



TOWN OF WESTFORD  
**BOARD OF SELECTMEN**

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

**MEETING AGENDA**

Tuesday, November 1, 2016

6:30PM

Town Hall, Meeting Room, 55 Main Street

1. 6:30PM **Executive Session – Joint Meeting with the Planning Board**  
To discuss strategy with respect to litigation, including potential actions with respect to the Settlement Agreement, in the matter of Newport Materials, LLC, et al v. Westford Zoning Board of Appeals, et al and Newport Materials, LLC, et al. v. Planning Board of Westford, et al, as an open session may have a detrimental effect on the litigating position of the Town
2. 7:30PM **Call to Order**
3. 7:31PM **Pledge of Allegiance**
4. 7:32PM **Open Forum/FAQ/Announcements**  
Announce Veterans Day observance on the Town Common to be held Friday, November 11, 2016 at 11:00AM
5. 7:35PM **Request from the Town Treasurer to authorize bonds in the amount of \$3,925,000 and to sign Bond Anticipation Notes in the amount of \$1,270,000**  
*-Christine Collins, Tax Collector/Treasurer*
6. 7:40PM **Request for comments from the Massachusetts Housing Finance Agency (MassHousing) for proposed Chapter 40B development on 4 Powers Road known as “Sugar Maple Lane” and consider requesting financial assistance from MassHousing to assist staffing support**  
*-Chris Kluchman, Director of Land Use Management*  
*-Melissa Robbins, attorney representing developer*
7. 7:50PM **Discussion of next steps regarding 66 Boston Road**
8. 8:05PM **Discuss prioritization of large capital building projects:**
  1. Fire Station / Combined Dispatch Center
  2. Roudenbush Rehabilitation
  3. J.V. Fletcher Library Expansion
  4. Recreation Feasibility Study
  5. New Center Building
9. 8:25PM **Old/New Business**
  1. Board reorganization



12. 8:45PM **Board Reports/Updates**

13. 8:50PM **Town Manager's Report**

1. Request to approve FY18 Budget Policy Direction
2. Request to approve the following contracts:
  - a. Evergreen Appraisal for Oak Hill Road appraisals in the amount of \$14,500  
*-Paul Starratt, Town Engineer*
  - b. Guidry & Platt Real Estate Analysts for Review Appraiser for the Oak Hill Road appraisals in the amount of \$8,000  
*-Paul Starratt, Town Engineer*
  - c. TEC, Inc. for an amended Complete Streets Project Design contract in the amount of \$37,500  
*-Paul Starratt, Town Engineer*
  - d. MDM Transportation Consultants, Inc. for traffic monitoring services for the Commerce Way driveway serving 540 Groton Road (Newport Materials) in the amount not to exceed \$9,500  
*-Chris Kluchman, Director of Land Use Management*
  - e. Onsite Engineering, Inc. for water sampling and perchlorate testing services in the amount of \$39,900  
*-Eric Heideman, Assistant Town Manager*
  - f. Massachusetts Cultural Council for the acceptance of FY 2017 Local Cultural Council funds to be expended per state regulations in the amount of \$4,900
  - g. Whitewater, Inc. for wastewater treatment facilities contract operation services in the amount of \$127,473.56  
*-Steve Cronin, Water Superintendent*

14. 9:00PM **Correspondence**

15. 9:05PM **Adjournment**

**Board of Selectmen  
Correspondence  
November 1, 2016**

**Outgoing Correspondence:**

- |       |          |                                                                                                                        |
|-------|----------|------------------------------------------------------------------------------------------------------------------------|
| 14.01 | 10/19/16 | Letter to MassHousing with Board of Selectmen comments regarding project eligibility for “Residences at Westford West” |
| 14.02 | 10/22/16 | Message to Michelle Crawford from Kelly Ross regarding board involvement in Newport Materials settlement discussions   |
| 14.03 | 10/26/16 | Letter to Noel Nagle from Kelly Ross regarding the Newport Materials settlement agreement                              |

**Incoming Correspondence:**

- |       |          |                                                                                                                                                                                                                                           |
|-------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.04 | 08/31/16 | Division of Fisheries and Wildlife comments regarding “Village on the Common/Kimball Farm” Environmental Notification Form                                                                                                                |
| 14.05 | 08/31/16 | Division of Fisheries and Wildlife response to 400 Littleton Road subsurface sewage disposal system and force main via Michael Kimball                                                                                                    |
| 14.06 | 09/22/16 | Dept. of Housing and Community Development letter to Paul Texeira regarding Subsidized Housing Inventory for Beaver Brook Village                                                                                                         |
| 14.07 | 09/26/16 | Federal Energy Regulatory Commission order modifying and approving fish passage effectiveness study plans regarding SAF Hydroelectric, LLC                                                                                                |
| 14.08 | 09/26/16 | Massachusetts Land Trust Coalition letter to Kelly Ross regarding the Drew Gardens APR                                                                                                                                                    |
| 14.09 | 09/29/16 | Coneco Engineers and Scientists, Inc. public involvement notification or release notification and permanent solution with no conditions statement for non-PCB mineral oil dielectric fluid release at pole no. 71-3 at 175 Littleton Road |
| 14.10 | 09/29/16 | Letter from Paul Alphen regarding 66-68 Boston Road and discussion held at the meeting on September 27, 2016                                                                                                                              |
| 14.11 | 10/01/16 | “The Beacon” MMA Publication for October 2016                                                                                                                                                                                             |
| 14.12 | 10/03/16 | Federal Energy Regulatory Commission Order Granting Extension of Time regarding Pepperell Hydro Company                                                                                                                                   |
| 14.13 | 10/03/16 | Request for donations to the Merrimack Valley Housing Partnership                                                                                                                                                                         |
| 14.14 | 10/03/16 | Notification to Abutters under the Mass. Wetland Protection Act regarding Kenneth Deardon of 20 Newport Drive                                                                                                                             |
| 14.15 | 10/04/16 | Massachusetts Water Resources Authority 5-Year Progress Report for 2011-2015                                                                                                                                                              |
| 14.16 | 10/06/16 | Memorandum from Richard Barrett, Highway Superintendent, regarding National Grid Fall 2016 Projects                                                                                                                                       |
| 14.17 | 10/10/16 | Message from Anne Chetwynd regarding National Grid work at 485-527 Groton Road and 104 Oak Hill Road                                                                                                                                      |
| 14.18 | 10/11/16 | Comcast set-top boxes information                                                                                                                                                                                                         |
| 14.19 | 10/11/16 | Invitation to 24 <sup>th</sup> Annual Christmas Castle Breakfast from the Salvation Army                                                                                                                                                  |
| 14.20 | 10/11/16 | Notice of Appearance from Jonathan Silverstein, KP Law for Land                                                                                                                                                                           |

		Court regarding John Conway and Regina Conway v. Town of Westford Planning Board
14.21	10/11/16	Comcast Xfinity government affairs contact update and XOC reminder
14.22	10/12/16	Letter from Noel Nagle regarding Newport Materials Settlement Agreement
14.23	10/12/16	Notification to Abutters under the Mass. Wetland Protection Act regarding work by Fred Prescott at 21 Pine Grove Road
14.24	10/17/16	NMCOG notice of meeting for October 19, 2016
14.25	10/18/16	Conservation Commission legal notice regarding public hearing on October 26, 2016 for the application of construction at 19 Flagg Road
14.26	10/20/16	Xfinity Comcast via Government Affairs regarding channels changes
14.27	10/22/16	Letter from Board of Health to Board of Selectmen and Planning Board
14.28	10/24/16	Insurance Adjustment Service, Inc. for MAPFRE Insurance notice of potential payment for damages at 7 Blue Heron Drive
14.29	10/24/16	Invitation to Center for Hope and Healing 4 Decades of Service to the Greater Lowell Community on November 3, 2016
14.30	10/24/16	Department of Public Safety waiver of previously imposed fine
14.31	10/24/16	Lowell Regional Transit Authority meeting agenda for October 27, 2016
14.32	10/24/16	Message from Gregg Corbo, KP Law, regarding elevator fine decision
14.33	10/24/16	Letter from Wayne Wagner, Jr. regarding the Newport Materials Settlement Agreement
14.34	10/28/16	Letter from Deborah Ecker, KP Law, to Everett Olsen with opinion regarding distribution of material on school property and sidewalks adjacent thereto
14.35	10/24/16	UMass Lowell Newslines for October 2016
14.36	10/03/16	UMass Lowell Newslines for September 2016
14.37	10/03/16	Council on Aging Newsletter for October 2016

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Greg Johnson 978-692-5501 extension 1 or email to [gregjohnson@westfordma.gov](mailto:gregjohnson@westfordma.gov).*