



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, January 11, 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**
Recognition of Lieutenant Jim Lamy for over 32 years of service on the Westford Fire Department in light of his retirement effective January 8, 2022
 - **SB Chair Peraner-Sweet announced the Access to Town Meeting Committee has created a survey which they have asked residents to complete and is available online at the following link: [Thoughts on Town Meeting](#). Hard copies of the survey are available at the J.V. Fletcher Library, Cameron Senior Center and Town Clerk's Office**
 - **SB Member Hazelton announced the passing of Muriel Drake who, amongst many roles within town, was current Chair of the Westford Housing Authority and an avid poll worker for Westford, serving in both capacities for over 30 years**
 - **SB Member Hazelton praised town employees who when asked by the Town Manager whether to return to remote work during this pandemic surge, across town departments preferred to continue to keep town buildings open so they may better serve our residents**
4. 7:05 PM **Request for a change of manager on a M.G.L. c. 138 §12 All Alcohol Restaurant Liquor License for Summer Village Lodge, LLC, 6 Summer Village Road – Michael Riley, Proposed Manager**
Approved 5-0
5. 7:10 PM **Consent Agenda – Request to approve the following:**
Banner:
 - i. Event: Westford Youth Lacrosse Registration
Applicant: Karen Bauer on behalf of Westford Youth Lacrosse
Dates: Wednesday, January 12, 2022 to Wednesday, January 19, 2022
Location: J.V. Fletcher Library
 - ii. Event: Annual Town Meeting
Applicant: Lynn Cohen on behalf of the League of Women Voters of Westford
Dates: Saturday, June 4, 2022 to Tuesday, June 14, 2022
Location: First Parish Church
Approved 5-0

6. 7:15 PM **Joint meeting with the Permanent Town Building Committee**
Presentation of updated design and plans of the New Center Building Project at 51 Main Street – *Tom Mahanna, Chair, Permanent Town Building Committee*
SB thanked the PTBC for their efforts on the updated building design which they liked very much, and continued discussion to their meeting on 1/25 to allow for a further look into building sustainability options
7. 7:45 PM **Consideration of priority sidewalk projects by the Pedestrian Safety Committee including the following:**
- **West Street at East Prescott Street**
 - **Carlisle Road at Jack Walsh**
 - **Plain Road Phase II**
- *Chris Barrett, Chair, Pedestrian Safety Committee*
- **Approved 5-0 West Street at East Prescott Street**
 - **Approved 5-0 Carlisle Road at Jack Walsh**
 - **Approved 4-0-1 (Tonakarn-Nguyen recused) Plain Road Phase II**
8. 8:15 PM **Request from the 35 Town Farm Task Force to allocate \$237,000 from American Rescue Plan Act Funding and support an Article for Town Meeting seeking \$580,000 for the engineering and construction of the Fire Training Facility** – *Ellen Harde, Chair, 35 Town Farm Task Force*
SB wanted to continue to review Covid-19 related ARPA requests and will reconsider at their meeting on 1/25
9. 8:25 PM **Continuation of American Rescue Plan Act (ARPA) funding requests to determine allocations:**
- i. Recap of projects approved, funding spent, and funding available to date
 - ii. Follow up from December 14th Select Board meeting on:
 - a. Community Wellness Coordinator, Mobile Mental Health Clinician, and Substance Abuse/Tobacco Control Compliance Agent – *Tom Clay, Town and School Safety Task Force’s Co-Chair, Jennifer Claro, Director of Elder Services, and Rae Dick, Health Director*
 - **Approved 5-0 funding the Community Wellness Coordinator for 18 months using \$150,000 of ARPA funds**
 - **Approved 5-0 funding the Mobile Mental Health Clinician as presented using \$45,000 of ARPA funds**
 - iii. Updates and new requests
Approved 5-0 funding the purchase of Covid-19 tests for residents using \$75,000 of ARPA funds
- To view a summary of funding allocated and of requests received, please visit the following links:**
[ARPA Summary of Funding Allocated to Date](#)
[ARPA Summary of Requests Received](#)
10. 8:55 PM **Old/New Business**
- i. Consider approval of the Local Initiative Program Compliance Certificate for the Stoneview Development Corp property located at 1 Maura Circle
Approved 5-0
 - ii. Request to approve Alcohol Beverages Control Commission Retail Liquor License Renewal Application

- iii. Request from the Cultural Council to decrease their membership from 10 seats to 8 seats
Approved 5-0
- iv. Request from the Healthy Westford Committee to appoint Nadia Mounisif as an full member for a term to expire on June 30, 2022
Approved 5-0
- v. Request from the Affordable Housing Trust to appoint Nadia Mounisif as a full member for a term to expire on June 30, 2023
Approved 5-0

11. 9:05 PM **Board Reports/Updates**

12. 9:10 PM **Minutes for Approval**

For Release – Regular Session

- November 23, 2021

Approved 4-0-1 (SB Chair Peraner-Sweet abstained)

Not for Release – Executive Session

- November 9, 2021

Approved 5-0

- November 23, 2021

Approved 4-0-1 (SB Chair Peraner-Sweet abstained)

13. 9:15 PM **Town Manager’s Report**

- i. Request Select Board to ratify Settlement Participation Form for the J&J Settlement and the Subdivision Settlement Participation Form – Distributor Settlement relative to the Massachusetts Attorney General’s opioid settlement process
Approved 5-0
- ii. Consider adoption of minimum wage increases for municipal employees, M.G.L. c. 151, §1, 2, 2A and 7 from \$13.50 to \$14.25 effective January 1, 2022
Approved 5-0
- iii. Request to accept a gift in the amount of \$3,000 for first responders donated from The Lowell Five Cent Savings Bank
Approved 5-0
- iv. Request approval of the following:
 - a. Contracts:
 1. Ameresco for the completion of an investment grade audit at town and school buildings as part a potential energy saving performance contract in the amount of \$58,447, as requested by the Energy Contract RFQ Review Committee
 2. G&P Services Contractors, Inc. for a heat pump replacement at the J.V. Fletcher Library in the amount of \$11,870, as requested by the Library and Facilities Departments
 3. Brookview Irrigation and Scott’s Tree & Landscape, Inc. for snow plowing for the 2021-2022 winter season at the rates provided in the meeting packet, as requested by the Highway Department
 - b. Purchase Orders:
 1. Unicon, Inc., for an inclined platform lift at the Abbot Elementary School in the amount of \$49,500, as requested by the Facilities Department

2. George T. Wilkinson, Inc. for glycol replacement at the Police Station in the amount of \$27,313, as requested by the Facilities Department
Approved 5-0 all contracts and purchase orders

14. 9:20 PM **Correspondence**

15. 9:25 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_Npo2rqMhSVKTbzEJiF_S0w. 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
January 11, 2022**

Incoming Correspondence:

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| IC 01 | 12/13/2021 | Letter from Todd Palumbo regarding Stormwater Fee and water run-off |
| IC 02 | 12/14/2021 | Verizon Fios TV Programming Change |
| IC 03 | 12/27/2021 | Xfinity Programming Advisory |
| IC 04 | 12/27/2021 | Direct Energy Notice of Regulatory Change |
| IC 05 | 01/03/2022 | Massachusetts Historical Commission Announcement of MPPF grant program |

Outgoing Correspondence:

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|-------|------------|---|
| OC 01 | 12/14/2021 | Letter of Support to the Joint Committee on Advance Information Technology, the Internet, and Cybersecurity |
| OC 02 | 12/20/2021 | Letter of Appreciation to Attorney John Giorgio |
| OC 03 | 12/20/2021 | Letter to Todd Palumbo regarding his Stormwater Fee and water run-off concerns |
| OC 04 | 01/03/2022 | Thank you letter to Lowell Five Cent Savings Bank |