



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 22, 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**
 - **Town Manager Ross announced the Town Moderator requested the board consider moving the start time for Special Town Meeting to 9:00 AM. This request will be added to the 9/29 BoS meeting agenda**
 - **Town Manager Ross also announced that the town's Flu Clinics will be held on 10/8, 10/15, and 10/22. More information can be found at the following link: [Westford Residents Flu Clinic Schedule](#)**
 - **Selectman Tonakarn-Nguyen announced the Cultural Council grant cycle applications will be available beginning 10/1 through mid-November. To find out more information please visit the following link: [Westford Cultural Council](#)**
 - **Selectman Clay urged residents to participate in the Health Department's Community Health Assessment Survey which is available at the following link: [Westford Community Health Assessment Survey](#)**
4. 7:05 PM **Update on appointment of members to the Diversity, Equity and Inclusion Committee**

Select Chair Peraner-Sweet stated interested applicants complete a Citizen Activity Form and submit their responses to interview questions to the Town Manager's Office by Friday, 9/25 at 4:00 PM. The board will then discuss with the School Committee the process and procedure they will follow in making appointments. They will discuss the logistics at their next meeting on 9/29 with the goal of making appointments at the beginning of October
5. 7:10 PM **Consent Agenda- Request to approve the following:**
 - i. **Town Common and Bandstand:**

Event: Concert Performed by Bonnie Anderson and Stella Owen
Applicant: Alice Dorothy Phalen
Date: Sunday, September 27, 2020 (rain date: Sunday, October 4, 2020)
Time: 1:00 PM to 6:00 PM
Approved 5-0 subject to public safety recommendations
6. 7:15 PM **Request for a Common Victualler License for Godly Smoothies, LLC, 8 Cornerstone Square - Latchezar "Lucky" Popov, Co-Owner**

Approved 5-0

7. 7:20 PM **Public Hearing**

Request for a transfer of an M.G.L. c. 138 §15 All Alcoholic Retail Package Store License from Shree Ganesh Corporation, d/b/a Westford Market & Liquors, 6 Carlisle Road, to Narayanswarup Corp, d/b/a Westford Market & Liquors, 6 Carlisle Road - *Manthan Patel, Proposed Manager*

Approved 5-0

8. 7:25 PM **Joint Meeting with the School Committee and Finance Committee**

- i. Update from Superintendent Olsen on expenses related to opening schools and discuss \$400,000 supplemental for Westford Public Schools circuit breaker/school choice account
- ii. Request to increase the spending limit on the FY21 Coronavirus COVID-19 expense account to \$2,142,123 – *Jodi Ross, Town Manager*
Approved 5-0
- iii. Update on Fiscal Year 2021 Budget and Free Cash Analysis
- iv. Consider draft Budget Policy Direction for Fiscal Year 2022
Continued to 9/29
- v. Special Town Meeting – Saturday, October 17, 2020
 - a. Board of Selectmen take positions on warrant articles and finalize motions

ARTICLE 1:	Approve Unpaid Bills from Previous Fiscal Year(s) – <i>motion to dismiss</i> Selectmen recommend dismissing 5-0	<i>Town Manager</i>
ARTICLE 2:	Fiscal Year 2021 Budget Adjustments Selectmen recommend 5-0	<i>Town Manager</i>
ARTICLE 3:	Fiscal Year 2021 Budget Transfers – <i>motion to dismiss</i> Selectmen recommend dismissing 5-0	<i>Town Manager</i>
ARTICLE 4:	Appropriate for Perchlorate Expenses Selectmen recommend 5-0	<i>Town Manager</i>
ARTICLE 5:	Approve Community Preservation Committee Recommendations Selectmen recommend 5-0	<i>Community Preservation Committee</i>
ARTICLE 7:	Appropriate Funding to Design and Construct a New Municipal Building Located at 51 Main Street Removed from the Warrant	<i>Board of Selectmen</i>
ARTICLE 9:	Authorize the Board of Selectmen to Accept Easement on Oak Hill Road, Plain Road, and Moore Road Selectmen recommend 5-0	<i>Board of Selectmen</i>
ARTICLE 10:	Authorize the Board of Selectmen to Accept Easements on Carlisle Road Selectmen recommend 5-0	<i>Board of Selectmen</i>
ARTICLE 11:	Beaver Brook Bridge Reconstruction Project Selectmen recommend 5-0	<i>Board of Selectmen</i>
ARTICLE 17:	Placeholder: Move Annual Town Meeting to May Selectmen voted 5-0 to remove from the Warrant	<i>Board of Selectmen</i>
ARTICLE 28:	Disposition of 63 Main Street Selectmen do not recommend 5-0	<i>Citizens' Petition</i>

9. 8:45 PM **Old/New Business**

- i. Request to expand subject to Permitting Department requirements, and extend outdoor table service of food and alcoholic beverages, pursuant to the Alcoholic Beverages Control Commission Advisory Section 4 of COVID-19 Order No. 35, from November 1, 2020 for any period up to and until sixty (60) days after the end of the state of emergency, for all licensees, or upon request
Approved 5-0
- ii. Request to execute Jennie Richards Road Order of Taking – *Paul Starratt, P.E., Town Engineer*
Approved 5-0

- iii. Request to appoint Election Officers for terms to expire on July 31, 2021
Approved 5-0

10. 9:00 PM **Board Reports/Updates**

Selectman Kost announced the Capital Planning Committee met last Friday and had extremely productive discussions about reprioritizing in order to help with some of the budget issues we are experiencing this year

11. 9:05 PM **Minutes for Approval**

Regular Session – For Release

- July 14, 2020

Approved 5-0

- July 28, 2020

Approved 5-0

12. 9:10 PM **Town Manager's Report**

- i. Request for \$30,500 from the Sidewalk Gift Account to design Carlisle Road sidewalk – *Paul Starratt, P.E., Town Engineer*
Approved 5-0
- ii. Request to determine whether the Massachusetts Historical Commission or the Westford Historical Commission will hold the perpetual historic preservation restriction for the Parish Center for the Arts, related to their 2019 Annual Town Meeting CPC appropriation for exterior building renovations
Approved 5-0 that the Westford Historical Commission will hold the perpetual historic preservation restriction for the PCA project
- iii. Announce the Board of Health awaiting state recommendations regarding Trick-or-Treating on Halloween during the COVID-19 pandemic; decision to be made at the October 19th Board of Health meeting
- iv. Update on stormwater utility bills being issued to residents on October 1, 2020 and request to approve the Stormwater Credit and Adjustment Process documents and applications in accordance with the Stormwater Management Utility Fee and Credit Policy
Approved 5-0 the Stormwater Credit and Adjustment Process documents and applications
- v. Request approval of the following:
 - a. Contracts:
 - 1. Contracts for water distribution supplies and materials for Fiscal Year 2021 as listed in the meeting packet materials, as requested by the Water Department
 - 2. Zurich Insurance Group for a 36-month pollution insurance policy for the 12 North Main Street property in the amount of \$37,580
 - b. Purchase Orders:
 - 1. IndoorDoctor for 75 Defender air purifiers in the amount of \$41,175, as requested by the Facilities Department
 - 2. EFI Global, Inc. for professional engineering services to conduct a survey and audit of the HVAC systems for 11 town buildings in the amount of \$19,170, as requested by the Facilities Department

3. Process Distributors, Inc. for 4,800 pounds of constant chlor plus dry chlorinator briquettes in the amount of \$11,952, as requested by the Water Department

Approved 5-0

13. 9:15 PM **Correspondence**

14. 9:20 PM **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/2176132932197733904>. 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.

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.

**Board of Selectmen
Correspondence
September 22, 2020**

Incoming Correspondence:

IC 01	09/09/20	Constellation NewEnergy, Inc. 2019 Massachusetts Environmental Disclosure
IC 02	09/10/20	National Grid Information Notice – Grade 1 Leak Identified
IC 03	09/11/20	Cushing Jammallo & Wheeler Inc. Notice of Release of Hydraulic Fluid by Waste Management of New Hampshire, Inc.
IC 04	09/16/20	Massachusetts Department of Revenue Division of Local Services Notice of Certified Free Cash Approval
IC 05	09/16/20	MassHousing’s Draft Report relative to Hanover Westford Valley 40B Cost Examination