



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, October 25, 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**
SB Chair Peraner-Sweet announced that the Select Board will be holding their regularly scheduled meetings in November on the 15th and 29th. They will not meet on November 8th due to the town and state election.
4. 7:05 PM **Consent Agenda – Request to approve the following:**
 - i. Banner:
Event: Jingle Bell 5k Run/Walk for Charity
Applicant: Karen Roderick on behalf of 50 Legs Organization
Dates: Saturday, November 26, 2022 – Tuesday, December 6, 2022
Location: First Parish Church
 - ii. Street/Road Closure:
Event: Jingle Bell 5k Run/Walk for Charity
Applicant: Karen Roderick on behalf of 50 Legs Organization
Date: Saturday, December 3, 2022
Time: 8:00 AM – 11:30 AM
Intermittent road closures during race on the following route: Nashoba Valley Technical High School Track, St. Mary's Drive, Vose Road, Old Lowell Road, South Chelmsford Road
Approved 5-0 subject to all public safety recommendations
5. 7:10 PM **Request to approve the revised “Hunting on Board of Selectmen Land Policy” established on October 14, 2014 to become the new “Hunting on Select Board Land Policy”** – *Eric Heideman, Assistant Town Manager*
Approved 5-0 subject to confirmation of indemnification signature requirement on application form
6. 7:15 PM **Request from the Monuments and Memorials Committee to approve the installation of a bronze plaque on a granite stone at the entrance of the Jack Walsh Field in loving memory of James E. and Janey L. Main for their support and dedication to the Westford Youth Soccer Program**
– *Terry Stader, Chair, Monuments and Memorials Committee*

SB requested committee and town staff follow up with the Main family to explore monuments smaller in size, return to the Parks and Recreation Commission at their next meeting, include the Westford Youth Soccer Association, and return to the SB on November 15th

7. 7:20 PM **Old/New Business**

- i. Request to accept easements for public access, trail, utilities, or other public purposes on Colonel Rolls Drive – *Joe Giniewicz, Town Planner*
- ii. Request from the Clean Energy and Sustainability Committee to reappoint Gerald DiBello as a full member for a term expiring on June 30, 2025
- iii. Request from the Town Clerk to appoint Election Officers for terms expiring on July 31, 2023
Approved 5-0

8. 7:35 PM **Board Reports/Updates**

- i. Update on Town Manager Search Process
– Andrea Peraner-Sweet, Select Board Chair
SB Chair Peraner-Sweet reported that the town received a total of 26 applicants for the Town Manager position. She provided an overview of the selection process moving forward. The SB will tentatively schedule a meeting on December 10th at 9:30AM to conduct interviews with finalists and to select our next Town Manager

9. 7:40 PM **Town Manager's Report**

- i. Consider request from Mark Warren, Water Superintendent, to fund emergency repairs at the Westford Academy Wastewater Plant in the amount of \$130,000 utilizing American Rescue Plan Act (ARPA) funds, due to the time sensitivity of the required repairs **Approved 5-0**
- ii. Consider approval of the Budget Policy Direction for Fiscal Year 2024
Approved 5-0 with edits
- iii. Request to approve the following:
 - a. Contracts:
 1. Office and Professional Employees International Union (OPEIU) Collective Bargaining Agreement for FYs 23-25, as requested by the Town Manager's Office
 2. Northern Middlesex Council of Governments for sealer of weights and measures services for the remainder of FY23 in the amount of \$7,762, as requested by the Town Manager's Office
 3. FirstNet for cellular services for our public safety personnel in the amount of \$22,000, as requested by the Technology Department
 4. Maher Service, Inc. for cleaning and redevelopment of the Stepinski and Forge 2 Wells in the amount of \$37,170, as requested by the Water Department
 - b. Purchase Orders:
 1. Presidio for backup servers in the amount of \$34,897.80, as requested by the Technology Department
 2. Presidio for solid state drives for storage arrays in the amount of \$15,731.16, as requested by the Technology Department

3. Maher Services, Inc. for emergency service for the Fletcher Well in the amount of \$13,550, as requested by the Water Department
 4. Nashoba Heating and Cooling, Inc. for replacement of two garage heaters in the amount of \$12,050, as requested by the Water Department
 5. W.L. French Excavation Corporation for disposal of catch basin cleanings in the amount of \$21,700, as requested by the Department of Public Works
 6. New England Fabricating & Welding for as-needed repairs to Highway Department vehicles in the amount of \$20,000, as requested by the Department of Public Works
- c. Grants:
1. Commonwealth of Massachusetts in the amount \$65,000 to be used towards replacing the roof at the Parkerville School House
Approved 5-0 (All contracts, purchase orders, grants)

10. 7:45 PM **Correspondence**

11. 7:50 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_7z7czaHaQ7uHXG3X9i0yOw. 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
October 25, 2022**

Incoming Correspondence:

IC 01	09/30/2022	National Grid gas leak notification
IC 02	10/10/2022	Verizon Nexstar update
IC 03	10/11/2022	Verizon G4 TV customer notice
IC 04	10/19/2022	KP Law marijuana reform update
IC 05	10/21/2022	Greater Lowell Community Foundation Annual Report 2021

Outgoing Correspondence:

OC 01	10/19/2022	Memo A. Sweet RE Submission of Housing Production Plan
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