



Office of the Town Manager

50 Billerica Road
Chelmsford, MA 01824-2777

Paul E. Cohen
Town Manager

RECEIVED
2026 MAR 23 AM 11:18
TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK

March 23, 2026

Select Board
Town of Chelmsford
50 Billerica Road
Chelmsford, MA 01824

RE: Town Manager's Termination of Employment/Retirement

Dear Select Board Members,

In accordance with the provisions of the Employment Agreement Between the Town of Chelmsford and the Town Manager dated October 23, 2023, I am providing formal written notice of my voluntarily resignation as Town Manager, effective Monday, May 25, 2026. This date fulfills the sixty-day advance notice requirement outlined in Section II. *Termination and Severance Pay* of the Agreement.

I will be filing for Group 1 voluntary superannuation retirement benefits with the Middlesex County Retirement System. As I have approached the maximum level of creditable service towards my retirement benefit, I have carefully considered my options for post-retirement employment. I am close to finalizing a new professional opportunity. A transition around Memorial Day will provide an appropriate and mutually beneficial timeframe for both the Town and me.

I want to express my sincere appreciation for the support, collaboration, and trust you have extended to me throughout my tenure. It has been an honor and a privilege to serve as Chelmsford's Town Manager for the past 19½ years. Chelmsford is a remarkable community and is well positioned for continued progress and success.

I am committed to assisting the Select Board and the Town with a smooth transition to new leadership.

Sincerely,

Paul E. Cohen
Town Manager

cc: Town Clerk Patricia Dzuris
Town Counsel KP Law, P.C.