

Town of Chelmsford



Center Common Enhancement Project 2004

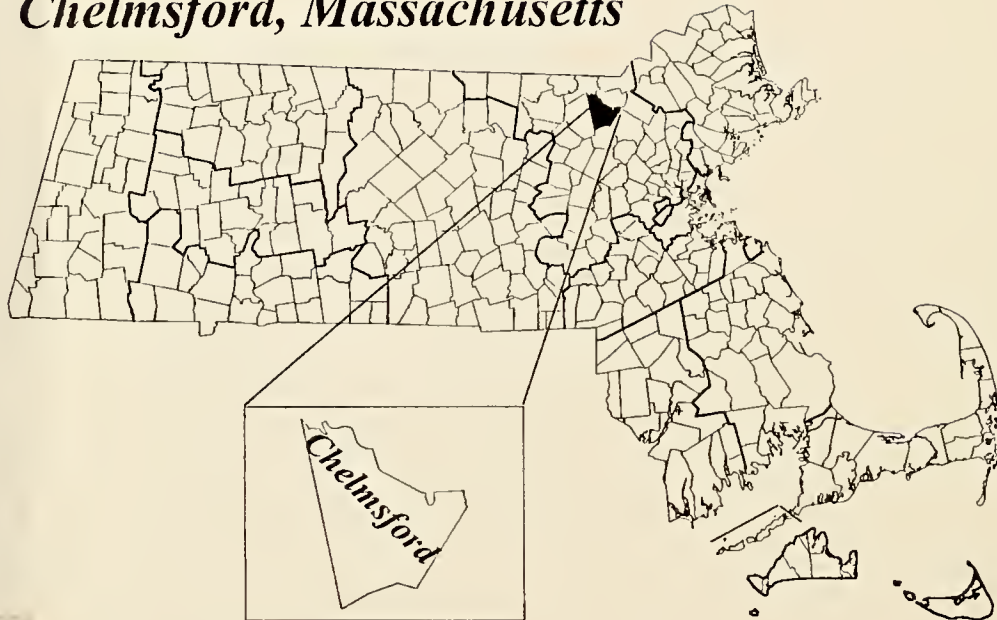
Annual Report Fiscal Year 2004

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Community Profile

Chelmsford, Massachusetts



Quick Facts	
Incorporated	May, 1655
Type of Government	Board of Selectmen, Town Manager, Representative Town Meeting
County	Middlesex
Land Area	22.54 Square Miles
Public Road Miles 2001	186.99
Population 2003 Census	31,148
Median Family Income	\$82,676
Tax Rate FY2001	\$13.13 (Residential & Commercial)
Median Home Value FY2001	\$320,799
Median Tax Bill FY2001	\$4,212
Operating Budget FY2004	\$82,559,224
Web Site	www.TownofChelmsford.us

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MEETING SCHEDULE

Selectmen	Town Offices
7:00p.m.~ Every other Monday	
School Committee	Parker School
7:30 p.m. ~ Every other Tuesday	
Planning Board	Town Offices
7:00 p.m. ~ 2 nd & 4 th Wednesday	
Appeals Board	Town Offices
7:00 p.m. ~ 2 nd & 4 th Thursday	
Conservation Commission	Town Offices
8:00 p.m. ~ 1st & 3rd Tuesday	
Board of Health	Town Offices
7:00 p.m. ~ 1 st Monday of Month	
Housing Authority	10 Wilson Street
7:30 p.m. ~ 1 st Tuesday of Month	
For current meeting schedule visit the Town web site at: www.TownofChelmsford.us	

Chelmsford Public Library
25 Boston Road
Chelmsford, MA 01824

Board of Selectmen

Stuart Weisfeldt
Chairman

Fiscal year 2004 was an active and productive period for the Town of Chelmsford. I would like to take this opportunity to highlight some notable accomplishments and update you on some of the activities of the Board of Selectmen.

With a state grant of over \$1.5 million we have installed three sets of signals and made intersection changes at various locations in and around the Center. Due to state financial issues the schedule for this project was modified on several occasions. However, after negotiations with Mass Highway the work in the Center began in the fall of 2003 and is now nearly complete. Enhancements to the Town Common in conjunction with the traffic improvements have included installation of period lighting, planting trees and other landscaping, and defined pedestrian improvements.

In addition to the other infrastructure changes we are working with the utility companies to replace existing poles and wires throughout the Center with underground utilities. These plans were initially expected to begin construction 2002. Unfortunately, the task of coordinating the utilities design has been more complex. We now expect the design will begin in the fall of 2004 with full completion by 2007.

In April 2004, the Town approved a \$31 million secondary schools renovation proposal for a debt exemption. The project includes re-use of space in McCarthy and Parker Middle schools to create classroom and library space, better building circulation, and improved arts space. At the High School the science labs will be re-built and expanded as school administration central office vacates space and moves to another municipal building and an auditorium is built and added onto the existing structure. At all three buildings, basic repairs will be made including roofs, windows, heating, electrical, plumbing, etc. A committee has been established and appointed to execute this program through recommendations to the Town Manager for contract awards and scope of work. The project is expected to be completed by the fall of 2007.

Finally, the Board of Selectmen welcomed its newest member, Thomas Newcomb, following the April 2004 election. Tom is a graduate of Chelmsford High School, the University of Lowell and Suffolk University Law School. His law practice, Newcomb and Associates, is located in Central Square. Tom will be liaison to Northern Middlesex Council of Government, and the Chelmsford School Committee. He will also serve on the Secondary School Building Committee as the Selectmen representative.

A special thank you is extended to Tom Moran for his service to the Town as a member of the Board of Selectmen from 1998-2004.

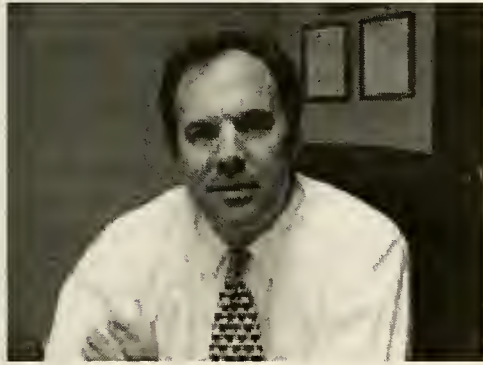
In closing, I want to express my thanks to our Town Manager and all of our employees who serve the public every day with professionalism and dedication. Also, I want to thank the many residents who donate their time and expertise to the Town by serving on boards, committees, and special events.



*Board of Selectmen, Left to Right:
Philip Eliopoulos, Vice Chairman, William Dalton,
Stuart Weisfeldt, Chairman, Michael McCall,
Thomas Newcomb, Clerk.*

Town Manager

Bernard F. Lynch
Town Manager



The year that ended on June 30, 2004 can best be described as a continuation of the issues and conditions which had marked the previous two years as attention and resources were focused upon managing through difficult fiscal and economic conditions, and the search for a solution to the identified facility needs at our middle schools and high school.

Financially, the year was marked by another round of reduced state aid and meager growth in other local revenues. Our ability to survive these conditions was made possible by the efforts to control employee health insurance costs that were finalized in May of 2003, holding the line on other costs including our collective bargaining agreements and the utilization of some of our fiscal reserves beyond the amount that we had anticipated using as part of our multi-year financial plan. A lack of budget surplus at the conclusion of FY03 prevented us from re-capitalizing our reserves as had been planned. In the long term it will be necessary for us to regain control of these reserves. However, in the short term it made sense during the fiscal year to retain service levels at the expense of some of these reserves. Overall, our continued management of our reserves provides us with the financial stability that many other municipalities are lacking. As a result we were able to retain our bond rating while many communities experienced downgrades. The picture for FY05 and the near future is more positive with some greater revenue growth at the state and local level.

Beyond finances, the primary issue throughout the year was finding a satisfactory solution to our school facility needs. To this end a new committee was established in August of 2003 called the School Facilities Working Group which was comprised of Selectmen Tom Moran and Phil Eliopoulos, School Committee members Evelyn Thoren and Tom Mills, and co-chaired by School Superintendent Dick Moser and myself. Over the course of five months of reviewing data and prior plans and using the services of an architect a new \$31 million plan was created to address the primary issues of building conditions, space and deficiencies in the educational program at the two middle schools and high school. The plan calls for adding an auditorium and renovating and expanding the science labs at the High School as well as making a variety of building repairs including replacing the roof and the HVAC system. At the McCarthy School there would be building repairs including replacing the roof, windows and heating system; but also reusing existing space to relocate and enlarge the Library and create four new classrooms. Finally, at Parker Middle School there would be similar building repairs, the addition of four new modular classrooms and the expansion of the Library space. The plan was met with general community support and passed overwhelmingly as a Proposition 2 ½ exemption at the April election. Key to the vote was a phased in implementation schedule which coincides with the decreasing payments for the sewer project thereby limiting the impact on annual property taxes. In May of 2004 a committee was appointed to oversee and coordinate the implementation of this project which is expected to be completed by 2007.

Hand in hand with the creation of this building plan the School Superintendent and I also used 2004 to work on a strategy to prioritize the maintenance of our buildings and grounds through a combined and consolidated department. This structure will provide a separate and distinct budget, centralized leadership, professional expertise and economies of scale that should



provide us with greater value for our investments in maintenance and enable us to better protect that community's assets. I expect that we will begin to implement this combined maintenance program in FY05 with full phase-in by 2007.

During FY04 we also saw the implementation of the long awaited Central Square traffic project which includes signalization at three intersections, adjustments in road widths and alignments, better lane delineation and pedestrian improvements. The project also included streetscape elements such as brick sidewalks and period lighting as well as enhanced landscaping with the planting of trees, shrubs and flowers along with larger grassed areas where pavement had previously existed. In FY05 this part of the comprehensive Center project will be completed and other elements will commence including the depression of the utilities and the construction of the very long awaited bike path which will go through the Center. In the end, Chelmsford will have an attractive and fully functional Town center that will serve as a focus of the community. The traffic elements of the project do, and will continue to, need fine tuning as patterns change over time. A key change that is anticipated is the opening of a widened Route 3 in FY05. This project was to be completed in FY04 but has been delayed by a number of factors. Ultimately, it is expected that this enlarged roadway will keep vehicles from using Chelmsford Center as a cut-through route to other destinations. Such a change is essential as the local roads cannot be designed to accommodate the current volume of vehicles.

In the upcoming year we will continue to push forward on these issues of facilities, traffic and transportation enhancements and maintaining and improving our financial and fiscal stability. These

efforts build upon the great strides that have been made through the years and particularly the past decade in making Chelmsford such a high quality and affordable community. These accomplishments and the quality of Chelmsford as a local government and as place to live and do business have been noted by the credit rating agencies, business journals and other media sources. In April of 2004 Boston Magazine recognized Chelmsford as the 4th best place to live in eastern Massachusetts noting the quality of the Town and its affordability.

In 2005, we will recognize all of these achievements and Chelmsford's long history when we observe 350 years of incorporation as a municipal government. There will be a year long series of events that will provide us with opportunities to join together as a community, to celebrate the Town's achievements, to consider how we have grown and changed, and to look forward to a future of further endeavors. As always, I want to thank the members of the Board of Selectmen for their direction and support during the year including Bill Dalton, Philip Eliopoulos, Michael McCall, Thomas Moran, Thomas Newcomb and Stuart Weisfeldt. I also want to recognize and thank the Department managers and town employees for their dedication and efforts. In particular, I want to thank the staff of the Executive Office, which has included Marian Currier Donna McIntosh, Janet Murphy and Jeanne Parziale.

In closing, let me thank all of the citizens of Chelmsford for the opportunity to work on your behalf as your Town Manager. I look forward to continuing the direction in which we are heading to make Chelmsford an even better community.

Finance Department

Charles F. Mansfield
Finance Director/Treasurer/Tax Collector

The town's financial management is strong. The Fiscal Year 2003 ending fund balance was \$4.9 million, or an adequate 5.7% of operating expenditures. The town has added reserves in the stabilization fund of over \$6.9 million, or 8.0% of operating expenditures. Chelmsford fund balance policy is to maintain the stabilization fund between 5%-10% of operating expenditures. The town expects to end fiscal 2004 with a surplus, despite a reduction in state aid in excess of \$3.0 million.

As a result of the employment opportunities in and outside of the town, unemployment has historically been below state and national levels and is currently at 4.5%. Assessed valuation has been increasing strongly at an average annual 12% since 1998 to over \$4.2 billion in 2004, bringing the per capita assessed valuation (AV) to a very high \$115,000. The tax base is diverse, with the 10 leading taxpayers accounting for only 4.2% of total AV. Wealth and income levels are high, as demonstrated by median household effective buying income at 139% of state and 174% of national averages.

The overall debt burden is moderate on a per capita basis at \$2,004, but low on a market value basis at 1.7%. The debt service carrying charge is manageable at 11% of expenditures; amortization is rapid with 66% of principal retired in 10 years. Chelmsford is planning to issue around \$2.5 million annually for various capital improvements and about \$6-\$7 million annually for sewer projects. The Town is rated AA by Standard & Poor's (municipal bond rating agency.)

The Town has continued to improve its long-term financial position through the preparation and adherence to five-year fiscal forecasts and strategic planning. This planning addresses operating costs, debt, facility needs, and financial reserves.

Assessing Division

The Board is responsible for the full and fair market valuation of the approximate 13,900 real and personal property parcels within the community as of January 1st of the fiscal year. Fiscal Year 2004 was the tri-annual revaluation year for the Town of Chelmsford as mandated by the Department of Revenue. Valuations on single family homes increased 13% to 15% while condominiums and multifamily homes rose slightly higher. In recent years it has been the policy of the Assessors to review the valuations annually in order to maintain accurate and current assessments. The tax rate for the fiscal year decreased to \$13.13 from the previous fiscal year of \$14.05. The real estate valuations through CY 2003 still showed signs of appreciation however not as robust as in the past two years.

In addition, the Board is responsible for the administration and abatement of the approximate 30,000 excise bills that are issued through several commitments annually by the Registry of Motor Vehicles.

The Board wishes to take this opportunity to thank the staff of the Assessor's office for all their hard work and dedication through the year. As previously mentioned FY04 was a revaluation year for the Town of Chelmsford, requiring additional work while still maintaining the excellent service the public has come to expect. Particular thanks go to Nancy Maher, Elaine McBride, Elaine Myers and Kathryn Bianchi, all of whom are invaluable.

Accounting / Annual Audit

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

In accordance with Section 6-7 of the Town Charter the Board of Selectmen annually

Finance Department

designate an independent public accountant or firm of accountants to audit the books and accounts of the Town as provided for in Massachusetts General Laws. This requirement was completed in Fiscal 2001 by R.E. Brown & Company, P.C. of Mendon, MA.

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

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

TOWN OF CHELMSFORD, MASSACHUSETTS
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FISCAL YEAR ENDED JUNE 30, 2003

	GENERAL	SEWER CONSTRUCTION	SEWER BETTERMENTS	STABILIZATION	NONMAJOR GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
REVENUES:						
REAL ESTATE AND PERSONAL PROPERTY TAXES, NET OF TAX REFUNDS	\$ 53,146,879	\$ -	\$ -	\$ -	\$ -	\$ 53,146,879
MOTOR VEHICLE AND OTHER EXCISE TAXES	4,194,853	-	-	-	-	4,194,853
HOTEL/MOTEL OCCUPANCY TAX	244,363	-	-	-	-	244,363
FEES AND INTEREST ON TAXES	237,234	-	-	-	-	237,234
INTERGOVERNMENTAL CHARGES FOR SERVICES	22,033,626	-	-	-	3,752,236	25,785,912
SPECIAL ASSESSMENTS	-	-	2,940,288	-	3,346,706	3,346,706
INVESTMENT INCOME	489,656	-	-	161,389	93,472	741,717
CONTRIBUTIONS & DONATIONS DEPARTMENTAL AND OTHER	3,755,394	-	-	-	371,344	371,344
					1,066,110	4,821,504
TOTAL REVENUES	84,039,505	-	2,940,288	161,389	8,629,920	95,830,802
EXPENDITURES:						
CURRENT						
GENERAL GOVERNMENT	2,445,209	-	-	-	1,079,745	3,524,954
PUBLIC SAFETY	8,936,892	-	-	-	5,251,147	14,188,029
EDUCATION	42,625,042	-	-	-	6,339,700	49,164,742
PUBLIC WORKS	5,972,907	4,822,703	-	-	1,352,760	12,148,370
CEMETERY	264,305	-	-	-	-	264,305
HUMAN SERVICES	607,411	-	-	-	621,825	1,229,236
CULTURE & RECREATION	1,350,385	-	-	-	1,012,821	2,363,206
EMPLOYEE BENEFITS	14,307,521	-	-	-	-	14,307,521
STATE & COUNTY ASSESSMENTS	260,986	-	-	-	-	260,986
DEBT SERVICE						
PRINCIPAL	6,021,969	-	-	-	-	6,021,969
INTEREST	3,736,396	-	-	-	-	3,736,396
TOTAL EXPENDITURES	86,729,012	4,822,703	-	-	15,657,939	107,209,714
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(2,629,803)	(4,822,703)	2,940,288	161,389	(7,028,078)	(11,378,912)
OTHER FINANCING SOURCES (USES)						
PROCEEDS FROM BONDS AND NOTES	-	5,625,216	-	-	2,225,000	7,850,216
OPERATING TRANSFERS IN	3,094,076	-	-	400,000	97,113	3,591,189
OPERATING TRANSFERS OUT	(497,113)	-	(1,442,053)	(1,550,000)	(102,023)	(3,591,189)
TOTAL OTHER FINANCING SOURCES (USES)	2,566,963	5,625,216	(1,442,053)	(1,150,000)	2,220,030	7,850,216
NET CHANGE IN FUND BALANCES	(32,345)	802,513	1,498,235	(388,611)	(4,807,938)	(3,528,696)
FUND BALANCES AT BEGINNING OF YEAR	4,940,789	(3,277,848)	4,809,377	7,921,909	10,600,937	24,995,644
FUND BALANCES AT END OF YEAR	\$ 4,908,444	\$ (2,475,335)	\$ 6,308,112	\$ 6,933,298	\$ 5,792,949	\$ 21,466,948

See accompanying notes to the basic financial statements

Town Clerk & Registrars

Elizabeth L. Delaney
Town Clerk

For being a non election year the Clerk's Office was busy. We have speed lined a portion of the election preparation and have converted hard information into computer files. There was a Special Town Meeting on January 16th. Due to the passage of an article from that meeting, pertaining to renovation of Schools, a special election was called for by the Board of Selectmen. It was held on Tuesday March 4th. The Annual Town Election was held on Tuesday April 1st. The Annual Town Meeting was held on April 28th with an adjourned session on May 1st. The Annual Fall Town Meeting was on October 20th. The State is creating new election laws in order to meet the guidelines set forth by the Federal Government called Help America Vote Act. These laws will have to be complied with in 2004.

TOWN CLERK'S VITAL STATISTICS

Sporting Licenses	520
Dog Licenses	3103
Kennel Licenses	4
Birth (Inc)	355
Deaths	322
Marriages	187
Intentions	183

I would like to thank my office staff Raymonde R. Legrand, Assistant Town Clerk, Bernadette Gilet, Principal Clerk, Mary-Jane Comeau, part time clerk and all election workers for assisting me through out the year in 2004.



Voting Strength as of December 31, 2003 Enrolled Voters

Precincts	1	2	3	4	5	6	7	8	9	TOTAL
Democrats	597	624	559	587	576	632	584	644	552	5355
Republicans	363	294	275	315	370	372	407	371	389	3156
Unenrolled	1324	1179	1373	1246	1380	1428	1535	1336	1499	12300
Libertarian	8	19	14	20	17	9	9	12	13	121
Inter. 3rd Party	2	0	0	1	2	2	0	3	1	11
Reform	0	0	0	0	0	0	0	2	1	3
Rainbow Coalition	3	0	2	7	0	2	1	3	1	19
Socialist	0	0	0	0	0	0	0	0	1	1
Greenparty USA	0	3	0	1	0	0	1	0	0	5
Conservative	0	1	0	0	0	0	0	0	0	1
TOTAL	2297	2120	2223	2177	2345	2445	2537	2371	2457	20972

Community Development

*Andrew Sheehan,
Community Development Coordinator*

Fiscal Year 2004 saw a lot of activity in the Community Development Department. The three-person Department staffs the Planning Board, Conservation Commission, and Zoning Board of Appeals. The Department is also responsible for managing community and economic development projects, grant administration, coordinating improvements to conservation lands, and interfacing with residents, developers, and other municipal staff.

The department continued to develop the Town's Geographic Information System (GIS). Working with a consultant, the Department is developing data layers for the GIS. These data layers comprise the graphical features of the GIS. Data include zoning, wetlands, floodplains, and aquifer protection areas. The Department also issued a Request for Proposals to hire a consultant to take aerial photographs of the Town for the purpose of developing town-wide photogrammetry. The photogrammetry will plot all the physical features in Town, including roads, sidewalks, utility poles, manhole covers, catch basins, waterways, buildings, and parking lots, as well as the topography of the Town. The photogrammetry will be the basis upon which the GIS will be developed in the future. The Town's GIS technician is Trillium Levine, who is also the conservation officer and Board of Appeals administrator.

The Department provides project management for the Central Square Utility Conversion Project, in which all overhead utilities will be placed underground. This project was initiated in 1999 with the passage of a bylaw by Town Meeting. The Department works with the utility companies (Massachusetts Electric, Verizon, and Comcast) to coordinate the preparation of the construction plans, acquire easements from private property owners, and as a point of contact with residents, businesses, and others. It is anticipated that the first phase of construction will be put out to bid in 2004, with construction to commence in spring 2005.

The Department coordinates the local effort to construct the Bruce N. Freeman Bike Path. The Path will run from the Lowell/Chelmsford line, through the center of Chelmsford, roughly parallel to Route 27, through South Chelmsford Center, into Westford, and terminating at Route 225 at the Westford/Carlisle town line. The bid documents and permitting are complete and it is hoped that the Massachusetts Highway Department, the project sponsor, will put the project out to bid in 2004 with construction commencing in spring 2005. The two year construction project should be complete in late 2006. Groups in Acton and Concord are working to extend the trail to the south. Eventually, it is hoped the trail will go all the way to Sudbury.

The Department completed the Wellhead Protection project in Fiscal 2004. The project was paid for with a \$30,000 State grant and local match money from the Town, Chelmsford Water District, and North Chelmsford Water District. The project identified threats to public water supply wellhead protection areas in the Stony Brook watershed, in the northern and western portions of Chelmsford. Testing for contaminants in stormwater runoff was one component of the project, which also proposed protection measures to improve protection of wellhead areas.

The Department worked with a number of Eagle Scout and Gold Scout candidates. The projects these young people did made improvements to various conservation lands. These volunteers are the primary source of labor for maintaining and improving conservation lands.

The Department provides primary staff support to the Board of Appeals for the review of affordable housing projects proposed under G. L. c. 40B. These projects, in which the Board of Appeals can waive any local regulations for projects which set aside a portion of housing units as affordable, consume an enormous amount of staff and Board time. Community Development Staff reviews the projects for completeness, coordinates the review by other municipal departments, advises the Board, interfaces with the developers and residents, and prepares the final decisions for the Board. Four 40B projects were reviewed in



FY2004, while several other projects moved into the construction and occupancy stages.

Community Development Department staff consists of Andrew Sheehan, Community Development Coordinator, Trillium Levine, Conservation Officer, and Kellie Hebert, Community Development Principal Clerk.

Planning Board

The Planning Board is responsible for insuring that the development of land in Chelmsford meets the criteria set forth in state and local land use regulations. The process involves the review of lot divisions, definitive and preliminary subdivisions, site plans, and special permits. The Planning Board strives to maintain the character of Chelmsford and enforce the provisions of the 1997 Master Plan.

The Planning Board reviewed 6 significant commercial and industrial developments or expansion projects totaling almost 110,000 square feet of floor space. The Board also reviewed the following:

14	Site Plans
4	Minor Site Plans
22	Approval Not Required Plans
3	Definitive Subdivisions creating 10 lots
1	Paper Street Construction Project
1	Preliminary Subdivision

Members Susan Carter Sullivan and Charles Wojtas were both reelected to the Planning Board. Pamela Armstrong served as Board Chairman from April 2003 to 2004. Christopher Garrahan was named Board Chairman for the 2004/2005 term. In October 2003, Kellie Hebert became the Planning Board Administrator in the Office of Community Development.

Planning Board Members:

- Christopher Garrahan, Chair 2004/2005, Vice Chair 2003/2004
- Pamela Armstrong, Chair 2003/2004
- Charles Wojtas, Vice Chair 2004/2005
- Robert Joyce, Clerk 2004/2005
- Robert Morse, Clerk 2003/2004
- Susan Carter Sullivan
- James Good
- Michael Pacitto, Alternate

Board of Appeals

The Board of Appeals hears petitions for Variances, Special Permits, Comprehensive Permits, and appeals of the Building Inspector's rulings. The Board remained busy in FY2004, granting 29 Variances and 12 Special Permits; and denying 7 Variances and 1 Special Permit.

The Board also remained busy with Comprehensive Permit applications filed under Chapter 40b, approving 2 during the fiscal year; monitoring the progress of two Comprehensive Permit project under construction; two that were approved and appealed to the courts; and opened hearings on two other Comprehensive Permit projects. The Town's percentage of affordable housing units increased from 4.81% to 5.4%.

Conservation Commission

The Commission continued to make improvements to its reservations, town forests, and conservation lands. The Commission put to bid the limited timber harvest at Thanksgiving Forest that had been approved in fall of 2002. A delay in permitting caused the harvest to be delayed. It is now expected to take place in the fall or winter of 2004. The Commission authorized minor repairs on the Cranberry Bog Reservation dam that holds back water for the operating bog in Carlisle. The work encompassed in Phase One of the Master Plan for Red Wing Farm on Maple Road (including landscaping and initial construction activities) commenced. Work will be done by volunteers, Boy and Girl Scouts, and contractors. Money for the initial work was provided through a Community Preservation Fund appropriation. Rehabilitation of the Lime Quarry Reservation parking lot was begun, and will be



completed in the fall of 2004. It too was funded through a Community Preservation Fund appropriation. The Commission's Open Space & Recreation Plan (OSRP) was conditionally approved by the State Division of Conservation Services, making the Commission eligible to pursue grant funds for open space acquisition. The final OSRP should be approved before the end of 2004.

The Town's GIS capabilities are expanding, and a web-based viewer will be available to the public in the fall of 2004. An expanded Conservation website will be accessible in the fall of 2004, which includes maps, history and other information on each Commission property.

As has been the case for several decades, the majority of the Conservation Commission's time was devoted to wetlands protection. The Commission reviewed a total of 67 permit applications under the Massachusetts Wetlands Protection Act and Chelmsford Wetlands Bylaw. Of these applications, 21 were Notices of Intent, 44 were Requests for Determination of Applicability, and two were Abbreviated Notices of Resource Area Delineation. The Commission also continues to monitor the widening of Route 3, the town wide sewer project, and other construction projects.



Members from rear left:
Robert Morse, Pamela
Armstrong, Susan Carter
Sullivan, Michael Pacitto
(Alternate),
From front left: Vice Chair
Charlie Wojtas, Chairman
Christopher Garrahan, Clerk
Robert Joyce
Not pictured: James Good

Historic District Commission
Kathleen Howe, Chairman

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

During fiscal year 2004, the Commission received 17 applications for review and 17 applications were accepted. Three public hearings were held and 14 public hearings were waived. Five Certificates of Appropriateness, 10 Certificates of Non-Applicability and two Certificates of Hardship were issued.

Public Education

Richard H Moser, Ph.D.
Superintendent of Schools

Chelmsford Public Schools

The membership of the Chelmsford School Committee at the end of the 2004 calendar year included Mrs. Sheila Pichette Chair; Mr. Angelo Taranto, Vice Chair; Mrs. Evelyn Thoren, Secretary; Mrs. Cheryl Perkins, Member at Large; Mr. Tom Mills Member at Large; and Daniel Lindquist, Student Representative. Central administration for the Chelmsford School Department included Dr. Richard Moser, Superintendent of Schools; Dr. Karen Mazza, Assistant Superintendent for Curriculum and Instruction; Mr. Robert Cruickshank, Business Manager; Mrs. Dory Toppan, Director of Personnel; and Mr. Bruce Forster, Director of Educational Technology and Information Services.

The most salient issue for 2004 was again the pursuit of a successful community vote on facilities projects for Chelmsford High School, McCarthy Middle School, and Parker Middle School. Following two failed votes during the 2002-03 school year, a newly formed committee, School Facilities Working Group (SFWG) developed a revised proposal more acceptable to Chelmsford voters. A plan for \$31,000,000 of renovation and new construction was finally approved.

The facilities plan includes major improvements to the infrastructure, i.e. heating, ventilating, plumbing, electric work, etc., to all three secondary schools, as well as limited new construction. Parker and McCarthy libraries will be expanded to include additional library space for middle school students. Temporary classrooms will be added to Parker Middle School to provide additional instructional space. And, a new school auditorium will be added to Chelmsford High School, along with a major science wing renovation and additional classrooms for science instruction.


A second issue which continues to be important to the future of the Chelmsford Public Schools is our increasing enrollment. Below is a chart detailing our actual K – 12 enrollment for FY 03 and FY 04, as well as projected enrollment for FY 05.

SCHOOL	FY 03	FY 04	FY 05
	Actual	Actual	Projected
ELEMENTARY	2,216	2,228	2,207
MIDDLE	1,792	1790	1,796
HIGH SCHOOL	1,707	1,724	1,771
TOTAL	5,715	5,742	5,774

While enrollment is increasing at a modest pace system-wide, the increase at Chelmsford High School will further stress the use of the facility.

A final issue worthy of attention includes the status of our current and future budgets. Our actual budget for the 2002-03 school year was \$41,001,553, and \$40,450,000 for the 2003-04 school year. The decrease was a function of declining local revenue and a reduction in State Aid. It is anticipated that our budget for the 2004-05 school year will be \$41,300,000.

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



*Judith L. Klinkiewicz,
NASHOBA Superintendent*

Nashoba Valley Technical High School

Nashoba will be celebrating its 35th Jubilee and the grand opening of the new building this year! Many events will be planned throughout the school year.

The school has added two new programs to begin this year as well. Cosmetology will begin with the opening of school and Theatre Arts/TV Media will begin in January.

MCAS INTENSIVE PROGRAMS

Nashoba has an MCAS Summer Program for incoming students and current students free of charge.

MCAS Academies in English and Math are provided for freshmen and sophomores during the school day. Academic Success Center is an after school program for ninth through twelfth grade students focusing on individualized assistance in areas of weakness. Individual Student Success Plans assigns students with a mentor who will identify areas of weakness and work with Academy Teachers, Success Center Tutors, and the student's regular academic teachers to help the student improve on these targeted areas. Tutoring sessions focus on improving students' achievement. Eleventh Grade Academies allow any student needing to retake the MCAS exam the opportunity to attend an upper class English and Math Academy.

SPECIAL ACADEMIC PROGRAMS

College preparatory courses are available in all core subjects. Foreign language is offered all four years for interested students. Juniors who are eligible may elect to enter the

Dual Enrollment Program and take their junior and senior year at a community or state college facility in Massachusetts or New Hampshire.

STUDENT ACTIVITIES

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

Continuing & Community Education

Approximately 1500 adult students a year attend the Continuing Community Education Program in late afternoon and evenings at Nashoba.

Summer Programs

Nashoba Valley's Allstars Summer Program is offered to 5th, 6th, and 7th graders in the area. Students enjoy outdoor adventures, sports programs, computer applications, graphics and academic enrichment. Also "Jump Start" a program for incoming freshman students is offered to acquaint the new students with the school, programs, facility and staff.

Community Service Projects

Nashoba is unique in its construction programs. Students go out to district towns to work on community service projects. Rather than building one house a year, the students perform needed projects for the district towns. This program educates students in a real world setting, allows the towns the benefit of viewing Nashoba students at work and having a major work project completed without expending extra town tax dollars for capital improvement. There are a variety of opportunities offered at Nashoba Valley Technical High School for every student.

Police Department

Raymond G. McCusker
Police Chief

I herein respectfully submit for your information and review the Annual Report of the Police Department for FY2004. At the present time, the Department is made up of 54 permanent Officers.

ACHIEVEMENTS

On July 1, 2004, the Police Department completed a reorganization of its command staff. A major component of this reorganization includes two Deputy Police Chief Positions, one overseeing Administration and the other overseeing Operations. The department command staff also includes Patrol Lieutenants, who will serve as shift commanders, and Patrol Sergeants, who will serve as road supervisors.

This reorganization will establish a more efficient chain of command and also provide a clearer understanding of functions. Those officers promoted include:

- Deputy Chief James F. Murphy
- Deputy Chief Francis X. Roark
- Lieutenant Daniel J. Ahern
- Lieutenant Edward F. Smith
- Lieutenant John A. Roark
- Sergeant Edward F. Quinn
- Sergeant Todd D. Ahern

The department has hired five new patrol officers to begin a 22 week recruit officer's training program at the Municipal Police Academy in Reading, MA. These officers replace five veteran officers who retired from the force over the past year. The new recruit officers are:

- Steven J. Doole
- Jason P. Hanscom
- John R. Goffin
- Daniel J. Sullivan, IV
- Brian R. Richard

MISCELLANEOUS STATISTICS

Calls Answered by Cruisers	22,587
Summons Served	295
Accidents Reported	1,241
Fatal Accidents	3
Personal Injury Accidents	213
Station Lockups	505
Citations Issued	3,114
Parking Violations Issued	250
Restraining Orders Served	80
Protective Custody	22
Alarm Calls Responded to by Cruisers	1,695
Medical Calls	1,934
Suspicious Activity Calls	1,519
Disturbance Calls	723
Domestic Calls	390
O.U.I	50

The Police Department received the following Grants for Fiscal Year 2004:

- Byrne Drug Investigation Grant \$ 7,000.00
- State Community Policing Grant \$38,400.00
- State Highway Safety Traffic Grant \$ 9,000.00

RETIREMENTS

The police department announces the retirement of the following veteran officers:

- Patrolman Robert J. Trudel retired on February 4, 2004 after 31 years of service
- Patrolman Patrick W. Daley retired on February 18, 2004 after 32 years of service
- Lieutenant Steven A. Burns retired on June 1, 2004 after 30 years of service
- Patrolman Chandler J. Robinson retired on June 30, 2004 after 24 years of service
- Patrolman Jared S. Finnegan retired on June 30, 2004 after 23 years of service

Fire Department

John E. Parow
Fire Chief

Fiscal year 2004 proved to be a very busy year for the Chelmsford Fire Department. Total emergency calls for the year were 4,278. Medical emergency calls accounted for over half the calls at 2,324. Actual fire calls were down over this period, however, the fires we did have seemed larger in nature and required more mutual aid request from surrounding communities than in recent years. The concern of terrorism has forced the department to prepare itself as the first line of defense against incidents of this type. Specialized equipment has been purchased and put into service. In addition, anti-terrorism training has been conducted for all department members and a terrorism annex has been added to the Town's Emergency Contingency Plan.

The Department applied for and received two federal grants during this fiscal year. One was used to improve the physical fitness and health of all fire fighters on the job and the other grant is being used to replace an antiquated radio system. Additionally, the department received one grant from the state for the purchase of anti-terrorism equipment. These grants will go a long way in improving the many services the department provides to the Town of Chelmsford during these difficult fiscal times.

The new Quint "firefighting" apparatus was put into service this past year and will offer the department greater versatility at all emergency scenes. In addition, plans are underway to replace the fifty-two year old Center Fire Station that is showing its age. Structural problems have been identified in the apparatus floor and the concrete basement walls causing concern. We are currently looking at various locations for a new Center Station and examining the possible consolidation of one or more of the four sub-stations in an effort to improve efficiency and effectiveness.

Three Fire Fighters, Anthony Cincevich, Dave Clancy and Dennis Keohane retired during the past year, additionally, Brian Daley and Robert Tello resigned their positions for other employment. Five new Fire Fighters, Edward Boisseau, Michael Ducharme, Danial Koutsoufis, David Lefebvre and William Schellbach were hired to replace those that left. We wish them all well on their new endeavors.



Building Department

*Anthony F. Zagzoug,
Inspector of Buildings*

The Inspections Department has been very active this year enforcing state building codes and local zoning regulations. Several large projects were started in town this year including 26 new single family dwellings of the 56 to be constructed in the Windemere at Chelmsford Senior Living Community in North Chelmsford. This contributed to the number of building permits for single family dwellings increasing from 28 new single family dwellings in FY2003 to 65 new single family dwellings in FY2004. The overall number of building permits jumped from 848 in FY2003 to 1,045 FY2004. I would like to thank my staff for their hard work in maintaining timely and professional service in light of these increasing demands.

The following is a breakdown of permits issued this year:

New construction permits in 2002	
Single Family Dwellings:	65
Two Family Dwellings:	2
Multifamily Dwellings:	3 (45 units total)
Institutional:	0
Municipal:	0
Commercial:	2
Agricultural:	1

Type of Permit	Number of Permits Issued	Fees
Building	1045	\$551,735.00
Wiring	972	\$ 85,554.00
Plumbing & Gas	1245	\$ 59,699.00
TOTAL:	3262	\$696,988.00

In addition to the fees above, the total fees collected for sign permits, yard sales, and Certificates of Inspection amounted to **\$11,443.00**.

I would also like to thank the personnel of other Town Departments for their cooperation, support, and assistance throughout the year.

Special Note: Joined by family, friends and co-workers, Anthony Zagzoug was named 2004 Building Commissioner of the Year by the Massachusetts Building Commissioners and Inspectors Association at their annual meeting on June 11, 2004 in Yarmouth, MA. Congratulations Tony!

Public Works

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

The Department of Public Works, created in 1989 by the Town Charter is comprised of Divisions including the highway, engineering, recreation, public buildings, parks, public shade trees and the operation of the sanitary sewer system.

Engineering Division

The Engineering Division provides technical support to the Planning Board, Conservation Commission, Town Manager, Board of Selectmen, Assessors, Town Clerk and Sewer Commission. Additionally the engineers design several projects for construction by the Highway Division such as sidewalk improvements, drainage repair, upgrades and parks improvements.

Engineers provided layout, grades, technical assistance, and inspections for the following projects:

- Sidewalk construction on Middlesex Street and Old Westford Road
- Drainage improvements
- Review of the site plans for the Board of Appeals for Affordable Housing
- Assisted with project management of the Central Square safety improvements
- Provided construction layout for Golden Cove traffic signal project

The office staff processes all expenditures and payroll for the Engineering, Sewer, Public Buildings and Parks Divisions.

Public Buildings

The Public Buildings Division staff maintains the Town Offices and the Old Town Hall. Typical duties include furniture repair, mechanical repair, repair of ceilings, walls, woodwork and painting, general “handy work” around the various buildings and perform snow removal during the winter months.

This year’s special projects:

- Painted several offices
- Installed new carpeting

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

Parks Division

The Parks Division maintains all parks, traffic islands, ballfields, playgrounds and commons in town. The grounds are groomed each spring and prepared for the heavy use each area receives during the year. This Division also prepares the Town Common for the annual Fourth of July celebration as well as the cleanup and restoration of damaged areas resulting from an abundance of activities throughout the year.

Projects this year included:

- Varney Field tennis courts resurfacing
- New roof on golf course pump house

The Parks Division acknowledges the many volunteer groups and individuals for their time, donations and help. Also, thanks to all that participated in the Adopt-a-Park program.

Sewer Division

The Sewer Division continued to expand this year with the addition of approximately 800 new sewer connections, bringing the total of on-line sewer users to 9233. Major work items this year include:

Major work items this year include:

- Phase II of SCADA remote monitoring installation
- Technology Drive Flow Meter installation
- Installing new pumps at Southwell and Katrina Pump Stations
- Converting the Old Police Station for Sewer Operations use
- Pump rebuilds for 8 pump stations

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



Highway Division

The Highway Division sends well wishes to Raymond Maybury who retired during the past year and also farewell to Gregory Gullage who left our department.

The Highway Division maintains and improves all the streets, culverts, catch basins and manholes, street signs, traffic signs and traffic signals for approximately 230 miles of roadway.

Additionally, the Highway Division clears the streets and public lots of snow and ice. The office maintains all financial records needed for the reporting, tracking, payments of all vouchers connected with the highway budgets – including General Expenses, Salaries, Snow and Ice, Massachusetts Chapter 90 Funding (road reconstruction or repair), Street Lighting and Capital Expenditures.

The Department installed and/or repaired drainage piping on Skyview Drive, Pilgrim Road, Longspur Road, Mission Road, Brentwood Road, Manning Road, Wood Street, Dunstan Road, Singlefoot Road, Parkhurst Road, Drum Hill Road. The Division installed 52 catch basins and manholes at various locations throughout the town.

Sidewalks were constructed on Middlesex Street and Old Westford Road. Pedestrian crossing signals were installed on Drum Hill Road.

The Highway Division conducted a brook cleaning program during the winter months. Work was completed in the following areas: Littleton Road, North Road, Pilgrim Road, Robin Hill Road, Parkhurst Road and Groton Road.

Sewer Commission

John P. Emerson, Chairman

Sewer installation and site restoration was completed this year in Phase 4D (Berkeley Drive Area Lateral Sewer Project) and part of Phase 4E (Livery Road Area Lateral Sewer Project), and is now in full operation accepting flow.


The continued phase (4E) consists of the Chestnut Hill Road Area Contract. Chestnut Hill Road Area Lateral Sewers was bid this spring; pipeline installation is underway and is anticipated to be completed in the Fall of 2005. Design is nearing completion for the phase (4F) High Street /Hunt Road Area Lateral Sewer Project with construction anticipated to commence in the spring of 2005.

In September, the Chelmsford Sewer Commission (CSC) submitted a Project Evaluation Form to the Department of Environmental Protection (DEP) to compete for a place on the DEP's Final Calendar Year 2005 Intended Use Plan (IUP). The IUP is a priority-ranking list that DEP uses to assess which Clean Water projects will receive State Revolving Fund (SRF) loans. In 2004, Phases 4F was placed on the IUP. This submission is the CSC's attempt to secure a SRF loan for Phase 4G (Robin Hill Road/Burning Tree Lane Area Lateral Sewer Project). The CSC will continue to submit applications and design schedules to maintain eligibility for the SRF loan program.

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

Recycling Committee

The Town of Chelmsford funded weekly collections of solid waste, bi-weekly collections of recyclables, four curbside leaf collections, nine months of leaf/yard waste composting at Laughton's Nursery and various one day recycling events for residents through taxes. Through these efforts the Town disposed of 15,813 tons of solid waste, and recycled 2,460 tons of paper, 4,756 tons of commingled cans and bottles, and 123 tons of cardboard. The Town of Chelmsford received a state grant for the mailing cost of the annual *Chelmsford Recycles* Brochure and also partnered with the EPA as part of a campaign (Plug into eCycling) to help residents recycle/dispose of old computer systems properly.



The Chelmsford Recycling Committee, CRC, held two brush drop-offs at Community Tree. The CRC also held two recycling drop-offs for metal (53 tons recycled), tires (16 tons recycled), furniture and household goods (which were donated to Household Goods Recycling Ministry and Mission of Deeds), clothing, and electronics (47,146 lbs).

The CRC, with the help of many local businesses, sponsored the annual Town-Wide Litter Clean Up on May 1. 470 volunteers picked up litter from conservation land, schoolyards, road shoulders, and other littered sites. Immediately afterwards volunteers enjoyed a free luncheon at the Chelmsford Senior Center.

The Town of Chelmsford sold composting bins as part of a state recycling grant to help reduce waste. The town also sponsors an ongoing mercury drop-off for thermometers, florescent light bulbs, switches and other mercury containing items at the town's mercury waste shed (first Wed of each month April-November). As part of an outreach program, Recycling Committee members collected mercury thermometers during every school's open house. The annual recycling and trash flyer was produced and mailed to all residents. This flyer included the recycling schedule, and detailed the proper methods, timing and places for disposal of various types of recyclable material and solid waste. This type of information was also prepared for inclusion in the Community Newsletter and the "Chelmsford Recycles" web page at www.townofchelmford.us.

Cemetery Commission

The Cemetery Department has been very busy over the past year, a new Cemetery Supervisor was hired in November of 2003. David J. Boyle was chosen as the new Supervisor, he is a resident of Chelmsford, and looks forward to serving the community, providing professional and compassionate service.

At the Riverside Cemetery, monument and granite curb lot restoration has begun, this restoration is funded through the Community Preservation Act, also at Heart Pond Cemetery, in Section A some much needed restoration work was completed, over 30 gravestones were either uprighted or repaired.

During the winter, the office was completely renovated, also the Cemetery Department has purchased a landscape trailer, so we can safely transport the equipment necessary to keep the six cemeteries in town in excellent condition. Construction of the new garage at Pine Ridge cemetery is underway, beginning in September the students from Nashoba Valley Technical School will begin construction.

As the Town prepares for the 350th Anniversary Celebration, Greg Maynard, a local Life Scout with Boy Scout Troop 74 has completed his Eagle Project at Forefathers Burying Ground, there is a Self – Guided walking tour, this tour includes a map of the oldest section of the Cemetery and biographies on ten people, prominent and important residents of Chelmsford.

Along with the completion of the Eagle Scout project, the Cemetery Commission would ask anyone who enters Forefathers Burying Ground to please respect it's rich history and fragile nature of the gravestones, while in the Cemetery.

There were 187 interments during the year including 44 cremation interments which accounted for nearly 24% of total interments. During Fiscal year 2004, there were 84 cemetery lots sold. Thirty five residents participated in the Prepaid Interment Fee Program. The Cemetery Commission appreciates our staff's efforts to keep Chelmsford's six public cemeteries well-maintained and attractive burial places.

Human Services

Martin Walsh
Director of Human Services & Veterans Agent



Council on Aging / Senior Center

Your Senior Center plays a vital role in bringing resources and services to bear on the various needs of our community's aging population. It's a vibrant and caring response to understanding aging, dispelling myths, and working constantly towards a nurturing goal of making sure that the latter years of our citizens' lives are filled with personal growth, fulfillment and compassionate care. Today's Center is already planning for the needs of tomorrow. It is a formidable challenge; one that must be addressed by local, state and federal officials – and it must be done well. Another reality is that many younger people, the so-called "sandwich generation," are turning to the Center for advice and direction in the care and management of an aging parent. Often overwhelmed with responsibility, they need services and staff assistance to help them navigate the aging network. It is here at your Senior Center where they will hear the compassionate voice of a staff member who is more than willing to listen and to help.

The following statistics give some indication of our efforts over the past year:

Social Services	
Adult Social Day Program	1,360 Client Day participants
Congregate Lunch	33,841 Meals, Average daily: 136
Health Benefits Counseling	948 units, 382 seniors (SHINE, Seminars)
Health Services	Flu Clinic, Health Dept.: 1,265 Blood Pressure, etc. (VNA): 520 units of service
Home Delivered Meals	17,933, Average daily: 71
Free medical equipment	Loaned out shower seats, walkers and wheel chairs to assist needy families.
Outreach	Concentration on visiting 15 seniors (75 and over) each week to assess needs and recommend resources.
Respite/Companion Care	25,436 Client hours, 67 participants
Tax and Fuel Assistance	224 seniors benefited from these services. Received AARP award for one of the best tax training sites in Massachusetts.
Transportation	4,667 Trips, 264 Individuals
Other Services	
Recreation Trips	44 – to all points of the Universe
Volunteer Recognition Dinner	Staff hosted, booked, prepared and served dinner to 225 volunteers in tribute to their dedicated service throughout the year – great comments and good feelings
CPR & Defibrillator Training	completed by nine staff members
"Senior Prom Fashion Show"	students from Chelmsford High school demonstrating the latest gowns and haberdashery
"Red Hat Society"	We Started our own. Simply amazing.

Our Center is recognized throughout the Merrimack Valley and the Commonwealth as one of the best. It is the result of many factions working together, sharing the vision, and involving themselves in the compassionate result. It is the work of the Council on Aging, with their dedication, direction and personal support. It is the Board and members of the Friends of the Senior Center who unselfishly give of themselves to raise money and support the Center – annually contributing over \$100,000 for programs, services and building improvements. It is our aging staff who consistently and generously brings their professional competencies and caring attitudes in response to the many needs of our seniors. It is the 255 active volunteers who quietly give of themselves throughout the year, last year contributing over 35,000 hours of service. It is you, the residents and taxpayers of Chelmsford, who support and believe in our work. It is a good feeling that flows from the human spirit.

Veterans Services

Regina B. Jackson, Assistant Veterans Agent

The Chelmsford Veterans' Services Office provides short-term financial assistance to eligible veterans and their families as mandated by Massachusetts General Law Chapter 115. We can assist eligible, needy veterans with a monthly allowable grant and some medical coverage. The amount of assistance depends on the budget standards set by the Commonwealth of Massachusetts Department of Veterans' Service. The State will reimburse Chelmsford for 75% of authorized benefits paid.

In FY2004 we averaged \$2,700.00 per month in benefits paid out. We have about 6 active State cases. Our reimbursement from the State is paid quarterly and runs approximately 10 months behind the authorizations. We also process State Annuities for 100% disabled veterans and State Annuities for certain eligible widows. We have over 50 ongoing Federal VA cases. These are disability claims, pension claims, appeals on denial of claims, VA medical enrollments and veterans requests for other VA and/or Federal services. We coordinate the Chelmsford Veterans Day Observance, which is held at Veterans' Memorial Park on the 11th of November, at 11 AM. We were also honored to host a 60th Anniversary of D-Day observance.

Our office is located in the Community Center (Old Town Hall) in Chelmsford Center. This office is open M/W/F 8:30 – 4:00 and Monday and/or Wednesday evening 7-9. Our phone number is #978-250-5238. If you need help when the office is closed call Marty Walsh at the Senior Center #978-251-8692. If you are unable to visit our office and need a home visit, please call and we will be happy to schedule a convenient time. Thank you.

Veterans' Emergency Fund Treasurer's Report to the Board of Selectmen	
Balance as of January 1, 2004	\$25,942.26
Add Receipts:	
The MassBank for Savings: Interest	161.75
Balance on Hand as of June 30, 2004	\$26,104.01
Assets	
MassBank for Savings, Regular Savings Account	\$26,104.01
Liabilities:	
Total Liabilities: None	0
Total Assets, Less Liabilities	\$26,104.01



Veterans Day 11/11/2003

Chelmsford Housing Authority
Denise Marcaurette, Chairman

Over the past year, the Chelmsford Housing Authority has made progress in meeting the needs of families, seniors and the disabled requiring affordable housing. Construction finally began on the new 51 unit senior housing development in N. Chelmsford. Completion of "North Village" is scheduled for January 2005 and will provide much needed housing to low income seniors.

Currently, the waiting period for state aided elderly/disabled housing is as follows: Local/Veterans 6 months to a year, Local Residents 2 to 4 years, Non-residents 10 years or more. The Section 8 Program continues to assist over 430 families/elderly/disabled in the area with rental assistance to live in a private apartment. Our Family Self Sufficiency Program is helping over 30 families improve their education and skills with the hopes of moving them towards homeownership.

The Chelmsford Housing Authority programs as of June 30, 2004 provided a total of 197 units of low-income public housing and 433 Section 8 Vouchers. In addition, the Authority serves as the Management Agent to the Town for monitoring the Affordable Homeownership Units located in Chelmsford.

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



Public Library

Becky Legros Herrmann
Library Director

Library Overview

Town residents, who enjoyed the library during Fiscal Year 2004, also noticed the long lines at the circulation and reference desks and the increased attendance at story hours. Business has been booming! Our total circulation, including interlibrary loan requests, was more than 520,000 items. Our interlibrary loan department is the second busiest in the Northeastern Massachusetts Regional Library System, which encompasses 54 communities stretching from Littleton to the seacoast and from just north of Boston to the New Hampshire border. We also added 1551 more library cardholders.

In addition to the tremendous activity in the circulation department, programming has kept us busy in all other departments. During FY04 we offered 756 programs with 15,172 participants.

These programs included: a community star party -- a visit by author Elinor Lipman -- spooky stories at MacKay -- a hugely popular Harry Potter birthday celebration -- Art in Bloom, a collaborative program featuring flower arrangements by Country Lane Garden Club and artwork by Chelmsford resident Linda Puiatti -- workshops on everything from digital cameras to e-bay to parenting skills -- the return of performance poet Jack McCarthy -- and a fundraising dance for the Friends of the Library and 350th Town Celebration Committee that featured "Book, Blues, Brews, & Barbecue."

We also improved library services by adding more features to our computers, offering wireless access to the Internet and adding new databases. The ambiance of the library was improved with new banners and shelving improvements funded by the Friends. The library's exterior was enhanced with a beautiful stonewall funded by Endowment donations.



Circulation, and Reference

During FY04, residents borrowed 522,714 items including 58,443 inter-library loans. Our overall circulation has increased by close to 10,000 over last fiscal year. MacKay's circulation has held steady. The reference department recorded 18,200 reference transactions including walk-ins, telephone and e-mail requests. In addition to offering electronic resources, we also offered 32 computer-training workshops for both groups and individuals. 213 patrons participated in these workshops. We increased the number of computers with Microsoft Office programs from 2 to 7 and focused on adding to and updating the reference collection's legal, business, and medical resources. We also added to our subscription database collection: The New York Times; College Source, a virtual library with 25,916 complete college catalogs; and Learning Express Library, a source of test preparation materials and practice exams for academic, civil service, military, citizenship, TOEFL, and professional licensing/certification.

Technology

Improvements in technology included:

- Adding Wireless Internet access. This service has brought more students and businessmen into the library.
- Pay for Print- Contracting out printing has resulted in savings on printer supplies and less wasteful printing by patrons.

- Updating the network - Access to Internet resources has greatly improved with the upgrade of the hardware and the software for the public access computers. The new software has also reduced the amount of maintenance required by the staff.

Community Services and Outreach

Our Community Services department offered 302 programs with an attendance of 6069. Our monthly art exhibits & artist receptions with music continue, as do our concert series, poetry slams, and other arts-related events that contribute to the growth of the library as a cultural center for the community.

Our community services department head is also participating in the town's 350th birthday celebrations -by establishing the website



www.chelmsford350.com, and participating on the cultural activities, publicity, and steering committees.

Outreach to the community continues. We host a variety of conversation circles targeted at the non-English speaking population. We have established a collection of Adult New Reading materials for patrons to check out and use in conjunction with literacy programs. We have also added a new collection of Chinese materials including fiction, non-fiction and VCD's, and a new collection of Hindi DVD's. Staff is also participating on a federal grant advisory committee -- "Library Experience: Older Citizens" and working with staff in other libraries who plan programs with the goal of sharing resources and improving library programs.

Children's and Young Adult Departments

During FY04 the children's staff offered 253 programs that were attended by 6177 library patrons. Our summer reading program with a creativity theme was well attended with close to 1000 children participating in programs that included book discussions, arts and crafts. Harry Potter's birthday was celebrated with much fanfare and timed to celebrate the publication of the 5th book in the series. Over 200 children attended a four-hour Open House at Hogwarts Academy of Witchcraft and Wizardry. More than twenty teens worked as volunteers at the party.

During the school year, the Children's Department also offered a special series of events for grades three through six that included song writing, book making and creative writing. We also conducted tours for the 6th graders to learn about homework resources, get a library card and find a good book to read.

The Young Adult department offered 70 programs this year with 1493 participants. This included a teens and tots reading program, Improv theater, middle-school book groups, teen advisory board, Reader's Theater and a poetry contest.

Technical Services Department

Our tech services department worked on cleaning up the database to improve the integrity and accuracy of our online catalog. We added author names to fiction call numbers to make them more useful to staff and patrons. We updated

our Middle School textbook collection in cooperation with the School Department. And in cooperation with the reference department, tech services undertook a major weeding project to clear the shelves of materials that hadn't circulated in over five years, were in poor condition and had no lasting value to the collection

Anna C. MacKay Memorial Library

The MacKay Library staff offered 99 programs this year including a delicious apple pie contest, spooky stories around a campfire with music, a variety of multi-generational programs and the popular Music on the Lawn series. Demand for storytimes remains high with waiting lists. Projects included weeding the collection in preparation of the creation of a friendly sitting space upstairs.

Friends of the Library and Volunteers

As budgets all over the state were slashed, The Friends of the Library have been our saviors – making it possible for us to continue offering the many programs we do at the main library and at MacKay. Funding for Music on the Lawn, puppet shows, classical concerts, authors, poets, summer reading program performers and storytellers all come from the Friends of the Library. During FY04, funds were also spent on furnishings for MacKay, banners for the Main Library and museum passes. We continue to have more than 1600 households who choose to belong to the Friends, and the library very much appreciates all the time and effort the Friends put into their fundraising through the annual book sale. We are also very appreciative of the members of the Friends and the scores of library volunteers who give so generously to the library every day with their time, their smiles and their willingness to help in so many ways.

Trustees

The changing of the guard included welcoming new trustee Pat Wojtas on board in April and bidding a fond farewell to library trustee Barbara Weisfeldt who will continue to help the library with her efforts on the book sale. Bob Sullebarger also stepped down when he moved to Harvard. Linda Hubbard will come on board as interim trustee till the next town election in April of 2005.

Health Department

Richard J. Day
Health Director

Septage and Wastewater Abatement Program

In 2004 the Septage and Wastewater Abatement Program continued its efforts to clean up our waterways. The Board of Health, with the advent of a central sewer system in Chelmsford is now embarking on enforcement activities to insure compliance with local by-laws which will insure a safe water supply. Dye testing, water sampling and issuance of septic system permits will continue in all the non-sewered areas.

Administration and Management

Income for various services and permits was \$31,101.57. During 2004 in addition to inspections of restaurants, septic systems, swimming pools and beaver complains the department made inspections of day care centers, rental housing units, public schools, recreational camps, bathing beaches, International Certificates of Vaccination and all restaurants and retail food stores.

Hazardous Waste and Industrial Wastewater Program

Richard J. Day, Director of Public Health, was reappointed Hazardous Waste Coordinator and Municipal Coordinator to enforce the "Right-To-Know law for Chelmsford. The Board of Health held two Household Hazardous Waste Collection Days this year which were held on November 4, 2003 and April 24, 2004. This program has consistently collected significant volumes of hazardous waste.

Title V

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

West Nile Virus/Mosquito Surveillance Program

The Board of Health office became the collection center for handling of dead birds for the West Nile Virus Surveillance Program. Ten dead birds were reported. The state limited the type and number of birds collected this year but increased the testing of mosquito pools.

Communicable Disease Program

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

Reports of the following diseases were completed during 2004 for the Massachusetts Department of Public Health:

REPORTED CASES OF INFECTIOUS DISEASES			
Campylobacter Enteritis	8	Pertussis	5
Hepatitis B	7	Rubella	14
Hepatitis C	13	Salmonella	7
Lyme	15	TB	41



Immunization Program

The Board of Health sponsored three flu clinics this year: 1,228+ flu vaccine doses were administered at clinics and 35 persons were immunized with pneumonia vaccine. An additional 2,300 doses were dispensed to nursing homes and physicians' offices. Three visits were made to handicapped or house-bound residents. A combined total of 3,500 flu doses were allocated to the Chelmsford Board of Health by the Massachusetts Department of Public Health.

Three-hundred fifty-two immunizations were administered to adults and students in compliance with the Massachusetts Immunization Laws and prophylactically to residents traveling to underdeveloped countries.

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

Immunizations and other health services offered are listed on Town of Chelmsford web page.

BOARD OF HEALTH SERVICES

Pneumococcal (Flu) Vaccine Recommendations

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

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

Immunizations by Appointment

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

Other Services

- TB Testing
- Lead Paint Screening (Age 9 months to 6 years)
- Cholesterol Testing (3x per year - cost \$10) Advertised in paper, Senior Messenger and local Cable TV
- Health Fair or Screenings (As advertised)
- Investigation and control of communicable disease within the town
- General Health Counseling and referral to other health professionals and community agencies
- Maintain and provide to the public the most current educational material available regarding various public health issues and illnesses

Hypertension Screening Program

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

Lead Paint Screening Program

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

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

Recreation Department

Holly Hamilton
Recreation Director

The Recreation Commission is composed of seven members appointed by the Town Manager. The primary reason of the commission is to support and make recommendations to continuously improve and expand the recreational opportunities offered to the Chelmsford community.

The Recreation Department offered over 400 self-supporting programs throughout the year. Some of the successful programs organized in the year 2002 include day trips, ski programs, dance lessons, art lessons, science programs and much more. The Recreation Department will continue to develop programming in response to the growing and changing needs of all populations within the Town of Chelmsford. Recreation programs will be advertised in the *Chelmsford Community Newsletter* and on the town web page at www.TownofChelmsford.us.

We are most thankful to all residents whose support, dedication and involvement contributed to the success of the 2003 Recreation Department program.



Boards & Committee's

Arts & Technology Education Fund (ATEF)

EDWARD MORASSI, Chairman

The 1996 Spring Town Meeting approved an amendment to their General By-Laws be adding Section 13 to Article VII entitled **Chelmsford Arts and Technology Education Funds (ATEF)** through the combined efforts of Evelyn Thoren and George Ripsom. The purpose of this fund is to provide supplemental funding to support local educational initiatives and projects. Thanks to your generosity and support the ATEF has received over \$55,000 since its inception in November 1996. There has been \$32,275 in grants awarded to date. Through investment strategies The committee is currently working on investment strategies and researching other financial resources in order to create a lasting fund and insure continued and consistent awards. The ATEF has developed a website that makes all our applications and information available at the Town of Chelmsford website.

Chelmsford is the first town to have a By-Law in place that specifies the application process, committee make-up and limitations. The Spring 2004 Applications and copies of the applications along with the By-Law were distributed in January 2004 to each school through hard copy and email. The awards were distributed to Deborah Dubray at Byam School for *Using Pedometers in Physical Education*, Mary Moriarty at Parker Middle School for *Grade Seven Interdisciplinary Research Project*, Mary Brockmyre-Martin at McCarthy Middle School for *Visual Literacy & Media Project*, Carol Bruell at Chelmsford High School: *Chromosome Simulation*, Cheryl Pulkowski at Center School for *HP Color LaserJet Printer*, Ellen Shields at Center for *NEC LCD Projector*, and Madalena Alves at Center for *Kid Pix*. The committee received completed applications by March 31, 2004. Teachers and School Councils apply for these funds. Project Summary forms are required from current and previous awardees prior to consideration for any additional future new projects. Awards were announced at the Board of Selectmen's Meeting in June 2004. The next applications will be distributed in January 2005 and the deadline for the next academic year is March 31, 2005.

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

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

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

Celebrations Committee

Walter R. Hedlund, Chairman

The 37th Annual Fourth of July Celebration was a great success, thanks to the Chelmsford Lions Club, Community Band, Art Society, Rotary Club, 350th Anniversary Parade Committee, and many other volunteer organizations.

We are grateful for the efforts and assistance of the Department Heads and personnel of the Highway Department, Parks, Police, Fire, Board of Selectmen and Town Manager.

A special thank to the Chelmsford Police Auxiliary and Explorers Troop for their many volunteer hours.

Commission on Disabilities
Leonard Olenchak, Chairman

The Chelmsford Commission on Disabilities held ten meetings during the past year. Meetings are held in the Town offices on the third Tuesday of each month at 7:00 p.m. We may be contacted at 978 250 9689 or through our e-mail address (seccodd@aol.com). "Access Issue Feedback" forms are available at the Town Offices, Senior Center, and both libraries.

The Commission actively participated in a variety of programs:

- Awarded scholarships in conjunction with SPEDPAC.
- Funded voice over program at Chelmsford Telemedia, allowing sight impaired citizens to audibly receive the listings on the Chelmsford Bulletin Board
- Worked with school officials concerning accessibility issues at several Chelmsford schools
- Participated in the Chelmsford Organizations/Commissions Fair.



Along with these accomplishments, we sustained our efforts to address buildings, grounds and parking access issues in town. It is our committed goal to seek all opportunities to make Chelmsford more handicap accessible for our disabled citizens.

The members of the Commission wish to express their appreciation to Town Manager Bernard Lynch, and many other Town officials and citizens who have supported our efforts this past year on behalf of our disabled community.

Cultural Council
Linda Carney, Chair

The Chelmsford Cultural Council is assigned with the task of regranteeing funds given through the generosity of the Massachusetts Cultural Council. Our Council is committed to funding a cross

section of local artists, environmental educational projects, and collaborative proposals that bring together artists, organizations, and local cultural groups in projects that serve Chelmsford residents. Grant applications can be downloaded on line @ www.massculturalcouncil.org, or picked up at the Town Offices, the Main Library or at the MacKay Library. Our annual grant deadline is October 15th.

Current members of this Town Manager-appointed board are Lois Alves, Linda Carney, Jeff Carney, Sandy DeVore, Karen McHenry, Anne-Marie Messier, Sheila Schultz and Carolyn Wiljanen.

Five of the ten grants awarded in 2003 have a direct impact on Chelmsford's 350th Celebration. Our 2003 grant recipients cover a large cultural scope including music, videography, historical documentation, art, stained glassmaking and children's literature.

Historical Commission
Linda Prescott, Chairman

During the past year, the Historical Commission has continued with its always present projects. These projects include historic inventories of structures and sites over 100 years old and placing a plaque on the structure or site identifying the age and original owner. These surveys include a site visit, footprint map, photos and a deed, tax, and a vital statistics search. Finished surveys are placed on file with the Town and the State Register. The Commission has petitioned to place Red Wing Farm on the National Register and will have petitioned the National Register for the Hill Jock House and the Rev. Parkhurst House by the end of the fiscal year. The Commission Continues to work with the Middlesex Canal Association and the Community Preservation Committee.

The Commission has been very involved with preservation. This spring the Hill Jock House moved threw town to it's new home, followed this summer by the Fiske House Barn. The Commission is working to have the Rev. Parkhurst House moved to save it from demolition and the sale of Red Wing Farm for preservation. The Commission continues to work toward the



preservation of the North Town Hall. The Commission is becoming an information resource for contractors and citizens as they rehabilitate their homes and businesses. This past spring, the Commission sponsored a Demolition Delay By-Law. Although, it did not pass at the spring town meeting, we did listen, have rewritten the By-Law to meet the needs of our community and is on the fall town meeting agenda.

For the Town's 350th Anniversary, the 200+ inventories the Commission has on file have been scanned and are being edited to be accessible through the Town's Web Site early next year.

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

Holiday Decorating Committee
Linda Harrington, Chairman

Departmental Mission Statement

The Holiday Decorating Committee is a group of volunteers who arrange and implement the Holiday Lighting and Prelude Ceremony in Chelmsford Center the first Sunday in December. The committee, with the help of several interested individuals and groups, physically puts up and takes down all the lights on the shrubs and trees on the Chelmsford Common, the Old Town Hall and the Chelmsford business district. In addition to the lighting, the committee also organizes musical talent who volunteer their time, arrange the hay rides, assist "Piney the Talking Tree" and "Santa" with more than 750 children who come to see them.

Budget

While the Town sanctions the Committee, we receive no funds and work from donations given to us by several groups and individuals. We are especially grateful this year to the Chelmsford Business Association, the Chelmsford Rotary Club, the Chelmsford Fire Union, the Chelmsford Fire Union, the Lowell Five Cents Savings Bank, Enterprise Bank, Northern Bank & Trust and Jeanne D'Arc Credit Union.

Goals and Objectives

Our goal for the year 2004 is to increase and improve on the lights in the new Chelmsford Center. If possible we would like to have additional wagons for the hayrides to make the waiting time less for our increasing number of participants. We will have to secure the necessary funds to do this but feel we will be able to attain our goal. We have increased our number of musical and vocal groups over the years and hope to continue receiving their much-appreciated talents for the upcoming year. We thank the Police, Police Auxiliary, Fire and Highway Departments for their continued help and cooperation, which has made our event possible and a huge success. We feel fortunate to have so many residents support our efforts and thank all those who give so freely of their time and talents to this once a year event.



Finance Committee
Samuel Chase, Chairman

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

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

Each Committee member acts as a liaison to one or more town departments and boards. Committee liaisons meet individually with department heads to review department budget requests. As individual reviews are completed, full Committee meetings are scheduled from December through April to hear, analyze and discuss departmental budgets and warrant articles. Each department or independent board is given the opportunity to present its budget and respond to questions and concerns raised by Committee members. Based on its deliberations, the Committee makes a recommendation on each line item of the budget and each warrant article.

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

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

The Finance Committee also has one or more liaisons assigned to all major capital project committees. Project Liaisons are responsible for keeping the Committee informed about a project’s progress and financial status.

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

Committee Descriptions

Art and Technology Education Fund (A)

Members: 7
Average Number of Meetings: 1 per month
Terms Begin: June
Length of Term: 3 Years
The committee works to provide supplemental funding to support educational initiatives and projects that enhance the curriculum of the Chelmsford Public Schools.

Board of Health (E)

Members: 3
Average Number of Meetings: 1 per month
Term Begins: April
Length of Term: 3 Years
The Board works to protect the public health of the residents. It also has administrative, planning, and policy responsibility for health functions of the Board of Health Office.

Board of Registrars (A)

Members: 3
Average Number of Meetings: TBD according to number of elections in year
Term Begins: TBD
Length of Term: 3 Years
The Board is in charge of administering the town census, voters' registration, and elections.

Board of Selectmen (E)

Members: 5
Average Number of Meetings: 1 per month
Term Begins: TBD
Length of Term: 3 Years
The Board is the Town's body of chief elected officials. The powers and duties include appointing the Town Manager and many committees, issuing certain licenses, enforcing special sections of the by-laws, and regulating the public ways.

Capital Planning Committee (A)

Members: 7
Average Number of Meetings: TBD
Term Begins: TBD
Length of Term: 2 Years
The Committee studies proposed capital outlay, declares rules and regulations, makes investigations, and holds public hearings as it deems appropriate.

LEGEND

(A) Appointed – Complete an application form at the Town Manager's Office, Town Offices, 50 Billerica Road (978-250-5201) 8:30 AM to 5:00 PM Monday - Friday

(E) Elected – Obtain election information at the Town Clerk's Office, Town Offices, 50 Billerica Road (978-250-5205) 8:30 AM to 5:00 PM Monday - Friday

Cemetery Commission (E)

Members: 3
Average Number of Meetings: 6 per year
Term Begins: April
Length of Term: 3 Years
The Commission plans, operates, and maintains the six Town cemeteries as attractive, dignified, and appropriate public burial grounds.

Commission on Disabilities (A)

Members: 10
Average Number of Meetings: 1 per month
Term Begins: June
Length of Term: 3 Years
The Commission works to deal with all disability issues and provide information, referral, guidance, coordination, and technical assistance to other public agencies and private persons, organizations, and institutions engaged in activities and programs intended to eliminate prejudice and discrimination against persons with disabilities.

Conservation Commission (A)

Members: 7
Average Number of Meetings: 2 per Month
Term Begins: June
Length of Term: 3 Years
The commission is responsible for ensuring protection of wetlands and acquiring, managing, and maintaining over 750 acres of conservation and Town Forest Land.

Cultural Council (A)

Members: 9
Average Number of Meetings: 1 per month
Term Begins: June
Length of Term: 2 Years
The Council provides public funding for the arts, humanities, and interpretive sciences by granting funds to individuals and organizations in the community. Its duties also include soliciting community input and assessing local cultural needs.

Finance Committee (A)

Members: 7
Average Number of Meetings: 1 per week (Sep to May)
Term Begins: June
Length of Term: 3 Years
The Committee meets with each Town Department head, considers the merits of the individual budget in terms of the Town's total needs and the limits of the total monies available, and prepares the final budget recommendations for the Annual Town Meeting.

Historical Commission (A)

Members: 7
Average Number of Meetings: 1 per month
Term Begins: June
Length of Term: 3 Years
The Commission works to promote the preservation, promotion, and development of the historical assets of the Town. It conducts research to identify places of historical value and actively urges other alternatives before destroying a historically important building or site.

Historic District Commission (A)

Members: 5
Average Number of Meetings: 1 per month
Term Begins: June
Length of Term: 3 Years
The Commission works to preserve and protect the buildings and places within the Chelmsford Center Historic District.

Housing Authority (E)

Members: 5
Average Number of Meetings: 1 per month
Term Begins: TBD
Length of Term: 5 Years
The Housing Authority works to provide an adequate supply of low and moderate income housing for Town Residents.

Middlesex Canal Commission (A)

Members: 1
Average Number of Meetings: TBD
Term Begins: June
Length of Term: 2 Years
The Commission works to maintain the Middlesex Canal Heritage Park and to inform, inspire, and draw the public to this nationally significant landmark.

Personnel Board (A)

Members: 5
Average Number of Meetings: TBD
Term Begins: June
Length of Term: 2 Years
The Personnel Board works in conjunction with the Town Manager in developing Personnel Rules and Regulations and the classification and compensation system of the town.

Planning Board (E)

Members: 7
Average Number of Meetings: 2 per month
Term Begins: April
Length of Term: 3 Years
The Board is the regulatory agency most responsible for ensuring that development occurs in a manner that is beneficial to the Town. It enforces several acts and reviews all subdivisions, site plans, and the creation of lots on existing ways.

Recycling Committee (A)

Members: 9
Average Number of Meetings: TBD
Term Begins: TBD
Length of Term: 3 Years
The Committee works to reduce solid waste disposal costs by decreasing the quantity of solid waste disposed and increasing the quantity of recyclables collected. The committee also works to increase the number of recycling participants.

School Committee (E)

Members: 5
Average Number of Meetings: 1 per month
Term Begins: TBD
Length of Term: 3 Years
The Committee has general charge of the public schools of the Town. The powers include appointing a superintendent and all other officers and employees of the school, and making rules and regulations.

Sewer Commission (E)

Members: 5
Average Number of Meetings: TBD
Term Begins: TBD
Length of Term: 3 Years
The Commission's objective is to supervise, manage, and control the construction of sewer lines in town. It also works to complete the sewer program that the residents of Chelmsford voted for in 1995.



Sign Advisory Committee (A)

Members: 7
Average Number of Meetings: TBD
Term Begins: June
Length of Term: 3 Years
The Committee reviews and comments on sign permits and applications for other special permits.

Telecommunications Advisory Committee (A)

Members: 4
Average Number of Meetings: TBD
Term Begins: June
Length of Term: 3 Years
The Committee monitors the terms and conditions of the current cable contract. The members also work to assist in the licensing of additional cable service providers to enhance the service options available to the residents.

Town Celebration Committee/4th of July Committee (A)

Members: 5
Average Number of Meetings: TBD
Term Begins: June
Length of Term: 1 Year
The Committee plans and carries out the annual three-day Fourth of July celebration in Chelmsford.

Town Meeting Representatives (E)

Members: 162
Average Number of Meetings: 2 Town Meetings and as Needed
Terms Begin: April
Length of Term: 3 Years
The representatives work to keep abreast of town business and review materials forwarded to members by the Board of Selectmen and the Town Manager.

Veterans Emergency Fund Committee (A)

Members: 9
Average Number of Meetings: TBD
Term Begins: June
Length of Term: 3 Years
The Committee works to provide WWII veterans with financial need in the form of material grants for food, housing, utilities, etc.

Water (Chelmsford Center) Commission (E)

Members: 3
Average Number of Meetings: TBD
Term Begins: April
Length of Term: 3 Years
The Commission oversees the water takers of the Center District and regulates the bylaws as it deems necessary.

Water (North) Commission (E)

Members: 3
Average Number of Meetings: TBD
Term Begins: April
Length of Term: 3 Years
The Commission oversees the water takers of North Chelmsford and regulates the bylaws as it deems necessary

Water (East) Commission (E)

Members: 3
Average Number of Meetings: TBD
Term Begins: April
Length of Term: 3 Years
The Commission oversees the water takers of East Chelmsford and regulates the bylaws as it deems necessary.

Zoning Board of Appeals (A)

Members: 5
Average Number of Meetings: 2 per month
Term Begins: June
Length of Term: 3 Years
The board hears petitions and applications for variances, special permits, comprehensive permits, and several other appeals. The Board also decides, upon appeal, the application of the zoning, subdivision, sign, and building bylaws.

You can volunteer your time as a town official!

**Town Manager's Office
Town of Chelmsford
50 Billerica Road
Chelmsford, MA 01824-2777
(978) 250-5201
Fax: (978) 250-5252**

Town Meeting Reps

The Legislative body of the Town of Chelmsford is a Representative Town Meeting consisting of 162 elected representatives from 9 precincts. Representatives are elected for a three-year term. Following is a listing of all Town Meeting Representatives as of the April 2003 election with the year indicating when their terms expire.

PRECINCT 1

2007

Brad M. Morgan	12 Chatham Rd
Nancy H. Robinson	45 Billerica Rd
Kathryn Brough	14 High St
Barry B. Balan	54 Boston Rd
Peggy Dunn	2 Bridge St
Kathleen A. Tubridy	45 High St

2006

Samuel P. Chase	5 Rivermeadow Dr
Stephanie J. Levell	189 Acton Rd
James P. Lynch	189 Acton Rd
Frances T. McDougall	11 Dawn Dr
Michael N. Raisbeck	85 High St
Laura C. McGuigan	9 Brush Hill Rd

2005

Anthony V. Volpe	144 Warren Ave
Elizabeth A. McCarthy	48 Bartlett St
Robert P. Joyce	103 Turnpike Rd
Marian D. Currier	181 Littleton Rd #404
William E. Spence	91 Billerica Rd
Cynthia J. Kaplan	22 Bartlett St

PRECINCT 2

2007

Terence M. O'Neil	873 Wellman Ave
Linda H. Dalton	12 Dartmouth St
M. Janice Spence	816 Wellman Ave
Phyllis H. Clark	11 Sharon Ave

Reps will fill at a meeting in October

Mark T. Connors **Resigned May 11, 2004 ***

2006

William F. Dalton	12 Dartmouth St
Janet E. Murphy	348 Wellman Ave
Jeffrey W. Stallard	103 Tyngsboro Rd PO 2004
Stanley W. Norkunas	58 Church St
John W. Thompson	14 Arbor Rd
Charles D. Mullen	65 Newfield St

2005

George L. Merrill	108 Dunstable Rd
Francis G. Miskell	38 Groton Rd
Bruce J. Harper Sr	9 Harvard St
Patricia E. Kahl	47 Gay St
Mary Jo Welch	31 Kennedy Dr
Dana R. Yeomans	15 Tobin Ave

PRECINCT 3

2007

Robert M. Leavitt	18 Main St
Jodie L. Murphy	70 Jordan Rd
David W. Hadley	40 Campers Trail
H. Steve Flynn	13 Dayton St
Carol W. Merriam	8 Lovett Ln
Nancy J. Knight	29 Stonehill Rd

2006

James F. Dolan, II	37 Drexel Dr
Harold I. Matzkin	E24 Scotty Hollow Dr
James P. Spiller	96 Meadowbrook Rd
Alan N. Cote	12 Doral Dr
Christopher T. Garrahan III	4 Maynard Circle
Judith A. Straeffler	5 Barry Dr

2005

John P. Emerson, Jr.	8 Loiselle Ln
D. Lorraine Lambert	91 Main St
George R. Dixon, Jr	15 Edgelawn Ave
Michael F. Curran	58 Crooked Spring Rd
Michael F. McCall	151 Main St
Thomas E. Moran	19 Dennison Rd



PRECINCT 4

2007

Cathleen H. Latina	15 Jessie Rd
Daniel J. Sullivan, III	4 Shedd Lane
Helen A. Manahan	26 Muriel Rd
Raymonde R. Legrand	20 Oak Knoll Ave
Robert O. Gardner	4 McFarlin Rd
James H. Comeau	29 Robert Bigelow St

2006

George A. Ripsom, Sr.	33 Porter Rd
Dennis P. Sheehan	61 Moore St
Sheila E. Pichette	26 Shedd Ln
Linda A. Jones	242 Riveneck Rd
Billy L. Martin	9 Vincent St
Elizabeth M. Ripsom	33 Porter Rd

2005

Scott E. Johnson	25 Samuel Rd
Marlene Cote	28 Sprague Ave
Brian P. Latina	15 Jessie Rd
John G. Coppinger	20 Ansie Rd
Henry A. Houle	1 Pearson St
Mark A. House	12 Donald Ave

PRECINCT 5

2007

Philip M. Eliopoulos	161 Proctor Rd
Susan Carter Sullivan	16 Country Club Dr
Carol A. Kelly-Suleski	8 Buttercup Ln
Charles Wojtas	24 Elm St
Dean Carmeris	20 Higate Rd
Beverly A. Barrett	3 Delpha Ln

2006

W. Allen Thomas, Jr.	374 Littleton Rd
Kathryn A. Torres	77 Hunt Rd
Judith A. Tavano	7 Lambda Ln
Patricia Wojtas	24 Elm St
Chris L. Perkins	10 Warwick Dr
David P. McLaughlin	110 Garrison Rd

2005

Kathleen Curran	5 Kenwood St
Evelyn S. Thoren	18 Pinewood Rd
Judith B. Mallette	13 Wedgewood Dr
Cheryl M. Perkins	10 Warwick Dr
Glenn R. Thoren	18 Pinewood Rd
Stephen J. Mallette	13 Wedgewood Dr

RESERVE LIST:

Matthew D. Thoren

PRECINCT 6

2007

Susan Kupor McHugh	63 Dalton Rd
Janet G. Dubner	46 Dalton Rd
Pamela H. McKenna	60 Hornbeam Hill Rd
Nancy W. Kaelin	22 Fairbanks Rd
Donald F. VanDyne	29 Brentwood Rd
Edmund N. Roux	4 Wiggin St

2006

Judith A. Olsson	8 Scott Dr
David J. McLachlan	51 Brentwood Rd
Glenn L. Doherty	8 Hillcrest Dr
Stuart G. Weisfeldt	8 Leitrim Ln
Marianne J. Paresky	10 Smith St
M. Elizabeth Marshall	16 Colonial Dr

2005

John P. Kivlan	123 Dalton Rd
Ralph M. Nebalski	10 Sunset Ave
Mary E. Frantz	34 Miland Ave
Howard J. Hall	5 Hillcrest Dr
Norman J. Aubert, Jr	14 Hidden Way
Alexander E. Buck	6 Bellevue St

RESERVE LIST:

Jeffrey A. Hardy



PRECINCT 7

2007

Kevin E. Porter	48 Abbott Lane
Bernard A. Ready	31 Clover Hill Dr
Leonard W. Doolan, III	52 Amble Rd
John S. Goffin	19 Cathy Rd
R. Kenley Freeman	67 Amble Rd
Linda J. Fall	225 Littleton Rd #10-111

2006

Katherine H. Duffett	47 Thomas Dr
Gail F. McCall	8 Chestnut Hill Rd
Dwight M. Hayward	59 Amble Rd
Thomas E. Mills	21 Wagontrail Rd
Joan D. Morrison	85 Westford St
Thomas R. Fall*	225 Littleton Rd #10-111
*Moved up 4/16/04	
Robert F. Sullebarger	resigned 4-16-04

2005

Dennis J. Ready	2 Abbott Ln
Pamela L. Armstrong	15 Amble Rd
Donna L. Ready	2 Abbott Ln
Stratos G. Dukakis	10 Galloway Rd
Peter Dulchinos	17 Spaulding Rd
Paul F. Gleason	30 Pine Hill Rd

PRECINCT 8

2007

Karen M. DeDonato	4 Archambault Way
Christine H. Walsh	17 Old Farm Way
Richard J. Day	6 Merilda Ave
Rachael A. Haded	6 Sycamore St
Ralph J. Hulslander, Jr.	74 Smith St
S. George Zaharoolis	191 Princeton St

2006

Carol C. Clevon	4 Arbutus Ave
Jodi L. O'Neill	12 Walnut Rd
Alexander W. Gervais	5 Arbutus Ave
Mary E. Tiano	1 Spruce St
Samuel Poulten	16 Berkeley Dr
John E. Abbott	384 North Rd

2005

Deborah Villano	10 Gregory Rd
Angelo J. Taranto	8 Charlemont Ct
William C. Curry	15 Overlook Dr
Walter A. Clevon	4 Arbutus Ave
Gail T. Zaharoolis*	191 Princeton St
*Moved up replaced J. Johnson 4/9/04	
Jennifer C. Connor **	2 Sycamore St
**Reps voted to fill vacancy 4/21/04	
Joyce Johnson	Resigned 2/23/04
Richard Johnson	Resigned 2/23/04

PRECINCT 9

2007

Robert P. Mackey	47 Old Stage Rd
Barry K. Hamill	55 Clarissa Rd
Francis J. Barre	3 Sandra Dr
Donald Philip-S. Elias	28 Regina Dr
Ednah C. Copenhaver	2 Waco Circle
James W. Young	39 Cambridge St

2006

John M. Shaw, Jr	2 Peders Pl
Doris M. Briggs	26 Clarissa Rd
Arthur Carmen	6 Howard Rd
J. Stephen Clark	11 Smokerise Dr
Matthew X. O'Brien	21 Regina Dr
Gary A. Mathews	19 Clarissa Rd

2005

Thomas A. Newcomb	9 Clarissa Rd
Leonard E. Westgate	7 Wildes Rd
John G. Harrington	149 Boston Rd
Susan B. Graves	17 Clarissa Rd
Will L. Perry	42 Concord Rd
James L. Hickey	104 Kristin Dr Ext

RESERVE LIST:

Scott D. Berglund
Mary A. Gregoire

Elected Officials

CHELMSFORD ELECTED OFFICIALS 4/6/04

CEMETERY COMMISSION

(3 yr Term - elected)

Jean R. McCaffery, **Chr**
201 Old Westford Rd. 256-5333 2006

Peter S. Pedulla
31 Brentwood Rd 256-7062 2005

Gerald L. Hardy
11 Meehan Drive 256-6717 2007

CONSTABLE (3 yr Term - elected)

William E. Spence
91 Billerica Road 256-4581 2007

BOARD OF HEALTH (3 yr Term - elected)

Peter Dulchinos
17 Spaulding Road 256-5256 2005

Ann Marie Roark
9 Natalie Rd 256-6614 2006

Earnest Wu
255 North Rd #28 256-8976 2007

HOUSING AUTHORITY (5 yr Term - elected)

Denise Marcaurette
7 Whippetree Rd 256-0942 2005

Leonard E. Westgate
7 Wildes Rd 256-3796 2006

Gail F. Hunter
8 Buckman Dr 256-4058 2007

Mary E. St. Hilaire
212 Dalton Road 256-0308 2008

Andrea MacMillan (Govnr Appt)
28 Warren Ave 455-4276 7/16/2008

LIBRARY TRUSTEES (3 yr Term - elected)

Margaret E. Marshall
2 Draycoach Drive 251-1296 2005

Elizabeth A. McCarthy
48 Bartlett Street 256-6871 2005

Eric G. Groves
2 Wedgewood Dr 256-2881 2005

Carol L. Sneden
4 Laredo Dr 256-2327 2006

Linda K. Hubbard (Appt 7/04)
7 Ranch Rd 256-1891 2005

Fill Vacancy

Patricia Wojtas
24 Elm St 256-4989 2007

Steven P.L. Maloney
10 King St 256-8538 2007

Robert F. Sullebarger, Resigned 6/22/04

MODERATOR (3 yr Term - elected)

Dennis E. McHugh
63 Dalton Road 256-6842 2005
2 Chelmsford Street (office) 256-3330

PLANNING BOARD (3 yr Term - elected Alternate elected 2 yr term)

Robert C. Morse
45 Clarissa Road 256-5147 2005

Christopher Garrahan, **Chr**
4 Maynard Circle 251-3673 2005

Pamela L. Armstrong
15 Amble Rd 256-8767 2006

James P. Good
4 Burning Tree Lane 256-2686 2006

Robert P. Joyce, **Clk**
103 Turnpike Rd 256-8267 2006



PLANNING BOARD (Continue)

Charles Wojtas, **VChr**
24 Elm Street 256-9089 **2007**

Susan C Sullivan
16 Country Club Dr. 256-3388 **2007**

Michael W. Pacitto **Alternate**
17 Chestnut Ave 256-4379 **2005**

SCHOOL COMMITTEE (3 yr Term - elected)

Angelo J. Taranto, **Chr**
8 Charlemont Ct 251-8205 **2005**

Sheila E. Pichette
26 Shedd Lane 452-5919 **2005**

Thomas E. Mills
21 Wagontrail Road 256-3944 **2006**

Kevin E. Porter, **Clerk**
48 Abbott Ln 250-7478 **2007**

Evelyn S. Thoren, **V Chr**
18 Pinewood Road 256-1122 **2007**

SELECTMEN (3 yr Term - elected)

Stuart G. Weisfeldt, **Chr**
8 Leitrim Lane 256-7902 **2005**

William F. Dalton
12 Dartmouth Street 251-3259 **2006**

Philip M. Eliopoulos, **VChr**
161 Proctor Rd 256-2388 **2006**

Thomas A. Newcomb, **Clerk**
9 Clarissa Rd 256-4748 **2007**

Michael F. McCall,
151 Main Street 251-3157 **2007**

SEWER COMMISSION (3 yr Term - elected)

John F. Souza
123 Stedman Street 256-6478 **2005**

Richard J. Day
6 Merilda Avenue 251-3382 **2005**

George F. Abely
87 Swain Road 251-8472 **2006**

John P. Emerson, Jr.
8 Loiselle Lane 251-3654 **2007**

Barry B. Balan
54 Boston Road #10 256-8234 **2007**

Town Directory

TOWN DEPARTMENTS & SERVICES

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

COMMUNITY VISION STATEMENT

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

Adopted, Board of Selectmen July 1993



COMMUNITY PHONE NUMBERS

UTILITIES & OTHER USEFUL NUMBERS

Cable TV—AT&T ComCast	888-663-4266
Citizen Info Service (Secretary of State)	800-392-6090
Chelmsford Forum Ice Skating Rink	978-670-3700
Keyspan Gas	800-548-8000
Local Access—Chelmsford TeleMedia Corp.....	978-251-5143
Massachusetts Electric	800-322-3223
Post Office (Center Chelmsford)	978-256-2670
Post Office (North Chelmsford).....	978-251-3146
Registry of Motor Vehicles.....	800-858-3926
Trash—Russell Disposal.....	888-870-8882
Verizon Phone Service.....	800-870-9999
Water Districts	
Center District	978-256-2381
East District.....	978-453-0121
North District	978-251-3931

STATE & FEDERAL OFFICIALS

U.S. Senator John Kerry	617-223-2742
U.S. Senator Edward M. Kennedy.....	617-223-2826
U.S. Congressman Martin Meehan.....	978-459-0101
State Senator Susan Fargo	617-722-1572
State Representative Cory Atkins (Precincts 1,9).....	617-722-2040
State Representative Thomas A. Golden Jr. (Precincts 2,6,8)	617-722-2575
State Representative Geoffrey D. Hall (Precincts 3,5,7)	617-722-2320
State Representative David Nangle (Precinct 4).....	617-722-2230

CHELMSFORD PUBLIC LIBRARY



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Town of Chelmsford
50 Billerica Road
Chelmsford, MA 01824
Website: www.TownofChelmsford.us

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