



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 25, 2022
7:00 PM

Meeting will be held virtually, link to access the meeting is below

1. 7:00 PM **Call to Order**
2. 7:00 PM **Pledge of Allegiance**
3. 7:02 PM **Open Forum/FAQ/Announcements**
Recognition of Police Captain Victor Neal for over 33 years of service on the Westford Police Department in light of his retirement effective January 29, 2022
 - **Select Board Chair Peraner-Sweet reminded everyone of the Access to Town Meeting Committee's survey concerning improving Town Meeting participation and encouraged residents to complete it. The survey is available online at the following link: [Thoughts on Town Meeting](#)**
 - **Select Board Member Hazelton announced there is free sand available to residents provided by our DPW at the old Highway Garage located at 30 Beacon Street**
4. 7:05 PM **Consent Agenda – Request to approve the following:**
Special License:
Event: "In the Moo'd – Valentine Fun at the Farm"
Applicant: Sandra Habe
Date: Saturday, February 12, 2022
Time: 2:00 PM to 6:00 PM
Location: Good Pickin Farm, 5 Gould Road, Westford, MA
Town Common and Bandstand:
Event: Earth Day Celebration
Applicant: Carol Morse on behalf of Westford Climate Action
Date: Friday, April 22, 2022
Time: 2:00 PM to 6:00 PM
Approved 5-0 consent agenda subject to all public safety recommendations
5. 7:10 PM **Update from the Clean Energy and Sustainability Committee on Westford's Climate Roadmap, Community Survey, and status of the Sustainability Coordinator – Mike Berlinski, Chair, and Beth Perkins, Member, Clean Energy and Sustainability Committee**
SB thanked the Committee for their efforts and asked what Chelmsford and Acton's Sustainability Coordinator accomplishments are. SB suggested they hold a community forum to receive resident's input and answer questions, as well as develop a list of their priorities

6. 7:30 PM **Continuation of American Rescue Plan Act (ARPA) funding requests to determine allocations:**
- i. Review projects approved, funding spent, and funding available to date
 - ii. Follow up from past Select Board meetings on:
 - a. Update on Tobacco Control Compliance Inspector Request – *Rae Dick, Health Director*
 - iii. Updates and new requests
 - **Continued to SB meeting on 2/8 to review phase I requests and allow input from the School Committee, WestfordCAT, and others. SB requested the net savings on budget infrastructure needs be added to the ARPA spreadsheet**
 - **The SB will hold a joint executive session on 3/22 with the Board of Health to discuss Rae Dick, Health Director's, and their request to restructure the Health Department**
7. 7:50 PM **Presentation of the Gummy Bears' Innovation Project "Aerial Package Delivery for Cluster Communities" which they received a Champions Award in the First Lego League's State Tournament – Xun Zhang, Gummy Bears Coach**
To view their presentation, please visit the following link: [Aerial Package Delivery for Cluster Communities](#)
SB congratulated the team and wished them well in their upcoming tournament
8. 8:00 PM **Request from the 35 Town Farm Task Force to allocate \$237,000 from American Rescue Plan Act Funding and support an Article for Town Meeting seeking \$580,000 for the engineering and construction of the Fire Training Facility – Ellen Harde, Chair, 35 Town Farm Task Force**
- **Approved 4-1 (Tonakarn-Nguyen opposed) to support allocating \$237,000 from ARPA Funding**
 - **Approved 5-0 to support an Article for ATM seeking \$580,000 for the engineering and construction of the Fire Training Facility including \$75,000 to support terms in the Memorandum of Agreement between the Westford Fire Department and the Westford Board of Water Commissioners**
9. 8:15 PM **Old/New Business**
- i. League of Women Voters request for Jeff Morrisette, Director of Land Use Management, to attend their upcoming meeting regarding the upcoming sale listing of the Coldwell Banker property located at 70 Boston Road – *Laura Dickey, President, League of Women Voters of Westford*
SB supported Jeff Morrisette's attendance at the League of Women Voters meeting
 - ii. Request to submit MBTA Community Form to DHCD, and discussion of requirement for multi-family housing as of right – *Jeff Morrisette, Director of Land Use Management*
Approved 5-0 and supported recommended next steps
 - iii. Request to approve the consolidation of polling precincts from five polling locations to two polling locations located at Westford Academy and the Stony Brook Middle School – *Patty Dubey, Town Clerk and Chief Election Official*
Approved 5-0
 - iv. Request to approve the use of ImageCast Precinct Optical Scan Voting Tabulators – *Patty Dubey, Town Clerk and Chief Election Official*

Approved 5-0

- v. Request from the Diversity, Equity, and Inclusion (DEI) Committee to decrease their membership from 22 seats to 19 seats

Approved 5-0

10. 8:40 PM **Board Reports/Updates**

11. 8:45 PM **Minutes for Approval**

For Release – Regular Session

- October 12, 2021

Approved 5-0

12. 8:50 PM **Town Manager’s Report**

- i. Request to accept a gift donated from Eagle Scout Candidate Gautham Anoop for funding future Eagle Scout projects that are performed under review and approval of the Conservation Commission in the amount of \$382.56 – *Matt Salem, Conservation Resource Planner*

Approved 5-0 and thanked the Eagle Scout for his generosity in donating to future Eagle Scout projects

- ii. Request to establish a gift account to support long-term efforts of the Tree and Invasive Species Inventory and Management Plan with a Tree Planting Plan – *Jeff Morrissette, Director of Land Use Management*

Approved 5-0

- iii. Request to approve the draft Hazard Mitigation Plan, execute Certificate of Adoption, and authorize planning staff to submit information to state for final approval – *Jeff Morrissette, Director of Land Use Management*

Approved 5-0

- iv. Request approval of the following:

a. Grants:

1. Massachusetts Department of Environmental Protection for the Water Management Act (WMA) Grant Program in the amount of \$50,460, as requested by the Water Department
2. Executive Office of Public Safety and Security and the Department of Fire Services for State Fiscal Year 2022 funding for the Firefighter Safety Equipment Grant Program in the amount of \$10,244.79, as requested by the Fire Department

b. Contracts:

1. Town of Littleton for an intermunicipal agreement for removal of the sand bar at the Forge Pond outlet, as requested by the Conservation Commission
2. Sun Life Assurance Company of Canada for stop-loss insurance for the partially self-funded health insurance plan from March 1, 2022 – February 28, 2023 in the amount of \$1,324,824, as requested by Health Insurance Trust
3. Maverick Construction Management Services, Inc. for the mechanical removal of accumulated materials from the streambed of the Forge Pond outlet channel in the amount of \$39,450, as requested by the Conservation Resource Planner

Approved 5-0 all contracts and grants

13. 8:55 PM **Correspondence**

14. 9:00 PM **Adjournment**

Options available to access the Select Board meeting virtually:

1. Register in advance or at any time prior to the conclusion of this meeting by accessing the following link on your computer, smart phone or tablet: https://westfordma.gov.zoom.us/webinar/register/WN_fREtYWtDSF6-bt40YCaa-Q
2. Registration requires only that you provide a name and E-mail address. After registering, you will receive a confirmation email containing information about joining the meeting and you will be provided with immediate access if the meeting is already in progress.
3. 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 maa@westfordma.gov.

**Select Board
Correspondence
January 25, 2022**

Incoming Correspondence:

IC 01	01/13/2022	Letter from Joseph P. Cardillo & Son Inc. regarding notice from the Attorney General's Office
IC 02	01/14/2022	Letter from Local Election Districts Review Commission regarding re-dividing Westford into precincts
IC 03	01/14/2022	Letter from Nashoba Valley Technical School (NVTs) District regarding the NVTs District School Committee Appointment
IC 04	01/18/2022	Xfinity TV Information
IC 05	01/19/2022	Verizon Fios TV Form 500
IC 06	01/20/2022	Federal Energy Regulatory Commission Notice of Application Accepted for Filing and Soliciting Comments, Motions to Intervene, and Protests