

Approved 2/27/2023

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

Regular Meeting MINUTES
February 13, 2023

Attending:

Virginia Crocker Timmins, Chair
Ken Lefebvre, Vice Chair
George Dixon, Clerk
Mark Carota, Board Member
Patricia Wojtas, Board Member

Paul Cohen, 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.

Chair Timmins called the meeting to order at 6:00PM followed by the Pledge of Allegiance.

PUBLIC SERVICE ANNOUNCEMENTS

Arts and Technology Education Fund (ATEF) Grant Applications Available

Evelyn Thoren, Chair of the Arts and Technology Education Fund, appeared before the Board. Grants are funded by private donations and residents may elect to donate through their tax bills. Grant applications by school staff are available for Arts and Technology funds on the town and school websites. It is recommended that applicants confer with their department heads prior to submittal to vet the various proposals for projects. Applications must be submitted online or to the Town Manager's office no later than March 31st.

Vice Chair Lefebvre read the following announcements:

U.S. Representative Lori Trahan Office Hours

Congresswoman Lori Trahan announced that her team will host office hours in Lawrence on Wednesday, March 8th and April 19th from 10:00-2:00PM at Groundwork Lawrence, 50 Island St., Lawrence, MA and various other municipal locations. For more information contact her office at 978-459-0101.

Nashoba Valley Technical High School Committee Applications Due by March 8, 2023

The Chelmsford Select Board and School Committee will meet on March 13th to appoint one representative to the Nashoba Valley Technical High School Committee for a three-year term ending 3/31/2026. Applications are available on the town website at www.chelmsfordma.gov. Applications should be returned to the Town Manager's office, 50 Billerica Rd by Wednesday, March 8th.

Narcan Training Sessions

Free Narcan training is presented by the Health Department on February 28 for sessions at 9:00AM, 12:00PM, and 6:00PM to be conducted at the Fire Department Lower Level Training Room. The training is open to all, and registration is required at www.chelmsfordma.gov. Learn how to recognize an overdose. Free Narcan given to all attendees.

PUBLIC INPUT

There was none.

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.

LICENSES

One Day Beer and Wine License: Veronica Nyarko, 115 Middlesex St. (St. John's Evangelist Church (2/19/2023))

MOTION: by Vice Chair Lefebvre to approve the application for a one-day beer and wine license to be held at St. John's Evangelist Church, 115 Middlesex St. on February 19th. Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

SUPERINTENDENT OF SCHOOLS DR. JAY LANG MCCARTHY MIDDLE SCHOOL'S TENNIS COURT WORKING GROUP RECOMMENDATIONS

Superintendent Jay Lang appeared via Zoom before the Board. He reviewed the results of the report submitted to the School Committee. A working group was formed following a discussion at town meeting on the use of the tennis courts adjacent to the McCarthy Middle School. A survey was sent to the school community regarding the potential uses of the space, and it was decided that refurbishment of the tennis courts to allow for a mixed use of tennis, basketball and pickleball would be in the best interests of the community at large. A pathway from the parking lot area to the police department community room will also be developed. The space could be used for physical education and recess during the school day and by the community outside school hours.

There was additional discussion on the future use of the tennis courts at the high school and proposed expansion for lacrosse walls and hockey courts. While outside the purview of the working group, there was discussion on "doing well by the community" by creating a master plan for overall recreational areas for town-wide use. The report will be presented for consideration of FY25 capital funding.

Town Manager Cohen noted the vehicle for addressing overall town-wide needs is the open space and recreation plan which was last updated in 2017 and accepted by the state in 2018. An application has been submitted to NMCOG for assistance in updating the plan to reflect community input on the best use of potential recreational areas for both adults and youth.

Discussion ensued. It was agreed that the timing of an updated overall open space and recreation plan to coincide with the process of capital funding of the McCarthy tennis courts in light of the bigger recreational picture would be the most efficient route. Dr. Lang agreed that the Town needs to have a broader discussion of investment in recreational areas, as school grounds are limited to access when school is in session.

DISCUSSION REGARDING SELECT BOARD'S STRATEGIC PLAN AND GROWTH STRATEGY GOAL

Town Manager Cohen reported that he and Community Development Director Evan Belansky had reviewed several neighboring towns' development of strategic plans and found that the Town of Shrewsbury's recent request for proposals for the development of a community-based vision and strategic plan reflected the discussions of the Board on the implementation of its own strategic action goals.

Chair Timmins agreed that the Shrewsbury strategic plan was aligned with what the Board had discussed developing for Chelmsford, and that the services of an outside facilitator would assist the Board in validating and tweaking the Town's existing visions and values and creating overarching strategic statements supported by annual goals and action plans.

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It was the consensus of the Board that the Town Manager would draft an RFP based on the Shrewsbury template and report back to the Board for its review.

TOWN MANAGER BID AWARDS

Town Manager Cohen asked for the Board's approval of the following DPW bid awards:

Stormwater Division Handwork

K. B. Aruda Corporation in the amount of \$34,560.00.

Tree Removal and Disposal Contractor

Mayer Tree Service in the amount of \$100,840.00.

Door Hardware Replacements for Byam Elementary School

New System Associates LLA in the amount of \$138,400.00.

Door Hardware Replacement for Community Education Center

New System Associates LLC in the amount of \$131,000.00.

Door Hardware Replacement Project for Harrington School

Kamco Supply of Boston d/b/a Kamco Lock Solutions in the amount of \$140,600.00.

Design Service for Remodel and Upgrade of Kitchens at CHS and McCarthy Middle School

JtA Inc. not to exceed \$100,000.00.

Discussion ensued. Town Manager Cohen confirmed that the Town had not used the services of these vendors, but that DPW was satisfied with the vetting process. The tree contractor was hired on an as-needed basis. The school door hardware replacement projects will be completed by the end of summer.

MOTION: by Vice Chair Lefebvre to approve the above six bid awards as presented by the Town Manager. Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

TOWN MANGER REPORTS

January Sewer Flows

Town Manager Cohen stated that, while December and January have traditionally been high-flow months, this January's flow was over that of the last year, and close to the previous two years. The DPW Director reported that the problem of icing of roadways has been due to illegal sump pump operations. State approval of funding for the sump pump pilot project is critical in addressing the problem. Both Billerica and Tyngsboro also showed increase in flows in the month of January.

FY23 Property Tax Abatement Filings

Town Manager Cohen stated that property tax abatement filings showed an increase in residential property tax abatement filings and a slight decrease in commercial/industrial. The increase may reflect higher valuations and those residents are seeking relief from economic hardships due to inflation. Assessors will be reviewing applications over the next several months.

Revisions to FY24 Proposed Capital and Operating Budget

Town Manager Cohen reported that Nashoba Tech has released its proposed regional assessment for the Town at \$3,888,308. This assessment is subject to change pending the release of the state budget by March 1st. Advice of local aid will be released prior to the final budget as well as information on health insurance premiums in time for further discussion on actual numbers at the Board's next meeting.

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Revised Draft Warrant for Spring Annual Town Meeting

Town Manager Cohen reviewed the latest draft of the spring annual town meeting warrant. The warrant will be reviewed by Town Counsel in time for the Board's final approval at its next meeting on February 27th.

TOWN MANAGER APPOINTMENTS

Holiday Decorating Committee: Sally Murphy, one-year term exp. 12/31/2023

MOTION: by Vice Chair Lefebvre to approve the appointment of Sally Murphy to the Holiday Decorating Committee for a one-year term to expire on December 31, 2023. Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

Council on Aging Board: Sandra Hall, three-year term exp. 6/30/2025

MOTION: by Vice Chair Lefebvre to approve the appointment of Sandra Hall to the Council on Aging for a three-year term to expire on June 30, 2025. Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

MEETING MINUTES

Select Board Regular Meeting Minutes 01/23/2023

MOTION: by Vice Chair Lefebvre to approve the Select Board regular meeting minutes of January 23, 2023. Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

Select Board Regular Meeting Minutes 01/30/2023

MOTION: by Vice Chair Lefebvre to approve the Select Board regular meeting minutes of January 30, 2023. Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS

Board Member Carota – no report.

Board Member Wojtas – no report.

Vice Chair Lefebvre

- Walked the entire property of Roberts Fields and kudos to the DPW for a well-maintained park area.
- He and Board Member Dixon visited the high school civics class and will submit report to the Board.

Board Member Dixon

- Acknowledged the passing of long-time business owner, Jim Dolan, Sr.

Chair Timmins

- School Committee will be holding a budget hearing on Tuesday, February 28th at 6:00PM at the Administration Office. Meeting will be televised live on Comcast Channel 22 and Chelmsfordtv.org. Contact the superintendent's office for a copy of the actual budget.

Chair Timmins asked that reports of meetings with high schoolers and young adults with regard to civic engagement be submitted to the Town Manager's Office in time for review at the Board's meeting on March 13th.

ADJOURNMENT

MOTION: by Vice Chair Lefebvre to adjourn at 6:53PM. Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

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NEXT REGULAR MEETING DATE: February 27, 2023

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

Supporting documents:

- US Rep Lori Trahan office hours
- NVTHS Committee applications
- Narcan training flyer 2/28/23
- Committee vacancies as of 2/13/2023
- One day license Veronica Nyarko
- McCarthy Middle School tennis court area redesign refurbishment
- Shrewsbury strategic plan RFP
- Shrewsbury 2030 strategic plan
- 2/7/23 various DPW bid award recommendations
- 2/9/23 recommendation to award
- Flow summary FY23
- Sewer flow through January 23
- Recent property tax abatement filings
- Chelmsford draft budget 2/3/23 for Town officials
- 2023 Spring ATM list of warrant articles
- 2023 Spring annual town meeting warrant
- Holiday Decorating Comm app – Murphy
- Council on Aging board application – Hall
- 1/23/23 SB minutes draft
- 1/30/23 SB minutes draft