



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, November 10, 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**
 - **Chair Peraner-Sweet thanked everyone who has been involved in the Town Elections since early September including all town employees, Westford Post Office, Westford League of Women Voters, election workers, the Westford Police Department, school custodians, and Patty Dubey for her leadership and guidance in coordinating the elections, along with her hardworking staff, Andy Sherman, Alyssa Ingalls and Marilyn Frank**
 - **Selectman Hazelton thanked Veterans Service Officer Ryan Cobleigh and Westford CAT for creating a memorable service for our Veteran's Day ceremony during this difficult time. It will be aired on November 11th at 11:11 AM**
4. 7:05 PM **Joint meeting with the Permanent Town Building Committee to discuss possible changes to the design of 51 Main Street due to COVID-19 and next steps on the project**

PTBC Chair, Tom Mahanna, stated the Committee has worked with architect, Chris Logan from Context Architecture, to discuss what potential changes should be made to the design of the project in response to the COVID-19 situation and shared these with the Board. As of March 2020, the cost estimate is \$8.5M. There are other factors the Board must consider and, they will meet again with the PTBC at a later date
5. 7:35 PM **Joint meeting with the Energy Committee to discuss the Special Town Meeting resolution of Article 14, to promote clean energy and reduce fossil fuel use to achieve the Commonwealth of Massachusetts' limit of net-zero greenhouse gas emissions by 2050, and determine their capability to take on this initiative**

Town Manager's Office will research surrounding towns with similar Committees to gather more information and will return to the BoS at a later date
6. 7:55 PM **Community update on the COVID-19 situation and impacts on town operations during this period**
 - i. **Discuss the possible postponement of the 2021 Annual Town Meeting**

Approved 5-0 to hold the 2021 Annual Town Meeting on Saturday, June 12th with a rain date of Sunday, June 13th

7. 8:05 PM **Old/New Business**
- i. Consider next steps following receipt of notice of intent to remove from Chapter 61B, Classification and Taxation of Recreational Land and sell the property owned by Westford Riding Academy Trust, located at 22 Griffin Road
Town Manager's Office will send information to interested Boards and Committees to receive their input
 - ii. Joint meeting with the 12 North Main Street Task Force for an Update on the 12 North Main Street limited structural assessment, Phase II environmental site assessment, and cost estimates for demolition and/or further stabilization of the building
**Assistant Town Manager Heideman provided the Board with an update on the recent structural assessment and the ongoing Phase II Environment Site Assessment. 12 North Main Street Task Force Chair, Jane Hughes, requested the Board to allow the release of one more request for proposals in an attempt to dispose of the property
BoS Approved (5-0) the release of a request for proposals and to revisit the situation following the completion of the solicitation process**
 - iii. Request to appoint Mark O'Lalor to the Agricultural Commission as a full member for a term to expire on June 30, 2023
Approved 5-0
 - iv. Request from the Permanent Town Building Committee to appoint the following:
 - a. Scott Hazelton as a full member for a term expiring on June 30, 2023
 - b. Jim Zegowitz as a full member for a term expiring on June 30, 2022
 - c. Roberta McGuire as an alternate member for a term expiring on June 30, 2023
 - d. Chris Karpinsky as an alternate member for a term expiring on June 30, 2023**Approved 5-0**
 - v. Review House Bill No. 4235, An Act Amending the Charter of the Town of Westford in preparation for the governor's approval of the bill
Approved 5-0 House Bill No. 4235 as provided
8. 8:35 PM **Consent Agenda – Request approval of the following:**
Town Common Request:
Event: Annual Nativity Display
Applicant: Kelly Olson
Date: Thursday, November 26, 2020 to Thursday, December 31, 2020
Approved 5-0 subject to public safety recommendations
9. 8:40 PM **Minutes for Approval**
Executive Session – Not For Release
- October 27, 2020
- Approved 5-0**
10. 8:45 PM **Board Reports/Updates**
Selectman Tonakarn-Nguyen updated the Board on the DEI Committee's first meeting where they discussed open meeting law, how to operate as a town committee, and reviewed top priority areas. They will elect officers at their next meeting
11. 8:50 PM **Town Manager's Report**
- i. Announce a Sustainable Materials Recovery Program Municipal Grant awarded from the Massachusetts Department of Environmental Protection for a Small-Scale Initiative in the amount of \$1,250

- ii. Request approval of the following:
 - a. Purchase Orders:
 - 1. Stryker for LUCAS 3 chest compression systems in the amount of \$44,810.40, as requested by the Fire Department
 - 2. Demoulas Market Basket for gift cards for Thanksgiving holiday basket food purchases through the CARE act funds in the amount of \$10,525, as requested by the Council on Aging
- Approved 5-0 all purchase orders**

12. 8:55 PM **Correspondence**

13. 9:00 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/307015942891763726>. 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
November 10, 2020**

Incoming Correspondence:

IC 01	10/27/2020	Intent to Sell 22 Griffin Road
IC 02	10/27/2020	Mass Housing's Final Report of South WM Owner LLC's Cost Examination for Hanover Westford Valley
IC 03	10/28/2020	National Grid Notice of Scheduled Outage
IC 04	10/28/2020	Mallinckrodt PLC, et al., Bankruptcy Pleadings
IC 05	10/28/2020	Lowell Regional Transit Authority 10/28/20 Meeting Agenda
IC 06	10/29/2020	Westford Board of Health and Health Department Thank You Letters to the Westford Highway Department and Westford Water Department
IC 07	11/02/2020	Mallinckrodt PLC, et al., Bankruptcy Pleadings
IC 08	11/02/2020	Perkins & Anctil, P.C. Notice of Intent to Institute Lien Enforcement Action at 100 Nutting Road, Unit F3
IC 09	11/02/2020	Perkins & Anctil, P.C. Notice of Lien at 100 Nutting Road, Unit G4
IC 10	11/02/2020	Federal Regulatory Commission Order Granting Extension
IC 11	11/02/2020	Massachusetts Department of Public Health Revised Covid-19 Orders