



TOWN OF WESTFORD
BOARD OF SELECTMEN

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

ACTION TAKEN

REVISED

MEETING AGENDA

Tuesday, February 27, 2018

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Call to Order**
2. 7:00PM **Executive Session**
To consider a Side Letter and Memorandum of Agreement with the Westford Superior Police Officers (WSPO) to remove the Deputy Chief from the WSPO FY17-19 Collective Bargaining Agreement, 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**
 1. Recognize and thank Juniper Networks for their donation of furniture to the Westford Police Department
 2. **Selectman Elizabeth Almeida announced that applications are currently being accepted to lease a plot for the 2018 growing season at the Community Gardens. Applications are due March 15. More information is available on [the Agricultural Commission's webpage](#)**
 3. **Selectmen G. Thomas Clay announced there will be an immigration forum at the First Parish Church United, 48 Main Street, on February 28, 2018, at 7:30PM. More information is available on [the League of Women Voters of Westford webpage](#)**
5. 7:35PM **Public Hearing**
Approved 5-0 Request to approve a change of location of Massachusetts General Law (MGL) Chapter 140 Section 58 Class 2 used-car dealer license to 497 Groton Road
-Roy Philbrick, Philbrick Motor Sports
6. 7:40PM **Discuss receipt of Notice of Intent to Sell pursuant to Massachusetts General Law Chapter 61, Section 8, the "Merrill Quarry" property of 43.59 acres at Westford Assessors Map 047, Block 023, Lot 000 and Map 047, Block 044, Lot 002. Town Counsel advised that notice does not**

conform to requirements of MGL Ch. 61 Section 8.

Voted 5-0 to form a task force to provide recommendations to the board in anticipation of receiving a bona fide offer. A charge and appointments will be formalized at the BOS meeting on 3/13/18.

Suggested membership includes:

Board of Selectmen (Elizabeth Almeida)

Conservation Commission

Planning Board

Board of Health

Finance Committee

Public safety

Town Manager's Office

Residents-At-Large (2)

7. 7:50PM **Annual Town Meeting – March 24, 2018**

Approved 5-0 1. Request to re-open warrant to add article for renaming the Norman E. Day Elementary School Gymnasium in recognition of Kevin Regan
– Jim Antonelli, Principal, Westford Academy

2. Request to remove the following articles:

ARTICLE 19: Voted 5-0 to remove	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 25: Voted 5-0 to remove	Special Act Exempting Police Chief and Deputy Police Chief Positions from Civil Service	<i>Board of Selectmen</i>

Approved 5-0 3. Sign warrant

4. Review and vote on the following articles:

ARTICLE 2: Recommended 5-0	Approve Unpaid Bills from Previous Fiscal Year(s)	<i>Town Manager</i>
ARTICLE 4: Recommended 5-0	Approve Fiscal Year 2018 Budget Transfers	<i>Town Manager</i>
ARTICLE 5: Recommended 5-0	Appropriate to the Health Insurance Stabilization Fund	<i>Town Manager</i>
ARTICLE 7: Recommended 5-0	Appropriate to Perchlorate Expenses	<i>Town Manager</i>
ARTICLE 10: Recommended 5-0	Approve Capital Appropriations – MSBA Abbot Roof	<i>School Committee</i>
ARTICLE 12: Recommended 5-0	Authorize Vine Brook Water System Improvements	<i>Water Commissioners</i>
ARTICLE 14: Recommended 5-0	Amend the Wage Classification Plan	<i>Town Manager</i>
ARTICLE 15: Recommended 5-0	Authorize Revolving Funds	<i>Town Manager</i>

ARTICLE 18: Recommended 5-0	Appropriate Funds from Water Enterprise Other Post Employment Benefits Stabilization Fund	<i>Water Commissioners</i>
ARTICLE 21: Continued to 3/13 and requested Board of Assessors attend	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	<i>Board of Selectmen</i>
ARTICLE 26: Voted 5-0 to remove	Accept the provisions of Massachusetts General Law Ch. 90, Section 17C to Reduce Speed Limit in Certain Areas of Town to 25 Miles Per Hour	<i>Board of Selectmen</i>
Voted 5-0 to establish a committee to look for areas throughout town that may potentially be designated as "safety zones." Committee to consist of Highway Superintendent Richard "Chip" Barrett, Police Captain Mark Chambers, resident-at-large Ellen Harde, and Selectman Andrea Peraner-Sweet		
ARTICLE 31: Recommended 5-0	Renaming the Norman E. Day Elementary School Gymnasium as the "Kevin Regan Gymnasium"	<i>School Committee</i>

8. 8:35PM **Old/New Business**

**Approved 4-1
MK opposed**

- Request to approve charge and appoint members to a "Plastic Bag Regulation Working Group":

Board of Health	Zac Cataldo
Board of Health	Stephanie Granger
Health Department	Jeff Stephens
Health Department	Seth Lajoie
Resident-At-Large	Richard Coleman, Kris Erickson (alt.)
Board of Selectmen and/or Town Manager's Office	to be identified Eric Heideman

**Approved 5-0
to appoint all as
listed, increasing
Residents-At-Large
to 4 members**

- Request to appoint members to the "FY19 Tax Classification Research Group" from the following applicants:

Board of Selectmen	G. Thomas Clay
Finance Committee	Glen Secor
Board of Assessors	Titus Palmer
Council On Aging	Bob Tierney
Economic Development	Ronald Caterino, Thomas Barry (alt.)
Finance Department	Christine Collins
Westford Business Association	Sarah Fletcher
Residents-At-Large (2)	Beth Morrison (3:00PM – 2/27/2018)
	Daniel Bush
	Charlene LaRoche
	Scott MacKay (3:00PM – 2/27/2018)

Approved 5-0

- Request from the Healthy Westford Committee to reduce its size from 17 to 15 full members and 1 alternate in order to remove vacancies and achieve a quorum

9. 8:45PM **Minutes for Approval**
For Release
 Approved 5-0 Regular Session – February 13, 2018
10. 8:50PM **Board Reports/Updates**
 Selectmen J. Scott Hazelton reported that the board and other town officials recently received a tour of the new Boston Road Fire Station/Headquarters and that the construction project is proceeding very well and is on schedule for a completion date of 10/31/18
11. 8:55PM **Town Manager’s Report**
 Approved 5-0
 J. Scott Hazelton
 Approved 5-0 with edits
 Approved 5-0
 Approved 5-0
1. Request to approve a Side Letter and Memorandum of Agreement with the WSPO to remove the Deputy Chief from the WSPO FY17-19 Collective Bargaining Agreement
 2. Request to designate a Board of Selectmen member to participate in the promotional process for the Deputy Police Chief
 3. Request to approve FY19 non-union pay classification plan
 4. Request comments on the Request for Proposals (RFP) for independent insurance broker/consultant for employee health and welfare benefits management
 Board is pleased with the document and thanked town staff for their efforts
 5. Request to appoint Eric Heideman as Acting Town Manager from March 13th to March 19th, 2018 with no appointing authority
 6. Request approval of the following purchase order:
 Dennis K. Burke, Inc. for diesel fuel for the Highway Department in the amount of \$10,087.33
12. 9:00PM **Correspondence**
13. 9:05PM **Adjournment**

**Board of Selectmen
Correspondence
February 27, 2018**

Outgoing Correspondence:

- | | | |
|------|---------|---|
| C 01 | 2/15/18 | Letter to Nancy Stevens, Dept. of Public Utilities, regarding National Grid response to storm on October 30, 2017 |
| C 02 | 2/22/18 | Thank you letter to Steve Lyons and Bill Jefferey from Juniper Networks for their donation of furniture |
| C 03 | 2/22/18 | Letter to George L. Merrill et al, care of Robert T. Wyman, as notice that the purchase and sale agreement to David E. Walsh does not conform to requirements of MGL Ch. 61 Section 8 |

Incoming Correspondence:

- | | | |
|------|---------|--|
| C 04 | 1/29/18 | Verizon New England, Inc. Form 500 Annual Complaint Filing |
| C 05 | 1/31/18 | Notice of default and intent to foreclose mortgage on Littleton Landing from Eno Martin Donahue LLP representing Jeanne D'Arc Credit Union |
| C 06 | 2/12/18 | Notice of foreclosure sale of Littleton Landing, Lot 5, 60 Littleton Road, from William Martin of Eno Marin Donahue LLP |
| C 07 | 2/12/18 | Information from Taryn LaScola, Direction, Division of Crop and Pest Services, Mass. Department of Agricultural Resources (MDAR), regarding the state Apiary Program |
| C 08 | 2/12/18 | Central Mass. Mosquito Control Project Form SRB-1 budget notification and compliance certification policy |
| C 09 | 2/16/18 | Mass. Dept. of Transportation (MassDOT) Complete Streets Funding Program Project Prioritization Plan |
| C 10 | 2/16/18 | Notice of casualty loss to building at 472 Groton Road because of water, from Brain Aspell, LaMarche Associates |
| C 11 | 2/16/18 | Monarch City USA request for support |
| C 12 | 2/16/18 | Northern Middlesex Council of Governments (NMCOG) notice of meeting for Feb. 21, 2018 |
| C 13 | 2/20/18 | US Bankruptcy Court notice of rescheduled hearing date regarding HSBC Bank USA, National Association as Trustee for Wells Fargo Asset Securities Corporation |
| C 14 | 2/20/18 | Federal Emergency Management Agency (FEMA) letter of map amendment, determination document of removal for 46 Lake Shore Drive |
| C 15 | 2/20/18 | Lowell Regional Transit Authority (LRTA) meeting notice for Feb. 22, 2018 |
| C 16 | 2/20/18 | Mass. Bay Transit Authority (MBTA) Advisory Board save the dates |
| C 17 | 2/20/18 | Nashoba Valley Chamber of Commerce <i>Chamber View</i> Winter 2018 |
| C 18 | 2/20/18 | UMass Lowell <i>Newsline</i> February 2018 |
| C 19 | 2/21/18 | Sudbury Valley Trustees (SVT) Program & Events Calendar for March to August 2018 |

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.