



TOWN OF WESTFORD
SELECT BOARD

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



MEETING AGENDA

Tuesday, February 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**
Recognition of Dennis Chan for receiving the National Citizen Scientist Catalyst Award from the Global Alzheimer's Platform (GAP) Foundation
4. 7:05 PM **Joint meeting with the School Committee and Finance Committee**
 - i. Presentation of the Fiscal Year 2022 Budget Message – *Jodi Ross, Town Manager*
 - ii. Update on capital request from the Healthy Westford Committee and Pedestrian Safety Committee related to Plain Road and Robinson Road sidewalks
5. 7:35 PM **Community update on the COVID-19 situation and impacts on town operations during this period**
Update on COVID-19 vaccine distribution plans in Westford
– *Jeff Stephens, Health Director*
6. 7:45 PM **Consent Agenda – Requests to approve the following**
Banner Request:
Event: Westford Youth Baseball and Softball Registration
Applicant: Andrew Jones
Dates: Thursday, February 25, 2021 to Sunday, March 7, 2021
Location: J.V. Fletcher Library
7. 7:50 PM **Old/New Business**
 - i. Consider appointment of resident to participate in the promotional process for Westford's new Police Chief
 - a. Avery Adam
 - b. Noel Almeida
 - c. James Connolly
 - d. Shaun Hart
 - e. Chris Karpinsky
 - f. Mark Lewis
 - g. Richard MacKenzie
 - h. Albert Prescott
 - i. Diane Wood
 - ii. Request to approve Alcohol Beverages Control Commission Retail Liquor License Renewal Application to report licensees who failed to renew for 2021

8. 8:00 PM **Annual Town Meeting – June 12, 2021**
Request to open the Town Meeting Warrant
9. 8:05 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**
10. 8:15 PM **Board Reports/Updates**
11. 8:20 PM **Minutes for Approval**
Regular Session – For Release:
- January 12, 2021
 - January 26, 2021
12. 8:25 PM **Town Manager’s Report**
- i. Request from the Council on Aging to accept a grant from the Greater Lowell Community Foundation Covid Response Emergency Fund to address food insecurity, specifically mobile outreach/delivery to vulnerable populations in the amount of \$3,000
 - ii. Request approval of the following:
 - a. Contracts:
 1. Executive Office of Elder Services to support our Council on Aging’s programming, services, and administrative needs in the amount of \$40,248, as requested by the Council on Aging
 - b. Purchase Orders:
 1. CyberComm Communications Solutions Inc. for a radio service agreement in the amount of \$11,323.50, as requested by the Public Safety Communications Department
 2. From the Roudenbush Lease Expense Account:
 - a. Embree Elevator for elevator repairs and re-inspection at The Roudenbush Community Center in the amount of \$2,168, as requested by the Facilities Department
13. 8:30 PM **Correspondence**
14. 8:35 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/5490291879120061195>. 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
February 9, 2021**

Incoming Correspondence:

IC 01	01/19/21	MIIA award for FY20 Risk Management
IC 02	01/22/21	Mallinckrodt PLC, et al., Notice of Deadlines for Filing of Proofs of Claim
IC 03	01/24/21	Joint statement from Westford Public Schools and Special Education Parent Advisory Council
IC 04	01/27/21	Northern Middlesex Council of Governments Request for Proposals for District Local Technical Assistance funds
IC 05	01/27/21	KP Law Opinion of Proposed Lease Charge on Cable Television Operators
IC 06	01/29/21	Stantec Laboratory Report regarding monitoring at Forge Wells
IC 07	02/01/21	Donald Galya email regarding property owned by Westford Riding Academy Trust, 22 Griffin Road
IC 08	02/02/21	Xfinity Form 500 for year end 2020
IC 09	02/02/21	Thank you letter from Hanover Company

Outgoing Correspondence:

OC 01	12/18/20	Thank you letter to The Lowell Five Cent Savings Bank
OC 02	01/27/21	Thank you letter to Iverson Guo
OC 03	01/28/21	Letter to Governor Charlie Baker related to significant concerns regarding the distribution of COVID-19 vaccines
OC 04	01/28/21	Letter to Senator Edward Kennedy related to significant concerns regarding the distribution of COVID-19 vaccines
OC 05	01/28/21	Letter to State Representative James Arciero related to significant concerns regarding the distribution of COVID-19 vaccines