

Approved 6/17/2019

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TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK

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

Regular Meeting MINUTES
May 20, 2019

Attending:

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

Paul Cohen, Town Manager
Michael McCall, Asst. 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. Chairman Lefebvre called the meeting to order at 7:00 PM.

PUBLIC SERVICE ANNOUNCEMENTS

Regina Jackson, Veterans Agent: Memorial Day 2019 Proclamation and Parade Information

Mrs. Jackson announced that this year's Memorial Day Parade is being held on Monday, May 27, 2019, and will leave from the American Legion Parking Lot on Groton Rd. at 10:00am. Groups interested in participating in the parade were asked to assemble at 9:30AM. After the parade there will be a program on the Common, to close with refreshments at the Chelmsford Community Center. Everyone is welcome.

A Proclamation was read by Selectman Wojtas and accepted by Mrs. Jackson.

John Osborn, Parade Committee: July 4th Parade

Mr. Osborn announced that this year's Parade Marshal will be Jerry Hardy of the Hardy-Dorick Company. He has served on the Cemetery Commission for many years. Jeff Hardy and Lynn Marcella will be announcing the parade. The National Anthem will be sung by Sam Segal. Marching groups are being organized, and the Seasonal Banners are being hung.

Thank you to everyone who contributed and helped out with this year's Parade.

Proclamation: LGBTQ Pride Month, June 2019

A Proclamation was read by Selectman Wojtas, and accepted by Charlie Smith.

OPEN SESSION

Maura Snow, 41 Old Stage Rd., announced that she is offering to purchase Pride flags for any town buildings that would like one.

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

All Alcoholic Beverages Restaurant License: Spicy Touch, Inc. DBA Bawarchi Biryani, 313 Littleton Rd., Units 10-12

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Atty. Arthur Pearlman spoke for the applicant Sri Koneru. The previous tenant at this location was the Curry House which had a similar license. Hours of operation were listed, two of the four partners are TIPS trained and certified. Lenin Ganjam will be the new manager. He is TIPS certified and has worked at a similar restaurant in Framingham.

Certified letters were sent to 44 abutters, 11 letters were claimed.

There were no comments received from the public, and no further questions from the Board.

The applicant was advised of the Board policy to continue to the next meeting for further comments.

Motion: by Selectman Wojtas to continue the Hearing for Spicy Touch, Inc. DBA Bawarchi Biryani to June 3, 2019. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

LICENSES

Common Victualer and Entertainment License: Trailside Ice Cream Parlor LLC, 59-61 Central Square, Unit 5

Wendy Segal, 7 Bridge St., hopes to open this shop by the end of June. It is located next to the Chelmsford Center for the Arts, along the Bruce Freeman Rail Trail.

Motion: by Selectman Wojtas to approve the Common Victualer and Entertainment Licenses for Trailside Ice Cream Parlor, LLC, to be exercised on the premises at 59-61 Central Square, Unit 5. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Change of Hours on All Alcoholic Beverages License: Sterling Golf Management, Inc. DBA Chelmsford Country Club, 66 Park Rd.

Kevin Osgood, Manager of the Chelmsford Country Club, explained the change request is to allow the sale of alcohol beginning at 10:00AM instead of noon, in order to accommodate customer requests for mimosa bars. He will send payment for the request to Ms. Bruce.

Motion: by Selectman Wojtas to approve a Change of Hours on the All Alcoholic License, to allow serving to begin at 10:00AM, for Sterling Golf Management, Inc. DBA Chelmsford Country Club, 66 Park Rd. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Special License to Sell Wine at an Agricultural Event: House Bear Brewing LLC, Chelmsford Town Common Farmers Market - 6/15/19 to 9/14/19

Beth Borges explained her request is to sell mead at the Summer Farmers Market. The mead is brewed in Newburyport.

Motion: by Selectman Wojtas to approve a Special License to Sell Wine at an Agricultural Event for House Bear Brewing LLC, at the Chelmsford Town Common Farmers Market from June 15, 2019 to September 14, 2019. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

One Day Expansion of Entertainment License: Center Brickhouse Pizza, 1 Central Sq., 7/3/19

Charlie Micol explained this is an annual request for a staged music event on July 3, 2019. It has been done successfully for the last 4-5 years. There will be a different style of stage used this year to try to contain the noise better.

Mr. Micol explained that they are thinking about doing an event for Labor Day, as it is also their 10-year anniversary. The event would be done in the afternoon, not at night, and he would like it to coincide with a town event. He was advised that he might be able to coordinate something with Eileen Dechaves at the Artisans' Exchange. Chairman Lefebvre stated he greatly supports events to promote activity in Center Village.

Motion: by Selectman Wojtas to approve a One Day Expansion of the Entertainment License for Center Brickhouse Pizza, 1 Central Square, for July 3, 2019 from 4:00PM-10:00PM. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

REPORTS AND PRESENTATIONS

Chelmsford Water District Presentation

Lisa Valcich, Business Director and Treasurer for the Water District, explained all staff are licensed and certified in their various fields. The District has a new website which was launched June, 2017, which was described. All the changes allowed them to update their policies as needed.

Annual activities, elections, meetings, actuarial review activities were listed. They have a five year capital plan. Their retirement and OPEB accounts are fully funded, and their credit rating is AA+, which would allow them to borrow capital if needed.

They have 8,475 accountholders. Meters are read on a monthly basis. Big changes in readings are brought to the homeowner's attention. Billing is done quarterly. Bills can be paid online at <https://epay.cityhallsystems.com>. Proactive projects were listed. They coordinate most of their programs with the Town, DPW and sewer depts.

Bob Delaney, District Superintendent, provided additional data on their equipment, plants, tanks and lines. Photos of some of the equipment and facilities were shown. Demand and withdrawal rates were shown. Water management program levels were described. Energy management from their solar array data was provided. Water quality reports are available online and paper reports can be found at several town locations.

MVP(Municipal Vulnerability Planning) Grant Public Listening Session Presentation

Community Development Director Evan Belansky explained the process to plan for community resilience and climate change planning started in April 2018.

Eric Glass from Beals and Thomas Consulting, explained that many communities throughout the state are participating in this planning process. The goal is to qualify for state funding as part of a bond bill to fund action plans.

The final report is due in June, 2019. Once a community is certified, it can apply for other funding with the state. The process is to prepare a workshop, characterize the hazards, identify community vulnerabilities and strengths, prioritize community actions and generate a report.

The highest ranked hazards include severe thunder and ice storms, flooding, extreme temperatures, wind storm and pollution. A list of priorities to improve resiliency was summarized such as install generators, assess bridges, culverts and dams, and inventory facilities that can be used as shelters.

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Other priorities include improving communication to the public, working with the DPW to complete certain tasks, continued maintenance of invasive species, age friendly community initiatives, and stormwater management initiatives.

The draft report is available on the Town website. Comments and feedback can be sent to Evan Belansky by e-mail. Comments are due by June 17, 2019. Anyone can send comments.

After June 17, 2019, any feedback will be put into the final report, mitigation plans will be finalized, and the package will be submitted to the State. Once approved, the Town can apply for grants under the action plan programs.

Mr. Belansky will return once the plan is finalized and approved by the state for another presentation of potential projects. Grant awards have a 20% community matching component; a community can apply for up to \$2 million dollars, with a focus on the top three priorities identified in the plan.

The list can be updated as items are addressed, as long as the funding is available.

TOWN MANAGER BID AWARDS

School Parking Lots Expansion at Center School and Harrington School

Six bids were received for this project. Work would be completed over the summer break.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for Expansion of Parking Lots at the Center and Harrington Elementary Schools to Family Paving in an amount not to exceed \$386,900.00. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Town Offices Cleaning Services

Seven bids were received for this contract for one year of service, with options for additional years at higher rates. This will be a new company for the Town; the current vendor did not submit a bid.

Motion: by Selectman Wojtas to approve the Town Manager's Bid Award for Town Offices Cleaning Services to Transcend Maintenance Service in an amount of \$27,660.00 for the first year of service. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Natural Gas Supply

Three bids were received for this 3-year contract. The current vendor is the lowest bidder.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for Natural Gas Supply Services to Direct Energy/Power Options for a three year period, with the rate in Year One of \$.5364, a Year Two rate of \$.5514, and a Year Three rate of \$.5611, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

Golf Course 9th Hole Reconstruction

Two qualified bids were received for this work, which will begin in August, to be finished by late September. A temporary hole will be used during construction.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for the Golf Course Ninth Hole Reconstruction to DHT Golf Services in an amount not to exceed \$83,903.60. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

TOWN MANAGER REPORTS

Age Friendly Community Certification

The Town has been accepted into the AARP Network of Age Friendly Communities Program. A committee will meet monthly at the Senior Center. The certification is good through May 10, 2021. Chelmsford is the 368th community to be certified in the nation.

June 12th Listening Session Regarding Town Traffic Issues

This session will be held on June 12, 2019 at the Senior Center, from 7:00-10:00PM. This session will be open to the public. There may be a potential second meeting to go over what can be done once the problem areas have been identified.

Recent roadwork is helping alleviate truck noise. The DPW is working on addressing potholes. Mr. Cohen is anticipating receiving state bond bill money to help pay for the work.

Change in Town Offices Weekday Schedule of Hours of Operation

Many town departments in Town offices that work with the public will be open to 7:00PM on Tuesdays, and will close at 1:00PM on Fridays. This schedule was chosen based on what has worked in other communities to try to improve personal service to the public, and will begin on July 1, 2019.

BOS Meeting Schedule Milestones

An updated meeting schedule that highlights major Board actions was provided, and will be posted on the Town website.

Chairman Lefebvre offered to compile the data for the Town Manager and Town Accountant Annual Performance Reviews as Ms. Parziale is on vacation. Selectman Wojtas preferred to keep the task with Ms. Parziale as way to give Board members more time to gather the data.

TOWN MANAGER APPOINTMENTS

Council on Aging, Associate Member to Full Member: Ami O'Grady, unexpired 3-year term exp. 6/30/2020

Council on Aging, Associate Member to Full Member: Jennifer Hardy, unexpired 3-year term exp. 6/30/2020

Motion: by Selectman Wojtas to approve the Town Manager's appointments of Ami O'Grady and Jennifer Hardy to the Council on Aging for terms to expire on June 30, 2020. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

BOARD OF SELECTMEN AND TOWN MANAGER FY20 GOALS

A revised list was provided to the Board. Discussion tabled to the next meeting.

Selectmen Antul & Wojtas will work on item #10.

Selectman Wojtas would still like to discuss the possible consolidation of some committees. Selectman Antul believes this may be an outreach issue and that many people are not aware these opportunities are available. The Town website does not work well for mobile devices.

Selectman Wojtas would like to begin the process of changing the name of the Board from Board of Selectmen to Selectboard. Mr. Cohen advised this would require a Town Charter change.

MEETING MINUTES

BOS Regular Session Minutes 04-08-19

Selectman Timmins requested a change to add a reference to a letter submitted by Brian Latina to the list of supporting documents.

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of April 8, 2019, as amended. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

BOS Regular Session Minutes 04-22-19

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of April 22, 2019, as presented. Seconded by Selectman Antul. **Motion carries, unanimous, 5-0.**

BOS Executive Session Minutes 05-06-19

Motion: by Selectman Wojtas to approve but not release the Executive Session Minutes of May 6, 2019, as presented. Seconded by Selectman Antul. Chairman Lefebvre abstained, all others in favor. **Motion carries, unanimous, 4-0.**

SELECTMEN LIAISON REPORTS & REFERRALS

Selectman Timmins:

- A link to the Planning Board video discussing a proposal for Charles Way was provided for anyone who would like to view it.
- The Vinal Square Study Committee would like to present to the Board at the June 3, 2019 meeting.

Selectman Dixon:

- Tom Buntel, who worked for 30 years with the school and facilities departments, recently passed away. Condolences were given to his family.

Selectman Antul:

- The Community Preservation Committee met to discuss preservation of old documents. A storage space is being updated, documents are being cleaned and preserved. \$20,000.00 is being requested to continue their work.

Selectman Wojtas:

- Ann McGuigan recently passed away. She used to own the Gentle Arms Daily Transportation Company and participated on many Town Boards and Committees. She will be missed.
- Eric Lee was congratulated for recently achieving Eagle Scout status.
- Everyone was thanked that contributed to the Military Community Covenant fundraising cookout that was hosted at Maxwell's on May 18, 2019. The event raised over \$300.00 that will benefit military families.

Chairman Lefebvre:

- Condolences were given to the family of former selectman Glenn Diggs on the loss of his son.

PRESS QUESTIONS

No one came forward at this time.

EXECUTIVE SESSION

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Strategy with Respect to Pending Litigation from the Police Superior Officers (Sergeants) Union

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session at 9:03PM to discuss Strategy with Respect to pending litigation with the Police Superior Officers (Sergeants) Union. Roll Call Vote:

Selectman Crocker Timmins: Aye
Selectman Wojtas: Aye
Selectman Dixon: Aye
Selectman Antul: Aye
Chairman Lefebvre: Abstained

Motion Carries, 4-0.

NEXT REGULAR MEETING DATE: June 3, 2019

Respectfully Submitted,

Vivian W. Merrill
Recording Secretary

Supporting Documents:

- Proclamation for Memorial Day
- Proclamation for Lesbian, Gay, Bisexual, Transgender and Queer Pride Month
- Committee Vacancies
- Supporting Documents for Bawarchi Biryani License
- Supporting documents for Trailside Ice Cream Licenses
- Supporting documents for Sterling Golf Management
- Supporting documents for House Bear Brewing, LLC.
- Supporting documents for Center Brickhouse Pizza
- Annual Presentation of the Chelmsford Water District
- MVP Grant Application Presentation
- Supporting documents for Bid Awards
- Letter of Acceptance for Age Friendly Community Certification
- Memo regarding change in hours for Town Offices
- Updated proposed BOS meeting schedule
- List of Town Manager & Board of Selectmen 2019 Goals
- Committee Applications
- Draft Minutes