



## 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, December 19, 2022  
Agenda Item 7

**DATE:** December 16, 2022

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### **Fiscal and Debt Policy**

This Office continues to work on revising fiscal policies and evaluating future debt scenarios based on future projects. A meeting was held with our Bank of America Financial Advisor to discuss options. It is expected that there will be a meeting, possibly a work session, in February where these topics can be presented and discussed with the Board. Fiscal Policies will serve to preserve or improve the Town's financial outlook. The Debt discussion will help to inform the Board on capital decisions in the future.

### **Brown Water Survey**

The Town recognizes that there are localized events of Brown Water throughout the community. In an effort to find where these events are occurring and mitigate the problem the Town has put together a Brown Water Survey. We're asking all residents who have experienced Brown Water to complete this survey.

### **Newsletter Update**

The Town Manager's office has sent out two Newsletters to date and received overwhelmingly positive feedback from the community. A lot of residents are pleased to find all the information for the upcoming month in one easy to read spot. Currently there are over 750 subscribers to the newsletter.

### **Winter Guide**

The Town recently sent out along with Water Bills a Winter Guide brochure. This was aimed at clearing up any confusion surrounding snow removal, winter parking, and trash pickup during Snowstorms. The practices and procedures surrounding snowstorms stretches across departments. Centralizing the information to one brochure for all residents to access will alleviate any miscommunications. Copies of the Winter Guide are also available in Town Hall offices.

### **Parkway Avenue**

On Friday, December 16, 2022, the Town received a bid for the Parkway Avenue lot from Habitat for Humanity. The Town will review the bid and reach out to Habitat for Humanity.

### **Masonic Hall**

On December 8, 2022, the Community Preservation Committee found the first-floor renovations of the Masonic Hall to be eligible for CPC funding. The scope of work is to upgrade the utilities, add floor joists, clear out the old Kitchen appliances, remove the stage, and add bathrooms. While the scope of work is limited to the first floor, we will also be pulling in the North Side of the building to ensure the entire structure is safe. On Monday,

December 12, 2022, my office sent the lease agreement to the Food Pantry, they will be meeting with their attorney on Monday. This lease is very similar to the one the Town used with BATV. Hopefully at a future meeting the Board will be able to sign the lease with the Food Pantry.

### **Peggy Hannon Rizza Complex**

The field portion of the project is 95% complete. The parking lot lights are operational, and the topcoat has gone down. Most of the furniture and exercise equipment is on site and secured in its permanent place. The rest will be installed this spring. The snack shack is weather tight and prepared for the winter elements. CDI, the construction team working on the snack shack, will continue on the inside of the structure throughout the winter. Students from the Shawsheen Technical School have been on site to build a shed for storage and a smaller shed for gaming storage.



### **Pollard Field**

The Town received eight bids for the Pollard Field light project. Coviello Electric submitted the lowest bid and has been chosen. They recently completed similar projects in Andover and Harwich, both communities rated them very good and assured us they would work with Coviello again. In an effort not to delay the 2023 little league season the Town is looking to start this work as soon as possible. The project is scheduled to start Friday, December 16, 2022, with the issuing of the contract and be completed in late April.

### **Billerica DPW –**

The Town will be conducting tours of four DPW's on Monday. The building committee group will be viewing the Burlington, Brookline, Hopkinton, and Holden DPW's.

Our office has also sent a letter to the homeowners in close proximity to the proposed DPW site. The Town is still working out the access points for the building and wants to include the residents in the area in the discussion. Attached below is a proposed outline.

### **COA / Rec Feasibility Study**

The Town has shortlisted three firms to be interviewed after the holidays: Caitlin Architects, S3, and Abacus. A selection should be made in mid-January and the architects are expected to find a date to kickoff the project before the end of the month. As the liaison from the Capital Facilities Committee Vice Chair, Mike Riley has been invited to the interviews and will be included going forward.

In regard to the conversation last week about the role of the Capital Facilities Committee from a 12/2020 document –

*The final goal will be to recommend to the Board of Selectmen and Town Meeting the roadmap of the future of our facilities, parcels of land, and next steps.*

### **Bromate –**

Attached to this report is a fact sheet about Bromate. A public notice will be mailed to all residents prior to January 8<sup>th</sup>.

### **DEI Coalition**

Michele Rivera our HR Director has been working on a framework and initial goals for the coalition. Michele is hoping to come in front of the Board at the second meeting in January to present her ideas and the proposed makeup of the committee.

**Down Payment Assistance**

The Town has spent some time researching how other communities conduct their program. This office has looked at Gloucester, New Bedford, Boston, Fall River, and Salem. This office will come back to present a plan sometime in February.