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
   Regular Session – For Release
   • October 15, 2019
   • October 25, 2019 – Joint Boards Meeting
   • October 28, 2019 – Special Town Meeting
   • October 29, 2019
   Executive Session – Not for Release
   • October 29, 2019
   Approved 5-0

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
   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
## 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.