



TOWN OF WESTFORD  
BOARD OF SELECTMEN

TOWN HALL  
55 Main Street

WESTFORD, MA 01886

Telephone (617) 335-5000 Fax (617) 399-2557



**REVISED**  
**Action Item**

June 1, 2020 at 9:25 AM

MEETING AGENDA

Tuesday, May 26, 2020

7:00PM

Meeting will be held virtually- instructions are below

1. 7:00 PM **Call to Order**
2. 7:00 PM **Pledge of Allegiance**
3. 7:02 PM **Open Forum/FAQ/Announcements**
  - **Chairman Peraner-Sweet thanked Highway Superintendent Chip Barrett and the Highway Department Staff for the incredible cleanup over the weekend of May 15 after the microburst storm**
  - **She reminded everyone of the Annual Town Election on June 30 and encouraged residents to vote by mail. Ballots may be obtained by visiting the Town Clerk's website at the following link: [Early Voting Application](#)**
  - **Selectman Hazelton thanked Veterans Service Officer Ryan Cobleigh and Senior Assistant Heather Monahan for a well-done Memorial Day Service. He also thanked Jim Gozzo who played taps on the Common and WestfordCAT who broadcast the program**
  - **Selectman Clay also thanked WestfordCAT for their excellent support of the event**
  - **Selectman Clay announced the Economic Development Committee is available for assistance to help local businesses with a smart safe reopening. More information may be found at their website at the following link: [Economic Development Committee](#)**
  - **Selectman Almeida thanked Highway, Parks and Grounds, Water and other town departments for helping out with the reopening of the Community Gardens this past weekend. Over 150 gardeners have leased space at the garden**
4. 7:05 PM **Consent Agenda- Request to approve the following**  
**Town Common Request:**  
Event: Annual Tree Lighting Ceremony with Chorus Concert and Arrival of Santa Claus by Fire Truck  
Applicant: Marcie Burns c/o the Westford Girl Scouts  
Dates: Sunday, November 29, 2020  
Time: 3:00 PM to 6:00 PM  
**Approved 5-0 subject to all Public Safety recommendations**
5. 7:10 PM **Old/New Business**
  - i. Request to support an amendment to the school department's contract with Dee Bus Service, Inc. – *Ingrid Nilsson, Director of School Finance*  
**Continued to June 9, 2020**
  - ii. Consider waiving building permit fees for residents with restoration work related to the severe storm which occurred on Friday, May 15, 2020  
**Approved 5-0**

- 6. 7:30 PM **Update for the community on the COVID-19 situation and impact on residents of town operations during this period**
  - i. Update on Governor Baker’s Four-Phase Approach to Reopening  
**Town Manager Ross reported that the town has continued to provide most town services to the community throughout the pandemic. Town staff installed a shaded tent structure behind Town Hall with a picnic table and a plexiglass divider to provide an in-person location for residents to schedule appointments with town departments while the Town Hall is temporarily closed to the public. Town staff is also working on COVID-19 Municipal Offices Re-Opening Protocols**
  - ii. Consider options to conduct the Annual Town Meeting at the Westford Academy Trustees Field on June 20, 2020  
**Approved 5-0 to hold the June 20, 2020 Annual Town Meeting at the Westford Academy Trustees Field with a preference to begin the meeting at 9:00 AM but no later than 10:00 AM. The board requested comments regarding the proposed logistics of Town Meeting to be provided to the Town Manager by the end of this week. The board supported holding a joint Board of Selectmen, Finance Committee and School Committee meeting prior to the Annual Town Meeting to review warrant articles**
  - iii. Pending the above decision, review proposed Warrant changes to streamline the meeting, consider reopening the Warrant to approve any changes, vote to close and sign the Warrant  
**Voted 5-0 to reopen the Warrant, approved the proposed Warrant changes, close and sign the Warrant**

7. 8:15 PM **Board Reports/Updates**

8. 8:20 PM **Town Manager’s Report**

- i. Announce anticipated bids to be received by the Tax Collector-Treasurer for Bond Anticipation Note (BAN) purposes for the Town Farm Water Tank Project and Road Work, both authorized at the March 23, 2019 Annual Town Meeting – BOS to sign paperwork between June 9 and June 11
- ii. Request for approval of the following:
  - a. Contracts:
    - 1. CBI Consulting, LLC for the limited structural assessment of 12 North Main Street in the amount of \$49,996 as requested by the 12 North Main Street RFQ Review Group
    - 2. One-year contract extensions with All State Asphalt, Inc., P.J. Albert, and Superior Sealcoat, Inc., for on-call service contracts with the Westford Highway Department, which were initially approved by the board on May 14, 2019. Contractor payments shall be based on their submitted unit pricing listed in the meeting packet
  - b. Purchase Orders:
    - 1. P.J. Keating for paving town roads in the amount of \$300,000 as requested by the Highway Department
    - 2. C.N. Wood Co., Inc. for an Elgin Pelican Street Sweeper in the amount of \$207,812.00 as requested by the Highway Department
    - 3. P.J. Albert for milling town roads in the amount of \$31,000 as requested by the Highway Department
    - 4. Markings, Inc. for line painting various roads in town in the amount of \$28,000 as requested by the Highway Department

**Approved 5-0**

Approved 5-0

- 5. Century Paving & Construction Corp. for sidewalk repairs at Town Hall and the Police Station in the amount of \$21,500 as requested by the Facilities Department
- 6. CDW Government (CDW-G) for Chromebooks in the amount of \$97,440 as requested by the Technology Department

9. 8:25 PM **Correspondence**

10. 8:30 PM **Executive Session**

- ~~i. To discuss bargaining strategies with the Office and Professional Employees International Union, as an open session may have a detrimental effect on the town's bargaining position~~  
**Item deferred to a future meeting date**
- ii. To conduct strategy sessions in preparation for contract negotiations with Police Chief Tom McEnaney regarding his employment contract as an open session may have a detrimental effect on the town's bargaining position

11. 8:50 PM **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/6802516120363545612>. 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  
May 26, 2020**

**Incoming Correspondence:**

|       |          |  |
|-------|----------|--|
| IC 01 | 05/11/20 | Lowell Regional Transit Authority 5/13/20 Meeting Agenda   |
| IC 02 | 05/15/20 | Memo from Carol Gumbart Relative to the DHD Adams Realty Trust Sale of Lots 2 and 3  |
| IC 03 | 05/18/20 | Office of Emergency Medical Services Presenting Governor Baker's Proclamation of National EMS Week in Massachusetts          |
| IC 04 | 05/18/20 | Northern Middlesex Council of Governments 5/20/20 Meeting Agenda   |
| IC 05 | 05/18/20 | Notice from the Federal Energy Regulation Commission Regarding Review of Inflow Design Flood and Hazard Classification Study |
| IC 06 | 05/18/20 | Middlesex County 4-H Fair, Inc. Covid-19 Update  |

**Outgoing Correspondence:**

|       |          |   |
|-------|----------|---|
| OC 01 | 05/11/20 | Thank you letter to Rabbi Zalman and Chabad of Nashoba Valley |
| OC 02 | 05/18/20 | Contract Extension Letter to Aggregate Industries             |
| OC 03 | 05/18/20 | Contract Extension Letter to Allstate Berm Company            |
| OC 04 | 05/18/20 | Contract Extension Letter to Brox Industries, Inc.            |
| OC 05 | 05/18/20 | Contract Extension Letter to Newport Construction Company     |
| OC 06 | 05/18/20 | Contract Extension Letter to P.J. Albert, Inc.                |
| OC 07 | 05/18/20 | Contract Extension Letter to P.J. Keating Company             |
| OC 08 | 05/19/20 | Thank you letter to Rabbi Zalman and Chabad of Nashoba Valley |

*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 [maa@westfordma.gov](mailto:maa@westfordma.gov).*