



**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, February 11, 2020

7:30PM

Town Hall, Meeting Room, 55 Main Street

1. 7:30PM      **Call to Order**
  
2. 7:30PM      **Pledge of Allegiance**
  
3. 7:32PM      **Open Forum/FAQ/Announcements**  
Recognition of Alan Bugos for 12 years of service on the Westford Recycling Commission
  
4. 7:35PM      **Public Hearing**  
Request for a change of manager on an M.G.L. c. 138 §12 Beer and Wine Restaurant License for Chipotle, 174 Littleton Road, to Helen Kaminski  
– *Helen Kaminski, proposed manager*
  
5. 7:40PM      **Update from the Permanent Town Building Committee on the proposed New Center Building at 51 Main Street**  
– *Tom Mahanna, Chair, Permanent Town Building Committee*
  
6. 8:10PM      **Old/New Business**
  - i. Update on Stormwater fee billing and request to approve updated policy  
– *Christine Collins, Collector/Treasurer, Stephen Cronin, Water Superintendent, Paul Starratt, P.E., Town Engineer*
  - ii. Update following WestfordCAT’s February 5, 2020 Meeting – *Selectman Clay, Board of Selectmen Liaison to Westford Community Access Television*
  - iii. Request to appoint Election Officers for terms to expire on July 31, 2020
  
7. 8:25PM      **Annual Town Meeting – March 28, 2020**  
Selectmen review warrant articles, set the order of the warrant, and take positions on the following articles:

|             |  |                            |
|-------------|--|----------------------------|
| ARTICLE 1:  | Accept Town Reports  | <i>Town Manager</i>        |
| ARTICLE 13: | Appropriate Chapter 90 Local Transportation Funds for Roadway Maintenance  | <i>Town Manager</i>        |
| ARTICLE 14: | Appropriate Funds from Water Enterprise Other Post Employment Benefits Stabilization Fund to the Water Enterprise Budget | <i>Water Commissioners</i> |
| ARTICLE 15: | Authorize the Board of Selectmen to Accept Easements   | <i>Board of Selectmen</i>  |
| ARTICLE 16: | Placeholder: Authorize the Board of Selectmen to Accept Easements on Oak Hill Road, Plain Road, and Moore Road           | <i>Board of Selectmen</i>  |
| ARTICLE 17: | Placeholder: Authorize the Board of Selectmen to Accept Easements on Carlisle Road                                       | <i>Board of Selectmen</i>  |

|             |   |                           |
|-------------|---|---------------------------|
| ARTICLE 18: | Placeholder: Authorize the Board of Selectmen to Accept Easements on Beaver Brook Road  | <i>Board of Selectmen</i> |
| ARTICLE 19: | Assess the Cost Effectiveness of Outsourcing Ambulance Services   | <i>Citizens' Petition</i> |
| ARTICLE 20: | Rename Columbus Day to Indigenous Peoples' Day  | <i>Citizens' Petition</i> |
| ARTICLE 21: | Authorization for the Board of Selectmen to petition the General Court for one (1) additional all alcohol on premises license to be exercised by Veled, Inc. or a Related Entity or its Successor and/or Assign, located at 478 Groton Road, Westford | <i>Citizens' Petition</i> |
| ARTICLE 23: | Placeholder: Revise the General Bylaws to Merge the Affordable Housing Committee and Affordable Housing Trust into One Committee  | <i>Board of Selectmen</i> |
| ARTICLE 25: | Amend the Town's General and Zoning Bylaws to Reflect Gender-Neutral Amendments to the Town Charter Pending Before the General Court  | <i>Board of Selectmen</i> |
| ARTICLE 33: | Place Holder: Accept Jennie Richards Road as a Public Way   | <i>Board of Selectmen</i> |

8. 9:10PM **Consent Agenda – Request to approve the following:**

i. Banner Request:

Event: Westford Academy Holiday Bazaar

Applicant: Alexandra Ryan

Dates: Saturday, November 28, 2020 – Tuesday, December 8, 2020

Location: First Parish Church

9. 9:15PM **Minutes for Approval**

Regular Session – For Release:

- January 14, 2020

Executive Session – Not for Release:

- January 28, 2020

10. 9:20PM **Board Reports/Updates**

11. 9:25PM **Town Manager's Report**

- i. Request from the Police Department and Fire Department to accept a gift each department has received from Middlesex Savings Bank in the amount of \$10,000
- ii. Request from the Water Department to accept a grant in the amount of \$70,163 for the Stony Brook Flow Restoration Project for funding under the Water Management Act (WMA) Grant Program awarded from the Massachusetts Department of Environmental Protection (MassDEP)
- iii. Request approval of the following:
  - a. Contracts:
    1. Northern Middlesex Council of Governments (NMCOG) for professional staff support under the District Local Technical Assistance (DLTA) XIII program as requested by the Planning Department
    2. F.G. Sullivan Drilling Co. Inc. for the cleaning and redevelopment of the Country Road Well in the amount of \$13,397 as requested by the Water Department
  - b. Purchase Orders:
    1. CyberComm Communications Solutions Inc. for Radio Systems Service Agreement in the amount of \$13,205 as requested by the Public Safety Communications Department

12. 9:30PM      **Correspondence**

13. 9:35PM      **Adjournment**

**Board of Selectmen  
Correspondence  
February 11, 2020**

**Incoming Correspondence:**

|       |          |  |
|-------|----------|--|
| IC 01 | 01/24/20 | Verizon Fios TV Programming Change   |
| IC 02 | 01/27/20 | Xfinity TV Updates   |
| IC 03 | 01/28/20 | Comcast Capital Payment  |
| IC 04 | 01/30/20 | Verizon Notice of Annual Report and Form 500 Complaint Data  |
| IC 05 | 01/31/20 | Letter from Principal James Antonelli's to the Community<br>Preservation Committee relative to the Westford Academy Amenities<br>Building and renovation/addition of the Robinson School tennis courts |
| IC 06 | 02/03/20 | Save the Date for the 15 <sup>th</sup> Annual St. Catherine-St. Vincent de Paul<br>Golf Tournament   |
| IC 07 | 02/04/20 | Planning Board's non-binding recommendation for acceptance of<br>Jennie Richards Road as a public way  |
| IC 08 | 02/06/20 | Thank you letters from Abbot Elementary School students to<br>Selectmen  |
| IC 09 | 02/06/20 | Massachusetts Municipal Association Legislative Breakfast Meetings   |
| IC 10 | 02/06/20 | Central Massachusetts Mosquito Control Project's Form SRB-1  |
| IC 11 | 02/06/20 | Richie Crocker letter to School Committee, Board of Selectmen, and<br>Town Manager relative to the Maintenance Electrician Position  |

**Outgoing Correspondence:**

|       |          |   |
|-------|----------|---|
| OC 01 | 01/27/20 | Letter from Selectman Almeida to the Sudbury Board of Selectmen<br>relative to supporting the Bruce Freeman Rail Trail in Sudbury |
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*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).*