

Approved  
5/12/21  
Kerri Rafo



**BILLERICA PLANNING BOARD**

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**Capital Needs Assessment Committee  
Minutes  
January 21, 2021  
Held via remote-Zoom**

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2021 MAY 13 P 1:39  
TOWN CLERK  
BILLERICA

**Shirley Schult**-1st order of business:

**Swear in voting members**

**Shirley Schultz**

Dan Burns & Mark Efstratiou You have both been appointed to the Capital Needs Assessment Committee. Do you solemnly swear that you will faithfully and in partially discharge and perform all the duties as members of the Capital Needs Assessment Committee for the Town of Billerica in accordance with the bylaws of the town, the terms of the Town Charter and the general laws of the Commonwealth of Massachusetts and that you will uphold and defend the constitution of the United States of America and the constitution of the commonwealth of Massachusetts.

**Dan Burns**-I do  
**Mark Efstrariou**-I do

**Shirley Schultz**-All voting members have been sworn in, we will now take a roll call

**9 Voting Members-roll call-all present**

- Paul Hayes
- Dave Gagliardi
- Mike Rosa
- Dan Burns
- Mike Riley
- Mark Efstratiou
- John Bartlett
- Marty Conway
- Joan DiOrio

**Ex-Officio Members-all present**

- John Curran
- Denise McClure
- Mark Lalumiere
- Tim Piwowar
- Jean Bushnell

Bob Correnti  
David Grubb

**Shirley Schult**-Nominate Chairperson

**Mike Rosa**-I would like to nominate Dan Burns

**Shirley Schult**-Noted

**Dave Gagliardi**-I would like to nominate Mike Riley

**Shirley Schult**-Noted

**Dan Burns**-Seconded his nomination for himself

**Dave Gagliardi**-Seconded his nomination for Mike Riley

**Shirley Schult**-Dan Burns for Chairperson

Paul Hayes-No  
Dave Gagliardi-No  
Mike Rosa-Yes  
Dan Burns-Yes  
Mike Riley-No  
Mark Efstratiou-No  
John Bartlett-Yes  
Marty Conway-No  
Joan DiOrio-Yes

**4 Yes- 5 No**

**Shirley Schult**-Michael Riley for Chairperson

Paul Hayes-Yes  
Dave Gagliardi-Yes  
Mike Rosa-No  
Dan Burns-No  
Mike Riley-yes  
Mark Efstratiou-Yes  
John Bartlett-No  
Marty Conway-yes  
Joan DiOrio-No

**5 Yes- 4 No**

**Shirley Schult**-Michael Riley is the Chairperson

**Dan Burns**-We need to do nominations for Vice Chair and Secretary

**Mike Riley**-Can I get a nomination for Vice Chair?

Mike Rosa-I nominate Dan Burns

**Mark Efstratiou-** I will nominate Dave Gagliardi

**Seconded by Dan Burns and Dave Gagliardi**

**Vote for Vice Chair-Dan Burns**

Paul Hayes- No  
Dave Gagliardi- No  
Mike Rosa-Yes  
Dan Burns-Yes  
Mike Riley- No  
Mark Efstratiou- No  
John Bartlett- Yes  
Marty Conway- No  
Joan DiOrio-Yes

**4 Yes, 5 No's**

**Vote for Dave Gagliardi-Vice Chair**

Paul Hayes-Yes  
Dave Gagliardi-Yes  
Mike Rosa-No  
Dan Burns-No  
Mike Riley-Yes  
Mark Efstratiou-Yes  
John Bartlett-No  
Marty Conway-Yes  
Joan DiOrio-No

**5 Yes, 4 Against**

**Mr. Gagliardi you will be Vice Chair**

**Mike Riley-**Can I get a nomination for Secretary?

**Dave Gagliardi-**I nominate Mark Efstratiou

**Seconded by Mary Conway**

**Vote**

Paul Hayes- Yes  
Dave Gagliardi- Yes  
Mike Rosa-Yes  
Dan Burns-Yes  
Mike Riley- Yes  
Mark Efstratiou- Yes  
John Bartlett- Yes  
Marty Conway- Yes

Joan DiOrio-Yes

**All in favor-Mark Efstratiou will be the Secretary**

**Mike Riley-**I would like to have the recording secretary to do the minutes, do we have one on hand

**Clancy Main-**Mr. Chairman we have asked Kerri Rufo to do them.

**John Curran-** Went over the document that he presented to the committee. Feels how they should go ahead with the committee. The first step should be is to get an RFQ process and select a design firm or professional firm to help with the process. They have outlined a scope and feels it captures what the BOS put in over a year ago.

John Continued to go over 1-6 on the Scope (example 1 listed below) Municipal Facilities Master Plan and Space Analysis:

### **MUNICIPAL FACILITIES MASTER PLAN AND SPACE NEEDS ANALYSIS**

Over the course of the next 20 years the Town of Billerica will have to make many decisions about town owned parcels, future uses of buildings, potential new construction, and what department occupies what spaces. In an effort to determine current and future needs as well as priorities the idea of this committee was developed. It consists of stakeholders throughout Town Boards and Departments who will help guide the future of the Town.

The final goal will be to recommend to the Board of Selectmen and Town Meeting the roadmap of the future of our facilities, parcels of land, and next steps. To advance to that point will be a lengthy process. The next steps are laid out below.

A process like this will need to be conducted by experts in the field of master planning and space needs. The Town will put this project out to bid through the RFQ process. The Town will do the first round of interviews and bring back the most qualified to the committee for a final vote.

The first task of this committee is to create a scope of work or purpose that we would like the consultant to work within. This scope will make up the bulk of the RFQ. I have provided a guide below.

#### **Scope:**

1. Departmental programing evaluation to identify space needs
2. Analysis of all Town Owned Buildings and Parcels of Land (including, Old Ditson, Masonic, Cider Mill, Vining Schoo, current COA and Recreation Buildingl)
  - a. Creation of a maintenance schedule
3. Identify critical issues and efficiencies through a review
4. Plan for future community needs and trends including housing. (Senior, workforce, affordable, veteran.)
5. Identify relocation opportunities and if needed new construction
6. Long term recommendations regarding the future uses of the buildings in Town.

From that the consultant will work with the committee on the path forward. This will include progress updates, community meetings, community input sessions, and background work on the buildings. The deliverables that the town will be looking for in the end are below.

He would like the consultant to work with the committee on a path forward and there will be public involvement to hear the public's input and also involvement from other departments

John Curran went over the bullets of the Outputs (example 1 Listed below) Executive Report Detailing Current and future Programming needs and recommendation on how to best use existing assets to meet those needs.

**Outputs**

Executive Report Detailing current and future programming needs and recommendation on how to best use existing assets to meet those needs.

- Recommendations on what assets to retain and what assets may be used for other community purposes.
- Recommendations on feasibility studies that get into greater detail on specific program areas  
Establish expectations by suggesting timelines to realize these program and facility enhancements.



- Establish expectation of flexibility recognizing that needs could change due to constantly changing influences.
- Assess the financial resources needed to accomplish these goals and how these resources can be found.

Mr. Curran used the Schools current visibility study that was done is not so current anymore; it is almost 10 years old, it is something that the committee would need to discuss on updating that and how we move forward with the School. My office would put together and bring back some candidates for review. Probably not all of them; maybe just the top tier candidates.

**Mike Rosa**-I think it is important to talk about Mr. Curran went over the municipal facilities master plan specs but on 12/16/19 when the BOS voted to put this committee in play, we also voted on three different tiers to evaluate. Tier 1-COA & Rec, Tier 2 needs were school & housing...

**Mike Riley**-Mr. Rosa, I am going to stop you, Mr. Curran did have that listed in the Packet

**John Curran**-I just didn't get that far

**Mike Rosa**-I am saying this for the people from the public who are watching and don't have the packet in front of them.

**John Curran**-Continued to go over the packet...Tier 1, Tier 2 & Tier 3 (Example 2 listed below)

- Tier 1 Needs
    - Council on Aging
    - Recreation
  - Tier 2 Needs
    - Schools
    - Housing
- 

- Tier 3 Needs
  - Fire Stations

This committee will also work under the assumption that the Sewer, Howe School, Pinehurst Fire Station, and DPW building are not part of the scope. It will also be understood that the Old Ditson and Vining School will be demolished.

**Timeline:**

*March* – The Board of Selectmen confirms the scope of the committee with the Town Manager.

*Late March* - The Board of Selectmen appoints the Capital Needs Committee.

*April* – The committee meets and begins the process of assembling an RFQ for a consultant to assist with the process.

*Late April* – An RFQ is put out to bid.

*May* – A firm is selected and begins the process after Town Meeting appropriation.

*May* – Two articles will go in front of Town Meeting:

1. Raze the Old Ditson and Vining School.
2. Money will be appropriated for the firm to conduct the facilities study.

*September / October* – The committee will have a report and recommendation informing the direction for the Tier 1 Needs.

**Mike Riley-** Thanked BATV for recording and wanted the public to know that the committee is listed on the Town website with the Agenda

**John Bartlett-**In that document that Mr. Curran was referring to, it also says the assumption Howe School, Pine Hurst Fire station DPW are not part of the scope. And that the old Ditson and Vining School will be demolished there is nothing that I saw about locations, like the land? I am assuming that the Vining and the Ditson those are potential locations. Where the DPW is located now, that's a large parcel on the Concord River, would part of that be available for new construction if needed?

**Mr. Curran**-The reason that was removed was not because of consideration of that location but more we have proceeded on another track of relocating the DPW. There is a process in place already. We are trying to get the land swap finalized with the State so that over behind Veterans park there is some land bak there and we have to move around the Conservation restricted land in order of us to move forward with our design for the DPW. That is way it was left out.

**Dave Gagliardi**-No Questions

**Mike Riley**-How much of the Master plan are we looking at. It's brand new, especially when we are talking Housing. The new Economic Bill that came out; there is new language that we could get some help from.

**Mr. Curran**-We can incorporate the language into the RFQ so that it is consistent with the Master Planning. I can see that coming into play with housing.

**Marty Conway**-I would like to see housing in Tier 1, we have shortage in housing. We have more families than seniors or disabled and it needs to be addressed.

**Mike Rosa**-When the BOS where talking about the Tiers, the reason we came up with recreation and COA on top over housing in the second tier was because according to the master plan the single largest demographic are seniors. The senior center got a defined life span at the rate the services are growing. The other issue is the rec department, the building they are in is not efficient for what they are doing. Mixing rec & centers are commonly done.

**Mark Efstratiou**-When it is time to hire the consultant and the school building will be involved there will have to be a separate consultant that's familiar with MSBA practices and policies?

**Mr. Curran:** That would have to be a spin off. I think we would have to have that study done by itself, it is a specialty. There focus isn't schools, so you wouldn't them taking on everything at once, you wouldn't get the return you want.

**Paul Hayes**-I remember years ago with John Bartlett and he brought up the housing for the local people. So I think the housing for the seniors is something to consider.

**Dan Rosa**-The tiers are not setting priorities, they are setting immediate needs. We have to look at long and short term goals. The senior center is busting at it seams and the Rec center building is in pretty tuff shape. Our goal is to look at different aspects and say what we can do for the school and the housing aspects. They will all be recommendations that will come back and the BOS and Town manager will have to figure out how to drive them forward and we need to help set a roadmap with the community over the next 20 years. I have been talking about doing something like this for the past 6 years.

**Mark Lalumier:** There are some definite needs and some good opportunities.

**Bob Correnti**-The first of January, we had over 6000 individuals on our waiting list here in Billerica, and around 4500 were seeking family housing. Family housing is in dire need. 700 or so were seeking elderly housing. It is good that we are talking about this again so we can meet those critical needs that we have.

**Tim Piwowar**-We have had a great partnership with the MSBA, we want to maximize reimbursement as well. I want to echo something that Mr. Burns said, about thinking not just in the immediate future but for 10 to 20 years. If we think about the lifespan of buildings being 50-60 years we need to think of that timeframe as well. We need to think short term and long term.

**Denise McClure**-There are multiple pieces of land in order to utilize what you needs are in the future. As the Superintendent said and I agree, 10 years is a little short, we will want to be looking further than that, and how the Towns needs will change over that time.

**Jean Bushnell**-I am extremely excited that the COA and Rec are being looked at as a unit. We know the data and we will have close to 8000 that are 60 to 74 years of age. If you look at the 80 and older group is increasing to 33%. As a Town we have the responsibility to design to accommodate both groups. That is where the Rec department is so wonderful with the COA because what a Boomer is looking to be move active and the older group is looking for reduction in socialization. All the modern centers that are being designed, they are being designed for different entities. When you have the Rec department next to the senior center, you have a younger audience molding themselves through the rec department and they land up in a senior center that is designed for today we are the community head center. It's a place where seniors are getting checked up on. If we had a pool that abutted these two centers they could use the pool for their health and wellness. We can't forget that in Billerica we have 54% men that are 65 and older, that are veterans.

**David Grubb**-I would like to echo Jeans points. In Burlington there rec center and COA are together and it provided seamless programming to all ages. I do think that going through this COVID crisis has really put a magnifying glass on the fact that recreation facilities in the Town, they really are we have a shortcoming of those coming to inside recreation opportunities. The schools have been off limit to us and everybody else and I am not sure when we can anticipate to that changing. I am grateful to see COA & Rec at the top of the Tier.

**Mr. Curran**-To wrap up, there are a lot of great ideas we are going to put forward and combining a community center rather the stigma associated with the word Senior center. I do think part of the process is also going out to visit some of these places, like Burlington & Lexington. From a stand point of where we go next, my office will put together an RFQ and we will put it out based on the goals the scope that was put forward by the BOS

**Mike Rosa**-Something else that I wanted to mention, I know that Jean Bushnell has a very extensive power point presentation and she could get that out to the board and if anyone else could get those things to the committee members it would be good information to have.

**Mike Riley**-That would be a good part of the goals, why don't we go around and talk a little about the procedures and goals. I will go around again and ask everyone want they want.

**Joan DiOrio**-I have more information when it comes to seniors. I have to say to Bob Correnti, those numbers were staggering to me, the number of people waiting for housing. It is very sad because the seniors don't know where to turn.

**John Bartlett**-I am chairman of the Rec Commission and my wife spends most of her time at the senior center. I know that during the school year, rec programs held during the night and the senior programs during the day. So having a shared space we could utilize some of the space for both programs. That could be a goal

**John Gagliardi**-I think we need to find out what night to meet in the future, there are a bunch of use that are on various committees.

**Mike Riley**-I would like everyone to think of is the brand new Economic Bill and it is a little confusing but there is money in there. We have to do dig deep and my concern is when does the money run out? I love the idea of a shared space for the senior center

**Marty Conway**-I think we covered a lot of it.



Mike Rosa-I agree on your evaluation of the new bill and maybe we can see if we can apply to the Senior center or housing. That is the reason of having the ex-officio members. We should get a list of all the properties in this Town because as we go through all 3 these Tiers, some places would fit better than others. Than the next step would be looking at the Senior centers for the young seniors and the older seniors.

**Mark Efstratiou** -No questions

**Paul Hayes**-No questions

**Dan Burns**-I look forward to hearing from the different department heads. I think we should be looking at some time line goals. Seeing the timeframe and if we can get it before Town meeting. I want to see us attack the aggressively. I though Mr. Curran was asking for a ok to start the development for a RFP for a consultant and I would like to motion to approve the Town Manager begin as he presented tonight

**Seconded by Mike Rosa**

**All in Favor**

**Mike Riley**- Mr. Curran, what are your thoughts on the timeline to bring a few applicants back to the board?

**Mr. Curran**-I will put the RFQ out and that will move things along quicker. Give me 2 to 3 weeks to send it out and I will send it to the board. Actions items for me, I will get a list of all the properties in town and I will do some research on the Economic Development Bill and how that will apply to us. I will incorporate the share space as well.

**Mike Rosa**-Mr. Curran can put the RFQ together and make sure that all the things are captioned in there. If we could ask for a window so we could look it over before it was sent out.

**Mr. Curran**- To the Ex-officio members or the whole board?

**Mike Rosa**-The whole board

**Mr. Curran**-My only concern is that it would constitute a debate

**Mark Lalumiere**-Everyone on the committee needs to realize once we hire a consultant they are working for this committee.

**Bob Correnti**-I agree with Mark just said. I think we have a good starting point with the RFQ.

**Dave Gagliardi**-I have been on the HS building committee for quite a few years now and we can change whatever we want once we hire someone.

**The board discussed the next meeting date**

**Mike Riley**-Wednesday the 17<sup>th</sup> of February @ 5:30pm will be the next meeting (the 3<sup>rd</sup> Wednesday)

**Public Comments-**

None

**Dan Burns**-Motion to adjourn

Seconded by Mike Rosa

**All in favor**

**Adjournment**

## MUNICIPAL FACILITIES MASTER PLAN AND SPACE NEEDS ANALYSIS

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