1. Agenda

   Documents:

   2016.06.28AGENDA.PDF

2. With Action Taken

   Documents:

   2016.06.28WITH 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, June 28, 2016
7:00PM
Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Executive Session**
   To discuss strategy with respect to litigation in the matter of Newport Materials, LLC, et al v. Westford Zoning Board of Appeals, et al and Newport Materials, LLC, et al. v. Planning Board of Westford, et al, as an open session may have a detrimental effect on the litigating position of the Town

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

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

4. 7:32PM **Open Forum/FAQ/Announcements**

5. 7:35PM **Request to approve updated Personnel Policies and Procedures effective July 1, 2016** *–Pam Hicks, Director, Human Resources*

6. 7:40PM **Request to appoint two abutters (or near abutters) to the Drew Gardens Task Force with terms to expire June 30, 2017:**
   Received by June 22, 2016:

Christopher N. Burns	7 Rome Drive
Mari Cartagenova	16 Graniteville Road
Maureen George	3 Porter Road
Robert S. Jefferies	11 Boston Road
Krishnakumar Velmurugan	50 Boston Road
Received after June 22, 2016:	
Diane Hendriks	11 Crown Road
Juliette Mount	51 Boston Road

7. 7:45PM **Review legal issues relative to amending the Agricultural Preservation Restrictions on 66 Boston Road** *-Gregg Corbo, Town Counsel*

8. 8:45PM **Old/New Business**
   1. Request to appoint Rose O'Donnell and Paul Morris to the Tax Possession Sales Committee with terms to expire June 30, 2019 *–Don Costley*
   2. Request to approve 2016 re-appointments for committee and board members, as listed in meeting packet
   3. Request to open the warrant for a Special Town Meeting, Monday, October 17, 2016

4. Consider survey for prioritizing major capital projects

–Kelly Ross, Chairman, Board of Selectmen

9. 9:00PM **Consent Agenda- Request to approve the following**

Special License Request
Event: Family Party
Applicant: Paul Morin
Location: Stony Brook Fish and Game Association, 128 Lowell Road
Event Date: July 23, 2016
Event Times: 12:00PM to 7:00PM

Special License Request
Event: Volley Ball Championship
Applicant: Chris Kitchin
Location: Nashoba Valley Ski Area, 79 Powers Road
Event Date: August 6 or August 7 (rain date), 2016
Event Times: 9:00AM to 9:00PM

10. 9:05PM **Board Reports/Updates**

11. 9:10PM **Town Manager's Report**

1. Request from Town Manager to carry over vacation hours
2. Request to approve the following contracts:
   a. Northern Middlesex Council of Governments for pictometry aerial digital imagery products in the amount of $15,660
   b. Leonard E. Belcher, Inc. for off-site distribution facility for diesel fuel and unleaded gasoline in the amount of $0.15 per gallon in addition to the wholesale price
   c. Susan Davila for Inspection and List of Real Estate services for the Assessors Office in the amount of $24 per parcel or not to exceed $15,000 and 625 parcels

12. 9:15PM **Correspondence**

13. 9:20PM **Adjournment**

Board of Selectmen
Correspondence
June 28, 2016

Incoming Correspondence:

12.01	6/13/16	Town of Acton Notice of Decision regarding Site Plan Special Permit for 429 Great Road
12.02	6/13/16	Comcast Connections, Massachusetts Edition, 1st Quarter 2016
12.03	6/13/16	Letter from Melissa Robbins of Deschenes & Farrell, P.C. regarding renewal of Residential Dock License on behalf of Walter Murphy, 15 Pond Road
12.04	6/13/16	Letter from Katharine L. Klein of Kopelman and Paige, P.C. regarding Boston Road Fire Station
12.05	6/13/16	Notice of meeting for Northern Middlesex Council of Governments (NMCOG) for June 15, 2016
12.06	6/15/16	Invitation to WestfordCAT's Annual Meeting on June 23, 2016
12.07	6/15/16	Letter from Gregg Corbo of Kopelman and Paige, P.C. regarding Drew Farm APR Amendment
12.08	6/15/16	Message from Matthew Hakala regarding his visit to 66 Boston Road
12.09	6/16/16	Letter from The Sun newspaper of Lowell regarding subscription policies and arbitration program
12.10	6/17/16	Letter from Donald Parsons regarding evaluation of 66 Boston Road
12.11	6/20/16	Lowell Regional Transit Authority (LRTA) notice of meeting for June 23, 2016
12.12	6/21/16	Genesis News from Merrimack Valley Housing Partnership for 2016
12.13	6/23/16	Report from Stantec Consulting Services, Inc. for Landfill Gas Monitoring in 2nd Quarter 2016

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, June 28, 2016
7:00PM
Town Hall, Meeting Room, 55 Main Street

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

1. 7:00PM **Executive Session**
To discuss strategy with respect to litigation in the matter of Newport Materials, LLC, et al v. Westford Zoning Board of Appeals, et al and Newport Materials, LLC, et al. v. Planning Board of Westford, et al, as an open session may have a detrimental effect on the litigating position of the Town

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

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

4. 7:32PM **Open Forum/FAQ/Announcements**
Selectman Ross introduced and welcomed new Assistant Town Manager Eric Heideman

5. 7:35PM **Request to approve updated Personnel Policies and Procedures effective July 1, 2016** *–Pam Hicks, Director, Human Resources*
Approved 5-0

6. 7:40PM **Request to appoint two abutters (or near abutters) to the Drew Gardens Task Force with terms to expire June 30, 2017:**
Received by June 22, 2016:

Christopher N. Burns	7 Rome Drive
Mari Cartagenova	16 Graniteville Road
Maureen George	3 Porter Road
Robert S. Jefferies	11 Boston Road
Krishnakumar Velmurugan	50 Boston Road
Received after June 22, 2016:	
Diane Hendriks	11 Crown Road
Juliette Mount	51 Boston Road

Appointed 5-0
Christopher Burns
and
Juliette Mount

7. 7:45PM **Review legal issues relative to amending the Agricultural Preservation Restrictions on 66 Boston Road** *-Gregg Corbo, Town Counsel*

8. 8:45PM **Old/New Business**

Approved 5-0 1. Request to appoint Rose O'Donnell and Paul Morris to the Tax Possession Sales Committee with terms to expire June 30, 2019 *–Don Costley*

Approved 5-0 2. Request to approve 2016 re-appointments for committee and board members, as listed in meeting packet

Approved 5-0 3. Request to open the warrant for a Special Town Meeting, Monday, October 17, 2016

Selectman Ross will draft a survey for possible future release 4. Consider survey for prioritizing major capital projects *–Kelly Ross, Chairman, Board of Selectmen*

9. 9:00PM **Consent Agenda- Request to approve the following**

Approved 5-0 Subject to Public Safety recommendations

<u>Special License Request</u>
Event: Family Party
Applicant: Paul Morin
Location: Stony Brook Fish and Game Association, 128 Lowell Road
Event Date: July 23, 2016
Event Times: 12:00PM to 7:00PM

<u>Special License Request</u>
Event: Volley Ball Championship
Applicant: Chris Kitchin
Location: Nashoba Valley Ski Area, 79 Powers Road
Event Date: August 6 or August 7 (rain date), 2016
Event Times: 9:00AM to 9:00PM

10. 9:05PM **Board Reports/Updates**

11. 9:10PM **Town Manager's Report**

Approved 5-0 1. Request from Town Manager to carry over vacation hours

2. Request to approve the following contracts:

Approved 5-0

a. Northern Middlesex Council of Governments for pictometry aerial digital imagery products in the amount of $15,660
b. Leonard E. Belcher, Inc. for off-site distribution facility for diesel fuel and unleaded gasoline in the amount of $0.15 per gallon in addition to the wholesale price
c. Susan Davila for Inspection and List of Real Estate services for the Assessors Office in the amount of $24 per parcel or not to exceed $15,000 and 625 parcels

12. 9:15PM **Correspondence**

13. 9:20PM **Adjournment**

Board of Selectmen
Correspondence
June 28, 2016

Incoming Correspondence:

12.01	6/13/16	Town of Acton Notice of Decision regarding Site Plan Special Permit for 429 Great Road
12.02	6/13/16	Comcast Connections, Massachusetts Edition, 1st Quarter 2016
12.03	6/13/16	Letter from Melissa Robbins of Deschenes & Farrell, P.C. regarding renewal of Residential Dock License on behalf of Walter Murphy, 15 Pond Road
12.04	6/13/16	Letter from Katharine L. Klein of Kopelman and Paige, P.C. regarding Boston Road Fire Station
12.05	6/13/16	Notice of meeting for Northern Middlesex Council of Governments (NMCOG) for June 15, 2016
12.06	6/15/16	Invitation to WestfordCAT's Annual Meeting on June 23, 2016
12.07	6/15/16	Letter from Gregg Corbo of Kopelman and Paige, P.C. regarding Drew Farm APR Amendment
12.08	6/15/16	Message from Matthew Hakala regarding his visit to 66 Boston Road
12.09	6/16/16	Letter from The Sun newspaper of Lowell regarding subscription policies and arbitration program
12.10	6/17/16	Letter from Donald Parsons regarding evaluation of 66 Boston Road
12.11	6/20/16	Lowell Regional Transit Authority (LRTA) notice of meeting for June 23, 2016
12.12	6/21/16	Genesis News from Merrimack Valley Housing Partnership for 2016
12.13	6/23/16	Report from Stantec Consulting Services, Inc. for Landfill Gas Monitoring in 2nd Quarter 2016

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.