

**Town of Chelmsford, MA Select Board
March 8, 2021
REMOTE MEETING**

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3:05 PM

TOWN OF CHELMSFORD

PATRICIA E. DZURIS

TOWN CLERK

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 6:04 p.m., and read aloud 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. 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. 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. JOINT MEETING WITH SCHOOL COMMITTEE & TOWN MODERATOR

Town Moderator Jon H. Kurland called the joint meeting between the Select Board and the School Committee to order at approximately 6:06 p.m. and noted there was a quorum present for both Boards.

- Appoint Member to Nashoba Valley Technical District School Committee for a Three-Year Term to Expire on March 31, 2024.

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MOTION: Board Member Timmins made a motion to nominate Sam Poulten to the Nashoba Valley Technical District School Committee for a three-year term to expire on March 31, 2024. Board Member Dixon seconded the motion.

Discussion:

Sam Poulten thanked the Board for the opportunity and said he felt the Nashoba Valley Technical District was totally integrated with the Chelmsford Public Schools. He added he was open to any suggestions or comments the Select Board had in the future.

A roll call of the School Committee was taken, which resulted as follows:

Chair King:	Aye
Committee Member Santos:	Aye
Committee Member Moses:	Aye
Committee Member Doherty:	Aye

A roll call of the Select Board was taken, which resulted as follows:

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

The motion carried 8– 0.

MOTION: Chair Lefebvre made a motion to adjourn the joint meeting between the Select Board and the School Committee at approximately 6:10 p.m. Board Member Timmins seconded the motion.

A roll call vote of both the Select Board and the School Committee was taken, which resulted in a unanimous vote to adjourn.

3. PUBLIC SERVICE ANNOUNCEMENTS

Board Member Timmins read aloud the following public service announcements:

- Annual Election, Tuesday, April 6, 2021 – Polls Open 7:00 a.m. – 8:00 p.m.
- The last day to register to vote for the local election was March 17, 2021.
- The Chelmsford Chapter of The League of Women Voters would have a Candidates Night on Thursday, March 25th, at 7:30 p.m. and would be broadcast by Chelmsford Telemedia.

Chair Lefebvre led the introduction of candidates for Town-Wide Office.

- Introduction of Candidates for Town-Wide Office.
 - Diedre Connolly – Running for a seat on the Planning Board
 - Latosha Dixon – Running for a seat on the Select Board
 - Mark Carota – Running for a seat on the Select Board
 - William Sinausky – Running for a seat on the Board of Health
 - George Dixon – Running for re-election on the Select Board
 - April Danielson – Running for a seat on the Select Board (provided via video)

4. OPEN SESSION

Town Moderator Kurland stated he would appear on April 26th at 7:30 p.m. at the Senior Center to announce that Town Meeting would be continued until June 21st because most of the Town Meeting Representatives will have had the chance to be fully vaccinated by then.

Board Member Timmins suggested an interim date in May be considered rather than waiting until June 21st. Town Moderator Kurland replied he would certainly consider it.

5. 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 or through the Town Manager's Office at tmoffice@chelmsfordma.gov or by calling 978-250-5202.

6. REPORTS AND PRESENTATION

- 54 Richardson Road Immediate Response Action Scope of Work

Assistant DPW Director Stephen Jahnle stated he had responded to the conditional approvals that the Massachusetts Department of Environmental Protection (DEP) had and they were in agreement with everything he said with the exception of determining where the old septic system was located. He said there were no existing records and the DEP wanted them to perform some exploratory tests to locate the old leach field in order to get adequate samples.

Assistant Director Jahnle said on Monday, March 15th, Weston & Sampson would mobilize with their drilling contractor to begin the installation of the monitoring wells.

Board Member Timmins asked if the work that would begin the following week was part of the \$96,000 Statement of Work. Assistant Director Jahnle replied that was correct.

Board Member Timmins stated she was getting inquiries regarding the water supply for the schools. She asked Superintendent Bruce Harper, North Chelmsford Water District if the water supply was being handled through filtering or other technology. Superintendent Harper first explained that the plant was not designed for the PFAS (per-and poly-fluoroalkyl substances) removal but the carbon filters were helping to mitigate the situation. He further explained that currently the water was safe and they

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performed PFAS samples monthly and had all come back with a safe range of under 20 nanograms per liter.

- Access Agreement for Adjacent North Chelmsford Water District Property

Town Manager Cohen explained the Town Counsel was drafting an Access Agreement that would formalize the Town's ability to go onto the North Chelmsford Water District's property and have the ability to do sampling.

MOTION: Board Member Timmins made a motion to authorize the Town Manager to sign off on the Access Agreement for access to the adjacent North Chelmsford Water District's property upon draft and agreement by Town Counsel and the North Chelmsford Water District. Board Member Dixon seconded the motion.

A roll call of the Select Board 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.

- Street Acceptances for Hazen Road, Chamberlain Road, Tadmuck Road, Tuttle Road, Twiss Road, Oak Street, and Maple Road

Assistant Director Jahnle noted this was a continual effort to clean up the number of streets in the town that had not yet been accepted. He said the process was that the Select Board would authorize the streets and then it would go to Town Meeting for final acceptance.

MOTION: Board Member Timmins made a motion to confirm the Select Board's intent to accept Hazen Road/Street, Chamberlain Road, Tadmuck Road, Tuttle Road, Twiss Road, Oak Street, and Maple Road as presented. Board Member Dixon seconded the motion.

A roll call of the Select Board 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.

- Municipal Bond Sale

Finance Director John Sousa stated there were three major projects in which they received prior Town Meeting authorization which were the Fiscal Year 2021 Capital Improvement Plan, North Fire Station

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Renovation Project, and the Warren-Pohl Land Acquisition which was approved at the Special Town Meeting the previous August. He said the three projects totaled approximately \$7.57 million.

Mr. Sousa informed the Board that he had refinanced some bonds that were issued in 2012 and 2013. He said the call dates for the current year were coming up within the next 90-days for the remaining bonds that they were not able to refund. He said the projected savings was approximately \$300,000.

- Acceptance of Donation of Parcel 53/218/3 from Stephen Dulgarian to the Chelmsford Conservation Commission

Mr. Sousa said a resident, Stephen Dulgarian had contacted the Town Manager's office and expressed a desire to donate a small parcel of land off of Chelmsford Street. He said the property had an assessed value of \$1,800 and it abutted a piece of town-owned land. He said Town Counsel had advised him that the Conservation Commission required the approval of the Select Board to accept the property.

MOTION: Board Member Timmins made a motion to accept the donation of parcel 53-218/3 from Stephen Dulgarian to the Chelmsford Conservation Commission as presented. Board Member Dixon seconded the motion.

A roll call of the Select Board 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.

- Update on Business Assistance and Development

Business Development Director Lisa Marrone stated the goal of the Rte. 129 marketing and branding pursuit was to create and reimagine an office park from the 1980s towards a modernized technical attraction area for businesses. She said one of the first things they would do was to have an LED double-sided electronic sign which would be paid for by a grant from the Executive Office of Housing and Economic Development. She also said they would be providing a collaborative monthly newsletter as well as a "partner report" where each month one of the businesses would provide a five-minute update to other partners which included a combination of major employers, service providers, brokers, and realtors.

Ms. Marrone noted that the contract with Camoin Associates included enhancing the physical presence of the park, creating an action plan, and marketing & communications.

Ms. Marrone also pointed out that there were numerous small business openings in the past year despite the Coronavirus pandemic and there was a demand for commercial sites in Chelmsford.

- Thermo Fischer Scientific

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Ms. Marrone said Thermo Fischer Scientific was helping to put Chelmsford on the map by purchasing 220 Mill Road with a private investment into the site of a minimum of \$50 million. She said the permit fees alone totaled \$1.2 million. She added they would employ 280 people at the site.

- Triton Systems

Ms. Marrone shared that Triton Systems would be offering site tours while they were under construction and planned to be opened soon. She added they had a headcount of 115 people and was located at 330 Billerica Road.

Further, Ms. Marrone stated multiple large businesses were thriving in Chelmsford and added the Business Development Web Page was expected to go live in a short period of time.

- BioReady Platinum Rating

Ms. Marrone shared that she had been working closely with the Chelmsford Board of Health and they had finalized and reached the highest biotech rating possible in the state which was a platinum rating. She said only 9% or 32 other municipalities were in that category.

Ms. Marrone also shared that she has been working with the Age Friendly core groups to help the Town become more organized in their approach to becoming an Age-Friendly Chelmsford. She said there was a publicly owned piece of land that was just the right size to create some beautiful space to create a small park that would work quite well for older residents to spend time in. She said the proposed plantings for the park were perennials and would come back every year, in every season, at a cost of approximately \$13,000.

Ms. Marrone, addressing some of the other initiatives, said there was a continual need for skilled workers so she felt the development of a Workforce Guide could be used by all of the businesses. She also said there were three listings on the ReadyMass 100 which included 300 Billerica Road, 330 Billerica Road, and 199 Riverneck Road.

Additionally, Ms. Marrone said the plastic bag ban had been disseminated. She also said she started a talk show called the "Q" and recently the Better Business Bureau participated but there were many other shows and she was always happy to engage with businesses in Chelmsford.

Ms. Marrone shared that she had been volunteering at the COVID clinics and had been working with the local food shops to provide lunches for the volunteers and thanked KJ's Caffé, Café 12, and the Java Room.

7. TOWN MANAGER BID AWARDS

- Street Sweeping and Catch Basin Materials

Manager Cohen stated that the Department of Public Works had put out a bid for the disposal of street sweeping and catch basin cleaning debris at the Swain Road landfill site. He said the recommendation was to award to the lowest of the two bidders which is the W.L. French Excavating Corporation for a bid price of \$39.75 per ton.

MOTION: Board Member Timmins made a motion to approve the award of the disposal of street sweeping and catch basin clean debris to W.L. French Excavating Corporation as presented. Board Member Dixon seconded the motion.

A roll call of the Select Board was taken, which resulted as follows:

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

The motion carried 3 – 0.

8. TOWN MANAGER REPORTS

- Cybersecurity Awareness Grant Award

Manager Cohen shared Chelmsford was currently doing an audit and in addition to that, the Town had secured a program from the Commonwealth as part of the Cyber Security Awareness issue along with the neighboring towns of Lowell, Tewksbury, Tyngsboro, Dracut, and Littleton. He said it was a year-long cyber awareness training opportunity for the employees in the Town.

- COVID-19 Stimulus Funding

Manager Cohen stated the stimulus funding was not only for individuals but also for cities and towns of the Commonwealth. He said the early indications for the Town of Chelmsford could be as high as \$3.5 million of funding. He noted that money could pay for the improvements to the HVAC system of the Chelmsford Public Schools.

9. TOWN MANAGER APPOINTMENTS

- Age-Friendly Implementation Plan Committee

Manager Cohen said the proposed Age-Friendly Implementation Committee would consist of nine members with three-year appointments with staggered terms. He said Fred Brusseau, John Bowles, and Deb Siriani (or their designees) would have the initial three-year terms to expire on June 30, 2024. He said Jennifer Melanson, Community Services Director, Becky Herrmann, Library Director, and Lisa Marrone, Business Development Director, would fill the two-year terms which would expire June 30, 2023, and Kathleen Canavan, Facilities Director, David Hedison, Executive Director, Chelmsford Housing Authority, and Dan Ahern, Deputy Police Chief would have the initial one-year terms to expire on June 30, 2022.

Board Member Wojtas asked if the committee meetings would be public. Manager Cohen replied the meetings would be public and there would be meeting minutes.

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MOTION: Board Member Timmins made a motion to approve the Town Manager's appointment of the nine-member Chelmsford Age-Friendly Implementation Committee with the names and positions in staggered terms as presented. Board Member Dixon seconded the motion.

A roll call of the Select Board 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.

- Building Commissioner/Zoning Enforcement Officer/ADA Coordinator

Manager Cohen stated Shaun Shanahan, Building Commissioner, was out on an extended medical leave for at least six months and it was uncertain as to whether or not he would return to his employment. Manager Cohen said they contacted Marty Allen who was the Local Building Inspector but he did not express interest in the position. He pointed out if Shaun Shanahan were to return to work he would do so in a different capacity.

Manager Cohen recommended the appointment of Jose Negrón, who was a licensed Building Commissioner in the Commonwealth of Massachusetts, to the position of Building Commissioner/Zoning Enforcement Officer/ADA Coordinator.

MOTION: Board Member Timmins made a motion to confirm the Town Manager's appointment of Jose Negrón for the position of Building Commissioner/Zoning Enforcement Officer/ADA Coordinator. Board Member Dixon seconded the motion.

A roll call of the Select Board 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. REVIEW OF SELECT BOARD POLICIES

- Review/Approve Edits Discussed at 2/22/21 Meeting

MOTION: Board Member Timmins made a motion to accept the Select Board Policy edited document as presented. Board Member Dixon seconded the motion.

A roll call of the Select Board was taken, which resulted as follows:

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

The motion carried 4 – 0.

- First Reading for Proposed Edits/New Policies
 - Code of Conduct

Board Member Wojtas suggested the “Code of Responsibility” should be changed to “Code of Conduct” to include the critical parts that the Board had discussed several months prior.

Board Member Timmins commented she felt the statement “the functions and duties of the Select Board and the Town Manager” should reference that it is set forth in the Town Charter. Board Member Timmins also said she felt the Code of Conduct was more about behavior.

Board Member Timmins commented that the chains of command and responsibilities were already listed in the Town Charter and did not think it needed to be in two places.

With regard to the Select Board’s involvement in personnel matters, Manager Cohen noted it would be very difficult to do and could create legal issues.

- Contract/Bid Review

Board Member Wojtas proposed the following language “When a bid solicitation is issued by the Town, the Town Manager shall provide the following information to all Select Board members via email: the purpose of the bid solicitation, date of issue, date of bidder’s conference, if any, date/time/place of the bid opening, and expected date of the bid award.” Manager Cohen replied he would send the Board a copy of the RFP’s.

- Licensing Pub Breweries

Board Member Wojtas suggested allowing an annual license fee discount for establishments within the first five years. Board Member Wojtas also proposed to reserve two restaurant/alcohol licenses for like establishments. (Licensing currently \$1,500 - \$2,000)

The Board collectively decided to waive the annual license fee for a period of three years for new establishments.

- Issuing Proclamations and Resolutions

Board Member Wojtas stated the proposed policy regarding the Issuance of Proclamations and Resolutions would require anyone requesting one to bring it to the Board one meeting prior to being acted on formally to enable sufficient time to review it.

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

The motion carried 4 – 0.

15. SELECT BOARD MEMBER LIAISON REPORTS & REFERRALS

Board Member Wojtas

- The library decided the One Book for 2021 was *How to Be a Good Creature* by Sy Montgomery.
- The author, Sy Montgomery would be part of a presentation via Zoom on April 21st and interested parties could sign up through the library.

Board Member Dixon had no reports.

Board Member Timmins

- The Republican Town Committee was tentatively planning their candidate's night for Thursday, April 1st at the Chelmsford Police Department. (Masks and social distancing would be required.)
- The School Department was working on a plan to increase in-person learning time for the students. The first step would be to change Wednesdays from a remote day to an in-person day beginning on March 17th and eventually a five-day per week in-person schedule.
- The Community Preservation Committee approved the Conservation Commission's request for \$30,000 for the Warren-Pohl Farm for a parking lot off of Boston Road and signage and the request would go to Town Meeting.
- The DPW's Stormwater Management Department was doing a number of annual stream cleaning projects. The Conservation Commission requested residents abutting streams or wetlands to please keep their yard waste out of the wetlands because it interrupted the normal flow of water and created flooding areas.
- The Finance Committee would continue their budget and Town Meeting Warrant Article reviews on Thursdays with the exception of the first Thursday of the month.
- The Planning Board had three public hearings on their agenda the following Wednesday; zoning changes for Center Village Parking, Fulfillment Centers, and Marijuana Establishments, 248 Princeton Street for a 10-unit multi-family development, and a Special Permit for 39 North Road regarding a non-conforming use to construct a new two-family home.

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- The next Roberts Field Committee meeting would be on Thursday, March 11th.
- The Vinyl Square Strategic Plan Committee's meeting would be held on Tuesday, March 9th at 7:00 p.m.

Chair Lefebvre had no reports.

16. PRESS QUESTIONS

There was no press in attendance.

ADJOURNMENT

MOTION: Board Member Timmins made a motion to adjourn the meeting at approximately 9:10 p.m. 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.

Respectfully Submitted,

Trish Gedziun
Recording Secretary

Supporting Documents:

1. **NVTHS COMMITTEE VACANCY**
2. **APRIL 6, 2021 LOCAL ELECTION**
3. **COMMITTEE VACANCIES AS OF 3/8/2021**
4. **CHELMSFORD_IRA APPROVAL_2/22/2021**
5. **54 RICHARDSON_IRA SOW_2/26/2021**
6. **HAZEN ROAD**
7. **CHAMBERLAIN ROAD**
8. **TADMUCK ROAD**
9. **TUTTLE ROAD**
10. **TWISS ROAD**
11. **OAK STREET**

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12. MAPLE ROAD
13. MEMO BOND ISSUANCE_4/2021
14. PARCEL 53-218-3
15. DULGARIAN PARCEL DONATION REQUEST
16. DEED CHELMSFORD STREET
17. SB_BIZDEVUPDATE_3/8/2021
18. IFB – DISPOSAL OF STREET SWEEPING AND CATCH BASIN CLEANING DEBRIS
19. DEBRIS REMOVAL BID AWARD RECOMMENDATION
20. FW REMINDER – APPLY TO THE EOTSS CYBERSECURITY AWARENESS TRAINING GRANT – APPLICATIONS DUE FRIDAY, JANUARY 29TH
21. CYBERSECURITY AWARENESS AWARD LETTER
22. FY2021 STATE CORONAVIRUS PREVENTION FUND PROGRAM
23. CONGRESSIONAL HOUSE OF REPRESENTATIVES APPROVES COVID-19 STIMULUS FUNDING
24. AGE-FRIENDLY IMPLEMENTATION PLAN COMMITTEE
25. POLICIES UPDATE_2021
26. POLICY PROPOSALS
27. POLICY VANDV
28. ACKNOWLEDGEMENT OF RECEIPT OF VISION & VALUES STATEMENT
29. EXAMPLE OF CODE OF CONDUCT
30. RAISING OF THE ARMENIAN FLAG AT CHELMSFORD TOWN HALL
31. DRAFT COVID VACCINES LETTER
32. APRIL, 2021 MEETING SCHEDULE
33. 11/16/2020 SELECT BOARD MINUTES