



TOWN OF WESTFORD  
**BOARD OF SELECTMEN**

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



**MEETING AGENDA**

Tuesday, July 14, 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**
  - i. Recognition of Hajo Koester for 51 years of service to Westford while serving as an election officer and on multiple boards and committees, most recently the J.V. Fletcher Library Board of Trustees
  - ii. Recognition of Paul Davies for 50 years of service to Westford while serving on multiple boards and committees, most recently the Permanent Town Building Committee
  - iii. Recognition of Phil McGee for 25 years of service to Westford as a Town Registrar
4. 7:05 PM **Brief recap of July 7<sup>th</sup> Virtual Community Forum with Westford Police Department; and continued discussion concerning the Select Board's commitment to and potential actions to address racism, discrimination, xenophobia and hatred**
5. 7:35 PM **Request from The Roudenbush Community Center, Inc. that due to the disruption in programming because of the COVID-19 pandemic, request to waive July 1, 2020 lease payment, and/or future lease payments as required in their five-year lease**
6. 7:45 PM **Consider donation from Westford Remembers Memorial Fund of flagpole(s) to be installed in front of the Town Hall or J.V. Fletcher Library**
7. 7:55 PM **Consent Agenda- Requests to approve the following:**
  - i. Town Common and Bandstand:
    - a. Event: Yoga Class  
Applicant: Nancy Dorenfeld  
Date: Wednesday, July 22, 2020 (Rain dates: Wednesday, July 29, 2020 and Wednesday, August 5, 2020)  
Time: 9:45 AM to 11:00 AM

- b. Event: Indian Independence Day – request to temporarily hoist the Indian Flag  
Applicant: Noorain Buxamusa on behalf of India Association of Greater Boston  
Date: Saturday, August 15, 2020
  - c. Event: Victory Rally and Promenade – Westford Celebrates Women’s Right to Vote (1920-2020), Recognizing the Ratification of the 19<sup>th</sup> Amendment  
Applicant: Linda Greene, Museum Director, Westford Historical Society  
Date: Sunday, August 23, 2020  
Time: 1:30 PM to 4:00 PM
  - ii. Banner:
    - a. Event: State Primary Election on September 1, 2020  
Applicant: Donna Furman, League of Women Voters of Westford  
Dates: Tuesday, August 25, 2020 to Friday, September 4, 2020  
Location: First Parish Church
    - b. Event: Presidential Election on November 3, 2020  
Applicant: Donna Furman, League of Women Voters of Westford  
Dates: Tuesday, October 27, 2020 to Friday, November 6, 2020  
Location: First Parish Church
8. 8:00 PM **Request by the 35 Town Farm Task Force to approve an updated Memorandum of Agreement between the Select Board, Board of Water Commissioners and Fire Department**  
– *Ellen Harde, Chair, 35 Town Farm Task Force*  
– *J. Scott Hazelton, Select Board Liaison to 35 Town Farm Task Force*
9. 8:10 PM **Public Hearing Continued from June 23, 2020 – Potential Nuisance/Dangerous Dog**  
Update from Dan Hurd, Animal Control Officer, on the evaluation of Thomas and Nancy Burns’ (23 Kirsi Circle) dog, Ayla, and consider his recommendations for the Burns family as directed by the board at the Potential/Nuisance Dangerous Dog Public hearing held on June 23, 2020 – *Dan Hurd, Animal Control Officer*
10. 8:25 PM **Old/New Business**
- i. Fiscal Year 2020 and 2021 financial update
  - ii. Consider approval of a license agreement with Leemilt’s Petroleum, Inc. and Getty Properties Corp. to allow permission to enter 275 Groton Road to perform environmental and geotechnical testing at 262 Groton Road  
– *Paul Starratt, P.E., Town Engineer*
  - iii. Request from Environment Massachusetts to sign a letter in support of transitioning Massachusetts to 100% renewable energy  
– *Bri Fadden, Environment Massachusetts*
  - iv. Request to increase the Town and School Safety Task Force’s membership  
– *G. Thomas Clay, Vice-Chair, Town and School Safety Task Force*

- v. Request to fill one (1) vacancy for Registrar:  
The Democratic Town Committee recommends:
  - John H. Ricketson
- vi. Request to approve 2020 annual reappointments for committee and board members as listed in the meeting packet

11. 8:35 PM **Minutes for Approval**  
Regular Session – For Release:
- May 12, 2020
  - May 26, 2020

12. 8:40 PM **Board Reports/Updates**

13. 8:45 PM **Town Manager’s Report**

- i. Request approval of the following:
  - a. Contracts:
    - 1. Woodard and Curran for continued licensed site professional services related to the town’s perchlorate mitigation efforts in the amount of \$50,500, as requested by Eric Heideman, Assistant Town Manager
    - 2. Tyler Technologies for MUNIS support in the amount of \$128,818.18, as requested by the Technology Department
    - 3. Patriot Properties for a software support contract in the amount of \$11,680, as requested by the Technology Department
  - b. Purchase Orders:
    - 1. Apple for Apple computers for the School Department in the amount of \$157,931, as requested by the Technology Department
    - 2. Trittech Software Systems, a Central Square Company for computer aided dispatch software in the amount of \$27,276.25, as requested by the Technology Department
    - 3. LogMeIn for virtual meeting software in the amount of \$14,298, as requested by the Technology Department
    - 4. CDW-G for Sophos anti-virus/end point protection in the amount of \$10,950, as requested by the Technology Department
    - 5. Process Distributors, Inc. for 4,800 pounds of Constant Chlor Plus Dry Chlorinator Briquettes in the amount of \$11,592, as requested by the Water Department

14. 8:50 PM **Correspondence**

15. 9:00 PM **Joint Executive Session with the Planning Board**

- i. To discuss a potential appeal by the Planning Board of a recent decision by the Zoning Board of Appeals approving 21 units of age-restricted housing at 0 and 37 Carlisle Road as an open session may have a detrimental effect on the town’s litigation position

**Executive Session**

- ii. To consider approval of a Tentative Agreement with the Local #3126 International Association of Fire Fighters AFL-CIO's (IAFF) for fiscal year 2021, as an open session may have a detrimental effect on the town's bargaining position

16. **Adjournment**

**Options available to access the Board of Selectmen meeting remotely:**

- 1. Register to watch the meeting through the GotoWebinar website at: <https://attendeegotowebinar.com/register/1171793929952162061>  
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  
July 14, 2020**

**Incoming Correspondence:**

IC 01	06/22/20	Lowell Regional Transit Authority 6/25/20 Meeting Agenda
IC 02	06/22/20	Massachusetts Department of Environmental Protection Notice of Environmental Sampling
IC 03	06/23/20	Edith Joachimpillai Response to Statement Issued by Westford Leadership
IC 04	06/23/20	Division of Local Services Response to Request for an Increase to Emergency Expenditures and Borrowing Account
IC 05	06/23/20	Norse Design Services, Inc. Notification of Chapter 91 Application
IC 06	06/24/20	Federal Energy Regulatory Commission Approval of Time Extension
IC 07	07/01/20	Xfinity Programming Changes
IC 08	07/02/20	Stantec Landfill Gas Monitoring 2 <sup>nd</sup> Quarter 2020
IC 09	07/06/20	Verizon Fios TV Rate Change
IC 10	07/06/20	GNC Holdings, Inc., et al First Day Pleadings
IC 11	07/08/20	Department of Housing Community Development Designating Westford as a Housing Choice Community in 2020
IC 12	07/09/20	James Gozzo Disclosure of Appearance of Conflict of Interest

*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).*