



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, March 20, 2018

7:30PM

Town Hall, Meeting Room, 55 Main Street

Selectman G. Thomas Clay was absent

1. 7:30PM **Call to Order**
2. 7:30PM **Pledge of Allegiance**
3. 7:32PM **Open Forum/FAQ/Announcements**  
Selectman J. Scott Hazelton recognized the work of the town staff in handling the recent storms, including the highway, public safety, and health departments, as well as Assistant Town Manager Eric Heideman during the Town Manager's vacation absence
4. 7:35PM **Request to approve youth road safety program initiative by Girl Scout Troop 86145**  
Approved -Sarah Nolan, Troop 86145 leader
5. 7:45PM **KP Law request for the Board of Selectmen to consider joining a consortium of local and national law firms to assist in the recovery of municipal costs resulting from the opioid crisis on behalf of Massachusetts municipalities**  
Approved 4-0 with agreement considered at 3/27 meeting -Gregg Corbo, KP Law
6. 7:55PM **Request to require removal of fence from Right-of-Way at 5 Koala Bear Lane**  
Approved 3-0-1 to have the section on town property/right-of-way removed  
Walter and Karen Pawlewicz, 8 Koala Bear Lane  
APS abstained
7. 8:10PM **Annual Town Meeting – March 24, 2018**
  1. Review new information regarding previously voted articles:

<b>ARTICLE 15:</b> No action taken	<b>Authorize Revolving Funds</b>	<i>Town Manager</i>
<b>ARTICLE 19:</b> Recommended 4-0 with amendment to be made at Town Meeting	<b>Authorization for the Board of Selectmen to petition the General Court for special legislation authorizing the Town of Westford to establish a Real Property Exemption for Disabled Persons</b>	<i>Board of Selectmen</i>

2. Review and vote on the following articles:

<b>ARTICLE 20:</b> Voted 4-0 to dismiss until a future Town Meeting	<b>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</b>	<i>Board of Selectmen</i>
<b>ARTICLE 21:</b> Voted 4-0 to dismiss until Special Town Meeting in October 2018	<b>Payment in Lieu of Tax Agreement – Westford Solar Holdings LLC, and Westford Solar Holdings II LLC, Located at 10 Commerce Way, Map 48-11.234</b>	<i>Board of Selectmen</i>
<b>ARTICLE 25:</b> Recommended 3-1 MK opposed	<b>Adopt a Bylaw to Regulate the Retail Use of Single-use Plastic Checkout Bags</b>	<i>Citizens' Petition</i>

3. Selectmen discuss wording and vote on any proposed ballot questions  
*No ballot questions proposed*

8. 8:40PM **Old/New Business**

- Approved 4-0* 1. Request to approve CrossTown Connect Taxi Initiative’s one-year pilot program  
*-Jennifer Claro, Cameron Senior Center Director*
- Continued to 3/27* 2. Request to approve the installation of traffic warning signals on Boston Road for the new Boston Road Fire Station  
*-Tom Mahanna, chair, Permanent Town Building Committee (Updated 3/16/18 at 8:46 AM)*
- Approved 4-0* 3. Request approval of a Local Initiative Program Certificate of Compliance for 100 Nutting Road Unit E4
- ~~4. Clarify the charge of the FY19 Tax Classification Research Group  
*-G. Thomas Clay, Selectman (Postponed until 3/27/18 meeting, Updated 3/16/18 at 8:46 AM)*~~
- 5. Request to approve charge and appoint members to the “Merrill Quarry Task Force”:  

Board of Selectmen	Elizabeth Almeida
Conservation Commission	Eric Fahle
Planning Board	<del>To be determined at PB meeting 3/19</del> <b>Gary Lavelle, Mike Green (alternate)</b>
Board of Health	Joanne Belanger
Finance Committee	Shankar Hegde
Public safety	Victor Neal
Town Manager’s Office	Eric Heideman
Residents-At-Large (2)	Kathy Bruno Flavio Fernandes
- Approved 4-0 with the addition of Aaron Johnson, 15 Hadley Road* 6. Request from the Town Clerk to appoint election officers for terms to expire July 31, 2018

9. 8:55PM  
Approved 4-0  
subject to  
public safety  
recommendations

**Consent Agenda- Request to approve the following**  
Charity Wine Special License  
Event: Fundraiser for the Joseph Middlemiss Big Heart Foundation, Inc.  
Applicant: Kevin LaCoste  
Location: Nabnasset Lake Country Club, 47 Oak Hill Road  
Date: March 24, 2018

Approved 4-0  
subject to  
public safety  
recommendations

Town Common Request  
Event: Annual Boy Scout Troop 437 Bike & Sporting Goods Sale fundraiser  
Applicant: Scott Parr  
Date: May 5, 2018  
Times: 7:00AM to 3:00PM

Banner Request  
Event: Annual Boy Scout Troop 437 Bike & Sporting Goods Sale fundraiser  
Applicant: Scott Parr  
Banner Location: Abbot School  
Banner Dates: April 28 to May 8, 2018

10. 9:00PM

**Minutes for Approval**  
For Release

Approved 4-0  
with edits

Regular Session – Joint Session with Finance Committee – January 25, 2018  
Regular Session – February 27, 2018

11. 9:05PM

**Board Reports/Updates**

12. 9:10PM

**Town Manager's Report**  
Request approval of the following:

Approved 4-0

1. Contracts:  
Geosyntec Consultants, Inc. for Water Management Act (WMA) Grant Project in the amount of \$105,611
2. Purchase Orders:
  - i. L.W. Bills Company for the public-address system, microphones, acknowledge buttons and volume controls for the new Boston Road Fire Station in the amount of \$49,378
  - ii. Beltronics, Inc. for radios and related equipment for new fire engine #4 in the amount of ~~\$13,622.77~~ \$13,750  
*(Updated 3/16/18 at 8:46 AM)*
3. Agreements:  
Field Affiliation Agreement between the Center for MEDICS, Inc. and the Westford Fire Department
4. Request to expend \$345.00 from the Lease of Town Buildings Revolving Account (Roudenbush Buildings) to make repairs to fire alarm radio box at Frost School

13. 9:15PM

**Correspondence**

14. 9:20PM

**Adjournment**

**Board of Selectmen  
Correspondence  
March 20, 2018**

**Outgoing Correspondence:**

- |      |         |   |
|------|---------|---|
| C 01 | 3/01/18 | Letter to Guy Faretra, 5 Koala Bear Lane, notifying of Board of Selectmen meeting on March 13, 2018               |
| C 02 | 3/05/18 | Abutters notice for public meeting regarding new Center Building design presentation scheduled for March 12, 2018 |
| C 03 | 3/06/18 | Representation letter to Melanson Heath regarding the audit of the financial statements as of June 30, 2017       |

**Incoming Correspondence:**

- |      |         |   |
|------|---------|---|
| C 04 | 2/22/18 | Massachusetts Municipal Association (MMA) Legislative Breakfast Meetings announcement   |
| C 05 | 2/26/18 | Massachusetts Dept. of Transportation (MassDOT) letter regarding Chapter 90 local transportation aid funding for fiscal year 2019     |
| C 06 | 2/27/18 | Tyngsborough Town Administrator letter stating the Notice of Intent to sell the “Merrill Quarry” does not comply as a bona fide offer |
| C 07 | 2/28/18 | Westford Council on Aging newsletter March 2018   |
| C 08 | 2/28/18 | Northern Middlesex Council of Governments (NMCOG) fiscal year 2019 assessments letter   |
| C 09 | 2/28/18 | Westford Academy Last Night Celebration flyer   |
| C 10 | 3/02/18 | eHealth Insurance Services, Inc. Worker Adjustment and Retraining Notification (WARN) that a plant will close                         |
| C 11 | 3/03/18 | MMA <i>The Beacon</i> for March 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](mailto:gregjohnson@westfordma.gov).*