



TOWN OF WESTFORD  
**SELECT BOARD**

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

**REVISED**

July 26, 2021 at 2:45 PM

**MEETING AGENDA**

Tuesday, July 27, 2021

7:30 PM

Town Hall, Meeting Room, 55 Main Street

1. 7:30 PM **Call to Order**
2. 7:30 PM **Pledge of Allegiance**
3. 7:32 PM **Open Forum/FAQ/Announcements**
  - Recognition of Laurie Lessard for over 22 years of service as the Administrative Assistant in the Health Department in light of her retirement effective July 23, 2021
4. 7:35 PM **Consent Agenda – Request to approve the following:**

Banner:  
Event: Farmers Market  
Applicant: The Roudenbush Community Center, Inc.  
Location: J.V. Fletcher Library  
Dates: Wednesday, July 28, 2021 – Saturday, August 7, 2021
5. 7:40 PM **Joint meeting with the Parks, Grounds, and Recreation Commission to review the Friends of the Bruce Freeman Rail Trail’s outdoor art display, hear any abutter concerns, and discuss a process for abutters to be notified of future changes related to the trail**
6. 8:10 PM **Old/New Business**
  - i. Discussion of challenges related to holding hybrid public meetings
  - ii. Update on clean up actions and available funding for 12 North Main Street property; discuss next steps including possible disbandment of the 12 North Main Street Task Force
  - iii. Request to open the 2021 Special Town Meeting Warrant to be held on Monday, October 18, 2021
  - iv. Consider forming a task force to study a proposal to change the date of our Annual Town Meeting, discuss a charge, and makeup of membership
  - v. Request from the Town and School Safety Task Force to appoint Police Chief Mark Chambers to the Town and School Safety Task Force as a full member for a term expiring on June 30, 2022
  - vi. Request from the Communications Advisory Committee to appoint Robert Rafferty as a full member for a term expiring on June 30, 2022
  - vii. Request from the Cultural Council to appoint Prem Viswanathan as a full member for a term expiring on June 30, 2024

- viii. Request from the Economic Development Committee to appoint Cheryl Serpe as a full member for a term expiring on June 30, 2024
- ix. Request to appoint Election Officers for terms to expire on July 31, 2022
- x. Request to approve 2021 annual reappointments for committee and board members, as listed in the meeting packet

7. 8:50 PM **Board Reports/Updates**

8. 8:55 PM **Minutes for Approval**

For Release – Regular Session

- July 13, 2021

Not for Release – Executive Session

- July 13, 2021

9. 9:00 PM **Town Manager’s Report**

- i. Announce a grant awarded from the Executive Office of Energy and Environmental Affairs Department of Conservation and Recreation for the Bruce Freeman Rail Trail Drainage, in the amount of \$29,810
- ii. Announce a grant awarded from the Executive Office of Energy and Environmental Affairs Department of Conservation and Recreation for the O’Brien Farm Public Footbridge under the 2021 MassTrails Grant Program, in the amount of \$27,970.50
- iii. Request approval of the following:
  - a. Contracts:
    - 1. Massachusetts Interlocal Insurance Association (MIIA) for all general lines of insurance for FY22 in the amount of \$939,586, as requested by the Town Manager’s Office
    - 2. Woodard and Curran for licensed site professional (LSP) services for the continued perchlorate mitigation efforts in the amount of \$46,500, as requested by the Town Manager’s Office
    - 3. Metropolitan Area Planning Council for services related to the operation of the Upper Merrimack Valley Medical Reserve Corps in the amount of \$47,018, as requested by the Health Department
    - 4. [Executive Office of Energy and Environmental Affairs for a Municipal Vulnerability Preparedness Action Grant in the amount of \\$79,200, as requested by the Land Use Department](#)
  - b. Purchase Orders:
    - 1. Presidio for VoIP systems upgrade Phase 4 in the amount of \$193,931.93, as requested by the Technology Department
    - 2. Coastal Medical Billing Inc. for medical billing in the amount of \$32,000, as requested by the Fire Department
    - 3. Bound Tree Medical, LLC for medical supplies in the amount of \$30,000, as requested by the Fire Department
    - 4. Merrimack Valley Emergency Physicians Inc. for medical direction services in the amount of \$18,000, as requested by the Fire Department
    - 5. CyberComm Communications Solutions Inc. for an FY22 radio systems service agreement in the amount of \$19,263, as requested by the Public Safety Communications Department

6. Gibson Roofs, Inc. for roof replacement of the Camp Cielo Lodge at the Stony Brook Conservation Area in the amount of \$17,730, as requested by the Conservation Resource Planner

10. 9:05 PM **Correspondence**

11. 9:10 PM **Adjournment**

*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 27, 2021**

**Incoming Correspondence:**

|       |            |   |
|-------|------------|---|
| IC 01 | 07/15/2021 | Comcast Government Affairs - Contact Change   |
| IC 02 | 07/16/2021 | Department of Public Utilities Notice of Filing, Public Hearing, Procedural Conference and Request for Comments |
| IC 03 | 07/22/2021 | Abutters Notice regarding Pine Grove Cemetery construction  |
| IC 04 | 07/22/2021 | Comcast Emergency Connectivity Fund   |

**Outgoing Correspondence:**

|       |            |   |
|-------|------------|---|
| OC 01 | 07/14/2021 | Letter to Urban Design and Development Corporation  |
| OC 02 | 07/16/2021 | Letters of Support to State Officials   |
| OC 03 | 07/16/2021 | Enclosure Letter to Urban Design and Development Corporation                                  |
| OC 04 | 07/21/2021 | Abutters Notice regarding Friends of the Bruce Freeman Rail Trail's outdoor art display, etc. |