

Approved 4/12/2021

2021-04-13

Town of Chelmsford Select Board Minutes  
Chelmsford, MA 01824

11:47 AM

Virtual meeting via Zoom  
February 22, 2021

TOWN OF CHELMSFORD

PATRICIA E. DZURIS

TOWN CLERK

**Attending:**

Kenneth Lefebvre, Chairman

Paul Cohen, Town Manager

Virginia Crocker Timmins, Vice Chair

George Dixon, Clerk

Patricia Wojtas, Board Member

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 6:00 PM, and 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 limitation on the number of people that may gather in one place, this meeting of the Town of Chelmsford Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by 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 [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 on the Town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

**PUBLIC SERVICE ANNOUNCEMENTS**

Board Member Timmins announced that the Chelmsford Select Board and School Committee will meet on March 8, 2021 at 6:00 PM to appoint one representative to the Nashoba Valley Technical High School Committee for a 3-year term ending 3/31/2024. Applications are available on the Town website at [www.chelmsfordma.gov](http://www.chelmsfordma.gov) or in the Town Manager's Office. Applications should be forwarded to the Town Manager's Office, 50 Billerica Road, Chelmsford, MA 01824 by 4:00 PM on Wednesday, March 3, 2021.

**OPEN SESSION**

No one came forward at this time.

**USE OF CHAT FUNCTION DURING VIRTUAL SELECT BOARD MEETINGS**

Chairman Lefebvre noted that what is typed in the chat, whether private between members or public, is part of the public record.

**COMMITTEE VACANCIES**

Board Member Timmins read the list of current vacancies. Interested applicants can apply online at <http://chelmsfordma.gov> or through the Town Manager’s office.

**PUBLIC HEARINGS**

**National Grid Pole Petition: Parkerville Road.**

Paulo Sapro, Engineer for National Grid, stated that the developer is building 2 homes. For the house that is sold, a new pole is needed, pole 31. The location of the pole is required at this position because there is no pole close enough to provide power. Chairman Lefebvre and Board Member Timmins noted that at the last meeting there was a neighbor who spoke positively and wanted to confirm that no changes were made from the original plan. This was confirmed by the Engineer. He said there may be a future plan for the second home, but for now that is not in this plan. Board Member Wojtas noted that the DPW did have some concerns, but after receiving new plans they now recommend approval.

**Motion:** by Board Member Timmins to close the public hearing. Seconded by Board Member Dixon.

**Roll Call:**

- Select Board Member Wojtas: Aye
- Select Board Member Dixon: Aye
- Select Board Member Timmins: Aye
- Chairman Lefebvre: Aye

**Motion carries, unanimous, 4-0**

**Motion:** by Board Member Timmins to approve the National Grid Pole Petition for Parkerville Road. Seconded by Board Member Dixon.

**Roll Call:**

- Select Board Member Wojtas: Aye
- Select Board Member Dixon: Aye
- Select Board Member Timmins: Aye
- Chairman Lefebvre: Aye

**Motion carries, unanimous, 4-0**

**REPORTS AND PRESENTATIONS**

**North Chelmsford Water District Superintendent Bruce Harper: Immediate Response Action Plan for 54 Richardson Road**

Town Manager Cohen referred to the submittal for this project by Paul McKinlay, the town’s contracted licensed site professional.. Late this afternoon a response letter was received from the Mass Department of Environmental Protection requesting modifications to the plan. He stated that the licensed site professional will respond.

Board Member Timmins asked what they were asking for modifications. Town Manager Cohen stated that some modifications were suggested by the water district, some things they wanted to hold off on because of concerns of infiltration, and others were additional monitoring of wells by the water district's wells. Tomorrow the town will work with the licensed professional engineer to respond.

Bruce Harper gave background: the DPW's engineers recommended hiring a licensed professional to do a peer review, which they did. In discussions with John Fitzgerald, the Waste Site Bureau professional from DEP suggested not to put in a bedrock well in case the bedrock gets fractured, and to hold off on putting in some wells. Mr. Harper also stated that he has been talking to Board Member Dixon, the liaison to the Water District, and keeping him involved. Mr. Harper mentioned that John Fitzgerald asked if there would be a problem putting wells on the property. Mr. Harper said he did not have a problem with it.

Board Member Timmins asked Mr. Harper to explain comment #2 in his February 16, 2021 letter regarding the floor drain closure performed in 1993. Mr. Harper explained that the whole garage used to drain into the floor drain. Back in the 1990's the town closed the drain and put in a wash facility that tied into the Chelmsford sewer system. Part of the recommendation is to excavate the soil, where the waste barrels were excavated, and do a soil sample of the two sites as well as a soil sample where the original septic system was located on the property.

Board Member Timmins asked for clarification of comment #3 in Mr. Harper's February letter which referred to buried drums like those found in 2008. She asked if there are more drums there.

Bruce Harper replied that they don't know, but they do know that the three drums that were there were removed. An ultrasound/ground radar was used at the time and they didn't find any more barrels.

Manager Cohen stated that back then wells were discovered, reported and testing was done to see if there were any additional wells. None were found. Steve Jahnle, Assistant DPW Director, added that at the time, there was contact with the DEP and another environmental firm. Ground water was sampled. Now, after receiving today's letter, the DEP is recommending some additional testing at that location.

Board Member Timmins asked for an explanation of the drums. Mr. Jahnle replied that they were waste oil drums that were thrown in a hole years ago.

Board Member Timmins asked if the process that is going on with the DEP is going to lead to an understanding of where the source of the contamination is? Mr. Jahnle confirmed.

Mr. Harper explained that he believes they will excavate the three sites, eliminate those possibilities, and follow the ground water to see which way the water is traveling. It is possible they will put in a series of wells to discover the size of the plume and from where it originates.

**Chelmsford Telemedia Executive Director Pete Pedulla: Audit of Comcast License Fees**

Director Pete Pedulla explained that approximately one to two years ago, accountant Garth Ashbar noticed that Comcast changed its accounting practices to GAAP accounting and thought they might be short changing the Town on franchise fees. The October 2020 audit confirmed that we were shortchanged approximately \$24,000 for 2018 and 2019 (the years of the audit). Mr. Pedulla stated that it is unclear how to move forward, except to start with working with attorney Peter Epstein to create a demand letter which needs to be issued by the Select Board.

Board Member Timmins stated that the draft letter says that we don't want to address interest right now, we will do it later, but it looks like the accountant's report had calculated it. Mr. Pedulla was not sure of the calculation, stating that it was the lawyer's decision not to address it right now, just to point out what is happening right now.

Board Member Timmins mentioned that the letter referenced that the same issues probably exist for 2020, but the letter doesn't ask Comcast to acknowledge that change needs to take place for 2020 and moving forward. Town Manager Paul Cohen clarified that the conclusion of the letter states that it must be corrected for the calculation of future license fee payments to the Town of Chelmsford. He also noted that the town has leverage considering that license renewal is coming up in the next three years. Board Member Timmins asked Manager Cohen if he expects to go back to Comcast for the interest fees. He reiterated that it was on the advice of counsel that we put that issue aside.

Board Member Wojtas asked Mr. Pedulla if Verizon is doing it the way they should. He claimed that there are no discrepancies that have been brought to his attention.

Board Member Wojtas asked Mr. Pedulla if he would give the community a brief review of the email he sent last week about how funding for local cable access might change, as well as the advocacy that could be done.

Mr. Pedulla explained that television content through the internet has been growing, and less is through the cable box. Consequently, revenue is lost. Prior to COVID-19, Mass Access, a public access advocacy group in Massachusetts, proposed legislation at the state level where funds could be mitigated by fees to online content providers. Now, this legislation has come back. The online content providers are using public rights of way to make a profit. This legislation is proposed to levy a fee for users of online providers for using those rights of ways (40% would go to public access facilities, 40% to municipalities, and 20% to the state's general fund). Mr. Pedulla said that there has been a great response to the letter from the community and three of Chelmsford's State Representatives. Representative James Arciero has co-signed the legislation, and Representatives Tami Gouveia's and Vanna Howard's office have verbally stated that they will cosign.

Board Member Wojtas asked if this should be done on the Federal level as opposed to the State level. Mr. Pedulla responded that it may be challenging to get support at the Federal level given that a lot of states don't have public access.

**Motion:** by Board Member Timmins that Chairman Lefebvre sign on behalf of the board on the letter to Comcast regarding the Chelmsford audit of the Comcast license fees as presented. Seconded by Board Member Dixon.

**Roll Call:**

Select Board Member Wojtas: Aye

Select Board Member Dixon: Aye

Select Board Member Timmins: Aye

Chairman Lefebvre: Aye

**Motion carries, unanimous, 4-0**

**Police Chief James Spinney: Traffic Safety Committee Monthly Report & Departmental Update**

Police Chief Spinney presented the Traffic Committee Project Update. He reviewed completed projects (as listed in the document Traffic Committee Update).

The Traffic Committee is asking the Select Board to approve the Locke Road signage, to install a Stop Ahead sign before the curve at the intersection of Pilgrim and Graniteville Road. In addition, the Committee is asking for a Stop sign on Pilgrim Road at the intersection of Pilgrim Road and Graniteville Road. Future actions include the Committee looking into ideas to make the Byam Road and Locust Road intersection a safer area. Residents have concerns regarding line-of-sight issues. Also, the DPW will be addressing parking signs in the Center area. The plan is to replace what needs to be replaced and make sure all signs are consistent.

Board Member Wojtas mentioned that she has noticed intersections in town which could use Stop signs. She asked what the process is and to whose attention these areas should be brought. Chief Spinney recommended bringing them to the attention of anyone at the police department and they will be discussed at the next Traffic Committee Meeting. Board Member Wojtas noted one intersection at Proctor Road and Acton Road. Chief Spinney will bring it to the next Traffic Committee Meeting.

Board Member Timmins asked Town Manager Cohen about the different traffic issues in the Route 110 area which were brought up by residents at the February 17<sup>th</sup> Route 3 Interchange Public Forum. She asked if these concerns were brought to the Traffic Committee or should the comments be brought to them. Town Manager Cohen replied that the area is Glen Ave. and Chelmsford Street, and they have been keeping an eye on it. It has been a tight intersection with traffic congestion. He pointed out that this area involves state controlled roads where traffic light and traffic light timing changes have to be made by the state.

**Motion:** by Board Member Timmins to approve Locke Road Stop Ahead signage, and the Pilgrim Road and Graniteville Road Stop sign as presented. Seconded by Board Member Wojtas.

**Roll Call:**

Select Board Member Wojtas: Aye

Select Board Member Timmins: Aye

Select Board Member Dixon: Aye

Chairman Lefebvre: Aye

**Motion carries, unanimous, 4-0**

Chief Spinney reviewed the Update on Police Operations & Administrative Modifications (as outlined in the document Select Board Memo Re COVID-19). He stated that the primary enforcement of COVID-19 issues in town has been the Board of Health, but the police department has assisted as needed. These have been business situations, not private residences.

Chief Spinney reviewed the Clinician Outreach Program, known as the Front Line Initiative (as outlined in the document Chelmsford – Front Line Initiative. Chief Spinney noted that this initiative is one of the top priorities of the Police Department. The initiative is a regional police mental health collaborative between Tewksbury, Billerica, Chelmsford, Dracut and Tyngsborough. The project has been expanding every year. There is a full-time director of the program, and there are two full-time clinicians who will be working with all five communities. One clinician will be assigned to Chelmsford, Tyngsborough and Billerica. The other clinician will be assigned to Dracut and Tewksbury. The clinician will provide assistance to the police officers and assistance to those having the crisis, in real time via tele help, phone, or in person. Chief Spinney noted that it is not a requirement that persons in need deal with the police department. The police department has put information and resources on their Facebook page and they have a self-care website.

Board Member Timmins asked if Communit Services Coordinator Jen Melanson could refer people dealing with mental health issues into this program. Chief Spinney said this was possible. He also mentioned that a Wellness division was created in the department in July, 2020 in which the lieutenant who heads it talks with Ms. Melanson frequently. When something is brought to Ms. Melanson's attention, she reaches out to work with the police department as needed.

Chief Spinney reviewed Calls for Service Data (as outlined in the document 2020 Year End Report for Select Board). He noted that this data includes incidents that are called into the police department as well as officer-initiated activity. A log entry and case number are created for each of these. He also noted that although it looks like mental health issues have gone down, mental health is factoring into many calls that they go to.

Town Manger Cohen asked the chief to discuss issues he has encountered with the hotels. Chief Spinney explained that the Best Western is allowed to house homeless people in our region. The police have been called for overdoses and assaults, and weapons have been found there. The police department has reached out to the director who oversees the programs who said they would try to hold the people accountable, and to not let them participate in the program when they don't follow the rules, as well as hire their own security.

Chair Lefebvre asked if the police can charge the hotel owner for calls to the property, much like a resident gets charged after a couple of security alarm trips. Chief Spinney responded that these are legitimate disturbances. He has suggested that the hotel hire security details of police officers to supplement the hotel security, to act as a deterrent. The hotel said they would hire

their own uniformed security, but that does not seem to have happened. Chief Spinney said that he has brought his concerns to the federal level person involved in the program.

Chair Lefebvre asked if the hotel owner comes to the board for licensing, are they able to not grant certain licenses because of these issues. Town Manger Cohen explained that the hotel owner would say that he is meeting the need of the community and can't be responsible for the action of the people placed there. The hotel is working under state and federal funding sources to provide shelter during a pandemic so they can't threaten someone's license. Chief Spinney stated that they can't not respond, however it is taking up a lot of resources.

Board Member Dixon stated that he has heard a lot of complains about foot traffic during the night on Chelmsford Street and asked if there have been a lot of calls. Chief Spinney said that there has been suspicious activity. It is difficult to find the individual once they leave the area. A lot of times it is people who are not registered in the program, but are staying with people who are in the program.

**Fire Chief Gary Ryan: Departmental Update**

Fire Chief Ryan presented the Departmental Update [as listed in the document February 2021-CFD Presentation (20)].

For the Fiscal 2021, Chief Ryan noted department position vacancies, Civil Service changes, and surrounding town comparable data.

Board Member Timmins asked Chief Ryan what ALS and BLS stand for in the EMS Service column of the comparable data chart. Chief Ryan explained that ALS is the Advanced Life Support (paramedics), and BLS is the Basic Life Support.

Board Member Dixon asked Chief Ryan how response times in the three station towns compare to ours. Chief Ryan stated that ours are better because we have 5 stations. He also noted that now that we are an OSHA state, they are looking at fire response and how many firefighters arrived with the first unit to meet the '2 in 2 out' requirements.

For the 10 years of calls (2011-2020), Chief Ryan noted that call volume decreased significantly from last year (businesses shut down, less cars were on the road as people were working from home). He also pointed out that at the height of the pandemic medical calls went down, which could be a result of people being concerned about leaving their homes during a pandemic.

For the 2020 Engine Responses, Chief Ryan explained that during the pandemic, on occasion, they had to close Engine 4 in East Chelmsford due to quarantine issues and apparatus issues.

Chief Ryan described the Gamewell Masterbox (telegraph machine system) that is located on all schools, public buildings and most commercial buildings. Due to the age and reliability issues, in July of 2019 they started to convert this system to a central station system. Chief Ryan thanked customers and the Business Association for making this conversion happen.

Board Member Wojtas asked Chief Ryan if all boxes have been removed. Chief Ryan said that they are not all removed. Notices have been sent out saying that businesses can remove the boxes. The Fire Department is working with the Business Association to limit the impact. At some point the remaining boxes will have to come off.

Board Member Wojtas asked Chief Ryan if the lever on the boxes will work if there is a fire and someone tries to pull it down. Chief Ryan stated that they will not work.

Chief Ryan reviewed the impact of the Corona Virus to the Fire Department. He hopes that they will be able to continue training and inoculate residents at some point.

For the 2011-2020 Overdose Data, Chief Ryan pointed out that of the 29 overdoses in 2020, there were no overdoses in the month of August, as compared to the 7 overdoses in August, 2019.

Chairman Lefebvre expressed that he has received feedback during the pandemic, notably over the past four to five months. He thanked the staff of the Police Department and the Fire Department for everything that they did.

### **TOWN MANAGER BID AWARDS**

Town Manager Cohen presented the bid award for the reconstruction of the North Chelmsford Fire Station. Gary Persichetti, the Public Works Director who is also a member of the Permanent Building Committee, and Fire Chief Ryan were present and are seeking, through and by the Permanent Building Committee, the board's confirmation of the bid award for the reconstruction of the North Fire Station (as listed in the document North Fire Station Renovation Bid Award).

Mr. Persichetti referenced the packet submitted containing the memorandum, non-price evaluation, and evaluation criteria. They are asking for the award to Triumph Modular for \$3,136,244 which is in budget.

Board Member Timmins asked who is the new Select Board liaison to this committee. Board Member Wojtas said that she is the liaison. Board Member Timmins asked Board Member Wojtas if she is a voting member of the Permanent Building Committee. Board Member Wojtas is not.

Board Member Timmins asked about the scoring matrix with the A's and HA's with respect to criteria that have a non-subjective binary response. A specific example she cited is for #10 in which the bidder will include all analysis and design calculations within 30 days. The choices for ranking are "HA" (yes, the bidder meets) or "UA" (no, the bidder does not meet) yet some evaluators chose the "A" ranking. She asked what the A means in a binary response case like this. Mr. Persichetti explained that some people rank higher than others, and all five members come to the meeting with their scores done, and then this list is made from that.

Board Member Wojtas asked when the work will begin. Mr. Persichetti said that once the letter of intent is sent, then a kickoff meeting takes place for questions and comments. This process

will start as early as Tuesday or Wednesday of next week. After final evaluation, the factory will make preparations for making the pods, and temporary housing and getting the station closed will start in preparation for them to physically take over the building. The project is scheduled to end toward the end of October, depending on weather.

Board Member Timmins asked why Mr. Persichetti thought only one bid was received. He noted that there might have been an issue with timing with one of the companies.

**Motion:** by Board Member Timmins to approve Bid Award for the North Fire Station renovation to Triumph Modular as presented. Seconded by Board Member Dixon.

**Roll Call:**

Select Board Member Wojtas: Aye

Select Board Member Dixon: Aye

Select Board Member Timmins: Aye

Chairman Lefebvre: Aye

**Motion carries, unanimous, 4-0**

**SIGN WARRANT FOR THE 2021 SPRING ANNUAL TOWN MEETING**

Town Manager Cohen explained that it is a 42 article warrant, as presented to the Select Board two weeks ago. It has been reviewed by Town Counsel and is ready for the board's signature.

Board Member Wojtas asked if the attachments mentioned on Articles 34, 35 and 36, having to do with easements, are a formality. Town Manager Cohen stated that when the warrant is sent out there will be easement plans attached which will be available in the clerk's office. Attachments will also be published with the book and online.

Board Member Wojtas asked Town Manager Cohen if Article 41 should have been submitted by the Planning Board instead of him. Town Manager Cohen explained that it is a general bylaw. He put it under his name because he didn't want it to be misleading since the Planning Board didn't submit the Article. Board Member Timmins asked if Article 41 would also require a 2/3 vote. Town Manager Cohen said that it would not because general bylaws only require a majority vote. Board Member Timmins stated that the Planning Board is still conducting its public hearings for its Warrant Articles. She asked if the Planning Board wanted to make changes to their warrant articles, would they bring them to the town meeting floor as an amendment. Town Manager Cohen said yes, but that the Planning Board can only be more restrictive, they can't expand the scope of the Article. Board Member Timmins asked if that would apply to the Use Tables as well. Town Manager Cohen said that it would. Board Member Timmins asked if after the warrant is signed, can there still be changes to the text? Town Manager Cohen said that there can be changes made at town meeting via a Motion to Amend the article. The warrant can't be altered, but the Finance Committee report recommendations could include the changes that the Planning Board would make under a motion.

Board Member Timmins reviewed the upcoming schedule for April in relation to the long warrant. She expressed that they either have to start reviewing the articles before the election or commit to have two meetings on April 12<sup>th</sup> and April 19<sup>th</sup>. Options were discussed. Town

Manager Cohen believes that it is likely, because of the pandemic, the Town Meeting will be postponed until June, giving more time. He said if this doesn't happen, then other options could be considered, like meeting on other nights of the week, in addition to Mondays.

**Motion:** by Board Member Timmins to sign the 2021 Spring Annual Town Meeting Warrant. Seconded by Board Member Dixon.

**Roll Call:**

Select Board Member Wojtas: Aye

Select Board Member Dixon: Aye

Select Board Member Timmins: Aye

Chairman Lefebvre: Aye

**Motion carries, unanimous, 4-0**

**TOWN MANAGER REPORTS**

COVID-19 Vaccination Clinic Update.

Town Manager Cohen presented the COVID-19 Vaccination Clinic Update. He said that the hope is that there will be a change in policy to local clinics. The town will be prepared to respond if the opportunity arises. The town is waiting for 2<sup>nd</sup> dose vaccines to be delivered for two clinics; one this Thursday, and one in the next two weeks from last Thursday's 1<sup>st</sup> dose clinic.

United States Census/Redistricting Update.

Town Manager Cohen explained that the U.S. Census Bureau is 6 months behind on the 2020 Census. They may not have data updated for redistricting until September 30<sup>th</sup>. As soon as the town gets data, they will provide it to the Board and the community. Regarding the state redistricting, Representative Tom Golden is on the State Redistricting Committee and the town will pass on any information they get from him on how the committee will proceed on the state level. Chelmsford won't be affected until next year, 2022 Annual Town Election, where all town meeting representatives will be up for re-election with any change in the precinct boundaries.

**TOWN MANAGER APPOINTMENTS**

Town Manager Cohen presented two appointments; Elaine MacDonald for an unexpired 3-year term ending June 30, 2021 to the Commission on Disabilities, and Jeffrey Merrill for an unexpired term expiring on June 30, 2021 for the Historical Commission.

**Motion:** by Board Member Timmins to approve the Town Manager Appointments for Elaine MacDonald to the Commission on Disabilities and Jeffrey Merrill to the Historical Commission for the terms presented. Seconded by Board Member Dixon.

**Roll Call:**

Select Board Member Wojtas: Aye

Select Board Member Dixon: Aye

Select Board Member Timmins: Aye

Chairman Lefebvre: Aye

**Motion carries, unanimous, 4-0**

## **REVIEW OF SELECT BOARD POLICIES**

Board Member Wojtas presented administrative changes to the Board Policies (as defined in document Policy Updates). She made some changes to formatting and inserted the latest policies and minor edits.

The Board discussed changes to Item 7 of the Policy Review document, the Clerk's Responsibilities (section 1-2.1).

Regarding part a, section 1-2.1, Board Member Timmins commented that she likes that the meeting minutes are sent to the whole board for comments, and suggested eliminating the clerk edits before being sent to the board. Board Member Wojtas will remove the responsibility of the clerk editing minutes.

Regarding parts b & c, section 1-2.1, Board Member Timmins suggested leaving the wording as is, but include unless the Chair assigns someone else.

Regarding part d, section 1-2.1, Board Member Wojtas suggested doing the same as agreed upon for parts b & c.

Board Member Dixon asked if the executive session could be recorded for reference. Chairman Lefebvre suggested consulting with counsel for legal implications. Town Manager Cohen said that there is no legal implication. Board Member Wojtas opposed the idea stating that it creates an additional opportunity for leaking discussion. Board Member Timmins suggested putting this idea on a different agenda. Chairman Lefebvre agreed.

For Item 8, Item 9, and Item 10 of the of the Policy Review document, all Board Members agreed to the proposed wording changes and removals.

For Item 11 of the Policy Review document, section 2-2.6, the Board's discussion centered around having more time to review information from the Board of Assessors. Board Member Dixon suggested 30 days. Board Member Wojtas suggested having the information one meeting before the Public Hearing. Town Manager Cohen explained and discussed timing issues. Board Member Dixon suggested that there be a separate meeting between the Select Board and the Board of Assessors. Board Member Timmins stated that if the paragraph is being deleted, it should be reviewed so that content isn't being deleted. Board Member Wojtas noted that the same information is in section 2-2.1, part f. Board Member Timmins suggested including wording that reflects that there will be a good faith effort to do the Board of Assessors briefing as early as possible, pending availability of data. Board Member Dixon suggested giving the Board time to think about these changes. Board Member Wojtas explained that the changes can be made and then discussed further at the next meeting since no final decisions are being made right now.

Regarding section 2-2.5, Board Member Wojtas suggested adding wording that the policy could be read for possible changes as it comes time for tax classification instead of requiring a set time of 1, 2 or 3 years. All Board Members agreed.

For Item 12, all Board Members agreed to the stated change for section 3-1.

For Item 13, Board Member Wojtas will add the information from a one-page document that gives information for new or transfer of alcohol licenses; to be reviewed at the next meeting.

For Item 14, all Board Members agreed to the stated change for section 3-2.

All Board Members agreed to remove the last phrase of the last sentence of section 5-2 (end with 'the Town').

The Board discussed section 5-6, agreeing to remove outdated details. Town Manager Cohen suggested changing the wording to reflect purchasing according to state regulations. All Board Member agreed to these changes.

Board Member Timmins had follow-up questions.

- Regarding the deletion of personnel policies, she asked that Counsel be asked to review to ensure that important things were not dropped that should be now covered in the town's personnel policies.
- Regarding section 1-1, Mission Statement, she recommends that the Mission Statement get posted on the Select Board web page, and the Vision & Values get migrated to the homepage. This was previously discussed at the Board's February 8<sup>th</sup> meeting.
- Regarding section 1-2, second paragraph, she suggests changing it to 'the board is authorized to hire, manage, and terminate a town manager in accordance with the town charter.'
- Regarding paragraph e, she suggests changing the 'his/her' references to 'they/their' (gender neutral terminology).
- Regarding section 1-2.6, she noted that 'at the town manager's office' is outdated. Also, she suggested that when an rfp goes out, the Town Manager notifies the Board. In addition, she suggests that rfp material be accessible electronically without having to log on as a bidder.

Board Member Timmins suggested that this paragraph receive further review.

Board Member Wojtas proposed that on a contract review, the Board ask that the Town Manager, when an rfp is issued, send the Board an email that day with details.

Board Member Timmins noted that there are two other documents in the handbook; liquor license regulations, and the special and one day liquor license regulations. Both reference Board of Selectmen. She suggests that these documents be reviewed as part of the Board's policy updates.

Board Member Wojtas will bring a list of new policies to the next meeting.

### **VISION AND VALUES ACKNOWLEDGEMENT**

Chairman Lefebvre referred to the conversation they started at the last meeting. There has been feedback from Town Counsel Paul Haverty.

Board Member Timmins stated that Attorney Haverty's document doesn't include the whole vision statement and suggested it all go in one page. In addition, this is probably a new policy that we would want to ask appointed boards to sign the acknowledgement, and encourage elected boards to sign it too, even if it can't be required. She asked if this should go in the new policy list for Board Member Wojtas. Board Member Timmins offered to take the action to finish refining the document with Attorney Haverty and come forward with a recommendation along with the acknowledgement if the board agrees. All members agreed with Board Member Timmins following up with Attorney Haverty on the acknowledgement form, and also help write the policy piece.

### **"ZOOM BOMBING" MITIGATION**

Two options to resolving the Zoom bombing of meetings are outlined in the document Zoom Bombing Mitigation. Mr. Pedulla presented an additional option, a breakout room. People wishing to join the meeting would enter a main room. Mr. Pedulla would then screen each person to validate that they are there for the purpose of the meeting, and then put them in the breakout room, which is the actual meeting. Board Member Timmins suggested that a notice be put on the agenda to encourage those wishing to attend to log on 10 minutes prior to the start of the meeting for screening.

Board Member Wojtas voiced that she does not think that the Chat feature of the Zoom meeting should be used. Board Member Timmins agreed. Mr. Pedulla said that he will look into the feasibility of shutting it off during the meeting, except if needed for communication between himself and Chairman Lefebvre. All board members agreed to try the breakout room option for the next meeting to see if it works.

### **SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS**

Board Member Wojtas had no reports or referrals.

Board Member Dixon thanked Lennie Olenchak for his work for the town over the years

Board Member Timmins announced that the School Committee Budget Hearing for public input will be February 23, 2021. Details can be found in the budget document through the agenda.

The Finance Committee has initiated budget reviews for the spring town meeting warrant and will be meeting most Thursdays, check agenda postings and updates.

The Planning Board meeting February 24, 2021 will include continued public hearings for the spring town meeting warrant articles which include the Center Village Parking requirements, the addition of bylaws to address ecommerce fulfillment centers, the addition of bylaws to address the addition of non-retail marijuana establishments, and the continuance of the public hearing of 248 Princeton Street, the former Glenview Restaurant site, for construction of a 10-unit multi-family lot.

Board Member Timmins suggested that for the March 8<sup>th</sup> agenda, 10 minutes be allocated for candidates for town wide offices to give a 30-60 second introduction of themselves. Board Members discussed the possibility and decided to allow it so long as candidates are limited to

Approved 4/12/2021

introducing themselves and their background, no platform. Chairman Lefebvre agreed to stop candidates if they start to discuss their platforms.

Chairman Lefebvre had no reports or referrals.

### **PRESS QUESTIONS**

No one came forward at this time.

### **ADJOURNMENT**

**Motion:** by Board Member Timmins to adjourn at 8:50PM. Seconded by Board Member Dixon.

**Roll Call:**

Select Board Member Wojtas: Aye

Select Board Member Dixon: Aye

Select Board Member Timmins: Aye

Chairman Lefebvre: Aye

**Motion carries, unanimous, 4-0**

**NEXT REGULAR MEETING DATE: March 8, 2021**

Respectfully Submitted,

Theresa A. White  
Recording Secretary

Supporting Documents:

- NVTHS Committee Vacancy
- Committee Vacancies as of 2021-02-22
- Pole Petition-Parkerville Road
- Immediate Response Action 2021-02-17
- Chelmsford Report Revised
- Chelmsford GAAP Letter to Comcast PJE Redline 2-3-21
- Traffic Committee Update V2 2-22-2021
- Select Board Memo Re COVID 2.22
- Chelmsford – Front Line Initiative
- 2020 Year End Report for Select Board 3
- February 2021-CFD Presentation (20)
- North Fire Station Renovation Bid Award
- 2021 Spring Annual Town Meeting Warrant
- LBOH Letter 12-17-21
- Redistricting

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- Commission on Disabilities – MacDonald
- Historical Commission - Merrill
- Policy Review
- Policies Update 2021 Draft
- Re VV Acknowledgement
- Acknowledgement of Receipt of Vision and Values Statement
- Zoom Bombing Mitigation
- Zoom Chat for 2-22-21 Select Board Meeting