



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, July 24, 2018

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Call to Order**

Executive Session

To conduct strategy sessions in preparation for negotiations with non-union and union personnel

Return to open session

2. 7:30PM **Pledge of Allegiance**

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

1. Thank you to Daniel Provost for serving on the Board of Cemetery Commissioners for 18+ years
2. Thank you to Alice Ferro, Town Accountant, for 16+ years of service to the Town of Westford and best wishes in retirement
3. Thank you to Gregory Johnson, Project/Procurement Specialist for his service to the Town of Westford and best wishes in his new position as Town Administrator for the Town of Maynard
4. **James Pittman, NGRID gas employee and a member of the United Steelworkers requested to be on the next BOS agenda to discuss concerns regarding work stoppage and gas main work in Westford. The board agreed to this request.**
5. **Chairman Scott Hazelton announced Westford was awarded a \$250K Green Communities Grant, our 5th grant since becoming a Green Community.**

4. 7:35PM **Public Hearing**

Approved 5-0

National Grid and Verizon New England, Inc. petition for the installation of two new poles on Concord Road to feed new development at 312 Littleton Road
-Michelle Stacey, National Grid

5. 7:40 PM **Joint meeting with the J.V. Fletcher Library Trustees to appoint a member until next Town Election**

For consideration:

1. Alisha Hillam (not attending)
 2. Glen Secor
 3. Deborah Teal
- BOS/JVLT** →
Appointed

6. 7:50 PM **Resident request for the following items related to the VFW baseball and softball fields, 52 W. Prescott Street:**
 Not to reconsider 5-0, Interim policy until Recreation Commission returns with recommended policy:
 Sun – Thur lights out by 10pm parking lot empty by 10:30pm
 Friday lights out by 11pm parking lot empty by 11:30pm
 Approved 5-0
1. **Reconsider previous Board of Selectmen vote on July 22, 2014 to approve the new Field Use Application form for the permission to possess and consume alcohol in the parking lots of the VFW baseball and softball fields**
 2. **Impose restrictions on the use of field lights for other than softball activities at the VFW fields**
 3. **Establish a field closure time that is closely aligned with the completion of the last scheduled softball game each day**
-John McLaughlin, 78 Village View Road
7. 8:10 PM **Update from the FY19 Tax Classification Research Group**
 BOS do not support change at this time. Revisit in 5 years. Discuss small business exemption in fall.
- FY18-29 Tax Rate Analysis
-Tom Clay, 7 Ward Hill Road
-Ron Caterino, 45 Stone Ridge Road
8. 8:25 PM **Request to rescind order to remove fence installed in town’s right-of-way at 5 Koala Bear Lane**
 Not to reconsider the Order 4-1 (APS against)
 To extend time to 8/15 to remove fence from town’s right-of-way
 4-0-1 (APS abstained)
-Ginny Sinkel Kremer, attorney representing Guy Faretra
9. 8:35 PM **Old/New Business**
 Directed Town Manager to obtain appraisal
 Approved 5-0
1. Discussion on the potential acquisition of the Franco American Club property, 55 W. Prescott Street
 2. Request to accept a 1.99 acre parcel of land (“Parcel A”), located within the Meadowbrook Estates Subdivision off Forge Village Road by approving the Quitclaim Deed from Birch Hollow, LLC to the Town of Westford, by and through the Conservation Commission, pursuant to M.G.L. c. 40 s. 8c
 3. Discussion on upcoming Board of Selectmen meeting dates in August
 4. Request from the Cultural Council to appoint Ilene Tatroe with a term to expire June 30, 2020
 5. Request to appoint Election Officers for terms to expire July 31, 2019
 6. Request for annual re-appointments:
 - Sandra Martinez to the Dog Park Task Force with a term to expire June 30, 2020
 - Elizabeth Almeida to Northern Middlesex Council of Government with a term to expire June 30, 2019
- Schedule to remain as is
 Approved 5-0
 Approved 5-0
10. 9:00 PM **Consent Agenda- Request to approve the following**

Street Closure Request

Approved 5-0
subject to public safety
concerns

- 1. Event: Old Town Acres Annual Neighborhood Block Party
Applicant: Cathy Richardson
Date: September 8th, 2018
Times: 12:00PM to 9:00PM
Location: Fairview Drive from Tadmuck Road to Main Street

Approved 5-0
subject to
public safety
concerns

- 2. Event: Annual Block Party
Applicant: Nathan LeDuc
Date: August 11th, 2018
Times: 8:00AM to 8:00PM
Location: Third Street

Special License

- 3. Event: Co-ed Bridal Shower
Applicant: Stephen VanLandeghem
Date: Saturday, August 25th, 2018
Time: 1:00 PM - 4:00 PM
Location: Stony Brook Fish and Game
128 Lowell Road
Westford, MA 01886

11. 9:05 PM

Minutes for Approval

Approved 5-0

- For Release
Regular Session - July 10, 2018
- Not for Release
Executive Session - June 26, 2018
Executive Session - July 10, 2018

12. 9:10 PM

Board Reports/Updates

13. 9:15 PM

Town Manager's Report

Approved 5-0 with
thanks

- 1. Request to accept a \$5,000 donation from the Westford Charitable Foundation, Inc. for the purposes of assisting the Board of Health Department with funding the elderly dental program for Westford senior citizens and the shingles vaccine program

Approved 5-0

- 2. Request to expend \$2,950 from the Lease of Town Buildings Revolving Account for the purposes of funding the replacement of a failed fire alarm panel at the Old Nab School, 170 Plain Road

Approved 5-0 to
purchase 6 Convertible
Chrome Books

- 3. Discussion on the replacement of the Board of Selectmen's meeting packet viewing devices/iPads

Approved 5-0

- 4. Request approval of the following:
 - a. Contracts:
 - i. Tighe & Bond, Inc. for engineering services for the Forge Village Water Treatment Plant filter media replacement in the amount of \$25,500
 - ii. Cedrone Trucking, Inc. for the construction of the Vine Brook water system replacement project in the amount of \$1,136,355

Approved 5-0

- iii. Lightsmart for design services for the town-wide LED streetlight retrofit project in the amount of \$10,842
- iv. Massachusetts Department of Energy Resources for a Green Communities Grant award in the amount of \$250,000 for the purposes of partially funding the LED streetlight retrofit project

14. 9:20 PM **Correspondence**

15. 9:25 PM **Adjournment**

**Board of Selectmen
Correspondence
July 24, 2018**

Outgoing Correspondence:

- C 01 07/12/2018 Notice to abutters notifying of National Grid's pole petition to install two new poles to feed new development at 312 Littleton Road
- C 02 07/13/2018 Memo to owners of SP Liquors Corporation (DBA Westford Package Store) notifying of five-day alcohol license suspension due to sale of alcoholic beverages to a person under 21 years of age

Incoming Correspondence:

- C 03 7/10/2018 Memo from Family Eye Care Center & Optical Galley Inc. expressing concerns regarding potential split tax rate
- C 04 7/11/2018 Email from Joseph Holmes stating opposition to the creation of split tax rate
- C 05 7/12/2018 Memo from United Steelworkers Locals 12003 and 12012 urging Board of Selectmen to order the stoppage of all gas line work
- C 06 7/12/2018 Email from David Guthrie requesting the Board of Selectmen to not support the request made by the United Steelworkers Locals 12003 and 12012
- C 07 7/16/2018 Memo from Kenneth Smith expressing sincere thank you to town employees and board/committee members for assistance with pickleball court project
- C 08 7/19/2018 Email from Verizon notifying replacement of Decades programming on channel 483 with Smart TV
- C 09 7/20/2018 Email from Heidi Tierney regarding upcoming Habitat for Humanity home dedication ceremony on Thursday, August 16th at 5:30 PM
- C 10 7/19/2018 Memo from N Connors, Massachusetts Green Communities Grant notice of award in the amount of \$250,000 for purposes of partially funding the town's LED streetlight retrofit project

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact
Eric Heideman, Assistant Town Manager, at 978-692-5501 extension 1 or send email to
tmaa@westfordma.gov*