



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 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. **Selectman Almeida thanked Veterans Services Officer Ryan Cobleigh for leading the Veterans' Day exercises on November 11, 2018 and all veterans for their service to this country**
Selectman Kost thanked Selectman Almeida for her memorable speech
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*

Voted 5-0 to adopt a single tax rate of \$16.56/thousand for all classes of real property
Voted 5-0 not to adopt a small commercial exemption
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

Approved 5-0
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

Approved 5-0

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

Approved 5-0

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

Approved 5-0

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~~ Ryan Dion**

Kevin Eriksen, Esq.

Ryan Dion – proposed manager

Approved 5-0 with Ryan Dion as 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

The Selectmen requested a working group consisting of Selectman Clay, Highway Superintendent Chip Barrett, Assistant Town Manager Eric Heideman, Finance Director Dan O'Donnell and a member from the Recycling Commission and the Finance Committee to investigate, analyze and make a recommendation for a consistent trash and recycling policy to the Selectmen at their January 22, 2019 meeting

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**

Selectmen suggested edits and requested to review again at the November 27, 2018 meeting

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

Approved 5-0 and signed the deed acceptance document

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

Appointed above-listed individuals 5-0, with Nancy Cook as a full member

Selectman Almeida as the Selectmen's designee

3. Consider establishing a 63 Main Street Task Force charge
Task force to return to Selectmen's November 27, 2018 or December 11, 2018 meeting with timeline and draft 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

Approved 5-0 with edits

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

Appointed Michael Mead and Jennifer Wizst 5-0 to the Westford Scholarship and Grant Committee

- ~~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
Appointed Katherine Russell 5-0 to the Healthy Westford Committee
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
Approved 5-0 to authorize Chair to sign MSBA closeout documents for all three school 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
Request withdrawn by applicant

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

**Approved 5-0
 subject to
 public safety
 recommendations**

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**

Approved 5-0
subject to
public safety
recommendations

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
Approved 5-0 as presented
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
No action taken on waiving permit fees for the Vinebrook Road betterment project
Waived permit fees for the Route 40 project approved 5-0
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
Approved 5-0 and two PILOT agreements were signed
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

Approved 5-0

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 Selectman Peraner-Sweet noted that this year's Chapter 90 apportionment for Westford is \$1,242,015
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.