



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, November 24, 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 consider the lease or value of real property of the Roudenbush Community Center, Inc. as the chair has determined that an open meeting may have a detrimental effect on the negotiating position of the town
3. 7:30 PM **Pledge of Allegiance**
4. 7:32 PM **Open Forum/FAQ/Announcements**
5. 7:35 PM **Public Hearing – Classification of Taxable Property**
Request to establish tax rate for Fiscal Year 2021
– *Paul Plouffe, Principal Assessor*
6. 7:50 PM **Public Hearing**
Request to approve a M.G.L. c. 140 §58 Class II Used-Car Dealer License for 110 Auto Sales, 323 Littleton Road
– *Brian Hogan, Owner*
7. 7:55 PM **Request to approve a M.G.L. c. 140 §2 Common Victualler License for Diggy’s, LLC d/b/a Diggy’s Pizza, 175 Littleton Road, Unit J**
– *James and Dyanna Spaulding, Owners*
8. 8:00 PM **Community update on the COVID-19 situation and impacts on town operations during this period**
 - i. Request for a waiver of 2021 M.G.L. c.138 §12 All Alcohol Restaurant License renewal fees
– *Scott Pelletier, Owner, Fuse Bistro, 2 Powers Road*
 - ii. Consider request from The Roudenbush Community Center, Inc. that due to the disruption in programming because of the COVID-19 pandemic, request to waive future lease payments as required in their five-year lease
 - iii. Review Draft June 12, 2021 Annual Town Meeting Timeline and Fiscal Year 2022 Budget Calendar
9. 8:20 PM **Old/New Business**
 - i. Request from the Energy Committee to approve the Westford Power Options Program Tax Bill Stuffer
– *Mike Berlinski, Chair, and Juliette Mount, Energy Committee*

- ii. Request for adjustment to solid-waste and recycling collection service location at Unicorn Drive – *Patricia Price, 6 Unicorn Drive*
- iii. Follow up discussion relative to the need for additional municipal parking and sale of 63 Main Street, including the impact on the value of the property from reducing the parcel size
- iv. Update on 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
- v. Request to renew annual licenses:
 - M.G.L. c.138 §12 – All Alcohol Club
 - M.G.L. c.138 §12 – All Alcohol Restaurant
 - M.G.L. c.138 §12 – Wine & Malt Restaurant
 - M.G.L. c.138 §15 – All Alcohol Package Store
 - M.G.L. c.138 §15 – Wine & Malt Package Store
 - M.G.L. c. 140 §2 – Common Victualler
 - M.G.L. c. 140 §6 – Inn Holder
 - M.G.L. c. 140 §58 – Class 1, 2 and 3
 - M.G.L. c. 140 §183A – Entertainment
 - M.G.L. c. 147 §177A – Automatic Amusements
– *Andrew Sherman, Assistant Town Clerk*
- vi. Request to reappoint Dan O’Donnell and Michelle Smith to the Westford Scholarship and Grant Committee for terms expiring on June 30, 2023

10. 8:50 PM **Board Reports/Updates**

11. 8:55 PM **Town Manager’s Report**

- i. Request approval of the following:
 - a. Purchase Orders:
 1. Liberty Chevrolet for a 2021 Chevrolet K2500 4x4 Dump Truck with Plow in the amount of \$57,812.16, as requested by the Water Department
 2. Liberty Chevrolet for a 2021 Chevrolet K2500 4x4 Utility Body Truck with Plow in the amount of \$54,944.92, as requested by the Water Department
 3. Scott’s Tree and Landscaping for clearing sidewalks for 2020-2021 winter snow and ice season in the amount of \$28,000, as requested by the Highway Department
 4. Dave Wickles Trucking for the removal and disposal of catch basin cleanings and street sweepings in the amount of \$15,000, as requested by the Highway Department
 5. New England Fabricating & Welding, Inc. for repairs to Highway dump truck #54 in the amount of \$12,000, as requested by the Highway Department
 6. Presidio for SmartNet support and updates services for CISCO equipment and software in the amount of \$17,680.62, as requested by the Technology Department
 7. Patriot Properties for fiscal year 2021 appraisals of personal property tax code 504 in the amount of \$10,000, as requested by the Assessors’ Office

- b. Contracts:
 - 1. Tighe & Bond, Inc. for professional engineering services for the Nutting Road Water Treatment Plan Media Replacement in the amount of \$23,000, as requested by the Water Department
 - 2. Pro EMS Solutions, Inc., for COVID-19 testing and other management services, as requested by the Fire Department

12. 9:00 PM **Correspondence**

13. 9:05 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/6328484775337270030>. 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 24, 2020**

Incoming Correspondence:

IC 01	11/06/2020	Westford Community Access Television, Inc. Financial Statements December 31, 2019 and 2018
IC 02	11/09/2020	Xfinity Notice
IC 03	11/10/2020	Vitamin OldCo Holdings, Inc., et al Bankruptcy Filings
IC 04	11/13/2020	Verizon Fios TV Programming Change
IC 05	11/16/2020	Constellation Change in Law Notice – Massachusetts Clean Energy Standard
IC 06	11/16/2020	National Grid – Grade 1 Leak Identified
IC 07	11/18/2020	Greater Lowell Community Foundation Request for Support Fall Appeal
IC 08	11/18/2020	Massachusetts Department of Environmental Protection – Notice of Environmental Sampling
IC 09	11/19/2020	Comcast Price Changes