



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, January 28, 2020

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Call to Order**
2. 7:00PM **Executive Session**  
Joint meeting with the School Committee to discuss strategy with respect to collective bargaining with the Westford Education Association Unit A as an open meeting may have a detrimental effect on the town's bargaining position
3. 7:30PM **Pledge of Allegiance**
4. 7:32PM **Open Forum/FAQ/Announcements**  
Recognition of Licensed Well Specialist Chris Macpherson for 39 years of service on the Westford Water Department
5. 7:35PM **Public Hearing**  
Request to amend a M.G.L. c. 148 §13 License to Store Flammables, Combustibles, or Explosives on Land in Buildings or Structures at 179 Littleton Road to include one 8,000-gallon diesel tank  
– *Jen Croteau, VERC Enterprises, Inc.*  
– *Huseyin Sevincgil, Greenman-Pedersen, Inc.*  
**Approved 5-0**
6. 7:40PM **Public Hearing**  
Request to amend a M.G.L. c. 138 §15 Wine and Malt Package Store License to an All Alcohol Package Store License application from Sinina, Inc. d/b/a Craft Beer Cellar, 142 Littleton Road  
– *Surekha Bajaj, applicant*  
**Approved 5-0**
7. 7:45PM **Public Hearing**  
Request to amend a M.G.L. c. 138 §15 Wine and Malt Package Store License to an All Alcohol Package Store License application from Shriji Store LLC d/b/a Towne Convenience, 221 Groton Road  
– *Dinesh K. Patel, applicant*  
**Denied 5-0**

8. 7:50PM **Public Hearing – continued from January 14, 2020**  
 Consider approval of agreement between the town and Brian and Kelly Haley who reside at 9 Dana Drive, as a result of the board’s review of complaints received regarding a potential nuisance/dangerous dog  
**Approved 5-0**
9. 8:00PM **Public Hearing**  
 Request for a change of manager on an M.G.L. c. 138 §12 All Alcohol Restaurant License for Evviva Cucina LLC d/b/a Evviva Trattoria, 7 Cornerstone Square, to Paul Carney – *Paul Carney, proposed manager*  
**Approved 5-0**
10. 8:05PM **Old/New Business**
- i. Update from Jim Antonelli and Paul Starratt regarding maintaining two-way traffic on Patten Road through winter months that was approved at the Board of Selectmen meeting on June 11, 2019  
**They will continue to maintain two-way traffic on Patten Road**
- 8:15PM ii. Update from the 35 Town Farm Task Force relative to their recommendation to locate the New Fire Training Facility at 30 Beacon Street – *George Murray, Chair, 35 Town Farm Task Force Fire Training Facility Site Selection Subcommittee*  
**The Task Force will meet with the abutters of 30 Beacon Street**
- iii. Discussion on projected increases in solid waste and recycling costs – *Eric Heideman, Assistant Town Manager*
- iv. Annual Town Meeting – March 28, 2020
- a. Consider whether to allow a Citizen’s Petition received after the deadline  
**The board did not allow the Citizen’s Petition but after hearing Assistant Town Manager Heideman’s presentation, directed the Town Manager’s Office to coordinate with the Recycling Commission and return to the BoS after Annual Town Meeting to discuss further**
- b. Request to close the Annual Town Meeting Warrant  
**Approved 5-0**
- v. Request to approve and sign the Presidential Primary Warrant to be held on Tuesday, March 3, 2020  
**Approved 5-0**
- vi. Request to appoint Election Officers for terms to expire on July 31, 2020  
**Approved 5-0**
11. 8:45PM **Board Reports/Updates**
- **Chairman Almeida reported she sent a letter to the Sudbury Select Board supporting purchasing the next section of the Bruce Freeman Rail Trail, as they were meeting last night so there was not time to take it to the board**
  - **Selectman Clay recommended residents listen to the Finance Committee meeting on 1/23/20 to hear the positive trend on proactive work being done by our Police Department and he thanked the public for supporting the Fire and Police Departments**
  - **Resident Emily Teller asked Town Manager Ross if the Police patrol the bike trails? Town Manager Ross responded that she would make sure we would get Officers out there on bikes once the weather changes**

- i. Selectman Clay, Board of Selectmen Liaison of Westford Community Access Television, to discuss recent changes in the organization  
**BoS asked the WCAT Board of Directors to report back to the BoS at their 2/11/20 meeting with an update following WCAT's 2/5/20 meeting**
- ii. Update from Selectman Clay on the progress of the Town and School Safety Task Force  
**Selectman Kost suggested if the Task Force had any projects which included capital funding, he would like them to go to the Capital Planning Committee to discuss, and when personnel recommendations are made, evaluate if these responsibilities fit in with existing personnel**

12. 9:05PM

**Consent Agenda- Request to approve the following  
Town Common Request:**

Request to add purple lights and ribbons around the trees on the Town Common for National Gun Violence Survivors Week event to be held at the Roudenbush Saturday, February 1, 2020 at 3:00PM

Applicant: Jody Marchand

**Approved 5-0 subject to public safety recommendations**

13. 9:10PM

**Minutes for Approval**

For Release

- December 17, 2019 – Regular Session
- January 16, 2020 – Regular Session

**Approved 5-0**

14. 9:15PM

**Town Manager's Report**

- i. Request from Town Manager's Office to accept a grant in the amount of \$73,100 awarded through the Community Compact Cabinet's Information Technology grant program for a software upgrade to implement stormwater billing from the Massachusetts Executive Office for Administration and Finance

**Approved 5-0**

Approved 5-0

- ii. Request approval of the following:
  - a. Contracts:
    - i. Bound Tree Medical, LLC for a one-year contract to purchase first aid medical supplies at the discounted rates itemized in the Fairfax County Notice of Award dated December 27, 2019 as requested by the Fire Department
    - ii. Amend an existing contract with Tighe & Bond, Inc. for Professional Engineering Services for the Prospect Hill Water Storage Tank Replacement Project to include additional Construction Administration and Observation Services in the amount of \$34,000 as requested by the Water Department
    - iii. Amend an existing contract with The Engineering Corp, Inc. (TEC, Inc.) for the Moore Road, Oak Hill Road, and Plain Road Improvement Project to include design configuration modifications in the amount of \$39,827 as requested by the Engineering Department
    - iv. Xcel Fire Protection, Inc. to repair and replace the dry sprinkler system at the Water Department in the amount of \$59,400 as requested by the Facilities Department
    - v. Tighe & Bond, Inc. for Professional Engineering Services for the Kirsi Circle Water Main Replacement Project in the amount of \$70,500 as requested by the Water Department
  - b. Purchase Orders:
    - i. Dennis K. Burke for the purchase of gas and diesel fuel in the amount of \$18,497.16 as requested by the Highway Department

15. 9:20PM

**Correspondence**

16. 9:25PM

**Adjournment**

**Board of Selectmen  
Correspondence  
January 28, 2020**

**Incoming Correspondence:**

IC 01	01/08/20	Westford Community Access Television Board Message
IC 02	01/08/20	MA Historical Commission Notice of the National Park Service Acceptance of Jonathan Keyes, Sr. House in Westford
IC 03	01/13/20	Town of Tewksbury Police Headquarters Letter of Support of Continued Staffing within the Westford Health Department
IC 04	01/13/20	Massachusetts Municipal Association Invitation to Attend Annual Business Meeting
IC 05	01/13/20	MassDOT National Bridge Inspection Standards Bridge Inspection Reports
IC 06	01/13/20	MassHire Greater Lowell Workforce Board's Fiscal Year 2019 Annual Report
IC 07	01/13/20	Northern Middlesex Council of Governments 1/1/20 Meeting Agenda
IC 08	01/17/20	Verizon Fios TV Programming Change
IC 09	01/17/20	United States Department of Commerce Review of Census Bureau's Boundary Data
IC 10	01/17/20	Littleton Board of Selectmen and Planning Board Counterpoint Letter to the Massachusetts Legislative Delegation
IC 11	01/21/20	Lowell Regional Transit Authority 1/23/20 Meeting Agenda
IC 12	01/21/20	Boott Hydropower, LLC Study Progress Report for 2019 4 <sup>th</sup> Quarter
IC 13	01/21/20	Notice of Entry of Order Confirming the 2 <sup>nd</sup> Amended Joint Plan of Reorganization of Payless Holdings LLC

**Outgoing Correspondence:**

OC 01	01/16/20	Letter to Dave Theide, 89 West Street, Regarding Unauthorized Curbside Waste
OC 02	01/17/20	Abutters Notice to Neighbors of 30 Beacon Street

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