



TOWN OF WESTFORD  
BOARD OF SELECTMEN

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886

Phone (978) 399-5501 Fax (978) 399-2557

**REVISED**

**MEETING AGENDA**

Tuesday, July 9, 2013

7:30PM

Town Hall, Meeting Room, 55 Main Street  
(Please be advised all times are approximate)

1. 7:30PM **Call to Order**
2. 7:31PM **Pledge of Allegiance**
3. 7:32PM **Open Forum/FAQ/Announcements**
  - Recognize former Selectman Robert Jefferies for his 35 years of service to our the town
4. 7:40PM **Request for Common Victualler License**
  - Anna D Café – *Regina Hammond* (attending)  
Boch Honda 299 Littleton Rd  
(replacing Paul's Diner)
5. 7:45PM **Request to Endorse Misty Lane and Rolling Meadows Easements for Street Acceptances – *Paul Starratt, Town Engineer***
6. 7:50PM **Sign Request**
  - Big Picture Framing – *Matt Rothwell, Sign Center* (attending)  
175 Littleton Rd
7. 7:55PM **Recommendations Regarding Proposed Parker Village Fire Station and New Center Fire Stations – *Permanent Town Building Committee, Tom Mahanna, Chair***
8. 8:25PM **Consent Agenda – Request to Approve the Following:**
  - Application for Approval of a Special License**
    - 1) Music Café - *Friends Advancing Music Education (F.A.M.E.)*  
Parish Center for the Arts  
Friday, October 18, 2013  
6:30pm – 11:00pm
  - Street Closure Request**
    - 2) Wedding Reception – *Bret & Krista Vasa* (attending)  
#8 – #11 Moore Road  
Saturday, August 10, 2013  
2:00pm – 10:00pm

9. 8:30PM **Minutes for Approval**  
Not for release:  
1) May 14, 2013 – Executive Session  
For Release:  
2) May 28, 2013 – Regular Session  
3) June 11, 2013 – Regular Session
10. 8:35PM **Old/New Business**
11. 8:40PM **Board Reports/Updates**
12. 8:45PM **Town Manager’s Report**  
1) Recap of Strategic Planning Retreat held on 6/20/2013  
2) Consider amending the Remote Participation Policy to allow remote participation for executive session meetings  
3) Announce receipt of \$36,872 MIAA Rewards Credits for completing Risk Management trainings and initiatives  
4) Announce Westford being designated as a 495 Regional Technology Economic Target Area  
**Request to Award the Following Contracts:**  
5) Woodard & Curran in the amount of \$17,400 for Inspectional Services for Princeton/Westford Apartment Homes  
6) Borden & Remington for Potassium Hydroxide at a price of 0.3031 per Wet Pound. (Estimated quantity for the year is 729,000 wet lbs in the amount of \$220,960)  
7) Harcross Chemicals Inc. for Potassium Permanganate at a price of \$3.193 per Pound. (Estimated quantity for the year is 6,300 lbs in the amount of \$20,116)  
8) Holland Company Inc. for Polyaluminum Chloride at a price of \$1.8250 per Gallon. (Estimated quantity for the year is 3,000 gals in the amount of \$5,475)  
9) Lincoln Fine Ingredients for Sodium Fluoride at a price of \$0.6588 per Pound. (Estimated quantity for the year is 10,000 lbs in the amount of \$6,588)
13. 8:55PM **Correspondence**
14. **9:00PM** **Executive Session**  
  - **To comply with the provisions of Massachusetts General Laws Chapter 4, Section 7, and Chapter 30a Section 22 for the purpose of receiving attorney/client communications on the fire department**
15. **9:10PM** **Adjournment**

**Board of Selectmen  
Correspondence  
July 9, 2013**

**Outgoing Correspondence:**

- |       |        |   |
|-------|--------|---|
| 13.01 | 7/2/13 | Letter to Representative Arciero regarding 495 Regional Technology Economic Target Area |
| 13.02 | 7/2/13 | Letter Senator Donoghue regarding 495 Regional Technology Economic Target Area          |
| 13.03 | 7/2/13 | Letter to Jay Donovan, NMCOG regarding 495 Regional Technology Economic Target Area     |
| 13.04 | 7/2/13 | Letter to Representative Arciero regarding Westford Valley Market Place traffic light   |
| 13.05 | 7/2/13 | Letter to Senator Donoghue regarding Westford Valley Market Place traffic light         |

**Incoming Correspondence:**

(Listed by date sent/date received)

- |       |         |   |
|-------|---------|---|
| 13.06 | 6/13/13 | Massachusetts Sesquicentennial Commission FY13 Preservation Grant Program awarded Westford \$2,000                              |
| 13.07 | 6/21/13 | Department of Housing and Community Development – Multi Family Housing  |
| 13.08 | 6/24/13 | Westford Public Schools – Letter of thanks for participation in the Living Lab  |
| 13.09 | 6/27/13 | Department of Environmental Protection – Issuance of Ch. 91 Waterways   |
| 13.10 | 6/27/13 | Mosquito Control survey to Board of Health  |
| 13.11 | 7/1/13  | Town of Acton Notice of Decision SPSP #4-10-13  |
| 13.12 | 7/1/13  | Town of Acton Notice of Decision SPSP #5-6-13   |
| 13.13 | 6/28/13 | Letter from Senator Eileen Donoghue and Representative Arciero regarding Westford Valley Market Place additional traffic signal |

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