

Approved 9/11/2023

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

Regular Meeting MINUTES
August 14, 2023

Attending:

Mark Carota, Chair

Paul Cohen, Town Manager

Patricia Wojtas, Vice Chair

Virginia Crocker Timmins, Clerk

George Dixon, Board Member

Erin Drew, Board Member

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 6:00PM followed by the Pledge of Allegiance.

TOWN MANAGER BID AWARDS

MOTION: by Vice Chair Wojtas to approve the Town Manager's bid award for the senior center HVAC to Ambient Temperature Corporation in the amount of \$829K. Seconded by Board Member Timmins. Motion passed 5-0, unanimous.

MOTION: by Vice Chair Wojtas to approve the Town Manager's bid award for the conservation of historic documents to Northeast Document Center in the amount of \$275K. Seconded by Board Member Timmins. Motion passed 5-0, unanimous.

TOWN MANAGER REPORTS

First draft of Annual Fall Town Meeting Warrant

Town Manager Cohen reviewed the first draft of the Annual Fall Town Meeting Warrant and the timeline for signature of the Select Board, posting, votes of the Board and the Finance Committee and its report preparation in time for the annual meeting scheduled for October 16th.

Discussion ensued. In response to Vice Chair Wojtas' question on how Article 6 on the opioid settlement would be impacted by the new court bankruptcy ruling, Mr. Cohen stated that the payment of \$27K on July 1 has not been received, and attorneys handling the case are aggressively pursuing answers to that question.

In full disclosure, Vice Chair Wojtas stated that she and her sister are joint owners of property listed in Article 8.

SELECT BOARD AND TOWN MANAGER FY24 GOALS

Board Members suggested the following goals for FY24:

- ARPA funding.
 - Complete allocation of funds.
 - Ongoing management and further allocation of balance.
 - Continue to monitor ongoing projects.

- Strategic plan
 - Define scope of warrant article.
 - Execute plan as approved by Town Meeting.
 - Finalize RFP.
 - Complete plan with chosen vendor.
- Sewer and stormwater drainage system.
 - Inflow reductions.
 - Residential and town mains.
 - Percentage of total capacity of waste trucked into Duck Island.
 - Continue to monitor banked capacity and reserved capacity.
 - MWRA/long-term options.
 - Work with regional cooperatives.
 - Infrastructure capital investment/maintenance.
- Lighting policy for municipal properties.
- Policy/procedure for performance reviews of town manager and town accountant.
- Process improvement for town departments.
- Consolidate/streamline communication from different town departments via one communication vehicle.
- Convert website and documents from location townofchelmsford.us. to chelmsfordma.gov.
- Parks and recreation information on one place on website.
 - Update open space plan.
- Road/sidewalk infrastructure.
- Richardson Road PFAS.
- Fire station study recommendations.
- Tracking of Warren Pohl conservation restriction.
- Major traffic issues and truck traffic safety concerns.
- Provide support for Clean Energy and Sustainability Committee.
 - Communication with community and co-sponsoring of events.
- CCA strategy and sustainability.
- Support of Planning Board for the MBTA communities zoning plan.
- Impact of state initiative to shelter homeless and migrants.
- Adult recreational spaces for pickleball, cricket ball, etc.
- Tree planting.
- Civic engagement.
 - Manager Cohen suggested consideration be given as to how the Town might be able to diversify the makeup of applicants received for appointed bodies.
- Utilities
 - Double poles.
 - EV charging stations.
 - Underground projects.
 - Engagement with boards/commissions.
- Economic development.

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Board Member Drew began the discussion on a vehicle to track the grant monies appropriated to the Town and their application. Town Manager Cohen indicated that disbursement of grant monies is decided within the prioritization plan for projects and not individually.

Also discussed was general support of committees under purview of committee liaison assignments and events already scheduled on the calendar.

Following discussion, it was agreed to reorder the above goals by priority. Chair Carota will finalize the list of goals to be presented at a meeting in September for review/approval/ownership.

MEETING MINUTES

Select Board Regular Meeting Minutes – July 24, 2023

MOTION: by Vice Chair Wojtas to approve the regular meeting minutes of July 24, 2023. Seconded by Board Member Timmins. Motion passed 4-1-0, with Chair Carota abstaining.

Announcement of Determination of Releasability of Executive Session Minutes

Minutes for Release: July 24, 2023

Minutes not for Release: July 10, 2023 Segment 1

ADJOURNMENT

MOTION: by Vice Chair Wojtas to adjourn at 7:34PM. Seconded by Board Member Timmins. Motion passed 5-0, unanimous.

Next Regular Meeting - August 21, 2023

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

Supporting documents:

- Bid award recommendation 8/1/23
- Historic documents conservation bid award memo
- 2023 Fall ATM list of warrant articles
- 2023 Fall annual town meeting warrant
- 7/24/2023 SB minutes draft