

Approved 2/14/2022

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

Regular Meeting MINUTES
January 24, 2022

Attending:

Virginia Crocker Timmins, Chair

Kenneth Lefebvre, Vice Chair

Mark Carota, Clerk

George Dixon, Board Member (Zoom)

Patricia Wojtas, Board Member

Paul Cohen, Town Manager

Paul Haverty, Town Counsel

John Sousa, Finance Director

Darlene Lussier, Town Accountant

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.

Chair Timmins called the meeting to order at 6:01PM followed by the Pledge of Allegiance.

PUBLIC INPUT

Badhri Uppiliappan, Chair of the Clean Energy and Sustainability Committee, appeared before the Board. He updated the Board on the progress of the Committee to meet net zero 2050 goals. Formed in October, 2021 the Committee meets twice a month and also communicates with other Town boards and committees. A net zero roadmap has been developed, and the Committee is reviewing adjoining towns' roadmaps as well. Outreach also includes: a) leveraging the framework of the regional planning association grant received from NMCOG; b) advancing the alternative of choice programs for renewable electricity; c) working with vendors, consultants and stakeholders to advance various building policies and technologies; d) raising awareness of town departments and officials of the environmental impacts of various projects; and d) supporting the legislation of more stringent building codes.

Mr. Uppiliappan also expressed concern for the greenhouse gas emissions that will result from the project on Princeton Street. He suggested a tighter framework in the development agreement that will address the environmental impact of this project.

Sue Olsen, 140 Groton Road, appeared via Zoom before the Board. She expressed concern for the Traffic Committee's suggestion to make Lynn Avenue a one-way street. Her main concern was the increased traffic flow that would result onto Groton Road. In light of the fact that there were several school bus stops in that area, this decision would also create safety issues. Also making this street one-way would set a precedent for other neighborhoods to request one-way streets.

Josh Abbott, 222 Dalton Road, appeared via Zoom before the Board. As Vice-President of Firefighters Local 1839 he stated that January is cancer awareness month and cancer is the leading cause of death of firefighters. He asked that ARPA funds be approved for a pre-screening blood test that would allow firefighters to assess their cancer risk and take pro-active steps to monitor their risk on a regular basis.

Mr. Uppiliappan spoke again, asking that the Development Agreement for 255 Princeton Street include some language related to Greenhouse Gas impacts.

COMMITTEE VACANCIES

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Vice-Chair Lefebvre read the list of current vacancies. Interested applicants can apply online at <http://www.chelmsfordma.gov> or through the Town Manager's office.

PUBLIC HEARINGS

TC Systems, Inc. Underground Conduit Petition: Middlesex Street

Hayleigh Walker and Tom Agresta appeared via Zoom before the Board. Ms. Walker stated that TC Systems is an affiliate of AT&T and received approval from Verizon to trench down Middlesex Street at the existing Verizon manhole to a point where it reaches an existing telephone pole, a distance of approximately twelve linear feet. All disturbed areas will be returned to pre-construction condition.

Ms. Walker stated that this is the first fiber optic cable installation in Town. Mr. Agresta stated that this project is part of a larger construction project to provide fiber to businesses as well as other services that AT&T provides its customers.

Chair Timmins opened the floor to public comment. There was none.

Motion: by Vice Chair Lefebvre to close the public hearing. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

Town Manager Cohen reported that the DPW has no concerns with the installation at that location.

Motion: by Vice Chair Lefebvre to approve the petition of TC Systems Inc. to install an underground conduit at the stated location on Middlesex Street. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

LICENSES

Common Victualler License: Mexican Chili, Inc., 313 Littleton Road, Unit 1

Marcelo Enzo Padilla Valenzuela and Juan Sotelo-Fuentes appeared via Zoom before the Board. Mr. Sotelo-Fuentes stated that although family members who will work in the restaurant have had restaurant experience, this Mexican restaurant is the family's first restaurant venture.

Motion: by Vice Chair Lefebvre to approve the Common Victualler License for Mexican Chili, Inc. to operate at 313 Littleton Road Unit 1. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

Change of Manager on All Alcoholic Beverages Restaurant License: Bertucci's Restaurants LLC

Ashley Veiga appeared via Zoom before the Board requesting a Change of Manager to herself. There are no changes to the hours of operation.

Motion: by Vice Chair Lefebvre to approve the change of manager on the All Alcoholic Beverages Restaurant License for Bertucci's Restaurants LLC, 14E Littleton Road. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

Change of Date for One Day All Alcoholic Beverages License: Sts. Vartanantz Armenian Church, 180 Old Westford Road, 3/12/2022 (previously approved for 1/29/2022)

Motion: by Vice Chair Lefebvre to approve the change of date for the One Day All Alcoholic Beverages License for Sts. Vartanantz Armenian Church from 1/29/2022 to 3/12/2022 from 6:00-10:00 PM. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

**DEVELOPMENT AGREEMENT REGARDING TRAMMELL CROW RESIDENTIAL
PROPOSED REDEVELOPMENT OF 255 PRINCETON STREET
(FORMERLY UMASS WEST CAMPUS)**

Board Member Lefebvre recused himself from the meeting.

Attorney Melissa Robbins of Farrell & Robbins, Attorney James Ward of Nutter, McClennen and Fish and the manager of Trammell Crow, Mark Baranski appeared via Zoom before the Board. Attorney Robbins reported that the suggested minor revisions had been made. Merging the two agreements into one document, however, was not done as underwriting provisions mandated that both agreements remain separate.

Chair Timmins asked Attorney Robbins to address the environmental aspects of the project as raised by the Chair of the Clean Energy and Sustainability Committee earlier in the meeting. Attorney Ward stated that, as summarized before the Planning Board, the process for obtaining state permits from MEPA was extensive in ensuring that all aspects of the project met environmental justice requirements.

Attorney Haverty stated that if the Board voted to sign the Development Agreement tonight, and the CHOICE program did not approve, the Board would have to make a revote. Attorney Haverty also addressed the proposed guidelines of DHCD. He raised two questions with the facilitator, i.e. if the Board entered into the Development Agreement with the proposed developer, and prior to amending the zoning district, the Development Agreement has the total number of units fewer than the minimum number of units required under the guidelines, is the Town at risk of having the CHOICE compliance overturned. The initial response was that if the zoning was compliant, it would be alright, but that she could not make the determination on her own. The question would have to be submitted on the frequently asked questions on the website, and there is no guarantee of a response before the Special Town Meeting.

Discussion ensued on if the Town approved a high density zoning district that would not count toward housing compliance, the Town would run the risk of not having a compliant district. If the Town adopts a zoning bylaw that is spacially-appropriate but subject to Development Agreement thresholds that fall below the requirement of the zoning district, the DHCD could rule that it is a non-compliant zoning district. He stated that although unlikely, he could not rule out the possibility entirely. He also stated that public “pushback” comment from municipalities to DHCD ends in March. Although affordable housing is a separate process from housing choice, and units counted toward the Town’s inventory, there is no way to get a definite answer without waiting a year or two.

Motion: by Board Member Wojtas to approve the development agreement between Maple Multi-Family Land SE, L.P., a Delaware limited partnership and 255 Princeton Street Realty Holdings LLC with the Town of Chelmsford dated January 24, 2022, contingent on the Board’s favorable vote to support the proposed zoning amendment included on the warrant for the Special Town Meeting on February 24, 2022. Seconded by Board Member Carota. **Motion carries 4-0, with Vice Chair Lefebvre having recused himself from the vote.**

Attorney Robbins will change the date of Special Town Meeting from January to February in Paragraph D.

Motion: by Board Member Wojtas to approve the development agreement between SCG Development Partners LLC of Peabody Massachusetts with the Town of Chelmsford dated January 24, 2022, contingent on the Board’s favorable vote to support the proposed zoning amendment included on the warrant for the Special Town Meeting on February 24, 2022. Seconded by Board Member Carota. **Motion carries 4-0, with Vice Chair Lefebvre having recused himself from the vote.**

Attorney Robbins thanked the Board for the time devoted to this project.

Vice Chair Lefebvre returned to the meeting.

PRESENTATIONS AND SELECT BOARD RECOMMENDATIONS ON SPECIAL TOWN MEETING WARRANT ARTICLES

Chair Timmins stated that Articles 5 and 6 would be taken out of order.

Article 5: UMass West Multi-Family Overlay District

Evan Belansky, Director of Community Development, appeared via Zoom before the Board. He stated that through the combined efforts of the Planning Board and Select Board, a partnership was created with the developer and a public benefits package was negotiated through the Development Agreement and proposed zoning bylaw change. He also stated that although the process was begun as a 40B option, the state will not update its housing inventory until 2023.

Mr. Belansky noted that the proposed zoning bylaw is project based. The overlay was drafted to reflect the specific characteristics of the development. The zoning overly accommodates multi-family housing as well as the affordable requirement and takes its inspiration from the existing RM multi-family zoning bylaw, including parking, setback, landscaping as well as lot and building coverage. The customized item, however, was to accommodate two of the four-story buildings and the number of units per acre.

Discussion ensued. Attorney Haverty noted that the housing choice guidelines do not specify the adoption requirements under section 40A. The language of Section 40A section 5 was changed as part of the housing choice legislation, specifically mixed-use multi-family development in an eligible location. Since this has been determined by DHCD as an eligible location, the simple majority vote provision is applicable.

Motion: by Board Member Wojtas to recommend approval of Article 5. Seconded by Board Member Carota. **Motion carries 4-0, with Vice Chair Lefebvre abstaining.**

Article 6: Affordable Housing at 255 Princeton Street

Town Manager Cohen that this article seeks the total appropriation of \$1,235,000 with funding sources of \$635,000 from the Affordable Housing Stabilization Fund and \$600,000 from the Community Preservation Fund General Reserve. The units will be constructed by the Housing Authority's non-profit affiliate CHOICE for fifty-four new senior supportive housing units. This funding of \$23K per unit will allow access to \$11,000,000 of state and federal funding for the construction of the project at the site. Fifty-four units will be made available for residents over age 62 with a mix with local preference of 70% of units. The one-bedroom units of 625-705 sq ft. are designed to meet minimum fossil fuel emissions and the changing needs of the senior population. Town Manager Cohen noted that the Finance Committee voted to approve this article 6-0 with one member absent.

Motion: by Board Member Wojtas to recommend approval of Article 6. Seconded by Board Member Carota. **Motion carries 4-0, with Vice Chair Lefebvre abstaining.**

Article 1: Ledge Road – Esther Drive Easement

Town Manager Cohen stated that Town Counsel has reviewed the documents to bring this article to Town Meeting to ensure the safety of school children on Ledge Road. The article requests the Town to secure the easement of approximately 11,140 square feet for the purpose of a bus turnaround with the responsibility for the bituminous paving of roadway and ongoing maintenance including snow and ice

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removal. Town Manager Cohen noted that the Finance Committee voted to approve this article 6-0 with one member absent.

Motion: by Vice Chair Lefebvre to recommend approval of Article 1. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

Article 2: Fourth Avenue Parcel 18-75-4

Finance Director Sousa stated that the Board had voted to approve the acquisition of this parcel of land of approximately 1,620 sq ft located on Fourth Ave. adjacent to a currently Town owned parcel of land of approximately the same size. This article seeks the authorization of the Town to acquire said land.

Motion: by Vice Chair Lefebvre to recommend approval of Article 2. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

Article 3: Dispatchers Collective Bargaining Agreement

Town Manager Cohen stated that the Board had previously voted to ratify the collective bargaining agreement. This article seeks the transfer of \$82,050 from the General Stabilization Fund to fund the contract agreement from July 1, 2019-June 30, 2022. Adjustments to the pay schedule include FY20-0%; FY2021-4% and FY2022-2% with one-time payment of \$1,500 for those employed on or after July 1, 2020. Town Manager Cohen noted that the Finance Committee voted to approve this article 6-0 with one member absent.

Motion: by Vice Chair Lefebvre to recommend approval of Article 3. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

Article 4: Forum Ice Rink Refrigeration System

Town Manager Cohen stated that this article seeks the appropriation of \$1,458,000 for the purchase and installation of a new ice rink refrigeration system.

DPW Director Gary Persichetti gave a brief overview of the problem that arose from the malfunctioning of the refrigeration system and the proposed solution, budget, and proposed timeline.

Chair Timmins asked that the amount of the appropriation be double checked by the Town Manager.

Motion: by Vice Chair Lefebvre to recommend approval of Article 4. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

REPORTS AND PRESENTATIONS

Vinal Square Transportation Improvements Concept Plan

Joe Tierney, Chair of the Vinal Square Strategic Action Plan Committee, appeared before the Board accompanied by Bill Gillet, Mike Walsh and Brian Creamer. As Chair of the committee he reviewed the Vinal Square Plan in his PowerPoint presentation with the following highlights:

- Concept Plan Recap of 2021
 - NMCOC VSSAP: Three objectives of the project
 - Vinal Square survey
 - Community priority presentation
 - Presentation of concept plan
 - NMCOC provided next steps
- Hotspots for ideas and concerns
- Project area overview concept
- Princeton St. at Middlesex St. concept

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- VS concept plan next steps 2022
 - NMCOCG provided next steps guide
 - Funding programs
 - Short/medium/long term actions
- VS concept plan – asks for tonight
 - Select Board approval
 - Direct town DPW staff to manage the project to completion
- VSSAP next virtual meeting – February 10th at 7:00PM

Chair Timmins asked the Town Manager what the financial obligation of the Town is in the implementation. Town Manager Cohen responded that the Town needs to fund the design of the protect and is currently seeking estimates. He outlined the multi-year process for approval by MassDOT and funding.

Motion: by Vice Chair Lefebvre to approve the concept development plan as put forward by the Vinal Square Strategic Action Plan Committee. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

Monthly Traffic Committee Safety Report

Police Chief James Spinney updated the Committee on the Monthly Report. His PowerPoint presentation included the following highlights:

- Current actions
- Pending actions
- Completed actions
-

He addressed Ms. Olsen’s concern to make Lynn Ave a one-way street between the hours of 7:00 to 9:00AM. Quality of life issues at the listening sessions were expressed, and he believes the two-hour restriction addresses those concerns.

Discussion ensued about the number of vehicles and the safety impact to children at the bus stops. Board member Dixon noted he had received calls in opposition to the one-way restriction and its impact on the bus stops. Chair Timmins noted the impact to the residents living less than one mile down the road and its impact on them. Chief Spinney agreed to take another look at the situation and monitor the impact at the bus stops and report back to the Board.

Town Manager Cohen reported that the road and sidewalk paving plan and its impact on traffic and truck exclusion route will be discussed at the Select Board meeting scheduled for February 28th.

AMERICAN RESCUE PLAN ACT FUNDING REQUESTS

Town Manager Cohen began the discussion on the funding requests. He stated that the federal government issued its final rules and regulations on the expenditure of ARPA funds. Municipalities may spend up to \$10M of ARPA funds on general municipal services provided to the community with the exclusion of pension obligations. The Town has until December 2024 to commit funds received of \$10.6M and up to December 2026 to expend funds.

In reviewing funding requests and recommendations, \$2.75M of funds remains unallocated to address unforeseen needs. Funding may be requested for the municipal parking lot in the center as well as ongoing costs for the Richardson Road cleanup. An estimate has been received for the first phase of the sewer system in conformance with the consent order.

John Harrington, Chelmsford Water Commissioner appeared before the Board. The Water District's initial request for \$2M for infrastructure costs was reduced to \$700K due to his recognition of limited funds. He expressed disappointment that his request was rejected. He questioned the method of allocation of funds and asked for consideration that his request be at least deferred. Chair Timmins noted that item would be reviewed tonight.

Town Manager Cohen stated that the requests for HVAC systems in three of the Town's buildings were considered by the Community Preservation Committee, and it voted to present articles at the Spring Town Meeting for funding for historic buildings, including MacKay Library, North Town Hall and Center Town Hall. Additionally, \$200K has been earmarked at the state level for the Varney Playground and Ballfield.

Items 26, 27 and 28 – Senior Center Respite Care, Social Day and Nutrition Programs

Town Manager Cohen reported that these requests have been recommended to be deferred since there is adequate funding in the revolving accounts to maintain services. Chair Timmins suggested that these requests be moved to "not recommended" rather than deferred since adequate funding through the revolving funding is expected to be sustained.

Item 29 – Supplemental Transportation Age Friendly

Jen Melanson, Community Services Coordinator, appeared via Zoom before the Board. She stated that the original scope of the program was to provide additional services above and beyond the Senior Center services to all residents regardless of age Monday-Friday from 7:30AM to 5:30PM and the hiring of two dispatchers. Given the limited funds, this program was reworked to expand current hours of the Senior Center starting at 2:00PM and running until 6:00PM with the hiring of one dispatcher. A small cushion of funds for the program running into its second year is sought, while grant funding will be pursued.

Darlene Lussier, Town Accountant, questioned the Town's exposure for liability with the expansion of transportation for all ages of residents. Town Manager Cohen stated that the Town's insurance policy covers volunteers who use their own personal vehicles for transportation. John Bowles, chair of the Age-Friendly Committee, stated that volunteers would not use their own vehicles but repurposed Town vehicles. CORI checks would be performed on all volunteer drivers.

John Sousa, Finance Director, asked if there were age restrictions to eligibility. Mr. Bowles responded there would be no age restrictions. The only criterion was inability to drive and there were over fifty senior residents in this category. Mr. Bowles expects to raise \$20-40,000 this year in donations and more the following year. As the service grows, adjustments will be made in a variety of ways, including freewill donations. The goal is to make the service self-funded.

Ms. Melanson noted that many residents of low income housing need this service. She would consider requiring proof of income eligibility with display of Mass health card or SNAP benefit card.

Discussion ensued on the timeline for marketing the program, rolling out the program and assessing the response. A recent survey revealed the need for the service. Mr. Bowles stated that initial staff of one marketing person and one dispatcher will be put in place. Volunteer drivers will be recruited and adjustments will be made according to the demand. The software program will be used to track requests and scheduling of services.

Town Manager Cohen stated that the social and economic impacts of the pandemic have increased the need for the service for those residents in distress. He noted that the town of Westford recognized the need for transportation services and in partnership with Acton and Littleton have established a cross-town connecting transportation program for residents of all ages.

Vice Chair Lefebvre questioned the cost of repurposing town vehicles and the cost of ongoing maintenance.

Board Member Dixon left the meeting.

Town Manager Cohen stated that every request is eligible for funds in accordance with the final rule of the federal government. He added that the Town has been provided \$10.6M of funding and at the end of the day taxpayers will want to know what was done with a once-in-a-lifetime opportunity of \$10.6M. As Board Member Dixon stated, this was not the way the funding was originally constrained, but the rules are evolving over time. The Town Manager and the Select Board have a unique opportunity to use the funds to best serve the needs of the Town.

Chair Timmins suggested that the remaining requests be reviewed and the rationale for funding be considered before decisions are made.

Items 30 and 31 – Community Exchange Food Pantry and Table of Plenty

Town Manager Cohen stated that there is a segment of the population suffering from the impact of the pandemic, and he recommends the funding of these programs.

Item 39 – Building Code Inspector Residential

This item has been withdrawn.

Item 41A – Premium Pay

Town Manager Cohen stated that this is a collective bargaining issue. He was contacted by the Chelmsford Federation of Teachers that this funding source may be referenced in upcoming collective bargaining negotiations. He noted that neighboring towns have not considered funding for premium pay from ARPA funds. He is recommending that this request be deferred and be handled during labor union contract negotiations.

Item 42 – Chelmsford Water District: PFAS/Crooked Springs Treatment Plant Water Districts

Item 43 – Water Main Replacement

Item 58 – North Chelmsford Water District

Town Manager Cohen stated that, in light of the fact that the water districts have free cash reserves available to them, he is not recommending funding of these requests. He noted that capital improvements to the sewer system would place a burden on the taxpayer, and unlike property taxes, could not be claimed as a tax benefit. The use of ARPA funds for that use would have a direct positive impact on all taxpayers.

Board Member Wojtas noted that the request be considered in light of the fact that the water district voluntarily significantly reduced its ask. She suggested allocated monies over the three districts in accordance with the amount of population served.

Town Manager Cohen suggested that, as the Town had done from the North Chelmsford Water District needs for PFAS costs, he work with State Representative Thomas Golden and other state legislators to lobby for the appropriation of funding for PFAS costs for Chelmsford Water District. Discussion ensued.

Item 60 – PFAS Remediation – 54 Richardson Road

Town Manager Cohen stated that the amount recommended for funding is for costs incurred for the remainder of the fiscal year only. Ongoing water testing analysis and improvements to the system will be determined over time, and further funding may be appropriated at Town Meeting.

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Items 44-46 and Item 48 Sewer Emergency Infrastructure, Sewer Infiltration/Investigation/Reconstruction
Town Manager Cohen reported that he is recommending funding for emergency services in accordance with the consent order. Chair Timmins requested confirmation that these are urgent needs as the first phase of the investigation of the sewer system.

Item 47 – Raymond Road Pump Station Upgrade

Town Manager Cohen recommended deferral of this request to the following fiscal year.

Item 49-53 – Russell Mill drainage; Stoney Brook bridge; Beaver Brook culvert Robin Hill culvert

Town Manager Cohen is recommending deferral of these stormwater related requests. He commented that sewer issues have more of a below ground impact than stormwater issues which tend to be surface-related.

Item 53 – Culvert Structural Assessments

Town Manager Cohen is recommending funding of this request to find out “what we don’t know” about the state of culverts. While the state funds assessment of the larger culverts, this request would fund assessment of the smaller culverts throughout Town.

Items 54-55 – Chelmsford Telemedia

These requests have been withdrawn.

Item 59 – Fire Rescue #1 Truck Replacement

Town Manager Cohen is recommending funding of this capital request as it benefits the needs of the entire Town. Fire Chief Gary Ryan addressed the Board. He reported that this vehicle had significant maintenance issues and it is difficult to obtain parts for repair other than on the secondary market. He is asking for consideration to fund this request.

Item 61 – Firefighters Cancer Screening

Town Manager Cohen stated the request came in late and similar to the premium pay this issue belongs in the arena of collective bargaining agreement negotiations. Fire Chief Ryan stated that his department had hosted skin cancer screenings in 2019 and of the twenty members tested five were referred for followup services. He stated that he did not submit this request on time based on his interpretation of eligibility. Since a similar police request was approved, he submitted his request. He added that this initiative aligns with other departmental designated safety initiatives.

Discussion ensued. Town Manager Cohen noted that other departmental employees like DPW workers may face similar cancer risks, and the funding of this request may set a precedent for future requests. The state however had formally identified the occupational risk of fire and police employees. Discussion also ensued on the fact that regular insurance did not cover the cost of cancer screening even for workers at higher occupational risk.

Item 30 – Community Exchange Food Pantry

Item 31 – Table of Plenty

Motion: by Vice Chair Lefebvre to approve the funding of Items 30 and 31 designated above; each item in the amount of \$1,000/month for a period of five years. Seconded by Board Member Carota. **Motion carries 4-0.**

Item 60 – PFAS Remediation – 54 Richardson Road

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Motion: by Vice Chair Lefebvre to approve the funding of Item 60 designated above in the amount of \$150,000. Seconded by Board Member Carota. **Motion carries 4-0.**

Item 44 – Sewer Emergency & O/M Plan Update
Item 45 – Sewer Pump Station and Force Main Assessment
Item 46 – Kensington Road Pump Station Upgrade
Item 48 – Sewer Infiltration Investigation/Reconstruction

Motion: by Vice Chair Lefebvre to approve the funding of Item 44 designated above in the amount of \$35,000; Item 45 designated above in the amount of \$200,000; Item 46 designated above in the amount of \$265,000; and Item 48 designated above in the amount of \$349,900. Seconded by Board Member Carota. **Motion carries 4-0.**

Item 61 – Firefighters Cancer Screening

Motion: by Vice Chair Lefebvre to approve the funding of Item 61 designated above in the amount of \$17,457. Seconded by Board Member Carota. **Motion carries 4-0.**

Item 53 – Culvert Structural Assessment

Motion: by Vice Chair Lefebvre to approve the funding of Item 53 designated above in the amount of \$100,000. Seconded by Board Member Carota. **Motion carries 4-0.**

Item 59 – Fire Rescue #1 Truck Replacement

Motion: by Vice Chair Lefebvre to approve the funding of Item 59 designated above in the amount of \$857,373. Seconded by Board Member Carota. **Motion carries 4-0.**

Item 29 – Supplemental Transportation Service – Age Friendly
Vice Chair Lefebvre questioned the cost of repurposing town vehicles and the ongoing cost of maintenance. Chair Timmins noted the need for a clear plan for funding of the program in the out years. Vice Chair Lefebvre requested more financial information about the cost of repurposing vehicles, gas costs, staff costs, etc. Manager Cohen and his staff will report back to the Board at its February meeting.

Item 42 – Chelmsford Water District – PFAS/Crooked Sprigs Treatment Plan
Following discussion, it was agreed that the Town Manager will petition the legislature for funding.

TOWN MANAGER BID AWARDS
Sewer System Evaluation Survey – Project #1

Town Manager Cohen reported he is seeking approval to enter into a contract with Weston & Sampson for engineering services related to the first phase of the sewer system evaluation of approximately 98,400 linear feet in the amount of \$349,900, and a summary report of recommendations for rehabilitation.

Board Member Wojtas noted on page 7 the owner be designated as the Town and the scope include all three water districts.

Chair Timmins questioned why more bids are not sought from other vendors. Town Manager Cohen noted that since Weston & Sampson was involved in the construction of the sewer system it was beneficial to have that knowledge in assessment of future repairs.

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Motion: by Vice Chair Lefebvre to approve the bid award to Weston & Sampson for the Spring 2022 sewer system evaluation survey. Seconded by Board Member Carota. **Motion carries 4-0.**

TOWN MANAGER REPORTS

Draft Spring Annual Town Meeting Warrant

Town Manager Cohen reviewed the twenty-six current draft warrant articles for the Spring Town Meeting. There may be additional warrant articles, with the final warrant to be signed at the February 28th meeting.

MassHousing's Cost Examination for Beaver Brook Crossing Chapter 40B Affordable Housing Development

Town Manager Cohen reported that he had received a draft report regarding the cost examination for the Beaver Brook Crossing rental development. An independent audit found that there were no Chapter 40B compliance issues. The report was reviewed by David Hedison. Town Manager Cohen will advise MassHousing that the Select Board was advised of the audit and concurrence of the consultant and the Town has no further questions or concerns.

Massachusetts FY22 Firefighter Safety Equipment Grant Award

Town Manger Cohen reported that the Fire Department had been awarded a grant of \$14,969.35 for the purchase of a washer extractor machine for firefighter gear.

PATH FORWARD ON SELECT BOARD AND TOWN MANAGER GOAL #8 REGARDING RESIDENT COMMUNICATION

Town Manager Cohen addressed goal #8 to identify ways to improve communication with residents. He reviewed the list of current methods of communication. With the lesser coverage from print media, he and Lisa Marone discussed better ways to get the message out to residents. A monthly newsletter could be a vehicle to provide information on upcoming events. He used the example of a current newsletter advising residents of the five warrant articles coming up at Special Town Meeting on February 24th. Highlighted would be the article on the redevelopment of the UMass/West campus containing links to additional materials. These newsletters could be posted on the website and hard copies made available at public buildings.

Discussion ensued on the various informational signs across town notifying residents of upcoming changing winter conditions, non-sanding of streets, limited snowplowing resources resulting in concentration of resources to main roads and lesser on side streets, etc. Also discussed was mailing the newsletter to homebound residents. Social media could also be relied on a limited basis as a forum for outreach to residents.

Town Manager Cohen used the analogy of a large corporation's mission to reach its customers. With a Town population of 36,000 residents, every effort must be made to be proactive in getting the message out of ongoing and future initiatives.

MEETING MINUTES

Chair Timmins announced that the determination of the releasability of Executive Session Minutes of the December 13, 2021, joint meeting with the School Committee were reviewed and deemed not releasable.

Traffic Listening Session Minutes of October 13, 2021

Motion: by Vice Chair Lefebvre to approve the traffic listening session minutes of October 13, 2021. Seconded by Board Member Carota. **Motion carries 4-0.**

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Regular Session Minutes of December 20, 2021

Motion: by Vice Chair Lefebvre to approve the regular session meeting minutes of December 20, 2021, as amended. Seconded by Board Member Carota. **Motion carries 4-0.**

Work Session Minutes of January 3, 2022

Motion: by Vice Chair Lefebvre to approve the work session meeting minutes of January 3, 2022. Seconded by Board Member Carota. **Motion carries 4-0.**

Regular Session Minutes of January 10, 2022

Motion: by Vice Chair Lefebvre to approve the regular session minutes of January 10, 2022. Seconded by Board Member Carota. **Motion carries 3-0,, with Board Member Carota abstaining.**

LIAISON REPORTS AND REFERRALS

Board Member Carota: - No report.

Board Member Wojtas:

- Congratulations to Deputy Police Chief Dan Ahern on his retirement and the beginning of the next chapter of his life. He is a “good guy” and will be missed.
- State Representatives Vanna Howard and Tammy Gouveia distributed winter coats to veterans. Over 100 coats were donated by Ocean State Job Lots and names were taken for those who did not receive one, so additional coats can be acquired and distributed.
- Revered Bob Noy, former Westlands School principal, Air Force veteran, three-term member of the Board of Library Trustees, and a regular at the monthly veterans’ breakfast passed away last week and will be missed.

Board Member Lefebvre:

- The send-off for Deputy Chief Ahern was great and we wish him the best.

Chair Timmins:

- The School Committee is meeting on February 1st to present its preliminary budget recommendations for FY2023. A public hearing will be scheduled on March 1st.
- Dore & Whittier is finalizing the new bidding process for the high school for MSBA filing this spring.
- Finance Committee’s votes on recommendations on articles for Special Town Meeting are posted on the website.
- Finance Committee is also planning to review the FY2023 budget and the Spring Town Meeting warrant articles in February. Those meetings will be held on Thursdays at 6:30PM via Zoom and public comment is welcome.
- Thanks to Chelmsford Telemedia for making changes to the monitor configurations for ease of hybrid meetings.
- Thanks to new recording secretary Christine Martin Barraford and former recording secretary Vivian Merrill for catching the Select Board up on minutes.

PRESS QUESTIONS

No press were present.

Adjournment

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Motion: by Vice Chair Lefebvre to adjourn at 9:30PM. Seconded by Board Member Wojtas.
Motion carries 4-0, unanimous.

NEXT REGULAR MEETING DATE: January 31, 2022

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

Supporting documents:

- Committee vacancies
- Underground conduct petition
- Common victualler license application
- Change of manager application
- One-day all alcoholic license date change request
- Draft Development agreement re Trammel Crow
- Special Town Meeting warrant
- Vinal Square transportation improvements concept plan
- Monthly traffic safety committee report
- ARPA funding request for withdrawal
- ARPA request for Firefighter cancer screening
- Premium pay cost estimate worksheet
- ARPA project financing worksheet
- Town Manager bid awards
- Spring Town Meeting warrant articles
- Mass Housing cost examination for Beaver Brook Crossing Chapter 40B affordable housing development
- Mass FY22 firefighter safety equipment grant award
- Town Manager goals
- Resident communication
- Sample town newsletters
- Meeting minutes traffic listening session 10/13/2001
- Regular meeting minutes 12/20, 01/03, 01/10
- CFD ARPA Funding Request – Blood Test Cancer Screening