



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, January 8, 2019
7:30PM

Town Hall, Meeting Room, 55 Main Street
Selectman Clay participated remotely

1. 7:30 PM **Call to Order**
2. 7:30 PM **Pledge of Allegiance**
3. 7:32 PM **Open Forum/FAQ/Announcements**
 1. Town Manager Ross gave an update on the recently renovated Roudenbush Center, which reopened on January 2, 2019. TRCCI moved in and the Parks, Grounds and Recreation Department will move in at the end of this month. There will be an open house for the public in February.
 2. Congratulations to Police Lieutenant David Connell on his retirement and thank him for 36 years of service to the town of Westford Police Department
 3. 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. Town Clerk Patty Dubey announced that starting January 2, 2019, nomination papers are available for the Annual Town Election on May 7, 2019
 5. Town Manager Ross reminded residents that citizens' petition articles are due to the Town Manager's office by January 22, 2019 at 2:00PM
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

Approved 5 - 0
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**

Approved 5 - 0

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

Approved 5 – 0

7. 7:50 PM

Joint Meeting with Parks and Recreation Commission

1. Update on the Recreation Feasibility Study

Chris Barrett, Parks and Recreation Commissioner, gave an update and reported an RFQ will be released over the next several months

2. Review revenue/expense analysis regarding town employee discounts for Summer Kids' Club, including IRS rules and regulations regarding taxation on employee discounts

Approved 5 – 0 to support continuing the discount for town employees for the Summer Kids' Club

3. Consider Parks and Recreation Commission's new regulations for the VFW field usage

Jim Duane, Parks, Grounds, Recreation & Cemetery Director

Approved 5 – 0 to require lights out Saturday through Thursday at 10PM with parking lot cleared by 10:30PM, and lights out on Friday by 11 PM with parking lot cleared by 11:30PM

The Selectmen requested whether an automatic timer could be installed on lights

The Selectmen requested the league representatives to return on January 22, 2019 to discuss options:

A. Retain the newly voted times as proposed this evening

B. Keep July 24, 2018 BoS approved times without permission for alcohol

C. Lights out at 10PM Saturday through Thursday and 11:00PM on Friday with permission for alcohol

Or any other options

{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

Continued to January 22, 2019 Selectmen's meeting

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

Ellen Harde, Recycling Commission

Approved 5 – 0 to approve these regulations

3. Progress report on purchase and sale agreement for 35 Town Farm Road
Chris Yule, Yule Development Co., Inc.

Voted 5 – 0 to reject Chris Yule’s proposal

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

Selectmen elected not to appoint a Planning Representative to the 63 Main Street Task Force, but instead to have Gary Lavelle act as a Planning Board liaison to the task force

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

Approved 5 - 0

- 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

Approved 5 - 0

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

Approved 5 - 0

12. 9:45 PM **Correspondence**

Selectman Peraner-Sweet asked about DCR's orders to prepare emergency action plans for Stony Brook and Nabnasset Pond Dams, and inquired as to the cost to prepare these plans (correspondence C 03 and C 04)

Selectman Peraner-Sweet wanted to ensure we were notifying appropriate personnel to apply for preservation project grants from the Mass. Historical Commission (correspondence C 05)

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.