



**TOWN OF WESTFORD  
BOARD OF SELECTMEN**

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

**ACTION TAKEN**

Revised 9/25/18 at 12:03 p.m.

**MEETING AGENDA**

Tuesday, September 25, 2018

7:00PM

Town Hall, Meeting Room, 55 Main Street

**Selectman Tom Clay participated remotely during executive session**

1.	7:00 PM	<p><b>Executive Session</b></p> <ol style="list-style-type: none"> <li>1. To discuss the purchase, exchange, lease or value of 63 Main Street, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body</li> <li>2. To conduct negotiations with the Town Manager regarding her employment contract as an open meeting may have a detrimental effect on the bargaining position of the town</li> </ol>
2.	7:30 PM	<b>Call to Order</b>
3.	7:30 PM	<b>Pledge of Allegiance</b>
4.	7:35 PM	<b>Open Forum/FAQ/Announcements</b>
		<ol style="list-style-type: none"> <li>1. Thank you to Peg Halvorsen for 40 years of service to the town of Westford</li> <li>2. Thank you to Patty Dubey and our election officers for their efforts during the recent election recount</li> <li>3. Standard &amp; Poor's continuing AAA bond rating and bond release at SP1+ rating for the town of Westford which is the highest rating available</li> </ol>
5.	7:40 PM	<p><b>Update on Stormwater Master Plan and request to approve a Notice of Intent for the town's stormwater management program, as required by the EPA</b></p> <p><b>Approved 4 – 0 and authorized the Town Manager and Town Engineer to sign and certify documents</b></p> <p style="text-align: right;"><i>Paul Starratt, Town Engineer</i></p>
6.	7:50 PM	<p><b>Request to approve bond anticipation notes and bonds for multiple capital projects</b></p> <p><b>Approved 4 – 0 as printed in the packet</b></p> <p style="text-align: right;"><i>Christine Collins, Treasurer/Tax Collector</i></p>
7.	7:55 PM	<p><b>Request to use of \$15,000 from Summer Village gift funds for landscape/hardscape improvements at Stony Brook-East Boston Camp bath house</b></p>

		<b>Approved 4 - 0</b>	
			<i>Friends of the East Boston Camp</i>
8.	8:10 PM	<b>Senior Tax Work Off Program</b> <ol style="list-style-type: none"> <li>Resident request to consider establishing income or asset limits for participants in the Senior Tax Work Off Program <b>No action taken</b></li> </ol> <p style="text-align: right;"><i>Henry Durand, Resident</i></p> <ol style="list-style-type: none"> <li>COA request to consider allowing volunteers to work as “representative” participants for those who meet the requirements but are physically or otherwise unable to participate <b>Approved 4 - 0</b></li> </ol> <p style="text-align: right;"><i>Jennifer Claro, Director of Elder Services</i></p>	
9.	8:25 PM	<b>Special Town Meeting – October 15, 2018</b>	
		<p>Consider reopening the warrant to add the following articles:  <b>Voted 4 – 0 to reopen Special Town Meeting warrant for the purpose of adding the two proposed articles listed below (9.1 and 9.2)</b></p> <ol style="list-style-type: none"> <li>The possible purchase of 63 Main Street, and;</li> <li>The Senior Tax Work Off Program adoption of MGL 59, §5K</li> </ol> <p><b>Voted 4 – 0 to add both articles above as Articles 6 and 10</b>  <b>Voted 4 – 0 to close Special Town Meeting warrant</b></p> <ol style="list-style-type: none"> <li>Review and vote recommendations on the following articles:</li> </ol>	
	ARTICLE 1:	Approve Unpaid Bills from Previous Fiscal Year(s) <b>No action taken – no bills of a prior year as of 9/25/18</b>	<i>Town Manager</i>
	ARTICLE 2:	Fiscal Year 2019 Budget Adjustments <b>Voted 4 – 0 to recommend 423 - Recycling budget and 600 - Water Enterprise and supplements; 123 - Town Manager budget supplement continued 10-9-18 BoS meeting</b>	<i>Town Manager</i>
	ARTICLE 3:	Fiscal Year 2019 Budget Transfers <b>Recommended 4 - 0</b>	<i>Town Manager</i>
	ARTICLE 4:	Fiscal Year 2019 Capital Appropriations <b>Recommended 4 - 0</b>	<i>Capital Planning Committee</i>
	ARTICLE 5:	Fiscal Year 2019 Asphalt Plant Monitoring Appropriation <b>Increased appropriation from \$10,000 to \$40,000 to conduct baseline environmental testing to include air, water and noise, then voted 4 – 0 to recommend</b>	<i>Board of Selectmen</i>
	<b>ARTICLE 6:</b>	<b>Acquisition of 63 Main Street Continued to 10-9-18 BoS meeting</b>	<i>Board of Selectmen</i>
	ARTICLE <b>67:</b>	Reduce Amount Raised by Taxes in Fiscal Year 2019 <b>Recommended 4 - 0</b>	<i>Board of Selectmen</i>
	ARTICLE <b>78:</b>	Apply Fire Station Premium to Reduce Bond Payments <b>Recommended 4 - 0</b>	<i>Board of Selectmen</i>
	ARTICLE <b>89:</b>	Supplement Prior Borrowing Votes to Permit the Application of Sale of Premium to Pay Project Costs <b>Recommended 4 - 0</b>	<i>Board of Selectmen</i>

	<b>ARTICLE 10:</b>	<b>Adoption of MGL C. 59 §5K to Establish a Senior Tax Program Continued to 10-9-18 BoS meeting</b>	
	<b>ARTICLE 911:</b>	Authorization for the Board of Selectmen to Petition the General Court for Special Legislation Authorizing the Town of Westford to Establish a Means Tested Senior Citizen Property Tax Exemption <b>Recommended 4 - 0</b>	<i>Board of Selectmen</i>
	<b>ARTICLE 1012:</b>	Payment in Lieu of Tax Agreement – Westford Solar Holdings, LLC And Westford Solar Holdings II LLC, Located at 10 Commerce Way, Map 48-11.234 <b>Recommended 4 - 0</b>	<i>Board of Selectmen</i>
		4. Sign Town Meeting Warrant	
10.	8:55 PM	<b>Old/New Business</b>	
		<ol style="list-style-type: none"> <li>1. Consider approval of proposed lease amendment with The Roudenbush Community Center Inc. to allow the town’s Parks, Grounds, and Recreation Departments to occupy the 3<sup>rd</sup> floor of the Roudenbush Building <b>Approved 4 - 0</b></li> <li>2. Sign Mass School Building Authority’s grant for the Sustainable Materials Recovery Program <b>Approved 4 - 0</b></li> <li>3. Request from Denise Pigeon, Superintendent of Schools, Nashoba Valley Technical High School to designate the position(s) of the town’s representatives on the Nashoba Valley Technical High School Committee as special municipal employee(s) <b>Approved 4 - 0</b></li> <li>4. Request from Healthy Westford Committee to appoint Lauren D’Agostino to the Healthy Westford Committee for a term to expire on June 30, 2021 <b>Appointment approved 4 - 0</b></li> <li>5. Town and School Safety Task Force request to appoint Denise Pigeon, Nashoba Valley Technical High School Superintendent, for a term to expire on June 30, 2020 <b>Appointment approved 4 - 0</b></li> <li>6. Request by resident to amend membership to Town and School Safety Task Force to include a resident-at-large <b>No action taken – consider adding residents and other representatives in the future for implementation</b> <i>Jim Gozzo, Resident</i></li> <li>7. Annual Town Manager performance review <b>Overall score 46 – 49 out of 50 possible points Voted 4 – 0 to approve 2% increase retroactive to 7-1-18; conduct market basket salary survey prior to FY20 performance review</b></li> </ol>	
11.	9:15 PM	<b>Consent Agenda- Request to approve the following</b>	

		<p><b><u>Road Race/Walk Request</u></b>  <b>Event:</b> Friends of the Poor Walk for the Society of St. Vincent de Paul  <b>Organizer:</b> Friends of the Poor Walk Committee  <b>Applicant:</b> Kathleen Dick, 23 Chippewa Road  <b>Event Date:</b> Monday, November 12th, 2018  <b>Event Times:</b> 8:00AM to 11:00AM  <b>Route:</b> Start and finish at St. Catherine’s of Alexandria on North Main Street, then Town Farm Road, Forge Village Road, Cold Spring, Road, Patten Road, Route 225, and East Prescott Street</p>
	<p><b>Approved 4 -0 subject to public safety recommendations</b></p>	<p><b><u>Road Closure Request</u></b>  <b>Event:</b> Westford Road Race  <b>Organizer:</b> Westford Charitable Foundation Inc.  <b>Applicant:</b> Lori Cogliano  <b>Event Date:</b> May 5, 2019  <b>Event Time:</b> 12:00 PM to 5:00 PM  <b>Route:</b> Start at the Town Common on Main Street, proceed to Depot Street, Hildreth Street, Lincoln Street, Forge Village Road, Graniteville Road, and Concord, as well as some secondary roads.</p>
		<p><b><u>Banner Requests</u></b>  <b>Event:</b> Westford Road Race  <b>Organizer:</b> Westford Charitable Foundation Inc.  <b>Applicant:</b> Lori Cogliano  <b>Dates:</b> April 28, 2019 to May 8, 2019</p>
		<p><b>Event:</b> Westford Youth Lacrosse Registration  <b>Organizer:</b> Westford Youth Lacrosse  <b>Applicant:</b> Stacey Donovan  <b>Dates:</b> November 8, 2018 to November 17, 2018  January 7, 2019 to January 16, 2019</p>
		<p><b><u>Town Common Permit</u></b>  <b>Event:</b> Westford Road Race  <b>Organizer:</b> Westford Charitable Foundation Inc.  <b>Applicant:</b> Lori Cogliano  <b>Event Date:</b> May 5, 2019  <b>Event Time:</b> 9:00 AM to 5:00 PM</p>
12.	9:20 PM	<b>Board Reports/Updates</b>
13.	9:25 PM	<b>Town Manager’s Report</b>
		<ol style="list-style-type: none"> <li>1. Request to approve draft FY20 budget policy direction <b>Continued to 10/9/18 BoS meeting</b></li> <li>2. Request to approve Nashoba Valley Technical High School Resource Officer agreement for FY19 <b>Approved 4 - 0</b></li> <li>3. Request to approve the following:</li> </ol>
		<b>Purchase Orders:</b>

		4. Amkus E-Tools, cutter and spreader for the new pumper truck, paid from the Tools in the Pumper capital account and Firefighter Equipment line item, in the amount of \$21,490.00
		5. Motorola Inc. for supplying radio equipment, materials and installation of satellite receivers at the Fletcher Fire Station #1 in the amount of \$12,482.50
14.	9:30 PM	<b>Correspondence</b>
15.	9:35 PM	<b>Adjournment</b>

Approved 4-0



