
ANNUAL REPORT

Town of Westford

For the Fiscal Year Ending

JUNE 30

2023



Emily Fletcher

1845-1923

On the cover

Emily Fletcher, born in 1845, died in Westford a century ago in April 1923. She moved to Westford at the age of three where her family lived in the home her father had built at 33 Main Street. Later Emily moved across Main Street to live in an apartment over the Wright & Fletcher General Store which was run by her father, Sherman H. Fletcher, then by her brother.

When she was 10, Emily entered Westford Academy where she first became interested in biology. The vibrant colors of budding flowers, the sight of the looming pines, and the wind brushing through your hair – these sensations inspired Emily Fletcher to examine the great outdoors and share her passions with the rest of the world. Emily began to collect samples of local vegetation and wildlife and became a skilled taxidermist. She frequently corresponded with experts in the field and her findings were frequently published in *Rhodora*, a periodical published by the New England Botanical Club. Six hundred and thirty of her botanical specimens are currently housed at Gray Herbarium at Harvard University. Unfortunately, most of these rare species cannot be identified as the key to the specimen list has been lost. Emily would spend much of her time near the Wool Waste Dumps identifying the various species. She discovered rare plants that were growing along Stony Brook from the seeds stuck in the wool used by the Abbot Worsted mills in Forge Village. One of these flowers includes *Lythrum salicaria* or purple loosestrife.

A photo of Emily's specimen of purple loosestrife is on this Report's inside back cover. A century after her death, her legacy as a biologist and taxidermist can be viewed today as you look outside your kitchen windows and trek the various trails of Westford.

Source: *Emily Francis Fletcher: New England Botanist*,
Jean G. Downey and Marian C. Harman, June 2000

- Saniya Choudhry
Summer 2023 intern at the Westford Historical Society

TOWN OF WESTFORD MASSACHUSETTS

Annual Report

For the fiscal year ending June 30, 2023

Annual Town Meeting
Saturday, March 23, 2024

Annual Town Election
Tuesday, May 7, 2024

CITIZEN ACTIVITY FORM

Town of Westford

GOOD GOVERNMENT STARTS WITH YOU

If you are interested in serving on a town committee, please fill out the Citizen Activity Form on the town's website at data.westfordma.gov/bc/newcaf.php

Or fill out this form and mail it to the Town Manager, Town Hall, 55 Main Street, Westford, MA 01886.

All committee vacancies will be filled by those deemed most qualified to serve in a particular capacity.

Date: _____

Name: _____

Home Address: _____

Mailing Address (if different from home address): _____

Phone Numbers: _____

Email Address: _____

Current Occupation/Current Employer: _____

Narrative: Please tell us how much time you have available and any education, experience, or special skills that may be relevant to the committee(s) you are interested in.

Which committee/board(s) are you interested in (limit 5 per application)? A complete list of town committees and boards is available online at:

data.westfordma.gov/bc/boards.php

IN MEMORIAM



Helena McNiff “Mickey” Crocker

October 20, 1928 - June 25, 2023



How does one put Mickey Crocker on one page?

Helena McNiff was born at home, on Palermo Street in Forge Village, and she died at her home on West Street four months shy of her 95th birthday.

Graduating from Westford Academy as one of the 37 members of the class of 1946, Mickey spent her life in Westford dedicated to making the lives of others better. Volunteering with Community Teamwork of Lowell as well as with the Westford Community Services Committee in the early 1970s led to a position created by the town to make use of her skills: Town Aide.

For the next 50 years, Mickey was a tireless advocate for the senior residents in her town. The Council on Aging. The Senior Center. The Food Pantry. Affordable senior housing at 65 Tadmuck Road and on School Street in Graniteville. All of these were Mickey’s ideas and initiatives: she made them a reality, and she stayed active with them until her death.

No one said “No” to Mickey Crocker.

In the fall of 2022, the groundbreaking was held for the town’s newest senior housing at 60 Littleton Road, named the Helena Crocker Residences. Mickey was there for the ceremony.

IN MEMORIAM

- CONTINUED

Bill Barnett

July 15, 1940 - November 11, 2022

Bill Barnett began volunteering for Westford in 1973 when Tom Stiling, chair of the Recreation Commission, recruited Bill to join the Commission. Over the next 19 years, Bill established the swimming program at both town beaches and was instrumental in the town buying and developing Jack Walsh Field in Parker Village. After stepping down from the Recreation Commission, Bill served on the Capital Outlay Committee and Land Use Committee before turning his attention to the Westford Museum, where he was both a docent and a board member from 2009-2013, a fitting finale to Bill's 40-year gift of his time and talents to this town.



Terry Kane

April 8, 1936 - September 14, 2022



Terry Kane lived in Westford and worked for this town his entire life. His father, Larry, was born in Belfast, Ireland, and came to Forge Village to work at the Abbot Worsted Company and play for the Abbot Worsted soccer team. After graduating from Westford Academy in 1955, Terry went to work for the Highway Department and served as a call firefighter. In 1971, he joined the Westford Police Department and was eventually appointed to run the criminal bureau. When Terry retired in 2000, he held the rank of sergeant. According to his son, TJ, "He was always proud of the men in blue at the Westford P.D."

IN MEMORIAM

- CONTINUED

Bob Webb

July 17, 1947 - November 20, 2022

On Bob's death, his family wrote, "Meadowbrook Farm was his love and his passion." In the 1997 Annual Town Report, the Picking/Gould Farm Negotiating Committee described Bob's role in creating Meadowbrook Farm – the house, barn, and farm buildings of Bernice Gould Picking, who died in 1996. When the Town's offer to buy the property were rejected, Bob, his wife Margit, and their friend Bob Waskiewicz, "the two Bobs," partnered with the Town. A public-private partnership was created and brought to two Special Town Meetings in fall 1997. The Committee wrote, "In a unique venture, the Town bought 62 acres for \$1.2 million and the [two Bobs] purchased 24 acres....Most of the Town land will be leased to the [two Bobs] who, in turn, agreed to restore the farm buildings and operate the farm and trail system open to the public."



Thanks to Bob Webb's vision, today the farmhouse, barn, and former schoolhouse are all used, and Good Pickin' Farm operates a working farm, education, and recreation center dedicated to providing experiential learning for children, teens, and adults.

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ELECTED OFFICIALS AS OF JUNE 30, 2023

Term expires

BOARD OF HEALTH

Joanne Belanger	4 Marie Anne Dr.	3-year term 5/2024
Stephanie D. Granger	101 Russells Way	5/2025
Susan M. Hanly	26 Kirsi Cir.	5/2025
Maeghan Hughes	7 Blue Ridge Rd.	2/2026
Michele Pitoniak-Crawford	15 Shelly Ln.	5/2026

HOUSING AUTHORITY

Nancy Cook	25 North Main St.	5-year term 8/2028
Carol S. Engel	26 Lowell Rd.	5/2026
Diane Holmes	14 Sandstone Rd.	5/2027
Barbara Upperman	7 Church St.	5/2024

J. V. FLETCHER LIBRARY TRUSTEES

Lynn Clermont	24 Byrne Ave.	3-year term 5/2026
Elizabeth S. Diercks	64 Lake Shore Dr. South	5/2025
Marianne C. Fleckner	23R Almeria Cir.	5/2024
Alisha E. Hillam	6 Coolidge Ave.	5/2024
Caroline Roache	38 Kirsi Cir.	5/2026
Glen M. Secor	56R Pleasant St.	5/2025

MODERATOR

Angela Harkness	15 Castle Rd.	3-year term 5/2026
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PLANNING BOARD

Michael E. Bonenfant	3 Hadley Rd.	5-year term 5/2024
Joan C. Croteau	10 Boutwell Hill Rd.	5/2026
Dylan H. O'Connor	3 Lambert Way	5/2027
Robert L. Shaffer	7 Blakes Hill Rd.	5/2025
Darrin H. Wizst	1 Noonan Way	5/2028

SCHOOL COMMITTEE

Kathryn Clear	14 Sawmill Dr.	3-year term 5/2024
Marisol Garcia	53 Pleasant St.	5/2025
Sean Kelly	7 Chestnut Rd.	5/2025
William McDonald	32 Pierce Ave.	2/2026
Christopher Sanders	4 Koala Bear Ln.	5/2024
Valery Young	4 Marie Anne Dr.	5/2026
Mingquan Zheng	3 Joyce Cir.	5/2024

SELECT BOARD

Chris Barrett	13 Vose Hill Rd.	3-year term 5/2026
G. Thomas Clay	7 Ward Hill Rd.	5/2026
John H. Cunningham	4 Butternut Rd.	5/2024
J. Scott Hazelton	76 Nutting Rd.	5/2025
Andrea Peraner-Sweet	21 Kirsi Cir.	5/2025

APPOINTED OFFICIALS AS OF JUNE 30, 2023

		<i>Term expires</i>
AFFORDABLE HOUSING TRUST		
<i>Appointed by Select Board</i>		
		<i>2-year term</i>
Joan Croteau	10 Boutwell Hill Rd.	6/30/2025
J. Scott Hazelton	76 Nutting Rd.	6/30/2025
Marianne Nelson	4 Main St.	6/30/2025
Andrea Peraner-Sweet	21 Kirsi Cir.	6/30/2024
Ragi Ramachandran	7 Apache Way	6/30/2025
Drew Vernalia	10 Groton Rd.	6/30/2025
Robert J. Waskiewicz	120 Groton Rd.	6/30/2024
Alden Wood	122 Depot St.	6/30/2025
AGRICULTURAL COMMISSION		
<i>Appointed by Select Board</i>		
		<i>3-year term</i>
Sharon A. Chew	12 Robinwood Cir.	6/30/2023
Joana Liu Donaher	90 Hildreth St.	6/30/2024
Noelle L. Donovan	11 Moore Rd.	6/30/2023
Leela Obilichetti	3 Lindsey Ln.	6/30/2023
Mark O'Lalor	105 Concord Rd.	6/30/2023
Darren Teysseidou	14 Russells Way	6/30/2023
BOARD OF ASSESSORS		
<i>Appointed by Town Manager</i>		
		<i>3-year term</i>
David J. Flanagan	98 Jimney Dr.	6/30/2023
Diane Holmes	13 Sandstone Rd.	6/30/2025
Titus A. Palmer	15 Vose Rd.	6/30/2024
BOARD OF CEMETERY COMMISSIONERS		
<i>Appointed by Town Manager</i>		
		<i>3-year term</i>
Linda Greene	11 Reinsway Cir.	6/30/2023
Lisa S. Groves	84 Main St.	6/30/2025
Jennifer Johnson	1 Court Rd.	6/30/2023
Mary D. Lyman	3 Tadmuck Ln.	6/30/2023
Terry M. Stader	2A Old Colony Dr.	6/30/2025
BOARD OF WATER COMMISSIONERS		
<i>Appointed by Town Manager</i>		
		<i>3-year term</i>
Chauncey Chu	1 Green Needles Rd.	6/30/2023
Hugh C. Maguire	127 Cold Spring Rd.	6/30/2024
Titus A. Palmer	15 Vose Rd.	6/30/2023
Timothy Hall (alt.)	51 North Main St.	6/30/2025

APPOINTED OFFICIALS AS OF JUNE 30, 2023—CONTINUED

Term expires

BUDGET TASK FORCE

Appointed by Town Manager

Until task is complete

Chris Chew	23 Depot St.	No expiration date
G. Thomas Clay	7 Ward Hill Rd.	No expiration date
Shana A. Farnsworth	81 Groton Rd.	No expiration date
Kristina Greene	1 Chesapeake Dr.	No expiration date
Vibhu Jain	12 Chandler Rd.	No expiration date
Erika Kohl	4 Frances Hill Rd.	No expiration date
Kristen Las	55 Main St.	No expiration date
Jenny Lin	23 Depot St.	No expiration date
Amy Lundquist	6 Heritage Way	No expiration date
Daniel O'Donnell	55 Main St.	No expiration date
Valery Young	4 Marie Ann Dr.	No expiration date

BYLAW REVIEW COMMITTEE

Appointed by Select Board

3-year term

Jean Croteau	10 Boutwell Hill Rd.	6/30/2023
Joan Croteau	10 Boutwell Hill Rd.	6/30/2025
Patricia L. Dubey	55 Main St.	No expiration date

CAPITAL PLANNING COMMITTEE

Appointed by Town Manager

Chris Barrett	13 Vose Hill Rd.	No expiration date
Chris Chew	23 Depot St.	No expiration date
John Cunningham	4 Butternut Rd.	No expiration date
Heather FitzPatrick	13 Shannon Cir.	No expiration date
Paul J. Hajjar	2 Park View Cir.	No expiration date
Patricia Leonhardt	23 Depot St.	No expiration date
Thomas J. Mahanna	4 Butterfield Ln.	No expiration date
Daniel O'Donnell	55 Main St.	No expiration date
Anita Tonakarn-Nguyen	9 Plain Rd.	No expiration date
Valery Young	4 Marie Anne Dr.	No expiration date
Kristina V. Green (alt.)	1 Chesapeake Dr.	No expiration date

CLEAN ENERGY AND SUSTAINABILITY COMMITTEE

Appointed by Select Board

3-year term

Sriman Banerjee	1 Primrose Ln.	6/30/2023
Michael Berlinski	37 Crown Rd.	6/30/2023
Eileen English	13 Woodridge Ln.	6/30/2024
Gerald DiBello	6 Court Rd.	6/30/2025
Sridevi Kaul	32 Powers Rd.	6/30/2023
Erika Kohl	4 Frances Hill Rd.	6/30/2024
Gabriela V. Miller	9 Kayla Dr.	6/30/2023
Beth A. Perkins	9 Patriot Ln.	6/30/2025
Matthew L. Riegert	8 Castle Rd.	6/30/2025
Thomas L. Teller	9 Texas Rd.	6/30/2023
Mark Tincknell	9 Joyce Cir.	6/30/2023

APPOINTED OFFICIALS AS OF JUNE 30, 2023—CONTINUED

COMMISSION ON DISABILITY

Appointed by Town Manager and Select Board

		<i>Term expires</i>
Joyce Benoit	65 Tadmuck Rd.	6/30/2023
Raymond Clark	47 Hildreth St.	6/30/2023
Kathryn Clear	14 Sawmill Dr.	6/30/2025
J. Scott Hazelton	76 Nutting Rd.	6/30/2023
Patricia Reppucci	15 Lucille Ave.	6/30/2024

COMMUNICATIONS ADVISORY COMMITTEE

Appointed by Select Board

		<i>1-year term</i>
Robert S. Jefferies	11 Boston Rd.	6/30/2024
Robert S. Rafferty	3 Bradford St.	6/30/2024
Thomas Spuhler	232 Concord Rd.	6/30/2024
Milind Tamaskar	5 Erins Way	6/30/2024
Michael J. Wells	55 Main St.	6/30/2024

COMMUNITY BEHAVIORAL MENTAL HEALTH COMMITTEE

Appointed by Select Board

		<i>3-year term</i>
Patricia Blackstock	55 Main St.	6/30/2023
Alison B. Christopher	55 Main St.	6/30/2023
Nancy J. Cook	25 North Main St.	6/30/2023
Rae Dick	55 Main St.	6/30/2023
Sarah Glatt	18 Bayberry Rd.	6/30/2023
Susan M. Hanly	26 Kirsi Cir.	6/30/2023
Meredith A. Hogarty	17 Patriot Ln.	6/30/2023
Nicole K. Laviolette	55 Main St.	6/30/2023
Richard K. Layne, Jr.	55 Main St.	6/30/2023
Rebecca Lockwood	55 Main St.	6/30/2023
Courtney Moran	23 Depot St.	6/30/2023
Brittany Nash	55 Main St.	6/30/2023
Clare M. O'Brien	2 MacQuarrie Ln.	6/30/2023
Rachel C. O'Toole	12 North Hill Rd.	6/30/2023
James D. Peloquin	53 Main St.	6/30/2023
Andrea Peraner-Sweet	21 Kirsi Cir.	6/30/2023
Babita Kapur Piplani	2 Downs Rd.	6/30/2023
Mary E. Rockwood	3 Windsor Way	6/30/2023
Katherine Lee Steele-Dantin	236 Concord Rd.	6/30/2023
Jillian Thatcher	11 Misty Ln.	6/30/2023
Mary-Ellen Wildman	88 Powers Rd.	6/30/2023

APPOINTED OFFICIALS AS OF JUNE 30, 2023—CONTINUED

COMMUNITY PRESERVATION COMMITTEE

Appointed by Select Board

		<i>Term expires</i>
Marilyn Frank	6 Chamberlain Rd.	6/30/2025
Michael Furman	26 Palermo St.	6/30/2023
Kathleen A. Healy	95 North Main St.	6/30/2024
Diane Holmes	13 Sandstone Rd.	6/30/2023
Robert S. Jefferies	11 Boston Rd.	6/30/2024
Christine M. MacMillan	12 Maple St.	6/30/2024
Dylan O'Connor	3 Lambert Way	6/30/2024
Robert D. Price	18 Stratton Hill Rd.	6/30/2025
Robert Stafford	22 Leyland Rd.	6/30/2023

CONSERVATION COMMISSION

Appointed by Select Board

		<i>3-year term</i>
Noel Almeida	41 West St.	6/30/2025
Noelle L. Donovan	11 Moore Rd.	6/30/2023
Eric Fahle	9 Long Sought For Pond Rd.	6/30/2023
Marilyn Frank	6 Chamberlain Rd.	6/30/2025
James S. Gozzo	6 Carolina Ln.	6/30/2023
Ann R. Jefferies	11 Boston Rd.	6/30/2024
Margaret Wheeler	171 Depot St.	6/30/2023

CONSTABLE

Appointed by Select Board

		<i>3-year term</i>
Patricia L. Dubey	55 Main St.	6/30/2024

COUNCIL ON AGING

Appointed by Town Manager

		<i>3-year term</i>
Sandra Collins	3 Polley Rd.	6/30/2025
Nancy J. Cook	25 North Main St.	6/30/2025
Helena Crocker*	34 West St.	6/30/2025
Patricia A. Holmes	7 Church St.	6/30/2025
Terry M. Stader	2A Old Colony Dr.	6/30/2023
Robert P. Tierney	10 Tallard Rd.	6/30/2024
Barbara Upperman	7 Church St.	6/30/2025
*deceased 6/26/23		

CULTURAL COUNCIL

Appointed by Select Board

		<i>3-year term</i>
Claire A. France	6 Country Rd.	6/30/2024
Apparao Karri	102 Russells Way	6/30/2023
Babita Kapur Piplani	2 Downs Rd.	6/30/2024
Seema P. Pusalkar	2 Sweetwood Cir.	6/30/2025
Vidya Raman	11 Woodbury Dr.	6/30/2023
Dongchun Wang	10 Quarry Hill Rd.	6/30/2024

APPOINTED OFFICIALS AS OF JUNE 30, 2023—CONTINUED

Term expires

DESIGNER SELECTION COMMITTEE FOR LIBRARY RENOVATION AND EXPANSION PROJECT

Appointed by Town Manager

1-year term

Elizabeth Diercks	64 Lake Shore Dr. South.	5/3/2024
J. Scott Hazelton	76 Nutting Rd.	5/3/2024
Kristina Leedberg	50 Main St.	5/3/2024
Beth A. Perkins	9 Patriot Ln.	5/3/2024
Ellen D. Rainville	20 Carlisle Rd.	5/3/2024
Jeanne K. Roberts	1 Hildreth St.	5/3/2024
Glen Secor	56A Pleasant St.	5/3/2024

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

Appointed by Select Board and School Committee

3-year term

Haining Bao	118 Carlisle Rd.	6/30/2023
Eric R. Barber-Mingo	104 Dunstable Rd.	6/30/2023
Nancy J. Cook	22 North Main St.	6/30/2023
Joe Diamond	7 Trailside Way	6/30/2023
Scott Harkness	15 Castle Rd.	6/30/2023
Yibing Li	4 Comanche Ter.	6/30/2023
Kun Luo	15 Misty Ln.	6/30/2023
Madonna McKenzie	28 Cold Spring Rd.	6/30/2023
Seema Pusalkar	2 Sweetwood Cir.	6/30/2023
Anjali Rajput	9 Timberlee Ln.	6/30/2023
Patricia Reppucci	15 Lucille Ave.	6/30/2023
Junwei Huang (alt.)	64 Newport Dr.	6/30/2023
Anita Tonakarn-Nguyen (alt.)	9 Plain Rd.	6/30/2023

DOG PARK TASK FORCE

Appointed by Select Board

2-year term

Karen Hudson	5 Carlisle Rd.	6/30/2024
Chris M. Lengyel	16 Dana Dr.	6/30/2024
Cheryl McGrath	3 Jarvis Way	6/30/2024
Amy L. Verreault	27 Monadnock Dr.	6/30/2024

ECONOMIC DEVELOPMENT COMMITTEE

Appointed by Select Board

3-year term

Thomas P. Barry	27 Stone Ridge Rd.	6/30/2024
Ronald Caterino	45 Stone Ridge Rd.	6/30/2024
G. Thomas Clay	7 Ward Hill Rd.	6/30/2024
Alexander J. Mancuso	53 Hildreth St.	6/30/2024
Jeff Morrissette	55 Main St.	6/30/2024
Bruce J. Rosenberg	123 Westview Dr.	6/30/2024
Cheryl K. Serpe	7 Pershing St.	6/30/2024

EMERGENCY MANAGEMENT

Appointed by Town Manager

1-year term

Joseph Targ	65 Boston Rd.	6/30/2023
Timothy Whitcomb	53 Main St.	6/30/2023

APPOINTED OFFICIALS AS OF JUNE 30, 2023—CONTINUED

		<i>Term expires</i>
FENCE VIEWER		
<i>Appointed by Select Board</i>		
Jim Gozzo	6 Carolina Ln.	<i>1-year term</i> 6/30/2023
Albert Prescott	16 Lake Shore Dr. N.	6/30/2023
FINANCE COMMITTEE		
<i>Appointed by Moderator</i>		
Heather FitzPatrick	13 Shannon Cir.	<i>3-year term</i> 6/30/2024
Dennis J. Galvin	90 Concord Rd.	9/30/2023
Kristina V. Greene	1 Chesapeake Dr.	6/30/2025
Tom Laflamme	18 Polley Rd.	6/30/2024
Jacob Levy	6 Forge Village Rd.	6/30/2024
Shelby M. MacLeod	60 Main St.	6/30/2025
Beth O. Morrison	10 Kelly Rd.	6/30/2023
Ingrid M. Nilsson	6 Depot St.	6/30/2024
Hari K. Vetsa	4 Mamie Ln.	6/30/2025
HEALTH INSURANCE TRUST		
<i>Appointed by Select Board</i>		
Jesse Beyer	55 Main St.	<i>3-year term</i> 6/30/2024
Christine Collins	55 Main St.	6/30/2024
John H. Cunningham	4 Butternut Rd.	6/30/2024
Kristina Greene	1 Chesapeake Dr.	6/30/2024
Pamela Hicks	55 Main St.	6/30/2024
Kristine Jussaume	55 Main St.	6/30/2024
Daniel O'Donnell	55 Main St.	6/30/2024
HEALTHY WESTFORD COMMITTEE		
<i>Appointed by Select Board</i>		
Rae A. Dick	55 Main St.	<i>3-year term</i> 6/30/2025
Don Galya	11 Mark Vincent Dr.	6/30/2023
William H. Harman	7A Old Colony Rd.	6/30/2023
Sean P. Kelly	7 Chestnut Rd.	6/30/2025
Katherine M. Russell	3 Maura Cir.	6/30/2024
HISTORICAL COMMISSION		
<i>Appointed by Select Board</i>		
Brian G. Alcorn	18 Boston Rd.	<i>3-year term</i> 6/30/2023
Bruce L. Doran	4 Leland Rd.	6/30/2023
Brenda J. Grant	3 Sawmill Rd.	6/30/2025
David G. Gutbrod	74 Depot St.	6/30/2025
Dave Meichsner	21 Shawnee Pl.	6/30/2023
Robert Stafford	22 Leland Rd.	6/30/2023

APPOINTED OFFICIALS AS OF JUNE 30, 2023 – CONTINUED

Term expires

INSURANCE ADVISORY COMMITTEE

Voted by unions

Keri Evinson	CWA Chief Union Steward	No expiration date
Marilyn Frank	Retiree Representative	No expiration date
Rick Harbaum	AFSCME/School Custodian	No expiration date
Kristine Jussaume	WEA/Unit A Teachers	No expiration date
Nate Leduc	WPWA-Highway	No expiration date
Ellen D. Rainville	Non-union Representative	No expiration date
Chris Ricard	WSOA-Police Supervisors	No expiration date
Timothy Whitcomb	OPEIU	No expiration date

LOWELL REGIONAL TRANSIT AUTHORITY

Appointed by Select Board

Terence J. Ryan	6 Carriage Way	6/30/2025
Bernadette A. Dureault (alt.)	81 N. Main St.	No expiration date

MBTA COMMUNITIES MULTI-FAMILY HOUSING ADVISORY COMMITTEE

Appointed by Town Manager

3-year term

Paul F. Alphen	9 Boutwell Hill Rd.	5/8/2026
Joan Croteau	10 Boutwell Hill Rd.	5/8/2026
James Kazeniac	4 Robinson Rd.	5/8/2026
Carolyn Lumenello	4 Old Colony Rd.	5/8/2026
Scott D. Mackay	7 Crown Rd.	5/8/2026
Alexander J. Mancuso	53 Hildreth St.	5/8/2026
Samuel Palmer	222 Littleton Rd.	5/8/2026
Christopher P. Sanders	4 Koala Bear Ln.	5/8/2026
Cheryl K. Serpe	7 Pershing St.	5/8/2026
Drew Vernalia	10 Groton Rd.	5/8/2026
Hari K. Vetsa	4 Mamie Ln.	5/8/2026

MONUMENTS AND MEMORIALS COMMITTEE

Appointed by Select Board

1-year term

David Christiana	65 Boston Rd.	6/30/2023
Nancy J. Cook	22 North Main St.	6/30/2023
Marilyn P. Day	51 Graniteville Rd.	6/30/2023
Linda Greene	11 Reinsway Cir.	6/30/2023
Paul Murray, Sr.	12 Wilshire Ave.	6/30/2023
Beaver S. C. Rogers	55 Main St.	6/30/2023
Terry M. Stader	2A Old Colony Dr.	6/30/2023

NASHOBA VALLEY TECHNICAL HIGH SCHOOL DISTRICT

Appointed by Moderator, School Committee, and Select Board

3-year term

Alicia Mallon	86 Tadmuck Rd.	3/31/2025
Abbie Mathew (alt.)	2 Phillips Dr.	3/31/2025

APPOINTED OFFICIALS AS OF JUNE 30, 2023 – CONTINUED

		<i>Term expires</i>
NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS		
<i>Appointed by Select Board and Planning Board</i>		
Bruce Rosenberg	123 Westview Dr.	3-year term 6/30/2023
Anita Tonakarn-Nguyen	9 Plain Rd.	6/30/2023
Darrin Wizst	1 Noonan Way	6/30/2023
Jim Silva (alt.)	98 Chamberlain Rd.	6/30/2023
PARKERVILLE SCHOOLHOUSE COMMITTEE		
<i>Appointed by Town Manager</i>		
Heidi Hatke	78R Carlisle Rd.	3-year term 6/30/2023
June W. Kennedy	31 Old Lowell Rd.	6/30/2024
Jo-Anne Lund	43 Hildreth St.	6/30/2023
Ruth Margetts	14 Hidden Valley Rd.	6/30/2025
Florence Michaelides	55 Main Street	6/30/2023
Joseph Morano	233 Concord Rd.	6/30/2025
John A. Wilder	61 Carlisle Rd.	6/30/2024
PARKS AND RECREATION COMMISSION		
<i>Appointed by Town Manager</i>		
Chris Barrett	13 Vose Hill Rd.	3-year term 6/30/2025
Kathleen M. Burns	2 LaSalette Rd.	6/30/2024
Lauren Forbes	91 Carlisle Rd.	6/30/2024
Michael S. Furman	26 Palermo St.	6/30/2025
Elizabeth Garber	156 Plain Rd.	6/30/2024
Brock A. Moses	14 Old Lowell Rd.	6/30/2023
Jacqueline Murphy	3 Misty Ln.	6/30/2024
Courtney Young	4 Main St.	6/30/2024
PEDESTRIAN SAFETY COMMITTEE		
<i>Appointed by Select Board</i>		
Chris Barrett	13 Vose Hill Rd.	3-year term 6/30/2023
Jessica Boulanger	36 Elm Rd.	6/30/2024
Don Galya	11 Mark Vincent Rd.	6/30/2023
J. Scott Hazelton	76 Nutting Rd.	6/30/2025
Thomas M. Hinkle	10 Maple Rd.	6/30/2025
Kate Hollister	25 Vine Brook Rd.	6/30/2024
Karen Hudson	35 Carlisle Rd.	6/30/2025
Jeffrey Olshan	7 Landmark Rd.	6/30/2024
Mingquan Zheng	3 Joyce Cir.	6/30/2024
PERMANENT TOWN BUILDING COMMITTEE		
<i>Appointed by Select Board</i>		
Nancy Cook	22 North Main St.	3-year term 6/30/2025
J. Scott Hazelton	76 Nutting Rd.	6/30/2023
Chris Karpinsky	116 Carlisle Rd.	6/30/2023
Thomas J. Mahanna	4 Butterfield Ln.	6/30/2023
Jeanne K. Roberts	1 Hildreth St.	6/30/2023
James Zegowitz	178 Carlisle Rd.	6/30/2023

APPOINTED OFFICIALS AS OF JUNE 30, 2023—CONTINUED

		<i>Term expires</i>
PERSONNEL ADVISORY COMMITTEE		
<i>Appointed by Select Board</i>		
Joan E. Bennett	74 Parkhurst Dr.	3-year term 6/30/2024
Judith Ramirez	55 Main St.	6/30/2024
Denise Vuilleumier	1210 Princeton Way	6/30/2024
RECYCLING COMMISSION		
<i>Appointed by Town Manager</i>		
Kris Erickson	41 Keyes Rd.	3-year term 6/30/2025
Corey Groves	2 Blueberry Ln.	6/30/2023
George H. Haines	2 Canter Cir.	6/30/2023
Elizabeth P. Sawyer	6 Holly Ln.	6/30/2024
Nick R. Schott	18 Spruce Rd.	6/30/2024
Charles Stark	14 Christopher Rd.	6/30/2025
Kenneth Teal	3 Beaver Dam Dr.	6/30/2025
REGISTRARS OF VOTERS		
<i>Appointed by Select Board</i>		
Patricia Dubey	55 Main St.	3-year term No expiration date
Alisa Nakashian-Holsberg	6 Betty Ln.	6/30/2024
John H. Ricketson	5 Westford Hills Rd.	3/31/2026
Beverly A. Woods	74 Tenney Rd.	3/31/2025
SCHOLARSHIP AND GRANT COMMITTEE		
<i>Appointed by Select Board</i>		
Kristi Bates	23 Pierce Ave.	3-year term 6/30/2024
Andrea Mejia	23 Depot St.	6/30/2025
Brock Moses	1 Old Lowell Rd.	6/30/2024
Seema Pusalkar	2 Sweetwood Cir.	6/30/2024
SENIOR LOW-INCOME DISABLED TAX RELIEF COMMITTEE		
<i>Appointed by Select Board</i>		
Annette Cerullo	15 North Hill Rd.	No expiration date
Christine Collins	55 Main St.	No expiration date
Paul Fassbender	14 Texas Rd.	No expiration date
Heather FitzPatrick	13 Shannon Cir.	No expiration date
Daniel O'Donnell	55 Main St.	No expiration date
Thomas Spuhler	232 Concord Rd.	No expiration date
TAX POSSESSION DISPOSITION COMMITTEE		
<i>Appointed by Select Board</i>		
Donald W. Costley	3 Phillips Dr.	6/30/2025
David R. Earl	8B Old Colony Dr.	6/30/2024
William H. Harman	7A Old Colony Dr.	6/30/2025
Apparao Karri	102 Russells Way	6/30/2023

APPOINTED OFFICIALS AS OF JUNE 30, 2023 – CONTINUED

TAX RELIEF FOR THE ELDERLY AND DISABLED (TREAD) COMMITTEE		
<i>Appointed by Town Manager</i>		<i>Term expires</i>
		<i>3-year term</i>
Christine Collins	55 Main St.	6/30/2024
Sandra Collins	3 Polley Rd.	6/30/2024
Nancy Cook	25 North Main St.	6/30/2024
Diane Holmes	13 Sandstone Rd.	6/30/2024
Patricia Reppucci	1 Lucille Ave.	6/30/2025

35 TOWN FARM ROAD TASK FORCE

<i>Appointed by Select Board</i>		<i>Until task is complete</i>
Daniel Britko	88 Cold Spring Rd.	No expiration date
Lynn L. Cohen	16 Fletcher Rd.	No expiration date
Nancy J. Cook	25 North Main St.	No expiration date
Marilyn Day	51 Graniteville Rd.	No expiration date
Mike Denehy	65 Boston Rd.	No expiration date
David G. Gutbrod	74 Depot St.	No expiration date
Ellen S. Harde	39 Main St.	No expiration date
J. Scott Hazelton	76 Nutting Rd.	No expiration date
Diane Hendriks	11 Crown Rd.	No expiration date
Pat Louch	1 Pleasant St.	No expiration date
George E. Murray	14 Heywood Rd.	No expiration date
Robert J. Waskiewicz	120 Groton Rd.	No expiration date

TOWN FOREST COMMITTEE

<i>Appointed by Town Manager</i>		<i>3-year term</i>
Richard Barrett	47 Tadmuck Rd.	6/30/2025
James S. Gozzo	6 Carolina Ln.	6/30/2025
Hugh C. Maguire	127 Cold Spring Rd.	6/30/2025

ZONING BOARD OF APPEALS

<i>Appointed by Select Board</i>		<i>5-year term</i>
Daniel Britko	88 Cold Spring Rd.	6/30/2025
Jay Enis	13 Pine Tree Trail	6/30/2023
Scott Fitzgerald	49R Carlisle Rd.	6/30/2024
James Kazeniak	4 Robinson Rd.	6/30/2027
Scott MacKay	7 Crown Rd.	6/30/2026
David Earl (associate)	8B Old Colony Dr.	6/30/2025
Jeffrey Valcourt (associate)	23 Abbot St.	6/30/2026

DEMOCRATIC PARTY STATE PRIMARY- SEPTEMBER 6, 2022

Precinct	1	2	3	4	5	6	7	Total
<i>Governor (Vote for One)</i>								
Blanks	7	1	6	7	4	5	3	33
Sonia Rosa Chang-Diaz	39	61	44	46	52	37	48	327
Maura Healey	390	294	290	415	384	284	438	2,495
Misc. Write Ins	0	4	2	1	1	2	1	11
Totals	436	360	342	469	441	328	490	2,866

<i>Lieutenant Governor (Vote for One)</i>								
Blanks	19	20	20	24	21	18	21	143
Kimberley Driscoll	158	126	126	150	168	119	191	1,038
Tami Gouveia	147	142	112	165	134	112	158	970
Eric P. Lesser	112	72	83	130	117	78	120	712
Misc. Write Ins	0	0	1	0	1	1	0	3
Totals	436	360	342	469	441	328	490	2,866

<i>Attorney General (Vote for One)</i>								
Blanks	16	19	8	21	12	16	16	108
Andrea Joy Campbell	208	158	171	245	209	145	227	1,363
Shannon Erika Liss-Riordan	134	117	106	131	133	103	136	860
Quentin Palfrey	78	66	57	72	86	63	111	533
Misc. Write Ins	0	0	0	0	1	1	0	2
Totals	436	360	342	469	441	328	490	2,866

<i>Secretary of State (Vote for One)</i>								
Blanks	8	7	7	6	4	3	8	43
William Francis Galvin	330	247	239	340	311	238	369	2,074
Tanisha M. Sullivan	98	106	96	123	125	86	113	747
Misc. Write Ins	0	0	0	0	1	1	0	2
Totals	436	360	342	469	441	328	490	2,866

<i>Treasurer (Vote for One)</i>								
Blanks	45	49	53	72	54	42	61	376
Deborah B. Goldberg	391	311	288	396	386	286	427	2,485
Misc. Write Ins	0	0	1	1	1	0	2	5
Totals	436	360	342	469	441	328	490	2,866

DEMOCRATIC PARTY STATE PRIMARY- SEPTEMBER 6, 2022 – CONTINUED

Precinct	1	2	3	4	5	6	7	Total
<i>Auditor (Vote for One)</i>								
Blanks	31	32	27	45	28	36	45	244
Christopher S. Dempsey	166	133	126	176	168	120	189	1,078
Diana DiZoglio	239	195	188	248	244	171	255	1,540
Misc. Write Ins	0	0	1	0	1	1	1	4
Totals	436	360	342	469	441	328	490	2,866

<i>Representative in Congress (Vote for One)</i>								
Blanks	27	34	37	43	40	26	37	244
Lori Loureiro Trahan	407	324	303	426	399	301	450	2,610
Misc. Write Ins	2	2	2	0	2	1	3	12
Totals	436	360	342	469	441	328	490	2,866

<i>Councillor (Vote for One)</i>								
Blanks	62	82	66	89	77	56	75	507
Paul M. DePalo	374	278	274	379	362	271	414	2,352
Misc. Write Ins	0	0	2	1	2	1	1	7
Totals	436	360	342	469	441	328	490	2,866

<i>Senator in General Court (Vote for One)</i>								
Blanks	59	69	59	86	72	58	72	475
John J Cronin	377	291	281	382	367	270	415	2,383
Misc. Write Ins	0	0	2	1	2	0	3	8
Totals	436	360	342	469	441	328	490	2,866

<i>Representative in General Court (Vote for One)</i>								
Blanks	44	38	43	53	39	29	37	283
James Arciero	390	317	296	416	398	298	451	2,566
Misc. Write Ins	2	5	3	0	4	1	2	17
Totals	436	360	342	469	441	328	490	2,866

<i>District Attorney (Vote for One)</i>								
Blanks	45	56	53	70	54	48	66	392
Marian T. Ryan	391	304	287	399	386	279	423	2,469
Misc. Write Ins	0	0	2	0	1	1	1	5
Totals	436	360	342	469	441	328	490	2,866

**DEMOCRATIC PARTY STATE PRIMARY-
SEPTEMBER 6, 2022** – CONTINUED

Precinct	1	2	3	4	5	6	7	Total
<i>Sheriff (Vote for One)</i>								
Blanks	61	68	62	76	74	51	78	470
Peter J. Koutoujian	375	292	278	392	365	277	410	2,389
Misc. Write Ins	0	0	2	1	2	0	2	7
Totals	436	360	342	469	441	328	490	2,866

<i>Democratic Precinct Totals</i>	436	360	342	469	441	328	490	2,866
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Total Registered Voters	2,370	2,475	2,717	2,360	2,499	2,769	2,874	18,064
Democratic & Republican Totals	650	536	596	647	661	556	684	4,330
% Total Voter Turnout	27.43	21.66	21.94	27.42	26.45	20.08	23.80	23.97

REPUBLICAN PARTY STATE PRIMARY- SEPTEMBER 6, 2022

Precinct	1	2	3	4	5	6	7	Total
<i>Governor (Vote for One)</i>								
Blanks	3	5	3	2	1	1	1	16
Geoff Diehl	109	99	148	90	108	128	98	780
Chris Doughty	102	72	103	84	111	99	95	666
Misc. Write Ins	0	0	0	2	0	0	0	2
Totals	214	176	254	178	220	228	194	1,464

<i>Lieutenant Governor (Vote for One)</i>								
Blanks	26	21	20	18	22	16	15	138
Leah V. Allen	96	86	128	78	96	106	70	660
Kate Campanale	89	69	106	81	102	105	108	660
Misc. Write Ins	3	0	0	1	0	1	1	6
Totals	214	176	254	178	220	228	194	1,464

<i>Attorney General (Vote for One)</i>								
Blanks	47	46	61	35	50	59	38	336
James R. McMahon, III	164	130	193	141	168	167	156	1,119
Misc. Write Ins	3	0	0	2	2	2	0	9
Totals	214	176	254	178	220	228	194	1,464

<i>Secretary of State (Vote for One)</i>								
Blanks	50	52	66	43	53	60	43	367
Rayla Campbell	160	124	186	132	166	167	151	1,086
Misc. Write Ins	4	0	2	3	1	1	0	11
Totals	214	176	254	178	220	228	194	1,464

<i>Treasurer (Vote for One)</i>								
Blanks	189	166	243	169	200	216	173	1,356
Misc. Write Ins	25	10	11	9	20	12	21	108
Totals	214	176	254	178	220	228	194	1,464

<i>Auditor (Vote for One)</i>								
Blanks	57	50	69	41	56	63	50	386
Anthony Amore	154	126	185	134	162	164	144	1,069
Misc. Write Ins	3	0	0	3	2	1	0	9
Totals	214	176	254	178	220	228	194	1,464

REPUBLICAN PARTY STATE PRIMARY- SEPTEMBER 6, 2022 – CONTINUED

Precinct	1	2	3	4	5	6	7	Total
<i>Representative in Congress (Vote for One)</i>								
Blanks	57	42	57	37	44	62	37	336
Dean A. Tran	154	134	197	139	176	165	157	1,122
Misc. Write Ins	3	0	0	2	0	1	0	6
Totals	214	176	254	178	220	228	194	1,464

<i>Councillor (Vote for One)</i>								
Blanks	60	55	76	51	57	72	50	421
Gary Galonek	151	121	178	125	162	155	144	1,036
Misc. Write Ins	3	0	0	2	1	1	0	7
Totals	214	176	254	178	220	228	194	1,464

<i>Senator in General Court (Vote for One)</i>								
Blanks	55	52	64	40	51	65	46	373
Kenneth B. Hoyt	157	124	190	137	169	162	148	1,087
Misc. Write Ins	2	0	0	1	0	1	0	4
Totals	214	176	254	178	220	228	194	1,464

<i>Representative in General Court (Vote for One)</i>								
Blanks	46	36	51	36	41	56	37	303
Raymond Yinggang Xie	165	140	203	142	177	171	155	1,153
Misc. Write Ins	3	0	0	0	2	1	2	8
Totals	214	176	254	178	220	228	194	1,464

<i>District Attorney (Vote for One)</i>								
Blanks	191	169	238	167	201	220	178	1,364
Misc. Write Ins	23	7	16	11	19	8	16	100
Totals	214	176	254	178	220	228	194	1,464

<i>Sheriff (Vote for One)</i>								
Blanks	196	171	244	169	205	218	179	1,382
Misc. Write Ins	18	5	10	9	15	10	15	82
Totals	214	176	254	178	220	228	194	1,464

<i>Republican Precinct Totals</i>	214	176	254	178	220	228	194	1,464
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**REPUBLICAN PARTY STATE PRIMARY-
 SEPTEMBER 6, 2022** – CONTINUED

Precinct	1	2	3	4	5	6	7	Total
Total Registered Voters	2,370	2,475	2,717	2,360	2,499	2,769	2,874	18,064
Democratic & Republican Totals	650	536	596	647	661	556	684	4,330
% Total Voter Turnout	27.43	21.66	21.94	27.42	26.45	20.08	23.80	23.97

STATE ELECTION–NOVEMBER 8, 2022

Precinct	1	2	3	4	5	6	7	Total
<i>Governor And Lieutenant Governor (Vote For One)</i>								
Blanks	19	13	13	10	19	18	11	103
Diehl and Allen	533	509	596	511	575	611	543	3,878
Healey and Driscoll	920	927	1,102	1,040	1,017	987	1,179	7,172
Reed and Everett	17	26	28	29	24	20	24	168
Misc. Write Ins	1	1	1	3	0	1	2	9
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

<i>Attorney General (Vote For One)</i>								
Blanks	43	33	41	36	38	40	35	266
Andrea Joy Campbell	869	907	1,041	998	990	954	1,155	6,914
James R. McMahon, III	577	536	657	558	607	643	567	4,145
Misc. Write Ins	1	0	1	1	0	0	2	5
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

<i>Secretary Of State (Vote For One)</i>								
Blanks	36	23	21	25	21	28	20	174
William Francis Galvin	978	992	1,190	1,106	1,095	1,063	1,253	7,677
Rayla Campbell	450	422	502	430	490	523	453	3,270
Juan Sanchez	26	39	26	28	29	23	33	204
Misc. Write Ins	0	0	1	4	0	0	0	5
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

<i>Treasurer (Vote For One)</i>								
Blanks	174	137	162	160	166	173	161	1,133
Deborah B. Goldberg	983	1,005	1,213	1,114	1,115	1,072	1,252	7,754
Cristina Crawford	327	330	358	311	348	386	342	2,402
Misc. Write Ins	6	4	7	8	6	6	4	41
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

STATE ELECTION—NOVEMBER 8, 2022—CONTINUED

Precinct	1	2	3	4	5	6	7	Total
<i>Auditor (Vote for One)</i>								
Blanks	83	70	71	71	75	77	75	522
Anthony Amore	566	547	668	575	644	672	612	4,284
Diana Dizoglio	754	747	917	867	835	793	985	5,898
Gloria Caballero-Roca	29	42	22	30	30	37	36	226
Dominic Giannone, III	22	30	19	24	22	20	10	147
Daniel Riek	36	38	41	26	29	37	41	248
Misc. Write Ins	0	2	2	0	0	1	0	5
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

<i>Representative In Congress (Vote For One)</i>								
Blanks	28	25	30	35	37	27	24	206
Lori Loureiro Trahan	970	973	1,148	1,090	1,082	1,050	1,224	7,537
Dean A. Tran	490	477	561	467	516	560	509	3,580
Misc. Write Ins	2	1	1	1	0	0	2	7
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

<i>Councillor (Vote For One)</i>								
Blanks	90	62	97	93	73	70	79	564
Paul M. DePalo	890	930	1,057	1,005	988	966	1,138	6,974
Gary Galonek	507	483	584	494	572	601	541	3,782
Misc. Write Ins	3	1	2	1	2	0	1	10
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

<i>Senator In General Court (Vote For One)</i>								
Blanks	69	52	64	58	55	54	52	404
John J. Cronin	828	891	1,004	965	942	910	1,104	6,644
Kenneth B. Hoyt	590	532	670	570	638	672	603	4,275
Write Ins	3	1	2	0	0	1	0	7
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

<i>Representative In General Court (Vote For One)</i>								
Blanks	30	23	31	23	23	23	18	171
James Arciero	937	972	1,113	1,046	1,027	983	1,190	7,268
Raymond Yinggang Xie	522	479	595	524	585	631	551	3,887
Misc. Write Ins	1	2	1	0	0	0	0	4
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

STATE ELECTION—NOVEMBER 8, 2022—CONTINUED

Precinct	1	2	3	4	5	6	7	Total
<i>District Attorney (Vote For One)</i>								
Blanks	405	356	407	376	412	419	377	2,752
Marian T. Ryan	1,058	1,092	1,305	1,193	1,194	1,174	1,352	8,368
Misc. Write Ins	27	28	28	24	29	44	30	210
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

<i>Sheriff (Vote For One)</i>								
Blanks	403	349	414	385	409	416	379	2,755
Peter J. Koutoujian	1,064	1,096	1,300	1,185	1,194	1,188	1,346	8,373
Misc. Write Ins	23	31	26	23	32	33	34	202
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

<i>Question 1 (Additional Tax On Income Over \$1 Million)</i>								
Blanks	110	87	90	77	106	98	102	670
Yes	594	749	776	739	783	719	882	5,242
No	786	640	874	777	746	820	775	5,418
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

<i>Question 2 (Regulation Of Dental Insurance)</i>								
Blanks	107	56	101	88	116	108	105	681
Yes	1,005	1,003	1,205	1,114	1,111	1,090	1,243	7,771
No	378	417	434	391	408	439	411	2,878
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

<i>Question 3 (Expanded Availability Of Licenses For The Sale Of Alcoholic Beverages)</i>								
Blanks	108	99	118	111	134	124	115	809
Yes	588	625	755	645	660	681	772	4,726
No	794	752	867	837	841	832	872	5,795
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

<i>Question 4 (Eligibility For Driver's Licenses)</i>								
Blanks	99	83	95	74	106	97	92	646
Yes	714	724	843	811	788	743	976	5,599
No	677	669	802	708	741	797	691	5,085
Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330

STATE ELECTION-NOVEMBER 8, 2022—CONTINUED

Precinct	1	2	3	4	5	6	7	Total
TOTAL VOTERS	2,394	2,513	2,734	2,377	2,513	2,795	2,914	18,240
Precinct Totals	1,490	1,476	1,740	1,593	1,635	1,637	1,759	11,330
% Total Voter Turnout	62.24	58.73	63.64	67.02	65.06	58.57	60.36	62.12

SPECIAL TOWN ELECTION–NOVEMBER 8, 2022

Precinct	1	2	3	4	5	6	7	Total
<i>Question 1 (Debt exclusion for building new municipal building)</i>								
Blanks	47	30	31	39	42	30	45	264
Yes	635	703	766	736	733	674	829	5076
No	742	692	896	783	809	834	811	5567
Totals	1,424	1,425	1,693	1,558	1,584	1,538	1,685	10,907

<i>Question 2 (Debt exclusion for expanding and renovating J.V. Fletcher Library)</i>								
Blanks	11	9	9	11	10	8	17	75
Yes	862	878	978	971	990	870	1,071	6,620
No	551	538	706	576	584	660	597	4,212
Totals	1,424	1,425	1,693	1,558	1,584	1,538	1,685	10,907

Total Registered Voters	2,394	2,513	2,734	2,377	2,513	2,795	2,914	18,240
Precinct Totals	1,424	1,425	1,693	1,558	1,584	1,538	1,685	10,907
% Total Voter Turnout	59.5	56.7	61.9	65.5	63.0	55.0	57.8	59.8

ANNUAL TOWN ELECTION – MAY 2, 2023

Precinct	1	2	3	4	5	6	7	Total
Select Board (3-Year Term) – Vote for 2								
Blanks	189	164	183	169	162	149	181	1,197
G. THOMAS CLAY	171	192	245	266	230	178	238	1,520
Chris J. Barrett	180	196	245	276	241	183	246	1,567
Write Ins	2	6	3	7	3	12	1	34
Totals	542	558	676	718	636	522	666	4,318

Board of Health (3-Year Term) – Vote for 2								
Blanks	151	123	154	138	136	115	137	954
MICHELE PITONIAK-CRAWFORD	152	169	201	234	195	149	223	1,323
Maeghan Hughes	124	144	190	199	169	122	184	1,132
Alesia J. Raczelowski	112	119	131	145	136	133	122	898
Write Ins	3	3	0	2	0	3	0	11
Totals	542	558	676	718	636	522	666	4318

Moderator (3-Year Term) – Vote for 1								
Blanks	69	58	64	61	54	46	70	422
ANGELA HARKNESS	200	218	273	295	263	212	263	1,724
Write Ins	2	3	1	3	1	3	0	13
Totals	271	279	338	359	318	261	333	2,159

Library Trustees (3-Year Term) – Vote for 2								
Blanks	199	174	182	176	162	161	185	1,239
LYNN CLERMONT	173	190	248	269	241	180	242	1,543
Caroline Roache	168	192	246	269	232	178	239	1,524
Write Ins	2	2	0	4	1	3	0	12
Totals	542	558	676	718	636	522	666	4,318

Planning Board (5-Year Term) – Vote for 1								
Blanks	83	82	88	94	86	78	91	602
DARRIN WIZST	187	194	248	263	231	178	239	1,540
Write Ins	1	3	2	2	1	5	3	17
Totals	271	279	338	359	318	261	333	2,159

Incumbents are in uppercase.

ANNUAL TOWN ELECTION – MAY 2, 2023 – CONTINUED

Precinct	1	2	3	4	5	6	7	Total
<i>Planning Board (3-Year Term) – Vote for 1</i>								
Blanks	81	78	91	75	75	62	69	531
Joan C. Croteau	189	198	247	282	242	195	264	1,617
Write Ins	1	3	0	2	1	4	0	11
Totals	271	279	338	359	318	261	333	2,159

<i>School Committee (3-Year Term) – Vote for 2</i>								
Blanks	110	100	98	112	92	87	95	694
VALERY YOUNG	182	181	248	259	222	159	239	1,490
William Francis McDonald	175	195	237	266	238	179	254	1,544
Meghan F. O'Connell	73	80	92	80	82	91	78	576
Write-Ins	2	2	1	1	2	6	0	14
Totals	542	558	676	718	636	522	666	4,318

<i>Question 1 (Debt exclusion for building new municipal building)</i>								
Blanks	13	13	11	20	7	7	17	88
Yes	78	88	99	129	128	82	123	727
No	180	178	228	210	183	172	193	1,344
Totals	271	279	338	359	318	261	333	2,159

<i>Question 2 (Debt exclusion for replacing Blanchard School roof)</i>								
Blanks	11	12	10	11	7	5	10	66
Yes	171	198	251	254	255	183	262	1,574
No	89	69	77	94	56	73	61	519
Totals	271	279	338	359	318	261	333	2,159

<i>Question 3 (To declare second Monday in October as Indigenous Peoples' Day)</i>								
Blanks	5	5	3	4	5	3	12	37
Yes	120	138	167	194	161	97	188	1065
No	146	136	161	161	152	161	133	1050

Total Registered Voters	2,388	2,518	2,746	2,373	2,510	2,829	2,923	18,287
Precinct Totals	271	279	338	359	318	261	333	2159
% Total Voter Turnout	11.3	11.1	12.3	15.1	12.7	9.2	11.4	11.8

Incumbents are in uppercase.

SPECIAL TOWN MEETING MINUTES

– OCTOBER 17, 2022

A legal meeting of the inhabitants of the Town of Westford, qualified to vote in Town affairs, was called by the Select Board, and was held at the Westford Academy gymnasium on Monday, October 17, 2022. The meeting commenced at 7:00 p.m. and the following business was transacted:

Election officers, using voting lists, acted as tellers at the door, checking in 622 voters and distributing electronic voting devices.

As the voters found their seats and prepared for the meeting, a slide show was running providing highlights of Town Manager Jodi Ross's fourteen plus years of service to the town. She will be retiring on January 3, 2023. Select Board Chair Andrea Peraner-Sweet addressed the audience and offered the following remarks:

Good Evening everyone. If I could have your attention for just a minute before we start the business of Special Town Meeting. As I am sure most of you know, this is Jodi's last Town Meeting as Town Manager and as you have been filing in and waiting for this meeting to start, you have been watching a slide show put together by Select Board member Anita Tonakam-Nguyen of some of Jodi's finer moments.

For the past fourteen years, Jodi has led our town with care, compassion, and commitment. Her accomplishments are too numerous to list – and the Moderator won't let me anyway. But just a few: She has overseen a 50% growth in the town's budget from the time she started – when the budget was approximately \$87.5 million – to the budget of \$132 million passed this spring – and always in a fiscally responsible way as evidenced by the triple A S&P rating that the town has enjoyed for years. During her tenure, she has overseen the renovation of Town Hall, the Roudenbush Community Center, the combined dispatch center, the renovation and addition to the Senior Center, and the construction of a new fire station.

Over the years, she has reorganized our Town Departments and personnel, each time making them more efficient and providing better services to our residents – most recently the DPW and Recreation departments.

She has led with creativity and innovation – most recently demonstrated in the health care insurance trust fund she established, designed to save the town millions of dollars in health care costs.

And over the past three years, she has led the town through the COVID pandemic.

Throughout her tenure here, Jodi's guiding philosophy has always been, "We are here to serve and to help. We fix problems and find solutions." It is a philosophy that she has instilled throughout Town Hall and town departments.

We will have many opportunities in the next couple of months to pay tribute to and acknowledge Jodi's accomplishments, but for now, please join me in thanking Jodi for her fourteen years of dedication, commitment. and service to Westford.

There was a prolonged, heartfelt, and well-deserved standing ovation for Town Manager Ross.

Town Moderator Angela Harkness called the meeting to order at 7:11 PM, having a quorum.

SPECIAL TOWN MEETING MINUTES – OCTOBER 17, 2022 – CONTINUED

It was voted unanimously to allow department heads, staff, and Town Counsel, who are non-voters, to address the meeting and sit with their respective boards and committees.

It was voted unanimously to accept the wording and waive the reading of the motions printed on the blue colored document entitled *2022 Special Town Meeting Motions* and dated October 17, 2022.

ARTICLE 1: Approve Unpaid Bills from Previous Fiscal Year(s) *Town Manager*

As there were no unpaid bills, on a motion made and seconded, it was voted and passed by the majority under the Consent Agenda that the Town dismiss Article 1 which called for the town to raise and appropriate, borrow, or transfer from available funds, or any combination thereof; a sum of money to pay for unpaid bills of prior fiscal years for various Town departments in accordance with the provisions of Massachusetts general Laws Chapter 44, Section 64.

ARTICLE 2: Approve Fiscal Year 2023 Budget Adjustments *Town Manager*

On a motion made and seconded, it was voted and passed unanimously that the Town raise and appropriate the sum of \$292,365 (TWO HUNDRED NINETY-TWO THOUSAND THREE HUNDRED SIXTY-FIVE DOLLARS) in order to supplement the following Fiscal Year 2023 Operating Budgets:

131 Finance Committee Reserve Fund	\$37,265
141 Assessors Expenses	\$7,500
161 Town Clerk Expenses	\$16,135
210 Police Department Personal Services	\$31,403
210 Police Department Expenses	\$3,800
220 Fire Department Personal Services	\$75,000
244 Sealer of Weights & Measures Expenses	\$4,762
300 Westford Public Schools	\$76,500
432 Recycling Expenses	\$40,000

And further,

That the Town appropriate from Free Cash the sum of \$40,000 (FORTY THOUSAND DOLLARS) in order to supplement the following operating budgets in Fiscal Year 2023:
220 Fire Department Expenses \$40,000

ARTICLE 3: Approve Fiscal Year 2023 Budget Transfers *Town Manager*

On a motion made and seconded, it was voted and passed by the majority under the Consent Agenda that the Town transfer the following sums between and among various accounts for the Fiscal Year ending June 30, 2023:

<i>FROM</i>	<i>TO</i>	<i>AMOUNT</i>
199 Public Buildings Personal Services	135 Accounting	\$12,600

ARTICLE 4: Approve Fiscal Year 2023 Capital Appropriations

Capital Planning Committee

On a motion made and seconded, it was voted and passed by the majority that the Town appropriate from Free Cash the sum of \$228,676 (TWO HUNDRED TWENTY-EIGHT

SPECIAL TOWN MEETING MINUTES – OCTOBER 17, 2022 – CONTINUED

THOUSAND SIX HUNDRED SEVENTY-SIX DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Assessors	\$32,317	Electric vehicle, purchase and equip
Public Buildings	\$40,000	To install additional fencing and selective tree removal at the property line located between the Westford Police Department and 4 Lincoln Street, including costs incidental and related thereto
Building	\$31,359	Hybrid vehicle replacement, purchase and equip
Engineering	\$125,000	Beaver Brook Bridge Construction Phase Services, including costs incidental and related thereto

And further,

That the Town appropriate from Free Cash the sum of \$87,844.30 (EIGHTY SEVEN THOUSAND EIGHT HUNDRED FORTY FOUR DOLLARS AND THIRTY CENTS), transfer from TNC funding from the state ride share program the sum of \$1,855.70 (ONE THOUSAND EIGHT HUNDRED FIFTY FIVE DOLLARS and SEVENTY CENTS), transfer from water enterprise retained earnings the sum of \$56,550.00 (FIFTY SIX THOUSAND FIVE HUNDRED FIFTY DOLLARS), and transfer from stormwater enterprise retained earnings the sum of \$48,750.00 (FORTY EIGHT THOUSAND SEVEN HUNDRED FIFTY DOLLARS) to provide for the following capital requests and costs incidental and related thereto;

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Engineering Department	\$195,000	Boston Road Design Amendment, including costs incidental and related thereto

Ellen Harde of 39 Main Street made a motion that was seconded to dismiss Article 5. She said it did not meet the Select Board’s own criteria which said that these types of articles would be brought forth only at the Annual Town Meeting. She stated that Special Town Meeting was to be used balance the budget and for any items that were of a time sensitive nature. The Select Board unanimously opposed the motion to dismiss, stating the delay to the Annual Town Meeting would result in rising interest rates and costs of construction.

ARTICLE 5: Appropriate Funding for the Construction of a New Municipal Building Located at 51 Main Street *Select Board*

On a motion made and seconded, it was voted and passed by a vote of 319-yes and 259-no, that the Town dismiss Article 5 that called for the Town to appropriate the sum of \$12,010,000 (TWELVE MILLION TEN THOUSAND DOLLARS) for the following purposes relating to the construction of a new municipal building at 51 Main Street:

1. To demolish the existing building;
2. To design, bid, construct, furnish and equip a new building on the same site;
3. To transfer equipment, supplies and infrastructure from various locations to the new building;

SPECIAL TOWN MEETING MINUTES – OCTOBER 17, 2022 – CONTINUED

4. To reroute and extend fiber optic cables and equipment to Town-owned buildings located at 30 Patten Road (Westford Academy) and 39 Town Farm Road (Rogers Fire Station); and
5. To secure current technology offices at 1 East Prescott Street.

And all costs incidental and related thereto; and to meet this appropriation the sum of \$1,000,000 (ONE MILLION DOLLARS) be transferred from free cash, and the Treasurer, with the approval of the Select Board, be authorized to borrow the sum of \$11,010,000 (ELEVEN MILLION TEN THOUSAND DOLLARS) pursuant to the provisions of [MGL c. 44, Section 7](#) or any other enabling authority, and to issue bonds or notes of the Town therefor; provided that any borrowing or expenditure hereunder shall be contingent upon passage of a Proposition 2 ½ debt exclusion ballot question vote pursuant to the provisions of [MGL c. 59, Section 21C](#); said funds to be expended under the direction of the Select Board; and to authorize the Select Board to execute all documents and take all actions necessary to effectuate the purposes of this vote.

ARTICLE 6: Appropriate Funding for the J.V. Fletcher Library Expansion

Select Board

On a motion made and seconded, it was voted and passed by a 2/3 majority of 436-yes and 141-no that the Town appropriate the sum of \$32,546,009 (THIRTY TWO MILLION FIVE HUNDRED FORTY SIX THOUSAND AND NINE DOLLARS) to expand and renovate the J. V. Fletcher Library located at 50 Main St., Westford MA 01886, including but not limited to the preparation of plans and specifications, the preparation of bid documents, project management and supervision, construction of building expansion and improvements, exterior improvements to the parking lot and landscaping, the purchase and installation of furniture and equipment, the purchase and installation of technology and any other costs incidental and related thereto, for which project the Town is eligible for a grant in the amount of \$7,851,994 (SEVEN MILLION EIGHT HUNDRED AND FIFTY-ONE THOUSAND AND NINE HUNDRED AND NINETY-FOUR DOLLARS) from the Massachusetts Board of Library Commissioners (MBLC); and to meet this appropriation, to authorize the Treasurer, with the approval of the Select Board, to borrow said sum pursuant to the provisions of [MGL c. 44, Section 7](#) or any other enabling authority, and to issue bonds or notes of the Town therefor; provided that any borrowing or expenditure hereunder shall be contingent upon passage of a Proposition 2 ½ debt exclusion ballot question vote pursuant to the provisions of [MGL c. 59, Section 21C](#); said funds to be expended by the Select Board in consultation with the Board of Library Trustees and with management oversight by the Permanent Town Building Committee; and to authorize the Select Board to execute all documents and take all actions necessary to effectuate the purposes of this vote.

ARTICLE 7: Reduce Amount Raised by Taxes in Fiscal Year 2023

Select Board

On a motion made and seconded, it was voted and passed by the majority under the Consent Agenda, that the Town transfer the following available funds to reduce the amount to be raised by taxes for Fiscal Year 2023;

\$150,000.00 From Recreation Enterprise Retained Earnings

ARTICLE 8: Decrease the Membership of the Affordable Housing Trust Committee

Select Board

SPECIAL TOWN MEETING MINUTES – OCTOBER 17, 2022 – CONTINUED

On a motion made and seconded, it was voted and passed by the majority under the Consent Agenda, that the Town, pursuant to [MGL c. 44, Section 55C](#), amend its vote under Article 16 of the June 20, 2020 Annual Town Meeting, as amended by the vote under Article 14 of the June 12, 2021 Annual Town Meeting, by reducing the number of regular members of the Affordable Housing Trust Committee from 11 to 9.

ARTICLE 9: Amend Zoning Bylaw Section 3.3 Accessory Dwelling Units

Planning Board and Zoning Board of Appeals

On a motion made and seconded, it was voted and passed by a 2/3 majority, 346-yes, 38-no, that the Town amend Section 3.3 of the Zoning Bylaw to expand upon the purpose of the bylaw, to simplify the ADU Standards by replacing area calculations currently based on percentage of gross floor area to a flat square footage allowance, to allow for transfer of the special permit upon change in ownership, and such other changes, all as shown below with additions in **bold** and deletions in ~~strike through~~;

3.3 ACCESSORY DWELLING UNITS

3.3.1 Purpose.

This section has been adopted to promote the following purposes:

1. To provide small additional dwelling units to rent without adding to the number of buildings in the Town, or substantially altering the appearance of the Town;
2. To enable owners of single family dwellings larger than required for their present needs, particularly elderly homeowners, to share space, **increase affordability**, and **share** the burdens of home ownership;
3. To provide additional living space for extended family members: **and/or multigenerational households**;
4. **Encourage a more economic and energy-efficient use of the Town's housing supply while maintaining the appearance and character of the Town's residential neighborhoods**;
5. **Protect the stability, property values, and the single-unit residential character of a neighborhood by ensuring that accessory apartments are installed only on owner-occupied lots and are properly permitted and inspected**;
6. **To provide housing units for persons with disabilities.**

3.3.2 Special Permit Required.

Accessory dwelling units may be allowed by special permit by the Board of Appeals, ~~which shall terminate either upon transfer of the ownership of the premises or when the premises is no longer used as the owner's legal residence, and~~ subject to the following considerations.

3.3.3 Procedures.

An application for a special permit shall be governed by the following procedures:

SPECIAL TOWN MEETING MINUTES – OCTOBER 17, 2022 – CONTINUED

1. *Certified Plot Plan.* A plot plan, prepared by a ~~Registered Professional~~ Land Surveyor, of the existing dwelling unit and proposed accessory dwelling unit shall be submitted to the Board of Appeals, showing the location of the building on the lot, proposed accessory dwelling unit, **location of any easements**, location of any septic system and required parking. A mortgage inspection survey, ~~properly adapted, shall~~ **may** be sufficient to meet this requirement **if no exterior construction is proposed.**
2. *Floor plan and elevations sketches.* Plan sheets shall show all dimensions including area and height.
3. *Board of Health.* ~~Any special permit application shall be subject to review and approval by the Board of Health as to sanitary wastewater disposal in full conformance with the provisions of 310 CMR 15.00 (Title V of the State Environmental Code). Therefore, a~~ Applicants are **encouraged strongly advised** to seek Board of Health review prior to making an application to the Board of Appeals. ~~The Board of Health shall also approve water supply and drainage resulting from the proposed accessory dwelling unit as adequate for the proposed construction.~~
4. *Affidavit.* Certification by affidavit shall be provided that **in every calendar year** one of the two dwelling units shall be occupied by the owner of the property **for** at least six months ~~in any calendar year.~~

3.3.4 Standards.

Accessory dwelling units shall be subject to the following standards:

1. *Limit.* Not more than one accessory dwelling unit may be established on a lot. The accessory dwelling unit shall not exceed **900 square feet of gross floor area and shall not exceed the gross floor area or footprint of the primary dwelling unit. To provide for accessible housing units and the development of housing units for individuals with disabilities, the Board of Appeals may allow reasonable deviation from the maximum gross floor area or footprint when necessary to install features that facilitate access and mobility for persons with disabilities. 33% of the gross floor area of the existing or expanded principal structure, whichever is greater.**
2. *Location.* The accessory dwelling unit may be located in the principal structure or in a detached accessory structure; ~~provided, however, that an accessory dwelling unit may be located in such detached accessory structure only where such structure has been in existence for at least ten (10) years.~~
3. *Parking.* **Sufficient and appropriate space for at least one (1) parking space shall be provided by the owner to serve the accessory dwelling unit. Said parking space shall be constructed of materials consistent with the existing driveway and shall have vehicular access to the driveway.**
3. ~~*Appearance.* The external appearance of the structure in which the accessory dwelling unit is to be located shall not be significantly altered from the appearance of a single family structure, in accordance with the~~

SPECIAL TOWN MEETING MINUTES – OCTOBER 17, 2022 – CONTINUED

following:

- a. ~~Any accessory dwelling unit construction shall not create more than a 15% increase in the gross floor area of the structure;~~
- b. ~~Any stairways or access and egress alterations serving the accessory dwelling unit shall be enclosed, screened, or located so that visibility from public ways is minimized;~~
- c. ~~Sufficient and appropriate space for at least one (1) additional parking space shall be provided by the owner to serve the accessory dwelling unit. Said parking space shall be constructed of materials consistent with the existing driveway; and~~
- d. ~~All construction and/or renovation shall be performed in accordance with the applicable requirements of the State Building Code.~~

3.3.5 Conditions for Issuance and Renewal of Special Permits.

~~The initial term and subsequent terms of a special permit for an accessory dwelling unit shall terminate upon transfer of the ownership of the premises or when the premises is no longer used as the owner's legal residence. Subsequent special permit issuances for existing accessory dwelling units may be granted after certification by~~

1. **Upon transfer of the ownership of the premises, the new owner shall submit an affidavit is made by the applicant to the Board of Appeals certifying that the accessory dwelling unit has-will not been extended, enlarged, or altered to increase its original dimensions, as defined in the initial special permit application. Failure to submit said affidavit within 90 days of transfer of ownership of the premises shall terminate the special permit and require a new special permit.**
2. **Within 90 days of when the premises is no longer used as the owner's legal residence but the property has not transferred ownership, the owner shall submit a new affidavit to the Board of Appeals. The Board may consider further action, up to and including termination of the special permit at the next regularly scheduled meeting.**

3.3.6 Decision.

~~Special permits for an accessory dwelling unit may be issued by the Board of Appeals upon a finding that the construction and occupancy of the dwelling unit complies with foregoing provisions and will not be detrimental to the neighborhood in which the lot is located and after consideration of the criteria specified in Section 9.3 of this Zoning Bylaw.~~

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

Select Board

On a motion made and seconded, it was voted and passed by the majority under the Consent Agenda, that the Town amend Chapter 48.1 of the Westford General Bylaws to Change the

SPECIAL TOWN MEETING MINUTES – OCTOBER 17, 2022 – CONTINUED

name of the Tax Possession Sale Committee to the Tax Possession Disposition Committee, as shown below, with additions shown in **bold** and deletions shown in ~~strike through~~;

Chapter 48: Tax Possession ~~Sale~~ **Disposition** Committee

[Adopted 9-17-85 STM Art. 18. Amendments noted where applicable.]

§ 48.1 Establishment; members. [Amended 5-11-2002 ATM Art. 30; 10-15-2012 STM Art. 14]

There shall be a Tax Possession ~~Sale~~ **Disposition** Committee of 7 members, to be appointed by the Select Board

§ 48.2 Terms.

Members shall serve for 3-year terms each; provided, that of the individuals first appointed, one will serve for 1 year, one will serve for 2 years, and one will serve for 3 years; and thereafter each member shall serve for 3 years. Terms shall start October 1, of each year.

§ 48.3 Vacancies.

A vacancy occurring other than by expiration of term shall be filled for the remainder of the term in the same manner as an original appointment.

§ 48.4 Residency requirements.

All members shall be residents of the Town.

§ 48.5 Responsibilities. [Amended 5-11-02 ATM Art. 30]

The Committee shall have the care, custody and control of all land acquired by the Town under the provisions of Massachusetts General Laws chapter 60, as the same may be amended from time to time, and may sell and/or convey such land at public or private sale on such terms and conditions as said Committee shall determine.

ARTICLE 11: Authorize the Select Board to Sell Two Parcels of Land on Pine Tree Trail and Byrne Avenue

Select Board

On a motion made and seconded, it was voted and passed by a 2/3 vote, 342-yes, 7-no, that the Town transfer from the Select Board for general municipal purposes to the Select Board for general municipal purposes and for the purpose of conveyance Assessor's Map 78, Parcel 75 located at 20 Pine Tree Trail and Assessor's Map 78, Parcel 76 located at 31 Byrne Avenue; and, further, to authorize the Select Board to convey all or a portion of said properties, pursuant to [MGL c. 30B, Section 16](#), on such terms and conditions as the Select Board shall determine, said conveyance to be for such consideration as the Select Board shall deem appropriate, including nominal consideration.

With no further business to conduct the Special Town Meeting was adjourned at 9:09 pm.

A True Copy Attest

Patricia L. Dubey
Town Clerk

ANNUAL TOWN MEETING MINUTES – MARCH 25, 2023

A legal meeting of the inhabitants of the Town of Westford, qualified to vote in Town affairs, was called by the Select Board and held at the Westford Academy gymnasium on Saturday, March 25, 2023, commenced at 10:00 A.M, and the following business was transacted:

Election officers, using voting lists, acted as tellers at the door. Over the course of the meeting, 436 voters were in attendance.

Town Moderator Angela Harkness called the 294th Annual Town Meeting to order at 10:02 a.m.

It was voted unanimously to allow department heads, staff, and Town Counsel, who are non-voters, to address the meeting and sit with their respective boards and committees.

It was voted unanimously to waive the reading of the motions and accept those printed on the pink document entitled *2023 Annual Town Meeting Motions* and dated March 25, 2023.

New Town Manager Kristen Las was introduced, and welcomed by those in attendance. Also introduced and welcomed was new Assistant Department of Public Works Director Kyle Fox.

Moderator Harkness asked the Diversity, Equality, and Inclusion Committee for their report regarding Indigenous Peoples' Day. Member Madonna McKenzie addressed Town Meeting and stated the following:

Thank you, Madam Moderator. My name is Madonna McKenzie and I live at 28 Cold Spring Rd. I am here today representing Westford's DEI Committee, a panel established by the Westford Select Board to serve as an advisory committee to the Town generally and to advise the School Committee and the Select Board on matters related to Diversity, Equity, and Inclusion.

In the fall of 2020, the question of Indigenous Peoples' Day was addressed at Town Meeting. The resulting discussion ended with Town Meeting asking the DEI Committee to research Indigenous Peoples' Day and make a recommendation to the Select Board.

The charge of the Committee is in part: To identify needs around fostering acceptance, valuing diversity, and to discourage prejudice and discrimination against any person, group, or any other status protected by law on account of race, creed, color, income, religion, national origin, ancestry, gender, sexual orientation, veteran status, age, or disability.

The DEI Committee took the charge of the fall 2020 Town Meeting seriously and with open minds. We did not make this recommendation to the Select Board for light or transient reasons. We made the recommendation and urge your support partially because of our increasing awareness and understanding of the important and growing recognition that Indigenous Peoples' have suffered for centuries in this country. We need to understand their history and embrace their culture as an important step toward the overall recognition of the intolerance this state and country have engaged in.

Like other cities and towns in the Commonwealth, Westford sits on land once occupied by Indigenous peoples – in our case the ancestral lands of the Nipmuc People – the committee began a thorough and open process including:

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- *Connecting with individuals and groups representing Indigenous Populations*
- *Conducted an online survey in the fall of 2021 and a virtual community listening session in the summer of 2022. The results of each were mixed with respondents and participants expressing support for and opposition to Indigenous Peoples' Day and others suggesting that Indigenous Peoples' Day and Columbus Day be celebrated on different days.*
- *Engaged in multiple discussions at our DEI Committee meetings*
- *Researched Indigenous Peoples' Day proposals in other Massachusetts cities and towns*
- *Reviewed the legislation offered at the Massachusetts State House to establish an Indigenous Peoples' Day statewide*
- *Presented findings and recommendations to the Select Board which acted to provide the voters with the opportunity to consider this very important question*
- *Developed ballot question language for Select Board approval in August 2020.*

On March 13th of this year the Westford School Committee voted to express its support for the Indigenous Peoples' Day ballot question in the form of a Resolution which is included in the handout. Please pick one up on your way out if you have not already done so.

*On March 14th of this year the Select Board approved the language to appear on the ballot as: **Question 3** - Shall the Westford Select Board declare the second Monday in October as Indigenous Peoples' Day, superseding local references to Columbus Day, and recommend that it be observed by the people of Westford, with appropriate exercises in the schools and otherwise, to acknowledge the history of genocide and discrimination against Indigenous Peoples', and to recognize and celebrate the thriving cultures and continued resistance and resilience of Indigenous peoples and their tribal nations?*

We are grateful to the Select Board for setting out a public structure for consideration of the question and to the School Committee for its support of the ballot question. We want you to understand that establishing Indigenous Peoples' Day in Westford, superseding Columbus Day, does not ignore the history of the age of exploration. In fact, it does the opposite by inspiring a deeper and more critical examination of the age of exploration in which Columbus was just one participant.

It is the hope of the DEI Committee and the School Committee that the voters of Westford approve the Indigenous Peoples' Day ballot question on May 2nd and join over 20 other Massachusetts cities and towns and over 130 across the country in doing so. A town-wide vote in favor of Indigenous Peoples' Day would also anticipate the successful passage of pending state legislation to do the same and firmly establish Westford as a peaceable community that embraces diversity, abhors intolerance, celebrates difference, and fosters belonging.

On a motion made and seconded, Articles 1, 10, 12, 14, 15, 16, and 22, along with dismissing Articles 9 and 21, were placed on the Consent Agenda to be voted on together in one vote.

The Consent Agenda items were passed unanimously as follows:

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ARTICLE 1: Accept Town Reports

Town Manager

It was voted and passed unanimously that the Town accept the Reports of Town Officers, Boards and Committees for the Fiscal Year 2022.

ARTICLE 9: Amend the Wage and Classification Plan

Town Manager

It was voted unanimously that the Town dismiss Article 9.

ARTICLE 10: Authorize Revolving Funds

Town Manager

It was voted and passed unanimously that the Town, pursuant to [MGL c. 44, Section 53E½](#) as most recently amended by Section 86 of Chapter 218 of the Acts of 2016, establish limitations on expenditures from the revolving funds established by Chapter 138.1 of the General Bylaws, entitled, “Revolving Funds” as follows:

REVOLVING ACCOUNT	FY24 EXPENDITURE LIMIT
Lease of Town Buildings: 65 & 73 Main St & 170 Plain Rd	\$150,000
Electric Vehicle Charging Station Revolving	\$10,000
Recycling Revolving	\$40,000
Recreation Field Maintenance	\$150,000
Senior Center Fitness Room	\$25,000
Senior Center Programs	\$50,000
School Parking	\$80,000
School Bus/Transportation	\$950,000
East Boston Camps Maintenance	\$80,000
Immunizations and Clinical Services	\$100,000
Community Gardens	\$15,000
Town Forest Management	\$25,000

ARTICLE 12: Appropriate Chapter 90 Local Transportation Funds for Roadway Maintenance

Town Manager

It was voted and passed unanimously that the Town appropriate the proceeds due to the Town under the provisions of [MGL c. 90](#).

ARTICLE 14: Authorize the Select Board to Accept Easements

Select Board

It was voted and passed unanimously that the Town authorize the Select Board, during Fiscal Year 2024, to accept any and all easements for sidewalk, drainage, utility purposes, public access to trails, or other public purposes as they may deem in the Town’s best interests.

ARTICLE 15: Authorize the Select Board to Accept Easements on Groton Road

Select Board

It was voted and passed unanimously that the Town authorize the Select Board to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Select

ANNUAL TOWN MEETING MINUTES – MARCH 25, 2023

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Board shall determine, permanent and/or temporary easements on the parcels of land shown on plans entitled “TOWN OF WESTFORD, MASSACHUSETTS, GROTON ROAD OVER BLUE BROOK CULVERT REPLACEMENT” revised through December 2, 2022, as said plans may be amended, said plans on file with the Town Clerk, for public way purposes, including, but not limited to, the construction, alteration, maintenance, improvement, repair and/or replacement of a culvert system, sidewalk(s), and for drainage, utility and slope work, traffic improvements, driveway reconstruction and grading, tree protection and landscaping; and, further, to authorize the Select Board to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisitions and other acts authorized herein, or take any other action relative thereto.

ARTICLE 16: Authorize the Select Board to Accept Easements on Old Lowell Road *Select Board*

It was voted and passed unanimously that the Town vote to authorize the Select Board to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Select Board shall determine, permanent and/or temporary easements on the parcels of land shown on plans entitled “TOWN OF WESTFORD, MASSACHUSETTS, OLD LOWELL ROAD OVER POND BROOK CULVERT REPLACEMENT” revised through November 29, 2022, as said plans may be amended, said plans on file with the Town Clerk, for public way purposes, including, but not limited to, the construction, alteration, maintenance, improvement, repair and/or replacement of a culvert system, sidewalk(s), and for drainage, utility and slope work, traffic improvements, driveway reconstruction and grading, tree protection and landscaping; and, further, to authorize the Select Board to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisitions and other acts authorized herein, or take any other action relative thereto.

ARTICLE 21: Transfer Custody of a Parcel on River Street from the School Committee to the Recreation Commission *Recreation Commission*

It was voted and passed that the Town dismiss Article 21.

ARTICLE 22: Accept Byrne Place as a Public Way *Select Board*

It was voted and passed unanimously that the Town accept Byrne Place as a Town public way as shown on a plan entitled “Street Acceptance Plan Byrne Place Town of Westford, Massachusetts,” dated September 21, 2022, prepared by LandTech Consultants, as said plan may be amended, said plan on file with the Town Clerk, pursuant to [Massachusetts General Laws Chapter 82](#), as heretofore laid out by the Select Board, and further to authorize the Select Board to acquire by purchase, gift, eminent domain or otherwise, an easement in said way for all purposes for which public ways are used and maintained

ARTICLE 2: Approve Fiscal Year 2023 Budget Supplemental Appropriations *Town Manager*

It was voted and passed by the majority that the Town appropriate from Free Cash the sum of \$850,532 (EIGHT HUNDRED FIFTY THOUSAND FIVE HUNDRED THIRTY-TWO DOLLARS) in order to supplement the following operating budgets in Fiscal Year 2023

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220 Fire Personal Services	\$75,000
423 Snow & Ice	\$400,000
432 Recycling Expenses	\$20,000
990 Transfers to/from Trusts for OPEB Contribution	\$355,532

And further,

The Town appropriate from Water Enterprise Retained Earnings the sum of \$135,000 (ONE HUNDRED THIRTY-FIVE THOUSAND DOLLARS) in order to supplement the following operating budgets in Fiscal Year 2023:

600 Water Enterprise Expenses	\$135,000
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And further,

The Town appropriate from Ambulance Enterprise Retained Earnings the sum of \$3,219 (THREE THOUSAND TWO HUNDRED NINETEEN DOLLARS) in order to supplement the following operating budgets in Fiscal Year 2023:

640 Ambulance Enterprise Expenses	\$3,219
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ARTICLE 3: Appropriate for Perchlorate Expenses

Town Manager

It was voted and passed unanimously that the Town appropriate from Free Cash the sum of \$97,000 (NINETY-SEVEN THOUSAND DOLLARS) for the purpose of providing funds to address associated issues regarding perchlorate contamination.

ARTICLE 4: Appropriate Opioid Settlement Funds

Town Manager

It was voted and passed unanimously that the Town appropriate from Free Cash the sum of \$129,997.88 (ONE HUNDRED TWENTY NINE THOUSAND NINE HUNDRED NINETY SEVEN DOLLARS AND EIGHTY EIGHT CENTS) which represents the amount received from Statewide Opioid Settlements between the Massachusetts Attorney General and non-bankrupt opioid industry participants, for the funding of prevention, harm reduction, treatment and recovery programs as further detailed in the [Massachusetts State Subdivision Agreement](#) for Statewide Opioid Settlements; said funds to be expended under the direction and with the approval of the Select Board pursuant to grant agreements with one or more individuals or non-profit entities that provide a public purpose of support and stimulation for the residents of Westford, and to authorize the Select Board to enter into such agreements upon terms and conditions that the Board deems in the best interests of the Town.

ARTICLE 5: Approve Capital Appropriations

Capital Planning Committee

First Motion:

It was moved and passed by the majority that the Town appropriate from Free Cash the sum of \$2,658,338 (TWO MILLION SIX HUNDRED FIFTY EIGHT THOUSAND THREE HUNDRED THIRTY EIGHT DOLLARS) to provide for the following capital requests, including costs incidental and related thereto; and, further, to authorize the Select Board to enter into all agreements and take all related actions necessary or appropriate to effectuate the purposes of this vote:

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DEPARTMENT	AMOUNT	PURPOSE
Technology	\$36,000	Town computer replacements
Technology	\$392,338	School computer replacements
Technology	\$100,000	Server & storage replacements
Fire	\$300,000	Architectural and engineering for the Fire Department Station 4 (Nabnasset) addition, renovation, or replacement
Schools	\$95,000	Stony Brook Middle School front entry patio replacement
Schools	\$191,000	Nabnasset parking lot and walking path improvements
Schools	\$34,000	Wide area mower, purchase and equip
Schools	\$40,000	Electric vehicle for the Facilities Department, purchase and equip
Engineering	\$500,000	Boston Road Reconstruction Project Non-Participating Costs
Engineering	\$50,000	Stony Brook Bridge replacement project
Highway	\$65,000	Vehicle replacement – ¾ Ton 4x4 pickup truck with plow, purchase and equip
Highway	\$80,000	Vehicle replacement – 1-Ton dump truck with plow, purchase and equip
Highway	\$260,000	Vehicle replacement – 6-wheel dump truck (swap loader), purchase and equip
Wastewater	\$450,000	Abbot Elementary School wastewater treatment plant tank rehabilitation
Parks & Grounds	\$65,000	Vehicle replacement – ¾ Ton 4x4 pickup truck with plow, purchase and equip

And further,

That the Town appropriate from Water Enterprise Retained Earnings the sum of \$366,500 (THREE HUNDRED SIXTY-SIX THOUSAND FIVE HUNDRED DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

DEPARTMENT	AMOUNT	PURPOSE
Water Enterprise	\$71,500	Vehicle replacement – 4x4 utility truck with plow, purchase and equip
Water Enterprise	\$65,000	Electric vehicle replacement – express van, purchase and equip
Water Enterprise	\$150,000	Pilot study for PFAS treatment
Water Enterprise	\$80,000	Supplemental Appropriation for the Depot Street Well Replacement

And further,

That the Town appropriate and transfer from Free Cash the sum of \$110,521.30 (ONE HUNDRED TEN THOUSAND FIVE HUNDRED TWENTY-ONE DOLLARS AND 30 CENTS), from the Sale of Real Estate Fund the sum of \$439,478.70 (FOUR HUNDRED

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THIRTY NINE THOUSAND FOUR HUNDRED SEVENTY EIGHT DOLLARS AND 70 CENTS), and from Stormwater Enterprise Retained Earnings the sum of \$265,000 (TWO HUNDRED SIXTY FIVE THOUSAND DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Engineering	\$550,000	Expanded Town Hall parking lot
Stormwater Enterprise	\$100,000	Expanded Town Hall parking lot
Stormwater Enterprise	\$165,000	Design for the culvert replacement on Acton Road approximately 150 feet south of Greenwood Road

Second Motion:

It was voted and passed by a 2/3 majority vote of 309 – yes and 76 – no that the Town appropriate the sum of \$2,150,000 (TWO MILLION ONE HUNDRED FIFTY THOUSAND DOLLARS) to purchase and equip a tower truck for the Fire Department, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [MGL c. 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor.

Third Motion:

It was voted and passed by the majority that the Town dismiss the article regarding the proposed HVAC energy conservation and related building improvements at the Cameron Senior Center.

Fourth Motion:

It was voted and passed by a 2/3 majority vote of 258 – yes, 112 – no that the Town appropriate the sum of \$2,000,000 (TWO MILLION DOLLARS) for the Boston Road reconstruction project, including costs incidental and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [MGL c. 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor. While said borrowing will be issued as a general obligation of the Town payable from any and all revenue sources, it is the Town's intent that the debt service for this borrowing be paid for in the first instance from the Water Enterprise Fund.

Fifth Motion:

It was voted and passed by a 2/3 majority vote of 316 – yes, 57 – no that the Town appropriate the sum of \$1,045,000 (ONE MILLION FORTY FIVE THOUSAND DOLLARS) for the Francis Hill water storage tank rehabilitation, including costs incidental and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [MGL c. 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor. While said borrowing will be issued as a general obligation of the Town payable from any and all revenue sources, it is the Town's intent that the debt service for this borrowing be paid for in the first instance from the Water Enterprise Fund.

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Sixth Motion:

It was voted and passed by a 2/3 majority vote of 329 – yes, 57 – no that the Town appropriate the sum of \$1,500,000 (ONE MILLION FIVE HUNDRED THOUSAND DOLLARS) for the construction costs for the replacement of the Pond Brook culvert located on Old Lowell Road, approximately 250 feet south of South Chelmsford Road, and the Blue Brook Culvert located on Groton Road, approximately 100 feet east of Flushing Pond Road, including costs incidental and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [MGL c. 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor. While said borrowing will be issued as a general obligation of the Town payable from any and all revenue sources, it is the Town's intent that the debt service for this borrowing be paid for in the first instance from the Stormwater Enterprise Fund.

ARTICLE 6: Appropriate Funding for the Construction of a New Municipal Building Located at 51 Main Street

Select Board

It was voted and failed for lack of a 2/3 majority vote of 162 – yes, 241 – no that the Town appropriate the sum of \$12,400,000 (TWELVE MILLION FOUR HUNDRED THOUSAND DOLLARS) for the following purposes relating to the construction of a new municipal building at 51 Main Street:

1. To demolish the existing building;
2. To design, bid, construct, furnish and equip a new building on the same site;
3. To transfer equipment, supplies and infrastructure from various locations to the new building;
4. To reroute and extend fiber optic cables and equipment to Town-owned buildings located at 30 Patten Road (Westford Academy) and 39 Town Farm Road (Rogers Fire Station); and
5. To secure current technology offices at 1 East Prescott Street.

And all costs incidental and related thereto; and to meet this appropriation the sum of \$1,000,000 (ONE MILLION DOLLARS) be transferred from free cash, and the Treasurer, with the approval of the Select Board, be authorized to borrow the sum of \$11,400,000 (ELEVEN MILLION FOUR HUNDRED THOUSAND DOLLARS) pursuant to the provisions of [MGL c. 44, Section 7](#) or any other enabling authority, and to issue bonds or notes of the Town therefor; provided that any borrowing or expenditure hereunder shall be contingent upon passage of a Proposition 2 ½ debt exclusion ballot question vote pursuant to the provisions of [MGL c. 59, Section 21C](#); said funds to be expended under the direction of the Select Board; and to authorize the Select Board to execute all documents and take all actions necessary to effectuate the purposes of this vote.

ARTICLE 7: Appropriate Funding for the Lloyd G. Blanchard MSBA Roof Replacement

School Committee

It was voted and passed by a 2/3 majority vote of 356 – yes, 4 – no that the Town appropriate the amount of \$6,425,043 (SIX MILLION FOUR HUNDRED TWENTY FIVE THOUSAND FORTY THREE DOLLARS), for the purpose of paying the costs of replacing the roof at the Lloyd G. Blanchard Middle School, 14 West Street, Westford, MA 01886, which proposed repair project would materially extend the useful life of the

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school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the Town may be eligible for a school grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the School Committee. To meet this appropriation, the Town Treasurer, with the approval of the Select Board, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the MSBA’s grant program as non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further that any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) forty-eight-point zero five percent (48.05%) of eligible approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA.

ARTICLE 8: Approve Community Preservation Committee Recommendations
Community Preservation Committee

It was voted and passed by the majority that the Town hear and act on the recommendations of the Westford Community Preservation Committee in accordance with [MGL c. 44B](#), and appropriate from Community Preservation Funds the sum of \$1,600,045 (ONE MILLION SIX HUNDRED THOUSAND FORTY FIVE DOLLARS) for the purposes set forth below; and further to authorize the Select Board to enter into grant agreements with any private entities receiving funding pursuant to this vote, and further to authorize the Select Board to acquire appropriate deed restrictions as may be required or appropriate pursuant to the Community Preservation Act:

\$311,545	From Undesignated Fund Balance to the Community Housing Reserve. This allocation more than funds the required 10% for Community Housing.	Community Housing Reserve
\$190,000	From Undesignated Fund Balance for the Conservation Trust Fund for future open space land purchases and any other related costs.	Westford Conservation Commission
\$312,000	From the Fund Balance Reserved for Community Housing to the Affordable Housing Trust Fund for the development of potential affordable housing projects and any other related costs.	Affordable Housing Trust
\$133,500	From the Undesignated Fund Balance for the Stony Brook Track and Athletic Courts Design project and any other related costs.	Westford Public Schools
\$400,000	From the Undesignated Fund Balance for the Jack Walsh Tennis and Basketball Court Improvements Construction project and any other related costs.	Westford Department of Public Works

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\$25,000	From the Undesignated Fund Balance for the Forge VFW Softball Field Dugouts project and any other related costs.	Westford Department of Public Works
\$180,000	From the Undesignated Fund Balance for the Forge Beach and Ronan McElligott Memorial Playground Sunshade Structures and any other related costs.	Westford Department of Public Works
\$45,000	From the Undesignated Fund Balance for the Parkerville Schoolhouse Window Restoration project and any other related costs.	Friends of Parkerville School House
\$3,000	From the Historic Fund Balance for the Antique Snow Roller Restoration project located at 2-4 Boston Rd and any other related costs.	Westford Historical Society and Museum

Second Motion:

It was voted and passed by the majority that the Town hear and act on the recommendations of the Westford Community Preservation Committee in accordance with [MGL c. 44B](#), and appropriate from Community Preservation Funds the sum of \$165,354 (ONE HUNDRED SIXTY FIVE THOUSAND THREE HUNDRED FIFTY FOUR DOLLARS) for the purposes set forth below; and further to authorize the Select Board to enter into grant agreements with any private entities receiving funding pursuant to this vote, and further to authorize the Select Board to acquire appropriate deed restrictions as may be required or appropriate pursuant to the Community Preservation Act:

\$75,000	From the Undesignated Fund Balance for the Meadowbrook Farm Well Project and any other related costs.	Meadowbrook Farm
\$90,354	From the Undesignated Fund Balance for the Meadowbrook Farm Food Insecurity and Sustainability Project and any other related costs.	Meadowbrook Farm

Third Motion:

It was voted and passed by a 2/3 majority vote of 270 – yes, 46-no that the Town appropriate the sum of \$1,000,000 (ONE MILLION DOLLARS) from the Community Preservation Fund for the planning, design, development, and construction of a 35-unit mixed income senior residential affordable housing project located at 35 Town Farm Road, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44B](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; and further to authorize the Select Board to enter into a grant agreement with the private developer receiving funding pursuant to this vote, and further authorize the Select Board to acquire an appropriate deed restriction(s) as may be required or appropriate pursuant to the Community Preservation Act.

At 12:16 pm there was a break for lunch. The meeting reconvened at 1:30 pm.

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ARTICLE 11: Approve Fiscal Year 2024 Operating Budget

Town Manager

It was voted and passed unanimously that the Town raise and appropriate the sum of \$128,802,786 (ONE HUNDRED TWENTY EIGHT MILLION EIGHT HUNDRED TWO THOUSAND SEVEN HUNDRED EIGHTY SIX DOLLARS) for the operation and maintenance of Town Departments for the Fiscal Year July 1, 2023 through June 30, 2024, such sums to be expended for such purposes under the direction of the respective town officers, boards and committees and further that all items be raised and appropriated except for the following:

Fund 100 General Fund: \$100,000 shall be appropriated from Overlay Surplus;

Fund 100 General Fund: \$625.44 shall be appropriated from Fund Balance Designated for Debt Exclusion Reduction;

Fund 240 Community Preservation Fund: \$1,120,491 shall be appropriated from Community Preservation Fund Fiscal 2024 Revenue;

Fund 280 Town Revolving Funds: \$3,000 shall be appropriated from Senior Center Fitness Room Revolving 53 E ½;

Fund 600 Water Enterprise Fund: \$4,813,234 shall be appropriated from Water Enterprise Revenue;

Fund 630 Recreation Enterprise Fund: \$952,200 shall be appropriated from Recreation Enterprise Revenue, \$150,000 shall be appropriated from Recreation Enterprise Retained Earnings, and \$263,227 shall be raised and appropriated;

Fund 640 Ambulance Enterprise Fund: \$850,000 shall be appropriated from Ambulance Enterprise Revenue, \$50,000 shall be appropriated from Ambulance Enterprise Retained Earnings, and \$605,371 shall be raised and appropriated;

Fund 650 Stormwater Enterprise Fund: \$815,209 shall be appropriated from Stormwater Enterprise Revenue and \$600,000 shall be raised and appropriated.

	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 TM & FINCOM RECOMMEND	FY23/FY24 VARIANCE	FY23/FY24 %
GENERAL GOVERNMENT					
122 SELECT BOARD					
Personal Services	0	0	0	0	N/A
Expenses	19,571	43,106	28,559	(14,547)	-33.7%
TOTAL	19,571	43,106	28,559	(14,547)	-33.7%
123 TOWN MANAGER					
Personal Services	433,899	456,212	506,100	49,888	10.9%
Expenses	11,093	20,554	33,465	12,911	62.8%
TOTAL	444,992	476,766	539,565	62,799	13.2%

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	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 TM & FINCOM RECOMMEND	FY23/FY24 VARIANCE	FY23/FY24 %
131 FINANCE COMMITTEE					
Personal Services	0	0	0	0	
Expenses	8,191	9,065	3,671	(5,394)	-59.5%
Reserve Fund	0	125,000	125,000	0	0.0%
(Transfers out)	0	0	0	0	N/A
TOTAL	8,191	134,065	128,671	(5,394)	-4.0%
132 FINANCE DEPARTMENT					
Personal Services	156,660	164,143	166,815	2,672	1.6%
Expenses	318	1,390	895	(495)	-35.6%
TOTAL	156,978	165,533	167,710	2,177	1.3%
135 TOWN ACCOUNTANT					
Personal Services	295,166	320,859	325,632	4,773	1.5%
Expenses	41,996	48,835	47,185	(1,650)	-3.4%
TOTAL	337,161	369,694	372,817	3,123	0.8%
141 BOARD OF ASSESSORS					
Personal Services	233,887	314,979	314,177	(802)	-0.3%
Expenses	40,117	58,800	49,450	(9,350)	-15.9%
TOTAL	274,004	373,779	363,627	(10,152)	-2.7%
145 TREASURER/COLLECTOR					
Personal Services	272,494	295,391	302,216	6,825	2.3%
Expenses	52,312	47,275	47,925	650	1.4%
TOTAL	324,806	342,666	350,141	7,475	2.2%
151 LEGAL SERVICES					
Personal Services	0	0	0	0	N/A
Expenses	81,771	140,000	100,000	(40,000)	-28.6%
TOTAL	81,771	140,000	100,000	(40,000)	-28.6%
152 HUMAN RESOURCES					
Personal Services	239,938	268,210	275,751	7,541	2.8%
Expenses	26,780	30,737	28,625	(2,112)	-6.9%
Compensation Reserve	4,974	385,000	220,000	(165,000)	-42.9%
(Transfers out)	0	(217,246)	0	217,246	-100.0%
TOTAL	271,692	466,701	524,376	57,675	12.4%
155 TECHNOLOGY					
Personal Services	342,927	358,955	368,157	9,202	2.6%
Expenses	774,809	580,600	615,127	34,527	5.9%
TOTAL	1,117,736	939,555	983,284	43,729	4.7%

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	FY 2022	FY 2023	FY 2024 TM & FINCOM	FY23/FY24	FY23/FY24
	ACTUAL	BUDGET	RECOMMEND	VARIANCE	%
161 TOWN CLERK					
Personal Services	244,081	284,340	276,980	(7,360)	-2.6%
Expenses	28,256	37,504	35,813	(1,691)	-4.5%
TOTAL	272,338	321,844	312,793	(9,051)	-2.8%
170 PERMITTING DEPARTMENT					
Personal Services	271,247	285,829	291,946	6,117	2.1%
Expenses	43,403	46,535	46,970	435	0.9%
TOTAL	314,650	332,364	338,916	6,552	2.0%
171 CONSERVATION COMMISSION					
Personal Services	84,243	88,075	92,784	4,709	5.3%
Expenses	5,939	7,070	7,610	540	7.6%
TOTAL	90,182	95,145	100,394	5,249	5.5%
175 PLANNING BOARD					
Personal Services	74,037	96,244	98,169	1,925	2.0%
Expenses	5,988	16,367	20,509	4,142	25.3%
TOTAL	80,024	112,611	118,678	6,067	5.4%
176 ZONING BOARD OF APPEALS					
Personal Services	0	0	0	0	N/A
Expenses	2,220	2,595	2,595	0	0.0%
TOTAL	2,220	2,595	2,595	0	0.0%
192 TOWN HALL MAINTENANCE					
Personal Services	44,885	45,742	45,742	0	0.0%
Expenses	65,946	57,100	56,500	(600)	-1.1%
TOTAL	110,831	102,842	102,242	(600)	-0.6%
199 PUBLIC BUILDINGS & PROPERTIES MAINTENANCE					
Personal Services	94,424	87,244	84,023	(3,221)	-3.7%
Expenses	53,370	144,850	154,737	9,887	6.8%
TOTAL	147,794	232,094	238,760	6,666	2.9%
TOTAL GENERAL GOVERNMENT	4,054,941	4,651,360	4,773,128	121,768	2.6%

ANNUAL TOWN MEETING MINUTES – MARCH 25, 2023

– CONTINUED

	FY 2022	FY 2023	FY 2024 TM & FINCOM	FY23/FY24	FY23/FY24
	ACTUAL	BUDGET	RECOMMEND	VARIANCE	%
PUBLIC SAFETY					
210 POLICE DEPARTMENT					
Personal Services	5,214,903	5,578,290	5,817,983	239,693	4.3%
Expenses	567,364	559,983	605,811	45,828	8.2%
TOTAL	5,782,266	6,138,273	6,423,794	285,521	4.7%
215 PUBLIC SAFETY COMMUNICATIONS					
Personal Services	769,429	866,599	878,984	12,385	1.4%
Expenses	41,426	53,437	53,622	185	0.3%
TOTAL	810,856	920,036	932,606	12,570	1.4%
220 FIRE DEPARTMENT					
Personal Services	3,711,296	3,940,747	3,996,139	55,392	1.4%
Expenses	392,777	413,368	388,075	(25,293)	-6.1%
TOTAL	4,104,073	4,354,115	4,384,214	30,099	0.7%
241 BUILDING DEPARTMENT					
Personal Services	383,376	403,327	412,339	9,012	2.2%
Expenses	9,355	12,150	12,400	250	2.1%
TOTAL	392,731	415,477	424,739	9,262	2.2%
244 SEALER WEIGHTS/MEASURES					
Personal Services	0	0	0	0	N/A
Expenses	3,000	7,762	15,524	7,762	100.0%
TOTAL	3,000	7,762	15,524	7,762	100.0%
291 EMERGENCY MANAGEMENT					
Personal Services	9,324	9,510	9,700	190	2.0%
Expenses	2,450	2,450	2,450	0	0.0%
TOTAL	11,774	11,960	12,150	190	1.6%
292 ANIMAL CONTROL					
Personal Services	41,009	40,967	42,894	1,927	4.7%
Expenses	3,364	4,475	4,035	(440)	-9.8%
TOTAL	44,373	45,442	46,929	1,487	3.3%
294 TREE WARDEN					
Personal Services	2,311	2,357	3,060	703	29.8%
Expenses	32,202	35,000	40,000	5,000	14.3%
TOTAL	34,513	37,357	43,060	5,703	15.3%
TOTAL PUBLIC SAFETY	11,183,587	11,930,422	12,283,016	352,594	3.0%

ANNUAL TOWN MEETING MINUTES – MARCH 25, 2023

– CONTINUED

	FY 2022	FY 2023	FY 2024 TM & FINCOM	FY23/FY24	FY23/FY24
	ACTUAL	BUDGET	RECOMMEND	VARIANCE	%
EDUCATION					
300 WESTFORD PUBLIC SCHOOLS	61,983,147	64,038,192	65,889,564	1,851,372	2.89%
310 NASHOBA TECH	1,184,421	1,295,205	1,396,089	100,884	7.79%
TOTAL EDUCATION	63,167,568	65,333,397	67,285,653	1,952,256	2.99%
PUBLIC WORKS					
405 DEPARTMENT OF PUBLIC WORKS					
Personal Services	205,780	264,153	269,418	5,265	2.0%
Expenses	0	500	500	0	0.0%
TOTAL	205,780	264,653	269,918	5,265	2.0%
410 ENGINEERING DEPARTMENT					
Personal Services	311,411	323,551	329,963	6,412	2.0%
Expenses	10,847	11,970	13,470	1,500	12.5%
TOTAL	322,258	335,521	343,433	7,912	2.4%
421 HIGHWAY DEPARTMENT					
Personal Services	1,507,126	1,659,293	1,458,170	(201,123)	-12.1%
Expenses	898,081	1,018,643	991,800	(26,843)	-2.6%
TOTAL	2,405,207	2,677,936	2,449,970	(227,966)	-8.5%
432 RECYCLING					
Personal Services	0	0	0	0	N/A
Expenses	522,473	581,027	602,525	21,498	3.7%
TOTAL	522,473	581,027	602,525	21,498	3.7%
433 SOLID WASTE					
Personal Services	0	0	0	0	N/A
Expenses	1,386,961	1,507,588	1,538,654	31,066	2.1%
TOTAL	1,386,961	1,507,588	1,538,654	31,066	2.1%
442 WASTEWATER TREATMENT MANAGEMENT					
Personal Services	0	0	0	0	N/A
Expenses	207,038	224,430	243,404	18,974	8.5%
TOTAL	207,038	224,430	243,404	18,974	8.5%
491 CEMETERY DEPARTMENT					
Personal Services	102,673	105,159	155,667	50,508	48.0%
Expenses	24,263	36,760	38,707	1,947	5.3%
TOTAL	126,937	141,919	194,374	52,455	37.0%
TOTAL PUBLIC WORKS	5,176,653	5,733,074	5,642,278	-90,796	-1.6%

ANNUAL TOWN MEETING MINUTES – MARCH 25, 2023

– CONTINUED

	FY 2022	FY 2023	FY 2024 TM & FINCOM	FY23/FY24	FY23/FY24
	ACTUAL	BUDGET	RECOMMEND	VARIANCE	%
HEALTH & HUMAN SERVICES					
510 BOARD OF HEALTH					
Personal Services	363,283	441,838	442,849	1,011	0.2%
Expenses	22,587	26,900	25,800	(1,100)	-4.1%
TOTAL	385,869	468,738	468,649	(89)	0.0%
541 COUNCIL ON AGING					
Personal Services	433,866	479,907	505,695	25,788	5.4%
Expenses	85,923	102,900	107,350	4,450	4.3%
TOTAL	519,789	582,807	613,045	30,238	5.2%
543 VETERANS SERVICES					
Personal Services	71,166	81,488	83,299	1,811	2.2%
Expenses	22,897	63,100	38,100	(25,000)	-39.6%
TOTAL	94,063	144,588	121,399	(23,189)	-16.0%
TOTAL HEALTH & HUMAN SERVICES	999,722	1,196,133	1,203,093	6,960	0.6%
CULTURE & RECREATION					
610 LIBRARY					
Personal Services	1,392,785	1,449,447	1,466,536	17,089	1.2%
Expenses	359,093	383,711	358,694	(25,017)	-6.5%
TOTAL	1,751,877	1,833,158	1,825,230	(7,928)	-0.4%
650 PARKS & GROUNDS					
Personal Services	200,322	262,560	450,689	188,129	71.7%
Expenses	28,617	48,329	55,525	7,196	14.9%
TOTAL	228,939	310,889	506,214	195,325	62.8%
660 LAND MANAGEMENT					
Personal Services	0	0	0	0	N/A
Expenses	29,396	47,916	98,356	50,440	105.3%
TOTAL	29,396	47,916	98,356	50,440	105.3%
670 HISTORICAL COMMISSION					
Personal Services	0	0	0	0	N/A
Expenses	11,565	11,950	13,450	1,500	12.6%
TOTAL	11,565	11,950	13,450	1,500	12.6%
TOTAL CULTURE & RECREATION	2,021,778	2,203,913	2,443,250	239,337	10.9%

ANNUAL TOWN MEETING MINUTES – MARCH 25, 2023

– CONTINUED

	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 TM & FINCOM RECOMMEND	FY23/FY24 VARIANCE	FY23/FY24 %
DEBT SERVICE					
710 Debt Service					
Principal & Interest	5,840,145	6,272,642	4,326,575	(1,946,067)	-31.0%
TOTAL	5,840,145	6,272,642	4,326,575	(1,946,067)	-31.0%
TOTAL DEBT SERVICE	5,840,145	6,272,642	4,326,575	(1,946,067)	-31.0%
UNCLASSIFIED					
940 OTHERWISE UNCLASSIFIED					
Expenses	(1,475,963)	(1,449,083)	(1,632,835)	(183,752)	12.7%
TOTAL	(1,475,963)	(1,449,083)	(1,632,835)	(183,752)	12.7%
945 EMPLOYEE BENEFITS & MISCELLANEOUS					
Expenses	19,942,311	9,996,212	10,351,268	355,056	3.6%
TOTAL	19,942,311	9,996,212	10,351,268	355,056	3.6%
990 TRANSFERS TO/FROM TRUSTS					
Expenses	947,957	11,197,061	11,907,528	710,467	6.3%
TOTAL	947,957	11,197,061	11,907,528	710,467	6.3%
TOTAL UNCLASSIFIED	19,414,305	19,744,190	20,625,961	881,771	4.5%
TOTAL GENERAL FUND	111,858,699	117,065,131	118,582,954	1,517,823	1.3%
COMMUNITY PRESERVATION FUND					
240 COMMUNITY PRESERVATION FUND					
Personal Services	3,128	9,000	9,000	0	0.0%
Expenses	4,412	6,000	6,000	0	0.0%
Principal & Interest	805,255	1,064,350	1,105,491	41,141	3.9%
TOTAL	812,794	1,079,350	1,120,491	41,141	3.8%
WATER ENTERPRISE FUND					
600 WATER ENTERPRISE					
Personal Services	1,120,510	1,269,749	1,356,918	87,169	6.9%
Expenses	1,516,481	1,669,767	1,944,170	274,403	16.4%
Reserve Fund	0	250,000	250,000	0	0.0%
Principal & Interest	1,298,203	1,483,157	1,262,146	(221,011)	-14.9%
TOTAL	3,935,194	4,672,673	4,813,234	140,561	3.0%
RECREATION ENTERPRISE FUND					
630 RECREATION ENTERPRISE					
Personal Services	906,804	1,057,621	985,370	(72,251)	-6.8%
Expenses	238,019	299,184	380,157	80,973	27.1%
TOTAL	1,144,823	1,356,805	1,365,527	8,722	0.6%

ANNUAL TOWN MEETING MINUTES – MARCH 25, 2023

– CONTINUED

	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 TM & FINCOM RECOMMEND	FY23/FY24 VARIANCE	FY23/FY24 %
AMBULANCE ENTERPRISE FUND					
640 AMBULANCE ENTERPRISE					
Personal Services	852,513	921,470	971,865	50,395	5.5%
Expenses	648,393	543,474	533,506	(9,968)	-1.8%
TOTAL	1,500,906	1,464,944	1,505,371	40,427	2.8%
STORMWATER ENTERPRISE FUND					
650 STORMWATER MANAGEMENT					
Personal Services	37,707	143,052	124,332	(18,720)	-13.1%
Expenses	698,438	967,580	975,077	7,497	0.8%
Principal & Interest	124,194	152,100	315,800	163,700	107.6%
TOTAL	860,339	1,262,732	1,415,209	152,477	12.1%
TOTAL OPERATING BUDGET	120,112,754	126,901,635	128,802,786	1,901,151	1.5%

ARTICLE 13: Appropriate Funds from Water Enterprise Other Post Employment Benefits Stabilization Fund to the Water Enterprise Budget

Water Commissioners

It was voted and passed by a 2/3 majority vote of 210-yes, 3-no that the Town transfer the sum of \$31,453 (THIRTY-ONE THOUSAND FOUR HUNDRED FIFTY-THREE DOLLARS) from the Water Enterprise Other Post Employment Stabilization Fund to the Water Enterprise Expenses to pay for the FY24 retiree benefits.

ARTICLE 17: Authorize the Select Board to Accept Easements for the Boston Road Reconstruction Project

Select Board

It was voted and passed unanimously that the Town: (a) authorize the Select Board to acquire by gift, purchase, eminent domain or otherwise, on such terms and conditions as the Select Board deems appropriate, the fee to and/or permanent and temporary easements in, on, under and over certain parcels of land abutting and/or near Boston Road and Crown Road for the reconstruction, installation, inspection, maintenance, improvement, repair, replacement and/or relocation of the roadway, rights of way, sidewalks, drainage, utilities, driveways, retaining walls, guardrails, slopes, grading, rounding and landscaping and other structures and/or appurtenances to enable the Town to undertake the Boston Road Reconstruction Project and for any and all purposes and uses incidental or related thereto, all as approximately shown on plans entitled "Massachusetts Department of Transportation Highway Division Plan and Profile of Boston Road in the Town of Westford Middlesex County," dated January 3, 2023, a copy of which is on file with the Town Clerk, as said plan may be amended from time to time and/or incorporated into an easement plan; (b) transfer the care, custody and control of the portions of the Town-owned properties or property interests shown on the aforesaid plans from the board or officer having custody of the same for the purposes for which such properties are currently held to the Select Board for said public way purposes, and, if applicable, authorize the Select Board to submit a petition to the General Court to permit the aforesaid use under Article 97 of the Massachusetts Constitution; and (c) authorize the Select Board to enter into any and all agreements and take any and all actions necessary or appropriate to

ANNUAL TOWN MEETING MINUTES – MARCH 25, 2023

– CONTINUED

effectuate the foregoing purposes, including, but not limited to, dedicating the Town-owned parcels to the foregoing purposes.

ARTICLE 18: Change the Time of Annual Town Meeting

Select Board

It was voted and passed by the majority that the Town amend Chapter 51, Section 51.1 B of the Westford General Bylaws relating to the time of the Annual Town Meeting, as shown below, with additions shown in **bold** and deletions shown in ~~strike through~~:

B. Date and time of Annual Town Business Meetings. All other business of the Annual Town Meeting shall be considered at **9:00** ~~10:00~~ A.M. on the fourth Saturday in March **or, subject to limitations in Massachusetts General Laws, Chapter 39, Section 9, at such other date and/or time of day as the Select Board deems appropriate.** ~~except that if the Select Board determines that such date conflicts with the traditional observance of a religious holiday, the Select Board may delay the Annual Town Meeting to a subsequent Saturday that does not conflict with any religious holiday.~~

This vote under Article 18 will be sent to the Attorney General for final approval before it takes effect.

ARTICLE 19: Amend the Zoning Bylaw to Regulate Indoor and Outdoor Commercial Recreation and Winter Commercial Recreation in Additional Zoning Districts, and to Establish a Commercial Recreation Overlay District Related to Kimball Farm and Nashoba Valley Ski Area

Planning Board

First Motion:

It was voted and passed by a 2/3 majority vote of 200 – yes, 15 – no that the Town amend Sections 2.1, 3.2.2 and 8 (Districts, Accessory Uses in Nonresidential Districts, Special Districts) of the Zoning Bylaw to establish a Commercial Recreation Overlay District to allow Indoor and Outdoor Commercial Recreation, Winter Commercial Recreation, and certain accessory uses in the Overlay District by Special Permit from the Planning Board and other related changes as shown on the handout titled “Town of Westford Planning Board Motions for Article 19 March 25, 2023 Annual Town Meeting”.

Second Motion:

It was voted and passed by a 2/3 majority vote of 193 – yes, 17 -no that the Town amend Appendix A, Rows 10 and 11 of Section D(C), Other Commercial Uses, of the Zoning Bylaw to allow Indoor and Outdoor Commercial Recreation and Winter Commercial Recreation in certain zoning districts by Special Permit from the Planning Board as shown on the handout titled “Town of Westford Planning Board Motions for Article 19 March 25, 2023 Annual Town Meeting”.

The votes under Article 19 will be sent to the Attorney General for final approval before it takes effect.

ANNUAL TOWN MEETING MINUTES – MARCH 25, 2023

– CONTINUED

ARTICLE 20: Amend the Zoning Bylaw to Add 7 Carl Thompson Road to the Residence A Zoning District

Citizens' Petition

Before addressing Article 20, the petitioner, Maria McCarthy, proposed a resolution that requested the Planning Board to study the growth and development of Route 40 and to develop a management strategy. Planning Board Chair Mike Bonenfant said the Planning Board is open to the resolution.

It was voted and passed by a majority vote a resolution for the Planning Board to work with the Select Board to study the growth and develop a management strategy of the Route 40 (Groton Road) corridor.

further

It was voted and passed by the majority *to refer* to the Planning Board that the Town amend the Zoning Bylaw by amending the Town of Westford Zoning Map by adding the parcel identified as #7 Carl Thompson Road (Assessor's Parcel ID 077 0029 0000) to the Residence A zoning district.

ARTICLE 23: Ensure the APR on Drew Garden Property is Enforced

Agricultural Commission

A motion was made by Ellen Harde, 39 Main Street, to amend the motion by removing the reference to money. The motion passed unanimously.

It was voted and passed by the majority, as amended, that the Town request the Select Board to take action in calendar year 2023 to enforce the Drew Garden agricultural preservation restriction (APR) held by the Town of Westford on the land at 66-68 Boston Road, said APR having been voted by Town Meeting in October 1996 in order to continue the historic agricultural use of this land in perpetuity; and further, that the Select Board work with the Agricultural Commission, the Massachusetts Land Trust Coalition and the present owner of 66-68 Boston Road to create and implement an agricultural plan to begin with the 2024 growing season and to continue thereafter.

ARTICLE 24: Authorize the Select Board to Petition the General Court for 1 (One) Additional Chapter 138 Section 15 Alcohol Beverages Retail License to be Exercised by Nab One Stop Shop Inc. Located at 60 Brookside Road

Citizens' Petition

It was voted and passed by a 2/3 majority vote that the town authorize the Select Board to petition the General Court for 1 (one) additional Alcohol Beverages Retail License to be exercised by Nabs One Stop Shop Inc. or related entity or its successor and/or assign, located at 60 Brookside Rd, Westford. Said license not to be transferred to any other location, provided, however, that the general court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, or take any action in relation thereto.

With no further business to conduct the 294th Annual Town Meeting was adjourned at 3:20 pm.

A True Copy Attest
Patricia L. Dubey
Town Clerk

SELECT BOARD

Fiscal year 2023 was a year of farewells and welcomes. After 14 years, Jodi Ross retired as our Town Manager. The Board and the town paid tribute to Jodi at the October Special Town Meeting where we acknowledged her leadership and accomplishments. Thank you, Jodi, for your years of dedication, service, and commitment to Westford and its residents.

In February 2023, we welcomed Kristen Las as Westford's new Town Manager. Any expectations that Kristen might have had of a "honeymoon" period were quickly dispelled. In addition to simply learning her way around town and meeting people, she had six weeks to prepare for Annual Town Meeting. Since her arrival, she has been faced with unexpected rising costs and state mandates, controversial zoning issues, and a budgetary crisis that Westford has not seen in more than 20 years. She has met these challenges with resolve and purpose.

In this year of transition, under the steady guidance of both our Town Managers and with the support of town officials, staff, boards, commissions and volunteers, the Select Board met the challenges presented and had another productive year. Highlights of the year included:

- Approved a Budget Policy Directive for the Board and Town Manager to guide the town's FY 2024 budget discussions and decisions. After numerous meetings with the Finance Committee and School Committee, we brought forth an FY 2024 budget supported by all.
- Maintained our AAA rating from Standard and Poor's, with appreciation of our Town Manager and finance team.
- Established a Budget Task Force charged with recommending scenarios for a five-year sustainable fiscal plan for the town and presenting its findings in October 2023. The next several years will present the town with significant fiscal challenges that will require all of us to work together to meet. The Select Board appointed 11 members to the Task Force, including representatives from the Select Board, School Committee and Finance Committee, four residents, and town staff.
- Received an additional \$3,708,985 in American Rescue Plan (ARPA) funding. Throughout the year, the Board continued its review of funding requests and funded \$3,431,722 in projects intended to meet the needs of the town and its residents.
- Created a Town Manager Search Committee that resulted in the hiring of Kristen Las as the new Town Manager.
- Approved a ballot question to declare the second Monday in October Indigenous Peoples' Day.
- Recognized in perpetuity January 27th as Holocaust Remembrance Day and the month of January as Holocaust Remembrance Month.
- Approved a minimum wage increase for municipal employees from \$12.45 to \$15.00 starting January 1, 2023.

G. Thomas Clay
Chair

J. Scott Hazelton
Vice-Chair

John Cunningham
Clerk

Chris Barrett
Andrea Peraner-Sweet



SELECT BOARD –CONTINUED

- Approved site work for the new fire training facility on Forge Village Road.
- Established a 25-mile-per-hour speed limit as authorized at the 2022 Town Meeting for 33-117 Main Street, 30 West Prescott Street to Pleasant Street, and all of Patten Road.
- Established a school zone speed limit around Westford Academy.
- Worked with the Recycling Commission to understand the increases in our solid waste and recycling programs and to implement programs to educate the public.
- Established a Community Behavioral and Mental Health Committee and appointed 15 members.
- Approved May as Mental Health Awareness Month as requested by the Community Wellness and Health Departments.
- Participated with the Planning Board in the review and discussion of a potential zoning bylaw regarding the regulation of firearms in Westford.
- Continued to work with Choice Housing Opportunities for Intergenerational and Community Endeavors, Inc. (CHOICE) to create senior affordable housing and a new home for the Westford Food Pantry at 35 Town Farm Road.
- Authorized the Town Manager to enter into an electrical supply contract and a gas supply contract for town and school buildings for three years, beginning December 2024.
- Approved the purchase of 14 poll pad bundles for Town Meeting in order to increase the efficiency of the check-in process.
- Accepted a donation towards the construction of a cricket field at Stony Brook Middle School.
- Accepted and appropriated state opioid settlement funds to be used to fund mental health services for residents of Westford.
- Endorsed the Westford Climate Roadmap 2.0 and its priorities as presented by the Clean Energy and Sustainability Committee.
- Submitted an application to the Massachusetts Department of Transportation's Vulnerable Road User Program for signs reminding operators of motor vehicles that State law requires them to keep a four-foot distance from pedestrians, bicyclists, and roadside workers.
- Approved participation in the national, multi-district per-and-polyfluoroalkyl (PFAS) litigation on behalf of the town and the town's private well owners.

The Select Board said goodbye to Anita Tonakarn-Nguyen and thanked her for her service. Anita was a vital member of the Board during her three-year term, bringing energy and a new perspective to the Board.

The Board welcomed Chris Barrett, a long-time volunteer in Westford who has served on the Recreation Commission, the Pedestrian Safety Committee, the Community Preservation Committee, and the Capital Planning Committee.

Neither the daily operations of the town nor the above accomplishments are possible without the hard work, dedication, and commitment of our town staff, boards and committees, elected officials, and countless volunteers. To all of you, the Board extends its heartfelt appreciation and thanks for all you do to make Westford the wonderful place it is to live and work. We could not do it without you!

Webpage: westfordma.gov/297

TOWN MANAGER

Fiscal year 2023 was one of great change in the Town Manager's office in Westford. Jodi Ross, Town Manager since 2008, gave her retirement notice on June 28, 2022 to the Select Board. She retired on January 3, 2023 and acted as Interim Town Manager until January 31, 2023. The Select Board hired Kristen Las as Town Manager, who started January 31, 2023.

Kristen Las
Town Manager



In March 2023, Samantha Grey resigned from her position as Project/Procurement Specialist in the Town Manager's office to take a job in the private sector. Pam McNiff, former Registrar/Curriculum Coordinator in the Recreation Department, joined the Town Manager's office in May 2023 to take on the role as Project/Procurement Specialist. The Town Manager's office also continues to maintain staff including the Assistant Town Manager, the Community Wellness Coordinator, and the Sustainability Coordinator. The Sustainability Coordinator was hired through a grant and was a shared position with the Town of Carlisle in FY 2023.

The Town Manager's office coordinated two Town Meetings in FY 2023: one Special Town Meeting on October 17, 2022, which included 11 warrant articles, and the Annual Town Meeting on March 25, 2023, which included 24 warrant articles.

Town Manager Ross successfully negotiated five union contracts before her departure.

The Town Manager's office coordinated a Strategic Planning Retreat on September 8, 2022 at Kimball Farm. In four information sessions, attendees learned about the plans and financial details of the proposed new Center building and J.V. Fletcher Library expansion projects and were updated on the town's community wellness and clean energy and sustainability initiatives.

The town secured two electric vehicles in FY 2023, a smaller vehicle used primarily by the Assessors Department and a larger van primarily used by the Public Facilities Department.

The Town Manager participates on the board of the 495/Metrowest Partnership and Middlesex 3. She also participates in the Northern Middlesex Council of Governments (NMCOG) Managers Group with nine other Town Managers/Administrators in the region to discuss topics of general concern.

FY 2023 was a challenging, productive year in Westford. Our New Growth was certified at \$892,263, \$21,379 more than in FY 2022. We received an increase in State Aid of \$451,609, totaling \$20,722,236. We collected \$3,940,849 in Motor Vehicle Excise. Our Local Options Excise was \$1,234,766, and we collected \$1,255,627 in licenses and permits. Our Community Preservation Act state contribution decreased by \$81,172 over last year, totaling \$934,577. We ended the year with cash reserves of \$11,497,357, or 9.53% of our general fund operating budget.

During FY 2023, the Town Manager developed the FY 2024 budget in accordance with the Select Board's FY 2024 Budget Policy Direction, with a balanced budget proposed, without the use of Free Cash. Our proposed FY 2024 operating budget was \$128,802,786.

Health insurance accounted for 9.6% of our budget and was funded at \$12,386,789. We became partially self-funded by approving a Health Insurance Trust Fund Agreement and appointing Trustees on November 23, 2021. We then formed the Health Insurance Trust

TOWN MANAGER – CONTINUED

Fund beginning in March 2022, to create opportunities to better control costs and become eligible to receive pharmacy rebates and other incentives. However, inflation and extraordinary high-cost claims from our enrollees left the Trust with a negative balance of \$387,079 as of June 30, 2023.

We funded Other Post Employment Benefits (OPEB) in the amount of \$1,352,084 for a total fund balance of \$13,017,229, which is an estimated 10.84% of our unfunded liability. We are currently in the top 25% of Massachusetts communities for funding our OPEB liability.

We funded capital at \$49,929,566 with a balance in our Capital Stabilization Fund of \$521,978. We maintained our AAA bond rating from Standard and Poor's, and achieved a SP1+ short-term bond rating, which is the highest bond rating they offer.

We successfully applied for the second 50% of the American Rescue Plan Act (ARPA) funds (\$3,708,985 in July and September of 2022) to help offset increased expenses due to the COVID pandemic. The Select Board has appropriated \$6,938,052 in ARPA funding for 101 different requests. At the end of FY 2023, there was a remaining balance of \$479,919.

Other Financial Accomplishments

- Received a successful audit from Melanson Heath & Company P.C. for FY 2022 with no management letter for the 11th consecutive year.
- Negotiated general insurance coverage renewal through Massachusetts Interlocal Insurance Association (MIIA) for all insurance policies for FY 2024 at a 1.5% decrease, not including modifications. This was due to an improved workers compensation experience modification.
- Participated in MIIA Rewards Program to obtain credit of \$36,541 in our insurance premium.
- Completed an analysis for the Ambulance Certified Public Expenditure (CPE) Program (Medicaid Receipts), earning \$70,839.
- Continued our employee Safety Committee working with the town's insurance company (MIIA) to take advantage of an annual 1% premium discount.
- Secured state funding for the following State Transportation Improvement Projects (TIP):
 - Dunstable Road intersection: \$2.7 million construction bid price
 - Historic Stony Brook Bridge: \$1.6 million at 25% design.
 - Beaver Brook Bridge repair: \$2.5 million construction bid price
 - Boston Road reconstruction: \$10.2 million at 75% design.

Applied For and Received Numerous Grants across Town Departments

- \$1,881,891 appropriated for use in American Recovery and Reinvestment Act funding
- \$101,250 Board of Health National Association of County and City Health Officials (NACHO) Respond, Innovate, Sustain, and Equip (RISE) grant
- \$81,282 various Board of Health federal grants (NACHO, Medical Reserve, Emergency Preparedness)
- \$10,000 Police Drug Enforcement Administration Drug Traffic Enforcement grant
- \$24,000 Police Road Safety Grant
- \$75,000 Hazard Mitigation Plan/Municipal Vulnerability Preparedness (HMP/MVP) Grant for a tree and invasive species inventory and management plan

TOWN MANAGER – CONTINUED

- \$75,000 MBTA Community Grant
- \$13,000 Massachusetts Department of Environmental Protection (DEP) Recycling Dividends Program
- \$7,500 (per electric vehicle) Massachusetts Electric Vehicle Incentive Program (EVIP) Electric Vehicle grant
- \$295,951 Massachusetts Department of Public Health Excellence Grant
- \$125,943 911 Dispatch Grants to offset personnel costs
- \$105,086 Lowell Rural Transit Authority for Council of Aging vans
- \$67,692 Executive Office of Elder Affairs Formula Grant for senior programs
- \$10,245 Fire Department Equipment Grant
- \$8,681,257 Massachusetts Public Library Construction Program grant
- \$10,600 Massachusetts Cultural Council Grant
- \$6,658 Staffing For Adequate Fire and Emergency Response (SAFER) grant for the Fire Department
- \$5,100 Emergency Management Agency grant
- \$3,202 TNC Rides grant for ride-sharing reimbursement

Other Significant Accomplishments and Projects

- Launched the Department of Public Works’ Facebook page to keep Westford residents up to date on construction projects and road closures
- Dedicated Captain Joseph Read Boston Tea Party Participant Memorial at the Fairview Cemetery on October 15, 2022
- Recognized January 27th as Holocaust Remembrance Day in Westford and Holocaust Education Month in Westford in perpetuity
- Initiated a Firearms Bylaw with the Police Department and the Land Use Department
- Entered into a new contract for Westford’s Community Aggregation Program managed by Good Energy LLC, adding optional renewable energy upgrades for residents and businesses
- Continued to work with Ameresco on performance contracting for town and school buildings
- Negotiated new energy contracts (gas and electric) for town and school buildings and utilities
- Coordinated the creation and kick-off of the Community Behavioral and Mental Health Committee
- Coordinated the creation and kick-off of the Budget Task Force
- Hired a Department of Public Works Assistant Director

Kristen Las would like to thank the Select Board, the staff members of the Town Manager’s office, and all the staff in the Town of Westford in making her transition into the position as seamless as possible.

Town Manager’s webpage: westfordma.gov/325.

Staff

Kristen Las – Town Manager

Eric Heideman – Assistant Town Manager

Pam McNiff – Project/Procurement Specialist

Nicole Laviolette – Community Wellness Coordinator

Sue Thomas – Sustainability Coordinator

ACCESS TO TOWN MEETING COMMITTEE

The Access to Town Meeting (ATM) Committee was established by the Select Board in September 2021 with the charge to investigate, research, advise, and recommend to the Select Board what actions the town can take to encourage attendance and to increase participation at Town Meeting, including but not limited to consideration of the date/time of Town Meeting, what services the town might offer, and educational, technological, and outreach activities the town could undertake.

The Committee presented its process, background, and initial findings five months later and made its final report of recommendations to the Select Board in April 2022. During a much-reduced meeting schedule in FY 2023, the Committee focused its energy on recommendations for offering child care and to not change the date for Annual Town Meeting, as well as presenting options for remote participation. The Select Board dissolved the Committee in March 2023.

ATM Committee Link and Documents

For further details about the ATM Committee including presentations, survey questions, and final recommendations, see westfordma.gov/1436.

Diane Wood
Chair

Eric Barber-Mingo
Tom Barry
Stefany Eck
Steve Edwards
Kristina Greene
Linda Greene
Kyle Randall
Dana Riegert
Sally Rosenthal
Valery Young

AFFORDABLE HOUSING TRUST

Goal

The Affordable Housing Trust advocates for the preservation and development of diversified housing opportunities for families and individuals whose income is less than the median income for the greater Lowell area. The Trust’s goal is to keep this housing within community standards and dispersed throughout the town. The Trust strives to meet the state’s mandate that 10% of the housing stock be permanently affordable to residents earning 80% or less of the area median income for the Westford region (this is the “Chapter 40B” law). In FY 2023, Westford remained above the state-mandated 10% goal. While technically Westford did not have to allow a new Chapter 40B development, the Trust will continue to encourage all developers to include affordable housing in their plans.

Joan Croteau
Chair

J. Scott Hazelton
Marianne Nelson
Andrea Peraner-Sweet
Ragi Ramachandran
Drew Vernalia
Robert Waskiewicz
Alden Wood

The Affordable Housing Trust manages primarily Community Preservation funding along with a small amount of other funding to be utilized in the preservation and expansion of affordable housing.

Definition of Affordable Housing

Housing affordability is based on median household incomes in the region. The median incomes are determined by the U.S. Department of Housing and Urban Development (HUD), are re-issued annually, and are adjusted for the number of residents living in a home. For FY 2023 Westford was part of the Lowell, MA HUD metro along with Billerica, Chelmsford, Dracut, Dunstable, Groton, Lowell, Pepperell, Tewksbury, and Tyngsborough. Current median incomes in the Westford region are:

Median income	Household size	80% of median	50% of median	30% of median
\$132,400	Four people	\$94,650	\$66,200	\$39,700
	Two people	\$75,750	\$43,000	\$31,800
	One person	\$66,300	\$46,350	\$27,800

Affordable Housing Trust Membership

The Trust is comprised of eight members. Joan Croteau serves as chair. Denny Wood continues as treasurer. The remaining members are Scott Hazelton, Marianne Nelson, Andrea Peraner-Sweet, Ragi Ramachandran, Drew Vernalia, and Robert Waskiewicz, with Lisa Larrabee, Westford Housing Authority Director, performing administration for the Trust. Lisa is the only non-voting member. There is currently one vacant voting position.

Alternate Members

The Trust has three alternate member positions, all of which are currently vacant.

Membership Changes

There were no resignations during the fiscal year. Robert Waskiewicz followed up with individuals who had expressed interest via Citizen Activity Forms in joining the Trust. While potential members did attend a meeting, none continued with their interest. As of the close of the fiscal year, no new members were added. A position description was developed and posted in several public locations, including Town Hall and the library.

AFFORDABLE HOUSING TRUST – CONTINUED

Affordable Housing Trust Webpage

Significant progress was made on the Trust webpage managed by Ragi Ramachandran, westfordma.gov/474. Ragi created links to the approved Housing Production Plan as well as to the position description to help recruit new members.

COVID-19 Effects

Due to the resurgence of COVID-19, for most of FY 2023 Trust meetings were held remotely. There was discussion in early calendar year 2023 that in-person meetings would resume but in March the Legislature extended the ability to conduct meetings remotely.

Westford Rental Assistance Program (WRAP)

Funding was approved to support the WRAP program in FY 2021, and throughout FY 2023 the program was being fully utilized.

Emergency Rental Assistance Program (WERAP)

In early FY 2022, the Westford Housing Authority received an award to execute the program. Drew Vernalia worked closely with the Housing Authority to get the program underway. The program continued throughout FY 2023 and was very successful.

Housing Production Plan

Throughout FY 2023 progress was made on the Housing Production Plan (HPP). The HPP subcommittee provided input to the consultant, Northern Middlesex Council of Governments (NMCOG). The plan was completed, submitted, and approved by the MA Department of Housing and Community Development. The 2022-2026 HPP is now available on the Town website at westfordma.gov/1528.

Funding

The Trust applied to the Community Preservation Committee (CPC) to receive Community Preservation funds for the investigation and development of affordable housing. The CPC approved the request and the March 2023 Annual Town Meeting approved adding approximately \$323,000 to Trust available funding.

MBTA Communities Multi-Family Housing

This year the Commonwealth enforced a requirement that every city and town that has access to MBTA transportation must provide a multi-family overlay district. This overlay district would be zoned as multi-family as-of-right and developers would not need to seek a special permit. The proposed zoning district would include an affordable component, and the Trust provided comments on the town's submission to the state, which was approved. Drew Vernalia and Joan Croteau will participate in the town's newly established MBTA Communities Multi-Family Housing Advisory Committee which is tasked with drafting a multi-family overlay district bylaw with the intent to present it at the March 2024 Town Meeting.

Ongoing Projects

Helena Crocker Residences – Corner of Littleton and Tadmuck Roads

The developer, CHOICE, will construct a facility that will be limited to low-income elderly with need for minor assistance but able to live independently. The Chelmsford Housing Authority will manage the facility with a full-time manager on site. Due to significant price increases resulting from the COVID-19 pandemic, the developer requested additional funding from both the Commonwealth and the Trust. The Trust approached the Community Preservation Committee requesting FY 2022 funds, which were approved. The funds were expended in FY 2023 and the project began construction this year.

AFFORDABLE HOUSING TRUST –CONTINUED

35 Town Farm Road

The proposal for the renovation of the historic Town Farm Road building, which from 1837 to the mid-20th century provided low-income housing for Westford, by CHOICE, SCG, and ICON Architecture, included the preservation of the historic Town Farm and redevelopment of the property into truly affordable senior housing rental units and the new home for the Westford Food Pantry. CHOICE has completed much of the permitting required at the state level.

The project required the relocation of the existing fire training facility that was on the Town Farm property. Significant progress was made on the construction of the new fire training facility at 62 Forge Village Road in FY 2023.

70 Boston Road

Preliminary investigations were conducted during FY 2023 by private citizens to convert this property into rental apartments affordable to those within 80-100% of the region's annual median income. Habitat for Humanity is also considering partnering with the private citizens to create two for-sale units. At the end of FY 2023 budgets were being developed.

Webpage: westfordma.gov/474

AGRICULTURAL COMMISSION

“To plant a garden is to believe in tomorrow,” is a quote attributed to actress Audrey Hepburn. The Agricultural Commission by its very definition has lived by that aphorism since its inception. Nevertheless, at the beginning of fiscal year 2023 we witnessed the truth, the power, and the beauty of that statement in the resounding success of the young women’s nonprofit Flowers to Empower (F2E).

In early spring of 2022 F2E literally broke ground in a small parcel of land roughly 1000 square feet alongside the parking lot at the Graniteville Road site. By the end of the growing season this enterprising venture had established itself with 30 young women “farmers” fanning out across town at roadside stands selling bouquets of freshly cut flowers grown from seed. With their telltale blue umbrellas and reconditioned industrial spools as tables, these young women impressed Westford residents with their marketing, sales, and, of course, gardening skills. The venture raised over \$10,000 – of which they donated \$2,000 to local charities. More importantly, they raised all of our spirits watching both their garden and their confidence as young women blossom.

With the addition of F2E at the Graniteville site we certainly tested the resilience of the other stakeholders present: the Community Garden, the Community Apiary, and our farmer. With change of any kind comes adjustment, and issues of parking, water use, and other concerns about sharing space did percolate up from time to time. However, we are happy to report that the addition of F2E has been overwhelmingly successful and perhaps a needed inspirational boost post-pandemic to all of our stakeholders.

66-68 Boston Road Property

During fiscal year 2022, we had reached out to Ebrahim Masalehdan and offered to assist him in upholding the Agricultural Preservation that governs his property at 66-68 Boston Road. He has owned the property for seven years and given its prominent location and rich history, the Commission has consistently received informal inquiries from residents about its status. Once again in FY 2023, the Commission reached out to Mr. Masalehdan and offered its support.

We suggested that he work with us to allow small-scale agricultural activities to take place. Late in FY 2023 we formed a 66-68 Subcommittee to develop a planting plan that we thought could encourage him to work with us. As soon as we formed our subcommittee a resident of Westford, Barbara Evangelista, joined and informed us that she had been thinking about the property for years and had written up a planting plan just as a fun exercise in her free time.

The plan involved establishing a cut-flower business over much of the property with room to accommodate other small ventures and added-value workshops that could work in partnership with Scouting organizations and possibly the students from Nashoba Valley Technical High School. The 66-68 Subcommittee revised this planting plan and formally adopted the revised plan as its own. In our February 2023 letter to Mr. Masalehdan we

Mark O’Lalor
Chair

Sharon Chew
Joana Donaher
Noelle Donovan
Conservation Commission Liaison

Darren Teysse



AGRICULTURAL COMMISSION – CONTINUED

shared our idea of a planting plan with him and suggested that by engaging with us he could meet his obligations to keep the property in “active agricultural use.”

Simultaneously, members of the 66-68 Subcommittee developed a warrant article for the March 2023 Annual Town Meeting that asked the town to affirm its support for the Select Board to use its power to enforce the Agricultural Preservation Restriction on the property. Article 23 passed overwhelmingly. Most importantly, the article mandated that “the Select Board work with the Agricultural Commission, the Massachusetts Land Trust Coalition and the present owner of 66-68 Boston Road to create and implement an agricultural plan to begin with the 2024 growing season and to continue thereafter.”

At the close of FY 2023 it did not appear that Mr. Masalehdan was interested in working with the Agricultural Commission. In a conversation with Chair O’Lalor, Mr. Masalehdan stated that he was planning on bringing in livestock of some kind and therefore did not need our assistance.

Community Gardens at Day Field, 40 Graniteville Road

The Community Garden, under the leadership of Darren Teyssedou, had another successful year. All plots were utilized and volunteerism was practiced more broadly than during the past two years. All COVID restrictions ended and things felt normal.

Sharon Chew, leader of the Compost Committee, continues to innovate with composting ideas. This year the very active Compost Committee has vastly improved the recycling of soil nutrients by their methods, and helpful signs directed gardeners where to dump weeds and where to pick up finished soil.

The Community Apiary successfully overwintered four beehives and, with the addition of spring hives, has a total of seven hives. Treatments to control Varroa mites appear to be working. The Apiary hopes to grow its membership in the next fiscal year and has talked about offering scholarships to high school students to entice young people into the important hobby of beekeeping.

Phalla Nois, our resident farmer at the Graniteville site, appears to have expanded her planting plan this year as more of the property is under cultivation. The farm workers, the gardeners, the beekeepers, and the flower growers keep the Graniteville site one of the most beloved places of friendship and creation in all of Westford.

Membership

Internally the Agricultural Commission has struggled with membership. Toward the end of the fiscal year, Leela Oblichetti stepped down after close to 10 years of service. Leela helped create the Community Garden and was one of the first Garden Coordinators. Her humor, level-headedness, and institutional knowledge will be sorely missed. Fortunately Joana Donaher, the founder of the Community Apiary, formally joined the Commission. Joana has also been a long-time Community Garden member so her inside perspective and bee-like work ethic is a welcome addition to our Commission. We hope to grow our membership next year, and with added members lighten the load by reestablishing the Commission officers of treasurer and secretary.

Webpage: westfordma.gov/481

ANIMAL CONTROL DEPARTMENT

The Westford Animal Control Department provides all animal-related services to the Westford community. Our Animal Control Officers are responsible for enforcing the town's General Bylaw, Chapter 84, as well as Massachusetts General Laws, Chapter 140, Sections 136A through 176. Our officers respond to a variety of citizen requests for assistance including dangerous and/or aggressive animal incidents, animal quarantine enforcement, noise and nuisance complaints, leash law complaints and enforcement, sick, injured or deceased animals, public encounters with wildlife, local barn and kennel inspection, conflict mitigation scenarios, and other resident needs.

Eric Heideman
Assistant Town Manager

Our Animal Control Officers also complete the Massachusetts Department of Agriculture "barn book," which is a confidential listing of all privately owned chickens, horses, goats, pigs, donkeys, llamas, and any other non-domestic animal kept within Westford. The list is then submitted to the Department of Agriculture for proper tracking of animals.

Our staff also works collaboratively with the Fire and Police Departments to assist with calls involving animals, such as motor vehicle accidents, fires, arrests, etc. Westford Animal Control Officers also have cooperative working relationships with other agencies such as the Massachusetts Society for the Prevention of Cruelty to Animals (MSPCA) and Massachusetts Environmental Police. Our officers comply with yearly continuing education requirements mandated by the Commonwealth of Massachusetts.

Staff

Animal Control Officer/Animal Inspector – Kirsten Hirschler

Animal Control Officer – John Greenhalge

978-692-4574

Email: animalcontrol@westfordma.gov

Webpage: westfordma.gov/149

BOARD OF ASSESSORS

General Scope and Function

The Department of the Board of Assessors is comprised of three appointed Board members, and four full-time staff employees: Chief Assessor, Assistant Assessor, Records Supervisor, and a Senior Administrator.

The Office of the Board of Assessors is a value-based department. The Assessors are primarily responsible for determining the full and fair cash value of all real and personal property within the municipality.

Other duties of the Department include: administer motor vehicle excise tax, compile and submit the annual Tax Rate Recapitulation to the Department of Revenue (DOR) in conjunction with the Town Accountant, abate/exempt/ or defer taxes, defend established values on abatement applications and at Appellate Tax Board hearings, maintain tax assessment maps, and oversee the town's overlay reserve account (an account established to fund abatements, exemptions, and unpaid taxes for the respective fiscal year).

Tax law intends for each taxpayer to pay an equitable share of the tax burden in proportion to the value of the property or asset. This is known as *ad valorem* tax, or according to value tax.

It is important to note that the Assessors do not raise or lower taxes, nor do the Assessors set the rate of taxation (tax rate). These determinations are made with the assistance of assessment values, but are decisions made outside the scope of the Assessing Department.

FY 2023 – Interim Value Year

FY 2023 was an interim value adjustment year for the Town of Westford.

The Assessing Department did the following for value adjustments for this type of fiscal year:

- Real Property: Review, analyze, and if necessary, adjust current value assessment levels, using primary source data such as sales within the town for residential properties, and sales and income and expense information returns for commercial and industrial property. Review of secondary source data is also used. Secondary sources are local builders, local real estate agents, subscription services, and sale and assessment information from other towns or cities.
- Personal Property: Review, analyze, and adjust asset values based on Form of List asset returns. Assets are placed in the assessment system based on replacement cost and depreciated using schedules based on asset type.
- In addition to the above analyses, the department does the following: continues with annual cyclical inspections of both real and personal property accounts, adjusts assessing map/GIS, updates real property per building permit inspections, updates its webpage, processes abatement applications, processes personal exemption applications, processes tax deferral applications, and processes motor vehicle abatement applications. The culmination of the real and personal property analysis is the submission of the real property sales and statistical work to the Department of Revenue Division of Local Services for value approval.
- The interim value years occur every four years with the fifth year being a certification year per the Department of Revenue Division of Local Services standards. Assessors review market information and adjust values accordingly. Consequently, one of the

William G. Naser
Chief Assessor

Titus Palmer
Chair

David J. Flanagan
Diane Holmes
Board Members

BOARD OF ASSESSORS – CONTINUED

main duties of the DOR Bureau of Local Assessment is to review and approve each municipality's property values each year, to ensure that values are at full and fair market value, and uniform valuation and industry standards are met or exceed Department of Revenue assessment standards.

- Residential properties are generally valued and adjusted based upon market sales that occurred in calendar year 2021.
- Commercial and industrial properties are generally valued and adjusted based upon the following: market rental income, market rental expense, market vacancy rates, and area income capitalization rates in calendar year 2021.
- Personal property is generally valued and adjusted based upon asset description, condition, replacement cost new, year purchased, and asset depreciation schedule, as of the assessment date.

Tax Rate Summary

The total amount to be raised through taxation (tax levy) is calculated after all other sources of revenue and total expenses for the town are known. The levy for FY 2023 was \$90,783,780. The Department of Revenue approved a single tax rate of \$14.76 per \$1,000 of value for all real and personal property.

FY 2023			
PROPERTY CLASS	PARCELS/ ACCOUNTS	TAXABLE ASSESSED VALUATION	PERCENT OF TOTAL VALUATION
RESIDENTIAL	8,593	\$5,471,192,181	88.9%
OPEN SPACE	0	-	-
Total Residential and Open Space	8,593	5,471,192,181	88.9%
COMMERCIAL	402	351,307,308	5.7%
INDUSTRIAL	111	215,641,340	3.5%
PERSONAL	217	116,174,825	1.9%
Total Commercial, Industrial, Personal	730	683,123,473	11.1%
TOTALS	9,323	\$6,154,315,654	100.0%
<i>RE EXEMPT VALUE</i>	<i>496</i>	<i>\$426,977,200</i>	<i>-</i>

Summary

Real Estate The real estate market in Westford saw increasing values in FY 2023. Residential, commercial, and personal property values all saw varying percentage increases.

A public hearing was held on November 15, 2022 in which the Select Board chose a single tax rate. The Department of Revenue then approved the tax rate as previously stated.

BOARD OF ASSESSORS – CONTINUED

Other Items

ITEM	NUMBER	TAX DOLLAR AMOUNT
Motor Vehicle Committed Excise Tax	23,351	\$3,866,078.16
Real Estate Abatement applications granted	40	119,972.42
Real Estate Exemption applications granted	205	327,796.09
Real Estate Tax Deferral applications granted	18	97,239.56
Community Preservation Act Abatement applications granted	136	19,165.53

FY 2023 was year two of the Town of Westford special real estate exemption program drafted by the Senior Low-Income Disabled Tax Relief Committee (SLDTR) and approved by Town Meeting and the state legislature. The Board received 29 applications and approved 20 applications totaling \$25,074.

Property values, tax assessment maps, and FAQ's relating to various functions of the Assessing Department can be found on the town assessing page: westfordma.gov/383.

Please feel free to call, email, or visit the office if you have any questions regarding your property value or the assessment process.

Staff

Chief Assessor – William G. Naser

Assistant Assessor – Steven Clark

Records Supervisor – Anne Sidel

Email: assessors@westfordma.gov

Phone: 978-692-5504

Webpage: westfordma.gov/383

BRUCE FREEMAN RAIL TRAIL

The Bruce Freeman Rail Trail is All about Progress and Connection

The completion in May 2023 of the Bruce Freeman Rail Trail (BFRT) Phase 2B – the “flyover” Route 2 bridge connecting Acton and West Concord – has enabled trail users of all ages and abilities to go almost 20 miles. The state Department of Transportation has not yet hosted its usual ribbon-cutting ceremony for this phase, so this segment is not “officially” open. Nevertheless, hundreds of people daily are connected to the places they want to go, to outdoor exercise, and to each other. Phase 2D, one quarter mile in Concord and 4.4 miles to the MassCentral Rail Trail in Sudbury, is expected to be completed and paved in fall 2023.

Michelle Collett
Recreation Director

Andrea Peraner-Sweet
Liaison, Select Board

Chris Barrett
Emily Teller
Westford Board Members,
Friends of the Bruce
Freeman Rail Trail, Inc.

Puddle Be Gone

In May 2022, the Westford Department of Public Works (DPW) successfully ended the “permanent puddle” on the BFRT at Greenwood Road. They created new drainage structures, removed at least one huge boulder, and repaved the BFRT to ensure many years of “smooth skating” and other trail-user experiences in this area. The improvements were funded through a \$35,000 MA Trails Grant. The DPW also addressed root incursions on the BFRT between Griffin and Acton roads.



The Greenwood Road drainage project used state funds and Westford Highway Department staff to improve the trail crossing.

Westford Briefly Welcomes Visitor to the Trail

In mid-September, the Police Department received a call reporting some kind of “Sasquatch” next to the BFRT. (Other names for Sasquatch include Bigfoot, Bushman, Treeman, and Wildman.) When an officer went to investigate, they found a carved character alongside the trail. They called one of the Friends of the Bruce Freeman Rail Trail Westford board members to see if this was a new art installation like the previous very successful “Go Out Doors” art exhibit.



The board member was unaware of any such proposals and suggested hopefully that the sculptor who had made Sasquatch might ask the Parks and Recreation Commission for permission to keep Sasquatch up along the trail – at least through Halloween – and maybe another character (in orange?) could be made?

The Police located the sculptor and requested that Sasquatch be removed, since town permission had not been granted. What a fun and serendipitous sighting! Perhaps in the future, if others want to be so creative, they can go either to the Parks

BRUCE FREEMAN RAIL TRAIL – CONTINUED

and Recreation Commission directly for permission or to the Friends of the BFRT and ask for their help with the project.

Community Summit Discusses Uniform Trail Rules

The Friends organized a Community Summit in September to discuss revising the current trail rules and adopting rules that are used in all towns on the trail. About 35 staff and residents from all seven BFRT municipalities attended the meeting in Concord.

Facilitated by Friends Board member Carlene Hempel, the group agreed that the rules should be uniform, clear, concise, and essential. Once every town has accepted the revised rules, the Friends will donate new signs to replace the old ones and add new signs in more places along the trail, especially at entry points. The group, to be known as the BFRT Community Group, agreed to meet periodically to discuss matters of mutual interest. Their second meeting was on March 23, to finalize a design for uniform rules signs that will be installed along the length of the trail. The meeting was closure for a six-month process to secure uniform rules language and then agree on a design. Most towns will install the signs at major entrance points or road crossings. The Friends of the BFRT has ordered new signs, and a Friends board member will deliver the signs to each town's Public Works Department.

What is a Norwegian Foot March and Why Was It Held on the BFRT?

On April 29, Boston Area Medical Recruiting (BAMR), supported by Boston Medical Reserve Corps, hosted a Norwegian Foot March on the BFRT. The contact, Capt. Travis Marshall, a U.S. Army nurse, and BAMR Officer in Charge, had ridden the BFRT several times and thought it would be perfect for this event. BAMR recruits seniors in college as well as current medical professionals for Army medical service. The Norwegian Foot March is sponsored by the Norwegian Embassy in the United States. The chosen portion of the BFRT, from Chelmsford through Westford, Carlisle, and Acton, stretches for 9.3 miles, and the round trip totaled 18.6 miles, the required distance.



Participants arrived from Providence College, Boston University, MIT, West Point, 804th Medical Brigade, US Army Recruiting Command Non-Prior Service, and various other Commands. A total of 94 marchers registered and helped to start a new annual BFRT tradition. This march serves to support healthy competition and camaraderie and raises support for the local communities. All the participants carried a grand total of 2,500 pounds of canned goods while they marched and, with the help of Sargent First Class

Anthony Ezman, donated all that food to the Westford Food Pantry. This event brought awareness to the local community about the need for medical providers in the military. Of the 94 participants, 65 were able to successfully complete the Norwegian Foot March in the allotted time.

BRUCE FREEMAN RAIL TRAIL – CONTINUED

Gratitude to Town Boards and Staff

Thank you, all year long, to Jonathan Revis, Operations Manager, and his colleagues in the Recreation and Highway Departments, for their work *in all seasons* to keep the BFRT open and usable. Gratitude also goes to the Parks and Recreation Commission, staff in the Engineering Department, and especially Town Engineer Paul Starratt and Public Works Director Steve Cronin. The Select Board and Town Manager are also always interested and helpful about the BFRT.



DPW staff Jacob Rowe and Rick Savory haul a tree that had fallen – on a Saturday morning – within hours of being notified of the problem.

Events Must Be Registered

Organizations planning an organized event on the BFRT need to register it on the BFRT website with at least 60 days advance notice. This form is used by the towns to ensure event organizers have adequately planned for the event, to reduce the chance that multiple large events will be held on the same section of trail on the same day, and to provide a consistent set of questions/answers and guidance for all municipalities impacted by the event. To register an event, go to brucefreemanrailtrail.org/bruce-freeman-rail-trail-event-registration/.

Would You Like to Know More?

The Friends of the Bruce Freeman Rail Trail, Inc. maintains a website that has maps with parking and bathroom information for the trail, as well as construction updates for future phases. There are also links on this site with information and directions to help you find and use the many other rail trails in New England: brucefreemanrailtrail.org

The FBFRT is also on social media: facebook.com/brucefreemanrailtrail and twitter.com/friendsofbftr

BUDGET TASK FORCE

The Budget Task Force was created by the Select Board after numerous budget challenges for future fiscal years arose during the spring of 2023. On May 9, 2023, the Select Board voted to establish the Budget Task Force with the following charge:

The Select Board does hereby establish a nine (9) member Budget Task Force consisting of one (1) member each of the Select Board, School Committee and Finance Committee, two (2) members at large, the Town Manager, School Superintendent or their designee, Town Finance Director, and School Finance Director.

The Budget Task Force shall be charged with recommending several scenarios for a five-year, sustainable fiscal plan for the Town of Westford. Said fiscal plan shall consider, as an example, alternative revenue sources; overrides and exclusions under Proposition 2½; cuts in service; contracting out of services, as well as other measures. Said fiscal plan shall include both operational and capital budgets for the Town. The Committee shall consult with pertinent departments as it formulates its plan.

The Task Force shall present its findings to a joint meeting of the Select Board, Finance Committee, and School Committee by October 1, 2023.

The Task Force shall meet biweekly at a time and place mutually agreeable to its membership. The Select Board shall reserve the right to continue the Task Force after its task is complete in order to adjust the plan due to changing circumstances.

The Budget Task Force first met on May 31, 2023. One of the first agenda items was to create a timeline to produce a report to present to the Select Board, Finance Committee, and School Committee in October. To meet this deadline, the Task Force divided into two working groups. One group was created to identify and quantify the budget challenges and research and investigate any new opportunities for new revenue. The second group was tasked to benchmark Westford against our market communities and to speak with our department heads and other communities in order to find any efficiencies. As of June 30, 2023, the Budget Task Force and the working groups had met a total of eight times.

The Task Force met weekly on Wednesdays at 12:30 p.m. via Zoom. All meeting minutes, video recordings, findings, and reports of the Budget Task Force are available on its webpage, westfordma.gov/1582.

G. Thomas Clay
Chair

Valery Young
Vice-Chair

Chris Chew
Shana Farnsworth
Kristina Greene

Vibhu Jain
Erika Kohl

Kristen Las
Jenny Lin

Amy Lundquist
Dan O'Donnell

BUILDING DEPARTMENT

Mission Statement

The mission of the Building Department is to ensure the health, safety, and welfare of the town’s residents and visitors through the enforcement of state and local laws, bylaws, and regulations.

Henry Fontaine
Building Commissioner

The Building Department is charged with the enforcement and interpretation of the Commonwealth of Massachusetts State Building Code 780 Code of Massachusetts Regulations (CMR) and the Access Regulations, 521 CMR, as adopted, Westford Zoning Bylaws, and Chapter 40A of Massachusetts General Laws.

The Building Department enforces compliance with conditions of approval on Variances and Special Permits granted by the Zoning Board of Appeals and assists with enforcement of Planning Board conditions of approval. The Building Department issues permits for all construction regulated by the State Building Codes and performs all related inspections.

Projects

Some of the projects involving the Department in FY 2023:

- 124 Main Street (formerly the Hicks property)
 - 118, 120, and 122 Main Street – 3 single-family dwellings
 - 124 Main Street – Units 1 and 2
 - 128 Main Street – Units 1 and 2
 - 132 Main Street – single-family dwelling
 - 134 Main Street – single-family dwelling
- St. Paul Lane – (Spaulding Hill Estates – formerly known as Map 040 Parcel 0017 0000)
 - 27 single-family homes
- Diane Lane – (formerly 0 and 37 Carlisle Road)
 - 8 single-family homes
- Cloverleaf Lane – (formerly 22 Griffin Road)
 - 6 single-family homes
- Colonel Rolls Drive – (formerly 0, 19, 33, and 35 Hartford Road)
 - 8 single-family homes
- Annmarique Way – (formerly 85 Carlisle Road – approved in 2006)
 - 3 single-family homes
- HR Adams Way (formerly Providence Road Map 032 Parcels 0084 0002 and 0003)
 - 2 single-family homes

Permits

Permit Type	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
<i>Certificates of Inspection</i>	60	62	67	65	67	70	69	66	73
<i>Commercial</i>	107	96	83	92	87	81	46	52	76
<i>Curb Cut/Driveway</i>	38	45	54	46	52	44	59	50	61
<i>Demolition</i>	14	15	8	16	8	9	11	10	5
<i>Electrical</i>	775	852	719	742	869	803	954	964	979
<i>Gas</i>	460	523	499	548	649	551	643	550	559
<i>Plumbing</i>	418	440	406	407	505	424	438	413	559

BUILDING DEPARTMENT – CONTINUED

Permit Type	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
<i>Residential</i>	808	1014	777	762	940	899	1217	1139	1227
<i>Sheet Metal Mechanical</i>	81	83	57	70	94	87	64	74	129
<i>Sign</i>	23	21	25	27	23	11	22	20	21
<i>Solar</i>	N/A	N/A	N/A	N/A	N/A	N/A	98	144	113
<i>Tent</i>	50	28	34	33	30	22	38	31	19
<i>Trench</i>	94	92	67	67	39	13	49	34	21
<i>Wood Stove</i>	19	17	9	17	11	7	7	9	15
Total	2947	3288	2805	2892	3374	3021	3617	3575	3841

The Building Department issued 3,841 permits and collected permit fees totaling approximately \$970,237.40 for FY 2023.

The Department also currently continues to enforce, collectively, the 2015 International Building Code, 2015 International Residential Code, 2015 International Existing Building Code and 780 CMR Massachusetts State Building Code, along with the 2021 International Energy Conservation Code to include 225 CMR 22.00 Massachusetts Front-End Amendments to the International Energy Conservation Code 2021.

Webpage: westfordma.gov/building

Staff

Henry Fontaine – Building Commissioner/Zoning Enforcement Officer
 Ernie Chiavarini – Local Building Inspector
 Tina Landry – Records Supervisor II
 Dennis Kane Jr. – Electrical Inspector
 Gary Belinsky and Jeff Valcourt – Alternate Electrical Inspectors
 Don Morash – Plumbing/Gas Inspector
 Scott Taft – Alternate Plumbing and Gas Inspector

BYLAW REVIEW COMMITTEE

The Committee's webpage contains general information about the Committee and links to the guidelines for proposing bylaw amendments and to Town Meeting timelines. The page can be accessed on the town's website at westfordma.gov/415.

Jean Croteau
Joan Croteau

Patricia Dubey
Town Clerk

Anyone seeking formatting advice for proposed general bylaws is encouraged to contact the Town Clerk, who is happy to help residents navigate the process of drafting and formatting bylaws.

The Committee may also be contacted through the Town Clerk's office, 978-692-5515 or townclerk@westfordma.gov.

The Committee did not meet in FY 2023.

CAMERON SENIOR CENTER AND COUNCIL ON AGING

In Memory of Helena “Mickey” Crocker, 1928-2023

Council on Aging Board Member, Emeritus

Friends of the Cameron Senior Center Board Member, Emeritus

Mickey Crocker was a friend to all. Her accomplishments stretched far and wide throughout our community. Her pioneering efforts included the creation of the Westford Council on Aging, the Westford Food Pantry, Westford Housing Authority, the Foster Grandparent Program, HeadStart, Pinch Hit, Merrimack Valley Homecare, Cameron Thrift Shop, Holiday Basket Program, the Gay 90s, Library newsletter, and WISH. Most recently, Mickey was honored with the naming of the Helena Crocker Residences for her incredible legacy of truly giving. We gratefully honor Mickey’s incredible touch on the Council on Aging and Cameron Senior Center, and we dedicate this annual report in her honor.

Nancy Cook
Chair

Robert Tierney
Vice-Chair

Kathryn Wilson
Clerk

Sandra Collins
Patricia Holmes
Terry Stader
Barbara Upperman

Helena Crocker*
Member Emeritus

***Deceased**

The Helena “Mickey” Crocker Residences, 60 Littleton Road

Construction of this project, a senior affordable housing development with supportive services, is nearing completion, and we are accepting applications for residency. There are 18 apartments: eight studios and 10 one-bedroom units. All of these apartments will be occupied by tenants whose income is at 60% or less of the average monthly income (AMI) of the area. Westford is proud to have this housing development built and managed by CHOICE and the Chelmsford Housing Authority.

Cameron Senior Center

FY 2023 was a year of continued growth for the Cameron Senior Center. As our population ages, we have experienced increased demand for fitness and well-being classes. At the same time, our building is beginning to show signs of extreme, if loving, use. We need to have our cooling system replaced, which will result in some disruption of services in the coming year. We are working diligently to minimize those disruptions.

Support Programming

- Grief support
- Dementia caregiver support
- Emotional well-being
- Improving communication skills
- Monthly health series
- State Sen. John Cronin office hours
- Veteran-to-Veteran
- Technology help
- Piano lessons

Fitness Opportunities and Classes

- Mindful Movement
- Bone Builders
- Well-Being Conditioning
- Hike with Mike
- Golf
- Line dancing
- Billiards – Senior Travelling Billiard Team
- Qi Gong

Social Programming

- Knitting and crocheting
- Game Night
- Book Club
- Bridge
- Canasta

CAMERON SENIOR CENTER AND COUNCIL ON AGING

–CONTINUED

Day Trips

- Bee Gees Tribute
- Texas Tenors
- Block Island
- Foster’s Clam Bake
- Salem and Rockport
- Paul Anka Tribute
- Music Theatre – Kinky Boots

Cultural Programming

- Matt York, Country Hoedown
- Delvena Theatre, A Cup of Tea

Meals

- State Rep. James Arciero Senior Cookout
- Town Manager and Select Board Holiday Breakfast
- Gay 90s
- Volunteer Appreciation Luncheon
- Thanksgiving Dinner hosted by the Geraghty family
- Holiday Luncheon at the Regency
- New Year’s Luncheon
- Valentine’s Luncheon
- St Patrick’s Day Luncheon
- Murder Mystery Lunch
- Bingo Lunches
- Men’s Breakfasts
- Women’s Lunches
- Veterans’ Lunch
- Dinner with Donna

Diversity and Inclusion

As part of our ongoing commitment to diversity and inclusion, we hosted the following cultural programs:

- Diwali Lunch
- Chinese New Year Lunch
- Hanukkah Lunch
- Holi Lunch
- Harvest Moon Festival

Holiday Basket Program

The Cameron continued our partnership with St. Vincent dePaul Society, the Westford Food Pantry, and the generous donations from the community to provide money for holiday food and gifts to individuals and families that met the qualifications.

	FY 2022	FY 2023
Thanksgiving meal cards	\$13,675 (144 households)	\$19,885 (141 households)
Holiday/Christmas meal cards	\$13,910 (140 households)	\$18,825 (141 households)
Holiday gift cards for children	\$17,400 (141 children)	\$20,700 (138 children)

Social Services and Outreach

The Social Services staff provided the following services to Westford residents:

	FY 2022	FY 2023
Case management/social services for those age 60+	4462 contacts	4022 contacts
Case management/social services for those ages 18-59	957 contacts	773 contacts

CAMERON SENIOR CENTER AND COUNCIL ON AGING

–CONTINUED

Handyman volunteer services for older adults	44 jobs/ 97 volunteer hours	54 jobs/ 224 volunteer hours
Yard work for older adults	Unavailable	118 volunteer hours
Transportation rides (seniors, disabled, and hardship—all ages)	7412	7935
SHINE Counseling provided by Fred Baumert	115 counseling sessions	172 counseling sessions
Tax return volunteer assistance provided by Hal Schreiber	369 Federal and 353 State returns	375 Federal and 385 State returns

Collaborations

The Cameron worked in partnership with the Town Accounting office, Westford Housing Authority, Community Wellness Coordinator, Health and Recreation Departments, and Westford Public Schools to administer new American Rescue Plan Act (ARPA)-funded income-eligible programs/projects. These included the Mobile Clinician, Utilities and Rent Assistance, Free Afterschool and Summer Camp, and Wi-Fi Accessibility to the income-based housing communities that fall under the auspices of the Westford Housing Authority.

Acknowledgements

The Friends of the Cameron Senior Center helped to underwrite our exercise classes, enrichment programs, and supplies in the amount of \$33,800, an increase of \$12,600 over FY 2022.

With an additional \$4,800 of support from the Friends' Emergency Fund, many residents over 60 received help with utilities, rent, and other basic life needs. The Friends are creative and unwavering in their efforts to raise funds for the Center and the community. We are fortunate to have such a committed and hardworking organization doing all they can to improve the lives of seniors.

The members of the Board of Directors of the Friends of the Cameron Senior Center were:

Patricia Reppucci, President
 Donna Owens, Vice President
 Kevin McGuire, Treasurer
 Frances Kosenko, Vice Treasurer
 Katharine Karr, Secretary
 Gail Austin
 Dennis Smith
 Lynne Stader
 Barbara Tonucci
 William Vullo

Westford Food Pantry

The Westford Food Pantry has continued to serve the residents of Westford and surrounding towns by providing healthy food options twice weekly. The Food Pantry offers evening hours on Wednesdays from 6:00 to 8:00 and morning hours on Fridays from 9:00 to 11:00. Our Social Services staff also assists those in need by providing a food bag from the Pantry during off-hours. Pantry volunteers screen guests to determine if they have unmet needs related to food insecurity. They refer those guests to either St. Vincent dePaul or our Social Services Department. We appreciate their longstanding commitment to helping those in need. We also

CAMERON SENIOR CENTER AND COUNCIL ON AGING

–CONTINUED

thank them for their ongoing sponsorship of Dinner with Donna and for providing monthly boxed meals to residents in both of our senior housing communities.

The members of the Westford Food Pantry Board of Directors were:

Timothy Baker, President
Kenneth Hyle, Vice President
Bernard Peloquin, Treasurer
Susan Foley, Secretary
Lynn Roderick, Volunteer Coordinator
Tom Brown
Jennifer Claro
Alison Christopher
Karen Heitkamp

A special thank you to Whole Foods and Trader Joe's for their twice-weekly food donations and to the tireless volunteers who work many hours to distribute that food to those who need it. We also want to thank the backyard gardeners who drop off fresh produce for our participants and the Food Pantry. Their generosity embodies the spirit of Westford.

Finally, thank you to our dozens of volunteers who always answer the call to provide whatever help is needed. We couldn't accomplish all that we do without their help.

Staff

Director of Elder Services – Jennifer Claro
Social Worker – Alison Christopher
Outreach Coordinator – Annette Cerullo
Elder Outreach – Jennifer Beale
Records Supervisor – Claire France
Maintenance Supervisor – Christopher Mitchell
Maintenance – Albert Jones, John Wilson (retired 10/24/22)
Front Desk – Edna MacNeil
Senior Assistant – Martha Brockway (retired 1/28/23), Katherine Russell
Registrar – Margaret Siegel
Night Supervisor – Karen Heitkamp
Transportation Dispatch – Robert Rafferty
Van Driver and Assistant Dispatcher – Lisa Nee
Van Drivers – Bob Benoit, Karen Collins, Paul Davis, Steve Ducharme, Bob France, Ed Jarvis, Lynn Jones (resigned 8/30/22), John Lasna, Pam Rovendro

Council on Aging webpage: westfordma.gov/593

Food Pantry website: westfordfoodpantry.org

CAPITAL PLANNING COMMITTEE

The Capital Planning Committee was formed in December 2008 by the Town Manager and has spent the past 14 years reviewing and prioritizing capital needs throughout the town. This Committee's purpose is to provide an objective and consistent forum whereby all the town's capital requests can be planned, prioritized, and recommended. The Committee works closely with all town departments to ensure that their capital requirements for the immediate year and longer term are understood and documented, leading to a recommendation to the Town Manager, Select Board, Finance Committee, and ultimately Town Meeting as to how to best spend the resources that the town has for capital expenditures.

In completing its task for FY 2023, the Committee heard from each department and prioritized the requested projects. For the October 17, 2022 Special Town Meeting, the Committee recommended a \$32,969,685 capital plan, with \$228,676 from free cash to fund five capital requests. Another \$87,844.30 in free cash, \$56,550 in water enterprise funding, \$48,750 in stormwater enterprise funding, and \$1,855.70 in Transportation Network Company (TNC)

funding from the state rideshare program was appropriated to fund the Boston Road Design Amendment. Lastly, voters approved an article in the amount of \$32,546,009 to expand and renovate the J.V. Fletcher Library. The expected funding sources are to authorize \$23,375,756 in excluded bonds, \$7,851,994 from the Board of Library Commissioners grant, \$1,300,000 from fundraising efforts, and \$18,259 in Community Preservation funding.

For the March 25, 2023 Annual Town Meeting, the Committee's recommendation totaled \$10,534,838. This resulted in the allocation of \$2,658,338 from free cash to fund 15 capital requests. Town Meeting also approved \$366,500 from water enterprise retained earnings for the purchase of two new vehicles, a pilot study for per- and polyfluoroalkyl substances (PFAS) treatment, and a supplemental appropriation for the Depot Street well construction. \$165,000 was also appropriated from Stormwater Enterprise retained earnings for the design of the Acton Road culvert. An additional \$110,521.30 was used from free cash in conjunction with \$439,478.70 from the sale of real estate fund and \$100,000 from the Stormwater Enterprise fund for the Town Hall parking lot expansion project.

Town Meeting also authorized the issuance of bonds for six different capital requests. There was one authorization intended to be repaid using general fund money, which was the \$2,150,000 for the replacement of the fire tower truck. The projects intended to be repaid using Water Enterprise funds are the Boston Road nonparticipating costs, or water

- Paul Hajjar**
Chair, At Large Member
- Dan O'Donnell**
Vice-Chair, Finance Director
- Chris Barrett**
Parks and Recreation Committee
Pedestrian Safety Committee
- Christopher Chew**
Superintendent of Schools
- Heather FitzPatrick**
Finance Committee
- Kristina Greene**
Finance Committee (Alternate)
- Jenny Lin**
School Finance Director
- Tom Mahanna**
Permanent Town Building Committee
- Jodi Ross**
Town Manager
- John Cunningham**
Select Board
- Valery Young**
School Committee

CAPITAL PLANNING COMMITTEE – CONTINUED

mains, for \$2,000,000, and the Frances Hill water storage tank rehabilitation for \$1,045,000. Town Meeting also authorized a \$1,500,000 bond intended to be repaid through the stormwater enterprise for the construction costs to replace the Pond Brook culvert located on Old Lowell Road and the Blue Brook Culvert located on Groton Road.

An article was also approved by Town Meeting and at the May 2, 2023 election to authorize the issuance of excluded bonds to appropriate funding for the Lloyd G. Blanchard roof replacement project. The bond was authorized in the amount of \$6,425,043. However, the Massachusetts School Building Authority issued a grant to fund approximately 48% of the eligible construction costs.

As we move forward, the Committee will look to further enhance its communication process with town departments, work more closely with other committees and commissions to ensure that their capital needs are fully understood and are undertaken with the proper prioritization, continue to enhance the justification requirements for capital, and whenever possible, ensure that a cross-section of needs is evaluated in a consistent manner (for example, vehicle and truck replacements). Additionally, the Committee will help the town understand the tax impact of capital expenditures and consider the relative need, timing, and cost of each capital expenditure, including methods of financing, possible federal or state aid or grants, the cost of maintaining the facility or equipment, and the effect each capital expenditure may have on the financial condition of the town.

October 17, 2022 Special Town Meeting Capital Appropriations

ARTICLE 4: Approve Fiscal Year 2022 Capital Appropriations

First Motion: (Majority Vote Required)

On a motion made and seconded, it was voted and passed by the majority that the Town appropriate from Free Cash the sum of \$228,676 (TWO HUNDRED TWENTY-EIGHT THOUSAND SIX HUNDRED SEVENTY-SIX DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Assessors	\$32,317	Electric vehicle, purchase and equip
Public Buildings	\$40,000	To install additional fencing and selective tree removal at the property line located between the Westford Police Department and 4 Lincoln Street, including costs incidental and related thereto
Building	\$31,359	Hybrid vehicle replacement, purchase and equip
Engineering	\$125,000	Beaver Brook Bridge Construction Phase Services, including costs incidental and related thereto

And further,

It was voted That the Town appropriate from Free Cash the sum of \$87,844.30 (EIGHTY SEVEN THOUSAND EIGHT HUNDRED FORTY FOUR DOLLARS AND THIRTY CENTS), transfer from TNC funding from the state ride share program the sum of

CAPITAL PLANNING COMMITTEE – CONTINUED

\$1,855.70 (ONE THOUSAND EIGHT HUNDRED FIFTY FIVE DOLLARS and SEVENTY CENTS), transfer from water enterprise retained earnings the sum of \$56,550.00 (FIFTY SIX THOUSAND FIVE HUNDRED FIFTY DOLLARS), and transfer from stormwater enterprise retained earnings the sum of \$48,750.00 (FORTY EIGHT THOUSAND SEVEN HUNDRED FIFTY DOLLARS) to provide for the following capital requests and costs incidental and related thereto;

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Engineering Department	\$195,000	Boston Road Design Amendment, including costs incidental and related thereto

ARTICLE 5: Appropriate Funding for the Construction of a New Municipal Building Located at 51 Main Street

On a motion made and seconded, it was voted and passed by a vote of 319-yes and 259-no, that the Town dismiss Article 5 that called for the Town to appropriate the sum of \$12,010,000 (TWELVE MILLION TEN THOUSAND DOLLARS) for the following purposes relating to the construction of a new municipal building at 51 Main Street:

1. To demolish the existing building;
2. To design, bid, construct, furnish and equip a new building on the same site;
3. To transfer equipment, supplies and infrastructure from various locations to the new building;
4. To reroute and extend fiber optic cables and equipment to Town-owned buildings located at 30 Patten Road (Westford Academy) and 39 Town Farm Road (Rogers Fire Station); and
5. To secure current technology offices at 1 East Prescott Street.

And all costs incidental and related thereto; and to meet this appropriation the sum of \$1,000,000 (ONE MILLION DOLLARS) be transferred from free cash, and the Treasurer, with the approval of the Select Board, be authorized to borrow the sum of \$11,010,000 (ELEVEN MILLION TEN THOUSAND DOLLARS) pursuant to the provisions of [MGL c. 44, Section 7](#) or any other enabling authority, and to issue bonds or notes of the Town therefor; provided that any borrowing or expenditure hereunder shall be contingent upon passage of a Proposition 2 ½ debt exclusion ballot question vote pursuant to the provisions of [MGL c. 59, Section 21C](#); said funds to be expended under the direction of the Select Board; and to authorize the Select Board to execute all documents and take all actions necessary to effectuate the purposes of this vote.

ARTICLE 6: Appropriate Funding for the J.V. Fletcher Library Expansion

On a motion made and seconded, it was voted and passed by a 2/3 majority of 436-yes and 141-no that the Town appropriate the sum of \$32,546,009 (THIRTY TWO MILLION FIVE HUNDRED FORTY SIX THOUSAND AND NINE DOLLARS) to expand and renovate the J. V. Fletcher Library located at 50 Main St., Westford MA 01886, including but not limited to the preparation of plans and specifications, the preparation of bid documents, project management and supervision, construction of building expansion and improvements, exterior improvements to the parking lot and landscaping, the purchase and installation of furniture and equipment, the purchase and installation of technology and any other costs incidental and related thereto, for which project the Town is eligible for a grant in the amount of \$7,851,994 (SEVEN MILLION EIGHT HUNDRED AND FIFTY-ONE

CAPITAL PLANNING COMMITTEE – CONTINUED

THOUSAND AND NINE HUNDRED AND NINETY-FOUR DOLLARS) from the Massachusetts Board of Library Commissioners (MBLC); and to meet this appropriation, to authorize the Treasurer, with the approval of the Select Board, to borrow said sum pursuant to the provisions of [MGL c. 44, Section 7](#) or any other enabling authority, and to issue bonds or notes of the Town therefor; provided that any borrowing or expenditure hereunder shall be contingent upon passage of a Proposition 2 ½ debt exclusion ballot question vote pursuant to the provisions of [MGL c. 59, Section 21C](#); said funds to be expended by the Select Board in consultation with the Board of Library Trustees and with management oversight by the Permanent Town Building Committee; and to authorize the Select Board to execute all documents and take all actions necessary to effectuate the purposes of this vote.

March 25, 2023 Annual Town Meeting Capital Appropriations
ARTICLE 5: Approve Capital Appropriations

First Motion: (Majority Vote Required)

It was moved and passed by the majority that the Town appropriate from Free Cash the sum of \$2,658,338 (TWO MILLION SIX HUNDRED FIFTY EIGHT THOUSAND THREE HUNDRED THIRTY EIGHT DOLLARS) to provide for the following capital requests, including costs incidental and related thereto; and, further, to authorize the Select Board to enter into all agreements and take all related actions necessary or appropriate to effectuate the purposes of this vote:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Technology	\$36,000	Town computer replacements
Technology	\$392,338	School computer replacements
Technology	\$100,000	Server & storage replacements
Fire	\$300,000	Architectural and engineering for the Fire Department Station 4 (Nabnasset) addition, renovation, or replacement
Schools	\$95,000	Stony Brook Middle School front entry patio replacement
Schools	\$191,000	Nabnasset parking lot and walking path improvements
Schools	\$34,000	Wide area mower, purchase and equip
Schools	\$40,000	Electric vehicle for the Facilities Department, purchase and equip
Engineering	\$500,000	Boston Road Reconstruction Project Non-Participating Costs
Engineering	\$50,000	Stony Brook Bridge replacement project
Highway	\$65,000	Vehicle replacement – ¾ Ton 4x4 pickup truck with plow, purchase and equip
Highway	\$80,000	Vehicle replacement – 1-Ton dump truck with plow, purchase and equip
Highway	\$260,000	Vehicle replacement – 6-wheel dump truck (swap loader), purchase and equip
Wastewater	\$450,000	Abbot Elementary School wastewater treatment plant tank rehabilitation

CAPITAL PLANNING COMMITTEE – CONTINUED

Parks & Grounds	\$65,000	Vehicle replacement – ¾ Ton 4x4 pickup truck with plow, purchase and equip
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And further,

That the Town appropriate from Water Enterprise Retained Earnings the sum of \$366,500 (THREE HUNDRED SIXTY-SIX THOUSAND FIVE HUNDRED DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Water Enterprise	\$71,500	Vehicle replacement – 4x4 utility truck with plow, purchase and equip
Water Enterprise	\$65,000	Electric vehicle replacement – express van, purchase and equip
Water Enterprise	\$150,000	Pilot study for PFAS treatment
Water Enterprise	\$80,000	Supplemental Appropriation for the Depot Street Well Replacement

And further,

That the Town appropriate and transfer from Free Cash the sum of \$110,521.30 (ONE HUNDRED TEN THOUSAND FIVE HUNDRED TWENTY-ONE DOLLARS AND 30 CENTS), from the Sale of Real Estate Fund the sum of \$439,478.70 (FOUR HUNDRED THIRTY NINE THOUSAND FOUR HUNDRED SEVENTY EIGHT DOLLARS AND 70 CENTS), and from Stormwater Enterprise Retained Earnings the sum of \$265,000 (TWO HUNDRED SIXTY FIVE THOUSAND DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Engineering	\$550,000	Expanded Town Hall parking lot
Stormwater Enterprise	\$100,000	Expanded Town Hall parking lot
Stormwater Enterprise	\$165,000	Design for the culvert replacement on Acton Road approximately 150 feet south of Greenwood Road

Second Motion: (2/3 Majority Vote Required)

It was voted and passed by a 2/3 majority vote of 309 – yes and 76 – no that the Town appropriate the sum of \$2,150,000 (TWO MILLION ONE HUNDRED FIFTY THOUSAND DOLLARS) to purchase and equip a tower truck for the Fire Department, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [MGL c. 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor.

Third Motion: (2/3 Majority Vote Required)

It was voted and passed by the majority that the Town dismiss the article regarding the proposed HVAC energy conservation and related building improvements at the Cameron Senior Center.

CAPITAL PLANNING COMMITTEE – CONTINUED

Fourth Motion: (2/3 Majority Vote Required)

It was voted and passed by a 2/3 majority vote of 258 – yes, 112 – no that the Town appropriate the sum of \$2,000,000 (TWO MILLION DOLLARS) for the Boston Road reconstruction project, including costs incidental and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [MGL c. 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor. While said borrowing will be issued as a general obligation of the Town payable from any and all revenue sources, it is the Town's intent that the debt service for this borrowing be paid for in the first instance from the Water Enterprise Fund.

Fifth Motion: (2/3 Majority Vote Required)

It was voted and passed by a 2/3 majority vote of 316 – yes, 57 – no that the Town appropriate the sum of \$1,045,000 (ONE MILLION FORTY FIVE THOUSAND DOLLARS) for the Francis Hill water storage tank rehabilitation, including costs incidental and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [MGL c. 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor. While said borrowing will be issued as a general obligation of the Town payable from any and all revenue sources, it is the Town's intent that the debt service for this borrowing be paid for in the first instance from the Water Enterprise Fund.

Sixth Motion: (2/3 Majority Vote Required)

It was voted and passed by a 2/3 majority vote of 329 – yes, 57 – no that the Town appropriate the sum of \$1,500,000 (ONE MILLION FIVE HUNDRED THOUSAND DOLLARS) for the construction costs for the replacement of the Pond Brook culvert located on Old Lowell Road, approximately 250 feet south of South Chelmsford Road, and the Blue Brook Culvert located on Groton Road, approximately 100 feet east of Flushing Pond Road, including costs incidental and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [MGL c. 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor. While said borrowing will be issued as a general obligation of the Town payable from any and all revenue sources, it is the Town's intent that the debt service for this borrowing be paid for in the first instance from the Stormwater Enterprise Fund.

ARTICLE 6: Appropriate Funding for the Construction of a New Municipal Building Located at 51 Main Street

It was voted and failed for lack of a 2/3 majority vote of 162 – yes, 241 – no that the Town appropriate the sum of \$12,400,000 (TWELVE MILLION FOUR HUNDRED THOUSAND DOLLARS) for the following purposes relating to the construction of a new municipal building at 51 Main Street:

1. To demolish the existing building;
2. To design, bid, construct, furnish and equip a new building on the same site;
3. To transfer equipment, supplies and infrastructure from various locations to the new building;

CAPITAL PLANNING COMMITTEE—CONTINUED

4. To reroute and extend fiber optic cables and equipment to Town-owned buildings located at 30 Patten Road (Westford Academy) and 39 Town Farm Road (Rogers Fire Station); and
5. To secure current technology offices at 1 East Prescott Street.

And all costs incidental and related thereto; and to meet this appropriation the sum of \$1,000,000 (ONE MILLION DOLLARS) be transferred from free cash, and the Treasurer, with the approval of the Select Board, be authorized to borrow the sum of \$11,400,000 (ELEVEN MILLION FOUR HUNDRED THOUSAND DOLLARS) pursuant to the provisions of [MGL c. 44, Section 7](#) or any other enabling authority, and to issue bonds or notes of the Town therefor; provided that any borrowing or expenditure hereunder shall be contingent upon passage of a Proposition 2 ½ debt exclusion ballot question vote pursuant to the provisions of [MGL c. 59, Section 21C](#); said funds to be expended under the direction of the Select Board; and to authorize the Select Board to execute all documents and take all actions necessary to effectuate the purposes of this vote.

ARTICLE 7: Appropriate Funding for the Lloyd G. Blanchard MSBA Roof Replacement

It was voted and passed by a 2/3 majority vote of 356 – yes, 4 – no that the Town appropriate the amount of \$6,425,043 (SIX MILLION FOUR HUNDRED TWENTY FIVE THOUSAND FORTY THREE DOLLARS), for the purpose of paying the costs of replacing the roof at the Lloyd G. Blanchard Middle School, 14 West Street, Westford, MA 01886, which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the Town may be eligible for a school grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the School Committee. To meet this appropriation, the Town Treasurer, with the approval of the Select Board, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the MSBA’s grant program as non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further that any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) forty-eight-point zero five percent (48.05%) of eligible approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA.

Webpage: westfordma.gov/381

CEMETERY COMMISSION

The Westford Board of Cemetery Commissioners is appointed by the Town Manager to three-year terms. The Commission sets policy for and advises the Cemetery Department in the operation and management of all public burial grounds within the town of Westford. Commission meetings are typically held monthly.

The Cemetery Department operates out of the administrative office and maintenance garage located within the Pine Grove Cemetery, 68 Forge Village Road. Working closely with the Commission, department staff is responsible for day-to-day operations, including maintenance and preservation of five active cemeteries and one historic burial ground, comprising approximately 30 acres; sales and records of grave lots and columbarium (cremation) niches; interments; organizing cemetery events, such as Memorial and Veterans Day observances; and responding to genealogical research and other cemetery-related inquiries. The Town Clerk retains permanent records of death certificates and burial permits.

Lisa Groves
Chair

Linda Greene
Jennifer Johnson
Mary D. Lyman
Terry Stader

Commission and Staff Changes

Linda Greene was appointed to the Cemetery Commission in February 2023. As director of the Westford Museum, Linda brings to the commission a passion for local history and preservation. Connor Mendes was promoted to Cemetery Supervisor in July 2022, following five years as Heavy Equipment Operator and four years as seasonal summer help. Mark Higgins was hired as Heavy Equipment Operator in September 2022. Kyle Fox came onboard as Assistant Department of Public Works Director in January 2023. Thanks to our staff members' caring, commitment, knowledge, and skill, our cemeteries continue to function as welcoming, safe, and beautiful spaces for our bereaved families and the community.

Historic Events and Commemorations

Westford Cemetery Commission partnered with the Westford Historical Society and Museum for two historic events in FY 2023. In advance of the 250th anniversary of the Boston Tea Party (December 16, 1773), we marked the gravesite of Capt. Joseph Read for his participation in the destruction of the tea, and we hosted a Patriots' Day Candlelight Tribute at Westlawn Cemetery, where colonial interpreters were stationed throughout the beautifully illuminated grounds.



A Colonial reenactor helps Westford Girl Scouts place Capt. Read's medallion at Fairview Cemetery.

Veterans' Observances

Our veterans buried throughout the town cemeteries were recognized and honored with the placement of a U.S. flag at their gravesites just prior to Memorial Day. The flags remained in place until they were removed and replaced in December with 1,200 holiday wreaths donated by public contributions to the Westford Wreaths Across America effort.

CEMETERY COMMISSION – CONTINUED

Green Burial

Two community memorial stones were installed in May to remember loved ones laid to rest in the Green Burial section of Pine Grove Cemetery.



SALE/BURIAL/PERMIT HISTORY	FY 2021	FY 2022	FY 2023
Sale of Burial Lots	48	48	70
Single graves	28	23	27
2-grave lot	16	13	18
3-grave lot	2	1	2
4-grave lot	0	1	2
Green Burial lot	-	8	14
Urn Garden lot	0	0	2
Columbarium	2	2	5
Burials/Openings	62	53	51
Full (conventional) burials	34	24	22
Green burials	-	2	2
Urn burials	28	27	27
Monument Permits	36	33	24

Staff

Department of Public Works Director – Stephen Cronin
 Department of Public Works Assistant Director – Kyle Fox
 Cemetery Supervisor – Connor Mendes
 Senior Administrative Assistant – Heather Monahan
 Heavy Equipment Operator – Mark Higgins

Administrative Office: 68 Forge Village Road

Webpage: westfordma.gov/1055

CLEAN ENERGY AND SUSTAINABILITY COMMITTEE

The Clean Energy and Sustainability Committee’s mission is to guide Westford to a future where, by 2050, net emissions of carbon dioxide and other greenhouse gases attributable to all sources in town are zero. The Committee is charged with identifying short- and long-term energy goals; facilitating research studies, projects, and collaborations; enlisting the support of residents and businesses; recommending changes to laws and regulations; seeking state and local funding; and recommending any other actions necessary for Westford to achieve net zero carbon emissions by 2050. As part of this mission, the Committee will work with other town committees that have an impact on energy use and sustainability to provide advice and expertise on increasing energy efficiency and maximizing the use of clean, renewable energy.

Mike Berlinski
Chair

Sriman Banerjee
Joan Croteau
Gerry DiBello
Eileen English
Sridevi Kaul
Erika Kohl
Gabriela Miller
Beth Perkins
Matthew Riegert
Thomas Teller
Mark Tincknell

During FY 2023, the Committee produced a second version of a Climate Roadmap to guide the town to a net zero future by 2050. The Roadmap V2 incorporates feedback from a wide variety of stakeholders, including town boards, committees, civic groups, and individual residents. It also includes an updated action plan for reducing greenhouse gas emissions in our buildings, transportation, and electric power supply, with revised specific goals. The Committee secured the Select Board’s endorsement of the Roadmap V2 to help ensure it informs decision-making. More information on the Roadmap can be found at this webpage: westfordma.gov/1415.

The Committee also continued to coordinate with other town committees and boards regarding municipal building projects. It worked with the Permanent Town Building Committee on the Blanchard School roof project and the Nabnasset Fire Station #4 project, and with the J.V. Fletcher Library Board of Trustees on the library renovation.

The Committee hosted several discussions with National Grid, the town’s utility, in order to improve understanding of the electric grid, the natural gas system, and other factors to consider in our work.

The Committee helped advance the effort to perform a comprehensive energy audit of town buildings and to engage an energy services company (known as an ESCO) to potentially engage in a future town-wide energy-savings performance contract, which would significantly reduce energy use and save money for the town.

The Committee worked to promote the Westford Power Options Program (POP) municipal electric aggregation and inform residents about their options. It collaborated with the Town Manager’s office to enable a successful renewal of the program for 2024-2025, which again included options for additional renewable energy. It also collaborated with the Town Manager’s office to inform the renewal of the municipal government’s energy contracts.

The Committee supported the work of the new position of Sustainability Coordinator by collaborating to provide information and programming to town residents and businesses. It helped establish the funding for a full-time Sustainability Coordinator, who can work to advance Westford’s sustainability goals to be equitable, resilient, and zero waste, and to secure grants and incentives to reduce energy use and costs.

Webpage: westfordma.gov/299

COMMISSION ON DISABILITY

The mission of the Commission on Disability is to serve as an advisory and supportive role for the people of Westford. Its duties include:

- researching local problems of people with disabilities
- advising and assisting municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities
- coordinating or executing programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts Office on Disability
- reviewing and making recommendations about policies, procedures, services, activities, and facilities of departments, boards, and agencies of Westford as they affect people with disabilities
- provide information, referrals, guidance, and technical assistance to individuals, public agencies, businesses, and organizations in all matters related to disability
- coordinating activities of other local groups organized for similar purposes

Due to low member numbers, the Commission on Disability could not meet during FY 2023. The Commission sought new members, and Kathryn Clear was appointed to the Commission. The Commission continued to strive to increase its membership for the year ahead.

Webpage: westfordma.gov/535

**Joyce Benoit
Raymond Clark
Kathryn Clear
J. Scott Hazelton
Patricia Reppucci**

COMMUNICATIONS ADVISORY COMMITTEE

The Communications Advisory Committee (CAC) was brought to full strength with the appointment of Milind Tamaskar.

The CAC spent FY 2023 exploring twin avenues of town communications.

1. Negotiating the renewal of Cable Television Franchise agreements with the two licensed providers in Westford was the primary work of the Committee. The franchise agreement with Verizon is due for renewal in the fall of 2024, while the Comcast renewal is due in the spring of 2025. The Committee has met with special Town Counsel on a monthly basis to determine conditions to be met by the cable providers, including franchise fees paid to both Westford Cable Access Television (WestfordCAT) – 5% of cable revenues and capital expenses, currently \$10,000 annually – and a per-subscriber fee paid to the Town.

The present condition of cable access is characterized by falling subscriptions, which creates falling rather than rising revenue to WestfordCAT. This is of primary concern to the CAC, and attempts to raise revenues is a primary negotiating concern. The length of Franchise License is another item of the negotiations, with Verizon preferring a five-year commitment as the longest they will provide, while Comcast is seeking a standard 10-year renewal. The quality of service is also part of license renewal. The CAC has conducted a survey of subscribers to ascertain this important element of service provided by both cable companies. Survey results have been collected and will be presented in a public hearing.

The hearing is required as part of renewal, and the Verizon renewal requires ascertainment and results to be completed before the spring of 2024. The CAC is on track for completing this requirement.

2. The second avenue being explored was the success – or lack thereof – of communications between the town, its departments and committees, and citizens. To this end surveys of departments and boards revealed that the town seems to feel that communications are adequate, while citizens find them lacking with regard to upcoming events, especially emergency communications and the timing of meetings of the various committees and boards. The town website does provide such information but requires computer access and skills. To attempt to remedy this the CAC is exploring provision of electronic boards (similar to that at Nashoba Tech) located at fire stations. A test location at the Boston Road main fire headquarters is being recommended to the Select Board.

Our goal remains ensuring that the news of when, what, and where events have occurred or will occur is delivered in a timely manner that strengthen the ties that create community.

Webpage: westfordma.gov/537

Robert Jefferies
Chair

Michael Wells
Secretary

Robert Rafferty
Thomas Spuhler
Milind Tamaskar

COMMUNITY BEHAVIORAL AND MENTAL HEALTH COMMITTEE

The Community Behavioral and Mental Health Committee (CBMHC) takes a community-wide approach by engaging partners, providers, faith leaders, and residents. The Committee focuses on mental health services and access, suicide and substance use disorder prevention, and interventions. The Select Board approved the new committee on January 10, 2023.

The Committee met four times in FY 2023. Much of the Committee’s time during FY 2023 was spent reviewing Westford data on mental and behavioral health, and substance use disorder.

The Select Board’s charge to the Community Behavioral and Mental Health Committee is to:

- review the Westford mental and behavioral health data provided by the community wellness and health departments
- review existing mental and behavioral resources, programming, and services for all residents
- advise the Select Board, Board of Health, and other town departments to improve awareness and recommend programs, resources, and tools focusing both on prevention and interventions, including specific items with budgetary estimates and suggested timelines for implementation
- advocate for substance use disorder and mental health services that promote prevention, treatment, and recovery for all diverse populations

Webpage: westfordma.gov/1567

Rae Dick
Co-Chair, Health Director

Nicole Laviolette
Co-Chair, Community Wellness Coordinator

Patricia Blackstock
*Guidance Counselor,
Nashoba Valley Technical High School*

Alison Christopher
Town Social Worker

Susan Hanly
Board of Health

Richard Layne, Jr.
Firefighter/Paramedic, Fire Department

Courtney Moran
*Assistant Superintendent,
Westford Public Schools*

Rev. Rebecca Lockwood
First Parish Church United

Brittany Nash
*Regional Community Health and
Wellness Coordinator*

James Peloquin
Administrative Captain, Police Department

Andrea Peraner-Sweet
Select Board

Nancy Cook
Sarah Glatt

Meredith Hogarty
Clare O’Brien

Babita Kapur Piplani
Mary Rockwood

Katherine Lee Steele-Dantin
Jillian Thatcher
Mary-Ellen Wildman

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Act (CPA) allows Westford to preserve its community character in the areas of open space, community housing, historical resources, and land for recreational use. Westford residents pay a 3% property tax surcharge to fund such community preservation projects.

**FY 2023 Community Preservation Funds:
\$3,645,066**

The state offers matching grants from the Community Preservation Trust Fund, whose revenue is generated from designated fees at the Registry of Deeds. Because Westford set the CPA property tax surcharge at 3%, the town is eligible for additional funds from the state that other communities may not be eligible for. Westford received a 40.8% state match of \$934,577. This amount was less than the state match from the prior year, which was a total of \$1,015,749. Matching grants can vary significantly from year to year depending on state funding availability.

Kathleen Healy
Chair (At-Large)

Marilyn Frank
Vice-Chair
Conservation Commission

Dylan O’Connor
Planning Board

Robert Stafford
Historic Commission

Michael Furman
Parks and Recreation Commission

Diane Holmes
Housing Authority

At-Large Members
Robert Jefferies
Christine MacMillan
Bob Price

In FY 2023, Westford locally raised \$2,710,489 in Community Preservation funds.

The Community Preservation Fund currently has four bonded projects: the Town Hall renovation, the Roudenbush renovation, the Westford Academy amenities building, and the Adams property land acquisition. The Town Hall renovation debt was refunded in FY 2019 due to favorable interest rates and runs until FY 2030. The Roudenbush renovation was bonded in FY 2020 and runs until FY 2039. The Westford Academy amenities building was bonded in FY 2022. The Adams property land acquisition runs until FY 2039.

3% Community Preservation property tax surcharge	\$2,290,217
Investment income (loss)	412,355
Interest on late tax payments	7,917
Local FY 2023 Community Preservation total	2,710,489
<u>State Match</u>	<u>934,577</u>
TOTAL FY 2023 Community Preservation Funds.....	\$3,645,066

At the Annual Town Meeting on March 25, 2023, the Community Preservation Committee (CPC) appropriated:

- \$311,545 from Undesignated Fund Balance to the Community Housing Reserve.
- \$190,000 from Undesignated Fund Balance for future Conservation Trust Fund Open Space Land Acquisitions.
- \$312,000 from the Fund Balance Reserved for Community Housing to the Affordable Housing Trust Fund for the development of potential affordable housing projects and any other related costs.
- \$133,500 from the Undesignated Fund Balance for the Stony Brook track and athletic courts design project and any other related costs.
- \$400,000 from the Undesignated Fund Balance for the Jack Walsh tennis and basketball court improvements construction project and any other related costs.

COMMUNITY PRESERVATION COMMITTEE—CONTINUED

- \$25,000 from the Undesignated Fund Balance for the Forge VFW softball field dugouts project and any other related costs.
- \$180,000 from the Undesignated Fund Balance for the Forge Beach and Ronan McElligott Memorial Playground sunshade structures and any other related costs.
- \$45,000 from the Undesignated Fund Balance for the Parkerville Schoolhouse window restoration project and any other related costs.
- \$3,000 from the Historic Fund Balance for the antique snow roller restoration project located at 2-4 Boston Road and any other related costs.
- \$75,000 from the Undesignated Fund Balance for the Meadowbrook Farm well project and any other related costs.
- \$90,354 from the Undesignated Fund Balance for the Meadowbrook Farm food insecurity and sustainability project and any other related costs.
- \$1,000,000 authorization of debt for the planning, design, development, and construction of a 35-unit mixed income senior residential affordable housing project located at 35 Town Farm Road.
- \$15,000 Community Preservation Committee administrative expenses.

Community Preservation Committee administrative funds are used for expenses such as copying, public hearings, legal opinions, annual dues, and approximately 230 hours of professional staff support per year to assist in coordination and administration of CPC projects. These expenses are appropriated annually, as unused expense funds are returned to the Undesignated Community Preservation Fund Balance.

Appreciation

The Community Preservation Committee would like to recognize Town staff, boards, and officials for their valuable input concerning the use of CPA funds and Westford's community needs. Most importantly, the Committee would like to thank the people of Westford for their generous support of our town and community.

Webpage: westfordma.gov/392

COMMUNITY WELLNESS

The Community Wellness Coordinator provides outreach and education to the Westford community on availability of programming and services to support individual and family well-being. The coordinator increases overall awareness of community supports by sharing wellness information and resources, with a focus on mental health and substance use disorder with community, town departments, schools, and community groups.

Nicole Laviolette
Community Wellness Coordinator

The focus in FY 2023 was establishing the Community Wellness Department through community, town, and School Department conversations and collaborations. Collaborations occurred with the Health Department, Council on Aging, Police Department, Fire Department, J.V. Fletcher Library, Westford Public Schools, and Nashoba Valley Technical High School.

The Community Wellness Coordinator received instructor certification for the Adult Mental Health First Aid trainings. Trainings will be offered to residents at the beginning of FY 2024.

The Community Wellness Coordinator supported 50 residents in obtaining resources through phone calls, email communication, and in-person meetings.

You can access mental health, suicide prevention, substance use disorder, domestic violence/sexual violence, and parenting resources through the Community Wellness webpage, westfordma.gov/1487.

Mental Health

Through American Rescue Plan Act (ARPA) funding, the Mobile Clinician services were established due to the overwhelming need for mental health appointments, resulting in long waitlists. The short-term Mobile Clinical services in town buildings to residents in need helps shorten the wait time for clinical services. Between the Town Social Worker (10 referrals) and the Community Wellness Coordinator (36 referrals), 46 Mobile Clinician referrals were received in FY 2023.

A Parent Support Group for residents parenting a child with a mental health challenges began in December 2022 and is offered once a month.

The first Westford Mental Health Awareness event occurred in May 2023. The public event was held on the Town Common and featured speakers from the Select Board, the See a New Sun Foundation, state Senator John Cronin, and Emma Kotelly from Congresswoman Lori Trahan's office. The Select Board presented a proclamation declaring May as Mental Health Awareness Month for the Town of Westford.

Substance Use Disorder

In collaboration with the Westford Public Schools and Family Continuity, the Young Person Addictions Anonymous Group was established.

Opioid settlement group meetings were held to determine appropriations of the opiate settlement funds and next steps for funding. A public forum was held for town residents to explore ideas for use of the opioid settlement funding.

Grant

The department received an Emerson Health Benefits Grant to provide a two-part educational mental health training for community faith leaders. Held in May 2023, the

COMMUNITY WELLNESS – CONTINUED

training, “Let’s Talk about the ‘A’ Word: A Conversation about Anxiety,” had 20 attendees. The second training, “Self-Harm and Suicide” held in June 2023, had 22 attendees.

Community Engagement

The Community Wellness Coordinator attended Westford events to provide information and resources on mental health and substance use disorder. Events attended in FY 2023 were the Council on Aging Men’s Breakfast, the Strategic Planning Retreat, Nabnasset School Bike Safety, League of Women Voters’ Civic Social, Abbot School Parent Night, Mental Health Awareness, and Faith and Blue. The Community Wellness Coordinator participates in the Westford Coalition for Non-Violence, the multi-town Hoarding Disorder Resource Network, Greater Lowell Health Alliance Behavioral Health Task Force, District Attorney Marian Ryan’s Opioid Task Force, and the First Connections Advisory Council.

Educational Programming

- Question, Persuade, Refer (QPR) for town staff and Council on Aging members
- Improving employee wellness for town staff, provided in-person with a recording of the training provided to all town and school staff
- Hoarding disorder training for Police and Fire Departments
- Wellness Series: Super Sparkly Everything, Discovering Vibrant Health and Happiness through Simple Self-Care, and Just Talk About It: Adolescent Mental Health. The Just Talk About It: Adolescent Mental Health recording link is available on the Community Wellness page, westfordma.gov/1487.

Number of programs	3
Virtual and in-person participants	72
Employee wellness programs	2
Number of participants	11

The Community Wellness Coordinator thanks Westford residents, town and school departments, faith organizations, and community groups for welcoming the new department.

Office: Town Hall, 55 Main Street

For further information about wellness resources and to learn more about the department, please visit the Community Wellness webpage, westfordma.gov/1487.

CONSERVATION COMMISSION

The Conservation Commission, appointed by the Select Board, is responsible for administering the State Wetlands Protection Act and local non-zoning wetlands bylaw to protect the Town's wetlands and their resource values. The Commission also acquires and holds land on behalf of the Town for protection of the Town's natural resources and watersheds. The Commission manages these properties for conservation and passive recreation.

The Conservation Commission typically meets at 7:00 p.m. on the second and fourth Wednesday of each month in Meeting Room 201 at Town Hall. Meetings are open to the public and are recorded and usually televised live by Westford Community Access Television (WestfordCAT). The WestfordCAT broadcasts can be viewed online at WestfordCAT's website or its YouTube channel. Throughout the 2023 fiscal year, the Conservation Commission held 23 meetings, including two special meetings, as well as six executive sessions. The Commission works to continue to protect the wetland resources of Westford, prevent delays in the permitting process, and manage conservation land.

Margaret Wheeler
Chair

Eric Fahle
Vice-Chair

Noel Almeida
Noelle Donovan
Marilyn Frank
Jim Gozzo
Ann Jefferies

Wetlands Protection Act and Local Non-Zoning Wetlands Bylaw Administration

The Commission routinely consulted with project applicants, residents, and other town boards and staff to administer the MA Wetlands Protection Act and the Town's Non-Zoning Wetlands Bylaw. Projects that came before the Commission included:

- New construction of single-family dwellings, additions to existing dwellings, decks, and property improvements such as pools, sheds, and fences.
- Utility improvements at residential properties.
- Numerous additions and utility improvements at commercial properties.
- Issuance of an Order of Conditions for one lot in the new DiDonato Drive subdivision (at 472 and 476 Groton Road). During the public hearing process, the Commission protected wetland resources and nearby watercourses through the development of special conditions pertaining to tree cutting and planting, renaturalization of disturbed areas within the buffer zone, no-disturb zone boundary, and runoff mitigation.
- Issuance of an Order of Conditions for an Eagle Scout project for the construction of two footbridges over a stream on the Tom Paul Trail in the Blanchard Farms Conservation Restriction off Bixby Lane. The Commission issued a Certificate of Compliance for the construction of a footbridge over a stream on the Acker-Dean-DeSilva Trail.
- Issuance of an Order of Conditions to redevelop the former Willows Restaurant property into a new restaurant.
- Issuance of an Order of Resource Area Delineation determining the wetland resources at 60 Pleasant Street.
- Issuance of Orders of Conditions for Westford Department of Public Works projects involving vehicular, pedestrian, and drainage improvements along Boston Road and Carlisle Road, and Orders of Conditions for culvert replacements: Blue Brook at Groton Road, and Pond Brook at Old Lowell Road.

Land Management

At Hill Orchard, 4 Hunt Road, Farmer Dave's runs the Town's farm stand and the Pick Your Own apples operation, and offers a Community Supported Agriculture (CSA) program through which Electronic Benefit Transfer (EBT)/Supplemental Nutrition Assistance Program (SNAP)/Healthy Incentives Program (HIP) benefits can be used.

CONSERVATION COMMISSION – CONTINUED

Teamworks LLC's Adventure Camp has been the camp lessee of Camp Nashoba at the Stony Brook Conservation Area since December 2020. Umesh Patel of JV Property Services has been the Facility Manager since April 2020. In May and June 2023, numerous Scout groups rented the facilities for campouts and other activities. The Commission thanks the Parks and Recreation, Cemetery, Highway, and Water Departments for their continued help in caring for this conservation land.

On the conservation land at the intersection of Graniteville and Cold Spring Roads, known as the Day Agricultural Land, the Westford Community Beekeepers continued their use of a portion of the field. An organic farmer, as part of the fourth year of a five-year lease, harvested crops planted in spring 2022; crops were replanted in spring 2023. The cooperative management of the Community Garden and Community Beekeepers is formalized in a Memorandum of Understanding between the Commission and the Agricultural Commission, which was amended in April 2023 to clarify fencing permissions. In May 2022, the Commission voted to approve a program called Flowers2Empower, which provides girls aged 10-18 the opportunity to learn about entrepreneurship by planting, growing, harvesting, and selling flowers at the Day Field. The 2022 growing season was a success, with group members providing an oral report to the Commission in February 2023. In total 605 bouquets were sold with charitable donations made to Westford Food Pantry, House Rabbit Network, Newhouse Wildlife Rescue, and Westford Remembers. The program intends to continue annually for the foreseeable future.

The Commission voted to support an application for Community Preservation Act (CPA) funds for the Meadowbrook Farm for educational programs, a program to grow fresh produce for local food pantries, and a new well and fencing. This CPA application was approved at Annual Town Meeting in March 2023.

The Commission voted to support a pilot program using goats to manage invasive vegetation in the Grey Fox Lane Conservation Land and expressed support for future Conservation land management by goats should the program at this location be successful.

The Commission approved various Scout projects including construction of two footbridges along the Tom Paul Trail, installation of animal bite prevention flyers at kiosks of several trailheads, and installation of informational fishing signs around Burges Pond in the Stony Brook Conservation Area.

The Town benefits from the many volunteers who labor to keep our trails passable in our open spaces. The Westford Conservation Trust and their members, through their ongoing monitoring and stewardship of Town properties, continue to assess threats of pioneer and established invasive species. Additionally, we thank the volunteers of the stream team for their work monitoring and managing invasive aquatic vegetation within the town's waterways. We appreciate the hard work of the Boy, Girl, and Eagle Scouts with all types of projects on our lands. Their inspiration, hard work, and dedication ensure that our conserved lands will always be cared for.

Our continuing thanks to all the groups and individuals whose hard work and dedication help to preserve, protect and enhance the community's natural resources.

CONSERVATION COMMISSION – CONTINUED

Land Acquisition

In FY 2023, the Commission voted to accept five public trail easements in residential subdivisions: Juniper Hill, Cloverleaf Fields, and Colonel Rolls Drive in October 2022, Diane Lane in February 2023, and Wendell Place in April 2023.

At the 2023 Annual Town Meeting, the town voted to approve transferring \$190,000 from Community Preservation Funds to the Conservation Trust Fund for future open space land acquisitions and related activities.

Conservation Commission Statistics

Issued in FY 2023:

Certificates of Compliance	Determinations of Applicability	Order of Resource Area Delineation	Orders of Conditions*	Emergency Certificates	Violations/ Enforcement Orders
19	31	2	29	3	7

*Additionally, 12 minor modifications to existing Orders of Conditions and 4 extensions to existing Orders of Conditions were granted.

Applications Reviewed:

Year	Requests for Determination of Applicability	Abbreviated Notices of Resource Area Delineation	Notices of Intent	Emergency Certificates	Violations/ Enforcement Orders
FY 2016	41	0	31	10	2
FY 2017	36	2	33	5	4
FY 2018	27	4	23	2	2
FY 2019	28	1	20	2	2
FY 2020	23	2	24	3	3
FY 2021	29	1	21	5	2
FY 2022	35	1	39	4	7
FY 2023	32	2	27	3	7

Staff and the Commission

Conservation Resource Planner – Matthew Salem

Assistant Planner – Sierra Pelletier

Permitting Program Assistant – Erin Toothaker

Senior Records Archivist – Wayne Fernald,

under the direction of Jeffrey Morrisette, Director of Land Use Management

In his capacity as Conservation Resource Planner, Matthew Salem also served as co-chair for the Healthy Lakes and Ponds Collaborative.

In November 2022, Noel Almeida was appointed by the Select Board to fill the vacant seat on the Commission.

The Commission members also participated on other Town committees. Jim Gozzo is a member of the Town Forest Committee, is a Fence Viewer, and is also an Election Officer

CONSERVATION COMMISSION – CONTINUED

(Precinct Warden). Marilyn Frank serves on the Community Preservation Committee as Vice-Chair. She is also an Election Officer (Warden). Noelle Donovan acted as the Commission's liaison to the Agricultural Commission. At the final meeting of FY 2023, the Commission again nominated Margaret Wheeler as Chair and Eric Fahle as Vice-Chair.

If you are interested in more information about the Conservation Commission, Westford's conservation lands, wetlands, and other natural resources, please visit the Commission's webpage: westfordma.gov/296.

CULTURAL COUNCIL

Grant Application Cycle

In FY 2023, the Westford Cultural Council (WCC) was allocated a total of \$10,600 from the Massachusetts Cultural Council (MCC) to distribute grant funds to those offering cultural activities or programs to Westford residents. A total of \$10,600 in grant funds was allocated to various activities to enrich Westford residents. Through an annual grant application process, the WCC reviewed applications and awarded funds aligned with the WCC’s priorities. The priorities are updated annually and can be found on the [MCC website](#).

Activities to publicize the grant opportunity included posting to social media accounts (Facebook, Instagram, and Twitter), wide distribution of paper and electronic flyers around town, including schools, and submission of online articles and press releases. For FY 2023, WCC received 31 applications and awarded grants to the following 28 applicants:

Vidya Raman
Chair

Dongchun Wang
Treasurer

Claire France
Apparao B. Karri
Babita Iplani
Seema Pusalkar

Recipient Name	Project Name	Grant Amount
Matt York	Johnny Cash - Songs & Stories	\$400
Shuang Yang	Emotion of Westford – Violin Concert	\$400
Westford Historical Society, Inc.	Celebrating the 250th Anniversary of the Boston Tea Party with Samuel Adams	\$250
Westford Chamber Players, Inc.	Learning Diversity through Music	\$550
Virginia Thurston Healing Garden, Inc.	Meditation and Mindfulness	\$175
Roger L. Tincknell	Elvis to the Everly Brothers	\$400
The Delvena Theatre Company	Nun of This and Nun of That!	\$400
Stony Brook School PTO	Mythmasters: Tales from Greek Mythology	\$550
Stony Brook School PTO	Ancient Egypt: Pyramids & Pharaohs	\$550
Stony Brook School PTO	Jack Gantos: Short Story Session	\$550
Sevenars Concerts, Inc.	Sevenars 55th Anniversary Season	\$175
Marianne Ruggiero	“A Musical Journey to the Andes Mountains”	\$400
Yin Peet	2023 CAI Stone Carving Symposium	\$200
Open Door Theatre of Acton, Inc.	The SpongeBob Musical	\$200
Nashoba Valley Chorale	Wake Up, My Spirit	\$200
Middlesex County 4-H Fair, Inc.	4-H Fair Animal Science Exhibit & Demo	\$550
Diane McGary	Resident Therapeutic Musician	\$200
Massachusetts Educational Theater Guild, Inc.	The Massachusetts High School Drama Festival	\$400
Groton Hill Music, Inc.	Bach’s Lunch Concert Series	\$400
Jeyanthi R. Ghatraju	Navarasa (9 emotions) in Shakespearean work	\$550
Dracut Performing Arts Series, Inc.	Dracut Arts 2023	\$200
Discovery Museum, Inc.	Open Door Connections	\$400

CULTURAL COUNCIL – CONTINUED

Recipient Name	Project Name	Grant Amount
Christopher Croucher	Letting the Land Lead Series	\$200
Maitreyee Chakraborty	Melodic Times - by Students of Maitreyee	\$200
Blanchard Middle School	Mythmasters: Tales from Ancient Greece	\$500
Blanchard Middle School	Ancient Egypt: Pyramids & Pharaohs	\$550
Blanchard Middle School	New Inca Son Music & Dance of the Andes	\$550
Jessica Anderson	Strawberries N'Arts Festival	\$500

Accomplishments

WCC conducted the annual community survey to determine the WCC's annual priorities for the upcoming grant cycle. Some of the WCC members participated in regular annual programming including attending the Westford Strategic Planning Retreat and hosting the annual WCC grantee reception.

Grants for Current and Previous Years				
Fiscal Year	Number of Applicants	Number of Grants Approved	MCC Distribution	Grant Total
2023	31	28	\$10,600	\$10,600
2022	29	26	\$8,900	\$10,850
2021	20	17	\$7,900	\$7,900
2020	24	20	\$7,400	\$7,400
2019	23	19	\$5,400	\$7,281
2018	29	24	\$4,900	\$4,900
2017	29	19	\$4,900	\$4,900
2016	21	19	\$4,900	\$4,900
2015	23	18	\$4,300	\$4,450
2014	22	16	\$4,250	\$4,123
2013	25	14	\$3,780	\$3,780
2012	27	16	\$3,870	\$4,315
2011	24	14	\$3,785	\$4,000

For more information on the Westford Cultural Council, see our webpage: westfordma.gov/627

DESIGNER SELECTION COMMITTEE FOR LIBRARY RENOVATION AND EXPANSION PROJECT

Town Manager Kristen Las appointed the members of the newly formed Designer Selection Committee in May 2023. Owner's Project Manager Alicia Monks, CHA Consulting, attended committee meetings.

Working under the Town of Westford Designer Selection Procedures, advertising for Responses to the Designer Selection Request for Quotations was duly posted by the Owner's Project Manager, a walkthrough Library Tour was held, and Design Proposal responses were due on May 25. The Designer Selection Committee met and duly ranked the submitted proposals. The Committee unanimously recommended to the Select Board that the library project continue with the original design firm, Finegold Alexander Architects, and that a contract be submitted for Select Board action.

Buffie Diercks
Library Trustee

Scott Hazelton
Permanent Town Building Committee
Select Board

Kristina Leedberg
Assistant Library Director

Beth Perkins
Clean Energy and Sustainability
Committee

Ellen Rainville
Library Director

Jeanne Roberts
Permanent Town Building Committee

Glen Secor
Library Trustee

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

Since it was appointed in August 2020 by the Select Board and the School Committee as a response in part to local and national intolerance, racial violence, and hate crimes, the Westford DEI Committee has worked to carry out its charge which reads in part:

The Committee will identify needs around fostering acceptance and valuing diversity; and discourage prejudice and discrimination against any person, group, or any other status protected by law on account of race, creed, color, income, religion, national origin, ancestry, gender, sexual orientation, veteran status, age, or disability.

The Committee will review Town and school policies and procedures and make recommendations to ensure that they advance equity and diversity where the committee has identified deficiencies.

The DEI Committee is made up of diverse, resourceful, and committed Westford residents. The members are grateful for the opportunity to build on Westford's character as a community that embraces diversity, practices inclusion, pursues equity, and fosters an abiding sense of belonging.

Over the past year, among other activities, the DEI Committee:

- Connected with the Westford Public Schools and the Westford Police Department to share perspectives on DEI and to address acts of racial intolerance that took place in Westford.
- Supported a multicultural block party that featured tables and booths giving expression to the rich diversity of Westford residents.
- Worked with the Select Board and the School Committee to officially recognize International Holocaust Remembrance Day (January 27) and January as Holocaust Education month along with approving a working definition of antisemitism.
- Acting on the direction of Town Meeting and the advice of the Select Board, researched, developed, and worked to implement a recommendation related to Indigenous Peoples' Day – reflecting on Westford Town calendars, including the Westford Schools calendar – as the second Monday in October, in Westford, as Indigenous Peoples' Day. The recommendation was approved by Westford voters in May 2023.

These activities and others, and the insights and lessons learned from them, have helped the DEI Committee come together around two general strategic directions the Committee will pursue:

- Celebrating Westford's Diversity through a variety of community events including a multicultural block party, a lunar new year celebration, India Independence Day celebration, and many other events, and developing a multi-cultural calendar.

Joe Diamond
Anjali Rajput
Co-Chairs

Haining Bao
Nancy Cook
Wendy Gloyd
Scott Harkness
Madonna McKenzie
Seema Pusalkar
Patricia Reppucci

Andrea Peraner-Sweet
Select Board Representative

Muhammed Ali
M. Catherine Creed
Joanne Derr
Cynthia King
Mariclare O'Neal
Meghna Patil
Radhika Sriram
Anita Tonakarn-Nguyen
Alternates

DIVERSITY, EQUITY AND INCLUSION COMMITTEE

–CONTINUED

- Integration of DEI across town boards, committees, and departments through, among other activities, collaborating with the School DEI Committee and the Police Department.

The DEI Committee meets on the 4th Wednesday of each month. The meetings are open to the public, both in person and virtually. The DEI Committee welcomes input from Westford residents through the email address DEI@westfordma.gov or from the DEI webpage on the town website: westfordma.gov/1338.



DOG PARK TASK FORCE

The Dog Park Task Force did not hold any meetings in FY 2023.

On Nov. 29, 2022, Lauren Coffey, Chair of the Recreation Commission and Chair of the Dog Park Task Force, appeared (via Zoom) before the Select Board to request approval of a feasibility study of a dog park to be located near 108 Carlisle Road. The Board requested further investigation before funding a study. Select Board member Scott Hazelton offered to work with the Task Force to further that work. There was no additional action on a feasibility study in FY 2023.

Karen Hudson
Interim Chair
Chris Lengyel
Cheryl McGrath
Amy Verreault

After Lauren’s resignation, long-time member Karen Hudson agreed to be Interim Chair. In addition, the terms of two previous members, Sandra Martinez and Kimberly Rose, expired in June 2022.

Webpage: westfordma.gov/1013

ECONOMIC DEVELOPMENT COMMITTEE

The purpose of the Economic Development Committee (EDC) is to advise the Select Board and other town boards on commercial growth while maintaining the character of the town, encourage business investment while minimizing the impact on local services, identify changing economic trends, attract new businesses, and establish relationships and improve communication with local businesses.

In order to address the broad scope of Committee charges, several work groups were formed in FY 2022. The committee continued to use these work groups in FY 2023.

Permitting Work Group

The EDC worked closely with Jeff Morrissette, the Director of Land Use Management, to provide input and support on efforts to simplify the permitting process as well as other initiatives related to business development. As part of the effort to assist new businesses, the Permitting Work Group collaborated on a new trifold Westford Business Permitting Quick Start guide that is now available at Town Hall and on the town website ([here](#)). This group, as well as the entire EDC, worked with Land Use Management to become educated on and support a new Commercial Recreation Overlay District and to understand the requirements of the MBTA Communities Multi-Family Zoning law.

Property Owners/Business Outreach Work Group

This work group regularly reached out to the top business taxpayers and employers in town. The meetings with commercial property owners, commercial realtors, and business owners have been focused on understanding the current state of business and post-pandemic challenges (such as hiring and changes in vacancy rates), as well as the support needed from the town. In these meetings, the group provided information on available federal, state, and local resources, such as the employment resources available through MassHire.

Best Practices Work Group

This work group updated its FY 2022 grant proposal for an allocation of town American Rescue Plan Act (ARPA) funds for a part-time two-year Economic Development Consultant. The updated grant included input from the Economic Development Directors in 11 neighboring towns regarding the impact of their work in their communities, as well as current comparative data on economic indicators such as commercial vacancy rates and tax revenue impacts. The request was approved by the Select Board. A request for proposals (RFP) for the position will be created and posted in early FY 2024.

Regional and Local Community Engagement

EDC members actively worked with the Middlesex 3 Coalition, Northern Middlesex Council of Governments, and Westford Business Association in order to stay current on economic issues and initiatives at the federal, state, and local levels.

Members of the EDC regularly reached out to new businesses and attended grand openings and ribbon cuttings on behalf of the town.

During the past year, Joan Bennett, Chair, and Dave Flanagan resigned from the Committee.

Webpage: westfordma.gov/512

Cheryl Serpe
Chair

Alexander Mancuso
Vice-Chair

Tom Barry
Ron Caterino
Jeffrey Morrissette
Bruce Rosenberg

Thomas Clay
Select Board Liaison

Patti Mason
Westford Business Association Liaison

EMERGENCY MANAGEMENT AGENCY

The Westford Emergency Management (E.M.) Agency provides emergency planning, coordination, and procurement of resources during an emergency. Additionally, E.M. assists citizens, businesses, and the community and responds to, recovers from, and mitigates emergencies, both man-made and natural.

Joseph T. Targ
Timothy Whitcomb
Co-Directors

In July 2019, the town swapped to a new town-wide notification system, Rave/Smart 911. Residents are encouraged to sign up at smart911.com.

We continue to work with the Greater Lowell Regional Emergency Planning Committee. With the threats of unsettled weather, we meet with the Health Department, have roundtable discussions about sheltering, and update our plans as needed to appropriately handle the current situation.

In FY 2023, we received an Emergency Management Performance Grant from the MA Emergency Management Agency for \$5,100. The grant was used for four sets of ballistic vests and ballistic helmets for the firefighter/paramedics for Active Shooter Hostile Event Response (ASHER) events.

In mid-July into August 2022, we went through a period of excessive heat and humidity with high heat indexes. Cooling centers were opened at the library and the Cameron Senior Center during off-hours. The Upper Merrimack Valley Medical Reserve Corps (UMV MRC) assisted with staffing. This weather brought tornado warnings to the area as well as severe thunderstorms that led to widespread power outages throughout the town. Even with these bouts of severe weather, the town remained in drought conditions.

A late October storm brought rain and wind to the area with minimal power outages. December gave us some snow and rain events with minimal power outages. Late January storms also brought us minimal power outages. In early February, we had to deal with arctic temperatures, and we activated warming shelters at the library and the Senior Center.

In the late winter and early spring, we had threats of substantial storms, which ended up giving us minimal precipitation. We were prepared for the worst, meeting with the key group of department heads for planning purposes. There were minimal issues.

FEMA paid us for some outstanding COVID projects, however, due to some administrative changes in their department, they would no longer cover expenses that they were paying for previously. We appealed these rejected projects and asked Congresswoman Lori Trahan's office for assistance. Ultimately our appeals were rejected and we used other funds to cover the expenses.

We appreciate our longstanding partnership with the volunteers of the Police Amateur Radio Team (PART) of Westford and the MRC, as well as the continued support and cooperation of all town departments that work with us throughout the year.

Webpage: westfordma.gov/440

ENGINEERING DEPARTMENT

Beaver Brook Bridge Project

On November 18, 2022, the Massachusetts Department of Transportation (MassDOT) unexpectedly required the town to close the Beaver Brook Bridge on Beaver Brook Road after a routine inspection revealed severe deterioration of the corrugated structural pipes and the loss of fill that the corrugated pipes are intended to support. The bridge was already scheduled to be closed for three months beginning in June 2023 for replacement, but MassDOT, in cooperation with the town, determined that the integrity of the bridge was not sufficient enough to remain open to traffic. Since the Engineering Department had already initiated the arduous design and permitting process back in 2016, the project was able to begin on schedule on June 5, 2023 with plans to reopen to traffic in September 2023. While the town funded the design, permitting, and land acquisition for the project, MassDOT funded the \$2.5 million in construction costs.

Paul Starratt, P.E.
Town Engineer

Jeremy Downs, P.E.
Assistant Town Engineer

Fire Training Facility

In 2023, the Engineering Department supported the Fire Department by completing the design, permitting, and construction of the new fire training facility on Forge Village Road near the Water Department. The successful relocation of the training facility from the Rogers Fire Station will also clear the way for the construction of affordable housing units at the Town Farm. The new training facility is specially designed for controlled burns and confined-space entry drills. A special drainage system was also designed to collect stormwater runoff for use by firefighters during training sessions.

Oak Hill Road, Plain Road, and Moore Road Project

The second and third phase of the Oak Hill Road, Plain Road, and Moore Road Project was substantially completed along Plain Road and Moore Road in 2023, with new drinking water and storm water infrastructure, a new road surface, and a sidewalk that runs the length of the project. The \$6.7 million dollar project began in April 2021 and has taken three years to fully complete. This project will create a link for the longest accessible pedestrian route in Westford with a new sidewalk on Oak Hill Road that will connect with existing sidewalks on Plain Road, Groton Road, and Russells Way.

Engineering Projects in Design

Engineering projects in design during 2023 included pedestrian safety improvements at Plain Road between Villanova Drive and Depot Road, at West Street and North Main Street, and at Jack Walsh Field on Carlisle Road near Texas Road. Two culvert designs were completed at Blue Brook on Groton Road and Pond Brook on Old Lowell Road with construction scheduled for 2024. The recently created Stormwater Enterprise will help fund the construction and maintenance costs of the town's stormwater culverts.

Design of the Boston Road Reconstruction Project advanced to the final design stage as a combined effort of the Engineering Department, Highway Department, and Water Department. The proposed project will include a new water distribution system, a sidewalk connection from the Town Center to Littleton Road, traffic calming medians, speed feedback signs, drainage improvements, and bike lanes. This project was approved by MassDOT for approximately \$11.2 million in construction funding with assistance from our regional planners at the Northern Middlesex Council of Governments. The project is currently scheduled to begin in the 2025 construction season.

ENGINEERING DEPARTMENT—CONTINUED

Engineering Department Responsibilities

Engineering responsibilities for public projects include design, estimates, construction management, and inspectional services. Private projects are also reviewed for compliance with town ordinances in stormwater management, traffic, and subdivision rules and regulations. In FY 2023, some of the public projects included the design of a sidewalk extension on Plain Road between Nutting Road and Grassy Pond and the final design stage of the Beaver Brook Bridge Project and the Stony Brook Bridge Rehabilitation Project.

The Engineering Department works with the Highway, Planning, Conservation, and Recreation Departments to support the operations of the town's infrastructure. Engineering services include compliance with stormwater regulations, reviewing plans and specifications for compliance with design standards, and the construction inspection of subdivision infrastructure for compliance with approved plans.

Webpage: westfordma.gov/182

FACILITIES DEPARTMENT

The Town and Schools Facilities Department provides daily maintenance and custodial support to all town- and school-owned buildings totaling 1.3 million square feet of building space, providing safe, clean, and healthy working and learning environments for all students, administrators, and staff members.

Jeff Goodwin
Director

One of our biggest initiatives in FY 2023 was the Westford Public Schools (WPS) Feasibility Study and 10-year Capital Improvement Plan. Beginning in November 2022, the Director of Facilities and Facilities staff spent days working with engineers and representatives from SMMA Architecture to conduct detailed facilities assessments of all school-owned buildings. These assessments provided the foundation for not only a detailed master plan for capital spending over the next 10 years, but to also assess the educational adequacy of each of the schools and align those goals with capital expenditures. The final draft of the feasibility study and capital plan was scheduled to be presented to WPS in August 2023.

Another major accomplishment in FY 2023 was the substantial completion of the Community Preservation Act-funded Robinson School Tennis Courts and Americans with Disabilities Act (ADA) Accessible Playgrounds. Both of these infrastructure projects provide tremendous value not only to Westford Public Schools but also to the greater community at large.

Other completed projects included:

- Westford Museum Window Restoration Project
- Parkerville Schoolhouse Historic Roof Replacement Project
- Stony Brook School Front and Side Entry Patio Replacement
- Bi-Directional Amplifier installation at Westford Academy and Nabnasset School

Many other maintenance and improvement projects were completed in FY 2023 by using available funds from the School Departments' or public buildings' operating budgets. Some projects included improvements and repairs to our heating, plumbing, and electrical systems.

While it is always exciting to speak of completed projects, it cannot be understated the tremendous amount of time and resources that go into bringing these projects and initiatives to fruition. During FY 2023, there were several projects that are on the horizon that required countless hours of design, planning, and oversight.

These ongoing projects include:

- Massachusetts School Building Authority (MSBA) Blanchard Middle School roof replacement
- Blanchard Middle School rooftop HVAC replacement
- Parkerville Schoolhouse historic window restoration
- Ameresco Investment Grade Audit
- Stony Brook School athletic courts and track replacement
- Nabnasset School driveway expansion and walking path resurfacing
- Nabnasset School playground

I would like to offer a sincere thanks to the Select Board and Town Manager for their support of the Facilities Department. I would also like to extend my sincerest gratitude and appreciation to the entire facilities team for their hard work, dedication, and willingness to go above and beyond every day to keep our facilities running smoothly and to support the educational initiatives of the schools and professional needs of our other departments.

FACILITIES DEPARTMENT—CONTINUED

Facilities Staff

Director of Facilities – Jeff Goodwin
Office Manager – Jacqueline Studley
Administrative Assistant – Marie
Fulford
Custodial Supervisor – Bill Bennett
Facilities Foreman/HVAC – Bill Ward
Carpenter – Keith Flanagan

Electrician – Roy Philbrick
Plumber – Robert Beaudoin
Groundskeepers – Eric Bruce, Scott
Connell
Courier – Wayne Difabio
Town Hall Custodian – Andrew
McDonough

School Custodial Staff

Abbot

Head Custodian – John Fox
Night Supervisor – Genghe Zheng
Night Custodian – Marialejandra
Enriquez Castellanos

Blanchard

Head Custodian – John Copley
Night Supervisor – Jason Mercauto
Night Custodian – Mark McDonald
Split Shift – Adam Long

Chrisafulli

Head Custodian – Dan Breault
Night Supervisor – Martin McMahon
Night Custodian – Richard Eldredge

Day

Head Custodian – Jose Demelo
Night Supervisor – John Flemings

Miller

Head Custodian – Mario Hernandez
Night Supervisor – John Haran
Night Custodians – Charles Ivaldi,
Adam Murchie

Nabnasset

Head Custodian – Tony Bennett
Night Supervisor – Russell Johnson
Night Custodian – Michael Mcniff

Robinson

Head Custodian – Michael Ricard
Night Supervisor – Jimmy Gerostergios
Night Custodian – Peter Helmes

Stony Brook Middle School

Head Custodian – Rick Harbaum
Night Supervisor – Dylan Palmer
Split Custodian – Andrew Robinson

Westford Academy

Head Custodian – Tom Griffin
Night Supervisor – David Allen
Split Shift – Mark Bruno
Night Custodians – Daniel Bowman,
David Lannan, Robert McCarthy,
Douglas Read, Michael Reynolds

FINANCE COMMITTEE

The Finance Committee is an independent town board whose members are appointed by the Town Moderator for overlapping three-year terms. The Committee is charged with advising Town Meeting on all matters with a financial impact on the town.

To make informed recommendations, Committee members regularly consult other committees and town officials. Members of the Committee regularly attend School Committee, Select Board, Capital Planning Committee, and Permanent Town Building Committee meetings, among others, in order to keep abreast of matters with fiscal impact.

An extensive review process and much deliberation preceded the Committee's FY 2023 budget recommendations. During this period, the Committee met with the Town Manager, Finance Director, department heads, Select Board, and School Committee to discuss the proposed budgets and to gather information necessary to provide the budget recommendation to Annual Town Meeting. The Committee publishes its recommendations and background information on the budget on the Town's website before Annual Town Meeting.

In March 2023, the voters at the Annual Town Meeting passed a \$128,802,786 operating budget for FY 2024, an increase of \$912,400 (0.71%) over the prior year's final budget, with the majority funding the Westford Public Schools budget (+\$1,851,372) and the Employee Benefits & Miscellaneous and Transfer to Trust budget (+\$667,291). These increases were offset by a substantial decrease in Debt Service (-\$1,875,067).

FY 2023 was the first full year of having partially self-funded health insurance. The Trust allows the town to better control costs, and the town is eligible for receiving pharmacy rebates and other incentives. However, the cost of the claims (\$19,003,635) exceeded the contributions (\$17,523,792) from the town and employees. This left an Incurred But Not Reported (IBNR) balance of \$387,079. This balance is required to be funded, which we were able to raise on the tax rate recap due to an increase in state aid and local revenue over previous projections. The Health Insurance Trust will need to continue to monitor claims activity and ensure we are raising sufficient revenue to cover costs in the next fiscal year. We were also able to contribute \$1,000,000 to the Other Post-Employment Benefits (OPEB) Trust in FY 2024 after supplementing the FY 2023 contribution by \$355,532.

Overall, Town Meeting was presented with a balanced budget, where anticipated revenues are projected to match the approved operating budget. In the fall of 2022, Free Cash was certified at \$6,199,092. The town will begin FY 2024 with a Free Cash balance of \$5,870,108 in addition to our Stabilization Fund balance of \$5,627,249, leaving 9.99% of the operating budget in reserves. The goal is to have between 5% and 10% of available funds in reserve per the Select Board budget policy. The net effect of these budget elements yielded a tax-impact increase of 2.08%.

In FY 2023, Westford received a 2.23% increase in state aid, with an additional \$269,460 in Chapter 70 funding and \$126,128 in Unrestricted Local Aid. However, the burden of providing local services continues to rely more heavily on property taxes and local revenues. New growth was certified at \$892,263 in FY 2023, which is \$21,379 more than

- Kristina Greene**
Chair
- Tom LaFlamme**
Vice-Chair
- Dennis Galvin**
Clerk
- Heather FitzPatrick**
- Jacob Levy**
- Shelby Macleod**
- Beth Morrison**
- Ingrid Nilsson**
- Hari Vetsa**

FINANCE COMMITTEE—CONTINUED

FY 2022. There are no major building projects scheduled in FY 2024, so the town will most likely experience a decrease in new growth.

Lastly, the health insurance premium for current employees increased by 4.00% as the Town and Insurance Advisory Committee agreed to sign a one-year renewal with Blue Cross Blue Shield. The Medicare rates for retirees aged 65 and older was increased by 3.82%. Westford has contributed \$13,017,229 to its OPEB liability as of June 30, 2023. Town Meeting voted to appropriate an additional \$998,547 in FY 2024, to bring the total funding to \$14,015,776. These financial factors enabled Westford to maintain its AAA bond rating with Standard & Poor's.

On October 16, 2021, the Committee voted to continue with the current officers with Kristina Greene, chair; Tom LaFlamme, vice-chair; and Dennis Galvin, clerk. The Finance Committee would like to thank Jake Levy for his years of service to our town, as he resigned from his position in June 2023.

The Committee meets Thursdays at 7:00 p.m., weekly during budget reviews and when departments request funds from the Finance Committee reserve fund. Westford's Finance Director Dan O'Donnell provides invaluable financial updates and assistance to the Committee.

Webpage: westfordma.gov/184

FIRE DEPARTMENT

Ambulance/Paramedic Program

The 32 paramedics and 10 Emergency Medical Technicians (EMTs) of the Fire Department have continued to staff both ambulances at the paramedic level with two paramedics on each truck, a minimum staffing level of 10, and a minimum of four paramedics per shift. The level of care provided by our department continues to be the best in the area with 25 of our 32 paramedics having more than three years of experience providing advanced life support.

Joseph T. Targ
Fire Chief

We continue to work on reimbursement for the unpaid balance of certain ambulance bills through the Certified Public Expenditure Program (CPE) for Governmental Ambulance Providers. Dan O'Donnell, the town's Finance Director, and Nicholas Demins, Fire Department Office Manager, work annually on this submission.

Training

Department personnel completed over 1600 hours of various training programs while on and off duty. These trainings include, while on duty, ice rescue, brush fire preparedness, master streams, airbags, drafting, ground ladders, rapid intervention, self-contained breathing apparatus (SCBA) drills, driver training, ventilation, forcible entry using our forcible-entry prop, water supply, hose evolutions, hazardous materials, and electric vehicles. Personnel are taking advantage of Massachusetts Firefighting Academy classes, including Fire Officer 1 and 2, Instructor 1 and 2, Fire Prevention credentialing, Safety Officer, and Senior Fire Officer Forums, to mention a few. With the new training facilities on Forge Village Road, we've added live fire scenarios. We continue to see a steady increase in personnel taking advantage of numerous classes being offered at the Massachusetts Fire Academy and online classes.

Paramedics completed classes including Advanced Medical Life Support (AMLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Tactical Emergency Casualty Care (TECC), as well as their annual protocol update, four morbidity and mortality case review rounds with the associated hospital medical director, required annual training, and cardiopulmonary resuscitation (CPR) classes. Paramedics received in-service training on new equipment including IV pumps, ultrasound equipment, and new medications added to their protocols. We've had guest presenters from outside agencies and have taken place in interagency trainings with Boston MedFlight.

Capital Program

At the 2023 Town Meeting held in March, Town Meeting approved \$2,150,000 to replace the tower truck and \$300,000 for architectural and engineering for a Nabnasset Station 4 addition, renovation, or replacement.

From previous fiscal years the following were delivered: Engine 3, Ambulance, and two rescues boats.

Student Awareness of Fire Education (S.A.F.E.) Program

With the retirement of Lt. Parsons, Ryan Monat and Bonnie Evans were appointed as S.A.F.E. Coordinators. We continue using social media to provide fire education messages through our Fire Department Facebook page. We continue to work with community civic groups to provide fire station tours. The department looks forward to getting back into the school classrooms, but in the meantime, check our Facebook page for fire safety messages.

FIRE DEPARTMENT – CONTINUED

The Fire Department continues to partner with the Senior Center on a valuable lockbox resource program called Keysafe. This program, designed for the elderly and at-risk residents, gives the Fire and Police Departments secure direct access to a residence in the event of an emergency when a resident cannot unlock their door. Emergency personnel are also able to secure the residence properly afterwards. In conjunction with other commercially available devices, this program can help residents to stay in their homes with a greater sense of security and peace of mind. This is just another way we continue to serve the needs of town residents. Thanks to everyone who has helped make this a successful program. If you have any questions, or would like more information about this program, please contact the Senior Center.

Personnel

During FY 2023, three of our long-time experienced firefighters retired: Captain Mark Valcourt, Lieutenant Donald Parsons, and Firefighter Joseph Delpapa.

Captain Valcourt was almost a 34-year veteran with a total of over 38 years dedicated service to the town. He oversaw the honor guard and was the statistician for the Fire Department.

Lieutenant Parsons had over 26 years of full-time service to the town of Westford and over 47 years total dedication to the Fire Department. Lt. Parsons was our longtime fire prevention officer, was very knowledgeable and well-respected across the state, and was a great resource not only to us but to surrounding towns that used to seek him out for advice.

Firefighter Delpapa had over 26 years of full-time service to the town with over 27 total years of service. He was one of our original fire alarm operators, who also maintained our fire alarm system, and was one of our fire investigators.

We wish all of them well with their endeavors!

We welcomed new paramedics Jamie Ayotte, Dan Boulter, Nathan Caron, Christopher Dias, and Joseph Wilson.

Webpage: westfordma.gov/195

FIRE DEPARTMENT – CONTINUED

Fire Chief

Joseph T. Targ

Deputy Fire Chief

Michael Denehy

Office Manager

Nicolas Demins

Full-Time Personnel

A-Group	B-Group	C-Group	D-Group
<p>Captain David M. O’Keefe</p>	<p>Captain Shawn P. Girard</p>	<p>Captain Timothy Bellemore</p>	<p>Captain Mark N. Valcourt (Ret. 4/30/23) David Lefebvre</p>
<p>Lieutenant Andrew Anderson</p>	<p>Lieutenant Timothy Vigars</p>	<p>Lieutenant Darren Lanier</p>	<p>Lieutenant Matthew Svatek</p>
<p>Firefighter/EMTs William Cashman Shawn Ricard</p>	<p>Firefighter/EMTs David Greenwood Mark Witherell</p>	<p>Firefighter/EMTs Joseph Delpapa, Jr. (Ret. 4/11/23) Susan Smith Thomas Lemieux</p>	<p>Firefighter/EMTs David Christiana Justin Geneau</p>
<p>Firefighter/ Paramedics Jamison Ayotte Brett LaFosse Andrew Gordon Everett Olsen, III David Ricard John Tuomi</p>	<p>Firefighter/ Paramedics Sean Brown Zachary Driscoll Rich Layne Ben Niemiera Joseph Powling Jesse Ryan Joseph Wilson</p>	<p>Firefighter/ Paramedics Brian Baker Nathan Caron Jeffrey Douphinette Michael Hanley- McCarthy Peter Imhof Derek Smith</p>	<p>Firefighter/ Paramedics Dan Boulter Michael Calthorpe Chris Dias Bonnie Evans Benjamin Simmons Kurtis Trieby Jonathan Zielinski</p>

On-Call Personnel

Firefighter

Stephen A. Wyke

FIRE DEPARTMENT – CONTINUED

Special Assignment Firefighters

Fire Training Directors Ben Niemiera Capt. David O’Keefe Ben Simmons Lt. Tim Vigars	Fire Investigation Unit Joseph Delpapa Joseph Powling	Emergency Management Co-Director Chief Joseph T. Targ
ALS Coordinator Jeffrey Douphinette	Clinical Coordinator Everett Olsen, III	EMS Director Sean Brown
Fire Prevention Lt. Donald Parsons (Ret. 5/1/23) Ryan Monat	Juvenile Fire Setters Program & S.A.F.E. Lt. Donald Parsons (Ret. 5/1/23) Bonnie Evans Ryan Monat	Community Service Officer Lt. Donald Parsons (Ret. 5/1/23) Bonnie Evans Ryan Monat
Grants Deputy Michael Denehy Capt. David O’Keefe	Hazardous Materials Tech William Cashman	S.A.F.E. Educators Bonnie Evans Ryan Monat
Social Media/Website Information & Support David Christiana Bonnie Evans Ben Simmons	Code Enforcement Deputy Michael Denehy Ryan Monat Lt. Donald Parsons (Ret. 5/1/23)	Communications Team David Lefebvre Matthew Svatek Chief Joseph T. Targ

Statistics

Working on/system tests	750
Ambulance calls	2371
Outside ALS Lowell	13
District 6 incidents	39
Medical helicopter	3
Assistance	414
Appliance	11
Engine medical assist	2210
Box alarms	354
Trouble alarms	116
Brush	52
Electrical in the building	19
CO detector	54
Vehicle	9
Heating appliance	5
Chimney	2
Outside electrical	14
Hazmat	20
Natural gas leaks	26
Smoke investigation	34
Illegal burning	18
Elevator rescue	2

FIRE DEPARTMENT – CONTINUED

Lockout	27
Fire, other	1
Fire in a building	16
Mulch fire	25
Water problems	19
Lightning strike	4
Mutual aid out	73
Mutual aid in	41
Dumpster	7
Water/ice rescue	0
Total engine responses	3450

Cooking fire permits	117
Brush permits	671
Blasts monitored	73
Blasting complaints	8
Primer cord blasts	0
Smoke detector/CO detector inspections (26f/26g)	463
Fire drills	46
Mutual aid ambulance in	113
Mutual aid ambulance out	149
Fire details	73
Back-to-back calls	923
Multi ff transport	108

Requested mutual aid fire in: 50

Requested mutual aid ambulance in: 113

Mutual Aid Received

Town/service	EMS	Fire
DCR brush		1 forestry
Littleton	55 ambulances	9 engines
1 tower ladder		
Ayer	5 ambulances	4 engines
Boston MedFlight	3 helicopters	
Trinity	3 ambulances	
Groton	13 ambulances	8 engines
Tyngsboro	14 ambulances	3 engines, 3 tenders
Carlisle	3 ambulances	1 engine, 1 tender
Chelmsford		6 engines, 2 rescues
Lowell-medics	12 intercepts	
Acton	5 ambulances	2 engines, 1 ladder
Nashua		1 engine
Lowell		2 engines, 1 ladder
Department of Fire Services		3 hazmat, 1 rehabs

FIRE DEPARTMENT – CONTINUED

Request for mutual aid fire out: 28

Request for mutual aid ambulance out: 149

Mutual Aid Given

Town/Service	EMS	Fire
Littleton	62 ambulances	7 engines
Acton	19 ambulances	1 engine
Ayer		2 engine
Groton	37 ambulances	1 engine
Tyngsborough	18 ambulances	3 engines
Chelmsford/Trinity EMS	10 ambulances	4 engines
Concord		1 tender, 1 tower
Saugus		1 brush truck
Lowell	2 ambulances	4 engines
Berlin		1 brush truck
Dunstable	1 ambulance	1 engine
Carlisle		1 engine

BOARD OF HEALTH/HEALTH DEPARTMENT

The Board of Health (BOH), an elected board, is responsible for developing policies and regulations and enforcing local and state health and sanitary codes. The Board is charged with protecting the public health and safety of the town. The Board directs the Health Department to carry out enforcement. The Board of Health meetings are held the second Monday of each month at Town Hall or virtually.

The following personnel make up the Health Department:

Rae Dick, BS, CP-FS
Abby Graham, REHS, MPH
Amanda Vozzo Willis
Vacant
Gail Johnson, BSN, R.N.
Sam Fontaine
Meghan O'Neil
Brittany Nash (grant)

Harrison Mayotte
Andrea McKinley, Carrie Pizette
Nancy Burns (grant)

BME Strategies (grant)

Health Director/MRC Director
Assistant Director
Administrative Assistant
Substance Abuse Prevention Coordinator
Public Health Nurse
Health Agent
Food Inspector
Regional Community Health and Wellness Coordinator
Board of Health minutes taker
Registered Dental Hygienists
Upper Merrimack Valley Medical Reserve Coordinator
Public Health Consultants – Accreditation Coordinator and Shared Services Grant Manager

Stephanie Granger
Chair

Susan Hanly
Vice-Chair

Michele Pitoniak-Crawford
Secretary

Joanne Belanger
Maeghan Hughes

Webpage: westfordma.gov/215



Public Health
Prevent. Promote. Protect.

HEALTH DEPARTMENT

The Westford Health Department provides a wide range of clinical, environmental, and emergency preparedness services to help monitor and improve the health and safety of the residents of Westford. These diverse public health initiatives and efforts, conducted by our staff, promote positive health practices, protect the health of the community, and encourage healthy behaviors across the life span. We are committed to planning and delivering accessible health services to Westford residents and reducing the incidence of illness and death in our community through surveillance and education.

Rae Dick, BS, CP-FS
*Health Director/
Medical Reserve Corps Director*

The Health Department issues over 32 different permits daily, provides more than 2,000 inspections per year, and vaccinates over 1,000 residents each year. The department is also responsible for enforcing over 50 different federal, state, and local laws, bylaws, and regulations.

The Department continues to work towards a high standard of public health services and began the accreditation process this year with the help of grant funding. In addition, we keep a focus on maintaining the health and safety of the community and continue to offer seasonal influenza and COVID-19 vaccinations, as well as other immunizations as needed.

Public Health Nurse

What is a Public Health Nurse? Public Health Nursing is a specialty practice within nursing and public health.

The American Nursing Association states that “public health nurses promote the health and safety of the population and create healthy communities. Their clinical knowledge and experience help them to design and implement programs and policies to meet the needs of vulnerable populations. The combination of a clinical nursing background along with knowledge from public health and social sciences assist them with providing care to their community.”

How does Westford benefit from having a public health nurse? A nurse in a hospital assesses their patients and then treats them appropriately. Similarly, a public health nurse assesses the needs of the community and does their best to meet those needs. Public health nurses follow disease surveillance, report communicable diseases, offer immunizations, provide educational opportunities, inspect summer camps, provide hypertension and cholesterol screenings, and help to plan for emergencies.

Contact tracing throughout the COVID-19 pandemic highlighted the importance of public health nursing. Public health nurses were required to have a clinical understanding of this disease, and quickly perform an assessment of a Westford resident over the phone when they were experiencing COVID-19 symptoms. This required quick identification of immediate care, which at times resulted in calling 911 for the resident. At times, public health nurses would be on the phone for over an hour providing isolation and quarantine guidance for the entire family, to provide education and prevent further spread of the disease.

Every resident of Westford was impacted by COVID-19. Although the mandates are no longer in place, your public health nurse continues to work diligently with the Massachusetts Department of Public Health and other community partners to ensure the safety of our town and its residents.

HEALTH DEPARTMENT – CONTINUED

Health care and community health programs and services include:

- Communicable disease surveillance
- Communicable disease control and prevention
- Immunization programs (including yearly community and school-based flu clinics)
- Health fair and Farmers Market education
- Educational programs for the community and schools including CPR, Mental Health First Aid, Yoga/Mediation/Wellness, and Stop the Bleed classes
- Health screenings (blood pressure screenings, hearing)
- Mental health programs
- Substance abuse prevention services (tobacco/vaping use, alcohol/drug use)
- School-based dental program (grades K-5)
- Senior dental program
- Tobacco control (including enforcement of state and local smoking control requirements)
- Issuance of permits for tobacco retailers (with compliance monitoring)
- Town employee wellness program
- Sharps collection program
- Mercury and cell battery collection
- Unwanted medication drop off
- Food-borne illness investigations
- Special needs Emergency Registry
- Narcan distribution and training
- Emergency preparedness

Tick-Borne Illness, EEE, and West Nile Virus

Tick-borne and mosquito diseases remain a concern. We continue to see a rise in Lyme disease, Human Granulocytic Anaplasmosis (HGA), and Babesiosis throughout Massachusetts. Not all ticks carry disease, but the ones that do can cause flu-like illness, with or without a rash. It can take up to two weeks to develop symptoms after the initial bite of an infected tick. Ticks can transmit multiple infections in a single bite, called co-infections. The Department monitors all positive cases and continues to educate residents on how to protect themselves.

The Department reviews positive cases and surveillance and testing reports from the Massachusetts Department of Public Health and the Central Mass. Mosquito Control Project regarding human and animal arbovirus detections in the state and in Westford.

Education and Programming

The Health Department provided influenza (flu) and COVID-19 clinics for residents and gave out rapid antigen COVID-19 test kits. It also provided education on COVID-19, mental health services, tick-borne diseases, septic systems, healthy relationships, domestic violence, Narcan, opioid and substance abuse, nutrition, food safety, suicide prevention, and private drinking water well maintenance. per- and polyfluoroalkyl substances (PFAS) education was offered at the Westford Farmers Market, the Strategic Planning Retreat, and other community events.

The Department helped develop and co-chairs the Community Behavioral and Mental Health Committee. The Committee meets on the 4th Monday of each month. The Committee's mission is to review the Westford mental and behavioral health data, provided

HEALTH DEPARTMENT – CONTINUED

by the Community Wellness and Health Departments. The group will review existing mental and behavioral health resources, programming, and services for all residents. It will also advise the Select Board, Board of Health, and other town departments to improve awareness and recommend programs, resources, and tools focusing both on prevention and interventions, including specific items with budgetary estimates and suggested timelines for implementation. In addition, it will advocate for substance use disorder and mental health services that promote prevention, treatment, and recovery for all diverse populations.

Upper Merrimack Valley Medical Reserve Corps

The Westford Health Department remains the host agent for the Upper Merrimack Valley Medical Reserve Corps (UMV MRC). The local unit prepares for local disaster response and promotes public health across the region. The unit has 650 medical, non-medical, and behavioral health volunteers. Our 32 separate categories of activities in FY 2023 involved 441 volunteer shifts (as some of the same members covered multiple shifts across several events), totaling 1,786 hours, with an economic equivalent of \$72,492.44. As icing on the cake, once again our unit was awarded National MRC Picture of the Year!

FY 2023 was the UVM MRC's best year financially. The unit was awarded its two annual grants, MRC and Public Health Preparedness Program, for a total of \$47,000. Three National Association of County and City Health Officials (NACCHO) grants followed. This year's Operational Readiness Award provided \$10,000. The unit also received new funding called Respond, Innovate, Sustain, and Equip (RISE) for \$75,000, and qualified for the \$26,250 RISE Extension. The total of \$158,250 in grant funding is a vote of confidence that we take very seriously.

One of the unit's most significant activities was to host its first Training Day (May 6) since the 2020 event was cancelled due to COVID-19. There were 125 participants from the MRC and its affiliates, including a visit from the new National MRC Program Director, Dustun Ashton. The keynote address on "Moving Forward from COVID" was presented by Dr. Al DeMaria, retired Medical Director of the MA Department of Public Health Bureau of Infectious Disease. A Resilience workshop designed specifically for the UVM MRC was presented by industry experts, followed by a celebrity lunchtime session with Boston-area radio personality Jordan Rich. The afternoon consisted of 10 one-hour breakout sessions. Medical continuing education units were provided for most sessions.

Grant funding allowed the UVM MRC to embark on its first official three-year strategic plan. Listening events gathered input from key stakeholders, including from public health, emergency management, and senior centers, and a large contingent of MRC members. The plan incorporates data from the region's latest community health needs assessments.

On March 25 at Westford Academy, it was our great honor to assign seven MRC instructors to certify 20 HOSA (formerly Health Occupation Students of America) students, aged 11 through 18, in American Heart Association Heartsaver CPR/AED with choking relief. We also partnered with Love All, Serve All – the local chapter of an organization of volunteer physicians – at clinics in October 2022 and April 2023 to provide screenings to over 200 area residents who had limited access to medical care.

Members continued to offer blood pressure screenings, emergency preparedness education, flu and COVID clinic support, American Heart Association training, public health support, and sustained readiness for regional disaster response.

HEALTH DEPARTMENT – CONTINUED

For more information about the UMV MRC or volunteering, see our website. umvmrc.org. See our July 2023 [newsletter](#) for a recap of our fiscal year.

Domestic Violence

Domestic violence continues to be at the forefront of many news articles and stories every day. Thirteen years ago, in our own Westford community, two domestic violence events resulted in the death of two of our residents. In response to these tragedies, the Westford Coalition for Non-Violence (WCNV) was formed. The members who make up this coalition include town employees, residents, victims/survivors, and other community partners. The coalition meets quarterly to work on raising awareness of domestic violence within the Westford community and beyond. The WCNV mission is to “promote healthy relationships and foster a culture of non-violence for all members of our community.”

The coalition is committed to their mission and grateful for the hard work of the coalition members. The coalition updated the educational handbook on domestic violence, which can be found in several places throughout town, including the Westford Town Hall, J.V. Fletcher Library, Police Station, and Cameron Senior Center. This book is a free resource. Help is available and there are resources available that can guide you. No one deserves to live in fear of any type of abuse. Resources are listed on the [WCNV website](#) and in the handbook.

Grants

This year, we continued to apply for grants, which enable us to provide expanded services to our residents. We received generous donations from the Friends of the Cameron Senior Center to support our shingles and senior dental program. We are extremely grateful for the support of all our partners, which enables us to continue to provide high-quality preventive services to the community.

Our Department became the host agency for a Regional Shared Services grant for the towns of Acton, Dracut, and Westford, and the city of Lowell through the MA Department of Public Health. The three-year \$295,000-per-year grant pays for the Regional Community Health and Wellness Coordinator, who is a full-time regional employee; a contracted Regional Grant Manager; and a contracted Regional Accreditation Coordinator. Westford receives an administration fee of \$25,000-\$44,000.

The Westford and Lowell Health Departments are beginning the Public Health Accreditation process to become certified health departments.

Additional grants received included:

- Public Health Emergency Preparedness Grant (PHEP): \$34,000. Pays for our MRC Coordinator’s salary. The scope of work is defined by the state. Westford is the host agent.
- Medical Reserve Corp (MRC): \$17,070. Pays for our MRC Coordinator’s salary. The scope of work is defined by the state. The Coordinator provides training to MRC, a newsletter, etc. Westford is the host agent and UMV MRC Director for Region 3.
- Operational Readiness Award (ORA) 2022: \$10,000. Focused on training and supplies.
- NACCHO RISE Grant 2022: \$75,000. Pays for MRC strategic planning and training to build capacity.
- NACCHO RISE Grant 2022 Extension: \$26,250. Funds shelter training and memorandums of understanding (MOU’s) and gear for MRC.

HEALTH DEPARTMENT – CONTINUED

- NACCHO RISE Grant Extension: \$10,000. Funds shelter supplies.
- MassCALL3 (MC3) Current Grant: \$250,000. We are not the host agent. The MC3 concentrates on substances of first use (alcohol, cannabis, nicotine) in our youth 12-17 years of age or 21 and under.
- 2022 Greater Lowell Community Foundation Strengthening Mental Health Support for Children and Adolescents in Greater Lowell current grant: \$15,000.
- Greater Lowell Health Alliance Community Health Initiatives Grant/Multi-town HD Resource Network: \$50,000. Chelmsford is the host agent. Grant is for staff training in hoarding, home assessment, coaching, and harm reduction. Provides hoarding/clutter education and training for first responders on hoarding, clutter images, and where to go for resources. Due to close in August 2023.
- 2022 – (closing) FDA/AFDO National Retail Standards Program: \$10,000. FDA Food Code Standards: Two grants to work towards Standard #9 Program Assessment and Standard #6 Compliance and Enforcement.
- 2022 – (closing) NEHA-FDA National Retail Standards Program: \$6,000. To complete a Comprehensive Strategic Plan of all nine FDA Retail Standards.
- 2021-22 – (closed) MA Department of Public Health Regional COVID Grant for COVID-related items: \$110,000. Westford is the host agent. Administration fee to the town is roughly \$17,000.
- 2022 – (closing in June) MA Department of Public Health COVID-related grant, earmarked funding for the town: \$10,000 for Health Department. Utilized for storage shelving and clear bins.

Drug/Substance Abuse Usage

We continue to work with the Westford Police Department, Westford Public Schools, the Massachusetts Opioid Abuse Prevention Collaborative, the Substance Abuse Prevention Collaborative, the Westford Parent Connection, and other organizations to educate the public on trends in drug, alcohol, and vaping usage. This year the Department was accepted into the Northeast Tobacco-Free Community Partnership. The Partnership assists with retail tobacco sales inspections and compliance checks in the community.

The Health Department became eligible to be part of the community Naloxone program that allows us to obtain Naloxone through the State Office of Pharmacy (SOPS) at no cost. This program helps us provide Narcan in all our town and school buildings and to residents and businesses, and to provide Narcan administration training. Our Regional Community Health and Wellness Coordinator provides Narcan trainings year-round. Through grant funding, we offered Narcan rescue kits to all first responders to give to families they may encounter on the job that may want or need one. The Department has also distributed these kits to the public and at community events.

Regional Community Health and Wellness Coordinator

Brittany Nash, the full-time Regional Community Health and Wellness Coordinator, provides community health and substance abuse programs and services to the towns of Westford, Acton, and Dracut, and the city of Lowell. She is a certified yoga/meditation instructor, certified in Breath for Change, and an adult and youth mental health first aid instructor.

Programs provided included:

- Adult and Youth Mental Health First Aid trainings for residents and employees. Four Westford-specific trainings hosted in Westford; 63 people became trained.

HEALTH DEPARTMENT – CONTINUED

- Mental Health Awareness event on the Town Common.
- Meditation sessions at the J.V. Fletcher Library with 21 participants.
- Mental health literacy community training with the Mental Health Collaborative.
- Parent support group.
- Several Narcan trainings for Westford residents and employees.
- Opioid, mental health, and substance abuse prevention and education programs.
- Social Emotional Learning program for elementary-school-age children. Each session runs roughly eight weeks in partnership with the Westford Recreation Department. Mind and Every Body practice is a social emotional learning program for K-5th grades run by Brittany Nash. The program teaches kids self-awareness, self-management, relationship skills, mindfulness, social awareness, and responsible decision-making skills. All activities and lesson plans are age-appropriate, with a trauma-informed approach. Some activities may include chime time, weather report, calm bottle, thankful thoughts, peace process, appreciation web, flower breathing, imagination/envisioning, dancing, relaxation, hopes and dreams, breath awareness, and much more.

Dental Program for Seniors and School-Age Children

Our school dental program saw an increase in children requesting screening and cleanings. Our school dental program for students in grades K-6 is led by dental hygienist Andrea McKinley, who is committed to providing an excellent oral health program to students. Because of our generous benefactors and Dr. Tom Schofield, we are also able to continue the dental program for senior citizens. Our grants, administered in cooperation with the Cameron Senior Center, provide high-quality dental care for underinsured seniors. Our department was also able to secure \$20,000 of American Rescue Plan Act (ARPA) funding for the senior dental program.

Environmental Services

Environmental Services is charged with the protection and prevention of environmental hazards that may adversely affect the health, safety, and well-being of Westford residents.

Programs and services include conducting inspections for:

- installation of septic systems and wells
- Title 5 soil evaluations and perc tests
- Title 5 inspection report review
- public and semi-public swimming pools/beach testing
- housing/hoarding
- building permit review
- beaver complaints
- food establishments for annual, seasonal, temporary, and mobile establishments
- recreational camps for children
- hazardous materials
- stabling/piggery
- pest and vector control
- polystyrene/plastic bags restrictions
- demolition inspections
- plan reviews, which include subdivision, special permits, food, pool, septic, variances, etc.
- body art and microblading inspections

HEALTH DEPARTMENT – CONTINUED

- nuisance complaints regarding noise, dust, odor
- mercury collection program
- lake and pond algal blooms
- private well education program

The Environmental Services staff maintains the mercury collection program, investigates environmental violations, conducts site plan reviews, reviews building permit applications, and oversees private drinking water wells and groundwater protection. The staff conducts enforcement actions, investigates general health nuisances/complaints, reviews Title 5 Inspection Reports, and provides educational programs on environmental health topics to both the businesses and citizens of Westford. This year the staff provided education trainings on PFAS, private drinking water wells and septic systems to both residents and realtors.

Healthy Lakes and Ponds Collaborative

The Environmental Services staff co-chairs the work of the Healthy Lakes and Ponds Collaborative with the Conservation Resource Planner. Its goal is to work together with the lake and pond representatives to improve the overall quality of Westford's waterbodies. The collaborative raises awareness and educates the public on invasive weeds, and works to maintain the health of the lakes and ponds. The collaborative contracts services to help continue monitoring, surveying, and treating the lakes and ponds. The Department staff conducts water sampling at 13 beach locations for E. coli as part of the MDPH beach regulation requirements. The Health Agent conducts the water sampling each week from Memorial Day to Labor Day each year. The Department also investigates algal bloom and water body complaints.

Food Inspectional Program

The Department is enrolled in the U.S. Food and Drug Administration (FDA) Voluntary National Retail Food Regulatory Program Standards program. The program fosters food safety through risk-based systems. The Health Department has been enrolled in the program for several years and enforces the 2017 federal and state food codes.

The program requires continual food safety inspection improvement, training, written policies, and standardized inspections. This year, the Department completed the FDA Standard Comprehensive Strategic Improvement Plan for the program.

The Health Department received several grants from the FDA and the National Environmental Health Association (NEHA) retail standards program to continue with ongoing improvements to the Department's food inspectional program and to provide training.

Annually, the staff provides trainings, programs, and community health fairs including Homeowner and Realtor Septic Systems 101 classes, septic installer/inspector training classes, tick-borne illness prevention programs, weed watcher programs, and food safety education classes.

The staff at the Health Department continues to aim for a higher standard of services and continues to work on their annual professional development requirements.

Where to Find More Information, Education, Resources, and Programming

Visit the Health Department webpage, westfordma.gov/215, for more information. You can also find the most updated information on our Facebook page, facebook.com/westfordhealth.

HEALTH DEPARTMENT – CONTINUED

Health Department Statistics

Communicable Confirmed Cases

Campylobacter	2
Babesiosis	0
Giardia	1
Cryptosporidiosis	0
Hepatitis B	0
Hepatitis C	1
HGA	3
Legionellosis	2
Lyme Disease	0
Salmonella	2
Meningitis	1
Active TB	0
TB latent	0
Group A Streptococcus	2
Group B Streptococcus	1
Influenza	253
COVID-19	938

Services

Pediatric flu immunizations	240
Adult Flu immunizations	877
COVID-19 vaccinations	100
Immunizations	3
Home Visits	11
Refugee family	1
Hearing testing	80
Hypertension screening	16
Animal bite consultation	10
Cholesterol screening	0
Tuberculosis testing	1
MRC hypertension screening	0

Educational Programming

Number of programs	2
Virtual and in-person participants	77
Employee health programs	6
Number of Participants	197
CPR/First Aid trained	44

Documents and Permit Applications Processed

Septic Related

Septic haulers/installers	83
Soil evaluations & percolation testing	72
System Construction	135
Portable chemical toilets	7
Title 5 inspections reviewed	197
System construction inspections	540

Water/Well Systems Related

Water/well systems	23
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Camp/Camping Related

Day/overnight & rec camps	6
Inspections conducted	7

Recreational Water Related

Swimming pool inspections	26
Swimming pools	17
Bathing beaches	13
Bathing beach inspections/testing	197

Food Service Related

Permitted food establishments	147
Food establishment complaints	18
Catering licenses	4
Other (frozen dessert, milk, & cream)	145
Food establishment plans reviewed	8
Mobile	15
Seasonal establishments	19
Temporary events	71
Farmers Market	12
Residential/cottage foods	10

Body Art Permits

Body art practitioner	3
Body art establishment	2
Body art plan review	1

HEALTH DEPARTMENT – CONTINUED

Temporary housing	2
Housing inspections	48
Beaver inspections/complaints	14
Building permits	194
Stabling & piggery permits/ inspections	15
Hazardous materials permits	39
Demo permit inspections	22
Funeral Director licenses	5
Tanning license	1
Tobacco establishment licenses	21
Tobacco establishment inspections	47
Algal bloom inspections	4

Webpage: westfordma.gov/215

HEALTH INSURANCE TRUST

The Town of Westford Select Board voted to support a partially self-funded insurance plan in September 2021. This decision required that a Trust be adopted by Town Meeting. Voters supported adopting the Trust at the October 2021 Special Town Meeting and the first partially self-funded period began on March 1, 2022.

Christine Collins
John Cunningham
Kristina Greene
Pamela Hicks
Kristine Jussaume
Kristen Las

The benefits of a partially self-funded health plan were identified as follows:

Jesse Beyer
Dan O'Donnell
Alternates

- Prescription drug rebates are payable to the employer.
- The Town would experience immediate savings when claims are lower than projected.
- The Town would have greater access to claims reporting.
- More control would rest with the Town for insurance decisions.
- Over time, savings in good years can be utilized to offset future increases in years when claims are higher than projections.

The Town contracted with an insurance broker, HUB, to coordinate with insurance carriers and to provide consulting services for the Trust. HUB informed the Trustees that they would recommend we build our reserves to between \$3 and 4 million to provide a cushion against unusual usage. The Town began by moving the Health Insurance Stabilization fund balance of \$752,343 into the Trust and subsequently voted to add \$576,508 at the end of FY 2022. We expect to continue making strides to increase the fund balance over a period of several years.

Our insurance costs are made up of several parts: actual cost of health care expenses incurred by our subscribers and paid by the Trust, administrative expenses paid to the insurance company, and premiums for secondary insurance called Stop Loss insurance that pays for large claims when they reach a certain threshold. We have set our Stop Loss threshold at \$125,000. So, for every claim that exceeds \$125,000, the town pays the first \$125,000 and the Stop Loss insurer pays everything above that for claims incurred in a plan year.

In our first year, the lookback period was 12 months, since we would not have any claims older than a year. When we signed new contracts for our second year, we had to set a lookback period of 24 months. This is industry standard, but it comes with a higher cost. Stop Loss insurance costs increased by 58% from our first year to our second year.

FY 2022-FY 2023

Insurance rates payable by the Town and by employees were set in FY 2023 with a 4.0% increase over FY 2022. Claims data was reviewed by HUB and the Trustees looking back over a five-year period to determine average claims experience. The trustees set the rates anticipating average claims experience with a modest amount built into rates to help build the fund balance. Unfortunately, in FY 2023 our claims experience was considerably higher than average. Our cash balance on June 30, 2023, was \$2,255,112. FY 2023 related expenses paid in July must be accounted for on the books in FY 2023; this is known as a “warrants payable” entry. There is another accounting entry that must be made at year-end to account for the IBNR – claims Incurred But Not Recorded. These are claims that we have not been billed for yet but have been incurred and will be billed for in the near term. Once the entry for IBNR and warrants payable were recorded against the fund balance, a \$387,079 deficit was present that will need to be raised to balance the FY 2024 budget.

HEALTH INSURANCE TRUST – CONTINUED

New rates will be determined prior to the November 1, 2023 plan renewal. Due to the unusual claims experience and higher Stop Loss insurance premium, we are anticipating a substantial rate increase.

Our reasons for going to a partially self-funded insurance plan have not changed. Our FY 2023 claims experience would lead to higher insurance costs whether we were self-funded or in a premium-based plan. Patience and persistence over time will provide an overall better condition for the town. The following table shows the Town and employee contributions and expenses.

Health Insurance Trust Activity	March-June 2022	FY 2023
Balance carried forward	0	2,035,666
Transfers to fund balance	1,328,851	19,528
Town share (rates)	3,356,952	10,277,400
Employee and retiree contributions	2,533,299	5,419,118
Rebates and Stop Loss reimbursement	-	1,722,066
Investment income	4,116	93,431
Expenses thru June 30th	(5,187,551)	(17,312,097)
End-of-year cash balance	2,035,666	2,255,112
Revenue or expenses paid in July for June period	404,224	(1,043,025)
IBNR* book adjustment	(1,347,126)	(1,599,166)
Fiscal year ending book value	1,092,763	(387,079)

* Incurred But Not Reported

Webpage: westfordma.gov/1447

HEALTHY WESTFORD COMMITTEE

The Healthy Westford Committee supports outdoor activities such as walking and running as well as healthy foods and a healthy environment.

Charge to the Healthy Westford Committee

To support the community members of Westford in improving their personal health and safety and that of their households, public spaces, and ecosystems.

William Harman
Chair

Rae Dick
Don Galya
Sean Kelly
Katie Russell

Core Westford Walkway

Over several years the Healthy Westford Committee has been developing a concept we call the Core Westford Walkway. The concept is a north-south walkway extending the entire distance from the Tyngsboro town line (north) to the Acton town line (south). This is a joint project with the Pedestrian Safety Committee. This main walkway, which is intended to be wheelchair accessible, will connect to a number of major destination areas, including Nabnasset School, Grassy Pond, East Boston Camps, Abbot School, Roudenbush Community Center, Town Hall, Town Common, Minot's Corner, and the Bruce Freeman Rail Trail. The Core Westford Walkway will, of course, connect with many other trails and walkways; for example, the many existing trails at Grassy Pond and those at East Boston Camps. Much of the Core Westford Walkway currently exists. The Committee is working on certain gaps, one being a future pedestrian bridge over Stony Brook at Depot Street. The Committee has been meeting with the Town engineers and the Select Board on this subject.

Accessible Paths

The Committee is also working to improve wheelchair accessibility in town. One specific project is to arrange for repaving the second entrance to Nabnasset School (from Polley Road). This handy way of entering the school property is currently being used, but is not accessible to those who use wheelchairs or other adaptive equipment. The Committee has made this proposal to the School Department, the Department of Public Works, and other departments involved. Our requests have resulted in good support, but the repaving has not happened yet.

The Committee is also developing a wheelchair-accessible path through a wooded area of town-owned land next to Edwards Beach. Currently there is no accessible woodland path anywhere in Westford, so this will be the first. This woodland path complements the very popular play area on the other side of the parking area. The trail project benefited a lot from a Scouting project led by Matthew Cassie. The trail is now open and clearly marked.

Walking Between Commercial Buildings

The Committee has also been active in improving walking conditions between commercial buildings in the Rt. 110 area. In one case, the Committee focused on a wooded strip of land between Walgreens and the abutting restaurant, Ocho Café. The committee spoke with the two businesses and found that they both would welcome improved walking conditions between the two. The Committee offered to create a walkway simply by adjusting the stonewall and trimming branches. The improved walkway is now open for walking.

Committee Membership

Bill Harman chairs the committee. Donald Galya is also a member of the Pedestrian Safety Committee. Katie Russell is a staff member at the Cameron Senior Center. Sean Kelly is a member of the School Committee. Rae Dick is the Westford Health Director.

Webpage: westfordma.gov/708

HIGHWAY DEPARTMENT

The Highway Department performed the following work in FY 2023:

Stephen Cronin
Director of Public Works

Town Roads

Regular maintenance and repair of town roads consisted of cleaning and repairing of catch basins and manholes, the cutting of brush on the sides of the roadways, repair of guardrails, and patching and sweeping of roads and municipal parking lots. The Highway Department also grades all town gravel roads, installs berms and curbing, and cuts and clears trees from the roadways during and after storms.

This year 10,764 tons of bituminous concrete was used for repair and maintenance of Town roads.

Roads Resurfaced

The following streets were resurfaced with bituminous concrete:

Banbury Drive	Blakes Hill Road	Briarwood Drive
Byrne Place	Chandler Road	Country Road
Curren Drive	Danley Drive	Kayla Drive
Kings Road	North Hill Road	Perham Circle
Pine Ridge Road	Preservation Way	Rome Drive
Russells Way	Shannon Circle	Snow Drive
Winding Way		

In addition to the above, we reset and repaired 102 catch basins.

Snow and Ice Removal

The Town of Westford Highway Department, in the interest of public safety and for the convenience of motorists, cleared the snow and ice from approximately 175 miles of roadway. In this process, the Town used 3,200 tons of road salt, 60 tons of sand, and 19,500 gallons of liquid anti-icing product.

Following are the dates the Highway Department was called out to treat and/or plow towns roads:

December 11	1" snow	salt/sand
December 17	1" snow	salt
December 23	0" ice	salt
January 6	2" snow	salt/sand
January 14	0" ice	salt
January 15	3" snow	salt/sand
January 19	4" snow	plow/treated
January 21	0" snow	salt
January 22	4" snow	plow/treated
January 25	0" sleet	salt
January 31	0" snow	salt
February 7	0" sleet	salt
February 22	3" snow	plow/treated
February 23	1" snow	salt/sand
February 25	1" snow	salt
February 28	3" snow	salt/sand
March 4	4" snow	plow/treated
March 14	10" snow	plow/treated

HIGHWAY DEPARTMENT – CONTINUED

We must remember that this is New England and that we should all be prepared for whatever Mother Nature dishes out to us. Thanks to all residents for their patience and cooperation in assisting us with these events.

Our sincere thanks also go to the Select Board and Town Manager for their full cooperation and support of all members of the Highway Department.

Staff

Department of Public Works Director – Stephen Cronin

Department of Public Works Assistant Director – Kyle Fox

Records Supervisor II – Nicole Feliciano

Operations Manager – Kevin Lynch

Crew Supervisor – Glenn Robinson

Crew Supervisor – Jacob Rowe

Crew Supervisor – Lewis Tarbox

Heavy Equipment Operators:

Brandon Bomal

Erik Carratu

Joseph Gervais

Alex Idarraga

Nathan LeDuc

Christopher Libby

Michael Ray

Richard Savary

Lewis Tarbox

Steven Vinal

Fleet Operations Supervisor – Kosta Tsouprakos

Mechanic – Robert Cuestas

Parks Operations Manager – Jonathan Revis

Parks Crew Supervisor – Robert Upperman

Heavy Equipment Operators shared with Recreation Department:

Brian Auger

James Tibbetts

Derek McNiff

Cemetery Supervisor – Connor Mendes

Heavy Equipment Operator shared with Cemetery Department – Mark Higgins

Webpage: westfordma.gov/253

HISTORICAL COMMISSION

The Historical Commission was established January 21, 1975 by unanimous vote of Special Town Meeting under the provisions of Section 8D, Chapter 40 of the Massachusetts General Laws. It is chartered with the preservation, protection, and development of the historical and archaeological assets of the town. It may research places of historic or archaeological value and coordinate activities for the purpose of protecting and preserving such places. It may make such recommendations as it deems necessary to the Select Board and to the Massachusetts Historical Commission that any such place be certified as a historical or archaeological landmark. The Westford Historical Commission may hold hearings; enter into contracts with individuals, organizations, and institutions for services; accept gifts, contributions, and bequests of funds from individuals; and perform any and all acts necessary or desirable for the purpose of furthering the Commission's goals.

David Gutbrod
Chair

Brian Alcorn
Secretary

Robert Stafford
Treasurer

Bruce Doran
Brenda Grant
David Meichsner

Key Activities in FY 2023

- Community preservation projects: encourage and support historic preservation projects
- Monitor, document, and make recommendations regarding demolition applications, and implement the Demolition Delay Bylaw when appropriate
- Care and custody of the Westford Museum and cottage at 2 and 4 Boston Road, including exploring needed updates and repairs
- Completion of the Westford Museum window stabilization project through Community Preservation funds
- Continue the archiving and databasing of past demolitions
- Monitor the bridge proposals at Stony Brook crossings, as well as the preservation of stone walls throughout town
- Monitor the conversion of the Drew Farmhouse at 70 Boston Road and Town Farm into affordable housing
- Continue ongoing efforts to understand and protect pre-contact native American resources

Webpage: westfordma.gov/300

HISTORICAL SOCIETY AND MUSEUM

Founded to study Westford's history, to stimulate the collection and preservation of related manuscripts and artifacts, and to encourage research and the dissemination of historical information, the Westford Historical Society first met on November 20, 1958 at the J.V. Fletcher Library. In 1974 the Historical Society received a Bicentennial Grant to restore the former Westford Academy and center fire station building at 2-4 Boston Road for a museum. At the 1975 Town Meeting, the Westford Historical Commission was given care and custody of the building. Over 200 friends and businesses contributed to restore the former Westford Academy building, and Beth Shaw and the Friends of the Museum dedicated the Westford Museum and opened its door May 12, 1983. Over the years, the Friends of the Museum and the Historical Society merged and today the Westford Museum is operated as the Westford Historical Society and Museum.

For 40 years the Historical Society and Museum has been sharing and preserving the town's history and offering educational programs. This past year such varied programs as Fibers of Life, textiles from the museum's collection; Geoff Hall and Rich McLaughlin's History of North Westford; an evening with Sam Adams; and Wild Women of Westford were presented.

Additional projects were *A Conversation with a Veteran* podcast series, *Where in Westford is it?*, A Candlelight Cemetery Tour of Westford's Revolutionary patriots at Westlawn Cemetery, and in-classroom 3rd grade presentations on the history of Native Americans and the development of Westford Center, 1729 to the present.

The Westford Historical Society and Museum, a 501(c)(3) nonprofit organization, relies strongly on the support of our members. Be a part of the study of Westford. Our website: museum.westford.org.

The Westford Museum and Historical Society is committed to stimulating interest in the history of our community by collecting, preserving, and sharing our unique cultural heritage with people of all ages.

Website: museum.westford.org

Leslie Howard
President

Dan Lacroix
Vice-President

Lisa Sam
Secretary

Denise Vuilleumier
Treasurer

Beth Bellemore

Judy Cataldo

James J. Clark

Marilyn Day

John Forcucci

Barry Greene

Jeff Max Henry

Beaver Rogers

Board Members

Linda A. Greene
Museum Director

HOUSING AUTHORITY

The Westford Housing Authority (WHA) is entering its 54th year providing affordable housing opportunities to seniors and families in the region as well as providing support to the various town committees and departments that focus on affordable housing matters.

The Board members would like to thank Barbara Upperman for her dedication to the Board as the Tenant Housing Authority Commissioner. This is one of the most difficult positions to hold on a Housing Authority Board of Commissioners. Diane Holmes continues to serve as the Housing Authority’s representative to the Community Preservation Committee. The Authority would like to take this opportunity to recognize Commissioner Carol Engel who has completed 32 years of service to the Authority. Nancy Cook, the Governor’s Appointee, has been very busy trying to make our goal of providing more low-income housing for seniors become a reality. Her dedication to this cause needs to be noted once again. This exemplary dedication to Westford’s affordable housing programs is applauded and recognized with great gratitude.

The Westford Housing Authority provides housing to low- and moderate-income seniors, families, and persons with disabilities. The portfolio consists of 73 units of senior housing, six family units, and eight units for people with disabilities. The WHA also owns three apartments at the Brookside Mill condominium complex and leases them to families who are at or below 80% of the area median income. The WHA provides management and maintenance for these units and is currently overseeing a capital improvement project at our 7 Church Street building, our family housing at School Lane, and our buildings at 65 Tadmuck Road.

The WHA now maintains its wait list with the Common Housing Application for Massachusetts Programs (CHAMP) application recently created by the Department of Housing and Community Development (now the Executive Office of Housing and Livable Communities). This application is a one-stop option for applying for state-aided public housing by only having to fill out one application to get on housing lists throughout the state. Over the past year we have been inundated with applications for both senior and family housing. This proves that the housing crisis in Massachusetts is real and that folks are desperate for affordable housing options.

The Town of Westford supports the WHA and its residents by providing access to the Council on Aging and Cameron Senior Center programs and professional staff. This year the WHA would like to thank Cameron Director Jennifer Claro for her work in getting free Internet installed for our low-income residents at our Tadmuck Road, Church Street, Cross Street, and School Lane properties. American Rescue Plan Act (ARPA) funds were used for this project as well as a donation from the office of state Representative Jim Arciero and a donation from the Friends of the Cameron Center. Without the financial support from these donations and Ms. Claro’s hard work, this project would not have been available to our residents.

The Westford Housing Authority would like to recognize Cameron staff members Jennifer Claro, Alison Christopher, Katie Russell, and Annette Cerullo for their hard work and dedication to the seniors and families of the Westford Housing Authority. The Westford

Nancy Cook
Chair
Governor’s Appointee

Diane Holmes
Vice-Chair

Carol Engel
Treasurer

Barbara Upperman

Lisa Larrabee
WHA Executive Director

HOUSING AUTHORITY – CONTINUED

Housing Authority would also like to recognize tenant Mike Dyer for his invaluable volunteer services to the Housing Authority.

The WHA continues to provide day-to-day support to the residents of Westford and surrounding communities who are seeking affordable housing. Members of the WHA staff answer questions and provide information and referrals to individuals and families on their affordable housing options, including rental and home ownership opportunities. In addition, the WHA Executive Director supports the Affordable Housing Trust Fund by scheduling meetings and generating minutes.

The WHA provides oversight of re-sale and re-finance activities for many of Westford's affordable homes. This oversight ensures that these units are preserved as affordable housing and remain on the Subsidized Housing Inventory, which is monitored by the state to ensure that our town is making strides toward the state-mandated goal of 10% affordable housing in every community. Westford has seen many re-sales of affordable homes during the past year, which means that first-time homeowners are moving on to bigger and better homes, opening new opportunities for other families to purchase their first home in town.

The WHA also oversees the annual "Self-Certification of Occupancy" process for approximately 130 affordable homeowners. The WHA continues to work with the property managers at Avalon Acton, Princeton Properties, and Abbot Mill to verify that new and existing tenants qualify for affordable rental housing. All these developments are following the reporting requirements of their permits.

The WHA continues to be responsible for administering the Westford Rental Assistance Program (WRAP), created by Jennifer Claro. Payments to Westford landlords are being made through a grant from the Affordable Housing Trust Fund. WRAP is currently helping five Westford Families with part of their rent payment. The WHA also continues to administer the Westford Emergency Rental Assistance Program (WERAP), a program created by the Affordable Housing Trust Fund to help Westford residents with their rent when their incomes exceed 80% of the area median income.

In closing, the Westford Housing Authority Board of Commissioners, staff, and residents would like to thank the various town of Westford departments for all the help they have provided us throughout the year. The Westford Housing Authority recognizes how incredibly supportive the Town of Westford is to us.

Staff

Executive Director – Lisa Larrabee

Deputy Director – Mandi Dinsmore

Administrative Assistant – Linda Williams

Maintenance staff – Jason Allard, Shane Greenslade, John Marifiote, Vincent Sabatino

65 Tadmuck Road, Westford, MA 01886

Phone 978-692-6011

Fax 978-692-9609

Email: westfordhousing@westfordma.gov

Webpage: westfordma.gov/549

HUMAN RESOURCES DEPARTMENT

Personnel Advisory Committee

Joan Bennett, Chair
Judith Ramirez
Denise Vuilleumier

Pamela P. Hicks
Director of Human Resources

The Personnel Advisory Committee (PAC) meets as needed to review personnel policies, pay and classification plan changes, and job descriptions.

The town renewed the partially self-funded health insurance coverage with Blue Cross Blue Shield (BCBS) for the period of November 1, 2022 through October 31, 2023 with a 4.0% premium increase. The separate stop-loss coverage for claims exceeding \$125,000 in the plan year was moved from SunLife to BCBS effective March 1, 2023. The fully insured Medicare supplemental plan (Medex 2) was renewed with a 3.82% increase effective January 1, 2023.

As of June 2023, there were 558 retirees on Medicare supplemental insurance, 91 retirees on active health insurance plans who were not yet eligible for Medex, and 565 of over 1,200 employees who are actively insured on these plans. The town insured approximately 58% of town and school employees who were benefit-eligible.

The Town's Other Post-Employment Benefits (OPEB) trust fund balance in June 2023 was \$13,017,229, which is an estimated 10.84% of the unfunded liability. Westford is currently in the top 25% of Massachusetts communities for funding the OPEB liability.

The Human Resources Department works closely with all departments, employees, and retirees to ensure compliance with state, federal, and local personnel laws and regulations. New employees are provided with state ethics law summaries and training requirements, as well as workplace violence and sexual harassment policies. Town and school Human Resource Departments work together to ensure consistency and accountability to serve over 1,200 employees and approximately 700 retirees. Some of the daily responsibilities include fielding questions and assisting employees and retirees, working closely with Payroll/Accounting and Finance in administering union contract benefits and ensuring compliance, leaves/absences and payments, benefit changes, FMLA leaves, workers comp and 111F administration (Police & Fire Accident Insurance), recruitment process, paying, auditing and reconciling benefit bills, turnovers, and HRIS changes.

The HR Office manages the administration of the following areas:

Insurance

- plan administration for all insurances for town and school employees and retirees
- benefits changes and enrollments
- credible coverage notices and general notices for town and school employees and retirees
- coordination of open enrollment for town and schools
- self-pay and COBRA payments
- monthly reconciliation of all benefit bills
- voluntary long-term disability, short-term disability, life insurance, accident insurance, vision insurance, and dental insurance
- administration of workers' comp program for town and school
- administration of Police and Fire accident insurance (111F)
- Medicare Part D reporting for town and schools

HUMAN RESOURCES DEPARTMENT – CONTINUED

Retirees

- town retirements, including communication, benefits, and support in conjunction with the Middlesex Retirement System, Massachusetts Teachers Retirement System, and Public Employment Retirement Administration Commission (PERAC) for approximately 700 retirees
- maintain retiree contact information
- provide monthly benefit deduction requests to Middlesex Retirement and process turnovers for town and schools
- mailings
- process turnovers for Massachusetts Teacher Retirement System

Employment Pay and Classification Plans

- conduct surveys and drafting changes
- write and review job descriptions
- work with the Personnel Advisory Committee to prepare recommendations for the Town Manager

Administration

- work closely with department heads, employees, and retirees to assist and advise on a broad range of personnel issues
- personnel functions including implementation and interpretation of personnel policies and procedures and collective bargaining agreements
- recruitment and hiring
- union negotiations
- evaluations
- salary surveys
- orientation
- disability
- maintain all permanent personnel records
- ensure Americans with Disability Act (ADA) compliance
- handle Family Medical Leave Act leaves
- Human Resource Information System
- compensated absences
- employee accruals
- annual rollover of the payroll system
- Employee Assistance Program (EAP)

Accounting

- Flexible Benefit Plans (Section 125)
- monthly benefit withholding audits
- authorize and process payments of town and school health and benefit bills
- Medicare Part B premium penalty payments
- process turnovers

Staff

Director of Human Resources – Pamela P. Hicks

Benefits Coordinator – Cindy P. Martineau

Administrative Assistant – Melissa Cunniffe

Webpage: westfordma.gov/274.

J. V. FLETCHER LIBRARY

Town Votes to Approve the Massachusetts Public Library Construction Project Grant

Ellen Rainville
Library Director

Since 2011, Library staff, the Library Facility Needs Committee, and the Library Trustees Board have worked to poise the municipality for a Massachusetts Board of Library Commissioners (MBLC)



Rear view of future expanded library

Massachusetts Public Library Construction Project Grant application, which was submitted in 2017. The Town of Westford was waitlisted in FY 2022 in line for \$7,851,944 in grant funds. In May 2022, the Town learned that the Division of Administration and Finance had appropriated additional funds for the Library Construction Program and that Westford’s provisional grant award notification would be made one year early, in July 2022. Accordingly, on July 7 the Town received provisional grant notification from the MBLC of its \$7,851,994 grant requiring town approval and acceptance, which followed:

• 2022 October 17 – Library project approved at Special Town Meeting (two-thirds vote ensured passage)

• 2022 November 8 – Library project approved at the local ballot (majority support ensured passage)

• 2023 January 9 – Deadline for town to accept MBLC grant – grant formally accepted

• 2023 May – Notice of potential supplemental grant received from the MBLC in the amount of \$829,263

• 2023 May – Designer Selection Committee appointed by Town Manager

By December, library staff began the process of inventorying, shifting, culling, relocating, and organizing collections and holdings in preparation for a move to off-site operations in FY 2025 for the duration of construction. Those plans will be shared with the public as soon as known. We thank here the Permanent Town Building Committee, Finance Committee, Capital Planning Committee, Select Board, Clean Energy and Sustainability Committee, Friends of the J. V. Fletcher Library, Board of Library Trustees, Fall Town Meeting attendees, and voters who have shown such confidence in this exciting future. We look forward to serving our library patrons through the duration of the project and celebrating together a new, wonderful building, and the many new services it will afford.

*“You people of Fletcher are
The Best. Thank you, B.”*
Library patron

Return to Pre-Pandemic Levels of Service

FY 2023 represented a full return to “normal” service with circulation reaching FY 2019 levels and usage and former services returning. Curbside pickup remained an option, and homebound services as well.

New services included:

- Friends Book Sale Bag Day
- *New York Times* Database
- *New York Times* Cooking Database
- O’Reilly Database
- Circulating Hotspots (Wi-Fi)

J. V. FLETCHER LIBRARY – CONTINUED

- Hybrid programs with the OWL – thanks to the Board of Health
- Outdoor staging purchased with American Rescue Plan Act (ARPA) funds – thanks to the Select Board

Youth Programs: Exciting new Youth Services programming in FY 2023 included:

- Return of Snap Circuits and LEGO Club
- Middle School Book Clubs
- Weekly Mother Goose
- Diwali Family Program
- Animanga
- Alpaca Therapy
- Tiny Art Show
- Middle Grade Math Club with student volunteer
- Return of two exam weeks with extended open hours
- Restart of the Young Adult Advisory Board

“Enjoy your library. Staff is great and always friendly and willing to help.”
Library patron

Adult programming: Monthly book groups and clubs in an all-virtual format and the Library Book Discussion Group continued, including the Monday Mystery Book Club and the Nonfiction Book Club. Twenty-nine neighborhood and library and library/school book groups were supported by the Inter-Library Loan Department. The Fletcher Library is now collaborating with other Merrimack Valley libraries in offering biweekly 50+ Job Seekers Programs into the future. Adult programs – primarily virtual throughout FY 2023 – included:

- Discover India Series
- Quabbin Reservoir
- Travel Bhutan
- Travel Scotland and Ireland
- Civil War Women
- Uptown Girls to Downton Abbey
- Program collaboration with Westford Climate Action, and with Haystack Observatory



The three Summer Reading Programs (Child, Tween, and Adult) netted 1,708 registrants from June 2022 through August 2022 for the statewide reading theme of Into the Woods. This summer read-fest, funded by the Friends of the J. V. Fletcher Library and the Massachusetts Library System, marked the return of an energetic, romping, largely outdoor Summer Reading Program.

Gift- and Grant-Funded Initiatives and Awards

In FY 2023, the Friends of the J. V. Fletcher Library provided over \$25,000 in book and new format funds, and one-half of the Library’s Merrimack Valley Library Consortium (MVLC) annual network membership was paid from the State Aid to Public Libraries account. The library thanks those gracious donors who gave to the

Friends’ 2022 Fall Appeal campaign to supplement town funds for new media, downloadable collections, and technology purchases, which provided critical remote access to titles – a growing trend. The Friends are also thanked for three highly successful

J. V. FLETCHER LIBRARY – CONTINUED

book sales this past year, for funding multiple museum passes, all library programming, the annual Wishlist, and for all the ways their support expands and enhances daily library service. The Friends has now launched the new Foundation.

We thank the Westford Garden Club for underwriting the gift of passes to the Tower Hill Botanic Garden facility in Boylston and for adorning the library’s Main Street entrance all year round with such luxurious plantings! The library and families of Westford thank the KDK Foundation (Kurt Kelly Hockey Memorial Fund) for funding the fun-filled summer DJ and Yo-Yo programs, and December’s Mini-Golf Tournament. As well, we thank the many donors to the J. V. Fletcher Library Memorial Book and Gift Account. Finally, we thank Link to Literacy volunteers, headed by Elizabeth Elliott, for continuing to provide this critical tutorial work. Nancy Boutet, Head of Youth Services, and the Youth Services Division *again* won the Coveted Roudenbowl for the “Be a Readosaurus!” Apple Blossom parade entry in May 2023.



Facility Maintenance and IT Support

The following library maintenance issues were addressed:

- Air chiller tower repairs
- Boiler expansion tank leak
- Plumbing assistance from the Facilities Department with school personnel
- Safety and security procedures and initiatives introduced per the Town and School Safety Task Force’s recommendations and Stop the Bleed training

We thank the Facilities, Highway, Technology, and Parks Departments for their support and assistance throughout the year, with all types of temperamental weather and technology.

Administration, Professional Development, and Town Civic Activity

Library staff continued to be professionally active, though Director Ellen Rainville stepped down from serving as Merrimack Valley Library Consortium Treasurer and as Massachusetts Library Association Executive Board Bylaws Chair to focus on the future building project. We celebrate those library staff pursuing their Library Science degrees, and active in the following:

ALA (American Library Association)

- MLA (Massachusetts Library Association)
- MSLA (Massachusetts School Library Association)
- MVLC (Merrimack Valley Library Consortium)
- NELA (New England Library Association)
- PLA (Public Library Association)
- YALSA (Young Adult Library Services Association)



J. V. FLETCHER LIBRARY – CONTINUED

- Virtual School Library Journal Day of Dialog
- Virtual Library Journal Day of Dialog
- Virtual School Library Journal Middle Grade Magic

Staff

Director – Ellen D. Rainville

Assistant Director – Kristina Leedberg

Senior Librarians

Head of Youth Services – Nancy Boutet

Systems/Head of Technical Services –
Dina Kanabar

Head of Reference & Information Services – Justin Liberti

Head of Circulation – Holly Sheridan-Pritchard

Staff Librarians

ILL/Serials Librarian – Charles Schweppe

Young Adult Specialist – Jess Dymnt

Local History/Genealogist – Virginia Moore

Head Cataloger – Alla Brovina

Substitute – Sandy Kelly

“Staff is extremely helpful. Did not even have to ask for help, looked lost & was approached by librarian. Very proactive staff.”

Library patron



J. V. FLETCHER LIBRARY – CONTINUED

Library Associates

Cataloger/Data Entry –

Lauren Evans

Fine Arts Librarian/Acquisitions –

Carol McCahon

Juvenile Reference/Program

Assistants – Ellen Apicco, Alexis

Chrobak, Jacki Dibble (retired

4/14/23), William Overstreet

Circulation and Reader's Advisory –

Mayleen Kelley, Judy Madsen,

Heather Marquez, Jeanne Millet,

Lisa Navarro, Heather Nevits,

Chantale Shepard

Substitutes – Lawrence Bentley, Jacki Dibble, Quinn Dolan, Jeff Henry, Jen Petro-Roy, Erin Trainor



Library Technicians

Order and Acquisition Receiving – Susan Blanchette

Inter-Library Loan Support – Diana Daniels, Sara Morton (resigned 8/15/22), Bari Pender

Maintenance Worker I and II – Robert Otto, Joseph Burke

Office Manager – Amy Spadano

Library Pages – 4

Volunteers, In-library and Friends giving over 3,900 hours

Webpage: westfordlibrary.org

"We feel very fortunate to have a library like the Fletcher which provides so much enrichment and education to the community. Thank you so much!"

Library patron

TRUSTEES OF THE J. V. FLETCHER LIBRARY

This Annual Report is dedicated to retired Library Trustee Robert Price, dedicated Library Friend, Trustee, and Library Foundation advocate.

Library Expansion Grant

In January 2022, waitlisted Grant libraries received notice from the state that they might receive their grant notification one year early. Acting on this possibility, at the June 2022 Annual Town Meeting, \$10,000 in Capital Funds was requested and approved for cost estimating. On May 6, 2022 the Commonwealth Executive Office of Administration and Finance confirmed additional funds with the result that waitlisted libraries, including Westford, received their grant notification one year early in July 2022.

In order to present accurate and timely cost estimates to Fall Town Meeting, a Reserve Fund Transfer Request of \$20,465 for cost estimating was submitted, and we thank the Finance Committee for approving this request. These funds were supplemented with an expenditure from the J. V. Fletcher Library Trust Fund of \$24,836 and a match from the Library State Aid account in the amount of \$11,164.

Town voters approved the Library Project enthusiastically at the Special Town Meeting on October 17, 2022, with the following vote results: yes, 436; no, 141. At the November 8th Local Ballot it also passed, with these results: yes, 6620; no, 4212. The Board of Library Trustees thanks the Friends of the J. V. Fletcher Library for their incredible advocacy on behalf of Town Meeting and ballot votes to support the Library Building Project and Grant, and to secure approval for this transformative community project.

Trustee FY 2023 Goals

- I. Upon the awarding of a provisional grant notice from the MA Board of Library Commissioners, the Board of Library Trustees, Friends of the Library Board, Advocacy Committee and staff will work to secure two positive votes – at Special Town Meeting and on the local ballot – to approve the MA Public Library Construction Program (MPLCP) grant prior to January 9, 2023.

Lynn Clermont
Chair

Marianne Fleckner
Treasurer

Buffie Diercks
Secretary

Alisha Hillam
Caroline Roache
Glen Secor



Rear view of future expanded library



Library Trustees, from left: Marianne Fleckner, Lynn Clermont, Bob Price, Glen Secor, Alisha Hillam, and Buffie Diercks

TRUSTEES OF THE J. V. FLETCHER LIBRARY – CONTINUED

- II. The Board of Library Trustees will collaborate with the Friends of the J. V. Fletcher Library, Inc. in launching the J. V. Fletcher Library Foundation to pursue fundraising on behalf of the Library Construction project.
- III. Board of Library Trustees liaisons and library staff will routinely meet and work with the Permanent Town Building Committee on Designer Selection and Design Development to advance the Massachusetts Public Library Construction Project.
- IV. In keeping with the initiatives of the Town and School Safety Task Force, the Board of Library Trustees will pursue safety, security, and mental health support measures in the areas of:
 - a. Policy
 - b. Procedure
 - c. Emergency response
 - d. Mental health collections and programs
- V. In keeping with the initiatives of the Town Diversity, Equity, and Inclusion Committee, the Board of Library Trustees will promote collection, display, and programming initiatives which reflect the charge of this Committee.

Library Policies, Revised, or Approved

- Customer Services Policy (7/11/22)
- The Freedom to Read Statement (7/11/22)
- Cell Phone Policy (11/7/22)
- Code of Conduct (2/6/23)
- Policy on Hate Speech (2/6/23)
- Policy on Program Attendance and Sponsorship (2/6/23)
- Library Conference Attendance (3/6/23)
- Staff/Attendee Program Ratio (5/1/23)
- Library Criminal Offender Record Information (CORI) Policy (5/1/23)
- Guidelines for Interactions with Minors (5/1/23)
- Library Graphics/Signage/Poster/Banner/Decorative Flag/Button, etc. (5/1/23)
- Child Safety Policy (6/5/23)
- Network Transfer & Interlibrary Loan (ILL) Policy (6/5/23)

Trustee Collections, Funds, and Board Activities

The J. V. Fletcher Library Trustees used Trust Funds to pay for staff memberships and development, virtual staff and volunteer recognition, materials, grant support, and – most importantly – cost estimating for the new library building. The Trustees thank our volunteers for their dedication to the J. V. Fletcher Library as volunteer service hours resumed beginning with Friends sorting and Book Sale volunteers. The Friends thanked a host of Book Sale volunteers at their November Annual Meeting. As well, the Link to Literacy Initiative for English as a Second Language (ESL) tutors continued off-site and virtually, as meeting rooms and tutorials rooms were converted to staff spaces and programming spaces for social distancing purposes.

State Aid to Public Library funds were spent on:

- Merrimack Valley Library Consortium (MVL) membership (partial payment)
- Hotspot subscriptions (portable circulating Wi-Fi)
- Architects' cost estimating for the Library Building Project, for which notification was received one year early

TRUSTEES OF THE J. V. FLETCHER LIBRARY –CONTINUED

Friends of the J. V. Fletcher Library, Inc.

The Friends of the J.V. Fletcher Library organization is a committed and valuable partner of the Library. Their generosity funds all of the many programs that the Library offers. This past year Friends' initiatives and support included:

- 2022 Fall Appeal fundraising
- Summer Reading Programs; Holiday Programs; Juvenile, Teen, and Adult Programs
- Popular Bestseller Books
- October 2022 and February and June 2023 Book Sales, the highest sales ever, with a new Bag Sale offered on Sundays
- Annual Membership Drive
- Their incredible advocacy on behalf of Town Meeting and ballot votes to support the Library Building Project and Grant
- Joint work on the Library Foundation for fundraising for the Library Building Project

Recognition

The Trustees would like to thank the wonderful library staff for once again enhancing and expanding programs, collections, and services – many of which met pre-pandemic levels. Staff and volunteers were again honored virtually this year, with the Trustee Board honoring the following staff for these significant anniversaries of service: 5 years: Robert Otto; 10 years: Lauren Evans; and 25 years: Ellen Apicco.

Recognition of Library Trustee Robert Price

Trustee Bob Price retired from the Board of Library Trustees, having served 24 years as Library Trustee, preceded by 12 years as Book Sale Co-Chair of the Friends of the J. V. Fletcher Library. During his Trustee tenure, Bob served on the:

- Branding Committee
- Expansion Committee
- Investment Committee
- Foundation Committee
- The Library Facility Needs Committee as Trustee representative, jointly with representatives from the Permanent Town Building Committee from 2014-2016

Bob held numerous Board offices and during his 24 years saw multiple grants, library consultants, strategic plans as mandated by the state, and the Library Beautification Project spanning over five years. He attended every professional Library Trustee workshop and conference held by the Massachusetts Library Trustee Association, and all the regional annual Library Legislative Breakfasts. Meetings missed by Bob can be counted on one hand. We celebrate his dedicated service and we welcome new Trustee Caroline Roache in his place.

Webpage: westfordlibrary.org/about/board-of-trustees

J. V. FLETCHER LIBRARY-FY 2023 CIRCULATION ACTIVITY STATISTICS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. To Date Total
Adult Books	7,182	7,321	6,088	5,917	5,039	5,902	6,304	5,789	6,074	5,866	5,968	6,328	75,008
Adult Serials	416	402	412	378	482	355	377	338	418	384	384	394	4,686
Adult CD's	599	657	615	577	504	500	516	512	667	519	551	545	6,762
Adult Videos	2,379	2,166	2,060	1,992	1,871	1,932	2,203	2,278	2,329	1,982	2,108	1,907	25,207
Adult Electronic Format	95	73	65	77	67	88	60	78	82	80	75	61	982
Adult Miscellaneous	18	25	15	19	12	10	10	11	6	21	10	10	167
Young Adult Books	4,437	4,169	3,036	2,588	2,132	2,143	2,386	2,525	2,600	2,525	2,721	3,564	34,826
Young Adult Serials	8	17	2	8	1	0	3	0	0	0	0	0	39
Young Adult CD's	9	14	13	13	11	4	4	3	10	7	4	3	95
Young Adult Videos	5	7	11	16	2	4	1	5	5	17	4	3	76
Young Adult Electronic Format	75	54	37	37	26	42	38	49	68	29	31	32	518
Young Adult Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0
Children's Books	17,469	16,827	14,010	13,628	13,018	12,053	12,709	13,100	15,772	14,358	12,674	14,242	169,858
Children's Serials	24	20	6	28	17	17	13	28	13	17	1	1	202
Children's CD's	113	135	124	145	127	118	99	53	52	64	59	58	1,145
Children's Videos	1,068	812	448	535	625	671	567	653	688	509	423	560	7,559
Children's Electronic Format	304	245	112	124	160	122	104	170	169	168	142	175	2,015
Children's Miscellaneous	13	12	2	5	6	5	5	3	4	7	7	12	81
Commonwealth Catalog Lending	53	45	44	38	32	41	35	36	66	47	37	52	616
Museum Passes	334	281	102	107	136	181	135	186	149	256	183	223	2,273
Overdrive Audio	1,528	1,537	1,498	1,560	1,457	1,508	1,470	1,471	1,597	1,513	1,534	1,484	18,143
Overdrive eBook (eBook and Kindle)	3,350	2,430	1,860	1,837	1,872	2,155	2,281	1,993	2,117	2,073	1,842	1,967	25,977
Overdrive Video	0	0	0	0	0	0	0	0	0	0	0	0	0
Overdrive Magazine	166	205	167	231	191	195	186	199	167	174	202	198	2,291
Overdrive RLA	752	882	783	794	768	840	820	723	818	779	728	758	9,473
Kanopy	339	513	390	406	449	379	494	481	500	502	537	492	5,482
hoopla Audiobooks	366	372	312	336	355	340	387	355	376	372	420	393	4,384
hoopla Comics	55	77	34	21	14	35	38	37	33	22	28	26	420
hoopla eBooks	136	170	155	140	134	121	160	180	188	215	215	222	2,034
hoopla Movies	37	49	40	28	39	55	30	32	36	25	34	32	437
hoopla Music	10	12	10	42	17	18	23	24	22	14	21	19	232
hoopla Television	43	49	42	54	65	42	41	52	79	44	32	39	582
Freegal Music	1,911	1,945	1,393	1,138	1,684	1,497	1,557	1,778	2,149	2,122	1,943	1,081	20,208
Tumblebooks	18	32	124	68	40	182	116	78	123	26	37	73	917
Homebound	71	113	67	101	92	75	77	60	49	75	96	43	919
Foreign Language Deposit	10	3	4	1	2	3	1	3	7	4	1	7	46
TOTAL :	43,413	41,671	34,181	32,989	32,245	31,621	33,286	33,284	38,011	34,916	33,022	35,001	423,540
Previous Year FY22:	46,007	42,401	34,889	32,236	31,405	31,703	33,288	32,132	36,740	34,353	32,125	34,634	421,711
Percent Change:	-5.64%	-1.72%	-1.46%	2.34%	2.67%	-0.26%	0.00%	3.69%	3.46%	1.35%	2.78%	1.06%	0.43%

J. V. FLETCHER LIBRARY-FY 2023 CIRCULATION ACTIVITY STATISTICS—CONTINUED

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. To Date Total
OPAC Renewals	12	3	11	10	33	20	28	4	13	2	2	26	184
Renewals	16,454	15,274	13,746	12,856	11,617	11,462	25,454	26,056	13,641	12,889	12,701	11,063	182,813
Network transfers IN	4,401	4,495	4,311	4,414	3,816	3,815	4,426	4,122	5,005	3,875	3,889	3,709	50,278
Network transfers OUT	2,416	2,853	2,407	2,525	2,319	2,159	2,473	2,028	2,371	2,163	2,088	2,015	27,827
Inter-Library Loans IN	52	41	43	33	33	39	32	39	56	48	39	51	506
Inter-Library Loans OUT	25	38	23	27	26	30	24	14	31	24	28	21	311
Database Sessions, Fletcher													10,659
Database Sessions, MVLC/MLS													1,975
Reciprocal (LOANED)	2,006	1,888	1,713	1,761	1,576	1,572	1,563	1,626	2,085	1,897	1,659	1,826	21,192
Reciprocal (BORROWED)	2,739	2,297	2,043	1,925	1,961	2,165	2,155	2,174	2,566	2,066	2,201	2,164	26,458
Hold Requests	4,291	4,328	4,236	3,713	3,200	3,508	4,515	4,087	4,130	3,500	3,340	4,003	48,831
New Registrations	89	100	125	126	70	52	53	79	82	85	47	96	984
Total Reciprocal	4,745	4,185	3,756	3,686	3,537	3,737	3,708	3,800	4,651	3,985	3,860	3,990	42,875
% of Circ to Reciprocal	10.63%	10.04%	10.99%	11.17%	10.97%	11.82%	11.14%	11.42%	12.24%	11.39%	11.69%	11.40%	11.27%
Meeting Room Reservations	0	0	0	0	16	20	11	17	25	21	19	17	146
Days Open [COMMENT=Days of Curbside]	24	27	21	26	24	25	29	27	29	28	25	25	310
Curbside Pick-Ups	13	17	10	13	7	12	9	5	8	5	3	5	107
Hours Open	213	253	217	238	227	224	224.50	216	240	228	235	224	2,740
Browsing Tent Appointments	0	0	0	0	0	0	0	0	0	0	0	0	0
In-House Browsing Appointments	0	0	0	0	0	0	0	0	0	0	0	0	0
Library Website Sessions	16,979	13,818	11,925	12,721	10,521	10,810	14,023	12,930	13,933	11,803	12,058	19,006	160,527
Library Wireless Sessions	1110	1,112	1,067	1,160	894	1,013	1,237	1,185	1,170	1,159	1,131	1,383	13,611
MVLC APP Hits	1,381	1,410	1,271	1,389	1,214	1,231	1,490	1,504	1,321	1,396	1,297	1,291	16,155
Internet Users	103	133	141	74	97	108	128	120	139	105	71	139	1,368
Adult Program Attendees	33	34	57	78	84	94	66	39	37	98	66	81	787
Adult Programs Offered	2	3	4	7	6	6	8	9	6	6	12	11	80
YA Program Attendees	73	31	58	102	73	71	310	30	125	68	176	1,354	2,471
YA Programs Offered	7	6	4	9	9	6	6	3	7	7	8	10	84
Children's 6-11 Attendees	0	0	0	153	107	86	0	105	326	92	405	813	2,092
Children's 6-11 Programs Offered	0	0	0	10	9	7	0	8	13	9	9	20	85
Children's Birth-5 Program Attendees	286	332	94	655	555	165	197	495	852	444	63	0	4,148
Children's Birth-5 Programs Offered	4	5	3	22	20	4	4	15	21	12	3	0	113
General/All Ages Attendees	487	182	92	72	0	347	0	3	0	615	0	206	2,004
General/All Ages Programs Offered	8	3	2	1	0	2	0	217	0	5	0	1	239
Average Circulation Per Day	1,809	1,543	1,628	1,289	1,344	1,265	1,148	1,233	1,311	1,243	1,321	1,400	1,366
Sum of previous year FY22	46,007	42,401	34,689	32,236	31,495	31,703	33,296	32,132	36,740	34,353	32,125	34,634	
IN-HOUSE CIRCULATION ONLY:													
eCollections:	8,731	8,273	6,908	6,655	7,225	7,357	7,609	7,403	8,203	7,881	7,571	6,764	80,580
% of Total Circulation:	20%	20%	20%	20%	22%	23%	23%	22%	22%	23%	23%	19%	21%

J. V. FLETCHER LIBRARY – FY 2023 TRUST FUND ACCOUNTS

DATE: 7/1/2022-6/30/23	ACCT. NAME & NO	DEP./EXP CODE	7/1/22 NON-EXPENDABLE FUNDS 598100	7/1/22 EXPENDABLE FUNDS 570000	ANNUAL DEPOSITS	ANNUAL NET EARNINGS	ANNUAL EXPENSES	6/30/23 BALANCE EXPENDABLE	END YEAR TOTAL CASH ASSETS	ANNUAL UNREAL GAIN/LOSS	END YEAR MARKET VALUE
	81610860 Library Book Fund #674	860	\$13,000.00	\$261.38	\$0.00	\$315.75	\$0.00	\$577.13	\$13,577.13	\$1,042.21	\$14,042.21
	81610861 Library Lecture Fund #675	861	\$30,000.00	\$4,684.63	\$0.00	\$825.77	\$0.00	\$5,510.40	\$35,510.40	\$6,726.79	\$36,726.79
	81610862 Library All Purp. Fund #673	862	\$17,347.58	\$830.58	\$0.00	\$428.32	-\$494.48	\$764.42	\$18,112.00	\$1,384.84	\$18,732.42
	81610863 Library Trustee Fund #672	863	\$61,137.50	\$5,319.95	\$0.00	\$1,582.27	\$0.00	\$6,902.22	\$68,039.72	\$9,232.89	\$70,370.39
	82610864 J.V.Fletcher Lib. Trust #676	864	\$0.00	\$24,836.82	\$100.00	\$343.30	-\$24,836.00	\$444.12	\$444.12	\$459.33	\$459.33
	81610865 E. D. R. Cont. Educ. #677	865	\$84,355.00	\$6,926.78	\$0.00	\$2,168.11	-\$228.00	\$8,866.89	\$93,221.89	\$12,060.17	\$96,415.17
	81610866 BENEFACTORS' FUND #678	866	\$5,564.00	\$85,342.76	\$0.00	\$2,159.56	\$0.00	\$87,502.32	\$92,866.32	\$90,683.42	\$96,047.42
TRUST FUND TOTALS:			\$211,204.08	\$128,202.90	\$100.00	\$7,823.08	-\$25,558.48	\$110,567.50	\$321,771.58	\$121,589.65	\$332,793.73

\$321,771.58

\$339,406.98

(Bartchbnew & Co. Management)

MBTA COMMUNITIES MULTI-FAMILY HOUSING ADVISORY COMMITTEE

The MBTA Communities Multi-Family Housing Advisory Committee (MCMAC) is appointed by the Town Manager to serve as an advisory board to town boards, committees, officials, and citizenry regarding pending efforts to amend the zoning bylaw to achieve compliance with M.G.L. Chapter 40A, Section 3A. This state law requires a zoning district where multi-family housing is permitted by as-of-right. In doing so, MCMAC will perform the following:

1. Become familiar with the MBTA legislation (M.G.L. Chapter 40A, Section 3A), the deadline for compliance, the Department of Housing and Community Development (DHCD) Guidelines for Compliance, and Westford’s Action Plan as approved by DHCD on January 27, 2023.
2. Work with the town’s chosen consultant on a variety of areas related to this effort.
3. Provide input and recommendations including, but not limited to, the following:
 - a. The suitability of the proposed location(s) of the zoning or overlay district(s), for example, proximity to shopping areas, major travel routes, etc.
 - b. Potential effects on the town’s tax base and possibilities for new growth.
 - c. Opportunities for economic development and/or redevelopment of underutilized properties.
 - d. The potential to address housing needs described in the Housing Production Plan, including potential opportunities for, and impacts to, affordable housing and the town’s Subsidized Housing Inventory (SHI).
 - e. Opportunities to promote sustainability and climate resilience.
 - f. Potential impacts to town infrastructure, including water, traffic, etc.
 - g. Opportunities to incentivize desired development types or features, such as creating, extending, or enhancing pedestrian opportunities and experiences.
4. The committee shall provide comments and recommendations (including dissenting opinions) throughout the process. Furthermore, it was requested that the committee provide an oral report to the Town Meeting in which this article is discussed summarizing their final recommendations.
5. It is expected that the committee will meet approximately one to two times per month, typically in person, until the zoning amendment is brought forth to the March 2024 Annual Town Meeting.

- Paul Alphen**
At-Large
- Joan Croteau**
Affordable Housing Trust
- John Cunningham**
Select Board
- Scott Mackay**
Zoning Board of Appeals
- Samuel Palmer**
At-Large
- Chris Sanders**
School Committee
- Cheryl Serpe**
Economic Development Committee
- Hari Vetsa**
Finance Committee
- Darrin Wizst**
Planning Board
- Alternates:**
- Drew Vernalia**
Affordable Housing Trust
- James Kazeniak**
Zoning Board of Appeals
- Town Staff, Non-Voting Members:**
- Jeffrey Morrissette**
Director of Land Use Management
- Joseph Giniewicz**
Town Planner
- Sierra Pelletier**
Assistant Planner

MBTA Communities Multi-Family Housing Advisory Committee – CONTINUED

6. The committee shall elect a Chair to be responsible for running the meetings, and a Vice-Chair to carry out the duties in the absence of the Chair. The committee may also elect a Clerk who shall be responsible for recording meeting minutes. The committee shall adhere to the Massachusetts Open Meeting Law requirements. The committee will have staff support from the Land Use Management Department.

The MCMAC was appointed by the Town Manager in June 2023, with the first meetings and election of officers scheduled for early July.

Webpage: westfordma.gov/1593

MONUMENTS AND MEMORIALS COMMITTEE

The Westford Monuments and Memorials Committee was established by the Select Board on March 8, 2022. The Town of Westford Monuments and Memorials on Town Property Policy and online application can be found on the Committee's town webpage: westfordma.gov/1463. The Select Board approved the application and process on August 23, 2022.

The Committee saw its first application which was to review a request to recognize James and Janet Main for their contribution to the Westford Youth Soccer Program. This application was packaged and submitted to the Select Board, which subsequently approved it. The Committee has acted on several other memorials and markers this past year. A marker to honor former Police Chief Joseph Connell was submitted, approved, and recently erected on Connell Drive. Currently in the queue with the Select Board is a request to place historical markers in Fairview and Westlawn Cemeteries.

To review, the Committee's charge is:

The Monuments and Memorials Committee will develop policies and procedures to be used to evaluate requests for the construction or erection of public monuments or memorials on Town-owned property. Such policies and procedures will be presented to the Select Board for its approval.

The Committee will be responsible for reviewing any requests for the construction or erection of new public monuments or memorials on Town-owned property for persons or events and recommend possible design and locations for such monuments or memorials. The Committee shall report its recommendations to the Select Board and final approval of all monuments and memorials rests with the Select Board.

The Committee will meet as necessary to address issues and applications as warranted.

Webpage: westfordma.gov/1463

Terry M. Stader
Chair

Paul F. Murray, Sr.
Vice-Chair

Nancy Cook
Secretary

David Christiana
Marilyn Day
Linda Greene
Beaver S. C. Rogers

NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS

The Northern Middlesex Council of Governments (NMCOG) was established in 1963 under Chapter 40B of the Massachusetts General Laws and is one of 13 regional planning agencies in the Commonwealth. NMCOG serves nine communities in the Greater Lowell area, including Westford. It provides professional technical assistance in the areas of transportation, economic development, emergency management, land use, community development, permitting, smart growth, housing, historic preservation, open space and conservation, geographic information systems (GIS), pre-disaster mitigation and emergency response, and environmental protection. The Council's governing body is comprised of a chief elected official, Planning Board member, and alternate from each member community.

Anita Tonakarn-Nguyen
*Councilor
Select Board
(through April 2023)*

Darrin Wizst
*Councilor
Planning Board*

James Silva
Alternate

The agency strives to bring a regional and interregional perspective to all areas of planning and resource management by fostering cooperative efforts among municipalities and encouraging collaboration between the public and private sectors. NMCOG promotes the interests of the local communities at the state and federal levels, and it often acts as a liaison between the municipalities and other levels of government.

The Council maintains a staff of professional planners and technicians to assist in developing and implementing its policies. The Council meets monthly (usually the third Wednesday of each month) at 40 Church Street, Lowell, and all meetings have a remote option and are open to the public. Each NMCOG member community pays an equal per capita assessment, which is used to provide the local match for various state and federal grant programs. The Council's annual budget includes \$108,231.18 in local assessments, of which \$8,603.43 represents Westford's share.

NMCOG devotes a large share of its resources to transportation issues. This year, NMCOG staff completed Envision 2050: the Greater Lowell Long-Range Transportation Plan, which must be updated every four years in accordance with federal requirements. The plan identifies and analyzes the region's transportation infrastructure and service improvement needs, projects future needs, and prioritizes federal investments across the region.

Locally, NMCOG assisted Westford in acquiring funding and advancing the design of the Boston Road rehabilitation project, the Beaver Brook Bridge project, and the Stony Brook Bridge project. NMCOG conducts an annual traffic-counting program, collecting more than 100 counts at various locations throughout the region. Many of these counts are conducted within Westford. The traffic count data is incorporated into a regional traffic count report made available on NMCOG's website at nmcog.org. NMCOG also developed and presented a Greenhouse Gas analysis summary for the rehabilitation of the Boston Road project to the MassDOT Congestion Mitigation and Air Quality (CMAQ) Consultation Committee to determine eligibility for CMAQ funding.

NMCOG continues to assist the Lowell Regional Transit Authority (LRTA) in obtaining federal capital and operating assistance, marketing programs to improve ridership and revenue, statistical monitoring and analyses, and planning evaluation of the LRTA's route structure and scheduling. The LRTA provides fixed-route bus service via bus route 15 on Mondays through Saturdays along Route 110 in Westford. Additionally, in 2023 NMCOG staff completed the Coordinated Public Transit – Human Services Plan (CPT-HSP). The

NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS

—CONTINUED

CPT-HSP is updated every three to five years and enables direct recipients and subrecipients to receive formula funding through Section 5310 to enhance mobility for seniors and individuals with disabilities. The CPT-HSP was updated through direct engagement with the Westford Council on Aging and meetings at the Cameron Senior Center. Transportation services are available to Westford seniors through the RoadRunner program.

NMCOG also provides direct housing and economic development assistance through the District Local Technical Assistance (DLTA) Program funded by the Massachusetts Executive Office of Housing and Livable Communities. Under this program, NMCOG staff worked closely with Westford's Department of Land Use Management to complete an inventory of brownfields and potentially contaminated sites in the Graniteville neighborhood. Through this project, NMCOG led a public design charrette on key properties identified in the inventory, provided guidance on future interventions required for cleanup and redevelopment, and identified potential funding sources available to cover cleanup costs.

Under DLTA, NMCOG is also assisting the town in its work toward compliance with the MBTA Communities Law (M.G.L. Chapter 40A, Section 3A) by providing regional support as well as direct technical assistance to town staff with the state's compliance model. This work is designed to ensure that zoning amendments proposed by the town meet the requirements of the law.

Separately, Westford is participating in a pilot project under NMCOG's Regional Housing Workgroup to review the town's Subsidized Housing Inventory (SHI) and to gather additional data on affordable housing in the town, such as proportion of units with age restrictions, units accessible to individuals with disabilities, average monthly rents by number of bedrooms, costs beyond rent associated with the units, and other attributes of housing on the SHI to help the town understand the profile of affordable housing being provided locally.

NMCOG is working with Westford and 11 other communities in addressing the U.S. Environmental Protection Agency's Small Municipal Separate Storm Sewer System (MS4) permit requirements through the Northern Middlesex Stormwater Collaborative (NMSC). The Collaborative focuses on permit compliance by undertaking a common public education and outreach program that is customized by each participating community; providing training for municipal staff and boards; developing and utilizing a regional GIS system for mapping stormwater infrastructure across municipal boundaries; and assisting with the procurement of stormwater-related goods and services.

NMCOG staff assisted the town with planning for net-zero operations as part of NMCOG's Massachusetts Department of Energy Resources-funded Regional Energy Planning Assistance program aimed at helping Green Communities advance energy efficiency initiatives. This project included supporting Westford's Sustainability Coordinator with climate roadmap implementation by participating in meetings focused on increasing buy-in and coordination with town department heads and school leadership.

NMCOG completed an update of the Greater Lowell Comprehensive Economic Development Strategy (CEDS), which is funded by the U.S. Economic Development Administration (EDA). The CEDS summarizes the economic resources of the region, establishes an economic development vision for Greater Lowell, identifies goals, and

NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS

– CONTINUED

establishes a regional Five-Year Action Plan with priority projects to foster continued economic growth and vitality. The CEDS also incorporates the concept of economic resilience, such as a community’s ability to withstand and recover from economic shifts, natural disasters, pandemics, and the impacts of climate change. Regions must update their CEDS every five years in order for local communities to qualify for EDA assistance under the Public Works and Economic Adjustment Assistance programs. NMCOG has applied for a grant from the EDA to develop the next CEDS with work anticipated to begin in January 2024. A representative from the Westford Economic Development Committee participates in the Greater Lowell CEDS Committee to guide this work and related Annual Reports. CEDS Annual Reports not only report the region’s progress to the EDA, but also coordinate municipal, regional, and state agency economic development activities.

NMCOG provides Geographic Information Systems support to the town. In 2023, NMCOG staff coordinated a Nearmap imagery subscription for the town. The new Nearmap imagery replaces 2020 imagery with significantly higher-resolution two- to three-inch vertical and oblique photography – a resolution and clarity not available on Google Maps or other web applications.

Lastly, NMCOG staff serve as the town’s Sealer of Weights and Measures. The Sealer of Weights and Measures is charged with enforcing the laws, rules, and regulations relating to the use of weighing and measuring devices in commercial transactions. The types of devices tested include scales, weights, fuel dispensers, vehicle tank meters used in the sale of liquid fuel, and supermarket scanners.

Website: nmcog.org

PARKERVILLE SCHOOLHOUSE COMMITTEE

The Parkerville Schoolhouse Committee oversees the care and maintenance of the historic District 5 one-room Parkerville Schoolhouse built in 1880, and coordinates with the town's third grades for the popular Living History Program. The Committee meets on the third Wednesday evening of most months at the Schoolhouse or at the Kennedy home. Since the pandemic began, our meetings have been held remotely. Typically the Committee does not meet in July, August, and December.

Living History Program

In April-June of 2023, the ever-popular Living History Program provided a century-ago experience for 18 Westford third-grade classes. The Old School Days curriculum of 'rithmatic on slates, dip-pen writing, marching to a Souza march on the wind-up Victrola, old-fashioned games, and vibrant local history has become a greatly anticipated event. The young scholars are encouraged to wear period clothing of the early 20th century and bring a lunch of the same era. They are excited to take on the names of former students such as Elizabeth and Ruth Nesmith, Frank Jarvis, Bernard Wilder, Fred Griffin, Harold Vose, Selma Williamson, and Connie Succo, many of whose names continue to be heard in street and road names in Parker Village.

Spending a day at the schoolhouse is a highlight of many students' elementary school memories. A wonderful addition to many of the students' experiences comes from our volunteer "schoolmarms," many of whom are retired teachers: Ellen Harde, Heidi Hatke, Jo-Anne Lund, Ruth Margetts, Annie Morano, Claire Owen, and Mollie Winder. (June Kennedy has retired from being a schoolmarm and Dolly Michaelides did not teach due to knee surgery.) Board member Jo-Anne Lund took over the important position of the Living History Coordinator and public-school liaison. We welcome anyone interested in becoming a schoolmarm to contact us via our website: westford.org/parkerville.

Building Usage

Beyond the annual Living History Program, the schoolhouse is used by local groups. In the past the schoolhouse has been used free of charge for Girl Scout meetings and any youth-oriented groups or clubs such as 4-H and Scouts. This past year the schoolhouse was not consistently used for these purposes, so we welcome any inquiries. The schoolhouse is frequently rented for a nominal rental fee for bridal showers and small birthday parties, taking into consideration that the 20+ school desks need to remain in the space but can be pushed to the side. The schoolhouse may also be used for meetings of the Parkerville Schoolhouse Committee and the Friends of Parkerville Schoolhouse. This past year a homeschooling group utilized it and it was rented for a Halloween party. Our rental fee has remained a very reasonable \$40 per event. Anyone interested in renting or using the schoolhouse for a meeting, activity, or party should contact Heidi Hatke at 978-392-6827 or at h.hatke@verizon.net. The rental agreement and rules can be found on our website: westford.org/parkerville.

Now, thanks to Joe Morano, the public can choose to donate online through our website or donate via our customary annual gold-colored town-wide mailing in October, which now

Heidi Hatke
*Chair
and Building Usage Coordinator*

Joe Morano
*Vice-Chair
Publicity/Website Coordinator*

John Wilder
*Treasurer
and Building Maintenance*

June Kennedy
*Archivist
and Corresponding Secretary*

Ruth Margetts
Recording Secretary

Members-At-Large
Dolly Michaelides
Jo-Anne Lund
*Living History Liaison
Public School Liaison*

PARKERVILLE SCHOOLHOUSE COMMITTEE – CONTINUED

includes a convenient QR code. June Kennedy will continue to send out postcards to those who donate and provide the historical facts posted on the website.

Building Maintenance

Parkerville Schoolhouse was built in 1880 and served as the District No. 5 Schoolhouse until 1929. While still owned by the town, its routine maintenance and care has been borne by the town's residents in one form or another since 1929. Since 1989 the Parkerville Schoolhouse Committee has worked closely with the nonprofit Friends of Parkerville Schoolhouse who raise funds, primarily through an annual town-wide mailing, to fund the needed routine maintenance or less-costly infrequent tasks such as repairing a portion of the basement wall, refinishing the wood floor, or repairing the extensive porch and ramp.

Since the last Annual Report, a long list of tasks was tackled due primarily to the combined efforts of John Wilder, Joe Morano, Tom Unterberg, Newell Tillman, and Mitch Butler. Work accomplished included:

- the basement rope handrail was replaced by a more substantial wooden one
- the land phone line was reintroduced for a temperature, water, and humidity device to be installed that will alert specific members if there are issues
- the antique pendulum wall clock needed further repairs
- a portion of the stone cement and plaster basement wall was repointed by Andrew Barsoum of AB Masonry of Westford
- Theide Plumbing replaced a frozen PVC exhaust pipe during a severe cold snap
- new flood and motion sensitive lights were added
- doors were adjusted to open easier and faucets fixed
- the snowplow barrier was again placed and removed but still gravel needed to be redistributed and the lawn killed by the dumpster was reseeded, but unlike last summer which lacked rain, this year the lawn needed constant mowing rather than watering
- the earth at the foundation was graded to ensure better drainage away from the building
- a new maple tree was planted along the fence line to replace one that was near the end of its life

Based on the recommendation made last year that the 30+-year-old roof be replaced, the Town Facilities Director Jeff Goodwin undertook putting together a request to the Conservation Preservation Committee for \$75,000 in CPA funds to be used to replace the asphalt roof with a more historically accurate wood shingle roof. Town Meeting voted to allow the funds to be used, however, due to separate advocacy, State Representative Jim Arciero procured \$65,000 in state funds for the schoolhouse, so the difference in the roof cost was returned to Community Preservation funds to be allocated elsewhere in the town. The new wood shingle roof will be installed by the Crawfine Construction Company of Winchester, MA in late fall 2023.

Annual Parkerville Schoolhouse Open House

The annual Parkerville Schoolhouse Open House, always held the first Sunday of November, was well-attended on November 6, 2022. Some children brought their parents to show them where they had "attended third grade." Others stopped in who drive by every day and wondered what it looked like inside. Guests had the opportunity to buy sweatshirts, T-shirts, greeting cards, and other Parkerville Schoolhouse memorabilia from the Friends of Parkerville Schoolhouse and to chat with members of the Parkerville Schoolhouse Committee and the Friends of Parkerville Schoolhouse.

Website: westford.org/parkerville

PEDESTRIAN SAFETY COMMITTEE

The Pedestrian Safety Committee (PSC) is charged with identifying and evaluating options for improving pedestrian and bicycle safety in Westford. Such options might include, but are not limited to, sidewalks, paths, crosswalks, speed bumps, speed and other warning devices, bicycle lanes, and pedestrian and driver education. The evaluation process considers the effectiveness and cost of each pedestrian and bicycle safety option as well as possible funding sources. The Committee presents recommendations to the Select Board.

In FY 2023, long-time Planning Board liaison to the Pedestrian Safety Committee Kate Hollister retired from her public service activities in Westford. The Committee had two new members join: Jeffrey Olshan and Jessica Boulanger.

During FY 2023, construction of several infrastructure projects was planned to start, such as a sidewalk on Carlisle Road, extension of the Plain Road sidewalk, and the installation of crosswalk signals at the Jack Walsh/Texas Road intersection. Sadly, none of those projects proceeded due to weather conditions and lack of contractor availability. Work did start on the design of the final sidewalk segment on Plain Road, which will connect Grassy Pond to East Boston Camps.

The PSC recommended that the town support the state's Vulnerable Road Users Act. The Select Board did support this recommendation and as a result the town will receive new signage from the MA Department of Transportation. The town also took advantage of a change in the Manual on Uniform Traffic Control Devices (MUTCD), which allows for school safety zones to be established for high schools. The town also applied for and won a grant for school safety zone signals that will be set up at Westford Academy. The Committee also met with residents regarding safety concerns at Hartford Road and as a result the town will be pursuing funding for a speed audit in FY 2024.

The PSC continued to pursue the completion of the Core Westford Walkway. The Committee met with residents of neighborhoods around Dobbins Way and Fieldstone Drive regarding the establishment of a pathway between the two neighborhoods. This would allow residents to connect from Route 110 to neighborhoods off Old Lowell Road.

Comments and suggestions for pedestrian and bicycle safety improvements are welcome and should be sent to Chris Barrett (cbarrett@westfordma.gov).

Webpage: westfordma.gov/554

Chris Barrett
Chair

Jessica Boulanger
Don Galya
Scott Hazelton
Thomas Hinkle
Kate Hollister
Karen Hudson
Jeffrey Olshan
Mingquan Zheng

PERMANENT TOWN BUILDING COMMITTEE

The primary focus of the Permanent Town Building Committee (PTBC) over the last year was the completion of the planning and design of the New Center Building to be located at the site of the former Center Fire Station at 51 Main Street. We also continued to remain involved in the planning and design of the rehabilitation and expansion of the J.V. Fletcher Library. Special Town Meeting approved \$32.5 million in construction funding in October 2022. Additional details on this project are in the J.V. Fletcher Library section of this report. The PTBC also is continuing to assist the Facilities Department with the design of building and heat, ventilation, and air conditioning (HVAC) upgrades at the Cameron Senior Center.

Thomas Mahanna
Chair

Scott Hazelton
Vice-Chair

Jeanne Roberts
Treasurer

Chris Karpinsky
Clerk

Nancy Cook
Jim Zegowitz

New Center Building at 51 Main Street

The PTBC began working in 2017 with Context Architecture on the planning and design of a New Center Building that would be located at 51 Main Street at the site of the former Center Fire Station. The Fire Station had been abandoned since the Fire Department moved to its new headquarters on Boston Road in November 2018. The initial Feasibility Study for this project was presented to the Board of Selectmen in January 2018. The original plan included a two-story, 9,000-square-foot building that had a preliminary cost opinion of \$6.9 million.

Annual Town Meeting in March 2018 approved an appropriation of \$320,000 to complete the initial design of the project. Context proceeded to work closely with the PTBC and representatives from the Clean Energy and Sustainability Committee (CEASC) to finalize the design. Work on the project was suspended in March 2020 for approximately one year due to the COVID-19 pandemic. In September 2021, the Select Board voted to restart the project and proceed with the original design concepts that included a 100-person multifunctional meeting/training room on the first floor along with office space for Veterans Services, Technology Department, Facilities Department, Wellness Coordinator, and Sustainability Coordinator.



*Architectural rendering of proposed
Center Building*

Through collaboration with the CEASC, the PTBC and their consultants evaluated alternatives that would increase the energy efficiency and sustainability initiatives for the project. Context incorporated into the building design recommendations that aligned with both CEASC's and the Town's commitment to net zero emissions and sustainability. The recommendations included providing a high-efficiency electric heating and cooling system through the use of air source heat pumps. The cost opinion for the project developed in September 2022 was \$12.01 million.

At Special Town Meeting in October 2022, the PTBC requested an appropriation of \$12.01 million for final design and construction of the project. Ellen Harde addressed Town Meeting with a motion to dismiss the funding article, stating that large capital projects did not fall within the Select Board's criteria for articles to be considered by Special Town

PERMANENT TOWN BUILDING COMMITTEE – CONTINUED

Meeting. After a lengthy debate, the motion to dismiss the article passed. A Prop. 2½ debt exclusion question for the project on the November 8, 2022 special election ballot failed to pass.

The PTBC returned to Annual Town Meeting in March 2023 to again request funding for the project. The appropriation request increased to \$12.4 million. The article did not receive the required two-thirds majority vote and failed with 162 “yes” votes and 241 “no” votes. A Prop. 2½ debt exclusion question for the project on the May 3, 2023 local election ballot was also defeated.

There are no plans to move forward with this project at this time.

Cameron Senior Center HVAC Upgrades

The PTBC continues to assist the Facilities Department with the planning and design to replace the failing HVAC system in the Senior Center. The existing equipment was installed during the Senior Center addition and renovation project that was completed in 2010. This equipment has been failing over the last several years and is now no longer supported by the manufacturer. The Senior Center is designated as an emergency shelter and at times cannot provide adequate cooling for staff and visitors during high temperatures in the summer.

In 2021, the Town hired Consulting Engineering Services to design the upgrades to the HVAC system which included heat pump technology to achieve electrification of both heating and cooling. The project cost was estimated to be approximately \$1.6 million. Construction funds were appropriated at the 2022 Annual Town Meeting for this project.

The Town then decided to pursue completing the project through the Energy Services Contract that was executed with Ameresco for these types of projects. The cost estimate prepared by Ameresco was substantially higher than the original estimate and the amount appropriated at Town Meeting. The Select Board ultimately decided to terminate Ameresco’s involvement on this project and requested that the project be completed by the traditional public bidding and construction process.

The project was advertised for bids in early 2023. The Town did not receive any responses due to the shortage of available mechanical contractors at the time and the current regional and national construction climate. The PTBC is presently assisting the Facilities Department to modify the design and plan to readvertise the project for bids in late FY 2023.

Meetings

The Permanent Town Building Committee meetings are generally held on a monthly basis on Monday evenings, beginning at 6:30 p.m. The meetings are currently being held virtually.

Webpage: westfordma.gov/560

PERSONNEL ADVISORY COMMITTEE

The Committee met January 25, 2023 to discuss a revision to Article 6.9 concerning Longevity in the Town of Westford Personnel Policies and Procedures. The Committee approved an increase in longevity for non-union employees to keep step with union employees.

Webpage: westfordma.gov/661

Joan Bennett
Chair

Pam Hicks
Director of Human Resources

Judy Ramirez
Denise Vuilleumier

PLANNING BOARD

The Planning Board made the following appointments and elections for FY 2023:

- re-elected Dylan O’Connor as Chair
- re-elected Michael Bonenfant as Vice-Chair
- re-appointed Katherine Hollister to the Pedestrian Safety Committee
- Darrin Wizst continued in his role as the representative to the Northern Middlesex Council of Governments (NMCOG)
- Dylan O’Connor continued in his role as the representative to the Community Preservation Committee (CPC)
- re-appointed Michael Bonenfant to be the representative to the Stormwater Panel
- appointed Robert Shaffer as representative to the Net-Zero Building Standards Working Group

Dylan O’Connor
Chair

Michael Bonenfant
Vice-Chair

Joan Croteau
(as of May 15, 2023)

Katherine Hollister
(until May 2023)

Robert Shaffer
Darrin Wizst

On May 1, 2023, after 12 years of service on the Board, Katherine (Kate) Hollister did not seek reelection for another term. She served as the Chair from mid-2017 through mid-2019 (FY 2018 and FY 2019) and was Vice-Chair mid-2019 through mid-2020 (FY 2020). The Board offers its grateful appreciation to Kate and her service to the town.

On May 2, 2023, Joan Croteau was elected to fill Hollister’s seat. Her first meeting as a Planning Board member was May 15, 2023.

The Planning Board typically met at 7:00 p.m. on the first and/or third Monday of each month in Meeting Room 201 at Town Hall. Throughout FY 2023, the Planning Board held 19 meetings. The Board met twice in the months of July, August, November, and December 2022; and March, May, and June 2023; and met once during September and October 2022, and January, February, and April 2023. Additionally, the Planning Board and Select Board held a joint meeting on April 11, 2023. All meetings were held in Town Hall except July 5, 2022, held via webinar, and the joint meeting with the Select Board on April 11, 2023, which was hybrid – in Town Hall with the option to also join via webinar. Meetings are open to the public and are recorded by Westford Community Access Television (WestfordCAT). WestfordCAT broadcasts are available for viewing online. Recordings of the meetings are generally made available on [WestfordCAT](#) and the WestfordCAT [YouTube channel](#) within a few days of the meeting date.

Planning and Regulatory Activities

At the end of 2021, Westford received correspondence from the state’s Department of Housing and Community Development (DHCD) – now the Executive Office of Housing and Livable Communities (EOHLC) – that Westford was designated as an MBTA Community under MGL Chapter 40A Section 3A. Under the new law, all MBTA Communities are required to adopt a zoning bylaw that creates a district of reasonable size that allows multi-family residential development as-of-right. As an “Adjacent Community,” Westford is tasked with adopting a bylaw by the deadline of December 31, 2024. To achieve Interim Compliance, the town submitted a draft Action Plan to the state in December 2022, which was approved in January 2023. The town was awarded a Housing Choice Grant in 2023, and Dodson & Flinker, Inc. was contracted as the consultant to assist with proposing modifications to the zoning bylaw.

PLANNING BOARD—CONTINUED

Also to assist with this process, in June 2023 the Town Manager appointed the MBTA Communities Multi-Family Housing Advisory Committee (MCMAC), with representation from various boards and committees in town, members-at-large, and ex-officio planning staff. MCMAC will serve as an advisory body to town boards, committees, officials, and citizenry regarding pending efforts to amend the zoning bylaw to achieve compliance.

In FY 2022, the Board appointed a working group to investigate the needs and feasibility to provide electric vehicle (EV) parking spaces and infrastructure in town, develop an action plan that may include amendments to the zoning bylaw, and provide a “best practices” resource for funding and other information. This group met 11 times during FY 2022 and seven times during FY 2023. In early 2023, the state updated its Stretch Code (building code that Green Communities like Westford are subject to) to require a certain amount of EV charging stations for a variety of commercial and residential uses involving new construction or significant redevelopment. The group was inactive in FY 2023 as the new Stretch Code takes effect and will resume in January 2024 to discuss the topic further.

In FY 2023 there were notable zoning bylaw amendments sponsored by the Board that passed at Town Meetings. Special Town Meeting in October 2022 voted to accept amendments to the Accessory Dwelling Units (ADU) bylaw – co-sponsored by the Zoning Board of Appeals – which were made to simplify and clarify requirements and streamline the permitting process. Annual Town Meeting in March 2023 voted to accept an amendment to allow Commercial Recreation uses in more zoning districts and to create a Commercial Recreation Overlay District (CROD). The CROD is primarily located along portions of Route 110 (Littleton Road) and Powers Road over the Kimball Farm and Nashoba Valley Ski Area properties and creates greater efficiency to permit Commercial Recreation uses.

The Board is also co-sponsoring with the Select Board a bylaw amendment to define and regulate Firearms Businesses for a future Special Town Meeting no later than October 2023, for which the public hearing opened in June 2023.

Additionally, staff continued working with the Board to consider a zoning amendment for improvements to the Site Plan Review regulations.

Permitting Activities

- The Board approved Site Plan Review applications for 12 projects, four of which were approved administratively.
- The Board granted Stormwater Management Permits for two projects.
- The Board approved an application for a definitive subdivision: DiDonato Drive, a seven-lot conventional subdivision located at 472, 476, and an unnumbered parcel on Groton Road.
- The Board approved an application for a preliminary subdivision: Ollie Way, a two-lot conventional subdivision located at 81 Nutting Road. As of the end of FY 2023, a definitive subdivision application for the project was submitted and the public hearing began.
- The Board took the following actions on subdivisions:
 - Minor modifications to:
 - Spalding Hill Estates
 - Balsam Circle
 - Diane Lane
 - Cloverleaf Lane

PLANNING BOARD – CONTINUED

- Parker Landing (Annmarique Way)
 - Endorsed the plans for the following previously approved subdivision projects:
 - DiDonato Drive
 - Parker Landing (Annmarique Way)
- The Board established one covenant (DiDonato Drive) and released three covenants (Colonel Rolls Drive, Cloverleaf Lane, and Diane Lane). It also partially released some lots from the covenant for Spalding Hill Estates; established three tri-party agreements (Diane Lane, Spalding Hill Estates, Colonel Rolls Drive); and established two bonds (Parker Landing and Diane Lane) and reduced three bonds (Spalding Hill Estates [2] and Diane Lane), relating to approved subdivision projects.

Applications

The following table summarizes the applications acted on by the Board in FY 2023.

Planning Board Application Summary			
Application Type	Status		
	Approved	Denied	Withdrawn
Site Plan Reviews	8	0	0
Modifications to Site Plan Reviews	1	0	0
Limited Site Plan Reviews	0	0	0
Storm Water Management Permits	2	0	1
Modifications to Storm Water Management Permits	1	0	0
Special Permits			
Flood Plain	0	0	0
Open Space Residential Development (OSRD)	0	0	0
Flexible Development	0	0	0
Water Resource Protection Overlay District	3	0	0
Parking Reduction	1	0	0
Major Commercial Project	1	0	0
Common Driveway	1	0	0
Signage	0	0	0
Drive-through Facility	1	0	0
Modification to Special Permit	2	0	0
Subdivision			
Approval Not Required (ANR)	3	0	0
Preliminary Subdivision	1	0	1
Definitive Subdivision	1	0	0
Modification of Definitive Subdivision	7	0	0
Scenic Road	0	0	0
Modification to Scenic Road Permit	1	0	0
Extension	1	0	0
Total	35	0	2

PLANNING BOARD – CONTINUED

Planning Board Application Summary (cont.)			
Other Matters			
	Status		
	Approved	Denied	Withdrawn
Administrative Site Plan Review Decisions	4	0	0
Total	39	0	2
The Board took final action on 35 applications during FY 2023.*			
The Board received a total of 19 new applications during FY 2023.*			
The Board acted upon a total of 80 matters during FY 2023 (excluding approval of minutes and executive sessions).			
For Special Town Meeting in October 2022, the Board proposed one Zoning Bylaw Amendment, co-sponsored by the Zoning Board of Appeals. For Annual Town Meeting in March 2023, the Board proposed one Zoning Bylaw Amendment and reviewed one Amendment proposed by others (Citizen’s Petition) and recommended disapproval.			

*Some petitions consisted of multiple applications.

What Does the Planning Board Do?

As defined by Massachusetts General Law, the Board has three primary functions:

1. Establish planning goals and to prepare plans to implement those goals, which take the form of the town’s Comprehensive Plan, Zoning Bylaw, and other planning documents.
2. Administer the Subdivision Control Law, which establishes the process for development of new roads and development such as new housing. A developer’s proposed plans are carefully reviewed to assure that roadway design, drainage, and other details are consistent with standard engineering practice and the town’s current requirements.
3. Act as the permitting authority for various site plan and special permit submittals as designated under the town’s Zoning Bylaw.

Planning staff acts as professional advisors to the community and its leaders. Staff members organize and attend meetings, provide technical assistance, offer professional opinions, and guide residents, developers, and businesses through the town’s various permitting processes. Staff members also offer technical advice and expertise to several boards, committees, and town departments including the Planning Board, Zoning Board of Appeals, Economic Development Committee, Affordable Housing Trust, and ad hoc committees and working groups as needed. The Planning Department is not a permit granting authority and its function during the permitting process is to interpret laws, uphold regulations, and develop plans to ensure that the best interests of the town and its residents are served.

Staff

Jeffrey Morrissette – Director of Land Use Management
 Joseph Giniewicz – Town Planner
 Sierra Pelletier – Assistant Planner
 Erin Toothaker – Permitting Program Assistant

Webpage: westfordma.gov/294

POLICE DEPARTMENT

The primary purpose of the Westford Police Department is to provide a high level of safety, security, and service for members of the community in a manner that affirms the fair and equitable treatment of all. As a regulatory agency of local government, the Police Department has the direct responsibility for the preservation of public peace, for the reduction of the opportunity to commit crime, and for the effective delivery of impartial, high-quality, accountable police services that ensure everyone has a safe place to live, work, and visit.

Mark Chambers
Chief of Police

Ronald Paulauskas
Deputy Chief

James Peloquin
Donald Pick
Captains

The value statement of the Westford Police Department:

- Maintenance of the highest standards of integrity and ethics
- Protection of constitutional rights and delivering bias-free policing
- Problem-solving for continuous improvement
- Engage the community through various programs including the Community Event Team
- Performing public service and law enforcement tasks so as to provide leadership to the police profession
- Work with mental health professionals to assist those in need and increase our knowledge of mental health through training and apply principles learned
- Continue to work in collaboration with the Pedestrian Safety Committee and other town boards and committees to address areas of concern
- Continue to work with the Diversity, Equity, and Inclusion Committee to advance equity and diversity where deficiencies are identified

FY 2023 Grants

Department of Justice Bulletproof Vest Grant - \$19,768

Traffic Safety and Enforcement Grant - \$23,999.99

Marijuana Eradication Grant - \$10,000

Massachusetts Police Accreditation Commission Reaccreditation

On June 21, 2023, the Westford Police Department was awarded 6th Edition Accreditation by the Massachusetts Police Accreditation Commission (MPAC), marking a significant achievement for the department and the community. The Westford Police Department has been an accredited agency since 2005 and is one of the first group of agencies to receive 6th Edition Accreditation in the Commonwealth.

During a multiple-day on-site assessment in February 2023, the Westford Police Department was able to demonstrate to the panel of assessors that the department is committed to police excellence by living up to a body of progressive standards set forth by MPAC. Throughout the on-site assessment, the assessors examined department policies and procedures, equipment, and the facility, and determined that they reflect the best professional practices. To be awarded accreditation by the Massachusetts Police Accreditation Commission is a distinction of law enforcement professional excellence and shows the department's commitment to the community to provide superior service, a prominent level of integrity, and professionalism.

POLICE DEPARTMENT – CONTINUED



Left to right: Chief Russell Stevens (MPAC President), Deputy Chief Paulauskas, Chief Chambers, Captain Peloquin, Lt./Det. Ricard, and Chief Christopher Delmonte (MPAC Vice President)

FBI-LEEDA Trilogy Award

The Westford Police Department received the Law Enforcement Executive Development Association (FBI-LEEDA) “Agency Trilogy Award” at the FBI-LEEDA Annual Executive Training Conference. The award recognizes that the Westford Police Department is dedicated to law enforcement leadership by having the entire Police Department’s command staff complete the FBI-LEEDA trilogy series. FBI-LEEDA is also known as the Law Enforcement Executive Development Association and includes law enforcement executives throughout the United States, U.S. territories, and foreign countries.



Chief Chambers, left, and Captain Peloquin, right, receive the award.

To receive this award, every member of the department’s command staff successfully completed three in-depth training courses instructed by FBI-LEEDA: the Supervisor Leadership Institute, the Command Leadership Institute, and the Executive Leadership Institute. FBI-LEEDA instructors commonly refer to the FBI-LEEDA trilogy as “the leadership journey.” Through these trainings, officers are taught the core values of FBI-LEEDA, which consist of continuous learning, enduring relationships, embracing great leadership, and diversity.

Youth Police Academy

From August 15-19, 2022, at Westford Academy, the Westford Police Department hosted its first Youth Police Academy. The Academy welcomed 35 11- to 13-year-olds in the sixth, seventh, and eighth grades. During the week, the students were exposed to many aspects of police work, including health and wellness through morning group exercises, CPR and first aid certification, and crime scene investigation. Also during the week, the students were introduced to some of our public safety partners, including the Westford Fire

POLICE DEPARTMENT – CONTINUED

Department, the Massachusetts State Police Air Wing, and the Massachusetts State Police Marine Unit. During these presentations, the Academy participants learned how the agencies work cooperatively and in conjunction with each other to help preserve public safety. As part of the Marine Unit tour, which operates out of Boston Harbor, the students were given a tour of TD Garden, home of the Boston Bruins and Boston Celtics.



At the conclusion of the week, at a graduation ceremony attended by the student's family members, each student was presented with a certificate showing their participation and completion of a very successful program.

Providence Road Human Body Disposal Case Resolution

On February 2, 2019, the unidentified deceased body of a female in her 30s was discovered on the side of Providence Road. At the scene, there was very little evidence relating to the crime and no identification was present to help identify the victim. Through an exhaustive investigation, the female was later identified as Melissa Mestre from Springfield, MA. Utilizing modern technology techniques, Mestre's travels prior to her death were documented and a suspect, Daniel Perras of East Hampton, MA, was ultimately identified and charged. The investigation revealed that Mestre and Perras were traveling together on Route 495 when Mestre overdosed. Perras exited the highway on Boston Road and left Mestre's body on the side of Providence Road instead of seeking help. As a result of the thoroughness of the investigation by all officers involved, on May 2, 2023 Perras pled guilty in Lowell Superior Court and was sentenced to seven to eight years in state prison followed by three years' probation.

Webpage: westfordma.gov/304

POLICE DEPARTMENT – CONTINUED

Chief of Police

Mark Chambers

Deputy Chief

Ronald Paulauskas

Captains

James Peloquin Donald Pick

Lieutenants

Michael Breault Brian Gendron
Brandon Holmes Christopher Ricard, Detective Lieutenant

Sergeants

Timothy Hughes Steven Keins Daniel O'Donnell
David O'Hearn Geoffrey Pavao Marc Proia
Gregory Marchand, Prosecutor Dennis Rogers, Detective Sergeant

Patrol Officers

Nicholas Annese	James Antonelli	Michael Barck	David Bettencourt
Matthew Bunyon	Gregory Burns	Michael Cassola	Joseph Chenell
Kristin Connell	Brett Fitzgerald	Derek Hartley	Jon-Allen Haslam
Timothy Jansen	Trevor Keins	Jacob Lessard	John Lincoln
William Mantville	Nicholas Mariano	Ian McEnaney	Joshua Mills
Robert Musto	Corey Peladeau, K9 Officer		David Short
	Michael Van Bommel, Student Officer		

Special Services

Det. Justin Belinsky	SRO Anthony Bernadin	SRO Joseph Eracleo
Det. Matthew Furlong	Det. Christopher Musick	Det. Nirisa Nicoletti

Office Personnel

Marcy Devine Tricia Targ Michelle Wright

Custodial

Douglas Shepherd

POLICE DEPARTMENT – CONTINUED

Statistics

July 1, 2022 – June 30, 2023

Calls for Service and Services Rendered			
Accident Industrial	0	Mutual Aid	53
Alarm/Burglar	558	Park and Walk	385
Alarm/Fire	99	Property Found	149
Animal Control Officer Call out	72	Property Lost	26
Animal Cruelty	17	Property Surrendered	17
Bank Escort	1	Repossession	25
Business and House Check	4721	Rubbish Disposal	12
Car Seat Installation	30	Safety Hazard	130
Disturbances	238	Search Warrant	29
Domestic Violence	113	Sudden Death	17
Fire MV/Bldg/Brush	44	Suicide/Attempt	1
Funeral Escort	1	Surveillance MV	25
Harassment	39	Surveillance Person	15
Identity Theft	226	Suspicious MV/Person	540
Legal Advice	275	Telephone Harassment/Obscenity	12
Lockout	138	Transportation/Citizen/Prisoner	61
Maintain the Peace	38	Truancy	0
Medical	1608	Vehicle ID Number (VIN check)	8
Message Delivery	62	911 Hang Up - Abandoned Call	386
Missing Person/Child	27	911 Non-Emergency Verify Call	744

Criminal Complaints	
Assault and Battery	4
Assault-simple	20
Bomb Threat	0
Breaking and Entering/Building & MV	13
Bylaw Violation	81
Child Abuse/Neglect	45
Counterfeiting	1
Drug Law Violations	7
Firearm Violations	0
Fireworks Violations	11
Hate Crime	0
Injury to Private Property	43
Larceny	45
Larceny of a Motor Vehicle	7
Larceny from a Motor Vehicle	7
Restraining Order Violation	8
Robbery	1
Sexual Assault/Adult/Child	5
Trespassing	13

PUBLIC SAFETY COMMUNICATIONS DEPARTMENT

The Public Safety Communications Department ended FY 2023 in much better shape with staffing levels than we had been for several years. We were very fortunate to be able to hire three individuals who completed their training and become certified Public Safety Telecommunicators by the State of Massachusetts. Bringing them on board has had a great impact on the overall morale and reduced overtime in the department.

Timothy Whitcomb
Operations Administrator

We had planned to have the new digital public safety radio system in place during FY 2023. Unfortunately, due to nationwide supply chain shortages, the installation and related improvements were not completed.

Category	FY 2023
978-399-2345 telephone calls received	49,547
All 9-1-1 calls presented	6,979
Text to 9-1-1	12
Cellular 9-1-1 (both Phase 1 and 2)	4,118
9-1-1 calls triaged and referred to other agencies	730
Dispatched police response	7,862
Dispatched fire/ambulance response	3,331
District 6 fire incidents involved	45

The Communications Department was awarded three reimbursable State 9-1-1 Grants, totaling \$125,943 of which we were able to use and be reimbursed for \$96,485 to offset overtime, training, and quality assurance costs. These grants, which are not guaranteed, are critical to the operations of the department.

We want to remind and encourage residents to sign up for Rave/Smart 911 at smart911.com. Smart 911 allows residents to enter specific information that could be critical should they ever find themselves calling 9-1-1 in an emergency.

All telephone calls to the Fire and Police Departments, both routine and business – 978-399-2345 – and Emergency 9-1-1 calls for the Town of Westford are answered at the Communications Department at a single location. The Communications Department also serves as the control point for Fire District 6 Communications, which covers 19 communities.

The Communications Department is staffed 24/7 and has a full-time staff of 11 public safety telecommunicators under the direction of the Operations Administrator who reports to both the Police and Fire Chiefs. All telecommunicators must maintain their professional certification through completion of required trainings each year.

The Communications Department would like to thank the residents, the police, fire, and all the other departments, for their continued cooperation and support.

PUBLIC SAFETY COMMUNICATIONS DEPARTMENT

—CONTINUED

Public Safety Telecommunicators

Jocelyn DiPerri	Colin Osgood
Brandon Dubuque	Riley Peterson
Gianna Furia	Katherine Quinlan
Ashley Hartenstein	Michael Rinn
Rebecca Michaels	Jocelyn Stott-Wright

Part-Time Telecommunicators

Nicholas Demins
David Lefebvre

Webpage: westfordma.gov/directory.aspx?did=27

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works was created in 2020 to provide executive and administrative support and oversight to the Highway Department, Engineering Department, Water Enterprise, and Stormwater Enterprise. In February 2022, a reorganization of the Parks and Recreation Department led to the incorporation of the Parks and Grounds and Cemetery Departments into the Department of Public Works.

Stephen Cronin
Director

Larry Panaro
Business Manager

The Department secured funding at 2023 Annual Town Meeting to advance several projects in town, including the expansion of the Town Hall parking lot, replacement of the tennis and basketball courts at the Jack Walsh Fields, construction of new baseball and softball dugouts at the Forge VFW Fields, design for the replacement of the historic Stony Brook Bridge, the installation of shade structures at the Forge and Edwards Beach Playgrounds, design for a culvert replacement on Acton Road, and construction of the Pond Brook and Blue Brook Culvert replacements. The Department also obtained funding to address water supply issues, including the Depot Street replacement well and a pilot study to determine future PFAS treatment technologies for the town.

On November 18, 2002, Massachusetts Department of Transportation (MassDOT) unexpectedly required the town to close the Beaver Brook Bridge on Beaver Brook Road. Under the leadership of the Department of Public Works, the Highway Department and Engineering Department worked collaboratively to immediately close the bridge, establish a detour route, and expedite bridge replacement construction.

The Department also oversaw efforts to advance the design of the Boston Road Reconstruction Project to the 100% stage. The project will include additional pedestrian and traffic improvements, including five flush median pavers, crosswalks, painted bike lanes, increased signage, speed feedback signs in two locations, and speed limit reductions.

As a key member of the Newport Materials Asphalt Mitigation Steering Group, the Department oversaw the utilization of asphalt mitigation to pave the new Fire training Facility on Forge Village Road, and in the FY 2023 Pavement Management Program to pave Old Homestead Road, Long Meadow Road, Ashley Place, Jennifer Drive, and Anne Teresa Way.

Webpage: westfordma.gov/1324

RECREATION DEPARTMENT

The Recreation Department supports the community with safe and affordable programming designed to engage participants with activities that are enriching, inclusive, and fun. Several of the recreation programs use Town of Westford resources, such as the school facilities, East Boston Camps, and Edwards and Forge Beaches.

The Town Manager appoints commissioners to serve three-year terms. The Parks and Recreation Commission oversees short- and long-range planning for recreational facilities, including the development and maintenance of existing recreational facilities and site acquisition. The Commission typically meets the first Monday of each month, September-June and as needed in July and August.

Parks & Recreation Commission

Lauren Coffey
Chair

Christopher Barrett
Vice-Chair

Kathleen Burns
Elizabeth Garber
Lauren Forbes
Michael Furman
Brock Moses
Jaqueline Murphy
Courtney Young

The Recreation Department would like to acknowledge the town departments, boards, and committees, Westford Public Schools, residents, volunteer organizations, and vendors with whom we work to leverage available resources and create quality programs, facilities, and services that make Westford a suitable place to live, work, and play.

Summer

During the summer, the department offered a variety of weekly programs for ages 4-16 that kept the kids engaged, active, and entertained. Our two Summer Weekly Programs – Kids Club and Destination Exploration – offer a variety of activities, including sports, fishing, swimming, swim lessons, arts and crafts, and field trips, to name a few.

Kids Club, at Nabnasset Elementary School, is near Edwards Beach, Captain Hamilton Fields, and a few local variety stores. The program’s location gives the children a sense of independence, as they safely explore and walk around the area.

Destination Exploration, located on the property of the Stony Brook Conservation Land, provides the children with a real camp-like feel during their summer vacation. Cabin life, ponds, walking trails, and s’mores by the campfire really embody what summer is all about.



*Kids Club Field Trip,
Wingaersheek Beach*



*4-Square at Destination Exploration,
East Boston Camps*

RECREATION DEPARTMENT—CONTINUED

In addition to our Summer Weekly Programs, we offered several sports-based recreation programs. Impact Speed and Agility with Coach DJ Brock is a track program designed to improve a young person’s athletic experience and performance. Coach DJ has been a part of the Recreation Department for the past seven years and continues to grow and develop his programs each season. Flag Football with Coach Brown, Pickleball with Donald Van Dyne, Marcus Lewis Tennis Extension Program, and our new Fast Skills Football Sessions were also a hit this summer. We are lucky and thankful to have such a dedicated staff leading the way for athletes of all ages.

What screams summer more than going to the beach! The Recreation Department oversees two beautiful waterfronts, Forge Pond Beach and Edwards Beach, each staffed by our amazing summer employees. While our beaches are always open to enjoy, they are only staffed by the Recreation Department during “beach” season, late June to late August.

Out-of-town guests can park and pay a daily fee of \$5 to enjoy our waterfront amenities, or they can purchase a season-long summer pass for \$80. We offer clean bathrooms, refreshing drinks, and a sweet treat from our snack shacks as well. The beaches were busy this summer due to some fantastic weather, paired with a bit of summer rain, of course.

Back to School and the Westford Partnership for Children

We hate to see summer come to an end, but we look forward to seeing the children back at the Westford Partnership for Children (WPC) After School Enrichment Program. WPC has been offered in all six elementary schools from August to June for the past 18 years. Enrichment programming begins at the close of the school day and runs through 6:00 pm. Each day is divided into three activity blocks, with a variety of activities including homework club, computers, STEM, sports and games, and arts & crafts. Our staff works hard to identify, expand, and continually improve on the program’s age-appropriate curriculums. WPC offers exceptional quality, flexibility, and affordability to parents, and continues to be one of the most popular programs run by the department. The 2022-2023 school year was a success. The time-consuming process of Department of Early Education and Care (EEC) licensing was complete and enrollment numbers increased from the previous year. Unfortunately, limited staffing added some extra challenges, but we remain optimistic that the staffing issues will be resolved so that we can be fully staffed for the 2023-2024 school year.



No-bake chocolate-covered pretzels, WPC program



Carpentry: stools built from scratch, WPC program

RECREATION DEPARTMENT – CONTINUED

Fall/Winter

In the midst of the hustle and bustle of the WPC After School Program, we reorganized our office space on the third floor of the Roudenbush Community Center. By better leveraging the existing space, we were able to host fall and winter activities such as our First Aid/CPR course and enjoy supplemental space for our special programs after the December and February school vacation field trips. We love seeing the children enjoy themselves at the Recreation Department – playing games, watching movies – and the parents have more opportunities to see how beautiful the Roudenbush third floor is. The new space is available for a variety of the Town’s department meetings and it provides a professional, comfortable environment for hosting our monthly Parks and Recreation Commission meetings.

Spring

It was a busy spring. Snow melts, temperatures rise, and everyone is eager to go outside! The Recreation Department, in partnership with the Conservation Commission, manages the rental process for the East Boston Camps campsite facilities, from scheduling and issuing permits to the collection of fees. And as the athletic fields dry out for the spring season, we support the Department of Public Works by issuing spring, summer, and fall field usage permits for youth sports organizations such as youth baseball, soccer, and lacrosse. Meanwhile, our summer programs are promoted, registrations flow in, and the process of hiring new summer staff begins. Our spring 2023 programs included Nitehawks Track and Field, the Marcus Lewis Tennis Extension Program, First Aid/CPR, and two new programs: Chess for Youth with world champion Master Prathiba, and Bolly X Dance with Rachana Agrawal. We were able to offer these two recent programs to the community thanks to our recently enhanced program space.

Staff

Director – Michelle Collett

Assistant Director – E. Rozanne Fredkin (promoted 12/22)

Registrar/Program Coordinator – Pam McNiff (resigned 5/23)

Administrative Assistant – Joy Felicani

Site Directors: Tiffany Gintner, Amanda Hope (hired in August of 2022), Paula Jurewicz (resigned 6/23), Tiffany Jurewicz, Tom LeClair (hired 9/22), Benjamin Stanley

Assistant Site Director – Nick Adams

Administrative Office: 65 Main Street, 3rd floor

Webpage: westfordma.gov/268

RECYCLING COMMISSION

The mission of the Westford Recycling Commission (WRC) is to:

- increase awareness of the financial and environmental impacts of recycling
- provide opportunities for non-curbide recycling
- educate residents on options to reduce, reuse, re-purpose, and recycle
- organize recycling events that encourage diversion from the trash

Fiscal Year 2023 in Review

As of November 1, 2022, mattresses and textiles joined the list of items banned from the trash in Massachusetts. The WRC helped residents navigate this change by determining disposal/reuse options and posting them on our Westford town and Facebook webpages.

Collection events during the year included Electronics and More in May and September and Household Hazardous Waste in April, where once again a reciprocal agreement enabled residents from other regional towns to participate.

After the hazardous waste collection event, the WRC requested that the Westford Department of Public Works manage future events. That was arranged, and WRC members and volunteers will continue to staff the Saturday events so town employees won't need to receive overtime pay.

The Commission puts particular emphasis on encouraging our youth who are looking to a greener future. In October we met with Westford high school and middle school students interested in promoting composting, and we also served as panelists at the Westford Academy Civic Student Summit in May.

Once again, we sponsored Westford Academy Capstone students who picked up litter and pulled invasive weeds. Thanks to Sustainability Coordinator Sue Thomas for supervising that project. Member and UMass Lowell Emeritus Professor Nick Schott gave an overview on the use of plastic to the Capstone students.

The Commission also continued meeting in November with the Westborough, MA Waste Management Task Force to share ideas on the challenges of waste reduction.

In September, recycling vendor Waste Management (WM) completed an audit of the recycling materials coming off trucks picked up curbside in Westford. WRC members and volunteers went to the Billerica sorting center to witness the audit and ensure impartiality. The objective was to determine how much fiber, plastic, metal, glass, and other residue is in Westford's recycling. Contaminants such as food and non-recyclables tossed in are also measured, since the town is penalized for that contamination. The audit showed our recycling contains 8.7% contamination, which is less than the assumed state average of 10%.

Throughout the year, the WRC participated in meetings with WM to facilitate better communication with residents. As a result, drivers now call in for updates on missed pickups before they leave town for the Billerica sorting facility. Another goal was to offer

Ken Teal
Chair

Kristina Erickson
Vice-Chair

Corey Groves
George Haines
Elizabeth Sawyer
Nick Schott
Charles Stark



RECYCLING COMMISSION – CONTINUED

better options with the WM Call Center, including the ability to report a missed pickup online.

In March the Commission recommended to town management that town departments give priority to buying recycled materials, such as computer paper, copier paper, stationery, envelopes, folders, towels, and napkins, even if the cost is slightly higher.

And in an effort to better inform town management, in May the WRC began giving presentations to the Select Board to update them on the current trash and recycling landscape and the environmental challenges we face beyond the increased cost of services to the town.

Also in May, the Massachusetts Department of Environmental Protection increased pricing on recycling totes and Earth Machine composters, but to encourage these practices in Westford, the Commission voted to hold pricing for residents, supplementing the difference with grant funds. Earlier in the year the Commission had also voted to selectively offer reduced pricing on recycling totes for those unable to pay full price.

Contractual agreements with recycling vendor WM and trash hauler Acme Waste Systems are set to expire at the end of June 2024. Because advance planning is needed to create a truck fleet to serve Westford's 8,000+ households, the process of selecting new vendors began in April. The WRC worked with town management to finalize new contracts that went out with Requests for Proposals. Responses were due in May, with vendors scheduled to be selected by the end of summer 2023.



A smiling Ritchie Rokenetz, owner of Westford's longtime solid waste hauler, Acme Waste Systems.

And as always, the Commission furthered our mission during the year to educate residents on options to reduce, reuse, repurpose, and recycle. Efforts included:

- Hosting an information table at the town's Strategic Planning Retreat at Kimball Farm in September and also at the April Earth Day celebration on the Westford Common where we raffled off an Earth Machine composter to resident Catherine Wu.
- Staging three composting sales/demonstrations over the summer months.
- Creating the annual recycling guide and pickup calendar, which landed in residents' mailboxes at the end of June.
- Managing our webpage (westfordma.gov/recycling), which continues to be an important resource for residents. The A-to-Z Guide posted on the site shows hundreds of ways items can be reused or recycled instead of going into the trash



Catherine Wu, left, winner of the Earth Machine Raffle, with Commission member Nick Schott.

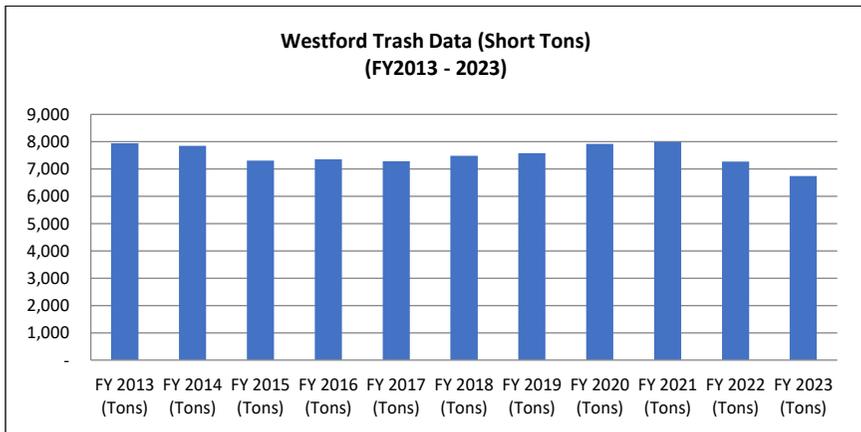
RECYCLING COMMISSION – CONTINUED

and was continually updated during the year. Residents can also submit questions about acceptable recycling materials which are answered via email.

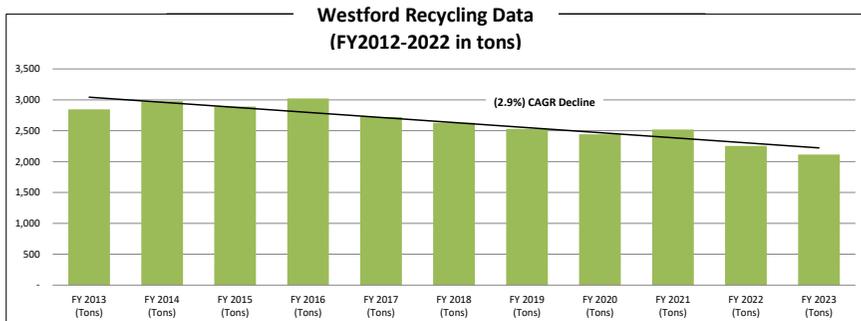
- Initiating a “Library of Things” for residents to borrow, rather than buy, from the J.V. Fletcher Library, which will be broadened when space allows after the planned building expansion to come soon.

Data, Statistics, and Costs

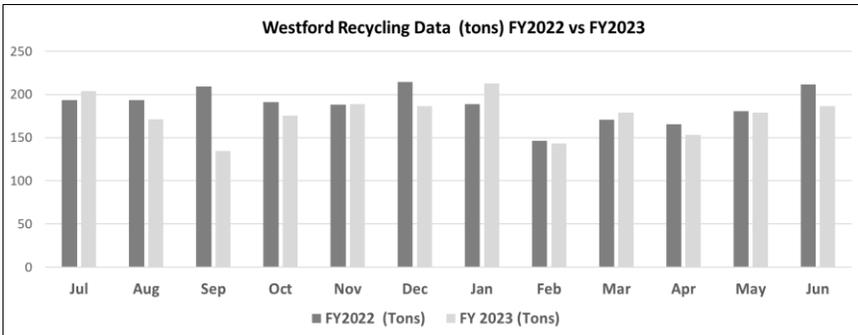
In FY 2023, Westford trash data showed a significant decrease with a drop of 531 tons (or 7.3%) to 6,742 tons in trash volume. This continues a two-year improvement and represents the lowest level in the last 10 years. Recycling data also showed a decline to 2,114 metric tons (about 2.4%). If the reduction in trash and recycling is a result of reducing and re-using, this would be a positive trend.



On the recycling side, the 10-year trend continues to be negative (average annual decline of 2.9%). Historically, there was an inverse correlation with reduced waste volumes accompanied by increased recycling volumes, suggesting that trash diversion efforts were successful in producing greater recycling results. In the past two years, this was no longer true. Nevertheless, the downward trend for both trash and recycling volumes together is a positive trend.



RECYCLING COMMISSION – CONTINUED



In FY 2023, the town also saw an increase in bulk sticker sales from 3,938 bulk stickers the previous year to 4,624 this year. This income helps offset the town’s cost of burning this trash at the Covanta energy-from-trash incinerator in Haverhill. Combined with the trash data, Westford saw a continued drop in waste in both FY 2022 and FY 2023 – an extremely positive development.

Collection Events Data

Electronics and More Collections		
Material	September 17, 2022	April 29, 2023
Total (lbs.)	26,709	27,770
Metal Total (lbs.)	11,600	14,644
Electronics Total (lbs.)	14,058	11,360
Misc.	1,051	1,766

Household Hazardous Waste Collection - April 15, 2023	
Number of Vehicles Clocked-In	Pounds of Waste Collected
124	7,950

Grant Received from Department of Environmental Protection

In the fall of 2022, the Commission was awarded a grant of \$13,000. Westford was awarded the Recycling Dividends Funds through the Sustainable Materials Recovery Program administered by the Massachusetts Department of Environmental Protection (DEP) for the WRC’s “commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.” The Commission is most grateful to resident Kristina Greene for preparing and submitting grant applications to the MA DEP on our behalf.

The Commission voted to continue to use the MA DEP grant funds to maintain the price that residents pay for Earth Machine composters at \$25.



Bridget Arciero, right, at an Earth Machine demo with WRC Chair Ken Teal.

RECYCLING COMMISSION – CONTINUED

Additional Accomplishments in FY 2023

- Sold 102 64-gallon wheeled recycling totes, down 10 from FY 2022.
- Sold 124 Earth Machine composters, 49 more than FY 2022.
- Continued our support for New England Clothes Recycling containers for both gently used and unusable textiles at locations throughout the town and received \$1,800 from the company.
- Promoted composting in the Town Manager’s newsletter, articles and on WestfordCAT, and held composter demos.
- Maintained an active Facebook page to promote reduce, reuse, and recycle options for residents: [facebook.com/WestfordRecyclingCommission](https://www.facebook.com/WestfordRecyclingCommission).
- Continued to promote the Recycle Smart website, [recyclesmartma.org](https://www.recyclesmartma.org), as the ultimate source for what Waste Management and all vendors in Massachusetts accept as recyclables.
- Produced videos to run online and on WestfordCAT, highlighting local diversion options for plastic bags, shipping/packaging supplies, and used books and media.

Publicity and Education

To increase awareness of recycling, the Commission promoted recycling, composting, and our collection events in over 200 public relations and media notices including the Recycling Guide, town email alerts, Town Manager’s Newsletter, area publications, the Westford Recycling webpage, WestfordCAT, the Westford Recycling Facebook page, and local signage boards.

Member and Volunteer Updates

In addition to our Commission members, we want to recognize our other involved volunteers, some of whom regularly attend our monthly meetings and all of whom make significant contributions.

- Kristina Greene, founder of The Greening of Westford, maintains the WRC Facebook page, manages MA DEP reporting, and secures grant funding, as detailed above.
- Nicole Feliciano of the Highway Department continues to manage orders of the Earth Machine composters, which are stored at the garage.
- Rubal Verma continues to support the WRC by staffing collection events and other needed support.
- Barbara Theriault, a former WRC member, and her husband Ray continue to help with public relations, event signage around town, and updates on legislation currently in the Massachusetts Legislature.
- Sharon Chew provides assistance for the town’s composting efforts in the schools.
- Gerry DiBello reviews and updates the “A to Z Guide” section of our website.
- Sue Thomas attends WRC meetings as a liaison from the Westford Clean Energy and Sustainability Committee and as part of her role as Sustainability Coordinator.
- Ellen Harde distributes recycling totes and serves as WRC historian emeritus, consulting whenever we need her.



RECYCLING COMMISSION – CONTINUED

Key Financial Information

Recycling Commission Revolving Fund

Balance July 1, 2022			\$22,631
	Income	Expenses	
64-gallon totes	\$6,625	(\$5,946)	
Earth Machine composters	2,100	(5,027)	
NE Clothes Recycling payments	1,800	–	
Household hazardous waste	4,200	(4200)	
Brush chipping	300	–	
Waste Oil	100	–	
Totals	\$15,125	(\$15,173)	
Balance June 30, 2023			\$22,583

State Recycling Grant Account

Balance July 1, 2022			\$2,412
	Income	Expenses	
RDP Grant	\$13,000	–	
Recycling Rates subscription	–	(50)	
Totals	\$13,000	(50)	
Balance June 30, 2023			\$15,362

Webpage: westfordma.gov/408

Facebook page: facebook.com/WestfordRecyclingCommission

SCHOLARSHIP AND GRANT COMMITTEE

The Westford Scholarship and Grant Committee is a town committee composed of town residents and a representative from Westford Public Schools. The committee oversees scholarships for students at Westford Academy as well as Nashoba Valley Technical High School. Donations are received from residents through the town's online payment system or by completing the donation form on the back of residents' property tax form.

This year, the Committee awarded 10 \$1,000 scholarships to deserving members of the Class of 2023 from Westford Academy and Nashoba Valley Technical High School. Prior to this year, the last scholarship was awarded in 2016.

Webpage: westfordma.gov/764

Kristi Bates
Chair

Andrea Mejia
*Westford Public Schools
Representative*

Brock Moses
Seema Pusalkar

SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

The mission of Nashoba Valley Technical High School is to provide the highest quality academic and technical education possible to prepare our students for college and career paths leading to success in an ever-changing technological world. The school strives to promote citizenship through a safe and inclusive atmosphere encouraging a diverse population of students to become positive and productive members of the community.

Alicia Mallon
School Committee member
Westford

Abbie Mathew
School Committee alternate
Westford



Serving the towns of Ayer, Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend, and Westford

Dr. Denise Pigeon	Superintendent
Mr. Jeremy Slotnick	Principal
Ms. Michelle Shepard	Business Manager

Nashoba Valley Technical High School is a regional technical high school established in 1969 to serve students grades 9-12. It also provides post-graduate programs for those between the ages of 18 and 25 in all career areas on a space-available basis. Nashoba has earned an impressive reputation for producing community leaders as well as providing a vast amount of community projects for our district towns. Nashoba Valley Technical High School offers career preparation in 20 technical programs.

Accreditation: New England Association of Schools and Colleges

The Learning Schedule

Three 12-week trimesters consisting of eight 45-minute periods are set in a four block schedule, five days per week. The school schedule alternates one week of academic classes with a week in a career-technical area for grades 9 through 12.

The Year in Review

The core mission of a vocational-technical school is to offer practical training for skills-based careers and impart to its students knowledge and skills that will be valuable for securing and having success in future employment. To achieve this goal, Nashoba Valley Technical High School must constantly look to the future to determine the necessary skills that will be valued in an economy yet to come. Since Nashoba Valley Technical High

SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL – CONTINUED

School opened its doors in September 1969, in-demand skills have changed along with career pathways and technology. Nashoba Tech’s history is one of near-constant adaptation, not just to keep pace with a rapidly changing world but to anticipate those changes and keep learning relevant. These changes have come about both in the technical programs that Nashoba offers and in the facilities and equipment of the building. Nashoba Tech’s enrollment continues to grow with the need for skilled labor for in-demand trades.

Workforce Skills Capital Grant Projects

Since 2016, Nashoba Tech has been the honored recipient of a total of \$8,575,000 in competitive state grant funds from the Workforce Skills Capital Program. This has allowed us to continue to provide the most advanced technical education possible to our students, meeting the standards set by industry partners. The following programs have been renovated and received updated equipment as a result of these funds: Advanced Manufacturing, Engineering/Robotics, Health and Dental Assisting, Culinary/Hospitality, Plumbing, Cosmetology, Electrical/Veterinary Science, and Programming and Web Development.

Fiscal year	Program	Amount	Plan
2016	Advanced Manufacturing	\$500,000	Program renovation and equipment update
2017	Engineering/Robotics	\$500,000	Program renovation and equipment update
2019	Health/Dental Assisting	\$500,000	Program renovation and equipment update
2020	Culinary/Hospitality	\$125,000	Equipment replacement
2022	Plumbing	\$250,000	Program renovation and equipment update
2023	Cosmetology	\$500,000	Salon renovation and equipment update
2024	Electrical/Veterinary Science	\$2,500,000	Program renovation and equipment update, will also allow expansion of the physical space of both programs, building to address student enrollment trends
2024/2025	Engineering/Robotics/ Programming and Web/ Advanced Manufacturing	\$3,750,000	Building addition and equipment update, will allow creation of a “Manufacturing Production Center” addressing the growing needs of the manufacturing industry, a primary employer in our area

Technical Program Enrollment

The Nashoba Tech district, following our mission, continues to offer cost-effective high-quality Chapter 74 technical education programs to its member district towns. Below is an overview of student enrollment trends by technical program.

SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL – CONTINUED

Technical Program Enrollment (All Students)	% of students
<u>Construction and Transportation Cluster</u> Automotive Collision Repair, Automotive Technology, Carpentry, Electrical Technology, and Plumbing Technology	41%
<u>Health and Services Cluster</u> Cosmetology, Culinary Arts, Hospitality Management, Marketing, Early Childhood Education, Health Assisting, Dental Assisting, and Veterinary Assisting	31%
<u>Arts and Technology Cluster</u> Programming and Web Development, Television and Media Production, Design and Visual Communications, Advanced Manufacturing, Engineering Technology, Robotics, and Biotechnology	28%

Special Academic Programs

Advanced Placement, Honors, and College Preparatory courses are available in all core subjects. Foreign language, music, theatre art, and additional elective courses are offered for all four years to all interested students.

Dual Enrollment

The Dual Enrollment program is a state-sponsored program that allows eligible Nashoba Tech students the opportunity to enroll in courses at a local college while they are still in high school. The Dual Enrollment Program is available to any junior or senior who meets the criteria adopted by both the state and the school district. Juniors who are eligible and recommended by teachers/administration may elect to enter the Dual Enrollment Program and take courses during their junior and senior years at a two- or four-year public college or private institutions in Massachusetts or New Hampshire. The program allows a student to attend Middlesex Community College, Mt. Wachusett Community College, University of Massachusetts Lowell, or Fitchburg State University on a full-time basis, while still enrolled at Nashoba as a high school student. Credit for the courses applies to both the high school and college transcripts. Upon completion, students receive their high school diploma from Nashoba and one or two years of college credit.

Many Nashoba students in recent years have graduated with an associate’s degree from a college and their high school diploma at the same time. Also, talented students in individual study programs are directed to their area of excellence. Many of our students are accepted at such distinguished institutions as MIT, Ithaca College, Emerson College, Boston University, and the University of Massachusetts, among others.

Early College

In January 2019, Nashoba became the first vocational school to be awarded the Early College designation from the MA Department of Elementary and Secondary Education. Students can apply to participate in the Early College at Nashoba program beginning in their junior year. This program allows students to remain at Nashoba Tech, enroll in “concurrent” enrollment classes at Nashoba Tech, and earn credit at both Nashoba and Middlesex Community College. Students are expected to complete 12 or more credits

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NASHOBA VALLEY TECHNICAL HIGH SCHOOL –CONTINUED

between their junior and senior year. These credits are offered at no cost to the student or their families.

Additionally, beginning with the class of 2022, students enter the program with one credit earned for Career Exploration. This course is taken by all students in grade 9 when they participate in their required Freshmen Exploratory of all of Nashoba’s technical programs. In future years, all students will earn one credit apiece for a First Year Seminar and a Service Learning course, both of which are currently in development. Early College at Nashoba students have all the resources of Middlesex Community College available to them. They become college students with access to libraries, technology centers, and support services available at the college. Nashoba’s teachers work with a mentor from Middlesex to design the course and to help students get the most benefit from this unique experience.

Community Service Projects

Nashoba is unique in its approach to community service and its relationship to its district towns. Students and their instructors travel to various sites within our district to work on community service projects that have been approved and selected for their benefit to the community and the learning of our students. The students perform all necessary work for the district towns to complete their requested project. The Community Service Program educates students in a real-world setting and allows the towns the benefit of observing Nashoba students at work, creating a lasting tribute to their efforts, and having a major project completed without over-expending limited town resources for capital improvement.

Student Activities

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in 16 high school sports, with equal opportunities for both male and female students. Next year we hope to add tennis and crew as new team sports. Other extracurricular activities include Student Council, National Honor Society, Music Honor Society, Yearbook, Kick-Off Mentors, Students Against Destructive Decisions (SADD), Skills USA, Student Leadership, Peer Mediation, Chorus, Drama, and many special interest clubs. No user fees are imposed on any school-sponsored sport, club, or activity.

Continuing and Community Education

Nashoba Tech’s Continuing Community Education Program offers many late afternoon and evening classes to our community, such as Electrical, Advanced Manufacturing, and Driver’s Education. Additional information can be found on the Nashoba Tech website.

100 Littleton Road, Westford, MA 01886

978-692-4711

nashobatech.net



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SCHOOL COMMITTEE

In the May 2, 2023 election, Bill McDonald joined and Valery Young was re-elected to the committee. After six years on the committee, including one as chair, Gloria Miller did not seek re-election.

A common thread throughout this year was the creation of a new Strategic District Improvement Plan (SDIP). The previous iteration had been out of date by a number of years, so it was exciting to create a guiding document that would coalesce all stakeholder visions for the district. To kick off this work, Superintendent Chris Chew organized an Advisory Group with staff and family representatives. This group met during the summer of 2022 to help narrow in on three overarching focus areas: ensuring equity, promoting social emotional wellbeing, and increasing sustainability. The district leadership then further defined the input into four strategic objectives:

1. infuse our equity work into our curriculum and instruction – the heart of what we do
2. assess our organizational structures to ensure equitable learning environments for all of our students
3. prioritize mental health and wellness for all of our students and staff by exploring strategies to minimize academic and/or social emotional “pressure valves” that negatively impact performance
4. collaborate with our town partners to support goals outlined in Westford’s Climate Roadmap authored by the Clean Energy and Sustainability Committee

After soliciting feedback from School Advisory Councils and a community forum, the full SDIP with 15 initiatives, an updated mission and vision, and a district-wide set of core values was approved by the School Committee on March 13, 2023. Please find the full document on the Westford Public Schools’ website at:

westfordk12.us/sites/g/files/vyhlf15181/f/uploads/wps_sdip_2023-2026_1.pdf

At the prompting of the School Committee, a new student group was formed this year to fulfill the intention of Mass General Laws 71:388M and Policy P5406. This group, the Student Advisory Committee, must include two Westford Academy seniors, one junior, one sophomore, and one freshman, elected by their peers, and will serve as a channel for the expression of students’ perspectives, ideas, and opinions. The elected chair of this group joined the student representative from the Westford Academy Student Council to attend School Committee meetings as a non-voting member.

Another effort of committee members was to successfully advocate the Select Board to direct American Rescue Plan Act funding towards two school requests. One was to supplement the district transportation budget due to the vendor’s inflationary fuel escalation clause and an additional bus to accommodate the unexpected and sudden closure of the Beaver Brook Bridge. A second request was to supplement the social, emotional, and equity work within the district with a comprehensive set of programs. These included a district-wide equity audit, a pilot for implementing restorative circles at both middle schools, an anxiety support group for upper elementary students, a renewed commitment to the Challenge Success program, leadership training in the practice of collaborative and

Chris Sanders
Chair

Valery Young
Vice-Chair

Kathryn Clear
Secretary

Marisol Garcia
Sean Kelly
Bill McDonald
Mingquan Zheng

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SCHOOL COMMITTEE – CONTINUED

proactive solutions, as well as the purchases of trauma-sensitive classroom materials and calming kits for elementary classrooms.

Committee members also supported the Master Plan Feasibility Study that the district underwent by having two members help interview, vet the request-for-quote (RFQ) packages, and select the design firm SMMA as the finalist. This study, funded at March 2022 Town Meeting, was pursued to understand the conditions of school buildings, the future location of the administrative offices, and the balancing or configuration of the elementary population. Members Sanders and Young regularly joined update meetings with the team and were even welcomed alongside SMMA engineers during comprehensive building assessments. A community-wide listening session was held in March to collect feedback from stakeholders and capture reactions to a potential grade-level reconfiguration. Student leaders from Westford Academy also met with the middle school student councils to gather their input on the current district configuration and transitions.

One result of this study was a 10-year enrollment projection showing the gradual decline of the last several years has leveled off to a near-steady population for the next decade. Another output was the submission of a statement of interest to the Massachusetts School Building Authority (MSBA) proposing the Robinson Elementary School as a project. Robinson currently has the original HVAC, electric, and plumbing from when it was built in 1969 as well as an open concept floor plan that is now considered obsolete in educational environments. We will find out if we are invited into the eligibility period by January 2024.

Amidst these large-scale efforts, the business of the School Committee continued. The Policy Subcommittee created P6205, Public Virtual School Student Participation in Extracurricular Activities, and updated other policies, including the Evaluation of the Superintendent P2103, and Goals of the Superintendent P2102. The Finance Subcommittee began a year-long review of tuitions and fees to assess financial stability and confirm appropriate amounts. The Committee and administration partnered to create and approve a balanced budget that increased the substitute daily rate for a second year from \$90 to \$100 and responsibly adjusted staffing based on projected enrollment trends.

In our commitment to promote diversity, equity, and inclusion, the Committee took several notable measures. The first was to join with the Select Board to adopt an antisemitism proclamation which also included designations for Holocaust remembrance and education. In creating the FY 2024 school calendar, the Committee approved a no-school day for Eid al-Fitr. In addition, the Committee voted to support the town election ballot question on superseding Columbus Day with Indigenous Peoples' Day.

For this year, the School Committee had representation on the following WPS groups:

- WPS Diversity, Equity, and Inclusion Team
- Special Education Parent Advisory Council
- English Learner Parent Advisory Council
- Strategic District Improvement Plan Advisory Group
- Calendar Committee
- Feasibility Study Working Group
- Collective Bargaining and Stipends Team
- Nabnasset Elementary School Principal Search Committee
- Director of Special Education and Social Emotional Learning Search Committee

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SCHOOL COMMITTEE – CONTINUED

Finally, the School Committee members served as members on (or liaisons to) several town-wide committees:

- Town Diversity, Equity, and Inclusion Committee
- Capital Planning Committee
- Town Manager Search Committee
- WestfordCAT Board
- Pedestrian Safety Committee
- Budget Task Force
- MBTA Communities Multi-Family Housing Advisory Committee

Meetings of the Westford School Committee are open to the public and are generally held every other Monday evening during the school year, with a 7 p.m. start time. You can find a detailed meeting schedule, along with instructions for accessing meeting agendas and meeting packets, at westfordk12.us/district/school-committee/pages/meetings-minutes.

Webpage: westfordk12.us/district/school-committee

Email: school-committee@westfordma.gov

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SUPERINTENDENT OF SCHOOLS

Westford Public Schools continue to be rated as one of the very best school systems in Massachusetts. Feedback from families moving into town consistently includes their desire to be able to enroll their children in our wonderful public schools. We are proud of this reputation and recognize that it is the result of the positive relationships our outstanding staff creates to engage all of our students along with the successful partnership and support provided by the town as a whole.

Christopher Chew, Ed.D.
Superintendent of Schools

For the first time in many years, we were able to kick off the 2022-2023 school year with the entire staff gathering in the Performing Arts Center at Westford Academy for our opening day district-wide meeting. Members of the WA Marching Band and Color Guard surprised everyone with a wonderful special preview selection of their half-time show. This school year also started with two professional development days for staff prior to the students first official day. Typically, one of the days has been scheduled later during the school year, but with the implementation of a new student information system this year it was critical to get everyone access and training before school started.

A major focus for the district-wide leadership team this year was carrying on the previous work started with Dr. Kalise Wornum around cultural proficiency. We are putting it in action to best support our equity priorities by building the leadership capacity in understanding Universal Design for Learning (UDL). Dr. Mirko Chardin, co-author of *Equity by Design*, led our team in a year-long process of exploring best practices for utilizing UDL across content areas as the foundation of removing barriers for all learners to access the curriculum. This multi-year focus will help to solidify consistent implementation of UDL principles district-wide as it continues to expand over the next five years. Part of those efforts included establishing an intentional equity lens in the heart of what we do as a school district: teaching and learning. Following some reorganization due to staff departures at the central office, we adjusted the title for our curriculum and instruction leader and welcomed Ms. Magaly Rodriguez Ronan as our new Director of Equity, Curriculum and Instruction.

Early in the fall, the district engaged with the design firm SMMA to conduct a Master Plan feasibility study to assess all of our facilities and space utilization. The study resulted in specific recommendations for each of our buildings in the final report. Those recommendations are being reviewed and prioritized in order to develop our next WPS 10-year Master Plan. One of the early outcomes was the significant amount of data that allowed us to submit a Statement of Interest to the Massachusetts School Building Authority (MSBA) for consideration for their future support in addressing concerns identified at the Robinson School.

Additionally, we developed the next WPS Strategic District Improvement Plan (SDIP). Multiple stakeholder meetings took place starting in the summer of 2022 and continued throughout the year in order to gather feedback and input on the developing focus areas and initiatives. This plan will guide the work of the district through FY 2026. The plan was approved by the School Committee in the spring of 2023 and informed the development of all the individual annual School Improvement Plans for FY 2024. All of these plans will be rolled out during the 2023-2024 school year as we work on the Year 1 goals.

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SUPERINTENDENT OF SCHOOLS – CONTINUED

The 2022-2023 school year saw our first cohort of kindergarten students supported by tuition-free full-day programming. It had been a long-time vision of the district and we were able to realize this goal by utilizing federal grants from Elementary and Secondary School Emergency Relief (ESSER) III as a foundational support and developing a multiyear fiscal plan to identify the long-term funding in our operational budget.

Although the enrollment changes slightly throughout any given school year based on students moving in or out of the district, our official enrollment count is determined by the Department of Elementary and Secondary Education (DESE) in the fall of each year. Westford Public Schools reported the official FY 2023 enrollment number of 4,716 students on October 1, 2022.

School Department website: westfordk12.us

Directory

Office of the Superintendent of Schools	978-692-5560
Christopher Chew, Superintendent <i>Nina Mangan, Administrative Assistant to the Superintendent</i>	X2103 X2102
Kerry Clery, Assistant Superintendent <i>Sandra Abramo, Administrative Assistant to the Assistant Superintendent</i>	X2105 X2104
Jenny Lin, Director of School Finance	X2106
Courtney Moran, Director of Pupil Services <i>Zoe Daniels & Jessica Staskiewicz, Administrative Assistants</i>	X2112 X2111/2113
Magaly Rodriguez Ronan, Director of Equity, Curriculum and Instruction	X2141
Colleen Wallace, Director of Food Services <i>Tracy Razzaboni & Kathy Thompson, Administrative Assistants</i>	X2109 X2110
Jeff Goodwin, Director of Town & School Facilities <i>Jacqueline Studley, Administrative Assistant</i>	X2435 X2438
Betsy Hall, Human Resource Generalist <i>Veronica Rodriguez, Administrative Assistant</i>	X2138 X2142

School Building Administrators

James Antonelli, Principal <i>Betsy Murphy, Dan Twomey & Bob Ware</i>	Westford Academy <i>Deans</i>	978-692-5570
Allison Hammer, Principal <i>Richard McElhinney</i>	Stony Brook <i>Assistant Principal</i>	978-692-2708
Tim Hislop, Principal <i>Patricia Demins</i>	Blanchard Middle School <i>Assistant Principal</i>	978-692-5582
ChrisLouis Sardella, Principal <i>Chrissy Michaud</i>	Norman E. Day School (3-5) <i>Assistant Principal</i>	978-692-5591
Melissa Boylan, Principal <i>Heather Newman</i>	Rita Miller School (K-2) <i>Assistant Principal</i>	978-392-4476
Pete Myerson, Principal <i>Melissa Richards</i>	Abbot School (3-5) <i>Assistant Principal</i>	978-692-5582
Susan DuBois, Principal <i>Carolyn Jerzylo</i>	Nabnasset School (K-2) <i>Assistant Principal</i>	978-692-5583

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WESTFORD PUBLIC SCHOOLS
SUPERINTENDENT OF SCHOOLS – CONTINUED

Sharon Kennelly, Principal <i>Jennifer Hutchinson</i>	Crisafulli School (3-5) <i>Assistant Principal</i>	978-392-4483
Kevin LaCoste, Principal <i>Scott Middlemiss</i>	Robinson School (K-2) <i>Assistant Principal</i>	978-692-5586

Enrollment
As of 10/1/2022

	NAB	ROB	MLR	ABB	DAY	CRIS	STBRK	BMS	WA	TOTAL
Pre-Sch	31	30	43							104
K	100	104	80							284
1	101	107	94							301
2	135	100	90							326
3				116	102	101				319
4				118	103	118				339
5				126	119	115				360
6							166	178		346
7							232	182		417
8							214	183		393
9									353	353
10									373	373
11									377	377
12									423	423
Ungraded									2	2
TOTALS	367	341	307	360	324	334	612	543	1528	4716

- MLN Millennium School
- NAB Nabnasset School
- ROB Col. John Robinson School
- MLR Rita Edwards Miller School
- ABB Abbot School
- DAY Norman E. Day School
- CRIS John A. Crisafulli School
- STBRK Stony Brook Middle School
- BMS Lloyd G. Blanchard Middle School
- WA Westford Academy

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SCHOOL HEALTH SERVICES

The vision of the National Association of School Nurses (NASN) is that all students are healthy, safe, and ready to learn. The NASN mission is to optimize student health learning by advancing the practice of school nursing. School nursing practice, built upon these ethical foundations, is grounded in the NASN core values of child well-being; diversity, equity, and inclusion; excellence; innovation; integrity; leadership; and scholarship (NASN 2020). The school nurses conduct yearly vision, hearing, height, and weight screenings.

Joan Mitchell, B.S., R.N., M.Ed.
Director of School Nurses

Health Screenings Conducted

Vision: 2,799
Hearing: 2,019
BMI: 1,391
Oral Health (Health Department): 302

SBIRT

Screening, Brief Intervention, and Referral to Treatment (SBIRT) is a comprehensive, integrated public health approach to the delivery of early intervention and treatment services for persons with substance use disorders, as well as those who are at risk of developing these disorders.

Westford Academy: 340 students screened
20 students unavailable for screening
10 students opted out

Middle School: 338 students screened
0 opted out

School-based and community collaboration enable staff and students to be healthy and safe.

Website: westfordpshealthservices.weebly.com/

SCHOOLS

WESTFORD PUBLIC SCHOOLS

STUDENT SUPPORT SERVICES

Westford Public Schools offers a range of student support services. Westford is fortunate to attract dedicated teachers and therapists who continuously strive to improve practices in educating diverse learners.

Courtney L. Moran
Director of Pupil Services

According to data submitted to the Massachusetts Department of Elementary and Secondary Education’s (DESE) Student Information Management System (SIMS), Westford reported 899 students with disabilities in June 2023. This number of students represents a moment in time, as students are continuously evaluated throughout the year for both eligibility and placement. SIMS data is captured in October, March, and June of each fiscal year. Of the 899 students, 60 were placed in private special education day schools, collaborative classrooms, or residential school placements.

Reflecting on these numbers, it is notable that Westford saw an increase in eligible students by 45. Four of those students impacted the out-of-district count, while the remaining numbers impacted in-district programming. Westford continues to provide a continuum of services focusing on inclusivity at each grade level. By responsibly including students with peers, their academic, behavior, and social development is fostered. Depending on eligibility criteria, students may receive a variety of services, including specialized instruction, behavior management, speech and language therapy, occupational therapy, physical therapy, social skills, specialized vision and hearing training, assistive technology, and adaptive physical education.

Much to the surprise of Westford Public Schools, along with all other districts in the Commonwealth, the state’s Operational Services Division (OSD) approved a 14% increase in out-of-district tuition costs. As required by statute, the OSD notified the Secretary of the Executive Office for Administration and Finance and each superintendent of their analysis, which resulted in the increase.

Looking ahead to 2023-24, the Department of Student Services will begin training for the 2024-25 roll-out of DESE’s new Individualized Education Programs (IEP). This initiative will include, but not be limited to partnership with DESE, independent contracting, and a train-the-trainer model.

Funding Source	Federal/ State	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Grant 262	Federal	\$20,262	\$20,473	\$20,692	\$22,228	\$22,978
Grant 274	State		26,840			
Grant 240	Federal	979,977	1,012,066	1,012,066	1,045,208	1,115,460
Grant 298	State		3,230			
Grant 252	Federal			244,750		
Grant 264	Federal			21,777		

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GRADES PRE-K-5 ELEMENTARY SCHOOLS

We were happy to welcome back our students at the beginning of the 2022-2023 school year. The buildings were filled with positive energy and a sense of community as we anticipated a new year together.

We continued to address the social emotional needs of our students and staff at each elementary school by utilizing the Panorama Platform to collect data on the social emotional needs of our students. The data was used to inform instruction and to provide support and coping strategies for our students. We also continued to build relationships with our shared Adjustment Counselors as they worked collaboratively with our Counseling Departments and staff to continue to enhance social emotional learning within all grade levels. The staff worked together to provide classroom lessons, lunch bunches, small group instruction, and one-to-one student support. The shared guidance staff makes for a positive transition as the students advance to their sister schools and allows for great collaboration within our buildings.

The Leadership Team continued to focus on diversity, equity, and inclusion by attending professional development sessions focusing on Universal Design for Learning, Equity, and Belonging. The sessions were led by Mirko Chardin, the Chief Equity and Inclusion Officer of Novak Education. The Leadership Team participated in small group discussions and activities to learn how to weave Universal Design for Learning further into the WPS Curriculum to continue with “Creating a Sense of Belonging.”

In March, the K-5 schools celebrated Neurodiversity Week to continue promoting diversity, inclusion, and acceptance. Throughout the week staff and students participated in a variety of daily activities such as watching the video titled [What is Neurodiversity: A Video for Children](#), learning about famous people who are neurodiverse, joining an interactive read-aloud on the book [Some Brains](#) by Nellie Thomas, and discussing the slideshow presentation titled *The Many Different Pieces of Me* focused on beliefs, culture, skin color, and abilities. These resources’ diverse activities highlighted that we all learn in our own way, which makes each one of us unique and special. We look forward to joining the worldwide celebration in March 2024.

As a staff we celebrated grade 5 students as they prepared to move on to the Blanchard and Stony Brook Middle Schools. The fifth grade students attended two fun-filled adventure days at East Boston Camps, featuring interactive games and activities and an enrichment program by “Johnny the K.” At the close of the school year, each school celebrated their fifth grade classes with end-of-year ceremonies.

The school teams also planned transition activities for second grade students moving on to the grade 3-5 sister schools. The students participated in a “move-up” day to tour the buildings and asked questions as they prepared to move on to a new school.

The grade 3-5 schools continued to implement the online iReady Math Diagnostic Assessment. The teachers had ongoing professional development during professional

Pete Myerson
Abbot School Principal

Sharon Kennelly
Crisafulli School Principal

Chris Louis Sardella
Day School Principal

Melissa Boylan
Miller School Principal

Susan DuBois
Nabnasset School Principal

Kevin LaCoste
Robinson School Principal

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GRADES PRE-K-5 ELEMENTARY SCHOOLS—CONTINUED

development days to continue to learn how to use the various reports and data to inform their instruction. It is an adaptive assessment that adjusts its questions based on students' performance. The results provide actionable data that give teachers a foundational understanding of students' strengths and areas of need, making it easier to determine next steps for instruction. In addition, the grade 3-5 teachers participated in curriculum meetings focusing on Equitable Access to Rigorous Math led by our STEM Curriculum Coordinators. The staff had the opportunity to review data, learn about math agency, and participate in interactive lessons that could be implemented in their classrooms.

Kindergarten through second grade staff spent time learning about the Science of Reading and new teaching practices related to this new research. Teachers increased their use of decodable texts and phonics instruction and applied the University of Florida Literacy Institute (UFLI) foundations toolbox to their literacy lessons. Our kindergarten and first grade teachers continued to use the Heggerty program, which has had a positive impact on phonemic awareness. A sampling of teachers piloted two different curriculums to help the district decide on next steps. In Math, I-Ready math diagnostic assessment continued to be utilized. This data supported teachers' math instruction in their small groups.

Literacy Pilot

A voluntary group of teachers in grades 3-5 across the district piloted the first unit in one of two core literacy programs: Wit and Wisdom (published by Great Minds) and EL Education K-5 Language Arts (published by Open Up Resources). The district considered the following for both programs:

- Equity of access: All students have access to grade appropriate assignments.
- Quality of texts: Highly rated curricular materials serve up a steady diet of texts that are grade-appropriate, relevant, diverse, and worthy of students' attention.
- Use of evidence-based practices: Highly rated curricular materials affect teachers' use of more evidence-based instructional practices.

Both programs offer grade-level text complexity, focus on diverse perspectives and real world issues, are supported by research on the science of reading, have built in formative assessments and support for English language learners, and build content knowledge through reading, writing, speaking, and listening.

The 2023-2024 timeline for the pilots included:

- Launch professional development with publishers (early March 2023).
- Start date: start teaching both programs (March 13).
- Check-in Q and A one-hour session with publishers (March 22, April 14).
- Whole group midway check-in with Curriculum Coordinators (April 27).
- Site visits: Clinton, Tewksbury, North Middlesex (early-mid May).
- Final whole group meeting with Curriculum Coordinators (May 24).

Based on the feedback from teachers along with researching deeply into the programs and speaking to other districts making similar decisions, the district decided to adopt EL Education K-5 Language Arts. Training will happen during the August 2023 professional development day.

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GRADES 6-8 MIDDLE SCHOOLS

Westford Public Schools includes two of the top performing middle schools in the state of Massachusetts. Designed to support the unique needs of young adolescents, the Blanchard and Stony Brook schools provide a rich educational experience to students in grades six, seven, and eight. Consistent with best practices in middle school, students are placed on interdisciplinary teams to create smaller communities where students are well known by multiple adults. Educator collaboration is at the heart of the Westford middle school model, as teachers meet regularly to plan instruction and team activities to build spirit and community.

Timothy Hislop
Blanchard Principal

Allison Hammer
Stony Brook Principal

English language arts, mathematics, science, and social studies instruction is aligned to the Massachusetts Curriculum Frameworks. The academic curriculum is enhanced by a variety of world languages and integrated arts courses that support the whole child. French, German, Latin, and Spanish are offered at all grade levels, as well as Reading and English Language Development for English Learners. The program of studies also includes health and physical education, visual and performing arts, and STEM (Science, Technology, Engineering, and Mathematics). Opportunities to participate in ensemble groups including band, orchestra, and chorus are also built into the schedule. Supports such as reading and math intervention and academic coaching are available to any individual student in need of additional assistance with academics. During a daily advisory block, students are able to meet with teachers individually and in small groups, access school resources such as the library and counseling department, collaborate on projects, and participate in team activities.

Partnership between school and home is emphasized at both schools. Multiple means of communication are utilized to encourage family engagement in learning. The principals send weekly school newsletters via email. In addition to annual parent conference and curriculum nights, teaching teams and counselors designate time for weekly parent meetings. The Parent Teacher Organizations at Blanchard and Stony Brook are recognized under the Westford Elementary Parent Teacher Organization.

The teachers and administration at the Blanchard and Stony Brook schools work closely with 6-12 Curriculum Coordinators to promote consistency in the learning experiences offered to all middle school students in Westford. Collaboration during professional development days as well as at monthly faculty and curriculum meetings also focused on common themes of Universal Design for Learning and Diversity, Equity, Inclusion, and Belonging.

Lloyd G. Blanchard Middle School

The mission of the Lloyd G. Blanchard Middle School is to empower the whole child to achieve academic and personal success through a team approach. The Blanchard School Improvement Plan is aligned to this mission and guides efforts to continuously improve teaching and student learning. The goals for the 2022–2023 school year focused on three primary areas: Equitable Student Outcomes, Sense of Belonging, and Social, Emotional, and Academic Engagement.

The Blanchard School Advisory Council was co-chaired by principal Tim Hislop and parent representative Lynn Lamburn. David Lundgren also served as a parent member. Beenu Gupta and Jennifer Lawton served as teacher representatives, and Sandra Habe continued as community member.

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WESTFORD PUBLIC SCHOOLS

GRADES 6-8 MIDDLE SCHOOLS—CONTINUED

A variety of academic and exploratory activities promoted Blanchard's core values of Respect, Opportunity, Cooperation, Kindness, and Service. Student-driven projects benefited local organizations and charities such as For the Love of Erika, St. Jude Children's Research Hospital, and The Wish Project. Blanchard eighth graders and Westford's Ambassadors to Project 351 Madhurika Sivakumr and Allison Lu coordinated the school's participation in Cradles to Crayons. A World of Difference peer mentors continued to lead school-wide anti-bias activities and trainings. A cyberbullying presentation from the Westford Police Department also reinforced the school's commitment to student safety. Finally, the Blanchard Honored Citizens program recognized students for positive contributions to their classrooms, teams, and school in special assemblies over the course of the year.

Extracurricular activities, athletics, and musical ensembles were an integral part of students' social, emotional, and academic growth. Twenty-three clubs were offered, including Student Council, Dungeons and Dragons, Pride Alliance, Outdoor Adventure, and a competitive math team. Blanchard Theatre Arts performed *Crazy for You* in the fall and produced *To Date or Not To Date* in the spring. Band, orchestra, and choral students performed in concerts and town events such as the Apple Blossom Festival, and several Blanchard ensemble students were selected to perform at the highly competitive Eastern District Music Festival.

The Blanchard Parent Teacher Organization led a successful Booster Bash fundraiser that supported several enrichment programs tied to the curriculum in each grade level. Students enjoyed Fun with Pyramids and Pharaohs, Mythmasters, Boston Theatre Company's *A Midsummer Night's Dream*, New Inca Son, and a visit from author Jack Gantos. The PTO also hosted teacher appreciation events throughout the year and donated tables and umbrellas to expand the student outdoor dining area.

Blanchard had its seventh annual Middle School Completion and Achievement Ceremony. Embracing multiple forms of success, the program also featured recognitions for outstanding achievement, effort, leadership, and community involvement.

Stony Brook Middle School

At the Stony Brook School our goals are to support students' academic and personal growth and to build a strong sense of community where all feel and are welcome. Our School Improvement Plan is aligned to Westford's Strategic District Improvement Plan. The goals for the 2022-2023 school year were focused on Equitable Student Outcomes, Sense of Belonging, and Social, Emotional, and Academic Engagement.

The Stony Brook School Advisory Council was co-chaired by Allison Hammer, principal, and parent representative, Seema Pusalkar. Parent membership included Thomas Hinkle, Ramya Soman, and Karen Wiczynski, and our community representative was Jean Forrester. Michele Dulczewski, Mary Larkin, Helene Orvoen, and Mindy Schnare served as the teacher representatives.

The Stony Brook community continued to promote our PRIDE core values of perseverance, respect, inclusivity, dedication, and empathy through a variety of enrichment and student-led activities. Students and families supported One Warm Coat with a coat drive, For the Love of Erika with a toy drive, and Westford Food Pantry with a food drive. Our students participated in our annual cookout, the fall and spring Panthermonium Games, several Anti-Defamation League anti-bias lessons, and a visit from School Resource Officer Anthony Bernadin to talk

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WESTFORD PUBLIC SCHOOLS

GRADES 6-8 MIDDLE SCHOOLS—CONTINUED

about cyber-safety. Our 8th graders showcased their Civics Action Projects, Plastic Solutions presentations, and Climate Change exhibits. Our 7th graders participated in Barter Day, a Math Carnival, and the Greek Olympics. Our 6th graders had a visit from a WCVB meteorologist and participated in the Youth Artwork on Extreme Weather competition with two of our students winning and having their artwork displayed on Merrimack Valley Regional Transit Authority (MVRTA) buses. Our students participated in many spirit days to promote a sense of community and we held two student-organized school dances, which were very well attended.

The Stony Brook PTO continued to support our students and educators throughout the year. There were several Academic Enrichment Programs, such as *A Midsummer Night's Dream*, a visit from Jack Gantos, and Pyramids and Pharaohs. Several of our teachers benefited from the very successful mini-grant program which included grants for materials such as diverse novels, flexible seating, and tools for the archaeological dig. The PTO held several teacher appreciation events throughout the year, organized the 8th grade celebration dance and volleyball game in conjunction with Blanchard, and provided our 8th grade staff with yard games to support the 8th grade field day events.

At Stony Brook, the athletics, performing arts, and after-school club participation keeps our students engaged in many ways after the school day has ended. Our students continued to showcase their talents through band, chorus, and orchestra concerts in the fall and spring, as well as in two Stony Brook Theater Arts productions, *Rock of Ages* and *Badger*. Students participated in a variety of after-school athletics, such as volleyball, track, basketball, and softball, and our after-school club offerings grew to more than 20 this year, with students participating in new clubs such as the Environmental Club, Student Leadership Council, PRIDE Club, Knitting/Crochet Club, and Rocketry Club.

Our 8th graders were recognized for their middle school achievements at our 8th Grade Awards Assembly in June. Students received awards for their effort and achievement in academics, leadership, and citizenship.

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WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY

James Antonelli
Principal

The school year started off very much as in the years prior to the pandemic. Students and all staff were able to choose whether to wear a mask or not. Most individuals chose not to wear a mask and to get back to “business as usual” at the high school. The faculty worked extremely hard to develop relationships with their students and to fill the gap that may have been missed in the education setting due to a very difficult three years. I commend the entire staff at Westford Academy for its amazing efforts. If it were not for a dedicated and talented faculty, our students may have fallen behind in the area of academics.

Westford Academy continues to be recognized as one of the top-performing high schools in Massachusetts. Niche, the online website, recently cited Westford Academy for receiving perfect marks in academics and college prep. It also received high marks for teachers, administration, sports and clubs, and activities. *Boston Magazine* ranked Westford Academy as one of the top 50 high schools in the state. Westford Academy also continues to be recognized by *U.S. News and World Report* as one of the best high schools. Ninety-eight percent of graduates attend two- or four-year colleges or universities and several students plan to enlist in the armed forces or to take a gap year.

Westford Academy students continue to perform very well on the statewide Massachusetts Comprehensive Assessment System (MCAS) tests, boasting high percentages of students who reach Proficient and Advanced status. Westford Academy also performs well on the SAT, ACT, and Advanced Placement assessments. In the 2022-2023 school year, hundreds of students participated in taking one or more Advanced Placement exams.

Westford Academy’s students, faculty, and parent community continued the journey to support the social and emotional needs of students at the high school. The pressures from everyday life continued to cause major levels of stress and anxiety for our students. Principals at every level continued to notice the increased anxiety and are taking steps to address this epidemic. The Challenge Success Program continued to be embraced by many in the Westford Public Schools community; however there is more work to do. Pressures regarding college acceptance are becoming more prevalent and the competition to be better than the next student is daunting. As a faculty and staff we are looking at a variety of factors that impact a student’s life and are implementing changes that can reduce stress while still building resiliency. Our professional development continued to focus on the social and emotional needs of our students and we have taken action to begin educating our parents about what it means to have a “well-balanced child.” This work will continue for years to come as we continue to see mounting pressures on students and families in the community of Westford.

Again this spring we hosted the Senior Capstone Experience. Our two advisors, Susan Lynch and Heidi Hider, continue to do an amazing job overseeing this program. Approximately 414 seniors took on the Senior Experience while approximately 10 other seniors participated in an in-house project. The experience was well received and appreciated by the seniors. Thank you to all of the advisors and the businesses and companies that invited a senior to be part of their organizations.

The Westford Academy Trustees continue to support graduating seniors by providing over \$120,000 in scholarships each spring. In addition to these scholarships, the Trustees

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WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY – CONTINUED

provide books for our National Honor Society graduating seniors, Academic Excellence awards at graduation, as well as class Most Worthy Representative Awards. We thank the Westford Academy Trustees for their continued support of Westford Academy.

Graduation took place on Saturday, June 3, 2023. It was postponed one day due to the potential for passing thunderstorms. At graduation 424 seniors received their diplomas and there was a crowd of over 3,000 spectators. Graduates and families appeared to enjoy the graduation even though the temperature shifted from very hot to cold on graduation day. The Class of 2023 held their heads high and persevered! We are all very proud of this class for having stayed the course and for never giving up!

Salutatorian 2023 – Charles Lin

School Counselor Brian Doherty said the following about his student, Charles Lin.

When I first came across Charles's name, it was his 9th grade, I believe around the mid-year, when looking at report cards, I thought to myself, “Who is this Charles Lin,” who is doing so well! Now, another part of the process of getting to know Charles is that he has an identical twin brother, Andrew, another talented student and individual. In fact, it took me some time to figure out who was who when they walked in my office during that first year (remember: it was 2020, COVID, everyone wearing masks, surely compounding my identification problem).

“Fast forward to today and giving this speech, I couldn’t be happier to speak on Charles’s behalf. Now, let’s get the “talented student” stuff out of the way first. Charles just simply has excelled in all areas of disciplines and subjects from STEM and business to languages and the humanities. Charles truly has an academic record that is impressive and one he should feel proud of. But Charles is more than just “an in class” performer. He has been active out of the classroom: DECA Officer where he has qualified for states, regional, national, and international competitions, volunteering last summer in Asheville, NC, mentoring and teaching kids the importance of financial literacy, Harvard Book Award recipient, and National Merit Finalist. Some really excellent accomplishments.

What stands out for me the most about Charles is his decency and character. In today's (sometimes) “me” world, with Charles, it is never about “him.” When compliments come his way, whether from teachers or peers, his response is always a humble one, he never looks for the spotlight (or seeks out the attention). In every instance (for me and my experience with Charles) whether in person or through an email, it is always an appreciation for helping him out, even a simple, “thank you Mr. Doherty for sending in my transcript” as an example. Charles is just a gracious, genuine, and humble young man and as such, along with his academic skills and talents, this is what has – and will – continue to contribute to his success. Charles, we all wish you the very best this fall at Carnegie Mellon University.

Valedictorian 2023 – Alison Chen

School Counselor Leah Binkrant said the following about her student, Alison Chen.

Did you know that the number eight turned horizontal becomes the infinity symbol? Well, Alison Chen, this year’s valedictorian, reminded me of this, changing how I saw something ordinary to something truly extraordinary. As I thought about

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WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY—CONTINUED

Alison, I realized that it is her smile and positivity that make her extraordinary. Sure, she has incredible academics, enrolling in the most rigorous classes and earning a 4.51 cumulative GPA. She was named a National Merit Finalist and earned multiple honors in the Scholastic Art and Writing Awards Competition over the last three years, while her extracurricular activities put her in a league of her own. To name just a few, she is an art director for an online magazine, cross country captain, and social media manager for Letters for Rose, an organization that aims to reduce loneliness among elders.

However, one of the most remarkable things about Alison is that she conquered every challenge with her contagious smile and positive attitude. One of her teachers described Alison as “always smiling and never complaining, ever...” Personally, I can maybe count on one hand the number of times I have seen Alison without a smile on her face. (She even smiled while walking out of her AP exams, something that cannot be said for all students.) A number of her teachers have also commented on Alison’s humble, joyful, and welcoming personality as one that brings the class together as a community.

While Alison has always been creative and loved her art classes, this was not the case with math. Prior to junior year, she enjoyed her math classes but didn’t really have interest in pursuing the subject further. However, she became inspired by her senior classmates in AP Calculus BC to take risks when solving especially difficult problems. She discovered how both math and art require creativity and rigor, making math less black and white, and more “colorful.” Through this new technicolor lens, Alison hopes to combine her passions for math and art in order to address real world problems in the future and continue to improve the lives of others.

As I close this speech, I want to bring us back to the number eight. While it has numerous interpretations, even being considered “magical” by some, in reality, it is just a finite number. However, the infinite opportunities you have in life is what is truly magical. I cannot wait to see all that you will accomplish at Brown University this fall. Congratulations!

2023 Most Worthy Representative Recipients

"The Most Worthy Representative Award is presented to a student who exemplifies the best in character, scholarship, and service to the school community. This student is distinguished not only by his or her participation in a myriad of activities but also by the level of commitment that is brought to each endeavor. Thank you for making Westford Academy a better place!"

Freshman Class of 2026: Srivas Arun and Madison Smith

Sophomore Class of 2025: Leah Bordenca and Erin Keefe

Junior Class of 2024: Rhythm Arora and Molly Harding

Senior Class of 2023: Emily Fu and Rory Li

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WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY – CONTINUED

Trustee Senior Excellence Awards

English: Emerson Stair
Social Studies: Rylan Chandler
Mathematics: Michelle Sotelo
Computer Science: Alvin Huang
Science: Charles Lin
Engineering: Liam Perreault
French: Manasi Deepak
German: Varun Kaushik
Latin: Alison Chen
Mandarin: Hannah Swanson
Spanish: Rory Li
Visual Art: Hana Usmani
Music: Jillian St. George
Theater Arts: Lauren Trethaway
Business Education: Rohita Krishnakumar
Physical Education: William Donovan
Health & Wellness: Ryan Bellemore

In closing, I would like to thank the community of Westford for the support over the past 16 years while I have served as the principal of Westford Academy. As a 1986 graduate of Westford Academy it was an honor and privilege to serve in this capacity at my high school. Westford Academy is such an amazing school, with a great reputation. Talented teachers, dedicated staff, and committed administrators have helped to keep Westford Academy as one of the best schools in Massachusetts. I was able to forge thousands of relationships throughout my career and it is bittersweet to say goodbye at this time. I know that the teachers, the support staff, and the administration will continue to work extremely hard to keep Westford Academy as one of the best high schools in the United States of America. Farewell, and thank you.

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WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY – CLASS OF 2023

Noah Bernard Ablove	Javier Enrique Caraccioli	Carson Daniel DiRuggiero
Aviral Agarwal	Penelope Anne Caviston-	Rachel Maria Dodos
Zaki Ali Ahsan	Nelson	Jonathan Reed Doherty
Mayha Zahra Ali	Lenox Julian Center	Cara Mary Dominici
Saketh Amaravai	Aria Lyn Chambers	Julia Alexandra Donescu
Abhisar Anand	Rylan Willis Chandler	Sean Fyler Donoghue
Ian Theodore Anderson	Hsu-Ho Chang	William Peter Donovan
Annabelle Jane Arnolds	Sanah Chatiwala	Camden Derham Douglas
Joseph Matthew Attardo	Krish Sandeep Chavan	Olivia Genevieve Dubay
Aditya Bains	Niharika Chawla	Mason Lauren Insley
Isabella Balatka	Alison Yikun Chen	Dufault
Muskan Bansal	Justin Chen	Courtney Patricia Dupre
Alexander Barreto	Veronica Ruan-an Cheng	Lindsay Blanchard Ely
Olivia Rose Baumert	Isaac Hanhee Cho	Olivia Collins Ely
Brian Louis Baumgart	Landon Christopher	Olivia Rose Emanuele
Joshua Aiden Bearfield	Chwalek	Hampton-Edward Kaku
Ryan Timothy Bellemore	Dante Rocco Cipriano	Ewiah
Yarden Ben-Hayon	Katherine Hannah Ciulla	Michael Robert Faia
Samuel Evan Bergeron	Lillian Rose Clark	Kyle Fan
Ezra Rose Berson	Mia Jacklyn Clark	Mathew Zhou-Song-Luc
Ashwin Bharadwaj	Isabelle Freeda Cohen	Fan
Unnati Madhu Bhat	Brendan Daniel Connell	Erik William Fannon
Gianna Nicolina Bjelajac	Keegan Delaney Connell	Kyla Marie Felicani
Erin Grace Blatt	Wesley Andrew Cooper	Francesc Naudeillo
Owen Alistair Boden	Julia Mae Craffey	Fernandez
Abigayle Jean Bogdahn	Catherine Ann Crane	Leighton Frederick Fischer
Isaac Calvin Bollen	William Benedict Crane	Justin Marshall Fitzgerald
Leah Blasi Bombardieri	Jonas James Crocker	Kevin Joseph Fitzgerald
Todd Joseph Bonica	Aedan Oreste Curtin	Audrey Elizabeth Fletcher
Samantha Dawn Borselli	Devin Robert Cuzziere	Vincent Kazimier Florek
Nathan Allen Bott	Brady Ward Cypret	Joshua Lynch Forty
Taylor Rose Bourque	Shawn Thomas Czado	Julia Marie Fournier
Logan Michael Boynton	Alexander Ernest D'Amato	Luke Martin Fremault
Aidan William Brady	Lenox Kim Dailey	Emily Yizhi Fu
Avery Sage Braverman	Jarod Monahan Dantas	Camryn Annette Fuller
Joshua Scott Brazinski	Oubon Zion Daranikone	Jack Michael Funaro
Sydney Elizabeth Brooks	Charles Benjamin Dascoli	Yuvraj Gahlaut
Nate Gerald Brown	Anupama Dass	Kush Ravinkumar Gami
Nicole Elizabeth Bryant	Braneeth Dayan	Brendan Scott Gasper
Peter Joseph Burdin	Manasi Deepak	Chelsea Tianyi Ge
Andrew William Burke	Chloe Elizabeth DeLany	Asa Geller
Mia Ruth Burns	Celia Grace DeMarco	Elena Casey Gibbons
Abigail Dominique Butts	Austin Michael DeSisto	Parker Nathaniel Gillett
Thomas Olney Cadogan	Phongsak Detnonsang	Anthony Joseph Giuggio
Jenna Marie Cafferelli	Daniel Narciso Diaz	Connor Edward Gleason
Eleanor Willamina	Olivia Jeanne DiBiasio	Alyssa Godinho-Sarantis
Cambray	Lily Elizabeth DiRico	Allison Elizabeth Goerke

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WESTFORD PUBLIC SCHOOLS
GRADES 9-12 WESTFORD ACADEMY – CLASS OF 2023 – CONTINUED

Donald Patrick Goodhue	Shriya Reddy Kareddy	Alison Lauren Mammola
Anirudh Gopalan	Aneesh Saivenkat Karri	Amelia Grace Manchester
Akul S Gowda	Tanush Sudhakar Kaushik	Fatema Shabbir
Joshua You Gu	Varun Kaushik	Mandsaurwala
Alice Guo	Adam Omayr Kazi	Zachary James Thomas
Aashi Gurtata	Sophia Sinchin Keang	Mantenuto
Matthew Patrick Haggan	Christy Kebbe	Margaret Lee Mantineo
Madelyn Claire Haley	Alan Nicholas Kemeny	Audrey Elizabeth Masterson
Aidan Hegarty Hall	Lia Elizabeth Kemeny	Erin Diane McCarthy
Brian Hunter Hall	Hannah Michaela Kennedy	Megan Carol McCarthy
Meghan Elizabeth Hall	Iqra Khan	Emma Rose McCuin
Austin William Hander	Meredith Helen Kotary	Oliver Wesley McDonald
Avery Anne Hanrahan	Ruby Caroline Krikorian	Brynn Catherine McElligott
Cristina Brianna Haraty	Rohita Krishnakumar	Colin James McKeon
Jason Daniel Harlow	Aditya Kiran	Emily Jane McKeon
Summer Lyn Hart	Krishnamurthy	Gabriel Lawrence
Meghan Rose Healy	Shriya Kulkarni	McKeown
Megan Leah Hegarty	Arnav Kumar	Chucky Scott McLaughlin
Abigail Karyn Herrmann	Meghna Kumar	Manvi Mehra
Tomas Ga Hing Ho	Ann Mary Kurian	Camille Britain Metters
Connor Jonathan Hoague	Julia Grace Kyle	Melissa Jean Miller
Ivy Justine Howard	Chloe Esther LaPat	Matthew Steven Morash
Ethan James Hoyt	Zachary Armando	Kaiya Elisabeth Morello
Alvin Huang	Lavoignet	Alexander Yervant
Justin Huang	Mustafa Lukman Leiman	Movsessian
Mia Miura Ikeda	Austin Daniel Leiwant	Aiden Timothy Moynihan
Michaela Jade Ireland	Andrew Joseph Lengyel	Nathan Louis Mucci
Dhruv Shankar Iyer	Dimitriy Leskov	Danielle Elizabeth Muise
Amanda Grace Jacobsen	Rory Li	Benjamin James Mulgrew
Satjitjayan Jagathjayan	Andrew Lin	Roman Michael Munichiello
Marzooq Olafare Jeje	Charles Lin	Aidan Joseph Murphy
Alexander Joseph Jewkes	Nicholas Paul Loghin	Colby James Murphy
Keshav Jhawar	Asianah Mercedes Long	Tyler Philip Guttenberg
Madhav Jhawar	Benjamin Daniel Lordan	Murray
Samuel Robert Johnson	Edmund Gelhar Lowney	Samrita Murthy
Alexandra Judith Jones	Ava Elizabeth Lucas	Zoe Cristina Musante
Benjamin John Jones	Sachh Ishaan Luthra	Nitish Uday Naik
Justin Michael Jones	Meredith Anne Lynch	Seiji Nakanishi
Cole Kenyon Jordan	Faith Shirley-Susan	Ankit Ganesh Nakhawa
Nakul Salil Joshi	MacDonald	Caroline Grace Newark
Tanya Amardeep Joshi	Ridhi Machireddy	Amy Minhan Nguyen
Jeremiah Robert Joyce	David William MacLure	Arthur Minh Hoang Nguyen
Jaxson Robert Jozokos	Caitlyn Grace Mahoney	Rory Kunal Nightingale
Pratham Prashant Juvekar	Aidan Patrick Mahony	Daniel Patrick Noonan
Anika Kagalavadi	Avaneesh Mallela	Kiersten Rose O'Connell
Andrew Joseph	Colin Bates Mallio	Ethan Reid O'Connor
Kapetanakis	Margaret Ann Maloney	Inara Jordan O'Malley

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WESTFORD PUBLIC SCHOOLS
GRADES 9-12 WESTFORD ACADEMY – CLASS OF 2023 – CONTINUED

Bennet Julius Olander	Ezra Robinson	Madelyn Ann Spound
Olivia Victoria Olszowy	William Matthew Roncone	Anisha Srinivas
Daniel Joseph Ottesen	Mia Helen Rose	Siddharth Sriram
Mairead Clare Ouellette	Benjamin Eric Rosenthal	Jillian Nicole St. George
Zachary Kevork Ouellette	Nathaniel Jared Rosenthal	Emerson Beeler Stair
William Cambridge Owen	Kendra Truc Linh Ruan	Graham Beeler Stair
Fox Acker Palmer	Anthony Andrew Rudiman	Alexandra Katherine
Michael Papanayiotou	Charlotte Meri Ryan	Stanglewicz
Maliha Nirmal Parikh	Levente Seth Ryll	Sydney Alexandra Stavros
Hyungkyu Park	Liza Anne Ryll	Samuel Luke Steigerwald
Om Jagdishbhai Patel	Youcef Sabri	Fionnuala Aisling Stevenson
Shivam Bhavin Patel	Prajna Sajjan	Joshua Scot Strong
Nadya Gabriella-Claire	Hana Khaled Saleh	Megan Rose Strzegowski
Payeur	Omar Ala'a Saleh	Sarah Eileen Strzegowski
Drew Warren Pearson	Shreyas Reddy Sanikommur	Lina Louise Sturrock
Samantha Linda Pellegrino	Grace Pita Santos	Jack David Sullivan
Ella Rose Perreault	Alanna Mistry Alphonse	Connor Sun
Lila Josephine Perron	Saunders	Sabrina Sung
Michael John Perrone	Suzanne Rosalind Sawrey	Dedee Surampudi
Joshua Glenn Petruzzi	Benjamin Ryan Schaffer	Hannah Marley Swanson
Andrew Sehak Pheng	Owen Kenneth Schultz	Spoorti Tadakamalla
Malena Dos Santos Piana	Quinn Deuruelle Schwab	Sharayu Uday Tekade
Michael Arthur Picanso, Jr.	Anish Senthil	Chandra Tiara Thay
Giselle Lauren Piedrahita	Robert James Seraphin	Mikayla Lynn Thompson
Jason Michael Pillion	Vihaan Maulik Shah	Remy Gillian Margaret
Alexander George Piwowar	Arsh Sharma	Towers
Eric MacAlpine Plankey	Matthew Philip Shea	Christina Thao Tran
Raj Pola	Katherine Irene Sheehy	Tyler Joseph Treible
Dexter Burke Poole	Ava Elaine Shelgren	Savannah Marie Tremblay
Iniya Poovannan	George Shi	Lauren Elizabeth Trethaway
Dhruvan Prakash	Ava Rose Sidelinger	Elliana Jean Tweedie
Adam James Prato	Kenedi Anne Siltan	Hana Usmani
Lillian Ellen Proulx	Avashya Singh	Advik Kumar Vadicharla
Anamika Parija Pusalkar	Eshan Singh	Hemanth Vadlamani
Cassidy Rose Quinton	Vaibhav Singh	Himabindu Vadlamani
Kirish Mohan Raaj	Sanjay Sivakumar	Emily Louise Vallance
Emilia Rainovic	Evan Hudson Skolnick	Isabella Christine Vasiliu
Pranav Rajaram	Hayden Thomas Bateson	Shreeya Krishna Vasiraju
Timothy Louis Read	Smith	Alexandra Roumenova
Kaushik Kothacheruvu	Lauren Elizabeth Smith	Vassilev
Reddy	Molly Lynn Smith	Hari Verma
Trevor James Reid	Henry John Snowdon	Erik Edwin Vian
Jack Patrick Russell	Benjamin Connor Solari	Paul Joseph Vozzella
Reimer	Leah Kathryn Solari	Abhinav Wadhwa
Ashish Rella	Daniel Jiwook Son	Mikayla Anne Wagner
Christina Nicole Richert	Caitlyn Annie Soo Hoo	Kaitlyn Grace Walpole
Jack Gerard Ring	Michelle Sophie Sotelo	Owen Brady Walpole

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WESTFORD PUBLIC SCHOOLS
GRADES 9-12 WESTFORD ACADEMY – CLASS OF 2023 – CONTINUED

Abigail Camden Walsh	Brendan Michael Whitmore	Vincent Chaowei Xu
Madison Claire Walsh	Trey Parker Wildman	Chase Zhiqi Yang
Morgan Elizabeth Walsh	Valerie Skye Wilhelm	Nicholas Siqi Yang
Beverly Jiayin Wang	Abigail Helen Williams	Veronika Yanishevskaya
Yanxin Wang	Sophie Priya Williams	Nathan Yao
Amelia Louise Warsen	Drew Jerome Wilson	Elizabeth May York
Emily Louise Waterman	Jaden T Xiao	Oliver Catalina Yorke
Benjamin David Weber	Jared L Xiao	Mason Lianhua Zhang
Lilian Claire Whitehead	Andreana Yurui Xin	

SENIOR LOW-INCOME DISABLED TAX RELIEF COMMITTEE (SLIDTR)

The Senior Low-Income Disabled Tax Relief Committee’s charge was to examine possible personal and property tax relief exemptions for seniors, disabled, and low-income citizens. Two pieces of special legislation were drafted by the Committee. They went through several evolutions of review, were changed to incorporate input from all interested parties, sent to the Legislature, and finally adopted.

Thomas Spuhler
Chair

Annette Cerullo
Vice-Chair

Christine Collins
Paul Fassbender
Heather FitzPatrick
Dan O’Donnell

Property Tax Exemption for Low-Income Disabled Residents

The exemption approved by Town Meeting on March 14, 2018 was approved by the state legislature and signed into law by the governor on November 8, 2018, as House Bill 4660 – An Act Relative to a Real Property Exemption for Disabled Persons in the Town of Westford.

Property Tax Exemption for Low-Income Senior Residents

FY 2022 was the first year for the Senior Means Tested Exemption in Westford. The Assessing Department worked to make the process as streamlined and understandable as possible.

- The SLIDTR Committee presented a draft of the special legislation to the Select Board for approval.
- The Select Board approved a limited three-year test of the program to gain experience before making a long-term commitment to the plan.
- Town Meeting approved the special legislation on March 23, 2019 and it was submitted to the legislature for approval as H.2392 – An Act Authorizing the Town of Westford to Establish a Means Tested Senior Citizen Property Tax Exemption.
- Governor Charlie Baker signed House Bill 4469 on January 15, 2021 and the Town of Westford accepted the special legislation as a ballot question on May 4, 2021.

FY 2022 was the first year for the Senior Means Tested Exemption in Westford. The Assessing Department worked to make the process as streamlined and understandable as possible.

There is a provision within the Means Tested Exemption legislation that requires the town to take action to continue to offer this exemption after three years. The “sunset clause” allows the town to evaluate the success of the program and make changes to it before accepting it permanently. The Select Board is expected to place an article on the October 2023 Special Town Meeting warrant to remove the three-year limitation and make other editorial changes. If adopted at Town Meeting, the Select Board would resubmit the bill to the legislature. If passed by the legislature and signed by the governor, the bill would go to the ballot for final approval by Westford voters.

See the Board of Assessors report for program statistics and information.

Applications for all exemption programs are handled in the Assessors’ office. To inquire or apply, please contact the Assessors’ office at 978-692-5504.

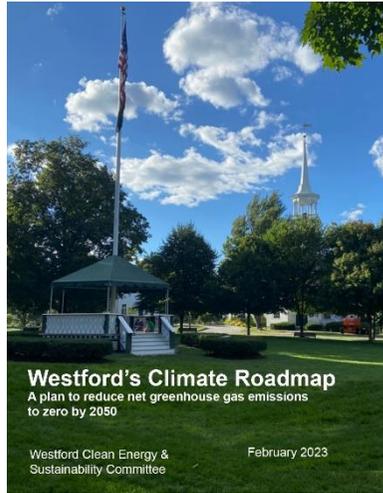
Webpage: westfordma.gov/1009.

SUSTAINABILITY DEPARTMENT

Westford established the Sustainability Department in FY 2023, headed by the Sustainability Coordinator. Much of the work of the Coordinator focuses on achieving net zero emissions by 2050, a goal shared by both the Town and the Commonwealth. The [Westford Climate Roadmap](#), developed by the [Clean Energy and Sustainability Committee](#), is a living document designed to guide the town and the Department as we work to meet the goal of a healthier clean energy future. This document addresses several areas for action, including:

Sue Thomas
Sustainability Coordinator

- transitioning the grid to renewable energy and increasing local renewable production
- reducing emissions from the built environment and transportation
- moving toward zero waste
- protecting and enhancing nature-based solutions provided by habitat and land use
- governance steps at all levels of government to help leverage local efforts with financial and regulatory supports



The Roadmap incorporates tasks for every sector and constituency in town because to reach these goals, everyone in town must adopt more sustainable habits and new technologies. The Sustainability Coordinator and the Sustainability Department are charged with facilitating and accelerating change in all sectors through conservation (energy efficiency and land use), grant funding, planning and policy, education, and outreach.

The position is highly collaborative, and as part of the Town Manager's office, works with all municipal departments, including the schools. The Coordinator supports the work of the Clean Energy and Sustainability Committee (CEASC) and the Westford Recycling Commission in addition to an array of other town committees and departments to identify and implement municipal sustainability goals. In FY 2023, while a shared position with the Town of Carlisle, the Coordinator helped build the Environmental Sustainability Committee and associated constituencies to assist in the work in Carlisle.

In addition, in Westford the Sustainability Coordinator partnered with other town organizations, like Westford Climate Action, the Westford Rotary, and the Westford Business Association, to assist residents and businesses in identifying effective actions they can take to reduce their carbon footprints and to connect them with the resources available to help them do so. Much of this work involves changing human habits of mind as well as infrastructure and processes so that they reinforce the benefits of the natural systems that support human health rather than disrupting them. While energy is a focus, natural resource protection is embedded in the mission of the department.

Climate policy and funding are very fluid. Ongoing department education and networking for best practices is as fundamental to the Coordinator's work as disseminating information on these same resources is. Working with governmental partners and neighbors is vital to best positioning the town to achieve climate goals that do not respect geographic boundaries. In FY 2023, in addition to energy conservation and new technologies, the

SUSTAINABILITY DEPARTMENT – CONTINUED

Coordinator focused on the possible adoption of the specialized building code, new developments in electric vehicle charging infrastructure and heat pump technology, and federal and state financial and technical support.

Introducing the Department and the Sustainability Coordinator

In July 2022, Westford hired Sue Thomas as part-time Sustainability Coordinator, shared with the Town of Carlisle, with monies from a one-year grant from the Efficiency and Regionalization Grant Program, part of the Massachusetts Community Compact Cabinet.

As a first step, the Coordinator launched an in-depth and ongoing awareness campaign in both towns with four aims:

1. to learn about the work of all the bodies that contribute to the governance of both towns and to learn how their needs and goals intersect with sustainability
2. to introduce the concept of sustainability, the role of the Coordinator, the areas the position might address, and the person in the role
3. to identify opportunities and start establishing short-, medium- and long-term priorities in each town
4. to develop relationships and processes in support of these priorities

In Westford, the Sustainability Coordinator developed communication channels, including:

- a monthly article in the Town Manager’s Newsletter
- a kick-off podcast with WestfordCAT
- a new webpage on the town’s website
- a regular schedule of public appearances where information could be exchanged in an informal setting, including at the Strategic Planning Retreat, Westford Academy Holiday Bazaar, and the Earth Day Festival
- formal workshop content, tailored to audience needs, internal for town and school departments and external for town committees and residents at the Cameron Senior Center and the Village at Stone Ridge

In addition, the Coordinator was honored to appear as a guest speaker on two panel discussions: the first hosted by the Northern Middlesex Council of Governments and the second by the Town of Groton Sustainability Commission.

Policy Foundations

The Sustainability Coordinator focused on policy in FY 2023, both as a foundation and proof of concept for the department and in preparation for expected new building projects. She actively participated in the development and dissemination of version 2 of the Westford Climate Roadmap culminating in its adoption by the Select Board in March 2023. In addition, the Select Board appointed one of its members as a liaison to work with the Clean Energy and Sustainability Committee, bringing more leadership focus to the work, and adopted Westford’s Municipal Sustainable Building Guidelines.

In the spring of 2023, the Select Board and Town Manager recommended funding a full-time permanent Sustainability Coordinator position in the FY 2024 operating budget, which Town Meeting approved in March. In addition, the Westford Public Schools adopted a district-wide sustainability goal, thereby establishing sustainability as a goal with metrics in the annual School Improvement Plans of all nine schools.

SUSTAINABILITY DEPARTMENT – CONTINUED

Energy

Both Westford and Carlisle had energy contracts coming up for renewal in FY 2023 when energy prices continued to be much higher than the current contracted rates. The Coordinator ran working groups consisting of town staff and committee members who developed recommendations for the program design and bid process for the Community Aggregations (Power Options Program, POP, in Westford) in both towns, and pursued a variety of options for natural gas and electricity contract pricing for municipal energy prior to participating in the finalization of all contracts at the most advantageous time in the market. The Coordinator fielded resident and business questions on the Westford POP program in conjunction with the CEASC working group on the program.

Built Environment and Solar

Neither Westford nor Carlisle had established relationships with utility expeditors who help engineer energy-efficient municipal building projects and maximize rebate potential for these projects. The Coordinator identified appropriate vendor and utility contacts, involved these partners in projects, and helped develop internal processes for working with them in parallel with other bidding and design alternatives. This would provide as much technical and funding resources as possible to the town. These efforts are expected to result in tens of thousands of dollars in savings in the coming year. In addition, the Coordinator secured an additional \$10,000 rebate from National Grid for work to be performed in FY 2024 and introduced On Bill repayment as a possible mechanism for financing energy-conservation measures.

With regard to municipal solar, the Coordinator investigated the performance of the Stony Brook Middle School solar array and brought attention to the need to maintain the array and monitor performance and billing for improved carbon and dollar returns. The need for roof repairs precluded any immediate action on other potential rooftop arrays.

In order to accelerate progress in the built environment in the residential sector, the Coordinator reintroduced the idea of a town partnership with a Mass Save Home Performance Contractor to the CEASC. In addition, the Coordinator fielded resident questions and provided outreach on technical and financial resources for solar, energy conservation, and clean technologies for the home and business.

Transportation and Charging Infrastructure

The Sustainability Coordinator investigated school bus and special education van fleet electrification and potential charging locations, considering both purchases and contracts. The Coordinator applied for the Massachusetts Clean Energy Center's Free Technical Assistance Program for Fleet Electrification, followed the development of new electric fleet vendors in the Commonwealth, and joined regional electric-vehicle working groups.

Both town and school departments acquired their first electric vehicles in FY 2023. The Coordinator applied for Mass EVIP funding for these vehicles and provided assistance to drivers as they adapted their behaviors. In addition, the Coordinator helped



Left to right: Eric Heideman, Dr. Chris Chew, Sue Thomas, Rep. James Arciero, Carol Morse, and Jeff Goodwin display a \$56,000 grant check from the state for a new electric mail van for the schools.

SUSTAINABILITY DEPARTMENT – CONTINUED

draft the first school and solid waste transportation Requests for Proposals (RFP) including electrification criteria.

Solid Waste Reduction and Moving to Zero Waste

The Sustainability Coordinator was an active liaison to the Westford Recycling Commission and a resource to the Town Manager’s office on solid waste contracting. In FY 2023 the Coordinator investigated town options for mattress recycling and provided resident support with the implementation of MA Department of Environmental Protection’s mattress and textile solid waste ban. In addition, the Coordinator was a member of the Solid Waste RFP evaluation and contract development team charged with developing a new contract and associated policies with regard to solid waste disposal.

Land Use and Natural Resources

The Coordinator participated in the Municipal Vulnerability Preparedness Action Grant execution to develop a tree and invasive species management plan, and worked with relevant departments and concerned citizens to disseminate information on best practices. The Coordinator also hosted two Westford Academy interns who conducted a trash clean-up and invasive plant removal (Asian Bittersweet and Garlic Mustard) on town lands in the spring of 2023.

Webpage: westfordma.gov/1497

TAX COLLECTOR-TREASURER

Tax Collection Information

The current year collection rate is 99.3%. Uncollected balances are pursued through tax liens and eventual foreclosure through land court. Three properties are being processed for foreclosure in land court right now. We had 25 tax deferrals totaling \$648,804 on June 30, 2023, and 36 tax titles totaling \$457,471.

Christine Collins
Tax Collector-Treasurer

Please Help Us Go Green!

The Tax Collector-Treasurer’s office uses City Hall Systems for our online bill pay provider. Taxpayers who set up an account with City Hall gain access to emailed delivery of their tax bills. This is also known as E-billing. Printing and mailing tax bills costs over \$25,000 per year! If your mortgage company pays your tax bill, please consider E-billing. Help us GO GREEN by signing up today at epay.cityhallsystems.com/selection.

Tax bills can be looked up on the town’s website at westfordma.gov/189.

Phone number: 978-692-5506

Hours: 8 a.m. to 4 p.m. Monday through Friday or by email ccollins@westfordma.gov.

Debt Information

Westford’s debt payments come from several sources: Community Preservation funds, Water and Stormwater Enterprise funds, General Fund appropriation, and Debt Exclusions. Debt exclusions accounted for \$2.68 million raised, and contributed to 44¢ on the tax rate in FY 2023.

No new bonds were issued in FY 2023.

Bond Anticipation Notes are short-term loans taken out prior to permanently bonding a project.

There were Bond Anticipation Notes outstanding on June 30, 2023 for the following projects:

Description	Amount Outstanding	Project Status
Access Controls Schools	\$ 422,900	Started
Town Farm Road Water Tank	1,106,000	Started
Oak Hill, Plain, & Moore Rd.	8,120,000	Started
Pond Brook Culverts	500,000	Started
185 North Main Culverts	500,000	Started

During FY 2023 Town Meeting authorized borrowing for the following projects:

Project Descriptions	Amount Authorized	Funding Source
Library Expansion & Renovation	\$32,546,009	Debt exclusion and grant funding
35 Town Farm Senior Road		
Affordable Housing #2	1,000,000	Community Preservation surtax
Tower Truck – Fire	2,150,000	General Fund
Frances Hill Water Tank	1,045,000	Water Enterprise Fund
Boston Road Water Mains	2,000,000	Water Enterprise Fund
Pond and Blue Brook Culverts	1,500,000	Stormwater Enterprise Fund
Blanchard School Roof	6,425,043	General Fund and grant funding

TAX COLLECTOR-TREASURER—CONTINUED

Staff

The Tax Collector-Treasurer's office has three full-time staff members and one part-time person.

Town Collector-Treasurer – Christine Collins

Assistant Treasurer – Patricia Studer

Assistant Tax Collector – Mark Lang

Senior Assistant – Jessica Clinton

I would like to thank and acknowledge Sheila Finegan. Sheila worked for the Town of Westford in the Assessor's office and the Collector's office for over 10 years. We appreciate her contributions to the work of the office. She has been missed.

Please see the following pages for collection information, debt service payment detail, and loan balance summary information.

Webpage: westfordma.gov/190

TAX COLLECTOR-TREASURER – CONTINUED

YEAR	7/1/2022	+		+	-	Deferred & Tax Title		6/30/2023
	Balance	Commitments	Abatements	Refunds	Collections		Adj*	Balance
REAL ESTATE								
2023		89,054,128	(436,510)	678,399	(88,593,217)	(111,978)	-	590,822
2022	863,745		(112,313)	112,603	(811,606)	(29,512)	804	23,721
2021	48,091		(48,818)	48,818	(38,567)	(250)		9,273
2020	8,962						3	8,965
2019	8,296							8,296
2018	7,162							7,162
2017	7,441							7,441
2016	6,536							6,536
2015	1,209							1,209
TOTAL	951,443	89,054,128	(597,641)	839,821	(89,443,390)	(141,740)	807	663,427
EXCISE								
2023		3,671,032	(54,470)	19,451	(3,299,404)		29	336,637
2022	367,074	357,558	(43,344)	34,507	(650,876)	(3)		64,916
2021	63,226	114	(3,654)	3,422	(44,720)			18,388
2020	17,274		(4,953)	4,890	(6,390)			10,820
2019	11,068		(64)		(1,059)			9,946
2018	12,156		(53)		(244)			11,860
2017	7,620				(43)			7,578
2016	4,296				(34)			4,262
2015	7,567				(145)			7,421
2014	6,351							6,351
Prior	10,840							10,840
TOTAL	507,472	357,671	(52,067)	42,818	(703,510)	-	-	87,466
PERSONAL PROPERTY								
2023		1,714,799		2,915	(1,669,647)		(2)	48,065
2022	24,426				(7,329)			17,098
2021	30,002				(182)			29,820
2020	17,705				(472)			17,233
2019	11,606				(536)			11,069
2018	10,154		(512)		(98)			9,544
2017	8,780		(554)					8,225
2016	2,772							2,772
Prior	1,416		(194)					1,221
TOTAL	106,860	1,714,799	(1,260)	2,915	(1,678,263)	-	(2)	145,049
COMMUNITY PRESERVATION ACT								
2023		2,305,888	(30,527)	232	(2,261,894)		(49)	13,651
2022	27,470		(3,369)	3,369	(26,073)	(690)	3	710
2021	1,214		(1,465)	1,465	(965)	(39)		210
2020	202							202
2019	181							181
2018	148							148
2015-2017	313							313
TOTAL	29,529	2,305,888	(35,361)	5,066	(2,288,932)	(729)	(46)	15,415

*Adjustments = parcel corrections made before actual tax file is generated & small write-offs.

TAX COLLECTOR-TREASURER – CONTINUED

Long Term Debt Inside the Debt Limit	Outstanding 7/1/22	+ New Debt Issued	-Retirements	= Outstanding 6/30/23	Interest Paid in FY2023
Buildings	19,820,000	0	1,275,000	18,545,000	599,213
Departmental Equipment	1,209,000	0	204,000	1,005,000	50,196
School Buildings	3,190,000	0	3,135,000	55,000	71,388
School - All Other	0	0		-	
Sewer	315,000	0	45,000	270,000	13,950
Solid Waste	0			-	
Other Inside	7,411,000	0	650,000	6,761,000	293,198
SUB-TOTAL Inside					
	31,945,000	0	5,309,000	26,636,000	1,027,944
Long Term Debt Outside the Debt Limit					
	Outstanding 7/1/22	+ New Debt Issued	-Retirements	= Outstanding 6/30/23	Interest Paid in FY2023
Airport	0			-	
Gas/Electric Utility	0			-	
Hospital	0			-	
School Buildings	3,090,800	0	190,800	2,900,000	81,154
Sewer	0			-	
Solid Waste	0			-	
Water	8,406,514	0	1,308,019	7,098,495	240,634
Other Outside	0	0	0	-	0
SUB-TOTAL Outside					
	11,497,314	0	1,498,819	9,998,495	321,788
TOTAL Long Term Debt					
	43,442,314	0	6,807,819	36,634,495	1,349,732

TAX COLLECTOR-TREASURER – CONTINUED

Short Term Debt	Outstanding 7/1/22	+ Issued	-Retired	= Outstanding 6/30/22	Interest Paid in FY2023
RANs - Revenue Anticipation				-	
BANs - Bond Anticipation:					
Buildings	0	0		-	
School Buildings	567,400	422,900	567,400	422,900	10,993
Sewer/Stormwater	300,000	1,000,000	300,000	1,000,000	5,813
Water	1,188,000	1,106,000	1,188,000	1,106,000	23,018
Public Works - Oak Hill Reconst	3,960,000	8,120,000	3,960,000	8,120,000	76,725
Other BANs	0	0	0	-	0
SANs - State Grant Anticipation	0			-	
FANs - Federal Gr. Anticipation	0			-	
Other Short Term Debt	0			-	
TOTAL Short Term Debt	6,015,400	10,648,900	6,015,400	10,648,900	116,549
GRAND TOTAL All Debt	49,149,003	10,648,900	12,823,219	47,283,395	1,466,281

TAX COLLECTOR-TREASURER – CONTINUED

Authorized and Unissued Debt					
Purpose	Date of Vote	Article Number	Amount Authorized	-Issued -Retired -Rescinded	= Unissued 6/30/23
School Remodeling	Mar. 22, 2014	11	4,101,750	3,200,000	901,750
Center Fire Station	Mar. 28, 2015	8	11,772,200	11,765,902	6,298
Abbot School Roof	Mar. 24, 2018	10	3,016,442	2,330,000	686,442
Vine Brook Water System	Mar. 24, 2018	12	1,820,000	1,500,000	320,000
Kirsi Circle	June 20, 2020	3	1,830,000	1,700,000	130,000
Access Controls-School Bldgs	June 20, 2020	3	570,000	570,000	0
Radios - School Bldgs	June 20, 2020	3	110,000	-	110,000
Oak Hill/Plain/ Moore Rd. Improvements	Oct. 18, 2020	6	8,160,000	8,120,000	40,000
Carlisle Road Sidewalk	Oct. 18, 2020	6	440,000	-	440,000
Fire Truck	June 12, 2021	4	777,423	777,400	23
Pond Brook Culvert Replacement	June 12, 2021	4	500,000	500,000	0
Pine Grove Cemetery Enlargement	June 12, 2021	5	128,000		128,000
35 Town Farm Sr. Aff Housing	June 12, 2021	6	1,000,000	-	1,000,000
Public Safety Digital Radios	June 11, 2022	5	1,040,000	-	1,040,000
Plain Road Sidewalks	June 11, 2022	5	670,000	-	670,000
Culvert Replacements	June 11, 2022	5	500,000	500,000	0
Senior Center HVAC	June 11, 2022	6	1,100,000	-	1,100,000
Library Expansion & Renovation	Oct. 17, 2022	6	32,546,009	-	32,546,009
35 Town Farm Sr Aff Housing #2	Mar. 25, 2023	8	1,000,000	-	1,000,000
Fire Tower Truck	Mar. 25, 2023	5	2,150,000	-	2,150,000
Francis Hill Water Tank	Mar. 25, 2023	5	1,045,000	-	1,045,000
Boston Rd Reconst/Water Mains	Mar. 25, 2023	5	2,000,000	-	2,000,000
Pond & Blue Brook Culverts	Mar. 25, 2023	5	1,500,000	-	1,500,000
Blanchard School Roof Replac	Mar. 25, 2023	7	6,425,043	-	6,425,043
TOTAL Authorized and Unissued Debt					53,238,565

TAX COLLECTOR-TREASURER – CONTINUED

Long Term Debt Inside the Debt Limit Report by Issuance	Outstanding July 1, 2022	+New Debt Issued	-Retirements	= Outstanding June 30, 2023	Interest Paid in FY2023
Abbot Elevator	45,000	0	45,000	-	900
Adams Land Lowell Rd	3,475,000	0	205,000	3,270,000	125,763
Dispatch Center	755,000	0	55,000	700,000	16,588
Dump Truck	35,000	0	20,000	15,000	700
Elementary School Construction	1,555,000	0	1,555,000	-	34,988
Fire Truck	699,000	0	64,000	635,000	30,096
Fire Truck	105,000	0	55,000	50,000	2,100
Fire Truck Eng #4	370,000	0	65,000	305,000	17,300
Fletcher Fire Station #1	9,090,000	0	190,000	8,900,000	264,500
Fletcher Fire Station #2	710,000	0	45,000	665,000	23,400
Highway Garage Refunding	575,000	0	450,000	125,000	11,500
Main St. Reconstruction	1,325,000	0	190,000	1,135,000	58,750
Middle School Construction	1,480,000	0	1,480,000	-	33,300
Plain Rd. Sidewalk	350,000	0	50,000	300,000	15,500
Roadway Bond #1	525,000	0	75,000	450,000	23,250
Roadway Bond #2	445,000	0	40,000	405,000	19,160
Roudenbush Bldg Renov CPC	5,692,500	0	202,500	5,490,000	180,428
Roudenbush Bldg Renov GF	632,500	0	22,500	610,000	20,048
Senior Center Refunding	1,545,000	0	195,000	1,350,000	47,350
Town Hall CPC Share- Refunding	352,600	0	49,450	303,150	15,222
Town Hall GF Share- Refunding	467,400	0	65,550	401,850	20,178
Stepinski Land Refunding	52,000	0	26,000	26,000	2,080
WA Amenities Building	1,239,000	0	64,000	1,175,000	48,696
WA Bleachers	110,000	0	55,000	55,000	2,200
WA Waste Water Upgrade	315,000	0	45,000	270,000	13,950
TOTAL	31,945,000	0	5,309,000	26,636,000	1,027,944

TAX COLLECTOR-TREASURER – CONTINUED

Long Term Debt Outside the Debt Limit Report by Issuance	Outstanding July 1, 2022	+ New Debt Issued	- Retirements	= Outstanding June 30, 2022	Interest Paid in FY2023
Abbot School Roof	1,245,800	0	60,800	1,185,000	35,916
Contract 1 Water Share	36,637	0	3,753	32,884	695
Contract 1 Gen Fund Share	383,576	0	39,296	344,280	7,279
Contract 2 Water	519,302	0	53,200	466,102	9,854
Filtration Plant 2	765,000	0	765,000	-	19,125
Rte 40 Water Main Revised	112,799	0	11,570	101,229	2,140
Water Sys Imprv Art 21 3/12	330,000	0	25,000	305,000	8,725
Water Sys Imprv Art 7 10/11	910,000	0	75,000	835,000	24,037
Day & Robinson School Windows	1,500,000	0	100,000	1,400,000	32,950
Day & Robinson School Windows	345,000	0	30,000	315,000	12,288
Graniteville Rd. Water	300,000	0	20,000	280,000	6,590
Pleasant St. Water	375,000	0	25,000	350,000	8,238
Byrne Ave Refunding	48,000	0	24,000	24,000	1,920
Groton & Dunstable Rd Water Main	370,000	0	35,000	335,000	13,138
Kirsi Circle Water Mains	1,237,000	0	62,000	1,175,000	48,610
Prospect Hill Water Tank	2,279,200	0	114,200	2,165,000	65,134
Vine Brook Water Extension	740,000	0	55,000	685,000	25,150
Total	11,497,314	0	1,498,819	9,998,495	321,787

Short Term Debt Report by Issuance	Outstanding July 1, 2022	+ Issued	- Retired	= Outstanding June 30, 2022	Interest Paid in FY2023
Access Controls School Bldgs	567,400	422,900	567,400	422,900	10,993
Pond Brook Culvert Replacement	300,000	500,000	300,000	500,000	5,813
185 No. Main Culvert Replace	0	500,000		500,000	
Town Farm Rd Water Tank	1,188,000	1,106,000	1,188,000	1,106,000	23,018
Oak Hill/Plain/Moore Rd	3,960,000	8,120,000	3,960,000	8,120,000	76,725
TOTAL	6,015,400	10,648,900	6,015,400	10,648,900	116,549

TAX POSSESSION DISPOSITION COMMITTEE

The TPDC suspended regularly scheduled meetings as of January 30, 2018 until such time as such meetings are required. The TPDC did not meet during FY 2023.

**David Earl
William Harman
Apparao Karri**

The October 17, 2022 Special Town Meeting approved an amendment to the general bylaws to change the name of the Tax Possession Sales Committee to the Tax Possession Disposition Committee.

The role of the Tax Possession Disposition Committee (TPDC) is to provide care, custody, and control of all land acquired by the Town of Westford under the provisions of Massachusetts General Laws Chapter 60 (Collection of Taxes). The land in the custody of the TPDC is normally acquired by foreclosure in Land Court for nonpayment of taxes. The TPDC may sell and convey such land at public or private sale on terms and conditions as the Committee shall determine. The TPDC is committed to conduct business in an open and transparent manner with the best interest of the town and its residents as its highest priority.

Agendas and meeting locations are available on the town calendar.

At the start of FY 2023, the TPDC had three parcels in its care and custody: 054 0030 0002 on Patten Road, 074 0053 0000 also on Patten Road, and 074 0187 0000 at 3 Wilson Road. Three new parcels – 013 0018 0051 on Little Bear Hill Road, 018 0089 0000 at 3 Jefferson Road, and 023 0051 0000 at 16 Littleton Road, were added during FY 2023.

Rose O'Donnell resigned from the Committee during FY 2023.

The TPDC Rules and Procedures can be found on the Committee's webpage, westfordma.gov/372.

TAX RELIEF FOR THE ELDERLY AND DISABLED COMMITTEE – TREAD

On November 16, 1998, the Town of Westford voted to accept the provisions of Chapter 60, Section 3D that establishes an elderly and disabled taxation fund. Taxpayers can make tax-deductible donations to the TREAD fund at the Tax Collector's office. Now electronic donations can be made via our online bill pay service as well. Contact the Tax Collector's office for more information about how to give at 978-399-2526.

**Christine Collins
Sandy Collins
Nancy Cook
Diane Holmes
Patricia Reppucci**

The purpose of the fund is to assist in defraying the real estate taxes of elderly and disabled persons of low income. In Westford, the program is administered through the Council on Aging.

Applications are reviewed by a committee appointed by the Town Manager. State law determines the make-up of the committee: Tax Collector-Treasurer, a representative of the Board of Assessors, and three members-at-large. Donated funds are in the custody of the town and held in an interest-bearing account specifically designated for TREAD.

TREAD awards vary year to year as the funds are dependent upon the generosity of private individuals and businesses as well as applications submitted. Donations received in FY 2023 totaled \$19,560 and expenditures totaled \$7,500. We helped residents in varying amounts based upon their need.

Qualifications:

- Must own and occupy the property for which taxes are assessed
- Must be 65 years old or older or have a state-recognized disability
- Must file completed application disclosing exemptions and household income and expenses for all members of the household age 18 or older

This is a wonderful program and helps some of Westford's most vulnerable residents. Thank you to those who contributed to TREAD last year. Your generosity makes a difference.

For more information about giving, contact the Tax Collector's office at 978-399-2526.

For more information about applying to receive a TREAD award, contact the Council on Aging at 978-692-5523.

TECHNOLOGY DEPARTMENT

FY 2023 was a busy but highly productive year. Things finally got back to normal after the COVID upheavals, allowing us to resume our normal pattern of device allocations and redeployment. Cybersecurity continues to be a huge concern for us and we made progress on several fronts to improve the town and school security posture. We continue to run a cybersecurity training program for all staff and a trophy is awarded for the best department scores.

Mike Wells
Technology Director

Infrastructure and Hardware

At the core of our network are a couple of virtual server clusters. These large physical servers provide a platform for us to run many “virtual” servers that between them support the entire enterprise. During the year we upgraded and replaced a significant portion of those servers, which meant a major improvement in performance for many applications. The process of migrating the virtual servers from the old infrastructure to the new is a risky process so we have been proceeding slowly, but by the end of the year it was mostly accomplished. In conjunction with that, we replaced the method we use to back up all those virtual servers, switching to a platform that gives us far greater performance as well as allowing us to implement several security measures that we had been wanting to put in place. We can now backup and restore servers far faster than before, and that is a key part of any cybersecurity recovery plan.



Celia Hughes congratulates Jesse Beyer and the Accounting Department staff on winning Cybersecurity Award, April 2023.

In conjunction with those server upgrades, we also upgraded many of the switches in the core of our town-wide network, allowing us to increase the speed of the busiest parts by a factor of ten. Although most users will not readily notice that improvement, the extra capacity gives us the chance to adopt more centralized systems and avoid future bottlenecks. Our iBoss network filtering gateways had also reached their end of life and were replaced. This also helps us support higher speeds and capacity in the future. The network was extended into one more town building for the Cemetery Department, and a longstanding goal was achieved by installing equipment to separate out the parts of the network that support utility operations from the rest of the general network. This was a recommendation issued by the federal government after the cyber-attacks on the Colonial Pipeline.

Many buildings currently rely heavily on Wi-Fi networks now and this year we started the roll out of a new generation of access points and management software that support the latest Wi-Fi standards and higher speeds/greater device density. Subject to successful trials in Westford Academy, that system will slowly be rolled out to other schools and town buildings.

In an effort to be as economical as possible, we were able to redeploy about 30 computers that were retired from a school into the library after some simple upgrades. We also set about upgrading as many machines as possible from Windows 7 (now unsupported by Microsoft and hence vulnerable to novel cyber-attacks), Mac computers to Monterey/Ventura, and at the tail end of the year from Windows 10 to Windows 11. This

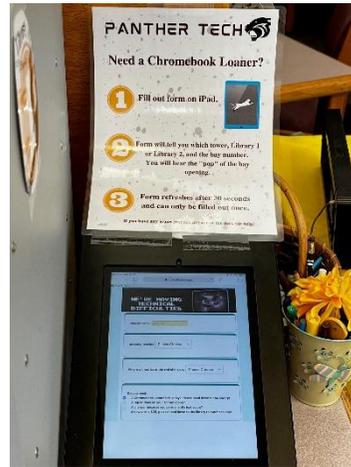
TECHNOLOGY DEPARTMENT—CONTINUED

should mean that by the end of FY 2024 we will be almost exclusively on well-supported operating systems with the benefits that brings.

Software

Several major systems were upgraded or replaced this year. We continued supporting the schools as they moved to a new student information system, PowerSchool. That involved arranging authentication through existing systems and setting up data transfers as required. One of those systems was NutriKids, which is used to manage the school meals operation. We upgraded that application and moved it to a newer platform.

We created a series of programs and scripts to manage the Lock'n'Charge Tower at Stony Brook School. This device with locking bays allows us to automate the process of handing out “loaner” devices to students when they need them. A simple interface on a tablet allows the student to assign and collect a loan device, and then return it at the end of the day. This saves us having to staff a desk specifically for this purpose. In FY 2023 students used this to collect a loan device over a thousand times. Meanwhile at Westford Academy we improved the manual processes for this task, including automated reminder emails for students with machines they needed to return. This all frees up the technicians for other tasks, particularly first thing in the morning when students are trying to get started on the day’s lessons.



Lock 'n' Charge Tower

The system used by parents to register their children for the One to World program was completely rewritten. This was done to simplify the process and to better integrate it with other systems used in the Technology Department.

Finally, the main financial system used by the town and schools is scheduled for a major upgrade in September 2024. A large amount of work has been done to prepare for that change and to enable user departments to test the new version. New servers have been created and test systems are refreshed from the existing system regularly to provide the best possible test experience. A steering group has been formed and meets regularly to oversee the process.

Other Projects

Work continues to optimize the phone systems in the town and schools. Following the completion of the unified phone systems last year, in 2023 we completed the implementation of a system that allows us to comply with the new 911 regulations. These are very demanding, extending far beyond just providing correct caller-identification when a 911 call is made. We are also responding to Verizon’s continuing program of ending their support of copper telephone lines. As they eliminate those, and replace them with fiber-based service, we have to handle the reconnection of those devices. Since many of these lines are old and often poorly labeled it can be a very time-consuming task, though we have no choice but to respond when Verizon makes those changes.

TECHNOLOGY DEPARTMENT – CONTINUED

Following the attacks on the World Trade Center, the Pentagon, and aboard Flight 93 on Sept. 11, 2001, the federal government started a program to create a cellular network that would be resilient and would allow first responders to communicate even when existing cellular networks are overloaded. In FY 2023 we migrated most of the town staff cellular devices (including Fire and Police staff and vehicles) to that network, and in FY 2024 we expect to move most of the remaining users. Not only does this give us better service but also saves a small amount of money.

Staff

Technology Director – Mike Wells

Applications – Steve Wirch

Systems – Matt Emanouil

Office Manager – Celia Hughes

Networks – Kevin Murphy (schools)

Tech Coordinator – Gail Anselmetti (schools)

Technician – Kurt Jeffrey (schools)

Technician – Caroline Martin (schools)

Technician – Brian Day (schools)

Technician – Carl Poist (schools)

Technician – Sam Feldman (schools)

Assistant Technician – Nancy Chen (schools)

Webpage: westfordma.gov/362

35 TOWN FARM ROAD TASK FORCE

Our Charge

In April 2019, the Select Board charged our task force with finding a new purpose for the former Town Farm which had been vacant since the Recreation Commission moved its offices from the building in 2016. A proposal from CHOICE Inc. and SCG Development to create 35 units of mixed income senior residential apartments in the historic buildings and in a new addition to be built at the rear of the one-acre property, was accepted by the Select Board in January 2021. The renovations to the 1837 Town Farm building will also provide a new, larger home for the Westford Food Pantry, currently located at Cameron Senior Center.

Task Force Timeline

In FY 2023 no meetings of the Task Force were held, but members worked diligently to ensure the implementation of the timeline that we approved in January 2022:

- **Readying the school storage sheds at 35 Town Farm Road for moving/demolition.** Task Force member Marilyn Day organized a “Take Me I’m Yours” day in April when residents could take away old school desks, tables, chairs, and other surplus equipment. The inventory has been dramatically reduced.
- **Monitoring the building.** Marilyn also took responsibility for scheduling Task Force members to do a weekly walk-around the building and an interior check. No major problems were found. Minor problems were corrected such as broken window panes and missing porch spindles.
- **Relocating the fire training facility.** Jeremy Downs, Assistant Town Engineer, oversaw the preparation of the site at 62 Forge Village Road. The new equipment was delivered and installed the last week of June 2023 and the first fire training at the site will be July 20. The old cement training tower in the parking lot of Town Farm can now be demolished by the new owner when work on the affordable senior housing begins. Task Force member George Murray oversaw the transition.
- **Progress on the waste treatment options.** George Murray is the Task Force liaison working with Department of Public Works Director Stephen Cronin to ensure that when the Town Farm Residences senior housing is built, the existing treatment facility for Blanchard and Norman E. Day Schools will be available to provide waste treatment for the housing as well.
- **State and federal funding approvals.** On March 28, 2023, the Select Board received the long-awaited letter from the Massachusetts Department of Housing and Community Development giving its support and committing state and federal money

Ellen Harde
Chair

Lynn Cohen
Clerk

Dan Britko
Deputy Fire Chief
Retired 11/30/22
At large 11/30-present

Nancy Cook
Council on Aging

Marilyn Day

Michael Denehy
Deputy Fire Chief

David Gutbrod
Historical Commission

Scott Hazelton
Select Board

Diane Hendriks
Pat Louch
George Murray
Robert Waskiewicz



35 TOWN FARM ROAD TASK FORCE—CONTINUED

to supplement the town's \$3 million appropriation of Community Preservation Act money for the \$21-\$22 million project. David Hedison, Executive Director of CHOICE Inc., plans to submit the project application to the Westford Zoning Board of Appeals before the end of the calendar year 2023. Construction is to begin in fall 2024 and be completed a year later.

Webpage: westfordma.gov/1229

TOWN ACCOUNTANT

The Financial Statements for the fiscal year ended June 30, 2023 are herewith submitted.

Jesse Beyer
Town Accountant

The data represents a fair and accurate presentation in all material aspects of the Town's financial position and results of its operations.

The report is based on information recorded using the Uniform Municipal Accounting System (UMAS) of the Massachusetts Department of Revenue.

An audit of the Town's financial records by Melanson, Certified Public Accountants has been completed and the results of that audit are available for public inspection in the office of the Town Accountant.

I would like to thank Jeremy Healy, Meghan Lawrence, and Pamela Florek for their dedicated service to the Accounting Department. Finally, thank you to all the boards, commissions, committees, and departments for their cooperation during the year. It is an honor to work with all of you.

Staff

Jesse Beyer – Town Accountant

Jeremy Healy – Assistant Town Accountant, Budget and Finance Analyst

Meghan Lawrence – Payroll Administrator

Pamela Florek – Administrative Analyst

Webpage: westfordma.gov/369

TOWN ACCOUNTANT – CONTINUED

Combined Balance Sheet - All Fund Types and Account Groups as of June 30, 2023											
	Governmental Fund Types			Proprietary Fund Types			Fund Types		Groups		Totals (Memorandum Only)
	General	Capital		Enterprise	Health	Insurance	Trust and Agency	Long-term	Debt		
		Special Revenue	Projects								
ASSETS											
Cash and cash equivalents	16,166,990.77	25,983,252.89	4,840,778.82	9,693,315.73	2,255,111.64	23,095,440.49					82,034,890.34
Receivables:											
Personal property taxes	145,051.18										145,051.18
Real estate taxes	663,429.18	15,417.16									678,846.34
Allowance for abatements and exemptions	(1,057,898.00)										(1,057,898.00)
Tax liens	445,355.68	9,098.02									454,453.70
Deferred taxes	648,593.49	210.78									648,804.27
Motor vehicle excise	489,023.78										489,023.78
User fees				646,051.09							646,051.09
Utility liens added to taxes				1,135.07							1,135.07
Departmental				1,440,344.29							1,440,344.29
Special assessments	28,300.61			520,115.37							548,415.98
Foreclosures/Possessions	103,285.09			3,017.72							106,302.81
Prepays					35,674.82						35,674.82
Amounts to be provided – payment of bonds									36,634,494.71		36,634,494.71
Total Assets	17,632,131.78	26,007,978.85	4,840,778.82	12,303,979.27	2,290,786.46	23,095,440.49			36,634,494.71		122,805,590.38

TOWN ACCOUNTANT – CONTINUED

	Governmental Fund Types				Proprietary Fund Types			Fund Types	Groups	Totals
	General	Special	Capital	Projects	Enterprise	Health	Insurance	Trust and Agency	Long-term Debt	(Memorandum Only)
		Revenue	Revenue							
<u>LIABILITIES AND FUND EQUITY</u>										
Liabilities:										
Warrants payable	2,192,517.22	574,524.08	14,075.00		234,464.47	1,043,024.54	219.38			4,058,824.69
Accrued payroll	502,734.54	115,781.54			65,373.75					683,889.83
Withholdings	259,309.51									259,309.51
Deferred revenue:										
Real and personal property taxes	(249,417.64)	15,417.16								(234,000.48)
Tax liens	445,355.68	9,098.02								454,453.70
Deferred taxes	648,593.49	210.78								648,804.27
Foreclosures/Possessions	103,285.09				3,017.72					106,302.81
Motor vehicle excise	489,023.78									489,023.78
User fees					646,051.09					646,051.09
Utility liens added to taxes					1,135.07					1,135.07
Departmental					1,440,344.29					1,440,344.29
Special assessments	28,300.61				520,115.37					548,415.98
Other receivables						35,674.82				35,674.82
Tailings	105,114.72									105,114.72
IBNR						1,599,166.38				1,599,166.38
Notes payable				10,648,900.00						10,648,900.00
Bonds payable									36,634,494.71	36,634,494.71
Total Liabilities	4,524,817.00	715,031.58	10,662,975.00		2,910,501.76	2,677,865.74	219.38		36,634,494.71	58,125,905.17

TOWN ACCOUNTANT – CONTINUED

	Governmental Fund Types						Proprietary Fund Types			Fund Types		Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise		Health Insurance	Trust and Agency	Long-term Debt	Groups			
				Enterprise	Enterprise				Health Insurance	Trust and Agency	Long-term Debt	
Fund Equity:												
Reserved for encumbrances	720,913.80			37,796.22								758,710.02
Reserved for expenditures	100,625.44	3,369,177.01		200,000.00								3,669,802.45
Reserved for continuing appropriations	4,392,763.85			1,075,344.34								5,468,108.19
Reserved for petty cash	5,500.00			100.00								5,600.00
Undesignated fund balance	7,887,511.69	21,923,770.26	(5,822,196.18)	8,080,236.95								46,697,227.60
Unreserved retained earnings				8,080,236.95								8,080,236.95
Total Fund Equity	13,107,314.78	25,292,947.27	(5,822,196.18)	9,393,477.51	(387,079.28)	23,095,221.11	23,095,221.11	0.00	0.00	0.00	0.00	64,679,685.21
Total Liabilities and Fund Equity	17,632,131.78	26,007,978.85	4,840,778.82	12,303,979.27	2,290,786.46	23,095,440.49	23,095,440.49	36,634,494.71	36,634,494.71	122,805,590.38	122,805,590.38	

TOWN ACCOUNTANT – CONTINUED

FY 2023 Budget Basis - General Fund									
DEPARTMENT/Purpose	FY2022 Encumbered & Carried Fwd	ATM 6/22 Budget	STM 10/22 Art/Transf	ATM 03/23 Art/Transfers	Comp Reserve	Reserve Fd/Year End Transfers	Expended	FY2023 Encumbered & Carried Fwd	Closed to Fund Balance
122 SELECTBOARD		26,306.00				16,800.00	42,340.84	185.00	580.16
Expenses							90,737.39	154,081.68	-
Capital	244,819.07								
123 TOWN MANAGER		442,431.00			13,781.00	(5,000.00)	439,140.14		12,071.86
Personal Services	250.00	20,554.00				5,000.00	25,524.16		279.84
Perchlorate	91,274.59		97,000.00				109,580.48	78,694.11	-
Opitoid Settlement			129,997.88				-	129,997.88	-
Capital									-
131 FINANCE COMMITTEE		9,065.00					7,155.74		1,909.26
Expenses		125,000.00	37,265.00			(69,665.00)			92,600.00
Reserve Fund									
132 FINANCE DIRECTOR		159,375.00			5,661.00		164,888.08		147.92
Personal Services	1,390.00						1,353.57		36.43
Expenses									
135 TOWN ACCOUNTANT		298,263.00	12,600.00		9,996.00		318,994.91		1,864.09
Personal Services		48,835.00					44,779.58		4,055.42
Expenses									
141 ASSESSORS		312,538.00			2,441.00		257,202.01		57,776.99
Personal Services	27,500.00	51,300.00	7,500.00				57,954.97		28,345.03
Expenses							26,565.35		5,751.65
Capital			32,317.00						
145 TREASURER COLLECTOR		286,418.00			8,973.00		289,911.75		5,479.25
Personal Services		47,275.00					41,909.77		5,365.23
Expenses									
151 LEGAL SERVICES		140,000.00					113,253.64	4,500.00	24,246.36
Expenses	2,000.00								
152 HUMAN RESOURCES		265,726.00			4,433.00		270,158.72		0.28
Personal Services	2,100.00	30,737.00					25,731.40	1,600.00	5,505.60
Expenses									
Comp Reserve		385,000.00			(230,061.00)		11,168.06		143,770.94

TOWN ACCOUNTANT – CONTINUED

DEPARTMENT/PURPOSE	FY 2022 Encumbered & Carried Fwd	ATM 6/22 Budget	STM 10/22 Arr/Transf	ATM 03/23 Arr/Transfers	Comp Reserve	Reserve Fd/Year End Transfers	Expended	FY 2023 Encumbered & Carried Fwd	Closed to Fund Balance
155 TECHNOLOGY									
Personal Services		346,393.00			12,562.00		356,760.52		2,194.48
Expenses	250.00	580,600.00				32,400.00	583,536.49	19,243.53	10,469.98
Capital	695,513.80			528,338.00			980,400.23	242,443.09	1,008.48
161 TOWN CLERK									
Personal Services		275,630.00			10,243.00		277,141.01		8,731.99
Expenses		21,369.00	16,135.00				36,901.50		602.50
Capital									-
170 PERMITTING									
Personal Services		278,722.00			7,107.00		276,453.94		9,375.06
Expenses		46,535.00					43,756.17	1,563.04	1,415.79
171 CONSERVATION COMMISSION									
Personal Services		86,348.00			1,727.00		88,074.98		0.02
Expenses	655.00	7,070.00					6,619.84	280.83	824.33
Capital									-
175 PLANNING BOARD									
Personal Services		94,337.00			1,887.00		96,243.85		0.15
Expenses	185.00	16,367.00					6,298.10	7,870.00	2,383.90
Capital									-
176 ZONING BD OF APPEALS									
Expenses	185.00	2,595.00					2,035.00		745.00
192 TOWN HALL									
Personal Services		45,742.00			1,638.00		45,918.99		1,461.01
Expenses	358.79	57,100.00				11,000.00	60,409.82	6,930.81	1,118.16
Capital									-
199 PUBLIC BUILDINGS									
Personal Services		99,844.00	(12,600.00)				84,678.23		2,565.77
Expenses	3,500.00	144,830.00					120,084.03	26,527.22	1,738.75
Capital	367,544.56		40,000.00				140,468.74	262,533.17	4,542.65
GENERAL GOVERNMENT	1,436,135.81	4,753,735.00	133,217.00	755,335.88	(149,612.00)	(9,465.00)	5,544,132.00	936,250.36	438,964.33

TOWN ACCOUNTANT – CONTINUED

DEPARTMENT/PURPOSE	FY2022			FY2023			Closed to Fund Balance	
	Encumbered & Carried Fwd	ATM 6/22 Budget	STM 10/22 At/Transf	ATM 03/23 At/Transfers	Comp Reserve	Reserve Fd/Year End Transfers		Expended
210 POLICE								
Personal Services		5,459,662.00	31,403.00					
Expenses	6,818.33	556,183.00	3,800.00		87,223.00	14,000.00	3,394,892.33	183,397.67
Capital	45,090.11						521,829.41	47,871.09
							30,443.00	14,647.11
215 PUBLIC SAFETY COMM								
Personal Services		861,802.00			4,797.00		788,312.43	78,286.57
Expenses		53,437.00					45,064.27	8,266.14
Capital								
220 FIRE								
Personal Services		3,859,161.00	75,000.00	75,000.00	6,586.00	31,000.00	3,996,773.21	18,973.79
Expenses	41,907.34	373,368.00	40,000.00				478,042.36	1,310.39
Capital	505,000.00		300,000.00				28,159.65	-
241 BUILDING DEPARTMENT								
Personal Services		399,541.00			3,786.00		395,990.08	7,336.92
Expenses		12,150.00					10,217.92	1,932.08
Capital			31,359.00				31,359.00	-
244 SEALER WEIGHTS & MEASURES								
Expenses		3,000.00	4,762.00			3,000.00	10,762.00	-
291 EMERGENCY MGMT								
Personal Services		9,510.00					9,510.00	-
Expenses	2,399.66	2,450.00					4,778.86	12.68
Capital								58.12
292 ANIMAL CONTROL								
Personal Services		40,967.00					36,865.88	4,101.12
Expenses	650.00	4,475.00					4,377.11	655.89
Capital	667.41						650.26	17.15
294 TREE WARDEN								
Personal Services		2,357.00					2,357.00	-
Expenses		35,000.00					20,303.50	14,696.50
PUBLIC SAFETY	602,532.85	11,673,063.00	186,324.00	375,000.00	102,394.00	48,000.00	11,810,688.27	809,722.15
300 WESTFORD PUBLIC SCHOOLS								
Expenses	253,719.71	63,961,692.00	76,500.00			(200,000.00)	63,780,103.49	311,808.22
Capital	588,202.96		360,000.00				312,868.88	574,503.76
310 NASHOBA VALLEY TECH EDUCATION								
Expenses	841,922.67	1,295,205.00					1,295,205.00	-
Capital		65,256,897.00	76,500.00	360,000.00		(200,000.00)	65,388,177.37	886,311.98
								60,830.32

TOWN ACCOUNTANT – CONTINUED

DEPARTMENT/PURPOSE	FY2022			FY2023					
	Encumbered & Carried Fwd	AIM 622 Budget	STM 1022 Art/Transf	AIM 0323 Art/Transfers	Comp Reserve	reserve Fd/Yr End Transfers	Expended	Encumbered & Carried Fwd Balance	Closed to Fund Balance
405 DPW									
Personal Services		258,989.00			5,164.00		221,301.83		42,851.17
Expenses		500.00							500.00
Capital	39,000.00						16,211.80		22,788.20
410 ENGINEERING									
Personal Services	1,000.00	315,899.00			7,852.00		323,749.01		1.99
Expenses	335,842.00	11,970.00					9,341.93		3,628.07
Capital		214,700.00	1,100,000.00				226,669.44	1,423,872.56	-
421 HIGHWAY									
Personal Services		1,643,829.00			16,815.00	(13,500.00)	1,482,810.76		164,333.24
Expenses	18,688.98	1,018,643.00		400,000.00			1,148,232.55	20,854.38	268,245.05
Capital	65,000.00			402,000.00			61,814.01	405,000.00	3,185.99
427 STORMWATER MGMT									
Expenses									
Capital	12,300.00							12,300.00	-
432 RECYCLING									
Expenses		541,027.00	40,000.00	20,000.00		112,000.00	699,314.47	7,500.00	6,212.53
433 SOLID WASTE									
Expenses		1,507,588.00				(112,000.00)	1,386,682.91		8,905.09
442 WASTEWATER TREATMENT									
Expenses		224,430.00				13,500.00	236,038.85	1,827.88	73.27
Capital	275,277.32			450,000.00			287,585.00	432,415.00	5,277.32
491 CEMETERY									
Personal Services		105,159.00					85,657.76		19,501.24
Expenses		36,760.00					36,760.00		-
Capital	21,049.75						8,712.75	12,337.00	-
PUBLIC WORKS	768,158.05	5,664,794.00	254,700.00	2,375,000.00	29,831.00	-	6,230,873.07	2,316,106.82	545,503.16
510 BOHEMIRONMENTAL									
Personal Services		441,838.00					417,199.17		24,638.83
Expenses	593.84	26,900.00					24,345.22		3,148.62
Capital									-
541 COUNCIL ON AGING									
Personal Services		475,077.00					471,072.80		13,881.20
Expenses		102,900.00				12,000.00	114,754.96		145.04
Capital									-
543 VETERANS SERVICES									
Personal Services		80,155.00					77,190.86		4,501.14
Expenses		63,100.00					20,407.26		42,692.74
HUMAN SERVICES	593.84	1,189,970.00	-	-	11,414.00	12,000.00	1,124,970.27	-	89,007.57

TOWN ACCOUNTANT – CONTINUED

DEPARTMENT/PURPOSE	FY2022 Encumbered & Carried Fwd	ATM 6/22 Budget	STM 10/22 Art/Transf	ATM 03/23 Art/Transfers	Comp Reserve	eserve Fd/Year-End Transfers	Expended	FY2023 Encumbered & Carried Fwd	Closed to Fund Balance
610 LIBRARY									
Personal Services		1,443,974.00			5,473.00		1,401,631.06		47,815.94
Expenses		563,246.00				20,465.00	361,665.45	482.83	21,562.72
Capital	10,000.00						10,000.00		-
630 RECREATION									
Capital	23,090.13						6,300.00	16,790.13	-
650 PARKS-GROUNDS BLDG MAINT									
Personal Services		262,060.00			500.00		188,978.27		73,581.73
Expenses		48,229.00					48,328.06		0.94
Capital				65,000.00				65,000.00	-
660 LAND MANAGEMENT									
Expenses	3,804.00	47,916.00					40,560.56	5,174.27	5,985.17
Capital									-
670 HISTORICAL COMMISSION									
Expenses	153.54	11,950.00					11,618.64	384.54	100.36
Capital									-
CULTURE & RECREATION	37,047.67	2,177,475.00	-	65,000.00	5,973.00	20,465.00	2,069,082.04	87,831.77	149,046.86
710 DEBT SERVICE									
Expenses		6,272,642.00				(71,000.00)	5,866,920.61		334,721.39
DEBT SERVICE		6,272,642.00	-	-	-	(71,000.00)	5,866,920.61	-	334,721.39
820 STATE ASSESSMENTS & CHARGES									
STATE ASSESSMENTS							642,250.00	561,895.00	80,357.00
940 UNCLASSIFIED									
Direct/Indirect offsets		(1,415,635.00)					(1,415,635.00)		-
945 UNCLASSIFIED									
Expenses	79,642.00	9,996,212.00					9,887,033.13	77,454.57	111,366.30
990 TRANSFERS TO OTHER FUNDS									
Transfers to Special Revenue				1,832.31		200,000.00	201,832.31		-
Transfers to Capital Projects							1,224,649.00		-
Transfers to Enterprise							11,552,593.00		-
Transfers to Trust		11,197,061.00							-
TOTAL UNCLASSIFIED	79,642.00	19,777,638.00	-	2,224,263.31	-	200,000.00	23,428,000.44	77,454.57	191,723.30
GRAND TOTAL GENERAL FUND	3,766,032.89	116,766,214.00	650,741.00	6,154,999.19	-	-	121,462,844.07	5,113,677.65	2,176,700.36

TOWN ACCOUNTANT – CONTINUED

FY 2023 Budget Basis – Water Enterprise Fund									
WATER ENTERPRISE									
	FY2022 Encumbered & Carried Fwd	ATM 6/22 Budget	STM 10/22 Art/Transf	ATM 03/23 Art/Transfers	Comp Reserve	eserve Fd/Year End Transfers	Expended	FY2023 Encumbered & Carried Fwd	Closed to Fund Balance
OPERATING:									
Personal Services		1,269,749.00					1,177,779.62		91,969.38
Expenses	261,007.00	1,689,767.00		135,000.00			1,596,790.52	37,796.22	431,187.26
Reserve Fund		250,000.00							250,000.00
Debt		1,483,157.00					1,388,576.13		94,580.87
Capital	623,441.93		56,550.00	366,500.00			182,738.45	766,006.72	97,746.76
WATER ENTERPRISE TOTAL	884,448.93	4,672,673.00	56,550.00	501,500.00	-	-	4,345,884.72	803,802.94	965,484.27
FY 2023 Budget Basis – Recreation Enterprise Fund									
RECREATION ENTERPRISE									
	FY2022 Encumbered & Carried Fwd	ATM 6/22 Budget	STM 10/22 Art/Transf	ATM 03/23 Art/Transfers	Comp Reserve	eserve Fd/Year End Transfers	Expended	FY2023 Encumbered & Carried Fwd	Closed to Fund Balance
OPERATING:									
Personal Services		1,057,621.00					848,863.37		208,757.63
Expenses	959.89	299,184.00					255,684.96		44,458.93
Capital									
RECREATION ENTERPRISE TOTAL	959.89	1,356,805.00	-	-	-	-	1,104,548.33	-	253,216.56
FY 2023 Budget Basis – Ambulance Enterprise Fund									
AMBULANCE ENTERPRISE									
	FY2022 Encumbered & Carried Fwd	ATM 6/22 Budget	STM 10/22 Art/Transf	ATM 03/23 Art/Transfers	Comp Reserve	eserve Fd/Year End Transfers	Expended	FY2023 Encumbered & Carried Fwd	Closed to Fund Balance
OPERATING:									
Personal Services		921,470.00					918,208.32		3,261.68
Expenses	1,894.34	543,474.00		3,219.00			546,949.71		1,637.63
Capital	441,474.12						439,645.55	1,828.57	0.00
AMBULANCE ENTERPRISE TOTAL	443,368.46	1,464,944.00	-	3,219.00	-	-	1,904,803.58	1,828.57	4,899.31

TOWN ACCOUNTANT – CONTINUED

STORMWATER ENTERPRISE	FY 2022 Encumbered & Carried Fwd	AIM 6/22 Budget	STM 10/22 Art/Transf	AIM 03/23 Art/Transfers	Comp Reserve	eserve Fd/Year End Transfers	Expended	FY 2023 Encumbered & Carried Fwd	Closed to Fund Balance
OPERATING:									
Personal Services		143,052.00					43,165.47		99,886.53
Expenses		967,580.00					844,518.84		123,061.16
Debt		152,100.00					24,840.30		127,259.70
Capital	45,000.00		48,750.00	265,000.00			51,240.95	307,509.05	-
STORMWATER ENTERPRISE TOTAL	45,000.00	1,262,732.00	48,750.00	265,000.00	-	-	963,765.56	307,509.05	350,207.39
GRAND TOTAL ALL FUNDS	5,139,810.17	125,523,368.00	756,041.00	6,924,318.19	-	-	129,781,846.26	6,226,818.21	3,750,507.89

TOWN ACCOUNTANT – CONTINUED

Special Revenue Funds - FY 2023						Page 1 of 3
	July 1, 2022	Receipts	Expenditures	Transfers In	Transfers Out	June 30, 2023
Fund 250 Federal Grants						
25199528 FEMA - Covid 19	(589,712.57)	31,055.23	-	538,393.81	-	(20,263.53)
25199529 ARPA - Covid 19	2,595,048.55	3,708,985.42	(1,881,890.73)	-	(705,521.81)	3,716,621.43
25199510 ARPA - DPH Earmark	350,000.00	-	(81,926.33)	-	-	268,073.67
25210210 DEA DCE Suppression Program	-	13,054.48	(13,054.48)	-	-	-
25210215 Bullet Proof Vests OJ-Fed Reim	16,992.62	15,509.01	(9,169.80)	-	-	23,331.83
25510509 BOH-NAACHO RISE Grant	-	101,250.00	(27,337.34)	-	-	73,912.66
25510511 BOH-Medical Reserve	1,173.04	37,352.45	(20,686.52)	-	-	17,838.97
25510512 BOH- Emerg Prep Coalition	2,711.63	33,930.00	(33,959.21)	-	-	2,682.42
25510514 BOH-NAACHO	34,620.92	10,000.00	(13,733.57)	-	-	30,887.35
25510522 BOH- FDA Standards	(8,530.64)	8,530.64	-	-	-	-
	2,402,303.55	3,959,667.23	(2,081,758.18)	538,393.81	(705,521.81)	4,113,084.60
Fund 255 School Federal Grants						
304 Title I - DOE 305 FY22	(15,479.00)	15,479.00	-	-	-	-
11522 ESSER II 115 FY22	(12,947.56)	14,840.00	(1,892.44)	-	-	0.00
11922 ESSER III 119 FY22	58,773.00	171,597.00	(277,906.46)	-	-	(47,536.46)
14023 Title IIa DOE 140-ODD	-	21,888.00	(44,669.51)	-	-	(22,781.51)
18022 Title III 180 FY22	(8,025.47)	10,701.00	(2,675.53)	-	-	0.00
18023 Title IIa DOE 140-EVEN	-	8,729.00	(15,146.21)	-	-	(6,417.21)
24022 Sped 94-142 DESE 240 FY22	(125,338.88)	156,096.00	(30,757.12)	-	-	(0.00)
24023 Sped 94-142 DESE 240 FY23	(0.00)	852,993.00	(1,007,143.98)	-	-	(154,150.98)
24422 Sped DPE 264 ARP IDEA	(7,479.64)	18,109.00	(10,629.36)	-	-	-
25222 American Rescue 252 FY22	(60,818.59)	101,066.00	(39,689.64)	-	-	557.77
26222 Early Childhood DOE 262 FY22	(1,825.00)	1,825.00	-	-	-	-
26223 Early Childhood DOE 262 FY23	-	19,159.00	(22,314.00)	-	-	(3,155.00)
30523 Title I - DOE 305 FY23	(0.00)	79,939.00	(98,254.00)	-	-	(18,315.00)
30923 Title IV 309	-	1,000.00	(10,000.00)	-	-	(9,000.00)
	(173,141.14)	1,473,421.00	(1,561,078.25)	-	-	(260,798.39)
Fund 260 State Grants						
26123190 Transport/Rideshare Grant	1,855.70	3,201.90	-	-	(1,855.70)	3,201.90
26123131 FY22 Green Communities	9,090.00	17,340.00	(32,300.00)	(2,600.00)	-	(8,470.00)
26123181 Energy Savings Performance Grant	(2,340.00)	1,920.00	(1,800.00)	2,600.00	-	480.00
26123191 Community Compact Elec Vehicle	16,975.00	-	-	-	-	16,975.00
26123197 Sustainability Coordinator	94,902.00	-	(70,973.48)	-	-	23,928.52
26155155 IT Fiber Grant	-	19,000.00	(17,270.79)	-	-	1,729.21
26171464 O'Brien Farm Footbridge	-	-	(3,500.00)	-	-	(3,500.00)
26175651 HNP/MVP Planning Grant	-	46,350.00	(66,350.00)	-	-	(20,000.00)
26199193 Parkerville Roof Earmark	-	65,000.00	(65,000.00)	-	-	-
26210202 FY22 Police Municipal Road Safety Grant	(3,725.88)	6,365.22	(2,639.34)	-	-	0.00
26210250 FY23 Police Municipal Road Safety Grant	-	10,272.42	(14,500.92)	-	-	(4,228.50)
26215242 Emerg Med Dispatch FY22 Grant	(2,938.81)	2,938.81	-	-	-	-
26215243 Emerg Med Dispatch FY23 Grant	-	-	(5,312.31)	-	-	(5,312.31)
26215278 Public Safety 911 Support-FY22	(57,271.54)	57,021.52	-	250.02	-	(0.00)
26215279 Public Safety 911 Support-FY23	-	58,399.67	(83,030.16)	-	-	(24,630.49)
26215272 Public Safety 911 Training FY22	(12,556.93)	10,974.64	-	1,582.29	-	(0.00)
26215273 Public Safety 911 Training FY23	-	-	(8,600.05)	-	-	(8,600.05)
26220205 Fire Equipment Grant	-	10,244.79	(10,244.79)	-	-	-
26220231 S.A.F.E. -Fire FY21 Grant	4,911.96	-	(4,911.96)	-	-	-
26220232 S.A.F.E. -Fire FY22 Grant	8,030.02	-	(8,030.02)	-	-	-
26220233 S.A.F.E. -Fire FY23 Grant	-	6,658.00	(3,019.62)	-	-	3,638.38
26291240 Emerg Mgmt Performance	-	5,100.00	(10,200.00)	-	-	(5,100.00)
26410411 BFRIT Drainage - Mass Trails	(19,772.03)	19,772.03	-	-	-	-
26450453 Stony Brook Flow Grant	(19,978.01)	19,978.01	-	-	-	-
26432432 Recycling SMRP Grant	2,412.00	-	-	-	-	2,412.00
26432434 Recycling Dividends Program	-	13,000.00	(50.00)	-	-	12,950.00
26510515 Tobacco Control Grant	2,087.96	-	-	-	-	2,087.96
26510535 FY22 DPH Health Excellence Grant	82,524.51	(82,524.51)	-	-	-	0.00
26510536 FY23 DPH Health Excellence Grant	-	221,982.41	(256,720.27)	-	(39,230.14)	(73,968.00)
26541541 Elders Affairs-COA Formula	22,233.41	67,692.00	(37,113.64)	-	-	52,811.77
26541542 Lowell Reg Trans Auth-Van	-	104,619.55	(104,619.55)	-	-	0.00
26610610 Library Lig-Meg	41,897.23	48,401.47	(36,477.50)	-	-	53,821.20
26610914 Library Construction Grant	-	1,600,883.06	(15,964.14)	-	-	1,584,918.92
26695695 Cultural Council Grant	12,154.41	11,118.93	(11,639.75)	-	-	11,633.59
	180,591.00	2,345,709.92	(870,268.29)	1,832.31	(41,085.84)	1,616,779.10

TOWN ACCOUNTANT – CONTINUED

Special Revenue Funds - FY 2023

Page 3 of 3

		July 1, 2022	Receipts	Expenditures	Transfers In	Transfers Out	June 30, 2023
Fund 265 School State Grants							
372	Early Literacy Grant #734	(27,971.84)	28,410.00	(438.16)	-	-	0.00
18923	PAC	-	2,326.00	(2,326.00)	-	-	-
19522	Robinson playground	12,500.00	112,500.00	(115,500.00)	-	-	9,500.00
19523	Water Filling Stations	-	27,979.00	(33,000.00)	-	-	(7,021.00)
73423	Early Literacy Grant #734	0.00	21,150.00	(27,750.00)	-	-	(6,600.00)
1895V	Prof-Based outcome language	(3,798.00)	3,798.00	-	-	-	-
EMT23	Electric Mail Truck	-	56,000.00	(56,000.00)	-	-	-
MSK22	Mask Reimbursement	-	42,648.65	(42,648.65)	-	-	-
		(19,269.84)	294,811.65	(279,662.81)	-	-	(4,121.00)
Fund 270 Receipts Reserved							
27145145	Reserved Excess Premiums - Long Term	1,943.97	-	-	-	-	1,943.97
27145146	Reserved Excess Premiums - Short Term	10,271.64	76,672.08	(30,526.20)	-	(10,271.64)	46,145.88
27171171	Conservation-Wetlands	55,043.62	7,345.00	(349.00)	-	-	62,039.62
27199904	Sale of Real Estate	439,478.70	-	-	-	(439,478.70)	-
27491491	Cemetery-Sale of Lots	52,467.63	37,547.08	-	-	-	90,014.71
		559,205.56	121,564.16	(30,875.20)	-	(449,750.34)	200,144.18
Fund 280 Town Revolving Funds							
28122110	Scholarship Fund-Twn Tax	17,773.40	813.74	(10,000.00)	-	-	8,587.14
28122111	Arts & Technology-Twn Tax	1,600.71	354.32	-	-	-	1,955.03
28122122	Town Building Leases 53E1/2	232,006.93	96,331.99	-	-	-	328,338.92
28123991	Electric Vehicle Revolving	-	1,136.69	(1,136.69)	-	-	-
28171172	East Boston Camp 53E1/2	177,142.06	20,130.00	(43,890.36)	-	-	153,381.70
28179177	Community Gardens 53E1/2	20,620.73	6,580.00	(3,274.21)	-	-	23,926.52
28192920	Insurance Recovery-Town	(1,524.29)	13,570.37	(552.49)	-	-	11,493.59
28210920	Insurance Recovery-Police	4,348.54	75,599.56	(9,552.44)	-	-	70,395.66
28300920	Insurance Recovery-School	6,863.89	1,916.25	(916.25)	-	-	7,863.89
28294494	Town Forestry Revol 53E1/2	1,595.20	-	-	-	-	1,595.20
28432432	Recycling Revolving 53E1/2	21,842.88	15,125.00	(14,384.40)	-	-	22,583.48
28510524	BOH-Immuniz/Clinical 53E1/2	88,089.05	90,705.86	(45,033.05)	-	-	133,761.86
28540546	Senior Ctr Programs 53E1/2	62,569.32	51,061.45	(47,343.63)	-	-	66,287.14
28541543	Elder & Disabled Tax-TREAD	52,370.18	22,329.01	(7,500.00)	-	-	67,199.19
28541545	Senior Ctr Fitness Rm 53E1/2	34,234.63	6,232.00	(2,907.11)	-	(3,000.00)	34,559.52
28630636	Rec-Field Maint Revol 53E1/2	98,083.63	79,023.75	(61,980.50)	-	-	115,126.88
		817,616.86	480,909.99	(248,471.13)	-	(3,000.00)	1,047,055.72
Fund 285 School Revolving Funds							
375	School Building Usage	32,967.38	96,206.00	(86,219.29)	-	-	42,954.09
376	School Outside Details	7,906.83	-	-	-	-	7,906.83
378	Sch Extended Day-Elem	82,472.75	-	(82,472.75)	-	-	(0.00)
380	Preschool-Sped (integrated)	142,824.47	283,793.00	(75,706.15)	-	-	350,911.32
381	School Activity Fees	319,470.75	459,939.86	(158,202.67)	-	-	621,207.94
382	School Lost Books	7,835.35	1,743.95	(555.44)	-	-	9,023.86
384	School Athletic Revolving	224,268.72	719,684.86	(736,194.34)	-	-	207,759.24
385	Sch Bus Transportation 53E1/2	366,280.86	704,947.70	(380,799.83)	-	-	690,428.73
386	School Parking WA 53E1/2	71,229.07	57,400.00	(22,315.93)	-	-	106,313.14
389	Full Day Kindergarten	342,284.96	(3,005.00)	(106,004.27)	-	-	233,275.69
393	School-Tech Fee	9,566.90	4,070.00	(11,232.85)	-	-	2,404.05
		1,607,108.04	2,324,780.37	(1,659,703.52)	-	-	2,272,184.89

TOWN ACCOUNTANT – CONTINUED

Special Revenue Funds - FY 2023

Fund	290 Town	Other Spec Rev Funds	July 1, 2022	Receipts	Expenditures	Transfers In	Transfers Out	June 30, 2023
29122717	Town Wide Sidewalk Gift		2,668.60	-	-	-	-	2,668.60
29122719	Disability/Handicap Parking		1,303.83	102.84	-	-	-	1,406.67
29122913	Newport Improvements		200,000.00	-	-	-	-	200,000.00
29122964	Coalition Non-Violence Gift		6,750.04	25.00	(2,663.32)	-	-	4,111.72
29122967	Business Guide Gift		2,000.00	-	-	-	-	2,000.00
29122977	Diversity/Inclusion Gift		2,425.00	-	-	-	-	2,425.00
29123125	Community Wellness Gift		-	2,000.00	(2,000.00)	-	-	-
29123909	Dog Park Gift Fund		-	441.67	-	-	-	441.67
29152152	BCBS Innovation Award		5,000.00	-	-	-	-	5,000.00
29161161	Extended Polling Hours		4,148.23	-	(4,148.23)	-	-	-
29170971	PWAH Gift		82,779.43	-	(36,520.00)	-	-	46,259.43
29170972	Tadmuck/Rte 110 Gift		53,690.30	-	-	-	-	53,690.30
29170974	2 Robbins Rd Sidewalk Gift		100,000.00	-	-	-	-	100,000.00
29170976	2 Robbins Rd Transportation Gift		131,400.00	-	-	-	-	131,400.00
29171950	Cons Comm-Gift		2,239.77	-	-	-	-	2,239.77
29175962	Plan Bd Summer Village Insp Gift		11,235.52	-	(108.32)	-	-	11,127.20
29175965	Plan Bd Summer Village Gift		12,800.00	-	-	96,341.94	-	109,141.94
29210820	Police Off Duty Details		(157,278.05)	930,524.53	(878,281.37)	-	-	(105,034.89)
29210914	Police Gift Account		11,649.49	200.00	(10,734.02)	-	-	1,115.47
29210990	Drug Investigation		24,595.62	1,300.00	(9,963.12)	-	-	15,932.50
29210911	Police K-9 Gift		1,647.55	500.00	(1,388.16)	-	-	759.39
29215916	Dispatch Gift Account		1,000.00	-	(1,000.00)	-	-	-
29220820	Fire Off Duty Details		(6,345.00)	28,642.50	(25,617.50)	-	-	(3,320.00)
29220915	Fire Gift Account		1,000.00	-	(1,000.00)	-	-	-
29292292	Animal Control Gift Account		150.00	-	-	-	-	150.00
29410938	Groton/Dunstable Intersection		96,341.94	-	-	-	(96,341.94)	-
29421426	National Grid Paving Gift		37,500.00	-	-	-	-	37,500.00
29510973	BOH-Circle Health Gift		6,254.35	-	(399.93)	-	-	5,854.42
29510949	BOH-Lowell Comm Ftdn Gift		2,046.00	15,000.00	(2,013.85)	-	-	15,032.15
29510955	BOH-Health Gift		22,279.52	3,500.00	(3,747.02)	-	-	22,032.50
29510956	BOH-AED Defibrillator Gift		2,809.89	-	-	-	-	2,809.89
29510958	BOH-Dental Gift		2,149.31	3,000.00	(326.77)	-	-	4,822.54
29540150	COA Friends Gift		24,543.22	-	(3,868.32)	-	-	20,674.90
29541544	COA Gift		6,224.00	9,014.00	(8,860.68)	-	-	7,377.32
29543950	Veteran's Gift		-	300.00	-	-	-	300.00
29610925	Library Restitution		3,170.20	2,255.61	(4,295.00)	-	-	1,130.81
29610950	Library Memorial Gift		24,151.61	26,228.52	(26,815.10)	-	-	23,565.03
29630132	Forge Pond Beach Phase 1		45,172.75	-	-	-	-	45,172.75
29630965	Recreation Forge/Edward Beach		20,457.61	-	-	-	-	20,457.61
29630950	Recreation Gifts		6,855.00	122.00	(4,000.00)	-	-	2,977.00
29691950	Historic Comm Gift		752.00	-	-	-	-	752.00
			798,000.51	1,023,156.67	(1,017,750.71)	96,341.94	(96,341.94)	793,406.47
Fund 295 School Other SRF								
29239350	Sch Reed Living Lab Donation		2,971.90	-	-	-	-	2,971.90
29239354	Misc School Donations		34,169.10	5,085.42	(7,965.19)	-	-	31,289.33
29239355	WEF Mini Grants		0.83	1,411.00	(1,411.00)	-	-	0.83
29239356	School Inventors Fair		152.00	-	-	-	-	152.00
29239361	School Scholarship Donations		-	1,000.00	(1,000.00)	-	-	-
29241663	Day Playground Donations		7,346.66	-	(517.94)	-	-	6,828.72
29230390	School Choice		1,526,262.50	453,747.00	(295,021.93)	-	-	1,684,987.57
391	Foundation Reserve-Displaced Students		-	39,787.00	-	-	-	39,787.00
29202392	Circuit Breaker Sped DOE#520		2,076,381.00	2,427,520.00	(2,076,381.00)	-	-	2,427,520.00
29202394	Special Educ Reserve Fund		308,420.04	213,844.62	-	-	-	522,264.66
			3,955,704.03	3,142,395.04	(2,382,297.06)	-	-	4,715,802.01
220	School Lunch		718,100.95	2,722,812.44	(2,471,094.39)	-	-	969,819.00
230	Highway Chapter 90		(2,542.60)	843,746.54	(905,219.57)	-	-	(64,015.63)
230	Winter Rapid Recovery		-	511,135.91	(57,250.93)	-	-	453,884.98
240	Community Preservation		10,104,777.33	3,645,066.35	(3,920,252.99)	-	-	9,829,590.69
			10,820,335.68	7,722,761.24	(7,353,817.88)	-	-	11,189,279.04
	TOTALS		20,948,454.25	22,889,177.27	(17,495,683.03)	636,568.06	(1,295,699.93)	25,682,816.62

TOWN ACCOUNTANT – CONTINUED

Capital Projects Funds - FY 2023									
Fund 310 - Town Related	FY 2022	General Fund	Premium	Transfers Out	Continued				
Org/Obj	Description	Balance Fwd	Paydowns	Transfers from Rec. Res'd	Transfers from Rec. Res'd	Appropriation	Expended	Transfers from Rec. Res'd	Appropriation
31199199	Roundbush Rehab 3/17 #9	CE	114,169.00			114,169.00			
31200783	Fire Truck 0621 #4 \$777K		777,400.00			869.00	(776,531.00)		
31410731	Ceriale Rd Sidewalk \$440K		-			(18,805.50)	(18,805.50)		
31410737	Oak Hill Plann/Moore Rd Infrastructure		(1,041,278.94)			3,387.04	(1,428,120.19)		
31410746	Eng Master Design 3/13 #16	\$6	10,497.11						
31491749	Cemetery Site Improvements 6/21 #5		23,514.60				(9,946.60)		(13,568.00)
31421782	Roadway Repairs \$500K		249.00				(249.00)		(0.00)
	Total Town Capital		(115,449.23)			3,387.04	(2,333,657.29)		(2,359,282.48)
Fund 320 - School Related	FY 2022	General Fund	Premium	Transfers Out	Continued				
Org/Obj	Description	Balance Fwd	Paydowns	Transfers from Rec. Res'd	Transfers from Rec. Res'd	Appropriation	Expended	Transfers from Rec. Res'd	Appropriation
32199130	WA Amenities Building		807.25			807.25			
32300728	Sch Access Controls \$570K 06/20 Art#3		69,500.00			69,500.00	569.66		(382,663.69)
	Total School Capital		(651,926.10)			69,500.00	569.66		(381,856.44)
Fund 350 - Stormwater Enterprise	FY 2022	Stormwater Enterprise	Premium	Transfers Out	Continued				
Org/Obj	Description	Balance Fwd	Paydowns	Transfers from Rec. Res'd	Transfers from Rec. Res'd	Appropriation	Expended	Transfers from Rec. Res'd	Appropriation
35427737	Oak Hill Plann/Moore Rd Infrastructure		(473,749.31)			1,840.78	(776,648.94)		(1,248,537.47)
35427784	Pond/Blue Brook Culvert		(107,165.00)			483.20	(120,198.85)		(226,880.65)
35427786	185 N Main Culvert Replacement		-			(11,295.00)	(11,295.00)		(11,295.00)
	Total Stormwater Enterprise Capital		(580,914.31)			2,323.98	(908,142.79)		(1,486,733.12)
Fund 360 - Water Enterprise	FY 2022	Water Enterprise	Premium	Transfers Out	Continued				
Org/Obj	Description	Balance Fwd	Paydowns	Transfers from Rec. Res'd	Transfers from Rec. Res'd	Appropriation	Expended	Transfers from Rec. Res'd	Appropriation
36450781	Town Farm Water Tank \$1.2M		82,000.00			1,855.66	(47,092.86)		(1,001,311.46)
36450734	Kirsi/Douglas Water Mains		37,166.47			37,166.47			37,166.47
36450737	Oak Hill Plann/Moore Rd Infrastructure		(346,913.19)			2,135.30	(899,654.76)		(1,444,432.65)
36450771	PH Water Tank \$3.2M 3/17 Art#7		324,383.48						324,383.48
	Total Water Enterprise Capital		(82,000.00)			3,990.96	(946,747.62)		(2,084,194.16)
	TOTALS - ALL FUNDS		(151,500.00)			10,271.64	(4,088,542.70)		(6,212,066.20)

TOWN ACCOUNTANT – CONTINUED

	Trust Fund Activity - Fiscal Year 2023						
	Fund						
	Balance		Investment		Transfers	Transfers	Balance
	July 1, 2022	Receipts	Income (Loss)	Expenditures	In	Out	June 30, 2023
Non-Expendable Trusts:							
810 Cemetery Perpetual Care	591,204.50	50,340.00	-	-	-	-	641,544.50
Charles Colburn Cem	1,500.00	-	-	-	-	-	1,500.00
William Wright Cem	5,000.00	-	-	-	-	-	5,000.00
Lyman Wilkins Cem	1,413.11	-	-	-	-	-	1,413.11
J.H. Fletcher Cem	1,500.00	-	-	-	-	-	1,500.00
Alonzo Reed Cem	1,500.00	-	-	-	-	-	1,500.00
Metcalf & Soldiers	1,300.00	-	-	-	-	-	1,300.00
Library Book Fund	13,000.00	-	-	-	-	-	13,000.00
Library Lecture Fund	30,000.00	-	-	-	-	-	30,000.00
Library All Purpose	17,347.58	-	-	-	-	-	17,347.58
Library Trustee	61,137.50	-	-	-	-	-	61,137.50
Ellen Rainville Educ	84,355.00	-	-	-	-	-	84,355.00
Library Benefactors Trust	5,364.00	-	-	-	-	-	5,364.00
Whitney Shade Tree	2,500.00	-	-	-	-	-	2,500.00
Whitney Education	10,000.00	-	-	-	-	-	10,000.00
Total Non Spendable	827,121.69	50,340.00	-	-	-	-	877,461.69

TOWN ACCOUNTANT – CONTINUED

Expendable Trusts:							
820 Conservation Fund	877,242.03	-	46,365.08	(5,100.00)	190,000.00	-	1,108,507.11
Conservation-Salamander	40,849.69	-	1,819.74	-	-	-	42,669.43
Cemetery Perpetual Care	63,879.63	-	30,380.99	(23,311.00)	-	-	70,949.62
Charles Colburn Cem	4,153.37	-	251.86	-	-	-	4,405.23
William Wright Cem	6,154.39	-	496.93	-	-	-	6,651.32
Lyman Wilkins Cem	4,939.73	-	283.03	-	-	-	5,222.76
J.H. Fletcher Cem	3,451.77	-	220.61	-	-	-	3,672.38
Alonzo Reed Cem	3,552.37	-	225.11	-	-	-	3,777.48
Metcalf & Soldiers	3,955.35	-	234.13	-	-	-	4,189.48
Library Book Fund	443.33	-	598.88	-	-	-	1,042.21
Library Lecture Fund	5,160.51	-	1,566.28	-	-	-	6,726.79
Library All Purpose	1,079.99	-	799.33	(494.48)	-	-	1,384.84
Library Trustee	6,231.76	-	3,001.13	-	-	-	9,232.89
J.V. Fletcher Library	25,177.59	100.00	17.74	(24,836.00)	-	-	459.33
Ellen Rainville Educ	8,179.18	-	4,108.99	(228.00)	-	-	12,060.17
Library Benefactors Trust	86,587.27	-	4,096.15	-	-	-	90,683.42
Whitney Shade Tree	20,700.64	-	1,033.51	-	-	-	21,734.15
Whitney Playground	35,888.82	-	2,044.22	-	-	-	37,933.04
Affordable Housing Trust	960,314.39	-	25,738.62	(641,348.00)	312,000.00	-	656,705.01
Capital Stabilization Fund	499,716.90	-	22,260.96	-	-	-	521,977.86
Cap Stab-Fire Training Tower	76,027.21	-	3,386.73	-	-	-	79,413.94
Stabilization Fund	5,387,261.97	-	239,987.01	-	-	-	5,627,248.98
OPEB Stabilization Fund	9,492,858.26	-	1,053,256.67	-	1,275,193.00	-	11,821,307.93
Water OPEB Stabilization	1,090,276.05	-	109,092.58	-	30,000.00	(33,448.00)	1,195,920.63
Total Expendable	18,704,082.20	100.00	1,551,266.28	(695,317.48)	1,807,193.00	(33,448.00)	21,333,876.00
TOTAL TRUST	19,531,203.89	50,440.00	1,551,266.28	(695,317.48)	1,807,193.00	(33,448.00)	22,211,337.69

TOWN ACCOUNTANT – CONTINUED

	Custodial Fund Activity - FY 2023				
	Balance			Transfers	Balance
	July 1, 2022	Receipts	Expenditures	Out	June 30, 2023
Performance Bonds	155,305.44	603.83	-	-	155,909.27
Developer Escrow	286,043.77	13,378.63	(26,663.45)	-	272,758.95
Rail Tree Hill	5,271.82	-	-	-	5,271.82
Villanova Drive Deposit	9,294.01	-	-	-	9,294.01
Cumberland Farm Deposit	3,300.00	-	-	(3,300.00)	-
Vose Hill Road	959.39	-	-	-	959.39
License to Carry	8,005.00	22,212.50	(19,612.50)	(3,230.00)	7,375.00
Police-Holding Account	56,481.38	-	(1,025.00)	(765.00)	54,691.38
Student Activity	326,344.93	1,110,728.09	(1,059,449.42)	-	377,623.60
TOTALS	851,005.74	1,146,923.05	(1,106,750.37)	(7,295.00)	883,883.42
Student Activity Fund Detail					
Student Activity-Rita Miller	1,723.36	3,155.06	(3,741.45)	-	1,136.97
Student Activity-Nabnasset	9,143.79	4,389.64	(639.18)	-	12,894.25
Student Activity-Robinson	1,998.03	1,458.29	-	-	3,456.32
Student Activity-Abbot	12,234.66	21,794.77	(14,416.13)	-	19,613.30
Student Activity-Crisafulli	2,177.84	12,101.96	(11,942.17)	-	2,337.63
Student Activity-Norman Day	4,179.32	18,849.49	(15,572.11)	-	7,456.70
Student Activity-Blanchard	13,723.79	70,922.38	(72,241.30)	-	12,404.87
Student Activity-Stonybrook	49,412.06	92,867.35	(83,108.49)	-	59,170.92
Student Activity-Westford Acad	231,752.08	885,189.15	(857,788.59)	-	259,152.64
Total Student Activity (to above)	326,344.93	1,110,728.09	(1,059,449.42)	-	377,623.60

TOWN AND SCHOOL SAFETY TASK FORCE

The Town and School Safety Task Force (TSSTF) was created on August 28, 2018, in the wake of the Parkland, Florida shooting tragedy to assess the safety of our school and town facilities, and make recommendations to bring our safety levels up to best practice.

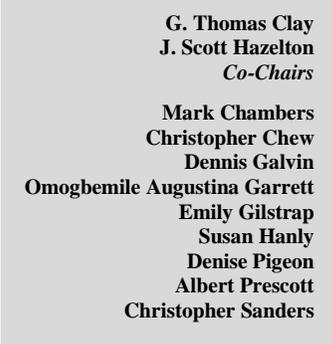
The Task Force recognized early that we needed to look broadly at the risks faced by our students, staff, families, and residents, and consider wellness beyond physical safety against an intruder. Many of our residents face threats of domestic violence, addiction, and self-harm, and comprehensive safety required focus on these areas as well.

The primary work of the Task Force for the first two years focused on physical infrastructure improvements, including:

- emergency communication
- exterior access control to manage access to facilities
- interior access control to manage an intruder event with minimum harm

In FY 2023 the work of the Task Force was largely to monitor the remaining projects and ensure completion. By the end of year all open projects were complete, including emergency communication and camera coverage. The Task Force will continue to assess remaining needs related to safety and wellness, and will make recommendations on how best to monitor these important issues going forward.

Other resources and documents can be found on the Task Force's webpage, westfordma.gov/1138.



TOWN CLERK

Registrars: Census and Elections

We are grateful for the dedication and hard work of our election workers. Election Officers work long hours to bring election day to the voters at the polls. Regardless of turnout, they spend the better part of 15 hours (working in two shifts) ready to assist voters at all seven precincts. An incredible amount of teamwork goes into running elections. A special thank-you to all of those who helped with the elections and Town Meetings during another challenging year. Many thanks go out to school personnel, especially custodians, for their hard work in setting up and taking down the polling places and being available while polls were open. We are grateful for police officers who maintain a presence at the polls, to protect the integrity of the election process, a role that is so often taken for granted, because they do it so effortlessly. I could not have done it without all of them, and most especially my hardworking staff: Andy Sherman, Marilyn Frank, Celia Hughes, and Alyssa Ingalls. Thank you to our Registrars, Chair Alisa Nakashian-Holsberg, John Ricketson, and Beverly Woods. Their assistance is invaluable.

Patricia Dubey
Town Clerk

There were four elections in FY 2023. It was a midterm year so there was a State Primary, the State Election, a Special Town Election held concurrently with the State Election in November, and the Annual Town Election in May. Mail-in voting continues to be a popular option with residents and each election saw an increasing number of vote-by-mail ballots. The double election on November 8 saw a 59.8% town and a 62.12 % state turnout. The May 2, 2023 town election had a recount of Question 2, which pertained to Indigenous Peoples' Day. Election Day totals showed the question passed by 15 votes. The recount showed the same margin. The results of each election and the recount are listed elsewhere in this Annual Report.

This chart shows the total voters registered in town for each party and political designation.

Party/Political Designation	Party Code	New Registrations During FY 2023	Total Voters Registered as of 6/30/2023
America First Party	V	0	1
American Independent	Q	0	4
American Term Limits	BB	0	2
Conservative	A	2	9
Constitution Party	K	0	1
Democrat*	D	15	3,689
Green Party USA	G	0	1
Green-Rainbow	J	0	9
Interdependent 3 rd Party	T	0	7
Libertarian*	L	0	46
Mass Independent Party	O	0	7
Pirate Party	X	0	3
Pizza Party	AA	2	5
Republican*	R	0	1,758
Reform	E	0	0

TOWN CLERK – CONTINUED

Party/Political Designation	Party Code	New Registrations During FY 2023	Total Voters Registered as of 6/30/2023
Socialist	S	1	2
Unenrolled**	U	623	1,2177
United Independent	CC	0	48
We the People	H	0	3
Total		643	18,372

***Political Party.** Political parties hold primaries. All political designations are now allowed to participate in the primary of their choosing, like unenrolled voters. Members enrolled in a political party may only vote in their party’s primary.

****Unenrolled Voters.** Registered voters who have not selected a political party or designation are called unenrolled voters. This is often referred to as an “independent” or “unaffiliated” voter.

Voter registration sessions are held ten days before elections and Town Meetings, online, by mail, or in person at the Town Clerk’s office.

Polling places are as follows:

- Precinct 1 Westford Academy, 30 Patten Road
- Precinct 2 Stony Brook School, 9 Farmer Way
- Precinct 3 Westford Academy, 30 Patten Road
- Precinct 4 Westford Academy, 30 Patten Road
- Precinct 5 Stony Brook School, 9 Farmer Way
- Precinct 6 Stony Brook School, 9 Farmer Way
- Precinct 7 Westford Academy, 30 Patten Road

Civic Engagement

Many thanks to the League of Women Voters in town. In addition to their organizing Town Meeting Forums and Candidates’ Nights, many League members have helped recruit election workers. Few communities are as lucky as Westford to have such positive energy focused on civic engagement.

Vital Statistics

Vital statistics are reported on a calendar year basis. The table that follows shows figures over the last several years. The Town Clerk’s office has custody of vital records dating back to 1729, the time of the town’s incorporation. Early records are available on microfilm at the J.V. Fletcher Library.

	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
Births	145	144	169	160	181
Marriages	62	59	82	59	64
Deaths	176	130	201	173	193

At the Counter

In addition to issuing certified copies of vital records and dog licenses, the Town Clerk’s office is responsible for filing applications and decisions made by the Planning Board and Zoning Board of Appeals. The Town Clerk’s office works closely with the Permitting office to ensure that information is properly filed and available to the public as soon as possible.

TOWN CLERK – CONTINUED

The Town Clerk’s office issues several types of licenses. In the table below, they are reported on a fiscal year basis unless otherwise noted to better reflect revenues. Statistics over the last several years are listed as well.

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Notes
Bulk Stickers	2610	4640	6235	5908	4624	
Business Certificate	79	136	124	111	94	
Dogs	2528	2349	2662	2421	2546	
Flammable Storage Registration	37	37	40	36	36	Calendar year
Raffle Permits	6	8	4	10	10	
Certified Copies of Vital Records	989	1299	1171	1877	1705	

Select Board Annual Licensing

Alongside his duties as Assistant Town Clerk, Andy Sherman provides administrative support to the Select Board for their annual licensing. The tables below show annual licensing payments that were received for the processing of applications and/or renewals:

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
All Alcohol Club	7	7	7	7	7	7	7	7	7
All Alcohol Package Store	7	7	7	7	7	7	7	7	7
All Alcohol Innholder	2	2	2	2	2	2	2	2	2
All Alcohol Restaurant	21	21	21	21	18	18	16	18	18
Beer & Wine Package Store	5	5	5	5	5	5	5	5	5
Beer & Wine Restaurant	3	3	4	5	5	4	3	0	0
Common Victualler	58	54	56	57	54	57	54	31	30
Automatic Amusement	90	90	126	126	136	136	125	136	136
Class I New Car	1	1	1	1	1	1	1	1	1
Class II Used Car	10	9	9	9	10	5	7	8	5
Class III Junk Car	1	1	1	1	0	0	0	0	0
Junk Dealer								3	4

Meetings

Meetings of governmental bodies are open to the public and handicap accessible. Executive sessions are allowed under the Open Meeting Law for reasons that must be stated in the agenda. Agendas are posted at least 48 hours in advance of the meeting and may be emailed

TOWN CLERK – CONTINUED

to townclerk@westfordma.gov. They are posted on the town website, westfordma.gov and at Town Hall in the back vestibule that is always open and accessible to the public 24 hours a day. Minutes of committee/board meetings are available online through the Town's Document Management system, westfordma.gov/dms and in the Town Archives at the Town Clerk's Office as soon as they are approved by the board/committee.

Boards and Committees

Civic involvement in Westford is still going strong thanks to the hundreds of residents who volunteer time from their busy lives to help continually improve our wonderful community. Committee memberships are printed in the front of this book and are available online at data.westfordma.gov/bc/. Boards and committees are subject to the Open Meeting and Conflict of Interest laws.

Appointment letters, oaths of office, Open Meeting and Conflict of Interest law acknowledgments and minutes are all preserved in the Town Clerk's office and are carefully tracked by Marilyn Frank. Although we fondly refer to her as the "Enforcer," her gentle nudge and friendly reminders help us all comply with these laws. All appointed and elected officials must be sworn in by the Town Clerk before they can perform their duties. Elected officials have the additional requirement of filing campaign finance forms.

Volunteers

We are indebted to our volunteers who take on time-consuming tasks in order to help us keep up with the workflow. Without them, we would be working nights and weekends to meet our census, dog license processing, election management, and records preservation goals. Special thanks as always to Barbara Murch for her dedication and efforts.

Staffing Changes

We are grateful to Alyssa Ingalls, who left at the beginning of the fiscal year, for her contributions to the office, always serving the public conscientiously and with a smile. Alyssa came back to help with the fall elections and the recount. She was a welcome presence in the office and will be missed. Her experience in this office provided a stepping stone to where she will continue public service on the state level.

Staff

Town Clerk – Patricia Dubey
Assistant Town Clerk – Andrew Sherman
Office Manager – Celia Hughes
Administrative Assistant – Marilyn Frank

Webpage: westfordma.gov/255

TOWN MODERATOR

Angela Harkness
Town Moderator

Westford emerged from COVID during this fiscal year and brought Town Meeting along with it. Special Town Meeting, held on October 18, 2022, was relocated from our outdoor COVID setting and our historical location at the Abbot School to the main gym at Westford Academy (WA), mirroring society in general as we changed from our long-time, emotionally comfortable setting to a new location that more effectively addresses our 21st century needs. The relocation was an immediate success and Annual Town Meeting on March 25, 2023 was also held at WA. It's a new world.

Westford Academy provided more space, better parking, improved traffic flow, better visuals, and better sound. The Bell Lobby proved to be a superior venue for groups presenting important town information. Check-in was streamlined after a bumpy start in October. As voters entered, the Tellers checked them in at the back of the room and remained there to actively participate in the meeting. WestfordCAT greatly improved its live broadcast and provided live blogging during the meeting on their Facebook page. There was plenty of room for non-voters to follow the meeting, and assistance from Westford Academy students (who served coffee outside the meeting and worked as pages guiding voters to various locations) was robust.

Using hand-held electronic vote tabulators proved to be popular and extremely effective. Voters embraced the "clickers" as an accurate way to pare down the amount of time needed to count votes and ensure that the count is precise. Results were immediately posted to a screen at the front of the room for all voters to see. Minor problems with clicker usage were immediately resolved and, after running out of clickers at the October Special Town Meeting, 300 more devices were purchased for use in March.

At each meeting a separate room was set off for alternate seating to accommodate those who, for whatever reason, wish to watch from another location in the building. In the future, this area may also serve as seating for non-voters. We had great success with free childcare provided in the building by the Recreation Department; this program will definitely continue and likely become more popular as the news gets around.

In an effort to make the meeting as short as possible and therefore easier to attend, we successfully implemented a two-minute speaker clock, strictly enforced a six-minute limit on presentations, eliminated non-germane discussions, awards, and honorariums, and relied on a Consent Agenda at the start of each meeting. In addition, meeting dates were published as early as possible so that voters could mark their calendars, and all town departments, committees, and groups were asked formally by the Select Board not to schedule any events on these dates.

To keep voters better informed, we strove to have as much information about the meeting and articles available in advance on the town website, including video presentations on important articles that were replayed and discussed at Town Meeting. At each meeting voters availed themselves of the knowledgeable Meeting Mentors seated in the audience to informally answer any questions that might occur to those who do not wish to approach the microphone to speak. We continue to strive to make the meetings more accessible and interesting to all.

Unfortunately, our efforts to use food trucks to provide lunch at Annual Town Meeting will have to be retired. After several attempts with four different mobile kitchens, it is apparent that there is simply not enough business generated to make this worthwhile for the vendors.

TOWN MODERATOR—CONTINUED

We will be looking for some other way to provide food to the attendees at Annual Town Meeting in the future.

Sincere thanks to the dedicated town employees and elected and appointed officials who make Town Meeting work. It's a big operation that involves a good deal of time and planning, and everyone involved always does their part and more. Most of all, thank you to the voters of Westford for making the time to actively participate in the governance of our community. Please continue to exercise your democratic rights because democracy works best when everyone participates.

Comments and suggestions are always welcome. Residents can email the Moderator at aharkness@westfordma.gov and find both general and specific information about Town Meeting on the Moderator's page of the town website at westfordma.gov/891.

TREE WARDEN

The Tree Warden is appointed by the Town Manager and authorized by the Select Board to oversee the care, maintenance, and removal of public shade trees. The Tree Warden's responsibilities include:

Kyle Fox
Tree Warden

- Posting and conducting public shade tree hearings in accordance with Massachusetts General Laws Chapter 87
- Care and control of public shade trees within the town right-of-way
- Authorizing the emergency removal of dead or hazardous trees within the town right-of-way
- Determining ownership of trees adjacent to the town right-of-way needing to be removed or trimmed
- Assessing the condition of trees, particularly with respect to public safety
- Approving and authorizing the planting of public shade trees
- Ensuring that utility vegetation management and hazard tree removal plans comply with town ordinances and regulations
- Issuing permits for the trimming of public shade trees within the town right-of-way that overhang private property
- Removal of all illegally erected signs or advertisements placed upon trees under the Tree Warden's jurisdiction

Kyle Fox, Assistant Director of Public Works, was appointed as Tree Warden in January 2023, succeeding Stephen Cronin, Director of Public Works. In FY 2023, the Tree Warden conducted three public shade tree hearings and issued three public shade tree permits. The Select Board also granted National Grid approval to conduct tree trimming and pruning along Circuit 57L1 as part of its Vegetation Management Plan.

Contact: Tree Warden, 978-692-5520, kfox@westfordma.gov

VETERANS SERVICES DEPARTMENT

This office is not affiliated with the U.S. Department of Veterans Affairs or the Massachusetts Department of Veterans' Services.

Ryan Cobleigh
*Veterans Service Officer/
Veterans Agent*

The Veterans Services office is located in the Millennium Building at 23 Depot Street behind Abbot School.



Programs and Services

The town of Westford's Department of Veterans Services serves as an advocate for all veterans and their dependents. The department advises residents as to the availability of federal and state services and benefits to which they are entitled and provides financial assistance to qualifying veterans, surviving spouses and their dependents. The department also administers services and financial assistance under the provisions of MGL Chapter 115 and Code of Massachusetts Regulations (CMR) 108. Many times, we can assist with locating jobs with our state partners at the Career Centers.

This office is normally able to assist veterans who are unable to locate their discharge papers. We also will work with the National Archives to obtain discharge papers that are not found in the Massachusetts collection. Expedited service is available for any immediate needs.

Summary

According to the Street Listing, Westford has 714 veterans who may be eligible for benefits along with surviving spouses of veterans. The Sergeant First Class (SFC) Heath Robinson Honoring our Promise to Address Comprehensive Toxics (PACT) Act was signed into law on August 10, 2022, which brought many new presumptive conditions for certain veterans and expanded Veterans Affairs (VA) Healthcare. The area VA medical facilities continue to support returning troops with special programs that address physical and psychological concerns encountered during their time in the service. We have some of the best VA medical centers in Boston, Bedford, and Manchester, NH that also host community-based clinics scattered throughout New England. Most of our veterans are reporting excellent care from the VA.

During the last reporting period, the VA paid over \$21,696 every month in disability, compensation, and pension benefits to Westford residents. Every veteran is encouraged to get enrolled and introduced to the medical services available to them via the VA healthcare system. While VA healthcare does not replace a veteran's civilian healthcare services, it will supplement their existing coverage. In many cases, the veteran may have zero co-pay for medications. Some may get their hearing aids or eyeglasses for free if eligible.

In FY 2023, 114 residents/veterans received MGL Chapter 59, § 5 Clause 22(a-f) exemption resulting in over \$189,000 reduction of their property taxes.

VETERANS SERVICES DEPARTMENT –CONTINUED

In this reporting period, we managed numerous inquiries from our veterans and their families. Many were handled quickly while others expanded into applications for state and/or federal benefits. We currently have four active Chapter 115 recipients who receive monthly financial assistance. In FY 2023, approximately \$12,300 in Chapter 115 funds went to residents who qualified; 75% of this amount was reimbursed by the Commonwealth.

We continue to photographically document many of the deceased Westford veterans' grave markers/headstones in an online database (data.westfordma.gov/vets). This information is updated on the Find a Grave website (findagrave.com) as well. Many gravesites are geo-marked so that those with smartphones can almost walk right to the veteran's gravesite. This is an ongoing project.

This past Christmas holiday season, Robin Pawlowski, a local resident, again organized a Wreaths Across America fundraising effort to place holiday wreaths on the graves of veterans at Fairview, Russian Brotherhood, and Pine Grove cemeteries. A group of volunteers placed 1,200 wreaths on the graves. The largest donor in the last three years has been KDK Foundation. To learn more about this program and donate to this effort, go to wreathscrossamerica.org/MA0049, or contact Robin at pawlowskirobin@gmail.com or 506-341-5671.

Volunteers place American flags on veterans' gravesites before Memorial Day and removed the flags after Veterans Day during the Wreaths Across America event each year. This schedule was put in place so that the flags make it easier to locate veteran graves for the wreath laying in the snow. Every attempt is made to honor a veteran in this way but occasionally we miss a veteran's grave, or the flag is missing. Please do not hesitate to contact the Veterans Services Department to address this issue, veterans@westfordma.gov or 978-392-1170.

This Department cannot speak highly enough of the many residents who have volunteered to support us this year and in years past with their time and effort towards our veterans holiday programs. Thanks to our other town departments for coordinating services to the veteran community, making sure they can tap into any of the resources available to them.

Staff

Veterans Service Officer/Veterans Agent – Ryan Cobleigh
Senior Assistant – Heather Monahan

Westford Veterans Services webpage: westfordma.gov/veterans

Westford Military Burial Index: data.westfordma.gov/vets

Westford Honor Roll: data.westfordma.gov/honorroll/

Facebook: facebook.com/WestfordDVS

WATER DEPARTMENT

The Westford Water Department employs a staff of 15 to manage and maintain the water system and its resources. The full-time superintendent and a three-member Commission with one alternate are responsible for the Department, which is charged by the town to provide safe, high-quality, uninterrupted water at a reasonable pressure. The Water Department must also adhere to water quality requirements established by the U.S. Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (MassDEP). The Board of Water Commissioners typically meets once a month. To have a topic added to the agenda notify the Business Manager by no later than 48 hours prior to the meeting date. You can visit the Water Department’s webpage at westfordma.gov/507 for more information.

Board of Water Commissioners
Hugh C. Maguire
Chair

Titus Palmer
Vice-Chair

Chauncey Chu
Secretary

Tim Hall
Alternate

Depot Road Well Replacement

In June 2021, the existing Depot Road well was cleaned and redeveloped in an effort to improve pump efficiency and capacity. However, the pump capacity did not improve as expected and a new replacement well was recommended. Fortunately, an ideal location was identified on the Depot Road property near the original well. This project includes the construction of a new 24-inch-by-18-inch gravel packed replacement well and pitless adapter, and connection to the distribution system. The replacement well will provide additional volume for meeting Westford Water customers’ demand. Construction began in the fall of 2022 with completion anticipated in fall 2023.



Stony Brook Flow Restoration Project Continuation

The Westford Water Department was a joint recipient of a MassDEP Water Management Act Grant in FY 2023. This grant provided funding for a sixth phase of the Stony Brook Flow Restoration Project with the objective of assessing opportunities for improved streamflow in the Stony Brook watershed through development of a coordinated Streamflow Restoration Plan. This phase of the project included stakeholder meetings and updates to the low-flow release protocols. A final report detailing the project activities and recommendations was prepared and provided to the Westford Water Department.

Rain Barrel Sale

The Water Department partnered with Great American Rain Barrel of Hyde Park, MA, for a rain barrel sale in the spring of 2023. Rain barrels can be connected to a home’s downspout to collect rainwater for lawn and garden irrigation. These devices serve as an effective means to conserve water and to reduce storm runoff. A total of 47 rain barrels were sold in FY 2023 under the Westford community program, marking another successful rain barrel sale. The Water Department anticipates continued participation in the annual community rain barrel program.

WATER DEPARTMENT – CONTINUED

Infrastructure Improvement

Two fire hydrants were replaced.

Perchlorate Investigation and Treatment

The Water Department continued its active role in the ongoing perchlorate remediation and treatment project operation of the Highway Garage Perchlorate Treatment plant and took on additional monitoring functions.

Per- and Polyfluoroalkyl Substances (PFAS) Investigation and Treatment

After finding elevated concentrations of the drinking water contaminant PFAS at the Country Road well, the Water Department immediately removed the well from service and investigated possible sources of contamination and temporary treatment at the well. In FY 2023, and after multiple sample results from the Country Road well yielded PFAS levels below the state drinking water standards, the Water Department developed a protocol to temporarily operate the Country Road well after consultation and approval from the MA Department of Environmental Protection. In addition, the Water Department began pursuing a long-term PFAS treatment strategy for both treatment facilities.

Public Outreach

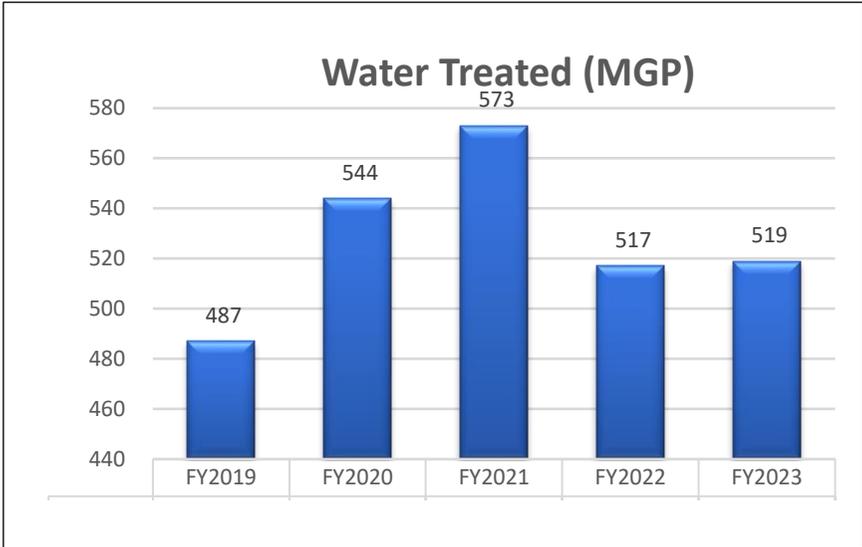
The Water Department continued its public outreach efforts in FY 2023, including the biannual newsletter “Resource” and the annual Consumer Confidence Report (CCR) which informs the public about water quality issues, pollution prevention, water conservation tips, backflow prevention, and Water Department changes.

Treated Water Usage at a Glance (million gallons pumped)

Month	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
July	70.39	62.68	67.13	51.97	64.77
August	54.81	63.30	69.45	59.15	53.74
September	50.68	54.72	62.52	48.81	45.51
October	36.70	41.18	45.03	43.62	39.21
November	31.80	32.93	33.83	32.94	34.26
December	31.97	33.73	35.60	32.79	35.89
January	32.81	33.68	34.27	33.27	36.76
February	28.71	30.18	31.15	30.15	33.31
March	33.50	33.22	35.33	35.22	34.43
April	33.42	32.51	35.46	35.43	36.16
May	37.39	50.44	53.11	51.10	54.80
June	44.37	75.33	70.44	62.61	50.60
Total	486.56	543.91	573.32	517.05	519.45

Note: The fiscal year (FY) runs from July 1 through June 30.

WATER DEPARTMENT – CONTINUED



MGP = million gallons pumped

Water Department Statistics

Total system water storage capacity = 5.28 million gallons

FY 2023 number of:

Total Water Dept. fire hydrants	1,105	Service leaks renewed or repaired*	27
Total active accounts	5,869	Total miles water main	139
New accounts	27	Water main breaks and repairs	2

*A service renewal is replacement of the line from the water main to the customer meter.

Note: Calendar-year statistics are reported in the annual Westford Water Department Consumer Confidence Report.

Staff

Superintendent – Mark Warren

Operations Manager – Dave Crocker

Environmental Compliance Manager – Douglas Yargeau

Foreman – Paul (Pip) Ricard

Foreman, Specialist – Wayne Beauregard

Licensed Well Specialists – Rob Daley, Joe Emerson, Scott Harkins, Ryan Livermore,

Keith McLaughlin

Utilities Specialist – Jesse McLaughlin

Records Supervisor II – Sandra Kane

Records Supervisor I/Collections – Susan Silvia

Records Supervisor I/Billing – Dianne Tyman

Webpage: westfordma.gov/271

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (BOA) typically meets at 7:00 p.m. on the third Wednesday of each month in Meeting Room 201 at Town Hall. Meetings are open to the public and are televised on Westford Community Access Television (westfordcat.org). WestfordCAT broadcasts are also available online on its YouTube channel (youtube.com/WestfordCAT). Recordings of the meetings are generally made available on WestfordCAT and YouTube within a few days of the meeting date.

There was one active lawsuit involving the BOA as of June 30, 2023, relating to the 11 Brookside Road application for the construction of a Personal Wireless Service Facility (Cell Tower).

In December 2022, Paul MacMillan retired from the Board after 12 years of service. Mr. MacMillan represented Graniteville and the Zoning Board well, always considering the Board's responsibilities to make fair decisions that served the public interest. The Board offers their grateful appreciation to Paul and all he has done for the town.

In February 2023, Associate Member Daniel Britko was appointed to fill MacMillan's seat as a regular voting member, and Jeffrey Valcourt was appointed as an Associate Member to fill Britko's seat.

Throughout FY 2023, the BOA held nine regular meetings, one special meeting, and no executive sessions. The regular meetings of October 2022, December 2022, and June 2023 were cancelled due to lack of items on the agendas. The Board acted on 19 applications, with some consisting of multiple petitions. Some examples of requests included the following:

- Variances for additions to homes or accessory structures that do not meet setback standards
- Variances to allow uses not otherwise permitted by the Zoning Bylaw
- Variances to allow deviations from the Home Occupation standards
- Special Permit to allow Home Occupation
- Special Permits to create Accessory Dwelling Units (ADUs)
- Special Permit for the demolition and reconstruction of non-conforming structures
- Special Permits for the alteration of non-conforming structures
- Special Permit for the expansion of a pre-existing non-conforming use
- Special Permit for the Conversion of a Dwelling
- Modifications to prior approvals.

Additionally, the Board of Appeals cosponsored amendments to the ADU Zoning Bylaw with the Planning Board, which was passed at Special Town Meeting in October 2022.

Scott MacKay
Chair

Jay Enis
Vice-Chair

James Kazeniak
Clerk

Daniel Britko
(appointed 2/14/23)

Scott Fitzgerald
Paul MacMillan
(resigned 12/31/22)

Associate Members

David Earl
Jeffrey Valcourt
(appointed 2/14/23)

ZONING BOARD OF APPEALS – CONTINUED

Board of Appeals decisions issued between July 1, 2022 and June 30, 2023:

BOA Petitions	Approved	Denied	Withdrawn	Total
Variances*	14	0	4	18
Modifications to Variances	3	0	0	3
Special Permits**	8	0	1	9
Modifications to Special Permits	1	0	0	1
Determination of Non-Substantive Change (Minor Modification)	0	0	0	0
Appeal of Administrative Decision	0	0	0	0
Authorization of Administrative Approval	0	0	0	0
Comprehensive Permits (40B)	0	0	0	0
Totals	26	0	5	31

***Summary of variances granted**

5	Setbacks (3 side yard, 1 front yard, 1 rear yard)
2	Allow a use not otherwise authorized by the Zoning Bylaw
1	Deviations from ADU standards
5	Deviations from Home Occupation standards
1	Authorize an Accessory Structure to be Principal Structure

****Summary of Special Permits Granted**

3	Expand non-conforming uses or structures
1	Reconstruct a non-conforming structure with larger volume, area, and/or footprint
2	Accessory Dwelling Units
1	Conversion of a Dwelling
1	Home Occupation

Who is the Board of Appeals?

The Zoning Board of Appeals is a quasi-judicial body chartered under the Massachusetts Zoning Act (Chapter 40A and 40B) and Westford’s Zoning Bylaw. Membership consists of five regular voting members and two associate members, all appointed by the Select Board. The BOA plays a role in regulating land use and development in town by hearing applications for relief from standards in the town’s Zoning Bylaw through variances, special permits, appeals of decisions of the Building Commissioner, and comprehensive permits for mixed-income developments in accordance with M.G.L. Chapter 40B. Westford has surpassed the state’s goal under M.G.L. Chapter 40B that more than 10% of housing units in a municipality (including both rental and ownership) be listed on the state’s Subsidized Housing Inventory (SHI) for affordable units. As of June 2023, the state’s SHI listing for Westford was 11.97%.

Staff

Director of Land Use Management – Jeffrey Morrissette
 Town Planner – Joseph Giniewicz
 Assistant Planner – Sierra Pelletier
 Permitting Program Assistant – Erin Toothaker

Webpage: westfordma.gov/295

DIRECTORY OF TOWN DEPARTMENTS

Department	Address	Office Hours	Main Phone/Email
Animal Control Department	Town Hall 55 Main St.	Leave message or call Police Dispatch (emergency only)	978-692-4574 978-399-2345 animalcontrol@westfordma.gov
Assessing Department	Town Hall 55 Main St.	M-F, 8 a.m.- 4 p.m.	978-692-5504 assessors@westfordma.gov
Building Department	Town Hall 55 Main St.	M-F, 8 a.m.- 4 p.m.	978-692-5527 hfontaine@westfordma.gov
Cameron Senior Center/Council on Aging/	20 Pleasant St. P.O. Box 2223	M-F, 8 a.m.- 4 p.m.	978-692-5523 jclaro@westfordma.gov
Cemetery Department	Pine Grove Cemetery Office 68 Forge Village Rd.	M-F, 7 a.m.- 3:30 p.m.	978-692-5526 cemetery@westfordma.gov
Community Wellness	Town Hall 55 Main St.	M-F, 8 a.m.- 4 p.m.	978-399-2503 nlaviolette@westfordma.gov
Emergency Management Agency	<i>Contact Public Safety Communications Department to be connected to an Emergency Management Director</i>		978-399-2345
Engineering Department	Town Highway Facility, 28 North St.	M-F, 7:30 a.m.- 3:30 p.m.	978-692-5520 pstarratt@westfordma.gov
Facilities Department	Millennium School 23 Depot St.	M-F, 8 a.m.- 4 p.m.	978-399-2435 jgoodwin@westfordma.gov
Finance Department	Town Hall 55 Main St.	M-F, 8 a.m.- 4 p.m.	978-399-2573 odonnell@westfordma.gov
Fire Department	65 Boston Rd. P.O. Box 296	M-F, 8 a.m.- 4 p.m. (emergency dispatch 24 hours/day)	Business: 978-399-2345 Emergencies: 911
GIS Department	Town Highway Facility, 28 North St.	M-F, 8 a.m.- 4 p.m.	978-399-2533 ccoutu@westfordma.gov
Health Department	Town Hall 55 Main St.	M-F, 8 a.m.- 4 p.m.	978-692-5509 rdick@westfordma.gov
Highway Department	Town Highway Facility, 28 North St.	M-F, 7 a.m.- 3:30 p.m.	978-692-5520 whighway@westfordma.gov

DIRECTORY OF TOWN DEPARTMENTS – CONTINUED

Department	Address	Office Hours	Main Phone/Email
Housing Authority	65 Tadmuck Rd.	M-F, 8:30 a.m.- 1:30 p.m.	978-692-6011 westfordhousing@westfordma.gov
Human Resources Department	Town Hall 55 Main St.	M-F, 8 a.m.- 4 p.m.	978-399-2915 phicks@westfordma.gov
J. V. Fletcher Library	50 Main St.	M-Th 10 a.m.- 9 p.m. Fri 1 p.m.-5 p.m. Sat 10 a.m.-5 p.m. Sun 2 p.m.-5 p.m. (Jan-April)	978-399-2300 westfordlibrary@westfordma.gov
Land Use Management	Town Hall 55 Main St	M-F, 8 a.m.- 4 p.m.	978-692-5524 jmorrisette@westfordma.gov
Museum	2-4 Boston Rd.	Sun 1 p.m.-3 p.m. Office hours: M,W,F, 9 a.m.- 2 p.m.	978-692-5550 director@museum.westford.org
Police Department	53 Main St.	M-F, 8 a.m.- 4 p.m. (dispatch 24 hours/day)	Business: 978-399-2345 Emergencies: 911
Public Safety Communications Department	53 Main St.	M-F, 8 a.m.- 4 p.m. (dispatch 24 hours/day)	Business: 978-399-2345 Emergencies: 911
Recreation Department	Roudenbush Community Center 65 Main St.	M-F, 8 a.m.- 4 p.m.	978-692-5532 recreation@westfordma.gov
School Department	Millennium School 23 Depot St.	M-F, 8 a.m.- 4 p.m.	978-692-5560 School-Committee@westfordma.gov
Sustainability Department	Millennium School 23 Depot St.	M-F, 8 a.m.- 4 p.m.	978-399-2798 stthomas@westfordma.gov
Tax Collector-Treasurer	Town Hall 55 Main St.	M-F, 8 a.m.- 4 p.m.	978-399-2526 ccollins@westfordma.gov
Technology Department	1 East Prescott St.	M-F, 8 a.m.- 4 p.m.	978-399-2418 itdepartment@westfordma.gov
Town Accountant	Town Hall 55 Main St.	M-F, 8 a.m.- 4 p.m.	978-392-4450 jbeyer@westfordma.gov
Town Clerk	Town Hall 55 Main St.	M-F, 8 a.m.- 4 p.m.	978-692-5515 townclerk@westfordma.gov
Town Manager	Town Hall 55 Main St.	M-F, 8 a.m.- 4 p.m.	978-692-5501 ext.1 tmaa@westfordma.gov

DIRECTORY OF TOWN DEPARTMENTS—CONTINUED

Department	Address	Office Hours	Main Phone/Email
Tree Warden	Town Highway Facility, 28 North St.	M-F, 7 a.m.-3:30 p.m.	978-692-5520 kfox@westfordma.gov
Veterans Services Department	Millennium School 23 Depot St.	M-Th, 8 a.m.-4 p.m. F, 8 a.m.-4 p.m. by appointment only	978-392-1170 veterans@westfordma.gov
Water Department	60 Forge Village Rd.	M-F, 8 a.m.-4 p.m.	978-692-5529 water@westfordma.gov

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WESTFORD AT A GLANCE

Incorporated	September 23, 1729
Population	
2020 U.S. Census results	24,643
July 1, 2022 U.S. Census estimate	24,353
Total area	30.2 square miles
Miles of town-accepted roads	155
Miles of steward-maintained walking trails	75
Form of government	Open Town Meeting Select Board Town Manager
FY 2023 tax rates	
Residential & personal property	\$14.76 per thousand
Commercial & industrial property	\$14.76 per thousand
Website	westfordma.gov



The Moth Men

In 1923, Town Meeting voted to appropriate \$2,300 for the expenses of the Moth Department as Westford attempted to battle the invasive gypsy and brown tail moths. (This was the same amount as was appropriated for the Police Department.)

The first great gypsy moth infestation began in 1889. Etienne Leopold Trouvelot, a Frenchman living in Massachusetts who enjoyed raising and researching silkworms, lost a set of gypsy moth larvae he had brought home. He was on a mission to breed the perfect silkworm, a species that mainly consumes bark. He preferred gypsy moths because they were much less susceptible to predators and consumed oak bark, which was abundant in Massachusetts.

Once set loose into the wild, the moths continuously grew in population. The species eventually populated and scoured most of New England, defoliating trees through its spring feeding in the caterpillar life stage. The moths tend to emerge in large numbers every 10 years; 1923 was the beginning of one such infestation. The new wave also marked the use of the "Moth Men," or Westford's Moth Department, as the town attempted to battle the invasive species. The superintendent at the time was Henry Nesmith.