

Approved 4/11/2022

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

Regular Meeting MINUTES  
March 28, 2022

Attending:

Virginia Crocker Timmins, Chair  
Kenneth Lefebvre, Vice Chair  
Mark Carota, Clerk  
George Dixon, 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**

#### **Town Election April 5, 2022 – Polls open 7:00AM-8:00PM**

Vice Chair Lefebvre stated that the deadline to register to vote in the local election was Wednesday, March 16, 2022 by 8:00PM. Due to the increase in population as reflected in the decennial Census, Chelmsford added two additional precincts and one additional polling location. The precincts and polling locations and list of candidates are available on the town website at [www.chelmsfordma.gov](http://www.chelmsfordma.gov) Town Clerk's section. Polls open 7:00AM – 8:00PM, on Tuesday April 5.

#### **Chelmsford Minuteman Company**

The public is invited to join the 11<sup>th</sup> annual Patriot's Day March from Chelmsford to Concord on Monday, April 18<sup>th</sup> to start at 4:00AM at the Chelmsford Common and end at the Minuteman National Park, Old North Bridge, Concord at 9:00AM. For more information contact Captain John Greenwood at [6thmiddlesex@gmail.com](mailto:6thmiddlesex@gmail.com).

### **PUBLIC INPUT**

Debbie Dery, 19 Stedman Street, appeared before the Board. She reported that she had previously appeared before the Planning Board with regard to its consideration of forty-two loading docks for a trucking company that operates one hundred and fifty trucks/daily for a total traffic of three-hundred trucks. These trucks transport up to six vehicles that pass daily by her house on Stedman Street. The traffic starts at 7:00AM and continues through 3:00PM. Besides the amount of traffic, she noted that the trucks are large and heavy and she is concerned that the weight will do damage to the underlying pipes in the road as well as damage to homes from vibration and noise. While the Board cannot oversee the weight of trucks, she asked that the Board consider instituting a weight restriction of traffic on Stedman Street.

### **COMMITTEE VACANCIES**

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**

**Change of Manager on All Alcoholic Beverages Package Store License: Drum Hill Liquor Mart, Inc., 83 Parkhurst Road**

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Doug Hausler appeared before the Board, representing the applicant. He asked for approval of change of manager to Garret Gervais.

**Motion:** by Vice Chair Lefebvre to approve the request of change of manager on all alcoholic beverages package store license of Drum Hill Liquor Mart, Inc. located at 83 Parkhurst Road. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

**Addition of Outdoor Seating on Common Victualer License: Summer Street Grocers, LLC, 7 Summer Street, Unit 7-8**

This topic was deferred, as the applicant was not present.

**CONFIRMATION OF THE TOWN MANAGER'S APPOINTMENT OF THE DIRECTOR OF PUBLIC WORKS/FACILITIES**

Town Manager Cohen was pleased to bring before the Board the candidacy of Christine Clancy as Director of Public Works/Facilities to replace Gary Persichetti who is retiring in May. Ms. Clancy is currently the DPW Commissioner for the City of Lowell and has over sixteen years of professional experience in the public and private sector. She holds a professional civil engineering certification and has earned a Master's degree in civil engineering from Northeastern University. The posting for the position received over twelve applications, and Ms. Clancy rose to the top of the four candidates that were interviewed.

Ms. Clancy appeared before the Board and expressed her excitement for the opportunity to serve as the new DPW Director and shadowing Mr. Persichetti and gaining from his extensive institutional knowledge.

**Motion:** by Vice Chair Lefebvre to approve the appointment of Christine Clancy as the new DPW Director to replace Gary Persichetti. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

**REPORTS AND PRESENTATIONS**

**Monthly Traffic Safety Committee Report**

Gary Persichetti, DPW Director, appeared before the Board and reviewed the PowerPoint monthly Traffic Safety Committee report consisting of current actions, pending actions, and completed actions.

Chair Timmins asked Mr. Persichetti to consider the request for a weight restriction on Stedman Street. Mr. Persichetti responded that the issue will be reviewed and the results will be in the next monthly report.

**SELECT BOARD GOAL – MEETING MINUTES PROCESS**

Board Member Carota reported that changes had been made to the draft policy with regard to Select Board and public bodies posting of agendas and meeting minutes as discussed at the last meeting. Town Manager Cohen reported that the Town Clerk would be responsible for the distribution of the policy to public bodies, and the Town Manager's office, as the appointing authority, would be responsible for adherence to the policy by public bodies.

Discussion ensued on where the policies would officially reside, and it was agreed that the policies would be included in the official Select Board policy document.

**Motion:** by Vice Chair Lefebvre to adopt the Select Board meeting minutes policy for public bodies, as presented, and to incorporate the policy into the official Select Board policy document. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

### **REPORTS AND PRESENTATIONS (cont.)**

#### **Director of Business Development Lisa Marrone – Economic Development Update**

Lisa Marrone, Director of Business Development, appeared before the Board and reviewed her PowerPoint presentation on the quarterly update on economic development including the following highlights:

- Chelmsford Cross Roads at Route 129
  - Installation of signage
  - Site readiness grant
- Town vacancy rates
  - 2018-2021 historical lowering
  - Vacant Town buildings
  - Vacancy comparisons – community-wide
  - Vacancy comparisons – office space
- Site tours
  - Triton Systems - building partnerships
  - Thermo Fisher Scientific
- Pressed Café – under construction
- National fitness campaign update and timeline
- Recent small business openings
  - Push Muscular Restoration
  - Reth’s Barber Company
  - Lighthouse School
  - Project Kompass
  - Fifteen new cottage-industry businesses without store fronts

Discussion ensued. Ms. Marrone stated that while the fitness campaign focuses on free exercise, fitness and activities for Chelmsford residents, it is open to the public with no membership requirements. Chair Timmins noted that the vacancy rates show a “positive story” and thanked Ms. Marrone for her outreach to facilitate collaboration between businesses and town government. Vice Chair Lefebvre praised her efforts in making good progress in a relatively short period of time. Ms. Marrone responded that businesses are appreciative of engagement and collaboration efforts of the Town. She invited members to accompany her on future site visits and tours.

### **LICENSES (cont.)**

#### **Addition of Outdoor Seating on Common Victualer License: Summer Street Grocers, LLC, 7 Summer Street, Unit 7-8**

Frank Francione of Summer Street Grocers appeared by Zoom before the Board. He is requesting approval of additional outdoor seating of five tables and two seats per table. Planters will be installed as well as barriers approved by the Fire Department.

**Motion:** by Vice Chair Lefebvre to approve the addition of outdoor seating on the common victualer license of Summer Street Grocers, LLC located at 7 Summer Street, Unit 7-8. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

**SELECT BOARD APRIL MEETING SCHEDULE AND LGBTQ+ LISTENING SESSION**

Town Manager Cohen reviewed the schedule of Select Board meetings in light of review of the Board’s review and vote on warrant articles, Town Meeting and the scheduling of the LGBTQ+ listening session.

Following discussion, the following dates were scheduled:

- Thursday, April 7 – Select Board reorganization meeting
- Monday, April 11 – Select Board regular meeting
- Tuesday, April 12 – Select Board regular meeting (if needed)
- Tuesday, April 19 – Select Board regular meeting
- Monday, April 25 – Town Meeting
- Monday, May 9 – Select Board regular meeting
- Monday, May 16 – LGBTQ+ listening session at McCarthy Auditorium
- Monday, May 23 – Select Board regular meeting

**TOWN MANAGER REPORTS**

**Opioid Settlement Agreement**

Town Manager Cohen reported that the Attorney General had announced that towns will collectively be eligible to receive 40% of each annual distribution of funds. The Town is expected to receive \$664,968 over a fifteen-year period with the allocation in the first year to be the highest. The monies are expected to arrive this spring and annual reporting of how monies are expended is required. Funds are restricted to be used to provide support care and prevention of opioid use disorder. Town Manager Cohen will be working with the Police Department and Board of Health in the appropriate distribution of funds.

**Greater Lowell Homelessness and Housing Insecurity Initiative**

Town Manager Cohen reported that he had heard from Community Teamwork, Inc. with regard to a regional efforts to address homelessness in the Greater Lowell area in making available three hundred units of affordable housing. A Zoom development meeting is being held on April 7<sup>th</sup> at 11:00AM. Discussion ensued on the appointment of a primary contact to represent the Town. Jen Melanson, Community Services Coordinator, was suggested as the Town’s contact. Both Chair Timmins and Vice Chair Lefebvre expressed an interest in supporting Ms. Melanson as the primary contact.

**Culvert Grant Application with Chelmsford Water District for 1 Watershed Lane**

Town Manager Cohen reported that a grant application in conjunction with the Chelmsford Water District had been submitted for \$124K for planning and design funds for the replacement of the culvert over River Meadow Brook at Watershed Lane originally installed in the 1960’s. Once funds are received for the design phase, application will be made to FEMA for mitigation funds to perform the work. Both he and Board Member Wojtas attended a recent meeting of the Water District, at which appreciation was expressed for the Town’s advocacy on its behalf.

**House Budget Earmark for FY23**

Town Manager Cohen reported that the Massachusetts House of Representatives is scheduled to begin its consideration of the FY2023 State Budget at the beginning of April. This is an opportunity to seek budgetary earmarks for the Town. Recently the Town has obtained \$200K for improvements to playgrounds and \$350K for the North Chelmsford Water District’s PFAS remediation.

Discussion ensued on the projects to be considered for earmarking, including the Vietnam Veterans Monument in time for the Memorial Day celebration, sewer infrastructure, parking and traffic studies. Town Manager Cohen will contact the Town’s legislative Representatives next week. Board Members may email him with other suggestions for funding.

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**FY22 Sewer Rate Relief Award**

Town Manager Cohen reported that the DOR had certified that the Town's share of the \$1.5M total award of sewer relief funds was \$5,645.

**Verizon Cable Television License Renewal Notification**

Town Manager Cohen reported that the Town had received notification from Verizon of its license renewal due to expire on October 31, 2024. He has so alerted Mr. Pete Pedulla, Director of Chelmsford Telemedia, and cable attorney, Bill August. Discussion ensued on the process of renewal and the ongoing prospect of undergrounding cables for access in the center of Town.

**Sewer System Camera and Inflow/Infiltration Investigation**

Town Manager Cohen reported that work had begun today on Tremont and Stonehill Roads. Notice was posted to the website and will be updated each week. He did not expect the work to impact resident users of the sewer system as the cameras would record during the day and flushing would occur in the evening. Mr. Persichetti reported that the oldest areas would be reviewed first, and the report will be available upon the completion of the investigation.

**TOWN MANAGER APPOINTMENTS**

**Diversity, Equity and Inclusion Committee: Lorena Betts unexpired three-year term expiration 6/30/2024**

**Historical Commission: Kelly Daniell, unexpired three-year term exp 6/30/2023**

Town Manager Cohen presented the above candidates for the above-noted appointments.

**Motion:** by Vice Chair Lefebvre to appoint Lorena Betts to the Diversity, Equity and Inclusion Committee, and Kelly Daniell to the Historical Commission for the above noted terms. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

**MEETING MINUTES**

**Select Board Regular Session Minutes – March 14, 2022**

**Motion:** by Vice Chair Lefebvre to approve the regular session minutes of March 14, 2022. Seconded by Board Member Carota. **Motion carries 5-0, unanimous.**

**Announcement on Determination of Releasability of Executive Session Minutes**

**Minutes not for Release: February 14, 2022, Segments 1-3**

Chair Timmins stated that the Executive Session minutes of February 14, 2022, Segments 1-3 were determined not releasable at this time.

**SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS**

Board Members Lefebvre and Carota – no report

Board Member Wojtas

- March 29th is National Vietnam War Veterans Day. The Merrimack Valley Vietnam Veterans will have a short ceremony at the Veterans Park at McCarthy School at 11:00AM. They will lay a wreath at the Agent Orange stone to honor veterans affected by Agent Orange.
- Congratulations to Valerie Diggs who received the Massachusetts School Library Association Katherine Lowe School Library Champion Award. Ms. Diggs had been with the school library for many years and was responsible for converting the high school library to a leading-edge Learning Commons.

Board Member Dixon

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- Acknowledged the passing of a dear friend, Jimmy Robinson. Mr. Robinson and his family were active business owners in Vinal Square for four generations.

Chair Timmins

- Planning Board public hearing for River Neck Road development is continued to April 13<sup>th</sup> and April 27<sup>th</sup>.
- Finance Committee will be voting on warrant articles on Thursday, March 31<sup>st</sup>.

**PRESS QUESTIONS**

No press was present.

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**ADJOURNMENT TO EXECUTIVE SESSION**

**Motion:** by Vice Chair Lefebvre to adjourn to Executive Session at 7:24PM, not to return to regular session to consider the purchase of real property at 1 Billerica Road/44 Central Square; to discuss cybersecurity strategy; review Executive Session Minutes of March 14, 2022, Segments 1-4; and to review previously approved and withheld Executive Session minutes of February 14, 2022, Segment 3 for potential release. Seconded by Board Member Carota.

**Roll call vote:**

**Board Member Wojtas: Aye**

**Board Member Dixon: Aye**

**Board Member Carota: Aye**

**Vice Chair Lefebvre: Aye**

**Chair Timmins: Aye**

**Motion carries 5-0, unanimous**

**NEXT REGULAR MEETING DATE: April 11, 2022**

Respectfully submitted,

Christine Martin Barraford  
Recording Secretary

Supporting documents:

- April 5<sup>th</sup> local election
- March to Concord 2022
- Committee vacancies as of 03/28/2022
- Drum Hill Liquor Mart change of Manager
- Summer Street Grocers addition of outdoor seating
- Request for approval of the appointment of Director of Public Works/Facilities
- Cover letter – Christine Clancy 03/17/22
- Resume Christine Clancy 03/17/22
- SB Business Development update
- Traffic committee update
- Draft policy Select Board minutes
- Draft policy for meeting and minutes of public bodies
- Select Board April Meetings and LGBTQ+ listening session
- Opioid settlement agreement signed 3/15/22
- Opioid settlement – MMA article
- Homelessness and housing email
- Housing and homelessness presentation
- CRMA FY23 final application form
- Draft cover letter for culvert repair grant
- FY23 House Budget earmarks
- Final sewer rate relief fund – FY2022 awards
- Verizon cable license renewal
- DEIC – Betts
- Historical Commission – Daniell
- 3/14/2022 SB minutes