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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
June 4, 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 Mgr.

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 7:01 PM.

PUBLIC SERVICE ANNOUNCEMENTS

Kirk Marshall: 2018 Arts & Technology Education Fund Grant Awards

Mr. Marshall described the program, and how it is funded. Grant Recipients were announced, certificates were accepted, and photographs were taken. A total of \$3,037.00 was awarded.

OPEN SESSION

No one came forward at this time.

COMMITTEE VACANCIES

The list of current vacancies was read by Selectman Lefebvre. Interested applicants can apply at www.townofchelmsford.us, or can contact the Town Manager's office.

TOWN MANAGER AND TOWN ACCOUNTANT PERFORMANCE APPRAISAL PREPARATION

Labor Counsel Brian Falk: Massachusetts Supreme Judicial Court Decision Regarding Open Meeting Law

Town Counsel Attorney Brian Falk explained that written evaluations must be presented at an open meeting and documentation must be published to the public. Prior deliberation not at a posted meeting is not allowed. It is recommended that a separate staff member hold the individual evaluations. Contract negotiations can still be done in executive session provided the performance evaluation is already done in open session.

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Appraisal Forms

The amended document was e-mailed to Board members, however, not all members received the revised document, so it will be sent again. Final approval will be done at the next meeting.

This year's evaluations will be done on the current forms.

Each member will meet with the Town Accountant individually, and submit their evaluation to Jeanne Parziale, by June 18. Ms. Parziale will then compile the information, as was previously agreed at the last meeting.

Town Manager Compensation Study

A compilation of compensation packages for town managers and superintendents of schools in multiple communities was provided to the Board. Data from thirteen communities was listed. A study covering compensation for both positions over the past ten years in Chelmsford will be provided for the meeting on June 25, 2018. Chairman Diggs requested this information so the Board can make informed decisions when the time is appropriate.

In selecting a date to conduct the public evaluations for the Town Manager and Town Accountant, Selectman Lefebvre noted that he will not be available for meetings on June 25, 2018 or July 16, 2018. Selectman Antul supported remote participation, however the general consensus was that all Board members should be physically present at that time.

July 23, 2018 was chosen for the date for the evaluations. Individual appraisals are due to Ms. Parziale by June 25, 2018.

TREE COMMITTEE LIAISON REQUEST

Brian Zuzelo, 65 Linwood St., Member of the TREE Committee, explained the goals of the committee and the importance of trees. The Committee would like to work with more entities in the Town to improve communication and promote the preservation and conservation of trees. The Committee meets once a month on the second Tuesday of each month.

Selectmen Dixon and Lefebvre indicated interest in being the liaison to this committee

Motion: by Selectman Antul to appoint Selectman Lefebvre as Board of Selectmen liaison to the TREE Committee. Seconded by Selectman Wojtas. **Motion carries, unanimous. 5-0.**

TOWN MANAGER BID AWARDS

DPW Seasonal Materials and Services

A list of itemized bids was provided to the Board. This bid contract will be in effect from July 1, 2018 to December 31, 2019. Many of the vendors that responded are the same as last year, and several are different. Some costs have increased slightly over last year.

Motion: by Selectman Lefebvre to approve the Town Manager's Bid Awards for DPW Seasonal Materials and Services as presented. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

Towing Services

Mr. McCall explained that the winning bidder must have a storage facility within a 5-mile radius of the Town, and all the companies in that range were contacted. Many requested information packets. Four

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companies responded to the bid request. Christopher's Towing was the highest bidder, and has passed equipment and criminal history checks. The company's accounting practices are monitored monthly, and will continue as before.

Ferreira's Towing would be the alternate provider in the event that Christopher's Towing is not available.

Motion: by Selectman Lefebvre to accept the bid for Towing Services submitted by Christopher's Towing at \$73.00/tow, and to appoint Ferreira's Towing as the alternate provider. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0**

TOWN MANAGER REPORTS

Massachusetts Municipal Vulnerability Preparedness Grant Award

Mr. Cohen reported that the Town won an award of \$31,000.00. Eighty-two communities received awards from this program.

Commonwealth Transportation Infrastructure Fund Disbursement

This fund was established in 2016, and reflects the \$.20/ride surcharge to on-demand ride companies like Uber and Lyft. Chelmsford will receive \$2199.00, which the Town must use for transportation improvement projects

Planning Board Associate Member

An application was received from Hank Houle to fill the vacancy on this Board. A joint meeting with the Board of Selectmen and the Planning Board will be held at the next meeting.

APPOINTMENTS

Annual Appointments

A list of appointments was provided to the Board.

Motion: by Selectman Lefebvre to approve the Board of Selectmen and Town Manager's 2018 appointments as presented. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0**

BOARD OF SELECTMEN AND TOWN MANAGER FY19 GOALS

A list of current goals was read into the record. Many of these goals are ongoing.

Goal Numbers 1, 2, 3, 4, 5, 7, and 13, will remain on the FY19 list, with minor edits. Goal Numbers 6, 8, 9, 10, 11, 12, and 14 will be deleted from the list. Mr. Cohen submitted a list of additional goals which the Board accepted.

The Board also added two goals to the list, as follows:

Research parking access in North Chelmsford, particularly in the Wotton St. area.

Study the Town bylaws in relation to flags and signs to make it clearer for enforcement staff.

SELECTMEN LIAISON REPORTS & REFERRALS

Selectman Dixon:

-Recent graduates were all wished luck in their future.

Selectman Antul:

-All LBGt people were wished a Happy Pride Month.

Selectman Wojtas:

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-Graduates of Chelmsford High School and Nashoba Valley Technical High School were congratulated.

Selectman Lefebvre:

- The graduation ceremony for CHS was very well done.
- The new Chelmsford Crossroads logo and website were shown at the Middlesex 3 meeting on May 25, 2018. The meeting was well attended and many people were very interested in the Route 129 area.
- The Community Build event at Roberts Field was held on June 2 and 3, 2018. All scheduled work was done, and the playground looks great. Board members were given t-shirts commemorating the event.

Chairman Diggs:

- The Graduation ceremonies were very well done, and the speakers were fabulous.

PRESS QUESTIONS

No one came forward at this time.

NEXT REGULAR MEETING DATE: June 25, 2018

Adjourn

Motion: by Selectman Lefebvre to adjourn this meeting at 8:45 PM. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Respectfully Submitted,

Vivian W. Merrill
Recording Secretary

Supporting Documents:

- Arts and Technology Award Certificates
- Committee Vacancies list
- Supporting documents for Open Meeting Law /Town of Wayland
- FY18 Survey of Town Managers and Superintendents Compensation
- Board of Selectmen Liaison Assignment list
- Supporting documents for Bid Awards
- Results of the Climate Vulnerability Preparedness Grant Award process
- Supporting documents regarding Transportation Infrastructure Fund
- Committee Application
- List of 2018 Annual Appointments
- FY18 Goals for Board of Selectmen and Town Manager
- Suggested FY19 goals submitted by Town Manger