



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, August 14, 2018

7:30PM

Town Hall, Meeting Room, 55 Main Street

**Selectmen Scott Hazelton and Elizabeth Almeida absent**

1. 7:30 PM **Call to Order**
2. 7:30 PM **Pledge of Allegiance**
3. 7:35 PM **Open Forum/FAQ/Announcements**
4. 7:40 PM **Joint meeting with the Housing Authority to appoint a Housing Authority member to fill a vacancy until the next Town Election**  
**Appointed 3-0**
  - Janine McCormack
5. 7:55 PM **Request from National Grid's gas division members of United Steelworkers Locals 12003 and 12012 regarding safety concerns on gas main work performed during lockout**  
**BOS requested more information**  
**Continued to 8/28/18**

*– James Pittman and Tom Devoss, Employees of NGRID and members of United Steelworkers*
6. 8:15 PM **Old/New Business**
  - Approved 3-0** a) Request from the Dog Park Task Force to appoint the following with a term to expire June 30, 2020
    1. Kimberley Rose
    2. Chris Lengyel
  - Approved 3-0** b) Request for annual re-appointments
  - Approved 3-0** c) Request from the FY19 Tax Classification Working Group to disband
  - Approved 3-0** d) Request to sign State Primary Warrant for September 4, 2018 election
  - Approved 3-0** e) Request to approve the amendment to the Gage Road Town Forrest Cutting Plan
7. 8:25 PM **Consent Agenda- Request to approve the following**  
**Banner Requests**

**Event:** NVTHS Open House, November 4, 2018  
**Applicant:** Kayla Callahan  
**Banner Location:** J.V. Fletcher Library  
**Banner Dates:** October 26, 2018 – November 7, 2018

**Approved 3-0**

**Event:** Family Fun Fest to benefit St. Jude Children’s Hospital on September 30, 2018

**Approved 3-0**

**Applicant:** Marisol Garcia

**Banner Location:** First Parish Church

**Banner Dates:** September 21, 2018 – October 3, 2018

**Street/Road Closure Request**

**Event:** Church Picnic

**Approved 3-0  
Subject to Public  
Safety  
recommendations**

**Applicant:** David Welsh – United Methodist Church

**Date:** September 9, 2018

**Times:** 9:30am – 12:00pm

**Location:** 10 Church St. to intersection of Church and Broadway

8. 8:30 PM **Minutes for Approval**

**For Release**

**Approved 3-0**

- Regular Session – July 24, 2018

**Not for Release**

**Approved 3-0**

- Executive Session – July 24, 2018

9. 8:35 PM **Board Reports/Updates**

10. 8:40 PM **Town Manager’s Report**

**Approved 3-0**

1. Request approval of the following purchase orders:
  - a) Verizon Wireless for annual cell phone services in the amount of \$89,000
  - b) American Alarm and Communications Inc. for annual alarm monitoring services in the amount of \$31,500
  - c) Dennis K Burke, Inc. for gas and diesel delivery in the amount of \$24,328.33
  - d) Commonwealth of Massachusetts for firearms license fees in the amount of \$20,000
  - e) Process Distributors Inc. for chlorine pellets in the amount of \$10,032
  - f) Coastal Medical Billing Inc. for ambulance billing fees in the amount of \$38,400
  - g) Pro AV Systems, Inc. for audio visual systems for the new Fletcher Fire Station in the amount of \$85,975.91
  - h) Precision Fitness Equipment, Inc. for fitness equipment for the new Fletcher Fire Station in the amount of \$32,235.75
  - i) Creative Office Pavilion for furniture for the new Fletcher Fire Station in the amount of \$190,852.03
  - j) Bergeron Protective Clothing for personal protective equipment in the amount of \$28,800
2. Request to approve draft letter to Attorney Shannon Brandano in response to her letter of July 24, 2018 entitled “Complaint Pursuant to M.G.L. Chapter 40A Section 7 & 11”

**Approved 3-0**

11. 8:50 PM **Correspondence**
12. 8:55 PM **Adjournment**

**Board of Selectmen  
Correspondence  
August 14, 2018**

**Outgoing Correspondence:**

- C 01     07/26/2018     Memo to Guy Faretra RE order to remove encroachment on Koala Bear Lane
- C 02     08/09/2018     Memo to Secretary Jay Ash and Asst. Secretary Nam Pham RE 495/MetroWest Partnership

**Incoming Correspondence:**

- C 03     07/19/2018     Memo from Dept. of Energy Resources RE \$250,000 Green Communities Grant award
- C 04     07/20/2018     Certificate from Dept. of Energy Resources RE \$250,000 Green Communities Grant Award
- C 05     07/23/2018     Memo from Karen Frederick RE revised agency resource guide for constituent services
- C 06     07/24/2018     Memo from Shannon Brandano RE 12 North Main Street and 69 Broadway Street
- C 07     07/25/2018     Email from Tom Menicci RE VFW Fields
- C 08     07/26/2018     Memo from City of Nashua Community Development Division RE Mine Falls Hydro Project
- C 09     07/27/2018     Memo from Mass Office on Disability RE Municipal ADA Improvement Grant Program
- C 10     07/31/2018     Memo from KP Law RE Meadowbrook Estates, Parcel A
- C 11     08/02/2018     Email from Niall Connors RE Verizon Fios LFA notification
- C 12     08/03/2018     Memo from Walter and Karen Pawlewicz RE 5 Koala Bear Lane
- C 13     08/03/2018     Memo from Robert Sullivan, Xfinity, RE beIN sports programming
- C14     08/09/2018     Memo from AM Appraisal Associates RE Franco Property Appraisal

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact 978-692-5501 extension 1 or email [tmaa@westfordma.gov](mailto:tmaa@westfordma.gov).*