



MEMORANDUM

TO: Board of Selectmen

FROM: John C. Curran, Town Manager

CC: Cathy O'Dea, Clancy Main

SUBJECT: Town Manager's Report, January 25, 2021

DATE: January 22, 2021

Howe School

The Town was notified last week that an abutter to the Howe School has appealed the project to DEP. The appeal has been sent to Town Counsel. This appeal could unfortunately delay the project for six months. This Office is exploring different ways to expedite this process through the DEP.

Budget Process

At the time of this meeting this office will have completed all budget meetings with Department Heads. In general the budget will be very basic. The only changes that will be in the budget are due to departmental reorganizations. The Permitting department and Planning department will see a reorganization in the budget that has been previously presented to the Board. I will be bringing the budget to the Board during the second meeting in February. Prior to that I will setting up meetings with the Board individually to go over the budget in-depth and answer any questions.

The Vining School / Old Ditson

The project is moving along as expected. The Vining School demo will need to go in front of Conservation Commission. The current target for the meeting is 3/10. Fencing is expected to go up around the properties sometime in early April.

Pinehurst Fire Station

Construction is moving along well. Underground plumbing pipes have been installed. As well as piping for the fire protection system and domestic water. Structural decking and rebar for the slab is also in the process of being installed. The Town has not heard from any neighbors and has been relatively lucky with the weather at this time.

Capital Facilities Study Meeting

The Capital Facilities Study Committee had their first meeting last week. They voted for this office to prepare an RFQ to engage a consultant on a scope previously provided at a BOS meeting. The next meeting is Feb 17th at 5:30PM. The meetings are recorded and ran live on BATV. I will keep the Board updated as we move along through the process.

Town Hall Re-opening

Cases in the State are trending downwards after a peak of 7,635 new cases on 1/8. The three day average is roughly 1,000 cases per day above the pre-holiday average. The Town of Billerica has a 7.14 cases per day 7 day average. It was at 35 cases per day on 1/8. It is expected that cases will continue to trend down over the course of the next week and beyond as more people receive vaccinations. The Board of Health and my office will continue to monitor the situation, but at this time Town Hall operations will return to normal on 1/26 and reopen to the public on 1/28.

Obstructions in the sidewalk

Selectmen Rosa asked that I provide an update on obstructions in the sidewalk. Attached are five different reports that include mailboxes, hydrants, trees, and utility poles. A total of all obstructions are also included. There are approximately 50 obstructions of this manner around Town.

Masonic Hall / Food Pantry

This office met with the Food Pantry leaders last week. The pantry has moved into the building and has performed multiple distributions at the site. The pantry was initially only going to stay for a term of six months, or until they built their new building. To allow for more flexibility and breathing room the Town has offered them the option to enter into a longer term lease. They are discussing the length of the lease internally and will follow back up with the Board.

Positions vacant or due to become vacant		
Assistant Town Manager	posted	closing date January 29 th
Facilities Laborer	posted	open until filled
Chief Assessor	posted	closing date February 12 th
Local Inspector	posted	interviews for scheduled for Feb 3 rd
Director Planning and Community Development	posted	open until filled
Senior Staff Planner	not posted	will not be posted until Community Development Director is hired
Assistant Recreation Director	not posted	will not be posted until end of February
COA Outreach Coordinator	posted	closing date February 19 th
Library Director	not posted	vacancy to occur in October 2021
DPW Director	not posted	vacancy to occur in November 2021
Police Chief	not posted	Town Manager's Office in process of Reviewing Assessment Centers
Note: If any of these positions are filled internally, there will be resulting vacancies.		

COVID-19 Vaccinations

The Town is still in the process seeking approval for a vaccination center

Testing Center

The Town is conducting a COVID Test Center on Thursday, January 28th . It will be held at Town Hall in the Buck Auditorium. It will be held from 3:00 to 6:00pm.

COVID 19 Update



Long Term Care Facilities	117
Middlesex House of Corrections	60
Health Care Workers	113
Apartment Complexes	207
Deaths	33
Active Cases	143
Recovered Cases	2541
Total Cases to Date	2717
Cases per 100,000	34.32
Seven Day Case Average	7.14
Number of Cases last 14 days	209
Positivity Rate	8.27
Billerica Status	

Friday, January 22, 2021

Source: Billerica Board of Health

The Town has been inundated with cases since Christmas – peaking in January. The cases have been trending down for the last seven days.