



TOWN OF WESTFORD
SELECT BOARD

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557



Action Taken

MEETING AGENDA

Tuesday, March 23, 2021

7:00 PM

Meeting will be held virtually- instructions are below

1. 7:00 PM **Call to Order**
2. 7:00 PM **Pledge of Allegiance**
3. 7:02 PM **Open Forum/FAQ/Announcements**
 - **Select Board Chair Peraner-Sweet read a statement from the Select Board to the community in response to the recent incidents of violence against the Asian-American and Pacific Islander Community. The statement may be found at the following link: [Statement from the Westford Select Board](#)**
 - **Select Board Chair Peraner-Sweet congratulated Assistant Town Manager Eric Heideman, his wife Laura and daughter Amelia on the birth of their new daughter Colette**
 - Recognition of Highway Superintendent/Tree Warden Chip Barrett for 44 years of service with the town in light of his retirement effective March 31, 2021
 - Annual Town Meeting non-petition articles are due to the Town Manager's Office by Wednesday, March 31, 2021 at 10:00 AM and the deadline for citizen petition articles to due to the Town Clerk's Office for certification of signatures by Tuesday, April 6, 2021 2:00 PM
4. 7:15 PM **Community update on the COVID-19 situation and impacts on town operations during this period**
 - i. Update on a potential intermunicipal agreement between the towns of Acton, Bedford, Carlisle, Concord, Lincoln, Maynard, Wayland, and Westford to establish a large-scale regional COVID-19 vaccination clinic in order to obtain vaccine supply from the Commonwealth – *Jeff Stephens, Health Director*
Health Director Jeff Stephens stated he would inform the board if the state approves the regional COVID-19 vaccination site
 - ii. Re-evaluate suspended collection of The Roudenbush Community Center, Inc.'s rent payments due to the disruption in programming due to the COVID-19 pandemic – *Michelle Sullivan, TRCCI Executive Director*
Approved 5-0 to abate the rent until June 30, 2021. The board will reevaluate at their meeting on June 8, 2021
 - iii. Request from the Veterans Services Department to hold a virtual Memorial Day ceremony in light of the pandemic – *Ryan Cobleigh, Veterans Service Officer*
This will be revisited at the board's meeting on April 13, 2021

5. 7:35 PM **Joint Meeting with Economic Development Committee and Planning Board to discuss a proposed Town Meeting Warrant Article to amend the Zoning Bylaw to allow for drive-throughs for restaurants within the Commercial Highway Zoning District with benefit of a Special Permit from the Planning Board**
 – Bruce Rosenberg, Chair, Tom Barry and Ron Caterino, Members, Economic Development Committee
 – Dylan O’Connor, Vice-Chair, Kate Hollister and Bob Shaffer, Members, Planning Board
Town Manager Ross was instructed to add a placeholder to the Annual Town Meeting Warrant while the Planning Board continues to discuss options
6. 7:45 PM **Old/New Business**
- i. Request to add a question to the Annual Town Election Ballot regarding H4469, An Act authorizing the town of Westford to establish a means tested senior citizen property tax exemption – *Patty Dubey, Town Clerk*
Approved 5-0
 - ii. Update on 1, 4 Dioxane results at the Westford Water Department Supply Well Forge I – *Steve Cronin, Director of Department of Public Works*
The most recent sample showed non-detect but they will continue to repeat sampling
7. 7:55 PM **Consent Agenda – Request to approve the following:**
- i. Town Common Request:
 - a. Event: Bootcamp Fitness Class
 Applicant: Suzanne Lewis on behalf of In Motion Cycling and Fitness Studio
 Date: Wednesdays, April 14, 2021 through May 12, 2021
 Time: 5:30 PM to 6:30 PM
 - b. Event: Summer Farmer’s Market
 Applicant: Avery Adam on behalf of the Roudenbush Community Center
 Date: Tuesdays, June 15, 2021 through October 5, 2021
 Time: 12:00 PM to 7:00 PM
 - ii. Flag Hoisting:
 Event: 106th Anniversary of the Armenian Genocide
 Flag: Armenian Flag
 Applicant: Ara Jeknavorian on behalf of Armenian National Committee of Merrimack Valley
 Location: Westford Town Hall or other suitable location
 Date: Friday, April 23, 2021 to Saturday, April 24, 2021
Approved 5-0 subject to Public Safety recommendations and Health Department’s requirements
8. 8:00 PM **Board Reports/Updates**
9. 8:05 PM **Town Manager’s Report**
- i. Request to authorize the submittal of a Hazard Mitigation Plan on behalf of the town of Westford to MEMA
 – *Jeff Morrisette, Director of Land Use Management*
 - ii. Request to approve the following:

- a. Contracts:
 - 1. One-year contract extensions with All States Asphalt, Inc., P.J. Albert, and Superior Sealcoat, Inc., for assorted on-call service contracts at the unit prices listed on their price proposal form, as requested by the Highway Department
 - 2. One-year contract extension with Markings, Inc. for traffic line painting services at the unit prices listed on their price proposal form, as requested by the Highway Department
 - 3. One-year contract extension with Pathfinder Tree Service, LLC for on-call tree removal/maintenance related services at the unit prices listed on their price proposal form, as requested by the Highway Department
 - 4. Patriot Properties, Inc. for real and personal property consulting services for FY 22-24 in the amount of \$122,100, as requested by the Assessors' Office
 - 5. Millenium Maintenance & Power Sweeping, Inc. for street sweeping in the amount of \$50,521.15, as requested by the Engineering Department
 - 6. Contract amendment with Tighe & Bond for the town's Municipal Separate Storm Sewer System Permit year 3 compliance in the amount of \$46,300, as requested by the Engineering Department
- b. Purchase Orders:
 - 1. Merrimack Valley Truck Service for repairs to a ladder truck in the amount of \$17,918.91, as requested by the Fire Department

Approved 5-0

10. 8:10 PM **Correspondence**

11. 8:15 PM **Adjournment**

Options available to access the Select Board meeting remotely:

- 1. Register to watch the meeting through the GotoWebinar website at: <https://register.gotowebinar.com/register/750508358145648140>. After registering, you will receive a confirmation email. There are basic instructions on how to use GoToWebinar available at: www.youtube.com/watch?v=IQ3Xwwgbd8Y.
- 2. WCAT will be broadcasting the meeting live on channels 9 (Comcast) and 34 (Verizon). They also will be streaming the video online. Please see their website for more details: www.westfordcat.org.

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.

**Select Board
Correspondence
March 23, 2021**

Incoming Correspondence:

IC 01	02/08/21	Central Massachusetts Mosquito Control Project Form SRB-1
IC 02	03/05/21	National Grid's Transmission Vegetation Notification
IC 03	03/09/21	Verizon Fios TV Programming Change
IC 04	03/11/21	Public Notice relative Bear Mt Westford, LLC submission of Intent to Acquire Westford House
IC 05	03/11/21	Leader Bank, N.A. Answer of Defendant/Interested Party and Notice of Appearance
IC 06	03/11/21	Verizon Fios TV MA Annual Billing Practices Documentation
IC 07	03/11/21	Xfinity Annual Notice
IC 08	03/12/21	Constellation NewEnergy, Inc. Massachusetts Environmental Disclosure
IC 09	03/15/21	John and Violent Dagdigian Letter of Support of Armenian National Committee of Merrimack Valley's Flag Hoisting Request
IC 10	03/16/21	PB 2106 SCE – 6 Hildreth Street, Scenic Road Application and Request for Comments
IC 11	03/17/21	Dr. Denise Pigeon letter to Town Officials regarding 10-year School Committee Composition Review

Outgoing Correspondence:

OC 01	03/10/21	Letter to Attorney Murphy regarding Notice of Intent to Sell 22 Griffin Road
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