MEETING AGENDA
Tuesday, April 23, 2019
7:15PM
Town Hall, Meeting Room, 55 Main Street

Monday, April 22, 2019 at 2:40pm

1. 7:15PM  Call to Order

2. 7:16PM  Executive Session to execute a Purchase and Sale Agreement including discussion of the Conservation Restriction and timing of closing on the Salt Box Farm located off Wright Lane and Hildreth Street as an open meeting may have a detrimental effect on the negotiating position of the town

3. 7:30PM  Pledge of Allegiance

4. 7:32PM  Open Forum/FAQ/Announcements  
   - Congratulate Matthew Anderson of Troop 159 for earning the rank of Eagle Scout

5. 7:35PM  Public Hearing - Request for a change of manager on an MGL Chapter 138, Section 12 beer and wine license to Jeffrey Viering, Chipotle, 174 Littleton Rd

   Jeffrey Viering, proposed manager

6. 7:40PM  Request to provide notice of the public charitable trust and associated restrictions to Middlesex County 4-H Fair, Inc. regarding the request for a lot line adjustment by Paul and Karen Tremblay

   Jeffrey Morrissette, Director of Land Use Management

7. 7:45PM  Westford Housing Authority requests Board of Selectmen consider whether to exercise their right of first refusal for 4 Sandstone Road, unit 24-2

   Lisa Larrabe, Executive Director, Westford Housing Authority

8. 7:50PM  Presentation by National Grid proposing their new cutting program for Westford

   Neil Doran – National Grid Merrimack Valley Arborist
9. **8:00PM Old/New Business**

1. Discuss current insurance policy requirements for permission to possess or consume alcohol on town properties and consider establishing a town-wide policy for uniform insurance coverage limits

2. Update on stormwater funding options and possible abatements
   
   *Christine Collins, Tax Collector-Treasurer*

3. Request to vote motion as prepared by Bond Counsel, which is in the Selectmen’s packet and available online, and sign documents authorizing short-term borrowing to renew $6,000,000 in existing BANs and bond the final $1,000,000 to provide funding for the completion of the Roudenbush Rehabilitation Project
   
   *Christine Collins, Tax Collector-Treasurer*

4. Update on 66-68 Boston Road regarding potential code or bylaw violations for farm stand and greenhouse, consider taking any action regarding APR compliance, and review agriculture plan
   
   *Ebi Masalehdan, property owner, 66-68 Boston Road*

5. Discuss next steps for 35 Town Farm Road property and consider the formation of a task force to assist with identifying the future use of the building and/or to provide marketing assistance to sell the property and appoint members the following members:
   - Roberta McGuire, 60 Chamberlain Road
   - Nancy Cook, 25 North Main Street
   - Juliette Mount, 51 Boston Road
   - Lynn Cohen, 16 Fletcher Road
   - Joyce Minosh, 9 Stone Ridge Road
   - Marilyn Day, 51 Graniteville Road
   - David Gutbrod, 74 Depot Street
   - George Murray, 14 Heywood Road
   - Bob Waskiewicz, 120 Groton Road
   - Wanda Hall, 51B North Street
   - Diane Hendriks, 11 Crown Road
   - Helena Crocker, 34 West Street
   - Ellen Harde, 39 Main Street

6. Receive recommendation from the 12 North Main Task Force on the next steps for the 12 North Main Street parcel
   
   *Jane Hughes, Chair, 12 North Main Task Force*

10. **9:00PM**

    **Request from the Pedestrian Safety Committee for support of the design of a sidewalk along Carlisle Rd from Rt 110 to Lyberty Way/Melissa Dr during FY 2020 with funding from the Princeton Westford Apartment Homes (PWAH) Gift Fund Account and that the project be submitted to the Complete Streets Funding Program for construction funding in FY 2021**

    *Chris Barrett, Chair, Pedestrian Safety Committee*
11. 9:15PM  Consent Agenda- Request to approve the following

   **Town Common Request**
   1. Event: Respect for Life Vigil  
      Applicant: Thomas Materazzo  
      Date: May 16, 2019  
      Time: 6:00PM – 8:00PM

   2. Event: Farmers Market  
      Applicant: Jodi Ross, Town Manager  
      Dates: Tuesdays, July 9th through August 27, 2019  
      Time: 2:30PM – 6:30PM

   **Banner Request**
   3. Event: Farmers Market  
      Applicant: Jodi Ross, Town Manager  
      Dates: July 2nd through July 12, 2019  
      Location: First Parish Church

12. 9:20PM  Minutes for Approval

   For Release  
   1. March 23, 2019 – Regular Session  
   2. March 26, 2019 – Regular Session  
   3. April 9, 2019 – Regular Session

13. 9:25PM  Board Reports/Updates

14. 9:30PM  Town Manager’s Report

   1. Review draft request for proposals for design and engineering services for  
      the Graniteville Athletic Complex  
      *James Duane, Director of Parks and Recreation*

   2. Discuss topics and establish date for the 2019 Strategic Planning Retreat

   3. Request approval of the following:

      a. Contracts:

         i. Westford Housing Authority for affordable housing consultant  
            services for the remainder of FY19, (April, May and June 2019) in  
            the amount of $3,076.00 per month and FY20 in the amount of  
            $32,806.00 or $2,733.83 per month

         ii. Solitude Lake Management for pre-treatment surveys, chemical,  
             algal, physical and mechanical treatments and post-treatment  
             surveys in the amount specified in the attached Request for Quotes  
             submission dated April 2019

         iii. Tighe & Bond. Inc. for Professional Engineering Services for the  
              Emerson Road and Jonas Road Water Main Replacement Project in  
              the amount of $35,000

      b. Purchase orders:

         i. Colonial Municipal Group for a 2019 Chevy Tahoe for the  
            Westford Fire Department in the amount of $45,899
15. 9:35PM  Correspondence
16. 9:40PM  Adjournment
Outgoing Correspondence:

### Incoming Correspondence:

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<th>IC</th>
<th>Date</th>
<th>Description</th>
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<tr>
<td>IC 01</td>
<td>4/5/19</td>
<td>United States Environmental Protection Agency</td>
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<td>IC 02</td>
<td>4/8/19</td>
<td>Letter from Paul Currier</td>
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<tr>
<td>IC 03</td>
<td>4/8/19</td>
<td>Invitation from Massachusetts Senate</td>
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<td>IC 04</td>
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<td>DEP Waterways Regulation Program Notification</td>
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<td>IC 05</td>
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<td>IC 06</td>
<td>4/16/19</td>
<td>Memo from Jeffrey Stephens – Playground materials</td>
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<tr>
<td>IC 07</td>
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<td>Northern Middlesex Council of Governments 4/17/19 agenda</td>
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<tr>
<td>IC 08</td>
<td>4/16/19</td>
<td>Letter from Stephanie Anderson</td>
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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.