

Town of Chelmsford
Capital Planning Committee
Virtual Regular Meeting
MINUTES
December 2, 2021

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

Not Present: Mike Curran, Citizen Representative

Others Present: Dr. Jay Lang, School Superintendent
Dave Sperry
Joanna Johnson Collins, School Finance Director
Paul Cohen, Town Manager

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

Town Clerk

Town Clerk Tricia Dzuris explained they are nearing the end of their Records Preservation Project. She summarized past parts of this project that have been completed. The last room that needs to be completed is currently being used as a transition area, and is known as "SB05". The room needs cleaning up and needs new shelving. Older metal shelves in the Clerk's vault need replacing as well. Her request also includes digitizing Planning and Zoning files, which will greatly assist the Building Inspector's office as well as the public.

School Facilities

A list of projects was provided to the Committee.

Dr. Jay Lang explained projects have been listed in priority order. There are eight projects, which total \$2.7 million. The School Committee has reviewed the projects, many of which were recommendations in the Dore-Whittier Facility Assessment, and are included as part of the department's ten year capital plan. Many projects have been deferred from previous years.

1-HVAC repair/replacement to ductwork in air handling systems at several schools, some hot water convector units/equipment at the Westlands School, and the replacement of a rooftop unit (RTU) at the High School, for an estimated cost of \$156,000.00. This is the top priority item.

2-Replacement of the boilers at the High School. Existing piping and ductwork will remain in place.

3-Replacement of cement stair treads at the Byam, Harrington, and Parker Schools. The existing treads are not up to code, and many are deteriorating. They would be replaced with rubber stair treads.

4-A complete kitchen replacement at the McCarthy Middle School. Estimated cost is \$438,000.00.

5-Replacement of all of the bathrooms at the Westlands School. This would ensure Code compliance and would be ADA accessible. Work includes new floors and fixtures.

6-Adding padding to the walls of the gymnasium at the South Row School to address safety issues with the walls when youths crash into them.

7-Replacement of the High School tennis, basketball and street hockey courts.

8-Replacing the exterior lights on the High School with LED lights.

Mr. Lavalley asked whether there could be cost sharing with Community Education for the bathroom work at the Westlands School. Dr. Lang stated he didn't see an opportunity for cost sharing as the most impacted students are in the CHIPS preschool program, not Community Education. Community Education did pay to replace the playground and video surveillance systems at the school.

David Goselin asked if there had been any injuries at the South Row School gym because of the walls. Dr. Lang stated there had been no significant incidents, but there have been issues at night with members of the youth leagues hitting the walls. Mr. Goselin felt this project should have the highest priority in the list, due to it being a safety issue.

Discussion/ Questions

Darlene Lussier reported that there were no recaptured funds from last year. Some projects had higher costs than originally estimated.

There were no other questions raised at this time.

Review & Acceptance of Minutes: November 18, 2021

Motion: by Mr. Doherty to approve the meeting minutes of November 18, 2021, as presented. Seconded by Mr. Goselin. **Motion carries, unanimous, 5-0.**

Public Comments

No one came forward at this time.

Adjournment

A worksheet will be sent to Committee members for discussion at the next meeting.

Next Meeting Date: December 9, 2021

Motion: by Mr. Doherty to adjourn the meeting at 7:30PM. Seconded by Mr. Goselin. **Motion carries, unanimous, 5-0.**

Respectfully Submitted,
Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

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