

Town of Chelmsford  
Capital Planning Committee  
Virtual Regular Meeting  
MINUTES  
December 10, 2020

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

**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 Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was televised by Chelmsford Telemedia.

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town's website, at [www.chelmsfordma.gov](http://www.chelmsfordma.gov) For this meeting, members of the public who wish to watch the meeting may do so by accessing the Chelmsford Telemedia website [www.chelmsfordtv.org](http://www.chelmsfordtv.org) No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

**Call to Order**

This meeting was called to order at 7:00PM by Mr. Sousa.

**Reports/ Hearings**

**Town Clerk**

The Town Clerk has requested that this project be deferred for another year.

**Library**

Becky Herrmann and Mike Harradon were present for this presentation of their five projects.

The first request is for another phase of funding toward computer replacement, which is done on 4-5 year cycle. This year's request will finish the funding needed for 37 computers. Mr. Harradan explained where these computers will be used at both libraries. They would also purchase additional accessory equipment, including flat screen monitors with camera functionality. All of the library's programs are being done virtually at this time, and this will continue into the foreseeable future, as more people are now able to participate in their programs. The older computers will be offered to the IT Department, the school department, or another charitable organization. Excess materials will be recycled.

A second project is for another phase of carpet replacement in the office sections of the library. This was deferred from last year, and will be a continuing request until the entire project is complete. They will be moving the furniture and shelving themselves. The vendor has agreed the pricing should be the same, and the product is still available.

The third project is the retaining wall project that was presented last year and not funded. The original wall was not constructed as a proper retaining wall, and it has deteriorated significantly. Perennial plantings have not been successful, so annual plantings would be done. The new wall would be pushed back, and sidewalk improvements would be done which would be ADA compliant. Work would be coordinated with other work being done in the Town Center through the DPW. The existing wall is no longer structurally sound. Cars have driven off the wall, and bicyclists have also damaged it further. A guardrail is recommended to keep the cars from driving over the edge of the parking lot.

The next request is for a truck replacement. They have always been able to get other trucks retired by other departments. The current vehicle is a 2004 model, and still has low mileage. Unfortunately, the fuel tank system is failing and it has a lot of body rot. They have tried to repair certain things, but this truck will no longer be able to transport books. They would prefer a pickup truck with a cap.

The final request is for a generator, as the libraries have served as a warming and recharging center during wide spread power outages. Town Manager Paul Cohen explained this is a public benefit that has helped many residents.

### **Municipal Technology**

IT Director Ted Lutter explained his request is to add the police department, fire department sub-stations, libraries, North Town Hall, the CCA, and the cemetery buildings to the same single door card access system being used at other municipal buildings. The police department's system is near its end of life.

### **School Technology**

This will be discussed during the School Facilities discussion.

### **Municipal Facilities**

DPW Director Gary Persichetti explained that their first request is to upgrade the building at the High School being used as a maintenance shop/ treatment plant. Functions in the building were described. The building is a 50 year old tin Morton building. The bolts and skins are worn. The roof is marginal. These parts would be replaced.

The next request is to obtain 3 hybrid vehicles, which has been requested for the past 5 years. If this request is funded, the plan is to give a 2012 Ford Escape to the library, a 2013 Ford Escape to the Senior Center, and a 2005 Ford Explorer to be repurposed somewhere else.

A third request is to purchase and install 52 safety skylight cages and 8 roof ladders. This equipment will help prevent people from falling through the skylights when removing snow from a roof. This funding would be combined with another grant obtained for this same purpose.

The final project would be to install insulation in the Chelmsford Center for the Arts building. Kathy Canavan explained that this renovation would bring the building up to energy codes. The current system only heats the building to 60 degrees, and it is expected that insulating the building should improve the thermal comfort of the occupants. The building has been closed in the past due to cold temperatures.

### **School Facilities**

School Superintendent Dr. Jay Lang listed his department's requests in order of priority.

The first project is to upgrade security cameras and equipment for the 4 elementary schools. This would include interior and exterior security cameras and features. This is the final phase of this project, as all the other schools have been upgraded.

Next is to replace interior and exterior door hardware upgrades for the Byam, Westlands and Harrington schools. Work has been ongoing for 4-5 years. This will also help with security and safety in these buildings.

The next request is to replace an exterior lift structure on the Parker Middle School. This unit helps students in wheel chairs. The enclosure structure is now in need of replacement.

A fourth request is for completing kitchen code compliance upgrades at the South Row School. Other repairs already completed were described. Work will be to replace the exhaust vent system for the kitchen. This will complete this project.

The next request is to renovate the Westlands School kitchen which services students during the day for breakfast and lunch, and to install a separate test kitchen for use in night time Adult Continuing Education classes. Costs are still being finalized.

Another request is for the replacement of bathroom urinal walls at the Center Elementary School. The existing metal walls are in poor condition and are rusting. The new walls will be made of a different material.

The seventh request is for the cleaning, repair and serving of HVAC duct work at the Byam, Harrington and Westlands schools. This duct work is located in the kitchens and the gyms of the schools. Other ducts were handled as part of a different project.

The next request is to repair or replace broken flooring tiles as needed in the Harrington School, mostly in the cafeteria and hallways.

Another project is for upgrades and renovations for the McCarthy Middle School lecture hall. This work was originally presented as part of a bigger project, but was deferred last year. Work includes new carpeting, student seating, a teacher instruction station, and projection equipment.

The tenth request is for an elevator replacement at the McCarthy Middle School. Other schools will need similar work in the future. This one is the most in need.

The next request is to replace boilers at the High School need to be replaced. Repairs and updates have been done over the years. Mr. Persichetti stated these boilers are 20 years old, and are nearing end of life. Once replaced, they will be kept for parts at Harrington, Byam and Westlands schools, as they all have the same type of boilers.

A final request is to replace the entire surfaces of the Tennis, Basket Ball and Street Hockey courts at the High School. This work has been requested before and deferred. The courts have been resurfaced and patched, but they can't do this much longer. Costs for crack repairs run \$24,000-32,000, which last two years. The department is looking at \$50,000.00 in repairs this year. Some sports programs would be impacted, as the courts are used year round. Not many vendors do this work, so it may take some time and coordination.

Mr. Persichetti noted that many vendors are having trouble getting supplies needed for many projects, which is creating delays in working on, scheduling, and completing projects.

**Discussion/ Questions:**

There were no questions from Committee members.

A spreadsheet listing projects and costs will be sent out to committee members for discussion and awarding at the next meeting

**Public Comments**

No Public Input was received at this time.

**Adjournment:**

**Motion:** by Mr. Lavalley to adjourn the meeting at 8:05PM. Seconded by Mr. Doherty. **Motion carries, unanimous.**

Respectfully Submitted,  
Vivian W. Merrill,  
Recording Secretary

List of Reference Documents:

-Supporting documents for the Capital Improvement Request Budget.

**Next Meeting Date: December 17, 2020**