



MEMORANDUM

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, January 9, 2023
Agenda Item

DATE: January 6, 2023

Budget Meetings

Over the last week this office and the Town Accountant, Paul Watson, have been working with numerous departments to determine their budgets for fiscal year 2024. Generally, the budgets have been level funded due to retirements. It should be noted that most do not include contract settlements with the exception of the Clerks (IUPE).

Waste Management Contract

The Town is currently in the last year of our current contract with Waste Management for Trash and Recycling services. We have been working on numbers with them and a substantial increase is expected. Our prior contract was very favorable for the Town – the increase has been relatively flat over the past seven years. The Town will continue to work with Waste Management to work out the best scenario for Billerica residents.

Seven Letter Kick-Off Meeting

The Town has engaged Seven Letter ONA, LLC for a one year contract starting in late November 2022. The project scope is to create a 3-year marketing plan to enable the town to control the economic development narrative going forward. Key elements would include an economic development-oriented newsletter, social media presence, website, media campaigns, and networking events to help Billerica's existing businesses thrive and attract new ones. The project will be managed by the Planning and Community Development department and be designed to complement public information work already going on in the Town Manager's office and in other departments.

BMHS Final Audit

On Wednesday, December 21st, the Town attended the MSBA: Board of Directors meeting to review the Final Audit and thanked the state for their assistance over the years with the BMHS project. The BMHS building committee will meet this month to review the audit and close out the project.

Winter Safety Training

The Director of Human Resources, Michele Rivera organized two training sessions for our DPW workers surrounding snow safety and how to protect yourself while working. Michele had William Hoover from MIIA come in to conduct the training. It was widely attended by the DPW and well received. The Town will receive MIIA credits for this training.

Vining Field

This project is still in design phase. Geotechnical borings have been completed and the geotechnical report was submitted to the design team. The site survey plans are being drafted and once they are available, they will be sent to the design team. Warner Larson is waiting for the report and survey plans to start the design work for the Vining Field.

Billerica DPW

Our project Designer, Weston and Sampson, is planning to conduct soil boring/drilling activities for geotechnical purposes at the new DPW site, 347 Old Middlesex Turnpike. Last month. On Tuesday, 12/27/2022, there was staff there from the Geotechnical Engineering Team to conduct site reconnaissance and set stakes at our proposed drilling locations. Dig safe was consulted by PMA to ensure no damage is done to preexisting utility lines on site. The drilling is scheduled to occur from Tuesday, 1/10/2023 through Thursday, 1/12/2023. I will report back to the board on their findings.