

1. Agenda

Documents:

[2016.01.26AGENDA.PDF](#)

2. With Action Taken Revised

Documents:

[2016.01.26WITH ACTION TAKEN REVISED.PDF](#)

3. With Action Taken

Documents:

[2016.01.26WITH ACTION TAKEN.PDF](#)



TOWN OF WESTFORD
BOARD OF SELECTMEN

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557

MEETING AGENDA

Tuesday, January 26, 2016

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Executive Session:**
 1. **To discuss strategy with respect to town-wide non-union and collective bargaining units wages as an open meeting may have a detrimental effect on the town's bargaining position.**

2. 7:30PM **Call to Order**

3. 7:31PM **Pledge of Allegiance**

4. 7:32PM **Open Forum/FAQ/Announcements**
Recognize Project Purple at Westford Academy and their national achievement for informing fellow students about the dangers of substance abuse.

5. 7:35PM **Presentation for proposed Eagle Scout project to build park benches at Captain Stephen Hamilton Field in the Nabnasset area**
-Michael Baltayan, Eagle Scout Candidate

6. 7:40PM **Request to build a raised garden bed at the Frost School by The Roudenbush Community Center**
-Pattie Pichette, Director

7. 7:45PM **Request for clarification about proposed expansion at 540 Groton Road**
-Attorney Doug Deschenes

8. 7:50PM **Permanent Town Building Committee to present updated design and cost estimates for Center Fire Station to be built on Boston Road, and recommend award of Owner's Project Manager (OPM) contract**
-Tom Mahanna, Chair, PTBC

9. 8:20PM **Presentation of recommendations and request for funding by the Town Center Traffic Study Committee**
-Gail Flannery and Jeannette Wilkinson, Committee Co-Chairs

10. 8:35PM **Requests from the Pedestrian Safety Committee:**
 1. Request to increase the membership to include a School Committee representative and appoint Terry Ryan as the School Committee full

- member with a term ending June 30, 2018
- 2. Approve Public Participation Procedure for projects involving sidewalks and crosswalks
- 3. Consider funding a consultant to assist the Pedestrian Safety Committee

11. 8:50PM

Old/New Business

- 1. Request for comments from MassHousing on Cost Examination for Tadmuck Meadows prior to release of developers financial surety
- 2. Action regarding Annual Town Meeting on April 2, 2016:
 - a. Review draft/placeholder warrant articles:
 - 1. Fire Station – any increased funding
 - 2. Town Farm - \$20K to remove storage barn
 - 3. Pedestrian Safety Committee consultant \$20K - \$80K
 - 4. Town Center Traffic Committee – engineering for recommendations \$12K
 - 5. Lease payments for relocation of the Recreation/Parks dept.
 - 6. Funding for new Healthy Communities committee
 - 7. Funding for Disability Affairs Committee
 - b. Vote to close the Annual Town Meeting Warrant
- 3. Request to sign the Presidential Primary Warrant to be held March 1, 2016

12. 9:05PM

Consent Agenda- Request to approve the following

Banner Request

- 1. Election Day announcement, League of Women Voters of Westford, March 1, 2016 at all polling locations, requested by Leslie Vieth to be placed at the First Parish Church

Charity Bike Ride Request

- 2. Boston Brain Tumor Ride, Sunday May 15, 2016, hosted by the National Brain Tumor Society
- 3. 8th annual Bike MS: Minuteman Ride, Saturday July 16, 2016, hosted by the National Multiple Sclerosis Society, Greater New England Chapter

13. 9:10PM

Minutes

For Approval and Release

- 1. Regular Session 12/8/2015

For Release

- 2. Executive Session 2/28/2012

14. 9:15PM

Board Reports/Updates

15. 9:20PM

Town Manager’s Report

- 1. Request for support of Community Preservation Application for \$270,000 for designer services related to the proposed historic rehabilitation of the 65 Main Street building and to authorize the expenditure of \$6,800 from the leased buildings revolving account

- *John Mangiaratti, Assistant Town Manager*

2. Request to approve the following contracts:

- a. Structures North for designer services at 12 North Main in the amount of \$6,750

16. 9:25PM **Correspondence**

17. 9:30PM **Adjournment**

**Board of Selectmen
Correspondence
January 26, 2016**

Outgoing Correspondence:

16.01 01/20/16 Letter to Matthew A. Beaton, Secretary, Executive Office of Energy and Environmental Affairs, Commonwealth of Massachusetts, in appreciation of his review of a brownfield redevelopment project

Incoming Correspondence:

16.02 1/8/16 Final Analysis Report of Graniteville Woods, LLC's cost examination by Massachusetts Housing Finance Agency ("MassHousing")

16.03 1/8/16 Independent Accountant's Report, Tadmuck Partners LLC
(available in reading folder)

16.04 1/20/16 Aldrich Lane Utility and Drainage Easements, Qua Hall Harvey and Walsh

16.05 1/20/16 Notice of Meeting of the Northern Middlesex Council of Governments ("NMCOG"), Wednesday January 20, 2016

16.06 1/20/16 Letter of recognition from Baystate Roads for Paul Starratt as Roads Scholar

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact
Greg Johnson 978-692-5501 extension 1 or email to gregjohnson@westfordma.gov.*



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Jeannette Wilkinson, 56 Main Street, suggested revising the Town Charter so that all references to the Town Manager are gender-neutral

5. 7:35PM **Presentation for proposed Eagle Scout project to build park benches at Captain Stephen Hamilton Field in the Nabnasset area**

Approved 5-0

-Michael Baltayan, Eagle Scout Candidate

6. 7:40PM **Request to build a raised garden bed at the Frost School by The Roudenbush Community Center**

Approved 5-0

-Pattie Pichette, Director

7. 7:45PM **Request for clarification about proposed expansion at 540 Groton Road**

-Attorney Doug Deschenes

BoS referred to the Planning and Permitting Department

8. 7:50PM **Permanent Town Building Committee to present updated design and cost estimates for Center Fire Station to be built on Boston Road, and recommend award of Owner's Project Manager (OPM) contract**

-Tom Mahanna, Chair, PTBC

BoS discussed their preference to keep the project estimated costs closer to the number appropriated by Town Meeting, with consideration of unanticipated environmental costs. No action on OPM contract.

9. 8:20PM **Presentation of recommendations and request for funding by the Town Center Traffic Study Committee**

-Gail Flannery and Jeannette Wilkinson, Committee Co-Chairs

Supported the hiring of a traffic engineer to study the possible installation of a three-way stop on Boston Road and Main Street, a sidewalk extension, a crosswalk from Hildreth to the Common, a bump-out on Lincoln Street, and the removal of a telephone pole at the entrance

10. 8:35PM **Requests from the Pedestrian Safety Committee:**

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1. Request to increase the membership to include a School Committee representative and appoint Terry Ryan as the School Committee full member with a term ending June 30, 2018

Approved 5-0

2. Approve Public Participation Procedure for projects involving sidewalks and crosswalks

Approved 5-0

3. Consider funding a consultant to assist the Pedestrian Safety Committee

Approved 5-0 issuing a Request for Proposals (RFP) for a consultant to assist with the Pedestrian Safety Committee with Option 1 – including prioritizing sidewalks, analyzing crosswalks, and identifying other safety improvements, and utilize funding from the sidewalk gift account

11. 8:50PM **Old/New Business**

No Comments

1. Request for comments from MassHousing on Cost Examination for Tadmuck Meadows prior to release of developers financial surety

2. Action regarding Annual Town Meeting on April 2, 2016:

a. Review draft/placeholder warrant articles:

1. Fire Station – any increased funding

Separate Warrant Article →

2. Town Farm - \$20K to remove storage barn

3. Pedestrian Safety Committee consultant \$20K - \$80K

Separate Warrant Article →

4. Town Center Traffic Committee – engineering for recommendations \$12K

Two separate warrant articles – one to purchase a facility; one to lease a space Continued to 2/9/2016

5. Lease payments for relocation of the Recreation/Parks dept.

No funding for FY17 →

6. Funding for new Healthy Communities committee

7. Funding for Disability Affairs Committee

Approved 5-0

b. Vote to close the Annual Town Meeting Warrant

Approved 5-0 →

3. Request to sign the Presidential Primary Warrant to be held March 1, 2016

12. 9:05PM **Consent Agenda- Request to approve the following Banner Request**

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Requesting CPC be asked about commitment to overall funding of project

- 2. Request to approve the following contracts:

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