

Approved 6/17/2019

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

Regular Meeting MINUTES
May 6, 2019

Attending:

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

PUBLIC SERVICE ANNOUNCEMENTS

Military Community Covenant Task Force: Armed Forces Day Cookout, May 18, 11:00 AM – 2:00 PM

Selectman Wojtas announced this annual cookout will be hosted at Maxwell's, 24 Maple Rd., formerly known as Agway, from 11:00AM-2:00PM. Everyone is welcome; all proceeds help local military families.

LICENSES

Change of Manager, All Alcoholic Beverages Restaurant: Apple New England, LLC, DBA Applebee's Neighborhood Grill & Bar, 50 Drum Hill Road

Matt Girard, the new General Manager, requested a License change to be in his name. He has 20 years of experience in the restaurant industry.

No comments were received from the audience. The Board had no further questions.

Motion: by Selectman Wojtas to close the Public Hearing for Apple New England, LLC, DBA Applebee's Neighborhood Grill & Bar. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Motion: by Selectman Wojtas to approve the Change of Manager, All Alcoholic Beverages Restaurant License for Apple New England, LLC, DBA Applebee's Neighborhood Grill & Bar to be exercised on the premises at 50 Drum Hill Road, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

MEETING MINUTES

BOS Regular Session Minutes 03-25-19

Motion: by Selectman Wojtas to approve the Regular Session Meeting Minutes of March 25, 2019, as presented. Seconded by Selectman Antul. Selectman Crocker-Timmins abstained, all others in favor. **Motion carries, 4-0.**

BOS Executive Session Minutes 04-22-19

Motion: by Selectman Wojtas to approve but not release the Executive Session Meeting Minutes of April 22, 2019, as presented. Seconded by Selectman Antul. Chairman Lefebvre abstained, all others in favor. **Motion carries, 4-0.**

SCHEDULE TOWN ACCOUNTANT AND TOWN MANAGER PERFORMANCE APPRAISALS

The Board agreed to use the same interview process as last year. The evaluation form that was designed last year for the Town Manager's review will be used this year. The traditional form will be used for the Town Accountant's review. Forms must be completed by May 28, 2019, to be sent to Jeanne Parziale for compilation, and will be discussed at the meeting on June 3, 2019. Mr. Cohen advised that Ms. Parziale may be away from her office until the end of May.

BOARD OF SELECTMEN AND TOWN MANAGER FY20 GOALS

Last year's list of goals was provided to the Board.

Selectman Timmins suggested developing a vision statement for the Town, and a mission statement for the Board as a way to prioritize and develop goals, and may help other boards. Selectmen Lefebvre and Timmins will work on creating draft statements for the Board's discussion.

Goal #1: Selectman Wojtas will continue to work more on this.

Goal #2 is still pending as the bank's lease expires in 13 months. The Center Village Master Plan Implementation Committee and the Tree Committee are working on various projects and the Grist Mill condominium development is being constructed.

Goal #3 will be deleted as the project has been completed.

Goal #4 will be deleted as the property has been auctioned, and a private developer is working on it.

Goal #5: Selectman Antul suggested that civic engagement may become easier if the schools and parents are involved. Another idea was to combine a Civic Day with the Volunteer Day hosted at the Senior Center every year. Discussion will be continued.

Goal #6 could be continued in order to monitor the effects of having a split tax rate. The Board acknowledged that it may take 3-5 years before any impacts can be seen. To date, the requests for abatements have increased.

Goal #7: The Route 40 Study Committee is still working on finalizing their report for the Planning Board. This item will be deleted, as it is not in the Board's purview.

Goal #8 will be deleted.

Goal #9: Chairman Lefebvre still wants to address fire station layout in Town, and to analyze calculations and an assessment on response times. He feels software is available that should be able to do this, along with input from the fire chief.

Goal #10: Chairman Lefebvre is delivering a letter this week to start the application process making this an ongoing goal.

Goal #11 will be deleted as the State is trying to address this issue. Discussion may resume next year.

Goals #12,13 and 15 are done and will be deleted.

Goal #14 will remain on the list. Mr. McCall will work on it again. He tried contacting several property owners, however, they are not local. Another effort to reach out to them can be made.

Goals to add:

Selectman Timmins suggested Board involvement to help with efforts to develop the Rt. 129 business area. Chairman Lefebvre suggested having a joint meeting with the Chairmen of the Finance Committee, Planning Board, School Department, Economic Development Committee and the Board of Selectmen. He also would like to develop a more formal 'war room' in which to conduct meetings with municipal

stakeholders and others. Selectman Antul felt that the Town needs festivals and other cultural events to draw people in and keep them coming back. Mr. Cohen noted that companies are leaving for reasons that are beyond the Town's control, and everyone is doing everything they can to attract business to the Town.

Selectman Timmins suggested creating a goal towards being proactive with the 2020 Census, and how it impacts the town on the state level politically. She suggested establishing a committee with the Democratic and Republican Committees, the School Department and several citizen representatives. Mr. Cohen advised that the census will be promoted by the town and precincts are mapped based on census results. It has been difficult to change districting in the past largely because politicians run unopposed. This will be discussed further next year, as the data will not be available until 2021.

Selectman Timmins suggested improved communications objectives. The Town website is scheduled for a redesign in the next year. Social media can be used, but it can be difficult. Selectman Wojtas noted the people need to be active on their own to get information. There will also be future discussion on measuring the success of any particular type of communication.

Another suggestion was to continue working on addressing traffic concerns and increasing state funding. Selectman Wojtas noted that the legislature has not acted on several local option tax bills. Selectman Antul felt there may be added opportunities in promoting grant awards and more good news items.

Selectman Antul offered to work on developing policies for rules and regulations for brewery/tap rooms.

A revised draft document will be sent to Board members.

Liaison Reports:

Selectman Wojtas:

-Sergeant Jake Maniscalco was welcomed home from military service.

-Condolences were given to the family of former Selectman Stuart Weisfeldt who passed away last week and will be missed.

Selectman Dixon:

No reports this evening.

Selectman Antul:

No reports this evening.

Chairman Lefebvre:

No reports this evening.

EXECUTIVE SESSION

Discuss retaining outside labor counsel regarding threatened litigation relating to an arbitration process before the Joint Labor-Management Committee

Motion: by Selectman Wojtas to adjourn to Executive Session, not to return to Regular Session at 8:45PM to discuss retaining outside labor counsel regarding threatened litigation relating to an arbitration process before the Joint Labor Management Committee. Seconded by Selectman Antul.

Roll Call:

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Selectman Dixon: Aye
Selectman Antul: Aye
Selectman Wojtas: Aye
Selectman Timmins: Aye
Chairman Lefebvre: Abstained
Motion carries, 4-0.

NEXT REGULAR MEETING DATE: May 20, 2019

Respectfully Submitted,

Vivian W. Merrill
Recording Secretary

Supporting Documents:

- Flyer for the Armed Forces Day Cookout
- Supporting Documents for Applebee's License
- Draft Minutes
- List of Fiscal Year 2019 Goals for the Board of Selectmen and Town Manager