AM to 6:00 PM
	MHF Billerica Operating Tenant VII, LLC dba Courtyard Billerica	270 Concord Road	Change of Hours – New Hours 8:00 AM to 12:00 AM Monday-Saturday, 10:00 AM to 12:00 AM Sunday
<b>05/05/25</b>			
	KHD Inc	1 Chelmsford Street	Entertainment License for Saturday, May 24, 2025 Motorcycle Stunt Show from 11:00 AM to 6:00 PM – Extension of a Wine and Malt License from 11:00 AM to 6:00 PM; Rain Date: Saturday, June 28, 2025
	The Billerica Lions Club	480 Boston Road	Lions Carnival Including Weekday and Sunday Entertainment for Amusement Rides, Games and Raffle to be Conducted During the Carnival - May 15 <sup>th</sup> through May 18 <sup>th</sup> , Hours Thursday and Friday, 5:00 PM to 11:00 PM, Saturday 1:00 PM to 11:00 PM and Sunday 1:00 PM to 10:00 PM
	Blisspoint Meadery	1 Fox Run Rd, Bedford, MA	Application for License by a Farmer Winery to Sell at the Billerica Farmer's Market on Mondays, June 16 <sup>th</sup> to October 6 <sup>th</sup> from 3:00 to 7:30 PM
<b>06/02/25</b>			
	Under the Radar Culinary, LLC dba Big Al's Pizza	240D Nashua Road	New Common Victualler's License
<b>07/14/25</b>			
	R&D Custom Exhaust	313 Boston Road	New Class II License
	Gallahue Restaurant dba DiVito Brothers Italian Pizzeria	446 Boston Road	Transfer of Common Victualler's License
<b>08/11/25</b>			
	KHD Inc	1 Chelmsford Street	Change of Date of (1) One-Day Wine and Malt License and Entertainment License from Sunday, August 31, 2025 from 5:00 PM to 9:00 PM TO Saturday, August 30, 2025 (Previously Approved on March 3, 2025

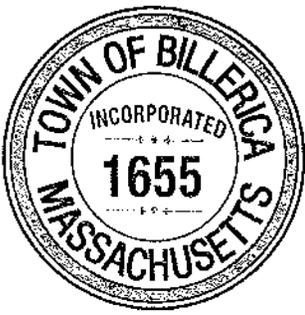
Date	Applicant	Address	Change
	Snowdaes, LLC dba Snowdaes	99 Chelmsford Street	New Common Victualler's License
<b>09/15/25</b>			
	Sichuan Cooking, Inc. dba Sichuan Gourmet	502 (Aka 498) Boston Road	Change of Stock Interest
	Wicked Good Wings, Inc. dba Wicked Good Wings	816 Boston Road	New On-Premises All Alcohol §12 Restaurant, Common Victualler's License, and Weekly and Sunday Entertainment Licenses
<b>10/06/25</b>			
	Billerica Holiday Festival Inc	15 Concord Road	One-Day Special Alcohol License - Annual Billerica Holiday Festival on November 21, 2025 from 6:30 PM to 9:00 PM
<b>10/20/25</b>			
	Boys and Girls Club of Greater Billerica	19 Campbell Road	One-Day Special Alcohol License - Annual Hall of Fame Dinner Fundraiser on November 13, 2025 from 5:00 PM to 9:00 PM
	Pinehurst Tavern, LLC	786 Boston Road	Request Early Opening at 9:00 AM on Thursday, November 27, 2025 and Wednesday, December 24, 2025 for Sale of Alcohol and Common Victualler
<b>11/17/25</b>			
	Sal's Gas Auto Sales & Service	299 Boston Road	Transfer of Class II License
<b>12/8/25</b>			
	Hinoki Japanese Steakhouse Inc. dba Hinoki Japanese Steakhouse	199 Boston Road	Transfer of an On-Premises All-Alcohol License §12 Restaurant, Common Victualler License, and Entertainment (Weekday & Sunday) License
<b>12/15/25</b>			
	TBD		

**The following licenses were not renewed for 2025:**

1. Pinehurst Liquors, LLC dba Pinehurst Liquors located at 816 Boston Road – ABCC License #90628-PK-0106 – Wine and Malt Off-Premises
2. FBR, Inc dba Caipirinha's Sports Bar and Grill located at 512 Middlesex Turnpike – ABCC License #06849-RS-0106 - All Alcohol Restaurant
3. Center Cafe, Inc dba Center Café located at 432 Boston Road – ABCC License #08541-RS-0106 - All Alcohol Restaurant
4. Newtown Grille of Billerica, LCC dba Newtowne Grill located at 838 Boston Road – ABCC License #00017-RS-0106 – All Alcohol Restaurant
5. Dennis E. Gagnon dba Gagnon Auto Body Corp located at 6 Hadley Street – Class II License – Sold Business – New Business not selling cars.
6. Ronald W. Bartholomew dba 4 Seasons Towing & Recovery, Inc located at 56 Sullivan Road – Class II License - See Memo.
7. Transconnection II Corp located at 574 Boston Road, Unit 14 – Taxi – See Memo
8. Billerica Enterprise, Inc. dba Subway located at 480 Boston Road – Common Victualler – See Memo

**The following disciplinary actions were taken in 2025:**

1. Ramnivash3, Inc dba Town Wine and Spirits, 700 Boston Road – Select Board Action – Sale to a Minor – 2<sup>nd</sup> Violation – 2 Day Suspension Issued by the Select Board



# TOWN OF BILLERICA

## OFFICE OF THE TREASURER/COLLECTOR

P. O. Box 596  
Billerica, MA 01821  
Telephone: 978-671-1309  
Fax: 978-436-9139

### MEMORANDUM

To: Select Board

From: Elaine Russo, Treasurer/Collector *ERusso*

Date: December 4, 2025

Subject: Outstanding Balances - License Renewals 2026

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Attached is a list of licenses that continue to have a delinquent balance payable to the Tax Department and/or the Water and Sewer Department as of Thursday, December 4, 2025.

Please note that these balances continue to accrue interest daily, therefore, the taxpayer should contact our office to obtain the proper payoff amount.

If you have any questions or need additional information, please contact me at 978-671-1308.

Thank you.

cc: Christopher Dillon  
Ann Marie Casey

**2026 BUSINESS LICENSE RENEWAL LIST: BALANCES OWED**

Business Name	Address	Real Estate	Water/Sewer	Personal Property	Total	Payment Expected
Caipirinha's Sports Bar & Grill	512 Middlesex Tpk.	\$0.00	\$6,176.06	\$2,202.63	\$8,378.69	beginning of December
Pinehurst Liquors	816 Boston Rd.			\$312.53	\$312.53	tenant vacanted, has not reapplied for business license and has not requested a liquor license transfer

Balances as of 12/8/25



# Town of Billerica Police Department

6 Good Street  
Billerica, Ma 01821  
(978) 215-9621 Fax (978) 215-9674  
[scoffey@billericapolice.org](mailto:scoffey@billericapolice.org)

November 3, 2025

To: Select Board Town of Billerica  
From: Lt. Sean P. Coffey  
Re: License renewals for 2025

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## Board Members,

The following summary outlines police calls for service during 2025 to establishments holding Section 12 and Section 15 Alcohol Licenses within the Town of Billerica.

During this period, the Police Department recorded **14 calls for service** that resulted in reports. This represents a **23% decrease** compared to the previous year.

## Summary of Reports:

- **Center Café:** Two reports; no criminal charges. *Establishment is currently temporarily closed.*
  - **Garrison's:** Three reports; no criminal charges.
  - **Caipirinha's:** One report (noise complaint); no criminal charges. *Management was cooperative in resolving the matter.*
  - **Purple Bamboo:** Two reports; one resulted in criminal charges.
  - **Pinehurst Tavern:** One report; no criminal charges. *Incident involved a medical transport for suspected intoxication—management took immediate and appropriate action upon notification.*
  - **Emerald Rose:** One report; no criminal charges.
  - **Nana Japanese Steak House:** One report; no criminal charges.
  - **Country Club of Billerica:** One report; no criminal charges.
  - **Jade Pacific:** One report; resulted in criminal charges.
  - **99 Restaurant (Middlesex Turnpike):** One report; no criminal charges.
  - **Turnpike Market:** One report; no criminal charges. *Related to online posts by the owner that one individual found concerning.*
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Based on this review, **all licenses are recommended for renewal** at this time.

Respectfully submitted,

**Lt. Sean P. Coffey**

*Lt Sean P. Coffey*

ATTACHMENT D  
FIRE

**Dawn McDowell (Select Board)**

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**From:** Steve Kennedy <skennedy@billericafire.com>  
**Sent:** Monday, December 8, 2025 2:39 PM  
**To:** Mark LaLumiere; Dawn McDowell (Select Board)  
**Subject:** Alcohol Inspections

**[EXTERNAL EMAIL]**

**DO NOT CLICK** links or open attachments unless you recognize the sender and know the content is safe.

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Mark, Dawn,

The Fire Department is good with the inspections with exception to Newtowne, Calpirinhas, and Center Café.

Thanks,

**Steve Kennedy**  
Deputy Fire Chief

Billerica Fire Department  
8 Good St  
Billerica, MA 01821  
Agency Phone: 978-671-0940  
Website: <https://fire.billericaps.com>

ATTACHMENT D  
Building

**Dawn McDowell (Select Board)**

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**From:** Christopher Guerrieo  
**Sent:** Wednesday, December 10, 2025 9:52 AM  
**To:** Dawn McDowell (Select Board); Mark LaLumiere  
**Subject:** Re: License Renewals

Dawn

Yes, I am good with the last 3. Reinspection's on Monday 12/8 went well, all are in compliance.  
Thank you

Chris Guerrieo  
Building Inspector  
Town of Billerica  
978-671-1306



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**From:** Dawn McDowell (Select Board) <selectboard@billerica.gov>  
**Sent:** Wednesday, December 10, 2025 9:39 AM  
**To:** Mark LaLumiere <mlalumiere@billerica.gov>; Dawn McDowell (Select Board) <selectboard@billerica.gov>  
**Cc:** Christopher Guerrieo <cguerrieo@billerica.gov>  
**Subject:** RE: License Renewals

Hi Mark and Chris,

Are there any updates to the 3 outstanding inspections? I'll need to post the agenda tomorrow and this is the last meeting before the end of the year. If they aren't ok with you guys, they will not get their liquor licenses renewed for 2026. IF there is anything I can do to help just let me know.

I'll need the status by 1:00 PM tomorrow.

Thanks!  
Dawn

**From:** Mark LaLumiere <mlalumiere@billerica.gov>  
**Sent:** Wednesday, December 3, 2025 9:37 AM  
**To:** Dawn McDowell (Select Board) <selectboard@billerica.gov>  
**Cc:** Christopher Guerriero <cguerriero@billerica.gov>  
**Subject:** License Renewals

Dawn,

The following businesses, highlighted in yellow, are the only ones that are still outstanding. Chris from my office has been in communication with them and they are all looking to be re-inspected. This will take place on Monday 12/8/25. I plan on attending the Selectboard meeting and can provide an update if needed.

Caipirinha's Sports Bar and Grill	Not renewing
Casa Blanca Mexican	GOOD
Center Café	Closed - inspect at Re-occupancy
Champions Golf	GOOD
Country Club of Billerica	Deficiencies - Emerg lights & Ansur
Emerald Rose	GOOD
Garrison's	GOOD
Jade Pacific Restaurant	GOOD
Jon Ryan's Pub	GOOD
Los Altos Mexican	GOOD
Nana Japanese Steak House	GOOD

Newtowne Grill	Closed - inspect at Re-occupancy
99 Restaurant & Pub - Turnpike	GOOD
99 Restaurant & Pub - Boston	GOOD
Pinehurst Tavern	GOOD
Pizza Mia	Deficiencies, need FA and Spklr reports
Purple Bamboo Restaurant	GOOD
River View Restaurant	GOOD
Satang	GOOD
Swanson Meadows Restaurant & Bar	Need application and \$100 insp fee
Stelios Family Restaurant	GOOD

Wuloon Ming Restaurant	GOOD
Billerica Lodge of Elks #2071	GOOD
Billerica Moose Lodge #2648	GOOD
VFW Post (Solomon) #8819	GOOD
Courtyard by Marriott Billerica	GOOD
Hungry Tiger Restaurant	GOOD

Mangia Mangia	GOOD
Sichuan Gourmet Billerica	GOOD
Turnpike Market Restaurant	GOOD

*Mark LaLumiere, CBO, Director of Permitting  
Building Zoning Conservation Health  
Sealer of Weights & Measures  
Town of Billerica  
365 Boston Road  
Billerica, MA 01821  
Phone: (978) 671-0970*



**TOWN of BILLERICA**



## **Billerica Board of Health**

Town Hall  
365 Boston Road  
Billerica, MA 01821  
Phone: 978-671-0931 Fax: 978-671-0919  
Web Site [www.town.billerica.ma.us](http://www.town.billerica.ma.us)

Sandra Grioux, Chair  
Jon Metivier, Vice Chair  
Amit Gandhi, Ph.D, Secretary  
Robert Reader  
Joe Devlin

Kristel Bennett, Director

### **MEMO**

**To: Select Board Members  
Dawn McDowell, Executive Confidential Assistant to the Billerica Select Board**

**From: Kristel Bennett, Director of Public Health**

**Date: December 10, 2026**

**RE: License Renewals for 2026**

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I have reviewed the list of licenses issued by the Select Board for the renewal of the 2026 Licenses. I have no reservations towards the renewal of the 2026 Licenses. If you have any questions or need additional information, please contact the Health Department Office at (978) 671-0931.

Business Name	Address	STATUS
<b>All Alcohol Package Stores (9 out of 9)</b>		
129 Liquors	252 Salem Road	MOTION To Approve <b>ALL</b> the 2026 License Renewals for the All Alcohol Package Stores as Presented
Augusta Liquors	599 Boston Road	
Billerica Liquors	255 Boston Road	
Easy Liquors	240 Nashua Rd, Unit A	
Georgios Liquors	480 Boston Road, Units G & G1	
Kelly's Iron Horse Liquors	134 Pollard Street	
Lincoln Liquors	199 Boston Rd, Units 7 & 8	
Towne Wine & Spirits	700 Boston Road	
Turnpike Market	509 Middlesex Turnpike	
<b>Wine &amp; Malt Package Stores (3 out of 9)</b>		
Jim's Quick Stop	502A Boston Road	MOTION To Approve <b>ALL</b> the 2026 License Renewals for the Wine & Malt Package Stores as Presented
One Stop	722 Boston Road	
Shop & Go	326 Salem Road	
<b>All Alcohol Restaurants (24 out of 45 includes (3) Club &amp; (1) Hotels)</b>		
Casa Blanca Mexican Restaurant & Cantina	99 Chelmsford Rd, Unit #1	MOTION To Approve <b>ALL</b> the 2026 License Renewals for the All Alcohol Restaurants as Presented
Champions Indoor Golf	446 Boston Road	
Country Club of Billerica	51 Baldwin Road	
Emerald Rose	785 Boston Road	
Garrison's	303 Boston Road	
Jade Pacific Restaurant	770 Boston Road	
Jon Ryan's Pub	56 Chelmsford Road	
Los Altos Mexican Restaurant & Cantina	446 Boston Road	
Nana Japanese Steak House	199 Boston Road	
99 Restaurant & Pub	160 Lexington Road	
99 Restaurant & Pub	672 Boston Road	
Pinehurst Tavern	786 Boston Road	
Pizza Mia	758 Boston Road	
Purple Bamboo Restaurant	265 Boston Road	
River View Restaurant	263 Nashua Road	
Santang Infinity	15 Middlesex Turnpike	
Stelios Family Restaurant	293 Boston Road	
Swanson Meadows Restaurant & Bar	216 1/2 Rangeway Road	
Turnpike Market Restaurant	509 Middlesex Turnpike	
Wuloon Ming Restaurant	8 Chelmsford Road	
<b>All Alcohol Club</b>		
Billerica Moose Lodge #2648	104 Boston Road	MOTION To Approve <b>ALL</b> the 2026 License Renewal for the All Alcohol Clubs as Presented
Billerica Lodge of Elks #2071	14 Webb Brook Rd	
VFW Post (Solomon) #8819	12 Phinney Street	
<b>All Alcohol Hotels</b>		
Courtyard by Marriott Billerica	270 Concord Road	MOTION To Approve the 2026 License Renewal for the All Alcohol Hotel for Courtyard by Marriott Billerica as Presented
<b>Wine &amp; Malt Restaurants (4 out of 9)</b>		
22 Commune	164 Lexington Road	MOTION To Approve <b>ALL</b> the 2026 Renewals for the Wine and Malt Restaurants as Presented
Hungry Tiger Restaurant	700 Boston Road	
Mangia Mangia	430 Boston Road	
Sichuan Gourmet Billerica	502 Boston Road	
<b>Wine &amp; Malt Hotel</b>		<b>NO WINE &amp; MALT HOTELS</b>

Business Name	Address	STATUS
<b>COMMON VICTUALLERS (no alcohol) (38)</b>		
29 Bistro	700 Boston Road	MOTION To Approve the 2026 License Renewals for the Common Victuallers Establishments as Presented <b>EXCEPT</b> McDonald's at 273 Boston Road and Panera Bread
Augusta Market	599 Boston Road	
Bang Na Thai Kitchen	95 Boston Road, Unit 2	
Belly Buster Diner	306 Boston Road	
Big Al's Pizza	240D Nashua Road	
Café 101	101 Billerica Ave	
Chipotle Mexican Grill	199 Boston Road	
Collins Bowladrome	325 Boston Road	
Danny's Pizzeria	749 Boston Road	
Divito Brothers Pizzeria and Subs	446 Boston Road	
Dunkin Donuts	181 Boston Road	
Dunkin Donuts	469 Boston Road	
Dunkin Donuts	729 Boston Road	
Expresso Pizza	131 Boston Road, Unit 2	
Fill N Chill	653 Boston Road	
Indian Style	880 Boston Road	
Kentucky Fried Chicken	485 Boston Road	
Khao Hom Thai & Pho	258 Salem Road, Unit #5	
Liberty Bell Roast Beef & Seafood	420 Boston Road	
Market Basket Café	700 Boston Road	
McDonald's	718 Boston Road	
Mexica Burrito Grill	647 Boston Road	
Mikey's Famous Roast Beef & Seafood	729 Boston Road	
Milano House of Pizza	175 Boston Road	
Pro Fitness	333 Boston Road	
Sal's Just Pizza	328 Boston Road	
Shawsheen Valley Technical HS	100 Cook Street	
Silvio's Pizza	256 Salem Road	
Snowdaes	99 Chelmsford Road	
Starbuck's Coffee Company #8650	199 Boston Road	
Stromboli's Express	481 Boston Road	
Subway	799B Middlesex Turnpike	
Supreme House of Pizza	95 Boston Road	
Valley Collaborative	40 Linnell Circle	
Wendy's #6011	312 Boston Road	
What the Fork	265 Boston Road	
McDonald's	273 Boston Road	MOTION To Approve the 2026 Renewal for the Common Victualler's License <b>FOR</b> McDonald's located at 273 Boston Road with a change in Hours from Sunday-Saturday 6:00 AM to 1:00 AM to 5:00 AM to 1:00 AM. <b>NOTE: No restrictions on hours listed on the ZBA Special Permit</b>
Panera Bread	188 Boston Road	MOTION To Approve the 2065 Renewal for the Common Victualler's License FOR Panera Bread with a change in Manager to Michelle Hernandez Mejia

Business Name	Address	STATUS
<b>Auto Amusements</b>		<b>NO AUTO AMUSEMENT LICENSES</b>
<b>Car Dealers - New &amp; Used (Class I) (4)</b>		MOTION To Approve <b>ALL</b> the 2026 Class I License Renewals as Presented <b>EXCEPT</b> KHD, Inc. and New England Wheels, Inc.  MOTION To Approve the 2026 Class I License Renewal for KHD, Inc. dba High Octane Harley Davidson with a change in Manager to Nick Lapointe  MOTION To Approve the 2026 Class I License Renewal for New England Wheels, Inc with a change in business name to Frontrunner Bus Group, Inc.
American Science & Engineering, Inc.	829 Middlesex Turnpike	
Billerica Motor Sports & Marine	6 Riveredge Road	
KHD, Inc. dba High Octane Harley Davidson	1 Chelmsford Road	
Frontrunner Bus Group, Inc. (Formerly Known as New England Wheels, Inc.)	33 Manning Road	
<b>Car Dealers - New &amp; Used (Class II) (19)</b>		MOTION To Approve <b>ALL</b> the 2026 License Renewals for Class II Car Dealers as Presented <b>EXCEPT</b> America's Auto Auction Boston, Inc. and 4 Seasons Towing & Recovery, Inc.
Automotion Auto Repair	846 Boston Road	
Benz Auto Sales of Billerica, Inc.	741 Boston Road	
Cargotiator Auto Sales	1 Innis Drive	
Copart of Connecticut, Inc.	55R High Street, PO Box 32	
Cycle Works, Inc.	321 Boston Road	
Gas City	221 Andover Road	
Vroom Car, LLC	6 Executive Park Drive	
JJR Classic Car	98 Billerica Av, Unit D	
L&A Gas and Auto Repair	98 Boston Road	
Marshall's Auto Sales	128 Pond Street	
Performance Cycle Sales	71 Faulkner Street, Units 135, 145	
Platinum Sales of Billerica, LLC	741 Boston Road	
R&D Custom Exhaust, Inc.	313 Boston Road	
Ric's Auto Sales	77 Alexander Road	
Rte. 3A Shell	760 Boston Road	
Ronnie's	71 Faulkner Street, Unit 13	
Top Auto, Inc.	481 Boston Road, Unit 4	
Sal's Gas Auto Sales & Service, Inc.	299 Boston Road	
America's Auto Auction Boston, Inc.	400 Charter Way	MOTION To Approve the 2026 Class II License Renewal for America's Auto Auction Boston, Inc. with a change of DBA to America's Auto Auction Boston and Change of Hours Monday 9:00 AM to 7:00 5:00 PM Tuesday 8:00 AM to 7:00 5:00 PM Wednesday 6:00 AM to 7:00 5:00 PM Thursday 9:00 AM to 10:00 5:00 PM Friday 9:00 AM to 6:00 3:00 PM  <b>NOTE: Hours Less Than what was approved by the ZBA</b>
4 Seasons Towing & Recovery, Inc.	56 Sullivan Road	NEED DECISION BY THE SELECT BOARD

Business Name	Address	STATUS
<i>Junk Yard (Class III) (4)</i>		
Copart of Connecticut, Inc.	55R High Street, PO Box 32	MOTION To Approve <b>ALL</b> the 2026 License Renewals for Class III Car Dealers as Presented
Holland Use Auto Parts	1 Winning Road	
Jack's Foreign Auto Parts, Inc.	Town Farm Lane	
Jack's Used Cars & Parts	Town Farm Lane	
<i>Marijuana (1 of 2)</i>		
Community Care Collective	4 Republic Road	MOTION To Approve the 2026 License Renewal for Marijuana Licenses as Presented for Community Care
<i>Second Hand Dealer's (2)</i>		
Jennifer's Jewelers	306 Boston Road	MOTION To Approve <b>ALL</b> the 2026 Licenses for Second Hand Dealer's as Presented
Burlington Coin & Collectables	723 Boston Road	
<i>Taxis/Limos (1)</i>		
A-Executive Limousine, Inc.	55 High Street, #10	MOTION To Approve the 2026 Licenses Renewals for Taxis as Presented for A-Executive Limousine, Inc.

**Billerica Select Board**

**Dec 8 2025**

**365 Boston Road, Billerica, MA 01821**

## **Petition to Modify License Conditions for Swanson Meadows Golf Course Clubhouse**

We, the residents of Swanson Meadows Condominium I and Swanson Meadows Condominium II, respectfully petition the Select Board to modify the conditions applicable to the Swanson Meadows Golf Course clubhouse—**particularly conditions attached to its alcohol license, and to any entertainment license or other permits that authorize amplified entertainment**—due to ongoing, significant late-night noise impacts on abutting homes.

### **Background**

The clubhouse currently hosts events with amplified music and entertainment extending as late as **1:00 AM**. Residential homes are located as close as 70 feet from the clubhouse. These events have caused substantial, repeated, and unreasonable disturbances, including excessive noise clearly audible inside nearby homes and vibrations.

As abutters we have lived in harmony with the use of the clubhouse as a golf-course annex for 16+ years. However, the recent granting of entertainment license has been the source of this chronic noise problems. We have tried to work with the clubhouse manager but were summarily dismissed; he stated that they had the entertainment license until 1 am. We appealed to the golf-course owners but to no avail. Since then, in the last 3 years, we have raised this issue with the appeals board, planning board and board of health. We were directed to raise this issue with you, the Select Board.

The noise routinely violates the Town's by-laws and allowable ordinance hours and has had a direct impact on residents' **sleep, health, work performance, daily functioning, and children's ability to concentrate in school**. For many households, the lack of sleep has resulted in chronic fatigue, increased stress, and difficulty maintaining regular work schedules the following day.

Please see the attached residents' letter for further details regarding these impacts and for additional justification as to why events of this type should not be permitted in the clubhouse, given its construction and extremely close proximity to homes. It is unclear why such a license was granted in the first place.

Given the severity and ongoing nature of these disturbances, many residents strongly believe that **revoking the entertainment license is the only fair and appropriate solution**, as the venue is simply not suited for amplified, late-night entertainment so close to residential homes.

### **Requested Conditions**

If the Board elects not to revoke the license, then at a minimum—so as to bring the clubhouse into reasonable alignment with the residential neighborhood expectations and to protect residents' enjoyment of their homes—we request that the **Select Board impose (and enforce) the following conditions as explicit conditions of the alcohol license and incorporate the same conditions into any entertainment license and/or other permits authorizing entertainment:**

1. No entertainment events after **8:00 PM** in our rural residential zoned area
  - o Massachusetts allows local boards to impose stricter conditions on entertainment licenses than the general noise ordinance when warranted.
2. **Prohibit equipment such as subwoofers / bass modules**

The use of standalone subwoofers, bass modules, or other loudspeakers designed primarily to reproduce frequencies below **100 Hz** must be prohibited within the premises because their operation results in audible low-frequency **thumping or vibration inside neighboring units**, and residents can feel this disturbance through the walls and bed pillows.
3. Event noise levels may not exceed sound levels of 5dba above background noise as mentioned in the bylaws. Since the background noise is 30dba outside and 25dba inside the units, decibel levels inside units should remain at 30-35dba at property level. And should not exceed 30dba when measured from inside the units. Further explanation will be given in the subsequent letter.
4. All windows and doors of the clubhouse must remain closed during any event featuring music.
5. No outdoor speakers or outdoor entertainment of any kind.

We respectfully request that the entertainment license be **revoked**, or—if revocation is not adopted— **modify the alcohol license and any entertainment/related permits to include the above conditions.**

Swanson Meadows Condominium I Board

Swanson Meadows Condominium II Board

## **12/1/25 – Resident’s Letter To the Select Board of Billerica,**

### **Re: Entertainment License Renewal – Swanson Meadows Events**

We are writing this letter on behalf of the residents and homeowners at 216 and 218 Rangeway Road, many of whom have lived in this community since its construction. Several families own multiple units. We chose this neighborhood because of its quiet, semi-rural character: tree-lined views, peaceful townhomes, and the ability to enjoy porches, patios, and outdoor spaces without disruption. And of course, the benefits of living by a golf course; Swanson Meadows.

For years, the clubhouse operated primarily as a restaurant and bar. This was manageable for the surrounding homes. However, beginning in 2021, the operation expanded into frequent high-volume events featuring DJs, large speakers, subwoofers, and amplified performances. These events have created sustained, intrusive noise for years, that is incompatible with a residential Zone 1 neighborhood.

We are submitting this letter, with supporting documentation, in advance of the upcoming entertainment license hearing.

#### **1.Summary of the Noise Problem**

These events have produced nightclub-level sound inside multiple homes, with bass vibrations felt through floors and walls. The disruptive noise has occurred during:

- Weekend nights, often continuing until 11:30 p.m., 12:30 a.m., or later
- Daytime and early evening hours (including events beginning at 4 p.m.)
- Multi-hour periods lasting 3–7 hours at a time

This is not restaurant background noise. It is amplified function-hall entertainment occurring feet from occupied homes.

#### **2.Applicable Town Noise By-Laws**

Residents are in Noise Zone 1. As stated in the Town’s by-laws:

Article 23.1:

“It shall be unlawful to make... any loud noise or any noise which either annoys,

disturbs... endangers the comfort or repose, health, peace... of reasonable persons of normal sensitivities.”

Article 23.2:

Defines background sound level as normal environmental sound excluding the offending noise.

Article 23.3:

Designates Noise Zone 1 as residential.

Article 23.4:

“It shall be unlawful... to create any loud noise... which causes the sound level when measured on complainant’s property to exceed the greater of:

- A. The maximum allowable exterior sound level outlined in Table I; or
- B. **Five dB over the background sound level.**

For Zone 1, allowable levels are:

- **60 dBA** daytime
- **50 dBA** after 10 p.m.

Our typical indoor background levels are around 30 dBA. During events, residents have recorded readings **from inside the units** ranging from 40dba, to the high 60s and the high 80s, with peaks at 90 dBA. From inside the property. Some of these levels exceed the by-law allowances by 20–50+ decibels.

**40 dBA:**

“Objectively quiet” for a city street, but not for a bedroom at night. 10 dB above baseline; roughly twice as loud as the normal room, persistent and bass-heavy, preventing rest. Even 35 dba can feel loud, if one is trying to rest in silence.

**50–60 dBA:** That’s basically conversational / office noise level inside your bedroom. Completely inappropriate for trying to sleep.

**70–90 dBA** inside a unit: That’s the range of vacuum cleaner / lawn mower / blender territory. It is an unacceptable level of nuisance noise.

### **3. Impact on Residents**

The noise from these events is so loud and sustained that residents cannot:

- Sleep, even after events end, due to hours of preceding vibration and bass
- Host guests or eat dinner without disruption
- Use their patios or outdoor areas
- Watch television, listen to music, or relax in living rooms or bedrooms
- Work from home during afternoon/evening events

Even residents living at the farthest points of the complex report that when they step onto their patios, they hear the music clearly.

### **4. Police Involvement**

Over several years, residents have called the police multiple times due to late-night noise. Officers have, on various occasions, required the venue to reduce volume or shut down events.

A summary of known police calls is included at the end.

While not every event resulted in a call, this pattern reflects ongoing noncompliance and long-standing disturbance. Residents did not contact the police every time these disturbances occurred for several reasons. For a long period, many residents were unsure of the appropriate procedure, were told by officers that the venue “had an entertainment license,” or were informed that police could not respond until after 11 p.m. By that time, the events had often been going on for hours, or were beginning to wind down, making a call feel futile. In multiple cases, events only ended or reduced volume because police eventually arrived at 11:30 p.m. or later.

The lack of constant calls should not be interpreted as a lack of disturbance. Rather, it reflects a combination of:

- residents feeling helpless or dismissed when seeking help,
- delayed response times that reduced the effectiveness of calling at all, and
- the exhaustion of enduring multi-hour high-volume events repeatedly throughout the season.

Residents called when they felt there was any realistic chance of resolution. The

sporadic call pattern is a symptom of the burden placed on residents, not evidence that the problem was limited or minor.

## **5. Management's Response and Reliability Concerns**

When residents raised concerns directly with the operators, we were told: "We have an entertainment license until 1 a.m."

At no point did the operators express willingness to reduce volume or meaningfully address the impact on adjacent homes. When approached by the residents, they insisted that they were able to play loud music until 1am, due to them having an entertainment license. In other forums, the operators have suggested residents are exaggerating, despite extensive evidence.

We also note that the business operated Sunday events for years without a Sunday entertainment license. This history raises significant concerns about voluntary compliance with any future conditions.

## **6. Building Limitations**

The clubhouse structure was originally built as a golf course clubhouse. It was never designed to host large amplified events. Minor measures such as "double doors" or porch coverings would not produce the 40–60 dB reduction necessary to comply with the by-law while maintaining current event volume.

Effective mitigation would require professional sound engineering, specialized construction, and substantial investment.

## **7. Residents' Position on the Entertainment License**

Given the years of documented disturbance, police involvement, and the structural limitations of the building, the residents' strong preference is:

**The entertainment license for large, amplified events should not be renewed.**

This operation is not appropriate for a residential Zone 1 community. Residents have endured years of harmful, excessive noise, and the facility is not designed to contain it.

However, if the Board chooses to renew any form of entertainment license, we respectfully request that it be **strictly modified** to include enforceable conditions aligned with the Town's by-laws and the documented impact on surrounding homes.

## **8. Required Conditions if Entertainment License Is Renewed**

To protect the neighborhood, the following conditions must be considered:

- No outdoor speakers or outdoor entertainment
- No DJs, bands, or amplified music above background-level restaurant ambiance
- Certified acoustic mitigation designed by a qualified sound engineer
- Enforceable decibel limits measured at the property line and inside adjacent homes
- All doors and windows closed during entertainment
- Clear cutoff times for any permitted low-volume entertainment
- Limits on event frequency and duration (no 5-8 hour events)
- Automatic review or suspension upon repeated violations

Earlier cutoff times alone do not resolve the disturbance. Events held from 4–10 p.m. have still produced 70–90 dBA readings inside homes for hours, which is far above by-law thresholds and is extremely invasive. The longer events, which can and have run well over 6 hours long, are also out of place for a residential area and are part of the nuisance.

Even if the Board interprets the entertainment license as allowing events to run until 11 p.m., **the license does not automatically override the Town's noise by-law. The by-law applies at all hours and prohibits noise that exceeds background levels by more than 5 dB**, including during daytime and early evening periods. The disturbance from the clubhouse does not begin at 11 p.m.—it begins the moment the DJ turns on the equipment, often as early as 4 or 5 p.m., and continues for hours. During these events, interior readings inside our homes reach 40–90 dB, far above what the daytime limits allow and far above what a residential neighborhood can tolerate. By the time 11 p.m. arrives, residents have already endured several hours of loud music, bass vibration, and physical disruption to work, rest, and family life. The problem is not just when the events end; the problem is that the building is not soundproofed, is only 70 feet from people's homes, and was never designed to host nightclub-level sound.

As a result, even events that technically end “on time” still violate the by-law and cause significant harm to the surrounding residents.

It is also necessary to mention that **dBa doesn't really pick up bass, low-frequency, or vibrations.** In fact, to even record and play back the actual extent of such vibrations, specialized sound equipment would be needed. Bass vibrations have been one of the biggest issues. This kind of sound travels differently, carries farther, and comes through the walls as vibration. That's why the Town also uses dBC in some of its own entertainment by law rules, because dBC shows the low-frequency thump that keeps people awake even when the overall volume doesn't look high on paper. Bass carries farther, penetrates walls more easily, and can be physically felt inside homes. The human nervous system also registers these kinds of sound in a way that is also not measurable.

**The bass from the clubhouse events routinely produces floor and wall vibration inside our units, even at lower dBAs.** Residents can feel vibrations even as they lay in bed. This reinforces that the issue is not simply the hour the events end; it is the volume, the equipment being used, and the fact that the building was never designed or soundproofed to host this type of amplified entertainment, as well as the proximity of the building to the residential units.

**Our request for the entertainment license not to be renewed, is based not only on the volume and duration of the noise, but also on the past behavior of the operators. Residents have attempted to work with them, and they have heard resident's statements to the Board of Appeals regarding the noise. But the response has consistently been dismissive and uncooperative.** They have minimized complaints, contradicted documented experiences, and continued to operate in ways that exceed both the intent and the limits of the by-law. Because of this history, we do not have confidence that voluntary “adjustments” or informal promises would resolve the issue. If the Board decides to renew the license, we would prefer that any conditions be clear, enforceable, and regularly monitored.

## **9. Decibel limits**

- a) The residential limits (60 day / 50 night) were not designed to protect people from this kind of music.** They were written for general ambient noise — HVAC units, traffic, lawn equipment, etc.

**They were not written for:**

- amplified music
- bass
- karaoke
- DJs
- a function hall 70 feet from bedrooms

These numbers are not “comfort standards.” They are minimum enforcement thresholds for typical suburban noise.

This is why the by-law of “**5 dba over the background noise**” makes more sense in this case.

**b) The residential limits assume distance, soundproofing, and normal building separation.** We have:

- paper-thin condo walls
- a paper-thin clubhouse
- zero acoustic treatment
- 70 feet between structures

The bylaw was not written with this setup in mind.

Our residents are not a normal use-case.

These homes are basically in the splash zone of a nightclub.

**c) 60 dBA at the clubhouse is NOT equivalent to 60 dBA at a normal property line.**

A “property line” in the bylaw assumes:

- yards
- setbacks
- fencing
- hundreds of feet
- trees and structure gaps

Our closest units have none of that buffering.

So “60 dBA” hits like 40–50 inside, which for MUSIC, is a nightmare.

**In summary,**

- 60 dBA at the clubhouse → 45–50 dBA inside the closest unit.  
And 45–50 dBA of music + bass, not rainfall. That’s loud, intrusive, and absolutely ruins indoor quiet.
  
- The clubhouse’s music is *not pleasant background music*.  
It’s **wailing karaoke, DJ yelling, and bass-heavy electronic noise**.  
Even low levels of that are torture.
  
- The buildings have thin walls.  
The clubhouse has zero soundproofing.  
Even “quiet” music from that building travels.
  
- Duration matters.  
4 p.m.–11 p.m. is torture no matter what the number is.  
No one could tolerate 7-hour events with throbbing bass.
  
- The cutoff time is essential.

Because the bylaw “nighttime” period starts at 10 PM, but resident’s suffering starts WAY before. Because of this license, Police won’t respond to calls until 11pm.

- Residents unfortunately don’t trust the operators, because they’ve shown themselves to be dismissive and hostile. Another reason why we felt that having a number for the enforceable conditions is necessary- we are concerned that they would otherwise exploit them.
  
- We are not saying “no compromise.”  
We are saying:  
“We need a STANDARD that actually protects residents”

## **10. Conclusion**

We ask the Board to prioritize the wellbeing, comfort, and legal rights of the residents who live in this community year-round and who have invested deeply in their homes. We know that you would seek to do the same to protect your home, and the physical and mental well-being of your own family and loved ones.

This neighborhood is a residential sanctuary, not an event venue. Our residents are exhausted from years of disruption. We simply ask that the Town enforce its own by-laws and ensure that residential quiet enjoyment is protected.

Thank you for your time and consideration.

Respectfully submitted,  
On behalf of the residents of Swanson Meadows

Supporting materials are included with this submission in appendices below. We've attached the relevant noise by-law excerpts and a summary of the police call logs from 2021–2025.

Also provided are screenshots of decibel readings, and photos of the clubhouse's proximity to the closest unit.

**Appendix A – Police Call Log**

**Appendix B - Billerica Noise By-Laws for reference**

**Appendix C - Loud Noise Decibel Meter Readings inside Homes**

**Appendix D - Proximity Clubhouse is very close to the abutting residents**

**Appendix A: Police Call Log – every time the event goes too late and becomes intolerable, we had to call 911 (the police) to ask them to turn down the volume but to little avail or relief for the residents.**

<b>Date</b>	<b>Day</b>	<b>Call type (log label)</b>	<b>Suggested category</b>
2/5/21	Sun.	911	C – Sunday 911 (uncertain origin)
6/2/21	Wednesday	Noise bylaw	A – Confirmed bylaw/ordinance
6/5/21	Saturday	911	B – Probable clubhouse (Sat 911)
11/13/21	911	C – Weekday 911 (uncertain origin)	
11/27/21	Sat.	911	B – Probable clubhouse (Sat 911)
12/5/21	911	C – Weekday 911 (uncertain origin)	
1/29/22	Sat.	911	B – Probable clubhouse (Sat 911)
4/11/22	Monday	town bylaw noise	A – Confirmed bylaw/ordinance
5/10/22	911	C – Weekday 911 (uncertain origin)	
7/17/22	Sunday	public ordinance - general	A – Confirmed bylaw/ordinance
8/15/22	911	C – Weekday 911 (uncertain origin)	
8/21/22	Sunday	911	C – Sunday 911 (uncertain origin)
12/05/22	911	C – Weekday 911 (uncertain	

		origin)	
1/01/23	Sunday	Public ordinance-General	A – Confirmed bylaw/ordinance
1/25/23	911	C – Weekday 911 (uncertain origin)	
3/11/23	Admin request	C – Admin/Civil (uncertain or other)	
4/28/23	Friday	911	C – Weekday 911 (uncertain origin)
5/3/23	Admin request	C – Admin/Civil (uncertain or other)	
5/9/23	911	C – Weekday 911 (uncertain origin)	
5/21/23	Sunday	911	C – Sunday 911 (uncertain origin)
6/1/23	911	C – Weekday 911 (uncertain origin)	
6/8/23	911	C – Weekday 911 (uncertain origin)	
6/22/23	911	C – Weekday 911 (uncertain origin)	
8/3/23	911	C – Weekday 911 (uncertain origin)	
8/8/23	911	C – Weekday 911 (uncertain origin)	
9/8/23	Sunday	911	C – Sunday 911 (uncertain origin)
9/11/23	911	C – Weekday 911 (uncertain	

		origin)	
10/8/23	Public ordinance General	A – Confirmed bylaw/ordinance	
12/9/23	Saturday	911	B – Probable clubhouse (Sat 911)
12/26/23	Admin request	C – Admin/Civil (uncertain or other)	
12/31/23	Sunday	911	C – Sunday 911 (uncertain origin)
1/10/24	911	C – Weekday 911 (uncertain origin)	
3/2/24	Saturday	Admin	C – Admin/Civil (uncertain or other)
4/14/24	Sunday	Noise bylaw	A – Confirmed bylaw/ordinance
6/29/24	Saturday	911	B – Probable clubhouse (Sat 911)
7/15/24	Civil	C – Admin/Civil (uncertain or other)	
7/16/24	911	C – Weekday 911 (uncertain origin)	
7/25/24	911	C – Weekday 911 (uncertain origin)	
9/16/24	Bylaw town noise	A – Confirmed bylaw/ordinance	
10/27/24	Sunday	911	C – Sunday 911 (uncertain origin)
11/24/24	Sunday	Town noise bylaw	A – Confirmed bylaw/ordinance
11/30/24	Saturday	911	B – Probable clubhouse (Sat 911)

2/26/25	911	C – Weekday 911 (uncertain origin)	
4/12/25	Saturday	Town bylaw noise	A – Confirmed bylaw/ordinance
4/13/25	Sunday	Town bylaw noise	A – Confirmed bylaw/ordinance
7/2/25	911	C – Weekday 911 (uncertain origin)	
8/31/25	Sunday	911	C – Sunday 911 (uncertain origin)

## **Appendix B ARTICLE XXIII - BILLERICA NOISE BY-LAW**

### **23.1 Declaration of Policy:**

In order to control unnecessary, excessive and annoying noise in the Town of Billerica, it is hereby declared to be the policy of the Town to prohibit such noise generated from or by all sources as specified in this By-Law.

It shall be unlawful for any person to make, continue to make, permit or cause to be made or continued, any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities. Furthermore, it shall be unlawful for any person who has custody and control of the premises to allow or permit another person to make, continue or permit to be made or continued any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities within the limits of the Town of Billerica.

### **23.2 Definitions**

Except as may be specified herein, acoustical terminology used throughout this By-Law is that approved as American National Standard Acoustical Terminology [ANSI S1.1-1994] by the American National Standards Institute (ANSI). The following words, phrases and terms as used in this By-Law shall have the meanings as indicated below:

- A. BACKGROUND SOUND LEVEL shall mean the sound level associated with a given environment, being a composite of sounds from all sources excluding the alleged offensive noise, at the location and approximate time at which a comparison with the alleged offensive noise is to be made.
- B. CONSTRUCTION shall mean those activities requiring a building permit, and shall also include any site preparation, cemetery burial and caretaking operations, seismic surveys, grading, assembly, erection, substantial repair, alteration, or similar action, including demolition, for or of public or private rights-of-way, structures, utilities or similar property.
- C. The abbreviation dBA shall mean the A-weighted sound pressure level expressed in decibels and referenced to 20 micropascals. The abbreviation dBC shall mean the C-weighted sound pressure level expressed in decibels and referenced to 20 micropascals.
- D. EMERGENCY VEHICLE: shall mean any vehicle operated in an effort to protect, provide or restore public safety, including, but not limited to, ambulances, police vehicles and fire vehicles.
- E. EMERGENCY WORK: shall mean any work performed in an effort to protect, provide or restore

public safety, or work by private or public utilities when restoring utility service or any work performed for the purpose of preventing or alleviating the physical trauma or physical damage threatened or caused by an emergence – an occurrence or set of circumstances involving actual or imminent physical trauma or property damage.

F. ENFORCING PERSON: shall mean any police officer, building official or public health official of the Town or any other Town employee designated by the Town Manager for this purpose.

H. INTRUDING NOISE: shall mean the total sound level created, caused, maintained by, or originating from an alleged offensive source at a specified location while the alleged offensive source is in operation.

I. PERSON: shall mean a person, firm, association, co-partnership, joint venture, corporation or any entity recognized by applicable law, public or private in nature.

J. SOUND LEVEL: shall mean the instantaneous A-weighted sound pressure level, in decibels, as measured with a sound level meter set to the “A” weighting scale, slow response.

K. SOUND LEVEL METER: shall mean an instrument meeting American National Standard Institute's Standard S1.4-1983 for Type 1 or Type 2 sound level meters or an instrument and the associated recording and analyzing equipment which will provide equivalent data

23.3 Designated Noise Zones. The properties hereinafter described are hereby assigned to the following noise zones:

NOISE ZONE I: All properties utilized as residential uses in accordance with the Town of Billerica Zoning By-Laws and the grounds of any school, hospital or similar health care institution, house of worship or library while the same is in use, and any Cemetery or Open Space.

NOISE ZONE II: All other property used in accordance with the Town's Zoning By-Law.

23.4 Exterior Noise Standards: It shall be unlawful for any person at any location within the area of the Town to create any loud noise, or to allow the creation of any noise, on property owned, leased, occupied or otherwise controlled by such person, which causes the sound level when measured on complainant's property to exceed the greater of:

A. The maximum allowable exterior sound level outlined in Table I; or

B. Five dB over the background sound level.

Table I. Maximum Allowable Exterior Sound Level

Noise Level

Daytime level

7:00AM to 10:00 PM

Nighttime level

10:00PM to 7:00AM

I 60 dBA 50 dBA

II 70 dBA 65 dBA

If the intruding noise source is continuous and cannot reasonably be discontinued or stopped for a time period whereby the background sound level can be determined, the measured sound level obtained while the source is in operation shall be compared directly to the maximum allowable exterior sound level outlined in Table I.

23.9 Entertainment/Nightclub Noise

For the nighttime periods (11pm to 8am) no sound from Entertainment establishments shall create audible sound that exceeds a C-Weighted level of 67 dBC at residential locations.

(Note: this limit addresses low frequency or bass noise)

23.12 Prima Facie Violations. Any measured noise exceeding the sound level standards as specified in Section 23.4, and may be deemed by the enforcing person to be prima facie evidence of a violation of the provisions of this By-law.

23.13 Penalties for Violations

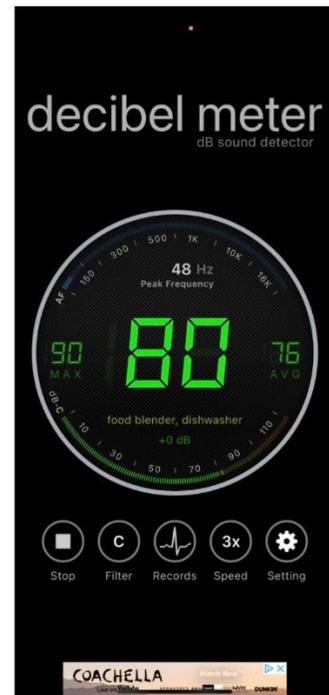
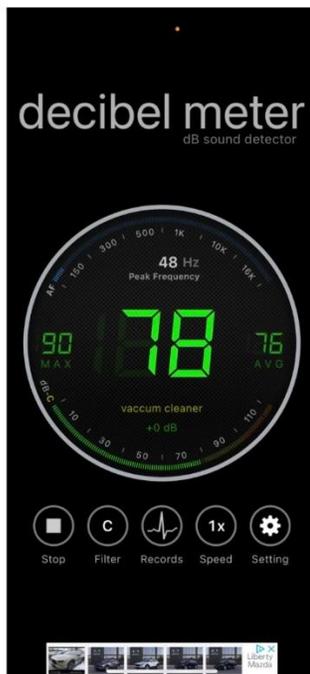
A. Violations under Article 23, in the discretion of the enforcing person, may be enforced by non-criminal disposition as provided in MGL Chapter 40, Section 21D.

B. The penalty for a violation under this By-law shall be \$50 for a first offense, \$100 for a second offense, \$200 for a third offense, and for each succeeding offense each day or part thereof shall constitute a separate offense.

## Appendix C – Supporting images and screenshots of decibel levels we routinely experience when there is entertainment:

High Decibel Readings measured inside the house with all doors and windows shut and blinds drawn for events at the clubhouse at different times for different events:

As we mentioned above,



90 Db is the maximum and loudest number on the meter. The entertainment disturbances are far above the limits of 5 db over background noise which is 30 db.



## **Appendix D – Proximity of the Clubhouse to Resident homes – very close**

**Picture taken from inside the house through the window of the closest unit to the clubhouse.**



## Dawn McDowell (Select Board)

---

**From:** Mark LaLumiere  
**Sent:** Friday, December 12, 2025 12:06 PM  
**To:** Dawn McDowell (Select Board)  
**Subject:** RE: Opinion for Monday

Dawn,

Four Seasons is appearing in front of the ZBA this coming Wednesday seeking a Special Permit for auto sales. The issue for the ZBA is that one of the findings required to obtain the Special Permit is that it cannot be located within 1,300 feet of a similar use. America's Auto Auction (Lynnway) has already obtained a Special Permit for this same location. I do not know if the Selectboard has issued a license to America's Auto Auction for this location. If there currently is no valid license for this location I need to share that information with the ZBA during their hearing. I am not sure how the ZBA will vote as they have waived distance requirements in past decisions.

*Mark LaLumiere, CBO, Director of Permitting  
Building Zoning Conservation Health  
Sealer of Weights & Measures  
Town of Billerica  
365 Boston Road  
Billerica, MA 01821  
Phone: (978) 671-0970*



**TOWN of BILLERICA**

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**From:** Dawn McDowell (Select Board) <selectboard@billerica.gov>  
**Sent:** Thursday, December 11, 2025 1:31 PM  
**To:** Mark LaLumiere <mlalumiere@billerica.gov>  
**Subject:** Opinion for Monday

Hi Mark,

Can you provide an opinion for me to give to the Select Board on the 4 Seasons Towing & Recovery Class II License as the Zoning Enforcement Officer and what action the Board should take on the renewal?

Here is what I have in the memo:

**Class II License – Ronald W. Bartholomew dba 4 Seasons Towing & Recovery, Inc – 56 Sullivan Road** – A transfer application was received in October 2025. During the review process, it was discovered that the current business used to be located at 313 Boston Road with a Special Permit from the ZBA. In September 2017, the business moved to its current location of 56 Sullivan Road. A search of the records shows that no Special Permit was issued for their current location. The Building Commissioner confirmed that he had no records for this move. The Select Board has been renewing the license since 2017. I cannot speak on how that happened. Mr. Bartholomew has submitted the renewal application with all the necessary paperwork. He has been in contact with the ZBA Clerk to start the process of getting a Special Permit for the new location but has not submitted the paper work as of the date of this memo. The Board will need to decide what to do with this Class II license tonight

because this is the last meeting of the year. Mr. Bartholomew will most likely be on Zoom during the meeting. \*\*UPDATE: After some additional information the Building Commissioner has indicated that there is a current Class II license at this property. In the Zoning Bylaw, Section 6.c (e) requires that an Auto Sales facility not be within 1,300 feet of another similar business. This Class II establishment would be on the same property as America's Auto Auction which has a valid Special Permit issued in 2013 as well as a modification in 2019.

*Dawn McDowell*  
*Executive Confidential Assistant to the Billerica Select Board*

This e-mail notice is provided for informational purposes only and any discussion should take place at a properly posted meeting.

## Dawn McDowell (Select Board)

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**From:** Mark LaLumiere  
**Sent:** Friday, December 12, 2025 12:37 PM  
**To:** Dawn McDowell (Select Board)  
**Subject:** RE: Swanson Meadows = Golf Clubhouse - Entertainment License

Dawn,

I am aware of the complaints as the same complaints were brought up during a ZBA hearing. I have not received any complaints regarding the noise and only became aware that it was potential issue during the ZBA hearing process.

*Mark LaLumiere, CBO, Director of Permitting  
Building Zoning Conservation Health  
Sealer of Weights & Measures  
Town of Billerica  
365 Boston Road  
Billerica, MA 01821  
Phone: (978) 671-0970*



**TOWN of BILLERICA**

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**From:** Dawn McDowell (Select Board) <selectboard@billerica.gov>  
**Sent:** Wednesday, December 10, 2025 8:31 PM  
**To:** Roy W. Frost <rfrost@billericapolice.org>; Sean Coffey <scoffey@billericapolice.org>; Mark LaLumiere <mlalumiere@billerica.gov>  
**Subject:** FW: Swanson Meadows = Golf Clubhouse - Entertainment License

Good Morning,

I received this email from a resident from Swanson Meadows. Can you confirm if you have received all these phone calls to 911? Have you received any complaints from the abutters?

I'm not sure what the Board will do on Monday, but I wanted to get your input on this.

Thanks,  
Dawn

---

**From:** [jamoran294@comcast.net](mailto:jamoran294@comcast.net) <[jamoran294@comcast.net](mailto:jamoran294@comcast.net)>  
**Sent:** Wednesday, December 10, 2025 7:33 PM  
**To:** Dawn McDowell (Select Board) <[selectboard@billerica.gov](mailto:selectboard@billerica.gov)>  
**Subject:** Swanson Meadows = Golf Clubhouse - Entertainment License

[EXTERNAL EMAIL]

DO NOT CLICK links or open attachments unless you recognize the sender and know the content is safe.

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Hi Dawn.

Hope you are well and have most of your shopping done! 😊

Please put the attached petition regarding Swanson Meadows Entertainment License in the Select Board's package for their meeting on Monday, December 15<sup>th</sup>.

See you on Monday and thank you,

Janet Moran  
President, Swanson Meadows Phase II

## Information provided by the Association

Appendix A: Police Call Log – every time the event goes too late and becomes intolerable, we had to call 911 (the police) to ask them to turn down the volume but to little avail or relief for the residents.

**PD notes:** Red = not relevant/unfounded - Blue = relevant/founded

Date	Day	Call type (log label)	Suggested category
2/5/21	Sun	911	C – Sunday 911 (uncertain origin)
<b>911 from resident, confirmed accidental - not relevant</b>			
5/15/21 - Officer initiated routine check of location			
6/2/21	Weds	Noise bylaw	A – Confirmed bylaw/ordinance
<b>Loud construction noise , possibkly from NEW PENN, not relevant</b>			
6/5/21	Sat	911	B – Probable clubhouse (Sat 911)
<b>911 open line/pocket dial from a resident - not relevant</b>			
11/13/21		911	C – Weekday 911 (uncertain origin)
<b>911 hang up from a resident, accidental by child - not relevant</b>			
11/27/21	Sat	911	B – Probable clubhouse (Sat 911)
<b>911 hang up from a resident, accidental by child - not relevant</b>			
12/5/21		911	C – Weekday 911 (uncertain origin)
<b>911 from resident, confirmed accidental - not relevant</b>			
1/29/22	Sat		911 B – Probable clubhouse (Sat 911)
<b>911 from resident, confirmed accidental - not relevant</b>			
4/11/22	Mon	town bylaw noise	A – Confirmed bylaw/ordinance
<b>No call on 4/11/22.</b>			
4/10/22 - Noise complaint - Brithday party at the Club house, shutting it down soon.			
Received: 2315 Dispatched: 2316 Arrived: 2324 Cleared: 23:32			
5/10/22		911	C – Weekday 911 (uncertain origin)
<b>911 from resident, confirmed accidental - not relevant</b>			
7/17/22	Sun	public ordinance - general	A – Confirmed bylaw/ordinance
<b>No call on 7/17/22</b>			
7/16/22 - Caller reports event is not supposed to go past 22:00. Guests/patrons were leaving upon PD arrival.			
Received: 2340 Dispatched: 0038 Arrived: 0057 Cleared: 0109			
7/22/21 - Officer initiated routine check of location			
7/28/21 - Officer initiated routine check of location			
8/15/22		911	C – Weekday 911 (uncertain origin)
<b>911 from resident, confirmed accidental - not relevant</b>			
8/21/22	Sun	911	C – Sunday 911 (uncertain origin)
<b>911 from resident, confirmed accidental - not relevant</b>			
10/1/21 - Officer initiated routine check of location			
10/7/21 - Officer initiated routine check of location			
10/22/22 - Officer initiated routine check of location			
<b>911 from resident, false call - not relevant</b>			

1/1/23	Sun	Public ordinance – General	A – Confirmed bylaw/ordinance
Noise complaint - Rental function at the Club house, they were cleaning out on PD arrival. Received: 0027 Dispatched: 0028 Arrived: 0036 Cleared: 0055			
1/25/23		911	C – Weekday 911 (uncertain origin)
<b>911 from resident, confirmed accidental - not relevant</b>			
3/11/23		Admin request	C – Admin/Civil (uncertain or other)
<b>Lobby request for advice having nothing to do with the club House - not relevant</b>			
03/14/25 - Officer initiated routine check of location			
4/28/23	Fri	911	C – Weekday 911 (uncertain origin)
<b>911 from resident, confirmed accidental - not relevant</b>			
5/3/23		Admin request	C – Admin/Civil (uncertain or other)
<b>911 from cell phone in the area of Swanson Meadows, confirmed accidental - not relevant</b>			
5/9/23		911	C – Weekday 911 (uncertain origin)
<b>No call on 5/9/23</b>			
<b>5/19/23 - 911 pocket dial from golfer on the golf course - not relevant</b>			
5/21/23	Sun	911	C – Sunday 911 (uncertain origin)
<b>911 transfer to Billerica Fire - not relevant</b>			
6/1/23		911	C – Weekday 911 (uncertain origin)
<b>911 from cell phone - not relevant</b>			
6/8/23		911	C – Weekday 911 (uncertain origin)
<b>911 transfer to Billerica Fire - not relevant</b>			
6/22/23		911	C – Weekday 911 (uncertain origin)
<b>911 from resident, false call - not relevant</b>			
8/3/23		911	C – Weekday 911 (uncertain origin)
<b>911 from resident, confirmed accidental - not relevant</b>			
8/8/23		911	C – Weekday 911 (uncertain origin)
<b>Call for service having nothing to do with Club house or disturbance - not relevant</b>			
08/14/25 - Officer initiated routine check of location			
9/8/23	Sun	911	C – Sunday 911 (uncertain origin)
<b>911 from resident, confirmed accidental - not relevant</b>			
9/11/23		911	C – Weekday 911 (uncertain origin)
<b>911 from resident, confirmed accidental - not relevant</b>			
10/8/23		Public ordinance General	A – Confirmed bylaw/ordinance
Noise complaint - Club house, host shut it down for the night. Received: 0025 Dispatched: 0026 Arrived: 0027 Cleared: 0037			
12/9/23	Sat	911	B – Probable clubhouse (Sat 911)
<b>No call on 12/9/23</b>			
<b>12/19/23 - 911 from cell phone in the area of Swanson Meadows - not relevant</b>			
12/26/23		Admin request	C – Admin/Civil (uncertain or other)
<b>Call for service having nothing too to with the Club House or disturbance - not relevant</b>			
12/31/23	Sun	911	C – Sunday 911 (uncertain origin)
<b>911 from resident, confirmed accidental - not relevant</b>			
1/10/24		911	C – Weekday 911 (uncertain origin)

**911 from cell phone in the area of Swanson Meadows - not relevant**

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3/2/24 Sat Admin C – Admin/Civil (uncertain or other)

**4/2/23? - 911 from cell phone in the area of Swanson Meadows - not relevant**

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4/14/24 Sun Noise bylaw A – Confirmed bylaw/ordinance

**No call on 4/14/24**

4/13/24 - Management will shut it down for the night. Received: 2246

Dispatched: 2247 Arrived: 2249 Cleared: 2257

**6/26/24 - call not listed - 911 from a cell phone, confirmed accidental - not relevant**

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6/29/24 Sat 911 B – Probable clubhouse (Sat 911)

**911 from resident, confirmed accidental - not relevant**

---

7/15/24 Civil C – Admin/Civil (uncertain or other)

**Call for service having nothing to do with the Club House or disturbance - not relevant**

---

7/16/24 911 C – Weekday 911 (uncertain origin)

**911 from cell phone in the area of Swanson Meadows - not relevant**

---

7/25/24 911 C – Weekday 911 (uncertain origin)

**911 from cell phone in the area of Swanson Meadows - not relevant**

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9/16/24 Bylaw town noise A – Confirmed bylaw/ordinance

**No call on 9/16/24**

9/15/24 - Noise did not seem excessive, they shut it down for the night. Received: 2304

Dispatched: 2307 Arrived: 2313 Cleared: 2329

10/27/24 Sun 911 C – Sunday 911 (uncertain origin)

**911 from resident, confirmed accidental - not relevant**

---

11/24/24 Sun Town noise bylaw A – Confirmed bylaw/ordinance

**Call for service having nothing too to with the Club House or disturbance - not relevant**

---

11/30/24 Sat 911 B– Probable clubhouse (Sat 911)

**911 hang up from a resident, accidental by child - not relevant**

---

2/26/25 911 C – Weekday 911 (uncertain origin)

**911 from resident, confirmed accidental - not relevant**

---

4/12/25 Sat Town bylaw noise A – Confirmed bylaw/ordinance

**Noise complaint - told to call back after 10. (former PST Received: 1920)**

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4/13/25 Sun Town bylaw noise A – Confirmed bylaw/ordinance

**No call on 4/13/25**

4/12/25 - Noise complaint , all quiet on arrival. Spoke with caller. Received: 2221

Dispatched: 2224 Arrived: 2229 Cleared: 2258

7/2/25 911 C – Weekday 911 (uncertain origin)

**911 from resident, confirmed accidental - not relevant**

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8/31/25 Sun 911 C – Sunday 911 (uncertain)

**No call on 8/31/25**

8/30/25 - Caller reports reading of 60-80 decibles, Club turned the music down for the night (28 minute response (20 minute delayed dispatch, 8 minute officer response) Received: 2207

Dispatched: 2227 Arrived: 2240 Cleared: 2245

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# Billerica Conservation Commission

TOWN HALL, 365 BOSTON ROAD  
BILLERICA, MASSACHUSETTS 01821  
TELEPHONE (978) 671-0966



Conservation of Natural Resources  
Billerica, Massachusetts

## MEMORANDUM

To: Select Board

From: Isabel Tourkantonis, Director of Environmental Affairs  
Conservation Department

Cc: Christopher Dillon, Town Manager; Ann Maire Casey, Assistant Town Manager;  
John Speidel, Chief Assessor; Elaine Russo, Town Treasurer

Date: December 11, 2025

**RE: Request to Accept Donation of Land for Conservation Purposes  
Parcel ID: 78-282-1-2, Rear Middlesex Turnpike**

On behalf of the Conservation Commission, I am pleased to submit this request for the acceptance of a land donation located off Middlesex Turnpike. The Yankee Doodle Bike path is planned to cross this property and connect with existing conservation land. In addition, a parking area for the multi-use path is proposed on this site with direct access from Middlesex Turnpike. Acquiring this parcel will further protect important wetland resource areas—including floodplain, vegetated wetlands, and wildlife habitat—while also supporting recreational uses of open space.

The deed has been prepared by Town Counsel, and the Conservation Commission is scheduled to formally accept the land donation and sign the deed at its meeting on December 15, 2015. The property acceptance and approval signature page for the Select Board is attached.

Additional information regarding the property and the due diligence completed by the Town is provided below.

### **Property Information**

**Owner:** William J. Callahan, TR.

**Property:** Map 78, Parcel 282-1-2, Rear Middlesex Turnpike, situated behind the Federal Street office complex - refer to the Billerica GIS aerial below.

**Area:** Approximately 2.32 acres

**Features:** The property directly abuts land owned by the Town/Conservation Commission identified as “The Fields Conservation Land” and includes a portion of the Mass Electric utility corridor.

The site is predominantly vegetated with trees and shrubs, although the area near the roadway is cleared of canopy to maintain regular access to the utility corridor. The property contains several jurisdictional wetland resource areas, including FEMA Floodplain, Green Engineering Floodplain, Bordering Vegetated Wetland, and vegetated Buffer Zone. A mapped Potential Vernal Pool (Massachusetts Division of Wildlife – NHESP) is located to the west of the parcel.

Most of the property is zoned Industrial, with adjacent parcels zoned Neighborhood Residence. The Town's cross-country sewer line and the utility corridor are located immediately west of the property. The Mass Electric Company power station is situated across the street at 426 Middlesex Turnpike, adjacent to the utility corridor.

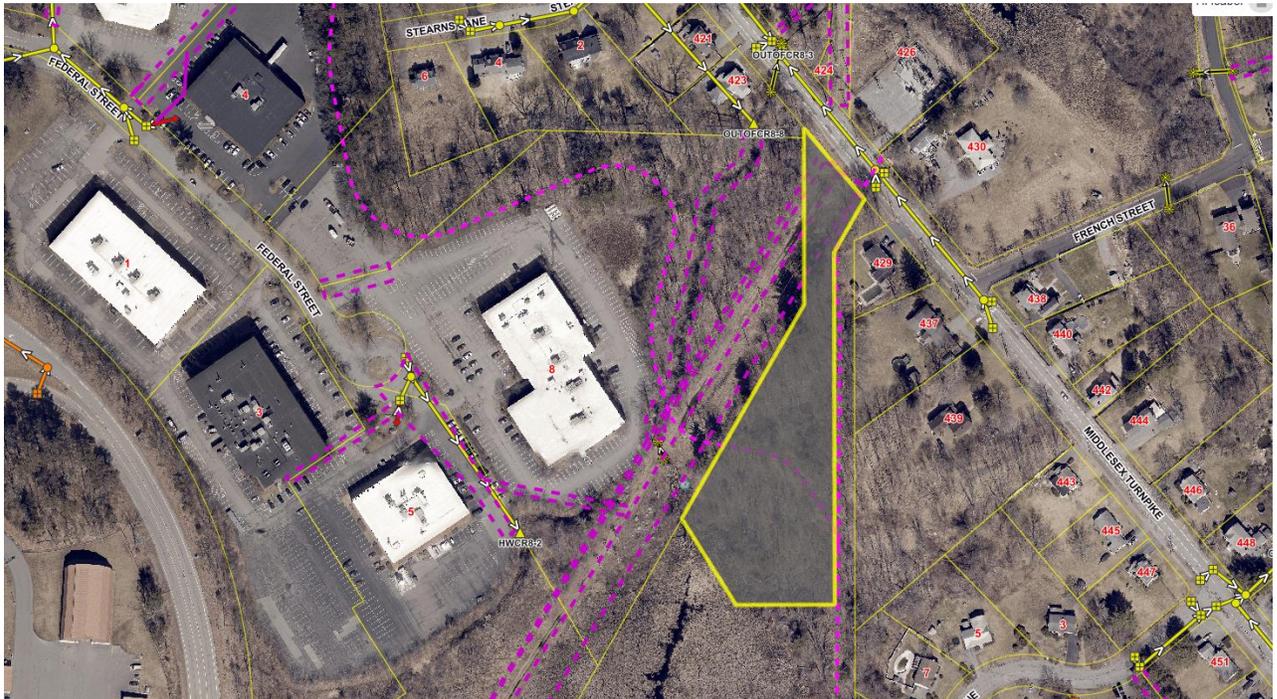
**Legal:** Working with Town Counsel, the Chief Assessor, and the Town Treasurer, the Town verified **the property is free and clear of any title or tax issues.**

Given the property's proximity to a main road, its industrial zoning, and land disturbances --- including clearing and vegetation management along the utility corridor, a Phase I Environmental Site Assessment (Phase I ESA) was recommended. A Phase I ESA was completed by Coneco Engineers & Scientists in September 2025 as part of the Town's due diligence in acquiring the land. The purpose of completing a Phase I ESA is to ensure due diligence (e.g., regulatory research and assessment of any potential site or hazardous waste contamination issues associated with current or historic land use practices) is completed when the current or historic use of a property appears questionable or the subject lot directly abuts industrial and/or commercial properties. A release could represent a liability to the property owner or operator under the Massachusetts Oil and Hazardous Material Release Prevention and Response Act, Chapter 21E of the Massachusetts General Laws.

**The Phase I ESA concluded that no further investigation or soil testing is required for this property.**

**Other Legal Review:**

The Select Board currently holds a permanent trail easement on the property associated with the proposed Yankee Doodle Bike Path, recorded in July 2025 through an Order of Taking. As a result, the Conservation Commission and the Select Board must execute a Memorandum of Understanding (MOU) outlining the Select Board's obligations for the portions of the site designated for parking and trail use. Per Town Counsel, acceptance of the deed and execution of the MOU do not require Town Meeting approval.



Recommended motions for the Select Board reviewed by Town Council:

**Motion 1 – Acceptance of Deed**

*I move that the Select Board vote to accept and sign the deed for the gift of land from William J. Callahan, Jr., as Trustee of the Fields Realty Trust, consisting of approximately 2.32 acres of land located off the Middlesex Turnpike as described in the deed, for the purposes of open space and conservation, and for the bike path and associated parking, pursuant to Massachusetts General Laws Chapter 40, Section 8C, and subject to the protections of Article 97.*

**Motion 2 – Memorandum of Understanding (MOU)**

*I move that the Select Board vote to approve and sign the Memorandum of Understanding between the Select Board and the Conservation Commission clarifying the responsibilities and obligations regarding the Rear Middlesex Turnpike property and the operation of the proposed Yankee Doodle Bike Path.*

Enclosures:

- Quitclaim Deed, prepared by Harrington Heep LLP
- Select Board Acceptance Signature Page
- Memorandum of Understanding between the Town of Billerica Select Board and the Billerica Conservation Commission, prepared by Harrington Heep LLP

**QUITCLAIM DEED**

**William J. Callahan, Jr.**, as **Trustee of the Fields Realty Trust** u/d/t dated November 1, 1983 with an address of 3A Taggart Drive, Nashua, NH 03060 (“Grantor”) for and in consideration paid of less than one hundred dollars (\$100.00)

Grants with quitclaim covenants to the **Town of Billerica**, having an address of 365 Boston Road, Billerica, MA 01821, (“Grantee”) to be held, pursuant to G. L. c. 40§ 8C, under the care, custody and control of the Billerica Conservation Commission, for open space, bike path and associated parking, and conservation purposes,

The land in Billerica, Middlesex County, Massachusetts, situated on the westerly side of the Middlesex Turnpike and being shown as Lot B-2, on a plan entitled “Plan of Land in Billerica, Mass.,” dated November 8, 1986, and prepared by BSC - Bedford, which plan is recorded with the Middlesex North Registry of Deeds in Plan Book 108, Plan 101, and containing 2.32 acres of land, more or less

The land conveyed hereby is subject to and together with the benefit of easements, restrictions and matters of record affecting said land.

This conveyance does not constitute the sale of all or substantially all of the Grantor’s assets within the Commonwealth of Massachusetts.

All rights of homestead and other interests are hereby released.

For Grantor’s Title, see deed of William J. Callahan dated November 1, 1983 and recorded with the Middlesex North Registry of Deeds in Book 2673, Page 612.

In WITNESS WHEREOF, the undersigned have caused this instrument to be duly executed and delivered as of this \_\_ day of \_\_\_\_\_, 2025, as an instrument under seal.

FIELDS REALTY TRUST,

\_\_\_\_\_  
By: William J. Callahan, Jr.  
Its: Trustee  
Hereunto duly authorized

Property: Rear Middlesex Turnpike, Billerica, MA

STATE OF NEW HAMPSHIRE

\_\_\_\_\_, SS.

On \_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned notary public, personally appeared **William J. Callahan, Jr.**, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily, as his free act and deed, for its stated purpose as the Trustee of the Fields Realty Trust.

\_\_\_\_\_  
Notary Public:

My Commission Expires:

ACCEPTANCE OF GRANT BY TOWN OF BILLERICA  
CONSERVATION COMMISSION

We, the undersigned, being a majority of the Conservation Commission of the Town of Billerica, Massachusetts, hereby certify that at a public meeting duly held on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the Conservation Commission voted to accept the foregoing gift of land from the Fields Realty Trust, pursuant to M.G.L. Chapter 40 Section 8(c).

BILLERICA CONSERVATION  
COMMISSION

By: \_\_\_\_\_  
Name: William Bulens, Chairman

By: \_\_\_\_\_  
Name: JoAnne Giovino, Vice Chairman

By: \_\_\_\_\_  
Name: Diane DePaso, Secretary

By: \_\_\_\_\_  
Name: Christine Aras, Member

By: \_\_\_\_\_  
Name: Jack Bowen, Member

By: \_\_\_\_\_  
Name: Jeff Connell, Member

By: \_\_\_\_\_  
Name: Tom Nellson, Member

ACCEPTANCE OF BILLERICA SELECT BOARD

We, the undersigned, being a majority of the Select Board of the Town of Billerica, Massachusetts, hereby certify that at a public meeting duly held on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the Select Board voted to approve the foregoing gift of land from the Fields Realty Trust to the Billerica Conservation Commission.

BILLERICA SELECT BOARD

By: \_\_\_\_\_  
Name: Jillian K. Pavidis, Chair

By: \_\_\_\_\_  
Name: John J. Burrows, Vice Chair

By: \_\_\_\_\_  
Name: Daniel R. Darris-O'Connor, Secretary

By: \_\_\_\_\_  
Name: Michael S. Rosa, Member

By: \_\_\_\_\_  
Name: Dina M. Favreau, Member

**MEMORANDUM OF UNDERSTANDING**

**between**

**The Town of Billerica Select Board and  
the Billerica Conservation Commission**

WHEREAS to support the construction and maintenance of the project known as the “Yankee Doodle Bike Path,” the Town of Billerica Select Board (the “Select Board”) and the Billerica Conservation Commission (the “Conservation Commission”) enter this Memorandum of Understanding to clarify the Select Board and Conservation Commission’s responsibilities and obligations in regards to the property known as Rear Middlesex Turnpike, Billerica, MA, Parcel ID 78-282-1-2 for operation of the Yankee Doodle Bike Path.

WHEREAS the Yankee Doodle Bike Path consists of construction of a multi- use, ADA-accessible shared use path that will complete a missing link in the Commonwealth’s Priority Trails Network, connected to the Minuteman Bikeway and links educational, recreational, and conservation areas in the southern portion of town. The project also supports clean transportation through pedestrian and bicycle accommodations and the promotion of multimodal activity in the Town of Billerica.

WHEREAS a part of the Yankee Doodle Bike Path will be located over a portion of the property known as Rear Middlesex Turnpike, Billerica, MA, Parcel ID 78-282-1-2 (the “Property”).

WHEREAS the Property is identified as Lot B-2, on a plan entitled “Plan of Land in Billerica, Mass.,” dated November 8, 1986, and prepared by BSC - Bedford, which plan is recorded with the Middlesex North Registry of Deeds in Plan Book 108, Plan 101, and containing 2.32 acres of land, more or less.

WHEREAS on July 15, 2025, the Town of Billerica, acting by and through its Select Board, acquired a permanent easement in a portion of the Property for the purposes of locating, constructing, installing, maintaining, repairing, reconstructing, connecting to adjacent ways and facilities, and forever using and enjoying, and allowing for public use and enjoyment thereof, a trail and way for pedestrian and non-motorized transportation and recreation, as further specified in the Order of Taking recorded with the Middlesex North Registry of Deeds in Book 39380, Page 248 and Certificate 44051, Book 223, Page 75.

WHEREAS on \_\_\_\_\_, \_\_\_\_ 2025, William J. Callahan, Jr., as Trustee of the Fields Realty Trust u/d/t dated November 1, 1983 with an address of 3A Taggart Drive, Nashua, NH 03060, donated the Property to the Town of Billerica to be held, pursuant to G. L. c. 40§ 8C, under the care, custody and control of the Conservation Commission, for open space, bike path and associated parking, and conservation purposes, by way of a deed dated \_\_\_\_\_, 2025 and recorded on \_\_\_\_\_, \_\_\_\_, 2025 with the Middlesex North Registry of Deeds (the “Registry”) in Book \_\_\_\_\_, Page \_\_\_\_\_.

WHEREAS the Town, by and through its Select Board, intends to construct and maintain a portion of the bike path, and an associated parking lot, in the locations on the Property where the Select Board original acquired an easement. The parking lot is identified as the section of

Property in pink and labeled “E-20” (the “Parking Lot”) and the bike path is identified as the section of the Property in pink and labeled “E-22” (the “Bike Path”) on the plan attached hereto as Exhibit A, which is incorporated herein.

THEREFORE, the Select Board and Conservation Commission agree as follows:

1. Control of Property. The entire Property shall remain in the care, custody, and control of the Conservation Commission and held for Art. 97 purposes. Nothing contained herein shall be construed as altering the Property’s Art. 97 status.
2. Parking Lot and Bike Path. The Select Board shall be in charge of oversight and control of construction and maintenance of the Parking Lot and Bike Path, including but not limited setting and managing the operating budget, determining and managing staff, and maintenance and operations of the same including capital infrastructure improvements, and may perform any actions necessary to effectuate these purposes. The Conservation Commission shall have no obligations to construct or maintain the same if the Select Board fails to do so.
3. Maintenance of Property. The Conservation Commission shall have the sole responsibility to maintain the portions of the Property identified in orange in Exhibit A, consistent with the Commission’s care, custody, and control of land held for Art. 97 purposes. The Conservation Commission shall have no obligation to maintain the Parking Lot or Bike Path.
4. Entirety of Agreement. This MOU represents the entire agreement between the Parties. No modification or termination of this agreement shall be effective unless in writing and approved as required by law.
5. Amendments. This MOU may be amended by the written request of a Party and with the consent of the other Party as needed for the success of this agreement. Any agreement amendment of this MOU shall be set forth in writing and signed by the authorized representative for each Party in order to become effective.
6. Term. This MOU shall be effective as of the date hereinabove written and, unless terminated as set forth below, shall remain in effect for an indefinite period of time.
7. Counterparts. This MOU may be executed in duplicate parts, each of which shall be an original, but all of which shall together constitute one and the same instrument.

*Signature Page To Follow*

IN WITNESS THEREOF, the Parties have signed this Memorandum of Understanding on this \_\_\_\_ day of \_\_\_\_\_ 2025.

**BILLERICA SELECT BOARD**

**BILLERICA CONSERVATION COMMISSION**

By: \_\_\_\_\_  
Name: Jillian K. Pavidis, Chair

By: \_\_\_\_\_  
Name: William Bulens, Chairman

By: \_\_\_\_\_  
Name: John J. Burrows, Vice Chair

By: \_\_\_\_\_  
Name: JoAnne Giovino, Vice Chairman

By: \_\_\_\_\_  
Name: Daniel R. Darris-O'Connor, Secretary

By: \_\_\_\_\_  
Name: Diane DePaso, Secretary

By: \_\_\_\_\_  
Name: Michael S. Rosa, Member

By: \_\_\_\_\_  
Name: Christine Aras, Member

By: \_\_\_\_\_  
Name: Dina M. Favreau, Member

By: \_\_\_\_\_  
Name: Jack Bowen, Member

By: \_\_\_\_\_  
Name: Jeff Connell, Member

By: \_\_\_\_\_  
Name: Tom Nellson, Member



# Billerica Conservation Commission

TOWN HALL, 365 BOSTON ROAD  
BILLERICA, MASSACHUSETTS 01821  
TELEPHONE (978) 671-0966



## MEMORANDUM

To: Select Board

From: Isabel Tourkantonis, Director of Environmental Affairs  
Conservation Department

Cc: Christopher Dillon, Town Manager; Ann Maire Casey, Assistant Town Manager;  
John Speidel, Chief Assessor; Elaine Russo, Town Treasurer

Date: December 11, 2025

**RE: Request to Accept Donation of Land for Conservation Purposes  
Parcel ID: 8-6-1, Boston Road**

On behalf of the Conservation Commission, I am pleased to submit this request for the acceptance of a land donation located off Boston Road. This parcel presents a valuable opportunity for the Town to further protect floodplain, wetland, and wildlife habitat associated with the historic Middlesex Canal and the Concord River watershed.

The deed has been prepared by Town Counsel, and the Conservation Commission is scheduled to formally accept the land donation and sign the deed at its meeting on December 15, 2015. The property acceptance and approval signature page for the Select Board is attached. Additional information regarding the property and the due diligence completed by the Town is provided below.

### Property Information

**Owner:** Michael D. Wyner, Trustee of Patricia B. Wyner Trust

**Property:** Map 8, Parcel 6-1, off Boston Road. Undeveloped property at the intersection of Boston Road, McLennan Way (paper road), and Lowell Street – shown as the gray parcel on Billerica GIS aerial.

**Area:** Approximately 3.93 acres

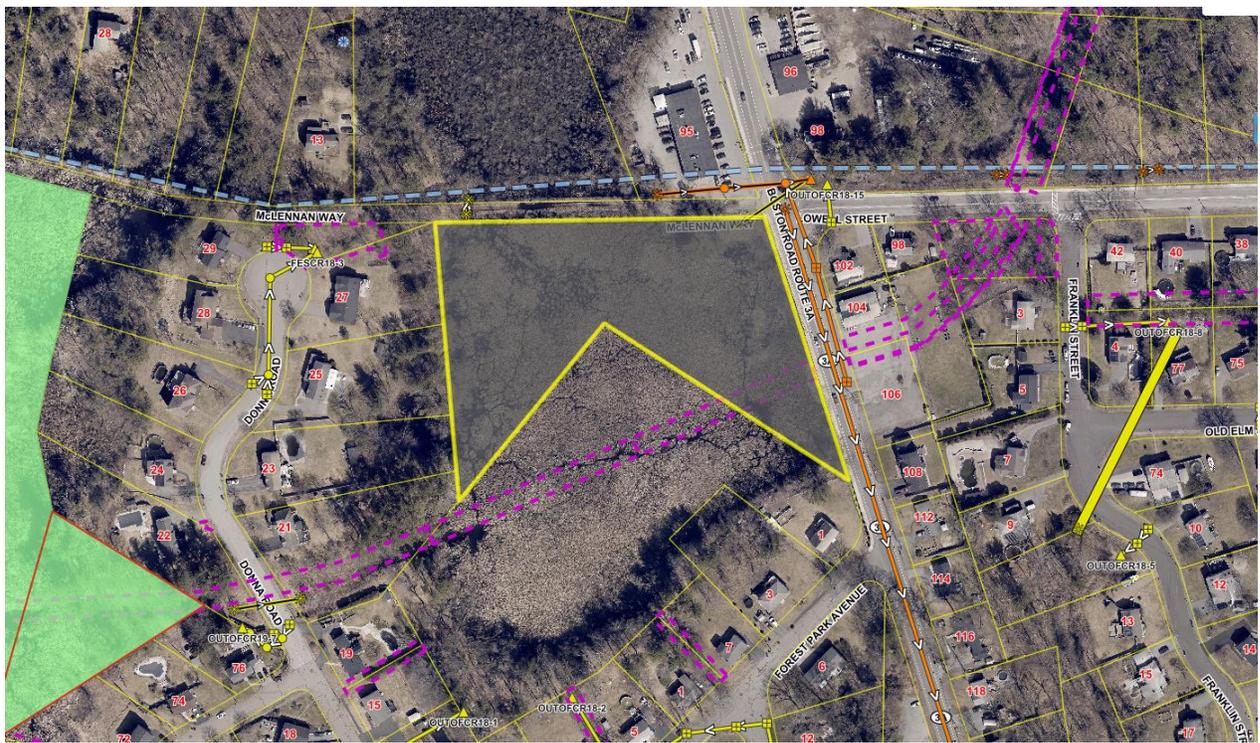
**Features:** The property is primarily comprised of Bordering Vegetated Wetland (marsh) and includes areas of Green Engineering Floodplain and FEMA Floodplain, both of which are regulated as Bordering Land Subject to Flooding under the Massachusetts Wetlands Protection Act and the Billerica Wetlands Protection Bylaw. A portion of the site also lies within a Zone II Wellhead Protection Area associated with the Town of Chelmsford.

The parcel is located near the historic Middlesex Canal and its associated tow path, which provide both historical and recreational value to the community. The land is zoned Village Residence and is adjacent to General Business zoning, including the Plaza at 95 Boston Road (Java's Brewin', Supreme House of Pizza, U.S. Postal Service, and others).

**Legal:** Working with Town Counsel, the Chief Assessor, and the Town Treasurer, the Town verified the property is free and clear of any title or tax issues.

Due to its proximity to a main road, adjacent commercial activity (plaza) and nearby auto and gas service station, a Phase I Environmental Site Assessment (Phase I ESA) was recommended. A Phase I ESA was completed by Coneco Engineers & Scientists in September 2025 as part of the Town's due diligence in acquiring the land. The purpose of completing a Phase I ESA is to ensure due diligence (e.g., regulatory research and assessment of any potential site or hazardous waste contamination issues associated with current or historic land use practices) is completed when the current or historic use of a property appears questionable or the subject lot directly abuts industrial and/or commercial properties. A release could represent a liability to the property owner or operator under the Massachusetts Oil and Hazardous Material Release Prevention and Response Act, Chapter 21E of the Massachusetts General Laws.

**The Phase I ESA concluded that no further investigation or soil testing is required for this property.**



Recommended motion for the Select Board reviewed by Town Counsel:

**Motion – Acceptance of Deed**

*I move that the Select Board vote to accept and sign the deed for the gift of land from Michael D. Wyner, Trustee of the Patricia B. Wyner Trust, consisting of approximately 3.93 acres of land located off Boston Road as described in the deed, for the purposes of open space and conservation pursuant to Massachusetts General Laws Chapter 40, Section 8C, and subject to the protections of Article 97.*

Enclosures:

- Quitclaim Deed prepared by Town Counsel, Harrington Heep LLP
- Select Board Acceptance Signature Page

Property: Lot A-1, Boston Road corner of McLennan Way, Billerica, MA

## QUITCLAIM DEED

**Michael D. Wyner as Trustee of the Patricia B. Wyner Trust** under Trust Agreement dated January 20, 2022, being an unrecorded trust, with an address of 3531 Washington Street, Unit 204, Jamaica Plain, MA 02130 (“Grantor”) for and in consideration paid of less than one hundred dollars (\$100.00).

Grants with quitclaim covenants to the **Town of Billerica**, having an address of 365 Boston Road, Billerica, MA 01821, (“Grantee”) to be held, pursuant to G. L. c. 40§ 8C, under the care, custody and control of the Billerica Conservation Commission, for open space and conservation purposes.

The land situated in Billerica, Middlesex County, Massachusetts, known as Lot A-1, Boston Road corner of McLennan Way, being more particularly bounded and described as set forth in Exhibit A attached hereto and recorded herewith.

The land conveyed hereby is subject to and together with the benefit of easements, restrictions and matters of record affecting said land in so far as the same are now in force and applicable.

This conveyance does not constitute the sale of all or substantially all of the Grantor’s assets within the Commonwealth of Massachusetts.

All rights of homestead and other interests are hereby released.

For Grantor’s Title, see deed of Patricia B. Wyner dated January 20, 2022, and recorded with the Middlesex North Registry of Deeds in Book 36747, Page 174.

In WITNESS WHEREOF, the undersigned have caused this instrument to be duly executed and delivered as of this \_\_ day of \_\_\_\_\_, 2025, as an instrument under seal.

PATRICIA D. WYNER TRUST,

\_\_\_\_\_  
By: Michael D. Wyner  
Its: Trustee  
Hereunto duly authorized

COMMONWEALTH OF MASSACUSETTS

\_\_\_\_\_, SS.

On \_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned notary public, personally appeared **Michael D. Wyner**, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily, as his free act and deed, for its stated purpose as the Trustee of the Patricia B. Wyner Trust.

\_\_\_\_\_  
Notary Public:

My Commission Expires:

EXHIBIT A

The land in Billerica, Middlesex County, Massachusetts, being Lot A-1, Boston Road corner of McLennan Way, as shown on a plan entitled, "Black Brook Estates in Billerica, Mass.," dated October 31, 1995, Noonan & McDowell, Inc., Surveyors, recorded with Middlesex North District Deeds, Plan Book 192, Plan 34, bounded and described as follows:

NORTHEASTERLY by Boston Road, as shown on said plan, 453.69 feet;

NORTHERLY by McLennan Way, as shown on said plan, 525.95 feet;

WESTERLY by Lots 4,3,2, and I , as shown on said plan, 455.01 feet;

SOUTHEASTERLY by land now or formerly of John E. Farmer, L.C. 26608, as shown on said plan, 367.89 feet; and

SOUTHWESTERLY by land now or formerly of said John E. Farmer, as shown on said plan, 467.12 feet;

Containing 3.93 acres, more or less, according to said plan.

Subject to a Right of Way Agreement and Easement, dated January 27, 1968, to Tennessee Gas Pipeline Company, a division of Tenneco, Inc., recorded with said Deeds, Book 1832, Page 626.

ACCEPTANCE OF GRANT BY TOWN OF BILLERICA  
CONSERVATION COMMISSION

We, the undersigned, being a majority of the Conservation Commission of the Town of Billerica, Massachusetts, hereby certify that at a public meeting duly held on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the Conservation Commission voted to accept the foregoing gift of land from the Fields Realty Trust, pursuant to M.G.L. Chapter 40 Section 8(c).

BILLERICA CONSERVATION  
COMMISSION

By: \_\_\_\_\_  
Name: William Bulens, Chairman

By: \_\_\_\_\_  
Name: JoAnne Giovino, Vice Chairman

By: \_\_\_\_\_  
Name: Diane DePaso, Secretary

By: \_\_\_\_\_  
Name: Christine Aras, Member

By: \_\_\_\_\_  
Name: Jack Bowen, Member

By: \_\_\_\_\_  
Name: Jeff Connell, Member

By: \_\_\_\_\_  
Name: Tom Nellson, Member

ACCEPTANCE OF BILLERICA SELECT BOARD

We, the undersigned, being a majority of the Select Board of the Town of Billerica, Massachusetts, hereby certify that at a public meeting duly held on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the Select Board voted to approve the foregoing gift of land from the Fields Realty Trust to the Billerica Conservation Commission.

BILLERICA SELECT BOARD

By: \_\_\_\_\_  
Name: Jillian K. Pavidis, Chair

By: \_\_\_\_\_  
Name: John J. Burrows, Vice Chair

By: \_\_\_\_\_  
Name: Daniel R. Darris-O'Connor, Secretary

By: \_\_\_\_\_  
Name: Michael S. Rosa, Member

By: \_\_\_\_\_  
Name: Dina M. Favreau, Member



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
AUGUST 11, 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:** Acting Town Manager Christopher Dillon, 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.

The Pledge of Allegiance was recited.

**1. Open Microphone**

Deam Jenkins of 195 Concord Road - Mr. Jenkins from Landsmark LLC He wanted to give an update on the Homeless Veterans lodging on Concord Road that was approved in April 2024. They have run into funding problems because they rely on the State. The promised funding has not materialized. We are going to provide transitional housing and we would like to discuss the possibility of a LIP to help local veterans.

Steve Strykowski of 16 River Street, Apt. 6A – Mr. Strykowski stated that he has two items. People don't stop for the flashing lights and people are almost getting hit. We need to step up traffic enforcement. The second issue is that Member Favreau has been helping people with BSAP. He judges her on he treats him and he supports her.

Billy Reed of 16 River Street – Mr. Reed stated that the center is not safe for pedestrian even with the flashing lights. He almost got hit.

Carole Reardon of Pinedale Ave – Ms. Reardon stated that there was supposed to be dugouts on the Girls Softball field at PHR but they were not installed. Chris Sennott offered to build them but was told that is not what the Town wants. She would like to know why? Ms. Reardon also stated that the sidewalks in Pinehurst are great but it's different in other areas of the Town. We need to do better. She would like an update from the Town Manager for the Chapter 90 funding and the increase we received. We don't have to all like each other and people make mistakes but employees should feel safe at work. She agrees with the censure.

Barbara Reedy of 10 Maplewood Ave – Ms. Reedy stated that there have been hostile behaviors of the two male Select Board members and nothing happens. Secretary Darris-O'Connor needs to stop harassing Member Favreau because of the BSAP incident and the center project. This board has violated the Town Charter and Vice Chair Burrows, Secretary Darris-O'Connor and Chair Pavidis pulled a coo.

Kelley Sardina of 95 Gray Street – Ms. Sardina asked that Open Mic be changed to the middle of the meeting or the end to give time to residents to get here. As far as Member Favreau, the Board can't do anything but recall her. This Select Board needs to work together. What happened with Secretary Darris-O'Connor and the BSAP was wrong. An elected official can't go into another Board without this Board's approval but Member Favreau went to the Board of Health. She should apologize to the employees she harassed.

Diana Saunders of 20 Oxford Road – Ms. Saunders stated that this board needs to work together. There are more important things that need to be done. We should stand behind our Town employees. The Board fighting is pulling the community apart.

Marlies Henderson of 31 Sprague Street – Ms. Henderson stated that we are trying to attract a new Town Manager and new business and the actions of the Board are not helping and you should withdraw Agenda Item #7. Everyone has dirty laundry. This is damaging the reputation of the Board and the Town and the former Town Counsel cautioned on censuring.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
AUGUST 11, 2025**

*Dan Burns of 12 Nolte Road* – Mr. Burns stated that he is concerned with the handling of Member Favreau. We are a laughing stock. Everyone should be treated with respect. The censure will not help with improving the Board, it is only to embarrass. There should be a process created on dealing with issues between Select Board members and Town Employees. We should support our employees and get back to supporting our residents.

**Announcements**

**2. Vacancies on Boards and Committees**

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

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

**Proclamation and Public Recognition**

The Board honored Robert Maynard for his dedicated work over the last three years. He will be missed as he moves on to a new position.

**4. National Wellness Month**

Secretary Darris-O’Connor read the National Wellness Month proclamation. HR Director Michele Riviera accepted the proclamation.

**5. International Overdose Awareness Day – August 31, 2025 – Requested by Vice Chair Burrows**

Secretary Darris-O’Connor read the International Overdose Awareness Day for August 31, 2025. Member Favreau thanked Vice Chair Burrows for putting this on the agenda.

**6. National Recovery Month – September 2025 – Requested by Member Favreau**

Secretary Darris-O’Connor read the National Recovery Month for September 2025. Member Favreau stated that this is a painful reminder and we need to stand together. She asked her younger brother to come here and accept this. She also thanked the members of BSAP and Town Hall will recognize this important month with purple lights.

**7. Select Board Resolution to Censure Member Favreau for Violations of the Town Charter and Select Board Code of Conduct – Discussion and Possible Vote – Requested by Secretary Darris-O’Connor**

Chair Pavidis stated that this decision was not made lightly. We want to get past this and stop the internal fighting. She wants to apologize on behalf of the Board. Everyone makes mistakes and we don’t have to like each other but we need to focus on the job of this Board.

Secretary Darris-O’Connor stated that he is going to read the censure resolution and vote. Member Favreau stated point of order. The agenda says discussion and possible vote, so you can’t just vote. Secretary Darris-O’Connor read the resolution. Secretary Darris-O’Connor stated that there is a lot going on and this Board unanimously voted for the investigation. Taxpayers money was spent and results were provided but nothing was done. He supports our employees and Member Favreau has to be held accountable for her action.

Member Rosa stated That there are no circumstances in which it is OK to disrespect our town employees as they do a great job in their various roles. Our town is lucky to have the people we have working for Billerica. I do not condone in any way what transpired with Selectwoman Favreau and that can’t ever happen again by her or anyone else but a censure means nothings. She is an elected official. There is no definition to censure in our bylaws, policies and procedures of the board or code of conduct. At the Board meeting of 1-9-2023 Town Council Mark Rich stated “that only one body can discipline an elected official and that is the voters in the town. To censure a member is like a slap on the wrist. The Select Board does not have the authority over other elected officials. There is no prohibition on adding an enforcement clause but he issued a caution. A censure is basically a public embarrassment and there is no statutory provision.” Vice Chair Burrows and Secretary Darris-O’Connor both violated Select Board policy, Professional standards and OCPF violations so should they be censured. We need to work as a team to benefit the



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residents and set a policy to benefit the town. It's ok to disagree but it needs to be respectfully. He does not support this action. (see attachment for complete statement)

Vice Chair Burrows stated that unfortunately we can't agree to disagree and because of Member Favreau actions, we have lost good employees. Other members wanted to censure Mike Riley but it was not done. When he removed Member Favreau from all the chair appointments, Member Rosa added her back on. He was campaigning and has done nothing for 27 years. We need to let staff do their job. It's not our job to interfere with day to day.

Member Favreau stated that to clarify, she was not added back to all the committees. She has been called unhinged, a criminal and this has been a political witch hunt. Town Counsel has said that a censure was extreme measure and under minds democracy. Secretary Darris-O'Connor is under investigation now for State ethics violations, he called a judge was an idiot. This is retaliation and not good government. If she did everything she is being accused of, the police would have been involved. We need to get to real work.

**MOTION** - Secretary Darris-O'Connor made a motion to approve the Select Board resolution to censure Member Favreau for violations for Town Charter and Select Board Code of Conduct. The motion was seconded by Vice Chair Burrows and voted 3-2-0.

Secretary Darris-O'Connor stated that this is a formal condemnation. Member Favreau had every opportunity to apologize and never did. She just tries to deflect.

Member Favreau stated that she is going to exercise all her rights under the law and the censure was premature.

**Public Hearings**

**8. Public Hearing – National Grid and Verizon #31120803 – National Grid to install (1) 55' Class H1 Pole beginning ~500' southeast of the centerline of the intersection of Rangeway Road between Pole 19 and Pole 18 on the same side of the road. The new Pole will be labeled Pole #18-50**

**MOTION** - Secretary Darris-O'Connor made a motion to open the public hearing for National Grid #31120803 at 7:02 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

Byran Sathler from National Grid joined the meeting.

Member Rosa asked if any abutters contacted National Grid with concerns and if the DPW comments have been read and you must call water and sewer department to mark them. Mr. Sathler replied there have been no abutters and yes they will call the water and sewer directly to have the lines marked.

There were no questions from the audience in person or via Zoom.

**MOTION** - Secretary Darris-O'Connor made a motion to close the public hearing for National Grid #31120803 at 7:03 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**MOTION** - Secretary Darris-O'Connor made a motion to approve NG #31120803. The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0.

**9. Public Hearing – National Grid and Verizon #31168685 - National Grid to install (1) new JO pole (Pole #14-50) on Salem Road beginning at a point ~380' east of the centerline of the intersection of Pollard Street and Floyd Street (Aka 10 Parlmont Park)**

**MOTION** - Secretary Darris-O'Connor made a motion to open the public hearing for National Grid #31168685 at 7:04 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

Byran Sathler from National Grid joined the meeting.



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Member Rosa asked if abutters contacted National Grid with any concerns and he pointed out that in the DPW comments that there is a conflict with the mark out and the pole and they must have a site visit before digging. Mr. Sathler replied there have been no abutters and yes they will call the water and sewer directly to have the lines marked and will schedule a site visit.

There were no questions from the audience in person or via Zoom.

**MOTION** - Secretary Darris-O'Connor made a motion to close the public hearing for National Grid #31168685 at 7:06 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**MOTION** - Secretary Darris-O'Connor made a motion to approve NG #31168685 as discussed. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**10. Public Hearing – National Grid and Verizon #31162556 - National Grid to install (1) new JO pole (Pole #15-50) on Salem Road beginning at a point ~460' east of the centerline of the intersection of Pollard Street and Floyd Street (Aka 10 Parlmont Park)**

**MOTION** - Secretary Darris-O'Connor made a motion to open the public hearing for National Grid #31162556 at 7:07 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

Byran Sathler from National Grid joined the meeting.

Member Rosa asked if abutters contacted National Grid with any concerns and he pointed out that in the DPW comments that there is a conflict with the mark out and the pole and they must have a site visit before digging. Mr. Sathler replied there have been no abutters and yes they will call the water and sewer directly to have the lines marked and will schedule a site visit.

There were no questions from the audience in person or via Zoom.

**MOTION** - Secretary Darris-O'Connor made a motion to close the public hearing for National Grid #31162556 at 7:08 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**MOTION** - Secretary Darris-O'Connor made a motion to approve NG #31162556 as discussed. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**New Business (Quick Items)**

**11. Discussion and Possible Vote on Election Workers for FY26 Appointment Request – Requested by Town Clerk Donna McCoy**

Donna McCoy, Town Clerk appeared to request approval for the election workers for FY26.

Secretary Darris-O'Connor stated that he appreciates all the volunteers.

Member Rosa stated that he is going to abstain because his mother is a poll worker.

**MOTION** - Secretary Darris-O'Connor made a motion to approve the Election Workers for FY26 as presented. The motion was seconded by Member Rosa and voted 4-0-1. Member Rosa abstained from voting.

**MOTION** - Secretary Darris-O'Connor made a motion to approve the Town Meeting Checkers as presented. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**12. Discussion and Possible Vote on General Obligation Building Bond – Bond Anticipation Note (BAN) – Requested by Town Treasurer Elaine Russo**

Elaine Russo appeared for the general obligation building bond Bond Anticipation Note (BAN).

There were no questions.



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**MOTION** - Secretary Darris-O'Connor made a motion as the clerk of the select board of the Town of Billerica, Massachusetts. "the Town" certified that at a meeting of the board held on August 11, 2025, of which all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody: Vote to approve the sale of \$50,480,000 general obligation building bonds of the town dated August 19, 2025, "the bonds" to Jannie Montgomery Scott, LLC at the price of \$52,689,726.18 and accrued interest, if any is hereby approved and confirmed. The bonds shall be payable on August 15 of the years in the principal amounts and bear interest at the respective rates as presented to the board by the town treasurer.. The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0.

**MOTION** - Secretary Darris-O'Connor made a motion as the clerk of the select board of the Town of Billerica, Massachusetts "the Town" certified that at a meeting of the board held on August 11, 2025, of which all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody: Vote to approve the sale of \$23 million, 4% general obligation bonds anticipation notes of the town dated August 19, 2025, and payable August 19, 2026,"the notes" to Jeffreys, LLC in accrued interest, if any, plus a premium of \$307,280 The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0.

**13. Request for (4) 18" x 24" Signs on Town Property – 2 at the Town Common, 1 at PHR and 1 at Vietnam Veteran's Park for the Great Lowell Bicycle & Pedestrian Plan (GLBPP) Survey from August 12, 2025 to August 19, 2025 – Requested by Marlies Henderson**

Marlies Henderson appeared on the request for signs. Ms. Henderson stated that this is a request of NMCOG. These signs will have a QR code that will bring you to a survey for bike and walking paths. They are requesting the signs go up tomorrow through August 31<sup>st</sup>.

**MOTION** - Secretary Darris-O'Connor made a motion to approve the requested signs for NMCOG from August 12<sup>th</sup> to August 31<sup>st</sup>. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**14. KHD, Inc. dba High Octane Harley Davidson located at 1 Chelmsford Road – Change of Date of 1-Day Special Wine and Malt License and Entertainment FROM Sunday, August 31, 2025 from 5:00 PM to 9:00 PM TO Saturday, August 30, 2025 (Previously Approved on March 3, 2025) – Requested by KHD, Inc.**

Cameron Fazekas from KHD Inc appeared for a change of a one-day beer and wine license. They are requesting of changing an already approved day from Sunday, August 31<sup>st</sup> to Saturday, August 30<sup>th</sup>.

**MOTION** - Secretary Darris-O'Connor made a motion to change the date of a one-day beer and wine license and entertainment from Sunday, August 31<sup>st</sup> to Saturday, August 30<sup>th</sup>. The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0.

**15. Request for (4) 18" x 24" Signs on the Common for the Solomon Post VFW #8819 Penny Sale Fund Raiser from October 9, 2025 to November 9, 2025 – Requested by Member Rosa**

Member Rosa stated that this is a request for signs for the Penny Sale Fund Raiser on October 9<sup>th</sup> at the VFW.

**MOTION** - Secretary Darris-O'Connor made a motion to approve the signs as requested. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**16. New Common Victualler's License for Snowdaes Co, LLC dba Snowdaes located at 99 Chelmsford Road, Nyden Heng, Manager**

Jen Heng appeared for a new Common Victualler license. They currently operate the same type of shop in Lowell.

Member Rosa asked if they have received their food license yet. Ms. Heng replied not year, they are waiting for their counter to be installed and then they will get the inspection and the license.



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**MOTION** - Secretary Darris-O'Connor made a motion to approve the new Common Victualler's license for Snowdaes Co, LLC dba Snowdaes located at 99 Chelmsford Road with Nyden Heng as Manager with the ours of operation from 12:00 PM to 9:00 PM Sunday-Saturday, incorporate the ZBA Special Conditions #1-#7 and approval of the Board of Health. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**17. Discussion and Possible Vote to Approve the 5<sup>th</sup> Annual Freedom Road Race for September 7, 2025 sponsored by the VFW Post #2597 starting and ending at the Billerica Moose Club located at 104 Boston Road**

William West appeared for the approval of the 5<sup>th</sup> Annual Freedom Road Race in recognition of Charles Tedford who was killed in Vietnam. Mr. West stated that the race will be on September 7<sup>th</sup> and sponsored by the VFW Post #2597 and will be starting and ending at the Billerica Moose Club. They have the support of the Police Department. The race will start at 10:00 AM.

**MOTION** - Secretary Darris-O'Connor made to motion to approve the 5<sup>th</sup> Annual Freedom Road Race as requested. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**Appointments**

**Presentation**

**18. Discussion and Possible Vote – Final Design Plans for the North Billerica Fire Station**

Mark LaLumiere, Building Commissioner appeared for discussion on the North Billerica Fire Station. Mr. LaLumiere stated that we have 100% design drawings are out for the cost estimates. The original discussion was for 3 bays but there are site constraints and they couldn't fit the third bay but both bays are double bays. We already have the ZBA approval and are going to the Planning Board tomorrow night. They also have the support of the abutters. Chief Cole walked the neighborhood and spoke with the abutters.

Member Rosa thanked Mr. LaLumiere for the update. Mr. LaLumiere added that the project is on schedule and the property next door is going to be a convenience store and gas station.

**19. Discussion and Possible Vote – Preliminary Design for the Police Station**

Chief Frost and Deputy Magnan appeared for the discussion on the preliminary design of the police station. Chief Frost stated that we need to have a professional building. He has never come before the Town asking for a large capital improvement project but the current station is in dire need. The proposed design will double the size of the EMS. PRA and Left Field has created a proposal to showcase our needs and invest in the future.

Chair Pavidis asked if there was any consideration to a new building vs. renovation. Chief Frost stated that this building is a brick and mortar solid building. It is where it is but we want to make it more inviting.

Aaron Eisenburg from PRA joined the meeting. The building is sound and roughly the appropriate size needed but the interior needs modification and there will be a small space added. Mr. Eisenburg gave a presentation. There are priorities that need to be addressed including the 30% goal of female officers.

Vice Chair Burrows asked what the existing square footage is. Chief Frost replied about 25,000 SF. Vice Chair Burrows stated that seems too small for 128 employees. Bedford has half the employees but has over 44,000 SF. We should look at building a new station. Chief Frost stated that Mr. Main had suggested that a needs assessment. The physical building is capable of moving forward. We are trying to perform to our mission statement and we are good with the renovations. In an ideal world, having a new state of the art station would be great but we need to work with reality.

Deputy Magnan stated that we worked hard on this and this will work for us for the next 20-30 years. Chief Frost added that the goal is to have a top notch facility and this renovation will do that.



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Secretary Darris-O'Connor thanked the Chief for meeting with him today. We should be fiscally committed to the Police Department. He would support a new building but that would not support the timeline. He would support the renovation. We can have discussion with a new building in the future.

Member Rosa thanked the Chief for the information. We have a new DPW, Rec Center and Fire Station. We could also have a new Shawsheen Tech, a new Middle School and a new COA. Where does that leave us with the debt schedule? Mr. Dillon stated that we need to look deeper at the financing. Member Rosa stated that he supports the PD but we need to know the debt schedule. He would like to hold this for the next meeting and analysis both options.

**Committee Reports**

**Old Business**

**20. Discuss Outcome of Vote on Motion to Rescind Prior Board Vote Allocating Free Cash and Overlay Surplus for 2" Water Line Replacement – Requested by Secretary Darris-O'Connor**

Secretary Darris-O'Connor stated that we voted at the last meeting to rescind the vote from the previous meeting. It was a 3-2 vote and during that meeting it was said that it was not a legal vote because it needed a super majority vote but our legal counsel provided an opinion that it was a valid vote, so the motion stands.

Member Rosa read the legal opinion. He is disappointed that you would rescind a motion that assisted residents with replacing the 2" water lines for fire protection, flushing lines and health safety. We just found out about this about 2 years ago. The original motion would have accelerated this schedule by a year, improving the quality of life for all the residents in that area of Pinehurst. Secretary Darris-O'Connor stated that we have the water line replacement as a priority and are funding it.

Member Favreau stated that the legal opinion states we should take action to correct the vote and Secretary Darris-O'Connor questioned if this was being taken from free cash and what the free cash certification was. She doesn't understand why this was asked of Town Counsel. Secretary Darris-O'Connor stated that it was asked to clarify that the vote taken at the last meeting was legal, and it was.

Vice Chair Burrows stated that vote taken at the last meeting stands. A super majority was not needed. Vice Chair Burrows thanked Secretary Darris-O'Connor for doing the due diligence and this is an acknowledgment that the motion at the last meeting was correct and passed 3-2. We put one-time funding with ARPA towards replacement of the 2" water lines. The schedule is in place for the water line replacement.

Member Favreau stated that the original motion included free cash. Member Rosa stated that the original motion was to use free cash and surplus to accelerate the 2" water line replacement and as Vice Chair Burrows said, it was important enough to use ARPA money. Member Favreau stated that the original motion was not to use all free cash. Member Rosa relied that was correct, it was to use free cash or the overlay surplus.

**21. Discussion and Possible Vote – Commercial and Industrial Economic Development Policy – 2<sup>nd</sup> Reading – Requested by Member Rosa**

Member Rosa stated that he added comments he received from the Planning Director which included references to the bylaw, adding MGL references and including language for tenants.

Chair Pavidis stated that it looks good.

**MOTION** - Member Rosa made a motion to approve the Commercial and Industrial Economic Development Policy as presented. The motion was seconded by Member Favreau. After the following discussion it was voted 3-2-0. Vice Chair Burrows and Secretary Darris-O'Connor voting against.

Secretary Darris-O'Connor stated that this is really not a EDC policy. There is already the authority to waive the fees. Why would we want to lose revenue. There is a fee waiver policy and we allow TIFFs.



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Vice Chair Burrows stated that this is an Economic Development killer. We are creating more red tape. The waiver is already in effect and this just creates another layer and duplicating efforts. He will not supporting this.

Member Rosa stated that this is a fee waiving policy. The Building Commissioner requested the change and it is not more red tape.

Member Favreau stated that the Building Commissioner agreed to this at the previous meeting. Secretary Darris-O'Connor stated that nothing in this policy helps Economic Development.

**New Business**

**22. Draft Preliminary Warrant Discussion – October Town Meeting**

Mr. Dillon stated that the deadline for the warrant is August 18<sup>th</sup>. There are a lot of placeholders but he doesn't know actual numbers yet.

Member Rosa stated that on Article #5, didn't we vote to increase the amount. Mr. Maynard stated that \$1.8 million for Town Meeting stays the same, the extra is within our budget. Member Rosa stated that Article 26, the Open Space and Recreation Committee voted to move this forward. There are 30 properties to transfer from the Select Board to the Conservation. Most of the properties are along the Concord River. The Planning Director will send the list out to all the departments to see if the Town has a need for any of the properties. Member Rosa stated that there is another article that deals with the use table and the changes we discussed at our special meeting.

Chair Pavidis asked if there are any school articles. Mr. Dillon replied that they will have their collective bargaining articles and school facility articles.

**23. Discussion and Possible Vote on Installation of a 30 MPH Speed Limit Sign and Electronic “Speed Notification” Sign on Treble Cove Road Near House #130 – Requested by Member Rosa**

Member Rosa stated that he received this request from a resident. They are looking for a flashing sign or a regular sign.

Chair Pavidis asked how do we prioritize these requests. Is there a policy? Member Rosa stated that the Traffic Management Committee was disbanded so when we get these requests, we send them to the Traffic Safety Officer.

**MOTION** - Member Rosa made a motion, with the approval of the Traffic Safety Officer, to put up a 30 MPH speed sign around house #130 Treble Cove Road. The motion was seconded by Member Favreau. The following discussion occurred and a new motion was made.

For Discussion: Secretary Darris-O'Connor said there was already a sign right around this house. We are Road Commissioners but not traffic experts. This should go through the Police Department.

Member Rosa said that if the Traffic Safety Officer determines that it shouldn't be done, then it won't be done.

Vice Chair Burrows stated that we should look at making the whole Treble Cove Road 30 MPH. Member Rosa stated that he would take that as a friendly amendment. Secretary Darris-O'Connor stated that this should not be done without a traffic study. This motion was changed to the following:

**MOTION** - Member Rosa made a motion that the Board approve a 30 MPH speed limit from Boston Road, the extent of Treble Cove Road, to Biagiotti Way contingent on the approval of the Traffic Safety Officer. The motion was seconded by Member Favreau and voted 4-1-0. Secretary Darris-O'Connor voting against.

**24. Discussion and Possible Vote on Installation of (2) Two Slow Deaf Child Sign Around 13 Sycamore Lane – Requested by Member Rosa**

Member Rosa stated that this was another request. They provided their grandsons medical records that states he is deaf. There is currently an existing Slow Child sign and they would like to change it to a Slow Deaf Child sign and add one at the other end of Sycamore Lane.



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**MOTION** - Member Rosa made a motion that the Board approve the installation of (2) slow deaf child signs on Sycamore Lane with the approval of the Traffic Safety Officer. The motion was seconded by Secretary Darris-O'Connor and unanimously voted 5-0-0.

**25. Discussion and Possible Vote – Complete Streets Policy Review – Requested by Member Favreau**

Member Favreau stated that this was approved in 2017 but there has been a lack of review since then. This requires annual review including sidewalk plan review, funding strategy, etc. She has several questions including: When was the last annual review? If done, where can it be found? What about the sidewalk inventory and maintenance plan? What about the complete street document including the principal into infrastructure and planning of the complete streets.

Mr. Dillon stated that he would need to look into these questions.

**MOTION** - Member Favreau made a motion that the Select Board initiate a comprehensive review with the Town Manager. The motion was seconded by Member Rosa and after the following discussion was voted 2-3-0. Vice Chair Burrows, Secretary Darris-O'Connor and Chair Pavidis voting against. The motion fails.

Mr. Maynard stated that this is another example of Member Favreau having zero conversation with Town staff on this item.

Secretary Darris-O'Connor stated that he is confused with this. He can't vote in favor of this.

Member Rosa stated that this may not necessarily need a vote. We can ask the Town Manager to investigate this with staff and get it back on track based on what they find.

Vice Chair Burrows stated that typically, a board member would send an email to the Town Manager with questions and they get back to us with answers. This was done in spite. If this fell through the cracks, then address it with the Town Manager, not in a public meeting.

Secretary Darris-O'Connor agreed. This was set up to surprise Town Management.

Member Rosa stated that complete streets is a good policy and we should ask the Town Manager for an update.

**26. Discussion and Possible Vote – Town-wide Sidewalk Inventory and Maintenance Plan – Requested by Member Favreau**

Member Favreau stated that there was a member in 2017 and there is no sidewalk maintenance plan so this omission violates the Master Plan. There should be confirmation of inventory of the maintenance of sidewalks.

Secretary Darris-O'Connor stated that members should act professionally and ask the Town Manager for the information. This was set up for gotcha.

Member Rosa stated that Member Favreau is on the Master Plan Committee and this definitely should be addressed. This should be a simple request to the Town Manager for an update and recommendation on this item as well as agenda item #27.

**MOTION** - Secretary Darris-O'Connor made a motion to table agenda items 25-27. The motion was seconded by Vice Chair Burrows. A vote was never taken.

Member Favreau stated point of order, if this was done it would be an open meeting violation.

Chair Pavidis asked that the Town Manager review these items and get an update.



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**27. Discussion and Possible Vote – Paving Plan and Budget – Requested by Member Favreau**

Member Favreau stated that there some questions in FY26. There is \$950,000 for funding Billerica venture sidewalk and asked what this is, there is \$500,000 for a complete street grant – this needs to be clarified if this needs to be amended and there was a supplemental budget for Chapter 90 with an increase of \$500,000, she would like clarification of how this will be used. We also need to look at consolidating the information on the website.

Mr. Dillon stated that he will look at this information and get an update.

**28. Discussion and Possible Vote – Extension of Acting Town Manager’s Contract Until a Permanent Town Manager is Appointed – Not to Exceed 3 Months – Requested by Chair Pavidis**

This item will be discussed after the Executive Session.

**Approval of Meeting Minutes**

**29. June 2, 2025 Regular Meeting**

**30. June 11, 2025 Special Meeting**

Member Rosa asked that this be continued until he can review these two sets of minutes.

Member Favreau stated that she also has some issues and clarification with both sets of minutes.

Secretary Darris-O’Connor stated that minutes are not transcriptions. Our meetings are video and the minutes should be basic.

**MOTION** - Secretary Darris-O’Connor made a motion to approve the Select Board minutes of June 11, 2025 and July 21, 2025. The motion was seconded by Vice Chair Burrows. After the following discussion, no vote was taken.

Member Rosa asked that these two minutes be held to come to a consensus. Chair Pavidis agreed and they will be continued until our next meeting.

**31. July 21, 2025 Special Meeting**

**MOTION** - Secretary Darris-O’Connor made a motion to approve the Select Board meeting minutes of July 21, 2025 as presented. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**Meeting Schedule**

September 8, 2025 and September 22, 2025

Chair Pavidis asked if we could move the September 8<sup>th</sup> meeting to September 15<sup>th</sup>. The Select Board agreed and the meeting will be moved.

**Executive Session**

**32. Executive Session Pursuant to G.L. c. 30A, § 21(a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel – Acting Town Manager**

Secretary Darris-O’Connor stated that we are going into Executive Session to discuss the Acting Town Manager.

Secretary Darris-O’Connor stated that we will return from Open Session to vote on Agenda Item 28.



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**MOTION** - Secretary Darris-O'Connor made a motion to go into Executive Session Pursuant to G.L. c. 30A, § 21(a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel – Acting Town Manager at 9:10 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye, and Chair Pavidis voted Aye.

Chair Pavidis called the regular meeting back to order at 9:23 PM.

**28. Discussion and Possible Vote – Extension of Acting Town Manager’s Contract Until a Permanent Town Manager is Appointed – Not to Exceed 3 Months – Requested by Chair Pavidis**

**MOTION** - Secretary Darris-O'Connor made a motion to extend the Acting Town Manager’s contract until a permanent Town Manager is appointed not to exceed 3 months. The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0.

**MOTION** - Vice Chair Burrows made a motion to adjourn the regular meeting of August 11, 2025 at 9:25 PM. The motion was seconded by Secretary Darris-O'Connor 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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**Call to order 6:00 PM**

1. **Open Microphone – No Exhibits**

**Announcements**

2. **Vacancies on Boards and Committees**– dated 08/11/25
3. **All other announcements may be viewed on the Town of Billerica website – No Exhibits**

**Proclamation and Public Recognition**

4. **National Wellness Month – August 2025 – Requested by Vice Chair Burrows – Proclamation Updated**
5. **International Overdose Awareness Day – August 31, 2025 – Requested by Vice Chair Burrows**  
Proclamation Updated
6. **National Recovery Month – September 2025 – Requested by Member Favreau** Proclamation Updated
7. **Select Board Resolution to Censure Member Favreau for Violations of the Town Charter and Select Board Code of Conduct – Discussion and Possible Vote – Requested by Secretary Darris-O’Connor**  
Resolution Updated

**Public Hearings**

8. **Public Hearing – National Grid and Verizon #31120803 – National Grid to install (1) 55’ Class H1 Pole beginning ~500’ southeast of the centerline of the intersection of Rangeway Road between Pole 19 and Pole 18 on the same side of the road. The new Pole will be labeled Pole #18-50 – NG Application dated 06/04/25, DPW Comments dated 07/25/25, Contractor Acknowledgement dated 07/28/25, Electrical Comments dated 07/21/25, Traffic Safety Comments dated 07/30/25, Abutters List dated 07/14/25, Public Hearing Notice undated**
9. **Public Hearing – National Grid and Verizon #31168685 - National Grid to install (1) new JO pole (Pole #14-50) on Salem Road beginning at a point ~380’ east of the centerline of the intersection of Pollard Street and Floyd Street (Aka 10 Parlmont Park) – NG Application dated 06/23/25, DPW Comments dated 08/04/25, Contractor Acknowledgement dated 08/06/25, Electrical Comments dated 08/04/25, Traffic Safety Comments dated 08/04/25, Abutters List dated 07/24/25, Public Hearing Notice undated**
10. **Public Hearing – National Grid and Verizon #31162556 - National Grid to install (1) new JO pole (Pole #15-50) on Salem Road beginning at a point ~460’ east of the centerline of the intersection of Pollard Street and Floyd Street (Aka 10 Parlmont Park) – NG Application dated 06/23/25, DPW Comments dated 08/04/25, Contractor Acknowledgement dated 08/06/25, Electrical Comments dated 08/04/25, Traffic Safety Comments dated 08/04/25, Abutters List dated 07/24/25, Public Hearing Notice undated**

**New Business (Quick Items)**

11. **Discussion and Possible Vote on Election Workers for FY26 Appointment Request – Requested by Town Clerk Donna McCoy – Memo from D. McCoy dated 08/01/25**
12. **Discussion and Possible Vote on General Obligation Building Bond – Bond Anticipation Note (BAN) – Requested by Town Treasurer Elaine Russo – Memo from E. Russo dated 08/07/25**
13. **Request for (4) 18” x 24” Signs on Town Property – 2 at the Town Common, 1 at PHR and 1 at Vietnam Veteran’s Park for the Great Lowell Bicycle & Pedestrian Plan (GLBPP) Survey from August 12, 2025 to August 19, 2025 – Requested by Marlies Henderson – Email from A. Regassa dated 07/29/25**
14. **KHD, Inc. dba High Octane Harley Davidson located at 1 Chelmsford Road – Change of Date of 1-Day Special Wine and Malt License and Entertainment FROM Sunday, August 31, 2025 from 5:00 PM to 9:00 PM TO Saturday, August 30, 2025 (Previously Approved on March 3, 2025) – Requested by KHD, Inc. – Email from C. Fazekas dated 07/28/25, Email from D. McDowell dated 07/28/25**



**TOWN OF BILLERICA  
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15. **Request for (4) 18” x 24” Signs on the Common for the Solomon Post VFW #8819 Penny Sale Fund Raiser from October 9, 2025 to November 9, 2025 – Requested by Member Rosa – Email from M. Rosa dated 08/05/25**
16. **New Common Victualler’s License for Snowdaes Co, LLC dba Snowdaes located at 99 Chelmsford Road, Nyden Heng, Manager – Billerica Application dated 08/06/25, ZBA Special Permit dated 06/25/25**
17. **Discussion and Possible Vote to Approve the 5<sup>th</sup> Annual Freedom Road Race for September 7, 2025 sponsored by the VFW Post #2597 starting and ending at the Billerica Moose Club located at 104 Boston Road – Memo from VFW Post 2597 undated, Email from T. McKenna dated 07/16/25**

**Appointments  
Presentation**

18. **Discussion and Possible Vote – Final Design Plans for the North Billerica Fire Station – Plans from TGAS dated 06/14/25, North Billerica Fire Station dated 2025**
19. **Discussion and Possible Vote – Preliminary Design for the Police Station Presentation dated 08/11/25**

**Committee Reports  
Old Business**

20. **Discuss Outcome of Vote on Motion to Rescind Prior Board Vote Allocating Free Cash and Overlay Surplus for 2” Water Line Replacement – Requested by Secretary Darris-O’Connor – Memo from Brooks & DeRensis dated 07/17/25**
21. **Discussion and Possible Vote – Commercial and Industrial Economic Development Policy – 2<sup>nd</sup> Reading – Requested by Member Rosa – Policy undated**

**New Business**

22. **Draft Preliminary Warrant Discussion – October Town Meeting – Draft Preliminary Warrant undated**
23. **Discussion and Possible Vote on Installation of a 30 MPH Speed Limit Sign and Electronic “Speed Notification” Sign on Treble Cove Road Near House #130 – Requested by Member Rosa – Email from M. Rosa dated 07/31/25**
24. **Discussion and Possible Vote on Installation of (2) Two Slow Deaf Child Sign Around 13 Sycamore Lane – Requested by Member Rosa– Email from M. Rosa dated 07/31/25**
25. **Discussion and Possible Vote – Complete Streets Policy Review – Requested by Member Favreau – Complete Street Policy dated 03/06/17, FY17 Massachusetts Community Development Block Grant Program**
26. **Discussion and Possible Vote – Town-wide Sidewalk Inventory and Maintenance Plan – Requested by Member Favreau – Memo from A. Alkhatib dated 08/01/25**
27. **Discussion and Possible Vote – Paving Plan and Budget – Requested by Member Favreau – Town of Billerica FY26 Paving Plan, Paving and Pavement Preservation 2025 undated, New Flash dated 03/21/25, Annual Paving Program undated, Traffic Items from Board of Selection dated 07/11/16**
28. **Discussion and Possible Vote – Extension of Acting Town Manager’s Contract Until a Permanent Town Manager is Appointed – Not to Exceed 3 Months – Requested by Chair Pavidis – Employment Contract dated 05/06/25**

**Approval of Meeting Minutes**

29. **June 2, 2025 Regular Meeting – Memo from D. McDowell dated 08/07/25, OML Checklist**
30. **June 11, 2025 Special Meeting– Memo from D. McDowell dated 08/07/25, OML Checklist**



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
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**31. July 21, 2025 Special Meeting – Minutes Undated**

**Meeting Schedule**

**September 8, 2025 and September 22, 2025**

**Executive Session**

**32. Executive Session Pursuant to G.L. c. 30A, § 21(a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel – Acting Town Manager – See Executive Minutes for documents**

**Approved On: \_\_\_\_\_**



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
SEPTEMBER 6, 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:** Recording Secretary Dawn McDowell

**Call to Order 10:00 AM**

Chair Pavidis called the meeting to order at 10:00 AM.

The Pledge of Allegiance was recited.

**1. Open Microphone**

*George Simmolaris of 38 Andover Road* – Mr. Simolaris stated that he applied for the Town Manager position but was not a finalist. He hopes the new Town Manager will drive around and look at each department for efficiency. Our residents are having a hard time paying taxes. We need to look at government from the taxpayers view. We need new growth but apartments will change the look of the town.

*Michael Riley of 46 Bedford Street* – Mr. Riley stated that he was the Chair of the Town Manager Screening Committee. He thanked all members of the committee members; he thanked MRI and everyone who applied. We had a lot of candidates and we lost a few good ones at the end of the process. We have endless possibilities and we need to work together to move Billerica forward.

*Christopher Tribou of 13 Bridle Road* – Mr. Tribou thanked the Town Manager Screening Committee and we should be open minded moving forward. The Town Manager should have three qualities, integrity, honesty and long-term vision. The position of Town Manager can't be liked by everyone but they need to lead through the conflicts.

**New Business**

**2. Town Manager Candidate Interviews**

Robert Mercier from MRI introduced each candidate.

The Select Board asked several questions of each candidate and the candidates responded. The complete interviews may be watched at <https://www.batvinc.org/vodchannels.html>

**2a. Christopher Dillon – 10:00 AM**

**2b. Michael Maresco – 11:00 AM**

The Board took a 30-minute recess at 12:00 PM and returned at 12:30 PM.

**2c. Anthony Ansaldi – 12:30 PM**

**2d. Darrin Tangeman – 1:30 PM**

**3. Discussion and Possible Vote on Appointment of a Town Manager**

Mr. Mercier stated that the Board has interviewed four great candidates. They are here to answer questions.

Secretary Darris-O'Connor asked if we should wait and take more time to review the candidates and vote at our next meeting.

Chair Pavidis stated that she believes that the members of the Screen Committee have done their due diligence as well as our Board members and have researched each candidate. We need to decide and move forward.

Member Rosa agrees with the Chair. The last step was the final interview and we need to decide.



**TOWN OF BILLERICA  
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Mr. Mercier stated that Secretary Darris-O'Connor has a legit question but the Town Manager Screening Committee was made up of (13) thirteen members of residents of your community. They did their homework and represents your community.

Secretary Darris-O'Connor stated that when the School Committee voted for a Superintendent, they voted at a separate meeting. Mr. Mercier stated that you could do that, but you also run the risk of loosing a candidate.

Vice Chair Burrows stated that he wants to vote now.

Mr. Mercier stated that all the candidates are qualified. He would suggest keeping the comments very positive and talk about their strengths.

The first candidate was Mr. Dillon.

Member Favreau stated that overall he did well in the interview but some of his answers were vague but overall he is a good candidate. He has a leg up because he is already doing the job but she would have liked to hear more about economic development.

Vice Chair Burrows stated that Mr. Dillon is doing a great job now. If we chose Mr. Dillon we will not miss a beat. He sees the vision we want with economic development. He is a dedicated person, a good candidate and his top choice.

Secretary Darris-O'Connor stated that Mr. Dillon has the experience with school and the Police and has the progression to move forward in his career

Member Rosa stated that Mr. Dillon interviewed very well, he was able to move Salem, NH to a AAA bond rating, he lowered the tax rates and was not afraid to take on difficult decisions. He worked his way up through the ranks so he has knowledge from the bottom up. He has provided 12 references including representatives from the school, police and financial positions. He is one of his top choices.

Chair Pavidis stated that she echo's the other members comments. Mr. Dillon has integrity and honesty and is well versed with economic development and fiscally responsible and shares our vision.

The second candidate was Mr. Maresco.

Member Favreau stated that she thought he interviewed the best. He has a diverse background and has experience with grants.

Vice Chair Burrows stated that he doesn't think we need to go through each candidate if we can only talk about their positive attributes. That does not provide a full picture.

**MOTION** - Vice Chair Burrows made a motion to authorize Municipal Resources, Inc. to make a conditional offer of employment to Christopher Dillon for the position of Town Manager in Billerica, MA. This offer is conditioned upon the satisfactory background review/investigation conducted by Municipal Resources, Inc. physical exam if required and the successful negotiation of the terms of appointment by the Select Board. The motion was seconded by Member Rosa. After the following discussion, it was voted 4-0-1. Member Favreau abstained from voting.

Secretary Darris-O'Connor stated that he will vote for Mr. Dillon but it is a bad look not to go through the other candidates. It is a terrible look and does not give a fair shot for the other candidates.

Member Favreau stated that she agrees with Secretary Darris-O'Connor and we should discuss all the candidates before making a motion. It looks like we made a decision beforehand.

Member Rosa stated that the previous time we did not have MRI who vetted the candidates and all the candidates are great. The Town Manager Screening Committee and MRI did a great job. They asked us to talk about only positive attributes of all candidates but without the negative it doesn't give a full picture and it would not be an open and frank discussion.



**TOWN OF BILLERICA  
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Vice Chair Burrows stated that people want to know why they didn't get the job. All four were fine candidates. The Town Manager Screening Committee did their due diligence and most of us candidates are applying for other jobs so if we start listing their faults, it could impact them elsewhere.

Member Favreau stated that we should deliberate on all candidates before the vote. It's not proper and not a good look.

Chair Pavidis stated that it truly is not deliberating without the pros and cons of each candidate.

Mr. Mercier stated that you can say which candidates have better strengths than others.

**4. Discussion and Possible Vote on the Creation of a Town Manager's Contract Negotiations Sub-Committee**

**MOTION** - Secretary Darris-O'Connor made a motion to create a Town Manager's Contract Negotiations Sub-Committee of two Select Board members appointed by the Chair. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**New Business (Quick Items)**

**5. Approval of (4) 18" x 24" Signs on the Common for the Friends of the Billerica Public Library Annual Book Sale during Yankee Doodle Weekend from September 5<sup>th</sup> through September 20<sup>th</sup> – Requested by Teresa Vieira**

**MOTION** - Secretary Darris-O'Connor made a motion to approve the requested signs for the Friends of the Billerica Public Library Annual Book Sale as presented. The motion was seconded by Member Rosa and unanimously voted 5-0-0.

**Meeting Schedule**

September 15, 2025, September 22, 2025 and October 6, 2025

**MOTION** - Secretary Darris-O'Connor made a motion to adjourn the regular meeting of September 6, 2025 at 2:37 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>**



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
SEPTEMBER 6, 2025**

**Exhibits for the Select Board Meeting – September 6, 2025 Regular Meeting**

**Call to Order 10:00 AM**

1. **Open Microphone** – No Exhibits

**New Business**

2. **Town Manager Candidate Interviews** – Email from M. Riley dated 08/18/25 and Contract with MRI dated 05/22/25
- 2a. **Christopher Dillon – 10:00 AM** – Cover Letter and Resume dated 07/17/25
- 2b. **Michael Maresco – 11:00 AM** – Cover Letter and Resume dated undated
- 2c. **Anthony Ansaldi – 12:30 PM** – Cover Letter and Resume dated 07/19/25
- 2d. **Darrin Tangeman – 1:30 PM** – Cover Letter and Resume dated 07/19/25
3. **Discussion and Possible Vote on Appointment of a Town Manager**– No Exhibits
4. **Discussion and Possible Vote on the Creation of a Town Manager’s Contract Negotiations Sub-Committee**– No Exhibits

**New Business (Quick Items)**

5. **Approval of (4) 18” x 24” Signs on the Common for the Friends of the Billerica Public Library Annual Book Sale during Yankee Doodle Weekend from September 5<sup>th</sup> through September 20<sup>th</sup> – Requested by Teresa Vieira**– Email from T. Vieira dated 09/05/25

**Meeting Schedule** – No Exhibits

September 15, 2025, September 22, 2025 and October 6, 2025

Approved On: \_\_\_\_\_



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
SEPTEMBER 15, 2025**

**Members Present:** Chair Jillian Pavidis, Vice Chair John Burrows, Secretary Daniel Darris-O'Connor (Remote), 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**

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

The Pledge of Allegiance was recited.

Chair Pavidis stated since Secretary Darris-O'Connor is remote, a roll call attendance will be done and all votes will be taken by roll call.

On a roll call attendance: Secretary Darris-O'Connor was present, Member Rosa was present, Vice Chair Burrows was present, Member Favreau was present and Chair Pavidis was present.

**1. Open Microphone**

*Grace Tucci of 7 Carson Street* – Ms. Tucci congratulated Mr. Dillon. She asked the Select Board to attend the Charlie Kirk vigil on September 23<sup>rd</sup>. Listening is just as important and it's not always about politics.

*Billy Reed of 16 River Street* – Mr. Reed congratulated Mr. Dillon. It's not easy to pick someone.

Chair Pavidis congratulated Mr. Dillon and we are lucky to have you here.

Member Rosa agreed, it's been a long road and excited to have Mr. Dillon here.

**Announcements**

**2. Vacancies on Boards and Committees**

Vice Chair Burrows read the vacancies on Boards and Committees.

Member Favreau stated that there are now two vacancies for the 250<sup>th</sup> committee, so those should be added.

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

**Proclamation and Public Recognition**

**4. September 11<sup>th</sup>**

Vice Chair Burrows read the September 11<sup>th</sup> proclamation.

Member Rosa stated that even though the day has passed, it's still an important event to remember and recognize all of the those that have lost their lives.

**Public Hearings**

**5. Public Hearing – National Grid and Verizon #31162558 – National Grid to install (1) JO Pole (Pole #87-50) on Andover Road beginning at a point ~300' southwest of the centerline of the intersection of Andover Road and Salem Road, Billerica, MA**

**MOTION** - Member Rosa made a motion to open the public hearing for National Grid #31162558 at 6:09 PM. The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

Bryan Sathler of National Grid appeared for the public hearing. Mr. Sathler stated that this application is for a new pole.



**TOWN OF BILLERICA  
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SEPTEMBER 15, 2025**

Member Rosa asked if any abutters have reached out. Mr. Sathler replied no. Member Rosa asked if you have read the DPW comments and know that you need to reach out to them directly to mark the water and sewer. Mr. Sathler replied yes.

There were no questions from abutters in person or via Zoom.

**MOTION** - Member Rosa made a motion to close the public hearing for National Grid public hearing #31162558 at 6:10 PM. The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

**MOTION** - Vice Chair Burrows made a motion to approve the National Grid pole petition for #31162558 as presented. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

**6. Public Hearing – Change of Stock Interest on an Existing §12 Restaurant On-Premises Wine and Malt License for Sichuan Cooking, Inc. d/b/a Sichuan Gourmet at the premises located at 502 (aka 498) Boston Road, Billerica, MA**

**MOTION** - Member Rosa made a motion to open the public hearing for Change of Stock Interest for Sichuan Gourmet at 6:11 PM. The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

Attorney Meihei Hu appeared for the change of stock interest. This application is to transfer 40% of the stock from Jenny Yu to 4 other family members. There will be no change in operations.

There were no questions from abutters in person or via Zoom.

**MOTION** - Vice Chair Burrows made a motion to close the public hearing for Sichuan Gourmet at 6:13 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

**MOTION** - Vice Chair Burrows made a motion to approve the change of stock interest for Sichuan Gourmet located at 502 Boston Road as presented. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

**7. Public Hearing – New On-Premises All-Alcohol Beverages §12 Restaurant, Common Victualler's License, and Weekly and Sunday Entertainment Licenses for Wicked Good Wings, Inc. dba Wicked Wings at the premises located at 816 Boston Road, Billerica, MA**

**MOTION** - Member Rosa made a motion to open the public hearing for a new on premises all alcohol beverages §12 Restaurant, Common Victualler's License, and Weekly and Sunday Entertainment Licenses for Wicked Good Wings, Inc. dba Wicked Wings at the premises located at 816 Boston Road, Billerica, MA at 6:14 PM. The motion was seconded by Vice Chair Burrows and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

Andrew Froio and Brian Schofield appeared for the new all alcohol licenses. Mr. Froio stated that we are expanding Wicked Wings from just take out to include a dining room and bar. There will be 50 seats and this is an extension of our business.



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Member Rosa stated that he sees that you have read the rules and regulations. We take the alcohol licenses very seriously including serving minors and overserving.

Secretary Darris-O'Connor wished them the best of luck.

There were no questions from abutters in person or via Zoom.

**MOTION** - Vice Chair Burrows made a motion to close the public hearing for Wicked Wings at 6:15 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

**MOTION** - Vice Chair Burrows made a motion to approve the new On-Premises All-Alcohol Beverages §12 Restaurant, Common Victualler's License, and Weekly and Sunday Entertainment Licenses for Wicked Good Wings, Inc. dba Wicked Wings at the premises located at 816 Boston Road, Billerica, MA subject to the ZBA Special conditions 1-7. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

**MOTION** - Vice Chair Burrows made a motion to approve the Weekly and Sunday Entertainment Licenses for Wicked Good Wings, Inc. dba Wicked Wings at the premises located at 816 Boston Road, Billerica, MA. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

**MOTION** - Vice Chair Burrows made a motion to approve the Common Victualler's License for Wicked Good Wings, Inc. dba Wicked Wings at the premises located at 816 Boston Road, Billerica, MA subject to the ZBA Special conditions 1-7. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

**Interviews**

**8. Town Counsel Interviews: - Harrington Heep**

Irvia Fried and Brian Bertrand from Harrington Heep appeared for the interview for Town Counsel. Attorney Fried stated that she would be the lead Town Counsel for Billerica. She has over 10 years experience as Town Counsel and is a partner in the firm. Attorney Bertrand would be the back up for Billerica. He has over 5 years experience as Town Counsel and was previously an Assistant Attorney General. Harrington Heep was opened in the early 1980s and have always been a municipal law firm. We have thirteen attorneys. Most are generalists but have special specialties so there is no need for separate counsel. Our response time on emails is the same day. The firm is committed to local governments and have both sides.

Member Rosa stated that he appreciates the single point of contact. Billerica is a big town in area and legal requirements and asked if Harrington Heep has the bandwidth to provide the level or service needed. Attorney Fried stated that we just brought in another attorney and we have the capacity to handle Billerica. Member Rosa stated that the fee schedule is \$275 for attorneys and \$125 for paralegals. How many paralegals do you have on staff. Attorney Fried stated that we have one trained paralegal and one support staff but most work is done by the attorneys. Attorney Bertrand stated that if it is needed, we would consider hiring another attorney. We have that flexibility. Member Rosa asked if your firm does title work. Attorney Fried replied yes, she does most of it. We also work with town staff and they usually provide us with a lot of the information that is needed. Member Rosa asked if they are willing to work with a retainer. Attorney Fried stated that we would look at negotiating a retainer and they would like a review in 6 month. We would document the items that are part of the retainer and if the work is outside of the retainer then the Town would have to agree to it ahead of time. We know the budget restraints that the town has. They like to have weekly meetings with the Town Manager and try to get ahead of problems.



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Secretary Darris-O'Connor asked if Harrington Heep have zoning experts. Attorney Fried stated that yes, she is part of the zoning team and one of partners, Chris Heep is lead of zoning litigation. Secretary Darris-O'Connor asked if there are any employees at Harrington Heep that could be controversial. Attorney Fried replied no. Secretary Darris-O'Connor asked if Harrington Heep has the ability to staff Town Meeting. Attorney Fried replied yes

Vice Chair Burrows asked how do you ensure compliance with law. Attorney Fried stated that if we give a legal opinion, it is not based on politics; if it is a legal question, you will get a legal answer. We try to keep our communities ahead of any legislation. Vice Chair Burrows stated that the Town Manager should be the point of contact. Attorney Bertrand stated that any work done by paralegals will be overseen by an attorney. The law is not always clear so we try to be clear.

Member Favreau thanked you for applying. Would you like us to vote tonight even though your competitor is not present tonight? Attorney Fried stated that would be great but it would only be right to wait until all applicants are interviewed. Attorney Bertrand stated that he agreed, all firms who applied should be interviewed before a decision is made. Member Favreau asked them to explain their transition process. Attorney Fried stated that they would meet with the Town Manager and get updated on all projects, litigation etc. Then they would meet with department heads, Chair of the Select Board and sit down with your current Town Counsel. After discussion, it maybe determined that some of the ongoing litigation stay with Brooks and DeRensis. Member Favreau asked if you have experience with Appellate Tax law. Attorney Fried stated that one of our partners, Donna Brewer is currently doing tax appellate work for Billerica. Member Favreau asked if you would provide guidance with OML and transparency and compliance. Attorney Fried replied yes, that is part of her expertise. She would provide training to the Town Manager, Select Board, Town Clerk, etc. They provide two free trainings a year on OML, ethics and transparency. This would be in person training. Member Favreau asked what the best practice and procedures around compliance and transparency is. Attorney Fried stated that they have worked with the Town Clerk in other communities to develop a public records request checklist.

Mr. Dillon asked for more information on the transition procedure. Attorney Fried stated that for example, if there is a procurement question, they would bring in an expert but she would be there to initiate the contact with the Town, but then once relationship is set, they would directly contact them.

Chair Pavidis asked why are you interested in Billerica. Attorney Fried stated that there are some big transitions and projects. We enjoy interesting clients. Attorney Bertrand stated that he lives in Billerica so he would love to see how Billerica can grow.

**New Business (Quick Items)**

**Appointments**

**9. Open Space and Recreation Committee – Justin Damon**

**MOTION** - Vice Chair Burrows made a motion to appoint Justin Damon to the Open Space and Recreation Committee. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

**Presentation**

**Committee Reports**

**Old Business**

**New Business**



**TOWN OF BILLERICA  
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**Approval of Meeting Minutes**

**Meeting Schedule**

September 22, 2025 and October 6, 2025

**MOTION** - Vice Chair Burrows made a motion to adjourn the regular meeting of September 15, 2025 at 6:50 PM. The motion was seconded by Member Rosa and unanimously voted 5-0-0. On a roll call vote: Secretary Darris-O'Connor voted Aye, Member Rosa voted Aye, Vice Chair Burrows voted Aye, Member Favreau voted Aye and Chair Pavidis voted Aye.

*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>**



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
SEPTEMBER 15, 2025**

**Exhibits for the Select Board Meeting – September 15, 2025**

**Call to order 6:00 PM**

1. **Open Microphone – No Exhibits**

**Announcements**

2. **Vacancies on Boards and Committees – Vacancy List dated 09/08/25**
3. **All other announcements may be viewed on the Town of Billerica website - No Exhibits**

**Proclamation and Public Recognition**

4. **September 11<sup>th</sup> – Proclamation undated**

**Public Hearings**

5. **Public Hearing – National Grid and Verizon #31162558 – National Grid to install (1) JO Pole (Pole #87-50) on Andover Road beginning at a point ~300’ southwest of the centerline of the intersection of Andover Road and Salem Road, Billerica, MA – NG Application dated 07/10/25, DPW Comments dated 08/19/25, Contractor Acknowledgement dated 08/21/25, Electrical Comments dated 08/27/25, Traffic Safety Comments dated 08/24/25, Abutters List dated 08/12/25, Public Hearing Notice undated**
6. **Public Hearing – Change of Stock Interest on an Existing §12 Restaurant On-Premises Wine and Malt License for Sichuan Cooking, Inc. d/b/a Sichuan Gourmet at the premises located at 502 (aka 498) Boston Road, Billerica, MA – Billerica application dated 08/06/25, Memo from Lt. Coffey dated 08/01/25, ABCC Application dated 06/23/25, Public Hearing notification in Lowell Sun dated 08/18/25**
7. **Public Hearing – New On-Premises All-Alcohol Beverages §12 Restaurant, Common Victualler’s License, and Weekly and Sunday Entertainment Licenses for Wicked Good Wings, Inc. dba Wicked Wings at the premises located at 816 Boston Road, Billerica, MA – Billerica application dated 08/15/25, Memo from Lt. Coffey dated 08/10/25, ABCC Application dated 07/21/25, Abutters List dated 07/24/25, Public Hearing notification in Lowell Sun dated 09/03/25**

**Interviews**

8. **Town Counsel Interviews: Harrington Heep – Response to RFP for Town Counsel & Legal Services dated 08/20/25**

**New Business (Quick Items) No Exhibits**

**Appointments**

9. **Open Space and Recreation Committee – Justin Damon – Application dated 08/18/25**

**Presentation - No Exhibits**

**Committee Reports - No Exhibits**

**Old Business - No Exhibits**

**New Business - No Exhibits**

**Approval of Meeting Minutes - No Exhibits**

**Meeting Schedule – No Exhibits**

September 22, 2025 and October 6, 2025

**Approved On: \_\_\_\_\_**



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
OCTOBER 06, 2025**

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

**Members Absent:** Chair Jillian Pavidis

**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.

**1. Open Microphone**

Marlies Henderson of Sprague Street – Ms. Henderson stated that she would like to talk about the Talbot Dam. The Board of Health has issued a waiver and the State permits have been granted for the removal. In June, the HDC ignored Town Counsel's opinion and denied the removal permit. The owner has appealed the decision. We need to look at mitigation over litigation. The Select Board oversees the legal budget and we should look at saving on legal fees and get mitigation that will help the town. We should try to avoid litigation.

Andrew Jennings of 29 Talbot Ave – Mr. Jennings stated that he is one the LRTA Advisory Board and they are updating the 5-year LRTA transit plan. They would like the Select Board thoughts on this because they are going to have a round table at the end of October.

Al Tassone of 216 Rangeway Road – Mr. Tassone stated that a letter was sent to Town Meeting reps regarding Article 38 and asked to vote no. If we go back to last year, the proposed article was not ready. Last year the Finance Committee voted 9-2 in favor now this year they voted 0-11. He is in favor of the zoning.

Mary Frescette of 216 Rangeway Road – Ms. Frescette stated that she supports Article 38. This project would allow access to green space. This would allow 55+ housing without stress to the school. There should be awareness of the need for senior housing in the Town.

Ralph Deldon of 216 Rangeway Road – Mr. Deldon stated that he would like to apologize to Mr. Rosa for the last meeting. We can agree to disagree on this item but this is not a yes or no situation. We will respect the process and this is an option to explore what is possible. This would be at least a 2-year process including public hearings before the Planning Board and the Finance Committee. We are jumping from A to Z and this is not a by-right project but there are things that are by-right that scares him. This article is simply looking to add an overlay zoning that allows senior housing and doesn't affect any restrictions.

Grace Tucci of 7 Carson Street – Ms. Tucci stated that the Ditson playground looks great. She did receive a letter regarding Article 38 and we shouldn't ignore the abutters concerned. There are reports from DEP and EPA stating that there are contaminated parcels. There are also concerns with environmental factors and taking down 2,000 trees. There is also the right of first refusal and if this passes, it would triple the cost of the property.

Billy Reed of 16 River Street – Mr. Reed stated that he gets on the bus at the library and the lights are blinking yellow and not red. There were 3 cars flying through the intersection. There is a state law that they have to stop for pedestrians and they don't. We need to change the lights from yellow to red.

**Announcements**

**2. Vacancies on Boards and Committees**

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

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

**Proclamation and Public Recognition**



**TOWN OF BILLERICA  
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**4. Domestic Violence Awareness Month**

Secretary Darris-O'Connor read the proclamation for Domestic Violence Awareness Month.

**5. Breast Cancer Awareness Month**

Secretary Darris-O'Connor read the proclamation for Breast Cancer Awareness Month.

**Public Hearings**

**6. Public Hearing – National Grid and Verizon #31192238 – National Grid to install (1) JO Pole (Pole 161-50) on Boston Road beginning at a point ~50' north of the centerline of the intersection of Andover Road and Boston Road**

**MOTION** - Secretary Darris-O'Connor made a motion to open the public hearing at 6:26 PM. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

Alec Birdsong appeared from National Grid.

Member Rosa asked if any abutters have reached out. Mr. Birdsong replied no. Member Rosa asked if you have read the DPW comments and do you know that they did not recommend approval of this application. Mr. Birdson stated that they can look at another location.

There were no questions from the audience or via Zoom.

**MOTION** - Secretary Darris-O'Connor made a motion to close the public hearing for National Grid #31192238. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**MOTION** - Member Rosa made a motion to deny the National Grid pole petition #31192238. The motion was seconded by Secretary Darris-O'Connor and unanimously voted 4-0-0.

**7. 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**

**MOTION** - Secretary Darris-O'Connor made a motion to open the public hearing at 6:30 PM. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

Alec Birdsong of National Grid appeared for the public hearing.

Member Rosa asked if any abutters have reached out. Mr. Birdsong replied no. Member Rosa asked if you have read the DPW comments and know that you need to reach out to them directly to mark the water and sewer. Mr. Birdsong replied yes.

The resident from 35 Sprague Street – The resident stated that there is a fire hydrant and trees where the proposed pole is going. There is also a fence and brush so he would like to know exactly where the pole is going.

Member Rosa stated that we should continue this and have National Grid mark exactly where the pole is being proposed.

**MOTION** - Member Rosa made a motion to continue the National Grid public hearing #31182460 until October 10, 2025. The motion was seconded by Secretary Darris-O'Connor and unanimously voted 4-0-0.

**8. Public Hearing – National Grid and Verizon #31183913 – National Grid to install (1) JO Pole (#61-50) on Concord Road at the intersection of Middlesex Turnpike in line with P62 towards P61 located on the sidewalk of town property.**

**MOTION** - Secretary Darris-O'Connor made a motion to open the public hearing at 6:34 PM. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

Alec Birdsong appeared from National Grid. This permit is to increase the liability of the circuit.



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Member Rosa asked if any abutters have reached out. Mr. Birdsong replied no. Member Rosa stated that the pole is going in the existing sidewalk and will not support this. We have been working really hard to get the poles out of the sidewalks.

Member Favreau stated that she agrees. The proposed pole will impede access.

There were no questions from the audience or via Zoom.

**MOTION** - Secretary Darris-O'Connor made a motion to close the public hearing for National Grid #31183913 at 6:36 PM. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**MOTION** - Member Rosa made a motion to deny the National Grid pole petition #31183913. The motion was seconded by Secretary Darris-O'Connor and unanimously voted 4-0-0.

**9. Public Hearing – National Grid and Verizon #31076050 – National Grid to install (1) JO Pole (#2-50) on Republic Road at a point ~30’ easterly from existing pole #3 in order to provide electric service to new EV charging stations at 1 Republic Road AND to install ~ 8’ 2-4” conduits with three phase underground primary cable in public way from proposed pole 2-50 to edge of private property in order to feed new 3 phase transformer for new EV charging stations at 1 Republic Road**

**MOTION** - Secretary Darris-O'Connor made a motion to open the public hearing at 6:37 PM. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

Alec Birdsong of National Grid appeared for the public hearing. This proposal is for new EV charging stations located at Dunkin Donuts. There are two applications, one for a pole and one for underground conduit.

Member Rosa asked if any abutters have reached out. Mr. Birdsong replied no. Member Rosa asked if you have read the DPW comments and know that you need to reach out to them directly to mark the water and sewer. Mr. Birdsong replied yes.

There were no questions from the audience or via Zoom.

**MOTION** - Secretary Darris-O'Connor made a motion to close the National Grid public hearing #31076050 at 6:38 PM. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**MOTION** - Secretary Darris-O'Connor made a motion to approve the National Grid pole petition and underground conduit for #31076050. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**New Business (Quick Items)**

**10. Discussion and Possible Vote on Proposed Grant of Easement to the Town of Billerica for a Bikeway and Pedestrian Walkway (Yankee Doodle Bike Path) - Requested by Kelley Conway, Town Engineer**

Town Engineer Kelley Conway appeared for a grant of easement for the Yankee Doodle Bike Path. We are asking for a vote to accept the easement for Mass DOT. This has been reviewed by Town Counsel.

Member Rosa thanked Ms. Conway for working on this.

Member Favreau stated that this is great progress.

Ms. Conway stated that the bids were open for Phase I and hopefully it will be awarded soon. This is a 3-year project.

**MOTION** - Secretary Darris-O'Connor made a motion to approve and accept the easement granted from the Massachusetts Department of Transportation for the Yankee Doodle Bike Path Project. The motion was seconded by Member Rosa and unanimously voted 4-0-0.



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**11. Discussion and Possible Vote – License Agreement for Minuteman Repeater Association, Inc and the Town of Billerica for the Crosby Hill Water Tank – Requested by Ed Joy**

Ed Joy appeared for the license agreement for the Minuteman Repeater Association. Mr. Joy stated that about a year ago, the organization was notified that they were losing their repeater site on Concord Road. They talked with the Water Department and former Town Manager about adding it to the Crosby Hill Water Tank.

Member Rosa asked if this will interfere with the AT&T antennas on the tank now. Mr. Joy replied no. This is on a separate bandwidth. Member Rosa stated that AT&T had to go to the ZBA, and asked why doesn't this have to. Mr. Joy stated that this is strictly a licensure. The previous approvals was the ZBA but now it is the Planning Board. The requirement to go to the Planning Board doesn't cover ham radio operation. Member Rosa stated that AT&T pays \$52,000 a year for their lease, but they are only offering \$400 and will this put us in a disadvantage with negotiations with AT&T. Mr. Dillon stated that the purposes are totally different. AT&T has a high revenue income, where this is for a hobby. Member Rosa asked if there is anything in lease regarding repair if there is damage. Mr. Joy stated that they would spot paint and repair any damage. Member Rosa stated that he would like any approval contingent on our new Town Counsel's review and approval.

Secretary Darris-O'Connor stated that he would support this. This is a hobby and not a for profit company. He is not concerned with the \$400 and asked if Mr. Dillon had any concern. Mr. Dillon stated that Mr. Joy brought in this tentative agreement and Town Counsel has beefed it up. Mr. Joy has done a great job. Secretary Darris-O'Connor stated that if Town Counsel has already reviewed it then he is ok with approving it as is.

Member Favreau stated that she doesn't have issues with document and she doesn't care if we approve it or contingent on another review.

**MOTION** - Secretary Darris-O'Connor made a motion to approve the license for Minuteman Repeater Association as dated on September 15, 2025 contingent on a review by our new Town Counsel. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**12. Signs on the Common – Request (4) 18” x 24” Signs from October 18<sup>th</sup> to November 2<sup>nd</sup> for the Pop Warner Cheerleading Showcase on Sunday, November 2<sup>nd</sup> at BMHS – Requested by Pop Warner**

Mike Mahr from Pop Warner appeared to request the signs for Pop Warner. Mr. Mahr described their program and this showcase will help pay for them to go to Nationals.

**MOTION** - Secretary Darris-O'Connor made a motion to approve the signs for Pop Warner as presented. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**13. One Day Special Alcohol License – Billerica Holiday Festival Inc. – Annual Billerica Holiday Festival on Friday, November 21, 2025 from 6:30 PM to 9:00 PM located at 15 Concord Road and Request to Waive All Fees – Requested by John Gagliardi, Billerica Holiday Festival**

**14. Request Permission to use Town Property for the 2025 Winter Festival and the 27<sup>th</sup> Annual Tree Lighting on Saturday, December 6, 2025 from 8:00 AM to 7:00 PM with a rain/snow date of Sunday, December 7, 2025 (same times) – Requested by John Gagliardi, Billerica Holiday Festival**

John Gagliardi appeared for the one-day special alcohol licenses and use of the town property for the 27<sup>th</sup> Annual Holiday Festival. The one day alcohol license is a 21+ fundraiser. There will be raffles and tree displays. The winter festival will have Todd Angelo sign again and the COA will be having pictures with Santa.

Member Rosa stated that these are both great events.

**MOTION** - Secretary Darris-O'Connor made a motion to approve one-day special alcohol license for the Billerica Holiday Festival, Inc. for November 21, 2025 from 6:30 PM to 9:00 PM located at 15 Concord Road. The motion was seconded by Member Rosa and unanimously voted 4-0-0.



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**MOTION** - Secretary Darris-O'Connor made a motion to waive all fees. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**MOTION** - Secretary Darris-O'Connor made a motion to approve the use of Town property for the 2025 Winter Festival and the 27<sup>th</sup> Annual Tree Lighting on Saturday, December 6<sup>th</sup> from 8:00 AM to 7:00 PM with a rain/snow date on Sunday, December 7, 2025. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**MOTION** - Secretary Darris-O'Connor made a motion to close Blanchard Ave for the dates requested for the 2025 Winter Festival. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**Appointments**

Vice Chair Burrows stated that the appointment to the ZBA will be continued until October 20, 2025.

**15. Zoning Board of Appeals – Regular Member**

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

**Presentation**

**16. Billerica's Local Energy Advocate (Mass Saves) – Matt Wilkins**

Matt Wilkins from Mass Saves joined the meeting to give a presentation of what Mass Saves can do for Billerica residents.

Member Favreau stated that there was a resident lives in a 5-unit condo and couldn't get a energy audit. Mr. Wilkins stated that there is a weird stipulation about multi-units but they should call him and he can help. Member Favreau stated that we should include the FAQ. Mr. Wilkins replied that is a great idea.

Member Rosa stated that Mass Saves works well and asked if he was available to ask questions. He gave an example of purchasing an AC unit but was denied reimbursement because the serial number wasn't in the system. Would you be able to help residents with things like this. Mr. Wilkins stated that is exactly what he is here for.

**Committee Reports**

**Old Business**

**17. 250<sup>th</sup> Committee Update – Requested by the Select Board**

Chris Sennott appeared for the 250<sup>th</sup> Committee update.

Member Favreau stated that at the last 250<sup>th</sup> Committee meeting it was stated that she said there was misappropriation of funds and she was going to cut funding to the 250<sup>th</sup> Committee and that is not accurate. Some one came to her with concerns and she never asked for the article to be pulled. The 250<sup>th</sup> Committee is a subcommittee of this Board. We should get quarterly updates and should come up with their own bylaws. The Town Accountant tracks the accounts and expenses but the Chair should also track these. The Treasurer of this committee should provide an accounting of the finances of this committee.

Mr. Sennott stated that the Treasurer does track the ins and outs of the finances. She does hand written reports but our accounts are directly out of the Town Accountant office. He was upset about the accusation that there was improper accounting in a public meeting. Member Favreau stated that one member asked for the expenses and didn't get it. Mr. Sennott replied that was not true.

Vice Chair Burrows asked if your checks and balances are in order. Mr. Sennott replied yes. Mr. Sennott stated that he would like to provide an actual update on projects that this committee is working on.



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**18. Town Manager's Report**

Mr. Dillon gave the Town Manager's Report.

Secretary Darris-O'Connor thanked Mr. Dillon for the update.

**Assistant Town Manager**

If you have reached out to me and I have been slow to respond, I do apologize. In addition to preparing for my first Town Meeting, the Town Manager's office has also been down two employees. The Administrative Director position was not filled when Robert was promoted. Clancy announced his departure while accepting resume/applications for the Administrative Director position and did not feel it was his place to fill that position. Robert left the Assistant Town Manager position in September, creating the second vacancy in the Town Manager's office. I would like to thank Susan Micheleni and Dawn McDowell for their hard work and dedication while being short-handed and for keeping operations moving forward.

This past week a panel of staff members interviewed well-suited candidates and narrowed the field for a new Assistant Town Manager position to a couple who will return the end of this week for another round of questioning. The goal is to offer the position at the end of this week or early next week and have the new Assistant Town Manager on board before November.

**Staff Appreciation**

This Thursday, October 9<sup>th</sup>, the Town Offices will close at 1pm. We will be holding a staff appreciation BBQ for town staff at PHR. From my understanding, this cookout was very much appreciated by staff in the past and is typically a nice way to end the summer. Although we are holding it a little later in the fall, I felt it was important to continue recognizing the hard work of the employees and all they do every day. We are posting on social media, Town Website, will have signs on the doors and are doing what we can to get the word out.

**Websites**

The Town Website is actually 6 websites, the Fire Department, Police Department, Recreation Department, Council on Aging, Town Offices, and the Library. At the previous Select Board meeting (September 22, 2025) a citizen asked when the new website will be up. The plan is for these sites to go live by the end of the week. Robert Maynard worked hard on coordinating and getting these sites up and active and we are finally ready to push the button. With all of this being said, I do want to let the Board and public know that when we first go live, there will be things that come to our attention that will need to be modified. This is normal and we ask for patience as we transition. Additionally, when the site first goes live, you may not see some of the older material initially. Our agreement with the website company called for them to go back a couple of years. We will be uploading older agendas, minutes, town reports and other material once the site is active.

Member Favreau thanked Mr. Dillon for the update. Member Favreau asked if the BSAP website was part of the redesign. Mr. Dillon stated that he will look at the draft website and see if it was incorporated.

**Economic Development and Planning**

There was recently a real estate summit held by Middlesex 3 Coalition. Our Planning Director noted many speakers gave examples of Billerica Companies during their sessions. Billerica was successful in retaining Entegris, we attracted Form Labs, AM Batteries and Allium Engineering retrofitted office buildings to meet their needs for "tough-tech". Other things discussed during the networking piece of the real estate summit included the grant we submitted to review tech park or the Route 3 corridor. Also, Katherine is continuing to work with Middlesex 3 on an event focusing on Manufacturing in November. We had met with the owner of a building that has struggled to find businesses to utilize their building. This is a great opportunity to showcase Billerica and fill empty spaces.



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**Department of Public Works Updates**

Boston Road TIP: The subcontractors are currently working on placing concrete for the remaining sidewalks on Boston Road and Heritage Road, installing and adjusting castings, and installing remaining electrical conduit. Tree and shrub plantings will begin this week. Brox intends to mill transitions and pave the surface course the week of 10/13. This work will occur at night beginning 10/13. Pavement markings are anticipated to begin the week of 10/20.

Member Rosa stated that there are weeds growing in the sidewalk because there is sand between the joints. Mr. Russell stated that the seed washed into the brick and they will address this. Member Rosa stated that they should have used polymeric sand.

Roadway Management 2025: Paving (Middlesex Turnpike) is tentatively scheduled for the week of October 14<sup>th</sup>. The line striping for fog sealed roads is planned for this week.

Lexington/Glad Valley: The bid was awarded to Newport Construction for \$8,141,041.27. The Contract Completion Date is September 21, 2027. Of note, we budgeted \$2,400,000 for the water non-participating work and the bid came in at \$1,662,940.11 so hopefully save some money there. A preconstruction meeting was held in August. Surveyors have started construction layout. Utility coordination will be one of the first steps, there are pole relocations in the project. The Contractor hopes to mobilize and start installing some drainage this season. They will be doing bi-weekly construction meetings with us as we do with the other projects. Will keep you updated one we get a schedule and as we hear more.

Rangeway Road: Installation of approximately 3,300 linear feet of low-pressure and gravity sewer lines, along with two culvert replacements, is now substantially complete. The Town's contractor will proceed with constructing the sewer pump station located within the easement at 144 Rangeway Road. This work is scheduled to take place between September 2025 and January 2026.

New DPW Facility: The new DPW building has been fully erected with exterior masonry and metal panel installation ongoing and roofing nearing completion. The interior framing and drywall are underway along with the mechanical, electrical, and plumbing rough in work continuing. Site utilities and paving are ongoing along with completion of the remaining concrete slabs at the vehicle maintenance and storage areas. The substantial completion date for the DPW Building is scheduled for June 18, 2026 with the final project completion including the satellite salt shed at Alexander Road scheduled for August 31, 2026.

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.

Middlesex Turnpike: BHD has stated that they will begin working 10/6 on a slope deficiency near the driveway for 829 Middlesex Turnpike with the intent to finish by 11/15. Crews are currently addressing punch list items.

Member Rosa stated that he knows this is a state project but do we have any sign off for completion. Mr. Dillon replied he was not sure but will double check.

**19. Final Warrant Discussion and Possible Vote – October Town Meeting**

**MOTION** - Secretary Darris-O'Connor made a motion to withdraw Article 14. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**Article 15**

Mr. Russell stated that the new UTV will have a plow and enclosed and heated cab. The outflow for the treatment plant is 1/3 mile away and they will use this vehicle to get to the outflow. They also will use it to haul sand and salt to small spaces around the treatment plant.



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Member Rosa thanked Mr. Russell for the explanation. We have one Kubota and asked if the Recreation Department uses the same. Mr. Russell replied he was not sure. Member Rosa stated that we should look to standardize equipment.

**MOTION** - Secretary Darris-O'Connor made a motion to recommend approval of Article 15 to Town Meeting. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**Article 19**

Member Rosa stated that in 2018, we added \$50,000 to this account and it's taken to 2025 to expend it. We talked about not using Free Cash and perhaps we can change this to \$25,000. Mr. Russell stated that we currently have six street acceptances in process and have \$4,500 left. In past years, we folded the street acceptances into the sewer or betterment projects so that is how we extended the money. Member Rosa thanked Mr. Russell for the detailed analysis.

**MOTION** - Secretary Darris-O'Connor made a motion to recommend approval of Article 19 to Town Meeting. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**Article 21**

Member Rosa stated that this has flash backs to sewer #37. How were we so far off the amount? Mr. Russell stated that Patriot Fuel did the analysis and repair price of \$85,000. They said they were going to bid but they didn't. They received two valid bids and \$150,000 was the lowest bid. They asked the lower bidder to hold their price and they agreed.

**MOTION** - Secretary Darris-O'Connor made a motion to recommend approval of Article 21 to Town Meeting. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**Article 22**

Member Rosa stated that he brought up the AT&T Special permit and read the paragraph from the 2015 lease. This expires in 2030. We need to work in the background to recoup the funds. Mr. Russell stated that this article covers both tanks inside and outside. The AT&T antenna are a small portion on the smaller tank. Member Rosa stated that this is an opportunity to recoup some funds.

**MOTION** - Secretary Darris-O'Connor made a motion to recommend approval of Article 22 to Town Meeting. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**Article 23**

Mr. Russell provided pictures of the roof from the Waste Water Plant. This is the original roofs and he has reports on the status of them.

**MOTION** - Secretary Darris-O'Connor made a motion to recommend approval of Article 23 to Town Meeting. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**Article 24**

Mr. Russell stated that this is the last two pump stations that need to be replaced.

**MOTION** - Secretary Darris-O'Connor made a motion to recommend approval of Article 24 to Town Meeting. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**Article 25**

Mr. Russell stated that this article is for hydrant and gate valves replacement.

**MOTION** - Secretary Darris-O'Connor made a motion to recommend approval of Article 25 to Town Meeting. The motion was seconded by Member Rosa and unanimously voted 4-0-0.



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**Article 32**

Secretary Darris-O'Connor stated that this article changes the requirement from a 2/3 vote to a majority vote for overturning a referendum petition and Town Counsel has given their ok on this article.

Member Rosa stated that if an action of Town Meeting requires a 2/3 vote, Chapter 44, Section 7 says that a 2/3 vote would be needed in an election. According to the Town Charter, when a referendum petition is received, then the action of Town Meeting is suspended. He doesn't agree with this article.

Secretary Darris-O'Connor stated that KP Law and Brooks and DeRensis agrees with this change. This is also in other communities so it is legal. We need to look at past referendum petitions and a super majority is such as a high bar.

Member Favreau asked who got paid. There are three versions of Town Counsel opinions on this article and possibly a fourth. She will not support this.

Grace Tucci – Ms. Tucci stated that she is on the Charter Review Committee and they are going through the Charter. This seems premature to bring this forward.

Secretary Darris-O'Connor stated that he went through the due process.

**MOTION** - Member Favreau made a motion to recommend approval of Article 32 to Town Meeting. The motion was seconded by Secretary Darris-O'Connor and voted 2-2-0. Member Rosa and Member Favreau voting against. The motion fails.

**Article 38**

**MOTION** - Member Rosa made a motion to rescind the previous recommendation for Article 38. The motion was seconded by Member Favreau and voted 2-2-0. Vice Chair Burrows and Secretary Darris-O'Connor voting against. The motion fails.

Member Rosa stated that this option is not the best option for the Town, it only benefits the property owners. The Finance Committee voted 0-11. There has been no analysis on water/sewer impacts because they are sized to the zoning we have, not adding an additional 192 units. Usually over 55+ is to downsize and be less expensive than single family homes but that is not the case for this project. There is also the right of first refusal. The taxes should be \$71,000 and we can recoup five years of the difference. The zoning would increase the cost of the Town to purchase it. They also did a survey of the residents and over 71% were against it.

Vice Chair Burrows stated that the Town let Hawthorne build a huge development without letting existing houses connect to sewer. The residents of Rangeway Road had to bond their own sewer, so where was the concern for those residents. Single family homes produce kids, over 55+ doesn't.

Member Favreau stated that the warrant articles has multiple versions of legal opinions. Town Counsel has refused to weigh in. Parcel 1 has a restriction, Parcel B has contamination. She is not in favor of this and Town Counsel is refusing to provide guidance to the Select Board, Planning Board and Finance Committee.

Secretary Darris-O'Connor stated that he supported this at the last meeting. The survey was done by private residents and was geared towards a certain response. Town Meeting needs to make this decision. Not all residents are against it. There are abutters who are in favor of it. This is only zoning, when they get a Special Permit that is when all these other issues will be addressed. The golf course uses 1.2 million gallons per acre of water per year. Townhouses are more affordable than single family homes.

**New Business**

**20. Draft 2026 Select Board Meeting Schedule**

This will be discussed at the next meeting.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
OCTOBER 06, 2025**

**21. Request for Approval – Affordable Unit Swap at “The Point at 3 North” – Requested by SEB Housing/EOHLC**

Member Rosa stated that he is ok with this since the affordable unit will be bigger than the original.

Member Favreau asked if these were rentals or owners. Member Rosa replied that they are rentals.

**MOTION** - Secretary Darris-O’Connor made a motion to approve the affordable unit swap at “The Point at 3 North” as presented. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

**Approval of Meeting Minutes**

**22. June 2, 2025 Regular Meeting**

**MOTION** - Member Rosa made a motion to approve the Select Board meeting minutes of June 2, 2025 as amended. The motion was seconded by Secretary Darris-O’Connor and unanimously voted 4-0-0.

**23. June 11, 2025 Special Meeting**

Member Favreau stated that she will accept the original minutes and asked that on page 2, change “create a supportive environment for developers” to “ and delete “Member Favreau does not necessarily agree to waiving permitting fees.” And change the 3<sup>rd</sup> paragraph after the 2<sup>nd</sup> motion to read “Member Favreau stated that she does not necessarily agree to waiving permitting fees but she is not completely opposed to it.”

Vice Chair Burrows stated that Member Rosa is pretty picking and we shouldn’t have minutes that are word for word.

**MOTION** - Member Rosa made a motion to approve the Select Board meeting minutes of June 11, 2025 as amended. The motion was seconded by Secretary Darris-O’Connor and unanimously voted 4-0-0.

**Meeting Schedule**

October 7, 2025 (Town Meeting, If Needed), October 9, 2025 (Town Meeting, If Needed), October 20, 2025

**MOTION** - Secretary Darris-O’Connor made a motion to adjourn the regular meeting of October 06, 2025 at 8:18 PM. The motion was seconded by Member Rosa and unanimously voted 4-0-0.

*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>**



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
OCTOBER 06, 2025**

**Exhibits for the Select Board Meeting – October 06, 2025**

**Call to order 6:00 PM**

1. **Open Microphone – No Exhibits**

**Announcements**

2. **Vacancies on Boards and Committees – Vacancy List dated 10/02/25**
3. **All other announcements may be viewed on the Town of Billerica website - No Exhibits**

**Proclamation and Public Recognition**

4. **Domestic Violence Awareness Month- Proclamation undated**
5. **Breast Cancer Awareness Month- Proclamation undated**

**Public Hearings**

6. **Public Hearing – National Grid and Verizon #31192238 – National Grid to install (1) JO Pole (Pole 161-50) on Boston Road beginning at a point ~50’ north of the centerline of the intersection of Andover Road and Boston Road – NG application dated 08/05/25, DPW Comments dated 09/25/25, Contractor Electrical Comments dated 09/19/25, PD Comments dated 09/30/25, Notice of Hearing undated, Abutters List dated 09/10/25**
7. **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**
8. **Public Hearing – National Grid and Verizon #31183913 – National Grid to install (1) JO Pole (#61-50) on Concord Road at the intersection of Middlesex Turnpike in line with P62 towards P61 located on the sidewalk of town property. - NG application dated 08/18/25, DPW Comments dated 10/01/25, Contractor Acknowledgement Form dated 10/02/25, Electrical Comments dated 10/01/25, PD Comments dated 10/01/25, Notice of Hearing undated, Abutters List dated 09/22/25**
9. **Public Hearing – National Grid and Verizon #31076050 – National Grid to install (1) JO Pole (#2-50) on Republic Road at a point ~30’ easterly from existing pole #3 in order to provide electric service to new EV charging stations at 1 Republic Road AND to install ~ 8’ 2-4” conduits with three phase underground primary cable in public way from proposed pole 2-50 to edge of private property in order to feed new 3 phase transformer for new EV charging stations at 1 Republic Road - NG application dated 08/18/25, DPW Comments dated 10/01/25, Contractor Acknowledgement Form dated 10/02/25, Electrical Comments dated 10/01/25, PD Comments dated 10/01/25, Notice of Hearing undated, Abutters List dated 09/22/25**

**New Business (Quick Items)**

10. **Discussion and Possible Vote on Proposed Grant of Easement to the Town of Billerica for a Bikeway and Pedestrian Walkway (Yankee Doodle Bike Path) - Requested by Kelley Conway, Town Engineer – Memo from K. Conway dated 09/15/25**
11. **Discussion and Possible Vote – License Agreement for Minuteman Repeater Association, Inc and the Town of Billerica for the Crosby Hill Water Tank – Requested by Ed Joy – License Agreement dated 09/15/25, Zoning Bylaw, Section 5.G**
12. **Signs on the Common – Request (4) 18” x 24” Signs from October 18<sup>th</sup> to November 2<sup>nd</sup> for the Pop Warner Cheerleading Showcase on Sunday, November 2<sup>nd</sup> at BMHS – Requested by Pop Warner – Email from BPW President dated 09/24/25, Flyer undated**



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
OCTOBER 06, 2025**

- 13. One Day Special Alcohol License – Billerica Holiday Festival Inc. – Annual Billerica Holiday Festival on Friday, November 21, 2025 from 6:30 PM to 9:00 PM located at 15 Concord Road and Request to Waive All Fees – Requested by John Gagliardi, Billerica Holiday Festival - Billerica Application dated 09/18/25, Memo from Lt. Coffey dated 09/17/25**
- 14. Request Permission to use Town Property for the 2025 Winter Festival and the 27<sup>th</sup> Annual Tree Lighting on Saturday, December 6, 2025 from 8:00 AM to 7:00 PM with a rain/snow date of Sunday, December 7, 2025 (same times) – Requested by John Gagliardi, Billerica Holiday Festival – Memo from Billerica Holiday Festival dated October 2025**

**Appointments**

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

**Presentation**

- 16. Billerica’s Local Energy Advocate (Mass Saves) – Matt Wilkins – Memo from M. Wilkins undated**

**Committee Reports**

**Old Business**

- 17. 250<sup>th</sup> Committee Update – Requested by the Select Board – GL Account dated 10/01/25**
- 18. Town Manager’s Report – dated 10/06/25**
- 19. Final Warrant Discussion and Possible Vote – Final Warrant dated 10/07/25, SB Votes undated, Email from D. McDowell dated 10/06/25**

**New Business**

- 20. Draft 2026 Select Board Meeting Schedule – Draft 2026 Select Board Meeting Schedule undated**
- 21. Request for Approval – Affordable Unit Swap at “The Point at 3 North” Requested by SEB Housing/EOHLC– Email from K. Pina dated 09/24/25**

**Approval of Meeting Minutes**

- 22. June 2, 2025 Regular Meeting– Memo from D. McDowell dated 10/03/25, Memo from D. Favreau dated 08/19/25, Minutes undated**
- 23. June 11, 2025 Special Meeting– Memo from D. McDowell dated 10/03/25, Memo from D. Favreau dated 08/19/25, Minutes undated**

**Meeting Schedule**

**October 7, 2025 (Town Meeting, If Needed), October 9, 2025 (Town Meeting, If Needed), October 20, 2025 – No Exhibits**

**Approved On: \_\_\_\_\_**



**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.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
NOVEMBER 03, 2025**

**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.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
NOVEMBER 03, 2025**

**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.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
NOVEMBER 03, 2025**

**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.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
NOVEMBER 03, 2025**

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.



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
NOVEMBER 03, 2025**

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>**



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
NOVEMBER 03, 2025**

**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



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
NOVEMBER 03, 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** – See Executive Session Minutes

Approved On: \_\_\_\_\_