



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 23, 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 **Executive Session**
 - i. To consider changes to the non-union FY23 Pay and Classification Plan, as an open session may have a detrimental effect on the town's bargaining position
 - ii. To consider approval of a tentative memorandum of agreement with the Westford Public Works Association (WPWA), 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 acknowledged the passing of former Health Director Jeff Stephens and on behalf of the Select Board and our town extends our deepest sympathies to the Stephens family**
 - i. Recognize our Fire Department, Police Department, and Public Safety Telecommunicators for their extraordinary efforts during the house fire which took place on Saturday, August 13th at 54 Lake Shore Drive North
 - ii. Announce the 9/11 Memorial Service on Sunday, September 11th at 9:55 AM the Public Safety Courtyard located at 53 Main Street
 - **Select Board Vice-Chair Clay reminded residents the Strategic Planning Retreat is on Thursday, September 8th at 5:00 PM at Kimball Farm. To find out more information and/or register, please visit the following link: westfordma.gov/spr**
 - **Town Clerk Dubey reminded residents the deadline to register to vote is Saturday, 8/27. The State Primary Election is on Tuesday, 9/6. In-person early voting begins Saturday, 8/27 from 9:00 AM to 5:00 PM at Town Hall and during regular business hours next week**
6. 7:05 PM **Consent Agenda – Request to approve the following:**

Special License:

 - i. Event: Wild Women of Westford, an Evening of Storytelling and Wine Pairing
Applicant: Linda Greene on behalf of the Westford Historical Society
Date: Friday, August 26, 2022
Time: 7:30 PM to 9:00 PM
Location: Westford Museum, 2 Boston Road
 - ii. Event: Cancer Awareness Fundraiser
Applicant: Michael Riley on behalf of Summer Village

Date: Friday, September 2, 2022
Time: 6:30 PM to 10:00 PM
Location: 11 Summer Village Road

Approved 5-0 subject to public safety recommendations

7. 7:10 PM **Joint meeting with the Diversity, Equity, and Inclusion Committee to consider approval of their recommended language for the ballot question to declare the second Monday in October as Indigenous Peoples Day, superseding local references to Columbus Day**
Approved 4-0-1 (Hazleton abstained) to support DEI's recommended ballot language

8. 7:25 PM **Old/New Business**
 - i. Present Town Hall Parking Lot Expansion Project recommendation – *Paul Starratt, P.E., Town Engineer*
Approved 5-0 to proceed with the next phase which includes Planning Board Hearings and an estimate of costs
 - ii. Request from the Parks and Recreation Commission to approve and release a Request for Information to Build and Operate a Recreation and Aquatics Center – *Chris Barrett, Vice-Chair, Parks and Recreation Commission*
Approved 5-0 to proceed with advertising an RFI with Select Board edits
 - iii. Request from the Monuments and Memorials Committee to approve the updated draft policy and application for residents to propose donating a monument/memorial on town property – *Terry Stader, Chair, Paul Murray, Vice-Chair*
Approved 5-0
 - iv. Appoint two Select Board members, Valery Young, School Committee member and Ingrid Nilsson, Finance Committee member to participate on the Town Manager Search Committee
Approved 5-0 to appoint Andrea Peraner-Sweet, Anita Tonakarn-Nguyen, Valery Young, and Ingrid Nilsson
 - v. Request from the Affordable Housing Trust to reduce their membership to nine full members and three alternates – *Joanie Croteau, Chair, Affordable Housing Trust*
Approved 5-0 to support the request and seek Special Town Meeting approval
 - vi. Request from the Town Clerk to appoint Election Officers for terms expiring July 31, 2023
Approved 5-0
 - vii. Request to reappoint Dennis Galvin to the Town and School Safety Task Force for a term expiring on June 30, 2024
Approved 5-0

9. 8:15 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. Request to require a fee for Mobile Clinician Sessions – *Jennifer Claro, Director of Elder Services*
 - iii. Review new requests for funding
 - iv. Review holdover requests for funding
Approved 5-0 the following projects:

| <u>Project #:</u> | <u>Project:</u> | <u>Amount:</u> |
|-------------------|--|----------------|
| 1 | Assessment/addition of Town and School Security Camera Systems | \$ 90,000.00 |
| 2 | Additional Town and School Emergency Training | \$ 20,594.00 |
| 3 | Supplemental Funding Request for Chevy Silverado 3500 | \$ 8,457.06 |
| 4 | Supplemental Funding Request for Ford E Transit Cargo Van | \$ 1,539.20 |
| | Subtotal | \$ 120,590.26 |

10. 8:45 PM **Board Reports/Updates**

11. 8:50 PM **Minutes for Approval**

For Release – Regular Session

- June 28, 2022

Approved 5-0

Not for Release – Executive Session

- July 12, 2022

Approved 5-0 with suggested edits

12. 8:55 PM **Town Manager’s Report**

- i. Approve revised non-union FY23 Pay and Classification Plan

Approved 5-0

- ii. Update on the Senior Center HVAC Project

Town is not continuing the project with AMERESCO, instead will follow the M.G.L. c. 149 bidding process

- iii. Request to approve the following:

a. Contracts:

1. Verdantas LLC for licensed site professional (LSP) services related to 12 North Main Street, as a result of their recent acquisition of town’s current LSP, Environmental Strategies & Management (ES&M).
2. Northwest Local Public Health Coalition Intermunicipal Agreement for the Public Health Excellence for Shared Services Grant, as requested by the Health Department
Continued to SB meeting on 9/13
3. TEC, Inc. for Plain Road Sidewalk Design – Phase 2 in the amount of \$70,000, as requested by the Engineering Department
4. TEC, Inc. for Pedestrian Improvements at West Street & North Main Street in the amount of \$50,000 as requested by the Engineering Department
5. TEC, Inc. for Pedestrian Improvements on Carlisle Road at Jack Walsh Field in the amount of \$25,000 as Requested by the Engineering Department
6. Lowell Regional Transit Authority (LRTA) for portal-to-portal transportation services for elderly and handicapped Westford residents for FY21 and FY22, as requested by the Council on Aging
7. F.G. Sullivan Drilling Company, Inc. for construction services for the replacement of the Depot Street Drinking Water Source Well in the amount of \$146,817, as requested by the Water Department

b. Purchase Orders:

1. United Site Services for portable restroom units and services for use during recreational activities in the amount of \$12,500, as requested by the Recreation Department

2. Colonial Municipal Group for a Ford E-Transit Cargo Van in the amount of \$57,539.20, as requested by the Facilities Department
3. Colonial Municipal Group for a Chevy Silverado 3500 Plow Truck in the amount of \$57,457.06, as requested by the Facilities Department

Approved 5-0 all contracts and purchase orders except the Northwest Local Public Health Coalition Intermunicipal Agreement which was tabled to the next meeting

13. 9:00 PM **Correspondence**

14. 9:05 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_PPWuCnDAS1CZ79E0OzozpA. 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 23, 2022**

Incoming Correspondence:

| | | |
|-------|------------|---|
| IC 01 | 08/08/2022 | Letter from residents of Pond Street concerning Freedom Park |
| IC 02 | 08/08/2022 | Xfinity TV Services Notice |
| IC 03 | 08/08/2022 | Central Rivers Power Lowell Hydroelectric Project Status of Whitewater Study |
| IC 04 | 08/18/2022 | Westford Ambulance Fund, Inc. Cash Basis Financial Statements and Independent Accountant's Review Report |