



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, 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**
  - **SBM Hazelton congratulated former SBM Elizabeth Almeida for being named 2020 Commonwealth Heroine by the Massachusetts Commission on the Status of Women**
  - **SBM Clay announced WestfordCAT has started producing short-edited versions of the SB meetings to provide a brief recap on the SB meeting's outcome**
  - **Emily Teller thanked the Select Board Members and Town Manager Ross for their support of the Women's Suffrage Forward into Light Project. She requested the SB approve placing a sandwich board in front of Town Hall to promote the cause for the next 2 days. Approved 5-0**
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  
**Approved 5-0 with questions sent to all applicants. Appointments will be made at the SB meeting on 9/22**
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**  
**Voted 5-0 to support the single sidewalk plan on Carlisle Road**
6. 8:00 PM **Request to approve amended Town Common and Bandstand Usage Policy and a new Flag Display Policy**  
**Approved 5-0 the Town Common and Bandstand Usage Policy**  
**Approved 4-0-1 (Kost abstained) to accept the Flag Display Policy with an amendment to item no. 5**
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**  
**No board action taken. WCA will seek out a Citizen's Petition to add to the upcoming Special Town Meeting Warrant**

8. 8:20 PM **Old/New Business**
- i. Consider establishing a Select Board Proclamation Policy  
**No board action taken**
  - ii. Request to appoint Election Officers for terms to expire on July 31, 2021  
**Approved 5-0**
  - iii. Request to approve 2020 annual reappointments for committee and board members as listed in the meeting packet  
**Approved 5-0**
  - 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  
**Approved 5-0**
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  
**Approved 5-0 subject to public safety recommendations**
  - 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  
**Continued to 9/8 SB meeting**
  - 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  
**Continued to 9/8 SB meeting**
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  
**Approved 5-0**
- Executive Session – Not for Release
- July 14, 2020 – Joint session with the Planning Board  
**Approved 5-0**
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  
**Recreation Director Jim Duane is working on a creating an After-School Program with School Superintendent Bill Olsen to help residents who need childcare. Continued to SB 9/8 meeting**
- 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

**Approved 5-0 all contracts and purchase orders**

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](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 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](mailto:tmaa@westfordma.gov).*