



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 28, 2021

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**
 - **Select Board Chair Peraner-Sweet reminded everyone Special Town Meeting is Saturday, October 16, 2021, at 1:00 PM at the Westford Academy Trustees Field, 30 Patten Road**
 - **She also reiterated the Board of Health directive requiring masks in all indoor public places beginning October 1, 2021**

Recognition of Town Clerk Patty Dubey's designation by the Massachusetts Town Clerks Association, as a Certified Massachusetts Municipal Clerk

 - **Bob Krankewicz, 15 Boston Road, inquired why the Agricultural Preservation Restriction at 66 Boston Road is not being enforced. Select Board Chair Peraner-Sweet noted this will be added to a future agenda for discussion**
4. 7:05 PM **Request for a change of Corporate Officer/ LLC Manager for a M.G.L. c. 138 §12 All Alcohol Restaurant License for 99 Restaurants of Boston, LLC d/b/a 99 Restaurant, 333 Littleton Road – Wendy Harkness, Proposed Manager**
Approved 5-0
5. 7:10 PM **Consent Agenda – Request to approve the following:**
 - i. **Banner:**
 - a. Event: Boy Scout Troop 159 Annual Winter Sporting Good Sale
Applicant: Maulik Shah
Dates: Saturday, October 30, 2021 to Tuesday, November 9, 2021
Location: First Parish Church
 - b. Event: Westford Firefighters Tour Westford with Santa
Applicant: Jeffrey Douphinette, Westford Firefighters Association
Dates: Saturday, December 4, 2021 to Tuesday, December 14, 2021
Location: J.V. Fletcher Library
 - ii. **Town Common and Bandstand:**
Event: Annual Tree Lighting Ceremony
Applicant: Westford Girl Scouts
Date: Sunday, November 28, 2021
Time: 2:30 PM to 6:30 PM
Approved 5-0 subject to public safety recommendations

6. 7:15 PM **Overview and initiatives of the Westford Police Department** – *Mark Chambers, Police Chief*
Select Board thanked Police Chief Chambers and asked him to return in six months with an update on the department
7. 7:35 PM **Request authorization to submit 75% design on the Boston Road Rehabilitation Project and update on the Beaver Brook Bridge Project**
– *Steve Cronin, Director of Public Works, Paul Starratt, Town Engineer, and Jonathan Rockwell, TEC Inc., Project Manager*
Select Board continued the discussion to an additional meeting before 10/12 to discuss resident concerns
- i. Request to form a committee to work with the Department of Public Works on the Boston Road Rehabilitation Project – *Maureen George, 3 Porter Road*
No action taken
8. 8:05 PM **Old/New Business**
9. 8:10 PM **Board Reports/Updates**
10. 8:15 PM **Joint Meeting with the Finance Committee**
Special Town Meeting – Saturday, October 16, 2021 at 1:00 PM
- i. Select Board and Finance Committee take positions on warrant articles 1 and 8
- ii. Select Board take positions on remaining warrant articles, finalize motions, vote to close and sign warrant

ARTICLE 1:	Approve Fiscal Year 2022 Budget Adjustments Select Board recommend 5-0 Finance Committee recommend 6-0	<i>Town Manager</i>
ARTICLE 2:	Approve Fiscal Year 2022 Capital Appropriations Select Board recommend 5-0	<i>Capital Planning Committee</i>
ARTICLE 3:	Amend the General Bylaws to Establish a Revolving Fund for the Electric Vehicle Charging Stations Select Board recommend 5-0	<i>Town Manager</i>
ARTICLE 4:	Establish FY22 Spending Limits for Electric Vehicle Charging Station and Recycling Revolving Funds Select Board recommend 5-0	<i>Town Manager</i>
ARTICLE 5:	Establish a Health Insurance Trust Fund and Transfer the Balance in the Health Insurance Stabilization Fund to the Health Insurance Trust Fund Select Board recommend 5-0	<i>Town Manager</i>
ARTICLE 6:	Approve Funding for an Energy Savings Performance Audit Select Board recommend 5-0	<i>Town Manager</i>
ARTICLE 7:	Authorize Byrne Place Extension Improvements/Betterments Select Board recommend 5-0	<i>Select Board</i>
ARTICLE 8:	Reduce Amount Raised by Taxes in Fiscal Year 2022 Select Board recommend dismissal 5-0 Finance Committee recommend dismissal 6-0	<i>Select Board</i>
ARTICLE 9:	Restrict Motorboats on Keyes Pond Select Board recommend 5-0	<i>Select Board</i>

- **Approved 5-0 to close and sign warrant**
- **Finance Committee adjourned**

11. 9:00 PM **Minutes for Approval**

For Release – Regular Session

- August 31, 2021
- September 14, 2021

Approved 5-0

Not for Release – Executive Session

- August 31, 2021

Approved 5-0 with edits

12. 9:05 PM **Town Manager’s Report**

- Consider approval of the Budget Policy Direction for Fiscal Year 2023
 - **Edith Joachimpillai, 3 Fieldstone Drive, questioned new positions needing corresponding new revenue relative to adding a new sustainability position. Town Manager Ross responded the SB will discuss the request for a sustainability position at their meeting on 10/12 with the Clean Energy and Sustainability Committee, and then provide her with direction on town priorities**
 - **Select Board Member Cunningham asked what the debt-to-operating budget current percentage is. Town Manager Ross responded it is 6.8%**
 - **Approved 5-0**
- Request approval of the following:
 - Contracts:
 - Eastern Salt for road salt in the amount of \$64.40 per ton for the 2021-2022 winter season, as requested by the Highway Department
 - Weston & Sampson for phase I inspections for Depot Dam, Stony Brook Dam, & Nabnasset Dam in the amount of \$13,750, as requested by the Department of Public Works

Approved 5-0

13. 9:10 PM **Correspondence**

- **Select Board Chair Peraner-Sweet asked Town Manager Ross to send the Emerson Hospital Grant to non-profits and other organizations which may be eligible in town**
- **Select Board Tonakarn-Nguyen noted the Commission on Disability supports the Healthy Westford Committee’s request**

14. 9:15 PM **Adjournment**

Options available to access the Select Board meeting virtually:

- Register to watch the meeting through Zoom: https://westfordma.gov.zoom.us/webinar/register/WN_a8zMMSGAQ-SPvXuTiAHOwg. After registering, you will receive a confirmation email.
- 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 28, 2021**

Incoming Correspondence:

IC 01	09/14/2021	Healthy Westford Committee Request Repaving of Polley Road entrance to Nabnasset School
IC 02	09/20/2021	Emerson Hospital Announces a Request for Proposal on Mental Health Programming
IC 03	09/20/2021	Tadmuck Meadows Condominium Trust v. Montisanti, et. al., Summons and Complaint

Outgoing Correspondence:

OC 01	09/14/2021	Letter of Support for the Middlesex 3 Coalition Regional Economic Development Organization Grant Application
OC 02	09/17/2021	Abutters Notice to Keyes Pond Abutters