



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, April 26, 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 to discuss strategy with respect to collective bargaining issues as an open session may have a detrimental effect on the bargaining position of the town**
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 Member Hazelton announced the grand opening of the Roberta McGuire Residences located at 2 Balsam Circle which will provide 7 senior affordable housing units**
  - **He also reminded voters our Town Election is Tuesday, May 3<sup>rd</sup>, and polls are open from 7:00 AM – 8:00 PM. Precincts are located at Westford Academy, 30 Patten Road, and Stony Brook Middle School, 9 Farmer Way**
6. 7:05 PM **Public Hearing**

Request to amend a M.G.L. c. 148 §13 License to Store Flammables, Combustibles, or Explosives on Land in Buildings or Structures at Westford Mobil, 185 Littleton Road to convert one tank from an 8,000-gallon Gasoline Class I to an 8,000-gallon Diesel Class II – *Lauren See, Compliance Analyst, Atlas*

**Per applicant's request, continued to Select Board meeting on May 10<sup>th</sup> at 7:05 PM**
7. 7:10 PM **Request for a Change of Manager on a M.G.L. c. 138 §12 All Alcohol Innholder License for Empire Regency Hospitality, LLC d/b/a Regency Inn and Conference Center, 219 Littleton Road – Mark Waxler, Proposed Manager**

**Approved 5-0**
8. 7:15 PM **Consent Agenda – Request to approve the following:**
  - i. **Town Common and Bandstand:**

Event: Music Performance  
Applicant: Alice Phalen on behalf of the Parish Center for the Arts  
Date: Saturday, July 23, 2022 (Rain Date: Sunday, July 24, 2022)  
Time: 2:00 PM to 9:00 PM
  - ii. **Banner:**

- a. Event: Knights Football Enrollment  
Applicant: Mike Plate  
Dates: Saturday, May 7, 2022 – Tuesday May 17, 2022  
Location: First Parish Church
- b. Event: Live for Liv  
Applicant: Jody Marchand  
Dates: Friday, July 15, 2022 – Monday, July 25, 2022  
Location: First Parish Church

**Approved 5-0 subject to all public safety recommendations**

- 9. 7:20 PM **Annual Town Meeting – Saturday, June 11, 2022 at 9:00 AM**  
**(Rain date – Sunday, June 12, 2022 at 9:00 AM)**  
Select Board take positions on warrant articles

ARTICLE 1:	Authorize the Use of Electronic Vote Tabulators at Town Meetings <b>Recommended 5-0</b>	<i>Town Moderator</i>
ARTICLE 2:	Accept Town Reports <b>Recommended 5-0</b>	<i>Town Manager</i>
ARTICLE 9:	Amend the Wage and Classification Plan <b>Recommended 5-0</b>	<i>Town Manager</i>
ARTICLE 12:	Appropriate Chapter 90 Local Transportation Funds for Roadway Maintenance <b>Recommended 5-0</b>	<i>Town Manager</i>
ARTICLE 15:	Authorize the Select Board to Accept Easements <b>Recommended 5-0</b>	<i>Select Board</i>
ARTICLE 16:	Authorize the Select Board to Acquire Easements for the Plain Road Sidewalk Project <b>Recommended 5-0</b>	<i>Select Board</i>
ARTICLE 17:	Accept MGL c. 90, Section 17C to allow the Select Board to Establish Speed Limits <b>Recommended 5-0</b>	<i>Pedestrian Safety Committee</i>
ARTICLE 18:	Amend Chapters 51 and 22 of the General Bylaws to Reduce the Number of Finance Committee Books to be Printed and Discontinue Mailing the Finance Committee Book to Households <b>No action taken – continued to 5/10 SB meeting</b>	<i>Finance Committee</i>

- 10. 7:40 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 to date
  - ii. Review the following requests for funding:

<u>Project:</u>	<u>Department:</u>	<u>Amount:</u>
Cameron Senior Center HVAC System <b>Approved 5-0 \$500,000</b>	Facilities/Resident	\$ 1,600,000
51 Main Street Sustainability and Energy Efficiency Proposal <b>Approved 5-0</b>	Permanent Town Building Committee	\$ 92,000
Assessors' Electric Vehicle <b>Referred to Capital Planning Committee</b>	Assessors	\$ 22,501
Police Electric Vehicle <b>Approved 4-1 (Tonakarn-Nguyen Opposed)</b>	Police	\$ 57,895

Employee Hazard Pay <b>Approved 5-0 to grant a compensatory day off for town employees</b> <b>Approved 5-0 to appropriate \$21,059 to fund the day off</b>	Police	
Employee Hazard Pay <b>See above</b>	Public Safety Dispatchers	
Employee Hazard Pay <b>See above</b>	Westford Public Works Association	
FY22 Substitute Daily Rate Increase <b>Approved 5-0</b>	Schools	\$ 67,070
Safety Care Training <b>Approved 5-0</b>	Schools	\$ 10,880
Restorative Practices Training/Coaching <b>Hold</b>	Schools	\$ 75,000
Design plan for Nabnasset walkway and car path <b>Approved 5-0</b>	Schools	\$ 50,385
Providing access to after-school care and summer camp for low-income families <b>Approved 5-0</b>	Council on Aging/Recreation Department/Health Department	\$ 30,000

11. 8:25 PM **Old/New Business**

- i. Review draft letter to the Chelmsford Select Board in response to their letter received on March 24, 2022 regarding escalating industrial truck traffic issues in North Chelmsford and adjacent areas of Westford  
**Approved 5-0**
- ii. Request to support a regional application for Complete Neighborhoods Partnership Grant through the MassHousing Partnership (MHP) to receive assistance in planning, community engagement and development activities in the Graniteville neighborhood – *Joe Giniewicz, Town Planner*  
**Approved 5-0 with an edit**
- iii. Request from the Town Clerk to appoint Election Officers for terms expiring July 31, 2022  
**Approved 5-0**

12. 8:35 PM **Board Reports/Updates**

13. 8:40 PM **Town Manager's Report**

- i. Request to approve the FY23 non-union pay classification plan  
**Approved 5-0**
- ii. Request approval of the following:
  - a. Contracts:
    1. Massachusetts Department of Environmental Protection for Sustainable Materials Recovery Program funding for recycling, composting, improving air quality, and reuse and source reduction activities, as requested by the Recycling Commission
    2. Tighe & Bond for a four-year contract to keep in compliance with our Municipal Separate Storm Sewer System (MS4) Permit in the amount of \$37,500, as requested by the Engineering Department
  - b. Purchase Orders:

1. Fire Tech & Safety of New England, Inc. for ARMKUS fire engine rescue tools in the amount of \$38,485, as requested by the Fire Department
2. Bound Tree Medical, LLC for medical supplies in the amount of \$14,000, as requested by the Fire Department
3. Dennis K. Burke for gas and diesel fuel in the amount of \$30,358.87, as requested by the Department of Public Works
4. Nitehawks Track and Field for FY22 recreation programs in the amount of \$10,508, as requested by the Recreation Department

**Approved 5-0**

14. 8:45 PM **Correspondence**

15. 8:55 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\\_0UUsrhvQb-Fjn6l55AiNQ](https://westfordma.gov.zoom.us/webinar/register/WN_0UUsrhvQb-Fjn6l55AiNQ). 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](http://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](mailto:tmaa@westfordma.gov).*

**Select Board  
Correspondence  
April 26, 2022**

**Incoming Correspondence:**

IC 01	04/08/2022	Department of Telecommunications Notice regarding Cable Television License with Verizon New England
IC 02	04/11/2022	Pan Am Railways Notice regarding 2022 Yearly Operational Plan
IC 03	04/18/2022	Verizon Fios TV Programming Change
IC 04	04/19/2022	Wetlands Abutters Notice Regarding 0 and 12 North Main Street

**Outgoing Correspondence:**

OC 01	04/15/2022	Notice to Westford Market & Liquors regarding Liquor License Suspension
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