



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 31, 2020

6:30PM

Meeting will be held virtually- instructions are below

1. 6:30PM **Call to Order**
2. 6:30PM **Executive Session**
To discuss bargaining strategies with the Office and Professional Employees International Union and the Communication Workers of America, as an open session may have a detrimental effect on the town's bargaining position
3. 7:00PM **Pledge of Allegiance**
4. 7:02PM **Update for community on Coronavirus (COVID-19) situation and impact on residents of town operations during this period**
 - **Chairman Almeida thanked Town Manager Ross and the entire town staff for their service over the past few difficult weeks and wanted to acknowledge residents who are helping each other in many different ways**
 - **Town Manager Ross gave an update from the Council on Aging. Last Friday 51 bags of prepacked food were delivered to residents in need. The Cameron Senior Center staff called all residents over the age of 75 to do a wellness check and notified them of services available. They also called residents between 60 and 74 to offer assistance. The Council on Aging filmed a Zoom show with WestfordCAT which will broadcast within the next few days**
 - i. Consider postponing the Annual Town Election in accordance with Senate Bill No. 2608, 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 COVID-19
Approved 5-0 to postpone the Annual Town Election scheduled for 5/5/2020 to be rescheduled to 6/30/2020, pursuant to Section 1 of Chapter 45 of the Acts of 2020 and because the Governor, pursuant to Executive Order 591, declared a State of Emergency to respond to COVID-19
 - ii. Discuss proposed House Bill No. 4572, An Act to address challenges in town governance resulting from COVID-19
Town Manager Ross reviewed the major provisions of the bill and is unsure if this has been approved at this time. Discussion will be continued to the BoS meeting on 4/7

5. 7:45PM **Minutes for Approval**
Regular Session – For Release

Approved 5-0

- January 28, 2020
- February 11, 2020
- February 25, 2020
- March 10, 2020

6. 7:50PM **Board Reports/Updates**

- **Selectman Clay reported that the WestfordCAT Board had a very productive meeting last week and had voted to convene their Annual Meeting on 4/16 to nominate new board members. He said the Board discussed an orderly transfer to what will become the new Board and he acknowledged their grace for focusing on what is best for the Town and WestfordCAT. He thanked the WestfordCAT Board for making that decision**
- **Selectman Kost asked the BoS to review the actions taken at WestfordCAT’s Annual Meeting that is taking place on 4/16 at the BoS meeting on 4/21**
- **Selectman Clay announced the Economic Development Committee has resources available for small businesses which you may view on the left column at the following website: westfordma.gov/covid-19**

7. 7:55PM **Town Manager’s Report**

Town Manager Ross reported the United States Congress enacted a Families First Coronavirus Response Act, which includes the Emergency Family and Medical Leave Expansion Act and the Emergency Paid Sick Leave Act which will go into effect on 4/1. BoS approved 5-0 the new federal law FFCRA (Families First Coronavirus Response Act) that takes effect April 1, 2020 and applies to the Town as “A statement of policy”; the Board reserves all of its rights and will make specific decisions related to the terms of the Town’s policy at their meeting on Friday, 4/3

8. 8:00PM **Correspondence**

9. 8:05PM **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/1394585770123555339>. 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 (213) 929-4212 and using meeting code 792-332-870

**Board of Selectmen
Correspondence
March 31, 2020**

Incoming Correspondence:

IC 01	03/24/20	Boot Hydropower, LLC's Lowell Hydroelectric Project Process Plan
IC 02	03/24/20	National Grid service update relative to the Coronavirus
IC 03	03/24/20	St. Catherine - St. Vincent de Paul Golf Tournament postponement
IC 04	03/24/20	Xfinity TV update

Outgoing Correspondence:

OC 01	03/23/20	Village at Mystery Spring HUD Review
OC 02	03/25/20	Intention to Terminate to WestfordCAT
OC 03	03/26/20	Thank you letters to donors
OC 04	03/27/20	Thank you letter to Nancy Cook

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.