

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

Regular Meeting MINUTES  
June 3, 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 7:01 PM.

**PUBLIC SERVICE ANNOUNCEMENTS**

**Johanna Shaw: Chelmsford Farmers' Market: Town Common, Saturdays June 15th – Sept. 14th from 10 AM – 2 PM**

Claudia Delucia announced additional vendors planned for this year's Market. They are still looking for volunteers to help set up and staff a table. Interested participants can visit [Chelmsfordfarmersmarket.org](http://Chelmsfordfarmersmarket.org) for more information.

**Evelyn Thoren: 2019 Arts & Technology Education Fund Grant Awards**

Mrs. Thoren gave a history of this fund, and she thanked everyone that has donated or contributed to the Fund. The Fund's guidelines and application parameters were described. Award winners were announced and presented with their award.

**OPEN SESSION**

No one came forward at this time.

**COMMITTEE VACANCIES**

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

**PUBLIC HEARINGS**

**Continuation - All Alcoholic Beverages Restaurant License: Spicy Touch, Inc. DBA Bawarchi Biryani, 313 Littleton Rd., Units 10-12**

Atty. Arthur Pearlman spoke on behalf of the applicant.

There were no further comments received from the public, and no further questions from the Board.

**Motion:** by Selectman Wojtas to close the Public Hearing for Spicy Touch, Inc., DBA Bawarchi Biryani. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

**Motion:** by Selectman Wojtas to approve the All Alcoholic Beverages Restaurant License for Spicy Touch, Inc., DBA Bawarchi Biryani, to be exercised on the premises at 313 Littleton Rd., Units 10-12, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

**LICENSES**

**One Day All Alcoholic Beverages License: Team Danika for One Mission Buzz Off for Childhood Cancer Event at American Legion Post 313 Parking Lot, 90 Groton Road, 06/15/19**

This is an annual event, with no issues or concerns in prior years.

**Motion:** by Selectman Wojtas to approve a One Day All Alcoholic Beverages License for Team Danika for One Mission Buzz Off for Childhood Cancer Event at American Legion Post 313, to be exercised in the parking lot at 90 Groton Road on June 15, 2019. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

**INTRODUCTION OF COMMUNITY SERVICES COORDINATOR**

**JENNIFER MELANSON**

Ms. Melanson will begin working on July 8, 2019. She has 20 years of experience in this field.

Ms. Melanson thanked the Town for this opportunity and looks forward to starting her work and meeting the Town's needs. Patient rights and researching mental health issues are her specialties.

**EASEMENT FOR TOWN-OWNED PARCEL OF LAND OFF OF TOBIN AVENUE**

Town Counsel provided a memo describing the procurement process, which was summarized by Mr. Cohen. This will not be an exclusive easement. Mr. McCall will coordinate the process. Per Town Meeting action, the minimum bid will be \$50,000.00.

Attorney William Harvey asked if anyone had a copy of the Town Meeting Article regarding this parcel; he advised the Board that he would acquire it from the Town website.

**Motion:** by Selectman Wojtas that the Board declares the Town-owned property off of Tobin Ave. be made available for disposition as surplus land in accordance with the prior Town Meeting action to allow the parcel to be used as an easement. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

**REPORTS AND PRESENTATIONS**

**Steve Jahnle: Easements for Billerica Road & Riverneck Road Intersection Construction Project**

The Board was asked to endorse the Orders of Taking for multiple easements in relation to the Billerica Rd. and Riverneck Rd. improvement project.

**Motion:** by Selectman Wojtas to approve the Orders of Taking for Easements required for the Billerica Rd. and Riverneck Rd. Improvement Project, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

**Vinal Square Strategic Action Plan Committee: North Chelmsford Wayfinding Presentation**

Community Development Director Evan Belansky described the grant process used to fund this initiative. Joe Tierney, Chairman of the Vinal Square Strategic Action Plan Committee, and Mark Favermann of Favermann Consulting orchestrated the presentation. The Board was asked to accept the concept of the signage. Work will continue on the submission of the plans, and for Town Meeting funding for fabrication.

Mr. Favermann explained the state grant is very competitive, and the goal was to create a brand for this community/neighborhood. Various photos of North Chelmsford were shown, as well as descriptive phrases and sample signs. Potential locations for the signs were shown on a map. The process used for

Approved 8/19/2019

this project was similar to what was done for the Center Village signage project. The water wheel was chosen as a symbol because of all the mills in North Chelmsford. State approval will be obtained for signs in state jurisdiction.

Mr. Tierney invited anyone interested in this proposal to attend their next meeting on June 10, 2019.

**Motion:** by Selectman Wojtas to endorse the signage concept for North Chelmsford Wayfinding as presented and to encourage the Vinal Square Strategic Action Plan Committee on their efforts. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

### **TOWN MANAGER BID AWARDS**

#### **Senior Center Roof**

Five bids were received for this project.

**Motion:** by Selectman Wojtas to approve the Town Manager's Bid Award for roof replacement at the Chelmsford Senior Center to ES Builders, LLC, in an amount not to exceed \$103,970.00 for demolition and installation of the Senior Center roof, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Chairman Lefebvre asked the Town Manager to notify the Board when the bids for future projects are opened.

### **TOWN MANAGER REPORTS**

#### **Proposed Earmarks in FY20 State Budget**

There are three earmarks for Chelmsford:

\$100,000.00 for the Small Business Economic Development Program

\$50,000.00 for improvements at Roberts Field

\$40,000.00 for Age Friendly Initiative programs

Mr. Cohen hopes to hear results by the end of the month, pending the final State budget approval.

### **APPOINTMENTS**

#### **Annual Appointments**

A list of appointments was provided to the Board. Committee openings will be added to the Committee Vacancy list.

**Motion:** by Selectman Wojtas to approve the Town Manager's and Board of Selectmen's Annual Appointments, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

#### **Board of Registrars**

Curtis Barton filled an unexpired term. This re-appointment is for a three year term. A letter of support for Curtis Barton's re-appointment was received from the Republican Town Committee. The Democratic Town Committee did not submit a candidate,

**Motion:** by Selectman Wojtas to approve the appointment of Curtis Barton to the Board of Registrars for a term to expire in June, 2022, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

**BOS SUPPORT OF LEGISLATIVE COMMITTEE TO STUDY REDESIGN OF THE STATE FLAG**

Selectman Antul asked the Board if they wish to sign on to this initiative. To date, 37 communities have applied for a redesign as they feel the existing design is outdated. Chairman Lefebvre stated that no one at the State level has reached out to the town, and the town has other priorities. There was no consensus of the Board to join this initiative.

**BOARD OF SELECTMEN AND TOWN MANAGER FY20 GOALS**

An updated list was provided to Board members. Chairman Lefebvre provided another revision to this list to review and requested feedback. Selectman Antul suggested a work session just for this topic. Mr. Cohen suggested July 8, 2019, as the agenda is very light.

Chairman Lefebvre will meet with Mr. Cohen to discuss the Town Manager goals further.

**MEETING MINUTES**

**BOS Executive Session Minutes 05-20-19**

**Motion:** by Selectman Wojtas to approve, but not release, the Executive Session Meeting Minutes of May 20, 2019, as presented. Seconded by Selectman Antul. Chairman Lefebvre abstained, all others in favor. **Motion carries, 4-0.**

**SELECTMEN LIAISON REPORTS & REFERRALS**

Selectman Crocker Timmins:

-State Representative Tom Golden has invited Town Meeting Representatives from Precincts 2, 3, and 6 to a meeting with him on Thursday, June 6, 2019.

Selectman Wojtas:

-Nashoba Technical High School held its graduation ceremony on June 1, 2019. Congratulations were given to the graduates.

-A Flag Day Ceremony will be held at the Chelmsford Elks on June 14, 2019.

-Everyone is welcome to speak at the Board's traffic forum on June 12, 2019, at 7:00PM at the Chelmsford Senior Center.

Selectman Dixon:

-Thanks to everyone for a great job after the Memorial Day Parade in North Chelmsford.

- June 6, 2019 will be the 75<sup>th</sup> anniversary of the Battle of Normandy, also known as D-day. Residents were reminded to thank a veteran for their service.

Selectman Antul:

-The School Department reviewed their budget at their last meeting. Many things are considered, she encouraged residents to watch the video of the meeting.

Chairman Lefebvre:

-The Lowell Sun will be publishing an article about large font menus.

-At the second Master Plan meeting, George Zaharoolis was selected as Chairman, and the scope of services to be provided by NMCOG was clarified.

-Comments that the Chairman has received regarding traffic issues indicate a wide variety of concerns. A goal of the traffic forum is to compile a complete list of issues in order to determine a strategy for addressing them.

Approved 8/19/2019

**PRESS QUESTIONS**

No one came forward at this time.

**NEXT REGULAR MEETING DATE: June 17, 2019**

**Adjourn**

**Motion:** by Selectman Wojtas to adjourn at 8:07PM. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Respectfully Submitted,  
Vivian W. Merrill  
Recording Secretary

Supporting Documents:

- Flyer for the Chelmsford Summer Farmers Market
- Chelmsford Arts and Technology Awards
- Committee Vacancies
- Supporting Documents for Bawarchi Biryani's License
- Supporting Documents for One Day License
- Memo of May 30, 2019 regarding Jennifer Melanson's appointment
- Memo outlining the procurement process for granting an easement
- Supporting Documents for Multiple Easements
- North Chelmsford Wayfinding Presentation
- Bid List for Senior Center Roof
- List of Annual Re-Appointments
- Letters regarding the Board of Registrars Appointment
- News Article regarding the State Flag Proposal
- List of Fiscal Year 2019 Goals for the Board of Selectmen and Town Manager