



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, May 8, 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**
 1. Westford Academy students gave a presentation and encouraged the public to attend the Color Festival, June 23, 2018 from 10:00am to 3:00pm. The BOS approved (5-0) the use of the town common for this event.
 2. Selectman Elizabeth Almeida announced the ribbon-cutting ceremony for phase 2A of the Bruce Freeman Rail Trail on Friday, May 11, 2018, at 3:30pm at NARA Park, 25 Ledge Rock Way in Acton.
 3. Selectman Elizabeth Almeida thanked everyone who participated in the town-wide clean up on Saturday, May 5, 2018, and asked everyone to please pick up one piece of trash this week to help beautify the town before the Apple Blossom festivities.
 4. Selectmen G. Thomas Clay announced the Apple Blossom Pancake Breakfast at the First Parish Church United that begins at 8:00am to 11:00am on Saturday, May 12, 2018.
4. 7:35PM **Request to approve the use of weathered steel or galvanized steel guide rails on the Route 40 intersection projects at Oak Hill and at Dunstable Road**

-Paul Starratt, Town Engineer

Requested Paul Starratt to research the cost to install wooden guides with steel backup posts, plus additional maintenance costs and return on 5/22/2018
5. 7:45 PM **Receive recommendations and consider potential uses for the neighborhood mitigation funds received from the settlement agreement with Newport Materials, LLC**

Majority of abutters requested not to spend funds until after the plant is operational.

Town Manager to put placeholder on Special Town Meeting Warrant for funds to conduct base-line testing for air quality, noise levels and ground water.

Jeff Morrissette, Director of Land Use Management, to provide summary to BOS after site visit for inspectional purposes.

6. 8:15PM **The Roudenbush Community Center, Inc. (TRCCI) to present their proposal to allow the Parks, Grounds and Recreation Departments to occupy space in 65 Main Street, with changes to the lease commencing July 1, 2020, elimination of repayment of waived rent, and other related charges, rents and shared costs** -Chris Kalil, TRCCI
Proposal to be reviewed by original TRCCI lease-review group with addition of Kacy Caviston from the Parks, Grounds and Recreation Commission, and return to BOS

7. 8:35PM **Old/New Business**

1. Discuss Sustainable Westford discontinuing the Westford Farmers Market
-Zac Cataldo, Sustainable Westford

Sustainable Westford is interested in working with town boards to bring the market back next year

2. Permanent Town Building Committee notification of the installation of a solar powered traffic warning signal on Boston Road for the new Fletcher Fire Station 1

Approved 5-0

3. Request from the Senior, Low-Income, Disabled Tax Relief (SLIDTR) Committee to reduce its size from 9 to 7 full members in order to remove vacancies and achieve a quorum

Approved 5-0

4. Request from the Permanent Town Building Committee to appoint Jeanne Roberts as a full member and James Zegowitz as an alternate member, with terms to expire June 30, 2020

5. Request from the Energy Committee to reduce its size from 11 to 5 full members and 1 alternate in order to remove vacancies and achieve a quorum

Approved 5-0

and asked Energy Committee to update the BOS on their activities at the next meeting

8. 8:50PM **Consent Agenda- Request to approve the following**

Special License Request

Event: Family reunion and birthday party

Applicant: Robert Boutin

Location: 128 Lowell Road (outside Stonybrook Fish & Game)

Date: May 20, 2018

Times: 12:00PM to 6:00PM

Approved 5-0
subject to
public safety
recommendations

Special License Request

Event: Birthday Party

Applicant: David Markham

Location: 128 Lowell Road (outside Stonybrook Fish & Game)

Date: June 16, 2018

Times: 2:00PM to 6:00PM

Approved 5-0
subject to
public safety
recommendations

Town Common Request

Event: International Day of Yoga

Applicant: Samita Apte, Being Volunteer Foundation USA, Inc.

Date: June 23, 2018

Time: 8:00AM to 11:30AM

Town Common Request

Event: Color Festival

Applicant: Prasanna Edpuganti, GVW School

Date: June 23, 2018

Time: 9:00AM to 4:00PM

9. 8:55PM

Minutes for Approval

For Release

Approved 5-0

Regular Session – April 10, 2018

10. 9:00PM

Board Reports/Updates

11. 9:05PM

Town Manager's Report

No comments

1. Request to approve the timeline for the Special Town Meeting to be held October 15, 2018

2. Request direction from the Board of Selectmen on the possible acquisition of the property located at 63 Main Street for future municipal purposes
Approved 5-0 for the Town Manager to begin research about the possible acquisition and use BOS Community Initiatives funds to conduct an appraisal of the property

Approved 5-0
as amended

3. Consider draft letter to Chris Yule requesting to release the town from its lease for the space for the Parks, Grounds and Recreation Departments at Mill Works, 22 Town Farm Road

Approved 5-0

4. Request to accept gift of \$1,500 from the Kurt Kelly Memorial Foundation (KDK Foundation), for the Parks, Grounds, and Recreation Departments to enhance access to after school and summer enrichment program for those with limited resources

Approved 5-0

5. Request to accept gift of \$50,000 from the Cogliano family for new playground equipment, new footing, and accessibility improvements at the American Legion Fields

6. Request approval of the following:

a. Contracts:

Approved 5-0

i. Group Benefits Strategies for insurance consultant services for a one-year term at \$22,000

ii. Guardian Energy Management Solutions for the replacement of the chiller air-conditioning system at the Police Department in the amount of \$89,922

iii. Acme Waste Systems, Inc. for a three-year contract for solid waste collection and transportation at a cost of FY19 \$648,000, FY20 \$667,500, and FY21 \$688,000

iv. Lowell General Hospital for an Advanced Life Support Affiliation Agreement for a two-year contract, and reimbursement agreement

Approved 5-0

for a three-year contract at a rate of \$150 per call, adjusted annually by Medicare

- v. TEC, Inc. for the design of upgrades to the Tyngsboro Road traffic signal in the amount of \$17,500
- vi. TEC, Inc. for Construction Phase Services at the Oak Hill Road and Groton Road Intersection Project in the amount of \$20,360
- vii. TEC, Inc. for design of Round Three Complete Streets Projects in the amount of \$45,000
- viii. TEC, Inc. for design of the Boston Road Reconstruction Project in the amount of \$320,000
- ix. Solitude Lake Management for town-wide pond and lake pre-treatment surveys in the amount of \$12,100
- x. Context Architecture for the initial design and permitting services of the new town center building at 51 Main Street in the amount of \$220,000

To be continued to 5/22

b. Purchase Orders:

- i. Liberty Chevrolet for two 2018 Chevrolet K2500 4x4 Utility Body Trucks with Plow Packages for the Water Department in the amount of \$98,676.95
- ii. Fire Tech & Safety of New England, Inc. for firefighting equipment for a new "Pumper" in the amount of \$14,669
- iii. American Alarms for the purchase and installation of video monitoring equipment at the new Fletcher Fire Station 1 at 66 Boston Road in the amount of \$56,728.04
- iv. American Alarms for the installation of access controls for the doors of the Fletcher Fire Station 1 in the amount of \$31,665.78

Approved 5-0

c. Annual Renewals:

- i. Onsolve for CodeRED notification system for FY19 in the amount of \$12,157

12. 9:15PM **Correspondence**

13. 9:20PM **Adjournment**

**Board of Selectmen
Correspondence
May 8, 2018**

Incoming Correspondence:

C 01	4/19/18	Notice of decertification of Goodrich Corporation (a UTC Aerospace Systems Company) from the Massachusetts Office of Business Development
C 02	4/20/18	Comcast notice regarding video packaging
C 03	4/20/18	Massachusetts Department of Environmental Protection (MassDEP) notice to proceed for the project regarding stormwater fee development for Westford's Stormwater Management Master Plan
C 04	4/20/18	Nashoba Valley Chamber of Commerce flyer for the annual banquet social on May 9, 2018
C 05	4/20/18	E-Mail from Zac Cataldo announcing the cancellation of the Farmers Market
C 06	4/23/18	Invitation to the Gay Nineties Celebration from the Council on Aging
C 07	4/23/18	Site Maintenance Logs from the Gutierrez Company for Westford Technology Park and Westford Technology Park West
C 08	4/23/18	Notification of herbicide application from Pan Am Railways
C 09	4/23/18	Lowell Regional Transit Authority meeting notice for April 26, 2018
C 10	4/25/18	Verizon Fios TV programming change notice for Discovery channels
C 11	4/26/18	Invitation to the Westford Memorial Day from Terry Stader, VSO
C 12	4/27/18	Comcast Cable Communications LLC CTV Forms 200, 300, 400
C 13	4/27/18	Wetlands notice from Richard Wilcinski at 30 Byrne Avenue
C 14	4/30/18	Friends of the Bruce Freeman Rail Trail spring 2018 newsletter
C 15	4/30/18	Verizon Fios TV programming change for Lifehacks
C 16	5/01/18	Invitation to the Bruce Freeman Rail Trail phase 2A ribbon cutting
C 17	5/02/18	Request for an earth removal permit for David Guthris of MJJ Holdings, LLC from ALAN Engineering LLC
C 18	5/03/18	Memorandum from Town Clerk Patty Dubey regarding the results of the election for the open Housing Authority seat
C 19	5/04/18	Massachusetts Municipal Association <i>The Beacon</i> May 2018

*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.*