



TOWN OF WESTFORD  
**SELECT BOARD**

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



**MEETING AGENDA**

Tuesday, April 27, 2021

7:00 PM

Meeting will be held virtually- instructions are below

1. 7:00 PM **Call to Order**
2. 7:00 PM **Executive Session**  
Joint meeting with the 12 North Main Street Task Force to consider the exchange or value of real property located at 12 North Main Street if the chair determines an open meeting may have a detrimental effect on the negotiating position of the town
3. 7:30 PM **Pledge of Allegiance**
4. 7:32 PM **Open Forum/FAQ/Announcements**  
Recognition of Principal Assessor Paul Plouffe for 22 years of service with the town in light of his retirement effective April 30, 2021
5. 7:35 PM **Consider the Friends of the Bruce Freeman Rail Trail's request to add outdoor art to the trail following the Parks and Recreation Commission abutters meeting on this issue – Emily Teller and Chris Barrett, Board Members of the Friends of the Bruce Freeman Rail Trail, and Kristi Bates, Chair of the Parks and Recreation Commission**
6. 7:55 PM **Consent Agenda – Requests to approve the following:**
  - i. **Banner Request:**
    - a. Event: Annual Town Election  
Applicant: Lynn Cohen on behalf of the League of Women Voters  
Dates: Wednesday, April 28, 2021 to Friday, May 7, 2021  
Location: J.V. Fletcher Library
    - b. Event: Town of Westford Memorial Day  
Applicant: Ryan Cobleigh, Veterans Service Officer  
Dates: Sunday, May 23, 2021 to Wednesday, June 2, 2021  
Location: J.V. Fletcher Library
    - c. Event: Learn to Row  
Applicant: Jonathan Raichek on behalf of Westford Community Rowing  
Dates: Friday, June 4, 2021 to Monday, June 14, 2021  
Location: J.V. Fletcher Library
    - d. Event: Annual Town Meeting  
Applicant: Lynn Cohen on behalf of the League of Women Voters  
Dates: Tuesday, June 8, 2021 to Tuesday, June 15, 2021  
Location: First Parish Church

- ii. Town Common Request:
  - a. Event: Town of Westford Memorial Day  
Applicant: Ryan Cobleigh, Veterans Service Officer  
Dates: Sunday, May 30, 2021  
Time: 8:00 AM to 2:00 PM
- iii. Street/Road Closure Request:
  - a. Event: Cubmobile Race  
Applicant: Stephany Godfrey, Cubmaster for Cub Scout Pack 95  
Location: 3 Fisher Way to Abbot School parking lot  
Date: Sunday, June 13, 2021  
Time: 1:00 PM to 4:00 PM

7. 8:00 PM **Resident request to revise the town’s Stormwater Management Utility Fee and Credit Policy which allows for a maximum reduction for one step**  
– *Richard Paglia, 14 Preservation Way*

8. 8:15 PM **Old/New Business**

- i. Request from Nancy Cook on behalf of See A New Sun (SANS) to conduct a fundraiser by allowing signs on Westford street “islands” as previously done by Westford Against Substance Abuse (WASA) – *Nancy Cook, and Gregg J. Corbo, Esq., K.P. Law*
- ii. Request from the Pedestrian Safety Committee to support the production of a public safety announcement “Westford Street Smarts”, regarding pedestrian, motorist, and bicyclist safety tips – *Chris Barrett, Chair, Pedestrian Safety Committee*
- iii. Follow up on Select Board approving public statements by appointed boards and committees before released to the public
- iv. Request from the Economic Development Committee to appoint Tom Kotarakos as an alternate member for a term expiring on June 30, 2023 – *Bruce Rosenberg, Chair, Economic Development Committee*
- v. Request from the Town Manager to appoint Mike Wells to the Communication Advisory Committee as a full member for a term expiring on June 30, 2023
- vi. Request from the Town Clerk to appoint Election Officers for terms to expire on July 31, 2021

9. 8:35 PM **Annual Town Meeting – June 12, 2021**

Select Board take positions on warrant articles and vote to close the warrant

ARTICLE 1:	Accept Town Reports	<i>Town Manager</i>
ARTICLE 12:	Appropriate Chapter 90 Local Transportation Funds for Roadway Maintenance	<i>Town Manager</i>
ARTICLE 13:	Appropriate Funds from Water Enterprise Other Post Employment Benefits Stabilization Fund to the Water Enterprise Budget	<i>Water Commissioners</i>
ARTICLE 16:	Authorize the Select Board to Accept Easements	<i>Select Board</i>
ARTICLE 17:	Amendment to the Constitution of the United States	<i>Citizens’ Petition</i>
ARTICLE 18:	Authorization for the Select Board to Petition the General Court for one (1) Additional Chapter 138 Section 15 All Alcohol Package Store License to be Exercised by Feng You, Inc. Located at 175 Littleton Road, Westford	<i>Citizens’ Petition</i>
ARTICLE 20:	Amend the Town’s General and Zoning Bylaws to Reflect Inclusive Language	<i>Select Board</i>

ARTICLE 21:	Establish a Municipal Charges Lien Pursuant to General Laws Chapter 40, Section 58 for Unpaid Stormwater Utility Fees	<i>Select Board</i>
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10. 9:20 PM **Board Reports/Updates**

11. 9:25 PM **Minutes for Approval**

For Release:

- March 23, 2021
- April 1, 2021 – Joint meeting with the Finance Committee

12. 9:30 PM **Town Manager’s Report**

- i. Request to approve the FY22 non-union pay classification plan
- ii. Request from the Fire Department to accept reimbursements from the FEMA Public Assistance Program for supplies purchased and services provided in response to the COVID-19 pandemic, as requested by the Fire Department
- iii. Request to appoint Eric Heideman as Acting Town Manager starting Monday, May 3, 2021 through Monday, May 10, 2021
- iv. Request approval of the following:
  - a. Contracts:
    1. National Red Cross to park a disaster trailer at the Fletcher Fire Station 1 located at 65 Boston Road, as requested by the Fire Department
    2. David Dumaresq for the management of agricultural resources at Hill Orchard from FY22 through FY24 in the total amount of \$21,000, as requested by the Conservation Resource Planner
    3. P.J. Keating Company, Newport Construction Corporation, and Aggregate Industries for bituminous concrete services at the unit prices listed in the meeting packet, as requested by the Director of Public Works
  - b. Purchase Orders:
    1. Modular Communications for a backup/simulcast repeater at the Department of Public Works in the amount of \$21,191.20, as requested by the Fire Department

13. 9:35 PM **Correspondence**

14. 9:40 PM **Adjournment**

**Options available to access the Select Board meeting remotely:**

1. Register to watch the meeting through the GotoWebinar website at: <https://attendee.gotowebinar.com/register/7188308369569593870>. After registering, you will receive a confirmation email. There are basic instructions on how to use GoToWebinar available at: [www.youtube.com/watch?v=IQ3Xwwgbd8Y](http://www.youtube.com/watch?v=IQ3Xwwgbd8Y).
  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](http://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](mailto:tmaa@westfordma.gov).*

**Select Board  
Correspondence  
April 27, 2021**

**Incoming Correspondence:**

IC 01	4/14/21	Keith L. Morris notice regarding Pan Am Railways, Inc.'s Post Emergency Herbicide Application Program
IC 02	4/14/21	KP Law notice of Rate Increase
IC 03	4/14/21	Nashoba Valley Technical School District Committee Vote for FY22 Total Assessments
IC 04	4/20/21	495/MetroWest Partnership letter of thanks
IC 05	4/21/21	Letters seeking recommendations for election officers from Westford boards and committees
IC 06	4/22/21	National Grid notice of upcoming sideline vegetation management activities

**Outgoing Correspondence:**

OC 01	4/13/21	Thank you note to Westford Over 30 Slow-Pitch Softball League
OC 02	4/13/21	Letter of Support to the Division of Local Services for Regional Educational Workforce Coordinator
OC 03	4/15/21	Broker of Record Notice to Blue Cross Blue Shield
OC 04	4/12/21	Notice of Preliminary Determination of Breach to Comcast