

SELECTMEN MEETING AGENDA
TOWN OFFICES COMMUNITY ROOM
25 BRYANTS LANE
MONDAY, NOVEMBER 28, 2005
6:00 P.M.

Member present: Selectman Jason Booth, Selectman Rich Lemoine (was 20 minutes late), Selectman Kevin O'Connor, Selectwoman Karyn Puleo and Selectwoman Jacqueline Schnackertz.

The meeting was called to order. The Board and staff were introduced.

I. CITIZENS' TIME

The Chair asked if there were any residents not on the agenda who wished to speak this evening. Mr. and Mrs. Ron Vieira were in attendance to meet with the Selectmen on an issue in their neighborhood. A no parking sign was posted at the end of their neighbor's yard and has been a constant irritant to the Vieiras. They receive many complaints from the neighbor about their vehicles parked in a no parking zone. The question Mrs. Vieira has is who placed the sign at that location and can it be moved to a more appropriate place at the corner. The Town Administrator will work with the Chief and will notify the Vieiras when a resolution is reached. And report back to the Board of Selectmen.

II. CORRESPONDENCE

Selectman O'Connor read the agenda as posted and the correspondence as submitted.

Motion by Selectman O'Connor to accept the 25 pieces of correspondence as read, second by Selectwoman Puleo,
Vote – Unanimous

III. APPOINTMENTS

A. 6:00 P.M. Appointment/Police Department

The Chief of Police, John Miceli, and the Deputy Chief, Rich Burrows, were in attendance. The Chief and Deputy began their presentation with the organizational chart of the police department showed how the retirement of

one sergeant and the resignation of a patrolman have left a sergeant's position and a patrolman's position vacant. This evening the Chief is recommending that patrolman Shawn Woods be promoted to the sergeant's position. Officer Woods has been with the police department since 2000 starting as a dispatcher moving upward to reserve and finally as patrolman; he ranks number one in the sergeant pool. With the new promotion, the police department will have two patrolman vacancies. The Chief would like to start the hiring process and is looking for the Board's support.

Motion by Selectman O'Connor to promote Officer Shawn Woods to the position of Sergeant effective Monday, November 28, 2005, second by Selectwoman Puleo,

Vote - Unanimous

Newly promoted Shawn Woods was presented with his new badge by his mother. The Board congratulated Sergeant Woods on his new promotion and wished him success.

Motion by Selectman O'Connor to allow the Chief to go forward with the search and hiring of two new patrolmen, second by Selectwoman Puleo,

Vote - Unanimous

B. 6:05 P.M. Liquor License Transfer Request/RS & AP Westford Road, Inc. 161-163 Westford Road.

Motion by Selectwoman Puleo to open the hearing, second by Selectman Booth

Vote - Unanimous

The Clerk read the legal notice, and the Chair read the list of the required forms.

Motion by Selectwoman Puleo to waive the reading of the abutters' list, second by Selectman Lemoine,

Vote - Unanimous

Attorney Nicosia was in attendance to present the petitioners request for a transfer of license. The transfer is from Jacoppi's Italian Restaurant at 271 Middlesex Road to RS & AP Westford Road, Inc. at 161-163 Westford Road with Ai Hua Pu as manager. The petitioner wishes to open and operate a Chinese restaurant at 161 Westford Road. This will be a retail plaza with a Chinese restaurant.

Ms. Ai Hua Pu has successfully managed the retail store with a liquor license at Flints Corner. The report from Sgt. Howe was favorable. The Chair inquired if there were any abutters present who wished to speak in favor of or against the petition, no one came forward. Hearing no further discussions the Chair entertained a motion to close the hearing.

Motion by Selectwoman Puleo to close the hearing, second by Selectman Booth
Vote – Unanimous

Motion by Selectwoman Puleo to transfer the liquor license from Jacoppi's Italian Restaurant to RS & AP Westford Road, Inc. 161-163 Westford Road, Ai Hua Pu as manager as submitted, second by Selectman Booth
Vote – Unanimous

C. 6:15 P.M. License Request/Aboveground Storage
Tank/MIT/Westford-Tyngsborough

Mr. Maegher attended the meeting to present his request for an additional above ground storage tank at the MIT Haystack Observatory. This is an additional tank as they already have three tanks for a total of 6000 gallons and with the addition of one more the capacity has come closer to 8000 gallons therefore a new license was needed. The Fire Chief did inspect and signed off on the application. Hearing no further discussions the Chair entertained a motion from the Board.

Motion by Selectwoman Puleo to approve the license request for the 8,000 gallons above ground storage tank, second by Selectman O'Connor,
Vote - Unanimous

D. 6:25 P.M. Manager Change Request/Olive Garden
Restaurant/Middlesex Road

This hearing will be continued to Monday, December 5, 2005 at 6:00 P.M. because of insufficient information. The proposed manager has agreed to the continuation and will be present at the next regularly scheduled meeting.

E. 6:35 P.M. Manager Change Request/Vesper Country
Club/Pawtucket Blvd.

Motion by Selectman O'Connor to open the hearing, second by Selectwoman Puleo,
Vote – Unanimous

Motion by Selectman O'Connor to waive the reading of the abutters list, second by Selectwoman Puleo,
Vote – Unanimous

The Chair welcomed David Scaer to the meeting. Mr. Scaer presented his petition to transfer the manager of record for Vesper CC from Michael Donahue to David Scaer. Mr. Scaer was chosen from two hundred applicants, is experienced in the management field, does hold a bar code certification from another state but has applied for TIPS Certification here in Massachusetts. He will receive his certification in December and will forward a copy to the office. There was no discussion. Sgt. Howe's report showed no problems with the application. The Chair asked if there were any abutters in the audience who wished to speak in favor of or against the application, no one came forward.

Motion by Selectwoman Puleo to close the hearing, second by Selectman Booth,
Vote – Unanimous

Motion by Selectwoman Puleo to approve David Paul Scaer as the new manager for Vesper Country Club, second by Selectman Lemoine,
Vote - Unanimous

IV. ACTION/DISCUSSION

A. Recycling Insert/Tax Bill

The Board of Health wants to include a copy of the recycling calendar with the tax bills. This way the citizens will receive the information without any additional cost to the Town. The Board favored the request and there was no further discussion.

Motion by Selectwoman Puleo to approve the recycling calendar to be inserted with the tax bills, second by Selectman Booth,
Vote – Unanimous

B. Discussion/Treasurer & Assist Town Admin Positions

The Administrator and the Chair had discussions on the two vacancies left by the resignation of the Assistant Town Administrator and the retirement of the Town Treasurer. The Administrator will take a look at the positions and will make a recommendation next week.

V. SELECTMEN'S NOTES

The Selectmen welcomed Rosemary as the new Administrator. The selectmen spoke of Sgt. Pivrotto's retirement party, all went well. The board thanked the highway department for a job well done in clearing the snow that fell over the Thanksgiving holiday. The board also thanked the Chair for her hours spent working with the assistant in the office, everything ran smoothly. The Chair announced the tree lighting event and the Library event that will be held on Saturday. The Veterans' Day ceremonies went well. The Chair, hearing no further discussions from the Board, asked the new Administrator if she had any notes to share.

VI. TOWN ADMINISTRATOR'S NOTES

The new Administrator had a good day and has an open door policy. Ms. Cashman is anxious to get started and meet with all of the employees.

VI. EXECUTIVE SESSION

No Executive Session this evening.

VII. ADJOURNMENT

Having no further business, the board voted to adjourn.

Motion by Selectwoman Puleo to adjourn the meeting, second by Selectman Booth,

Vote - Unanimous

The meeting adjourned at 7:03 PM

Respectfully submitted

Therese Gay
Admin Assist.