

Town of Chelmsford
Capital Planning Committee
50 Billerica Rd., Room 204
Chelmsford, MA
Meeting Minutes: November 19, 2025

Present: John Sousa, Chairman/ Finance Director
David Braslau, Library Trustee
Cynthia Goodland, Finance Committee
Dennis King, School Committee
Darlene Lussier, Town Accountant
Bartlomiej Wisla, Citizen Representative

Not Present: Joseph Tierney, Citizen Representative

Others Present: Paul Cohen, Town Manager
Christine Clancy, Public Works Director
Dr. Jay Lang, Superintendent of Schools
Patrick Maloney, Select Board Liaison

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

Reports/ Hearings:

School Facilities

Dr. Lang and DPW Director Christine Clancy explained the following requests:

The first request is a roof study project for several public schools. In the next several years there will be many roof projects coming up. Current projects were summarized.

The study will determine what the scope of work for the remaining section of the McCarthy Middle School, the Harrington Elementary School, and the Chelmsford High School roofs will be. Some funding is being carried for these projects. Work could be phased or some areas could be repaired. The study will be about \$100,000. The request includes test cuts and detailed analysis. All of the roofs have solar panels which could be replaced.

The next request is for building safety and security at Byam and South Row Elementary Schools for the placement of the clock, intercom and public announcement systems. The new systems would be integrated systems. Work would be phased for all the schools over the next 3-4 years. This is a \$250,000 request.

The new system ties in with the existing emergency communication system. The emergency communication system has already been installed at the Harrington school.

The next request is to install an upgraded building intrusion system to include the fire panel system. This work would also be phased until all schools are done. This year's request is for the Harrington and Byam Elementary Schools, for an amount of \$400,000.

Another project is for the Byam School parking lot rehabilitation and associated ADA improvements. An evaluation has been done. Pavement is degrading and unraveling, and the sub-base also needs replacing. Sloped granite curbing is damaged and will be replaced. There would be more crosswalks and improved accessibility. This request includes all of the area around the school. The new lot is fine-there will be no work there. Design work will be done in-house. Work is anticipated to be done next summer. Sidewalks are not included in this proposal.

There is a request for the replacement of the kitchen floor in preparation area and dining area of the Harrington elementary School. The floor needs to be code compliant per their annual inspections. The new floor needs to be a non-slip floor, like an epoxy floor.

Another project is to add a bi-directional antenna system at the McCarthy Middle School, as there are dead zones in the building. This work would improve radio connectivity for staff and police. Other schools have already been done. The new antenna would tie into their network system.

There is a request for \$30,000 to study renovation to the CHS locker rooms. A designer would be hired to do renderings and cost estimates.

Mr. Sousa will look into whether the Town can borrow for a design project.

There is a project to repair or replace a portion of the roof at the High School over the cafeteria and kitchen which has a leak history. The request is for design and construction in an area of 16,000 sf. Solar panels will be reviewed for replacement or reinstallation. There are some defects in the existing roof. The project cost is estimated at \$1.1 million. This is a separate request from the prior study for the CHS roof. This section is actively leaking. The roof is 19 years old, and doesn't qualify for the MSBA programs, as they require roofs to be 25-30 years old. There is not much cost data available. As roofs are being planned, the data will improve. The study will look at phasing.

The final request is for a switchgear replacement program, and panel board replacements for the South Row elementary School and the high school. Additional funding is required beyond the ARPA funding already received. All of the schools need this work; many of the panels are original to the building. If the panels fail, they cannot open the school. McCarthy has been completed. The systems are obsolete and it is very hard to find parts. This will be an annual request until the work is complete at all of the schools. Mr. Maloney asked if future electric demands would require upgrades to the systems. It is a possibility. The work is based on the current load, not future demands.

Discussion/ Questions:

Recaptured Funds Project Funding Worksheets

Town Accountant Darlene Lussier prepared a report for the Committee's review. The total is about \$149,000 in recaptured funds. The projects that generated the recapturing were listed.

Bond premiums of \$10,000 were reserved and can be used for current projects.

Mrs. Clancy was thanked for her help with the reconciliation of the projects.

The Committee was advised that the target budget goal for the entire Capital plan could be \$6.2 million.

Mr. Sousa explained how the worksheets can be completed. Everyone's responses will be compiled, and the budget will be narrowed down.

The next meeting will be on December 4, 2025 at the School Administrative Building due to a scheduling conflict. The meeting will begin at 6:00PM

Review & Acceptance of Minutes: November 13, 2025

Minutes will be voted on at the next meeting.

Public Comments:

No one from the Public was present at this time.

Mr. King provided some guidance for the new members on working through the worksheet via priority rankings.

Adjournment:

Motion: by Mr. King to adjourn the meeting at 6:42PM. Seconded by Ms. Goodland. **Motion carries, unanimous, 6-0.**

Respectfully Submitted,
Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

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