



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 26, 2019

7:00 PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00 PM **Call to Order**
2. 7:01 PM **Pledge of Allegiance**
3. 7:02 PM **Open Forum/FAQ/Announcements**

- **Selectman Kost thanked town staff and public safety for their efforts with the wind storm**
- **Selectman Almeida announced that Community Garden plots are still available, applications are available online at westfordma.gov**
- **Bill Harman submitted a letter regarding Drew Gardens**
- **Town Manager Ross announced 19 houses were still without power at this time but should be restored shortly**
- **Elizabeth McGuire from Easy St would like to thank the current Selectmen and past boards for listening to residents about the APR concerns**

4. 7:03 PM **Discuss next steps on Westford Town Center Planning**

The BoS would like 51 Main St design to continue.

Elizabeth Almeida

63 Main St Task Force will continue with their examination of the 63 Main St parcel

5. 7:35 PM **Public Hearing – Pole Petition - Request from National Grid and Verizon, job no. 26029111, to move poles 42, 43, 44 and 45 and permission to lay and maintain underground laterals, cables and wires in the public way on Dunstable Road for the purpose of making connections with such poles and buildings for distribution purposes**

Approved 5-0

Dave Boucher, National Grid

6. 7:40 PM **Public Hearing - Request for a change of manager on an MGL Chapter 138, Section 12 all alcoholic beverages license to Thomas Crowshaw at Evviva Cucina LLC, dba Evviva Trattoria, 7 Cornerstone Square.**

Approved 5-0

Thomas Crowshaw, proposed manager

7. 7:45 PM **Public Hearing - Request for change of directors on an MGL Chapter 138, Section 12 all alcoholic beverages club license at Franco-American Club, 55 West Prescott Street by Randall Medley**

Approved 5-0

Richie Crocker, President

8. 7:50PM **Public Hearing – To install approximately 200 feet of trenching encompassing 3 inch PVC conduit and pull box for new conductor installation in the public way of 5 Tadmuck Lane**

Approved 5-0

Adam Dion – National Grid

9. 7:55 PM

Annual Town Meeting – March 23, 2019

1. Set order of articles and sign warrant
2. Review and make recommendations on the following articles:

| | | |
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| ARTICLE 1: Recommend 5-0 | Accept Town Reports | <i>Town Manager</i> |
| ARTICLE 2: Voted to remove 5-0 | Approve Unpaid Bills from Previous Fiscal Year(s) | <i>Town Manager</i> |
| ARTICLE 3: Recommend 5-0 | Approve Fiscal Year 2019 Supplemental Appropriations | <i>Town Manager</i> |
| ARTICLE 4: Voted to remove 5-0 | Approve Fiscal Year 2019 Budget Transfers | <i>Town Manager</i> |
| ARTICLE 6: Recommend 5-0 | Approve Community Preservation Committee Recommendations | <i>Community Preservation Committee</i> |
| ARTICLE 7: Recommend 5-0 | Authorize Revolving Funds | <i>Town Manager</i> |
| ARTICLE 8: Recommend 5-0 | Appropriate for Perchlorate Expenses | <i>Town Manager</i> |
| | <ol style="list-style-type: none"> 1. Town Manager update on FY 20 amended recommended budget 2. Consider entering into a Memorandum of Understanding with the School Committee, Finance Committee and Town Manager regarding supplemental funding for FY 20 <p>Selectman Kost submitted amendment. MOU discussion continued to joint BoS/FinCom meeting on 2/28/19</p> | |
| ARTICLE 9: Recommend 5-0 | Approve Fiscal Year 2020 Operating Budget | <i>Town Manager</i> |
| ARTICLE 10: Recommend 5-0 | Placeholder: Create a Stormwater Management Utility Enterprise Fund | <i>Town Manager</i> |
| ARTICLE 11: Recommend 4-0 Peraner-Sweet absent | Nashoba Valley Technical High School MSBA Roof, Window, and Door Replacement <i>Jean Savoie – Business Manager</i> | <i>Nashoba Valley Technical High School Superintendent</i> |
| ARTICLE 12: Recommend 5-0 | Appropriate Excess Premium from Town Hall Refunding to Roudenbush Rehabilitation Project | <i>Town Manager</i> |
| ARTICLE 13: Recommend 5-0 | Appropriate Chapter 90 Local Transportation Funds for Roadway Maintenance | <i>Town Manager</i> |
| ARTICLE 14: Recommend 5-0 | Appropriate Funds from Water Enterprise Other Post Employment Benefits Stabilization Fund to the Water Enterprise Budget | <i>Water Commissioners</i> |

| | | |
|---|--|---------------------------|
| ARTICLE 15: Recommend 5-0 | Adopt the Provisions of Chapter 159 of the Acts of 2000 to Set the Minimum Personal Property Assessment at \$10,000 | <i>Board of Assessors</i> |
| ARTICLE 16: Voted to remove 4-0 Almeida absent | *Placeholder: Adopt the Special Legislation as Approved by the General Court Authorizing the Town of Westford to establish a Real Property Exemption for Disabled Persons | <i>Board of Selectmen</i> |
| ARTICLE 17: Recommendation at Town Meeting | *Placeholder: Adopt the Special Legislation as Approved by the General Court Authorizing the Town of Westford to Establish a Means Tested Senior Citizen Property Tax Exemption *Town Meeting or ballot vote and implementation date | <i>Board of Selectmen</i> |
| ARTICLE 18: Recommend 4-0 Almeida absent | Authorize Board of Selectmen to Accept Easements | <i>Board of Selectmen</i> |
| *ARTICLE 19: Continued to 3/12 | Authorize the Board of Selectmen to Amend the Agricultural Preservation Restriction at 66-68 Boston Road to Allow the Construction of a Restaurant | <i>Citizen's Petition</i> |
| *ARTICLE 20: Continued to 3/12 | Establish a Policy to Limit the use of Artificial Lights at Recreational Spaces from Dusk to 10PM | <i>Citizen's Petition</i> |
| *ARTICLE 21: Continued to 3/12 | Require the Town to Publicly Bid the Development Rights of 66-68 Boston Road in Accordance with MGL 184 Chapter 30B Section 16 | <i>Citizen's Petition</i> |
| ARTICLE 22: Recommend 5-0 | Add Delinquent Fire Box Alarm Fees to Tax Bills | <i>Town Manager</i> |
| *ARTICLE 23: Continued to 3/12 | Amend Section 58 of the Town Bylaws to Establish New Requirements and Limitations for the Possession and Consumption of Alcohol on any Public Property | <i>Citizen's Petition</i> |
| *ARTICLE 24: Continued to 3/12 | Amend Chapter 1 of the Town Bylaws: Penalties for Violating Bylaws and Regulations | <i>Citizen's Petition</i> |

* The discussion of these articles will be grouped by topic

10. 9:10 PM

Old/New Business

Supported recommendations, return with policy 3/12

1. Consider the trash and recycling group's recommendations regarding collection policies for trash and recycling pick up – *Tom Clay*

Approved with amendments 5-0

2. Review Wellness and Behavior Health Gap Analysis RFP in preparation for release – *Tom Clay*

Approved 5-0

3. Request to appoint Terry Ryan to the Lowell Regional Transit Authority for a term expiring on June 30, 2021

Approved 5-0

4. Request to appoint Kathleen Lynch to the Healthy Westford Committee for a term expiring on June 30, 2019

11. 9:25 PM

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

- 1. Event: Easter Sunrise Service & Easter Egg Hunt
Applicant: First Parish Church United
Date: April 21, 2019
Times: 7:00 AM to 1:00 PM
- 2. Event: Annual bike and sporting goods sale
Applicant: Barbara Anderson, BSA Troop 437
Date: April 27, 2019
Times: 7:00 AM to 3:00 PM
- 3. Event: Religious Education Picnic
Applicant: First Parish Church United
Date: June 9, 2019
Times: 11:30 to 1:30 PM
- 4. Event: 44th Annual Strawberries ‘N Arts Festival
Applicant: First Parish Church United
Date: June 15, 2019
Times: 6:00 AM to 5:00 PM

Banner Request

- 5. Event: Roudenbush Grand Opening
Applicant: TRCCI – Lisa Cohen
Dates: March 2 to March 12, 2019
Location: First Parish Church
- 6. Event: Annual bike and sporting goods sale
Applicant: Barbara Anderson, BSA Troop 437
Location: ~~First Parish Church~~ **J.V. Fletcher Library**
Dates: April 20, 2019 to April 29, 2019
- 7. Event: Apple Blossom Parade
Applicant: Westford Kiwanis – Don Drew
Dates: May 12 to May 19, 2019
Location: First Parish Church
- 8. Event: 44th Annual Strawberries ‘N Arts Festival
Applicant: First Parish Church United
Dates: June 8, 2019 to June 18, 2019
Location: First Parish Church

Street Closure Request

- 9. Event: Apple Blossom Parade
Applicant: Westford Kiwanis
Date: May 18, 2019
Times: 9:00am to 11:30am
Streets: Main St., Depot St., Hildreth St., Lincoln St., Forge Village Rd, Graniteville Rd, Boston Rd, as well as some secondary roads

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

Application for Approval of a Special License

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

- 10. Event: Roudenbush Grand Opening
Applicant: TRCCI – Lisa Cohen
Date: March 9, 2019
Times: 2:00pm to 9:00pm
Location: 65 Main St
- 11. Event: Fundraiser for Historical Society
Applicant: Kelly Ross
Date: March 30, 2019
Times: 7:00pm to 9:00pm
Location: Westford Museum

12. 9:30 PM

Approved with edits 5-0

Minutes for Approval

- 1. January 22, 2019 – Regular Session

Not for release

- 2. December 11, 2018 – Executive Session
- 3. January 22, 2019 – Executive Session

Approved 5-0

13. 9:35 PM

Board Reports/Updates

Selectman Clay reported that he and the Town Manager will be meeting with PUMA executives to understand their decision to leave Westford

14. 9:40 PM

Approved 5-0

Town Manager’s Report

- 1. Consider approving the expenditure of \$80,000 of Summer Village mitigation funds. \$60,000 for the design and construction of the Forge Pond Beach improvements – Phase I and \$20,000 for court resurfacing at Greystone Basketball, Captain Hamilton, and Forge VFW [Planning Board voted to recommend at their January 28, 2019] (Contract #1)
- 2. Request from WestfordCAT to sign Memorandum of Understanding with Verizon New England Inc. for revised service and encoders
- 3. Request to approve the silviculture town forest cutting project on the Gage parcel and allow the Town Manager to sign documents
- 4. Determine Selectmen liaisons to participate in upcoming collective bargaining negotiations

Approved 5-0

Approved 5-0

- WSO - Elizabeth Almeida**
- CWA – Tom Clay**
- OPEIU - Mark Kost**
- WPA – Andrea Peraner Sweet**
- WPWA – Scott Hazelton**

Approved 5-0

- 5. Discuss Open House for Roudenbush Community Center on March 9th at 2pm
- 6. Notify of application for FY20 Efficiency and Regionalization Grant Application
- 7. Accept a Greater Lowell Community Foundation 2018 Discretionary Grant for helping meet unmet transportation needs of older adults in the amount of 4,000
- 8. Request approval of the following contracts:

Approved 5-0

- i. Weston & Sampson for the purpose of: design, engineering, and permitting services associated with Forge Pond Beach improvements in the amount of \$82,000.
- ii. Weston & Sampson to prepare an Emergency Action Plan for the Westford Depot dam in the amount of \$5,800
- iii. Northern Middlesex Council of Governments (NMCOG) for professional staff support under the District Local Technical Assistance (DLTA) XII program to continue work on updating the Economic Development section of the Town's Master Plan and providing information about MGL chapter 40R - Smart Growth
- iv. Cassidy Landscaping, LLC for the landscape/hardscape work at the East Boston Camps Bath House on the Stony Brook Conservation Land in the amount of \$24,600

15. 9:50 PM **Correspondence**

16. ~~9:55 PM~~**11:06PM** **Adjournment**

**Board of Selectmen
Correspondence
February 12, 2019**

Outgoing Correspondence:

| | | |
|-------|---------|--------------------------------------|
| OC 01 | 1/28/19 | Letter to abutters of Dunstable Road |
| OC 02 | 1/30/19 | Regional letter to National Grid |
| OC 03 | 2/07/19 | Letter to Bob Jefferies |
| OC 04 | 2/14/19 | Letter to abutters on Tadmuck Rd |

Incoming Correspondence:

| | | |
|-------|---------|--|
| IC 01 | 1/09/19 | MassDOT – Small Bridge Inspection Report |
| IC 02 | 1/14/19 | Xfinity – International Package Update |
| IC 03 | 1/14/19 | NMCOG Agenda 1/16/19 |
| IC 04 | 1/15/19 | KP Law – Roy W. Philbrick v. Town of Westford |
| IC 05 | 1/16/19 | Letter regarding error on Vendors part in sending out the 2019 Census |
| IC 06 | 1/22/19 | KP Law – John Conway and Regina Conway v. Town of Westford Planning Board |
| IC 07 | 1/23/19 | Stantec Groundwater Monitoring |
| IC 08 | 1/24/19 | LRTA Agenda 1/24/19 |
| IC 09 | 1/24/19 | KP Law – Reinstatement and Release of Covenants -Hummingbird Ln |
| IC 10 | 1/25/19 | Letter from Diane Hendriks regarding Ebrahim Masaledhan presentation at Bamboo |
| IC 11 | 1/28/19 | Enel – Lowell Hydroelectric Project (FERC No. 2790-072) Filing of the Revised Study Plan |
| IC 12 | 1/29/19 | Central Massachusetts Mosquito Control Project Form SRB-1 |
| IC 13 | 1/29/19 | Verizon Fios Programming Change 3/1/19 |
| IC 14 | 1/30/19 | Comcast Form 500 |
| IC 15 | 1/31/19 | Verizon Form 500 |
| IC 16 | 1/29/19 | Xfinity PEG capital payment |
| IC 17 | 2/04/19 | Novick & Meyers regarding Ms. Kathleen F. Fossey |
| IC 18 | 2/05/19 | <i>Non-binding</i> Planning Board recommendation for acceptance of Shannon Circle as a public way |
| IC 19 | 2/05/19 | June 30, 2018 Audited Financial Statements |
| IC 20 | 2/06/19 | Flyer – Paddock Estates at Boxborough 40B affordable program |
| IC 21 | 2/04/19 | Letter from Bob Jefferies regarding meeting at Bamboo |
| IC 22 | 2/11/19 | Stantec 2017-2018 Bi-Annual Report |
| IC 23 | 2/11/19 | Stantec – Monitoring Report |
| IC 24 | 2/11/19 | Commonwealth of Massachusetts – National Register of Historic Places – Joseph Keyes House |
| IC 25 | 2/19/19 | NMCOG February 20, 2019 Agenda |
| IC 26 | 2/19/19 | Sudbury Valley Trustees Program Calendar March – May 2019 |
| IC 27 | 2/21/19 | Green Burials Flyer |
| IC 28 | 2/21/19 | Xfinity TV Channel Updates |
| IC 29 | 2/21/19 | US Department of Commers U.S. Census Bureau |

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.