



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, August 25, 2020

7:00 PM

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 **Continued actions regarding new Diversity, Equity, and Inclusion Committee**
 - i. Determine Committee's charge
 - ii. Consider makeup of membership
 - iii. Discuss general criteria and questions to consider when appointing members
5. 7:45 PM **Request for direction on the Carlisle Road Sidewalk Project and update on the Littleton Road Widening Project – Paul Starratt, P.E., Town Engineer**
6. 8:00 PM **Request to approve amended Town Common and Bandstand Usage Policy and a new Flag Display Policy**
7. 8:10 PM **Request from Westford Climate Action for Select Board to sponsor their non-binding Climate Action Resolution on the Warrant at our upcoming Special Town Meeting**
– Beth Perkins and Carol Morse, Co-Chairs, Westford Climate Action
8. 8:20 PM **Old/New Business**
 - i. Consider establishing a Select Board Proclamation Policy
 - ii. Request to appoint Election Officers for terms to expire on July 31, 2021
 - iii. Request to approve 2020 annual reappointments for committee and board members as listed in the meeting packet
 - iv. Request to increase the Town and School Safety Task Force's membership to add one resident-at-large position and appoint Albert Prescott to this term to expire on June 30, 2023

9. 8:30 PM **Consent Agenda- Request to approve the following:**
- i. Town Common and Bandstand:
 Event: Free Bodyweight and Mat Fitness Class
 Applicant: Chrysanthe Andersen
 Date: September 1, 2020 – December 1, 2020
 Time: Mondays, Wednesdays, and Fridays 9:30 AM – 10:30 AM, Tuesdays and Thursdays 6:00 AM – 7:00 AM, Sundays 7:30 AM – 8:30 AM
 - ii. General License:
 Event: Witch’s Woods
 Applicant: Douglas C. Deschenes on behalf of Nashoba Valley Ski Area
 Location: Nashoba Valley Ski Area, 79 Powers Road
 Dates: October 1 – 3, October 8 – 10, October 15 – 17, October 22 – 24, October 29 – 31
 Time: 5:00 PM – 12:00 AM
 - iii. Public Entertainment on Sunday License:
 Event: Witch’s Woods
 Applicant: Douglas C. Deschenes on behalf of Nashoba Valley Ski Area
 Location: Nashoba Valley Ski Area, 79 Powers Road
 Dates: October 4, 11, 18, and 25
 Time: 5:00 PM – 12:00 AM
10. 8:35 PM **Minutes for Approval**
- Regular Session – For Release:
- June 23, 2020
 - July 30, 2020 – Joint session with the Town and School Safety Task Force
- Executive Session – Not for Release
- July 14, 2020 – Joint session with the Planning Board
11. 8:40 PM **Board Reports/Updates**
12. 8:45 PM **Town Manager’s Report**
- i. Update on the Recreation Department’s WPC After-School Program based upon School Committee decisions regarding school reopening plans
 - ii. Announce an award received from MassDEP’s Technical Assistance Program to provide the town with up to 80 hours of hands-on assistance with the Save-Money-and-Reduce-Trash (SMART)/Pay-As-You-Throw (PAYT) Evaluation and Implementation application
 - iii. Request approval of the following:
 - a. Contracts:
 1. Three-year contract extension with Acme Waste Systems Inc. for solid waste collection and transportation services, which was initially approved by the board on May 8, 2018, in the amount of FY22 \$715,520, FY23 \$744,141, FY24 \$773,907
 2. J. Tropeano for the Abbott School Pedestrian Improvement Project in the amount of \$128,067.13, as requested by the Engineering Department

3. Heimlich Landscaping & Construction Corp to provide renovations to the Ronan McElligott Playground located at Edwards Beach, in an amount not to exceed \$98,500, as requested by the Parks, Grounds, and Recreation Department
- b. Purchase Orders:
 1. Bergeron Protective Clothing LLC for firefighter protective clothing in the amount of \$23,000, as requested by the Fire Department
 2. Daikin for upgraded air conditioning in the Westford Academy server room in the amount of \$10,468, as requested by the Technology Department

13. 8:50 PM **Correspondence**

14. 8:55 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/4419466506045587212>. 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
August 25, 2020**

Incoming Correspondence:

IC 01	08/10/20	Westford Planning Board Decision Relative to Site Plan Review for 51 and 53 Main Street
IC 02	08/14/20	GNC Holdings, Inc. Bar Date Notice and Proof of Claim
IC 03	08/18/20	Cushing Jammallo & Wheeler Inc. Notice of Release of Hydraulic Fluid by Waste Management of New Hampshire, Inc.
IC 04	08/19/20	National Grid Notice of Grade 1 Leak Response
IC 05	08/20/20	Xfinity Programming Updates & Internet Essentials Information

Outgoing Correspondence:

OC 01	08/13/20	Letter to Senator Edward Kennedy Relative to Westford's Action to Amend our Charter
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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.