



TOWN OF WESTFORD
BOARD OF SELECTMEN

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

Action Taken

September 9, 2019 at 3:35PM

MEETING AGENDA

Tuesday, September 10, 2019

7:00PM

Town Hall, Meeting Room, 55 Main Street

Selectman Clay participated remotely during executive sessions

1. 7:00PM **Call to Order**
2. 7:00PM **Executive Session**
 - i. To conduct negotiations with the Town Manager regarding her employment contract as an open meeting may have a detrimental effect on the bargaining position of the town
Executive Session with the School Committee
 - ii. To discuss the deployment of or strategies regarding security personnel or devices, as recommended by the Town and School Safety Task Force
3. 7:30PM **Pledge of Allegiance**
4. 7:32PM **Open Forum/FAQ/Announcements**

Selectman Almeida announced:

 - **The J.V. Fletcher Library will be hosting a Farewell Memorial Program for the Champion Black Oak on Monday, September 23, 2019 at 6:30PM**
 - **The Parks & Recreation Department has hired a contractor to make infrastructure improvements at Forge Pond Beach which will begin fall 2019 and continue through early summer 2020. Forge Pond Beach will be closed to public access for the duration of construction**

Paul Starratt announced that there will be a detour on Groton Road between Nutting Road and Dunstable Road September 18-20 due to road construction

Paul Fassbender, a member of the Friends of the Cameron Senior Center, announced they have removed any age restriction to join the Friends organization

 - i. 9/11 Memorial Service on Wednesday, September 11, 2019 at 9:55AM the Public Safety Courtyard at Town Hall, 53 Main Street
 - ii. Recognition of Gerald J. Koehr for 7 years of service to the town of Westford as a member of the Finance Committee, 3 of the years as Chair
 - iii. Recognition of Ray Peachey for 33 years of service to the town of Westford as an employee of the Police Department and Health Department
 - iv. Recognition of David Lefebvre for his service in North Carolina during the recent hurricane Dorian as a MA-1 DMAT responder of the National Disaster Medical System Division of the U.S. Department of Health and Human Services

5. 7:35PM **Public Hearing – Request for a change of manager on an M.G.L. Ch. 138, Section 12 all alcohol restaurant license for Pepper Dinning, Inc., d/b/a Chili’s Grill & Bar, 137 Littleton Road, to Christopher Balg**
- Christopher Blag
Approved 4-0
6. 7:40PM **Request for a common vicualler license for Harbhej S. Cheema, owner of Kanjabi 15, LLC d/b/a Mr. Mac’s Westford, 175 Littleton Road**
- Harbhej S. Cheema
Approved 4-0
7. 7:45PM **Update on the Beaver Brook Road bridge replacement schedule**
- Paul Starratt, P.E., Town Engineer
8. 7:50PM **Update on Westford Public Schools current enrollment**
- Bill Olsen, School Superintendent
School enrollment declined by 129 students – the schools will continue to track enrollment
9. 8:00PM **Stormwater Management Funding**
 Discuss Fee Structure and consider the Stormwater Management Credit Policy
Approved 4-0 a five-tiered rate structure for the Stormwater Management fee and approved 4-0 to adopt the Raftelis Credit Proposal of June 6, 2019
10. 8:30PM **Old/New Business**
- i. Update on 63 Main Street Future Use - *Elizabeth Almeida, Chair of 63 Main Street Task Force, and Kirk Ware, member of Permanent Town Building Committee*
Approved 4-0 to disband the 63 Main Street Task Force but will continue discussion of the property
 - ii. Request for execution of bond documents for the remainder of the Fletcher Fire Station 1 and the Vine Brook Water Extension Project – *Christine Collins, Tax Collector/Treasurer*
Approved 4-0
 - iii. Request to hold an indoor Farmers Market beginning October 1, 2019 in the Roudenbush Gym at 65 Main Street – *Avery Adam and Stephanie Lanzillo*
 - iv. Request to change the exterior street sign at 65 Main Street to include the Westford Parks & Recreation Department – *James Duane, Director of Parks, Recreation & Cemetery*
Approved 4-0
 - v. Review inclusive language for the proposed changes to the Town Charter
 - vi. Request to appoint [Karri-Apparao Karri](#) to the Cultural Council vacant position of Full Member for a term expiring on June 30, 2020 - *Anita Tonakarn-Nguyen, Chair, Cultural Council*
Approved 4-0
 - vii. Annual Town Manager performance review
- Board rated the Town Manager 46.94 out of 50 points**
Approved 4-0 a 2% performance-based increase and a 1% increase based on market basket salary adjustment effective July 1, 2019
11. 9:00PM **Special Town Meeting – October 28, 2019**
 Review proposed warrant articles and draft motions, set warrant article order

12. 9:10PM

**Consent Agenda- Request to approve the following
Public Amusement License:**

- i. Event: Witch’s Woods
Applicant: Douglas C. Deschenes, attorney for the applicant
Location: Nashoba Valley Ski Area, 79 Powers Road
Dates: September 27-29, October 3-6, October 10-13, October 17-20,
October 24-27, October 31, and November 1-2
Time: 5:00PM to 12:00AM

Sunday Entertainment License:

- ii. Event: Witch’s Woods
Applicant: Douglas C. Deschenes, attorney for the applicant
Location: Nashoba Valley Ski Area, 79 Powers Road
Dates: September 27-29, October 3-6, October 10-13, October 17-20,
October 24-27, October 31, and November 1-2
Time: 5:00PM to 12:00AM

**Approved 4-0
subject to public safety
recommendations**

13. 9:15PM

**Minutes for Approval
For Release**

- August 20, 2019
August 27, 2019

**Approved 4-0 with
amendment to
August 27, 2019
minutes**

Executive Session Minutes

Not for Release

- Approved 4-0** • August 27, 2019

14. 9:20PM

Board Reports/Updates

15. 9:25PM

Town Manager’s Report

- Approved 4-0** i. Request to approve the Budget Policy Direction for Fiscal Year 2021
- ii. Request approval of the following:

Approved 4-0

- a. Contracts:
 1. Blue Cross Blue Shield (BCBS) for employee and retiree health insurance contract for 2019-2020 at a 7.9% increase
 2. Lexipol for annual subscription to fire policy manual templates, training bulletins, and policy support services requested by the Fire Department in the amount of \$8,342.00
 3. Stantec Consulting Services Inc. for landfill environmental monitoring services in the amount of \$11,080.00
 4. Onsite Engineering, Inc. for perchlorate-related water sampling and testing services not to exceed \$45,792.00
 5. Green Acres Landscape & Construction Co., Inc. to construct improvements at Forge Pond Beach requested by the Parks and Recreation Department in the amount of \$534,772.00
- b. Purchase Orders:
 1. Merrimack Valley Emergency Physicians Inc. for Medical Direction Services requested by the Fire Department in the amount of \$18,000.00

16. 9:30PM **Correspondence**

17. 9:35PM **Adjournment**

**Board of Selectmen
Correspondence
September 10, 2019**

Incoming Correspondence:

IC 01	08/23/2019	Verizon Fios TV programming change
IC 02	08/26/2019	Xfinity TV services change
IC 03	08/26/2019	Letter from the Director of Federal Aid & Programming Reimbursement Office certifying work which has been performed
IC 04	08/30/2019	Paddock Estates at Boxboro information about apartment community
IC 05	08/30/2019	Town of Westford v. Charles DiDonato – Town of Westford’s Notice of Voluntary Stipulation of Dismissal
IC 06	08/30/2019	Powell & Majestro PLLC update of new development relative to the National Consortium
IC 07	09/04/2019	Letter from Central Massachusetts Mosquito Control Project
IC 08	09/04/2019	Notice of Massachusetts Municipal Association’s Annual Fall Legislative Breakfast series
IC 09	09/05/2019	Architectural Access Board Notice of Hearing Postponed
IC 10	09/06/2019	Letter from KP Law to the Architectural Access Board

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact our office at 978-692-5501 extension 1 or email to tmaa@westfordma.gov.