



**TOWN OF WESTFORD
BOARD OF SELECTMEN**

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557

MEETING AGENDA

Tuesday, January 8, 2019

7:30PM

Town Hall, Meeting Room, 55 Main Street

1. 7:30 PM **Call to Order**
2. 7:30 PM **Pledge of Allegiance**
3. 7:32 PM **Open Forum/FAQ/Announcements**
 1. Congratulations to Police Lieutenant David Connell on his retirement and thank him for 36 years of service to the town of Westford Police Department
 2. Congratulate Brendan D'Aquino, Leonardo Cheng and Henry Li of Troop 95 for earning the rank of Eagle Scout (certificates already delivered to the scouts)
4. 7:35 PM **Request for a change of manager on a MGL Chapter 138, Section 15 convenience store wine and malt beverages license for MPG Corporation, LLC, dba Rapid Refill, 498 Groton Road, from Erick Eleves to Benjamin Bolen**

Benjamin Bolen, proposed manager
5. 7:40 PM **Request for change of owner on a common victualer license from Matt Magerman, Mass Burgers Westford LLC to Jason Nance, Mass 5G LLC, doing business as Five Guys, 10 Cornerstone Square**
6. 7:45 PM **Annual Town Meeting – March 23, 2019**

Vote intention of laying out Shannon Circle as a public way at our Annual Town Meeting, and refer the matter to the Planning Board for a non-binding recommendation

Paul Starratt, Town Engineer

7. 7:50 PM **Joint Meeting with Parks and Recreation Commission**

1. Update on the Recreation Feasibility Study
2. Review revenue/expense analysis regarding town employee discounts for Summer Kids' Club, including IRS rules and regulations regarding taxation on employee discounts
3. Consider Parks and Recreation Commission's new regulations for the VFW field usage

Jim Duane, Parks, Grounds, Recreation & Cemetery Director

{Adjournment of Parks and Recreation Commission meeting}

8. 8:35 PM **Old/New Business**

1. Review compliance with Massachusetts Architectural Access Board of the town common bandstand handicapped lift and discuss a future maintenance service maintenance agreement

Kate Phaneuf, resident

Ellen Harde, the Common Restoration Project

2. Request input on guidelines for Unattended Donation Receptacles (drop boxes) and potential regulations related to the Westford Drop Box Bylaw, Chapter 114

Ellen Harde, Recycling Commission

3. Progress report on purchase and sale agreement for 35 Town Farm Road
Chris Yule, Yule Development Co., Inc.
4. Request by Planning Board to appoint a Planning Board representative (to be determined at their January 7, 2019 meeting) to the 63 Main Street Task Force

9. 9:30 PM **Minutes for Approval**

For Release

- 11-27-18 Regular session meeting minutes
- 12-11-18 Regular session meeting minutes

10. 9:35 PM **Board Reports/Updates**

11. 9:40 PM **Town Manager's Report**

1. Request by Fire Chief Targ to accept a gift of a 1994 International pumper truck, surplus equipment from Massachusetts Department of Conservation and Recreation
2. Announce MIIA grant award for a thermography camera, OSHA workzone safety equipment, and implementation and development of a lockout tagout plan in the amount of \$9,854
3. Request approval of the following:
 - a. Purchase Order:

- i. Creative Office Pavilion, dba Creative Office Interiors, Inc. for 24 metal storage cabinets in the amount of \$17,237.76
- b. Contracts:
 - i. Scott's Tree for sidewalk snow-clearing services in the amount of \$28,000
 - ii. Department of Conservation and Recreation for funding for a playground and associated improvements at Forge Pond Beach in the amount of \$100,000

12. 9:45 PM **Correspondence**

13. 9:50 PM **Adjournment**

**Board of Selectmen
Correspondence
January 8, 2019**

Outgoing Correspondence

None

Incoming Correspondence:

C 01	12-7-18	Xfinity letter RE TV changes
C 02	12-10-18	NMCOG agenda for 12-12-18
C 03	12-10-18	Department of Conservation and Recreation order to prepare an emergency action plan for Stony Brook Dam
C 04	12-10-18	Department of Conservation and Recreation order to prepare an emergency action plan for Nabnasset Pond Dam
C 05	12-13-18	Mass. Historical Commission notice RE preservation project grants
C 06	12-13-18	DPU notice of filing and public hearings
C 07	12-17-18	Letter Movimiento Cosecha RE Green Life Custodial Services
C08	12-20-18	Abutters notice RE public hearing on NOI (wetlands buffer zone)
C09	12-20-18	MassDOT response to request for discretionary transportation funding
C10	12-21-18	MassHousing letter of final approval of Sugar Maple Lane project
C11	12-24-18	MassDOT bridge inspection reports - Stony Brook and Beaver Brook
C12	12-24-18	National Grid's 2019 yearly operational plan notice
C13	12-26-18	Letter of correction to date of above (C 03 and C 04) DCR emergency action plans for Stony Brook and Nabnasset Pond Dams
C14	12-27-18	Memo E. Rainville RE FY19 Municipal Appropriation Requirement

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact 978-692-5501 extension 1 or email to ggetzen@westfordma.gov.