



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 10, 2022

7:00 PM

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

Vice-Chair Clay absent

1. 7:00 PM **Call to Order**
2. 7:00 PM **Pledge of Allegiance**
3. 7:02 PM **Open Forum/FAQ/Announcements**
 - Recognize our Police Officers and Public Safety Communications Dispatchers for their immediate, effective response during the incident which occurred on Sunday, May 1st at The Mill Works at 22 Town Farm Road
 - Congratulate Divij Kunaparaju and Vamsi Krishna Vetsa of the Boy Scouts of America Troop 159 for earning the rank of Eagle Scout
 - **SB Chair Peraner-Sweet announced The Gummy Bears were at the World Festival in Houston, TX and were 1 of 4 teams who received the Robot Design Award**
 - Update on the Massachusetts Public Library Construction Program provisional grant notification to Westford for expansion of the J.V. Fletcher Library
 - **We received notification of a provisional award which we will receive in July 2022**
 - 2022 Apple Blossom Festival will be held from Wednesday, May 11th to Sunday, May 15th with a parade on Saturday, May 14th at 10:00 AM
 - Annual Town Meeting – Saturday, June 11, 2022 at 9:00 AM (Rain date – Sunday, June 12, 2022 at 9:00 AM). Town Meeting documents are available to view at the following link: [2022 Annual Town Meeting](#)
 - **SB Chair Peraner-Sweet, on behalf of the SB, extended sympathies to Marilyn Frank on the recent passing of her husband**
 - **Town Clerk Dubey thanked poll workers and Town Clerk staff for helping with the local election. She also noted she has received positive comments about the two polling locations**
4. 7:05 PM **Public Hearing – Continued from April 26, 2022**

Request to amend a M.G.L. c. 148 §13 License to Store Flammables, Combustibles, or Explosives on Land in Buildings or Structures at Westford Mobil, 185 Littleton Road to convert one tank from an 8,000-gallon Gasoline Class I to an 8,000-gallon Diesel Class II – *Lauren See, Compliance Analyst, Atlas*

Approved 4-0 to continue the hearing until 6/14 at 7:05 PM

Applicant requested to postpone until 6/14 at 7:05 PM

5. 7:10 PM **Consider National Grid’s request to remove 44 Public Shade Trees on Forge Village Road between Utility Poles #3 and #76 and Hartford Road between Utility Poles #12 and #13 for their Storm Hardening and Capital Improvement Project purposes – Neil Doran, Arborist, National Grid, and Steve Cronin, Director of Public Works**
Approved 4-0 to approve National Grid’s request to remove 15 trees as listed in the packet and trim the remaining trees listed. The Tree Warden will further investigate the oak tree at the corner of Hartford Road and Patten Road
6. 7:35 PM **Update and current news from the Westford Police Department – Mark Chambers, Police Chief**
7. 7:50 PM **Request to approve Fiscal Year 2022 and 2023 Town Manager and Finance Committee recommendations**
- i. Fiscal Year 2022 budget transfers
Approved 4-0
 - ii. Fiscal Year 2022 expenditure limit increase for the Agricultural Commission Community Gardens revolving fund
Approved 4-0
 - iii. Fiscal Year 2023 Town Manager budget adjustments
Approved 4-0
8. 8:00 PM **Annual Town Meeting – Saturday, June 11, 2022 at 9:00 AM (Rain date – Sunday, June 12, 2022 at 9:00 AM)**
 Select Board sign the warrant, review motions and take positions on the following warrant articles:

ARTICLE 3:	Approve Fiscal Year 2022 Budget Supplemental Appropriations Recommended 4-0	<i>Town Manager</i>
ARTICLE 4:	Appropriate for Perchlorate Expenses Recommended 4-0	<i>Town Manager</i>
ARTICLE 5:	Approve Capital Appropriations Recommended 4-0	<i>Capital Planning Committee</i>
ARTICLE 6:	Appropriate Funding for Cameron Senior Center HVAC Project and Enter into an Energy Management Services Agreement Recommended 4-0	<i>Town Manager</i>
ARTICLE 7:	Appropriate Funding for the Construction of a New Fire Training Facility and Establish a Stabilization Fund for the Possible Future Relocation of the Training Tower Recommended 4-0	<i>Select Board</i>
ARTICLE 8:	Approve Community Preservation Committee Recommendations Recommended 4-0	<i>Community Preservation Committee</i>
ARTICLE 9:	Amend the Wage and Classification Plan	<i>Town Manager</i>
ARTICLE 10:	Authorize Revolving Funds Recommended 4-0	<i>Town Manager</i>
ARTICLE 11:	Approve Fiscal Year 2023 Operating Budget Recommended 4-0	<i>Town Manager</i>
ARTICLE 13:	Appropriate Funds from Water Enterprise Other Post Employment Benefits Stabilization Fund to the Water Enterprise Budget Recommended 4-0	<i>Water Commissioners</i>
ARTICLE 17:	Amend Chapters 51 and 22 of the General Bylaws to Reduce the	<i>Finance Committee</i>

	Number of Finance Committee Books to be Printed and Discontinue Mailing the Finance Committee Book to Households Recommended 4-0	
ARTICLE 19:	Authorize the Conservation Commission to Lease Hill Orchards Recommended 4-0	<i>Conservation Commission</i>

9. 8:30 PM **Old/New Business**

- i. Request from the Diversity, Equity and Inclusion Committee to decrease their membership from 19 seats to 16 seats
Approved 4-0
- ii. Request by Town Manager to appoint Kristi Bates to the Scholarship and Grant Committee
Approved 4-0

10. 8:35 PM **Board Reports/Updates**

11. 8:40 PM **Town Manager's Report**

- i. Request approval of the following:
 - a. Purchase Orders:
 - 1. MIIA for property insurance deductible for two claims at the Frost School Roudenbush located at 73 Main Street in the total amount of \$10,000, as requested by the Facilities Department
 - 2. From the Roudenbush Lease Expense Account:
 - a. Cooling & Heating Specialists, Inc. for a steam heating fan coil control valve replacement and necessary work in the amount of \$2,188, as requested by the Facilities Department
- Approved all 4-0**

12. 8:45 PM **Correspondence**

13. 8:50 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_UPE6JcemODGleZDlFRKjQw. 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.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
May 10, 2022**

Incoming Correspondence:

IC 01	04/26/2022	Eagle-Independent notice regarding production
IC 02	04/26/2022	Public Hearing Notice & Posting regarding 59 and 63 Hildreth Street
IC 03	04/26/2022	Federal Energy Regulatory Commission regarding Scoping Document 4 Not Warranted
IC 04	04/26/2022	Invitation to Council on Aging's Annual Gay Nineties Celebration
IC 05	04/28/2022	National Grid Notice regarding 17-20 Moore Road Mains and Services
IC 06	04/28/2022	National Grid Notice regarding 3-9 Elm Road, 22 Spruce Road, 112 Plain Street Mains and Services
IC 07	04/29/2022	Thank You from the Gummy Bears FLL Team
IC 08	05/02/2022	Proceeds from Dog Park Task Force
IC 09	05/02/2022	MassDOT Statewide Funding for Winter Recovery Assistance Program
IC 10	05/02/2022	Communications Advisory Committee Recommendation on Digital Signage
IC 11	05/02/2022	Massachusetts Department of Housing & Community Development Subsidized Housing Inventory Biennial Update

Outgoing Correspondence:

OC 01	04/26/2022	Letter to Massachusetts Housing Partnership regarding the Complete Neighborhoods Partnership Grant application
OC 02	04/26/2022	Letter to Chelmsford Select Board regarding Newport Materials Asphalt Plant and Truck Traffic on Ledge Road
OC 03	04/27/2022	Letter to Todd Palumbo