

MEETING MINUTES

May 24, 2021

Members present for roll call vote @ 7PM. Chairman Daniel Burns, Vice Chairman Andrew Deslaurier, Secretary Michael Rosa, Member Kimberly Conway, Member John Burrows, Town Manager John Curran, Asst Town Manager Clancy Main

OPEN MICROPHONE

Steve Strykowski, Chairman of Disabilities Commission, calling in to speak about LRTA closing of the N Billerica Station-also stopping Sunday service and the "Road Runner" service. He hopes the station does not close. It is an important service to Billerica.

ANNOUNCEMENTS (see attached)

PROCLAMATION (see attached)

June is Gay Pride Month. Lt. Jerry Roche speaks on the presentation. There will be a flag raising on June 5 @ 10AM. He thanks the board. Chairman Burns read the proclamation and Secretary Rosa makes a motion the board approves this proclamation. Seconded by Vice Chair Deslaurier. Selectman Burrows-AYE, Selectman Conway-AYE, Selectman Rosa-AYE, Selectman Deslaurier-AYE, Chairman Burns-AYE.

Roll call vote (5-0)

Permission to fly LGBTQ Flag at the Library from June 1-30. Secretary Rosa makes a motion to approve that request. Seconded by Selectman Deslaurier.

Selectman Conway-AYE, Selectman Burrows-AYE, Selectman Rosa-AYE, Selectman Deslaurier-AYE, Chairman Burns-AYE.

Roll call vote (5-0)

PUBLIC HEARING

Secretary Rosa makes a motion to open the public hearing @ 7:12PM. Seconded by Selectman Deslaurier. Selectman Burrows-AYE, Selectman Conway-AYE, Selectman Deslaurier-AYE, Selectman Rosa-AYE. Chairman Burns-AYE.

Roll call vote (5-0)

David Boucher from National Grid speaking about 5 Brick Kiln Rd #30318024 installation of 2 JO Poles 4-50 and 4-51. Selectman Rosa asks if there were any calls from residents or abutters about this project? Mr. Boucher says there were no calls. Secretary Rosa asks if anyone from public wants to speak.

A woman NAMI asks a question about the flag. She is from MUSLIM decent and asks if a RAMIDAN Flag will be flown. Chairman Burns says the Town of Billerica is trying to include all people and their heritage.

A resident named George (no last name given) called in and is wondering physically where the poles will be placed on Brick Kiln Rd. (Map is shown on screen) Mr. Boucher describes where the pole will be placed. The resident wanted to make sure it was not near #9 Brick Kiln Rd. It is about 100' away according to Mr. Boucher.

Secretary Rosa makes a motion the board close the public hearing for National Grid-#5 Brick Kiln Rd. (30318024). Seconded by Selectman Deslaurier. Selectman Burrows-AYE, Selectman Deslaurier-AYE, Selectman Conway-AYE, Selectman Rosa-AYE, Chairman Burns-AYE.

Roll call vote (5-0)

Secretary Rosa comments that the Billerica Safety Officer doesn't want work to start prior to 10AM. So that will be contingent upon that. Also, the DPW says

there is a water main in that area and new poles should not be placed within 5' of the main.

Secretary Rosa makes a motion that the board approve work to be done at #5 Brick Kiln Rd. (30318024) adding 2JO poles 4-50 and 4-51 - starting after 10AM, identifying water main and do not place any poles within 5' of main. National Grid is not to proceed until Billerica and Chelmsford DPW mark out the lines. Seconded by Selectman Deslaurier. Selectman Burrows-AYE, Selectman Conway-AYE, Selectman Rosa-AYE, Selectman Deslaurier-AYE, Chairman Burns-AYE.

Roll call vote (5-0)

Secretary Rosa makes a motion to open a public hearing for High Octane Harley Davidson @ 7:23PM requesting an outdoor entertainment license. Ms Jane Gac is here from Harley Davidson. Seconded by Selectman Deslaurier. Selectman Burrows-AYE, Selectman Conway-AYE, Selectman Deslaurier-AYE, Selectman Rosa-AYE, Chairman Burns-AYE

Roll call vote (5-0)

Harley Davidson is looking for entertainment license – dj and band. Everyone Friday night and Saturday events. Selectman Rosa asks if Lt. Roche could join the meeting. Selectman Rosa asks about a background check. Lt. Roche says there is no problem. Hours/days will be Fridays 11-4 and 5-8:30PM and Saturday 11-4, 5-8:30PM. Chairman Burns said it can be weekdays as well. He wants the same thing that was allowed at Steves Pinehurst Tavern. He doesn't want loud noise to bother the neighbors.

Selectman Deslaurier said we did that because there were numerous complaints. Harley Davidson has had no complaints.

Secretary Rosa asks if there is anyone there from the public. No one from the public. Secretary Rosa makes a motion to close the public hearing. Seconded by Selectman Burrows. Selectman Burrows-AYE, Selectman Deslaurier-AYE, Selectman Conway-abstain, Selectman Rosa-AYE, Chairman Burns-AYE.

Roll call vote (4-0-1 abstention)

Selectman Rosa makes a motion to approve a change to hours which will now be 11AM - 8:30 PM weekdays and Saturdays for outdoor entertainment. Seconded by Selectman Deslaurier-AYE Selectman Burrows-AYE, Selectman Conway-abstain, Selectman Rosa-AYE, Selectman Deslaurier-AYE, Chairman Burns-AYE.

Roll call vote (4-0-1 abstention)

MEETING MINUTES

Secretary Rosa makes a motion to approve minutes of April 26, 2021 as presented. Seconded by Selectman Deslaurier. Selectman Burrows-AYE, Selectman Conway-AYE, Selectman Deslaurier-AYE, Selectman Rosa-AYE, Chairman Burns-AYE.

Roll call vote (5-0)

Minutes of May 10, 2021 and add on page 5 “continued from previous meeting of April 26, 2021”. Secretary Rosa makes a motion to approved minutes of May 10. Seconded by Selectman Deslaurier. Selectman Burrows-AYE, Selectman Conway-AYE, Selectman Rosa-AYE, Selectman Deslaurier-AYE, Chairman Conway-AYE.

Roll call vote (5-0)

CODE OF CONDUCT (see attached)

Selectman Conway found MSA/MIIA training program very informative. Towns are being encouraged from MMA (Mass Municipal Association) to develop 2 policies.....1. Code of Conduct and 2. Anti Harassment and Discrimination

Selectman Conway would like to send this to Town Counsel and get their input to be sure this is suitable to Billerica.

Selectman Burns agrees and has attended meeting such as this. Selectman Rosa says first he isn't sure if its ready to go to town counsel. Conduct in relation to other elected officials - Section B #7 is a duplicate of #5. Selectman Conway says she thinks they are 2 different items. Selectman Rosa says on page 3 all of section E is the same as section D.....Selectman Conway will fix that. Selectman Rosa

agrees it should go to town counsel. But, we need to ask ourselves what are we trying to fix here? Selectman Rosa thinks this should be a town wide policy – not just appointments. Not a lot you can do about social media postings..... Sub section 3 code of conduct – how do we handle that when the board comes under attack? A lot of this is already in place. If this is going to go forward duplications should be removed. This board of selectman in Billerica is regulated by an antifraud policy, antiharassment and antidiscrimination policy, state law, Billerica general bylaws, the town charter, workplace violence policy, open meeting law, contract law, state ethics, conflict of interest law, no place for hate policy and the residents that elect us.

Selectman Deslaurier comments it would seem we need something else. He doesn't think there is anything wrong with tweaking it every year moving forward. This document provides for every single instance. He would like it sent to town counsel. Nothing goes without saying.....this document would be an enhancement to move the town forward.

Selectman Burrows appreciates Selectman Conway to bring this forward. We have to treat people like we want to be treated. I felt threatened at a selectmans meeting by a town employee and that shouldn't happen. People from the town have reached out to my work because of a difference of opinion.....that shouldn't happen.

Selectman Conway says they all need to step up. Its ok to see things differently, but we need to have respect for everyone. Selectman Conway says she is surprised Selectman Rosa doesn't want to put this forward....she continues the intent is people can't be yelling and screaming.....must conduct themselves respectfully. She suggests at the next meeting can we discuss this again and then send to town counsel? This is best practices....Billerica is not best practices.

Chairman Burns says this board is made up of 5 very passionate people that want to do the best for the town. He thinks we already have things in place. He thinks this is a lot of overlap. He has concerns about members of the board going after other members. He has a problem with section 5. He is not ready to support this. He says we need to return to a level of civility. This needs to be a learning tool. We need to lead by example. Chairman Burns spoke to the Town Manager today about harassment issues and policies that are already in place.

Town Manager Curran says workplace and sexual harassment policies are in place. It stands to reason we could update our policies on antiharassment policies. I would add that I watched the MMA video – it was interesting. It is not exclusive to Billerica. The level of civil discourse all over the country is deteriorating.

Selectman Rosa has a concern with the Town Manager having blanket authorizations with investigations. The town manager needs to find a way that it applies to every town employee.

Selectman Conway says it interpretation....It does apply to any town employee.

TOWN MANAGERS REPORT (see attached)

Shawsheen Tech Traffic Situation

Selectman Rosa doesn't think the Traffic Committee has been meeting because of COVID. He thinks we need to contact them for other issues that have not been reported back on. Selectman Burrows said Harvard Street was on the Traffic Committee radar.

North Billerica MBTA Station

Selectman Deslaurier touching on MBTA Station. He's hoping someone from MBTA can meet with Billerica officials to keep this station open. Selectman Rosa says Steve Strykowski (Commission on Disability) makes a good point that with things opening up business ridership will be up. Selectman Conway is happy that Steve Strykowski is involved and knowledgeable if he could attend a meeting if willing. Chairman Burns says we need to stay involved.

Free Book Give Away

Selectman Rosa says good job on the books. Chairman Burns like this also.

Boat Launch

Selectman Deslaurier questions why we have not been updated on this. Mr. Curran sent an email to Doug Cameron and they have set up resurveying. Selectman Deslaurier asks if we are going to get to see the plans again? When Mr. Curran gets them he will forward them to the board. Selectman Rosa says the public officials input has been taken into account.

PHR Kick Off

Selectman Deslaurier says this project is fantastic. Selectman Rosa happy about this. Selectman Burrows asks if we've paid for the feasibility study already? Mr. Curran says part of the design is already paid for. What is appropriated now will cover the remainder of the design. Selectman Conway loves this project and wishes it was completed sooner. Chairman Rosa has a question on this. The site is supposed be done in August of 2022. Will we be looking to get the fields into use for the fall of 2022 while the concession stand is being built? Mr. Curran says yes – they will be ready to play on.

Vining and Ditson Demolition

Selectman Rosa asks how much money did we save on this? Mr. Curran says about 1.5 million. Selectman Conway says great job its under budget. Mr. Curran says its all about hazmat removal. Selectman Conway thanks Mr. Curran publically for removing Artie Roaches memorial beforehand at the Ditson. He was a historical figure in the town. He did a lot of great things for the town and kids in this town. Mr. Curran says to thank Mike Haines and his crew. They are the ones who did that. Chairman Burns happy this came in under budget. Mr. Curran says its pretty involved to tear down a building. Billerica Fire Dept is using the Vining for training purposes. Chairman Burns says a great shout out to BFD.

Town Hall Chiller

Selectman Burrows asks if there is any equipment at the Vining we could take to fix the problem at town hall. Mr. Curran says we did.... We were actually going to use it downstairs. We took a generator and a pump and will use it downstairs. Chairman Burns asks what are your plans? Mr. Curran says a trailer by the police station with a temporary A/C unit.

Digitizing of Annual Reports

Selectman Deslaurier encourages everyone to look at these reports. Very interesting.... Selectman Rosa likes this. Anything that we can digitize is great. Selectman Conway says this is fun to go back and look at things. She thanks Kathy for doing that.

Precinct Map

Selectman Deslaurier thinks this is a big deal. How does this affect town meeting? Mr. Curran doesn't have the answer. Mr. Curran will consult with the Town Clerk. Selectman Rosa was surprised to see this as well. How does this process take place. Chairman Burns is perplexed about precinct 12.

Town Managers Office Restructuring

Selectman Deslaurier congratulates Clancy Main on his new position. Selectman Conway thanks Cathy O'Dea and she complimented Mr. Curran nicely. She did a great job for the town. Clancy has big shoes to fill! He will do a great job. She would like to meet Andrew Levine. Chairman Burns says Clancy will do a great job. We will miss Cathy.

May 29th Town Building COVID-19 Update

Selectman Rosa likes the results of this. He thinks we should give the shots. Anything that helps residents will get great.

COVID-19 Update

Selectman Burrows happy we are going in the right direction. Selectman Conway says the residents have done a fabulous job. Selectman Conway reminds everyone BMHS Graduation is June 4. It's the first graduation at our new high school. Only ticketed attendees will be let in. Chairman Burns happy we are back in the green.

NEW BUSINESS

Abdul Alkhatib-DPW Director speaking about Rocky Ledge Sewer Easement and National Grid License Agreement. Mr. Alkhatib comments the easement for Rocky Ledge was taken in 1973 and things need to be corrected. Town added to the easement without giving anything back. Selectman Rosa asks is something being added? Clancy shows colored picture of easement. This is just a correction and it needs a board vote.

Secretary Rosa makes a motion the Select Board approve the order of taking for Rocky Ledge Sewer Easement abutting Rocky Ledge and Fenner Street with zero damages of said taking. Seconded by Selectman Deslaurier. Selectman Burrows-AYE, Selectman Conway-AYE, Selectman Deslaurier-AYE, Selectman Rosa-AYE, Chairman Burns-AYE.

Roll call vote (5-0)

Mr. Alkhatib speaks about a license agreement with National Grid as far as electrical work. Town is working off a license agreement that National Grid agreed too and Mr. Alkhatib will be working to make it a permanent.

Secretary Rosa makes a motion that Select Board makes a licensing agreement between Town of Billerica and National Grid at 70 Letchworth Ave. Seconded by Selectman Deslaurier. Selectman Conway-AYE, Selectman Burrows-AYE, Selectman Deslaurier-AYE, Selectman Rosa-AYE, Chairman Burns-AYE

Roll call vote (5-0)

Amanda Gullage 11 Springwell Rd requesting One Day Special License for a DJ at her home.

Selectman Rosa makes a motion that the Select Board grant a One Day Special license at 11 Springwell Rd for a DJ at her home. Seconded by Selectman Deslaurier. Selectman Burrows-AYE, Selectman Conway-AYE, Selectman Rosa-AYE, Selectman Deslaurier-AYE, Chairman Rosa-AYE.

Roll call vote (5-0)

NMCOG-EDA Support Letter

Mr. Curran says this will make it a regional EDA. Jay Donovan speaking that all communities will be eligible for EDA funds. The town will benefit. He has asked all communities to support this.

Secretary Rosa makes a motion the Select Board send a letter of support for NMCOG-EDA program. Seconded by Selectman Deslaurier. Selectman Burrows-AYE, Selectman Conway-AYE, Selectman Deslaurier-AYE, Selectman Rosa-AYE, Chairman Burns-AYE

Roll call vote (5-0)

Sutanuka Basu requesting permission to raise Indian Flag at Billerica Public Library August 14-15.

Ms. Basu comments she is requesting IAGB be allowed to raise an Indian Flag at Billerica Public Library because this year is the 75th year of independence for India. The date of independence is August 15. She would like a proclamation read. Chairman Burns is very excited to support this. We have a strong Indian population in our town.

Secretary Rosa makes a motion to grant permission to raise the Indian Flag at Billerica Public Library on August 14 to celebrate India's 75th anniversary as a country.

Seconded by Selectman Deslaurier. Selectman Conway-AYE, Selectman Burrows-AYE, Selectman Rosa-AYE, Selectman Deslaurier-AYE, Chairman Burns-AYE.

Roll Call Vote (5-0)

Selectman Conway wants to issue a proclamation. We can put it on June 7 Agenda. Ms. Basu will get Pat a copy of the proclamation. Selectman Burrows wants to make this an annual event. Ms. Basu requests to have the event happen on August 14, 2021. Indian Flag will fly August 14 and taken down a few days after that.

Discussion towards reopening Select Board meetings to the public. A discussion and vote will be taken at next Select Board meeting on June 7 to discuss if all participants are ready to meet in person.

Selectman Burrows comments he isn't sure how to start hybrid and would like to discuss. He will go along with the boards decision. Selectman Rosa says Mr. Curran is rescinding all COVID protocols....what this take care of that? Mr. Curran says the town isn't going to check to see if people have been vaccinated. All can go back to business after May 29. Selectman Conway what is June 15 all about? Mr. Curran isn't sure what date you want to use to go back to regular meetings? We all want to work toward hybrid – are we able too? Selectman Burrows inquires about using the high school because of no air in town hall? Selectman Rosa comments about in person meeting....when will this happen? Keep the hybrid model and get back to in person meetings asap. Mr. Curran says lift the declaration by June 15. Lift emergency by June 15. Place it on the June 7 agenda. Chairman Burns says we could possibly be in person June 21. Selectman Deslaurier says people need to make the best health care decisions. Chairman Burns wants to talk with Clancy and Chris to see how technology is looking.

MEETING SCHEDULE

June 7 and 21

Secretary Rosa makes a motion to adjourn. Seconded by Selectman Deslaurier.
Selectman Burrows-AYE, Selectman Conway-AYE, Selectman Deslaurier-AYE,
Selectman Rosa-AYE, Chairman Burns-AYE

Roll call vote (5-0)

A true attest copy

Patricia E. Battcock

VACANCIES ON BOARDS AND COMMITTEES

SELECT BOARD APPOINTMENTS

<u>POSITION</u>	<u>OPENINGS</u>	<u>TERM EXPIRES</u>
Fence Viewer	1	2022
Scholarship Foundation Committee	4	2023
	1	2022
	1	2021
Water/Sewer Oversight Board	1	2023
	2	2022
	2	2021
Billerica Affordable Housing Trust		
1 – Attorney		



**PROCLAMATION
GAY PRIDE MONTH
June 1 through June 30, 2021**

WHEREAS, the Town of Billerica is committed to diversity, social justice, equality and mutual respect as a fundamental aspect of a healthy community; and

WHEREAS, Billerica is enriched by the contributions the gay community has made and continues to make in areas such as business and civic participation; and

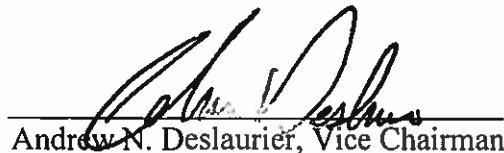
WHEREAS, celebrating families, history and diversity builds understanding, tolerance, respect and strengthens all communities; and

WHEREAS, June 1 through June 30, 2021 is GAY PRIDE MONTH;

NOW, THEREFORE, We, the Board of Selectmen of the Town of Billerica, Massachusetts, "America's Yankee Doodle Town", do hereby recognize GAY PRIDE MONTH and encourage everyone to join with us in reaffirming our commitment to diversity, equality and mutual respect in our community.



Daniel L. Burns, Chairman



Andrew N. Deslaurier, Vice Chairman



Michael S. Rosa, Secretary



John J. Burrows, Member



Kimberly J. Conway, Member



MEMORANDUM

TO: Board of Selectmen

FROM: John C. Curran, Town Manager

CC: Clancy Main

SUBJECT: Town Manager's Report, May 24, 2021

DATE: May 21, 2021

Shawsheen Tech Traffic Situation

Sgt. Elmore has been working closely with Shawsheen Tech on the traffic situation. Sgt. Elmore has also called for a traffic management committee meeting and is scheduling a date based on availability.

North Billerica MBTA Station

This office had planned to meet with the NMCOG and the LRTA on 5/19. Due to an unforeseen emergency the meeting has been delayed to the week of the 31st. Rep. Lombardo and Sen. Cindy Friedman have also been invited to the upcoming meeting and are aware of the situation.

Free Book Give Away

The Town of Billerica held a free book give away on May 16th, over 250 people showed up for the event. The Town gave away an estimated 2,000 books and an additional 250 re-usable bags from a previous waste management grant. Many teachers, parents, children, and grandparents showed up for the event. Two boxes of books at the end of the event were left over. These books were donated to a group that will send them to Haiti.

Boat Launch

This office followed up with Doug Cameron from the Department of Fishing and Boating Access. They have hired an engineering consultant to assist them in the permitting process. The surveyor expects to perform the updated topographic and wetland delineation survey in the next 3 weeks. Once they complete that process, they will be able to develop their base plan to start permitting. I will report with any new information.

PHR Kick Off

The full project team for PHR met on site last week. The project team is excited and looking forward to getting to work. I also wanted to take a moment to recognize Paul Watson. Previous to the initial feasibility study application submitted to the CPC, conceptual plans by another firm had already been drawn up. These were done as part of the Master Planning Process many years ago. The project would have only consisted of a slight shift to the ball fields and a new turf field. Paul mentioned that instead of going forward with these plans we should look at it as a blank slate. After receiving funding for the

feasibility study the Town put the project out to bid with the goal of each firm presenting us a fresh idea.

A rough schedule (subject to change) is below:

- Design Development: May 19 - June 30 (50% due June 11)
 - Cost Estimate

- Permitting & Departmental Review: July - September (3 months)
 - Board of Health, Conservation, Site Plan Review, Town Departments

- Construction Documents: July – October (4 months)

- Bidding (est)
 - Site: Nov-Dec 2021
 - Building & immediate surroundings: Mar-Apr 2022

- Active construction period – approx. (excludes contract and submittal period)
 - Site: Feb-Aug 2022 (7 months)
 - Building: Sep 2022 – Mar 2023 (7 months)

Vining And Ditson Demolition

On May 14th the Town signed contracts for both the demo of the Vining and Ditson Schools. Both bids came in well under budget. The total construction contract value is \$1.5 million dollars under budget.

The Old Ditson low bidder was Select Demo Services. They have previously worked with Left Field before and had a very good relationship. The project team met with Select at the site and is very confident in their ability. They will begin mitigation on June 1st and are very aware of the residents surrounding the building. They expect the job to take about seven weeks. Select has previously done jobs of this nature and understands the need to mitigate dust, rodents, and noise at a high level. Clancy will be on site when they are in the vicinity of the time capsule to make sure that it is recovered properly. They also plan to put aside a stack of bricks for any residents.

The Vining School low bidder was American Environmental. More details will be forthcoming after the initial construction meeting.

Town Hall Chiller

After 30+ years the Town Hall chiller has given out. The Town had started the process of looking at a new unit late in 2020. The Town was able to begin exploring a new condenser / chiller due to projects of these types falling under the COVID-19 Cares Act. Unfortunately, it happened earlier than expected. The Town will be bringing in temporary accommodations for the rest of the summer while a permanent fix is engineered and installed.

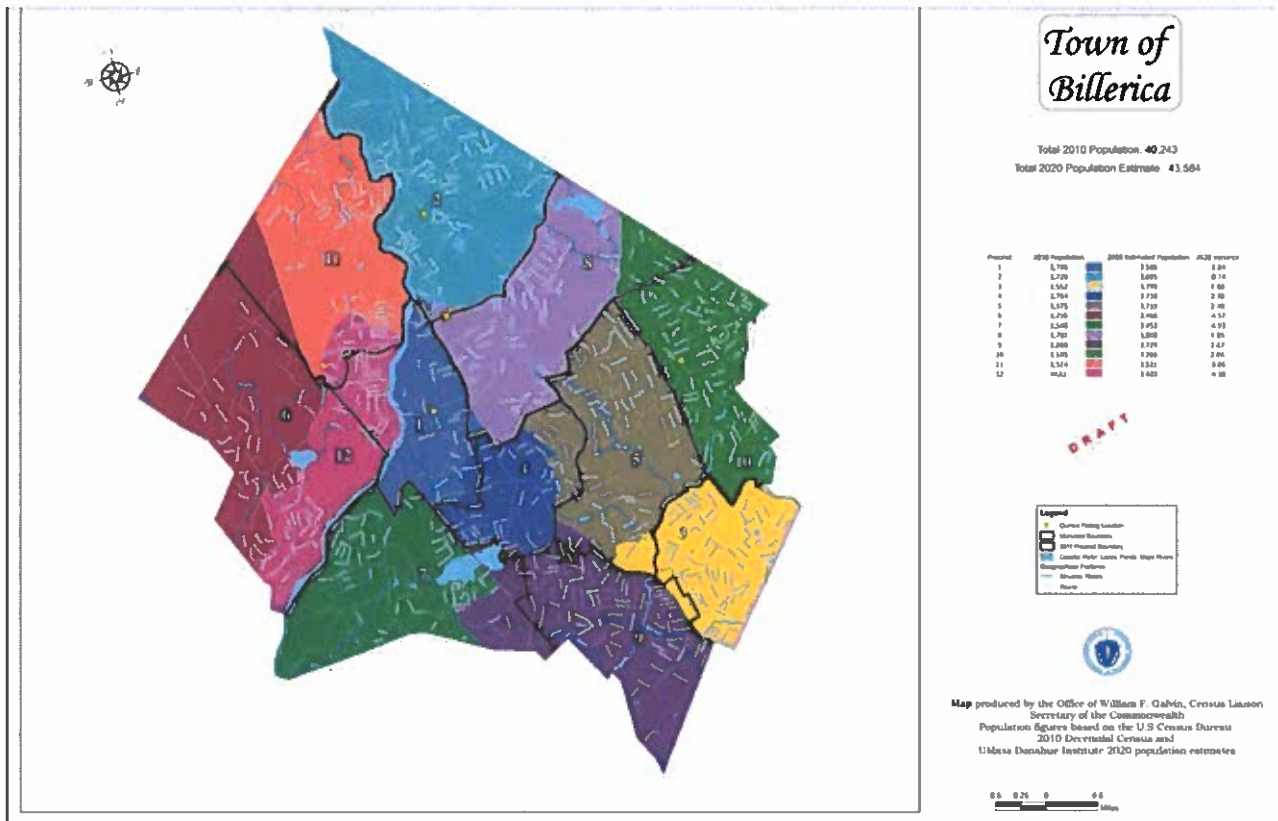
Digitizing of Annual Reports

Kathy Meager of the Billerica Library received a grant about a year and half ago to digitize all the Annual Town Reports that were available. This project was just completed and has Annual Reports that date back to the late 1800's. The link was posted on social media and is also on the Town of Billerica Library page.

[https://archive.org/details/billericapubliclibrary?and\[\]=subject%3A%22Finance%2C+Public--Massachusetts--Billerica%22](https://archive.org/details/billericapubliclibrary?and[]=subject%3A%22Finance%2C+Public--Massachusetts--Billerica%22)

Precinct Map

In accordance with the new Census 2020 results the Town's precincts have been redrawn to include 12 precincts. A bigger map is available at the Town Clerk's Office and the Engineering Office. The final version will be posted online.



Town Managers Office Restructuring

Now that another successful Town meeting has concluded it is time to announce some significant changes in the Town Manager's Office. The long-time Assistant Town Manager, Cathy O'Dea has retired. She has been with this office for 11 years and we have worked side by side for fifteen years. She has been a great personal source of strength for me over the years and has without a doubt made me a better Town Manager and a better person. She has also been a tremendous resource to the Town of Billerica. More importantly, she has been a loyal and good friend to my family and me throughout our time together. I wish her well with her new beginnings.

Fortunately for the Town of Billerica and me we have an exceptional replacement for the Assistant Town Manager's position. Clancy Main has been appointed to this position and is well qualified to hit the ground running in his new job. Most people in Town who are involved in local government already know Clancy and have probably worked with him in some capacity. Clancy has done an outstanding job handling social media, budget preparation, constituent services, special projects and building projects. He has proven to be highly efficient and effective in all facets of his job.

For these reasons, I can confidently say that he will handle his new position with the same level of success. His new role will include handling all personnel matters for the Town with the exception of health insurance and benefits. He will handle the hiring process, personnel policy matters, workplace grievances and play a significant role in collective bargaining. He will continue to play a high level role in management decisions and collaborations in my office.

Clancy has been with the Town of Billerica for more than four years as the Management Analyst. He previously served as the Executive Assistant to the Town Administrator in Littleton, the Chief of Staff for a Boston City Councilor and as a Special Assistant to a Lieutenant Governor's Campaign. Clancy has a Master's in Public Administration and B.A. in Political Science from UMass Lowell.

The position previously held by Clancy Main, the Management Analyst, will be reclassified as the "Director of Administrative Services" but will contain similar job responsibilities. This position will serve as the Town Manager's Office primary point of contact and liaison for the intake and completion of any constituent service request and provide support and oversee any special projects as assigned by the Town Manager.

I am excited to announce that Andrew Levine has accepted the position of Director of Administrative Services on June 19th. He comes to us from Mass Development where he has worked for four years. In this position he worked on procurement, budget issues, special projects, grants and performance management. Prior to that Andrew worked for the Edward M. Kennedy Institute for the U.S. Senate and Match Education. Andrew is a graduate of Georgetown University and the Kennedy School of Government.

May 29th Town Building COVID-19 Update

- Face coverings will not be required outside and inside building for employees and public. It is advised that individual who have not received a vaccine continue to wear face coverings and social distance.
- Offices can operate at full capacity, no social distancing required
- The one-way traffic and signage for six apart is no longer required
- Temperatures checks and wellness for COVID screening no longer required but encouraged.
- **Public meetings can resume indoors at full capacity, no social distancing seating required**
- Office/staff meetings can occur outdoors and indoors, no masks required, no social distancing required, and beverage and food can be served
- It is still recommended to follow CDC guidance on cleaning

Covid 19 Update

This is the best report we have had since September just as Summer was ending. We are back in the green (low risk). We are below 10 cases per day both as function of per 100,000 cases and a 7-day average. The 7-day average is less than 3 cases per day. We are more in synchronization with the state and county than we have been for a long time indicating that the data is strongly consistent across all areas of the Commonwealth and it is consistent in a positive direction. Consequently, consistent with the Governor's order I would recommend returning to regular "in-person" meetings for June and beyond. I will draft and recommend a lifting of the Emergency Declaration issued in March 2020 and put it on the agenda for the next meeting.

Billerica continues to be behind surrounding communities in vaccination rates by a small percentage.

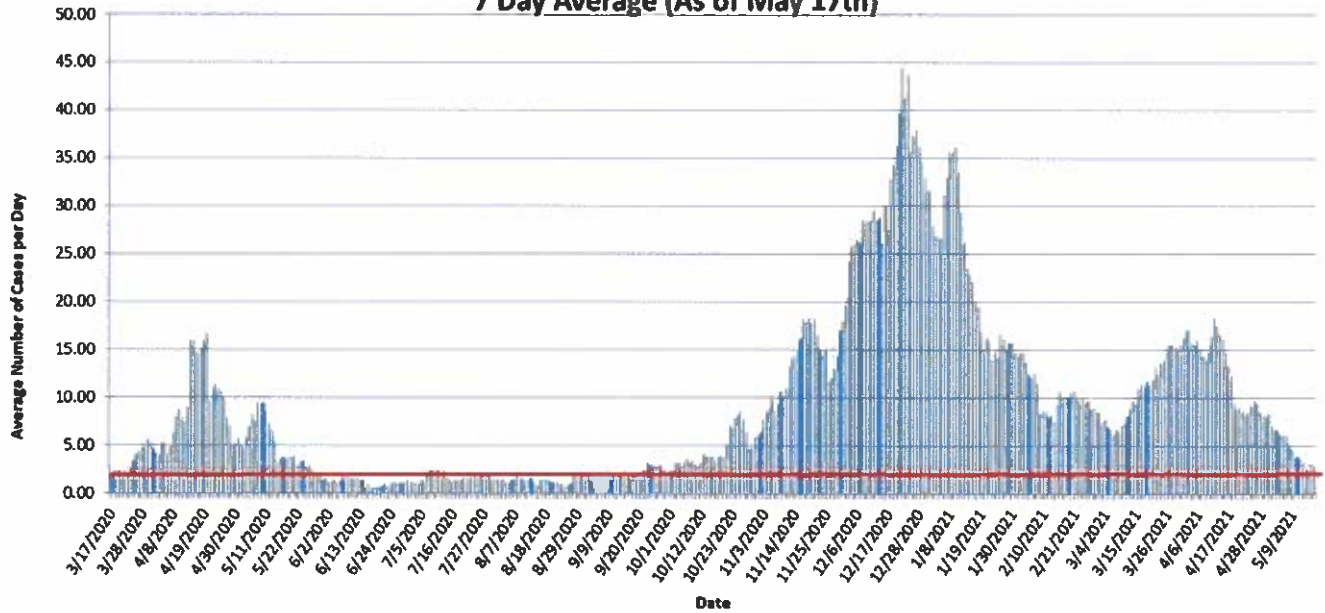


Long Term Care Facilities	119
Middlesex House of Corrections	95
Health Care Workers	117
Apartment Complexes	310
Deaths	35
Active Cases	67
Recovered Cases	3856
Total Cases to Date	3958
Cases per 100,000	7.39
Seven Day Case Average	2.57
Number of Cases last 14 days	45
Positivity Rate	2.74
Billerica Status	

Monday, May 17, 2021

Source: Billerica Board of Health

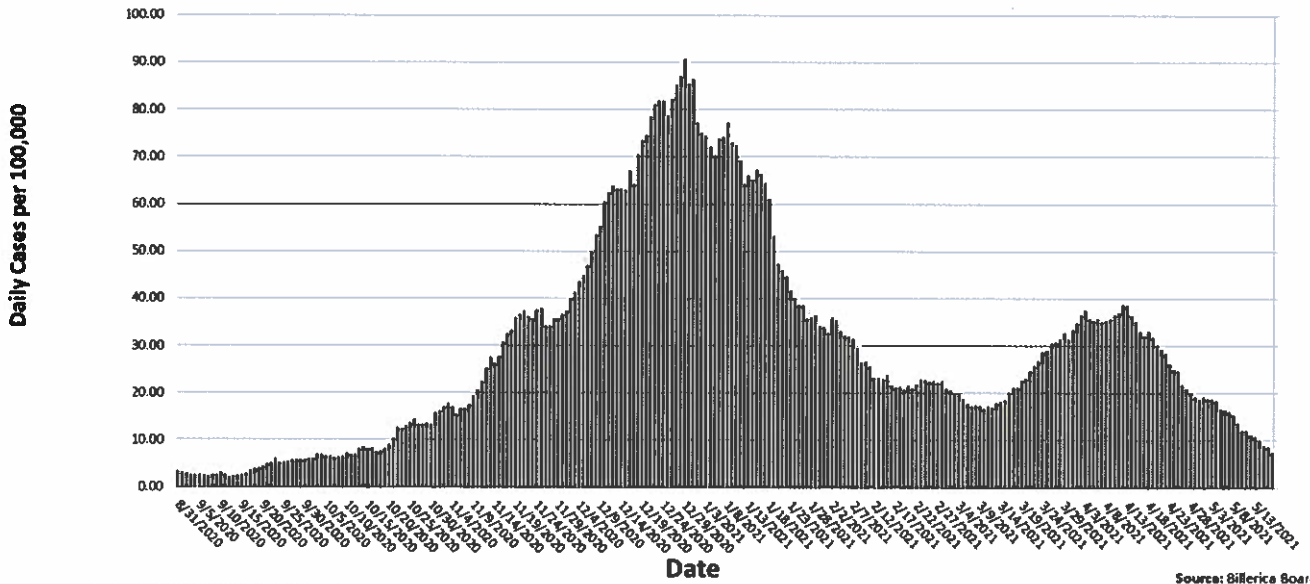
**Town of Billerica COVID 19 Cases
7 Day Average (As of May 17th)**



Source: Billerica Board of Health

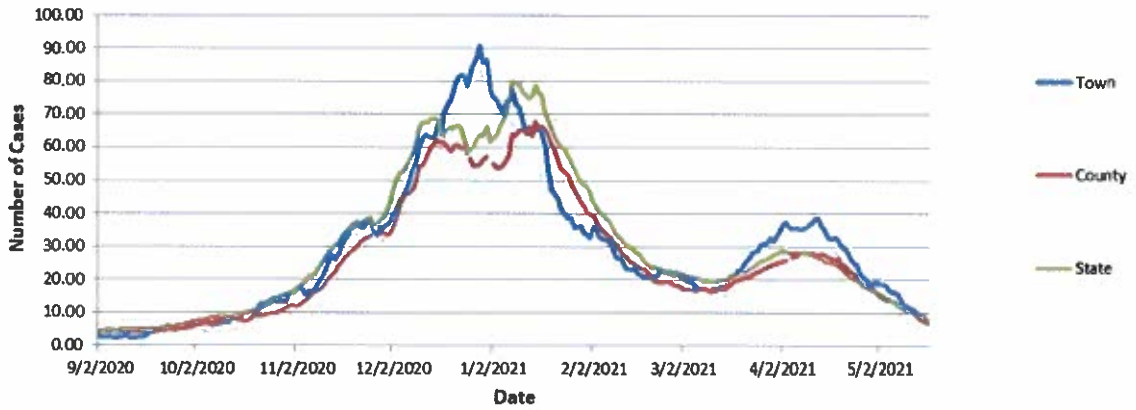
Town of Billerica Average Daily Cases per 100,000 People

Less than 10 cases per 100k per day = Green
Greater than 10 cases per 100k per day and less than or equal to 5% positivity testing rate = Yellow
Billerica's positivity rate is 3.62%



Source: Billerica Board of Health

Billerica vs. County and Commonwealth Average Cases per 100,000 people over 7 days



Source: Billerica Board of Health

Data as of 05/11/2021

County	Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita
Middlesex	Bedford	Total	14,995	100%	9,158	61%
Middlesex	Billerica	Total	43,673	100%	24,358	56%
Middlesex	Burlington	Total	27,819	100%	17,099	61%
Middlesex	Chelmsford	Total	35,973	100%	22,781	63%
Middlesex	Tewksbury	Total	30,826	100%	18,579	60%
Middlesex	Wilmington	Total	24,460	100%	14,040	57%
Middlesex	Woburn	Total	41,525	100%	24,852	60%

Data as of 05/11/2021

County	Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals	Fully vaccinated individuals per capita
Middlesex	Bedford	65-74 Years	1,553	10%	1,268	82%	14%	1,197	77%
Middlesex	Bedford	75+ Years	1,526	10%	1,222	80%	13%	1,120	73%
Middlesex	Billerica	65-74 Years	3,976	9%	3,399	85%	14%	3,117	78%
Middlesex	Billerica	75+ Years	2,940	7%	2,361	80%	10%	2,078	71%
Middlesex	Burlington	65-74 Years	2,657	10%	2,320	87%	14%	2,139	81%
Middlesex	Burlington	75+ Years	2,542	9%	2,068	81%	12%	1,925	76%
Middlesex	Chelmsford	65-74 Years	3,746	10%	3,325	89%	15%	3,107	83%
Middlesex	Chelmsford	75+ Years	3,333	9%	2,834	85%	12%	2,573	77%
Middlesex	Tewksbury	65-74 Years	3,399	11%	3,005	88%	16%	2,776	82%
Middlesex	Tewksbury	75+ Years	2,490	8%	2,233	90%	12%	2,077	83%
Middlesex	Wilmington	65-74 Years	2,167	9%	1,921	89%	14%	1,785	82%
Middlesex	Wilmington	75+ Years	1,779	7%	1,418	80%	10%	1,289	72%
Middlesex	Woburn	65-74 Years	3,938	9%	3,562	90%	14%	3,267	83%
Middlesex	Woburn	75+ Years	3,542	9%	2,646	75%	11%	2,430	69%

Data as of 05/11/2021

County	Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals	Fully vaccinated individuals per capita
Middlesex	Bedford	50-64 Years	3,305	22%	2,570	78%	28%	2,100	64%
Middlesex	Billerica	50-64 Years	10,020	23%	7,447	74%	31%	6,130	61%
Middlesex	Burlington	50-64 Years	5,614	20%	4,443	79%	26%	3,628	65%
Middlesex	Chelmsford	50-64 Years	8,141	23%	6,531	80%	29%	5,488	67%
Middlesex	Tewksbury	50-64 Years	7,471	24%	5,669	76%	31%	4,618	62%
Middlesex	Wilmington	50-64 Years	5,817	24%	4,344	75%	31%	3,572	61%
Middlesex	Woburn	50-64 Years	8,596	21%	6,618	77%	27%	5,332	62%

Data as of 05/11/2021

County	Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals	Fully vaccinated individuals per capita
Middlesex	Bedford	30-49 Years	3,646	24%	2,622	72%	29%	1,825	50%
Middlesex	Billerica	30-49 Years	11,270	26%	7,210	64%	30%	5,054	45%
Middlesex	Burlington	30-49 Years	7,537	27%	5,392	72%	32%	3,728	49%
Middlesex	Chelmsford	30-49 Years	9,051	25%	6,536	72%	29%	4,756	53%
Middlesex	Tewksbury	30-49 Years	7,386	24%	4,943	67%	27%	3,675	50%
Middlesex	Wilmington	30-49 Years	5,908	24%	4,166	71%	30%	3,068	52%
Middlesex	Woburn	30-49 Years	11,225	27%	8,134	72%	33%	5,625	50%

Data as of 05/11/2021

County	Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals	Fully vaccinated individuals per capita
Middlesex	Chelmsford	20-29 Years	3,537	10%	2,449	69%	11%	1,637	46%
Middlesex	Burlington	20-29 Years	3,305	12%	2,226	67%	13%	1,447	44%
Middlesex	Bedford	20-29 Years	1,461	10%	945	65%	10%	582	40%
Middlesex	Tewksbury	20-29 Years	3,572	12%	2,076	58%	11%	1,403	39%
Middlesex	Wilmington	20-29 Years	2,912	12%	1,611	55%	11%	1,073	37%
Middlesex	Woburn	20-29 Years	5,583	13%	3,073	55%	12%	1,983	36%
Middlesex	Billerica	20-29 Years	5,661	13%	3,003	53%	12%	2,008	35%