



TOWN OF WESTFORD
SELECT BOARD

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557

ACTION TAKEN

AMENDED MEETING AGENDA

Amended 3/13/2023 3:00 PM

Tuesday, March 14, 2023

7:00 PM

VIRTUAL MEETING ONLY

SB Member Hazelton Absent

Meeting participants are welcome to partake remotely via Zoom. The meeting will also be broadcast by WestfordCAT on Comcast channel 9 and Verizon channel 34. Please use the following link to register for the meeting using Zoom:

https://westfordma.gov.zoom.us/webinar/register/WN_Gg9tLGb0T8iCkoJdcCW5aw

1. 7:00 PM **Call to Order**
2. 7:00 PM **Pledge of Allegiance**
3. 7:02 PM **Open Forum/FAQ/Announcements**

Recognize Alan Quan, Westford Student, for winning first place in the New England Regional Braille Challenge hosted by the Carrol Center for the Blind on February 11th

SB Chair Peraner-Sweet recognized and thanked Samantha Gray for her years of service in the Town Manager's Office as the Project / Procurement Specialist.

SB Member Clay reminded residents to review the 2023 Annual Town Meeting website, which includes a link for the information related to the proposed building project at 51 Main Street.

Resident Al Prescott voiced concern regarding the handling of the discussed proposed zoning bylaws pertaining to firearm dealers.

SB Member Peraner-Sweet announced that the League of Women's voters annual town meeting warrant review will be held virtually on Thursday, March 16 at 7:30pm. This meeting can be accessed at the following web link:

https://lww.westford.org/?tribe_events=annual-town-meeting-preview-5
4. 7:05 PM **Request for a change of manager on a M.G.L. c. 138 §15 Convenience Store Wine and Malt Beverage License for Rapid Refill, 498 Groton Road – Justin Lord, Proposed Manager**

Approved 4-0
5. 7:10 PM **Request to change the “doing business as” on a M.G.L. c. 138 §15 All Alcohol Package Store License for Craft Beer Cellar to CBC Liquors – Sandeep Bajaj, Owner**

Approved 4-0

6. 7:15 PM **Consent Agenda – Request to approve the following:**

i. Town Common and Bandstand:

- a. Event: Easter Egg Hunt/Magic Show/Crafts for Kids
Applicant: Grace Community Church
Date: Saturday, April 1, 2023 (rain date: Sunday, April 2, 2023)
Time: 8:00 AM to 3:00 PM
- b. Event: Veterans Signs on the Common for Memorial Day
Applicant: Westford Remembers
Date: Friday, May 26, 2023 to Saturday, June 3, 2023
- c. Event: Veterans Signs on the Common for Veterans Day
Applicant: Westford Remembers
Date: November 4, 2023 to November 12, 2023

ii. Banner:

- a. Event: Apple Blossom Festival and Parade
Applicant: Stefany Eck on behalf of the Kiwanis Club of Westford
Dates: Wednesday, May 3, 2023 to Saturday, May 13, 2023
Location: First Parish Church
- b. Event: Memorial Day
Applicant: Ryan Cobleigh, Veterans Services Officer
Dates: Friday, May 19, 2023 – Monday, May 29, 2023
Location: J.V. Fletcher Library

All consent agenda items approved 4-0 subject to public safety recommendations

7. 7:20 PM **Joint meeting with the Finance Committee to hear an update on the Cameron Senior Center HVAC Project – Chris Karpinsky, Permanent Town Building Committee, Jeff Goodwin, Facilities Director, and Alicia Monks, CHA Consulting, Inc.**

PTBC Member Chris Karpinsky and Facilities Director Jeff Goodwin informed the board that the town received no bids for the HVAC project, and they requested authorization to restructure the bid to readvertise.

Approved 4-0

Karpinsky and Goodwin additionally requested approval to expend \$300,000 in state ARPA funds to address code compliance and other non-HVAC related issues at the Cameron Senior Center before July 1, 2023.

Approved 4-0

8. 7:40 PM **Joint meeting with the Board of Water Commissioners and Finance Committee to discuss the Fiscal Year 2024 proposed water rate increase – Steve Cronin, Public Works Director, Mark Warren, Water Superintendent, and Larry Panaro, Business Manager**

SB reviewed the options for the water rates and understand the options. The Water Commissioners will take the comments under advisement and review at their next meeting and report back to the SB if there are any changes to the scenario that was voted already by the Water Commissioners.

9. 8:10 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](#):**

- Review projects approved, funding spent, and funding available
- Review and consider new and existing requests for funding
 Approved 4-0 to fund the Public Health Nurse 7.5 hours per week in FY24 as requested by the Health Department
 Directed Town Manager and Finance Director to review and refresh existing ARPA requests and bring them back for review at a subsequent meeting

10. 8:55 PM **Old/New Business**

- Request from Northern Middlesex Council of Governments (NMCOG) for a letter of support for participating in the Municipal Digital Equity Program – *Chris Hayes, Economic Development and Housing Planner, NMCOG*
 Approved 4-0
- Request to disband the Town Manager Search Committee
 Approved 4-0
- Consider approval of recommended language for the ballot question for May 3, 2023 Annual Town Election:
 - a. 51 Main Street - Approved 4-0
 - b. Roof Replacement at Lloyd G. Blanchard Middle School – Approved 4-0
 - c. Indigenous Peoples Day - Approved 4-0

11. 9:05 PM **Public Hearing**

Request to layout Byrne Place as a public way – *Paul Starratt, P.E., Town Engineer*
 Approved 4-0

12. 9:10 PM **Annual Town Meeting – Saturday, March 25, 2023 at 10:00 AM**

Select Board review warrant articles and take positions

ARTICLE 11:	Approve Fiscal Year 2024 Operating Budget Recommended 4-0	<i>Town Manager</i>
ARTICLE 19:	Amend the Zoning Bylaw to regulate Indoor and Outdoor Commercial Recreation and Winter Commercial Recreation in additional zoning districts, and to establish a Commercial Recreation Overlay District related to Kimball Farm and Nashoba Valley Ski Area – Recommended 4-0	<i>Planning Board</i>
ARTICLE 20:	Amend the Zoning Bylaw to Add 7 Carl Thompson Road to the Residence A Zoning District Not recommended 4-0	<i>Citizens’ Petition</i>
ARTICLE 22:	Accept Byrne Place as a Public Way Recommended 4-0	<i>Select Board</i>
ARTICLE 23	Ensure the APR on Drew Garden Property is Enforced No position taken	<i>Agricultural Commission</i>

13. 9:40 PM **Board Reports/Updates**

14. 9:45 PM **Town Manager’s Report**

- Request to approve the following:
 - a. Grants:

1. Department of Environmental Protection for one electric vehicle under the Massachusetts Electric Vehicle Incentive Program in the amount of \$7,500, as requested by the Town Manager's Office
- b. Purchase Orders:
 1. Presidio for software and services in the amount of \$20,411.51, as requested by the Technology Department
All grants and purchase orders approved 4-0

15. 9:50 PM **Correspondence**

16. 9:55 PM **Adjournment**

Please be advised this open meeting may be broadcast live via WCAT and recorded for playback online, video-on-demand viewing at <https://cloud.castus.tv/vod/westfordcat/?page=HOME>. Attendees are reminded that by attending this meeting, you consent to your likeness and audio being used and rebroadcast by WCAT.

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
March
14, 2023**

Incoming Correspondence:

IC 01	02/26/2023	Clean Energy and Sustainability Committee Request to Support Sustainability Coordinator Position
IC 02	02/27/2023	Council on Aging Request to Consider Seniors Relative to Discussions Surrounding Increased Tax Implications
IC 03	03/06/2023	Chris Kuntz Email Regarding Bylaws Governing Gambling Establishments in Westford
IC 04	03/09/2023	Comcast Xfinity TV Changes
IC 05	03/09/2023	Hugh MacDonald Email Regarding Firearms Dealers, Permitting, and Bylaws
IC 06	03/09/2023	MJ McKeown Request for a Joint Planning Board Select Board Meeting to discuss Zoning Bylaws