



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, February 27, 2023
Agenda Item

DATE: February 22, 2023

New DPW Building

On Wednesday, February 8th the Town hosted a Public Information session for the new DPW facility. Weston and Sampson, the architects, presented the project to the community and answered any questions people had. Those who attended were primarily concerned about the new buildings impacts on the three neighbors. The Town will continue working with the neighbors to resolve any issues, but the project received positive feedback and will be moving forward. The Town is scheduling internal meetings with various departments to work through the permitting for the new facility.

PHR Ribbon Cutting

The Town will be holding the ribbon cutting ceremony for PHR on Friday, March 31st at 5:15PM. The Town will hold a ceremony prior to the first boys' and girls' lacrosse game of the season. It will conclude with a ceremonial coin toss by the Select Board and Building Committee! Attached is a photo of the lettering for the Bubba Shack.



Potential Warrant Articles

This office has met with almost all of the department heads regarding possible warrant articles. building permit fees, the personnel by-law, storm water by-law, senior tax exemption increased limits, and various DPW articles will be submitted. The zoning audit should be completed in the next week and I will review those suggestions for a warrant article.

Selectmen Rosa has also suggested an article. This article would be regarding how the School Department presents their budget. Currently under the Charter the Town Manager must do the following. Selectmen Rosa would be looking to have the School Department present a full budget picture and not just a number in the same time frame that the Town Manages does.

SECTION 5-5 THE PROPOSED BUDGET

The proposed budget shall provide a complete financial plan of all town funds and activities, including the budget as requested by the school committee. Except as may otherwise be required by general law, or by the charter, it shall be in the form the town manager deems desirable or the board of selectmen may require. In his presentation of the proposed budget the town manager shall make use of modern concepts of fiscal presentation so as to furnish a maximum amount of information and to provide the best financial controls. The budget shall be arranged to show the actual and estimated income and expenditures for the previous, current and ensuing fiscal years, and shall indicate, in separate sections:

- (a) Proposed expenditures for current operations during the ensuing fiscal year, detailed by town agency, function and work programs, and the proposed methods of financing such expenditures;
- (b) Proposed capital expenditures during the ensuing fiscal year, detailed by town agency, and the proposed method of financing each such capital expenditure;
- (c) Estimated surplus revenue and free cash at the end of the current fiscal year, including estimated balances in any special accounts established for specific purposes.

Town Manager / Select Board Goals

This office is reviewing the goals laid out by the Select Board and incorporating them into the final document. This will be ready for the next meeting.

One thing that was noted in the scores was that I could do a better job working with our state delegation. I have set up a meeting with Senator Friedman to go into Boston and talk to her about the Town's priorities and what state funding could be applicable. I plan to do something similar with Representative Lombardo.

Recreation/COA

Abacus met with the Capital Facilities Committee. They have laid out the timeline and are working diligently towards meeting it. They will be presenting some options to the committee on March 28th at 6PM. It is exciting to see something that this Board began talking about in 2019 is moving towards a decision.

Farmers Market - Old Ditson

The Town will be holding a information session regarding the Farmers Market at the Old Ditson on Tuesday, March 28 at 7:00PM.

North Billerica Fire Station

At the last Town Meeting \$25,000 was appropriated to do a structural study of the North Billerica Fire Station. The study was completed and presented to the Town on 2/24. Currently the station is safe, but some repairs will need to be made. The Town will be looking to make a repair in the next few months to re-enforce the beams in the basement. Then at Fall Town Meeting most likely a warrant article will be submitted for roughly a million dollars to further stabilize the building, deal with some HVAC issues including the basement, fix the roof, weatherproof some areas, look at the and a possible renovation of the living quarters. This would extend the life of the building an estimated 20-25 years. A further assessment needs to be done on the HVAC and other fire department / standards upgrades before it is ready for Town Meeting.