



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 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**
 - 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 13, 2022 at 54 Lake Shore Drive North
 - ii. Announce the 9/11 Memorial Service on Sunday, September 11th at 9:55AM the Public Safety Courtyard located at 53 Main Street
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
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**

8. 7:25 PM **Old/New Business**
- i. Present Town Hall Parking Lot Expansion Project recommendation – *Paul Starratt, P.E., Town Engineer*
 - 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, Chair, Parks and Recreation Commission*
 - 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*
 - 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
 - v. Request from the Affordable Housing Trust to reduce their membership to nine full members and three alternates – *Joanie Croteau, Chair, Affordable Housing Trust*
 - vi. Request from the Town Clerk to appoint Election Officers for terms expiring July 31, 2023
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
10. 8:45 PM **Board Reports/Updates**
11. 8:50 PM **Minutes for Approval**
- For Release – Regular Session
- June 28, 2022
- Not for Release – Executive Session
- July 12, 2022
12. 8:55 PM **Town Manager’s Report**
- i. Approve revised non-union FY23 Pay and Classification Plan
 - ii. Update on the Senior Center HVAC Project
 - 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

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

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