

Approved 7/23/18

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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
May 21, 2018

Attending:

Glenn Diggs, Chairman

Paul Cohen, Town Manager

Emily Antul, Clerk

George Dixon, Selectman

Patricia Wojtas, Selectman

Not Present:

Kenneth Lefebvre, Vice Chairman

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 Chelmsford Independent. Chairman Diggs called the meeting to order at 7:02 PM.

PUBLIC SERVICE ANNOUNCEMENTS

Bob Cronin & Bob Casper, Merrimack Valley Vietnam Veterans: Memorial Day Parade 2018 Proclamation: Memorial Day 2018

Regina Jackson was present with Mr. Cronin & Mr. Casper as they will co-host the Memorial Day Parade in the Town Center this year. The parade route was described. Participants will meet at 9:00AM to assemble; step-off will be at 10:00AM. Everyone is welcome. The ceremony after the parade will be held in the Chelmsford Center for the Arts if it is raining.

A Proclamation was read by Selectman Antul and was accepted by Mrs. Jackson.

DPW Food Drive, May 21 – May 24

DPW Director Gary Persichetti announced that the food drive started today, and he also noted that this is National Public Works week.

All food items collected will be donated to the Chelmsford Food Pantry. Drop-off sites and times were listed. Everyone is encouraged to donate.

OPEN SESSION

No one came forward at this time.

COMMITTEE VACANCIES

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

LICENSES

Special License to Sell Wine at an Agricultural Event: Aaronap Cellars LLC, Chelmsford Town Common Farmers Market - 6/16/2018 to 9/15/2018

It was announced that the Farmers Markets will be held on Saturdays this year.

Noel Powell, owner of Aaronap Cellars was present. Past licenses have been issued for other town farmers markets, with no issues.

Motion: by Selectman Antul to approve the Special License to Sell Wine at an Agricultural Event for Aaronap Cellars LLC, to be exercised at the Town Farmers Markets on the Chelmsford Center Common from June 16, 2018 to September 15, 2018. Seconded by Selectman Wojtas.

Motion carries, unanimous 4-0.

Change of Manager, All Alcoholic Beverages Restaurant: DGC Restaurant DBA Feng Shui, 285 Chelmsford Street

No one was present to represent the applicant. The Board had no issues with this request.

Motion: by Selectman Antul to approve the application for the Change of Manager for DGC Restaurant dba Feng Shui, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous 4-0.**

TOWN MANAGER PERFORMANCE APPRAISAL FORM

Jeanne Parziale, HR Director, was present, as she was asked to review the form and provide input. She provided the following suggested changes:

- Change "Town Administrator" to "Town Manager",
- Under Category 4, Section 2, replace last two listed groups with "NMCOG" and "LRTA", as the groups listed are not associated with Chelmsford.
- On the last page-signature block for selectmen, clarification was requested on who should sign. Chairman Diggs felt each reviewer would sign their own form, in light of the Town of Wayland situation. The Board's intent is to use this form for both the Town Manager and Town Accountant annual reviews. Ms. Parziale suggested using this new form for next year, so that the Town Manager and Town Accountant can work to the new form. The Board should use the existing form for this year's review. Ms. Parziale will customize the new form for the Town Accountant.
- Space should be added to include accomplishments or deficiencies over the past year, as well as room for narrative.

Suggested changes will be given to Selectman Lefebvre. Board members were directed to have their FY18 reviews completed & submitted to Ms. Parziale for transcription by June 18, 2018, for discussion at the meeting on June 25, 2018. Town Counsel and Ms. Lussier will also be asked to attend the June 25, 2018 meeting.

REPORTS AND PRESENTATIONS

John Sousa: Bond Anticipation Notes for the Chelmsford Forum and Roberts Field

Mr. Sousa provided bid result information to the Board.

There is a short term note for 41 days for Roberts Field which the Board does not need to vote on. Long term bonds will be ready for the new fiscal year. Four bids were received for Roberts Field; three bids were received for the Chelmsford Forum. This vote will allow the Town Treasurer to finish the long term bonding process.

Motion: by Selectman Antul to approve the tax exempt borrowing for Roberts Field to Century Bank in an amount of \$450,000.00 at 1.75% interest and the Chelmsford Forum to Enterprise Bank in an amount of \$101,771.00 at 2.20% interest. Seconded by Selectman Wojtas. **Motion carries, unanimous 4-0.**

Center Water District Presentation

Superintendent of the Chelmsford Water District Bob Delaney introduced the Water Commissioners who were present, as well as the district's Finance Director, Lisa Valcich.

Data and statistics for each of the three water districts were presented, as well as photos of some of their facilities and equipment. Water usage analysis and water management data was provided.

Completed projects over the last year were listed. An energy management update from solar production data was also provided. The annual water quality report was shown and is also available online at their website.

Board questions:

Chairman Diggs asked how the districts were determined. Mr. Delaney explained the districts were based on permits that were issued. The East Water district was formed in 1938 and originally obtained water from Lowell, The North Water District was established in 1932. The Center Water District has been around for over 100 years.

Selectman Wojtas asked Superintendent Delaney to explain why Level 1 restrictions on watering were in place already, despite the fact that precipitation is above average. Mr. Delaney advised that the State dictates restrictions be put in place, in anticipation of increased water usage during the summer months. He noted that most people over water their lawns. Outreach efforts may need to be considered to educate the public on improved conservation efforts.

Selectman Antul asked if there were any public programs that can help people with fixing leaks or upgrading appliances. Mr. Delaney was not aware of any programs, but he would look into this.

TOWN MANAGER REPORTS

New EPA Stormwater Management Permit Requirements

The new permit will become effective on July 1, 2018. The current moratorium is ending for Massachusetts and New Hampshire even though litigation and mediation is still pending. All communities must submit a notice of intent by October 1, 2018. Town Meeting representatives will be asked to fund the Storm Water Enterprise Fund at Fall Town Meeting. Many new regulations are contained within the permit. Residents will see a surcharge on town sewer bills. Capital requests and operating budgets estimated in 2017 will be revisited.

New OSHA Public Safety Requirements for Public Sector Employees

This will become effective on February 1, 2019, and will require logs to be kept on certain activities, and will require special training for Police, Fire, DPW and School personnel. There will be compliance costs to the Town which will be addressed at Fall Town Meeting.

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Other Business

Chairman Diggs asked Mr. Cohen for an update regarding the Winstanley housing project in the Town Center. Mr. Cohen advised that the sale of the land to Winstanley was completed a year ago. Plans have been changed to 32 condominium units, and the new project will be presented to the Planning Board over the next several weeks. It is hoped that this development will increase interest in revitalization of properties in the Center.

BOARD OF SELECTMEN AND TOWN MANAGER FY19 GOALS

A list of the FY2018 goals was provided for review. The Board noted that many things were accomplished. Board members were asked to develop a new list for FY2019. Mr. Cohen has already submitted some suggestions via e-mail.

SELECTMEN LIAISON REPORTS & REFERRALS

Selectman Wojtas:

- The cookout event hosted by Agway on June 16, 2018 was well attended. About \$240.00 was raised for the Military Community Covenant Task Force.
- Miles Plunkett was congratulated for achieving Eagle Scout status.

Selectman Dixon:

Residents were encouraged to attend Memorial Day Ceremonies to show appreciation to veterans for their sacrifice.

Selectman Antul:

- The Community Read-in for elementary and middle school classes is coming up, and adult readers are needed. Contact information was provided.

Chairman Diggs:

No Reports this evening.

PRESS QUESTIONS

No one came forward at this time.

NEXT REGULAR MEETING DATE: June 4, 2018

Adjourn

Motion: by Selectman Antul to adjourn this meeting at 8:22PM . Seconded by Selectman Wojtas.
Motion carries, unanimous, 4-0.

Respectfully Submitted,

Vivian W. Merrill
Recording Secretary

Supporting Documents:

- Memorial Day Proclamation
- Flyer for DPW Food Drive

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- List of Committee Vacancies
- Supporting documents for Special License to Sell Wine at an Agricultural Event
- Change of Manager Application for Feng Shui
- Summary of Bond Bids for Roberts Field and Chelmsford Forum
- Draft Annual Review Document for Town Manager
- Water District presentation
- EPA Announcement of MS4 Permit
- Announcement of OSHA Safety Standards Highlights
- List of FY2018 BOS & Town Manager Goals, and suggested goals for 2019