

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

Select Board Regular Meeting MINUTES
December 22, 2025

Attending:

Patrick Maloney, Chair
Patricia Wojtas, Vice Chair
Aaron Cunningham, Clerk
Jeffrey Hardy, 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.

CALL TO ORDER – NOTIFICATION OF LIVE BROADCAST

Chair Maloney called the regular meeting of the Board to order at 6:00PM

PUBLIC SERVICE ANNOUNCEMENTS

Vice Chair Wojtas read the following announcements:

Deadline for the Submission of Warrant Articles for the 2026 Spring Annual Town Meeting

January 5, 2026

Citizen petition warrant articles to be included in the spring town meeting must be submitted to the Town Manager's office prior to 4:00PM on Monday, January 5, 2026.

Free In-Home Flu Vaccines – Contact Chelmsford Health Department

Free in-home vaccines for homebound residents. For more information or to schedule an appointment, contact Darcy Beall, RN at 978-250-5241.

Memorial Tree Program

The Town of Chelmsford is proud to launch the Memorial Tree Program, offering residents a meaningful way to honor loved ones while adding beauty and shade to our community. Applications accepted until February 1, 2026 at www.chelmsfordma.gov/document-center/view/21372/memorial-tree-program.

Deputy Clerk Maria Companion read the following announcements:

2026 Dog Licensing

Every 2025 dog license expires on December 31st. Licensing for 2026 begins on December 1st. Information is available at www.chelmsfordma.gov/249/Dog-Licenses.

2026 Annual Town Census

The 2026 annual town census will be mailed to all households in January. Please return your census to keep active on the voting list. If not a registered voter, returning it ensures that the Clerk's office can provide you with proof of residency. An accurate count of residents assists in providing better municipal services.

Nomination Papers Available Beginning January 5 for the April 7 Spring Annual Town Election

Nomination papers for various town offices are available at the Town Clerk's office beginning January 5th for open seats. For further information contact the Clerk's office at 978-250-5205. Deadline is February 12, 2026 at 5:00PM to obtain papers and must be returned by February 17, 2026 at 5:00PM.

GENERAL PUBLIC INPUT

Chris Ferreira of 81 Riverneck Rd. appeared before the Board in support of the House bill to name the Bridge over Routw 495 at Gorham St. in honor of the Ferreira Brothers, his grandfather and three great uncles. His grandfather's garage on Gorham St. was taken by eminent domain for the building of Route 495. He maintained a business in town for many years and served as a volunteer. His two great uncles both served in World War II and on return one worked in the highway department and the other at Fort Devens. A third disabled uncle was active in town serving his neighbors.

Chair Maloney stated that the Board would vote at its next meeting to support the House bill and inform the state delegation.

COMMITTEE VACANCIES

Vice Chair Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.chelmsfordma.gov> or through the Town Manager's office.

LICENSES

Transfer Common Victualler License from Doty's Diner Inc. DBA Doty's Diner to Kit and Sam Corp. DBA Doty's Diner – 7 Summer St. #25

Liduchdy Kit of Kit & Sam Corp. appeared via Zoom before the Board in support of her application to transfer the common victualler license from Doty's Diner Inc. DBA Doty's Diner to Kit & Sam Corp., DBA Doty's Diner to be exercised on the premises at 7 Summer St. #25.

MOTION: by Vice Chair Wojtas to transfer the common victualler license from Doty's Diner Inc., DBA Doty's Diner to Kit & Sam Corp., DBA Doty's Diner at 7 Summer St. #25. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

Annual License Renewals

MOTION: by Vice Chair Wojtas to renew the common victualler license for Tropical Smoothie Café, and restaurant carry-in alcohol license and common victualler for Masala Café on 313 Littleton Rd. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

REPORTS AND PRESENTATIONS

Matthew Hunt, CPA, CliftonLarsonAllen LLP – Town of Chelmsford Fiscal Year 2025 Financial Audit Exit Conference

Matthew Hunt, CPA of CliftonLarsonAllen LLP, appeared via Zoom and reviewed his PowerPoint presentation on the Town's Fiscal Year 2025 Audit Exit Conference, including the following highlights:

- Executive summary.
- Financial highlights.
- Single audit.

Discussion ensued including the following highlights:

- ARPA funds are required to be spent by December 31, 2026.
- Insofar as the Town is constrained by state law, it does not have a formal custodial credit risk policy; many municipalities do not have a formal policy, but is not dismissive of risk.
- Although there are assets set aside for OPEB liability, it is not enough to cover unfunded liability.

Parker Elmore, Odyssey Advisors – Town of Chelmsford Other Postemployment Benefits (OPEB) Plan Actuarial Valuation as of July 1, 2023

Parker Elmore of Odyssey Advisors appeared before the Board via Zoom and reviewed his PowerPoint presentation on the Town’s Other Post Employment Benefits (OPEB) Plan Actuarial Valuation as of July 1, 2023, including the following highlights:

- Why do we need an OPEB report?
- GASB75 results.
- Actuarial assumptions.
- Medical plan offerings.
- Town and city funding ratios.
- Funding comparisons to peers.
- Service cost per active employee.
- Projects cash flows.

Town Manager Cohen noted that prudent management of long-term debt has positive impact on bond ratings. He thanked Town Accountant Lussier and Finance Director Sousa for their dedicated financial stewardship. Chair Maloney included Town Manager Cohen in recognition.

SIGN CONSERVATION RESTRICTION FOR 255 PRINCETON STREET

Town Manager Cohen presented the Conservation Restriction Covenant between the Town of Chelmsford and Alexan Chelmsford concerning 255 Princeton St. for its approval.

MOTION: by Vice Chair Wojtas to approve the conservation restriction covenant for Alexan Chelmsford at 255 Princeton St. as presented. Seconded by Board Member Hardy.

Motion carries 4-0, unanimous.

TOWN MANAGER REPORTS

Town Manager Cohen presented the following reports:

Massachusetts Office of Disabilities - \$65,000 Municipal ADA Improvement Grant Award

The Massachusetts Department of Disabilities has notified the Town of its municipal ADA improvement grant award in the amount of \$65,000.

MIIA Risk Management \$10,000 Grant Award

The MIIA has granted the Town a \$10,000 grant award for risk management.

Massachusetts Department of Fish and Game – January 13 Bid Deadline for Southwell Boat Ramp Reconstruction

The Massachusetts Department of Fish and Game has notified the Town of a January 13th bid deadline for the reconstruction of the Southwell boat ramp to be completed by the end of 2026.

Monthly Double Pole Report

Town Manager Cohen reviewed the double pole report submitted by National Grid as of December 1st. Discussion ensued on various aspects of the report.

TOWN MANAGER APPOINTMENTS

Board of Assessors – Gabriel Francisco – Unexpired Term ending 06/30/2027

MOTION: by Vice Chair Wojtas to approve the Town Manager’s appointment of Gabriel Francisco to the Board of Assessors as presented. Seconded by Board Member Hardy.

Motion carries 4-0, unanimous.

MEETING MINUTES

Select Board Regular Meeting Minutes – December 1, 2025

MOTION: by Vice Chair Wojtas to approve the December 1, 2025 meeting minutes as presented. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

Select Board, School Committee and Town Moderator Meeting Minutes – December 8, 2025

MOTION: by Vice Chair Wojtas to approve the joint meeting minutes for the Select Board, School Committee and Town Moderator meeting of December 8, 2025 as amended. Seconded by Board Member Hardy. **Motion carries 3-0, unanimous; Board Member Hardy did not vote, as he was not in attendance for that meeting.**

Triboard Meeting Minutes – December 8, 2025

MOTION: by Vice Chair Wojtas to approve the minutes from the joint meeting of the Select Board, School Committee and Finance Committee from December 8, 2025 as presented. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

Announcement of Determination of Releasability of Executive Session Minutes

Minutes for Release: August 18, 2025

Minutes Not for Release: July 21, 2025

SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS

Vice Chair Maloney

- School Building Committee met last Thursday evening; last Wednesday evening was the final visioning session and was well attended; grade four to six configuration for Parker Middle School was favored by those attending; finalizing design phase of the project; next meeting on January 15th.
- Capital Planning Committee completed its review of projects.
- Fire stations in construction design phase.

Board Member Wojtas

- Wished residents Happy Holidays.

Board Member Hardy

- He expressed gratitude for his first year as a member of the Select Board and looks forward to a fruitful 2026.

Clerk Cunningham

- Planning Board is preparing several warrants for spring town meeting.
- Chelmsford Mall property withdrew request for a drive-thru.
- Fire stations approval is to go ahead.
- Continue to hold meetings on 133 Princeton St.
- Solar panels are being installed on old landfill located at 152 Stedman St.
- Board of Health heard citizen concerns re old Best Western hotel.

ADJOURNMENT

MOTION: by Vice Chair Wojtas to adjourn at 7:10PM. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

Supporting documents:

- Public notice SB deadline citizen petitions – spring 2026
- In-home flu vaccine flyer
- Chelmsford memorial tree program PSA
- Dog license PSA
- 2026 Town census PSA
- Running for local office 2026 PSA
- Committee vacancies as of 2025-12-25
- Kit and Sam Corp SB packet
- 2026 licensee renewal data for Selet Board meeting 12-22
- Town of Chelmsford FY25 audit summary
- Town of Chelmsford FY25 report on controls and compliance
- Town of Chelmsford FY25 financial statements
- Chelmsford presentation 12.22.2025
- Conservation restriction final – TCR executed
- Alexan CR revised signature page
- FY26 municipal ADA improvement grant – Chelmsford contract – signed
- Grantstatement
- Legal notice to contractors, Merrimack River Chelmsford (12-10-2025)
- December 1 2025 double pole report
- Gabriel Francisco application
- 12-01-2025 SB minutes draft2
- 12-8-25 joint SB SC TM minutes draft2
- 12-08-2025 SB minute draft2