



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 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

 - **On behalf of the League of Women Voters, Erika Kohl announced they are holding a Signature Gathering Event to help support potential candidates who are interested in running for local elected office. The event will be held at the Abbot School parking lot, 25 Depot Street, on Saturday, 2/27, 1:00 PM – 3:00 PM (with a rain/snow date of Sunday, 2/28)**
 - **Select Board Member Tonakarn-Nguyen wished everyone a Happy Lunar New Year which is on Friday, 2/12. Select Board Chair Peraner-Sweet stated it is the year of the Ox**
 - **Select Board Member Hazelton announced Highway Superintendent Chip Barrett was featured on WBZ News to discuss snowstorm preparations and clean up. Hazelton also shared there is free sand available to residents at the old Highway Garage, 30 Beacon Street. If you are elderly or disabled, you may call the Cameron Senior Center at (978) 692-5523 to coordinate a delivery from our Police Department**
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*

Town Manager Ross announced currently there is a surplus of \$159,430 which will be held in reserve as the budget process is just beginning. Budget hearings will begin on Wednesday 3/4. You may visit the town's online calendar to view a schedule of the joint Select Board, School Committee and Finance Committee meetings at the following link: [Boards and Committees Meeting Calendar](#)
 - ii. Update on capital request from the Healthy Westford Committee and Pedestrian Safety Committee related to Plain Road and Robinson Road sidewalks

Town Manager Ross announced the Capital Planning Committee agreed to support the Plain Road sidewalk design to be funded from the sidewalk gift account. Unfortunately, due to funding constraints, the Robinson Road sidewalk will need to be considered next year
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*
Chair Peraner-Sweet shared we are working diligently to improve the vaccination

situation. She sent a letter to Governor Baker, Senator Kennedy, and State Representative Arciero complaining about the state's rollout of the vaccine, lack of preparedness and difficulty our seniors are having. Town Manager Ross has also reached out to those aforementioned in addition to, the Lieutenant Governor and Assistant Director of the Department of Public Health, advocating on behalf of our residents and communicating that despite Westford requesting vaccines, we have not received any. We are ready and able to distribute the vaccines as soon as we receive them. We have learned towns are not being prioritized for vaccine and instead the state is focusing on the mass vaccination sites. More information relative to COVID-19 vaccine eligibility and scheduling is available at the following link: [COVID-19 Vaccine](#)

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
Approved 5-0
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**Select Board Member Hazelton nominated Noel Almeida and Select Board Member Clay nominated Chris Karpinsky. Approved 4-1 (Clay opposed) to appoint Noel Almeida**
 - ii. Request to approve Alcohol Beverages Control Commission Retail Liquor License Renewal Application to report licensees who failed to renew for 2021
Approved 5-0
8. 8:00 PM **Annual Town Meeting – June 12, 2021**
Request to open the Town Meeting Warrant
Approved 5-0
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**
Approved 5-0 the suggested charge as amended which is available at the following link: [Clean Energy and Sustainability Committee](#)
Approved 5-0 to rename the Energy Committee, the Clean Energy and Sustainability Committee with a total of 9 committee members

Residents who are interested in serving on the Clean Energy and Sustainability Committee may fill out a Citizen Activity Form at the following link: [Citizen Activity Form](#)

10. 8:15 PM **Board Reports/Updates**

11. 8:20 PM **Minutes for Approval**

Regular Session – For Release:

- January 12, 2021
- January 26, 2021

Approved 5-0

12. 8:25 PM **Town Manager's Report**

- 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
- Request approval of the following:
 - Contracts:
 - 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
 - Purchase Orders:
 - CyberComm Communications Solutions Inc. for a radio service agreement in the amount of \$11,323.50, as requested by the Public Safety Communications Department
 - From the Roudenbush Lease Expense Account:
 - 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

Approved 5-0

Town Manager Ross recognized the DPW for doing a phenomenal job cleaning up this season's snow storms

13. 8:30 PM **Correspondence**

Select Board inquired about the Stantec Laboratory Report regarding monitoring at Forge Wells and asked for an update at the next Select Board meeting on 2/23

14. 8:35 PM **Adjournment**

Options available to access the Select Board meeting remotely:

- 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.
- 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