



**TOWN OF CHELMSFORD  
VINAL SQUARE STRATEGIC ACTION PLAN  
COMMITTEE**

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TOWN OF CHELMSFORD PATRICIA E. DZURIS TOWN CLERK

Approved March 4, 2019

**MEETING MINUTES**

**January 14, 2019**

**7:00 P.M. CALL TO ORDER**

**Members Present:** William Gilet, Jr., Joe Tierney, Bill Vines, Janet Murphy, Kenny Pantuso, Michael Walsh

**Others Present:** Evan Belansky, Community Development Director  
Lisa Marrone, Economic Development Director  
Paul Cohen, Town Manager  
Mike McCall, Asst. Town Manager  
Franky Descoteaux, Merrimack Valley Small Business Center.  
Kelly Ann Carpenter, MVSBC  
Mark Favermann, Favermann Design

Chairman Tierney called the meeting to order at 7:00 p.m.

**Introduction of Committee Member**

Mr. Tierney introduced Michael Walsh, the new Planning Board liaison to the committee, replacing Ed Roux.

**Small Business Grant Program**

Ms. Marrone discussed this new program being offered by the State consisting of a grant totaling \$50,000 available to small business in the Town in amounts of \$1,000 - \$2,000 per small business. The purpose is to help small business enhance their display space, storefront presence make interior improvements, etc. to attract more business and foot traffic. A large number of business owners from the North Village and Vinal Square were in attendance to learn more about this program. Ms. Marrone also explained the application process. She encouraged business owners to contact her with questions on how to apply. She stressed that the funds are to be distributed throughout the Town and that there is an administrative fee of \$10,000, leaving \$40,000 in actual funds to be awarded.

### Wayfinding

Mr. Favermann showed a number of images for the logo based upon input at the previous meeting. Images of The Mill, the red water wheel and the NTH were included in the designs, as well as vertical and horizontal sign displays. The consensus was that members had a preference for the wheel and wanted it included in the design, but also felt that The Mill and NTH were important structures with both a long history and meaning for the North Village. More images will be presented at the next meeting. Possibilities will be emailed in advance so members will have a good idea of what will be seen at the meeting.

### Miscellaneous Activities

Holiday Lighting Committee members will remove the holiday lights from the Common. Winterfest is scheduled for the first weekend in February. The Senior Center is again hosting Chowderfest, and all were encouraged to attend this popular annual event.

### Other Updates

The Princeton Court project is scheduled for the February 13, Planning Board Meeting. The abutters have all been notified of this meeting. The committee, if it wishes, can draft a letter of position, on this project. It can be discussed at the next meeting.

The Route 40 Study Committee continues its work. We are looking for some information or update from them in the coming weeks. They are in the process of making recommendations to the Planning Board relative to a possible article on the Spring Town Meeting Warrant.

With regard to truck traffic from the asphalt operations, it was reported that a significant increase in traffic is being seen. It is not possible to have a truck exclusion on a state-owned road, per Asst. Town Manager Mike McCall.

Southwell Park needs additional spaces for handicap parking. There is only one handicap space at this time. The Commission on Disabilities will assist with this.

The status of the Vinal Square survey will be included in our next meeting agenda. Mr. Jahnle of DW is coordinating the work on preparing a Request for Proposal on this.

There was discussion as to how to initiate a clean up of Freeman Lake. There is the possibility of forming an association such as was done at Hart Pond. Perhaps a member of that group could address the committee and the neighbors on their efforts. Fund raising may need to take place to achieve this clean up.

Next Meeting Date. The next meeting will be Monday, March 4, 7 pm.

There being no further business, Mr. Gilet moved to adjourn, seconded by Mr. Pantuso. Unanimous. Meeting adjourned 9 p.m.

Respectfully submitted,

Janet Murphy

