



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 27, 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**
  - i. To discuss strategy with respect to negotiations with the Office and Professional Employees International Union and the Communication Workers of America, 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**

Update on Board of Health Halloween Recommendations for Trick-or-Treating – *Jeff Stephens, Health Director*  
**Trick-or-Treating will be held on Saturday, October 31, from 6:00 PM – 8:00 PM.**  
**Guidelines are available at the following link: [Westford Board of Health Recommendations on Trick-or-Treating](#)**

**Selectman Hazelton congratulated Chris Yule and his team on receiving the Tsongas Award for the Historic Preservation of the Abbot Mill II development**
5. 7:35 PM **Request from Evviva Cucina LLC, d/b/a Evviva Trattoria, 7 Cornerstone Square, for a change of hours on a M.G.L. c. 138 §12 All Alcoholic Beverages Restaurant License to allow for alcohol service on Sundays starting at 10:00 AM instead of 11:00 AM**

– *Paul Carney, Manager*  
**Approved 5-0**
6. 7:40 PM **Review and consider approval of the request for proposals for the disposition of 35 Town Farm Road for purposes of creating new senior affordable rental units and to house the Westford Food Pantry**

– *Roberta McGuire, 35 Town Farm Task Force*  
– *Eric Heideman, Assistant Town Manager*  
**Approved 5-0 to release the request for proposals for the disposition of the 35 Town Farm property and to set the minimum purchase price in the RFP at the current assessed value of \$531,800**

7. 8:10 PM **Old/New Business**
- i. Recap and follow up of Special Town Meeting
    - a. Article 11: Indigenous Peoples’ Day – Consider referring the resolution to the Diversity, Equity and Inclusion Committee  
**The DEI Committee will review the resolution for Indigenous People’s Day at a future date once they have become more organized and have broadly considered all needs and priorities**
    - b. Discuss process for determining number of town parking spaces and conveyance of 63 Main Street property  
**The board will reevaluate the parking plans and studies for the town center to consider all options and to determine how much of the parcel to reserve for municipal parking purposes. Town Manager Ross will work with realtors to determine the impact on resale value of the property relative to reserving additional land for parking**
  - ii. Request from Denise Pigeon, Superintendent of Nashoba Valley Technical High School (NVTHS) for Westford to consider allocating \$11,657 from our CARES Act funds to support a portion of their COVID costs not funded by FEMA  
**Approved 5-0**
  - iii. Announce notification of price change for upcoming electric aggregation program as stated by the town’s supplier, Constellation NewEnergy  
**Approved 5-0**
  - iv. Designate two Selectmen to participate in union contract negotiations with the Westford Education Association - Unit A  
**Approved 5-0 to designate Chair Peraner-Sweet and Vice-Chair Clay**
8. 8:35 PM **Consent Agenda – Request to approve the following:**
- i. Town Common:
    - a. Event: Rally Against Question 2, Ranked Choice Voting  
 Applicant: No 2 Ranked Choice Voting Ballot Committee  
 Date: Saturday, October 31, 2020  
 Time: 12:30 PM to 3:30 PM
    - b. Event: Community Exhibition Promoting Hope for 2021  
 Applicant: Westford Girl Scouts c/o Katrina Munichiello  
 Date: Sunday, December 20, 2020 – Sunday, December 27, 2020
  - ii. Sandwich Board:  
 Event: Elections and Town Meetings  
 Applicant: Denali Delmar on behalf of the Westford League of Women Voters  
 Location: Fletcher Fire Station 1, Westford Police Department, and all traffic islands in town  
 Request for blanket permission to place signs in front of the specified locations for all future elections and town meetings
  - iii. Road Closure Request:  
 Event: Removal of two hazardous trees at 54 Tenney Road  
 Applicant: Jason Leck, Brightview Tree Care Services  
 Location: 34 Tenney Road to 54 Tenney Road  
 Date: Saturday, November 7, 2020  
 Time: 7:30 AM to 3:30 PM  
**Approved 5-0 all consent agenda requests subject to public safety recommendations**
9. 8:40 PM **Board Reports/Updates**

10. 8:45 PM **Town Manager's Report**

- i. Announce a grant awarded from the Massachusetts Community Development Block Grant-Coronavirus (CDBG-CV) Funds Program for microenterprise businesses and public social services assistance in the amount of approximately \$320,000
- ii. Request for approval of the following:
  - a. Purchase Orders:
    1. Sanofi Pasteur Inc. for the purchase of flu vaccine in the amount of \$40,066.92, as requested by the Health Department
    2. Colonial Municipal Group for a 2021 Ford F-150 for the Animal Control Department in the amount of \$28,651.80, as requested by the Assistant Town Manager
  - b. Contracts:
    1. Green Mountain Communications for the purchase of equipment and construction of a new communication tower at the Police Station in the amount of \$246,010, as requested by the Permanent Town Building Committee
    2. Patriot Properties for fiscal year 2022-2024 real and personal property data collection services in the amount of \$122,100, as requested by the Assessors' Office
    3. Tighe & Bond for year 3 stormwater program assistance and illicit discharge detection elimination program in the amount of \$46,700, as requested by the Engineering Department

**Approved 5-0 acceptance of grant and all purchase orders and contracts**

11. 8:50 PM **Correspondence**

12. 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/8377657788807891984>. 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 27, 2020**

**Incoming Correspondence:**

IC 01     10/20/20     Jeff Stephens email regarding the Westford asphalt plant post operational monitoring  
IC 02     10/22/20     Mallinckrodt PLC, et al. Bankruptcy Filings

**Outgoing Correspondence:**

OC 01     10/19/20     Notice to the Attorney General's Office relative to the recess and continuation of Special Town Meeting