



MEMORANDUM

TO: Board of Selectmen

FROM: John C. Curran, Town Manager

CC: Susan Aker, Cathy O'Dea

SUBJECT: Town Manager's Report, June 19, 2017

DATE: June 2, 2017

Aggregate Energy

The Department of Public Utilities has issued a Notice of Public Hearing and Order of Notice. The hearing is scheduled for July 13th at 2PM in Boston at One South Station at the 5th floor. Colonial will represent the Town at the hearing. This hearing is largely a formality but it will be posted in Town hall and on the Website. The Town will also make the DPU filing available for viewing in Town Hall and online through July 13th.

CPA

The Community Preservation Coalition conducted two training classes for Municipal Officials and CPC Members on Tuesday, June 13th. I attended the afternoon session with the Assessor, the Conservation Director, the Assistant Town Manager, Three Members of the CPC and the Economic Development Director. The Coalition's training is an overview of how to implement the Community Preservation Act in Billerica. It includes a discussion of budgeting, the required CPA Plan, project selection criteria, timing of implementation steps for the first year, responsibilities of the newly created CPC, allowable uses for CPA spending, and best practices from other CPA communities across the state.

Appraisal Ch.61A – Parcel 37-5-1 Billerica, MA

The Assessor has engaged Brice Appraisal Services to appraise the Ch.61A parcel on Nashua Rd. The fee for this appraisal will be \$2,500 and the delivery of the end product will be 21 days from the date of inspection. Therefore the Town expects delivery on or before July 7th. This should provide ample time for the BOS to take any action necessary regarding this property.

Neighborhood Meetings

This year's neighborhood meetings were successful and received comparable attendance to previous years. The first meeting included a financial presentation. All other meeting had shorter presentations. The new format with department head stations was well received and reduced the "pile on" effect often seen at neighborhood meetings. The debriefing with department heads will

RFP Fire Assessment

The Town of Billerica is seeking proposals to conduct a Risk Management Assessment and a Facilities Assessment of the Billerica Fire Department from qualified and experienced firms. The scope of services shall examine and evaluate current management practices, facilities, training, staffing levels, equipment, policies and procedures with recommendations to improve efficiency. This shall include but not be limited to an examination of current management reorganizational proposal and union recommendation, an evaluation of the impact of the 24 hour shift on the current culture of the station whether that should be changed. Additionally, the proposal shall include an assessment of all fire stations in Town to determine if the Town is responding to calls in the most efficient and timely manner possible given the current locations of the Town fire stations and to make capital and facility needs recommendations. This study will establish what changes could or should be made to improve responses Town wide, including but not be limited to where the call volume demand is in relation to the existing stations and a capital improvements schedule for existing station. The proposal shall include the creation of a report containing all findings and recommendations. Proposals are due to this office by 11:00am on June 26th and Final Report is due to the Town by December 31st.

Vining School Meeting

This Office met with the Superintendent, the Chair of the School Committee, the Chair of the Board of Selectmen, the Chair of the Vining Reuse Committee, the Chair of the Finance Committee and the Assistant Town Manger to discuss the future of the Vining School. The sentiment seems to be to turn it over to the Town as the School Department does not appear to have an immediate educational use for the building. Speculative-long term educational needs do not appear to be a good reason to hang on to the property. The Town Communicated to the School Department that it could certainly find two immediate short-term needs in Recreation and Building and Grounds.

Financial Transfers

End of year transfers are being submitted in this meeting. One transfer is being requested for \$75,000 from "Interest on Temp Loans" to "Legal Expenses". This is a department to department transfer that requires approval from both the BOS and Finance Committee. It was precipitated by two major contributing factors; first Zoning work and 40b submissions (\$25,000) and second labor legal costs associated with the fire department (\$32,000) - the retainer for K&P increased by \$18,000.

Additionally, the Town will be doing interdepartmental transfers for overtime in the public safety departments. The fire department overtime transfer from personnel will be approximately \$60,000. Last year's fire department overtime transfer was \$10,000 and the year before was \$30,000. The Town Accountant is still working on the transfers for Police and Ambulance with the Chief of Police. These transfers need to be approved exclusively by the Finance Committee.

Finally, an appropriation from the Finance Committee Reserve Fund is being requested to fund the special election to replace Senator Donnelley. This appropriation is approximately \$25,000.