



MEMORANDUM

TO: Board of Selectmen

FROM: John C. Curran, Town Manager

CC: Susan Aker, Cathy O’Dea

SUBJECT: Town Manager’s Report, March 16, 2020

DATE: March 13, 2020

PHR and The Howe School -

The Town, Left Field, PRA, and Warner Larson presented the proposed budget numbers to the CPC on Thursday. The projects were very well received by the committee. Both project budgets came in higher than expected, but Left Field noted that these numbers are conservative estimates. Both projects are expected to be competitively bid by contractors and the trades. They are good sized projects that should garner interest and hopefully drive the cost down. The Howe School project cost will be split between BATV and the Town. While PHR will be split between the CPC, Free Cash, and a General Fund Bond. The 30 year breakdown will be given to you as a hard copy. The breakdowns of the projects are listed below:

Total Project Cost	Howe School	
	BATV / Town Split	
Administration	\$ 397,500	
Architecture and Engineering	\$ 502,000	Bonding - CPC
Construction	\$ 5,353,368	\$ 4,900,000
Miscellaneous	\$ 50,000	Bonding - BATV
Furnishing & Equipment	\$ 658,500	\$ 1,650,000
Contingency	\$ 502,902	BATV Available Fund
	\$ 7,464,270	\$ 500,000
		Cable Grants
		\$ 441,000
		\$ 7,491,000

PHR

		<u>General Fund</u>	<u>CPA Fund</u>
Design, Management & Administration	\$ 1,221,313	\$ 610,656	\$ 610,656
Construction	\$ 7,729,635	\$ 3,828,000	\$ 3,901,635
Miscellaneous	\$ 147,000	\$ 73,500	\$ 73,500
Furnishing & Equipment	\$ 45,000	\$ 45,000	\$ -
Contingency	\$ 672,448	\$ 336,224	\$ 336,224
	\$ 9,815,396	\$ 4,893,380	\$ 4,922,015

LED Streetlights:

The Town selected Pine Ridge Technologies as their installer for the LED Streetlights. Install will begin on Monday and continue until the end of May. They will install anywhere from 300-400 fixtures a week. They will start install in the Pollard Street area. You can follow along at the live install map at this link -

<http://tankolighting.maps.arcgis.com/apps/View/index.html?appid=a8f1b6dacc494d9793836b8d8d54dbfd>

Housing Report

According to DHCD Billerica has 14,442 housing units and the last Subsidized Housing Inventory (SHI) numbers distributed as part of our Biennial Update in November 2019 we had 1,178 units or 8.16%. That number did not count the 178 units for Alpine Village since the occupancy permit had not been submitted yet. Additionally, the building permit for Building 7 at Aspen (48 units) was granted at the end of October 2019 and the building permit for Building 8 (48 units) was granted in December 2019. Further, the building permit for 164 Lexington Road (211 units) was granted in January 2020. The addition of those 485 units (178+48+48+211) would put us at **1,663 units or 11.5%**.

Those buildings will affect the denominator for the SHI numbers as a result of the next census. If we want to maintain the 10% and we can assume that DHCD is giving us credit for the 1,663 units, then the total number of housing units in Billerica needs to stay below 16,630. That means that the total number of housing units added from 2010 to 2020 (16,630-14,442) would need to be below 2,188 units. Even with the three large 40B projects potentially accounting for the addition of 773 housing units, there does not appear to be a concern of dropping below the 10%.

Coronavirus Update

The Town Continues to monitor the current situation with COVID 19. Adjustments are made on a daily basis to protect the public and maintain, to the extent possible, Town Services and normalcy.

All public meetings have been cancelled until March 31, 2020 with the exception of meetings pertaining to Town Meeting. The Town will hold all public meetings from now until March 31st in the Buck Auditorium. This room will be set up with appropriate social distancing standards. In accordance with emergency changes to the "Open Meeting Law" ordered by Governor Baker, the Town will not allow public attendance to these meetings. These meetings will be televised live and access to Open Microphone and Public Hearings will be provided through a social media venue or telephone line to be provided later. This information will be disseminated through the Town's social media platforms on Monday.

While all schools in Billerica are being closed for two weeks, Town Hall will remain open for the time being. Both the Center for Disease Control (CDC) and the Mass Department of Public Health are recommending that appropriate social distancing mitigation be implemented for your community. As of this time the Town of Billerica does not have any identified presumptive positive cases of COVID 19, nor are there a significant number of identified "close contacts" (people who have been within six feet of a presumptive positive case).

Therefore, at this time it is reasonable to conclude that there is not a significant presence of "Community Spread" in Billerica. "Community spread" means there is no localized source of origin of the virus. If there is not a localized source then it is likely that virus has spread through different parts of the community. Conversely, if it is localized to a source (like someone that traveled to a hot zone like China or Italy) the close contacts can be identified and contained through quarantine.

The Council on Aging will be closed starting Saturday, March 14th and will remain closed until the following week at which time this situation will be reevaluated. Seniors are a high risk population to the virus and this precaution is being implemented to protect this population. COA Employees will still report to work as there are many services that can be provided indirectly. The Library will remain open at this time with appropriate social distancing mitigation measures being implemented. The Library is a vital service that many residents depend upon.

Recreation activities are not conducive to social distancing mitigation measures. Therefore, all Recreation programs, inside and out, will be suspended until March 31st. Additionally, all field permits for Youth organizations will be suspended until March 31st as well.

The Town Halls around Billerica; Tewksbury, Dracut and Chelmsford have also decided to implement social distancing mitigation at their Town Halls rather than closing. Additionally, they have closed their COAs and their Library's remain open for now. It is a challenging balance to maintain public safety and continued to provide a service to the residence. It is important to maintain normal operations as long as possible because this situation is evolving rapidly. The Town is monitoring the state of "Community Spread" daily and will make changes as necessary. Please be assured that the safety of the people of Billerica is paramount.

Community Care Collective:

The Town is one step closer to opening an adult use marijuana establishment in Billerica. Community Care Collective received their special permit from the Planning Board. They still need to go in front of the ZBA, BOH, and The BOS before opening. They are also winding through the state process and are hopeful to receive a provisional license within the next 90-120 days.

Cider Mill:

This office continues to investigate the purchase price of the property. A contact was made with the holding company and the property is up for sale. The sale price is not known. This office has asked our contact to look into the matter further. More information will be forthcoming.

High School MBTA Property

This office followed up with Mike Twidle from PAN AM. They have indicated they will not convey the property for free to the Town. One more effort is being pursued with another executive at Pan Am. The Town will continue to pursue this avenue. If this is not successful the property would be appraised and an offer would be made.