

Approved 5/1/2023

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

Regular Meeting MINUTES
April 10, 2023

Attending:

Mark Carota, Chair
Patricia Wojtas, Vice Chair
Virginia Crocker Timmins, Clerk
George Dixon, Board Member
Erin Drew, Board Member

Paul Cohen, Town Manager
Attorney Jonathan Silverstein (via Zoom)

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 Carota called the meeting to order at 5:00PM followed by the Pledge of Allegiance.

AJOURNMENT TO EXECUTIVE SESSION TO RETURN TO OPEN SESSION

MOTION: by Vice Chair Wojtas to adjourn to Executive Session, to return to Open Session, to discuss strategy with respect to a) collective bargaining with the Police Superior Officers (Sergeants) Union; b) collective bargaining with the Public Safety Dispatchers Union and c) collective bargaining with the Library Employees Union. Seconded by Board Member Timmins.

Roll call vote:

Chair Carota – aye.

Vice Chair Wojtas – aye.

Board Member Timmins – aye.

Board Member Dixon – aye.

Board Member Drew – aye.

Motion carries 5-0, unanimous.

RETURN TO OPEN SESSION

Chair Carota called the meeting back to order in Open Session at 5:33PM.

PRESENTATION OF AWARD

Chair Carota presented former Chair Timmins with an award for her service as Chair of the Select Board for the prior year.

PUBLIC SERVICE ANNOUNCEMENTS

Vice Chair Wojtas read the following announcements:

Proclamation in Honor of Armenian Genocide Remembrance Day

Vice Chair Wojtas read the Proclamation in Honor of Armenian Genocide Remembrance Day. Armanag Antranigian accepted the proclamation with gratitude, and he and representatives of Armenian Friends of America commemorated the presentation of the proclamation with a photo with Board Member Dixon and Town Manager Cohen.

Approved 5/1/2023

Chelmsford Garden Club: Arbor Day Proclamation and April 28th Ceremony

Vice Chair Wojtas read the Proclamation in celebration of Arbor Day on April 28th. Carol Cannistraro of the Chelmsford Garden Club accepted the proclamation with gratitude. The celebration will commence on April 28th on the Town Common at 1:00PM with the planting of a tree.

Earth Week Town-Wide Cleanup, April 17-23

Earth Week will be celebrated with a town-wide cleanup from April 17 and continuing through April 23.

Minuteman March April 17th

The Chelmsford Minuteman Company invites the general public to join them on the Patriot's Day March beginning at 4:00AM from the Chelmsford Common to Minuteman National Park on Old North Bridge in Concord on April 17th. For more information contact Captain John Greenwood at 6thmiddlesex@gmail.com.

Spring Annual Town Meeting, April 24th at 7:30PM, Senior Center 75 Groton Rd.

The spring annual town meeting will convene on Monday, April 24th at 7:30PM at the Senior Center. Links to the town meeting presentation and documents can be found on the town website at least one week prior to town meeting.

Healthy Relationships Presentation

The Health Department is offering a seminar on healthy relationships on Wednesday, April 19th for one session at 1:00PM and the other at 6:00PM, one attendance required only, at the Public Library in the McCarthy meeting room. Learn to understand abuse, setting boundaries and identifying warning signs. For further information contact mcameron@chelmsfordma.gov or call 978-250-5241.

Narcan Training Sessions

Free Narcan training is presented by the Health Department on April 11 @ 6:00PM and April 26th @ 2:00PM to be conducted at the Fire Department Lower Level Training Room. The training is open to all and registration is required at www.chelmsfordma.gov. Learn how to recognize an overdose. Free Narcan given to all attendees.

PUBLIC INPUT

There was none.

COMMITTEE VACANCIES

Vice Chair Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.chelmsfordma.gov> or through the Town Manager's office.

LICENSES

One Day Beer and Wine License: Mexican Chili, Inc., 313 Littleton Rd., Unit 1 – May 5-6

Juan Sotelo-Fuentes appeared before the Board on behalf of Mexican Chili, Inc. in support of a license for two days in celebration of Cinco de mayo, at the conclusion of which a decision will be made to apply for a permanent liquor license.

MOTION: by Vice Chair Wojtas to approve the application for two one day beer and wine licenses for Mexican Chili Inc. to be operated on the premises at 313 Littleton Rd., Unit 1 on May 5 and 6th as presented. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

One Day Beer and Wine License: Axis Communications, 300 Apollo Drive - June 22

Jacqui Bousa appeared before the Board on behalf of Axis Communications in support of an educational event demonstrating products and offering seminars to be accompanied by a barbecue celebration.

MOTION: by Vice Chair Wojtas to approve the application for a one day beer and wine license for Axis Communications to be operated on the premises at 300 Apollo Drive on June 22nd as presented. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

SELECT BOARD CONFIRMATION OF TOWN MANAGER’S APPOINTMENT OF THE CHELMSFORD CENTER FOR THE ARTS EXECUTIVE DIRECTOR

Town Manager Cohen asked for confirmation from the Board of his selection of candidate Lauren Cochran as the new Executive Director of the Chelmsford Center for the Arts. As a fine arts teacher and theatre director at Chelmsford Public Schools, she brings a wealth of experience, institutional knowledge, commitment and dedication to the Chelmsford community. She has received the whole-hearted recommendation of Superintendent of Schools Jay Lang. Ms. Cochran appeared before the Board and confirmed her excitement and commitment to the position.

MOTION: by Vice Chair Wojtas to approve the Town Manager’s appointment of Lauren Cochran to the position as the Executive Director of the Chelmsford Center for the Arts. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

TOWN MANAGER BID AWARDS

Town Manager Cohen requested the Board’s approval of bid awards for the CHS HVAC rooftop unit replacement and Senior Center HVAC design.

MOTION: by Vice Chair Wojtas to approve the bid award for the CHS rooftop unit replacement to N. B. Kenney in the amount of \$252,993.00. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

MOTION: by Vice Chair Wojtas to approve the bid award for the HVAC design work for the Senior Center to BLW Engineers in the amount of \$75,000.00. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

TOWN MANAGER APPOINTMENTS

Town Manager Cohen requested the Board’s approval of his appointment of Ruth Luna to the Community Preservation Committee for a term ending June 30, 2025.

MOTION: by Vice Chair Wojtas to approve the appointment of Ruth Luna to the Community Preservation Committee for the remaining two-years of a term ending June 30, 2025. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

LEDGE ROAD COMMERCIAL TRUCK TRAFFIC PROPOSED LEGISLATION

Town Manger Cohen presented the text of the warrant article and home rule petition that he and town counsel had drafted. The home rule petition will be submitted to the legislature through the general court to restrict commercial truck traffic on Ledge Road to a specific gross weight and number of axles per vehicle. State Representative Rodney Elliott appeared before the Board and confirmed his commitment to “bring this fight to Beacon Hill” to stop heavy truck traffic on Ledge Road and bring relief to the neighborhood to improve the residents’ quality of life.

Discussion ensued on mitigating the effects of potentially re-routed traffic to other areas of town, which will be a separate area of discussion not affecting this proposed legislation.

SIGN TAX INCREMENT FINANCING AGREEMENTS – ANALOG DEVICES FEDERAL, LLC AT 22 ALPHA ROAD AND ANALOG DEVICES, INC. AT 2 ELIZABETH DRIVE

Town Manager Cohen reported that Business Development Director Lisa Marrone was contacted by the Massachusetts Office of Business Development with regard to a confidential project proposed by the federal government in the interests of national security and vital interests of the country to develop an onshore program for the manufacture of semi-conductor computer chips. In connection with the nationwide competition to provide manufacturing plants, Massachusetts is seeking to obtain federal funding in June, in anticipation of which a commitment from local government is required for application. The manufacturing facilities on Alpha Road and Elizabeth Drive are sought for the proposed federal funding of \$41.76M for the former location and \$21M for the latter location, and there will be no expansion of the current footprint. Not only will this project bring well-paying jobs to the Town, but will send the general message that “Chelmsford is open for business and gets the job done even in extraordinary circumstances.”

Mr. Cohen reviewed the proposed Tax Increment Financing Agreements (TIF) between the Town and Analog Devices Federal, LLC and Analog Devices, Inc. in order to provide incentives for the financial commitment needed to invest in the necessary improvements to the buildings as well as the retention and creation of full-time jobs. He then reviewed the Town’s provision and schedule of the ten-year partial exemption from real estate taxes. When endorsed, the proposal would go to town meeting for approval and would “put us in the game” for the state’s submission of application to the federal government. Town counsel has reviewed and approved the agreement.

Business Development Director Marrone appeared via Zoom before the Board. She stated that not only is it “good news” that the company has decided to stay in Town, thereby increasing its longevity as a major employer, it broadcasts the positive message that the Town is committed to investing in the vitality of the Route 129 business corridor.

Discussion ensued on the proposed ten-year length of the agreement, the schedule of estimated incremental annual property tax over that time period and the company’s exemption as a manufacturing facility from personal property tax assessment.

MOTION: by Vice Chair Wojtas to approve the Tax Incremental Financing Agreements between the Town and Analog Devices Federal, LLC and Analog Devices, Inc. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

SIGN WARRANT FOR APRIL 27 SPECIAL TOWN MEETING

Town Manager Cohen reviewed the two warrant articles for the above TIF agreement as well as one for the home rule petition for Ledge Rd. and two for the replacement of boilers at Center Elementary and renovation of the kitchen at McCarthy Middle School respectively. These articles will be presented at a special town meeting on Thursday, April 27, prior to the resumption of the annual town meeting.

MOTION: by Vice Chair Wojtas to sign the warrant for the special town meeting scheduled for April 27, 2023 at 7:29PM at the Senior Center. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

SELECT BOARD RECOMMENDATIONS ON APRIL 27 SPECIAL TOWN MEETING WARRANT ARTICLES

Town Manager Cohen reviewed the five warrant articles and asked for the Board’s vote for recommendation.

MOTION: by Vice Chair Wojtas to recommend approval of Article 1. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

MOTION: by Vice Chair Wojtas to recommend approval of Article 2. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

MOTION: by Vice Chair Wojtas to recommend approval of Article 3. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.** Board Member Timmins suggested the presentation at town meeting include graphics of the damage to Ledge Rd. incurred by truck traffic and the density of trucks on Ledge Road.

MOTION: by Vice Chair Wojtas to recommend approval of Article 4. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

MOTION: by Vice Chair Wojtas to recommend approval of Article 5. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

VOTE ON APPROVAL OF COLLECTIVE BARGAINING AGREEMENTS

Town Manager Cohen used the town meeting warrant article slides to explain the terms for funding of collective bargaining agreements and asked for the Board's approval of Memorandum of Agreements.

MOTION: by Vice Chair Wojtas to approve the Memorandums of Agreement between the Town and the NEPBA Police Superior Officers Union from July 1, 2019 through June 30, 2025. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

MOTION: by Vice Chair Wojtas to approve the Memorandum of Agreement between the Town and the AFSCME Public Safety Dispatchers Union from July 1, 2022 through June 30, 2025. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

MOTION: by Vice Chair Wojtas to approve the Memorandum of Agreement between the Town and the Local Teachers Union Library Employees Union Units A and B from July 1, 2022 through June 30, 2025. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

SELECT BOARD RECOMMENDATIONS ON ANNUAL TOWN MEETING WARRANT ARTICLES

Town Manager Cohen reviewed the warrant articles for the annual town meeting and asked for the Board's vote of recommendation.

Article 2: Fiscal Year 2023 Operating Budget Amendments

MOTION: by Vice Chair Wojtas to recommend approval of Article 2. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Evan Belansky, Director of Planning, appeared before the Board and reviewed Articles 19 and 20.

Article 19: Zoning Bylaw Amendment – Nonconforming Uses and Substructures

MOTION: by Vice Chair Wojtas to recommend approval of Article 19. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 20: Zoning Bylaw Amendment – Single and Two-Family Reduction of Dimensional Requirements

Discussion ensued on the possibility of unintended consequences from changes in the bylaw, particularly with regard to historical setback requirements and the intent of zoning decisions.

MOTION: by Vice Chair Wojtas to recommend approval of Article 20. Seconded by Board Member Timmins. **Motion carries 3-2, with Board Members Timmins and Drew opposed.**

Badhri Uppiliappan and Bernard Kosicki of the Clean Energy and Sustainability Committee appeared before the Board and reviewed the PowerPoint presentation on the rationale for Article 21.

Discussion ensued on the electric alternative of heat pumps' reliability/efficiency in subzero temperatures as well as electric wiring conversion of additions and renovations within square foot limitations. At least a dozen other communities have voted to adopt the code and many more have included a warrant article for their spring town meetings.

Article 21: Enactment of a Specialized Energy Code

MOTION: by Vice Chair Wojtas to recommend approval of Article 21. Seconded by Board Member Timmins. **Motion fails 1-4, with Board Member Wojtas in favor, all others opposed.**

Town Manager Cohen reviewed the following articles.

Article 22: Community Preservation Fund FY24 Debt Service, Administration Expenses/Reserves

MOTION: by Vice Chair Wojtas to recommend approval of Article 22. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 23: Community Preservation Fund – Conservation Land Acquisition – Wilson Lane

MOTION: by Vice Chair Wojtas to recommend approval of Article 23. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 24: Community Preservation Fund – Capital Improvements on Conservation Land

MOTION: by Vice Chair Wojtas to recommend approval of Article 24. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 25: Conservation Land Easement - 2 Shore Drive

MOTION: by Vice Chair Wojtas to recommend approval of Article 25. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 26: Community Preservation Fund – Historic Records Preservation

Linda Prescott of the Historical Commission appeared before the Board and reviewed the ongoing multi-year process of restoration of paper assets and digitization as well as meeting state requirements.

MOTION: by Vice Chair Wojtas to recommend approval of Article 26. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 27: Community Preservation Fund – Highland Playground Equipment

MOTION: by Vice Chair Wojtas to recommend approval of Article 27. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 28: Community Preservation Fund – Forefathers Cemetery Headstone Preservation

Linda Prescott of the Historical Commission appeared before the Board and reviewed the restoration of the headstones.

MOTION: by Vice Chair Wojtas to recommend approval of Article 28. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 29: Community Preservation Fund – Center Village Brook Walk

MOTION: by Vice Chair Wojtas to recommend approval of Article 29. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 30: Community Preservation Fund – School St. Freight House Relocation and Preservation

Linda Prescott of the Historical Commission appeared before the Board and reviewed the relocation and preservation of the Freight House to the Garrison House location.

MOTION: by Vice Chair Wojtas to recommend approval of Article 30. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 3: Funding for Collective Bargaining Agreements

MOTION: by Vice Chair Wojtas to recommend approval of Article 3. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 4: Nashoba Valley Technical School District – FY2024 Assessment

MOTION: by Vice Chair Wojtas to recommend approval of Article 4. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 5: Chelmsford Public Schools FY2024 Operating Budget

MOTION: by Vice Chair Wojtas to recommend approval of Article 5. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 6: General Government FY2024 Operating Budget

MOTION: by Vice Chair Wojtas to recommend approval of Article 6. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 7: Finance Committee Reserve Fund

MOTION: by Vice Chair Wojtas to recommend approval of Article 7. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 8: FY2024 Capital Budget

Discussion ensued on the free cash allocation of funds to be applied to road infrastructure.

MOTION: by Vice Chair Wojtas to recommend approval of Article 8. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 9: FY024 Enterprise Fund Operating Budget

MOTION: by Vice Chair Wojtas to recommend approval of Article 9. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 10: Miland Avenue Sewer Pump Station

MOTION: by Vice Chair Wojtas to recommend approval of Article 10. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 11: FY024 Stormwater Management Enterprise Fund

MOTION: by Vice Chair Wojtas to recommend approval of Article 11. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 12: FY2024 Forum Ice Rink Enterprise Fund

MOTION: by Vice Chair Wojtas to recommend approval of Article 12. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 13: FY024 PEG Access and Cable Related Enterprise Fund

Approved 5/1/2023

MOTION: by Vice Chair Wojtas to recommend approval of Article 13. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 14: FY024 Golf Enterprise Fund

MOTION: by Vice Chair Wojtas to recommend approval of Article 14. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 15: Annual Appropriation of Departmental Revolving Funds

MOTION: by Vice Chair Wojtas to recommend approval of Article 15. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 16: Cemetery Improvement and Development Fund

MOTION: by Vice Chair Wojtas to recommend approval of Article 16. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 17: Community Action Program Fund

MOTION: by Vice Chair Wojtas to recommend approval of Article 17. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

Article 18: General Bylaw – Sealer of Weights and Measures Inspection Fees

MOTION: by Vice Chair Wojtas to recommend approval of Article 18. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

SIGN PURCHASE AND SALE AGREEMENT FOR 0 WILSON LANE, MAP 29, BLOCK 104, LOT 18

Town Manager Cohen presented the purchase and sale agreement for 0 Wilson Lane reviewed by town counsel. Discussion ensued on the verification of dates and amounts. It was agreed that the Board will review the finalized document before signing.

MEETING MINUTES

Select Board Regular Meeting Minutes March 27, 2023

MOTION: by Vice Chair Wojtas to approve the Select Board regular meeting minutes of March 27, 2023 as amended. Seconded by Board Member Timmins. **Motion carries 4-0-1, with Board Member Drew abstaining.**

Announcement on Determination of Releasability of Executive Session Minutes Minutes for Release: March 27, 2023

SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS

Board Member Dixon -no report

Chair Carota – no report.

Board Member Drew – no report.

Board Member Timmins

- School Committee is meeting tomorrow evening to vote on contracts.
- Students to be registered for Kindergarten – refer to website for upcoming dates.
- Property tax bills are in hand and assessors will be completing FY23 abatement and hardship exemption requests over next several weeks. Filings for FY24 exemptions begins July 1, 2023 and ends April 1, 2024. Filing of abatement requests starts immediately upon receipt of FY23 third quarter tax bill in early January 2024 and ends early February 2024. Questions may be answered by calling assessor’s office at 978-250-5220.

Approved 5/1/2023

- Conservation Commission reminds residents that we are now in the vernal pool season. When driving with wetlands on either side of the road, please slow down. Spotted salamanders are secretive and spend most of their time underground and are seldom seen except in early spring where they migrate in large numbers to breeding pools. Caution is advised on rainy/cloudy days.
- Finance Committee is voting on remaining town meeting warrant articles and special town meeting warrant articles on April 13th.
- Two public hearings at the Planning Board meeting on Wednesday: 25 Wellman Avenue for addition at the Lighthouse School and 18-20 Chelmsford St. for demolition of existing building and build new units.
- Information session on town meeting is scheduled for April 19th at 7:30PM at North Town Hall.

Board Member Timmins suggested the addition of an agenda item at a May or June meeting to discuss the communication plan for opt-in/opt-out of the energy plan.

Vice Chair Wojtas

- Ribbon cuttings for Pridestar/Trinity Ambulance new location on Chelmsford St. across from the softball field; Liz Ferreira Aesthetics on Courthouse Lane in North Chelmsford; RK Mart gas station convenience store on 7 Acton Rd.
- Library Poetry Slam on April 27th at 7:00PM.
- Book sale on April 28th from 9:00AM-7:30PM and April 29 from 9:00AM-2:00PM.
- Sheriff Peter Koutoujian is taking applications for youth ages 8-12 for public safety academy. This is an excellent program to teach youth how public safety helps in their lives every day.

ADJOURNMENT

MOTION: by Vice Chair Wojtas to adjourn at 8:32PM. Seconded by Board Member Timmins.
Motion passes 5-0, unanimous.

NEXT REGULAR MEETING DATE: May 1, 2023

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

Supporting documents:

- Armenian genocide remembrance day 2023
- Arbor day 2023
- Earthday cleanup flyer
- March to Concord 2023
- Spring annual town meeting
- BOH – Healthy relationships seminar
- BOH – Narcan training
- Committee vacancies as of 4/10/23

- Mexican Chili inc. one day license
- Axis Communications one day license
- Lauren Cochran resume
- Bid award recommendation – CHS rooftop unit replacement

Approved 5/1/2023

- Bid award recommendation – Senior Center HVAC design
- CPC application Luna
- Home rule petition – Ledge Rd commercial truck traffic
- Analog Devices federal TIF agreement April 2023
- Analog devices Inc. TIF agreement – April 2023
- ONYX revised
- Special town meeting warrant April 27
- April 27 2023 special town meeting presentation
- 2023 Spring annual town meeting presentation
- Purchase and sale Wilson Lane
- 3/27/23 SB minutes draft

Town of Chelmsford Select Board Minutes
Town Offices, Room 200
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**Executive Session Minutes
Segment 1 (Superior Officers)**

April 10, 2023

Attending:

Mark Carota, Chair
Patricia Wojtas, Vice Chair
Virginia Crocker Timmins, Clerk
George Dixon, Board Member
Erin Drew, Board Member

Paul Cohen, Town Manager
Brian Maser, Labor Counsel (by Zoom)

Chair Carota called the Executive Session to order at 5:04 pm. The purpose of the Executive Session segments and start times were:

- 5:04 pm: Segment 1, Strategy with Respect to Collective Bargaining with the Superior Officers (Sergeants) Union
- 5:18 pm: Segment 2, Strategy with Respect to Collective Bargaining with the Public Safety Dispatchers Union
- 5:25 pm: Segment 3, Strategy with Respect to Collective Bargaining with the Library Employees Union

**Segment 1: Strategy with Respect to
Collective Bargaining with the Chelmsford Superior Officers (Sergeants) Union**

Attorney Maser and Manager Cohen reviewed the highlights of the Memorandums of Agreement between the Town and the Superior Officers Union for the periods July 1, 2019 through June 30, 2022 and July 1, 2022 through June 30, 2025. Discussion points included the following:

- Compensation structures for the periods negotiated are:
 - July 1, 2019 - \$39.9166 (3.0%)
 - July 1, 2020 - \$40.7150 (2.0%)
 - July 1, 2021 - \$41.5293 (2.0%)
 - July 1, 2022 - \$44.3613 (\$1.75 to hourly rate and 2.5%)
 - July 1, 2023 - \$45.4703 (2.5%)
 - July 1, 2024 - \$46.6071 (2.5%)
- Education incentives were modified with the intent of including one sergeant and future sergeants who were not already grandfathered under the Quinn Bill. The language mirrors that in the Patrol Officers' contract. In response to Vice Chair Wojtas' question, Manager Cohen clarified that the sergeants would still need to have received an Associate's, Bachelor's, or Master's degree as a prerequisite for receiving the education incentive.
- In response to Clerk Timmins' question regarding what parameters and dollar investments in the MOA could be attributed to the Union's agreement to withdraw DLR Case MUP-20-8000, Manager Cohen and Attorney Maser stated that they could not identify individual contributing items from the 3-hour negotiation period. In addition to the education incentive, the Town accommodated a fitness incentive increase. The \$1.75 hourly rate increase in FY23 was driven by the Town's comparable communities analysis which considered Greater Lowell municipalities such as Billerica, Tewksbury, and Dracut. The Union cited municipalities along the Route 128

belt such as Reading and Wilmington as comparable communities although the Town typically holds to municipalities in the Greater Lowell area.

Chair Carota polled the Select Board members regarding whether they support the MOAs with a formal vote planned during the Board's Open Session Meeting on April 10, 2023. All Board members were supportive.

Respectfully submitted,

Virginia Crocker Timmins
Select Board Clerk

Segment 1 Supporting Documents:

- *Memorandum of Agreement for Successor Collective Bargaining Agreement By and Between the Town of Chelmsford and NEPBA, Local 20 (Superior Officers) for the period July 1, 2019 through June 30, 2022 signed by the parties on March 28, 29, and 30, 2023*
- *Memorandum of Agreement for Successor Collective Bargaining Agreement By and Between the Town of Chelmsford and NEPBA, Local 20 (Superior Officers) for the period July 1, 2022 through June 30, 2025 signed by the parties on March 28, 29, and 30, 2023*

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Executive Session Minutes
Segment 2 (Dispatchers)
April 10, 2023

Attending:

Mark Carota, Chair
Patricia Wojtas, Vice Chair
Virginia Crocker Timmins, Clerk
George Dixon, Board Member
Erin Drew, Board Member

Paul Cohen, Town Manager
Brian Maser, Labor Counsel (by Zoom)

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- 5:04 pm: Segment 1, Strategy with Respect to Collective Bargaining with the Superior Officers (Sergeants) Union
- 5:18 pm: Segment 2, Strategy with Respect to Collective Bargaining with the Public Safety Dispatchers Union
- 5:25 pm: Segment 3, Strategy with Respect to Collective Bargaining with the Library Employees Union

Segment 2: Strategy with Respect to
Collective Bargaining with the Public Safety Dispatchers Union

Attorney Maser and Manager Cohen reviewed the highlights of the Memorandum of Agreement between the Town and the Public Safety Dispatchers Union for the period July 1, 2022 through June 30, 2025. Discussion points included the following:

- Compensation structures for the periods negotiated are:
 - July 1, 2022: +\$1.00 increase to hourly rate + 2.5%
 - July 1, 2023: +\$1.00 increase to hourly rate + 2.5%
 - July 1, 2024: +2.5%

Compensation negotiations considered comparable communities in the Greater Lowell area. The shift differential for working First Shift (late nights) and Third Shift (earlier nights) was also increased to \$1.50 per hour.

- Modifications were made to the Probationary Period clauses for new employees at the Union's request to ensure maturation of employee qualifications. The Probationary Period is changed from 6 months to 12 months and does not start until the new employee completes training. Dispatchers are not allowed to accrue compensatory time off in lieu of overtime compensation during the first six months of the Probationary Period.
- The Vacation request bidding process was adjusted to better account for seniority.
- The MOA allows a Uniform Allowance of \$600 and an Emergency Medical Dispatch stipend increase from \$600 to \$750.

Chair Carota polled the Select Board members regarding whether they support the MOA with a formal vote planned during the Board's Open Session Meeting on April 10, 2023. All Board members were supportive.

Respectfully submitted,

Virginia Crocker Timmins
Select Board Clerk

Segment 2 Supporting Documents:

- *Memorandum of Agreement for Successor Collective Bargaining Agreement By and Between the Town of Chelmsford and the Chelmsford Public Safety Dispatchers* for the period July 1, 2022 through June 30, 2025 signed by the parties on March 30, April 3, and April 4, 2023.

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Executive Session Minutes

Segment 3 (Library)

April 10, 2023

Attending:

Mark Carota, Chair

Patricia Wojtas, Vice Chair

Virginia Crocker Timmins, Clerk

George Dixon, Board Member

Erin Drew, Board Member

Paul Cohen, Town Manager

Brian Maser, Labor Counsel (by Zoom)

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Segment 3: Strategy with Respect to Collective Bargaining with the Library Employees Union

Attorney Maser and Manager Cohen reviewed the highlights of the Memorandum of Agreement between the Town and the Library Employees Union for the period July 1, 2022 through June 30, 2025.

Discussion points included the following:

- Compensation structures for the periods negotiated provide for an 8.5% increase over the three-year period plus an extra 1% at the top step.

July 1, 2022: 2.5% increase to the wage schedules

July 1, 2023: 3.0% increase to the wage schedules. After applying the percentage increase to Step 10, add an additional 1.0% to Step 10.

July 1, 2024: 3.0% increase to the wage schedule for Units A & B

Comparable communities were considered in the compensation negotiations along with the Teachers Union recent contract agreements. The Library Employees are in the same union as the teachers.

- Holiday modifications included adding the day after Christmas to the list of paid scheduled hours for which the employees will be paid if the Library is closed.
- There were many clerical amendments to correct things like grammar, typos and word choices.

Chair Carota polled the Select Board members regarding whether they support the MOA with a formal vote planned during the Board's Open Session Meeting on April 10, 2023. All Board members were supportive.

Adjournment

Motion: Vice Chair Wojtas motioned to adjourn to Open Session at 5:31pm. Board Member Dixon seconded the motion.

Roll Call Vote:

Board Member Drew	Aye
Board Member Dixon	Aye
Clerk Timmins	Aye
Vice Chair Wojtas	Aye
Chair Carota	Aye

Motion carried 5-0.

Respectfully submitted,

Virginia Crocker Timmins
Select Board Clerk

Segment 3 Supporting Documents:

- *Memorandum of Agreement for Successor Collective Bargaining Agreement By and Between the Town of Chelmsford and the Chelmsford Federation of Teachers, Local 3569 AFT MA, AFL-CIO Library Employees Unit A and Unit B for the period July 1, 2022 through June 30, 2025 signed by the parties on April 4 and 5, 2023.*