



TOWN OF WESTFORD  
BOARD OF SELECTMEN

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

**REVISED** June 25, 2019 at 12:30PM

**MEETING AGENDA**

Tuesday, June 25, 2019

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Call to Order**
2. 7:00PM **Executive Session**
  - i. To consider the ratification of a tentative agreement and to consider approval of the Communications Workers of America's collective bargaining agreement for fiscal years 2020-2022, as an open session may have a detrimental effect on the Town's bargaining position
  - ii. To consider approval of the Westford Superior Officers' collective bargaining agreement for fiscal years 2020-2022, as an open session may have a detrimental effect on the Town's bargaining position
  - iii. To discuss non-union performance reviews as an open session may have a detrimental effect on the Town's bargaining position
3. 7:30PM **Pledge of Allegiance**
4. 7:32PM **Open Forum/FAQ/Announcements**
  - Recognition of Kacy Caviston for his 18 years of service on the Parks and Recreation Commission and Member of the Community Center/Mill Works/Recreation Department Task Force. He also has served on the Board of Directors for Westford Youth Baseball and Westford Friends of Recreation. Kacy also lead the Community Fields Fundraising group which raised over \$1,000,000.00 for the turf fields on Nutting Road
5. 7:35PM **Joint meeting with the Westford Public School Committee, Finance Committee, and Town and School Safety Task Force**
  - i. To request an end of year transfer of funds in accordance with M.G.L. Ch. 44, Section 33b from the Health Insurance account into the Town Manager Consulting Services account to supplement available funding for the School/Community Mental Health Needs Assessment in the amount of \$37,690
  - ii. To request an end of year transfer of funds in accordance with M.G.L. Ch. 44, Section 33b from the Police Personnel Services account into the Police Expenses account to supplement available funding for natural gas and gasoline in the amount of \$20,000.00

6. 7:55PM      **Public Hearing – Potential Nuisance/Dangerous Dogs**  
 Examine complaints received by Carrie Powers, 4 North Street, regarding potential nuisance/dangerous dogs located at 6 North Street and consider enforcement action in accordance with M.G.L. Ch. 140, Section 157  
– Kirsten Hirschler, Animal Control Officer  
 – Attorney Jeff Blake
7. 8:15PM      **Old/New Business**
- i. Request from the Economic Development Committee to appoint Dan Burke to the open position of alternate member for a term expiring on June 30, 2021, and to appoint Jessica DeRoy as an alternate member for a term expiring on June 30, 2020.
  - ~~ii. Request from Ellen Harde, 39 Main Street, for a 6-month delay in implementing the no-pickup from multifamily buildings Town-Wide Solid Waste and Recycling Collection Policy~~
8. 8:30PM      **Consent Agenda- Request to approve the following**  
**Town Common and Band Stand Request:**
- i. Event: Westford Cub Scouts Pack 100 Summer Picnic and Open House  
 Applicant: Isaac Burk on behalf of Westford Cub Scouts Pack 100  
 Date: Saturday, August 24, 2019  
 Time: 10:00AM to 3:00PM
- Banner Request:**
- ii. Event: Special Town Meeting on Monday, October 28, 2019  
 Applicant: Donna Furman, League of Women Voters of Westford  
 Dates: First Parish Church  
 Location: Monday, October 21, 2019 to Thursday, October 31, 2019
  - iii. Event: Presidential Primary Election on Tuesday, March 3, 2020  
 Applicant: Donna Furman, League of Women Voters of Westford  
 Dates: First Parish Church  
 Location: Tuesday, February 25, 2020 to Friday, March 6, 2020
  - iv. Event: Annual Town Meeting on Saturday, March 28, 2020  
 Applicant: Donna Furman, League of Women Voters of Westford  
 Dates: First Parish Church  
 Location: Friday, March 20, 2020 to Tuesday, March 31, 2020
  - v. Event: Town Election on Tuesday, May 5, 2020  
 Applicant: Donna Furman, League of Women Voters of Westford  
 Dates: First Parish Church  
 Location: Tuesday, April 28, 2020 to Friday, May 8, 2020
9. 8:35PM      **Minutes for Approval**  
For Release
- May 28, 2019
  - June 11, 2019

10. 8:40PM **Board Reports/Updates**

11. 8:45PM **Town Manager's Report**

- i. Announce the MA Office of Environmental Affairs awarding the Town \$36,000 to help communities identify threats to climate resiliency and determine strategies to address these threats
- ii. Request from the 35 Town Farm Road Task Force to use funding from the General Building Repairs and Maintenance Capital Appropriation for the purpose of hiring architect Don Mills to conduct a feasibility study at 35 Town Farm Road
- iii. Request by Town Manager to carry over Town Manager 5 vacation days
- iv. Request approval of the following:
  - a. Contracts:
    1. Request to approve Communications Workers of America's collective bargaining agreement for fiscal years 2020-2022
    2. Request to approve Westford Superior Officers' collective bargaining agreement for fiscal years 2020-2022
    3. P.J. Keating Company for a one-year contract extension for in-place bituminous concrete services at the rate of \$65.99 per ton
    4. Cooling and Heating Specialists, Inc. for a one-year contract extension for preventative maintenance and emergency on-call services for the town's heating, ventilation, and air-conditioning systems at the rate of \$118 per hour.
    5. FM Generator Inc. for a one-year contract extension for preventative maintenance services for the town's emergency generators in the amount of \$7,425.00
    6. BETA Group, Inc. for pavement management re-inspection services in the amount of \$37,800.00
    7. VFIS for IOD/111F insurance coverage for FY20 in the amount of \$49,913.00
    8. Health Management Associates to provide School/Community Mental Health Needs Assessment in the amount of \$128,500.00
    9. Memorandum of Understanding with the Massachusetts Office on Disability and the Department of Housing and Community Development to ensure compliance with the Americans with Disabilities Act "Self-Evaluation & Transition Plan" in order to be eligible to apply for grant funding through the Housing Choice Capital Grant program up to \$250,000.00
  - b. Purchase Orders:
    1. National Painting Service, LLC, for painting of the exterior of the Cottage Building, 4 Boston Road, in the amount of \$12,400.00
    2. Unified Networked Solutions, Inc. for server hosts to provide processing power for one of the Town's datacenters in the amount of \$13,531.20
    3. Trittech Software Systems for dispatcher software in the amount of \$17,947.50
    4. A-Trac Computer Sales & Service, Inc. for uninterruptible power supplies in the amount of \$28,014.28

5. Presidio Networked Solutions, Inc for disk space for one of the Town's datacenters in the amount of \$32,926.71
6. Schmidt Equipment, Inc. for a 2018 brush reduction unit (Mor Bark Brush Chipper) in the amount of \$102,000.00
7. Tyler Technologies for MUNIS support in the amount of \$126,401.45

12. 8:55PM      **Correspondence**

13. 9:00PM      **Adjournment**

**Board of Selectmen  
Correspondence  
June 25, 2019**

**Incoming Correspondence:**

IC 01	6/11/19	Request from Greater Community Foundation for support of annual appeal
IC 02	6/12/19	Mass DOT National Bridge Inspection Standards and Reports
IC 03	6/12/19	Letters from Norman Day School 4th Graders to Selectmen
IC 04	6/12/19	Abutters notice from Robert O'Neal regarding a Request for Determination
IC 05	6/17/19	Abutters notice from Paul Starratt regarding Oak Hill Road intersection
IC 06	6/17/19	Letter from Denise Pigeon to Selectman Almeida regarding Nashoba Valley Technical School District's MSBA Accelerated Repair Project
IC 07	6/17/19	Abutters notice from EIP Communications regarding a Notice of Intent
IC 08	6/19/19	Westford Affordable Housing Letter

**Outgoing Correspondence:**

OC 01	6/10/19	Letter of support to the Massachusetts Historical Commission regarding the Abbot Mill Phase 2 Redevelopment project
OC 02	6/18/19	FY 2020 Housing Choice Capital Grant Application

*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](mailto:tmaa@westfordma.gov).*