



**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 10, 2022

7:00 PM

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**
  - Recognize our Police Officers and Public Safety Communications Dispatchers for their immediate, effective response during the incident which occurred on Sunday, May 1<sup>st</sup> 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
  - Update on the Massachusetts Public Library Construction Program provisional grant notification to Westford for expansion of the J.V. Fletcher Library
  - 2022 Apple Blossom Festival will be held from Wednesday, May 11<sup>th</sup> to Sunday, May 15<sup>th</sup> with a parade on Saturday, May 14<sup>th</sup> 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](#)
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*
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**
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

- ii. Fiscal Year 2022 expenditure limit increase for the Agricultural Commission Community Gardens revolving fund
- iii. Fiscal Year 2023 Town Manager budget adjustments

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	<i>Town Manager</i>
ARTICLE 4:	Appropriate for Perchlorate Expenses	<i>Town Manager</i>
ARTICLE 5:	Approve Capital Appropriations	<i>Capital Planning Committee</i>
ARTICLE 6:	Appropriate Funding for Cameron Senior Center HVAC Project and Enter into an Energy Management Services Agreement	<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	<i>Select Board</i>
ARTICLE 8:	Approve Community Preservation Committee Recommendations	<i>Community Preservation Committee</i>
ARTICLE 9:	Amend the Wage and Classification Plan	<i>Town Manager</i>
ARTICLE 10:	Authorize Revolving Funds	<i>Town Manager</i>
ARTICLE 11:	Approve Fiscal Year 2023 Operating Budget	<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 17:	Amend Chapters 51 and 22 of the General Bylaws to Reduce the Number of Finance Committee Books to be Printed and Discontinue Mailing the Finance Committee Book to Households	<i>Finance Committee</i>
ARTICLE 19:	Authorize the Conservation Commission to Lease Hill Orchards	<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
- ii. Request by Town Manager to appoint Kristi Bates to the Scholarship and Grant Committee

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

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\\_UPE6JcemQDGleZDIfRKjQw](https://westfordma.gov.zoom.us/webinar/register/WN_UPE6JcemQDGleZDIfRKjQw). 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](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  
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