

1. Agenda

Documents:

[2016.08.09AGENDA.PDF](#)

2. With Action Taken

Documents:

[2016.08.09WITH 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, August 9, 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**
4. 7:35PM **Request for approval of proposed new site for the Westford Minuteman Memorial and request to place temporary information sign**  
*-David Christiana*
5. 7:45PM **Presentation of proposals received for the lease of Parks, Grounds, Recreation and Cemetery Departments' office and programming space, and request support for the recommendation from the RFP review committee**  
*-Pat Savage, Director, Recreation Department*  
*-Gus Bickford, Parks and Recreation Commission*
6. 7:55PM **Old/New Business**
  1. Discussion of 66 Boston Road clean-up *-Bill Harman, Resident*
  2. Request to re-appoint Scott Hazelton as the Board of Selectmen representative to the Commission on Disability with a term to expire June 30, 2017
  3. Request to re-appoint Election Officers for terms to expire July 31, 2017, per the list provided in the meeting packet
  4. Request from the Tax Possession Sales Committee to sell parcel 029 0086 0000 on Cowdry Hill Road and receive any objections from all town departments, boards or committees
7. 8:15PM **Consent Agenda- Request to approve the following**  
**Bike Ride**  
Event: Red Kettle Ride  
Organizer: Salvation Army of Greater Lowell  
Date: September 17<sup>th</sup>, 2016  
Times: 8:00AM to 4:00PM  
Routes: Concord Road, Littleton Road, East Prescott Street, North Main Street, North Street, Groton Road, Dunstable Road, Tenney Road

Special License Request

Event: Annual Tommy Ride Fundraiser  
Applicant: Leonard Hester, 4 Rose Lane  
Location: American Legion #437, 114 Dunstable Road  
Event Date: August 20, 2016  
Event Times: 11:00AM to 8:00PM

Special License Request

Event: End of Summer Party  
Applicant: Michael W. Shyjan, 47 Stone Brook Road  
Location: Westford Swim and Tennis Club, 250 Littleton Road  
Event Date: August 27, 2016  
Event Times: 12:00PM to 8:00PM

Town Common and Bandstand Request

Event: Taoist Tai Chi Awareness Day  
Organization: Taoist Tai Chi Society, New England Branch  
Applicant: Carol Earl, 6 Kylemore Drive  
Event Date: August 13, 2016; Rain date of August 20, 2016  
Event Times: 9:00AM to 11:00AM

Town Common and Bandstand Request

Event: Candlelight Vigil for Tyler James Colleton and Drug Awareness Day  
Applicant: Dawn Trask, 267 Littleton Road, Chelmsford, MA  
Event Date: August 31, 2016  
Event Times: 7:00PM to 10:00PM

Banner Request

Event: Annual Open House  
Organizer: Nashoba Valley Technical High School  
Applicant: Kyla Callahan  
Event Date: November 6, 2016  
Banner Dates: October 30 to November 6, 2016  
Banner Placement: J.V. Fletcher Library

8. 8:20PM **Minutes for Approval**  
For Release  
June 28, 2016- Regular Session

Not For Release  
June 28, 2016- Executive Session  
July 12, 2016- Executive Session

9. 8:25PM **Board Reports/Updates**

10. 8:30PM **Town Manager's Report**  
1. Announce receipt of \$38,848 in Rewards Credits from Massachusetts Interlocal Insurance Association (MIIA) for fiscal year 2016

2. Request to approve the following contracts:
  - a. Woodward and Curran for continued perchlorate licensed site professional services in the amount of \$78,400
  - b. North East Document Conservation Center for conservation survey services in the amount of \$6,460
  - c. Marino Construction Inc. for the renovations of bathrooms at the Old Nabnasset School in the amount of \$78,200, and to authorize expenditure of \$58,200 from the Roudenbush revolving account, and to accept a \$20,000 contribution from the Roudenbush Community Center, Inc. under the provisions of their lease agreement covering capital improvements
  - d. Jay-Mor Enterprises, Inc. for the demolition and disposal of the garage located at 35 Town Farm Road in the amount of \$9,600, subject to the Historical Commission's determination whether the structure is historically significant and requires a demolition plan review

11. 8:35PM      **Correspondence**

12. 8:40PM      **Adjournment**

**Board of Selectmen  
Correspondence  
August 9, 2016**

**Incoming Correspondence:**

- |       |         |  |
|-------|---------|--|
| 11.01 | 7/18/16 | Notice to abutter of project at 354 Groton Road from Land Tech Consultants   |
| 11.02 | 7/26/16 | Letter from Dawn Trask regarding Nabnasset Dam memorial support  |
| 11.03 | 7/29/16 | Message from John Murphy of Stantec regarding the supplemental to the 2 <sup>nd</sup> quarter FY2016 Landfill Gas Monitoring Report  |
| 11.04 | 7/29/16 | Stantec Consulting Services Inc. report from Landfill Gas Supplemental monitoring from 2 <sup>nd</sup> quarter of FY2016   |
| 11.05 | 8/4/16  | Lowell Regional Transit Authority notice of meeting for August 11, 2016  |
| 11.06 | 8/4/16  | Massachusetts Department of Transportation Highway Division bridge inspection reports for Stony Brook Road, Beaver Brook Road, Bridge Street, River Street, and Town Farm Road |

*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](mailto: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, August 9, 2016

7:30PM

Town Hall, Meeting Room, 55 Main Street

Selectman Andrea Peraner-Sweet was absent

1. 7:30PM **Call to Order**
2. 7:31PM **Pledge of Allegiance**
3. 7:32PM **Open Forum/FAQ/Announcements**

Kelly Ross announced that the Fox 25 Zip Trip is scheduled for Friday, August 10, 2016 between 6:00AM and 10:00AM

Don Siriani announced that the Kiwanis Club of Westford had conducted a cookout at the Senior Center before the meeting

Juliette Mount, 51 Boston Road and on the Drew Gardens Task Force, reported that Chris Burns had not attended the last two Task Force meetings and asked if the Selectmen could consider replacing him with Robert Jeffries

Bob Krankiewicz, 15 Boston Road, distributed a memorandum to the Selectmen regarding state regulations applicable to Agricultural Preservation Restrictions
4. 7:35PM **Request for approval of proposed new site for the Westford Minuteman Memorial and request to place temporary information sign**

Approved 4-0

*-David Christiana*
5. 7:45PM **Presentation of proposals received for the lease of Parks, Grounds, Recreation and Cemetery Departments' office and programming space, and request support for the recommendation from the RFP review committee**

Approved 4-0

*-Pat Savage, Director, Recreation Department*  
*-Gus Bickford, Parks and Recreation Commission*
6. 7:55PM **Old/New Business**
  1. Discussion of 66 Boston Road clean-up *-Bill Harman, Resident*

The Board requested the Town Manager seek guidance from Town Counsel on several questions raised at the meeting
  2. Request to re-appoint Scott Hazelton as the Board of Selectmen representative to the Commission on Disability with a term to expire June 30, 2017
  3. Request to re-appoint Election Officers for terms to expire July 31, 2017, per the list provided in the meeting packet

Approved 4-0

No action 4. Request from the Tax Possession Sales Committee to sell parcel 029 0086 0000 on Cowdry Hill Road and receive any objections from all town departments, boards or committees

7. 8:15PM

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

Bike Ride

Event: Red Kettle Ride

Organizer: Salvation Army of Greater Lowell

Date: September 17<sup>th</sup>, 2016

Times: 8:00AM to 4:00PM

Routes: Concord Road, Littleton Road, East Prescott Street, North Main Street, North Street, Groton Road, Dunstable Road, Tenney Road

Special License Request

Event: Annual Tommy Ride Fundraiser

Applicant: Leonard Hester, 4 Rose Lane

Location: American Legion #437, 114 Dunstable Road

Event Date: August 20, 2016

Event Times: 11:00AM to 8:00PM

Special License Request

Event: End of Summer Party

Applicant: Michael W. Shyjan, 47 Stone Brook Road

Location: Westford Swim and Tennis Club, 250 Littleton Road

Event Date: August 27, 2016

Event Times: 12:00PM to 8:00PM

Town Common and Bandstand Request

Event: Taoist Tai Chi Awareness Day

Organization: Taoist Tai Chi Society, New England Branch

Applicant: Carol Earl, 6 Kylemore Drive

Event Date: August 13, 2016; Rain date of August 20, 2016

Event Times: 9:00AM to 11:00AM

Town Common and Bandstand Request

Event: Candlelight Vigil for Tyler James Colleton and Drug Awareness Day

Applicant: Dawn Trask, 267 Littleton Road, Chelmsford, MA

Event Date: August 31, 2016

Event Times: 7:00PM to 10:00PM

Banner Request

Event: Annual Open House

Organizer: Nashoba Valley Technical High School

Applicant: Kyla Callahan

Event Date: November 6, 2016

Banner Dates: October 30 to November 6, 2016

Banner Placement: J.V. Fletcher Library

Approved 4-0  
with public safety  
recommendations

8. 8:20PM **Minutes for Approval**  
**Approved 4-0** For Release  
June 28, 2016- Regular Session

**Approved 4-0** Not For Release  
June 28, 2016- Executive Session  
**Approved 3-0-1** July 12, 2016- Executive Session  
**DS abstained**

9. 8:25PM **Board Reports/Updates**

10. 8:30PM **Town Manager's Report**

1. Announce receipt of \$38,848 in Rewards Credits from Massachusetts Interlocal Insurance Association (MIIA) for fiscal year 2016

2. Request to approve the following contracts:

- Approved 4-0** {
- a. Woodward and Curran for continued perchlorate licensed site professional services in the amount of \$78,400
  - b. North East Document Conservation Center for conservation survey services in the amount of \$6,460
  - c. Marino Construction Inc. for the renovations of bathrooms at the Old Nabnasset School in the amount of \$78,200, and to authorize expenditure of \$58,200 from the Roudenbush revolving account, and to accept a \$20,000 contribution from the Roudenbush Community Center, Inc. under the provisions of their lease agreement covering capital improvements
  - d. Jay-Mor Enterprises, Inc. for the demolition and disposal of the garage located at 35 Town Farm Road in the amount of \$9,600, subject to the Historical Commission's determination whether the structure is historically significant and requires a demolition plan review

11. 8:35PM **Correspondence**

**Mark Kost requested to have Land Tech Consultants send abutters notifications of the project at 354 Groton Road to Lakeside residents**

12. 8:40PM **Adjournment**

**Board of Selectmen  
Correspondence  
August 9, 2016**

**Incoming Correspondence:**

11.01	7/18/16	Notice to abutter of project at 354 Groton Road from Land Tech Consultants
11.02	7/26/16	Letter from Dawn Trask regarding Nabnasset Dam memorial support
11.03	7/29/16	Message from John Murphy of Stantec regarding the supplemental to the 2 <sup>nd</sup> quarter FY2016 Landfill Gas Monitoring Report
11.04	7/29/16	Stantec Consulting Services Inc. report from Landfill Gas Supplemental monitoring from 2 <sup>nd</sup> quarter of FY2016
11.05	8/4/16	Lowell Regional Transit Authority notice of meeting for August 11, 2016
11.06	8/4/16	Massachusetts Department of Transportation Highway Division bridge inspection reports for Stony Brook Road, Beaver Brook Road, Bridge Street, River Street, and Town Farm Road

*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](mailto:gregjohnson@westfordma.gov).*