

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

Regular Meeting MINUTES
November 4, 2019

Attending:

Kenneth Lefebvre, Chairman
Patricia Wojtas, Vice Chairman
Emily Antul, Clerk
George Dixon, Selectman
Virginia Crocker Timmins, 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. Chairman Lefebvre called the meeting to order at 7:00 PM.

PUBLIC SERVICE ANNOUNCEMENTS

Veterans Agent Regina Jackson: Veterans Day Observance & Proclamation

A Proclamation was read by Selectman Wojtas and accepted by Mrs. Jackson. A memorial ceremony will be held on November 11, 2019, at 11:00AM at the Veterans Memorial Park on North Rd. Everyone is welcome.

Two new stones at the Veterans Memorial Park will be dedicated at this time.

Tax Classification Hearing, November 18th

Chairman Lefebvre read the public notice into the record. The Hearing will be held on November 18.

OPEN SESSION

David Rand, 167 Dunstable Rd., wished to discuss truck traffic, and has noticed more machinery going down the road recently. He is very concerned about pedestrian safety and if there was going to be another access for this type of traffic. Chairman Lefebvre advised there will be an update about this situation later in tonight's meeting.

COMMITTEE VACANCIES

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

LICENSES

Special License to Sell Wine at an Agricultural Event: House Bear Brewing LLC, Maxwell's Winter Farmers Market, 24 Maple Road - 11/16/2019 to 2/29/2020

Beth Borges, House Bear Brewing, explained this will be their first winter farmers market in Chelmsford. They recently attended the Summer Farmers Market.

Motion: by Selectman Wojtas to approve the Special License to sell Wine to House Bear Brewing at the Maxwell's Winter Farmers Market at 24 Maple Rd. from November 16, 2019 to February 29, 2020. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Roadside Vendor: Benton Burgess, 73 Chelmsford St. (110 Ball Fields parking lot), 11/26/19 to 12/20/19

Mr. Burgess explained this is their annual request to sell Christmas trees and wreaths to benefit the Travis Roy Foundation. Recent research and new developments over the past year for spinal injured people were summarized.

Motion: by Selectman Wojtas to approve the Roadside Vendors License for Benton Burgess to sell Christmas trees and wreaths at 73 Chelmsford St. from November 26, 2019 to December 20, 2019, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Roadside Vendor: Central Congregational Church, 1 Worthen St., 11/30/19 to 12/23/19

Selectman Timmins recused herself from this request.

This is also an annual request.

Motion: by Selectman Wojtas to approve the Roadside Vendor's License for the Central Congregational Church at 1 Worthen St, for the sale of Christmas Trees and wreaths from November 30, 2019 to December 23, 2019. Seconded by Selectman Antul. **Motion carries, unanimous, 4-0.**

REPORTS AND PRESENTATIONS

Town Clerk, Tricia Dzuris: Early Voting Central Tabulation Facility & Emergency Alternate Polling Location(s)

Town Clerk Tricia Dzuris, announced that Early Voting for the Primary Election in March, 2020 will be available. The existing process was described. She is requesting to designate the Town Offices as a location for Early Voting so the ballots do not leave the building.

Motion: by Selectman Wojtas to designate the Town Offices at 50 Billerica Rd. as a central tabulation location for Early Voting Ballots for all future elections beginning with the Primary election on March 3, 2020. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

In the event that a polling location needs to be evacuated, or is unable to be used, it has been recommended that alternative locations be determined as part of an Emergency Election Contingency Plan. A draft document was provided for the Board's review. Two alternate polling locations are needed for each regular location in the event of a catastrophic event. A final plan will be submitted.

Motion: by Selectman Wojtas to approve the designation of Town Offices on Billerica Rd., and the DPW facility on Alpha Rd. as alternate polling locations for the McCarthy Middle School, and the McCarthy Middle School and the DPW facility as alternate polling locations for the Chelmsford Senior Center for the March 3, 2020 Primary Election, and all future elections. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Travis Miller, Criterion Associates: Fire Station Location Study

Mr. Miller provided his background information in doing these studies. Existing conditions at the stations and the current system were summarized. A map summarizing where the calls are coming from was shown. The current stations are outdated regarding sleeping and living quarters and storage, and all would benefit from expansion.

The software that Criterion used looked at keeping the main headquarters, and scenarios closing Station 5 on Rt. 27, and one other station. The software verified that all of the existing stations are optimally located.

Demographic information from other communities was described. Residential housing development has impacted response times for these communities. Increased development will also impact Chelmsford.

The Board requested additional data be presented to the Board to clarify and justify reducing the number of stations in Chelmsford.

Mr. Cohen suggested to the Board that Firefighter safety also be considered. There needs to be a minimum of four firefighters to respond to each call, based on industry standards.

Fire Chief Gary Ryan described the advantages of the existing system. He summarized the minimum requirements he would need to cover. He acknowledged that additional study will be required.

A working committee will be formed to get additional data and financial information on the configuration of Fire Stations in Chelmsford to include the number of stations needed, the amount of equipment needed, and the proper number of employees needed. Mr. Miller provided some examples of how staff could be assigned to the various locations.

Business Development Director, Lisa Marrone: Quarterly Business Development Report & Greater Lowell Comprehensive Economic Development Strategy

Ms. Marrone has continued to attend events and activities representing Chelmsford and promote programming to support the business community. Multiple events were listed.

The Permitting Guide and input from the Building Inspector has been very helpful for potential tenants.

The Small Business Grant Program has received some initial inquiries. Applicants are still welcome to apply.

There is still a resistance from property owners to invest significant funds in changing their facilities, such as structural changes to accommodate amenities, or “high bay” manufacturing, despite the availability of tax incentive opportunities.

Finance Director, John Sousa: Updated Actuarial Evaluations for Middlesex County Retirement Unfunded Liability & Other Post-Employment Benefits (OPEB) Unfunded Liability

Mr. Sousa summarized long term liability amounts. The total liability amount as of July 1, 2019 is \$175,906,781.00

The rate of return on trust fund amounts is expected to decrease from 7.5% to 7.25% in FY 22 and FY23.

Future Budget considerations were listed, based on what makes up the liability, and assessments that the Town has to pay.

The Town’s investment history was listed. Investment earnings over the last three years were \$2,004,903.00. The Town has contributed \$1 million dollars annually for the last eight years. Going forward, this will increase to \$1.5 million annually. At this rate, the Town expects OPEB to be fully funded by FY2044.

A full financial audit report for the Town budget will be provided at a future meeting.

Assistant Town Manager, Michael McCall: Traffic Safety Report

Mr. McCall explained the Traffic Safety Committee has been meeting monthly to discuss traffic issues raised at the Public Input Session held on June 12, 2019.

Mass DOT will not approve a Heavy Commercial Vehicle Exclusion without a viable alternative route, which, in several neighborhoods, will require cooperation from abutting communities. Police enforcement details have been organized. Improvements to Ledge Rd. and approximate costs were summarized; alternate routes have been discussed, however, Mass. DOT has indicated they will not allow this. Traffic counts will continue to be monitored. NMCOG has documented an increase in truck traffic since 2017.

Proposed improvements to general traffic flow at Chelmsford Center were presented.

The Police have documented increased motor vehicle stops, increased sign board announcements, and increased speed studies, as requested. Additional signage and signalization improvements were described.

Complaints regarding traffic, noise and pollution (odor) from Aggregate Industries have been referred to the Board of Health and Mass. DEP. A potential wetlands violation has been referred to the Conservation Commission.

Improvements to pedestrian safety and the creation of sidewalks were summarized. Board members discussed additional alternatives for Chelmsford Center.

Signage and sight line improvements for the Turnpike, Mill and Elizabeth Roads area were summarized.

Improvements and requests for improvements to other streets were listed. Some requests will require additional study, other requests will require state approval. Multiple bridge repair projects were listed.

Motion: by Selectman Wojtas to direct the Assistant Town Manager to move forward with traffic flow improvements for the Town Center as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

2020 TOWN MANAGER EVALUATION FORM and GOALS UPDATE

A revised document was provided to the Board and the Town Manager.

BOARD OF SELECTMEN VISION & MISSION STATEMENT

Selectman Timmins explained her recommendations for this revised document.

A seven person Committee could be formed to implement this vision, to include a survey and two public input sessions.

Mr. Cohen asked how this would coordinate with the Master Plan process which is underway. Selectman Timmins noted that the Master Plan focuses on land use, and is not a statement of core values. It is a framework for defining strategic goals.

Discussion will be continued.

TOWN MANAGER REPORTS

Status Report on Town Manager's Goals

Mr. Cohen itemized actions he has taken to address each of the goals set by the Board earlier this year via a written presentation. The Board was asked to clarify results they expected to see in several areas. There was extensive discussion on how to best communicate with residents.

Board of Selectmen Vote to Submit Home Rule Petition for Charter Change Regarding Select Board

Motion: by Selectman Wojtas to authorize the Town Manager to submit the Home Rule Petition to the State Legislature for a Charter Change Regarding the Change of Name of the Board of Selectmen to Select Board. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Set Date for December Meeting of Board of Selectmen, School Committee, & Finance Committee Regarding Town's FY21 Budget

This meeting will be held on December 9, 2019 beginning at 7:00PM, at the School Administration Offices.

Roberts Field Master Plan Traffic Study Update

This was done as an update to the Roberts Field Master Plan. Overall parking at the park has increased. There are 98 actual parking spaces. Other updates are continuing to the athletic fields, and there do not appear to be any parking conflicts among all the uses at Roberts Field. There have been concerns raised about ADA accessibility within the fields.

Sewer Capacity

The Town has reached maximum capacity at the Lowell Water Treatment Plant. The City of Lowell is trying to obtain permits to allow for more overall capacity at the plant, as other communities are also at maximum capacity. Pipes may need to be widened to handle additional flow.

Solid Waste Disposal Costs

Landfill capacity is declining, and tipping costs are increasing. The State has not been able to meet its own goals in providing additional resources, and no communities want these facilities. Selectman Antul offered suggestions on ways to reduce what goes into the trash, and how to conserve water use.

TOWN MANAGER APPOINTMENTS

Energy Conservation Committee: Tom Amiro, 3-year term exp. 6/30/2022

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Tom Amiro to the Energy Conservation Committee for a three year term expiring June 30, 2022. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

MEETING MINUTES

BOS Minutes 10-21-19

Motion: by Selectman Wojtas to approve the Regular Session Meeting Minutes of October 21, 2019, as presented. Seconded by Selectman Antul. Selectman Dixon abstained, all others in favor. **Motion carries, 4-0.**

BOS Executive Session Minutes 10-21-19

Motion: by Selectman Wojtas to approve and release the Executive Session Meeting Minutes of October 21, 2019, as presented. Seconded by Selectman Antul. Selectman Dixon abstained, all others in favor. **Motion carries, unanimous, 4-0.**

BOS Minutes 10-24-19

Motion: by Selectman Wojtas to approve the Regular Session Meeting Minutes of October 24, 2019, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

SELECTMEN LIAISON REPORTS & REFERRALS

Selectman Timmins:

- The Capital Planning Committee will be meeting on Nov 14, 21 and December 5, 2019, with December 12th as a backup date in case of inclement weather.
- The School Committee will host its second Public Input session regarding its Strategic Plan on December 10, 2019.
- Colby Morrill was congratulated on achieving Eagle Scout status.

Selectman Wojtas:

- Steve Buckley and Shawn Lefebvre were congratulated on graduating the Police Academy.

Selectman Dixon:

No reports this evening.

Selectman Antul:

- The Stormwater Committee will be meeting on November 12, 2019 at 7:00PM.

Chairman Lefebvre:

No reports this evening.

PRESS QUESTIONS

No one came forward at this time.

Adjourn

Motion: by Selectman Wojtas to adjourn at 10:55PM. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

NEXT REGULAR MEETING DATE: November 18, 2019

Respectfully Submitted,

Vivian W. Merrill
Recording Secretary

Supporting documents:
Veteran’s Day Proclamation

- Legal Notice for Tax Classification Hearing
- List of Committee Vacancies
- License Application for House Bear Brewing
- Roadside Vendor Applications
- Documents for early voting tabulation and alternate polling locations
- Analysis of Fire Station location alternatives report
- Business development quarterly update presentation
- Retirement and OPEB Liability update report
- Traffic Safety Committee presentation
- Revised Town Manager Evaluation Process and Goals Statement
- Revised Board Vision Statement development approach
- Town Manager Goals status report
- Memo regarding charter change petition to Legislature for Board of Selectmen name change
- Memo regarding tri-board budgetary meeting
- Roberts Field parking report
- Memos regarding sewer capacity and solid waste disposal costs
- Committee Application
- Meeting Minutes