



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

Wednesday, April 12, 2017
7:30PM

Multi-Purpose Room, Cameron Senior Center, 20 Pleasant Street

Selectman Scott Hazelton participated remotely – all votes taken by Roll Call

1. 7:30PM **Call to Order**
2. 7:30PM **Pledge of Allegiance**
3. 7:32PM **Open Forum/FAQ/Announcements**
Recognize Westford Academy seniors Lauren Flynn, Dorothy Goodwin and Olivia Overington for their efforts with Peace Love Cupcakes and donating \$28,040 to a charity working to improve health and agriculture in Africa

Several residents appeared to relay their concerns about the property owner's performance under the Agricultural Preservation Restrictions at 66 Boston Road. The Town Manager is to follow up with the property owner for an update of whether his plan was approved by the US Department of Agriculture.
4. 7:35PM **Request letter of support for additional state funding for small housing authorities**
Approved 5-0 by the Westford Housing Authority
-Paul Teixeira, Executive Director, Westford Housing Authority
5. 7:50PM **Request to add "Transportation Services" to the allowed expenditures of the**
Approved 5-0 Princeton Westford Apartment Homes Gift Fund
-Chris Kluchman, Director of Land Use Management
6. 7:55PM **Request to sign Order of Taking to secure easements for the Main Street**
Approved 5-0 Transportation and Water Distribution Improvement Project
-Paul Starratt, P.E., Town Engineer
7. 8:00PM **Request to approve 2017 Town Election Warrant to be held on May 2, 2017**
Approved 5-0
8. 8:05PM **Consent Agenda- Request to approve the following**
Approved 5-0 Town Common Request
subject to Event: Early Easter Service
public safety Date: April 16, 2017
recommendations Applicant: First Parish Church United, 48 Main Street

Times: 7:00AM to 9:00AM

Banner Request

Event: Westford Academy Performing Arts Center presents Spring Awakening

Applicant: Stephanie Gosselin, WA Theater Arts

Banner Dates: April 23-29, 2017

Banner Location: Abbot School

Banner Request

Event: Troop 437 Spring Bike and Sporting Goods Sale Fundraiser

Applicant: Scott Parr

Banner Dates: April 21-28, 2017

Banner Location: J.V. Fletcher Library

Special License Request

Event: Scholarship Drive and Wine Tasting Event

Applicant: Richard Harris, Westford Youth Lacrosse Fundraising

Location: First Parish Church United, 48 Main Street

Event Dates: April 28, 2017

Event Times: 7:00PM to 9:00PM

Special License Request

Event: Music Showcase Benefit for Friends Advancing Music Education (FAME)

Applicant: Marcia Macres, Co-Director, Chick Singer Night Boston

Location: Parish Center for the Arts, 10 Lincoln Street

Event Dates: May 6, 2017

Event Times: 5:00PM to 12:00AM

Special License Request

Event: Fundraiser for Westford Historical Society

Applicant: Penny Lacroix, Museum Director

Location: 32 Main Street

Event Dates: June 8, 2017

Event Times: 7:00PM to 10:00PM

Approved 5-0
subject to
public safety
recommendations

9. 8:10PM

Old/New Business

Approved 5-0

1. Request to approve proclamation recognizing Nancy Cook as the Roudenbush Community Center's Person of the Year

Approved 5-0

2. Request to approve letter to Representative Arciero petitioning the legislature for two additional restaurant licenses as a result of the annual town meeting vote

Approved 5-0

3. Request from Town Clerk to appoint election officers for terms to expire July 31, 2017

10. 8:15PM

Board Reports/Updates

11. 8:20PM **Minutes for Approval**
Approved 4-0-1 Not For Release
DS abstained March 28, 2017 – Executive Session

12. 8:25PM **Request to open Town Common bandstand for public use and approve the scope of services from DLA Services**
Approved 5-0
-Ellen Harde, Common Restoration Project
Also allowed use of bandstand lift for keyboard and equipment during Farmers Market

13. 8:30PM **Town Manager's Report**

1. Request to review and provide direction for draft Request for Proposals (RFP) for the lease of the buildings at 65 and 73 Main Street and 170 Plain Road
Provided edits for the RFP, which the Town Manager will incorporate
2. Report on the legal opinion of easement versus ownership rights on 35 Town Farm Road property in preparation for release of new RFP
Directed the Town Manager to develop the RFP in a manner to allow as broad a base of interest as possible
3. Update on municipal electricity aggregation and request to appoint primary and alternative representative to award bid and enter supply contract for residents and businesses
Voted 5-0 to authorize Jodi Ross, Town Manager, and Eric Heideman, Assistant Town Manager, to execute an Electric Service Agreement on bid day for residents and businesses
4. Determine date for Strategic Planning Retreat and discuss suggested topics
Approved June 15, 2017 date – Topics continued to April 25, 2017
5. Request to approve the following contracts:
 - a. Classic Construction & Development Corporation for the construction of a combined dispatch center in the amount of \$578,500
-Tom Mahanna, Chair, Permanent Town Building Committee
Approved 5-0 in the amount of \$615,365 subject to finding source of additional funding
 - b. J. Tropeano for the Complete Streets construction projects in the amount of \$380,230.69
 - c. TEC, Inc. for a contract amendment to prepare 2018 Complete Streets Project Application in the amount of \$4,500
 - d. TEC, Inc. for pre-design engineering services for the Boston Road reconstruction project in the amount of \$57,500
 - e. Tighe & Bond for NPDES Phase II Small MS4 Permit Year 1 Compliance in the amount of \$71,500
-Paul Starratt, P.E., Town Engineer
 - f. Multi-State Information Sharing and Analysis Center (MS-ISAC) two-year membership at no cost *-Mike Wells, Director of Technology*
 - g. Massachusetts School Building Authority (MSBA) second amendment to the project funding agreement (PFA) for Norman E. Day School in the total amount of \$2,637,256
 - h. MSBA second amendment to the PFA for the Colonel John Robinson School in the total amount of \$1,743,454

Approved 5-0

Approved 5-0

14. 8:40PM **Correspondence**

15. 8:45PM **Adjournment**

**Board of Selectmen
Correspondence
April 12, 2017**

Outgoing Correspondence:

- | | | |
|------|---------|--|
| C 01 | 3/29/17 | Letter to Jim Gaudreau, Division of Capital Asset Management and Maintenance (DCAMM), regarding file review for Combined Dispatch Center Project |
| C 02 | 3/30/17 | Letter to Christopher O’Neil in congratulations for bronze medal at Special Olympics Winter Games |

Incoming Correspondence:

- | | | |
|------|---------|--|
| C 03 | 3/27/17 | Letter from Robin Main, Hinckley Allen & Snyder, regarding attendance to Board of Selectmen meeting with Board of Health on March 28, 2017 |
| C 04 | 3/27/17 | Invitation to 12 th Annual Golf Tournament from St. Catherine and St. Vincent De Paul for June 27, 2017 |
| C 05 | 3/27/17 | UMass Lowell <i>Newsline</i> for March 2017 |
| C 06 | 3/31/17 | Westford Council on Aging April 2017 Newsletter |
| C 07 | 3/31/17 | Letter from Klein Hornig, LLP, to Dept. of Housing and Community Development regarding exemption request of refinancing of Stonybrook I Apartments |
| C 08 | 4/03/17 | Letter from Dept. of Transportation regarding Chapter 90 local transportation aid funding |
| C 09 | 4/03/17 | Massachusetts Municipal Association <i>The Beacon</i> April 2017 |
| C 10 | 4/04/17 | Letter of preliminary exemption for Stonybrook 1 Apartments from Michael Malamut, Counsel, Dept. of Housing and Community Development |
| C 11 | 4/05/17 | National Bridge Inspection Standards (NBIS) Bridge Inspection Report for Russells Way / Turtle Crossing by the Dept. of Transportation, Highway Division |
| C 12 | 4/05/17 | NBIS Bridge Inspection Report for Russells Way / Gilson Brook by the Dept. of Transportation, Highway Division |
| C 13 | 4/05/17 | Letter from Martin Suuberg, Commissioner, Dept. of Environmental Protection, announcing launch of annual Sustainable Materials Recovery Program (SMRP) Municipal Grant Application |
| C 14 | 4/06/17 | Massachusetts Interlocal Insurance Association (MIIA) Seminar certification for Spring Conference attendance for Jodi Ross |
| C 15 | 4/06/17 | Massachusetts Housing Finance Agency (“MassHousing”) Sugar Maple Lane Project Eligibility/Site Approval letter |
| C 16 | 3/27/17 | Letter from Tyngsborough Board of Selectmen letter of thanks for Westford Fire Department |

*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.*