



MEMORANDUM

TO: Board of Selectmen

FROM: John C. Curran, Town Manager

CC: Clancy Main

SUBJECT: Town Manager's Report, May 24, 2021

DATE: May 21, 2021

Shawsheen Tech Traffic Situation

Sgt. Elmore has been working closely with Shawsheen Tech on the traffic situation. Sgt. Elmore has also called for a traffic management committee meeting and is scheduling a date based on availability.

North Billerica MBTA Station

This office had planned to meet with the NMCOG and the LRTA on 5/19. Due to an unforeseen emergency the meeting has been delayed to the week of the 31st. Rep. Lombardo and Sen. Cindy Friedman have also been invited to the upcoming meeting and are aware of the situation.

Free Book Give Away

The Town of Billerica held a free book give away on May 16th, over 250 people showed up for the event. The Town gave away an estimated 2,000 books and an additional 250 re-usable bags from a previous waste management grant. Many teachers, parents, children, and grandparents showed up for the event. Two boxes of books at the end of the event were left over. These books were donated to a group that will send them to Haiti.

Boat Launch

This office followed up with Doug Cameron from the Department of Fishing and Boating Access. They have hired an engineering consultant to assist them in the permitting process. The surveyor expects to perform the updated topographic and wetland delineation survey in the next 3 weeks. Once they complete that process, they will be able to develop their base plan to start permitting. I will report with any new information.

PHR Kick Off

The full project team for PHR met on site last week. The project team is excited and looking forward to getting to work. I also wanted to take a moment to recognize Paul Watson. Previous to the initial feasibility study application submitted to the CPC, conceptual plans by another firm had already been drawn up. These were done as part of the Master Planning Process many years ago. The project would have only consisted of a slight shift to the ball fields and a new turf field. Paul mentioned that instead of going forward with these plans we should look at it as a blank slate. After receiving funding for the

feasibility study the Town put the project out to bid with the goal of each firm presenting us a fresh idea.

A rough schedule (subject to change) is below:

- Design Development: May 19 - June 30 (50% due June 11)
 - Cost Estimate

- Permitting & Departmental Review: July - September (3 months)
 - Board of Health, Conservation, Site Plan Review, Town Departments

- Construction Documents: July – October (4 months)

- Bidding (est)
 - Site: Nov-Dec 2021
 - Building & immediate surroundings: Mar-Apr 2022

- Active construction period – approx. (excludes contract and submittal period)
 - Site: Feb-Aug 2022 (7 months)
 - Building: Sep 2022 – Mar 2023 (7 months)

Vining And Ditson Demolition

On May 14th the Town signed contracts for both the demo of the Vining and Ditson Schools. Both bids came in well under budget. The total construction contract value is \$1.5 million dollars under budget.

The Old Ditson low bidder was Select Demo Services. They have previously worked with Left Field before and had a very good relationship. The project team met with Select at the site and is very confident in their ability. They will begin mitigation on June 1st and are very aware of the residents surrounding the building. They expect the job to take about seven weeks. Select has previously done jobs of this nature and understands the need to mitigate dust, rodents, and noise at a high level. Clancy will be on site when they are in the vicinity of the time capsule to make sure that it is recovered properly. They also plan to put aside a stack of bricks for any residents.

The Vining School low bidder was American Environmental. More details will be forthcoming after the initial construction meeting.

Town Hall Chiller

After 30+ years the Town Hall chiller has given out. The Town had started the process of looking at a new unit late in 2020. The Town was able to begin exploring a new condenser / chiller due to projects of these types falling under the COVID-19 Cares Act. Unfortunately, it happened earlier than expected. The Town will be bringing in temporary accommodations for the rest of the summer while a permanent fix is engineered and installed.

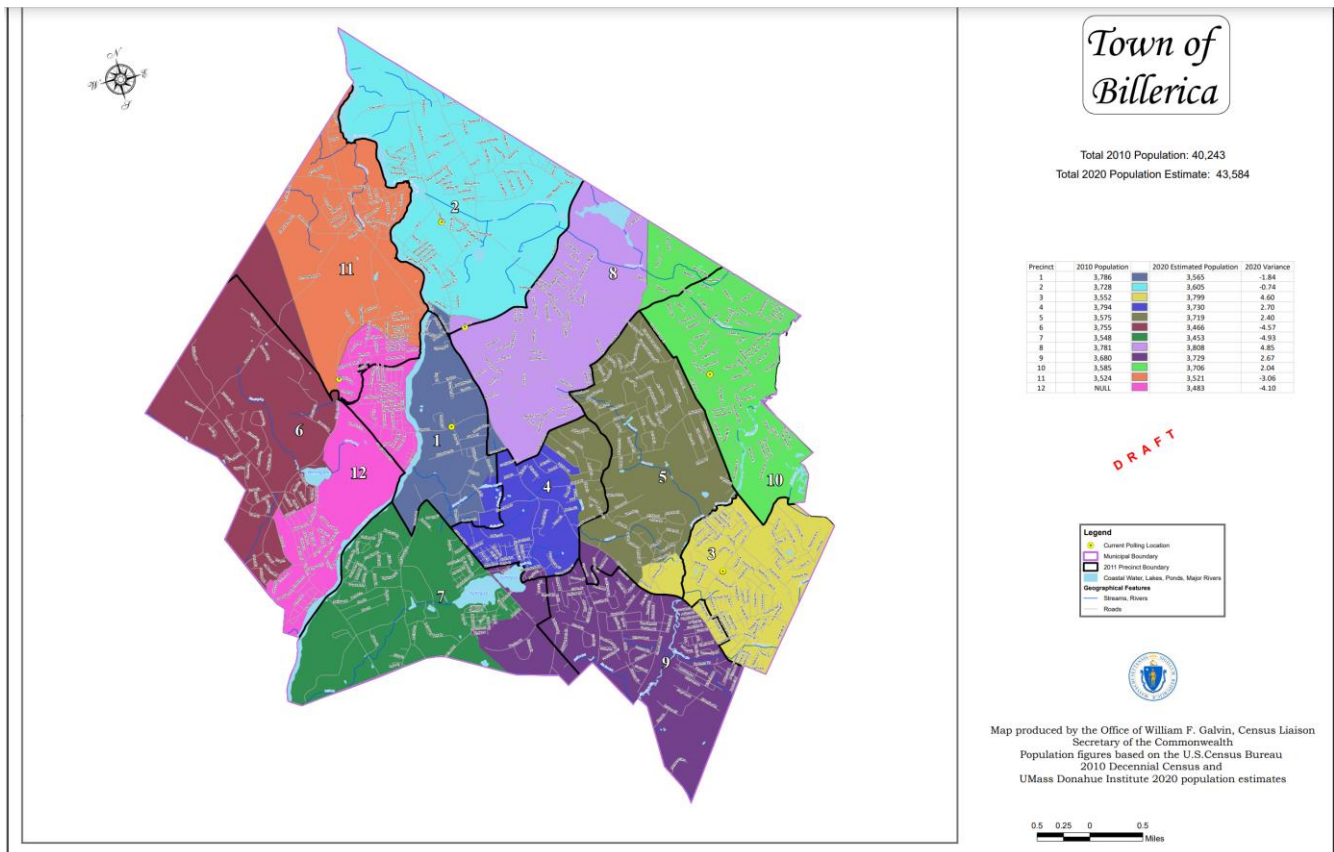
Digitizing of Annual Reports

Kathy Meager of the Billerica Library received a grant about a year and half ago to digitize all the Annual Town Reports that were available. This project was just completed and has Annual Reports that date back to the late 1800's. The link was posted on social media and is also on the Town of Billerica Library page.

[https://archive.org/details/billericapubliclibrary?and\[\]=subject%3A%22Finance%2C+Public--Massachusetts--Billerica%22](https://archive.org/details/billericapubliclibrary?and[]=subject%3A%22Finance%2C+Public--Massachusetts--Billerica%22)

Precinct Map

In accordance with the new Census 2020 results the Town's precincts have been redrawn to include 12 precincts. A bigger map is available at the Town Clerk's Office and the Engineering Office. The final version will be posted online.



Town Managers Office Restructuring

Now that another successful Town meeting has concluded it is time to announce some significant changes in the Town Manager's Office. The long-time Assistant Town Manager, Cathy O'Dea has retired. She has been with this office for 11 years and we have worked side by side for fifteen years. She has been a great personal source of strength for me over the years and has without a doubt made me a better Town Manager and a better person. She has also been a tremendous resource to the Town of Billerica. More importantly, she has been a loyal and good friend to my family and me throughout our time together. I wish her well with her new beginnings.

Fortunately for the Town of Billerica and me we have an exceptional replacement for the Assistant Town Manager's position. Clancy Main has been appointed to this position and is well qualified to hit the ground running in his new job. Most people in Town who are involved in local government already know Clancy and have probably worked with him in some capacity. Clancy has done an outstanding job handling social media, budget preparation, constituent services, special projects and building projects. He has proven to be highly efficient and effective in all facets of his job.

For these reasons, I can confidently say that he will handle his new position with the same level of success. His new role will include handling all personnel matters for the Town with the exception of health insurance and benefits. He will handle the hiring process, personnel policy matters, workplace grievances and play a significant role in collective bargaining. He will continue to play a high level role in management decisions and collaborations in my office.

Clancy has been with the Town of Billerica for more than four years as the Management Analyst. He previously served as the Executive Assistant to the Town Administrator in Littleton, the Chief of Staff for a Boston City Councilor and as a Special Assistant to a Lieutenant Governor's Campaign. Clancy has a Master's in Public Administration and B.A. in Political Science from UMass Lowell.

The position previously held by Clancy Main, the Management Analyst, will be reclassified as the "Director of Administrative Services" but will contain similar job responsibilities. This position will serve as the Town Manager's Office primary point of contact and liaison for the intake and completion of any constituent service request and provide support and oversee any special projects as assigned by the Town Manager.

I am excited to announce that Andrew Levine has accepted the position of Director of Administrative Services on June 19th. He comes to us from Mass Development where he has worked for four years. In this position he worked on procurement, budget issues, special projects, grants and performance management. Prior to that Andrew worked for the Edward M. Kennedy Institute for the U.S. Senate and Match Education. Andrew is a graduate of Georgetown University and the Kennedy School of Government.

May 29th Town Building COVID-19 Update

- Face coverings will not be required outside and inside building for employees and public. It is advised that individual who have not received a vaccine continue to wear face coverings and social distance.
- Offices can operate at full capacity, no social distancing required
- The one-way traffic and signage for six apart is no longer required
- Temperatures checks and wellness for COVID screening no longer required but encouraged.
- **Public meetings can resume indoors at full capacity, no social distancing seating required**
- Office/staff meetings can occur outdoors and indoors, no masks required, no social distancing required, and beverage and food can be served
- It is still recommended to follow CDC guidance on cleaning

Covid 19 Update

This is the best report we have had since September just as Summer was ending. We are back in the green (low risk). We are below 10 cases per day both as function of per 100,000 cases and a 7-day average. The 7-day average is less than 3 cases per day. We are more in synchronization with the state and county than we have been for a long time indicating that the data is strongly consistent across all areas of the Commonwealth and it is consistent in a positive direction. Consequently, consistent with the Governor's order I would recommend returning to regular "in-person" meetings for June and beyond. I will draft and recommend a lifting of the Emergency Declaration issued in March 2020 and put it on the agenda for the next meeting.

Billerica continues to be behind surrounding communities in vaccination rates by a small percentage.

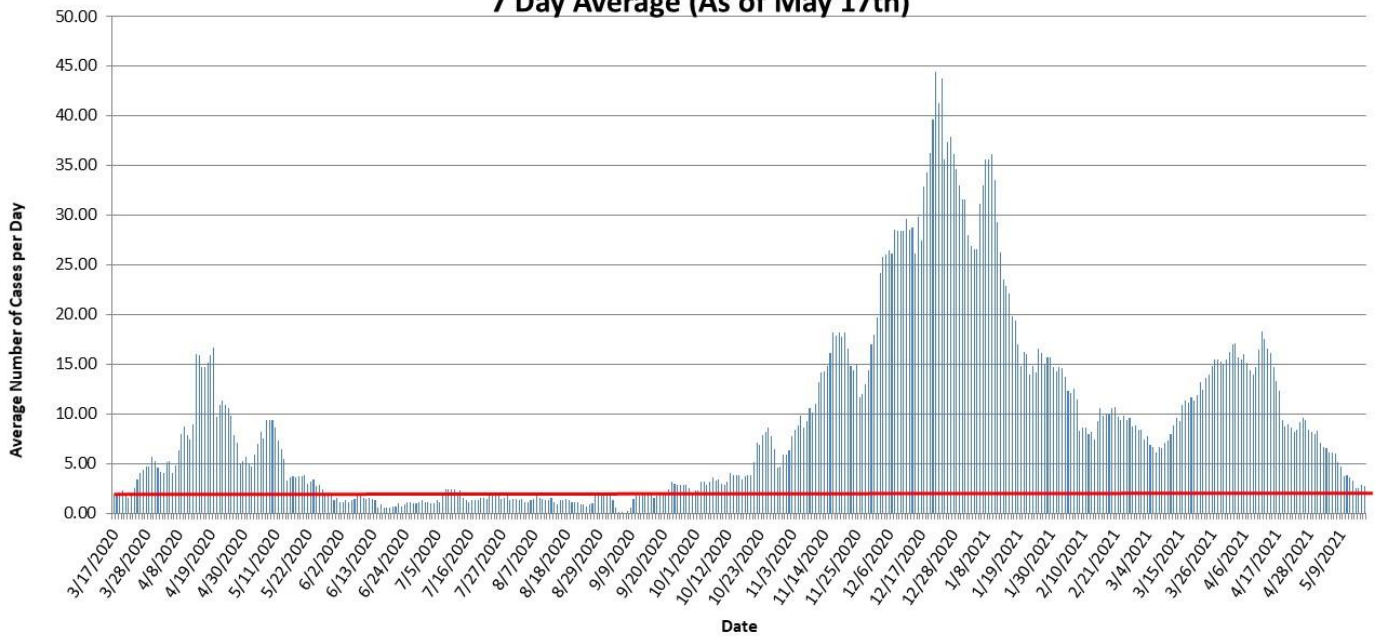


Long Term Care Facilities	119
Middlesex House of Corrections	95
Health Care Workers	117
Apartment Complexes	310
Deaths	35
Active Cases	67
Recovered Cases	3856
Total Cases to Date	3958
Cases per 100,000	7.39
Seven Day Case Average	2.57
Number of Cases last 14 days	45
Positivity Rate	2.74
Billerica Status	

Monday, May 17, 2021

Source: Billerica Board of Health

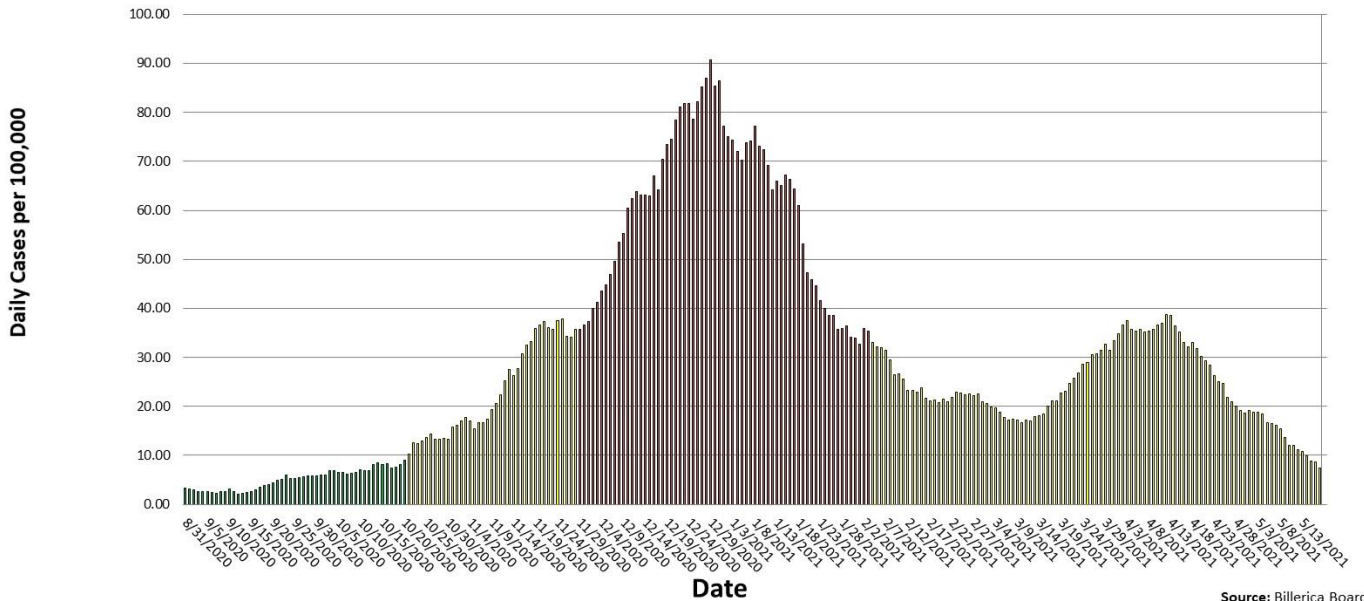
**Town of Billerica COVID 19 Cases
7 Day Average (As of May 17th)**



Source: Billerica Board of Health

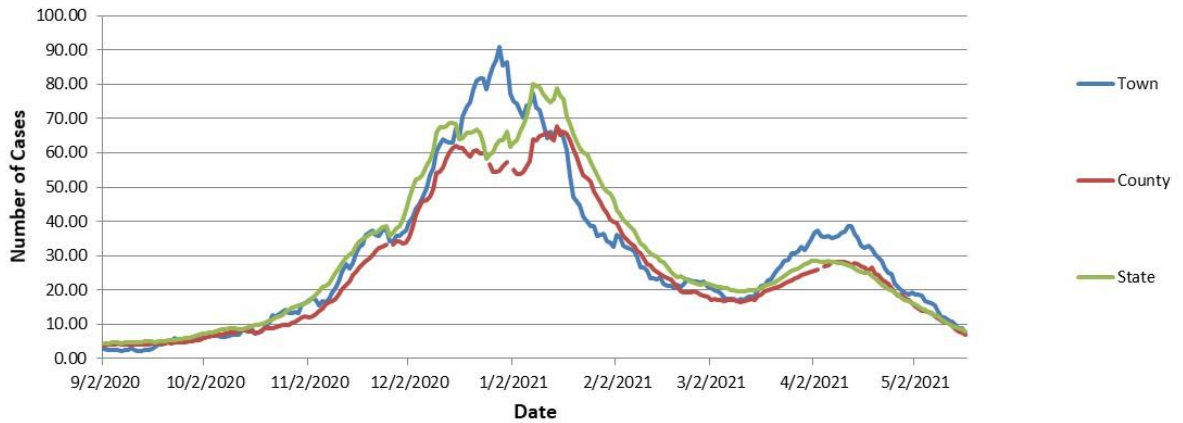
Town of Billerica Average Daily Cases per 100,000 People

Less than 10 cases per 100k per day = Green
Greater than 10 cases per 100k per day and less than or equal to 5% positivity testing rate = Yellow
Billerica's positivity rate is 3.62%



Source: Billerica Board of Health

Billerica vs. County and Commonwealth Average Cases per 100,000 people over 7 days



Source: Billerica Board of Health

Data as of 05/11/2021

County	Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita
Middlesex	Bedford	Total	14,995	100%	9,158	61%
Middlesex	Billerica	Total	43,673	100%	24,358	56%
Middlesex	Burlington	Total	27,819	100%	17,099	61%
Middlesex	Chelmsford	Total	35,973	100%	22,781	63%
Middlesex	Tewksbury	Total	30,826	100%	18,579	60%
Middlesex	Wilmington	Total	24,460	100%	14,040	57%
Middlesex	Woburn	Total	41,525	100%	24,852	60%

Data as of 05/11/2021

County	Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals	Fully vaccinated individuals per capita
Middlesex	Bedford	65-74 Years	1,553	10%	1,268	82%	14%	1,197	77%
Middlesex	Bedford	75+ Years	1,526	10%	1,222	80%	13%	1,120	73%
Middlesex	Billerica	65-74 Years	3,976	9%	3,399	85%	14%	3,117	78%
Middlesex	Billerica	75+ Years	2,940	7%	2,361	80%	10%	2,078	71%
Middlesex	Burlington	65-74 Years	2,657	10%	2,320	87%	14%	2,139	81%
Middlesex	Burlington	75+ Years	2,542	9%	2,068	81%	12%	1,925	76%
Middlesex	Chelmsford	65-74 Years	3,746	10%	3,325	89%	15%	3,107	83%
Middlesex	Chelmsford	75+ Years	3,333	9%	2,834	85%	12%	2,573	77%
Middlesex	Tewksbury	65-74 Years	3,399	11%	3,005	88%	16%	2,776	82%
Middlesex	Tewksbury	75+ Years	2,490	8%	2,233	90%	12%	2,077	83%
Middlesex	Wilmington	65-74 Years	2,167	9%	1,921	89%	14%	1,785	82%
Middlesex	Wilmington	75+ Years	1,779	7%	1,418	80%	10%	1,289	72%
Middlesex	Woburn	65-74 Years	3,938	9%	3,562	90%	14%	3,267	83%
Middlesex	Woburn	75+ Years	3,542	9%	2,646	75%	11%	2,430	69%

Data as of 05/11/2021

County	Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals	Fully vaccinated individuals per capita
Middlesex	Bedford	50-64 Years	3,305	22%	2,570	78%	28%	2,100	64%
Middlesex	Billerica	50-64 Years	10,020	23%	7,447	74%	31%	6,130	61%
Middlesex	Burlington	50-64 Years	5,614	20%	4,443	79%	26%	3,628	65%
Middlesex	Chelmsford	50-64 Years	8,141	23%	6,531	80%	29%	5,488	67%
Middlesex	Tewksbury	50-64 Years	7,471	24%	5,669	76%	31%	4,618	62%
Middlesex	Wilmington	50-64 Years	5,817	24%	4,344	75%	31%	3,572	61%
Middlesex	Woburn	50-64 Years	8,596	21%	6,618	77%	27%	5,332	62%

Data as of 05/11/2021

County	Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals	Fully vaccinated individuals per capita
Middlesex	Bedford	30-49 Years	3,646	24%	2,622	72%	29%	1,825	50%
Middlesex	Billerica	30-49 Years	11,270	26%	7,210	64%	30%	5,094	45%
Middlesex	Burlington	30-49 Years	7,537	27%	5,392	72%	32%	3,728	49%
Middlesex	Chelmsford	30-49 Years	9,051	25%	6,536	72%	29%	4,756	53%
Middlesex	Tewksbury	30-49 Years	7,386	24%	4,943	67%	27%	3,675	50%
Middlesex	Wilmington	30-49 Years	5,908	24%	4,166	71%	30%	3,068	52%
Middlesex	Woburn	30-49 Years	11,225	27%	8,134	72%	33%	5,625	50%

Data as of 05/11/2021

County	Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals	Fully vaccinated individuals per capita
Middlesex	Chelmsford	20-29 Years	3,537	10%	2,449	69%	11%	1,637	46%
Middlesex	Burlington	20-29 Years	3,305	12%	2,226	67%	13%	1,447	44%
Middlesex	Bedford	20-29 Years	1,461	10%	945	65%	10%	582	40%
Middlesex	Tewksbury	20-29 Years	3,572	12%	2,076	58%	11%	1,403	39%
Middlesex	Wilmington	20-29 Years	2,912	12%	1,611	55%	11%	1,073	37%
Middlesex	Woburn	20-29 Years	5,583	13%	3,073	55%	12%	1,983	36%
Middlesex	Billerica	20-29 Years	5,661	13%	3,003	53%	12%	2,008	35%