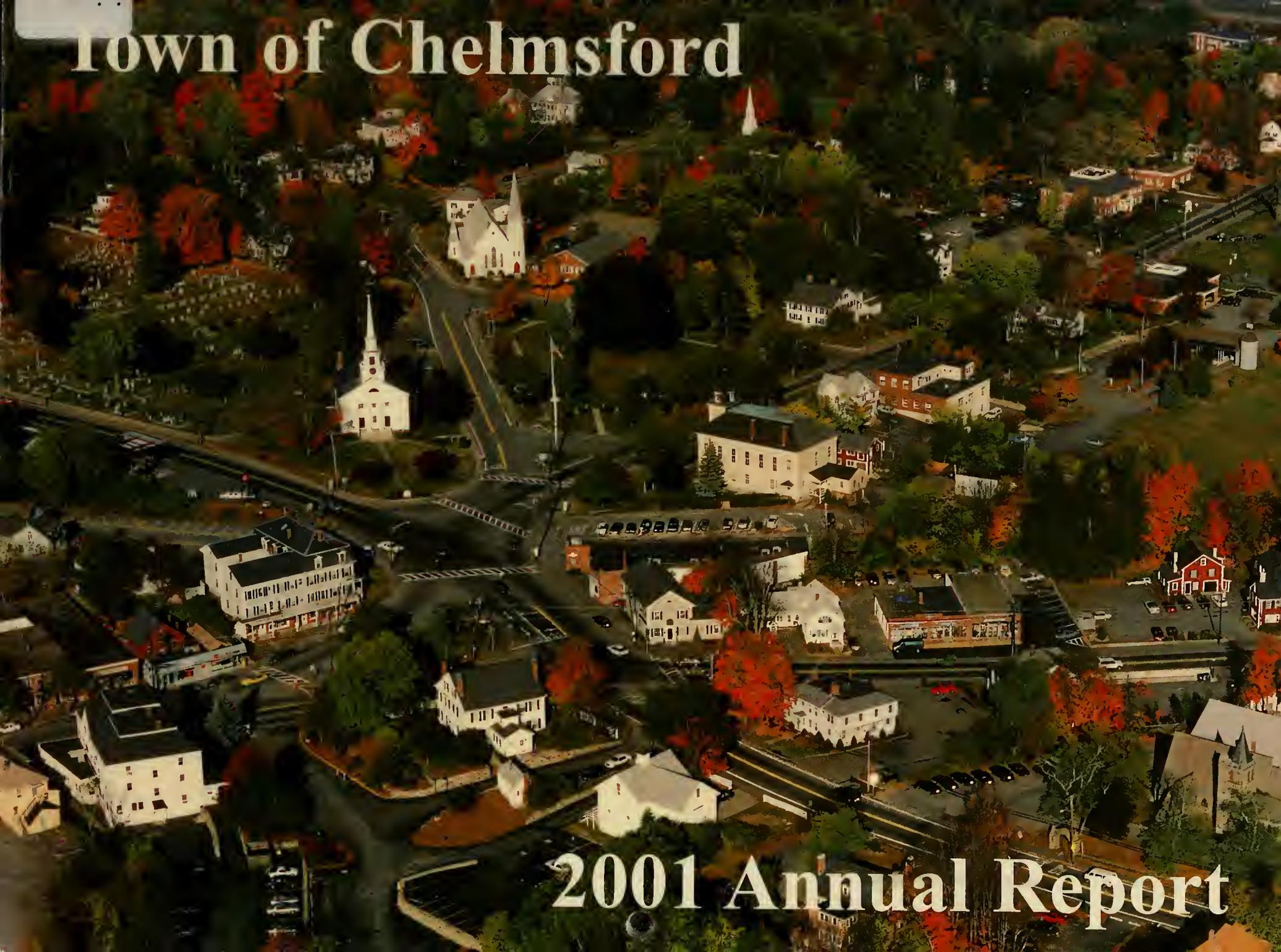


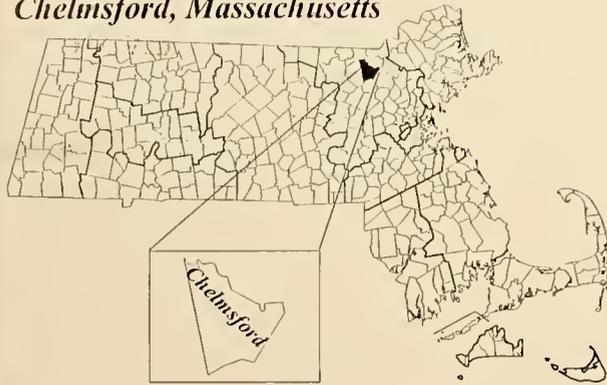
# Town of Chelmsford

An aerial photograph of the town of Chelmsford, Vermont, showcasing a variety of architectural styles and a mix of green and autumn-colored trees. The town is centered around a main road intersection. Notable features include a large white church with a tall steeple, several multi-story buildings, and a parking lot filled with cars. The overall scene is a vibrant depiction of a small-town community.

2001 Annual Report

# Community Profile

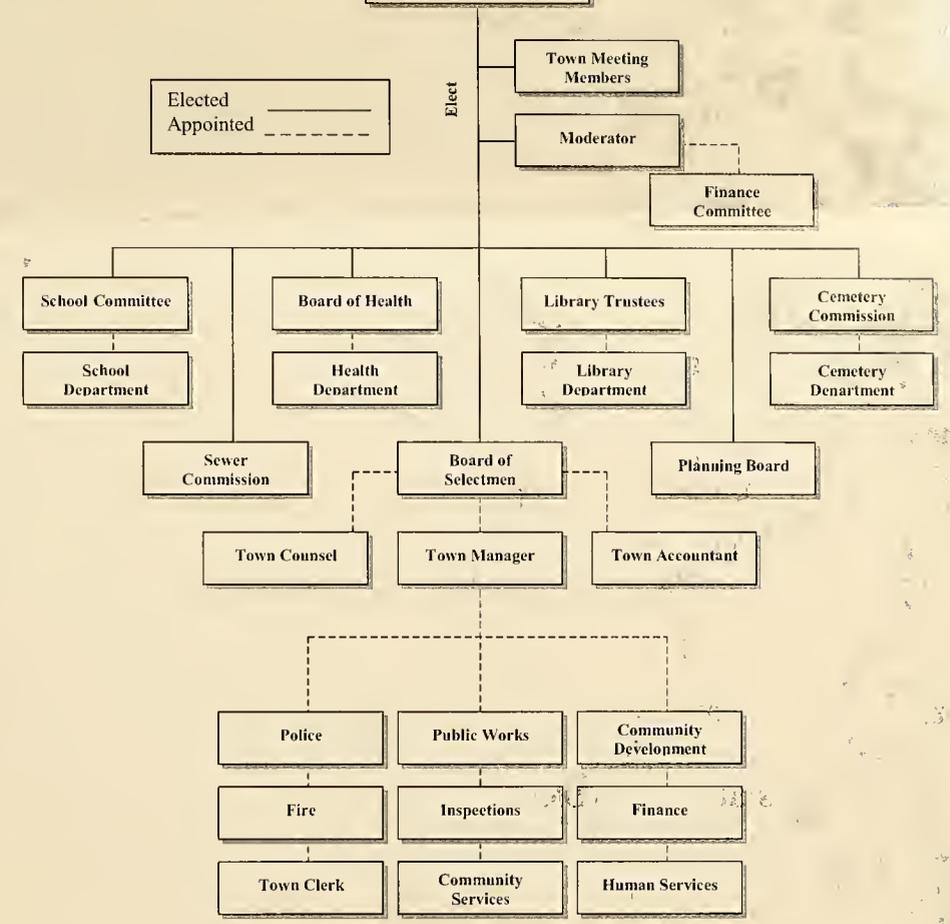
## Chelmsford, Massachusetts



### QUICK FACTS

Incorporated	May, 1655
Type of Government	Board of Selectmen; Town Manager; Representative Town Meeting
County	Middlesex
Land Area	22.54 Square Miles
Public Road Miles 2001	186.99
Population 2000 Census	33,858
Median Family Income	\$82,676
Tax Rate FY2001	\$15.76 (Residential & Commercial)
Median Home Value FY2001	\$209,800
Median Tax Bill FY2001	\$3,306
Operating Budget FY2001	\$75,021,444
Web Site	<a href="http://www.townhall.chelmsford.ma.us">www.townhall.chelmsford.ma.us</a>

### CITIZENS OF CHELMSFORD



### MEETING SCHEDULE

Annual Town Election	First Tuesday in April	9 Precincts
Annual Town Meeting	Last Monday in April	Senior Center
Annual Town Meeting	Third Monday in October	Senior Center
Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

*For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>*

MCD

25 -  
Hist  
will  
974  
44  
ANN  
200



# Table of Contents

Chelmsford Public Library  
25 Boston Road  
Chelmsford, MA 01824

Cover Photo Chelmsford Center Courtesy of Raymond Rigney  
Prints available 978-251-9393 or email rcrigney@attbi.com

## MUNICIPAL ADMINISTRATION

Board of Selectmen	1
Town Manager's Office	2
Finance Office	3
Town Clerk & Registrars	7

## PLANNING & DEVELOPMENT

(Community Development)	
Planning Board	9
Board of Appeals	9
Conservation Commission	11
Historic District Commission	11

## PUBLIC EDUCATION

Chelmsford Public Schools	13
NASHOBA Valley Tech	16

## PUBLIC SAFETY

Police Department	17
Fire Department	19
Building Department	21

## PUBLIC WORKS

Public Works Department	23
Sewer Commission	25
Recycling Committee	27
Cemetery Commission	27

## COMMUNITY SERVICES

Council on Aging / Senior Center	29
Veteran Services	31
Housing Authority	33
Library	35
Board of Health	36
Recreation	38

## BOARDS & COMMITTEES

Arts & Technology Education Fund (ATEF)	39
Celebrations Committee	39
Commission on Disabilities	39
Cultural Council	40

Historical Commission	40
Holiday Decorating Committee	41
Finance Committee	41

## TOWN MEETING SUMMARIES

Special Town Meeting February 26, 2001	42
Annual Spring Town Meeting April 30, 2001	43
Special Town Meeting (within Annual) April 30, 2001	43
Annual Fall Town Meeting October 15, 2001	45

## TOWN MEETING ELECTED

REPRESENTAIVES	47
----------------	----

APPOINTED TOWN OFFICIALS	49
--------------------------	----

ELECTED TOWN OFFICIALS	52
------------------------	----

PHONE DIRECTORY (BACK COVER)	
------------------------------	--



# Board of Selectmen

---

*Thomas E. Moran, Chairman*

Dear Chelmsford Residents:

It is with great pleasure that we introduce you to our new Annual Report that displays and highlights the Town's accomplishments and activities in 2001. I trust you will find the report both informative and useful.

The 2001 year was a busy one, filled with daily activities and long-term planning efforts intended to help ensure the future education, safety and quality of life for Chelmsford residents. During 2001 the Board focused its efforts on four primary areas of long-term importance:

1. Transportation efforts aimed at reducing traffic congestion on the Town's roadways through enforcement of traffic control laws; infrastructure improvements such as intersection re-design and signalization; modification to traffic patterns and controls; and participation in regional planning efforts such as the Freeman Bike-path, Route 3 expansion and the proposed Lowell to Nashua commuter rail.

2. Continued improvements to Central Square by redesigning the five-way intersection, installing traffic signals, and making other beautification efforts including suppression of the utilities.

3. Facility improvements including the ongoing Police Station construction project, the study of the DPW's Highway Division space needs and the ongoing plans for our secondary school buildings.

4. And lastly, the primary focus of the Board has been fiscal planning efforts aimed at maintaining the Town's fiscal integrity in the tough economic times ahead.

Looking forward, these four areas are likely to dominate much of our focus over the coming year as well. As you view the many accomplishments, recognitions, and awards summarized in the 2001 Annual Report, I hope it becomes evident that the Board of Selectmen continues to look to the future to

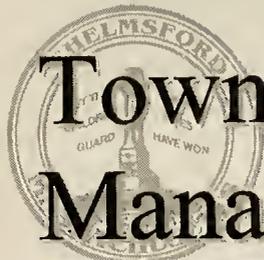
ensure that Chelmsford's town government never loses sight of its mission, values, and responsibilities.

In closing, I would like to express my sincere appreciation to the other members of the Board of Selectmen for their continued dedication and hard work. I also wish to thank the Town Manager, his staff and all the dedicated Town employees for the excellent work they do serving the residents of our community. And finally, I would be remiss if I did not extend my sincere thanks to all the residents who were so willing to give their time and talents to so many activities in the Town throughout the past year.

Please accept my best wishes for a successful and prosperous year ahead.

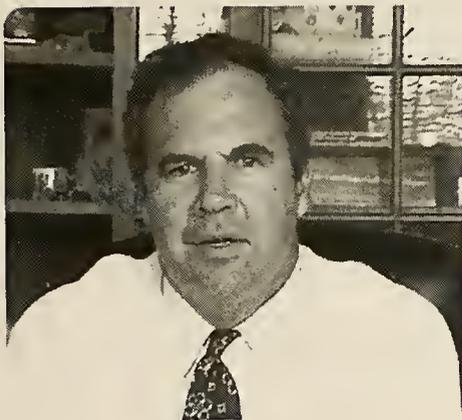


*Left to Right: Philip Eliopoulos; Michael McCall, Vice-Chairman, Thomas Moran, Chairman, William Dalton, Clerk; Stuart Weisfeldt*



# Town Manager

*Bernard F. Lynch, Town Manager*



The year that ended on December 31, 2001 was marked by the tragedy of the terrorist attacks of September 11<sup>th</sup> and climate of apprehension and concern of what may lie ahead in 2002 and beyond. Clearly, the world seems to be vastly different as the nation finds itself fighting the uncertain enemy of terrorism that can strike almost anywhere at any time. As a result of the events of September 11<sup>th</sup> there appears to be greater support and awareness of the importance of all levels of government, especially the local level, which directly touches lives on a daily basis, whether it be on the municipally maintained roads, the police and firefighters, in the schools, libraries, parks or senior center.

The events of September also exacerbated the condition of an already weakened national economy which had by that time turned downward after an unprecedented period of prosperity. These conditions hang over us as we move into a new calendar year and prepare for new fiscal years. Fortunately, Chelmsford remains fiscally strong having set aside nearly \$8 million in reserves during the prosperous 1990's in order to manage the debt of important capital projects during down times so as to minimize the impact on local services. It is expected that this negative economic period will extend into 2005 with little new local revenues and the potential of cuts in State-provided local aid. We will need to wrestle with difficult choices and decisions during this period.

The twelve months of 2001 did produce some notable events and achievements in the Town. Finally, construction of the new Police facility began in the Fall after several efforts to reduce the cost through design modifications and re-bidding. The integrity of the facility remained intact throughout this period as cost savings were sought in the means of construction. In the end the building is expected to work better in its current design but the cost ultimately remained the same as when initially bid. The project should be completed by late 2002.

After more than two years of work by the School Building Needs Committee, a program was put forward to work towards a building project for the middle schools and the high school. The elementary school buildings would be addressed through the normal capital budget. As a result of these decisions a Secondary School Building Committee was established by Town Meeting in the Spring, with members appointed in June. Town Meeting also approved the expenditure of \$750,000 to begin architectural and design work for these schools. It is expected that the committee will complete its work for either June of 2002 or for the Fall Town Meeting and November ballot.

The Central Square and Freeman Bikepath were advertised by the State in October in order to lock-in funds for these long awaited projects. Both projects should begin in mid to late 2002. The Route 3 reconstruction is progressing rapidly, with major related work at Drum Hill, Chelmsford Street, Route 129 and Route 495 expected to begin in 2002.

The Town is having ongoing discussions with the State and neighboring communities toward locating a train station in North Chelmsford to serve the proposed Lowell to Nashua line. We are also continuing to work with the Massachusetts Highway Department on traffic signals for North Road.

We are also in the process of investigating ways to reduce the overall operational costs of Town government. To this end we hope to present a plan in 2002 for reducing health insurance expenditures and possibly a State approved early retirement incentive program that will aid the reduction of personnel headcount in this difficult financial climate. Efforts such as these become more important as revenues become more constricted.

As always, I want to thank the members of the Board of Selectmen for their direction and support during 2001 including William Dalton, Philip Eliopoulos, Michael McCall, Thomas Moran and Stuart Weisfeldt. I also want to recognize and thank the Department Managers and Town employees for their continued dedication and efforts. In particular, I want to thank the staff of the Executive Office, which includes John Coderre, Janet Murphy, Marian Currier and Jeanne Parziale.

It has been a difficult year, and further challenges in 2002 and beyond can be expected. Throughout it all, I remain appreciative of the opportunity to work on your behalf as Town Manager. I remain committed to sustaining the direction in which we are heading to make Chelmsford an even better community.



# Finance Department

**Charles F. Mansfield**  
*Finance Director/Treasurer/Tax Collector*

The Finance Department is responsible for preparing financial information needed in reaching essential management decisions in formulating fiscal policy, planning all financial functions in an efficient manner, and building confidence in the Town's financial management by providing the public with the necessary information to assure accuracy and accountability. The Finance Department has four divisions: Treasury/Collecting, Management Information Systems (MIS), Assessing, and Accounting.

**Treasury/Collecting Division**

Aided by an improved economy and conservative budgeting practices, the Town's financial position once again improved significantly in Fiscal Year 2001. On a budgetary basis the Actual Fiscal Year 2001 operating budget totaled \$75.02 million, which was approximately a 7.19% increase over Fiscal Year 2001 actual expenditures. As indicated by the pie graph on the opposite page, Public Education represented the largest portion of the operating budget, followed by Public Safety and service on Debt & Interest.

In terms of income, the Town's revenues are divided into four main categories: property taxes, state aid, available funds and miscellaneous receipts. During Fiscal Year 2001 total revenue increased from \$71.49 million in Fiscal Year 2000 to approximately \$76.49

million. Property taxes continue to be the single largest revenue source for the Town and historically provide approximately 64% of total operating revenues. Collection rates remained high at 99.8% in Fiscal Year 2001

At year-end, the Town realized certified Free Cash in the amount of \$1,969,661 or 2.61% of the Fiscal Year 2001 adopted operating budget. Commonly referred to as "budget surplus," Free Cash is primarily the remaining funds from the operations of the previous fiscal year derived from revenues in excess of budgeted estimates and unspent amounts in budget line-items. Fiscal Year 2001 Free Cash is well within the consistent 3% to 5% levels considered prudent by the State Department of Revenue as well as Municipal Credit Rating Agencies.

**Where the FY01 Money Came From**



**YEAR-END ACTUALS—BUDGETARY BASIS**

	FY99 ACTUAL	FY2000 ACTUAL	FY2001 ACTUAL	Increase (Decrease)	% Change
<b>REVENUES</b>					
Local Taxes	\$43,295,628	\$45,652,617	\$48,132,949	\$2,480,332	5.43%
State Aid	\$12,329,446	\$13,713,210	\$15,632,292	\$1,919,082	13.99%
Available Funds	\$5,501,315	\$5,306,697	\$5,807,736	\$501,039	9.44%
Local Receipts	\$6,107,560	\$6,824,806	\$6,917,041	\$92,235	1.35%
<b>TOTAL</b>	<b>\$67,233,949</b>	<b>\$71,497,330</b>	<b>\$76,490,018</b>	<b>\$4,992,688</b>	<b>6.98%</b>



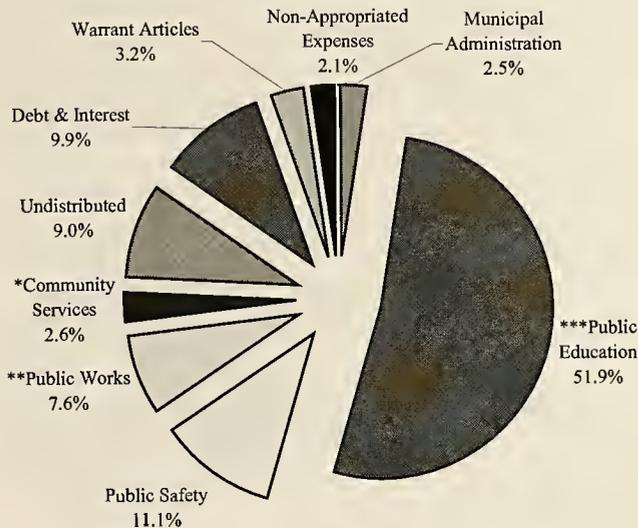
# Finance Department

During Fiscal Year 2001 Town Meeting voted to transfer \$1 million in Free Cash to the Stabilization Fund. The balance of the Stabilization Fund at fiscal year-end on June 30, 2001 was approximately \$7.6 million. These strong financial reserves ensure that the Town has adequate funds to address emergency needs and continue to aid in the maintenance of our favorable Moody's credit rating of Aa3.

Overall, the Town has continued to improve its long-term financial position through the preparation and adherence to five-year fiscal forecasts and strategic

	FY99 ACTUAL	FY2000 ACTUAL	FY2001 ACTUAL	Increase (Decrease)	% Change
<b>EXPENDITURES</b>					
Municipal Administration	\$1,746,116	\$1,793,617	\$1,886,646	\$93,029	5.19%
Chelmsford Schools	\$32,789,703	\$35,468,336	\$38,208,850	\$2,740,514	7.73%
Nashoba Tech	\$762,342	\$825,326	\$754,737	(\$70,589)	-8.55%
Public Safety	\$7,431,509	\$7,928,750	\$8,292,785	\$364,035	4.59%
Dept. of Public Works	\$4,775,802	\$4,790,325	\$5,459,068	\$668,743	13.96%
Sewer Commission	\$18,547	\$17,267	\$16,516	(\$751)	-4.35%
Cemetery Commission	\$240,165	\$247,441	\$250,461	\$3,020	1.22%
Community Services	\$609,917	\$656,522	\$673,603	\$17,081	2.60%
Library	\$972,345	\$1,126,946	\$1,266,943	\$139,997	12.42%
Undistributed	\$5,475,968	\$6,527,828	\$6,771,511	\$243,683	3.73%
Debt and Interest	\$6,325,985	\$5,950,479	\$7,401,122	\$1,450,643	24.38%
Warrant Articles	\$2,037,393	\$2,843,486	\$2,434,961	(\$408,525)	-14.37%
Non-Approp. Expenses	\$1,984,397	\$1,811,722	\$1,604,242	(\$207,480)	-11.45%
<b>TOTAL</b>	<b>\$65,170,189</b>	<b>\$69,988,047</b>	<b>\$75,021,444</b>	<b>\$5,033,397</b>	<b>7.19%</b>

## Where the FY01 Money Went



planning that address operating costs, debt, facility needs, and financial reserves. For more detailed information on these and other financial topics, interested readers should refer to the Town's award winning budget document which is available on the official web site at:

<http://townhall.chelmsford.ma.us>

### Management Information Systems (MIS) Division

During January, the MIS department assessed the computer skills of the Town's employees in Microsoft Word, Microsoft Excel, and overall computer knowledge. Using the employees' assessments and computer skills required by their position,

each received appropriate levels of training. The training was successful in enhancing employee productivity and will continue as needed in 2002.

Also in 2001, the MIS department upgraded the computer networking infrastructure for the Town. Security hardware and software known as firewalls were upgraded to protect Town computers. The old 10 mps hubs were replaced with faster 100 mps intelligent switches, and some of the old cat3 wiring was replaced with cat5. Rerunning network wire in the Town offices has been difficult due to hard top ceilings and brick walls. However, the obsolete wiring is scheduled to be phased out over a three year period.



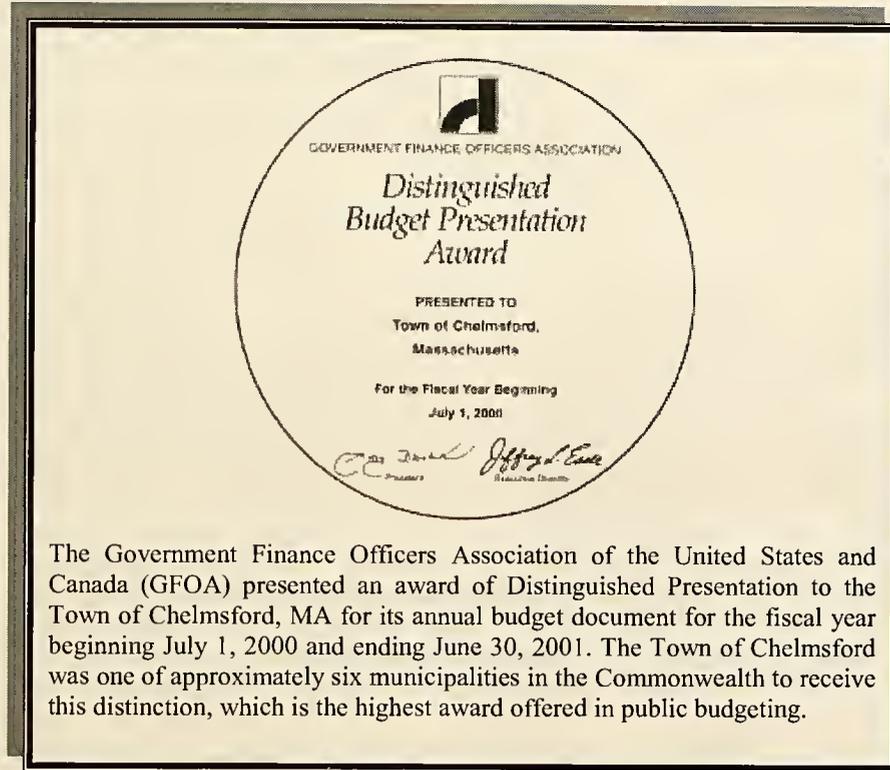
# Finance Department

### Assessing Division

The Assessors Division is responsible for the valuation of real estate and personal property in the Town, processing of statutory tax exemptions, and tax abatement filings for real estate and motor vehicle excise taxes. The Division also maintains and updates records of deeds, manages the triennial certification and yearly review, sewer betterments, new plans, maintains records of exempt property, and defends Appellate Tax Court cases.

Based on Fiscal Year 2001 assessed valuations, approximately 79% of real estate in Chelmsford was residential and 21% commercial and industrial. The total value of all taxable Chelmsford property in Fiscal Year 2001 was approximately \$3 billion, which represents an increase of about \$418 million over Fiscal Year 2000. The tax levy was approximately \$48 million in Fiscal Year 2001 with a tax rate of \$15.76 per thousand of value. The median home value of \$209,800 received an average tax bill of \$3,306.

Each year the Assessor's Office reviews and adjusts the values of properties in Chelmsford. Every three years, the Department of Revenue requires a complete revaluation and certifies local assessments at their "full and fair cash value." During certification years, all classes of properties have their values recalculated. The Town completed this triennial update in Fiscal Year 2001.



The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the Town of Chelmsford, MA for its annual budget document for the fiscal year beginning July 1, 2000 and ending June 30, 2001. The Town of Chelmsford was one of approximately six municipalities in the Commonwealth to receive this distinction, which is the highest award offered in public budgeting.

VALUATION	FY1998	FY1999	FY2000	FY2001
RESIDENTIAL	1,760,449,200	1,925,300,600	2,100,207,900	2,414,786,480
COMMERCIAL	167,924,600	179,327,300	207,248,800	275,015,720
INDUSTRIAL	188,411,600	209,115,200	231,030,000	259,933,400
PERSONAL PROPERTY	55,158,240	91,563,715	104,036,320	110,359,623
<b>TOTAL VALUATION</b>	<b>\$2,171,943,640</b>	<b>\$2,405,306,815</b>	<b>\$2,642,523,020</b>	<b>\$3,060,095,223</b>
TAX RATE (per thousand)	18.98	18.11	17.34	15.76
MEDIAN HOME VALUE	\$156,200	\$167,500	\$182,400	\$209,800
MEDIAN TAX BILL	\$2,965	\$3,033	\$3,163	\$3,306



**Accounting Division / Annual Audit**

The Accounting Division is responsible for record keeping of all financial transactions of the Town; processing of all bills, warrants, receipts, payroll and ledgers; and supplies departments with financial reports and payroll information. The Accounting Division ensures the Town is in compliance with Generally Accepted Accounting Principals, Federal and State laws, and Town Meeting authorizations.

In accordance with Section 6-7 of the Town Charter the Board of Selectmen annually designate an independent public accountant or firm of accountants to audit the books and accounts of the Town as provided for in Massachusetts General Laws. This requirement was completed in Fiscal 2001 by R.E. Brown & Company, P.C. of Mendon, MA.

Presented here from the annual audit is the Combined Statement of Revenues, Expenses, and Changes in Fund Balances for All Governmental Fund Types and Expendable Trusts for the Fiscal Year ended June 30, 2001. For a complete explanation of the Town's Fund structure and how it differs from the "budgetary basis" presented above, readers may refer to Appendix C of the annual budget document.

In the coming year the Finance Department will continue to promote the highest degree of public credibility and confidence in its operations by fostering fiscal accountability, efficiency, and integrity in all aspects of operations.

TOWN OF CHELMSFORD, MASSACHUSETTS COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS YEAR ENDED JUNE 30, 2001					
	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	EXPENDABLE TRUST	
REVENUES:					
PROPERTY TAXES	\$ 48,035,281	\$ -	\$ -	\$ -	\$ 48,035,281
INTERGOVERNMENTAL - STATE	21,674,267	1,027,067	-	-	22,701,334
INTERGOVERNMENTAL - FEDERAL	-	1,257,085	-	-	1,257,085
MOTOR VEHICLE EXCISE TAX	3,834,680	-	-	-	3,834,680
INVESTMENT INCOME	526,737	3,901	50	543,997	1,074,685
SEWER	1,225,664	-	-	-	1,225,664
SPECIAL ASSESSMENTS	-	1,712,336	-	-	1,712,336
DEPARTMENTAL	2,560,337	4,384,268	330	5,377,728	12,322,663
<b>TOTAL REVENUES</b>	<b>77,856,966</b>	<b>8,384,657</b>	<b>380</b>	<b>5,921,725</b>	<b>92,163,728</b>
EXPENDITURES:					
CURRENT:					
GENERAL GOVERNMENT	2,384,043	183,733	-	-	2,567,776
PUBLIC SAFETY	8,296,537	360,143	478,286	1,328	9,136,294
EDUCATION	39,563,832	3,903,036	1,816,661	-	45,283,529
PUBLIC WORKS	5,863,571	519,881	11,000,539	66,306	17,450,297
CEMETERY	250,700	-	-	-	250,700
HUMAN SERVICES	771,160	689,777	435	-	1,461,372
CULTURE & RECREATION	1,266,943	944,745	21,402	11,442	2,244,532
EMPLOYEE BENEFITS	10,845,585	-	-	4,758,611	15,604,196
STATE & COUNTY ASSESSMENTS	241,531	-	-	-	241,531
DEBT & INTEREST	8,658,965	-	-	-	8,658,965
<b>TOTAL EXPENDITURES</b>	<b>78,142,867</b>	<b>6,601,315</b>	<b>13,317,323</b>	<b>4,837,687</b>	<b>102,899,192</b>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(285,901)	1,783,342	(13,316,943)	1,084,038	(10,735,464)
OTHER FINANCING SOURCES (USES)					
BOND PROCEEDS	-	-	10,021,000	-	10,021,000
OPERATING TRANSFERS IN	1,545,456	55,884	472,380	1,019,288	3,093,008
OPERATING TRANSFERS OUT	(1,525,264)	(1,539,463)	(5)	(26,988)	(3,091,720)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>20,192</b>	<b>(1,483,579)</b>	<b>10,493,375</b>	<b>992,300</b>	<b>10,022,288</b>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	(265,709)	299,763	(2,823,568)	2,076,338	(713,176)
FUND BALANCE AT BEGINNING OF YEAR	5,315,039	5,466,186	(4,201,645)	7,192,548	13,772,128
FUND BALANCE AT END OF YEAR	<b>\$ 5,049,330</b>	<b>\$ 5,765,949</b>	<b>\$ (7,025,213)</b>	<b>\$ 9,268,886</b>	<b>\$ 13,058,952</b>



# Town Clerk & Registrars

*Mary E. St.Hilaire, Town Clerk*

The Town Clerk's Department is responsible for licensing/records management, and E-911 Coordination. Duties to include in the records management area are filing of marriage intentions, vital records (birth, marriage, death), business certificates, and licensing (dogs, fish, game, gas storage renewals.) In addition, the management of records of town meetings, town/state elections, town by-laws, and state reporting are also handled by this office.

Following is a listing of the Town Clerk's 2001 vital statistics.

## TOWN CLERK'S VITAL STATISTICS

Sporting Licenses	557
Dog Licenses	3100
Kennel Licenses	9
Birth (Inc)	388
Deaths	293
Marriages	171
Intentions	178

## REGISTRED VOTERS 12/31/01

PRECINTS	1	2	3	4	5	6	7	8	9	TOTAL
Democrats	627	675	585	625	570	649	578	654	562	5525
Republicans	397	309	291	357	375	387	401	383	413	3313
Unenrolled	1394	1250	1426	1305	1435	1519	1575	1369	1498	12771
Libertarian	10	14	12	12	15	9	6	13	12	103
Inter. 3rd Party	1	1	1	5	3	2	1	3	1	18
Reform	0	4	0	1	0	0	0	3	1	9
Rainbow Coalition	1	0	0	0	0	0	0	2	0	3
Socialist	0	0	0	0	0	0	0	0	1	1
Greenparty USA	0	0	0	0	0	0	0	1	0	1
Mass Green Party	1	0	2	2	1	2	1	1	1	11
<b>TOTAL</b>	<b>2431</b>	<b>2253</b>	<b>2317</b>	<b>2307</b>	<b>2399</b>	<b>2568</b>	<b>2562</b>	<b>2429</b>	<b>2489</b>	<b>21755</b>

The Board of Registrars is appointed by the Board of Selectmen and composed of four members, not more than two of whom may be members of the same political party. The Town Clerk, by virtue of the office, is one of the four members of the Board and is responsible for executing the functions of the Board of Registrars. These include:

- the conduct of elections and recounts,
- voter registration,
- compilation of the Annual Listing of Residents (Town Census),

- publication and circulation of the voting list and street listing,
- certification of signatures on nomination papers and petitions.

As of December 31, 2001, there were 21,755 registered voters in the Town of Chelmsford.



July

2002

**MEETING SCHEDULE**

Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

*For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
				Independence Day		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# Planning & Development

*Andrew Sheehan,  
Community Development Coordinator*

## PLANNING BOARD

The Planning Board is responsible for insuring that the development of land in Chelmsford meets the criteria set forth in state and local land use regulations. The process involves the review of subdivisions, site plans and special permits at a public hearing. The Planning Board strives to maintain the character of Chelmsford.

The Planning Board had a busy year reviewing development projects. The Board reviewed eleven commercial and industrial developments totaling approximately 214,042 square feet of floor space; reviewed 18 Approval Not Required plans; reviewed 4 Definitive Subdivisions, of which one was an Open Space Development; and reviewed 1 Preliminary Subdivision.

The Master Plan By-law Review Committee, in a continuing effort to implement the Master Plan, sponsored amendments to the Zoning Bylaw governing Body Art establishments; the rezoning of land on the east side of Glen Avenue from IA-Limited Industrial to RB-Single Residence; and the rezoning of land off Monmouth Street from RB Single Residence to IA-Limited Industrial at the April 2001 Town Meeting. At the October 2001 Town Meeting, the Committee sponsored



*Sitting: Community Development Clerk, Kathryn Bianchi; Pamela Armstrong, Clerk; Charles Wojtas, Chairman; Susan Carter, Vice-Chairman; James Good; Christopher Garrahan  
Standing: Kim MacKenzie; Robert Morse; John Goffin, Alternate Member; Andrew Sheehan, Community Development Coordinator*

amendments regarding Limited Accessory Apartments; Accessory Buildings; Wireless Communication Facilities and the Aquifer Protection District Map.

Town Meeting approved a Planning Board sponsored zoning By-law and Charter Amendment establishing an Alternate Planning Board member. The Alternate is eligible to sit on Special Permit hearings. The Board welcomes John Goffin as the Alternate member.

## BOARD OF APPEALS

The Board of Appeals is comprised of five members and three alternate members appointed by the Town Manager which hears petitions and applications for variances, special permits, comprehensive permits, and other appeals under the Zoning Act (MGL Ch. 40A), the Anti-Snob Zoning Act (MGL, Ch 40B), and the Chelmsford Zoning Bylaw.



# August

# 2002

### MEETING SCHEDULE

Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

*For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



# Planning & Development

The Board of Appeals saw an increase in the number of applications compared to last year. With the value of land increasing and the extension of sewers making more land buildable, the Board is seeing continuing pressure to grant Variances on land otherwise previously unsuitable for development. This is a trend that is likely to continue into the foreseeable future. The Board welcomed William Gilet as an Alternate Member to the Board, replacing Paul Landry.

## CONSERVATION COMMISSION

In 2001 the Conservation Commission welcomed new member, Brian Reidy (started 6 November) who replaced John Smaldone (resigned 4 September). Lynne Davis replaced Alison McKay as Conservation Officer.

The Commission continued to make improvements to its reservations, town forests, and conservation lands. The Commission worked with a consulting forester to evaluate a limited timber sale at Thanksgiving Forest in the winter of 2001-02. The Commission continued a dialogue with the Carlisle Conservation Commission to try to better manage the Cranberry Bog Reservation that straddles the common border. The Commission continues to monitor the widening of Route 3 and the town-wide sewer project.

## BOARD OF APPEALS

	Granted	Denied	Withdrawn	Continued	Total
Variances	27	8	7	0	42
Special Permits	16	3	2	0	21
Comprehensive Permits	1	0	0	2	3
Repetitive Petitions	0	1	0	0	1
Appeals of Building Inspector	1	1	0	0	2
<b>TOTAL</b>	<b>45</b>	<b>13</b>	<b>9</b>	<b>2</b>	<b>69</b>

As has been the case for several decades, the majority of the Conservation Commission's time was devoted to wetlands protection. The Commission reviewed a total of 53 permit applications under the Massachusetts Wetlands Protection Act and Chelmsford Wetlands Bylaw. Of these applications, 19 were Notices of Intent and 34 were Requests for Determination. The Commission adopted water conservation guidelines to be included in the wetlands policy as part of plan requirements for new applications under the local act. The Commission also supported the adoption of the Community Preservation Act (CPA) at Town Meeting in April. The CPA will add a 0.5% surtax to all property tax bills after exempting the first \$100,00 of value. Proceeds of this surtax may be used only for open space, affordable housing, and historic preservation. It is expected that the CPA will raise approximately \$150,000 per year for these purposes.

## HISTORIC DISTRICT COMMISSION

The Historic District Commission functions as a regulatory commission for the benefit of the Town. A small area of the Town's center section is under the Commission's authority. The objective of the Historic District Commission is to provide an expeditious application and review relative to the physical modifications to the residences and businesses within the District. Regular meetings are held on the first Monday of each month at the Town Offices.

During the calendar year 2001, the Commission received 18 applications for review and 18 applications were accepted. Four public hearings were held and 14 public hearings were waived. Nine Certificates of Appropriateness, five Certificates of Non-Applicability and four Certificates of Hardship were issued.



# September 2002

## MEETING SCHEDULE

Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

*For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3	4	5	6 Rosh Hashanah begins at sundown	7
8	9	10	11	12	13	14
15 Yom Kippur begins at sundown	16	17 State Primary Election	18	19	20	21
22	23 Autumn Begins	24	25	26	27	28
29	30					



# Public Education

*Richard H. Moser, Ph.D. Superintendent  
of Schools*

## **CHELMSFORD PUBLIC SCHOOLS**

The membership of the Chelmsford School Committee at the end of the 2001 calendar year included Mrs. Judy Mallette, Chair; Mr. James Trager, Vice Chair; Mrs. Cheryl Perkins, Secretary; Mrs. Evelyn Thoren, Member at Large; Mrs. Sheila Pichette, Member at Large; and Kimberly Ang, Student Representative. Central administration for the Chelmsford School Department included Dr. Richard Moser, Superintendent of Schools; Dr. Karen Mazza, Assistant Superintendent for Curriculum and Instruction; Mr. Robert Cruickshank, Business Manager; and Mrs. Dory Toppan, Director of Personnel. The Chelmsford Public Schools also welcomes Mr. Bruce Forster as the Director of Educational Technology and Information Services.

The most salient issue of importance to the future of the Chelmsford Schools during 2001 has been the development of the Secondary Schools Building Committee (SSBC). The SSBC chose the Office of Michael Rosenfeld (OMR) to conduct a preliminary design for facility improvements to Chelmsford High School, McCarthy Middle School and Parker Middle School. The goal has been to develop a variety of options for facilities projects and bring the options forward to the community for their input. A final



*Front: Richard Moser, Superintendent; Judith Mallette, Chairman; Kimberly Ang, Student Rep.  
Back: Cheryl Perkins, Secretary; Sheila Pichette; Evelyn Thoren; James Trager, Vice Chair*

option is scheduled to be chosen at the end of the 2001-02 school year.

One finding of the SSBC important to a facilities proposal and long-range planning for the Chelmsford School Department has been the shift in enrollment for our youngest students. Three hundred seventy-eight students enrolled in kindergarten in September 2001. This compares to four hundred and sixty-seven students in Grade Four, an equal number in Grade Eight and slightly lower numbers in all other grades, excluding kindergarten and students in Grade Twelve. If the kindergarten enrollment signals a decrease in the number of students in future years, our enrollment will steadily decline. This will have

an impact on the use of our facilities and our operating budget.

Chelmsford High School has been very busy preparing for a ten-year accreditation process conducted by the New England Association of Schools and Colleges (N.E.A.S.C.) The process includes a self-evaluation whereby the administration and faculty review the mission of the school, long-range goals, school-wide strengths and needs, and the curriculum. A team of educators is scheduled to visit Chelmsford High School in March 2002 to analyze the self-assessment and offer suggestions for improvement.



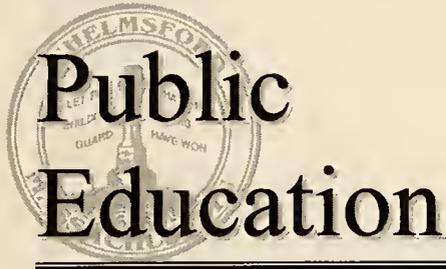
# October 2002

## MEETING SCHEDULE

Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

*For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	Columbus Day					
20	21 <b>TOWN MEETING</b>	22	23	24	24	26
27	28	29	30	31		
Daylight Savings Time ends				Halloween		



**CHELMSFORD PUBLIC SCHOOLS**

(continued)

The Chelmsford School Committee continues to commit to the mission of our school system for all students...“to cultivate the development of students into self-confident, lifelong learners and responsible citizens who possess personal integrity and the ability to succeed in a global society.” The Committee welcomes input from our community on school programs and looks forward to a positive end to the 2001-2002 school year.

In conclusion, the School Committee wishes to extend deep appreciation to the following staff members for their years of loyal and meritorious service and who have retired this past year:

**RETIRED TEACHERS/ADMINISTRATORS**

High School

Edward Carpenter	English
Paul L. Finnerty	Technical Education
Bruce Marshall	Physical Education
Francis J. Rysz	Physical Education
John Prescott	Biology
Michael Tate	Science
Richard Luce	Science
Richard E. Bernier	Math
Denis Savosik	Business

**RETIRED TEACHERS/ADMINISTRATORS (con't)**

Middle School

Maureen Altongy	Home Economics	McCarthy
Randall Whitehead	Physical Education	McCarthy
Sheila Korinow	Social Studies	McCarthy
Andrew Tymowicz	Foreign Language	McCarthy
Patrick Mesiti	Science	McCarthy
Gary R. Jones	Science	McCarthy
Carol Ryan	English	McCarthy
Marianne Paresky	Grade 6	McCarthy
Grace Dunn	Grade 6	McCarthy
Robert Clemons	Guidance	McCarthy
Henry Koza	Grade 6	Parker

Elementary School

Leda Drouin	Grade 4	Byam
Regina Dabilis	Grade 4	Harrington
Stella Guptill	Resource Room	Harrington
John Leite	Music	Harrington
Ellen Simorellis	Grade 2	Harrington
Margaret Emerson	Grade 2	Harrington
Elaine Farrow	Grade 2	Westlands

System-Wide

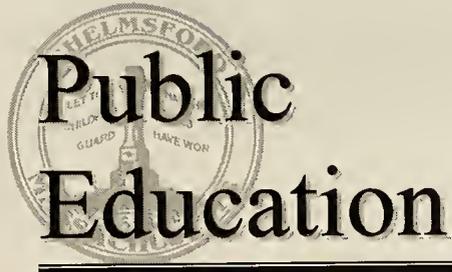
Frances Rysz	Physical Education	SPED
Sandra Heinicke	Physical Education	Department Head
Christos Simorellis	Social Studies	Department Head
Dianne Trivers	Reading	Department Head
Bernard DiNatale	Executive Director of Information and Technology Services	
Maurice Sorenson	Network Manager	

**RETIRED CUSTODIAL/MAINTENANCE**

Richard Lawler	Maintenance
----------------	-------------

**RETIRED SUPPORT STAFF PERSONNEL**

Patricia Plank	Elementary Clerk
Carolyn Millard	ESL Tutor



**Judith L. Klimkiewicz ,  
NASHOBA Superintendent**

**NASHOBA VALLEY TECHNICAL  
HIGH SCHOOL**

School Committee

- Peter Bagni, Chelmsford
- Garry Ricard, Pepperell
- Robert Joyce, Chelmsford
- Jerrilyn Bozicas, Pepperell
- Samuel Poulten (Secretary), Chelmsford
- Al Buckley, Pepperell
- Deborah D'Agostino, Groton
- Dolores Guercio, Shirley
- Augustine Kish, Littleton
- Anne Geary-Roche, Shirley
- Hajo Koester, Westford
- Irene Machermer (Chairman), Townsend
- Joy Dalrymple, Pepperell
- Joan O'Brien (Vice Chairman), Westford
- Div VIII Liaison: S. Polten

Alternates

- Barbara Sherritt, Townsend
- Ralph Hulslander, Chelmsford

Nashoba is a public, regional, four-year vocational technical high school accredited by the New England Association of Schools and Colleges. It has 63 certified teachers which translates into a Pupil Teacher Ratio of 10:1. Nashoba follows three twelve-week trimesters, consisting of eight 45-minute

periods, five days per week. The school schedule alternates one week of academic classes with a week in a vocational-technical program for grades ten through twelve.

Vocational-Technical Programs offered include: Auto Body Repair, Automotive Technology, Banking, Marketing & Retail, Construction/Cabinet Making, Culinary Arts, Computer Aided Drafting/Design, Dental Assistant, Early Childhood Education, Electrical Technology, and Electronics/Robotics.

Student Enrollment As of October 1, 2001:

Chelmsford	103
Groton	46
Pepperell	121
Shirley	36
Townsend	100
Westford	51
Ayer	2
<u>School Choice</u>	<u>54</u>
Total Enrollment	556

**MCAS INTENSIVE PROGRAMS**

Nashoba has had an MCAS Summer Program for the last three years for incoming students and current students free of charge. MCAS Academies in English and Math are provided for freshmen and sophomores during the school day. Academic Success Center is an after school program for ninth through eleventh grade students focusing on individualized assistance in areas of weakness. Individual Student Success Plan assigns students with a mentor who will identify areas of weakness and work with Academy Teachers, Success Center Tutors, and the student's regular academic teachers to help the student improve on these targeted areas. Eleventh Grade Academies allows any student needing to retake the test the opportunity to attend English and Math Academy.

**SPECIAL ACADEMIC PROGRAMS**

College preparatory courses are available in all core subjects and foreign language is offered all four years for interested students. Juniors who are eligible may elect to enter the Dual Enrollment Program and take their junior and senior year at a community or state college facility in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and one or two years of credit from the college.

**STUDENT ACTIVITIES**

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten sports with equal opportunities for male and female students. Other activities include Student Council, National Honor Society, Yearbook, Students Against Destructive Decisions, Skills USA, Student Leadership, peer mediation, and many special interest clubs. Nashoba sports programs have no user fees.

**The Kids Career Exploration Program**

A free program for four afternoons from 3-6 PM offering students in grades five, six, and seven an opportunity to explore career opportunities. Programs are subject to change from year to year.

**Summer Programs**

Nashoba Valley's Allstars Summer Program is offered to 5th, 6th, and 7th graders in the area. Students enjoy outdoor adventures, sports programs, computer applications & graphics, and academic enrichment.

**Community Service Projects**

Nashoba is unique in its construction programs. Students go out to district towns to work on community service projects. Rather than building one house a year, the students perform needed projects for the district towns. This program educates students in a real world setting and allows the towns the benefit of viewing Nashoba students as well as having a project completed for the cost of materials.



# Police Department

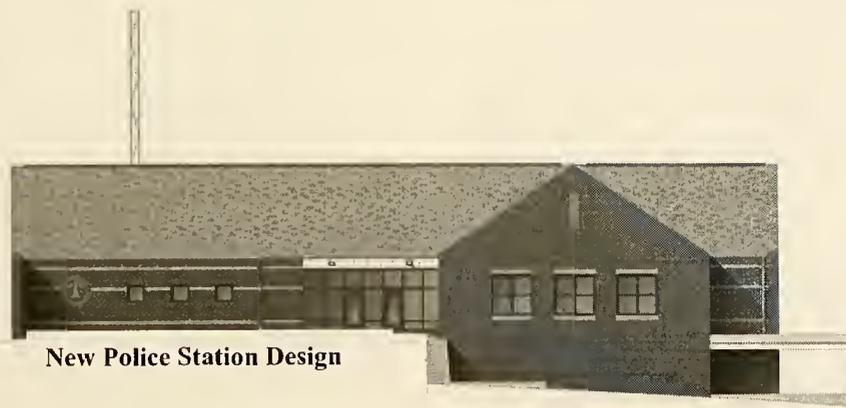
*Raymond G. McCusker, Police Chief*

I herein respectfully submit for your information and review the Annual Report of the Police Department for the year 2001. At the present time, the Department is made up of 61 sworn Officers.

The Police Department continues to aggressively seek alternative sources of funding. During 2001 the department received the following grant funding: Federal Universal Cops Hiring Grant \$100,000, State Community Policing Grant \$40,000, and State D.A.R.E. Grant \$13,000.

During 2001 the new Police Station site work was completed and construction began in the fall of 2001.

<b>POLICE CALLS</b>	<b>FY2000 actual</b>	<b>FY2001 actual</b>
Motor Vehicle Accidents	1,345	1,375
Alarm Calls	2,223	2,349
Medical Calls	1,696	1,790
Suspicious Activity	1,057	1,127
Disturbances	561	537
Domestic Violence	361	364
Vandalism	292	420
All other calls	16,124	15,024
<b>Total Calls</b>	<b>23,659</b>	<b>22,986</b>



**New Police Station Design**

The Department is scheduled to move into the new station sometime in late 2002. This new facility will service Chelmsford well into the foreseeable future.

Computerization in the cruisers continued in 2001, expanding to ten marked units, providing officers access to valuable information in a matter of seconds while on patrol. To assist in traffic safety a second mobile traffic speed monitor was also purchased. Due to high resident requests for the board, it has remained in near constant use since being placed into service.

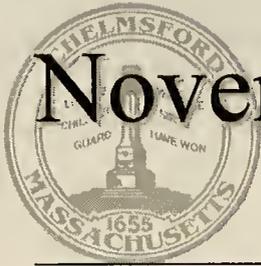
Lastly, with the threat of September 11<sup>th</sup> the department has purchased and trained all officers with Biohazard Suits and Equipment. These steps help to ensure that Chelmsford will have the resources and capability to respond to any emergency.

The events of September 11, 2001 has changed the lives of all Americans, the secure feelings we enjoyed while living in a free Democratic Society have been

severely traumatized by that insane act. Law Enforcement has been challenged to protect the security of our residents and homelands in ways that were previously only relegated to the Military. Over the next decade the trust and cooperation of all Americans with Law Enforcement will be paramount in winning the war on terrorism and protecting our citizens from terrorist acts.

I would like to thank the men and women of the Police Department, the Town Manager, the Board of Selectmen, and all sworn officials, departments and committees for the excellent cooperation given to the Police Department.

I would also congratulate both sworn, non-sworn and auxiliary personnel of this Department for outstanding performance of duty.



# November 2002

## MEETING SCHEDULE

Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
		Election Day				
10	11	12	13	14	15	16
	Veterans Day					
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				Thanksgiving	Hanukkah begins at Sundown	



# Fire Department

## *John E. Parow, Fire Chief*

In calendar year 2001, the Chelmsford Fire Department responded to 5000 calls, an increase of 420 calls over 2000. Actual fire calls increased by 53 calls or about 1 a week. Medical Aid calls increased by 5% and accounted for 2,246 of the total calls for service.

During the year, three (3) department members retired, Captain Charles A. Schramm, William V. Cady, and Donald A. Drew. Firefighter Daniel Reid, Jr. resigned and took a position as a patrol officer for the Chelmsford Police Department.

Firefighter Rick Rivard was promoted to the rank of Captain to replace retiring Captain Schramm. Robert Tello, Timothy Shanahan and Keith Lindsay were hired as firefighters to fill the vacancies created by the retirements.

I would like to wish those that have retired a long and healthy retirement and the newly hired firefighters a long and safe career.

Firefighter Donnie Peterson headed the Student Awareness Fire Education program (S.A.F.E.) again this year. He was assisted by Firefighters Michael Donoghue and John Kivlan. Over 1500 elementary and middle school students were instructed in the importance of fire safety. Firefighter Peterson also organized the departments 8th Annual Fire

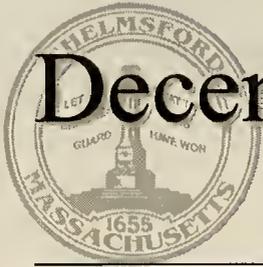


Prevention Open House, in October, with over 500 residents in attendance.

The tragic events of September 11, 2001, tore at the hearts of every member of this department. On September 12th nine department members headed to Ground Zero and volunteered their assistance to FDNY. In the next three weeks, three additional department members would also be asked for their assistance, two as members of the Critical Incident Stress Team and one to work at the Command Post. Their efforts and bravery are to be commended. My personal thanks to Deputy Curran, Captain Boormeester, Retired Captain Schramm, Firefighters William Amundson, James Durkin, Henry Houle, John P. Kivlan, Marc Pare, Donnie Peterson, Gary Ryan and George Ryan.

Firefighter Marc Pare received the Commonwealth of Massachusetts Medal of Valor for bravery from Acting Governor Jane Swift for his heroic acts during an ice rescue while off duty in Maine. Marc put his life in great danger when he rescued a snowmobile driver who had fallen through the ice. Without any rescue equipment and the ice breaking beneath him, Marc was able to pull this man from the freezing waters to safety. Without his efforts this young man would have surely perished. Congratulations Marc!

I would like to take this opportunity to thank my support staff, department members, other Town Departments, the Board of Selectmen, the Town Manager and the residents of Chelmsford for their help and cooperation over the past year.



# December 2002

## MEETING SCHEDULE

Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
Winter Begins			Christmas			
29	30	31				



# Building Inspections

## *Anthony F. Zagzoug, Inspector of Buildings*

The Building Department is responsible for administering and enforcing Massachusetts Codes regarding building, plumbing, gas, and electrical work; as well as the rules and regulations of the Massachusetts Architectural Access Board. In addition, the department administers and enforces all Town of Chelmsford Zoning By-laws. It is the mission of the Building Department to strive to ensure the public safety through inspection activities and continuous enforcement of all codes, rules and regulations designed to detect and correct improper and/or unsafe building practices and land uses within the Town.

During 2001 there were 28 new single family dwellings, 1 multi-family dwelling, and 5 new commercial buildings constructed in Chelmsford.

Total fees collected by the Building Inspections Department for calendar 2001 were \$402,444. This represents a decrease in fee revenue of approximately 25%, due primarily to the current economic slow down and reduced development activity. This reduction in revenues will likely continue into the coming year until the economy starts to make a slow recovery.

According to available records, fees for most Building Department permits have not been raised

### BUILDING DEPARTMENT PERMITS BY CALENDAR YEAR

		1997	1998	1999	2000	2001
<b>Building</b>	<i># permits</i>	750	775	722	791	815
	<i>Fees</i>	\$196,701	\$342,472	\$323,825	\$439,089	\$290,040
<b>Wiring</b>	<i># permits</i>	848	783	1759	917	956
	<i>Fees</i>	\$35,277	\$44,002	\$98,541	\$65,071	\$78,708
<b>Plbg/Gas</b>	<i># permits</i>	1594	1692	2044	975	1195
	<i>Fees</i>	\$35,594	\$39,438	\$30,258	\$24,517	\$25,917
<b>Signs</b>	<i>Fees</i>	\$5,860	\$4,140	\$5,100	\$4,135	\$3,275
<b>Weights/Seals</b>	<i>Fees</i>	\$575	\$270	\$355	\$10	\$455
<b>Yard Sales</b>	<i>Fees</i>	\$1,500	\$1,210	\$1,190	\$845	\$750
<b>Misc.</b>	<i>Fees</i>	\$47	\$0	\$0	\$31	\$500
<b>Cert. Of Inspection</b>	<i>Fees</i>	\$2,440	\$2,240	\$2,320	\$2,480	\$2,800
<b>TOTAL FEES COLLECTED</b>		<b>\$ 277,993.75</b>	<b>\$ 433,771.50</b>	<b>\$ 461,589.00</b>	<b>\$ 536,177.20</b>	<b>\$ 402,444.85</b>

since 1987. Most of these fees are governed by Commonwealth of Massachusetts Regulations (CMRs), which allow municipalities to set reasonable fee schedules. In the late fall of 2001 a comprehensive fee analysis was being completed that was rooted, in part, upon surveys of 13 comparable towns. Based upon the draft analysis and recommended increases, it is projected the Town could realize an additional \$200,000 to \$300,000 in

estimated revenues annually. The study will come before the Board of Selectmen in January of 2002 for their review and action.

I would like to thank all of the personnel in the Building Inspections Department and all other Town personnel for their cooperation and support during the past year.



# January

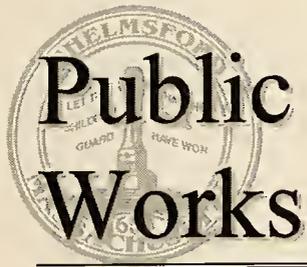
# 2003

## MEETING SCHEDULE

Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Years Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Martin Luther King, Jr. Day	21	22	23	24	25
26	27	28	29	30	31	



**James E. Pearson, PE**  
**Public Works Director & Town Engineer**

## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works, created by the Town Charter is comprised of Divisions including the highway, engineering, recreation, public buildings, parks, public shade trees and the operation of the sanitary sewer system.

### Engineering Division

The Engineering Division provides technical support to many Town agencies including the Planning Board, Conservation Commission, Town Manager's Office, Board of Selectmen, Assessors, Town Clerk and the Sewer Commission. Additionally the engineers design several projects for the Highway Division to construct such as sidewalk improvements, drainage repairs and upgrades and Park improvements.

This year's Planning Board reviews included 12 full site plans, 3 minor site plans, 3 subdivision plans, and 19 "Approval Not Required" plans. Also, 27 construction sites were inspected by the Division on behalf of the Board.

Engineers provided layout, grades, technical assistance, and inspections for the Highway Division and for subcontractors hired for the following projects:

- Replacement of Garrison Road culvert

- Installation of sidewalk on Dalton Road from North Road to Priscilla Ave.
- Adams Ave./Boston Rd. drainage improvements
- Drainage system extensions on Field St., Dalton Rd., Buckman Dr., Acton Rd., East Sheppard Ln., Evergreen St., Robin Hill Rd., Wilson Ln., and Danforth Ln.
- 47 driveway apron/ bituminous berm installations

In August of 2001 a Project Engineer was added to our staff. Stephen Jahnle comes to us with many years of engineering and field experience. Some of the projects he assisted with include:

- Review of an Affordable Housing site plan for the Board of Appeals
- Review of 2 Rear Lot Plans for Board of Appeals
- Drafted plans for Harrington School PTO for playground construction, site inspections, condition of fill and quantity take-offs
- Performed survey work, drafted plans, engineered culvert size, filed proper paperwork with Conservation Commission and inspection for Meadowbrook Rd culvert replacement
- Performed survey work at East Field for future softball field and parking lot
- Performed survey work and drafted preliminary plans for Pond St. reconstruction

The Engineering Division personnel manage payrolls, expense vouchers and budgeting for all DPW operations except the Highway Division. The office staff also handles all walk-in and phone inquiries, and all requests for plans, maps and other engineering documents.

### Public Buildings

The Public Buildings Division maintains all municipal public buildings in town, performs the everyday custodial duties as well as the updating of buildings to meet the ever-changing needs. This division accommodates Board of Selectmen meetings, various town committees, commissions and multiple group meetings ensuring no conflicts with dates, times and meeting rooms. Other duties include furniture repair, mechanical repair, repair of ceilings, walls, woodwork and painting, general "handy work" around the various buildings and snow removal during the winter months.

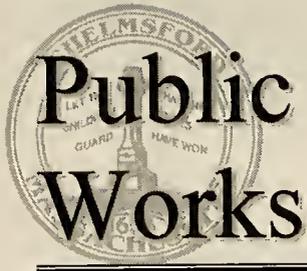
This year's special projects:

- Town Offices:  
Repaired and replaced damaged wood on 2 skylights and installed new vinyl siding on skylights to prevent future water damage. The handicap entrance room was painted and new rubber floor tiles were installed as well as in the elevator.
- Old Town Hall:  
Work is in progress for central air conditioning for the auditorium
- Pink House:  
Assisted in the acquisition of bids for roof repairs, exterior painting, heating system replacement and electrical work. Also performed minor repairs throughout the building.

The Public Building staff is also involved in numerous projects throughout the year. Some of these include Winterfest, Student Government Day, recycling drop-offs, annual Friends-of-the-Library book sale and the Fourth of July celebration.

### Parks Division

The Parks Division maintains all parks, traffic islands, ballfields, playgrounds and Town Commons. The grounds are groomed each spring and prepared for the heavy use each area receives during the year.



This Division also prepares the Town Common for the annual Fourth of July celebration as well as the cleanup and restoration of damaged areas resulting from an abundance of activities throughout the year. Projects this year included:

- A handicap access ramp was constructed at Varney Playground
- The infields at Southwell Park were dug out and new clay was installed.
- New bleachers were erected at Southwell Park.
- New bulletin boards were built and installed at the Southwell Park boat ramp and at the new skate board park located at McCarthy School.

Our parks continue to improve every year with additional tree plantings and the involvement of individuals and groups. The Parks Division would like to thank these people for their time, donations and help. Also, thanks to all that participated in the Adopt-a-Park program again this year.

#### **Sewer Division**

The Sewer Division continued to expand this year with the addition of approximately 1100 new sewer connections, bringing total on-line sewer users to 7734. Two Cloverhill Drive pump stations, as well as pump stations on Gorham Street, Edgewood Street,

Lovett Lane, Meadowbrook Road, Sleigh Road, and Acton Road, all were activated during this year bringing the total number of active pump stations to 27. Major work items this year included:

- Added a third pump at Katrina and Southwell
- Wetwell cleaning at Katrina and Southwell
- Richardson Road pump overhauls

Sewer Division office staff handles all sewer betterments, sewer billing, phone inquiries, complaints and other related correspondence. They also perform clerical work for the Chelmsford Sewer Commission.

There were two staffing changes this year. David Palmer and Joseph Oczkowski joined the Division as maintenance laborers. They will be assisting the mechanics and working on flushing and jetting pipes and wetwells.

#### **Highway Division**

Kenneth Burroughs retired this past August after dedicating 26 years to the Town. We wish him a long and happy, healthy retirement.

The Highway Division maintains and improves all the pavement surfaces, culverts, catch basins and manholes, street signs, traffic signs and traffic signals for approximately 230 miles of roadway. Additionally, the Highway Division clears the streets and public lots of snow and ice, which this past winter totaled approximately 107 inches. The office maintains all financial records needed for the reporting, tracking, payments of all vouchers connected with the highway budgets – including general expenses, salaries, snow and ice, Massachusetts Chapter 90 funding (road reconstruction or repair), street lighting and capital expenditures.

#### Streets Resurfaced:

Donald Avenue  
 Elm Street  
 Emerson Avenue  
 Westford Street (partial)

All the drainage facilities on the resurfaced streets were reconstructed prior to resurfacing. Also, drainage systems on Dalton Road, Alpha Road and Boston Road were reconstructed. In addition, concrete box culverts were installed on Garrison Road and Meadowbrook Road. Drainage improvements were completed on several streets as follows;

Boston Road	37 catch basins	2325 l.f. pipe
Alpha Road	6 catch basins	330 l.f. pipe
Dalton Road	15 catch basins	1000 l.f. pipe
East Sheppard Lane		350 l.f. pipe
Main Street		250 l.f. pipe
Acton Road	4 catch basins	200 l.f. pipe
Willis Drive	5 catch basins	350 l.f. pipe

In addition to the above, a total of 65 additional catch basins were repaired on various streets throughout the town. Also, all the drains in the sewer construction areas were reconstructed prior to the pavement overlay by the Sewer Commission on Dennison, Drexel, Horseshoe, Main and Meadowbrook Roads.

Additionally approximately 2,000 L.F. of sidewalks were constructed on Dalton Road. The Highway Division also helped with the completion of the Byam School handicap ramps.

I would like to thank all the staff members for their dedication and professionalism and all the groups and/or individuals that volunteered their time or expertise in servicing the needs of the town and its residents.

**SEWER COMMISSION**

*John P. Emerson, Chairman*

2001 marked the completion of construction for Phase 3 of the Chelmsford Sewer Project (CSP). With the completion of Phase 3, approximately 68% of the properties in Chelmsford are connected or authorized to connect to the municipal sewer system. The final phase (Phase 4) of the CSP will sewer the remaining 32% of the properties in Chelmsford. Phase 4 began construction in 1999 and is currently scheduled for completion in 2007.

Construction of Phase 4A (Northwest Chelmsford and Miscellaneous Northwest Chelmsford Lateral Sewer Projects) reached substantial completion this year. Phase 4B (Crooked Spring Road Lateral Sewer Project) progressed to near completion and work should be completed early in the summer of 2002. Construction of Phase 4C (Dennison Road/Locke Road Area lateral Sewer Project) commenced this summer and is on schedule to be completed by the fall of 2002. Design was completed this year for Phase 4D (Berkeley Drive Area Lateral Sewers) and construction is expected to commence in the spring of 2002.

This year, the Chelmsford Sewer Commission was pleased to learn that the Department of Environmental Protection (DEP) placed the current phase of the CSP on their Final Calendar Year 2002 Intended Use Plan (IUP). The IUP is a priority-



*Front Row: John F. Souza; Amy Baron, office clerk; John P. Emerson Jr., Chairman; Barry B. Balan, Vice-Chairman  
Back Row: George F. Abely, Clerk; Gregg Pion, Senior Engineer-Weston & Sampson; Richard Day; Steve Penderson-Weston & Sampson; James Harrington, JR—Legal Counsel*

ranking list that DEP uses to assess which Clean Water projects will receive State Revolving Fund (SRF) loans. Since 1998, the last year that any phase of the CSP was placed on the IUP, the Commission has made exhaustive efforts to return the CSP to the IUP. The Commission achieved SRF loan status this year by lobbying aggressively, continually submitting applications, and maintaining schedules to make each phase of the CSP eligible for the SRF loan program.

The Commission would like to acknowledge our administrative staff, Jacqueline Sheehy, Amy Baron, and Heather Callery, for their hard work, professionalism and patience. They are the individuals who interface with the public on a daily basis, and their multifaceted duties are shared by the Sewer Division of the Department of Public Works.



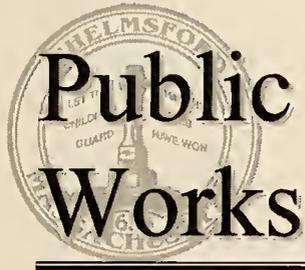
# February 2003

## MEETING SCHEDULE

Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

*For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
			Lincoln's Birthday		Valentine's Day	
16	17	18	19	20	21	22
	Presidents Day					Washington's Birthday
23	24	25	26	27	28	



The Town of Chelmsford sold almost 400 composting bins as part of a state recycling grant to help reduce waste. The annual recycling and trash flyer was produced and mailed to all residents. This flyer included the recycling schedule, and detailed the proper methods, timing and places for disposal of various types of recyclable material and solid waste. This type of information was also prepared for inclusion in the Community Newsletter and the "Chelmsford Recycles" web page.

### RECYCLING COMMITTEE

The Town of Chelmsford contracted for the following services for residents, funded by taxes: weekly collection of solid waste, the biweekly collection of recyclables, four curbside leaf collections which were held on May 19, November 10, December 1, and December 8, and year round composting at Laughton's Nursery in Westford. The Town disposed of 15,407 tons of solid waste, and recycled 4,742 tons for a 31% recycling rate. The Town fulfilled the requirements for the Massachusetts Municipal Recycling Incentive Program, which provides an incentive payment based on the amount of recyclables collected in our curbside program.

The Chelmsford Recycling Committee held brush drop-offs at Community Tree on April 7 and October 13. The CRC also held drop-offs on May 19 and September 22 for metal (which was recycled), furniture and household goods (which were donated to the Massachusetts Coalition for the Homeless), clothing (which was donated to Goodwill Industries), electronics (which were recycled). The CRC held the annual Town-Wide Litter Clean Up on May 5. Volunteers picked up litter from conservation land, schoolyards, road shoulders, and illegal dumpsites, and gathered afterwards for a picnic at the Elks Lodge.

### CEMETERY COMMISSION

At Fairview Cemetery, tree clearing and stump removal work began during the first phase of the development of Section H. Grading and drainage plans were also completed for this future section. When completed, Section H will provide approximately 310 new cemetery lots to meet the future burial needs of Town residents.

During the Summer, the Cemetery staff worked in cooperation with the Town of Westford to return a missing white marble gravestone to its original site in West Chelmsford Cemetery. The gravestone belongs to Jennie H. Wright who died on July 25, 1866. We appreciate the genealogical research provided by Marilyn Day and the Westford Museum staff as well as the efforts of Supt. Paul Baxendale of the Westford Cemetery Department.

The grant funded restoration project at Forefather's Burying Ground continued to move forward. The Cemetery Commission issued a Request for Proposals in the Fall to solicit competitive bids for the project in accordance with State law and Town procurement policies. The contract for the gravestone conservation repair work and other improvements was awarded to Fannin-Lehner Preservation Consultants of Concord, MA. Restoration work is scheduled to begin during Spring, 2002.

There were 136 interments during the year including 27 cremation interments which accounted for nearly 20% of total interments. During 2001, there were 85 cemetery lots sold and the deeds for five lots were transferred at the owners request. Twenty-nine residents participated in the Prepaid Interment Fee Program. The Cemetery Commission appreciates our staff's efforts to keep Chelmsford's six public cemeteries well-maintained and attractive burial places.



*Cemetery Staff with Jennie H. Write gravestone  
Left to right: Jorge Caires; Paul Sousa, seasonal help; Matt Picard, seasonal help; Patrick Caires; John Sousa, Cemetery Superintendent*



# March

# 2003

## MEETING SCHEDULE

Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

*For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
			Ash Wednesday			
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	St. Patrick's Day				Spring Begins	
23	24	25	26	27	28	29
30	31					



# Human Services

*Martin Walsh, Director of Human Services & Veterans Agent*

## COUNCIL ON AGING / SENIOR CENTER

Like all Americans the events and sadness of September 11<sup>th</sup> profoundly affected each of our lives. Many of our seniors comparing the scope of this event to the war years and the invasion of Pearl Harbor over sixty years ago. In the aftermath of these tragedies, the response and resolve remains constant, to move forward as individuals and as a nation to create the safest and best world possible for the citizens of our great country. The challenge beyond our borders is to help developing nations so that their people may achieve quality existence as well. The following statistics on the various programs offered through your Council on Aging gives an indication of our efforts.

- Adult Social Day Program 2,736 (client days), Avg. 11.4 per day
- Congregate Lunch Program 45,066, Avg. daily 182 attendance
- Home Delivered Meals 19,138, Avg. daily 81
- Friendly Visitor Program 2,848, Visiting Hrs. 29 elders
- Health Benefits Counseling 428 seniors, prescription assistance--SHINE--Ins.



*The Comeback Kids play a concert at the Senior Center*

- Respite Companionship Care 20,536 provider hrs. 82 elders
- Transportation 8,672 trips, 154 participants
- Outreach 15-20 visits to seniors each week, assessment/services

### Other Accomplishments:

- Received a \$4,000 grant from Executive Office of Elder Affairs to establish a "Spirituality" component as part of our programming
- Started Basic Computer Training Classes at cyber station which was realized through the efforts of volunteers and the generosity of Cisco, Hewitt/Packard, Mitre Corp. and America Power Conversion
- Also conducted Intermediate Computer Classes with the support of the library staff and students

- from Chelmsford High School. One-to-one tutoring, youth 4 seniors partnering--good stuff!
- Expanded our lunch service to McFarlin and Smith St. facilities of the Chelmsford Housing Authority for two days a week
- Hosted the "Chowderfest" for another successful year

Despite the tragedy of 9/11/01, America, as only it can, picked itself up and moved on in a patriotic fervor anxious to accept the challenges that lay ahead. For everyone involved with our agency's development, it was a successful and fulfilling year. Much of this consistency is because of the Town's on-going financial support and the generosity and involvement of its citizens of all ages.



# 2003

## MEETING SCHEDULE

Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

*For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 TOWN ELECTION	2	3	4	5
6 Daylight Savings Time Begins	7	8	9	10	11	12
13 Palm Sunday	14	15	16 Passover begins at sundown	17	18 Good Friday	19
20 Easter	21 Patriot's Day	22	23	24	25	26
27	28 TOWN MEETING	29	30			

# Human Services

The "Friends of the Senior Center" also continued in their dedicated efforts contributing over \$85,000 towards program positions, utilities and the building's upkeep. They generously funded another Volunteer Recognition Dinner recognizing the 270 volunteers who contributed 37,436 hours of service to the Senior Center's programs and services. Ultimately, the strength and endurance of our agency is based on the collective efforts of everyone involved. It is the pride and professionalism of staff in responding compassionately to elderly needs. It is the efforts of our Council on Aging members who must work with the Director to identify need and to advocate accordingly. It is the residents of Chelmsford who give us their financial support, who contribute their volunteer hours and who give our Senior Center a major source of Community pride.

## VETERANS SERVICES

*Regina B Jackson, Asst. Veterans Agent*

The Chelmsford Veterans' Services Office provides short-term financial assistance to eligible veterans and their families as mandated by Massachusetts General Law Chapter 115. We can assist eligible, needy veterans with a monthly allowable grant and some medical coverage. The amount of assistance depends on the budget standards set by the Commonwealth of Massachusetts Department of Veterans' Service. In CY2001 we averaged \$4,537 per month in benefits paid out. The State reimbursed

Chelmsford 75% of the benefits. We have about 9 active cases per month. Our reimbursement from the State is paid quarterly and runs approximately 10 months behind the authorizations.

We help residents of Chelmsford with various VA claims, health care enrollment and veteran benefits issues. We put up new flags at all town cemeteries for Memorial Day, with the help of local Scout Troops. In July we sponsor a flag ceremony in conjunction with the Korean War Commemorative Community Program. We organize the Chelmsford Veterans' Day Observance. A Veteran group meets at the Senior Center the 3rd Thursday of each month at 1:00 - all welcome.

Our office is located in the Community Center (Old Town Hall) in Chelmsford Center. This office is open M/W/F 8:30 - 4:00. Our phone number is 978-250-5238. If you need help when the office is closed call

Marty Walsh at the Senior Center 978-251-8692. If you are unable to visit our office and need a home visit, please call and we will be happy to schedule a convenient time. Thank you.

## **Veterans' Emergency Fund Committee**

The Veterans' Emergency Fund was established fifty-four years ago. The funds originated from the sale of metal products for the World War II effort.

The town accepted the funds in 1947 at which time the Committee was organized. Various veterans have been assisted during this long period of time.

Applications for assistance should be sent to the veterans agent of the Town. Assistance when granted, after an investigation and review, is in the form of material grants. No cash grants have ever been approved.



*Ted Godfroy sings at Veterans Day Service , November 11, 2001*



# 2003

## MEETING SCHEDULE

Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Mother's Day						
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Memorial Day					



# Human Services

## CHELMSFORD HOUSING AUTHORITY

*David Hedison, Executive Director*

Over the past year, the Chelmsford Housing Authority has witnessed an increase in the need for affordable housing for families, elderly and disabled individuals. The Authority has moved closer to the construction of the new 51 unit elderly development by securing additional funding through the Department of Housing and Community Development and the Federal Home Loan Bank bringing the total award to \$5.5 million. Construction will begin by the end of 2002. This increase in assistance will begin the process of meeting the needs of the community.



### **Veterans' Emergency Fund**

#### **Treasurer's Report to the Board of Selectman**

January 1st to December 31st, 2001

Balance as of January 1st 2001	24,146.08
Add Receipts: MassBank for Savings Interest	768.93
Balance of Dec 31, 2001	24,915.01
Assets: MassBank for Saving, Account	24,915.01
Liabilities: None	<u>0</u>
Total Assets, less Liabilities as of Dec. 31, 2001	<u>\$24,915.01</u>

Currently, the waiting period for state aided elderly/disabled housing is as follows: Local/Veterans less than six months, Local Residents 3 to 5 years, Non-residents 10 years or more. The Section 8 Program continues to assist over 320 families/elderly/disabled in the area with rental assistance to live in a private apartment. Our Family Self Sufficiency Program is helping over 45 families improve their education and skills with the hopes of moving them towards homeownership.

The Chelmsford Housing Authority programs as of December 31, 2001 provided a total of 197 units of low-

income public housing and 320 Section 8 Vouchers.

Members of the staff include David J. Hedison, Executive Director, Linda Dalton, Assistant Executive Director, Michelle Hudzik, State Program Manager, Carole Chakarian Federal Housing Manager, Richard O'Neil, Maintenance Manager and eight additional support staff. Regular meetings are held at McFarlin Manor, 10 Wilson Street at 7:30 p.m., on the first Tuesday each month. The Annual Meeting is the first Tuesday in May. All meetings are open to the public. The Chelmsford Housing Authority Board of Commissioners would like to thank the residents of Chelmsford and Town Officials for their continued support and cooperation.



# June

# 2003

## MEETING SCHEDULE

Selectmen	7:00 p.m. - Every other Monday	Town Offices
School Committee	7:30 p.m. - Every other Tuesday	Parker School
Planning Board	7:00 p.m. - 2nd & 4th Wednesday	Town Offices
Appeals Board	7:00 p.m. - 2nd & 4th Thursday	Town Offices
Conservation Commission	8:00 p.m. - 1st & 3rd Tuesday	Town Offices
Board of Health	7:00 p.m. - 1st Monday of Month	Town Offices
Housing Authority	7:30 p.m. - 1st Tuesday of Month	10 Wilson Street

*For current meeting schedule visit the web site at <http://townhall.chelmsford.ma.us>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14 Flag Day
15 Father's Day	16	17	18	19	20	21 Summer Begins
22	23	24	25	26	27	28
29	30					

*Becky Legros, Library Director*

### Overview

This past year will be remembered as one of the most dynamic in the library's history. Town residents flocked to the new library boosting our circulation by more than 100,000 items over the previous calendar year. 1,822 additional town residents received library cards bringing our total to 4,502 new library cardholders since the library addition was completed. We updated to a web-based catalog that gave patrons easier access to our materials and the ability to place their own reserves and inter-library loans from home or in the library. Patrons were also able to access the card catalog and their personal library records from home. Keeping stride with the burgeoning technology, we also added e-mail overdue notification in the autumn and worked on an overhaul of our library's web page. As patron demand increased, so did our library programming. Our story times and our adult programs more than doubled. Our after-school population dramatically increased so we devoted more staff hours to young adult services. A student advisory board was formed, teen music was featured at Friday night cafes and "Connecting with Computers," a workshop in which teens share computer skills with senior citizens was born.

### Circulation, Reference and Technology

During 2001, residents borrowed 503,540 items including 45,370 inter-library loans. The reference department recorded 17, 225 reference transactions including walk-ins, telephone and e-mail requests. Electronic resources continued to be well utilized with 29,711 database searches documented and 14,

008 full-text articles retrieved from on-line periodical indexes and databases. In addition to offering electronic resources, we also offered 61 computer-training workshops for close to 200 attendees. Workshop topics included: E-mail Basics, How to use the Card Catalog, Database Searching, Basic Internet Searching and Homework Help.

**Community Services** – Kathy Cryan-Hicks, Head of Community Services, coordinated 110 programs in 2001 with an attendance of 3,132 adults. Programs included poetry slams, writers' workshops, a job fair, Music on the Lawn, the First Sundays Classical series, author talks, March Music Madness, and a variety of other informational and recreational activities. Monthly art exhibits continue along with artisan displays co-sponsored by the Chelmsford Cultural Council.

**Children's Department** ---For 2001, the children's staff offered 246 programs that were attended by 5,790 library patrons. Our summer reading program "First of all... Read! Was very successful with 1360 children participating in programs that ranged from music to puppetry to magicians to craft hours to storytellers.

**Anna C. MacKay Memorial Library** --The MacKay Library staff offered 149 programs that were attended by 1,636 children. More than 30 book discussion programs were held and attended by close to 200 adults. Approximately 200 children participated in the summer reading program.

### Friends of the Library

The Friends of the Library continue to enhance the library by providing financial and voluntary assistance. There are over 1600 households that



*Young Writers Club with author George Harrar, November 2001*

belong to the Friends. Funds collected each year from dues and the annual book sale are not used for maintenance or operating costs but to supplement the budget in ways that have helped to make the library unique. Money is spent on programs, equipment and furnishings.

Our Friend volunteers are an invaluable resource too. They shelve books, prepare materials for craft activities, tutor seniors in computer skills, design web pages, work on our friends database and deliver books to the homebound and nursing homes. Friends of the library expend their energy and commitment building our 4<sup>th</sup> of July float each year and work year-round on the book sale. The tasks are plentiful, the gracious way our volunteers accomplish them and the rewards the community of Chelmsford receives through their efforts are immeasurable.

### Trustees

In April, John Cutter retired after a six-year stint on the library board. His contributions are gratefully acknowledged, in particular his support during the building project. The Library also welcomed aboard new trustee Barbara Weisfeldt.



***Richard J. Day, Health Director***

Septage and Wastewater Abatement Program In 2001 the Septage and Wastewater Abatement Program continued its efforts to clean up our waterways. The Board of Health, with the advent of a central sewer system in Chelmsford is now embarking on enforcement activities to insure compliance with local by-laws that will insure a safe water supply. Dye testing, water sampling and issuance of septic system permits will continue in all non-sewered areas.

Administration and Management

Income for various services and permits was \$20,637. During 2001 in addition to inspections of restaurants, septic systems, swimming pools and beaver complaints the department made inspections of day care centers, rental housing units, public schools, recreational camps, bathing beaches, International Certificates of Vaccination and all restaurants and retail food stores.

Hazardous Waste and Industrial Wastewater Program

Richard J. Day, Director of Public Health, was re-appointed Hazardous Waste Coordinator and Municipal Coordinator to enforce the "Right-To-Know" law for Chelmsford. The Board of Health sponsored two Household Hazardous Waste Collection Days this year which were held on May 5, 2001 and November 3, 2001. This program has consistently collected significant volumes of hazardous waste.

Title V

The Board of Health continues to work on developing programs to control the effects of the Title V regulation on residents still on septic systems.

West Nile Virus/Mosquito Surveillance Program

The Board of Health office became the collection center for handling of dead birds for the West Nile Virus Surveillance Program. One-hundred twenty-three dead birds were reported. Thirty-two birds were submitted for testing but only eighteen were suitable to be tested. Eight birds were found positive for West Nile Virus.

Tobacco Control Program—Mary Sullivan, Program Director

The Tobacco Control Program, which is state grant-funded by the voter-approved cigarette excise tax appropriation and the Master Settlement Agreement appropriation, is striving to make a healthier community. Amendments were made to local tobacco control regulations this year that further protect the general public from secondhand smoke. Enforcement of regulations on the local level, as well as public media awareness campaigns on the local and regional level continue in the hopes of changing social norms relating to tobacco use. The Chelmsford Program Director also serves as facilitator for the regional social sources committee, and is a member of the UMASS Lowell's Northern Middlesex Tobacco-Free Network.

Communicable Disease Program

Thirty-eight reports of the following diseases were completed during 2001 for the Massachusetts Department of Public Health:

Campylobacter Enteritis	2	Legionella	1
Cryptosporidium	1	Lyme Disease	1
E.Coli	4	Pertussis	2
Giardiasis	5	Salmonella	4
Hepatitis A	1	Shigella	1
Hepatitis B	8	Strep Pneumonia	2
Hepatitis C	5	TB (active)	1

The testing of persons exposed to tuberculosis and those persons whose employment require certification of freedom from disease is another responsibility of the Public Health Nurse. Two-hundred sixty Mantoux (TB) tests were given to persons as required for pre-employment, college and also to household contacts of active cases in compliance with the Massachusetts Department of Public Health regulations. Home visits and telephone calls are made to families of active and some inactive cases on a periodic basis to insure understanding of the illness and that adequate medical follow-up is achieved. Numerous medical records are kept and updated on residents who have a positive mantoux (TB) test and are receiving medication prophylactically and being followed radiologically at the Lowell Chest Clinic. When necessary, TB testing is done at places of business if employees are exposed to an active case of TB.

Immunization Program

The Board of Health sponsored three flu clinics this year; eighty persons were immunized with pneumonia vaccine and 1,303 three people were immunized with flu vaccine at clinics. An additional 2,520 doses were given at nursing homes and physicians offices. Four visits were made to handicapped or housebound residents. A combined total of 4,080 flu doses were allocated to the Chelmsford Board of Health by the Massachusetts Department of Public Health.

One hundred ninety-seven immunizations were administered to adults and students in compliance with the Massachusetts Immunizations Laws and prophylactically to residents traveling to underdeveloped countries.

The Hepatitis B Vaccine school based program was continued this year. Sixth, seventh and eighth grade immunizations were administered at school and ninth



through twelfth grade were administered at the Board of Health office. A total of 136 doses were administered. This also included the Charter School.

Forty-five doses of the meningitis vaccine were administered to high school seniors entering college.

Immunizations and other health services offered are listed on Town of Chelmsford web page, Public Health Nurse.

#### Hypertension Screening Program

Blood pressure screenings for residents are held the first Thursday of every month from 9:00 to 12:00 at the Board of Health, Town Offices. Three hundred sixty residents attended the screenings.

#### Lead Paint Screening Program

The Board of Health offers lead paint testing for children between the ages nine months and six years. Residents may call the Board of Health at 250-5243 and make an appointment with the nurse. Ten children were screened for lead paint.

Other screenings offered by the Board of Health will be advertised in advance.

#### World AIDS Day December 1st

AIDS cases are still on the increase in third world countries. AIDS flags were displayed in Chelmsford Center the end of November through early December. This serves as a reminder of those infected and affected by HIV/AIDS.

## BOARD OF HEALTH SERVICES

### **Pneumococcal (Flu) Vaccine Recommendations**

- If you are 65 years of age or older and have never had this vaccine it is recommended by the Mass Department of Public Health Immunization Program that you receive this vaccine. The vaccine will be available at the Fall flu clinic that the Board of Health has at the Senior Center TBA.

**Blood Pressure Screening** first Thursday of each month, 9AM to 12 noon.

### **Immunizations by Appointment**

- Measles / Mumps / Rubella (MMR)
- Polio
- Tetanus/Diphtheria (Td)
- Diphtheria/Tetanus/Pertussis (DTaP)
- Haemophilus Influenza B (HIB)
- Hepatitis A - Certain high risk groups (call for more info)
- Hepatitis B - Certain high risk groups (call for more info)
- Hepatitis B - 6th-8th grade students during school hours. (Parents notified of dates by mail)
- Hepatitis B - 9th-12th grade students at BOH office. (Parents notified of dates by mail)
- All immunizations required by State regulations (children & adults)
- Flu/Pneumonia Clinic - Yearly
- Travel Immunizations - Hepatitis A & Gamma Globulin

### **Other Services**

- TB Testing
- Lead Paint Screening (Age 9 months to 6 years)
- Cholesterol Testing (3x per year - cost \$10) Advertised in paper, Senior Messenger and local Cable TV
- Health Fair or Screenings (As advertised)
- Investigation and control of communicable disease within the town
- General Health Counseling and referral to other health professionals and community agencies
- Maintain and provide to the public the most current educational material available regarding various public health issues and illnesses
- Employee Health & Awareness
- Special Clinics as Needed
- Educational Information & Resources
- Promote community awareness of public health issues - Lyme Disease / AIDS / Rabies, etc.
- School / Day Care consultant
- Promulgation of regulations to protect the public's health



# Recreation Department

*Holly Hamilton , Recreation Director*

## RECREATION COMMISSION

Meetings: First Monday of each month.

The Recreation Commission is composed of seven members appointed by the Town Manager. The primary function of the commission is to support and



*Freeman Lake, North Chelmsford*

make recommendations to continuously improve and expand the recreational opportunities offered to the Chelmsford community.

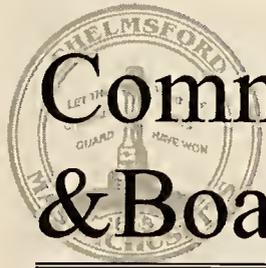
The Recreation Department offered over 400 self-supporting programs throughout the year. Some of the successful programs organized in the year 2001 include day trips, ski programs, dance lessons, art lessons, science programs and much more. The Recreation Department will continue to develop programming in response to the growing and changing needs of all populations within the Town of Chelmsford. Recreation programs will be advertised in the Chelmsford Community Newsletter, which is mailed to all residents during the months of September and March.

The commission would like to welcome Adele Mueller and Muriel Minkle who have been hired as part-time Clerks for the Recreation Department. The members of the commission regretfully accepted the resignation of Janice Ruell and thank her for her years of dedicated service to the Recreation Department.

We would also like to remember Robert Charpentier who passed away this past year. From all of us here at Chelmsford Recreation, you will be deeply missed.

We are most thankful to all residents whose support, dedication and involvement contributed to the success of the 2001 Recreation Department program.





# Committees & Boards

## ARTS & TECHNOLOGY EDUCATION FUND (ATEF)

*Edward Morassi, Chairman*

The 1996 Spring Town Meeting approved an amendment to their General By-Laws by adding Section 13 to Article VII entitled Chelmsford Arts and Technology Education Funds (ATEF). The purpose of this fund is to provide supplemental funding to support local educational initiatives and projects. Thanks to your generosity and support the ATEF has received almost \$50,000 since its inception in November 1996 and distributed approximately \$20,000. The committee is currently working on investment strategies and researching other financial resources in order to create a lasting fund and insure continued and consistent awards.

Chelmsford is the first town to have a By-Law in place that specifies the application process, committee make-up and limitations. In June 2001 a seven member committee made awards to Enhancing Education with Digital/Video by Marie Gleason-Tada at Parker Middle School; Keyboards for General Music Class by Christine Morassi at Center School; The Face of McCarthy by Heidi Ware at McCarthy Middle School; Book Making by Michelle Amundson at McCarthy; Listening Center by Pam McKeown at McCarthy; Literature Circles by Joshua Blagg at McCarthy; Just Right Books by Byam School Council; 200th anniversary of South Row by South Row School Council. The Spring 2002

Applications and copies of the applications along with the By-Law were distributed in January 2002 to each school. The committee received completed applications by March 31, 2002. Teachers and School Councils apply for these funds. Awards will be announced in June 2002 for FY02-FY03

The concept of using tax check-offs for an alternative funding source for education was initiated by Arlington's veteran Town Treasurer, John Bilafer, under a Home Rule Petition over 12 years ago. Since this was accepted, more than 50 towns in Massachusetts have adopted the statute Chapter 60. Chelmsford became involved in the process of adopting Chapter 60 through the efforts of Anthony Volpe, a former member of the Chelmsford School Committee.

Chelmsford uses a separate tear-off sheet in the excise and real estate tax bills as the method to elicit voluntary contributions to enhance the education of Chelmsford Public School students. The collected money does not become part of the school budget. The Town Treasurer disperses the funds under the direction of the ATEF Committee. Information sheets are available in the Town Offices.

The contribution that you give have and will continue to make a difference in the education of our children ... our future taxpayers.

## CELEBRATIONS COMMITTEE

*Walter R. Hedlund, Chairman*

The 34<sup>th</sup> Annual Fourth of July Celebrations, was a tremendous success, thanks to the Chelmsford Lions Club for the Center Common Activities, Chelmsford Lodge of Elks No. 2310 for the Grand Parade, Chelmsford Art Society for the Art Show, Chelmsford Community Band and many volunteer Chelmsford Organizations. Once again a very special thank you for the many volunteer hours by Chelmsford Auxiliary Police and Explorers Troop.

Many thanks to Department Heads and Personnel of the Police, Fire Highway and Parks Departments, Town Manager and Board of Selectmen.

The Committee is now planning for the 35<sup>th</sup> Annual Fourth of July Celebrations for year 2002.

## COMMISSION ON DISABILITIES

*Thomas R. Fall - Chairman*

The Chelmsford Commission on Disabilities held 10 meetings during the past year. Meetings are held in The Town Offices on the third Tuesday of each month (excluding August and December) at 7:30 P. M. We may be contacted at 978-250-9689 or through our E-mail address (seccod@aol.com) . In addition "Access Issue Feedback" forms are located in the Town Offices, Senior Center and both Libraries.

With regrets The Commission has accepted the resignation of Associate Member Kathi Geisler. Kathi was instrumental in starting our Scholarship Program.

We are proud to announce the appointment of committee member Marti McCuller to the Commonwealth of Massachusetts Governor's Council on Disability Policy. Marti has further been appointed to The Federal Government's Strategic Management Council for GSA's Accessibility Forum. This council assigned objective is to implement Section 508 of The Rehabilitation Act of 1973 which deals with Information Technology issues for disabled citizens. The commission has appointed committee members Richard Johnson to serve as our liaison to the Planning Board and Lauren Burgess as our liaison to SPEDPAC.

The Commission awarded our first scholarship of \$750.00 to Robert Moreau and Recognition Awards of \$250.00 each to David Stone and Jonathan Murphy. We have continued our Scholarship Awards Program this year with the cooperation of and

additional funding of \$250.00 from SPEDPAC. We expect to issue \$1,500.00 in Scholarships this school year.

The Commission donated \$850.00 to The Chelmsford Library for a Computer Program allowing vision impaired citizens computer accessibility. Further, we donated \$600.00 to SPEDPAC toward the presentation by Dr. Edward Hallowell who spoke on the topic of "Developmental Disabilities". A donation of \$500.00 was given to the Police Department to assist in funding the "Reverse 911" Program.

Chairman Thomas Fall attended and testified at a hearing before The Architectural Access Board in Boston to implement changes to 521CMR Rules and Regulations. He further participated in and testified before a Public Hearing in reference to Handicap Accessibility at Lowell Superior Court.

Chairman Thomas Fall and his wife associate member Linda Fall have been attending meetings at The Executive Office of Elder Affairs in an attempt to modify the State's current Prescription Advantage Program for Senior and Disabled Citizens. They have recently testified before a Town Meeting held by Congressman Martin Meehan and before a Public Hearing held by State Representative Nancy Flavin, Vice-Chair of The Ways & Means Committee concerning the issue of health care reform.

We are planning to sponsor a Regional Commission on Disability Meeting on May 15, 2002 in conjunction with The Mass Office on Disability. Representatives from various Commissions located in Northeastern Massachusetts will attend this meeting to be held at our Town Offices in order to discuss common issues.

Along with these accomplishments we conducted "Business As Usual" addressing buildings, grounds and parking access issues as well as seeking out other

opportunities to make Chelmsford more handicap accessible for our disabled citizens.

The members of The Commission wish to express their appreciation to Town Manager Bernard Lynch, Board of Selectmen Liaison Dr. Stuart Weisfeldt and many other Town Officials and Citizens who have supported our efforts this past year on behalf of our Disabled Community.

## CULTURAL COUNCIL

*Donna Thoene, Chairman*

The Chelmsford Cultural Council is comprised of nine volunteers from the Chelmsford community who are appointed by the town manager.

The Chelmsford Cultural Council (CCC) is a local agency of the Massachusetts Cultural Council (MCC), and was established to carry out the mission of the state agency by supporting programs that promote access, education, diversity and excellence in the arts, humanities and interpretive sciences. The CCC allocates state funds for these disciplines through a local re-granting program. The programs which the CCC chooses to fund help to improve the quality of life for our residents and contribute to the economic vitality of our community.

In 2001, the Chelmsford Cultural Council awarded 20 grants totaling \$19,060. This money is funding Arts programs in our schools, libraries, churches, and the Community and Senior centers.

In addition to re-granting state funds, the Chelmsford Cultural Council continued its' tradition of actively promoting the arts, humanities and interpretive sciences in Chelmsford through the following events:

- Funded a musical program on Winterfest Weekend

- organized and funded prize money for our annual photography contest which was displayed during Winterfest Weekend and enjoyed by hundreds of people. The number of photographs displayed was increased from approximately 35 last year to 120 this year!
- funded Quintessential Brass at the Chelmsford Holiday Prelude festivities
- funded, designed and administrated an after-school photography course at McCarthy Middle School which was taught by a professional photographer. We hope to expand upon this course in the future and offer it to additional students.

The CCC also applied for and received \$1790.00 through a Massachusetts Cultural Council (MCC) Matching-Funds program whereby the MCC will match some portion of any locally-raised funds. Our "matching" local funds came from the Town of Chelmsford and were used to supplement our grant funds.

## HISTORICAL COMMISSION

During the past year, the commission has continued its ongoing projects. These projects include historic surveys of structures over 100 years old and placing a markers on such structures identifying the age and original owner. The surveys include a site visit, footprint map, deed search and photo. Finished surveys are placed on file here in town and with the state historic commission. This year, the commission has enlisted several senior citizens to help with the surveys. This has been funded through the senior tax rebate program.

The commission is also actively involved with historic preservation. This includes award nominations and advocacy for local projects including the North Town Hall and The Middlesex

Canal. We also have a member of the commission on the Community Preservation Committee and a liaison to the Chelmsford Historic District Commission.

One new project we are hoping to start is to put all of our records on computer to ensure their survival for the future and posting on the town web site.

Any resident interested in history and historic preservation is invited to participate. Commission meetings are open to all and are generally held the second Tuesday of the month from September through June.

## **HOLIDAY DECORATING COMMITTEE**

*Linda Harrington, Chairman*

The Holiday Decorating Committee is a group of volunteers who arrange and implement the Holiday Lighting and Prelude Ceremony in Chelmsford Center the first Sunday in December. The committee, with the help of several interested individuals and groups, physically put up and take down all the lights on the shrubs and trees on the Chelmsford Common, the Old Town Hall and the Chelmsford Business District. In addition to the lighting the committee also organizes musical talent who volunteer their time, arrange hay rides, assist "Piney the Talking Tree" and "Santa" with more than 500 children who come to see them.

While the Town sanctions the Committee, we receive no funds and work from donations given to us by several groups and individuals. We are especially grateful this year to the Chelmsford Business Association, the Chelmsford Rotary Club, the Chelmsford Fire Union, the Chelmsford Police and The Lowell Five Cents Savings Bank.

### **Goals and Objectives:**

Our goal for the year 2002 is to add more lights and music groups. We will have to secure the necessary funds to do this but feel we will be able to obtain our goal. We have increased our number of musical and vocal groups over the years and hope to continue receiving their much-appreciated talents for the upcoming year. We thank the Police Department, Police Auxiliary, Fire Department and the Highway Department for their continued help and cooperation which has made our event possible and a huge success. We feel fortunate to have so many residents support our efforts and thank all those who give so freely of their time and talents to this once a year event.

## **FINANCE COMMITTEE**

*Sam Chase, Chairman*

The Finance Committee is comprised of seven members who are appointed by the Town Moderator to three-year terms. The Finance Committee is the arm of Town Meeting whose primary mission is to study and make recommendations on the town budget and warrant articles to be considered by the Town Meeting Representatives.

There are two Town Meetings each year; the spring meeting commences on the last Monday in April and the fall meeting is held at the end of October. Prior to the Spring Town Meeting, the Town Manager presents his proposed budget and capital improvement program for the upcoming fiscal year with accompanying budget message and supporting documents to the Finance Committee.

Each Finance Committee member acts as a liaison to various town departments and boards. Prior to the public hearing, the Finance Committee liaison meets individually with the department head to review the department's budget request. Weekly hearings are held from December through April to hear, analyze and discuss departmental budgets and warrant

articles. Each department or independent board is given the opportunity to present their budget and respond to questions and concerns raised by Finance Committee members. Based on its deliberations, the Committee makes a recommendation on each line item of the budget and each warrant article.

Similar to the budget hearings, the Committee also meets with petitioners, proponents and other interested parties, whether in support or opposition of proposed warrant articles that are to be considered at the Spring or Fall Town Meetings. After consideration of each warrant article, the Committee votes on its recommendation. In certain instances, when the article has no financial implication to the Town, the Committee may vote to make "no recommendation" on the article.

The recommendations of the Committee are published in the Spring and Fall Report Books, which are available to residents and Town Meeting Representatives. Additionally, the Report contains financial data specific to the Town and other useful information.

The Finance Committee also has one or more liaisons assigned to all major capital committees including the School Building Needs Committee and the Police Station. The liaisons are responsible for keeping the Committee informed about a project's progress and financial status.

In accordance with the Town Charter, "The duty of Town Meeting Representatives is to keep abreast of town business and review materials forwarded to them by the Board of Selectmen and Town Manager. It is expected that town meeting members will attend meetings of multiple member bodies, attend hearings held by the Finance Committee and actively prepare for each session of the town meeting." The Finance Committee both encourages and welcomes attendance and participation of town meeting members and residents at any of its meetings.



In accordance with Chelmsford's Home Rule Charter and local by-laws, Representative Annual Town Meetings are held on the last Monday in April and on the third Monday in October in each year. In addition, Special Town Meetings may be called by the Selectmen as needed. During calendar year 2001 there were four Town Meetings: a Special on February 26, 2001,; the regular Annual Spring Town Meeting on April 30, 2001; a Special Town Meeting held within the regular Annual Spring Town Meeting,; and the Annual Fall Town Meeting held on October 15, 2001. Following is a summary of the actions taken at each of these Town Meetings. Full minutes are available in the Town Clerk's Office or on the Town's Official web site: <http://townhall.chelmsford.ma.us>.

## **SPECIAL TOWN MEETING**

**FEBRUARY 26, 2001**

The Special Town Meeting was called to order at 7:35 PM at the Senior Center. The Moderator Dennis E. McHugh recognized the presence of a quorum. There were 136 Town Meeting Representatives present. Selectman Philip Eliopoulos moved that the reading of the Constable's return of the warrant be waived. Motion carried, unanimously. Selectman Philip Eliopoulos moved that the reading of the entire warrant be waived. Motion carried, unanimously.

**ARTICLE 1:** Community Preservation Act—Selectman Philip Eliopoulos moved that the Town

vote to accept Sections 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act. Motion carried.

**ARTICLE 2:** Community Preservation Committee—Selectman Philip Eliopoulos moved that the Town vote, pursuant to the provisions of MGL c. 44B, §5, to amend the Chelmsford Code, Chapter 19, to adopt a new general by-law creating a Community Preservation Committee. Motion carried.

**ARTICLE 3:** FY 2001 Budget Amendment—Town Manager Bernard Lynch moved that the Town vote to amend the Fiscal Year 2001 Operating Budget by \$127,701 for collective bargaining agreements. Motion carried, unanimously.

**ARTICLE 4:** Forefathers Burying Ground – Town Manger Bernard Lynch moved that the Town vote to transfer from Free Cash the sum of \$20,000 to the Special Revenue Historical Grants Account to match a grant from the Massachusetts Historical Commission for the preservation of the Forefathers Burying Ground. Motion carried, unanimously.

**ARTICLE 5:** Forefathers Burying Ground transfer—Cemetery Superintendent John Sousa moved that the Town vote to transfer the care, custody, management, and control of the property known as Forefathers Burying Ground from the Cemetery Commission for the purpose of granting a preservation restriction to the Commonwealth of Massachusetts. Motion carried, unanimously.

**ARTICLE 6:** Sale of property taken for back taxes —Selectman Philip Eliopoulos moved that the Town vote to transfer the care, custody, management and control of a certain portion of a parcel of land on 27A Freeman Road shown as Map 0142, Block 0058, Lot 0515, to the Board of Selectmen for the purpose of conveyance. Motion carried.

**ARTICLE 7:** Sale of Town property—Selectman Philip Eliopoulos moved that the Town vote to transfer the care, custody, management and control of a certain portion of a parcel of land on Willis Drive shown as Map 18, Block 41, Lot 5, to the Board of Selectmen for the purpose of conveyance. Motion carried, unanimously.

**ARTICLE 8:** Discontinuance of portion of Monmouth St—Selectman Philip Eliopoulos moved that the Town vote that a portion of the accepted way known as Monmouth Street shall be discontinued to allow a developer to put an office building on an adjoining site. The result of a hand count was Yes 78, No 44, 2/3's is 82 so the motion is defeated.

**ARTICLE 9:** Rescind unused loan program—Town Manager Bernard Lynch moved that the Town vote to rescind the Sewer Title V authorization to borrow funds under Article 30 of the Town Meeting held on May 1, 1997, in the amount of \$100,000. Motion carried, unanimously.

**ARTICLE 10:** FMC Contract Extension—Bernard Lynch moved that the Town vote to authorize the Town Manager to execute a contract with FMC, Inc. for management of the Chelmsford Forum an additional two years on the present contract. Motion carried, unanimously.

**ARTICLE 11:** Dalton Rd. Sidewalks—Selectman Philip Eliopoulos moved that the Town vote to acquire certain property for the purpose of sidewalk construction on Dalton Road from Priscilla Road to North Road. Motion carried, unanimously.

**RECONSIDERATION OF ARTICLE 8:** Selectman William Dalton stated that more discussion was needed concerning article 8. He asked for reconsideration of the article. The Moderator then asked for a show of hands on the motion to reconsider the article, motion defeated.



**ARTICLE 12:** Water District land transfer—Selectman Philip Eliopoulos moved that the Town vote to transfer control of a parcel of land to the Board of Selectmen for the purpose of conveyance to the Chelmsford Water District. Motion carried, unanimously.

Seeing that there was no further business at hand, Dwight Hayward moved to adjourn the meeting. The Moderator asked for a show of hands, motion carried, unanimously. The Meeting adjourned at 10:45 PM.

## ANNUAL TOWN MEETING

April 30, 2001

The Annual Town Meeting was called to order at 7:35 PM at the Senior Center. The Moderator Dennis E. McHugh recognized the presence of a quorum. There were 150 Town Meeting Representatives present. Selectman Thomas Moran moved that the reading of the Constable's return of the Annual Town Meeting warrant be waived. Motion carried, unanimously. Selectman Thomas Moran moved that the reading of the entire warrant be waived. Motion carried, unanimously.

**ARTICLE 1:** Selectman Thomas E. Moran moved that the Town vote to hear reports of the Town Officers and Committees.

The Moderator announced that it was time to call the Special Town Meeting to order. Selectman Eliopoulos moved to adjourn the Annual Town Meeting in order to take up the Special Town Meeting. Motion carried, unanimously. The meeting adjourned at 7:45 PM.

## SPECIAL TOWN MEETING

(WITHIN ANNUAL)

April 30, 2001

The Special Town Meeting was called to order at 7:45 PM at the Senior Center.

**SPECIAL ARTICLE 1:** Land Transfer for Housing Authority Project—Selectman Thomas Moran moved that the Town vote to transfer a certain parcel of land to the Board of Selectmen to be held for the purpose of conveyance to the Chelmsford Housing Authority for the expansion of elderly housing. The vote required is 2/3's. The Moderator declared the motion carried, by citing the 2/3's vote by-law.

**SPECIAL ARTICLE 2:** Discontinuance of Harding St—Selectman Thomas Moran moved that the Town vote a portion of the paper street known as Harding Street discontinued and to transfer the care, custody, management, and control to the Board of Selectmen for the purpose of conveyance to the Housing Authority project. The vote required is 2/3's. The Moderator declared the motion carried, by citing the 2/3's vote by-law.

Seeing that there was no further business at hand the Moderator asked for a vote to adjourn the special town meeting. Motion carried, unanimously. The meeting was adjourned at 8:10 PM. He then immediately reconvened the annual town meeting at this time. He asked the Town Manager to continue his report under one.

## ANNUAL TOWN MEETING (continued)

April 30, 2001

**ARTICLE 1:** (continued) Town Manager's Report—The Moderator asked the Body to vote to accept the Managers report. Motion carried, unanimously.

**ARTICLE 2:** Wetlands Reserve Fund transfer—Town Manager Bernard Lynch moved that the Town vote to transfer \$7,500 from Conservation fees under Wetlands Special Reserve Fund to reduce the Conservation Commission Budget Fiscal Year 2002. Motion carried, unanimously.

**ARTICLE 3:** Sewer Betterments transfer—Town Manager Bernard Lynch moved that the Town vote to transfer \$1,327,000 from Sewer Betterments, Special Revenue, to reduce the exempt portion of debt and interest in the Fiscal Year 2002 Budget. Reserve Fund. Motion carried, unanimously.

**ARTICLE 4:** Sewer Rate Relief Funds transfer – Town Manager Bernard Lynch moved that the Town vote to transfer from Sewer Rate Relief Funds, Special Revenue, \$193,150 to reduce the exempt portion of debt and interest in the Fiscal Year 2002 Budget and \$163,000 to acquire sewer equipment. Motion carried, unanimously.

**ARTICLE 5:** Stabilization Fund transfer—Town Manager Bernard Lynch moved that the Town vote to transfer from the Stabilization \$490,000 to be used to balance the Annual Operating Budget for the fiscal year beginning July 1, 2001. Motion carried, unanimously.

**ARTICLE 6:** School Department Retirement Costs—Town Manager Bernard Lynch moved that the Town vote to transfer \$312,013 from FY 1998 overlay surplus and \$245,987 from FY2001 Supplemental Lottery Funds to be used to fund



certain one-time costs associated with the retirement of employees of the Town working in the School Department. Motion carried, unanimously.

**ARTICLE 7:** Reserve Fund—Town Manager Bernard Lynch moved that the Town vote to raise and appropriate \$150,000 to be used as a Reserve Fund at the discretion of the Finance Committee, as provided in General Laws Chapter 40, Section 6. Motion carried, unanimously.

**ARTICLE 8:** Annual Budget—Town Manager Bernard Lynch moved that the Town vote to raise and appropriate the sum of \$74,401,227 to defray Town charges for the fiscal period July 1, 2001 to June 30, 2002 according to specific line items. Motion carried, unanimously.

**ARTICLE 9:** Cemetery Improvement & Dev Fund—John Sousa, Superintendent of the Cemetery Department moved that the Town vote to transfer \$14,000 from the sale of the Graves and Lots to the Cemetery Improvement and Development Fund. Motion carried, unanimously.

**ARTICLE 10:** Annual Audit—Town Manager Bernard Lynch moved that the Town vote to raise and appropriate \$21,000 to engage a private accounting firm to prepare an audit of all accounts in all departments in the Town of Chelmsford. Motion carried, unanimously.

**ARTICLE 11:** Sand Purchase—Town Manager Bernard Lynch moved that the Town vote to raise and appropriate \$25,000 for the purpose of funding the sand purchase approved by the Town under Article 4 of the 1998 Special Town Meeting held on April 27, 1998. Motion carried, unanimously.

**ARTICLE 12:** Late Bills—Town Manager Bernard Lynch moved that the Town vote to raise and appropriate a certain amount with which to meet bills from previous years. The Manager withdrew this article as there were no late bills.

**ARTICLE 13:** School Preliminary Designs—Judith Mallette, Chairman of the School Committee, moved that the Town vote to appropriate the sum of \$750,000 to engage an architectural firm to prepare preliminary designs and cost estimates for improvements to the Chelmsford secondary schools; and to set-up a Building Committee to execute a contract with the selected architectural firm and project manager with the approval of the Town Manager. The article needed a 2/3's vote. The Moderator declared that the motion carried, by recognizing the two-thirds vote by-law.

Selectman Philip Eliopoulos moved to adjourn the Annual Town Meeting until Thursday May 3<sup>rd</sup> at 7:30 PM at the Senior Citizen Center. The Moderator asked for a show of hands on the motion to adjourn. Motion carried, unanimously. The meeting adjourned at 11:15 PM.

#### ADJOURNED ANNUAL TOWN MEETING May 3, 2001

The Annual Town Meeting was called to order at 7:35 PM at the Senior Center. The Moderator Dennis E. McHugh recognized the presence of a quorum. There were 137 Town Meeting Representatives present.

**ARTICLE 14:** Capital Budget—Town Manager Bernard Lynch moved that the Town vote to appropriate the sum of \$2,442,500 for capital projects. The Moderator declared that the motion carried by citing the 2/3's rule.

**ARTICLE 15:** Street Acceptances—Selectman Thomas E. Moran moved that the Town vote to accept Research Place and Hemlock Drive, as laid out by the Board of Selectmen and shown by their reports duly filed in the office of the Town Clerk. Motion carried, unanimously.

**ARTICLE 16:** COA Revolving Fund—Town Manager Bernard Lynch moved that the Town vote to authorize a revolving fund for the Council on Aging for Fiscal Year 2002. Motion carried, unanimously.

**ARTICLE 17:** Body Art Zoning—Pamela Armstrong moved that the Town vote to amend the Chelmsford Code, Chapter 195, Zoning, Section 195-5, Use Regulation Schedule, Section C, Commercial Uses, by inserting a new use category number 28 entitled Body Art Establishment. The Moderator declared that the motion carried by citing the 2/3's rule.

**ARTICLE 18:** Zoning Map Amendment—Selectman Thomas Moran moved that the Town vote to amend the Town of Chelmsford Zoning By-Law and Official Zoning Map by removing certain properties situated on the easterly side of Glen Avenue. Motion carried, unanimously.

**ARTICLE 19:** Monmouth discontinuance—The Town Manager requested that this article be tabled until the conclusion of article 20. This article will be addressed only if article 20 passes. Motion carried unanimously to table the article until the conclusion of article 20.



ANNUAL FALL TOWN MEETING  
October 15, 2001

The Annual Town Meeting was called to order at 7:35 PM at the Senior Center. The Moderator Dennis E. McHugh recognized the presence of a quorum. There were 150 Town Meeting Representatives present.

**ARTICLE 1:** Hear Reports—Selectman Thomas E. Moran moved that the Town vote to hear reports of the Town Officers and Committees.

**ARTICLE 2:** Stabilization Fund—Town Manager Bernard Lynch moved that the Town vote to appropriate \$500,000 from Free Cash to the Stabilization Fund. Motion carried, unanimously.

**ARTICLE 3:** Tax Relief (withdrawn)—Town Manager Bernard Lynch moved that the Town vote to appropriate a certain sum of money from Free Cash for the reduction of the tax rate. The Town Manager then withdrew the article citing the poor economic conditions. The Moderator asked for a vote to withdraw, motion carried unanimously.

**ARTICLE 4:** FY2002 Budget Reduction—Town Manager Bernard Lynch moved that the Town vote to reduce the Fiscal Year 2002 operating budget expenses by 1% under Article 2 of the Annual Town Meeting held on April 30, 2001, and that the Town transfer \$548,371 from Free Cash to defray Town charges for the fiscal period July 1, 2001 to June 30, 2002. Motion carried, unanimously.

**ARTICLE 5:** FY2002 Budget Amendment—Town Manager Bernard Lynch moved that the Town vote to amend the Fiscal Year 2002 operating budget under Article 2 of the Annual Town Meeting held on April 30, 2001 by increasing Line Item # 3 Chelmsford School Department by \$105,000.00, contingent upon receipt of at least \$8,240,939.00 in Chapter 70 funds from the Commonwealth in FY 2002. Motion carried as amended.

**ARTICLE 6:** Clerical Union Retro—Town Manager Bernard Lynch moved that the Town vote to appropriate from Free Cash the sum of \$38,933 for the retroactive payment of fiscal year 2001 salary increases for members of the Town of Chelmsford Clerical Union. Motion carried, unanimously.

**ARTICLE 7:** FY 2002 Budget Increases—Town Manager Bernard Lynch moved that the Town vote to amend the Fiscal Year 2002 operating budget under Article 2 of the Annual Town Meeting held on April 30, 2001 to cover the effect of collective bargaining agreements. Motion carried, unanimously.

**ARTICLE 8:** Medicaid reimbursements—Town Manager Bernard Lynch moved that the Town vote to appropriate \$160,924 from Free Cash to the School Department, said funding coming from Medicaid reimbursements. Motion carried, unanimously.

**ARTICLE 9:** Late Bills—Town Manager Bernard Lynch moved that the Town vote to transfer \$3,382.00 from Free Cash to pay bills of previous fiscal years. Motion carried, unanimously.

**ARTICLE 20:** Monmouth Street Rezoning—Selectman Michael McCall moved that the Town vote to amend the Town of Chelmsford Zoning Bylaw, Section 195-3, the Official Zoning Map, by rezoning land off Monmouth Street from RB Single Residence to IA Limited Industrial. Motion carried, unanimously.

**\*\*ARTICLE 19 (continued)** Selectman Thomas E. Moran moved that the Town vote to discontinue a portion of Monmouth Street. Motion carried, unanimously.

**ARTICLE 21:** Center Project Easements—Selectman Thomas E. Moran moved that the Town vote to acquire by gift, purchase, eminent domain, or otherwise utility easements for the Town Center Project and to raise and appropriate \$10,000 to acquire such easements. Motion carried, unanimously.

**ARTICLE 22:** Sewer Easements—John P. Emerson, Chairman of the Sewer Commission moved that the Town authorize the Board of Selectmen and/or the Sewer Commissioners to acquire easements in the Technology Drive Area for the purpose of constructing and maintaining sewers. Motion carried, unanimously.



# Town Meetings

**ARTICLE 10:** E-Rate Reimbursements—Town Manager Bernard Lynch moved that the Town vote to transfer \$50,070 from Special Revenue to the School Department, said funding coming from E-Rate reimbursements. Motion carried, unanimously.

**ARTICLE 11:** Community Action Program—Town Manager Bernard Lynch moved that the Town vote to transfer \$10,000 from Free Cash to fund the Community Action Program established under Article 12 of the April 29, 1996 Annual Town Meeting. Motion carried, unanimously.

**ARTICLE 12:** Sewer Easements—Chairman of the Sewer Commission John P. Emerson Jr, moved that the Town vote to authorize the Board of Selectmen and/or the Sewer Commissioners to acquire any and easements for the purpose of constructing and maintaining sewers. Motion carried, unanimously.

**ARTICLE 13:** Police Station Budget Amend—Town Manager Bernard Lynch moved that the Town vote to amend the votes taken under Article 11 of the April 27, 1998 Town Meeting and Article 14 of the October 19, 1998 Annual Town Meeting and Article 23 of the October 18, 1999 Annual Town Meeting to appropriate \$1,410,000, in addition to the sum of \$5,690,000 previously appropriated, for the purpose of designing, constructing and originally equipping a police station; this appropriation shall be raised by borrowing. The Moderator declared that the motion carried, by recognizing the 2/3's vote by-law.

**ARTICLE 14:** Center Project—Selectman Thomas E. Moran moved that the Town vote to acquire by purchase, gift, eminent domain, or otherwise, the property for the purpose of Central Square Improvements; and to vote to transfer \$3,000 from Free Cash for said acquisition. Motion carried.

**ARTICLE 15:** Noise By-law Amendment—Selectman Thomas E. Moran moved that the Town vote to amend the General Bylaws by deleting the existing Chapter 100, Noise in its entirety and replacing with an amended chapter. Motion carried.

**ARTICLE 16:** Vehicles & Traffic By-law Amendment—Selectman Thomas E. Moran moved that the Town vote to amend Chapter 174, Vehicles and Traffic of the General Bylaws. Motion carried.

**ARTICLE 17:** Proposed Highway Yard Study Committee—Bruce Harper moved that the Town vote, in conjunction with the North Chelmsford Water District, the East Chelmsford Water District and the Chelmsford Water District Commissioners to appoint a Committee to study the relocation of the DPW yard from its current location on Richardson Road to another suitable location and to report the findings to the Selectmen for further action, if appropriate. Motion defeated.

**ARTICLE 18:** Glenview Site Rezoning—To see if the Town vote will to amend the Chelmsford Zoning Map to rezone from the 1-A Limited Industrial District to the CC Shopping Center Commercial District that certain tract of land commonly referred to as the Glenview property. The Moderator explained that the motion for this article was unsigned and therefore no action could be taken.

**ARTICLE 19:** Limited Accessory Apartments—Susan Carter of the Planning Board moved that the Town vote to amend the Zoning Bylaw, Chapter 195

of the Chelmsford Code, Article III, Use Regulations, by inserting a new Section 195-6.1 Limited Accessory Apartments. Motion carried, by recognizing the 2/3's vote by-law.

Selectman Michael McCall moved that the Town Meeting continue beyond the traditional 11:00 PM closing in order to finish the remaining articles. The Moderator asked if there was any need for debate. Hearing none, he asked for a show of hands motion carried.

**ARTICLE 20:** Accessory buildings—Susan Carter of the Planning Board moved that the Town vote to amend the Zoning Bylaw, Chapter 195 of the Chelmsford Code, Article IV, Dimensional Regulations, by amending the existing Section 195-11, Accessory Buildings. The Moderator declared that the motion carried, by recognizing the 2/3's vote by-law.

**ARTICLE 21:** Aquifer Protection District Map—Susan Carter of the Planning Board moved that the Town vote to amend the Zoning Bylaw, Chapter 195 of the Chelmsford Code, Article XIV, Aquifer Protection District, Section 195-71, Establishment and Delineation of District, by amending the Aquifer Protection District Map. Motion carried, unanimously.

**ARTICLE 22:** Wireless Communications Facilities—Susan Carter of the Planning Board, moved that the Town vote to amend the Zoning Bylaw, Chapter 195 of the Chelmsford Code, Article XIII, Wireless Communications Facilities, by amending the existing Article XIII. Motion carried, by recognizing the 2/3's vote by-law.

Seeing that there was no further business at hand, the Moderator declared the meeting adjourned. The meeting adjourned at 11:35 PM.



# Town Meeting Reps

The Legislative body of the Town of Chelmsford is a Representative Town Meeting consisting of 162 elected representatives from 9 precincts. Representatives are elected for a three-year term. Following is a listing of all Town Meeting Representatives as of the April 2001 election with the year indicating when their terms expire.

## PRECINCT 1 2004

Kathryn Brough 14 High St  
 William E. Spence 91 Billerica Rd  
 Samuel P. Chase 5 Rivermeadow Dr  
 Donna L. Sargent 4 Boyds Lane  
 Stephanie J. Levell 189 Acton Rd  
 Steven P.L. Maloney 10 King St

## 2003

Peggy Dunn 2 Bridge St  
 Anthony V. Volpe 144 Warren Ave  
 Frances T. McDougall 11 Dawn Dr  
 Sandra B. Martinez\* 1 Carter Dr  
 Nina S. Lewin 1 Boyds Ln  
 James P. Lynch 189 Acton Rd

## 2002

Marian D. Currier 181 Littleton Rd #404  
 Elizabeth A. McCarthy 48 Bartlett St  
 Barry B. Balan 54 Boston Rd  
 Nancy H. Robinson 45 Billerica Rd  
 Cynthia J. Kaplan 22 Bartlett St  
 Sandra A. Kilburn 181 Littleton Rd 8-217

## Precinct 2 2004

Mary Jo Welch 31 Kennedy Dr  
 Karen E. Connors 61 Dunstable Rd  
 Jeffrey W. Stallard 103 Tyngsboro Rd Po 2004  
 Stanley W. Norkunas 58 Church St  
 Pamela H. Pudsey 48 A Dunstable Rd  
 Wesley M. Harper 900 Wellman Ave

## 2003

Francis G. Miskell 38 Groton Rd  
 Bruce J. Harper Sr 9 Harvard St  
 M. Janice Spence 816 Wellman Ave

## 2002

Phyllis H. Clark 11 Sharon Ave  
 George L. Merrill 108 Dunstable Rd  
 Susan E. Carter 47 Kennedy Dr  
 Mark T. Connors 61 Dunstable Rd  
 John W. Thompson 14 Arbor Rd  
 Charles B. Austin 876 Wellman Ave

## Precinct 3 2004

John P. Emerson, Jr. 8 Loiselle Ln  
 Thomas E. Moran 19 Dennison Rd  
 Henry R. Mcenany B18 Scotty Hollow Dr  
 Carol W. Merriam 8 Lovett Ln  
 Nancy J. Knight 29 Stonehill Rd  
 H. Steve Flynn 13 Dayton St

## 2003

Michael F. McCall 151 Main St  
 Cathy A. Hutchinson 233 Main St  
 Christopher T. Garrahan 4 Maynard Circle  
 William J. Gilet, Jr 71 Princeton St #113  
 Harold I. Matzkin E24 Scotty Hollow Dr  
 Kathryn M. Fisher 2 Kelshill Rd

## 2002

D. Lorraine Lambert 91 Main St  
 Michael F. Curran 58 Crooked Spring Rd  
 Shaun F. Saber 32 Hatikva Way

Jaelyn D. Matzkin E24 Scotty Hollow Dr  
 Bruce R. Wolf 12 Hatikva Way  
 Adrienne M. Jerome 118 Crooked Spring Rd

## Precinct 4 2004

John B. Sousa Jr 88 Carlisle St  
 Helen A. Manahan 26 Muriel Rd  
 Daniel J. Sullivan, Iii 4 Shedd Lane  
 Cathleen H. Latina 15 Jessie Rd  
 Henry A. Houle 1 Pearson St  
 Raymonde R. Legrand 20 Oak Knoll Ave

## 2003

Sheila E. Pichette 26 Shedd Ln  
 George A. Ripsom, Sr. 33 Porter Rd  
 Billy L. Martin 9 Vincent St  
 Dennis P. Sheehan 61 Moore St  
 Richard R. Madanjian 46 Moore St  
 Elizabeth M. Ripsom 33 Porter Rd

## 2002

Scott E. Johnson 25 Samuel Rd  
 Kathleen M. Redican 80 Carlisle St  
 Brian P. Latina 15 Jessie Rd  
 John G. Coppinger 20 Ansie Rd  
 Roger C. Sumner 40 Kensington Dr  
 Mark A. House 12 Donald Ave

## Precinct 5 2004

W. Allen Thomas, Jr. 374 Littleton Rd  
 Chris L. Perkins 10 Warwick Dr  
 Carol A. Kelly-Suleski 5 Warwick Dr  
 Dean Carmeris 20 Higate Rd  
 Leonard R. Richards, Jr 2 Hart Rd  
 Dennis T. Bak 16 Pinewood Rd

## 2003

Cheryl M. Perkins 10 Warwick Dr  
 Evelyn S. Thoren 18 Pinewood Rd  
 David P. McLaughlin 110 Garrison Rd



# Town Meeting Reps

Glenn R. Thoren  
Robert D. Hall  
Judith B. Mallette

**2002**

Kathleen Curran  
Wendy C. Marcks  
Bonnie G. Wilder  
John W. Wilder  
Stephen J. Mallette  
Beverly A. Barrett

**Precinct 6  
2004**

Angelo J. Taranto, Jr  
Janet G. Dubner  
Susan Kupor Mchugh  
Pamela H. Mckenna  
George T. Chianis  
Nancy W. Kaelin

**2003**

Judith A. Olsson  
Stuart G. Weisfeldt  
David J. Mclachlan

Marianne J. Paresky  
M. Elizabeth Marshall

**Precinct 7  
2004**

Pamela L. Armstrong  
Joseph D. Ready

18 Pinewood Rd  
35 Maple Rd  
13 Wedgewood Dr

5 Kenwood St  
13 Dakota Rd  
3 Higate Rd  
3 Higate Rd  
13 Wedgewood Dr  
3 Delpha Ln

11 Woodlawn Ave  
46 Dalton Rd  
63 Dalton Rd  
60 Hornbeam Hill Rd  
273 Chelmsford St  
22 Fairbanks Rd

8 Scott Dr  
8 Leitrim Ln  
51 Brentwood Rd

10 Smith St  
16 Colonial Dr

15 Amble Rd  
2 Abbott Ln

Peter Dulchinos  
John S. Goffin\*  
Paul F. Gleason  
Clare L. Jeannotte

**2003**

Kevin E. Porter  
Donna L. Ready  
Barbara J. Scavezze  
Leonard W. Doolan, Iii  
Dwight M. Hayward  
Carol A. Stark

Kathleen S. Fitzpatrick  
Dennis J. Ready  
Bernard A. Ready  
Robert F. Sullebarger  
Judith Hass

**Precinct 8  
2004**

Angelo J. Taranto  
Joyce E. Johnson  
Philip M. Eliopoulos  
William C. Curry  
John E. Abbott  
Richard E. Defreitas

**2003**

Richard M. Johnson  
Alexander W. Gervais  
Christine H. Walsh  
John S. Fudge, Jr.  
S. George Zaharoolis  
Deborah Villano

**2002**

Margaret A. Fudge

17 Spaulding Rd  
19 Cathy Rd  
30 Pine Hill Rd  
3 Hawthorne Ln

48 Abbott Lane  
2 Abbott Ln  
3 Mt Laurel Drpo Box 495  
52 Amble Rd  
59 Amble Rd  
4 Hostler Rd  
**2002**

15 Footpath Rd  
2 Abbott Ln  
31 Clover Hill Dr  
46 Chestnut Hill Rd  
27 Mcintosh Rd

**Precinct 8  
2004**

8 Charlemont Ct  
237 Old Westford Rd  
26 Arbutus Ave  
15 Overlook Dr  
384 North Rd  
61 St Andrews Way

**2003**

237 Old Westford Rd  
5 Arbutus Ave  
17 Old Farm Way  
255 North Rd #8  
191 Princeton St  
10 Gregory Rd

**2002**

255 North Rd #8

Walter A. Cleven  
Ralph J. Hulslander, Jr.  
Jennifer Renna Ferreira  
Richard J. Day  
Gail E. Poulten

**Precinct 9  
2004**

Will L. Perry  
Thomas A. Newcomb  
Francis J. Barre  
Lesley M. Mathews  
Gary A. Mathews  
Phyllis M. Elias

**2003**

Robert C. Morse  
Susan B. Graves  
C. Thomas Cristiano  
Leonard E. Westgate  
Robert P. Mackey  
James L. Hickey

**2002**

Barry K. Hamill  
James E. Rich  
John G. Harrington  
J. Stephen Clark  
Arthur Carmen  
James W. Young

**2002**

Mary E. Frantz  
Ralph M. Nebalski  
Howard J. Hall  
Norman J. Aubert, Jr

4 Arbutus Ave  
74 Smith St  
11 Garland Rd  
6 Merilda Ave  
16 Berkeley Dr

42 Concord Rd  
9 Clarissa Rd  
3 Sandra Dr  
19 Clarissa Rd  
19 Clarissa Rd  
28 Regina Dr

45 Clarissa Rd  
17 Clarissa Rd  
6 Drew Cir  
7 Wildes Rd  
47 Old Stage Rd  
104 Kristin Dr Ext

55 Clarissa Rd  
39 Clarissa Rd  
149 Boston Rd  
11 Smokerise Dr  
6 Howard Rd  
39 Cambridge St

34 Miland Ave  
10 Sunset Ave  
5 Hillerest Dr  
14 Hidden Way



**ADA Cordinator**

Hickey Ralph B 6/30/02

**Accountant**

Sullivan Jean D. - Accountant 6/30/02

**Animal Control Officer**

Warren Franklin E. 6/30/02

**Animal Inspector**

Gruber Martin 4/30/03

**Appeals Board of**

Blake John - Alternate 6/30/02  
 Coppinger John G. - V Chairman 6/30/02  
 Duffy Eileen M 6/30/04  
 Fallgren Gustave H.N. 6/30/04  
 Gilet Sr William J. - Alternate 6/30/02  
 Organ, Jr Harold - Chairman 6/30/03  
 Pare Ronald 6/30/02

**Arts & Technology Education Fund**

Armstrong Pamela L. 6/30/04  
 Barrett Beverly A. - Clerk 6/30/02  
 Morassi, Jr Edward R. - Chairman 6/30/03  
 Ripsom, Sr. George A. 6/30/04  
 Taranto Angelo J. 6/30/03  
 Thoren Evelyn S. 6/30/02

**Assessors**

Philips Diane M. 6/30/02  
 Symmes Bruce 6/30/03

**Cable Access Foundation**

Glidden Scott 6/30/04

**Capital Planning Committee**

Bak Dennis T. - Res 6/30/02  
 Jeannotte Clare L. - Finance 6/30/02  
 Mallette Stephen J. - Library 4/1/02  
 Morrison John - Res 6/30/02  
 Pichette Sheila E. - School 4/1/02

**Coalition Against Crime**

Cryan-Hicks Kathy 6/30/02  
 Hamilton Holly 6/30/02  
 MacKenzie Kim J 6/30/02  
 McCusker Raymond 6/30/02  
 Meidell Steven 6/30/02  
 Monteforte Deborah - Teacher Rep 6/30/02  
 Murphy James F 6/30/02  
 Spence Colin 6/30/02  
 Weisfeldt Stuart G. 6/30/02

**Community Action Program Committee**

Bagni Peter E - Chairman 6/30/02  
 Clancy James 6/30/02  
 Flagg Andrea - Clerk 6/30/02  
 Groves Eric T. 6/30/02  
 Hood William 6/30/02  
 Koltookian Beverly - V Chairman 6/30/02  
 Marcaurette Denise 6/30/02  
 Sheehan Andrew - Comm Dev Co-ord 6/30/02  
 Villano Deborah 6/30/02

**Community Preservation Fund Committee**

Hall Robert D. 6/30/04  
 Hedison David J 6/30/04  
 Markey Rebecca S. 6/30/04  
 McCall Michael F. 6/30/04

Morse Robert C. - Chairman 6/30/04  
 Pearson James E 6/30/04  
 Prescott Linda 6/30/04  
 Sheehan Andrew 6/30/04  
 Vines William R. - V. Chairman 6/30/04

**Communnity Teamwork**

Walsh Martin 6/30/02

**Conservation Commission**

Greenwood W. Robert 6/30/03  
 Hampton Caroline 6/30/03  
 Reidy Brian 6/30/02  
 Vacancy (1 Conser) 6/30/03  
 Vacancy (1 Conserv 6/30/02  
 Vines William R. 6/30/02  
 vacancy (1) Conserv 6/30/02

**Constable Deputies**

Connell Joseph R. 1/1/03  
 Denihan Michael J. 1/1/03  
 Fraine Francis M. 1/1/03  
 Goffin Judith 1/1/03  
 Rallis Robert 1/1/03  
 St. Hilaire Matthew P. 1/1/02  
 Stout Donald - 1/1/03  
 Sullivan Henry 1/1/03  
 Whippen Kevin 1/1/03

**Council on Aging**

Clancy John 6/30/02  
 Condike Richard 6/30/02  
 Goodwin Catherine L. 6/30/02  
 Grippo Robert J. 6/30/02  
 Hall Virginia R. 6/30/02  
 Latourneau Joan L. - V Chairman 6/30/02  
 McCaffery Jean R. - Clerk 6/30/02  
 Pechulis Donna 6/30/02  
 Turner Thomas D. 6/30/02  
 Warburton Joe 6/30/02



**Cultural Council**

Carney Jeffrey W. 6/30/02  
 Carney Linda 6/30/03  
 DeVore Sandra 6/30/02  
 Kelly-Suleski Carol A. 6/30/02  
 Kelly-Suleski Carol A. - Secretary 6/30/02  
 Merriam Carol W. 6/30/03  
 Messier Anne Marie 6/30/02  
 Thoene Donna - Chairman 6/30/03  
 Vacancy (1) Cultural 6/30/02  
 Wiljanen Carol B. 6/30/02

**Disabilities Commission**

Burgess Lauren M 6/30/03  
 Duggan John 6/30/02  
 Fall Thomas R. - Chairman 6/30/03  
 Johnson Richard M. - elected 6/30/02  
 McCuller Martha 6/30/02  
 Momaney Sandra Gardner 6/30/04  
 Olenchak Jr Leonard A - V Chairman 6/30/04  
 Singer David P. 6/30/03  
 Vacancy ( 1 Dis ) 6/30/03  
 Vacancy ( 1 Dis ) - elected 6/30/02

**Emergency Management Agency**

Abbott John E. 6/30/02  
 Adley Walter 6/30/02  
 Cole Brad 6/30/02  
 Eriksen Paul 6/30/02  
 Hedlund Walter 6/30/02  
 Maffetone Stephen J. 6/30/02

**Fence Viewer**

Pearson James E 6/30/02

**Finance Committee**

Chase Samuel P. - Chairman 6/30/04  
 Curry William C. 6/30/02  
 Frantz Mary E. - V Chairman 6/30/04  
 Hayward Dwight M. 6/30/03  
 Jeannotte Clare L. 6/30/02  
 Porter Kevin E. 6/30/04  
 Turocy David 6/30/03

**Great Brook State Park Advisory Board**

Matzkin Harold I. 6/30/02

**Hazardous Waste Coordinator**

Day Richard 6/30/02

**Historic District Commission**

Burkinshaw Richard P. 6/30/03  
 Currier Philip L. - Alternate 6/30/02  
 Handley John - Business Rep 6/30/02  
 Howe Kathleen E. 6/30/03  
 Lovering Brenda - Chairman 6/30/04  
 Richards, Jr. Leonard R. 6/30/02  
 Vacancy ( Hist Dist Comm ) - 6/30/03  
 Vacancy (1 Alt Hist Dist) - Alternate 6/30/02  
 Vacancy (1 Hist Dist) 6/30/02

**Historical Commission**

Alden John C 6/30/04  
 Goodwin John A 6/30/02  
 Gullion Florence 6/30/03  
 Merrill George L. 6/30/02  
 Prescott Linda 6/30/03  
 Sanders Martha 6/30/03  
 Stallard Jeffrey W. 6/30/04

**Holiday Decoration Committee**

Bacon Carrie 6/30/02  
 Burkinshaw Ruthann 6/30/02  
 Donovan Ellen 6/30/02  
 Harrington Linda - Chairman 6/30/02  
 Johnson Donna A 6/30/02  
 Kydd Jean 6/30/02  
 Larssen Iris 6/30/02  
 Massota Marie 6/30/02  
 Nussbum Tink - V Chairman 6/30/02  
 Schoen Gloria 6/30/02  
 Wunschenel Jacqueline 6/30/02

**Housing Authority**

Hunter Gail F. 4/1/07  
 Johnson Scott E. - Ass't Treas 4/1/03  
 MacMillan Andrea L. - Gov Appt 7/16/03  
 Marcaurette Denise - Chairman 4/1/05  
 Westgate Leonard E. - VChairman 4/1/06

**Industrial Development Financing Authority**

Emerson Bradford O 6/30/04  
 MacKenzie Kim J 6/30/05  
 Mansfield Charles Fred 6/30/02

**Local Emergency Planning Committee**

Day Richard 6/30/02  
 Dunigan Judith 6/30/02  
 Hedlund Walter - Emer Mgt 6/30/02  
 Lynch Bernard F 6/30/02  
 McCusker Raymond - Police Chief 6/30/02  
 Murphy James F 6/30/02  
 Parow John E. - Fire Chief 6/30/02  
 Pearson James E 6/30/02  
 Sousa James A 6/30/02

**Lowell Regional Transit Authority**

Good James P. - Chelms Rep 6/30/03

**Master Plan By-law Review Comm**



Armstrong Pamela L. 6/30/02  
 Carter Susan E - V Chairman 6/30/02  
 Duffy Eileen M - BOA Rep 6/30/02  
 Morse Robert C. - Chairman 6/30/02  
 Wojtas Charles 6/30/02

**Merrimack Valley Health Planning Council**  
 Walsh Martin 6/30/02

**Middlesex Canal Commission**  
 Drury Jane 6/30/02  
 Morse Robert C. - Alternate 6/30/02

**Nashoba Valley Tech High School Dist**  
 Bagni Peter E 4/1/03  
 Hulslander, Jr. Ralph J. - Alt 4/1/04  
 Joyce Robert P. 4/1/04  
 Poulten Samuel 4/1/05

**Northern Middlesex Council of Governments**  
 Good James P. 4/11/02  
 Lynch Bernard F - Alternate 6/30/02  
 Moran Thomas E. 6/30/02

**Personnel Board**  
 Antonucci John 6/30/03  
 Tewell Charles 6/30/02  
 Volonino Peter 6/30/03  
 Vosnakis Michael - Employees Rep 6/30/03  
 vacancy (1) Personnel Bd 6/30/02

**Recreation Commission**  
 Ayotte Harry 6/30/02  
 Hamilton Holly - Director 6/30/02  
 vacancy (1 Recreation) 6/30/02

**Recycling Committee**  
 Brough Kathryn 6/30/02  
 Coderre John W. 7/1/02  
 Gallagher Mark 6/30/02  
 Goodner Ronald L. 6/30/02  
 Grant Marc 6/30/02  
 Jarok John 6/30/02  
 Kaelin Nancy W. 6/30/02  
 Morse Johanna 6/30/02  
 Sarnie Lisa 6/30/02

**Registrars Board of**  
 Dulchinos Matthew G 4/1/04  
 Olsson Judith A. 7/24/03  
 Saber Shaun F. 6/30/05

**School Building Committee**  
 Buuck Charles T. 6/30/02  
 Carmeris Dean - Chairman 6/30/02  
 Coderre John W. 6/30/02  
 Curry William C. 6/30/02  
 Dalton William F. 6/30/02  
 Luchini Mark P. 6/30/02  
 Maloney Patrick J 6/30/02  
 Mazza Dr Karen 6/30/02  
 McLachlan David J. 6/30/02  
 Moran Thomas E. - Alternate 6/30/02  
 Morassi, Jr Edward R. 6/30/02  
 Perkins Cheryl M. 6/30/02  
 Pichette Sheila E. - alternate 6/30/02  
 Porter Kevin E. - Alternate 6/30/02  
 Vacant (2) Sch Building 6/30/02

**Sealer of Weights and Measures**  
 Zagzoug Anthony F. 6/30/02

**Sign Advisory Committee**  
 Coppinger John G. - non-voting 6/30/02  
 Hamelin Henry R 6/30/04  
 Jones Philip 6/30/03  
 Roark Kathleen M. 6/30/02

**Telecommunications Advisory Committee**  
 Fahey John 6/30/02  
 Hickey James L. 6/30/02  
 Peterson Frederick 6/30/02  
 Sarrategui Paul E. 6/30/02  
 Yelle Peter H. 6/30/02

**Town Celebration Committee/4th of July**  
 Gifford James 6/30/02  
 Hedlund Walter 6/30/02  
 Kelley Robert 6/30/02  
 Marderosian David 6/30/02  
 Stallard Jeffrey W. 6/30/02

**Town Counsel**  
 Kopleman & Paige 6/30/02

**Veterans Emergency Fund Committee**  
 Colburn Alfred H - Chr Pct 6 6/30/02  
 Firth Jr Thomas E - Pct 4 6/30/02  
 Greene Jr Lloyd C. - Pct 9 6/30/02  
 Greenhalgh Alan E - Pct 7 6/30/02  
 Kenney John J - Pct 3 6/30/02  
 Laporte Robert L. - Pct 1 6/30/02  
 Lebedzinski Carl J - Pct 2 6/30/02  
 Reid Frederick H - Pct 5 6/30/02  
 Stanley Neal C - Pct 8 6/30/02

# Elected Officials

## Annual Town Election is Held First Tuesday in April

### CHELMSFORD ELECTED AS OF APRIL 03, 2001

<u>CEMETERY COMMISSION</u>		(3 yr Term - elected)	
James F. Dolan	106 Middlesex Street	251-3105	2002
Jean R. McCaffery	201 Old Westford Rd.	256-5333	2003
Gerald L. Hardy	11 Meehan Drive	256-6717	2004

<u>CONSTABLE</u>		(3 yr Term - elected)	
William E. Spence	91 Billerica Road	256-4581	2004

<u>BOARD OF HEALTH</u>		(3 yr Term - elected)	
Peter Dulchinos	17 Spaulding Road	256-5256	2002
Douglas E. Hausler	51 Stonegate Road	256-8194	2003
Earnest Wu	255 North Rd #28	256-8976	2004

<u>HOUSING AUTHORITY</u>		(5 yr Term - elected)	
Lynn M. Marcella	74 Carlisle Street	458-6807	2002
Scott Johnson	25 Samuel Road	256-3205	2003
Pamela Turnbull	535 Wellman Avenue N (Governor's Appt)	251-4778	7/03
Denise Marcaurelle	7 Whippetree Rd	256-0942	2005
Leonard E. Westgate	7 Wildes Rd	256-3796	2006

<u>LIBRARY TRUSTEES</u>		(3 yr Term - elected)	
Margaret E. Marshall	2 Draycoach Drive	251-1296	2002
Elizabeth A. McCarthy, <b>Chr</b>	48 Bartlett Street	256-6871	2002
Richard E. DeFreitas	61 St Andrews Way	251-9866	2002
Carol L. Sneden	4 Laredo Dr	256-2327	2003
Stephen J. Mallette	13 Wedgewood Drive	250-0260	2003
Barbara A. Weisfeldt, <b>Sec</b>	8 Letrim Lane	256-7902	2004
Steven P.L. Maloney, <b>V Chr</b>	10 King St	256-8538	2004

<u>MODERATOR</u>		(3 yr Term - elected)	
Dennis E. McHugh	63 Dalton Road	256-6842	2002
	2 Chelmsford Street	256-3330	(office)

<u>PLANNING BOARD</u>		(3 yr Term - elected <b>Alternate elected 2 yr term</b> )	
Robert C. Morse	45 Clarissa Road	256-5147	2002
Christopher Garrahan	4 Maynard Circle	251-3673	2002
Pamela L. Armstrong, <b>Clk</b>	15 Amble Rd	256-8767	2003
Kim J. MacKenzie	101 High Street	256-4088	2003
James P. Good	4 Burning Tree Lane	256-2686	2003
Charles Wojtas <b>Chr</b>	24 Elm Street	256-9089	2004
Susan E. Carter <b>V Chr</b>	47 Kennedy Drive	251-4374	2004
John S. Goffin <b>Alternate</b>	19 Cathy Rd	256-1292	2003

<u>SCHOOL COMMITTEE</u>		(3 yr Term - elected)	
Judith B. Mallette, <b>Chr</b>	13 Wedgewood Drive	250-0260	2002
Sheila E. Pichette	26 Shedd Lane	452-5919	2002
James B. Trager, <b>VChr</b>	203 Concord Rd	256-0371	2003
Cheryl M. Perkins <b>Sec</b>	10 Warwick Dr	250-4123	2004
Evelyn S. Thoren,	18 Pinewood Road	256-1122	2004

<u>SELECTMEN</u>		(3 yr Term - elected)	
Thomas E. Moran, <b>Chr</b>	19 Dennison Road	251-4173	2004
Michael F. McCall, <b>VChr</b>	151 Main Street	251-3157	2004
Stuart G. Weisfeldt,	8 Leitrim Lane	256-7902	2002
William F. Dalton <b>Clerk</b>	12 Dartmouth Street	251-3259	2003
Philip M. Eliopoulos,	26 Arbutus Ave.	256-2388	2003

<u>SEWER COMMISSION</u>		(3 yr Term - elected)	
John P. Emerson, Jr. <b>Chr</b>	8 Loiselle Lane	251-3654	2004
Barry B. Balan <b>VChr</b>	54 Boston Road #10	256-8234	2004
John F. Souza	123 Stedman St	256-6478	2002
Richard J. Day	6 Merilda Avenue	251-3382	2002
George F. Abely <b>Clerk</b>	87 Swain Road	251-8472	2003



# Town Directory

## COMMUNITY PHONE NUMBERS

### UTILITIES & OTHER USEFUL NUMBERS

Cable TV—AT&T ComCast.....	888-663-4266
Citizen Info Service (Secretary of State).....	800-392-6090
Chelmsford Forum Ice Skating Rink.....	978-670-3700
Keyspan Gas.....	800-548-8000
Local Access—Chelmsford TeleMedia Corp .....	978-251-5143
Massachusetts Electric .....	888-211-1111
Post Office (Center Chelmsford).....	978-256-2670
Post Office (North Chelmsford).....	978-251-3146
Registry of Motor Vehicles .....	800-858-3926
Trash—Russell Disposal .....	888-870-8882
Verizon Phone Service .....	800-870-9999
Water Districts .....	
Center District .....	978-256-2381
East District.....	978-453-0121
North District .....	978-251-3931

### STATE & FEDERAL OFFICIALS

U.S. Senator John Kerry.....	617-223-2742
U.S. Senator Edward M. Kennedy .....	617-223-2826
U.S. Congressman Martin Meehan .....	978-459-0101
State Senator Susan Fargo.....	617-722-1572
State Representative Carol Cleven .....	617-722-2552

## TOWN DEPARTMENTS & SERVICES

Accounting .....	250-5215
Assessor .....	250-5220
Board of Appeals.....	250-5231
Building Inspector .....	250-5225
Cemetery .....	250-5245
Conservation Commission .....	250-5247
Council on Aging / Senior Center .....	251-0533
Dog Officer .....	256-0754
Fire Department.....	256-2541
All Other Fire Business.....	250-5267
Gas Inspector.....	250-5225
Health Department .....	250-5241
Highway Department .....	250-5270
Garage .....	250-5271
Housing Authority.....	256-7425
Libraries:	
Adams .....	256-5521
McKay .....	251-3212
Personnel.....	250-5288
Planning Board.....	250-5231
Plumbing Inspector .....	250-5225
Police Department.....	256-2521
Recreation Commission .....	250-5262
School Administration.....	251-5100
Selectmen .....	250-5201
Sewer Commission.....	250-5233
Supt. of Public Bldgs.....	250-5249
Town Clerk.....	250-5205
Town Engineer / Dir. Public Works .....	250-5228
Town Manager .....	250-5201
Treasurer/Tax Collector .....	250-5210
Veterans' Agent .....	250-5238
Waste/Recycle.....	250-5203

## COMMUNITY VISION STATEMENT

*The Town of Chelmsford strives to be a fiscally stable urban community providing the residents and businesses with a clean environment and a high quality of living. The Town will plan, construct and maintain all public facilities or public works infrastructure to provide for the health, safety, and welfare of all persons. The Town strives to offer an equitable tax structure to residents and businesses alike. The Town places a high value on the educational curriculum. The Town will foster an atmosphere conducive to the development and promotion of cultural, recreational, and educational opportunities to all the residents of the community.*

Adopted, Board of Selectmen July 1993