



**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, February 13, 2018

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Call to Order**
2. 7:00PM **Executive Session**
To discuss strategy with respect to collective bargaining with the Westford Superior Police Officers as an open meeting may have a detrimental effect on the town's bargaining position

Return to Open Session

3. 7:30PM **Pledge of Allegiance**
4. 7:32PM **Open Forum/FAQ/Announcements**
5. 7:35PM **Request to approve Eagle Scout project to rehabilitate the gazebo and perform landscaping in the right-of-way land adjacent to the United Methodist Church**
Approved 5-0 -Andrew Litchfield, Eagle Scout candidate
6. 7:40PM **Request approval to exercise Right of First Refusal for the affordable housing resale of 10 Groton Road, Unit D4 at the Haystacks Condominium**
Request withdrawn -Paul Teixeira, Executive Director, Westford Housing Authority
7. 7:45PM **Annual Town Meeting – March 24, 2018**
 1. Set order of warrant articles
Town Moderator Susan Spuhler requested reversing the order of Articles 20 and 21
Approved order as amended 5-0
 2. Review and vote on the following articles:

ARTICLE 1: <i>Recommended 5-0</i>	Accept Town Reports	<i>Town Manager</i>
ARTICLE 9: <i>Voted not to recommend 5-0</i>	Approve Capital Appropriations: Ornamental Traffic Signal at the Intersection of Boston Road and Main Street	<i>Citizen Petition</i>

ARTICLE 11: <i>Recommended 5-0</i>	Accept Statutory Authorization for Water Betterments	<i>Board of Selectmen</i>
ARTICLE 17: <i>Recommended 5-0</i>	Appropriate Chapter 90 Local Transportation Funds for Roadway Maintenance	<i>Town Manager</i>
ARTICLE 23: <i>Recommended 5-0</i>	Authorize Board of Selectmen to Accept Easements	<i>Board of Selectmen</i>
ARTICLE 24: <i>Recommended 4-1 SH opposed</i>	Authorize Board of Selectmen to Acquire Easements for the Groton Road and Dunstable Road Intersection Improvement Project	<i>Board of Selectmen</i>
ARTICLE 26: <i>Continued to 2/27</i>	Reduce Speed Limit in Certain Areas of Town to 25 Miles Per Hour <i>Town Center Traffic Committee request the Board of Selectmen sponsor the article</i>	<i>Town Center Traffic Committee</i>
ARTICLE 27: <i>Recommended 5-0</i>	Town Bylaw Amendment: Section 51.2 (A): Date and Time of Special Town Meetings	<i>Board of Selectmen</i>
ARTICLE 29: <i>Recommended 5-0</i>	Town Bylaw Amendment: Section 123.2: Annual List of Delinquent Parties	<i>Board of Selectmen</i>
ARTICLE 30: <i>Recommended 5-0</i>	Name the Boston Road Fire Station the “Fletcher Station 1”	<i>Permanent Town Building Committee</i>

3. Request to remove the following articles:

ARTICLE 19: <i>Continued to 2/27 to seek Town Counsel input</i>	Authorization for the Board of Selectmen to petition the General Court for special legislation authorizing the Town of Westford to establish a means tested senior citizen property tax exemption (placeholder for House Bill 4001)	<i>Board of Selectmen</i>
ARTICLE 31: <i>Voted 5-0 to remove from warrant and Town Manager’s Office to continue negotiations to potentially submit article at a future town meeting</i>	Acquisition of Russian Brotherhood Cemetery	<i>Board of Selectmen</i>

8. 8:25PM **Old/New Business**

1. Request authorization to use Summer Village Gift Funds for the following possible projects:
 - a. Construction of a new Day School playground
 - b. Reconstruction of Westford Academy’s track
 - c. Non-participating construction costs for the Dunstable Road/Route 40 traffic intersection improvements

-Dan O’Donnell, Finance Director
2. Request to accept donation from the Greater Lowell Community Foundation for the Westford-Tyngsborough Overdose Reduction and Prevention Grant in the amount of \$5,387
3. Request for comments on the Economic Development Committee’s 2018 Work Plan
BOS supports the Work Plan
4. Request to approve title, charge and appoint members to the “FY19 Tax Classification Research Group”
5. Requests from the Pedestrian Safety Committee:
 - a. Remove the membership requirement for a Historical Commission representative
 - b. Reduce the committee size to seven full members and two alternates

- Approved 5-0 c. Approve the application for the second round of Complete Streets funding
BOS requested the Pedestrian Safety Committee (PSC) update their prioritization sheet and submit to the board
- Approved 5-0 d. Approve the Safe Routes to Schools Walking Assessment site selection
- e. Support a survey of abutters of the Plain Road sidewalk regarding the sidewalk snow removal program
BOS supported survey, but requested the PSC provide a cost analysis of snow removal on Plain Road
- Approved 5-0 6. Request to discharge the Town Center Traffic and Parking Committee as they have completed their charge
- Approved 5-0 7. Request from Town Clerk to appoint election officers for terms to expire July 31, 2018
- Approved 5-0 8. Request from the Conservation Commission to appoint Margaret Wheeler as a full member with a term to expire June 30, 2020
- Approved 5-0 9. Request from the Scholarship and Grant Committee to appoint Yen Yen Lim as a full member with a term to expire June 30, 2020
- Approved 5-0 10. Request from the Dog Park Task Force to appoint Nan Lindstrom as a full member with terms to expire June 30, 2018

9. 9:05PM

Consent Agenda- Request to approve the following

Town Common Request

Event: Easter Service and Easter Egg Hunt

Applicant: Claire Lynch, First Parish Church United

Date: April 1, 2018

Times: 7:00AM to 1:00PM

Town Common Request

Event: Strawberries 'N Arts Festival

Applicant: Claire Lynch, First Parish Church United

Date: June 16, 2018 (rain date: June 17, 2018)

Times: 6:00AM to 5:00PM

Banner Request

Event: Strawberries 'N Arts Festival

Applicant: Jess Anderson, First Parish Church United

Banner Location: First Parish Church United

Banner Dates: June 9-19, 2018

Banner Request

Event: Apple Blossom

Applicant: Don Drew, Westford Kiwanis

Banner Location: First Parish Church

Banner Dates: May 5-15, 2018

Approved 5-0
subject to
public safety
recommendations

Approved 5-0
subject to
public safety
recommendations

Street Closure Request

Event: Apple Blossom Parade
Applicant: Don Drew, Westford Kiwanis
Event Date: May 12, 2018
Event Times: 9:00AM to 12:00PM
Streets Affected: Main St., Depot St., Hildreth St., Lincoln St., Forge Village Rd., Graniteville Rd., Boston Rd., some secondary streets

Charity Bike Race Request

23rd annual Boston Brain Tumor Ride, Sunday May 20, 2018, hosted by the National Brain Tumor Society

10. 9:10PM

Minutes

For Approval and Release

Approved 5-0 Regular Session – January 23, 2018

For Approval, Not for Release

Approved 5-0 Executive Session – January 9, 2018

11. 9:15PM

Board Reports/Updates

12. 9:20PM

Town Manager's Report

Approved 5-0

1. Request to accept donation from Thomas J. Severo to the Cameron Senior Center in the amount of \$440.28 for general senior center purposes
2. Request to expend \$1,170 from the Roudenbush revolving account for the purpose of funding emergency roof repairs at 65 Main Street
3. Request approval of the following:
 - a. Contracts:
 - i. Pace Analytical Services, Inc. for UCMR4 laboratory services in the amount of \$17,664
 - ii. Roof Consulting Services, Inc. for town-wide roof assessment services in the amount of \$35,050.23 **subject to providing more background data and identify funding source**
 - iii. Northern Middlesex Council of Governments (NMCOG) to provide 120 hours of staff time to prepare an Economic Development Study in consultation with the Economic Development Committee, funded through a District Local Technical Assistance (DLTA) grant
 - b. Purchase Orders:
 - i. Waveguide, Inc. for the installation of fiber cable to the new Fire Station at 65 Boston Road in the amount of \$25,515.24
 - ii. Colonial Municipal Group for a 2018 Ford Interceptor for the Police Department in the amount of \$33,967.55

13. 9:25PM

Correspondence

Letter from attorney Robert T. Wyman for George L. Merrill, Russell W. Merrill and Pamela DeProfio of intent to sell quarry (Item C 28) to be discussed 2/27

14. 9:30PM

Adjournment

**Board of Selectmen
Correspondence
February 13, 2018**

Outgoing Correspondence:

C 01	1/22/18	Letter to Terry Grady, Republic Services, notifying of fine for noncompliance with contract by cancelling pickup services with no input or permission received from the town on Wednesday January 3, 2018
C 02	1/25/18	Final Report for the 2017 Green Community Competitive Grant
C 03	1/31/18	Memorandum from Jodi Ross, Town Manager, to the Westford Police Superior Officers (WPSO) in response to correspondence dated January 24, 2018 from the WPSO
C 04	2/06/18	Letter to Mark Van Weelden, Covanta, regarding unplanned outage at Haverhill plant on January 19-20, 2018

Incoming Correspondence:

C 05	1/19/18	National Bridge Inspection Standards (NBIS) bridge inspection reports for Brookside Road over Stony Brook
C 06	1/19/18	Notice of casualty loss to building from LaMarche Associates for 6 Quarry Hill Road
C 07	1/19/18	Economic Development Committee 2018 Work Plan
C 08	1/22/18	Certification of Municipal Compliance for Westford's Housing Production Plan by the Department of Housing and Community Development
C 09	1/24/18	Updated Project Review Committee (PRC) Approval Letter information from Mass. Dept. Transportation (MassDOT) Highway Division
C 10	1/25/18	Letter from Westford Board of Health requesting inclusion when discussing recent the Planning Board decision regarding Newport Materials' settlement agreement
C 11	1/25/18	Verizon Fios notice of TV programming change regarding Game Show Network
C 12	1/25/18	Verizon Fios notice of TV programming change regarding TBN Trinity HD
C 13	1/26/18	Letter from Ellen Harde, 39 Main Street, regarding a case study for building permitting
C 14	1/29/18	Letter of approval by the Office of the Attorney General for Articles 10, 11, 13 and 14 from the October 16, 2017 Special Town Meeting
C 15	1/29/18	Request for Proposals (RFP) for District Local Technical Assistance (DLTA) funds from the Northern Middlesex Council of Governments (NMCOG)
C 16	1/29/18	Appointment letter from Susan McNeill Spuhler, Town Moderator, for Kristina Greene to the Finance Committee
C 17	1/29/18	Letter from Paul V. Larkham regarding public safety budget development
C 18	1/29/18	Letter from the Westford Police Superior Officers regarding the Deputy Police Chief position's civil service status

C 19	1/29/18	Comcast Xfinity municipal emergency reporting procedure reminder
C 20	1/29/18	J.V. Fletcher Library Winter 2018 brochure
C 21	1/29/18	Letter to MassDOT, Highway Division, from Katharine Lord Klein, KP Law, regarding foreclosure by Jeanne D'Arc Credit Union on property of Littleton Landing, LLC
C 22	1/29/18	UMass Lowell <i>Newsline</i> January 2018
C 23	2/01/18	Thank you letter from Rev. Peter Quinn, Saint Ann Parish, for Police Chief Tom McEnaney presentations
C 24	2/01/18	Letter from Mass. Office on Disability reporting that the town was not awarded the FY18 Municipal Americans with Disabilities Act (ADA) Improvement Grant
C 25	2/02/18	Westford Cable Access Television, Inc. (WestfordCAT) Certificate of Insurance copy
C 26	2/02/18	WestfordCAT draft 2017 Financial Statements
C 27	2/02/18	<i>The Beacon</i> , February 2018, Massachusetts Municipal Association
C 28	2/05/18	Letter from attorney Robert T. Wyman for George L. Merrill, Russell W. Merrill and Pamela DeProfio of intent to sell quarry
C 29	2/08/18	Comcast Xfinity Form 500 complaint report for 2017
C 30	2/08/18	US Bankruptcy Court assented motion to continue hearing date regarding Movant, HSBC Bank USA, et al

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.