



TOWN OF WESTFORD
SELECT BOARD

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

MEETING AGENDA

Tuesday, August 9, 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**
 - i. Recognize Westford Firefighters for their heroic efforts during the house fire which took place on Sunday, July 24, 2022 at 62-68 North Main Street, and furthermore, recognize Groton Firefighter Explorers, Kyle Girard, Ryan Bellemore, Anthony Cianci, and Nathan Bernier for their voluntary efforts in assisting firefighters during the incident
 - ii. Recognize Norman E. Day Elementary School student Rahul Ram, for receiving the President's Environmental Youth Award for his work on sustainability at a local community garden
 - iii. Announce Westford was ranked the 6th safest community in Massachusetts by SafeWise
 - iv. Strategic Planning Retreat – Thursday, September 8, 2022 at 5:00 PM at Kimball Farm. To register, please visit the following link: [2022 Strategic Planning Retreat](#)
 - v. Special Town Meeting – Monday, October 17, 2022 at 7:00 PM at Westford Academy. Town Meeting documents are available to view at the following link: [2022 Special Town Meeting Documents](#)
4. 7:05 PM **Public Hearing**

Request to approve a change of officers and beneficial interest of a M.G.L. c.138 §12 All Alcohol Restaurant License at Burton's Grill of Westford, LLC d/b/a Burton's Grill, 1 Cornerstone Square – *John Mooradian, Esq., Demakis Law Offices, P.C.*
5. 7:10 PM **Consent Agenda – Request to approve the following:**
 - i. **Banner:**
 - a. Event: 2022 State Primary Election
Applicant: Town Manager's Office
Dates: Tuesday, August 30, 2022 – Friday, September 9, 2022
Location: First Parish Church
 - b. Event: Westford Academy Holiday Bazaar
Applicant: Westford Academy Holiday Bazaar Committee
Dates: Saturday, November 26, 2022 – Tuesday, December 6, 2022
Location: J.V. Fletcher Library
 - c. Event: Westford Academy Graduation

Applicant: Kelly Guthrie on behalf of the Westford Education Foundation
Dates: Friday, May 26, 2023 – Monday, June 5, 2023
Location: First Parish Church

ii. Street/Road Closure:

a. Event: Church Picnic

Applicant: David Welsh

Date: Sunday, September 11, 2022

Time: 9:00 AM to 1:00 PM

Location: 10 Church Street to intersection of Broadway Street

b. Event: Block Party

Applicant: Maureen Wilcinski

Date: Saturday, September 17, 2022 (rain date: Sunday, September 18, 2022)

Time: 1:30 PM to 6:30 PM

Location: 10 Byrne Avenue to 30 Byrne Avenue

6. 7:15 PM **Residents’ request to consider disposing of the following town owned parcels:**
- i. Parcel ID 078 0075 0000 a/k/a 20 Pine Tree Trail containing approximately 0.073 acres of land – *Douglas MacDonald, 18 Pine Tree Trail*
 - ii. Parcel ID 078 0076 0000 a/k/a 31 Byrne Avenue containing approximately 0.128 acres of land – *Ronald Paulauskas, 29 Byrne Avenue*
7. 7:30 PM **Westford Community Access Television (WCAT) presentation of Financial Report** – *Sarah Fletcher, WCAT Executive Director, and Jack Wang, WCAT Treasurer*
8. 7:40 PM **Presentation of Town Debt Service Analysis, including excluded and non-excluded debt and the impact of proposed large capital projects** – *Jodi Ross, Town Manager, Dan O’Donnell, Finance Director, and Christine Collins, Tax Collector/Treasurer*
9. 8:05 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, projects status, and funding available
 - ii. Review new requests for funding
 - iii. Review holdover requests for funding
10. 9:05 PM **Old/New Business**
- i. Request from the Town Clerk to delegate the authority under M.G.L. c.192 §72 of the Acts of 2022 to determine a sufficient number of police officers for each polling place at every election – *Patty Dubey, Town Clerk*

- ii. Review draft Request for Proposals for an executive search firm and consider appointing members to the Town Manager Search Committee:

1. Noel Almeida	12. Shankar Hegde
2. Haining Bao	13. Jamie Holmes
3. Chris Barrett	14. Chris Karpinsky
4. Joan Bennett	15. Carol Morse
5. Mark Chambers, Police Chief	16. Dan O'Donnell, Finance Director
6. Chris Chew, School Superintendent	17. Heerain Piplani
7. Nancy Cook	18. Richard Rochon
8. Carlene Craib	19. Joseph Targ, Fire Chief
9. Sabrina Feldeisen	20. Robert Waskiewicz
10. Ellen Harde	21. Diane Wood
11. Angela Harkness	22. Valery Young
- iii. Request from the Town Clerk to appoint Election Officers for terms expiring July 31, 2023

11. 9:20 PM **Board Reports/Updates**

12. 9:25 PM **Minutes for Approval**
For Release – Regular Session

- June 14, 2022
- July 21, 2022

13. 9:30 PM **Town Manager's Report**

- i. Request to approve the following:
 - a. Grants:
 - 1. Metropolitan Area Planning Council for services related to the operation of the Upper Merrimack Valley Medical Reserve Corps in the amount of \$47,000, as requested by the Health Department
 - 2. National Association of County and City Health Officials (NACCHO) for the Medical Reserve Corps (MRC) Covid-19 Respond, Innovate, Sustain, and Equip (Rise) Award in the amount of \$75,000, as requested by the Health Department
 - b. Contracts:
 - 1. Lexipol, LLC for 12-month access to the Cordico Shield Law Enforcement Wellness Application in the amount of \$10,500, as requested by the Police Department
 - 2. Nancy Burns for Upper Merrimack Valley Reserve Corp Coordinator services in the amount of \$47,000, as requested by the Health Department
 - 3. Nesra Engineering, LLC for professional engineering services for the renovation of the basketball and tennis courts at the Jack Walsh Fields in the amount of \$40,150, as requested by the Department of Public Works
 - c. Purchase Orders:
 - 1. Dennis K. Burke for FY23 gas and diesel fuel in the amount of \$44,000, as requested by the Department of Public Works
 - 2. K-Logix, LLC for web filtering appliances in the amount of \$19,931, as requested by the Technology Department

3. Waveguide for fiber cabling for the Cemetery Department in the amount of \$15,612.22, as requested by the Technology Department
4. Makepeace for a large format multi-function printer in the amount of \$11,495, as requested by the Technology Department

14. 9:35 PM **Correspondence**

15. 9:40 PM **Adjournment**

Options available to access the Select Board meeting virtually:

1. You may watch the meeting by visiting the following link on your computer, smart phone or tablet: https://westfordma-gov.zoom.us/webinar/register/WN_wIOQ1CYmQS-t9vt0wDp8DA. 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
August 9, 2022**

Incoming Correspondence:

IC 01	07/15/2022	Federal Energy Regulatory Commission 2022 Inspection 10-Day Letter
IC 02	07/29/2022	Middlesex County 4-H Fair, Inc.
IC 03	07/29/2022	Verizon Fios TV Programming Change
IC 04	08/01/2022	Verizon Fios TV Broadcast Fee
IC 05	08/02/2022	Massachusetts School Building Authority Extension Notice related to the Lloyd G. Blanchard Middle School Roof Replacement Project