

SELECT BOARD MEETING AGENDA

MARCH 9, 2026

Dennis Ready Meeting Room 204
Town Offices, 50 Billerica Road
Chelmsford, MA 01824

This hybrid meeting will be held in person and via Zoom. Members of the public may attend the meeting in person, or watch live at chelmsfordtv.org/livestream, at youtube.com/@ChelmsfordtvOrg, on Comcast channel 6, or on Verizon channel 37.

Members of the public will be granted Zoom access solely for participation in the Public Input and Public Hearing portions of the agenda. To obtain the Zoom link, please email your request, including your name, address, and the agenda topic on which you wish to provide input, to tmoffice@chelmsfordma.gov by 12:00 PM (noon) on the day of the meeting. If attending virtually, please join the meeting 10 minutes early.

Please note that while an option for remote attendance and/or participation is being provided as a courtesy, the meeting/hearing will not be suspended or terminated if technological issues interrupt remote access.

1. 6:00 PM CALL TO ORDER – NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- ATEF Grant Applications Due by March 31
- Nashoba Valley Technical High School Committee Applications Due by March 24
- Volunteer Fair, March 28, Senior Center
- Annual Town Election, Tuesday, April 7, Polls Open 7:00 AM – 8:00 PM

Documents:

[NVTHS AD FOR COMMITTEE APPLICATIONS 2026.PDF](#)
[VOLUNTEER FAIR PSA.PDF](#)
[TOWN ELECTIONS 2026.PDF](#)

3. GENERAL PUBLIC INPUT

- In accordance with Select Board Policies section 1-2.8, speakers will be limited to no more than three (3) minutes. Speakers may not cede their time to others unless required as a reasonable accommodation because of a disability. Total time for General Public Input shall be limited to no more than thirty (30) minutes.

4. COMMITTEE VACANCIES

Documents:

[COMMITTEE VACANCIES AS OF 2026-3-9.PDF](#)

5. REPORTS AND PRESENTATIONS

- Weston & Sampson Engineers Licensed Site Professional Paul McKinlay: PFAS Sampling Results at 54 Richardson Road & Proposed Upgrades to the PFAS Remediation System
- Department of Public Works Director Christine Clancy:
 - Snow and Ice Removal Budget Expenditures
 - Notice of Intent to Layout Proctor Road as a Public Way
 - 2026 Construction Season Road and Sidewalk Improvement Plan

Documents:

[CHELMSFORD 54 RICHARDSON ROAD UPDATE 2.23.26.PDF](#)
[3.3.26_FY2026 SNOW AND ICE INFORMATION.PDF](#)
[3.5.26_PROCTOR ROAD ACCEPTANCE .PDF](#)
[PROCTOR ROAD ACCEPTANCE - TOWN OF CHELMSFORD - DRAFT 2026-02-20.PDF](#)
[3.9.26_PAVING AND SIDEWALK MASTERPLAN UPDATE.PDF](#)

6. POLICY DISCUSSION AND UPDATES

- Disposal of Surplus Property Under \$10,000 Policy
- SB Policy
 - 1-2.6 Contract Bid Review Updates
 - 1-2.7 Agenda Procedures Updates
 - Section 11 Open Meeting and Minutes Policies Updates
 - Section 12 Boards, Committees, and Commissions Onboarding and Liaison Procedures Updates

Documents:

[DRAFT POLICY FOR DISPOSAL OF SURPLUS PROPERTY UNDER 10K.PDF](#)
[SB POLICY SECTION 1-2.6 - CONTRACT-BID REVIEW_DRAFT UPDATES.PDF](#)
[SB POLICY SECTION 1-2.7 - AGENDA PROCEDURES_DRAFT UPDATES.PDF](#)
[SB POLICY SECTION 11 OPEN MEETING AND MINUTES POLICIES_DRAFT UPDATES.PDF](#)
[SB POLICY SECTION 12 BOARDS-COMMITTEES-AND COMMISSIONS ONBOARDING AND LIAISON PROCEDURES_DRAFT UPDATES.PDF](#)

7. EARMARK REQUESTS FOR THE HOUSE OF REPRESENTATIVES PROPOSED FY27 STATE OPERATING BUDGET

Documents:

[EARMARK HISTORY AND FY27 SUGGESTIONS - FEB 26.PDF](#)
[DPW EARMARK REQUEST SUGGESTIONS.PDF](#)
[FUNDINGREQUESTS_PROPOSALS_12FEB2026.PDF](#)

8. SELECT BOARD APRIL MEETING SCHEDULE

Documents:

[SELECT BOARD APRIL 2026 MEETING SCHEDULE.PDF](#)

9. TOWN MANAGER REPORTS

- Police Department Body Worn Camera Grant Award
- Fire Stations Construction Project Bid Issuance
- Ambulance Contract Extension
- Chelmsford Rodenticide Home Rule Petition (H.4972) Hearing Held on March 4th
- Monthly Double Pole Report

Documents:

[FY26 BWC RECIPIENTS.PDF](#)
[SPR CENTRAL REGISTER GENERAL CONTRACT SUBMIT CONFIRMATION.PDF](#)
[AMBULANCE CONTRACT EXTENSION - PRIDESTAR TRINITY EMS - MARCH 2026.PDF](#)
[H.4972 PUBLIC HEARING.PDF](#)
[MARCH 2026 DOUBLE POLE REPORT .PDF](#)
[MARCH 1 2026 DOUBLE POLE REPORT SPREAD SHEET.PDF](#)

10. APPOINTMENTS

- Select Board
 - Agricultural Commission, Caroline Parlee, unexpired 3-year term ending 6/30/2027
 - Diversity, Equity, and Inclusion Committee; Tina Marie Kempner, 3-year term ending 6/30/2028
 - Diversity, Equity, and Inclusion Committee; Sophy Theam, unexpired 3-year term ending 6/30/2026
- Town Manager
 - Historical Commission, Nancy Araway, 3-year term ending 6/30/2028

Documents:

[AGRICULTURAL COMMISSION - CAROLINE PARLEE.PDF](#)
[DEIC - KEMPNER.PDF](#)
[DEIC - THEAM.PDF](#)
[HISTORICAL COMMISSION - NANCY ARAWAY.PDF](#)

11. MEETING MINUTES

- Select Board Regular Meeting Minutes 2-26-2026

Documents:

[02-26-26 SB MINUTES_DRAFT1.PDF](#)

12. SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS

NEXT REGULAR MEETING DATE: **March 30, 2026**



SELECT BOARD
Town Offices
50 Billerica Road
Chelmsford, MA 01824-2777
(978) 250-5202

Public Notice

The Chelmsford Select Board and School Committee will meet on March 30, 2026 to appoint one representative to the Nashoba Valley Technical High School Committee for a 3-year term ending 3/31/2029. Applications are available on the Town website at www.chelmsfordma.gov. Applications should be forwarded to the Town Manager's Office, 50 Billerica Road, Chelmsford, MA 01824 by 7:00 PM on Tuesday, March 24, 2026.



VOLUNTEER FAIR

AND

RECOGNITION

**Saturday, March 28
1-4 PM**

Chelmsford Senior Center

75 Groton Rd, N. Chelmsford, 01863

**Are you looking to get more involved in Chelmsford?
Come join us at the Volunteer Fair!**

The Chelmsford Volunteer Fair is an opportunity for non-profit organizations, community groups, and town departments to connect with potential volunteers and new members, network with each other, and showcase their organizations.

**At 2PM, long-time Chelmsford volunteers will
be recognized for their contributions, and
a reception will follow after.**

Sponsored by the Chelmsford Public Library and the Chelmsford

CHELMSFORD ANNUAL TOWN ELECTION

Tuesday April 7, 2026

7:00 A.M. - 8:00 P.M. at your polling location

***THERE WILL BE NO EARLY VOTING IN-PERSON,
BUT MAIL-IN BALLOTS ARE AVAILABLE***



DEADLINES

FRIDAY

MARCH 27, 2026
5:00 P.M.

Last day and hour to register to vote in person for Annual Town Election, or online with a MA ID until 11:59 PM

TUESDAY

MARCH 31, 2026
5:00 P.M.

Last day and hour to apply for a ballot by mail for the Annual Town Election

MONDAY

APRIL 6, 2026
NOON

Last day and hour to vote absentee in person for the Annual Town Election *
Town Clerk's Office close at noon to prepare for election.

**Per MGL Ch54 S89, a person qualifies for absentee voting if they are prevented from voting at the polls on election day due to:*

- *Absence from Town on Election Day*
- *Disability*
- *Religious reasons*



FOR QUESTIONS CONTACT:
TOWN CLERKS OFFICE
978-250-5205

TOWNCLERK@CHELMSFORDMA.GOV

Visit www.VoteinMA.com to check your voter status, find your polling location, track your mail-in ballot, and more!



Committee Vacancies as of 3/09/2026

Age-Friendly Implementation Committee

- *(1) unexpired 3-year term ending 6/30/2027*

Bicycle & Pedestrian Advisory Committee (BPAC)

- *(1) 3-year term ending 6/30/2028*

CCA/Town Hall Advisory Committee

- *(1) 3-year terms ending 6/30/2028*

Clean Energy and Sustainability Committee

- *(1) 3-year terms ending 6/30/2028*

Commission on Disabilities

- *(1) unexpired 3-year term ending 6/30/2026*
- *(2) unexpired 3-year terms ending 6/30/2027*
- *(2) 3-year terms ending 6/30/2028*

Conservation Commission

- *(1) 3-year term ending 6/30/2028*

Council on Aging Board

- *(1) unexpired 3-year term ending 6/30/2026*

Cultural Council

- *(1) 3-year term ending 6/30/2028*

Diversity Equity and Inclusion Committee

- *(1) unexpired 3-year term ending 6/30/2026*

Holiday Decorating Committee

- *(4) unexpired 1-year terms ending 12/31/2026*

Military Community Covenant Task Force

- *(1) unexpired 3-year term ending 6/30/2026*

Parade Committee

- *All Applicants Welcome – 1-year terms ending 7/31/2026*

Committee Application:

If you are interested in serving on a town board or committee, please complete an [on-line application](#) available on the town website.

For more information, please contact the Town Manager's Office at (978) 250-5202 or TMoffice@ChelmsfordMA.gov.



Chelmsford 54 Richardson Road Update February 23, 2026

The 54 Richardson Road property has been impacted with per- and polyfluoroalkyl substances (PFAS) by historic DPW activities. Predominantly by the PFAS compound PFOS

- Pump and Treat (P&T) System began operation on July 5, 2022, to address PFAS groundwater impacts
 - Pumped and treated ~147 million gallons through January 2026
- No effluent discharge exceedances or significant system downtime
- Significant decrease in PFAS concentrations due to system operation
- Several sources contribute to PFAS including regional (background)

August 2025 - MassDEP PFAS6 standard exceeded in 10 wells

- MassDEP PFAS6 standard (20 parts per trillion [ppt])
- PFAS6 exceedances at following locations:
 - MW-1, MW-2, MW-3, MW-101, MW-104, MW-106, MW-107, MW-110, MW-116, MW-119
- Wells MW-1, at the center of the source area, had PFAS6 concentrations below 20 ppt since in February 2024. The November 2025 PFAS6 concentration was 42 ppt which appears a sampling or analytical anomaly.
- Increases observed at MW-101, MW-104, MW-106, MW-116, MW-119.
- Dog Park well (MW-104), which had returned to below 20 ppt in August 2025, had a concentration of 40 ppt in November 2025.
- Wells MW-3, MW-101, and MW-116 had profiles inconsistent with DPW site source based on higher relative concentrations of PFAS, other than PFOS.
- MW-107 and MW-110 “transitioning” to background vs. source (appears result of treatment as concentrations decrease)

Site Map



Weston & Sampson, Inc. 1000 Worcester Street, Suite 200, Worcester, MA 01609. Phone: 508-853-1100. Fax: 508-853-1101. Email: info@westonandsampson.com. Website: www.westonandsampson.com. Project: RTN 3-36649. Date: 09/20/2024. Scale: As Shown. North Arrow: True North.

PFAS6 at MW-1 increased from earlier rounds to 42 ppt

- Down from maximum of 1,417 ppt (2/17/22) and 1,181 (5/25/22) just before P&T system operation
- Below current standards for 7 seasonal rounds until November 2025 detection at 42 ppt

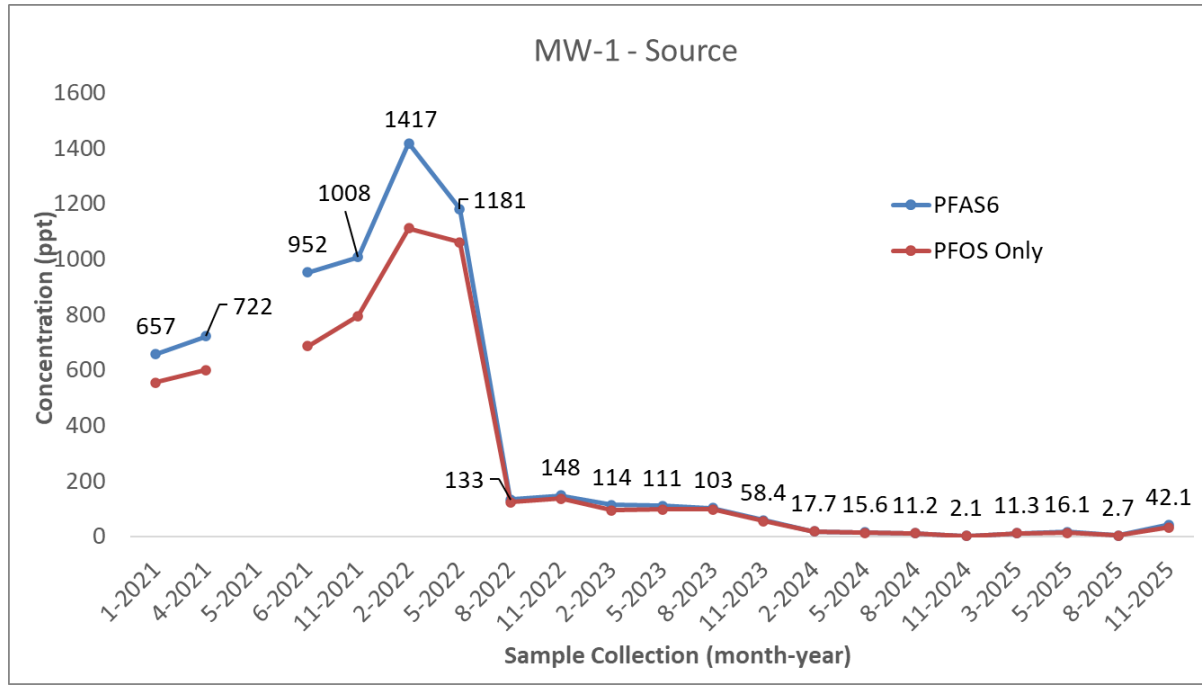




FIGURE 2

TOWN OF CHELMSFORD, MA
CHELMSFORD DPW PROPERTY (RTN 3-36649)

PROPOSED BEDROCK WELLS

SEPTMBER 2024

SCALE: NOTED

Data suggests “alternate” PFAS Source

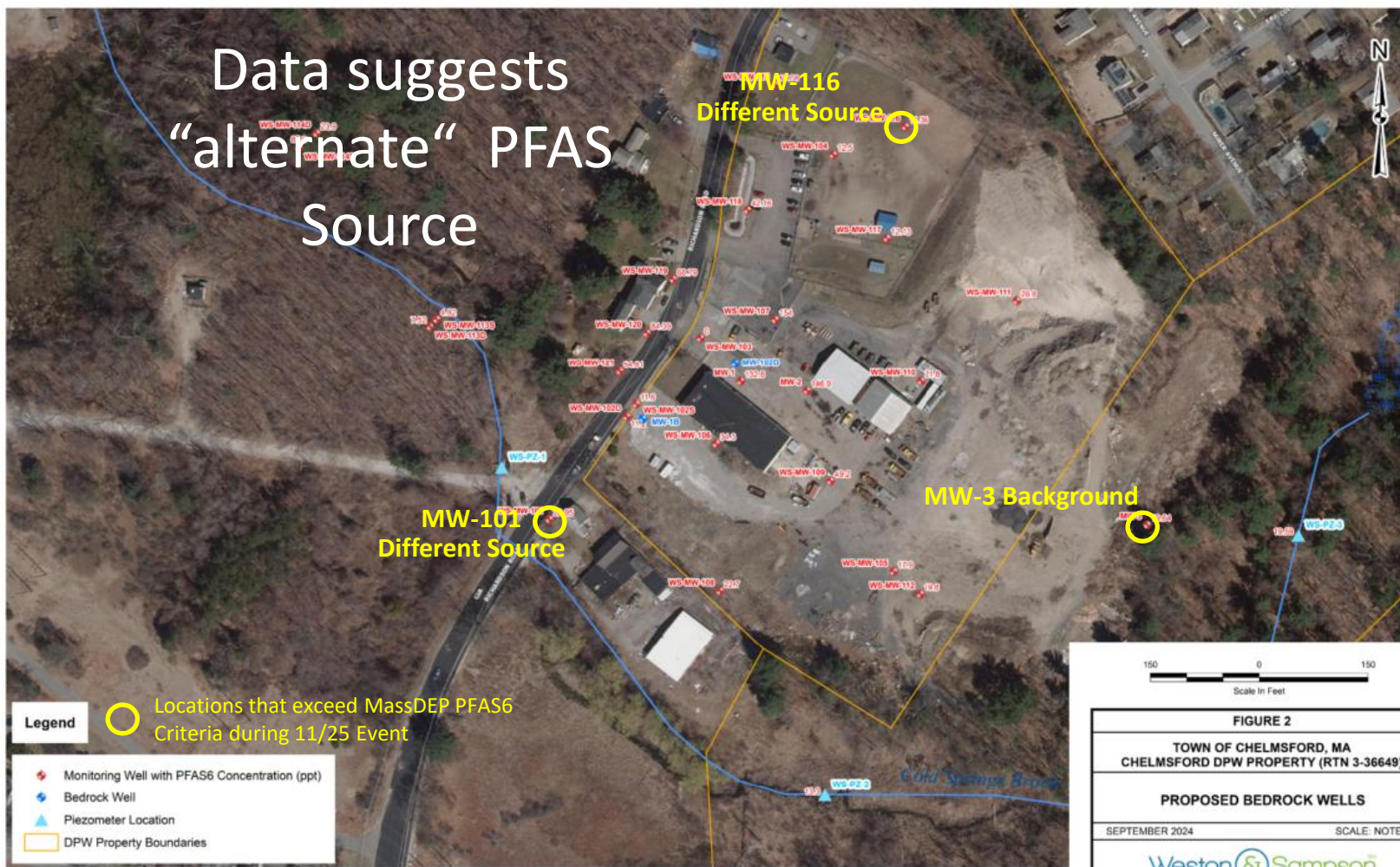


FIGURE 2

TOWN OF CHELMSFORD, MA
CHELMSFORD DPW PROPERTY (RTN 3-36649)

PROPOSED BEDROCK WELLS

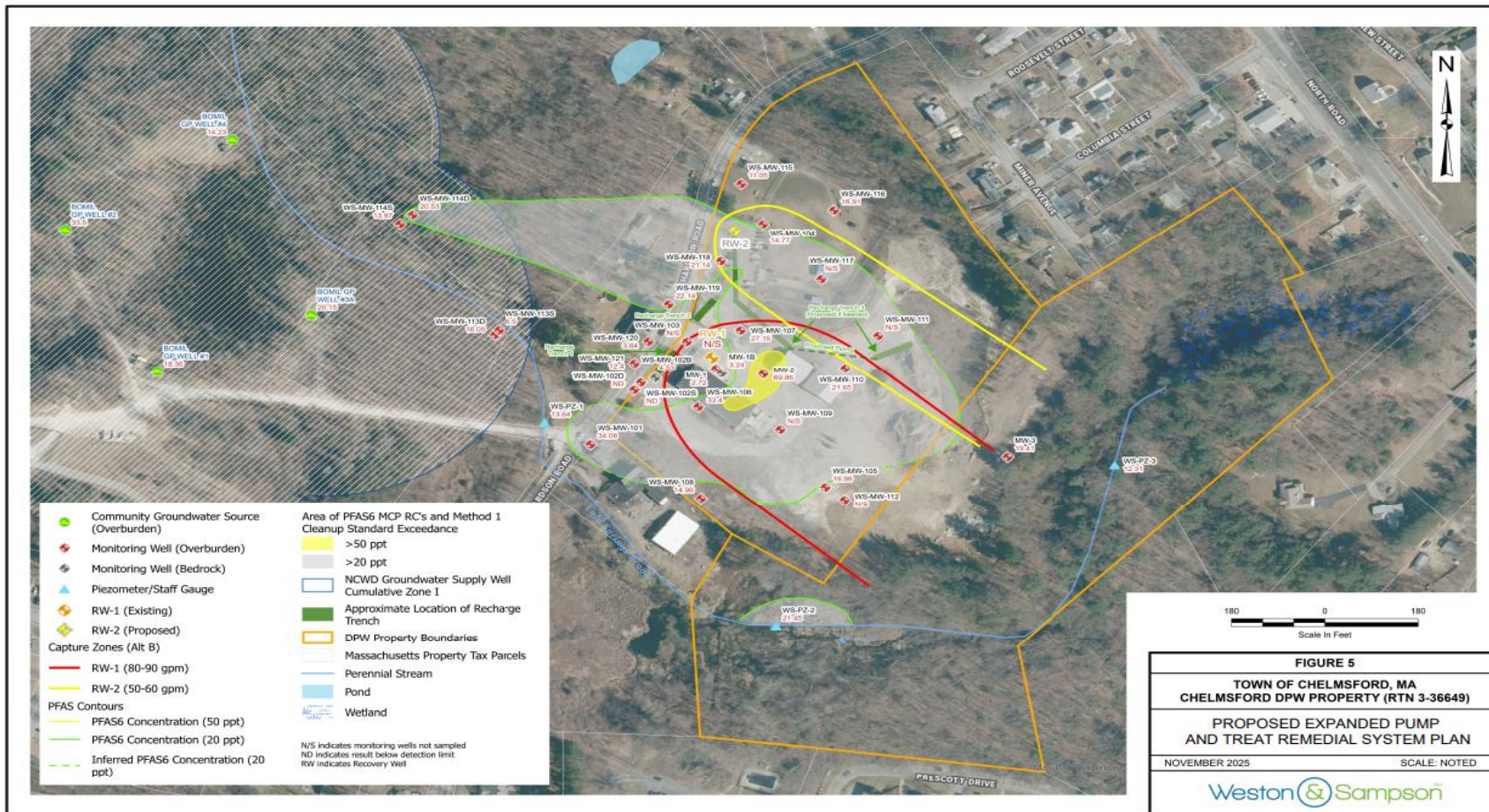
SEPTEMBER 2024

SCALE: NOTED

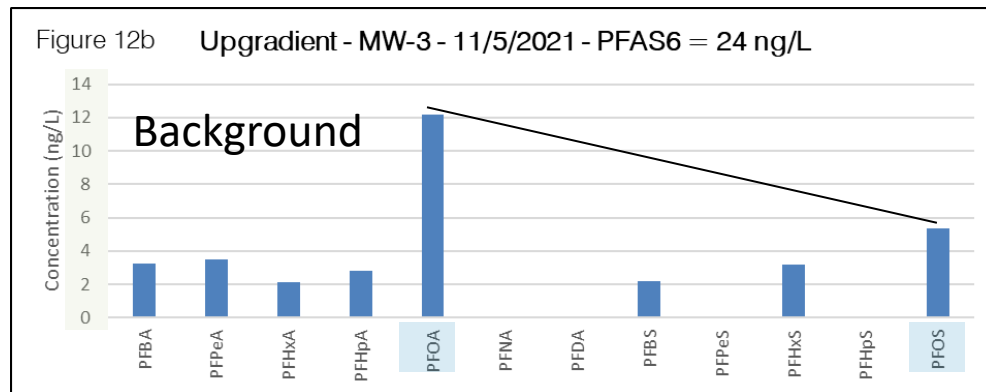
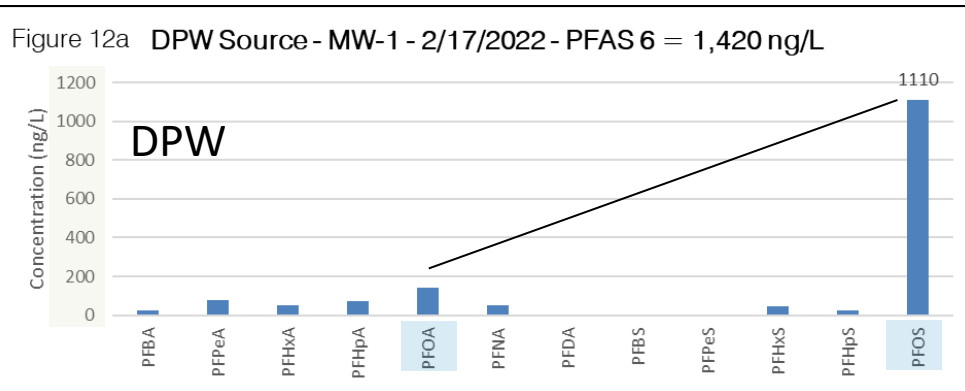


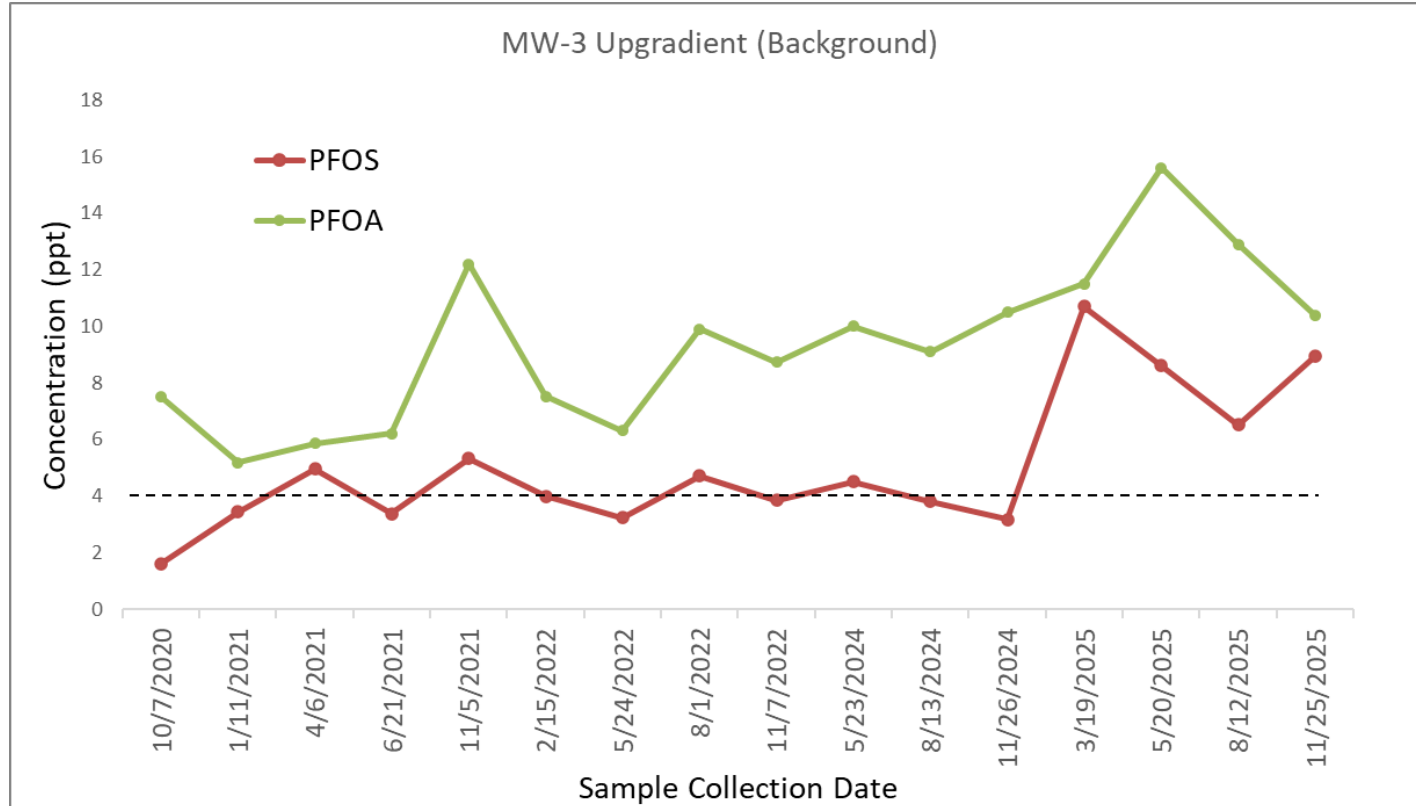
- Remedial System Upgrade Completed
 - Added 2 more vessels
 - Changed carbon
 - Changed resin
- Goal to increase flow rate and zone of capture
- Completed in advance of EPA MCL regulations
- PFOS and PFOA in effluent continues to be <4 ppt.





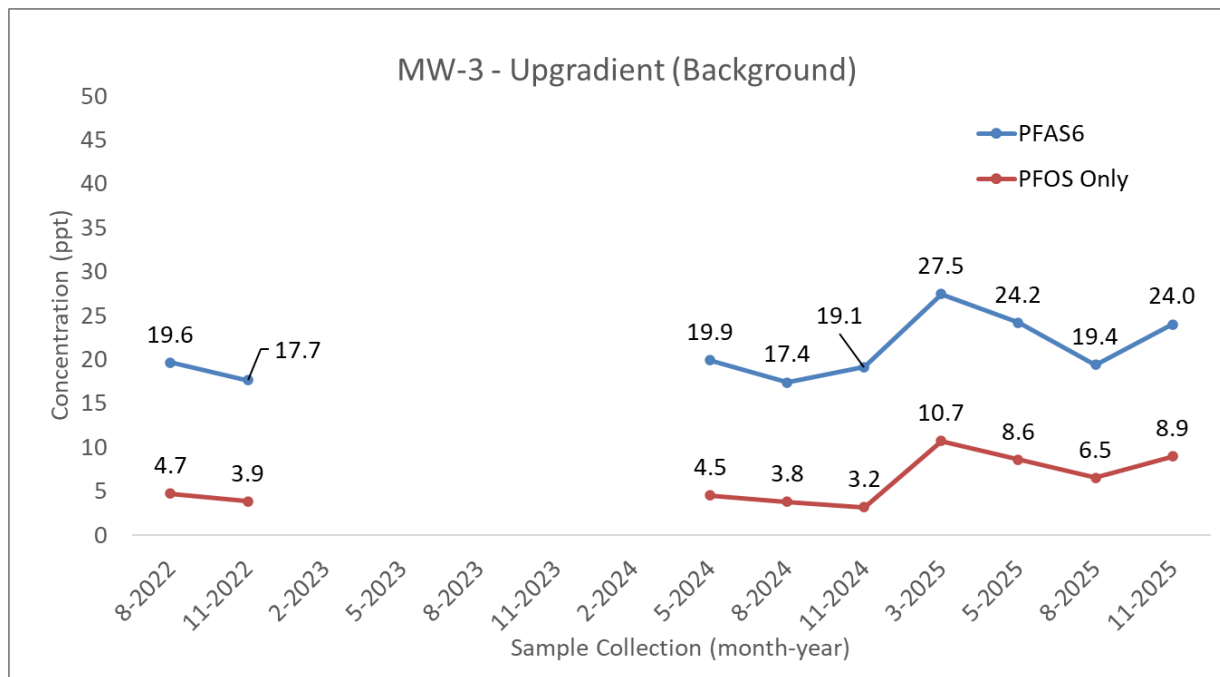
- DPW source is PFOS dominant
- Background source more complex
- Source evaluation based on these differences





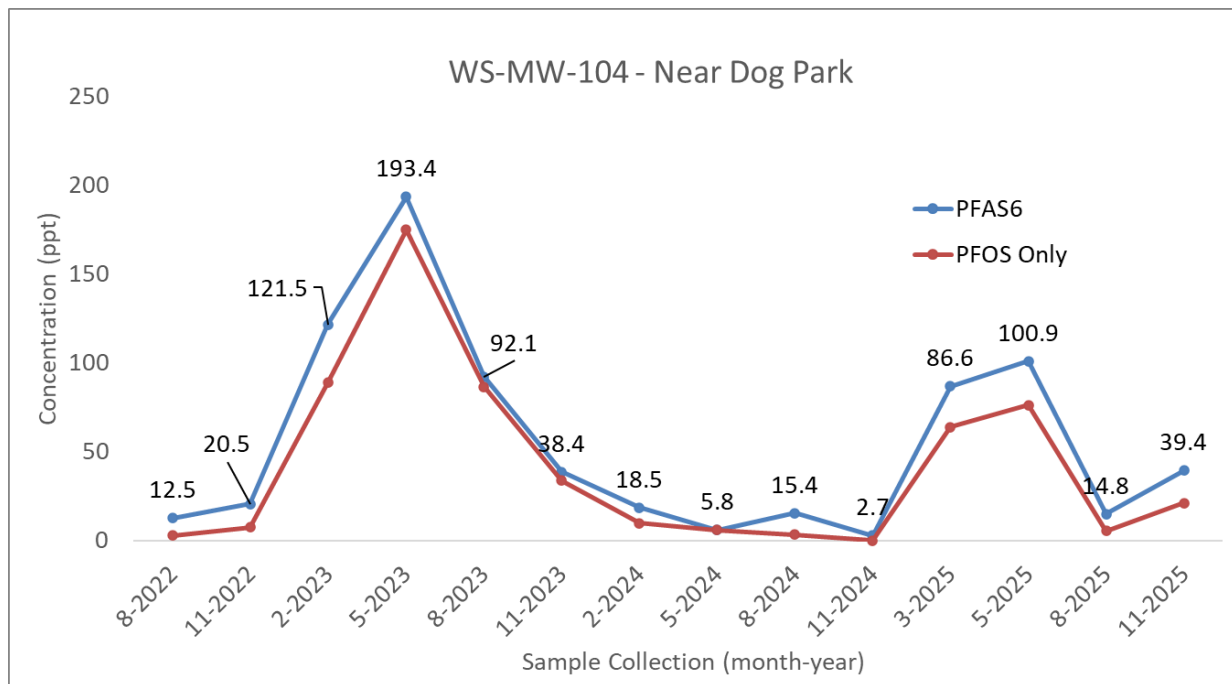
Trends at MW-3 Upgradient

- Variable results associated with regional background, with recent increases exceeding PFAS6 20 ppt limit
- PFAS6 exceedance at 24 ppt in November 2025

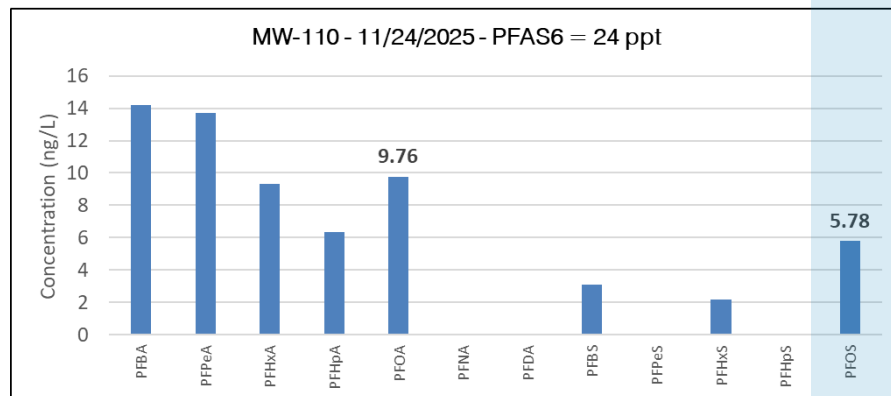
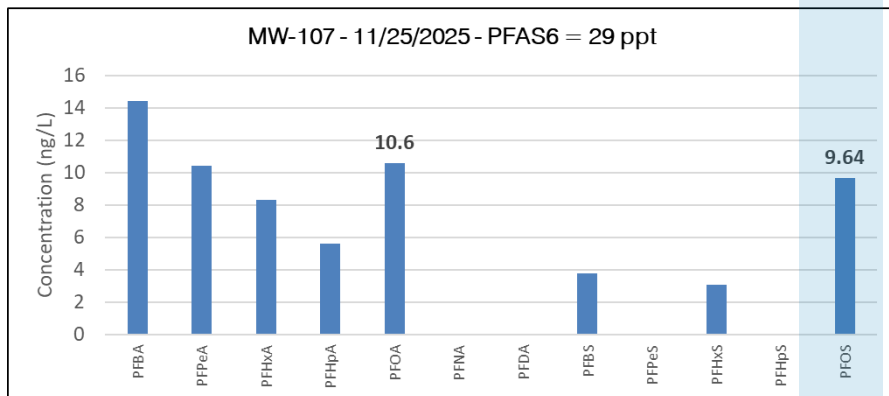
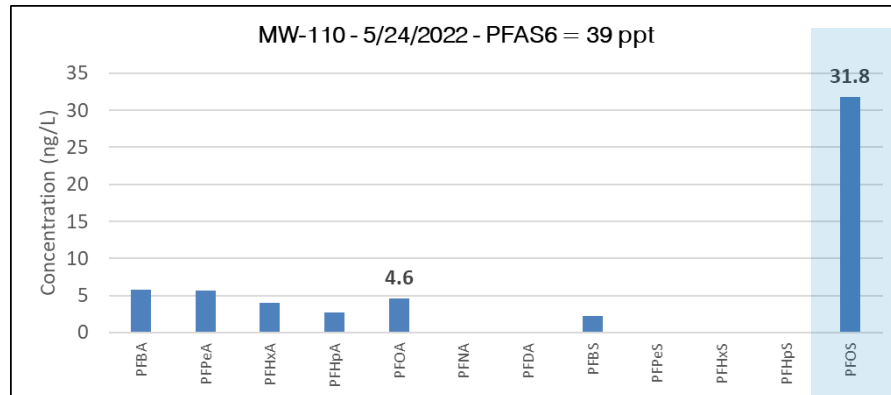
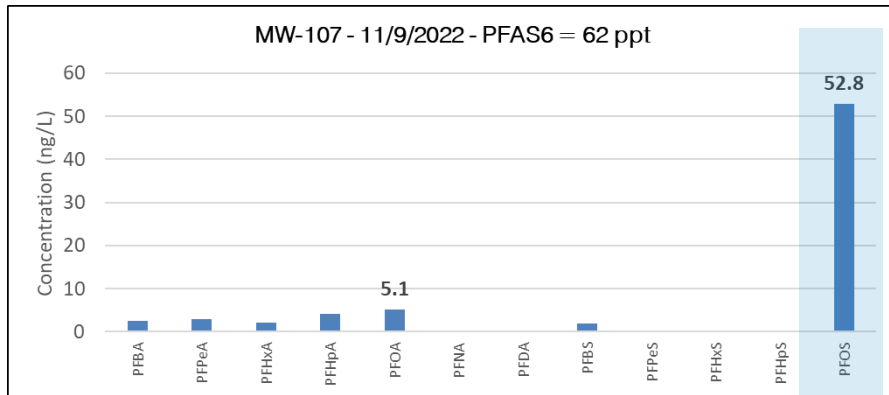


Trends at MW-104 in Dog Park

- General continued decreases in PFAS6 and PFOS since August 2023
- Concentration spike in March, May, and November 2025 had profile consistent with DPW source
- Installation of another groundwater capture well in Dog Park area to address this source per MassDEP's concerns.



Profile Transitions for Source Area Wells



EPA New Maximum Contaminant Levels (MCLs) for PFAS

- Final rule April 2024
 - May 24, 2025, notice of intent
- Initial monitoring by 2027
- Inform public beginning in 2027
- Implement PFAS reduction solutions by ~~2029~~ 2031

Compound	Final MCLG	Final MCL (enforceable levels)
PFOA	Zero	4.0 ppt
PFOS	Zero	4.0 ppt
PFHxS	10 ppt	10 ppt
PFNA	10 ppt	10 ppt
HFPO-DA (GenX Chemicals)	10 ppt	10 ppt
Mixtures containing two or more of PFHxS, PFNA, HFPO-DA, and PFBS	1 (unitless) Hazard Index	1 (unitless) Hazard Index

Current MassDEP standard is 20 ppt for PFAS6 compounds

Recent EPA news release outlining upcoming agency action related to PFAS notes the following regarding the MCLs

“Address the most significant compliance challenges and requests from Congress and drinking water systems related to national primary drinking water regulations for certain PFAS.”

The finalized MCLs are so low that it will be difficult for some drinking water systems to achieve and will be very expensive for many. This wording above provides an indication that the MCL values, finalized under the last administration, may be revisited, revised, and set at higher limits than the current MCLs.

Some water utilities have initiated legal actions against the MCLs arguing that the regulations are impractical and financially burdensome, especially for smaller entities.

<https://www.epa.gov/newsreleases/administrator-zeldin-announces-major-epa-actions-combat-pfas-contamination>

- Pump and treat system is effectively mitigating On-Site “PFOS Source Area”.
- PFAS is continuing to decrease in source area with some variability noted in 2025 sampling events.
- Other contributing sources likely impacting concentrations at the Site.
- System upgrades proposed to address PFOS on-Site impacts, specifically in the Dog Park area of the Site to reach regulatory “end point”

ENGINEERING 978-250-5228
FACILITIES 978-250-5228
HIGHWAY 978-250-5270
TRASH/RECYCLE 978-250-5203



PARKS 978-250-5228
SEWER 978-250-5233
STORMWATER 978-250-5228

DEPARTMENT OF PUBLIC WORKS

9 Alpha Road
Chelmsford, MA 01824

Christine Clancy, P.E.
Director

Telephone: 978-250-5228
Fax: 978-250-2416

MEMORANDUM

Date: 3/3/26
To: P. Cohen, Town Manager
From: C. Clancy, DPW Director
Cc: Joe Eriksen, Highway Superintendent; Joyce Cote, DPW Business Manager
Subject: 2025/2026 Snow and Ice Program Update

DPW has closely been monitoring the FY2026 Snow and Ice budget and is reporting a budget deficit for this winter season. The FY2026 Snow and Ice Budget is \$1.15 million, which has been the same budgeted amount for the past several years and has been sufficient given the winters the Town and region have experienced. This 2025/2026 winter has included more events compared to prior years, including two significant storms that brought over 20" to the region in one event and 11" during a blizzard in another event. Outside these two significant events, various other storms occurred over the weekends and holidays, outside of normal business hours. DPW has purchased above typical quantities of salt given the number of increased snow and ice events. The cost of salt has increased over the past several years and is now \$73/Ton.

As of 2/24/26, there have been a total of 22 snow and ice events this season, of which 8 were plowable events and 3 were brined prior to the plowable event. DPW has purchased approximately 6,900 tons of salt, totaling \$503,746 in salt. The size or type of the storms varied from a freezing rain event or dusting that only requires the application of salt, to a plowable storm of 2"-3" of snow, and then to an approximately 20" snow storm with a response duration of 52 hours. The January 25/26th storm that resulted in over 20" of snow accumulation cost approximately \$200,000 alone in labor and material costs. The February 22/23rd blizzard was deemed a state of an emergency and those labor costs are tracked below separately in the event we can be reimbursed through MEMA for the efforts spent in the storm. The total snow accumulation as of 2/24/26 is approximately 65.5" which is above normal for the region compared to recent years.

	TOTAL BUDGET	SPENT TO DATE	AVAILABLE
Overtime	\$310,000	\$603,380	(\$293,380)
Equipment Repair	\$120,000	\$88,173	\$31,827
Plow Contractors	\$200,000	\$222,220	(\$22,220)
Specialized Labor (Blizzard 2/23)	\$0	\$74,840	(\$74,840)
Salt	\$470,000	\$503,746	(\$33,746)
Miscellaneous	\$50,000	\$30,802	\$19,198
TOTALS	\$1,150,000	\$1,523,161	(\$373,161)

As of 2/24/26, the DPW's Snow and Ice Budget is facing a deficit in the amount of \$373,161. With some winter still remaining, DPW will continue to closely monitor the snow and ice budget spending and look to reconcile the account after the season through Town Meeting. Despite the current budget deficit, snow and ice operations remain essential to maintaining public safety and ensuring the continued functioning of our community. These services are critical for keeping roads passable, supporting emergency response, and allowing residents and businesses to operate during winter weather events.

ENGINEERING 978-250-5228
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PARKS 978-250-5228
SEWER 978-250-5233
STORMWATER 978-250-5228

DEPARTMENT OF PUBLIC WORKS

9 Alpha Road
Chelmsford, MA 01824

Christine Clancy, P.E.
Director

Telephone: 978-250-5228
Fax: 978-250-2416

MEMORANDUM

Date: 3/5/26
To: P. Cohen, Town Manager
From: C. Clancy, DPW Director
Cc: Anthony Reppucci, Town Engineer
Subject: Proctor Road Street Acceptance

DPW is presenting Proctor Road to layout as a public way known as "Proctor Road" as show on plan entitled "Plan of Road in Middlesex County Prepared for the Town of Chelmsford" dated February 20, 2026 prepared by Greenman-Pederson, Inc., and to forward the proposed layout as shown on the plan to the Planning Board for its comments and recommendations pursuant to G.L. c.41, §811.

If you have any questions, please do not hesitate to contact me. Thank you.

LOCATION MAP

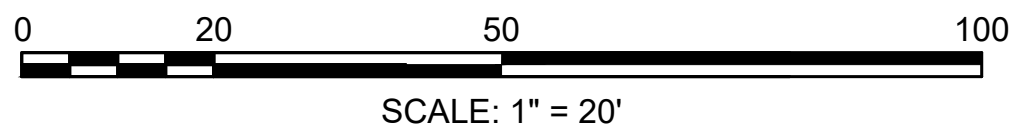
ABBREVIATIONS

AC	ASBESTOS CEMENT	EOP	EDGE OF PAVEMENT
BD	BOUND	FA	FIRE ALARM POST
BL	BASELINE	FNCO	FENCE OTHER
BFD	BITUMINOUS FIBER DUCT	GRDL	GUARDRAIL
BLDG	BUILDING	HH	HAND HOLE
BS	BARE STEEL	HMA	HOT MIX ASPHALT
BTB	BACK TO BACK	HP	HIGH PRESSURE
BVW	BORDERING VEGETATED WETLAND	HYD	HYDRANT
CB	CATCH BASIN	IP	IRON PIPE
CBX	CABLE PULL BOX	IRF	IRON RAIL FENCE
CC	CONCRETE CURB	LP	LOW PRESSURE
CI	CAST IRON	LSA	LANDSCAPE AREA
CIP	CAST IRON PIPE	MAG	MAG NAIL
CL	CENTER LINE	MH	MANHOLE
CLF	CHAIN LINK FENCE	MTD	MULTI TILE DUCT
CMBD	COMBINED	PL	PLASTIC
CMH	CABLE MANHOLE	PLF	PLASTIC FENCE
COMM	COMMUNICATION CONDUIT	PVC	POLYVINYL CHLORIDE
CONC	CONCRETE	RCP	REINFORCED CONC. PIPE
CS	COATED STEEL	REC	RECORD
CW	CROSSWALK	RET	RETAINING WALL
CWD	CREOSOTE WOOD DUCT	RFA	RIVERFRONT AREA
DI	DUCTILE IRON	STBM	STEEL BEAM
DMH	DRAIN MANHOLE	SWL	SOLID WHITE LINE
DBWL	DOUBLE WHITE LINE	SYL	SOLID YELLOW LINE
DBYL	DOUBLE YELLOW LINE	TSC	TRAFFIC SIGNAL CONDUIT
DWP	DETECTABLE WARNING PANEL	TYP	TYPICAL
DWL	DOTTED WHITE LINE	UKN	UNKNOWN
DWY	DRIVEWAY	WDF	WOOD FENCE
DYL	DOTTED YELLOW LINE	VCP	VITRIFIED CLAY PIPE
EC	EDGE OF CONCRETE	VGC	VERTICAL GRANITE CURB
EM	ELECTRIC METER	VZ	VERIZON
EMH	ELECTRIC MANHOLE		

LEGEND

BLDR	BOULDER	HTP	HIGH TENSION POWER POLE	TPL	TROLLEY POLE
BUSH		FIRE HYDRANT		TRAVERSE POINT	
BM #	BENCHMARK	ICV	IRRIGATION CONTROL VALVE	22"	TREE
CABLE MANHOLE		LIGHT POLE		TS	TRAFFIC SIGNAL
CB	CATCH BASIN - SQUARE	LIGHT POLE DOUBLE LIGHT		TS	TRAFFIC SIGNAL MAST ARM/SPAN WIRE POLE
CB	CATCH BASIN - D-FRAME	MAG	MAG NAIL	SIGN	
CB	CATCH BASIN - ROUND	MB	MAIL BOX	SIGN - DOUBLE POST	
CB	CATCH BASIN - WITH CURB INLET	MW	MONITORING WELL	UFB#	UTILITY POLE W/FIRE PULL BOX
DSK	DISK (CA/T, USC&GS, LAND COURT, ETC.)	OIL	OIL FILL	ULT#	UTILITY POLE W/LIGHT
DS	DRAIN MANHOLE	OTHER MANHOLE		UPDL#	UTILITY POLE W/DOUBLE LIGHT
DS	DOWNSPOUT	PB	PULL BOX	UPL#	UTILITY POLE
EHH	ELECTRIC HANDHOLE	PED	PEDESTRIAN SYMBOL	VP	VENT PIPE
EM	ELECTRIC METER	PHOTO CONTROL - H & V		WM	WATER MANHOLE
FDFA	FIRE DEPARTMENT FIRE ALARM	PHOTO CONTROL - V ONLY		WG	WATER GATE
FB	FLASHING BEACON	PK	PK NAIL	WM	WATER METER
FES	FLARED END SECTION	PM	PARKING METER	WSO	WATER SHUTOFF
FP	FLAG POLE	POST CIRCULAR POST		WELL	WELL (POTABLE)
FLOOD LIGHT		POST SQUARE POST			
GF	GAS FILL	RRSG	RAILROAD SIGNAL		
	GAS GATE	RRSW	RAILROAD SWITCH		
	GAS METER	STAND PIPE			
	GAS PUMP	SEWER MANHOLE			
	GAS MANHOLE	STEAM MANHOLE			
	GUY POLE	STUMP			
	HANDICAP SYMBOL	TRAFFIC SIGNAL CONTROL CABINET			
	GUY WIRE ANCHOR	TELEPHONE MANHOLE			
		TRANSFORMER			

NOTES:



DRAFT 2026-02-20

DATE SCOTT M. L'ITALIEN, PLS # 50815

PREPARED BY:

GPI

Engineering
Design
Planning
Construction Management

978.570.2999

GPINET.COM

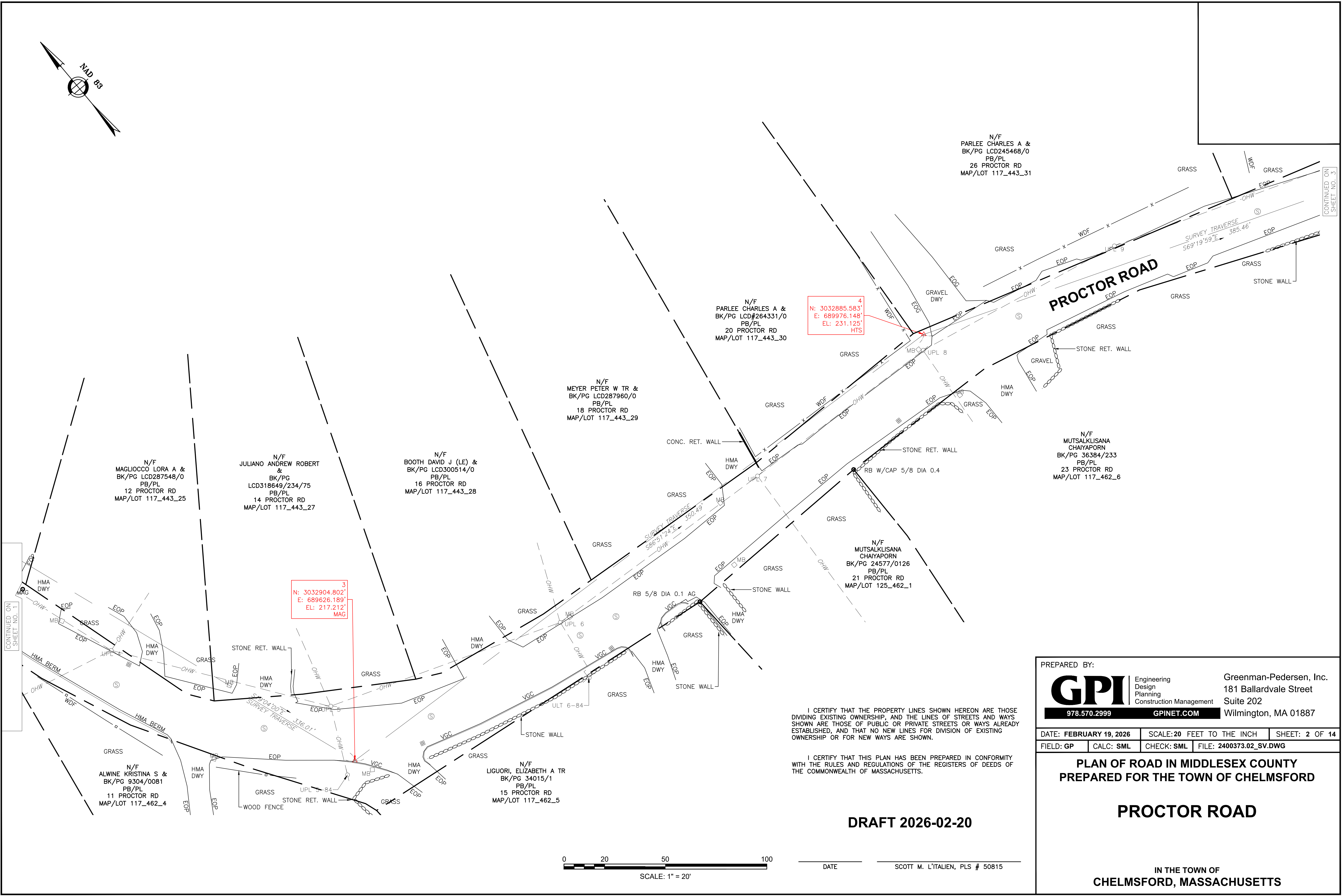
Greenman-Pedersen, Inc.
181 Ballardvale Street
Suite 202
Wilmington, MA 01887

DATE: FEBRUARY 19, 2026	SCALE: 20 FEET TO THE INCH	SHEET: 1 OF 14
FIELD: GP	CALC: SML	CHECK: SML
FILE: 2400373.02_SV.DWG		

PLAN OF ROAD IN MIDDLESEX COUNTY
PREPARED FOR THE TOWN OF CHELMSFORD

PROCTOR ROAD

IN THE TOWN OF
CHELMSFORD, MASSACHUSETTS



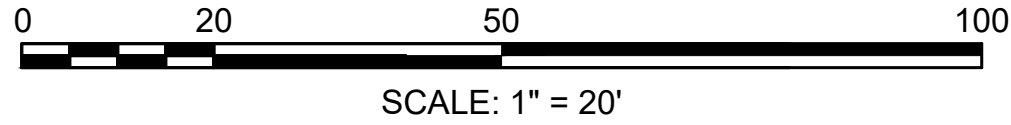
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SHEET NO. 1

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DRAFT 2026-02-20



DATE SCOTT M. L'ITALIEN, PLS # 50815

PREPARED BY:

GPI

Engineering
Design
Planning
Construction Management

978.570.2999

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Greenman-Pedersen, Inc.

181 Ballardvale Street
Suite 202
Wilmington, MA 01887

DATE: FEBRUARY 19, 2026

SCALE: 20 FEET TO THE INCH

SHEET: 2 OF 14

FIELD: GP

CALC: SML

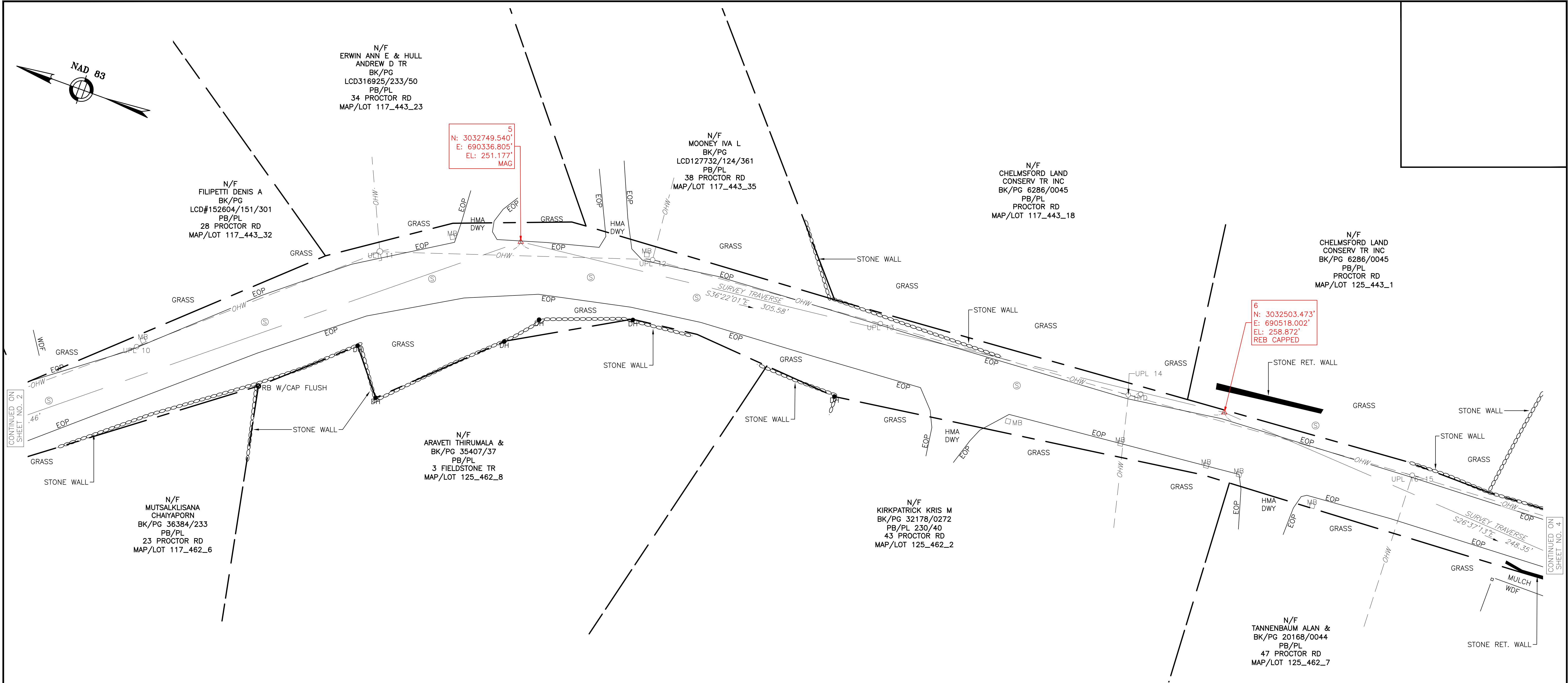
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PLAN OF ROAD IN MIDDLESEX COUNTY
PREPARED FOR THE TOWN OF CHELMSFORD

PROCTOR ROAD

IN THE TOWN OF
CHELMSFORD, MASSACHUSETTS



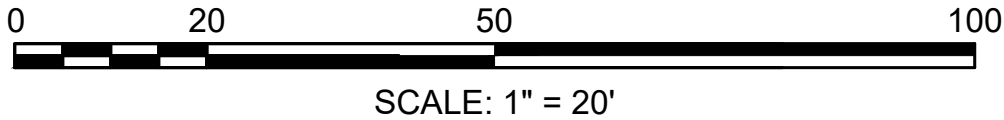
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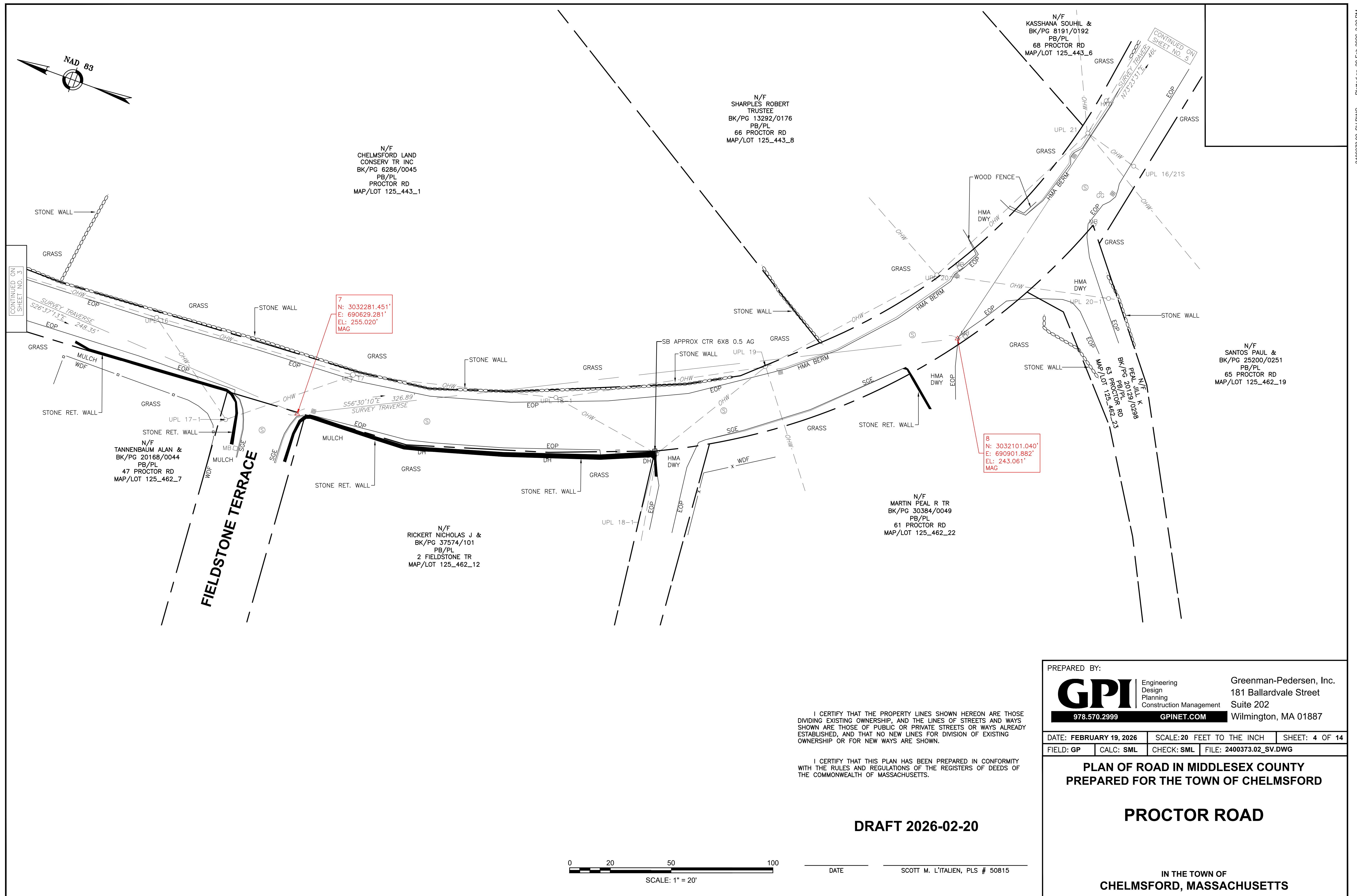
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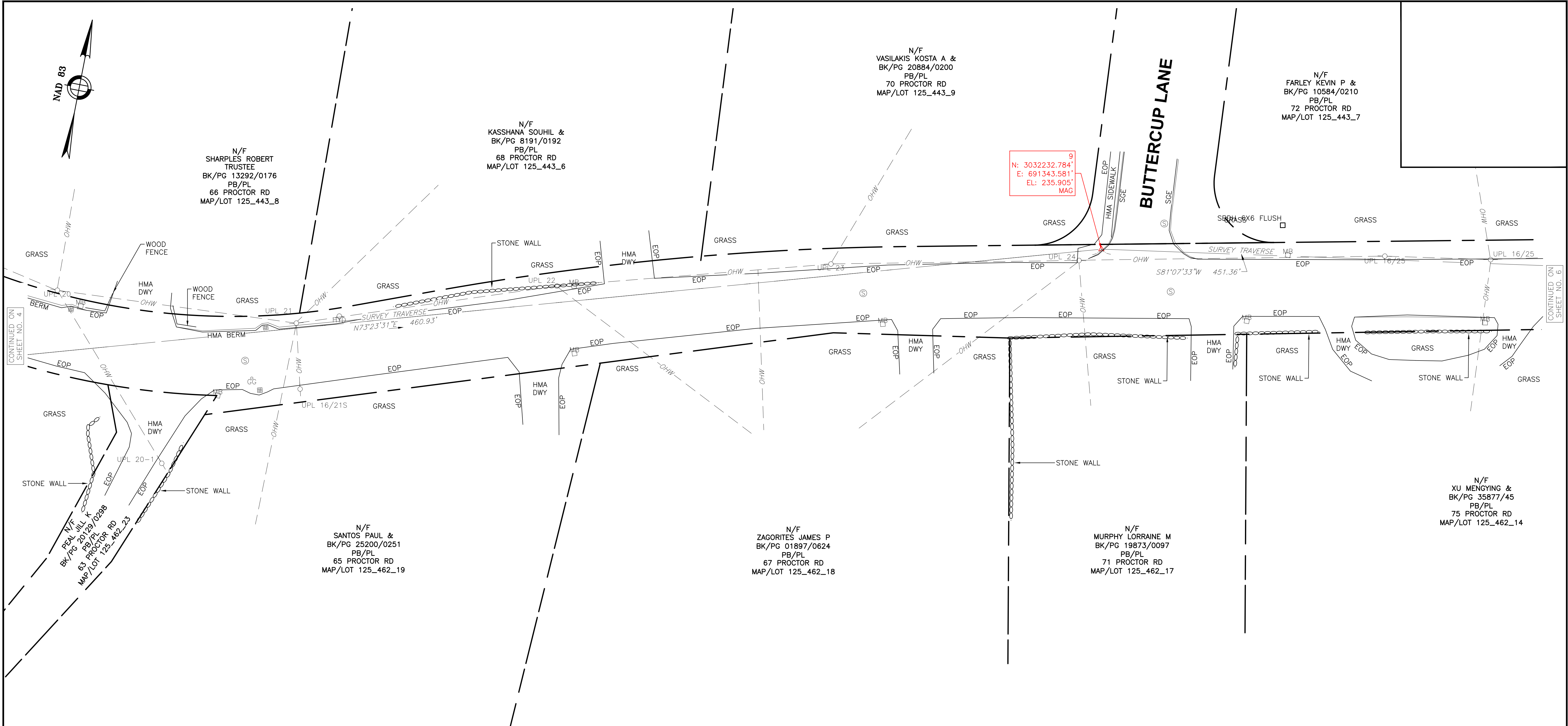
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PROCTOR ROAD

IN THE TOWN OF
CHELMSFORD, MASSACHUSETTS





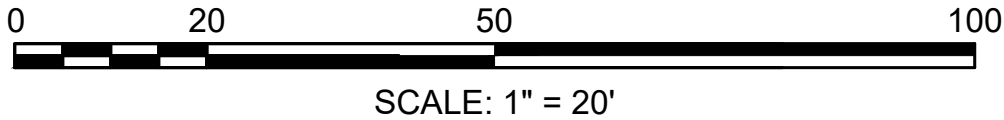
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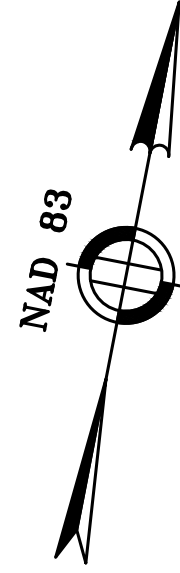
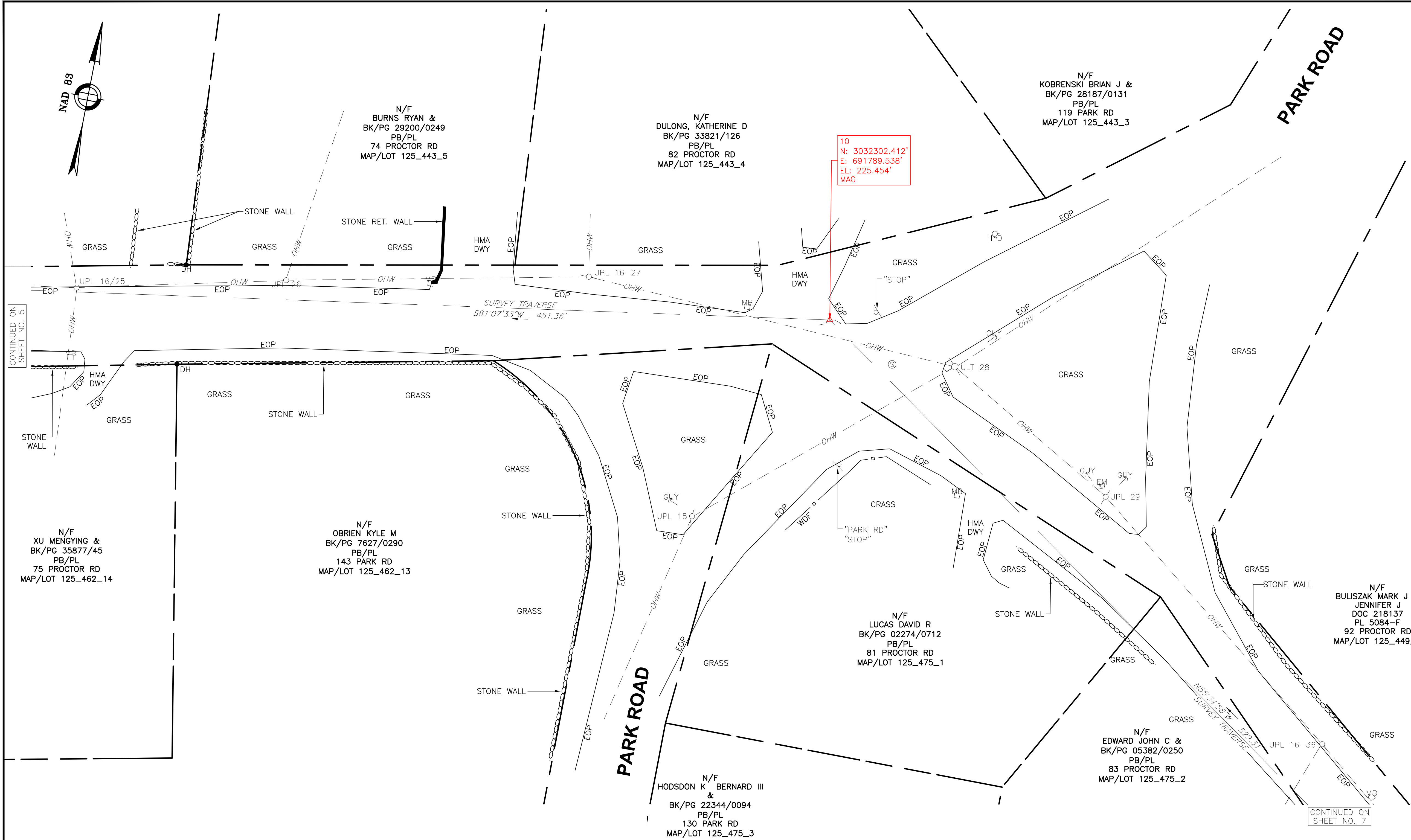
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181 Ballardvale Street
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PLAN OF ROAD IN MIDDLESEX COUNTY
PREPARED FOR THE TOWN OF CHELMSFORD

PROCTOR ROAD

IN THE TOWN OF
CHELMSFORD, MASSACHUSETTS



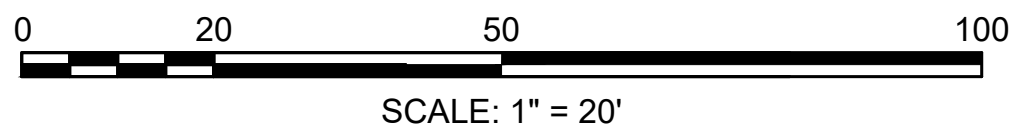
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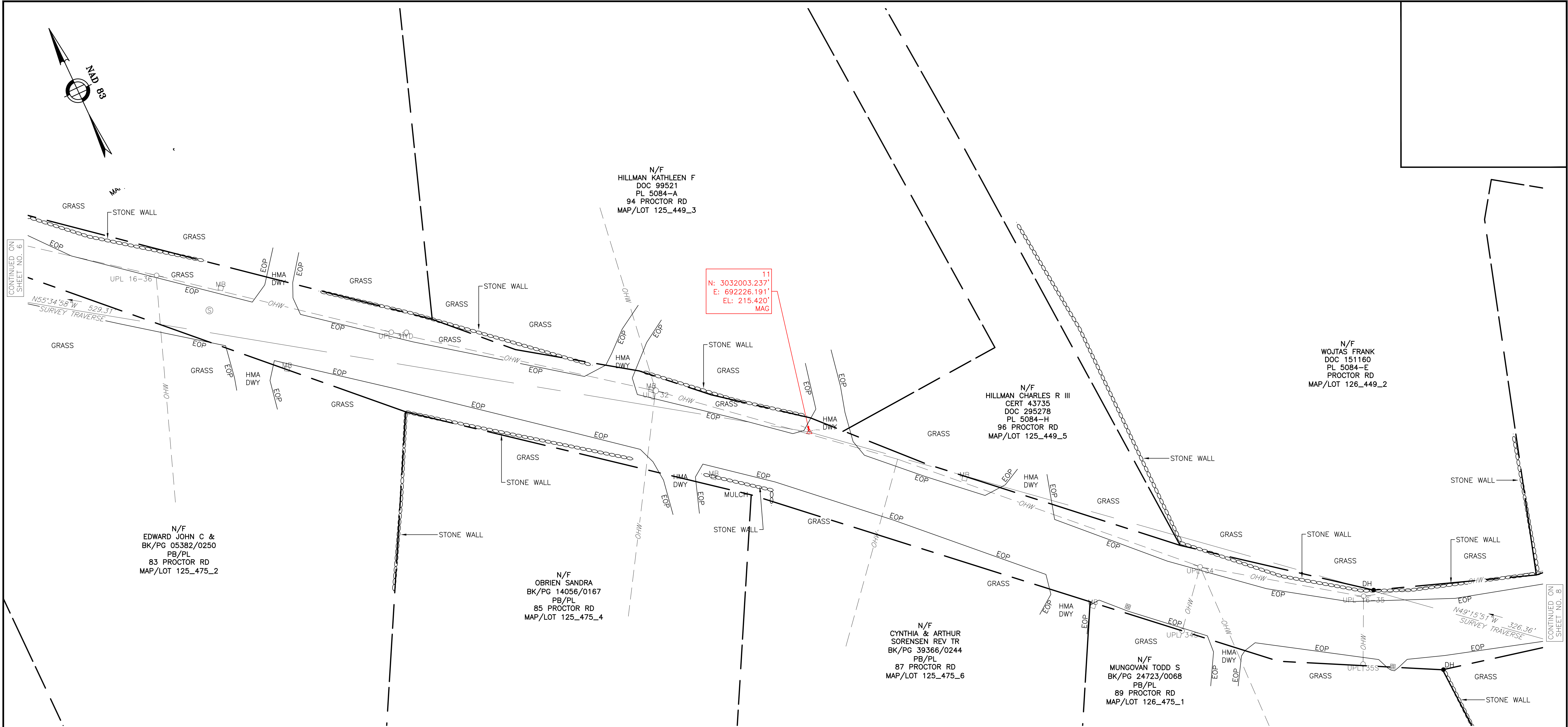
GPI	Engineering	Greenman-Pedersen, Inc.	
	Design		181 Ballardvale Street
	Planning		Suite 202
978.570.2999	GPINET.COM	Wilmington, MA 01887	

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PROCTOR ROAD

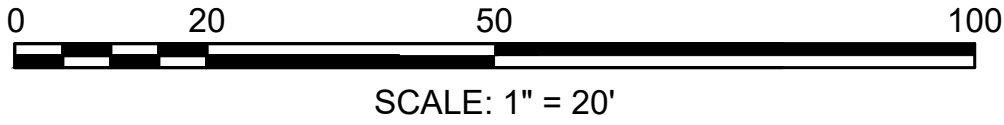
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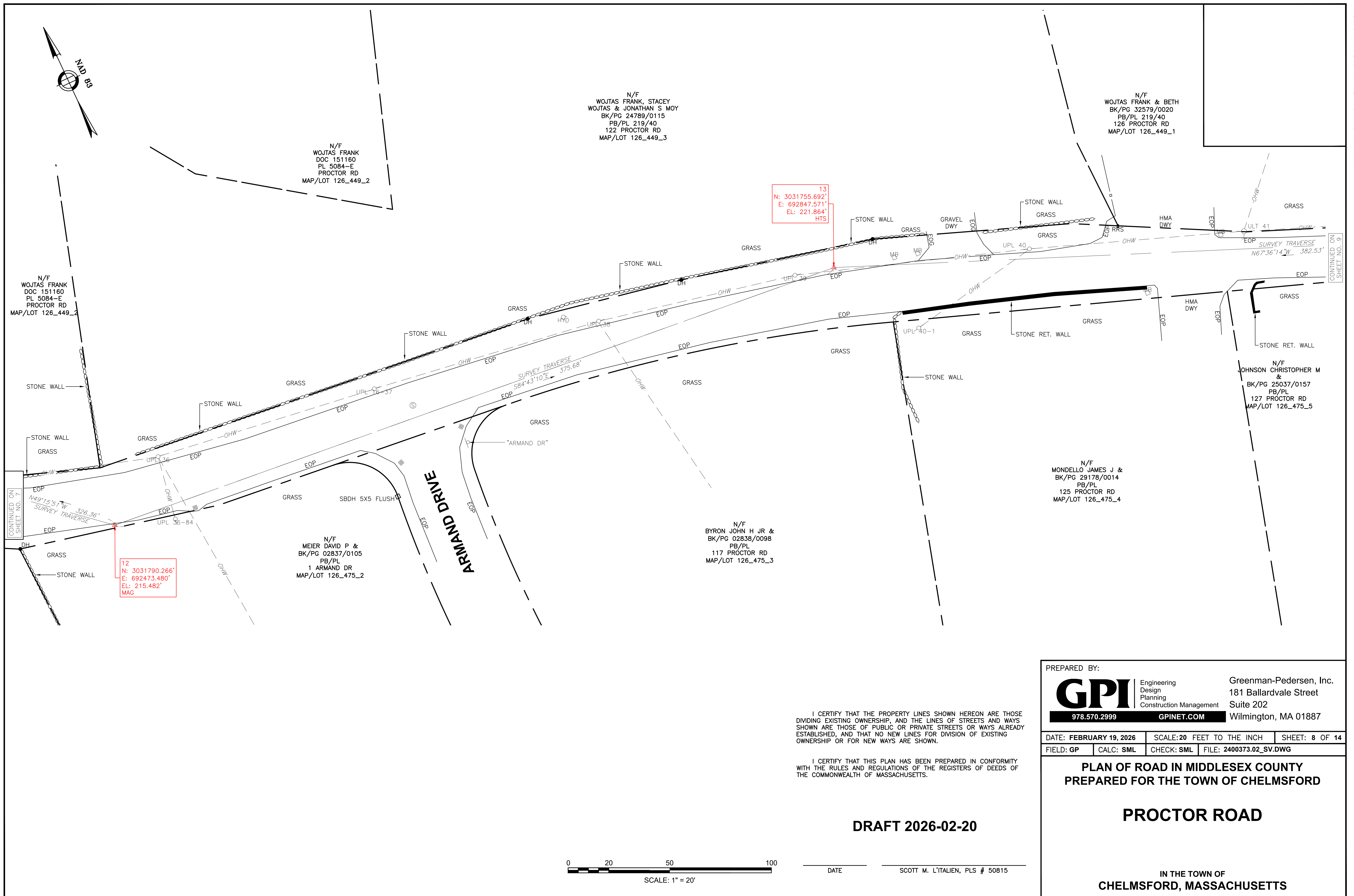
Greenman-Pedersen, Inc.
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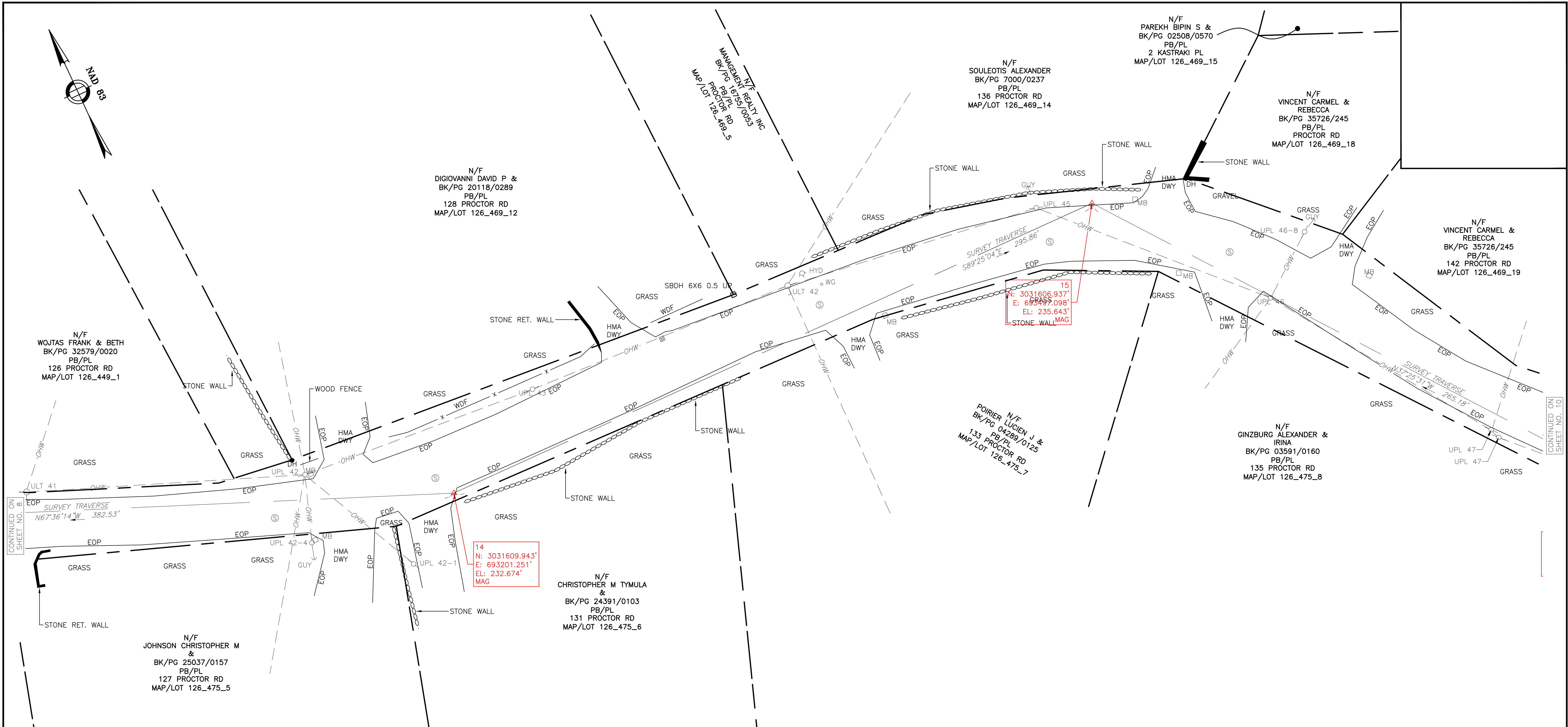
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PLAN OF ROAD IN MIDDLESEX COUNTY
PREPARED FOR THE TOWN OF CHELMSFORD

PROCTOR ROAD

IN THE TOWN OF
CHELMSFORD, MASSACHUSETTS

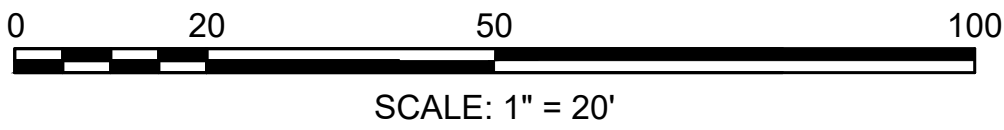




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PLAN OF ROAD IN MIDDLESEX COUNTY
PREPARED FOR THE TOWN OF CHELMSFORD

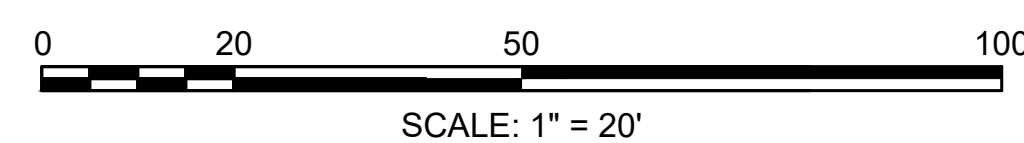
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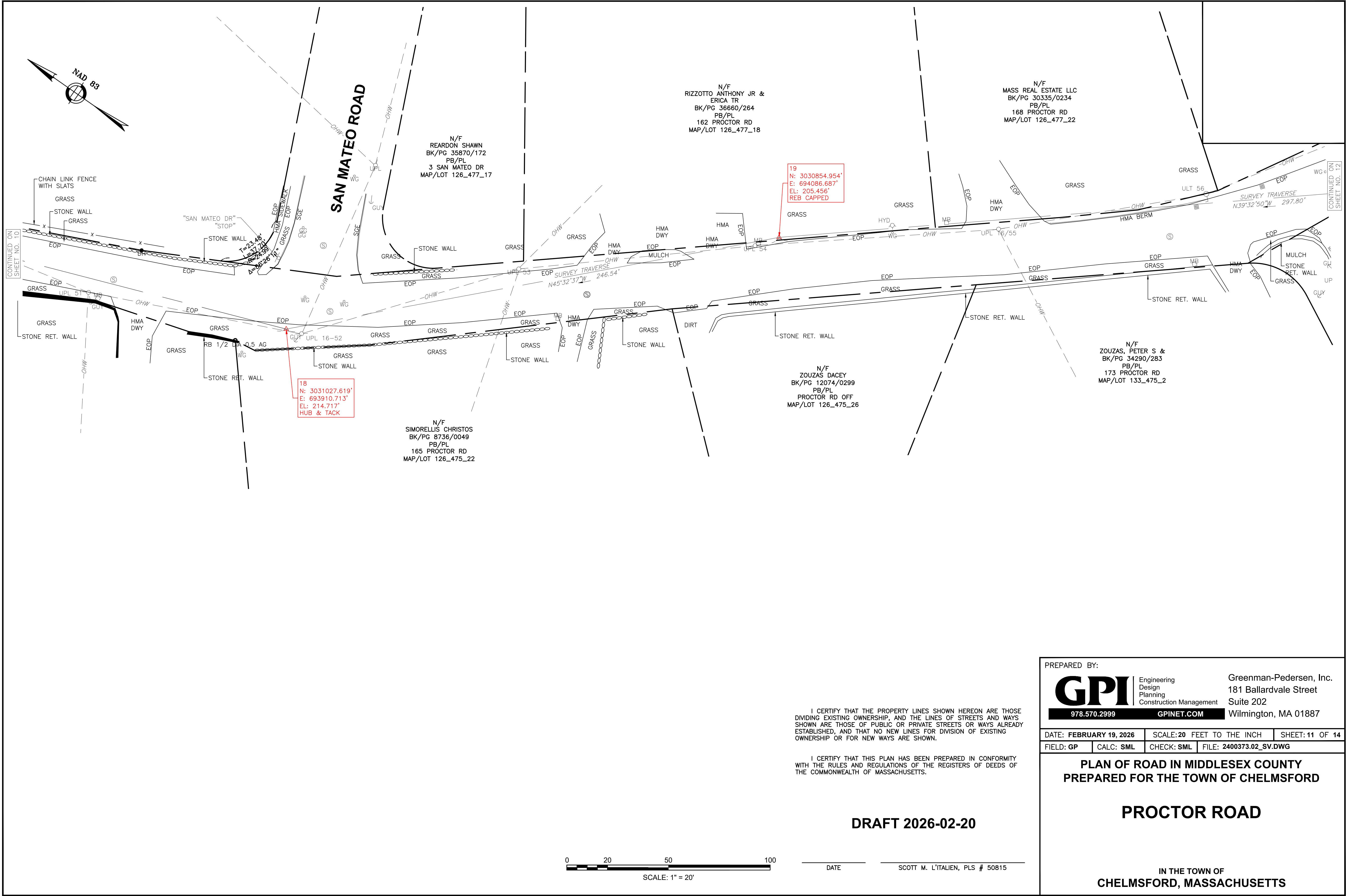
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**PLAN OF ROAD IN MIDDLESEX COUNTY
PREPARED FOR THE TOWN OF CHELMSFORD**

PROCTOR ROAD

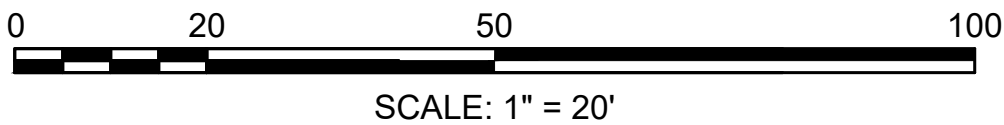
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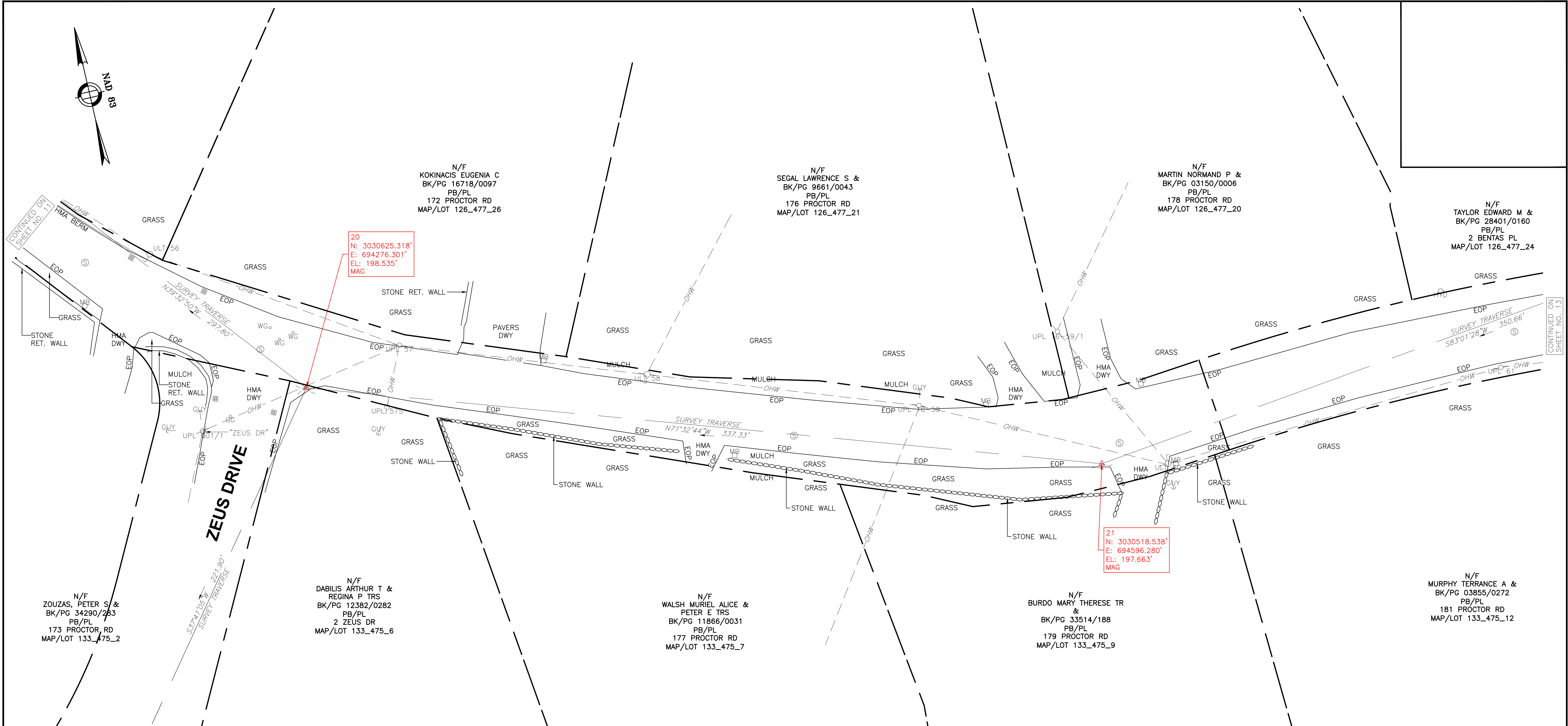
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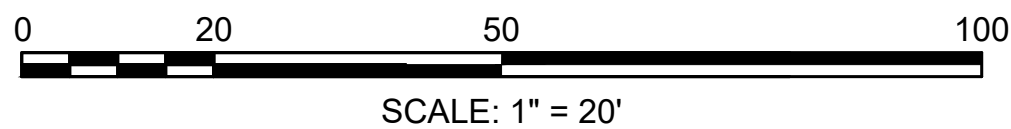
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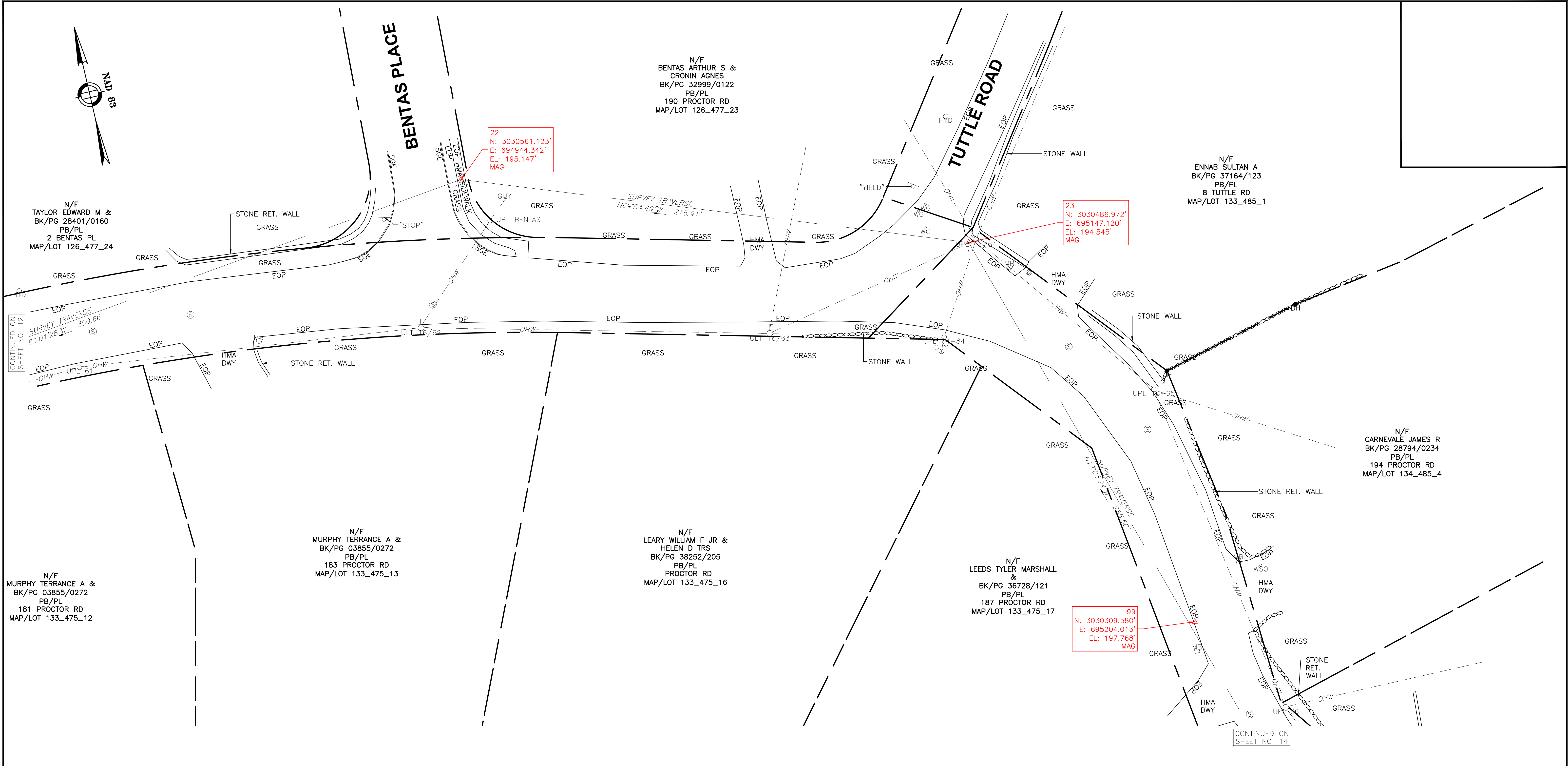
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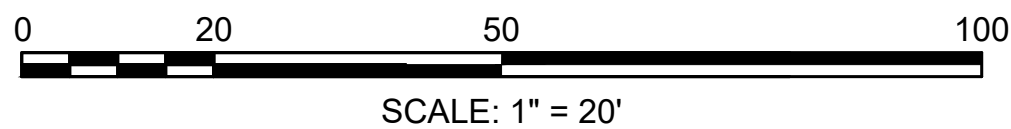
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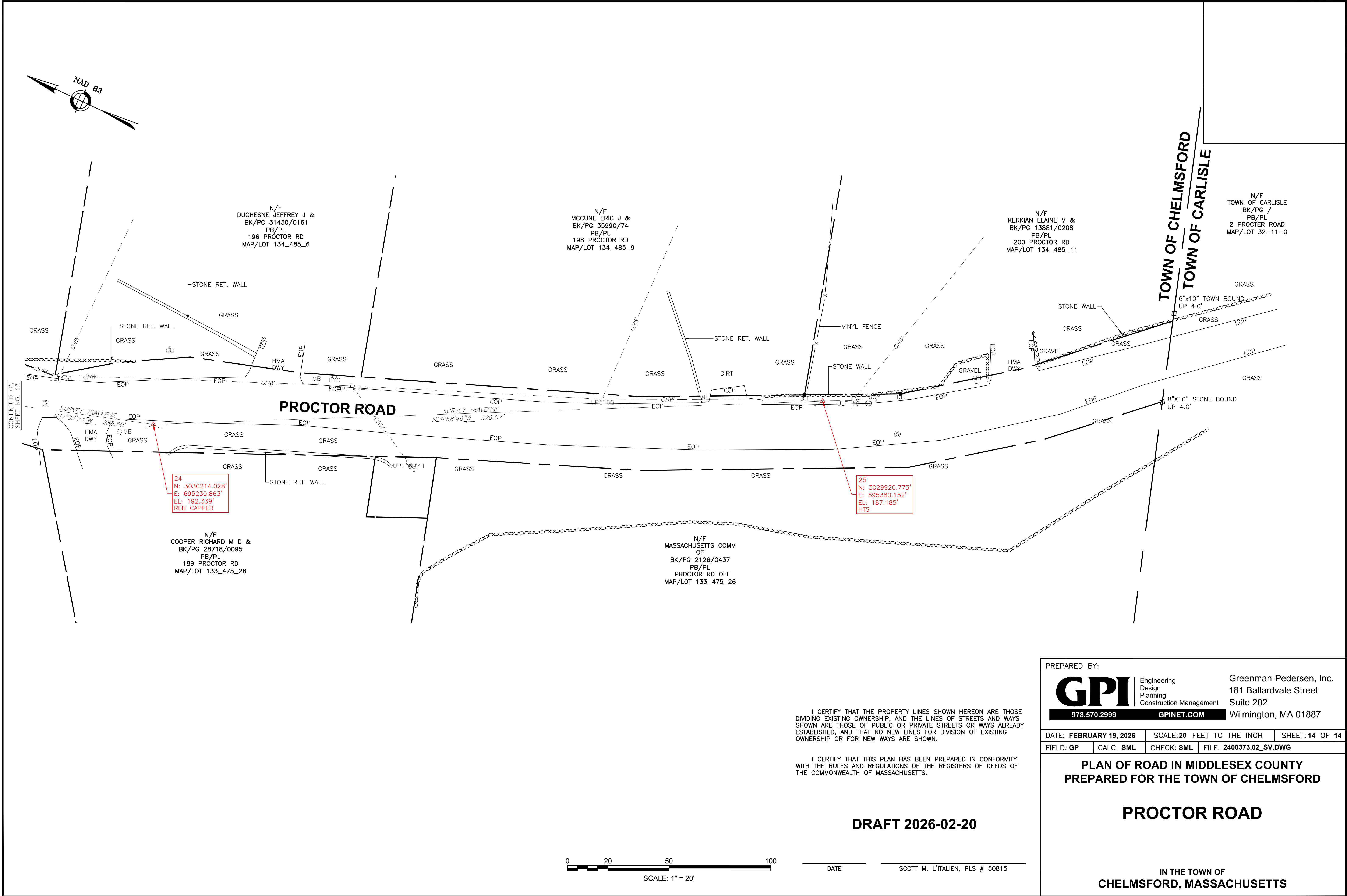
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**PLAN OF ROAD IN MIDDLESEX COUNTY
PREPARED FOR THE TOWN OF CHELMSFORD**

PROCTOR ROAD

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PLAN OF ROAD IN MIDDLESEX COUNTY
PREPARED FOR THE TOWN OF CHELMSFORD

PROCTOR ROAD

IN THE TOWN OF
CHELMSFORD, MASSACHUSETTS

DPW PAVING
AND SIDEWALK
MASTER PLAN
UPDATE

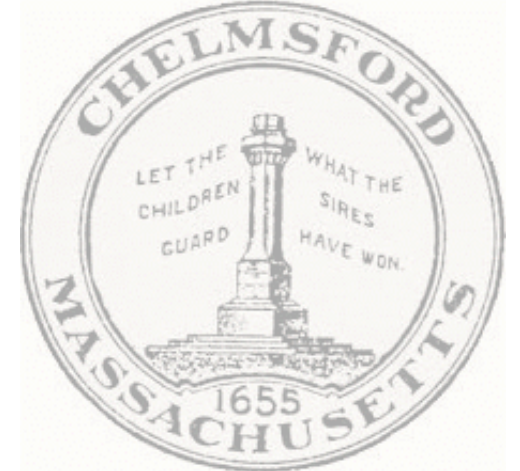
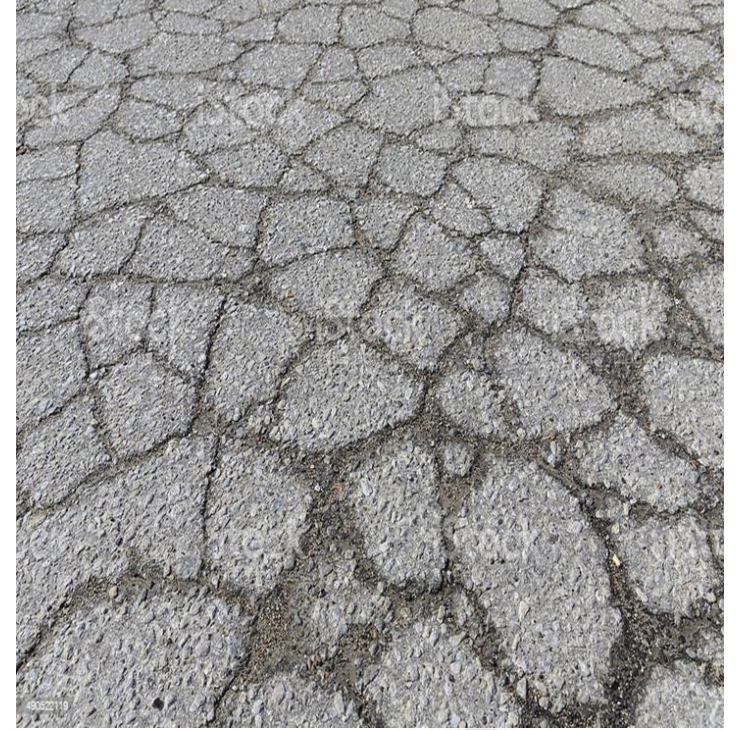


Christine Clancy, P.E.
DPW Director

3/9/2026

PAVEMENT MANAGEMENT SYSTEM OVERVIEW

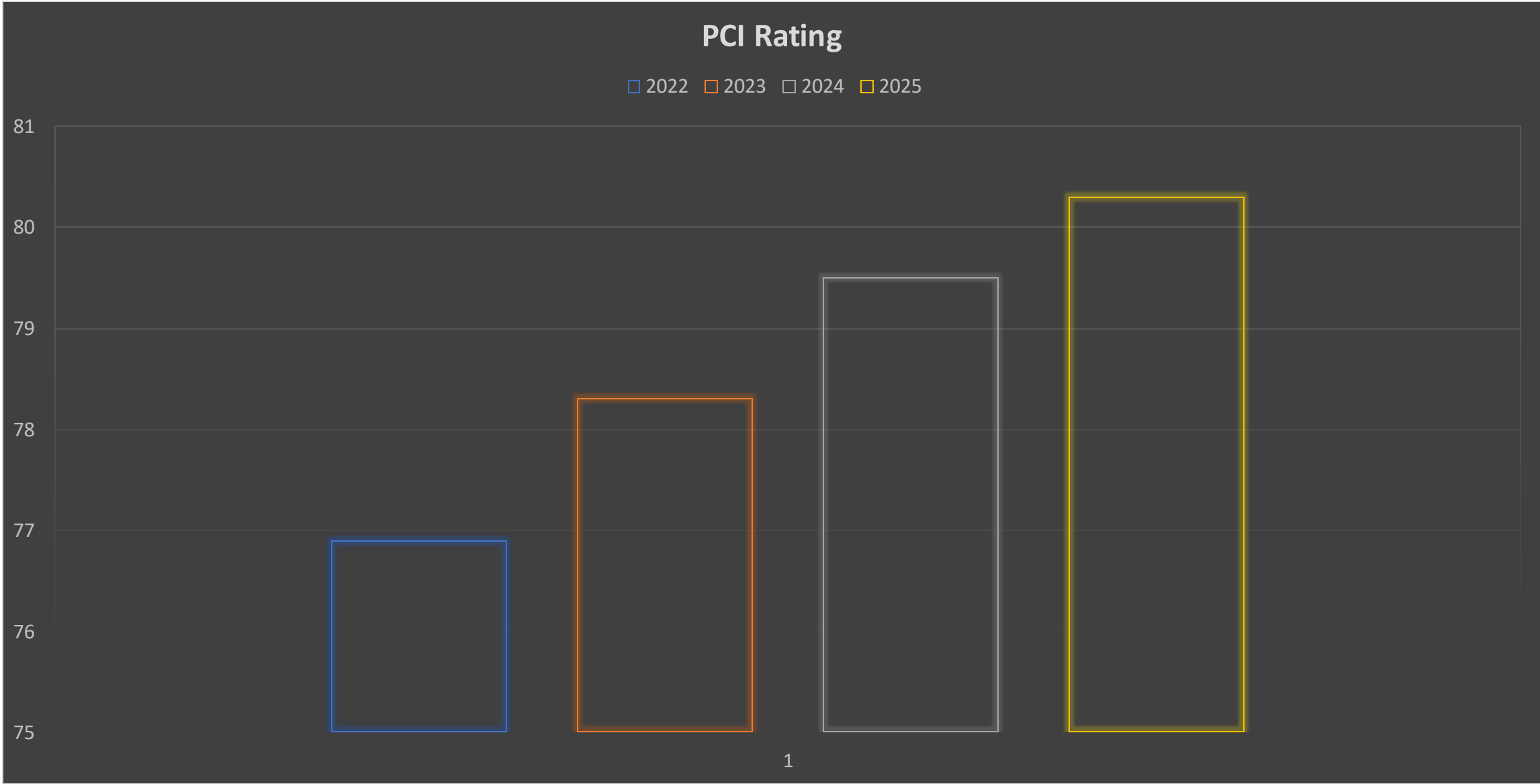
- 190 miles of Town accepted roads (30 miles unaccepted, private)
- DPW maintains a Pavement Management Database to plan for annual preventative maintenance opportunities as well as rehabilitation opportunities.
- Roadway classifications are considered in management plan
 - Arterial (most used), collectors, local roads (least used)
- Other factors considered when planning annual list such as proximity to other work; utility improvement coordination; development work.



PAVEMENT MANAGEMENT SYSTEM OVERVIEW

Treatment Band	PCI	Description
Do Nothing	93-100	Excellent condition
Routine Maintenance	86-92	Good Condition - may need crack sealing or minor localized repair
Preventative Maintenance	73-85	Fair condition - pavement surface may be in need of surface treatment, full depth patch and/or crack sealing
Structural Improvement	61-72	Deficient condition - pavement surface structure in need of added strength for existing traffic. Typical repairs are overlay with or without milling or leveling
Base Rehabilitation	0-60	Poor Condition - in need of base improvement. Typical repairs are reclamation or full depth reconstruction

PAVEMENT MANAGEMENT SYSTEM OVERVIEW



SUMMARY OF 2025 COMPLETED PAVING

TOWNWIDE ROADWAY PAVING PROGRAM

VARIOUS FUNDS (CAPITAL, CH. 90, previous free cash) - \$3.1 MILLION



Photo (Left): Livery Road June 2025 image from Google Maps; (Right): Photo September 2025 of rehabilitated Livery Road (Pavement Reclamation)



Photo (Left): Research Place September 2025 construction progress photos. Roadway reclamation underway; (Right) October 2025 completion.

CHELMSFORD DPW 2025 PAVING PROGRAM			
STREET NAME	TREATMENT	STREET NAME	TREATMENT
Ann's Way	Microsealing	Livery Road	Reclamation
Ansie Road	Mill and Overlay	Locust Road	Microsealing
Baldwin Road	Mill and Overlay	Longview Drive	Reclamation
Buckman Drive	Mill and Overlay	Manwell Road	Mill and Overlay
Burton Lane	Reclamation	Maple Avenue	Mill and Overlay
Checkerberry Lane	Mill and Overlay	Miland Avenue	Reclamation
Columbia Street	Microsealing	Newtowne Way	Reclamation
Dayton Street	Reclamation	Oak Street	Mill and Overlay
Deanna Lane	Microsealing	Overlook Drive	Mill and Overlay
Gallup Drive	Reclamation	Reid Road	Mill and Overlay
Garrison Road	Reclamation	Research Place	Reclamation
Grove Street	Mill and Overlay	Seneca Avenue	Reclamation
Hemlock Drive	Microsealing	Spring Street	Microsealing
Joyce Street	Mill and Overlay	Stillwater Drive	Reclamation
Kensington Drive	Reclamation	Sunset Avenue	Mill and Overlay
Lady Slipper Lane	Microsealing	Whippletree Road	Mill and Overlay
Lauderdale Road	Mill and Overlay	Wilson Road	Microsealing

8.5 Miles Paved

2026 PAVING PLAN

STREET NAME	FROM	TO	TREATMENT
ALBINA STREET	GORHAM ST	CARLISLE ST	Micro Sealing
AMBLE ROAD	TROTting RD	CANTER RD	Mill And Overlay
AMBLE ROAD	CANTER RD	RACK RD	Reclamation
CHESTNUT HILL ROAD	GALLOWAY RD	AMBLE RD	Reclamation
CLARISSA ROAD	JANET RD	FISHER RD	Reclamation
COLONIAL DRIVE	NORTH RD	DEAD END	Reclamation
COLONIAL TERRACE	COLONIAL DR (W)	COLONIAL DR (E)	Reclamation
CYPRESS STREET	DALTON RD	WOODBINE ST	Mill And Overlay
EDGE LAWN AVENUE	RICHARDSON AVENUE	MAROSE AVENUE	Mill And Overlay
ETTA STREET	ALGONQUIN RD	JUDITH RD	Mill And Overlay
FIELD STREET	DALTON RD	ERLIN RD	Mill and Overlay
GALLOWAY ROAD	TOWN LINE	PINE HILL RD	Reclamation
GELDING ROAD	WHIPPLE TREE RD	CHESTNUT HILL RD	Mill And Overlay
JUNIPER STREET	DALTON RD	WOODBINE ST	Mill And Overlay
KRISTIN DRIVE	CUL DE SAC	HERBERT RD	Mill And Overlay
KRISTIN DRIVE	HERBERT RD	KRISTIN DR EXT	Mill And Overlay
KRISTIN DRIVE EXTENSION	KRISTIN DR	CUL DE SAC	Mill And Overlay
LATCH ROAD	NORTHGATE	CUL DE SAC	Mill And Overlay
MISSION ROAD	GLENDALE ROAD	TOWN LINE	Mill And Overlay
MOCCASIN LANE	GRANITEVILLE ROAD	CUL DE SAC	Mill And Overlay
MOORE STREET	BRICK KILN RD	1700' W OF BRICK KILN RD	Micro Sealing
MOORE STREET	1700' W OF BRICK KILN RD	SHEDD LN	Micro Sealing
NORTHGATE ROAD	NORTH ROAD	HEMLOCK DR	Mill And Overlay
PROCTOR ROAD	ACTON RD	PARK RD Y INT	Reclamation
PROCTOR ROAD	PARK ROAD Y INT	TOWN LINE	Reclamation
SHEDD LANE	MARSHALL ST	MOORE ST	Micro Sealing
SIERRA DRIVE	OLD STAGE RD	FARLEY BROOK RD	Mill And Overlay
SOUTHGATE ROAD	NORTH ROAD	HEMLOCK DR	Mill And Overlay
TADMUCK ROAD	LITTLETON RD	TOWN LINE	Reclamation
TUTTLE ROAD	CONCORD RD	PROCTOR RD	Micro Sealing
TWISS ROAD	MAIN STREET	DEAD END	Reclamation



Estimated construction cost of \$3.6 million for 9.9 miles

3/9/2026 – PAVING AND SIDEWALK MASTERPLAN UPDATE

2023 SIDEWALK MASTER PLAN

DATA COLLECTION PROCESS

EP evaluated a total of 46.5 miles of sidewalk as part of this project and a total of 922 pedestrian curb ramp locations, 756 of which were Town-owned. The evaluation focused on the Town's accepted roadway network, which are the roadways the Town is responsible for maintaining.

CURB RAMPS

The EP team collected the following data at each intersection with existing pedestrian curb ramps:

- Material
- General Condition
- Opening Width (Concrete Only)
- Slope Reading (Concrete Only)
- Ramp Type (e.g., Apex, Perpendicular; Concrete Only)

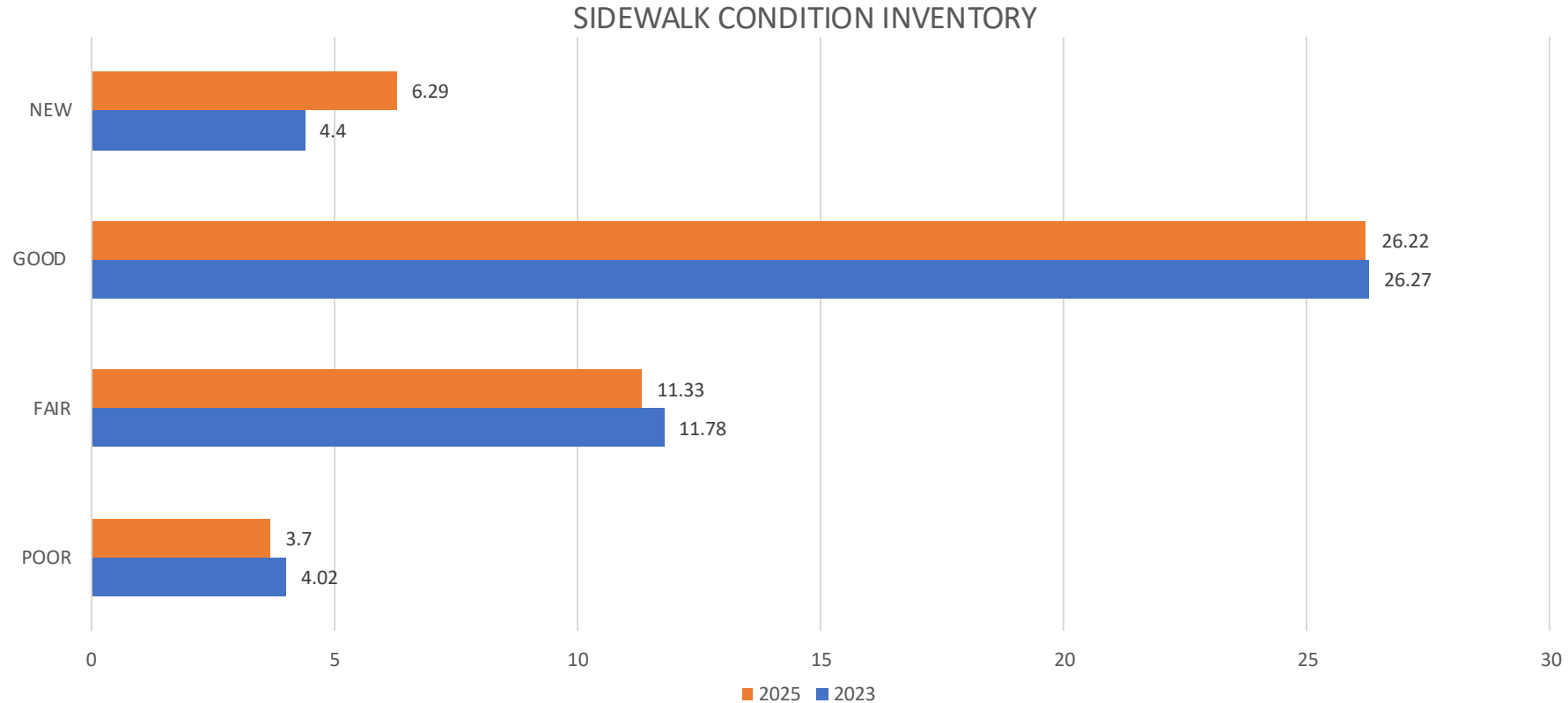
SIDEWALKS

Sidewalks were broken down from intersection to intersection in order to report on their condition.

The EP team collected the following data:

- Length (Feet)
- Width (Feet)
- General Condition (Excellent, Good, Fair, Poor)
- Material Type (Asphalt, Concrete, Brick, other)
- Structural Issues (only identified on sidewalks in Excellent or Good condition)
- Whether or not there was a grass strip

SIDEWALK MASTER PLAN



ADDED 1 MILE OF NEW SIDEWALK SINCE 2023 (47.5 MILES)
BACKLOG OF \$22 MILLION IN REPAIRS/REPLACEMENTS
\$13M IN NEW SIDEWALKS

SIDEWALK MASTER PLAN



432 OF 756 CURB RAMPS REQUIRE RECONSTRUCTION

Estimated \$1.9 Million Backlog

Target 25-40 annually in conjunction with paving program

SUMMARY OF 2025 COMPLETED SIDEWALK



1,030 LF Burton Lane (Existing Sidewalk Replaced)
255 LF Cushing Place (New Sidewalk)
1,100 LF Turnpike Road (New sidewalk – Complete Streets Grant)
Miscellaneous curb ramps at 27 locations

0.45 Miles Replaced/New Sidewalk
\$525,000 Spent

2026 SIDEWALK PLAN



360 LF Turnpike Road (New sidewalk between Billerica Road and Bernard Lane - Completes Street Grant)
1,500 LF Parkerville Road (New sidewalk - Federal Grant)
Miscellaneous curb ramps at 25 locations (In conjunction with Roadway Paving Plan)

0.35 Miles Proposed
\$450,000 Estimated Construction

ROADWAY RECONSTRUCTION PROJECT UPDATES

Main Street Reconstruction Design



- \$195,000 design funded for project, GPI Consultant
- Assessment and Preliminary Concept Report completed
- Estimated \$1.5 million Construction, to be implemented in 3 phases (\$500,000 each)
- Project Goals:
 - Complete streets approach – provide improved access to all users
 - Roadway restoration, continuous sidewalk on one side
 - Traffic calming implementation along corridor
 - Improve crossing at high pedestrian use locations



WESTFORD
CHELMSFORD

40

3

LOVETT LANE

LOISELLE LANE

BARRY DRIVE

BURTON LANE

MAIN STREET

GROTON ROAD

SCHOOL STREET

TO HIGH SCHOOL /
CHELMSFORD CENTER

WILSON LANE

BRADFORD ROAD

ABERDEEN ROAD

MEADOWBROOK ROAD

3

TWISS ROAD

Fairview
Cemetery

WATERFRONT ROAD

LYNN LANE

40

TO VINAL SQUARE

TO HIGH SCHOOL

GO ON



WESTFORD
CHELMSFORD

LOVETT LANE

LOISELLE LANE

BARRY DRIVE

BURTON LANE

MAIN STREET

GROTON ROAD

LYNN LANE

SCHOOL STREET

TO HIGH SCHOOL /
CHELMSFORD CENTER

Pedestrian
Related Crash

Two (2) Speed
Related crashes

WILSON LANE

BRADFORD ROAD

ABERDEEN ROAD

MEADOWBROOK ROAD

Pedestrian
Related Crash

Fairview
Cemetery

TWISS ROAD

WATERFRONT ROAD

TO VINAL SQUARE

MassGIS

MASSDOT CRASHES 2020-2024

-  Property-Damage Only
-  Non-Fatal Injury
-  Pedestrian Non-Fatal Injury

TO HIGH SCHOOL

Newfield Pond

3

40

40

2

9

SWAIN ROAD



WESTFORD
CHELMSFORD

LOVETT LANE

LOISELLE LANE

BARRY DRIVE

BURTON LANE

MAIN STREET

BRADFORD ROAD

ABERDEEN ROAD

MEADOWBROOK ROAD

LYNN LANE

GROTON ROAD

Fairview
Cemetery

TWISS ROAD

WATERFRONT ROAD

SCHOOL STREET

TO HIGH SCHOOL /
CHELMSFORD CENTER

EXISTING PEDESTRIAN NETWORK & GENERATORS

- Existing Sidewalk
- Existing Crosswalk
- Sidewalk Gap

- High Density Residential
- Open Space

TO HIGH SCHOOL

TO VINAL
SQUARE

Newfield Pond

3

40

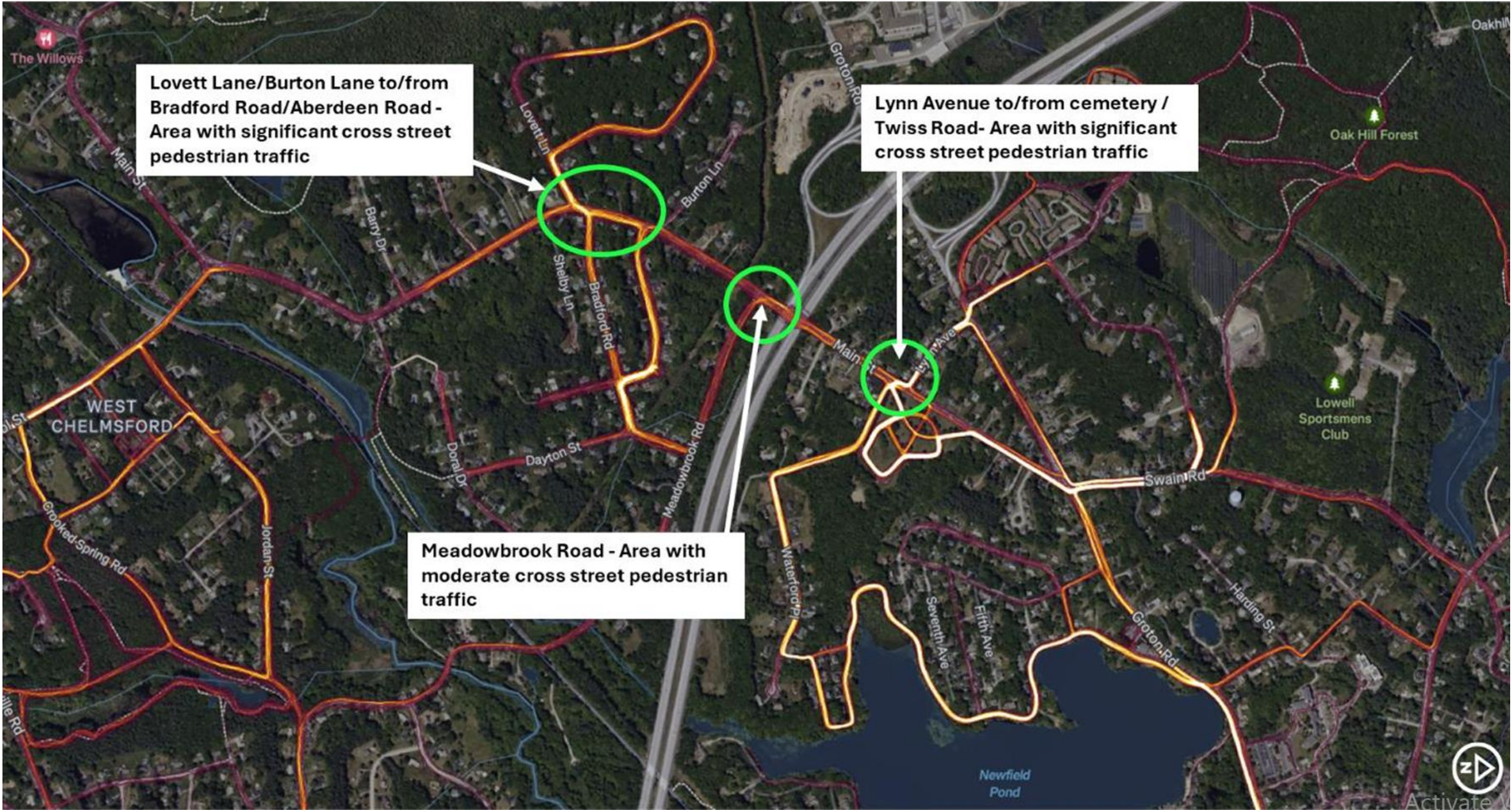
40

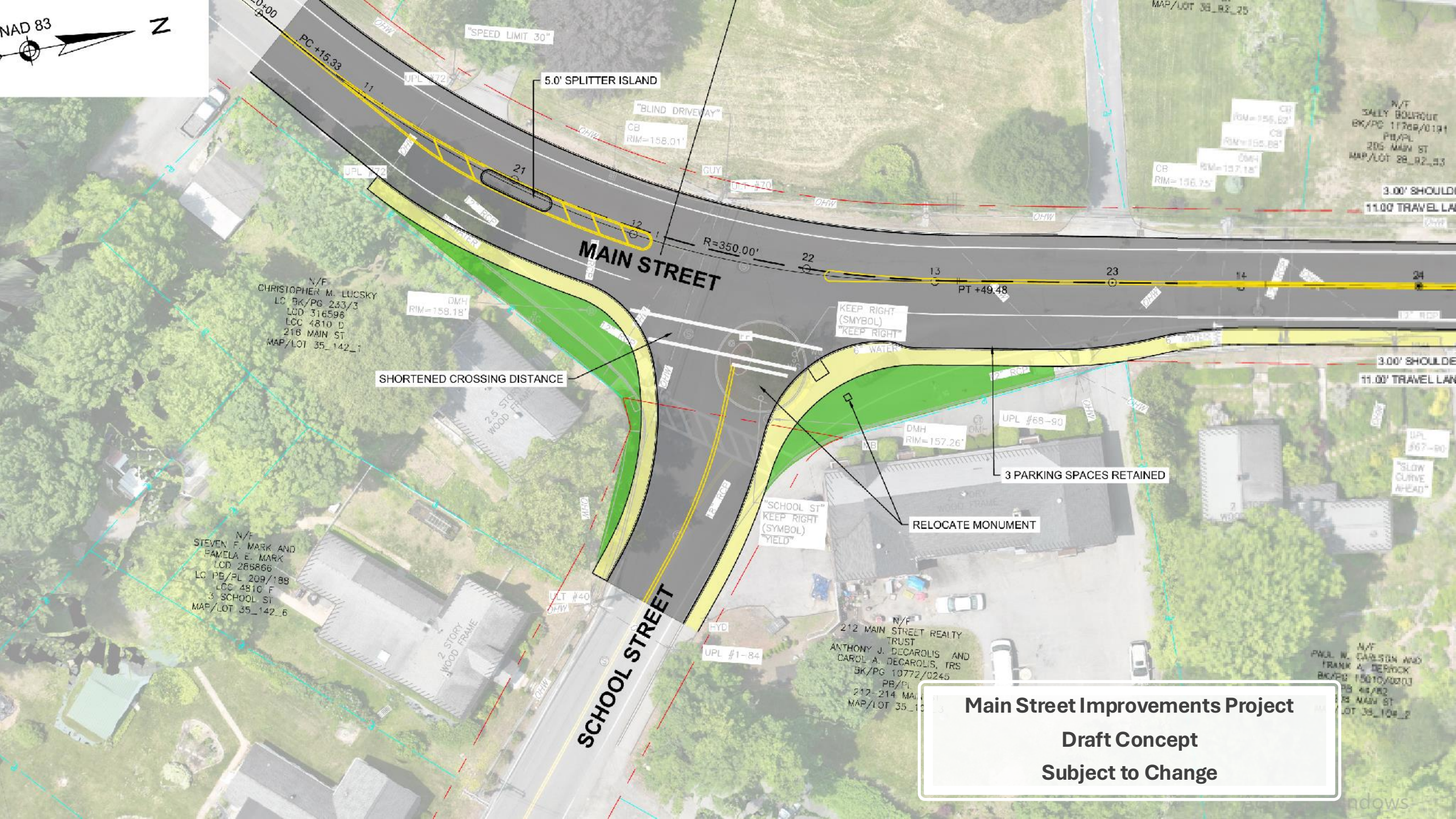
Activia MassGIS

**Lovett Lane/Burton Lane to/from
Bradford Road/Aberdeen Road -
Area with significant cross street
pedestrian traffic**

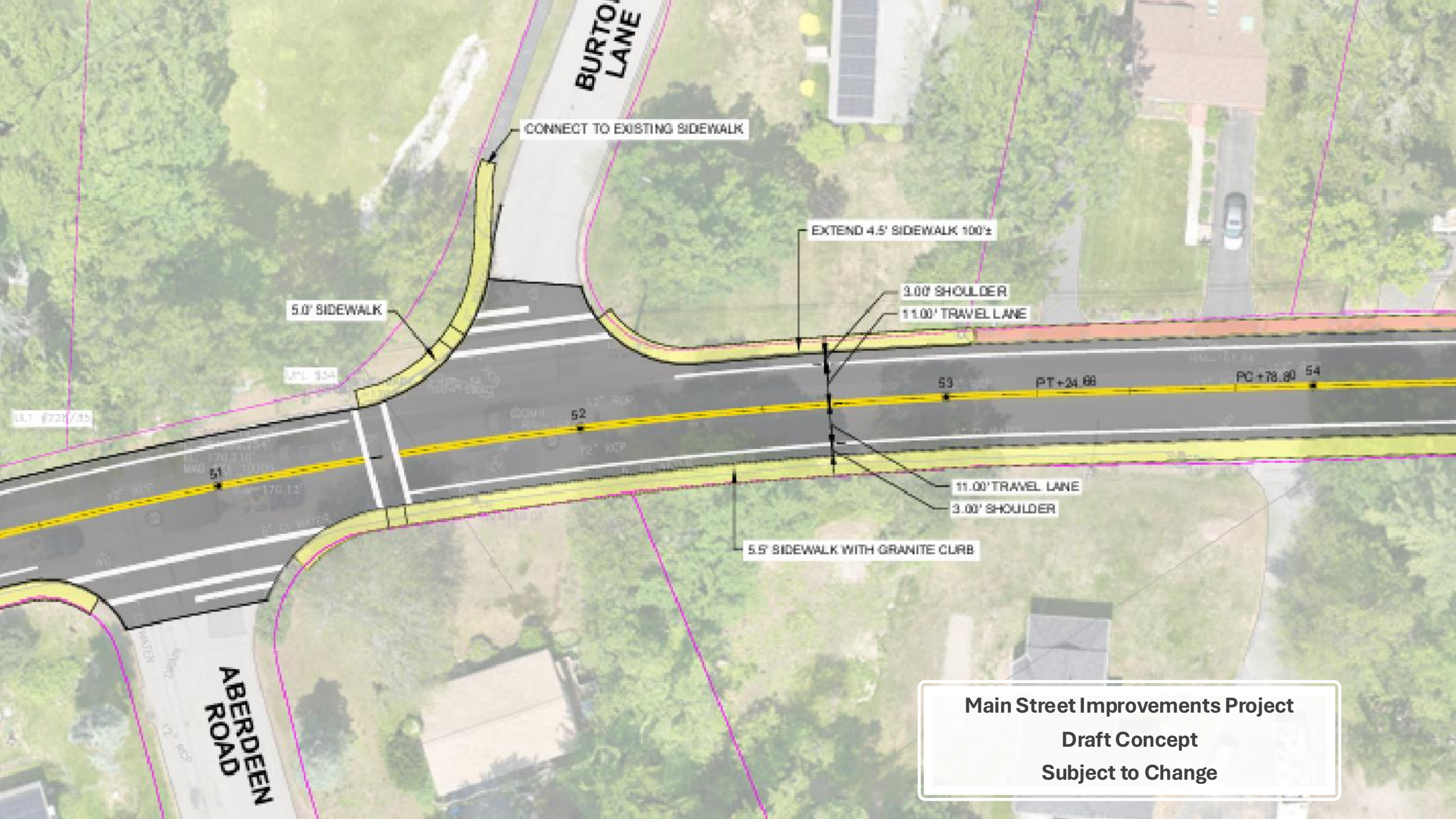
**Lynn Avenue to/from cemetery /
Twiss Road- Area with significant
cross street pedestrian traffic**

**Meadowbrook Road - Area with
moderate cross street pedestrian
traffic**





Main Street Improvements Project
Draft Concept
Subject to Change



BURTON
LANE

CONNECT TO EXISTING SIDEWALK

EXTEND 4.5' SIDEWALK 100±

3.00' SHOULDER

11.00' TRAVEL LANE

5.0' SIDEWALK

MPL 33+4

LLT #225/35

53

PT+24.68

PC+78.80

54

52

11.00' TRAVEL LANE

3.00' SHOULDER

5.5' SIDEWALK WITH GRANITE CURB

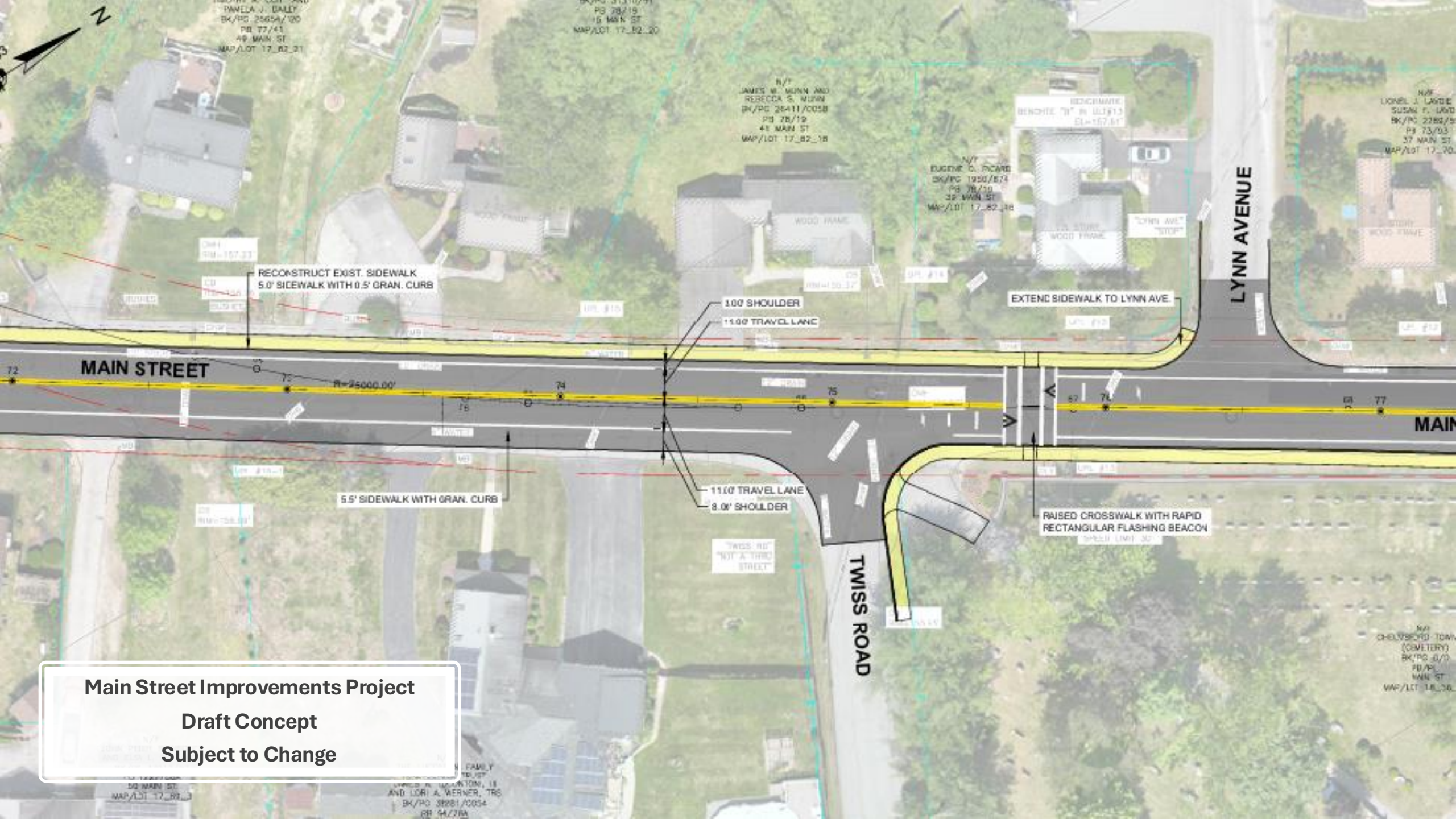
ABERDEEN
ROAD

Main Street Improvements Project
Draft Concept
Subject to Change

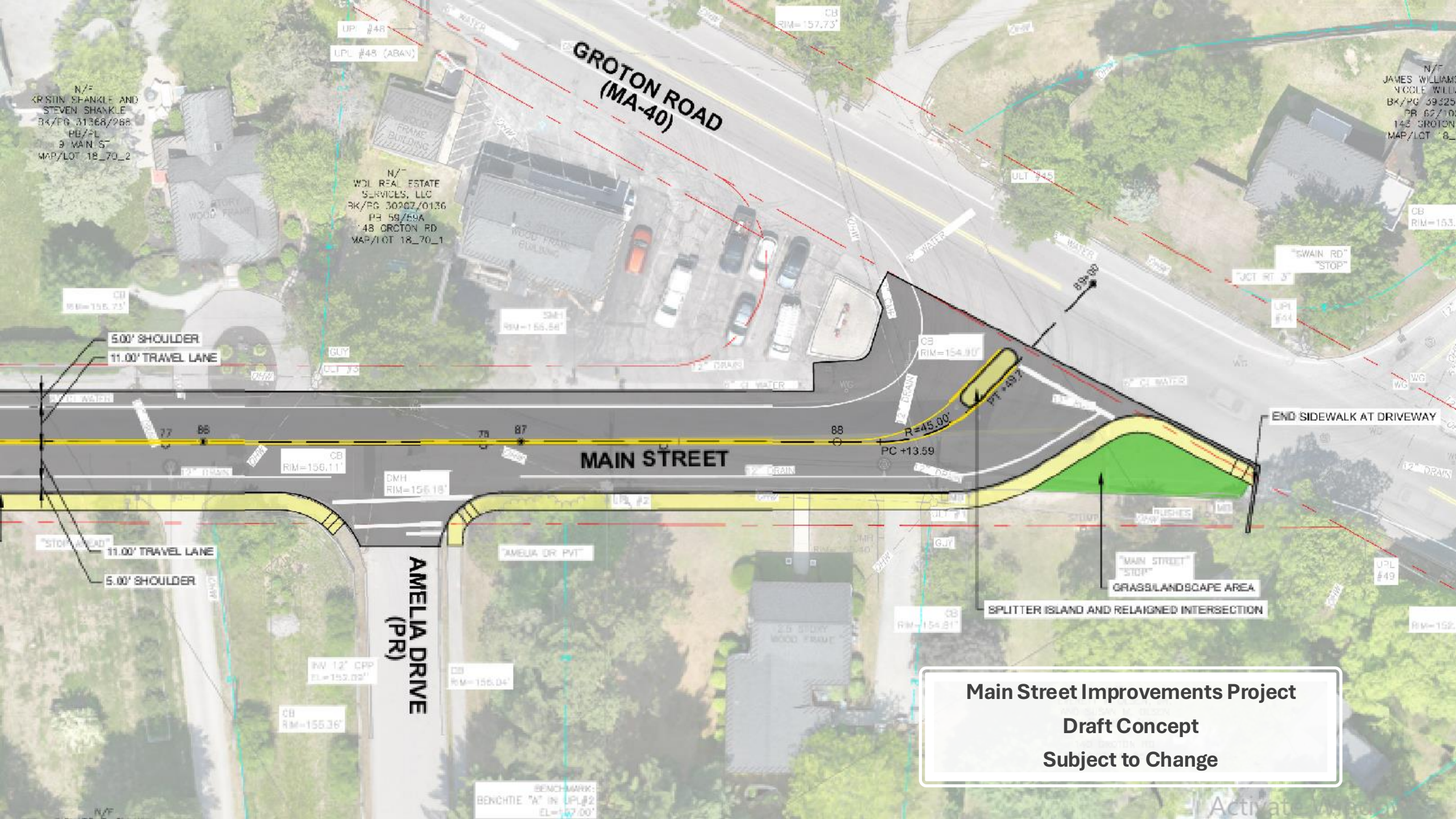
Main Street Improvements Project

Draft Concept

Subject to Change



Main Street Improvements Project
Draft Concept
Subject to Change



N/F
KRISTIN SHANKLE AND
STEVEN SHANKLE
BK/PG 31368/268
PB/PL
9 MAIN ST
MAP/LOT 18_70_2

UP #48
UPL #48 (ABAN)

N/F
WOL REAL ESTATE
SERVICES, LLC
BK/PG 30202/0136
PB 59/59A
48 GROTON RD
MAP/LOT 18_70_1

GROTON ROAD
(MA-40)

CB
RIM=157.73'

N/F
JAMES WILLIAM
NOBLE WILLIAMS
BK/PG 39325
PR 62/100
145 GROTON
MAP/LOT 18_70_3

CB
RIM=153.1

"SWAIN RD"
"STOP"

UPL #44

5.00' SHOULDER
11.00' TRAVEL LANE

MAIN STREET

CB
RIM=154.90'

END SIDEWALK AT DRIVEWAY

"STOP AHEAD"
11.00' TRAVEL LANE
5.00' SHOULDER

AMELIA DRIVE
(PR)

AMELIA DR PVT

"MAIN STREET"
"STOP"
GRASSLANDSCAPE AREA

SPLITTER ISLAND AND REALIGNED INTERSECTION

Main Street Improvements Project
Draft Concept
Subject to Change

BENCHMARK:
BENCHM "A" IN UPL#2
EL=157.00'

Activate Windows

ROADWAY RECONSTRUCTION PROJECT UPDATES

Main Street Reconstruction Design



- Main Street Project Phasing:
 - 1. School Street – Loiselle Lane
 - 2. Loiselle Lane to NB MassDOT crossings
 - NB MassDOT crossing – Groton Road
- Next Steps:
 - Finalize assessment report and make available on DPW website (March 2026)
 - Main Street Public Input Session Spring 2026
 - Advance design 2026
 - Phase 1 Construction (\$500,000) TBD – funding dependent

ROADWAY RECONSTRUCTION PROJECT UPDATES

Chelmsford Street (110) Design

MassDOT advancing design between Alpine Lane and Golden Cove Road

Anticipate 2028 construction

Town Section Between Central Square and Alpine Lane on hold
evaluating cost alternatives and drainage conditions along 110



Vinal Square Reconstruction Design

25% design to be completed spring 2025

Utility Tracing and Investigation (SUE) underway

Design Public Hearing Spring 2026 (TBD)

Anticipate 2028 Construction

Rt 3a (Richardson Road to Technology Drive)

Town completed survey and initial assessment

On hold to determine cost sharing and scope with MassDOT

Questions/Comments



Christine Clancy, P.E.
DPW Director
978-250-5228
cclancy@chelmsfordma.gov

Tony Reppucci, P.E.
Town Engineer
978-250-5228
treppucci@chelmsfordma.gov

Town of Chelmsford

Disposal of Surplus Property Under \$10,000 Policy

Purpose

This policy is established to comply with Massachusetts General Laws Chapter 30B §15, which requires written procedures for the disposal of surplus property with an estimated net value of less than \$10,000.

Scope

Surplus property covered by this policy is defined as tangible property that is no longer useful to the Town but has resale or salvage value. This policy does not apply to surplus property valued at \$10,000 or more which will be disposed of in accordance with the requirements of Massachusetts General Laws Chapter 30B §15. This policy does not apply to the disposal of real property.

Authority

The Town Manager, serving as Chief Procurement Officer, or their designee, is responsible for implementing this policy.

Procedures

1. Declaration of Surplus Property

Property shall be declared surplus by the department head responsible for the item, via written notice to the Town Manager or their designee. The notice must include a complete description of the item.

2. Valuation of Surplus Property

The value of surplus property will be determined by the Town Manager or department head using methods customarily accepted in commerce. These methods may include but are not limited to: comparable sales; valuation tools such as Kelley Blue Book; market quotes; and estimates for parts and scrap from auto recyclers, junkyards, and metal scrap yards.

3. Methods of Disposal

Items shall be disposed of using sound business practices, with the Town seeking to obtain the highest value while also considering the cost and time associated with the disposition. Acceptable methods include sealed bids; public auctions; on-line

auctions; trade-in credit toward purchases; and sales to auto recyclers, junk yards, or scrap yards.

4. Advertisement of Sale

Advertisements for sealed bids or public auctions shall be posted on the Town's website and/or in a local newspaper at least fourteen (14) days prior to the sale. For items sold through online auction, the listing itself may serve as the advertisement and must remain posted for at least fourteen (14) days.

5. Disposal to Governmental or Charitable Organizations

Surplus items may be disposed of at less than fair market value to another governmental agency or any charitable organization which has received a tax exemption from the United States by reason of its charitable nature, upon written approval of the Town Manager.

6. Compliance with Conflict-of-Interest Law

All actions taken under this policy shall be consistent with the Conflict-of-Interest Law, Massachusetts General Laws Chapter 268A.

1-2.6 Contract/Bid Awards~~Review~~

When a bid award is made~~solicitation (contract, RFP, etc.) is issued~~ by the Town, the Town Manager shall provide the following information when requesting approval of that award~~to all Board members via email~~:

- a. Purpose of the bid solicitation
- b. Number and names of bidders responding~~Date issued~~
- c. Each bidder's proposed bid amount~~Date of bidders' conference, if any~~
- d. Recommended award~~Date/time/place of bid opening~~
- e. Bid award amount~~Expected date of bid award~~

Board members may request an electronic copy of the contract/bid solicitation for review, if desired.

1-2.7 Agenda Procedures

Agendas for regular meetings shall be completed no later than Thursday prior to a scheduled Monday meeting. The Board Chair and Town Manager shall coordinate the agenda items and sequence. Board members may submit agenda requests to the Chair and/or Town Manager for inclusion. A draft agenda shall be made available electronically to all members of the Board by the close of business on Wednesday before the scheduled meeting. Board members should notify the Chair and or Town Manager of any requested modifications to the draft agenda by 12:00PM Thursday.

Any written materials or other documentation from outside parties, to be discussed during a regular meeting, must be submitted to the Town Manager's office no later than 12:00PM on Tuesday prior to the scheduled meeting. If supporting documentation is not provided in such a timely manner, the Board may defer action on that agenda item.

~~The agenda shall normally consist of:~~

- ~~a. Call to Order~~
- ~~b. Public Service Announcements~~
- ~~c. Public Input~~
- ~~d. General Board business (hearings, licenses, administrative items, reports, presentations, etc.)~~
- ~~e. Town Manager Reports~~
- ~~f. Select Board Reports/Referrals~~
- ~~g. Press Questions~~
- ~~h. Adjournment~~
- ~~i. Executive Session (if needed)~~

The agenda shall be available to the public pursuant to requirements of Mass. General Law and Open Meeting Law.

11 ~~OPEN MEETING~~ POSTING AND MINUTES POLICIES

11-1 POLICY ON POSTING MEETING NOTICES, AGENDAS AND MINUTES

The Town Manager is responsible to manage the distribution and compliance with this section of the Policy for all appointed and elected town officials.

Posting a Meeting

Meeting Notices and Agendas must meet the requirements of Massachusetts General Law and Open Meeting Law, be posted forty-eight (48) hours in advance of the meeting excluding Saturdays, Sundays, and legal holidays in accordance with the Open Meeting Law. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. ~~The Town Clerk requires that agendas be sent no later than 1:00 pm on the day it is required to be posted. Call the Town Clerk's Office for accommodation if the requested deadline cannot be met. It is the responsibility of the Chair of the public body to insure their meeting is posted accurately and timely.~~

~~Meeting Postings must contain the following information:~~

- ~~• The name of the public body that is meeting~~
- ~~• The date and time of the meeting~~
- ~~• Where the meeting is being held (location, room, address)~~
- ~~• A list of topics that are reasonably expected to be discussed at the meeting in sufficient details to advise the public of the general issues to be discussed. Any revisions to the posting should be made as soon as possible, and no later than one hour prior to the meeting.~~

~~24 hour / 7 day a week Access~~

~~The Open Meeting Law requires twenty-four (24) hour / seven (7) day a week access to meeting schedules and agendas. Each meeting will be posted online on the Official Meeting Calendar at www.chelmsfordma.gov.~~

~~Receiving and Filing Postings & Agendas~~

~~Although you may use any of the following means to communicate your postings with the Town Clerk's Office, email is the preferred method:~~

- ~~• Email: townclerk@ChelmsfordMA.Gov~~
- ~~• In Person: Town Clerks Office — Town Hall, 50 Billerica Road~~

PLEASE DO NOT email postings to a specific staff person in the Town Clerk's Office. Email to townclerk@ChelmsfordMA.Gov as that account is shared by all Town Clerk's Office staff. You should check the website to be sure your meeting was posted correctly. If your meeting was not posted correctly, please contact the Town Clerk's Office as soon as possible.

Public Hearings

Notice and conduct of Public Hearings must be made as required by Massachusetts General Law. If you are a member of a public body such as the Select Board, Planning Board, Board of Health, Zoning Board of Appeals, or Conservation Commission (etc.), periodically you will be required to hold a public hearing in accordance with Massachusetts General Law. In most cases where notice of a public hearing is required, notice shall be given by publication in a newspaper of general circulation in the town for a specified period of time. It is also necessary to post such notice in a conspicuous place in the Town Hall for a specified period of time. For specifics, please reference the specific governing statute. Written notices, the initiation of the hearing and the written conclusions of the public hearing may have strict legal time limitations that vary with the character of each board.

Cancelled, Postponed, or Relocated Meetings.

If a meeting is cancelled or moved to another location, the Town Clerk shall be informed as soon as practical, so that the Official Meeting Calendar may be revised. It is suggested that a sign be posted on the meeting room door and on the entrance door to the building informing the public of the changes.

Meeting Minutes

Importance of the Record—Many matters before public bodies are reviewable by a court on an appeal. In many of these matters, the appeal is based on the record developed before the public body. Thus, it is very important to adequately develop a record which is going to reflect accurately what went on and most importantly, support your decision. Public bodies shall create and maintain accurate minutes of all meetings, including executive sessions. Minutes are not intended to be a transcript of the meeting, but rather an accurate recording of the meeting logistics, topics discussed, and actions taken by the public body. Content must include all information as required by Massachusetts General Law and the Open Meeting Law, and including the filing of documents referenced in the meeting.

Meeting Minutes as set forth by law must include the following information:

- State the date, time, (location, room, address)

- ~~—List all members present and all members absent~~
- ~~—Summarize each topic discussed by the public body~~
- ~~—Exact wording of all motions, including who made and seconded the motion~~
- ~~—The decisions made and actions taken, including a record of all votes. (Votes in executive session must be recorded in the minutes by a roll call)~~
- ~~—A list of documents and other exhibits used by the body at the meeting and where such exhibits or documents may be reviewed by the public.~~

List of Documents and other Exhibits

~~Documents, emails, and other exhibits, such as photographs, recordings, or maps (etc.), used by the body at an open meeting or executive session shall be part of the record of the session. While public bodies are required to retain these records in accordance with records retention laws, the documents and exhibits listed in the minutes need not be physically stored with the minutes. Care should be taken to ensure these documents and/or exhibits are properly filed to facilitate retrieval as required.~~

Public Record

~~The records of all public body non-executive session meetings minutes are public and permanent records and must be available for public inspection. Records of any executive session remain closed to the public only as long as publication may defeat the purposes of the executive session.~~

~~Meeting notes and Draft minutes are considered public record until official Minutes are produced and voted on. Any secretarial notes, if not destroyed once the official minutes are accepted, are considered a public document under the public records law.~~

Once Minutes are Accepted by Public Body Vote

~~The timing for producing meeting minutes is outlined in Massachusetts General Law and Open Meeting Law.~~

~~Upon confirming that the final minutes document reflects what was approved, the public body designee responsible for the minutes shall insure they are posted appropriately. email the final minutes in Word or PDF format to townclerk@ChelmsfordMA.Gov for posting on the town website.~~

Timely Fashion

~~Chapter 30A, section 22C of the Open Meeting Law requires minutes to be produced in a~~

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~~timely fashion. For public bodies which meet monthly or more frequently, the goal is to have minutes drafted, approved, and releasability determined within the requirement of 30 days or three public body-public body meetings, whichever is later unless the public body can show good cause for further delay. Public bodies, which meet less frequently, shall designate a representative from the public body to review and approve the minutes.~~

~~The law does, however, state that in the event someone requests minutes from a meeting, such minutes must be provided to them within 10 days.~~

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Executive Session Minutes

Minutes from an executive session may be withheld if the lawful purpose for conducting an executive session would be defeated. Such minutes should be withheld from public disclosure unless and until the reason for convening the executive session no longer exists. However, they should be approved by the public body in a timely manner.

If multiple topics are discussed in an Executive Session, it is suggested that minutes be produced for each topic individually (Segment 1, Segment 2, etc.), to all separate approvals and release to the public, as needed. Each segment must details as described in Massachusetts General Law and the Open Meeting Law.

The public body chair or other appropriate designee shall, from time to time, but in no circumstances less frequently than every six (6) months, review the purpose for having entered into executive session to determine whether continued non-disclosure of minutes is warranted. Such reviews shall be documented and should not be unreasonably delayed in that there is a policy for release of executive session documents as soon as the reasons for executive privilege have lapsed. If the Chair or other designee determines that continued non-disclosure is no longer warranted, the full Board shall review such minutes and either confirm the decision or determine that continued non-disclosure remains warranted. This review and determination must be included as a topic discussed in the minutes of said meeting. Once disclosure would no longer defeat the lawful purpose for the executive session, the minutes must be disclosed unless they are otherwise exempt from the Public Records Law, G.L. c. 4 §7, cl. 26 or are subject to attorney-client privilege. ~~Case law has dictated that public bodies are entitled to attorney-client privilege but the Attorney General has offered an opinion that the privilege is not absolute. Town Counsel should be~~ consulted if there are questions related to release of Executive Session minutes, including any necessary redactions, contacted to determine whether the privilege applies. Members of public bodies must refrain from disclosing any matter discussed within an executive session unless and until the executive session minutes are released.

After review of executive session minutes has been conducted, the public body shall

make an announcement at its next open session as to which executive session minutes were determined to be subject to release, and which executive session minutes were determined to require continued non-disclosure.

Executive Session minutes that only reflect votes of other Executive Sessions are not required to be reviewed by the full public body. The Clerk, or designee providing those minutes, shall submit a draft to the Chair of the body for approval, after which time they can be publicly released.

11-2 SELECT BOARD MINUTES – DETAILED GUIDANCE

Public Session Minutes

The Recording Secretary will initiate the draft minutes from in-person attendance or from the Chelmsford Telemedia recording (or equivalent) of the public Select Board meetings.

The draft minutes will be forwarded to the Support Services Coordinator who will distribute the draft minutes to the Select Board Members.

The Select Board will be expected to review and provide edits back to the Support Services Coordinator in track changes one week from distribution of the draft minutes.

The Support Services Coordinator will consolidate all edits into one document while maintaining traceability of changes. When possible, the time point in the Telemedia recording of the meeting related to the proposed edit(s) should be provided to improve the verification and editing process. Duplicate edits (if any) will be edited out.

If clarification etc. is required, this will be coordinated with the Select Board Clerk or designee. In the Clerk's absence, this can be accomplished with the Select Board Chair.

The final document with edits will be maintained and a final version will be prepared for inclusion into the next Select Board Meeting packet for review and approval.

If the Support Services Coordinator does not receive edits after a week has passed, it will be assumed that no edits are forthcoming. When vacations or other personal situations arise, a Select Board member may request a time-bound extension to complete the review process. We ask that those situations be infrequent and coordinated in advance of the deadline with the Support Services Coordinator.

The goal is to have minutes completed, approved, and releasability determined within the requirement of 30 days or three Select Board Meetings, whichever is later unless the public body can show good cause for further delay.

Audit of Held Minutes—Process

The Select Board Chair or appropriate designee shall, from time to time, but in no circumstances less frequently than every six (6) months, review held minutes to determine whether continued non-disclosure of minutes is warranted. When reviewing held minutes, consideration will include if a given matter reviewed at executive session is no longer ongoing. If the subject matter is no longer ongoing and there remains question on releasability due to attorney-client privilege or one or more of the exemptions under Public Records Law, the subject matter and minutes should be reviewed by Town Counsel to gain a determination as to whether the minutes should continue to be held. Such reviews shall be documented and should not be unreasonably delayed in that there is policy for release of executive session documents as soon as the reasons for executive privilege have lapsed (See Appendix).

The Select Board Chair or appropriate designee shall summarize the review of held minutes in a fashion that will not disclose the Confidential nature of any of the topics. An agenda item will then be placed on the next public meeting agenda to announce the completion of the review.

Those minutes deemed potentially releasable by the Select Board Chair or designee shall be placed on the next executive session agenda and the Select Board shall either confirm the decision or determine that continued non-disclosure remains warranted.

If the Select Board determines the minutes can be disclosed, the motion and vote on releasability of Executive Session Minutes will be noted at the end of the original minutes /segment with a statement that reflects the date of the vote, the motion, and votes taken. This section of the record documenting releasability will be confirmed by the Chair and Clerk for accuracy.

12 **BOARDS, COMMITTEES, AND COMMISSIONS ONBOARDING ~~AND LIAISON PROCEDURES~~**

12-1 **BOARD, COMMITTEE, AND COMMISSION VACANCIES**

Open positions on Boards, Committees, and Commissions are announced at every regular open session meeting of the Select Board and posted with the corresponding agenda.

Descriptions of Boards, Committees, and Commissions are provided on the Town website. Elected positions are as described in the Town Charter.

A list of all current Elected and Appointed Officials is maintained by the Town Clerk's office and is posted on the Town website. This list also identifies where vacant positions exist.

12-2 **APPOINTING AUTHORITIES AND APPOINTMENT TERMS**

Appointing Authority:

Non-elected positions are appointed by a designated appointing authority with additional approvals as designated by the Town Charter or the appointing authority. A Board/Committee/Commission may encourage candidates to apply for an open position. A Board/Committee/Commission may extend an invitation for a candidate to attend meeting(s) as a member of the public before applying or joining to better assess interest and fit. Such attendance at a meeting(s) may not be used as a prerequisite for applying or being appointed. A Board/Committee/Commission does not have the authority to pre-screen or filter interested candidates.

Appointment Terms:

Appointment terms are determined by the appointing authority. For non-temporary Boards/Committees/Commissions it is suggested that term appointments be assigned in staggered three-year terms.

Subcommittees and Associates:

Boards, Committees, and Commissions may establish advisory subcommittees or working groups at their discretion to assist in specific task assignments. Boards, Committees, and Commissions ~~shall~~ not, however, create "Associate" or "Alternate" positions unless such positions are accepted and required by Massachusetts state law, by formal organizational by-laws, or by the Town Charter. ~~Current associate positions acceptable under statute include:~~

- ~~• Planning Board Associate: Required by Massachusetts state law and Town of Chelmsford by laws~~
- ~~• Zoning Board of Appeals Associates: Required by Massachusetts state law and Town of Chelmsford by laws~~

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- ~~Historic District Commission Alternates: Required by Town of Chelmsford by laws~~
- ~~Nashoba Technical High School, School Committee Associate: Required by organization's by laws~~
- ~~Northern Middlesex Council of Governments Associate: Required by organization's by laws~~

~~To mitigate liability to the Town, any self-organized "Associate" or "Alternate" positions for which there are no existing statutory requirements should be dissolved or renamed and the scope of the position appropriately defined.~~

12-3 NEW MEMBER ORIENTATION ~~REQUIREMENTS WITH THE TOWN CLERK'S OFFICE~~

Once appointed or elected, the new member must make arrangements to be sworn in by the Town Clerk and complete required training, checklists, and acknowledgements. The Town Clerk will provide documents relevant to serving in an elected or appointed position in the Town.

~~Such material addressed by the Town Clerk's office may include but is not limited to:~~

- ~~Public Body Checklist for Posting a Meeting Notice~~
- ~~Public Body Checklist for Entering into Executive Session~~
- ~~Public Body Checklist for Creating and Approving Meeting Minutes~~
- ~~Select Board "Open Meeting and Minutes Policies" from *Select Board Policies and Procedures*~~
- ~~Conflict of Interest Law and associated training~~
- ~~Open Meeting Law guidelines~~
- ~~Town of Chelmsford Sexual Harassment Policy~~
- ~~Town of Chelmsford Discriminatory Harassment Policy~~
- ~~Town of Chelmsford Professional Conduct Policy~~
- ~~Guidelines for scheduling meetings and hearings including refraining from scheduling concurrent with Election days or Town Meeting forums.~~
- ~~Town of Chelmsford Vision and Values Acknowledgement~~
- ~~Model Public Comment Policy for Boards, Committees, and Commissions~~

~~12-4 SPECIFIC BOARD, COMMITTEE, OR COMMISSION ORIENTATION MATERIAL~~

It is the responsibility of the Board/Committee/Commission to provide any orientation material specific to its public body and to meet as needed with new members to facilitate new member orientation.

The Town Manager and Town Clerk will hold an annual orientation session for newly appointed/elected Board/Committee/Commission members. Town Counsel will also be asked to attend this session. This meeting will address the content herein, will address

other relevant material, and will provide an opportunity for questions. This orientation meeting will be recorded to be made available for future reference. Existing members of Boards/Committees/Commissions are also welcome to attend.

~~12-5 SELECT BOARD ASSIGNED LIAISONS~~

~~The Select Board assigns liaisons to many of the Boards/Committees/Commissions. The current liaison assignment list is posted in the Select Board section of the Town Website. Details of the Liaison responsibilities and their relationship to the assigned Board/Committee/Commission are provided in the *Select Board Policies and Procedures* document Section 1-3.2.~~

~~Following annual assignment of liaisons, the liaison assignment list and Section 1-3.2 are distributed to each Board/Committee/Commission for which a liaison is assigned.~~

~~12-46 SELECT BOARD AND BOARD, COMMITTEE, OR COMMISSION SUPPORT~~

The Select Board recognizes the importance of supporting and fostering relationships with the Town's Boards/Committees/Commissions. Besides liaison assignments, the Select Board will execute the following practices which will be adjusted as needed to assure they are mutually beneficial:

- The Select Board Chair will host a periodic meeting with the Chairs of the Boards, Committees and Commissions to foster dialogue, facilitate awareness of other public bodies' roles and activities, and to discuss other support needed. The frequency of these meetings will be adjusted as appropriate but will occur at a minimum of every two years.
- The Select Board extends an open invitation for any Board/Committee/Commission to speak at a Select Board meeting. ~~about what it does. An e~~Examples of where this practice has been used is for a Board/Committee/Commission with vacancies to raise public awareness on its function and the new member needs, and to alert the community of issues of interest that may be under its purview. Requests to present at a meeting should be made to their Select Board Liaison, the Select Board Chair, and/or the Town Manager.
- ~~The Select Board extends an open invitation for any Board/Committee/Commission to present at a Board meeting. The presentation may be a general informational update and/or contain specific requests for support or guidance. Boards, Committees, and Commissions that want to present at a Select Board meeting can contact their Select Board Liaison, the Select Board Chair, and/or the Town Manager to coordinate their request.~~

~~12-7 TOWN MANAGER AND TOWN CLERK ORIENTATION SESSION~~

~~The Town Manager and Town Clerk will hold an annual orientation session for Board/Committee/Commission members newly appointed within the last year to review~~

~~This meeting will address the content herein, will address other relevant material, and will provide an opportunity for appointee questions. This orientation meeting will be recorded to be made available for future reference and for appointees not able to attend the live meeting. Existing members of Boards/Committees/Commissions are also welcome to attend.~~



Office of the Town Manager

Paul E. Cohen
Town Manager

50 Billerica Road
Chelmsford, MA 01824-2777

978.250.5202
Fax: 978.250.5252

February 19, 2026

TO: Select Board
FROM: Paul Cohen, Town Manager
RE: State Legislative Earmark History and FY27 Suggestions

State Legislative Earmarks for the Town of Chelmsford for FY24 – FY26:

FY26:

- Route 110 Road Safety Assessment: \$120,000
 - Freeman Lake Aquatic Management: \$50,000
 - Tree Canopy Restoration and Invasive Species Management: \$50,000
 - Council on Aging to Meet Nutritional Needs of Elders: \$25,000
- Total: \$245,000

FY25:

- Shade Tree Planting: \$75,000
 - Chelmsford Food Pantry Trailer: \$50,000
 - Adams Library Electric Vehicle Charging Station: \$50,000
 - Council on Aging to Meet Nutritional Needs of Elders: \$25,000
- Total: \$200,000

FY24

- Electrification Study for School Buildings: \$75,000
 - Police Department Incident Command Vehicle: \$70,000
 - South Row School Lightning Protection System: \$70,000
 - Council on Aging to Meet Nutritional Needs of Elders: \$25,000
 - Vinal Square Transportation Improvements: \$20,000
- Total \$260,000

Here are some suggested earmarks for the State's FY27 operating budget:

• Heart Pond aquatic management study:	\$60,000
• Pilot curbside composting program:	\$45,000
• Shade Tree Planting:	\$40,000
• Design reconfiguration of Boston Road/Harvey Road/Hazen Street intersection:	\$30,000
• Design improvements to Chelmsford center traffic signalization:	\$25,000
• Bruce Freeman Rail Trail maintenance:	\$25,000
• Council on Aging to Meet Nutritional Needs of Elders:	\$25,000
• Regional firefighting training structure:	\$16,500
• Firefighting battery-powered rescue chainsaws:	<u>\$13,200</u>
Total: \$279,700	

To: Paul Cohen

From: Christine Clancy

Subject: FY27 State Budget Earmarks Hi Paul,

Here are some earmark suggestions (in no particular order):

1. Conduct a comprehensive lake management study of Heart Pond - similar to what we performed on Freeman Lake. This could be a regional earmark - supporting both Westford and Chelmsford. Estimate \$60,000.
2. Conduct a watershed study on another identified flood prone area in Chelmsford. We have a total of 16 flood prone areas in Town identified through our Stormwater Masterplan. The Town has had advanced watershed studies in 4 of the 16 areas. One of the next identified flood prone areas is in the Noble Drive, Bishop Drive, and State Street area. Estimate \$75,000.
3. Design funds to advance the assessment and development of conceptual designs of reconfiguring the Boston Road/Harvey Road/Hazen Street intersection. This is an awkwardly configured intersection with crash data history and it has been brought up throughout the years from the community and at the traffic committee meeting as an intersection that should be evaluated for safety improvements. The scope of this project would conduct a traffic analysis of the intersection and develop up to 3 concepts and estimated costs on how the intersection can be reconfigured to improve safety for all users. Estimate \$30,000.
4. Begin to advance the traffic assessment at the Chelmsford center for the upgrade to the 5 existing traffic signals. Improvements of all 5 existing traffic signals are needed so that they are adaptive signals that can operate as a collective system and adjust as needed in response to traffic. This is not a benefit to just the Chelmsford community but also to the region since Chelmsford is often used as an alternative commute to neighboring towns when Rt 495 and Rt 3 are at capacity. Pedestrian and bicycle signal upgrades at the center will be evaluated as well as part of this scope. This assessment would provide a schematic design and cost estimate. Estimate \$25,000.
5. Evaluate Bruce Freeman Rail tree root systems and invasive management as it relates to pavement and bridge management of the trail. There are areas along the Bruce Freeman Rail Trail where vegetation or tree roots are impacting and uprooting the pavement area of the Bruce Freeman Rail Trail. This scope would be exclusive to the Bruce Freeman Rail Trail, identifying trees and other invasives directly adjacent

to the trail within the limits of Chelmsford. The plan will conduct this assessment and provide recommendations for maintenance or removal of invasives and tree root systems that are impacting pavement and bridges as well as recommendations on pavement or bridge repairs in these impacted areas. The Bruce Freeman Rail Trail is a regional asset connecting communities through the Middlesex county and so this project provides a benefit beyond the residents of Chelmsford. Estimate \$25,000.

6. Continuation of the Front Yard Tree Planting Program. The Town just recently launched its first pilot front yard tree planting program through the availability of a state MVP grant. Planting will commence later this spring. The program has been well received by the community, almost "selling out" within the first 2 weeks of launching the program. An earmark would help continue this program in 2027. This program is great community benefit to residents but also to the Town's goal of revitalizing the diminishing tree canopy. Estimate \$40,000.
7. Launch a Town sponsored pilot curbside composting program. We currently work with Black Earth to provide a preferred monthly rate. We have about 120 residents signed up. Launching a pilot program supported by the Town would allow the Town to study the potential impact it has on reduction of waste generation/disposal. Data indicates that composting can reduce disposal tonnage by up to 40%, which could have a significant impact, or reduction, in trash disposal fees. Provide pilot program for up to 500 residents for 6 months - April 2027 - October 2027. Estimate \$45,000.

This is not an earmark, but an initiative that might want to be mentioned to the State is the ban of black plastic. Our recycling committee is studying it and a few towns throughout the state have passed warrant articles banning the sale and use of black plastic in communities. This is similar to the recent ban of plastic bags and straws. Black plastic is created because is more cost effective to produce than clear plastic and it. but it cannot be recognized by the technology at the recycling facility and so it is thrown away as trash.

Available to talk through any of these ideas tomorrow. I had not planned attending tomorrow night but if you want me there to present any of these topics, I'd be happy to attend.

Thanks,

Christine

Christine Clancy, P.E.

DPW Director

9 Alpha Rd, Chelmsford, MA, 01824, USA

T: [978-250-5228](tel:978-250-5228) ext: 3350

cclancy@chelmsfordma.gov

Clickable Links



Please be advised that the Secretary of the Commonwealth has determined that all email messages and attached content sent from and to this email address are public records unless qualified as an exemption under the Massachusetts Public Records law (MGLc.4,§7(26)).

From: Cohen, Paul <pcohen@chelmsfordma.gov>

Sent: Friday, February 6, 2026 12:04 PM

To: Christine Clancy <cclancy@chelmsfordma.gov>

Subject: FY27 State Budget Earmarks

Christine,

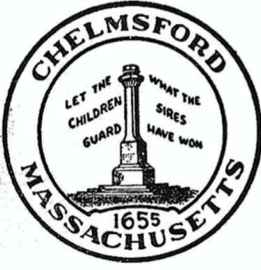
The Select Board will be discussion FY27 State budget earmarks on Monday evening.

Do you have any earmark suggestions?

Sincerely,

Paul E. Cohen

Town Manager



CHELMSFORD FIRE DEPARTMENT

CHELMSFORD, MASSACHUSETTS 01824

FUNDING REQUEST

TO: Chief Gary Ryan

FROM: Deputy Chief Ryan Houle

DATE: February 12, 2026

RE: Legislative Funding

Purpose. Funding for two equipment priorities: three Conex trailers to establish a training facility, and one Motorola APX8000xe portable radio for the department's new command vehicle and shift commander position. Both acquisitions directly advance regional collaboration, interoperability, and firefighter safety.

REGIONAL TRAINING INFRASTRUCTURE: THREE CONEX TRAILERS

Project Description. The Chelmsford, Lowell, and Tewksbury Fire Departments have established a collaborative regional training partnerships. The foundation of this is that shared training reduces costs and directly improves the effectiveness of mutual aid responses, where personnel from multiple jurisdictions must operate as a cohesive unit under high-stress conditions. Three Conex trailers, configured as a two-story training structure, provide the permanent facility this initiative currently lacks. The proposed site sits near the Chelmsford-Billerica-Lowell-Tewksbury border, making it accessible to all partner departments for both the drill school and ongoing in-service training.

To support regional training needs, the training structure will enable:

- Live fire and non-fire training evolutions in compliance with NFPA 1403 and NFPA 1410
- Shared use across mutual aid partners
- In-service training for all member departments throughout the year
- Reduced dependency on condemned building acquisition and Nashua facility fees

Financial Need. Firefighting is a perishable skill. Execution under pressure in a live environment degrades without consistent repetition. A dedicated training structure removes the operational and logistical burden of sourcing acquired structures or paying per-hour facility fees

to out-of-state vendors. This is shared infrastructure with shared value across the region. The town's budget does not support capital construction of a training facility; earmark funding is the mechanism that makes this regional investment viable.

Cost Benefit. A permanent regional facility eliminates recurring vendor facility costs. The Nashua Fire-Rescue Training Facility currently charges \$200/hr for non-fire and \$300/hr for live fire evolutions. Four days of each type of training runs approximately \$13,000 per cycle. The Conex structure, once acquired, eliminates that expense permanently for three departments.

Statement of Effect. The requested funding will establish a facility used year-round by multiple jurisdictions. Beyond training value, the structure supports ISO Fire Suppression Rating Schedule credit toward live-fire facility use, a factor in community insurance rates. The primary effect, however, is operational: personnel from surrounding communities will be able to train together in realistic conditions, building the cohesion and shared proficiency that makes mutual aid effective when lives depend on it.

Cost Breakdown:

Dalton CIMC Container Co. Ltd. – 40 Ft. Conex Trailer x 3
Vendor: JP Rivard Trailer Sales, Inc. (delivery and setup included)
\$5,500.00 / unit x 3 units

TOTAL TRAINING FACILITY COST = \$16,500.00

BATTERY-POWERED RESCUE SAWS: HUSQVARNA K 1 PACE

Project Description. The Chelmsford Fire Department seeks funding for four Husqvarna K 1 PACE Rescue saws to advance its transition to battery-powered equipment and away from combustion engines. The department currently operates with a single battery-powered K12 saw across the entire fleet. With a ladder truck and rescue apparatus each outfitted with multiple K12s and varying blade configurations, acquiring four additional battery-powered units would improve operational uniformity and readiness across all frontline apparatus.

Background. The primary operational advantage of battery-powered rescue saws is reliability at the point of use. Combustion engine saws can flood when choked, resist starting in cold weather, and require a multi-step startup procedure including priming, choking, and pull-starting. Battery-powered saws require a single button press and throttle-up. That reduction in steps improves fireground efficiency and lowers the barrier for personnel with limited power saw experience, supporting a more consistent and transferable skill set across the department.

Battery-powered saws also operate significantly quieter than combustion alternatives. On a working fireground, where noise is constant and radio communication is the primary coordination tool, a quieter saw reduces the risk of critical transmissions being missed during

cutting operations. Unheard orders or condition changes during active saw use represent a direct life safety risk. Quieter equipment mitigates that risk.

Finally, battery-powered saws require less maintenance than gas-powered equivalents. With fewer moving parts, no oil changes, and no fuel mixing, they carry lower long-term maintenance costs and reduce the burden on department maintenance resources. Additionally, they provide a reduced carbon footprint compared to standard combustion engine powered saws, which provides the advantage of environmental friendliness along with ease of operator use.

Cost Breakdown:

Husqvarna K 1 PACE Rescue Saw x 4 (batteries purchased separately)

\$3,300.00 / unit x 4 units (average pricing, multiple vendors)

TOTAL SAW COST = \$13,200.00

TOTAL EQUIPMENT FUNDING REQUEST = \$29,700.00

Both items in this request serve the same underlying objective: a department that is better prepared to execute. The Conex training facility gives Chelmsford and its regional partners the infrastructure to build and sustain the skills this work demands. The K 1 PACE saws close a gap in the department's equipment profile, advancing the transition to battery-powered tools that are more reliable, quieter, and easier to maintain. The case for both is straightforward and the funding need is real.

Respectfully submitted,

Ryan Houle

Ryan Houle
Deputy Fire Chief



Paul E. Cohen
Town Manager

Office of the Town Manager

50 Billerica Road
Chelmsford, MA 01824-2777

978.250.5202
Fax: 978.250.5252

March 5, 2026

TO: Select Board
FROM: Paul Cohen, Town Manager
RE: Select Board April Meeting Schedule

With the upcoming Tuesday, April 7th Annual Town Election and the April 27th Annual Town Meeting, I suggest the following meeting schedule for April:

- **Thursday, April 9:** Select Board Reorganization Meeting
- **Tuesday, April 21:** Select Board Meeting

The two Select Board candidates have confirmed their availability to meet on these dates.

FY26 Body-Worn Camera Grant Program Award Recipients

Grant Recipient	Award Amount
Berkley Police Department	\$155,236
Braintree Police Department	\$78,342
Chelmsford Police Department	\$122,769
Conway Police Department	\$31,844
Dedham Police Department	\$181,978
Dover Police Department	\$92,998
Dracut Police Department	\$193,930
Dudley Police Department	\$72,115
Freetown Police Department	\$149,898
Harvard Police Department	\$127,716
Haverhill Police Department	\$249,999
Holden Police Department	\$166,915
Lakeville Police Department	\$65,989
Leominster Police Department	\$127,298
Leverett Police Department	\$20,096
Marlborough Police Department	\$200,500
Maynard Police Department	\$70,011
Medford Police Department	\$21,198
Mendon Police Department	\$59,014
Millbury Police Department	\$136,423
Otis Police Department	\$9,532
Revere Police Department	\$200,000
Shelburne Police Department	\$63,067
Shirley Police Department	\$91,045
Somerville Police Department	\$231,635
Southwick Police Department	\$28,163
Upton Police Department	\$25,197
West Newbury Police Department	\$46,298
West Springfield Police Department	\$110,444
West Stockbridge Police Department	\$61,875
Westfield Police Department	\$174,000
Wrentham Police Department	\$124,197

Secretary of the Commonwealth of Massachusetts
William Francis Galvin

General contract submission confirmation

**The following General Contract submission was
successfully received.**

Planned date of publish is 2/25/2026

Awarding Agency

Agency Name and Address: **Town of Chelmsford 50 Billerica Road
Chelmsford, MA 01824**

Project Number: **N/A**

Estimated Cost: **\$20,000,000**

Contractor Qualification: **DCAMM Certificate**

Required for DCAMM contracts over \$150,000, Highway Division contracts over \$50,000. Add categories to the Project description below.

Contact Information

Name: **Hamdi Cobanoglu**

Phone: **857-204-2310**

Fax

Email Address:

hcobanoglu@leftfieldpm.com

Notify email address listed when final publish date assigned.

Contract Information

Project: **Chelmsford Fire Department - Chelmsford Fire Stations 3 and 5**

Plans/Specifications Available: **Will be available on or after March 4, 2026 on BidDocs Online's website at www.biddocsonline.com**

Place, date and time

General Bid Deadline*: **3/27/2026**

Time **3:00 PM**

Sub Bid Deadline: **3/20/2026**

Time **2:00 PM**

Sub Bid Categories: **Masonry, Misc Metals, Waterproofing/Dampproofing/Caulking, Roofing & Flashing, Tile, Acoustical Ceiling Tile, Resilient Flooring, Painting, Elevator, Fire Protection, Plumbing, HVAC, Electrical**

Additional Information: **This General & Trade Contractors procurement is conducted pursuant to M.G.L. Chapter 149. Except for the elevator trade, only contractors previously prequalified by the Awarding Authority will be eligible to bid on the project. The elevator trade will be bid as an "open trade," without going through the prequalification process.**

This page can be printed for your records.

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Office of the Town Manager

Paul E. Cohen
Town Manager

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Chelmsford, MA 01824-2777

978.250.5201
Fax: 978.250.5252

March 10, 2026

David Daly
CEO
PrideStar Trinity EMS
229 Stedman Street
Lowell, MA 01851

RE: Contract Extension - Emergency Ambulance Services

Dear Mr. Daly:

In accordance with the provisions of the Contract Extension Emergency Ambulance Services – July 1, 2022 – June 30, 2025 between Trinity Emergency and Healthcare Transport, a division of PrideStar EMS, and the Town of Chelmsford dated March, 2022, the Town of Chelmsford is renewing the contract for a second one (1) year term at a 5% increase in the current annual fee of \$125,055, which amounts to **\$131,308.**

Thank you for the continued professional emergency ambulance services that PrideStar Trinity has provided to the Town of Chelmsford.

Sincerely,

Paul E. Cohen
Town Manager

cc: Darlene Lussier, Town Accountant
Colin Spence, Police Chief
Gary Ryan, Fire Chief



The Commonwealth of Massachusetts
JOINT COMMITTEE ON ENVIRONMENT AND NATURAL RESOURCES
STATE HOUSE, BOSTON 02133

Representative
Christine Barber
House Chair

Senator
Becca Rausch
Senate Chair

PUBLIC HEARING NOTICE

Wednesday, March 4, 2026

10:00 A.M. – 12:00 P.M.

Hearing Room 222

The Joint Committee on Environment and Natural Resources will hold a hybrid public hearing to solicit **written and oral testimony** in-person and remotely on the following bills:

Docket/Bill No.	Bill Title	Sponsor
H.4571	An Act authorizing the town of Arlington to prohibit use of second generation anti-coagulant rodenticides by commercial pesticide applicators	Garballey, Sean (HOU)
H.5113	An Act designating the Marion Stoddart riverwalk	Scarsdale, Margaret R. (HOU)
H.5076	An Act relative to reducing the use of toxic pesticides in the town of Eastham	Luddy, Hadley (HOU)
H.4972	An Act a petition that the town of Chelmsford be authorized to ban second generation anticoagulant rodenticides within said town	Cataldo, Simon (HOU)

H.4917	An Act relative to a town-wide ban on the use of second-generation anticoagulant rodenticides (SGARs)	Gordon, Kenneth I. (HOU)
H.4700	An Act authorizing the town of Truro to regulate the use of pesticides	Luddy, Hadley (HOU)
S.2877	An Act authorizing the town of Grafton to prohibit or restrict the application of second-generation anticoagulant rodenticides	Moore, Michael O. (SEN)
S.2896	An Act authorizing the town of Manchester-by-the-Sea to adopt a bylaw restricting the use of Second Generation Anticoagulant Rodenticides (SGARs)	Tarr, Bruce E. (SEN)
S.2933	An Act authorizing the town of Billerica to ban second generation anticoagulant rodenticides within the town	Friedman, Cindy F. (SEN)

Please be advised that the schedule and agenda are subject to change at the agreement of the Chairs. All matters filed in the House that are listed above are required to be reported on by May 3, 2026, subject to extensions consistent with House Rule 27.

The public is invited to participate in this hybrid hearing, which will be livestreamed on the General Court website, <https://malegislature.gov/>. Hearings will be recorded and posted publicly on the Joint Committee on Environment and Natural Resources' page <https://malegislature.gov/Committees/Detail/J21/Hearings>. At the discretion of the Chairs and per committee rules, written testimony received by the committee will be made publicly available. The committee may limit availability or redact testimony that includes sensitive personal information, information about minors, or information that may jeopardize the health, wellness or safety of the testifier or others.

Written testimony can be submitted via email at jointcommittee.environment@malegislature.gov or physically mailed to the House Chair:

Chair Christine Barber

Joint Committee on Environment and Natural Resources

ATTN: Jacob Newman

24 Beacon St. Room 167

Boston, MA 02133

In-person oral and remote testimony sign-up is available via this [form](#) until 10:00AM on Tuesday, March 3, 2026. Email Jacob Newman at Jacob.Newman@mahouse.gov with any questions or concerns. Please note that oral testimony will be limited to 2 minutes per registrant. Written testimony should be submitted not later than two (2) weeks following the hearing date.

For in-person and remote testimony please include:

1. Name;
2. Organization you represent;
3. Whether on behalf of yourself or an organization;
4. Mailing address;
5. Email address;
6. Telephone number;
7. In-person or remote testimony;
8. Bills testifying on;
9. Whether support or oppose.

For those testifying remotely, you will receive a Microsoft Teams link with more information prior to the start of the hearing.

This hearing will be chaired by House Chair Christine Barber. If you have any questions regarding the hearing, legislation, format of the hearing or reasonable accommodations required to ensure people with disabilities can participate fully in the committee process, please email: Jacob Newman with Chair Barber, at Jacob.Newman@mahouse.gov and Clayton Spivey with Chair Rausch, at Clayton.Spivey@masenate.gov. House Chair Barber's office can be reached via telephone: (617) 722-2230.

Jake Newman

Research Director, Joint Committee on Environment and Natural Resources

Office of State Representative Christine Barber, Chair

State House, Room 167

(617) 722-2230, Ext. 8220



Office of the Town Manager

Paul E. Cohen
Town Manager

*50 Billerica Road
Chelmsford, MA 01824-2777*

*978.250.5202
Fax: 978.250.5252*

March 5, 2026

TO: Select Board
FROM: Paul Cohen, Town Manager
RE: Double Pole Report – March 1

- # of Double Poles in Utilities Database: 58
- Change from Prior Month: 0

- # of Double Poles Removed in Last Month: 2
- # of Double Poles Added from Last Month: 2

Next to Go:

- National Grid: 0
- Verizon: 9
- Comcast: 29
- Others: 14
- Town: 6

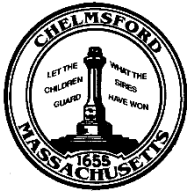
With the snowbanks and winter weather conditions, there was not much activity during February.

March 2026

TicketNumber	CreatedOn	TicketCreator	PoleOwner	HouseNumber	Street1	CrossStreet	ElcoPoleNumber	UpdatedOn	NTGMemb	NTGMemb	StepType
5800943	10/13/2023	NGMA	NGMA		36 Quigley Ave			5 12/11/2023 14:26	ATTMMA	AT&T Mass	TRANSFER
6945844	7/14/2025	NGMA	NGMA		59 BOSTON RD	WARREN AVE	17-0	7/30/2025 20:59	CHELFD	Chelmsfor	TRANSFER
7060653	9/10/2025	NGMA	NGMA		318 acton rd	maple rd	93-90	2/16/2026 20:02	CHELFD	Chelmsfor	TRANSFER
7078716	9/18/2025	NGMA	NGMA		150 North Rd	Wiggin St	53-0	9/18/2025 9:33	CHELFD	Chelmsfor	TRANSFER
7526455	2/11/2026	NGMA	NGMA		115 Littleton Road		26-0	2/11/2026 10:39	CHELFD	Chelmsfor	TRANSFER
6332862	8/11/2024	NGMA	NGMA		29 GORHAM ST	Riverneck Rd		1-Sep 10/7/2025 13:02	CMCTNR	Comcast M	TRANSFER
6482341	10/27/2024	NGMA	NGMA		MIDDLESEX NET ST		60-0	10/1/2025 10:52	CMCTNR	Comcast M	TRANSFER
6971514	7/28/2025	NGMA	NGMA		70 Boston Rd	Warren St		17 1/9/2026 8:26	CMCTNR	Comcast M	TRANSFER
6990512	8/6/2025	NGMA	NGMA		12 Beech ST	Arbor St		Apr-00 12/5/2025 9:34	CMCTNR	Comcast M	TRANSFER
7009460	8/14/2025	NGMA	NGMA		41 RUTHELLEN RD	Raymond Rd		Jul-00 12/8/2025 8:50	CMCTNR	Comcast M	TRANSFER
7045475	9/3/2025	NGMA	NGMA		190 Boston Rd	Concord Rd		54 10/8/2025 11:31	CMCTNR	Comcast M	TRANSFER
7108458	10/2/2025	NGMA	NGMA		8 Pine St	Frederick St		2 10/22/2025 9:01	CMCTNR	Comcast M	TRANSFER
7110088	10/3/2025	NGMA	NGMA	NA	Mansur St			7 10/3/2025 10:37	CMCTNR	Comcast M	TRANSFER
7110084	10/3/2025	NGMA	NGMA	NA	Mansur St			6 10/3/2025 10:35	CMCTNR	Comcast M	TRANSFER
7114462	10/6/2025	NGMA	NGMA		10 SOUTH ROW ST	Roberts St		Mar-00 12/29/2025 11:02	CMCTNR	Comcast M	TRANSFER
7114092	10/6/2025	NGMA	NGMA		64 LINWOOD ST	Miland Ave	22-0	10/17/2025 12:45	CMCTNR	Comcast M	TRANSFER
7133423	10/15/2025	NGMA	NGMA		34 Turnpike Road	Billerica Road		11 1/9/2026 8:29	CMCTNR	Comcast M	TRANSFER
7133408	10/15/2025	NGMA	NGMA		35 High Street	Acton Road		9 10/15/2025 8:47	CMCTNR	Comcast M	TRANSFER
7325873	10/31/2025	NGMA	NGMA		30 Wildes Rd	Parlee Rd		15 10/31/2025 10:50	CMCTNR	Comcast M	TRANSFER
7325688	10/31/2025	NGMA	NGMA		15 Wildes rd	Janes Rd		11 10/31/2025 10:31	CMCTNR	Comcast M	TRANSFER
7353338	11/13/2025	NGMA	NGMA		37 SLEIGH RD	Acton Rd	19-0	12/10/2025 9:16	CMCTNR	Comcast M	TRANSFER
7365596	11/19/2025	NGMA	NGMA	unknown	PINE HILL RD	HUNT ST	51-0	11/19/2025 10:38	CMCTNR	Comcast M	TRANSFER
7365142	11/19/2025	NGMA	NGMA		133 PRINCETON ST	CHURCH ST	42-1	11/19/2025 9:12	CMCTNR	Comcast M	TRANSFER
7392983	12/5/2025	NGMA	NGMA		26 Proctor Road			Sep-00 1/9/2026 11:22	CMCTNR	Comcast M	TRANSFER
7395550	12/8/2025	NGMA	NGMA		6 Columbus Ave	Gorham St		3 12/8/2025 9:41	CMCTNR	Comcast M	TRANSFER
7395538	12/8/2025	NGMA	NGMA		15 Smith St	Steadman St		5 1/7/2026 8:43	CMCTNR	Comcast M	TRANSFER
7395361	12/8/2025	NGMA	NGMA		4 Derringer Rd	Jessie Rd		2 12/8/2025 8:47	CMCTNR	Comcast M	TRANSFER
7395346	12/8/2025	NGMA	NGMA		11 Summer St	Boston Rd		7 1/9/2026 8:30	CMCTNR	Comcast M	TRANSFER
7395327	12/8/2025	NGMA	NGMA		117 WESTFORD ST	Pine Hill Rd	54-0	1/9/2026 8:31	CMCTNR	Comcast M	TRANSFER
7419884	12/17/2025	NGMA	NGMA		16 Regina drive	Marina ROAD		8 12/17/2025 12:11	CMCTNR	Comcast M	TRANSFER
7427660	12/22/2025	NGMA	NGMA		61 Elm St	Arrowhead Cur		34 12/22/2025 8:36	CMCTNR	Comcast M	TRANSFER
7475649	1/20/2026	NGMA	NGMA		24 Pine Hill Road	Westford Street		Jun-00 1/21/2026 9:21	CMCTNR	Comcast M	TRANSFER
7478078	1/21/2026	NGMA	NGMA		155 High Street	Locust Road	46-0	1/21/2026 9:13	CMCTNR	Comcast M	TRANSFER
7562720	2/27/2026	NGMA	NGMA		3 Ichabod Lane	Allen Road		Mar-00 2/27/2026 9:17	CMCTNR	Comcast M	TRANSFER
6332861	8/11/2024	NGMA	NGMA		29 GORHAM ST	Riverneck Rd		Sep-00 1/8/2026 14:26	NPDOT	Departmer	TRANSFER
6332857	8/11/2024	NGMA	NGMA		16 GORHAM ST	Columbus Ave		Aug-50 1/8/2026 14:25	NPDOT	Departmer	TRANSFER
6332856	8/11/2024	NGMA	NGMA		16 GORHAM ST	Columbus Ave		Jul-00 1/8/2026 14:52	NPDOT	Departmer	TRANSFER
6332853	8/11/2024	NGMA	NGMA		29 GORHAM ST	Riverneck Rd		Nov-00 1/8/2026 14:23	NPDOT	Departmer	TRANSFER

March 2026

6332852	8/11/2024	NGMA	NGMA	29	GORHAM ST	Riverneck Rd	Oct-00	1/8/2026 14:22	NPDOT	Departmer TRANSFER
7045575	9/3/2025	NGMA	NGMA	29	GORHAM ST	Riverneck Rd	Aug-00	1/8/2026 14:27	NPDOT	Departmer TRANSFER
7395911	12/8/2025	NGMA	NGMA	NA	Princeton St		16	12/8/2025 11:11	FBTCMA	Fibertech I TRANSFER
7419893	12/17/2025	NGMA	NGMA	3	School st	Schofield st	26	12/17/2025 12:14	FBTCMA	Fibertech I TRANSFER
7453000	1/9/2026	NGMA	NGMA	NA	DRUM HILL RD		6	1/9/2026 11:34	FBTCMA	Fibertech I TRANSFER
7452978	1/9/2026	NGMA	NGMA	NA	NORTH RD		118	1/15/2026 7:10	FBTCMA	Fibertech I TRANSFER
6332855	8/11/2024	NGMA	NGMA	7	GORHAM ST	Columbus Ave	Jan-50	11/3/2025 15:02	TCGMA	Teleport C TRANSFER
6771682	4/4/2025	NGMA	NGMA	4	Kidder Rd	Littleton Rd	2	4/25/2025 10:42	TCGMA	Teleport C TRANSFER
7057062	9/9/2025	NGMA	NGMA	25	boston rd	adams	5	9/10/2025 9:28	TWCHEL	Town of C TRANSFER
7133390	10/15/2025	NGMA	NGMA	199	Riverneck Road	Monmouth Street	74	11/5/2025 17:02	TWCHEL	Town of C TRANSFER
6845345	5/15/2025	NGMA	NGMA		parkhurst rd	drumhill	Sep-50	11/3/2025 15:12	TVCAFL	TVC Albany TRANSFER
2993950	12/6/2016	VZNEDR	VZNEDR	49	DRUM HILL RD	PARKHURST RD	6	11/4/2025 15:58	VZNEDR	Verizon Ma TRANSFER
5101903	4/25/2022	NGMA	NGMA		BILLERICA RD			3/17/2025 13:29	VZNEDR	Verizon Ma TRANSFER
5781615	10/2/2023	NGMA	NGMA	48	Central Square	billerica rd	1	8/5/2025 14:23	VZNEDR	Verizon Ma TRANSFER
6019028	2/18/2024	NGMA	NGMA	233	GRANITEVILLE RD	School	68	5/8/2025 13:53	VZNEDR	Verizon Ma TRANSFER
6490792	10/30/2024	NGMA	NGMA	199	BILLERICA RD	APOLLO RD	54	1/19/2026 16:06	VZNEDR	Verizon Ma TRANSFER
6597141	1/2/2025	NGMA	NGMA		Billerica Rd		9	11/6/2025 20:52	VZNEDR	Verizon Ma TRANSFER
6597135	1/2/2025	NGMA	NGMA		Billerica Rd		6	9/4/2025 16:11	VZNEDR	Verizon Ma TRANSFER
6638851	1/24/2025	NGMA	NGMA	318	Acton Rd	Park Rd	93	12/10/2025 10:35	VZNEDR	Verizon Ma TRANSFER
6771566	4/4/2025	NGMA	NGMA	285	Chelmsford st	Evergreen st	14	1/9/2026 8:30	VZNEDR	Verizon Ma TRANSFER



Town of Chelmsford

50 Billerica Road
Chelmsford, MA 01824

Appointed Board, Commission, & Committee Application

Please fill out this form to apply for any open position on a specific board, commission, or committee that is appointed by the Town Manager or Select Board. The application will be forwarded to the appropriate parties for consideration. If appointed, you will be notified by mail and will need to bring the appointment letter to the Town Clerk's Office to get sworn in. Thank you for your interest in serving the Town of Chelmsford.

Return the completed application to: **Office of the Town Manager, 50 Billerica Road, Chelmsford, MA 01824** or tmoffice@chelmsfordma.gov

* Please note that this application, including the phone number and email address provided, may become public.

Name:	Date:
Street Address:	Zip Code:
Email:	Phone:
Committee Applying For:	
Amount of Time Available:	
Relevant Experience:	
Education or Special Training:	
Previous Committee Positions Held:	
Remarks:	



Town of Chelmsford

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Name: Tina Marie Kempner	Date: 2026-02-17 20:45:56
Street Address: 9 Chestnut Ave	Zip Code: 01824
Email: thekempners@comcast.net	Phone: 9786097446
Committee Applying For: DEI Committee	
Amount of Time Available:	
Relevant Experience: I have been a volunteer for the past year for the DEIC. I attend the monthly meetings and help out on many events from the Pride Month Brunch and Drag Show, to Indigenous People Day celebration, to Black History Month, Transgender Day, Fall Festival.	
Education or Special Training: I am a paraprofessional at the McCarthy Middle School and was a Girl Scout Leader for 12 years. I am the chair of Congregation Shalom Social Action and Social Justice Committee and also a member of their Inclusion Committee	
Previous Committee Positions Held:	
Remarks: okay to still be a volunteer but would like to officially join as I know there are some vacancies.	



Town of Chelmsford

50 Billerica Road
Chelmsford, MA 01824

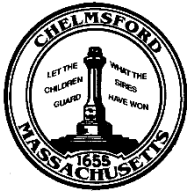
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Name: Sophy Theam	Date: 2026-03-03 16:21:33
Street Address: 151 Concord Road	Zip Code: 01824
Email: sophy.theam@gmail.com	Phone: 9788881209
Committee Applying For: Diversity, Equity, and Inclusion Committee	
Amount of Time Available:	
Relevant Experience: - Worked with Bill Campbell and others on the Chelmsford DEIC to bring Indigenous People's Day Celebration to the town and we just celebrated our second year last year. - Former DEIB Manager, SVP (Enterprise Bank) where I was also overseeing all the employee resource groups and a Bankwide DEIB workstream and co-chaired the Bank's Multicultural Alliance - Co-Founder of Merrimack Valley Inclusion, Diversity, and Equity Alliance (IDEA) - Co-Founder of the DEI Consortium - Lowell	
Education or Special Training: BA in Psychology; Minor in International Relations; Trained by Middlesex Community College's Center for Racial Healing & Transformation to facilitate Racial Healing Circles	
Previous Committee Positions Held: None	
Remarks: I've worked with some members of the DEIC in Chelmsford to plan a few events, and have seen a lot of great events they put together. Although I don't "do" DEIB work from an employment perspective anymore, I miss that work and hope to continue doing the good work with the town's DEIC. Thank you for your consideration.	



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Name:	Date:
Street Address:	Zip Code:
Email:	Phone:
Committee Applying For:	
Amount of Time Available:	
Relevant Experience:	
Education or Special Training:	
Previous Committee Positions Held:	
Remarks:	

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

Select Board Special Meeting
February 26, 2026

Attending:

Patricia Wojtas, Vice Chair
Aaron Cunningham, Clerk
Jeffrey Hardy, Board Member

Paul Cohen, Town Manager

Absent:

Patrick Maloney, Chair

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass.

CALL TO ORDER

Vice Chair Wojtas called the special meeting of the Board to order at 9:17AM.

SIGN WARRANT FOR APRIL 7TH ANNUAL TOWN ELECTION AND APRIL 27TH SPRING ANNUAL TOWN MEETING

MOTION: by Clerk Cunningham to approve and sign the warrant for the April 7th Town Election and the April 27th Spring Annual Town Meeting. Seconded by Board Member Hardy.
Motion passes 3-0, unanimous.

ONE DAY BEER AND WINE LICENSE: ST. JOHN'S EVANGELIST CHURCH, 115 MIDDLESEX ST., 3/14/2026

MOTION: by Clerk Cunningham to approve the One Day Beer and Wine license for St. John's Evangelist Church at 115 Middlesex St., on March 14, 2026. Seconded by Board Member Hardy.
Motion passes, 3-0, unanimous.

APPROVE SELECT BOARD 02/06/2026 MEETING MINUTES

MOTION: by Clerk Cunningham to approve the meeting minutes for the February 9, 2026 Select Board meeting. Seconded by Board Member Hardy. **Motion passes, 3-0, unanimous.**

ADJOURNMENT

MOTION: by Clerk Cunningham to adjourn at 9:20AM. Seconded by Board Member Hardy.
Motion passes, 3-0, unanimous.

Respectfully submitted,
Pat Wojtas, Vice Chair

Supporting Documents:

- Warrant for April 7, 2026 Town Election and April 27, 2026 Spring Annual Town Meeting
- Application for One Day Beer and Wine License: St. John Evangelist Church
- Select Board Meeting Minutes: 02/09/2026