

Approved 8/8/2022

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

Regular Meeting MINUTES
July 25, 2022

Attending:

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

Vice Chair Lefebvre made the following announcements:

Cooling Centers at Chelmsford Main Library and Senior Center

Cooling centers are set up at the Chelmsford Main Library at 25 Boston Road Monday-Thursday from 9:30AM-8:30PM and Friday-Saturday from 9:30AM-5:00PM; and at the Senior Center at 75 Groton Road from Monday-Friday from 8:30AM-4:00PM.

Deadline for Submission of Citizen Petition Warrant Articles for October 17, 2022 Fall Annual Town Meeting: Monday, August 1st by 4:00PM

Fall Town Meeting is scheduled for Monday, October 17, 2022. Articles to be included on the Warrant must be submitted to the Office of the Town Manager prior to 4:00PM on Monday, August 1st. Petitioned articles must carry the signatures of at least ten voters. More information may be obtained at the Town Manager's Office at 978-250-5202.

Military Covenant Community Task Force Military Appreciation Cookout – August 9th from 5:00-7:00PM

The Chelmsford Military Community Covenant Task Force invites the community to attend a free military appreciation cookout on Tuesday, August 9th from 5:00-7:00PM at the Chelmsford Lodge of Elks Pavilion, 300 Littleton Rd. Join us to show support of our local veterans for their service and sacrifice and enjoy hotdogs, hamburgers, watermelon, desserts, soft drinks and cash bar.

MassDOT Virtual Public Information Meeting for Replacement of Gorham Street and Westford Street Bridges Over I495 – August 10th at 6:00PM

A live virtual public information meeting will be hosted on the MassDOT website on Wednesday, August 10th at 6:00PM to present an overview of the forthcoming project to replace two bridges carrying Gorham St. over I495 and Westford St. over I495. The meeting can be accessed at <http://www.mass.gov/massdot-highway-design-public-hearings>.

Sober Fest September 10th – 3:00-8:00PM

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The first annual Chelmsford Sober Fest will be sponsored by the Chelmsford Health Department on September 10th from 3:00-8:00PM to be followed by an overdose vigil at dusk. For more information contact Brittany Ginsburg at bginsburg@thepinkcloudconnect.org.

Fall Festival October 1st - 12:00-4:00PM

The Chelmsford Health Department will sponsor a family-friendly Fall Festival on Saturday, October 1st from 12:00-4:00PM on the Town Common. Enjoy a host of activities to get into the autumn spirit. To secure a spot as a vendor fill out an application available on the town website or contact AMcinerney@ChelmsfordMA.gov. Sponsorships of the event are encouraged.

Care Solace Mental Health Care Coordination Service, Free for Chelmsford Residents and Employees

Care Solace, a mental health care coordination service, helps resident families and employees connect to quality care mental health substance use treatment providers at no cost to match needs and insurance. Contact information: 888-515-7881 or caresolace.com/Chelmsford-ma.

PUBLIC INPUT

There was no public input.

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.

PUBLIC HEARINGS

Change of Location and Transfer of License on All Alcoholic Beverages Package Store License: Kanissa, Inc. DBA Chelmsford Wine & Spirits, 133 Princeton Street (from Visoth Nuon DBA Chelmsford Wine & Spirits, 11 Vinal Square)

Attorney David Keele appeared before the Board on behalf of his client, Visoth Nuon. He stated that Mr. Nuon is seeking the transfer of license from 11 Vinal Square to 133 Princeton Street. The location at 11 Vinal Square will be closed while the location at 133 Princeton Street is demolished and replaced with a modern building. Abutters are in favor of the replacement of this blighted building. Mr. Nuon has been advised that supply chain issues have eased and the construction is expected to take nine months.

Mr. Nuon is seeking a pocket license during the construction period. Once the transfer has been approved by the Board, the current landlord will be advised of the cancellation of lease. This will afford the current landlord an opportunity to re-rent the space. Mr. Nuon is a resident of Chelmsford and is planning an active supervision of construction.

Discussion ensued. The Board will have the opportunity to reconsider the license in its annual review if the building schedule does not go as planned.

No one came forward when the Chair asked for public comment.

MOTION: by Vice Chair Lefebvre to continue the public hearing to the next meeting of the Board on August 8th. Seconded by Board Member Dixon.

Motion carries 5-0, unanimous.

SELECT BOARD LICENSE APPROVAL PROCESS

Select Board Policy Section 3-2 Approval of New or Transferred Alcohol Beverage Licenses

Select Board Policy Section 3-3: Petition to Review Conditions on Alcoholic Beverage Licenses

Kristina Bruce, Support Services Coordinator, appeared before the Board. She stated that she is seeking clarification of the Select Board Policy section 3-2 “Approval of new or transferred alcohol beverage licenses” on whether this language would apply to new and transferred license from one entity to another or does it apply to certain license amendment transactions. She is also seeking clarification of section 3-3 “Petitions to review conditions placed on alcoholic beverage licenses.”

Ms. Bruce stated that she informs an applicant of a new or transfer of license that the Board at its discretion can continue the public hearing until the following meeting. Since the timeline for approval of a license can take up to three months, there was some concern among applicants of a simple transfer of ownership that this results in undue delays.

Discussion ensued. The Board recognized that continuing the public hearing to the next meeting created a hardship to the business in delaying the process of approval of the ABCC until the local process had been completed. In the case where the ABCC requires a public hearing and the applicant is seeking approval for something other than a new or transferal of license, the continuation of the hearing is not required. For new or transferred licenses, Ms. Bruce will continue to notify the applicants that policy requires the hearing be held open for a minimum of two meetings. In all other cases, closure of the hearing after one meeting or extending it is at the Board’s discretion.

MOTION: by Vice Chair Lefebvre to amend Select Board policy 3-2 to strike the word “of ownership” in the second paragraph thereof. Seconded by Board Member Dixon.

Motion carries 5-0, unanimous.

MOTION: by Vice Chair Lefebvre to amend Select Board policy 3-3 to add the word “local” in front of the word “conditions” in the title of the policy and in the content thereof. Seconded by Board Member Dixon.

Motion carries 5-0, unanimous.

Considerations Regarding Departmental Review Comments

Ms. Bruce stated that the form for departmental approval of license applications has been changed. The “Departmental Review Sheet” streamlines the process by indicating what items if any remain to be completed and that are ongoing consideration and review. In this way, departments will not have the perception that they need to approve the application before it is submitted simultaneously for the Board’s approval. Even after the Board’s approval, the Fire Department or Health Department has independent authority to override a license approval in the case of code violations. With the exception of confidential information like bank statements, submissions by the applicant are included in the approval packet. When CORI checks are completed by the ABCC, it is not necessary to perform a redundant local CORI check and the local license is not formally issued until approval from the ABCC is confirmed.

REPORTS and PRESENTATIONS

DPW Director Christine Clancy: Monthly Traffic Safety Committee Report

Christine Clancy, DPW Director, appeared before the Board. She reviewed the PowerPoint presentation including the following highlights.

Current actions

- Pilot program to install a permanent speed bump near the end of Ledge Road. There are three speed bumps currently on Ledge Road and a fourth asphalt speed bump will be installed. This will be a test of the use of an asphalt material rather than rubber, including its sustainability in the plowing process. If successful, all rubber bumps in Town will be replaced with asphalt.
- Reviewing request for crosswalk from Chelmsford Center for the Arts to Town Common.

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- Mill Road at Raymond Road crosswalk proposal and feedback from MassDOT to address site distances and traffic calming methods.
- Reviewing the viability for filing a truck exclusion on Swain Road utilizing the NMCOG truck traffic study. Mr. Cohen reported that alternatives are being reviewed, and a report will be presented to the Board next month. Discussion ensued on the various options of routing along industrial areas.

Pending actions

- Bottleneck reduction competitive grants for Golden Cove/Billerica Road and Richardson Road/Princeton Street intersection being finalized by MassDOT.

Completed actions

- Review completed per resident request for additional one-way signage in the center.

Chief Assessor Frank Reen: Preparation for FY23 Property Tax Classification

Frank Reen, Chief Assessor, appeared before the Board and reviewed the spreadsheet presentation on the example FY23 property tax classification that would maintain the 80/20 residential/commercial industrial split. This would reflect a resident 10% increase and commercial industrial of 4-5%. Discussion ensued on other town's rationale for maintaining the 80/20 split. Mr. Reen will supply the Board a copy of the interactive spreadsheet for analysis of different scenarios and will continue the discussion on the tax classification in upcoming months.

Mr. Reen then reviewed the state circuit breaker tax credit. The goal of this tax rebate is to provide targeted property tax relief to homeowners age 65+ that will help them continue to live in their homes. If property tax payments are greater than 10% of total income, a credit can be claimed equal to the difference between the property tax payment and 10% of total income.

Mr. Reen then explained a new Means Tested Residential Exemption program that is available. The amount exempted under this home rule petition is determined by the Select Board and would fall between 50-100% of the circuit breaker credit. The amount exempted would be borne by the remaining residential property owners.

In response to a question from Board Member Dixon, Mr. Reen reported that 931 residents applied and qualified for the Circuit Breaker tax credit last year.

Town Manager Cohen noted that the amount for abatements and exemptions is borne in the levy. If nine hundred residents qualified at \$1K each, \$900K would be allocated in the budget. He also noted the work program that provides tax relief to seniors. The tax relief program currently compensates 100 seniors working in various support positions throughout town, crediting the minimum wage of \$15/hour to qualify for \$1K off the fourth quarter of the real estate tax bill. With the median cost of home prices rising above 25%, the relief is needed. However, all relief programs need to be considered carefully in light of their impact to the budget.

Manager Cohen will provide data on what town operating budget elements support our local businesses at a future meeting and the Board will continue to review all information between now and November to develop a tax classification strategy going forward.

SIGN WARRANT FOR SEPTEMBER 6TH STATE PRIMARY ELECTION

Town Manager Cohen presented the warrant for the September 6th state primary election for approval.

MOTION: by Vice Chair Lefebvre to approve the warrant for the September 6th state primary election as presented. Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

ELECTION REQUIREMENTS

Vote to Assign Police Detail at Polling Locations

Town Manager Cohen presented the changes reflected in the election reform law to provide assignment of police officers to polling locations for security purposes for approval.

MOTION: by Vice Chair Lefebvre to approve the election day police detail as presented. Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

Appoint Election Workers

Town Manager Cohen presented the list of election workers for approval.

MOTION: by Vice Chair Lefebvre to approve the appointment of election workers as presented. Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

ANNUAL PERFORMANCE APPRAISAL AND FY23 COMPENSATION FOR TOWN ACCOUNTANT DARLENE LUSSIER

Chair Timmins began the performance appraisal review of Town Accountant Darlene Lussier.

Section 1: FY22 goals and objectives/accomplishments

1. Investigate alternatives or improvements in management of administration/accounting and information flows. *Select Board recognized Ms. Lussier's work with town departments, boards and Town Manager in implementing and maintaining controls within the town.*
2. Participate in professional finance management programs and organizations to stay current on developments in public finance administration. *The Select Board recognized her ability to stay current as evidence of the guidance provided to the Board and performance in local audits.*
3. Enhance staff training. *The Board recognized the training of herself and that of her staff with formal training, on-the-job training and her personal mentorship and work towards the Assistant Town Accountant being certified and being prepared for successor planning if needed.*
4. Continue to review and upgrade financial software. *The Board recognized the efficient management of patches/upgrades to Munis and the planning for a full replacement upgrade in FY23.*

Section 2: Other key performance factors

Ms. Lussier is recognized as a critical member of the finance team. The Board relies on her as the go-to person for advice and input. The breadth and depth of experience and knowledge she brings to the position is especially appreciated.

Section 3: Overall performance evaluation

The Board's final review rating is: Ms. Lussier consistently exceeds expected level of performance.

MOTION: by Vice Chair Lefebvre to rate the Town Accountant as 'Consistently exceeds expectations' for her FY22 performance review. Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

Section 4: Goals and objectives – FY23

Ms. Lussier stated that the go-live date for the Munis upgrade is in April, and the process has already begun with the Munis conversion team to begin the rollout of the payroll module first, followed by general ledger and procurement.

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The Board is in support of financial controls for reporting of ARPA funding; continuing to provide guidance with respect to management of the town; working with the new audit firm; continued enhancements of monthly reporting to the Board; and the conversion to the the lates version of Munis.

Ms. Lussier thanked the Board for its support and the support of her staff, without which she would not be able to accomplish her goals. Weekly warrant and biweekly payroll necessitated the physical presence of staff in the midst of the pandemic, and she is grateful for their dedication and hard work.

Approval of compensation:

MOTION: by Vice Chair Lefebvre to approve an increase in compensation from grade 9, step 7 to grade 9 step 8. Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

ANNUAL PERFORMANCE APPRAISAL AND FY23 COMPENSATION FOR TOWN MANAGER PAUL COHEN

Chair Timmins began the performance review of Town Manager Paul Cohen and commented as follows. Additional comments of Board members were identified as such.

Category 1: Relations with the governing body. Keeps us up to date on public policy. The Board would like to see decisions made more proactively rather than reactionary, and the Board would like to be made aware of the pros and cons of an analysis.

Category 2: Organizational relations – fiscal management. Does a good job of fiscal management. The Board would like to be more involved in the process. There was concern expressed that the Board was not informed of delayed starts in executing ARPA projects with the potential of an overrun until six months after the projects were approved and only when the Board asked for status.

Category 2: Organizational relations – personnel management. The Town Manager and his staff have done well by hiring strong candidates in a competitive environment. There is concern on whether turnover is related to the external environment or may be due to some internal organizational cultural issues that may need review.

Category 2: Organizational relations – managing the organization. The Town Manager and his staff has done a good job in adjusting quickly to new information and making organizational changes as required. The town has benefitted from legislative earmarks. The Board would like to see more receptiveness to others' ideas or comments and openness to all legislators not just a few. The election will prove more opportunities for this outreach.

Category 3: Relations with the public. The Board recognizes the time put in by the Town Manager with other boards and committees and community events. There have been comments made directly by the public. Board member Dixon stated that he received complaints that phone calls were not returned from the Town Manager's office especially with regard to the subject of truck traffic.

Category 4: Relations with other governments and agencies. This is a strong area whereby the Town has benefitted from the relations with governmental agencies and other municipalities. Board Member Dixon stated that more balance is needed with legislators and involvement in the issues facing the Town.

At this point Board Member Wojtas suggested that the Town Manager may wish to respond to comments presented.

Town Manager Cohen addressed the Board. He thanked his department heads, employees and volunteers for pulling together as a team to address the Select Board's objectives and making FY22 a successful and productive year despite Covid challenges.

He noted that at the last annual performance appraisal, he had requested that Board members bring issues to his attention as they arise in a timely manner. He expressed surprise and disappointment to read some of the scores and comments there were submitted in his performance appraisal. He stated that many are without specificity or evidence to justify the comment or ranking as being reflective of his performance during the entire past fiscal year. He noted that with regard to ranking him for providing information on an equal basis to all Board members, two members submitted a ranking below "meets expectations." He stated that in point of fact he strived to provide information to all members on a timely and equal basis. No members received exclusive or advance information over other members.

Mr. Cohen expressed the most disappointment with regard to his appraisal on personnel management. In keeping with the post-pandemic employment market designated as the "great recession," the Town has in fact experienced employee turnover. In the resulting inflationary shortage of workers, employees often resigned for offers of significantly higher salaries both in the private sector and other municipalities. However, the selection, recruitment and retention of personnel has been strong, and existing employees have been mentored to develop new skills. Mr. Cohen expressed full confidence in the ability of recent hires and the existing staff.

Mr. Cohen stated that if there were issues with regard to relations with the public, he was not made aware of them. He answered all citizen calls and responded to emails. He also stated that he acted to recognize the role and responsibility of the Select Board at all times and was not aware of instances where he credited himself at the stake of discrediting the Board.

Mr. Cohen expressed dismay that comments made were part of an ongoing deliberate effort by some to damage his reputation and career. He respectfully requested that unsubstantiated and unwarranted content be removed from his performance appraisal prior to its adoption as a document that is endorsed by a majority vote of the Select Board.

Mr. Cohen stated that almost all of the goals during the past year were shared Select Board-Town Manager goals. He reaffirmed his commitment to working with the Select Board to establish and to achieve new goals to serve the Town of Chelmsford in this new fiscal year.

Chair Timmins continued with the performance review as follows:

Objectives/Accomplishments

1. Sewer capacity. The initial goal has been met but there remains work to do. We are approaching the two-year mark and no options have been presented. We fell a year behind establishing a foundational understanding of where we stand on this critical issue because it was not addressed in FY21. The delay in addressing this is not attributable to COVID. The report was generated by Weston & Sampson and the town is moving forward.
2. Sewer lessons learned. Part of the root cause of the problem was acknowledged to be a result of the inadequacy of processes in place to address the problem. The process improvements will need to be comprehensively managed and executed going forward.
3. Warren-Pohl Farm. After a hard push, the project is nearing completion this year.
4. Fire stations. The Town Manager has engaged with the committee in collaborative efforts.

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5. PFAS on Richardson Road. The Town Manager and staff are working with the licensed site professional to respond to the DEP action plan. Work remains in getting the system up and running.
6. ARPA funds. The Town Manager performed a wide outreach in soliciting proposals for funds. There was concern expressed the Board was not informed of delayed starts in executing ARPA projects with the potential of an overrun until six months after the projects were approved and only when the Board asked for status.
7. Covid recurrence preparation. The Town Manager is actively engaged with the Board of Health regarding an emergency response policy.
8. Resident communications. The Town Manager's newsletter provides substantive and comprehensive information to the public, and social media and Telemedia communications regularly convey relevant information as well Vice Chair Lefebvre stated that the town webpage is difficult to search.
9. Minutes process. Board Member Carota has worked successfully with Town Manager, Town Clerk and staff to establish a minutes policy for boards and committees.
10. Public works infrastructure. Following two traffic listening sessions, the Town Manager's Traffic Safety Advisory Committee addressed items raised during the listening sessions as well as other issues that arose through the fiscal year. At least four pages of comments were collected and work remains to be done. A five-year plan for roads and sidewalks was presented with implantation initiated. No action had been taken on recommendations initially provided in 2013 with respect to funding. The Southwell pump station consent order is in compliance with DEP.
11. Growth strategy. This goal was removed due to other priorities.
12. Cybersecurity vigilance. An executive session was held with IT Director on infrastructure security.
13. Succession planning. Due to a grant from the Collins Center, this goal is better understood and an implementation plan has begun.
14. Town Common and extension plan. A listening session was held and this topic will be discussed later in the meeting for a path forward.

Chair Timmins stated that while the Town Manager had accomplished many goals, it was not always "rosy" getting there and the Board stated the reasons. Going forward there are things that need to continue to be worked on, and the priorities for FY23 will be discussed in the work session scheduled for next week.

Board Member Wojtas stated her support for the Town Manager who was accessible and responsive to all requests and questions, and that the Town is fortunate to have him. He goes outside the parameters of the job to deal with other agencies and organizations for the benefit of the town, and does not shy away from the legwork that it takes.

Board Member Carota stated the importance of bringing issues to the Town Manager's attention when they occur in real time, and not waiting for the annual review. He recalled an instance where he had done just that and his voice was heard. He stated that this type of important discussion can only lead to positive outcomes during the course of the year.

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Chair Timmins began the discussion on the Town Manager's specific request that unwarranted comments be removed from the appraisal prior to endorsement. The Town Manager expanded on his previous comments and admitted that his messaging may have been misunderstood at times.

Discussion ensued. Feedback from Board members was provided when the Town Manager's message may have been unintended, but nevertheless had a negatively diminishing impact on the role of the Board. Following discussion, it was agreed that the Town Manager will have separate conversations offline with Board members from whom he would like statements redacted. It is solely up to the Board member to decide whether to retain or remove the comments and they will so advise the Chair prior to the next meeting in time for the packet material to be assembled. The matter of a vote on the overall appraisal and compensation of the Town Manager will be tabled until the next meeting.

TOWN CENTER IMPROVEMENTS LISTENING SESSION FOLLOW-UP

Town Manager Cohen stated that he and Board Member Dixon had summarized specific actions that had been requested at the listening session held on June 13th along with the suggestions for referrals of departments and committees.

- Request to install flashing crosswalk on North Road directly from CCA to Town Common (Traffic Safety Advisory Committee)
- Install additional electrical outlets on the town common to improve holiday lighting (DPW)
- Concern regarding the health of the trees on the Town Common (Tree Committee & DPW Director)
- Request for a plan for additional trees on the common, especially near Westford Street and Academy Street (Tree Committee & DPW Director)
- Explore installation of a bench in front of the new barber shop in the center (Center Village Master Plan Committee)
- Consider impact of any new lighting on neighbors at the new municipal parking lot in center (Town Manager/DPW Director)
- Temporary signage should be limited to 14 days (Town Manager)
- Request for bicycle racks to be installed on the town common (DPW)
- Concern regarding the appearance and potential commercial re-use of the former location of the gas station in the town center (Town Manager & Community Development Director)
- Improve the condition of Cushing Place roadway surface (DPW)
- Beautify the town center with green plantings, flags, painted storefronts, sidewalk sales (Center Village Master Plan Committee)

Discussion ensued. Board Member Wojtas asked that a sound system infrastructure/wiring be added to the Town Common at different locations to allow for vendors to set up equipment to ensure a more even sound distribution across the common.

Chair Timmins requested that the Select Board liaison be included in meetings of committees and departments.

TOWN MANAGER BID AWARDS

Town Manager reported that one bid had been received for the installation of the outdoor circuit training system equipment for the outdoor fitness park from Engineered Installation Solutions, LLC in the amount of \$27,000. The project was budgeted at \$25,000.

MOTION: by Vice Chair Lefebvre to approve the bid award of the outdoor circuit training system equipment to Engineering Installation Solutions, LLC in the amount of \$27,000.
Seconded by Board Member Dixon. **Motion carries 5-0, unanimous.**

TOWN MANAGER REPORTS

Remote Meeting and Public Access under the Open Meeting Law Extended to March 31, 2023

Town Manager Cohen reported that the acting governor signed into law last week the provision that extends the remote meeting and public access under the Open Meeting Law to March 31, 2023. This will allow the continuation of fully remote access public meetings.

Denial of Grant Application for Watershed Lane Culvert Replacement

Town Manager Cohen reported that a letter from the Department of Fish and Game Division of Ecological Restoration had been received, denying the application for a grant to replace the culvert on Watershed Lane due to a high volume of requests for funding.

List of Qualified Officers to Perform the Duties of the Town Manager During a Temporary Absence or Disability

Town Manager Cohen stated that in accordance with the terms of the town charter, he is submitting the names of three qualified officers designated to perform the duties of the Town Manager in the event of a temporary leave of absence or disability: Assistant Town Manager Stephen Maffetone, Finance Director John Sousa, and Director DPW Christine Clancy. Either Mr. Maffetone or Ms. Clancy can also serve as his temporary replacement to sign payroll and vendor warrants.

MassDOT Roadway Paving on Portions of State Route 40 and State Route 4

Town Manager Cohen reported that through the establishment of the Municipal Pavement Program, the MassDOT seeks to improve the condition of municipally owned state numbered routes. Accordingly, the entirety of Groton Road from the Westford town line to Vinal Square and the entirety of North Road from Drum Hill to Vinal Square will be repaved. DPW will be coordinating the project with the state.

APPOINTMENTS

Select Board Appointments

Clean Energy & Sustainability Committee: Peter Spawn, unexpired term exp. June 30, 2023

MOTION: by Vice Chair Lefebvre to appoint Peter Spawn to the Clean Energy & Sustainability Committee for an unexpired three-year term to expire June 30, 2023. Seconded by Board Member Dixon. **Motion passed 5-0, unanimous.**

Town Manager Appointments

Council on Aging: Lillian Martin, unexpired three-year term exp. June 30, 2023

Parade Committee: Paige Gilet, one-year term exp. June 30, 2023

Parade Committee: Eric Linstad, one-year term exp. June 30, 2023

Parade Committee Annual Reappointments: Jeffrey Hardy, Paul Hardy, Debora Haywood, Charles Marcella, Lynn Marcella, Brian Reidy, Karen Reidy, Richard Romano and Colleen Stansfield for a one-year term to expire July 31, 2023

MOTION: by Vice Chair Lefebvre to approve the Town Manager's appointments, as presented. Seconded by Board Member Dixon. **Motion passed 5-0, unanimous.**

MEETING MINUTES

Select Board Regular Session Minutes June 27, 2022

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MOTION: by Vice Chair Lefebvre to approve the regular session minutes of June 27, 2022. Seconded by Board Member Dixon. **Motion passed 5-0, unanimous.**

Select Board Regular Session Minutes July 11, 2022

MOTION: by Vice Chair Lefebvre to approve the regular session minutes of July 11, 2022. Seconded by Board Member Dixon. **Motion passed 5-0, unanimous.**

**Announcement on Determination of Releasability of Executive Session Minutes
Minutes for Release: June 27, 2022 Segment 1**

Minutes not for Release: June 27, 2022 Segment 2

Chair Timmins reported on the releasability of the minutes noted.

SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS

Board Member Carota – no report.

Board Member Dixon – no report.

Vice Chair Lefebvre – no report.

Board Member Wojtas

- Ribbon cutting at Wink Lash Lounge at 7 Fletcher St, certified permanent eyelash artists.
- Concert every Wednesday through August at 6:30PM at MacKay library. If rain relocates to senior center.
- Notice to residents in the Chelmsford Water District – updated water restrictions to level 3 as of August 1st to allow for hand-held watering and drip irrigation only.

Chair Timmins

- School Committee announced the hire of a new Human Resources Director, Diane Carey
- School Committee to discuss five-year strategic plan for middle school reconfiguration and next steps for implementation – meeting to be scheduled in August.
- Planning Board hearing for 255 Princeton St. development on July 27th
- Vinal Square Strategic Action Plan Committee invites public participation at its virtual meeting on July 28th at 7:00PM. Link available on town website.
- Age-Friendly Committee sponsoring first age strong job fair with MassHire of Lowell on Thursday August 18th from 10:00-1:00PM. Employment vendors setting up at 9:00AM at senior center and hosting twenty businesses exclusive to Chelmsford. First hour of job fair for seniors 50+ for full-time, part-time and volunteer positions. Contact Marianne.segool@masshirelowellcc.com or Lisa Marone at lmalone@chelmsfordma.gov

Chair Timmins reminded members of the work session meeting on August 1st @ 6:00PM.

ADJOURNMENT TO EXECUTIVE SESSION

MOTION: by Vice Chair Lefebvre to adjourn at 8:34PM to Executive session, not to return to open session, for the purpose of reviewing Executive Session Minutes of July 11, 2022 Segment 1 and review of Executive Session Minutes of June 6, 2022 Segment 2 and July 11, 2022 Segment 2.

Roll call vote:

Board Member Carota-Aye

Board Member Dixon-Aye

Vice Chair Lefebvre-Aye

Board Member Wojtas-Aye

Chair Timmins-Aye

Motion carries 5-0, unanimous.

Approved 8/8/2022

NEXT REGULAR MEETING DATE: August 8, 2022

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

Supporting documents:

- Cooling Centers at Senior Center and Library
- Citizen petition deadline fall 2022
- Military appreciation flyer 2022
- MassDOT public information meeting re bridge replacement
- Sober Fest flyer
- Fall festival community flyer ver5 final
- Fall festival 2022 vendor flyer with sign up link
- Care solace flyer
- Committee vacancies
- Kanissa Inc. transfer and change of location 2022
- Memo to Select Board re: licensing policy clarification and process 7/21/22
- Traffic committee update 7/25/22
- Spreadsheet for levy share
- Tax credit/abatement options
- Warrant for 2022 state primary
- Polling place police detail
- Election workers v2
- Town Accountant Darlene Lussier FY22 review 7/25/2022
- Town Manager Paul Cohen review FY22 7/25/2022
- Town Manager's Comments at Performance Appraisal - July 22
- Feedback from Town Center improvements listening session of 6/13/2022
- Bid award recommendation fitness court
- Letter denying Watershed Lane grant application
- List of qualified officers to perform TM duties 7/22/2022
- Municipal pavement program FY23 award letter – Chelmsford
- Committee application CESC-Spawn
- Committee application COA-Martin
- Parade Committee application – Gilet
- Parade Committee application – Linstad
- Parade Committee – FY23 reappointments
- 6/27/22 SB minutes
- 7/11/22 SB minutes

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

Executive Session Minutes – Segment 1

July 25, 2022

Attending Segment 1:

Virginia Crocker Timmins, Chair

Paul Cohen, Town Manager

Kenneth Lefebvre, Vice Chair

George Dixon, Clerk

Mark Carota, Board Member

Patricia Wojtas, Board Member

Chair Timmins called the Executive Session to order at 8:38 pm. The purpose of the Executive Session and the starting times of each segment were:

- Segment 1, 8:38pm: Review Executive Session Minutes of July 11, 2022 Segment 1 (Consider Value of Real Property to Assist the Fire Station Study Committee)
- Segment 2, 8:40pm: Review Previously Approved Executive Session Minutes of June 6, 2022 Segment 2 and July 11, 2022 Segment 2 for Potential Release

SEGMENT 1: REVIEW EXECUTIVE SESSION MINUTES OF JULY 11, 2022 SEGMENT 1 (CONSIDER VALUE OF REAL PROPERTY TO ASSIST THE FIRE STATION STUDY COMMITTEE)

The board reviewed the draft minutes from July 11, 2022 Segment 1.

Motion: Vice Chair Lefebvre motioned to Approve the July 11, 2022 Segment 1 minutes as amended, not to be released. Clerk Dixon seconded the motion.

Roll Call Vote:

Board Member Carota: **Aye**

Board Member Wojtas: **Aye**

Clerk Dixon: **Aye**

Vice Chair Lefebvre: **Aye**

Chair Timmins: **Aye**

The motion passed **5-0**.

Respectfully submitted,

Virginia Crocker Timmins
Select Board Chair

Supporting Documents – Segment 1:

- Draft Executive Session Minutes of July 11, 2022 Segment 1

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

Executive Session Minutes – Segment 2
July 25, 2022

Attending Segment 2:

Virginia Crocker Timmins, Chair
Kenneth Lefebvre, Vice Chair
George Dixon, Clerk
Mark Carota, Board Member
Patricia Wojtas, Board Member

Paul Cohen, Town Manager

Chair Timmins called the Executive Session to order at 8:38 pm. The purpose of the Executive Session and the starting times of each segment were:

- Segment 1, 8:38pm: Review Executive Session Minutes of July 11, 2022 Segment 1
- Segment 2, 8:40pm: Review Previously Approved Executive Session Minutes of June 6, 2022 Segment 2 and July 11, 2022 Segment 2 for Potential Release

**SEGMENT 2: REVIEW PREVIOUSLY APPROVED EXECUTIVE SESSION MINUTES OF JUNE 6, 2022
SEGMENT 2 AND JULY 11, 2022 SEGMENT 2 FOR POTENTIAL RELEASE**

The board reviewed the previously approved Executive Session Minutes of July 6, 2022 Segment 2 (Strategy with Respect to Collective Bargaining) for potential release.

Motion: Vice Chair Lefebvre motioned to release the Executive Session Minutes of July 6, 2022 Segment 2. Clerk Dixon seconded the motion.

Roll Call Vote:

Board Member Carota: **Aye**
Board Member Wojtas: **Aye**
Clerk Dixon: **Aye**
Vice Chair Lefebvre: **Aye**
Chair Timmins: **Aye**

The motion passed **5-0**.

The board reviewed the previously approved Executive Session Minutes of July 11, 2022 Segment 2 (Review of Executive Session Minutes 06.27.2022 Segment 1 Strategy with Respect to Collective Bargaining) for potential release. In addition, an amendment was recommended to correct the start time of the meeting that was overlooked when the minutes were first approved.

Motion: Vice Chair Lefebvre motioned to amend and release the Executive Session Minutes of July 11, 2022 Segment 2. Clerk Dixon seconded the motion.

Roll Call Vote:

Board Member Carota: **Aye**
Board Member Wojtas: **Aye**
Clerk Dixon: **Aye**
Vice Chair Lefebvre: **Aye**
Chair Timmins: **Aye**

The motion passed **5-0**.

ADJOURNMENT

Motion: Vice Chair Lefebvre motioned to adjourn at 8:43 pm. Clerk Dixon seconded the motion.

Roll Call Vote:

Board Member Carota: **Aye**
Board Member Wojtas: **Aye**
Clerk Dixon: **Aye**
Vice Chair Lefebvre: **Aye**
Chair Timmins: **Aye**

The motion passed **5-0**.

Respectfully submitted,

Virginia Crocker Timmins
Select Board Chair

Supporting Documents – Segment 2:

- Previously approved and held Executive Session minutes for June 6, 2022 Segment 2 and July 11, Segment 2