



BOARD OF SELECTMEN MEETING AGENDA  
May 6, 2019  
Town Offices, 50 Billerica Road  
Chelmsford, MA 01824  
Dennis Ready Meeting Room 204

**1. 7:00 PM CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

**2. PUBLIC SERVICE ANNOUNCEMENTS**

- Military Community Covenant Task Force: Armed Forces Day Cookout, May 18, 11:00 AM – 2:00 PM

Documents:

[AFD\\_COOKOUT.PDF](#)

**3. LICENSES**

- Change of Manager, All Alcoholic Beverages Restaurant: Apple New England LLC DBA Applebee's Neighborhood Grill & Bar, 50 Drum Hill Road

Documents:

[APPLEBEES CHANGE OF MANAGER.PDF](#)

**4. MEETING MINUTES**

- BOS Regular Session Minutes 03-25-19
- BOS Executive Session Minutes 04-22-19

Documents:

[BOS MINUTES 03-25-19.PDF](#)

**5. SCHEDULE TOWN ACCOUNTANT AND TOWN MANAGER PERFORMANCE APPRAISALS**

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

Documents:

[FISCAL YEAR 2019 GOALS FOR THE BOARD OF SELECTMEN AND TOWN MANAGER.PDF](#)

**7. EXECUTIVE SESSION**

- Discuss retaining outside labor counsel regarding threatened litigation relating to an arbitration process before the Joint Labor-Management Committee

NEXT REGULAR MEETING DATE: **May 20, 2019**





**Saturday, May 18, 2019**

**11:00am to 2:00pm**

**Join the Chelmsford Military Community Covenant Task Force as we celebrate Armed Forces Day with a traditional cookout.**

**Enjoy Hot dogs and Hamburgers – all proceeds benefit local veterans and military families**

***Thanks to Maxwell's of Chelmsford for their continued support of this event***

***24 Maple Road  
Chelmsford, MA 01824***





**BOARD OF SELECTMEN**

**Town Offices**

**50 Billerica Road**

**Chelmsford, MA 01824-2777**

**(978) 250-5201 FAX: (978) 250-5252**

Kenneth Lefebvre, Chair  
Patricia Wojtas, Vice Chair  
Emily Antul, Clerk

George R. Dixon, Jr.  
Virginia Crocker Timmins

May 1, 2019

Cheryl Mills  
Apple New England, LLC  
PO Box 507  
West Lynn, OR 97068-0507

VIA EMAIL

Dear Ms. Mills:

**TIME CHANGE TO 7:00 PM**

Please note that the time of the hearing has changed for your application for a Change of Manager on the All Alcoholic Beverages License for Apple New England, LLC DBA Applebee's Neighborhood Grill & Bar at 50 Drum Hill Road. The Board of Selectmen would like you to attend their May 6, 2019 meeting, so they may ask any questions they may have regarding this matter. This meeting is scheduled for **7:00 p.m.** in room 204, at the Town Offices, 50 Billerica Road, Chelmsford.

Should you have any questions regarding this meeting, please feel free to contact me at (978) 250-5289 or [kbruce@townofchelmsford.us](mailto:kbruce@townofchelmsford.us).

Sincerely,

Kristina Bruce  
Support Services Coordinator

Cc: Matthew Girard



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Kenneth Lefebvre, Chair  
Patricia Wojtas, Vice Chair  
Emily Antul, Clerk

George R. Dixon, Jr.  
Virginia Crocker Timmins

April 29, 2019

Cheryl Mills  
Apple New England, LLC  
PO Box 507  
West Lynn, OR 97068-0507

Dear Ms. Mills:

Please be advised that I am in receipt of your application for a Change of Manager on the All Alcoholic Beverages License for Apple New England, LLC DBA Applebees neighborhood Grill & Bar at 50 Drum Hill Road. The Board of Selectmen would like you to attend their May 6, 2019 meeting, so they may ask any questions they may have regarding this matter. This licensing portion of this meeting will begin at approximately 8:00 p.m. in room 204, at the Town Offices, 50 Billerica Road, Chelmsford.

Should you have any questions regarding this meeting, please feel free to contact me at (978) 250-5289 or [kbruce@townofchelmsford.us](mailto:kbruce@townofchelmsford.us).

Sincerely,

Kristina Bruce  
Support Services Coordinator

Cc: Matthew Girard



**BOARD OF SELECTMEN**  
**Town Offices**  
**50 Billerica Road**  
**Chelmsford, MA 01824-2777**  
**(978) 250-5201 FAX: (978) 250-5252**

APPLICATION FOR LICENSE

INFORMATION TO BE FURNISHED BY APPLICANT - GENERAL

1. Type of License Applied for Restaurant - All liquor (Manager Change) <sup>Alcohol</sup>
2. Official Name on License Apple New England, LLC
3. D/B/A/ (if applicable) Applebees Neighborhood Grill + Bar
4. Address of Establishment 50 Drom Hill Road
5. On Premises Phone Number 978-452-2546
6. Manager's Name, Address and Home Phone # Matthew Girard  
13 Wimbledon Dr Londonderry, NH 03053 (603) 231-7957
7. Hours of Operation Requested:  
Weekdays 11:00AM - 1AM  
Sundays 11:00AM - 1AM
8. Seating Capacity 196



# Town of Chelmsford

## PROCESS FOR LICENSE APPLICATION/DEPARTMENTAL SIGN OFF SHEET

Type of License Applying for Restaurant - All Liguor/Alcohol (Manager Change)

Name of Business Applebees Neighborhood Grill + Bar

Address 50 Drom Hill Road

Contact Person Matthew Girard

Phone # 603-231-7957 E-mail matthew.girard12@gmail.com

Existing Use Restaurant Capacity\* 196

Proposed Use No Change Capacity\* 196

**RESTAURANTS: PLEASE PROVIDE THE DEPARTMENTS LISTED BELOW WITH A FLOOR PLAN.**

**AUTO DEALERS: PLEASE PROVIDE THE DEPARTMENTS LISTED BELOW WITH A PARKING PLAN.**

*Please obtain signatures from the Department Heads listed below. Once these signatures have been obtained, bring this document to the Selectmen's Office for next available agenda.*

Community Development [Signature] Date 4/22/19  
Room LL01 - 978-250-5231

Conservation Department [Signature] Date 4-22-19  
Room LL01 - 978-250-5248

*Name Change on [Signature]*  
Board of Health [Signature] Date 4-22-19  
Room 102 - 978-250-5241

Tax Collectors Office [Signature] Date 4-22-19  
Room 104 - 978-250-5210

Fire Prevention Office [Signature] Date 4/23/19  
Town Offices - Room LL03 - 978-244-3361

Building Department/ADA [Signature] Date 4/22/19  
Room LL01 - 8:30 - 10:00 AM [Signature]

Applicant must obtain Certificate of Inspection after all licenses/permits have been granted.  
**(OBTAIN THIS SIGNATURE LAST)**

\*Capacity - Restaurants: Seating Capacity  
Auto Dealers: Number of Cars for Sale on Lot

1008288

Chelmsford



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.mass.gov/epay-for-online-payments-abcc>

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL

EPAY CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/  
Directors/LLC Managers
- Change of Ownership Interest  
(LLC Members/ LLP Partners,  
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION  
239 CAUSEWAY STREET  
BOSTON, MA 02241-3396



## Payment Confirmation

### YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



**Transaction Processed Successfully.**

**INVOICE #: 1380e6ac-e073-4d59-b07f-ba313fbca9f9**

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	Apple New England LLC	\$200.00
		<b>\$200.00</b>

**Total Convenience Fee: \$0.35**

**Date Paid: 4/10/2019 7:40:00 PM EDT**

**Total Amount Paid: \$200.35**

#### Payment On Behalf Of

**License Number or Business Name:**  
Apple New England LLC

**Fee Type:**  
FILING FEES-RETAIL

#### Billing Information

**First Name:**  
Apple American Group II LLC

**Last Name:**  
Deena Libertosky

**Address:**  
6200 Oak Tree Blvd. Suite 250

**City:**  
Independence

**State:**  
OH

**Zip Code:**  
44131

**Email Address:**  
cmills@flynnrg.com



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street, Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**AMENDMENT-Change of Manager**

**Change of License Manager**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Apple New England LLC	Chelmsford	00062-RS-0200

**2. APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Cheryl Mills	Director of Licensing	cmills@flynnrg.com	503-722-2825

**3A. MANAGER INFORMATION**

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Matthew Thomas Girard	Date of Birth	[REDACTED]	SSN	[REDACTED]
Residential Address	13 Wimbledon Drive, Londonderry, NH 03053				
Email	chelmsford@appleamerican.com	Phone	603-231-7957		
Please indicate how many hours per week you intend to be on the licensed premises	50	Last-Approved License Manager	Denise McCarthy		

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?  Yes  No \*Manager must be U.S. citizen  
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
 Have you ever been convicted of a state, federal, or military crime?  Yes  No  
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
2012	Present	Manager	Applebee's	Dan Cicchetti
2010	2012	Food & Beverage Manager	Royal Sonesta Hotel	

**3D. PRIOR DISCIPLINARY ACTION**

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action?  Yes  No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Matthew T. Girard Date 4/22/19

**APPLICANT'S STATEMENT**

I, Ronald S. Igarashi the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

of Apple New England LLC  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date:

04/04/2019

Title:

Secretary

**CORPORATE VOTE**

The Board of Directors or LLC Managers of  Entity Name

duly voted to apply to the Licensing Authority of  and the City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on  Date of Meeting

For the following transactions (Check all that apply):

Change of Manager

Other

"VOTED: To authorize  Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint  Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

  
Corporate Officer / LLC Manager Signature

**For Corporations ONLY**

A true copy attest,

\_\_\_\_\_  
Corporation Clerk's Signature

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

Regular Meeting MINUTES  
March 25, 2019

Attending:

Glenn Diggs, Chairman  
Kenneth Lefebvre, Vice Chairman  
Emily Antul, Clerk  
Patricia Wojtas, Selectman  
George Dixon, Selectman

Paul Cohen, Town Manager  
Michael McCall, Asst. Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. The meeting was recorded by Chelmsford Telemedia and the Chelmsford Independent. Chairman Diggs called the meeting to order at 7:00 PM.

**JOINT MEETING W/ SCHOOL COMMITTEE & TOWN MODERATOR**

**Appoint member to Nashoba Valley Technical High School Committee for a 3 year term ending 3/31/2022**

**School Committee Members Present:**

Dennis King  
Al Thomas  
John Moses  
Donna Newcomb

**SC not present:**

Barbara Skaar

Town Moderator Jon Kurland called the meeting to order at 7:01PM. A quorum of both Boards was recognized.

Maria Karafelis is retiring, and she thanked everyone for the opportunity to serve on the Committee. She advised she may return in the future.

**Motion:** by Selectman Wojtas to nominate Donald Ayer to the Nashoba Valley Technical High School Committee. Seconded by Selectman Dixon.

There were no other nominations for this position.

Donald Ayer stated that he has been on the committee for 10 years, and had previously served before then. He appreciates all the support the Town has given to the school.

Mr. Kurland asked for a vote by acclamation: all attendees voted in favor, 9-0.

**Appoint alternate member to Nashoba Valley Technical High School Committee for a 3 year term ending 3/31/2022**

**Motion:** by Selectman Wojtas to nominate Sam Poulten as an Alternate Member to the Nashoba Valley Technical High School Committee. Seconded by Selectman Dixon.

There were no other nominations for this position.

Mr. Poulten advised that he has served on the Committee previously, and that Mrs. Karafelis will be missed. He looks forward to working with Mr. Ayer again, and appreciates all the support from the Board.

Mr. Poulten also announced that the Democratic Town Committee will have a political debate on Thursday at the Chelmsford Police Station, in coordination with the Republican Town Committee, to which everyone is welcome.

Mr. Kurland again asked for a vote by acclamation: all attendees voted in favor, 9-0.

Selectman Wojtas announced that Nashoba will conduct a retirement ceremony for those School Committee members stepping down, including Ms. Karafelis. That ceremony will be held during the next regular School Committee meeting on April 9, 2019.

**Motion:** by Selectman Dixon to adjourn the Joint Meeting of the Board of Selectmen and the Chelmsford School Committee, at 7:10PM. Seconded by Selectman Wojtas. **Motion carries, unanimous. 9-0.**

#### **PUBLIC SERVICE ANNOUNCEMENTS**

##### **Annual Town Election, Tuesday, April 2nd - Polls open 7 AM – 8 PM**

Chairman Diggs encouraged all residents to vote at this year's election.

There will be no early voting for this election

#### **OPEN SESSION**

Bill Askenburg and Barry Jefferson, Friends of Roberts Field, have organized a lobbying campaign for the release of \$500,000.00 in Chapter 209 funds, from an Environmental Bond Bill, which have been allocated by the State, but not appropriated. They ask for as many people as possible to sign their petition which will be sent to state officials to release the funding. There is a potential of an additional \$50,000.00 to come from the State's General Fund, which is separate from the Chapter 209 funds. Letters can be sent from a link on the Friends of Roberts Field website. A short video was shown about the park. Their brick sale is ongoing; proceeds will help pay down expenses from their CPA fund borrowing.

John Wojcik, 80 Littleton Rd., provided a handout to the Board. He wished to speak about traffic coming from the Aggregate Industries plant on Littleton Rd. He asked the Board to schedule a Public Input Session to accommodate up to 200 people, and he asked the Board of Health and the Chief of Police to be there. Mr. Wojcik explained that the last few years have been unbearable for residents due to Aggregate Industries running trucks all night long. He recorded 45 trucks going west in an hour, and they are exceeding limitations on how many trucks can run during the day. He wants to know why things are happening that are not being monitored, especially at night. A previous ordinance said trucks after 11:00pm must go west, and not through Chelmsford Center. The Police Department is aware of the situation, and he would like something done about it. He considers the noise a health problem. The company is storing cancer causing materials (asphalt grindings) which they are not supposed to be doing. There are multiple Wetland violations as well.

Chairman Diggs requested that Mr. McCall look into this and report back at the next meeting. Allowances and limitations under the previous permits were discussed.

William Rice, 26 Purcell Dr., representing the Republican Town Committee, announced their Political Debate will be held on Thursday, March 28, 2019, starting at 6:30PM at the Police Department. He invited everyone to attend.

### **COMMITTEE VACANCIES**

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

### **LICENSES**

#### **Change of Officers/Directors and Change of Manager, All Alcoholic Beverages Club: Chelmsford Elks, Inc., 300 Littleton Road**

Warren Daniels, Chairman of the Board of Directors for the Elks, explained their new Manager used to work for the Radisson Hotel, with no issues. This will be a full time position for her.

**Motion:** by Selectman Lefebvre to approve the Change of Officers/Directors and Change of Manager on the All Alcoholic Beverages License for Chelmsford Elks, Inc., as presented. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

#### **One Day Wine & Malt Beverages License: Chelmsford Public Library, 25 Boston Road, 04/05/19**

No one was present from the Library, and there have been no issues with previous requests. The event is a crime-solving scenario for the Library's "Spring Fest". Tickets are still available.

**Motion:** by Selectman Lefebvre to approve a One Day Wine & Malt Beverages License for the Chelmsford Public Library for April 5, 2019, to be exercised on the premises at 25 Boston Rd. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

#### **One Day Wine & Malt Beverages License: Huntington's Disease Society of America, Event at Chelmsford Senior Center, 75 Groton Road, 05/11/19**

No one was present on behalf of the applicant; there have been no issues with previous licenses.

**Motion:** by Selectman Lefebvre to approve a One Day Wine & Malt Beverages License for the Huntington's Disease Society of America for May 11, 2019, to be exercised on the premises at 75 Groton Rd. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

### **REPORTS AND PRESENTATIONS**

#### **Public Health Director, Sue Rosa: Board of Health Administration**

Mrs. Rosa explained that the Board of Health is directed by the federal and state governments to do multiple things to protect the health of the general community. This includes but is not limited to emergency preparedness, emergency health services, outreach, and regulation enforcement. The Board is governed by an elected board which has typically been comprised of an attorney, a doctor, and a community member. Some regulatory documents require a doctor's signature. The department is involved in hosting flu shot clinics, elderly programs, student programs, restaurant and food inspections & permitting, inspections of recreation camps, tanning facilities, burials, and other businesses. Ms. Rosa noted that Richard Day, who has been working one day a week since his retirement, will fully retire on June 30. The department receives complaints every day about businesses and residences. They are involved with disease investigation, as well as prevention and education programs. They collaborate with

other town departments and the public. Various health related licenses and certifications are maintained by employees.

Chairman Diggs asked about any issues with the Aggregate Industries asphalt plant. Mrs. Rosa explained the plant has been a source of complaints in the past, and the EPA will need to be involved. The plant is regulated by the state, not locally.

The additional inspector is working out well, and she has been working on the chicken permits. Not everyone is applying for the permit that needs one. Violators that continue to fail to get a permit will be fined. Presently, about 40 permits have been issued, there are 6 cases in violation, and 8-10 applications are pending.

There is an overall increase in all tick-borne illnesses in Chelmsford. The Board follows up on many of them, however, they are not always notified of the cases. The department recommends doing tick checks every day.

There will be a Wellness Clinic at the High School on April 5, 2019.

The department tries many ways to advertise and do outreach. They are always open to new avenues.

Their Walking Program will be held from May to September, at 8:00AM on the first and third Thursdays of each month. Participants will meet by the baseball fields. Everyone is welcome.

The Board holds its meetings monthly.

**CCA Executive Director, Susan Gates and Advisory Board Chairman Donald Van Dyne:  
Expenditure of Town Meeting \$30K Appropriation for Chelmsford Center for the Arts**

Mr. Van Dyne explained these funds were disbursed in January 2019, and meaningful data is not available yet. A part time technical/house manager was hired to handle audio and lighting issues, as well as other things. The CCA has raised \$10,000 for an upgraded sound system. They would like to come back in a few months to talk about how the money is being used. People were encouraged to purchase a membership to the CCA or buy a sponsorship.

Mrs. Gates explained that having the ability to hire the technical director has helped her greatly, and the new sound system has allowed them to attract a wider variety of performers. A schedule of upcoming performances was provided to the board and audience. Everyone is welcome to attend any of these events, or to participate in any of the groups and programs in the building.

The increased capacity to accommodate more performers will help bring in more capital to allow for more marketing and meeting budget needs. The CCA was always expected to be run by volunteers, which has worked for over ten years. Electric bills are now \$2600.00/month. Some utility bills were \$9,000.00. in the past, and over time, all costs increase. The CCA Board acts on behalf of the Town. The Town Manager appoints them annually. They are part of the Town. They have over 75 performances annually, which also comes with costs and they work very hard to make it happen. The CCA is a community asset.

Selectman Antul agreed that investment in the arts is often seen as a factor in enhancing economic development. The construction of a residential condominium development nearby can also be seen as economic drivers contributing to the enhancement of a “creative economy” as a real thing, and the Town should promote more of it.



Chairman Diggs suggested creating an enterprise fund in the future if the CCA gets big enough. Mrs. Gates & Mr. Van Dyne agreed that future discussions should be held. They will continue to market to grow, and they will come back anytime the Board wishes.

#### **APPROVE STREET ACCEPTANCES**

##### **Assistant Public Works Director Steve Jahnle: Street Acceptances for Alyssa Way, Fay Street, Galloway Road, Hall Road, Mission Road**

Mr. Jahnle explained that this has been an ongoing project to clean up paperwork so these streets can be added into the Town's road inventory. There are five more streets to be approved at Town Meeting this year, and he asked for the Board's approval to accept these streets. He will then get other required approvals and then Town Meeting approval. There are 21 streets left to do.

**Motion:** by Selectman Lefebvre to approve the layout of Alyssa Way, Fay Street, Galloway Rd., Hall Rd., and Mission Road as public ways as shown on plans prepared by the Town of Chelmsford Department of Public Works, Engineering Division and to forward the proposed layout as shown on said plans to the Town Clerk for filing and acceptance. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

#### **TOWN MANAGER BID AWARDS**

##### **Town Engineer, Christina Papadopoulos: Stormwater Assessment Plan**

Mrs. Papadopoulos explained that eight proposals were received for the creation of a comprehensive master plan for stormwater management. Weston and Sampson was chosen as the recommended consultant, with a bid amount of \$254,300.00. The work will take about a year to complete.

Two public sessions will be held at the library to discuss how residents can help with stormwater management efforts. New bylaw changes will address many of these issues.

**Motion:** by Selectman Lefebvre to approve the Town Manager's bid award for a Stormwater Assessment Plan to Weston & Sampson in an amount not to exceed \$254,000.00. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

#### **BOARD OF SELECTMEN APPOINTMENTS**

##### **Board of Registrars: unexpired 3 year term expiring 6/30/2019**

Peter Dulchinos recently resigned from this Board.

**Motion:** by Selectman Lefebvre to appoint Curtis Barton to the Board of Registrars for an unexpired 3 year term to expire on June 30, 2019. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

#### **TOWN MANAGER APPOINTMENTS**

##### **Inspector of Animals: Erik Merrill, 1 year term expiring 4/30/2020**

##### **Inspector of Animals: Mark Cianci, 1 year term expiring 4/30/2020**

##### **Parade Committee: Jennifer Hardy, 1 year term expiring 7/31/2019**

**Motion:** by Selectman Lefebvre to approve the Town Manager's Appointments of Erik Merrill and Mark Cianci as Inspectors of Animals for a 1year term expiring April 30, 2020, and of Jennifer Hardy to the Parade Committee for a term to expire on July 30, 2019. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

**MEETING MINUTES**

**Vote to Release Held Portions of Executive Session Minutes**

**06-21-10**

**07-26-10**

**08-23-10**

**Motion:** by Selectman Lefebvre to release the Executive Session Minutes of June 21, 2010, July 26, 2010 and August 23, 2010. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

**BOS Regular Session Minutes 01-07-19**

**BOS Regular Session Minutes 01-14-19**

**BOS Regular Session Minutes 01-28-19**

**BOS Regular Session Minutes 02-25-19**

**BOS Executive Session Minutes 03-11-19**

**Motion:** by Selectman Lefebvre to approve the Regular Meeting Minutes of January 7, 2019, as presented. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

**Motion:** by Selectman Lefebvre to approve the Regular Meeting Minutes of January 14, 2019, as presented. Seconded by Selectman Wojtas. Selectman Antul abstained, all others in favor. **Motion carries, 4-0.**

**Motion:** by Selectman Lefebvre to approve the Regular Meeting Minutes of January 28, 2019, as presented. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

**Motion:** by Selectman Lefebvre to approve the Regular Meeting Minutes of February 25, 2019, as presented. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

**Motion:** by Selectman Wojtas to approve but not release the Executive Session Meeting Minutes of March 11, 2019, as presented. Seconded by Selectman Antul. Selectman Lefebvre abstained. **Motion carries. 4-0.**

**SELECTMEN LIAISON REPORTS & REFERRALS**

Selectmen Wojtas:

-There will a book drop-off on March 30, 2019, in preparation of a smaller Book Sale being held on April 13, & 14, 2019 at the Town Offices.

-Chairman Diggs was thanked for his service over last three years.

Selectmen Lefebvre:

-Condolences to Ann Marie Roark on the passing of her husband.

Selectman Dixon:

-Chairman Diggs was thanked for his hard work over the last year, and for fighting for different things. He is glad for his efforts, and hopes future chairs do the same.

Selectman Antul:

-Chairman Diggs was thanked for all his help over the last year.

-The recently held Community Resilience meeting, discussed many topics, including the pursuit of a grant request for a generator for the library. Discussion included environmental issues, assorted projects and ideas, and maintenance of culverts and dams.

Selectman Lefebvre:

-Chairman Diggs was presented with a plaque for his chairmanship. He was thanked for providing great advice and for listening.

Chairman Diggs:

-The League of Women Voters Candidate Night was very well attended, and he hopes residents attend Thursday's political event.

-The Finance Committee has voted on the warrant articles for Spring Town Meeting.

-Chairman Diggs thanked members of present and past Boards for their help; his main goal was to make sure everyone was heard. Good luck to the next Board with new challenges. Mr. Cohen and Mr. McCall were thanked for all of their assistance as well.

### **PRESS QUESTIONS**

No one came forward at this time.

### **ADJOURN**

**Motion:** by Selectman Lefebvre to adjourn the meeting at 8:49PM. Seconded by Selectman Antul. **Motion carries, unanimous. 5-0.**

NEXT REGULAR MEETING DATE: April 8, 2019

Respectfully Submitted,

Vivian W. Merrill  
Recording Secretary

Supporting Documents:

- Supporting documents for the Joint Meeting with the School Committee
- Committee Vacancies List
- List of CCA Performances
- List of Services Provided by the Board of Health
- Supporting Documents for the Chelmsford Elks
- Supporting Documents for One Day Licenses
- Supporting Plans and Documents for Street Acceptances
- Memo of March 15, 2019 regarding Stormwater Master Plan Bid Award
- Certified Letters of March 4, 2019 regarding change to the Board of Registrars
- Letter of March 6, 2019 regarding appointments of Inspectors of Animals
- Committee Application
- Draft Minutes

## **Fiscal Year 2019 Goals for the Board of Selectmen and Town Manager**

1. The Board of Selectmen will review Board policies.
2. The Town Manager will monitor the Odd Fellows Building and Fiske House usage, and periodically report to the Board.
3. The Town Manager and Board will continue to monitor the status of the FEMA grant that addresses the Williamsburg/Merrimack River erosion issue.
4. The Board and Town Manager will continue to monitor the future uses for the UMass Lowell West Campus.
5. The Board of Selectmen will endeavor to create a "Civic Day". At an agreed upon site, representatives from all of the Town's major committees and boards will gather at individual tables enabling the Town's citizens to interact with their members as to their duties and responsibilities as well as past and future endeavors.
6. Monitor the efforts of the Tax Classification Study Committee.
7. Consider the rezoning of Route 40/Groton Road from the Route 3 interchange to the Westford town line to allow for enhanced economic/community development.
8. Consider whether to join the Northern Middlesex Regional Emergency Communications Center.
9. Bring forth a warrant article at the Fall Annual Town Meeting to create an ad hoc public safety study committee and to hire a consultant to examine whether the Town should establish a municipal emergency ambulance service and whether to consolidate fire stations.
10. Work with the Council on Aging towards becoming an Age Friendly Community;
11. Consider a bylaw to regulate/prohibit single-use plastic bags;
12. Comply with the new EPA Stormwater Permit Regulations;
13. Comply with the new OSHA Public Safety Requirements;
14. Provide egress from the Vinal Square municipal parking lot to Wotton Street;
15. Propose an amendment to the Town's zoning bylaws pertaining to the display of signs and flags ;