

Town of Chelmsford  
Center Village Master Plan Committee  
50 Billerica Rd., Room 205 Chelmsford, Ma 01824  
Regular Meeting  
MINUTES  
May 22, 2018  
Approved July 10, 2018

**RECEIVED**  
**2018-07-12**  
**1:33 PM**  
**TOWN OF CHELMSFORD**  
**PATRICIA E. DZURIS**  
**TOWN CLERK**

**Attending:** Jack Handley, Donald Van Dyne, Brian Milisci, Michael Rigney, Janet Askenburg

**Not Present:** Peggy Dunn, Jonathan Moore

**Others Present:** Evan Belansky, Community Development Director, Tom Gazda, Bicycle & Pedestrian Advisory Committee, Lisa Marone, Economic Development, Mark Favermann, (6:20PM), selectman Ken Lefebvre (6:35PM)

Please note that all documents referenced in these minutes are on file at the Town Manager’s Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was hand recorded by the Recording Secretary.

This meeting was called to order at 7:00PM by Mr. Belansky.

Former Chairman Lane resigned from the Committee due to work obligations, and the Committee will elect a new Chairman at its next meeting.

**Wayfinding RFP Discussion-next steps**

Mr. Belansky explained the Town has received a State earmark of \$150,000.00, and it must be spent by June 30, 2018. Any unused funds must be returned to the State. The Town has received a partial payment of \$100,000.00 which has been wired to a town account. Release of the rest of the funding will require invoices. Mr. Belansky provided the RFP for sign fabrication for the signs agreed upon by the committee in 2017, which included six double gateway signs, six double sided parking signs, three directional signs, and 5 other directional signs. DPW will still do the installation.

Funding previously appropriated by the Community Preservation Committee of \$15,000.00 authorized through Town Meeting will be returned to the appropriate CPA account.

Proposals are due tomorrow by 3:00PM. The Request for Proposals was sent to seven vendors.

Proposed street scape structures will all incorporate some level of the beech tree leaf motif. Some locations of street scape items will need to be determined. Some signs were upgraded because of the new earmark funding.

Tom Gazda advised that BPAC would not support the style of bicycle rack where a wheel is put into a slot, as the bikes can fall down and the wheels are bent. They would recommend a “U” style rack that allows a bike to be locked to the rack. Mr. Favermann advised that the style BPAC would advocate would not have the leaf motif, as they generally cannot be customized. Mr. Favermann will provide more designs, and further discussion will be had.

Six benches will be purchased to replace the existing ones on the Common. Mr. Favermann recommended wood seats and metal frames for the benches due to weather & temperature concerns when being used. Benches are expected to last 10-12 years.

Bollards were not considered a priority. Mr. Gazda listed existing bollard locations, and he noted they need to be moveable for emergency vehicle access.

A square tree guard would be easier to install. People might leash their bikes to them.

Tree grates would protect the tree roots. The Committee preferred the square design.

Drinking fountains were not seen as a priority. Mrs. Merrill noted maintenance issues with the fountains used at the dog park. Mr. Favermann noted that water fountains are making a return in London.

Mr. Gazda suggested adding trash barrels. Mr. Handley advised the Town used to have them in front of his store and they were frequently vandalized, knocked over, or not emptied timely.

If a kiosk is used, the Committee would need to determine who would update and maintain them. One side could be a map, or directory of stores. Others could be event oriented. Three potential areas listed: one by the rail trail by Brickhouse Pizza, the library garden, or by Chelmsford Gift Shop. Mr. Gazda advised that the kiosk by the rail trail is popular and people do stop by it.

The Historic District may need to be contacted regarding any color or design restrictions for the benches.

Prices are still awaited on some items.

Planter structures were shown, as a potential item by the bridge over the brook. Concerns were raised regarding maintenance and moving for the season.

A transportation area shade structure was discussed to protect people from rain. This may be considered a Phase 2 item.

Mr. Belansky & Mr. Favermann will work together on further developments.

Mr. Gazda agreed to provide the official logo for the Rail Trail to Mr. Belansky.

#### **New Items**

None

#### **Minutes Approval**

**December 21, 2017**

Tabled.

#### **Next Meeting Date**

The next meeting is scheduled for June 5, 2018 at 6:30PM.

#### **Adjournment**

The meeting was adjourned at 6:52PM. No motion was made.

Respectfully Submitted,  
Vivian W. Merrill,  
Recording Secretary

List of Reference Documents:  
Draft Minutes