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 reminded everyone Annual Town Meeting is Saturday, June 20, at 9:00 AM at the Westford Academy Trustee’s Field. The Warrant has been streamlined to focus on critical town business. A visual plan of the field along with all other Town Meeting documents are available online at the following link: [2020 Annual Town Meeting](#).
   - She announced the town in conjunction with the League of Women Voters is holding a virtual Pre-Town Meeting and Warrant Review on June 11 at 7:00 PM, which will be live and also recorded for those who are not available to watch. Voters may submit questions at the following link: [Virtual Pre-Town Meeting Question Forum](#).
   - Chairman Peraner-Sweet reminded everyone of the Annual Town Election on June 30 and encouraged citizens to vote by mail. Please visit the following link for more information: [Annual Town Election Information](#).
   - She congratulated Westford Academy’s graduating seniors and wished them all the best in their future endeavors.
   - She said last week was Emergency Medical Services Recognition week and although it is a week late, the board wanted to recognize our EMS personnel, their dedication and commitment, not only during this COVID-19 pandemic, but for all they do for our town. We are very fortunate to have such a professional group of EMS personnel.
   - Selectman Clay announced that WestfordCAT has been a great partner during this difficult time in helping the town stay connected, and this weekend through Sunday, there is a special auction to help provide extra support to the great work they are doing. He asked the community to offer their support if possible. To find out more details about the auction, you may visit this link: [WestfordCAT Community All Together Auction](#).

4. 7:05 PM  **Continued Public Hearing – Potential Nuisance/Dangerous Dogs**
   - Kirsten Hirschler, Animal Control Officer, update on Adam and Erika Mussaw’s (8 Beacon Street) compliance with the measures which were recommended at the Potential Nuisance/Dangerous Dog Public Hearing held on May 12, 2020.
   - Animal Control Officer Hirschler said they have inspected the fencing at 8 Beacon Street and what the Mussaw’s have in place is far better than what was required and are confident there will be no further issue with any of their dogs. Voted 5-0 to close the Public Hearing.
5. 7:15 PM  Consent Agenda- Requests to approve the following

   i. **Sandwich Board/Easel:**
      Event: 2020 Annual Town Election
      Purpose: 7 signs encouraging voters to vote absentee
      Applicant: Donna Furman c/o League of Women Voters
      Locations: Town Common, Minots Corner, Cameron Senior Center, Parkerville Schoolhouse, Old Nab School, Graniteville Ballfield entrance, and on the median at the intersection of Littleton Road and Concord Road
      Date: Wednesday, June 10, 2020 through Monday, June 29, 2020

   ii. **Street/Road Closure:**
      Event: Peace Rally
      Applicant: Catherine Doucet
      Location: Close Depot Street at Cummings Road, Main Street at Depot Street, Lincoln Street at Boston Road, Main Street at Boston Road
      Date: Sunday, June 14, 2020
      Time: 4:00 PM – 5:00 PM

   iii. **Town Common and Bandstand:**
      Event: Find and Seek Hunt
      Applicant: Ellen Rainville c/o J.V. Fletcher Library
      Date: Saturday, July 25, 2020
      Time: 10:30 AM to 11:30 AM

6. 7:20 PM  In light of the tragic events resulting in the death of George Floyd in Minneapolis, Minnesota, the Select Board to discuss ways to promote community engagement around issues of race, diversity, culture, and inclusion

   Select Board agreed there should be a community effort involving residents, staff and elected officials to bring together our community to discuss the issues of race, diversity, culture and inclusion. The board discussed drafting a mission statement in conjunction with the Town Manager, Police Chief, Fire Chief, School Superintendent, and School Committee to be die reviewed at the board’s next meeting. Town Manager Ross mentioned that the Police Department has uploaded their policies onto their website which is available at the following link: Westford Police Department. The board agreed to continue this as an agenda item for the foreseeable future.

7. 7:50 PM  Joint meeting with the School Committee and the Finance Committee to discuss updated projected revenues and the FY20 and FY21 operating budgets

   Due to many unknowns, this will continue to be an ongoing agenda item throughout the summer as we receive more guidance from the State and will react and respond accordingly. Chairman Peraner-Sweet thanked Town Manager Ross, School Superintendent Olsen and Town and School Staff who have participated in gathering all the facts, figures and information necessary for this agenda item.

8. 8:20 PM  Update for the community on the COVID-19 situation, including the State’s Phased Reopening Plan

   i. Reminder of the Annual Town Meeting on June 20, 2020 at 9:00 AM at the Westford Academy Trustees Field, 30 Patten Road
a. In the event of inclement weather on June 20, 2020, delegate to Chairman Peraner-Sweet along with Moderator Spuhler the authority to continue Town Meeting until June 22, 2020 at 7:00 PM
   **Voted 5-0 to authorize Chairman Peraner-Sweet on behalf of the Select Board to continue Town Meeting with Moderator Spuhler in the event of inclement weather**

b. Vote to request Town Meeting dismiss Citizen Petition Articles 12 and 15, and dismiss and continue Citizen Petition Articles 13, 14, and 18 until October Special Town Meeting

### ACTION TAKEN

<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>Description</th>
<th>Origin</th>
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<tbody>
<tr>
<td>ARTICLE 12:</td>
<td>Assess the Cost Effectiveness of Outsourcing Ambulance Services</td>
<td>Citizens’ Petition</td>
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<tr>
<td>ARTICLE 13:</td>
<td>Indigenous Peoples’ Day</td>
<td>Citizens’ Petition</td>
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<tr>
<td>ARTICLE 14:</td>
<td>Authorization for the Board of Selectmen to petition the General Court for one (1) additional all alcohol on premises license to be exercised by Veled, Inc. or a Related Entity or its Successor and/or Assign, located at 478 Groton Road, Westford</td>
<td>Citizens’ Petition</td>
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<tr>
<td>ARTICLE 15:</td>
<td>Clarify the Memorandum of Understanding Between the Town of Westford and Westford Community Access TV</td>
<td>Citizens’ Petition</td>
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<tr>
<td>ARTICLE 18:</td>
<td>Disposition of 63 Main Street</td>
<td>Citizens’ Petition</td>
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**Voted 5-0 to dismiss Article 12**
**Voted 5-0 to dismiss Articles 13, 14, 15 and 18 with the understanding that these articles with be brought back at the next Town Meeting with no additional signatures necessary**

ii. Review information provided by Jim Duane, Parks, Grounds and Recreation Director, regarding the summer recreation program survey results, the ability to hold summer 2020 recreation programs, and impact on projected recreation enterprise fund – *Jim Duane, Director of Parks, Grounds and Recreation*
   **Voted 5-0 to support the programs as presented with an understanding that we will apply for reimbursement by the CARES Act for all appropriate COVID expenses**

iii. Request to approve the following: Policy, Procedures and Rules for the Use of Outdoor Space for Food and Alcohol Service – *Jeff Morrisette, Director of Land Use*
   **Voted 5-0 to approve the Policy as presented**
   **Voted 5-0 to waive all incremental fees with the adopted Policy**

iv. Request to approve the use of outdoor space and/or amend the description of the licensed premises in the liquor licenses to facilitate outdoor drinking and dining, subject to the terms in the Policy, Procedures and Rules for the Use of Outdoor Space for Food and Alcohol Service, and such other terms and conditions as may be imposed by the Health and Planning Departments at the following establishments:
   a. Ruamchok Inc d/b/a Asian Plus Restaurant, 313 Littleton Road
   b. Westford V.F.W. Mattawanakee Post 6539, 67 West Prescott Street
   c. H.E. Fletcher Club Athletic and Social Club, 11 Brookside Road
   d. Evviva Cucina, LLC d/b/a Evviva Trattoria, 7 Cornerstone Square
   e. Nabnasset American Legion Post 437, 114 Dunstable Road
   f. Stony Brook Fish and Game, 128 Lowell Road
   g. Chung’s Kitchen, Inc. d/b/a Seoul Kitchen, 142 Littleton Road
   h. Feng You Inc. d/b/a Karma Restaurant, 174 Littleton Road
   i. 99 Restaurant LLC, 333 Littleton Road
   **Approved 5-0 contingent upon all outstanding items which are required by town departments to be completed**
v. Request to increase the spending limit on the FY20-21 Coronavirus COVID-19 expense account to $500,000 – Jodi Ross, Town Manager
Approved 5-0

9. 8:50 PM Old/New Business
i. Update on the status of the construction of the asphalt plant located at Newport Materials, 540 Groton Road, and the status of the baseline air quality testing coordinated by the Westford Health Department – Jeff Stephens, Health Director
   • Jeff Stephens announced that Newport Materials is built and projected to open the plant the third week of June. He said they have completed a preliminary baseline test about a year ago on air quality and noise and will be conducting another test once the plant is opened and fully operational
   • Jeff Morrissette said Newport Materials is very close to satisfying all conditions of approval and anticipates submitting an as-built plan by the end of this week. Newport is almost complete with all site improvements except for paving the access to their facility. The Planning Board will be requesting they prove all conditions are satisfied before they bring the plant to operational status
   • Selectman Kost asked for Jeff Stephens to return to the board with a full review of air-quality and noise before and after the plant is opened, and for Jeff Morrissette to return with an update on Newport’s compliance with the Planning Board’s requirements

ii. Request to approve and sign the June 30, 2020 Town Election Warrant
Approved 5-0

iii. Request to appoint Election Officers for terms to expire on July 31, 2021
Approved 5-0

iv. Request to approve 2020 annual reappointments for committees and board members, as listed in the meeting packet
Approved 5-0

v. Request to approve the Fiscal Year 2021 Tax Bill Stuffer which contains information regarding Stormwater Billing – Christine Collins, Town Collector/Treasurer
Approved 5-0

10. 9:05 PM Minutes for Approval
Executive Session – Not for Release:
   • May 5, 2020
Approved 5-0

11. 9:10 PM Board Reports/Updates

12. 9:15 PM Town Manager’s Report
i. Update on the progress of the Municipal Vulnerability Preparedness Plan and invitation to review the draft plan and participate in an upcoming listening session on June 18 at 10:30 AM. For more details and to participate in the listening session, please click the following link: Municipal Vulnerability Preparedness Plan 2020
The Planning Department is looking for public input at the listening session. The Municipal Vulnerability Preparedness Plan is due on June 30, 2020
ii. Update on the Conservation Commission’s position relative to the sale of lots 2 and 3 located at 41-42 Lowell Road owned by the DHD Adams Realty Trust. Town Manager Ross will notify the Adams’ family that the town is not interested in purchasing the lots and therefore they may proceed with the sale.

iii. Request approval of the following:
   a. Contracts:
      1. A new contract from May 26, 2020 through June 30, 2023 with Police Chief Tom McEnaney
         Approved 5-0
      2. Amend a contract with The Engineering Corp, Inc. (TEC, Inc.) for Littleton Road Widening Project in the amount of $185,000 from Route 110 gift accounts, as requested by the Engineering Department
         Approved 5-0
   ● On behalf of the board, Chairman Peraner-Sweet thanked all of Town Staff for putting together information for the meeting and their continued hard work throughout the COVID-19 pandemic.
   ● Selectman Hazelton acknowledged Jon Revis for the invention he created to open the innovatively gate hands-free at the Westford Community Garden.
   ● Town Manager Ross acknowledged Parks and Grounds staff for preparing opening all the ball fields and

13. 9:20 PM  Correspondence
14. 9:25 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/2275186833395952396
   After registering, you will receive a confirmation email.
   There are basic instructions on how to use GoToWebinar available at: www.youtube.com/watch?v=1Q3Xwwgbd8Y.

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.
In the table provided, the following correspondences are listed:

**Incoming Correspondence:**
- IC 01 05/26/20 Notice of Hanover Westford Hills Affordable Housing Lottery
- IC 02 05/26/20 Notice of Hearing Relative to Windstream Holdings Bankruptcy Filing
- IC 03 05/27/20 Thank You to Select Board from the Energy Committee
- IC 04 06/04/20 Xfinity Package Information

**Outgoing Correspondence:**
- OC 01 06/01/20 Letter to Westford Firefighters/EMTs and Firefighters/Paramedics Relative to National EMS Week

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.