



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, April 23, 2019

7:15PM

Town Hall, Meeting Room, 55 Main Street

Selectman Clay participated remotely beginning at 8:05pm and then joined the meeting in person @ 9:10pm

1. 7:15PM **Call to Order**

2. 7:16PM **Executive Session to execute a Purchase and Sale Agreement including discussion of the Conservation Restriction and timing of closing on the Salt Box Farm located off Wright Lane and Hildreth Street as an open meeting may have a detrimental effect on the negotiating position of the town**

3. 7:30PM **Pledge of Allegiance**

4. 7:32PM **Open Forum/FAQ/Announcements**

- Congratulate Matthew Anderson of Troop 159 for earning the rank of Eagle Scout
- **Selectman Almeida was at the Cultural Council meeting last night where there were 20 grantees and that the Cultural Council is doing wonderful work**
- **Selectman Almeida announced Senator Ed Kennedy would be at Groton Town Hall, Thursday to discuss the future of funding for education**
- **Bob Price announced the League of Women Voters candidate's night is Thursday, April 25th at 7pm at Roudenbush**

5. 7:35PM **Public Hearing - Request for a change of manager on an MGL Chapter 138, Section 12 beer and wine license to Jeffrey Viering, Chipotle, 174 Littleton Rd**

Approved 4-0

Jeffrey Viering, proposed manager

6. 7:40PM **Request to provide notice of the public charitable trust and associated restrictions to Middlesex County 4-H Fair, Inc. regarding the request for a lot line adjustment by Paul and Karen Tremblay**

Approved 4-0

Jeffrey Morrissette, Director of Land Use Management

7. 7:45PM **Westford Housing Authority requests Board of Selectmen consider whether to exercise their right of first refusal for 4 Sandstone Road, unit 24-2**

Voted not to exercise right of first refusal 4-0

Lisa Larrabe, Executive Director, Westford Housing Authority

8. 7:50PM

Presentation by National Grid proposing their new cutting program for Westford

Neil Doran – National Grid Merrimack Valley Arborist

- BoS requested NGRID notify abutters in advance, comply with the Shade Tree Act, coordinate with Chip Barrett, Tree Warden, and return to BoS meeting for Public Shade Tree hearing.

9. 8:00PM

Old/New Business

Town Manager to review hold harmless release with Town Counsel. BoS took no further action

1. Discuss current insurance policy requirements for permission to possess or consume alcohol on town properties and consider establishing a town-wide policy for uniform insurance coverage limits
 - Town Manager Ross thanked Jim Duane and staff for cleaning up the grounds at 63 Main Street
 - Selectman Almeida expressed appreciation Jim Duane and staff, and also the Water Department, for their assistance with the Community Garden property

2. Update on stormwater funding options and possible abatements

Christine Collins, Tax Collector-Treasurer

- Continued to 5/28 when the consultant will be in attendance to discuss benefit of fees vs taxation and various opportunities to issue credits. Invite Finance Committee to meeting.

3. Request to vote motion as prepared by Bond Counsel, which is in the Selectmen’s packet and available online, and sign documents authorizing short-term borrowing to renew \$6,000,000 in existing BANs and bond the final \$1,000,000 to provide funding for the completion of the Roudenbush Rehabilitation Project

Christine Collins, Tax Collector-Treasurer

Approved 5-0

Continued to 5/14, Town Manager asked for questions to be submitted to her by 5/3

4. Update on 66-68 Boston Road regarding potential code or bylaw violations for farm stand and greenhouse, consider taking any action regarding APR compliance, and review agriculture plan

Ebi Masalehdan, property owner, 66-68 Boston Road

5. Discuss next steps for 35 Town Farm Road property and consider the formation of a task force to assist with identifying the future use of the building and/or to provide marketing assistance to sell the property and appoint members the following members:

- Roberta McGuire, 60 Chamberlain Road
- Nancy Cook, 25 North Main Street
- ~~Juliette Mount, 51 Boston Road~~
- Lynn Cohen, 16 Fletcher Road
- ~~Joyce Minosh, 9 Stone Ridge Road~~
- ~~Marilyn Day, 51 Graniteville Road~~
- David Gutbrod, 74 Depot Street
- George Murray, 14 Heywood Road
- Bob Waskiewicz, 120 Groton Road
- Wanda Hall, 51B North Street
- ~~Diane Hendriks, 11 Crown Road~~
- ~~Helena Crocker, 34 West Street~~
- Ellen Harde, 39 Main Street

Approved appointments 5-0

Approved charge 5-0

- Selectman Hazelton
- Fire Chief or his designee

**BoS supported concept,
task force to report
back at a future
meeting**

10. 9:00PM

Approved 5-0

6. Receive recommendation from the 12 North Main Task Force on the next steps for the 12 North Main Street parcel

Jane Hughes, Chair, 12 North Main Task Force

Request from the Pedestrian Safety Committee for support of the design of a sidewalk along Carlisle Rd from Rt 110 to Lyberty Way/Melissa Dr during FY 2020 with funding from the Princeton Westford Apartment Homes (PWAH) Gift Fund Account and that the project be submitted to the Complete Streets Funding Program for construction funding in FY 2021

Chris Barrett, Chair, Pedestrian Safety Committee

11. 9:15PM

**Approved 5-0
subject to public
safety
recommendations**

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

1. Event: Respect for Life Vigil
Applicant: Thomas Materazzo
Date: May 16, 2019
Time: 6:00PM – 8:00PM
2. Event: Farmers Market
Applicant: Jodi Ross, Town Manager
Dates: Tuesdays, July 9th through August 27, 2019
Time: 2:30PM – 6:30PM
3. **Banner Request**
Event: Farmers Market
Applicant: Jodi Ross, Town Manager
Dates: July 2nd through July 12, 2019
Location: First Parish Church

Approved 5-0

12. 9:20PM

Approved 5-0

Minutes for Approval

For Release

1. March 23, 2019 – Regular Session
2. March 26, 2019 – Regular Session
3. April 9, 2019 – Regular Session

13. 9:25PM

Board Reports/Updates

- Selectman Almeida announced the 63 Main Street Task Force is creating a survey for public input. Will have a booth on the property during the Apple Blossom Parade and at the Strategic Planning Retreat.

14. 9:30PM

No comments

Town Manager's Report

1. Review draft request for proposals for design and engineering services for the Graniteville Athletic Complex
James Duane, Director of Parks and Recreation
2. Discuss topics and establish date for the 2019 Strategic Planning Retreat
3. Request approval of the following:
 - a. Contracts:

Tentative date: June 13th

Approved 5-0

- i. Westford Housing Authority for affordable housing consultant services for the remainder of FY19, (April, May and June 2019) in the amount of \$3,076.00 per month and FY20 in the amount of \$32,806.00 or \$2,733.83 per month
 - ii. Solitude Lake Management for pre-treatment surveys, chemical, algal, physical and mechanical treatments and post-treatment surveys in the amount specified in the attached Request for Quotes submission dated April 2019
 - iii. Tighe & Bond. Inc. for Professional Engineering Services for the Emerson Road and Jonas Road Water Main Replacement Project in the amount of \$35,000
- b. Purchase orders:
- i. Colonial Municipal Group for a 2019 Chevy Tahoe for the Westford Fire Department in the amount of \$45,899

15. 9:35PM **Correspondence**

16. 9:40PM **Adjournment**

**Board of Selectmen
Correspondence
April 23, 2019**

Outgoing Correspondence:

Incoming Correspondence:

IC 01	4/5/19	United States Environmental Protection Agency
IC 02	4/8/19	Letter from Paul Currier
IC 03	4/8/19	Invitation from Massachusetts Senate
IC 04	4/12/19	DEP Waterways Regulation Program Notification
IC 05	4/16/19	Verizon Forms 200 and 400
IC 06	4/16/19	Memo from Jeffrey Stephens – Playground materials
IC 07	4/16/19	Northern Middlesex Council of Governments 4/17/19 agenda
IC 08	4/16/19	Letter from Stephanie Anderson

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.