



SELECT BOARD MEETING AGENDA
January 11, 2020
Virtual Meeting

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and subsequent orders imposing strict limitations on the number of people that may gather in one place, this meeting will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town's website, at www.chelmsfordma.gov. For this meeting, members of the public who wish to watch the meeting may do so by accessing the Chelmsford Telemedia website www.chelmsfordtv.org.

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Topic: Select Board

Time: Jan 11, 2021 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82840846986?pwd=eVBiZzVyY1Z5UnhkVWtYcWlrcmZ1dz09>

Meeting ID: 828 4084 6986

Passcode: 018104

Dial by your location: +1 929 205 6099 US (New York)

1. 5:00 PM CALL TO ORDER

2. PUBLIC SERVICE ANNOUNCEMENTS

- Nomination Papers for Annual Town Election

Documents:

[PSA - NOMINATION PAPERS FOR LOCAL ELECTION.PDF](#)

3. OPEN SESSION

4. COMMITTEE VACANCIES

Documents:

[COMMITTEE VACANCIES AS OF 2021-01-11.PDF](#)

5. TOWN MANAGER REPORTS

- Citizen Petition 2021 Spring Annual Town Meeting Warrant Articles
- Draft List of Warrant Articles for 2021 Spring Annual Town Meeting
- Lowell Five Cents Savings Bank Donation

Documents:

[CITIZEN PETITION - RESOLUTION TO ADDRESS CLIMATE CHANGE - SPRING 2021.PDF](#)
[CITIZEN PETITION - AMEND CH 132 SEC 3 GRINDER PUMPS.PDF](#)
[2021 SPRING ATM LIST OF WARRANT ARTICLES.PDF](#)
[2021 SPRING ANNUAL TOWN MEETING WARRANT.PDF](#)
[LOWELL FIVE DONATION.PDF](#)

6. TOWN MANAGER APPOINTMENTS

- Community Preservation Committee: Robert Morse, unexpired 3-year term exp. 6/30/2022

Documents:

[COMMUNITY PRESERVATION COMMITTEE - ROBERT MORSE.PDF](#)

7. MEETING MINUTES

- [Select Board Regular Session Minutes 09-14-2020](#)
- [Tri-Board Regular Session Minutes 09-21-2020](#)
- [Select Board Work Session Minutes 09-22-2020](#)

Documents:

- [9-14-20 BOS MINUTES.2.PDF](#)
- [9-21-20 TRI-BOARD MINUTES.1.PDF](#)
- [9-22-20 SELECT BOARD MINUTES.2.PDF](#)

8. SELECT BOARD MEMBER LIAISON REPORTS & REFERRALS

9. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: **January 25, 2021**

Nomination Papers for the April 6, 2021 Local Election are now available in the Town Clerk's Office

The last day to obtain nomination papers is Thursday, February 11, 2021 at 5:00 pm.

If you wish to get involved in your local government, the following seats are currently available:

TOWN WIDE OFFICES:

Two Select Board Members for three years

One School Committee Member for three years

Three Planning Board Members for three years

One Associate Planning Board Member for two years

One Board of Health Member for three years

Two Trustees of Public Library Members for three years

One Cemetery Commission Member for three years

One Housing Authority Member for five years

TOWN MEETING MEMBERS

PRECINCT 1 - Six for three years

PRECINCT 2 - Six for three years

PRECINCT 3 - Six for three years; One for one-year unexpired term

PRECINCT 4 - Six for three years

PRECINCT 5 - Six for three years; One for two-year unexpired term

PRECINCT 6 - Six for three years; One for two-year unexpired term

PRECINCT 7 - Six for three years

PRECINCT 8 - Six for three years; One for one-year unexpired term

PRECINCT 9 - Six for three years; One for one-year unexpired term

Town-wide offices require the signatures of 50 registered voters in Chelmsford

Town Meeting Representatives require the signatures of 25 registered Chelmsford voters that live within the same precinct as the candidate

The Town Clerk recommends gathering at least 20% more than the minimum number of signatures to ensure that certification is successful. Electronic signatures are not allowed per MGL, however, once papers nomination papers are pulled, candidates may make additional copies for distribution to others assisting with gathering signatures.

The last day for Nomination Papers to be filed with the Board of Registrars is Tuesday, February 16, 2021 at 5:00 pm

The last day to register to vote for the local election is Wednesday, March 17 at 5:00 PM.

Committee Vacancies as of 1/11/2021

Bicycle and Pedestrian Advisory Committee

- (1) unexpired 3-year term ending 6/30/2022
- (1) 3-year term ending 6/30/2023

CCA Advisory Committee

- (2) 1-year terms ending 6/30/2021

Center Village Master Plan Implementation Committee

- (2) 1-year terms ending 6/30/2021

Commission on Disabilities

- (1) unexpired 3-year term ending 6/30/2021
- (1) 3-year term ending 6/30/2023

Community Action Program Committee

- (1) 1-year term ending 6/30/2021

Council on Aging

- (1) unexpired 3-year term ending 6/30/2021
- (5) assoc. member positions - unexpired 3-year terms ending 6/30/21, '22, or '23

Energy Conservation Committee

- (1) unexpired 3-year term ending 6/30/2021
- (2) 3-year terms ending 6/30/2023

Historic District Commission

- (1) alt. member term ending 6/30/2023

Holiday Decorating Committee

- (1) 1-year term ending 12/31/2021

Middlesex Canal Commission

- (2) 2-year terms ending 06/30/2022

Parade Committee

- All Applicants Welcome – 1-year terms ending 7/31/2021

Permanent Building Committee

- (1) 3-year term ending 6/30/2023

Personnel Board

- (1) 2-year term ending 6/30/2022

Public Celebrations Committee

- (5) 1-year terms ending 6/30/2021

Recycling Committee

- *(1) 1-year term ending 6/30/2021*

Roberts Field Advisory Committee

- *(1) 1-year term ending 6/30/2021*

Tree Committee

- *(1) unexpired 3-year term ending 6/30/2021*
- *(1) unexpired 3-year term ending 6/30/2022*

Committee Application

If you are interested in serving on a Town board or committee, please **complete an application available on the town website or [Click Here.](#)**

For more information, please contact:

Town Manager's Office
50 Billerica Road
Chelmsford, MA 01824
TMoffice@ChelmsfordMA.gov
978-250-5202

The Town of Chelmsford
CITIZEN PETITION
2021 Spring Annual Town Meeting A
In accordance with M.G.L. c. 39 § 10

RECEIVED
2020 DEC 16 PM 12:26
TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK
Date and Time received by Town Clerk/Registrar

INSTRUCTION TO PETITIONER

1. The Petitioner will be the contact name listed in the Warrant and should be the first registered voter to sign this petition form.
2. Before gathering signatures, please consult the Board of Selectmen's office to confirm that the language of your article is actionable. It will be voted at Town Meeting Exactly as worded in your typed submission.
3. Return this citizen petition to the Town Manager's Office when complete. A minimum of 10 signatures is required for an Annual Town Meeting article. It is suggested you obtain more than that for verification.

DEADLINE: 4 PM, - January 4, 2021

- Citizen petitions must be **FIRST** submitted to the Town Manager's Office. The Town Manager's office will submit document to Town Clerk/Registrar of Voters for certification of names.

Name of

Petitioner: Bernard B. Kosicki

Address: 24 Garrison Rd Chelmsford 01824
Street & number apartment/unit Chelmsford zip code

Phone: 978 263 2812 Work/Cell: 598 517 3396

Email: kosicki@verizon.net

Proposed Warrant Article:

Resolution to Address Climate Change

Science overwhelmingly reports that climate change is happening, and that human-produced greenhouse gas emissions are by far the biggest cause. Furthermore, recent studies have shown that global warming is occurring faster and the negative effects on society everywhere are likely to be greater than predicted only a half-decade ago. Consequently, in April of 2020, the Commonwealth of Massachusetts established a 2050 statewide emissions limit of net-zero greenhouse gas emissions.

In recognition of the need to address global warming and in accordance with the Commonwealth's net-zero emissions goal, Chelmsford hereby resolves to reduce fossil-fuel-based energy use in town facilities, vehicles and operations, and to promote actions that residents and businesses may take to reduce their carbon emissions.

Be it resolved that the Select Board will charge a Committee with studying and making recommendations for specific strategies and actions for Chelmsford to achieve a goal of net-zero greenhouse gas emissions by 2050, and also to recommend intermediate targets that are consistent with the overall final objective. The Committee will provide a report of findings and recommendations to the Select Board annually, and will also provide an overall assessment of Chelmsford's progress toward net-zero emissions to the Select Board every five years.

INSTRUCTIONS TO SIGNERS

- For your signature to be valid you must be a registered voter in the Town of Chelmsford and your signature should be written substantially as registered. If you are prevented by physical disability from writing, you may authorize some person to write your name and residence in your presence.

SIGNERS' STATEMENT

We, the undersigned registered voters of Chelmsford, do hereby petition the Board of selectmen to include the Article printed on the reverse side of this form in the Warrant of the Fall Annual Town Meeting.

	CHECK	SIGNATURE To be made in person with name as registered	PRINT NAME LEGIBLY	ADDRESS As registered to vote in Chelmsford street, number, unit, and zip code	PRECINCT
1	✓	<i>Bernard B Kosicki</i>	BERNARD B KOSICKI	24 GARRISON RD G	
2	✓	<i>Kathryn T Ly Hubs</i>	Kathryn Cryan-Hicks	47 School St 01863	
3	✓	<i>Phillip H. Hicks</i>	Phillip H. Hicks	47 School St 01863	
4	✓	<i>Thomas W. Amiro</i>	Thomas W. Amiro	90 Westford St 01824	
5	✓	<i>Jane M Amiro</i>	Jane M Amiro	90 Westford St 01824	
6	✓	<i>Julianne J. Carney</i>	Julianne J. Carney	238 Main St. 01863	
7	✓	<i>Richard Tang-Kong</i>	Richard Tang-Kong	238 Main St. 01863	
8	✓	<i>Catherine Loew</i>	Catherine Loew	38 Hill Rd Chelmsford	
9	✓	<i>Glen R Dissinger</i>	Glen R. Dissinger	15 Mansfield Drive	
10	✓	<i>Margie L. Dissinger</i>	Margie L. Dissinger	15 Mansfield Dr. Chelmsford	
11	✓	<i>Richard B. Knight</i>	Richard B. Knight	360 Littleton Rd, #10 01824	
12	✓	<i>Brittany Doherty</i>	Brittany Doherty	149 High St, 01824	
13	✓	<i>Hugh Southall</i>	Hugh Southall	2 Luan Cir, 01824	
14	✓	<i>Donna Barbosa</i>	Donna Barbosa	3 Sylvan Ave 01824	
15	✓	<i>Anne Richards</i>	Anne Richards	48 Concord Rd 01824	
16	N	<i>Christopher Rodger</i>	Christopher Rodger	48 Concord Rd 01824	
17	✓	<i>Jeffrey Cook</i>	Jeffrey Cook	231 Pine Hill Rd 01824	
18	✓	<i>Fay Liao</i>	Fay Liao	231 Pine Hill Rd 71	
19	✓	<i>Virginia Cramer</i>	Virginia Cramer	10 Rivermeadow Dr.	
20	✓	<i>Scott Cramer</i>	Scott Cramer	10 Rivermeadow Dr	

INSTRUCTIONS TO REGISTRARS

You must time stamp or write in date and time these papers are received. Check thus ✓ against the name of each qualified voter to be certified. For names not certified use the following code. Draw a line through any blank spaces not containing signatures. N - No such registered voter at that address or address is illegible; S - unable to identify signatures as that of voter because of form of signature, or signature is illegible; T - already signed same citizen petition article.

CERTIFICATION OF NAMES

At least three registrars names must be signed or stamped below:

December 16
Month and day

We certify that:

19 (nineteen)
Number of names certified (use numbers and words)

Above signatures checked ✓ are the names of qualified voters from Chelmsford.

Thomas R. Fall
James M. Lane, Jr
Patricia C. Quinn
Chris Burton

The Town of Chelmsford
CITIZEN PETITION
2021 Spring Annual Town Meeting Article
In accordance with M.G.L. c. 39 § 10

RECEIVED
2020 DEC 23 AM 8:59
TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK
Date and Time received by Town Clerk/Registrar

INSTRUCTION TO PETITIONER

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3. Return this citizen petition to the Town Manager's Office when complete. A minimum of 10 signatures is required for an Annual Town Meeting article. It is suggested you obtain more than that for verification.

DEADLINE: 4 PM, - January 4, 2021

- Citizen petitions must be **FIRST** submitted to the Town Manager's Office. The Town Manager's office will submit document to Town Clerk/Registrar of Voters for certification of names.

Name of Petitioner: David Foley

Address: 6 Armand Drive, Chelmsford, MA, 01824
Street & number apartment/unit Chelmsford zip code

Phone: 978-489-5654 Work/Cell: _____

Email: davidfoleyfam@comcast.net

Proposed Warrant Article:

To see if the Town will vote to amend Chapter 132 "Sewage Disposal" Section 3 "Grinder Pumps" of the Code of the Town of Chelmsford by adding a new subsection F. as follows:

Section 132-3

F. Allegations of misuse or abuse of any grinder pump or grinder pump system pursuant to Chelmsford Bylaw Chapter 132, Section 132-3, Subsection E shall comply with the following procedure.

- (1) The Town of Chelmsford shall send prior written notice of its intent to charge a property owner for the repair or replacement of any grinder pump or grinder pump system pursuant to Chelmsford Bylaw Chapter 132, Section 132-3, Subsection E. Such notice shall be sent by certified mail, return receipt requested. Copies of Chelmsford Bylaw Chapter 132, Section 132-3 and any repair reports completed by grinder pump repair technicians shall be provided with said notice. Property owners have the right to contest any charges to be assessed by the Town of Chelmsford for the repair or replacement of a grinder pump or grinder pump system. The three-level review process for contesting such charges is as follows:
- (2) First, within thirty (30) days of the Town's written notice of intent to assess a grinder pump charge, a property owner may file a written request for relief with the Superintendent of the Department of Public Works Sewer Division, together with copies of any documentation or information the property owner wishes to submit in support thereof. The Superintendent shall review the request and supporting materials and respond in writing within thirty (30) days.
- (3) Secondly, if a property owner remains aggrieved by the Superintendent's response to a request for relief, he or she may appeal that response in writing to the Director of the Department of Public Works within fourteen (14) days. Upon receipt of that appeal, the Director shall schedule a grinder pump hearing to be held within twenty-one (21) days. The Director shall direct the grinder pump repair technician who repaired or replaced the property owner's grinder pump or grinder pump system to attend the grinder pump hearing. The property owner may attend the grinder pump hearing (with or without counsel), call witnesses, question any Town witnesses or technicians, and offer any other evidence regarding the request for relief. The Director shall issue a decision in writing on the appeal within thirty (30) days after the close of the grinder pump hearing. The attendance of the technician shall be at no cost to the property owner, and if the technician cannot attend due to sickness, vacation, or other comparable reason, the hearing shall be rescheduled at a mutually convenient date for both the Director, the technician and the property owner. If the technician cannot attend due to death, serious injury, or because he/she is no longer employed by the entity responsible for the grinder pump repair, or other comparable reason, the Director shall direct another technician to attend, who has comparable experience in servicing grinder pumps and can review the prior technician's report and be capable of testifying in the prior technician's stead.
- (4) Thirdly, if a property owner remains aggrieved by the Director's decision on appeal, he or she may submit a further appeal in writing to the Town Manager within fourteen (14) days. The Town Manager shall review the proceedings and decision below and, within

(30) days, issue a decision in writing. The Town shall not assess any charges for the repair or replacement of a grinder pump or grinder pump system until the conclusion of this three-level process.

- (5) Regardless of whether a property owner pursues the three-level review process described above, he or she also has a right to contest a sewer assessment by filing an application for an abatement on an approved form with the Chelmsford Board of Assessors. G.L. c. 59, § 59. For deadlines for filing such applications, contact the Chief Assessor.
- (6) Finally, if the Board of Assessors denies an application for an abatement of a sewer assessment, either in whole or in part, an applicant may appeal to the Appellate Tax Board upon the same terms and conditions as a person aggrieved by a refusal of the Assessors to abate a tax. G.L. c. 83, § 16E.

INSTRUCTIONS TO SIGNERS

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SIGNERS' STATEMENT

We, the undersigned registered voters of Chelmsford, do hereby petition the Board of selectmen to include the Article printed on the reverse side of this form in the Warrant of the Fall Annual Town Meeting.

	CHECK	SIGNATURE To be made in person with name as registered	PRINT NAME LEGIBLY	ADDRESS As registered to vote in Chelmsford street, number, unit, and zip code	PRECINCT
1	✓	<i>David Foley</i>	DAVID FOLEY	6 Armand Drive 01824	5
2	✓	<i>Maureen M Foley</i>	Maureen M Foley	6 Armand Dr 01824	5
3	✓	<i>Holly Swan</i>	Holly Swan	9 Armand Drive 01824	5
4	✓	<i>Christophe Pyne</i>	Christophe Pyne	9 Armand Drive 01824	5
5	✓	<i>Shannon Pyne</i>	Shannon Pyne	9 Armand Drive 01824	5
6	✓	<i>Robert J. Chevalier</i>	Robert J. Chevalier	14 Grace St 01863	3
7	✓	<i>Patricia Chevalier</i>	Patricia Chevalier	14 Grace St 01863	3
8	✓	<i>Vernez C. Champagne</i>	VERNEZ C. CHAMPAGNE	11 Mansfield Dr 01824	1
9	✓	<i>Betty C. Champagne</i>	Betty C. Champagne	11 Mansfield Dr 01824	1
10	✓	<i>Armen Jeknavorian</i>	ARMEN JEKNAVORIAN	15 Summit Ave 01824	1
11	✓	<i>Bossy Jeknavorian</i>	Bossy Jeknavorian	15 Summit Ave 01824	1
12	✓	<i>Philip J. Tavano</i>	Philip J. Tavano	7 Lambda Lane 01824	5
13	✓	<i>Gregory A Zekser</i>	Gregory A Zekser	11 Drexel Dr 01863	8
14	✓	<i>Kerry Zekser</i>	Kerry Zekser	11 Drexel Dr, N Chelmsford MA 01863	8
15	✓	<i>Susan Bailey</i>	Susan Bailey	10 Armand Dr 01824	5
16	✓	<i>Shannon Bailey</i>	Shannon Bailey	10 Armand Dr 01824	5
17	✓	<i>Jennifer DiAngelo</i>	Jennifer DiAngelo	12 Armand Dr 01824	5
18	✓	<i>Noah Maulister</i>	Noah Maulister	11 Armand Drive 01824	5
19	✓	<i>Brian Maulister</i>	Brian Maulister	11 Armand Dr 01824	5

INSTRUCTIONS TO REGISTRARS

You must time stamp or write in date and time these papers are received. Check thus ✓ against the name of each qualified voter to be certified. For names not certified use the following code. Draw a line through any blank spaces not containing signatures. N - No such registered voter at that address or address is illegible; S - unable to identify signatures as that of voter because of form of signature, or signature is illegible; T - already signed same citizen petition article.

CERTIFICATION OF NAMES

At least three registrars' names must be signed or stamped below:

December 22, 2020
Month and day

We certify that: Twenty (20)
Number of names certified (use numbers and words)

Above signatures checked ✓ are the names of qualified voters from Chelmsford.

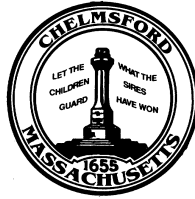
James M. Lane, Jr
Patricia C. Guiso
Chris Sutton

01/07/21

2021 Spring Annual Town Meeting List of Warrant Articles

1. Reports of Town Officers/Committees
2. Amend Fiscal Year 2021 Operating Budget
3. Funding for Collective Bargaining Agreements
4. Nashoba Valley Technical School District FY22 Assessment
5. Fiscal Year 2022 Chelmsford Public Schools Operating Budget
6. Fiscal Year 2022 General Government Operating Budget
7. Finance Committee Reserve Fund
8. Fiscal Year 2022 Capital Budget
9. Chelmsford Public Schools HVAC Repairs and Upgrades
10. Fiscal Year 2021 Sewer Enterprise Fund Operating Budget
11. Sewer Vacuum Truck
12. Sewer Utility Truck
13. Fiscal Year 2022 Stormwater Management Enterprise Fund Operating Budget
14. Dunshire Drive Culverts
15. Stormwater Vacuum Truck
16. Fiscal Year 2022 Forum Ice Rink Enterprise Fund Operating Budget
17. Fiscal Year 2022 PEG Access and Cable Related Enterprise Fund Operating Budget
18. Fiscal Year 2022 Golf Course Enterprise Fund Operating Budget
19. Onsite Sewage Facility Revolving Fund
20. Annual Authorization of Departmental Revolving Funds
21. Cemetery Improvement and Development Fund
22. Community Action Program Fund
23. Affordable Housing Stabilization Fund
24. Community Preservation Fund: FY22 Debt Service, Admin. Expenses & Reserves
25. Varney Playground and Southwell Park Playground Equipment
26. Warren-Pohl Property Parking Lot
27. Climate Change Resolution
28. General Bylaw Amendment: Board of Selectmen to Select Board
29. Zoning Bylaw Amendment: Board of Selectmen to Select Board
30. General Bylaw Amendment: Stormwater Management
31. General Bylaw Amendment: Grinder Pumps
32. Transfer Freeman Lake Parcels to the Conservation Commission
33. Grist Mill Easements
34. Turnpike Road Sidewalk Easements
35. Ledge Road and Dunstable Road Intersection Easement

36. Zoning Bylaw Amendment: Village Center Overlay Parking Requirements
37. Zoning Bylaw Amendment: E-Commerce
38. Zoning Bylaw Amendment: Recreational Marijuana Accessory Uses
39. Zoning Bylaw Amendment: Recreational Marijuana Sales
40. General Bylaw Amendment: Delete Prohibition of Non-Medical Marijuana Establishments



01/07/21 DRAFT

**TOWN OF CHELMSFORD
WARRANT FOR
ANNUAL TOWN ELECTION
April 6, 2021**

MIDDLESEX, SS.

To the Constable, or any other suitable person of the Town of Chelmsford:

Greeting:

In the name of the Commonwealth aforesaid, you are hereby requested to notify and warn the legal voters of said Chelmsford to meet in their several polling places, VIZ:

- Precinct 1. McCarthy Middle School, Large Gymnasium, 250 North Road
- Precinct 2. Senior Center, 75 Groton Road
- Precinct 3. Senior Center, 75 Groton Road
- Precinct 4. McCarthy Middle School, Large Gymnasium, 250 North Road
- Precinct 5. McCarthy Middle School, Large Gymnasium, 250 North Road
- Precinct 6. McCarthy Middle School, Large Gymnasium, 250 North Road
- Precinct 7. McCarthy Middle School, Small Gymnasium, 250 North Road
- Precinct 8. McCarthy Middle School, Small Gymnasium, 250 North Road
- Precinct 9. McCarthy Middle School, Large Gymnasium, 250 North Road

On Tuesday, the **6th day of April, 2021** being the first Tuesday in said month at 7:00 a.m. until 8:00 p.m. for the following purposes:

To cast their votes for the following officers:

Two Select Board Members for three years;

One School Committee Member for three years;

Three Planning Board Members for three years;

One Planning Board Associate Member for two years;

One Board of Health Member for three years;

Two Trustees of Public Library Members for three years;

One Cemetery Commission Member for three years;

One Housing Authority Member for five years;

and to cast their votes for the following:

Fifty-four Representative Town Meeting Members for three years in Precincts 1 through 9;

And various additional Representative Town Meeting Members:

One Representative Town Meeting Member for an unexpired one year term in Precinct 3;

One Representative Town Meeting Member for an unexpired two year term in Precinct 5;

One Representative Town Meeting Member for an unexpired two year term in Precinct 6;

One Representative Town Meeting Member for an unexpired one year term in Precinct 8;

One Representative Town Meeting Member for an unexpired one year term in Precinct 9;

and to meet in the Senior Center, 75 Groton Road, North Chelmsford, on Monday, the twenty-sixth day of April, at 7:30 p.m. in the evening, then and there to act upon the following articles, VIZ:

ARTICLE 1. To see if the Town will vote to hear reports of the Town Officers and Committees; or act in relation thereto.

SUBMITTED BY: **Select Board**

ARTICLE 2. To see if the Town will vote to amend the Fiscal Year 2021 operating budget adopted under Articles 4, 5, and 6 of the Warrant for the Spring Annual Town Meeting held on June 22, 2020; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 3. To see if the Town will vote to raise and appropriate, and/or transfer from available funds a certain sum of money to be used to fund employee contract agreements between the Town and its collective bargaining units; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 4. To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to fund the Town's Fiscal Year 2022 assessment to the Nashoba Valley Technical School District; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 5. To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money as may be required to defray charges for the operations of the Chelmsford Public Schools for the fiscal period July 1, 2021 through June 30, 2022; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 6. To see if the Town will vote to raise and appropriate, or transfer from available funds such sums of money as may be required to defray charges of the Town’s General Government operations for the fiscal period July 1, 2021 through June 30, 2022; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 7. To see if the Town will vote to raise and appropriate, or transfer from available funds such sums of money to be used as a Reserve Fund at the discretion of the Finance Committee for Fiscal Year 2022, as provided in General Laws Chapter 40, Section 6; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 8. To see if the Town will vote to: a.) appropriate a certain sum of money for the following capital projects:

FY2022 PROPOSED CAPITAL BUDGET			
Function	Department /Location	Project	Expenditure
Administration/ Community Services	<u>Information Technology</u>	Security System	\$50,000
	<i>Municipal Administration Subtotal</i>		<i>\$50,000</i>
	<u>Senior Center</u>	Parking Lot Repaving	\$316,031
	<u>Adams Library</u>	Computer Replacement	\$37,920
		Carpet Replacement	\$25,000
		Generator	\$145,000
<i>Community Services Subtotal</i>		<i>\$523,951</i>	
Public Safety	<u>Police</u>	Electronic Traffic Signs	\$32,000
	<u>Fire</u>	Service 2 Plow Truck Replacement	\$76,078
		Staff Vehicle Replacement	\$61,000
		Mechanic's Hydraulic Lift	\$150,157
	<i>Public Safety Subtotal</i>		<i>\$319,235</i>
Public Works	<u>Highway</u>	Sidewalk Construction	\$350,000
		Roadway Improvements	\$400,000
		Sidewalk Snow Removal Equipment	\$170,000
	<u>Parks</u>	Truck Replacement	\$75,000
	<i>Public Works Subtotal</i>		<i>\$995,000</i>

Public Facilities	<u>Municipal Facilities</u>	Shop/Treatment Plant Upgrade	\$110,000
		Replace Vehicles with Hybrids (3)	\$165,000
		OSHA Roof Safety Ladders & Grates	\$45,000
		Center for the Arts Building Insulation	\$49,730
	<i>Municipal Facilities Subtotal</i>		\$369,730
	<u>Byam, Harrington, Westlands</u>	Door Hardware Upgrade	\$547,156
	<u>Harrington</u>	Flooring Replacement	\$29,184
	<u>Center</u>	Restroom Partitions	\$30,360
	<u>Westlands</u>	Kitchen Renovation	\$227,700
	<u>South Row</u>	Kitchen Ventilation	\$75,900
<u>Parker Middle School</u>	Lift/ Elevator	\$127,000	
<i>School Facilities Subtotal</i>		\$1,037,300	
Public Education	<u>School Technology</u>		
	<u>Byam, Center, Harrington & South Row</u>	Security & Surveillance Upgrades	\$598,758
	<i>School Technology Subtotal</i>		\$598,758
CAPITAL PROJECTS TOTAL			\$3,893,974

; and b.) raise and appropriate, transfer and appropriate from available funds, transfer and appropriate from the General Stabilization Fund, and/or borrow a certain sum of money (or any combination thereof) to fund said projects, and to further authorize the Town Manager to enter into lease and/or purchase agreements, on such terms and conditions as the Town Manager deems appropriate in the best interests of the Town, in excess of three years; or act in relation thereto.

SUBMITTED BY: **Town Manager**
Capital Planning Committee
Two-Thirds Vote

ARTICLE 9. To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a certain sum of money for the repairs and upgrades to the heat, ventilation, and air conditioning systems in the Chelmsford Public School facilities; or act in relation thereto.

SUBMITTED BY: **Town Manager**
Two-Thirds Vote

ARTICLE 10. To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a certain sum of money for the Fiscal Year 2022 budget to operate the Sewer Enterprise; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 11. To see if the Town will vote raise and appropriate, transfer from available funds, and/pr borrow a sum of money for the purchase of a vacuum truck for the DPW Sewer Division; or act in relation thereto.

SUBMITTED BY: **Town Manager**
Two-Thirds Vote

ARTICLE 12. To see if the Town will vote raise and appropriate, transfer from available funds, and/pr borrow a sum of money for the purchase of a utility truck for the DPW Sewer Division; or act in relation thereto.

SUBMITTED BY: **Town Manager *Two-Thirds Vote?***

ARTICLE 13. To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a certain sum of money for the Fiscal Year 2022 budget to operate the Stormwater Management Enterprise; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 14. To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a certain sum of money for the replacement of the stormwater culverts on Dunshire Drive and related drainage and flood prevention improvements to Deep Brook; or act in relation thereto.

SUBMITTED BY: **Town Manager
*Two-Thirds Vote***

ARTICLE 15. To see if the Town will vote raise and appropriate, transfer from available funds, and/pr borrow a sum of money for the purchase of a vacuum truck for the DPW Stormwater Division; or act in relation thereto.

SUBMITTED BY: **Town Manager
*Two-Thirds Vote***

ARTICLE 16. To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a certain sum of money for the Fiscal Year 2022 budget to operate the Forum Ice Rink Enterprise; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 17. To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a certain sum of money for the Fiscal Year 2022 budget to operate the Cable Television Public, Educational, and Governmental (PEG) Access Enterprise; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 18. To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a certain sum of money for the Fiscal Year 2022 budget to operate the Golf Course Enterprise; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 19. To see if the Town will vote to: a) amend Chapter 35, Section 6. Departmental Revolving Funds of the Code of the Town of Chelmsford by adding thereto a new Onsite Sewage Facility Revolving Fund with an authorization for the Health Director to spend from the fund those receipts from the permitting, inspection, and monitoring of onsite sewage facilities to pay for personnel services and expenses related to plan review, field inspections, and monitoring of onsite sewage facilities for Fiscal Years 2022 and subsequent fiscal years; and b) authorize the total amount of expenditures in Fiscal Year 2022 from said revolving account to be \$75,000; or act in relation thereto.

SUBMITTED BY: **Board of Health & Town Manager**

ARTICLE 20. To see if the Town will vote to authorize the following total amount of expenditures for Departmental Revolving Funds for the Fiscal Year 2022 which have been established under the provisions of Chapter 35, Section 6 of the Code of the Town of Chelmsford:

- Dog Pound & Licensing: \$10,000;
- Senior Citizen Trip Program: \$75,000;
- Senior Citizen Respite Care Program: \$75,000;
- Police Cruiser Communications Equipment: \$20,000;
- Fire Life Safety Equipment: \$20,000;
- Sealer of Weights & Measures Inspections: \$40,000;
- Cemetery Wreath/Floral Decorations: \$10,000;

or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 21. To see if the Town will vote to transfer a certain sum of money from the Sale of Graves and Lots to the Cemetery Improvement and Development Fund; or act in relation thereto.

SUBMITTED BY: **Cemetery Commission**

ARTICLE 22. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the Community Action program established under Article 12 of the Warrant for the April 29, 1996 Spring Annual Town Meeting to provide matching funds to community improvement projects undertaken by individuals and/or organizations within the Town of Chelmsford; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 23. To see if the Town will vote to transfer a sum of money that has been received by the Town under the Town's inclusionary housing zoning bylaw to the Affordable Housing Stabilization Fund; or act in relation thereto.

SUBMITTED BY: **Town Manager**

ARTICLE 24. To see if the Town will vote to:

- A. hear and act on the report of the Community Preservation Committee on the Fiscal Year 2022 Community Preservation budget;
- B. appropriate a certain sum of money from Fiscal Year 2022 Community Preservation Fund revenues and/or from Community Preservation Fund reserves for the payment of Fiscal Year 2022 debt service;
- C. appropriate from Fiscal Year 2022 Community Preservation Fund revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2022; and
- D. reserve for future appropriation amounts from Fiscal Year 2022 Community Preservation Fund revenues as recommended by the Community Preservation Committee:
 - (1) a sum of money for the acquisition, creation and preservation of open space,
 - (2) a sum of money for the acquisition and preservation of historic resources,
 - (3) a sum of money for the creation, preservation and support of community housing; and
 - (4) a sum of money for the Community Preservation Fund Fiscal Year 2022 Budgeted Reserve

; or act in relation thereto.

SUBMITTED BY: **Community Preservation Committee**

ARTICLE 25. To see if the Town will vote to appropriate and transfer a certain sum of money from the Community Preservation Fund General Reserve for the purchase and installation of new playground equipment at Varney Playground and Southwell Park; or act in relation thereto.

SUBMITTED BY: **Community Preservation Committee**

ARTICLE 26. To see if the Town will vote to appropriate and transfer a certain sum of money from the Community Preservation Fund General Reserve for the expansion/construction of a parking areas for the Warren-Pohl conservation land on a parcel of land located at 95 Boston Road and 120 Parker Road, said parcels identified by the Chelmsford Board of Assessors as Map 94, Block 348, Lot 14 and Map 102, Block 410, Lot 3; or act in relation thereto.

SUBMITTED BY: **Community Preservation Committee**
Conservation Commission
Town Manager

ARTICLE 27. To see if the Town will vote to adopt the following resolution:

Resolution to Address Climate Change

Science overwhelmingly reports that climate change is happening, and that human-produced greenhouse gas emissions are by far the biggest cause. Furthermore, recent studies have shown that global warming is occurring faster and the negative effects on society everywhere are likely to be greater than predicted only a

half-decade ago. Consequently, in April of 2020, the Commonwealth of Massachusetts established a 2050 statewide emissions limit of net-zero greenhouse gas emissions.

In recognition of the need to address global warming and in accordance with the Commonwealth's net-zero emissions goal, Chelmsford hereby resolves to reduce fossil-fuel-based energy use in town facilities, vehicles and operations, and to promote actions that residents and businesses may take to reduce their carbon emissions.

Be it resolved that the Select Board will charge a Committee with studying and making recommendations for specific strategies and actions for Chelmsford to achieve a goal of net-zero greenhouse gas emissions by 2050, and also to recommend intermediate targets that are consistent with the overall final objective. The Committee will provide a report of findings and recommendations to the Select Board annually, and will also provide an overall assessment of Chelmsford's progress toward net-zero emissions to the Select Board every five years.

SUBMITTED BY: **Citizen Petition – Bernard B. Kosicki**

ARTICLE 28. To see if the Town will vote to amend the Town's General Bylaws, Chapters 1 – 187 of the Town Code, by striking the words "Board of Selectmen" and "Selectmen" whenever they appear and inserting the words "Select Board" in place thereof; or act in relation thereto.

SUBMITTED BY: **Select Board**

ARTICLE 29. To see if the Town will vote to amend the Town's Zoning Bylaw, Chapter 195 of the Town Code, by striking the words "Board of Selectmen" and "Selectmen" whenever they appear and inserting the words "Select Board" in place thereof; or act in relation thereto.

SUBMITTED BY: **Select Board**
Two-Thirds Vote

ARTICLE 30. To see if the Town will vote to amend the Town Code by adding a stormwater general bylaw, Chapter 141 Stormwater Management as follows:

; or act in relation thereto.

SUBMITTED BY: **Select Board**

ARTICLE 31. To see if the Town will vote to amend Chapter 132 "Sewage Disposal" Section 3 "Grinder Pumps" of the Code of the Town of Chelmsford by adding a new subsection F. as follows:

Section 132-3

F. Allegations of misuse or abuse of any grinder pump or grinder pump system pursuant to Chelmsford Bylaw Chapter 132, Section 132-3, Subsection E shall comply with the following procedure.

- (1) The Town of Chelmsford shall send prior written notice of its intent to charge a property owner for the repair or replacement of any grinder pump or grinder pump system pursuant to Chelmsford Bylaw Chapter 132, Section 132-3, Subsection E. Such notice shall be sent by certified mail, return receipt requested. Copies of Chelmsford Bylaw Chapter 132, Section 132-3 and any repair reports completed by grinder pump repair technicians shall be provided with said notice. Property owners have the right to contest any charges to be assessed by the Town of Chelmsford for the repair or replacement of a grinder pump or grinder pump system. The three-level review process for contesting such charges is as follows:
- (2) First, within thirty (30) days of the Town's written notice of intent to assess a grinder pump charge, a property owner may file a written request for relief with the Superintendent of the Department of Public Works Sewer Division, together with copies of any documentation or information the property owner wishes to submit in support thereof. The Superintendent shall review the request and supporting materials and respond in writing within thirty (30) days.
- (3) Secondly, if a property owner remains aggrieved by the Superintendent's response to a request for relief, he or she may appeal that response in writing to the Director of the Department of Public Works within fourteen (14) days. Upon receipt of that appeal, the Director shall schedule a grinder pump hearing to be held within twenty-one (21) days. The Director shall direct the grinder pump technician who repaired or replaced the property owner's grinder pump or grinder pump system to attend the grinder pump hearing. The property owner may attend the grinder pump hearing (with or without counsel), call witnesses, question any Town witnesses or technicians, and offer any evidence regarding the request for relief. The Director shall issue a decision in writing on the appeal within thirty (30) days after the close of the grinder pump hearing. The attendance of the technician shall be at no cost to the property owner, and if the technician cannot attend due to sickness, vacation, or other comparable reason, the hearing shall be rescheduled at a mutually convenient date for both the Director, the technician, and the property owner. If the technician cannot attend due to death, serious injury, or because he/she is no longer employed by the entity responsible for the grinder pump repair, or other comparable reason, the Director shall direct another technician to attend, who has comparable experience in servicing grinder pumps and can review the prior technician's report and be capable of testifying in the prior technician's stead.
- (4) Thirdly, if a property owner remains aggrieved by the Director's decision on appeal, he or she may submit a further appeal in writing to the Town Manager within fourteen (14) days. The Town Manager shall review the proceedings and decision below and, within (30) days issue a decision in writing. The Town shall not assess any charges for the repair or replacement of a grinder pump or grinder pump system until the conclusion of this three-level process.
- (5) Regardless of whether a property owner pursues the three-level review process described above, he or she also has the right to contest a sewer assessment by filing an application for an abatement on an approved form with the Chelmsford Board of Assessors. G.L. c. 59, Section 59. For deadlines for filing such applications, contact the Chief Assessor.
- (6) Finally, if the Board of Assessors denies an application for an abatement of a sewer assessment, either in whole or in part, an applicant may appeal to the Appellate Tax Board upon the same terms and conditions as a person aggrieved by a refusal of the Assessors to abate a tax. G.L. c. 83, Section 16E.

SUBMITTED BY: Citizen Petition – David Foley

ARTICLE 32. To see if the Town will vote to transfer the care, custody, management and control of the following parcels of land around Freeman Lake:

<u>Parcel</u>	<u>Address</u>	<u>Lot-Size</u>
18-41-3	Willis Drive	.14 acres
18-41-21	Willis Drive	.04 acres
18-41-23	Willis Drive	.52 acres
18-41-25	Willis Drive	2.52 acres
18-41-28	Willis Drive	.24 acres
18-94-2	Shore Drive	.08 acres
19-84-31	Taunton Street	2.0 acres
19-86-1	Shore Drive	.92 acres
19-87-1	Shore Drive	2.0 acres
24-48-32	Shore Drive	.11 acres
24-48-39	Shore Drive	.11 acres
24-48-41	Shore Drive	.12 acres
24-94-1	Shore Drive	.08 acres
24-84-2	Shore Drive	.20 acres
24-94-3	Shore Drive	.10 acres
24-94-5	Shore Drive	.10 acres
24-94-7	Shore Drive	.04 acres

from the Select Board held for general municipal purposes to the Conservation Commission for conservation purposes; or act in relation thereto.

SUBMITTED BY: **Conservation Commission**
Two-Thirds Vote

ARTICLE 33. To see if the Town will vote to accept Grist Mill easements

ARTICLE 34. To see if the Town will vote to acquire easements for Turnpike Road sidewalks

ARTICLE 35. To see if the Town will vote to acquire an easement for improvements to the intersection of Ledge Road and Dunstable Road

ARTICLE 36. To see if the Town will vote to amend the Town's Zoning Bylaw, Chapter 195 of the Town Code, regarding revisions to the parking regulations for the Village Center Overlay District ...

SUBMITTED BY: **Planning Board**
Two-Thirds Vote

ARTICLE 37. To see if the Town will vote to amend the Town's Zoning Bylaw, Chapter 195 of the Town Code, regarding E-commerce zoning ...

SUBMITTED BY: **Planning Board**
Two-Thirds Vote

ARTICLE 38. To see if the Town will vote to amend the Town’s Zoning Bylaw, Chapter 195 of the Town Code, regarding recreational marijuana accessories...

SUBMITTED BY: **Planning Board**
Two-Thirds Vote

ARTICLE 39. To see if the Town will vote to amend the Town’s Zoning Bylaw, Chapter 195 of the Town Code, regarding recreational marijuana establishments...

SUBMITTED BY: **Planning Board**
Two-Thirds Vote

ARTICLE 40. To see if the Town will vote to amend the Town’s General Bylaws by deleting Chapter 89 Marijuana Establishments of the Town Code, which would eliminate the prohibition of non-medical marijuana establishments; or act in relation thereto.

SUBMITTED BY: **Planning Board**

Hereof fail not and make return of this warrant with your doings at the time and place of said meeting.

Given under our hands this 22nd day of February, 2021

SELECT BOARD OF THE TOWN OF CHELMSFORD:

Kenneth M. Lefebvre, Chairman

Virginia E. Crocker Timmins, Vice Chair

George R. Dixon, Jr., Clerk

Patricia Wojtas

Emily R. Antul

**NOTICE OF PROPOSED DATES
AND TIMES FOR CONTINUED SESSIONS OF THE
SPRING ANNUAL TOWN MEETING**

The Select Board shall propose the following dates and times for continued sessions of the Town Meeting of April 26, 2021:

Thursday, April 29, 2021 at 7:30 p.m.

Monday, May 3, 2021 at 7:30 p.m.

Thursday, May 6, 2021 at 7:30 p.m.

If additional continued sessions are necessary, they shall take place on the Monday and Thursday of the next consecutive week until the meetings are concluded.

Pursuant to Town of Chelmsford Code Chapter 154-9, these dates and times are proposed and are subject to change by vote of the Town Meeting Representatives.

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

_____, 2021

Pursuant to the within warrant, I have notified and warned the Inhabitants of the Town of Chelmsford by posting up attested copies of same at the following places, to wit: Town Offices Building, 50 Billerica Road; North Chelmsford Fire Station, 35 Princeton Street; Senior Center, 75 Groton Road; East Chelmsford Fire Station, 115 Riverneck Road; Byam Elementary School, 25 Maple Road; Westlands School, 171 Dalton Road; West Chelmsford Fire Station, 260 Old Westford Road; McCarthy Middle School, 250 North Road; and South Row Elementary School, 250 Boston Road.

Signed:

Edwin Paul Eriksen, Constable

A True Copy Attest:

Edwin Paul Eriksen, Constable

From: Sousa, John
Sent: Wednesday, December 16, 2020 9:55 AM
To: Cheryl Popp
Cc: Cohen, Paul; Dzuris, Tricia; Lussier, Darlene
Subject: Lowell Five Donation

Good Morning Cheryl:

Thank you to Lowell Five for your generous offer to donate a one-time gift of \$2,500 to the Town of Chelmsford. I discussed this with our Town Manager recognizing that Lowell Five's preference is that the donation be used for a project related to diversity, inclusion, or assisting a minority-owned or woman-owned business. Paul referred me to our Town Clerk, Tricia Dzuris, since she is a member of a newly-created Diversity, Racial Equity, and Inclusion Committee. Tricia informed me that the committee is interested in doing an activity for Black History Month or some other community outreach efforts. Since this is relatively new committee, they do not have a budget so they would appreciate this donation. If you send the check to my attention, I will make sure it is deposited and will work with our Town Accountant to set these funds aside for use by the Committee.

We appreciate Lowell Five's generosity and for thinking of our community.

Happy Holidays,
John

John Sousa, Jr.
Finance Director/Treasurer
Town of Chelmsford
50 Billerica Rd.
Chelmsford, MA 01824
(978) 244-3390



Please be advised that the Secretary of the Commonwealth has determined that all email messages and attached content sent from and to this email address are public records unless qualified as an exemption under the Massachusetts Public Records law (MGLc.4,§7(26)).



Office of the Town Manager
Town Offices
50 Billerica Road
Chelmsford, MA 01824

CITIZENS ACTIVITY RECORD
"Good Government Starts With You"

If you are interested in serving on an appointed Town committee, please complete this form and return to: **Office of the Town Manager, 50 Billerica Road, Chelmsford, MA 01824-2777**. Completing this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

NAME: Robert Morse DATE: 12/28/20

ADDRESS: 19 Maple Road

HOME PHONE: 978-256-5147 BUSINESS PHONE: 978-967-1462

EMAIL: robertmorse19@verizon.net CELL PHONE: 978-328-9919

AMOUNT OF TIME AVAILABLE: 8 hours/month

INTEREST IN WHAT TOWN COMMITTEE: Community Preservation Committee

PRESENT BUSINESS AFFILIATION AND EXPERIENCE:

Electrical Engineer - Mercury Systems - 20 years

EDUCATION OR SPECIAL TRAINING:

~~BA - Geography, AS, BS Electrical Engineering~~

TOWN OFFICES HELD	DATE APPOINTED	TERM EXPIRED
<u>Planning Board</u>	<u>1996</u>	<u>2008</u>
<u>Community Preservation</u>	<u>2001</u>	<u>2014</u>
<u>BPAC</u>	<u>2014</u>	<u>2020</u>

REMARKS:

Interested in (re)joining the CPC as a citizen representative.

Town of Chelmsford Select Board Minutes
Chelmsford, MA 01824

Virtual meeting via Zoom

Regular Meeting MINUTES
September 14, 2020

Attending:

Kenneth Lefebvre, Chairman

Paul Cohen, Town Manager

Virginia Crocker Timmins, Vice Chairman

George Dixon, Clerk

Emily Antul, Board Member

Patricia Wojtas, Board Member

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 7:00 PM, and read the following announcement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Chelmsford Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town's website, at www.chelmsfordma.gov For this meeting, members of the public who wish to watch the meeting may do so by accessing the Chelmsford Telemedia website www.chelmsfordtv.org No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

OPEN SESSION

Vicky Parks stated she was happy to hear that the Board will be discussing Goals for the Town Manager later this evening. She stated that goals becoming a reason to terminate the Town Manager would be the basis for a wrongful termination suit which Mr. Cohen could file. She urged the Board to be thoughtful of the goals as well as the Town Manager's future, and to minimize any costs to the citizens of the Town.

USE OF CHAT FUNCTION DURING VIRTUAL SELECT BOARD MEETINGS

The Chat function is always open during Zoom meetings, where in a normal in-person meeting this is not possible. Chairman Lefebvre asked the Board for input.

Board Member Wojtas stated it was not appropriate to allow the chat function during the meeting. She feels it's not fair to others who can't use it or see it during the video play of the meeting. She feels using this function could open up the Board to Open Meeting Law violations, because not everyone can see it. Furthermore, in-person meetings do not allow public input except during Open Session and public hearings. Board Member Wojtas supports going back to in-person meetings. The School Department is doing it safely and successfully. The chats are distracting to those that can see them.

Board Member Timmins agreed with Board Member Wojtas's comments.

Chairman Lefebvre agreed that interested parties could file a Public Records Request to obtain any chats during a meeting.

Board Member Dixon had no opinion.

Board Member Antul felt the function of the chat is for people to speak during open session. If they disrupt a meeting, they can be asked to leave. She agreed there are disadvantages to people watching the meeting who cannot see the chats.

Chairman Lefebvre also agreed that a lot of comments are received via the chat function that could be disruptive, and could sway a Board vote. He would support limiting chat except for Open Session or during Public Input at Public Hearings. Pete Pedulla, from Chelmsford Telemedia, was monitoring the meeting, and had the capability to limit chats as the Board wished, immediately.

COMMITTEE VACANCIES

Board Member Timmins read the list of current vacancies. Interested applicants can apply online at <http://www.chelmsfordma.gov> or through the Town Manager's office.

REPORTS AND PRESENTATIONS

Town Moderator John Kurland, IT Director Ted Lutter, and Telemedia Executive Director Pete Pedulla: Format and Location for Fall Annual Town Meeting

Mr. Kurland stated that he was disappointed to hear about a comment made by a Board member about how the previous two Town Meetings were managed. Many steps were taken to ensure the Town Meetings were safe, and they would be successful. He has received no inquiries from the Board, or complaints from Town Meeting Representatives. Many people were involved in setting the meetings up and making decisions about format and location. Much time was spent in making sure everyone would be safe.

Since then, he has spoken with other moderators, and described the problems experienced by the Town of Lexington when they tried to conduct a remote Town Meeting. There were problems with votes not coming in, and too many browser changes among various Smart Phones and other devices. These issues made Town Meeting very time consuming.

Mr. Kurland recommended keeping Town Meeting at the CHS gym, with more audio speakers to help people hear the speeches.

Chairman Lefebvre heard that some people did not speak at the previous Town Meeting due to pressure to complete the Meeting in one night and asked that we be sensitive to not create a perception of such pressure so that people would feel free to speak. Board Member Wojtas had no issues with the previous Town Meeting, and she agreed that not everyone is comfortable with a remote meeting or the technology. Board Member Antul advised that she still wanted to see a backup plan, as the pandemic is not over.

Mr. Kurland agreed to continue monitoring the public health situation with Public Health Director Sue Rosa. If a delay is needed, Mr. Kurland felt that was acceptable. Current legislation does not allow for many other options including having back-up locations once the date, time and location of the meeting are announced. The process he would utilize was described. Town Meeting Representatives would need

proper training and equipment which not all of them may have, in order to execute a fully remote Town Meeting.

IT Director Ted Lutter explained that the issue is not the meeting, it is the voting. The meetings would take much longer. The current voting products available cannot guarantee the identity of who is voting. He has spoken with different towns and multiple vendors. He would prefer a live meeting just to guarantee an accurate vote. Under current circumstances, there may not be enough time to train everyone to use a new product before Town Meeting. He would prefer Town Meeting be delayed if necessary.

The weather during Fall Town Meeting will be cooler, so no fans would be needed. This will improve sound quality. The CHS gym was preferred over the Performing Arts Center, as there is more space.

SIGN WARRANT FOR OCTOBER 19TH FALL ANNUAL TOWN MEETING

Board Member Timmins asked to read a Board of Health letter into the record, as it references one of the articles. Mr. Cohen advised that the letter would be better addressed under the sewer discussion, as the Board cannot alter the Warrant. The Board can discuss the articles when they make their recommendations.

Board Member Timmins advised that Article 19 was developed offline after the Tri-Board meeting with no additional input. This Article impacts the Board of Health. The language of the Article makes it difficult to pass as written, and there is an allegation that part of the bylaw change will violate State law. Mr. Cohen advised the Article can be amended at Town Meeting. The article allows the community to consider other alternatives to sewer wastewater treatment plants or private septic systems.

Mr. Cohen stated there are 19 Articles on the Warrant. Final changes were summarized. Article 19 was read into the record. Sponsors of the Articles will be asked to speak about their articles in front of the Board. The Finance Committee will also be completing their work.

Motion: by Board Member Timmins to sign the Warrant for the 2020 Fall Annual Town Meeting to be held on October 16, 2020 at the Chelmsford High School Gymnasium. Seconded by Board Member Dixon.

Roll Call:

Board Member Wojtas: Aye

Board Member Antul: Aye

Board Member Timmins: Aye

Board Member Dixon: Aye

Chairman Lefebvre: Aye

Motion carries, unanimous, 5-0.

SELECT BOARD APPOINTMENT OF DIVERSITY, RACIAL EQUITY, AND INCLUSION COMMITTEE

There were 13 applicants for this Committee. The Board agreed to accept all the applicants to the Committee.

Motion: by Board Member Timmins to appoint all thirteen applicants to the Diversity, Racial Equity and Inclusion Committee, as presented. Seconded by Board Member Dixon.

Roll Call:

Board Member Wojtas: Aye

Board Member Antul: Aye

Board Member Timmins: Aye
Board Member Dixon: Aye
Chairman Lefebvre: Aye
Motion carries, unanimous, 5-0.

TOWN MANAGER REPORTS

Update Regarding Sewer Capacity Issues

Weston and Sampson issued their report several weeks ago, and Mr. Cohen has been working with Public Health Director Sue Rosa, Town Counsel Paul Haverty, DPW Director Gary Persichetti, Asst. Town Engineer Steve Jahnle and Community Development Director Evan Belansky on this since then.

A Moratorium document was drafted, based on a similar document created 20 years ago. Mr. Jahnle explained the moratorium would stop all unforeseen connections, while allowing current applicants seeking approvals to allow some connections, but large or unconnected properties to be analyzed further. Current projects will continue. The moratorium will be in force through October 31, 2021. Alternatives will be researched throughout that time. Town Counsel Paul Haverty advised that a hard moratorium allowing no connections would open the door for litigation. A zoning freeze would prohibit any development in Town, which is not the Town's goal. A soft moratorium allows decisions to be made on a case by case basis, and allows the Town to manage the remaining capacity, and allows projects being done to be finished. In the meantime, alternatives can be discussed. The moratorium can be extended, if needed. No Board vote is needed. DPW would enforce the moratorium. Going forward, different special permits would be needed for new lots.

The moratorium will be issued tomorrow morning. New regulations will be issued in the near future.

Board Member Timmins read a letter from the Board of Health into the record. In the letter, the Board of Health requested a moratorium on new development until new sewer options are identified. They do not support going back to private septic systems. They do support new treatment plants. Adding to the Health Department's duties to inspect systems is not feasible, and contradicts state law. Full sewer service should remain a Town goal, as septic systems create health risks.

Mr. Cohen advised that Public Health Director Rosa understood the warrant article was not complete when this letter was written. Town Counsel Paul Haverty has interpreted the bylaw as where a sewer connection is not available, one cannot connect to the sewer system. The Town has no authority to prohibit sewer connections and prohibit an alternative system. In circumstances where a property has a septic system, they would not be required to remove it even if capacity becomes available in the future. The Board of Health can require recommendation of a connection where it is feasible and in the best interest of public health.

Asst. DPW Director Steve Jahnle explained that a proposal for a Sewer Capacity Study has not been received to date. A study could cost up to \$150,000.00. Mr. Jahnle hopes to have a written proposal soon. Funding would come from within the Sewer Department's budget, from a sewer capacity fund that was established.

The City of Lowell is willing to meet with the Town to discuss capacity and permitting issues, as well as expansion or other methods of creating new capacity. The Town's flows increased by 17% from 2015-2019. Flow in Lowell increased by 36%. Therefore, the treatment plant in Lowell may already be functioning beyond its permitted limits. Representatives from Lowell, DEP and the EPA have not responded to requests for information on what the consequences and impacts are to violating the permit. The Board wishes to obtain data and an understanding of what they are dealing with and what the options

are. There may be other communities that are over capacity. More information is needed from all five of the participating communities.

Discussion of Traffic Mitigation Options for Ledge Road

Five options were listed in an information packet provided to the Board.

School Superintendent Dr. Lang has advised there two elementary students on Ledge Rd. requiring bus service at this time. Mr. Cohen provided this clarification in the context of the Town Meeting approval to authorize the Board to do a land easement taking in order to build a bus turnaround on Ledge Road.

Regarding roadway changes to encourage a left turn at the end of Ledge Road, Mr. Jahnle advised that costs to move infrastructure such as gas, water and other lines that are underground and over ground were prohibitive and the design work was stopped. The intersection would need to be changed, which also would include obtaining multiple easements.

The State has not finalized its transportation bill, and there are other discussions taking priority over this issue. The State is not interested in funding any of the traffic mitigation projects for this area at this time.

Chairman Lefebvre explained that any support from the State will need State Representative Tom Golden's support, and he would need a lot of support from the Town as well as alignment within the town before proceeding with any requests to the State. Mr. Cohen advised that the property owner at the corner of Rt. 40 is tired of waiting for approved zoning changes and other permit approvals. She has sewer and water connection services and other expenses related to developing her parcels. This property owner has not finalized how she wants to develop her properties yet. Residents did not support any commercial development in this neighborhood that was previously presented. The Board agreed that more discussions or a meeting needs to be had with the developer and other residents. Negotiations need to happen on all sides, and there needs to be a clear understanding of what the property owners need, and then the state needs to be convinced this is a good idea. More research will be needed.

Mr. Jahnle acknowledged that sidewalks on Dunstable Rd. have not been a priority, as there are between 70-80 other sidewalk projects in queue. There are parts of the road that are in Tyngsboro, and Chelmsford cannot build sidewalks in another town just to make them contiguous.

There was concern that making a left turn only from Ledge Rd. to Dunstable Rd. may not be used, and it may not actually decrease traffic. There is a new home on this corner, and an easement would also be needed. Mr. Jahnle reported that a consultant estimated about \$130,000.00 in survey costs. Utility relocations and additional construction were estimated at \$200-300,000.00 in potential costs. About one third of the new home's property would be needed to make it work. There was a small home there when discussions first happened. There is a large home there now.

Town Meeting and discussions with the Board have put the school bus turn-around concept on hold pending the focus on the access road. The easements for this concept were not pursued. Board Member Timmins said that she did not understand that the actions necessary to install the turnaround were put on hold and had assumed they were moving forward following the Town Meeting vote. She stated that the access road was important for children's safety and to deter the trucks from turning onto Ledge Rd during school transportation hours. Mr. Jahnle was under the assumption that the access road was the priority. DPW did not have the funds to proceed prior to the Town Meeting vote. Board Member Timmins advocated for proceeding with the turnaround and getting estimates for the land taking. Mr. Cohen stated that the use of Chapter 90 funding could be used to create the bus turn around. Board Member Dixon

supported the turn around. Board Member Antul agreed that sidewalks and bus turnarounds promote safety, however, financially, there may be other priorities. She also felt that heavy trucks should not be going through these neighborhoods. Mr. Cohen advised that Town Meeting authorized the Board to take the easements, and he can begin preparing the documents for the Ledge Rd. easements. Mr. Jahnle will start the appraisal process tomorrow.

An executive session will put on the September 28, 2020 meeting agenda to address another area for potential traffic mitigation on Ledge Road.

SCHEDULE WORK SESSION TO DEVELOP SELECT BOARD / TOWN MANAGER GOALS

The Board agreed to meet in-person on Tuesday, September 22, 2020, at 6:00PM at the School Administration Building.

MEETING MINUTES

Select Board Regular Session 6-29-2020

Motion: by Board Member Timmins to approve the Regular Session Meeting Minutes of June 29, 2020, as presented. Seconded by Board Member Dixon.

Roll Call:

Board Member Wojtas: Aye

Board Member Antul: Aye

Board Member Timmins: Aye

Board Member Dixon: Aye

Chairman Lefebvre: Aye

Motion carries, unanimous, 5-0.

Select Board Listening Session 6-30-2020

Motion: by Board Member Timmins to approve the Listening Session Minutes of June 30, 2020, as presented. Seconded by Board Member Dixon.

Roll Call:

Board Member Wojtas: Aye

Board Member Antul: Aye

Board Member Timmins: Aye

Board Member Dixon: Aye

Chairman Lefebvre: Aye

Motion carries, unanimous, 5-0.

SELECT BOARD MEMBER LIAISON REPORTS & REFERRALS

Board Member Antul:

No Reports this evening.

Board Member Dixon:

Mr. Dixon apologized for missing some of the discussion earlier in the meeting due to a technical problem.

Board Member Wojtas:

-Attendees at the 9/11 Memorial Ceremony were thanked for their participation.

- The Friends of the Library raised about \$2600.00 at their Book Sale on September 13, 2020. They were able to clean out their carriage house where they store books.
- Chairman Lefebvre was asked if a Code of Conduct discussion could be included on a future agenda. The Board was advised that this will be discussed at the Goals meeting.

Board Member Timmins:

- The School Committee and School Administration have worked on a Memo of Understanding to address different learning models. The document will be voted on at their meeting on September 15, 2020. Students will start school on Wednesday, September 16, 2020, remotely.

Chairman Lefebvre:

- The 9/11 Ceremony was beautifully done. The singing was great.
- The Commission on Disabilities will have their first remote meeting next week.

PRESS QUESTIONS

No one came forward at this time.

ADJOURN

Motion: by Board Member Timmins to adjourn the meeting at 9:25PM. Seconded by Board Member Dixon.

Roll Call:

Board Member Wojtas: Aye

Board Member Antul: Aye

Board Member Timmins: Aye

Board Member Dixon: Aye

Chairman Lefebvre: Aye

Motion carries, unanimous, 5-0.

NEXT REGULAR MEETING DATE: September 28, 2020

Respectfully Submitted,

Vivian W. Merrill
Recording Secretary

Supporting Documents:

- List of Committee Vacancies
- List of Fall Annual Town Meeting Options & Photos
- Fall Annual Town Meeting Warrant
- Board of Health Letter to Select Board dated 9/10/2020 regarding sewer moratorium and sewer capacity
- Summary of Ledge Road Actions, Sidewalk Estimates & Maps
- Draft Minutes

Town of Chelmsford Select Board Minutes
Chelmsford, MA 01824

Virtual meeting via Zoom

Tri-Board Meeting MINUTES
September 21, 2020

Select Board Attending:

Kenneth Lefebvre, Chairman
Virginia Crocker Timmins, Vice Chairman
George Dixon, Clerk
Emily Antul, Board Member
Patricia Wojtas, Board Member

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant

Finance Committee Attending:

Jim Clancy
Annita Tanini
Kathy Duffett
Eric Chambers
David Goselin
Vicky Parks

School Committee Attending:

Dennis King
Donna Newcomb
Maria Santos
Jeff Doherty
John Moses

Superintendent Dr. Jay Lang
Linda Hirsch, Asst. Superintendent
Joanna Johnson, Business 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, and read the following announcement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Chelmsford Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town's website, at www.chelmsfordma.gov For this meeting, members of the public who wish to watch the meeting may do so by accessing the Chelmsford Telemedia website www.chelmsfordtv.org No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Town Accountant Darlene Lussier: Fiscal Year 2020 final budgetary report, Free Cash certification, and Fiscal Year 2021 budgetary status.

Mrs. Lussier reported positive results for FY2020's final budget. Motor Vehicle Excise collections were 5% lower than last year's results as not as many new vehicles were purchased. Permitting fees increased 12% as more people completed home renovations. Meals and Rooms Taxes were lower than last year due to the pandemic and tax relief measures issued by the State. Property Taxes were 99% collected.

Departments managed their expenses well. There were more encumbrances than normal due to more people working from home. About \$739,000.00 in budgeted funds were returned to the General Fund.

The Free Cash calculation came in at \$2.9 Million. The certified Free Cash amount was \$1,721,550.00. Other Enterprise Fund balances and accounting functions were summarized for attendees' information.

For FY2021, multiple line items were reduced to account for potential reductions in revenue. Collections are within range of where they should be for this time of year.

Regarding expenditures, several large bills are paid at the beginning of the year. All other departments appear to be within their budgets.

Superintendent of Schools Dr. Jay Lang: Budgetary concerns pertaining to the School Department's operations during this Coronavirus pandemic.

Dr. Lang reported that FY2020 finished within budget, and there have been no concerns for FY2021. Several budgets needed to be adjusted, and the Department has received some COVID related grant awards. Schools opened smoothly, in spite of all the changes due to the pandemic.

Finance Director John Sousa: Capital requests for Fall Annual Town Meeting, FY22 - FY26 Capital Planning, Middlesex County Retirement System Actuarial Valuation/Future Assessments for Chelmsford.

Mr. Sousa explained that five previously approved Capital Projects were not funded or were amended due to budget cutbacks created by the pandemic. These projects will seek funding at Fall Town Meeting. This funding will be bonded.

A 10-year debt service projection was described, to include funding for the Capital Plan and the North Fire Station renovation project. As some debt is retired, new projects are added, and the schedule will be somewhat stable each year.

Departments will be asked to update their budgets for their capital projects for discussion later this year.

The Middlesex Retirement Liability increased by \$10.76 million due to reduced rates of return and extended funding schedules. Middlesex Retirement Assessment calculations were described for the attendees' information.

Town Manager Paul Cohen: Preliminary FY21 State Aid, FY21 Stormwater Assessment, FY22 Budget Process, Property Tax Bill Trends and Future Outlook, Fall Annual Town Meeting Warrant Articles.

Mr. Cohen announced that the legislature and Governor has promised level funded Chapter 70 and local general aid, as their revenues came in better than expected. There has been an unprecedented support for people out of work with stimulus and unemployment funding. Health insurance costs and demand for services decreased as less people were seeking medical care during the pandemic, due to a desire to not be

near other people in hospitals. Revised data was presented. The increase in projected State Aid significantly reduces the FY21 property tax assessment. There will be no operating budget amendment requests for Fall Town Meeting.

The Stormwater Enterprise Fund has just completed its first full fiscal year. The Stormwater assessment fee for residences will increase for FY22 by \$4.00 per semi-annual assessment, or 20%. Fees for commercial and industrial properties will also increase by 20%. Sewer fees will also increase for the first time in six years.

Regarding the FY2022 budgetary schedule, Capital Budget requests are due by October 20, 2020, Operating Budget Submittals are due by November 30, 2020. The next Tri-Board Meeting could be scheduled for January 11, 2021, and the Town Manager's Budget Release would be on January 26, 2021. More information will be forthcoming. Spring Town Meeting is scheduled toward the end of April, 2021.

Average Single Family Property Tax data was shown from 2005-2020. Preliminary estimates suggest the average single family tax bill will be approximately \$50-\$100.00 higher than FY2020, which is good news in light of economic impacts from the pandemic. The increase from 2019 to 2020 was \$359.00. At this time, the Town is \$2.9 million under the tax levy limit, due in part to using \$2 million in funds from the stabilization fund. The goal is to make any increases stable, and not in spikes.

There will be a capital request for a replacement fire truck, and to reconstruct the tennis and basketball courts at the high school coming in the near future. More information will be coming from the School Department regarding their priorities. A continued investment in the school facilities is less expensive in the long term than replacing an entire building. Other typical expenses will continue to increase, and will impact future budgets. Commercial values are decreasing due to more vacant properties, and residential values are increasing as more units are constructed.

Data on Free Cash, Stabilization Fund balances, and Motor Vehicle Excise Tax history was provided.

A list of the Fall Annual Town Meeting Articles was presented and summarized. Mr. Sousa described various enterprise funds' expenses and revenues. Mr. Clancy advised there could be some changes to the Finance Committee scheduled meetings.

Mr. Cohen's concluding remarks covered economic impacts from the pandemic and future development of residential units, as well as impacts to businesses. This will be a multi-year economic challenge.

Date for next Tri-Board Meeting

The next meeting is currently scheduled for January 11, 2021. This date can be adjusted if necessary.

Adjournment

Motion: by Select Board Member Timmins to adjourn the meeting at 8:42PM. Seconded by Select Board Member Dixon. Show of hands vote, **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill

Recording Secretary

Supporting Documents:

-Town Budget Presentation and supporting budget documents

Town of Chelmsford Select Board Minutes
Chelmsford, MA 01824

In-Person Meeting located at School Admin Building, 230 North Rd., Chelmsford
Virtual meeting via Zoom for Public Chat function only

Work Session Meeting MINUTES
September 22, 2020

Attending:

Kenneth Lefebvre, Chair
Virginia Crocker Timmins, Vice Chair
George Dixon, Clerk
Emily Antul, Board Member
Patricia Wojtas, Board Member

Paul Cohen, 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 6:05 PM, and read the following announcement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, there will be no in-person attendance of members of the public at this meeting. Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Goals:

Select Board

Town Manager

Board Member Wojtas stated that sewer options are a priority, including respective timelines.

Board Member Timmins agreed, and she suggested that tasks be divided into long term and short term objectives. She also suggested considering changes to the approval process when large projects come forward, to include more communication between the appropriate Town Departments and the Planning Board.

Mr. Cohen noted the Town may need to consider a growth moratorium on zoning. The Planning Board does not get information on sewer and water capacity when these projects are presented. Under current zoning bylaws, they cannot deny or postpone an application because of sewer and water constraints. Input from Town departments is discussed informally before the hearings. Recently, developers are having more discussions with abutters and some departments prior to the formal hearing.

Board Member Timmins asked whether there should be more tracking done in regard to sewer and water capacity. Mr. Cohen indicated that the new Master Plan may include recommendations for additional tracking of development and capacity. This document is owned by the Planning Board. There could be a

Master Plan Implementation Committee set up again. Other issues to be tracked could include schools, utilities, water and sewer, and other services.

The Sewer Commission was dissolved when the sewer system was completed. In 1997 and 2004, it was known that at some point full capacity would be reached, and a reserve fund was set up at that time. More large scale development has quickened the rate at which capacity was reached. There have been sewer treatment agreements with the City of Lowell since 1977.

Board Member Antul asked whether developers should be responsible for building their own treatment plants as a way to address some of the capacity issue.

Mr. Cohen indicated that when the 2010 Master Plan was written, there was not a lot of development at that time, as the country was coming out of an economic recession. There was no discussion about capacity, as there was not a lot of development foreseen.

Board Member Timmins suggested that a goal could be to look at how the Town can move forward, such as by having discussions and analysis with the Planning Board.

Chairman Lefebvre recalled attending many economic development meetings and updates. Lisa Marrone was hired to promote commercial development. Now it appears that Chelmsford is not ready to handle more development.

Mr. Cohen agreed that zoning bylaws may need to be revised, and perhaps more inter-department meetings could be had to discuss planning process.

The firm of Weston and Sampson has been hired to do an engineering study of addressing the sewer capacity issue. This will include analysis and the feasibility of looking at Southwell as a potential new treatment plant location. Many things will need to be looked at before this can be considered. Chelmsford pays \$1.7 million yearly to the City of Lowell in sewer treatment fees now.

Chairman Lefebvre suggested that addressing current sewer capacity issues and addressing our internal processes could be two separate but related goals. Traffic issues could also be a joint goal. North Chelmsford traffic could be a separate goal or project to address. The complaint is that Chelmsford is being used as a cut-through, however, these are public roads. Mr. Cohen noted that all neighborhoods have traffic issues, so the goal should be to study traffic in general.

Past goals from the last 2 years that were completed and are still being worked on were listed.

The COVID-19 pandemic is shifting priorities.

The Fire Station study is ongoing and will need more discussion. The North sub-station will remain in any scenario. Then, there will be a discussion of how many other stations will remain. All the existing stations need work and upgrades.

The goal relating to development on Rt. 129 and overall economic development will remain, and work will continue. Mr. Cohen summarized past efforts to support businesses during the pandemic, such as grants, outdoor seating, and allowing alcoholic drinks “to go”. New regulations for the winter season are being published by the State.

Communication enhancements such as the new Town website and other day to day communications were listed. Some of these initiatives may be delayed in light of more pressing issues.

Chairman Lefebvre asked to review the five-10 year plans to address aging buildings and other facility needs.

He suggested that more financial forecasting may be needed in the budget discussions to work within the levy limits.

Board Member Antul advised that the Town needs to look at more green energy options, as natural gas costs are exploding. The Town needs to attract new industries such as biotech, and solar companies.

Board Member Timmins asked what strategies could be used in developing future budgets.

Chairman Lefebvre asked what were the best and worst case scenarios for the next 12-18 months, and what type of projects should the Town encourage and discourage for the next 5 years. Mr. Cohen reminded the Board that many of these concerns regarding development are Planning Board issues, not Select Board issues. Local government cannot determine what the future holds.

Mr. Cohen advised that certain revenues such as the meals and hotels taxes are a very small part of the budget. The state has not even formed a budget. The Town is dependent on the margins. Board Member Antul felt the Board tries to determine a course of action, and the Town shouldn't be waiting for the state legislature to bestow funds on it. There is a lack of vision in failing to set goals. When things are bad, things are leveraged. The Board needs to look at possibilities, and it needs to be able to ask questions.

Chairman Lefebvre agreed the Board should be proactive, rather than reactionary. Mr. Cohen advised that the Town can't lower the tax levy and invest in infrastructure and facility improvements. Facility improvements are always being looked at, and there are 5 and 10 year plans in place. If there is another shutdown, there will be more impacts. There is also a need to maintain employee morale. The biggest department in Town is the School Department, and this Board has no control over their budget and hiring decisions. There is not much discretionary spending in the Town's operating budget. There are many fixed costs in the budget. A suggested goal could be to implement a benchmark survey on staff and costs and line this data up with other similar towns, to include road miles and schools. No one is ever happy with their tax bills. Mr. Cohen feels the town is well run with the available resources. He supported getting the data and letting residents see it.

Mr. Lefebvre felt that Mr. Cohen should share more of the knowledge he has when doing these projected budgets and facility decisions. Mr. Cohen stated that the annual Capital Plan demonstrates capital preparedness. The five year projections are published every year in budget presentations.

The Board agreed that using the stabilization fund is helping the Town remain financially stable. The School Department has budget autonomy over their share of the town funds allotted to them. Chairman Lefebvre and Board Member Antul agreed to provide Mr. Cohen with a written document that outlines what they feel the possible courses of action the Town could take, and how to put more money in infrastructure, to include where to invest, and where to leverage resources to get ahead of the issues that are coming while waiting for the pandemic to end. Mr. Cohen advised, the budget also needs to address unfunded liabilities. These philosophies can be discussed in future meetings.

Board Member Wojtas suggested a new goal of developing a plan for the use of the recently purchased Warren-Pohl farm, to include the wording of the conservation restriction.

Board Member Wojtas requested that the List of Boards and Committees on the Town's website be updated, as it is not accurate, and the old link should be disconnected. Mr. Cohen reported that they are looking for a software vendor that can provide a useable form.

Board Member Wojtas suggested developing a plan that makes public events more socially distant, and to regenerate interest in these events that are good for resident morale, such as the Holiday Prelude and Winterfest. Mr. Cohen reported that no state guidance has been given for Halloween yet. All communities are waiting to hear and coordinate. The Town of Salem has cancelled most of its events. There may need to be a regional plan.

Board Member Timmins suggested that the Board should monitor work of the Diversity Committee to see what actions need to be taken. Board Member Antul noted that some of the Diversity Committee members are not comfortable with their contact information being public.

Board Member Timmins suggested a goal of implementing the recommendations of the Vision and Values Committee.

A report from the Age Friendly Initiative Committee is awaited, which may create additional goals.

Board Member Wojtas stated the Board's Policies and Procedures documents should be updated to reflect the Board's name change, as well as recently approved policies. She also indicated that several new policies should be considered, which she will bring forward.

A protocol is needed regarding Town Counsel communication policies. Residents feel they have the authority to speak with Town Counsel on behalf of the Town. All communication should come from the Town Manager or the Board.

Chairman Lefebvre asked that Board Members send drafts to him to reflect the goals that each member brought up, so that the information can be consolidated.

Codes of Conduct and Policies

Select Board Code of Conduct

Town Manager Code of Conduct

The Board has a current policy document that they follow.

Board Member Wojtas provided a draft document that she crafted from codes of conduct used in other towns. Mrs. Timmins noted that some of the concepts are already in the Town charter and the Board's policy document, and may be redundant. Board Member Wojtas felt the Code of Conduct should be geared more toward behaviors. Responsibilities are addressed in the other documents.

Board members will look at different variations of the codes for future discussion.

Internet Code of Conduct

Social Media Policy

Proposed documents were submitted by the Human Resources Department. All employees are asked to sign off on these policies. Boards and committees may also be asked to sign off on them.

Board Member Timmins noted some grammar changes on page 5 & 6 which look like cut and paste issues. These will be corrected.

Adjournment

Motion: by Board Member Timmins to adjourn the meeting at 8:04PM. Seconded by Board Member Dixon. **Motion carries, unanimous, 5-0.**

Next Regular Meeting: September 28, 2020

Respectfully Submitted,

Vivian W. Merrill
Recording Secretary

Supporting Documents:

- Select Board Code of Conduct
- Town Manager Code of Conduct
- Internet Code of Conduct
- Social Media Policy