



SELECT BOARD MEETING AGENDA

July 25, 2022

Dennis Ready Meeting Room 204
Town Offices, 50 Billerica Road
Chelmsford, MA 01824

This meeting of the Select Board will be held in person, with both in-person and remote public participation allowed. Members of the public may watch the meeting live at live.chelmsfordtv.org. Please do not join the Zoom meeting unless you intend to participate.

Topic: Select Board

Time: Jul 25, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87501674524?pwd=oO-YHuxWlteJkv3PKNoMzYASS2yQkS.1>

Meeting ID: 875 0167 4524

Passcode: 540303

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

1. 6:00 PM CALL TO ORDER

2. PUBLIC SERVICE ANNOUNCEMENTS

- Cooling Centers at Chelmsford Main Library and Senior Center
- Deadline for Submission of Citizen Petition Warrant Articles for October 17, 2022 Fall Annual Town Meeting: Monday, August 1st by 4:00 PM
- Military Covenant Community Task Force Military Appreciation Cookout, August 9th at 5:00 – 7:00 PM
- MassDOT Virtual Public Information Meeting for Replacement of Gorham Street and Westford Street Bridges Over I495, August 10th at 6:00 PM
- Sober Fest, September 10th, 3:00 – 8:00 PM
- Fall Festival, October 1st, 12:00 – 4:00 PM
- Care Solace Mental Health Referral Service, Free for Chelmsford Residents and Employees

Documents:

[COOLING CENTERS AT SENIOR CENTER AND LIBRARY.PDF](#)
[CITIZEN PETITION DEADLINE - FALL 2022.PDF](#)
[MILITARY_APPRECIATION_FLYER_2022.PDF](#)
[MASSDOT PUBLIC INFORMATION MEETING RE BRIDGE REPLACEMENT.PDF](#)
[SOBER FEST FLYER.PDF](#)
[FALL FESTIVAL COMMUNITY FLYER VER 5 FINAL.PDF](#)
[FALL FESTIVAL 2022 VENDOR FLYER WITH SIGN UP LINK.PDF](#)
[CARE SOLACE FLYER PDF.PDF](#)

3. PUBLIC INPUT

4. COMMITTEE VACANCIES

Documents:

[COMMITTEE VACANCIES AS OF 2022-07-25.PDF](#)

5. PUBLIC HEARINGS

- Change of Location and Transfer of License on All Alcoholic Beverages Package Store License: Kanissa, Inc. DBA Chelmsford Wine & Spirits, 133 Princeton Street (from Visoth Nuon DBA Chelmsford Wine & Spirits, 11 Vinal Square)

Documents:

[KANISSA INC TRAFER AND CHANGE OF LOCATION 2022.PDF](#)

6. SELECT BOARD LICENSE APPROVAL PROCESS

- Select Board Policy Section 3-2: Approval of New or Transferred Alcohol Beverage Licenses
- Select Board Policy Section 3-3: Petition to Review Conditions on Alcoholic Beverage Licenses
- Considerations Regarding Departmental Review Comments

Documents:

[MEMO TO SELECT BOARD RE LICENSING POLICY CLARIFICATION AND PROCESS 07-21-2022.PDF](#)

7. REPORTS AND PRESENTATIONS

- DPW Director Christine Clancy: Monthly Traffic Safety Committee Report
- Chief Assessor Frank Reen: Preparation for FY23 Property Tax Classification

Documents:

[TRAFFIC COMMITTEE UPDATE 7-25-2022.PDF](#)
[SPREADSHEET FOR LEVY SHARE.PDF](#)
[MTRE.PDF](#)

8. SIGN WARRANT FOR SEPTEMBER 6TH STATE PRIMARY ELECTION

Documents:

[WARRANT FOR 2022 STATE PRIMARY.PDF](#)

9. ELECTION REQUIREMENTS

- Vote to Assign Police Detail at Polling Locations
- Appoint Election Workers

Documents:

[POLLING PLACE POLICE DETAIL.PDF](#)
[ELECTION WORKERS V2.PDF](#)

10. ANNUAL PERFORMANCE APPRAISAL & FY23 COMPENSATION FOR TOWN ACCOUNTANT DARLENE LUSSIER

Documents:

[TOWN ACCOUNTANT DARLENE LUSSIER FY22 REVIEW 2022.07.25.PDF](#)

11. ANNUAL PERFORMANCE APPRAISAL & FY23 COMPENSATION FOR TOWN MANAGER PAUL COHEN

Documents:

[TOWN MANAGER PAUL COHEN REVIEW FY22 - 2022.07.25.PDF](#)

12. TOWN CENTER IMPROVEMENTS LISTENING SESSION FOLLOW-UP

Documents:

[FEEDBACK FROM TOWN CENTER IMPROVEMENTS LISTENING SESSION OF 6-13-2022.PDF](#)

13. TOWN MANAGER BID AWARDS

- Fitness Court Installation

Documents:

[BIDAWARDRECOMMENDATION - FITNESS COURT.PDF](#)

14. TOWN MANAGER REPORTS

- Remote Meeting & Public Access under the Open Meeting Law Extended to March 31, 2023
- Denial of Grant Application for Watershed Lane Culvert Replacement
- List of Qualified Officers to Perform the Duties of the Town Manager During a Temporary Absence or Disability
- MassDOT Roadway Paving on Portions of State Route 40 and State Route 4

Documents:

[CHELMSFORD.PDF](#)
[LIST OF QUALIFIED OFFICERS TO PERFORM TM DUTIES 7-22.PDF](#)
[MUNICIPAL PAVEMENT PROGRAM FY23 AWARD LETTER_CHELMSFORD.PDF](#)

15. APPOINTMENTS

- Select Board Appointments
 - Clean Energy & Sustainability Committee: Peter Spawn, unexpired 3-year term exp. 6/30/2023

- Town Manager Appointments
 - Council on Aging: Lillian Martin, unexpired 3-year term exp. 6/30/2023
 - Parade Committee: Paige Gilet, 1-year term exp. 7/31/2023
 - Parade Committee: Eric Linstad, 1-year term exp. 7/31/2023
 - Parade Committee Annual Reappointments

Documents:

[CESC - SPAWN.PDF](#)
[COA - MARTIN.PDF](#)
[PARADE COMMITTEE - GILET.PDF](#)
[PARADE COMMITTEE - LINSTAD.PDF](#)
[PARADE COMMITTEE FY23 REAPPOINTMENTS.PDF](#)

16. MEETING MINUTES

- Select Board Regular Session Minutes 06-27-2022
- Select Board Regular Session Minutes 07-11-2022
- Announcement on Determination of Releasability of Executive Session Minutes
 - Minutes for Release
 - 1. June 27, 2022 Segment 1
 - Minutes Not for Release
 - 1. June 27, 2022 Segment 2

Documents:

[06-27-2022 SB MINUTES.PDF](#)
[07-11-2022 SB MINUTES.PDF](#)

17. SELECT BOARD MEMBER LIAISON REPORTS & REFERRALS

18. EXECUTIVE SESSION

- Review Executive Session Minutes of July 11, 2022 Segment 1
- Review of Executive Session Minutes for Potential Release
 - 1. June 6, 2022 Segment 2
 - 2. July 11, 2022 Segment 2

NEXT REGULAR MEETING DATE: **August 8, 2022**