



TOWN OF WESTFORD  
BOARD OF SELECTMEN

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

**MEETING AGENDA**

Tuesday, April 24, 2018

7:30PM

Town Hall, Meeting Room, 55 Main Street

1. 7:30PM **Call to Order**
2. 7:30PM **Pledge of Allegiance**
3. 7:32PM **Open Forum/FAQ/Announcements**
4. 7:35PM **Request from The Roudenbush Community Center, Inc. (TRCCI) to approve amendments to its mission statement**
5. 7:40PM **Presentation of the Road Safety Zones Committee's recommended creation of two road safety zones in the Forge Village and Westford Center areas** *-Ellen Harde, Road Safety Zones Committee*
6. 7:55PM **Old/New Business**  
Request approval from the Community Center/Mill Works/Recreation Department Task Force to appoint Hari K. Vesta, as the representative from the Finance Committee, and Ingrid Nilsson, as a resident-at-large, with terms to expire June 30, 2020
7. 8:00PM **Consent Agenda- Request to approve the following**  
Town Common Request  
Event: Memorial Day observation  
Applicant: Terry Stader, Veterans Service Officer  
Date: May 27, 2018  
Time: 8:00AM to 2:00PM  
  
Banner Request  
Event: Memorial Day observation  
Applicant: Terry Stader, Veterans Service Officer  
Banner Dates: May 20-30, 2018  
Banner Location: J.V. Fletcher Library  
  
Special License Request  
Event: Baby shower  
Applicant: Jay Kingman  
Location: 128 Lowell Road (outside Stonybrook Fish & Game)

Date: June 2, 2018  
Times: 1:00PM to 5:00PM

8. 8:05PM      **Minutes for Approval**  
For Release  
Regular Session – March 20, 2018  
Regular Session – March 27, 2018
9. 8:10PM      **Board Reports/Updates**
10. 8:15PM      **Town Manager’s Report**  
1. Discuss suggested topics for Strategic Planning Retreat to be held June 21, 2018  
2. Request comments on the Request for Proposals (RFP) for an assessment center for the filling of the Deputy Police Chief position  
3. Request to approve the application to receive Housing Choice Designation  
4. Request approval of the following:  
    a. Contracts:  
        i. Yule Development, Inc. for an extension until October 11, 2018, of the Purchase & Sale Agreement for 35 Town Farm Road  
        ii. Farmer Dave’s, LLC for a three year agreement for the management of agricultural resources at Hill Orchard and its farm stand, located at 4 Hunt Road, in the amount of \$11,250  
    b. Purchase Orders:  
        i. Tri State Truck Center, Inc. for one heavy duty 6-wheel snow plow truck in the amount of \$222,000  
        ii. New Quality Fence Corporation for snow plowing in the amount of \$20,618
11. 8:25PM      **Correspondence**
12. 8:30PM      **Adjournment**

**Board of Selectmen  
Correspondence  
April 24, 2018**

**Outgoing Correspondence:**

- |      |         |  |
|------|---------|--|
| C 01 | 4/12/18 | Letter to Massachusetts Historical Commission in support of Historic Rehabilitation Tax Credit Program application for the Abbot Mill Phase 2 Redevelopment  |
| C 02 | 4/19/18 | Letter to abutters of Commerce Way notifying of Board of Selectmen meeting on May 8, 2018, that concerns the use of the neighborhood mitigation funds received from the settlement agreement with Newport Materials, LLC |

**Incoming Correspondence:**

- |      |         |   |
|------|---------|---|
| C 03 | 4/4/18  | Memorandum from Richard J. Barrett, Highway Superintendent, regarding the report on the pilot program for removal of snow and sidewalks   |
| C 04 | 4/9/18  | Massachusetts Department of Environmental Protection (MassDEP) announcement of Baker-Polito Administration launch of annual Sustainable Materials Recovery Program (SMRP) Municipal Grant Application |
| C 05 | 4/11/18 | Verizon Fios TV Cambodian programming change notice   |
| C 06 | 4/17/18 | UMass Lowell <i>Newsline</i> April 2018   |
| C 07 | 4/17/18 | Motion for a status conference with certificate of service regarding town of Westford v Charles DiDonato in Northeast Housing Court from Janelle Austin, KP Law                                       |
| C 08 | 4/17/18 | Comcast Xfinity notice of new bill design   |
| C 09 | 4/17/18 | Northern Middlesex Council of Governments (NMCOG) notice of meeting for April 18, 2018  |
| C 10 | 4/17/18 | Freedom's Way announcement of Hidden Treasures program in May 2018 with the National Parks Service  |
| C 11 | 4/18/18 | Verizon Fios TV Azteca programming change notice  |
| C 12 | 4/18/18 | Verizon New England Inc. condensed financial statements as of Dec. 31, 2017 and for the year then ended with financial statements certification   |
| C 13 | 4/18/18 | Verizon New England Inc CTV Form 200 financial balance sheet  |
| C 14 | 4/18/18 | Verizon New England Inc CTV Form 400 statement of ownership   |

*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).*