



TOWN OF WESTFORD
SELECT BOARD

TOWN HALL
55 Main Street

WESTFORD, MA 01886

Telephone (978) 399-2557

**REVISED
Action Taken**

April 13, 2022 at 3:35 PM

MEETING AGENDA

Tuesday, April 12, 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 **Joint Executive Session with the Board of Health:**
To conduct strategy sessions in preparation for negotiations with both non-union and union personnel related to a request to restructure the Health Department, 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**
 - **Select Board Chair Peraner-Sweet announced 50 years ago this week in 1972, Ellen Harde was elected to the Board of Selectmen seated as the first woman to serve on the Board of Selectmen following the March 6 town election and an April 6 recount. A woman has now consistently served on the Select Board since 1992**
 - Recognize the Westford Academy Theater Arts' production of Weird Sisters: The Tragedy of Macbeth which was named a Regional Finals Winner at the Massachusetts Educational Theater Guild's Regional Round and the Westford Academy students who were named All Star Company
 - Municipal phone upgrade project will occur on Monday, April 18th (Patriots' Day). 911 will continue to work. If residents need to reach any other town departments on this date, please contact (978) 727-8888 and your call will be redirected to the desired department
 - **A public form is being held to discuss Westford's Tree and Invasive Species Inventory and Management Plan which will take place virtually on Thursday, 4/14, from 7:00 PM to 9:00 PM. For more information, please visit the following link: [Westford Tree and Invasive Species Plan](#)**
 - Announce deadline to register to vote is Wednesday, April 13 and new polling locations will go into effect starting with this upcoming election. For more information, please visit the following link: [2022 Election Information](#)
 - **Select Board Member Clay announced the League of Women Voters of Westford is hosting Candidates' Night virtually on Wednesday 4/13 from 7:00 PM to 9:00 PM. To register, please visit the following link: [LWV Westford Candidates' Night](#)**
6. 7:05 PM **Consent Agenda – Request to approve the following:**
 - i. Flag Hoisting:
Event: 107th Anniversary of the Armenian Genocide

Flag: Armenian Flag
Applicant: John and Violet Dagdigian / Armenian National Committee of Merrimack Valley

Location: Temporary flagpole on Town Common

Date: Friday, April 22, 2022

Time: 10:00 AM

ii. Street/Road Closure:

Event: Apple Blossom Parade

Applicant: Kiwanis Club

Location: Main Street, Depot Street, Hildreth Street, Lincoln Street, Forge Village Road, Graniteville Road, and Boston Road

Date: Saturday, May 14, 2022

Time: 8:30 AM to 12:30 PM

iii. Banner:

a. Event: Memorial Day

Applicant: Ryan Cobleigh, Veterans' Services Officer

Location: J.V. Fletcher Library

Dates: Sunday, May 22, 2022 to Wednesday, June 1, 2022

b. Event: Westford Academy Graduation

Applicant: Westford Education Foundation

Location: Abbot School

Dates: Thursday, May 26, 2022 to Sunday June 5, 2022

c. Event: Westfest Family Fun Festival

Applicant: Westford Education Foundation

Location: First Parish Church

Dates: Saturday, September 17, 2022 to Tuesday, September 27, 2022

iv. Town Common and Band Stand:

a. Event: Easter Sunrise Service

Applicant: First Parish Church United

Date: Sunday, April 17, 2022

Time: 6:45 AM to 7:45 AM

b. Event: Easter Morning Church Service

Applicant: Cornerstone Congregational Church

Date: Sunday, April 17, 2022

Time: 9:00 AM to 12:00 PM

c. Event: Memorial Day

Applicant: Ryan Cobleigh, Veterans' Services Officer

Date: Sunday, May 29, 2022

Time: 8:00 AM to 2:00 PM

Approved all 5-0 subject to public safety recommendations

7. 7:10 PM **Public Hearing – Violations of M.G.L c. 138 §34 – Sale of Alcoholic Beverages to Persons Under 21 Years of Age**

Westford Market & Liquors, 6 Carlisle Road – *Manthan Patel, Owner, and James Peloquin, Administrative Captain, Westford Police Department*

Approved 5-0 a 2-week suspension/closing of store to occur the week of 4/18 – 4/24 and the week of 5/9 – 5/15

8. 7:30 PM **Joint meeting with the Permanent Town Building Committee and the Clean Energy and Sustainability Committee to discuss potential sustainability upgrades to the design of the proposed New Center Building at 51 Main Street and determine next steps** – *Tom Mahanna, Chair, Permanent Town Building Committee, Chris Logan, Context Architecture, and Mike Berlinski, Chair, Clean Energy and Sustainability Committee*
Approved 5-0 to support Context’s proposal of \$92,000. The Town Manager recommended funding through ARPA or at the Annual Town Meeting
9. 8:15 PM **Request from the Pedestrian Safety Committee to support an Article for Town Meeting to consider M.G.L. c.90 §17C: Establish a 25 miles per-hour speed limit on sections of West Prescott Street, Pleasant Street, Patten Road, and Main Street, continued from Select Board meeting on December 14, 2021** – *Chris Barrett, Chair, Pedestrian Safety Committee*
Approved 5-0 to support adding an Article to the Annual Town Meeting Warrant to accept M.G.L. c.90 §17C to allow the Select Board to establish 25 miles per-hour speed limits on certain roadways in town
10. 8:35 PM **Consider recommendations from the Access to Town Meeting Committee** – *Diane Wood, Chair Access to Town Meeting Committee*
The SB thanked the Committee and the Chair will meet with the Town Manager to discuss next steps
11. 8:50 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 new and remaining requests
Approved 5-0 project #s 1, 4, 9 and 19. Remaining projects will be continued to 4/26. Total amount of funding approved at this meeting is \$149,625
12. 9:10 PM **Old/New Business**
- i. Request to approve and sign the May 3, 2022 Town Election Warrant
Approved 5-0
 - ii. Consider appointments and terms for the Monuments and Memorials Committee:
 - David Christiana
 - Nancy Cook
 - Marilyn Day
 - ~~Jackie Feather~~ (withdrew application)
 - Linda Greene
 - Paul Murray
 - Beaver Rogers
 - Terry Stader**Approved 5-0 to appoint all seven applicants, terms to be decided by members**
 - iii. Request from the Town Clerk to appoint Election Officers for terms expiring July 31, 2022
Approved 5-0
13. 9:20 PM **Annual Town Meeting – Saturday, June 11, 2022**
Select Board review warrant articles and set the order of the warrant
Approved 5-0 the warrant as presented
14. 9:35 PM **Board Reports/Updates**

15. 9:40 PM **Town Manager's Report**

- i. Request to accept a gift from the Kurt Kelly Memorial Foundation in the amount of \$1,500 to be used to enhance access to after school and summer enrichment programs for those with limited financial resources, as requested by the Recreation Department
- ii. Request to accept a gift from the Friends of the Cameron in the amount of \$6,500 for the senior dental program and shingles vaccination program, as requested by the Health Department
- iii. Request to accept a gift from the See a New Sun Foundation in the amount of \$10,500 to fund a one-year subscription of the Cordico Health and Wellness app for public safety departments, as requested by the Police Department
- iv. Request approval of the following:
 - a. Grants:
 1. Commonwealth of Massachusetts Community Compact's Efficiency and Regionalization Grant in the amount of \$94,902 to fund the salary and benefits for a Regional Sustainability Coordinator to be shared between the towns of Westford and Carlisle
 - b. Contracts:
 1. Clean Harbors for a Household Hazardous Waste Collection Agreement in the amount of \$20,000, as requested by the Recycling Commission
 2. Lowell General Hospital for an Advance Life Support Affiliation Agreement, as requested by the Fire Department
 3. Brightly Software Inc. for software services related to asset and computerized maintenance management systems in the amount of \$45,460 (pending Select Board approving ARPA funding request), as requested by the Facilities Department
 - c. Purchase Orders:
 1. Modular Communications for a base station and GPS system in the amount of \$30,267.06, as requested by the Fire Department

Approved 5-0

16. 9:45 PM **Correspondence**

IC 05 - Land Use Management Director Jeff Morrissette is drafting a response letter to the Chelmsford Select Board

17. 9:50 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_KKsudNQvTTCEZXmHKmH00A. 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
April 12, 2022**

Incoming Correspondence:

IC 01	03/18/22	Coalition for a Better Acre Interest in 10-12 North Main Street
IC 02	03/22/22	Verizon Cable Television License Renewal Notice
IC 03	03/23/22	Department of Public Utilities Notice of Filing and Public Hearing
IC 04	03/24/22	Letter from Todd Palumbo Regarding Concerns
IC 05	03/24/22	Letter from Chelmsford Select Board Regarding Industrial Truck Traffic Issues
IC 06	03/28/22	Department of Environmental Protection Public Notice Regarding 97 ½ Dunstable Road
IC 07	03/28/22	Red Hat Economic Development Incentive Program 2020 Annual Report
IC 08	03/29/22	Northern Middlesex Council of Governments FY 2023 Assessments
IC 09	04/05/22	Department of Public Utilities Notice of Filing and Request for Comments

Outgoing Correspondence:

OC 01	03/22/22	Letter to State Emergency Response Commission Regarding Appointment of Community Emergency Response Coordinator
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