



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, October 12, 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**
Reminder – Special Town Meeting – Saturday, October 16, 2021 at 1:00 PM (rain date Sunday, October 17, 2021 at 10:00 AM) at the Westford Academy Trustee’s Field, 30 Patten Road
4. 7:05 PM **Request to authorize the Tree Warden to issue a permit for the removal of two public shade trees located at 6 Hildreth Street, as required by M.G.L. c. 87 §4, cutting down or removing public shade trees; approval of Select Board – Steve Cronin, Director of Public Works**
Approved 5-0 to continue to SB meeting on 11/9 at 7:10 PM
5. 7:10 PM **Consent Agenda – Request to approve the following:**
 - i. **Banner:**
 - a. Event: Westford Academy Theater Arts production of The Spongebob Musical
Applicant: Stephanie Gosselin and Maggie Sulka on behalf of Westford Academy Theater Arts
Date: Saturday, November 6, 2021 through Tuesday, November 16, 2021
Location: J.V. Fletcher Library
 - b. Event: Boy Scout Troop 159 Annual Winter Sporting Good Sale
Applicant: Maulik Shah
Dates: Saturday, November 6, 2021 to Tuesday, November 16, 2021
Location: First Parish Church
 - ii. **Town Common and Bandstand:**
 - a. Event: Memorial Service/All Saints Day
Applicant: First Parish Church United
Date: Sunday, November 7, 2021
Time: 8:00 AM to 1:00 PM
 - b. Event: Veterans Day Program
Applicant: Ryan Cobleigh, Veteran’s Services Officer
Date: Thursday, November 11, 2021
Time: 8:00 AM to 2:00 PM
 - c. Event: Chanukah Menorah Display
Applicant: Rabbi Zalman of Chabad of Nashoba Valley
Date: Sunday, November 28, 2021 through Tuesday, December 7, 2021

d. Event: Chanukah Celebration
Applicant: Rabbi Zalman of Chabad of Nashoba Valley
Date: Sunday, November 28, 2021
Time: 4:30 PM to 5:30 PM

iii. Road Race/Walk:

Event: Friends of the Poor Walk
Applicant: Diane Gavel, committee member of Westford Friends of the Poor
Date: Thursday, November 11, 2021
Time: 8:30 AM to 11:30 AM
Location: Start and finish at St. Catherine's of Alexandria on North Main Street, then Town Farm Road, Forge Village Road, Cold Spring Road, Patten Road, Route 225, and East Prescott Street

Approved consent agenda 5-0 subject to public safety recommendations

6. 7:15 PM **Update and recommendations from the Clean Energy and Sustainability Committee on achieving Westford's net zero greenhouse gas emissions goal by 2050 – Beth Perkins, Member of the Clean Energy and Sustainability Committee**
SB thanked Committee for their hard work to date and requested the Committee return to the SB for when the survey is completed, and the road map approved
7. 7:45 PM **Consider the process for determining prioritization of uses of American Rescue Plan Act (ARPA) funds**
The SB asked the Town Manager to reach out to other towns about hazard pay and resend to Boards and Committees with questions and a deadline for suggestions
8. 8:05 PM **Request from the Conservation Commission to grant Conservation Restrictions (CR) on the following properties:**
- CR# 74, Switzer Conservation Land, Lowell Road
 - CR# 75, Timberlake Conservation Land, Tenney Road and Wing Road
 - CR# 76, Stepinski Conversation Land, River Street
 - CR# 77, Shelly Lane Conservation Land, 1 Shelly Lane
 - CR# 78, Conneilly Conservation Land, Rome Drive Extension
 - ~~CR# 79, Genova Conservation Land, 51 Stony Brook Road~~
- Matthew Salem, Conservation Resource Planner
Approved 5-0 all CRs excluding CR# 79 which was continued to another meeting
9. 8:15 PM **Old/New Business**
- i. Request from the Healthy Westford Committee to repave the Polley Road entrance to the Nabnasset School – *Bill Harman, Chair of Health Westford Committee*
Voted 5-0 to support the request
 - ii. Request from the Town and School Safety Task Force to appoint Dennis Galvin as Finance Committee Representative for a term expiring on June 30, 2022
Approved 5-0

- iii. Request from the Affordable Housing Trust to appoint Ragi Ramachandran as a full member for a term expiring on June 30, 2023
Approved 5-0
- iv. Request from the Town Clerk to appoint Election Officers for terms to expire July 31, 2022
Approved 5-0

10. 8:20 PM **Board Reports/Updates**

11. 8:25 PM **Minutes for Approval**
For Release – Regular Session
 September 24, 2021
Approved 5-0
Not for Release – Executive Session
 September 24, 2021
Approved 5-0

12. 8:30 PM **Town Manager’s Report**

- i. Request from the Assistant Town Manager to accept a grant from the Community Compact Best Practices Program to fund the installation of Level 2 electric vehicle charging stations at the Public Works, Water, and Fire Department facilities to prepare for the future transition to electric vehicles as they become more readily available in the amount of \$30,000
- ii. Request from the Council on Aging to accept a grant from Greater Lowell Community Foundation to support Mindfulness for Better Health and Mental Health in the amount of \$3,750

Approved 5-0 items 12.1 and 12.2

- iii. Request approval of the following:
 - a. Contracts:
 - 1. International Association of Fire Fighters (IAFF) collective bargaining agreement for FY22-FY24
 - 2. Davey Resource Group, Inc. for the preparation of a Westford Tree and Invasive Species Inventory and Management Plan with a Tree Planting Plan in the amount of \$79,200, as requested by the Director of Land Use Management
 - ~~3. CJP Excavation for the mechanical removal of accumulated materials from the streambed of the Forge Pond outlet channel in the amount of \$55,000, as requested by the Conservation Resource Planner~~
 - b. Purchase Orders:
 - 1. LHS Associates for voting tabulators in the amount of \$42,650, as requested by the Town Clerk’s Office
 - 2. Bergeron Protective Clothing for firefighter protective clothing in the amount of \$24,000, as requested by the Fire Department
 - 3. Atkinson Carpet and Flooring for multi-purpose room flooring replacement at the Cameron Senior Center in the amount of \$21,188, as requested by the Facilities Department
 - 4. TI Sales for water meters and washers in the amount of \$20,000, as requested by the Water Department

Approved 5-0 all contracts and purchase orders excluding CJP Excavation

13. 8:35 PM **Correspondence**

14. 8:40 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_C7I5DDDevRUWABTn5hD_O4g. 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 maa@westfordma.gov.

**Select Board
Correspondence
October 12, 2021**

Incoming Correspondence:

IC 01	09/28/2021	Antea Group public notice regarding Groundwater Laboratory Analytical Results at 262 Groton Road
IC 02	10/04/2021	Groton Road at North Street Road Safety Audit
IC 03	10/05/2021	US Department of Transportation Federal Motor Carrier Safety Administration notice regarding Entry-Level Drivers Training
IC 04	10/05/2021	Letter from Patrick McGinn regarding Boston Road Rehabilitation Project
IC 05	10/07/2021	Nuttall, Macavoy & Joyce, P.C. response regarding financial statements for annual year end audit

Outgoing Correspondence:

OC 01	09/27/2021	Letters to counsel regarding financial statements for annual year end audit
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