



## MEMORANDUM

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**TO:** Board of Selectmen

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

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

**SUBJECT:** Town Manager's Report, November 18, 2019

**DATE:** November 15, 2019

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### **Government Finance Officers Association Distinguished Budget Award –**

This office received notification from the Government Finance Officer Association that our budget was awarded the Distinguished Budget Award this year. This is the first time we have submitted our budget to the association. We were confident in our document, but having never gone through the process we had no prior feedback to fall back on. To be awarded two of the three judges must rate our budget proficient or outstanding; as well has proficient or outstanding in 27 specific criteria laid out in their process.

Being awarded the first time is a great accomplishment. This award is given to budgets that are “of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA’s best practices on budgeting.” The Town looks forward to building on our current document with the feedback from the GFOA.

### **Ground Floor Construction Update / Outside Stairs -**

As you most likely have seen the basement floor is continuing its transformation. The hallways and doors are currently being painted, existing floor tile has been removed, and the concrete will be grinded and sealed by Monday night. LED lighting has been installed in the hallways as well. The area for department heads has been completed and department heads will relocate once the furniture arrives. Once that is complete Conservation will move out of the Art Room and that will be turned into a conference room. The outside stairs will also receive a small face lift. They will be reset, scraped, cleaned, and repointed at the mortar joints.

### **Vining**

The Vining School is in the process of being completely shut down. The heat has been turned off, and the water has been shut off at the street. Next week a company will be coming in to flush the remaining water and antifreeze the pipes. Unfortunately, due to the building being vacated it has been a target for vandalism. Multiple windows have been broken and will need to be boarded up. Recreation and the Police Department will be continuing to move their equipment out.

### **Customer Service Training -**

The Mediation Group held the first session of their customer service training on 11/14. About 50 employees attended the training and sharpened their customer service training skills and learned some best practices for using social media. The second session for the next group of employees will be held on 11/20.

### **LED Streetlights -**

The Town is currently on schedule with the LED Streetlight Retrofit. The audit was completed last week and they are currently in the design stages for our layout. The next step for the Town is to decide on fixtures by the end of the month. We will be visiting multiple Towns next week to inspect how different fixtures give off light. This office has already met with Burlington in regards to their GE fixtures. They were extremely pleased and noted that they have had less than 5 lights out in the past two years. All of the fixtures that we are looking at have warranties between five and ten years.

We also will own our streetlights by the end of the calendar year. A few final documents need to be signed by the Town before National Grid will transfer ownership. If you see a streetlight out please let this office know so we can have National Grid fix them prior to the Town being responsible. Once we own lights we will be contracting with Dagle Electric in the interim for any maintenance. After the retrofit the contract will need to be put out to bid.

### **Yard Waste -**

DPW has received many calls recently about Yard Waste Pickup. Waste Management is running a few days behind at this point. The trucks only have so much room and once they are filled it takes some time for them to be emptied and back on route. Volume also varies week to week, neighborhood to neighborhood. This can cause some delays as many residents have noticed. Collections will continue until the week of December 2<sup>nd</sup>. If residents want more information they can call DPW at (978) 671 – 1313 or Waste Management directly at 1 – (800) 972-4545.

### **Congressman Seth Moulton Town Hall -**

Congressman Seth Moulton will be holding a “Town Hall” event at the New Billerica Memorial High School on November 16th. The event will take place in the cafeteria at 9:30AM. The Town Hall is for constituents to voice their concerns on Federal topics and offer their input on upcoming legislation.

### **Howe School Renovation:**

On 11/13 designer submissions were due. The Town only received two bids on the project. This was surprising due to the amount of interest that was shown. Left Field and the Town are exploring next options on how to proceed. Left Field has also engaged with BATV on programing needs and space for the building.

### **PHR -**

On 11/6 an on-site briefing was held for designers. Eleven firms showed up to tour the facility and ask questions about the project. Bids are due to the Town on 11/20. Left Field will be meeting with the Recreation Department and Commission to go over ideas, needs, and programming requirements for the space this week. A designer is expected to be chosen in late November.

## **Recovery Play**

Billerica Substance Abuse Prevention Program in conjunction with the Towns of Tewksbury and Burlington's substance abuse programs is hosting a play at the Marshall School on Thursday, December 5<sup>th</sup> at 7:30PM. It is titled "Recovery" and it is about a family's struggle with addiction. It is a free production and all members of the public encouraged to attend.

## **Professional Recognition**

Sgt Tsoukalas was honored at a Boston Red Sox game on 8/1/2019 for his work in the region with K9's. Mark is a longtime K9 handler and is now the Assistant Unit Commander of the Northeastern Massachusetts Law Enforcement Council K-9 Unit. Mark and his Shepard Yak have searched for many missing persons searches over the years as well as Yak's ability to sniff out narcotics and other types of evidence.

Officer Magliozzi is a recent addition to the Billerica Police K-9 Unit. Officer Magliozzi and his Lab, Skye were awarded best trailing in his class at the Connecticut State Police K-9 Academy. Skye is trained to track lost and endangered persons as well as Find and secure evidence.

Sgt. Harring is a long time K-9 handler for BPD and is the NEMLEC K-9 Unit Commander , Sgt Harring has been recognized by the NEMLEC Chiefs with an Excellence in Service Award for his dedication and long-time service to the region. Sgt. Harring Is the go to guy when it comes to missing and endangered persons.