



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, August 9, 2022

7:00 PM

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

SB Member Clay Absent

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](#)
 - **SB Member Hazelton noted Monday, 8/15 is Indian Independence Day and there was a well-attended flag hoisting ceremony last weekend. On Sunday, 10/16, from 12:00 PM to 4:00 PM, Westford Remembers is hosting a Westford International Block Party at the Franco-American Club to recognize the culturally diverse community we are**
 - **SB Member Tonakarn-Nguyen recognized Steve Edwards of WestfordCAT for his 10 years of service during which time he recorded numerous board meetings**
 - 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.*
Approved 4-0
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

Approved 4-0 subject to public safety recommendations

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*

Approved 4-0 to declare the parcels as surplus and add the request to the 2022 Special Town Meeting Warrant

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

Approved 4-0 the following:

<u>Project #:</u>	<u>Project:</u>	<u>Amount:</u>
5	Supplemental Appropriation for the Electronic Vote Tabulators for Town Meeting	(2,110.00)
6	Digitizing Town Archives and Various Department Files at Town Hall	(25,000.00)
7	Phone System Upgrades to Comply with 911 Requirements	(67,000.00)
9	Diesel Fuel Supplemental Appropriation for School Buses	(30,000.00)
14	FY23 Rental, Mortgage and Utility Assistance	(30,000.00)
16	WestfordCAT Millennium School Meeting Room Equipment Upgrades to Improve Sound Quality of Recordings	(2,014.00)
17	WestfordCAT Studios (Groton Road, Town Hall, and Millennium School) Network Video Production Storage Upgrades	(8,834.00)
18	WestfordCAT Audio Equipment Upgrades for School Sports Coverage	(1,316.00)
	Subtotal	(166,274.00)

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*

Approved 4-0

- 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 |

Approved 4-0 the Request for Proposals for an Executive Search Firm

Approved 4-0 the Town Manager Search Committee to consist of nine members: two SB members, one SC member, one FinCom member, and five residents-at-large to include the following:

1. Noel Almeida
2. Haining Bao
3. Chris Barrett
4. Joan Bennett
5. Bob Waskiewicz

Alternates – Nancy Cook and Diane Wood

- iii. Request from the Town Clerk to appoint Election Officers for terms expiring July 31, 2023

Approved 4-0

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

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

- June 14, 2022

- July 21, 2022

Approved 4-0

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

i. Request to approve the following:

b. 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

c. 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

d. 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

Approved 4-0

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_wIQQ1CYmQS-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