



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, September 14, 2021
7:30 PM

Meeting will be held virtually, link to access the meeting is below

1. 7:30 PM **Call to Order**
2. 7:30 PM **Pledge of Allegiance**
3. 7:32 PM **Open Forum/FAQ/ Announcements**
 - Recognize Board of Health Member Sue Hanly for being named Commonwealth Heroine of 2021 by the Massachusetts Commission on the Status of Women
4. 7:35 PM **Consent Agenda – Request to approve the following:**
 - i. Special License Request:
Event: Harvest Fest Yard and Artisan Sale and Cow Patty Palooza
Applicant: Westford Remembers and Good Pickin' Farm
Location: 5 Gould Road
Date: Saturday, October 16, 2021
Time: 2:00 PM to 6:00 PM
Approved 5-0 subject to public safety recommendations
5. 7:40 PM **Public Hearing – Violation of M.G.L c. 138 §34 – Sale of Alcoholic Beverages to Persons Under 21 Years of Age**
Littleton Road Liquors, Inc., 439 Littleton Road
– *Ronald Paulauskas, Deputy Chief, Police Department*
– *Attorney Hong Tran representing Littleton Road Liquors, Inc.*
Approved 5-0 to suspend the liquor license for 3 days on 9/20, 9/27, and 10/4. The Select Board would like to consider at a future meeting a requirement for future licensees to obtain an ID card reader and appropriate training prior to being issued a license
6. 8:00 PM **Joint Meeting with the School Committee, Finance Committee, and Permanent Town Building Committee**
 - i. Presentation and discussion of American Rescue Plan Act of 2021 (ARPA) federal funding
Select Board would like to hold a special meeting to develop a priority list for the ARPA federal funding including obtaining input from other boards, residents, and local businesses
 - ii. Update on current town debt and impact on future large building projects

- iii. Discussion of the proposed New Center Building at 51 Main Street, future location for School Administration Offices, the Blanchard School roof replacement; determine next steps
Select Board Member Hazelton suggested in light of Covid to make the first-floor meeting room multi-functional. Select Board Member Tonakarn-Nguyen wanted to ensure the Clean Energy and Sustainability Committee is involved in the building project. The Select Board supports moving forward with the project and bringing forth to the next Annual Town Meeting. School Superintendent Chew will be proposing a School Administration Offices feasibility study

- 7. 8:45 PM **Joint Meeting with the Historical Commission**
 - i. Request direction on the 12 North Main Street property related to historic preservation and/or demolition
Discussion continued to a future SB meeting to allow for Historical Commission's input
 - ii. Consider disbandment of the 12 North Main Street Task Force
Approved 5-0 to disband the Task Force effective 9/17

- 8. 9:00 PM **Consider moving to a partially self-funded health insurance plan with Blue Cross Blue Shield – Marc Criscitelli, Senior VP, HUB International, and Jodi Ross, Town Manager**
Voted 5-0 to support moving forward with a partially self-funded health insurance plan, subject to Town Meeting approving the articles

- 9. 9:15 PM **Special Town Meeting – Monday, October 18, 2021**
 - i. Select Board review proposed warrant articles and draft motions and set the order of the articles
Approved order of the articles
 - ii. Discussion on the date, time, and location of Special Town Meeting due to ongoing COVID-19 pandemic
As a precaution with Covid-19, the Select Board approved 5-0 to move Special Town Meeting to Saturday, 10/16 (rain date of Sunday, 10/17) at 10:00 AM outside on the turf field at the Westford Academy Trustee's Field, 30 Patten Road

- 10. 9:30 PM **Old/New Business**
 - i. Consider makeup of membership and appoint members to the Committee to Study Ways to Increase Attendance at Town Meeting:
 - a. Eric Barber-Mingo
 - b. Thomas Barry
 - c. Stefany Eck
 - d. Megan Eckroth
 - e. Stephen Edwards
 - f. Joaquin Gargoloff
 - g. Kristina Greene
 - h. Linda Greene
 - i. Dana Riegert
 - j. Sally Rosenthal
 - k. Elisabeth Strenger
 - l. Ilene Tatroe
 - m. Kathryn Wilson
 - n. Diane Wood
 - o. Valery Young
 - ii. Request from the Economic Development Committee to appoint Mark Kost as a full member for a term expiring on June 30, 2024
Approved 5-0
 - iii. Request from the Cultural Council to appoint Sherrie Bain as a full member for a term expiring on June 30, 2024
Approved 5-0

- iv. Request from the Town Clerk to appoint Election Officers for terms to expire July 31, 2022
Approved 5-0
- v. Appoint Clerk to the Select Board
Approved 5-0 Select Board Member Cunningham

11. 9:35 PM **Board Reports/Updates**

12. 9:40 PM **Minutes for Approval**

Executive Session – Not for Release:

- August 10, 2021

Approved 5-0

Regular Session – For Release:

- August 17, 2021

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

13. 9:45 PM **Town Manager’s Report**

- i. Request to approve a license agreement to temporarily allow The Roudenbush Community Center Inc. to occupy space at the Millennium Building while repairs are being made at the Frost School
Approved 5-0
 - ii. Request Select Board member participation in the interview process related to the Request for Qualifications issued to provide a Recreation and Aquatics Center Feasibility Study
Approved 5-0 Select Board Member Cunningham to participate
 - iii. Request approval of the following:
 - a. Contracts:
 - 1. Blue Cross Blue Shield for a health insurance renewal for town and school employees for the period of November 1, 2021 through October 31, 2022 at a 4.9% renewal increase
 - 2. BME Strategies to provide grant management services in the amount of \$86,200, as requested by the Health Department
 - 3. BME Strategies to provide accreditation management services in the amount of \$86,200, as requested by the Health Department
 - 4. Weston & Sampson for FY22 landfill environmental monitoring services in the amount of \$12,400, as requested by the Town Manager’s Office
 - b. Purchase Orders:
 - 1. Dennis K. Burke for gas and diesel fuel in the amount of \$44,000, as requested by the Highway Department
 - 2. Presidio for SmartNew support in the amount of \$30,016.72, as requested by the Technology Department
 - 3. Site One Landscape Supply for the purchase of FY22 grounds maintenance materials and supplies in the amount of \$27,810, as requested by the Parks, Recreation and Cemetery Departments
- Approved 5-0 all contracts and purchase orders**

14. 9:50 PM **Correspondence**

Select Board Chair Peraner-Sweet requested the notice from the Department of Telecommunications and Cable be forwarded to the Cable Advisory Committee

15. 9:55 PM **Adjournment**

Options available to access the Select Board meeting virtually:

1. Register to watch the meeting through Zoom: https://westfordma.gov.zoom.us/webinar/register/WN_iX9NBApdT1Gh_dY3Arl02w. After registering, you will receive a confirmation email.
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
September 14, 2021**

Incoming Correspondence:

IC 01	08/16/2021	KP Law Notice of Town of Westford's Opposition to Motion for Default Judgment related to Tadmuck Meadows Condominium Trust v. Montisanti, et. al.
IC 02	08/23/2021	Mallinckrodt PLC, et al., Notice of Hearing to Consider Confirmation of Chapter 11
IC 03	09/08/2021	Department of Telecommunications and Cable Regarding cable television license with Verizon

Outgoing Correspondence:

OC 01	08/18/2021	Notice of Decision and Order Nuisance Dog
OC 02	09/02/2021	Letter to Comcast Requesting Additions to Renewal License