

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

Select Board Regular Meeting MINUTES
March 9, 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

ATEF Grant Applications Due by March 31

Evelyn Thoren, ATEF Chair, appeared before the Board and reported that applications for the Arts, Technology and Education Fund grants are due no later than March 31st.

Vice Chair Wojtas read the following announcements:

Nashoba Valley Technical High School Committee Applications Due by March 24

The Select Board and School Committee will meet on March 30th to appoint one representative to the Nashoba Valley Technical High School Committee for a three-year term ending March 31, 2029. Applications are available on the town website at www.chelmsfordma.gov and must be submitted to the Town Manager's office no later than 7:00PM on Tuesday, March 24th.

Volunteer Fair – March 28 – 1:00-4:00PM – Senior Center

The volunteer fair on March 28th from 1:00-4:00PM at the senior center is offered for residents to investigate volunteer opportunities. Long-time volunteers will be recognized for their contributions at 2:00PM with a reception to follow.

Annual Town Elections – April 7th

Annual town elections will be held on Tuesday, April 7th from 7:00AM-8:00PM at your polling location. Last day to register to vote in person or online with MA ID is Friday, March 27th at 5:00PM; application for a ballot by mail Tuesday, March 31st at 5:00PM; and last day and hour to vote absentee in person on Monday, April 6th at noon.

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.

There was no public input.

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.

REPORTS AND PRESENTATIONS

Weston & Sampson Engineers - Licensed Site Professional Paul McKinlay – PFAS Sampling Results at 54 Richardson Road and Proposed Upgrades to the PFAS Remediation System

Paul McKinlay and Linda Cook of Weston & Sampson appeared virtually before the Board with an update on 54 Richardson Road and proposed upgrades to the PFAS remediation system, including the following highlights:

- Site summary.
- Monitoring well results – update.
- Trends at MW-1 in source area.
- Source area removal.
- Remedial system upgrade.
- Proposed system expansion.
- Source evaluation.
- Background levels in MW-3.
- Trends at MW-3 upgradient.
- Trends at MW-104 in dog park.
- Profile transitions for source area wells.
- National primary drinking water regulation.
- Potential shift in EPA MCLs.
- Key takeaways.

Discussion ensued on various aspects of the report and the proposed plan for the continuing effectiveness of the pump and treat remedial system.

Department of Public Works Director Christine Clancy Snow and Ice Budget Expenditures

DPW Director Christine Clancy updated the Board on her report on the FY26 snow and ice budget deficit of \$373,161 to date and expected to increase. Discussion ensued on various aspects of the report including management of the high cost of salt and the five-year rolling average used for total snow and ice budgeting purposes.

Notice of Intent to Layout Proctor Road as a Public Way

Ms. Clancy reviewed her PowerPoint presentation on the notice of intent to layout Proctor Road as a public way. Discussion ensued on the taking of Proctor Road and the timing of the proposed paving. The recommendation will be sent to the Planning Board, and if approved returned to the Select Board followed by presentation at town meeting.

MOTION: by Vice Chair Wojtas that this Board vote its intention to layout Proctor Road as a public way for the land shown as Proctor Road on a draft plan entitled “Plan of Road in Middlesex County prepared for the Town of Chelmsford, Proctor Road, in the Town of Chelmsford, Massachusetts” dated February 20, 2026 prepared by Greenman-Pederson Inc. and forward the proposed layout as shown on the plan to the Planning Board for its comments and recommendations pursuant to M.G.L. Chapter 41 Section 811. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

2026 Construction Season Road and Sidewalk Improvement Plan

Ms. Clancy reviewed her PowerPoint presentation on the DPW paving and sidewalk master plan update, including the following highlights:

- Pavement management system overview.
- Summary of 2025 completed paving.
- 2026 paving plan.
- 2023 sidewalk master plan.
- Sidewalk master plan.
- Summary of 2025 completed sidewalk.
- 2026 sidewalk plan.
- Roadway reconstruction project updates.

Discussion ensued on various aspects of the report, including addressing any exposed manhole covers.

POLICY DISCUSSION AND UPDATES

Disposal of Surplus Property under \$10,000 Policy

Town Manager Cohen reviewed the first draft of the proposed policy for the disposal of surplus property under \$10,000.

Vice Chair Wojtas reviewed the proposed changes to the policies listed below. The Board was in agreement that, insofar as many rules and regulations are defined by Massachusetts General Law, that the policies be streamlined and need not duplicate the language of the law. Language with regard to Board practice, i.e. minutes, can be noted as such and not as a formal policy. The next draft of the policies will be presented for final approval.

Section 1-2.6 Contract Bid Review

Section 1.2-7 Agenda Procedures

Section 11 Open Meeting and Minutes Policies

Section 12 Boards, Committees and Commissions Onboarding and Liaison Procedures

earmark requests for the House of Representatives Proposed FY27

STATE OPERATING BUDGET

Town Manager Cohen presented the state legislative earmark history.

He also presented suggestions by DPW Director Christine Clancy and Fire Chief Ryan to be submitted as FY27 earmarks.

MOTION: by Vice Chair Wojtas to direct the Town Manager to submit the earmarks as presented. Seconded by Board Member Hardy. **Motion carries 4-0, unanimous.**

SELECT BOARD APRIL MEETING SCHEDULE

Town Manager Cohen reviewed changes to the April Board meeting schedule following the annual town election:

Reorganization meeting – April 9th; regular meetings April 13 and April 21st.

TOWN MANAGER REPORTS

Police Department Body Worn Camera Grant Award

Town Manager Cohen reported that the Police Department had received an award of \$122,769 for body-worn cameras. Discussion ensued on planning for regular replacement of equipment within the five-year capital plan.

Fire Station Construction Project Bid Issuance

Fire Chief Ryan reviewed the project bidding issuance for the fire stations construction,

Ambulance Contract Extension

Town Manager Cohen reported that a one-year extension had been granted to PrideStar Trinity EMS for a 5% increase, bringing the contract amount to \$131,308.

Chelmsford Rodenticide Home Rule Petition (H.4972) Hearing Date – March 4 – 10:00AM

Town Manager Cohen reported that a public hearing was held on March 4th on the Rodenticide Home Rule Petition (H.4972). Online testimony may still be submitted by Wednesday, March 15th at 10:00AM before the petition goes through the legislative process.

Monthly Double Pole Report

Town Manager Cohen reviewed the double pole report as of March 1st.

APPOINTMENTS

Select Board

Agricultural Commission – Caroline Parlee – unexpired three-year term ending 6/30/2027

Diversity, Equity and Inclusion Committee – Tina Maria Kempner – three-year term ending 6/30/2028

Diversity, Equity and Inclusion Committee – Sophy Theam – unexpired three-year term ending 6/30/2026

MOTION: by Vice Chair Wojtas to approve the candidates for Agricultural Commission and the Diversity, Equity and Inclusion Committee as presented. Seconded by Board Member Hardy.
Motion carries 4-0, unanimous.

Town Manager

Historical Commission – Nancy Araway – three-year term ending 6/30/2028

MOTION: by Vice Chair Wojtas to approve the Town Manager's appointment of Nancy Araway to the Historical Commission as presented. Seconded by Board Member Hardy.
Motion carries 4-0, unanimous.

MEETING MINUTES

Select Board Regular Meeting Minutes – February 26, 2026

MOTION: by Vice Chair Wojtas to approve the meeting minutes for February 26, 2026, as presented. Seconded by Board Member Hardy. **Motion carries 3-0 with Chair Maloney abstaining.**

SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS

Vice Chair Wojtas

- Condolences to the family of retired firefighter, Arthur Andersen.
- Congratulations to Police Officer Christopher Chipchak promoted to Sergeant.

Board Member Hardy

- Karl Bischoff has stepped down as Chair of the Conservation Commission.
- The public's patience is requested due to challenging ground conditions at the cemeteries, caused by bad weather.
- Parade Committee meets tomorrow evening; new members are welcome.
- Congratulations to David Hedison on being chosen as Parade Marshall.
- Sponsorship and banners are available for the 250th celebration.

- Prize money is offered this year for parade floats; for more information visit website at chelmsfordparade.org.

Clerk Cunningham

- He is working on Select Board policy on values to be taken up at a subsequent meeting.
- Reminder to please vote!
Congratulations to the Chelmsford High Theatre Guild and to the many awardees; Chelmsford is moving on to the finals.

Chair Maloney

- The next meeting of the School Building Committee for the Parker Middle School is a week from Thursday. He encouraged all residents to participate and support the process for this very important project.

ADJOURNMENT

MOTION: by Vice Chair Wojtas to adjourn at 8:31PM. Seconded by Board Member Hardy.
Motion carries 4-0, unanimous.

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

Supporting documents:

- NVTHS ad for committee applications
- Volunteer fair
- Town elections 2026
- Committee vacancies as of 2026-3-9
- Chelmsford 54 Richardson Rd. update 2.23.26
- 3.3.26 FY2026 snow and ice information
- 3.5.26 Proctor Road acceptance
- Proctor Road acceptance – Town of Chelmsford – draft 2026-02-20
- 3.9.26 paving and sidewalk program update
- Draft policy for disposal of surplus property under 10K
- SB policy section 1.2.6 -contract-bid review draft updates
- SB policy section 1.2.7 – agenda procedures draft updates
- SB policy section 11 open meeting and minutes policies draft updates
- SB policy section 12 boards committees and commissions onboarding and liaison updates
- Earmark history and FY27 suggestions (Feb 26)
- DPW earmark request suggestions
- Funding requests proposals 12Feb2026
- FY26 BWC recipients
- SPR central register general contract submit confirmation
- Ambulance contract extension PrideStar Trinity EMS March 2026
- H.4972 public hearing
- March 2026 double pole report
- March 1 2026 double pole report spreadsheet
- Agricultural commission – Caroline Parlee
- DEIC – Kempner
- DEIC – Theam
- Historical commission – Nancy Araway
- 02-26026 SB minutes draft 1