

Approved 5/6/2019

Town of Chelmsford Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
March 25, 2019

Attending:
Glenn Diggs, Chairman
Kenneth Lefebvre, Vice Chairman
Emily Antul, Clerk
Patricia Wojtas, Selectman
George Dixon, Selectman

Paul Cohen, Town Manager
Michael McCall, Asst. Town Manager

RECEIVED
2019-05-07
12:45 PM
TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. The meeting was recorded by Chelmsford Telemedia and the Chelmsford Independent. Chairman Diggs called the meeting to order at 7:00 PM.

JOINT MEETING W/ SCHOOL COMMITTEE & TOWN MODERATOR

Appoint member to Nashoba Valley Technical High School Committee for a 3 year term ending 3/31/2022

School Committee Members Present:

Dennis King
Al Thomas
John Moses
Donna Newcomb

SC not present:

Barbara Skaar

Town Moderator Jon Kurland called the meeting to order at 7:01PM. A quorum of both Boards was recognized.

Maria Karafelis is retiring, and she thanked everyone for the opportunity to serve on the Committee. She advised she may return in the future.

Motion: by Selectman Wojtas to nominate Donald Ayer to the Nashoba Valley Technical High School Committee. Seconded by Selectman Dixon.

There were no other nominations for this position.

Donald Ayer stated that he has been on the committee for 10 years, and had previously served before then. He appreciates all the support the Town has given to the school.

Mr. Kurland asked for a vote by acclamation: all attendees voted in favor, 9-0.

Appoint alternate member to Nashoba Valley Technical High School Committee for a 3 year term ending 3/31/2022

Motion: by Selectman Wojtas to nominate Sam Poulten as an Alternate Member to the Nashoba Valley Technical High School Committee. Seconded by Selectman Dixon.

There were no other nominations for this position.

Mr. Poulten advised that he has served on the Committee previously, and that Mrs. Karafelis will be missed. He looks forward to working with Mr. Ayer again, and appreciates all the support from the Board.

Mr. Poulten also announced that the Democratic Town Committee will have a political debate on Thursday at the Chelmsford Police Station, in coordination with the Republican Town Committee, to which everyone is welcome.

Mr. Kurland again asked for a vote by acclamation: all attendees voted in favor, 9-0.

Selectman Wojtas announced that Nashoba will conduct a retirement ceremony for those School Committee members stepping down, including Ms. Karafelis. That ceremony will be held during the next regular School Committee meeting on April 9, 2019.

Motion: by Selectman Dixon to adjourn the Joint Meeting of the Board of Selectmen and the Chelmsford School Committee, at 7:10PM. Seconded by Selectman Wojtas. **Motion carries, unanimous. 9-0.**

PUBLIC SERVICE ANNOUNCEMENTS

Annual Town Election, Tuesday, April 2nd - Polls open 7 AM – 8 PM

Chairman Diggs encouraged all residents to vote at this year's election. There will be no early voting for this election

OPEN SESSION

Bill Askenburg and Barry Jefferson, Friends of Roberts Field, have organized a lobbying campaign for the release of \$500,000.00 in Chapter 209 funds, from an Environmental Bond Bill, which have been allocated by the State, but not appropriated. They ask for as many people as possible to sign their petition which will be sent to state officials to release the funding. There is a potential of an additional \$50,000.00 to come from the State's General Fund, which is separate from the Chapter 209 funds. Letters can be sent from a link on the Friends of Roberts Field website. A short video was shown about the park. Their brick sale is ongoing; proceeds will help pay down expenses from their CPA fund borrowing.

John Wojcik, 80 Littleton Rd., provided a handout to the Board. He wished to speak about traffic coming from the Aggregate Industries plant on Littleton Rd. He asked the Board to schedule a Public Input Session to accommodate up to 200 people, and he asked the Board of Health and the Chief of Police to be there. Mr. Wojcik explained that the last few years have been unbearable for residents due to Aggregate Industries running trucks all night long. He recorded 45 trucks going west in an hour, and they are exceeding limitations on how many trucks can run during the day. He wants to know why things are happening that are not being monitored, especially at night. A previous ordinance said trucks after 11:00pm must go west, and not through Chelmsford Center. The Police Department is aware of the situation, and he would like something done about it. He considers the noise a health problem. The company is storing cancer causing materials (asphalt grindings) which they are not supposed to be doing. There are multiple Wetland violations as well.

Chairman Diggs requested that Mr. McCall look into this and report back at the next meeting. Allowances and limitations under the previous permits were discussed.

William Rice, 26 Purcell Dr., representing the Republican Town Committee, announced their Political Debate will be held on Thursday, March 28, 2019, starting at 6:30PM at the Police Department. He invited everyone to attend.

COMMITTEE VACANCIES

Selectman Lefebvre read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

LICENSES

Change of Officers/Directors and Change of Manager, All Alcoholic Beverages Club: Chelmsford Elks, Inc., 300 Littleton Road

Warren Daniels, Chairman of the Board of Directors for the Elks, explained their new Manager used to work for the Radisson Hotel, with no issues. This will be a full time position for her.

Motion: by Selectman Lefebvre to approve the Change of Officers/Directors and Change of Manager on the All Alcoholic Beverages License for Chelmsford Elks, Inc., as presented. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

One Day Wine & Malt Beverages License: Chelmsford Public Library, 25 Boston Road, 04/05/19

No one was present from the Library, and there have been no issues with previous requests. The event is a crime-solving scenario for the Library's "Spring Fest". Tickets are still available.

Motion: by Selectman Lefebvre to approve a One Day Wine & Malt Beverages License for the Chelmsford Public Library for April 5, 2019, to be exercised on the premises at 25 Boston Rd. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

One Day Wine & Malt Beverages License: Huntington's Disease Society of America, Event at Chelmsford Senior Center, 75 Groton Road, 05/11/19

No one was present on behalf of the applicant; there have been no issues with previous licenses.

Motion: by Selectman Lefebvre to approve a One Day Wine & Malt Beverages License for the Huntington's Disease Society of America for May 11, 2019, to be exercised on the premises at 75 Groton Rd. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

REPORTS AND PRESENTATIONS

Public Health Director, Sue Rosa: Board of Health Administration

Mrs. Rosa explained that the Board of Health is directed by the federal and state governments to do multiple things to protect the health of the general community. This includes but is not limited to emergency preparedness, emergency health services, outreach, and regulation enforcement. The Board is governed by an elected board which has typically been comprised of an attorney, a doctor, and a community member. Some regulatory documents require a doctor's signature. The department is involved in hosting flu shot clinics, elderly programs, student programs, restaurant and food inspections & permitting, inspections of recreation camps, tanning facilities, burials, and other businesses. Ms. Rosa noted that Richard Day, who has been working one day a week since his retirement, will fully retire on June 30. The department receives complaints every day about businesses and residences. They are involved with disease investigation, as well as prevention and education programs. They collaborate with

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other town departments and the public. Various health related licenses and certifications are maintained by employees.

Chairman Diggs asked about any issues with the Aggregate Industries asphalt plant. Mrs. Rosa explained the plant has been a source of complaints in the past, and the EPA will need to be involved. The plant is regulated by the state, not locally.

The additional inspector is working out well, and she has been working on the chicken permits. Not everyone is applying for the permit that needs one. Violators that continue to fail to get a permit will be fined. Presently, about 40 permits have been issued, there are 6 cases in violation, and 8-10 applications are pending.

There is an overall increase in all tick-borne illnesses in Chelmsford. The Board follows up on many of them, however, they are not always notified of the cases. The department recommends doing tick checks every day.

There will be a Wellness Clinic at the High School on April 5, 2019.

The department tries many ways to advertise and do outreach. They are always open to new avenues.

Their Walking Program will be held from May to September, at 8:00AM on the first and third Thursdays of each month. Participants will meet by the baseball fields. Everyone is welcome.

The Board holds its meetings monthly.

**CCA Executive Director, Susan Gates and Advisory Board Chairman Donald Van Dyne:
Expenditure of Town Meeting \$30K Appropriation for Chelmsford Center for the Arts**

Mr. Van Dyne explained these funds were disbursed in January 2019, and meaningful data is not available yet. A part time technical/house manager was hired to handle audio and lighting issues, as well as other things. The CCA has raised \$10,000 for an upgraded sound system. They would like to come back in a few months to talk about how the money is being used. People were encouraged to purchase a membership to the CCA or buy a sponsorship.

Mrs. Gates explained that having the ability to hire the technical director has helped her greatly, and the new sound system has allowed them to attract a wider variety of performers. A schedule of upcoming performances was provided to the board and audience. Everyone is welcome to attend any of these events, or to participate in any of the groups and programs in the building.

The increased capacity to accommodate more performers will help bring in more capital to allow for more marketing and meeting budget needs. The CCA was always expected to be run by volunteers, which has worked for over ten years. Electric bills are now \$2600.00/month. Some utility bills were \$9,000.00. in the past, and over time, all costs increase. The CCA Board acts on behalf of the Town. The Town Manager appoints them annually. They are part of the Town. They have over 75 performances annually, which also comes with costs and they work very hard to make it happen. The CCA is a community asset.

Selectman Antul agreed that investment in the arts is often seen as a factor in enhancing economic development. The construction of a residential condominium development nearby can also be seen as economic drivers contributing to the enhancement of a “creative economy” as a real thing, and the Town should promote more of it.

Chairman Diggs suggested creating an enterprise fund in the future if the CCA gets big enough. Mrs. Gates & Mr. Van Dyne agreed that future discussions should be held. They will continue to market to grow, and they will come back anytime the Board wishes.

APPROVE STREET ACCEPTANCES

Assistant Public Works Director Steve Jahnle: Street Acceptances for Alyssa Way, Fay Street, Galloway Road, Hall Road, Mission Road

Mr. Jahnle explained that this has been an ongoing project to clean up paperwork so these streets can be added into the Town's road inventory. There are five more streets to be approved at Town Meeting this year, and he asked for the Board's approval to accept these streets. He will then get other required approvals and then Town Meeting approval. There are 21 streets left to do.

Motion: by Selectman Lefebvre to approve the layout of Alyssa Way, Fay Street, Galloway Rd., Hall Rd., and Mission Road as public ways as shown on plans prepared by the Town of Chelmsford Department of Public Works, Engineering Division and to forward the proposed layout as shown on said plans to the Town Clerk for filing and acceptance. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

TOWN MANAGER BID AWARDS

Town Engineer, Christina Papadopoulos: Stormwater Assessment Plan

Mrs. Papadopoulos explained that eight proposals were received for the creation of a comprehensive master plan for stormwater management. Weston and Sampson was chosen as the recommended consultant, with a bid amount of \$254,300.00. The work will take about a year to complete.

Two public sessions will be held at the library to discuss how residents can help with stormwater management efforts. New bylaw changes will address many of these issues.

Motion: by Selectman Lefebvre to approve the Town Manager's bid award for a Stormwater Assessment Plan to Weston & Sampson in an amount not to exceed \$254,000.00. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

BOARD OF SELECTMEN APPOINTMENTS

Board of Registrars: unexpired 3 year term expiring 6/30/2019

Peter Dulchinos recently resigned from this Board.

Motion: by Selectman Lefebvre to appoint Curtis Barton to the Board of Registrars for an unexpired 3 year term to expire on June 30, 2019. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

TOWN MANAGER APPOINTMENTS

Inspector of Animals: Erik Merrill, 1 year term expiring 4/30/2020

Inspector of Animals: Mark Cianci, 1 year term expiring 4/30/2020

Parade Committee: Jennifer Hardy, 1 year term expiring 7/31/2019

Motion: by Selectman Lefebvre to approve the Town Manager's Appointments of Erik Merrill and Mark Cianci as Inspectors of Animals for a 1 year term expiring April 30, 2020, and of Jennifer Hardy to the Parade Committee for a term to expire on July 30, 2019. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

MEETING MINUTES

Vote to Release Held Portions of Executive Session Minutes

06-21-10

07-26-10

08-23-10

Motion: by Selectman Lefebvre to release the Executive Session Minutes of June 21, 2010, July 26, 2010 and August 23, 2010. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

BOS Regular Session Minutes 01-07-19

BOS Regular Session Minutes 01-14-19

BOS Regular Session Minutes 01-28-19

BOS Regular Session Minutes 02-25-19

BOS Executive Session Minutes 03-11-19

Motion: by Selectman Lefebvre to approve the Regular Meeting Minutes of January 7, 2019, as presented. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

Motion: by Selectman Lefebvre to approve the Regular Meeting Minutes of January 14, 2019, as presented. Seconded by Selectman Wojtas. Selectman Antul abstained, all others in favor. **Motion carries, 4-0.**

Motion: by Selectman Lefebvre to approve the Regular Meeting Minutes of January 28, 2019, as presented. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

Motion: by Selectman Lefebvre to approve the Regular Meeting Minutes of February 25, 2019, as presented. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

Motion: by Selectman Wojtas to approve but not release the Executive Session Meeting Minutes of March 11, 2019, as presented. Seconded by Selectman Antul. Selectman Lefebvre abstained. **Motion carries. 4-0.**

SELECTMEN LIAISON REPORTS & REFERRALS

Selectmen Wojtas:

-There will a book drop-off on March 30, 2019, in preparation of a smaller Book Sale being held on April 13, & 14, 2019 at the Town Offices.

-Chairman Diggs was thanked for his service over last three years.

Selectmen Lefebvre:

-Condolences to Ann Marie Roark on the passing of her husband.

Selectman Dixon:

-Chairman Diggs was thanked for his hard work over the last year, and for fighting for different things. He is glad for his efforts, and hopes future chairs do the same.

Selectman Antul:

-Chairman Diggs was thanked for all his help over the last year.

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-The recently held Community Resilience meeting, discussed many topics, including the pursuit of a grant request for a generator for the library. Discussion included environmental issues, assorted projects and ideas, and maintenance of culverts and dams.

Selectman Lefebvre:

-Chairman Diggs was presented with a plaque for his chairmanship. He was thanked for providing great advice and for listening.

Chairman Diggs:

-The League of Women Voters Candidate Night was very well attended, and he hopes residents attend Thursday's political event.

-The Finance Committee has voted on the warrant articles for Spring Town Meeting.

-Chairman Diggs thanked members of present and past Boards for their help; his main goal was to make sure everyone was heard. Good luck to the next Board with new challenges. Mr. Cohen and Mr. McCall were thanked for all of their assistance as well.

PRESS QUESTIONS

No one came forward at this time.

ADJOURN

Motion: by Selectman Lefebvre to adjourn the meeting at 8:49PM. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

NEXT REGULAR MEETING DATE: April 8, 2019

Respectfully Submitted,

Vivian W. Merrill
Recording Secretary

Supporting Documents:

- Supporting documents for the Joint Meeting with the School Committee
- Committee Vacancies List
- List of CCA Performances
- List of Services Provided by the Board of Health
- Supporting Documents for the Chelmsford Elks
- Supporting Documents for One Day Licenses
- Supporting Plans and Documents for Street Acceptances
- Memo of March 15, 2019 regarding Stormwater Master Plan Bid Award
- Certified Letters of March 4, 2019 regarding change to the Board of Registrars
- Letter of March 6, 2019 regarding appointments of Inspectors of Animals
- Committee Application
- Draft Minutes