



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, October 13, 2020

7:00 PM

Meeting will be held virtually- instructions are below

1. 7:00 PM **Call to Order**
2. 7:00 PM **Executive Session**  
To conduct negotiations with the Town Manager regarding her employment contract as an open session may have a detrimental effect on the town's bargaining position
3. 7:30 PM **Pledge of Allegiance**
4. 7:32 PM **Open Forum/FAQ/Announcements**  
Recognize Arnie Price, Food Inspector, for receiving the 2020 Michael D. Saraco Award from the Massachusetts Health Officers Association
5. 7:35 PM **Joint Meeting with the School Committee to consider increasing the Diversity, Equity and Inclusion Committee to 22 full members for 3-year terms expiring on June 30, 2023 with the addition of a non-voting Board of Selectmen Liaison and School Committee Liaison**
  - Appointment of Committee Members:
 

<ol style="list-style-type: none"> <li>a. Corinne C. Badenhoff</li> <li>b. Haining Bao</li> <li>c. Eric R. Barber-Mingo</li> <li>d. Lawrence M. Bentley</li> <li>e. Nancy J. Cook</li> <li>f. Eleonora Cordovani</li> <li>g. Joe P. Diamond</li> <li>h. Joaquin I. Gargoloff</li> <li>i. Scott Harkness</li> <li>j. Junwei Huang</li> <li>k. Mamatha Jagannathan</li> </ol>	<ol style="list-style-type: none"> <li>l. Jenny Jun-lei Kravitz</li> <li>m. Omar Laurino</li> <li>n. Yibing Li</li> <li>o. Derek R. Lo</li> <li>p. Kun Luo</li> <li>q. Madonna Jean McKenzie</li> <li>r. Medha S. Palnati</li> <li>s. Seema P. Pusalkar</li> <li>t. Anjali Rajput</li> <li>u. Patricia C. Reppucci</li> <li>v. Jonathan M. Romig</li> </ol>
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6. 7:55 PM **Special Town Meeting – Saturday, October 17, 2020**
  - i. In the event of inclement weather on October 17, 2020, delegate Chair Peraner-Sweet along with Moderator Harkness the authority to continue Town Meeting until October 18, 2020 at 9:00 AM
  - ii. Board of Selectmen take positions on warrant articles:

ARTICLE 6:	<b><i>Request to Reconsider Combining School Administrative Office and Recreation Feasibility Studies</i></b> Approve Fiscal Year 2021 Capital Appropriations	<i>Capital Planning Committee</i>
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ARTICLE 13:	<b><i>Request from Petitioner to Recommend Dismissal</i></b> Clarify the Memorandum of Understanding Between the Town of Westford and Westford Community Access TV	<i>Citizens' Petition</i>
ARTICLE 15:	<b><i>Request to Recommend Dismissal Until Annual Town Meeting</i></b> Amend the Town's General and Zoning Bylaws to Reflect Inclusive Language Amendments to the Town Charter Pending Before the General Court	<i>Board of Selectmen</i>
ARTICLE 16:	Amend the Zoning Bylaw to Clarify Minimum Lot Frontage Requirements	<i>Planning Board</i>
ARTICLE 17:	Amend the Zoning Bylaw to Extend the Time for Lapse of Special Permits from Two Years to Three Years	<i>Planning Board</i>
ARTICLE 18:	Amend the Zoning Bylaw to Clarify Area Standards for Accessory Dwelling Units	<i>Planning Board</i>
ARTICLE 19:	<b><i>Request to Recommend Dismissal at Town Meeting and Refer to Committee</i></b> Amend the Zoning Bylaw to Regulate Massage Establishments	<i>Planning Board</i>
ARTICLE 20:	Amend the Zoning Bylaw to Delete Section 6.3: Growth Management (and related subsections) which Expired on May 11, 2009	<i>Planning Board</i>
ARTICLE 21:	Amend the Zoning Bylaw to Define and Regulate Short-Term Rentals, and to Establish a Summer Village Short-Term Rental Overlay District	<i>Planning Board</i>
ARTICLE 22:	Amend the Zoning Bylaw to Define Short-Term Rentals and to Establish a Summer Village Short-Term Rental Overlay District	<i>Planning Board</i>
ARTICLE 23:	Amend the Zoning Bylaw to Allow Drive-Throughs for Restaurants	<i>Planning Board</i>

7. 8:55 PM **Old/New Business**

- i. Request to approve Presidential Election Warrant – *Patty Dubey, Town Clerk*
- ii. Request to appoint Election Officers for terms to expire on July 31, 2021
- iii. Consider alternative to events on Veteran's Day in light of COVID-19 pandemic
- iv. Review draft 2021 Board of Selectmen/Town Manager goals
- v. Consider approval of a new contract with Town Manager Ross

8. 9:10 PM **Consent Agenda – Request to approve the following:**

- i. Town's Portable Electronic Emergency Sign:
  - a. Event: 2020 Special Town Meeting  
Applicant: Lynn Cohen on behalf of the League of Women Voters of Westford Steering Committee  
Location: On or near Town Common  
Date: Wednesday, October 14, 2020 – Monday, October 19, 2020
  - b. Event: Presidential Election  
Applicant: Lynn Cohen on behalf of the League of Women Voters of Westford Steering Committee  
Location: On or near Town Common  
Date: Tuesday, October 27, 2020 – Friday, November 6, 2020
- ii. Amend a Banner Request:
  - a. Event: Presidential Election  
Applicant: Lynn Cohen on behalf of the League of Women Voters of Westford Steering Committee  
Location Change: Old Center Fire Station, 51 Main Street  
Date: Tuesday, October 27, 2020 – Friday, November 6, 2020

9. 9:15 PM **Minutes for Approval**

Regular Session – For Release

- August 4, 2020
- August 11, 2020

10. 9:20 PM **Board Reports/Updates**

11. 9:25 PM **Town Manager's Report**

- i. Request from the Town Clerk to accept a grant in the amount of \$9,681 for planning and conducting a safe and secure election awarded by the Center for Tech and Civic Life
- ii. Request approval of the following:
  - a. Contracts:
    1. New England Stormwater Management LLC for catch basin cleaning in the amount of \$59,250, as requested by the Department of Public Works
    2. Eastern Salt for road salt in the amount of \$49.50 per ton for the 2020-2021 winter season, as requested by the Highway Department
  - b. Purchase Orders:
    1. George T. Wilkinson, Inc., for services and installation related to a boiler replacement at the Police Station in the amount of \$114,148, as requested by the Facilities Department
    2. From the Roudenbush Lease Expense Account:
      - a. United Rentals for water intrusion response rental equipment in the amount of \$1,347.94, as requested by the Facilities Department
    3. Dennis K. Burke for gas and diesel fuel in the amount of \$39,800, as requested by the Highway Department

12. 9:30 PM **Correspondence**

13. 9:35 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/3348981985546435856>. 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).

*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).*

**Board of Selectmen  
Correspondence  
October 13, 2020**

**Incoming Correspondence:**

- IC 01 09/28/20 Stantec Notice of Westford Landfill Gas Monitoring 3rd Quarter
- IC 02 10/01/20 Xfinity Regional Sports Networks
- IC 03 10/01/20 Windstream Holdings Inc., et al. Notice of Entry of Confirmation Order, Etc.
- IC 04 10/01/20 The Salvation Army of Greater Lowell 28th Annual Christmas Castle Kickoff
- IC 05 10/06/20 CDC and MA Department of Public Health Covid-19 Halloween 2020 Guidelines
- IC 06 10/07/20 Commonwealth's Search for Lease Space