



## MEMORANDUM

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**TO:** Select Board

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

**CC:** Clancy Main, Assistant Town Manager  
Robert Maynard, Director of Administrative Services

**SUBJECT:** Town Manager's Report, November 21, 2022

**DATE:** November 18, 2022

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### **New DPW Kick-Off**

The Town met with Weston and Sampson and PMA regarding the new DPW site. The meeting mostly revolved around budget, timeline, and the path moving forward. The project most likely will be coming back to Town Meeting in the Fall for funding. This project will potentially be in the \$50,000,000 range. Design, space needs, and site survey will be on-going.

### **Green Communities**

The Town has recently completed projects worth \$220,000 that include lighting upgrades and weatherization projects throughout Town buildings. The costs were covered by the Green Communities program and utility incentives. This will help reduce energy cost in Town buildings. This will save approximately \$25,000 per year.

### **Masonic Hall**

The Town will be submitting two CPA applications to the committee regarding the Masonic. The first will be to do design on the front façade. Design will be roughly \$40,000 dollars. The second application will be to do some construction on the 1st floor and make it more accessible and user friendly for the food pantry. This will also include an amount to pull in the bowed wall on the northerly side of the building. PRA is still working on the number for this application.

### **Affordable Housing RFP From Town Meeting Parkway Ave**

At this time six firms have requested the RFP. Proposals will be due back on December 16th. I will update the Board once the date has passed.

### **Marijuana Cultivation RFP and Update**

Unfortunately, the Town had no responses regarding the marijuana cultivation RFP. It seems to be sort of a tumultuous time in the marijuana market. The new Cannabis law was passed during the summer and many are waiting to see the full impacts of this. This could affect host community agreements and impact fees. Cannabis prices are also dropping due to the number of stores that are opened. In January of 2020 a gram of Cannabis cost \$14.68 it is currently at a low of \$7.97. Recreational sales have also declined for the past three months.

In regard to cultivation there is 9.9 million square feet of growing capacity advancing through the Cannabis Control Commission. This would quadruple the current amount. Some people have expressed interest but no proposals at this time. I'll keep the Board updated as time moves on.

### **Marketing Plan and Zoning Audit**

This Office and the Office of Planning and Community Development have chosen *Seven Letter* to work with the Town to create a marketing plan for Billerica. The Town has also chosen Barret Consulting to do a wide scale

zoning audit for the Town of Billerica. The market analysis presentation from earlier and these two documents will give the Town some deeper insight into planning to attract future economic development. It will also give the Town a clear and comprehensive guide to marketing Billerica..

### **Staff Trainings**

Our new Human Resources Director, Michele Rivera recently set up an all-staff harassment training. It was well received by many and a good reminder for all employees on how to conduct themselves at work. Michele is also working on many other trainings for staff, re-writing of the personnel by-law, on boarding, and other updates to policies.

### **Dog Pound Gift**

Mary Arsenault, formerly a resident of Billerica, left us \$25K in her trust to be used exclusively for the “sole purpose of improving the Animal Control Shelter facility”. This is great news as we have multiple small issues popping up down there that need to be addressed such as the concrete skirt around the facility as well as the fencing holding the dogs.

### **Veterans Office / Shawhseen Tech**

Donald Jarvis, Veterans Director has been working with Shawhseen Tech to build flag cases for Veterans who pass away. These cases will be presented to the next of kin during the burial ceremony if they chose.

### **Assistant Tax Collector**

The Town has promoted Mary Ann Schafer to Assistant Tax Collector. Mary Ann previously held the payroll position and was a principal clerk in the Tax Office. She has been working towards being certified prior to her promotion. She will do a fantastic job and the Town is excited for her to hit the ground running.

### **PHR**

The field portion of the project is ending. Very few items are left to be completed. Most of these will be concluded in the early spring these include sprinkler systems, water wells, tree plantings, and electrical for the parking lot. The snack shack at this time is still on pace to be completed prior to the spring.

### **Winter Parking Plan**

Beginning November 15, 2022, until March 15, 2023, a winter parking plan will be in full force on Billerica roadways. The Parking Plan can be accessed on the Towns Website and will be out on social media this week. The Chief and I request the cooperation of all residents to comply with this public safety ordinance to ensure everyone’s safety.

### **Textile Collection**

In a world where more than 85% of clothing ends up in the trash, working together to extend the useful life of clothing is more important than ever. It is crucial and reduces the enormous environmental burden of the clothing industry. Through home pickups, Billerica has diverted 2,730 lbs. from the landfill. It is because of the efforts of Billerica that we can make real progress with sustainability. Because of the Town’s commitment to the environment, and obligation in reducing our carbon footprint, we are reevaluating the responsible collection practices of Home Pick Ups. The home pick-up schedule is changing from weekly, to monthly. New Home Pick Ups days will be the 1st TUESDAY of the month. Please visit <https://www.helpsy.co/pickup> to schedule a home pick-up.