



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, December 17, 2019
7:30PM

Blanchard Middle School Auditorium, 14 West Street

1. 7:30PM **Call to Order**
2. 7:30PM **Pledge of Allegiance**
3. 7:32PM **Open Forum/FAQ/Announcements**
 - **Selectman Clay announced that the Town and School Safety Task Force would have an update for the board with recommendations by the end of January 2020**
 - **Selectman Hazelton thanked School Superintendent Olsen for sending out an automated phone call which notified residents that the BoS meeting would still be held as scheduled at the Blanchard Middle School**
4. 7:35PM **Public Hearing – as required by M.G.L. c. 87 §3, Public Shade Tree Law in response to the National Grid Tree Cutting Plan – Phase 2**

Request from National Grid to remove or prune public shade trees in accordance with M.G.L. c. 87 §3, Public Shade Tree Law. The roads with town trees impacted would include Bridge Street, North Main Street, North Street, Groton Road, Millstone Hill Road, and Summer Village Road
– *Richard Barrett, Tree Warden*
Approved 5-0
5. 7:50PM **Old/New Business**
 - i. Update from the Town Manager's Office on 35 Town Farm Road project, review draft timeline, and discuss next steps
Assistant Town Manager Heideman presented a draft timeline for the proposed project. Town Manager Ross stated she may need to procure consulting services in order to keep the project moving forward. She suggested either DRA capital funds or a FinCom reserve fund transfer as we cannot wait until Annual Town Meeting. The board supported using DRA funds if replenishment was sought at Annual Town Meeting, or a FinCom reserve. The board requested the Task Force not seek funding from other boards/committees without first obtaining BoS approval, and reiterated their previous opinion to postpone placing historic and affordable housing restrictions on the property until a viable redevelopment project is identified
 - ii. Request to appoint Apparao Karri to the Tax Possession Sales Committee's vacant position for a term expiring on June 30, 2022
Approved 5-0

- iii. Request from the 35 Town Farm Task Force to appoint Marilyn Day, Diane Hendricks, and Pat Louch as full members
Approved 5-0
 - iv. Request to renew annual Junk Dealers Licenses
Approved 5-0
 - v. Request to establish 2020 Board of Selectmen Meeting Schedule
Approved 5-0 with a modified schedule in December with only one meeting to be held on December 15, 2020
6. 8:05PM **Consent Agenda- Request to approve the following Banner Request:**
- i. Event: Westford Youth Lacrosse Uniform Sizing Night
Applicant: Karen Bauer
Dates: Friday, January 3, 2020 to Monday, January 13, 2020
Location: J.V. Fletcher Library
Approved 5-0
7. 8:10PM **Annual Town Meeting scheduled for March 28, 2020**
- i. Consider approval of the draft Annual Town Meeting timeline
Approved 5-0
 - ii. Request to open the Town Meeting warrant
Approved 5-0
8. 8:20PM **Presentation of the Fiscal Year 2021 Budget Message**
– Jodi Ross, Town Manager
All documents shown during the presentation are available at the following links:
1. [FY21 Town Manager Budget Presentation](#)
 2. [Selectman Kost’s Mindful Facts Presentation](#)
 3. [FY19-FY21 “The Way the Math Must Work”](#)
 4. [FY18-FY20 Consolidated “The Way the Math Must Work”](#)
 5. [Per Pupil Spending](#)
 6. [All other budget related documents](#)
- Split Tax Rate Documents are available at the following links:**
1. [FY19 Tax Classification Presentation](#)
 2. [FY19 Tax Classification Group Findings and Recommendations](#)
9. 9:05PM **Minutes for Approval**
Regular Session – For Release
- November 26, 2019
Approved 5-0
- Executive Session – Not for Release
- November 26, 2019
Approved 5-0
10. 9:10PM **Board Reports/Updates**
11. 9:15PM **Town Manager’s Report**
- i. Announce Massachusetts Interlocal Insurance Association (MIIA) FY20 Risk Management Grant award in the amount of \$8,268.00

- ii. Announce grants awarded to the Health Department by the Food and Drug Administration for employee training, new inspection equipment, food safety education training, and to complete standard #5 of the FDA retail standards in the total amount of \$22,200.00
- iii. Request approval of the following:
 - a. Purchase Orders:
 - 1. Cooling and Heating Specialists for emergency boiler-related repairs at the Frost School in the amount of \$4,250.00 as requested by the Facilities Department
 - 2. NBS Tech Group, LLC for checkpoint VPN gateway and configuration services in the amount of \$12,850.00 as requested by the Technology Department
- iv. Request to appoint Eric Heideman as Acting Town Manager starting Wednesday, January 8, 2020 through Monday, January 13, 2020
Approved 5-0 with appointing authority

Approved 5-0

- 12. 9:20PM **Correspondence**
- 13. 9:25PM **Adjournment**

**Board of Selectmen
Correspondence
December 17, 2019**

Incoming Correspondence:

IC 01	11/04/19	Yingjuan Zhang and Zhidong Yao, 6 Hutchins Way, Letter in Support of the Robinson Road Sidewalk
IC 02	11/22/19	Verizon Fios TV Programming Change
IC 03	11/27/19	Sunrise Movement Westford Thank You Letter to Selectman Hazelton
IC 04	11/27/19	KP Law Notice of Withdrawal of Tristan J. Foley, Defendant for the Westford Planning Board
IC 05	11/27/19	Bridges by EPOCH Thank You Letter to Town Manager Ross
IC 06	12/01/19	National Grid's Notice of Planned Electric Power Outage
IC 07	12/01/19	Lowell Regional Transit Authority Meeting Notice
IC 08	12/01/19	Westford Board of Health Letter in Support of Restoring Funding to the Health Department
IC 09	12/01/19	Westford Board of Health Recommendation to Increase the Hours of the Public Health Nurse
IC 10	12/09/19	Northern Middlesex Council of Governments Meeting Notice
IC 11	12/09/19	Open Door Theater of Acton Thank You Letter to Town of Westford
IC 12	12/13/19	Department of Housing and Community Development Letter Regarding Westford's Application to the Housing Choice
IC 13	12/13/19	Saint Catherine Parish Letter Thanking Selectman Kost and Town Manager Ross
IC 14	12/13/19	National Grid Letter Relative to Yearly Operation Plan

Outgoing Correspondence:

OC 01	12/10/19	Appointment Letter to Jennifer Johnson to the Board of Cemetery Commissioners
OC 02	12/10/19	Representation Letter to Melanson Health

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.