



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, September 8, 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**
 - **SB Chair Peraner-Sweet reminded everyone the 9/11 memorial service will be on this Friday in the Public Safety Courtyard in front of the police station at approximately 9:55 AM**
 - **SBM Clay noted the Select Board and School Committee are still looking for applicants to join the Diversity, Equity and Inclusion Committee. If you are interested you may fill out a CAF at the following link [Citizen Activity Form](#). SBM Kost asked applicants who have already submitted their CAFs to please respond by 9/15 to the interview questions which were emailed to them**
 - **SBM Tonakarn-Nguyen thanked all the administrators and teachers who have been busy setting up the schools for reopening this Fall**
 - **School Committee Member Valery Young announced that the Westford Public Schools will open with a full week of in-person early-release school days, alternating with a full week of online learning at home. They have been working with the COA to publicize the Covid-19 Relief Assistance Fund. The Fund is created through donations and is a resource made available for families who may experience a financial hardship with the increased expense of childcare, loss of income, and/or eviction/foreclosure situations. More information will be available on our website soon at the following link: www.westfordma.gov**
4. 7:05 PM **Update on Police Department Activities and Procedures**

– *Police Chief Tom McEnaney and Deputy Police Chief Mark Chambers*
Police Chief Tom McEnaney and Deputy Police Chief Mark Chambers provided an update on their department's activities and procedures. The Select Board members made statements of support and commended the department for their accomplishments
5. 7:25 PM **Joint Meeting with the Finance Committee**
 - i. Review FY21 financials including operating budget and capital requests
SB voted 5-0 to hire a paramedic/firefighter starting October 1, 2020 and a patrol officer starting January 1, 2021 consistent with our FY21 budget and the Public Safety Staffing Working Group recommendations
 - ii. Special Town Meeting – Saturday, October 17, 2020
 - a. Review proposed warrant articles and draft motions, set the order of the articles and vote to close the warrant
The SB approved the order of the articles and voted 5-0 to close the warrant

6. 8:10 PM **Community update on the COVID-19 situation and impacts on town operations during this period**
- i. Consider the Recreation Department’s Westford Partnership for Children (WPC) After-School Enrichment Program based upon School Committee decisions regarding school reopening plans and availability of school space to conduct programs – *Jim Duane, Recreation Director*
Voted 5-0 to support the implementation of the modified WPC After-School Enrichment Program
7. 8:30 PM **Old/New Business**
- i. Reconsider the PILOT Agreement relative to the Helena Crocker Residences, an 18-unit senior affordable rental housing development located at 60 Littleton Road, which was previously approved on 6/23/20, as it is not subject to Town Meeting approval
Approved 5-0
8. 8:35 PM **Consent Agenda- Request to approve the following:**
- i. Town Common and Bandstand:
Event: The Great Awakening #SaveOurChildren Rally
Applicant: Erin McConnell
Date: Saturday, September 19, 2020
Time: 12:00 PM to 3:00 PM
Approved 5-0 subject to public safety recommendations
 - ii. Continued – 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. Continued – 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
Approved 5-0 both Witch’s Woods Licenses subject to public safety recommendations, with the expectation that the Health Department will closely monitor the event and if there are any problems or violations of state and health regulations, the event will be shut down
 - iv. Banner:
Event: Special Town Meeting
Applicant: Lynn Cohen on behalf of the League of Women Voters of Westford
Dates: Saturday, October 10, 2020 to Tuesday, October 20, 2020
Location: First Parish Church
Approved 5-0

9. 8:40 PM **Minutes for Approval**
Executive Session – For Release
- January 12, 2016
Approved 5-0
10. 8:45 PM **Board Reports/Updates**
11. 8:50 PM **Town Manager’s Report**
- Notify board of a request received from a resident seeking communication access real-time (CART) translation services to be available, upon advanced request, for public meetings
 - Request to accept a grant from the Massachusetts Green Communities Grant Program in the amount of \$95,000 to partially fund three energy efficiency projects at the Westford Public Schools
 - Request to vote and execute Bond Anticipation Notes (BANs) in the amount of \$5,764,076 for various town projects
 - Request approval of the following:
 - Contracts:
 - BSC Group, Inc. for final design and bidding documents for the new grave section at Pine Grove Cemetery in the amount of \$25,300, as requested by the Cemetery Department
 - Stantec Consulting Services Inc. for landfill monitoring services in the amount of \$12,265
 - Blue Cross Blue Shield (BCBS) for health insurance coverage at a 4.9% premium renewal increase for town employees, and an 11.9% decrease in Medicare premium for retirees, pending receipt of prescription drug premium
 - Purchase Orders:
 - Presidio for phase 3 of the municipal phone system upgrade in the amount of \$132,457.01, as requested by the Technology Department
 - Merrimack Valley Emergency Physicians Inc. for medical direction services in the amount of \$18,000, as requested by the Fire Department

Approved 5-0 acceptance of grant, approve and execute the BAN, contracts and purchase orders
12. 8:55 PM **Correspondence**
13. 9:00 PM **Adjournment**

Options available to access the Board of Selectmen meeting remotely:

- Register to watch the meeting through the GotoWebinar website at: <https://attendee.gotowebinar.com/register/3171874851567158287>. 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.
- 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.
- Meeting participants that require closed captioning services may access them at the following website: <https://www.streamtext.net/player?event=TOW>. Please note: this link will open a 3rd party webpage that will display a written text transcript of the live public meeting.

**Board of Selectmen
Correspondence
September 8, 2020**

Incoming Correspondence:

IC 01	08/21/2020	Letter from the Massachusetts Office of Leasing and State Office Planning regarding a recently issued Request for Proposals
IC 02	08/24/2020	GNC Holdings Proof of Claim Form
IC 03	08/27/2020	Northern Middlesex Council of Governments Summary of NMSC Activities and data from ThinkBlue Massachusetts
IC 04	08/27/2020	Department of Energy Resources Green Communities Division Grant Award
IC 05	08/27/2020	Xfinity Programming Change
IC 06	09/01/2020	Verizon Fios TV Programming Change

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.