



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, February 8, 2022

6:30 PM

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

1. 6:30 PM **Call to Order**
2. 6:30 PM **Executive Session to discuss strategy with respect to collective bargaining with the Office and Professional Employees International Union (OPEIU) and Westford Public Works Association (WPWA), as an open session may have a detrimental effect on the town's bargaining position**
3. 7:00 PM **Return to Open Session**
4. 7:00 PM **Pledge of Allegiance**
5. 7:02 PM **Open Forum/FAQ/Announcements**
 - **The following statement was read by SB Chair Peraner-Sweet on behalf of the SB: "On January 28th, a racial incident occurred at the Westford Academy girls' basketball team. While that investigation is ongoing, we join Dr. Chew and Principal Antonelli in condemning the racist hurtful and hateful language used and heard. Such behavior cannot be tolerated, and the SB wants to apologize to the victim of that incident. Clearly there's work to be done here in Westford. More than a year ago, the Select Board established the Diversity, Equity, and Inclusion Committee. Part of the charge to that committee was to identify needs around fostering acceptance and valuing diversity, and to discourage prejudice and discrimination against any person or group on account of their race, creed, color, income, religion, national origin, ancestry, gender, sexual orientation, veteran status, age, or disability. Tonight, the Select Board affirmatively and strongly restates its charge to the DEI Committee and its commitment to that committee's long-term work throughout the town and schools to foster, encourage, and embrace diversity in our town"**
 - i. Announce promotions and reassignments of the following employees within the Police Department effective January 30, 2022:
 - Detective Lieutenant Jim Peloquin promoted to Captain (Administrative)
 - Lieutenant Christopher Ricard assigned to Detective Lieutenant
 - Sergeant Brandon Holmes promoted to Lieutenant (Patrol)
 - Detective Tim Hughes promoted to Sergeant (Patrol)
 - Officer Justin Belinsky assigned to Detective
 - **SB Chair Peraner-Sweet thanked former Parks, Grounds, Recreation, and Cemetery Director Jim Duane in light of his resignation effective February 4th. The**

SB appreciates his time and service to Westford and wish him good luck in his next venture

- ii. Announce the upcoming vacancy on the Nashoba Valley Technical High School District Committee of an alternate seat with next term to expire on March 31, 2025
 - **SB Chair Peraner-Sweet shared sad news of the recent passing of Retired Fire Captain James Barrett who passed away on February 6th. After 38 years of service, Jim retired about a year ago. The SB, on behalf of the town, extends its deepest sympathies to his family and are grateful for the years of service and dedication Jim gave to our town**

6. 7:05 PM **Request for a change of directors and manager on an M.G.L. c. 138 §12 All Alcohol Club License for Nabnasset American Legion Post 437, Inc., 114 Dunstable Road – John Leva, Proposed Manager and Vice President**
Approved 5-0

7. 7:10 PM **Consent Agenda – Request to approve the following:**
 - i. Permission to route part of Annual Boston Brain Tumor Ride through Westford on Sunday, May 15, 2022 – *David Drilk, National Brain Tumor Society*
Approved 5-0 subject to all public safety recommendations
 - ii. Permission to hold a fundraiser involving selling and placing signs on Town Common in honor/memory of our veterans for Memorial Day, Friday, May 27, 2022 – Friday, June 3, 2022, and for Veteran’s Day, Thursday, November 10, 2022 – Thursday, November 17, 2022 – *Nancy Cook, Westford Remembers*
Approved 4-1 (Hazelton recused) subject to all public safety recommendations

8. 7:15 PM **Joint meeting with the Finance Committee and School Committee - Presentation of the Fiscal Year 2023 Budget Message – Jodi Ross, Town Manager**

9. 7:35 PM **Joint meeting with the Permanent Town Building Committee to discuss sustainability options for the New Center Building at 51 Main Street – Tom Mahanna, Chair, Permanent Town Building Committee**
SB Chair Peraner-Sweet stated the SB needs to understand what options there are and what the costs are associated with each. They would like an option to reflect building the facility as planned, another option to reflect building to net zero standards, and all options in between. SB requested PTBC and CESC work together in a working group of 5-7 members to return with a consensus on a solution and recommendation. Tom Mahanna will chair the working group. SB Member Clay and Hazelton volunteered as SB representatives in the process. SB would like our energy service company, Ameresco involved

10. 8:00 PM **Continuation of American Rescue Plan Act (ARPA) funding requests to determine allocations (ARPA summaries are available to view at the following link: [ARPA Funding](#)):**
 - i. Review projects approved, funding spent, and funding available to date
 - ii. Review remaining phase I Covid-19 related requests:
 - WestfordCAT
 - School Department
 - Facilities

- Fire Department
- Health Department
- Council on Aging
- J.V. Fletcher Library
- Claire Redman
- Conservation
- Parks & Recreation
- Town Manager
- **Approved 5-0 project #s 1, 2, 3, 5, 6, 7, 8, 12, 16, 20, 24, 27, 28 and 29**
- **Removed project #s 9, 10, 11, 13, 14, 15, 18, 25 and 26**
- **Put a hold project #s 17, 19, 21, 22, 23, 30 and 31**
- **Health Department returned \$75,000 for Covid-19 testing as they have received other funding**
- **Total amount of funding approved at this meeting is \$1,116,978. The unspent funds remaining is \$1,355,749.42**
- **Total amount of funding approved to date is \$2,353,236**

11. 8:45 PM **Old/New Business**

- i. Request from Westford Remembers to install a memorial/honorary marker for the late Westford Police Chief Joseph P. Connell, Sr. on the traffic island located at Connell Drive – *David Christiana, Westford Remembers*
SB discussed establishing a committee and a policy with standards and criteria to consider each request
- ii. Update and discuss next steps on the 12 North Main Street property – *Eric Heideman, Assistant Town Manager*
SB stated they would like to preserve part of the building and clean up the property through a phased approach. The SB is not prepared to allocate ARPA funds but is interested in applying for Community Preservation Funds
- iii. Request to open the Annual Town Meeting Warrant, Saturday, June 11, 2022
Approved 5-0 and announced non-petition articles are due to the Town Manager’s Office on 3/30 and citizen petition articles are due to the Town Clerk’s Office by 2:00 on 4/5
- iv. Designate a Select Board Member to participate in collective bargaining negotiations for the following:
 - Office and Professional Employees International Union (OPEIU)
 - Communication Workers of America (CWA)
 - Westford Public Works Association (WPWA)
 - Westford Superior Officer’s Association (WSOA)
 - Westford Police Association (WPA)
 - Westford Education Association (WEA) Unit A – Teachers
 - Westford Education Association (WEA) Unit B – Curriculum Coordinators
 - Westford Education Association (WEA) Unit C – Nurses**SB Member Tonakarn-Nguyen will participate in OPEIU and CWA**
SB Member Hazelton will participate in WPWA
SB Member Cunningham will participate in WSOA and WPA
SB Chair Peraner-Sweet and SB Vice-Chair Clay will participate in the WEA units

12. 9:05 PM **Board Reports/Updates**

13. 9:10 PM **Minutes for Approval**
For Release – Regular Session

- December 14, 2021
- January 11, 2022
- January 25, 2022

Approved 5-0

14. 9:15 PM **Town Manager’s Report**

- i. Request to remove the Town Manager as a member from the Economic Development Committee
Approved 5-0
- ii. Request approval of the following:
 - a. Grants:
 1. National Association of County and City Health Officials to strengthen MRC unit’s current capabilities for evolving response missions in the amount of \$10,000, as requested by the Health Department
 2. Grant amendment with the Massachusetts Department of Public Health, Office of Local and Regional Health for Covid-19 public health response activities in the amount of \$111,269, as requested by the Health Department
 - b. Contracts:
 1. Blue Cross and Blue Shield of Massachusetts, Inc. administrative services account agreement as required for our partially self-funded health insurance plan for covered members, as requested by the Health Insurance Trust Fund Trustees
 2. Lowell Regional Transit Authority for a Vehicle Lease of a lift-equipped 2022 Type C 14 Passenger Cutaway, as requested by the Council on Aging
 3. Tighe & Bond for professional engineering services for the Blanchard School Wastewater Treatment Facility Upgrades and Painting Project in the amount of \$26,900, as requested by the Water Department
 4. Mass Cultural Council for Westford’s Local Cultural Council FY 22 Program in the amount of \$8,900, as requested by the Westford Cultural Council
 - c. Purchase Orders:
 1. Sanofi Pasteur Inc., for flu vaccines for the 2022 season in the amount of \$48,198.17, as requested by the Health Department
 2. J.T. Lynne Flow Elements for replacement flow control valves at the Nutting Road Water Treatment Plant in the amount of \$32,649, as requested by the Water Department
 3. GovConnection, Inc. for wireless access points in the amount of \$16,859.50, as requested by the Technology Department

Approved 5-0 all grants, contracts, and purchase orders

15. 9:20 PM **Correspondence**

Town Manager Ross and town staff reached out to Peter Deane regarding his concerns with the FY22 real estate exemptions

16. 9:25 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_wtSc-SkWSGa56mTXC6ypYQ. 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.
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
February 8, 2022**

Incoming Correspondence:

IC 01	01/21/2022	Letter from Peter Deane, 8 Howard Road regarding FY22 Real Estate Exemption
IC 02	01/24/2022	Xfinity notice
IC 03	01/25/2022	Letter from Kathy Estridge, 12 Vose Hill Road, recognizing Animal Control Officer Hirschler
IC 04	01/26/2022	State Reclamation and Mosquito Control Board Budget Notification and Compliance Certification Policy Revised

Outgoing Correspondence

OC 01	01/28/2022	Letter of support to MassDOT regarding the Rourke Bridge/Wood Street Improvement Project
-------	------------	--