

Town of Chelmsford  
Capital Planning Committee  
50 Billerica Rd., Room 204  
Chelmsford, MA  
Meeting Minutes: November 13, 2025

**Present:** John Sousa, Chairman/ Finance Director  
David Braslau, Library Trustee  
Dennis King, School Committee  
Darlene Lussier, Town Accountant

**Not Present:** Cynthia Goodland, Finance Committee  
Joseph Tierney, Citizen Representative

**Others Present:** Paul Cohen, Town Manager  
Patrick Maloney, Select Board Liaison  
Bartlomiej Wisla  
David Boyle, Cemetery Superintendent  
Gary Ryan, Fire Chief  
Lesley Kimball, Library Director  
Christine Clancy, DPW Director

Please note that all documents referenced in these minutes are on file at the Town Treasurer's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was televised by Chelmsford Telemedia.

**Call to Order**

Mr. Sousa called the meeting to order at 6:01PM.

Committee members were introduced, and the Committee's mission was explained.

**Reports/ Hearings**

**Cemetery**

David Boyle, Superintendent of Cemeteries, explained his request for the replacement of a 2008 John Deere backhoe. The work the unit is used for was described. A new unit will cost about \$159,000, and there will be an adjustment made for the trade-in value of the old unit. The Cemetery Department will pay 50% of the cost to be reimbursed to the Town over a five-year period.

**Fire**

Chief Gary Ryan explained the Fire Department requests include the replacement of two staff vehicles, a 2013 Ford Fusion and a 2017 Ford Explorer. The Fusion has mechanical issues, needs a new electric/hybrid battery, and has extensive corrosion. The Explorer was repaired after an accident last year, but is still experiencing mechanical issues & noises. The Explorer could be transferred to the Building Department; they will try to repair it before the transfer. The Fusion would be auctioned on Municibid. The lead times for obtaining and equipping the new vehicles is about one year, sometimes longer.

## **Public Works**

Public Works Director Christine Clancy explained her department has multiple requests across many departments under her management. Some of these requests are annual requests, used to supplement funding from other sources.

Their annual sidewalk program request will cover sidewalk work as well as replacement of approximately 50 ADA sidewalk ramps. This work will be coordinated with their Roadway Paving program which is also an ongoing project where 8-10 miles of roadway are replaced every year. Funding under the Capital plan supplements Chapter 90 funding, as well as some funding approved at Town Meeting from the Free Cash account.

Vehicle requests include replacement of a 2007 sander with a dump body which has a deteriorated frame & body. Lead time can be up to 18 months or longer. A second vehicle up for replacement is a 2010 10-wheel heavy duty truck with sander and dump body that is also deteriorating. There is a 2009 sidewalk clearing machine that is ready for replacement; these machines are frequently damaged by rocks and debris in the snow. Another vehicle ready for replacement is a 2010 6-wheel rack body truck that may not pass another safety inspection because of frame deterioration. This particular vehicle is used year round for both plowing and construction projects. A 2012 Colorado pickup used by the Engineering Department for routine work and plowing may not pass inspection, and was deferred from last year. All of the old vehicles will be auctioned off on Municibid. The proposed replacement costs on the vehicles include allowances for needed additional equipment.

The Main St. Roadway and Traffic Calming Improvements Project will be a three phase project that they hope to start in Fall 2026. An evaluation of Main St. was completed, as there is a history of vehicular and pedestrian accidents on the street, as well as speeding concerns. Work will include roadway repaving and sidewalk installation. They are in the planning process of the project, which will include public input sessions, potential easements, and they are developing a construction sequence. Cost estimates will also be finalized.

Another project is Phase Two of a proposal to build a pedestrian bridge and other related sidewalk improvements on Turnpike Rd., in the area near Warren Ave, Industrial Ave, and Billerica Rd. Phase One was paid for by a \$500,000 grant. This phase will cost about \$1 million, and includes permitting and construction costs. Work has been delayed because of flood mitigation requirements that are being negotiated with DEP. National Grid will not allow flood mitigation in their easements.

There is a request to fund the replacement of the walkway and complete ADA improvements all around the Town Common. They have been patching the existing walkway for years, and it is no longer ADA compliant.

A request for the Facilities Department is to replace a 2010 Utility Van used daily by the Town Plumber. The existing van is rotted out, and has needed many other repairs. The replacement vehicle would be a gas powered vehicle, as there are no adequate electric or hybrid options available at this time.

## **Municipal Facilities**

This request is for the full renovation of the restrooms on the top floor of Town Offices. The existing rooms are about 40 years old, and are not ADA compliant.

Another request is for additional funding needed to replace the elevators in the Town Offices. There are additional expenses related to Stretch Code requirements for ventilation and cooling equipment for the elevator, as well as electrical infrastructure needed to allow all the equipment to function.

There is a request to replace the asphalt roof of the Adams Library. Existing solar panels would be replaced as well. The current roof is about 24 years old, and is reaching the end of its normal life. Roofs are assessed annually, and there are visible defects in the roof now. The new roof will be a 30-year roof. There is no work proposed to the dome area, or the slate roof area. The energy stretch code will be met. They will be in the design process soon.

It was noted that many roofs on municipal buildings will be ready for replacement over the next few years.

There is another project for the HVAC replacement at the Adams Library which has been discussed in prior years. Design has been mostly completed. The actual work will cost \$1.8 million. All equipment including the heating system and all the ductwork and mechanical room will be replaced as it is over 26 years old. Equipment access will also be improved.

Past work and improvements at the McKay Library were described and listed. The request is to improve ADA accessibility in the rear of the building. There would be a new ramp, door and related work to the rear of the building where there is wood rot. Design work is happening now. Leslie Kimball noted that there are many more people using this library in the past year. The Library Trustees may be able to offer a little funding, and can pursue grants if available. Mr. Maloney asked if having an ADA ramp in the back of the building was ADA compliant. Mrs. Clancy explained that this location is the closest to the parking lot. She will discuss this further with the Building Department, as putting a ramp in the front of this historic building would significantly alter it, which could create other challenges.

There was a roof request for a building near the police department which can be deferred this year, as the roof has a life expectancy of 1-3 years.

There is a request for HVAC improvements at the Police station. This would be considered Phase One work. All existing equipment is original to the building. An assessment report is available, and all of the equipment including piping needs to be replaced. Design work will continue, and more funding will be needed.

**Discussion/ Questions:**

The budget goal for this year's Capital Plan is \$6 million.  
Recaptured funds are being determined

**Presentation of Minutes:**

**November 14, 2024**

These Minutes were previously approved.

**November 21, 2024**

**December 5, 2024**

No vote will be taken on these Minutes due to the lack of a quorum of attending members, and new members who cannot vote. Attending members did not see any concerns with the Minutes as presented. The Minutes will be posted as presented.

**Public Comments:**

No one came forward at this time.

The next Committee meeting will be November 19, 2025, due to conflicts with other public meetings. Start time will be 6:00PM. Project Priority Lists will be provided from the Public Works Department and the School Department.

**Adjournment:**

**Next Meeting Date: November 19, 2025**

**Motion:** by Mr. Maloney to adjourn the meeting at 7:07PM. Seconded by Mr. Braslau. **Motion carries, unanimous, 4-0.**

Respectfully Submitted,  
Vivian W. Merrill,  
Recording Secretary

List of Reference Documents:

- Supporting documents for the Capital Improvement Request Budget.
- Project Detail Sheets
- Draft Minutes