

Approved 10/23/2023

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

Regular Meeting MINUTES
October 2, 2023

Attending:

Patricia Wojtas, Chair
Virginia Crocker Timmins, Vice Chair
Erin Drew, Clerk
George Dixon, 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 Wojtas called the meeting to order at 6:00PM followed by the Pledge of Allegiance.

LAND ACKNOWLEDGEMENT

Vice Chair Timmins read the Chelmsford Land Acknowledgement signed by the Select Board on March 14, 2022.

PUBLIC SERVICE ANNOUNCEMENTS

Except as noted, Vice Chair Timmins made the following announcements:

CHS Alumni Hall of Fame

Lou DiStasi, representing the Chelmsford High School Alumni Association, announced this year's Hall of Fame inductees. The ceremony will be held on October 21st starting at 5:45PM. Vice Chair Timmins then read a proclamation which listed the names of the nine inductees including Select Board Chair Wojtas, class of 1970. Tickets at \$75 each can be purchased ahead of time by calling 978-256-3100 or 978-250-3780.

Friends of the Library Book Sale – October 13-15 – Town Hall Gymnasium

Friends of the Library will conduct a book sale at the Town Hall Gym on Friday, October 13th from 9:00AM-7:30PM, Saturday, October 14th from 9:00AM-5:00PM and Sunday, with a Sunday Special October 15th from 9:00AM-1:00PM with all books \$5.00/box and noon-1:00PM teachers/educators and literacy groups receive free books.

Board of Health Activities

Influenza Vaccine Clinic, October 12th – 3:30-7:00PM – Senior Center

The Health Department will hold an influenza vaccine clinic open to all residents 19 years and older, on October 12th from 3:30-7:00PM at the Senior Center.

“The Secret Lives of Teens and Tweens” – October 10 – 6:30-8:30PM – PAC –CHS

Jon Mattleman will help you understand your teen/tween better on October 10th from 6:30-8:30PM at the Performing Center of the High School. For more information call 978-250-5241.

Awareness of Domestic Violence Week - Building Healthy Relationships – October 17th from 6:00-7:30PM at the Library

Understanding abuse, building healthy relationships, and setting boundaries presentation on October 17th from 6:00-7:30PM at the library. Registration if preferred but not required by calling 978-250-5241.

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Sober Karaoke CCA Cabaret Room – October 13 – 7:00-10:00PM

Free admission to sober karaoke nite at the CCA Cabaret room every second Friday of the month on October 13th from 7:00-10:00PM. Snacks available for purchase.

Chelmsford Fire Department – Fire Prevention Open House – Center Fire Station – October 22 – 11:00AM-2:00PM

Wear your Halloween costumes and trick-or-treat at the Chelmsford Fire Department fire prevention open house at the Center Fire Station on October 22nd from 11:00AM-2:00PM. Educational materials for all ages and pizza served.

DPW Highway Division Seeking Snow Plowing Contractors for 2023-2024 Winter Season

The Department of Public Works is seeking plowing contractors for the 2023-2024 winter season. Application and supporting documents are due on or before Monday, October 23rd. For further information contact mthomas@chelmsfordma.gov or 978-250-5250.

Chelmsford Choice Aggregation Electricity Supply New Rates

New Chelmsford Choice price options per kWh are basic \$14.843, greener \$16.415, and greenest \$17.849 with greener containing 40% additional renewable energy and greenest 100% renewable energy. The new rates will take effect on November 1st. For more information and to opt-up contact www.masspowerchoise.com/Chelmsford/opt-up.

PUBLIC INPUT

There was none.

COMMITTEE VACANCIES

Board Member Timmins 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

National Grid Pole Petition- Groton Road

Alec Noel-Birdsong, representing National Grid, appeared before the Board in support of a petition for a pole relocation of pole #84 at Groton Rd., which is 18' feet east of the existing location.

Discussion ensued on the exact location of the new pole. It was the consensus of the Board that the location be marked clearly on the street and on the edited plans to be presented to the Board for its approval.

Chair Wojtas asked for public comment and there was none.

MOTION: by Vice Chair Timmins to continue the public hearing for the National Grid pole petition on Groton Rd. to Monday, October 23rd at 6:00PM. Seconded by Board Member Drew.
Motion carries 4-0, unanimous.

SELECT BOARD LIAISON ASSIGNMENTS

Chair Wojtas began the discussion on liaison assignments vacated by the former Chair. It was decided that Chair Wojtas would become liaison to the Agricultural Commission and the Recycling Committee; Vice Chair Timmins will become liaison to the Center Village Master Plan Implementation Committee and Permanent Building Committee, as well as to Representative Jim Arciero; Board Member Drew will serve as liaison to the CCA/Town Hall Advisory Committee, the Historic District Commission, and the

Roberts Field Committee; and Board Member Dixon will serve as a voting member of the Community Preservation Fund Committee.

SELECT BOARD'S RECOMMENDATIONS ON FALL ANNUAL TOWN MEETING WARRANT ARTICLES

Article 25: Adoption of the Specialized Energy Code

Badhri Uppilliappan, Chair of the Clean Energy and Sustainability Committee appeared before the Board and gave the following update to his previous presentation at the last meeting:

- The Town of Bedford is making progress toward recommendation of approval of the Code.
- He will present details of cost at Town Meeting.
- Affordable housing cost will not be impacted to development of 255 Princeton St.
- With adoption of code, Town will be in a position for award of state grant funding.

MOTION: by Vice Chair Timmins for the Select Board to support recommendation of Article 25: Adoption of the Specialized Energy Code. Seconded by Board Member Drew. **Motion carries 3-1, with Board Member Drew opposing.**

Town Manager Cohen reviewed the warrant articles for vote by the Board, and following discussion the Board vote as follows:

Vice Chair Timmins suggested that Articles 2-6 remain on the consent agenda and that consideration be given to remove the remaining Articles from the consent agenda due to these articles being unique, one-time occurrences. Town Manager will so apprise the Town Moderator of the suggestion.

Article 2: Cemetery Improvement and Development Fund

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 2 as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 3: Sewer Construction Stabilization Fund (with explanation from Finance Director John Sousa)

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 3 as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 4: Funding for Collective Bargaining Agreements

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 4: Funding for Collective Bargaining Agreements as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 5: Amend FY24 Operating Budget

No action needed.

Article 6: Statewide Opioid Settlement Abatement Fund

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 6: Statewide Opioid Settlement Abatement Fund as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 7: Acquisition of Koulas Farm

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 7: Acquisition of the Pinehill Road land known as Koulas Farm as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 8: Koulas Farm Planning and Preparation

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MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 8: Koulas Farm Planning Preparation funded through Community Preservation Funds as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Chair Wojtas recused herself from the meeting and appointed Vice Chair Timmins as Acting Chair.

Article 9: Land Acquisition off Elm Street Adjacent to Cranberry Bog

MOTION: by Board Member Dixon that the Select Board recommend approval of Article 9 as presented. Seconded by Board Member Drew. **Motion carries 3-0, unanimous.**

Chair Wojtas rejoined the meeting.

Chair Wojtas asked that the following agenda item be taken out of order.

SIGN GRANT OF EASEMENT FOR 43 HALL ROAD

Town Manager Cohen stated that as part of the vote previously taken at Town Meeting to authorize the land acquisition of two parcels, as the final step he is asking for the Board's authorization for him to sign the grant of easement of one of the parcels on 43 Hall Road. The easement has been prepared by Town Counsel and upon his signing, the grantee will sign and the easement will be recorded. He will present a grant of easement in the future for the second parcel.

MOTION: by Vice Chair Timmis that the Board authorize the Town Manager to sign the grant of easement for 43 Hall Road as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

SELECT BOARD'S RECOMMENDATIONS ON FALL ANNUAL TOWN MEETING WARRANT ARTICLES (continued)

Town Manager Cohen presented Articles 10-15 with supporting information provided by DPW Director Christine Clancy.

Article 10: Chelmsford High School Kitchen Renovation

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 10: Chelmsford High School Kitchen Renovation as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 11: Roadway and Sidewalk Construction

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 11: Roadway and Sidewalk Construction as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 12: Sewer Infiltration and Inflow

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 12: Sewer Infiltration and Inflow as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 13: PFAS Remediation

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 13: PFAS Remediation as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 14: Adams Library Masonry Repair

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MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 14: Adams Library Masonry Repair as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 15: MacKay Public Library Masonry Repair

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 15: MacKay Public Library Masonry Repair as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 16: Strategic Plan

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 16: Strategic Plan development as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 17: Free Cash to the General Stabilization Fund

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 17: Free Cash to the General Stabilization Fund as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Supporting information on the following article was provided by DPW Director Clancy.

Article 18: Public Shade Tree Revolving Fund

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 18: Public Shade Tree Revolving Fund as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 19: Vault Shelving for Archived Records

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 19: Vault Shelving for Archived Records as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 20: Zoning Bylaw Amendment – RB to RC for a Portion of Littleton Road

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 20: Zoning Bylaw Amendment – RB to RC for a Portion of Littleton Road as presented. Seconded by Board Member Drew. **Motion fails 1 – 3, with Chair Wojtas voting in favor.**

Article 21: Zoning Bylaw Amendment – Adult Social Daycare

Previously voted.

Article 22: General Bylaw Amendment – Posting Locations for Town Meeting Warrants

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 22: General Bylaw Amendment – Posting Locations for Town Meeting Warrants as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 23: Town Charter Amendment – Nominating Signatures for Town Meeting Representatives

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 23: Town Charter Amendment – Nominating Signatures for Town Meeting Representatives as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Article 24: General Bylaw Amendment – Repeal Section 142-37 Pertaining to Utility Poles

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MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 24: General Bylaw Amendment – Repeal Section 142-37 Pertaining to Utility Poles as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Vice Chair Timmins suggested that if this does not resolve the participation issue more work will be needed to identify and address the root cause of the lack of civic engagement.

Article 26: Acquire Permanent Easement at 9 Acton Road

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 26: Acquire Permanent Easement at 9 Acton Road as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

Manager Cohen will request Chelmsford Police contact the Grist Mill residents' leadership regarding trespassing enforcement concerns near Beaver Brook.

Article 27: Sewer Drainage Easement on Old Farm Way (with supporting information from DPW Director Clancy)

MOTION: by Vice Chair Timmins that the Select Board recommend approval of Article 27: Sewer Drainage Easement on Old Farm Way as presented. Seconded by Board Member Drew. **Motion carries 4-0, unanimous.**

FY24 SELECT BOARD AND TOWN MANAGER GOALS

Chair Wojtas presented the latest and final draft of the Select Board and Town Manager goals based on discussion at the previous meeting. There were no further suggestions.

DISCUSS OCTOBER MEETING SCHEDULE

Chair Wojtas presented the meeting schedule for the month of October to set a firm date for public hearings. Following discussion it was agreed to set the date for meetings both on October 23rd and with October 30th to be held as back-up if needed.

MEETING MINUTES

**Announcement of Determination of Releasability of Executive Session Minutes
Minutes for Release: September 25, 2023**

Minutes not for Release

August 21, 2023 Segments 1 and 2

September 11, 2023 Segments 1 and 2

SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS

Board Member Dixon – no report.

Board Member Drew – no report.

Vice Chair Timmins

- From the Age Friendly Committee , Lisa Marrone has partnered with MassHire Lowell to conduct an age strong job fair on Wednesday, October 4th from 10:00-12:00PM at the Town Hall offices. Visit masshirelowellcc.com for more information and a list of participating employers.
- In conjunction with the Board's civic engagement goal, department heads will be scheduled to meet with third graders on the community history of government.

Chair Wojtas

- Condolences to the family of Rebecca Markey on her passing A long-time member of the Conservation Commission, Community Preservation Fund, Open Space Committee and Director of the Chelmsford Conservation Trust, she will be missed for her civic dedication.

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- Congratulations to Richard Demers, Public Safety Dispatcher, on his retirement after more than thirty years on the job.
- Fall Festival last Saturday was well done and well attended with a variety of vendors and “princesses.”

ADJOURNMENT

MOTION: by Vice Chair Timmins to adjourn at 7:52PM. Seconded by Board Member Drew.
Motion carries 4-0, unanimous.

NEXT REGULAR MEETING

October 23, 2023

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

Supporting documents:

- Land Acknowledgement text
- CHS Hall of Fame induction Press release 2023
- CHSAA-Hall of Fame 2023
- Fall booksale 2023
- 10/12/23 Senior Ctr flu clinic flyer
- 10/2023 Jon Mattleman flyer
- Healthy relationships October official flyer
- Karaoke sober edition 2023 flyer
- DPW wanted snowplow contractors
- CFD open house
- Chelmsford Choice new rate flyer Sept23
- Committee vacancies as of 10/2/2023
- National grid pole petition Groton rd.
- SB liaison assignments Sept 2023-2024
- 2023 Fall annual town meeting presentation
- 2024 SBTM goals V2 draft
- Driveway easement Kate Lane v2
- Exhibit B encroachment 43 Hall Road
- Exhibit A Warren-Pohl survey plan