



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 26, 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**
4. 7:05 PM **Request for a change of director and treasurer on a M.G.L. c. 138 §12 All Alcohol Club License for the Franco-American Club, 55 W Prescott Street – Jeffrey Hillman, Proposed Director, and Denise Crocker, Proposed Treasurer**  
**Approved 5-0**
5. 7:10 PM **Healthy Westford Committee presentation of their project “Core Westford Walkway”**  
– Bill Harman, Chair, and Don Galya and Chris Barrett, Committee Members  
**The Select Board support in concept the Committee’s project, but before they vote to approve, the Board would like the Committee to bring this project through the capital planning process. Discussion will be continued at a future SB meeting**
6. 7:30 PM **Joint meeting with the Energy Committee to consider changes due to including Westford Climate Action: renaming the committee, expanding the membership, and updating changes to their charge – Mike Berlinski, Chair**  
**The Select Board support the new committee name “Clean Energy and Sustainability Committee”. Chair Peraner-Sweet and Vice-Chair Clay will review committee charge suggestions from the Energy Committee, Westford Climate Action, and Vice-Chair Clay, review the Committee’s membership, and return to the SB on 2/9**
7. 7:45 PM **Joint meeting with the 35 Town Farm Task Force to hear their recommendation and consider award of contract for the disposition of 35 Town Farm Road**  
– Ellen Harde, Chair, Roberta McGuire, Vice Chair, and Eric Heideman, Assistant Town Manager  
**Approved 5-0 to award the solicitation process to CHOICE, SCG and ICON Architecture for the disposition of 35 Town Farm Road and to authorize the Town Manager, with assistance from members of the 35 Town Farm Task Force, to begin purchase and sales negotiations with the proposer**

8. 8:00 PM **Joint meeting with the 12 North Main Street Task Force to hear their recommendation and consider award of contract for the disposition of 12 North Main Street**  
 – *Jane Hughes, Chair, and Eric Heideman, Assistant Town Manager*  
**Approved 5-0 to award the solicitation process to Urban Design/Development Corporation for the disposition of 12 North Main Street and to authorize the Town Manager, with assistance from members of the 12 North Main Street Task Force, to begin purchase and sales negotiations with the proposer**
9. 8:15 PM **Evaluate town departments’ interest and consider next steps following 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**  
 – *Jeff Morrisette, Director of Land Use Management*  
**The Water Department expressed interest in the property for a site for either a potential new well source or a water storage tank. The Water Department will meet with the Owner to see if they will allow a test well investigation, and if they require a water department reserve fund transfer, they will return to the joint boards meeting with the Select Board and Finance Committee on 2/9**
10. 8:30 PM **Community update on the COVID-19 situation and impacts on town operations during this period**
- i. Fiscal year 2021 financial update including school department financials  
**Town Manager Ross and Finance Director O’Donnell provided an update**
11. 8:45 PM **Old/New Business**
12. 8:50 PM **Consent Agenda – Requests to approve the following**
- i. Banner Request:  
 Event: Westford Boy Scouts of America Troop 437 Spring Bike and Sports Sale Fundraiser  
 Applicant: Barbara Anderson  
 Dates: Saturday, April 25, 2021 to Tuesday, May 4, 2021  
 Location: First Parish Church
  - ii. Town Common Request:  
 Event: Westford Boy Scouts of America Troop 437 Spring Bike and Sports Sale Fundraiser  
 Applicant: Barbara Anderson  
 Date: Saturday, May 1, 2021  
 Time: 7:00 AM to 3:00 PM  
**Approved 5-0**
13. 8:55 PM **Board Reports/Updates**
- i. Update from Eric Barber-Mingo and Mamatha Jagannathan, Co-Chairs of the Diversity, Equity and Inclusion Committee on the progress of the Committee’s work  
**Here is a link to the presentation: [DEI Committee Presentation Update](#). DEI Committee will return to the SB quarterly to provide updates.**
  - ii. Update from Select Board Members Tom Clay and Scott Hazelton, Co-Chairs, Town and School Safety Task Force on the progress of Task Force’s work  
**Here is a link to the presentation: [TSSTF Presentation Update](#)**

14. 9:10 PM **Minutes for Approval**

Executive Session – For Release:

- January 26, 2016
- July 12, 2016
- November 15, 2016
- January 24, 2017
- July 11, 2017
- July 17, 2017
- July 25, 2017
- September 12, 2017
- September 26, 2017
- October 24, 2017
- November 14, 2017
- December 7, 2017
- February 13, 2018
- February 27, 2018
- June 26, 2018
- July 10, 2018
- July 24, 2018
- August 28, 2018
- September 25, 2018
- October 23, 2018
- December 11, 2018

**Approved 5-0**

Executive Session – Not for Release:

- September 29, 2020
- October 13, 2020

**Approve 5-0**

15. 9:15 PM **Town Manager’s Report**

- i. Request to approve the revised Town of Westford Personnel Policies and Procedures, Social Media Participation Policy, and Technology Appropriate Use Policy

**Approved 5-0. Select Board questioned if town and school policies are the same or different. Select Board suggested town and school HR Directors work together to examine inconsistencies, and asked the Town Manager to compare and report back**

- ii. Consider adoption of minimum wage increases for municipal employees, M.G.L. c. 151, §1, 2, 2A and 7 from \$12.75 to \$13.50

**Approved 4-1 (Kost opposed)**

- iii. Announce legislative funding received from Senator Edward J. Kennedy’s Office in the amount of \$16,802 for costs incurred by public libraries to transition in-person youth programs to accessible remote programming

- iv. Request approval of the following:

a. Contracts:

1. The University of Massachusetts Medical School Center for Health Care Financing, for partnership with the Supplemental Nutrition Assistance Program (SNAP) Program Outreach Plan, as requested by the Council on Aging
2. Maher Services for the cleaning and redevelopment of the Country Road well in the amount of \$16,490

**Approved 5-0**

16. 9:20 PM **Correspondence**

17. 9:25 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/5440589555165626638>. 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 26, 2021**

**Incoming Correspondence:**

IC 01	12/07/20	Lowell Regional Transit Authority Meeting Agenda
IC 02	12/07/20	Central Rivers Power Draft License Application Regarding Lowell Hydroelectric Project
IC 03	12/07/20	Engineering Department Letter to Beaver Brook Road Stakeholders
IC 04	12/11/20	Central Rivers Power Response RE Lowell Hydroelectric Project
IC 05	01/06/21	495.MetroWest Partnership Thank You
IC 06	01/11/21	Town of Westford Power Options Program
IC 07	01/11/21	Stantec Groundwater Monitoring Results 2020 to MassDEP
IC 08	01/21/21	Stantec Groundwater Monitoring Reporting Year 2020 Re-Monitoring
IC 09	01/21/21	Bailey Boyd Associates, Inc. Introduction Letter

**Outgoing Correspondence:**

OC 01	01/12/21	Retirement Letter to Tom McEnaney
OC 02	01/12/21	Retirement Letter to Chester Cook