



TOWN OF WESTFORD
SELECT BOARD

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557



MEETING AGENDA

Tuesday, March 23, 2021

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**
 - Recognition of Highway Superintendent/Tree Warden Chip Barrett for 44 years of service with the town in light of his retirement effective March 31, 2021
 - Annual Town Meeting non-petition articles are due to the Town Manager's Office by Wednesday, March 31, 2021 at 10:00 AM and the deadline for citizen petition articles to due to the Town Clerk's Office for certification of signatures by Tuesday, April 6, 2021 2:00 PM
4. 7:15 PM **Community update on the COVID-19 situation and impacts on town operations during this period**
 - i. Update on a potential intermunicipal agreement between the towns of Acton, Bedford, Carlisle, Concord, Lincoln, Maynard, Wayland, and Westford to establish a large-scale regional COVID-19 vaccination clinic in order to obtain vaccine supply from the Commonwealth – *Jeff Stephens, Health Director*
 - ii. Re-evaluate suspended collection of The Roudenbush Community Center, Inc.'s rent payments due to the disruption in programming due to the COVID-19 pandemic – *Michelle Sullivan, TRCCI Executive Director*
 - iii. Request from the Veterans Services Department to hold a virtual Memorial Day ceremony in light of the pandemic – *Ryan Cobleigh, Veterans Service Officer*
5. 7:35 PM **Joint Meeting with Economic Development Committee and Planning Board to discuss a proposed Town Meeting Warrant Article to amend the Zoning Bylaw to allow for drive-throughs for restaurants within the Commercial Highway Zoning District with benefit of a Special Permit from the Planning Board**
 - *Bruce Rosenberg, Chair, Tom Barry and Ron Caterino, Members, Economic Development Committee*
 - *Dylan O'Connor, Vice-Chair, Kate Hollister and Bob Shaffer, Members, Planning Board*

6. 7:45 PM **Old/New Business**
- i. Request to add a question to the Annual Town Election Ballot regarding H4469, An Act authorizing the town of Westford to establish a means tested senior citizen property tax exemption – *Patty Dubey, Town Clerk*
 - ii. Update on 1, 4 Dioxane results at the Westford Water Department Supply Well Forge I – *Steve Cronin, Director of Department of Public Works*
7. 7:55 PM **Consent Agenda – Request to approve the following:**
- i. Town Common Request:
 - a. Event: Bootcamp Fitness Class
Applicant: Suzanne Lewis on behalf of In Motion Cycling and Fitness Studio
Date: Wednesdays, April 14, 2021 through May 12, 2021
Time: 5:30 PM to 6:30 PM
 - b. Event: Summer Farmer’s Market
Applicant: Avery Adam on behalf of the Roudenbush Community Center
Date: Tuesdays, June 15, 2021 through October 5, 2021
Time: 12:00 PM to 7:00 PM
 - ii. Flag Hoisting:
Event: 106th Anniversary of the Armenian Genocide
Flag: Armenian Flag
Applicant: Ara Jeknavorian on behalf of Armenian National Committee of Merrimack Valley
Location: Westford Town Hall or other suitable location
Date: Friday, April 23, 2021 to Saturday, April 24, 2021
8. 8:00 PM **Board Reports/Updates**
9. 8:05 PM **Town Manager’s Report**
- i. Request to authorize the submittal of a Hazard Mitigation Plan on behalf of the town of Westford to MEMA
– *Jeff Morrisette, Director of Land Use Management*
 - ii. Request to approve the following:
 - a. Contracts:
 1. One-year contract extensions with All States Asphalt, Inc., P.J. Albert, and Superior Sealcoat, Inc., for assorted on-call service contracts at the unit prices listed on their price proposal form, as requested by the Highway Department
 2. One-year contract extension with Markings, Inc. for traffic line painting services at the unit prices listed on their price proposal form, as requested by the Highway Department
 3. One-year contract extension with Pathfinder Tree Service, LLC for on-call tree removal/maintenance related services at the unit prices listed on their price proposal form, as requested by the Highway Department
 4. Patriot Properties, Inc. for real and personal property consulting services for FY 22-24 in the amount of \$122,100, as requested by the Assessors’ Office

5. Millenium Maintenance & Power Sweeping, Inc. for street sweeping in the amount of \$50,521.15, as requested by the Engineering Department
 6. Contract amendment with Tighe & Bond for the town's Municipal Separate Storm Sewer System Permit year 3 compliance in the amount of \$46,300, as requested by the Engineering Department
- b. Purchase Orders:
1. Merrimack Valley Truck Service for repairs to a ladder truck in the amount of \$17,918.91, as requested by the Fire Department

10. 8:10 PM **Correspondence**

11. 8:15 PM **Adjournment**

Options available to access the Select Board meeting remotely:

1. Register to watch the meeting through the GotoWebinar website at: <https://register.gotowebinar.com/register/750508358145648140>. 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.

**Select Board
Correspondence
March 23, 2021**

Incoming Correspondence:

IC 01	02/08/21	Central Massachusetts Mosquito Control Project Form SRB-1
IC 02	03/05/21	National Grid's Transmission Vegetation Notification
IC 03	03/09/21	Verizon Fios TV Programming Change
IC 04	03/11/21	Public Notice relative Bear Mt Westford, LLC submission of Intent to Acquire Westford House
IC 05	03/11/21	Leader Bank, N.A. Answer of Defendant/Interested Party and Notice of Appearance
IC 06	03/11/21	Verizon Fios TV MA Annual Billing Practices Documentation
IC 07	03/11/21	Xfinity Annual Notice
IC 08	03/12/21	Constellation NewEnergy, Inc. Massachusetts Environmental Disclosure
IC 09	03/15/21	John and Violent Dagdigian Letter of Support of Armenian National Committee of Merrimack Valley's Flag Hoisting Request
IC 10	03/16/21	PB 2106 SCE – 6 Hildreth Street, Scenic Road Application and Request for Comments
IC 11	03/17/21	Dr. Denise Pigeon letter to Town Officials regarding 10-year School Committee Composition Review

Outgoing Correspondence:

OC 01	03/10/21	Letter to Attorney Murphy regarding Notice of Intent to Sell 22 Griffin Road
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