



TOWN OF WESTFORD  
BOARD OF SELECTMEN

TOWN HALL  
55 Main Street

WESTFORD, MA 01886

Telephone (508) 399-2557



**REVISED  
ACTION TAKEN**  
**MEETING AGENDA**

August 13, 2020 at 10:40 AM

Tuesday, August 11, 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**
4. 7:05 PM **Public Hearing**  
Request for a change of manager on an M.G.L. c. 138 §12 All Alcohol Club License for Nabnasset American Legion Post 437, Inc., 114 Dunstable Road, to Lori A. Gaudet – *Lori A. Gaudet, Proposed Manager*  
**Approved 5-0**
5. 7:10 PM **Discuss establishing a charge for the Diversity, Equity, and Inclusion Working Group and consider makeup of membership**
  - i. Discussion of recent hate crimes in Westford  
**Continued to next SB meeting on 8/25 to allow more time to finalize a proposed charge and Select Board Member Clay will draft proposed general criteria and questions to consider when appointing members to the DEI Committee**
6. 7:55 PM **Community update on the COVID-19 situation and impacts on town operations during this period**
  - i. Consider holding Special Town Meeting on Saturday, October 17, 2020 at 10:00 AM at Westford Academy Trustee Field, and approving the draft timeline, opening the Special Town Meeting Warrant, and closing the Warrant on Tuesday, September 1, 2020 at 12:00 PM  
**Approved 5-0 to hold STM on Saturday, October 17, 2020 at 10:00 AM at Westford Academy Trustee Field, approved the timeline with an amendment to close the Warrant at the SB's meeting on Tuesday, September 8, 2020 at 12:00 PM**
  - ii. Update on 2020 State Primary Election and request to sign 2020 State Primary Warrant
    - **The State Primary Election is on September 1, 2020. All 6 precincts will be open as usual. Early voting in person will be available at the Old Center Fire Station, located at 51 Main Street starting on Saturday, August 22 through Friday, August 28**
    - **Approved 5-0 to sign the 2020 State Primary Warrant**
  - iii. Fiscal Year 2021 financial update, including CARES Act and FEMA reimbursement summaries
    - **BCBS agreed to reduce the town's premium for 2021 by \$125,000 and employees' premiums by \$70,000 due to COVID and the lack of nonessential medical visits/procedures**

- **Currently negotiating with BCBS and a joint purchase group health insurance plan to determine the best to select for our upcoming health insurance renewal. Will return to the SB for their approval on 8/25**
- iv. Discuss the impact on the Recreation Department’s WPC After-School Program based upon School Committee decisions regarding school reopening plans  
**Continued to next SB meeting on 8/25**
  - v. Consider providing all town staff with one compensatory day off in recognition of their dedication and extraordinary service delivery efforts for our residents during the ongoing COVID-19 pandemic  
**Approved 5-0 not to create an overtime situation and for firefighters 8 hours of time off**
7. 8:25 PM **Review of Town Common Usage Policy and consider establishing a Flag Policy**  
**Continued to next SB meeting on 8/25**
8. 8:55 PM **Old/New Business**
- i. Consider reaffirming prior vote to sponsor a Zoning Bylaw Amendment to reflect inclusive language and other ministerial changes and refer the matter to the Planning Board for their recommendation  
**Approved 5-0**
  - ii. Request from the Town and School Safety Task Force to appoint five residents-at-large for full terms expiring on June 30, 2023:
    - a. Omogbemile Augustina Garrett
    - b. Emily Z Gilstrap
    - c. Jeffrey Hillam
    - d. Carolyn Jerzylo
    - e. Omar Laurino
    - f. ~~Meghan S McCarthy~~ **(applicant withdrew application)**  
**Approved 5-0 to appoint Omogbemile Augustina Garrett, Emily Z Gilstrap, Jeffrey Hillam, Carolyn Jerzylo, and Omar Laurino to the TSSTF as residents-at-large for full terms expiring on June 30, 2023**
  - iii. Request to approve 2020 annual reappointments for committee and board members as listed in the meeting packet  
**Approved 5-0**
  - iv. Request to designate a member of the Select Board to the Northern Middlesex Council of Governments for a full term expiring on June 30, 2021  
**Designated Anita Tonakarn-Nguyen as liaison to NMCOG**
9. 9:15 PM **Consent Agenda- Requests to approve the following:**
- i. Town Common and Bandstand:  
Event: Free Community Yoga Event to Benefit the MA COVID-19 Relief Fund  
Applicant: Melissa Matheson and Scott Cassa, Wellbeing Fitness  
Previously Approved dates: Sunday, August 16, 2020 or Saturday, August 22, 2020  
Request for rain date: Saturday, August 29, 2020  
Time: 8:30 AM to 10:00 AM  
**Approved 5-0 subject to public safety recommendations**

10. 9:20 PM **Minutes for Approval**

Regular Session – For Release:

- June 9, 2020
  - June 20, 2020
  - June 24, 2020 – Joint with the Town and School Safety Task Force
  - July 16, 2020 – Joint with the Town and School Safety Task Force
- Approved 4-0-1 (Tonakarn-Nguyen abstained)**

11. 9:25 PM **Board Reports/Updates**

**Select Board Member Clay discussed Westford’s recent anti-Semitic vandalism with Rabbi Mike in Acton. Rabbi Mike recommended restarting Diversity Day in our schools and holding a forum to promote understanding in the community on how hate speeches/crimes impacts our Jewish community and marginalized communities. The SB discussed perhaps holding a similar forum this Fall**

12. 9:30 PM **Town Manager’s Report**

- i. Request to delegate to the Council on Aging the authority to execute Westford Rental Assistance Program agreements with landlords and tenants  
– *Nancy Cook, Council on Aging, and Jennifer Claro, Director of Elder Services*  
**Approved 5-0**
- ii. Request from the Council on Aging to accept a grant in the amount of \$8,398 to provide nutrition and/or outreach services in response to the COVID-19 pandemic awarded from Elder Services of the Merrimack Valley, Inc.  
**Approved 5-0**
- iii. Request to expend \$5,000 from the Lease of Town Buildings Revolving Account (Roudenbush buildings) for the purpose of repairing, restoring, and mitigating two water intrusion damages at the Roudenbush Community Center, Inc., 65 Main Street  
**Approved 5-0**
- iv. Request approval of the following:
  - a. Contracts:
    1. Arthur J. Gallagher & Co. to serve as the town’s broker-of-record to assist with the negotiation and day-to-day management of the town’s health insurance coverages provided to all eligible town and school employees, which is anticipated to result in an operational savings of \$36,750
    2. Amend a contract with Tighe & Bond, Inc. for professional engineering services for the Kirsi Circle Water Main Replacement Project to include construction administration and observation services in the amount of \$40,000, as requested by the Water Department
  - b. Purchase Orders:
    1. Firematic Supply Co., Inc. for MSA Complete Altair Multi-Gas Meters and Self-Contained Breathing Apparatus Equipment in the amount of \$342,615, as requested by the Fire Department
    2. Verizon Wireless for cellular charges in the amount of \$97,000, as requested by the Technology Department
    3. Verizon (fixed line) for voice and data lines in the amount of \$35,000, as requested by the Technology Department
    4. RAVE Mobile Safety for reverse 911 and smart 911 services in the amount of \$13,700, as requested by the Technology Department

5. Northern Tree Service, Inc. for emergency tree removal services in the amount of \$12,668.40, as requested by the Highway Department  
**Approved 5-0 all contracts and purchase orders**

13. 9:35 PM **Correspondence**

14. 9:40 PM **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/2126409717325921804>. 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  
August 11, 2020**

**Incoming Correspondence:**

IC 01	07/23/2020	Kate Hollister, et al. v. Robert C. Herman, et al. Complaint
IC 02	07/23/2020	Conceo Engineers & Scientists Public Involvement Notification
IC 03	07/27/2020	GNC HOLDINGS, INC., et al., Chapter 11 Notice of Disclosure Statement
IC 04	07/27/2020	Kate Hollister, et al. v. Robert C. Herman, et al. First Amended Complaint
IC 05	07/29/2020	Letter from Amy Ouellette Relative to Newport Materials
IC 06	07/29/2020	Verizon Fios TV Programming Change
IC 07	07/31/2020	GNC HOLDINGS, INC., et al., Final Order Granting Debtors' Motion for Interim and Final Orders
IC 08	08/03/2020	Kate Hollister, et al. v. Robert C. Herman, et al. Notice of Appeal
IC 09	08/05/2020	District Attorney Marian Ryan Notice of MassDOT Grant Opportunity
IC 10	08/05/2020	Jennifer Claro Letter to Andrea Peraner-Sweet Relative to an Honorary Donation made by Anita Tonakarn-Nguyen
IC 11	08/06/2020	Town of Westford Planning Board v. Town of Westford Zoning Board of Appeals, et al., Affidavit of Compliance, and Certification of Service of Case Management Conference Order

**Outgoing Correspondence:**

OC 01	07/28/2020	Letter of Authorization to Windstream
OC 02	07/29/2020	Letter to Amy Ouellette from Health Department Relative to Newport Materials
OC 03	08/03/2020	Thank You Letter to Rabbi Zalman
OC 04	08/06/2020	Thank You Letter to Dr. Dheeraj and Dr. Vahlia Pamidimukkala

*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).*