



**TOWN OF WESTFORD  
SELECT BOARD**

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

**MEETING AGENDA**

Tuesday, July 12, 2022

6:40 PM

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

1. 6:40 PM **Call to Order**
2. 6:40 PM **Executive Session**  
To conduct negotiations with the Town Manager regarding her employment contract as an open session may have a detrimental effect on the town's bargaining position
3. 7:00 PM **Return to Open Session**
4. 7:00 PM **Pledge of Allegiance**
5. 7:02 PM **Open Forum/FAQ/Announcements**
6. 7:05 PM **Consent Agenda – Request to approve the following:**
  - i. Flag Hoisting:  
Event: India's Independence Day  
Flag: Indian Flag  
Applicant: Noorain Buxamusa on behalf of the India Association of Greater Boston  
Location: Temporary flagpole on Town Common  
Date Amendment: Sunday, August 7, 2022 – Saturday, August 13, 2022
  - ii. Banner Request:  
Event: 2022 Special Town Meeting  
Applicant: Town Manager's Office  
Location: First Parish Church  
Dates: Monday, October 10, 2022 to Thursday, October 20, 2022
  - iii. Road Race Request:  
Event: Tour de Cure  
Applicant: Tim Wilson, Associate Director  
Date: August 21, 2022
7. 7:10 PM **Joint meeting with the Diversity, Equity, and Inclusion Committee**  
Review recommendations for restructuring the Diversity, Equity and Inclusion Committee, discuss the proposed Indigenous People's Day listening forum, and consider next steps - *Anita Tonakarn-Nguyen, Select Board Member*

8. 7:30 PM **Old/New Business**
1. Request to appoint Kristina Greene to the Health Insurance Trust to fill the Finance Committee Representative seat
  2. Request from the Access to Town Meeting Committee to appoint Kyle Randall as a full member for a term expiring on June 30, 2024
  3. Request to appoint one (1) Registrar in accordance with M.G.L. Chapter 51, Section 15 for a three-year term expiring March 31, 2025:  
Democratic Town Committee recommends:
    - Beverly WoodsRepublican Town Committee recommends:
    - Meredith Kelly
    - Steve Wojcik
    - Wayne Wagner
  4. Discuss main topics for the Strategic Planning Retreat on September 8, 2022
  5. Annual Town Manager performance review
9. 8:00 PM **Board Reports/Updates**
10. 8:05 PM **Minutes for Approval**  
For Release – Regular Session
  - May 24, 2022Not for Release – Executive Session
  - May 19, 2022
11. 8:10 PM **Town Manager’s Report**
- i. Request to appoint Assistant Town Manager, Eric Heideman, as Acting Town Manager beginning Wednesday, July 20, 2022 through Thursday, July 28, 2022
  - ii. Request to accept a gift from the Friends of the Westford Dog Park in the amount of \$441.67 and establish a dog park gift account
  - iii. Request to accept a gift from the 2022 Helping Hand Mini Grant Program in the amount of \$743.74 to purchase rear-view safety back up cameras and four new tires for our 2019 Ford E-350 van, as requested by the Council on Aging
  - iv. Request approval of the following:
    - a. Contracts:
      1. Impact Speed and Agility for a one year contract extension to provide recreation programming, as requested by the Recreation Department
      2. Beta Group for pavement management services in the amount of \$39,800, as requested by the Department of Public Works
      3. Krista Bebezas for Mobile Behavioral Health Clinician services, not to exceed \$45,000, as requested by the Council on Aging
      4. Lowell Regional Transit Authority for the FY23 operating agreement, not to exceed \$105,086, as requested by the Council on Aging
    - b. Purchase Orders:
      1. Apple for Westford Public Schools desktop computers in the amount of \$76,784.20, as requested by the Technology Department
      2. Unified for the purchase of desktop computers and monitors in the amount of \$17,505, as requested by the Technology Department

3. Pro AV Systems for flat screen monitors in the amount of \$14,393, as requested by the Technology Department
4. Zoom Meetings for internal software for meetings and webinars in the amount of \$10,928.50, as requested by the Technology Department
5. Merrimack Valley Emergency Physicians Inc. for medical direction services in the amount of \$18,000, as requested by the Fire Department
6. Coastal Medical Billing for ambulance medical billing services in the amount of \$36,000, as requested by the Fire Department
7. Boundtree Medical LLC for medical supplies in the amount of \$40,000, as requested by the Fire Department

12. 8:15 PM **Correspondence**

13. 8:20 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\\_PZaQHEZsS3WDIbWx9EOgSQ](https://westfordma.gov.zoom.us/webinar/register/WN_PZaQHEZsS3WDIbWx9EOgSQ). 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  
July 12, 2022**

**Incoming Correspondence:**

IC 01	06/26/2022	Strawberry Festival
IC 02	06/28/2022	Xfinity Update
IC 03	06/28/2022	Mallinckrodt Notice
IC 04	07/01/2022	Department of Housing & Community Development
IC 05	07/06/2022	Verizon FIOS Broadband Fee