



**TOWN OF BILLERICA  
SELECT BOARD MINUTES  
MARCH 20, 2023**

**Members Present:** Chair Andrew Deslaurier, Secretary Kimberly Conway (Remote), Member Michael Rosa, and Member John Burrows

**Members Absent:** Vice Chair Michael Riley

**Staff Present:** Town Manager John Curran, Assistant Town Manager Clancy Main, and Director of Administrative Services Robert Maynard

Chair Deslaurier stated that the meeting is a hybrid meeting with a Zoom option. All votes will be taken by roll call since Secretary Conway is remote.

**Call to Order 7:00 PM**

Chair Deslaurier called the meeting to order.

The Pledge of Allegiance was recited.

**1. Open Microphone**

*Kelley Sardina of 95 Gray Street* – Ms. Sardina stated that as far as Article 19, the Planning Board is still reviewing the zoning audit. It is not at a point for a rewrite, so the \$65,000 for the zoning audit should wait until the Fall Town Meeting. The Select Board, Planning Board, ZBA, and Zoning Bylaw Review Committee should work together on the zoning audit before moving this forward.

**Announcements**

**2. Vacancies on Boards and Committees**

Secretary Conway read the list of vacancies of boards and committees.

**3. All Other Announcements may be Viewed on the Town of Billerica Website**

**4. Town of Billerica, Clean Up Green Up Day, Hosted by Beautify Billerica – Saturday, April 22, 2023 from 10:00 AM to Noon, Request for (4) 18” x 24” Signs on the Town Common from April 8<sup>th</sup> through April 22<sup>nd</sup>**

Mary Leach and Lance Kelley appeared to discuss the Clean Up Green Up Day. Volunteers can sign up online and pick up their bags at the Fire Station. They only do it for two hours but a lot of trash gets picked up.

**MOTION** - Secretary Conway made a motion to approve the request for (4) 18” x 24” signs on the Town Common for Clean Up Green Up Day from April 8<sup>th</sup> through April 22<sup>nd</sup>. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

**Approval of Meeting Minutes**

**5. February 27, 2023**

**MOTION** - Secretary Conway made a motion to approve the Select Board meeting minutes of February 27, 2023. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

**6. March 6, 2023**

**MOTION** - Secretary Conway made a motion to approve the Select Board meeting minutes of March 6, 2023. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.



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**Appointments**

**Board of Registrars – Democratic Party**

**7. Michael Rea Jr.**

**MOTION** - Secretary Conway made a motion to appoint Michael Rea Jr. to the Board of Registrars for the Democratic Party. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

**Open Space and Recreation Committee**

**8. Justin Damon**

**MOTION** - Secretary Conway made a motion to appoint Justin Damon to the Open Space and Recreation Committee. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

**New Business**

**11. Fiesta Shows representing The Billerica Lions Club – Application for a Carnival Including Weekday and Sunday Entertainment for Amusement Rides, Games and Raffle to be Conducted During the Carnival – Located at 600 Technology Park Drive – May 31<sup>st</sup> through June 4, 2023, Hours Wednesday – Friday from 5:00 PM to 11:00 PM, Saturday and Sunday from 1:00 PM to 11:00 PM – Requesting (4) 18” x 24” Signs in the Common & Waive All Fees**

Gil Moreira of 1 William Road appeared for the Lion’s Club to request approval for the Lions Carnival. This is the Lion’s biggest fundraiser.

Member Rosa asked that Mr. Moreira explain some of the activities that the Lion’s provide. Mr. Moreira stated that they assist the COA, the VA and fundraising allows them to provide eye exams for school age children. About 10% of all the children screened need glasses and they have provided financial assistance to families that couldn’t afford glasses. Mr. Moreira added that they are hosting an event for Seeing Eye Dogs on March 29<sup>th</sup> from 6:00 – 8:00 PM at BATV.

**MOTION** - Secretary Conway made a motion to approve the application for the Lions Club for a carnival including entertainment and Sunday entertainment of amusement rides, games, food and raffles located at 600 Technology Park Drive, run by Fiesta Carnival from May 31<sup>st</sup> through June 4, 2023 with hours of operation Wednesday-Friday 5:00 PM to 11:00 PM and Saturday and Sunday from 1:00 PM to 11:00 PM. The motion was seconded by Member Rosa and voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

**MOTION** - Secretary Conway made a motion to approve the request for (4) 18” x 24” signs in the Town Common from May 14<sup>th</sup> to June 4<sup>th</sup> and waive all fees associated with the Lions’ Carnival. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

Mr. Moreau thanked the Board, Mr. Curran and Ms. McDowell for all their help. Mr. Curran also wanted to thank the Lion’s for all they do and also thanked KS Partners for donation the site.

**12. One Day Special Alcohol License – Friends of the Billerica Council on Aging – Annual Black Tie Bingo on March 31, 2023 from 6:00 PM – 10:00 PM at 25 Concord Road**

Mary Riley, Chair of the COA Board appeared to request a one day all alcohol license for the annual Black Tie Bingo event. This is the COA’s biggest fundraiser.



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Member Rosa stated that he fully supports this event but he is a board member of the Friends of the COA so he will abstain from voting.

**MOTION** - Secretary Conway made a motion to approve the one-day special alcohol license for the Friends of the Billerica Council on Aging for the annual Black Tie Bingo event on March 31, 2023 from 6:00 PM to 10:00 PM at 25 Concord Road and waive all fees. The motion was seconded by Member Burrows and voted 3-0-1. On a roll call vote: Secretary Conway voted Aye, Member Rosa abstained from voting, Member Burrows voted Aye and Chair Deslaurier voted Aye.

**13. Billerica Little League – Opening Day Parade and Ceremonies – April 22, 2023 Starting at 8:00 AM at the Billerica Town Hall to Pollard Field**

**MOTION** - Secretary Conway made a motion to approve the Billerica Little League Opening Day Parade and Ceremonies on April 22, 2023 starting at 8:00 AM at the Billerica Town Hall to Pollard Field. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

**Old Business**

**9. Town Manager’s Report**

Mr. Curran presented his report.

• **Town Center Project**

Mr. Curran stated that work is continuing. There are three major components for this project: utility coordination, traffic and parking analysis and funding. They have been working on all three and hope to have the first public meeting on this in June.

Member Rosa asked on the Boston Road project if the utility poles will be going down one side of the street. Mr. Curran replied yes, there are places where they will have to do under Boston Road but they will do underground utilities as much as possible. The drainage work for this project will start in April. Member Rosa asked if the Town was going to be reaching out to residents and businesses since a lot of people will be impacted with power outages. Mr. Curran replied yes, that will be in the next phase.

Member Burrows stated that we need to know how traffic is going to be impacted in the center during construction. Mr. Curran stated that we think we can handle it. Once the traffic study is done, they will be in to present to the Board. This is a Town project, not a State project so we will have more control.

Secretary Conway asked what is the timing of the Town Center if approved. Mr. Curran stated that they hope to have the design in place and go for funding in the Fall Town Meeting or Spring 2024 Town Meeting. They are looking for funding through different sources and the total project will take a few years.

• **Town of Billerica Marketing**

Mr. Curran stated a survey was sent out on social media and encouraged everyone to participate.

Member Burrows asked if there are other ways to participate if people aren’t on social media. Mr. Main stated that they have a QR set up at the library and COA as well as paper copies of the survey. Mr. Maynard added that they have given it to the Youth Advisory Committee also.

Secretary Conway asked how many surveys have been completed. Mr. Curran replied about 300 so far.



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- **FinCom – Budget Process**

Mr. Curran stated that the budget process has been moving along smoothly. Nearly all budgets have passed unanimously except the Water and Sewer Enterprise funds. The Fire and School budgets remain as well as a few smaller ones. Mr. Curran stated that they just received the Shawsheen Tech budget and that is totally unacceptable. They are requesting 7.09%.

Member Rosa asked what the next steps are for the Shawsheen Tech budget. It still needs to be approved by us. Mr. Curran stated that it will be reviewed and we sent a letter out at our displeasure of the timing of this since they are having their budget meeting tomorrow. They would need 2/3 of the Towns to approve it or they will not have a budget. They don't want to get to that point but what they are asking for is a little off base.

Member Burrows stated that it's tough getting the Shawsheen Tech budget so late and them wanting a big increase.

Secretary Conway stated that she is disappointed with Shawsheen Tech and understands that there is new school administration. Secretary Conway asked if we could have our representatives come before us. Mr. Curran stated that he could ask them to come in. Asking for 7% right now is crazy when the Town is being held to 2% and the School is at 3 ½%.

Chair Deslaurier asked how is our population at Shawsheen Tech. Mr. Curran replied it is down by 20 but Billerica students are still the largest population at the Tech. Their overall population has gone down.

- **Rec/COA & Intergenerational Center – Feasibility Study**

Mr. Curran stated they will be presenting some options to the committee on March 28<sup>th</sup>.

- **VA PACT Act**

Mr. Curran stated that the PACT Act is the most significant expansion of Veteran's benefits in decades. The Billerica Veteran's Agent is partnering with the Bedford VA Medical Center to host a meeting on April 15<sup>th</sup> from 10:00 AM to Noon.

Member Rosa stated that Mr. Jarvis does an unbelievable job. He's VA Certified and can help veterans immediately and he's the only Veteran's Agent in the area who is certified.

Chair Deslaurier stated that this is an important meeting and our Veteran's Agent has been a great support to our Veterans.

- **New DPW Facility**

Mr. Curran stated that the architects are working on finalizing the interior design. We will also be meeting with town departments to discuss the permitting of the project.

Secretary Conway wanted to thank the CPC for all the work they do and taking their responsibility so seriously.

- **Talbot Mills Dam**

Mr. Curran stated the Alison Field-Juma from OARs is interested in making a presentation on the timeline for the dam removal. This is not the direction the Town would like to take.

Member Rosa stated that our consultant was doing a study to look at the impacts of taking the dam down and dropping the water level 6" at our intake. Is that study still going on? Mr. Curran stated that he will look into this.

Chair Deslaurier stated that we don't own this dam. Mr. Curran stated that OARs wants to remove all dams that impact fish life but this may affect our water supply with is more important.



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- **Snow Removal – 279 Boston Road**

Mr. Curran stated that the Town received a few complaints regarding the snow clearing and stockpiling near the river. Isabel Tourkantonis met with the property owners and discussed the relocation of the snow and storage of the bobcat. A preconstruction meeting will be held prior to the start of construction.

- **National Prescription Opiate Litigation**

Mr. Curran stated the Town received notification that we are eligible to participate in another opiate settlement. The funds received are limited to remediate and abate the impacts of the opioid crisis.

Member Burrows stated that the Billerica Substance Awareness and Prevention Committee held an event last week and asked if they get funding from the litigation. Mr. Curran replied yes.

- **Culvert Inspections**

Mr. Curran stated the culvert inspections will start in mid-March and go until May 2023. The work will occur during normal business hours and no action is required by the residents.

### **10. Preliminary Warrant Articles – Discussion and Possible Vote**

Chair Deslaurier stated that we are not voting on the final warrant tonight and there are still some articles that are place holders.

**MOTION** - Secretary Conway made a motion to recommend Article 1 to the Spring Town Meeting warrant as presented. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

**MOTION** - Secretary Conway made a motion to recommend Article 2 to the Spring Town Meeting warrant as presented. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

**MOTION** - Secretary Conway made a motion to recommend Article 3 to the Spring Town Meeting warrant as presented. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

Mr. Curran stated that Article 21 is for the revolving fund for flu clinics. It is being increased from \$15,000 to \$50,000 but this is reimbursed by insurance.

**MOTION** - Secretary Conway made a motion to recommend Article 21 to the Spring Town Meeting warrant as presented. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

Mr. Curran stated that Article 23 is the rescind prior borrowing. This is a cleanup article.

**MOTION** - Secretary Conway made a motion to recommend Article 23 to the Spring Town Meeting warrant as presented. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

Member Rosa asked if these articles have been looked at by legal. Mr. Curran replied not yet. Member Rosa stated that we may need to look at these if there are any changes.

Mr. Curran stated that Article 24 is the PEG article.

**MOTION** - Secretary Conway made a motion to recommend Article 24 to the Spring Town Meeting warrant as presented. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.



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Mr. Curran stated that Article 28 is for repairs to pump stations.

**MOTION** - Secretary Conway made a motion to recommend Article 28 to the Spring Town Meeting warrant as presented. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

Mr. Curran stated that Article 29 is for the SCADA System upgrades from the retain earnings. Member Rosa asked why does it say Water Resource Recovery Facility and not the Water Treatment Plant. Mr. Curran stated that he will check with that terminology came from.

**MOTION** - Secretary Conway made a motion to recommend Article 29 to the Spring Town Meeting warrant as presented. The motion was seconded by Member Rosa and unanimously voted 4-0-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

Chair Deslaurier stated that they will hold voting on Article 33 and 36 until legal has a chance to review.

Member Burrows stated that he submitted Article 41 but forgot to add the School Committee to this list. He would look for support from the Board. Chair Deslaurier stated that we can definitely take that up at the next meeting.

**Meeting Schedule – March 27, 2023 (Financial Working Session), April 3, 2023 and April 24, 2023**

**MOTION** - Secretary Conway made a motion to adjourn the March 6, 2023 Select Board meeting at 8:55 PM. The motion was seconded by Member Rosa and unanimously voted 5-0. On a roll call vote: Secretary Conway voted Aye, Member Rosa voted Aye, Vice Chair Riley voted Aye, Member Burrows voted Aye and Chair Deslaurier voted Aye.

*Respectfully Submitted by Dawn McDowell,  
Recording Secretary*



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**Exhibits for the Select Board Meeting – March 20, 2023**

**Call to order 7:00 PM**

1. **Open Microphone**– No Exhibits

**Announcements**

2. **Vacancies on Boards and Committees**- Vacancies list
3. **All other announcements may be viewed on the Town of Billerica website** – No Exhibits
4. **Town of Billerica, Clean Up Green Up Day, Hosted by Beautify Billerica – Saturday, April 22, 2023 from 10:00 AM to Noon, Request for (4) 18” x 24” Signs on the Town Common from April 8<sup>th</sup> through April 22<sup>nd</sup>**  
- Flyer

**Approval of Minutes**

5. **February 27, 2023** – Select Board Minutes 02/27/23
6. **March 06, 2023** – Select Board Minutes 03/06/23

**Appointments**

7. **Board of Registrars Democratic Party – Michael Rea** – Application dated 02/16/23, Memo from the Billerica Democrats dated 03/02/23, Posting in the Lowell Sun
8. **Open Space and Recreation Committee – Justin Damon** – Application dated 03/02/23

**Old Business**

9. **Town Manager’s Report** – Town Manager’s Report dated 03/20/23
10. **Preliminary Warrant Articles – Discussion and Possible Vote** – Draft Preliminary Warrant Due March 23rd

**New Business**

11. **Fiesta Shows representing The Billerica Lions Club – Application for a Carnival Including Weekday and Sunday Entertainment for Amusement Rides, Games and Raffle to be Conducted During the Carnival – Located at 600 Technology Park Drive – May 31<sup>st</sup> through June 4, 2023, Hours Wednesday – Friday from 5:00 PM to 11:00 PM, Saturday and Sunday from 1:00 PM to 11:00 PM – Requesting (4) 18” x 24” Signs in the Common & Waive All Fees** – Memo from Billerica Lions dated 03/06/23, Application dated 03/01/23, License to Operate Amusement Devices dated 04/13/2022, License and Insurance Fiesta Shows, Sunday Entertainment License, Application for Entertainment dated 03/01/23, Layout, 2023 Season Agreement, Memo from KS Partners, LLC dated 02/21/23, Abutters List, Public Notice
12. **One Day Special Alcohol License – Friends of the Billerica Council on Aging – Annual Black Tie Bingo on March 31, 2023 from 6:00 PM – 10:00 PM at 25 Concord Road** – Application dated 03/09/23, License & CORI from Mary Camilleri, Flyer, Insurance, TIPS for Christian Panasuk, Memo from Lt. Coffey dated 03/13/23
13. **Billerica Little League – Opening Day Parade and Ceremonies – April 22, 2023 Starting at 8:00 AM at the Billerica Town Hall to Pollard Field** – Memo from Billerica Little League dated 03/10/23, Memo from Sgt. Magnan dated 03/14/23

**Meeting Schedule**

**March 27, 2023 (Financial Working Session), April 3, 2023 and April 24, 2023**

**Approved On: \_\_\_\_\_ April 3, 2023**