



TOWN OF WESTFORD  
BOARD OF SELECTMEN

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



**REVISED**

**MEETING AGENDA**

**June 22, 2020 at 9:30 AM**

Tuesday, June 23, 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**  
Recognition of Mary Blane for 32 years of service to the town of Westford
4. 7:05 PM **Announce joint statement to express to the community our shared outrage related to George Floyd's death and our commitment to take appropriate actions to continue to make Westford a safe space for people of color and continue to make Westford a welcoming community and a safe environment for all**
5. 7:15 PM **Update for the community on the COVID-19 situation and impact on residents of town operations during this period**
  - i. Request to adopt An Act Relative to Municipal Governance During the COVID-19 Emergency, Chapter 92 of the Acts of 2020 for Local Option Approval of Payments on Contracts for Educational Services, Sections 12 and 13
  - ii. Request to support an amendment to the school department's contract with Dee Bus Service, Inc. – *Ingrid Nilsson, Director of School Finance*
  - iii. 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, Fire and Planning Departments at the following establishment:
    - a. Fuse Westford, 2 Powers Road
6. 7:20 PM **Consent Agenda- Requests to approve the following:**

**Flag Hoisting:**  
Flag: Indian Flag  
Event: Indian Independence Day  
Applicant: Noorain Buxamusa on behalf of India Association of Greater Boston  
Location: Town Common Flagpole  
Date: Saturday, August 15, 2020

7. 7:25 PM ~~Request to support the construction of a new Fire Training Facility at 60 Forge Village Road, parcel # 020 0043 0000, as recommended by the 35 Town Farm Task Force in connection to the proposed redevelopment of 35 Town Farm Road into senior affordable housing, approve MOU between the Fire Department and the Water Commissioners and support the creation of a RFP for the disposition of the 35 Town Farm property~~  
**Request by the 35 Town Farm Task Force to accept the recommendations in their June 11, 2020 Status Report including the following:**
- i. Construction of a new Fire Training Facility at 60 Forge Village Road, parcel # 020 0043 0000
  - ii. Approve MOU between the Fire Department and the Board of Water Commissioners
  - iii. Approve demolishing the School Department barn and the Fire Department shed at 35 Town Farm Road
  - iv. Accept the lot map to extend the boundaries at 35 Town Farm Road from 0.68 to 1.68 acres +/-
  - v. Approve establishing a historic preservation restriction on the Town Farm building
  - vi. Support the creation of a RFP for affordable senior housing and a new home for the Westford Food Pantry at 35 Town Farm Road  
 – Ellen Harde, Chair, 35 Town Farm Task Force  
 – J. Scott Hazelton, Select Board Liaison to 35 Town Farm Task Force
8. 7:55 PM **Request to approve a PILOT Agreement relative to the Helena Crocker Residences, 18 senior housing units located at 60 Littleton Road**  
 – David Hedison, Executive Director, Chelmsford Housing Authority  
 – Paul Plouffe, Principal Assessor
9. 8:05 PM **Public Hearing – Potential Nuisance/Dangerous Dogs**  
 Examine complaints received by Joanne and Brent Tingle, 3 Hutchins Way, regarding potential nuisance/dangerous dogs located at 23 Kirsi Circle and consider enforcement action in accordance with M.G.L. Ch. 140, Section 157  
 – Dan Hurd, Animal Control Officer  
 – Brian Riley, Esq., K.P. Law
10. 9:05 PM **Old/New Business**
- i. Request from Town Manager to appoint members to the Stormwater Fee Appeals Panel:
    - a. Mark Kost, Select Board Member
    - b. Dylan O’Connor, Planning Board
    - c. Timothy Hall, Board of Water Commissioners, Alternate Member
  - ii. Request to approve 2020 annual reappointments for committees and board members as listed in the meeting packet
11. 9:10 PM **Board Reports/Updates**

12. 9:15 PM **Town Manager's Report**

- i. Request to approve regional application for the Community Development Block Grant COVID-19 (CDBG-CV) Funding for Microenterprise and/or Public Social Services Assistance Regional Application with funding from the CARES Act
- ii. Request to carry over Town Manager's 9 vacation days
- iii. Request approval of the following:
  - a. Contracts:
    1. Massachusetts Interlocal Insurance Association (MIIA) for auto, cyber liability, general liability, property, public officials liability, law enforcement liability, school board liability, workers compensation, and umbrella insurance policies for FY21 at a 0% increase from FY20, not including any changes to building valuations, auto policy changes, or workers compensation modifications
    2. Volunteer Firemen's Insurance Service Inc. (VFIS) for IOD/111F insurance coverage for public safety personnel in the amount of \$53,738
    3. Joseph P. Cardillo & Son, Inc. for the Kirsi Circle Water Main Replacement Project in the amount of \$1,160,785.54, as requested by the Water Department
    4. Tighe & Bond for professional engineering design services for the Town Farm Road Water Storage Tank Rehabilitation Project in the amount of \$52,000, as requested by the Water Department
    5. An amendment to the agreement for professional services with the Westford Housing Authority in the amount of \$38,404 for FY 21, \$39,172 for FY22, and \$39,955 for FY23, as requested by the Land Use Department
  - b. Purchase Order:
    1. American Alarm for support and monitoring for security systems in the amount of \$47,000, as requested by the Technology Department
    2. CDW Government LLC (CDW-G) for VMware software support in the amount of \$17,623.36, as requested by the Technology Department
    3. Evoqua Water Technologies for disposal of spent perchlorate filtration resin in the amount of \$12,650, as requested by the Water Department

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/2361575462124914702>  
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  
June 23, 2020**

**Incoming Correspondence:**

IC 01	06/18/20	Notice from MIIA Regarding Members COVID19 Relief Package
IC 02	06/18/20	Coneco Engineers & Scientists, Incorporated Letter to Chairman Peraner-Sweet Regarding Public Involvement – Notification of Sampling and Analytical Results
IC 03	06/18/20	Xfinity Changes to Channel Lineups and Packages
IC 04	06/18/20	Northern Middlesex Council of Governments Notice of Meeting

**Outgoing Correspondence:**

OC 01	06/10/20	Letter to Division of Services Regarding Request to Approve an Increase to our Emergency Expenditures and Borrowing Account
OC 02	06/11/20	Letter to David C. Adams, Trustee of DHD Adams Realty Trust Relative to Sale of Lots 2 and 3 Located at 41-43 Lowell Road
OC 03	06/11/20	Notice of Hearing to Thomas and Nancy Burns Regarding Nuisance or Dangerous Dogs at 23 Kirsi Circle
OC 04	06/11/20	Notice of Hearing to Abutters of 23 Kirsi Circle Regarding Nuisance or Dangerous Dogs
OC 05	06/12/20	Notice to Abutters of 60 Forge Village Road
OC 06	06/19/20	Thank You Letter to Mary Blane

*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](mailto:tmaa@westfordma.gov).*