



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 24, 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**
  - Recognition of Library Associate Deborah Santoro for over 23 years of service at the J.V. Fletcher Library in light of her resignation effective June 8, 2022
  - 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**  
Request for a transfer of an M.G.L. c. 138 sec 12 All Alcohol Beverages Restaurant License from GPJ, LLC, d/b/a Fuse Westford, 2 Powers Road, to Acquisource, LLC, d/b/a Stir Martini Bar & Kitchen, 2 Powers Road – *Adam LaGrassa, Esq., Nicosia & Associates*
5. 7:10 PM **Request for a Pledge of Collateral on a M.G.L. c.138 §15 Wine and Malt Package Store License for Nurun Corp d/b/a Brookside Convenience, 64 Brookside Road to Lake-Brook Realty, Inc. - *Mizanur Rahman, Manager***
6. 7:15 PM **Joint meeting with Diversity, Equity, and Inclusion Committee**  
Discuss how to best provide an opportunity for community input regarding a ballot question to consider renaming Columbus Day to Indigenous Peoples Day in the town of Westford
7. 7:35 PM **Annual Town Meeting – Saturday, June 11, 2022 at 9:00 AM (Rain date – Sunday, June 12, 2022 at 9:00 AM)**
  - i. Request to delegate to Select Board Chair Peraner-Sweet and Moderator Harkness, the authority to continue Town Meeting until Sunday, June 12, 2022 at 9:00 AM, in the event of inclement weather
  - ii. Discuss implementation of recommendations by the Access to Town Meeting Committee, including requesting Select Board to consider asking town departments and local organizations/groups to avoid scheduling activities on the same day as Town Meetings – *Jodi Ross, Town Manager*
  - iii. Select Board finalize positions on warrant article

ARTICLE 18:	Amend the Zoning Bylaw to add 483 Groton Road to the Industrial A Zoning District	<i>Citizens' Petition</i>
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8. 7:40 PM **Discuss Town Hall Parking Lot expansion options** – *Paul Starratt, P.E., Town Engineer*
9. 8:00 PM **Public Hearing – Potential Nuisance/Dangerous Dog**  
 Examine complaints received by Savitha Naidu, 15 Vineyard Road, regarding a potential nuisance/dangerous dog located at 12 Perham Circle and consider enforcement action in accordance with M.G.L. c.140, §157  
 – *Kirsten Hirschler, Animal Control Officer*  
 – *Gregg Corbo, Esq., Town Counsel, KP Law, P.C.*
10. 9:00 PM **Consent Agenda – Request to approve the following:**
- i. Street/Road Closure:  
 Event: Cub Mobile Event  
 Applicant: Michael Verville on behalf of Cub Scout Pack 95  
 Date: Sunday, June 12, 2022  
 Time: 12:00 PM to 3:30 PM  
 Location: Road closed from 3 Fisher Way to Abbot School Parking Lot
  - ii. Farmer Winery License:  
 Applicant: Aaronap Cellars, LLC  
 Dates: Tuesdays, June 21, 2022 – August 30, 2022  
 Time: 2:30 PM to 6:30 PM  
 Location: Roudenbush Community Center, 65 Main Street
  - iii. Town Common:
    - a. Event: Dance Challenge  
 Applicant: Naseem Chatiwala, Rehab Health 360 LLC  
 Date: Saturday, June 11, 2022  
 Time: 10:00 AM to 12:00 PM
    - b. Event: Book Swap and Book Fair  
 Applicant: Chinese Family Network  
 Date: Saturday, July 23, 2022 (Rain date: Sunday, July 24, 2022)  
 Time: 3:00 PM to 7:00 PM
11. 9:05 PM **Old/New Business**
- i. Discuss holding a Strategic Planning Retreat in September at Kimball Farm, determine date, and consider funding options
  - ii. Request for a letter of support from the Planning Department for a Community One Stop Grant application to work towards complying with M.G.L. c.40A, §3A, MBTA Communities – *Joe Giniewicz, Town Planner*
  - iii. Request to sign an Order of Taking for the Beaver Brook Bridge Project as authorized by 2020 Special Town Meeting, Article 10, and as prepared by Town Counsel - *Steve Cronin, Director of Public Works*
12. 9:15 PM **Board Reports/Updates**
13. 9:20 PM **Minutes for Approval**  
For Release – Regular Session
- March 22, 2022
  - April 7, 2022

- April 12, 2022
- April 26, 2022

Not for Release – Executive Session

- March 22, 2022
- April 12, 2022
- April 26, 2022

14. 9:25 PM **Town Manager’s Report**

- i. Request to appoint Assistant Town Manager Eric Heideman as Acting Town Manager from Thursday, June 2, 2022 through Tuesday, June 7, 2022
- ii. Request approval of the following:
  - a. Contracts:
    1. TEC, Inc. for a contract amendment for construction administration services for the Oak Hill Road, Plain Road, and Moore Road Water, Stormwater & Transportation Infrastructure Improvements Project in the amount of \$220,000, as requested by the Department of Public Works
    2. Solitude Lake Management for surveying and invasive species management services at Nabnasset Lake and Long Sought For Pond not to exceed \$35,979.81, as requested by the Conservation Resource Planner
    3. One-year contract extensions with P.J. Keating Company, Newport Construction Corporation, and Aggregate Industries for bituminous concrete service contracts with the Department of Public Works, which were initially approved by the board on April 27, 2021. Contractor payments shall be based on their submitted unit pricing listed in the meeting packet
    4. Massachusetts Interlocal Insurance Association (MIIA) for FY23 renewal for municipal insurance and risk management services at the rates provided in the renewal summary
  - b. Purchase Orders:
    1. CDW-G for Chromebooks for sixth and ninth grade students in the amount \$227,983, as requested by the Technology Department
    2. Tyler Technology for Munis accounting support and license in the amount of \$146,237.32, as requested by the Technology Department
    3. Verizon Wireless for cellular devices in the amount of \$96,000, as requested by the Technology Department
    4. American Alarm for access control, video monitoring and intruder alarms in the amount of \$46,000, as requested by the Technology Department
    5. Verizon for data lines and Fios in the amount of \$43,400, as requested by the Technology Department
    6. Presidio for Smartnet network equipment support in the amount of \$32,000, as requested by the Technology Department
    7. Central Square/Tritech Software for IMC dispatching software for Police and Fire in the amount of \$30,318.37, as requested by the Technology Department
    8. AAA Laser for toner and repairs in the amount of \$25,000, as requested by the Technology Department
    9. Educate-Me.Net for 800 Chromebook Cases in the amount of \$22,000, as requested by the Technology Department

10. CDWG for VMWare virtual server software in the amount of \$17,623.36, as requested by the Technology Department
  11. Comcast for data lines and cable services in the amount of \$16,500, as requested by the Technology Department
  12. CDWG for Park Place third party equipment maintenance in the amount of \$15,055.47, as requested by the Technology Department
  13. Rave for Reverse-911 system and dispatcher support utilities in the amount of \$14,659, as requested by the Technology Department
  14. CDWG for Sophos endpoint protection software, anti-virus, anti-malware, and anti-ransomware in the amount of \$14,200.24, as requested by the Technology Department
  15. Patriot Properties for assessing system in the amount of \$12,180, as requested by the Technology Department
  16. Comcast for PRI's in the amount of \$11,900, as requested by the Technology Department
  17. McGovern Municipal HQ for three hybrid police vehicles in the amount of \$150,000, as requested by the Police Department
  18. Recycle Works for removal and disposal of street sweepings in the amount of \$24,200, as requested by the Department of Public Works
  19. Process Distributors/Wescor Associates, Inc. for water treatment chemical Constant Chlor Plus Dry Chlorinator Briquettes in the amount of \$14,784, as requested by the Water Department
  20. Harcros for water treatment chemical sodium fluoride in the amount of \$10,912, as requested by the Water Department
- c. Grants:
1. Executive Offices for Administration and Finance for the Community Compact Cabinet's new Municipal Fiber grant in the amount of \$19,000, as requested by the Technology Department

15. 9:30 PM **Correspondence**

16. 9:35 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\\_s-dBi5gbRFyOD15agy7n6w](https://westfordma.gov.zoom.us/webinar/register/WN_s-dBi5gbRFyOD15agy7n6w). 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 24, 2022**

**Incoming Correspondence:**

IC 01	05/13/2022	Xfinity TV Notice
IC 02	05/18/2022	Verizon FIOS TV Programming and Equipment Change
IC 03	05/18/2022	MBTA Public Meeting for Fare Evasion Regulations
IC 04	05/18/2022	Verizon FIOS TV Package Content Rate Increase