



TOWN OF WESTFORD  
**SELECT BOARD**

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886

Telephone (978) 692-5501 Fax (978) 399-2557



**REVISED**

June 7, 2021 at 1:51 PM

**MEETING AGENDA**

Tuesday, June 8, 2021  
7:00 PM

Meeting will be held virtually- instructions are below

1. 7:00 PM **Call to Order**
2. 7:00 PM **Pledge of Allegiance**
3. 7:02 PM **Open Forum/FAQ/Announcements**
4. 7:05 PM **Public Hearing**  
Request for a transfer of an M.G.L. c. 138 §12 All Alcohol Beverages Restaurant License from 355 Littleton Road, LLC, to Fuchi Restaurant, LLC, d/b/a Fuchi Asian Cuisine, 355 Littleton Road – *Mei Chen Lin, Proposed Manager*
5. 7:10 PM **Update from State Senator Ed Kennedy and State Representative Jim Arciero on current state initiatives and advocacy for Westford residents**
6. 7:40 PM **Consent Agenda – Request to approve the following:**
  - i. Banner:  
Event: Farmer’s Market  
Applicant: The Roudenbush Community Center, Inc.  
Location: J.V. Fletcher Library  
Dates: Tuesday, June 15, 2021 – Friday, June 25, 2021
  - ii. Winery License to Sell at a Farmer’s Market:  
Applicant: Noel A. Powell, Aaronap Cellars, LLC  
Location: Town Common  
Date: Tuesdays, June 22, 2021 – October 5, 2021  
Time: 2:30 PM to 6:30 PM
  - iii. Flag Hoisting:  
Event: India’s Independence Day  
Flag: Indian Flag  
Applicant: [Noorain Buxamusa](#) and Jeyanthi R Ghatraju, India Association of Greater Boston  
Location: Temporary flagpole on Town Common  
Date: Sunday, August 15, 2021

7. 7:45 PM **Annual Town Meeting – June 12, 2021**
- i. In the event of inclement weather on June 12, 2021, delegate Chair Peraner-Sweet along with Moderator Harkness the authority to continue Town Meeting until June 13, 2021 at 9:00 AM. As such, please check our website’s news and announcements for an update if the weather is questionable:  
[www.westfordma.gov](http://www.westfordma.gov)
  - ii. Select Board take positions on warrant articles

ARTICLE 21:	Amend Zoning Bylaw Sections 2.1.1: Establishment, 5.3: Signs, 8: Special Districts, 10.2: General Definitions, Appendix A: Table of Principal Use Regulations, and Appendix B: Table of Accessory Uses Regulations to define and regulate Restaurant Drive-Through Facilities	<i>Planning Board</i>
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8. 8:05 PM **Old/New Business**
- i. Request from the Dog Park Task Force to appoint Cheryl McGrath and Amy Verreault as full members for terms expiring on June 30, 2022 – *Lauren Coffey, Chair, Dog Park Task Force*
  - ii. Request to appoint Election Officers for terms to expire on July 31, 2022
  - iii. Request to approve 2021 annual reappointments for committee and board members, as listed in the meeting packet
9. 8:10 PM **Board Reports/Updates**
10. 8:15 PM **Minutes for Approval and Release – Regular Session**
- April 13, 2021
  - April 27, 2021
11. 8:20 PM **Town Manager’s Report**
- i. Update regarding expiration of public boards’ utilization of virtual meetings after June 15, 2021
  - ii. Fiscal Year 2022 State of the Town Presentation – available on town’s website at the following link: [State of the Town Presentation](#)
  - iii. Request to approve and sign Bond Anticipation Notes for the following projects:
    - a. Oak Hill Road, Plain Road, and Moore Road infrastructure improvements in the amount of \$4,000,000
    - b. Town Farm Road water tank in the amount of \$1,200,000
    - c. Westford Academy Amenities Building in the amount of \$1,000,000
    - d. Kirsi Circle water mains in the amount of \$500,000
    - e. Roadway improvements in the amount of \$500,000
 – *Christine Collins, Tax Collector-Treasurer*
  - iv. Request from the Pedestrian Safety Committee to utilize \$2,700 from the Select Board’s Community Initiatives account along with Police Department Funds to purchase two solar powered radar speed signs
  - v. Request to appoint Eric Heideman as Acting Town Manager starting Thursday, June 17, 2021 through Friday, June 25, 2021

- vi. Request approval of the following:
  - a. Contracts:
    - 1. Massachusetts Department of Public Health, Office of Local and Regional Health for a grant awarded from the Public Health Excellence Grant Program in the amount of \$345,182.53, as requested by the Health Department
    - 2. Volunteer Firemen’s Insurance Service Inc. (VFIS) for injured on duty/111F coverage for public safety personnel in the amount of \$57,426, as requested by the Human Resources Department
  - b. Purchase Orders:
    - 1. AAA Laser for printer toner in the amount of \$25,000, as requested by the Technology Department
    - 2. CDW Government for VMware support in the amount of \$17,623.36, as requested by the Technology Department
    - 3. CDW Government for Sophos Anti-Virus in the amount of \$13,021.74, as requested by the Technology Department

12. 8:25 PM **Correspondence**

13. 8:30 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/3569474754729592590>. 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  
June 8, 2021**

**Incoming Correspondence:**

IC 01	5/24/21	Alcoholic Beverages Control Commission Notice of Indefinite Suspension Franco American Club
IC 02	5/25/21	Alcoholic Beverages Control Commission Memo and Order on Licensee's Request for Reconsideration – Franco American Club
IC 03	5/26/21	Stantec Landfill Gas Monitoring – 2 <sup>nd</sup> Quarter 2021
IC 04	5/28/21	Antea Group Groundwater Laboratory Analytical Results, 262 Groton Road

**Outgoing Correspondence:**

OC 01	5/24/21	Letter of Support to Executive Office of Housing and Economic Development for 12 North Main Street
OC 02	5/26/21	Letter of Support to Economic Development Representative for Designation of the Greater Lowell Region
OC 03	5/26/21	Congratulations to Eagle Scout Peter Bonenfant