

# TOWN OF WESTFORD



## BOARD & COMMITTEE HANDBOOK

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## Introduction

The purpose of this handbook is to provide some basic information for the volunteers who comprise the numerous and critical boards, committees, commissions, and positions that serve the citizens of Westford. As ad-hoc committees come and go and new members are added to existing committees, it is important that all volunteers have a basic starting point to begin their service to the community. This handbook is aimed at being that starting point. Suggestions for improvements and additions will be gratefully accepted and should be submitted to the Town Clerk's office.

*Westford's Town government cannot function without the unselfish contributions of its appointed volunteers. On behalf of all the residents of Westford, the Select Board would like to extend sincere appreciation for your thoughtful participation and concern. -Thank you!*

## Types of Boards and Committees

A list of Town committees and boards along with the number of full, associate and alternate members is available on the Town's website. All boards and committees appointed by the Select Board must follow the general policies set by the Select Board and implemented by the Town Manager. Other boards and committees are encouraged to function in a manner that is consistent with these general policies.

To learn more:

- Westford Boards and Committees Information System
- [data.westfordma.gov/bc/](https://data.westfordma.gov/bc/)

## Statutory Boards and Committees

State statutes and Town bylaws outline the powers and duties of statutory boards and committees, such as the Board of Assessors, School Committee, Board of Health, Conservation Commission, Historical Commission, Planning Board and Zoning Board of Appeals.

These permanent statutory boards and committees, as well as some elected by Westford's voters and others appointed by the Select Board, are established by state law or local bylaw, and their composition, powers, and duties are explicitly defined. Members are entrusted with overseeing compliance with legal requirements and contributing their expertise to guide municipal decisions in areas such as finance, planning, and public safety. Serving on these boards requires a strong desire to learn applicable regulations and a commitment to upholding the public interest.

## Advisory Committees

In addition to the statutory bodies, the Town benefits from a variety of advisory committees that play an essential role in supplementing the work of the statutory boards and supporting the effective governance of Westford.

The Select Board establishes advisory committees to provide valuable guidance and specialized knowledge to address complex matters or projects that arise in the community. Their recommendations often inform the actions and policies of the permanent boards, ensuring that a broad range of perspectives is considered in municipal governance.

The Select Board is the appointing authority for many advisory committees; the Town Manager appoints several others. Other boards and committees, such as the School Committee, may establish and appoint their own advisory committees as well.

For the committees and boards it appoints, the Select Board prepares the charge, sets the number of members and their terms, approves the membership, and receives the committees' reports and recommendations. Advisory committees may be temporary for short-term assignments or may have ongoing responsibilities as determined by the Select Board. When a committee is appointed on a temporary basis, the members will serve until the Select Board determines the committee assignment has been completed. All advisory committees' members appointed by the Select Board serve at the discretion of the Select Board.

## Membership

### Full Members and Alternate Members

The **charge** for all boards and committees specifies the number of full members and the number of alternate members (if any). Serving as an alternate is an excellent way to become familiar with the work of a particular board or committee before taking on the responsibility of a full member.

### Alternate Board Members

An alternate board member is an individual appointed to temporarily replace a full board member when the latter is unable to attend a meeting or fulfill their duties. Alternates step in to ensure the board can maintain a quorum and continue its work without interruption. While an alternate cannot vote unless they are temporarily taking the place of a full member, they can participate in board discussions.

The process for appointing an alternate member of a committee is the same as a full member. It is important to note that an alternate is not a full board member and only serves and votes in the absence of the full board member. Alternates are essentially stand-ins who fill the vacant seat of a full board member during their absence or unavailability. However, alternates should always attend and contribute at meetings.

Alternates are commonly used when a full board member is ill, traveling, has a conflict of interest on a specific issue, or is taking a leave of absence. When acting in place of a full member, the alternate typically has the same powers and responsibilities as the full board member they are replacing.

Some committees have more than one alternate. When a full member is absent and more than one alternate is present, the place of the full member shall be taken by an alternate member as designated by the chair.

## Application Procedure for Appointed Boards and Committees

Residents who are interested in participating on an appointed board or committee should complete a Volunteer Activity Form on the Town website.

To learn more:

- Westford List of Boards and Committees: [data.westfordma.gov/bc/boards.php](https://data.westfordma.gov/bc/boards.php)
- Westford Volunteer Activity Form: [data.westfordma.gov/bc/newcaf.php](https://data.westfordma.gov/bc/newcaf.php)
- Westford Select Board Appointment Process for Boards and Committees [westfordma.gov/DocumentCenter/View/17102/Board-and-Committee-Appointment-Process-2025](https://westfordma.gov/DocumentCenter/View/17102/Board-and-Committee-Appointment-Process-2025)

### QUICK START CHECKLIST

Before serving on a board or committee:

- Submit a Volunteer Activity Form
- Receive notification of receipt from the Town Manager's office and the Chair of the relevant board/committee
- Interview with the board/committee
- Be recommended by the board/committee to the appointing authority
- Be interviewed by the appointing authority
- Be appointed
- Receive appointment letter
- Get sworn in by the Town Clerk
- Read the Open Meeting Law and Conflict of Interest Law, which the Town Clerk is responsible for giving to all appointed and elected committee members
- Complete the Conflict-of-Interest Law Mandatory Education Requirements within 30 days of appointment
- Read the Town of Westford Social Media Participation Policy – Board and Committee Members
- Get a Town/School email account from the Town Clerk

If you are interested in running for an **elected** position, the process is different:

please contact the Town Clerk's office for information

## General

### Before You Take Your First Vote

Once you have been appointed or elected to hold an office, you must be sworn in “qualify” to serve in that office. When you are sworn in, you are making an oath to “faithfully and impartially perform the duties of the office to which you have been appointed/elected.” You must be sworn in each time you are appointed, elected, reappointed or reelected. **You are not a voting member of the board or committee until you have been sworn in.**

To be sworn in, go to the Town Clerk’s office in the first floor of the Westford Town Hall. You will take the oath of office, be sworn in, and your appointment letter will be signed by the Town Clerk.

### Board and Committee Officers

Committees and boards must annually elect a chair. Newly formed boards or committees should elect officers at their first posted meeting. Ongoing boards and committees should elect officers at the first meeting on or after July 1 (the beginning of the Westford fiscal year) or at such time after Annual Town Meeting as is customary. It is preferable that all members are present at officer election.

It is advisable that committees and boards should also elect a vice-chair and secretary or clerk. The vice-chair acts for the chair whenever the latter is absent from meetings or is recused from a discussion and performs other necessary duties of the chair in the chair’s absence. The secretary/clerk is responsible for taking and transcribing the committee's minutes unless a staff person has been assigned to do so. **It is the responsibility of the chair to notify the appointing authority and the Town Clerk of changes in membership and officers.**

The chair presides at all meetings, decides questions of order, calls special meetings, schedules the place, date, and time of meetings and posts the notices for such meetings with the Town Clerk no later than 48 hours before a meeting (excluding Saturday, Sundays and holidays) unless a staff person has been assigned to do this, and signs official documents that require the chair's signature. The chair has the same rights as other members to offer resolutions, make or second motions, discuss questions, and vote thereon.

To learn more:

MA Special Responsibilities of the Public Body Chair

[mass.gov/doc/11062024-oml-responsibilities-of-the-chair-checklist/download](https://mass.gov/doc/11062024-oml-responsibilities-of-the-chair-checklist/download)

### Resignations

Any member vacating a seat early must submit a letter of resignation in writing to the appointing authority, the Town Clerk, and the committee chair.

## Public Comment as a Board/Committee Member

An individual board member has a right to speak publicly as a private citizen but should not purport to represent the board or committee or exercise the authority of the board or committee except when specifically authorized by that body to do so. If members identify themselves as members when speaking as private citizens, it may be perceived that they speak for the board or committee. Such a perception should be avoided, including when participating on social media.

To learn more: Westford Social Media Participation Policy – Board and Committee Members  
[westfordma.gov/DocumentCenter/View/9853/Social-Media-Participation-Policy---Board-and-Committee-Members-2021](https://westfordma.gov/DocumentCenter/View/9853/Social-Media-Participation-Policy---Board-and-Committee-Members-2021)

## Conflict of Interest

The conduct of public officials, including all board and committee members, is governed by the Massachusetts Conflict of Interest Law. Ideally, the “interest” of an official should be the good of the Town, and the theory behind the law is that nothing an official does should interfere with their faithful service to the community. The law not only prohibits officials from soliciting, accepting, or offering bribes but also makes it a criminal offense for an official to profit in certain less tangible ways from their official role. In general, an official may not be involved in any Town action or operation from which they stand to gain personally.

The Town Clerk’s staff will give a copy of the Conflict of Interest Law to all board and committee members when they are sworn in. All board and committee members must complete the online Conflict of Interest training program within 30 days of appointment or election and then every two years thereafter. They also must acknowledge that they received the summary of the Conflict of Interest Law within 30 days of appointment or election, and then annually thereafter.

To learn more: MA Conflict of Interest Law Education and Training Guidelines  
[mass.gov/info-details/conflict-of-interest-law-education-and-training-guidelines](https://mass.gov/info-details/conflict-of-interest-law-education-and-training-guidelines)

MA Conflict of Interest Law

[malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter268A](https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter268A)

# Meetings

## When, Where, How and How Often

To accomplish committee objectives, regular meeting times and locations should be established. Depending on committee workload, meetings may be held weekly, bi-weekly or monthly. A regular night of the week and time should be established. By law, meetings must be conducted in a public building, remote or hybrid (in a building and remote).

## Scheduling Meeting Rooms

Scheduling the use of Town facilities should be done through the administrative office of the building to prevent conflicts in room scheduling.

Town Hall: 978-692-5500;

Schools: 978-692-5560;

Roudenbush 3<sup>rd</sup> floor Town offices: 978-692-5532;

Police Station Training Room: 978-399-2028;

Fletcher Station Fire Department Training Room: 978-399-2088;

Cameron Senior Center: 978-692-5523;

J. V. Fletcher Library: 978-399-2300;

**Note:** Most Town buildings are accessible for all abilities. Please contact the building contact if special assistance is needed.

## Remote Meeting Guidelines

The Select Board voted to allow board/committee members to participate in meetings remotely when board members are unable to attend a public meeting in person for specified reasons. Additionally, the Town is operating under the special law regarding remote meetings that was established in 2020 due to COVID-19 and extended through June 30, 2027.

To learn more: MA Updated Guidance on Holding Meetings Pursuant to the Act Extending Certain COVID-19 Measures

[mass.gov/info-details/updated-guidance-on-holding-meetings-pursuant-to-the-act-extending-certain-covid-19-measures](https://www.mass.gov/info-details/updated-guidance-on-holding-meetings-pursuant-to-the-act-extending-certain-covid-19-measures)

## Holding Fully Remote/Hybrid Meetings

Boards and committees can choose to hold a meeting in either a fully remote or a hybrid format. If possible, the hybrid meetings are preferred as they provide the greatest level of public participation.

If a board/committee is interested in holding a fully remote or hybrid meeting and does not have a staff liaison, the chair should contact the Technology Department (978-399-2418). The Technology Department will provide a Zoom meeting link, and a member of the department or an appropriately trained member of Town staff will be present at the meeting to provide technical support.

Boards and committees must observe all Open Meeting Law regulations and follow Robert's

Rules of Order (see below) as they would for in-person meetings.

Just as with in-person meetings, minutes must be recorded, accepted by the board/committee and then filed with the Town Clerk.

The board/committee shall designate a member or trained staff to manage remote participation. This includes ensuring attendees are able to speak at the meeting and alerting the chair to questions/comments from remote attendees.

To learn more: MA Open Meeting Law Guide and Educational Materials (Remote Participation, page 16)

[mass.gov/doc/open-meeting-law-guide-5/download](https://mass.gov/doc/open-meeting-law-guide-5/download)

## The Open Meeting Law

The Town Clerk is responsible for giving each newly elected and appointed officer the full text of the Open Meeting Law.

The Open Meeting Law applies to governmental bodies at the state, county and local levels. In general, the law requires that

- notice of such meetings be publicly posted
- meetings of such bodies be open to the public except for executive sessions, which can only be held for specifically defined reasons
- accurate records of the meetings be kept and available to the public

A “governmental body” is every board, commission, committee or subcommittee, of any district, city, region or town, however elected, appointed or otherwise constituted, and the governing board of a local housing, re-development or similar authority.

The purpose of the Open Meeting Law is to eliminate much of the secrecy surrounding the deliberations and decisions on which the public policy is based. The requirements of the Open Meeting Law grow out of the idea that the democratic process depends on the public having knowledge about the considerations underlying governmental action, for without that knowledge people cannot judge the merits of action taken by their representatives.

The District Attorney is responsible under the Open Meeting Law for enforcing its provisions in the county and cities and towns within his or her district.

To learn more:

MA Open Meeting Law Guide and Educational Materials

[mass.gov/doc/open-meeting-law-guide-5/download](https://mass.gov/doc/open-meeting-law-guide-5/download)

Open Meeting Law: MA. Gen. Laws ch. 30A, sec. 18-25

[malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section18](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section18)

## Posting Notice of Meetings

To comply with Massachusetts' Open Meeting Law, public bodies must post meeting notices (the agenda) with date, time, location and specific topics at least 48 hours in advance, excluding weekends and holidays, by filing them with the Town Clerk in person or at [agendas@westfordma.gov](mailto:agendas@westfordma.gov). The Town Clerk will post the agenda on the municipal website and the town bulletin board. In addition, board and committee members must receive this information, with the notice including details about any executive sessions.

The Open Meeting Law requires that the notice of **every meeting** of any governmental body must be filed with the Town Clerk. The notice must be posted on the Town Hall bulletin board at least 48 hours, not including Saturdays, Sundays and holidays, prior to each meeting. Emergency meetings as defined in the Open Meeting Law are exempt from the 48-hour posting. The meeting notice must be printed in an easily readable type and contain the date, time and place of the meeting. Notices may be emailed to [agendas@westfordma.gov](mailto:agendas@westfordma.gov). By State law, filings and postings are the responsibility of the officer calling the meeting.

Meeting Posting Deadlines	
To have a meeting on:	The posting deadline is the previous:
Monday	Thursday
Tuesday	Friday <i>unless following Monday is a holiday, then Thursday</i>
Wednesday	Monday <i>unless following Monday is a holiday, then Friday</i>
Thursday	Tuesday
Friday	Wednesday

## Open Meetings and Executive Sessions

The Open Meeting Law requires that all meetings of a governmental body be open to the public, and any person shall be permitted to attend any meeting except a proper executive session.

### Executive Sessions

An executive session may be held **ONLY** for one of the reasons described in the Open Meeting Law.

- To discuss the reputation, character, physical condition, mental health rather than the professional competence of a single individual. The individual must be notified of such meeting and may request that the meeting remain open.
- To consider the discipline or dismissal of an individual or to hear charges against an individual. The individual must be notified of such meeting and may request that the meeting remain open.
- To discuss matters regarding collective bargaining or litigation.

- To discuss deployment of security personnel or security devices.
- To investigate allegations of criminal conduct.
- To consider matters regarding real property.
- To comply with the provisions of any general or special law or federal grant-in-aid requirements.
- To consider and interview applicants for employment by a preliminary screening committee.
- To meet and confer with a mediator
- To discuss trade secrets and confidential information provided in conjunction with governmental body acting as an energy supplier.

### Executive Sessions Procedure

The following steps must be taken before going into executive session:

- An open session must be convened first.
- The presiding officer (ordinarily the chair) must give the purpose of an executive session. The purpose of the executive session must be one of the permitted purposes summarized above.
- The presiding officer must indicate whether the board or committee will reconvene after executive session.
- A majority vote is needed to go into executive session.
- The vote of each member must be recorded on a roll call vote and recorded in the minutes.

To learn more: MA Open Meeting Law Guide and Educational Materials

(Executive Session, page 11)

[mass.gov/doc/open-meeting-law-guide-5/download](https://www.mass.gov/doc/open-meeting-law-guide-5/download)

### Quorum

A board/committee must have a quorum of its membership before any business may be conducted. Quorum is determined by the number of full members in a board/committee and is, as defined by the Open Meeting Law, “a simple majority of the members of a public body...”

One example:

A committee consists of the following:

- 5 at-large full members
- 1 voting member of the Select Board
- 1 voting member of the Planning Board
- Total: 7 full members**
- The committee also has 2 alternate members.

**The quorum for this committee is 4.**

When an at-large member is absent, the chair can choose an alternate member to fill that seat for the meeting to achieve or exceed quorum. Alternates cannot be chosen to replace an absent Select Board or Planning Board member. Alternate members may only vote when they are filling in for a full member.

To learn more: MA Frequently Asked Questions about the Open Meeting Law (Frequently asked questions about calculation of quorum and majority)

[mass.gov/info-details/frequently-asked-questions-about-the-open-meeting-law#frequently-asked-questions-about-calculation-of-quorum-and-majority](https://mass.gov/info-details/frequently-asked-questions-about-the-open-meeting-law#frequently-asked-questions-about-calculation-of-quorum-and-majority)

## Conduct of Meetings

Generally, Robert's Rules of Order should be used in establishing consistent procedural guidelines for conducting meetings.

The chair should have a clear and consistent method of presenting each agenda item at regular meetings. It is often wise to assign one of members or other knowledgeable person to the task of explaining the background and detail of each issue of the meeting. In Public Hearings held by statutory boards and committees, generally the applicant or their representative explains the background and details of the agenda topic and provides answers to questions from board members and members of the public attending the meeting.

Following the presentation, there should be adequate opportunity for other members of the board and meeting participants to ask questions and further discuss the issue to be sure that all the facts have been brought to the floor.

## Recusal Process

If a member believes that they may face a conflict of interest or other reason that may justify recusal as to any matter, the member should immediately contact the Town Manager who will consult with Town Counsel for advice as to the proper course of action. Some potential conflicts are cured by a simple disclosure form filed in advance; others are cured by a simple disclosure form filed in advance with and approved by the Select Board as the appointing authority; others cannot be waived and require recusal. It is important for the member to understand and follow the proper course of action before proceeding.

The various disclosure forms can be found on the State Ethics Commission's website. If the board or committee member is recused, they must leave the room while the matter causing the conflict is being discussed to avoid any appearance of exerting undue influence.

To learn more: MA Summary of the Conflict of Interest Law for Municipal Employees  
[mass.gov/orgs/state-ethics-commission](https://mass.gov/orgs/state-ethics-commission)

## Records of Meetings/Meeting Minutes

### **Massachusetts General Laws, Chapter 30A, Section 22**

The Open Meeting Law requires that every governmental body maintain accurate records of each meeting, setting forth the date, time, place, members present or absent and action taken or discussed at each meeting, including executive sessions. No votes taken in open session shall be by secret ballot.

A board/committee should designate a member to take minutes for each meeting. This could be a member of the board/committee who has been elected as the secretary or clerk of the committee a staff member, or members who serve as secretary on a rotating basis.

Boards and committees should review and if possible, approve minutes in a timely fashion (within 30-60 days). Once minutes have been approved, they should be sent to the Town Clerk.

To learn more: MA Public Body Checklist for Creating and Approving Meeting Minutes  
[mass.gov/doc/110624-oml-minutes-checklist/download](https://www.mass.gov/doc/110624-oml-minutes-checklist/download)

## All Deliberations are Public

All deliberations by a public body must be made within a public meeting. The Open Meeting Law defines “Deliberation” as “an oral or written communication through any medium, including electronic mail, along with social media deliberations between or among a public body or any public business within its jurisdiction; provided, however, that ‘deliberation’ shall not include the distribution of a meeting agenda, scheduling information or the distribution of reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed.”

Communications between a sub-quorum are permitted if that sub-quorum is not a subcommittee (a multi-member group created by formal action of a public body tasked with committee business) and if there is no serial communication.

A recommended practice is that all communication outside of a public meeting should take place using Town (westfordma.gov or westfordk12.us) email accounts.

## Public Records Law

The Massachusetts Public Records Law gives a right of public access to “public records,” which are defined by the law to include any document, regardless of physical form or characteristics, made or received by a public official or employee to serve a public purpose, unless subject to a statutory exemption. Government records generated, received or maintained electronically, including electronic mail, constitute “public records” under this standard. Retention and destruction of these records should follow the schedule specified by law. No public records should be deleted or destroyed without first consulting the Town Manager.

To learn more: MA Guide to the Massachusetts Public Records Law  
[sec.state.ma.us/divisions/public-records/download/guide.pdf](https://sec.state.ma.us/divisions/public-records/download/guide.pdf)

## Support Services

### Budget Development

Each committee and board or its assigned staff person should give serious consideration to the development of a budget to underwrite necessary expenses during the following fiscal year.

Budget requests should be directed to the Town Managers office in late August for consideration for the following fiscal year.

### Committee Expense Reimbursement

Committee expenses are reimbursable only after a formal vote of acceptance by the body of that board/committee, when the committee has money in its budget for the specific type of expenditure. A warrant (request for payment), with accompanying receipts and bills signed by the majority of the committee, is then presented to the Town Accountant. Expenses over \$1,000 must be preauthorized by the Town Accountant and Town Manager's office by obtaining a signed purchase order.

### Purchases

Committee members should be aware that all municipal purchases are regulated by a variety of statutes, regulations and bylaws. Construction contracts, for example, may be regulated by Chapter 30 of the General Laws, the Omnibus Construction Reform Act, the Affirmative Action Plan, and the Town of Westford bylaws. The Minority Business Enterprise Program of the Affirmative Action Plan is applicable in almost every purchasing situation. The Select Board must formally approve all contracts. The Town Manager's office should be contacted for guidance through the process well in advance if a board or committee will be making any purchases.

### Use of Town Counsel

Town Counsel provides legal services to all Town departments, boards and committees upon request of the Town Manager. A board or committee chair or an assigned staff person must make a formal request to the Town Manager for approval to use Town Counsel. The Town Manager will coordinate and submit the request to Town Counsel or the Select Board, as appropriate. The request submitted to the Town Manager must include the subject matter of the legal advice requested and any written materials to provide background information for the request. With certain exceptions, questions presented to and advice received from Town Counsel are ordinarily protected by the Town's attorney-client privilege. That information must be labeled as such and segregated in the board or committee's files to avoid inadvertent disclosure and waiver of the privilege.

## Annual Town Report

One of the most important functions of each committee and board is the preparation of its submission for the Annual Town Report.

Each committee is responsible for submitting an electronic copy of its annual report. The Town Manager or their designee will inform board and committees of the specifications and submission dates for the reports.

## Town Meeting Warrant Articles

Boards and committees may submit articles to the Select Board for inclusion in Town Meeting warrants. The articles require only a letter of request from the chair; however, they are placed on the warrant at the discretion of the Select Board, who may reword the article.

### Annual Town Meeting

Warrant articles for Annual Town Meeting are to be submitted to the Town Manager's office by the first Tuesday in January. The Select Board recommends that proposed articles be submitted as soon as they are available.

### Special Town Meeting

Warrant articles for Special Town Meetings are to be submitted according to the Select Board's timeline for that meeting.

### Articles by Petition

Any resident may place an article on the warrant for a Town Meeting by petition, with signatures and addresses from at least 10 registered voters for an Annual Town Meeting or 100 registered voters for a Special Town Meeting. The Select Board must place such an article on the warrant if the petition is received at least 60 days before the Town Meeting unless the petition asks the Town to do something illegal.

## Communication

### Town/School Email Accounts

Committee members are given a town email address (westfordma.gov. School committee uses westfordk12.us) when sworn into the seat in the Clerk's office. This helps to ensure that all town-related correspondence is archived and simplifies logistical communication with other committee members and town departments. For volunteers who do not have a Town email account, the Town Clerk's office will ask the Technology Department to set one up. The Technology Department will also instruct committee members on how to access their account.

### Communication with the Select Board

Regular correspondence with the Select Board (or the board/committee's appointing authority) should be made to keep them apprised of the actions and plans of the board/committee.

## Communication with Town Staff

Board and committee members may need to communicate with Town staff. In general communications to Town staff should be made through the chair or a designated representative of the committee.

## Cable TV Access

Boards/committees can contact the Westford CAT studio at [westfordcat@westfordcat.org](mailto:westfordcat@westfordcat.org) or call 978-692-7152 for information about use of their equipment and the community access facilities.

## Sources of Advice and Assistance

### **Conflict of Interest Law**

State Ethics Commission  
617-371-9500  
[mass.gov/ethics](https://www.mass.gov/ethics)

### **Open Meeting Law**

Office of the Attorney  
General  
617-963-2540  
[openmeeting@mass.gov](mailto:openmeeting@mass.gov)  
[mass.gov/ago](https://www.mass.gov/ago)

### **Public Records Law**

Secretary of the  
Commonwealth  
617-727-2832  
[pre@sec.state.ma.us](mailto:pre@sec.state.ma.us)  
[sec.state.ma.us](https://www.sec.state.ma.us)