



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, June 9, 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 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

Approved 5-0
subject to public
safety comments
and extending
the time of the
Street/Road
Closure request
to 5:30 PM

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 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

ARTICLE 12:	Assess the Cost Effectiveness of Outsourcing Ambulance Services	<i>Citizens' Petition</i>
ARTICLE 13:	Indigenous Peoples' Day	<i>Citizens' Petition</i>
ARTICLE 14:	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	<i>Citizens' Petition</i>
ARTICLE 15:	Clarify the Memorandum of Understanding Between the Town of Westford and Westford Community Access TV	<i>Citizens' Petition</i>
ARTICLE 18:	Disposition of 63 Main Street	<i>Citizens' Petition</i>

Voted 5-0 to dismiss Article 12

Voted 5-0 to dismiss Articles 13, 14, 15 and 18 with the understanding that these articles will 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 Morrissette, 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=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
June 9, 2020**

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
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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.