



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 26, 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 Member Tonakarn-Nguyen announced that the Local Cultural Council Program was still accepting grant applications until November 1st**
 - **Select Board Chair Peraner-Sweet announced that Halloween would be celebrated in Westford on Sunday, October 31st from 6PM to 8PM and directed residents the Westford Police Department's Facebook page for safety tips**
 - **Attorney Gerard Butler, representing Unicon Inc., explained his client's opinion related to a recent public bid process conducted by the town for the restoration of the windows at the Westford Museum**
4. 7:05 PM **Discuss investigation of electronic voting tabulators at Town Meeting**
– *Angela Harkness, Town Moderator*
Select Board supported the Moderator's request to reopen discussions related to the possible implementation of electronic voting tabulators at future Town Meetings
5. 7:15 PM **Update from the Diversity, Equity and Inclusion Committee on their progress** – *Eric Barber-Mingo and Mamatha Jagannathan, Co-Chairs of the Diversity, Equity and Inclusion Committee*
Select Board thanked the committee for their work completed to date and invited them to seek Select Board assistance on any desired initiatives
6. 7:35 PM **Public Hearing – Petition for Joint or Identical Pole Locations**
Request from Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc, job no. 29459145, to relocate (1) JO pole 37 on Oak Hill Road beginning at a point approximately 0' north of the centerline of the intersection of Oak Hill Road and Forrest Road and continuing approximately 285' in a northwesterly direction; new location 35' east of existing pole 37 for Town of Westford Bike Lane project – *Paulo Sathler, National Grid*
Continued to 11/9 meeting at 7:35 PM

7. 7:40 PM **Public Hearing – Petition for Joint or Identical Pole Locations**
Request from Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc, job no. 29459145, to relocate (1) JO pole 16 on Oak Hill Road beginning at a point approximately 0’ north of the centerline of the intersection of Oak Hill Road and Nabnasset Street and continuing approximately 30’ in a southwesterly direction; new location 82’ northwest of existing pole 15 for Town of Westford Bike Lane project – *Paulo Sathler, National Grid*
Continued to 11/9 meeting at 7:40 PM
8. 7:45 PM **Public Hearing – Violations of M.G.L c. 138 §34 – Sale of Alcoholic Beverages to Persons Under 21 Years of Age**
Westford Market & Liquors, 6 Carlisle Road – *Manthan Patel, Owner, and James Peloquin, Lieutenant, Westford Police Department*
Approved 5-0 - a 5 day license suspension due to 2nd offense in violation of the Select Board’s policy to be served on the dates of: 10/31, 11/5, 11/8, 11/13, and 11/15. The board also directed the business owner and all employees to attend a retraining on proper sale of alcoholic beverages by 11/30.
9. 8:00 PM **Consent Agenda – Request to approve the following:**
Town Common and Bandstand:
Event: POPS Concert
Applicant: Peter Stickel
Date: Friday, July 1, 2022
Time: 6:00 PM to 9:00 PM
Approved 5-0, subject to Public Safety recommendations
10. 8:05 PM **Request to approve the 2020 Reprecincting Plan for the town of Westford**
– *Patty Dubey, Town Clerk*
Approved 5-0
11. 8:20 PM **Old/New Business**
- i. Consider implementing a new requirement for M.G.L. c.138 §15 All Alcohol Package Store License and Wine & Malt Package Store License applicants to complete Beverage Alcohol Training (BAT), Techniques of Alcohol Management Training (TAM), or Training for Intervention Procedures (TIPS) in order to obtain local license approval – *James Peloquin, Lieutenant, Westford Police Department*
Discussion continued to 11/9 to allow town staff sufficient time to conduct research and develop a proposed training requirement policy
 - ii. Request from the Planning Board for additional members for their Working Group established to explore the needs and feasibility of electric vehicle (EV) charging stations throughout town
 - iii. Request from the Committee to Study Ways to Increase Attendance at Town Meeting to change the committee’s name to “Access to Town Meeting Committee” – *Diane Wood, Chair, Committee to Study Ways to Increase Attendance at Town Meeting* **Approved 5-0**
 - iv. Request from the Healthy Westford Committee to appoint Sherrie Bain and Rae Dick as full members for terms expiring on June 30, 2022 and to reduce the

membership of the committee to 7 full member seats and 1 alternate seat for quorum purposes **Approved 5-0**

- v. Review draft 2021-2022 Select Board / Town Manager goals
Continued to 11/9 SB Meeting
- vi. Request for support for a food security and infrastructure grant application for funding a delivery vehicle for Fat Moon Farm, LLC– *Elizabeth Almeida, Owner, Fat Moon Farm, LLC*
Approved 5-0

12. 8:50 PM **Board Reports/Updates**

13. 8:55 PM **Minutes for Approval**
For Release – Regular Session

- September 28, 2021
- October 5, 2021

Approved 5-0

14. 9:00 PM **Town Manager’s Report**

- i. Update on the Newport Materials settlement mitigation usage
- ii. Request to change the FY22 non-union wage and classification plan to adjust the salary levels of the Council on Aging van drivers and transportation dispatchers
Approved 5-0
- iii. Request Select Board member participation in the review of proposals to select an Energy Service Company (ESCO) to explore a potential town/school energy savings performance contract
Select Board Vice-Chair Tom Clay volunteered to participate
- iv. Request to accept a gift from Friends of the Forge Pond for the Forge Pond Outlet Channel Improvement Project in the amount of \$15,000
Approved 5-0
- v. Request approval of the following:
 - a. Contracts:
 1. Fennick McCredie Architecture for a Recreation and Aquatics Center Feasibility Study in the amount of \$85,000, as requested by the Parks and Recreation Department
 2. Cornerstone Construction & Remodeling for the restoration of historic windows at the Westford Museum in the amount of \$90,657, as requested by the Facilities Department
Town Counsel, John Giorgio, explained the circumstances pertaining to comments made by Unicon Inc.’s attorney during open forum
 3. JJS Universal Construction Company for the replacement of the asphalt shingle roof at the Roger’s Fire Station in the amount of \$66,000, as requested by the Facilities Department
 4. CJF 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
 5. Maher Services, Inc. for the installation of test wells at the Depot Road well site in the amount of \$16,725, as requested by the Water Department
 - b. Purchase Orders:

1. CXTec for network switches in the amount of \$250,000, as requested by the Technology Department
 2. CDW Government, LLC for Microsoft enterprise services in the amount of \$53,045.53, as requested by the Technology Department
- Approved 5-0 (all contracts and purchase orders)**

15. 9:10 PM **Correspondence**

16. 9:15 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_fJw1w88iQhKPKNsANjwSjQ. 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
October 26, 2021**

Incoming Correspondence:

IC 01	09/24/2021	KP Law Copy of Answer to Tadmuck Meadows Condominium Trust Complaint
IC 02	09/30/2021	Letter of Thanks to Select Board Member Hazelton
IC 03	10/11/2021	Comcast Notice Regarding Programming
IC 04	10/13/2021	Second Community Compact Award Letter from Lieutenant Governor Polito
IC 05	10/13/2021	Mirick O'Connell Notice Regarding Town's Annual Financial Audit
IC 06	10/13/2021	Salvation Army of Greater Lowell 29 th Annual Christmas Castle Kickoff
IC 07	10/20/2021	Third Community Compact Award Letter from Lieutenant Governor Polito
IC 08	10/20/2021	Northern Middlesex Council of Governments Meeting Agenda
IC 09	10/20/2021	Extension to Purchase and Sale Agreement for 63 Main Street
IC 10	10/20/2021	Verizon Fios TV Programming Change

Outgoing Correspondence:

OC 01	10/18/2021	Notice of Select Board Hearing to Westford Market & Liquors
OC 02	10/19/2021	Abutters Notice Regarding Pole Petition at Oak Hill Road and Forrest Road Intersection
OC 03	10/19/2021	Abutters Notice Regarding Pole Petition at Oak Hill Road and Nabnasset Street Intersection