



**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, March 24, 2020  
7:00PM

Meeting will be held virtually- instructions are below

1. 7:00PM **Call to Order**
2. 7:00PM **Pledge of Allegiance**
3. 7:02PM **Update for community on Coronavirus (COVID-19) situation and impact on residents of town operations during this period**
  - i. Consider opening the Westford Community Gardens
  - ii. Consider postponing the Annual Town Election
4. 7:30PM **Old/New Business**
  - i. Update from Select Board member Tom Clay on WestfordCAT board actions and discuss options available regarding town's MOU with WestfordCAT
  - ii. Request from the Energy Committee to appoint Gerald DiBello to the Energy Committee's vacant position for a term expiring on June 30, 2021
  - iii. Request from the Healthy Westford Committee to increase their membership to 10 full members, 1 alternate, and request to appoint the following:
    - a. Alexander Hilton for a term expiring on June 30, 2020
    - b. Jeffrey Stephens for a term expiring on June 30, 2022
    - c. Sean Kelly for a term expiring on June 30, 2022
5. 7:45PM **Board Reports/Updates**
6. 7:50PM **Town Manager's Report**
  - i. Request approval of the following:
    - a. Contracts:
      - i. Third contract amendment with COVANTA for solid waste disposal services in the amount of \$90 per ton in FY22, \$93.60 per ton in FY23, and \$97.34 per ton in FY24
      - ii. Environmental Strategies & Management for Phase II Site Assessment services for the 12 North Main parcel in the amount of \$64,500, funded by the recently awarded Mass Development Brownfields Grant
      - iii. Amend a contract with Simcox Appraisal for appraisal services for the Moore Road, Oak Hill Road, and Plain Road Improvement Project in the amount of \$11,250 as requested by the Engineering Department
7. 7:55PM **Correspondence**
8. 8:00PM **Adjournment**

**Three options available to access the Board of Selectmen meeting remotely:**

1. Register to watch the meeting through the GotoWebinar website at:  
<https://attendeegotowebinar.com/register/7826724394429237772>. 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](http://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](http://www.westfordcat.org).
3. You may call in and listen on any phone (landline or cellphone) by dialing (562) 247-8321 and using meeting code 656-210-701.

**Board of Selectmen  
Correspondence  
March 24, 2020**

**Incoming Correspondence:**

IC 01	3/06/2020	Town of Westford Conservation Commission's Record of Proceedings
IC 02	3/06/2020	Notice of Appearance on behalf of Town of Westford Conservation Commission
IC 03	3/06/2020	St. Catherine - St. Vincent de Paul's 15th Annual Golf Tournament
IC 04	3/06/2020	Xfinity TV changes to service
IC 05	3/09/2020	Department of Agricultural Recourse Nomination of Inspector of Animals
IC 06	3/11/2020	Xfinity Channel Lineup
IC 07	3/11/2020	Nashoba Valley Technical School District Committee FY 2021 town assessment
IC 08	3/11/2020	Community Teamwork, Inc.'s revised Agency Resource Guide for Constituent Services
IC 09	3/13/2020	Notice of Nonevidentiary Hearing
IC 10	3/17/2020	Nashoba Valley Medical Center invitation to 9th Annual Hunger Run 5K
IC 11	3/17/2020	Stantec Landfill Gas Monitoring 1st Quarter 2020
IC 12	3/17/2020	Status of Nomination Papers for 2020 Open Positions
IC 13	3/17/2020	Westford Planning Board's Opposition to Plaintiffs' Motion to Amend
IC 14	3/17/2020	WM Waste and Recycling Collection Calendar
IC 15	3/19/2020	Email from Greater Lowell Chamber of Commerce regarding State Support for Restaurants and Bars

*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).*