MEETING AGENDA
Tuesday, October 15, 2019
7:15PM
Town Hall, Meeting Room, 55 Main Street

1. 7:15PM Call to Order
2. 7:15PM Executive Session
   To consider approving changes to the fiscal year 2020 non-union pay classification plan 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 Peter N. Ewing for nine years of service to the town of Westford as a member of the Pedestrian Safety Committee
5. 7:35PM Resident’s request for a large truck exclusion on Forrest Road (south of Route 40, from Oak Hill Road to Groton Road), speed limit changed to 25 MPH, and install two temporary radar speed signs, one in each direction on Forrest Road – Julie DeMeester, 8 Cross Road
6. 7:50PM General discussion regarding AirBnBs and other short-term rentals within the town of Westford
7. 8:05PM Discuss additional Stormwater Management billing decisions: frequency of bills, how to assess multifamily residential properties and private roads
8. 8:20PM Special Town Meeting – October 28, 2019
   Selectmen finalize positions on the remaining Warrant articles

| ARTICLE 1: | Approve Unpaid Bills from Previous Fiscal Year(s) | Town Manager |
| ARTICLE 2: | Approve Fiscal Year 2020 Budget Adjustments | Town Manager |
| ARTICLE 3: | Approve Fiscal Year 2020 Budget Transfers | Town Manager |
| ARTICLE 4: | Approve Fiscal Year 2020 Capital Appropriations | Capital Planning Committee |
| ARTICLE 5: | Reduce Amount Raised by Taxes in Fiscal Year 2020 | Board of Selectmen |
| ARTICLE 6: | Purchase Software for Stormwater Fee Billing and Upgrade for Water Billing and Create a Stormwater Management Utility Enterprise Fund | Board of Selectmen |
| ARTICLE 7: | Defer Stormwater Utility Fees Assessed under G.L. c. 83, s.16 for Low Income Seniors | Board of Selectmen |
| ARTICLE 8: | Amend the General Bylaws to Accept the Provisions of General Laws, c.44, §53E1/2 to Establish a Revolving Fund for the Farmers Market | Town Manager |
9. 9:05PM  **Old/New Business**  
i. Request from the League of Women Voters to extend the duration for display of their Town Election and Town Meeting signs on municipal properties to six days prior to the event date and three days after for removal – *Diane Wood, League of Women Voters*  
ii. Request for support of the Healthy Westford Committee’s new Westford Walks Initiative – *Jeffrey Stephens, R.S. CP-FS, Health Director*  
iii. Request to accept a donation from the Westford Charitable Foundation Inc. in the amount of $3,000.00 for the purpose of funding the Westford Senior Dental Program – *Jeffrey Stephens, R.S. CP-FS, Health Director*  
iv. Request from Selectman Kost to disband The Roudenbush Community Center Inc./Mill Works/Recreation Department Task Force  
v. Request to reappoint Ryan Donovan to the Tax Possession Sales Committee for a term expiring on June 30, 2022 – *Donald Costley, Chair, Tax Possession Sales Committee*  
vi. Request to appoint Anita Tonakarn-Nguyen to the Commission on Disability’s vacant position of Resident at Large for a term expiring on June 30, 2022 – *Raymond Clark, Chair, Commission on Disability*  
vii. Request to appoint Election Officers for terms to expire on July 31, 2020

10. 9:15PM  **Consent Agenda- Request to approve the following**  

**Banner Request:**  
i. Event: Jingle Bell 5k to Benefit 50 Legs Boston Marathon Runners  
   Applicant: Alexandra Secontine  
   Dates: Sunday, November 24, 2019 to Wednesday, December 4, 2019  
   Location: J.V. Fletcher Library  

**Town Common and Band Stand Request:**  
ii. Event: Veterans Day Program  
   Applicant: Veterans Services, Ryan Cobleigh  
   Dates: Monday, November 11, 2019  
   Time: 8:00AM to 2:00PM  

**Town Common and Band Stand Request:**  
iii. Event: Annual 2020 Summer Concerts on the Common  
    Applicant: Parks & Recreation Department  
    Dates: Sunday, July 12, 2020 (Rain date: Sunday, July 26, 2020)  
    Sunday, August 2, 2020 (Rain date: Sunday, August 9, 2020)  
    Time: 3:30PM to 6:30PM  

**Special License Request:**  
iv. Event: General Manager Reception  
   Applicant: Cheryl Prentiss  
   Date: October 22, 2019  
   Time: 5:00PM to 7:00PM  
   Location: Hampton Inn, 9 Nikon Road
Special License Request:
v. Event: Westford Historical Society – Fundraiser  
Applicant: Kelly Ross  
Date: October 26, 2019  
Time: 7:00PM to 9:30PM  
Location: Westford Museum, 4 Boston Road

11. 9:20PM Minutes for Approval  
Regular Session for Release  
- September 24, 2019  
- October 2, 2019 – joint boards meeting  
Executive Session Not for Release  
- September 10, 2019

12. 9:25PM Board Reports/Updates

13. 9:30PM Town Manager’s Report  
i. Consider draft 2020 Board of Selectmen/Town Manager goals  
ii. Request to approve the town’s updated Sexual Harassment Policy  
iii. Request to approve fiscal year 2020 non-union pay classification plan  
iv. Request to expend $2,550.00 from the Lease of Town Buildings Revolving Account (Roudenbush buildings) for the purposes of funding rain gutter repairs  
v. Request approval of the following:  
   a. Contracts:  
      1. Inter-municipal agreement with the Town of Tyngsborough for paramedic intercept services and billing requested by the Fire Department  
      2. Amend an existing contract with Tighe & Bond, Inc. for professional engineering services for the Emerson Road and Jonas Road Water Main Replacement project to include Construction Administration and Observation Services in the amount of $26,000.00 requested by the Water Department  
   b. Purchase Orders:  
      1. Motorola Solutions, Inc. for the installation of new satellite receivers to improve Police and Fire Department communication capabilities in the amount of $12,482.50 requested by the Fire Department  
      2. Continuant, Inc for network equipment maintenance in the amount of $18,017.16 requested by the Technology Department  
      3. Sanofi Pasteur Inc. for the purchase of Fluzone High Dose and Fluzone Quadriivalent (flu vaccines) in the amount of $38,587.91 by the Health Department

14. 9:35PM Correspondence

15. 9:40PM Adjournment
## Board of Selectmen
### Correspondence
#### October 15, 2019

**Incoming Correspondence:**

<table>
<thead>
<tr>
<th>IC</th>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>IC 01</td>
<td>09/18/2019</td>
<td>Letter from MassDOT Highway Division requesting payment</td>
</tr>
<tr>
<td>IC 02</td>
<td>09/23/2019</td>
<td>Lowell Regional Transit Authority September 26, 2019 meeting agenda</td>
</tr>
<tr>
<td>IC 03</td>
<td>09/23/2019</td>
<td>Northern Middlesex Council of Governments invitation to 2019 Annual Meeting &amp; Dinner</td>
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<tr>
<td>IC 04</td>
<td>09/30/2019</td>
<td>Letter from MassDOT Highway Division requesting payment</td>
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<td>IC 05</td>
<td>10/01/2019</td>
<td>Verizon Fios TV Programming Change</td>
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<td>IC 06</td>
<td>10/04/2019</td>
<td>Department of Public Utilities Notice of Filing, Public Hearing and Procedural Conference</td>
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<tr>
<td>IC 08</td>
<td>10/04/2019</td>
<td>The Salvation Army of Greater Lowell 27th Annual Christmas Castle Breakfast Honoring Michael Kuenzler</td>
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<tr>
<td>IC 09</td>
<td>10/04/2019</td>
<td>MA North Jurisdiction Team notice regarding electric rate increase effective November 1st</td>
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<tr>
<td>IC 10</td>
<td>10/07/2019</td>
<td>Boott Hydropower, LLC regarding Lowell Hydroelectric Project</td>
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<tr>
<td>IC 11</td>
<td>10/07/2019</td>
<td>Xfinity TV Channel Updates</td>
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<tr>
<td>IC 12</td>
<td>10/10/2019</td>
<td>Memo from James Duane relative to Town Manager Goals, Multi Year Goal #3</td>
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**Outgoing Correspondence:**

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<td>10/01/2019</td>
<td>Westford Special Town Meeting Information</td>
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<td>OC 02</td>
<td>10/07/2019</td>
<td>Invitation to local business to the Westford Business Forum</td>
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*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.*