



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, March 9, 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**

- **Select Board Member Tonakarn-Nguyen announced she is working with the League of Women Voters to host a virtual event, Get Involved – Youth Edition, to share ideas on how to get our youth involved in local government, on March 19th at 7:00 PM. For more information please visit: [League of Women Voters of Westford](#)**
- **Select Board Vice Chair Clay mentioned WestfordCAT created a video summary of the past year which may be found at the following link: [WestfordCAT 2020 Station Retrospective](#)**
- **Select Board Member Hazelton announced on March 30th at 7:00 PM the Police Chief Promotional Panel will host a Community Listening Forum to hear questions or considerations from residents regarding the upcoming Police Chief Promotional Process**

Recognize and thank the Board of Health and Health Department for their tireless efforts during the Covid-19 pandemic

4. 7:05 PM **Public Hearing**

Request to approve a new M.G.L. c. 140 §58 Class II Used Auto Dealers License for Westford Collision, LLC, 496 Groton Road

– *Scott Varney, Applicant*

Approved 5-0 for no more than 5 vehicles for sale, subject to any approvals that may be needed by the Zoning Board of Appeals, Planning Board, Director of Land Use Management and Building Commissioner

5. 7:10 PM **Consent Agenda – Requests to approve the following:**

i. Street/Road Closure:

Event: Easter Sunday Outdoor Sunrise Service

Applicant: David Welsh

Location: Beginning at the intersection of Church Street and Broadway Street to the intersection of Church Street and School Lane

Date: Sunday, April 4, 2021

Time: 6:00 AM to 9:00 AM

ii. Town Common and Bandstand:

Event: Easter Sunrise Service

Applicant: First Parish Church United

Date: Sunday, April 4, 2021

Time: 7:00 AM to 8:30 AM

Approved 5-0 subject to public safety recommendations

6. 7:15 PM **Community update on the COVID-19 situation and impacts on town operations during this period**
- i. Report from Jennifer Claro, Director of the Council on Aging, on assistance available for our seniors to secure COVID-19 vaccine appointments
Senior Center Director Claro notified the public the Senior Center is offering assistance to our seniors to schedule Covid-19 vaccine appointments and providing transportation services to vaccine locations. She reported on the collaboration efforts between the town and Lowell General Hospital. She thanked the Senior Center staff who have worked creatively and tirelessly during the pandemic
 - ii. Consider Recreation Department’s proposal to recall limited staffing in preparation for resuming spring and summer programming and operations, and the Westford Partnership for Children After School Program in the fall
– *Jim Duane, Director of Parks, Grounds and Recreation*
Approved 5-0 the Recreation Department’s proposal as presented
7. 7:35 PM **Continue discussion of options for possible Pay-As-You Throw (PAYT) Programs for solid waste and recycling**
– *Town Manager Ross, Assistant Town Manager Heideman, and Finance Director O’Donnell*
Town staff presented a PAYT presentation which is available to view at the following link: [PAYT Options for Discussion](#). Discussion will be continued to the Select Board meeting on April 27th
8. 8:05 PM **Old/New Business**
- i. Request from the Pedestrian Safety Committee and Healthy Westford Committee to expend \$80,000 from the Sidewalk Gift Account for the purpose of securing engineering services for the Plain Road sidewalk design between Nutting Road and the entrance to Grassy Pond’s parking lot
– *Chris Barrett, Chair, Pedestrian Safety Committee*
Approved 5-0
 - ii. Request to execute an Order of Taking for the Oak Hill Road, Plain Road, and Moore Road Infrastructure Improvements Project – *Steve Cronin, Director of Public Works*
Approved 5-0
 - iii. 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
Voted 4-1 (Hazelton Opposed) to not pursue purchasing 22 Griffin Road and not exercise the right of first refusal on the property
 - iv. Consider endorsing House Docket No. 2792, An Act relative to Chapter 181 of the Acts of 2020, relative to the town of Westford granting two additional licenses for the sale of all alcoholic beverages to be drunk on the premises under M.G.L. c. 138 §12, at Westford Valley Marketplace, 160-174 Littleton Road, by striking 2020 after January 30th and replacing with 2021
Approved 5-0
9. 8:20 PM **Board Reports/Updates**

10. 8:25 PM **Minutes for Release – Executive Session**

- February 25, 2020
- April 3, 2020
- May 26, 2020
- July 14, 2020
- September 29, 2020
- October 13, 2020

Approved 5-0

Minutes for Approval and Release – Regular Session

- February 9, 2021
- February 23, 2021

Approved 5-0

11. 8:30 PM **Town Manager’s Report**

- i. Consider adopting Social Media Participation Policy for board and committee members

Approved 5-0

- ii. Announce a grant awarded from the Executive Office of Public Safety and Security Department of Fire Services for the FY21 Student Awareness of Fire Education (S.A.F.E) Grant Program in the amount of \$5,281

- iii. Request approval of the following:

a. Contracts:

1. Public Safety Consultants, LLC for the Police Chief Assessment Center in the amount of \$6,600, as requested by the Police Chief Promotional Panel
2. C.C. Construction for the Oak Hill Road, Plain Road, and Moore Road Infrastructure Improvements Project in the amount of \$6,685,720.98, as requested by the Director of Public Works
3. Trumble Construction, Inc., for the Town Farm Water Storage Tank Rehabilitation Project in the amount of \$976,114.50, as requested by the Director of Public Works
4. The Engineering Corp, Inc., for a construction phase services contract for the Oak Hill Road, Plain Road, and Moore Road Water, Stormwater and Transportation Infrastructure Improvements Project in the amount of \$287,580, as requested by the Director of Public Works
5. Mass Cultural Council for a grant awarded for local cultural council funds in the amount of \$7,900, as requested by Westford Cultural Council
6. Leemilt’s Petroleum, Inc. and Getty Properties Corp. to allow permission to enter 275 Groton Road to perform environmental and geotechnical testing at 262 Groton Road, as requested by the Engineering Department

Approved 5-0

12. 8:40 PM **Correspondence**

13. 8:45 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/2403982531297511948>. 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 9, 2021**

Incoming Correspondence:

IC 01	02/22/2021	MassDOT notice relative to Chapter90 Local Transportation Aid Funding
IC 02	02/23/2021	ABCC Notice of Violation Hearing
IC 03	03/02/2021	KP Law Notice of Rate Increase
IC 04	03/02/2021	Red Hat's Economic Development Incentive Program 2020 Annual Report
IC 05	03/03/2021	Northern Middlesex Council of Governments FY2022 Assessments
IC 06	03/03/2021	Central Rivers Power Notice Related to the Lowell Hydroelectric Project

Outgoing Correspondence:

OC 01	02/23/2021	Letter of Support Regarding Westford Community Preservation Funding Application for 35 Town Farm Road
OC 02	02/25/2021	Joint Letter of Intent to Secretary Sudders Regarding Formation of a Regional Collaboration for COVID-19 Vaccine Clinics