



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, May 9, 2023

7:00 PM

Town Hall Meeting Room, 55 Main Street, 2nd 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

- 7:00 PM Call to Order
- 7:00 PM Pledge of Allegiance
- 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.
 - **SB congratulated Chris Barrett as new Select Board Member**
 - **SB recognized the efforts of the Westford Police Department who worked to identify the body found on Providence Road in 2019 and informed the public that an individual has been officially charged for this crime**
 - **SB Member Hazelton recognized three Westford Firefighters who were promoted on May 9th, including Captain David Lefebvre, Lieutenant Timothy Vigers, and Fire Prevention Officer Ryan Monat**
 - **SB Member Hazelton announced that the Community Garden opened last week and recognized Jonathan Revis and Jesse Beyer for their assistance**
 - **SB Member Clay announced that Apple Blossom events will begin on May 10**
- 7:05 PM Reorganization of the Select Board
SB voted to reorganize the board as follows:
 - SB Chair – Tom Clay (5-0)
 - SB Vice Chair – Scott Hazelton (5-0)
 - SB Clerk – John Cunningham (5-0)
- 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*

Continued to May 23, 2023, 7:10pm

- 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: 1st 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
All consent agenda items approved 5-0 subject to all public safety recommendations

- 7:25 PM **Review draft charge and act to create a Budget Task Force**
-Tom Clay, Select Board Member and Kristen Las, Town Manger
SB approved charge 5-0 for the Budget Task Force including 9 full member seats
SB appointed SB Chair Clay 5-0 to the Budget Task Force as SB representative

- 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**Approved 5-0 the allocation of \$6,000 for Cameron Senior Center space allocation study**
Approved 5-0 Project #18 up to \$40,000 to replace failed septic system at Stony Brook Conservation Area (East Boston Camps)

- 8:25 PM Old/New Business
 - Review Community One Stop for Growth Applications Request and authorize the Town Manager to sign the Grant Applications
– Joe Giniewicz, Town Planner and Jeff Morrissette, Director of Land Use Management
Approved 5-0
 - Request to approve National Public Works Week Proclamation
- Steve Cronin, DPW Director
Approved 5-0
 - Discuss and set date for Annual Strategic Planning Retreat
SB considering September 7, 2023 and September 21, 2023
 - 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
Approved 5-0
 - Review and discuss Annual Town Meeting 2023 Resolution for a planning study along the Route 40 Corridor
No Action Taken
 - Review and discuss Annual Town Meeting 2023 Resolution for the Drew Gardens Agricultural Preservation Restriction
SB requested the property owner attend a future meeting to provide details on proposed agricultural plans for the property

- 9:10 PM Board Reports/Updates

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

- March 14, 2023
Approved 4-0-1
- 9:20 PM Town Manager's Report
 - 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
 - Request to approve the following:
 - 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
 - Purchase Orders:
 - a. Sanofi Pasteur Inc for Fluzone High Dose 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

All contracts and purchase orders approved 5-0 with the exception of the 2023 Chevy Tahoe, which will be considered at a future SB meeting
- 9:25 PM Correspondence
- 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.

**Select Board
Correspondence
May 9, 2023**

Incoming Correspondence:

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| 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 |