



## MEMORANDUM

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**TO:** Board of Selectmen

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

**CC:** Sue Aker, Cathy O'Dea

**SUBJECT:** Town Manager's Report, December 9, 2019

**DATE:** December 6, 2019

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### **PHR Complex Update**

Earlier this week the Town shortlisted the nine bids down to the four that would be interviewed. These firms were then interviewed by a panel that included Clancy Main, Mark Lalumiere, Paul Watson, David Grubb, members of the Left Field Team and me. Warner Larson was the preferred designer of the selection committee. There is also familiarity and comfort with this firm as they worked on the High School field's project. Warner Larson will work quick to determine programming needs and help create a budget for the project. Attached at the end of the report is one of the designs that were presented.

### **Pinehurst Fire Station**

The Project Team has been meeting with stakeholders weekly to review & provide input on the drawings, prepare for the procurement phase and refine the project schedule and budget. Many consultants have visited the existing Pinehurst Branch to review the existing conditions – both inside and outside the building. While the existing fire station is under construction, this branch's operations must move to a temporary facility. The Team has been working diligently to plan for the temporary Pinehurst Branch and has communicated with numerous vendors, subcontractors, users of these facilities and visited different options. On the agenda tonight, you will also see the project's recommendation for the temporary facility and need for the BOS to approve a proprietary procurement.

Over the next few months, the project team will pre-qualify trade and general contractors, finalize the contract drawings, put the project out to bid, award a contractor, and begin construction.

### **Taxes & Water Bills**

Water bills will be mailed out this Friday and will be due on January 6<sup>th</sup>. Property Taxes will be mailed out on December 31<sup>st</sup>. and due on February 3<sup>rd</sup>.

## **LED Streetlights**

The Town is closing in on the next milestone for LED Streetlight conversion. This office, Abdul, and Chief Rosa recently took a tour of other Towns to see their streetlights in action. We looked at Dracut, Tewksbury, Wilmington, and Burlington. All four of the Towns have different models that we wanted to inspect. These include GE, Phillips, American Electric, and Eaton. We all preferred the Burlington GE model streetlights. These lights ran parallel to the road, kept light on the street, and did not throw light into homes. We sent our preferred specs and options to MAPC who then handled the bids. The bids then came out lower than was originally expected. As of now the project is going smoothly and is under budget. The last hurdle will be the bidding of the install contract.

Tanko Lighting is also looking into 100 additional streetlights in Town that were requested by the Chief and many residents. The feasibility and need of these lights will be reported back to us sometime in the new year.

## **Trash & Plowing Update**

The Town received about 15 – 20 inches throughout the two day storm. The Highway Department pretreated the roads and began plowing operations as snow started to fall. The Town was able to keep up with the snow throughout the initial storm. The second storm increased intensity during the morning commute making plowing operations difficult. Also by this time most workers had worked many hours and contractors started to fall off. They continued plowing and sanding operations to clean up any areas that needed extra attention. We will be more proactive during future storms in searching out areas that need extra attention. Also if you know anybody who would be interested in plowing for the Town please let them know as we are down contractors for plowing.

Trash and Recycling pickup posed a challenge during the storm as well. During the initial storm trash pickup was delayed one day. During the second storm the Town was hoping that pickup would still be able to take place. After talking with WM and seeing the intensity of the storm it needed to be pushed back another day. WM is doing the best they can and will be giving us additional trucks for pickups. Residents can contact us with any issues and we will do our best to rectify them in an efficient manner.

## **Artscape Student Art Ceremony**

This office in conjunction with the Billerica Public Schools Art Department would like to invite you to the Black Box Theater at BMHS on Dec 16<sup>th</sup> at 5:30PM. The students and their families whose art hung along Boston Road will be presented their banners on that night. We look forward to recognizing the students and hope you will be joining us.

## **Relocation of Voting at the Vining**

The Town will be relocating the voting from the Vining School. Precinct 7 will now be voting at the Parker School and Precinct 4 will now be voting at the Marshall School. Voting must take place at a contiguous precinct. Only one of those precincts, seven, was adjacent to the Parker. , Precinct four is being moved to the Marshall because it is the nearest ADA compliant site with adequate parking.

## **Budget**

This office is preparing for the upcoming FY2021 budget cycle. The budget letter to department heads will go out this week. This letter instructs department heads to give me capital request and report the 2% Budget increase of the BOS. I will continue to hold the line on operating budget increases to 2% per the goals of the Board. I will update the board further on how the budget is shaping up as we progress in talks with the unions, schools, and other cost drivers become clearer.

## Interim Planning Director

The Town has contracted with Denise McClure of McClure Planning LLC to serve as our interim Planning Director. Denise has previously worked in the City of Salem and the City of Lowell. She also has served as a consultant to the Town of Merrimac, Town of North Andover, Town of Groveland, and The Town of Bridgewater. She has experience in preparing and receiving grants, drafting Zoning By-Laws, serving as a consultant for Economic Development and Planning Departments, and working with Affordable Housing Committees to develop housing. Denise is here part time and will be working with us as we look for a full time planner.

## DESIGN VISION

