



TOWN OF WESTFORD  
**SELECT BOARD**

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



**Action Taken**  
**MEETING AGENDA**

Tuesday, January 12, 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**
  - i. Recognition of Police Chief Tom McEnaney for 35 years of service on the Westford Police Department in light of his retirement effective January 23, 2021
  - ii. Recognition of Chet Cook for 56 years of service to our town, as he retires from Building Inspector, Gas Inspector, and Bylaw Enforcement Officer on December 31, 2020
4. 7:05 PM **Public Hearing**

Request to approve a M.G.L. c. 138 §12 All Alcohol Restaurant License for Ocho Café of Westford, Inc. d/b/a Ocho Café Tacos & Tequila, 149 Littleton Road  
– *Jose Michel, Manager*  
**Approved 5-0**
5. 7:10 PM **Public Hearing**

Request to approve a M.G.L. c. 138 §12 All Alcohol Restaurant License for Diggy's, LLC d/b/a Diggy's Pizza, 175 Littleton Road, Unit J  
– *James and Dyanna Spaulding, Managers/Owners, and Angelique Eliopoulos, Esq., Eliopoulos & Eliopoulos, P.C.*  
**Approved 5-0**
6. 7:15 PM **Public Hearing**

Request for a change of manager on a M.G.L. c. 138 §12 All Alcohol Innholder License for Empire Regency Hospitality, LLC d/b/a Regency Inn and Conference Center, 219 Littleton Road – *Sharon Hebert, Proposed Manager*  
**Approved 5-0**
7. 7:20 PM **Public Hearing**

Request to approve a M.G.L. c. 138 §12 All Alcohol Restaurant License for 355 Littleton Road, LLC d/b/a Westford's, 355 Littleton Road  
– *Mark Waxler, Manager, Paul Alphen, Esq., Alphen & Santos, P.C., and Brian Lafferty, Nashoba Strategies*  
**Approved 5-0**

8. 7:25 PM **Community update on the COVID-19 situation and impacts on town operations during this period**
- i. Jeff Stephens, Health Director, to discuss COVID-19 vaccine distribution plans in Westford  
**The Westford Health Department is planning to hold vaccine clinics. Please stay tuned for more information which will be posted on our website at the following link:**  
[Westford Health Department](#)
  - ii. Fiscal year 2021 financial update  
**An update with school budget information will be presented at the Select Board's meeting on January 26<sup>th</sup>**
  - iii. Update on status of CARES Act funds extension through December 31, 2021
9. 7:50 PM **Old/New Business**
- i. Request from Carter Purple, Westford Boy Scout Troop 159, to install metal coated high-density urethane (HDU) historical sign markers at the former ski hill on Blake's Hill, 65 Boston Road, the Westford Museum, 2 Boston Road, the foundation of the original Westford Academy, Parcel 059 0002 0000, Boston Road, and 35 Town Farm Road as part of his Eagle Scout Project  
**Select Board Members supported Carter Purple's request to install historical sign markers**
  - ii. Request to approve Alcohol Beverages Control Commission Retail Liquor License Renewal Application to report licensees who failed to renew for 2021  
**Approved 5-0**
  - iii. Request from the Agricultural Commission to appoint Darren Teyssedou as a full member for a term to expire on June 30, 2023  
**Approved 5-0**
10. 8:00 PM **Board Reports/Updates**
11. 8:05 PM **Minutes for Approval**
- Regular Session – For Release:
- October 27, 2020
  - November 10, 2020
  - November 24, 2020
  - December 8, 2020
- Approved 5-0**
- Executive Session – Not for Release:
- May 26, 2020
- Approved 5-0**
- Executive Session – For Release:
- May 13, 2014
  - June 3, 2014
- Approved 5-0**
12. 8:10 PM **Town Manager's Report**
- i. Appointment process for new Police Chief:
    - a. Request to approve the appointment of Mark Chambers as the Provisional Police Chief effective January 24, 2021  
**Approved 5-0**

- b. Consider Select Board Member participation in the promotional process for Westford's new Police Chief  
**Select Board Members Scott Hazelton and Anita Tonakarn-Nguyen will participate. The Select Board approved a resident participating in the process. Residents who are interested in participating in the promotional process may fill out a Citizen Activity Form at the following link: [Citizen Activity Form Application](#) before February 4<sup>th</sup>**
- c. Review draft request for proposals for Police Chief Assessment Center
- ii. Request to establish a gift account for donation of \$2,500 for Diversity, Equity, and Inclusion, including and not limited to: people of need, women or minority owned businesses and the like, received from The Lowell Five Cent Savings Bank  
**Approved 5-0 with the Diversity, Equity and Inclusion Committee returning to the Select Board with procedures for spending the funding**
- iii. Request to accept a gift of an autographed New England Patriots helmet from Iverson Guo, owner of Karma, with the intent to donate to a future town affiliated non-profit fundraiser  
**Approved 5-0**
- iv. Announce results of Fiscal Year 2020 Financial Audit
- v. Request approval of the following:
  - a. Contracts:
    1. Intermunicipal Agreement with the Towns of Acton, Boxborough, Littleton and Maynard to award monetary grants to providers businesses impacted by the COVID-19 pandemic in a Microenterprise and Public Services Assistance Program
    2. Executive Office of Public Safety and Security for the FY21 State 911 Department Emergency Medical Dispatch (EMD) Grant Program for state mandated EMD quality assurance review process in the amount of \$18,658, as requested by the Public Safety Communications Department
    3. Waterline Industries Corp. for the Nutting Road Water Treatment Plant Filter Media Replacement Project in the amount of \$613,177, as requested by the Water Department
    4. Woodard & Curran, Inc. for Scada system improvements at Twin Peaks Tank, Hildreth Hills Tank, Francis Hill Tank, and the Forge Radio Master in the amount of \$26,216, as requested by the Water Department
    5. Tighe & Bond, Inc. for engineering services for the Westford Academy Wastewater Treatment Plant Tank Rehabilitation Project in the amount of \$18,300, as requested by the Water Department
    6. New England Disposal Technologies (NEDT) for drinking water residuals removal and disposal in the amount of \$10,048, as requested by the Water Department
    7. Acton Teamworks, LLC for the lease of the "Boys Camp" at East Boston Camps located within the Stony Brook Conservation Land in the amount of \$35,000, as requested by the Conservation Commission
  - b. Purchase Orders:
    1. Allstate Berm Company, Brookview Irrigation, NewQuality Fence Corp, and Short Cut Landscaping LLC for snow removal for the 2020-2021 winter season in the amount of \$67,500, as requested by the Highway Department

2. Maher Services, Inc., for cleaning and redevelopment of the Fletcher Well in the amount of \$13,175, as requested by the Water Department
3. Process Distributors, Inc. for 4,800 pounds of constant chlor plus dry chlorinator briquettes in the amount of \$11,952, as requested by the Water Department

**Approved 5-0 all contracts and purchase orders**

13. 8:25 PM **Correspondence**

14. 8:30 PM **Adjournment**

**Options available to access the Select Board meeting remotely:**

1. Register to watch the meeting through the GotoWebinar website at: <https://attendee.gotowebinar.com/register/83623768270291724>. 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](http://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](http://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](mailto:tmaa@westfordma.gov).*

**Select Board  
Correspondence  
January 12, 2021**

**Incoming Correspondence:**

IC 01	12/08/20	Thank You Letter from Healing Garden Cancer Support Center
IC 02	12/09/20	MassHousing's Draft Report Regarding the Hanover Westford Hills 40B Cost Examination
IC 03	12/09/20	North WM Owner LLC Schedules of Actual and Budgeted Development Sources and Uses
IC 04	12/11/20	Thank You Letter to Police Chief Tom McEnaney from Bank of America
IC 05	12/14/20	Email from Walter and Karen Pawlewicz Relative to the Potential Sale of 22 Griffin Road
IC 06	12/15/20	Verizon Fios TV Programming Change
IC 07	12/21/20	Abutters Notice Relative to 10 Tadmuck Lane
IC 08	12/23/20	Xfinity Programming Changes and Municipal Emergency Reporting Procedures
IC 09	12/26/20	MA Division of Capital Asset Management and Maintenance Invitation for Proposals
IC 10	01/05/21	Federal Energy Regulatory Commission 2020 Dam Safety Conference Call Follow-up to Eagle Creek Renewable Energy
IC 11	01/06/21	Westford Community Access Television, Inc. Financial Statements