



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, November 15, 2022
6:45 PM

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

1. 6:45 PM **Call to Order**
2. 6:45 PM **Executive Session**
To consider approval of a tentative agreement with the Westford Police Association (WPA) for FY23 to FY25, 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 thanked Town Clerk Patty Dubey and her staff for running the State and Local Elections**
 - **She further acknowledged the rising electricity and heating costs, and would like town staff to research assistance for residents in need and provide appropriate information to them. Information may be found at the following link: [Community Wellness](#)**
 - **Select Board Vice-Chair Clay encouraged residents keep the Westford Food Pantry in mind for donations during the holiday season as they have a record demand**
6. 7:05 PM **Consent Agenda – Request to approve the following:**
 - i. **Street/Road Closure:**
Event: Annual Live Nativity
Applicant: David Welsh on behalf of the United Methodist Church
Date: Sunday, December 18, 2022
Time: 4:00 PM to 9:00 PM
Location: 10 Church Street to intersection of Broadway Street
 - ii. **Banner:**
Event: Annual Strawberries 'N Arts Festival
Applicant: Ellen Martins on behalf of the First Parish Church United
Dates: Saturday, June 10, 2023 to Tuesday, June 20, 2023
Location: First Parish Church
 - iii. **Town Common and Bandstand:**
Event: Annual Strawberries 'N Arts Festival
Applicant: Ellen Martins on behalf of the First Parish Church United
Date: Saturday, June 17, 2023 (rain date: Sunday, June 18, 2023)
Time: 6:30 AM – 5:00 PM

Approved 5-0

7. 7:10 PM **Request from the Diversity, Equity, and Inclusion Committee to join with cities and towns across the country in taking a stand against antisemitism that reflects Westford’s character as a peaceable, welcoming community that embraces diversity and belonging:**
- i. Recognize January 27th as Holocaust Remembrance Day in Westford in perpetuity
 - ii. Recognize January as Holocaust Education Month in Westford in perpetuity
Approved 5-0 recognizing January 27th as Holocaust Remembrance Day and January as Holocaust Education Month in Westford in perpetuity
 - iii. Adopt the working definition of antisemitism. To view this working definition, please click the following link: [International Holocaust Remembrance Alliance’s \(IHRA\) Working Definition of Antisemitism](#)
– *Joe Diamond, Vice Chair, Diversity, Equity and Inclusion Committee*
 - **Approved 5-0**
 - **DEI will continue drafting a proclamation and will return to a future SB meeting to consider approval**
8. 7:15 PM **Public Hearing – Classification of Real and Personal Property Tax**
Request to establish the tax rate for Fiscal Year 2023
- *Will Naser, Chief Assessor*
Approved 5-0 to set a single tax rate for FY23 at \$14.76 per \$1,000 of valuation
9. 7:30 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
 - ii. Review new requests for funding
 - iii. Discussion of next steps
SB will review funding requests at their meeting on 12/13 and ask the Town Manager to send out another request to all boards who are interested in applying for funds
10. 7:50 PM **2023 Annual Town Meeting**
- i. Set Annual Town Meeting date of March 25, 2023 and consider approval of the 2023 Annual Town Meeting Timeline
Approved 5-0
 - ii. Update from the Access to Town Meeting Committee relative to the provision of childcare for future Town Meetings and discuss possibility of changing the date of future Annual Town Meetings – *Angela Harkness, Town Moderator, and Diane Wood, Chair, Access to Town Meeting Committee*
 - **Approved 5-0 and requested the Town Manager work with the Recreation Director and to provide childcare at the upcoming Town Meeting**
 - **Approved 5-0 to request that town organizations and local non-profits not hold events on the same day as Annual Town Meeting to allow residents to attend**
11. 8:05 PM **Old/New Business**
- i. 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

Approved 5-0

- ii. Request to form a Community Behavioral Health Committee to focus on mental health services and access, suicide and substance use disorder prevention and interventions – *Rae Dick, Health Director, and Nicole Laviolette, Community Wellness Coordinator*
SB asked if a representative from local churches could be included and requested clarification on the committee’s charge. Rae and Nicole will inquire and return at a future meeting
- iii. Request to amend House Bill H.4666 to remedy the incorrect address and parcel ID # listed on Citizens’ Petition presented at the 2021 Annual Town Meeting to authorize the Select Board to grant an additional M.G.L. c. 138 §15 All Alcohol Package Store License to be exercised at 174 Littleton Road, parcel ID # 017 0026 0000 – *Eric Heideman, Assistant Town Manager*
Approved 5-0
- iv. Request to discuss next steps for the New Center Building located at 51 Main Street – *Ellen Harde, 39 Main Street*
SB expressed their support of the project and continue educating the public with the intention to bring forward to the upcoming Annual Town Meeting for consideration
- v. Request from the Pedestrian Safety Committee to appoint Jessica Boulanger as an alternate member for a term expiring on June 30, 2024
Approved 5-0
- vi. Request from the Conservation Commission to appoint Noel Almeida as a full member for a term expiring on June 30, 2025
Approved 5-0

12. 8:30 PM **Board Reports/Updates**

13. 8:35 PM **Town Manager’s Report**

- i. Consider final approval of the Budget Policy Direction for Fiscal Year 2024
Approved 5-0
- ii. Consider approval of minimum wage increases for municipal employees, M.G.L. c. 151, §1, 2, 2A and 7 from \$14.25 to \$15.00 effective January 1, 2023
Approved 5-0
- iii. Request to approve the following:
 - a. Contracts:
 - 1. Westford Superior Officer’s Association (WSOA) Collective Bargaining Agreement for FYs 23-25, as requested by the Town Manager’s Office
 - 2. TEC, Inc. for final design amendment on the Boston Road Reconstruction Project in the amount of \$195,000, as requested by the Engineering Department
 - 3. TEC, Inc. for construction phase services on the Beaver Brook Bridge Project in the amount of \$125,000, as requested by the Engineering Department
 - 4. A.M. Appraisal Associates, Inc. for appraisal services for the Boston Road Reconstruction Project in the amount of \$33,215, as requested by the Engineering Department
 - 5. Platt Real Estate Analysts for appraisal services in the amount of \$14,000, as requested by the Engineering Department
 - b. Purchase Orders:

1. Modular Communication for radio equipment for a public safety system upgrade in the amount of \$158,184.33, as requested by the Fire Department
 2. Bound Tree Medical for bulk medical supplies in the amount of \$30,000, as requested by the Fire Department
 3. CDW-G for Microsoft Enterprise Services in the amount of \$49,434.53, as requested by the Technology Department
 4. Site One Landscape Supply for grounds maintenance materials and supplies, as requested by the Recreation Department
- c. Grants:
1. Executive Office of Elder Affairs for personnel costs, programming social services, transportation, and administrative needs in the amount of \$67,692, as requested by the Council on Aging
- Approved 5-0 contracts, purchase orders, and grants**

14. 8:40 PM **Correspondence**

15. 8:45 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_BYWMZeXZR0CkS0Uem-ne4Q . 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
November 15, 2022**

Incoming Correspondence:

IC 01	10/21/2022	Department of Housing and Community Development Revisions to MBTA Zoning Guidelines
IC 02	10/24/2022	Verizon Fios TV Programming Change
IC 03	10/24/2022	Comcast Commencement of Franchise Renewal Process
IC 04	10/27/2022	National Grid Announcement Regarding Funds Distributed to Local Community Action Program Agencies
IC 05	10/28/2022	Notice of Availability of Draft Amendment to the FFY 2023-2027 Northern Middlesex MPO Transportation Improvement Program
IC 06	10/31/2022	Xfinity TV Service Change
IC 07	11/07/2022	Supremus Civilis et Militaris Ordo Templi Hierosolymitani 1804 visitation to the Westford Knight