



MEMORANDUM

TO: Board of Selectmen

FROM: John C. Curran, Town Manager

CC: Susan Aker, Cathy O'Dea

SUBJECT: Town Manager's Report, January 8, 2018

DATE: January 5, 2018

Proprietary Fiber Vendor Approval

Mr. Douglas Faria from Edvance, Perkins+Will's technology consultant conveyed to the BMHBC that an important component of the project scope is to splice a new fiber service in to the head end room of the new building, activate it, and change over all school, Town and emergency services to this new signal prior to building occupancy. He indicated this will be a very detailed and tedious planning process that will include many meetings to coordinate hundreds of details. The meetings will include Waveguide, who is the Town's fiber vendor. Due to reasons on complexity, familiarity and schedule phasing, establishing Waveguide as a proprietary procurement to perform the installation and cut-over is recommended.

In order to establish Waveguide as a proprietary vendor it requires approval from the BOS. The BOS would make the following motion to establish Waveguide as a proprietary vendor:

"Move that the Town proceed with procuring Waveguide as a proprietary award for the installation of new fiber cable routing which will support the High School and Billerica Emergency Services. Pursuant to M.G.L. c.30, §39M(b), be it further moved that this need for procuring this work via a proprietary vendor is based on the following:

- *Existing fiber cable associated with the Town's Emergency Services has been installed by Waveguide. Waveguide is familiar with the existing fiber runs associated with the Town's Emergency Services;*
- *Waveguide has been involved in the pre-planning of this scope/project;*
- *Due to sensitivity of this work consisting of maintaining emergency services for Fire and Police, the fiber cabling contractor will be required to participate in ongoing in-depth coordination meetings with various stakeholders."*

Playoffs Letter

The BOS received a letter from Attorney Marc Chapdelaine the attorney for Paul Looney and Daniel Scharn regarding the license renewal application for playoffs. They were requesting to be placed on the agenda for January 8th. However, at that point, the agenda had been posted in anticipation of the pending storm and knowledge that Town Hall would be closed on January 4th. The letter was requesting that the BOS reconsider the renewal application for Playoff's at the meeting of January 8th. The attorney opined that there was disparate treatment of Playoff's application based on the BOS's willingness to approve two other applicants that still required a change of manager. He further maintains that Playoff's application was substantially complete when in fact no application had been completed by the applicant for health and safety inspections. The Fire and Building Department did go out and inspect the property as a courtesy assuming an application would be submitted. When no application was submitted several calls were made, even though Town Officials are not obligated to remind people about deadlines. The building department withheld their letter for the BOS up until the very last minute in an effort to allow Mr. Looney to apply. He never did. The Town is not obligated to fill out applications for the applicant nor is it appropriate to assume that nothing has changed on the application since the last renewal. Furthermore the BOS has a right to know what they are voting to approve.

What differentiates Mr. Looney and Mr. Scharn from the two applicants Attorney Chapdelaine referred to is that the town was able to communicate with these applicants and there was a pending resolution. In the case of Mr. Looney we were unable to get an application from him. He said he would come in to fill one out and pay the fee and never did and never called after we reached out to him repeatedly. The other two applicants were cooperative, responsive and worked with the Police department to ensure the Manager of record issues were in the process of resolution.

FY2019 Budget

Budget Meetings are being held with departments over the next two weeks.

Recreation Rink

The Recreation Department constructed a new rink in Kohlrausch Park on December 30th. The rink will open on January 6th. The rink was moved from the DPW site to Kohlrausch Park because the ground froze at the DPW site prior to the materials arrival. The DPW had cleared the ground of snow and this caused the freeze over.

Terrazzo Bid for the new High School

The bidding for the new High School's terrazzo flooring scope was completed today and raw numbers indicate a \$250,000 savings from the allowance carried for this scope. The team still needs to formally meet with the low responsible bidder, DePaoli Mosaic Company, but this will likely happen next week.

Interim Chief

As, I am sure most of you know, today is a bittersweet day in the occasion of Chief Thomas Conway's retirement. He has dedicated 34 years to the Town and all that had the opportunity to work with him are sure to miss his dedication, integrity and professionalism.

The Town is currently involved in the process of filling his position. The Fire Chief's position is civil service and is subject to a civil service hiring process. This process involves conducting an assessment center sanctioned by civil service and selecting from the top three candidates. The Town is waiting for Civil Service to certify the results of the assessment center. Once that process is complete the Town can finish the hiring process.

Unfortunately, it is anticipated that this process will take up to 30 to 60 days. Accordingly, I am appointing Deputy Chief Robert Cole as the interim chief during this time period. Deputy Cole has taken on many administrative functions during his time as deputy and I am confident that he will serve the Town well in this interim period.

Fire Department Assessment Study

The consultant is conducting comparative surveys of “like” communities. The communities being surveyed are listed below:

	Sq. Miles	Population	Per Capita Income	# Stations
Cheimsford, MA	23.2	33,802	\$ 30,465	5
Wobum, MA	12.9	38,120	\$ 26,207	5
Methuen, MA	23.1	47,690	\$ 30,520	4
Framington, MA	26.4	68,318	\$ 27,758	5
Taunton, MA	48.4	55,874	\$ 19,899	5
Westfield, MA	47.4	41,094	\$ 20,600	3
Pittsfield, MA	42.5	44,737	\$ 20,549	5
Billerica, MA	26.4	40,243	\$ 32,517	5

One the results are compiled a draft report is being forwarded to the Town. This is expected to completed in three weeks

Snow Removal

I would like to recognize the extraordinary efforts of the DPW employees and their families. As you know the Town was hit with a Christmas Day storm as well as the recent storm on January 4th. In addition the Town has endured an extraordinary amount cold weather over the past two weeks. This has resulted at least 12 water breaks. Each time there is a break it prevents the employees of the water department from participating in snow removal.

The Christmas Day storm had less than 70% response from contractors. The local DPW responded accordingly and did an excellent job handling this storm as well as the most recent storm.

Mechanics and cold