



TOWN OF WESTFORD
BOARD OF SELECTMEN

TOWN HALL
55 Main Street
WESTFORD, MA 01886

Telephone (978) 692-5501 Fax (978) 399-2557

Action Taken

MEETING AGENDA

Tuesday, November 12, 2019

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Call to Order**
2. 7:00PM **Executive Session**
 - To consider approval of the settlement agreement between the Town of Westford Planning Board and SMurph LLC regarding the appeal of the Town of Westford Zoning Board of Appeals decision for 0 and 37 Carlisle Road as an open meeting may have a detrimental effect on the town's litigation position
 - To discuss strategy with respect to non-union personnel and collective bargaining with Westford Public Works Association, and the Office and Professional Employees International Union as an open meeting may have a detrimental effect on the town's bargaining position
3. 7:30PM **Pledge of Allegiance**
4. 7:32PM **Open Forum/FAQ/Announcements**
 - Girl Scout Troop 62693 presentation relative to food insecurities and helping in bringing awareness to the Westford Food Pantry
 - Recognize Health Director Jeff Stephens for his assistance with UMass Lowell students, Ross Goding, Nicole Kebler, and Adorrah Le Khan who won the 2019 Most Valuable Pollution Prevention award for their work on a reusable bag cleaning process
5. 7:35PM **Public Hearing – Classification of Taxable Property:**
Request to establish tax rate for Fiscal Year 2021– *Paul Plouffe, Principal Assessor*
Voted 5-0 to adopt a single tax rate of \$16.33/thousand
6. 7:40PM **Public Hearing – Pole Petition**
Request from National Grid, job no. 28881100, to install 1 JO pole on Concord Road beginning at a point approximately 838 feet south of the centerline of the intersection of Buckingham Drive and continuing approximately 20 feet in an east direction. – *Joe Ientile, National Grid*
Approved 5-0

7. 7:45PM **Public Hearing – Request to approve a change of officers and beneficial interest of a M.G.L. c.138 §12 all alcohol restaurant license at 99 Restaurants of Boston, LLC, d/b/a 99 Restaurant, 333 Littleton Road**
Approved 5-0
8. 7:50PM **Old/New Business**
- i. Discuss recommendations relative to the potential future use(s) of 35 Town Farm Road – *Ellen Harde, Convener, 35 Town Farm Road Task Force*
Voted 5-0 to extend the 35 Town Farm Road Task Force’s appointments till the project is complete and revise their charge to continue their work with stakeholders through both the RFP process and the renovations to transform the Town Farm to affordable senior housing and a new home for the food pantry
 - ii. Request to appoint Election Officers for terms to expire on July 31, 2020
Approved 5-0
9. 8:25PM **Minutes for Approval**
- Approved 5-0** { Regular Session – For Release
- October 15, 2019
 - October 25, 2019 – Joint Boards Meeting
 - October 28, 2019 – Special Town Meeting
 - October 29, 2019
- Approved 5-0** { Executive Session – Not for Release
- October 29, 2019
10. 8:30PM **Board Reports/Updates**
- **Selectman Kost announced that the Capital Planning Committee met on Friday, November 8th and agreed to a series of recommendations which will be brought forward as the budget process proceeds**
 - **Selectman Almeida thanked Veterans Service Officer Ryan Cobleigh for a meaningful ceremony this past Veterans Day**
 - **Selectman Almeida announced that the Board has been receiving communication regarding the FY21 town and school budget. Town Manager Ross will present the FY21 budget message at the BoS meeting on 12/17. Selectman Almeida encouraged all interested individuals to attend**
11. 8:35PM **Town Manager’s Report**
- i. Request to approve the 2020 Board of Selectmen/Town Manager goals
The Board approved the language for the short-term rentals/AirBnB goal. Town Manager Ross suggested editing the goal related to 35 Town Farm Road and return to the 11/26 BoS meeting for approval
 - ii. Consider adoption of minimum wage increases for municipal employees, MGL Chapter 151, Sections 1, 2, 2A and 7 from \$12.00 to \$12.75
Approved 4-1 (Selectman Kost opposed)
 - iii. Update on actions relative to restricting short-term rentals within the town of Westford
 - iv. Request to accept a grant in the amount of \$4,000.00 which has been awarded to the Westford Council on Aging for a mental health course, “Live Your Best Life” from the Massachusetts Council on Aging
Approved 5-0

v. Request approval of the following:

a. Contracts:

1. Consider approval of the settlement agreement between the Town of Westford Planning Board and SMurph LLC regarding the appeal of the Town of Westford Zoning Board of Appeals decision for 0 and 37 Carlisle Road
No action taken
2. Coastal Medical Billing Inc. for ambulance medical billing services in the amount of 3.5% of the value of the actual receipts delivered to the town for ambulance related services as requested by the Fire Department
3. Accept a grant in the amount of \$7,400.00 which has been awarded to the Westford Cultural Council for FY2020 Local Cultural Council Funds and approve a contract with the Massachusetts Cultural Council
4. Context Architecture to manage the design, specification and installation of a monopole for the Police and Fire combined dispatch in the amount of \$31,500.00 as requested by the Permanent Town Building Committee
5. Execute the amended FY20 contract with the Westford Housing Authority for professional services in the amount of \$36,912.00 as requested by the Planning Department
6. The Engineering Corp, Inc. for the design and permitting of a sidewalk connection on Carlisle Road between Littleton Road and Lyberty Way in the amount of \$60,000.00 from the Princeton Westford Apartment Homes Gift Fund as approved by the Board of Selectmen and the Planning Board as requested by the Engineering Department
7. Tighe & Bond for town-wide culvert assessment services in the amount of \$87,700.00 as requested by the Engineering Department

Approved 5-0

b. Purchase Orders:

1. Scott's Tree and Landscaping for snow removal services on town sidewalks in the amount of \$28,000.00 as requested by the Highway Department
2. BLW Engineers, Inc. to design and renovate the existing HVAC system at the Cameron Senior Center, 20 Pleasant Street, in the amount of \$28,000.00 as requested by the Facilities Department
3. Tyler Technologies for software and support services necessary for implementing the Stormwater Fee in the amount of \$44,600.00 as requested by the Tax Collector/Treasurer
4. Colonial Municipal Group for a 2020 Chevy Silverado 3500HD 4WD in the amount of \$74,146.00 as requested by the Highway Department

12. 8:40PM **Correspondence**

13. 8:45PM **Adjournment**

**Board of Selectmen
Correspondence
November 12, 2019**

Incoming Correspondence:

IC 01	10/16/19	Lawrence Bucci and Pamela Bucci v. Westford Planning Board, et al. – Defendant’s Motion to Dismiss and Memorandum of Law in Support of its Motion to Dismiss
IC 02	10/16/19	Letter from Lawson & Weitzen, LLP representative of the Campbells regarding Hummingbird Lane subdivision project
IC 03	11/01/19	Jewel Environmental Corporation notice of Permanent Solution Report
IC 04	11/04/19	Letter from MIIA offering a renewal program for FY21 and FY22
IC 05	11/04/19	Stantec annual monitoring notification of Town of Westford former landfill site
IC 06	11/05/19	Stantec’s summary of groundwater monitoring of former landfill
IC 07	11/06/19	Notice from Comcast relative to Internet Essentials
IC 08	11/06/19	Letter from Robert Zak, 67 Nutting Road, commending the Town of Westford’s efforts during the storm on 10/31/19
IC 09	11/06/19	Greater Lowell Community Foundation request for support of their annual appeal
IC 10	11/06/19	Westford Landfill Monitoring Notification - 3rd Quarter 2019 Supplemental Monitoring

Outgoing Correspondence:

OC 01	11/05/19	Abutters Notice regarding public hearing to discuss National Grid’s Pole Petition
OC 02	11/05/19	Certified Special Town Meeting votes for legislative approval
OC 03	11/07/19	Letter of Support to the Joint Committee on Transportation

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.