

1. Agenda

Documents:

[2016.03.22AGENDA.PDF](#)

2. With Action Taken

Documents:

[2016.03.22WITH 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, March 22, 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**
Congratulate Lukas Samuel Harrington and Nicholas Akers of Troop 159 for earning the rank of Eagle Scout
4. 7:35PM **Permanent Town Building Committee recommendation to terminate Dore & Whittier contract for the Fire Station design and seek new Request for Quotes**
5. 7:40PM **Approve the Complete Streets policy as presented by the Pedestrian Safety Committee** –Chris Barrett, Chairman
6. 7:50PM **Annual Town Meeting on April 2, 2016**
 1. Discuss wording and vote on any proposed ballot question(s) to meet the submission deadline of March 29, 2016
 2. Review and request to amend the following articles:

ARTICLE 3	Approve Fiscal Year 2016 Supplemental Appropriations Note: Request from Westford Community Access Television (CAT) to fund a fiber optic extension from Nabnasset Fire Station to WestfordCAT, 487 Groton Road Unit B, utilizing Comcast contract funds	<i>Town Manager</i>
ARTICLE 24	Amend Agricultural Preservation Restriction on 66-68 Boston Road Parcel	<i>Board of Selectmen</i>

7. 8:05PM **Old/New Business**
 1. Approve letter of recognition for Patti Mason as the Roudenbush Community Center's second annual *Person of the Year*
 2. Request to sign agreement relative to improvements and amenities for the Bruce Freeman Rail Trail, Phase 1
 3. Request from Town Clerk to appoint election officers for terms to expire July 31, 2016
 4. Request to appoint members to the new Healthy Community Committee:

Sandy Collins, Director, Board of Health
Sandra Habe, Assistant Director, Recreation
Jennifer Claro, Director, Council on Aging
Terence Ryan, School Committee representative
Chris Barrett, Pedestrian Safety Committee representative
Mark Chambers, Police Department
Joe Targ, Fire Department
Greg Johnson, Town Manager's Office
Carol Gumbart, Resource Planner, Conservation
Paul Starratt, Town Engineer
Richard Barrett, Superintendent, Highway

Residents at large:

Lucia Alfano
Zac Cataldo
Will Darling
Judith Formanek
Gloria Gilbert
Alisha Hillam
Bruce Rosenburg
Lynn Tenney
Lynn Tyndall
Kristen Upham

8. 8:25PM

**Consent Agenda- Request to approve the following
Banner Request**

1. Event: Season Open Registration
Organizer: Westford Youth Baseball and Softball
Applicant: Nate Frazee
Event Dates: March 11 – April 11, 2016
Banner Dates: March 23 – April 14, 2016
Banner Placement: J.V. Fletcher Library
2. Event: Annual Registration
Organizer: Westford Pop Warner
Applicant: Thomas Kane
Event Dates: June 18, 2016
Banner Dates: June 11-21, 2016
Banner Placement: J.V. Fletcher Library
3. Event: Strawberries 'N Arts Festival
Organizer: First Parish Church of Westford
Applicant: Jess Anderson, Chairperson of Strawberries 'N Arts Festival
Event Dates: June 18, 2016; rain date June 19, 2016
Banner Dates: June 10-21, 2016
Banner Placement: First Parish Church
4. Event: Election Day Announcement

Organizer: League of Women Voters of Westford
Applicant: Leslie W. Vieth
Event Dates: May 3, 2016
Banner Dates: April 26 – May 6, 2016
Banner Placement: Abbot School

Town Common and Bandstand Request

5. Event: Early Easter Service
Organizer: First Parish Church of Westford
Applicant: Reverend Eric Hausman
Event Dates: March 27, 2016
Event Times: 6:00-8:30AM

6. Event: 41st Annual Strawberries ‘N Art Festival
Organizer: First Parish Church of Westford
Applicant: Jess Anderson, Chairperson of Strawberries ‘N Arts Festival
Event Dates: June 18, 2016; rain date June 19, 2016
Event Times: 10:00AM to 4:00PM
Requested Common Use Times: 6:00AM to 5:00PM for set up and close

9. 8:30PM

Minutes for Approval

For Release

February 23, 2016- Regular Session

10. 8:35PM

Board Reports/Updates

11. 8:40PM

Town Manager’s Report

1. Recommend the Strategic Planning Retreat to be held on June 16, 2016
2. Request to authorize the detour of a portion of Groton Road during the Keyes Brook Culvert Project and to advertise the project to bid with extended work hours
–Paul Starratt, Town Engineer
3. Report on feasibility of adding a crosswalk to Main Street at the Kirsil Circle / Providence Road vicinity
–Paul Starratt, Town Engineer

12. 8:45PM

Correspondence

13. 8:50PM

Adjournment

**Board of Selectmen
Correspondence
March 22, 2016**

Outgoing Correspondence:

12.01	03/09/16	From Jodi Ross to Elizabeth Fletcher Glenn
12.02	03/22/16	Letter of Recognition to Patti Mason, Roudenbush Community Center Person of the Year

Incoming Correspondence:

12.03	03/14/16	Woodward & Curran bypass request support letter
12.04	03/15/16	Verizon Fios Channel Lineup March 2016
12.05	03/15/16	Verizon Fios Rate Card February 2016
12.06	03/15/16	Verizon Fios Sample Customer Bill January 2016
12.07	03/07/16	Bruce Freeman Rail Trail Spring Summer 2016 Newsletter
12.08	03/07/16	Nashoba Valley Chamber of Commerce Chamber View Spring 2016
12.09	03/10/16	UMass Lowell Newline March 2016
12.10	03/10/16	Comcast Annual License Fee & Annual Notice
12.11	03/10/16	Nashoba Valley Technical School District Fiscal Year 2017 Assessments
12.12	03/11/16	Nashoba Valley Chamber of Commerce Upcoming Events Flyer
12.13	03/14/16	Comcast Xfinity Programming Change Notification
12.14	03/14/16	Northern Middlesex Council of Governments Notice of Meeting to be held March 16, 2016
12.15	03/14/16	Animal Control Officer Training announcement
12.16	03/14/16	MassHousing Announcement of 26 th Annual Greater Boston Minority and Women Business Enterprise Trade Fair
12.17	03/14/16	Wedgewood Pines Country Club 11 th Annual St Catherine – St Vincent de Paul Golf Tournament invitation
12.18	03/17/16	MLA 2016 Hall of Fame and Awards Gala Flyer
12.19	03/16/16	Westford Superior Officers Association Award for Arbitration

*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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ACTION TAKEN

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3. 7:32PM **Open Forum/FAQ/Announcements**
 Congratulate Lukas Samuel Harrington and Nicholas Akers of Troop 159 for earning the rank of Eagle Scout

Selectman Siriani announced an invitation to the public to attend a meeting of the Westford Kiwanis Club to be held at 7:00PM on March 30, 2016, at the Westford Senior Center, 20 Pleasant Street, to discuss this year's Apple Blossom Parade

4. 7:35PM **Permanent Town Building Committee recommendation to terminate Dore & Whittier contract for the Fire Station design and seek new Request for Quotes**
 Approved 5-0

5. 7:40PM **Approve the Complete Streets policy as presented by the Pedestrian Safety Committee**
 –Chris Barrett, Chairman

No vote taken; Town Manager will work with Pedestrian Safety Committee to revise draft policy incorporating the BoS' suggestions

6. 7:50PM **Annual Town Meeting on April 2, 2016**
 No action
 1. Discuss wording and vote on any proposed ballot question(s) to meet the submission deadline of March 29, 2016
 2. Review and request to amend the following articles:

ARTICLE 3 Recommended 5-0 to appropriate \$27,000 to fund the request	Approve Fiscal Year 2016 Supplemental Appropriations Note: Request from Westford Community Access Television (CAT) to fund a fiber optic extension from Nabnasset Fire Station to WestfordCAT, 487 Groton Road Unit B, utilizing Comcast contract funds	<i>Town Manager</i>
ARTICLE 24 Recommended 4-0-1 as amended (DS against)	Amend Agricultural Preservation Restriction on 66-68 Boston Road Parcel Voted 4-0-1 to amend the language in the motion to add the work "foot print" (DS against)	<i>Board of Selectmen</i>

7. 8:05PM

Old/New Business

Approved 5-0

1. Approve letter of recognition for Patti Mason as the Roudenbush Community Center’s second annual *Person of the Year*

Approved 5-0

2. Request to sign agreement relative to improvements and amenities for the Bruce Freeman Rail Trail, Phase 1

Approved 5-0

3. Request from Town Clerk to appoint election officers for terms to expire July 31, 2016

Approved 5-0
as amended to show
designated (*)
individuals as
committee
“resources” instead
of full members

4. Request to appoint members to the new Healthy Community Committee:

Sandy Collins, Director, Board of Health

Sandra Habe, Assistant Director, Recreation

Jennifer Claro, Director, Council on Aging

Terence Ryan, School Committee representative

Chris Barrett, Pedestrian Safety Committee representative

*Mark Chambers, Police Department

*Joe Targ, Fire Department

Greg Johnson, Town Manager’s Office

Carol Gumbart, Resource Planner, Conservation

*Paul Starratt, Town Engineer

*Richard Barrett, Superintendent, Highway

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Approved 5-0
Subject to
Public Safety
Recommendation

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Approved 5-0 For Release
February 23, 2016- Regular Session

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11. 8:40PM **Town Manager’s Report**

Approved 5-0 1. Recommend the Strategic Planning Retreat to be held on June 16, 2016

Approved 5-0 2. Request to authorize the detour of a portion of Groton Road during the

Keyes Brook Culvert Project and to advertise the project to bid with
extended work hours *–Paul Starratt, Town Engineer*

Approved 5-0 3. Report on feasibility of adding a crosswalk to Main Street at the Kirs

to add crosswalk as long as within appropriation
Circle / Providence Road vicinity *–Paul Starratt, Town Engineer*

12. 8:45PM **Correspondence**

13. 8:50PM **Adjournment**

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March 22, 2016**

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