



TOWN OF WESTFORD  
**SELECT BOARD**

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886

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

**REVISED**  
**MEETING AGENDA**

October 7, 2022 at 11:46 AM

Tuesday, October 11, 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 agreement for Fiscal Years 23-25 with the Westford Superior Officer's Association (WSOA), 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 Dedication of Captain Joseph Read Boston Tea Party Participant Memorial at the Fairview Cemetery on Saturday, October 15, 2022 at 1:00 PM. For more information, you may visit the following link: [The Dedication of Captain Joseph Read Boston Tea Party Participant Memorial](#)
6. 7:05 PM **Consent Agenda – Request to approve the following:**
  - i. **Street/Road Closure:**  
Event: Neighborhood Block Party  
Applicant: Debra Heusgen  
Date: Saturday, October 15, 2022  
Time: 2:00 PM – 9:00 PM  
Location: 12 to 17 Fairview Drive
  - ii. **Town Common and Bandstand:**  
Event: Veterans Day Program  
Applicant: Ryan Cobleigh, Veterans Services Officer  
Date: Friday, November 11, 2022  
Time: 8:00 AM to 2:00 PM  
Event time: 10:30 AM to 12:00 PM
7. 7:10 PM **Request to update and revise the “Hunting on Board of Selectmen Land Policy” established on October 14, 2014, to permit residents to hunt on a second location if the lottery is under subscribed – Rob Walter, 62 Lake Shore Drive South**

8. 7:30 PM **Joint meeting with the Diversity, Equity, and Inclusion Committee to discuss Select Board priorities for the Committee – Anita Tonakarn-Nguyen, Select Board Liaison, Diversity, Equity and Inclusion Committee**

9. 7:50 PM **Special Town Meeting – Monday, October 17, 2022**  
Finalize positions on warrant articles

ARTICLE 2:	Approve Fiscal Year 2023 Budget Adjustments	<i>Town Manager</i>
ARTICLE 3:	Approve Fiscal Year 2023 Budget Transfers	<i>Town Manager</i>
ARTICLE 4:	Approve Fiscal Year 2023 Capital Appropriations	<i>Capital Planning Committee</i>
ARTICLE 5:	Appropriate Funding for the Construction of a New Municipal Building Located at 51 Main Street	<i>Select Board</i>
ARTICLE 6:	Appropriate Funding for the J.V. Fletcher Library Expansion	<i>Select Board</i>
ARTICLE 7:	Reduce Amount Raised by Taxes in Fiscal Year 2023	<i>Select Board</i>
ARTICLE 9:	Amend Zoning Bylaw Section 3.3 Accessory Dwelling Units	<i>Planning Board and Zoning Board of Appeals</i>

10. 8:35 PM **Request to authorize the Tree Warden to approve National Grid’s proposed plan to trim and prune trees and woody vegetation in the town’s right-of-way, along Circuit 57L1, as part of their 2022 Vegetation Management Plan at the following locations:**

- i. Concord Road (from Littleton Road to 74 Concord Road)
- ii. Concord Road (from Littleton Road to Powers Road)
- iii. Flagg Road (from Kelly Road to 21 Flagg Road)
- iv. Hildreth Street (from Concord Road to Dove Lane)
- v. Howard Road
- vi. Phillips Drive
- vii. Wright Lane

– *Neil Doran, Manager of Forestry, National Grid*

11. 8:55 PM **Old/New Business**

- i. Request to accept the following easements:
  - a. Sidewalk and trail easement on Carlisle Road at Balsam Circle
  - b. Trail, access, utility, and drainage easement for Juniper Hill Estates formerly 75 Graniteville Road
  - c. Sidewalk easement pertaining to lots 4, 5, and 6 associated with the redevelopment of 124 Main Street formerly Hicks Farm
  - d. Trail, access, and utility easement for Cloverleaf Fields formerly 22 Griffin Road

– *Joe Giniewicz, Town Planner*
- ii. Request to approve and sign the November 8, 2022 State Election Warrant
- iii. Request from the Town Clerk to appoint Election Officers for terms expiring on July 31, 2023
- iv. Request from the Clean Energy and Sustainability Committee to appoint Sridevi Kaul as an ~~full~~ **alternate** member for a term expiring on June 30, 2023

12. 9:10 PM **Board Reports/Updates**

13. 9:15 PM **Town Manager's Report**

- i. Consider request from the Director of Council on Aging to fund a full-time van driver in the amount of \$17,250 utilizing American Rescue Plan Act (ARPA) funds due to vacancies in the Department through March 30, 2023 – *Jennifer Claro, Director of Council on Aging*
- ii. Request to approve amendments to the Non-Union Personnel Policies and Procedures
- iii. Consider approval of the Budget Policy Direction for Fiscal Year 2024
- iv. Request to approve the following:
  - a. Contracts:
    1. Memorandum of Understanding for Eastern Salt for road salt for the 2022–2023 winter season in the amount of \$77.28 per ton, as requested by the Department of Public Works
    2. Ricoh Digital Imaging Group for record digitalization services at the service rates specified in the meeting packet, as requested by the Town Manager and Assessors Offices
    3. Intellibeam LLC for the purchase and installation of network upgrades at two Westford Housing Authority properties in the amount
    4. [Cybercomm for the installation of radio equipment as part of the public safety communications upgrade project in the amount of \\$160,911, as requested by the Fire Department](#)
    5. [Motorola for the purchase of radio equipment for the public safety communications upgrade project in the amount of \\$533,712, as requested by the Fire Department](#)
  - b. Purchase Orders:
    1. Franklin Paint for athletic field marking paint and equipment in the amount of \$15,000, as requested by the Department of Public Works

14. 9:20 PM **Correspondence**

15. 9:25 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\\_7TB2JDy-TLKvt6DjX2tgtg](https://westfordma-gov.zoom.us/webinar/register/WN_7TB2JDy-TLKvt6DjX2tgtg). 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  
October 11, 2022**

**Incoming Correspondence:**

IC 01	09/09/2022	Department of Public Utilities Notice of Filing and Public Hearing
IC 02	09/27/2022	Department of Public Utilities Notice of Filing and Public Hearing
IC 03	09/30/2022	National Grid Rate Increase
IC 04	10/04/2022	Salvation Army of Greater Lowell 30 <sup>th</sup> Annual Christmas Castle Breakfast

**Outgoing Correspondence:**

OC 01	09/29/2022	Letters of Support to State Elected Officials regarding Massachusetts Public Library Construction Program Grant Funding
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