



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, 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**
 - **Chairman Peraner-Sweet congratulated Tom Clay and Anita Tonakarn-Nguyen on their elected positions**
 - **On behalf of the Board, she thanked Town Clerk Patty Dubey, Assistant Town Clerk Andy Sherman, and the Town Clerk's Office for managing this election in such an effective manner**
 - **Chairman Peraner-Sweet announced there are two vacancies on the Finance Committee and anyone who is interested in serving, may submit a Citizen Activity Form or contact our newly elected Town Moderator, Angela Harkness**
 - 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 7th 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**

The board has received over 100 questions relative to this topic. The answers will be posted on westfordjustice.org. The SB discussed forming a group known as Diversity, Equity, and Inclusion Working Group. We will begin advertising for members and the SB will determine a mission for this group at their next meeting. Anyone who may be interested may fill out a Citizen Activity Form at the following link: [Citizen Activity Form Application](#). The SB asked if anyone in the community has any suggestions, to please reach out to the board via email.

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**
Select Board Member Kost is going to meet with Michelle Sullivan, Dan O'Donnell, and Eric Heideman to understand TRCCI's current financial situation and he will return to their next meeting with a recommendation
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**
Voted 3-1-1 (Kost Opposed, Tonakarn-Nguyen Abstained) to allow two temporary flag poles on Town Common in the connection with the celebration of Indian Independence Day, permitting a United States flag on one pole and an Indian Flag on the second pole during the event on Saturday, August 15, 2020
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
Approved 5-0
 - 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
See above item #6
 - c. Event: Victory Rally and Promenade – Westford Celebrates Women's Right to Vote (1920-2020), Recognizing the Ratification of the 19th Amendment
Applicant: Linda Greene, Museum Director, Westford Historical Society
Date: Sunday, August 23, 2020
Time: 1:30 PM to 4:00 PM
Approved 5-0
 - 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
Approved 5-0
 - 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
Approved 5-0

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
Approved 5-0
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*
Voted 4-0-1 (Peraner-Sweet recused) to dismiss the complaint
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
Approved 5-0
 - iii. Request from Environment Massachusetts to sign a letter in support of transitioning Massachusetts to 100% renewable energy
– Bri Fadden, Environment Massachusetts
Continued to 7/28
 - iv. Request to increase the Town and School Safety Task Force's membership
– G. Thomas Clay, Vice-Chair, Town and School Safety Task Force
Approved 5-0 to add 5 Residents at Large
 - v. Request to fill one (1) vacancy for Registrar:
The Democratic Town Committee recommends:
 - John H. Ricketson
Approved 5-0
 - vi. Request to approve 2020 annual reappointments for committee and board members as listed in the meeting packet
Approved 5-0
11. 8:35 PM **Minutes for Approval**
Regular Session – For Release:
- May 12, 2020
 - May 26, 2020
- Approved 4-0-1 (Tonakarn-Nguyen abstained)**
12. 8:40 PM **Board Reports/Updates**

13. 8:45 PM **Town Manager's Report**

Approved 5-0

- 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://attendee.gotowebinar.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.
- 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
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 nd 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.