

| Approved 5/14/18

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

Regular Meeting MINUTES  
April 23, 2018

Attending:

Glenn Diggs, Chairman  
Kenneth Lefebvre, Vice Chairman  
Emily Antul, Clerk  
George Dixon, Selectman  
Patricia Wojtas, 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 Diggs called the meeting to order at 7:00 PM.

**OPEN SESSION**

Bill Askenburg, 185 Westford St., spoke in regard to progress being made at Roberts Field & Friendship Park. Fundraising is continuing, and volunteers are coming forward to help build and design aspects of the park. There is one week left to order Engraved Bricks.

David Houle, 50 Pine Hill Rd., and President of Chelmsford Firefighters Union, wished to discuss the recent arbitration award for their Union. The department's priority is public safety and adequate staffing, and the department has been understaffed for several years. Closing a fire station is not an adequate response in the light of recent personnel being hired for an Economic Development position. The funding should be found to keep the station open, and they would like to continue working with the Town.

**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.

**REPORTS AND PRESENTATIONS**

**Fire Chief Gary Ryan: Fire Department Operations and Budget**

Fire Chief Gary Ryan presented the FY18 & FY19 Fire Department Annual Budgets. An organizational chart was shown describing how personnel are utilized, as well as their locations. The FY18 budget will need to be adjusted by \$248,000.00 as a result of the recent arbitration award. FY 19 will then be increased by \$324,557 to maintain current staffing levels. Chief Ryan noted that this budget will require that one Fire Station be closed, since there will not be sufficient overtime funds to keep all stations open. Selectman Antul requested data on total costs of hiring additional personnel versus paying overtime costs, as well as other data. Procedural questions were discussed to explain how firefighters do their job. Past investments in the department were summarized, and there will be future capital requests to be made as equipment needs to be replaced and facilities need updating.

Chairman Diggs allowed attendees to provide public input.

David Houle clarified staffing requirements for fire apparatus. There is a study that indicates that 70% of the state's departments have 3 staff per piece of equipment.

Mr. Cohen advised the Fire Chief is responsible for how the department's budget is utilized. Mr. Cohen explained how the collective bargaining agreement for prior years' award could be funded. Going forward, there is no levy capacity to accommodate additional funding, and there are still two outstanding union contracts that will need to be funded, as well as other concerns throughout all parts of the Town Budget.

The Board tabled a vote on Article 6-Fiscal Year 2019 General Government Operating Budget Article until their meeting before Annual Spring Town Meeting.

### **BOARD OF SELECTMEN RECOMMENDATIONS ON SPRING ANNUAL TOWN MEETING WARRANT ARTICLES**

#### **Article 2-Funding for Collective Bargaining Agreement**

This will allow funding for the Firefighters Union Arbitration Award for FY 17 and FY 18.

**Motion:** by Selectman Lefebvre to recommend approval of Article 2. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

#### **Article 3-Amend Fiscal Year 2018 Operating Budget**

Mr. Cohen summarized the proposed changes to the budget that will be funded from the Finance Committee Reserve Fund.

**Motion:** by Selectman Lefebvre to recommend approval of Article 3. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

### **TOWN MANAGER REPORTS**

#### **NMCOG MPO Transportation Improvement Plan**

The traffic signalization project at Chelmsford St. and Rt. 495 has been pushed back to FY23. Selectman Wojtas supports pursuing future opportunities within this program; several street improvement projects are being discussed with the Town Engineer to be added to the list for future funding. Selectman Dixon suggested reviewing the intersection of Richardson Road and Princeton St.

#### **Sullivan v. Town of Chelmsford**

The Town was served for litigation by a former school employee. The case is being handled by the School Department's counsel.

#### **Status of House Bill 4243: Home Rule Petition Town Charter Amendments**

The Governor has signed Chapter 76 of the Acts of 2018. All the recently approved Charter changes have been enacted.

#### **Massachusetts FY18 Sewer Rate Relief Fund Distribution**

The Town will receive \$6423.00 from this annual state distribution.

#### **ABCC Compliance Check: Cask & Bottle**

On March 12, 2018, the ABCC determined there was an illegal sale of alcohol at this location. A hearing will be held on May 25, 2018.

**Update on \$200K in State Funding for Town Center Signage & Wayfinding Signage**

The process with the state is moving forward, and it is anticipated that the materials will be received by June 30, 2018. Similar funding is being sought for North Village signage.

**NMCOG DLTA Project – Economic Development Survey & Business Meetings**

The Town will receive 80 hours in staff time for work on economic development and planning for economic growth.

**TAX CLASSIFICATION STUDY COMMITTEE**

Chairman Diggs summarized results of previous studies done on the topic of tax classification. A new committee could consist of 7-9 members, to be comprised of one Selectman, one Assessor, One Finance Committee member, a Chelmsford Business Association member, Evan Belansky or Lisa Marone as Economic Development personnel, and two to four(2-4) local residents. Work could start in May, and meetings could be televised on Monday nights. Work should be completed by the beginning of December, in time for the required Board vote on this matter. He would like the committee to look at what split rates are used by various communities, and the impacts these communities experienced, as well as impacts from various exemptions that could be made available. The Board would like to see the data in order to make their own recommendation for this year's vote.

Applications will be accepted through May 9, 2018 and the Board will determine the appointments at the next regular meeting on May 14, 2018.

**Motion:** by Selectman Lefebvre to form a committee to investigate and to educate the Board about tax classification and rates in Town, as presented. Seconded by Selectman Antul. **Motion carries, 5-0.**

**Motion:** by Selectman Lefebvre to approve forming a committee of seven to nine (7-9) people and it will be formed based on criteria in the discussion document, as presented. Seconded by Selectman Antul. **Motion carries, 5-0.**

**Motion:** by Selectman Lefebvre to direct the committee to focus on the examination the 9 exemption classifications of Chapter 3 of the state document of 2004, and the impacts of split rates in other communities. Seconded by Selectman Antul. **Motion carries, 5-0.**

Sam Chase, Chairman of the Board of Assessors confirmed that the Board wished a member of his board be a part of the Tax Classification Study Committee.

**BOARD OF SELECTMEN COMMITTEE LIAISON ASSIGNMENTS**

Last year's list was provided to the Board. Selectman Antul has requested to be the liaison to the School Committee, Selectman Wojtas requested assignment to attend the Nashoba Valley Technical High School. All other spots that had been assigned to former Selectman Merrill will be transferred to Selectman Antul. Board members chose their state representative liaison assignments.

Selectman Wojtas requested a vote for the Board member to NMCOG, as required by their bylaws.

**Motion:** by Selectman Lefebvre to approve the appointment of Selectman Wojtas to serve as this Board's representative to the Northern Middlesex Council of Governments (NMCOG). Seconded by Selectman Antul. **Motion carries, 5-0.**

**MEETING MINUTES**

**BOS Reorganization Meeting Minutes 04-05-18**

**Motion:** by Selectman Lefebvre to approve the Reorganization Session Minutes of April 5, 2018, as presented. Seconded by Selectman Antul. **Motion carries, 5-0.**

**SELECTMEN LIAISON REPORTS & REFERRALS**

Selectman Wojtas:

- The Chelmsford Police Foundation Annual Award Ceremony was held earlier this month; Officers Leary, Meade, Gervais, Maudy, and Gillis received awards for Meritorious Outstanding Service.
- Congratulations were given to new Eagle Scouts Bailey Berglund and Rob Sweeney.
- The Adams Library is hosting their annual poetry slam event at 7:00PM on Friday, April 27, 2018. Everyone is welcome to attend.

Selectman Lefebvre:

- Selectman Lefebvre apologized for missing the Patriots Day walk this year.

Selectman Dixon:

- The Paul Center hosted a volunteer work session to improve their camp for this summer. COSS organized much of the activity, and Mill City Plumbing Company replaced all the plumbing as a donation, about 50-60 people were there on Saturday. It was a great day.

Selectman Antul:

No reports this evening.

Chairman Diggs:

No reports this evening.

**PRESS QUESTIONS**

No one came forward at this time.

**NEXT REGULAR MEETING DATE: May 14, 2018**

**ADJOURN**

**Motion:** by Selectman Lefebvre to adjourn the meeting at 9:10PM . Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Respectfully Submitted,

Vivian W. Merrill  
Recording Secretary

Supporting Documents:

- List of Committee Vacancies
- Presentation by the Fire Department
- Memo dated 4/19/18 regarding Town Manager Recommendations for Fire Department Operations
- Amended 2018 Operating Budget changes

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- 2019-2023 MPO Target Project List
- Supporting documents relating to Sullivan vs. Town of Chelmsford
- Report for the Commonwealth Sewer Rate Relief Fund
- Supporting documents for Cask & Bottle
- Letter of Agreement Between NMCOG & Town of Chelmsford
- Memo regarding the Creation of a Tax Classification Study Committee
- List of Board of Selectmen Liaison Assignments
- Draft Minutes