



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, 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**
 - **Town Clerk Patty Dubey reminded residents that early voting for the Presidential Primary will be held at Town Hall 2/24 – 2/28 during normal business hours**
 - **Chairman Almeida announced WCAT is live streaming the Board of Selectmen meetings on YouTube**
 - **Beth Perkins, 9 Patriot Lane, announced a new organization in town called Westford Climate Action whose mission is to fight climate change. They are advocating for renewable energy alternatives to be considered in the town and school utility supply contracts and all future aggregation contracts**
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*
Continued to BoS meeting on 3/10 at 7:35PM
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*
BoS requested a copy of the fiscal year 2019 audit

- ii. Update following WestfordCAT’s February 12, 2020 Meeting – *Selectman Clay, Board of Selectmen Liaison to Westford Community Access Television*
Several questions and statements were made relative to WCAT’s recent actions and meetings. The WCAT Task Force is investigating new potential revenue sources, programming mixes, and staffing models. The Task Force will convene this week to drive a community-based solution that is sustainable for the organization. Many WCAT Officers and Board Members will complete their term at their upcoming annual meeting, and those interested in joining the WCAT board are encouraged to email Nancy Burns, nominating chair, at nancy@nancyburns.com. Selectman Clay plans to meet with concerned WCAT community members to ensure they are able to call for a Special Members meeting and in general to promote open communication.
- 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*
Approved 5-0
- iv. Consider amendments to the Westford Fire Department Ambulance Billing Collection Policy – *Joe Targ, Chief, Fire Department*
Approved 5-0
- 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*
Approved 5-0
- 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*
Approved 5-0 to decrease membership to 9 full members. The Board requested the Committee contact the Parks, Grounds and Recreation Committee and School Committee to see if they have interest in continuing to serve on the Committee. Town Manager Ross asked the Committee to identify term expiration dates. The Committee will return to the BoS meeting on 3/10 with their membership recommendations

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) Selectmen recommend dismissing 5-0	<i>Town Manager</i>
ARTICLE 5:	Amend the Wage and Classification Plan Selectmen recommend 5-0	<i>Town Manager</i>
ARTICLE 6:	Approve Capital Appropriations Selectmen recommend 5-0	<i>Capital Planning Committee</i>
ARTICLE 8:	Appropriate Funding to Design and Construct a New Municipal Building located at 51 Main Street Continued to 3/10	<i>Board of Selectmen</i>
ARTICLE 19:	Assess the Cost Effectiveness of Outsourcing Ambulance Services Selectmen took no action; Petitioner notified they would like to dismiss the article at Annual Town Meeting	<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 Selectmen do not recommend 4-0-1 (Selectman Hazelton abstained)	<i>Citizens’ Petition</i>

ARTICLE 22:	Clarify the Memorandum of Understanding Between the Town of Westford and Westford Community Access TV Selectmen took no action	<i>Citizens' Petition</i>
ARTICLE 26:	Amend the Zoning Bylaw to Clarify Minimum Lot Frontage Requirements BoS will wait for Planning Board recommendations. Continued to 3/10	<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 BoS will wait for Planning Board recommendations. Continued to 3/10	<i>Planning Board</i>
ARTICLE 28:	Amend the Zoning Bylaw to Clarify Area Standards for Accessory Dwelling Units BoS will wait for Planning Board recommendations. Continued to 3/10	<i>Planning Board</i>
ARTICLE 29:	Amend the Zoning Bylaw to Regulate Massage Establishments BoS will wait for Planning Board recommendations. Continued to 3/10	<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 BoS will wait for Planning Board recommendations. Continued to 3/10	<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 BoS will wait for Planning Board recommendations. Continued to 3/10	<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 BoS will wait for Planning Board recommendations. Continued to 3/10	<i>Planning Board</i>
ARTICLE 34:	Disposition of 63 Main Street Selectmen do not recommend 5-0	<i>Citizens' Petition</i>

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

Approved subject to public safety recommendations 5-0

- 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
Task Force will continue to work towards a set of recommendations. Their next meeting is 3/5 at 8:30AM

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
Approved 5-0
- 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
Approved 5-0 upon contingency that renewable energy credits can be applied at a later date
- 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
Approved 5-0
- 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

Approved 5-0

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.