MEETING AGENDA
Tuesday, December 17, 2019
7:30PM
Blanchard Middle School Auditorium, 14 West Street

1. 7:30PM Call to Order

2. 7:30PM Pledge of Allegiance

3. 7:32PM Open Forum/FAQ/Announcements

4. 7:35PM Public Hearing – as required by M.G.L. c. 87 §3, Public Shade Tree Law in response to the National Grid Tree Cutting Plan – Phase 2
   Request from National Grid to remove or prune public shade trees in accordance with M.G.L. c. 87 §3, Public Shade Tree Law. The roads with town trees impacted would include Bridge Street, North Main Street, North Street, Groton Road, Millstone Hill Road, and Summer Village Road – Richard Barrett, Tree Warden

5. 7:50PM Old/New Business
   i. Update from the Town Manager’s Office on 35 Town Farm Road project, review draft timeline, and discuss next steps
   ii. Request to appoint Apparao Karri to the Tax Possession Sales Committee’s vacant position for a term expiring on June 30, 2022
   iii. Request from the 35 Town Farm Task Force to appoint Marilyn Day, Diane Hendricks, and Pat Louch as full members
   iv. Request to renew annual Junk Dealers Licenses
   v. Request to establish 2020 Board of Selectmen Meeting Schedule

6. 8:05PM Consent Agenda- Request to approve the following
   **Banner Request:**
   i. Event: Westford Youth Lacrosse Uniform Sizing Night
      Applicant: Karen Bauer
      Dates: Friday, January 3, 2020 to Monday, January 13, 2020
      Location: J.V. Fletcher Library

7. 8:10PM Annual Town Meeting scheduled for March 28, 2020
   i. Consider approval of the draft Annual Town Meeting timeline
   ii. Request to open the Town Meeting warrant
8. 8:20PM  **Presentation of the Fiscal Year 2021 Budget Message**  
   – Jodi Ross, Town Manager

9. 9:05PM  **Minutes for Approval**  
   Regular Session – For Release  
   • November 26, 2019  
   Executive Session – Not for Release  
   • November 26, 2019

10. 9:10PM  **Board Reports/Updates**

11. 9:15PM  **Town Manager’s Report**
   i. Announce Massachusetts Interlocal Insurance Association (MIIA) FY20 Risk Management Grant award in the amount of $8,268.00
   ii. Announce grants awarded to the Health Department by the Food and Drug Administration for employee training, new inspection equipment, food safety education training, and to complete standard #5 of the FDA retail standards in the total amount of $22,200.00
   iii. Request approval of the following:
      a. Purchase Orders:
         1. Cooling and Heating Specialists for emergency boiler-related repairs at the Frost School in the amount of $4,250.00 as requested by the Facilities Department
         2. NBS Tech Group, LLC for checkpoint VPN gateway and configuration services in the amount of $12,850.00 as requested by the Technology Department
   iv. Request to appoint Eric Heideman as Acting Town Manager starting Wednesday, January 8, 2020 through Monday, January 13, 2020

12. 9:20PM  **Correspondence**

13. 9:25PM  **Adjournment**
Board of Selectmen
Correspondence
December 17, 2019

Incoming Correspondence:
IC 01 11/04/19 Yingjuan Zhang and Zhidong Yao, 6 Hutchins Way, Letter in Support of the Robinson Road Sidewalk
IC 02 11/22/19 Verizon Fios TV Programming Change
IC 03 11/27/19 Sunrise Movement Westford Thank You Letter to Selectman Hazelton
IC 04 11/27/19 KP Law Notice of Withdrawal of Tristan J. Foley, Defendant for the Westford Planning Board
IC 05 11/27/19 Bridges by EPOCH Thank You Letter to Town Manager Ross
IC 06 12/01/19 National Grid’s Notice of Planned Electric Power Outage
IC 07 12/01/19 Lowell Regional Transit Authority Meeting Notice
IC 08 12/01/19 Westford Board of Health Letter in Support of Restoring Funding to the Health Department
IC 09 12/01/19 Westford Board of Health Recommendation to Increase the Hours of the Public Health Nurse
IC 10 12/09/19 Northern Middlesex Council of Governments Meeting Notice
IC 11 12/09/19 Open Door Theater of Acton Thank You Letter to Town of Westford
IC 12 12/13/19 Department of Housing and Community Development Letter Regarding Westford’s Application to the Housing Choice
IC 13 12/13/19 Saint Catherine Parish Letter Thanking Selectman Kost and Town Manager Ross
IC 14 12/13/19 National Grid Letter Relative to Yearly Operation Plan

Outgoing Correspondence:
OC 01 12/10/19 Appointment Letter to Jennifer Johnson to the Board of Cemetery Commissioners
OC 02 12/10/19 Representation Letter to Melanson Health

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.