



TOWN OF WESTFORD
SELECT BOARD

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



Action Taken

MEETING AGENDA

Tuesday, April 13, 2021
7:00 PM

Meeting will be held virtually- instructions are below

Select Board Member Hazelton Absent

1. 7:00 PM **Call to Order**
2. 7:00 PM **Pledge of Allegiance**
3. 7:02 PM **Open Forum/FAQ/Announcements**

Thank you to the Westford Over 30 Slow-Pitch Softball League for assisting with the annual spring clean-up of the Veterans of Foreign Wars Fields located at 52 West Prescott Street

 - **Chair Peraner-Sweet announced the Annual Town Election is on May 4th and the voter registration deadline is April 14th at 8:00 PM for in-person registration or 11:59 PM for online at the following link: [Online Voter Registration System](#) (if you are already registered to vote, you do not need to re-register)**
4. 7:05 PM **Public Hearing**

Request for a transfer of an M.G.L. c. 138 §15 All Alcohol Beverages Retail Package Store License from RH Corporation d/b/a Littleton Road Liquors, 441 Littleton Road, to Reasmey Sath, d/b/a Littleton Road Liquors, 441 Littleton Road – *Reasmey Sath, Proposed Manager*
Approved 4-0
5. 7:10 PM **Consent Agenda – Requests to approve the following**
 - i. **Banner Request:**

Event: Westford Academy Class of 2021 Graduation
Applicant: Sarah Bischoff on behalf of Westford Education Foundation
Dates: Friday, May 28, 2021 to Monday, June 7, 2021
Location: First Parish Church
 - ii. **Town Common Request:**
 - a. Event: Yoga Class
Applicant: Westford Health Department
Dates: Thursdays, April 29, 2021 through June 3, 2021
Time: 4:15 PM to 5:15 PM
 - b. Event: Concert on the Common
Applicant: Alice D. Phalen, VP, Parish Center for the Arts
Dates/Times: Saturday, June 26, 2021 (rain date Sunday, June 27, 2021) 3:00 PM to 7:00 PM
Saturday, August 21, 2021 (rain date Sunday, August 22, 2021) 4:00 PM to 7:00 PM

Saturday, September 25, 2021 (rain date Sunday, September 26, 2021) 2:00 PM to 6:00 PM

- c. Event: Open Mic on the Common
Applicant: Alice D. Phalen, VP, Parish Center for the Arts
Dates: Sunday July 25, 2021 (rain date Sunday, August 1, 2021)
Time: 4:00 PM to 8:00 PM

iii. Special License Request:

- a. Event: Comedy Night
Applicant: Dana DeGennaro
Date: Saturday, June 19, 2021
Time: 1:00 PM to 11:00 PM
Location: Summer Village Pavilion, 8 Summer Village Road
- b. Event: Murder Mystery Show
Applicant: Dana DeGennaro
Date: Saturday, July 10, 2021
Time: 1:00 PM to 11:00 PM
Location: Summer Village Pavilion, 8 Summer Village Road
- c. Event: Hypnotist
Applicant: Dana DeGennaro
Date: Saturday, July 24, 2021
Time: 1:00 PM to 11:00 PM
Location: Summer Village Pavilion, 8 Summer Village Road
- d. Event: Casino Night
Applicant: Dana DeGennaro
Date: Saturday, August 14, 2021
Time: 1:00 PM to 11:00 PM
Location: Summer Village Pavilion, 8 Summer Village Road

Approved 4-0 subject to all public safety recommendations

- 6. 7:15 PM **Friends of the Bruce Freeman Rail Trail’s presentation of their “Outdoor Art Request”** – *Emily Teller, Friends of the Bruce Freeman Rail Trail Member*
Continued to the 4/27 SB meeting to allow the Friends of the Bruce Freeman Rail Trail and the Parks and Recreation Commission to meet with abutters to the trail
- 7. 7:25 PM **Community update on the COVID-19 situation and impacts on town operations during this period**
Request from the Veterans Services Department to hold a virtual Memorial Day ceremony in light of the pandemic – *Ryan Cobleigh, Veterans Service Officer*
SB support a service on Town Common (with WCAT live streaming the service) and a virtual service for those not comfortable attending
- 8. 7:35 PM **Old/New Business**
 - i. Request to approve and sign the May 4, 2021 Town Election Warrant and an update from the Town Clerk on procedures
Approved 4-0
 - ii. Request from Nancy Cook on behalf of See A New Sun (SANS) to conduct a fundraiser by allowing signs on Westford’s traffic islands, as previously done by Westford Against Substance Abuse (WASA) – *Nancy Cook*
Approved 4-0 contingent upon counsel’s response. Continued to 4/27 SB meeting

- iii. Request to file an Article 97 Home Rule Petition to transfer two easements upon conservation land to the Select Board for the Beaver Brook Bridge Project – *Steve Cronin, Director of Public Works*
Approved 4-0
- iv. Update on Boston Road Project following the 25% Design Public Hearing – *Steve Cronin, Director of Public Works*
- v. Request from the Commission on Disability to support a plan related to improving the accessibility of town documents – *Mike Wells, Technology Director, and Raymond Clark, Chair, Commission on Disability*
The Select Board supported their plan
- vi. Consider sending a Notice of Preliminary Determination of Breach under Comcast Renewal License § 11.1 & 11.2
Approved 4-0
- vii. Discuss Select Board appointed boards and committees releasing public statements without prior Select Board approval
SB request the Town Manager to seek other community’s policies and return to SB
- viii. Request from the Affordable Housing Trust Committee to disband the Affordable Housing Committee, increase the membership of the Affordable Housing Trust Committee to 11 full members and appoint the following:
 - a. Joan Croteau for a term expiring on June 30, 2021
 - b. Maureen George for a term expiring on June 30, 2021
 - c. Scott Hazelton for a term expiring on June 30, 2021
 - d. Karen Hudson for a term expiring on June 30, 2021
 - e. Drew Vernalia for a term expiring on June 30, 2021
 - f. Alden Wood for a term expiring on June 30, 2021**Approved 4-0 to disband the Affordable Housing Committee and expand the membership of the Affordable Housing Trust Committee to 11 members**
Approved 4-0 to appoint members listed above with terms to be determined by the AHTC Chair and Town Manager’s Office
- ix. Request from the Clean Energy and Sustainability Committee to increase their membership to 11 and appoint Nancy Wang as a full member for a term expiring on June 30, 2021 – *Mike Berlinski, Chair, Clean Energy and Sustainability Committee*
Approved 4-0

9. 8:00 PM **Annual Town Meeting – June 12, 2021**
 Select Board review warrant articles and set the order of the warrant
Approved 4-0 the warrant order as presented

10. 8:15 PM **Board Reports/Updates**

11. 8:20 PM **Minutes for Approval**
For Release:

- March 9, 2021
Approved 4-0
- April 1, 2021 – Joint meeting with Finance Committee
Continued to the 4/27 SB meeting

12. 8:25 PM **Town Manager's Report**

- i. Request to accept a gift from Deborah Barnard in the amount of \$50 for the Animal Control Department and establish a gift fund account for the Animal Control Department
- ii. Request approval of the following:
 - a. Contracts:
 1. Executive Office of Housing & Economic Development for a grant awarded from the FY2021 Regional Pilot Project Grant Program in the amount of \$150,000, as requested by the Town Manager's Office
 2. Massachusetts Department of Environmental Protection for a grant awarded from the Massachusetts Electric Vehicle Incentive Public Access Charging Program for 12 vehicle charging stations in the amount of \$91,335, as requested by the Town Manager's Office
 3. HUB International New England to serve as the town's broker-of-record for the procurement of health and welfare benefits for all town and school employees and retirees. The firm shall be compensated at the standard commission rate, as provided directly by the town's insurer
 4. Clean Harbors for the town's Household Hazardous Waste Collection Event at the rate amounts listed on their price sheet, as requested by the Recycling Commission
 5. Executive Office of Public Safety and Security for a grant awarded from the Firefighter Safety Equipment Grant Program for state fiscal year 2021 funding in the amount of \$15,000, as requested by the Fire Department
 6. New England EMS Institute for a paramedic education program – advanced clinical affiliation agreement, as requested by the Fire Department
 - b. Purchase Orders:
 1. Colonial Municipal Group for three 2020 Ford Police Utility AWD cruisers in the amount of \$140,737.05, as requested by the Police Department
 2. K.S. Carroll Excavating for work on the Acton Road Sidewalk in the amount of \$21,730, as requested by the Department of Public Works

Approved 4-0

13. 8:30 PM **Correspondence**

14. 8:35 PM **Adjournment**

Options available to access the Select Board meeting remotely:

1. Register to watch the meeting through the GotoWebinar website at: <https://attendee.gotowebinar.com/register/1838979790461184524>. 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.
- 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.*

**Select Board
Correspondence
April 13, 2021**

Incoming Correspondence:

IC 01	3/19/21	Verizon Fios Customer Agreement
IC 02	3/19/21	Updated 2021 Verizon Fios TV Rate Card
IC 03	3/23/21	Letter from Attorney General Healey regarding Westford 2020 Special Town Meeting Warrant Articles 16, 17, 18, 20 and 22
IC 04	4/01/21	City of Nashua Draft License Application regarding Mine Falls Hydroelectric Project
IC 05	4/01/21	Westford Council on Aging Letter Supporting Drive-Throughs in the Commercial Highway Zoning District
IC 06	4/07/21	Verizon Fios TV Programming Change
IC 07	4/07/21	Citizen's Petition and related application materials to amend the Zoning Bylaw

Outgoing Correspondence:

OC 01	3/15/21	Letter to State House regarding House Docket No. 2792, An Act relative to Chapter 181 of the Acts of 2020
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