

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

Select Board Regular Meeting MINUTES
January 12, 2026

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:

109th Birthday Certificate Sylvia Contover

Vice Chair Wojtas presented the Birthday Certificate in recognition of the 109th birthday of Sylvia Contover to her son Dean.

100th Birthday Certificate Jean-Paul Dulac

Vice Chair Wojtas presented the Birthday Certificate in recognition of the 100th birthday celebration of Jean-Paul Dulac to his son.

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.

2026 Dog Licensing

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

2026 Annual Town Census

The 2026 annual town census was mailed to all households in January. Please return your census to keep active on the voting list, and 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 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

In accordance with Select Board Policies Section 1-2.B, speakers will be limited to no more than three (3) minutes. Speakers may not cede their time to others unless required as a reasonable accommodation because of a disability. Total time for General Public Input is limited to no more than thirty (30) minutes.

Brian Latina, precinct 9 Town meeting representative, appeared before the Board. Chair Maloney stated that his input is limited to three minutes. Mr. Latina acknowledged what he referred to as “censorship,” and added that limiting public input overall to thirty minutes is also censorship. He has been a town meeting representative for thirty years and complained that he received a \$1K increase in taxes this year, costing him “more than \$25/day to live in Chelmsford.”

He referred to his citizen petition for Town Meeting, which requires ten signatures. He noted that this is the first time that a citizen petition, including the signature, addresses and printed names were included in the Select Board meeting packet. This would normally require a request to the Town Clerk’s office. As he could not find a single case where this information was required, he considered it discriminatory for his petition and not equal treatment under the law. He asked that all citizen petitions be treated equally.

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.

Town Manager Cohen asked that the following agenda item be taken out of order.

SELECT BOARD’S ENDORSEMENT OF MASSACHUSETTS HOUSE OF REPRESENTATIVES BILL #4723: AN ACT DESIGNATING A CERTAIN BRIDGE IN THE TOWN OF CHELMSFORD AS THE FERREIRA BROTHERS BRIDGE

Chris Ferreira appeared before the Board, along with other Ferreira family members, in support of the House bill to name the Bridge 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.

Mr. Ferreira proudly shared photos of his relatives with the Board.

MOTION: by Vice Chair Wojtas to endorse House Bill #4723 which will name the bridge over Route 495 at Gorham Street the Ferreira Brothers Bridge and strongly urge our legislative delegation to vote in favor of that bill. Seconded by Board Member Hardy.

Motion carries 4-0, unanimous.

REPORTS AND PRESENTATIONS

Northern Middlesex Council of Governments (NMCOG) Executive Director Jenny Raitt and NMCOG Deputy Director Kelly Lynema – NMCOG Status Report

Northern Middlesex Council of Governments Executive Director Jenny Raitt and Deputy Director Kelly Lynema reviewed their PowerPoint presentation on the NMCOG Annual Report including the following highlights:

- About us.
- Local designees.
- Our work with the Town.
- Regional collaboration.
- What’s next.

Appreciation was expressed for the efforts of NMCOG to collaborate with the Town in advancing its projects.

Department of Public Works Director Christine Clancy – American Rescue Plan Act Project Status Report (ARPA)

Department of Public Works Director Christine Clancy reviewed her PowerPoint presentation on the ARPA status report update including the project summary of seventy-seven total projects, and the fourteen remaining unfinished projects.

SELECT BOARD’S ENDORSEMENT OF THE MASSACHUSETTS MUNICIPAL ASSOCIATION (MMA) 2026 ANNUAL BUSINESS MEETING PROPOSED RESOLUTION Proposed Resolution Supporting a Strengthened Fiscal Partnership Between Municipal and State Governments in Fiscal 2027 and Beyond

Town Manager Cohen reviewed the Massachusetts Municipal Association (MMA) 2026 annual business meeting proposed resolution to support a strengthened fiscal partnership between municipal and state governments in FY27 and beyond.

MOTION: by Vice Chair Wojtas to endorse the proposed resolution of MMA to support the fiscal partnership between municipal and state governments as presented. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

SIGN FIRST AMENDMENT TO GRANT OF EASEMENT FOR 260 OLD WESTFORD ROAD

Town Manager Cohen presented the amendment to grant an easement for 260 Old Westford Road for signature by the Board.

MOTION: by Vice Chair Wojtas to approve and sign the easement granted by the Town of Chelmsford to Massachusetts Electric Company to be located at Fire Engine #3 at 260 Old Westford Rd. in Chelmsford as presented. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

TOWN MANAGER BID AWARDS

South Row Elementary School Roof Replacement Project

MOTION: by Vice Chair Wojtas to approve the Town Manager’s bid award for the South Row Elementary roof replacement project to WPI Construction Inc. in the amount of \$2,027,878 as presented. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

South Row Elementary School Electrical Panelboard Replacement Project

MOTION: by Vice Chair Wojtas to approve the Town Manager’s bid award for the electrical panel board replacement at South Row Elementary School to Daigle Electrical Construction Corporation in the amount of \$68,686 as presented. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

TOWN MANAGER REPORTS

Town Manager Cohen presented the following reports:

Citizen Petition Warrant Article Submitted for the 2026 Spring Annual Town Meeting

Petitioner Brian Latina submitted the following warrant article: “To see if the Town will vote to overturn the adopted 2025 Fall Town Meeting Warrant Article 29 Zoning Bylaw Amendment Definition of Family, changing the definition of Family in Zoning Article X, Terminology, from the pre-existing

relationship-based definition of family to a zoning terminology-based definition of family and restore the pre-existing relationship based definition of family.” The zoning article will be advertised and hearings held by the Planning Board as required.

Fire Stations Construction Project Update

Town Manager Cohen reviewed the Owner Project Manager’s monthly project report for Chelmsford Fire Stations #3 and #5 projects.

Select Board and Town Manager’s FY26 Goals Status Report

Town Manager Cohen reviewed his PowerPoint presentation status report on the FY26 Select Board and Town Manager goals including the following highlights:

- Fiscal management and visibility.
 - Early notification of financial issues.
 - Fee structure evaluation.
 - Additional revenue options.
 - Operational savings options.
 - Collective bargaining.
- Sewer/stormwater drainage/water.
 - Sewer inflow and infiltration reductions.
 - Sewer reserve capacity.
 - Sewer capacity expansion options.
 - Water supply capacity expansion options.
 - Water district consolidation.
 - Sewer infrastructure maintenance.
- Infrastructure.
 - Roads/sidewalk construction and planning.
 - Underground utility phase 2 project in town center.
- Town government focus areas.
 - 54 Richardson Rd. PFAS remediation.
 - Warren-Pohl conservation restriction.
 - Koulas Farm conservation restriction.
 - Traffic – major issues.
 - Tree planting and invasive management.
 - Consolidated/regional services.
 - Business development updates.
- Board and committee initiatives.
 - MSBA – Parker Middle School project.
 - Fire stations construction.
 - Ledge Rd. commercial trucking.
 - Open space and recreation plan – accessibility.
 - Clean energy and sustainability.
 - ADU/housing.
 - Pet cemetery evaluation.
- Strategic plan implementation.
 - Community engagement.
 - High performing government.
 - Infrastructure.
 - Managing growth.
 - Quality of life.
- Process improvement.
 - Gap analysis.

- Reporting on projects and metrics.
- Policy updates.
 - Town Accountant hiring process/timeline.
 - Minutes policy.
 - Create committee manual.
- Volunteer appreciation.
 - Recognize municipal volunteerism.
 - Civic Academy.
- Charter update.
 - Language regarding committees.

Accessory Dwelling Unit Production for Calendar Year 2025

Town Manager Cohen reported that the Executive Office of Housing and Livable Communities requested information from cities and towns about the number of accessory dwelling units applied for and permitted in the first half of 2025. The template form provided is to be completed and submitted before January 16, 2026.

Monthly Double Pole Report

Town Manager Cohen reviewed the monthly double pole report submitted by National Grid.

TOWN MANAGER APPOINTMENTS

Holiday Decorating Committee Re-Appointments – one-year term – December 31, 2026

MOTION: by Vice Chair Wojtas to approve the Town Manager’s re-appointments of Eric Merrill and Deb Taverna to the Holiday Decorating Committee with terms ending December 31, 2026 as presented. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

MEETING MINUTES

Select Board Regular Meeting Minutes – December 22, 2025

MOTION: by Vice Chair Wojtas to approve the meeting minutes of December 22, 2025. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS

Board Member Wojtas

- Congratulations to Police Department Sgt. Nicholas Ziminsky who was promoted to Lieutenant and Patrolman Nicholas Thayer who was promoted to Sergeant.
- Congratulations to the new Executive Director of the Housing Authority – Kirk Fulton, who replaced David Hedison, a thirty-eight year veteran of the Housing Authority.
- Condolences to the family of Jean Callahan, a former member of the School Committee.

Board Member Hardy

- Congratulations to Jack Eichel and Chevonne Forgan, Chelmsford’s representatives to the Olympics teams.
- Tree damage only at the cemetery from recent storms.
- Meeting of the Parade Committee tomorrow evening – all are welcome.

Clerk Cunningham

- Thanks to Fred Brusseau for his service to the Age-Friendly Committee.
- Board of Health addressing regulations for septic systems and maintenance; may address the moratorium on remaining septic systems with the Board.
- Vinal Square Strategic Planning Committee meets tonight to address CBLT zoning off Princeton St.; informational meetings scheduled January 12 and 14 and February 28.

- Council on Aging meets at the Senior Center on Wednesday; openings on the committee.
- Planning Board scheduling public hearings in next few weeks on water treatment plant at 50 Orleans St.; meeting with NMCOG on January 22.
- Boy Scouts will come to next meeting to see how local government works.
- In recognition of Sylvia Contover's granddaughter, Melissa, in attendance tonight.

Vice Chair Maloney

- Project website on Parker Middle School has been set up and regularly updated; plan to review and finalize educational plan and grade configuration by end of January; School Building Committee meeting scheduled for this Wednesday to evaluate options.

ADJOURNMENT

MOTION: by Vice Chair Wojtas to adjourn at 7:32PM. Seconded by Board Member Hardy.
Motion carries 4-0, unanimous.

Respectfully submitted,

Christine Martin Barraford
 Recording Secretary

Supporting documents:

- Birthday 109 certificate - Sylvia Contover
- Birthday 100 certificate – Jean-Paul Dulac
- Chelmsford memorial tree program PSA
- Dog license PSA
- 2026 town census PSA
- Run for local office 2026
- Committee vacancies as of 2026-1-12
- 20260112 Chelmsford Select Board NMCOG annual report
- 1.12.26 ARPA update
- MMA 2026 business meeting proposed resolution
- H4723
- WR 31222439 AMD 260 Old Westford Rd. Chelmsford MA AMD first 2026
- Bidawardmemo 1.8.26
- 010626 WPI construction recommendation
- 251230 SR MSBA roof bid results tab
- 251205 bid results sheet SR electrical panel
- Citizen petition warrant article
- Chelmsford fire station 3 and 5 projects monthly report 5
- FY26 goals presentation – January 26
- ADU survey
- January 2026 double pole report
- January 2026 double pole report spreadsheet
- Holiday decorating committee
- 12-22-2025 SB minutes draft2