



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*

<https://us02web.zoom.us/j/83477138002>
phone 1 929 205 6099

FEBRUARY 2, 2026 @ 6:00 PM

365 BOSTON ROAD, THOMAS CONWAY HEARING ROOM #205 HYBRID VIA ZOOM
Weather Contingency: If Town Hall is closed due to weather, this meeting will be held remotely via Zoom

Amendment #1 1/30/26

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

Consent Agenda

4. Approval of Minutes: January 5, 2025 Regular Meeting Minutes
5. Next Meeting Schedule: February 23, 2026 and March 2, 2026
6. Appointments: HDC Alternate Term Exp 6/30/29 Tina Pesiridis

Proclamation and Public Recognition

7. Resolution Designating the town of Billerica as a POW/MIA Community-requested By Donny Jarvis

New Business (Quick Items)

8. Fiesta Shows / Billerica Lions Club-Application for Carnival and entertainment license at 15 Floyd Street (Marshall Middle School), April 22–26, 2026, including request for signage and waiver of fees.
9. Review and Possible Approval of Title IV-E Transportation Reimbursement MOU-Requested by Superintendent-Kerry Cleary

Old Business

10. Discussion and possible Vote-Amendment to Select Board Policy 20.1-Second Reading-Requested By Dina Favreau
11. Discussion and possible Vote on Interim Public Safety Policy-Section 48.0-Second Reading-Requested by Dina Favreau
12. Champion Signs Discussion-Requested by Vice Chair Burrows
13. Town Manager's Report

New Business

14. 2026 Community Funds Grant-Discussion and Vote on Awards*
15. Discussion of Friendly 40Bs and Other Tools-Requested by Katherine Malgieri
16. Approval of social equity policies and HCS approval matrix to comply with Cannabis Control Commission mandates

All supporting documents are on file in the Select Board Office and available for public view

****New Business Item #14***

2026 Community Funds Grant-Discussion and Vote on Awards
All applicants that applied:

Organization
Billerica 250 th Committee
Billerica Adventure Series Corp
Billerica Community Farmers Market
Billerica Historical Society
Billerica Public Library
Boys and Girls Club of Greater Billerica
Shawsheen Tech PAC
Sunshine Gals, Inc.
Team 4909, Inc.
Veteran's Services
VFW-Post #8819

All supporting documents are on file in the Select Board Office and available for public view

VACANCIES ON BOARDS AND COMMITTEES

SELECT BOARD APPOINTMENTS

COMMITTEE	OPENINGS	TERM EXPIRES
Billerica Agricultural Commission	1 – Associate Member	2026
Cabot Land Re-Use Committee	2 – Members 2 – Members 2 – Member 6 TOTAL	2028 2027 2026
Historic District Commission*	5-Alternate Members	3 year term
Electronic Voting Committee	2 – Members	2027
Fence Viewer	2 Positions	2027
Historic Commission	1 - Member 1 – Member (Alternate)	2028 2027
Local Cultural Council	1 – Member	2027
Municipal Affordable Housing Trust	1 – Member (Attorney) 1 – Member (Banker) 1 – Resident 1 – Resident 1 – Member (Realtor) 1 – Member Housing Authority Rep 5 TOTAL	2027 2026 2026 2027 2027 2026
Scholarship Committee	4 – Members	2028

*Application on 2/2/26 Agenda



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Daniel R. Darris-O'Connor, *Secretary*
Michael S. Rosa, *Member*
Dina M. Favreau, *Member*

MEMO

TO: Select Board
FROM: Kerri Rufo
SUBJECT: 2/2/26-Consent Agenda Items
DATE: February 2, 2026

The following items are recommended for approval as part of the Consent Agenda. These items are routine, non-controversial, and administrative in nature and may be approved by a single vote unless a Board member requests that an item be removed for separate discussion.

Consent Agenda Items:

3. *Approval of Minutes:* January 5, 2025 Regular Meeting Minutes
4. *Next Meeting Schedule:* February 23, 2026 and March 2, 2026
5. *Appointments:* HDC Appointment -Alternate member Tina Pesiridis exp 6/30/2029

Motion:

_____ made a motion to take all actions specified in the February 2, 2026 Consent Agenda as posted in the meeting notice.

_____ seconded.

If an Item is to be taken of consent to discuss separately:

_____ Move to take all actions specified in the February 2, 2026 consent agenda posted in the meeting notice, except for Item #X.

_____ seconded.

**BILLERICA SELECT BOARD AGENDA
JANUARY 5, 2026 @ 6:00 PM
THOMAS CONWAY HEARING ROOM #205 AND HYBRID VIA ZOOM**

Select Board: Chair; Jillian Pavidis, Vice Chair; John Burrows, Michael Rosa, Dina Favreau

Remote: Secretary Daniel Darris-O’Conner

Staff: Chris Dillon; Town Manager, Ann Marie Casey; Assistant Town Manager. Dawn McDowell; Director of Administrator Services, Kerri Rufo; Select Board Executive Assistant, Hemali Shah; COA Director, David Lamore; Health & Wellness Director

Attendees: Vaz Eng, National Grid, Attorney Dana Myers, Kell Sardina, Grace Tucci, Diana Saunders, Beth Samansky

Call to order 6:00 PM

Chair Pavidis called the meeting to order at 7:00 PM and did a roll call vote

Darris-O’Conner	Remote
Favreau	Present
Vice Chair Burrows	Present
Rosa	Present
Pavidis	Present

Public Comments

Ms. Kelly Sardina spoke regarding concerns related to Town governance and ongoing issues before the Board, and urged the Select Board to ensure transparency, accountability, and adherence to proper process in its actions.

Ms. Grace Tucci spoke on matters related to Town operations and procedures and raised questions regarding access to Town programs and information, emphasizing the importance of clear communication and public accessibility.

Beth Szymanski spoke regarding concerns about trees being cut down in Town, expressing concern about the loss of tree cover and the environmental and neighborhood impacts of recent or proposed tree removals. She asked the Board to consider greater oversight and protection of trees where possible.

Announcements

1. Vacancies on Boards and Committees

Daniel Darris O’Conner read the open vacancies

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

Proclamation and Public Recognition

None

Public Hearings

National Grid-Vaz Eng

3. **Public Hearing – National Grid #31226054** – National Grid proposes installing ~41’, 1-4” telecom fiber cable conduit from existing pole #15 Pollard Street to existing heavy duty telecon handhole on Quincy Road to improve communication reliability between SCADA and substation.

Motion to Open :

Secretary Darris-O’Connor moved to open the Public Hearing for National Grid #31226054.
Member Rosa Seconded.

Darris-O’Conner	Yay
Favreau	Yay
Vice Chair Burrows	Yay
Rosa	Yay
Pavidis	Yay

Selectman Rosa asked if there were any residents that reached out to National Grid with any concerns. The representative stated there were none. Selectman Rosa then pointed out that the water and wastewater lines are not marked by Dig Safe and they needed to go to the water department. The representative of National Grid acknowledged he was aware of that.

Public Comments-None

Motion to Close

Secretary Darris-O’Connor moved to open the Public Hearing for National Grid #31226054.
Member Rosa Seconded.

Darris-O’Conner	Yay
Favreau	Yay
Vice Chair Burrows	Yay
Rosa	Yay
Pavidis	Yay

Motion to Approve:

Secretary Darris-O’Connor moved to approve National Grid WO#31226054
Member Rosa Seconded.

Darris-O’Conner	Yay
Favreau	Yay
Vice Chair Burrows	Yay
Rosa	Yay
Pavidis	Yay

-
4. **Public Hearing – Transfer of an On-Premises All-Alcohol License §12 Restaurant, Common Victualler License, and Entertainment (Weekday & Sunday) License FROM Triple Sushi Inc. dba Nana Seven TO Hinoki Japanese Steakhouse, Inc. dba Hinoki Japanese Steakhouse at the premises located at 199 Boston Road, Billerica, MA.**

Attorney Dana Myers

Motion to Open:

Secretary Darris-O’Connor moved to open the public hearing for the transfer of an On-Premises All-Alcohol License, Common Victualler License, and Entertainment License (Weekday and Sunday) from Triple Sushi Inc., d/b/a Nana Seven to Hinoki Japanese Steakhouse, Inc., d/b/a Hinoki Japanese Steakhouse, for the premises at 199 Boston Road.
Member Rosa Seconded.

Darris-O’Conner Yay
Favreau Yay
Vice Chair Burrows Yay
Rosa Yay
Pavidis Yay

The applicant, Hinoki Japanese Steakhouse, Inc., located at 199 Boston Road, appeared before the Board seeking approval of the transfer of the Section 12 All-Alcohol Restaurant License, Common Victualler License, and Entertainment License from Triple Sushi, Inc. dba Nana Seven. The proposed manager is Rachanee Daranuwat. The proposed hours of operation are 11:30 a.m. to midnight Monday through Saturday and 12:00 p.m. to midnight on Sundays, with recorded background music only.

Dawn McDowell stated that all required departmental approvals had been received, all background checks had been completed with no disqualifying information identified.

Mike Rosa asked if the applicant had demonstrated understanding of the Town’s Liquor rules and regulations.

Public Comments- None

Motion to Close

Secretary Darris-O’Connor moved to close the public hearing for the transfer of an On-Premises All-Alcohol License, Common Victualler License, and Entertainment License.

Member Rosa Seconded.

Darris-O’Conner Yay
Favreau Yay
Vice Chair Burrows Yay
Rosa Yay
Pavidis Yay

Motion to Approve:

Secretary Darris-O’Connor made a motion to approve the transfer of the Section 12 All-Alcohol Restaurant License, Common Victualler License, and Entertainment (Weekday & Sunday) License from Triple Sushi, Inc. dba Nana Seven to Hinoki Japanese Steakhouse, Inc. dba Hinoki Japanese Steakhouse at 199 Boston Road, with the hours of operation as presented and recorded background music only.

Member Rosa Seconded.

Darris-O’Conner Yay
Favreau Yay
Vice Chair Burrows Yay
Rosa Yay
Pavidis Yay

-
5. **Public Hearing – National Grid and Verizon #31199524** – National Grid to install (1) JO Pole on Pinehurst Avenue beginning at a point ~107’ west of the centerline of the intersection of Allendale Avenue and continuing ~15’ in a north direction for a new mid-span pole, P3-50 located in front of 33 Allendale Ave

Motion to Open:

Secretary Darris-O'Connor moved to open the public hearing for National Grid and Verizon, petition #31199524, regarding the installation of one joint-owned pole on Pinehurst Avenue in front of 33 Allendale Avenue.

Member Rosa Seconded

Darris-O'Connor	Yay
Favreau	Yay
Vice Chair Burrows	Yay
Rosa	Yay
Pavidis	Yay

Public Comments-None

Selectman Rosa asked if there were any residents that reached out to National Grid with any concerns. The representative stated there were none. Selectman Rosa then pointed out that the water and wastewater lines are not marked by Dig Safe and they needed to go to the water department. The representative of National Grid acknowledged he was aware of that.

Motion to Close

Secretary Darris-O'Connor moved to open the Public Hearing for National Grid #31199524

Member Rosa Seconded

Darris-O'Connor	Yay
Favreau	Yay
Vice Chair Burrows	Yay
Rosa	Yay
Pavidis	Yay

Motion to Approve:

Secretary Darris-O'Connor moved to approve petition #31199524 by National Grid and Verizon for the installation of one joint-owned pole on Pinehurst Avenue in front of 33 Allendale Avenue.

Member Rosa Seconded

Darris-O'Connor	Yay
Favreau	Yay
Vice Chair Burrows	Yay
Rosa	Yay
Pavidis	Yay

Old Business

Town Manager's Report

Mr. Dillon stated that there was limited activity to report due to the holidays and recent staff illness. He reported that the Town had received a request from Shawsheen Valley Technical High School to include a warrant article at the 2026 Annual Town Meeting to fund a Massachusetts School Building Authority (MSBA) feasibility study, noting that Billerica's estimated share would be approximately \$554,000 based on current enrollment figures.

Mr. Dillon also reported that the Town's new legal firm had made a donation to the Billerica Community Pantry.

Mr. Dillon reviewed information regarding a sewer rehabilitation project, including that a special notice had been sent to affected residents advising them of temporary sewer service interruptions during construction.

Mr. Dillon further summarized information regarding the Town's involvement in PFAS litigation, stating that the Town had previously joined the class action lawsuits and had begun receiving settlement disbursements, with additional payments anticipated over the next several years.

Mr. Dillon then reviewed several Department of Public Works updates, including progress on a water main extension project to improve water quality and system looping, the completion of roadway safety improvements including the installation of pedestrian crosswalk beacons, continued collection of responses for the sewer expansion survey, and coordination with MassDOT regarding a potential all-way stop conversion at the intersection of Cook Street and Alexander Road, which would be completed at no cost to the Town.

Select Board Comments

Select Board Member Rosa commented on the anticipated Shawsheen Valley Technical High School MSBA feasibility study request and expressed concern about the potential financial impact on the Town. He stated that approximately a year ago the member communities were asked to place warrant articles so that funds would no longer be returned to the towns and instead would be placed into the district's Excess & Deficiency (E&D) account for this purpose. He stated that approximately \$1 million that should have been in that account is not there, and that an audit had identified accounting deficiencies. He further stated that, as a result, the member towns are now being asked to fund the feasibility study through new warrant articles, shifting the cost to taxpayers. He stated that he expects to receive clear information from Shawsheen Tech before Spring Town Meeting explaining what happened to the funds and why they were not properly set aside as intended.

Vice Chair Burrows asked for clarification regarding the sewer rehabilitation notices and the scope of the work. Mr. Dillon explained that the project involves lining and repairs to existing infrastructure and that affected residents were being notified in advance.

Chair Pavidis commented on the importance of the PFAS settlement funds and asked how they would be tracked and reported. Mr. Dillon stated that the funds would be accounted for separately and reported to the Board as additional payments are received.

Member Favreau raised concerns regarding Shawsheen Valley Technical High School's financial management based on the FY24 audit and a December 20 news report. The audit identified cash reconciliation issues and overspent accounts, resulting in a certified Excess and Deficiency amount approximately \$986,209. She further noted that the Town unanimously approved an operating budget increase of nearly 6% for Shawsheen Tech last year and that, in April 2024, the district approved an annual 5% contribution toward a capital stabilization fund for future projects. Given the unresolved audit findings and lack of clarity regarding the stabilization funds, Member Favreau stated she could not support placing the request on the Spring Town Meeting warrant at this time. Member Favreau also noted that Town Center safety improvements should include Parker Street and referenced the Safe Streets for All engineering study presented on March 7, 2025, which the Board voted to pursue an in-house plan to implement the study's recommendations. She requested that plan be brought forward to the board.

Secretary Darris-O'Connor and Member Favreau made general comments regarding the DPW projects and thanked staff for the updates.

6. 2025 License Renewals – Review and Approval – One Remaining License

a. Farmer Brewery Pouring Permit – 1 (License) – Petty King Brewing Company, LLC located at 279 Boston Road

Petty King Brewing Company, LLC, located at 279 Boston Road, is requesting approval of its 2026 annual renewal for a Farmer Brewery Pouring Permit (Malt Only). The licensed manager is John Thompson. Proposed hours of operation are Monday–Saturday, 12:00 p.m. to 12:00 a.m., and Sunday, 12:00 p.m. to 10:00 p.m., subject to the conditions of the existing Mixed Use Special Permit. The renewal reflects no change in license class, type, or category. All required renewal documentation has been submitted, the manager holds a valid TIPS certification, and the application is in compliance with state and local requirements. Approval of the license renewal is recommended.

Secretary Darris-O’Connor stated that one remaining 2025 license renewal was before the Board: the Farmer Brewery Pouring Permit for Petty King Brewing Company, LLC, located at 279 Boston Road. Secretary Darris-O’Connor made a motion to approve the 2025 renewal of the Farmer Brewery Pouring Permit for Petty King Brewing Company, LLC.

Member Rosa stated that conditions related to the Mixed Use Special Permit should be part of the approval and noted prior concerns raised by the Police Department regarding alcohol leaving the licensed area and being consumed in other portions of the building. Member Rosa also noted there had previously been an issue regarding the business not opening until the restaurant portion was open, as food is not served at the brewery.

Secretary Darris-O’Connor stated that the Board was voting to renew the license and that any conditions previously imposed would still apply. Ms. Dawn McDowell stated that she reviewed the prior minutes and that the issues raised by the Police Department were not part of the original motion at that time. She explained that the Police had objected to an additional request that was not approved by the ABCC, and while the matter had been discussed, it was never made part of the license renewal conditions.

Member Rosa stated that the Board could add conditions now. Further discussion followed regarding the scope of the Select Board’s authority and the existing conditions associated with the license.

Following discussion, the Board did not take final action on the renewal and tabled the matter pending further review of Town council.

New Business

7. Discussion and Possible Vote on Updated Senior Citizen Tax Work Off Program – Requested by Member Rosa- The program is authorized under M.G.L. c. 60, §5K-Majority vote

The Council on Aging proposes a two-block FY27 Tax Work-Off application process that prioritizes financially vulnerable seniors and veterans first, while keeping remaining slots available on a first-come, first-served basis.

Discussion

Member Rosa worked with the COA to modify the program. He explained the proposal to modify the Senior Citizen Tax Work-Off Program is to implement a two-block application system. The first block would provide priority access to applicants willing to submit financial eligibility documentation to verify the need, and the second block would retain the current first-come, first-served model for general access to the remaining program slots.

Mr. David Lamore, Health & Wellness Director, explained that the intent was to make the application process more equitable while still allowing open access. He stated that the Town would accept proof such as prior year tax returns or proof of public assistance, including SNAP, Medicaid, or fuel assistance, and that applicants would not be required to submit full bank statements. He further explained that applications are

currently paper only and available at the Senior Center, and that while online applications could be considered in the future, the Town does not currently have a system in place for that.

Ms. Grace Tucci asked questions regarding access to the applications, whether they would be available online, and how many slots would be allocated to each group. Mr. Lamore explained that there are currently 125 total slots, with 25 reserved for veterans, and that the program would continue to operate within those limits.

Mr. Lamore further stated that the Council on Aging would send letters to prior participants, post notices in Town buildings, and provide flyers to ensure the public is aware of the changes.

Motion to Approve

Member Rosa made a motion to modify the Senior Citizen Tax Work-Off Program to institute a two-block application system. Block one will offer priority access to applicants willing to submit financial eligibility documentation to verify need. Block two will retain the current first-come, first-served model for general access to the remaining program slots.

Member Favreau Seconded.

Darris-O’Conner	Yay
Favreau	Yay
Vice Chair Burrows	Yay
Rosa	Yay
Pavidis	Yay

8. Discussion on Interim Public Safety Policy – Section 48.0 – First Reading – Requested by Member Favreau

Establishes a temporary Select Board policy declining support or discretionary approvals for new large-scale lithium-ion battery energy storage facilities while the Town studies safety, environmental, and siting impacts and considers permanent zoning regulations.

Member Favreau stated that the purpose of the first reading was to introduce the policy framework and outline the rationale for further review and public discussion. She explained that the proposed moratorium is temporary and procedural in nature and is intended to provide the Town with sufficient time to evaluate whether current zoning, permitting, and emergency response standards are adequate for this type of infrastructure, which has been expanding rapidly in recent years.

Member Favreau stated that the policy is not anti-technology or anti-climate, but rather pro-safety, pro-planning, and pro-local control. She explained that lithium battery storage is expanding quickly, but local zoning, siting standards, and emergency response capacity have not kept pace. She further stated that the proposal does not prohibit future battery storage development and does not take a position on the broader role of energy storage in clean energy planning, but instead pauses approvals while the Town ensures its resources, policies, and bylaws are aligned with best practices.

Additional discussion followed among Board members regarding the scope of the policy, the need for further review, and consultation with Town departments. No vote was taken, as this was a first reading.

Approval of Meeting Minutes

9. November 17, 2025 Regular Meeting

Motion:

Secretary Darris-O’Conner moved to approve the November 17, 2025 Minutes

Member Rosa Seconded.

Darris-O’Conner	Yay
Favreau	Yay
Vice Chair Burrows	Yay
Rosa	Yay
Pavidis	Yay

Meeting Schedule

January 12, 2026 and February 2, 2026

Adjournment

Motion

Secretary Darris-O’Conner moved to adjourn at 7:10 PM

Member Rosa Seconded.

Darris-O’Conner	Yay
Favreau	Yay
Vice Chair Burrows	Yay
Rosa	Yay
Pavidis	Yay

Kerri Rufo

From: Tina Pesiridis <no-reply@billerica.gov>
Sent: Tuesday, January 27, 2026 2:50 PM
To: Kerri Rufo; Dawn McDowell
Subject: New Committee Member Application from: Tina Pesiridis

[EXTERNAL EMAIL]

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

Applying for

- Will Accept Either

Town Committee

- Billerica Historical Commission

Name

Tina Pesiridis

Phone

(617) 605-4496

Email

pesiridistina@gmail.com

Amount of Time Available

5 hours per week

Present Business Affiliation and Work

Project manager

Business Experience

over 15 years in healthcare operations management as well as 15 years in the retail industry.

Education or Special Training

Master's degree in Business Administration and was previously on the Historic Committee as an alternate member.

Reason for Applying

I live in the town of Billerica and want to continue to get to know and be part of the community.

Town of Billerica, Massachusetts
Resolution Designating the Town of Billerica as a POW/MIA
Community

WHEREAS, members of the United States Armed Forces have, throughout our nation's history, been captured or listed as Prisoners of War (POW) or Missing in Action (MIA) while serving in defense of our freedoms; and these service members made the ultimate sacrifice by enduring captivity, uncertainty, or disappearance in service to their country, and their courage and resilience must never be forgotten; and

WHEREAS, the United States remains committed to the fullest possible accounting of all service members missing from past and present conflicts through continued recovery, identification, and repatriation efforts; and

WHEREAS, designating the Town of Billerica as a POW/MIA Community will affirm the Town's commitment to honor, remember, and support those who were captured or never returned, and the families who continue to wait;

NOW, THEREFORE, BE IT RESOLVED that the Town of Billerica hereby designates itself as a **POW/MIA Community**, in recognition of all Prisoners of War and those Missing in Action from all conflicts; and

BE IT FURTHER RESOLVED that the Town of Billerica commits to:

1. Honor POW/MIA service members and their families through public recognition and remembrance;
2. Display the POW/MIA flag at appropriate municipal locations;
3. Observe National POW/MIA Recognition Day and other appropriate days of remembrance;
4. Support education and community awareness of POW/MIA history and meaning.

BE IT FURTHER RESOLVED that this designation represents a permanent commitment by the Town of Billerica to honor those who were captured, those who remain missing, and the families who carry their legacy.

Adopted this 2nd day of January, 2026, by the governing body of the Town of Billerica.

Jillian K. Pavidis, Chair

John J. Burrows, Vice Chair

Daniel R. Darris-O'Connor, Secretary

Michael S. Rosa, Member

Dina M. Favreau, Member



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MEMO

TO: Select Board
FROM: Kerri Rufo
SUBJECT: New Business Quick Item Agenda Item #8 for 2/2/26 Select Board Meeting
Fiesta Shows Carnival for the Lion's Club-April 22 to April 26, 2025
DATE: January 21, , 2026

At the Select Board meeting on February 2, 2026, the Select Board will vote to approve a weekday and Sunday Entertainment license for Fiesta Shows representing the Lion's Club to include amusement rides and games located at 15 Floyd Street (Marshall Middles School) from April 22 to April 26th with the hours of operation of:

- 22nd-24th Wednesday-Friday – 2:00 PM to 11:00 PM
- 25th-Saturday – 1:00 PM to 11:00 PM
- 26th-Sunday – 12:00 PM to 9:00 PM

Requesting (4) 18" x 24" Signs on the Common from

- April 13th to April 27th and Electronic Sign Request Waiver of all Fees
- Fiesta Carnival would like to display 2 of their electronic signs where they have been previously located at the intersection of Routes 3A and 129 and Route 3A and Tower Farm Road. Fred Russell, Director of DPW, Billerica, has given us his approval for Route 3A and 129 and we are awaiting Mark Farmer's permission for Route 3A and Tower Farm Rd.

Motion

_____ move to (approve/ deny/continue) the Fiesta Shows / Billerica Lions Club carnival entertainment license at 15 Floyd Street for April 22–26, 2026, including hours as presented and signage on the Common; to waive all fees; and to approve the electronic sign subject to either the property owner, Mark Farmer, granting permission or the DPW Director approving placement in front of the DPW building on Boston Road. Electrical Inspection and temporary food permit required before opening.

_____ Seconded.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/27/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Johnson Kendall Johnson Inc 109 Pheasant Run Newtown PA 18940	CONTACT NAME: Sam Ryan PHONE (A/C, No, Ext): 215-968-4741 E-MAIL ADDRESS: info@jkj.com		FAX (A/C, No): 215-968-0973
	INSURER(S) AFFORDING COVERAGE		
INSURED Dean & Flynn, Inc. dba Fiesta Shows PO Box 460 Seabrook NH 03874	INSURER A: Clear Blue Insurance Company		NAIC # 28860
	INSURER B: Sequoia Insurance Company		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 565910791

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CZ26NHGL0002-01	1/8/2026	1/8/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						\$ \$ \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	QWS1468247	4/15/2025	4/15/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Dates: April 19 - April 27, 2026

Additional Insured:

Town of Billerica, MA

as respects to the general liability pertaining to the negligence of the named insured only

CERTIFICATE HOLDER**CANCELLATION**

Town of Billerica
 Marshall Middle School
 15 Floyd Street
 Billerica MA 01821

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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LICENSE APPLICATION
BILLERICA SELECT BOARD

Fee Paid: \$ 25 *ck# 12287*
Comm of MA - *ck# 12288 \$5*
Cert. Mail \$ 51.56
ck# 12290

ACTION: NEW or CHANGE

Licensee of Business: <i>Dean + Flynn Inc.</i>	
Doing Business As: <i>Fiesta Shows / Lions Club Carnival</i>	
Street Address: <i>P.O. Box 460</i>	Assessors Plate/Parcel:
Phone: [Redacted]	Area Code: <i>03874</i>
Alt: [Redacted]	Email: <i>Fiesta1@comcast.net</i>

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.

*Lions Club carnival April 22-26, 2026 at
Marshal Middle School parking lot,
15 Floyd St,*

REQUIRED SIGNATURES: (Obtain necessary approvals before submission)

<u>Building Inspector:</u> <i>[Signature]</i>	Date: <i>12-1-25</i>
Comments: <i>Electrical inspection required before opening.</i>	
<u>Board of Health:</u> <i>[Signature]</i>	Date: <i>12/01/25</i>
Comments: <i>Temporary Food Permit required.</i>	
<u>Police:</u> <i>[Signature]</i>	Date: <i>12/1/25</i>
Comments:	
<u>Fire:</u> <i>[Signature]</i>	Date: <i>12-1-25</i>
Comments:	
<u>Treasurer:</u> <i>Mary Ann Sanchez</i>	Date: <i>12/1/25</i>
Comments:	

Manager's Name: <i>John Flynn</i>
Street Address: [Redacted]
City/Town: [Redacted]
Phone #: [Redacted]
<i>@comcast.net</i>

*Recd
12/1/25*

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

Weekday (Monday-Friday):	April 22-24 2:00 - 11:00 PM.
Saturday:	April 25 12:00 - 11:00 PM.
Sunday:	April 26 12:00 - 9:00

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):	Restaurant	Innholder	Cafeteria
ZBA/Special Permit?: Provide Copy if Yes	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
MOTOR VEHICLE (Circle Option):	Class I	Class II	Class III
HAZARDOUS MATERIAL STORAGE (List Type):			
ENTERTAINMENT: Lions Club Carnival			
Weekday: (Per MGL, Ch. 140, Section 183A or 181):			
Sunday: (Per MGL, Ch. 136 - Form 90 Required):			
Type of Entertainment: Annual Lions Carnival food, games, + rides.			
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	Bowling	Other:	_____
Licensees Signature:	<i>John Flynn</i>		Date: 12/1/2025
Title:	V.P.		
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:

Town of Billerica



TOWN OF BILLERICA

APPLICATION FOR ENTERTAINMENT
AUTHORITY M.G.L. CHAPTER 140, SECTION 183A

(No Fee if Licensed under Chapter 140, Section 2 Common Victualer)

ONE DAY:

ANNUAL:

Name of Applicant: John Flynn

Name of Business: Fiesta Shows

Address of Business: [Redacted]

Mailing Address: [Redacted]

Email: Fiesta

Phone: [Redacted]

Please Check All That Apply

Day: [X] Weekday (Monday-Friday) [X] Saturday [X] Sunday (If Sunday, Form 90 Required)

Dancing: [] By Patrons [] By Entertainers [X] No Dancing

Music: [] Recorded [] Juke Box [] Live Music [X] Amplification System [] No Music

Shows: [] Theatre [] Movies [] Floor Show [] Light Show [X] No Show

[] Any dynamic audio or visual show whether live or recorded

Nudity: [] Nudity, as described in M.G.L. c. 140, § 183A [X] No Nudity

Admission: Yes [X] No [] If yes, how much \$3,-

Costumes Worn: Yes [] No [X] If yes, describe

Other: Bowling Video Games Billiard Tables Other Auto Amusement (Indicate Quantity)

Please fully describe the proposed entertainment: (Type, dates, hours of operation, costumes worn, indoors/outdoors, number of maximum patrons/attendees, etc. Use separate sheet of paper if needed.)

April 22-26, 2026 Lions Club Carnival at Marshal Middle School.

John Flynn
Applicant

Dec. 1, 2025
Date



THE COMMONWEALTH OF MASSACHUSETTS
Town OF Billerica

LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY
Fiesta Shows / Lions Club Carnival

The Name of the Establishment is Fiesta Shows / Lions Club Carnival in or on the property at No. Marshall Middle School 15 Floyd St. (address)

The Licensee or Authorized representative, Fiesta Shows John Klyn in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
<u>April 26th</u>	<u>12:00</u>	<u>Amusement rides + games</u>

Hon. _____ Mayor/ Chairman of Board of Selectmen, _____ (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm - Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm - Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

This license is granted and accepted, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES

(Revised 2015)

FORM 90



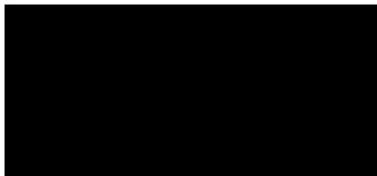
Town of Billerica Police Department

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

Criminal Record Background Check

Date: Dec 1, 2025

Release: I, John A. Flynn
Name of Applicant



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

Authorization for Personal History:

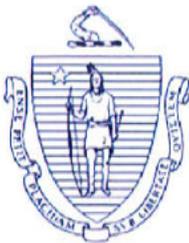
This authorization will give the Billerica Police Department permission to research your background, personal history and character references.

John A. Flynn
Signature of Applicant

Application Approved: _____

Application Denied: _____

Reason: _____



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: Deant Flynn Inc DBA, Fiesta Shows

Address: [Redacted]

City/State/Zip: [Redacted] Phone #: [Redacted]

Are you an employer? Check the appropriate box:

- 1. I am an employer with 40 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 (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an 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: _____

Insurer's Address: _____

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: John Flynn Date: Dec 1, 2025

Phone #: (978) 815-1350

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 #: _____



The Commonwealth of Massachusetts
 Division of Occupational Licensure
 Office of Public Safety And Inspections

License to Operate Amusement Devices

Issue Date: April/13/2025

Expiration Date: April/13/2026

Company:

Name	Address	License Number
Dean & Flynn, Inc dba Fiesta Shows	[REDACTED]	MA-001

Certified Maintenance Mechanic:

Name	License Number
Eugene Dean III	MA-727

Devices/Equipment/Rides:

Name	USID #
Tornado	10017
Round Up	10078
Rockwall (NM)	10116
Eurobungee	10204
Twister	10440
Round Up(Cyclone)	10443
Cliff Hanger	10444
Thunderbolt	10447
Artic Blast	10454
Flying Bobs	10460
Dragon Wagon	10461
Berry	10462
Mini Jet Panda	10463

Name	USID #
Mini Jet Elephant	10464
Carousel-Merry Go Round	10466
Slide (NM)	10467
Tooterville	10468
Orient Express	10470
Rockin' Tug	10474
Merry Go Round	10477
Crazy Bus	10479
Dizzy Dragon	10488
Crazy Bus	10489
Umbrella Combo	10490
Pharoah's Fury II	10508
Spider Wheel	10512
Starship 2000	10589
Expo Wheel	10590
Boomer's Goldmine (NM)	10635
Lucky Lizzy (Funhouse)	10655
Vertigo	10701
Mardi Gras (NM)	13347
Magic Mirror Maze	13392
Zipper	13425
Merry Go Round	13526
Cobra/Viper	13528
Seven Seas (Avalanche)	13733
Fire Ball	13746
Compact Spinning Coaster	13770
Hyperspin	13784
Top Gun	13791
Hurricane	13798
Zipper	15662
The Warrior	15690
Frog Hopper	15793
Flying Elephants	15850
Tea Cups	15854
Fun House	15869
Pharoah's Fury	5266
Slide (NM)	9974
Scooter (AMS)	9975
Turtles	9980
Super Slide	9981
Large Bouncer	I002849
Slide Bounce	I002851

Sarah R. Williams

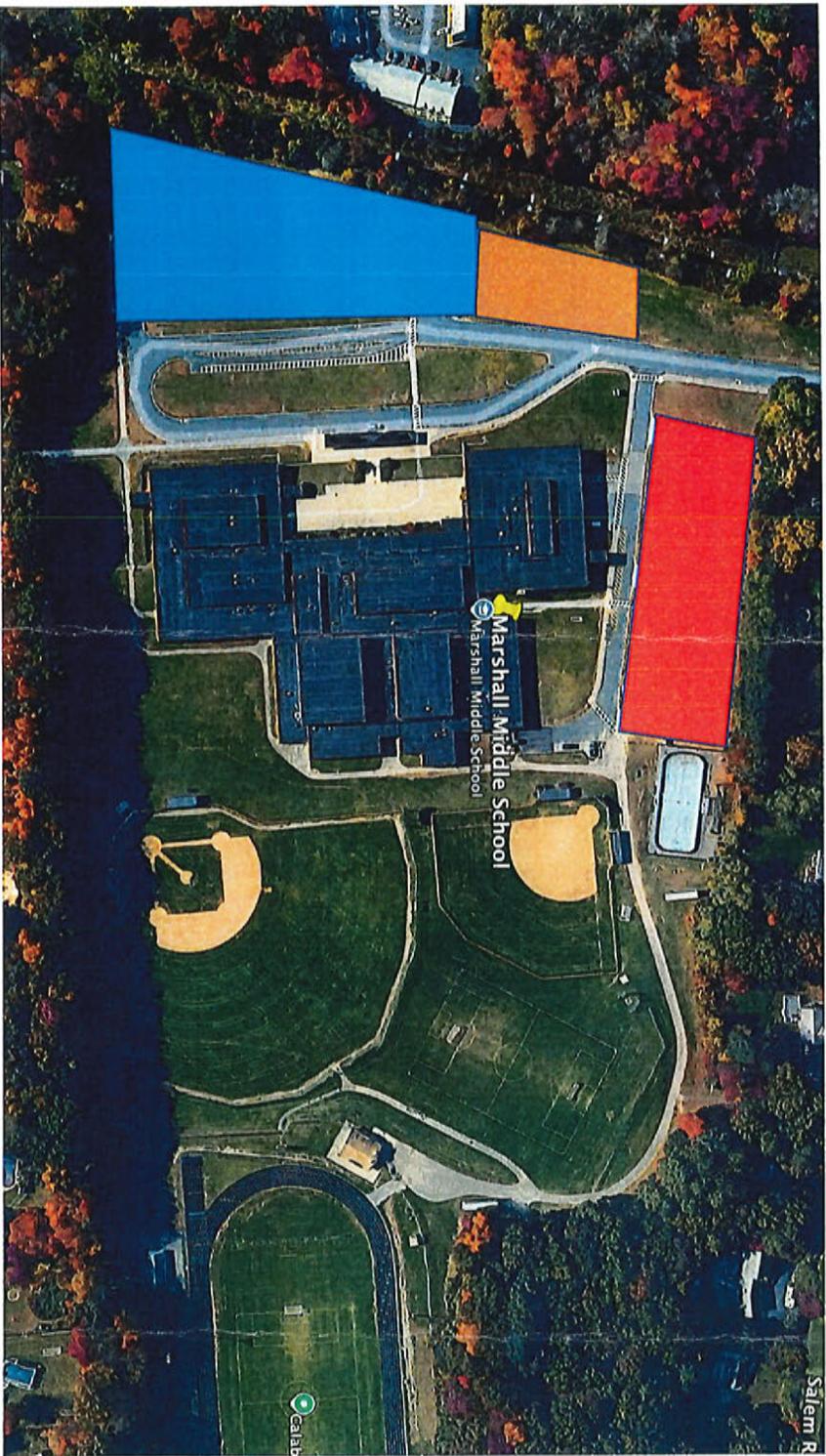
Sarah R Wilkinson

Commissioner

**TOWN OF BILLERICA
NOTICE OF OUTDOOR ENTERTAINMENT
365 BOSTON RD
CONWAY HEARING ROOM (205) and via ZOOM
BILLERICA, MA
February 2, 2026 @ 6:00 PM**

Notice is hereby given under the Select Board Policies and Procedure, Attachment I. Licensing - Public Hearing Requirements. Fiesta Shows on behalf of the Billerica Lion's Club is hosting a carnival in the parking lot at 15 Floyd Ave (Marshall Middle School) from Wednesday, April 22, 2026 to Sunday, April 26, 2026.

This discussion will be on the Select Board agenda under New Business on Monday, February 2, 2026 at 6:00 PM in the Thomas H. Conway Hearing Room, Town Hall, 365 Boston Road, Billerica, MA and via Zoom. <https://us02web.zoom.us/j/83477138002>. Any interested party may speak on this subject.



 Carnival Area

 Patron Parking

 Event Support Area

PARCEL ID	LOCATION	OWNER 1	OWNER 2	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP CODE
41-7-2	FLOYD ST	NELSON JALET M.	NELSON KRISTINE M.	STAR ROUTE	487 WOODLAND RD	WEST ALTON BAY	NH	03810
41-10-2	BOSTON RD	JM + SH REALTY LLC INC		3 MAISON ST		PEPPERELL	MA	01463
32-108-0	36 HERITAGE RD	CARROLL LORI J		36 HERITAGE RD		BILLERICA	MA	01821
32-109-0	38 HERITAGE RD	DAHL LINDA M	DAHL KAREN J	38 HERITAGE RD		BILLERICA	MA	01821-1134
32-110-0	40 HERITAGE RD	40 HERITAGE ROAD REALTY TRUST	MORRIS PAUL RICHARD TR	40 HERITAGE RD		BILLERICA	MA	01821-1134
32-111-0	42 HERITAGE RD	PIAZZA SALVATORE J	O'KEEFE SUSAN	42 HERITAGE RD		BILLERICA	MA	01821
32-112-0	44 HERITAGE RD	DELUCA-TOWLE REVOCABLE TRUST	DELUCA LAURA J TR	44 HERITAGE RD		BILLERICA	MA	01821-1134
32-125-0	34 HERITAGE RD	WARD JEREMY J	WARD STACEY A	34 HERITAGE ROAD		BILLERICA	MA	01821-1134
32-127-0	15 FLOYD ST	TOWN OF BILLERICA	MARSHALL SCHOOL	365 BOSTON RD		BILLERICA	MA	01821
32-132-0	27 FLOYD ST	RUSSO ANTHONY F	RUSSO MARY A	6 PONDOWER RD		BILLERICA	MA	01821-1921
32-133-0	25 FLOYD ST	BONHEUR MARIE COLETTE	BONHEUR LOUIS JACQUES	25 FLOYD STREET		BILLERICA	MA	01821-1120
32-134-0	23 FLOYD ST	LATORRELA JON R	SILSBE NOELLE M	23 FLOYD ST		BILLERICA	MA	01821-1120
32-135-0	21 FLOYD ST	PATEL DIPAKKUMAR	PATEL SUREKHA D	21 FLOYD ST.		BILLERICA	MA	01821-1120
32-136-0	19-1/2 FLOYD ST	GANDHI BHARAT N	GANDHI TEJAL B	19 1/2 FLOYD ST		BILLERICA	MA	01821-1120
32-14-0	18 FLOYD ST	NAPIER NICOLE A	SCOTT CHAD	18 FLOYD ST		BILLERICA	MA	01821-1121
32-18-0	19 FLOYD ST	GREARY JENNIFER E		19 FLOYD STREET		BILLERICA	MA	01821
32-20-0	55 SALEM RD	OLSON-NOONAN REALTY TRUST	NOONAN KRISTINA E TR	55 SALEM RD		BILLERICA	MA	01821-1128
32-21-0	59 SALEM RD	BROTHERS BRENT	BROTHERS KATHLYN	59 SALEM RD		BILLERICA	MA	01821-1128
32-22-0	63 SALEM RD	FERNANDEZ-REYES CRISFER	LUU THAO	63 SALEM RD		BILLERICA	MA	01821-1128
32-23-0	65 SALEM RD	YATES DARRICK W		65 SALEM RD		BILLERICA	MA	01821
32-24-0	67 SALEM RD	PARKER MICHAEL	PARKER DARLENE M.	67 SALEM RD		BILLERICA	MA	01821-1128
32-25-0	71 SALEM RD	SHARON M BARDSLEY FAMILY TRUST	BARDSLEY SHARON M	71 SALEM RD		BILLERICA	MA	01821-1128
32-26-0	77 SALEM RD	ANSTEY ISABELLA J		77 SALEM RD		BILLERICA	MA	01821
41-11-0	340 BOSTON RD	PATEL RAJAN	PATEL ROSHNI	340 BOSTON RD		N BILLERICA	MA	01862-2625
41-131-1	4 HERITAGE RD	STONE CHARLES C JR	SULLIVAN LISA M	4 HERITAGE RD		BILLERICA	MA	01821
41-131-2	6 HERITAGE RD	BROUILLETTE PAUL	BROUILLETTE JOANNE	6 HERITAGE RD		BILLERICA	MA	01821
41-162-0	8 HERITAGE RD	JACMAR CONSTRUCTION	DEMBKOSKI JEAN M	3 CRENshaw LN		ANDOVER	MA	01821
41-48-0	8 HERITAGE RD	ALESSIO DENNIS PAUL		8 HERITAGE RD		BILLERICA	MA	01821
41-49-0	12 HERITAGE RD			12 HERITAGE RD		BILLERICA	MA	01821
41-50-0	14 HERITAGE RD	DIMATTEO JASON P	DIMATTEO ALISHA D.	14 HERITAGE RD		BILLERICA	MA	01821
41-51-0	16 HERITAGE RD	DAVID LEVASSEUR REVOCABLE TRUS	LEVASSEUR DAVID R TR	16 HERITAGE RD		BILLERICA	MA	01821-1134
41-52-0	18 HERITAGE RD	BAPTISTE RONY	BAPTISTE MARIE VOLVE JEAN	18 HERITAGE RD		BILLERICA	MA	01821
41-54-0	22 HERITAGE RD	BLUTE STEPHEN M	BLUTE DEBORAH J	22 HERITAGE RD		BILLERICA	MA	01821
41-55-0	24 HERITAGE RD	MCLAUGHLIN DAVID J		24 HERITAGE RD		BILLERICA	MA	01821
41-56-0	26 HERITAGE RD	MARY A DEANGELIS HREV TR	BOZZA DONNA D TR	6 ADAM ST		BILLERICA	MA	01821-4102
41-57-0	28 HERITAGE RD	WETZONIS JOHN J.	WETZONIS KATHLEEN	28 HERITAGE RD		BILLERICA	MA	01821
41-58-0	30 HERITAGE RD	POTTIE MICHAEL	POTTIE LAURA	30 HERITAGE RD		BILLERICA	MA	01821
41-59-0	32 HERITAGE RD	KENSY FAMILY TRUST	KENSY MARCELO F TR	32 HERITAGE RD		BILLERICA	MA	01821-1134
32-151-0	13 FLOYD ST	BARDALES ELMER O		13 FLOYD ST		BILLERICA	MA	01821
41-8-3-2-1	330 BOSTON RD	CARROLL LAURA E. TR.	LAURA S NOMINEE REALTY TRUST	330 BOSTON RD.		BILLERICA	MA	01862
41-8-3-2-10	330 BOSTON RD	BILLERICA LITTLE LEAGUE INC.		PO BOX 267		BILLERICA	MA	01821
41-8-3-2-11	330 BOSTON RD	CARELLA CHARLES M	CARELLA FLORENA	13 AVANLEY CIRCLE		BILLERICA	MA	01821
41-8-3-2-12	330 BOSTON RD	CARELLA CHARLES M	FLORENA CARELLA	13 AVANLEY CIRCLE		BILLERICA	MA	01821
41-8-3-2-13	330 BOSTON RD	JIBON, LLC		7908 GLENFINNAN CIR		FORT MYERS	FL	33912-4044
41-8-3-2-14	330 BOSTON RD	JIBON, LLC		7908 GLENFINNAN CIR		FORT MYERS	FL	33912-4044
41-8-3-2-15	330 BOSTON RD	JIBON, LLC		7908 GLENFINNAN CIR		FORT MYERS	FL	33912-4044
41-8-3-2-16	330 BOSTON RD	NEW CONCEPTS REALTY TRUST	MALLOUH ABBOD TR	330 BOSTON RD		N BILLERICA	MA	01862
41-8-3-2-17	330 BOSTON RD	NEW CONCEPTS REALTY TRUST	MALLOUH ABBOD TR	330 BOSTON RD		N BILLERICA	MA	01862
41-8-3-2-18	330 BOSTON RD	NEW CONCEPTS REALTY TRUST	MALLOUH ABBOD TR	330 BOSTON RD		N BILLERICA	MA	01862
41-8-3-2-19	330 BOSTON RD	NEW CONCEPTS REALTY TRUST	MALLOUH ABBOD TR	330 BOSTON RD		N BILLERICA	MA	01862
41-8-3-2-2	330 BOSTON RD	MASTUJ ANTHONY J	MCCAFFERY ELLEN N	330 BOSTON RD, STE#2		N. BILLERICA	MA	01862
41-8-3-2-3	330 BOSTON RD	MASTUJ ANTHONY J	MCCAFFERY ELLEN N	330 BOSTON RD, STE #2		N. BILLERICA	MA	01862
41-8-3-2-4	330 BOSTON RD	BILLERICA LITTLE LEAGUE INC THE		PO BOX 267		BILLERICA	MA	01821
41-8-3-2-5	330 BOSTON RD	VLADESI LEONARD		1088 PEARL ST		WOBURN	MA	01801-1545
41-8-3-2-6	330 BOSTON RD	HYNES REALTY TRUST	HYNES FRANK M TR	18 JEFFREY RD		BILLERICA	MA	01821-4410
41-8-3-2-7	330 BOSTON RD	CARROLL LAURA E. TR.	LAURA S NOMINEE REALTY TRUST	330 BOSTON RD.		N BILLERICA	MA	01862
41-8-3-2-8	330 BOSTON RD	STRAPPER LLC		52 HAZELHURST AVENUE		NEWTON	MA	02465-1341
41-8-3-2-9	330 BOSTON RD	RICCI REAL ESTATE INVESTMENTS		330 BOSTON RD, UNIT 9		N BILLERICA	MA	01862

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

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

John B Speidel
Chief Assessor
December 19, 2025



SELECT BOARD
TOWN HALL
365 BOSTON ROAD
BILLERICA, MASSACHUSETTS 01821
978-671-0939
FAX: 978-671-0947
selectboard@town.billerica.ma.us

Received
11-11-11
Building Department
Billerica, MA

Entertainment License Application Checklist

- Town of Billerica License Application Form to be completed by applicant. All approval signatures must be obtained.
- Completed application for Weekday Entertainment—Chapter 183A (If Applicable)
- Completed application for Sunday Entertainment – Form 90 (If Applicable)
- Detailed floor plan (inside)/site plan (outside) indicating where the entertainment will be conducted.
- A check made payable to the Town of Billerica in the amount of \$25.
- Worker's Compensation Affidavit
- Town of Billerica Criminal Record Background Check form must be filled out and submitted to the Billerica Police Department. This should be submitted when you are obtaining their signature on the application.
- Applicant to obtain certified list of abutters from Assessors Office and submit to Select Board's Office. Select Option "A"
- Once the application is complete, the **Applicant** will notify abutters by Certified Return Receipt Required mail not less than 7 days before hearing (hearing notification that should be sent to abutters will be emailed to applicant). The sender's address on the PS Form 3811 "Green Card" should be Town of Billerica, Select Board Office, 365 Boston Road, Billerica, MA 01821. The application address should also be listed on the green card to make sure it is applied to the proper application.

TOWN OF BILLERICA

Schedule of Departmental Payments to the Treasurer

Dept. Select Board

11228-43601

Date:

1/12/2026

From Whom	Source	Amount	Total
Dean & Flynn- Abutters -Carnival 1.12.26 SB Meeting	Ck#12290	\$ 511.51	\$ 511.51
Dean & Flynn- Sunday Permit -Carnival 1.12.26 SB Meeting	CK#12288	\$ 25.00	\$ 25.00
			\$ -
			\$ -
			\$ -
			\$ -
		Total:	\$ 536.51

RECEIVED OF SELECT BOARD:

Five Hundred thirty six dollars and 51/100

Treasurer

Billerica Lions Club – January 2026

Membership

We currently have 37 members.

Fundraising

- Annual Raffle Calendar in January
- Fiesta Carnival for the Billerica community in May
- October Video Dance Party Dance for the Community

Community Outreach and Support

- Membership/Informational Breakfasts
- Support to the Billerica Council Aging
- Support to the Billerica Community Pantry
- Participated in the Yankee Doodle Weekend Celebrations
- Participated in Trunk or Treat in October for foster children
- Presented Billerica High School students Lions Scholarships
- Presented the Foster Care of Lowell Fleece Blankets and Children Books
- Presented the High School age students a Youth Speech Competition
- Our sponsored seeing eye puppy, Gibb, was born this fall from the Seeing Eye Dog Training school in New Jersey and will start training.
- Screened approximately 500 preschool, Project Support and kindergarten students for eye issues.
- Participated in a Fall Coat Drive with 7-8 drop off locations in town
- Salvation Army Bell Ringing
- Membership social monthly dinners
- Meals-on-Wheels craft items created by Lions Members and the Quilting Club headed by Paula Baldwin during holidays.
- Participated in the Billerica Festival of Lights by donating a decorated tree.
- Participated in the Laying of the Christmas wreaths through the DAV.
- Pennies for Sight
- Eye Glass Pickup
- Valley Collaborative Eye Cleaning Project – glassed are cleaned and sent to Lexington Lions to be measured and shipped overseas.
- Sunshine Girls, led by Jo Leary (with Lions participants) fed and hosted meals for children and seniors in need.

- DAV Billerica Chapter 47 (including many Lions) led by Bob Kinsman has for well over a decade hosted cookouts for hospitalized veterans at the Bedford VA Medical Center and the Lowell VA Outpatient Clinics.
- Billerica Health and Wellness Fair
- Participated in the service project at the Zone 4 and 6 meeting in February for Dignity Matters
- Received a town grant to purchase a Lensometer – workshops within the town be held in the very near future inviting the public to attend.

Membership

- We have 2 new potential members by spring
- We will hold workshops and open them to the public to measure glasses with the Lensometer and get non-members involved – as they work alongside members and learn more about the club they might be motivated to join!
- We plan to have speakers, for example: Diabetes, Alzheimer, etc. come and speak and invite the community.
- We are looking to reengage current members, and have members select where they would like to volunteer.
- Membership booth at the Carnival this April



Billerica Lions Charities, Inc.
Billerica Lions Club, Inc.
"We Serve"



01/27/2026

Town of Billerica Select Board
Jillian Pavidid, Chairman
365 Boston Road, Office #203
Billerica, MA 01821

Dear Select Board Members:

The Billerica Lions Charities, Inc and Fiesta Carnival are once again requesting your approval to run the annual Fiesta Show Carnival at the new site, 15 Floyd Street (Marshall Middle School) on Wednesday April 22, 2026, through Sunday April 26, 2026. Fiesta Carnivals will start setting up on Monday April 20th to have time for state inspections to be performed on Tuesday, April 21st and 22nd. We have received permission from the Billerica School Superintendent and The Billerica School Committee to hold the carnival at this location.

The Billerica Lions Club Charities, Inc successfully ran the Carnival for the past four years and is looking forward to bringing it back to the community for the fifth year.

We are also requesting permission to post carnival signs and banners on Town Land throughout the community. The areas we would like to put up yard signs and banners include:

- 4 Yard signs on the Common
- Concord Road at the end of the Route 3 off ramps (2)
- Treble Cove Road at the end of the Route 3 off ramps (2)
- Gas Station on Route 129 across from the Forum

Fiesta Carnival would like to display 2 of their electronic signs where they have been previously located at the intersection of Routes 3A and 129 and Route 3A and Tower Farm Road. Fred Russell, Director of DPW, Billerica, has given us his approval for Route 3A and 129 and we are awaiting Mark Farmer's permission for Route 3A and Tower Farm Rd.

Since this is a community event and the proceeds will help support our services to the Billerica community, we ask the Board to waive any of the local fees that are required for this event.



Billerica Lions Charities, Inc.
Billerica Lions Club, Inc.
“We Serve”



The carnival last year allowed the Billerica Lions Club to greatly increase our funds to address the burgeoning needs in our town to include food insecurity, preventing blindness and restoring sight and disaster relief. I am enclosing our 2025 accomplishments listing that captures the wide range of humanitarian support we provide.

Please contact either of the Cochairmen of the Carnival Committee: Gil Moreira at 617-794-7458 or Steve Burton at 978-314-6274 or email gsgdc1@verizon.net if you have any questions.

Thank you in advance.

Jean Bushnell

Jean Bushnell
President Billerica Lions Charities, In.
Cc: Gene Dean and John Flynn, Fiesta Carnivals

P. O. Box 5245, Billerica, MA 01822-5245

Web: <http://www.billericalionsclub.org>



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

TO: Select Board
FROM: Kerri Rufo
SUBJECT: New Business Quick Item Agenda Item #9 for 2/2/26 Select Board Meeting
Review and Possible Approval of Title IV-E Transportation Reimbursement
MOU-Requested by Superintendent-Kerry Cleary
DATE: January 21, , 2026

This item is a proposed Memorandum of Understanding (MOU) related to participation in the Title IV-E federal reimbursement program, which allows municipalities and school districts to seek reimbursement for certain transportation costs associated with eligible children involved with the Department of Children and Families (DCF), including foster care and other qualifying placements.

Under this program, the Town may be reimbursed for eligible transportation expenses incurred when transporting qualifying students to and from school or placements as required by law. The MOU establishes the administrative and procedural framework for how the Town and School Department will document, submit, and receive these reimbursements, and clarifies the responsibilities of the participating parties.

This is the first year that the Town of Billerica is participating in the Title IV-E transportation reimbursement program.

Reimbursements under this program are received by the School Department (the school district) to offset eligible transportation costs and do not go to the Town's general fund.

This agreement does not create a new program or new spending obligation; rather, it allows the Town and School Department to recover a portion of costs that are already being incurred under state and federal law.

Town Counsel has reviewed the MOU and has advised that there are no legal comments or concerns from a legal perspective. The agreement is being presented to the Select Board for approval as a standard administrative and financial reimbursement arrangement.

Motion:

_____ move to authorize/deny the Town Manger to sign the Title IV-E Transportation Reimbursement MOU.
_____ seconded.

Darris-O'Conner	Yea Nay
Favreau	Yea Nay
Burrows	Yea Nay
Rosa	Yea Nay
Pavidis	Yea Nay

Kerri Rufo

From: Ivria Fried <ifried@harringtonheep.com>
Sent: Wednesday, January 21, 2026 10:30 AM
To: Kerri Rufo
Cc: Christopher Dillon
Subject: Re: Title IV-E Transportation Reimbursement MOU – Legal Review Requested

[EXTERNAL EMAIL]

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

Hi Kerri,

I have no comments from a legal perspective. The document permits the Town to submit for reimbursement of certain eligible expenditures.

Best,
Ivria



Ivria Glass Fried (she/her)

Partner at Harrington Heep LLP

direct 617-804-2427

email ifried@harringtonheep.com

website harringtonheep.com

address 40 Grove Street, Suite 190 Wellesley, MA 02482

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From: Kerri Rufo <selectboard@billerica.gov>
Date: Wednesday, January 21, 2026 at 9:43 AM
To: Ivria Fried <ifried@harringtonheep.com>
Cc: Christopher Dillon <cdillon@billerica.gov>
Subject: Title IV-E Transportation Reimbursement MOU – Legal Review Requested

Hi Ivria,

Could you please review that attached.

The school is asking that the Select Board takes a vote to authorize the Town Manager to sign the MOU

The next SB is on 2/2/26, If we could get information back by next week would be great.

Kerri Rufo
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.

**Memorandum of Understanding – Every Student Succeeds Act
Transportation Claiming Under Title IV-E of the Social Security Act**

This Memorandum of Understanding (MOU) has been created and entered into on _____, 20____ by and between the following parties in relation to the administration of school of origin transportation costs under the Every Student Succeeds Act (ESSA) to maximize Federal Financial Participation from the Federal Government through Title IV-E of the Social Security Act (Title IV-E):

Executive Office of Health and Human Services (EOHHS);

Department of Elementary and Secondary Education (DESE);

Department of Children and Families (DCF); and

Town of Billerica

Agency

The Commonwealth of Massachusetts, Executive Office of Health and Human Services, Department of Elementary and Secondary Education, Department of Children and Families and the School District of Billerica by and through Town of Billerica, 365 Boston Road Billerica, MA 01821, hereinafter, the LEA), hereby agree to the following terms and conditions as they relate to reporting costs and receiving Title IV-E allowable federal reimbursement for said costs as they relate to transporting children eligible under Title IV-E foster care to and from their foster placement and their School of Origin, effective for dates of service on or after April 1, 2019.

RECITALS

WHEREAS, DCF is the single state agency designated to submit claims to the Administration of Children and Families (ACF) for the purposes of obtaining Title IV-E cost reimbursement; and

WHEREAS, the LEA desires to participate in the Title IV-E Claiming of Transportation Expenditures for Children in Foster Care (hereinafter, the “Program”) under the terms and conditions set forth in this Memorandum of Understanding (MOU);

WHEREAS, the scope of services and providers payable under the Program is defined by this MOU; and

NOW, THEREFORE, in consideration of the mutual obligations contained in this MOU, the parties agree as follows:

Section 1. DEFINITIONS

The following terms that appear capitalized throughout this MOU shall have the following meanings, unless the context clearly indicates otherwise.

Administration of Children and Families (ACF) – The agency responsible for the oversight and administration of services pertaining to children, youth, and families nationwide, as established under the authority of Section 6 of the Reorganization Plan No. 1 of 1953.

Certification of Qualified Expenditures or Certification of Qualifying Expenditures – For purposes of this agreement, an expenditure for Transportation that is certified, or attested to, by a contributing public agency or designated authority at a public agency that is eligible for reimbursement under Title IV-E of the Social Security Act.

Department of Children and Families (DCF) – The constituent agency within EOHHS providing services to children 0 through 22 years old who are at risk or have been victims of abuse or neglect, as well as their families, established under M.G.L. c. 18B, § 1.

Department of Elementary and Secondary Education (DESE) – The constituent agency within the Executive Office of Education responsible for the provision of a public education system of a sufficient quality to extend to all children, established under M.G.L. c. 69, § 1.

Every Student Succeeds Act (ESSA) – Federal Law passed in December 2015 governing United States K-12 public education policy (Public Law 114-95).

Executive Office of Health and Human Services (EOHHS) – The executive secretariat of the Commonwealth of Massachusetts established under M.G.L. c. 6A, § 2 that oversees DCF.

Individualized Education Program (IEP) – A written statement, developed and approved in accordance with federal special education law in a form established by the Department of Elementary and Secondary Education, that identifies a student's special education needs and describes the services a school district shall provide to meet those needs.

Local Education Agency (LEA) – See definition for Local Government Entity.

Local Government Entity – Pursuant to MGL c. 44, § 70 and for purposes of this MOU, a city or

town, that by vote of its town meeting, town council or city council with the approval of the selectmen, town manager or mayor, authorizes the LEA to enter into this MOU and that is responsible, or assumes responsibility, either directly or indirectly through an agency or other political subdivision, for the non-federal share of the Program expenditures. Local Governmental Entity is also referred to as Local Educational Authority (LEA) in this MOU.

Metropolitan Council for Educational Opportunity (METCO) – a state-funded grant program run by DESE intended to expand educational opportunities, increase diversity, and reduce racial isolation by permitting students in Boston and Springfield to attend public schools in other communities that have agreed to participate, pursuant to M.G.L. c. 76, § 12A.

Reporting Tool – The mechanism, designed and agreed upon by EOHHS, DESE, and DCF, by which the LEA will report on costs associated with the Program and attest to the accuracy of said costs.

School of Origin – The school in which a child is enrolled at the time of placement in foster care. Pursuant to Elementary and Secondary Education Act, § 1111 (g)(1)(E)(i), DESE and the LEAs must ensure that a child in foster care enrolls or remains in his or her school of origin unless a determination is made that it is not in the child's best interest.

State Fiscal Year – The 12-month period commencing July 1 and ending June 30 and designated by the calendar year in which the fiscal year ends (e.g., State Fiscal Year 2019 starts on July 1, 2018 and ends June 30, 2019).

Title IV-E – an amendment to the Social Security Act that allows states to claim federal reimbursement for the costs of administering foster, adoptive, and guardianship services based on specific eligibility criteria.

Title IV-E Allowable Transportation Claiming Activities – The process through which an LEA requests payment based on Title IV-E-allowable actual incurred costs related to Administrative Activities. Administrative Activities Claiming is further described in Section 2.3 of this MOU.

Title IV-E Claiming of Transportation Expenditures for Children in Foster Care Program – The program through which Local Government Entities participate in administrative activities claiming of Title IV-E allowable expenditures of transportation for children in foster care.

Title IV-E Eligibility – children in foster care that meet the federal eligibility requirements outlined in the Social Security Act for foster care maintenance payments claimed on their behalf.

Title IV-E Federal Financial Participation (Title IV-E FFP) – The amount of the federal share that may be available based on the Certification of Qualifying Expenditures of an LEA for administrative activities related to the provision of transportation services to IV-E eligible foster care children to their School of Origin provided pursuant to this MOU.

Section 2. TERMS AND CONDITIONS

1. Subject to (a) the City/Town/Regional School District, hereinafter, Local Education Agency's (LEA) voluntary compliance, as determined by EOHHS, with all submission and other requirements established by EOHHS, DESE, and DCF, hereto referred to as "the Commonwealth"; (b) all other state approvals; (c) federal approval of all necessary payment and funding methods and payment limits; and (d) the availability of Title IV-E FFP, the Commonwealth will pay the LEA an amount equal to the final Title IV-E FFP amount received by the Commonwealth for the allowable Certification of Qualifying Expenditures of the LEA for that state fiscal year, less any contingency fees and other administrative costs.
2. The LEA shall submit to the DESE a cost report and Certification of Qualifying Expenditures on a form designated by the Commonwealth and completed in accordance with the Commonwealth's instructions and signed by an officer who is an authorized signatory of the unit of government providing the non-federal share of Title IV-E allowable transportation expenditures associated with transporting children to/from his/her School of Origin.
3. Said certification shall provide that the LEA's reported expenditures are allowable costs for children in foster care who are covered under ESSA and exclude the following costs:
 - a. Any Individualized Education Program (IEP) transportation costs incurred for a child who is enrolled in MassHealth where transportation services are required under the IEP;
 - b. Any costs for children and youth considered homeless as defined by the McKinney-Vento Homeless Assistance Act's, 42 USC 11434(a)(2);
 - c. Participate in METCO as set forth in M.G.L. c. 76, § 12A; or d. Any other federally funded form of transportation services.
4. The LEA shall comply with all Title IV-E transportation administrative and billing requirements set forth in this MOU or incorporated by reference and applicable laws, regulations or subregulatory guidance regarding these requirements.
5. The LEA must repay to the Commonwealth any amounts resulting from any overpayment, erroneous reporting, administrative fine, or otherwise, in accordance with this MOU, DESE's rules and regulations, and all other applicable state and federal laws.
6. In the event that a review by the Commonwealth, ACF, or any other state and federal oversight entity reveals that the LEA's claim resulted in a duplicate payment under one or more state or federal programs or that LEA did not follow the requirements in accordance with the terms specified herein or applicable state or federal laws for any fiscal year the Commonwealth retains the right to recover payments from the LEA for that fiscal year(s).
7. At any point during the MOU, if the Commonwealth, in its sole judgment, identifies any

deficiency in the LEA's performance under the MOU, the Commonwealth may require the LEA to develop a corrective action plan to correct such deficiency. The corrective action plan must, at a minimum:

- a. identify each deficiency and its corresponding cause;
- b. describe corrective measures to be taken to address each deficiency and its cause;
- c. provide a time frame for completion of each corrective measure;
- d. describe the target outcome or goal of each corrective measure (i.e., how the action taken will be deemed successful);
- e. describe the documentation to be submitted to the Commonwealth as evidence of success with respect to each corrective measure; and
- f. identify the person responsible for each corrective measure, and any other information specified by the Commonwealth.

The LEA shall submit any such corrective action plan to the Commonwealth and shall implement such corrective action plan only as approved or modified by the Commonwealth. Under such corrective action plan, the Commonwealth may require the LEA to (1) alter the manner or method in which the LEA performs any MOU responsibilities, and (2) implement any other action that the Commonwealth may deem appropriate.

The LEA's failure to implement any corrective action plan may, in the sole discretion of the Commonwealth, be considered breach of the MOU, subject to any and all agreement remedies including, but not limited to, termination of the MOU.

8. Any costs incurred by the Commonwealth to administer the LEA's participation in the ESSA transportation claiming program, including contingency fees payable to the Commonwealth contractors, if necessary, will be offset against amounts of federal revenue payable to the LEA under an ongoing MOU or withheld in a special payment arrangement in the case of MOU termination.
9. The LEA shall immediately disclose to the Commonwealth any non-compliance by the LEA with any provision of this MOU, or any state or federal law or regulation governing this MOU.
10. In the event that the Commonwealth receives written notification of a deferral or disallowance of Title IV-E FFP claimed on behalf of the LEA's services through the Certification of Qualifying Expenditures, receives written notification of an audit finding requiring the return of any such Title IV-E FFP, or otherwise reasonably determines that any such Title IV-E FFP will be deferred or disallowed if claimed, the Commonwealth shall so notify the LEA. At any time after the Commonwealth's receipt of such notice or other information, it may require the LEA to remit to the Commonwealth the amount of payment(s) under review, pending final disposition of such review. The Commonwealth shall specify such amount in a written remittance notice to the LEA and, within 30 days of the date

of such remittance notice, the LEA shall repay to the Commonwealth an amount equal to the amount specified. In the absence of such a remittance notice, the LEA may, on its own initiative remit such amount to the Commonwealth. In the event the LEA for any reason retains payment amounts subject to deferral, disallowance, or audit findings as described herein, the LEA shall be liable for such amounts plus any interest assessed by the federal government on the Commonwealth. The Commonwealth shall provide to the LEA written notification of the amount of any federal interest assessed on payment amounts retained by the LEA. In the event that the final disposition of the deferral, disallowance, or audit described herein requires the Commonwealth to return an amount previously paid by the LEA to the Commonwealth under these provisions, no such payment due to the LEA shall constitute a late payment or otherwise obligate the Commonwealth to pay to the LEA any interest on such payment. Any remittance pursuant to the provisions of the paragraph shall be in accordance with all applicable state law.

11. The LEA must maintain records that are accurate and sufficiently detailed to substantiate the legal, financial, and statistical information reported on the Certification of Qualifying Expenditure form. These records must demonstrate the necessity, reasonableness, and relationship of the costs (e.g., personnel, supplies, and services) to the provision of services and must be furnished upon request to the Commonwealth or its designees, or to any other federal and state officials and agencies authorized by law to inspect such information or their designees, including the United States Secretary of Health and Human Services, the Comptroller General of the United States, the Administration for Children and Families, the Governor of Massachusetts, the Massachusetts Secretary of Administration and Finance, the Massachusetts State Auditor, the Massachusetts Department of Elementary and Secondary Education, and the Massachusetts Department of Children and Families. These records include, but are not limited to, all relevant transportation payments, service dates related to transportation payments, and child count. The LEA must maintain documentation supporting the transportation costs: (1) associated with transporting children eligible under Title IV-E in foster care, including their names and dates of services provided; and (2) that the costs are associated with transporting these children to/from their School of Origin; and (3) that the costs are not excluded pursuant to Section 2.3 of this MOU. The LEA is required to maintain cost report work papers for a minimum period of seven years beyond the last quarter that a child's transportation costs are included on a claim or until the completion of any audit, whichever is longer, following the end of each cost reporting period.
12. The LEA and any of their business associates/subcontractors shall comply with the terms, conditions, and obligations relating to data privacy, security, and management of personal and other confidential information applicable to the LEA under this MOU, as well as any other laws, regulations and other legal obligations regarding the privacy and security of such information to which the LEA is subject.
13. The Terms and Conditions set forth in this MOU may be terminated by any party upon

written notice to the other at the address set forth below. Notice shall be sent to:

Executive Office of Health and Human Services

Office of Federal Finance and Revenue

1 Ashburton Place, 11th Floor

Boston, MA 02108

Town of Billerica

Local Education Agency Name

365 Boston Road, Billerica MA 01821

Local Education Agency Address

Local Education Agency Address

Local Education Agency Contact

14. The Terms and Conditions may be amended at any time in writing, signed by all parties.
15. The Terms and Conditions shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
16. No provision of the Terms and Conditions is or shall be construed as being for the benefit of, or enforceable by, any third party.
17. Rights and obligations, which by their nature should survive or which these Terms and Conditions expressly states will survive, will remain in full force and effect following termination or expiration of this MOU. Notwithstanding the generality of the foregoing, the rights and duties under paragraph 12 survive the termination or expiration of this MOU.

Signed by the respective duly authorized representatives of the parties hereto.

**COMMONWEALTH OF MASSACHUSETTS, EXECUTIVE
OFFICE OF HEALTH AND HUMAN SERVICES**

By: – EOHHS Authorized Signatory

Name: _____(Print)

Date: _____

By: – DESE Authorized Signatory

Name: _____(Print)

Date: _____

By: – DCF Authorized Signatory

Name: _____(Print)

Date: _____

_____(Name)

Local Education Agency Authorized Signatory

By: – Local Education Agency Authorized
Signatory

Date: _____

Name: _____(Print)

Position: _____

Phone Number: _____

Email Address: _____



FY 2025 ESSA Supplemental Cost Report

1.

Instructions: Reporting Costs for Transportation of Children in Foster Care

Through the Every Student Succeeds Act (ESSA) and the Fostering Connections to Success and Increasing Adoptions Act (Fostering Connections), Title IV-E funding is available to reimburse some costs associated with transporting children in foster care to/from their School of Origin. This report will help you identify and isolate those costs.

Please note:

Foster care transportation costs should not include transportation costs that are covered by a child's Individualized Education Program (IEP), as those costs are reimbursed by Medicaid, not Title IV-E.

Foster care transportation costs reported here should only be local cost, and should not be associated with any other federal funding.

 Title IV-E claims are submitted on a cash basis (date of payment). This report is designed to identify the appropriate cash payments for State Fiscal Year 2025 (July 1, 2024 - June 30, 2025). This report, including the signed attestation, must be completed and returned no later than **March 6, 2026**. Please use this form to submit the report.

 If you later file an EOYR amendment that changes Line 4286, please re-submit the form and provide a screenshot of the amendment.

 **Questions?**

1. If you have any questions about how to complete this form, please email essaclaiming@pcgus.com

2.

FY 2025 ESSA Supplemental Cost Report
LEA Information

3.

 **LEA Code Entry Instructions**

Please enter the **LEA Code** in the designated field, ensuring it is exactly 3 digits long and contains only numeric characters (0-9).

Example: 020

Double-check the code for accuracy, avoiding common mistakes such as incorrect length, non-numeric characters, or transposition errors.

Once verified, click "**Auto Complete Fields**" to complete the process.

4. Please enter the LEA Code here:*

031

5. LEA Code

031

6. STATE FISCAL YEAR

FY25

7. LEA Name

BILLERICA

8. Address

365 Boston Rd

9. City

Billerica

10. State

MA

11. Zip Code

01821

12. Is the address (above) correct?*

Yes

13.

Table 1: EOYR Out of District Foster Care Transportation Costs
Transportation costs in Department of Elementary and Secondary Education (DESE) End of Year Financial Report (EOYR)

14. EOYR line 4286 Amount

\$152,426.00

15. Is the above EYOR line 4286 correct?*

Yes

16.

 **Quarterly Transportation Cost Reporting**

Please report the costs paid during each quarter for transporting children in foster care who are placed outside of your district to their School of Origin. Except as noted below, record costs by payment date (cash basis).

Please enter 0 if there were no expenses recorded during that time period.

17. EOYR line 4286 Amount for this reporting period

\$152,426.00

18. Expenses accrued during SFY2024 but paid in SFY2025 (7/1/24 - 9/30/24)*

0.00

19. 7/1/2024 - 9/30/2024 Cash Basis Total Payments *

0.00

20. 10/1/2024 - 12/31/2024 Cash Basis Total Payments *

32590.00

21. 1/1/2025 - 3/31/2025 Cash Basis Total Payments*

55848.00

22. 4/1/2025 - 6/30/2025 Cash Basis Total Payments*

62548.00

23. Expenses accrued during SFY2025 but paid in SFY2026 (after 6/30/2025)*

1440.00

24.

Cash, Accrual, Validation, and Claimable Totals
Validation Total must equal EOYR 4286

25. Total Cash payments:

\$150986.00

26. Total Accrual payments

\$1440.00

27. Validation Total – Lines 3 to 7 (Must equal EOYR 4286)

\$152426.00

28. SFY25 Title IV-E Claimable Total - Lines 2-6

\$150986.00

29.

Contact Information
Please enter your contact information below

30.

Contact Information

Please enter the contact information for the individual who completed this report and who can be contacted with questions. This may or may not be the same person who completes the attestation sheet.

31. Name of Report Preparer*

Michelle R. Clark

32. Title*

Director of Finance and Operations

33. Email Address*

mclark@billericak12.com

34. Phone Number*

(978) 528-7902

35. Date

01/07/2026

36.

Section 6: Attestation & Submission

37.

Attestation Sheet Requirement

The attestation sheet must be **e-signed** by an authorized signatory of the City/Town/Regional School District (LEA).

38. Are you the Attestation signer?*

No

39. Please provide the Full Name of the person responsible for signing the Attestation.

Kerry Clery

40. Please provide the email address for the person who is responsible for signing the Attestation.

kclery@billericak12.com



Kerri Rufo

From: Kerri Rufo
Sent: Wednesday, January 21, 2026 11:11 AM
To: Mary St. George; 'Kerry Clery'; 'mclark@billericak12.com'
Cc: Christopher Dillon
Subject: 2/2/26-S Meeting-Title IV-E Transportation Reimbursement MOU (First-Year Participation) – Review and Possible Vote

Hello School Department,

I have prepared a written summary and draft motion for the Select Board and have included them in the Board's packet for the February 2, 2026 Select Board meeting. The MOU and the background information Mary provided will also be included in the packet.

If you will be presenting or have any additional documentation to provide, please send it to me as soon as possible so I can include it.

Your item will be second on the agenda under New Business, following the Lions Club Carnival item.

Kerri and Michelle, you may attend either in person or remotely whichever you prefer but please let me know your plan.

Below is the Zoom link in case you plan to attend remotely. I will also resend the Zoom link Monday morning prior to the meeting.

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

1. Title IV-E Transportation Reimbursement MOU (First-Year Participation) – Review and Possible Vote- Superintendent Kerry Clery, Business Manager Michelle Clark

This item is a proposed Memorandum of Understanding (MOU) related to participation in the Title IV-E federal reimbursement program, which allows municipalities and school districts to seek reimbursement for certain transportation costs associated with eligible children involved with the Department of Children and Families (DCF), including foster care and other qualifying placements.

Under this program, the Town may be reimbursed for eligible transportation expenses incurred when transporting qualifying students to and from school or placements as required by law. The MOU establishes the administrative and procedural framework for how the Town and School Department will document, submit, and receive these reimbursements, and clarifies the responsibilities of the participating parties.

This is the first year that the Town of Billerica is participating in the Title IV-E transportation reimbursement program. Reimbursements under this program are received by the School Department (the school district) to offset eligible transportation costs and do not go to the Town's general fund.

This agreement does not create a new program or new spending obligation; rather, it allows the Town and School Department to recover a portion of costs that are already being incurred under state and federal law.

Town Counsel has reviewed the MOU and has advised that there are no legal comments or concerns from a legal perspective. The agreement is being presented to the Select Board for approval as a standard administrative and financial reimbursement arrangement.

Motion:

_____ move to authorize the Town Manger to sign the Title IV-E Transportation Reimbursement MOU.
_____seconded.

Kerri Rufo
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.



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*
Dina M. Favreau, *Member*
Michael Rosa, *Member*

MEMO

TO: Select Board

FROM: Dina M. Favreau, Member

SUBJECT: Proposed Change to Policy 20.1 – Inquiries to Town Counsel

DATE: January 7, 2026

I am proposing a targeted amendment to Section 20.1 of the Select Board Policies and Procedures regarding when draft policies are sent to Town Counsel for review.

Under our current practice, policies are routinely sent to Town Counsel after the first reading, even though they are often unfinished and subject to significant revision. This results in multiple reviews of evolving drafts, which is not an effective use of counsel's time and leads to unnecessary legal costs borne by taxpayers. The proposed change eliminates the automatic requirement to send a policy after the first reading. Instead, a draft would be sent to Town Counsel only after any substantive changes identified during the first reading are incorporated.

Final, approved policies would still be sent to Town Counsel as required. The amendment also clearly defines what constitutes "substantive changes," distinguishing them from purely clerical or stylistic edits, to ensure clarity and consistency in application.

This is a common-sense process improvement intended to reduce redundant legal review, control costs, and ensure Town Counsel's expertise is used efficiently, without reducing oversight or compliance.

The proposed changes are attached for your review.

America's Yankee Doodle Town

Select Board Policy Change to Section 20.1 – Inquiries to Town Counsel

20.1 Inquiries to Town Counsel

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

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

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

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

1. **Any new policy for which substantive changes are recommended or made during the first reading shall be sent to Town Counsel after those changes are incorporated.**
For purposes of this section, *substantive changes* shall mean changes that:
 - o Alter the intent, scope, or application of the policy;
 - o Create, modify, or remove duties, authority, or responsibilities;
 - o Affect legal rights, obligations, or potential liability of the Town, its boards, officers, or employees; or
2. Modify enforcement mechanisms, compliance requirements, or references to statutes, regulations, or by-laws.
3. Substantive changes shall **not** include corrections that are purely clerical, grammatical, formatting-related, or stylistic in nature.
4. Once approved, any new policy shall be sent to Town Counsel in its final form.

Kerri Rufo

From: Dina Favreau
Sent: Wednesday, January 7, 2026 11:54 AM
To: Kerri Rufo
Subject: RE: Jan 12th: Agenda Item: Discussion and Vote to Amend Select Board Policy 20.1 - Inquiries to Town Counsel

Hi Kerri,

For your cheat sheet:

Amendment to Select Board Policy 20.1 – Inquiries to Town Counsel

Motion: I move that the Select Board amend Section 20.1 of the Select Board Policies and Procedures, *Inquiries to Town Counsel*, to revise the timing of submission of new policies for legal review, such that draft policies are not sent to Town Counsel after the first reading unless and until any substantive changes recommended or made during the first reading are incorporated, as presented.

Kind regards,
Dina M. Favreau
Billerica Select Board

From: Dina Favreau
Sent: Wednesday, January 7, 2026 11:52 AM
To: Kerri Rufo <selectboard@billerica.gov>
Cc: Jillian Pavidis <jpavidis@billerica.gov>
Subject: Jan 12th: Agenda Item: Discussion and Vote to Amend Select Board Policy 20.1 - Inquiries to Town Counsel

Hi Kerri,

Please add this to the agenda for Monday, January 12th, for a discussion and possible vote.

Kind regards,
Dina M. Favreau
Billerica Select Board



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BILLERICA, MASSACHUSETTS 01821
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Michael Rosa, *Member*

MEMO

TO: Select Board

FROM: Dina M. Favreau, Member

SUBJECT: Proposed Change to Policy 20.1 – Inquiries to Town Counsel

DATE: January 7, 2026

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Under our current practice, policies are routinely sent to Town Counsel after the first reading, even though they are often unfinished and subject to significant revision. This results in multiple reviews of evolving drafts, which is not an effective use of counsel's time and leads to unnecessary legal costs borne by taxpayers. The proposed change eliminates the automatic requirement to send a policy after the first reading. Instead, a draft would be sent to Town Counsel only after any substantive changes identified during the first reading are incorporated.

Final, approved policies would still be sent to Town Counsel as required. The amendment also clearly defines what constitutes "substantive changes," distinguishing them from purely clerical or stylistic edits, to ensure clarity and consistency in application.

This is a common-sense process improvement intended to reduce redundant legal review, control costs, and ensure Town Counsel's expertise is used efficiently, without reducing oversight or compliance.

The proposed changes are attached for your review.

America's Yankee Doodle Town

Select Board Policy Change to Section 20.1 – Inquiries to Town Counsel

20.1 Inquiries to Town Counsel

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

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

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

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

1. **Any new policy for which substantive changes are recommended or made during the first reading shall be sent to Town Counsel after those changes are incorporated.**
For purposes of this section, *substantive changes* shall mean changes that:
 - o Alter the intent, scope, or application of the policy;
 - o Create, modify, or remove duties, authority, or responsibilities;
 - o Affect legal rights, obligations, or potential liability of the Town, its boards, officers, or employees; or
2. Modify enforcement mechanisms, compliance requirements, or references to statutes, regulations, or by-laws.
3. Substantive changes shall **not** include corrections that are purely clerical, grammatical, formatting-related, or stylistic in nature.
4. Once approved, any new policy shall be sent to Town Counsel in its final form.

Select Board Policy Change to Section 20.1 – Inquiries to Town Counsel

20.1 Inquiries to Town Counsel

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

1. All five (5) members of the Select Board; the Town Manager; the Assistant Town Manager; the Town Moderator; Department Heads with the approval of the Town Manager; and the Chair of the following with approval of the Town Manager (in the absence of the Chair, the Vice-Chair and then the Secretary): Finance Committee, Planning Board, and Zoning Board of Appeals.
2. If the contact is to be made by email, the Town Manager shall be copied on all inquiries to and responses from Town Counsel.
3. **The provisions of section 2 of this policy shall not apply to any communication pertaining to the Town Manager's job performance or employment status**
4. In cases where the Select Board may be contacting Town Counsel on a question of potential personal conflict of interest, such contact is exempt from this policy.

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

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

1. **Any new policy for which substantive changes are recommended or made during the first reading shall be sent to Town Counsel *after* those changes are incorporated. For purposes of this section, *substantive changes* shall mean changes that:**
 - o Alter the intent, scope, or application of the policy.
 - o Create, modify, or remove duties, authority, or responsibilities.

Affect legal rights, obligations, or potential liability of the Town, its boards, officers, or employees; or

2. **Modify enforcement mechanisms, compliance requirements, or references to statutes, regulations, or by-laws.**
3. **Substantive changes shall **not** include corrections that are purely clerical, grammatical, formatting-related, or stylistic in nature.**
4. **Once approved, any new policy shall be sent to Town Counsel in its final form.**

Billerica Select Board Policies and Procedures

20.0 Town Counsel

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

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

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

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

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

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

20.1 Inquiries to Town Counsel.

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

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

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

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

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

Billerica Select Board Policies and Procedures

21.0 Water/Sewer Oversight Board

Select Board shall appoint four (4) residents to the Board:

20. Two (2) for three-year terms each (to be renewed as three-year terms)
21. One (1) for a two-year term (to be renewed as a three-year term)
22. One (1) for a one-year term (to be renewed as a three-year term)

Thus the terms of members appointed by the Select Board will be staggered and shall be renewable.

The Town Manager shall appoint three (3) residents to the Board:

23. One (1) for a three-year term (to be renewed as a three-year term)
24. One (1) for a two-year term (to be renewed as a three-year term)
25. One (1) for a one-year term (to be renewed as a three-year term)

Thus the terms of members appointed by the Town Manager will be staggered and shall be renewable.

At least four residents shall not otherwise be associated with Billerica Water and/or Sewer operations.

The Oversight Board shall operate at the direction and discretion of the Select Board;

The Oversight Board shall review and make recommendations to the Select Board and Town Manager regarding the Water and Sewer Departments (focus of this Board shall be on infrastructure, short- and long-term capital improvements, etc.). This Board shall not involve itself in the day-to-day operations of either the Water or Sewer Department.

The Oversight Board shall review both water and sewer rates making recommendations annually (at the Select Board's first meeting in November).

Ex Officio Members of the Water/Sewer Oversight Board shall include:

1. The Town Accountant
2. The Director of the DPW
3. The Wastewater Department Manager
4. The Water Department Manager

December 31, 2025

Policy 48 - Interim Public Safety Policy - First Reading

Town of Billerica Select Board Policy for a Temporary Moratorium on Lithium-Ion Battery Energy Storage Facilities

1. Purpose

The Select Board adopts this policy to protect public health, safety, welfare, and municipal resources in light of the documented fire, explosion, and environmental risks associated with lithium-ion battery energy storage facilities (“BESS”). This policy establishes interim standards and limitations while the Town evaluates permanent zoning and regulatory controls.

2. Authority

This policy is adopted under the Select Board’s general municipal authority pursuant to Massachusetts General Laws Chapters 40 and 41. It is intended to guide the exercise of the Board’s discretionary approvals and endorsements and does not supersede zoning bylaws, building codes, fire codes, or state or federal law.

3. Applicability and Definitions

This policy applies to ‘stand-alone or primary-use lithium-ion battery energy storage facilities’ with a rated energy capacity exceeding **250 kWh**, whether publicly or privately owned.

“Sensitive receptors” include residences, schools, daycare facilities, nursing homes, hospitals, public recreation areas, and drinking water resources.

4. Interim Policy Position

Pending further study and Town Meeting action, the Select Board finds that existing local and state regulations may be insufficient to fully mitigate the risks posed by large-scale lithium-ion battery storage facilities. Accordingly:

The Select Board **will not support**, endorse, or enter into host agreements, leases, licenses, or other discretionary approvals for new large-scale BESS installations during the moratorium period described below.

This policy shall be applied uniformly and prospectively.

5. Moratorium Alignment

The Select Board supports the adoption of a temporary moratorium on new lithium-ion battery energy storage facilities to allow the Town adequate time to:

1. Study fire suppression, emergency response, and environmental impacts;
2. Evaluate appropriate siting, scale, and setback standards;
3. Draft and present zoning bylaws or regulations for Town Meeting consideration.

This policy shall remain in effect until the moratorium expires or permanent regulations are adopted, whichever occurs first.

6. Safety and Risk Findings

In determining whether to support any proposal outside the moratorium or after its expiration, the Select Board shall consider:

- Proximity to sensitive receptors and residential neighborhoods;
- Impacts on emergency response capacity, including Fire Department staffing and equipment;
- Compliance with the Massachusetts Fire Code and applicable NFPA standards;
- Potential environmental impacts, including groundwater and hazardous material release risks.

7. Consultation

The Select Board shall seek written input from the Fire Department, Police Department, Board of Health, and other relevant boards prior to any discretionary action involving lithium-ion battery storage facilities.

8. Non-Binding and Severability

This policy is advisory in nature and does not create a vested right or entitlement to approval. If any provision is invalid, the remaining provisions shall remain in effect.

Submitted By:
Selectwoman Dina Favreau
For January 5, 2026, Meeting Agenda

Kerri Rufo

From: Dina Favreau
Sent: Wednesday, January 28, 2026 7:25 PM
To: Kerri Rufo
Cc: Jillian Pavidis
Subject: Agenda Item: Discussion and Possible Vote: Policy 48 Public Health Policy - Second Reading
Attachments: Select Board Policy 48 - Public Health Policy - Second Reading.docx

Hi Kerri,

Here's the final version, which includes all recommended changes from the board during first reading, input from Town Counsel, and the department heads. Please place on the agenda.

Kind regards,
Dina M. Favreau
Billerica Select Board

December 31, 2025

Policy 48 - Interim Public Safety Policy - First Reading

Town of Billerica Select Board Policy for a Temporary Moratorium on Lithium-Ion Battery Energy Storage Facilities

1. Purpose

The Select Board adopts this policy to protect public health, safety, welfare, and municipal resources in light of the documented fire, explosion, and environmental risks associated with lithium-ion battery energy storage facilities (“BESS”). This policy establishes interim standards and limitations while the Town evaluates permanent zoning and regulatory controls.

2. Authority

This policy is adopted under the Select Board’s general municipal authority pursuant to Massachusetts General Laws Chapters 40 and 41. It is intended to guide the exercise of the Board’s discretionary approvals and endorsements and does not supersede zoning bylaws, building codes, fire codes, or state or federal law.

3. Applicability and Definitions

This policy applies to ‘stand-alone or primary-use lithium-ion battery energy storage facilities’ with a rated energy capacity exceeding **250 kWh**, whether publicly or privately owned.

“Sensitive receptors” include residences, schools, daycare facilities, nursing homes, hospitals, public recreation areas, and drinking water resources.

4. Interim Policy Position

Pending further study and Town Meeting action, the Select Board finds that existing local and state regulations may be insufficient to fully mitigate the risks posed by large-scale lithium-ion battery storage facilities. Accordingly:

The Select Board **will not support**, endorse, or enter into host agreements, leases, licenses, or other discretionary approvals for new large-scale BESS installations during the moratorium period described below.

This policy shall be applied uniformly and prospectively.

5. Moratorium Alignment

The Select Board supports the adoption of a temporary moratorium on new lithium-ion battery energy storage facilities to allow the Town adequate time to:

1. Study fire suppression, emergency response, and environmental impacts;
2. Evaluate appropriate siting, scale, and setback standards;
3. Draft and present zoning bylaws or regulations for Town Meeting consideration.

This policy shall remain in effect until the moratorium expires or permanent regulations are adopted, whichever occurs first.

6. Safety and Risk Findings

In determining whether to support any proposal outside the moratorium or after its expiration, the Select Board shall consider:

- Proximity to sensitive receptors and residential neighborhoods;
- Impacts on emergency response capacity, including Fire Department staffing and equipment;
- Compliance with the Massachusetts Fire Code and applicable NFPA standards;
- Potential environmental impacts, including groundwater and hazardous material release risks.

7. Consultation

The Select Board shall seek written input from the Fire Department, Police Department, Board of Health, and other relevant boards prior to any discretionary action involving lithium-ion battery storage facilities.

8. Non-Binding and Severability

This policy is advisory in nature and does not create a vested right or entitlement to approval. If any provision is invalid, the remaining provisions shall remain in effect.

Submitted By:
Selectwoman Dina Favreau
For January 5, 2026, Meeting Agenda

Policy 48 - Interim Public Safety Policy - Second Reading

Select Board Policy for a Temporary Moratorium on Lithium-Ion Battery Energy Storage Systems (“BESS”)

1. Purpose

The Select Board adopts this Interim Public Safety Policy to protect the public health, safety, welfare, and municipal resources of the Town of Billerica during a defined period of study concerning lithium-ion battery energy storage systems and related manufacturing facilities (“BESS”).

This policy establishes interim guidance while the Town evaluates whether amendments to zoning bylaws or other regulatory controls are necessary and prepares such measures for Town Meeting consideration, consistent with Massachusetts Attorney General moratorium guidance.

2. Authority

This policy is adopted under the Select Board’s general municipal authority pursuant to Massachusetts General Laws Chapters 40 and 41.

This policy is advisory in nature and is intended to guide the exercise of the Board’s discretionary authority only. It does not amend or supersede zoning bylaws, building codes, fire codes, or applicable state or federal law.

3. Applicability and Definitions

3.1 Applicability

This policy applies to stand-alone or primary-use lithium-ion battery energy storage facilities and lithium-ion battery manufacturing facilities with a rated energy capacity exceeding **250 kilowatt-hours (kWh)**, whether publicly or privately owned.

This policy does not apply to lithium-ion batteries used as an accessory or secondary power source for residential or private businesses.

3.2 Definitions

Battery Energy Storage System (BESS): A system that stores electrical energy using lithium-ion batteries for later use, including systems intended for grid support or industrial-scale energy storage.

Sensitive receptors include residences, schools, daycare facilities, nursing homes, hospitals, public recreation areas, wetlands, floodplains, and public or private drinking water resources.

4. Interim Policy Position

Pending further study and Town Meeting action, the Select Board finds that existing local and state regulations may not fully address site-specific public safety, emergency response, and environmental considerations associated with large-scale lithium-ion battery energy storage and manufacturing facilities.

Accordingly, during the pendency of a temporary moratorium:

- The Select Board shall decline to support, endorse, or enter into host community agreements, leases, licenses, or other discretionary approvals for new large-scale BESS or lithium-ion battery manufacturing facilities subject to this policy.
- This policy shall be applied uniformly and prospectively and shall not affect existing lawful uses or previously issued approvals.
- This policy is made solely for the purpose of supporting interim study and planning and is not intended to express opposition to any particular land use.

5. Moratorium Alignment

The Select Board supports the adoption of a temporary moratorium on new lithium-ion battery energy storage and manufacturing facilities to allow the Town adequate time to:

1. Study fire suppression methods, emergency response capabilities, and responder training needs.
2. Evaluate environmental and public health impacts, including groundwater, stormwater, air quality, and floodplain considerations.
3. Assess appropriate siting, scale, setbacks, and operational standards; and
4. Draft and present zoning bylaws or regulatory measures for Town Meeting consideration.

This policy shall remain in effect until the moratorium is lifted, or permanent zoning and regulations are adopted, whichever occurs first.

6. Safety and Risk Findings

Following the expiration or lifting of any moratorium, and in connection with any discretionary action, the Select Board may consider, to the extent permitted by law:

- Proximity to sensitive receptors and residential areas.
- Impacts on municipal emergency response capacity, including but not limited to Fire Department staffing and equipment and infrastructure.
- Compliance with applicable codes and standards, including but not limited to:

- 527 CMR 1.00 (Massachusetts Fire Code).
- 527 CMR 12.00 (Massachusetts Electrical Code).
- NFPA 1, NFPA 70, and NFPA 855.
- UL 9540, UL 9540A, UL 1973, UL 1741, UL 1642, and UL 2594.
- Potential environmental impacts, including groundwater, stormwater, floodplain, and hazardous material considerations.
- Compliance with applicable noise and environmental bylaws.

7. Consultation

The Select Board shall seek written input, as appropriate, from the Fire Department, Police Department, Emergency Medical Services, Department of Public Works, Board of Health, Conservation Commission, and other relevant boards or departments prior to taking any discretionary action involving lithium-ion battery energy storage or manufacturing facilities.

8. Non-Binding and Severability

This policy is advisory in nature and does not create a vested right, entitlement, or presumption of approval.

If any provision of this policy is held invalid or unenforceable, such determination shall not affect the remaining provisions, which shall remain in full force and effect.

Nothing herein shall be interpreted to prohibit or unreasonably restrict a use protected under M.G.L. c. 40A, § 3.

Appendix A – Advisory Departmental and Board Recommendations

The following represent non-binding considerations identified by Town departments and boards during preliminary review:

Police Department

- Full perimeter fencing.
- 24/7/365 video surveillance and thermal or heat monitoring systems.
- Specialized training for public safety personnel.

Fire Department

- NFPA 1, NFPA 70, and NFPA 855.
- 527 CMR 1.00 (Massachusetts Fire Code).
- Third party reviews, training and preplanning.

Department of Public Works

- Large setbacks and clearances.
- Additional fire hydrants or enhanced water supply infrastructure.

Board of Health

- Independent review for compliance with the Town Noise Bylaw.
- Stormwater management in compliance with MassDEP Stormwater Management Standards.
- Floodplain review pursuant to FEMA standards, Billerica Board of Health Regulations, and Chapter 5 - Floodplain Rules and Regulations.
- Submission of a written emergency action plan addressing hazardous materials release and air quality risks from potential fire events.

Applicable statutes and regulations include, but are not limited to:

- M.G.L. Chapter 111, Section 160
- 310 CMR 22.00, 22.20B et seq., and 22.21

Conservation Commission

- Review pursuant to the Billerica Wetlands Protection Bylaw.
- Consideration of Section 3 (Protection of Public Health and the Environment) of MassDEP Guidance on Public Health, Safety, and Environmental Impacts of BESS.

To: Chris Dillon, Town Manager

From: Ann Marie Casey, Assistant Town Manager

RE: Championship signage inquiry from the Billerica Select Board

Date: January 28, 2026

Dear Town Manager Dillon,

Per the Select Board's request, I have investigated the possibilities of placing sports championship signage within/on the borders of Billerica. I have found a variety of examples of signage throughout Massachusetts and beyond, and I am happy to pursue this matter further, pending some input from members of the Select Board.

1. Will this signage only be available for Billerica Schools' sports championships?
 - a. What about organized youth sports in Town?
 - b. What about Shawsheen Tech?
2. What criteria will be used for eligibility to be placed on signage? State Champions, Division Winners, etc.?
3. Will there be any consideration of past champions, or will this signage just be for present and future championships? How long will they remain up?
4. Will there be any consideration of championships/achievements for non-sports-related championships such as performing arts and academic clubs?

Here is an example from Woburn, MA. This is in front of City Hall. It's nice signage, but there will be a limit to how many small signs are placed below unless these signs are removed after a specified amount of time to accommodate new signs. Again, there needs to be policy around this developed by members of the Select Board, Town Departments and Schools. We would also need to identify funding source(s) for creation, installation and updates.



Additional Examples



Interesting example of signage that could be inclusive of all championships



The above signage is from Salem, Virginia, linking to their municipal webpage. They are 4' by 4' and were installed at all city borders in 2025. The QR Code links to a page that includes team photos along with roster information for every team championship at Salem High School, Andrew Lewis High School, and Carver dating back to 1916. The design was selected by their City Council and School Committee, and the page is maintained by the City's Communications Department and the Salem Museum.

An option to consider

Billerica also has an existing website that may be built out to celebrate current and past champions, which is the Town of Billerica Community Hall of Fame.

<https://townofbillericachof.org/>

Mission Statement - The Town of Billerica Community Hall of Fame is established to honor individuals, having lived in, worked in, served, or volunteered for the Town of Billerica, whose exceptional contributions have substantially enhanced the lives of its citizens and/or community values.



Hall Of Fame Location

The Community Hall of Fame is located in the main entrance foyer of Billerica Memorial High School at 35 River Street. It is accessible after school and during community events hosted by BMHS.

There are currently 4 Branches of the Hall of Fame.

Alumni Branch

Howe High School / BMHS Alumni Association Hall of Fame

Graduates of Howe High School and Billerica Memorial High School who have made significant contributions to the success and longevity of the Alumni Association. Established in 1896, the HHS/BMHS Alumni Association is the second oldest alumni group in the Commonwealth of Massachusetts.

Athletic Branch

Howe High School / BMHS Athletic Hall of Fame

Outstanding student-athletes, coaches, and administrators whose skills, performance, and leadership enriched the Indians' reputation for athletic excellence.

Educator Branch

HHS / BMHS Educators Hall of Fame

The Billerica Memorial High School Educators Hall of Fame recognizes and honors Billerica Memorial or Howe High School teachers, administrators, and staff for their significant achievements and impactful contributions to the students at our high school.

Civic Branch

Town of Billerica Civic Hall of Fame

The Billerica Civic Hall of Fame honors individuals whose exceptional contributions to our community as a volunteer, elected or appointed official, public servant, grammar or middle school educator, mentor, cleric, proprietor, employee, or resident have substantially enhanced the lives of our citizens and positively influenced our community values.

Town of Billerica CHOF Board Members

- Elizabeth Patriquin (Alumni)
- Donna Robillard (Alumni)
- Patricia Higgins (Athletic)
- Anne DeMarco (Athletic)
- Michael Dagle (Educator)
- Thomas Murphy (Educator)
- Kevin Conway (Civic)
- Christine Wedge (Civic)

Thank you for your review.

I look forward to hearing your and the Select Board members' thoughts, so that we can devise next steps.

Billerica Select Board Policies and Procedures

29.0 Community Funds

The Town of Billerica has entered into agreements with certain local companies to provide economic development incentives in exchange for substantial community investment. Under the terms of the agreements, these companies became Certified Projects, each ratified by Town Meeting. The companies are contributing to a Community Funds Grant, and as mutually agreed to, will be used for worthwhile community projects which will enhance the quality of life in the Town.

The Fund will be administered as a grant, with project applications reviewed by a subcommittee of the Select Board and a representative of each company. In the spirit of maintaining a strong town/business relationship, the Select Board will make every effort to fund the projects recommended by the companies funding these grants. At a minimum the Select Board will NOT change the chosen projects without informing the companies. Each year priority will be given to projects which have not previously received funds. The full Select Board will then vote the awards. Failure to submit a completed Community Funds Grant Application Form and provide and/or meet **all** the criteria information requested will result in the rejection of the application from consideration.

29.1 Criteria

1. A completed Community Funds Grant Application Form (Attachment E) must be submitted with each Community Funds Grant request. The Community Funds Grant Application Form includes:
 - a. a brief project description, legal name and address of the organization, the amount requested, and the name/address of the contact person;
 - b. a one page executive summary of the project;
 - c. a brief description of the organization applying, including its mission, history, programs and/or achievements, or other information which would indicate the capacity to implement the project. Also, the names/addresses of the officers or directors of the organization are provided;
 - d. an explanation of the community need and resulting benefit of the project indicating how it will enhance the quality of life in Billerica;
 - e. a description of how the project would be sustained after the grant period;
 - f. the organization's fiscal year budget as well as the project budget with narrative justification, including other funding sources and in-kind contributions. In the cases where services are being provided the applicant must provide proof of actual expense to the organization.
 - g. Two (2) hard copy sets and an electronic copy of the complete application emailed to selectboard@town.billerica.ma.us, non-returnable, must be submitted to the Select Board by 12:00 PM on DAY, December XX, XXXX.
2. The Select Board recommends that all applicants comply with the Attorney General's requirements of a charitable organization such as being a 501c3, 501c19 (Veteran's), AG Account #, or IRS SS-4.
3. Applicants may be required to give a presentation to a subcommittee, or to the full Select Board as needed.
4. The awards may be made in such a way as to allow more than one company to support a project.
5. Projects may receive funds from more than one company, though only one application is required.

Billerica Select Board Policies and Procedures

6. Recipients shall recognize the contributions(s) of the company (ies) in a suitable way, both at the time the grant is announced and also on an ongoing or long-term basis.
7. The Select Board reserves the right to withhold any or all of the Community Funds Grant in the event there are no projects meeting the criteria this year.
8. As a condition of any award(s), all Recipients agree to provide, no later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
9. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
10. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
11. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.
12. Community Funds Grant applications should include a civilian CORI form filled out by the submitter of the application.

The Community Funds Grant are reflective of the partnerships entered into by the Town of Billerica and the companies that became Certified Projects and will result in meaningful community benefit.

Grant Application Forms are available in the Office of the Select Board. Questions regarding the Community Funds Grant should be directed to the Office of the Select Board, Town Hall, 365 Boston Road, Billerica, MA 01821 or (978) 671-0939.

Two (2) hard copy sets and an electronic copy of the complete application emailed to selectboard@town.billerica.ma.us, non-returnable, must be submitted to the Select Board by 12:00 PM on DAY, December XX, XXXX. The Board expects to announce the awards at its meeting on Monday, February XX, XXXX. Awards will be presented at the meeting following the announcement and vote.

#1

Legal Name of Organization: 250th Committee

Legal Address of Organization: 20 Oxford Rd

Billerica, Mass 01862

Please Check the Appropriate Box And
Provide One of the Following (If Applicable):

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org. Tax ID#

Contact Person: Diana Saunders

Address of Contact Person: [REDACTED]

Contact Person Telephone: [REDACTED]

Contact Person email address: diandbud@aol.com

GRANT AMOUNT REQUESTED: ~~20,000~~ 7,000 per Chris Sennot.

Has this organization previously received a Community Funds Grant?

NO: YES: yes

If "Yes", please provide Year(s) and Grant amount(s) awarded: 3,333.00

Year Award

2024 _____

_____ [Attached additional sheet(s) if more space
needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Executive Summary of the Project:

250th committee is going to though a 250th Birthday party at Vietnam Veterans Park

We have been busy raising funds to though a Big Birthday Bash . Every Town and City will be having some type of Celebration. We plan on having Food trucks , bands , and entertainment and fireworks .

We also are looking into fly overs , military vehicles

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide a Brief Description of the Organization Applying for this Grant, Including Its Mission, History, Programs, and/or Achievements, or Other Information Which Would Indicate the Organization's Capacity to Implement the Project.

The Organization is 250th Committee, mission to put together a celebration for America 250. This would have an impact on our committee as a family event .

Achievements that we have put together in the last year , commmentive address book , Cookout on fourth of july , Turkey Trott , Community fair at the town hall , these are some of the fundraisers .

April 19 2024 we supported the Minute man from an outside group to do a 5 am reenactment .

July 5th we supported the veterans with 215th band

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Name, Address, Contact # of Members of the Organization and Any Official Position Held

NAME	ADDRESS	CONTACT #	POSITION
Chris Semmont			President or Chair

Isaac WRIGHT-LICHTER			VICE-CHAIR
Michele DeParasis			secretary
Diana Saunders			treasure

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Explanation of the Community Need and Resulting Benefit of the Project Indicating How the Project Will Enhance the Quality of Life in Billerica.

Celebration of America 250 years , getting people out to our Beautiful Vietnam Veterans park to celebrate Billerica History . Discover other community clubs and other organization

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

- public meeting of the Select Board.
3. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
 4. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.

Signed: 

Please Print Name: Diana Saunders

Title (if applicable): Treasure

Date: 12/20/25

NOTE:** Two (2) hard copy sets **and** an electronic copy of the complete application emailed selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by **12:00 PM on Tuesday, December 30, 2025.

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

COMMUNITY FUNDS GRANT COMPLETION CERTIFICATION:

Please fill out the following information and attach documentation of expenditures (invoices marked paid, receipts, credit card statements, written proof of who the money went to and what part of the application it served, etc.) to show compliance with the Community Funds Grant criteria listed in Section 29 of the Select Board Policies and Procedures.

Amount Awarded:		Grant Year	
Legal Name of Organization:			
Non Profit #: Please List # and Check Appropriate Box Below (If Applicable):			
<input type="checkbox"/> 501c3 #, <input type="checkbox"/> 501c19 (Veteran's), <input type="checkbox"/> AG Account #, <input type="checkbox"/> IRS SS-4 for a Nonprofit Org. Tax ID#			

Legal Address of Organization:	
Responsible Person:	
Address of Contact Person:	
Phone #:	
Email:	
Funds Returned?	<input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes, Amount Returned - \$
Under penalty of perjury, I declare that the information furnished in this certification, including all attachments, are true and correct to the best of my knowledge.	
Signature:	
Title:	
Date:	

4. The awards may be made in such a way as to allow more than one company to support a project.

Billerica Select Board Policies and Procedures

5. Projects may receive funds from more than one company, though only one application is required.
6. Recipients shall recognize the contributions(s) of the company (ies) in a suitable way, both at the time the grant is announced and also on an ongoing or long-term basis.
7. The Select Board reserves the right to withhold any or all of the Community Funds Grant in the event there are no projects meeting the criteria this year.
8. As a condition of any award(s), all Recipients agree to provide, no later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
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Grant Application Forms are available in the Office of the Select Board. Questions regarding the Community Funds Grant should be directed to the Office of the Select Board, Town Hall, 365 Boston Road, Billerica, MA 01821 or (978) 671-0939.

Two (2) hard copy sets and an electronic copy of the complete application emailed to selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by 12:00 PM on Tuesday, December 30, 2025. The Board expects to announce the awards at its meeting on Monday, February 23, 2026. Awards will be presented at the meeting following the announcement and vote.

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Legal Name of Organization: 250th Committee

Legal Address of Organization



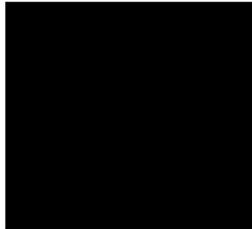
Billerica, Mass 01862

Please Check the Appropriate Box And Provide One of the Following (If Applicable):

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org. Tax ID#

Contact Person: Diana Saunders

Address of Contact Person:



Contact Person Telephone:

Contact Person email address: diandbud@aol.com

GRANT AMOUNT REQUESTED: 20,000

Has this organization previously received a Community Funds Grant?

NO: YES: yes

If "Yes", please provide Year(s) and Grant amount(s) awarded: 3,333.00

Year Award

2024 _____

_____ [Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Executive Summary of the Project:

250th committee is going to though a 250th Birthday party at Vietnam Veterans Park

We have been busy raising funds to though a Big Birthday Bash . Every Town and City will be having some type of Celebration. We plan on having Food trucks , bands , and entertainment and fireworks .

We also are looking into fly overs , military vehicles

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide a Brief Description of the Organization Applying for this Grant, Including Its Mission, History, Programs, and/or Achievements, or Other Information Which Would Indicate the Organization's Capacity to Implement the Project.

The Organization is 250th Committee, mission to put together a celebration for America 250. This would have an impact on our committee as a family event .

Achievements that we have put together in the last year , commentive address book , Cookout on fourth of july , Turkey Trott , Community fair at the town hall , these are some of the fundraisers .

April 19 2024 we supported the Minute man from an outside group to do a 5 am reenactment .

July 5th we supported the veterans with 215th band

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Name, Address, Contact # of Members of the Organization and Any Official Position Held

NAME	ADDRESS	CONTACT #	POSITION
Chris Semmont	Heritage Rd Billerica, MA 01821	[REDACTED]	President or Chair

Isaac WRIGHT-LICHTER			VICR-CHAIR
Michele DeParasis			secretary
Diana Saunders			treasure

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Explanation of the Community Need and Resulting Benefit of the Project Indicating How the Project Will Enhance the Quality of Life in Billerica.

Celebration of America 250 years , getting people out to our Beautiful Vietnam Veterans park to celebrate Billerica History . Discover other community clubs and other organization

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

- public meeting of the Select Board.
3. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
 4. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.

Signed: 

Please Print Name: Diana Saunders

Title (if applicable): Treasure

Date: 12/20/25

NOTE: Two (2) hard copy sets **and** an electronic copy of the complete application emailed selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by **12:00 PM on Tuesday, December 30, 2025.**

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

COMMUNITY FUNDS GRANT COMPLETION CERTIFICATION:

Please fill out the following information and attach documentation of expenditures (invoices marked paid, receipts, credit card statements, written proof of who the money went to and what part of the application it served, etc.) to show compliance with the Community Funds Grant criteria listed in Section 29 of the Select Board Policies and Procedures.

Amount Awarded:		Grant Year	
Legal Name of Organization:			
Non Profit #: Please List # and Check Appropriate Box Below (If Applicable):			
<input type="checkbox"/> 501c3 #, <input type="checkbox"/> 501c19 (Veteran's), <input type="checkbox"/> AG Account #, <input type="checkbox"/> IRS SS-4 for a Nonprofit Org. Tax ID#			

Legal Address of Organization:	
Responsible Person:	
Address of Contact Person:	
Phone #:	
Email:	
Funds Returned?	<input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes, Amount Returned - \$
<p>Under penalty of perjury, I declare that the information furnished in this certification, including all attachments, are true and correct to the best of my knowledge.</p>	
Signature:	
Title:	
Date:	

2026 Community Funds Grant Application Form

Legal Name of Organization: Billerica Adventure Series Corporation (BASC)

Legal Address of Organization: [REDACTED]

[REDACTED] Check the Appropriate Box And Provide One of the Following (If Applicable):

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org. Tax ID# 26-4404073

Contact Person: Neelam Wali

Address of Contact Person: [REDACTED]

Contact Person Telephone: [REDACTED]

[REDACTED] com

GRANT AMOUNT REQUESTED: \$2,356

Has this organization previously received a Community Funds Grant?

NO: _____ YES: X

If "Yes", please provide Year(s) and Grant amount(s) awarded:

Year	Award
2013	\$2,000
2014	\$1,500
2015	\$2,135
2016	\$1,000
2018	\$1,000
2022	\$1,850
2024	\$3,553

2026 Community Funds Grant Application Form

Please Provide an Executive Summary of the Project:

Billerica Adventure Series Corporation (BASC) is applying for a dual purpose grant two of our programs, History Comes Alive and Voices to the Future. For the last 15 years, BASC has been dedicated to creating events for student activities and the Billerica Community.

HISTORY COMES ALIVE is an event for all ages. The event is scheduled for October 2026 and will feature GLICA, Greater Lowell Indian Cultural Association, and potentially other tribes. The event will be held at the First Parish Church in Billerica.

Displays

Displays will include Massachusetts tribes and their history, tribal artifacts, Three Sisters arrangement and photos of prominent natives. Recipes for native foods will be available for visitors. Displays will have an attendant to invite discussion with the visitors.

Activities

Activities include traditional Drumming, Singing and Dancing in the Sacred Circle. The participants will be in native dress and demonstrate their native social customs. The community is invited to join in the dancing and learn the steps of the different dances.

VOICES TO THE FUTURE

BASC invites young students to participate in researching and writing essays on global warming. Each year Voices focuses on a different topic to bring attention to the many facets the world faces when addressing global warming issues. The students identify a problem, discuss the impact on our environment and offer options to minimize or eliminate the problem. The event will be held in coordination with Billerica's Earth Day in April of 2026 at the Billerica Boys and Girls Club.

The student essays are presented at an Event attended by family and friends. The students are introduced and discuss their essays at the Event. They also receive a Certificate of Achievement. The essays are published in a booklet and made available to educational and environmental organizations and other interested parties. There have been repeat student participants which shows their interest in addressing the challenging of global warming

2026 Community Funds Grant Application Form

Please Provide a Brief Description of the Organization Applying for this Grant, Including Its Mission, History, Programs, and/or Achievements, or Other Information Which Would Indicate the Organization's Capacity to Implement the Project.

MISSION:

Develop and organize educational enrichment programs in our community for all ages with special focus on youth, aimed at developing strong self-esteem, learning social skills and community participation.

HISTORY

BILLERICA Adventure Series Corporation (BASC) is one of the most unique and creative non-profits in Billerica. It was started in 2008 to provide supportive programs to young people in our community. After receiving our 501(c)(3) in 2009, BASC cemented its intent to working with young students on educational enrichment programs and developing self-esteem projects. It has expanded to include programs for all ages. Four major events have been established and are held annually.

VOICE TO THE FUTURE started in 2023 when the schools in Billerica and surrounding towns were invited by BASC to have young students write what they saw with climate change and present their essays at an open forum. The essays submitted by the students are published into a booklet for sharing with the Community.

STAND UP KIDS applauds students who have accomplished a positive activity or action in their community. Students are honored at an award ceremony and their accomplishments are presented to family and friends. The Massachusetts Statehouse presents each student with a Certificate of Appreciation and BASC honors them with a Medallion of Honor.

HISTORY COMES ALIVE is an annual event for all ages. BASC organizes and conducts tours and indoor events exploring Billerica's history. The focus is on learning about people and their culture, historical events and touring historical sites.

KIDS TALK works in coordination with Billerica Access TV. This cable program presents topics that are relevant as bullying, stranger danger and safety. Using puppets, the young students talk with the puppets and find solutions. A written script for the puppets' voices establishes communication between the students and the puppets.

Book Publications is a major component of BASC. For the last 13 years, BASC has been instrumental in publishing 8 children's books which were mainly a donation to all elementary schools in Billerica and other communities. Over 10,000 books have been distributed. BASC donated 1,000 copies of the book This is My Community for Yankee Doodle Weekend 2024.

2026 Community Funds Grant Application Form

Please Provide an Explanation of the Community Need and Resulting Benefit of the Project Indicating How the Project Will Enhance the Quality of Life in Billerica.

All youth need community resources to help them successfully navigate their environment. Programs that equip them with an understanding of social issues are important in their education. These programs help youth to learn about self-esteem which is crucial to their development. They allow young people to explore ways to respond to pressures and challenges youth encounter. Youth with knowledge about social issues and tools to respond appropriately contribute to their social environment, family relationships and their community.

With today's population, people are exposed to diverse cultures. It is important to understand and respect cultures we live amongst. Our History Comes Alive program helps to ground our community in its own history as we navigate toward a more harmonious future.

2026 Community Funds Grant Application Form

Please Describe How the Project would be Sustained AFTER the Grant Period. Please Indicate How the Contribution(s) of the Company (IES) Will Be Recognized In a Suitable Way, Both at the Time the Grant is Announced and Also on an On-Going or Long-Term Basis:

BASC will continue to fund raise and receive donations in addition to some revenue for the children's books. All contributors of financial support will have their Company name printed in our published booklets and programs for 2026. Event contributors are continually recognized on our website.

2026 Community Funds Grant Application Form

Please Provide the Organization's Current Fiscal Year Budget. Also provide a Separate Project Budget with Narrative Justification Including Other Project Funding and In-Kind Contributions:

BillERICA Adventure Series Corp.	Budget 6/30/2026*	
Income:		
Grants	\$2,500	
Donations	\$1,000	
Book Income	\$100	
Event Income	\$100	
Total Income		\$3,700
Expenses:		
Operating Expenses	\$1,200	
Event Expenses		
History Comes Alive	\$620	
Voices to the Future	\$1,736	
Total Expenses	\$2,356	
Surplus/Loss		\$144

***Fiscal year Ending 6/30/2026**

Community Grant Request: \$2,356

Event Expenses - Voices to the Future		
Booklets, 500 pcs, 5.5"x8.5", 18 pages	1,366.00	
Certificate of Achievement	100.00	
Event programs	100.00	
Flyers	170.00	
Total		\$1,736.00
Event Expenses - History Comes Alive		
GLICA	200.00	
Site donation	100.00	
Printing and Graphics (posters, programs)	320.00	
Total		\$ 620.00
Total Community Grant Request		\$2,356.00

2026 Community Funds Grant Application Form

This Completed Application Must Be Submitted with Any Grant Request. Failure to Provide and/or Meet All Criteria Information Requested Will Result in the Rejection of the Application from Consideration.

CERTIFICATION:

The undersigned hereby attests to having received a copy of the 2026 Community Funds Grant Criteria and to having the authority to submit this Grant Application on behalf of the applying Organization and, if successful, to receive any awards, on behalf of the applying Organization. Additionally, the undersigned understands and agrees that any and all awards are final. The undersigned hereby understands and agrees:

1. No later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
2. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
3. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
4. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.



Signed:

Please Print Name: Neelam Wali

Title (if applicable): Program Coordinator

Date: December 20, 2025

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Legal Name of Organization: [Billerica Community Farmers Market](#)

Legal Address of Organization: [P.O. Box 209, Pinehurst, MA 0186](#)

Please Check the Appropriate Box And

Provide One of the Following (If [REDACTED])

501c3 #, 501c19 (Veteran's), AG Account #, [IRS SS-4 for a Nonprofit Org. Tax](#)

ID# Contact Person: [Clarinda Massengill](#)

Address of Contact Person: [REDACTED]

Contact Person Telephone: [REDACTED]

GRANT AMOUNT REQUESTED: [\\$8,200](#)

Has this organization previously received a Community Funds Grant?

NO: [YES:](#)

If "Yes", please provide Year(s) and Grant amount(s) awarded:

Year	Award
2025	3,750
2023	8,000
2022	1,850

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures
2026 Community Fund Grant Application Form

Please Provide an Executive Summary of the Project:

The Billerica Community Farmers Market (BCFM) is an all-volunteer-run organization committed to its mission of creating and sustaining a vibrant and innovative environment which supports local farmers, food vendors and artisans, while extending the benefits of local food access to the Billerica community and beyond.

In preparation for our sixth year in operation, which will be June 2026 through September 2026, the BCFM Board of Directors are applying to The Town of Billerica Community Grant for funds to be used to continue and increase our Supplemental Nutrition Assistance Program (SNAP) match program. SNAP is a federal program that provides nutrition benefits to low-income individuals and families that are used at farmers markets and food stores to purchase wholesome food. Some families are struggling financially and have difficulty affording fresh, healthy food. SNAP provides monthly funds to buy food.

Healthy Incentives Program (HIP) is a Massachusetts program that reimburses SNAP participants who buy healthy, local fruits and vegetables from HIP-participating farm vendors. Both HIP and SNAP benefits are being reduced and these reductions will impact already struggling families. Our goal is to increase our SNAP match, which is currently \$15 to \$30 to help close the gap caused by government reductions. We respectfully ask for your support in this effort.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide a Brief Description of the Organization Applying for this Grant, Including Its Mission, History, Programs, and/or Achievements, or Other Information Which Would Indicate the Organization's Capacity to Implement the Project.

The Billerica Community Farmers Market (BCFM) was founded in 2020 by a small group of passionate residents who formed an alliance after the original Billerica Farmers Market dissolved. Our mission is the following: to support local farmers, producers, and small businesses; to provide fresh, healthy food to consumers of all income levels; to educate the public about local sourcing and nutrition; to improve our community through stewardship.

Year one: June 2021 through Oct 2021 - Our first year was one of research and learning since none of the members had previously been on other Farmers Market Board of Directors. We started from square one with a completely volunteer organization and were both surprised and thrilled that we were able to have everything in place in time to open the market that year.

Year two: June 2022 through Oct 2022, - During our second year, June 2022 through Oct 2022, we launched a SNAP matching program which was, in part, funded by the Town of Billerica Community Funds Grant. In 2022 we were voted #1 Farmers Market in Massachusetts in the Annual Americas Farmers Market Celebration by American Farmland Trust. (See <https://markets.farmland.org/>).

Year three: June 2023 through Oct 2023 - Our third-year challenge was finding a new location for the Market. The Town of Billerica Community Funds Grant provided funding for the SNAP matching program, as well as covered the cost of the marquee needed to shelter our market guests. For the second consecutive year we were voted #1 Farmers Market in Massachusetts in the Annual Americas Farmers Market Celebration by American Farmland Trust. (See <https://markets.farmland.org/>).

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Continued

Year four: June 2024 through Oct 2024 - Our fourth-year challenge included operating without the financial support we relied on in the past. The group persevered and identified local businesses and residents whose generous donations covered the big tent and most of our SNAP match program. In addition, BCFM received a Billerica Cultural Grant, which covered qualifying community enrichment and entertainment programs. For the third consecutive year we were voted #1 Farmers Market in Massachusetts in the Annual Americas Farmers Market Celebration by American Farmland Trust. (See <https://markets.farmland.org/>).

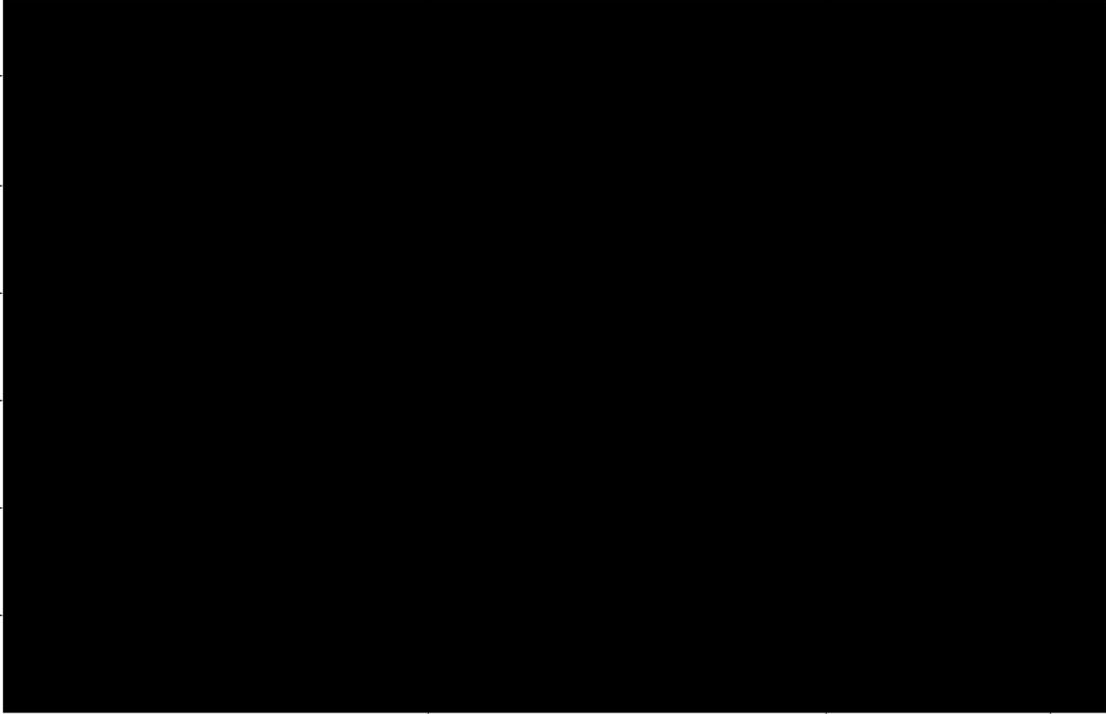
Year five: June 2025 through Sep 2025 - Our fifth-year realized a 15% increase in SNAP transactions year over year. Before the Season was finished, we exhausted our 2025 Billerica Community Grant Award and funded the remainder of our Season's SNAP match program through donations from corporate sponsors and friends of the market. For the fourth consecutive year we were voted #1 Farmers Market in Massachusetts in the Annual Americas Farmers Market Celebration by American Farmland Trust. (See <https://markets.farmland.org/>).

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Name, Address, Contact # of Members of the Organization and Any Official Position Held

NAME	ADDRESS	CONTACT #	POSITION
			<u>President</u>
			<u>Treasurer</u>
			<u>Vice President</u>
			<u>Board Member</u>
			<u>Board Member</u>
			<u>Secretary</u>
			<u>Board Member</u>

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Explanation of the Community Need and Resulting Benefit of the Project Indicating How the Project Will Enhance the Quality of Life in Billerica.

The following actuals from Billerica Community Farmers Market seasons offering SNAP 2022 thru 2025 were used to forecast the minimum estimates of SNAP need for the 2026 season.

BCFM's SNAP match has been up to \$15 per transaction for the last four years. The number of SNAP transactions increased 10% year over year. The average value of each transaction over the four years was \$34.00.

For 2026, we would like to raise the BCFM match from \$15 to \$30 per transaction.

In addition to SNAP match, our average annual SNAP operating expenses for data plan, processing equipment and fees is \$350.

Applying those factors, we forecast we will need an investment of \$8,200 to cover the BCFM \$30/trx match and the associated operating expenses for the full 2026 Season to maintain the level of service we have been able to provide over the years to make healthy food more accessible to the Billerica community.

BCFM Season	# of Transactions	\$ SNAP	\$ BCFM Match	\$ Total Benefit
2022	167	\$3,892	\$2,400	\$6,292
2023	184	\$3,152	\$2,436	\$5,588
2024	199	\$4,009	\$2,985	\$6,994
2025	228	\$4,572	\$3,289	\$7,861
2026 Forecast Minimum Estimates	Estimate 261	Estimate \$5,225	Estimate \$15/trx \$3,918	Estimate \$9,143
2026 Forecast Minimum Estimates	Estimate 261	Estimate \$5,225	Estimate \$20/trx \$5,225	Estimate \$10,449
2026 Forecast Minimum Estimates	Estimate 261	Estimate \$5,225	Estimate \$30/trx \$7,837	Estimate \$13,061

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Describe How the Project Would be Sustained AFTER the Grant Period. Please Indicate How the Contribution(s) of the Company (IES) Will Be Recognized In a Suitable Way, Both at the Time the Grant is Announced and Also on an On-Going or Long-Term Basis:

The Billerica Community Farmers Market (BCFM) will be sustained through space rental fees and kind-donations from volunteers. The rentals for space to Farmers, Food Trucks and Artisans. We have a supportive Board of Directors, as well as dedicated volunteers, who donate their time and personal resources to run market operations, keep their communities safe, and continue to provide access to local food while fostering community connections and educating the public. Additionally, the BCFM solicits and relies on donations from community partners and friends of the market who are recognized on our social media, including our website at www.billericacommunityfarmersmarket.org. We recognize our top donors by advertising their logo on our merchandise and on signs located on the market premises.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide the Organization's Current Fiscal Year Budget. Also provide a Separate Project Budget with Narrative Justification Including Other Project Funding and In-Kind

Billerica Community Farmers Market			
Budget vs. Actuals			
Report as of November 30,2025			
	Actual	Budget	Over(Under) Budget
Income			
Grants and donations			
Corporate	3,850.00	4,250.00	(400.00)
Grants from Corporate	500.00		500.00
Market Doantions	29.00		29.00
Sales-Vendor Tables	18,833.06	16,221.00	2,612.06
Refunds-Market Closing	(560.00)		(560.00)
Total for Sales-Vendor Tables	18,273.06	16,221.00	2,052.06
SNAP Processing	3,861.00	4,500.00	(639.00)
Sponsorship	4,000.00	4,000.00	-
Friend of the Market		250.00	(250.00)
SNAP Donations		500.00	(500.00)
Total for Grants and donations	30,513.06	29,721.00	792.06
Total for Income	30,513.06	29,721.00	792.06
Expenses			
Administration			
Advertising & Marketing	3,453.79	2,776.09	677.70
Bank & Merchant Fees	74.06	10.00	64.06
Board Expense	275.12	-	275.12
Insurance	600.00	600.00	-
Membership Dues	120.00	270.00	(150.00)
Merchant Fees/	260.37	523.69	(263.32)
Postage	118.10		118.10
Subscriptions	2,461.16	1,299.37	1,161.79
Office Supplies & Software			-
Taxes & Licenses		100.00	(100.00)
Total for Administration	7,362.60	5,579.15	1,783.45
Meals & Entertainment	14.35	225.00	(210.65)
Office Expense	686.81	617.34	69.47
Program Expenses			
Market Entertainment	2,344.58	3,850.00	(1,505.42)
Market Expense	436.09	-	436.09
Market Money	6,437.79	7,333.37	(895.58)
Market Supplies	737.07	1,717.89	(980.82)
Program Expense	271.00		271.00
Musical Performance		-	-
Total for Program Expenses	10,226.53	12,901.26	(2,674.73)
QuickBooks Fees		-	4.49
Repairs & Maintenance	2,750.00	1,264.74	1,485.26
Website Fees	874.59	644.75	229.84
Program Event		-	-
Rental Equipment		-	-
Total for Expenses	21,914.88	21,232.24	687.13
Net Operating Income	8,598.18	8,488.76	104.93

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Food Insecurity SNAP Budget FY 2026

	Funding	Expense
SNAP / HIP Donations	8,200	
Market SNAP Processing		(7,200)
Market Demos		(250)
SNAP Processing Fees		(500)
Totals	8,200	(7,950)
Net	250	

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

This Completed Application Must Be Submitted with Any Grant Request. Failure to Provide and/or Meet All Criteria Information Requested Will Result in the Rejection of the Application from Consideration.

CERTIFICATION:

The undersigned hereby attests to having received a copy of the 2026 Community Funds Grant Criteria and to having the authority to submit this Grant Application on behalf of the applying Organization and, if successful, to receive any awards, on behalf of the applying Organization. Additionally, the undersigned understands and agrees that any and all awards are final. The undersigned hereby understands and agrees:

1. No later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
2. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
3. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
4. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.

Signed: *Clarinda Massengill*

Please Print Name: Clarinda Massengill

Title (if applicable): Treasurer, Billerica Community Farmers Market

Date: ***NOTE: Two (2) hard copy sets and an electronic copy of the complete application emailed selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by 12:00 PM on Tuesday, December 30, 2025***

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

COMMUNITY FUNDS GRANT COMPLETION CERTIFICATION:

Please fill out the following information and attach documentation of expenditures (invoices marked paid, receipts, credit card statements, written proof of who the money went to and what part of the application it served, etc.) to show compliance with the Community Funds Grant criteria listed in Section 29 of the Select Board Policies and Procedures.

Amount Awarded:	\$3,750	Grant Year	2025
Legal Name of Organization:	Billerica Community Farmers Market		
Non Profit #: Please List # and Check Appropriate Box Below (If Applicable):	[REDACTED]		
<input type="checkbox"/> 501c3 #, <input type="checkbox"/> 501c19 (Veteran's), <input type="checkbox"/> AG Account #, <input checked="" type="checkbox"/> IRS SS-4 for a Nonprofit Org. Tax ID#			
Legal Address of Organization:	P.O. Box 209, Pinehurst, MA 01866		
Responsible Person:	[REDACTED]		
Address of Contact Person:	[REDACTED]		
Phone #:	[REDACTED]		
Email:	[REDACTED]		
Funds Returned?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - If Yes, Amount Returned - \$		
Under penalty of perjury, I declare that the information furnished in this certification, including all attachments, are true and correct to the best of my knowledge.			
Signature:			
Title:	Treasurer, Billerica Community Farmers Market		
Date:	12/11/25		

Transaction Report
Billerica Community Farmers Market
 January 1-November 30, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	ITEM SPLIT ACCOUNT	AMOUNT	BALANCE
Program Expenses								
Market Expense								
01/23/2025	Expense		Edible Arrangements	Gift for board member	Program Expenses:Market Expense	Checking (9971)	69.98	69.98
05/23/2025	Expense			Payment from Michele Diggs- Fee Amount For 3 spots	Program Expenses:Market Expense	Credit card (10-1)	2.69	72.67
06/03/2025	Expense		Walgreens	Activity 06-02 POS Withdrawal (F	Program Expenses:Market Expense	Checking (9971)	3.71	76.38
06/23/2025	Expense		Ocean State Lots	Activity 06-21 POS Withdrawal -	Program Expenses:Market Expense	Checking (9971)	8.46	84.84
07/01/2025	Expense		Oconnor	POS Withdrawal (FIS) O'CONNOR H	Program Expenses:Market Expense	Checking (9971)	128.00	212.84
07/03/2025	Expense		Webstore	POS Withdrawal - (FIS) THE WEBST	Program Expenses:Market Expense	Checking (9971)	191.24	404.08
07/14/2025	Expense		Ocean State Lots	(FIP) OCEAN - STATE 247 OCEAN S	Program Expenses:Market Expense	Checking (9971)	26.55	430.63
07/22/2025	Expense		Cumberland Farms	POS Withdrawal (FIS) CUMBERLAND	Program Expenses:Market Expense	Checking (9971)	5.46	436.09
Total for Market Expense							\$436.09	
Market Supplies								
04/08/2025	Expense			Payment from FRANK MATHESON JR- Fee Amount Spring Brook Farm Country Store Farm Market fees 2025 Season 320x3 = 960 for the season. Katie Shubin	Program Expenses:Market Supplies	Credit card (10-1)	28.70	28.70
04/09/2025	Expense			Payment from Spreading the Cheer LLC- Fee Amount Raven + Dove Apothecary 4 weeks vendor fee minus 1 week free for winning the feedback form raffle	Program Expenses:Market Supplies	Credit card (10-1)	2.69	31.39
05/07/2025	Expense			Payment from Eva Zelenkane Toth- Fee Amount Farmers Market (9 dates) Mama's Hungarian kitchen	Program Expenses:Market Supplies	Credit card (10-1)	8.07	39.46
05/12/2025	Expense			Payment from Shawn Sales- Fee Amount Billerica Farmers Market	Program Expenses:Market Supplies	Credit card (10-1)	14.35	53.81
05/12/2025	Expense			Payment from Michael Raisbeck- Fee Amount Billerica Farmers Market	Program Expenses:Market Supplies	Credit card (10-1)	9.57	63.38
05/13/2025	Expense			Payment from BirthwithBianca.com- Fee Amount Payment for Wonky Willow Gardens. Bianca Cothen. Billerica Farmers Market	Program Expenses:Market Supplies	Credit card (10-1)	4.78	68.16
05/15/2025	Expense			Payment from DealsofThrones- Fee Amount Hi. This is for Olive World market fee, season 2025	Program Expenses:Market Supplies	Credit card (10-1)	6.28	74.44
05/16/2025	Expense			Payment from Kavita Patil- Fee Amount Farmer's Market fees.	Program Expenses:Market Supplies	Credit card (10-1)	4.49	78.93
06/12/2025	Expense		Venmo	External Withdrawal VENMO - PAYM	Program Expenses:Market Supplies	Checking (9971)	50.00	128.93
06/16/2025	Expense		Walgreens	POS Withdrawal (FIP) WALGREENS S	Program Expenses:Market Supplies	Checking (9971)	7.24	136.17
06/17/2025	Expense		Oconnor	Activity 06-16 POS Withdrawal (F	Program Expenses:Market Supplies	Checking (9971)	31.86	168.03
07/21/2025	Expense			(FIP) MARKET - BASKET 700 BOSTON	Program Expenses:Market Supplies	Checking (9971)	6.67	174.70
08/04/2025	Expense			POS Withdrawal (FIS) AMAZON MKTPL*MC AMAZON MKTPL*MC7SO3 Amzn.com/bill WA(8024)	Program Expenses:Market Supplies	Checking (9971)	16.98	191.68
08/26/2025	Expense		Gaouette Farms	POS Withdrawal (FIS) SQ *GAOUCETTE FA SQ *GAOUCETTE FARM Burlington MA(8024)	Program Expenses:Market Supplies	Checking (9971)	75.00	266.68
08/28/2025	Expense			POS Withdrawal (FIS) Amazon.com*ZD4D Amazon.com*ZD4DG1W2 Amzn.com/bill WA(8024)	Program Expenses:Market Supplies	Checking (9971)	31.07	297.75
08/28/2025	Expense		Amazon	POS Withdrawal (FIS) AMAZON MKTPL*VX AMAZON MKTPL*VX1N07 Amzn.com/bill WA(8024) NEW MARKET TENT	Program Expenses:Market Supplies	Checking (9971)	212.45	510.20
09/11/2025	Expense		Shoppoportal	POS Withdrawal (FIS) SP SHOPPOSORTA SP SHOPPOSORTAL SHOPPOSORTAL FL(8024) SNAP printer	Program Expenses:Market Supplies	Checking (9971)	645.98	1,156.18
09/16/2025	Expense			POS Withdrawal (FIS) AMAZON MKTPL*UP AMAZON MKTPL*UP5OL7 Amzn.com/bill WA(8024)	Program Expenses:Market Supplies	Checking (9971)	46.99	1,203.17
09/18/2025	Expense			VENMO PAYMENT	Program Expenses:Market Supplies	Checking (9971)	79.44	1,282.61
09/22/2025	Expense		dollar tree	POS Withdrawal (FIP) DOLLAR TREE 480 BOSTON RD BILLERICA MA(8024)	Program Expenses:Market Supplies	Checking (9971)	7.58	1,290.49
09/22/2025	Expense		Shaw's	POS Withdrawal (FIP) SHAW'S OSCO 0495 SHAW'S OSCO 0495 BURLINGTON MA(8024)	Program Expenses:Market Supplies	Checking (9971)	8.99	1,299.48

Transaction Report
Billerica Community Farmers Market
 January 1-November 30, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	ITEM SPLIT ACCOUNT	AMOUNT	BALANCE
09/23/2025	Expense		Cumberland Farms	POS Withdrawal (FIS) CUMBERLAND FARM CUMBERLAND FARMS 34 NORTH BILLER MA(8024)	Program Expenses:Market Supplies	Checking (9971)	6.09	1,305.57
09/30/2025	Expense			POS Withdrawal (FIS) SQ *GAOUILLE FA SQ *GAOUILLE FARM Wilmington MA(8024)	Program Expenses:Market Supplies	Checking (9971)	16.00	1,321.57
10/14/2025	Check	1709	Stacy Kirby	9-29-25 Supplies for demo	Program Expenses:Market Supplies	Checking (9971)	18.99	1,340.56
11/20/2025	Deposit			(FIS) SP SHOPPOSORTA SP SHOPPOSORTAL SEMINOLE FL(8024)	Program Expenses:Market Supplies	Checking (9971)	-803.49	737.07
Total for Market Supplies							\$737.07	
Market Money								
05/20/2025	Expense			Payment from Dawn's Treasure Trove- Fee Amount Market on 8/4 and 9/29	Program Expenses:Market Money	Credit card (10-1)	1.79	1.79
06/23/2025	Check	1569	Gisele Albertelli	6/15/2025	Program Expenses:Market Money	Checking (9971)	25.00	26.79
06/23/2025	Check	1570	Craic Sauce	6-16-25	Program Expenses:Market Money	Checking (9971)	50.00	76.79
06/23/2025	Check	1565	Gaouette Farms	6/16/25	Program Expenses:Market Money	Checking (9971)	0.00	76.79
06/23/2025	Check	1572	Seafood Express Company	6/18/25	Program Expenses:Market Money	Checking (9971)	33.00	109.79
06/23/2025	Check	1573	ONN Specialties LLC	6/18/25	Program Expenses:Market Money	Checking (9971)	20.00	129.79
06/23/2025	Check	1574	Bitzpeace Farm, LLC	6/18/25	Program Expenses:Market Money	Checking (9971)	20.00	149.79
06/23/2025	Check	1575	Spring Brook Farm	6/18/25	Program Expenses:Market Money	Checking (9971)	258.00	407.79
06/23/2025	Check	1570	Jennifer Lee's Bakery	6/18/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	49.00	456.79
06/30/2025	Check	1592	Seafood Express Company	6/30/25	Program Expenses:Market Money	Checking (9971)	16.00	472.79
06/30/2025	Check	1593	Gaouette Farms	6/30/25	Program Expenses:Market Money	Checking (9971)	6.00	478.79
06/30/2025	Check	1584	ONN Specialties LLC	6/30/25	Program Expenses:Market Money	Checking (9971)	15.00	493.79
06/30/2025	Check	1595	Wilmington Honey	06/30/25 Market Money	Program Expenses:Market Money	Checking (9971)	123.00	616.79
07/07/2025	Check	1597	Gaouette Farms	6/30/25 Market	Program Expenses:Market Money	Checking (9971)	66.00	682.79
07/07/2025	Check	1588	ONN Specialties LLC	6/30/25	Program Expenses:Market Money	Checking (9971)	8.00	690.79
07/07/2025	Check	1599	Mama Hungarian Kitchen	6-30-25	Program Expenses:Market Money	Checking (9971)	36.00	726.79
07/07/2025	Check	1600	Spring Brook Farm	6/30/25	Program Expenses:Market Money	Checking (9971)	198.00	924.79
07/14/2025	Check	1602	Gaouette Farms	7/7/25 Market	Program Expenses:Market Money	Checking (9971)	110.00	1,034.79
07/14/2025	Check	1603	Seafood Express Company	7/7/25 Market	Program Expenses:Market Money	Checking (9971)	65.00	1,099.79
07/14/2025	Check	1604	ONN Specialties LLC	7/7/25	Program Expenses:Market Money	Checking (9971)	10.00	1,109.79
07/21/2025	Check	1608	Bitzpeace Farm, LLC	7/14/25	Program Expenses:Market Money	Checking (9971)	20.00	1,129.79
07/21/2025	Check	1609	Gaouette Farms	7/14/25 Market	Program Expenses:Market Money	Checking (9971)	11.00	1,140.79
07/21/2025	Check	1610	Seafood Express Company	7/14/25 Market	Program Expenses:Market Money	Checking (9971)	91.00	1,231.79
07/21/2025	Check	1611	Spring Brook Farm	7/7/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	254.00	1,485.79
07/21/2025	Check	1612	ONN Specialties LLC	7/14/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	25.00	1,510.79
07/28/2025	Check	1613	Gisele Albertelli	7-21-25 Market	Program Expenses:Market Money	Checking (9971)	32.00	1,542.79

Transaction Report
 Billerica Community Farmers Market
 January 1-November 30, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	ITEM SPLIT ACCOUNT	AMOUNT	BALANCE
07/28/2025	Check	1614	ONN Specialties LLC	7/21/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	10.00	1,552.79
07/28/2025	Check	1615	Spring Brook Farm	7/21/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	228.00	1,780.79
07/28/2025	Check	1616	Seafood Express Company	7/21/25 Market	Program Expenses:Market Money	Checking (9971)	35.00	1,815.79

Transaction Report
 Billerica Community Farmers Market
 January 1-November 30, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	ITEM SPLIT ACCOUNT	AMOUNT	BALANCE
07/28/2025	Check	1617	Gaouette Farms	7/21/25 Market	Program Expenses:Market Money	Checking (9971)	197.00	2,012.79
07/31/2025	Deposit			FFA BUREAU TOTILPAY ID NBR: XXXXXXXXXX0005327	Program Expenses:Market Money	Checking (9971)	-265.00	1,747.79
08/04/2025	Check	1619	Seafood Express Company	7/29/25 Market	Program Expenses:Market Money	Checking (9971)	35.00	1,782.79
08/04/2025	Check	1620	Sophie Apple's	7-29-25 market	Program Expenses:Market Money	Checking (9971)	25.00	1,807.79
08/04/2025	Check	1621	Gaouette Farms	7/29/25 Market	Program Expenses:Market Money	Checking (9971)	85.00	1,892.79
08/04/2025	Check	1622	ONN Specialties LLC	7-29-25 Market Bucks	Program Expenses:Market Money	Checking (9971)	25.00	1,917.79
08/04/2025	Check	1623	Spring Brook Farm	7/29/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	256.00	2,173.79
08/11/2025	Check	1626	Wilmington Honey	8/11/25 Market Money	Program Expenses:Market Money	Checking (9971)	31.00	2,204.79
08/11/2025	Check	1627	Seafood Express Company	8/11/25 Market	Program Expenses:Market Money	Checking (9971)	38.00	2,242.79
08/11/2025	Check	1628	Jennifer Lee's Bakery	8/4/25Market Bucks	Program Expenses:Market Money	Checking (9971)	55.00	2,297.79
08/11/2025	Check	1629	Bitzpeace Farm, LLC	8/4/25	Program Expenses:Market Money	Checking (9971)	27.00	2,324.79
08/11/2025	Check	1630	ONN Specialties LLC	8/4/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	40.00	2,364.79
08/11/2025	Check	1631	Gaouette Farms	8/4/25 Market	Program Expenses:Market Money	Checking (9971)	177.00	2,541.79
08/11/2025	Check	1632	Spring Brook Farm	8/4/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	206.00	2,747.79
08/17/2025	Check	1634	Seafood Express Company	8/11/25 Market	Program Expenses:Market Money	Checking (9971)	49.00	2,796.79
08/17/2025	Check	1635	Spring Brook Farm	8/11/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	112.00	2,908.79
08/17/2025	Check	1636	Gaouette Farms	8/11/25 Market	Program Expenses:Market Money	Checking (9971)	170.00	3,078.79
08/17/2025	Check	1637	ONN Specialties LLC	8/11/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	10.00	3,088.79
08/17/2025	Check	1638	Wilmington Honey	8/11/25 Market Money	Program Expenses:Market Money	Checking (9971)	17.00	3,105.79
08/17/2025	Check	1639	Eric Lipseir	8/11/2025 Market Money	Program Expenses:Market Money	Checking (9971)	5.00	3,110.79
08/17/2025	Check	1640	Kavita Patil	8/11/25 Bucks	Program Expenses:Market Money	Checking (9971)	15.00	3,125.79
08/25/2025	Check	1648	Seafood Express Company	8/17/25 Market	Program Expenses:Market Money	Checking (9971)	35.00	3,160.79
08/25/2025	Check	1649	Gaouette Farms	8/17/25 Market	Program Expenses:Market Money	Checking (9971)	191.00	3,351.79
08/25/2025	Check	1650	Meta Microgreens	8/17/25 Market	Program Expenses:Market Money	Checking (9971)	30.00	3,381.79
08/25/2025	Check	1651	Spring Brook Farm	8/17/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	181.00	3,562.79
08/25/2025	Check	1652	Bitzpeace Farm, LLC	8/17/25	Program Expenses:Market Money	Checking (9971)	60.00	3,622.79
09/08/2025	Check	1657	Gaouette Farms	8/25/25 Market	Program Expenses:Market Money	Checking (9971)	216.00	3,838.79
09/08/2025	Check	1658	Knot Just Cake	8/25/25 market money	Program Expenses:Market Money	Checking (9971)	7.00	3,845.79
09/15/2025	Check	1666	Gisele Albertelli	9/7/25	Program Expenses:Market Money	Checking (9971)	12.00	3,857.79
09/15/2025	Check	1667	Seafood Express Company	9/7/25 Market	Program Expenses:Market Money	Checking (9971)	119.00	3,976.79
09/15/2025	Check	1663	Gaouette Farms	9/7/25 Market	Program Expenses:Market Money	Checking (9971)	276.00	4,252.79
09/15/2025	Check	1664	Spring Brook Farm	9/7/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	301.00	4,553.79
09/15/2025	Check	1665	Meta Microgreens	9/8/25 Market	Program Expenses:Market Money	Checking (9971)	35.00	4,588.79
09/15/2025	Check	1675	ONN Specialties LLC	9/7/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	10.00	4,598.79
09/15/2025	Check	1676	Bitzpeace Farm, LLC	9/7/25 Market	Program Expenses:Market Money	Checking (9971)	50.00	4,648.79
09/22/2025	Check	1683	Bitzpeace Farm, LLC	9/15/25 Market	Program Expenses:Market Money	Checking (9971)	15.00	4,663.79
09/22/2025	Check	1684	Wilmington Honey	9/15/25 Market Money	Program Expenses:Market Money	Checking (9971)	44.00	4,707.79
09/22/2025	Check	1685	Mama Hungarian Kitchen	9/15/25	Program Expenses:Market Money	Checking (9971)	10.00	4,717.79
09/22/2025	Check	1686	Spring Brook Farm	9/15/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	150.00	4,867.79
09/22/2025	Check	1687	Gaouette Farms	9/15/25 Market	Program Expenses:Market Money	Checking (9971)	126.00	4,993.79
09/22/2025	Check	1688	Knot Just Cake	9/15/25 market money	Program Expenses:Market Money	Checking (9971)	26.00	5,019.79
09/22/2025	Check	1691	Olive World LLC	9/15/25 market	Program Expenses:Market Money	Checking (9971)	7.00	5,026.79
09/22/2025	Check	1692	Seafood Express Company	9/15/25 Market	Program Expenses:Market Money	Checking (9971)	44.00	5,070.79
09/22/2025	Check	1693	Gisele Albertelli	9/15/25 Market	Program Expenses:Market Money	Checking (9971)	30.00	5,100.79
09/22/2025	Check	1694	ONN Specialties LLC	9/15/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	10.00	5,110.79
09/29/2025	Check	1695	Jennifer Lee's Bakery	9/22/25Market Bucks	Program Expenses:Market Money	Checking (9971)	64.00	5,174.79
09/29/2025	Check	1700	Seafood Express Company	9/22/25 Market	Program Expenses:Market Money	Checking (9971)	58.00	5,232.79
09/29/2025	Check	1701	Nothing Bundt Cakes	9/22/25 market	Program Expenses:Market Money	Checking (9971)	59.00	5,291.79
09/29/2025	Check	1702	Bitzpeace Farm, LLC	9/22/25 Market	Program Expenses:Market Money	Checking (9971)	10.00	5,301.79
09/29/2025	Check	1699	Gaouette Farms	9/15/25 Market	Program Expenses:Market Money	Checking (9971)	168.00	5,469.79
10/14/2025	Check	1710	Gaouette Farms	replacement of ck 1571	Program Expenses:Market Money	Checking (9971)	115.00	5,604.79
10/14/2025	Check	1714	Gisele Albertelli	9/29/25 Market	Program Expenses:Market Money	Checking (9971)	36.00	5,640.79
10/14/2025	Check	1712	Gaouette Farms	9/29/25	Program Expenses:Market Money	Checking (9971)	154.00	5,794.79
10/14/2025	Check	1713	Bitzpeace Farm, LLC	9/29/25 Market	Program Expenses:Market Money	Checking (9971)	48.00	5,842.79
10/14/2025	Check	1714	Spring Brook Farm	9/29/25 Market Bucks	Program Expenses:Market Money	Checking (9971)	315.00	6,157.79
10/14/2025	Check	1718	Seafood Express Company	9/29/25 Market	Program Expenses:Market Money	Checking (9971)	131.00	6,288.79
10/14/2025	Check	1719	Wilmington Honey	9/29/25 Market Money	Program Expenses:Market Money	Checking (9971)	50.00	6,338.79
10/14/2025	Check	1720	Olive World LLC	9/29/25 market	Program Expenses:Market Money	Checking (9971)	15.00	6,353.79
10/14/2025	Check	1718	Sophie Apple's	9/29/25 market	Program Expenses:Market Money	Checking (9971)	37.00	6,390.79
10/14/2025	Check	1719	Jennifer Lee's Bakery	9/29/25Market Bucks	Program Expenses:Market Money	Checking (9971)	37.00	6,427.79
10/14/2025	Check	1723	Mama Hungarian Kitchen	9/15/25	Program Expenses:Market Money	Checking (9971)	10.00	6,437.79
Total for Market Money							\$6,437.79	
Market Entertainment								
08/16/2025	Check	1560	David Riley	8/6/25	Program Expenses:Market Entertainment	Checking (9971)	100.00	100.00
08/16/2025	Check	1561	Aleppo Clown Unit	June 16,2025	Program Expenses:Market Entertainment	Checking (9971)	100.00	200.00
08/16/2025	Check	1562	Courtney Finn	Facepainting 6/16/25	Program Expenses:Market Entertainment	Checking (9971)	50.00	250.00
06/23/2025	Check	1577	Julie Kinscheck	6/23/25 Entertainment	Program Expenses:Market Entertainment	Checking (9971)	100.00	350.00
06/30/2025	Check	1589	Aleppo Clown Unit	June 30,2025	Program Expenses:Market Entertainment	Checking (9971)	100.00	450.00

Transaction Report
 Billerica Community Farmers Market
 January 1-November 30, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	ITEM SPLIT ACCOUNT	AMOUNT	BALANCE
06/30/2025	Check	1580	Stacy Kirby	6-30-25 Dem	Program Expenses:Market Entertainment	Checking (9971)	50.00	500.00

Transaction Report
 Billerica Community Farmers Market
 January 1-November 30, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	ITEM SPLIT ACCOUNT	AMOUNT	BALANCE
06/30/2025	Check	1591	Courtney Finn	Facepainting 6/30 /25	Program Expenses:Market Entertainment	Checking (9971)	50.00	550.00
06/30/2025	Check	1596	School House of Rock Burlington	Entertainment 6-30-25	Program Expenses:Market Entertainment	Checking (9971)	100.00	650.00
07/07/2025	Check	1601	Ben Couvee	7/7/25 Entertainment	Program Expenses:Market Entertainment	Checking (9971)	100.00	750.00
07/14/2025	Check	1605	Antarctica Band	7/7/25 Entertainment	Program Expenses:Market Entertainment	Checking (9971)	100.00	850.00
07/14/2025	Check	1606	Susan Haas	7/7/25 Master Gardener	Program Expenses:Market Entertainment	Checking (9971)	50.00	900.00
07/21/2025	Check	1607	James Scott	7/21/25 Market Entertainment/	Program Expenses:Market Entertainment	Checking (9971)	100.00	1,000.00
07/28/2025	Check	1618	Julie Kinscheck	7/21/25 Entertainment	Program Expenses:Market Entertainment	Checking (9971)	100.00	1,100.00
08/04/2025	Check	1624	Bob Leger	8/4/25 Entertainment	Program Expenses:Market Entertainment	Checking (9971)	100.00	1,200.00
08/04/2025	Check	1625	Susan Haas	08/4/25 Master Gardener	Program Expenses:Market Entertainment	Checking (9971)	50.00	1,250.00
08/17/2025	Check	1641	David Riley	8/11/25	Program Expenses:Market Entertainment	Checking (9971)	100.00	1,350.00
08/17/2025	Check	1642	Antarctica Band	8/17/25 Entertainment	Program Expenses:Market Entertainment	Checking (9971)	100.00	1,450.00
08/25/2025	Check	1653	Douglas Wilder	8/25/2025 performance	Program Expenses:Market Entertainment	Checking (9971)	100.00	1,550.00
09/08/2025	Check	1659	Sean Coleman	9/8/2025 market	Program Expenses:Market Entertainment	Checking (9971)	100.00	1,650.00
09/09/2025	Expense		Saltbox Nursery	POS Withdrawal (FIS) SALT BOX NURSER SALT BOX NURSERY BILLERICA MA(8024)	Program Expenses:Market Entertainment	Checking (9971)	39.58	1,689.58
09/09/2025	Expense		Gaouette Farms	POS Withdrawal (FIS) SQ *GAOUCETTE FA SQUARE PURCHASE BURLINGTON MA(8024)	Program Expenses:Market Entertainment	Checking (9971)	75.00	1,764.58
09/15/2025	Check	1673	Stacy Kirby	9-7-25 Demo	Program Expenses:Market Entertainment	Checking (9971)	50.00	1,814.58
09/15/2025	Check	1673	Stacy Kirby	Supplies	Program Expenses:Market Entertainment	Checking (9971)	30.00	1,844.58
09/15/2025	Check	1676	Ralph Defloria	9/15/25 Market	Program Expenses:Market Entertainment	Checking (9971)	100.00	1,944.58
09/22/2025	Check	1689	Ralph Defloria	9/22/25 Market	Program Expenses:Market Entertainment	Checking (9971)	100.00	2,044.58
09/22/2025	Check	1690	Moonlight Disc Jockey	9/22/25 Hoedown	Program Expenses:Market Entertainment	Checking (9971)	100.00	2,144.58
09/29/2025	Check	1704	Bob Leger	9/22/25 Entertainment	Program Expenses:Market Entertainment	Checking (9971)	100.00	2,244.58
09/29/2025	Check	1705	Stacy Kirby	9-22-25 Demo	Program Expenses:Market Entertainment	Checking (9971)	50.00	2,294.58
09/29/2025	Check	1706	Susan Haas	9/22/25 Master Gardener	Program Expenses:Market Entertainment	Checking (9971)	50.00	2,344.58
Total for Market Entertainment							\$2,344.58	
Program Expense								
07/01/2025	Expense		Gaouette Farms	POS Withdrawal (FIS) SQ - *GAOUC	Program Expenses:Program Expense	Checking (9971)	5.00	5.00
07/01/2025	Expense		Meta Microgreens	POS Withdrawal (FIS) SQ *META MI	Program Expenses:Program Expense	Checking (9971)	4.00	9.00
07/01/2025	Expense		Gaouette Farms	POS Withdrawal (FIS) SQ - *GAOUC	Program Expenses:Program Expense	Checking (9971)	38.00	47.00
07/01/2025	Expense		Bitzpeace Farm, LLC	POS Withdrawal (FIS) - PP*BITZNP	Program Expenses:Program Expense	Checking (9971)	14.00	61.00
07/01/2025	Expense		Spring Brook Farm		Program Expenses:Program Expense	Checking (9971)	15.00	76.00
08/26/2025	Expense		Spring Brook Farm		Program Expenses:Program Expense	Checking (9971)	50.00	126.00
08/26/2025	Expense		Bitzpeace Farm, LLC	POS Withdrawal (FIS) - PP*BITZNP	Program Expenses:Program Expense	Checking (9971)	10.00	136.00
09/26/2025	Expense		CASH		Program Expenses:Program Expense	Checking (9971)	60.00	196.00
09/09/2025	Expense		Bitzpeace Farm, LLC	POS Withdrawal (FIS) - PP*BITZNP	Program Expenses:Program Expense	Checking (9971)	10.00	206.00
09/09/2025	Expense		Spring Brook Farm		Program Expenses:Program Expense	Checking (9971)	50.00	256.00
09/29/2025	Expense		Spring Brook Farm		Program Expenses:Program Expense	Checking (9971)	15.00	271.00
Total for Program Expense							\$271.00	
Total for Program Expenses with sub-accounts							\$10,226.53	
TOTAL							\$10,226.53	

Billerica Select Board Policies and Procedures

29.0 Community Funds

The Town of Billerica has entered into agreements with certain local companies to provide economic development incentives in exchange for substantial community investment. Under the terms of the agreements, these companies became Certified Projects, each ratified by Town Meeting. The companies are contributing to a Community Funds Grant, and as mutually agreed to, will be used for worthwhile community projects which will enhance the quality of life in the Town.

The Fund will be administered as a grant, with project applications reviewed by a subcommittee of the Select Board and a representative of each company. In the spirit of maintaining a strong town/business relationship, the Select Board will make every effort to fund the projects recommended by the companies funding these grants. At a minimum the Select Board will NOT change the chosen projects without informing the companies. Each year priority will be given to projects which have not previously received funds. The full Select Board will then vote the awards. Failure to submit a completed Community Funds Grant Application Form and provide and/or meet **all** the criteria information requested will result in the rejection of the application from consideration.

29.1 Criteria

1. 2. 3. 4. A completed Community Funds Grant Application Form (Attachment E) must be submitted with each Community Funds Grant request. The Community Funds Grant Application Form includes:

- a. a brief project description, legal name and address of the organization, the amount requested, and the name/address of the contact person;
- b. c. a one page executive summary of the project;
a brief description of the organization applying, including its mission, history, programs and/or achievements, or other information which would indicate the capacity to implement the project. Also, the names/addresses of the officers or directors of the organization are provided;
- d. an explanation of the community need and resulting benefit of the project indicating how it will enhance the quality of life in Billerica;
- e. f. a description of how the project would be sustained after the grant period; the organization's fiscal year budget as well as the project budget with narrative justification, including other funding sources and in-kind contributions. In the cases where services are being provided the applicant must provide proof of actual expense to the organization.
- g. Two (2) hard copy sets and an electronic copy of the complete application emailed to selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by **12:00 PM on Tuesday, December 30, 2025**.

The Select Board recommends that all applicants comply with the Attorney General's requirements of a charitable organization such as being a 501c3, 501c19 (Veteran's), AG Account #, or IRS SS-4.

Applicants may be required to give a presentation to a subcommittee, or to the full

Select Board as needed.

The awards may be made in such a way as to allow more than one company to support a project.**Billerica Select Board Policies and Procedures**

5. Projects may receive funds from more than one company, though only one application is required.
6. Recipients shall recognize the contributions(s) of the company (ies) in a suitable way, both at the time the grant is announced and also on an ongoing or long-term basis.
7. The Select Board reserves the right to withhold any or all of the Community Funds Grant in the event there are no projects meeting the criteria this year.
8. As a condition of any award(s), all Recipients agree to provide, no later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
9. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
10. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
11. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.
12. Community Funds Grant applications should include a civilian CORI form filled out by the submitter of the application.

The Community Funds Grant are reflective of the partnerships entered into by the Town of Billerica and the companies that became Certified Projects and will result in meaningful community benefit.

Grant Application Forms are available in the Office of the Select Board. Questions regarding the Community Funds Grant should be directed to the Office of the Select Board, Town Hall, 365 Boston Road, Billerica, MA 01821 or (978) 671-0939.

Two (2) hard copy sets and an electronic copy of the complete application emailed to selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by 12:00 PM on Tuesday, December 30, 2025. The Board expects to announce the awards at its meeting on Monday, February 23, 2026. Awards will be presented at the meeting following the announcement and vote.

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Legal Name of Organization: **Billerica Historical Society**
Legal Address of Organization: **36 Concord Rd**
Billerica, MA 01821

Please Check the Appropriate Box And
Provide One of the Following (If Applicable): [REDACTED]

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org. Tax ID#

Contact Person: **John Bartlett**

Address of Contact Person: [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

GRANT AMOUNT REQUESTED: **\$632.22**

Has this organization previously received a Community Funds Grant?

NO: YES:X

If "Yes", please provide Year(s) and Grant amount(s) awarded:

Year Award	
<u> 2025 </u>	<u> ~\$900 </u>
<u> 2024 </u>	<u> \$900 </u>
<u> 2023 </u>	<u> \$4,600 </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Executive Summary of the Project:

Archival Materials

The Billerica Historical Society has a large amount of artifacts (e.g. photos, documents, books, clothing, furniture, etc.) that have been donated to the Society over the years. Each year, more artifacts are donated. A group of Society volunteers archive and store these artifacts. This group meets on a weekly basis. Information on all of the artifacts is entered in our computer archival software. This allows our members to perform research on various Billerica related topics. All of the artifacts are stored and protected at the Clara Sexton House at 36 Concord Road. We use museum quality archival storage units to store and protect our artifacts. We are requesting funds to purchase much needed additional archival storage units.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedure

2026 Community Fund Grant Application Form

Please Provide a Brief Description of the Organization Applying for this Grant, Including Its Mission, History, Programs, and/or Achievements, or Other Information Which Would Indicate the Organization's Capacity to Implement the Project.

History: The Billerica Historical Society was formed in 1894 and incorporated in 1896. Initially, the Society met in the Bennett Public Library. In 1937, Clara Sexton, a former member of the Board of Directors, bequeathed to the Society her home, the Clara Sexton House. The House was built in 1723 and has had a number of additions and renovations over the years.

Mission: The Billerica Historical Society's bylaws state, "The purpose for which this Society is organized is for the collection and preservation of objects and facts of local and general interest, for the collection of historical relics, the consideration of historical events, the marking of historical locations in the town, and the maintenance of the Society's headquarters, Clara Sexton memorial and educational shrine."

Programs: The Society holds an open house for the public at the Sexton House every month from April through December. Our Annual Meeting every October is open to the public. At that meeting, we review the past year, outline our plans for the coming year, and have a guest speaker. Members of the Society also give history lectures at the Billerica Senior Center. Each week, members meet at the House to archive our historical collections using special archival software. We also have special education programs for Billerica children. We also do special research when requested by the public.

Other information: The Society has successfully managed three Community Preservation grants in the last few years. About 7 years ago we applied and were awarded a grant to restore and repaint the exterior of the Sexton House with historically accurate colors, and to restore all of the House windows, pane by pane. This \$100,000 project was successfully completed in early 2021. We selected the contractors and oversaw the project. We applied and were awarded another Community Preservation grant in early 2022. With this grant we restored the interior of the attached barn at the Clara Sexton House. The barn has been insulated, rewired, and climate controlled. New stairs to the loft and new floors were installed. This \$158,000 project was successfully completed in 2023. In 2023, we applied and in 2024 we were awarded another Community Preservation grant of \$69,000 to restore a bedroom, bathroom, add an outside patio, and install stairs to the barn basement. Most of that work has been completed and we expect the remaining work to be completed in the Spring.

These successful projects indicate our capacity to implement projects.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Name, Address, Contact # of Members of the Organization and Any Official Position Held

NAME ADDRESS CONTACT # POSITION

Example. John Doe 123 Any Street
Billerica, MA 01821
978-555-1234 President or Chair

Billerica Historical Society Officers and Board

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Explanation of the Community Need and Resulting Benefit of the Project Indicating How the Project Will Enhance the Quality of Life in Billerica.

The archival materials will allow the Billerica Historical Society to safely store and preserve many Billerica related historical artifacts. The Society displays many of these artifacts on a rotating basis in the Clara Sexton House. We have several Open Houses during the year during which Billerica residents and others can view these artifacts at no charge. At any given time only a small amount of our artifacts can be displayed. The other artifacts are stored in archival units within the Clara Sexton House. Without quality archival storage units, many of our artifacts would deteriorate over time. These archival storage units will allow future Billerica residents to view our historical artifacts.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Describe How the Project Would be Sustained AFTER the Grant Period. Please Indicate How the Contribution(s) of the Company (IES) Will Be Recognized In a Suitable Way, Both at the Time the Grant is Announced and Also on an On-Going or Long-Term Basis:

The Billerica Historical Society has existed for 130 years and the Clara Sexton House has been our headquarters for 90 years. During this time the Society has been collecting and storing Billerica related artifacts. The requested archival materials will allow current and future Society members to continue to safely preserve our artifacts.

If we are awarded a Community Grant, we will announce that fact in our newsletter which is published quarterly. We will also state which company provided the grant funds.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide the Organization’s Current Fiscal Year Budget. Also provide a Separate Project Budget with Narrative Justification Including Other Project Funding and In-Kind Contributions:

	2026 Budget
Insurance	\$3,000
Utilities	\$6,000
Postage/Office.	\$1,000
Sexton House Maintenance	\$3,000
Misc.	\$2,500
Total.	\$15,500

The Billerica Historical Society budget is funded by BHS memberships, contributions, and fundraising.

Archival Materials Project Budget

We intend to purchase archival materials from various companies. The prices were obtained from their websites. The materials will be used by Billerica Historical Society members who are all unpaid volunteers.

Uline.com

Document Cases - Letter, 12 1/4 x 10 1/4 x 5" S-15529

Enlarge

Protect historical documents, newspapers and family photos from deterioration.

Acid and lignin-free 60 pt. fiberboard.

Reinforced metal edges provide added support for lots of documents.

Buffered with 3% calcium carbonate. pH level of 8.5.

Handy pull-string makes retrieval from shelf easy.

Use with Archival File Folders.

Passed P.A.T.

CTN. PRICE EACH (SOLD IN CARTON QTYS.) IN STOCK

S-15529	Letter 12 1/4 x 10 1/4 x 5"	10	\$13.25	\$132.50
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Uline.com

Document Cases - Legal, 15 1/4 x 10 1/4 x 5"

Protect historical documents, newspapers and family photos from deterioration.

- **Acid and lignin-free** 60 pt. fiberboard.
- Reinforced metal edges provide added support for lots of documents.
- Buffered with 3% calcium carbonate. pH level of 8.5.
- Handy pull-string makes retrieval from shelf easy.
- Use with [Archival File Folders](#).

Passed P.A.T.

S-15530 legal size 15 ¼ x 10 ¼ x 5” \$14.25 10 boxes \$142.50

Gaylord.com Archival® B-flute Specimen Box

Part #: SB52191C

5- \$22.75 USD \$113.75

<https://www.bhphotovideo.com/>

Adox Fotoimpex Glassine Negative Sleeves (4 x 5", 100-Pack)

BH #ADNSP4X5100 · MFR #56370

3- \$7.99 \$23.97

Uline.com sheet protectors

S-24861 200 count \$37.00

Uline.com archival box

S-15180 15 x 12 x10 10 boxes \$18.25/box \$182.50

Billerica Historical Society Requested Funds

\$132.50	Letter Document Cases
\$142.50	Legal Document Cases
\$113.75	B - flute Specimen Box
\$23.97	Adox Fotoimpex Glassine Negative Sleeves
\$37.00	Sheet Protectors
\$182.50	Archival Boxes
<hr/>	
\$632.22	Total

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

This Completed Application Must Be Submitted with Any Grant Request. Failure to Provide and/or Meet All Criteria Information Requested Will Result in the Rejection of the Application from Consideration.

CERTIFICATION:

The undersigned hereby attests to having received a copy of the 2026 Community Funds Grant Criteria and to having the authority to submit this Grant Application on behalf of the applying Organization and, if successful, to receive any awards, on behalf of the applying Organization. Additionally, the undersigned understands and agrees that any and all awards are final. The undersigned hereby understands and agrees:

1. No later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
2. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
3. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
4. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.

Signed:

Please Print Name: **John Bartlett**

Title (if applicable): **Vice-President - Billerica Historical Society**

Date: **December 29, 2025**

*NOTE: Two (2) hard copy sets and an electronic copy of the complete application emailed selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by **12:00 PM on Tuesday, December 30, 2025.***

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

COMMUNITY FUNDS GRANT COMPLETION CERTIFICATION:

Please fill out the following information and attach documentation of expenditures (invoices marked paid, receipts, credit card statements, written proof of who the money went to and what part of the application it served, etc.) to show compliance with the Community Funds Grant criteria listed in Section 29 of the Select Board Policies and Procedures.

Amount Awarded: Grant Year

Legal Name of Organization:

Non Profit #: Please List # and

Check Appropriate Box Below

(If Applicable):

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org. Tax ID#

Legal Address of Organization:

Responsible Person:

Address of Contact Person:

Phone #:

Email:

Funds Returned? Yes No - If Yes, Amount Returned - \$

Under penalty of perjury, I declare that the information furnished in this certification, including all attachments, are true and correct to the best of my knowledge.

Signature:

Title:

Date:

Billerica Select Board Policies and Procedures

29.0 Community Funds

The Town of Billerica has entered into agreements with certain local companies to provide economic development incentives in exchange for substantial community investment. Under the terms of the agreements, these companies became Certified Projects, each ratified by Town Meeting. The companies are contributing to a Community Funds Grant, and as mutually agreed to, will be used for worthwhile community projects which will enhance the quality of life in the Town.

The Fund will be administered as a grant, with project applications reviewed by a subcommittee of the Select Board and a representative of each company. In the spirit of maintaining a strong town/business relationship, the Select Board will make every effort to fund the projects recommended by the companies funding these grants. At a minimum the Select Board will NOT change the chosen projects without informing the companies. Each year priority will be given to projects which have not previously received funds. The full Select Board will then vote the awards. Failure to submit a completed Community Funds Grant Application Form and provide and/or meet **all** the criteria information requested will result in the rejection of the application from consideration.

29.1 Criteria

1. 2. 3. 4. A completed Community Funds Grant Application Form (Attachment E) must be submitted with each Community Funds Grant request. The Community Funds Grant Application Form includes:

- a. a brief project description, legal name and address of the organization, the amount requested, and the name/address of the contact person;
- b. c. a one page executive summary of the project;
a brief description of the organization applying, including its mission, history, programs and/or achievements, or other information which would indicate the capacity to implement the project. Also, the names/addresses of the officers or directors of the organization are provided;
- d. an explanation of the community need and resulting benefit of the project indicating how it will enhance the quality of life in Billerica;
- e. f. a description of how the project would be sustained after the grant period; the organization's fiscal year budget as well as the project budget with narrative justification, including other funding sources and in-kind contributions. In the cases where services are being provided the applicant must provide proof of actual expense to the organization.
- g. Two (2) hard copy sets and an electronic copy of the complete application emailed to selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by **12:00 PM on Tuesday, December 30, 2025**.

The Select Board recommends that all applicants comply with the Attorney General's requirements of a charitable organization such as being a 501c3, 501c19 (Veteran's), AG Account #, or IRS SS-4.

Applicants may be required to give a presentation to a subcommittee, or to the full

Select Board as needed.

The awards may be made in such a way as to allow more than one company to support a project.**Billerica Select Board Policies and Procedures**

5. Projects may receive funds from more than one company, though only one application is required.
6. Recipients shall recognize the contributions(s) of the company (ies) in a suitable way, both at the time the grant is announced and also on an ongoing or long-term basis.
7. The Select Board reserves the right to withhold any or all of the Community Funds Grant in the event there are no projects meeting the criteria this year.
8. As a condition of any award(s), all Recipients agree to provide, no later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
9. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
10. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
11. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.
12. Community Funds Grant applications should include a civilian CORI form filled out by the submitter of the application.

The Community Funds Grant are reflective of the partnerships entered into by the Town of Billerica and the companies that became Certified Projects and will result in meaningful community benefit.

Grant Application Forms are available in the Office of the Select Board. Questions regarding the Community Funds Grant should be directed to the Office of the Select Board, Town Hall, 365 Boston Road, Billerica, MA 01821 or (978) 671-0939.

Two (2) hard copy sets and an electronic copy of the complete application emailed to selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by 12:00 PM on Tuesday, December 30, 2025. The Board expects to announce the awards at its meeting on Monday, February 23, 2026. Awards will be presented at the meeting following the announcement and vote.

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Legal Name of Organization: **Billerica Historical Society**
Legal Address of Organization: **36 Concord Rd**
Billerica, MA 01821

Please Check the Appropriate Box And
Provide One of the Following (If Applicable): [REDACTED]

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org. Tax ID#

Contact Person: **John Bartlett**

Address of Contact Person: [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

GRANT AMOUNT REQUESTED: **\$632.22**

Has this organization previously received a Community Funds Grant?

NO: YES:X

If "Yes", please provide Year(s) and Grant amount(s) awarded:

Year Award	
<u> 2025 </u>	<u> ~\$900 </u>
<u> 2024 </u>	<u> \$900 </u>
<u> 2023 </u>	<u> \$4,600 </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Executive Summary of the Project:

Archival Materials

The Billerica Historical Society has a large amount of artifacts (e.g. photos, documents, books, clothing, furniture, etc.) that have been donated to the Society over the years. Each year, more artifacts are donated. A group of Society volunteers archive and store these artifacts. This group meets on a weekly basis. Information on all of the artifacts is entered in our computer archival software. This allows our members to perform research on various Billerica related topics. All of the artifacts are stored and protected at the Clara Sexton House at 36 Concord Road. We use museum quality archival storage units to store and protect our artifacts. We are requesting funds to purchase much needed additional archival storage units.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedure

2026 Community Fund Grant Application Form

Please Provide a Brief Description of the Organization Applying for this Grant, Including Its Mission, History, Programs, and/or Achievements, or Other Information Which Would Indicate the Organization's Capacity to Implement the Project.

History: The Billerica Historical Society was formed in 1894 and incorporated in 1896. Initially, the Society met in the Bennett Public Library. In 1937, Clara Sexton, a former member of the Board of Directors, bequeathed to the Society her home, the Clara Sexton House. The House was built in 1723 and has had a number of additions and renovations over the years.

Mission: The Billerica Historical Society's bylaws state, "The purpose for which this Society is organized is for the collection and preservation of objects and facts of local and general interest, for the collection of historical relics, the consideration of historical events, the marking of historical locations in the town, and the maintenance of the Society's headquarters, Clara Sexton memorial and educational shrine."

Programs: The Society holds an open house for the public at the Sexton House every month from April through December. Our Annual Meeting every October is open to the public. At that meeting, we review the past year, outline our plans for the coming year, and have a guest speaker. Members of the Society also give history lectures at the Billerica Senior Center. Each week, members meet at the House to archive our historical collections using special archival software. We also have special education programs for Billerica children. We also do special research when requested by the public.

Other information: The Society has successfully managed three Community Preservation grants in the last few years. About 7 years ago we applied and were awarded a grant to restore and repaint the exterior of the Sexton House with historically accurate colors, and to restore all of the House windows, pane by pane. This \$100,000 project was successfully completed in early 2021. We selected the contractors and oversaw the project. We applied and were awarded another Community Preservation grant in early 2022. With this grant we restored the interior of the attached barn at the Clara Sexton House. The barn has been insulated, rewired, and climate controlled. New stairs to the loft and new floors were installed. This \$158,000 project was successfully completed in 2023. In 2023, we applied and in 2024 we were awarded another Community Preservation grant of \$69,000 to restore a bedroom, bathroom, add an outside patio, and install stairs to the barn basement. Most of that work has been completed and we expect the remaining work to be completed in the Spring.

These successful projects indicate our capacity to implement projects.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Name, Address, Contact # of Members of the Organization and Any Official Position Held

NAME ADDRESS CONTACT # POSITION

Example. John Doe 123 Any Street

Billerica, MA 01821

978-555-1234 President or Chair

Billerica Historical Society Officers and Board

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Explanation of the Community Need and Resulting Benefit of the Project Indicating How the Project Will Enhance the Quality of Life in Billerica.

The archival materials will allow the Billerica Historical Society to safely store and preserve many Billerica related historical artifacts. The Society displays many of these artifacts on a rotating basis in the Clara Sexton House. We have several Open Houses during the year during which Billerica residents and others can view these artifacts at no charge. At any given time only a small amount of our artifacts can be displayed. The other artifacts are stored in archival units within the Clara Sexton House. Without quality archival storage units, many of our artifacts would deteriorate over time. These archival storage units will allow future Billerica residents to view our historical artifacts.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Describe How the Project Would be Sustained AFTER the Grant Period. Please Indicate How the Contribution(s) of the Company (IES) Will Be Recognized In a Suitable Way, Both at the Time the Grant is Announced and Also on an On-Going or Long-Term Basis:

The Billerica Historical Society has existed for 130 years and the Clara Sexton House has been our headquarters for 90 years. During this time the Society has been collecting and storing Billerica related artifacts. The requested archival materials will allow current and future Society members to continue to safely preserve our artifacts.

If we are awarded a Community Grant, we will announce that fact in our newsletter which is published quarterly. We will also state which company provided the grant funds.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide the Organization’s Current Fiscal Year Budget. Also provide a Separate Project Budget with Narrative Justification Including Other Project Funding and In-Kind Contributions:

	2026 Budget
Insurance	\$3,000
Utilities	\$6,000
Postage/Office.	\$1,000
Sexton House Maintenance	\$3,000
Misc.	\$2,500
Total.	\$15,500

The Billerica Historical Society budget is funded by BHS memberships, contributions, and fundraising.

Archival Materials Project Budget

We intend to purchase archival materials from various companies. The prices were obtained from their websites. The materials will be used by Billerica Historical Society members who are all unpaid volunteers.

Uline.com

Document Cases - Letter, 12 1/4 x 10 1/4 x 5" S-15529

Enlarge

Protect historical documents, newspapers and family photos from deterioration.

Acid and lignin-free 60 pt. fiberboard.

Reinforced metal edges provide added support for lots of documents.

Buffered with 3% calcium carbonate. pH level of 8.5.

Handy pull-string makes retrieval from shelf easy.

Use with Archival File Folders.

Passed P.A.T.

CTN. PRICE EACH (SOLD IN CARTON QTYS.) IN STOCK

S-15529	Letter 12 1/4 x 10 1/4 x 5"	10	\$13.25	\$132.50
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Uline.com

Document Cases - Legal, 15 1/4 x 10 1/4 x 5"

Protect historical documents, newspapers and family photos from deterioration.

- **Acid and lignin-free** 60 pt. fiberboard.
- Reinforced metal edges provide added support for lots of documents.
- Buffered with 3% calcium carbonate. pH level of 8.5.
- Handy pull-string makes retrieval from shelf easy.
- Use with [Archival File Folders](#).

Passed P.A.T.

S-15530 legal size 15 ¼ x 10 ¼ x 5” \$14.25 10 boxes \$142.50

Gaylord.com Archival® B-flute Specimen Box

Part #: SB52191C

5- \$22.75 USD \$113.75

<https://www.bhphotovideo.com/>

Adox Fotoimpex Glassine Negative Sleeves (4 x 5", 100-Pack)

BH #ADNSP4X5100 · MFR #56370

3- \$7.99 \$23.97

Uline.com sheet protectors

S-24861 200 count \$37.00

Uline.com archival box

S-15180 15 x 12 x10 10 boxes \$18.25/box \$182.50

Billerica Historical Society Requested Funds

\$132.50	Letter Document Cases
\$142.50	Legal Document Cases
\$113.75	B - flute Specimen Box
\$23.97	Adox Fotoimpex Glassine Negative Sleeves
\$37.00	Sheet Protectors
\$182.50	Archival Boxes
<hr/>	
\$632.22	Total

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

This Completed Application Must Be Submitted with Any Grant Request. Failure to Provide and/or Meet All Criteria Information Requested Will Result in the Rejection of the Application from Consideration.

CERTIFICATION:

The undersigned hereby attests to having received a copy of the 2026 Community Funds Grant Criteria and to having the authority to submit this Grant Application on behalf of the applying Organization and, if successful, to receive any awards, on behalf of the applying Organization. Additionally, the undersigned understands and agrees that any and all awards are final. The undersigned hereby understands and agrees:

1. No later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
2. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
3. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
4. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.

Signed:

Please Print Name: **John Bartlett**

Title (if applicable): **Vice-President - Billerica Historical Society**

Date: **December 29, 2025**

*NOTE: Two (2) hard copy sets and an electronic copy of the complete application emailed selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by **12:00 PM on Tuesday, December 30, 2025.***

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

COMMUNITY FUNDS GRANT COMPLETION CERTIFICATION:

Please fill out the following information and attach documentation of expenditures (invoices marked paid, receipts, credit card statements, written proof of who the money went to and what part of the application it served, etc.) to show compliance with the Community Funds Grant criteria listed in Section 29 of the Select Board Policies and Procedures.

Amount Awarded: Grant Year

Legal Name of Organization:

Non Profit #: Please List # and

Check Appropriate Box Below

(If Applicable):

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org. Tax ID#

Legal Address of Organization:

Responsible Person:

Address of Contact Person:

Phone #:

Email:

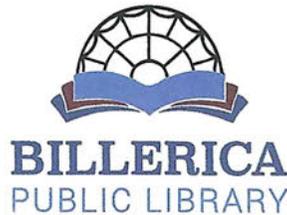
Funds Returned? Yes No - If Yes, Amount Returned - \$

Under penalty of perjury, I declare that the information furnished in this certification, including all attachments, are true and correct to the best of my knowledge.

Signature:

Title:

Date:



December 29, 2025

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

Dear Members of the Board,

The Billerica Public Library, 15 Concord Road, Billerica, MA 01821, is pleased to submit its proposal for grant funding from the Community Fund.

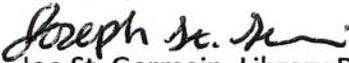
In 2025, the Youth Services and Adult Services departments offered inventive, interactive, and educational programs and activities around the cohesive theme of "Level Up at Your Library." The Library offered numerous programs for adults and children. These programs and activities were incorporated into our summer reading challenge for patrons of all ages to support literacy and foster a lifelong love of reading.

Building on last year's success, we request \$3,000 to help us encourage community members of all ages to participate in our summer reading challenges and enjoy a wide variety of programming. The funds would be divided evenly between departments (Youth Services and Adult Services) to provide programs and activities around the overarching theme of "Plant a Seed- READ." Programs and activities will be designed to showcase the critical role of libraries as community spaces that "nourish" the mind through reading, play, learning, socialization, and discovery. Through crafts, game nights, literacy events, STEAM programs, and more, we will offer children and adults a chance to explore all the Library has to offer.

I will oversee the project with Sharon Lomison, Assistant Library Director and Supervisor of Reference & Adult Services, and Lisa Gadbois, Supervisor of Youth Services.

Thank you for considering supporting our literacy and community-building efforts. Please do not hesitate to contact me if I can provide further information or clarification. I can be reached at the library at 978-671-0949 ext. 4101. We welcome any input you may have for improving our proposal.

Sincerely,


Joe St. Germain, Library Director

2026 Community Funds Grant Application Form

Legal Name of the Organization: Billerica Public Library

Legal Address of the Organization: 15 Concord Rd.

Billerica, MA 01821

Please Check the Appropriate Box And

Provide on of the Following (If Applicable): Not applicable. We are a town department.

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org. Tax ID#

Contact Person: Joe St. Germain

Address of Contact Person: 15 Concord Rd.

Billerica, MA 01821

Contact Person Telephone: 978-671-0949 ext. 4101

Contact Person email address: jstgermain@billericalibrary.org

GRANT AMOUNT REQUESTED: \$3,000.00

Has this organization previously receive a Community Fund Grant?

NO:

YES: X

If "Yes" , please provide Year (s) and Grant amount (s) awarded:

Listed below are the years and award amounts I could gather. This may not be a complete list.

Year	Award	Year	Award
<u>2025</u>	<u>\$2,333</u>	<u>2008</u>	<u>\$2,000</u>
<u>2024</u>	<u>\$2,750</u>	<u>2007</u>	<u>\$2,000</u>
<u>2023</u>	<u>\$3,000</u>	<u>2006</u>	<u>\$1,800</u>
<u>2022</u>	<u>\$3,000</u>	<u>2005</u>	<u>\$1,500</u>
<u>2021</u>	<u>\$1,000</u>	<u>2004</u>	<u>\$1,500</u>
<u>2019</u>	<u>\$5,000</u>	<u>2003</u>	<u>\$1,500</u>
<u>2018</u>	<u>\$4,000</u>	<u>2002</u>	<u>\$1,200</u>
<u>2017</u>	<u>\$4,000</u>		
<u>2016</u>	<u>\$2,350</u>		
<u>2015</u>	<u>\$2,200</u>		
<u>2014</u>	<u>\$2,200</u>		
<u>2013</u>	<u>\$2,200</u>		
<u>2012</u>	<u>\$2,000</u>		
<u>2010</u>	<u>\$2,000</u>		
<u>2009</u>	<u>\$2,000</u>		

2026 Community Funds Grant Application Form

Please Provide an Executive Summary of the Project:

EXECUTIVE SUMMARY

Like last year, we are applying for a grant to combine programs and bring together Youth and Adult services under a cohesive theme. "Plant a Seed- READ" will be the topic of the 2026 summer program and will include reading incentives and specialized and intergenerational programming for all age groups.

The Summer Reading Program in 2025 was very successful, with 835 participants represented throughout the Library and over 911,000 recorded reading minutes! These numbers show consistently strong participation when compared to prior years.

The 2025 Community Fund Grant funded six popular programs for children and adults, and partially funded another, including educational, magic, exercise, and music programs.

We are energized and inspired to continue encouraging participation in our summer reading challenges through creative, innovative programming and activities that bring the community together and foster a love of reading. Therefore, we are requesting a grant of \$3,000 for our summer 2025 "Plant a Seed- READ" challenge.

The purpose of our grant request is to fund mainly the "special performers" component of our summer reading program. People attending these unique activities view the Library as a thriving and vital community center. The programs educate, entertain, and enlighten adults, children, teens, and families. But more importantly, these programs also foster a strong sense of community.

Finally, our programs are based in literature and provide a reading component. One of the critical roles of public libraries is to encourage literacy and the love of reading. Reading is the basis for all other learning, and exposing patrons to books and reading materials directly correlates with success in life. When adults, children, and families attend these reading programs, it helps instill important reading habits and provides a haven and community for readers.

2026 Community Funds Grant Application Form

Please Provide a Brief Description of the Organization Applying for this Grant, Including Its Mission, History, Programs, and/or Achievements, or Other Information Which Would Indicate the Organization's Capacity to Implement the Project.

BILLERICA PUBLIC LIBRARY

The Billerica Public Library is a vital and well-utilized resource in the community. In FY25, the Library was visited 117,338 times, circulated over 300,000 items, and provided over 12,000 computer sessions. Additionally, the Library conducted nearly 700 live programs for children, teens, and adults, with 17,803 participants.

The Billerica Public Library's vision reads: "The Billerica Public Library will be a vital and welcoming community resource for borrowing, technology, information, instruction, engagement, and activities, where the community wants to gather, learn, work, and play."

In fulfilling its vision, the Library has taken advantage of many grant opportunities and established a track record of successfully implementing State, Federal, and local grant programs. The Library has successfully administered \$2.5 million in grants.

The Library strives to keep current in this new era of library service. It is incumbent on the Library Trustees and the Administration to ensure that our collections, programs and services continue to respond to the ever-changing world of information and technology. To do this properly, we recognize the need to seek funding from sources outside the municipal appropriation. To that end, we are seeking assistance from the Community Fund.

2026 Community Funds Grant Application Form

Name, Address, Contact # of Members of the Organization and Any Official Position Held

NAME	ADDRESS	CONTACT #	POSITION
Joe St. Germain	Billerica Public Library 15 Concord Rd. Billerica, MA 01821	978-671-0949 ext. 4101	Library Director
Maggie Deslaurier	Same	Same	Chair, Library Board of Trustees
Michelle Ovalle	Same	Same	Vice Chair, Library Board of Trustees
Jo Anne Frazier	Same	Same	Secretary, Library Board of Trustees
Alyssa Bartlett	Same	Same	Member, Library Board of Trustees
Thomas Considine	Same	Same	Member, Library Board of Trustees
Robert Correnti	Same	Same	Member, Library Board of Trustees
Elizabeth Gottmann- Hanrahan	Same	Same	Member, Library Board of Trustees
Katrina Kruse	Same	Same	Member, Library Board of Trustees
Ellen Rawlings	Same	Same	Member, Library Board of Trustees

The Billerica Public Library is governed by a nine-member Board of Trustees who are responsible for overall policy setting for the Library. The Library Director, Joe St. Germain, is responsible for the daily administration of the Library and its staff.

2026 Community Funds Grant Application Form

Please Provide an Explanation of the Community Need and Resulting Benefit of the Project Indicating How the Project Will Enhance the Quality of Life in Billerica.

The Billerica Public Library's programs educate and enlighten individuals while bringing the community together. Repeated research studies have shown the importance of summer reading for children and teens. Youth who read during the summer do not experience a significant loss of reading skills as opposed to those who do not read during this period. Our summer program is designed with this research in mind; the events we hold, both virtually and in-person, all encourage and foster the love of reading.

Over the past few years, the Library has recognized that adult Billerica residents are also interested in reading-themed events and groups. Summer reading programs help adults model reading habits for youth who may be struggling with their summer reading and meet the adults' own needs for a haven and community of readers.

This year, by connecting the youth and adult programs again, we will expand the benefits of summer reading to all citizens and bring readers together. Our unique, inclusive programs will bolster our overall literacy effort, continue to provide meaningful partnerships and help foster lifelong learning that will carry our Billerica community into a productive and successful future.

Did you know?

In FY25, the Library building was open **3,241** hours, the Library had **117,338** visits, and patrons took advantage of all the Library has to offer:

- ✓ **300,124** items circulated
- ✓ **14,150** registered borrowers
- ✓ **53,459** database uses were recorded
- ✓ **73,680** wireless sessions were provided
- ✓ **17,803** patrons attended **696** in-person library programs
- ✓ **12,012** computer sessions were held

2026 Community Funds Grant Application Form

Please Describe How the Project Would be Sustained AFTER the Grant Period. Please Indicate How the Contribution(s) of the Company (IES) Will Be Recognized In a Suitable Way, Both at the Time the Grant is Announced and Also on an On-Going or Long-Term Basis:

The Billerica Public Library has a tradition of offering quality educational and entertaining programs to the public, and this grant funding will help continue those programs. Building on the success of this past year, we are confident we can host another successful summer reading program in 2026.

Our 2026 summer reading theme, "Plant a Seed- READ," will highlight opportunities for children and adults alike to "nourish" their minds and feast on ideas by engaging in reading, play, learning, and socializing through library resources and programming. With crafts, game nights, literacy events, STEAM programs, and more, we will offer children and adults a chance to experience the Library as a community table where we can all indulge and savor ideas! Experience has shown that a successful summer reading program encourages strong participation in our fall, winter, and spring programs, thereby sustaining the summer program's momentum all year long.

We invite you to participate in this very special 2026 summer reading program. Of course, all advertising for these educational programs, enjoyable activities, and special events will clearly show the grant sponsor(s), and recognition will be highlighted at each event. All materials for the summer reading program will also include the funding source. Additionally, we will acknowledge our benefactors throughout the program with social media postings and shout-outs in articles and newsletters.

2026 Community Funds Grant Application Form

Please Provide the Organization's Current Fiscal Year Budget. Also provide a Separate Project Budget with Narrative Justification Including Other Project Funding and In-Kind Contributions:

PROPOSED PROJECT BUDGET

Performer, Supply, and Programming Fees

- Youth Services \$1,500 (Community Fund)
- Adult Services \$1,500 (Community Fund)

Publicity and Advertising (paper, printing, etc.)

- Supplies (paper, printing, etc.) \$1,000 (Library Budget)
- Staff Time (2 staff X 10 hours X \$39/hr) \$780 (Library Budget)

Staff time of administration

- Events (16 hours X 7 staff X \$39/hr) \$4,368 (Library Budget)
- Planning (10 hours X 7 staff X \$39/hr) \$2,730 (Library Budget)

TOTAL: \$11,878

Grant Request: \$3,000

2026 Community Funds Grant Application Form

This Completed Application Must Be Submitted with Any Grant Request. Failure to Provide and/or Meet All Criteria Information Requested Will Result in the Rejection of the Application from Consideration.

CERTIFICATION:

The undersigned hereby attests to having received a copy of the 2024-25 Community Funds Grant Criteria and to having the authority to submit this Grant Application on behalf of the applying Organization and, if successful, to receive any awards, on behalf of the applying Organization. Additionally, the undersigned understands and agrees that any and all awards are final. The undersigned hereby understands and agrees:

1. No later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
2. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
3. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
4. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.

Signed: Joseph St. Germain

Please Print Name: Joseph St. Germain

Title (if applicable): Library Director

Date: 12/29/25

NOTE: Two (2) hard copy sets and an electronic copy of the complete application emailed selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by 12:00 PM on Tuesday, December 30, 2025.



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

COMMUNITY FUNDS GRANT COMPLETION CERTIFICATION:

Please fill out the following information and attach documentation of expenditures (invoices marked paid, receipts, credit card statements, written proof of who the money went to and what part of the application it served, etc.) to show compliance with the Community Funds Grant criteria listed in Section 29 of the Select Board Policies and Procedures.

Amount Awarded:	\$2,333.00	Grant Year:	2025
Legal Name of Organization:	Billerica Public Library		
Non Profit #: Please List # and Check Appropriate Box Below (If Applicable):			
<input type="checkbox"/> 501c3 #, <input type="checkbox"/> 501c19 (Veteran's), <input type="checkbox"/> AG Account #, <input type="checkbox"/> IRS SS-4 for a Nonprofit Org. Tax ID#			
Legal Address of Organization:	15 Concord Rd. Billerica, MA 01821		
Responsible Person:	Joseph St. Germain		
Address of Contact Person:	15 Concord Rd. Billerica, MA 01821		
Phone #:	978-671-0949 ext. 4101		
Email:	jstgermain@billericalibrary.org		
Funds Returned?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - If Yes, Amount Returned - \$		
Under penalty of perjury, I declare that the information furnished in this certification, including all attachments, are true and correct to the best of my knowledge.			
Signature:			
Title:	Library Director		
Date:	10/16/25		

2026 Community Funds Grant Application Form

Legal Name of Organization: Boys & Girls Club of Greater Billerica

Legal Address of Organization: 19 Campbell Road
Billerica, MA 01821

Please Check the Appropriate Box &
Provide One of the Following (If Applicable):

501c3 # 

Contact Person: Meg Gambale

Address of Contact Person: 19 Campbell Road
Billerica, MA 01821

Contact Person Telephone: (978) 667-2193

Contact Person Email Address: MGambale@BillericaBGC.com

Grant Amount Requested: \$5,000

Has this organization previously received a Community Fund Grant?

NO YES

If "Yes", please provide Year(s) and Grant amount(s) awarded:

Year	Award
2025	\$ 4,583
2024	\$ 2,800
2023	\$ 5,000
2022	\$ 5,000
2021	\$ 5,000
2020	\$ 12,500
2019	\$ 10,000
2018	\$ 10,000
2017	\$ 25,000
2016	\$ 10,000
2015	\$ 10,000
2013	\$ 7,600
2012	\$ 10,000
2010	\$ 2,000
2009	\$ 4,000
2008	\$ 15,000
2007	\$ 4,600

2026 Community Funds Grant Application Form

Please Provide an Executive Summary of the Project:

In response to a growing need in our community and our commitment to supporting the health & well-being of our youth & teen members, the Club established an evening meal program that provides a wholesome dinner each school-night to our Drop-In members at no additional cost to youth or families.

Our Drop-In afterschool program runs throughout the school year from 2PM until 7PM and is free to any youth or teen in the Greater Billerica community with an active Club membership (\$45/year for youth, \$25/year for teens).

Working with Billerica Public Schools, we purchase meals from their Nutrition Services Department, and our staff serve them out each afternoon. Through the USDA Child and Adult Care Food Program (CACFP) program, we receive a partial reimbursement for each meal served.

As the cost of meals has increased, the Club's financial burden in providing this program has grown. However, acknowledging the benefits of not only providing nutritious meals, but also encouraging continued participation in structured after school activities, we are committed to continuing the program. We are currently working to establish new partnerships with Corporate & Community partners to sustain this important work.

2026 Community Funds Grant Application Form

Please Provide a Brief Description of the Organization Applying for this Grant, Including Its Mission, History, Programs, and/or Achievements, or Other Information Which Would Indicate the Organization's Capacity to Implement the Project.

Established in 1971, the Boys & Girls Club of Greater Billerica has been serving the community for more than 50 years. In this time, our impact has grown tremendously. Operations have grown to include our Drop-In program, a full aquatics program, licensed childcare on-site at all five elementary schools in town and a full-day summer camp program. At the Club we understand that the future doesn't build itself, kids do. And, we are proud to help empower the future leaders of our community.

Our afterschool programming focuses on supporting all core areas necessary for a well-rounded out-of-school experience including: Health & Wellness, Character & Leadership, the Arts & Education, and Workforce Readiness. Beginning at an early age the Club fosters sportsmanship, cooperative skills, healthy habits & a love a learning. As members age, we work to provide them with the experiential learning and skills to make informed decisions about their futures and we are committed to helping all our members to pave the way to their own GREAT FUTURE.

Our Drop-in program runs Monday-Friday from 2:00 pm-7:00 pm during the school year. It is free to any youth ages 10-18 with a valid Boys & Girl Club of Greater Billerica membership. In 2008, we opened our doors to a new facility that has enabled us to serve a great deal more children and provide more parents in our community with safe, reliable childcare and enrichment opportunities for youth. With the support of our corporate & community partners, the Club underwent another multi-part renovation in 2022 aimed at serving more youth in our Drop-In program—especially teens—through programs that are relevant to today's world and engaging to an older, teen focused audience. This project expanded and enhanced our Campbell Road Clubhouse to include a dedicated Teen Lounge, a renovated Maker Space workshop with nearly three-times the program space and loads of new equipment, and a brand-new music studio that allows members to experiment with state-of-the-art equipment while stretching their creative muscles.

As an organization, we are constantly reexamining the programs we offer and the work we do in order to best meet the needs of those we serve. Upon reopening our programs after the pandemic, our Club identified food insecurity and access to healthy out-of-school time meals as a hardship facing many of our youth. Thus, we began working to establish an evening meals program providing free, wholesome dinners to Club members five nights a week during the school year. Thanks to our partnership with the Billerica Public Schools nutrition team, and our agreement with the USDA Child and Adult Care Food Program (CACFP) program, we launched this program in early 2023 and serve an average of 7,200 meals each school year.

2026 Community Funds Grant Application Form

Name, Address, Contact # of Members of the Organization and Any Official Position Held

<p style="text-align: center;">GREAT FUTURES START HERE.</p>  <p style="text-align: center;">BOYS & GIRLS CLUB OF GREATER BILLERICA</p>			
2025-2026 Board of Directors			
Name	Address	Phone	Position
James Dangora, Jr.			Board President
James O'Connell			Vice President
Frederick Ciampa			Treasurer
Joe Smith			Clerk
Jim Alibrandi			Member
Nanci Carroll			Member
Jeana DeBenedetto			Member
Philip Doiron			Member
Paul Dunton			Member

2026 Community Funds Grant Application Form

Allison Elliott		Board President
David Farmer		Member
Barbara Flaherty		Member
Roy Frost		Member
Brian Goguen		Member
Julie Green		Member
Grant Guan		Member
Chris Nesman		Member
Jerry O'Connor		Member
Zach Trearchis		Member

2026 Community Funds Grant Application Form

Please Provide an Explanation of the Community Need and Resulting Benefit of the Project Indicating How the Project Will Enhance the Quality of Life in Billerica.

According to the Greater Boston Food Bank's 2025 Food Access Report, food insecurity is affecting more than 1 in 3 Massachusetts households. Over the past five years, food insecurity rates in the state have gradually increased, rising from 19% in 2019 to 37% in 2024.¹ Right here in Billerica, our local community pantry is supporting more than 400 families a month. First & foremost, this meal program seeks to ensure that our youth & teens have a safe, dependable place to receive a wholesome dinner each evening, supporting youth & families who may otherwise struggle. With the rising cost of food, interruptions in other support programs, and general financial hardships, this need has continued to rise. By providing this service to all members, we also strive to diminish the social & emotional stress on our young people associated with having to identify as "high-need" or "at-risk" among peers.

This meals program, however, is only part of the Club's larger commitment to fostering our members healthy habits.

Studies show that healthy, active children learn better, perform better academically and experience fewer behavioral problems. As an organization we work to emphasize good nutrition, regular physical activity and improving overall well-being for our members. Nationally, research shows that physical activity and healthy eating typically decline as children transition into adolescence.² Here at the Boys & Girls Club of Greater Billerica, staff work to foster not only physical activity among our members, but also to help strengthen our members' intrinsic motivation levels and personal commitment to healthy living. From competitive travel sports teams & in-house intramural programs, to free gym time & "leisure league", we aim to provide a welcoming space for youth of all athletic abilities to feel comfortable getting up and moving in a variety of ways.

Our evening meals program not only provides access to nutritious dinners, but it also encourages members to stay later into the afternoon & evening hours to participate in a variety of Club programs that keep them active, provide opportunities to interact with peers in a supervised environment, avoid idle screen time and social media, and explore a wide range of activities including art, music, academic enrichments, and more!

¹ https://www.gbfb.org/wp-content/uploads/2025/06/GBFB_Food-Access-Report_2025_final.pdf

² https://afterschoolalliance.org/documents/issue_physical-activity-healthy-eating-81.pdf;

Child and Adolescent Health Measurement Initiative. (n.d.). 2022-2023 National Survey of Children's Health (NSCH) data query. <https://www.childhealthdata.org/browse/survey/results?q=10974&r=1&g=1151>

2026 Community Funds Grant Application Form

Please Describe How the Project Would be Sustained AFTER the Grant Period. Please Indicate How the Contribution(s) of the Company (IES) Will Be Recognized In a Suitable Way, Both at the Time the Grant is Announced and Also on an On-Going or Long-Term Basis:

Sustainability:

The Club's Corporate & Community Partners program is instrumental in providing programmatic support. Moving forward, it is our intention to adjust existing & establish new partnerships that will help to sustain this important program.

Recognition:

If awarded a community fund grant, we will gladly and proudly recognize our supporting companies, as well as the Town of Billerica for its support. Our primary means of recognition is through individualized social media announcements which recognize the company and the gift, while demonstrating our genuine gratitude. With more than 3,600 followers on Facebook, comprised mostly of Billerica parents and residents, our social media announcements and posts reach a large audience.

In addition to these announcements, corporate partners who make a gift of more than \$2,500 annually to the Boys & Girls Club are recognized as a "Corporate & Community Partner" on the Club website and social media, and are listed in the Club's annual report published at the end of each fiscal year.

2026 Community Funds Grant Application Form

Please Provide the Organization's Current Fiscal Year Budget.

Please see attached.

Also provide a Separate Project Budget with Narrative Justification Including Other Project Funding and In-Kind Contributions:

On average, we budget to provide 40 meals to youth & teens nightly. This equates to 7,200 meals during a full school year, at a cost of \$32,400. Reimbursement rates vary depending on the number of free, reduced, or paid (based on BPS/State meals programs) members who participate each day.* On average, the Club receives \$1.59 for each meal served.

Cost to Purchase Meals from BPS: (\$4.50 per meal)	\$ 32,400.00
CACFP Reimbursement: (\$1.59 per meal)	- \$ 11,448.00
Staffing Expense (Preparation, Serving & CACFP Administration)	\$6,480.00
<i>Cost:</i>	\$ 27,432.00

As seen in the chart, the cost of operating this program for a full school year is \$27,432.

Billerica Public Schools provides in-kind support to this program including administrative assistance & transporting the meals to the Club each day.

While we have not established any direct partnerships for the meals program, some of our Corporate Partners, including O'Connor Hardware, James O'Connell Insurance & National Grid, have signed on as supporters of the Club's Drop-In program at-large, which includes the meals program.

**Members are NOT asked to disclose this information when dining. It is classified by staff upon submission to CACFP, based on information provided by BPS*

2026 Community Funds Grant Application Form

CERTIFICATION:

The undersigned hereby attests to having received a copy of the 2026 Community Funds Grant Criteria and to having the authority to submit this Grant Application on behalf of the applying Organization and, if successful, to receive any awards, on behalf of the applying Organization. Additionally, the undersigned understands and agrees that any and all awards are final. The undersigned hereby understands and agrees:

1. No later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
2. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
3. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
4. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.

Signed: 

Please Print Name: Meg Gambale

Title (if applicable): CEO

Date: 12/17/2025

NOTE: Two (2) hard copy sets and an electronic copy of the complete application emailed selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by 12:00 PM on Tuesday, December 30, 2025

Billerica Select Board Policies and Procedures

29.0 Community Funds

The Town of Billerica has entered into agreements with certain local companies to provide economic development incentives in exchange for substantial community investment. Under the terms of the agreements, these companies became Certified Projects, each ratified by Town Meeting. The companies are contributing to a Community Funds Grant, and as mutually agreed to, will be used for worthwhile community projects which will enhance the quality of life in the Town.

The Fund will be administered as a grant, with project applications reviewed by a subcommittee of the Select Board and a representative of each company. In the spirit of maintaining a strong town/business relationship, the Select Board will make every effort to fund the projects recommended by the companies funding these grants. At a minimum the Select Board will NOT change the chosen projects without informing the companies. Each year priority will be given to projects which have not previously received funds. The full Select Board will then vote on the awards. Failure to submit a completed Community Funds Grant Application Form and provide and/or meet **all** the criteria requested will result in the rejection of the application from consideration.

29.1 Criteria

1. A completed Community Funds Grant Application Form (Attachment E) must be submitted with each Community Funds Grant request. The Community Funds Grant Application Form includes:
 - a. a brief project description, legal name and address of the organization, the amount requested, and the name/address of the contact person.
 - b. a one-page executive summary of the project.
 - c. a brief description of the organization applying, including its mission, history, programs and/or achievements, or other information which would indicate the capacity to implement the project. Also, the names/addresses of the officers or directors of the organization are provided.
 - d. an explanation of the community needs and resulting benefit of the project indicating how it will enhance the quality of life in Billerica.
 - e. a description of how the project would be sustained after the grant period.
 - f. the organization's fiscal year budget as well as the project budget with narrative justification, including other funding sources and in-kind contributions. In the cases where services are being provided the applicant must provide proof of actual expenses to the organization.
 - g. Two (2) hard copy sets and an electronic copy of the complete application emailed to selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by **12:00 PM on Tuesday, December 30, 2025**.
2. The Select Board recommends that all applicants comply with the Attorney General's requirements of a charitable organization such as being a 501c3, 501c19 (Veteran's), AG Account #, or IRS SS-4.
3. Applicants may be required to give a presentation to a subcommittee, or to the full Select Board as needed.
4. The awards may be made in such a way as to allow more than one company to support a project.

Billerica Select Board Policies and Procedures

5. Projects may receive funds from more than one company, though only one application is required.
6. Recipients shall recognize the contributions(s) of the company (ies) in a suitable way, both at the time the grant is announced and on an ongoing or long-term basis.
7. The Select Board reserves the right to withhold any or all of the Community Funds Grant in the event there are no projects meeting the criteria this year.
8. As a condition of any award(s), all Recipients agree to provide, no later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all funds expenditure in accordance with the grant award(s).
9. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
10. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
11. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.
12. Community Funds Grant applications should include a civilian CORI form filled out by the submitter of the application.

The Community Funds Grant are reflective of the partnerships entered into by the Town of Billerica and the companies that became Certified Projects and will result in meaningful community benefit.

Grant Application Forms are available in the Office of the Select Board. Questions regarding the Community Funds Grant should be directed to the Office of the Select Board, Town Hall, 365 Boston Road, Billerica, MA 01821 or (978) 671-0939.

Two (2) hard copy sets and an electronic copy of the complete application emailed to selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by 12:00 PM on Tuesday, December 30, 2025. The Board expects to announce the awards at its meeting on Monday, February 23, 2026. Awards will be presented at the meeting following the announcement and vote.

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Legal Name of Organization: Shawsheen Tech Parent Advisory Council

Legal Address of Organization: 100 Cook St., Billerica, MA

Please Check the Appropriate Box And Provide One of the Following (If Applicable): _____

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org. Tax ID#

Contact Person: Marianna V Callahan

Address of Contact Person: 

Contact Person Telephone: 

Contact Person email address: 

GRANT AMOUNT REQUESTED: \$4,000.00

Has this organization previously received a Community Funds Grant?

NO: YES:

If "Yes", please provide Year(s) and Grant amount(s) awarded:

Year	Award
<u>2025</u>	<u>\$3767</u>
<u>2022</u>	<u>\$2000</u>
<u>2019</u>	<u>\$4000</u>
<u>2018</u>	<u>\$4000</u>
<u>2017</u>	<u>\$2250</u>

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

Year	Award
2016	\$3000
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Executive Summary of the Project:

In response to the prevalence of unsafe behaviors historically associated with graduation celebrations, the Shawsheen Tech Parent Advisory Council (PAC) established the annual All-Night Graduation (ANG) Party. This initiative is designed to provide a secure, supervised, and substance-free environment for graduating seniors to commemorate their achievements with their classmates. Many of our PAC members will take time to volunteer to provide this fun and safe place for our graduates to celebrate this life milestone.

The 2026 ANG Party is scheduled to take place at school on the evening of commencement exercises on June 11, 2026. The event will begin at 10:00 PM and conclude at 5:00 AM the following morning. To ensure the safety of all participants, students must arrive by 11:00 PM; parents will be notified if a graduate who has registered to attend does not arrive by this time. Graduates are required to remain at the event until 5:00 AM unless parental authorization for early departure is provided. Re-entry is not permitted, and only Shawsheen Tech graduates are eligible to attend.

As you can imagine, the graduating seniors have many options of where they want to celebrate the night of graduation. The ANG event planners work very hard to hire entertainment that will be appealing to the students and encourage them to attend. The party features a diverse array of entertainment and activities, including inflatable obstacle courses, various artists such as caricatures, Henna, Airbrush tattoos, tarot card reader, games, music, gaming trucks and an RC Racetrack. We offer different food themes on the hour, capped off with an Ice Cream Sundae bar at 2:30am. Each graduate receives a Senior gift made by one of our shops at Tech and an alumni T-shirt. The event is staffed by teachers, parents, community members, alumni, and Billerica Police Officers, all of whom contribute to maintaining a safe and enjoyable atmosphere. They are all key to ensure this event is a success.

Planning for the ANG Party is an extensive process that begins at least 6 months in advance and necessitates substantial financial and volunteer support. It also relies heavily on the belief that our communities will be as supportive as they were in years prior. We often must engage vendors 4-6 months in advance, making a financial commitment ahead of securing all the required fundraising. The PAC organizes fundraising activities throughout the academic year to support our All-Night Grad party. The event is funded entirely through fundraising, donations from community members and local businesses, which cover expenses related to supplies, food, and entertainment.

The continued success of the ANG Party relies on both financial contributions and volunteer engagement. Rising operational costs and the increasing need to support additional non-budgetary requests from teaching staff place further demands on the PAC's resources. The funding requested will enable the PAC to sustain this important tradition while continuing to provide support to the broader school community.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide a Brief Description of the Organization Applying for this Grant, Including Its Mission, History, Programs, and/or Achievements, or Other Information Which Would Indicate the Organization's Capacity to Implement the Project.

Mission:

The Shawsheen Valley Technical High School Parents' Advisory Council (PAC) is a non-profit group of parent volunteers dedicated to a strong community of families working to enhance the educational experience of all members of the Shawsheen Tech community. All activities sponsored by the PAC are designed to help develop a strong community of families who are actively seeking ways of helping our staff and students.

History:

The PAC has been in existence for many years, created to help support the staff and students with programs, scholarships and host the All-Night Graduation Party (ANG) throughout its history in support of its and the school's mission.

Programs Achievements:

The focus of the PAC is to fundraise throughout the year to provide funding and host the following events:

- **Staff Appreciation Events:** Currently, the PAC hosts two staff appreciation events throughout the year. Both events include hosting breakfast/brunch for the staff during half a day in appreciation of their hard work throughout the year. The PAC attempts to have as much of the supplies and food donated as possible and purchase the rest.
- **Staff Requests:** The PAC provides a Staff Need Request application for any needs that have not been met by the budget. Because teacher budget requests must be provided nearly a year prior to the following school year (i.e., requests that had to be made last month for the 26-27 school year) we offer approximately \$1000 -amounts based on our budget - for needs that may come up that weren't already accounted for. These requests are applied for on a rolling basis.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

- Shop Awards: each shop nominates one individual senior to receive this \$150 Scholarship award for a total of \$3000 for all 20 shops.
- All Night Grad Party: this is explained as our main project (see Attachment A). This year we will possibly be hosting a class of up to 225 students.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Name, Address, Contact # of Members of the Organization and Any Official Position Held

NAME	ADDRESS	CONTACT #	POSITION
Example, John Doe	123 Any Street Billerica, MA 01821	978-555-1234	President or Chair
Marianna V Callahan			Co-President
Mary Grace Ferrari			Faculty Advisor
Michele MacPherson			Treasurer
Maureen Castiglione			Secretary
Laura DeLuca			Co-President

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Explanation of the Community Need and Resulting Benefit of the Project Indicating How the Project Will Enhance the Quality of Life in Billerica.

The National Highway Traffic Safety Administration reports that roughly one-third of all alcohol-related teenage fatalities occur during prom and graduation season, often due to risky behaviors such as drinking and driving. To address these risks, the All-Night Graduation (ANG) Party provides a safe, supervised, and substance-free celebration for graduates, benefiting both students and the broader community.

Attendance at the ANG Party is voluntary, so the event is designed to be highly appealing. Once students arrive, they remain on-site until morning, with early departures permitted only with parental or guardian approval. The event is supervised by parents, staff volunteers, and law enforcement, to ensure safety and compliance with event guidelines.

Financial support enables the Parent Advisory Council (PAC) to enhance the ANG Party, sustaining this important tradition and helping to prevent avoidable tragedies within the community.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Describe How the Project Would be Sustained AFTER the Grant Period. Please Indicate How the Contribution(s) of the Company (IES) Will Be Recognized In a Suitable Way, Both at the Time the Grant is Announced and on an On-Going or Long-Term Basis:

The Parent Advisory Council (PAC) funds its initiatives, including the All-Night Graduation (ANG) Party and staff support, through year-round fundraising activities such as online campaigns, restaurant events, and a spring Music Bingo Night. Additional funds are raised via a textile recycling program. The PAC's success depends on the continued generosity of local businesses and parents, who contribute both financially and as volunteers. All donors and volunteers are publicly acknowledged through social media, campus signage, event materials, and communications to graduating seniors.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide the Organization's Current Fiscal Year Budget. Also provide a Separate Project Budget with Narrative Justification Including Other Project Funding and In-Kind Contributions:

See PAC Budget on separate page
See ANG Budget on separate page

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

This Completed Application Must Be Submitted with Any Grant Request. Failure to Provide and/or Meet All Criteria Information Requested Will Result in the Rejection of the Application from Consideration.

CERTIFICATION:

The undersigned hereby attests to having received a copy of the 2026 Community Funds Grant Criteria and to having the authority to submit this Grant Application on behalf of the applying Organization and, if successful, to receive any awards, on behalf of the applying Organization. Additionally, the undersigned understands and agrees that any and all awards are final. The undersigned hereby understands and agrees:

1. No later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all funds expenditures in accordance with the grant award(s).
2. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
3. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
4. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.

Signed: Marianna V. Callahan

Please Print Name: Marianna V. Callahan

Title (if applicable): President 2025-2026

Date: 12-10-25

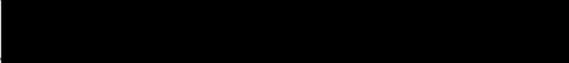
NOTE: Two (2) hard copy sets and an electronic copy of the complete application emailed selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by **12:00 PM on Tuesday, December 30, 2025.**

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

COMMUNITY FUNDS GRANT COMPLETION CERTIFICATION:

Please fill out the following information and attach documentation of expenditures (invoices marked paid, receipts, credit card statements, written proof of who the money went to and what part of the application it served, etc.) to show compliance with the Community Funds Grant criteria listed in Section 29 of the Select Board Policies and Procedures.

Amount Awarded:		Grant Year	2026
Legal Name of Organization:	Shawsheen Valley Tech Parent Advisory Council		
Non Profit #: Please List # and Check Appropriate Box Below (If Applicable):			
<input type="checkbox"/> 501c3 #, <input type="checkbox"/> 501c19 (Veteran's), <input type="checkbox"/> AG Account #, <input type="checkbox"/> IRS SS-4 for a Nonprofit Org. Tax ID#			
Legal Address of Organization:	100 Cook Street, Billerica, MA 01821		
Responsible Person:	Marianna V. Callahan		
Address of Contact Person:			
Phone #:			
Email:			
Funds Returned?	<input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes, Amount Returned - \$		
Under penalty of perjury, I declare that the information furnished in this certification, including all attachments, are true and correct to the best of my knowledge.			
Signature:			
Title:	Co-President		
Date:	12-10-25		



PAC

Shawsheen Tech Parent Advisory Council

100 Cook Street
Billerica, MA 01821

2025-2026 Shawsheen Valley Technical HS PAC Budget

	<u>Current Year</u> <u>Budget</u>
Income	
Music Bingo	9,000.00
Business Donations	3,500.00
No Sale Fundraiser	1,000.00
Community Grants	3,000.00
Parent Donations	2,000.00
Sr Yard Signs	1,750.00
Baystate Textiles	500.00
Restaurant Nights	500.00
	<hr/> 21,250.00 <hr/>
Expenses	
All Night Grad	(18,750.00)
RAM Awards	(3,000.00)
Teacher Needs requests	(1,000.00)
PAC End of Year Thank you's	(100.00)
Music Bingo - supplies, prizes, etc	(500.00)
Fan Bus to transport students to HS Superbowl	(275.00)
Misc Expenses	(225.00)
	<hr/> (23,850.00) <hr/>
Net Income/(Expense)	(2,600.00)



Shawsheen Valley Technical Vocational HS
 All Night Grad
2025

		2025	2026 Est	Est Change		2025	2026
SERVICE	VENDOR	COST	COST	Amount			
Airbursh Tattoo	The Party Fun	\$ 750.00	\$ 800.00	\$ 50.00	Entertainment	\$ 11,188.25	\$ 12,500.00
Balloon Arch	Ginette Urena	\$ 200.00	\$ 250.00	\$ 50.00	Senior Gifts	\$ 3,720.15	\$ 3,700.00
Caricature Artist	Justin Contois (Royce's Friend)	\$ 625.00	\$ 700.00	\$ 75.00	Scholarships	\$ 3,000.00	\$ 3,000.00
Caricature Artist	Justin Schwimm	\$ 650.00	\$ 750.00	\$ 100.00	Food	\$ 1,579.64	\$ 1,700.00
Caricature Artist	Mike Horvath	\$ 650.00	\$ 750.00	\$ 100.00	Decorations	\$ 200.00	\$ 250.00
DJ	Curtis Knight Entertainment	\$ 1,200.00	\$ 1,350.00	\$ 150.00	Misc Expenses	\$ 561.34	\$ 600.00
Food	Students & Volunteers	\$ 1,579.64	\$ 1,700.00	\$ 120.36		\$ 20,249.38	\$ 21,750.00
Gaming Truck	Torch Gaming Truck	\$ 1,210.25	\$ 1,300.00	\$ 89.75			
Henna Artist	Wicked Good Henna	\$ 800.00	\$ 900.00	\$ 100.00			
Hypnotist	North Shore Hypnosis Services	\$ 900.00	\$ -	\$ (900.00)			
NEW Entertainment	Maybe magician		\$ 1,500.00	\$ 1,500.00			
Inflatable	New England Party Rentals	\$ 878.00	\$ 900.00	\$ 22.00			
Police Detail	Billerica Police Dept	\$ 350.00	\$ 350.00	\$ -			
RC Car Race Track	Rock n Roll Racing	\$ 1,900.00	\$ 1,900.00	\$ -			
Senior Gifts	T-Shirts	\$ 2,709.00	\$ 2,700.00	\$ (9.00)			
Senior Gifts	Keychains	\$ 1,011.15	\$ 1,000.00	\$ (11.15)			
Misc Supplies & Expenses	Amazon, Sponsor Banner	\$ 211.34	\$ 250.00	\$ 38.66			
Tarot Card Reader - Angel Cards	Lord Fafnir & Spawn	\$ 1,200.00	\$ 1,200.00	\$ -			
Tarot Card Reader - Angel Cards	Val Duda	\$ 425.00	\$ 450.00	\$ 25.00			
	Total ANG Expenses	\$ 17,249.38	\$ 18,750.00	\$ 1,500.62			
RAM Awards		\$ 3,000.00	\$ 3,000.00	\$ -			
	Total ANG & Senior Costs	\$ 20,249.38	\$ 21,750.00	\$ 1,500.62			

The All Night Grad party is funded primarily from the proceeds of the Music Bingo fundraiser, Community Grant, Business Donations, Parent Donations, and In-kind donations of decorations and non-perishable food items for the event. These In-kind donations are estimated at approximately \$1,000 for 2025.

In 2026, we anticipate a rate increase across many of our vendors who have spread their hourly increases across multiple years to allow us work within our budget.

Billerica Select Board Policies and Procedures

29.0 Community Funds

The Town of Billerica has entered into agreements with certain local companies to provide economic development incentives in exchange for substantial community investment. Under the terms of the agreements, these companies became Certified Projects, each ratified by Town Meeting. The companies are contributing to a Community Funds Grant, and as mutually agreed to, will be used for worthwhile community projects which will enhance the quality of life in the Town.

The Fund will be administered as a grant, with project applications reviewed by a subcommittee of the Select Board and a representative of each company. In the spirit of maintaining a strong town/business relationship, the Select Board will make every effort to fund the projects recommended by the companies funding these grants. At a minimum the Select Board will NOT change the chosen projects without informing the companies. Each year priority will be given to projects which have not previously received funds. The full Select Board will then vote the awards. Failure to submit a completed Community Funds Grant Application Form and provide and/or meet **all** the criteria information requested will result in the rejection of the application from consideration.

29.1 Criteria

1. A completed Community Funds Grant Application Form (Attachment E) must be submitted with each Community Funds Grant request. The Community Funds Grant Application Form includes:
 - a. a brief project description, legal name and address of the organization, the amount requested, and the name/address of the contact person;
 - b. a one page executive summary of the project;
 - c. a brief description of the organization applying, including its mission, history, programs and/or achievements, or other information which would indicate the capacity to implement the project. Also, the names/addresses of the officers or directors of the organization are provided;
 - d. an explanation of the community need and resulting benefit of the project indicating how it will enhance the quality of life in Billerica;
 - e. a description of how the project would be sustained after the grant period;
 - f. the organization's fiscal year budget as well as the project budget with narrative justification, including other funding sources and in-kind contributions. In the cases where services are being provided the applicant must provide proof of actual expense to the organization.
 - g. Two (2) hard copy sets and an electronic copy of the complete application emailed to selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by **12:00 PM on Tuesday, December 30, 2025**.
2. The Select Board recommends that all applicants comply with the Attorney General's requirements of a charitable organization such as being a 501c3, 501c19 (Veteran's), AG Account #, or IRS SS-4.
3. Applicants may be required to give a presentation to a subcommittee, or to the full Select Board as needed.
4. The awards may be made in such a way as to allow more than one company to support a project.

Billerica Select Board Policies and Procedures

5. Projects may receive funds from more than one company, though only one application is required.
6. Recipients shall recognize the contributions(s) of the company (ies) in a suitable way, both at the time the grant is announced and also on an ongoing or long-term basis.
7. The Select Board reserves the right to withhold any or all of the Community Funds Grant in the event there are no projects meeting the criteria this year.
8. As a condition of any award(s), all Recipients agree to provide, no later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
9. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
10. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
11. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.
12. Community Funds Grant applications should include a civilian CORI form filled out by the submitter of the application.

The Community Funds Grant are reflective of the partnerships entered into by the Town of Billerica and the companies that became Certified Projects and will result in meaningful community benefit.

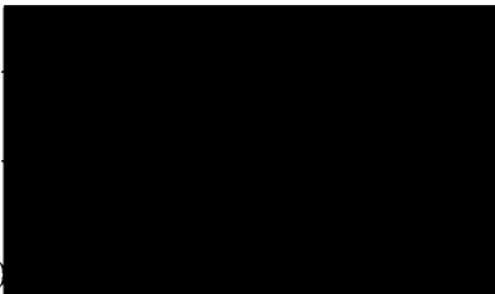
Grant Application Forms are available in the Office of the Select Board. Questions regarding the Community Funds Grant should be directed to the Office of the Select Board, Town Hall, 365 Boston Road, Billerica, MA 01821 or (978) 671-0939.

Two (2) hard copy sets and an electronic copy of the complete application emailed to selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by 12:00 PM on Tuesday, December 30, 2025. The Board expects to announce the awards at its meeting on Monday, February 23, 2026. Awards will be presented at the meeting following the announcement and vote.

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Legal Name of Organization: Sunshine Gals, Inc.

Legal Address of Organization: 

Please Check the Appropriate Box And Provide One of the Following (If Applicable)

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org. Tax ID#

Contact Person: Jo Leary

Address of Contact Person: 

Contact Person Telephone: _____

Contact Person email address: _____

GRANT AMOUNT REQUESTED: \$5000

Has this organization previously received a Community Funds Grant?

NO:

YES:

If "Yes", please provide Year(s) and Grant amount(s) awarded:

Year	Award
<u>2025</u>	<u>\$2500</u>
<u>2019</u>	<u>\$4000</u>
<u>2015</u>	<u>\$2500</u>
<u>2014</u>	<u>\$4000</u>
<u>2013</u>	<u>\$4000</u>

[Attached additional sheet(s) if more space needed]

Executive Summary

The Sunshine Gals, Inc. is a registered 501(c)(3) nonprofit organization, established in 2010 and incorporated in 2011, serving residents of Billerica who are experiencing economic or social hardship. The organization addresses both food insecurity and social isolation by providing no-cost, homemade meals and consistent opportunities for community connection, with a particular focus on seniors and veterans.

On a monthly basis, The Sunshine Gals host a community meal at First Parish Church, serving an average of 110 individuals per month through a combination of on-site dining and home-delivered meals. This results in more than 1,300 meals annually from monthly programming alone. Additional services include bi-monthly senior luncheons in partnership with the Council on Aging, further expanding reach to older adults who are at increased risk of isolation.

The Sunshine Gals also provide targeted outreach to local veterans, offering special meals and gift card donations to recognize their service. Each year, the organization's annual Christmas meal serves more than 150 residents and includes live entertainment, enhancing participation and fostering social engagement during a period when isolation often increases.

In total, The Sunshine Gals serve more than 1,750 meals annually, delivering measurable impact by increasing access to nutritious food while reducing social isolation among vulnerable populations in Billerica.

History, Mission, Organizational Capacity, and Sustainability

The Sunshine Gals have served the Billerica community continuously since 2010, operating as a well-established, volunteer-driven organization with a proven track record of delivering consistent, high-impact services. Our mission is to address basic needs while strengthening community connections for individuals and families experiencing economic or social hardship.

Organizational capacity is rooted in strong local partnerships and an engaged volunteer base. The Sunshine Gals collaborate with community institutions and businesses—including Curtis Knight Entertainment, the Billerica Lodge of Elks, and First Parish Church—to secure donated services, program space, and logistical support. Volunteer recruitment and retention are supported through ongoing partnerships with the Billerica Lions Club, Billerica Rotary, Billerica Public Schools, and other local organizations, ensuring adequate staffing and program continuity throughout the year.

Financial sustainability is maintained through a diversified funding model that includes municipal and private grants, individual donations, and in-kind community support. This structure allows The Sunshine Gals to operate efficiently, minimize administrative overhead, and ensure that all programs remain fully volunteer-based while responsive to changing community needs.

In addition to the meals program for which funding is requested, The Sunshine Gals operate multiple supplemental outreach initiatives that demonstrate organizational flexibility and program management capacity. In 2025, the organization distributed more than \$2,000 in Market Basket gift cards to Billerica residents in need, providing timely assistance to address food access gaps.

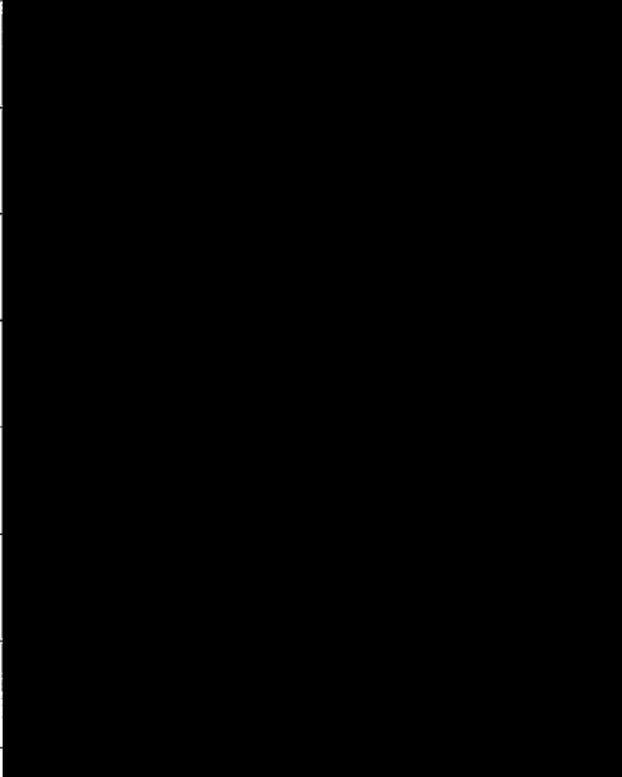
Through an ongoing partnership with the Department of Children and Families (DCF), The Sunshine Gals support one local family each month with essential items such as diapers and clothing and participate annually in DCF's Trunk-or-Treat event for children in foster care. These programs reflect the organization's ability to manage partnerships, comply with partner requirements, and deliver services reliably.

Collectively, these efforts demonstrate The Sunshine Gals' readiness and capacity to successfully implement grant-funded programs, steward public and private resources responsibly, and sustain services that contribute to long-term community stability and well-being.

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Name, Address, Contact # of Members of the Organization and Any Official Position Held

NAME	ADDRESS	CONTACT #	POSITION
Example. John Doe	123 Any Street Billerica, MA 01821	978-555-1234	President or Chair
<i>Jo Leary</i>			<i>President</i>
<i>Arlene Segool</i>			<i>Vice President</i>
<i>Kathy Revance</i>			<i>Treasurer</i>
<i>Jennifer LeBlanc</i>			<i>Secretary</i>
<i>Janice Albergo</i>			<i>Director</i>
<i>Carlin Terzonine</i>			<i>Director</i>
<i>Gil Perez</i>			<i>Director</i>

[Attached additional sheet(s) if more space needed]

Community Need and Resulting Benefit

Massachusetts statistics show that food insecurity and social isolation continue to impact communities across the Commonwealth. In 2024, approximately 37% of Massachusetts households experienced food insecurity, nearly double the rate reported in 2019. In the most severe category—very low food security, where individuals are forced to skip meals or go without food for an entire day—24% of households were affected.

Food insecurity is closely linked to negative health outcomes, including increased rates of chronic illness, delayed medical care, and higher stress levels. Communities such as Billerica are not immune to these pressures, particularly among seniors and residents living on fixed incomes.

Social isolation is an additional and compounding concern. Approximately one in four adults aged 65 and older are socially isolated, and research has shown that isolation and loneliness are associated with increased risks of heart disease, depression, cognitive decline, and premature mortality. These factors significantly impact overall quality of life and increase reliance on emergency and health care services.

The Sunshine Gals' programs enhance the quality of life in Billerica by producing measurable benefits for individual health, independence, and community stability. Regular access to nutritious meals helps reduce food insecurity, which supports chronic disease management, medication adherence, and overall physical health—particularly for older adults and residents on fixed incomes. By meeting these basic needs consistently, participants are better able to maintain their health and remain independent in their homes for longer periods.

The social component of The Sunshine Gals' programming further improves mental and emotional well-being. Routine social engagement through community meals and outreach reduces isolation and loneliness, factors that are linked to increased health care utilization and emergency interventions. By fostering connection and belonging, these programs help mitigate risks that can lead to more intensive and costly health and social service needs.

Collectively, The Sunshine Gals' services help reduce strain on local emergency food systems, health care providers, and municipal support services by addressing needs proactively rather than reactively. The result is a healthier, more connected population that is better able to age in place, remain engaged in community life, and contribute to the long-term resilience and quality of life in Billerica.

Long-Term Sustainability and Recognition

The Sunshine Gals have demonstrated long-term sustainability through more than 15 years of continuous service to the Billerica community. Established in 2010 and incorporated as a 501(c)(3) organization in 2011, the organization has built a stable and diversified funding model that supports programs well beyond any single grant period.

Program sustainability is achieved through multiple revenue streams, including municipal and private grants, individual donations, corporate contributions, and in-kind support from local businesses and community organizations. This diversified approach reduces reliance on any single funding source and allows programs to continue year-round. To date, 100% of Sunshine Gals programs are supported through a combination of grants, private donations, and donated goods and services.

The Sunshine Gals operate with a strong commitment to fiscal responsibility and low overhead. Programs are fully volunteer-driven, significantly reducing staffing costs, and partnerships with organizations such as Curtis Knight Entertainment, the Billerica Lodge of Elks, and First Parish Church provide donated services, space, and logistical support. Long-standing relationships with groups including the Billerica Lions Club help sustain a reliable core of volunteers, further strengthening operational efficiency.

Recognition of grant support will be provided in a meaningful and visible manner. Funding partners will be acknowledged through press releases to local media outlets, including the Lowell Sun, as well as through ongoing recognition on The Sunshine Gals' social media platforms. In addition, on-site signage at community meals and events will acknowledge grant contributions, ensuring both immediate and long-term visibility within the community.

Through diversified funding, prudent financial practices, and strong community partnerships, The Sunshine Gals are well positioned to sustain programming, steward resources responsibly, and continue delivering essential services to Billerica residents well beyond the grant period.

2026 Sunshine Gals Budget

Revenue

Interest Income	200.00
Corporate Donations	6,000.00
Grant Income	6,500.00
Individual Donations	2,500.00
Saturday Meal Donations	900.00
Total Revenue	16,100.00

Expenses

Facilities Usage	1,100.00
Health Fair	450.00
Home Food Delivery	600.00
Saturday Meals	2,000.00
Senior Center Meals	350.00
Senior Christmas Dinner	1,500.00
Advertising/Outreach	750.00
DCF	3,000.00
Food Pantry	2,000.00
Market Basket Gift Card Distribution	2,000.00
Non-Food Supplies	600.00
Veterans	950.00
Office Supplies	500.00
Printing and Stationary	300.00
Total Expenses	16,100.00

Difference	0.00
-------------------	-------------

2026 Meals Budget

Operating Expense

	2026
Donation Facilities (Church)	1,100.00
Meals and Individual Needs	
Saturday Meals	2,000.00
Senior Center (COA)	350.00
Christmas Dinner	1,500.00
<i>Total for Meals and Individual Needs</i>	4,950.00

Non-Meal Direct Expense

Advertising/Outreach	750.00
Food Pantry	2,000.00
Veterans	950.00
Non-Food Supplies	600.00
Total for Non-Meal Direct Expense	4,300.00

TOTAL FOR OPERATING EXPENSE

9,250.00

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

This Completed Application Must Be Submitted with Any Grant Request. Failure to Provide and/or Meet All Criteria Information Requested Will Result in the Rejection of the Application from Consideration.

CERTIFICATION:

The undersigned hereby attests to having received a copy of the 2026 Community Funds Grant Criteria and to having the authority to submit this Grant Application on behalf of the applying Organization and, if successful, to receive any awards, on behalf of the applying Organization. Additionally, the undersigned understands and agrees that any and all awards are final. The undersigned hereby understands and agrees:

1. No later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
2. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
3. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
4. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.

Signed: J Josephine Leary

Please Print Name: Teresa Josephine Leary

Title (if applicable): President

Date: 12/5/25

NOTE: Two (2) hard copy sets and an electronic copy of the complete application emailed selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by 12:00 PM on Tuesday, December 30, 2025.



Town of Billerica Police Department

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

Criminal Record Background Check

Date: 12/5/25

Release: I, Teresa Josephine Leary
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.

Teresa Josephine Leary
Signature of Applicant

Application Approved: _____

Application Denied: _____

Reason: _____

2026 Community Fund Grant Application Form

Legal Name of Organization: Team 4909 Inc.

Legal Address of Organization: 5 Putney Cir, Billerica MA, 01821

Please Check the Appropriate Box And

[REDACTED]

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org.

Tax ID# Contact Person: Blake Bourque

Address of Contact Person: [REDACTED]

[REDACTED]

[REDACTED]

GRANT AMOUNT REQUESTED: **\$10,000**

Has this organization previously received a Community Funds Grant?

NO: YES:

If "Yes", please provide Year(s) and Grant amount(s) awarded:

Year	Award
2024	7000

2026 Community Fund Grant Application Form

Please Provide an Executive Summary of the

Project:

Team 4909 will host the Billerica Community Robotics Fair in October 2026, at Billerica Memorial High School, an event widely recognized in the region for bringing together over 800 students from across New England to share ideas, compete, and explore future career opportunities. While often associated with a long-running fall robotics competition, the fair has grown into a broader community gathering that showcases robotics teams, local high-tech companies, and visiting university and trade-school programs. College admissions staff and professors will be on site to meet with students, and attendees will take part in demonstrations and conversations about education and career pathways in engineering, technology, and advanced manufacturing. The event builds on Team 4909's mission to promote STEM access and continues our strong track record of impactful outreach.

Building on this mission, Team 4909's recent success in hosting the New England Robotics Derby (N.E.R.D.) demonstrated the powerful community impact made possible through support from the Town of Billerica's Community Fund. Thanks to this funding, the 2024 N.E.R.D. welcomed 32 teams and 34 robots from across New England, transforming Billerica Memorial High School into a regional hub for innovation, collaboration, and exploration. Community Fund resources directly enabled the expansion of the event through the introduction of a hands-on STEM Fair, where younger students engaged with interactive experiment stations that sparked curiosity and encouraged early interest in engineering and technology. With over 1000 attendees participating, the event fostered meaningful connections among students, families, educators, and industry professionals. The success of the 2024 N.E.R.D. highlights how effectively the town's investment was utilized and underscores the lasting educational and community benefits it continues to bring to Billerica.

2026 Community Fund Grant Application Form

Please Provide a Brief Description of the Organization Applying for this Grant, Including Its Mission, History, Programs, and/or Achievements, or Other Information Which Would Indicate the Organization's Capacity to Implement the Project.

Team 4909 Inc. is a registered 501(c)(3) nonprofit organization operating multiple robotics and STEM programs in Billerica, MA. We run the "Billerica Bionics" FIRST Robotics Competition team at Billerica Memorial High School, host the annual "New England Robotics Derby" (NERD), and provide volunteer support to STEM programs throughout the year. Since our founding in 2014, our team has competed in more than 60 events and attended the FIRST World Championship seven times. In 2025, Team 4909 ranked 22nd in the New England District with a 62–32 match record, won the UVM District Event, and were District Finalists at both Granite State District Event in Salem, NH and the Pine Tree District Event in Lewiston, ME.

In 2022, Team 4909 founded NERD to bring robotics teams, STEM organizations, and the broader public together for hands-on learning and community building. The 2022, 2023, 2024 and 2025 events drew more than 1,200 participants each and featured representatives from local colleges discussing degree pathways and scholarships. Our goal is to return NERD to Billerica and expand it with the Billerica Community Robotics Fair, creating a combined event that highlights local opportunities in STEM, education, and industry.

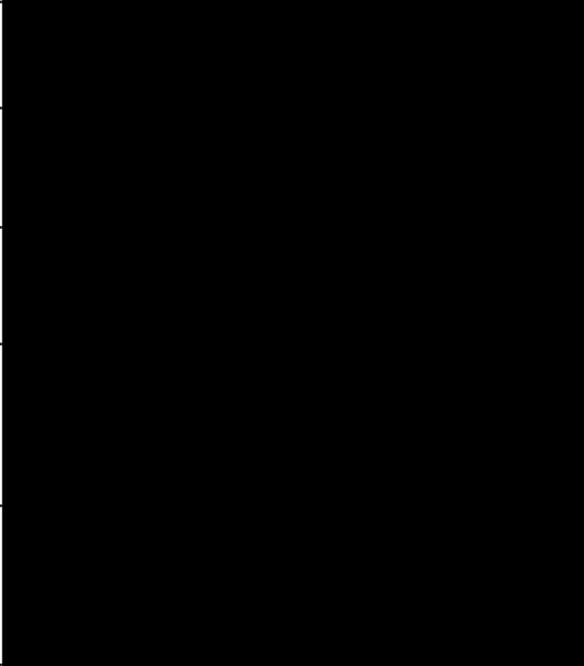
Team 4909 has a demonstrated ability to bring together schools, universities, and companies. College participation at NERD grew from four institutions in 2022 to six in 2023, alongside companies such as PTC and iRobot sharing STEM-career opportunities with students. These events are made possible by a strong volunteer base of residents, industry professionals, and student leaders, who have consistently shown the capacity to run events of this scale.

In summary, Team 4909 is committed to delivering high-quality STEM education, hands-on robotics experiences, and strong community engagement throughout Billerica. Our programs are designed to inspire, educate, and empower students and residents to explore and pursue STEM pathways.

Building on our proven leadership, competition success, and ability to run large-scale events, expanding our annual NERD competition to include the Billerica Community Robotics Fair is well within our capabilities. Team 4909's passion for STEM and deep roots in the community make us the ideal hosts to lead and grow this robotics-centered event.

2026 Community Fund Grant Application Form

Name, Address, Contact # of Members of the Organization and Any Official Position Held

NAME	ADDRESS	CONTACT #	POSITION
Blake Bourque			President
Luis Teixeira			Secretary
Salvatore Piazza			Director
Mark Bourque			Director
Neelesh Agrawal			Director

2026 Community Fund Grant Application Form

Please Provide an Explanation of the Community Need and Resulting Benefit of the Project Indicating How the Project Will Enhance the Quality of Life in Billerica.

According to the United States Bureau of Labor Statistics, approximately 6.3% of all jobs nationwide in 2024 were STEM-based [1], a number that has been increasing each year. In Massachusetts alone, “*STEM workers represent 17% of the total Massachusetts workforce - over 600,000 of a total 3.6 million workers... Adjusted for population, Massachusetts has more demand for STEM jobs than almost every other state*” [2].

The Town of Billerica has seen the impact of these nationwide and state-wide trends. Billerica is home to a growing number of companies in the science and technological fields. These include Bruker, EMD Serono, and Lantheus Medical Imaging. Many small businesses and entrepreneurial start-ups also call Billerica home.

Team 4909 believes that it is important for the Billerica community to educate our youth and prepare them for the needs and challenges of the world. We want to provide as many opportunities as possible for Billerica students to explore what is available in STEM education and careers. By hosting the Billerica Community STEM Fair, Team 4909 will connect Billerica residents with present opportunities so we can develop a brighter future.

[1] BLS. “Employment in STEM occupations”. 27 Nov 2025.
<https://www.bls.gov/emp/tables/stem-employment.htm>.

[2] mass.gov. “The Importance of STEM Education”. 27 Nov 2025.
<https://www.mass.gov/info-details/the-importance-of-stem-education#:~:text=STEM%20in%20Massachusetts%3A%20STEM%20workers,than%20almost%20every%20other%20state.>

2026 Community Fund Grant Application Form

Please Describe How the Project Would be Sustained AFTER the Grant Period. Please Indicate How the Contribution(s) of the Company (IES) Will Be Recognized In a Suitable Way, Both at the Time the Grant is Announced and Also on an On-Going or Long-Term Basis:

The Billerica Community STEM Fair will be sustained after the grant period is over through our expansive volunteer network and our organization's various streams of revenue. The grant will be used to offset one-time and ongoing operational costs so Team 4909 can continue its core mission supporting the BMHS robotics program while also expanding capacity to host and sustain the Robotics Fair. Team 4909 Inc. has been able to recruit and retain many corporate sponsorships for our educational programs in the past. These include donations from corporations such as Raytheon Technologies, Orbotech, Boeing, PTC, EMD Serono, and many others. Each year, we retain most of our sponsors, which has created a stable income source for our organization. It is our goal to replicate this financial strategy with the Billerica Community STEM Fair in order to create a successful and sustainable event.

We always make sure to show our appreciation to all of our supporters. This includes announcing our sponsors at competitions, including at NERD, where we display the name and logo of sponsoring organizations on our LED screen, event signage, and literature, and make regular announcements over the intercom. Team 4909 Inc. also shares this gratitude to our over 3,100 social media followers on various platforms. We also have a website (team4909.org) where we make announcements and blog posts on a regular basis throughout the year. We are always looking for and experimenting with new ways to show our appreciation. We are nothing without our supporters, and we always make that known.

2026 Community Fund Grant Application Form

Please Provide the Organization’s Current Fiscal Year Budget. Also provide a Separate Project Budget with Narrative Justification Including Other Project Funding and In-Kind Contributions:

Organization Budget

Category	Description	
Outreach	Marketing / PR / Outreach	\$ 1,750.00
Parts	Robot building supplies	\$ 12,845.00
Training	Supplies for Pre-Season training and projects	\$ 825.00
Tools	Tools & Equipment	\$ 2,500.00
Registration	Regular season competitions	\$ 13,300.00
Travel	Competition and Transportation Fees	\$ 5,100.00
Projects	Team workspace improvement projects	\$ 980.00
Community Fair/NERD	Billerica Community Robotics Fair & NERD Budget	\$14,500.00
	Total	\$ 51,800.00

Team 4909 Inc. is a 100% volunteer-run organization. Each year, we have over 15 volunteers who dedicate 10+ hours a week to mentoring and coaching our educational programs. On top of that, we have a network of over a hundred volunteers willing to dedicate their time to various events throughout the year.

Billerica Community Robotics Fair & NERD Budget		
Category	Description	
Playing Field	Field Rental and Transportation	\$ 1,000.00
Facilities	Building Rental and Custodial Support	\$ 5,000.00
Event Supplies	Tape, Zip Ties, Signage, Awards, Shirts	\$ 6,000.00
Volunteer Food	Meals for volunteers	\$ 2,500.00
	Total	\$ 14,500.00

Justification and other project funding: The Community Funds Grant will allow Team 4909 Inc. to run an annual community event that will invite the Billerica community, local businesses, and people from the surrounding areas to see what Billerica has to offer. This includes local educational organizations, local businesses, future businesses, and the residents of Billerica and nearby communities. This project serves a community need and fits the criteria of this grant.

2026 Community Fund Grant Application Form

This Completed Application Must Be Submitted with Any Grant Request. Failure to Provide and/or Meet All Criteria Information Requested Will Result in the Rejection of the Application from Consideration.

CERTIFICATION:

The undersigned hereby attests to having received a copy of the 2026 Community Funds Grant Criteria and to having the authority to submit this Grant Application on behalf of the applying Organization and, if successful, to receive any awards, on behalf of the applying Organization.

Additionally, the undersigned understands and agrees that any and all awards are final. The undersigned hereby understands and agrees:

1. No later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
2. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
3. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
4. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.

Signed: 

Please Print Name: Blake Bourque

Title (if applicable): President

Date: 12/23/2025

NOTE: Two (2) hard copy sets **and** an electronic copy of the complete application emailed selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by **12:00 PM on Tuesday, December 30, 2025.**

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Legal Name of Organization: Billerica Veterans Services

Legal Address of Organization: Department

305 BOSTON RD. ROOM 201
BILLERICA MA 01821

Please Check the Appropriate Box And Provide One of the Following (If Applicable): 046-001-089 ✓

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org. Tax ID#

Contact Person: Donald Jarvis (Director)

Address of Contact Person: 365 Boston rd rm 201

Billerica MA 01821

Contact Person Telephone: 978-671-0968

Contact Person email address: vs@billerica.gov

GRANT AMOUNT REQUESTED: \$8,000

Has this organization previously received a Community Funds Grant?

NO: YES:

If "Yes", please provide Year(s) and Grant amount(s) awarded:

Year	Award
<hr/>	<hr/>

[Attached additional sheet(s) if more space needed]



**TOWN OF BILLERICA
VETERANS' SERVICES**

CHRISTINA BYRON
365 BOSTON ROAD
BILLERICA, MA 01821
(978) 671-0968 / (978) 670-5547 (fax)
veterans.services@town.billerica.ma.us



The Billerica Veterans Services Department respectfully requests an \$8,000 grant to continue and expand its mission of honoring Billerica's veterans through meaningful events, memorials, and community-centered initiatives that ensure our veterans are never forgotten. These efforts strengthen community pride, preserve remembrance, and provide direct support and recognition to the men and women who have served our nation.

In 2024, when Christina Byron began her role with the Billerica Veterans Services Department, one of her first priorities was to honor veterans while also being fiscally responsible with town resources. With this goal in mind, she initiated and led the creation of all 51 Memorial Day wreaths displayed throughout the Town of Billerica. Rather than purchasing pre-made wreaths from a floral shop, Ms. Byron personally hand-crafted each wreath, honoring Billerica's veterans and heroes while saving the town significant funds. The wreaths were later carefully taken down prior to Veterans Day, refreshed, and rehung to continue honoring our veterans year-round. This initiative not only saved the town over \$1,000 last year, with total costs of approximately \$4,000, but also brought the community together. A dedicated volunteer team was formed, fostering civic engagement and a shared sense of purpose. This program will continue to grow, reinforcing remembrance, volunteerism, and responsible use of public funds.

Another core mission of the department is the annual Veterans Holiday Party. Each year, this event brings together veterans, their spouses, and one family member to celebrate the holiday season in a warm and welcoming environment. Every attending veteran is provided a full lunch and the opportunity to connect with fellow veterans, reducing isolation and strengthening community bonds. For veterans who are homebound or unable to attend, the department ensures they are not forgotten by delivering meals and holiday stockings directly to their homes. This outreach is especially meaningful for elderly and disabled veterans who may otherwise spend the holidays alone.

This \$8,000 grant would have a direct and meaningful impact on the Billerica Veterans Services Department's ability to sustain and enhance these programs. Grant funding would help offset rising material and event costs, support volunteer-driven initiatives, and ensure that no veteran is excluded due to financial limitations. The department has demonstrated a strong commitment to cost-effective planning, community involvement, and respectful stewardship of resources. With this grant, Billerica Veterans Services can continue honoring our veterans with dignity, visibility, and gratitude—sending a clear message that their service is remembered, valued, and never forgotten.

Thank you for your time and consideration,

Christina Byron

It is our honor to serve those who have worn the cloth of our Nation!

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide a Brief Description of the Organization Applying for this Grant, Including Its Mission, History, Programs, and/or Achievements, or Other Information Which Would Indicate the Organization's Capacity to Implement the Project.

The Billerica's Veterans Service Department is a dedicated office led by Donald Jarvis. The department created Billerica's Honor Platoon to encourage community volunteers to become more hands-on in giving back to our community's heroes through events such as the holiday party, memorials, and outreach. Our mission is to ensure that every veteran is supported, heard, and never forgotten. By creating these programs, the community comes together. We emphasize the importance of socialization, connection, and recognition - strengthening both the veteran well-being and community as a whole.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Explanation of the Community Need and Resulting Benefit of the Project Indicating How the Project Will Enhance the Quality of Life in Billerica.

These programs and related events are a visible lasting reminder of the sacrifices made by Billerica's veterans and fallen heroes. The wreaths symbolize and create moments of reflection, respect, and gratitude for the town's residents. These memorials help preserve the town's history while reinforcing a shared sense of honor and remembrance. This project and the events that our office holds, provide a sense of pride within our community and for the veterans, it provides socialization and reaffirms them that their service will always matter. These programs enhance community unity, promotes respect, and demonstrates Billerica's commitment to honoring our veterans.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Describe How the Project Would be Sustained AFTER the Grant Period. Please Indicate How the Contribution(s) of the Company (IES) Will Be Recognized In a Suitable Way, Both at the Time the Grant is Announced and Also on an On-Going or Long-Term Basis:

The project will be sustained through community involvement, responsible planning, and strong partnerships. Since I have started, and prior to, we have recognized individuals and companies who have supported us by highlighting them on social media, thank you letters from the office, plaques that show our appreciation, and citations from the Commonwealth of Massachusetts. We will continue to highlight our individuals and companies and show our appreciation.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide the Organization's Current Fiscal Year Budget. Also provide a Separate Project Budget with Narrative Justification Including Other Project Funding and In-Kind Contributions:

Our Office's current fiscal year budget is \$15,300 which is used for our day-to-day office and goes over due to needing to use it for funding for veterans events or programs. We try to reach out and seek donors and sponsors however, with the rise of items, it has become more difficult. The Department receives \$7,000 for Memorial Day expenses only which is to be used for the flags placed at Fox Hill Cemetery and ceremony.

Throughout the year, the department hosts additional programs for Thanksgiving or birthday luncheons for each military branch, Vietnam Veterans Day. In response to direct feedback from a Korean War veteran, we are hoping to create a luncheon on 07/27 (National Korean War Veterans' Day),

[Attached additional sheet(s) if more space needed]

to ensure

that they know it is not a forgotten war and our town will never forget them.

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

This Completed Application Must Be Submitted with Any Grant Request. Failure to Provide and/or Meet All Criteria Information Requested Will Result in the Rejection of the Application from Consideration.

CERTIFICATION:

The undersigned hereby attests to having received a copy of the 2026 Community Funds Grant Criteria and to having the authority to submit this Grant Application on behalf of the applying Organization and, if successful, to receive any awards, on behalf of the applying Organization. Additionally, the undersigned understands and agrees that any and all awards are final. The undersigned hereby understands and agrees:

1. No later than twelve (12) months from the date of receiving any Community Funds Grant, written certification (receipts, credit card statements, invoices marked as paid or written proof of who the money went to and what part of the application it served) of the completion of the project must be submitted to the Select Board. Such certification shall provide written details of all fund(s) expenditures in accordance with the grant award(s).
2. Should the applicant need additional time to complete the awarded project they can request an extension in writing to the Select Board and have the request voted on at a public meeting of the Select Board.
3. Any funds not expended at the conclusion of this twelve (12) month period shall be forfeited and promptly returned to the Select Board unless an extension has been granted by the Select Board. In this case, any unused money will be returned at the end of the extension.
4. Until such written certification and unused funds are returned (if applicable) to the Select Board, the Recipient(s) shall not apply and shall not be eligible for any additional Community Funds Grant.

Signed: _____

Please Print Name: _____

Title (if applicable): _____

Date: _____

NOTE: Two (2) hard copy sets **and** an electronic copy of the complete application emailed selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by **12:00 PM on Tuesday, December 30, 2025.**

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

COMMUNITY FUNDS GRANT COMPLETION CERTIFICATION:

Please fill out the following information and attach documentation of expenditures (invoices marked paid, receipts, credit card statements, written proof of who the money went to and what part of the application it served, etc.) to show compliance with the Community Funds Grant criteria listed in Section 29 of the Select Board Policies and Procedures.

Amount Awarded:		Grant Year	
Legal Name of Organization:			
Non Profit #: Please List # and Check Appropriate Box Below (If Applicable):			
<input type="checkbox"/> 501c3 #, <input type="checkbox"/> 501c19 (Veteran's), <input type="checkbox"/> AG Account #, <input type="checkbox"/> IRS SS-4 for a Nonprofit Org. Tax ID#			
Legal Address of Organization:			
Responsible Person:			
Address of Contact Person:			
Phone #:			
Email:			
Funds Returned?	<input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes, Amount Returned - \$		
Under penalty of perjury, I declare that the information furnished in this certification, including all attachments, are true and correct to the best of my knowledge.			
Signature:			
Title:			
Date:			

#1011

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Legal Name of Organization: Veteran of Foreign Wars Solomon Post 8819

Legal Address of Organization: 12 Phiney St

N. Billerica, Ma 10862

Please Check the Appropriate Box And Provide One of the Following (If Applicable): _____

501c3 #, 501c19 (Veteran's), AG Account #, IRS SS-4 for a Nonprofit Org. Tax ID#

Contact Person: Larry Keller

Address of Contact Person: _____

Contact Person Telephone: _____

Contact Person email address: _____

GRANT AMOUNT REQUESTED: 7,000

Has this organization previously received a Community Funds Grant?

NO: YES:

If "Yes", please provide Year(s) and Grant amount(s) awarded:

Year	Award
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Executive Summary of the Project:

Replace the old carpet tile in the function hall.

We have a quote from Mazmanian Flooring

for \$14015.99. The post members will help defer

the cost by removing the old carpet tiles and

installing the new carpet tiles. This will leave only

he cost of the materials, the carpet tiles and the glue

and cut the half.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide a Brief Description of the Organization Applying for this Grant, Including Its Mission, History, Programs, and/or Achievements, or Other Information Which Would Indicate the Organization's Capacity to Implement the Project.

To foster camaraderie among United States veterans of overseas conflicts.

To serve our veterans, the military and our communities. To advocate on behalf of all veterans. Ensure that veterans are respected for their service, always receive their earned entitlements, and are recognized for the sacrifices they and their loved ones have made on behalf of this great country.

Some examples of the community events We have held family Thanksgiving and Christmas Dinners for veterans and their family's. We hold the Breakfast with Easter Bunny and Breakfast Santa for the community at large. We support a Wreaths Across America, Mission 22 Tunnels for towers and many other veterans event. The Function Hall is available to rent by the community at large for all kinds of family events like baby showers, birthday parties, weddings,bridal showers, special milestone birthday parties,

[Attached additional sheet(s) if more space needed]

(additional sheet)

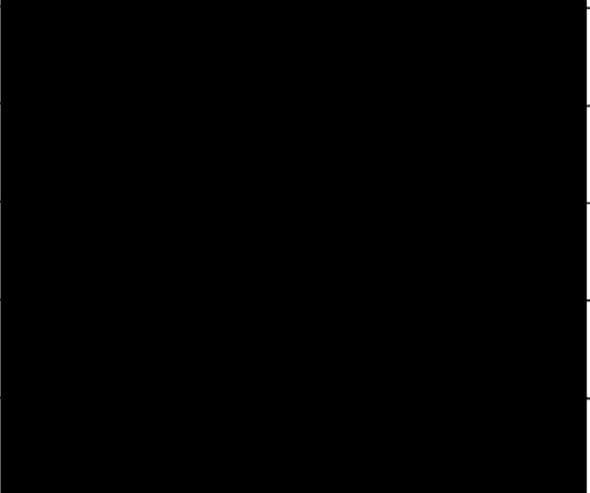
fundraisers, etc. The Function Hall is a vitally important for us, as it allows the patrons a low-cost venue to help lower income people have a great event. Replacing our Function Hall carpet tile will help in this endeavor.

2025 COMMUNITY FUND GRANT APPLICATION FORM

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Name, Address, Contact # of Members of the Organization and Any Official Position Held

NAME	ADDRESS	CONTACT #	POSITION
<i>Example: John Doe</i>			<i>President or Chair</i>
Ron Stocker			Commander
Ernest Cantrell			Vice Commader
Deanna Follis			Quarter Master
Larry Keller			Manager

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

Please Provide an Explanation of the Community Need and Resulting Benefit of the Project Indicating How the Project Will Enhance the Quality of Life in Billerica.

The community needs an inexpensive place
to gather for function such as wedding, birthday,
celebration of life, and other event. This
Community Fund Grant will help us keep the
prices down and provide a clean
space to hold there function. It will also allow
us to keep providing the space for Bingo
and other Community events. Replacing our
Function Hall Carpet Tile will help in this endeavor.

[Attached additional sheet(s) if more space needed]

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

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Signed: _____

Larry Keller

Please Print Name: _____

Manager

Title (if applicable): _____

Date: _____

NOTE: Two (2) hard copy sets **and** an electronic copy of the complete application emailed selectboard@billerica.gov, non-returnable, must be submitted to the Select Board by **12:00 PM on Tuesday, December 30, 2025.**

Billerica Select Board Policies and Procedures

2026 Community Fund Grant Application Form

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Legal Name of Organization:			
Non Profit #: Please List # and Check Appropriate Box Below (If Applicable):			
<input type="checkbox"/> 501c3 #, <input type="checkbox"/> 501c19 (Veteran's), <input type="checkbox"/> AG Account #, <input type="checkbox"/> IRS SS-4 for a Nonprofit Org. Tax ID#			
Legal Address of Organization:			
Responsible Person:			
Address of Contact Person:			
Phone #:			
Email:			
Funds Returned?	<input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes, Amount Returned - \$		
Under penalty of perjury, I declare that the information furnished in this certification, including all attachments, are true and correct to the best of my knowledge.			
Signature:			
Title:			
Date:			

Mazmanian Flooring, Inc.

321 Boston Road
Billerica, MA 01862

(978) 667 1500

Estimate

DATE	ESTIMATE #
12/29/2025	136507

BILL TO:
VFW POST 12 PHINEY STREET N.BILLERICA, MA 01862

SHIP TO

HOME PHONE	WORK PHONE
	978 528-1992

DESCRIPTION	QTY	COST	TOTAL
LARRY KELLER 978 857-8890			
FUNCTION ROOM BORDER & BACK ENTRY CARPET TILE NO SELECTION	900	3.50	3,150.00T
CARPET TILE NO SELECTION	1,000	3.50	3,500.00T
MAPEI ECO 399 PRESSURE SENSITIVE 4G	2	127.00	254.00T
DIRECT GLUE DOWN INSTALLATION	1,900	2.00	3,800.00
COVE BASE 4"	64	1.30	83.20T
COVE BASE ADHESIVE TUBE	2	9.75	19.50T
INSTALL COVE BASE	64	1.75	112.00
RIPUP OLD GLUE DOWN	1,900	0.50	950.00
MAPEI ULTRA SKIMCOAT 10lbs.	6	25.00	150.00T
SCRAPE PREP CONCRETE FLOOR	1,900	0.50	950.00
DISPOSE OF TRASH	1,900	0.25	475.00
FREIGHT		125.00	125.00
MA Sales Tax		6.25%	447.29

All areas to be empty unless quoted. Room temp should be 62 degrees or higher. Humidity should be maintained between 35% - 55% year round per manufacturers requirements of hardwood flooring.
Custom orders are non-refundable. Returns may incur a restocking fee.
Additional/ unforeseen prep will be an extra charge.

TOTAL	\$14,015.99
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Kerri Rufo

From: Katherine Malgieri
Sent: Wednesday, January 21, 2026 10:08 AM
To: Kerri Rufo
Cc: Christopher Dillon
Subject: Select Board agenda request

Kerri and Chris -

Will you please add a placeholder to the Select Board agenda for Discussion of Friendly 40Bs and Other Tools

I'll send along a more detailed memo soon (probably on Monday) as the formal request which will give background information about the purpose and process, and I might provide some guided discussion questions also.

No votes will need to be taken.

Katherine Malgieri, AICP
Director, Planning & Community Development
[Town of Billerica](#)
kmalgieri@billerica.gov
978-671-0962



**TOWN OF BILLERICA
PLANNING AND COMMUNITY DEVELOPMENT**

**Town Hall
365 Boston Road Billerica, MA 01821
978-671-0962**

MEMORANDUM

To: Town Manager's Office & Select Board
From: Planning and Community Development Department
Date: January 28, 2026
Re: Request for Agenda: Discussion of Friendly 40Bs and Other Tools

Housing continues to be one of the most needed land uses and I would like to ask the Select Board to discuss options such as Friendly 40Bs which could encourage affordable housing at a desirable scale. Specifically, please discuss and consider what type of application would earn your endorsement.

(The term 40B refers to Mass General Law, Chapter 40B, the Comprehensive Permit Law, which facilitates the creation of low- and moderate-income housing by allowing developments that meet affordability criteria to be developed outside of typical zoning district criteria like density and height. Other tools worth exploring include PUD, 40R, and 40Y.)

Benefits of these projects typically include

- Increase in affordable/Affordable housing supply for residents
- Increase in Subsidized Housing Inventory for state compliance
- Ability to craft site-specific design considerations
- Ability to work with site-specific owner/developer

Concerns of these projects typically include

- Fiscal impact to town
- Capacity/traffic impact to town

Currently, Billerica's Subsidized Housing Inventory lists 1,692 eligible units (as of September 2025) and a total housing unit count of 15,460 (as of 2020 Census), for an SHI percentage of 10.94%. By remaining over 10%, Billerica is considered a "Safe Harbor" and any application under this law is considered "friendly", not mandatory or adversarial. For these applications, a developer will first seek Select Board endorsement before applying to the State.

To be ready to receive those requests, I invite the Board to consider what would earn your endorsement. Some suggested discussion questions below may help your conversation:

- What benefits do you see from these housing tools?
- What impacts are you concerned about and how do you expect an applicant to resolve them?
- What design standards do you value and how do you expect an applicant to meet them?
- What design standards are you willing to forego and for what benefit?

Suggest Motion Language:

N/A. Preliminary discussion only



**TOWN OF BILLERICA
SELECT BOARD MINUTES
FEBRUARY 24, 2025**

Members Present: Chair John Burrows, Vice Chair Dina Favreau, Secretary Michael Rosa, Member Kimberly Conway (Remote) and Member Michael Riley

Members Absent: None

Staff Present: Town Manager Clancy Main, Administrative Director Robert Maynard and Recording Secretary Dawn McDowell

Call to Order 6:00 PM

The Pledge of Allegiance was recited.

Chair Burrows called the meeting to order and stated that the meeting is hybrid via Zoom.

A moment of silence was held for Mr. Guenther, a long-time resident.

A roll call attendance was taken: Secretary Rosa was Present, Member Riley was Present, Vice Chair Favreau was Present and Chair Burrows was Present.

1. Open Microphone

Grace Tucci of 7 Carson Street – Ms. Tucci stated that the proposed starter home district is a great idea and good opportunity that people can now maybe afford a home and the NDA policy is good practice with tax payer money.

Kelly Sardina of 95 Gray Street on Zoom – Ms. Sardina stated that the State Auditor has issued a new ruling that the MBTA is an unfunded mandate and asked if the Town will try to challenge the law.

Member Conway joined the meeting at 6:03 PM. A roll call attendance was taken: Member Conway was Present, Secretary Rosa was Present, Member Riley was Present, Vice Chair Favreau was Present and Chair Burrows was Present.

Carol Reardon of 18 Pinedale Ave on Zoom – Ms. Reardon stated that she supports the NDA policy and Starter Home District. Last year there were 33 Executive Session which is ridiculous. There was an old lady who died and her home was sold and ripped down for a mega-mansion. The Town is becoming less affordable.

Announcements

2. Vacancies on Boards and Committees

Secretary Rosa read the vacancy list.

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

Public Hearing

Proclamation and Public Recognition

4. Franck Moron – 1,000 points for Shawsheen Tech Basketball

Secretary Rosa read the letter congratulating Franck Moron.

5. Black History Month

Secretary Rosa read the Proclamation for Black History Month.

6. Vietnam Veteran’s Day – March 29, 2025

Secretary Rosa read the Proclamation for Vietnam Veteran’s Day on March 29, 2025.

Public Hearing

New Business (Quick Items)



**TOWN OF BILLERICA
SELECT BOARD MINUTES
FEBRUARY 24, 2025**

7. Discussion and Possible Vote on Gift Acceptance – Donation From the Estate of Anthony R. Cataldo to the Billerica Fire Department

MOTION - Secretary Rosa made a motion to accept the donation per MGL, Chapter 44, Section 53A from the Estate of Anthony R. Cataldo for the Billerica Fire Department in the amount of \$10,000. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

MOTION - Secretary Rosa made a motion that the Town use the \$10,000 to purchase ice water rescue suits and related equipment. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

8. Right of First Refusal – 159 Allen Road, Unit #22

Secretary Rosa stated that this was on our previous agenda and Mr. Correnti gave a detailed memo on why they do not accept these units.

Chair Burrows stated that Mr. Correnti was here earlier. If the BHA accepts these units, then they would be on the hook for any condo fees or any damage done by the tenant.

MOTION - Secretary Rosa made a motion to give up the Town's right of refusal for 159 Allen Road, Unit #22. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

9. Billerica Community Farmer's Market (BCFM) – Application for Outside Entertainment License – Mondays from June 16th to October 6th, 2025 from 12:00 PM – 8:00 PM (Operating Hours from 3:00 PM – 7:00 PM) AND Request (4) 18" x 24" Signs on the Town Common on Market Days (Mondays) AND Request Waiver of All Fees

Mary Leach appeared for the Billerica Community Farmer's Market. Ms. Leach stated that they are grateful for the use of the Ditson. The setup this year will be the same as previous years.

Secretary Rosa asked if the entertainment license was from 3:00 PM to 7:00 PM. Ms. Leach replied yes.

Member Conway stated that this organization has always done a great job.

MOTION - Secretary Rosa made a motion to approve the entertainment license for the Billerica Community Farmer's Market from 3:00 PM to 7:00 PM on Mondays from June 16th through October 6th, 2025. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

MOTION - Secretary Rosa made a motion to approve (4) 18" x 24" Signs on the Town Common on market days. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

MOTION - Secretary Rosa made a motion to waive all fees associated with the Billerica Community Farmer's Market. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

Appointments

10. Billerica Housing Authority – Tenant Member – Polixeny "Jenny" Economou

Secretary Rosa stated that they have one applicant.



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Vice Chair Favreau stated that she received an anonymous text that there were two other applicants. Ms. McDowell joined the meeting. She received an email from a resident saying that two other applicants applied. She has not received any other applications.

MOTION - Secretary Rosa made a motion to appoint Polixeny “Jenny” Economon as the tenant member of the Billerica Housing Authority. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

Presentation

11. At Home in Greater Lowell – NMCOC Presentation

Jenny Raitt, Chris Hayes and Kelly Lynema from NMCOC joined the meeting. They gave a presentation At Home in Greater Lowell.

Member Conway stated that the Master Plan is something we could use help with. When does Part I complete. Mr. Hayes replied by next month. Member Conway asked if you could help with a needs assessment. Mr. Hayes replied we could assist in a broad needs assessment that looks at housing and vacancy rates. Part II would get into it deeper. Ms. Lynema stated that we would look at types of units needed and affordable vs. market rate units.

Member Riley thanked NMCOC for the presentation. The housing landscape is tough especially with MBTA now. We need to put the puzzles in place and have public forums.

Vice Chair Favreau stated that we should use NMCOC and divide their time between inclusionary zoning and technical assistance.

Secretary Rosa thanked NMCOC for the presentation. He likes that the presentation was tailored to Billerica. He would like to know what impacts vacancy drops. The current laws overly protect renters and not owners. On the affordability graph, Billerica never gets credit for our real affordable units by dollars and cents because there is no deed restriction. We have met our 10% affordability and we need to work with our legislators to adjust the regulations to give us credit for dollars and cents affordability and you would see Billerica’s affordability go from 10.5% to 15% affordability. We also have ADUs coming online. There are about 14,000 houses in Billerica and if you look at how many of those could build ADUs, we could have an additional 5,000 housing units. We also have 2,300 potential units from the MBTA zoning. The State doesn’t care about affordable housing. We also have our own water and sewer treatment plants. We have already had overlays for small lots and townhouses and 55. Everything around Nuttings Lake and Pinehurst are small lots.

Chair Burrows stated that we need to look at affordability. They keep adding housing but homelessness goes up because it’s not affordable.

Ms. Lynema stated that Economic Development Strategy also needs to be done.

Committee Reports

Old Business

12. Town Managers Report and Goal Updates

• **DPW Project**

Mr. Main stated that the DPW project continues to move forward. Blasting should be concluding in the next week or two. The foundation work for the admin area and vehicle storage are taking place over the next three weeks. Modular buildings are in delivery.



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Member Conway stated that there have been issues with poor snow and ice removal and asked if the new location will help. Mr. Main stated that we could have done a better job but the new DPW will have 2 salt sheds so that will help with storage.

Secretary Rosa asked if we could buy panels now and store them. Mr. Main replied yes. Secretary Rosa agreed that the plowing and ice removal has been horrible. We pay employees to be spotters but it seems like they did not do a great job in the last storm. We should also look at reducing costs on material to make the front look pretty. We should be looking to save \$100,000 on a brick façade.

Vice Chair Favreau stated that there have been a number of complaints. There were multiple water breaks during the storms and she thanked the DPW for responding to the breaks quickly.

Chair Burrows stated that he has seen private contractors pushing snow in the streets. He also asked the Town to put a message out about the blasting.

- **Rec Center Project**

Mr. Main stated that the first estimate came in a little higher than expected. A lot of wish items were included. The Town has done a V/E exercise and is now within striking distance without affecting programing. Things that were V/E out included premium siding, right sizing the audio-visual scope and some granite curbing and other energy efficiency measures. Bidding will be done in phases for this project allowing for flexibility.

Member Conway asked why we were looking at high end materials in the first place. Mr. Main stated that this was a wish list and if the estimates came in lower, then maybe we could have gotten them.

Secretary Rosa stated that it's great to want to buy the best for life safety equipment but we shouldn't be looking at the high-end material for the Rec Center. We should be looking at bituminous curbing for sidewalks not granite curbing and cement sidewalks because that just drives up the costs.

- **Other Projects**

Mr. Main stated that the Town departments had a quick off meeting with the new Town website. The first phase of the audit should be complete by the end of the month. The police station needs area study has some early designs. The Assistant Town Manager selection will be announced this upcoming week. They had a meeting with the current and possible vendors for water/sewer billing issues. The Chart of Accounts project is moving along. He will pursue possible grants and earmarks with the legislature for solar due to rising costs.

Vice Chair Favreau asked what the status of the \$1.5 million from Lori Trahan for the Town Center is. Mr. Main stated that we don't know if it will still be there. We need to wait until at least March to find out.

Member Conway asked if the interviews will be in public for the Assistant Town Manager. Mr. Main replied no.

Secretary Rosa agreed that we should be looking at costs of solar panels credit vs. R&R.

Member Riley agreed that we should explore all avenues for solar.

Chair Burrows stated that we should send out a social media post on the blasting for the DPW.

- **Budget Update**

Mr. Main stated that the budget has shifted slightly higher mostly due to the increase in the legal budget. Mr. Main stated that the preliminary budget number is 1.71%. Sewer and Water have also increased due to electricity costs and we have actual numbers from Shawsheen Tech. The Town is currently in great financial shape but we need to continue the conservate budget so we do need eat up the excess levy capacity over the next 6-10 years.

Member Conway stated that the total shared costs are high, is that due to health care. Mr. Main stated that \$1.7 million is for health insurance, \$1 million is in pension and the rest are for OPEB and liability insurance.



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Secretary Rosa stated that we should look to increase the insurance deductibles on vehicles to lower premiums. On the tax levy, we need to size our government properly and do better with less. Mr. Main stated that you can see the cliff, but it's a long way away but it's still coming. The School is still asking for a large increase of 3.3%. Secretary Rosa asked if the Town has looked at 3 tier health plan and offer a single, family and employee plus 1 option.

Member Riley asked what the decrease in Human Services was. Mr. Main stated that we have replaced a full time with a part time at the COA.

Vice Chair Favreau asked what unions need to have contracts. Mr. Main replied Police both patrolman and superiors, dispatchers and teamsters.

- **Taxes**

Mr. Main provided a graph showing where Billerica sits in the average tax bills compared to other communities in the county. We are the 14th lowest.

Member Conway stated that she appreciates where we stand in Middlesex County. Taxes are painful but we are doing better than our neighbors. In contrary to what has been stated, we are not the 17th highest in State.

13. Griggs Farm Update – Requested by Vice Chair Favreau

Mr. Main stated that the Town has hired a professional assessor who is an expert in agricultural land. He will determine the assessed value and provide a report.

Vice Chair Favreau thanked Mr. Griggs' support system for being present in the audience. Vice Chair Favreau stated that she asked for this to be placed on for an update as Mr. Main just explained that he retained an expert in the field. Vice Chair Favreau stated while she can understand and appreciate the fact that Mr. Main does not want to speak on it further than that without a final report, Vice Chair Favreau stated it is my understanding that the preliminary findings communicated to him by the expert retained are that the valuations applied to Griggs property were in fact wrong. It is my understanding that the expert has indicated that the agricultural land valuations for Griggs Farm are more toward to 10K range, and not the 600K plus valuation currently on file with the assessor's office. Vice Chair Favreau stated it is her understanding that the report will include a comprehensive review of the valuations applied to Griggs Farm back to 1997 with a due date to the board of March 17th. Vice Chair Favreau stated that since that is the promised date, it is her expectation that there will be no further delays in getting that report to us. Further, she will also expect that the report be made available to the public, since it is being paid for by public funds and all future deliberations on this matter be kept in open session, since there is significant public interest in this matter. Vice Chair Favreau stated any indication of an executive session in this matter would be improper use of the Open Meeting Law and would not fall under any of the reasons contained in the law to enter into an executive session. Vice Chair Favreau stated that finally, if the preliminary indications are confirmed by the report, and she expect that they will be, she would ask that the board commit here tonight to say that the town will issue a public apology to Mr. Griggs since town resources and certain platforms were used regarding this matter to make this very public over a period of years. Vice Chair Favreau asked for a sense of the board tonight.

Chair Burrows stated that we need to wait for the report before making any statements.

Member Riley stated that if we are wrong, then we should apologize.

Member Conway stated that it is inappropriate to discuss this without a report. We need to wait for the information. Mr. Griggs hasn't paid taxes since 2017 and he has never filed an appeal against his taxes. The burden is on him.

Secretary Rosa stated that if it turns out that the Town was wrong, then we should apologize but we need to wait for the report.



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New Business

14. Starter Home Zoning District – Discussion and Possible Vote – Requested by Vice Chair Favreau

Vice Chair Favreau stated this has been an ongoing conversation between myself, Chairman Burrows, members of the Planning board and some members of the community that this may be a good idea for our community. STARTER HOME DISTRICTS (40Y) were enacted in 2022 under the Starter Home Zoning Districts Act (M.G.L. Chapter 40Y) to encourage communities to create starter home districts that reduce barriers to creating smaller, more affordable starter homes. Chapter 268 of the Acts of 2022 amends General Law Chapter 40R (high density housing) to uncouple starter homes from that law and place them in a new chapter of the General Laws in the hope that doing so will increase the likelihood of success of the Starter Home Program. A “starter home” is a smaller single-family home suitable for first-time home buyers, downsizing, smaller households, and people needing a more affordable single-family housing option. Think of it in terms of recreating additional Garden City neighborhoods. As of right density of not fewer than 4 units per acre (10,000 sq. ft. lots). Districts with 12 or more houses shall designate 20% affordable under a deed restriction, ensuring that we continue to maintain our 10% affordability compliance with the state to avoid triggering the 40B laws. Each starter home zoning district shall incorporate sustainable development standards, and no other single-family residential uses shall be permitted as of right or by special permit in the starter home zoning district.

- Billerica decides where the zoning would allow for a starter home district and drafts a bylaw that meets the requirements using the state model I provided in tonight’s packet.
- The draft bylaw is then submitted to EOHLC for approval.
- Once approved, the community adopts the Starter Home Zoning Districts at town meeting.
- Massachusetts offers incentives and technical assistance for towns and cities to create these districts.
- The community is entitled to a one-time zoning incentive payment upon adopting a compliance Starter Home Zoning District and a second payment for each new housing unit built.

This Municipal Financial Incentives Zoning Incentive Payments: Up to 20 \$10,000; 21-100 \$75,000; 101-200 \$200,000; 201-500 \$350,000; and 501 + \$600,000 Production Bonus Payments: \$3,000 for each Bonus Unit issued a building permit 40S School-Cost Reimbursement for demonstrated net increases in corresponding school costs.

In terms of the numbers, as an example, if we were to build say 400 new starter homes under this program using today’s market valuations, on average each home would generate around \$5,500 in residential tax revenue or \$2.2 million annually on the town side and receive \$1.2 million for the school side from the production bonus payments. In addition, there would be an additional \$350K from the Municipal Financial Incentive payments for a total potential revenue source of approximately \$3.7 million for the town.

The Design Standards will ensure that the physical character of Projects within the district will be complementary to nearby buildings and structures; will be consistent with the Comprehensive Housing Plan, the Housing Production Plan and the master plan, and will, provide for compact quality development consistent with the overall character of building types, streetscapes, and other community features traditionally found in settled areas of town.

The median home sale price for Billerica in 2020 was \$499,000 which was an overall increase of 44.1% over the previous Housing Production Plan period from 2015 to 2020; As of January 2025, median home sale price for Billerica is \$785,000, which is a 36% increase since the same time last year and an overall increase of 64% from 2020. Just last night there was a resident posting on social media that they have searched high and low for rental housing and have been unable to find anything lower than a 10K deposit to be able to move into a rental here in town. This is crux of the housing crisis as young professionals and young families and people aging out looking to downsize are being priced out of the market and the dream of becoming homeowners in Billerica is further and further out of reach. By incorporating Starter Home District Zoning we can increase housing stock that conforms to the wants/needs of the residents and begin to bring a comprehensive solution to the table while breathing some life back into the American



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Dream. The ask to the board is do we want to bring this town meeting while working with the planning board to finalize the draft bylaw that is presented.

Member Riley stated that this is an excellent idea. There are no more starter homes in Billerica but this should be handed over to the Planning Board since this is in their wheelhouse.

Member Conway stated that she agrees this should be handled by the Planning Board and Building Department. She agrees with the concept.

Secretary Rosa stated that we already have 4 units per acre with 10,000 sf lots. An overlay can be placed anywhere and Town Meeting controls where it goes. This will have density impacts. We also have ADUs coming in and a potential of 2,300 for MBTA. He would not want to rush this. Vice Chair Favreau stated that she is looking to put it forward in the fall. Secretary Rosa stated that 1,850 SF is not a starter home.

Vice Chair Favreau stated that if inventory is increased then that will decrease the costs.

15. Policy on Transparency and Accountability in Settlement Agreements – Non-Disclosure Provisions Prohibited – 1st Reading – Requested by Vice Chair Favreau

Vice Chair Favreau stated that this is the first reading. This was modeled after Governor Healy's policy with some added language by the State Auditor's office and has an extensive review by Town Counsel.

Member Conway asked if Town Counsel reviewed the latest version because it is not clear if they reviewed the version that was presented tonight. She would like them to forward the version they vetted and ask them if any other towns have adopted this. Vice Chair Favreau replied that they did review it. Member Conway asked if the State voted on this. Vice Chair Favreau replied yes. Member Conway would like to hear from the Town Manager because we sometimes have to use these to protect the Town.

Mr. Main stated that he believes that this is getting involved with day-to-day operations. This is a very unionized situation and this takes away a tool in the toolbox. Vice Chair Favreau stated that she has an email from Mr. Main saying he was ok with this policy and Town Counsel says it doesn't impact unions. Mr. Main replied that this version is different from what was originally presented. The initial version did not have Section 46.4 with the \$20,000 settlement has to be approved by the Select Board. Vice Chair Favreau stated that they came back from their procurement Counsel and added that after their review for procurement. Mr. Main stated that it is very difficult to move on from a bad employee and a settlement agreement is a tool to do that. It also prevents a bad employee from disparaging the Town. Vice Chair Favreau stated that everyone should send their comments to her and she will follow back up with Town Counsel.

Member Conway stated that she shares the concerns of Mr. Main. When there is a disgruntled employee, made up stories can be spread on both sides. She heard that Governor Healey is against it. She doesn't think this is a good practice. Mr. Main is in charge of the day-to-day operation. She would like to get a full update from Town Counsel from each attorney who reviewed it. Usually there is a redline version that we can compare to the original. She would like to hear their recommendations.

Vice Chair Favreau stated that she wants to make some clarifying comments from the overview in our packet from Town Counsel, he states that he reviewed the Executive Department Settlement Policy issued by Gov. Healy on 1/27/2025. She is not against this; the entire document is derived off that settlement policy issued by the Governor. And then he says, finally, I also note that Peter Berry, our labor counsel, advises that this would not be a matter for negotiation with any Town unions because it does not affect working conditions. However, unions should probably be informed by the Select Board and may want to inform the unions that it is under consideration because, among other things, they will want to be assured that personnel records that are exempt from disclosure under the Public Records laws will remain confidential. There's an entire section that speaks directly to that in the policy because Labor Counsel wrote that section.



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Chair Burrows stated that all questions should be sent to Ms. McDowell and she will send the request to Town Counsel.

Member Riley stated that when you specify an amount then you are getting into the day-to-day operations. He would like Attorney Feeley's recommendation.

Secretary Rosa stated that Section 46.3(C) (ii) the word reasonably should be defined. In Section 46.3(E), how can there be an unwritten agreement. Everything should be in writing. Secretary Rosa also has an issue with putting a dollar amount of \$20,000. What happens if this goes to court and the judge says give a person \$30,000. The language needs to be tightened up. In Section 46.5, "Settlement Agreements and otherwise are prohibited and shall not be incorporated in any Town Settlement Agreement". This seems to be a disconnect. He will forward his comments.

16. 2025 Community Funds Grants – Review of Applications Submitted to the Select Board

Chair Burrows stated that all members should submit their choices to Ms. McDowell and she will calculate them.

17. Swanson Meadows Discussion – Requested by Chair Burrows

Member Riley stated that his current employer has been named in an email so he is going to recuse himself. I have not been involved in any of this. Member Riley left the meeting at 7:54 PM.

Chair Burrows stated that Mr. Tassone asked about the expansion of the restaurant. This was withdrawn before the ZBA. Chair Burrows stated that we have received multiple emails from a resident about a P&S received.

Angelo Scippa and Mr. Tassone joined the meeting. Mr. Tassone stated we shouldn't speak about emails Ralph Deldon sent because he is not here. Mr. Scippa stated that there has been no proposal since the last time we were here. Mistakes were made and misinformation is being shared. We have received many offers in the last 5-7 years and there is no P&S currently on the property.

Member Conway stated that this is a strange discussion. There is no P&S so what does the Town have to do with this. Mr. Scippa stated that we have had discussions but there is no P&S. Member Conway stated that our rights go until 2029. Mr. Main replied that it is correct.

Vice Chair Favreau stated that she does think it should be discussed because there was an offer for \$10 million. Mr. Scippa stated that we have countered. Vice Chair Favreau stated that there is an offer, you made a counter and there's a letter of intent so there is definitely communication going on with Nordbloom. Vice Chair Favreau asked how did this come to be because the indications are that there was a meeting with the Town and the town is on board and I am not aware of any of those meetings and none of the other members that we have heard from tonight are aware that meetings took place, so how did this 10 million dollar offer come to be. Mr. Scippa stated that we are not aware of a meeting with the Town, but they did make a counter. Vice Chair Favreau stated you just confirmed that there is an offer, and you countered, so I don't believe that. Vice Chair Favreau stated that she is concerned with an offer coming from a company where a sitting Select Board member works. Member Conway stated that she should be very careful. Vice Chair Favreau stated that she is being careful because there is a 10 million dollar offer on the table from Nordbloom, which a sitting Select Board member works for, so those are facts, right? There is also indication that there have been meetings that have taken place, and that the Town is on board with this, when in fact we had meetings in October and declined the Right of First Refusal. Vice Chair Favreau asked what happened between October and January 27th that there is now a 10 million dollar offer on the table. Mr. Scippa stated that he is not aware of where the information that has been shared came from. Vice Chair Favreau asked if Nordbloom is aware of the Right of First Refusal. Mr. Scippa stated everyone is aware of the ROFR. Vice Chair Favreau stated but they made an offer on the property that you can't sell for 5 years. Mr. Scippa replied that they aren't the first, multiple companies have made offers and have met with the Town on multiple occasions. Vice Chair Favreau asked what is going on with the clubhouse and the selling off a parcel with the clubhouse on it. Mr. Scippa stated that the current operator wanted to make improvements and buy the property. They are proposing to parcel off that building. Vice Chair Favreau asked if there is a P&S for that. Mr. Scippa replied no, we have pulled the application from in front of the ZBA. Vice Chair



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Favreau stated that the Town has the right of first refusal until 2029 and she cautioned against trying to circumvent that process because that could get members that are currently sitting on this board in trouble. Vice Chair Favreau asked Mr. Scippa if he understood that. Mr. Scippa replied yes, he understands. Vice Chair Favreau stated that Mr. Riley should file the proper conflict of interest paperwork. Member Conway stated that Member Riley left the room.

Secretary Rosa asked if Mr. Scippa is aware of the Nordbloom letter. Mr. Scippa replied no. Chair Burrows gave him a copy. Secretary Rosa stated that Mr. Scippa is aware of the Town's right of first refusal. The offer is very detailed.

Mr. Tassone stated that they have been working on this since 2021 and it keeps going back and forth. What does the Town want.

Janet Moran on Zoom – Ms. Moran stated that there is a covenant on this property, where is it and what does it say. She agrees that the Town has the right of first refusal but is there a restriction after the right of first refusal expires and only 44 single family homes can be built. Mr. Scippa leaked the letter to Ralph Deldon as a fear tactic. Mr. Deldon knew a lot of information on what was going on. They are trying to split off the club house onto a 3-acre parcel on its' own. How did the Planning Board separate this parcel. The entertainment license has also been a problem. Mr. Scippa stated that they are not going forward with the separation of the club house. Chair Burrows stated that there have only been 5 phone calls on noise complaints for the club house over the last 4 years.

Katherine Malgieri joined the meeting. Ms. Malgieri stated that under subdivision law, they appeared before the Planning Board for an ANR, which is an Approval Not Required. The zoning use still remains.

Secretary Rosa asked if they cut the 3 acre parcel out of the 61B property, would that separate parcel also have 61B designation. Mr. Scippa stated that it is an accessory structure. Secretary Rosa stated that we need to wait until we get the proper process from Town Counsel.

Member Riley rejoined the meeting at 8:41 PM.

18. Land Bank Funding Directive Discussion – 1st Reading - Requested by Secretary Rosa

Secretary Rosa stated that this discussion is on how the land bank is funded. This sets aside money every year.

Member Conway stated that she likes the idea, but the amount seems too high with the taxes this year. Secretary Rosa stated that he discussed the amount with Mr. Main and he was comfortable with it. Member Conway asked if this would change the budget numbers. Mr. Main stated that he would use free cash, surplus or sale of land. The last time we did the abutters sale; we used the funds for this account. There are currently 800 pieces of town land.

Member Riley asked how much taxes would this add. Mr. Main replied none. Member Riley asked what the goal of this account is. Secretary Rosa replied that it is for land preservation that would be coupled with CPA funds to put Article 97 protections or 61A and 61B property designation. Member Riley asked if this is our policy or Town Meeting. Secretary Rosa stated that it is our policy on what type of money to put into the account, but Town Meeting decides how to use it.

Vice Chair Favreau stated that she is not opposed.

Chair Burrows stated that he would agree.

Member Conway asked this be sent to Town Counsel for review.

Approval of Meeting Minutes

19. October 28, 2024 Special Meeting

MOTION - Secretary Rosa made a motion to approve the Select Board meeting minutes of October 28, 2024 Special Meeting as submitted. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.



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20. November 4, 2024 Regular Session

MOTION - Secretary Rosa made a motion to approve the Select Board meeting minutes of November 4, 2024 Regular Session as submitted. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

21. November 22, 2024 Special Meeting

MOTION - Secretary Rosa made a motion to approve the Select Board meeting minutes of November 22, 2024 Special Session as submitted. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

22. December 5, 2024 Special Meeting

MOTION - Secretary Rosa made a motion to approve the Select Board meeting minutes of December 5, 2024 Special Meeting as submitted. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

Meeting Schedule

March 3, 2025 and March 17, 2025

MOTION - Secretary Rosa made a motion to adjourn the regular meeting of February 24, 2025 at 8:50 PM. The motion was seconded by Vice Chair Favreau and unanimously voted 5-0-0. On a roll call vote: Member Conway voted Aye, Secretary Rosa voted Aye, Member Riley voted Aye, Vice Chair Favreau voted Aye and Chair Burrows voted Aye.

*Respectfully Submitted by Dawn McDowell,
Recording Secretary*



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Exhibits for the Select Board Meeting – February 24, 2025

Call to order 6:00 PM

1. **Open Microphone** – No Exhibits

Announcements

2. **Vacancies on Boards and Committees** – Vacancy List dated 02/18/25
3. **All other announcements may be viewed on the Town of Billerica website**– No Exhibits

Proclamation and Public Recognition

4. **Franck Moron – 1,000 points for Shawsheen Tech Basketball** – Memo dated 02/12/25
5. **Black History Month** - Proclamation
6. **Vietnam Veteran’s Day – March 29, 2025** – Memo dated 02/18/25, Flyer, Proclamation

Public Hearings

New Business (Quick Items)

7. **Discussion and Possible Vote on Gift Acceptance – Donation From the Estate of Anthony R. Cataldo to the Billerica Fire Department** – Gift Acceptance Form, Last Will and Testament of Anthony R. Cataldo
8. **Right of First Refusal – 159 Allen Road, Unit #22** – Memo from BHA dated 02/12/25, Email from B. Correnti dated 01/23/25
9. **Billerica Community Farmer’s Market (BCFM) – Application for Outside Entertainment License – Mondays from June 16th to October 6th, 2025 from 12:00 PM – 8:00 PM (Operating Hours from 3:00 PM – 7:00 PM) AND Request (4) 18” x 24” Signs on the Town Common on Market Days (Mondays) AND Request Waiver of All Fees** – Billerica Application dated 02/12/25, Public Hearing Notice, Abutters List dated 02/24/25

Appointments

10. **Billerica Housing Authority – Tenant Member – Polixeny “Jenny” Economou** – Application dated 06/05/24, Email from P. Economou dated 02/12/25, Email from D. McDowell dated 02/24/25

Presentation

11. **At Home in Greater Lowell – NMCOC Presentation** – Presentation dated 02/24/25, Goals and Strategies

Committee Reports

Old Business

12. **Town Managers’ Update** – Town Managers Update dated 02/24/25
13. **Griggs Farm Update – Requested by Vice Chair Favreau** – No Exhibits

New Business

14. **Starter Home Zoning District – Discussion and Possible Vote – Requested by Vice Chair Favreau** – Draft Starter Home Zoning Overlay Districts
15. **Policy on Transparency and Accountability in Settlement Agreements – Non-Disclosure Provisions Prohibited – 1st Reading – Requested by Vice Chair Favreau** – Draft Policy dated 02/20/25, Email from D. Favreau dated 02/23/25



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SELECT BOARD MINUTES
FEBRUARY 24, 2025**

16. **2025 Community Funds Grants – Review of Applications Submitted to the Select Board** – Memo from D. McDowell dated 02/19/25, Talley Sheet, Applications: 250th Committee, Billerica’s Farmer’s Market, Community Pantry, Historical Society, Lions Club, Playground Project, Public Library, Scholarship Foundation, Boys and Girls Club, Friends of the COA, Beautiful Billerica, Locke Middle School, Marshall PTO, Shawsheen Tech, Sunshine Gals
17. **Swanson Meadows Discussion – Requested by Chair Burrows** – Email from J. Moran dated 02/16/25 & 02/23/25, Brooks & DeRensis dated 02/24/25
18. **Land Bank Funding Directive Discussion – 1st Reading - Requested by Secretary Rosa** – Directive undated
19. **October 28, 2024 Special Meeting** – SB Minutes of 10/28/24
20. **November 4, 2024 Regular Session** – SB Minutes of 11/04/24
21. **November 22, 2024 Special Meeting** – SB Minutes of 11/22/24
22. **December 5, 2024 Special Meeting** – SB Minutes of 12/05/24

Meeting Schedule

March 3, 2025 and March 17, 2025

Approved On: _____

BILLERICA ZONING BYLAW

SECTION [x]: STARTER HOME ZONING OVERLAY DISTRICTS (SHZODs)

A. General Regulations that apply to all Starter Home Zoning Districts

1. PURPOSES

The purpose(s) of Starter Home Zoning Overlay Districts is/are:

- a) to encourage the development of Starter Homes in accordance with the purposes of G. L. Chapter 40Y.

[add other objectives as applicable]

2. DEFINITIONS

For purposes of this Section[x], the following definitions shall apply. To the extent that there is any conflict between the definitions set forth in this Section and the Governing Laws, the terms of the Governing Laws shall govern.

Accessory Dwelling Unit - a dwelling unit of 600 square feet or less on the same lot as a Starter Home.

Applicant – the individual or entity that submits a Project for Plan Approval.

Area Median Income – the area-wide median income as determined by HUD, adjusted for household size and using HUD's rules for attribution of income to assets.

As-of-right - a use allowed under Section [x]A.5 without recourse to a special permit, variance, zoning amendment, or other form of zoning relief. A Project that requires Plan Approval by the PAA pursuant to Sections A.9.0 through A.14.0 shall be considered an As-of-right Project.

Department or DHCD - the Massachusetts Department of Housing and Community Development, or any successor agency.

Design Standards – means provisions of Section [x]A.14 made applicable to Projects within the SHZOD that are subject to the Plan Approval process.

Designating Official—the PAA, chief executive of the Municipality, or other municipal official who designates the Monitoring Agent pursuant to Section [x]A.6.2.

Eligible Household - an individual or household whose annual income is less than or equal to 110 percent of the Area-Median Income as determined by the United States Department of Housing and Urban Development (HUD), adjusted for household size, with income computed using HUD's rules for attribution of income to assets.

Governing Laws - G.L. Chapter 40Y, 760 CMR 59.00, and DHCD administrative guidance relating to G.L Chapter 40Y.

Income-Restricted Homeownership Unit - an Income-Restricted housing unit required to be sold to and occupied by an Eligible Household.

Income Restriction – a restriction imposed on a housing unit which contains affordability provisions consistent with the Governing Laws with respect to Starter Homes and the requirements of Section [x]A.6.5 of this Bylaw.

Income-Restricted Rental Unit - an Income-Restricted housing unit required to be rented to and occupied by an Eligible Household.

Low Impact Development Technique - development techniques suitable to a particular site that protect the natural features of the site, including, without limitation, (a) natural resource oriented site design, (b) appropriately scaled and decentralized stormwater management techniques that limit the rate of off-site storm water runoff (both peak and non-peak flows) to levels substantially similar to natural hydrology (or, in the case of a redevelopment site, that reduce such flows from pre-existing conditions), through means including, bioretention/rain gardens, infiltration/permeable pavements, stormwater planters, vegetated swales, vegetated buffers, cisterns, rain barrels, and green roofs; and (c) appropriately scaled roads.

Monitoring Agent or Administering Agent – the local housing authority or other qualified housing entity designated by the Designating Official, pursuant to Section [x]A.6.2, to review and implement the Income Restriction requirements affecting Projects under Section [x]A.6.0.

Municipality – the [City] [Town] of _____.

PAA Regulations – administrative rules and regulations adopted by the PAA pursuant to Section [x]A.9.3, **but not including any ordinance or by-law adopted by the Municipality.** Under the 40R Regulations, any change in the PAA Regulations must be reviewed and approved by DHCD.

Plan Approval - standards and procedures which [certain categories of] Projects in the SHZOD must meet pursuant to Sections [x]A.9.0 through [x]A.14.0 and the Governing Laws.

Plan Approval Authority (PAA) - the local approval authority authorized under Section [x]A.9.2 to conduct the Plan Approval process for purposes of reviewing Project applications and issuing Plan Approval decisions within the SHZOD.

Project or Development Project - a project that consists solely of residential Starter Homes [and Accessory Dwelling Units, if permitted], parking, and accessory uses, as further defined in Section [x]A.5.1 and undertaken within the SHZOD in accordance with the requirements of this Section [x].

Starter Home - a single-family home not exceeding 1,850 square feet in heated living area, not including any associated Accessory Dwelling Unit.

Starter Home Zoning Overlay District (SHZOD) – the Starter Home Zoning Overlay District established in accordance with this Section [x].

Statutory Affordable Housing Restriction – an affordable housing restriction meeting statutory requirements in G.L. Chapter 184, Section 31, and which contains Income Restrictions.

Zoning Bylaw - the Zoning Bylaw of the Municipality.

[add other definitions as required, either here or in the PAA Regulations]

3. APPLICABILITY OF SHZOD

3.1 Applicability of SHZODs. An applicant may seek development of a Project located within a SHZOD in accordance with the provisions of the Governing Laws and this Section [x], including a request for Plan Approval by the PAA, if necessary. In such case, notwithstanding anything to the contrary in the Zoning Bylaw, such application shall not be subject to any other provisions of the Zoning Bylaw, including limitations upon the issuance of building permits for residential uses related to a rate of development or phased growth limitation or to a local moratorium on the issuance of such permits, or to other building permit or dwelling unit limitations.

4.2 Underlying Zoning. SHZODs are overlay districts superimposed on all underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the respective underlying

zoning district(s) shall remain in full force, except for those Projects undergoing development pursuant to this Section [x]. Within the boundaries of a SHZOD, a developer may elect either to develop a Project in accordance with the requirements of the Starter Home Zoning, or to develop a project in accordance with requirements of the regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the underlying zoning district(s).

4.3 Administration, Enforcement, and Appeals. The provisions of this Section [x] shall be administered by the building commissioner, except as otherwise provided herein. Any legal appeal arising out of a Plan Approval decision by the PAA under Sections [x]A.9 through [x]A.14 shall be governed by the applicable provisions of G. L. Chapter 40Y. Any other request for enforcement or appeal arising under this Section [x] shall be governed by the applicable provisions of G. L. Chapter 40A.

5. PERMITTED USES - GENERAL

The following uses are permitted As-of-Right for Projects within the all SHZODs unless otherwise specified under the corresponding section of the District-specific requirements.

5.1 Residential Projects. A Residential Project within the SHZOD may include:

- a) Starter Homes;
- b) Accessory Dwelling Units;
- c) Parking accessory to any of the above permitted uses, including surface and garage-under parking; and
- d) Accessory uses customarily incidental to any of the above permitted uses.

[Insert additional text for any additional permitted uses or if there are sub-districts within the District, and the permitted residential uses vary among the sub-districts.]

6. HOUSING AND HOUSING INCOME-RESTRICTION

6.1 Number of Income-Restricted Housing Units. For all Projects, not less than twenty percent (20%) of housing units constructed shall be Income-Restricted. For purposes of calculating the number of Income-Restricted units required within a Project, any fractional unit shall be deemed to constitute a whole unit.

6.2 Monitoring Agent. A Monitoring Agent which may be the local housing authority or other qualified housing entity shall be designated by the Designating Official. In a case where the Monitoring Agent cannot adequately carry out its administrative duties, upon certification of this fact by the Designating Official or by DHCD such duties shall devolve to and thereafter be administered by a qualified housing entity designated by the Designating Official. In any event, such Monitoring Agent shall ensure the following, both prior to issuance of a building permit for a Project within the SHZOD, and on a continuing basis thereafter, as applicable:

1. the calculation of sale prices of Income-Restricted Homeownership Units and rents of Income-Restricted Rental Units are consistent with this Section [x]A.6 and the terms of the applicable Statutory Affordable Housing Restriction;
2. the determination of eligibility of households applying for Income-Restricted units is consistent with this Section [x]A.6 and the terms of the applicable Statutory Affordable Housing Restriction;
3. the affirmative fair housing marketing and resident selection plan conforms to all applicable requirements; has been approved by DHCD, and is properly administered;
4. Eligible Households are selected in accordance with the applicable affirmative fair housing marketing and resident selection plan, which provides for the appropriate determination of unit size and preference for each household; and
5. a Statutory Affordable Housing Restriction meeting the requirements of this Section [x]A.6 is approved by DHCD; is executed and recorded with the appropriate registry of deeds; and is fully enforced during its term.

6.3 Submission Requirements. As part of any application for Plan Approval for a Project within the SHZOD submitted under Sections [x]A.9 through [x]A.14 (or, for Projects not requiring Plan Approval, prior to submission of any application for a building permit), the Applicant must submit the following documents to the PAA and the Monitoring Agent:

- 1) documentation that the Project complies with the cost and eligibility requirements of Section [x]A.6.4;
- 2) Project plans that demonstrate compliance with the requirements of Section [x]A.6.5; and
- 3) a form of Statutory Affordable Housing Restriction that satisfies the requirements of Section [x]A.6.6.

These documents, in combination, shall be submitted with an application for Plan Approval (or, for Projects not requiring Plan Approval, prior to submission of any application for a building permit), and shall include details about construction related to the provision, within the development, of units that are accessible to individuals with disabilities and units that are appropriate for diverse populations, including households with children, other households, individuals, households including individuals with disabilities, and the elderly.

6.4 Cost and Eligibility Requirements. Income-Restricted units shall comply with the following requirements:

1. Income-Restricted units shall be rented or sold, as applicable, to and occupied only by Eligible Households.
2. For an Income-Restricted Rental Unit, the monthly rent payment, including applicable utility allowances, shall not exceed 30 percent of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one, unless another affordable housing program methodology for calculating rent limits as approved by DHCD applies.
3. For an Income-Restricted Homeownership Unit the monthly housing payment, including mortgage principal and interest, private mortgage insurance, property taxes, condominium and/or homeowner's association fees, and insurance, shall not exceed 30 percent of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one.

Prior to the granting of any [building permit or Plan Approval] for a Project, the Applicant must demonstrate:

- a. to the satisfaction of the Monitoring Agent, that the calculation of the rents or purchase prices, as applicable, of Income-Restricted units is consistent with state and federal affordability guidelines that are applicable to the Municipality; and
- b. to the satisfaction of the Monitoring Agent and the PAA that the Project's affirmative fair housing marketing and resident selection plan and Statutory Affordable Housing Restriction have been approved by DHCD.

6.5 Design and Construction. Income-Restricted units shall be finished housing units. Income-Restricted units shall be equitably integrated and dispersed throughout the Project of which they are a part, across each style and size of Starter Home included in the Project and be comparable in

initial construction quality, size and exterior design to the other housing units in the Project. Unless expressly required otherwise under one or more applicable state or federal housing subsidy programs, the bedroom-per-unit average for the Income-Restricted Housing must be equal to or greater than the bedroom-per-unit average for the unrestricted/market-rate units.

6.6 Statutory Affordable Housing Restriction. Each Project shall be subject to a Statutory Affordable Housing Restriction which is recorded with the appropriate registry of deeds or district registry of the Land Court and which contains the following:

1. Specification of the term of the Statutory Affordable Housing Restriction which shall be no less than thirty years;
2. The name and address of the Monitoring Agent with a designation of its power to monitor and enforce the Statutory Affordable Housing Restriction;
3. With respect to homeownership Projects or portions of Projects, a description of the Income-Restricted Homeownership Unit by address and number of bedrooms; the Statutory Affordable Housing Restriction shall apply to the identified Income-Restricted Homeownership Units.
4. With respect to rental Projects or portions of Projects, a description of the overall quantity, initial unit designations and number of bedrooms, and number of bedroom types of Income-Restricted Rental Units; the Statutory Affordable Housing Restriction shall apply to a percentage of rental units of a rental Project with the initially designated Income-Restricted Rental Units identified, and able to float subject to specific approval by DHCD in accordance with the Project's affirmative fair housing marketing and resident selection plan and any applicable DHCD guidance.
5. Reference to an affirmative fair housing marketing and resident selection plan, to which the Income-Restricted units are subject, and which includes an affirmative fair housing marketing program, including public notice and a fair resident selection process. Such plan shall include a preference based on need for number of bedrooms in a unit consistent with applicable DHCD guidance;
6. A requirement that Eligible Household buyers or tenants will be selected at the initial sale or rental, as applicable, and upon all subsequent sales and rentals from a list of Eligible Households compiled in accordance with the affirmative fair housing marketing and resident selection plan;
7. Reference to the formula pursuant to which the rent of an Income-Restricted Rental Unit or the maximum resale price of an Income-Restricted Homeownership Unit will be set;

8. A requirement that only an Eligible Household may reside in Income-Restricted units and that notice of any lease of any Income-Restricted Rental Unit shall be given to the Monitoring Agent;
9. A requirement for effective monitoring and enforcement of the terms and provisions of the Statutory Affordable Housing Restriction by the Monitoring Agent;
10. A requirement that the Statutory Affordable Housing Restriction on an Income-Restricted Homeownership Unit shall run in favor of the Monitoring Agent and the Municipality, in a form approved by DHCD, and shall limit initial sale and re-sale to an Eligible Household which shall occupy the unit as the Household's primary residence;
11. A requirement that the Statutory Affordable Housing Restriction on Income-Restricted Rental Units in a rental Project shall run with the rental Project and shall run in favor of the Monitoring Agent and the Municipality, in a form approved by DHCD, and shall limit rental and occupancy to an Eligible Household;
12. A requirement that the owner[s] or manager[s] of Income-Restricted Rental Unit[s] shall file an annual report to the Monitoring Agent, in a form specified by the Monitoring Agent, certifying compliance with the Income Restriction provisions of this Bylaw and the Statutory Affordable Housing Restriction and containing such other information as may be reasonably requested in order to ensure compliance with the Statutory Affordable Housing Restriction and this Bylaw; and
13. A requirement that residents in Income-Restricted units provide such information as the Monitoring Agent may reasonably request in order to ensure compliance with the Statutory Affordable Housing Restriction and this Bylaw.

6.7 Costs of Affirmative Fair Housing Marketing and Resident Selection Plan. The affirmative fair housing marketing and resident selection plan may make provision for payment by the Applicant of reasonable costs to the Monitoring Agent to develop, advertise, and maintain the list of Eligible Households and to monitor and enforce compliance with affordability requirements consistent with the Statutory Affordable Housing Restriction.

6.8 No Age Restrictions. Pursuant to 760 CMR 59.04(1)(i)2.ii, no restrictions on age shall be imposed in any Project developed under this Bylaw.

6.9 3-Bedroom Requirement. At least 50 percent of the Starter Homes to be developed in a proposed Starter Home Zoning District, excluding Accessory Dwelling Units, must contain 3 or more bedrooms. These 3 or more-bedroom units shall be equitably integrated and dispersed among the Starter Homes throughout the SHZOD and within each Project including by unit type and construction phase.

6.10 Phasing. For any Project that is approved and developed in phases in accordance with Section [x]A.9.4, the percentage of Income-Restricted units in each phase shall be at least equal to the minimum percentage of Income-Restricted units required under Section [x]A.6.1. Where the percentage of Income-Restricted units is not uniform across all phases, the unit dispersal and bedroom proportionality requirements under Section [x]A.6.5 shall be applied proportionate to the Income-Restricted units provided for in each respective phase.

6.11 No Waiver. Notwithstanding anything to the contrary herein, the Income-Restriction provisions in this Section [x]A.6 shall not be waived unless expressly approved in writing by DHCD.

7. DIMENSIONAL AND DENSITY REQUIREMENTS

7.1 Table of Requirements. Notwithstanding anything to the contrary in this Bylaw, the dimensional requirements applicable in the SHZOD are as follows:

[Insert applicable dimensional requirements. Insert additional provisions if there are sub-districts within the District, and the dimensional requirements vary among the sub-districts.]

8. PARKING REQUIREMENTS - GENERAL

These parking requirements are applicable to Projects in all SHZOD unless specified otherwise under any alternative or supplementary provisions under the corresponding District-specific requirements.

8.1 Number of parking spaces. Unless otherwise approved by the PAA, the following minimum/maximum numbers of off-street parking spaces shall be provided by use, either in surface parking, within garages or other structures [or on-street]:

[Insert applicable parking requirements]

The PAA may allow for a decrease in the required parking as provided in Sections [x]A.8.2 and [x]A.8.3 below.

8.2 Shared Parking. Minimum parking requirements above may be

reduced by the PAA through the Plan Approval process (or, for Projects not requiring Plan Approval, prior to submission of any application for a building permit), if the applicant can demonstrate that shared spaces will meet parking demands by using accepted methodologies (such as the Urban Land Institute Shared Parking Report, or ITE Shared Parking Guidelines.)

8.3 Reduction in parking requirements. Notwithstanding anything to the contrary herein, any minimum required amount of parking may be reduced by the PAA through the Plan Approval process (or, for Projects not requiring Plan Approval, prior to submission of any application for a building permit), if the applicant can demonstrate that the reduced amount of parking will not cause excessive congestion, endanger public safety, or that lesser amount of parking will provide positive environmental or other benefits, taking into consideration:

- a) the availability of surplus off street parking in the vicinity of the use being served and/or the proximity of a bus stop or transit station;
- b) the availability of public or commercial parking facilities in the vicinity of the use being served;
- c) shared use of off street parking spaces serving other uses having peak user demands at different times;
- d) occupancy restrictions which are likely to result in a lower level of motor vehicle usage;
- e) impact of the parking requirement on the physical environment of the affected lot or the adjacent lots including reduction in green space, destruction of significant existing trees and other vegetation, destruction of existing dwelling units, or loss of pedestrian amenities along public ways; and
- f) such other factors as may be considered by the PAA.

9. PLAN APPROVAL OF PROJECTS: GENERAL PROVISIONS

9.1 Plan Approval. An application for Plan Approval shall be reviewed by the PAA for consistency with the purpose and intent of Sections [x]A.9 through [x]A.14. Such Plan Approval process shall be construed as an As-of-right review and approval process as required by and in accordance with the Governing Laws.

[If the Municipality wants separate categories of Projects to be subject to Plan Approval, then insert:

The following categories of Projects shall be subject to the Plan Approval process:

- a) Any Project providing more than [] residential units.

9.2 Plan Approval Authority (PAA). The [name of local approval authority], consistent with G.L. Chapter 40Y and 760 CMR 59.00, shall be the PAA, and it is authorized to conduct the Plan Approval process for purposes of reviewing Project applications and issuing Plan Approval decisions within the SHZOD.

9.3 PAA Regulations. The PAA may adopt administrative rules and regulations relative to Plan Approval. Such rules and regulations and any amendments thereof must be approved by DHCD before taking effect.

9.4 Project Phasing. An Applicant may propose, in a Plan Approval submission, that a Project be developed in phases subject to the approval of the PAA, provided that the submission shows the full buildout of the Project and all associated impacts as of the completion of the final phase. Any phased Project shall comply with the provisions of Section [x]A.6.9.

10. PLAN APPROVAL PROCEDURES

10.1 Preapplication. Prior to the submittal of a Plan Approval submission, a “concept plan” may be submitted to help guide the development of the definitive submission for Project buildout and individual elements thereof. Such concept plan should reflect the following:

1. Overall building envelope areas;
2. Open space and natural resource areas; and
3. General site improvements, groupings of buildings, and proposed land uses.

The concept plan is intended to be used as a tool for both the Applicant and the PAA to ensure that the proposed Project design will be consistent with the Design Standards and other requirements of the SHZOD.

10.2 Required Submittals. An application for Plan Approval shall be submitted to the PAA on the form provided by the PAA and approved by DHCD. The application shall be accompanied by such plans and documents as may be required and set forth in the PAA Regulations; the application fee specified in the PAA Regulations; and all materials required under Section [x]A.6.3. All site plans shall be prepared by a certified architect, landscape architect, and/or a civil engineer registered in the Commonwealth of Massachusetts. All landscape plans shall be prepared by a certified landscape architect registered in the Commonwealth of Massachusetts. All building elevations shall be prepared by a certified architect registered in the Commonwealth of Massachusetts. All plans shall be signed and stamped, and drawings prepared at a scale of [one inch equals forty feet (1"=40') or larger], or at a scale as approved in advance by the PAA.

10.3 Filing. An Applicant for Plan Approval shall file the required number of copies of the application form and the other required submittals as set forth in the PAA Regulations with the Municipal Clerk and a copy of the application including the date of filing certified by the Municipal Clerk shall be filed forthwith with the PAA.

10.4 Circulation to Other Boards. Upon receipt of the application, the PAA shall within 5 business days provide a copy of the application materials to the [Select Board / City Council], Board of Appeals, Board of Health, Conservation Commission, Fire Department, Police Department, Building Commissioner, Department of Public Works, the Monitoring Agent (for any Project subject to the Income-Restriction requirements of Section [x]A.6), and other municipal officers, agencies or boards for comment, and any such board, agency or officer shall provide any written comments within 60 days of its receipt of a copy of the plan and application for approval.

10.5 Hearing. The PAA shall hold a public hearing for which notice has been given as provided in G.L. Chapter 40A, § 11. The decision of the PAA shall be made, and a written notice of the decision filed with the Municipal Clerk, within 120 days of the receipt of the application by the Municipal Clerk. The required time limits for such action may be extended by written agreement between the Applicant and the PAA, with a copy of such agreement being filed in the office of the Municipal Clerk. Failure of the PAA to take action within said 120 days or extended time, if applicable, shall be deemed to be an approval of the Plan Approval application.

10.6 Peer Review. For larger, more complex Projects or other circumstances where the PAA determines that it may be appropriate to utilize peer review, the Applicant shall be required to pay for reasonable consulting fees to provide peer review of the Plan Approval application, pursuant to G.L. Chapter 40R, § 11(a). Such fees shall be held by the Municipality in a separate account and used only for expenses associated with the review of the application by outside consultants, including, but not limited to, attorneys, engineers, urban designers, housing consultants, planners, and others. The submissions required of the Applicant and the scope of any such peer review must maintain a proportionality and rational nexus to the potential impacts of the Project on the site and on nearby land. Any surplus remaining after the completion of such review, including any interest accrued, shall be returned to the Applicant forthwith.

11. PLAN APPROVAL DECISIONS

11.1 Plan Approval. Plan Approval shall be granted where the PAA

finds that:

1. the Applicant has submitted the required fees and information as set forth in the PAA Regulations; and
2. the Project as described in the application meets all of the requirements and standards set forth in this Section [x] and the PAA Regulations, or a waiver has been granted therefrom, including written confirmation by the Monitoring Agent that all requirements of that Section have been satisfied;
3. the Project's affirmative fair housing marketing and resident selection plan and Statutory Affordable Housing Restriction have been approved by DHCD, or the PAA approval is conditioned upon DHCD granting approval of the Project's affirmative fair housing marketing and resident selection plan and Statutory Affordable Housing Restriction; provided that if any provision in the PAA decision is in conflict with DHCD's requirements for affirmative fair housing marketing and resident selection, DHCD's requirements shall control; and
4. any extraordinary adverse potential impacts of the Project on nearby properties have been adequately mitigated.

The PAA may attach conditions to the Plan Approval decision that are necessary to ensure substantial compliance with this Section [x], or to mitigate any extraordinary adverse potential impacts of the Project on nearby properties. Any conditions and fees imposed upon the Applicant must be proportional and have a rational nexus to the potential impacts of the Project on the site and on nearby land.

11.2 Plan Disapproval. A Plan Approval application may be disapproved only where the PAA finds that:

1. the Applicant has not submitted the required fees and information as set forth in the Regulations; or
2. the Project as described in the application does not meet all of the requirements and standards set forth in this Section [x] and the PAA Regulations, or that a requested waiver therefrom has not been granted; or
3. it is not possible to adequately mitigate extraordinary adverse Project impacts on nearby properties by means of suitable conditions.

11.3 Waivers. Upon the request of the Applicant and subject to compliance with G.L. c. 40R, 760 CMR 59.00 and Section [x]A.6.10, the Plan Approval Authority may waive dimensional and other requirements of this Section [x], including the Design Standards, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of

the SHZOD, or if it finds that such waiver will allow the Project to achieve the density, Income-Restriction, mix of uses, and/or physical character allowable under this Section [x].

11.4 Project Phasing. The PAA, as a condition of any Plan Approval, may allow a Project to be phased at the request of the Applicant, or it may require a Project to be phased for the purpose of coordinating its development with the construction of Planned Infrastructure Improvements (as that term is defined under 760 CMR 59.00), or to mitigate any extraordinary adverse Project impacts on nearby properties. For Projects that are approved and developed in phases, unless otherwise explicitly approved in writing by DHCD in relation to the specific Project, the proportion of Income-Restricted units shall be at least equal to the minimum percentage of Income-Restricted units required under Section [x]A.6.1.

11.5 Form of Decision. The PAA shall issue to the Applicant a copy of its decision containing the name and address of the owner, identifying the land affected, and the plans that were the subject of the decision, and certifying that a copy of the decision has been filed with the Municipality Clerk and that all plans referred to in the decision are on file with the PAA. If twenty (20) days have elapsed after the decision has been filed in the office of the Municipality Clerk without an appeal having been filed or if such appeal, having been filed, is dismissed or denied, the Municipal Clerk shall so certify on a copy of the decision. If a plan is approved by reason of the failure of the PAA to timely act, the Municipal Clerk shall make such certification on a copy of the application. A copy of the decision or application bearing such certification shall be 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 recorded and noted on the owner's certificate of title. The fee for recording or registering shall be paid by the Applicant.

11.6 Validity of Decision. A Plan Approval shall remain valid and shall run with the land indefinitely, provided that construction has commenced within two years after the decision is issued, which time shall be extended by the time required to adjudicate any appeal from such approval and which time shall also be extended if the Project proponent is actively pursuing other required permits for the Project or there is other good cause for the failure to commence construction, or as may be provided in a Plan Approval for a multi-phase Project.

12. CHANGE IN PLANS AFTER APPROVAL BY PAA

12.1 Minor Change. After Plan Approval, an Applicant may apply to make minor changes in a Project involving minor utility or building orientation adjustments, or minor adjustments to parking or other site

details that do not affect the overall buildout or building envelope of the site, or provision of open space, number of housing units, or housing need or Income-Restriction features. Such minor changes must be submitted to the PAA on redlined prints of the approved plan, reflecting the proposed change, and on application forms provided by the PAA. The PAA may authorize such changes at any regularly scheduled meeting, without the need to hold a public hearing. The PAA shall set forth any decision to approve or deny such minor change by motion and written decision, and provide a copy to the Applicant for filing with the Municipal Clerk.

12.2 Major Change. Those changes deemed by the PAA to constitute a major change in a Project because of the nature of the change in relation to the prior approved plan, or because such change cannot be appropriately characterized as a minor change as described above, shall be processed by the PAA as a new application for Plan Approval pursuant to Sections [x]A.9 - through [x]A.14.

13. LOW IMPACT DEVELOPMENT TECHNIQUES

13.1 Terms. In these Sections A.13 and A.14, the words “shall,” “should,” and “may” are used to describe specific conditions. To clarify the meanings intended by the use of these words, the following definitions apply:

- A. Shall: A mandatory condition. Where certain requirements in the design or application of the standard are described with the “shall” stipulation, it is mandatory that these requirements be met.
- B. Should: An advisory condition. Where the word “should” is used, a condition is considered advisable, but is not mandatory. Noncompliance with a condition stipulated with the word “should” will not be the basis for denial of Plan Approval.
- C. May: A permissive condition. No requirement or recommendation is intended.

13.2 Surfacing, Drainage, & Irrigation

- 1. In any Project undergoing the Project Approval process:
 - A. Low Impact Development Techniques should be used throughout the site to the extent feasible.
 - B. Natural drainage courses should be utilized insofar as possible.
 - C. Curbing shall be required only as necessary to limit off pavement vehicle access or for pedestrian safety, unless other suitable materials are used.
 - D. All Low Impact Development stormwater features,

detention, and filtration systems shall be designed to conform to the most recent edition of the Massachusetts Stormwater Handbook of the Massachusetts Department of Environmental Protection.

- E. Impervious surface should be minimized.
- F. Paved roadway, parking, and other impervious areas should be drained toward areas of low impact development practices such as bioretention areas (rain gardens), roadside swales and infiltration structures.

2. Low Impact Development Techniques employ a variety of natural and built features that:

- A. Collect and treat stormwater runoff close to its source;
- B. Reduce the rate of runoff;
- C. Filter out its pollutants; and
- D. Facilitate the infiltration of water into the ground.

Rather than collecting runoff in piped or channelized networks and controlling the flow downstream in a large stormwater management facility, Low Impact Development Techniques take a decentralized approach that disperses flows and manages runoff closer to where it originates, and incorporates a set of overall site design strategies as well as highly localized, small-scale, decentralized source control techniques such as, for example, rain gardens, roof run-off collection or infiltration system, and permeable paving.

3. Roads, driveways and parking areas shall be graded, surfaced with asphalt, concrete, or other suitable non-erosive material, and drained in a manner to prevent nuisance of standing water, erosion, or excessive water flow across abutting streets or ways, within the proposed parking area, to abutting properties, and to wetland resource areas; natural drainage courses shall be utilized insofar as possible. Pervious asphalt, pervious concrete, pervious pavers or reinforced turf should be used where consistent with sound engineering practices, such as in low traffic volume areas and parking areas located in areas furthest from the buildings being served. To the extent feasible and practical, stormwater management shall incorporate Low Impact Development Techniques.

14. DESIGN STANDARDS - GENERAL

[If the Design Standards are to be contained in the SHZ, the following provisions should be adopted:

- 14.1 Adoption of Design Standards.** Any Project undergoing the Plan Approval process shall be subject to Design Standards as set forth or

referenced in the Design Standards section below corresponding to a specific SHZOD.

14.2 Purpose. The Design Standards are adopted to ensure that the physical character of Projects within the SHZOD:

1. will be complementary to nearby buildings and structures;
2. will be consistent with the Comprehensive Housing Plan, an applicable master plan, an area specific plan, or any other plan document adopted by the Municipality and approved by DHCD as satisfying the corresponding consistency requirements under 760 CMR 59.04(1)(f)3.b.; and
3. will, as applicable, provide for compact quality development consistent with the character of building types, streetscapes, and other community features traditionally found in densely settled areas of the Municipality or in the region of the Municipality.

[If the Design Standards are to be contained within the PAA regulations, the following provisions should be adopted:

14.3. Design Standards. The PAA may adopt, by simple majority vote, Design Standards which shall be applicable to Projects subject to Plan Approval by the PAA. Such Design Standards must clearly distinguish standard requirements from recommendations or guiding principles and must be articulated objectively so that compliance can be reasonably interpreted and measured. Such Design Standards may only address:

1. for expedited review of SHZODs without the submission of a Developer's Certificate of Feasibility: the size and location of garages or carports decks or other non-living area structures associated with a Starter Home or Accessory Dwelling Unit, and basic roof styles.
2. for standard review of SHZODs: the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties.] DHCD may, at its discretion, require Design Standards to contain graphics illustrating a particular standard or definition in order to make such standard or definition clear and understandable.]

14.4. DHCD Approval. After adopting Design Standards, the PAA shall submit Design Standards to DHCD for approval. Design Standards shall not take effect until approved by DHCD and filed with the Municipal Clerk. In submitting proposed Design Standards for DHCD approval, the PAA shall also submit sufficient documentation clearly showing that the proposed Design Standards will not add unreasonable costs to development Projects or unreasonably impair the

economic feasibility of a Project. Unless it is a Developer Certificate of Feasibility under the 40R Regulations, a letter from a developer, property owner or other interested party indicating that the Design Standards will not add unreasonable costs or unreasonably impair the economic feasibility of a Project shall not constitute sufficient documentation. In its discretion, DHCD may disapprove Design Standards if it finds that the PAA has not adopted objective Design Standards or has not submitted such documentation.

14.5. Plan Approval. An application for Plan Approval that has been submitted to the Municipal Clerk pursuant to this Section [x] shall not be subject to Design Standards that have not been approved by DHCD and filed with the Municipal Clerk.]

15. SEVERABILITY.

If any provision of this Section [x] is found to be invalid by a court of competent jurisdiction, the remainder of Section [x] shall not be affected but shall remain in full force. The invalidity of any provision of this Section [x] shall not affect the validity of the remainder of the Municipality's Zoning Bylaw/Ordinance.

16. Establishment and Delineation of the Starter Home Zoning Overlay Districts

16.1. [NAME OF DISTRICT] START HOME ZONING OVERLAY DISTRICT

a.1 Establishment. The [District Name] Starter Home Zoning Overlay District, hereinafter referred to as the "SHZOD," is an overlay district having a land area of approximately __ acres in size that is superimposed over the underlying zoning district (s) and is shown on the Zoning Map as set forth on the map entitled "[Name of District] Starter Home Zoning Overlay District, dated __, prepared by __." This map is hereby made a part of the Zoning By-law and is on file in the Office of the Municipal Clerk.

a.2 Sub-districts. The SHZOD contains the following sub-districts: [e.g., Detached Starter Home with Accessory Dwelling Unit sub-district / Attached Starter Home sub-district / Mixed-use sub-district].

b. Permitted Uses (District-Specific). The SHZOD contains the following sub-districts: [e.g., Detached Starter Home sub-district / Attached Starter Home sub-district].

c. Dimensional, Density and Parking Requirements (District-Specific) The SHZOD contains the following sub-districts: [e.g., Detached Starter Home sub-district / Attached Start Home sub-district].

d. Design Standards (District-Specific)

COMMENTS: This section should specify any Design Standards (if applicable) that are particular to the corresponding SHZOD.

BILLERICA ZONING BYLAW

SECTION [x]: STARTER HOME ZONING OVERLAY DISTRICTS (SHZODs)

A. General Regulations that apply to all Starter Home Zoning Districts

1. PURPOSES

The purpose(s) of Starter Home Zoning Overlay Districts is/are:

- a) to encourage the development of Starter Homes in accordance with the purposes of G. L. Chapter 40Y.

[add other objectives as applicable]

2. DEFINITIONS

For purposes of this Section[x], the following definitions shall apply. To the extent that there is any conflict between the definitions set forth in this Section and the Governing Laws, the terms of the Governing Laws shall govern.

Accessory Dwelling Unit - a dwelling unit of 600 square feet or less on the same lot as a Starter Home.

Applicant – the individual or entity that submits a Project for Plan Approval.

Area Median Income – the area-wide median income as determined by HUD, adjusted for household size and using HUD's rules for attribution of income to assets.

As-of-right - a use allowed under Section [x]A.5 without recourse to a special permit, variance, zoning amendment, or other form of zoning relief. A Project that requires Plan Approval by the PAA pursuant to Sections A.9.0 through A.14.0 shall be considered an As-of-right Project.

Department or DHCD - the Massachusetts Department of Housing and Community Development, or any successor agency.

Design Standards – means provisions of Section [x]A.14 made applicable to Projects within the SHZOD that are subject to the Plan Approval process.

Designating Official—the PAA, chief executive of the Municipality, or other municipal official who designates the Monitoring Agent pursuant to Section [x]A.6.2.

Eligible Household - an individual or household whose annual income is less than or equal to 110 percent of the Area-Median Income as determined by the United States Department of Housing and Urban Development (HUD), adjusted for household size, with income computed using HUD's rules for attribution of income to assets.

Governing Laws - G.L. Chapter 40Y, 760 CMR 59.00, and DHCD administrative guidance relating to G.L Chapter 40Y.

Income-Restricted Homeownership Unit - an Income-Restricted housing unit required to be sold to and occupied by an Eligible Household.

Income Restriction – a restriction imposed on a housing unit which contains affordability provisions consistent with the Governing Laws with respect to Starter Homes and the requirements of Section [x]A.6.5 of this Bylaw.

Income-Restricted Rental Unit - an Income-Restricted housing unit required to be rented to and occupied by an Eligible Household.

Low Impact Development Technique - development techniques suitable to a particular site that protect the natural features of the site, including, without limitation, (a) natural resource oriented site design, (b) appropriately scaled and decentralized stormwater management techniques that limit the rate of off-site storm water runoff (both peak and non-peak flows) to levels substantially similar to natural hydrology (or, in the case of a redevelopment site, that reduce such flows from pre-existing conditions), through means including, bioretention/rain gardens, infiltration/permeable pavements, stormwater planters, vegetated swales, vegetated buffers, cisterns, rain barrels, and green roofs; and (c) appropriately scaled roads.

Monitoring Agent or Administering Agent – the local housing authority or other qualified housing entity designated by the Designating Official, pursuant to Section [x]A.6.2, to review and implement the Income Restriction requirements affecting Projects under Section [x]A.6.0.

Municipality – the [City] [Town] of _____.

PAA Regulations – administrative rules and regulations adopted by the PAA pursuant to Section [x]A.9.3, **but not including any ordinance or by-law adopted by the Municipality.** Under the 40R Regulations, any change in the PAA Regulations must be reviewed and approved by DHCD.

Plan Approval - standards and procedures which [certain categories of] Projects in the SHZOD must meet pursuant to Sections [x]A.9.0 through [x]A.14.0 and the Governing Laws.

Plan Approval Authority (PAA) - the local approval authority authorized under Section [x]A.9.2 to conduct the Plan Approval process for purposes of reviewing Project applications and issuing Plan Approval decisions within the SHZOD.

Project or Development Project - a project that consists solely of residential Starter Homes [and Accessory Dwelling Units, if permitted], parking, and accessory uses, as further defined in Section [x]A.5.1 and undertaken within the SHZOD in accordance with the requirements of this Section [x].

Starter Home - a single-family home not exceeding 1,850 square feet in heated living area, not including any associated Accessory Dwelling Unit.

Starter Home Zoning Overlay District (SHZOD) – the Starter Home Zoning Overlay District established in accordance with this Section [x].

Statutory Affordable Housing Restriction – an affordable housing restriction meeting statutory requirements in G.L. Chapter 184, Section 31, and which contains Income Restrictions.

Zoning Bylaw - the Zoning Bylaw of the Municipality.

[add other definitions as required, either here or in the PAA Regulations]

3. APPLICABILITY OF SHZOD

3.1 Applicability of SHZODs. An applicant may seek development of a Project located within a SHZOD in accordance with the provisions of the Governing Laws and this Section [x], including a request for Plan Approval by the PAA, if necessary. In such case, notwithstanding anything to the contrary in the Zoning Bylaw, such application shall not be subject to any other provisions of the Zoning Bylaw, including limitations upon the issuance of building permits for residential uses related to a rate of development or phased growth limitation or to a local moratorium on the issuance of such permits, or to other building permit or dwelling unit limitations.

4.2 Underlying Zoning. SHZODs are overlay districts superimposed on all underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the respective underlying

zoning district(s) shall remain in full force, except for those Projects undergoing development pursuant to this Section [x]. Within the boundaries of a SHZOD, a developer may elect either to develop a Project in accordance with the requirements of the Starter Home Zoning, or to develop a project in accordance with requirements of the regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the underlying zoning district(s).

4.3 Administration, Enforcement, and Appeals. The provisions of this Section [x] shall be administered by the building commissioner, except as otherwise provided herein. Any legal appeal arising out of a Plan Approval decision by the PAA under Sections [x]A.9 through [x]A.14 shall be governed by the applicable provisions of G. L. Chapter 40Y. Any other request for enforcement or appeal arising under this Section [x] shall be governed by the applicable provisions of G. L. Chapter 40A.

5. PERMITTED USES - GENERAL

The following uses are permitted As-of-Right for Projects within the all SHZODs unless otherwise specified under the corresponding section of the District-specific requirements.

5.1 Residential Projects. A Residential Project within the SHZOD may include:

- a) Starter Homes;
- b) Accessory Dwelling Units;
- c) Parking accessory to any of the above permitted uses, including surface and garage-under parking; and
- d) Accessory uses customarily incidental to any of the above permitted uses.

[Insert additional text for any additional permitted uses or if there are sub-districts within the District, and the permitted residential uses vary among the sub-districts.]

6. HOUSING AND HOUSING INCOME-RESTRICTION

6.1 Number of Income-Restricted Housing Units. For all Projects, not less than twenty percent (20%) of housing units constructed shall be Income-Restricted. For purposes of calculating the number of Income-Restricted units required within a Project, any fractional unit shall be deemed to constitute a whole unit.

6.2 Monitoring Agent. A Monitoring Agent which may be the local housing authority or other qualified housing entity shall be designated by the Designating Official. In a case where the Monitoring Agent cannot adequately carry out its administrative duties, upon certification of this fact by the Designating Official or by DHCD such duties shall devolve to and thereafter be administered by a qualified housing entity designated by the Designating Official. In any event, such Monitoring Agent shall ensure the following, both prior to issuance of a building permit for a Project within the SHZOD, and on a continuing basis thereafter, as applicable:

1. the calculation of sale prices of Income-Restricted Homeownership Units and rents of Income-Restricted Rental Units are consistent with this Section [x]A.6 and the terms of the applicable Statutory Affordable Housing Restriction;
2. the determination of eligibility of households applying for Income-Restricted units is consistent with this Section [x]A.6 and the terms of the applicable Statutory Affordable Housing Restriction;
3. the affirmative fair housing marketing and resident selection plan conforms to all applicable requirements; has been approved by DHCD, and is properly administered;
4. Eligible Households are selected in accordance with the applicable affirmative fair housing marketing and resident selection plan, which provides for the appropriate determination of unit size and preference for each household; and
5. a Statutory Affordable Housing Restriction meeting the requirements of this Section [x]A.6 is approved by DHCD; is executed and recorded with the appropriate registry of deeds; and is fully enforced during its term.

6.3 Submission Requirements. As part of any application for Plan Approval for a Project within the SHZOD submitted under Sections [x]A.9 through [x]A.14 (or, for Projects not requiring Plan Approval, prior to submission of any application for a building permit), the Applicant must submit the following documents to the PAA and the Monitoring Agent:

- 1) documentation that the Project complies with the cost and eligibility requirements of Section [x]A.6.4;
- 2) Project plans that demonstrate compliance with the requirements of Section [x]A.6.5; and
- 3) a form of Statutory Affordable Housing Restriction that satisfies the requirements of Section [x]A.6.6.

These documents, in combination, shall be submitted with an application for Plan Approval (or, for Projects not requiring Plan Approval, prior to submission of any application for a building permit), and shall include details about construction related to the provision, within the development, of units that are accessible to individuals with disabilities and units that are appropriate for diverse populations, including households with children, other households, individuals, households including individuals with disabilities, and the elderly.

6.4 Cost and Eligibility Requirements. Income-Restricted units shall comply with the following requirements:

1. Income-Restricted units shall be rented or sold, as applicable, to and occupied only by Eligible Households.
2. For an Income-Restricted Rental Unit, the monthly rent payment, including applicable utility allowances, shall not exceed 30 percent of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one, unless another affordable housing program methodology for calculating rent limits as approved by DHCD applies.
3. For an Income-Restricted Homeownership Unit the monthly housing payment, including mortgage principal and interest, private mortgage insurance, property taxes, condominium and/or homeowner's association fees, and insurance, shall not exceed 30 percent of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one.

Prior to the granting of any [building permit or Plan Approval] for a Project, the Applicant must demonstrate:

- a. to the satisfaction of the Monitoring Agent, that the calculation of the rents or purchase prices, as applicable, of Income-Restricted units is consistent with state and federal affordability guidelines that are applicable to the Municipality; and
- b. to the satisfaction of the Monitoring Agent and the PAA that the Project's affirmative fair housing marketing and resident selection plan and Statutory Affordable Housing Restriction have been approved by DHCD.

6.5 Design and Construction. Income-Restricted units shall be finished housing units. Income-Restricted units shall be equitably integrated and dispersed throughout the Project of which they are a part, across each style and size of Starter Home included in the Project and be comparable in

initial construction quality, size and exterior design to the other housing units in the Project. Unless expressly required otherwise under one or more applicable state or federal housing subsidy programs, the bedroom-per-unit average for the Income-Restricted Housing must be equal to or greater than the bedroom-per-unit average for the unrestricted/market-rate units.

6.6 Statutory Affordable Housing Restriction. Each Project shall be subject to a Statutory Affordable Housing Restriction which is recorded with the appropriate registry of deeds or district registry of the Land Court and which contains the following:

1. Specification of the term of the Statutory Affordable Housing Restriction which shall be no less than thirty years;
2. The name and address of the Monitoring Agent with a designation of its power to monitor and enforce the Statutory Affordable Housing Restriction;
3. With respect to homeownership Projects or portions of Projects, a description of the Income-Restricted Homeownership Unit by address and number of bedrooms; the Statutory Affordable Housing Restriction shall apply to the identified Income-Restricted Homeownership Units.
4. With respect to rental Projects or portions of Projects, a description of the overall quantity, initial unit designations and number of bedrooms, and number of bedroom types of Income-Restricted Rental Units; the Statutory Affordable Housing Restriction shall apply to a percentage of rental units of a rental Project with the initially designated Income-Restricted Rental Units identified, and able to float subject to specific approval by DHCD in accordance with the Project's affirmative fair housing marketing and resident selection plan and any applicable DHCD guidance.
5. Reference to an affirmative fair housing marketing and resident selection plan, to which the Income-Restricted units are subject, and which includes an affirmative fair housing marketing program, including public notice and a fair resident selection process. Such plan shall include a preference based on need for number of bedrooms in a unit consistent with applicable DHCD guidance;
6. A requirement that Eligible Household buyers or tenants will be selected at the initial sale or rental, as applicable, and upon all subsequent sales and rentals from a list of Eligible Households compiled in accordance with the affirmative fair housing marketing and resident selection plan;
7. Reference to the formula pursuant to which the rent of an Income-Restricted Rental Unit or the maximum resale price of an Income-Restricted Homeownership Unit will be set;

8. A requirement that only an Eligible Household may reside in Income-Restricted units and that notice of any lease of any Income-Restricted Rental Unit shall be given to the Monitoring Agent;
9. A requirement for effective monitoring and enforcement of the terms and provisions of the Statutory Affordable Housing Restriction by the Monitoring Agent;
10. A requirement that the Statutory Affordable Housing Restriction on an Income-Restricted Homeownership Unit shall run in favor of the Monitoring Agent and the Municipality, in a form approved by DHCD, and shall limit initial sale and re-sale to an Eligible Household which shall occupy the unit as the Household's primary residence;
11. A requirement that the Statutory Affordable Housing Restriction on Income-Restricted Rental Units in a rental Project shall run with the rental Project and shall run in favor of the Monitoring Agent and the Municipality, in a form approved by DHCD, and shall limit rental and occupancy to an Eligible Household;
12. A requirement that the owner[s] or manager[s] of Income-Restricted Rental Unit[s] shall file an annual report to the Monitoring Agent, in a form specified by the Monitoring Agent, certifying compliance with the Income Restriction provisions of this Bylaw and the Statutory Affordable Housing Restriction and containing such other information as may be reasonably requested in order to ensure compliance with the Statutory Affordable Housing Restriction and this Bylaw; and
13. A requirement that residents in Income-Restricted units provide such information as the Monitoring Agent may reasonably request in order to ensure compliance with the Statutory Affordable Housing Restriction and this Bylaw.

6.7 Costs of Affirmative Fair Housing Marketing and Resident Selection Plan. The affirmative fair housing marketing and resident selection plan may make provision for payment by the Applicant of reasonable costs to the Monitoring Agent to develop, advertise, and maintain the list of Eligible Households and to monitor and enforce compliance with affordability requirements consistent with the Statutory Affordable Housing Restriction.

6.8 No Age Restrictions. Pursuant to 760 CMR 59.04(1)(i)2.ii, no restrictions on age shall be imposed in any Project developed under this Bylaw.

6.9 3-Bedroom Requirement. At least 50 percent of the Starter Homes to be developed in a proposed Starter Home Zoning District, excluding Accessory Dwelling Units, must contain 3 or more bedrooms. These 3 or more-bedroom units shall be equitably integrated and dispersed among the Starter Homes throughout the SHZOD and within each Project including by unit type and construction phase.

6.10 Phasing. For any Project that is approved and developed in phases in accordance with Section [x]A.9.4, the percentage of Income-Restricted units in each phase shall be at least equal to the minimum percentage of Income-Restricted units required under Section [x]A.6.1. Where the percentage of Income-Restricted units is not uniform across all phases, the unit dispersal and bedroom proportionality requirements under Section [x]A.6.5 shall be applied proportionate to the Income-Restricted units provided for in each respective phase.

6.11 No Waiver. Notwithstanding anything to the contrary herein, the Income-Restriction provisions in this Section [x]A.6 shall not be waived unless expressly approved in writing by DHCD.

7. DIMENSIONAL AND DENSITY REQUIREMENTS

7.1 Table of Requirements. Notwithstanding anything to the contrary in this Bylaw, the dimensional requirements applicable in the SHZOD are as follows:

[Insert applicable dimensional requirements. Insert additional provisions if there are sub-districts within the District, and the dimensional requirements vary among the sub-districts.]

8. PARKING REQUIREMENTS - GENERAL

These parking requirements are applicable to Projects in all SHZOD unless specified otherwise under any alternative or supplementary provisions under the corresponding District-specific requirements.

8.1 Number of parking spaces. Unless otherwise approved by the PAA, the following minimum/maximum numbers of off-street parking spaces shall be provided by use, either in surface parking, within garages or other structures [or on-street]:

[Insert applicable parking requirements]

The PAA may allow for a decrease in the required parking as provided in Sections [x]A.8.2 and [x]A.8.3 below.

8.2 Shared Parking. Minimum parking requirements above may be

reduced by the PAA through the Plan Approval process (or, for Projects not requiring Plan Approval, prior to submission of any application for a building permit), if the applicant can demonstrate that shared spaces will meet parking demands by using accepted methodologies (such as the Urban Land Institute Shared Parking Report, or ITE Shared Parking Guidelines.)

8.3 Reduction in parking requirements. Notwithstanding anything to the contrary herein, any minimum required amount of parking may be reduced by the PAA through the Plan Approval process (or, for Projects not requiring Plan Approval, prior to submission of any application for a building permit), if the applicant can demonstrate that the reduced amount of parking will not cause excessive congestion, endanger public safety, or that lesser amount of parking will provide positive environmental or other benefits, taking into consideration:

- a) the availability of surplus off street parking in the vicinity of the use being served and/or the proximity of a bus stop or transit station;
- b) the availability of public or commercial parking facilities in the vicinity of the use being served;
- c) shared use of off street parking spaces serving other uses having peak user demands at different times;
- d) occupancy restrictions which are likely to result in a lower level of motor vehicle usage;
- e) impact of the parking requirement on the physical environment of the affected lot or the adjacent lots including reduction in green space, destruction of significant existing trees and other vegetation, destruction of existing dwelling units, or loss of pedestrian amenities along public ways; and
- f) such other factors as may be considered by the PAA.

9. PLAN APPROVAL OF PROJECTS: GENERAL PROVISIONS

9.1 Plan Approval. An application for Plan Approval shall be reviewed by the PAA for consistency with the purpose and intent of Sections [x]A.9 through [x]A.14. Such Plan Approval process shall be construed as an As-of-right review and approval process as required by and in accordance with the Governing Laws.

[If the Municipality wants separate categories of Projects to be subject to Plan Approval, then insert:

The following categories of Projects shall be subject to the Plan Approval process:

- a) Any Project providing more than [] residential units.

9.2 Plan Approval Authority (PAA). The [name of local approval authority], consistent with G.L. Chapter 40Y and 760 CMR 59.00, shall be the PAA, and it is authorized to conduct the Plan Approval process for purposes of reviewing Project applications and issuing Plan Approval decisions within the SHZOD.

9.3 PAA Regulations. The PAA may adopt administrative rules and regulations relative to Plan Approval. Such rules and regulations and any amendments thereof must be approved by DHCD before taking effect.

9.4 Project Phasing. An Applicant may propose, in a Plan Approval submission, that a Project be developed in phases subject to the approval of the PAA, provided that the submission shows the full buildout of the Project and all associated impacts as of the completion of the final phase. Any phased Project shall comply with the provisions of Section [x]A.6.9.

10. PLAN APPROVAL PROCEDURES

10.1 Preapplication. Prior to the submittal of a Plan Approval submission, a “concept plan” may be submitted to help guide the development of the definitive submission for Project buildout and individual elements thereof. Such concept plan should reflect the following:

1. Overall building envelope areas;
2. Open space and natural resource areas; and
3. General site improvements, groupings of buildings, and proposed land uses.

The concept plan is intended to be used as a tool for both the Applicant and the PAA to ensure that the proposed Project design will be consistent with the Design Standards and other requirements of the SHZOD.

10.2 Required Submittals. An application for Plan Approval shall be submitted to the PAA on the form provided by the PAA and approved by DHCD. The application shall be accompanied by such plans and documents as may be required and set forth in the PAA Regulations; the application fee specified in the PAA Regulations; and all materials required under Section [x]A.6.3. All site plans shall be prepared by a certified architect, landscape architect, and/or a civil engineer registered in the Commonwealth of Massachusetts. All landscape plans shall be prepared by a certified landscape architect registered in the Commonwealth of Massachusetts. All building elevations shall be prepared by a certified architect registered in the Commonwealth of Massachusetts. All plans shall be signed and stamped, and drawings prepared at a scale of [one inch equals forty feet (1"=40') or larger], or at a scale as approved in advance by the PAA.

10.3 Filing. An Applicant for Plan Approval shall file the required number of copies of the application form and the other required submittals as set forth in the PAA Regulations with the Municipal Clerk and a copy of the application including the date of filing certified by the Municipal Clerk shall be filed forthwith with the PAA.

10.4 Circulation to Other Boards. Upon receipt of the application, the PAA shall within 5 business days provide a copy of the application materials to the [Select Board / City Council], Board of Appeals, Board of Health, Conservation Commission, Fire Department, Police Department, Building Commissioner, Department of Public Works, the Monitoring Agent (for any Project subject to the Income-Restriction requirements of Section [x]A.6), and other municipal officers, agencies or boards for comment, and any such board, agency or officer shall provide any written comments within 60 days of its receipt of a copy of the plan and application for approval.

10.5 Hearing. The PAA shall hold a public hearing for which notice has been given as provided in G.L. Chapter 40A, § 11. The decision of the PAA shall be made, and a written notice of the decision filed with the Municipal Clerk, within 120 days of the receipt of the application by the Municipal Clerk. The required time limits for such action may be extended by written agreement between the Applicant and the PAA, with a copy of such agreement being filed in the office of the Municipal Clerk. Failure of the PAA to take action within said 120 days or extended time, if applicable, shall be deemed to be an approval of the Plan Approval application.

10.6 Peer Review. For larger, more complex Projects or other circumstances where the PAA determines that it may be appropriate to utilize peer review, the Applicant shall be required to pay for reasonable consulting fees to provide peer review of the Plan Approval application, pursuant to G.L. Chapter 40R, § 11(a). Such fees shall be held by the Municipality in a separate account and used only for expenses associated with the review of the application by outside consultants, including, but not limited to, attorneys, engineers, urban designers, housing consultants, planners, and others. The submissions required of the Applicant and the scope of any such peer review must maintain a proportionality and rational nexus to the potential impacts of the Project on the site and on nearby land. Any surplus remaining after the completion of such review, including any interest accrued, shall be returned to the Applicant forthwith.

11. PLAN APPROVAL DECISIONS

11.1 Plan Approval. Plan Approval shall be granted where the PAA

finds that:

1. the Applicant has submitted the required fees and information as set forth in the PAA Regulations; and
2. the Project as described in the application meets all of the requirements and standards set forth in this Section [x] and the PAA Regulations, or a waiver has been granted therefrom, including written confirmation by the Monitoring Agent that all requirements of that Section have been satisfied;
3. the Project's affirmative fair housing marketing and resident selection plan and Statutory Affordable Housing Restriction have been approved by DHCD, or the PAA approval is conditioned upon DHCD granting approval of the Project's affirmative fair housing marketing and resident selection plan and Statutory Affordable Housing Restriction; provided that if any provision in the PAA decision is in conflict with DHCD's requirements for affirmative fair housing marketing and resident selection, DHCD's requirements shall control; and
4. any extraordinary adverse potential impacts of the Project on nearby properties have been adequately mitigated.

The PAA may attach conditions to the Plan Approval decision that are necessary to ensure substantial compliance with this Section [x], or to mitigate any extraordinary adverse potential impacts of the Project on nearby properties. Any conditions and fees imposed upon the Applicant must be proportional and have a rational nexus to the potential impacts of the Project on the site and on nearby land.

11.2 Plan Disapproval. A Plan Approval application may be disapproved only where the PAA finds that:

1. the Applicant has not submitted the required fees and information as set forth in the Regulations; or
2. the Project as described in the application does not meet all of the requirements and standards set forth in this Section [x] and the PAA Regulations, or that a requested waiver therefrom has not been granted; or
3. it is not possible to adequately mitigate extraordinary adverse Project impacts on nearby properties by means of suitable conditions.

11.3 Waivers. Upon the request of the Applicant and subject to compliance with G.L. c. 40R, 760 CMR 59.00 and Section [x]A.6.10, the Plan Approval Authority may waive dimensional and other requirements of this Section [x], including the Design Standards, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of

the SHZOD, or if it finds that such waiver will allow the Project to achieve the density, Income-Restriction, mix of uses, and/or physical character allowable under this Section [x].

11.4 Project Phasing. The PAA, as a condition of any Plan Approval, may allow a Project to be phased at the request of the Applicant, or it may require a Project to be phased for the purpose of coordinating its development with the construction of Planned Infrastructure Improvements (as that term is defined under 760 CMR 59.00), or to mitigate any extraordinary adverse Project impacts on nearby properties. For Projects that are approved and developed in phases, unless otherwise explicitly approved in writing by DHCD in relation to the specific Project, the proportion of Income-Restricted units shall be at least equal to the minimum percentage of Income-Restricted units required under Section [x]A.6.1.

11.5 Form of Decision. The PAA shall issue to the Applicant a copy of its decision containing the name and address of the owner, identifying the land affected, and the plans that were the subject of the decision, and certifying that a copy of the decision has been filed with the Municipality Clerk and that all plans referred to in the decision are on file with the PAA. If twenty (20) days have elapsed after the decision has been filed in the office of the Municipality Clerk without an appeal having been filed or if such appeal, having been filed, is dismissed or denied, the Municipal Clerk shall so certify on a copy of the decision. If a plan is approved by reason of the failure of the PAA to timely act, the Municipal Clerk shall make such certification on a copy of the application. A copy of the decision or application bearing such certification shall be 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 recorded and noted on the owner's certificate of title. The fee for recording or registering shall be paid by the Applicant.

11.6 Validity of Decision. A Plan Approval shall remain valid and shall run with the land indefinitely, provided that construction has commenced within two years after the decision is issued, which time shall be extended by the time required to adjudicate any appeal from such approval and which time shall also be extended if the Project proponent is actively pursuing other required permits for the Project or there is other good cause for the failure to commence construction, or as may be provided in a Plan Approval for a multi-phase Project.

12. CHANGE IN PLANS AFTER APPROVAL BY PAA

12.1 Minor Change. After Plan Approval, an Applicant may apply to make minor changes in a Project involving minor utility or building orientation adjustments, or minor adjustments to parking or other site

details that do not affect the overall buildout or building envelope of the site, or provision of open space, number of housing units, or housing need or Income-Restriction features. Such minor changes must be submitted to the PAA on redlined prints of the approved plan, reflecting the proposed change, and on application forms provided by the PAA. The PAA may authorize such changes at any regularly scheduled meeting, without the need to hold a public hearing. The PAA shall set forth any decision to approve or deny such minor change by motion and written decision, and provide a copy to the Applicant for filing with the Municipal Clerk.

12.2 Major Change. Those changes deemed by the PAA to constitute a major change in a Project because of the nature of the change in relation to the prior approved plan, or because such change cannot be appropriately characterized as a minor change as described above, shall be processed by the PAA as a new application for Plan Approval pursuant to Sections [x]A.9 - through [x]A.14.

13. LOW IMPACT DEVELOPMENT TECHNIQUES

13.1 Terms. In these Sections A.13 and A.14, the words “shall,” “should,” and “may” are used to describe specific conditions. To clarify the meanings intended by the use of these words, the following definitions apply:

- A. Shall: A mandatory condition. Where certain requirements in the design or application of the standard are described with the “shall” stipulation, it is mandatory that these requirements be met.
- B. Should: An advisory condition. Where the word “should” is used, a condition is considered advisable, but is not mandatory. Noncompliance with a condition stipulated with the word “should” will not be the basis for denial of Plan Approval.
- C. May: A permissive condition. No requirement or recommendation is intended.

13.2 Surfacing, Drainage, & Irrigation

- 1. In any Project undergoing the Project Approval process:
 - A. Low Impact Development Techniques should be used throughout the site to the extent feasible.
 - B. Natural drainage courses should be utilized insofar as possible.
 - C. Curbing shall be required only as necessary to limit off pavement vehicle access or for pedestrian safety, unless other suitable materials are used.
 - D. All Low Impact Development stormwater features,

detention, and filtration systems shall be designed to conform to the most recent edition of the Massachusetts Stormwater Handbook of the Massachusetts Department of Environmental Protection.

- E. Impervious surface should be minimized.
- F. Paved roadway, parking, and other impervious areas should be drained toward areas of low impact development practices such as bioretention areas (rain gardens), roadside swales and infiltration structures.

2. Low Impact Development Techniques employ a variety of natural and built features that:

- A. Collect and treat stormwater runoff close to its source;
- B. Reduce the rate of runoff;
- C. Filter out its pollutants; and
- D. Facilitate the infiltration of water into the ground.

Rather than collecting runoff in piped or channelized networks and controlling the flow downstream in a large stormwater management facility, Low Impact Development Techniques take a decentralized approach that disperses flows and manages runoff closer to where it originates, and incorporates a set of overall site design strategies as well as highly localized, small-scale, decentralized source control techniques such as, for example, rain gardens, roof run-off collection or infiltration system, and permeable paving.

3. Roads, driveways and parking areas shall be graded, surfaced with asphalt, concrete, or other suitable non-erosive material, and drained in a manner to prevent nuisance of standing water, erosion, or excessive water flow across abutting streets or ways, within the proposed parking area, to abutting properties, and to wetland resource areas; natural drainage courses shall be utilized insofar as possible. Pervious asphalt, pervious concrete, pervious pavers or reinforced turf should be used where consistent with sound engineering practices, such as in low traffic volume areas and parking areas located in areas furthest from the buildings being served. To the extent feasible and practical, stormwater management shall incorporate Low Impact Development Techniques.

14. DESIGN STANDARDS - GENERAL

[If the Design Standards are to be contained in the SHZ, the following provisions should be adopted:

- 14.1 Adoption of Design Standards.** Any Project undergoing the Plan Approval process shall be subject to Design Standards as set forth or

referenced in the Design Standards section below corresponding to a specific SHZOD.

14.2 Purpose. The Design Standards are adopted to ensure that the physical character of Projects within the SHZOD:

1. will be complementary to nearby buildings and structures;
2. will be consistent with the Comprehensive Housing Plan, an applicable master plan, an area specific plan, or any other plan document adopted by the Municipality and approved by DHCD as satisfying the corresponding consistency requirements under 760 CMR 59.04(1)(f)3.b.; and
3. will, as applicable, provide for compact quality development consistent with the character of building types, streetscapes, and other community features traditionally found in densely settled areas of the Municipality or in the region of the Municipality.

[If the Design Standards are to be contained within the PAA regulations, the following provisions should be adopted:

14.3. Design Standards. The PAA may adopt, by simple majority vote, Design Standards which shall be applicable to Projects subject to Plan Approval by the PAA. Such Design Standards must clearly distinguish standard requirements from recommendations or guiding principles and must be articulated objectively so that compliance can be reasonably interpreted and measured. Such Design Standards may only address:

1. for expedited review of SHZODs without the submission of a Developer's Certificate of Feasibility: the size and location of garages or carports decks or other non-living area structures associated with a Starter Home or Accessory Dwelling Unit, and basic roof styles.
2. for standard review of SHZODs: the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties.] DHCD may, at its discretion, require Design Standards to contain graphics illustrating a particular standard or definition in order to make such standard or definition clear and understandable.]

14.4. DHCD Approval. After adopting Design Standards, the PAA shall submit Design Standards to DHCD for approval. Design Standards shall not take effect until approved by DHCD and filed with the Municipal Clerk. In submitting proposed Design Standards for DHCD approval, the PAA shall also submit sufficient documentation clearly showing that the proposed Design Standards will not add unreasonable costs to development Projects or unreasonably impair the

economic feasibility of a Project. Unless it is a Developer Certificate of Feasibility under the 40R Regulations, a letter from a developer, property owner or other interested party indicating that the Design Standards will not add unreasonable costs or unreasonably impair the economic feasibility of a Project shall not constitute sufficient documentation. In its discretion, DHCD may disapprove Design Standards if it finds that the PAA has not adopted objective Design Standards or has not submitted such documentation.

14.5. Plan Approval. An application for Plan Approval that has been submitted to the Municipal Clerk pursuant to this Section [x] shall not be subject to Design Standards that have not been approved by DHCD and filed with the Municipal Clerk.]

15. SEVERABILITY.

If any provision of this Section [x] is found to be invalid by a court of competent jurisdiction, the remainder of Section [x] shall not be affected but shall remain in full force. The invalidity of any provision of this Section [x] shall not affect the validity of the remainder of the Municipality's Zoning Bylaw/Ordinance.

16. Establishment and Delineation of the Starter Home Zoning Overlay Districts

16.1. [NAME OF DISTRICT] START HOME ZONING OVERLAY DISTRICT

a.1 Establishment. The [District Name] Starter Home Zoning Overlay District, hereinafter referred to as the "SHZOD," is an overlay district having a land area of approximately __ acres in size that is superimposed over the underlying zoning district (s) and is shown on the Zoning Map as set forth on the map entitled "[Name of District] Starter Home Zoning Overlay District, dated __, prepared by __." This map is hereby made a part of the Zoning By-law and is on file in the Office of the Municipal Clerk.

a.2 Sub-districts. The SHZOD contains the following sub-districts: [e.g., Detached Starter Home with Accessory Dwelling Unit sub-district / Attached Starter Home sub-district / Mixed-use sub-district].

b. Permitted Uses (District-Specific). The SHZOD contains the following sub-districts: [e.g., Detached Starter Home sub-district / Attached Starter Home sub-district].

c. Dimensional, Density and Parking Requirements (District-Specific) The SHZOD contains the following sub-districts: [e.g., Detached Starter Home sub-district / Attached Start Home sub-district].

d. Design Standards (District-Specific)

COMMENTS: This section should specify any Design Standards (if applicable) that are particular to the corresponding SHZOD.

Required process:

1. ***shall be adopted in accordance with section 5 of chapter 40A***
2. *** shall be enacted by a simple majority vote of the members of the town council, or of the city council where there is a commission form of government or a single branch, or of each branch where there are 2 branches, or by a simple majority vote of a town meeting.***
3. *** town shall request a preliminary determination by the department as to whether the proposed starter home zoning district will comply with the requirements of this chapter. A request for a preliminary determination of eligibility shall be submitted by the chief executive of a city or town on a form prescribed by the department, and shall include: (i) the boundaries of the proposed starter home zoning district; (ii) a map and description of the developable land area within the proposed starter home zoning district; (iii) a copy of the proposed starter home zoning district ordinance or by-law; (iv) narrative and exhibits as needed to establish the elements set forth in section 3; and (v) any additional information the department may require in order to make a preliminary determination of eligibility. ***
4. *** After the adoption of a proposed starter home zoning district ordinance or by-law, the city or town shall request from the department a final approval of the starter home zoning district.***
5. ***town shall provide written notice to the department not less than 45 days before a vote taken to adopt any amendment to the zoning ordinance or by-law as it applies to an approved starter home zoning district. Such notice shall state the number of starter homes that have been built within the district since its adoption and shall include an evaluation of the number of projected starter homes, if any, that will remain developable within the starter home district after the adoption of the proposed amendment.***
6. Starter homes shall be a use permitted as of right at a density of not fewer than 4 units per acre of developable land area. No other single-family residential uses shall be permitted as of right or by special permit in the starter home zoning district, except the zoning ordinance or by-law may permit construction of an accessory dwelling unit of not more than 600 square feet on the same lot as a starter home. Accessory commercial and other non-residential uses may be allowed in a starter home district with the approval of the department.
7. Each starter home zoning district shall incorporate sustainable development standards that apply to all starter home developments.
8. Not less than **50 per cent of the starter homes** to be developed in a proposed starter home zoning district, excluding accessory dwelling units, **shall contain not fewer than 3 bedrooms.**

9. (4) The zoning ordinance or by-law for each proposed starter home zoning district shall provide that, for any proposed development of more than 12 starter homes, not less than 10 per cent of said starter homes shall be affordable to and occupied by individuals and families whose annual income is less than 110 per cent of the area median income as determined by the United States Department of Housing and Urban Development. The zoning ordinance or by-law shall specify the mechanism by which the city or town will ensure a project complies with such affordability requirements, when applicable, and may require the execution and recording of an affordable housing restriction, as defined in section 31 of chapter 184.
10. (5) A proposed starter home zoning district shall not be subject to limitation of the issuance of building permits for residential uses or a local moratorium on the issuance of such permits. In addition, a proposed starter home zoning district shall not be subject to any municipal environmental or health ordinances, by-laws or regulations that exceed applicable requirements of state law or regulation and would render the development contemplated under the application for such district infeasible, as determined by the department.
11. (6) A starter home zoning district ordinance or by-law shall not impose restrictions on age or any other occupancy restrictions on the district as a whole or any portion thereof or project therein.
12. (7) Housing in a starter home zoning district shall comply with federal, state and local fair housing laws.
13. (8) The total land area of all starter home zoning districts in a city or town shall not exceed 15 per cent of the total land area in the city or town. Upon request, the department may approve a larger land area if such approval serves the goals and objectives of this chapter.

“Starter home” is defined as, “a single family home not exceeding 1,850 square feet in heated living area” Municipality can opt to also allow for an accessory dwelling unit of 600 square feet or less on the same lot as a starter home. 760 CMR 59.00

A Starter Home can be within an Area of Concentrated Development, at least 50% of which must include an existing commercial/mixed-use zone (e.g., a city/town center, village or other substantial commercial area). At least 50% of the land must also be previously developed.

Municipal Financial Incentives Zoning Incentive Payments: Increase in by-right zoned units
Payment: Up to 20 \$10,000; 21-100 \$75,000; 101-200 \$200,000; 201-500 \$350,000; and 501 + \$600,000
Production Bonus Payments: \$3,000 for each Bonus Unit issued a building permit
40S School-Cost Reimbursement for demonstrated net increases in corresponding school costs, if any

STARTER HOME DISTRICTS (40Y) Enacted in 2022; the Starter Home Zoning Districts Act (M.G.L. Chapter 40Y) encourages communities to create starter home districts that reduce barriers to creating smaller, more affordable starter homes. Chapter 268 of the Acts of 2022 amends General Law Chapter 40R to uncouple starter homes from that law and place them in a new chapter of the General Laws in the hope that doing so will increase the likelihood of success of the Starter Home Program.

What is a Starter Home?

- A “starter home” is a smaller single-family home suitable for first-time home buyers, downsizing, smaller households, and people needing a more affordable single-family housing option.
- A municipality can also opt to allow an accessory dwelling unit of 600 square feet or less on the same lot as a starter home.

What Is the Law?

- As of right density of not fewer than 4 units per acre (10,000 sq. ft. lots).
- May permit accessory dwelling units of not more than 600 square feet.
- Accessory commercial and other non-residential uses may be allowed in a starter home district with the approval from EOHLC.
- Each starter home zoning district shall incorporate sustainable development standards.
- Not less than 50 percent of the starter homes shall contain not fewer than 3 bedrooms.
- For any proposed development of more than 12 starter homes, not less than 10 percent of said starter homes shall be affordable to households at 110 percent of the area median income.
- Municipal environmental or health ordinances, by-laws, or regulations are not allowed to exceed the applicable requirements of state law or regulations in the district where doing so would render the development infeasible.
- No age or occupancy restrictions are allowed.
- The bylaw must comply with federal, state, and local fair housing laws.
- The total land area of all starter home zoning districts in town shall not exceed 15 percent of the total land area in the city or town (unless approved).

Process

- Billerica decides where the zoning would allow for a starter home district and drafts a bylaw that meets the requirements (see above).
- The draft bylaw is then submitted to EOHLIC for approval.
- Once approved, the community adopts the Starter Home Zoning Districts at town meeting.
- Massachusetts offers incentives and technical assistance for towns and cities to create these districts.
- The community is entitled to a one-time zoning incentive payment upon adopting a compliance Starter Home Zoning District and a second payment for each new housing unit built.

What are some best practices for ADUs?

- **Occupancy:** An ADU is more useful to homeowners if occupancy is not restricted to family members or temporary, non-paying guests.
- **Construction:** Allowing the construction of ADUs concurrently with new primary residences or as part of a subdivision maximizes the efficient use of land without needing additional infrastructure.
- **Parking:** A successful ADU ordinance balances congestion concerns and the concern that parking may be too burdensome for a homeowner due to cost and lot configuration.
- **Size, Setback, Minimum Lot Size, and Other Structural Requirements:** If lot sizes and setbacks are kept small and regulations are reasonably permissive, these regulations can achieve desired community aesthetics while allowing the greatest number of lots to contain lawfully permitted ADUs.

September 15, 2025

Town of Billerica
Robert Maynard, Assistant Town Manager
rmaynard@town.billerica.ma.us

HOST COMMUNITY MUNICIPAL EQUITY DETERMINATION

HOST COMMUNITY MUNICIPAL EQUITY DETERMINATION PROCESS

In accordance with the Commission’s charge to promote and encourage full participation in the regulated marijuana industry, the Commission reviewed the Host Community’s Municipal Equity (“HCME”) submission for compliance with 935 CMR 500/501.181. *See* G.L. c. 94G §§ 3(f), 4(a)(xxxi)-(xxxii), 4(a½)(iv), and (xxxvii). The Host Community is as follows:

Host Community:	Town of Billerica
Municipal Contact:	rmaynard@town.billerica.ma.us
HCME Submission Date:	July 28, 2025

It has been determined that the Host Community’s municipal equity practices which were submitted by the municipality, were found to be noncompliant or incomplete.

The noncompliant items or needed information that is required is as follows:

1. 935 CMR 500/501.181(3)(b)(1)a.-c. – The Host Community (“HC”) did not provide documentation (e.g., photo or website link) demonstrating where certain information is published or will be published at its offices, including
 - All required steps of an HC’s Local Approval process including associated fees, deadlines, and meeting schedules for local bodies involved in the Local Approval Process.
 - Identification of key individuals involved in the Local Approval Process, including names, titles, and contact information.
 - List of all documentation required by the HC in downloadable form and paper form.

2. 935 CMR 500/501.181(3)(b)(1)d.-f. – The HC did not provide documentation (e.g., photo or website link) demonstrating where certain information is published or will be published at its offices and on its website, including:
 - Application criteria and scoring methodologies relied on by the HC



- General scoring information for all applicants and the HC’s scoring of each applicant
 - An HC’s explanation for the approval or denial of an application
3. 935 CMR 500/501.181(3)(b)2. – The HC did not provide documentation (e.g., photo or website link) demonstrating where its equity plan is published or will be published at its offices and on its website.
 4. 935 CMR 500/501.181(3)(b)3. – The HC did not provide documentation (e.g., photo or website link) demonstrating where certain data regarding its total applicant pool is published or will be published at its offices and on its website.
 5. 935 CMR 500/501.181(3)(c)1. – The HC did not provide its standard evaluation form used in applicant scoring.

Please respond to the following within MassCIP:

1. Please complete the Data Collection portion of the HCME submission.
2. Please confirm where all documentation identified in 935 CMR 500/501.181(3)(b)1.-3., and 935 CMR 500/501.181(3)(c)1., above will be published on the municipal website (e.g., Select Board landing page, Town Manager landing page, etc).

WHAT ARE YOUR NEXT STEPS?

The Host Community must rectify the noncompliant issues identified above. If the Commission substantiates an allegation of noncompliance with 935 CMR 500/501.181, a Host Community shall be fined after first receiving notice and opportunity for corrective action pursuant to 935 CMR 500.310, 935 CMR 501.310, 935 CMR 500.320, and 935 CMR 501.320. A Host Community shall be fined in an amount equal to the annual total of CIFs received from all Marijuana Establishments and MTCs operating in the Host Community during the prior calendar year. Fine assessments pursuant to 935 CMR 500.181(3)(e)4., shall take effect no sooner than May 1, 2025.

The parties have the following options to come into compliance on this matter:

- The parties may resubmit compliant minimally acceptable equity standards for Host Communities pursuant to 935 CMR 500.181 and 935 CMR 501.181;
- The parties may proceed under the [Model Municipal Equity By-Law or Ordinance](#).

Please provide compliant minimally acceptable equity standards for Host Communities within thirty (30) days.



The Town of Billerica's Cannabis Equity Policy

I. General Purpose

The intent of this Cannabis Equity Policy is to develop clear requirements to encourage full participation in the marijuana industry by people from communities that were disproportionately harmed by marijuana prohibition and enforcement. These policies and procedures will assist the Town in negotiating host community agreements with applicants for marijuana establishments and medical marijuana treatment centers such as social equity businesses, social equity program participants, or economic empowerment priority applicants, and other business owners.

II. Definition

Unless defined herein, all capitalized terms shall have the meaning ascribed to them by the Cannabis Control Commission (the "Commission") in its Regulations:

1. *Equity Party* shall mean a Social Equity Business, Social Equity Program Participant, or Economic Empowerment Priority Applicant.
2. *Disproportionately Impacted Individual* shall mean an individual that is a:
 - a. Past or present resident of the geographic "disproportionately impacted areas," which have been defined by the Commission and identified in its Guidance for Identifying Areas of Disproportionate Impact;
 - b. State-designated Economic Empowerment Priority Applicant;
 - c. State-designated Social Equity Program participant;
 - d. Massachusetts resident who has past drug convictions; and
 - e. Massachusetts resident with parents or spouses who have drug convictions.

III. Transparency Protocols

The Town Manager shall coordinate with applicable staff members to ensure that information relative to the Host Community Agreement, the Marijuana Operating Permit, and the Planning Board Special Permit approval process are posted in Town Hall and on the Town's website. Such information shall include:

1. All required steps of the Town's Host Community Agreement, Marijuana Operating Permit, and the Planning Board Special Permit approval process including, but not limited to, all associated fees, deadlines, and meeting schedules, to the extent known;
2. Identification of key individuals involved in the Town's approval process, including, but not limited to, their name, title, business address, and business contact information such as email address or phone number;
3. A list of all documentation required by the Town to be provided as part of the approval process, in downloadable form and paper form;

4. A copy of the Standard Form Grading Matrix used to evaluate Host Community Agreement applicants; and
5. As applicable, the Select Board's explanation of its reasoning for its action on a Host Community Agreement application or Marijuana Operating Permit; and
6. Any other information required by law to be posted pursuant to the Commission's Regulations.

IV. Host Community Agreement Negotiations

1. In negotiating Host Community Agreements, the Town shall adhere to the best practices, as outlined in Commission's Regulations.
2. The Select Board shall use its Standard Form Grading Matrix when assessing applications for Host Community Agreements. Such plan shall include consideration of equity in the overall evaluation score, which must comprise not less than 25% of the total evaluation score, as outlined in the Commission's Regulations.
3. When negotiating a Host Community Agreement with an Equity Party, the Select Board shall:
 - a. Engage in an ongoing dialogue by providing multiple opportunities for discussion and negotiation including, at minimum, two conferences with an Equity Party;
 - b. Include any attorney, authorized representative, or other advocate, if elected by an Equity Party, in all negotiation discussions and conferences;
 - c. Promote language access by providing a certified interpreter or translator to assist an Equity Party who is a non-English speaker during all negotiation discussions and conferences, upon request;
 - d. Provide reasonable opportunities for an Equity Party to review a proposed Host Community Agreement, term, or condition, outside of a negotiation conference, or to seek review or input by a third party of their choice;
 - e. Negotiate in good faith, including consideration of flexible terms that may mitigate particular challenges affecting an Equity Party, such as access to capital, with all terms and clauses conspicuously identified and openly discussed; and
 - f. Allow an Equity Party to propose an amendment to, or seek cancellation of, a Host Community Agreement within thirty days from the date of execution of the Host Community Agreement.
4. When negotiating a Host Community Agreement with any party, the Select Board shall not:
 - a. Negotiate through the use of undue influence, duress, coercion, intimidation, threats, or any strong-arm tactics;
 - b. Threaten loss of a party's position in its local application queue or delay to the processing of a party's application;

- c. Compel the signing of a Host Community Agreement in any manner that conflicts with the practices required through applicable state law and regulations; and
- d. Negotiate or discontinue negotiations in bad faith.

V. Equity and Positive Impact Plan

1. Goals:

- a. To encourage greater participation by Equity Parties in the regulated cannabis industry;
- b. To increase the number of Equity Parties that operate cannabis establishments in Town; and
- c. To positively impact Disproportionately Impacted Individuals.

2. Program:

- a. The Select Board shall encourage all individuals, including Equity Parties and Disproportionately Impacted Individuals, to apply for a Host Community Agreement and Marijuana Operating Permit by circulating information relative to the availability of Host Community Agreements to the Commissions' social equity program as to the availability of such agreements and permits.
- b. The Select Board shall waive all Host Community Agreement review fees and Marijuana Operating Permit review, issuance, and renewal fees for an Equity Party applicant or Disproportionately Impacted Individuals. Individuals seeking a waiver must file an attestation that they qualify as an Equity Party or a Disproportionately Impacted Individual.
- c. The Select Board shall ensure compliance with Section III, Transparency Protocols, and Section IV, Host Community Agreement Negotiations, of this Cannabis Equity Policy.

3. Metrics:

- a. The Town shall collect data on the current stage of the Equity Party's licensure process annually. Within annual review, the Town shall measure the number of licensees who moved at least one step closer to their operational goals.
- b. The Town shall report the number of Equity Parties who hold an active Host Community Agreement or Host Community Agreement Waiver to the Commission.
- c. The Town shall request that its cannabis establishments report to it information about the number of employees who are Disproportionately Impacted Individuals.



Model Municipal Equity By-Law or Ordinance Template

Introduction & Purpose

Pursuant to M.G.L. c. 94G § 3(d)(5), the Cannabis Control Commission (“Commission”) is required to establish minimum acceptable standards for Host Communities to promote and encourage full participation in the regulated marijuana industry by people from communities that were disproportionately harmed by marijuana prohibition and enforcement and to positively impact those communities. Furthermore, M.G.L. c. 94G, § 4(a)(xxxi)-(xxxii) empowers the Commission to establish procedures for Host Communities to promote and encourage full participation in the regulated marijuana industry during Host Community Agreement negotiations with License Applicants that have been designated as Social Equity Businesses, Social Equity Program Participants, and Economic Empowerment Priority Applicants.

Under 935 CMR 500.181(3)(a) and 501.181(3)(a), Host Communities are presumed to have met the Commission's minimum acceptable equity standards for promoting and encouraging full participation in the regulated marijuana industry by taking one (1) or more of the following actions:

1. Adopting an ordinance or by-law to exclusively permit Social Equity Businesses for three (3) years or until the goals of the exclusivity period have been met;
2. Adopting the Model By-Law or Ordinance (“Model”) created by the Commission to permit Social Equity Businesses; or
3. Creating a Local Approval Process for equity applicants that is administered on a 1:1 basis, where a General Applicant may be approved only after a Social Equity Business has commenced operations. Host Communities may choose to administer a 1:1 Local Approval Process until such time as 50% of the Licensees operating in the Host Community are Social Equity Businesses.

Commission [regulations](#) and [Guidance on Municipal Equity and Industry Participation](#) provide options for Host Communities to exceed these minimum standards. Please note that Host Communities must adopt local rules or bylaws to comply with 935 CMR 500.181(3) and 501.181(3) on or before May 1, 2024.

The Commission advises Host Communities to consult with appropriate counsel and other relevant authorities and official to ensure adoption an appropriate by-law or ordinance that meets legal requirements.



MODEL MUNICIPAL EQUITY BY-LAW/ORDINANCE

Section 1: Legislative Authority

The [by-law/ordinance] is authorized pursuant to St. 2022, c. 180, an act relative to equity in the cannabis industry, M.G.L. c. 94G and M.G.L. c. 94I, 935 CMR §§ 500.000, and §§ 501.000.

Section 2: Purpose

The intent of this [by-law/ordinance] is to develop clear requirements to encourage full participation in the marijuana industry by people from communities that were disproportionately harmed by marijuana prohibition and enforcement. These policies and procedures will assist the [City/Town] in negotiating host community agreements with applicants for marijuana establishments and medical marijuana treatment centers such as social equity businesses, social equity program participants, or economic empowerment priority applicants, and other business owners.

Section 3: Applicability

This [by-law/ordinance] shall apply to all individuals and entities applying to be a marijuana establishment or medical marijuana treatment center located within the [City/Town]. No individual or entity shall operate a marijuana establishment or a medical marijuana treatment center unless duly licensed to do so by the cannabis control commission. Nothing in this section shall be construed to supersede federal and state laws governing the sale and distribution of marijuana.

Section 4: Definitions

The definitions set forth in M.G.L. c. 94I § 1, M.G.L. c. 94G § 1, 935 CMR §§ 500.002, §§ 501.002, §§ 500.181(4)(a), and §§ 501.181(4)(a) are incorporated herein by reference.

Section 5: Transparency of Local Approval Process

1. The [City/Town] shall publish data regarding its total applicant pool, which shall identify each pre-verified or verified social equity business, social equity program participant, or economic empowerment priority applicant.
2. The [City/Town] shall publicize certain information in a conspicuous location at its offices



and on its website which shall, at minimum, include:

- a. All required steps of the [City/Town]'s local approval process including, but not limited to, all associated fees, deadlines, and meeting schedules for local bodies involved in the Local Approval Process;
- b. Identification of key individuals involved in the [City/Town]'s local approval process, including, but not limited to, their name, title, business address, and business contact information such as email address or phone number;
- c. A list of all documentation required by the [City/Town]'s local approval process, in downloadable form and paper form;
- d. Identification of application criteria for local approval to operate a marijuana establishment or medical marijuana treatment center, and scoring methodologies relied on by the [City/Town];
- e. General and individual scoring information for all license applicants;
- f. The [City/Town]'s explanation, in narrative form, of its reasoning for the approval or denial of an application; and
- g. Any other information required by the Commission as outlined in 935 CMR §§ 500.000 and §§ 501.000.

Section 6: Practices for Host Community Agreement Negotiations

1. The [City/Town] shall adhere to required practices for host community agreement negotiations with individuals or entities pre-verified or verified as social equity businesses, and license applicants that have been designated as social equity program participants or economic empowerment priority applicants including, but not limited to, the following:
 - a. The [City/Town] shall develop a standard evaluation form, or use a form developed by the cannabis control commission, that scores components of an application. The evaluation form shall include consideration of equity in the overall evaluation score which must comprise not less than 25% of the total evaluation score.
 - b. This equity component shall include:
 - i. whether an individual, entity, or license applicant is pre-verified or verified by the cannabis control commission as a social equity business;
 - ii. whether the license applicant is a social equity program participant;
 - iii. whether the license applicant is an economic empowerment priority applicant;



- iv. whether a license applicant or pre-verified individual or entity has a prior marijuana-related criminal offense or conviction;
 - v. whether a license applicant or pre-verified individual or entity is part of an area of disproportionate Impact, as identified by the cannabis control commission; or whether a pre-verified individual is of Black, African American, Hispanic, Latino, Native American or indigenous descent, or a majority of a pre-verified entity or license applicant entity is comprised of individuals that are of Black, African American, Hispanic, Latino, Native American or indigenous descent.
- c. If the [City/Town] decides to allow additional marijuana establishments or medical marijuana treatment centers, at least 50% of those licenses, but no less than one license, above the previously established cap shall be reserved for license applicants that are pre-verified or verified social equity businesses, social equity program participants, economic empowerment priority applicants, or all.

Section 7: Equity Standards for Host Community Agreements

1. The [City/Town] shall prioritize negotiations of host community agreements with equity parties. For the purposes of negotiations of a host community agreement for an application for licensure, equity parties are as follows:
 - a. A license applicant that is pre-verified or verified as a social equity business; or
 - b. A license applicant that has been designated as social equity program participants, economic empowerment priority applicants, or both.
2. The [City/Town] may waive or reduce fees for an equity party to a host community agreement negotiation, including, but not limited to community impact fees, zoning, and occupancy fees.
3. At minimum, the [City/Town] shall take the following actions during host community agreement negotiations with an equity party to promote and encourage their full participation:
 - a. Engage in an ongoing dialogue by providing multiple opportunities for discussion and negotiation of host community agreement terms including, at minimum, two conferences with an equity party;
 - b. Include any attorney, authorized representative, or other advocate, if elected by an equity party, in all negotiation discussions and conferences;
 - c. Promote language access by providing a certified interpreter or translator to assist an equity party who is a non-English speaker during all negotiation discussions and conferences;
 - d. Provide reasonable opportunities for an equity party to review a proposed host community agreement, term, or condition, outside of a negotiation conference, or to seek review or input by a third party of their choice;
 - e. Negotiate the terms of a host community agreement in good faith, including



consideration of flexible terms that may mitigate particular challenges affecting an equity party, such as access to capital, with all terms and clauses conspicuously identified and openly discussed; and

- f. Allow an equity party to propose an amendment to, or seek cancellation of, a host community agreement within thirty days from the date of execution of the host community agreement.
4. The [City/Town] may also:
 - a. Expedite or prioritize the local approval process for social equity businesses, social equity program participants, and economic empowerment priority applicants;
 - b. Provide technical assistance for social equity businesses, social equity program participants, and economic empowerment priority applicants navigating the local approval process;
 - c. Designate a municipal contact who shall work closely with social equity businesses, social equity program participants, and economic empowerment priority applicants in the local approval process from initial inquiry through the end of the permitting process; or
 - d. Adopt an exclusivity period to permit social equity businesses for three years or until the goals of the exclusivity period have been met as determined by the municipality.
 5. The [City/Town] shall not:
 - a. Negotiate a host community agreement with an equity party through the use of undue influence, duress, coercion, intimidation, threats, or any strong-arm tactics;
 - b. Threaten loss of an equity party's position in its local application queue or delay to the processing of an equity party's application;
 - c. Compel an equity party to sign a host community agreement in any manner that conflicts with the practices required through applicable state law and regulations; and
 - d. Negotiate or discontinue negotiations with an equity party in bad faith.

Section 8: Municipal Equity Plan

1. The [City/Town] shall develop an equity plan to promote and encourage full participation in the regulated cannabis industry by individuals from communities disproportionately harmed by cannabis prohibition and enforcement.
2. The [City/Town] shall publicize its equity plan in a conspicuous location at its offices and on its website.
3. The [City/Town]'s equity plan shall:
 - a. Encourage applications from business and individuals that would meet the definition of social equity businesses, social equity program participants, and



- Economic empowerment priority applicants as determined by the Commission;
and
- b. Include goals, programs, and measurements the [City/Town] will utilize to promote and encourage equity participation.

Section 9: State Notification

The [City/Town] shall make all notifications regarding this [by-law/ordinance] and any other information to the cannabis control commission as required by applicable state law and regulations in a timely manner.

Section 10: Implementation

This [by-law/ordinance] shall not be implemented in a manner that conflicts or interferes with the M.G.L. c. 94G or c. 94I, or with the regulations promulgated thereunder, including 935 CMR §§ 500.000 or §§ 501.000.

Section 11: Severability

If any provisions of this [by-law/ordinance] shall be held to be invalid, those provisions shall be severable, and the remaining sections shall be valid with full force and effect.





COMMONWEALTH OF MASSACHUSETTS

Guidance on Municipal Equity & Industry Participation

May 2024

Massachusetts Cannabis Control Commission

Ava Callender Concepcion, Acting Chair

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I. Introduction

The following guidance is provided to assist municipalities working with businesses seeking to apply for licensure and operate as (1) adult-use Marijuana Establishments (“ME”) under 935 Code Mass. Regs. § (“CMR”) 500.000 and/or (2) Medical Marijuana Treatment Centers (“MTC”) under 935 CMR 501.000. This guidance is not legal advice. If municipalities have questions regarding the legal requirements for licensure and other compliance obligations, they are encouraged to consult appropriate legal counsel.¹

II. Role of the Cannabis Control Commission

The Commission has broad authority over the licensing of MEs and MTCs. It has also established regulatory requirements to address public safety, health, and welfare concerns such as the testing², potency, packaging, labeling, advertising³, dispensing, and diversion of marijuana and marijuana products.⁴ Additionally, the Commission is empowered to promote and encourage the full participation in the regulated marijuana industry by individuals and communities disproportionately impacted by marijuana prohibition, women, minority, and veteran-owned businesses.

As a licensing agency, the Commission reviews applicants’ qualifications for licensure, including background checks and suitability determinations, prior to issuing provisional and final licenses and ultimately approving a licensee to commence operations. As part of their licensing application process, applicants must hold a community outreach meeting and enter into a Host Community Agreement (“HCA”) with a municipality.⁵ Additionally, all individuals and entities seeking licensure must be found suitable as licensees by the Commission pursuant to 935 CMR 500.800, 500.801 (Table A), 501.800, and/or 501.801 (Table A). Individuals and entities may be disqualified for licensure if they have been convicted of a felony (not including marijuana-related offenses, however, inclusive of convictions or continuances without a finding for any distribution of a controlled substance to a minor) and may have the ability to seek a hearing. Individuals and entities unsure if they are suitable for licensure should seek independent legal counsel.

Furthermore, the Commission is now required to review and approve HCAs⁶ and review local ordinances and by-laws to ensure the municipality promotes an equitable licensed cannabis industry within its

¹ The Commission uses the term “counsel” as inclusive of and not limited to the following municipal positions: Town Counsel, City Solicitor, Corporation Counsel, Special Town/Municipal Counsel, and Labor Counsel.

² 935 CMR 500.160 and 935 CMR 501.160.

³ 935 CMR 500.105 501.105, and 935 CMR 500.145.

⁴ 935 CMR 500.110 and 501.110.

⁵ 935 CMR 500.180 ; 935 CMR 501.180.

⁶ G.L. c. 94G § 4(a); 935 CMR 500.181(3) and 935 CMR 501.181(3).



borders.⁷ The Commission started its review and enforcement of HCAs in March 2024. Beginning May 1, 2024, the Commission will commence review and enforcement of local equity policies required under relevant laws and regulations.

Once a license has been issued, the Commission may inspect MEs and MTCs, investigate close associates of a licensee whom the Commission suspects is involved in the financing, operation, or management of such licensee, and may impose fees and fines and conduct adjudicatory proceedings. It may also restrict, revoke, or suspend a license.⁸

The Commission has developed relationships with federal, state, and municipal officials in order to address areas of common concern. It may adopt, amend, or repeal regulations for the implementation, administration, and enforcement of the law; refer cases for criminal prosecution to the appropriate law enforcement authorities; monitor federal activity regarding marijuana and hemp; and prepare and publish research studies, legislative reports, or related materials.⁹

More information regarding the Commission’s licensing process can be found in its [Guidance on Licensure](#).

III. Commission License Types

The Commission is empowered to license businesses that meet certain qualifications as MEs and MTCs.

A brief list and description of the different types of licenses issued by the Commission are as follows:

Medical Marijuana Treatment Center

An MTC is an entity licensed under 935 CMR 501.000, that acquires, cultivates, possesses, processes, repackages, transports, sells, distributes, delivers, dispenses, or administers marijuana, marijuana products, related supplies, or educational materials to Registered Qualifying Patients or their Personal Caregivers for medical use.

Marijuana Cultivator, Microbusiness, and Craft Marijuana Cooperative

⁷ 935 CMR 500.181(3)(d) and 935 CMR 501.181(3)(d).

⁸ See generally G.L. c. 94G § 4; 935 CMR 500.301-500.370 and 935 CMR 501.301-501.370; 935 CMR 500.500 and 935 CMR 501.500.

⁹ See generally G.L. c. 94G § 4.



A Marijuana Cultivator is an entity licensed to cultivate, process and package Marijuana, and to transfer Marijuana to other MEs, but not to Consumers. Cultivators select what tier, *i.e.*, size of the grow they will operate, which determines their application and licensing fees.

A Microbusiness is an entity that can be either a Tier 1 Marijuana Cultivator or Marijuana Product Manufacturer, or both; if it is in receipt of a Delivery Endorsement issued by the Commission, it may deliver Marijuana or Marijuana Products produced at its licensed location directly to Consumers.¹⁰

A Craft Marijuana Cooperative is a type of Marijuana Cultivator organized as a limited liability company, limited liability partnership, or a cooperative corporation.¹¹ The cooperative license authorizes it to cultivate, obtain, manufacture, process, package, brand and transfer marijuana products to MEs, but not to consumers.

Marijuana Product Manufacturer

A Marijuana Product Manufacturer is an entity authorized to obtain, manufacture, process, and package marijuana or marijuana products, and to transport and transfer product to other MEs, but not to consumers.¹² All edibles prepared by a manufacturer shall be prepared, handled, and stored in compliance with the sanitation requirements in 105 CMR 590.000: *State Sanitary Code Chapter X: Minimum Sanitation Standards for Food Establishments*, and with the requirements for food handlers specified in 105 CMR 300.000: *Reportable Diseases, Surveillance, and Isolation and Quarantine Requirements*. Safe handling regulations are enforceable by local boards of health.

Marijuana Retailer

A Marijuana Retailer is an entity authorized to transport, sell, purchase, repackage, or otherwise transfer marijuana or marijuana products to MEs and to sell marijuana, marijuana products, marijuana accessories and branded goods to consumers 21 years of age or older.¹³ A Marijuana Retailer may be collocated with an MTC.¹⁴

Marijuana Transporters

There are two types of Marijuana Transporter licenses: (1) a Third-party Transporter; and (2) an Existing

¹⁰ See 935 CMR 500.002.

¹¹ 935 Code Mass. Regs. § 500.002.

¹² 935 CMR 500.002.

¹³ 935 CMR 500.002.

¹⁴ 935 CMR 500.050(8).



Licensee Transporter.

A Third-party Transporter is an entity currently licensed to do business in Massachusetts that does not hold any other ME license pursuant to 935 CMR 500.050¹⁵ and is not formerly registered or currently licensed as an MTC pursuant to CMR 501.000: *Medical use of Marijuana*. A Third-party Transporter is permitted to transport marijuana and marijuana products between MEs and between MTCs.

An Existing Licensee Transporter is an ME that wishes to contract with other MEs to transport their marijuana and marijuana products to other MEs. Marijuana Transporters are allowed to warehouse marijuana and marijuana products in a form and manner determined by the Commission.¹⁶

Delivery Licenses

There are two available types of Delivery Licenses: (1) Marijuana Courier; and (2) Marijuana Delivery Operator.

A Marijuana Courier may enter into a Delivery Agreement with a Marijuana Retailer to deliver finished marijuana Products, marijuana accessories, and marijuana branded goods directly to consumers or with an MTC to deliver to patients or caregivers. A Marijuana Courier cannot wholesale, warehouse, process, repackage, or white label these products.

A Marijuana Delivery Operator may wholesale finished marijuana products acquired from a Marijuana Cultivator, Marijuana Product Manufacturer, Microbusiness, or Craft Marijuana Cooperative. It can also sell and deliver finished marijuana products, marijuana accessories, and marijuana branded goods directly to consumers. A Marijuana Delivery Operator cannot currently process or repackage marijuana products.

Marijuana Research Facility

A Marijuana Research Facility Licensee may be an academic institution, nonprofit corporation, or domestic corporation or entity authorized to do business in the Commonwealth, including a licensed ME or MTC, that is licensed to conduct research.¹⁷ A license to operate a Marijuana Research Facility is separate from a Research Permit to conduct a specific research project as researchers need Commission approval for each Research Permit before conducting their research. A Marijuana Research Facility Licensee may engage in cultivation or product manufacturing of marijuana or marijuana products if the cultivation or product manufacturing process is the subject of its research. Additionally, Marijuana

¹⁵ See 935 CMR 500.050, details the various Marijuana Establishment types.

¹⁶ See 935 CMR 500.050(9).

¹⁷ 935 CMR 500.002.



Research Facility Licensees may not transfer marijuana or marijuana products to other licensees, other than for testing, or sell to consumers, patients, or caregivers.¹⁸

Independent Testing & Standards Laboratories

There are two types of laboratory licenses: (1) Independent Testing Laboratory (“ITL”), and (2) Standards Laboratory. An ITL primarily contracts with licensees to test products for sale to consumers and patients. ITL licensees cannot have a financial relationship (other than for testing services) or hold licenses with other MEs or MTCs.

A Standards Laboratory is an entity that would otherwise qualify to be an ITL but instead performs tests to verify the results of an ITL at the request of the Commission.

Social Consumption Establishment

A Social Consumption Establishment is an entity licensed to sell marijuana or marijuana products and allow consumers to consume marijuana or marijuana products solely on its premises.¹⁹ The Commission has developed regulations for the licensing of these entities and will commence Social Consumption Establishment licensing when there are regulatory amendments to facilitate a successful and safe market.²⁰

More information regarding the Commission’s available license types can be found in its [Guidance on Licensure](#).

IV. Role of Host Communities & Municipalities

The local control provisions under G.L. c. 94G both authorize and limit the way in which Host Communities can control MEs and MTCs in their communities. For clarity, Host Communities are defined as a municipality in which an ME and/or MTC is located or in which a license applicant has proposed locating an ME and/or MTC.

HCAs and Community Impact Fees (CIFs)

Under state law, MEs and MTCs are required to execute HCAs with the municipalities in which they plan

¹⁸ 935 CMR 500.147.

¹⁹ 935 CMR 500.002.

²⁰ See 935 CMR 500.050(6).



to operate. The agreement must stipulate the responsibilities of the community and the ME or MTC. An HCA is a required component of a license application, so an applicant must execute an HCA with a municipality prior to submitting an application with the Commission.²¹

The HCA may include a CIF; however, it is not mandatory. If a Host Community elects to issue or claim a CIF, it must be reasonably related to the actual operations of an ME or MTC and an enhanced need for a Host Community’s goods or services in order to offset the impact of operations.²² Any cost to a city or town imposed by the operation of an ME or MTC must be adequately documented and is considered a public record under Massachusetts Public Records Law.²³

Additional information on HCA, can be found in the [Guidance for Host Community Agreements](#).

State and Local Taxes

There are three (3) different local and state taxes imposed on the retail sale of adult-use marijuana, which are passed onto the consumer, but not patients and caregivers unless they are purchasing accessories and branded goods.

The state sales tax and state excise tax are collected by the Department of Revenue (“DOR”) and then distributed to municipalities at least four times per year.²⁴ The DOR also empowers a Host Community to impose an additional tax, referred to as the local tax option, of up to 3% on retail transactions for marijuana or marijuana products by a Marijuana Retailer.²⁵

Local Control: By-laws and Ordinances

Under the “local control” provisions of G.L. c. 94G, § 3, the Legislature delegated to municipalities control over MEs²⁶ and MTCs²⁷ operating within their borders. Under § 3, and Commission regulations, Host Communities and municipalities can regulate the number, operations, and locations of potential MEs

²¹ G.L. c. 94G § 3(d).

²² 935 CMR 500.002; 935 Code Mass. Regs. § 501.002.

²³ G.L. c. 66 § 10.

²⁴ Adult-use marijuana is subject to the state sales tax of 6.25%; the state excise tax of 10.75%; and the local option for cities or towns, a figure up to 3% on all *retail* transactions. G.L. c. 64N, §§ 2, 3 (a).

²⁵ 830 CMR 64N.1.1.

²⁶ Under G.L. c. 94G, § 1, a Marijuana Establishment is defined as a marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

²⁷ Under G.L. c. 94I, § 1, a Medical Marijuana Treatment Center is defined as the premises approved under a medical use marijuana license.



and MTCs.²⁸ The Commission, in turn, has broad authority over licensing and registration of these applicants, as well as ensuring that HCAs and local ordinances and by-laws that focus on promoting an equitable industry comply with the provisions of G.L. c. 94G.

A Host Community and municipality may adopt ordinances and by-laws that impose reasonable safeguards on the operation of MEs and MTCs and “any business dealing in marijuana accessories,” so long as the restrictions are not unreasonably impracticable and do not conflict with G.L. c. 94G and 94I, or regulations promulgated by the Commission.²⁹

A municipality may determine that a proposed marijuana-related use falls under an existing use authorized by its by-laws or ordinances. However, if a municipality elects to create new ordinances or by-laws with respect to MEs or MTCs, it may implement those that restrict the time, place, and manner of ME or MTC operations and any business dealing in marijuana accessories.³⁰ However, local zoning by-laws or ordinances may not operate to prevent the conversion of an MTC to an adult-use ME engaged in the same type of activity.³¹ The Commission interprets conversion to include not only replacing the operation of an MTC entirely with the operation of an ME, but also addressing colocated marijuana operations, *i.e.*, businesses desiring to sell both medical-use and adult-use marijuana.

Under St. 2022, c. 180, and Commission regulations, Host Communities are required to establish local ordinances or by-laws to promote and encourage full participation in the regulated marijuana industry by individuals and communities that have been disproportionately impacted by marijuana prohibition and enforcement, women, minority, and veteran-owned businesses no later than May 1, 2024. More information on these requirements can be found below in Section VI.

Limiting Marijuana Businesses

Under G.L. c. 94G, § 3, a municipality may adopt by-laws and ordinances that limit the number of MEs in its community, but it must submit any by-law or ordinance for approval to the voters if the ordinance or by-law would:

- Prohibit the operation of one (1) or more types of ME within the municipality;
- Limit the number of Marijuana Retailers to fewer than 20% of the number of liquor licenses (retail sale not to be drunk on premises) issued in the municipality under G.L. c. 138, § 15. For

²⁸ See e.g., G.L. c. 94G, §§ 3 (a)(2) and (d); 935 CMR 500.170(2) and 935 CMR 501.170(2).

²⁹ G.L. c. 94G, § 3(a).

³⁰ G.L. c. 94G, § 3 (a)(1).

³¹ *Id.* See also the Supreme Judicial Court’s decision in CommCan, Inc. & another v. Town of Mansfield, 488 Mass. 291, which provides discussion of this issue.



example, if a municipality has 100 liquor licenses, that municipality may set a maximum limit of 20 marijuana retailers; or

- Limit the number of any type of ME to fewer than the number of MTCs registered to engage in the same type of activity.

If a municipality chooses to enact any of the above-listed enumerated restrictions, the following procedures shall be followed:

- The city solicitor or town counsel must prepare a summary of the proposed ordinance or by-law indicating the number and types of MEs which shall be permitted to operate under the proposed ordinance or by-law and shall be included on the ballot;
- A ballot question shall be prepared asking “Shall this [city or town] adopt the following [by-law or ordinance]? [solicitor/counsel summary] [full text of by-law or ordinance].:”;
- If the majority of the votes cast in answer to the question are in the affirmative, the city or town may adopt the by-law or ordinance, but if the majority of votes cast is in the negative, the city or town shall not adopt the by-law or ordinance; and
- The ballot question may be placed on the ballot at a regular or special election held by the city or town by a vote of the board of selectmen or by the city or town council, with the approval of the mayor or chief executive officer of a city that does not have a mayor, and subject to a municipal charter, if applicable.³²

If a Host Community elects to increase its existing limit on the number of MEs or MTCs permitted to operate, they should ensure a minimum of 50%, but no fewer than one license, of the additional licenses beyond the previously set cap are allocated for Social Equity Businesses or individuals pre-verified with the status of a Social Equity Program Participant or Economic Empowerment Applicant.³³ A Host Community seeking exemption from this regulatory requirement may submit a waiver request pursuant to 935 CMR 500.850 or 501.850. Such request must include identification of proposed compensating features, as provided under 935 CMR 500.850(2)(b) or 501.850(2)(b).³⁴

Municipality Imposed Penalties

A Host Community is permitted to establish civil penalties for violation of an ordinance or by-law enacted pursuant to the Local Control provisions of G.L. c. 94G, § 3, but the penalty must be similar to that imposed for violations of an ordinance or by-law related to alcoholic beverages.³⁵

³² G.L. c. 94G, § 3(e)(3).

³³ 935 CMR 500.181(3)(c)(2); 935 CMR 501.181(3)(c)(2).

³⁴ 935 CMR 500.181(3)(c)(2); 935 CMR 501.181(3)(c)(2).

³⁵ G.L. c. 94G, § 3 (a)(5).



Additional Permits

Additional local permits may be required. Although Host Communities are prohibited from using a zoning by-law or ordinance to prevent the conversion of an MTC to an ME, the Commission does not interpret the word “prevent” to prohibit the municipality from requiring an MTC that is eligible under the statute to apply for any additional local permits required to change its existing operation to an ME for adult-use. The Commission cautions local permitting boards from exercising their discretion in acting on a request for a local permit in a manner that could be deemed to conflict with the applicable law and regulations.

Buffer Zones

Under state law, an ME or MTC may not be located within 500 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12.³⁶

The buffer zone distance of 500 feet shall be measured in a straight line from the geometric center of the ME/MTC entrance to the geometric center of the nearest school entrance, unless there is an impassable barrier within those 500 feet; in these cases, the buffer zone distance shall be measured along the center of the shortest publicly-accessible pedestrian travel path from the geometric center of the ME/MTC entrance to the geometric center of the nearest school entrance. The Commission has defined “impassable barrier” as a highway, public or private way or path, inaccessible structure, body of water, or other obstruction that renders any part of the 500-foot straight-line distance between a ME/MTC and a school entrance inaccessible by a pedestrian or automobile.

Municipalities may adopt an ordinance or by-law to reduce that distance requirement under state law and regulations.³⁷

V. The Municipal Role in the Commission Licensing Process

Separate and apart from the Commission’s licensing process, Host Communities and municipalities must also implement their own municipal review process.

The applicant must demonstrate compliance and knowledge with all municipal requirements. To do so, the Commission will directly provide the Host Community with a municipal notice form to be completed

³⁶ G.L. c. 94G, § 5(b)(3).

³⁷ G.L. c. 94G, § 5(b)(3) ; 935 CMR 500.110(3); 935 CMR 501.110(3).



by the municipality.³⁸ This form is used to inform the Commission that the license applicant has complied with all applicable municipal by-laws and ordinances at its current stage in the licensing process.

For all ME and MTC License Applicants not subject to 935 CMR 500.102(1)(d)(2), the municipality has 60 days to complete this form.³⁹ For other license applicants, such as Social Equity Business Applicants, municipalities are provided 30 days to respond. Failure to respond to the Commission will result in approval by acquiescence.

VI. Municipal Equity Requirements

Host Communities are required to establish local rules or by-laws to create equity standards to promote and encourage full participation in the regulated marijuana industry.⁴⁰ On or before May 1, 2024, a Host Community shall submit an attestation to the Commission affirming it has adopted local laws to effectuate compliance and identify the specific local laws passed.⁴¹ The Host Community shall also submit its equity plan and any other documentation demonstrating compliance with state law and regulations.⁴²

Minimum Standards for Equity By-laws and Ordinances

A Host Community shall develop a municipal equity plan to encourage full participation in the regulated marijuana industry by individuals from communities disproportionately harmed by cannabis prohibition. The equity plan shall:

- Encourage applications from business and individuals that would meet the definition of Social Equity Businesses (“SEB”), Social Equity Program Participants (“SEP”), and Economic Empowerment Priority Applicants (“EEA”) as determined by the Commission;
- Include goals, programs, and measurements a Host Community will utilize to promote and encourage equity participation; and
- Consistently publish data regarding the total applicant pool for MEs identifying as SEBs, SEPs, and/or EEAs.

Municipal Transparency Practice Requirements

³⁸ 935 CMR 500.102(1)(d) and 935 CMR 501.102(1)(d).

³⁹ 935 CMR 500.102(1)(d)1 and 935 CMR 501.102(1)(d)1.

⁴⁰ G.L. c. 94G, §3 (f).

⁴¹ 935 CMR 500.181(3)(d) and 935 CMR 501.181(3)(d).

⁴² 935 CMR 500.181(3)(b)2 and 935 CMR 501.181(3)(b)2.



Host Communities are encouraged to build their licensee selection process in a way that prioritizes the community's individual needs and the Commonwealth's commitment to an equitable industry and economic justice. To promote and encourage full participation, Host Communities must also adopt transparent practices when establishing their framework.

Practices shall include but are not limited to:

- Publicizing information in a public location at its offices and on its website which at a minimum shall include:
- All required steps of a Host Community's local approval process including, but not limited to, all associated fees, deadlines, and meeting schedules for local bodies involved in the local approval process;
- Identification of key individuals involved in a Host Community's local approval process, including, but not limited to, their names, titles, business addresses, and business contact information such as email addresses or phone numbers;
- A list of all documentation required by a Host Community's local approval process, in downloadable form and paper form;
- Identification of application criteria for local approval to operate an ME and scoring methodologies relied on by a Host Community;
- General scoring information for all applicants and a Host Community's scoring of each individual applicant;
- A Host Community's explanation, in narrative form, of its reasoning for the approval or denial of an application; and
- Any other information required by the Commission.⁴³

The Commission recommends the following additional methods to promote equity in a Host Community:

- Designating specific municipal contacts who shall work closely with SEB applicants in the permitting process from initial inquiry through special permit and building permit process while also providing technical assistance;
- Reduce financial barriers by waiving or reducing fees for SEBs associated with permitting processes and approvals as allowable by ordinance and streamline permitting for these applicants; or
- Provide priority licensing review to SEBs.

⁴³ 935 CMR 500.181(5)(b) and 935 CMR 501.181(5)(b).



HCA Negotiations: Required Practices Related to Equity

Host Communities must adhere to required practices for HCA negotiations with individuals or entities pre-verified or verified as SEBs, and those designated by the Commission as SEPs and EEAs, including, but not limited to, the development of a standard evaluation form, or use a form developed by the Commission, that scores components of an application. The evaluation form shall include consideration of equity in the overall evaluation score which must comprise not less than 25% of the total evaluation score which shall include the following:

- whether an individual, entity, or license applicant is pre-verified or verified by the Commission as an SEB;
- whether the license applicant is a SEP;
- whether the license applicant is an EEA;
- whether a license applicant or pre-verified individual or entity has a prior marijuana-related criminal offense or conviction;
- whether a license applicant or pre-verified individual or entity is part of an area of disproportionate Impact, as identified by the Commission; or
- whether a pre-verified individual is of Black, African American, Hispanic, Latino, Native American or indigenous descent, or a majority of a pre-verified entity or license applicant entity is comprised of individuals that are of Black, African American, Hispanic, Latino, Native American or indigenous descent.

FYI—For Your Information

During the HCA negotiation and evaluation, individuals and entities meeting one or more of the criteria listed above should be awarded no less than 25% of the total evaluation score. Host Communities may award more than 25% of the total evaluation score at their discretion.

Host Community Positive Impact Plan

Host Communities must also develop a plan to positively impact one or more of the following communities. Although this plan is custom to each Host Community, it must outline the goals, programs and measurements the Host Community will pursue to impact one or more of the following communities:

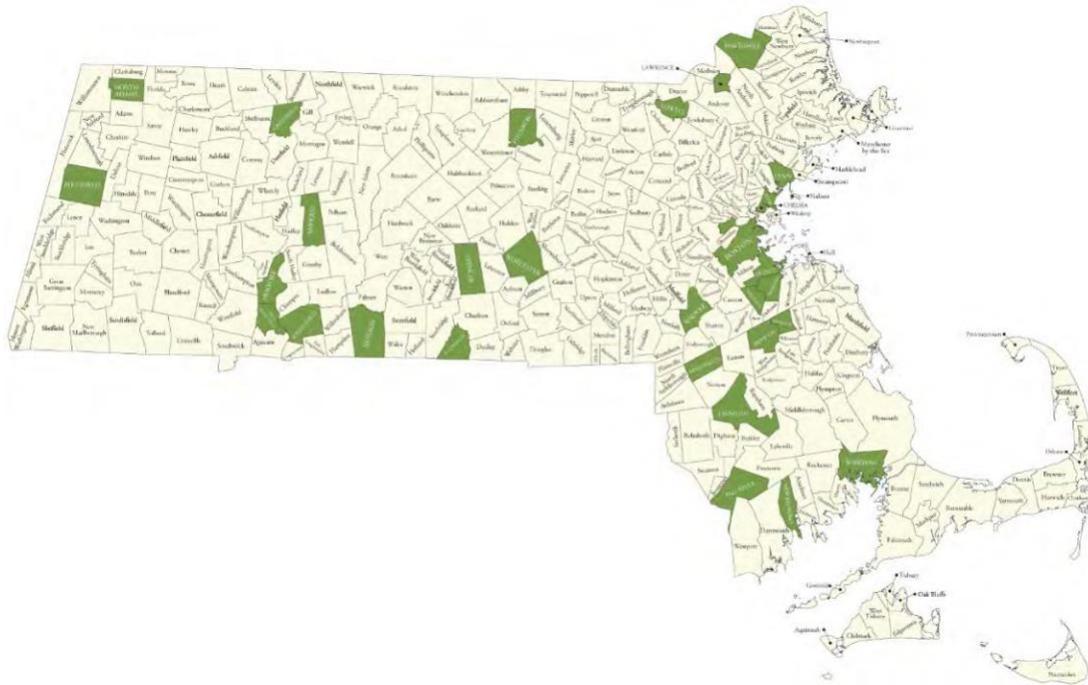


- Past or present residents of the geographic "disproportionately impacted areas," which have been defined by the Commission and identified in its Guidance for Identifying Areas of Disproportionate Impact;
- State-designated EEAs;
- State-designated-SEP participants;
- Massachusetts residents who have past drug convictions; and
- Massachusetts residents with parents or spouses who have drug convictions.

Identified geographical disproportionately impacted areas are located in, or fully comprised, of 30 cities and towns. For more information on proper identification, please see the Commission’s [Guidance for Identifying Areas of Disproportionate Impact](#). The following is a list and map of the 30 cities and towns:

30 Communities of Disproportionate Impact			
Abington	Amherst	Boston	Braintree
Brockton	Chelsea	Fall River	Fitchburg
Greenfield	Haverhill	Holyoke	Lawrence
Lowell	Lynn	Mansfield	Monson
New Bedford	North Adams	Pittsfield	Quincy
Randolph	Revere	Southbridge	Spencer
Springfield	Taunton	Walpole	Wareham
West Springfield	Worcester		





Host Communities may look at the Commission’s [Guidance on Plans to Positively Impact Disproportionately Harmed People](#), also known as Positive Impact Plans, for additional information on fulfilling this requirement. Host Communities are encouraged to consult appropriate counsel on ways to satisfy this requirement in compliance with state law and regulations.

Host Community Compliance & Notification Requirements

As previously discussed, Host Communities are required to adopt certain by-laws or ordinances by May 1, 2024 pursuant to Commission regulations. Host Communities must notify the Commission of its initiatives and compliance by submitting required information through the Commission’s [Massachusetts Cannabis Industry Portal \(“MassCIP”\)](#).

Host Communities will be required to create a username and password. Once logged into MassCIP, Host Communities should access the Host Community Municipal Equity Notification application. An authorized representative of the Host Community should complete the application. If the Commission identifies issues with the submission, elements of noncompliance, or if no submission occurs by a Host Community, a notice of deficiency or request for information may be issued pursuant to 935 CMR 500.301 or 501.301.



VII. Complaints Against Host Communities

Any interested person may file a complaint with the Commission alleging noncompliance for license applicants, licensees, Host Communities, or any other population under the Commission’s statutory and regulatory jurisdiction.

After receiving a complaint, the Commission may, at its discretion, conduct an investigation. If the Commission substantiates an allegation of noncompliance, then the Commission may take administrative or enforcement action against a Host Community, including but not limited to, sending a notice of deficiency, requesting additional information or otherwise taking action.⁴⁴ A Plan of Correction may be required. Failure to comply with Commission request may result in enforcement action against the Host Community.

After May 1, 2025, a Host Community may be fined for noncompliance in an amount equal to the total of the CIFs received from all MEs and MTCs operating in the Host Community during the prior calendar year. All fines shall be deposited into the Cannabis Social Equity Trust Fund.⁴⁵ If a Host Community fails to correct the noncompliant conduct, it may result in one of the following:

- Issuance of sanctions pursuant to 935 CMR 500.360;
- Loss of a Host Community's good compliance standing for purposes of 935 CMR 500.180(2)(e);
- Identification of a Host Community lack of good compliance standing in a form and manner determined by the Commission; or
- Abstaining from consideration of any new license applications affiliated with a Host Community until a Host Community's good compliance standing is restored.⁴⁶

The Commission may identify on its website any Host Community that has been assessed a fine for noncompliance.⁴⁷

FYI—For Your Information

⁴⁴ 935 CMR 500.180(3)(d)4 and 935 CMR 501.180(3)(d)4.

⁴⁵ 935 CMR 500.180(3)(e) and 935 CMR 501.180(3)(e).

⁴⁶ 935 CMR 500.180(3)(d)4 and 935 CMR 501.180(3)(d)4.

⁴⁷ 935 CMR 500.180(3)(e)3 and 935 CMR 501.180(3)(e)3.



The Commission maintains communication avenues for constituents, consumers, patients, caregivers, license applicants, licensees, registered agents, and others to report noncompliant matters and other complaints. As of April 2024, the Commission is designing a more efficient communication mechanism to receive complaints of noncompliance and other issues to enhance user experience and due diligent reviews. Until this enhancement is implemented, any constituent may continue to report complaints to the Commission at Commission@CCCMass.com or by phone at 774-415-2000.

VIII. Seeking Counsel, Support, and Questions

Host Communities, municipalities, license applicants, licensees, and other interested parties are encouraged to seek legal advice from a licensed attorney with respect to municipal by-laws, ordinances, requirements, and processes, as well as negotiations regarding HCAs.

Other available resources for interested parties for additional guidance:

- [Guidance on Host Community Agreements](#);
- [Guidance on Licensure](#);
- [Model Host Community Agreement](#);
- [HCA Waiver](#);
- [Guidance on Equity Programs](#); and
- [Commission's FAQ Page](#).

For more information and resources regarding HCAs, please visit the [Host Community Agreements](#) page on our website. If you have additional questions on these HCA policies, please contact the Commission at Commission@CCCMass.com or (774) 415-0200.





Municipal Host Community Agreement Standard Evaluation Template Form

Introduction & Purpose

Pursuant to 935 CMR 500.181(3)(c)1 and 935 CMR 501.181(3)(c)1, a Host Community is required to develop a standard evaluation form, or use a form developed by the Cannabis Control Commission (“Commission”), that scores components of an application. This Municipal Host Community Agreement Standard Evaluation Form (“Form”) is provided by the Commission for Host Communities to utilize when scoring individuals or entities (“Applicants”) seeking Host Community Agreements (“HCAs”). Host Communities can create their own standard evaluation form with tailored metrics provided that equity constitutes no less than 25% of the total evaluation score. Applicants who meet one or more of the specified criteria within the Equity Metric should be awarded the total points available.

Host Communities should review the Commission’s [Guidance on Municipal Equity and Industry Participation](#), [Guidance on Host Community Agreements](#), relevant law, and regulations.

These instructions and the contents of this form do not constitute legal advice. The Commission encourages Host Communities to consult with appropriate counsel and other relevant authorities to ensure compliance requirements are met.

Directions

This Form is intended to assist Host Communities with incorporating equity considerations into their overall evaluation score of Applicants. Host Communities should award points for each evaluation metric item listed based on materials submitted or presented by the Applicant. The total points that can be awarded for each metric is listed under the “Total Points Available” column. When awarding points, the Host Community should enter them in the “Points Awarded” column and enter the calculated total on the last row of the Evaluation Metrics Table. Applicants who meet one or more of the specified criteria within the Equity Metric should be awarded the total points available. Host Communities are encouraged to provide an explanation, rationale or additional notes for the scores entered for each of the listed evaluation metrics.



Sample Municipal Host Community Agreement Evaluation Form

I. Applicant Information

1. Name of Applicant: _____

2. Name of Business Entity: _____

3. License Type(s) Being Sought (*select all that apply*)

- Craft Marijuana Cooperative
- Independent Testing Laboratory
- Marijuana Courier
- Marijuana Cultivator
- Marijuana Delivery Operator
- Marijuana Establishment with a Delivery Endorsement
- Marijuana Product Manufacturer
- Marijuana Retailer

- Marijuana Microbusiness:
 - Product Manufacturing
 - Cultivation
- Marijuana Research Facility
- Marijuana Transporter
 - Third-party Transporter
 - Existing Licensee Transporter
- Social Consumption Establishment



II. Evaluation Metrics

EVALUATION METRICS	TOTAL POINTS AVAILABLE	POINTS AWARDED	REASONING
<p>Cannabis Business Metric- Applicants have a complete business plan, and the management and operations team(s) demonstrate prior experience in commercial cannabis ventures or other relevant experience in relevant fields.</p>	7.5		
<p>Diversion Prevention Metric- The Applicant has a plan for preventing diversion and prohibiting access to individuals under the age of 21, or under the age of 18 for medical patients.</p>	7.5		
<p>Energy and Environmental Metric- The Applicant has a plan to be energy efficient and recycle where possible. The Applicant will meet or exceed the Cannabis Control Commission's energy regulations and standards.</p>	7.5		
<p>Consumer Education Metric- The Applicant has provided adequate consumer education materials or a plan to develop the materials, before commencing operations.</p>	7.5		
<p>Security Metric – The Applicant’s Security Plan clearly demonstrates that it meets professional standards, was prepared by a qualified professional, and has been reviewed by the local police and local fire departments. The plan includes an operational security plan including but not limited to general security for visitor access and inventory control, employee training, and general security policies.</p>	7.5		



EVALUATION MEASURE	TOTAL POINTS AVAILABLE	POINTS AWARDED	REASONING
<p>Local Involvement Metric- The Applicant has demonstrated a plan to positively impact the local community and to be a good business neighbor. The Applicant has a plan, consistent with applicable laws and regulations, to make good faith efforts to hire municipal residents for employment, supplier services, and/or vendor services.</p>	7.5		
<p>Location Metric- The Applicant has a proposed location that is appropriately zoned or can obtain a special permit. Proposed location of establishment has acceptable parking and/or public transportation options for customers and employees. The Applicant's proposed location has business hours in line with local ordinances and a nuisance abatement plan. The Applicant has a plan to keep the parking area, exterior and interior well maintained.</p>	7.5		
<p>Timeline Metric- Applicants show a reasonable proposed timeline for commencing operations including but not limited to permitting, licensing from the Cannabis Control Commission, inspections, construction, etc.</p>	7.5		
<p>Compliance Metric- The Applicant demonstrates an understanding of local laws, state laws and federal laws concerning cannabis. The Applicant demonstrates a willingness to work with local law enforcement when necessary. The Applicant demonstrates ability to comply with Cannabis Control Commission regulations.</p>	7.5		



EVALUATION MEASURE	TOTAL POINTS AVAILABLE	POINTS AWARDED	REASONING
<p>Labor and Employment Metric- Applicant has a described plan for recruiting employees. Applicant will provide benefits to employees such as health care, vacation, and medical leave, to the degree they are offered as part of employment. Applicant has a plan that embraces a rich and diverse work force with a diverse set of perspectives, work and life experiences, as well as religious and cultural differences that provide equal opportunities for employee development.</p>	7.5		
<p>Equity Metric- <i>For the Equity Metric, Applicants meeting one or more of the criteria listed below will be awarded full points for this section:</i></p> <ul style="list-style-type: none"> a. the individual, entity, or Applicant is pre-verified or verified as a Social Equity Business pursuant to 935 CMR 500.101(7) or 935 CMR 501.101(4); b. the Applicant is a Social Equity Program Participant; c. the Applicant is an Economic Empowerment Priority Applicant; d. an Applicant or pre-verified individual or entity has a prior Marijuana-related criminal offense or conviction; e. an Applicant or pre-verified individual or entity is part of an Area of Disproportionate Impact, as identified by the Commission; or f. a pre-verified individual is of Black, African American, Hispanic, Latino, Native American or indigenous descent, or a majority of a pre-verified entity or Applicant entity is comprised of individuals that are of Black, African American, Hispanic, Latino, Native American or indigenous descent. 	25		
TOTAL	100		



III. Certification of Accuracy

The Municipality or Host Community’s representative affirms by signing below that to the best of their knowledge all required information and documentation has been reviewed accurately and that no material information has been omitted.

Name of the Municipality or Host Community Representative:

Signature of the Municipality or Host Community Representative:

Date of Application Review:





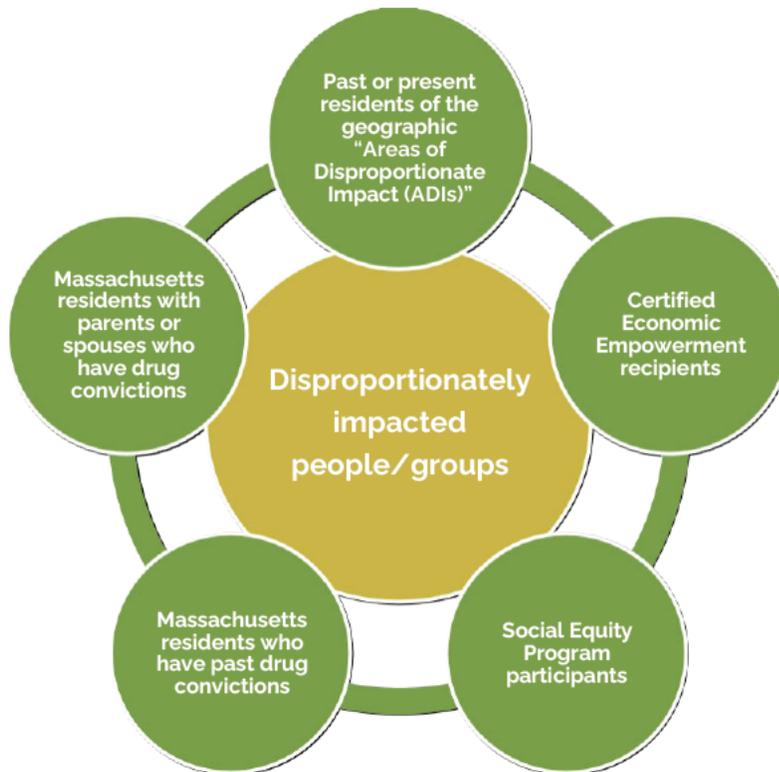
Guidance on Plans to Positively Impact Disproportionately Harmed People

Revised by the Commission: January 16, 2020

Purpose

The purpose of this amended guidance is to assist applicants with information on the Cannabis Control Commission (Commission) requirement to submit a plan to positively impact people disproportionately harmed by cannabis prohibition. This guidance is not legal advice. If you have questions regarding the legal requirements for licensure and renewal in the Commonwealth, you are encouraged to consult an attorney.

Diagram: People Disproportionately Harmed by Cannabis Prohibition



Legal Background and Basis

The Commission is charged by state law to adopt procedures and policies to promote and encourage full participation in the regulated cannabis industry by individuals from communities disproportionately harmed by cannabis prohibition and enforcement and to positively impact those communities. M.G.L. c. 94G, § 4.

As part of that mandate, the Commission requires every applicant to develop a plan to contribute to this objective.

Disproportionately Harmed People

Every applicant seeking licensure must submit its own plan to invest in people who have been disproportionately impacted by cannabis prohibition, specifically the five populations defined by the Commission (see diagram on previous page). When this guidance refers to disproportionately harmed people, it refers to these five populations described below.

The first step for the applicant is to decide who the plan is intended to benefit, so that the plan can tailor the goals, programs, and measurements to that specific group. **The five identified populations of disproportionately harmed people that the Positive Impact Plan should impact are the following:**

1. Past or present residents of the geographic “areas of disproportionate impact,” which have been defined by the Commission and identified in its [Guidance for Identifying Areas of Disproportionate Impact](#). Note that some disproportionately impacted geographic locations are cities or towns, and others are neighborhoods identified by census tracts. The designation of these areas will be re-evaluated periodically.
2. Commission-designated Certified Economic Empowerment Priority recipients;
3. Commission-designated Social Equity Program participants;
4. Massachusetts residents who have past drug convictions; and
5. Massachusetts residents with parents or spouses who have drug convictions.

A compliant Positive Impact Plan will be tailored to benefit at least one of the groups identified above. Applicants are encouraged to design plans to benefit more than one identified group.

[Commission resources](#) are available to facilitate services for the Commission-designated groups.

Elements of a Plan

As part of an extensive review of application materials, the Commission will assess the Positive Impact Plan to make sure it includes the following:

1. **Goals:** one or more desired outcomes of the plan;
2. **Programs:** detailed actions, activities, or processes that will be utilized or implemented to achieve the outlined goals; and
3. **Measurements:** specific metrics that will be implemented to assess the progress and success of the program.



Each plan should follow this format to be considered compliant with the Commission’s regulations. Miscellaneous, extraneous, or additional information unrelated to the goals, programs, and measurements of each plan is not necessary and should not be included in the submission.

The following sections will provide guidance on the Commission’s expectations, examples, and additional state requirements that should be included in the plan. The examples provided below are not an exhaustive list and applicants are encouraged to be innovative while remaining compliant with the Commission’s regulations and requirements and any other applicable laws.

Goals

Each applicant must establish specific goals that will make a positive impact on one or more of the five groups of people as identified above. Each plan must clearly list and describe these goals. We encourage you to develop your own goals, especially by taking and considering input from the disproportionately harmed people and/or communities that your plan is intended to impact.

The Commission defines equity as the recognition and accommodation of differences through fairness in process and result to prevent the continuation of an inequitable status quo. Some examples of equity-focused goals include the following:

1. **Reducing barriers to entry in the commercial adult-use cannabis industry for disproportionately harmed people** (specifically list which barriers the plan intends to reduce);
2. **Providing mentoring, professional, and technical services for disproportionately harmed people** (specifically list the services the plan will offer); and
3. **Providing business assets or other benefits for disproportionately harmed people** (specifically list the benefits the plan will provide).

Programs

Each applicant should develop specific programs to accomplish its stated goals to positively affect disproportionately harmed people and clearly describe the proposed programs in its plan. Please be as specific as possible. We discourage you from creating plans that consist solely of donation-based activities.

You should develop and individualize your own programs to reach your goals. Some examples of programs are below. To prioritize the sentiment, reflections, and perspectives of the people most affected by cannabis prohibition and enforcement, the first four program examples below are those most commonly identified by recent Social Equity Program participants as activities that cannabis businesses should initiate or fund, in the order they were preferred.

1. **Providing grant funding or providing low-interest loans**
This could be accomplished by providing debt and/or equity funding to help businesses founded by disproportionately harmed people with limited net worth and access to traditional sources of capital meet start-up and working capital needs. This funding may



take the form of investment vehicles including, but not limited to: standard debt instruments; convertible debt instruments; or equity investment pools with other enterprises.

2. **Creating accelerator or incubator programs**

Such programs for disproportionately harmed people could provide: grants; access and introductions to potential sources of capital; cultivation, manufacturing, or retail space; management training or other forms of industry-specific technical training; mentorship from experts; formation of peer support groups; and other benefits that do not violate the Commission's regulations with respect to limitations on ownership and control.

3. **Providing educational sessions and record sealing/expungement services**

Collaborations with an educational institution such as a community college could be used to provide knowledge, information, and practical skills about the cannabis industry to disproportionately harmed people. Educational events with nonprofit organizations could also make a positive impact. For both types of education, you should document how the programs benefit disproportionately harmed people specifically. Often, educational sessions include a record sealing or expungement component as an additional benefit.

4. **Creating jobs**

This could be accomplished by giving hiring preferences to disproportionately harmed people. If you choose to implement this type of program, your program must affirmatively identify the specific disproportionately impacted people or groups and how you will reach them, and track your progress on an ongoing basis. If your data shows that you are not succeeding in creating jobs for the group(s) you identified, you should adjust your approach in alignment with this goal.

5. **Funding charitable efforts**

Providing assistance to named non-profits and charities whose mission(s) benefit disproportionately harmed people could make a positive impact. You should include the name and mission of a listed non-profit or charity in the plan and how you will ensure that your contributions specifically benefit disproportionately harmed people. Note that if you intend to make monetary donations to nonprofits or charities, you must obtain written correspondence certifying that the nonprofit or charity will accept the donation prior to including it as a component of your plan.

Measurements

Each applicant must disclose the specific measurement metrics that will be used in measuring the success of its programs. This is important because upon renewal, the licensee will be required to report, at a minimum, detailed, demonstrative, and quantifiable proof of the establishment's efforts, progress, and success of approved plans.

Therefore, this section of the plan should include both qualitative and quantitative measures (metrics) that demonstrate the progress or success of the plan. Metrics should have an identified data source and method for tracking that data.

The applicant is responsible for disclosing and tracking the intended measurement metrics.



Depending on the stated goals and programs, measurement metrics will vary. You should design your metrics as a practical way to measure your progress toward the goals you set in your plan. Some examples of metrics that could be utilized include the following:

1. Number of employees hired, retained, or promoted that come from disproportionate impacted areas or one of the other groups of people previously identified in this guidance;
2. Number and subject matter of trainings offered and performed, with documentation of attendance by people from disproportionately harmed communities;
3. Number of records sealed or expunged;
4. Specific financial data and/or employee hours showing donations to or investments in specific causes that benefit disproportionately harmed people;
5. Number of businesses owned by disproportionately harmed people that obtained training or assistance from the programs, along with the businesses' assessment of the programs; or
6. Number of businesses or people participating in and successfully paired with the employer through the Commission's Social Equity Program.

Additional Requirements Pertaining to Positive Impact Plans

In addition to those requirements stated above, the Positive Impact Plan require the applicant to affirmatively state the following:

1. The applicant acknowledges and is aware, and will adhere to, the requirements set forth in 935 CMR 500.105(4), which provides the permitted and prohibited advertising, branding, marketing, and sponsorship practices of every Marijuana Establishment; and
2. Any actions taken, or programs instituted, will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws.

Tips for Designing Your Positive Impact Plan

When drafting the plan, every applicant should be mindful of the following information:

1. The plan to positively impact disproportionately harmed people is a distinct application requirement. The Positive Impact Plan deals with benefiting areas of disproportionate impact and/or disproportionately harmed people as defined in this guidance. The plan should positively impact one or more of the five identified populations. If it is geographically or otherwise impractical for your business to reach geographic areas of disproportionate impact, consider a plan that focuses on the other four specified groups.
2. You should endeavor to disclose only the information necessary to comply with the requirements of the plan. This plan should be no longer than three pages. You may include appendices; however, this is discouraged, excluding support letters for non-profits accepting monetary donations.
4. Progress on this plan will be evaluated upon license renewal. Please ensure that the plan you submit as part of the application is practical and that you plan to implement and achieve success in the programs you list. We recommend instituting a process to evaluate the progress of your plan quarterly in preparation for demonstrating success



upon renewal. Upon license renewal, the Commission shall evaluate any information deemed necessary to assess the bona fide progress of each plan.

5. This revised guidance should be utilized immediately. For compliance purposes, Commission staff will begin reviewing all applications not previously reviewed in accordance with this document upon approval by the Commission.

Questions? If you have additional questions regarding Positive Impact Plans, please contact the Commission at Commission@CCCMass.com or (774) 415-0200.

