

Approved 8/31/2020

Town of Chelmsford Board of Selectmen Minutes  
Chelmsford, MA 01824

TOWN OF CHELMSFORD

PATRICIA E. DZURIS

Virtual meeting via Zoom

TOWN CLERK

Regular Meeting MINUTES  
June 8, 2020

**Attending**

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

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 7:02 PM, and read the following statement into the record:

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 limitation on the number of people that may gather in one place, this meeting of the Town of Chelmsford Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members 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](http://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 [www.chelmsfordtv.org](http://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 on the Town’s website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Attendees were advised that all comments put into the chat box are considered part of the Public Record.

**BOARD OF SELECTMEN ELECTION OF OFFICERS**

**Chairman**

**Nomination:** by Selectman Antul for Selectman Lefebvre as Chairman. Seconded by Selectman Timmins. Selectman Lefebvre accepted the nomination.

There were no other nominations.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

**Vice Chairman**

**Nomination:** by Selectman Dixon for Selectman Timmins as Vice Chairman. Seconded by Selectman Antul. Selectman Timmins accepted the nomination.

There were no other nominations.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

**Clerk**

**Nomination:** by Selectman Lefebvre for Selectman Dixon as Clerk. Seconded by Selectman Antul.

There were no other nominations.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

**APPROVE BOARD OF SELECTMEN MEETING SCHEDULE**

The proposed meeting schedule was provided to the Board. The schedule can be changed as needed. The Board supported the schedule as presented.

**TOWN MANAGER BID AWARDS**

**HVAC Maintenance and Repair**

Four bids were received. The recommended bid is for a three year contract to the current provider. DPW Director Gary Persichetti advised that the bid is slightly higher, but very competitive.

**Motion:** by Selectman Timmins to approve the Town Manager's Bid Award for HVAC Maintenance and Repair to NB Kenney, in the amount of \$479,928 for a three year contract. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

**TOWN MANAGER REPORTS**

**Spring Annual Town Meeting Warrant Article Presentation & Selectmen Recommendations on Town Meeting Warrant Articles**

Mr. Cohen read through all of the Articles on the Spring Annual Town Meeting Warrant, and provided data on financial amounts being requested. The Consent Agenda has 9 articles to approve those Articles that are customary at every Town Meeting.

**Article 2: FY2020 Operating Budget Amendments**

Police Chief James Spinney explained the five officers left the department, three transferred, and two officers retired. It costs \$12-15,000.00 per officer for academy training, medical training and other hiring costs to replace them. Selectman Antul asked whether Chelmsford still shares a social worker with three other towns. Chief Spinney advised that the program was expanded to two social workers covering four communities. Their salary is overseen by Lahey Clinic, and a grant is refilling the payments, which are between \$60-80,000.00. The need for additional assistance exists. Chief Spinney advised he would prefer a full time person over a shared person; however, he would not support replacing an officer with a social worker as they are already understaffed for officers. Further reductions would not be feasible. Calls for service have increased overall.

**Motion:** by Selectman Timmins to recommend approval of Article 2, FY2020 Operating Budget Amendments. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

**Article 3: Funding for Collective Bargaining Agreements**

Two contracts were recently approved for the Firefighters Union, and the Clerical Union. The agreements were summarized for the Board's information. Funding will be for three fiscal years.

**Motion:** by Selectman Timmins to recommend approval of Article 3, Funding for Collective Bargaining Agreements. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

**Article 4: Nashoba Valley Technical School District Fiscal Year 2021 Assessment**

Chelmsford is now the largest community in the district, holding over 30% of the district's students. This assessment is based on a statutory formula.

**Motion:** by Selectman Timmins to recommend approval of Article 4, Nashoba Valley Technical High School District FY 2021 Assessment. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

Article 5: Chelmsford Public Schools Fiscal Year 2021 Operating Budget

This year's budget will be \$61,677,000.00. Any savings from this year's budget will be used to help fund additional services needed for the next year.

Selectman Antul voiced concerns over future uncertainty with smaller class sizes and remote learning issues for working parents, as well as transportation concerns.

**Motion:** by Selectman Timmins to recommend approval of Article 5, Chelmsford Public Schools FY 2021 Operating Budget. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

Article 6: General Government Fiscal Year 2021 Operating Budget.

Mr. Cohen stated there is much uncertainty with how the State will fund local aid, and no word on whether any Federal aid will be made available to municipalities. This proposed budget reflects a 20% decrease in local aid and local receipts, and includes a request to transfer \$2 million from the Stabilization Fund to offset reduced revenue. Increased costs were summarized, other decreases and changes were summarized, and expenditure adjustments were summarized.

**Motion:** by Selectman Timmins to recommend approval of Article 6, General Government FY 2021 Operating Budget. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

Article 7: Air Quality Studies-Citizen Petition

This is a Citizen Petition Article to fund \$50,000.00 for two Air Quality Studies of both local asphalt plants. Gerry Hall will do a presentation at Town Meeting.

Selectman Timmins recused herself from this discussion.

**Motion:** by Selectman Dixon to recommend against approval of Article 7, Air Quality Studies.  
Seconded by Selectman Wojtas.

**Roll Call:**

Selectman Wojtas: Aye  
Selectman Dixon: Aye  
Selectman Antul: Aye  
Chairman Lefebvre: Aye

**Motion carries, unanimous, 4-0.**

Article 8: Finance Committee Reserve Fund

The amount being requested is the same as last year.

**Motion:** by Selectman Timmins to recommend approval of Article 8, Finance Committee Reserve Fund. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

Article 9, Fiscal Year 2021 Capital Budget

Finance Director John Sousa explained that this year's Capital Improvements Budget was reduced from \$3.8 million to \$1,472,229.00 due to impacts created by the pandemic. The delay of Town Meeting has caused some school projects be deferred, and four items were removed from the original approved list. Selectman Timmins asked if removing the four projects would create different hazards and costs, and whether they could be re-visited in the fall. Mr. Cohen added that the state has not released funding amounts for Chapter 90 funding, which covers the DPW road work.

**Motion:** by Selectman Timmins to recommend approval of Article 9, FY 2021 Capital Budget.  
Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

Article 10: South Row School Partial Roof Replacement, Supplemental Appropriation

Most of the work has been completed except for the installation of skylights and flashing. The Mass. School Building Authority will reimburse 50% of the cost of the project.

**Motion:** by Selectman Timmins to recommend approval of Article 10, South Row School Partial Roof Replacement, Supplemental Appropriation. Seconded by Selectman Dixon.

**Roll Call:**

Selectman Wojtas: Aye

Selectman Dixon: Aye  
Selectman Timmins: Aye  
Selectman Antul: Aye  
Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 11: Town Charter Amendment to Increase the Board of Health to Five Members.

Selectmen Lefebvre stated that, in the interest of expediting completion of Town Meeting, he suggested taking no action on this article. Selectmen Wojtas and Antul felt the article should remain on the warrant, as added resources are needed now more than ever. Selectman Timmins wanted to hear from the Board of Health. She informed the Board that Richard Day did not support this Article in a recent Finance Committee meeting. Selectman Wojtas felt every board should have 5-7 members so it is easier to comply with Open Meeting Law, it is easier to get work done, and more voices are heard.

**Motion:** by Selectman Timmins to recommend approval of Article 11, Town Charter Amendment to Increase the Board of Health to Five Members. Seconded by Selectman Dixon.

**Roll Call:**

Selectman Wojtas: Aye  
Selectman Dixon: Aye  
Selectman Timmins: Aye  
Selectman Antul: Aye  
Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 12: FY 2021 Sewer Enterprise Fund Operating Budget

**Motion:** by Selectman Timmins to recommend approval of Article 12, FY 2021 Sewer Enterprise Fund Operating Budget. Seconded by Selectman Dixon.

**Roll Call:**

Selectman Wojtas: Aye  
Selectman Dixon: Aye  
Selectman Timmins: Aye  
Selectman Antul: Aye  
Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 13: Miland Ave. Sewer Pump Station Reconstruction

Engineering and design costs for this project were approved at a previous Town Meeting.

**Motion:** by Selectman Timmins to recommend approval of Article 13, Miland Ave. Sewer Pump Station Reconstruction. Seconded by Selectman Dixon.

**Roll Call:**

Selectman Wojtas: Aye  
Selectman Dixon: Aye  
Selectman Timmins: Aye  
Selectman Antul: Aye  
Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 14: FY 2021 Stormwater Management Enterprise Fund

**Motion:** by Selectman Timmins to recommend approval of Article 14, FY 2021 Stormwater Management Enterprise Fund. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

Article 15: FY 2021 Forum Ice Rink Enterprise Fund

**Motion:** by Selectman Timmins to recommend approval of Article 15, FY 2021 Forum Ice Rink Enterprise Fund. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

Article 16: Chelmsford Forum Ice Chiller Refrigeration System Replacement

No action will be taken on this article.

Article 17: FY2021 PEG Access and Cable Related Enterprise Fund

**Motion:** by Selectman Timmins to recommend approval of Article 17, FY2021 PEG Access and Cable Related Enterprise Fund. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

Article 18: Chelmsford Telemedia Computer Servers

This article will support Chelmsford Telemedia needs for more space for programming.

**Motion:** by Selectman Timmins to recommend approval of Article 18, Chelmsford Telemedia Computer Servers. Seconded by Selectman Dixon.

**Roll Call:**

Selectman Wojtas: Aye  
Selectman Dixon: Aye  
Selectman Timmins: Aye  
Selectman Antul: Aye

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Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 19: FY 2021 Golf Course Enterprise Fund Operating Budget

**Motion:** by Selectman Timmins to recommend approval of Article 19, FY 2021 Golf Course Enterprise Fund Operating Budget. Seconded by Selectman Dixon.

**Roll Call:**  
Selectman Wojtas: Aye  
Selectman Dixon: Aye  
Selectman Timmins: Aye  
Selectman Antul: Aye  
Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 20: Annual Appropriation of Departmental Revolving Funds

**Motion:** by Selectman Timmins to recommend approval of Article 20, Annual Appropriation of Departmental Revolving Funds. Seconded by Selectman Dixon.

**Roll Call:**  
Selectman Wojtas: Aye  
Selectman Dixon: Aye  
Selectman Timmins: Aye  
Selectman Antul: Aye  
Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 21: Cemetery Improvement and Development Fund

**Motion:** by Selectman Timmins to recommend approval of Article 21, Cemetery Improvement and Development Fund. Seconded by Selectman Dixon.

**Roll Call:**  
Selectman Wojtas: Aye  
Selectman Dixon: Aye  
Selectman Timmins: Aye  
Selectman Antul: Aye  
Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 22: Community Action Program Fund

The Fund will be replenished with \$10,000.00.

**Motion:** by Selectman Timmins to recommend approval of Article 22, Community Action Program Fund. Seconded by Selectman Dixon.

**Roll Call:**  
Selectman Wojtas: Aye  
Selectman Dixon: Aye  
Selectman Timmins: Aye  
Selectman Antul: Aye



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Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 23: Cranberry Bog Dam Tree Removal and Maintenance

**Motion:** by Selectman Timmins to recommend approval of Article 23, Cranberry Bog Dam Tree Removal and Maintenance. Seconded by Selectman Dixon.

**Roll Call:**  
Selectman Wojtas: Aye  
Selectman Dixon: Aye  
Selectman Timmins: Aye  
Selectman Antul: Aye  
Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 24: Community Preservation Fund FY 2021 Debt Service, Admin. Expenses, and Reserves

**Motion:** by Selectman Timmins to recommend approval of Article 24, Community Preservation Fund FY 2021 Debt Service, Admin. Expenses, and Reserves. Seconded by Selectman Dixon.

**Roll Call:**  
Selectman Wojtas: Aye  
Selectman Dixon: Aye  
Selectman Timmins: Aye  
Selectman Antul: Aye  
Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 25: Community Preservation Fund: Preservation of Historic Vital Records

This request for \$450,000.00 for the preservation of vital records should complete this project.

**Motion:** by Selectman Timmins to recommend approval of Article 25: Community Preservation Fund: Preservation of Historic Vital Records. Seconded by Selectman Dixon.

**Roll Call:**  
Selectman Wojtas: Aye  
Selectman Dixon: Aye  
Selectman Timmins: Aye  
Selectman Antul: Aye  
Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 26: Ledge Road & Oak Hill Road: Easements for Roadway Purposes

This request can be eliminated in the event the easements are not needed as discussions on traffic progress.

**Motion:** by Selectman Timmins to recommend approval of Article 26: Ledge Road & Oak Hill Road: Easements for Roadway Purposes. Seconded by Selectman Dixon.

**Roll Call:**  
Selectman Wojtas: Aye  
Selectman Dixon: Aye

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Selectman Timmins: Aye  
Selectman Antul: Aye  
Chairman Lefebvre: Aye  
**Motion carries, unanimous, 5-0.**

Article 27: Boston Road and Concord Road: Easements for Roadway Purposes

This intersection reconfiguring project is going to bid in July, 2020. There will be 16 easements listed.

**Motion:** by Selectman Timmins to recommend approval of Article 27: Boston Road and Concord Road: Easements for Roadway Purposes. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

**Special Town Meeting Warrant Article Presentation & Selectmen Recommendation on Town Meeting Warrant Article-One Article**

This Special Town Meeting Warrant will fund the sewer line repair and force main break repair at Southwell Pump Station.

**Motion:** by Selectman Timmins to recommend approval of Article One of the Special Town Meeting for the Southwell Sewer Line Repair. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

**APPOINTMENTS**

**Annual Reappointments**

This will re-appoint James Curley to the Military Community Covenant Task Force, Deirdre Connolly and Aaron Cunningham to the Values and Vision Committee, Katherine Harbison to the CCA Advisory Committee, and Ami O'Grady to the Council on Aging.

**Motion:** by Selectman Timmins to approve the Annual Appointments as presented. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

**Conservation Commission**

**Motion:** by Selectman Timmins to approve the appointment of John Swenson to the Conservation Commission for a three year term ending on June 30, 2023. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

**RELEASE OF EXECUTIVE SESSION MINUTES**

**BOS Executive Session Minutes 09-23-2019 Part 3**

**BOS Executive Session Minutes 11-18-2019**

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

**BOS Executive Session Minutes 12-16-2019 Part 2**

**BOS Executive Session Minutes 01-27-2020 Part 2**

**Motion:** by Selectman Timmins to release the Executive Session Meeting Minutes of September 23, 2019 Part 3, November 18, 2019, December 2, 2019, December 16, 2019 Part 2, and January 27, 2020 Part 2, as presented and pending approval of certain contract actions at Spring Annual Town Meeting. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

**SELECTMEN LIAISON REPORTS & REFERRALS**

Selectman Antul:

-The Community Preservation Committee met earlier today to discuss the potential purchase of the Warren farm off Boston Road.

Selectman Wojtas:

-Graduates from the Nashoba Technical Regional High School were congratulated; their ceremony was held on June 7, 2020.

-Chelmsford High School may have a similar event for their graduates in August.

-Residents were encouraged to respond to the 2020 Census. To date, the response rate in Chelmsford is at 79.5%. The response rate at the state level is 62.9%, and at the National level the response rate is at 60.8%.

Selectman Dixon:

No Reports this evening.

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Selectman Timmins:

- The Conservation Commission will be discussing land acquisition on June 23, 2020.
- The Planning Board will meet on June 24, 2020 to hold public hearings for a Groton Rd. duplex development, and the redevelopment of the Fiske House and Oddfellows Building.

Chairman Lefebvre:

No reports this evening.

**PRESS QUESTIONS**

No one came forward at this time.

Chairman Lefebvre announced that Open Session will resume at the next meeting.

**Motion:** by Selectman Timmins to adjourn the meeting at 8:52PM. Seconded by Selectman Dixon.

**Roll Call:**

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

**Motion carries, unanimous, 5-0.**

**NEXT REGULAR MEETING DATE: June 15, 2020**

Respectfully Submitted,

Vivian W. Merrill  
Recording Secretary

Supporting Documents:

- 2020-2021 Meeting Schedule
- Supporting documents for Bid Award
- Town Manager's Budget Presentation
- 2020 Spring Annual Town Meeting Presentation
- 2020 Special Town Meeting Presentation
- List of Annual Appointments
- Committee Application