

1. Agenda

Documents:

[2016.02.23AGENDA.PDF](#)

2. With Action Taken

Documents:

[2016.02.23WITH 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, February 23, 2016

7:30PM

Town Hall, Meeting Room, 55 Main Street

1. 7:30PM **Call to Order**
2. 7:31PM **Pledge of Allegiance**
3. 7:32PM **Open Forum/FAQ/Announcements**
Announce Westford's receipt of the International City/County Management Association (ICMA) Community Partnership Award for CrossTown Connect
- *John Petrin, Town Manager, Burlington*
4. 7:35PM **Public Hearing – National Grid Petition to install underground electric conduits at Thistle Lane, Chicory Road, Honeysuckle Road, Greenbrier Drive, Indigo Lane, Magnolia Drive, Rosebud Lane, Primrose Lane, Heather Drive, and Wintergreen Lane** -*Michelle Stacey, National Grid*
5. 7:40PM **Presentation of Massachusetts' Department of Transportation's (MassDOT) Complete Streets Funding Program and recommendation to support Complete Streets Prioritization Plan** – *Chris Barrett, Pedestrian Safety Committee*
6. 8:00PM **Annual Town Meeting on April 2, 2016**
1. Review and vote on the following articles:

ARTICLE 6	Appropriate for Perchlorate Expenses	<i>Town Manager</i>
ARTICLE 9	Appropriate Funds for Pedestrian and Traffic Improvements to the Town Center	<i>Board of Selectmen</i>
ARTICLE 10	Appropriate Funds for the Pedestrian Safety Committee for Professional Services to Develop a Sidewalk Prioritization Plan	<i>Board of Selectmen</i>
ARTICLE 11	Authorize the Board of Selectmen to Dispose of the Town Farm Building Located at 35 Town Farm Road and Appropriate Funds to Demolish the Former Storage Barn on the Property	<i>Board of Selectmen</i>
ARTICLE 14	Amend the Wage and Classification Plan	<i>Town Manager</i>
ARTICLE 18	Authorize the Board of Selectmen to allocate \$7,000,000 to acquire a building for a recreation and civic facility	<i>Parks and Recreation Commission</i>
ARTICLE 21	World Flag Resolution	<i>Citizen Petition</i>
ARTICLE 23	Authorize Board of Selectmen to Acquire Easements for Main Street Improvements	<i>Board of Selectmen</i>

ARTICLE 28	Amend Agricultural Preservation Restriction on 66-68 Boston Road Parcel	<i>Board of Selectmen</i>
------------	---	---------------------------

2. Vote to sign the warrant

7. 8:30PM

Old/New Business

1. Request from the Cultural Council to appoint Joan Bennett, with a term expiring June 30, 2017, and Etienne Marchoine, with a term expiring June 30, 2018
2. Request from Town Clerk to appoint election officers for terms to expire July 31, 2016

8. 8:35PM

Minutes for Approval

For Release

-Board of Selectmen, Regular Session on Feb. 4, 2016

Not For Release

-Board of Selectmen, Executive Session on Dec. 22, 2015

-Board of Selectmen, Executive Session on Jan. 12, 2016

-Board of Selectmen, Executive Session on Jan. 26, 2016

9. 8:40PM

Board Reports/Updates

10. 8:45PM

Town Manager's Report

1. Request to amend the Non-union Pay Classification Plan by 2.5% for FY17
2. Update on Request for Proposals for the lease of space for the Recreation Department
3. Discussion of the 6th annual Strategic Planning Retreat
4. Request by the Permanent Town Building Committee to approve the following contracts:
 - a. The Vertex Companies, Inc. for the owner's project management services with the new fire station and combined police and fire dispatch center in the amount of \$93,250
 - b. Dore & Whittier Architects, Inc. for a contract amendment to provide additional architectural services for the new combined dispatch center in the amount of \$35,968
 - c. Dore & Whittier Architects, Inc. for a contract amendment to provide geotechnical services for the new fire station in the amount of \$4,675
 - d. VJ Associates of New England, Inc. for fee proposal to provide cost estimating services for the new fire station in the amount of \$8,000

11. 8:50PM

Correspondence

12. 8:55PM

Adjournment

**Board of Selectmen
Correspondence
February 16, 2016**

Outgoing Correspondence:

- | | | |
|-------|-----------|--|
| 11.01 | 2/10/2016 | Letter to Commuter Rail Schedule Committee regarding Fitchburg schedule changes |
| 11.02 | 2/11/2016 | Letter to Marjorie Barnett from Kelly Ross concerning Drew Gardens |
| 11.03 | 2/15/2016 | Letter to Doug Deschenes from Kopelman and Paige in response to traffic camera complaint |

Incoming Correspondence:

- | | | |
|-------|-----------|--|
| 11.04 | 2/01/2016 | Letter from Marjorie Barnett to Board of Selectmen concerning "Drew Farm" |
| 11.05 | 2/08/2016 | Message from Secretary Jay Ash, Massachusetts' Executive Office of Housing and Economic Development, in response to letter from Jodi Ross, Town Manager, dated January 8, 2016 |
| 11.06 | 2/08/2016 | Message from the Director of the U.S. Census Bureau notifying of upcoming 2016 Government Units Survey in preparation for the 2017 Census of Governments |
| 11.07 | 2/10/2016 | Construction Change Order Numbers 1-2 for the Colonel John Robinson School of Westford by the Massachusetts School Building Authority |
| 11.08 | 2/10/2016 | Construction Change Order Numbers 1-2 for the Norman E. Day Elementary School of Westford by the Massachusetts School Building Authority |
| 11.09 | 2/10/2016 | Letter from National Grid Gas Operations informing of the expiration of collective bargaining agreement with United Steel Workers Local 12012 |
| 11.10 | 2/11/2016 | Letter from Comcast Xfinity notifying of contact change for Government Relations |
| 11.11 | 2/12/2016 | Letter from Comcast Xfinity to the Board of Selectmen regarding the introduction of a single Professional Installation charge |
| 11.12 | 2/16/2016 | Annual Compliance Assurance Fee Invoice issued by the Mass. Dept. of Environmental Protection (MassDEP) |
| 11.13 | 2/16/2016 | Northern Middlesex Council of Governments (NMCOG) notice of meeting to be held on February 17, 2016 |
| 11.14 | 2/17/2016 | Letter to Board of Selectmen from residents regarding Main Street development and side walks |
| 11.15 | 2/18/2016 | Letter from Brad Zerman, President of Seven Point of Massachusetts, Inc. regarding marijuana dispensary registration in Westford |

*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.*



TOWN OF WESTFORD
BOARD OF SELECTMEN

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

ACTION TAKEN

MEETING AGENDA

Tuesday, February 23, 2016

7:30PM

Town Hall, Meeting Room, 55 Main Street

Selectman Andrea Peraner-Sweet was absent

Selectman Scott Hazelton participated remotely – all votes taken were Roll Call

1. 7:30PM **Call to Order**
2. 7:31PM **Pledge of Allegiance**
3. 7:32PM **Open Forum/FAQ/Announcements**
 Announce Westford’s receipt of the International City/County Management Association (ICMA) Community Partnership Award for CrossTown Connect
- John Petrin, Town Manager, Burlington
4. 7:35PM **Public Hearing – National Grid Petition to install underground electric conduits at Thistle Lane, Chicory Road, Honeysuckle Road, Greenbrier Drive, Indigo Lane, Magnolia Drive, Rosebud Lane, Primrose Lane, Heather Drive, and Wintergreen Lane** *-Michelle Stacey, National Grid*
 Approved 4-0
5. 7:40PM **Presentation of Massachusetts’ Department of Transportation’s (MassDOT) Complete Streets Funding Program and recommendation to support Complete Streets Prioritization Plan** *– Chris Barrett, Pedestrian Safety Committee*
 Approved 4-0
6. 8:00PM **Annual Town Meeting on April 2, 2016**
 1. Review and vote on the following articles:

ARTICLE 6 Removed	Appropriate for Perchlorate Expenses	<i>Town Manager</i>
ARTICLE 9 Recommended 4-0	Appropriate Funds for Pedestrian and Traffic Improvements to the Town Center	<i>Board of Selectmen</i>
ARTICLE 10 Removed	Appropriate Funds for the Pedestrian Safety Committee for Professional Services to Develop a Sidewalk Prioritization Plan	<i>Board of Selectmen</i>

ARTICLE 11 Removed appropriations language and continued to 3/8/2016	Authorize the Board of Selectmen to Dispose of the Town Farm Building Located at 35 Town Farm Road and Appropriate Funds to Demolish the Former Storage Barn on the Property	<i>Board of Selectmen</i>
ARTICLE 14 Removed	Amend the Wage and Classification Plan	<i>Town Manager</i>
ARTICLE 18 Removed	Authorize the Board of Selectmen to allocate \$7,000,000 to acquire a building for a recreation and civic facility	<i>Parks and Recreation Commission</i>
ARTICLE 21 Voted 2-2 Continued to 3/8/2016	World Flag Resolution Voted: in favor (2): KR; DS opposed (2): SH; MK	<i>Citizen Petition</i>
ARTICLE 23 Recommended 4-0, as amended ("sidewalks" removed)	Authorize Board of Selectmen to Acquire Easements for Main Street Improvements	<i>Board of Selectmen</i>
ARTICLE 28 Recommended 4-0	Amend Agricultural Preservation Restriction on 66-68 Boston Road Parcel	<i>Board of Selectmen</i>

Approved 4-0 2. Vote to sign the warrant

7. 8:30PM **Old/New Business**

- Approved 4-0 1. Request from the Cultural Council to appoint Joan Bennett, with a term expiring June 30, 2017, and Etienne Marchoine, with a term expiring June 30, 2018
- Approved 4-0 2. Request from Town Clerk to appoint election officers for terms to expire July 31, 2016

8. 8:35PM **Minutes for Approval**

- Approved 3-0-1 (Selectman Siriani abstained) For Release
-Board of Selectmen, Regular Session on Feb. 4, 2016
- Approved 4-0 Not For Release
-Board of Selectmen, Executive Session on Dec. 22, 2015
-Board of Selectmen, Executive Session on Jan. 12, 2016
-Board of Selectmen, Executive Session on Jan. 26, 2016

9. 8:40PM **Board Reports/Updates**

10. 8:45PM **Town Manager's Report**

- Approved 4-0 1. Request to amend the Non-union Pay Classification Plan by 2.5% for FY17
2. Update on Request for Proposals for the lease of space for the Recreation Department

3. Discussion of the 6th annual Strategic Planning Retreat
4. Request by the Permanent Town Building Committee to approve the following contracts:

Approved 4-0 a. The Vertex Companies, Inc. for the owner's project management services with the new fire station and combined police and fire dispatch center in the amount of \$93,250

Approved 4-0 { b. Dore & Whittier Architects, Inc. for a contract amendment to provide additional architectural services for the new combined dispatch center in the amount of \$35,968

c. Dore & Whittier Architects, Inc. for a contract amendment to provide geotechnical services for the new fire station in the amount of \$4,675

Approved 3-1
Not to exceed \$8,000
(Selectman Ross opposed) d. VJ Associates of New England, Inc. for fee proposal to provide cost estimating services for the new fire station in the amount of \$8,000

11. 8:50PM **Correspondence**

12. 8:55PM **Adjournment**

**Board of Selectmen
Correspondence
February 16, 2016**

Outgoing Correspondence:

- | | | |
|-------|-----------|--|
| 11.01 | 2/10/2016 | Letter to Commuter Rail Schedule Committee regarding Fitchburg schedule changes |
| 11.02 | 2/11/2016 | Letter to Marjorie Barnett from Kelly Ross concerning Drew Gardens |
| 11.03 | 2/15/2016 | Letter to Doug Deschenes from Kopelman and Paige in response to traffic camera complaint |

Incoming Correspondence:

- | | | |
|-------|-----------|--|
| 11.04 | 2/01/2016 | Letter from Marjorie Barnett to Board of Selectmen concerning "Drew Farm" |
| 11.05 | 2/08/2016 | Message from Secretary Jay Ash, Massachusetts' Executive Office of Housing and Economic Development, in response to letter from Jodi Ross, Town Manager, dated January 8, 2016 |
| 11.06 | 2/08/2016 | Message from the Director of the U.S. Census Bureau notifying of upcoming 2016 Government Units Survey in preparation for the 2017 Census of Governments |
| 11.07 | 2/10/2016 | Construction Change Order Numbers 1-2 for the Colonel John Robinson School of Westford by the Massachusetts School Building Authority |
| 11.08 | 2/10/2016 | Construction Change Order Numbers 1-2 for the Norman E. Day Elementary School of Westford by the Massachusetts School Building Authority |
| 11.09 | 2/10/2016 | Letter from National Grid Gas Operations informing of the expiration of collective bargaining agreement with United Steel Workers Local 12012 |
| 11.10 | 2/11/2016 | Letter from Comcast Xfinity notifying of contact change for Government Relations |
| 11.11 | 2/12/2016 | Letter from Comcast Xfinity to the Board of Selectmen regarding the introduction of a single Professional Installation charge |
| 11.12 | 2/16/2016 | Annual Compliance Assurance Fee Invoice issued by the Mass. Dept. of Environmental Protection (MassDEP) |
| 11.13 | 2/16/2016 | Northern Middlesex Council of Governments (NMCOG) notice of meeting to be held on February 17, 2016 |
| 11.14 | 2/17/2016 | Letter to Board of Selectmen from residents regarding Main Street development and side walks |
| 11.15 | 2/18/2016 | Letter from Brad Zerman, President of Seven Point of Massachusetts, Inc. regarding marijuana dispensary registration in Westford |

*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.*