

Town of Chelmsford
Capital Planning Committee
Virtual Regular Meeting
MINUTES
November 18, 2021

Attending: John Sousa, Town Finance Director/ Treasurer
David Goselin, Finance Committee
Chris Lavalley, Citizen Representative
Jeff Doherty, School Committee
Jill Kenny, Library Trustee
Darlene Lussier, Town Accountant

Not Present: Mike Curran, Citizen Representative

Others Present: Paul Cohen, Town Manager
Ted Lutter, IT Director
Becky Hermann, Library Director
Mike Harradon, Library Tech./Facilities Manager
Maria Palacio, Asst. Library Director
Gary Ryan, Fire Dept. Chief
Deputy Fire Chief Mike Donahue
Gary Persichetti, DPW Director
Steve Jahnle, Asst. Public Works Director

Please note that all documents referenced in these minutes are on file at the Treasurer's Office, 50 Billerica Rd., Chelmsford, Mass. This virtual meeting was held using Zoom Video Communications software and was recorded for broadcast by Chelmsford Telemedia.

Call to Order

Mr. Sousa called the meeting to order at 7:01 PM.

Reports/ Hearings

Municipal Technology

IT Director Ted Lutter described his department's two projects.

One request is to replace 42 Edge switches on their network, which are located in multiple town buildings. Most of the switches are at the end of their useful life, and replacing them will help with added cyber security to the network. There are no more software upgrades available, as the company that manufactures them was bought by another company.

The second request is to continue their Door Project. They just completed the doors at the Police Dept., and they want to complete the same work at all of the Fire Dept. substations, North Town Hall, and the Center for the Arts building.

Town Clerk

The Town Clerk is unavailable this evening, and so her request will be presented at the meeting on December 2, 2021.

Library

Library Director Becky Hermann, Technology & Facilities Manager Mike Harradon and Asst. Director Maria Palacio were present.

Mr. Harradon explained that the north chimney in the Adams Library building is leaning, and needs repair. The chimney cap also needs to be replaced.

A second request is to redesign and rebuild the steps of the front entrance to the Library. The steps have been repaired previously many times since 2001. Water damage is breaking down the concrete. There is a suspicion that the steps may not have been installed properly to begin with, as the work was done during the winter.

A third request is to replace stairs to the MacKay building. The existing steps are worn out and rusted.

Other miscellaneous repairs were listed in the detail sheets.

Ms. Hermann explained that the requested amounts for the projects were derived from quotes received from four masons.

Last year they asked to replace a retaining wall, and they have been working with the DPW to do temporary repairs as needed until when the parking lot is repaved, and then the wall will be replaced at the same time. This work can wait until next year.

Fire Department

Chief Gary Ryan explained their first request is for \$57,750 to replace their 2008 Ford Explorer. This vehicle needs extensive mechanical and body work.

A previously approved request to replace this vehicle was cut due to the pandemic budget cuts.

The second request is for \$785,122.00 to replace 2008 Engine 3. This truck has 81000 miles and 7000 engine hours. This truck will be put into reserve, and a different reserve vehicle will be retired.

Future equipment needs include replacing a rescue vehicle in FY24, replacing Engine 5 in FY25, and replacing staff vehicles in FY26 and FY27.

Department of Public Works

Asst. Public Works Director Steve Jahnle stated they will present four projects this year.

The first project is for sidewalk construction on Old Westford Rd, to close gaps in two areas, while doing paving in these areas. The first is by Arbutus Rd. to Essex Place, and the other is by Thomas Dr. toward the Town of Westford line. Another area is on Fletcher St., also being done while repaving.

The second project involves roadway improvements in conjunction with larger projects, on Cliff Rd., Rack Rd., Manning Rd., and Biltmore Ave.

The third request is to replace a sander truck. The existing unit is from 2005, has almost 100,000 miles on it, and it needs significant repairs. The next sander replacement request would be in three years.

Lead times on receiving vehicles are getting longer. The department will maintain their current vehicles until the replacements are received.

DPW Director Gary Persichetti stated that the library and facilities are both without vehicles because of lead time issues. The old vehicles could not be repaired anymore. Ms. Hermann acknowledged appreciation for past vehicles they have had. While they wait for their next vehicle, they will use the Pop-Up Library Truck, as well as their own personal vehicles and pay mileage. Chief Ryan added that they have had to decommission vehicles because they wouldn't pass a safety inspection.

The final request is for a ¾ ton pickup with a plow to replace a 2006 pickup which needs extensive repairs and needs replacement.

Discussion/ Questions

There were no questions raised at this time.

Review & Acceptance of Minutes: December 17, 2020

Mr. Lavalley requested a correction to his name in the Roll Call Vote section of the Minutes.

Motion: by Mr. Lavalley to approve the meeting minutes of December 17, 2020, as amended. Seconded by Ms. Kenny. Mr. Goselin abstained, all others in favor. **Motion carries, 4-1-0.**

Public Comments

No one came forward at this time.

Adjournment

Next Meeting Date: December 2, 2021

Motion: by Mr. Lavalley to adjourn the meeting at 7:42PM. Seconded by Mr. Goselin. **Motion carries, unanimous.**

Respectfully Submitted,
Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Supporting documents for the Capital Improvement Request Budget.
- Project Detail Sheets