



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, August 27, 2019

7:00PM

Town Hall, Meeting Room, 55 Main Street

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

2. 7:00PM **Executive Session**

To consider the purchase, exchange, lease or value of real estate located at 66-68 Boston Road as an open meeting may have a detrimental effect on the negotiating position of the town

3. 7:30PM **Pledge of Allegiance**

4. 7:32PM **Open Forum/FAQ/Announcements**

Town Manager Ross announced that the Board of Health is monitoring EEE/West Nile viruses mosquito issue and will be meeting on 8/29/19 to prepare a strategy if Westford becomes affected by this problem

5. 7:35PM **Stormwater Management Funding**
Determine funding by fee-based versus taxation for Environmental Protection Agency Stormwater Permit requirements
Approved 5-0 to authorize the town to implement a stormwater fee structure which will go into effect for residential and commercial properties on 7/1/20, for non-profits on 7/1/21, and fix the fee at the set amount for three years

6. 8:05PM **Old/New Business**

- i. Request to approve revised Bandstand Wheelchair Lift Policy
- ii. Request to place a "Westford Museum" sign above the front entrance of the Westford Museum, 2 Boston Road – *Kelly Ross, member of Historical Society*
- iii. Request to waive the building permit fees for accessibility improvements to Kevin LaCoste's home – *Nancy Cook*
- iv. Request to appoint Election Officers for terms to expire July 31, 2020
- v. Request to appoint Board of Selectmen representatives to participate in the Westford Public School's teachers' collective bargaining process
- vi. Review Farmers Market Survey and consider extending market for four more weeks
- vii. Request to extend Aaronap Cellars LLC's Farmer Winery License at the Westford Farmers Market through September 24, 2019, previously approved by the Selectmen for July 9, 2019 – August 27, 2019

Approved 5-0

7. 8:20PM **Consent Agenda- Request to approve the following
Town Common and Band Stand Request:**

Approved 5-0 i. Event: Westford Farmers Market
Applicant: Town Manager’s Office
Dates: Tuesday, September 3, 2019
Tuesday, September 10, 2019
Tuesday, September 17, 2019
Tuesday, September 24, 2019
Time: 12:00PM to 7:30PM

Road Race/Walk Request:

ii. Event: Friends of the Poor Walk
Applicant: Kathleen Dick, Friends of the Poor Walk Committee, Society of St. Vincent de Paul
Location: Start and finish at St. Catherine’s of Alexandria on North Main Street, then Town Farm Road, Forge Village Road, Cold Spring, Road, Patten Road, Route 225, and East Prescott Street
Date: Monday, November 11, 2019
Time: 8:30AM to 11:00AM

Banner Request:

iii. Event: Friends of the Poor Walk
Applicant: Kathleen Dick, Friends of the Poor Walk Committee, Society of St. Vincent de Paul
Location: First Parish Church
Date: Monday, November 4, 2019 to Thursday, November 14, 2019

Road Closure Request:

iv. Event: Neighborhood Block Party
Applicant: Krista Vasi and Andrea McKinley
Location: 1 to 15 Lillian Road
Date: Sunday, October 6, 2019
Time: 2:00PM – 6:00PM

Approved 5-0 subject to public safety recommendations

8. 8:25PM **Board Reports/Updates**

Selectman Kost announced that the Capital Planning Committee will meet at Town Hall at 8:30AM beginning on 9/13/19,

9. 8:30PM **Town Manager’s Report 10/7/19, and weekly thereafter**

Continued to September 10th Board of Selectmen’s meeting

i. Request to approve the Budget Policy Direction for Fiscal Year 2021
ii. Request to approve the town’s updated Sexual Harassment Policy
iii. Announce Safer Schools and Communities “Local Equipment and Technology” grant award by the Executive Office of Public Safety and Security’s Office of Grants and Research in the amount of \$40,000.00

Approved 5-0 iv. Request to accept Public Health Emergency Preparedness funding and Medical Reserve Corps (MRC) grant funding from the Metropolitan Area Planning Council (MAPC) for Fiscal Year 2020 in the amount of \$45,000.00

Approved 5-0 v. Request to expend \$6,525.00 from the Lease of Town Buildings Revolving Account (TRCCI lease) for the purposes of funding plaster ceiling repairs at the William E Frost School, 73 Main Street

vi. Request approval of the following:

a. Contracts:

1. Tighe & Bond, Inc. for Municipal Vulnerability Preparedness Planning Services and Hazard Mitigation Plan Update as requested by the Planning Department in the amount of \$33,000.00
2. Presidio Networked Solutions for replacement of telephone systems at Westford Public Schools in the amount of \$161,730.65, and Waveguide for a fiber point to point connection to Westford Public Schools in the amount of \$40,969.64, as recommended by the Town and School Safety Task Force
3. Joseph P. Cardillo & Son, Inc., for the Emerson and Jonas Road Water Main Replacement Project in the amount of \$329,908.15

b. Purchase Orders:

1. Comcast for PRI based phone connections as requested by the Technology Department in the amount of \$12,000.00
2. Verizon for terrestrial telephone/data communications as requested by the Technology Department in the amount of \$25,000.00
3. Colonial Municipal Group for a 2020 Ford Explorer for the Water Department in the amount of \$30,712.85
4. AAA Laser for printer toner as requested by the Technology Department in the amount of \$35,000.00
5. American Alarm for a support contract for security systems in town buildings as requested by the Technology Department in the amount of \$39,000.00
6. Dennis K. Burke for the purchase of gas and diesel fuel as requested by the Highway Department in the amount of \$42,000.00
7. Verizon Wireless for cellular charges (voice and data) as requested by the Technology Department in the amount of \$97,000.00

Approved 5-0

10. 8:40PM **Correspondence**

11. 8:45PM **Adjournment**

**Board of Selectmen
Correspondence
August 27, 2019**

Incoming Correspondence:

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| IC 01 | 08/21/2019 | Bucci, et. al v. Westford Planning Board, et. al. - Notice of Appearance by Westford Planning Board |
| IC 02 | 08/21/2019 | Letter from KP Law addressing questions by the Finance Committee and residents regarding implementation of a stormwater fee |

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.