

# SELECT BOARD MEETING AGENDA

## June 26, 2023

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](https://live.chelmsfordtv.org). **Please do not join the Zoom meeting unless you intend to participate.**

Topic: Select Board  
Time: Jun 26, 2023 06:00 PM Eastern Time (US and Canada)  
Join Zoom Meeting  
<https://us02web.zoom.us/j/86470464587?pwd=bC9vUGhpZ3ZuYnVGOGRPUFFOdThiZ09>  
Meeting ID: 864 7046 4587  
Passcode: 413310  
Dial by your location: +1 929 205 6099 US (New York)

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### 1. 6:00 PM CALL TO ORDER

### 2. 6:00 PM JOINT MEETING WITH PLANNING BOARD TO FILL A VACANCY ON THE PLANNING BOARD

Documents:

[PLANNING BOARD VACANCY NOTICE MAY 2023.PDF](#)  
[PLANNING BOARD FULL MEMBER APPLICATION - LAVALLEE.PDF](#)  
[PLANNING BOARD APPLICATION - LUNA.PDF](#)

### 3. COMMENDATION OF CHELMSFORD FIREFIGHTER JOSHUA ABBOTT

Documents:

[CERT OF APPRECIATION - FIREFIGHTER JOSHUA ABBOTT.PDF](#)

### 4. PUBLIC SERVICE ANNOUNCEMENTS

- Schedule for Annual 4<sup>th</sup> of July Celebration
- Deadline for Submission of Citizen Petition Warrant Articles for October 16, 2023 Fall Annual Town Meeting: Monday, August 7<sup>th</sup> by 4:00 PM

Documents:

[CHELMSFORD PARADE EVENTS V2.PDF](#)  
[PUBLIC NOTICE SB DEADLINE CITIZEN PETITIONS - FALL 2023.PDF](#)

### 5. PUBLIC INPUT

### 6. COMMITTEE VACANCIES

Documents:

[COMMITTEE VACANCIES AS OF 2023-06-26.PDF](#)

### 7. PUBLIC HEARINGS

- National Grid and Verizon Pole Petition: Concord Road

Documents:

[POLE PETITION - CONCORD RD.PDF](#)

### 8. LICENSES

- One Day All Alcoholic Beverages Licenses: Sts. Vartanantz Armenian Church, 180 Old Westford Road, 8/6/2023 & 9/9/2023
- Change of Officers on All Alcoholic Beverages Club License: Chelmsford-Lowell Lodge of Elks #2310 Inc., 300 Littleton Road

Documents:

[ONE DAY LICENSES - STS. VARTANANTZ.PDF](#)  
[ELKS CHANGE OF OFFICERS 2023.PDF](#)

### 9. REPORTS AND PRESENTATIONS

- Finance Director John Sousa:
  - Standard & Poor's Bond Rating Report
  - Approval of June 21st \$5.225M Bond Sale

Documents:

[RATINGSDIRECT\\_SUMMARYCHELMSFORDMASSACHUSETTSGENERALOBLIGATION\\_55157222\\_JUN-16-2023.PDF](#)  
[BOND AUCTION RESULTS 6 21 2023.PDF](#)  
[SELECT BOARD VOTE--CHELMSFORD BONDS 7-6-23.PDF](#)

### 10. ADOPTION OF SELECT BOARD PUBLIC COMMENT POLICY

Documents:

[SELECT BOARD PUBLIC INPUT POLICY.PDF](#)  
[PUBLIC COMMENT POLICY MESSAGE TO CHAIRS - JUNE 23.PDF](#)  
[RE\\_PUBLIC COMMENT POLICY - LAVALLEE.PDF](#)

**11. DISCUSSION: BOARDS AND COMMITTEES SURVEY FOLLOW-UP**

Documents:

[BOARD AND COMMITTEE SURVEY ACTIONABLE INPUTS SUMMARY V2.PDF](#)  
[BOARDS AND COMMITTEES ONBOARDING SUMMARY V2 - SB MEETING 06.26.2023.PDF](#)  
[COAB LIAISON ACTION ITEM SUMMARY V0 - SB MEETING 06.26.2023.PDF](#)

**12. DISCUSSION: DOUBLE POLE REPORT**

Documents:

[DOUBLE POLE BYLAW.PDF](#)  
[DOUBLE POLE REPORT.PDF](#)

**13. DISCUSSION: LIGHTING OF MUNICIPAL BUILDINGS AND MONUMENTS POLICY**

Documents:

[DISPLAY OF FLAGS ON TOWN PROPERTY.PDF](#)

**14. DISCUSSION: BOARD AND COMMITTEE MEETING MINUTES**

Documents:

[MEETING MINUTES POLICY.PDF](#)  
[MEETING MINUTES POSTING COMPLIANCE STATUS - JUNE 22 2023.PDF](#)

**15. DISCUSSION: FEEDBACK REGARDING THE MUNICIPAL OPEN HOUSE**

**16. DISCUSSION: MEETING OF BOARD AND COMMITTEE CHAIRS**

**17. DISCUSSION: EXPRESSION OF INTEREST - STRATEGIC PLAN**

Documents:

[BERRYDUNN\\_CHELMSFORD\\_MA\\_STRATEGICPLAN.PDF](#)  
[BETTER CITY EOI FOR CHELMSFORD.PDF](#)  
[JMG\\_CHELMSFORD\\_SP\\_EXPRESSION OF INTEREST.PDF](#)  
[NMCOG RESPONSE TO EXPRESSION OF INTEREST FOR STRATEGIC PLAN.PDF](#)  
[RAFTELIS\\_EXPRESSION\\_OF\\_INTEREST.PDF](#)  
[SBRAND\\_EXPRESSION OF INTEREST.PDF](#)  
[STEADY STATE - CHELMSFORD STRATEGIC PLANNING.PDF](#)  
[STRATEGY 5 CONSULTING EOI STRATEGIC PLAN.PDF](#)  
[ZILO\\_EXPRESSION OF INTEREST STRATEGIC PLAN PROJECT.PDF](#)

**18. TOWN MANAGER BID AWARDS**

- McCarthy School and Parker School Modular Classroom Rooftop HVAC
- Chelmsford High School Boiler Replacement
- McCarthy School Kitchen Remodel and Upgrade
- Catch Basin Cleaning and Street Sweeping Debris Removal
- Ayotte Field Improvements
- HVAC Building On-Call Maintenance in Town/School Buildings FY24-FY26

Documents:

[BIDAWARDMEMO 6.20.23.PDF](#)

**19. TOWN MANAGER REPORTS**

- Massachusetts Economic Assistance Coordinating Council's Approval of Tax Increment Financing Agreements for Analog Devices
- Municipal Pathway to Clean Energy Grant Award to Develop a Net-Zero Emissions Plan for Municipal Buildings and Operations
- Massachusetts Electric Vehicle Incentive Program \$15,000 Grant Award
- MIIA Flex Grant \$36,186 Award
- List of Qualified Officers to Perform the Duties of the Town Manager During a Temporary Absence or Disability

Documents:

[RE\\_EACC APPROVAL OF THE TOWN OF CHELMSFORD EDIP APPLICATIONS FOR ANALOG DEVICES.PDF](#)  
[CHELMSFORD NZAP DRAFT SCOPE OF WORK.PDF](#)  
[TOWN OF CHELMSFORD - FLEETS APPROVAL LETTER.PDF](#)  
[MIIA FLEX GRANT AWARD.PDF](#)  
[LIST OF QUALIFIED OFFICERS TO PERFORM TM DUTIES 6 -23.PDF](#)

**20. APPOINTMENTS**

- Select Board Appointments
  - Board of Registrars: 3-year term exp. 6/30/2024
  - Clean Energy and Sustainability Committee: Shrilatha Raajkumar, unexpired 3-year term exp. 6/30/2025
- Town Manager Appointments
  - Board of Appeals: Rodney Cleaves, unexpired 3-year associate member term exp. 6/30/2024
  - Permanent Building Committee: Michael Moore, unexpired 3-year term exp. 6/30/2025
  - Reappointments
    - Agricultural Commission: John Swenson, 3-year term exp. 6/30/2026
    - Conservation Commission: John Swenson, 3-year term exp. 6/30/2026
    - Middlesex Canal Commission: Lisa Grasso, 3-year term exp. 6/30/2026

Documents:

[BOARD OF REGISTRARS.PDF](#)  
[CEAS APPLICATION - RAAJKUMAR.PDF](#)  
[BOARD OF APPEALS ASSOC. - CLEAVES.PDF](#)  
[PERMANENT BUILDING COMM. APPLICATION - MOORE.PDF](#)

**21. APPOINTMENT OF TOWN LEGAL COUNSEL**

**22. MEETING MINUTES**

- Select Board Regular Meeting Minutes 06-05-2023
- Announcement of Determination of Releasability of Executive Session Minutes
  - Minutes for Release
    1. May 15, 2023 Segment 5
    2. June 5, 2023 Segment 2
  - Minutes Not for Release
    1. May 15, 2023 Segments 1, 2, 3, & 4

Documents:

[06-05-2023 SB MINUTES DRAFT.PDF](#)

**23. SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS**

**24. EXECUTIVE SESSION**

- To Discuss a Complaint Against an Employee Pursuant to G.L. Chapter 30A, Section 21 (a)(1)
- Strategy with Respect to Litigation Regarding North Chelmsford Water District PFAS Claim
- Strategy with Respect to Litigation Regarding Ledge Road Commercial Truck Traffic
- Review Executive Session Meeting Minutes of June 5, 2023 Segment 1

NEXT REGULAR MEETING DATE: July 10, 2023