



**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, September 8, 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**
4. 7:05 PM **Update on Police Department Activities and Procedures**
– *Police Chief Tom McEnaney and Deputy Police Chief Mark Chambers*
5. 7:25 PM **Joint Meeting with the Finance Committee**
 - i. Review FY21 financials including operating budget and capital requests
 - ii. Special Town Meeting – Saturday, October 17, 2020
 - a. Review proposed warrant articles and draft motions, set the order of the articles and vote to close the warrant
6. 8:10 PM **Community update on the COVID-19 situation and impacts on town operations during this period**
 - i. Consider the Recreation Department’s Westford Partnership for Children (WPC) After-School Enrichment Program based upon School Committee decisions regarding school reopening plans and availability of school space to conduct programs – *Jim Duane, Recreation Director*
7. 8:30 PM **Old/New Business**
 - i. Reconsider the PILOT Agreement relative to the Helena Crocker Residences, an 18-unit senior affordable rental housing development located at 60 Littleton Road, which was previously approved on 6/23/20, as it is not subject to Town Meeting approval
8. 8:35 PM **Consent Agenda- Request to approve the following:**
 - i. Town Common and Bandstand:
Event: The Great Awakening #SaveOurChildren Rally
Applicant: Erin McConnell
Date: Saturday, September 19, 2020
Time: 12:00 PM to 3:00 PM

- ii. Continued – General License:
 Event: Witch’s Woods
 Applicant: Douglas C. Deschenes on behalf of Nashoba Valley Ski Area
 Location: Nashoba Valley Ski Area, 79 Powers Road
 Dates: October 1 – 3, October 8 – 10, October 15 – 17, October 22 – 24,
 October 29 – 31
 Time: 5:00 PM – 12:00 AM

- iii. Continued – Public Entertainment on Sunday License:
 Event: Witch’s Woods
 Applicant: Douglas C. Deschenes on behalf of Nashoba Valley Ski Area
 Location: Nashoba Valley Ski Area, 79 Powers Road
 Dates: October 4, 11, 18, and 25
 Time: 5:00 PM – 12:00 AM

- iv. Banner:
 Event: Special Town Meeting
 Applicant: Lynn Cohen on behalf of the League of Women Voters of Westford
 Dates: Saturday, October 10, 2020 to Tuesday, October 20, 2020
 Location: First Parish Church

9. 8:40 PM **Minutes for Approval**
Executive Session – For Release
 • January 12, 2016

10. 8:45 PM **Board Reports/Updates**

11. 8:50 PM **Town Manager’s Report**

- i. Notify board of a request received from a resident seeking communication access real-time (CART) translation services to be available, upon advanced request, for public meetings
- ii. Request to accept a grant from the Massachusetts Green Communities Grant Program in the amount of \$95,000 to partially fund three energy efficiency projects at the Westford Public Schools
- iii. Request to vote and execute Bond Anticipation Notes (BANs) in the amount of \$5,764,076 for various town projects
- iv. Request approval of the following:
 - a. Contracts:
 - 1. BSC Group, Inc. for final design and bidding documents for the new grave section at Pine Grove Cemetery in the amount of \$25,300, as requested by the Cemetery Department
 - 2. Stantec Consulting Services Inc. for landfill monitoring services in the amount of \$12,265
 - 3. Blue Cross Blue Shield (BCBS) for health insurance coverage at a 4.9% premium renewal increase for town employees, and an 11.9% decrease in Medicare premium for retirees, pending receipt of prescription drug premium

- b. Purchase Orders:
 - 1. Presidio for phase 3 of the municipal phone system upgrade in the amount of \$132,457.01, as requested by the Technology Department
 - 2. Merrimack Valley Emergency Physicians Inc. for medical direction services in the amount of \$18,000, as requested by the Fire Department

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://attendee.gotowebinar.com/register/3171874851567158287>. 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
September 8, 2020**

Incoming Correspondence:

IC 01	08/21/2020	Letter from the Massachusetts Office of Leasing and State Office Planning regarding a recently issued Request for Proposals
IC 02	08/24/2020	GNC Holdings Proof of Claim Form
IC 03	08/27/2020	Northern Middlesex Council of Governments Summary of NMSC Activities and data from ThinkBlue Massachusetts
IC 04	08/27/2020	Department of Energy Resources Green Communities Division Grant Award
IC 05	08/27/2020	Xfinity Programming Change
IC 06	09/01/2020	Verizon Fios TV Programming Change

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.