



**TOWN OF CHELMSFORD  
VINAL SQUARE STRATEGIC ACTION PLAN  
COMMITTEE**

Approved 9/16/19

**MEETING MINUTES**

**July 22, 2019**

**7:00 P.M. CALL TO ORDER**

**Members Present:** Joe Tierney, Bill Vines, Janet Murphy, Bill Gilet, Kenny Pantuso, Laura Lee

**Others Present:** Evan Belansky, Community Development Director

Chairman Tierney called the meeting to order at 7:00 p.m.

**Updates**

Wayfinding. There is nothing the committee needs to do at this point, per Mr. Belansky. Funding is needed to hire Mark Favermann to prepare a bid. Once approved, we will need to address the placing and wording of the Welcome sign as a gateway to the North Village. The Select Board endorsed our recommendations for the design style. We will need to determine what points or buildings we wish to highlight in the signs, such as MacKay Library, Senior Center, Southwell Field, for example. Also, do we want placement near certain highways as direction to the North Village. The sign size (s) also need to be determined. Signs that are too tall may be physical hard to read, and pose a problem as to how to locate them appropriately. Our signs may need to be smaller than the Center Village signs in general. It was suggested that the timeframe of September or October would be a good time to walk the Village and review areas for the placement of our wayfinding signage. Mr. Belansky will get a map from the DPW to help us pinpoint what Town-owned land may be appropriate for sign placement.

Annual Report. Mr. Tierney drafted the committee's annual report and had provided copies for review. He said he welcomes any input for the final report that members may have.

Small Business Program. All monies have been awarded thus far. The state is going to provide \$100,000 for Chelmsford for the expansion of this program. It is possible that this funding could be applied for regarding our external façade program. Ms. Marrone will look into this.

Vinal Square Survey. Mr. Belansky said the survey is complete and will be compiled into a report. Sidewalks need to be 6 or 7 feet wide to place a planter with a tree in it, according to the ADA.

The survey will also be used as a guideline to design traffic and other improvements in the Square.

Princeton Court. The applicant has applied for a building permit to begin construction.

Tobin Avenue. An issue with wetland encroachment has occurred on this project and the applicant appeared before the Conservation Commission to address. An easement is necessary. There can be no construction on the parcel until the easement matter is resolved.

Rosie's Diner. The renovation of the restaurant went well. The project will be aired on the TV program Restaurant Impossible on August 17.

Route 40. The Route 40 Committee and the Planning Board have a work session scheduled for July 24 at 6 p.m. in the Town Offices.

Varney Park. Mr. Tierney met with Steve Callaghan of DPW and discussed parking. There is a walk on August 15 at 6 p.m. at Varney. All are welcome to join.

Other

Hardware Store. Ms. Murphy pointed out the general condition of the property, such as glass and trash piling up there, and along the street. There is no new information from the owner as to status.

Approval of minutes is deferred to the next meeting.

We will meet again in September.

There being no further business, Mr. Pantuso moved to adjourn, seconded by Ms. Murphy. Unanimous. Meeting adjourned 9:10 p.m.

Respectfully submitted,

Janet Murphy