



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, April 14, 2020

6:30PM

Meeting will be held virtually– instructions are below

1. 6:30PM **Call to Order**
2. 6:30PM **Executive Session**
To discuss negotiations with the Westford Police Association and the Westford Superior Officer's Association, as an open session may have a detrimental effect on the town's bargaining position
3. 7:00PM **Return to Open Session**
4. 7:00PM **Pledge of Allegiance**
5. 7:02PM **Update for the community on the COVID-19 situation and impact on residents of town operations during this period**
 - i. Review amended Annual Town Meeting Timeline
 - ii. Decisions to be made based on Chapter 53 of the Acts of 2020
 - a. Detrimental impacts to town departments if the Annual Town Meeting is not held by June 30, 2020
Discussed impacts. Selectman Kost suggested the Capital Planning Committee meet to review capital and make recommendations. Town Manager Ross will return to the board with funding options for critical needs and timeline for decisions to be made
 - b. Consider whether to delay real estate and personal property tax collection from May 1, 2020 to June 1, 2020
Approved 5-0
 - c. Consider waiving interest and penalties for tax bills due after March 10, 2020 until June 30, 2020
Approved 5-0
 - d. Consider extending the filing deadline for Exemptions and Deferrals from April 1, 2020 to no later than June 1, 2020
Approved 5-0
 - e. Update on the "CARES Act"– does not apply to municipalities
 - iii. Request to approve a FY20 Coronavirus COVID-19 expense account with a limit of \$100,000 for spending associated with the Division of Local Services MA Department of Revenue – *Paul Fox, Facilities Director*
Approved 5-0

- iv. Request from the Health Department to accept state funds in the amount of \$10,000 from the Metropolitan Area Planning Council in the effort to combat the spread and effect of COVID-19

Approved 5-0

6. 7:30PM **Discussion and potential vote(s) on a new contract for Westford’s Community Electric Aggregation Program including the following items:**

- **Participation in the upcoming community electric aggregation bid solicitation process being managed by Good Energy LLC**
- **Adding optional renewable energy upgrades for residents and businesses**
 - *Mike Berlinski, Chair, Energy Committee*
 - *Eric Heideman, Assistant Town Manager*

Approved 5-0 to participate in the community electric aggregation bid solicitation process managed by Good Energy LLC to secure an electric supply contract for all Westford residents and businesses and to authorize the Assistant Town Manager to serve as the primary bid day representative and the Town Manager to serve as the alternate bid day representative

Approved 5-0 to include renewable energy choices into the upcoming community electric aggregation contract, providing 4 options, and setting the default rate at 10% renewable energy for all residents and businesses upon the start date of the contract. The 4 renewable energy options include the following:

- Option #1 – Electric aggregation base rate**
- Option #2 – 10% additional renewable energy (default rate)**
- Option #3 – 50% additional renewable energy**
- Option #4 – 100% additional renewable energy**

7. 7:55PM **Old/New Business**

8. 8:00PM **Minutes for Approval**

Regular Session – For Release

- March 31, 2020
- April 3, 2020

Executive Session – Not for Release:

- March 31, 2020
- April 3, 2020
- April 7, 2020

Approved 5-0

9. 8:05PM **Board Reports/Updates**

10. 8:10PM **Town Manager’s Report**

- i. Receive direction regarding letter received from David Adams, trustee of the DHD Adams Realty Trust related to the property located at 41-42 Lowell Road, sale of lots 2 and 3

Town Manager Ross reported that Chapter 53 of the Acts of 2020 suspends the time frame under chapter lands’ statutes for 90 days from the termination of the state of emergency called by Governor Baker on March 10, 2020. In town counsel’s opinion, the Adams’ letter does not comply with the requirements chapter land statute, Chapter 61A. The board instructed the Town Manager to identify these deficiencies and notify the Adams family, and distribute the letter to various town boards to determine any interest in acquiring the land.

Approved 5-0

- ii. Request approval of the following:
 - a. Contracts:
 - 1. Markings Inc. for traffic line painting services at the unit prices submitted on their price proposal form included in the packet, as requested by the Highway Department
 - 2. One-year contract extensions with Aggregate Industries, All State Berm, Brox Industries, Newport Materials, P.J. Albert, and P.J. Keating for various bituminous concrete installation services, which were initially approved by the board on June 12, 2018. Contractor payments shall be based on their submitted unit pricing listed in the meeting packet, as requested by the Highway Department
 - b. Purchase Orders:
 - 1. Pathfinder Tree Service, LLC for tree removal/maintenance related services in the amount of \$20,000, as requested by the Highway Department

11. 8:15PM **Correspondence**

12. 8:20PM **Adjournment**

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/7863210588726450190>. 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.

**Board of Selectmen
Correspondence
April 14, 2020**

Incoming Correspondence:

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|-------|---------|---|
| IC 01 | 4/06/20 | Letter from John Daukas regarding the town's contract for recyclables collection, transportation, and disposal services |
| IC 02 | 4/08/20 | Letter from trustee of the DHD Adams Realty Trust regarding 41-43 Lowell Road, sale of lots 2 and 3 |
| IC 03 | 4/09/20 | Memorandum of Understanding between the town of Westford and the Boxboro Regency Hotel relative to short-term first responder housing |
| IC 04 | 4/09/20 | Letter from the United States Environmental Protection Agency regarding the temporary policy on COVID-19 implications |
| IC 05 | 4/09/20 | United States Environmental Protection Agency COVID-19 implications for the Enforcement and Compliance Assurance Program |

Outgoing Correspondence:

- | | | |
|-------|---------|--|
| OC 01 | 4/09/20 | Letter to Preservation Massachusetts in support of nominating the Redevelopment of Abbot Mill Phase II for the Preservation Awards Program |
| OC 02 | 4/09/20 | KP Law response to John Daukas regarding the town's contract for recyclables collection, transportation, and disposal services |

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.