



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 (06/12/2018 at 12:20PM)

**MEETING AGENDA**

Tuesday, June 12, 2018

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Joint meeting with School Committee – Call to Order**
2. 7:00PM **Executive Session**  
Pursuant to Massachusetts General Law (MGL) chapter 30A, section 21(a)(4) to discuss the deployment of security personnel or devices, or strategies with respect thereto, as an open meeting may have a detrimental effect on the strategic positioning of the town

**Return to Open Session**

3. 7:30PM **Pledge of Allegiance**
4. 7:32PM **Open Forum/FAQ/Announcements**
  1. In accordance with MGL chapter 41, section 11, announcing the recent vacancy on the J.V. Fletcher Library's Board of Trustees, and the future joint appointment for a replacement
  2. Registration is now available online for the Strategic Planning Retreat on June 21, 2018 at Kimball Farm from 5:15-8:00PM
  3. New CrossTown Connect public shuttle service between the Littleton Commuter Rail Station and the Westford Technology Park began June 4, 2018
  4. An Art Auction, sponsored by the Friends of the Cameron Senior Center, to benefit the Cameron Senior Center will take place Saturday, June 30 to Sunday, July 1, 2018, at the Parish Center of the Arts
  5. **Selectman Hazelton announced the ceremony for Flag Day at the American Legion Post, Thursday, June 14, 2018, at 6:00PM**
5. 7:35PM **Request to appoint a School Committee member to fill a one-year term until next Town Election**

**BOS/SC 10 votes** In consideration:  
**to appoint** → 1. Alicia D. Mallon  
2. Julie Murrell  
**SC 1 vote for** → 3. Steve J. Sears

**School Committee may vote to adjourn**

6. 7:45PM **Public Hearing**  
**Approved 5-0 with amended conditions** Request to approve an Earth Removal Permit for the removal of approximately 1,900 cubic yards of material from 77 Endmoor Road  
*-Mark Sleger, ALAN Engineering, LLC*
7. 8:00PM **Request to transfer a common victualler license for Paul's Diner, 6 Carlisle Road, to Sal Buonacore of Paul's Diner Co. Inc.**  
**Approved 5-0**  
*-Sal Buonacore, applicant*
8. 8:05PM **Request to approve installation of memorial in honor of Rajiv Paluri at the St. Onge Playground at Whitney Field next to the Roudenbush Community Center, 65 Main Street**  
**Approved 5-0**  
*-Srini Paluri, resident*
9. 8:15PM **Receive report from the Senior, Low-Income, Disabled Tax Relief (SLIDTR) Committee and request to provide direction regarding a Means Tested Senior Exemption Article for the Special Town Meeting on October 15, 2018**  
**Continued to future agenda**  
*-Tom Spuhler, Chair*  
i. **Topic will be exhibit at Strategic Planning Retreat**  
ii. **Board of Assessors to review report**  
iii. **Public input to be sought at the Cameron Senior Center**
10. 8:35PM **Request to approve the Open Space Deed from Quality Green Homes, LLC to the town of Westford, acting by and through the Conservation Commission, pursuant to MGL chapter 40, section 8c**  
**Approved 5-0**  
*-Jeff Brem, Meisner Brem Corporation*
11. 8:40PM **Old/New Business**  
**BOS signed BANs**
1. Request from the Tax Collector/Treasurer to sign Bond Anticipation Notes and associated paperwork to fund projects in progress:
    1. Roudenbush Community Center rehabilitation construction
    2. Fire Truck Engine #4 replacement
    3. Westford Academy's waste water upgrade
    4. Prospect Hill Water Tank construction
    5. Street Light installation
    6. Abbot School roof construction
    7. Vine Brook water system construction*-Christine Collins, Tax Collector / Treasurer*
  2. Request from the Cultural Council to appoint Amy Erich with a term to expire June 30, 2020
  3. Review the charge and membership composition of the Energy Committee  
*-Mike Berlinski, Chair, Energy Committee*  
**Suggested edits to charge**
  4. Request from the Energy Committee to appoint Eric Piper with a term to start July 1, 2018 and expire June 30, 2021  
**Approved 5-0**
  5. Request to approve 2018 appointments for committees' and board members, as listed in the meeting packet  
**Approved 5-0**

Approved 5-0

6. Request to approve the appointments of members of the Commission on Disability appointed by the Town Manager with the listed terms:

J. Scott Hazelton	June 30, 2019
Katherine L. Phaneuf	June 30, 2021
Patricia C. Repucci	June 30, 2021
Wayne L. Wagner, Jr.	June 30, 2021

7. Notification that property owner at 5 Koala Bear Lane did not comply with the board's direction on 3/20/2018 to remove the section of fence from town's Right-of-Way, and request direction for additional action to be taken

(revision made 6/12/2018 at 12:20PM)

Voted 5-0 directing the Town Manager to notify owner of 5 Koala Bear Lane to have the section of fence removed from town's Right-of-Way by 6/30/2018 in accordance with BOS order on 3/20/2018

12. 8:50PM

**Consent Agenda- Request to approve the following**

Special License Request

Event: Clam Bake  
Applicant: Michael Goday  
Location: 128 Lowell Road (Stony Brook Fish & Game)  
Date: June 17, 2018  
Times: 1:00PM to 5:00PM

Banner Request

Event: Westford ColorFest, June 23, 2018  
Applicant: Srinivas Sonkara  
Banner Location: J.V. Fletcher Library  
Banner Dates: June 18-26, 2018  
(No to double-hung banners at this time)

Banner Request

Event: Live for Liv 5k Road Race, July 15, 2018 at the 4-H Fairgrounds  
Applicant: Joyce Crane  
Banner Location: First Parish Church  
Banner Dates: July 8-18, 2018

Banner Request

Event: Westford Against Substance Abuse (WASA) Cornhole Tournament, Mill Works, September 15, 2018  
Applicant: Ray Peachey  
Banner Location: J.V. Fletcher Library  
Banner Dates: September 8-18, 2018

Town Common and Bandstand Use Request

Event: Annual Tree Lighting Ceremony  
Applicant: Marcie Burns, Westford Girl Scouts  
Date: November 25, 2018

Approved 5-0  
subject to  
public safety  
recommendations

Times: 3:30PM to 5:30PM

13. 8:55PM **Special Town Meeting – Monday, October 15, 2018**

- Approved 5-0
1. Request to open the warrant for a Special Town Meeting
  2. Announce the article submission deadline and warrant closing date of Tuesday, September 11, 2018 at noon

14. 9:00PM **Minutes**

For Approval and Release

- Approved 5-0
- Regular Session – April 24, 2018
  - Regular Session – May 8, 2018
  - Regular Session – May 22, 2018

Voted 5-0 not to release Consider whether the Executive Sessions' purpose continues to warrant confidentiality under MGL chapter 30A, section 22(f) to respond to a public records request regarding the Adams property located on Lowell Road

- Executive Sessions – November 13, 2012  
November 3, 2014  
September 8, 2015  
November 24, 2015  
January 12, 2016  
July 12, 2016  
November 15, 2016  
January 24, 2017  
January 9, 2018

15. 9:05PM **Board Reports/Updates**

16. 9:10PM **Town Manager's Report**

- Approved 5-0
1. Discuss the notification of the intent to sell a portion of the Franco-American Club property, 55 West Prescott Street  
**Board to schedule walk-through of property**
  2. Seek input on request for Jodi Ross to serve on Lowell General Hospital's Community Benefit Advisory Committee  
**No objection, but suggested a Board of Health member serve instead as more in-line with their expertise**
  3. Request to accept gift of \$500 from the Westford Community Fund in partnership with the Greater Lowell Community Foundation for the Council on Aging to support a community breakfast
  4. Request approval of the following:
    - a. Contracts:
      - i. MIIA Property & Casualty Group, Inc. for property/casualty, workers compensation, and professional liability insurance coverage for fiscal year 2019 in the amount of \$828,778
      - ii. Context Architecture for the initial design and permitting services of the new town center building at 51 Main Street in the amount of \$200,000 **with options for reducing costs examined**

*-Tom Mahanna, Chair, Permanent Town Building Committee*

Approved 5-0

- iii. Context Architecture for an amendment for additional services for permitting and construction services for the new Fire Station in the amount of \$67,395  
*-Tom Mahanna, Chair, Permanent Town Building Committee*
- iv. FM Generator, Inc. for a one-year contract for preventive maintenance services on all municipal emergency generators in the amount of \$7,425
- v. Cooling and Heating Specialists, Inc. for a one-year contract for preventive maintenance and emergency on-call services for the town's heating, ventilation and air-conditioning systems at the rate of \$118 per hour, as required
- vi. Copperfasten Technologies Limited for software to screen town email service against spam in the amount of \$1,700
- vii. Memorandum of Understanding (MOU) for statewide contract VE1107 – Road Salt for the 2018 – 2019 winter season
- viii. Bituminous Concrete for the Highway Department in the amounts highlighted in the bid tab included in the meeting packet
- ix. Water Treatment Chemicals for the Water Department:
  - 1. UNIVAR for potassium hydroxide in the amount of \$0.2297/wet lb
  - 2. Harcos Chemicals, Inc. for potassium permanganate in the amount of \$3.313/lb
  - 3. Holland Company for polyaluminum chloride in the amount of \$1.69/gallon
  - 4. Mann Distribution LLC for sodium chloride in the amount of \$0.1825/lb
  - 5. Lincoln Fine Ingredients for sodium fluoride in the amount of \$0.6973/lb
- x. Charles Savard for drug counseling on an “on call” basis in an amount not to exceed \$2,485
- b. Purchase Orders:
  - i. Colonial Municipal Group for 2018 Ford Interceptor for the Police Department in the amount of \$34,627.15 being paid by insurance to replace cruiser
  - ii. P.J. Keating for street paving in the amount of \$152,000
  - iii. CDW-Governments, Inc. for 835 Chromebooks with management console licenses and 19 Chromebook carts for the School Department in the amount of \$170,795
  - iv. CDW-Government, Inc. for 425 Chromebooks with required licenses and support software for the School Department in the amount of \$81,600
  - v. CDW-Government, Inc. for 29 HP Desktops for the School Department in the amount of \$16,675
  - vi. Apple Computer, Inc. for 45 MacBook Airs for the School Department in the amount of \$35,955
  - vii. Management Tools & Resources for leadership and executive management training in the amount of \$12,800

17. 9:15PM

**Correspondence**

Selectmen Almeida requested the Town Manager to follow up with Pilgrim Village Trust Association

18. 9:20PM

**Adjournment**

**Board of Selectmen  
Correspondence  
June 12, 2018**

**Outgoing Correspondence:**

C 01            5/17/18        Letter to abutters notifying of public hearing in review of the Earth Removal Permit for 77 Endmoor Road

**Incoming Correspondence:**

C 02            5/02/18        Westford Council on Aging Newsletter for May 2018  
C 03            5/18/18        Greater Lowell Community Foundation Annual Meeting notice for June 5, 2018  
C 04            5/18/18        UMass Lowell *Newsline* for May 2018  
C 05            5/21/18        E-Mail from Chris Yule regarding lease termination of 22 Town Farm Road spaces  
C 06            5/21/18        Letter from Jonathan Silverstein, KP Law, regarding the Rome Drive Extension and Escrow Funds  
C 07            5/21/18        Lowell Regional Transit Authority (LRTA) agenda for May 24, 2018  
C 08            5/23/18        Notification to abutters of wetland affected work at Vine Brook Road and related locations by the Water Department  
C 09            5/29/18        Invitation to the Cameron Senior Art Class Joint Exhibition on June 1-30, 2018  
C 10            5/29/18        Mass. Department of Environmental Protection (MassDEP) issuance of chapter 91 waterways license to Ralph Malboeuf at 56 Lake Shore Drive South  
C 11            5/29/18        Mass. Department of Transportation (MassDOT) bridge inspection reports for Stony Brook Road, River Street, Bridge Street, and Beaver Brook Road  
C 12            5/29/18        Discontinuance notice of the Bike MS: Minuteman Ride from the National Multiple Sclerosis Society of Greater New England Chapter  
C 13            5/30/18        E-Mail from Elena Seiti, Mass. School Building Authority (MSBA), regarding the executed Project Funding Agreement for the Abbot Elementary School Project  
C 14            6/01/18        Westford Council on Aging Newsletter for June 2018  
C 15            6/01/18        Massachusetts Municipal Association *The Beacon* for June 2018  
C 16            6/04/18        Federal Energy Regulation Commission (FERC) order modifying and approving interim downstream eel passage study plan regarding the Pepperell Hydro Company LLC  
C 17            6/04/18        Project Funding Agreement for the Abbot Elementary School Project executed copy from the MSBA  
C 18            6/06/18        MassDEP letter regarding the state of recycling markets and the impact on municipalities and businesses  
C 19            6/07/18        National Grid letter informing of collective bargaining agreement status  
C 20            6/07/18        Letter on behalf of Pilgrim Village Trust Association requesting status of actions regarding abutter  
C 21            6/07/18        Letter from Hajo Koester, Board of Library Trustees, announcing vacancy and requesting joint appointment

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Greg Johnson 978-692-5501 extension 1 or email to [gregjohnson@westfordma.gov](mailto:gregjohnson@westfordma.gov).*