

Town of Chelmsford
Community Preservation Committee
50 Billerica Rd. Chelmsford, Ma 01824

Meeting MINUTES
January 15, 2020
Approved June 8, 2020

Meeting Location: Town Offices, 50 Billerica Rd., Chelmsford, Ma Room 204

Committee Members Present: Linda Prescott-Chairman, Evan Belansky, Gary Persichetti, Judy Carven, Karl Bischoff, Emily Antul

Committee Members not Present: Sandra Martinez, Connie Donahue, Henry Parlee

Others Present:

* Documents referenced in these minutes are available at the Community Development Office, 50 Billerica Rd., Chelmsford Town Offices. This meeting was hand recorded by the Recording Secretary.

Meeting was called to order at 6:31PM by Chairman Prescott.

Public Comment

No one came forward at this time.

Karl Bischoff was welcomed to the Committee

Financial review

Tabled.

New grant applications

Tricia Dzuris, Town Clerk, records preservation

This is her third request for another phase of this project.

Previous conditions were described; many historic records are deteriorated from improper storage. The prior Town Clerk, Onorina Maloney started this project in 2013, and her work was summarized.

The first CPC grant was awarded in the amount of \$15,000.00; the work was done by North East Document Conservation Center and was summarized.

The second grant award was for \$20,000.00, and that work was listed.

Several Capital Improvement awards were obtained to upgrade the existing vault structures and storage systems. Records are now getting properly stored and labeled.

This year a scanner will be added to provide copies of records for whoever needs them.

An inventory system was described which includes retention and destruction capabilities was described.

Today's request of \$450,000.00 is to restore the rest of the old records. An assessment has been started. Existing conditions were shown. The total cost of this part of the project is \$678,319.00. The State requires the Town to maintain these records.

Some vital record indexes are being transcribed by interns, and some are being scanned by Fred Merriam.

Mrs. Antul suggested contacting a genealogy group for additional grants.

An unrelated project involves digitizing most of the birth, death and marriage records.

Motion: by Mrs. Carven to approve the Request from the Town Clerk for an amount not to exceed \$450,000.00 for the preservation of Historic Vital Town Records. Seconded by Mrs. Antul. **Motion carries, unanimous.**

This request will move forward to Spring Annual Town Meeting. If approved, the request would be financed through a five year bond, as recommended by the Town Accountant.

Financial review

The Town Accountant is pleased with the Committee's reserves. Bond payments will continue to be made after July 1, 2020. Account reserves are all in very good shape.

The Capital Improvement Accounts for Recreation and Open Space do not need replenishing at this time. Other accounts will be replenished once the State figures are received. Mrs. Prescott will continue to review and monitor all accounts with the Town Accountant.

Several old accounts have leftover funds; the appropriate parties are being contacted to see if these accounts can be closed.

Request For Minute Approval

February 20, 2019

Motion: by Mrs. Carven to approve the meeting Minutes of February 20, 2019, as presented. Seconded by Mr. Belansky. Mr. Persichetti & Mrs. Antul abstained, all others in favor. **Motion carries.**

August 21, 2019

Motion: by Mrs. Carven to approve the meeting Minutes of August 21, 2019, as presented.
Seconded by Mrs. Antul. **Motion carries, unanimous.**

Payment Approvals

There were no payments to approve this evening.

New Business

Committee updates

Mr. Bischoff announced that the Conservation Commission is coordinating a proposal to remove the trees that are growing on the Cranberry Bog Reservation dam, as they are creating an impact. The dam was previously breached by a fallen tree, and they never should have grown there. Mrs. Prescott advised that if the Commission is looking for potential funding, it could be requested as a preservation project. Mr. Bischoff will advise the Commission.

Election of new officers

Discussion tabled for when more committee members are present.

Adjourn

Motion: by Mrs. Carven to adjourn the Regular Meeting at 7:15PM. Seconded by Mr. Persichetti.
Motion carries, unanimous.

Next meeting date – March 18, 2020. This is important because Spring Town Meeting warrant articles will need to be voted on.

The next meeting after that will be in the Summer.

Respectfully Submitted,

Vivian W. Merrill Recording Secretary

Supporting documents:

- Minutes
- Town Clerk's presentation