



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 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:

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.