



TOWN OF WESTFORD
BOARD OF SELECTMEN

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



REVISED

June 9, 2020 at 10:40 AM

MEETING AGENDA

Tuesday, June 9, 2020
7:00PM

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**
4. 7:05 PM **Continued Public Hearing – Potential Nuisance/Dangerous Dogs**
Kirsten Hirschler, Animal Control Officer, update on Adam and Erika Mussaw's (8 Beacon Street) compliance with the measures which were recommended at the Potential Nuisance/Dangerous Dog Public Hearing held on May 12, 2020
5. 7:15 PM **Consent Agenda- Requests to approve the following**
 - i. **Sandwich Board/Easel:**
Event: 2020 Annual Town Election
Purpose: 7 signs encouraging voters to vote absentee
Applicant: Donna Furman c/o League of Women Voters
Locations: Town Common, Minots Corner, Cameron Senior Center, Parkerville Schoolhouse, Old Nab School, Graniteville Ballfield entrance, and on the median at the intersection of Littleton Road and Concord Road
Date: Wednesday, June 10, 2020 through Monday, June 29, 2020
 - ii. **Street/Road Closure:**
Event: Peace Rally
Applicant: Catherine Doucet
Location: Close Depot Street at Cummings Road, Main Street at Depot Street, Lincoln Street at Boston Road, Main Street at Boston Road
Date: Sunday, June 14, 2020
Time: 4:00 PM – 5:00 PM
 - iii. **Town Common and Bandstand:**
Event: Find and Seek Hunt
Applicant: Ellen Rainville c/o J.V. Fletcher Library
Date: Saturday, July 25, 2020
Time: 10:30 AM to 11:30 AM

6. 7:20 PM **In light of the tragic events resulting in the death of George Floyd in Minneapolis, Minnesota, the Select Board to discuss ways to promote community engagement around issues of race, diversity, culture, and inclusion**
7. 7:50 PM **Joint meeting with the School Committee and the Finance Committee to discuss updated projected revenues and the FY20 and FY21 operating budgets**
8. 8:20 PM **Update for the community on the COVID-19 situation, including the State’s Phased Reopening Plan**
 - i. Reminder of the Annual Town Meeting on June 20, 2020 at 9:00 AM at the Westford Academy Trustees Field, 30 Patten Road
 - a. In the event of inclement weather on June 20, 2020, delegate to Chairman Peraner-Sweet along with Moderator Spuhler the authority to continue Town Meeting until June 22, 2020 at 7:00 PM
 - b. Vote to request Town Meeting dismiss Citizen Petition Articles 12 and 15, and dismiss and continue Citizen Petition Articles 13, 14, and 18 until October Special Town Meeting

ARTICLE 12:	Assess the Cost Effectiveness of Outsourcing Ambulance Services	<i>Citizens’ Petition</i>
ARTICLE 13:	Indigenous Peoples’ Day	<i>Citizens’ Petition</i>
ARTICLE 14:	Authorization for the Board of Selectmen to petition the General Court for one (1) additional all alcohol on premises license to be exercised by Veled, Inc. or a Related Entity or its Successor and/or Assign, located at 478 Groton Road, Westford	<i>Citizens’ Petition</i>
ARTICLE 15:	Clarify the Memorandum of Understanding Between the Town of Westford and Westford Community Access TV	<i>Citizens’ Petition</i>
ARTICLE 18:	Disposition of 63 Main Street	<i>Citizens’ Petition</i>

- ii. Review information provided by Jim Duane, Parks, Grounds and Recreation Director, regarding the summer recreation program survey results, the ability to hold summer 2020 recreation programs, and impact on projected recreation enterprise fund – *Jim Duane, Director of Parks, Grounds and Recreation*
- iii. Request to approve the following: Policy, Procedures and Rules for the Use of Outdoor Space for Food and Alcohol Service – *Jeff Morrissette, Director of Land Use*
- iv. Request to approve the use of outdoor space and/or amend the description of the licensed premises in the liquor licenses to facilitate outdoor drinking and dining, subject to the terms in the Policy, Procedures and Rules for the Use of Outdoor Space for Food and Alcohol Service, and such other terms and conditions as may be imposed by the Health and Planning Departments at the following establishments:
 - a. Ruamchok Inc d/b/a Asian Plus Restaurant, 313 Littleton Road
 - b. Westford V.F.W. Mattawanakee Post 6539, 67 West Prescott Street
 - c. H.E. Fletcher Club Athletic and Social Club, 11 Brookside Road
 - d. Evviva Cucina, LLC d/b/a Evviva Trattoria, 7 Cornerstone Square
 - e. Nabnasset American Legion Post 437, 114 Dunstable Road
 - f. Stony Brook Fish and Game, 128 Lowell Road
 - g. Chung’s Kitchen, Inc. d/b/a Seoul Kitchen, 142 Littleton Road
 - h. Feng You Inc. d/b/a Karma Restaurant, 174 Littleton Road

- i. [99 Restaurant LLC, 333 Littleton Road](#)
 - v. Request to increase the spending limit on the FY20-21 Coronavirus COVID-19 expense account to \$500,000 – *Jodi Ross, Town Manager*
- 9. 8:50 PM **Old/New Business**
 - i. Update on the status of the construction of the asphalt plant located at Newport Materials, 540 Groton Road, and the status of the baseline air quality testing coordinated by the Westford Health Department – *Jeff Stephens, Health Director*
 - ii. Request to approve and sign the June 30, 2020 Town Election Warrant
 - iii. Request to appoint Election Officers for terms to expire on July 31, 2021
 - iv. Request to approve 2020 annual reappointments for committees and board members, as listed in the meeting packet
 - v. Request to approve the Fiscal Year 2021 Tax Bill Stuffer which contains information regarding Stormwater Billing – *Christine Collins, Town Collector/Treasurer*
- 10. 9:05 PM **Minutes for Approval**
Executive Session – Not for Release:
 - May 5, 2020
- 11. 9:10 PM **Board Reports/Updates**
- 12. 9:15 PM **Town Manager’s Report**
 - i. [Update on the progress of the Municipal Vulnerability Preparedness Plan and invitation to review the draft plan and participate in an upcoming listening session on June 18 at 10:30 AM. For more details and to participate in the listening session, please click the following link: Municipal Vulnerability Preparedness Plan 2020](#)
 - ii. Update on the Conservation Commission’s position relative to the sale of lots 2 and 3 located at 41-42 Lowell Road owned by the DHD Adams Realty Trust
 - iii. Request approval of the following:
 - a. Contracts:
 - 1. [A new contract from May 26, 2020 through June 30, 2023 with Police Chief Tom McEnaney](#)
 - 2. Amend a contract with The Engineering Corp, Inc. (TEC, Inc.) for Littleton Road Widening Project in the amount of \$185,000 from Route 110 gift accounts, as requested by the Engineering Department
- 13. 9:20 PM **Correspondence**
- 14. 9:25 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/2275186833395952396>
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.

**Board of Selectmen
Correspondence
June 9, 2020**

Incoming Correspondence:

IC 01	05/26/20	Notice of Hanover Westford Hills Affordable Housing Lottery
IC 02	05/26/20	Notice of Hearing Relative to Windstream Holdings Bankruptcy Filing
IC 03	05/27/20	Thank You to Select Board from the Energy Committee
IC 04	06/04/20	Xfinity Package Information

Outgoing Correspondence:

OC 01	06/01/20	Letter to Westford Firefighters/EMTs and Firefighters/Paramedics Relative to National EMS Week
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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.