



TOWN OF WESTFORD
SELECT BOARD

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

ACTION TAKEN
MEETING AGENDA

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](#)
 - **SB Chair Peraner-Sweet announced there are two surveys available on our website relative to zoning and planning projects. The surveys are available at the following links: [Multi-Family Housing Survey](#) and [Commercial Recreation Opportunities Survey](#)**
 - **SB Vice Chair Clay reminded residents Special Town Meeting will be held on Monday, 10/17 at 7:00 PM in the Westford Academy Gymnasium. To view meeting documents, please visit the following link: [2022 Special Town Meeting](#)**
 - **SB Member Hazelton announced the Commission on Disability is looking to fill vacancies. Interested residents may complete a Citizen Activity Form at the following link: [Citizen Activity Form](#)**
 - **SB Member Hazelton also shared an open invite to the International Block Party which is on Sunday, 10/16 at 12:00 PM at the Franco-American Club**
 - **Terry Stader extended an invitation to have a representative of the SB speak at the Dedication of Captain Joseph Read Boston Tea Party Participant Memorial**
 - **Diane Wood reminded residents the League of Women Voters Special Town Meeting Virtual Warrant Review will be held on Wednesday, 10/12 at 7:00 PM**
6. 7:05 PM **Consent Agenda – Request to approve the following:**
 - i. **Street/Road Closure:**
Event: Neighborhood Block Party
Applicant: Debra Huesgen
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
Approved 5-0 subject to all public safety recommendations

- 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**
Approved 5-0 as amended

- 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 Recommended 5-0	<i>Town Manager</i>
ARTICLE 3:	Approve Fiscal Year 2023 Budget Transfers Recommended 5-0	<i>Town Manager</i>
ARTICLE 4:	Approve Fiscal Year 2023 Capital Appropriations Recommended 5-0	<i>Capital Planning Committee</i>
ARTICLE 5:	Appropriate Funding for the Construction of a New Municipal Building Located at 51 Main Street Recommended 5-0	<i>Select Board</i>
ARTICLE 6:	Appropriate Funding for the J.V. Fletcher Library Expansion Recommended 5-0	<i>Select Board</i>
ARTICLE 7:	Reduce Amount Raised by Taxes in Fiscal Year 2023 Recommended 5-0	<i>Select Board</i>
ARTICLE 9:	Amend Zoning Bylaw Section 3.3 Accessory Dwelling Units Recommended 5-0	<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
Approved 5-0

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*
Approved 5-0
- ii. Request to approve and sign the November 8, 2022 State Election Warrant
Approved 5-0
- iii. Request from the Town Clerk to appoint Election Officers for terms expiring on July 31, 2023
Approved 5-0
- iv. Request from the Clean Energy and Sustainability Committee to appoint Sridevi Kaul as an alternate member for a term expiring on June 30, 2023
Approved 5-0

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*
Approved 5-0
- ii. Request to approve amendments to the Non-Union Personnel Policies and Procedures
Approved 5-0
- iii. Consider approval of the Budget Policy Direction for Fiscal Year 2024
Continued to 10/25
- 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

Approved 5-0 all contracts and purchase orders excluding Intellibeam LLC

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. 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
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 th 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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