

Approved 4/20/2021

**Town of Chelmsford, MA Select Board  
February 8, 2021**

**REMOTE MEETING**

**Members Present:**

Kenneth Lefebvre, Chair  
Virginia Crocker Timmins, Vice Chair  
George Dixon, Clerk  
Patricia Wojtas, Board Member

**Also Present:**

Paul Cohen, Town Manager

**1. CALL TO ORDER**

Chair Lefebvre called the meeting to order at 6:00 p.m., and the read the following announcement:

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020, Order imposing strict limitations on the number of people that may gather in one place, this meeting will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by a member of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town's website, at [www.chelmsfordma.gov](http://www.chelmsfordma.gov). For this meeting, members of the public who wish to watch the meeting may do so by accessing the Chelmsford Telemedia website at [www.chelmsfordtv.org](http://www.chelmsfordtv.org). No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real-time, via technological means. In the event that we are unable to do so, despite best efforts, we will post an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting on the Town's website.

Chair Lefebvre also pointed out that the "chat bubble" on the bottom of the participant's screen was a matter of public record even if the participant intended it as a "private chat."

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Road, Chelmsford, MA. The meeting was recorded by Chelmsford Telemedia.

**2. PUBLIC SERVICE ANNOUNCEMENTS**

- a. Director of Senior Center Deb Siriani Snow Clearing for Seniors - Volunteers are available to assist in snow shoveling and Seniors should call the Senior Center if assistance is needed.
- b. Black History Month – The Diversity, Racial Equity, and Inclusion Committee: Hosting a Celebration of Black History Month on the Town's website.

- c. Nomination Papers for Annual Town Election: Nomination papers for the April 6, 2021, election are available in the Town Clerk's office and the deadline to obtain nomination papers is Thursday, February 11<sup>th</sup> at 5:00 p.m.

### 3. OPEN SESSION

No one wished to speak at this time.

### 4. COMMITTEE VACANCIES

Board Member Timmins read aloud the list of current committee vacancies and noted that interested applicants could apply online at [www.chelmsfordma.gov](http://www.chelmsfordma.gov) or through the Town Manager's Office at [tmoffice@chelmsfordma.gov](mailto:tmoffice@chelmsfordma.gov) or by calling 978-250-5202.

### 5. PUBLIC HEARINGS

- National Grid Pole Petition: Parkerville Road

Chair Lefebvre opened the public hearing.

There was no one present from National Grid to speak on behalf of the petition request.

Town Manager Cohen stated his understanding was that the plan submitted met with DPW approval, however, he suggested that the Board table the request until the next meeting.

Chair Lefebvre asked if there were members of the public who had questions or comments.

Resident Maureen Baker, an abutter at 24 7<sup>th</sup> Lane, stated she wanted to ensure there were no changes because the plan she and her husband received is acceptable to them.

**MOTION:** Board Member Timmins made a motion to continue the public hearing for the National Grid Pole Petition until February 22, 2021. Board Member Dixon seconded the motion.

A roll call was taken, which resulted as follows:

Board Member Wojtas:	Aye
Board Member Timmins:	Aye
Board Member Dixon:	Aye
Chair Lefebvre:	Aye

**The motion carried 4 – 0.**

- Transfer of All Alcoholic Beverages Restaurant License: From Chuan Ba Wang Restaurant, Inc. DBA Sichuan Palace to Sichuan Palace Restaurant LLC DBA Sichuan Palace, 7 Summer Street, #17 - #18.

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Applicant Gianni Gou was present to speak on behalf of the application.

Board Member Wojtas commented that she did not see that the applicant had experience with serving alcohol. The applicant replied she had a tip license.

Board Member Timmins commented there were multiple items not checked off on the form and requested the Town Manager's office ensure all items were checked prior to the issuance of a license.

Chair Lefebvre asked if there were questions or comments from the public. There were none.

**MOTION:** Board Member Timmins made a motion to close the public hearing. Board Member Dixon seconded the motion.

A roll call was taken, which resulted as follows:

Board Member Wojtas:	Aye
Board Member Timmins:	Aye
Board Member Dixon:	Aye
Chair Lefebvre:	Aye

**The motion carried 4 – 0.**

**MOTION:** Board Member Timmins made a motion to waive the Board's policy to continue the public hearing, and approve the transfer of the All Alcoholic Beverages Restaurant License for Sichuan Palace as presented. Board Member Dixon seconded the motion.

A roll call was taken, which resulted as follows:

Board Member Wojtas:	Aye
Board Member Timmins:	Aye
Board Member Dixon:	Aye
Chair Lefebvre:	Aye

**The motion carried 4 – 0.**

## LICENSES

- Change of Manager on All Alcoholic Beverages Restaurant License: Aksharpati Restaurant, Inc. DBA Kastore Restaurant, 100 Tyngsboro Road

Applicant Himansu Patel was present to speak on behalf of the application.

Board Member Dixon asked if the prospective manager was currently employed. The applicant replied the employee had worked for him for approximately ten years.

**MOTION:** Board Member Timmins made a motion to approve the Change of Manager on the All Alcoholic Beverages Restaurant License for 100 Tyngsboro Road as presented. Board Member Dixon seconded the motion.

A roll call was taken, which resulted as follows:

Board Member Wojtas:	Aye
Board Member Timmins:	Aye
Board Member Dixon:	Aye
Chair Lefebvre:	Aye

**The motion carried 4 – 0.**

**6. REVISED PROCLAMATION CONDEMNING AND STANDING AGAINST RACISM, DISCRIMINATION, AND HATRED**

Board Member Timmins read aloud the revised Anti-Racism Proclamation into the record.

**MOTION:** Board Member Timmins made a motion to affirm the revised proclamation pending the Select Board’s signatures. Board Member Dixon seconded the motion.

A roll call was taken, which resulted as follows:

Board Member Wojtas:	Aye
Board Member Timmins:	Aye
Board Member Dixon:	Aye
Chair Lefebvre:	Aye

**The motion carried 4 – 0.**

**7. REPORTS AND PRESENTATIONS**

- Fred Brusseau: Chelmsford Age-Friendly Action Plan

Co-chair Brusseau (Age-Friendly Chelmsford Core Team) presented the Age-Friendly Action Plan for the Board’s approval.

Co-chair Brusseau shared that the population of people over 60 years of age in Chelmsford was estimated to be over 30%. He said aging people wanted to be as independent as they could for as long as they could with opportunities for health, participation, and security.

Co-chair Brusseau said the benefits of membership included access, opportunity, and recognition. He said they had access to multiple grants, a global network on aging and civil society experts, as well as access to the latest news, best practices, events, challenges, and new initiatives. He said Chelmsford had the opportunity to work with other towns that had implemented similar plans.

Co-chair Brusseau reported the spark for the plan began in April of 2017 when Sandra Harris, who sat on the Executive Council for AARP Massachusetts gave a very inspirational speech. She is currently the State President for AARP.

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Co-chair Brusseau commented that due to Co-Chair Siriani's action the committee received a \$40,000 grant from the state earmarked for age-friendly items.

Co-chair Siriani stated the grant included installing lockboxes in the event the police department or fire department needed to access an elderly person's home, and support for Meals on Wheels.

Co-chair Brusseau noted that after the Select Board's approval the plan would be forwarded to an AARP National Team for review and approval. He said he was also seeking the Board's approval for an Age-Friendly Chelmsford Implementation Committee to be appointed and approved. Additionally, Co-chair Brusseau suggested creating a communication plan be developed to engage the community and business partners and create an age-friendly Chelmsford network.

Board Member Timmins asked if there were any perceived obstacles that the Select Board could assist with. Co-chair Brusseau replied he felt those questions would be asked and answered during the implementation phase.

**MOTION:** Board Member Timmins made a motion to approve the Age-Friendly Chelmsford Action Plan as presented. Board Member Dixon seconded the motion.

A roll call was taken, which resulted as follows:

Board Member Wojtas:	Aye
Board Member Timmins:	Aye
Board Member Dixon:	Aye
Chair Lefebvre:	Aye

**The motion carried 4 – 0.**

- Conservation Commission: Warren-Pohl Property Plan

Conservation Commission Chair Dave McLaughlin addressed the Board and stated the Town of Chelmsford had acquired the Warren-Pohl Farm at the end of the previous year and was in the process of creating a conservation reservation. He said the proposed reservation at Warren-Pohl would be approximately 54 acres.

Conservation Commission Member Karl Bishoff noted they sent out approximately 100 notices to abutters of the property, placed it on the website, made it available on social media, and received public input. He said public input included questions regarding access to the site as well as usage of the site. He further said they felt Acton Road would be the best option for the main access point with bicycle and pedestrian access off of Boston Road. However, he pointed out that Acton Road was not viable. Board Member Bishoff said the opinions regarding usage were similar and included walking trails, bicycling, cross country skiing, and snowshoeing.

Chair McLachlan stated there was a \$55,000 capital budget for the site, of which \$32,000 to \$33,000 was for the parking lots. He also said there was a \$50,000 trust fund for capital improvements on the Wright Reservation and they would request monies from that fund to build the expanded parking lot on Wright Reservation. He added they would request the balance (approximately \$44,000) from the

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Community Preservation Committee and they were proposing a \$5,000 per year operating budget for maintenance.

## **8. VALUES AND VISION IMPLEMENTATION**

The Board reviewed the Values and Vision Committee's recommendations for implementation from their July 27, 2020 presentation.

Board Member Timmins commented she thought the Values and Visions statement for the Town of Chelmsford would be posted on the home page of the website and the Select Board's Mission Statement would be put on the Select Board page. Chair Lefebvre stated that was also his understanding.

Board Member Timmins suggested that having town employees and/or Board and Committee members sign an acknowledgment form stating they understood what the values and visions of the town were and would be consistent with the Committee recommendations. After Board discussion, Chair LeFebvre took the action to ask Town Counsel Paul Haverty to draft an acknowledgement form.

## **9. TOWN MANAGER BID AWARDS**

- **HVAC Air System Rebalance – Chelmsford Public Schools**

Town Manager Cohen commented that the School Committee had received an update regarding the HVAC evaluation as well as the work to date. He said the town received a bid from Air Solutions and Balancing in the amount of \$236,450.

Director of Public Works Gary Persichetti stated every building was at 100% with the exception of the McCarthy Middle School and the rooftops at the high school.

Town Manager Cohen stated there was money expected to be part of the stimulus package which would include the issue of air quality in schools.

**MOTION:** Board Member Timmins made a motion to award the HVAC Air System Rebalance bid to Air Solutions and Balancing as presented. Board Member Dixon seconded the motion.

A roll call was taken, which resulted as follows:

Board Member Wojtas:	Aye
Board Member Timmins:	Aye
Board Member Dixon:	Aye
Chair Lefebvre:	Aye

**The motion carried 4 – 0.**

## **10. TOWN MANAGER REPORTS**

- **Quarterly Goals Update**

- Town's Sewer Capacity – Contracted Weston & Sampson Engineers to develop alternatives to address the town's wastewater capacity limitations. The town did not exceed sewer capacity in the calendar years of 2019 and 2020 with the high point occurring in 2018.

Town Manager Cohen explained there had been an unprecedented amount of residential development over the past three fiscal years which resulted in the exhaustion of the existing sewer capacity.

- Develop Plan for use of the Warren-Pohl Farm – Town Manager Cohen stated the Department of Public Works had assisted the Conservation Commission in developing a plan for the use of the property; notably, the parking areas previously noted. He also stated the town would be insuring the property and DPW was assisting with the electricity supply.
- Financial Status – Town Manager Cohen stated he had provided timely updates to the Board with the most notable ones during the Tri-Board meetings held the previous September prior to the 2020 Fall Town Meeting and in January 2021. He said the projected financial fallout had not yet occurred and there were still concerns that it would happen within the current fiscal year; although he pointed out they expected to see stimulus assistance from the federal government sometime in March.
- Establish a Budget Recommendation Regarding Proposition 2 ½ - Town Manager Cohen stated the Select Board had directed him to utilize the full levy capacity in the development of the upcoming operating budget and he felt the levy can be re-examined at Fall Town Meeting when more is known about the economic conditions.
- Traffic Safety Measures – Town Manager Cohen commented that the traffic safety measures had been a demonstrated success in addressing multiple safety concerns across the community.
- Criteria Report Regarding the Fire Stations (3, 4, & 5) – Town Manager Cohen said the Permit Building Committee was evaluating the proposals for the North Fire Station reconstruction expansion project. He said the next fire station to renovate would be #3.
- Listing of Board and Committee Members on the Website – Town Manager Cohen shared that they were continually trying to update the list. He noted they were looking at possible software packages that may be able to keep that type of information current.

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- Restarting Current Events – Town Manager Cohen stated Memorial Day did not look like a viable day for public gatherings, and the traditional Fourth of July activities were not certain at this time.

- **Revised Draft of the Annual Town Meeting Warrant**

- Town Manager Cohen stated two weeks from the current meeting the Select Board would be asked to sign the Warrant of the Spring Annual Town Meeting. He said he sent 42 Articles to Town Counsel Paul Haverly but some of the work was still ongoing.

Town Manager Cohen said he added Article #10 regarding financial resources that may be needed to address the PFAS (polyfluoroalkyl substances) monitoring wells.

- **MIIA (Massachusetts Interlocal Insurance Association) Risk Management Award**

- Town Manager Cohen stated the MIIA recognized the Town of Chelmsford with a Risk Management Award. He noted, in particular, the efforts of the Public Health Nurse Darcy Beall who joined the Town of Chelmsford and hit the ground running in the middle of the COVID-19 pandemic.

- **District Local Technical Assistant (DLTA) Proposals**

- Town Manager Cohen said he submitted the DLTA grant requests to the Northern Middlesex Council of Governments. The requests ask for assistance on Chelmsford's Age Friendly plan implementation, assessing sewer capacity demand, and helping the Vinal Square Strategic Action Plan Committee with community engagement regarding infrastructure improvements.

## 11. TOWN MANAGER APPOINTMENTS

- Energy Conservation Committee: Ryan Dooley, 3-year term to expire on 6/30/2023
- Middlesex Canal Commission: Lisa Grasso, 2-year term to expire on 6/30/2022

**MOTION:** Board Member Timmins made a motion to approve the Town Manager appointments of Ryan Dooley to the Energy Conservation Committee and Lisa Grasso to the Middlesex Canal Commission for the terms presented. Board Member Dixon seconded the motion.

A roll call was taken, which resulted as follows:

Board Member Wojtas:	Aye
Board Member Timmins:	Aye
Board Member Dixon:	Aye
Chair Lefebvre:	Aye

**The motion carried 4 – 0.**

**12. APPOINT SELECT BOARD MEMBER TO ROUTE 3 HIGHWAY INTERCHANGE ADVISORY BOARD**

Board Member Dixon offered to serve as a member of the Advisory Board.

**13. MEETING MINUTES**

- Select Board Regular Session Minutes of 9/28/2020
- Select Board Regular Session Minutes of 10/05/2020
- Select Board Regular Session Minutes of 11/02/2020

**MOTION:** Board Member Timmins made a motion to approve the meeting minutes of 9/28/20, 10/05/20, and 11/02/20 as presented. Board Member Dixon seconded the motion.

A roll call was taken, which resulted as follows:

Board Member Wojtas:	Aye
Board Member Timmins:	Aye
Board Member Dixon:	Aye
Chair Lefebvre:	Aye

**The motion carried 4 – 0.**

**14. LIAISON REPORTS AND REFERRALS**

Board Member Wojtas

- Nashoba Budget Hearing to be held on February 9, 2021.
- The library has state and federal tax forms available.

Board Member Dixon

- Complimented the public health department for their efforts during the pandemic.

Board Member Timmins

- February 23, 2020 – School Committee’s agenda would include an opportunity for public comment regarding the school budget.
- The Planning Board would hold public hearings the following Wednesday regarding the proposed bylaw changes for Center Village District, e-commerce, fulfillment centers, ghost kitchens, and dark stores, and new uses and definitions for adult use for recreational and non-medical marijuana. A public hearing for property located at 248 Princeton Street, and continuing the public hearing for the Odd Fellows Fiske Campus redevelopment.

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- The Chelmsford Commission on Disabilities had met and it was decided to remove the standalone position of ADA Coordinator. The responsibilities will be combined with that of the Building Commissioner.
- There was a resignation on the DREIC Committee and he asked the Board Members' thoughts on whether or not the vacancy should be filled. It was decided not to fill the position.

## **15. PRESS QUESTIONS**

There were none.

**MOTION:** At approximately 8:30 p.m. Board Member Timmins made a motion to adjourn. Board Member Dixon seconded the motion.

A roll call was taken, which resulted as follows:

Board Member Wojtas:	Aye
Board Member Timmins:	Aye
Board Member Dixon:	Aye
Chair Lefebvre:	Aye

**The motion carried 4 – 0.**

**NEXT REGULAR MEETING DATE: February 22, 2021**

Respectfully Submitted,

Trish Gedziun  
Recording Secretary

### **Supporting Documents:**

- **PSA – NOMINATION PAPERS FOR LOCAL ELECTION**
- **COMMITTEE VACANCIES AS OF 2021/02/08**
- **POLE ETITION – PARKERVILLE ROAD**
- **TRANSFER OF LICENSE SICHUAN PALACE**
- **CHANGE OF MANAGER – KASTORE**
- **ANTI-RACISM PROCLAMATION 2021/02/08**
- **AGE-FREIDNLY CHELMFORD**
- **AGE-FRIENDLY CHELMSFORD ACTION PLAN**

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- **WARREN-POHL RECOMMENDATIONS SELECT BOARD**
- **VV COMMITTEE BOS PRESENTATION FINAL 2020/07/27**
- **BID AWARD RECOMMENDATION**
- **UPDATE-2 HVAC MEMO 2021/01/28**
- **FY21 GOALS PRESENTATION**
- **2021 SPRING ATM LIST OF WARRANT ARTICLES**
- **2021 SPRING ANNUAL TOWN MEETING WARRANT**
- **CHELMSFORD – AGE-FRIENDLY**
- **CHELMSFORD – SEWER CAPACITY**
- **CHELMSFORD – VINAL SQUARE – TRANSPORTATION**
- **ENERGY CONSERVATION COMMITTEE – DOOLEY**
- **MIDDLESEX CANAL COMMISSION – GRASSO**
- **RE CHELMSFORD – RT. 3 – HIGHWAY INTERCHANGE MARKET STUDY**
- **RFP – STATE PLANNING GRANT – FINAL**
- **BOS MINUTES – 2020/09/28**
- **BOS MINUTES – 2020/10/05**
- **BOS MINUTES – 2020/11/02**
- **Zoom Chat for 2020/02/08 Select Board Meeting**