



## MEMORANDUM

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**TO:** Board of Selectmen

**FROM:** John C. Curran, Town Manager

**CC:** Susan Aker, Cathy O'Dea

**SUBJECT:** Town Manager's Report, August 6, 2018

**DATE:** August 3, 2018

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### **Town Hall Renovations**

The carpeting in the Assessor's Hallway is complete. The digital display screens and wayfinding signs are ongoing.

### **Roofs**

See addendum memo from DPW Director Abdul Alkatib.

### **Crosswalks**

See addendum memo from DPW Director Abdul Alkatib.

### **Mass AGO Grant**

The Town submitted a grant application to the Massachusetts Attorney General's Office in partnership with the School Department. Funds were requested for a Registered Nutritionist and a Licensed Drug and Alcohol Counselor over the next three years. The grant had a turnaround time of less than a month and we were able to apply successfully. The Town believes that due to the short timeline that it will not be as competitive. Jennifer Flynn, Coordinator of Health Services and Wellness, from the School Department was the author of the grant application. I will let the Board know if and when we receive the grant.

### **Cardboard Recycling**

The DPW has received no complaints regarding cardboard recycling recently. Our current policy is as follows:

Cardboard may be placed in recycle carts but lids must close completely. Excess cardboard can be bundled into eight inch thick bundles (not exceeding 16"x30") and placed next to recycling cart. Additional holiday recycling can be brought to 250 Boston Road from December 26, 2018 to January 6, 2019. Due to the use of an automated truck, the only way for drivers to get excess cardboard into the truck is by placing cut bundles into the recycle cart and then put it into truck. The loading opening is too high and too cumbersome to place in by hand at each stop.

Previously we had a cardboard dumpster located behind the Billerica Library, but it was removed in March this year due to the excessive illegal dumping and mess being left there.

### **CPC Meeting**

A public hearing will be held for all CPC applicants on September 6<sup>th</sup>. Prior to this meeting the committee will review all application over three different meetings held on July 26<sup>th</sup>, August 9<sup>th</sup> and August 23<sup>rd</sup> respectively. All are welcome to attend these meetings which are held at Town Hall.

### **Adult Use Marijuana**

There are four tasks that need to take place before the Marijuana Moratorium expires on December 31<sup>st</sup>. First the Medical Marijuana Overlay District needs to be amended by reducing the minimum distance from 1,000 feet to 500 feet from certain identified uses. Additionally, a waiver provision of 250 feet will be added. The second task is to create an Adult Use Marijuana Overlay District with referenced map. The third task is to establish an Adult Use Marijuana General By-Law. The second and third tasks have been reviewed by the BOS and the amendments will be added to the warrant article language. The fourth task is to establish the Marijuana tax of 3%. This article language will be drafted by K&P. These four tasks will be done through Fall Town Meeting. The Zoning Articles will have to be reviewed and recommended by the Planning Board prior to Town Meeting.

Two additional items to be handled exclusively by the BOS are the establishment of the Rules and Regulations and a Host Agreement Procedure. These tasks should be completed prior to Town Meeting so they can serve as information to Town Meeting Members and their decision making process.

### **Fox 25 Zip Trip**

This event will be held at the Parker School on August 17<sup>th</sup> starting at 6:00am and concluding at 10:00am. Due to the expansion of Zip Trip the using the Town Center will not possible. The Zip Trip set will include vendor tents, a bouncy house, a 40 x 20 production tent, multiple broadcast trucks, and parking for 40+ fox employee vehicles. This was the reason for the change of venue from a few years back. This office is working with the school department to make sure the site is ready for this event. All are welcome to attend!

### **National Night Out**

Come join the Billerica Police Department to celebrate National Night Out on August 7, 2018 from 5:00 pm to 9:00 pm at Billerica Town Hall! National Night Out is an annual Community-building campaign that promotes Police-Community partnerships and neighborhood camaraderie to make our neighborhoods safer and better places to live. It provides an opportunity for our Men and Women in Blue to build relationships with our citizens.

- Billerica Police, Paramedics, Fire, Animal Control, and Department of Public Works will have numerous vehicles on display
- NEMLEC and Middlesex County House of Correction will be displaying SWAT vehicles
- Billerica, Burlington, Chelmsford, and Westford K-9 units will be conducting demonstrations
- Massachusetts State Police Air Wing unit will be conducting a flyover (weather permitting).
- Massachusetts National Guard 972 MP will display Military vehicles

## **Green Community**

As part of the Green Community process the Town of Billerica is required to write an energy reduction plan. In conjunction with NMCOG and DOER the Town identified the buildings with the largest energy use. In the beginning of July Guardian Energy performed an energy audit for weatherization, lighting, HVAC, and other energy performance measures on the buildings listed below:

Police Headquarters	
Billerica Public Library	Hajjar Elementary School
Council on Aging, Town Hall	Ditson Elementary School
Wastewater Treatment Plant	Dutile Elementary School
DPW/Recreation	Kennedy Elementary School
East Billerica Fire Station	Vining Elementary School
Fire Department Headquarters	Locke Middle School
Pump Stations:	Marshall Middle School
George Brown Street	Hallenborg Ice Rink
Roger Street	
Richardson Street	

During preliminary conversations, the auditors were very impressed with many of our improvements already. They noted that the Wastewater Plant was one of the most efficient that they have ever seen. This was not the case for all buildings though. Town Hall and 250 Boston Road (DPW) could be significantly improved as well as many of the schools.

Guardian will give us their report on their findings within the next few weeks. A draft plan will be prepared and presented to the Board of Selectmen for comments early in September with a final version to be reviewed in early October for submission to DOER.

## **Massachusetts Recreational Trails Program Grant**

The Town received notice of the grant award of \$100,000 for the Bike path through the High School. It requires a match from the Town of \$25,000. This is easily attainable with other work that is going on in the project anyway. Thank you to Representative Lombardo for all his efforts in making sure the Town received this grant. Also thank you to Kelley Conway for her efforts in putting the grant together.

## **Marshall School Baseball Field**

Selectman Simolaris inquired about a complaint he received about the field not being in playable condition. This office researched this issue. We received a call from the Lowell Sun alleging that the Field was not playable on Friday the 20<sup>th</sup> of July. After researching the issue it was discovered that the field was not permitted for this day or the two following days. It appears that there was makeup games scheduled for this time. However, it should be noted that the weather was the key factor on the non-playable conditions over the weekend. It appears there may have been some communication/authorization issues around use of the field. That is why organizations need to go through the permitting process. All that being said, it should be noted that the Town is not taking over the school fields until January.

## **Excise Tax Bills**

Selectman Simolaris inquired about a complaint he received from a constituent about demand bills being received but no original excise tax being received. He also maintained that he received several other complaints. This office asked for the names of the people that are registering these complaints so that we could follow-up – Selectman Simolaris never provided this information. This office took the initiative to research Selectman Simolaris's Facebook page where the complaints originated. The constituents that posted complaints were checked against the mailing list that was sent out and all addresses were correct. There is no reason to conclude that these bills were not mailed to the correct

address. The one constituent complaint that he did provide a name with has paid their excise tax in full plus demand payments. Their address appeared correctly on the mailing list as well and there no reason to conclude that the bill was not sent out.

### **MassWorks Project**

A meeting was held on Wednesday with National Grid, Tropeano, Dagle Electric, Engineering, DPW and this Office. It was discovered that two additional items need to be completed prior to wire and pole removal. The street lights and light poles need to be transferred to permanent power. This is scheduled to take place on Tuesday. The wire and pole removal will be scheduled after this is complete. The concrete will follow the removal of the poles.

It is critical that this work be completed before the ribbon cutting for the MassWorks Project. The Town has invited the Secretary of Housing and Economic Development to attend. We will be inviting the Billerica delegation as well. The event will be held on September 13 at dusk in front of Saint Theresa's Church. It will feature an unveiling of a student Artscape Project as well a lighting of the landscape trees along Boston Road with a collation to follow. This event will serve to supplement the efforts being made to promote the Economic Development Plan and Master Plan.

Specifically, keep your eye out for the first you-tube video in a series to promote these efforts. It will appear on the Town's Facebook page next Thursday. There is a teaser already on the Town Facebook page.