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**TOWN OF CHELMSFORD PATRICIA E. DZURIS TOWN CLERK**

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

Regular Meeting MINUTES

March 26, 2018

Approved April 9, 2018

Attending:

Patricia Wojtas, Chairman  
Laura Merrill, Vice Chairman  
Kenneth Lefebvre, Clerk  
Glenn Diggs, Selectman  
George Dixon, Jr., Selectman

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

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 Wojtas called the meeting to order at 7:00 PM.

Chairman Wojtas announced the passing of Dennis Ready last week. He will be missed. A moment of silence was held in his honor.

**PUBLIC SERVICE ANNOUNCEMENTS**

**Annual Town Election, Tuesday, April 3rd - Polls open 7 AM – 8 PM**

Residents were reminded to vote in this year's Town election. Absentee ballots are available until 12:00PM on April 2, 2018. Voting locations will be the same as last year, at McCarthy Middle School and the Senior Center. There will not be any early voting options for this election.

**OPEN SESSION**

No one came forward at this time.

**COMMITTEE VACANCIES**

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

**LICENSES**

**One Day All Alcoholic Beverages License: St. Vartanantz Armenian Church, 180 Old Westford Rd., 05/26/18**

**One Day All Alcoholic Beverages License: St. Vartanantz Armenian Church, 180 Old Westford Rd., 08/05/18**

The applicant was not required to be present, as there have been no issues with past licenses.

**Motion:** by Selectman Merrill to approve the One Day All Alcohol Licenses for a Recital on May 26, 2018 from 5:00PM-11:00PM and a Church Picnic on August 5, 2018 from 1:00PM-6:00PM at St. Vartanantz Armenian Church to be exercised at 180 Old Westford Rd. Seconded by Selectman Lefebvre. **Motion carries, unanimous, 5-0.**

**REPORTS AND PRESENTATIONS**

**Jay Lang, Superintendent of Chelmsford Public Schools: Vote on the Submission of a Statement of Interest to Massachusetts School Building Authority**

Dr. Lang was not present yet, discussion tabled.

**Bill Askenburg and Marcus Bush, Roberts Field Advisory Committee: Roberts Field Playground Update**

Bill Askenburg, 185 Westford St., and Marcus Bush, 50 Thomas Dr., were present for the presentation. Mr. Askenburg explained a playground designer was hired and additional public input was received. A plan was completed, equipment has been ordered and they expect to have the new playground open by the end of June. The new design was shown and the structures were described. The existing brick entrance and walk will remain. The new playground will have more open area than the previous playground.

Mr. Bush described the current buy a brick campaign which is ongoing through April 30, 2018. The goal is to raise \$25,000.00. Volunteers are needed to create a sponsorship campaign which will include signage and publicity for the sponsor. A Go-Fund-Me page has been set up to collect donations for Roberts Field. Equipment donations are also welcome, and a list of needed items is on the website. A calling campaign to solicit donations will be done. Volunteers to make calls are needed. Grants are still being explored. The Friends of Roberts Field group is now an approved 503-C organization, so donations are tax deductible.

A community work session will be announced in April when they are ready to put equipment together. DPW will complete the pole installation to secure the equipment and fencing work. The originally planned hilly topography was eliminated due to excessive maintenance concerns.

Any excess CPF funding will be returned to the Community Preservation Fund.

**Jay Lang, Superintendent of Chelmsford Public Schools: Vote on the Submission of a Statement of Interest to Massachusetts School Building Authority**

Dr. Lang requested the Board to endorse a new Statement of Interest for a large future school project, since last year's request was not awarded. The new statement is similar to the previous one, with minor changes to acknowledge that the modular classrooms have been built. Dr. Lang noted that the communities that were invited to participate in last year's phase had significantly worse problems than Chelmsford, and he also noted that many communities do apply repeatedly for this funding. He expects a similar process to happen again.

Selectman Merrill suggested that the School Department should handle specific recommendations from the Dore and Whittier Facilities Study as smaller proposals may have a better chance of success.

Dr. Lang explained they are actively pursuing Accelerated Repair Programs for smaller projects.

Dr. Lang agreed to forward an Executive Summary of what the core program is supposed to do, per Selectman Diggs' request.

**Motion:** by Selectman Lefebvre to vote to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 21, 2018 for Chelmsford High School located at 200 Richardson Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future, including the elimination of existing severe overcrowding; prevention of severe overcrowding expected to result from increased enrollments; replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility; and replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of

Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Chelmsford to filing an application for funding with the Massachusetts School Building Authority. Seconded by Selectman Dixon. Selectman Merrill opposed, all others in favor. **Motion carries, 4-1.**

**TOWN MANAGER BID AWARDS**

**DPW Alpha Road Building Addition**

This project is to bring in the vehicle maintenance operation currently still on Richardson Rd. to 9 Alpha Rd.

Gary Persichetti, DPW Director, explained that three bids were received. No alternate bids are being considered in this bid award as there is not enough room in the budget. Work should be completed in six months to one year. Work is to construct a 5,200SF 4-bay building, storage and office area, and install one lift in an existing building.

**Motion:** by Selectman Merrill to approve the Town Manager's Bid Award for BW Construction Co., Inc. for the base bid not to exceed \$2.2 million for the DPW vehicle maintenance addition at 9 Alpha Rd. Seconded by Selectman Lefebvre. **Motion carries, unanimous, 5-0.**

**Chelmsford Forum Management Services**

This agreement will become effective on July 1, 2018.

Mr. McCall described the process he used to create the RFP to include upkeep of the building and consider the needs of the users. Three bids were received, one is from the current vendor. Review of the bids showed that Frost Realty has the most advantageous proposal. They have built and currently manage two other rinks in Massachusetts, and their references were checked.

Reduced rink rates and other user discounts played a role in the analysis, and all bids had long term improvement plans. Services and price were also analyzed.

No proposal has been received from the New England Bobcats, as had been described at a prior meeting, so this could not be considered at this time.

The management company pays the real estate taxes, or payment in lieu of taxes for the facility.

Income from the forum is kept in its own fund account.

**Motion:** by Selectman Merrill to approve the Town Manager's bid award for the Chelmsford Forum Management Services Agreement to Frost Realty Associates V LLC, as presented. Seconded by Selectman Lefebvre. **Motion carries, unanimous, 5-0.**

**TOWN MANAGER REPORTS**

**Brush Drop Off April 7, 2018**

This will be held at Community Tree in addition to the event on May 13, 2018. Both events will be held from 9:00AM to 3:00PM.

Mr. Cohen has heard no mention of any emergency storm relief from MEMA or FEMA at this time, and none is foreseen. Community costs are still being calculated, and it is anticipated that financial thresholds may not be met.

Selectman Merrill asked if the Town had any responsibility to help remove the large debris that many homeowners cannot handle. Mr. Cohen advised that public money cannot be used on private property. The Town can only address debris in public rights of way. National Grid will handle any situations that impede or threaten their wires and equipment, and they have been very responsive. Mr. Persichetti explained that two crews are still out today working on tree trimming and debris clearing.

Mr. Persichetti announced that DPW will do some temporary repairs on large potholes on Rt. 40. He is awaiting more direction from the state, as Rt. 40 is a State road, not a town road. Mr. Persichetti also reported that sidewalk plows were severely damaged by fallen branches during this month's storms.

#### **Adult Use Recreational Marijuana Facility Application, 70 Industrial Ave East, Lowell**

Patriot Care is seeking a permit in Lowell to build a facility near the Chelmsford border. A meeting will be held at the UMass Lowell Inn & Conference Center on 50 Warren St. in Lowell on March 27, 2018 at 6:30PM.

#### **Grant Award for North Village Branding and Wayfinding Strategy**

An award of \$15,000.00 for consulting services to create branding and wayfinding signage for North Village was given through the state Downtown Initiative Technical Assistance Program. A plan will be developed via the North Village Committee, similar to what was created for Center Village.

#### **Schedule a Date for Board of Selectmen Post-Election Reorganization Meeting**

The election will be held on Tuesday, April 3, 2018. The Town Clerk would like to schedule this meeting for Thursday, April 5, 2018 at 6:00PM for swearing in of newly elected officials.

The next regular Board meetings will be held on April 9, 2018 and April 23, 2018.

#### **Massachusetts Joint Labor-Management Committee Arbitration Award for Firefighters Union**

Notice of this award was issued earlier today, and the document will be posted on the Town website tomorrow. The agreement will be discussed by the Board at the next Board meeting on April 9<sup>th</sup>. The agreement will also be voted on at Town Meeting.

#### **TOWN MANAGER APPOINTMENTS**

**Inspector of Animals: Erik Merrill, term expiring 4/30/2019**

**Inspector of Animals: Mark Cianci, term expiring 4/30/2019**

This is a routine annual appointment. Mr. Cianci will be the back-up Inspector.

**Motion:** by Selectman Merrill to approve the Town Manager's appointments of Erik Merrill and Mark Cianci as Inspectors of Animals for a term to expire April 30, 2019. Seconded by Selectman Lefebvre. **Motion carries, unanimous, 5-0.**

#### **DISCUSSION**

##### **Town Manager Performance Review Document**

Selectman Lefebvre submitted a revised review document. Board members were asked to provide feedback for future discussion. Selectman Diggs suggested the document also be reviewed by the Personnel Board for comment.

**MEETING MINUTES**

**BOS Regular Session January 8, 2018**

**Motion:** by Selectman Merrill to approve the Regular Meeting Minutes of January 8, 2018, as presented. Seconded by Selectman Lefebvre. **Motion carries, unanimous, 5-0.**

**SELECTMEN LIAISON REPORTS & REFERRALS**

Selectman Diggs:

-The School Department will be addressing E-mail protocols at a future meeting.

Selectman Merrill:

No reports this evening.

Selectman Lefebvre:

-The Historic Commission is applying for a certified local government program via the National Parks program.

Selectman Dixon:

-No Reports this evening. He is glad to be back.

Selectman Diggs added that there was a great turnout at the rally on the Common last Saturday. Many local area students made great speeches.

Chairman Wojtas:

-NMCOG has received new traffic count numbers. The reports will be made public on the NMCOG website, the Town Manager's office, and at the library. Requests for new counts should be made to the Town Manager's office.

-Inductees to the Alumni Hall of Fame were congratulated; the annual event and dinner was last week.

**PRESS QUESTIONS**

No one came forward at this time.

**NEXT REGULAR MEETING DATE: April 09, 2018**

**ADJOURN**

**Motion:** by Selectman Merrill to adjourn at 8:42PM . Seconded by Selectman Lefebvre. **Motion carries, unanimous, 5-0.**

Respectfully Submitted,

Vivian W. Merrill  
Recording Secretary

Supporting Documents:

-Committee vacancies

- One Day License Applications
- Supporting documents for School Statement of Interest to MSBA
- Roberts Field Presentation
- Supporting documents for Bid Awards
- Letter of March 12,2018 regarding Patriot Care Corp.
- MDI Award letter
- Supporting Document for Firefighter's Arbitration Award
- Inspectors of Animals Notification
- Supporting documents for Town Manager's Annual Evaluation
- Draft Minutes