



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, March 10, 2020

7:30PM

Town Hall, Meeting Room, 55 Main Street

Selectman Hazelton absent

1. 7:30PM **Call to Order**
2. 7:30PM **Pledge of Allegiance**
3. 7:32PM **Open Forum/FAQ/Announcements**
 - **Chairman Almeida invited the public to attend the public information meeting held jointly with the PTBC and the BoS on 3/11 at 7PM at the Fletcher Fire Station 1, 65 Boston Road, regarding the proposed new Center Building to be located at 51 Main Street**
 - **Town Manager Jodi Ross announced Massachusetts Governor Charlie Baker declared a state of emergency to mitigate the spread of Coronavirus and the BoS agreed to meet on 3/17 at 7PM to consider policies and procedures related to the situation**
 - **Town Clerk Patty Dubey thanked all the election workers who helped with early voting and with the election last week**
4. 7:35PM **Continued 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. Relocating the following poles more than 5 feet from their original locations; poles 42 through 47 and pole 51 – *Paulo Sathler and Christopher Wellington, National Grid*
Approved 4-0
5. 7:40PM **Public Hearing – Electrical Conduit Location Petition**

Request from Massachusetts Electric Company d/b/a National Grid, job no. 28231625, to replace direct buried cable in conduit using directional drill method and install pull boxes; beginning at a point approximately 9 feet southeast of the centerline of the intersection of Main Street and Fairview Drive and continue approximately 860 feet in a southwest direction – *Paulo Sathler and Christopher Wellington, National Grid*
Approved 4-0 contingent upon a certificate of completion of repairing the gas leak in that area

6. 7:45PM **Consider approval of the Joint Committee on Consumer Protection and Professional Licensure’s changes to House Bill 4339, an act authorizing the town of Westford to grant two additional licenses for the sale of alcoholic beverages to be drunk on the premises within the shopping center commonly known as the Westford Valley Marketplace, located at 160-174 Littleton Road**
Approved the Act 4-0 subject to recommending a two year moratorium on one of the licenses

7. 7:55PM **Public Hearing – Street Acceptance and Layout of Jennie Richards Road – Paul Starratt, P.E., Town Engineer**
Approved 4-0

8. 8:00PM **Annual Town Meeting – March 28, 2020**
i. Selectmen review warrant articles and take positions on the following articles:

ARTICLE 26:	Amend the Zoning Bylaw to Clarify Minimum Lot Frontage Requirements Selectmen recommend 4-0	<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 Selectmen recommend 4-0	<i>Planning Board</i>
ARTICLE 28:	Amend the Zoning Bylaw to Clarify Area Standards for Accessory Dwelling Units Selectmen recommend 4-0	<i>Planning Board</i>
ARTICLE 29:	Amend the Zoning Bylaw to Regulate Massage Establishments Selectmen recommend 4-0	<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 Selectmen recommend 4-0	<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 Selectmen recommend 4-0	<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 Selectmen recommend 4-0	<i>Planning Board</i>

ii. Selectmen discuss wording and vote on any proposed ballot question(s)
Approved 4-0

9. 8:25PM **Old/New Business**
i. Request for joint Board of Selectmen, School Committee, and Town Moderator reappointment to the Nashoba Valley Technical High School District Committee for a term expiring on March 31, 2023:
a. Ronald Deschenes
Approved 4-0
ii. Request to appoint James Gozzo to Fence Viewer for a term expiring on June 30, 2020
Approved 4-0

10. 8:35PM

Consent Agenda – Request to approve the following:

- i. Banner Request:
Event: Memorial Day
Applicant: Ryan Cobleigh
Dates: Sunday, May 17, 2020 – Wednesday, May 27, 2020
Location: J.V. Fletcher Library
- ii. Town Common and Bandstand Request:
Event: Easter Sunrise Service and Easter Egg Hunt
Applicant: First Parish Church
Date: Sunday, April 12, 2020
Time: 7:00AM to 1:00PM
- iii. Event: Memorial Day
Applicant: Ryan Cobleigh
Date: Sunday, May 24, 2020
Time: 8:00AM to 2:00PM
- iv. Event: Summer Farmers Market
Applicant: Roudenbush Community Center, Inc.
Date: Tuesdays, July 7, 2020 through August 25, 2020
Time: 12:00PM to 7:00PM
 - Request for clarification from the Town Manager whether there will be any charge for use of Town Common

Approved 4-0 recommended not charging Roudenbush contingent upon Town Counsel’s opinion

Approved subject to public safety recommendations 4-0

11. 8:40PM

Minutes for Approval

For Release

- February 6, 2020 – Joint with Finance Committee
- February 12, 2020 – Joint with Town and School Safety Task Force
- February 13, 2020 – Joint with Finance Committee
- February 27, 2020 – Joint with Finance Committee

Executive Session – Not for Release:

- February 25, 2020

Approved 4-0

12. 8:45PM

Executive Session Minutes for Release:

- April 12, 2011
- September 24, 2012
- September 8, 2015
- November 24, 2015
- January 26, 2016
- February 9, 2016

Approved 4-0

13. 8:50PM **Board Reports/Updates**
- **Selectman Clay reviewed the WCAT 2019 Financial Summary and recapped recent WCAT board actions. He announced there will be a WestfordCAT board meeting on 3/18 at 7PM at the Roudenbush Community Center, Inc.**
 - **Chairman Almeida announced the Westford Community Gardens plots are filling up and suggested if you are interested to submit your application soon**
14. 8:55PM **Town Manager's Report**
- i. Request approval of the following:
 - a. Purchase Orders:
 1. Dennis K. Burke for the purchase of gas and diesel fuel in the amount of \$24,000 as requested by the Highway Department
Approved 4-0
15. 9:00PM **Correspondence**
16. 9:05PM **Adjournment**

**Board of Selectmen
Correspondence
March 10, 2020**

Outgoing Correspondence:

IC 01	02/25/20	Letter with enclosed check from MIIA for payment of dividend amounts awarded
IC 02	02/25/20	Northern Middlesex Council of Governments notice of unanimous vote to increase per capita assessment rate
IC 03	02/25/20	Lowell Regional Transit Authority 2/27/2020 Meeting Agenda
IC 04	02/26/20	National Grid Electrical Conduit Location Petition
IC 05	02/26/20	Xfinity changes in pricing
IC 06	02/27/20	Stantec Consulting Services Inc. Monitoring for Raw Drinking Water Wells
IC 07	02/28/20	WalkBoston invitation to Selectman Hazelton to their annual party
IC 08	03/02/20	Boott Hydropower, LLC regarding the Lowell Hydroelectric Project
IC 09	03/02/20	National Grid Pole Petition
IC 10	03/02/20	MassDOT notice of Chapter 90 local transportation aid funding for fiscal year 2021
IC 11	03/03/20	Verizon Fios Channel Lineup, Rate Card, Sample Bill, and Terms of Service

Incoming Correspondence:

OC 01	02/26/20	Letter to the Division of Professional Licensure authorizing the Roudenbush Community Center, Inc. to apply for variances
OC 02	02/26/20	Thank you letter to Middlesex Savings Charitable Foundation
OC 03	02/27/20	2020 Initial Boundary Validation Program
OC 04	03/03/20	Abutters Notice regarding a Public Hearing for National Grid's Electrical Conduit Location Petition
OC 05	03/03/20	Abutters Notice regarding a Continued Public Hearing for National Grid's Pole Petition
OC 06	03/04/20	Abutters Notice regarding Public Information Meeting for 51 Main Street

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.