

1. Agenda

Documents:

[2016.05.10AGENDA.PDF](#)

2. With Action Taken

Documents:

[2016.05.10WITH ACTION TAKEN.PDF](#)

3. Revised Agenda

Documents:

[2016.05.10REVISED AGENDA.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, May 10, 2016

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Executive Session:**
  1. Receive an update on litigation for Newport Materials, LLC, et al v. Westford Zoning Board of Appeals, et al and v. Planning Board of Westford, et al, as an open session may have a detrimental effect on the litigating position of the public body
  2. To conduct contract negotiations for the chief of police 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**
5. 7:35PM **Request for a letter of support or non-opposition for a medical marijuana dispensary by Seven Point of Massachusetts, Inc. to be located at 3 Lan Drive**  
*-Douglas C. Deschenes, Deschenes & Farrell, P.C.*
6. 7:50PM **Request for a letter of support or non-opposition for a medical marijuana dispensary by Nature's Remedy of Massachusetts, Inc. to be located at 317 Littleton Road**  
*-Valerio G. Romano, VGR Law Firm, P.C.*
7. 8:05PM **12 North Main Street Task Force –  
Report on the evaluation for reuse and request authorization to develop request for proposals for a mixed use development**  
*-Jane Hughes, Task Force Chairman*
8. 8:20PM **Request to award the contract for the architect for the fire station and combined dispatch center, and discuss design parameters and provide direction for the projects**  
*-Tom Mahanna, Chair, Permanent Town Building Committee*
9. 8:35PM **Old/New Business**
  1. Request to appoint of Christina Sacco to the Economic Development Committee
  2. Request from the Westford Package Store to change one of the dates of the suspension from July 4<sup>th</sup> to July 5<sup>th</sup>, 2016  
*-Chirag Patel, co-owner*

3. Designate Scott Hazelton as Town Farm Request for Proposals liaison and discuss the Board's intentions for reuse of the facility

10. 8:40PM

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

Street Closure Request

Event: Apple Blossom Parade

Organizer: Kiwanis Club

Applicant: Rick McNeil (*in attendance*)

Event Date: May 14, 2016

Event Times: 9:45AM to 11:30AM

Route: Main Street, Depot Road, Abbot School

Special License Request

Event: Celebration of Life Benefit

Applicant: Linda Medley

Organizer: Franco American Club

Location: Franco American Club pavilion, 55 W. Prescott Street

Event Date: May 22, 2016

Event Times: 12:00PM to 6:00PM

11. 8:45PM

**Minutes**

Approve and Release

March 10, 2016 – Joint Session with the Planning Board

March 22, 2016 – Regular Session

March 31, 2016 – Joint Session with Finance Committee

April 2, 2016 – Regular Session

April 12, 2016 – Regular Session

Approve, Not For Release

March 3, 2016 - Executive Session

April 12, 2016 - Executive Session

April 15, 2016 - Executive Session

For Release – Executive Sessions related to Drew Gardens:

December 8, 2015 – Executive Session with redactions

November 3, 2016 – Executive Session with redactions

November 24, 2016 – Executive Session with redactions

January 12, 2016 – Executive Session with redactions

12. 8:50PM

**Board Reports/Updates**

13. 8:55PM

**Town Manager's Report**

1. Request to accept \$5,000 check for Blue Cross/Blue Shield Municipal Innovation Award

2. Request to support transferring Assistant Town Accountant position out of the OPEIU collective bargaining unit and creating non-union Assistant Town Accountant/Finance and Budget Analyst position

3. Request to approve Strategic Planning Retreat topics

4. Request to approve the following contracts:
  - a. Stantec Consulting Services, Inc. for the continuation of the Environmental Monitoring Program at the Westford Landfill including monitoring of the landfills gas probes and groundwater wells in the amount of \$10,070
  - b. Systems Electrical Services, Inc. of Chelsea for the furnishing and installation of Emergency Generators at the Nutting Road and Depot Street Pumping Stations in the amount of \$179,000
  - c. Icon Enterprises (d/b/a Civic Plus) for the redesign, implementation and hosting of the town's official website for development and deployment fee of \$16,200 – *Tom Laflamme, Applications Manager*
  - d. Axe Brothers Tree Service for a timber harvest of the town forest on Forge Village Road at Cold Spring Road with an expected profit yield of approximately \$2,200 to cover the cost of a new sign for the forest, any stump grinding, and all associated police details  
*- Hugh Maguire, Town Forest Committee*
  - e. Aqua Line Utility, Inc. for Keyes Culvert construction on Route 40 in the amount of \$424,174
  - f. Land Tech Consultants for construction administration of the Keyes Culvert construction project in the amount not to exceed \$28,000
  - g. Solitude Lake Management for herbicide treatment for Burge's Pond, Keyes Pond, and Old Mill/Graniteville Pond in the amount of \$49,450 and for optional treatment with algaecide in the amount of \$8,525

14. 9:00PM      **Correspondence**

15. 9:05PM      **Adjournment**

**Board of Selectmen  
Correspondence  
May 10, 2016**

**Outgoing Correspondence:**

- |       |         |  |
|-------|---------|--|
| 14.01 | 4/19/16 | Abutters Notice regarding Seven Point medical marijuana dispensary application at 3 LAN Drive Placeholder                    |
| 14.02 | 4/19/16 | Abutters Notice regarding Nature's Remedy medical marijuana dispensary application at 317 Littleton Road                     |
| 14.03 | 4/29/16 | MA Department of Environmental Protection regarding Water Infrastructure Planning and Technical Assistance Grant             |
| 14.04 | 5/02/16 | Letter to Mr. George Xenakis of the Office of the Inspector General regarding document request related to Graniteville Woods |

**Incoming Correspondence:**

- |       |         |  |
|-------|---------|--|
| 14.05 | 4/25/16 | Enterprise Bank Celebration of Excellence  |
| 14.02 | 4/25/16 | Lowell Regional Transit Authority Meeting Notice   |
| 14.03 | 4/25/16 | Westford Council on Aging Gay Nineties Celebration   |
| 14.04 | 4/25/16 | MA School Building Authority letter regarding Construction Change Orders for Robinson School   |
| 14.05 | 4/25/16 | MA School Building Authority letter regarding Construction Change Order for Day School   |
| 14.06 | 4/27/16 | Memorandum from Alliance Environmental Group regarding Graniteville Quarry   |
| 14.07 | 4/28/16 | Financial Report for Combined Cable Television Operations of Comcast Cable Communications, LLC for Fiscal Year Ended December 31, 2015 |
| 14.08 | 4/28/16 | Email correspondence from Felix Perriello of Alliance Environmental Group regarding soil reuse initiative                              |
| 14.09 | 5/02/16 | Email correspondence from Katelyn Olson requesting the town apply for a Stanton Foundation Grant to create a dog park                  |

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Greg Johnson 978-692-5501 extension 1 or email to [gregjohnson@westfordma.gov](mailto:gregjohnson@westfordma.gov).*



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## ACTION TAKEN

### REVISED MEETING AGENDA

Tuesday, May 10, 2016

7:00PM

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1. 7:00PM **Executive Session:**
  1. Receive an update on litigation for Newport Materials, LLC, et al v. Westford Zoning Board of Appeals, et al and v. Planning Board of Westford, et al, as an open session may have a detrimental effect on the litigating position of the public body
  2. To conduct contract negotiations for the chief of police as an open meeting may have a detrimental effect on the town's bargaining position
2. 7:30PM **Call to Order**
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4. 7:32PM **Open Forum/FAQ/Announcements**
5. 7:35PM **Request for a letter of support or non-opposition for a medical marijuana dispensary by Seven Point of Massachusetts, Inc. to be located at 3 Lan Drive**  
*-Douglas C. Deschenes, Deschenes & Farrell, P.C.*  
*No action at this time*
6. 8:00PM **Request for a letter of support or non-opposition for a medical marijuana dispensary by Nature's Remedy of Massachusetts, Inc. to be located at 317 Littleton Road**  
*-Valerio G. Romano, VGR Law Firm, P.C.*  
*No action at this time*
7. 8:25PM **12 North Main Street Task Force –**  
*Approved 5-0* **Report on the evaluation for reuse and request authorization to develop request for proposals for a mixed use development**  
*-Jane Hughes, Task Force Chairman*
8. 8:40PM **Request to award the contract for the architect for the fire station and combined dispatch center, and discuss design parameters and provide direction for the projects**  
*Approved 5-0, awarded to Donham & Sweeney, Boston, MA*  
*-Tom Mahanna, Chair, Permanent Town Building Committee*
9. 8:55PM **Old/New Business**
  1. Request to appoint Christina Sacco to the Economic Development Committee  
*Approved 5-0*

- Approved 5-0 2. Request to appoint Pat Louch to the Town Center Parking and Traffic Study Committee
- Approved 4-0 (APS not present) 3. Request from the Westford Package Store to change one of the dates of the suspension from July 4<sup>th</sup> to July 5<sup>th</sup>, 2016 –Chirag Patel, co-owner
- Approved 4-0 (APS not present) 4. Designate Scott Hazelton as Town Farm Request for Proposals liaison and discuss the Board’s intentions for reuse of the facility

10. 9:00PM

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

Street Closure Request

Event: Apple Blossom Parade  
 Organizer: Kiwanis Club  
 Applicant: Rick McNeil (*in attendance*)  
 Event Date: May 14, 2016  
 Event Times: 9:45AM to 11:30AM  
 Route: Main Street, Depot Road, Abbot School

Approved 5-0

Special License Request

Event: Celebration of Life Benefit  
 Applicant: Linda Medley  
 Organizer: Franco American Club  
 Location: Franco American Club pavilion, 55 W. Prescott Street  
 Event Date: May 22, 2016  
 Event Times: 12:00PM to 6:00PM

11. 9:05PM

**Minutes**

Approved 4-0; }  
 DS abstained

Approve and Release

March 10, 2016 – Joint Session with the Planning Board

Approved 5-0

March 22, 2016 – Regular Session

March 31, 2016 – Joint Session with Finance Committee

No action

April 2, 2016 – Regular Session

April 12, 2016 – Regular Session

Approved 5-0

Approve, Not For Release

March 3, 2016 - Executive Session

April 12, 2016 - Executive Session

April 15, 2016 - Executive Session

Approved 5-0

For Release – Executive Sessions related to Drew Gardens:

November 3, 2014 – Executive Session with redactions

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December 8, 2015 – Executive Session with redactions

January 12, 2016 – Executive Session with redactions

12. 9:10PM

**Board Reports/Updates**

13. 9:15PM

**Town Manager’s Report**

Approved 5-0

- 1. Request to accept \$5,000 check for Blue Cross/Blue Shield Municipal Innovation Award

- Approved 5-0 2. Request to support transferring Assistant Town Accountant position out of the OPEIU collective bargaining unit and creating non-union Assistant Town Accountant/Finance and Budget Analyst position
- Approved 5-0 3. Request to approve Strategic Planning Retreat topics
- 4. Request to approve the following contracts:
  - Approved 5-0 a. Stantec Consulting Services, Inc. for the continuation of the Environmental Monitoring Program at the Westford Landfill including monitoring of the landfills gas probes and groundwater wells in the amount of \$10,070
  - Approved 5-0 b. Systems Electrical Services, Inc. of Chelsea for the furnishing and installation of Emergency Generators at the Nutting Road and Depot Street Pumping Stations in the amount of \$179,000
  - Approved 5-0 c. Icon Enterprises (d/b/a Civic Plus) for the redesign, implementation and hosting of the town's official website for development and deployment fee of \$16,200 – *Tom Laflamme, Applications Manager*
  - Approved 5-0 d. Axe Brothers Tree Service for a timber harvest of the town forest on Forge Village Road at Cold Spring Road with an expected profit yield of approximately \$2,200 to cover the cost of a new sign for the forest, any stump grinding, and all associated police details  

*- Hugh Maguire, Town Forest Committee*
  - Approved 5-0 e. Aqua Line Utility, Inc. for Keyes Culvert construction on Route 40 in the amount of \$424,174
  - Approved 5-0 f. Land Tech Consultants for construction administration of the Keyes Culvert construction project in the amount not to exceed \$28,000
  - Approved 5-0 g. Solitude Lake Management for herbicide treatment for Burge's Pond, Keyes Pond, and Old Mill/Graniteville Pond in the amount of \$49,450 and for optional treatment with algaecide in the amount of \$8,525

14. 9:25PM      **Correspondence**

15. 9:30PM      ~~Adjournment~~  
**Board re-entered Executive Session to conduct contract negotiations for the chief of police as an open meeting may have a detrimental effect on the town's bargaining position**

**10:10PM      Adjournment**

**Board of Selectmen  
Correspondence  
May 10, 2016**

**Outgoing Correspondence:**

- |       |         |  |
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14. 9:25PM      **Correspondence**

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