



TOWN OF WESTFORD
BOARD OF SELECTMEN

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

Action Taken

October 15, 2019 at 9:00AM

MEETING AGENDA

Tuesday, October 15, 2019

7:15PM

Town Hall, Meeting Room, 55 Main Street

Selectman Peraner-Sweet absent

1. 7:15PM **Call to Order**
2. 7:15PM **Executive Session**
To consider approving changes to the fiscal year 2020 non-union pay classification plan as an open session may have a detrimental effect on the town's bargaining position
3. 7:30PM **Pledge of Allegiance**
4. 7:32PM **Open Forum/FAQ/Announcements**
Recognition of Peter N. Ewing for nine years of service to the town of Westford as a member of the Pedestrian Safety Committee
 - **Selectman Almeida announced that the Parks and Recreation Commission will be hosting a public meeting to gather ideas as they begin developing concept plans for potential future improvements on the Graniteville American Legion Field on November 5, 2019 at 6:30PM at the Roudenbush Community Center Avis Lounge (1st floor)**
 - **Selectman Clay announced there will be a Climate Strike Rally hosted by the First Parish Church and Sunrise Movement on October 17, 2019 from 4:00PM-7:00PM on Town Common**
 - **Highway Superintendent Barrett announced the Highway Department will be paving Depot Street on October 16, 2019 beginning at 8:00AM**
 - **Bob Price, representative from the League of Women Voters (LWV), reminded residents to attend the upcoming Special Town Meeting to be held at the Abbot School on October 28, 2019 at 7:00PM. Price also announced the LWV is sponsoring the warrant review which will be held at the Millennium School on October 23, 2019 at 7:00PM**
 - **Patty Dubey, Town Clerk, reminded residents they must register to vote by this Friday, October 18, 2019 in order to participate in our Special Town Meeting**
5. 7:35PM **Resident's request for a large truck exclusion on Forrest Road (south of Route 40, from Oak Hill Road to Groton Road), speed limit changed to 25 MPH, and install two temporary radar speed signs, one in each direction on Forrest Road – Julie DeMeester, 8 Cross Road**
Approved 4-0 to install a winding road sign and a 25MPH advisory sign. Engineering and Highway Departments will complete a traffic study once construction declines for the year

6. 7:50PM **General discussion regarding AirBnBs and other short-term rentals within the town of Westford**

Approved 4-0 that Town Manager Ross may exercise the will of the board to prohibit short term rental activity in town, if an avenue becomes apparent after hearing from counsel. The Board may meet again if there is a need to have an additional discussion in the interim

7. 8:05PM **Discuss additional Stormwater Management billing decisions: frequency of bills, how to assess multifamily residential properties and private roads**

- **BoS supports 2 bills per year in 1 mailing**
- **Approved 4-0 to accept Raftelis recommendation regarding multifamily residential properties and private roads**
- **Approved 3-1 (Selectman Hazleton against) in the event the town meeting does not support Articles 6 or 7, it is the Board’s intent to move forward with the Stormwater fee**

8. 8:20PM **Special Town Meeting – October 28, 2019**

Selectmen finalize positions on the remaining Warrant articles

ARTICLE 1:	Approve Unpaid Bills from Previous Fiscal Year(s) Recommended to dismiss 4-0	<i>Town Manager</i>
ARTICLE 2:	Approve Fiscal Year 2020 Budget Adjustments Recommended 4-0	<i>Town Manager</i>
ARTICLE 3:	Approve Fiscal Year 2020 Budget Transfers Recommended to dismiss 4-0	<i>Town Manager</i>
ARTICLE 4:	Approve Fiscal Year 2020 Capital Appropriations Recommended 4-0, with the exception of the fire antenna which is under Public Buildings which will be determined at Town Meeting, subject to Capital Planning Committee	<i>Capital Planning Committee</i>
ARTICLE 5:	Reduce Amount Raised by Taxes in Fiscal Year 2020 Recommended 4-0	<i>Board of Selectmen</i>
ARTICLE 6:	Purchase Software for Stormwater Fee Billing and Upgrade for Water Billing and Create a Stormwater Management Utility Enterprise Fund Recommended 4-0	<i>Board of Selectmen</i>
ARTICLE 7:	Defer Stormwater Utility Fees Assessed under G.L. c. 83, s.16 for Low Income Seniors Recommended 4-0	<i>Board of Selectmen</i>
ARTICLE 8:	Amend the General Bylaws to Accept the Provisions of General Laws, c.44, §53E1/2 to Establish a Revolving Fund for the Farmers Market Recommended 4-0	<i>Town Manager</i>
ARTICLE 9:	Authorize Revolving Funds Recommended 4-0	<i>Town Manager</i>
ARTICLE 10:	Approve Community Preservation Committee Recommendations Proponent not in attendance; the Board will make a recommendation at Special Town Meeting	<i>Community Preservation Committee</i>

9. 9:05PM **Old/New Business**

- i. Request from the League of Women Voters to extend the duration for display of their Town Election and Town Meeting signs on municipal properties to six days prior to the event date and three days after for removal – *Diane Wood, League of Women Voters*
Approved 4-0
- ii. Request for support of the Healthy Westford Committee’s new Westford Walks Initiative – *Jeffrey Stephens, R.S. CP-FS, Health Director*
Board of Selectmen support the Westford Walks Initiative
- iii. Request to accept a donation from the Westford Charitable Foundation Inc. in the amount of \$3,000.00 for the purpose of funding the Westford Senior Dental Program – *Jeffrey Stephens, R.S. CP-FS, Health Director*
Approved 3-0 (Selectman Almeida stepped out of meeting)

- iv. Request from Selectman Kost to disband The Roudenbush Community Center Inc./Mill Works/Recreation Department Task Force
Approved 3-0
- v. Request to reappoint Ryan Donovan to the Tax Possession Sales Committee for a term expiring on June 30, 2022 – *Donald Costley, Chair, Tax Possession Sales Committee*
Approved 3-0
- vi. Request to appoint Anita Tonakarn-Nguyen to the Commission on Disability's vacant position of Resident at Large for a term expiring on June 30, 2022 – *Raymond Clark, Chair, Commission on Disability*
Approved 3-0
- vii. Request to appoint Election Officers for terms to expire on July 31, 2020
Approved 4-0 (Selectman Almeida returned)

10. 9:15PM

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

- i. Event: Jingle Bell 5k to Benefit 50 Legs Boston Marathon Runners
Applicant: Alexandra Secontine
Dates: Sunday, November 24, 2019 to Wednesday, December 4, 2019
Location: J.V. Fletcher Library

Town Common and Band Stand Request:

- ii. Event: Veterans Day Program
Applicant: Veterans Services, Ryan Cobleigh
Dates: Monday, November 11, 2019
Time: 8:00AM to 2:00PM

Town Common and Band Stand Request:

- iii. Event: Annual 2020 Summer Concerts on the Common
Applicant: Parks & Recreation Department
Dates: Sunday, July 12, 2020 (Rain date: Sunday, July 26, 2020)
Sunday, August 2, 2020 (Rain date: Sunday, August 9, 2020)
Time: 3:30PM to 6:30PM

Special License Request:

- iv. Event: General Manager Reception
Applicant: Cheryl Prentiss
Date: October 22, 2019
Time: 5:00PM to 7:00PM
Location: Hampton Inn, 9 Nikon Road

Special License Request:

- v. Event: Westford Historical Society – Fundraiser
Applicant: Kelly Ross
Date: October 26, 2019
Time: 7:00PM to 9:30PM
Location: Westford Museum, 4 Boston Road

**Approved 4-0
subject to public safety
recommendations**

11. 9:20PM **Minutes for Approval**
Regular Session for Release
- September 24, 2019
 - October 2, 2019 – joint boards meeting
- Approved 4-0**
- Executive Session Not for Release
- September 10, 2019
- Approved 4-0**

12. 9:25PM **Board Reports/Updates**
Selectman Clay announced that the Town and School Safety Task Force is meeting on October 16, 2019 at 10:30AM

13. 9:30PM **Town Manager's Report**
- i. Consider draft 2020 Board of Selectmen/Town Manager goals
Continued to 10/29 BoS meeting
 - ii. Request to approve the town's updated Sexual Harassment Policy
Continued to 10/29 BoS meeting
 - iii. Request to approve fiscal year 2020 non-union pay classification plan
Continued to 10/29 BoS meeting
 - iv. Request to expend \$2,550.00 from the Lease of Town Buildings Revolving Account (Roudenbush buildings) for the purposes of funding rain gutter repairs
Approved 4-0
 - v. Request approval of the following:
 - a. Contracts:
 1. Inter-municipal agreement with the Town of Tyngsborough for paramedic intercept services and billing requested by the Fire Department
 2. Amend an existing contract with Tighe & Bond, Inc. for professional engineering services for the Emerson Road and Jonas Road Water Main Replacement project to include Construction Administration and Observation Services in the amount of \$26,000.00 requested by the Water Department
 - b. Purchase Orders:
 1. Motorola Solutions, Inc. for the installation of new satellite receivers to improve Police and Fire Department communication capabilities in the amount of \$12,482.50 requested by the Fire Department
 2. Continuant, Inc for network equipment maintenance in the amount of \$18,017.16 requested by the Technology Department
 3. Sanofi Pasteur Inc. for the purchase of Fluzone High Dose and Fluzone Quadrivalent (flu vaccines) in the amount of \$38,587.91 by the Health Department
- Approved 4-0**

14. 9:35PM **Correspondence**

15. 9:40PM **Adjournment**

**Board of Selectmen
Correspondence
October 15, 2019**

Incoming Correspondence:

IC 01	09/18/2019	Letter from MassDOT Highway Division requesting payment
IC 02	09/23/2019	Lowell Regional Transit Authority September 26, 2019 meeting agenda
IC 03	09/23/2019	Northern Middlesex Council of Governments invitation to 2019 Annual Meeting & Dinner
IC 04	09/30/2019	Letter from MassDOT Highway Division requesting payment
IC 05	10/01/2019	Verizon Fios TV Programming Change
IC 06	10/04/2019	Department of Public Utilities Notice of Filing, Public Hearing and Procedural Conference
IC 07	10/04/2019	Department of Public Utilities Notice of Filing, Public Hearing and Procedural Conference
IC 08	10/04/2019	The Salvation Army of Greater Lowell 27 th Annual Christmas Castle Breakfast Honoring Michael Kuenzler
IC 09	10/04/2019	MA North Jurisdiction Team notice regarding electric rate increase effective November 1 st
IC 10	10/07/2019	Boott Hydropower, LLC regarding Lowell Hydroelectric Project
IC 11	10/07/2019	Xfinity TV Channel Updates
IC 12	10/10/2019	Memo from James Duane relative to Town Manager Goals, Multi Year Goal #3

Outgoing Correspondence:

OC 01	10/01/2019	Westford Special Town Meeting Information
OC 02	10/07/2019	Invitation to local business to the Westford Business Forum

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.