

# SELECT BOARD MEETING AGENDA

## July 24, 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: Jul 24, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85211320160?pwd=WFE4emNLOUNCOXpjeDcvNGpWSXR5dz09>

Meeting ID: 852 1132 0160

Passcode: 189574

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

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

### 2. PUBLIC SERVICE ANNOUNCEMENTS

- 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
- Chelmsford Public Schools Recruitment Event: July 25<sup>th</sup> at 2:00 PM
- Military Covenant Community Task Force Military Appreciation Cookout, August 8th at 5:00 - 7:00 PM

Documents:

[PUBLIC NOTICE SB DEADLINE CITIZEN PETITIONS - FALL 2023.PDF](#)  
[CHELMSFORD SCHOOLSPOSTER.PDF](#)  
[MILITARY\\_APPRECIATION\\_FLYER\\_2023.PDF](#)

### 3. PUBLIC INPUT

### 4. COMMITTEE VACANCIES

Documents:

[COMMITTEE VACANCIES AS OF 2023-07-24.PDF](#)

### 5. PUBLIC HEARINGS

- Alteration of Premises on All Alcoholic Beverages Restaurant License: Matthew Maries LLC DBA The Establishment, 75 Princeton Street
- National Grid Double Pole Hearing in Accordance with Chapter 142 Section 37 of the Code of the Town of Chelmsford

Documents:

[MATTHEW MARIES LLC ALT OF PREMISES 2023.PDF](#)  
[UTILITY POLES BYLAW.PDF](#)  
[DOUBLE POLE HEARING NOTICE - JULY 2023.PDF](#)  
[CHELMSFORD DOUBLE POLE REPORT 6.26.23.PDF](#)

### 6. REPORTS AND PRESENTATIONS

- DPW Director Christine Clancy: Monthly ARPA Report
- DPW Director Christine Clancy: Pilot Inflow Removal Program - Sump Pump Inspection

Documents:

[7.19.23\\_ARPA UPDATE FOR SB COVER LETTER.PDF](#)  
[7.19.23\\_ARPA UPDATE.PDF](#)

[CHELMSFORD INFLOW FLYER.PDF](#)

#### 7. ANNUAL PERFORMANCE APPRAISAL: TOWN MANAGER PAUL COHEN

Documents:

[TOWN MANAGER REVIEW FY23 - SB SCORECARD AVG.PDF](#)

#### 8. EXPRESSION OF INTEREST - STRATEGIC PLAN

Documents:

[STRATEGIC PLAN EXPRESSION OF INTEREST COST ESTIMATES.PDF](#)  
[ANN DONNER - TOWN OF CHELMSFORD EXPRESSION OF INTEREST.PDF](#)  
[CHELMSFORD\\_JMG\\_SP\\_PROPOSAL\\_BUDGET\\_071723.PDF](#)  
[CHELMSFORD COST PROPOSAL 7.6.23.PDF](#)  
[CHELMSFORD STRATEGIC PLAN COST MEMO 7-6-23.PDF](#)

#### 9. TOWN MANAGER BID AWARDS

- Center School Boiler

Documents:

[BID AWARD RECOMMENDATION.PDF](#)

#### 10. TOWN MANAGER REPORTS

- MBTA Advisory Committee Vacancy

Documents:

[MBTA ADVISORY BOARD DESIGNEE.PDF](#)  
[GENERAL LAW - PART I, TITLE XXII, CHAPTER 161A, SECTION 7A.PDF](#)  
[GENERAL LAW - PART I, TITLE XXII, CHAPTER 161A, SECTION 1 EXCERPT.PDF](#)

#### 11. APPOINTMENTS

- Select Board Appointments
  - Annual Election Worker Appointments
  - Diversity, Equity, and Inclusion Committee: Jen Melanson, 3-year term exp. 6/30/2026
- Town Manager Appointments
  - Parade Committee Annual Reappointments

Documents:

[ELECTION WORKER APPOINTMENTS-2023-07-20.PDF](#)  
[DEIC APPLICATION - MELANSON.PDF](#)  
[PARADE COMMITTEE 2024.PDF](#)

#### 12. MEETING MINUTES

- Select Board Regular Meeting Minutes July 10, 2023
- Announcement of Determination of Releasability of Executive Session Minutes
  - Minutes for Release
    1. June 26, 2023 Segment 1
    2. July 10, 2023 Segment 2
  - Minutes Not for Release
    1. June 26, 2023 Segments 2, & 3

Documents:

[07-10-2023 SB MINUTES DRAFT.PDF](#)

#### 13. SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS

#### 14. EXECUTIVE SESSION TO RETURN TO OPEN SESSION

- Strategy with Respect to Negotiations with Non-Union Personnel - Town Accountant and Town Manager
- Conduct Negotiations with Non-Union Personnel - Town Accountant and Town Manager
- Review Executive Session Meeting Minutes of July 10, 2023 Segment 1

15. APPROVAL OF FY24 SALARY FOR TOWN ACCOUNTANT

16. APPROVAL OF FY24 SALARY FOR TOWN MANAGER

NEXT REGULAR MEETING DATE: August 14, 2023