



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 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**
 - **Chairman Peraner-Sweet thanked town staff and volunteers (by name) for a successful Annual Town Meeting**
Recognition of Mary Blane for 32 years of service to the town of Westford
 - **The Select Board, Town Manager Ross, and Highway Superintendent Chip Barrett expressed their sincere thanks to Mary for all her accomplishments to our town during her years**
 - **Chairman Peraner-Sweet reminded everyone that Annual Town Election is June 30, 2020 and all precincts are open from 7:00 AM to 8:00 PM**
 - **Chairman Peraner-Sweet also announced this is Elizabeth Almeida's last meeting as a Select Board member. She commented on Elizabeth's tenure which has been marked by her commitment, dedication, and passion. Elizabeth has been an avid advocate of transparency and although her time serving on the board has been short, her impact has been great. Town Manager Ross agreed, and thanked Elizabeth for her dedication, contributions, and friendship. Elizabeth thanked the entire board for all they have taught her about being a public official and an elected servant of the town**
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**
Chairman Peraner-Sweet announced the joint statement she read at the Annual Town Meeting is posted on the town's website which may be found at the following link: [Statement from Westford Leadership Relative to George Floyd's Death](#). Chairman Peraner Sweet stated there will be an agenda item on 7/14 to continue the discussion of concrete actions the board would like to discuss or implement. Select Board member Clay noted there is a Town and School Safety Task Force meeting on 6/24 and a Community Meeting on 7/7, where there will be opportunities to further discuss and consider action items
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

Approved 5-0

- ii. Request to support an amendment to the school department's contract with Dee Bus Service, Inc. – *Ingrid Nilsson, Director of School Finance*

Approved 5-0

- 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

Approved 5-0 contingent upon town departments' satisfaction with the conditions

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

Continued to 7/14

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*

Approved 5-0 with an amendment to place a historic preservation restriction request in the RFP

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
Approved 5-0 subject to Town Meeting approval
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
Voted 4-0-1 (Chairman Peraner-Sweet recused) to continue the hearing to 7/14 to receive a report back from Animal Control Officer Hurd after his evaluation of their dog, Ayla, and his development of a set of recommendations for the Burns family. Until the SB’s next meeting, the SB have required the Burns to keep Ayla on a short leash, not retractable, at all times when outside of their home
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**Approved 5-0**
 - ii. Request to approve 2020 annual reappointments for committees and board members as listed in the meeting packet
Approved 5-0
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
Approved 5-0
 - ii. Request to carry over Town Manager’s 9 vacation days
Approved 5-0

Approved 5-0

- 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.

- 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 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.