



TOWN OF WESTFORD  
**SELECT BOARD**

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886

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

**REVISED**  
**MEETING AGENDA**

September 13, 2022 at 9:14 AM

Tuesday, September 13, 2022  
6:45 PM

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

1. 6:45 PM **Call to Order**
2. 6:45 PM **Executive Session**  
To consider approval of a tentative memorandum of agreement and FY 23-25 collective bargaining agreement with the Westford Public Works Association (WPWA), 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**  
Recognition of Stony Brook Middle School student, Hailey Campbell, who has been selected to play futsal on Team USA Futsal – 12-year-old team
6. 7:05 PM **Consent Agenda – Request to approve the following:**
  - i. Special License:  
Event: Westford Regional Art Event  
Applicant: Alice Phalen on behalf of the Parish Center for the Art  
Date: Friday, September 23, 2022  
Time: 6:30 PM to 9:00 PM  
Location: Parish Center for the Arts, 10 Lincoln Street
  - ii. Town Common and Bandstand Permit:
    - a. Event: Westford Regional Art Event Awards Ceremony (outdoor alternative)  
Applicant: Alice Phalen on behalf of the Parish Center for the Art  
Date: Saturday, September 24, 2022 (rain date: Sunday, September 25, 2022)  
Time: 9:00 AM to 7:00 PM
    - b. Event: Federal Columbus Day Celebration  
Applicant: Anthony DiLeo  
Date: Monday, October 10, 2022  
Time: 3:00 PM to 6:00 PM
  - iii. Banner:
    - a. Event: 1<sup>st</sup> International Block Party  
Applicant: Westford Remembers  
Dates: Sunday, October 9, 2022 – Wednesday, October 19, 2022  
Location: J.V. Fletcher Library

- b. Event: Boy Scouts of America Troop 159 Winter Sporting Goods Sale  
Applicant: Maulik Shah  
Dates: [Saturday, October 29, 2022 – Tuesday, November 8, 2022](#)  
Location: First Parish Church

iv. Street/Road Closure:

- Event: Neighborhood Block Party  
Applicant: Krista Vasi and Andrea McKinley  
Date: Saturday, October 15, 2022 (rain date: Sunday, October 16, 2022)  
Time: 2:00 PM to 6:00 PM  
Location: 1 Lillian Road to 15 Lillian Road

v. Road Race/Walk:

- Event: Friends of the Poor Walk for the Society of St. Vincent de Paul  
Applicant: Diane Gavel on behalf of the Westford Friends of the Poor Committee  
Date: Friday, November 11, 2022  
Time: 8:30 AM to 11:30 AM  
Route: Start and finish at St. Catherine's of Alexandria on North Main Street, then Town Farm Road, Forge Village Road, Cold Spring Road, Patten Road, Route 225, and East Prescott Street

7. 7:10 PM **Continuation of American Rescue Plan Act (ARPA) funding requests to determine allocations - ARPA summaries are available to view at the following link: [ARPA Funding](#):**

- i. Review projects approved, funding spent, projects status, and funding available
- ii. Review new requests for funding including but not limited to the Health Department's requests
- iii. Review holdover requests for funding

8. 7:40 PM **Old/New Business**

- i. Approve wording of 51 Main Street and J.V. Fletcher Library ballot questions and approve order for the Town Election Warrant for Tuesday, November 8, 2022
- ii. Consider possible installation of additional fencing and selective tree removal at the property line located between the Westford Police Department and 4 Lincoln Street – *Mark Chambers, Police Chief, and Eric Heideman, Assistant Town Manager*
- iii. Consider approval of an Affordable Housing Restriction for the Helena Crocker Residences – *David Hedison, Executive Director of Chelmsford Housing*
- iv. Request from the Scholarship and Grant Committee to appoint Seema Pusalkar as a full member for a term expiring on June 30, 2024
- v. Request from the Communications Advisory Committee to appoint Milind Tamaskar as a full member for a term expiring on June 30, 2023
- vi. Request from the Dog Park Task Force to reappoint Karen Hudson as a full member for a term expiring on June 30, 2024

9. 8:00 PM **Special Town Meeting – Monday, October 17, 2022**

- Select Board review proposed warrant articles and draft motions and set the order of the articles

10. 8:30 PM **Board Reports/Updates**

11. 8:35 PM **Town Manager's Report**

- i. Request to approve the following:
  - a. Contracts:
    1. [Municipal Resources, Inc. Award](#) for executive search firm to assist with Town Manager Recruitment in the amount of \$16,800
    2. Fiscal Years 23-25 Collective Bargaining Agreement with the Westford Public Works Association (WPWA)
    3. Weston and Sampson for FY23 landfill monitoring services in the amount of \$13,000, as requested by the Town Manager's Office
    4. Northwest Local Public Health Coalition Intermunicipal Agreement for the Public Health Excellence for Shared Services Grant, as requested by the Health Department
    5. Health Resources in Action for professional services related to the Upper Merrimack Valley Reserve Corps strategic planning in the amount of \$14,051, as requested by the Health Department
  - b. Purchase Orders:
    1. Presidio for CER modules, installation, and configuration in the amount of \$65,975.96, as requested by the Technology Department
    2. Presidio for computer services in the amount of \$47,630.94, as requested by the Technology Department
    3. Kelley & Ryan Associates, Inc. for printing and collection services in the amount of \$18,000, as requested by the Water Department
    4. Bergeron Protective Clothing and Equipment for equipment for the new fire engine in the amount of \$11,528, as requested by the Fire Department

12. 8:40 PM **Correspondence**

13. 8:45 PM **Adjournment**

**Options available to access the Select Board meeting virtually:**

1. You may watch the meeting by visiting the following link on your computer, smart phone or tablet: [https://westfordma-gov.zoom.us/webinar/register/WN\\_EPaF5h-9RnyRXohIsojSrw](https://westfordma-gov.zoom.us/webinar/register/WN_EPaF5h-9RnyRXohIsojSrw). 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  
September 13, 2022**

**Incoming Correspondence:**

IC 01	08/22/2022	Friends of the Bruce Freeman Rail Trail Expansion Update
IC 02	08/26/2022	Department of Public Utilities Memorandum Regarding Public Awareness and Participation Procedures

**Outgoing Correspondence:**

OC 01	08/22/2022	Official Warning to Control Nuisance/Dangerous Dog
OC 02	08/23/2022	Letters to Senator Kennedy, State Representative Arciero, and U.S. Congresswoman Trahan regarding FEMA Changes in Reimbursable Expenses related to COVID-19