

Town of Chelmsford  
Capital Planning Committee  
50 Billerica Rd., Room 205 Chelmsford, Ma 01824  
Regular Meeting  
MINUTES  
November 14, 2019

**Attending:** John Sousa, Town Treasurer  
Darlene Lussier, Town Accountant  
Ameena Langford, Finance Committee  
Chris Lavallee, Citizen Representative  
Jeff Doherty, School Committee  
Mike Curran, Citizen Representative  
Jill Kenny, Library Trustee

**Not Present:**

**Others Present:** Paul Cohen, Town Manager  
Virginia Crocker-Timmins, Board of Selectmen Liaison

Please note that all documents referenced in these minutes are on file at the Treasurer's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was televised by Chelmsford Telemedia and hand recorded by the Recording Secretary.

**Call to Order**

This meeting was called to order at 7:02PM by Mr. Sousa.

Members and Liaisons were introduced. An overview of what the Committee discusses was summarized, as well as the process of how the hearings are conducted, for the benefit of the new members.

This year, 28 projects have been submitted with an approximate cost of \$4.8 million. The target budget is \$3.5 million, so some projects may be deferred or partially funded.

**Reports/ Hearings**

**Fire Department**

Fire Department Chief Gary Ryan and Deputy Chief Mike Donahue were present. They summarized three projects.

The first is \$70,534.00 to replace the mechanics truck. This request was deferred from last year. The new vehicle will include a hydraulic lift gate for the safe loading of heavy equipment. Several other trucks will be reassigned to other uses. The new vehicle will also be used for service calls.

The second request is to upgrade and replace all portable and mobile radios for a cost of \$26,763.00. The current radios were last replaced in 2011, and replacement parts are getting hard to find. Benefits of having the new equipment were listed.

The third project is to replace 2 staff vehicles in an amount of \$69,636.00. They are looking to replace two Ford Explorers that need replacement parts and suffer from body rot. The new vehicles would be Ford Escapes.

### **Police Department**

Police Department Chief James Spinney explained his request is to replace the Public Safety radio transmitter and receiver radio sites. Some of the existing equipment is over 20 years old, and the systems will not be supported after December, 2020. This request will also replace two antennas.

Upgrades done over the last three years were listed.

No additional work would be needed for 5-7 years after this phase.

### **Department of Public Works**

DPW Director Gary Persichetti & Town Engineer Steve Jahnle described their four projects.

The first is an annual request for sidewalk funding for new sidewalks and to repair other sidewalks in multiple locations, in an amount of \$325,000.00.

The second is for road maintenance, and is also an annual request. Funding will cover multiple small projects, and design and engineering for other larger projects. Handouts were provided for the engineering requests. The main request is for design costs for utility depression, sidewalk and traffic improvements, drainage replacement on Chelmsford St at Eriksen's Corner to Alpine Lane. The Town is participating in a state program where the Town funds up to 25% of the design costs, and Mass. DOT pays construction costs. The funding will supplement Chapter 90 funds to get to the 25% design requirement. Other target areas were listed.

The third request is for \$150,000.00 to obtain new GIS data and information. This request was deferred from last year. The cost has been significantly reduced since 2003 due to technology improvements. A data upgrade should be done every 10 years; the existing data is going on 16 years. Mr. Cohen requested some funding for storm water data be included in this request. The data is used by multiple departments, and they are currently is using several sources which do not provide the detail he would like.

The fourth request is to replace a 1-ton dump truck. The dump body is starting to rot. The approximate cost will be \$72,500.00, and includes stainless steel dump body, aluminum leaf box, and a 10-foot plow, as the vehicle will also be used for plowing.

### **Library**

This presentation will be deferred to November 21, 2019 due to a scheduling conflict.

### **Council on Aging**

Senior Center Director Debra Siriani and Steve Flynn from the Council of Aging explained their \$244,758 request is for a Kitchen renovation project at the Senior Center. The existing kitchen is 30 years old; the floor has many cracks, there is ceiling damage, venting problems, drainage and storage problems, and four pieces of equipment that are failing.

Volunteers at the Center prepare over 60 thousand meals annually. There are about 24,000 meals for Meals on Wheels, and four Housing Authority developments residents receive meals four times per week. There are many event meals, 60-100 per day average for programs like the Adult Day Program, Table of Plenty, the After-Prom, Scout events, etc. There is a need to keep preparation space separate from cooking space. Plans were provided to Committee members. Numbers were collaborated with the Facilities Department. Work would be done as quick as possible, due to the high demand. A catering company could be used to help prep the meals.

Steve Flynn advised that 29% of Chelmsford's population is senior people. Many of them use the Senior Center. Meals are probably closer to 75,000. The Center provides many important services. Much of this equip is original to the building, therefor 30 years old.

### **Discussion/ Questions:**

There were no questions at this time.

### **Presentation of Minutes: November 30, 2018**

Due to the Committee having a majority of new members this year, there will not be a vote taken to approve the minutes due to the high number of abstentions.

### **Public Comments:**

No one came forward at this time.

Future hearings were listed for the remaining meetings.

Mr. Cohen described the Committee's funding sources. Mrs. Lussier explained there were very little department turn-backs last year, and there will not be any prior year bond premiums returned to the budget, because this is being handled differently. The new process saves on interest costs.

In the past, the schools have received an approximate allotment of around \$1.7 million for their capital needs. This amount fluctuates annually. The 5-year plan for the schools will be e-mailed to the Committee members.

Priority rankings for departments with multiple requests will be provided.

The funding and deliberation processes were described.

### **Adjournment:**

**Motion:** by Mr. Doherty to adjourn the meeting at 7:45PM. Seconded by Ms. Kenny. **Motion carries, unanimous.**

Respectfully Submitted,  
Vivian W. Merrill,  
Recording Secretary

List of Reference Documents:

- Draft Minutes
- Supporting documents for the Capital Improvement Request Budget.

**Next Meeting Date: November 21, 2019**