



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 28, 2017

7:00PM

Town Hall, Meeting Room, 55 Main Street

Selectman Don Siriani was absent

1. 7:00PM **Call to Order**
2. 7:00PM **Joint Executive Session with the Board of Health:**  
To discuss strategy with respect to threatened litigation with Newport Materials LLC and 540 Groton Road LLC, as an open session may have a detrimental effect on the litigating position of the town

**Return to Open Session**

3. 7:30PM **Pledge of Allegiance**
4. 7:32PM **Open Forum/FAQ/Announcements**
  - a. Andrea Peraner-Sweet thanked the Town Clerk's office, tellers, and town and school staff for the successful town meeting with a particularly high volume of attendees
  - b. Andrea Peraner-Sweet thanked Nashoba Valley Technical High School students Charlotte Dufrense, Rebecca Metcalf, Culinary Art Students, and staff members Carley Capraro and Nathan Meharg for the cakes and calligraphy, as well as town staff members Jodi Ross, Eric Heideman and Mike Wells for the presentation for Ellen Harde at the town meeting
  - c. Recognize Christopher O'Neil, Special Olympian, for winning the bronze medal in the Advanced Super-G slalom skiing event at the Special Olympics World Winter Games in Schladming, Austria
  - d. Ellen Harde, Town Moderator, announced that a vendor was found who may conduct maintenance and repairs on the town common bandstand's wheelchair lift, and requested the Board of Selectmen add an agenda item to their next meeting to declare the bandstand open to the public
  - e. Bill Harman requested farming of 66 Boston Road be put on the next agenda
  - f. Ronald Gemma requested no offline meetings with Ebi Masalehdan regarding 66 Boston Road

5. 7:35PM **Public Hearing**  
**Approved 4-0 subject to TIPS certification** Request to approve a new Massachusetts General Law Chapter 138 Section 12 Wine & Malt general on premises license application from Chodowychi Recreation, Inc., doing business as Westford Swim and Tennis Club, 250 Littleton Road *-Michael Shyjan, applicant*

6. 7:40PM **Consider request from Board of Health to retain balance of legal funds for Newport Materials issues**  
**Board of Health may retain funds, but if proceeds to legal action, needs Board of Selectmen approval**

7. 7:55PM **Consent Agenda- Request to approve the following**  
**Banner Request**

Event: Strawberries N Arts Festival  
Applicant: Jess Anderson, FPCU Westford  
Banner Dates: June 10-20, 2017  
Banner Location: First Parish Church

**Town Common and Bandstand Request**

Event: Strawberries 'N Arts Festival  
Date: June 17, 2017  
Applicant: Jess Anderson, FPCU Westford  
Times: 6:00AM to 6:00PM

**Town Common Request**

Event: Easter Egg Hunt  
Date: April 8, 2017  
Applicant: Yang Ji, Chinese Family Network  
Times: 3:30PM to 4:30PM

**Approved 4-0**

8. 8:00PM **Old/New Business**

**Town Manager appointments, no action**

1. Request from the Cemetery Commission to appoint William Rogers as a full member with a term to expire June 30, 2020
2. Request from the Parks and Recreation Commission to appoint Michael Sawyer as a full member with a term to expire June 30, 2020

9. 8:05PM **Board Reports/Updates**

**Next regular Board of Selectmen meeting re-scheduled for April 12, 2017 (Note: To be located in the multi-purpose room of the Cameron Senior Center, 20 Pleasant Street)**

10. 8:10PM **Minutes for Approval**

**Approved 4-0**

**For Release**

March 2, 2017 - Regular Session, Joint Session with Finance Committee

11. 8:15PM

**Town Manager’s Report**

1. Report on the Parks and Recreation Commission’s possible interest in the use of the Roudenbush Community Center building at 65 Main Street and request direction on the Request For Proposals process

Draft RFP to be on 4/12/2017 meeting agenda

BOS would like a group formed to examine Roudenbush, Mill Works, and the Recreation Department’s missions and programs to avoid overlap and redundancy

2. Request to approve the following contracts:

Approved 4-0

a. TEC, Inc. for transportation peer review services for Spalding Hill Estates in the amount of \$6,000

b. MDM Transportation Consultants, Inc. for transportation peer review services for Two Robbins Apartment Homes in the amount of \$8,400

c. Tighe & Bond for civil and stormwater peer review services for Two Robbins Apartment Homes in the amount of \$4,800

d. Winslow Architects, Inc. for architectural peer review services for Two Robbins Apartment Homes in the amount of \$4,000

e. Community Opportunities Group for fiscal impact assessment peer review for Two Robbins Apartment Homes in the amount of \$7,000

Continued to April 12, 2017

f. Classic Construction & Development Corporation for the construction of a combined dispatch center in the amount of \$578,500, contingent upon a complete review of all bids by Context Architecture and Vertex

*-Tom Mahanna, Chair, Permanent Town Building Committee*

12. 8:20PM

**Correspondence**

13. 8:25PM

**Adjournment**

**Board of Selectmen  
Correspondence  
March 28, 2017**

**Outgoing Correspondence:**

- |      |         |  |
|------|---------|--|
| C 01 | 3/10/17 | Letter of Support to Gloria Gilbert for 2017 Farmer's Market Promotion Program (FMPP)  |
| C 02 | 3/21/17 | Letter to Jonathan Sclarsic, Asst. Attorney General, Director, Division of Open Government, regarding open meeting law application to working groups |

**Incoming Correspondence:**

- |      |         |  |
|------|---------|--|
| C 03 | 3/10/17 | Xfinity Comcast Policies and Procedures and channel line-up  |
| C 04 | 3/13/17 | E-Mail from Kevin Sullivan, Project Manager, Mass. School Building Authority, regarding revised total budget spreadsheets for the second amendment of the Norman Day and John Robinson School Projects |
| C 05 | 3/15/17 | Federal Energy Regulatory Commission Order Granting Extension of Time Pursuant to Article 405 for Pepperell Hydro Company LLC on the Nashua River  |
| C 06 | 3/15/17 | Northern Middlesex Council of Governments notice of meeting for March 15, 2017   |
| C 07 | 3/20/17 | Letter from Chris Yule, Yule Development Co. Inc., regarding 35 Town Farm Road Request For Proposals   |
| C 08 | 3/20/17 | Notice of meeting for the Lowell Regional Transit Authority  |
| C 09 | 3/20/17 | Department of Environmental Protection Issuance of Chapter 91 Waterways License to Walter Murphy of 15 Pond Road for Long Sought for Pond  |
| C 10 | 3/20/17 | Massachusetts Office on Disability announcement of Municipal Americans with Disabilities Act (ADA) Improvement Grant Program application   |
| C 11 | 3/21/17 | John Murphy, Stantec Consulting Services Inc., report on the raw drinking water wells adjacent to former landfill  |
| C 12 | 3/23/17 | Greater Lowell Chamber of Commerce notice of municipal breakfast speakers presenter package  |

*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).*