



**TOWN OF WESTFORD
SELECT BOARD**

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557

MEETING AGENDA

Tuesday, November 9, 2021

6:45 PM

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

1. 6:45 PM **Call to Order**
2. 6:45 PM **Executive Session**
To conduct negotiations with the Town Manager regarding her employment contract as an open session may have a detrimental effect on the town's bargaining position
3. 7:00 PM **Return to Open Session**
4. 7:00 PM **Pledge of Allegiance**
5. 7:02 PM **Open Forum/FAQ/Announcements**
6. 7:10 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*
7. 7:20 PM **Public Hearing - Classification of Real and Personal Property Tax**
Request to establish the tax rate for Fiscal Year 2022
– *Will Naser, Principal Assessor*
8. 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*
9. 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*

10. 7:45 PM **Request for a change of manager on a M.G.L. c. 138 §15 Convenience Store Wine and Malt Beverage License for Rapid Refill, 498 Groton Road – Daniel Fortunato**
11. 7:50 PM **Consent Agenda – Request to approve the following:**
- i. **Banner:**
 - a. Event: Handmade Holiday Bazaar
Applicant: Friends of the Cameron Senior Center
Date: Friday, November 26, 2021 – Monday, December 6, 2021
Location: First Parish Church
 - b. Event: Sun Santa Charity Fundraiser
Applicant: Kevin Coughlin
Dates: Saturday, December 4, 2021 – Tuesday, December 14, 2021
Location: Abbot School
 - c. Event: Christmas Tree Collection
Applicant: Jeffrey Douphinette on behalf of the Westford Firefighters Association
Dates: Wednesday, January 1, 2022 – Saturday, January 11, 2022
Location: J.V. Fletcher Library
 - ii. **Town Common:**
Event: Nativity Scene Display
Applicant: Kelly Olson
Dates: Thursday, November 25, 2021 – Friday, December 31, 2021
12. 7:55 PM **Disposition of 63 Main Street**
- i. Joint Meeting with the Historical Commission to consider approval of the final Massachusetts Historic Preservation Restriction
 - ii. Select Board to consider approving the final deed to transfer the property to Dianne and Charles Grondine
13. 8:05 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. M.G.L. c.138 §12 Restaurant, Club and Innholder License applicants would be required to complete “ServSafe” or Training for Intervention Procedures (TIPS) in order to obtain local license approval – *James Peloquin, Lieutenant, Westford Police Department*
 - ii. Request to authorize a proposed conservation restriction with the Westford Conservation Trust on the property located at 1 Leland Road and approve any proposed revisions made by the Department of Energy and Environmental Affairs – *Bernard B. Peloquin, Trustee of the Bernard B. Peloquin Trust*
 - iii. Request from the Clean Energy and Sustainability Committee to appoint Joan Croteau as a full member for a term expiring on June 30, 2023
 - iv. Request from the Town Clerk to appoint Election Officers for terms to expire July 31, 2022
 - v. Consider approval of the 2021-2022 Select Board/Town Manager goals

- vi. Annual Town Manager performance review

14. 8:35 PM **Board Reports/Updates**

15. 8:40 PM **Town Manager's Report**

- i. Request to sign an Initial Compliance Certification for a schematic design study at the Lloyd G. Blanchard Middle School for a potential roof replacement project
- ii. Request from the Council on Aging to accept a bequest donation from David Davis to support programs, social service needs and/or other Senior Center needs in the amount of \$7,683.20
- iii. Request approval of the following:
 - a. Grants:
 - 1. Department of Conservation and Recreation for a 2021 MassTrails Grant Program awarded for the O'Brien Farm Public Footbridge in the amount of \$27,970.50, as requested by the Conservation Resource Planner
 - 2. Executive Office of Public Safety and Security State 911 Department for a FY22 Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant in the amount of \$83,046, as requested by the Public Safety Communications Department
 - 3. Executive Office of Public Safety and Security State 911 Department for a FY22 Training Grant in the amount of \$22,114.42, as requested by the Public Safety Communications Department
 - 4. Executive Office of Public Safety and Security's Office of Grants and Research for Westford's FY22 Municipal Road Safety grant program in the amount of \$20,750, as requested by the Police Department
 - b. Contracts:
 - 1. Tighe & Bond for professional engineering services for the replacement of the Pond Brook and Blue Brook culverts in the amount of \$249,800, as requested by the Department of Public Works
 - 2. Scott's Tree and Landscape, Inc. for sidewalk snow removal services in the amount of \$36,500, as requested by the Department of Public Works
 - c. Purchase Orders:
 - 1. Colonial Municipal Group for two Ford F-150 hybrid trucks in the amount of \$80,931.90, as requested by the Department of Public Works
 - 2. Sanofi Pasteur Inc., for flu vaccines in the amount of \$59,313.31, as requested by the Health Department
 - 3. Presidio for additional CUBE licenses and associated costs in the amount of \$19,739.50, as requested by the Technology Department
 - 4. ARC Electrostatic Painting Co. for rehabilitation and electrostatic painting of highway vehicle #11 in the amount of \$10,150, as requested by the Department of Public Works

16. 8:45 PM **Correspondence**

17. 8:50 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_Fio57YX_SHy08PRJ3qEgYg. 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
November 9, 2021**

Incoming Correspondence:

IC 01	10/28/2021	Verizon Fios TV Programming Change
IC 02	10/29/2021	Perkins & Anctil, P.C., Notice to Enforce a Lien at Hawk Ridge Condominium Association
IC 03	11/04/2021	Department of Public Utilities Notice of Filing and Public Hearing
IC 04	11/05/2021	Letter from Karen Cincotta regarding wetland violations investigation

Outgoing Correspondence:

OC 01	10/27/2021	Letter of support to the Executive Office of Energy & Environmental Affairs
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