



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, 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
Selectman Tonakarn-Nguyen announced last week she helped facilitate a Girl Scout workshop on diversity which she thought generated great candid conversations and thanked the Girl Scout Troop for inviting her to participate
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:
 - a. Corinne C. Badenhoff
 - b. Haining Bao
 - c. Eric R. Barber-Mingo
 - d. Lawrence M. Bentley
 - e. Nancy J. Cook
 - f. Eleonora Cordovani
 - g. Joe P. Diamond
 - h. Joaquin I. Gargoloff
 - i. Scott Harkness
 - j. Junwei Huang
 - k. Mamatha Jagannathan
 - l. Jenny Jun-lei Kravitz
 - m. Omar Laurino
 - n. Yibing Li
 - o. Derek R. Lo
 - p. Kun Luo
 - q. Madonna Jean McKenzie
 - r. Medha S. Palnati
 - s. Seema P. Pusalkar
 - t. Anjali Rajput
 - u. Patricia C. Reppucci
 - v. Jonathan M. Romig
 - **Approved BoS 5-0 and SC 6-0 to appoint the 22 full members for 3-year terms expiring on June 30, 2023**
 - **Board of Selectman voted 5-0 to appoint Anita Tonakarn-Nguyen as the Board of Selectmen Liaison**
 - **School Committee voted 6-0 to appoint Mingquan Zheng as the School Committee Liaison**

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
Approved 5-0
- ii. Board of Selectmen take positions on warrant articles:

ARTICLE 6:	<i>Request to Reconsider Combining School Administration Office and Recreation Feasibility Study</i> Approve Fiscal Year 2021 Capital Appropriations Approved 5-0 to reconsider the vote Selectmen do not recommend 5-0 (intend to bring back to Spring Annual Town Meeting)	<i>Capital Planning Committee</i>
ARTICLE 13:	<i>Request from Petitioner to Recommend Dismissal</i> Clarify the Memorandum of Understanding Between the Town of Westford and Westford Community Access TV Selectmen recommend dismissing 5-0	<i>Citizens' Petition</i>
ARTICLE 15:	<i>Request to Recommend Dismissal Until Annual Town Meeting</i> Amend the Town's General and Zoning Bylaws to Reflect Inclusive Language Amendments to the Town Charter Pending Before the General Court Selectmen recommend dismissing 5-0	<i>Board of Selectmen</i>
ARTICLE 16:	Amend the Zoning Bylaw to Clarify Minimum Lot Frontage Requirements Selectmen recommend 5-0	<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 Selectmen recommend 5-0	<i>Planning Board</i>
ARTICLE 18:	Amend the Zoning Bylaw to Clarify Area Standards for Accessory Dwelling Units Selectmen recommend 5-0	<i>Planning Board</i>
ARTICLE 19:	<i>Request to Recommend Dismissal at Town Meeting and Refer to Committee</i> Amend the Zoning Bylaw to Regulate Massage Establishments Selectmen recommend dismissing 5-0	<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 Selectmen recommend 5-0	<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 Selectmen recommend 5-0	<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 Selectmen recommend 5-0	<i>Planning Board</i>
ARTICLE 23:	Amend the Zoning Bylaw to Allow Drive-Throughs for Restaurants Selectmen do not recommend 4-1 (Tonakarn-Nguyen opposed)	<i>Planning Board</i>

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

- i. Request to approve Presidential Election Warrant – *Patty Dubey, Town Clerk*
Approved 5-0
- ii. Request to appoint Election Officers for terms to expire on July 31, 2021
Approved 5-0
- iii. Consider alternative to events on Veteran's Day in light of COVID-19 pandemic
Board agreed in lieu of holding an in-person ceremony, Veterans Service Officer Ryan Cobleigh work collaboratively with Westford CAT to create a video similar to what was done for Memorial Day
- iv. Review draft 2021 Board of Selectmen/Town Manager goals
Approved 5-0 with amendments
- v. Consider approval of a new contract with Town Manager Ross
Approved 5-0 to extend the Town Manager's contract through June 30, 2024

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

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
- i. 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

Approved 5-0 (clarification – this was a recommendation by the League of Women Voters to the Selectmen that the town utilize its portable electronic emergency sign for these events)

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

Regular Session – For Release

- August 4, 2020
- August 11, 2020

Approved 5-0

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
Approved 5-0 acceptance of grant, contracts and purchase orders

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.
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
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