



TOWN OF WESTFORD
SELECT BOARD

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

MEETING AGENDA

Tuesday, September 27, 2022

6:30 PM

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

1. 6:30 PM **Call to Order**
2. 6:30 PM **Executive Session**
 - i. To discuss strategy sessions in preparation for negotiations with union and non-union personnel, as an open session may have detrimental effect on the town's bargaining position
 - ii. To consider amendments to the Non-Union Personnel Policies and Procedures, as an open session may have a detrimental effect on the town's bargaining position
 - iii. To consider approval of a tentative agreement with Office and Professional Employees International Union (OPEIU), 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**

Announce the in-person early voting schedule for the State and Special Town Elections – schedule available to view at the following link: [Early Voting Schedule](#)
6. 7:05 PM **Consent Agenda – Request to approve the following:**
 - i. Street/Road Closure:

Event: Maintenance and repair of adjacent railroad bridge piers with masonry work
Applicant: Dylan Finkbeiner, Geostabilization International Inc.
Date: Monday, October 3, 2022 – October 20, 2022
Time: Daylight hours
Location: North Main Street intersection to Pine Ride Road intersection on Bridge Street
 - ii. Flag Display:

Event: Celebration of Federal Columbus Day Holiday
Applicant: Anthony DiLeo
Date: Monday, October 10, 2022
Time: 4:00 PM
Location: Westford Town Common
 - iii. Special License:
 - a. Event: Oktoberfest

Applicant: Sandra Habe on behalf of Good Pickin’ Farm and Nancy Cook on behalf of Westford Remembers

Date: Saturday, October 15, 2022

Time: 3:00 PM to 7:00 PM

Location: Good Pickin’ Farm, 5 Gould Road

b. Event: Bar Mitzvah

Applicant: Ann-Marie Meuse on behalf of Lazy Bubble, LLC

Date: Saturday, November 5, 2022

Time: 3:30 PM to 9:00 PM

Location: The Mill Works, 22 Town Farm Road

iv. Town Common and Bandstand:

a. Event: Annual Tree Lighting Ceremony

Applicant: Keara Ernest on behalf of the Westford Girl Scouts

Date: Sunday, November 27, 2022

Time: 3:30 PM to 5:30 PM

b. Event: Earth Day Festival

Applicant: Carol Morse on behalf of Westford Climate Action

Date: Saturday, April 22, 2023

Time: 2:00 PM to 5:00 PM

7. 7:10 PM **Request for a common victualler license for Samantha Connor, owner of Dantas Pizza and Sub Corp., d/b/a Classic Kitchen Café, 175 Littleton Road - Samantha Connor, Owner**

8. 7:15 PM **Public Hearing – Petition for Joint or Identical Pole Locations**
Request from Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc., job no. 30565347, to install (2) JO poles 5-2 and 5-1 and remove (1) JO pole 5-50 on Hartford Road beginning at a point approximately 1635’ southeast of the centerline of the intersection of Hartford Road and Patten Road and continuing approximately 100’ in a southeasterly direction. New Pole 5 2 to be installed to re-feed existing Heritage Way development due to pole 5-50 needing to be removed from the middle of the new Colonel Rolls Road drivable way. New pole 5-1 to be installed as the power source for the new residential underground development: Colonel Rolls Road – *Veasna Eang, National Grid*

9. 7:20 PM **Special Town Meeting – Monday, October 17, 2022**

i. Close the warrant, sign the warrant, finalize motions, and take positions on warrant articles

ARTICLE 1:	Approve Unpaid Bills from Previous Fiscal Year(s)	<i>Town Manager</i>
ARTICLE 8:	Decrease the Membership of the Affordable Housing Trust Committee	<i>Select Board</i>
ARTICLE 10:	Amend Chapter 48 of the General Bylaws to Change the Name of the Tax Possession Sale Committee to the Tax Possession Disposition Committee	<i>Select Board</i>
ARTICLE 11:	Authorize the Select Board to Sell Two Parcels of Land on Pine Tree Trail and Byrne Avenue	<i>Select Board</i>

ii. Discussion and consideration of funding Recreation Enterprise FY 2023 budget deficit of \$167,128 using American Rescue Plan Act (ARPA) funds or free cash
iii. Update on impact on town debt service analysis of final cost estimates for the New Center Building Construction Project located at 51 Main Street and the J.V. Fletcher Library Expansion Project located at 50 Main Street – *Tom Mahanna,*

Chair, Permanent Town Building Committee, Marianne Fleckner, Chair, Board of Library Trustees, Ellen Rainville, Library Director, Jodi Ross, Town Manager, Dan O'Donnell, Finance Director, and Christine Collins, Tax Collector-Treasurer

10. 8:20 PM **Old/New Business**

- i. Request to approve and sign the November 8, 2022 Special Town Election Warrant
- ii. Request to adopt the draft town of Westford Housing Production Plan for 2022-2026, as recommended by the Affordable Housing Trust and Planning Board – *Jeff Morrissette, Director of Land Use Management*
- iii. Discuss November and December 2022 Select Board meeting schedule
- iv. Select Board respond to questions from Municipal Resources Inc., regarding Town Manager Search
- v. Request from the Economic Development Committee to appoint Alexander Mancuso as a full member for a term expiring on June 30, 2024
- vi. Request from the Town Clerk to appoint Election Officers for terms expiring on July 31, 2023

11. 8:50 PM **Board Reports/Updates**

12. 8:55 PM **Minutes for Approval**
For Release – Regular Session

- July 12, 2022

Not for release – Executive Session

- July 6, 2022

13. 9:00 PM **Town Manager's Report**

- i. Request to approve amendments to the Non-Union Personnel Policies and Procedures
- ii. Request from the Planning Board to accept a gift and establish a gift account from Westford Balsam Circle, LLC, for construction of a sidewalk between the property entrance of the Roberta McGuire Senior Residences and Lyberty Way in the amount of \$40,000 – *Joe Giniewicz, Town Planner*
- iii. Request to appoint Assistant Town Manager Eric Heideman as Acting Town Manager from Tuesday, October 11, 2022 through Sunday, October 16, 2022
- iv. Request to approve the following:
 - a. Grants:
 1. Executive Office of Public Safety and Security's Office of Grants and Research for FY23 National Highway Traffic Safety Administration funds to support the Municipal Road Safety Program in the amount of \$23,699.99, as requested by the Police Department
 - b. Contracts:
 1. Middlesex Sheriff's Office for use of the Middlesex Sheriff's Office Regional Safekeep Holding Facility, as requested by the Police Department
 2. Scott's Tree and Landscape, Inc. for sidewalk snow removal services in the amount of \$36,500, as requested by the Department of Public Works

3. Pathfinder Tree Services, LLC for one-year contract extension for tree removal/maintenance related services in the amount of \$20,000, as requested by the Department of Public Works
- c. Purchase Orders:
 1. Intellibeam, LLC for a campus wi-fi network at Westford Housing Authority sites in the amount of \$67,820, as requested by the Technology Department
 2. Green Mountain Communications for microwave dish and radio equipment installation from 55 Main Street to Prospect Hill Water Tank in the amount of \$59,358.31, as requested by the Fire Department
 3. Pipe Plus, Inc. for catch basin and manhole risers in the amount of \$15,000, as requested by the Department of Public Works

14. 9:05 PM **Correspondence**

15. 9:10 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_ZkgGm7JXRnipsL6GIS-9lg. 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.

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.

**Select Board
Correspondence
September 27, 2022**

Incoming Correspondence:

IC 01	09/20/2022	Greater Lowell Community Foundation Invitation to the Power of Philanthropy
IC 02	09/22/2022	Board of Library Trustees and Building Sub-Committee Invitation to Design Open House
IC 03	09/22/2022	Comcast Commencement of Franchise Renewal Process
IC 04	09/22/2022	Town of Amherst United Initiative Proposal
IC 05	09/22/2022	Board of Library Trustees and Building Sub-Committee ARPA Funds Request