



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, February 25, 2020

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Call to Order**
2. 7:00PM **Executive Session**  
To consider the ratification of a tentative agreement and to consider approval of the Westford Public Works Association's collective bargaining agreement for fiscal years 2020-2022, as an open session may have a detrimental effect on the Town's bargaining position
3. 7:30PM **Pledge of Allegiance**
4. 7:32PM **Open Forum/FAQ/Announcements**
5. 7:35PM **Public Hearing – Pole Petition**  
Request from Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc., job no. 26029111, to relocate 6 JO poles on Dunstable Road beginning at a point approximately 626 feet north of the centerline of the intersection of Olive Road and continuing approximately 1704 feet in a northerly direction – *Paulo Sathler, National Grid*
6. 7:40PM **Old/New Business**
  - i. Update from Roudenbush Community Center relative to programming and finances – *Michelle Sullivan, Executive Director, and Leanna Moran, Board of Directors Co-Chair, Roudenbush Community Center*
  - ii. Update following WestfordCAT's February 12, 2020 Meeting – *Selectman Clay, Board of Selectmen Liaison to Westford Community Access Television*
  - iii. Request to approve the Transportation Hardship Policy for employment, medical services, and necessary errands for Westford residents with transportation hardship – *Jennifer Claro, Director, Council on Aging*
  - iv. Consider amendments to the Westford Fire Department Ambulance Billing Collection Policy – *Joe Targ, Chief, Fire Department*
  - v. Consider approval of the Community Preservation Act Grant Agreement to offer continued support for the Helena Crocker Residences Project – *Jeffrey Morrissette, Director of Land Use Management*
  - vi. Request from the Healthy Westford Committee to reduce their membership and a brief update on the Committee's recent activities – *Bill Harman, Chair, Healthy Westford Committee*

7. 8:00PM **Annual Town Meeting – March 28, 2020**

Selectmen review warrant articles, set the order of the warrant, sign the warrant, and take positions on the following articles:

ARTICLE 2:	Approve Unpaid Bills from Previous Fiscal Year(s)	<i>Town Manager</i>
ARTICLE 5:	Amend the Wage and Classification Plan	<i>Town Manager</i>
ARTICLE 6:	Approve Capital Appropriations	<i>Capital Planning Committee</i>
ARTICLE 8:	Appropriate Funding to Design and Construct a New Municipal Building located at 51 Main Street	<i>Board of Selectmen</i>
ARTICLE 19:	Assess the Cost Effectiveness of Outsourcing Ambulance Services	<i>Citizens' Petition</i>
ARTICLE 21:	Authorization for the Board of Selectmen to petition the General Court for one (1) additional all alcohol on premises license to be exercised by Veled, Inc. or a Related Entity or its Successor and/or Assign, located at 478 Groton Road, Westford	<i>Citizens' Petition</i>
ARTICLE 22:	Clarify the Memorandum of Understanding Between the Town of Westford and Westford Community Access TV	<i>Citizens' Petition</i>
ARTICLE 26:	Amend the Zoning Bylaw to Clarify Minimum Lot Frontage Requirements	<i>Planning Board</i>
ARTICLE 27:	Amend the Zoning Bylaw to Extend the Time for Lapse of Special Permits from Two Years to Three Years	<i>Planning Board</i>
ARTICLE 28:	Amend the Zoning Bylaw to Clarify Area Standards for Accessory Dwelling Units	<i>Planning Board</i>
ARTICLE 29:	Amend the Zoning Bylaw to Regulate Massage Establishments	<i>Planning Board</i>
ARTICLE 30:	Amend the Zoning Bylaw to Delete Section 6.3: Growth Management (and related subsections) which Expired on May 11, 2009	<i>Planning Board</i>
ARTICLE 31:	Amend the Zoning Bylaw to Define and Regulate Short-Term Rentals, and to Establish a Summer Village Short-Term Rental Overlay District	<i>Planning Board</i>
ARTICLE 32:	Amend the Zoning Bylaw to Define Short-Term Rentals and to Establish a Summer Village Short-Term Rental Overlay District	<i>Planning Board</i>
ARTICLE 34:	Disposition of 63 Main Street	<i>Citizens' Petition</i>

8. 9:00PM **Consent Agenda – Request to approve the following:**

i. Banner Request:

Event: Annual Westford Strawberries 'N Arts Festival  
 Applicant: First Parish Church United  
 Dates: Saturday, June 13, 2020 – Tuesday, June 23, 2020  
 Location: First Parish Church

ii. Event: Westford Boy Scouts of America Troop 437 Spring Bike and Sports Sale Fundraiser

Applicant: Barbara Anderson  
 Dates: Saturday, April 25, 2020 – Tuesday, May 5, 2020  
 Location: J.V. Fletcher Library

iii. Town Common and Bandstand Request:

Event: Annual Westford Strawberries 'N Arts Festival  
 Applicant: First Parish Church United  
 Date: Saturday, June 20, 2020 (Rain date: Sunday, June 21, 2020)  
 Time: 6:00AM to 5:00PM

iv. Event: Westford Boy Scouts of America Troop 437 Spring Bike and Sports Sale Fundraiser

Applicant: Barbara Anderson  
 Date: Saturday, May 2, 2020  
 Time: 7:00AM to 3:00PM

9. 9:05PM      **Board Reports/Updates**  
Update from Selectman Clay on the progress of the Town and School Safety Task Force
10. 9:10PM      **Town Manager's Report**
- i. Request from the Land Use Management Department to accept gifts from Hanover RS Construction (Hanover Westford Valley) in the amount of \$40,000 for transportation services and improvements along Route 110
  - ii. Request to authorize the Town Manager to enter into an electricity supply contract for the town and school buildings for a period of up to 36 months beginning in December 2021
  - iii. Request from the Facilities Department to expend \$1,430 from the Lease of Town Buildings Revolving Account (Roudenbush buildings) to repair an elevator control board at the Roudenbush Building, 65 Main Street
  - iv. Town Manager's Office to conduct audit for fiscal years 2019 and 2020 of town and school compliance with Massachusetts public procurements laws and provide mandatory procurement training to all staff responsible for processing goods and services
  - v. Request approval of the following:
    - a. Contracts:
      - 1. A tentative agreement and the Westford Public Works Association (WPWA) collective bargaining agreement for fiscal years 2020-2022
      - 2. Hopkington Forestry and Land Clearing for the sale of timber at 60 Forge Village Road in the amount of \$7,585 as requested by the Water Department
    - b. Purchase Orders:
      - 1. CDW-G for Microsoft licenses in the amount of \$41,649.82 as requested by the Technology Department
      - 2. W.L. French for removal and disposal of catch basin and street sweepings in the amount of \$23,100 as requested by the Highway Department
11. 9:15PM      **Correspondence**
12. 9:20PM      **Adjournment**

**Board of Selectmen  
Correspondence  
February 25, 2020**

**Incoming Correspondence:**

IC 01	2/05/20	State Representative Deb Busser's thank you letter to Selectman Almeida
IC 02	2/10/20	Superintendent Pigeon's memo to Ronald Deschenes relative to his expiration of term as a member on the Nashoba Valley Technical School District Committee
IC 03	2/10/20	Superintendent Pigeon's memo to Town Moderator Spuhler relative to Nashoba Valley Technical School District Committee member's term expiration
IC 04	2/10/20	Comcast Statement
IC 05	2/11/20	Comcast Xfinity Form 500
IC 06	2/18/20	Northern Middlesex Council of Governments Notice of Meeting
IC 07	2/18/20	Red Hat's Economic Development Incentive Program (EDIP) Annual Report for calendar year 2019
IC 08	2/20/20	Ronald Deschenes letter to Selectman Almeida regarding reappointment notice to the Nashoba Valley Technical School District Committee
IC 09	2/20/20	Invitation to SVT and OARS 4th Annual Land and Water Legislative Breakfast
IC 10	2/20/20	Lowell Community Charter Public School invitation for support of their 20th Anniversary Gala

**Outgoing Correspondence:**

OC 01	2/18/20	Public Hearing Abutters Notice
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*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](mailto:tmaa@westfordma.gov).*