



RECEIVED  
2019-10-18  
12:34 PM  
TOWN OF CHELMSFORD  
PATRICIA E. DZURIS  
TOWN CLERK

TOWN OF CHELMSFORD  
VINAL SQUARE STRATEGIC ACTION PLAN  
COMMITTEE

**MEETING MINUTES**

Approved 10/15/19

**September 16, 2019**

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

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

**Others Present:** Evan Belansky, Community Development Director  
Paul Cohen, Town Manager  
Virginia Timmins, Kenneth LeFebvre, Emily Antul

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

**Updates**

The Façade and Sign Improvement Program will appear on the Fall Town Meeting Warrant for funding. Mr. Belansky distributed the FSIP application through Community Preservation Community. The Historical Commission has reviewed the proposal, and their support is anticipated. There will be a public information session for store owners to attend and learn how they can apply. They will need a specific design in order to apply for funding. All permits required by the Town will need to be applied for and in place. It is hoped that a direct mailing to property owners to inform them and invite them to attend an informational meeting can be sent by the Town. The support of this committee is needed for the article to move forward at Town Meeting. Ms. Lee made a motion to recommend the Vinal Square Strategic Action Plan Committee approval of the new FSIP program. Mr. Pantuso seconded. Unanimous.

Vinal Square Survey. Mr. Belansky stated that Howard Stein Hudson has prepared a streetscape showing properties and parking areas. We must identify sidewalks that are seven feet wide in order to accommodate tree planters that measure two feet by two feet. We also need to explore planting trees within a grate, and identify underground utilities, with regard to ADA compliance. He reported that there is some concern with the storage of planters in off seasons in terms of their care, and manpower required, as expressed by the DPW. Vinal Square is within State property. Any work taking place must be reviewed by the State. A survey is required to do this work. The crosswalk enhancement work at the intersection of Princeton Street and Washington Street, which this committee has spent considerable time on in terms of traffic counting, etc., is stalled due to a lack of funding from the State for such projects.

Master Plan Committee. This committee has not yet met with any other committees, but will meet with this committee at some point. The Vinal Sq. Master Plan was created in 2013 and a lot of the recommendations have been acted upon. Concern was expressed that few new businesses are coming into the North Village. Members are encouraged to discuss this with any business owners they may know who are looking for a place to locate their business. Mr. Belansky stated that the next Small Business Grant will be earmarked primarily for Route 129 to help facilitate bringing a food establishment to this corridor. Mr. Cohen pointed out the FSIP is a major Town focus for properties such as the Glen View restaurant rehabilitation and the Lowell Campus redevelopment. The Wotton Street parking lot is a priority but has been stalled due to the inability to make contact with an abutting property owner. These projects will remain Town priorities, Mr. Cohen stated.

For upcoming events, such as our Holiday Lighting at the North Common, new ideas are welcome. Some would like to see the North Town Hall utilized more. Ms. Lee noted that a number of community events and programs are taking place at NTH. She has been very pleased with usage of the building and how much it is appreciated by the community.

Mr. Tierney reported that he and Mr. Vines met with Steve Callaghan of DPW along with about 18 neighbors at Varney Park. He noted that there is great interest in improving the park, among the usual neighbors, and others, who provided a lot of input and ideas. They expressed their appreciation for the visit and follow up by committee members. It was noted that a playground of the size of the Varney one, located so close to the lake, may pose some safety concerns as to the nearby water. Perhaps a fenced in surrounding structure of some type may help alleviate this. There would be potential additional cost to doing something like this, and it was questioned if any relevant data is available on playground/water safety.

The next meeting is scheduled for Tuesday, October 15 at the Town Offices.

Ms. Lee moved to approve the draft meeting minutes of July 22, 2019. Mr. Pantuso seconded. Unanimous.

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

Respectfully submitted,

Janet Murphy