



TOWN OF WESTFORD  
BOARD OF SELECTMEN

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

**REVISED**  
**Action Taken**

October 31, 2019 at 9:15AM

MEETING AGENDA

Tuesday, October 29, 2019

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Call to Order**
2. 7:00PM **Executive Session**
  - To consider the ratification of a tentative agreement and approval of the Office and Professional Employees International Union's collective bargaining agreement for fiscal years 2020-2022, as an open session may have a detrimental effect on the town's bargaining position
  - 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**
  - i. Recognition of Bob Boonstra for 10 years of service to Westford 3 as a member of the Agricultural Commission and 7 years of service to the Conservation Commission
  - ii. Recognition of Matt Hakala for 14 years of service to Westford as Building Commissioner in the Building Department
  - iii. Recognition of Joe Ingalls for 36 years of service to Westford as an Operations Supervisor in the Highway Department

Selectman Hazelton announced that on Monday, November 11<sup>th</sup>, 2019 there will be a Veteran's Day ceremony at 11:00AM on the Town Common. All veterans who wish to march in the ceremony may congregate behind the J.V. Fletcher Library at 10:30AM

Selectman Hazelton also announced that new Town Common bandstand railings were built by David Fox and installed with help from by Jim Gozzo. He thanked them for their efforts and then also thanked the crew from the Middlesex Sheriff's Community Workers Program for water coating all the benches and Parks and Grounds Department workers for watercoating all the benches and replacing reinstalling the handicapped accessible path on the Town Common

5. 7:40PM      **Update on town staff actions regarding AirBnBs and other short-term rentals within the town of Westford**  
**BoS discussed bringing a bylaw change to Annual Town Meeting to restrict residential short-term rentals. They will request the Planning Board to sponsor the bylaw change with BoS input. They also requested town staff survey surrounding communities and real estate agents to see how they are managing with this issue. Their discussion was continued to 11/12 BoS meeting**
6. 7:50PM      **Old/New Business**  
Recap of Special Town Meeting
7. 8:05PM      **Consent Agenda- Request to approve the following**  
**Town Common and Band Stand Request:**
- i. Event: Annual Nativity Scene Display  
Applicant: Kelly Olson  
Date: Thursday, November 28, 2019 to Tuesday, December 31, 2019  
**Approved 5-0 subject to public safety recommendations**  
**Banner Request:**
  - ii. Event: Westford Youth Lacrosse Registration  
Applicant: Karen Bauer  
Dates: ~~Friday, November 1, 2019 to Tuesday, November 12, 2019~~  
**Wednesday, November 13, 2019 to Sunday, November 24, 2019**  
Location: First Parish Church  
**Approved 5-0**
8. 8:10PM      **Minutes for Approval**  
Not for Release
  - October 15, 2019 – Executive Session**Approved 5-0**
9. 8:15PM      **Board Reports/Updates**  
**BoS discussed whether to change the November 26<sup>th</sup> meeting. The Board decided to leave the meeting as scheduled**
10. 8:20PM      **Town Manager's Report**
- i. Request to approve the 2020 Board of Selectmen/Town Manager goals  
**The Board asked to add a goal related to short-term rentals which will be presented at the 11/12 BoS meeting for approval**
  - ii. Request to approve the town's updated Sexual Harassment Policy  
**Approved 5-0**
  - iii. Request to approve fiscal year 2020 non-union pay classification plan  
**Approved 5-0**

iv. Request approval of the following:

a. Contracts:

- i. Request to approve a tentative agreement and the Office & Professional Employees International Union (OPEIU) collective bargaining agreement for fiscal years 2020-2022
- ii. Commonwealth of Massachusetts Department of Environmental Protection for Recycling Dividends Program funds under the Sustainable Materials Recovery Program in the amount of \$11,700.00
- iii. Natural Systems Utilities for Professional Wastewater Contract Operation Services for one year in the amount of \$175,309.77 requested by the Water Department

b. Purchase Orders:

- i. CXtec for network equipment in the amount of \$39,002.00 requested by the Technology Department

**Approved 5-0**

11. 8:30PM      **Correspondence**

12. 8:35PM      **Adjournment**

**Board of Selectmen  
Correspondence  
October 29, 2019**

**Incoming Correspondence:**

IC 01	10/11/19	Letter from the Commonwealth of Massachusetts Department of Environmental Protection awarding the Town of Westford Recycling Dividends Program Funds
IC 02	10/11/19	Northern Middlesex Council of Governments Notice of Meeting 10/16/19
IC 03	10/18/19	Massachusetts School Building Authority notice to Selectman Almeida regarding approval of changes to the Owner's Project Manager key personnel
IC 04	10/21/19	Xfinity changes to Starz/Encore and Epix Programming
IC 05	10/22/19	Lowell Regional Transit Authority meeting agenda

*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](mailto:tmaa@westfordma.gov).*