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
      The opening will be delayed until late May. The gardeners will practice social distancing and eliminate all direct contact from the garden and garden events. The WCG will be seeking town staff assistance with getting the garden ready and opening day activities. There are some state organizations reviewing best practices related to municipal community gardens
   ii. Consider postponing the Annual Town Election in accordance with S2608, an act granting authority to postpone 2020 municipal elections in the Commonwealth and increase voting options in response to the declaration of emergency to respond to COVID19
      Will continue discussion at the next BoS meeting on 3/31
   iii. Request from the Health Department to accept state funds from the Metropolitan Area Planning Council for assistance in responding to the COVID-19 outbreak
      Approved 5-0 to accept the funds and approve the agreement. The Health Director will work with the Town Manager to find the most important use of these funds
   iv. Thank you to all who have kindly donated supplies to our public safety departments

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
      Approved 5-0 to proceed with an intention to terminate under section 14 of the Memorandum of Understanding with WestfordCAT, with letter to be sent no later than 3/27, and during the 30-day period no changes be made to staffing and/or operations
   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
      Approved 5-0
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
   Approved 5-0

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
      Approved 5-0

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://attendee.gotowebinar.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.

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.

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:**

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