



TOWN OF WESTFORD  
BOARD OF SELECTMEN

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

**REVISED ON 11-13-18 AT 12:15 PM**  
**MEETING AGENDA**

Tuesday, November 13, 2018 at 7:30PM  
Town Hall, Meeting Room, 55 Main Street

1. 7:30 PM **Call to Order**
2. 7:30 PM **Pledge of Allegiance**
3. 7:32 PM **Open Forum/FAQ/Announcements**
  1. Recognize the Permanent Town Building Committee, Context Architects Jeff Shaw, principal, and Chris Logan, OPM Bill Nangle of The Vertex Companies and members of the Westford Fire Department for the successful completion of Fletcher Station 1, 65 Boston Road
  2. Congratulations to the newly appointed Deputy Police Chief, Mark Chambers
  3. Introduction and brief presentation by Dan Hurd, Animal Control Officer
4. 7:40 PM **Public Hearing - Classification of Taxable Property: Request to establish tax rate for Fiscal Year 2020 and consider recommendations of the FY19 Tax Classification Research Group**

*Paul Plouffe, Principal Assessor  
Board of Assessors*
5. 7:45 PM **Public Hearing - Pole Petition**

Request from National Grid and Verizon, job No. 26775395, to relocate in front of property at 77 Endmoor Road JO a pole 71 feet+/- across the street from existing pole 22, and install a 20-foot conduit +/- across street from new JO pole 23 to a new handhold

*Paulo Sathler, National Grid*
6. 7:50 PM **Public Hearing - Pole Petition**

Request from National Grid & Verizon, job No. 26642681, for the new development at Sugar Maple Lane, to install new JO pole to be used as a riser pole

*Paulo Sathler, National Grid*
7. 8:00 PM **Public Hearing - Pole Petition (continued from October 23, 2018)**

Request from National Grid and Verizon New England, Inc. to install of three new poles on Frances Hill Road across from poles 1, 2 and 3 Chamberlain Road, i.d. #25882420

*Paulo Stahler, National Grid*

8. 8:05 PM **Request for a change of manager on a MGL Chapter 138, Section 12 all alcoholic beverages license to Christopher Comas, 333 Littleton Road, by Charles Noyes, 99 Restaurants of Boston, LLC**  
*Christopher Comas, proposed manager*
9. 8:10 PM **Public Hearing - Request for change of officers/directors/LLC managers, change of ownership interest, change of DBA and change of manager on a MGL Chapter 138, Section 12 all alcoholic beverages restaurant license by Evviva Cucina LLC, 7 Cornerstone Square with a proposed DBA Evviva Trattoria, proposed manager Chad Hess**  
*Kevin Eriksen, Esq.  
Ryan Dion – proposed manager*
10. 8:15 PM **Provide brief overview and request clarification on town-wide solid waste and recycling collection services policy**  
*Eric Heideman, Assistant Town Manager*
11. 8:35 PM **Review Town and School Safety Task Force’s draft request for proposals (RFP) for qualified consultants to conduct a wellness and behavioral health gap analysis**

Note: RFP for Town and School Safety Task Force for Town and School Facilities and Procedures Security Risk Analysis of Westford Public Schools and identified Westford municipal buildings has been released with a November 27, 2018 at 11:00 AM deadline for proposal submission

12. 8:45 PM **63 Main Street**
1. Town Manager to provide an update on the 63 Main Street purchase and request the Board to sign deed acceptance documents
  2. Consider citizens’ requests to be appointed to the 63 Main Street Task Force:
    - [Liewei Bao \(Finance Committee\)](#)
    - [Dana Barisano](#)
    - Nancy Cook, as alternate (Permanent Town Building Committee)
    - David Gutbrod (Historical Commission)
    - Carolyn Jerzylo
    - Ingrid Nilsson
    - Andrew Popelka
    - Kimberly Rose
    - Leslie Thomas
    - Jeanne Union
    - Kirk Ware (Permanent Town Building Committee)
    - Alden Wood
    - \*Board of Selectmen member to be designated
  3. Consider establishing a 63 Main Street Task Force charge

13. 9:00 PM **Old/New Business**

1. Request from Lauren Horton, WestfordCAT Director, to file comments on recent FCC ruling to quantify costs of complimentary cable services negotiated with the town in its cable franchise license agreement  
*Lauren Horton, Director, WestfordCAT*
2. Request from Richard Hendl, Chair of the to the Westford Scholarship and Grant Committee, to appoint Michael Mead and Jennifer Wizst for terms expiring on June 30, 2021
- ~~3. Request from Recycling Committee to approve tax bill insert  
*Barbara Theriault, Recycling Commission*~~
4. Request from Jeff Stephens, Board of Health Director and Healthy Westford Chair, to appoint Katherine Russell to the Healthy Westford Committee for a term expiring on June 30, 2021
5. Request from Kathy Auth, School Business Manager, to sign MSBA closeout documents for Abbot School roof replacement project, and Day and Robinson School window replacement projects

14. 9:15 PM **Consent Agenda – Request to approve the following:**

1. **Special License Request**  
Event: Pickle Off the Pie Pickleball Tournament Dinner  
Applicant: Sandra Habe  
Location: The Mill Works, 22 Town Farm Road  
Date: November 30, 2018  
Times: 4:00PM to 10:00PM
2. **Town Common Permit**  
Event: Community Chanukah Celebration and request to erect Chanukah menorah on the Town Common from November 30, 2018 to December 11, 2018  
Applicant: Rabbi Zalman, Chabad of Nashoba Valley  
Date: December 2, 2018  
Times: 4:00PM to 5:00PM
3. **Road Closure**  
Event: Annual live nativity at United Methodist Church  
Applicant: David Welsh  
Location: 10 Church Street to intersection of Church and Broadway Street  
Date: December 16, 2018  
Times: 4:00PM to 9:00PM

**4. Road Closure**

Event: 50 Legs charity 5K road race

Applicant: Karen Morgan

Location: 4H Club to South Chelmsford Road to Old Lowell Road to Old Lowell Road to Sequoia Road to Sassafras Road to Vose Road to Blaisdell Road to Craig Circle to South Chelmsford Road to 4H Club gate

Date: December 1, 2018

Times: 9:00AM to 12:00noon

**5. Banner Request**

Event: 50 Legs charity 5K road race

Applicant: Karen Morgan

Location: First Parish Church

Date: November 14, 2018 to November 22, 2018

**6. Banner Request**

Event: State Representative James Arciero's Toys for Tots Santa event

Applicant: Nancy Cook

Location: Abbot School

Date: November 30, 2018 to December 9, 2018

**7. Event: Placement of Nativity for Christmas season**

**Applicant: Kelly Olson**

**Dates: November 22, 2018 to December 31, 2018**

15. 9:20 PM **Board Reports/Updates**

16. 9:25 PM **Town Manager's Report**

1. Request to approve 2019 Board of Selectmen/Town Manager goals
2. Request by Building Commissioner Matthew Hakala to consider waiving building permit fees related to town projects: the water main replacement at Vinebrook Road and the Route 40 roadwork at Oak Hill Road
3. Request from Paul Plouffe, Principal Assessor, to sign PILOT agreements between the town of Westford and Westford Solar Holdings, LLC and Westford Solar Holdings II, LLC
4. **Request to approve the following:**
  - A. **Contracts:**
    1. Contract extension with Scott's Tree and Landscaping for heavy equipment rental for one additional year, expiring October 31, 2019
    2. Contract extension with Whitewater, Inc. for professional wastewater treatment facilities operation services for one additional year, expiring October 31, 2019
    3. Arden Engineering Constructors for street light installation services in the amount of \$94,074

4. Metropolitan Area Planning Council for funding services related to the operation the Upper Merrimack Valley Medical Reserve Corps in the amount of \$45,000

**B. Purchase Orders:**

1. CDW-G for the purchase of Chromebooks for the Stony Brook School in the amount of \$27,900
2. Colonial Ford Inc. for a 2018 Ford F-150 for the K9 Police Unit in the amount of \$50,910.60
3. Dennis K. Burke for diesel and gasoline fuels, purchased from State Contract ENE40, in the amount of \$45,000

17. 9:30 PM **Correspondence**

18. 9:35 PM **Adjournment**

**Board of Selectmen  
Correspondence  
November 13, 2018**

**Incoming Correspondence:**

|      |          |   |
|------|----------|---|
| C 01 | 10-1-18  | Nashoba Valley Technical High School Techline newsletter                      |
| C 02 | 10-1-18  | Westford Water Department Resource newsletter                                 |
| C 03 | 10-22-18 | Lowell Regional Transit Authority meeting agenda                              |
| C 04 | 10-25-18 | American Nurses Association letter in Question 1                              |
| C 05 | 10-26-18 | MassDOT Letter regarding Chapter 90 apportionment                             |
| C 06 | 10-22-18 | Board of Health letter to Governor Baker regarding natural gas infrastructure |

*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).*