1. 7:00PM **Call to Order**

2. 7:00PM **Executive Session**
   - To consider the ratification of a tentative agreement and approval of the Office and Professional Employees International Union’s collective bargaining agreement for fiscal years 2020-2022, as an open session may have a detrimental effect on the town’s bargaining position
   - 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**
   i. Recognition of Bob Boonstra for 10 years of service to Westford as a member of the Agricultural Commission and 7 years of service to the Conservation Commission
   ii. Recognition of Matt Hakala for 14 years of service to Westford as Building Commissioner in the Building Department
   iii. Recognition of Joe Ingalls for 36 years of service to Westford as an Operations Supervisor in the Highway Department

Selectman Hazelton announced that on Monday, November 11th, 2019 there will be a Veteran’s Day ceremony at 11:00AM on the Town Common. All veterans who wish to march in the ceremony may congregate behind the J.V. Fletcher Library at 10:30AM

Selectman Hazelton also announced that new Town Common bandstand railings were built by David Fox and installed by Jim Gozzo, he thanked them for their efforts and then also thanked the Parks and Grounds Department for watercoating all the benches and replacing the handicapped accessible path on the Town Common

5. 7:40PM **Update on town staff actions regarding AirBnBs and other short-term rentals within the town of Westford**

BoS discussed bringing a bylaw change to Annual Town Meeting to restrict residential short-term rentals. They will request the Planning Board to sponsor the bylaw change with BoS input. They also requested town staff survey surrounding communities and real estate agents to see how they are managing with this issue. Their discussion was continued to 11/12 BoS meeting
6. 7:50PM Old/New Business
Recap of Special Town Meeting

7. 8:05PM Consent Agenda- Request to approve the following
Town Common and Band Stand Request:
i. Event: Annual Nativity Scene Display
   Applicant: Kelly Olson
   Date: Thursday, November 28, 2019 to Tuesday, December 31, 2019
   Approved 5-0 subject to public safety recommendations
Banner Request:
ii. Event: Westford Youth Lacrosse Registration
   Applicant: Karen Bauer
   Dates: Friday, November 1, 2019 to Tuesday, November 12, 2019
   Wednesday, November 13, 2019 to Sunday, November 24, 2019
   Location: First Parish Church
   Approved 5-0

8. 8:10PM Minutes for Approval
Not for Release
   • October 15, 2019 – Executive Session
   Approved 5-0

9. 8:15PM BoS Reports/Updates
   BoS discussed whether to change the November 26th meeting. The Board decided to leave the meeting as scheduled

10. 8:20PM Town Manager’s Report
   i. Request to approve the 2020 Board of Selectmen/Town Manager goals
      The Board asked to add a goal related to short-term rentals which will be presented at the 11/12 BoS meeting for approval
   ii. Request to approve the town’s updated Sexual Harassment Policy
      Approved 5-0
   iii. Request to approve fiscal year 2020 non-union pay classification plan
      Approved 5-0
   iv. Request approval of the following:
      a. Contracts:
         i. Request to approve a tentative agreement and the Office & Professional Employees International Union (OPEIU) collective bargaining agreement for fiscal years 2020-2022
         ii. Commonwealth of Massachusetts Department of Environmental Protection for Recycling Dividends Program funds under the Sustainable Materials Recovery Program in the amount of $11,700.00
         iii. Natural Systems Utilities for Professional Wastewater Contract Operation Services for one year in the amount of $175,309.77 requested by the Water Department
      b. Purchase Orders:
         i. CXtec for network equipment in the amount of $39,002.00 requested by the Technology Department

11. 8:30PM Correspondence

12. 8:35PM Adjournment
### Incoming Correspondence:

<table>
<thead>
<tr>
<th>IC</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC 01</td>
<td>10/11/19</td>
<td>Letter from the Commonwealth of Massachusetts Department of Environmental Protection awarding the Town of Westford Recycling Dividends Program Funds</td>
</tr>
<tr>
<td>IC 02</td>
<td>10/11/19</td>
<td>Northern Middlesex Council of Governments Notice of Meeting 10/16/19</td>
</tr>
<tr>
<td>IC 03</td>
<td>10/18/19</td>
<td>Massachusetts School Building Authority notice to Selectman Almeida regarding approval of changes to the Owner’s Project Manager key personnel</td>
</tr>
<tr>
<td>IC 04</td>
<td>10/21/19</td>
<td>Xfinity changes to Starz/Encore and Epix Programming</td>
</tr>
<tr>
<td>IC 05</td>
<td>10/22/19</td>
<td>Lowell Regional Transit Authority meeting agenda</td>
</tr>
</tbody>
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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.*