



TOWN OF WESTFORD  
BOARD OF SELECTMEN, FINANCE  
COMMITTEE & SCHOOL  
COMMITTEE



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

# Action Taken

## MEETING AGENDA

Tuesday, April 7, 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 **Joint Meeting with the Board of Selectmen, Finance Committee and School Committee for a Fiscal Year 2020 and 2021 financial update related to the COVID-19 situation**  
**Finance Director Dan O'Donnell and Director of School Finance Ingrid Nilsson presented an update relative to the current fiscal year financial status of the town and schools and will continue to update each week. The boards discussed the impacts on the town. Town staff will continue to track expenses related to the COVID-19 situation and will be applying for FEMA/MEMA reimbursements**
4. 7:30PM **Executive Session with the Board of Selectmen and the School Committee**  
To discuss bargaining strategies for the town and school's collective bargaining units as an open session may have a detrimental effect on the town and school's bargaining position
5. 8:00PM **Return to Open Session with the Board of Selectmen, Finance Committee and School Committee**
6. 8:00PM **Update for the community on the COVID-19 situation and impact on residents of town operations during this period**
  - i. Consider delaying Annual Town Meeting, which is currently scheduled for Saturday, May 2, 2020, in accordance with House Bill No. 4598 (amendment House Bill No. 4617), which was enacted by both branches on April 2, 2020 and approved by the Governor on April 3, 2020  
**Approved 5-0 to reschedule Annual Town Meeting to June 20, 2020**
  - ii. Consider extending the ban of sports teams and congregations of people on town fields, parks, and playgrounds until further notice, in accordance with Governor Baker's limit of 10 people congregating at a time, and with concern for public safety  
**Approved 5-0 to extend the ban until May 4, 2020**

7. 8:15PM **Old/New Business**  
Request to place “thank you” signs on the Westford Town Common and other public and private property to thank all the “heroes” in response to the Coronavirus situation in Westford and beyond – *Patti Mason, 22 Old Homestead Road, and Christine Berthold, 3 Hyacinth Drive*  
**Applicants withdrew their request**

8. 8:20PM **Minutes for Approval**  
**Approved 5-0** { Regular Session – For Release  
• March 17, 2020  
• March 24, 2020

9. 8:25PM **Board Reports/Updates**  
Selectman Tom Clay to provide update on the Town and School Safety Task Force’s progress and WestfordCAT’s upcoming annual board meeting  
**TSSTF is on hiatus while town staff work through the Coronavirus situation and will reconvene thereafter. WestfordCAT’s Annual Board Meeting will be held virtually on 4/16 with online voting. To join the meeting and/or find out more information to apply for a board position, you may visit the WestfordCAT website by clicking [here](#)**

10. 8:30PM **Town Manager’s Report**  
**Approved 5-0** { i. Request approval of the following:  
a. Purchase Orders:  
1. Solitude Lake Management for pond and lake management services for non-native invasive aquatic plants at the unit prices in their April 2019 bid submission, not to exceed \$42,444.81 as requested by the Conservation Resource Planner  
2. From the Roudenbush Lease Expense Account:  
a. Mercier Electric & Communications, Inc., for fire alarm repairs at the Roudenbush Community Center, 65 Main Street in the amount of \$1,700 as requested by the Facilities Department  
b. Painting & Roofing General Contracting Inc., for roof repairs at the Frost School, 73 Main Street in the amount of \$1,200 as requested by the Facilities Department  
c. Cooling & Heating Specialists, Inc. for gauge repairs in the boiler room at the Roudenbush Community Center, 65 Main Street in the amount of \$787 as requested by the Facilities Department

11. 8:35PM **Correspondence**

12. 8:40PM **Adjournment**

**Options available to access the Board of Selectmen meeting remotely:**

1. Register to watch the meeting through the GotoWebinar website at: <https://register.gotowebinar.com/register/2930399005115654156>. 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).

**Board of Selectmen  
Correspondence  
April 7, 2020**

**Incoming Correspondence:**

IC 01	3/30/20	Direct Energy Business update regarding the Coronavirus Pandemic
IC 02	3/30/20	President Trump's Coronavirus Guidelines for America
IC 03	3/30/20	National Grid update regarding the Coronavirus
IC 04	3/31/30	Verizon Fios TV Programming Change

**Outgoing Correspondence:**

OC 01	3/30/20	Appointment Letter to Sean Kelly to the Healthy Westford Committee
OC 02	3/30/20	Appointment Letter to Alexander Hilton to the Healthy Westford Committee
OC 03	3/30/20	Appointment Letter to Timothy Hall to the Board of Water Commissioners
OC 04	3/31/20	Thank you letter to John Mangiaratti
OC 05	4/03/20	Thank you letter to Wicked Irish
OC 06	4/03/20	Thank you letter to Comfort Dental
OC 07	4/03/20	Town of Westford Emergency Family and Medical Leave Policy
OC 08	4/03/20	Town of Westford Emergency Paid Sick Leave Policy

*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).*