

# 2016 SPECIAL TOWN MEETING MOTIONS



**Monday, October 17, 2016  
Abbot School Gymnasium**

Revised: 10/5/16

**TABLE OF CONTENTS**

Article 1	Authorization for the Board of Selectmen to petition the General Court for one (1) additional all alcohol on premises license to be exercised by Westford Gateway, LLC located at 66-68 Boston Road, Westford.	Page 3
Article 2	Approve Unpaid Bills from Previous Fiscal Year(s)	Page 3
Article 3	Approve Fiscal Year 2017 Budget Adjustments	Page 3
Article 4	Approve Fiscal Year 2017 Budget Transfers	Page 4
Article 5	Approve Fiscal Year 2017 Capital Appropriations	Page 4
Article 6	Authorize Revolving Funds	Page 5
Article 7	Amend the Wage and Classification Plan	Page 5
Article 8	Authorize the Selectmen to Enter a Lease for the Office and Programming Space for the Parks, Recreation, and Cemetery Departments in Building 18 of the former Courier/RR Donnelley Printing Facility at 22 Town Farm Road and Appropriate Funds for the First Year of the Lease and Appropriate Funds for the First Year of the Lease	Page 5
Article 9	Reduce Amount Raised by Taxes in Fiscal Year 2017	Page 5
Article 10	Acceptance of Schematic Design for the J.V. Fletcher Library	Page 6
Article 11	Approve Community Preservation Committee Recommendations	Page 6
Article 12	Accept Clare Circle as a Public Way	Page 6

**CITIZENS' PETITION**

**ARTICLE 1: Authorization for the Board of Selectmen to petition the General Court for one (1) additional all alcohol on premises license to be exercised by Westford Gateway, LLC located at 66-68 Boston Road, Westford.** *Citizens' Petition*

**Motion:** *(Majority Vote Required)*

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for one (1) additional all alcohol on premises license to be exercised by Westford Gateway, LLC located at 66-68 Boston Road, Westford, said license not to be transferred to any other location; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, or take any action in relation thereto.

The petition for special legislation shall take the following form:

AN ACT AUTHORIZED THE TOWN OF WESTFORD TO ISSUE ON ADDITIONAL LIQUOR LICENSE.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

**SECTION 1.** (a) Notwithstanding section 17 of chapter 138 of the General Laws or any other general or special, rule or regulation to the contrary, the licensing authority of the town of Westford may grant one (1) additional license for the sale of all alcoholic beverages to be consumed on premises under section 12 of said chapter 138 to Westford Gateway, LLC, or its successor or assign, to be exercised at and located at 66-68 Boston Road, Westford. A license granted under this section shall be subject to all of said chapter 138 except said section 17.

(b) Once issued, the licensing authority shall not approve the transfer of the license issued under this section to any other location, but it may grant the license to a new applicant at the same location if the applicant files with the authority a letter from the department of revenue indicating that the license is in good standing with the department and that all applicable taxes have been paid.

(c) If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

Or act in relation thereto.

*Selectmen \_\_\_\_\_*

**FINANCIAL**

**ARTICLE 2: Approve Unpaid Bills from Previous Fiscal Year(s)** *Town Manager*

**Motion:** *(9/10 Majority Vote Required)*

That the Town appropriate from Water Enterprise Retained Earnings the sum of \$2,231.05 (TWO THOUSAND TWO HUNDRED THIRTY-ONE DOLLARS AND FIVE CENTS) to pay for unpaid bills of prior fiscal years from DG Solar Lessee, LLC for services incurred by the Water Enterprise in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 64.

*Selectmen recommend 4-0 and Finance Committee \_\_\_\_\_*

**ARTICLE 3: Approve Fiscal Year 2017 Budget Adjustments** *Town Manager*

**Motion:** *(Majority Vote Required)*

That the Town raise and appropriate the sum of \$108,853 (ONE HUNDRED EIGHT THOUSAND EIGHT HUNDRED FIFTY THREE DOLLARS) in order to supplement the following Fiscal Year 2017 Operating Budgets:

210 Police Personal Services	\$62,853
432 Recycling Expenses	\$46,000

Motions for Town of Westford 2016 Special Town Meeting

That the Town appropriate from Free Cash the sum of \$115,000 (ONE HUNDRED FIFTEEN THOUSAND DOLLARS) in order to supplement the following Fiscal Year 2017 Operating Budgets:

215 Public Safety Communications Personal Services	\$60,000
220 Fire Personal Services	\$47,000
294 Tree Warden Expenses	\$8,000

And further

That the Town appropriate from Water Enterprise Retained Earning to the Water Enterprise Fiscal Year 2017 Personal Services Operating Budget the sum of \$18,823 (EIGHTEEN THOUSAND EIGHT HUNDRED TWENTY THREE DOLLARS).

And further

That the Town appropriate from Ambulance Enterprise Retained Earning to the Ambulance Enterprise Fiscal Year 2017 Personal Services Operating Budget the sum of \$23,500 (TWENTY THREE THOUSAND FIVE HUNDRED DOLLARS).

Selectmen \_\_\_\_\_ and Finance Committee \_\_\_\_\_

**ARTICLE 4: Approve Fiscal Year 2017 Budget Transfers** *Town Manager*

**Motion:** (Majority Vote Required)

That the Town transfer the following sums between and among various accounts for the Fiscal Year ending June 30, 2017:

<i>FROM</i>	<i>TO</i>	<i>AMOUNT</i>
April 2, 2016 Art #7 Wastewater Management Capital Appropriation for the Westford Academy/Crisafulli School Leach Field Testing	Compliance modifications to the Westford Academy Wastewater Treatment Plant and other related costs	\$30,000

Selectmen \_\_\_\_\_ and Finance Committee \_\_\_\_\_

**ARTICLE 5: Approve Fiscal Year 2017 Capital Appropriations** *Capital Planning Committee*

**Motion:** (Majority Vote Required)

That the Town appropriate from Free Cash the sum of \$80,000 (EIGHTY THOUSAND DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Engineering	\$30,000	For the appraisal of easements for the Oak Hill Rd. and Groton Rd. intersection improvements
Engineering	\$50,000	For the design of the Complete Streets Prioritization Projects

Selectmen \_\_\_\_\_ and Finance Committee \_\_\_\_\_

**ARTICLE 6: Authorize Revolving Funds** *Town Manager*

**Motion:** *(Majority Vote Required)*

That the Town authorize revolving funds for the Fiscal Year July 1, 2016 - June 30, 2017, under the provisions of [Massachusetts General Laws Chapter 44, Section 53E ½](#) for the following:

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Town Forest Management	Town Forest Committee	Revenue received from the sale of timber for the support and management of town forests	Costs associated with the management and maintenance of Town Forests	\$25,000	Available for expenditure next year

*Selectmen \_\_\_\_\_ and Finance Committee \_\_\_\_\_*

**ARTICLE 7: Amend the Wage and Classification Plan** *Town Manager*

**Motion:** *(Majority Vote Required)*

That the Town amend the Pay Classification Plan for non-unionized municipal employees, effective July 1, 2016 as follows:

Position	Current Band	Min	Mid	Max	New Band	Min	Mid	Max
Assistant Town Accountant / Finance & Budget Analyst	<i>New Position</i>	N/A	N/A	N/A	<b>Band 4</b>	<b>\$56,306</b>	<b>\$65,691</b>	<b>\$75,075</b>

*Selectmen recommend 4-0, Personnel Advisory Committee recommend 3-0, and Finance Committee \_\_\_\_\_*

**ARTICLE 8: Authorize the Selectmen to Enter a Lease for the Office and Programming Space for the Parks, Recreation, and Cemetery Departments in Building 18 of the former Courier/RR Donnelley Printing Facility at 22 Town Farm Road and Appropriate Funds for the First Year of the Lease** *Board of Selectmen*

**1<sup>st</sup> Motion:** *(2/3 Majority Vote Required)*

That the Town vote to authorize the Board of Selectmen to enter into a lease agreement, for an initial term of 5 (FIVE) years with the option for an additional 5 (FIVE) year extension, at the former Courier/RR Donnelly Printing Facility located in Building 18 at 22 Town Farm Road, on such terms and conditions as the Board of Selectmen shall deem appropriate, and, further, that the Town vote to appropriate from Free Cash the sum of \$46,235 (FORTY SIX THOUSAND TWO HUNDRED THIRTY FIVE DOLLARS) to pay the rental for the first year of the lease of said building, and expenses associated with and/or incidental to said lease, including, but not limited to, costs of leasehold improvements reasonably needed to accommodate the Town's use, installation of computers and other equipment, furnishings and moving costs

**ARTICLE 9: Reduce Amount Raised by Taxes in Fiscal Year 2017** *Board of Selectmen*

**Motion:** *(Majority Vote Required)*

That the Town transfer the following available funds to reduce the net amount to be raised by taxes for Fiscal Year 2017;

\$ 26,906.63                      From Fund Balance Designated for Debt Exclusion Reduction

*Selectmen \_\_\_\_\_ and Finance Committee \_\_\_\_\_*

**ARTICLE 10: Acceptance of Schematic Design for the J.V. Fletcher Library**

*Board of Library Trustees*

**Motion:** *(Majority Vote Required)*

That the Town vote to accept the schematic architectural design for the J.V. Fletcher Library building and authorize the Board of Library Trustees of the J.V. Fletcher Library and/or the Board of Selectmen to apply for, accept, and expend any state grants which may be available for the cost of the design, construction and equipping of the library project, contingent upon the receipt of a state grant.

*Selectmen recommend 4-0 and Finance Committee \_\_\_\_\_*

**COMMUNITY PRESERVATION FUNDS**

**ARTICLE 11: Approve Community Preservation Committee Recommendations**

*Community Preservation Committee*

**Motion:** *(Majority Vote Required)*

That the Town, pursuant to Massachusetts General Laws, Chapter 44B, or any other enabling authority, in accordance with the recommendations of the Westford Community Preservation Committee, appropriate from Community Preservation Funds the sum \$175,000 (ONE HUNDRED SEVENTY FIVE THOUSAND DOLLARS) as follows:

\$125,000	From the Undesignated Fund Balance For the recreation feasibility study and any other related costs.	Westford Parks & Recreation Commission
\$50,000	From the Undesignated Fund Balance For the installation of a deep well and pump shed at the W. Otis & Alice V. Day Westford Community Garden and any other related costs.	Agricultural Commission

*Selectmen recommend 4-0 and Finance Committee \_\_\_\_\_*

**STREET ACCEPTANCE**

**ARTICLE 12: Accept Clare Circle as a Public Way**

*Board of Selectmen*

**Motion:** *(Majority Vote Required)*

That the Town accept the layout of Clare Circle as a Town public way pursuant to [Massachusetts General Laws Chapter 82](#).

*Selectmen recommend 4-0, Finance Committee \_\_\_\_\_, and Planning Board \_\_\_\_\_*