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TOWN OF CHELMSFORD  
PATRICIA E. DZURIS  
TOWN CLERK

Approved 5/4/2020

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

Regular Meeting MINUTES  
March 9, 2020

Attending:

Kenneth Lefebvre, Chairman  
Patricia Wojtas, Vice Chairman  
Emily Antul, Clerk  
Virginia Crocker Timmins, Selectman

Paul Cohen, Town Manager

Not Present:

George Dixon, Selectman

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 7:01PM.

**JOINT MEETING WITH SCHOOL COMMITTEE & TOWN MODERATOR**

**Appoint Member to Nashoba Valley Technical District School Committee for a 3year term ending 3/31/2023**

**School Committee Present:**

Donna Newcomb  
Maria Santos  
Dennis King  
Jeff Doherty

**School Committee Not Present:**

John Moses

Town Moderator Jon Kurland called a quorum, and requested nominations.

**Motion:** by Selectman Wojtas to nominate Lawrence MacDonald as a member to the Nashoba Valley Technical School Committee. Seconded by Selectman Antul.

There were no other nominations.

**Motion:** by Selectman Wojtas to close nominations for the Nashoba Valley Technical School Committee. Seconded by Selectman Antul. **Motion carries, unanimous, 8-0.**

Mr. MacDonald thanked the Boards for this opportunity. He feels Nashoba Valley Technical High School is a great resource for Chelmsford. He previously served on the Committee for 3 years, and he looks forward to returning.

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School Committee's vote:

Mr. King: Aye  
Mrs. Santos: Aye  
Ms. Newcomb: Aye  
Mr. Donahue: Aye

Board of Selectmen vote:

Selectman Antul: Aye  
Selectman Timmins: Aye  
Selectman Wojtas: Aye  
Chairman Lefebvre: Aye

Vote is unanimous to appoint Lawrence MacDonald to the Nashoba Valley School Committee.

**Appoint Alternate Member to Nashoba Valley Technical District School Committee for an unexpired 3-year term ending 3/31/2022**

**Motion:** by Selectman Wojtas to nominate Clare Jeannotte as an Alternate Member to the Nashoba Valley Technical High School Committee. Seconded by Selectman Antul.

**Motion:** by Selectman Timmins to nominate Maria Karafelis as an Alternate Member to the Nashoba Valley Technical High School Committee. Seconded by Chairman Lefebvre.

Mrs. Jeannotte described her experience with school district matters, and her other town involvement.

Mrs. Karafelis explained that she is interested in returning to the Committee after having served for for nine years, as she had promised this when she left.

School Committee's vote:

Mrs. Santos: Jeannotte  
Mr. King: Jeannotte  
Ms. Newcomb: Jeannotte  
Mr. Donahue: Jeannotte

Board of Selectmen vote:

Selectman Timmins: Jeannotte  
Selectman Wojtas: Jeannotte  
Selectman Antul: Jeannotte  
Chairman Lefebvre: Jeannotte

**Motion:** by Chairman Lefebvre to adjourn the Joint Meeting at 7:09PM. Seconded by Selectman Timmins. **Motion carries, unanimous, 8-0.**

**PUBLIC SERVICE ANNOUNCEMENTS**

**Master Plan Update Public Visioning Session, March 19th 6:30 PM – 8:30 PM**

Selectman Wojtas announced that everyone is welcome to attend this session at the Senior Center. The Master Plan survey is also still available.

Approved 5/4/2020

**Annual Town Election, Tuesday, April 7th - Polls Open 7:00 AM – 8:00 PM**

Selectman Wojtas made this announcement. Early voting will be available.

**John Osborn, Chelmsford Parade Committee, Parade Banners**

Mr. Osborn described the banner fundraising program which is done annually to support the July 4<sup>th</sup> Parade. This year, the banners will honor the memory of a local veteran; the program is open to businesses and residents. Banners will be hung in Drum Hill, Vinal Square, and Center Village. Contact information and application information was provided.

**ATEF Grant Applications Due March 31, 2020**

Evelyn Thoren reminded residents that new applications are still available on the Town website. Awards benefit teachers in the public schools. Donations can be done in a variety of ways, which were described.

**OPEN SESSION**

Evelyn Thoren, 18 Pinewood Rd., thanked the Board for voting on the extension of the Town Manager's employment contract. She explained she sat on the School Committee with both the previous Town Managers, and this Town Manager is easy to work with.

Nancy Gillis, 248 Groton Rd., requested that the Community Development's office current draft of the Request for Proposal for Real Estate Market Analysis be read in a televised format. The intent is to hire someone to conduct studies of Chelmsford highway interchanges including Route 40 using State Planning Grant and Town funds. Mr. Cohen advised that nothing will happen until after the Planning Board reviews the documents.

Glenn Thoren, 18 Pinewood Rd., announced that he is going to request a banner to honor his wife Evelyn's father, who is a 100 year old Marine this year. Mr. Thoren also noted that people are appreciative that the Town Manager's contract has been resolved for another year. The Board was thanked for their work in this matter.

John Osborn, Parade Committee, noted that Mr. Cohen has been very helpful to the Parade Committee, including helping to hang banners in the rain. The Board and Mr. Cohen were thanked on behalf of the Committee.

**COMMITTEE VACANCIES**

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

**PUBLIC HEARINGS**

**National Grid Underground Conduit Petition, Wiggin Street**

Paul Pellegrini, Engineer for National Grid, explained the project is to replace some underground cable on Wiggin St., some of which is almost 30 years old and needs to be replaced. This may be what is causing outages in the neighborhood.

Work should be done in late Spring, or early Summer. Work to be done is in the right-of-way. Grass will be restored. The work area will be from Pole 52 to Pad 1, which is about three house lots. They will bore under the driveways, and restore the driveways if needed.

There may be cable wire in this location, also. He will ask the project manager to give notice on dates and how long work will take.

Approved 5/4/2020

Public comments:

Jason Bardo, 5 Wiggin St., asked to confirm the work area. Mr. Pellegrini showed the work area on a diagram.

**Motion:** by Selectman Wojtas to Close the Public Hearing for National Grid's Underground Conduit Petition for Wiggin St. Seconded by Selectman Antul. **Motion carries, unanimous, 4-0.**

**Motion:** by Selectman Wojtas to approve National Grid's Underground Conduit Petition Number 29491618, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 4-0.**

### **CORI POLICY**

The Policy has not been reviewed in over 12 years. A revised document was provided to the Board for approval. Town Counsel has reviewed, and had no concerns.

**Motion:** by Selectman Wojtas to approve the changes to the CORI Policy, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 4-0.**

### **CONSIDERATION OF A WILDLIFE FEEDING BYLAW**

At a previous meeting, the Board asked for more information on creating such a bylaw, as this has been successfully done in the Town of Westford. Draft language used in Westford and the Town of Hanson was presented to the Board. Approval of the bylaw would be considered at a Special Town Meeting. Public Health Director Sue Rosa has also provided input. The language includes enforcement procedures and penalties, and lists exemptions.

This is being proposed to address residents feeding wildlife, and in response to a large flock of turkeys off Locke Rd., who are becoming aggressive. This would extend to bat houses and squirrel feeders, if they become a public nuisance. Selectman Timmins requested more input from enforcement authorities. Mr. Cohen will invite the appropriate officials to speak at the next Board meeting.

### **BOARD OF SELECTMEN APRIL MEETING SCHEDULE**

Mr. Cohen advised that April 13, 2020, is the meeting during which Board recommendations for Town Meeting warrant articles will be conducted. There would be no meeting on April 6, 2020 as it's the day before the Town Election. A Special Town Meeting could be posted for May 4, 2020.

The Board agreed that a Re-organization meeting would be held on April 9, 2020, beginning at 5:00PM. A Regular Meeting can be held on April 13, 2020, beginning at 7:00PM.

### **TOWN MANAGER BID AWARDS**

#### **Construction of Varney Playground Tennis and Pickleball Courts**

Eight bids were received for this project. The lowest qualified bid came from Heimlich Landscaping and Construction, in an amount of \$89,000.00. This company has done this work in other communities.

**Motion:** by Selectman Wojtas to approve the Town Manager's bid award for Construction of the Varney Playground Tennis and Pickleball Courts to Heimlich Landscaping and Construction, in an amount not to exceed \$89,000.00, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 4-0.**

### **TOWN MANAGER REPORTS**

**Rezoning of Former Glenview Site and Adjacent Properties on Princeton, Harvard, and Walter Wiede Streets**

The Planning Board will hold a Public Hearing on March 25, 2020, beginning at 7:30PM to discuss this proposal. Supporting paperwork is available at the Community Development Office. Abutters have been notified. The new owners of the former Glenview Restaurant want to raze the building, build a new building, and make a larger parking lot. The new design may eliminate cut through traffic on Walter Wiede St. Any input is welcomed.

**Police Department Promotions**

Jason Poor has been promoted to Lieutenant; Steven Hawkins has been promoted to Sergeant. They are congratulated.

Several other new officers are in the Academy, and will join the force soon.

**Funding Requests for the State Budget**

The Board was asked for their ideas to bring any requests forward to the State legislature in April. In the past, requests have been granted for projects at Roberts Field and the Business Development Grant Program. Requests should be no more than \$100,000.00.

Selectman Antul asked about the possibility of requesting funds to install solar panels on the Chelmsford Center for the Arts and the Chelmsford Community Center.

**TOWN MANAGER APPOINTMENTS**

**Arts & Technology Education Fund Committee (ATEF): Theresa Evans, 3-year term exp. 6/30/2022**

**Motion:** by Selectman Wojtas to approve the Town Manager’s appointment of Theresa Evans to the Arts and Technology Education Fund Committee for a term to expire on June 30, 2022.

Seconded by Selectman Antul. **Motion carries, unanimous, 4-0.**

**MEETING MINUTES**

**BOS Regular Session Minutes 12-02-2019**

**Motion:** by Selectman Wojtas to approve the Regular Meeting Minutes of December 2, 2019, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 4-0.**

**SELECTMEN LIAISON REPORTS & REFERRALS**

Selectman Antul:

No Reports this evening.

Selectman Timmins:

-The Chelmsford Community Center will host a Family Celtic Night on March 13, 2020, from 8:00PM-10:00PM. Admission is \$5,00/person, with a \$12.00/Family limit.

Selectman Wojtas:

-State transportation funds will be used to pave a stretch of Gorham St. in Chelmsford and Billerica.

-Residents were reminded that 2020 Census cards will be coming.

-Condolences were given for the family of George Merrill, who passed away this week. Mr. Merrill was a 30 year military Veteran, 30 year Town Meeting representative, and was very involved with the Historic Commission.

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Chairman Lefebvre:  
No Reports this evening.

Mr. Cohen reported that the Town is continuing to monitor guidance and information related to the Coronavirus at State and local levels, including how to protect people and public service employees. There will be more frequent cleaning of facilities. Residents were reminded by Selectman Antul to wash their hands and rinse off the soap.

Interest is needed to fill two openings on the Conservation Commission, due to April Mendez' resignation and Jack Souza's passing.

Selectman Antul announced that Lisa Arnold of Lowell has pulled papers to run for Representative Nangle's open seat. There may be others coming forward.

### **PRESS QUESTIONS**

No one came forward at this time.

### **ADJOURN**

**Motion:** by Selectman Wojtas to adjourn at 8:15PM. Seconded by Selectman Antul. **Motion carries, unanimous, 4-0.**

**NEXT REGULAR MEETING DATE: March 23, 2020**

Respectfully Submitted,

Vivian W. Merrill  
Recording Secretary

Supporting documents:

- Supporting documents for the NVTHS School Committee Appointments
- Master Plan Visioning Session Flyer
- Request for Real Estate Market Analysis RFP
- List of Committee Vacancies
- Supporting Documents for Pole Petition
- Supporting Documents for CORI Revisions
- Draft Wildlife Feeding Bylaw Documents
- Board of Selectmen April Meeting Schedule Notes
- Bid Award Documents
- Supporting Documents for Rezoning Princeton Street Area
- Memo regarding Police Department Promotions
- Committee Application
- Draft Meeting Minutes