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**
   - Recognition of Patrol Officer David Welch for over 26 years of service on the Westford Police Department in light of his retirement effective January 2, 2022
   - Recognition of Administrative Assistant Bettianne Steffero for over 20 years of service in the Human Resources Department in light of her retirement effective December 29, 2021
   - Recognition of Building Commissioner Henry Fontaine for being appointed to the Building Official Certification Committee, representing Metro West Building Officials Association
   - Carol Morse of Westford Climate Action read a statement that expressed appreciation for Assistant Town Manager Heideman’s assistance, and articulated their support for a Sustainability Coordinator

4. 7:05 PM **Public Hearing**
   Request for a change of manager on a M.G.L. c. 138 §12 All Alcohol Innholder License for Empire Regency Hospitality, LLC d/b/a Regency Inn and Conference Center, 219 Littleton Road – Sandra Morgan, Proposed Manager
   **Approved 5-0**

5. 7:10 PM **Public Hearing**
   Request for a change of manager on a M.G.L. c. 138 §12 All Alcohol Club License for Nabnasset Lake Country Club, 47 Oak Hill Road – Kevin Carhart, Proposed Manager
   **Approved 5-0**

6. 7:15 PM **Consent Agenda – Request to approve the following:**
   i. **Town Common:**
      Event: Christmas Eve Church Service
      Applicant: Cornerstone Congregational Church
      Date: Friday, December 24, 2021
      Time: 5:00 PM to 8:00 PM
   ii. **Banner:**
      Event: Apple Blossom Festival and Parade
Applicant: Stefany Eck
Dates: Wednesday, May 4, 2021 to Saturday, May 14, 2021
Location: J.V. Fletcher Library
Approved 5-0 all consent agenda items

7. 7:20 PM  Review American Rescue Plan Act (ARPA) funding requests to determine initial allocations
Approved 5-0 requests in the total amount of $247,550. A financial summary including all approved requests is available to view here: ARPA Funding Documents

8. 8:00 PM  2022 Annual Town Meeting
   i. Consider setting the date and time for the 2022 Annual Town Meeting for Saturday, June 11, 2022 at 9:00 AM with a rain date of Sunday, June 12, 2022 at 9:00 AM
   Approved 5-0
   ii. Consider approval of the 2022 Annual Town Meeting Timeline including Fiscal Year 2023 budget hearings
   Approved 5-0

9. 8:15 PM  Request from the Pedestrian Safety Committee to opt in and support M.G.L. c.90 §17C and §18B: Establishment of 25-miles-per-hour speed limit in thickly settled or business district in Westford and the development of special speed zones – Chris Barrett, Chair, Pedestrian Safety Committee
SB will continue discussion at their meeting in February

10. 8:40 PM  Old/New Business
   i. Request from WestfordCAT to provide a letter of support for House Bill #130, an Act Relative to a Streaming Entertainment Operator’s use of the Public Rights-of-Way – Tom Clay, Select Board Liaison and Diane Wood, Clerk, WestfordCAT
   Approved 5-0
   ii. Request to approve the Massachusetts School Building Authority ("MSBA") supplement vote for the Lloyd G. Blanchard Middle School’s Roof Replacement Project – Paul Fox, Facilities Director
   Approved 5-0
   iii. Request from the Economic Development Committee to update their charge
   – Joan Bennett, Chair, Economic Development Committee
   Approved 5-0
   iv. Request to cancel the Select Board meeting on Tuesday, December 28, 2021
   – Andrea Peraner-Sweet, Select Board Chair
   Approved 5-0
   v. Consider 2022 Select Board meeting calendar

11. 9:00 PM  Board Reports/Updates
Select Board Member Tonakarn-Nguyen stated she recently attended a town board meeting where misinformation was being shared. She asked all boards and committees to reach out to the Select Board and/or Town Manager to verify any questions they may have to be sure they are getting accurate information
12. 9:05 PM  Minutes for Approval
For Release – Regular Session
•  November 9, 2021
Approved 5-0

13. 9:10 PM  Town Manager’s Report
i.  Consider increasing hours of the Human Resources Department’s Administrative Assistant from 25 to 37.5 hours per week
Approved 5-0
ii.  Town Counsel (KP Law) announcement of transition of firm’s representative assigned to the town from John Giorgio to Gregg Corbo effective January 1, 2022
SB is sending a letter of thanks to John Giorgio for his years of service with Westford
iii.  Request approval of the following:
a.  Grants:
   1. Massachusetts Department of Energy Resources for a Municipal Energy Technical Assistance Grant to assist with funding the Owner’s Agent services for a town-wide Energy Savings Performance Contract in the amount of $15,000, as requested by the Assistant Town Manager
   2. Massachusetts Interlocal Insurance Association (MIIA) FY22 Grant to implement a work order management software program in the amount of $10,000, as requested by the Facilities Department
b.  Contracts:
   1. Consulting Engineering Services for design and engineering services for HVAC replacement at the Cameron Senior Center in the amount of $100,000, as requested by the Facilities Department
   2. NESRA Engineering for design services related to the Colonel John Robinson School Playground in the amount of $54,000, as requested by the Facilities Department
   3. Houston-Galveston Area Council (“H-GAC”) for an interlocal contract to perform governmental functions and services, including the purchase of goods and services, as requested by the Fire Department
   4. Natural Systems Utilities for a one-year contract extension for wastewater treatment plant operations and maintenance, as requested by the Water Department
   5. Contract amendment to Town of Westford Health Insurance Trust Agreement, as requested by the Health Insurance Trust Fund Trustees
c.  Purchase Orders:
   1. Houston-Galveston Area Council (“H-GAC”) for a new ambulance and related equipment in the amount of $353,426, as requested by the Fire Department
   2. Nancy Burns for Upper Merrimack Valley Reserve Corp Coordinator services in the amount of $47,018, as requested by the Health Department
   3. Stryker Medical for equipment and materials for a Power-LOAD Cot and Stair Chair in the amount of $24,368.16, as requested by the Fire Department
Approved 5-0 all grants, contract, and amended purchase orders

14. 9:20 PM  Correspondence
15. 9:25 PM  Adjournment

Options available to access the Select Board meeting virtually:

1. Register in advance or at any time prior to the conclusion of this meeting by accessing the following link on your computer, smart phone or tablet: https://westfordma-gov.zoom.us/webinar/register/WN_sR8uLrbLTd2fxPleuPjdYg. Registration requires only that you provide a name and e-mail address. After registering, you will receive a confirmation email containing information about joining the meeting and you will be provided with immediate access if the meeting is already in progress.

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.westfordecat.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.
## Incoming Correspondence:

<table>
<thead>
<tr>
<th>IC</th>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>IC 01</td>
<td>11/19/2021</td>
<td>Comcast – Price Changes</td>
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<tr>
<td>IC 02</td>
<td>11/23/2021</td>
<td>Department of Public Utilities Regulatory Bulletin</td>
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<tr>
<td>IC 03</td>
<td>11/23/2021</td>
<td>KP Law Notice of Transition</td>
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<tr>
<td>IC 04</td>
<td>11/23/2021</td>
<td>Thank you letter from the Peloquin’s to Select Board Chair</td>
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<td>Peraner-Sweet</td>
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<tr>
<td>IC 05</td>
<td>11/23/2021</td>
<td>Central Rivers Power Response to Lowell Hydroelectric Project Schedule A</td>
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<tr>
<td>IC 06</td>
<td>11/23/2021</td>
<td>Greater Lowell Community Foundation Request for Support</td>
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<td>IC 07</td>
<td>11/30/2021</td>
<td>Federal Energy Regulatory Commission Order Granting Extension of Time</td>
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<td>IC 08</td>
<td>11/30/2021</td>
<td>Xfinity Programming Advisory</td>
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<tr>
<td>IC 09</td>
<td>12/09/2021</td>
<td>Abutters Notice regarding Public Hearing subject of Beaver Brook Road and Shandel Drive</td>
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