



TOWN OF WESTFORD
SELECT BOARD

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

**REVISED
ACTION TAKEN**

April 11, 2023 at 2:36 PM NKL

MEETING AGENDA

Tuesday, April 11, 2023

7:00 PM

Town Hall Meeting Room, 55 Main Street, 2nd Floor
All present

Meeting participants are welcome to attend the Select Board meeting in person or 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_LesK_pV6Rpiu0U5K64KU9g

1. 7:00 PM **Call to Order**
2. 7:00 PM **Pledge of Allegiance**
3. 7:02 PM **Open Forum/FAQ/Announcements**
 - i. **Recognized Jacki Dibble Library Associate retiring after 23 years from the J.V. Fletcher Library.**
 - ii. **SB Vice-Chair Clay stated that the Select Board, School Committee and Finance Committee are putting a committee to explore the FY25 Budget.**
 - iii. **SB Chair Peraner-Sweet confirmed 51 Main Street is a ballot question on the May 2, 2023, town election. If it passes, then SB is required to call a Special Town Meeting in 45 days.**
 - iv. **SB Member Tonakarn-Nguyen announced later this week is New Year for several Southeast Asian countries, Thailand, Cambodia, and Laos. Happy New Year to those who celebrate.**
 - v. **SB Member Hazelton shared the town's AAA Bond Rating confirmation that was announced last week.**
 - vi. **Diane Wood from League of Women's Voters announced the candidate's night is 4/12/23 @ 7pm at the J.V. Fletcher Library.**
4. 7:05 PM **Consent Agenda – Request to approve the following:**
 - i. **Town Common and Bandstand:**
 - a. **Event: Armenian Program and Flag Raising in commemoration of the Armenian Genocide**
Applicant: Armenian National Committee
Dates: Friday, April 21, 2023
Time: 9:45 AM -10:45 AM
 - b. **Event: J.V.Fletcher Library Summer Event**
Applicant: Nancy Boutet
Dates: Thursday, August 10, 2023

Time: 1:00 PM -2:00 PM

ii. Banner:

a. Event: Westford Community Rowing

Applicant: Jonathan Raichek

Dates: Monday, May, 15, 2023 - Thursday, May 25, 2023

Location: First Parish Church

iii. Street/Road Closure:

a. Event: Apple Blossom Parade

Applicant: Kiwanis Club of Westford

Dates: Saturday, May 13, 2023

Location: Main Street, Depot Street, Hildreth Street, Lincoln Street, Forge Village Road, Grantville Road, and Boston Road

Boston Rd and some secondary roads

Time: 8:30AM – 12:30PM

All Consent Agenda Items Approved 5-0, subject to all public safety recommendations

5. 7:10 PM **Review and act to authorize the Superintendent of Westford Public Schools to sign the Massachusetts School Building Authority (MSBA) Statement of Interest (SOI) for the Robinson School**
Approved 5-0

6. 7:25 PM **Joint Meeting with the Planning Board**
Proposed firearms bylaw – discussion of possible vote on draft bylaw to regulate firearms businesses through zoning or otherwise, with input from staff. This is a work session only and no comments from the public will be permitted. Members of the public are invited to attend and observe the proceeding but will not be recognized to speak. *Jeff Morrissette, Director of Land Use Management; Mark Chambers, Chief of Police*
Planning Board and SB reviewed the matter. SB will review a draft zoning bylaw on 4/25/23

7. 8:00 PM **Meeting with the Town Moderator, Angela Harkness for a Review of the 2023 Annual Town Meeting**
SB will take action on the date and time for the fall Special Town Meeting on 4/25/23

8. 8:25 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 and consider new and existing requests for funding

Project #:	Project:	Amount:
4	Sigma	\$ 77,000
6	9-1-1/ Multi Channel Instant Replay Digital Call	\$ 15,000

Approved additional \$7,500 for FY23 Rental, Mortgage and Utility Assistance

9. 8:45 PM **Old/New Business**
- a. Review and act to petition to the General Court for one (1) Alcohol Beverages Retail License to be exercised by Nabs One Stop Shop Inc. at 60 Brookside Road

Approved 5-0

- b. Review and act to appoint Madonna McKenzie to a full member on the Diversity Equity and Inclusion (DEI) Committee.

Approved 5-0

- c. Update on Solid Waste and Recycling RFP process and discuss PAYT Options, request to authorize the Town Managers office to issue RFP – *Eric Heideman, Assistant Town Manger*

Approved 5-0 to authorize the TM office to issue the RFP

- d. Review and act to accept Wendell Place easements– *Joe Giniewicz, Town Planner.*

Approved 5-0

Request to approve and sign the May 2, 2023 Town Election Warrant

Approved 5-0

- e. Review and act to sign letters to the town political party committees by April 15th that they may submit lists of qualified party members by June 1st for appointment of election officers.

Approved 5-0

10. 9:05 PM **Board Reports/Updates**
No Board Reports or Updates

11. 9:10 PM **Minutes for Approval**
For Release – Joint Finance Committee

- February 2, 2023 Approved 5-0

12. 9:15 PM **Town Manager’s Report**

- i. Request to approve the following:
 - a. Request to authorize the Town Manager to enter into an electricity supply contract for the town and school buildings for a period of up to 36 months beginning in December 2024 and to enter into a gas supply contract for the town and school buildings for a period up to 36 months beginning on March 2024
Continued to the 4/25/23 SB meeting
- b. Contracts:
 - i. Tighe & Bond for NPDES Phase II Small MS4 Permit Year 5 Compliance Contract in the amount of \$60,000, as requested by Department of Public Works
 - ii. Extend contract with All States Construction, Inc. for Liquid Bituminous Materials Treated Stone Seal in the amount of \$50,750.00, as requested by Department of Public Works
 - iii. Extend contract Newport Construction Corp. for Bituminous Concrete Excavation by Cold Planer in the amount of \$113,400.00, as requested by Department of Public Works
 - iv. Clean Harbors for Household Hazardous Waste Collection in the amount \$15,000, as requested by Recycling Commission
 - v. JV Property Services LLC for seasonal facility management services in the amount of \$157,500.00 or \$52,500 per contract year, as requested by Conservation Department

- vi. Tighe & Bond for Professional Engineering Services for the Abbot School WWTF Painting Project in the amount of \$48,000.00, as requested by the Water Department

All Contracts Approved 5-0

c. Purchase Orders:

- i. Colonial Municipal Group for a 2023 (or newer) Chevy 3500DRW Dump Truck in the amount of \$77,394.11 and two 2023 (or newer) Chevy Silverado 2500 Pickups in the amount of \$111,919.20, as requested by Department of Public Works
- ii. Taylor and Lloyd for a 2023 (or newer) International HV507 6-Wheel Dump Truck in the amount of \$260,000, as requested by Department of Public Works
- iii. GOVConnection for BlueSocket 6040 Access Points in the amount of \$57,858.80, as requested by Mike Wells, Technology Department
- iv. Apple for Apple Computers in the amount of \$122,476.50, as requested by Technology Department
- v. Presidio for Virtual Server Hosts in the amount of \$98,934.91, as requested by Technology Department
- vi. Richey & Clapper, INC for Hustler Super 104 Wide Area Mower in the amount of \$29,168.88, as requested by Director of Facilities

All Purchase Orders Approved 5-0

13. 9:25 PM **Correspondence**

14. 9:30 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
April 11, 2023**

Incoming Correspondence:

IC 01	3/14/2023	Email from Paul Morse, Westford Comprehensive Master Plan
IC 02	03/22/2023	Nashoba Valley Technical High School Town Assessment for FY24 Budget
IC 03	03/27/2023	Email from Joan Bennett, Resignation from the Economic Development Committee
IC 04	04/03/2023	Comcast letter from Patrick J.Shearns, change in Xfinity channel lineup
IC 05	04/05/2023	Letter from John McCarthy, MSBA/Westford: Blanchard Middle School (2021 ARP)