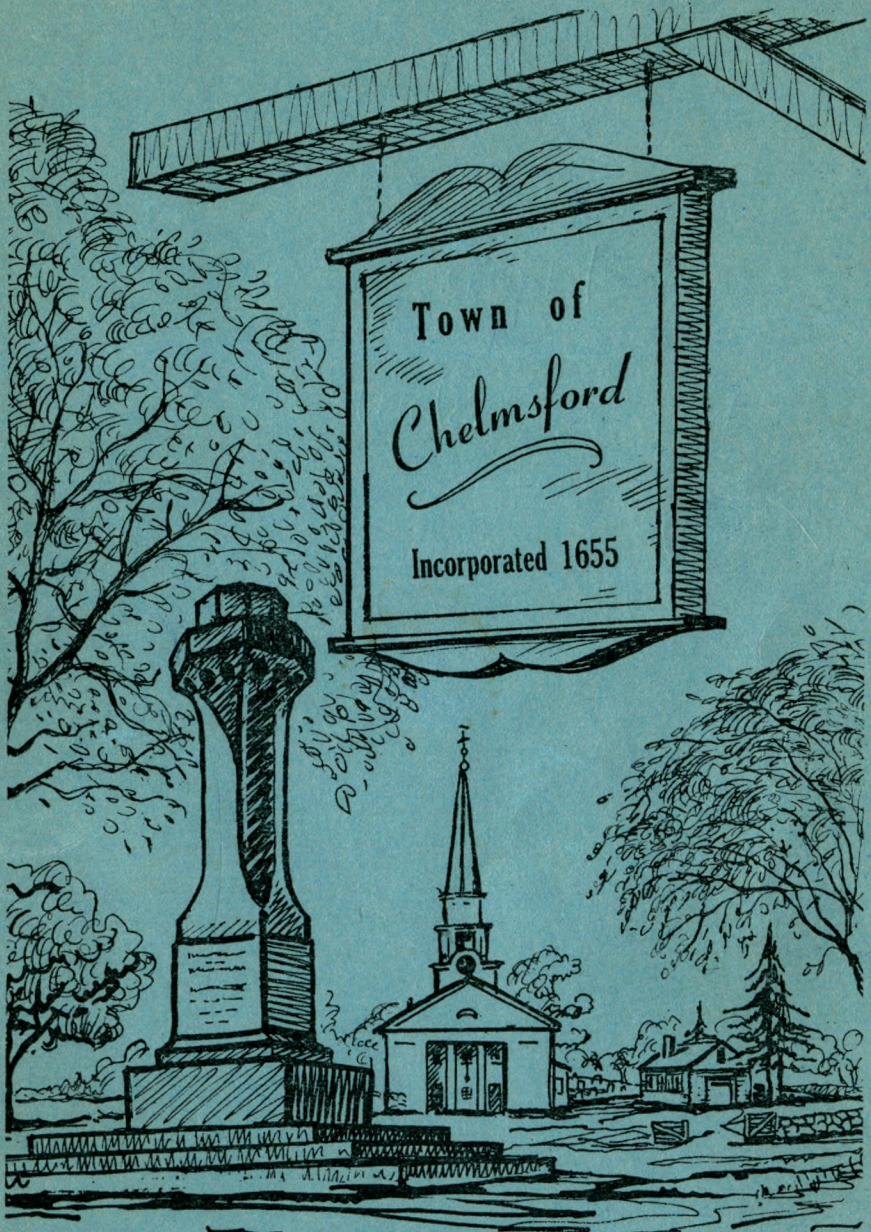


G.A. PARKHURST

Editor: Betty Churchill

"Know Your Town Committee" - Barbara
Parkhurst-Ch.



Know Your Town - A Citizen's Guide to Chelmsford Government, Prepared and Published by

The League of Women Voters of Chelmsford 1958

2019. 6. 2 TO CAROL MERRIAM
FROM LIZ MARSHALL

"to the honourd John Endicot Esqr. Gouvnr: with the rest: of the honord Magistrats and deputies at the Generall Courte now at Boston assembled: . . . we your humble petitioners: . . . who Vpon our Vewing the lands as abousaid doe find a tracke of land; which bordereth Vpon the Riuer Merimake: nere to Paatooket, which we doe find: a very Comfortable place to acomidate A company of gods people Vpon: that may with gods blessinge and Asistance Liue Comfortable Vpon: and doe good in or places for church and Comon wealth, which many of Vs your petitioners are throw our nesisitys for wante of acomidationes some neuer hauing any and some others: but Very Litle a Comidation soe yt we canot subsiste excepte we doo take some care to Looke out in away or god for our Comfortable Subsistance, and now we yr humble petitioners doe intreate this honoured Courte for our Comfortable Suply: would please to grant to Vs soe much land: as may be Comfortable for a plantation: . . .

Your humble servantes.

Benjamin Butterfeilde	Thomas Chamberlin	William Hartwell
John Parker	Joseph Parker	Robert Proctor
Isac Lerner	John Sternes	William Butricke
James Parker	Jacob Parker	Babtis Smedley
George ffarley	Henery Foster	Richard Hildreth
Richard Griffin	William Chamberlin	Thomas Briggam
James Blood	John Nutinge	Daniell Bloggett
John Smedley	Edmonde Chamberlin	John Hall
Roger Draper	John Baldinge	William Hall
William ffletcher	Thomas Adams	

—from the original manuscript of this petition,
addressed in 1652 to the General Court at Boston.



KNOW YOUR TOWN—A CITIZEN'S GUIDE TO CHELMSFORD GOVERNMENT

Prepared and Published by

The League of Women Voters of Chelmsford

ILLUSTRATED BY ANN COTTON

MAP BY ROBERT COLBATH

This handbook has been prepared by the League of Women Voters of Chelmsford as a first step in the education of its membership in the field of town affairs, and as a service to our fellow townspeople. It is intended to show the structure, operation and services of our town government whose ultimate effectiveness depends upon the individual responsibility of us all, as citizens.

Its publication has been made financially possible in part by the generous contributions of Chelmsford citizens to this League's first finance drive. Their support is gratefully acknowledged.

The Chelmsford League is further indebted to the various Department heads and town officials for their help in our efforts to make the material in this manual accurate and useful.

The League of Women Voters is a non-partisan, national organization whose purpose is to promote political responsibility through active and informed participation in government. It does not endorse candidates or parties, but it may support legislative measures which seem, after study, to be in the best public interest.

Price, 50 cents a copy

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"LET THE CHILDREN GUARD WHAT THE SIRENS HAVE WON"

"May 18, 1653

... "the court doth graunt the peticoners of Concord and Woobourne the track of land menconed in their peticon . . ." Thus, in 1653, twenty-nine citizens of Concord and Woburn, seeking new lands to cultivate, more food and more room than was available to them in the established communities they were about to leave, settled on a tract of land six miles square which was to become, in part, the town of Chelmsford. The grant was made on two conditions: that the Indians be reimbursed for their cultivated land around Robin's Hill by provision of an equal amount of fertile land near their fishing grounds at the Pawtucket Falls on the Merrimack River; and that twenty families be living in the new settlement within two years and a church organized.

Of these twenty-nine original petitioners, nine made homes here and remained for a lifetime. As soon as these families had become established they looked about for a church and minister. Early in the fall of 1654 they sent a committee to Wenham and invited Rev. John Fiske and his parishioners in that town to come and unite with the people of Chelmsford to form a church. On the 13th of November 1655, Mr. Fiske and his people organized the church of Chelmsford.

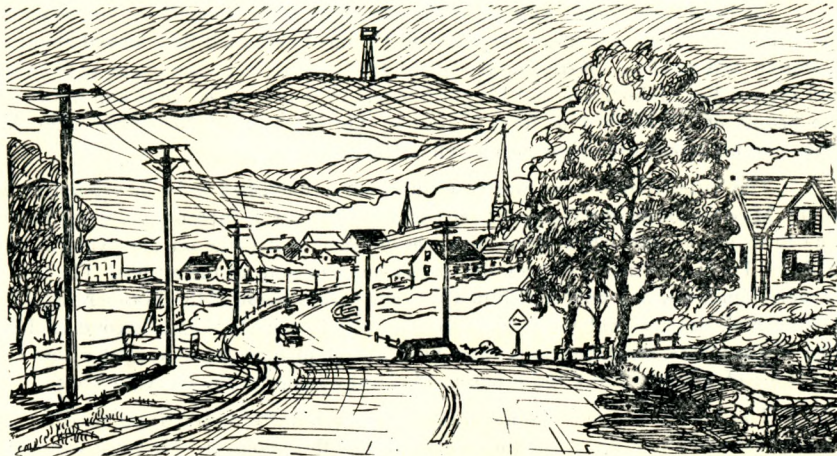
The little frontier town was now sufficiently established to be incorporated and at the May session of the General Court of 1655 the act of incorporation was passed. The town was named Chelmsford, after the town of that name on the river Chelmer in Essex, England, which had been the former home of some of the settlers. The twenty or more families which now constituted this northern outpost of the Massachusetts Bay Colony had already held two town meetings, the first in 1654, the second in 1655. The house where these meetings were held is said to have been located a few rods northeast of the so-called Crosby house, 14 Crosby Lane, in the Center village.

The town's original six-mile tract was soon outgrown, and from time to time the settlers petitioned the Court for enlargement of their domain. Always it was necessary to consider the Indians when petitioning for additional land. The Pawtucket or Pennacook Indians, the foremost of the five New England tribes, had their headquarters at Wamesit, at the confluence of the Concord and Merrimack rivers, and the area around Pawtucket Falls was their fishing ground. The Rev. John Eliot, Apostle to the Indians, was alert to the interests of his "praying Indians" along the Merrimack and concerned to keep relations between whites and Indians harmonious. Joint ownership by whites and Indians was tried and abandoned as impractical, but each grant to Chelmsford in those early years was matched by a smaller grant for the Indians. As the outlying settlements became more self-sufficient the boundaries continued to change, shrinking here and stretching there. From the town at different times were set off parts of Westford (1729), Littleton (1725), Dunstable (1755), Carlisle (1780) and Lowell (1826).

Though there were sporadic Indian uprisings, Chelmsford suffered less than many towns in the colony. Passaconaway, chief of the Indians along the Merrimack, had made a treaty with the English in 1644 and when, in 1660, he resigned the sachemship to his son, Wannalancet, he charged him to keep peace with the white man. The Rev. John Eliot, coming to the Pawtuckets in 1653 to preach the Gospel, and General Daniel Gookin, appointed superintendent of the Indians, did good work

among them, and for the first twenty years relations between the people of Chelmsford and the Indians were friendly. Passaconaway's counsel to Wannalancet, and the influence of Wannalancet and the friendly Wamesits, saved Chelmsford from the worst of the Indian terror.

During the period of unrest and dissension preceding the Revolutionary War, the attitude of the people of Chelmsford indicated no desire for revolt against the mother country, but a firm insistence on their rights as British subjects. (In 1773 a committee representing the people of Chelmsford instructed their representative in the General Court that, "*We mean, therefore, to preserve this union Inviolable at all Hazards and we are Determined in a manly, firm, virtuous, and joint way, neither cajoled on the one hand nor Intimidated on the other, to Secure and Defend our liberties . . . IN FREEDOM WE'RE BORN AND IN FREEDOM WE'LL DIE.*") However, when it came time for action, Chelmsford Minute Men hurried to battle at Concord, and there were sixty-eight from Chelmsford in the battle of Bunker Hill.



The necessity for common defense against the Indians, and the hardships of the Revolution, bound the townspeople together for the common good, and during the intervals of peace the town prospered as it grew. The settlers had lost no time in arranging for their needs. Choosing new inhabitants carefully for their reliability and their ability to contribute a trade or profession to the local economy, the settlers provided themselves with the necessary facilities for self-sufficiency.

Early shelters like Josiah Richardson's dugout in the side of a convenient banking were soon replaced by frame buildings made with boards planed at Samuel Adams' sawmill on River Meadow brook; Daniel Waldo's grist mill was in operation by 1695, when he agreed "*to grind the Towns Corn well.*" In quick succession, other mills were established which testified to the industry and ambition of the settlers. A forge for manufacturing iron from bog ore was set up on Stony Brook; a fulling mill for the dressing of homespun cloth was erected on Mill Brook; a tanner, John Lowell, was admitted an inhabitant in 1682 if he promised to follow his trade (later, Chelmsford's tanning industry grew until there were eight or ten tanning vats by the small brook on Bartlett Street); cider mills were numerous. The early working of limestone quarries on Robin's Hill increased business in the town, for the making of lime required

a lot of fuel, and the coopers were kept busy making casks and barrels for the transportation of the lime. (This became an important industry here prior to 1830. There were five lime kilns in Chelmsford and the lime was carted with ox teams to East Chelmsford [now Lowell] to be used in the construction of mills and corporation buildings.) By 1817 granite quarrying was one of the most active businesses in the town, and Chelmsford granite was in such demand for the public buildings of the growing nation that the quarries were unable to keep up with the orders.

A famous early local industry was the manufacture of the first "Lucifer" matches made in this country. This English invention, whose inflammable mixture was a compound of chlorate of potash and sulphurate of antimony dipped in melted brimstone, was manufactured at South Chelmsford in 1835 by Ezekial Byam. The next year, the friction match was patented by a Springfield man, and Mr. Byam purchased the whole patent, introducing the friction match to the public in 1837. The match shop stood on the old road leading from South Chelmsford to the Center, a location known as "Brimstone Corner." From here matches went out all over the country, accompanied by a sales pitch:

*"For quickness and sureness the public will find,
These matches will leave all others behind;
Without further remarks we invite you to try 'em,
Remember all good that are signed by*

E. BYAM."

Ice harvesting, manufacture of brick, glass (Chelmsford glass is now a collector's item), gunpowder, scythes, and Bowie knives; weaving of cotton cloth in the early 19th century, and woolen cloth somewhat later, were among the other very early industries in Chelmsford.

CHELMSFORD TODAY

Economy

Manufacturing is still the largest source of employment in Chelmsford, with 20 firms accounting for 74.6% of those employed in Chelmsford. Five wholesale and 55 retail trade establishments employing 12.8% are second in importance. Poultry raising, fruit growing and dairying follow as the principal farm activities. Local manufacturing, given in order of size of annual payroll for 1956, includes: carbonated beverages (this plant is soon to be relocated), textile machinery parts, wool scouring and carbonizing, wooden boxes and box shook, quarrying and granite fabrication, iron and steel castings, wool top combing, and enameling, lacquering and japanning. Construction, service industries, transportation, finance, insurance and real estate account for the balance of local employment. Latest figures available (September, 1956) show a total of 163 industries with a payroll of \$8,197,000 employing 2,183 in Chelmsford.

Community Life

With a population of approximately 14,000 (latest official figures, 1955 census, show only 11,749; unofficial figures put the 1958 population close to 14,000), it is clear that the majority of our residents are employed in neighboring cities and towns. Chelmsford is now primarily a residential community of homeowners and commuters. The activities and resources available to its residents reflect that fact. The town has its own newspaper, published weekly, but relies upon the metropolitan papers published in Lowell for AP and UP coverage of worldwide news, as well as news of interest to

Chelmsford and surrounding towns. Our local radio stations, WCAP and WLLH, are located in Lowell; our television programs come from Boston and from Manchester, N. H. As part of the Greater Lowell metropolitan area, Chelmsford is part of the Greater Lowell United Fund area, and has no private welfare agencies of its own.

Chelmsford clubs include Kiwanis, Lions, Junior Chamber of Commerce, American Legion (three posts), and Chelmsford Grange. There are three Village Improvement Associations; all schools have Parent-Teacher Associations; there are Boy and Girl Scouts, Cubs and Brownies, League of Women Voters, Chelmsford Historical Society, Chelmsford Garden Club, Unitarian Players, and numerous organizations associated with each of the churches (All Saints Episcopal, St. Mary's Catholic, St. John's Catholic, First Parish Unitarian, Central Congregational, North Congregational, Central Baptist, First Baptist, Methodist, Gospel Hall, and Jehovah's Witnesses.)

There are the Little League, Pony League, Babe Ruth League, Pee Wee League; Silver Spurs Horse Club, South Chelmsford Gun and Rod Club, the 4-H Clubs; there are groups devoted to amateur radio, badminton, bowling, pigeon racing, outboard racing on the Merrimack, archery, and skin diving; the South Chelmsford V. I. A. offers swimming and water skiing instruction at its beach on Baptist Pond during the summer. Fishing is good in Hale's Brook, Mill Pond, Baptist Pond, and Crystal Lake, with trout and bass in the catch. The brooks are stocked by Conservation officers each season, and Crystal Lake is being cleared of small fish and restocked, to improve the angling. Several golf courses, both public and private, are located within a few miles of town; indoor athletic facilities and a swimming pool are available at the YMCA in Lowell. The PTA offers classes in dancing and social etiquette for the younger children; a series of dances, the "Merrimack Valley Sociables," are run privately (by subscription only) for the younger teenagers.

Transportation

Historically, Chelmsford has been strategically located for through transportation. The Old Middlesex Turnpike, chartered in 1805, took the travel to and from Boston on the direct route north. Wagon trains of produce, merchandise and supplies were constantly passing through Chelmsford. Many of the drivers stopped for the night at the Adams' Tavern in North Chelmsford, or at the old Middlesex Tavern. The meadows in the Center village were used for pasturing the caravans of horses and cattle over night. Sheep and hogs, flocks of turkeys, even Cherokee steer from Texas, were driven through town. There were also two, sometimes three lines of stages passing through the village, including the Amherst Stage, which changed horses in Chelmsford, and the Worcester Stage, which met the Concord, N. H. coach at Chelmsford three days a week.

The Middlesex Canal was for a time the most important route from the sea to the back country. The passage boat left the head of the canal in Chelmsford at 8 o'clock on Monday, Wednesday, and Friday, and returned on the alternate days. Though soon outmoded by the advent of the railroad, the Middlesex Canal was a first step towards the solution of the problem of cheap transportation. Fare was 75 cents on the boat, plus 6¼ cents for the connecting stage from Charlestown to Boston, or from Middlesex Village to Lowell. Freight to and from Boston and Concord, N. H. was carried through the canal on long, narrow canal boats, towed by horses at about 3 miles an hour.

The town is more than ever a converging point today. U. S. Route 3 comes southeast from Nashua, N. H. through North Chelmsford and the Center and intersects Routes 110, 129, 4, and 40, continuing south to connect—about 10 miles below Chelmsford Center—with Route 128, Boston's circumferential highway. Route 110 is shortly to be relocated as a new freeway, part of the Outer Belt Interstate Route 495. This will put Chelmsford on the crossroads, with Routes 3 and 110 forming a junction here for north-south and east-west travel.

Bus transportation into Lowell is provided by the Eastern Massachusetts Street Railway Company. Commuting rail connections for Boston and points north, including Canada, may be made in Lowell. Long distance bus service is available by Greyhound and Trailways of New England. Air service is from Bedford Airport and from Lawrence, as well as from Logan International Airport in Boston. Forty-five truck lines provide service to local and long distance points.

PHYSICAL CHARACTERISTICS

Chelmsford lies in the Merrimack River Valley, west of the Concord River, in the northeastern part of Massachusetts just below the New Hampshire border. Located in Middlesex County, it is bordered by Lowell and Tyngsborough on the north, Billerica and Tewksbury (though separated by the Concord River) on the east, Carlisle on the south, and Westford on the west. Its area of 22.54 square miles is divided into six precincts: North Chelmsford, South Chelmsford, East Chelmsford, West Chelmsford, Chelmsford Center, and the Westlands. From Chelmsford Center it is 24 miles to Boston, 40 miles to Worcester, and 225 miles to New York City. Latitude is 42°, longitude 71°.

Its rolling meadows and hills are in general fertile and well wooded, with some areas of sandy plain, and wet lowlands along the numerous brooks which lace through the area. Deposits of lime, granite, clay and bog iron have been important to the economy of the town during its history. Prevailing elevations are from 100 to 200 feet, with highest elevation (Robin's Hill) at 440 feet above sea level.

Major bodies of water include Crystal Lake (formerly called Newfield Pond), Heart Pond (also called Baptist Pond) and Mill Pond. Among the larger streams are Beaver Brook, River Meadow Brook, and Stony Brook.

The climate is closer to that of Southern New Hampshire than to that of Boston and the coastal areas of Massachusetts. Mean temperature in January: 25.0 F; mean temperature in July: 72:1; mean annual precipitation: 41.80 inches.

FRAMEWORK OF GOVERNMENT

It is easier to understand the government of our town, how it functions, what it can and cannot do, if we see it within its framework of state and county controls.

The State

Every exercise of authority on the part of a town must rest either upon some express statutory provision or upon traditional usage. The 312 towns in Massachusetts are subject to the General Laws of Massachusetts. These laws tell what town officers must be elected and define, to a certain extent, the duties of those officers. By these

laws our town government is instructed to provide for the administration of certain essential town functions, relating especially to taxes, welfare, public health, roads, and preservation of the peace. A state agency administers the Civil Service; our School Committee acts as a public officer administering state laws; our teachers are certified by the state.

From time to time the state legislates specifically on behalf of some Chelmsford interest. Our town was incorporated by such a Special Act; a change in our form of town government would require such a Special Act; our By-laws, including the Building Code and Zoning Regulations, though initiated by vote of Town Meeting, may not become effective until certified by the Attorney General as consistent with the laws of the Commonwealth.

We receive considerable financial help from the state. By complicated pro rata formulae, state funds reimburse Chelmsford for part of our expenses for schools, highways, welfare and certain other local services.

The County

Chelmsford is one of the 43 towns in Middlesex County. Though the county is not an important political subdivision in Massachusetts, its authority is felt directly through its administration of the courts. (See page 38). The county is the basic unit and area for the administration of justice.

We elect three county commissioners who are responsible for the administration of county business and care of its property, and for apportioning the representatives to the General Court among the districts of the county after each census.

The county maintains an engineering staff which helps the towns on the planning and maintenance of "Chapter 90" roads; it maintains The Middlesex County Training School (located in Chelmsford), the Jail and House of Correction at East Cambridge, the Billerica House of Correction, and the Walden Pond recreational park in Concord; it administers the programs of the Agricultural Conservation Program and the Extension Service.

The cost of these activities, including the administration of the courts, is divided among the several cities and towns in proportion to their property valuations as listed in a state Tax Apportionment Table. The Commissioner of Corporations and Taxation provides our assessors with an estimate of the amount required for county taxes, and this amount is included among the items of state and county charges detailed on the "cherry sheet" (so-called from its cherry-red color) from which the assessors work when figuring our tax rate. The cost of county operation is thereby hidden in our local tax rate.

The Town

The basic provisions for town government in Massachusetts were set forth in the "Body of Liberties," a body of laws compiled by the General Court of Massachusetts Bay Colony in 1641, and sent out for consideration by the freemen in the towns. This code provided, among other things, that:

"Every man . . . shall have liberty to come to any town meeting, and either by speech or writing to move any lawful, seasonable, and material question . . ." and,

"The freemen of every town or township shall have full power to choose yearly . . . a convenient number of fit men to order the planting or prudential occasions of that town, according to instructions given to them in writing."

On this inheritance we have built our local government. Once a year we gather in town meeting to legislate our affairs for the coming year. We determine what officers we need, we elect our neighbors to fill those offices, we decide how and where to spend our town funds, we appropriate those funds, we adopt and change our By-laws to govern the conduct of Chelmsford inhabitants in local affairs.

The Town of Chelmsford derives its authority for self-government from the Act of Incorporation passed by the General Court in 1655, and as a member of the Commonwealth it has been "*invested with all the powers, privileges, rights and immunities and is subject to all the duties and requisitions to which other towns are entitled and subject by the Constitution and laws of this Commonwealth.*"

Within this framework of state-delegated authority, county justice, and traditional town sovereignty, Chelmsford regulates its affairs to keep pace with its growth. The following chapters in this handbook will detail the powers, duties and responsibilities of the voter (both at election time and in town meeting), the elected and appointed officials, and the specially-created citizen committees, all of whom share the trust of self-government.

ELECTIONS AND VOTING

Nominations

Any interested citizen who is a registered voter may become a candidate for office. Nomination papers must be filed with the Board of Registrars 35 days before elections, and must be signed by a number of registered voters equal to at least 1% of the number of votes cast for governor in the preceding election.

A person may organize a campaign for his supporters to write in his name on the ballot in the space provided. In this case, nomination papers are not required, and if the name and address of the candidate is completely accurate and an (X) is marked beside the name, such a vote will be counted.

Qualifications for Voting

To vote in all elections, a person must be:

1. A citizen of the United States
2. 21 years of age or more
3. A resident of Massachusetts for at least 1 year on Election Day
4. A resident of Chelmsford for at least 6 months on Election Day
5. A registered voter qualified by the Board of Registrars and on their official list.

Registration days are held before all elections. Notices of the time and place are published in the newspapers at least 7 days prior to registration.

Registration is permanent. Once registered as a Chelmsford voter, a citizen may vote in all elections as long as he continues to maintain a residence in Chelmsford. If a voter changes his name, either by marriage or by court action, or moves to another precinct, he must register again.

Registrars of Voters

A Board of Registrars, under state law, has charge of the registration of voters. They prepare the annual Register of Voters divided according to precincts and listing the voters by street address and with political party designations. This registration list is used at the polls at elections.

The 3 Registrars are appointed for a 3-year term by the Selectmen on a bipartisan basis at a salary of \$510. The Town Clerk is an ex officio member of the Board.

Voting Procedure

Primaries

Primary elections are held to select political party candidates for state or national elections. Therefore, a voter going to the polls at a Primary must vote on the ballot of the party of his choice. A person not already recorded as a member of a political party may express his party preference to the ballot clerk at the Primary. This registers him as a member of that party. These recorded party affiliations may be changed later, or a voter may return to an independent status, by requesting the Board of Registrars to have the party designation removed from his name. This must be done at least 31 days prior to the Primary elections.

Elections

Town elections are considered non-partisan. Booths are provided, and the Massachusetts type ballot is used. Write-in votes are allowed as governed by state law. Candidates are elected on a plurality vote.

In accordance with the town By-laws, notification of the forthcoming Annual Election must be given by 12:00 noon February 1st; any other election warrant must be posted 7 days in advance of the election. The warrant gives the date and hours during which the polls will be open, and the location of the polling place for each precinct. These locations are, at present:

Precinct 1	Fire House, Chelmsford Center
Precinct 2	Town Hall, North Chelmsford
Precinct 3	Fire House, West Chelmsford
Precinct 4	School House, East Chelmsford
Precinct 5	Liberty Hall, South Chelmsford
Precinct 6	Westlands School House

The Board of Registrars and the Town Clerk supervise all elections. Thirty-six paid election officials are chosen by the Board of Selectmen, six from each of the six precincts. Their duties are to count the ballots and check the voters' names against the Voting List.

At all elections in Chelmsford—national, state, or local—the voter goes to the designated polling place in his precinct, reports his name to the election officials (who check it against the Voting List) receives a printed ballot, marks it in the privacy of a semi-enclosed booth and deposits it in a locked box.

The regulations governing the marking of the ballot are very specific; an improperly marked ballot cannot be counted. If an error is made, or the ballot is otherwise spoiled, the voter may return it to the election officials and receive another. A voter who is blind, crippled or otherwise handicapped may ask for assistance in marking his ballot.

Absentee voting is permitted if the registered voter is, on Election Day, in a community other than where he is registered, or if he is prevented from going to the polls by physical disability. Written application must be made to the Town Clerk for the ballot, which will be sent to the voter, together with instructions for certifying and mailing it. There is no absentee voting at the Primaries or in town elections.

Voters in Chelmsford elect 45 town officials to administer local government. This handbook discusses the duties and responsibilities of each.

Town Meeting

The first business of Town Meeting is the election of town officers, held the first Monday in March. The second business, that of acting on the articles in the Warrant, is held on the second Monday.

The meeting for the purpose of acting on town business is usually scheduled for 7:30 p. m. in the High School auditorium. The Selectmen may call a Special Town Meeting any time during the year when necessary, and they are required by law to call one if petitioned by 200 voters of the town.

Much advance work goes into preparation for Town Meeting. Budgets have been prepared, the Finance Committee has studied each article and issued its recommendations, hearings have been held and reports issued, the Warrant has been drawn by the Town Counsel, and the Town Report has been delivered to every household.

The Warrant

The Warrant is the call for Town Meeting, and must be posted in one or more public places before 12 o'clock noon on February 1st for Annual Town Meeting, or 7 days in advance of a Special Town Meeting. It states the time and places, and lists in the form of articles the items of business which are to be considered at Town Meeting. Only those items contained in the Warrant may be considered at Town Meeting.

Articles for inclusion in the Warrant for the Annual Town Meeting may be submitted to the Selectmen by any group of ten registered voters. Such an article must be properly worded, clear in meaning and in accordance with the law, and must be submitted by January 21 at 5:00 p. m. Articles for the Warrant of a Special Town Meeting require the signatures of 100 registered voters.

The Moderator

The presiding officer at Town Meeting is the Moderator. This is an elective office for a term of 3 years, at a fee of \$75 per year. It is the Moderator's responsibility as presiding officer to so conduct the meeting that the right of individuals to be heard is protected, and at the same time the majority is able to get action. His power is limited to what transpires at Town Meeting. His duties are defined by the General Laws; also by custom. In general, he conducts Town Meeting in accordance with parliamentary procedure. He appoints the Finance Committee and any committees that are voted by the people at a Town Meeting and for which there is no provision by law or by a motion.

Clerk of The Meeting

The Town Clerk serves as clerk of the Town Meeting, takes the minutes, records the votes, and acts as righthand man to the Moderator. His record of the meeting is printed in the Town Report.

The Business of Town Meeting

Chelmsford conducts its affairs under the Unlimited Town Meeting form of government. All registered voters may attend and vote. The required quorum is 200 voters. The powers and duties of Town Meeting are defined in the General Laws of Massachusetts. In Town Meeting we make, amend, or repeal town By-Laws and zoning laws; appropriate money for annual town expenses and permanent improvements; authorize borrowings of money and issuance of notes or bonds; vote for or

against the establishment of special committees, receive committee reports and recommendations; determine the disposition of measures proposed; pass on the acceptance of streets.

Voters who do not attend Town Meeting are obligated by the actions of those who do.

Every topic, every article brought up at Town Meeting results in a vote, usually preceded by a debate. Although most matters are settled with a simple voice vote, indicating a majority opinion, there are times when a voice vote is not sufficient. On matters which require a two-thirds vote the vote must be counted, unless it is unanimous. A two-thirds vote is required (a) to **rescind** By-Laws at any Special Town Meeting (By-laws may be **accepted** by majority vote at either Annual or Special Town Meetings); (b) to change any zoning ordinance; (c) to appropriate money at any Special Town Meeting; (d) to vote any motion which requires a bond issue. If a vote is questioned, the Moderator may appoint tellers and then ask for a rising vote or a show of hands to be counted. Secret ballots may be used upon written request of 10 people present at the meeting.

Town Meeting is subject to the following limitations: the town By-laws must be approved by the state Attorney General; the tax rate is recommended by the state Commissioners of Corporations and Taxation (their recommendation is generally, though not necessarily, followed); social security, labor laws, and excise taxes are regulated by the federal government; approval of the state legislature is necessary to increase the debt limit or change the law of incorporation.

ADMINISTRATION OF TOWN GOVERNMENT

The Selectmen

"The: 22d: the: 9th: month: 1654

At a Meeting then at William Fletchers Hous there was Chosen to officiate in Ordering the Public affairs of the Place by the Consent of the Major part of the Town for this present year ensuing are as followeth.

Esdras Read: Edward Spaulding: William Fletcher: Isaac Lerner: Simon Thompson: William Underwood: Thomas Adams."

Today we choose three men to "*officiate in ordering our public affairs.*" These Selectmen are chosen at large for 3-year terms, one elected each year. This Board constitutes the governing body of the town, its duties being defined by state law and by the town By-laws. By custom, the senior, or third-year, member acts as Chairman of the Board. The Chairman represents the Board, and it is to him that citizens come with complaints or requests.

The Selectmen receive an annual salary: Chairman, \$750; Board members \$500 each. The Board meets at least twice a month, on the 1st and 15th, in the Town Hall, with numerous unscheduled meetings to handle situations as they arise. These meetings are open to the public.

The Board of Selectmen is responsible for the appointment of approximately 50 town officers and committee members. (See Chart, Page 16).

All town departments must report to the Selectmen at least once a year. However, many of the departments do so more often: the Highway Department and the Selectmen go over and approve monthly work schedules; police and fire chiefs consult with Selectmen before taking any action beyond that of a routine nature.

All vouchers against town appropriations must be approved by the Selectmen for payment before they may be expended by the Treasurer.

The Treasurer must have the approval of the Selectmen before borrowing money, and the Selectmen must sign all notes and bonds for such borrowings.

The Board of Selectmen may declare emergencies during which they may act beyond the limitations imposed by By-laws or other limiting regulations.

In addition to being town officers, the Selectmen are also agents of the state. Some of the duties assigned Selectmen by the General Court, although related to town government, are not subject to control by the town; in such capacity the Selectmen report directly to state officers.

They have important authority given them by the state as a licensing board for the licensing of certain activities and the issuance of permits, as follows:

Liquor licenses (these have to be stamped with the approval of the Alcoholic Beverages Control Commission); Lord's Day permit, to sell articles on Sunday; victualler's license, for sale of anything to be eaten on the premises; bowling alleys; pin-ball machines; auctioneers; Sunday entertainment; auto dealers (new, used, and motor vehicle junk); theatre; weekday entertainment where music is provided; explosives storage (gasoline, oil, dynamite, gunpowder, etc.).

The amount of the license fee is set by the Selectmen, though in certain cases there is a top limit. The fees are paid to the Selectmen's Department and are later transmitted to the Treasurer. License renewals are issued by the Selectmen, except in the case of "Explosives," for which the Town Clerk may issue renewals.

The Town Clerk

The Town Clerk was first the recorder of the actions of the town and he still is. He also records various other types of information required by the General Court. As "official record" keeper he records all births, deaths, marriages, and mortgages on personal property (when you buy a major appliance on the installment plan, and the Bill of Sale is used as security, the seller usually records that sale with the Town Clerk); he records in detail the proceedings at Town Meeting; he has copies of all deeds and other conveyances of town property.

He is responsible for the conduct of elections and the tally of the vote.

He issues marriage, hunting, fishing and dog licenses as well as birth, marriage and death certificates. For all these licenses the Town Clerk collects a fee. The fees are turned over to the town treasury, except where a portion is due the state. The Town Clerk also issues the renewal of licenses to store explosives.

He acts also as clerk of the Board of Registrars and clerk for the Cemetery Commissioners.

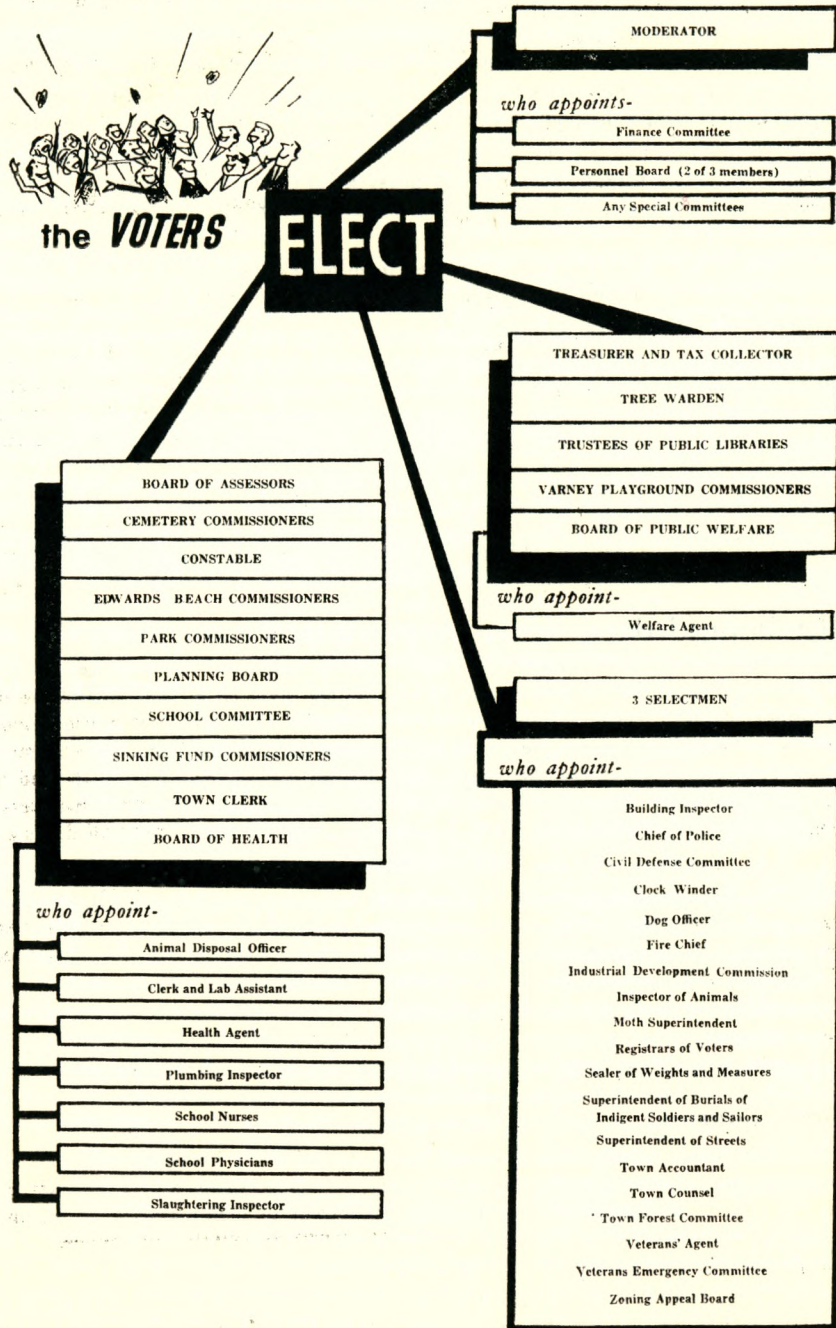
The Town Clerk is elected for a 3-year term at a salary of \$1,550.

Town Counsel

The Town Counsel draws up all Warrants for Town Meetings, contracts for town purchases exceeding \$300, drafts layouts for the acceptance of highways and streets, and writes letters for the Welfare Department to children of recipients for failure to support parents. He gives legal advice to all departments of the town, all boards, committees, appointed and elected individuals.

The Town Counsel is appointed annually by the Board of Selectmen. His annual salary of \$500 covers the services listed above. Special expenses for settlement of

ELECTED AND APPOINTED TOWN OFFICIALS



claims and suits, and prosecution and defense of suits are met by allotment. All bills for legal expenses and services are presented to the Chairman of the Board of Selectmen.

Personnel Board

Chelmsford was among the first towns in the Commonwealth to set up a Personnel Board under the specific authorization given by the Legislature in 1954. By By-law effective March, 1954, the Personnel, Wage and Salary Administration Plan was instituted, to be administered by a Personnel Board.

The Board establishes, reviews and regulates job titles and classifications, grievance procedures, vacations, hours of work, etc., minimum and maximum wage and salary brackets for all town employees (except those under control of the School Committee). Step rate increases and cost-of-living adjustments are set forth in the Plan and increases are voted on at Town Meeting on recommendation of the appointing authority and of the Personnel Board. Periodic reviews of the Classification Plan and Wage and Salary rates are made to insure that the classification and pay of Chelmsford employes are comparable with those for like positions in Massachusetts towns comparable to Chelmsford, and for like positions in commercial and business establishments in the area of Chelmsford.

The Board consists of 3 members: 2 public members appointed by the Moderator for two-year terms, and 1 personnel member elected biennially by the town employes by secret ballot. Members of the Personnel Board serve without compensation.

County-Town Retirement Plan

All regular town employes except school teachers are under the County-Town Retirement plan, administered by the County Treasurer. Under this system, the town is assessed a certain sum annually toward the pension fund (and expense fund), and the employe pays 5% of his wages. The pension is figured on the basis of the amount of money paid in by the employe, and his length of service. Retirement age is 70 years. Fire and Police Department employes are included in the Plan, but are in a special group.

FINANCE

The Finance Committee

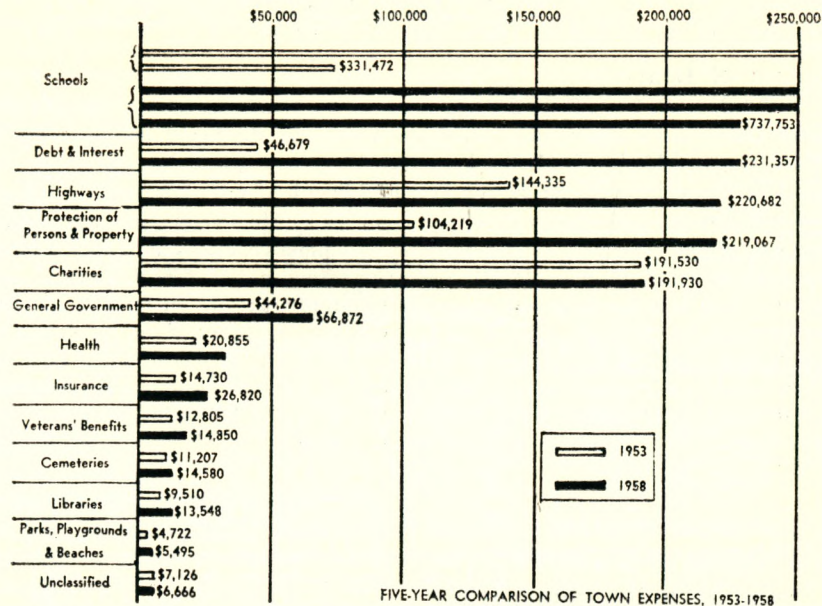
The Finance Committee is the watchdog of the taxpayer's money. By law it is required to consider every matter that is to be brought before an Annual or Special Town Meeting under articles in the Warrant. The Committee consults with the head of each town department, scrutinizing its budget in relation to the entire financial picture. It holds hearings and sends a printed report of its recommendations to all households before Town Meeting. In its report it indicates its recommendations, based on thorough study and investigation, for or against each article in the Warrant.

The Chairman of the Finance Committee stands ready at Town Meeting to give the Committee's recommendations for action on each motion presented.

The 5 members of the Committee are appointed by the Moderator, the Chairman serving for 3 years, the remaining members for 1 year. They receive no salary.

The Budget

The town budget is a consolidation of the budgets of anticipated expenditures and receipts prepared by the officers of the various town departments. These department budgets must be in the hands of the Finance Committee by December 21st. The Finance Committee then prepares the final budget recommendations for Town Meeting.



Appropriations

Money can be appropriated from the tax levy only at the Annual Town Meeting. Money appropriated at a Special Town Meeting may be raised by borrowing, by transferring funds from revenue surplus, or by specifying that it is to come from next year's tax levy, in which case the money may not be spent until after January 1st.

Voters at Town Meeting may appropriate money for a specific purpose only when there is an article in the Warrant to cover the matter.

Town Income

Real estate taxes are the backbone of town finance. The annual tax rate must be so fixed as to provide an income sufficient to meet the appropriations voted at the Annual Town Meeting. This is the particular province of the Board of Assessors, who are public officers governed by state laws and responsible only to the State Commissioner of Corporations and Taxation. They assess all property (real estate and personal) within the town at a fair cash value. They keep a constant check on property turnover and new construction. They set the tax rate. They compute the motor vehicle excise taxes payable by Chelmsford residents. (The rate is determined by the State Commissioners of Taxation and is based on the type and age of the car owned.) They prepare the poll tax list (\$2.00 a year for all men between 20 and 65 years of age) and the valuation list of real estate and personal property, showing the name of the owner, location of property, valuation, and the amount of taxes due. They decide on exemptions from taxes, as in the case of disabled veterans, widows, needy or aged people. These exemptions total about \$400,000 of our assessed property. They also make a list of all non-taxable property in the town (schools, churches, town property, libraries, fire houses, County Training School, etc.). These exemptions total about \$2,800,000.

The Board of Assessors consists of 3 members, one elected each year for a 3-year term. Their salaries are graded: Chief (full-time), \$4,300; Board members (part-time), \$1,275 each. (In 1958 a special situation required 9 months' full-time, 3 months' part-time service from one of the Board members, at a total salary [for 1958 only] of \$3,320.)

Assessments of property are determined at approximately 40% of market value, though the limit under state law is up to 100% of value. Total assessments in 1958 (except automobiles): \$16,699,705.

The formula for figuring the tax rate is:
 Amount of money to be raised ÷ Value of real and personal property = Tax Rate.
 The tax rate in 1958 was \$73 per thousand.

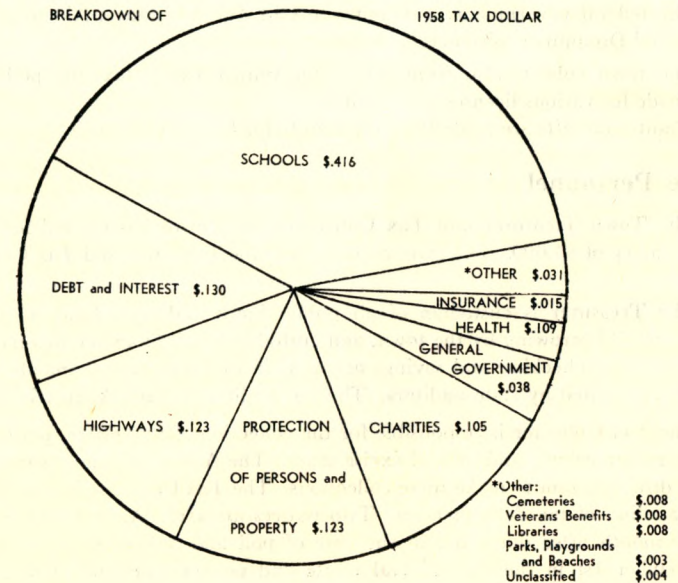
Automobile excise taxes are based on the following valuation of your car:

1st year	90% of F.O.B. price
2nd year	60% of F.O.B. price
3rd year	40% of F.O.B. price
4th year	25% of F.O.B. price
5th year & thereafter	10% of F.O.B. price

The state excise rate in 1958 was \$60.25 per thousand.

Abatements. A property owner wishing to protest his taxes may file a form with the Assessors. If he is not satisfied he may next file a form with the State Appeal Board in Boston and the case will be re-considered. The taxpayer may further appeal this decision by taking it to court.

The Overlay is a sum of money which the Assessors add to the estimated expenditures of the town in figuring the tax rate. The purpose of the overlay is to provide a sum to meet tax abatements and a cushion easing adjustment of the tax rate to the nearest ten cents (to simplify computations). State law allows overlay up to 5%



of the total assessed valuation of the town. After the accounts of the year have been completely settled, any remaining money in the overlay is transferred to a special account called the overlay reserve.

A **Reserve Fund** to permit flexibility in the town budget to meet extraordinary or unforeseen requirements is voted at the annual Town Meeting. This Reserve Fund may not be used to pay bills directly, but the Finance Committee is authorized to make transfers from it for expenditure by a designated board, for specific purposes, named by the Finance Committee.

Excess and Deficiency Fund. When the total receipts of the year are eventually in, the early estimates of revenue may prove to have been either too little or too much. The sum of these excesses and deficiencies is either added to or subtracted from the existing revenue surplus. Funds may be transferred from "E & D" by vote of Town Meeting.

The **Sinking Fund** was created by appropriation many years ago as a reserve for insurance of public buildings. Today all public buildings in Chelmsford are insured, but the Fund remains and interest is added to the principal each year and it continues to grow. As the two libraries are the only buildings whose contents are insured, this Fund could still be useful to cover the loss of the contents of any of our other public buildings. Funds are deposited in five different banks, and in 1957 the total amount was \$45,517.78. The fund is administered by the Insurance Sinking Fund Commission, a board of 3 elected for staggered 3-year terms. They serve without salary.

Other Income Received by the Town. In addition to income from real estate taxes, which is the chief single source of revenue (approximately 90%), the town receives money from the state and federal governments. The state allocates money to Chelmsford from the income tax, the corporation tax, gasoline tax and the meals tax, and grants money for school aid and school building assistance, Chapter 90 roads, and reimbursement for abatement on taxes allowed for incapacitated veterans.

The federal government contributes to Old Age Assistance, Aid to Dependent Children, and Disability Assistance.

The town collects also from the motor vehicle excise tax, the poll tax, and charges made for various licenses and permits.

Grants and gifts are made from the county for Chapter 90 roads.

Finance Personnel

The **Town Treasurer and Tax Collector** (one person) is elected for a 3-year term at a salary of \$4,000. The state requires that the Treasurer and Tax Collector be bonded.

The **Treasurer** is custodian of all public funds and trust funds of the town, negotiator of all borrowing by the town, and custodian of all financial documents. The funds are kept in checking and savings accounts in different banks, and the accounts are regularly audited by state auditors. The last audit was made August 7, 1958.

The **Tax Collector** is responsible for the collection of real estate, personal property, poll, motor vehicle and animal excise taxes. The Assessors issue a warrant to the Collector directing him to make these collections. The Tax Collector is also responsible for the handling of tax delinquencies. Two notices are sent. An unpaid tax is delinquent one month after due date, in the case of poll and motor vehicle excise taxes; after November 1st in the case of real estate and personal property taxes. Interest

on delinquent taxes at the rate of 4% a year computed from October 1st must be paid after November 1st, except excise taxes, on which interest at 12% is computed after one month.

A first step toward mechanization of the paperwork load in the Tax Collector's office has been taken with the installation of an Addressograph for making out the 5700 tax bills. This job formerly cost the town 480 man hours annually. The machine will do it in three days.

The **Town Accountant** is appointed by the Board of Selectmen, for a 3-year term, at a salary of \$4,410 per year. He serves as auditor; issues a weekly and semi-monthly treasury warrant covering all disbursements made by the town, with properly approved vouchers, payrolls or bills payable to cover each entry; he keeps a complete set of books of account in forms prescribed by the State Director of Accounts; at least once each month he submits to the head of each town department, committee, or board, a statement of the unexpended balance of amounts available for disbursement from its appropriation account; he makes annual statements of receipts, disbursements, trust funds, interest and loan payment schedules. He must also make annual statements of account for the Finance Committee for budget purposes.

He is custodian of all contracts entered into for the town, and must check all disbursements for legality of payment (accuracy, sufficiency of credit balance, approval by proper authority).

He is permitted to hold no other town office involving money.

Town Borrowing and the Debt Limit

The town may borrow money, and usually does so every year. To meet payrolls and other needs before taxes are collected, and to finance certain activities in anticipation of state reimbursement, the town arranges temporary loans in anticipation of revenue. For this purpose a note is issued by the Treasurer, usually for several months. The Selectmen and the Town Clerk sign the application, which is then sent to the State Director of Accounts in Boston for his approval. All such temporary debt must be paid within one year.

The town also borrows money to pay for improvements which are too expensive to include in the budget of any one year. The purposes, the time of payment, the procedure, and the amounts are all strictly regulated by the state Legislature. Further, all borrowing except for temporary loans requires a two-thirds vote of the Town Meeting. Borrowing of this sort is done by issuing bonds.

We borrow on the assessed valuation of the town, and our debt limit is established by the state at a figure not to exceed 5% of the average of the Assessors' valuations for the preceding three years, minus abatements allowed previous to December 31st of the preceding year. The State Emergency Finance Board has the power to authorize borrowing up to double this limit.

An additional requirement must be met when the town borrows money: it may not borrow the whole cost of any project. Before borrowing, the town must appropriate an amount equal to the amount produced by each 25¢ in the tax rate of the preceding year.

The town debt as of September 15, 1958 was \$3,689,000.

The amount of money needed for the systematic retirement of the town debt, both interest and principal, is appropriated annually.

PROTECTION OF PERSONS AND PROPERTY

Fire Department

Chelmsford's earliest fire fighting equipment consisted of ladders and buckets, though by 1893 the North section had some hose and a few hydrants. In 1902 Johnson Hand Pumps were rented for one dollar to various people located in strategic spots in the outlying districts, to supplement the wagons and ladders housed in the West, South and Center stations. A volunteer fire company was organized in 1907, Fire Engineers were appointed in 1912, and motorized apparatus was bought in 1921. In 1954 the Fire Enigneers were replaced by the appointment of a Fire Chief with sole jurisdiction over the Fire Department.

The Fire Chief, appointed by the Board of Selectmen at a salary of \$5,300, has under his direction 5 fire companies, located in town-owned buildings in the Center, North, South, East and West sections. Sixteen permanent men (the Chief, 3 Captains, 2 Lieutenants, 10 Privates) are on duty in the Center and North stations. In addition, there are 58 call fire-fighters. The stations house 9 engines, with an average age of 11½ years. Additional equipment includes a rescue boat, a portable deluge set, trailer mounted, and a rescue truck outfitted to meet emergencies such as drownings, automobile accidents, electrical shock cases, heart attacks, suffocations, etc. Hydrant service covers 97% of the town, and a modern fire alarm system links street boxes in all parts of town with all fire stations. The North and Center stations are manned 24 hours a day 7 days a week.

In addition to fighting fires, the permanent men in the Department do all necessary maintenance work on the fire stations, apparatus, and the alarm system, make periodic inspections of buildings and installations, supervise burning at the town dump, furnish first aid and rescue services, and do the clerical work necessary to keep Department records up to date and informative.

Firefighters are selected on a basis of age, physical condition, past experience, and interest in the work. All receive a training course, and promotions are won on merit alone. Both call and regular firefighters are covered, under state act, by insurance provided by the town. Emergencies not covered by this insurance are met by funds from the firemen's relief fund.

Salaries of the permanent men range from \$4,000 to \$4,700. If they are called upon to work over their 48-hour week, they are paid at an hourly rate based on their salary at straight time. The Call men receive a retainer fee, provided they attend the required number of drills a year. The fee ranges from \$50 a year for a Call firefighter to \$200 a year for a Call Captain. In addition, the Call Men are paid at an hourly rate while on duty at a fire: Captains, \$1.94 an hour; Lieutenants, \$1.84; Firefighters, \$1.73.

The Fire Tower on Robin's Hill in Chelmsford Center is owned by the state and operated by the State Department of Natural Resources. It is closed for part of the year, but is used whenever the danger of woodland or grass fires exists. The observer stationed in the Tower communicates by telephone or radio with neighboring towns, reporting any smoke seen.

Police Department

From the earliest days Chelmsford had a Constable to warn the citizens of their duties or summon them to appear before the courts. In 1675 Tithingmen were employed by the town to inspect the manners of disorderly persons and "to reclayme them by private admonitions" or to present their names to the next magistrate or commissioner. In 1775 the town chose a Committee to deal with idle and disorderly persons and in 1800 a Committee was chosen "to stand in readiness to pursue thieves in this Town." The first report for the Police Department, as such, appears in the Town Report for 1924. It was signed by two regular and four special police officers.

Today the Chelmsford Police are under State Civil Service and the Chief of Police has sole charge of the Department. There are 15 permanent policemen (1 Chief, 3 Sergeants, 11 Patrolmen), 12 intermittent patrolmen and 1 intermittent policewoman. There are also 14 special police for other activities. These latter are not under Civil Service or paid by the Police Department. They are paid by whoever hires them for their special assignments.

The men are chosen for the force by Civil Service examination, which tests them on written knowledge and physical strength and skills. There is no formal training course, but each new recruit works with an experienced man. Promotion is through Civil Service examination, allowed only when a vacancy has been created. Three or more men must take this examination at one time.

The Chief is paid \$5,300, Sergeant \$4,700, Patrolmen \$4,200. The intermittent patrolmen and policewoman receive \$1.58 per hour. Their uniforms are financed through a town appropriation of \$50 each year for each permanent man.

There are 30 uniformed auxiliary policemen. They receive no pay and funds are solicited for their uniforms. They attend classes on various phases of police work. There is an Auxiliary Police Band which gives outdoor concerts. Anyone playing an instrument in the Band is classed as an auxiliary policeman.

The duty of the Police Department is to maintain law and order and to arrest and bring to court violators of state laws and town regulations. They investigate accidents, direct traffic, and patrol the streets and public buildings. If notified, they will check regularly the house of any resident away from town. All men in the Department cover all phases of the police work. All are armed.

The Department operates three cruisers, radio equipped. The complete transmitting station is located in the Center Town Hall, and is equipped to operate on the same frequency as that used by the Lowell police. Should Lowell be unable to operate, Chelmsford could service for it, and vice versa. The Police Station in the Center Town Hall is connected by telephone with the Square in North Chelmsford. The telephone always rings in the Center and North sections at the same time. There are five telephone extensions.

The town has no jail; law violators are locked up in the Lowell Police Station for a small fee. They are sent to the House of Correction in Billerica for any crime carrying a sentence up to two years; to the Concord Reformatory, or to the State Prison in Walpole, for greater crimes. Persons under parole are under the jurisdiction of the probation officer of the court under which they were sentenced.

Civil Defense

Civil Defense had its beginning in 1954, as an outgrowth of the civilian defense functions established during World War II. By State Proclamation, a Director of Civil Defense must be appointed in every town and city in the Commonwealth.

The local Director is essentially a disaster relief coordinator. His duties are to organize the town for the purpose of Civil Defense and to designate the chiefs of the various operations of CD. These regularly active groups are: communications, disaster first aid classes, auxiliary police, volunteer firemen, CD director and staff, radiological group. None of the personnel is paid.

CD works as a voluntary group at the request of the Fire and Police Departments except in cases of state or federal emergency, when the Director of CD takes over as coordinator. The state is divided into four areas and there are seven sectors in our area. We are in Area 1, Sector 1D. Sector headquarters are in No. Reading. The Chelmsford Center Fire Station is fire emergency headquarters and communications center for the North Middlesex Civil Defense District.

A federal emergency is declared by the President and can be an enemy attack or a national disaster; a state emergency is declared by the Governor and can be a hurricane, flood, tornado, etc. confined to the state; a local emergency is declared by the Board of Selectmen and can be a train wreck, gas main break, flood, fire, etc.

Equipment available for CD in Chelmsford includes, in addition to its complete communications resources, the following items: 4 walki-talkies, 1 hydraulic jack set, 2 portable electric megaphones, 2 geiger counters, 50 first aid kits, 100 liters, 200 paper blankets, \$3,000 worth of first aid supplies, 2 portable power plants. The equipment is kept in the municipal buildings of Chelmsford. An inventory is kept and it is mandatory that the equipment be kept in specific locations where it is checked by Massachusetts CD authorities and members of the FCC. This equipment has to be available at all times for any other area in the state that needs it.

Expenses for Civil Defense incurred since 1955 were \$14,639.80, of which the town paid \$8,032.48 and matching funds from the federal government paid \$6,607.32.

CD keeps a complete inventory of all food and fuels held by dealers, as well as milk in the dairies, so that all food, liquid, and fuel could be rationed, if necessary, during a state or federal emergency. Housing and cooking facilities of all public buildings are also known.

Inspectors

The town provides inspection of various types to protect our homes and public buildings against faulty construction, our pocketbooks against exploitation, our health and safety against hazard.

The **Building Inspector** inspects every new building in the first two stages of construction (the foundation, and the walls before they are plastered), any remodeling and every new addition such as a breezeway or garage; all new public buildings except those owned by the U. S. Government or the Commonwealth of Massachusetts; any building damaged by fire. He issues building permits for new building and remodeling (cost of permit: \$10 and \$5, respectively); permits for trailers (which must be parked on privately-owned property). With every permit issued a form is filed with the Board of Assessors giving the name of the owner and location of the building, and the estimated total value of the building. If the requirements of the Building Code (adopted in Chelmsford in 1950 and revised in 1956) are not met, and a permit is

denied, the aggrieved party may file an objection in writing with the Board of Appeals. If the Board does not approve the builder's application, and he still does not conform, he is subject to a \$100 fine for each violation.

The **Building Inspector** is appointed annually by the Selectmen at a salary of \$1,470.

The **Sealer of Weights and Measures** is appointed annually by the Selectmen. He is a part-time employe and is paid \$275 a year. In accordance with the requirements of the General Laws and the regulations issued by the Director of Standards in the State Department of Weights and Measures, he inspects, tests for accuracy and seals all scales, meters, and measuring devices used for buying and selling in the town. He also tests packaged foods and other articles offered for public sale. Money received from seals (\$165 in 1957) is turned over to the Town Treasurer.

The **Wire Inspector** issues permits for electrical work on buildings. All electrical installations require a permit, and must conform to the By-laws and state regulations. The Inspector is appointed by the Selectmen and is paid on a fee basis. Inspection fees are: \$5 for a major inspection; \$2 or \$1 for minor inspection.

Plumbing inspection is a function of the Board of Health (see below).

The **Dog Officer** is appointed annually by the Selectmen as a part-time employe at a salary of \$325. His duties are to receive and investigate all complaints concerning dogs. He is required to apprehend all dogs not licensed as required by state law. He also picks up dead cats and dogs from the streets of Chelmsford. Applications for dog licenses should be made to the Town Clerk.

Board of Health

Public health was recognized as a town problem as early as 1722 because of the incidence of smallpox. On April 23, 1722, it was ordered by the Selectmen "That in as-much as the small-pox is in John Bates his family and it is to be feared the infection will spread if some due care be not rather speedily (taken) to prevent the same: That the Country Road be stopt with fencing across by sd Bates Cider-mill and by Ebenezer Spauldings Orchard and that notifications be sett on the sd fence at each stoppage to inform passengers of the occasion that thereby they may be prevented from taking any infection . . ." In 1823 the town voted to provide a suitable hospital for the reception of all infected with the smallpox, and to petition the Legislature to make it the duty of the Selectmen of each town to provide annually for the vaccination of the inhabitants. In 1835, \$100 was appropriated for the vaccination of all persons in Chelmsford. In 1832 it was voted that the Selectmen and two others constitute a Board of Health.

Today the duties of Chelmsford's Board of Health are broad, varied and specialized. It conducts immunization clinics regularly for pre-school children and gives booster shots to all school children, as well as periodic medical and dental examinations, vision and hearing tests. It provides Salk polio vaccination, flu vaccination, etc. when special or epidemic situations require. It tests community water supplies monthly, and private water supplies free upon request. Regular tests are made of the water at public bathing places, as well as examination of the beaches and facilities of the area. Pasteurization of milk is required, and frequent tests are made on all milk supplies.

Sanitary regulations must be enforced in all establishments serving food or drink, as well as in retail food stores. Periodic inspection of such places, as well as of

cabin and trailer parks, schools and kindergartens and "nuisance" areas, is made by the Board of Health.

The Board contracts for weekly garbage collection to be made by a private concern without cost to residents.

Plumbing installations and sewage disposal systems are inspected for conformity with provisions of the By-laws, and must be approved before building permits are issued. (Private sewage disposal system is used in Chelmsford. The Board of Health has on several occasions discussed, and is at present further investigating, the possibility of making a survey of the town for common sewerage, and to determine the extent of federal aid which would be available if such a survey were approved.)

The Board of Health consists of 3 elected officials. The Chairman receives \$295 annually, other Board members \$525, divided equally. Appointed personnel includes the Health Agent (Sanitarian and Milk Inspector), at a salary of \$4,100; Clerk and Laboratory Assistant, at a salary of \$2,730; School Nurse, Senior, \$3,460; School Nurse, Junior, \$3,150; two School Physicians, each receiving \$150; Plumbing Inspector, paid amount of receipts on final inspections; Slaughtering Inspector, paid fees at \$10 per animal to a maximum of \$110; Animal Disposal Officer, paid a fee of \$2 per animal.

Public Welfare

Early efforts to care for the poor and for those unable to care for themselves were limited to private charity. Later, the destitute were cared for in families at the expense of the town, but not until 1820 did the town purchase a farm and house for the support of the poor. At one time paupers were put out to the lowest bidder to be cared for.

Public welfare is today a federal, state and town concern. The Commonwealth is divided into 7 Welfare districts, and the Chelmsford Department is in District #3, with headquarters in Lawrence. The town is reimbursed by the federal government approximately 50% on administrative expenses for welfare, and by the federal and state governments approximately 65% on money spent for aid in all categories except General Relief.

The Board of Public Welfare consists of 3 members, one elected each year for a 3-year term. Almost without exception the same men elected as Selectmen are also elected to the Board of Public Welfare. The election is, however, on a separate ballot. The Chairman is paid \$190; the two Board members, \$160 each.

Welfare employes and officials are appointed from a Civil Service list. The Public Welfare Agent, who holds a permanent appointment (at a salary of \$4,450) is the administrator and supervisor of the Department. Although the Agent works closely with the Board of Public Welfare in acceptance of cases for assistance, he reports formally to them only once a year.

After application for welfare is made by an individual or family, the case is investigated thoroughly by the Agent, who refers the matter to the Board of Public Welfare for approval. The Board relies entirely on the advice of the Agent in evaluating the cases set before it. After arrangements have been made for the Department to provide financial assistance, social workers make regular visits to the individuals and families and report their findings after every visit. Old age and disability cases are

visited every six months, dependent children once a month. If there is a legal problem in a particular case, the Bar Association, upon request, appoints an attorney to handle the case. Attorney's and court fees are met by the Welfare Department's administrative budget.

The aid furnished consists of semi-monthly checks to cover living expenses, plus any medical expenses, counselling service, and interviewing for rehabilitation with the State Department of Welfare.

There are four categories of Welfare assistance: Old Age, Aid to Dependent Children, Disability and General Relief. In each category, the needs of the individual or family under consideration are carefully noted and a budget, based on need, is prepared. Other sources of income are always considered before the final budget is made. Cases involving blindness, tuberculosis, mental health, rehabilitation, or Veteran's benefits are the responsibility of separate state and federal agencies.

Old Age Assistance is for people over age 65 who have established residence in the Commonwealth and whose income is not sufficient to cover a budget established by the state. A lien is put on any real estate owned by a recipient of Old Age Assistance.

Aid to Dependent Children furnishes assistance to children under 18 years of age who have lost the support of a parent by death, disability, or divorce. Dependent children without parental ties are usually placed in foster homes by the State Division of Child Guardianship.

Disability Assistance is help for the person over 18 years of age who is totally or permanently disabled, and who has lived in the Commonwealth for one year prior to date of application.

General Relief is aid furnished to needy people who do not meet the requirements of any other category.

Expenditures for General Relief are entirely a town expense, with no reimbursement. The other three categories are reimbursed in large part, on a sliding scale, by either the federal or state governments. All rates and charges for medical care are subject to state approval. Fixed sums are set for nursing home care, and hospitals have special rates for those receiving State Aid.

Over 2/3 of public assistance cases in Chelmsford are the aged. Most of these cases are widows or spinsters. A very high percentage are suffering from chronic illness.

The Chelmsford Department spent in 1957, \$275,985 in benefits and grants, before reimbursement by state or federal governments.

The federal government allocations may be used only as authorized by the federal agency. Auditors from the federal government appear unannounced and audit the town Welfare Department accounts at frequent intervals. State field workers come in periodically to examine town welfare operation. The state is exacting in its requirements and deficiencies are promptly noted.

Case report files are open and available *only* to the Board of Public Welfare and the employes of the Welfare office.

Veterans' Agent

Each town in Massachusetts has, by law, a Veterans' Agent who administers the affairs of the Department of Veterans' Services, which is a state program. The Veterans' Agent is appointed by the Board of Selectmen for a term of one year, at a salary of \$785 per year.

Any veteran in need of assistance may apply to the Agent. Such assistance may be financial (\$14,000 was expended for financial assistance in 1957) or merely for information or for help in processing matters with the Veterans' Administration or similar state or federal agencies. All financial assistance to a veteran or his dependents must be approved by the State Commissioner of Veterans' Services. After such approval has been given, the town is reimbursed for 50% of all approved expenses.

There are approximately 18 permanent cases on the rolls of the Veterans' Service Department in Chelmsford at the present time.

Veterans' Emergency Fund Committee

Veterans not eligible to receive assistance from the Veterans' Service Department may apply to the Veterans' Emergency Fund Committee. This Committee is appointed by the selectmen annually, and includes one representative from each of the six precincts.

The Fund, established with income from the sale, by the Chelmsford War Committee, of paper, scrap metal, etc. during World War II, seldom gives cash payments, giving aid instead in the form of food, fuel, clothing or rent. Applications for assistance are made through the applicant's precinct representative or to the Veterans' Agent. The Agent will refer the case to the Veterans' Emergency Fund Committee, if necessary.

The total assets of the Fund at the end of 1957 were \$3,323.20. This amount represents the original proceeds from the War Committee, plus interest, less payments made. No appropriation is made to the Fund.

Superintendent of Burials of Indigent Soldiers and Sailors

Previous to the establishment of Veterans' Aid, the duty of this office was to see that any needy deceased veteran had a proper burial. Veterans' Aid now allows the cost of burial for any veteran, unless dishonorably discharged, to be paid by the Department of Veterans' Services.

The Superintendent is appointed by the Selectmen for a 1-year term at no salary. In the rare instance when his services are required, he is paid a fee to cover his expenses.

S E R V I C E S

The Highway Department

One of the first necessities in promoting the development of Chelmsford was for suitable highways to enable the people to pass from house to house and to "mill and meeting house." Highway surveyors were chosen at the second town meeting in 1655 and annually thereafter. Probably the earliest approximation of a "Highway Department" in Chelmsford was the committee chosen in 1662 "to Lay Out a Highway from Town to Town . . . from Beaver Brook Bridge over the North side of Robbins-hill and thence through Richard Hildreth's yard and so to the west end of Hart pond over the swamp and so to Thomas Chamberlins meadow and so on towards Groton, on the east side of Tadmuck great meadow."

The Highway Department is now under the supervision of the Superintendent of Streets, who is appointed by the Board of Selectmen at a salary of \$5300 a year. He and his crew of from 25-30 men (foreman, mechanic, mechanic's helper, truck drivers,

tractor operators and laborers) pave, maintain, clean and sand streets, remove leaves and snow, clean catch basins, build and maintain sidewalks. They are also responsible for rubbish collection, which is done throughout town on a weekly basis. The Town Dump is located off Swain Road, North Chelmsford, and is open six days a week (closed Sundays and holidays), 8:00-12:00 and 12:30-4:30.

The Department is presently (1958) equipped with 8 dump trucks (3 with attached sandspreaders), 1 low-bed trailer, a shovel with backhoe attachment, 2 graders, 2 tractors, 1 pick-up, 1 roller, 1 power sweeper broom and 2 waste collection trucks. A Highway Garage to house the equipment was voted at a Special Town Meeting in 1958, to be constructed on Richardson Road in the North section.

The town bears the cost of all accepted streets except the building and maintenance of main thoroughfares to neighboring towns ("Chapter 90" roads). In these cases, Chapter 90 aid is requested through the County Commissioners from the Massachusetts Department of Public Works. For construction under Chapter 90, the Commonwealth pays 50% of the cost, the county 25% and the town 25%. Maintenance costs under Chapter 90 are divided equally among the state, county and town. There are approximately 21 miles of Chapter 90 roads in town.

When a new area is developed, the builder submits his new road plans to the Planning Board, which hires an engineer to check the plans. The engineer is paid from Highway Department funds. The Superintendent of Streets and the Board of Selectmen inspect these streets to see if the requirements have been met. If approved by them, an article to consider their acceptance is inserted in the Warrant for the Annual Town Meeting.

Tree Department

Under the Tree Department are included the Tree Warden, Moth Department, Dutch Elm Department, Mosquito Control and Poison Ivy Control.

The Tree Warden administers all these programs. As Tree Warden, he is elected for a 3-year term and is paid at an hourly wage rate of \$2.00. As Moth Superintendent he is appointed at a salary of \$300 a year, and is directly under the State Area Moth Superintendent. In his various capacities he is responsible for the planting, care and removal of all trees along the public way and on town property; carries out a spraying program against Dutch Elm disease, Gypsy Moth, mosquitoes and poison ivy.

The town does not own spraying equipment, a tree mover or power saws. These have to be hired, as do all trucks used by the Tree Department.

The state submits recommendations as to spraying and care of trees; the town makes its own regulations and the Tree Warden decides what mixture of spray he will use. In addition to regular spraying of swamps and low areas for mosquito control, aerial spraying is contracted for periodically to give more complete coverage.

In 1957, 150 elms were cut down because they were dying of Dutch Elm disease; 80 trees were purchased by the town to replace them. In 1958, 300 elms were condemned.

Town Forest Committee

In 1926 the town voted to accept the Town Forest Act permitting a town to acquire land for a public domain for the culture of forest trees and the preservation of water supply. A Town Forest Committee of 3 was appointed, to serve without compensation. In 1936 certain parcels of land, 70 acres of which lay adjacent to Town Farm acreage on Mill Road, were bequeathed to the town. In 1937 it was voted to

authorize the selectmen to sell any or all of the bequeathed land; approximately 33 acres in the Heart Pond area were sold to individuals. At present (1958) there are 86 acres off Mill Road and 40 acres (approx.) off Concord Road known as Town Forest lands.

Cemetery Commissioners

Chelmsford owns six cemeteries: Heart Pond, Pine Ridge, Forefathers, West, Fairview, and Riverside. No more lots are available in Forefathers or Riverside, but 4-plot lots are available in the other cemeteries at a cost of \$50, plus \$100 for perpetual care, and single graves are available at \$10 plus \$25 for perpetual care.

The cemeteries are administered under state law by 3 Commissioners, elected officials. The Commissioners appoint a Superintendent, and the Town Clerk serves as Clerk of the Commission. The Superintendent is paid \$4,000 a year; the Town Clerk receives \$250 a year plus expenses for his services as Clerk of the Commission. Cemetery records are in the Town Clerk's office.

Park Commission

The Park Commissioners are responsible for seeding, fertilizing, watering, mowing and raking the lawns in those areas of town set aside as parks. They supervise planting and other improvements, as well as necessary repairs to maintain the parks on an attractive basis. The Commission consists of 3 members elected 1 each year to 3-year terms. They serve without compensation.

Varney Playground and Edwards Beach Commissions

Varney Playground and Edwards Beach, adjoining locations on the shores of Crystal Lake in North Chelmsford, are administered by the Varney Playground Commission and the Edwards Beach Commission (the same individuals serve, without compensation, on both commissions). There is a baseball field and tennis court at the Playground, and a caretaker is hired to be on duty 8 hours a day for 15 weeks during the summer. At Edwards Beach are bath house and rest room facilities, and funds for a swimming instructor are donated by private individuals (traditionally by the firemen of the North Chelmsford Fire Station). The water at the Beach is tested every 4 to 6 weeks during the summer months by the Board of Health.



Clock Winder

The clock in the steeple of the Unitarian Church is town property and the services of a clock winder have been required since the clock was put up in 1877. The V. I. A. furnished winders for a good many years, but the Selectmen now appoint a clock winder, at a salary of \$80 a year. It is his responsibility to wind the clock once a week, always at the same time (just past the hour, so as not to interfere with the tolling of the bell). Repairs to the clock are made by a repair man, who bills the town for his services.

Utilities

Electric service is supplied by the Merrimack-Essex Electric Company, located at 29 Market Street, Lowell.

Gas service (natural gas) is supplied by the Lowell Gas Company, located at 95 East Merrimack Street, Lowell.

Water service is supplied from ground water sources by four Water Districts: the Chelmsford Water District provides water for the Center, Westlands and West Chelmsford, and sells (at \$300 per million gallons) all of the water needed for the South District and approximately half of that required by the East District (East buys water also from the city of Lowell). North Chelmsford has a Water District of its own. The rates vary:

North	30,000 gals.	\$12 per year
East (purchased from Lowell)	40,000 gals.	\$16 per year
(purchased from Chelmsford)	40,000 gals.	\$20 per year
South (purchased from Chelmsford)	40,000 gals.	\$30 per year
Chelmsford (includes Westlands & West Chelmsford)	40,000 gals.	\$30 per year

These Water Districts were created by Special Acts of the Legislature, and operate independently of the town government. The initial cost of purchase or development of public water supplies is financed by the issuance of bonds. The provisions for handling operating costs varies in the different Districts. Generally speaking, expenditures are subject to control by appropriations voted at Water District meetings by the registered voters of the District. Cost of hydrant service in each District is appropriated by the townspeople at Annual Town Meetings. Local water departments are subject to supervision and inspection by the Board of Health.

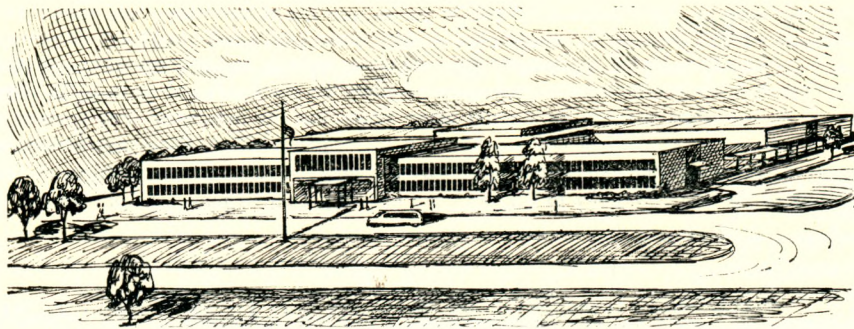
The Districts are administered by separate Boards of Water Commissioners, elected by the registered voters in the District.

The North Chelmsford Water District is supplied from wells, both tubular and gravel packed, located near the shores of Crystal Lake in the Washington Street area and in "Bomil Field" off Richardson Road. The Center is supplied from gravel-packed wells located off Turnpike Road, Warren Avenue and Jordan Road; one on Mill Road has been proposed. Storage capacity of three reservoirs in the Center totals 1,008,000 gallons.

The water is of good quality, varies in hardness from 22 to 35, with pH of 6.2

SCHOOLS

In 1642 the General Court in Massachusetts passed an act requiring the Selectmen to see that none of their brethren and neighbors "shall suffer so much barbarism in any of their families as not to endeavor to teach, by themselves or others, their children and apprentices so much learning as may enable them perfectly to read the English tongue." In 1647 free schools were made compulsory and towns of fifty householders



were required to appoint a teacher. The first record of a teacher appointed in Chelmsford appears in 1696. In 1716 the town voted that the school master should keep school in the four quarters of the town one month at a time in one place. The "place" was usually the room of some convenient dwelling. Then, in 1718, the town granted three rods and a half of land "at the most easterly corner of the Burying Place" for the building of a schoolhouse. A second schoolhouse was built soon after. Money for these buildings was raised by subscription. Thereafter action by the town on schoolhouses, teachers, and curriculum crowds the records of Town Meetings. By 1800 the town supported twelve schools (at an expense of \$600.)

The Chelmsford Classical School, privately supported, was established in 1825. Ralph Waldo Emerson, the sage of Concord, taught here for a time.

In 1859 the Chelmsford Academy was founded, using the building of the Classical School, which had by then closed. The Civil War forced the closing of the Academy in 1862.

In 1866 a School For the Deaf was established in Chelmsford Center (corner of Academy Street and North Road). This was the first regularly organized school for the deaf in this country in which only the pure oral method was taught. The Chelmsford School became the nucleus of the Clark School at Northampton. Mabel Hubbard, the wife of Alexander Graham Bell, was a graduate of this school.

From this long heritage of concern for education in Chelmsford has developed the present public school system. Eight school buildings (nine when the new High School is completed) covering grades 1 through 12 serve all sections of the town.

Facilities include free books and equipment for all children; playgrounds; self-supporting school lunch program; provisions for handicapped children; such as special classes and home tutoring; guidance direction; pre-driver instruction open to all students over 16, and taught by a member of the High School faculty with a car made available by a local dealer; regularly scheduled physical examinations and sight and hearing tests, as well as immunization programs and dental examinations; school bus transportation for all children not within walking distance of the schools.

Qualified boys may take **vocational courses** at a nearby trade school at the town's expense.

The town does not provide **kindergarten** classes, but there are three private nursery and kindergarten schools.

Administration

The administrative head of all the schools is the **Superintendent of Schools**. As appointee of the School Committee, he carries out the policies laid down by the

Committee. He is also responsible for all purchasing for the School Department; for the supervision of the janitors and general maintenance work; for recommending teachers to be hired by the School Committee; for keeping the curriculum up to date and geared to the needs of the student body; for all administrative details involved in operating a school plant valued at nearly \$5,000,000 (not including the new \$2,800,000 High School).

The professional staff in 1958 totaled 116. To qualify for a teaching position, a candidate for the elementary school must have a Bachelor's degree; for the High School, in addition to the Bachelor's degree, a subject major in his teaching area. Salaries range (1958) from \$3600-\$5100 for teachers with a Bachelor's degree; \$3900-\$5400 for teachers with a Master's degree. Within these ranges there are 11 steps in the salary schedule; maximum salary is attained after completion of the required hours of accredited courses for each section of the salary schedule, for a total of 18 semester hours. The total school expenditure to the town per pupil is \$243.98; the net expenditure, after reimbursement by the state, is \$183.98. In comparison with national and state averages, this figure is low.

The **School Committee**, 3 non-salaried members elected for 3-year terms, has the responsibility for the general supervision of the school system. Meetings are held twice a month, and are open to the public unless the Committee calls for an executive session. By state law, the school committee has many duties and powers. It is responsible for the appointment of all school personnel, acting on recommendation of the Superintendent. It is the overall policy-making group for the schools. The School Committee occupies a unique position in relation to financial matters. By state law it is legally independent and, if the town should not vote sufficient funds to maintain the school system, it could have recourse to the courts. The state contributes financially to the building and operation of the public schools. State funds are distributed annually on the basis of a formula so designed that the neediest communities receive the greatest financial help. The state will contribute up to 50% of the cost of each new school building. The location and specifications must meet the approval of the State Building Assistance Commission. Construction is financed through bond issues.

Chelmsford recently became eligible to receive an allotment of federal funds to be spent by the School Department.* Unlike other receipts, this money does not go into Excess and Deficiency funds (appropriation from which would require vote of town meeting) but is held by the School Department and may be expended for any school use. The money will be held in a revolving fund and will not go into the treasury at the close of the year, so that the Committee might allow this to build up for a year or several years before deciding on its use.

CURRICULUM

Teachers and principals are constantly working on the methods, techniques and procedures as well as the subject matter of the curriculum, adjusting it in line with the currently favored practice of tailoring the course to the individual student.

*Chelmsford is eligible to receive this money because it is now one of the towns and cities having a sufficient percentage of families represented as employes at federal installations. Installations covered by this act include Fort Devens, Hanscom Field, Bedford and other veterans' hospitals, GE plants at Everett and Lynn, Boston Naval shipyard, Watertown Arsenal and many others.

RECORD OF GRADUATES OF CLASSES OF 1953-1957 WHO WENT ON
TO POST-HIGH INSTITUTIONS FROM CHELMSFORD HIGH

Scholastic Average	Number of Students	Average I. Q.	Attending Post-High Institutions			Dropouts*		Dropout Rate
			% of Total	Degree	Other	Degree	Other	
90-99	36	120.4	92%	25	8	4	1	15%
85-90	54	111.5	65%	26	9	(1)		(03%)
80-85	93	107.7	63%	41	17	(1)	1	(03%)
75-80	115	104.5	38%	25	19	(4)		(07%)
70-75	120	100	22%	9	17	7	4	25%
65-70	26	98.5	11%	3	0	(4)	(1)	(11%)
Totals	444		44%	129	70	4	4	31%
						(3)	(2)	(19%)
						2		67%
						31	10	21%
								(7%)

*Bracketed figures indicate failures. Marriage, military service, financial difficulties, etc. account for the other dropouts.

The academic program is presently divided into four courses: College Preparatory (General), College Preparatory (Scientific), Business, and General. With the opening of the new High School (probably Spring, 1959), Home Economics, Industrial Arts, Music and Art will be added. Chelmsford High is rated a Class A school by the state of Massachusetts, and also has the certificate privilege granted by many colleges.

A remedial and corrective reading program has been instituted at the elementary level; the guidance program extends down to the 7th grade, and the testing program of the entire school system is now correlated with the guidance program. Intelligence tests are given in grades 1, 3, 5, 7, 9, and 11. Achievement tests are given in grades 2, 4, 6, 8, and 10. Educational field trips related to school work are provided. The physical education program includes calisthenics, military drill, football, basketball, baseball, volley ball, field hockey, dance, as well as sport film sessions and health lectures. In music, the curriculum includes instrumental work from grade 5, a Junior High School band, Senior High band, a High School Glee Club, a Dance Band; operettas and music festivals. In Art, the students work with clay, crayons, papier mache, paper, charcoal, paints, printing, murals, puppets, masks and plaster of paris.

Scholarships for higher education have been offered locally by the Chelmsford Booster Club, Purity Foods, Inc., by various College Clubs, the Chelmsford Teachers Association and by the Town of Chelmsford Scholarship Fund, Inc.

Adult education and summer courses, not now offered in Chelmsford, will be made available when the demand warrants.

Middlesex County Training School

Though first established in 1889, as a truant school, the Middlesex County Training School (located on Princeton Boulevard in North Chelmsford) is now an integral part of the Massachusetts public school system and it is in no sense a disciplinary or reformatory institution. Residence at the School establishes no record against any boy. Its purpose is to take care of boys with problems (habitual truants, absentees and school offenders) who are court commitments from six counties: Middlesex, Suffolk, Norfolk, Bristol, Plymouth and Barnstable. Covering an area of 62 acres, the Training School is a complete farm raising produce and poultry, and is almost self-sustaining.

The School takes care of 120-130 boys between the ages of 7 and 16. They are taught the basic trades, have military training and a drum corps. Parents of these children pay support if they are able; otherwise the town from which the child comes pays part and the county the balance.

LIBRARIES

There are two public libraries in Chelmsford: the **Adams Library**, located in the Center section, and the **Anna C. MacKay Memorial Library**, in North Chelmsford.

In 1794 the first Social Library in town was founded by the Rev. Dr. Hezekiah Packard, and in 1812 it was incorporated. It then contained 350 volumes and was valued at \$1,000. In 1893, when the town voted to accept the Library Act of 1890, the Social Libraries of the Center and South sections and the Chelmsford Agricultural Library of 101 volumes were given to the town. The Commonwealth contributed \$100 toward the establishment of the public library, and in 1895 the present Adams Library building was given to the town by Amos Francis Adams.

The North Chelmsford Library Association was organized in 1872, and in 1894 the town made an appropriation to the Association with the stipulation that books bought from appropriation belong to the town, and all books be made free to residents of the town. In 1949 the books belonging to the North Chelmsford Library were moved to the present library, which was given to the town by Stewart MacKay in memory of Anna C. MacKay.

There are now 15,900 volumes in the Adams Library and 8,300 in the MacKay Library. Additional volumes are purchased regularly.

Administration

The two Libraries are governed by 6 elected trustees. They serve for 3 years and 2 are elected each year. The Trustees' meetings, held once a month, are open to the public. The Trustees administer the town library appropriation and the Trust Funds. The town appropriation is divided into definite accounts with a given amount of money to be spent for each purpose. The Trust Funds consist of small bequests which were left for specific purposes. The Trustees hire all personnel, establish all policies, set up the budget and are responsible for the upkeep of the library properties. They set the salary scale for the librarians, subject to the approval of the Personnel Board and the Finance Committee.

The chief librarian receives a salary of \$2,748; assistant librarians, \$2,350. The librarians are not required to have a degree in library science, because these are part-time positions and the salary is not sufficient to attract professional personnel.

The Purchasing Committee is made up of 3 members of the Board of Trustees, the head librarian at Adams, the MacKay librarian and one assistant librarian. Books

are purchased from a store in Lowell and from salesmen who call at the library. The appropriations for books and periodicals in 1958 was \$2,500.

In addition to circulating books and magazines, Adams Library offers the service of obtaining specialized or unusual reference books from the state, holds weekly story-telling hours for children, sends a monthly book deposit to the Center School (grades 1-6) and holds monthly exhibits.

The **Bookmobile** — a state service of the Dept. of Education — visits Chelmsford once a month and distributes books from the Westlands and East Chelmsford schoolyards. It has a collection of 25,000 books to supplement books in the public libraries.

Within the Adams Library building is **George Hall**, which is available to groups for meetings at a fee of \$6. This includes the use of kitchen facilities and janitorial services. George Hall accommodates approximately 60 people.

Over George Hall is a museum maintained by the **Chelmsford Historical Society**. It is open to the public by appointment, which should be made through the Chelmsford Historical Society. The museum is completely separate and not associated with the Library except that the Society receives the use of the space rent free.

Library hours: Adams Library — Tuesday, Wednesday, and Friday, 2:00 - 9:00; Saturday 3:00 - 9:00; Summers (July and August) 3:00 - 9:00 Tuesday, Wednesday, Friday, and Saturday. MacKay Library — Tuesday, Wednesday and Saturday, 3:00 - 5:00 and 7:00 - 9:00.



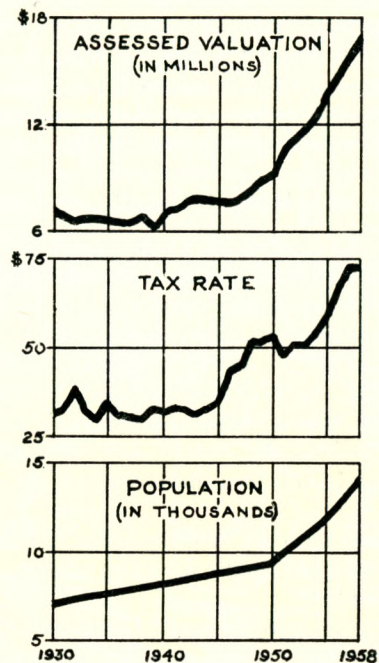
PLANNING

Planning Board

Every city and town with a population of 10,000 or more is required by the General Laws to have a planning board. Chelmsford has a Board of 7 members, elected for terms of 2, 3 and 5 years respectively. The members are non-salaried, and the Board operates on a budget for the clerk and for general expenses.

The function of the Planning Board is to coordinate all planning for present and future needs of the community. It regulates sub-divisions of land in accordance with zoning laws, and can propose potential school sites, parks and playgrounds. It also proposes changes in zoning and conducts public hearings on proposed zoning, and makes its recommendations on street acceptances and relocations, prior to submission of these questions to the voters at town meeting.

Zoning is a tool of planning. Zoning by-laws regulate the uses of land in various parts of town, the size of house lots, the height and size of buildings, etc. In Chelmsford, the town is zoned variously for business, industrial, single residential, general residential, and special residential or camping. Minimum lot area in the single residential district is 15,000 square feet; minimum frontage, 100 feet.



Exceptions to the zoning by-laws may be granted by the **Board of Appeals**. The following procedure is used to bring a case before the Board of Appeals: application is made with the clerk, at which time a fee of \$10 is paid. The clerk sets the date of the hearing, which is held in the Town Hall. Notification is sent by registered mail to all parties involved, and announcement of the hearing is made in the local papers. The hearings are open to the public. The clerk is present at the meetings and his records are available to anyone who wishes to see them. A unanimous decision of the 5-member Board must be reached within 10 days after the hearing. It is the duty of the Building Inspector to enforce the decisions of the Board.

The Board of Appeals consists of 5 permanent members and 2 alternate members. They are appointed by the Selectmen for 3-year terms which overlap. The clerk holds a paid, part-time position, and is not a member of the Board.

Industrial Development Commission

In 1955 Chelmsford established an Industrial Development Commission for the purpose of bringing new industry to the town. Since its organization the Commission has published a brochure emphasizing Chelmsford's advantages as an industrial location; has brought to the community a small electronics component manufacturer; has been successful in locating a site for a machine shop, and aided the owners of the shop in resolving various problems which arose during the course of construction of the new plant.

The Industrial Commission is presently surveying property in existing industrial zones in Chelmsford to determine how much of the land is both suitable and available for new industries. Maps of the individual properties in these zones have been made and their approximate value noted. The owners are being contacted. When this survey is complete, information concerning available industrial property in Chelmsford will then be furnished to interested industrialists.

The Selectmen appoint the 7 members of the Industrial Development Commission, who serve overlapping terms. They are not paid for their services, and the Commission operates on a budget of \$500 a year (1958).

THE COURTS

The Courts are a function of the county government. Chelmsford residents, as citizens of Middlesex County, have recourse to the following:

The Land Court, which decides questions involving ownership of land. The records are kept in the Registry of Deeds, Gorham Street, Lowell. The Register of Deeds is an Assistant Recorder of the Land Court for his district.

The Probate Court, located at East Cambridge, which deals with family matters, and is the official protector of those who cannot protect themselves. Middlesex County has 3 Judges of Probate. Expenses are met by the state and by the county.

The District Court, located on Hurd Street, Lowell, which handles both civil and criminal cases.

The Superior Court, which is a single court having a state-wide jurisdiction but operating on a county basis. It handles the more serious criminal cases, civil cases with jury trial, and equity cases.

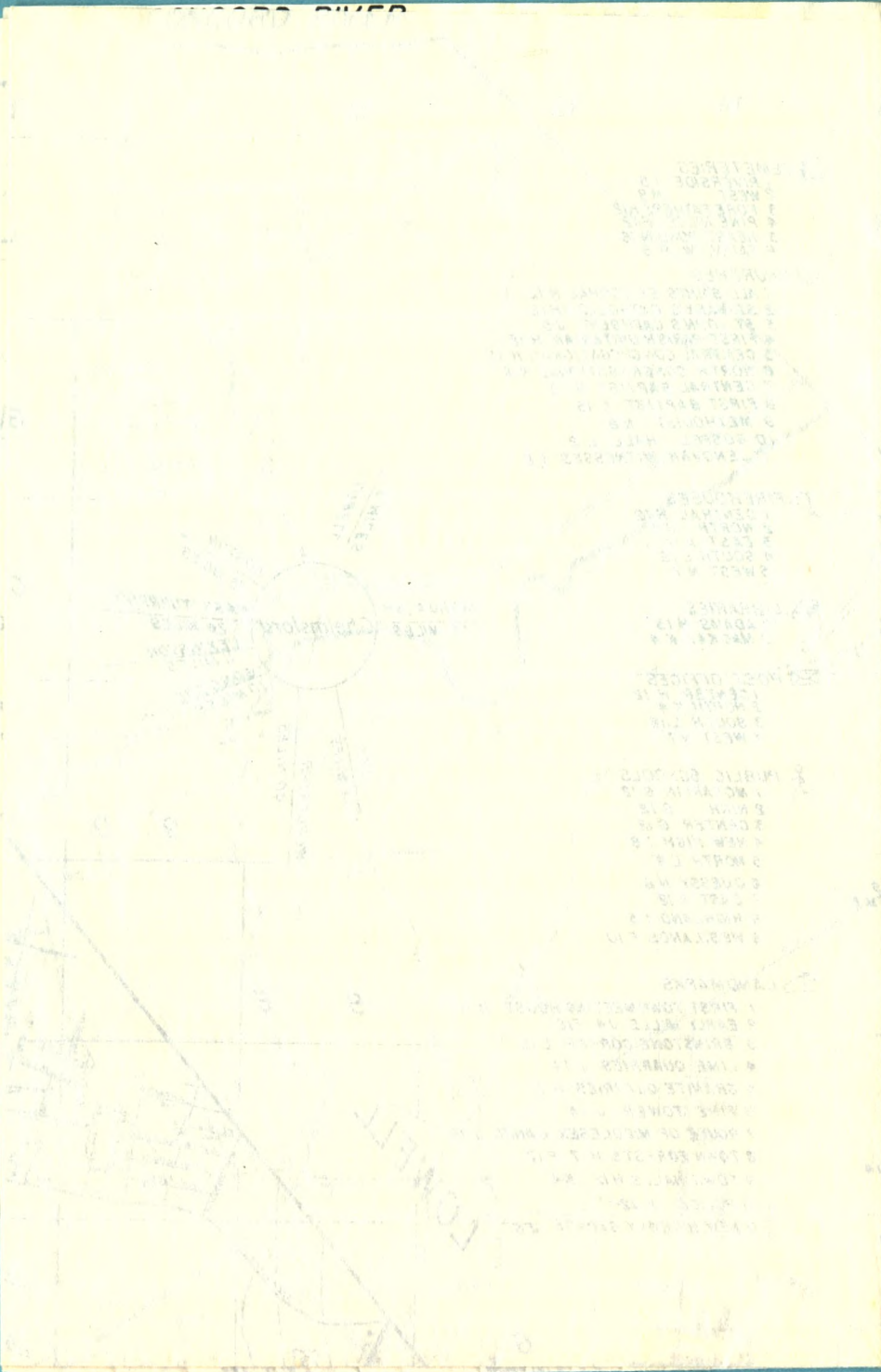
The Supreme Judicial Court, located in the Suffolk County Courthouse, Boston. It is the highest court and the final authority on the interpretation of our state Constitution and the General Laws.

Jury Duty

The Selectmen draw up the Jury List, choosing, by lot, one name for every 60-100 inhabitants of the town; those chosen must be qualified voters. Certain persons are exempt from jury duty: doctors, nurses, teachers, women with children under 16 years of age, persons under 25 or over 70 years of age.

Youth Service Board

The Division of Youth Service is an agency of the state working with the courts to provide individualized care, study and treatment for young law offenders. The courts may commit a juvenile offender to the custody of the Division of Youth Service instead of to a penal institution.



The Chelmsford League of Women Voters is grateful to Mr. Robert Colbath, of the firm of Brooks, Jordan and Graves, Surveyors, for his generosity in preparing this map especially for the League handbook.