



TOWN OF WESTFORD  
**SELECT BOARD**

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

**MEETING AGENDA**

Tuesday, May 9, 2023

7:00 PM

Town Hall Meeting Room, 55 Main Street, 2<sup>nd</sup> Floor

Meeting participants are welcome to attend the Select Board meeting in person or partake remotely via Zoom. The meeting will also be broadcast by WestfordCAT on Comcast channel 9 and Verizon channel 34. Please use the following link to register for the meeting using Zoom:

[https://westfordma-gov.zoom.us/webinar/register/WN\\_IHjdRZ8FQ8i2oSQhEUg3ig](https://westfordma-gov.zoom.us/webinar/register/WN_IHjdRZ8FQ8i2oSQhEUg3ig)

1. 7:00 PM Call to Order
2. 7:00 PM Pledge of Allegiance
3. 7:02 PM Open Forum/FAQ/Announcements
  - Welcome to Pam McNiff new Project Procurement Specialist. Thank you to Nicole Laviolette and Kathy Wilson for assisting in the Town Manager's office.
4. 7:05 PM Reorganization of the Select Board
5. 7:10 PM **Public Hearing** – Electric Conduits Petition – Request from National Grid to excavate the public highways and to run and maintain underground electric conduits to be located: ConPlan number # 30338439 Concord Rd, Littleton Rd, Robbins Rd – National Grid to install approximately 3800' of duct bank from existing MH 9 at Concord Rd to new MH 18 Concord Rd and from new MH 646 Littleton Rd to existing MH 2 at Robbins Rd. Install (8) two-way manholes  
– *Dave Johnson, National Grid*
6. 7:20 PM Consent Agenda – Request to approve the following:
  - i. Town Common and Bandstand:  
Event: Westford Historical Society House Tour Lunch  
Applicant: Leslie Howard  
Date: Saturday, September 23, 2023  
Time: 11:00 AM – 2:00 PM
  - ii. Banner:  
Event: Winter Sporting Goods Sale  
Applicant: Maulik Shah on behalf of Boy Scout Troop 159  
Dates: Saturday, October 28, 2023 – Tuesday, November 7, 2023  
Location: First Parish Church
  - iii. Farmery Winery License:  
Applicant: Aaronap Cellars, LLC  
Dates: Tuesdays, June 20, 2023 – August 22, 2023

Time: 2:30 PM to 6:30 PM

Location: Roudenbush Community Center, 65 Main Street

iv. Special License:

a. Event: Country Fair Day

Applicant: Good Pickin' Farm

Dates: Saturday, June 10, 2023

Time: 11:00 AM – 6:00 PM

Location: Good Pickin' Farm, 5 Gould Road

b. Event: Concerts at Good Pickin' Farm

Applicant: Good Pickin' Farm

Dates: Fridays, June 23, 2023, July 7, 2023, July 21, 2023, August 4, 2023,  
August 18, 2023, August 25, 2023

Time: 5:30 PM – 9:00 PM

Location: Good Pickin' Farm, 5 Gould Road

c. Event: 1<sup>st</sup> Annual Pig Roast

Applicant: Good Pickin' Farm

Dates: Saturday, July 22, 2023

Time: 11:00 AM – 6:00 PM

Location: Good Pickin' Farm, 5 Gould Road

d. Event: Harvest Fest

Applicant: Good Pickin' Farm

Dates: Saturday, September 16, 2023

Time: 11:00 AM – 6:00 PM

Location: Good Pickin' Farm, 5 Gould Road

e. Event: Oktoberbest

Applicant: Good Pickin' Farm

Dates: Saturday, October 14, 2023

Time: 11:00 AM – 6:00 PM

Location: Good Pickin' Farm, 5 Gould Road

f. Event: Holiday Lights

Applicant: Good Pickin' Farm

Dates: Saturday, November 25, 2023

Time: 11:00 AM – 6:00 PM

Location: Good Pickin' Farm, 5 Gould Road

7. 7:25 PM **Review draft charge and act to create a Budget Task Force**  
*-Tom Clay, Select Board Member and Kristen Las, Town Manger*

8. 7:45 PM **Continuation of American Rescue Plan Act (ARPA) funding requests to determine allocations - ARPA summaries are available to view at the following link: [ARPA Funding](#):**

- i. Review projects approved, funding spent, and funding available
- ii. Review and consider new and existing requests for funding

9. 8:25 PM Old/New Business

- a. Review Community One Stop for Growth Applications Request and authorize the Town Manager to sign the Grant Applications  
*– Joe Giniewicz, Town Planner and Jeff Morrisette, Director of Land Use Management*

- b. Request to approve National Public Works Week Proclamation  
- *Steve Cronin, DPW Director*
- c. Discuss and set date for Annual Strategic Planning Retreat
- d. Appointment of Sriman Banerjee and Gabriela Miller to Clean Energy and Sustainability Committee to fill two unexpired terms ending on June 30, 2023  
- *Mike Berlinksi, Clean Energy and Sustainability Committee Chair*
- e. Review and discuss Annual Town Meeting 2023 Resolution for a planning study along the Route 40 Corridor
- f. Review and discuss Annual Town Meeting 2023 Resolution for the Drew Gardens Agricultural Preservation Restriction

10. 9:10 PM Board Reports/Updates

11. 9:15 PM Minutes for Approval  
For Release – Regular Session

- March 14, 2023

12. 9:20 PM Town Manager’s Report

- a. Discussion of draft charge and possible action to designate a Select Board representative to the MBTA Communities Multi-Family Housing Advisory Committee (MCMAC) to be appointed by the Town Manager
- b. Request to approve the following:
  - i. Contracts:
    - a. Northern Middlesex Council of Governments for Sealer of Weights and Measures in the amount of \$16,500 by Town Manager
    - b. MIAA for Insurance renewal in the amount of \$966,461 by the Town Manager
    - c. Tighe and Bond for Professional Engineering Services in the amount of \$35,000 by the Water Department
    - d. Weston & Sampson for preliminary design of the Graniteville American Legion Field Improvement Project in the amount of \$160,000 by the Department of Public Works
    - e. Westford Housing Authority for Professional Services in the amounts of \$40,754.04 for FY24, \$41,569.20 for FY25, and \$42,400.56 for FY26 by the Land Use Management Department
    - f. Tighe & Bond for Professional Engineering and Design Services for the replacement of three culverts on Boutwell Brook and Reed Brook in the amount of \$428,400 by the Department of Public Works
    - g. Dodson & Flinker, Inc to assist the Town with developing a multi-family zoning bylaw that complies with the MBTA Communities state mandate in the amount of \$75,000 by the Land Use Management Department
  - ii. Purchase Orders:
    - a. Sanofi Pasteur Inc for Fluzone High Does and Fluzone Quadrivalent in the amount of \$29,035.15, as requested by the Health Department
    - b. McGovern Municipal for two 2022 Ford Hybrids in the amount of \$52,724.35 each and 2023 Chevy Tahoe in the amount of \$52,447.30 total amount of \$157,896 by the Police Department

13. 9:25 PM Correspondence

14. 9:30 PM Adjournment

*Please be advised this open meeting may be broadcast live via WCAT and recorded for playback online, video-on-demand viewing at <https://cloud.castus.tv/vod/westfordcat/?page=HOME>. Attendees are reminded that by attending this meeting, you consent to your likeness and audio being used and rebroadcast by WCAT.*

*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](mailto:tmaa@westfordma.gov).*

**Select Board  
Correspondence  
May 9, 2023**

**Incoming Correspondence:**

IC 01	04/07/2023	Stanley J. Corcoran MIAA participation credits communication
IC 02	04/21/2023	Patrick J. Shearns Comcast Line up Change
IC 03	04/26/2023	Stanley J. Corcoran MIIA enhancements and modifications
IC 04	05/03/2023	Rae Dick, Board of Health to vote on Health Department Logo