



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

Tuesday, April 24, 2018

7:30PM

Town Hall, Meeting Room, 55 Main Street

Selectman Andrea Peraner-Sweet was absent

1. 7:30PM **Call to Order**
2. 7:30PM **Pledge of Allegiance**
3. 7:32PM **Open Forum/FAQ/Announcements**
 1. Bob Price of the League of Women Voters of Westford, reminded the public of the upcoming town election on May 1, 2018, and announced the League-sponsored "Candidates Night" scheduled for April 26, 2018, at 7:00PM in the J.V. Fletcher Library which will be streamed on Westford Cable Access Television (WCAT)
 2. Selectman Elizabeth Almeida announced the opening of the Community Gardens on Saturday, April 28, 2018, and thanked Jon Revis and the entire Parks, Grounds and Highway Departments for their assistance and support
4. 7:35PM **Request from The Roudenbush Community Center, Inc. (TRCCI) to**
Approved 4-0 approve amendments to its mission statement
5. 7:40PM **Presentation of the Road Safety Zones Committee's recommended**
Approved 4-0 creation of two road safety zones in the Forge Village and Westford Center areas
Committee members:
 - Ellen Harde, resident
 - Mark Chambers, Captain, Westford Police Dept.
 - Richard "Chip" Barrett, Highway Superintendent
 - Andrea Peraner-Sweet, Selectman
6. 7:55PM **Old/New Business**
Approved 4-0 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**

Approved 4-0
subject to
public safety
recommendations

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

Approved 4-0

Regular Session – March 20, 2018
Regular Session – March 27, 2018

9. 8:10PM

Board Reports/Updates

1. Mark Kost reported that the Community Center/Mill Works/Recreation Department Task Force recently held a productive meeting and set a goal to have findings ready for presentation to the BOS and possibly the next Special Town Meeting
2. G. Thomas Clay reported that the FY19 Tax Classification Research Group has met twice and has enjoyed great support from town staff, and hopes to have a report ready for the upcoming Strategic Planning Retreat, and by August to present to the BOS
3. J. Scott Hazelton reported that the Permanent Town Building Committee is ready to present a recommendation for the traffic warning signal for the new Fire Station Headquarters under construction on Boston Road, and reminded the public they are welcome to attend all meetings to discuss the design of the new Town Center Building

10. 8:15PM

Town Manager's Report

1. Discuss suggested topics for Strategic Planning Retreat to be held June 21, 2018
Recommendations to add:
 - a. Energy Committee update on their projects, contingent upon prior presentation to the Board of Selectmen
 - b. Farmers Market status and plans for the future
 - c. Report on the town projects that have been funded by the Community Preservation Act

2. Request comments on the Request for Proposals (RFP) for an assessment center for the filling of the Deputy Police Chief position

No comments

- Approved 4-0 3. Request to approve the application to receive Housing Choice Designation

4. Request approval of the following:

a. Contracts:

- Approved 4-0 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

- Approved 4-0 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

1. Selectmen asked to invite Gloria Gilbert and Zac Cataldo to the next BOS meeting to discuss discontinuing the Farmers Market
2. Selectman Almeida requested a discussion at a future Board of Selectmen meeting of Item C 03 "Memorandum from Richard J. Barrett, Highway Superintendent, regarding the report on the pilot program for removal of snow and sidewalks"

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.*