



Town of Westford Massachusetts

Town Manager's Newsletter

December 2024



Kristen Las
Town
Manager

klas@westfordma.gov
www.westfordma.gov/tm
978-692-5500

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**Friends of The Library
Book Sale (See page 8)**

**Friday, January 31,
6:30-9:00 PM
(members only)**

**Saturday, February 1,
10:00 AM to 4:00 PM**

**Sunday, February 2,
\$10 Bag Sale
2:00 PM to 4:00PM**

**WESTFORD, MASSACHUSETTS
50 BEST
PLACES
TO LIVE
IN AMERICA**

MONEY MAGAZINE - 2021

46th

Watch
westford 
community access television

www.westfordcat.org

Dear Westford residents,

As we approach the holiday season, I would like to take a moment to inform you of some important updates regarding Town Hall operations and services during the upcoming weeks, as well as some exciting developments within the community.

Please note the following changes to Town operations around Christmas and New Year's:

- **Tuesday, December 24th:** Closing at 12:00 PM
- **Wednesday, December 25th:** Closed for the Christmas Holiday
- **Tuesday, December 31st:** Closing at 12:00 PM
- **Wednesday, January 1st:** Closed for the New Year Holiday

Additionally, starting on **January 6, 2025**, we will implement new Town Hall hours as part of a six-month pilot program designed to better serve residents and improve accessibility. These hours will be:

- **Monday, Wednesday, Thursday:** 8:00 AM – 4:00 PM
- **Tuesday:** 8:00 AM – 6:30 PM
- **Friday:** 8:00 AM – 1:00 PM

This new schedule aims to provide more flexible access to Town services, including evening hours for those unable to visit during the day, and is part of our ongoing efforts to improve customer service and enhance employee recruitment and retention.

As we usher in the new year, I would like to congratulate Fire Chief Joseph Targ on his 37 years of full-time service with the Westford Fire Department and his retirement effective December 27, 2024. I would also like to congratulate Deputy Chief Mike Denehy on his



well-deserved promotion to Fire Chief, effective December 28, 2024. We also welcome Erik Tardif who started as our new Building Commissioner on December 18, 2024. Lastly, I'd like to congratulate Health Director Rae Dick for receiving the Jeff Stephens Award in recognition of her dedication to advancing regional public health in our community.

(Continued on next page)

WWW.WESTFORDMA.GOV

Other important updates include the Fiscal Year 2026 Budget presentation, available on the [Town website](#), and the upcoming Finance Committee public hearings, which will begin on January 9th. Please also note the recent final distribution of ARPA allocations at the Select Board meeting on December 17th. More information is below on those projects.

Coming into the new year, as we continue to plan for the future of Westford, we are excited to offer residents the opportunity to engage with us on two important initiatives: the Town Building Master Plan - Capital Improvement Plan and the development of a Townwide Communications Strategy. Your input is vital in shaping these plans to ensure they meet the needs of our community. We will be holding several opportunities for public engagement, including town forums and online surveys, where you can share your ideas, concerns, and suggestions. Stay tuned for more details on how you can participate and help guide these efforts to enhance our town's building infrastructure and communication with residents. Your voice matters, and we look forward to hearing from you!

Please see below for matters that were discussed or acted upon by the Select Board in the past month.

At their meeting on November 26, 2024, Select Board Chair Scott Hazelton thanked all town employees for their service and work as we approach the Thanksgiving Holiday.

Town Engineer Paul Starratt gave an update on the West Street Pedestrian Safety Improvements.

At their meeting on December 10, 2024, Westford CAT Executive Director Sarah Fletcher and Treasurer Kristi Bates gave a yearly financial status update.

Town Manager Kristen Las gave a presentation of the Fiscal Year [2026 budget](#) to a joint meeting with the Finance Committee and School Committee.

Parks and Recreation Chair Chris Barrett announced the Parks and Recreation Commission held a public input meeting on replacing the artificial turf at the Community Fields at Nutting Road. The commission voted to move forward with the project.

At their meeting on December 17, 2024, the Select Board recognized Joe Targ for his 37 years of full-time service with the Town of Westford and his pending retirement on December 27, 2024. The Select Board approved the request from the Town Manager to appoint Deputy Fire Chief Mike Denehy as Westford Fire Chief effective December 28, 2024.

The Board allocated the final ARPA funding requests for \$80,000 in additional funds for the Communications Consultant, \$6,624,61 in additional funds for a Police Cruiser, and \$403,262.97 in remaining ARPA funds going to the Health Insurance Trust were approved 5-0.

There are several openings on our local boards and committees, including:

Affordable Housing Trust

Bylaw Review Committee

Clean Energy and Sustainability Committee

Diversity Equity and Inclusion Committee

Dog Park Task Force

Healthy Westford Committee

Historical Commission

JV Fletcher Library Trustees

Northern Middlesex Stormwater Collaborative

Pedestrian Safety Committee

Permanent Town Building Committee

Recycling Commission

Scholarship and Grant Committee

Tax Possession Disposition Committee

I urge you to peruse our website for information about the work of these committees; and if you have interest, please complete and submit a Volunteer Activity Form (formerly the Citizen Activity Form) at this link: [Volunteer Activity Form](#).

Would you like more detailed information on the Select Board's meetings? Click the following links to access: [Select Board Documents](#) & [Select Board Meeting Videos](#).

If you have any suggestions for articles or added features in future newsletters, please do not hesitate to reach out to the Town Manager's office at (978)-692-5501 or email at klas@westfordma.gov.

Wishing you all a safe and joyous holiday season, and I look forward to continuing to serve you in the year ahead.

Sincerely,



Kristen Las, Town Manager

Health Department



Public Health
Prevent. Promote. Protect.

Making homemade eggnog that's safe

Is it time to update your eggnog recipes to avoid the risk of foodborne illness? Refrigerated eggs with clean, uncracked shells can still be contaminated with *Salmonella* bacteria.

Eggs must be cooked to 160 degrees F to kill bacteria such as *Salmonella* that may be present. If your eggnog recipe calls for raw eggs, it may not be safe. Adding alcohol inhibits bacterial growth, but it cannot be relied upon to kill bacteria.

Use pasteurized eggs for eggnog

Eggnog may be safely made at home by using whole, liquid or pasteurized eggs. Pasteurized eggs are found next to regular eggs at the store. Egg substitutes can also be used. These products have also been pasteurized. Using a pasteurized product means that no further cooking is necessary.

Cook regular egg mixture to 160°F

If using regular eggs that have not been pasteurized use a recipe in which you cook the egg mixture to 160°F. At this temperature, the egg mixture thickens enough to coat a spoon. Follow the recipe carefully. Refrigerate it at once. When refrigerating a large amount of cooked eggnog, divide it into several shallow containers. Then it will cool quickly.

If eggs whites are needed, use pasteurized eggs

If a recipe calls for folding raw, beaten egg whites into the eggnog, use pasteurized eggs. It has not been proven that raw egg whites are free of *Salmonella* bacteria.

If you purchase eggnog from your local grocery store, the eggnog has been prepared with pasteurized eggs. You do not need to cook it.

Who's at risk?

Salmonella and the resulting foodborne illness can affect anyone but its especially risky for some people. This includes senior citizens, pregnant women and very young children. People with weakened immune systems who suffer from chronic illnesses such as cancer, diabetes, liver disease and AIDS are also at risk. **So be particularly careful when serving eggnog to those individuals.**

Holidays are a fun but hectic time. By updating your eggnog recipes for safety, you'll have one less thing to worry about.

Health Department (Continued)

Pump Your Tank!



Ensure your septic tank is pumped at regular intervals as recommended by a professional and/or local permitting authority. Learn more at WWW.EPA.GOV/SEPTIC



Health Department (Continued)

WESTFORD HEALTH DEPARTMENT

UNTIL HELP ARRIVES

IF SOMEONE IS SICK OR INJURED, THE FIRST FEW MINUTES ARE CRITICAL IN HELPING THEIR CHANCES OF SURVIVING.

WOULD YOU LIKE TO KNOW WHAT TO DO UNTIL HELP ARRIVES? THERE ARE 5 ESSENTIAL ACTIONS: CALL 911, STAY SAFE, STOP THE BLEEDING, POSITION THE INJURED, AND PROVIDE COMFORT.

LOCATION: MILLENNIUM SCHOOL, 23 DEPOT ST
(BEHIND THE ABBOT ELEMENTARY SCHOOL)

DATE: THURSDAY, JANUARY 16, 2025

TIME: 6:00 PM-8:00 PM

RSVP BY THURSDAY, JANUARY 9TH BY
EMAILING GAIL JOHNSON, RN @
gjohnson@westfordma.gov



Health Department (Continued)



SAVE THE DATE

**WESTFORD HEALTH DEPARTMENT IS INVITING YOU TO
YOUTH MENTAL HEALTH FIRST AID TRAINING**

The Youth Mental Health First Aid Training teaches adults how to identify, understand, and respond to signs of mental health and substance use challenges among children and adolescents from ages 12-18.

DATE: Wednesday, February 5, 2025
TIME: 9:00 AM-3:00 PM
LOCATION: Westford Fire Station
65 Boston Road, Westford, MA

1.5 hours of prework is required prior to this training. Please look out for more information on the Westford Health Dept website and Facebook site. Any questions please contact Gail Johnson, Public Health Nurse at gjohnson@westfordma.gov



Westford Health Department



Public Health
Prevent. Promote. Protect.



December / January at the J.V. Fletcher Library

Unless otherwise noted, the following programs are made possible by the Friends of the Library.



J.V. FLETCHER
LIBRARY

Widening Westford's World

Director's Corner: Let the Library help you save money this holiday season and support all your festive plans! Check out our cookbooks (Cookies! Pies! Appetizers!), décor magazines, Christmas idea books and craft books to assist in planning your festivities! If you prefer to download or stream music, movies, audiobooks, etc. be sure to check out Freegal, Hoopla, and Kanopy. For more information, visit [E-Collections](#).! Best of the holiday season to you and yours as you honor your own celebratory traditions!

Holiday Closure: The Library will close at 1:00 p.m. on Tuesday, December 24 (Christmas Eve) and will be closed on Christmas day, Wednesday, December 25. The Library will close at 3:00 p.m. on Tuesday, December 31 (New Year's Eve) and will be closed on New Year's Day, Wednesday, January 1, 2025.

What a Busy Year It's Been at the Library!

- Over the past year, the J.V. Fletcher Library circulated 415,786 items
- 11,508 children and adults have attended programs
- 43,212 reference questions have been answered
- We welcomed over 229,800 visitors!

Top Ten Titles Circulated in 2024

- The Women by Kristin Hannah
- The Heaven and Earth Grocery Store by James McBride
- Lessons in Chemistry: a novel by Bonnie Garmus
- Tom Lake: a novel by Ann Patchett
- Tomorrow, and Tomorrow, and Tomorrow by Gabrielle Zevin
- Lady Tan's Circle of Women: a Novel by Lisa See
- The Berry Pickers by Amanda Peters
- The Frozen River by Ariel Lawhon
- First Lie Wins by Ashley Elston
- The Covenant of Water by Abraham Verghese

(Continued on next page)

Friends of The J.V. Fletcher Library (Continued)

Friends of the Library Book Sale:

Our 2025 Winter Book Sale will take place **January 31, February 1, and February 2.**

- Friday, January 31: Members-Only Sale, 6:30 to 9:00 PM (No scanners allowed)
- Saturday, February 1: Public Sale, 10:00 AM to 4:00 PM
- Sunday, February 2 : \$10 Bag Sale, 2:00 to 4:00 PM

We appreciate your continued patronage, and are still [accepting donations](#) of gently used books, CDs, and DVDs.

Friends of the Library e-newsletter: The best way to learn about our upcoming programs and new services is through the FOL weekly e-newsletter.

[Sign up here.](#)

Check out our [Museum Passes page](#) or call the Library for reservations. Unless otherwise noted, our museum passes are generously funded by the Friends of the Library. [Have you joined the Friends yet?](#)

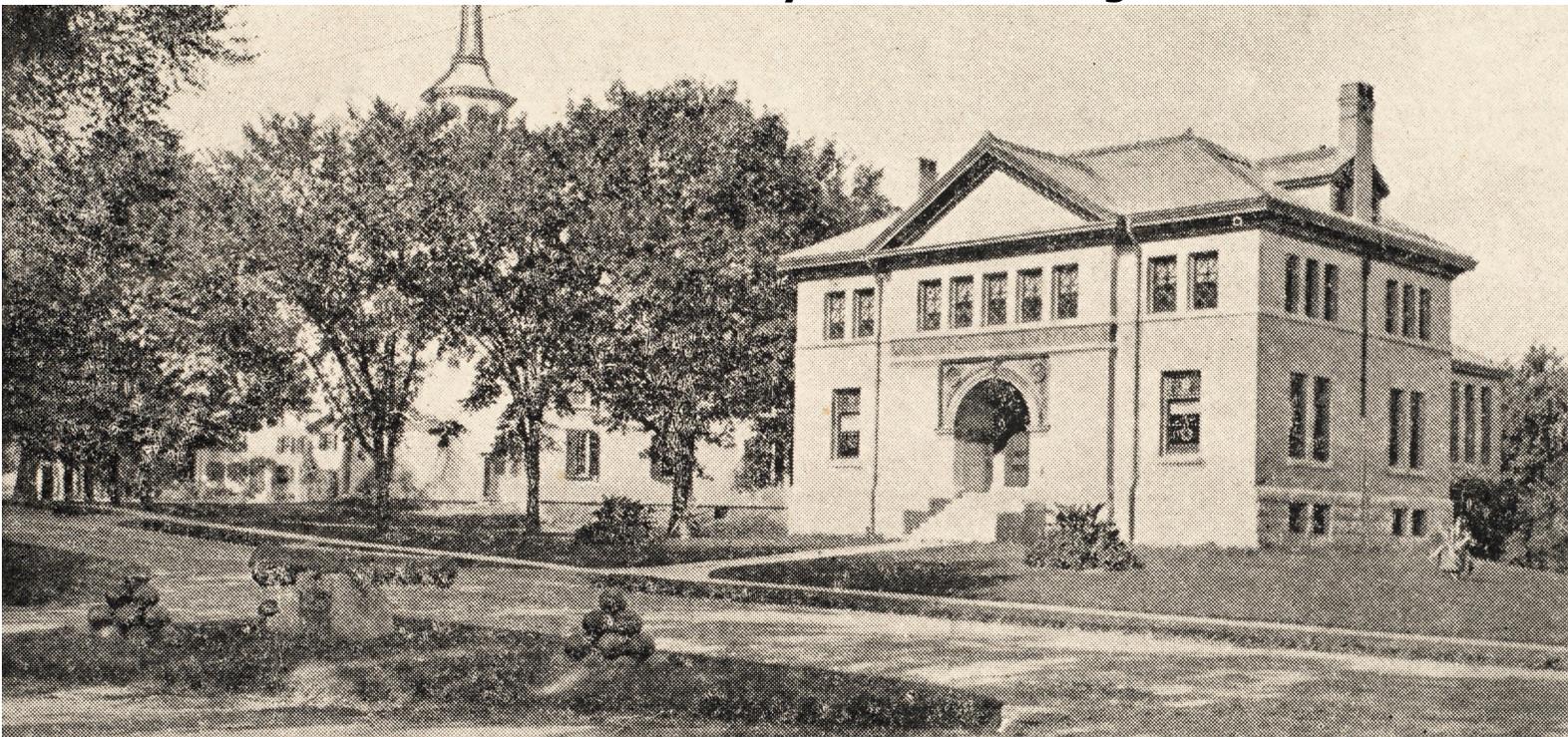
Quick Links to Our Most Popular Services!

[Programs – Adults](#)

[Programs – Kids](#)

[Programs – Young Adults](#)

If you have questions or need assistance, please call us at 978-399-2300 or send us an email at westfordlibrary@westfordma.gov



Cameron Senior Center

At The Cameron - Many Festive Opportunities



SPECIAL THANK YOU FOR MUCH GENEROSITY



Jim Geraghty's Family and Friends 27th Annual Thanksgiving Dinner: The Cameron and our older adult population is so fortunate to be able to attend this Annual Thanksgiving event each year at the WA cafeteria. Everyone looks forward to this magnificent time with early AM BINGO, lots of prizes and a Thanksgiving spread that is prepared by our very own WA cafeteria in-house staff chefs. Thank you, Jim, Family and Friends and Westford Academy. More than 200 older adults were served this fantastic meal! Pictured at left are Steven, Bella and Charlene enjoying a delicious Thanksgiving meal.

SENIOR LIVING COMMUNITIES FIELD TRIPS WITH ANNETTE

Thursday, January 30 from 11 am - 1 pm (approximately)

We are excited to offer this new program of facility visits the last Thursday of every other month. These visits will include a tour and sometimes a free lunch at the facility. These trips will allow you to explore housing options such as retirement communities and assisted living residences. We will provide transportation for approx. 8-10 people, and others may join by car with a maximum of 20 attending. Our first visit in January will be to Benchmark Senior Living at Robbins Brook in Acton. Their mission is to provide a culture of caring that enhances a resident's quality of life. If you are considering alternative housing options, please sign up quickly at 978.692.5523.

TECHPALS

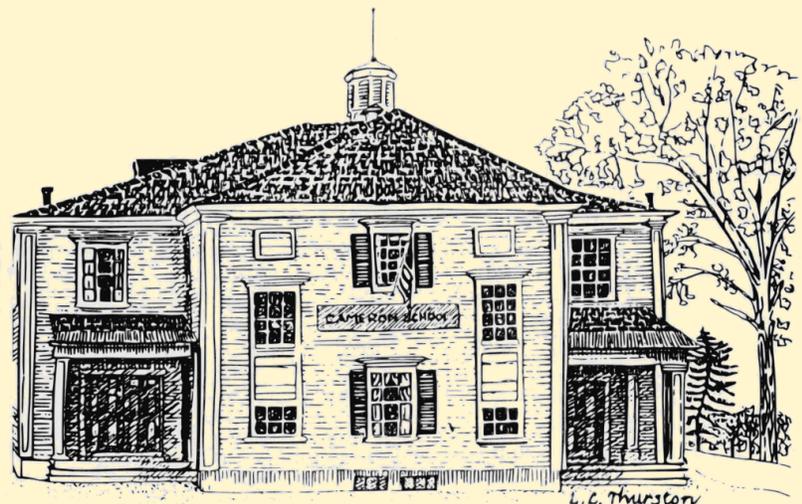
Wednesdays at 2:30 pm, January 22 and February 26

Each month, we will be having a technology help workshop done by a nonprofit called Tech Pals. At TechPals, their goal is simple: empower seniors to navigate today's tech-driven world with confidence and joy! How do they do it? By bringing in the next generation of tech experts – high school volunteers – to share their digital know-how with seniors, one "Pal" at a time. Think of it as the coolest tech support hotline...but way more personal and fun. Please sign up for these informative workshops at 978.692.5523

WELLFIT CIRCUIT TRAINING CLASS

Tuesdays at 4 pm

8 Week Class Starting January 7 and ending February 25 Wellfit is a circuit strength training class with a wellness lifestyle component. Taught by Wellbeing Fitness instructors Melissa Matheson and Scott Cassa. Class will take place here at the Cameron Senior Center Fitness Room. Class size and space is limited, so it is restricted to Westford residents ONLY. Cost is \$95. Please sign up



Westford Senior Center

(Continued on next page)

Cameron Senior Center (Continued)

Annual Select Board and Town Manager Breakfast

was a welcome start to our Cameron day on December 11th. Many enjoyed their traditional menu of blueberry pancakes, scrambled eggs, sausage, fruit and an array of baked goods and beverages. Special thanks for Patti Dubey, Mike Wells, Joe Targ, Michael Denehey, Ryan Monat who helped serve and visit with attendees.

**FREE HEALTH SERIES**

Tuesdays, Jan. 21 and Feb. 18 at 4:30 pm

Join our monthly series with professional speakers from local medical sites the 3rd Tuesday of every month. In January we have

Occupational Therapist Kara Robinson, who will provide practical tips for improving **home safety** to prevent falls and enhance daily living. Attendees will learn how to identify potential hazards in their homes and implement simple modifications to create a safer, more accessible living environment. In February, **Jessica, a Registered Dietitian & Nutrition Counselor at Great Wave Acupuncture and Wellness in Westford, MA** will be presenting. She has a master's degree in **food and nutrition** and has a passion for helping people to

create a positive relationship with food. With over 15 years of counseling experience, she has worked with a diverse set of nutritional concerns. Please sign up at 978.692.5523 to participate in either program.

NEED ASSISTANCE WITH UNDERSTANDING MEDICARE?

Mondays, January 13 and February 10 by appointment.

SHINE (Serving Health Insurance Needs of Everyone) can help! Medicare health and drug plans can make changes each year: Things like cost, coverage, and what providers and pharmacies are in their networks. The SHINE (Serving the Health Insurance Needs of Everyone) Program can help you determine the best plan for you through individual meetings with a trained SHINE Counselor. To schedule an appointment with Fred Baumert, our SHINE Counselor (Westford resident) contact the Cameron Front Desk at 978.692.5523. Appointments are typically 45 minutes.

BURIED IN TREASURE (BIT) WORKSHOP

13 weeks: January 14 - April 8 Tuesday's from 2 - 4 pm

This is a relaxed, nonjudgmental program that teaches you how to build insight, skills, and strategies to help declutter, get organized and reduce acquiring. The program addresses all clutter levels, from just a few messy areas to excessive collecting to hoarding tendencies/ disorder. Class and workbook are free. This will be a closed group; you must register in advance. Facilitated by Gail Johnson, and Nicole Laviolette. [Registration – Nicole Laviolette, Mnlaviolette@westfordma.gov](mailto:Mnlaviolette@westfordma.gov)

To learn more about the Cameron Senior Center programs and services please visit:

www.westfordma.gov/coa,

www.facebook.com/CameronSeniorCenter/

Or please feel free to call us at 978-692-5523.

To view the complete Council On Aging Newsletter please visit our website:

www.westfordma.gov/coa and click on [Newsletters](#).

Community Wellness

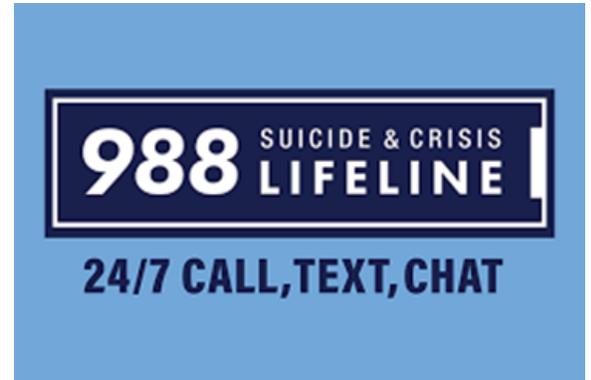
The holidays can be a time of joy and happiness. The holidays can also be a time of increased stress and anxiety. If you are feeling sad, lonely, and stressed during the holidays, you are not alone. There are supports available to explore your thoughts and feelings around the holidays.

Support Lines for mental health, substance use disorder and parental stress:

988 Suicide and Crisis Lifeline:

The 988 Lifeline is a 24/7 toll-free lifeline for individuals experiencing emotional distress or crises. Call 988 to talk to a trained listener.

<https://988lifeline.org/>



Crisis Text Line: Text MHA 741-741

Crisis Text Line provides free, confidential text message support for individuals experiencing emotional distress or crises. It is available 24/7. Text "MHA" to 741-741 for support.

The Trevor Project - call 866-488-7386 or text start to 678-678

The Trevor Project provides information & support to LGBTQ + young people 24/7/365. Call, text, or chat with them anytime you need support.

<https://www.thetrevorproject.org/get-help/>

The Massachusetts Substance Use Helpline: Call 800-327-5050 or text HOPE to 800327

Whether you are ready for treatment, worried about a loved one, or simply want to know what your options are, there is help to take that first step. <https://helplinema.org/>

National Maternal Mental Health Hotline:

Pregnant or a new mom and not feeling like yourself. The hotline is available to help. The National Maternal Mental Health Hotline can help.

YOU ARE NOT ALONE! Call or text 1-833-852-6262 (1-833-TLC-MAMA). TTY users can use a preferred relay service or dial 711 and then 1-833-852-6262.

Not Feeling Like Yourself?

Let's Talk About It.



Always Free — 24/7



Support & Resources



Confidential Call & Text



60+ Languages



Don't wait. Reach out today. 1-833-TLC-MAMA (1-833-852-6262)

NMMH-001

Community Wellness (Continued)

Parental Stress Line: 1-800-632-8188

The Parent Stress Line is a toll-free, confidential helpline for parents who need to discuss issues related to their children. Trained volunteer counselors answer the Parental Stress Line and offer support, empathy, encouragement, information, referrals, and crisis intervention. Available 24 hours a day, 7 days a week. <https://www.parentshelpingparents.org/stressline>

Community Wellness Assistance

- Westford's Community Wellness Coordinator, Nicole Laviolette, will be available the 4th **Tuesday of the month from 4:30 – 6:00 PM at Town Hall, conference room A.** Get help with mental health referrals, substance use disorder referrals, parenting support resources, and linkages to other town and community resources.
- No appointment necessary. For questions, please email: nlaviolette@westfordma.gov or call 978- 399-2503

GLHA Community Health Needs Assessment Survey

The 2025 Community Health Needs Assessment Survey through the Greater Lowell Health Alliance is open! Please take the survey and tell us what health issues you think should be top priority in the Greater Lowell area!

<https://www.surveymonkey.com/r/2025GLCHNA> **THANK YOU!**

Adult Mental Health First Aid Training

When: January 7, 2025 **Time:** 10:00am - 4:00pm

Location: J.V. Fletcher Library Meeting Room, 51 Main Street, Westford

To register, please email Nicole Laviolette at nlaviolette@westfordma.gov

For more information about Adult Mental Health First Aid, please visit the flyer link:

[AMHFA 1.7.25 Flyer](#)

Buried in Treasures workshop

Do you struggle with having too much stuff? Buried in Treasures may be for you!

When: January 14, 2025 - April 8, 2025 **Time:** 2:00pm - 4:00pm

Location: Westford Council on Aging, 20 Pleasant St, Westford

To register, please email Nicole Laviolette at nlaviolette@westfordma.gov

For more information about the Buried in Treasures workshop, please visit the flyer link:

[BIT Workshop Flyer](#)

For more information or help connecting to resources:

Community Wellness Coordinator, Nicole Laviolette

(978) 399-2503 nlaviolette@westfordma.gov

<https://www.westfordma.gov/1487/Community-Wellness>

DECEMBER 2024

Westford Recreation

WPC After School Enrichment Program, Grades K-5. Register at Any Time.

Recreation's WPC program is safety focused, with flexible schedules, and cool activities (yes, including homework time). Conveniently located at Abbot, Crisafulli, Day, Miller, Nabasset, and Robinson schools. Runs Monday-Friday, from school dismissal to 6:00 p.m. Visit *About WPC* at westfordma.myrec.com.

Recreation Special Programs, Grades K-8, December Break

GET FESTIVE! Decorating cookies. Legos. Winter crafts – and more!

Monday 12/23: Holiday Scramble - Pizza lunch. Take your time as kids enjoy cookie decoration, winter themed crafts, and outdoor fun.

Friday 12/27: PJ's and Pancakes (for lunch!). Keep those pjs on. Lego building, arts & crafts, outside play.

Monday 12/30: End of Year Party - Pizza lunch. Celebrate with New Year's themed crafts, more Lego fun, outside play and inside Wii fun.

Open to Westford and its surrounding communities.



1



2



3



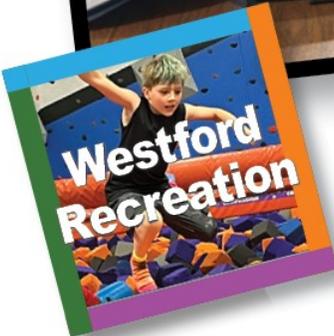
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5



6



Learn more and register at westfordma.myrec.com

65 Main, Westford, MA, 3rd flr
978-692-5532
FOLLOW US ON FACEBOOK

A visit to Day school during early release day, Parent Conferences, December 11:

- 1) Polar Bear ornament in process.
- 2, 3 and 4) WPC Display across from the school office – designed by Site Director Uma Purohit and WPC participants.
- 5) Dining in style.
- 6) Parcheesi!

SEASONAL PROGRAMS FOLLOW >>>

Photos: R. Fredkin

Winter! "Not to Miss"

starting SOON **December**

SPECIAL PROGRAMS **DECEMBER BREAK**

GRADES K-8 | 8AM-3

MONDAY 12/23 - HOLIDAY SCRAMBLE | FRIDAY 12/27 - PJ'S AND PANCAKES

MONDAY 12/30 - END OF YEAR PARTY

starting in **January**

YOUTH CHESS - INT'L MASTER PRATHIBA Y

AGES 5-14: FUN. CREATIVE PROBLEM SOLVING.

Starts January 3.

WINTER NITEHAWKS TRACK AND FIELD - COACH ALEX IVANOV

GRADES K-8: EMPHASIS ON PERFORMANCE, TECHNIQUE, AND RACING – ALL WHILE HAVING FUN!

Starts January 7.

NEW - FOR TEENS!

FIELD SPEED SPEED AND AGILITY - COACH D.J. BROCK

AGES 13-18: GAIN BREAKAWAY SPEED AND DOMINATE THE FIELD.

(MEANT FOR SOCCER, FOOTBALL, LACROSSE ATHLETES PREPPING FOR SPRING).

Starts January 6.

NEW!

GAMES GALORE SPEED AND AGILITY JR - COACH D.J. BROCK

AGES 9-12: GET KIDS MOVING DURING THOSE COLD WINTER MONTHS – D.J. STYLE.

Starts January 8.

FIRST AID AND CPR - MIKE VOTANO RN

YOUTH AND ADULTS: EXPERIENCED PARAMEDIC AND ER NURSE.

Dates To Be Announced

PUZZLECLASH WITH LITTLETON RECREATION

EXCITING PUZZLE-BUILDING COMPETITION!

TACO TUESDAY – MINGLE AND PLAY.

February 25

Experienced Instructors! Great Coaches!

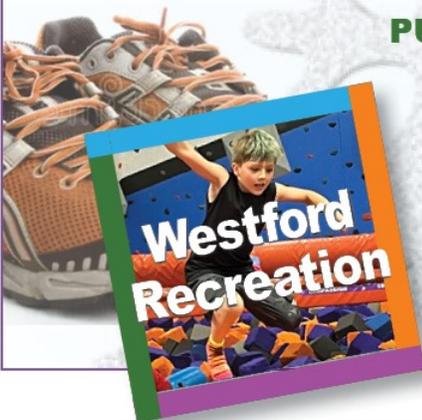
REGISTER at westfordma.myrec.com

Westford Recreation | 65 Main, 3rd flr, Westford, MA | 978-692-5532



new!
COMING THIS SPRING

SOCCER SHOTS
and with Skyhawks
MULTI-SPORTS TOTS
GOLF FOR KIDS



FOLLOW US ON FACEBOOK

Recycling Commission

Holiday Recycling Reminders



Holiday season activities generate a large amount of recyclable material. Massachusetts state environmental regulations ban recyclables from trash. As a reminder, the Westford Recycling Commission asks residents to recycle all they can.

Recycle your cardboard gift boxes, garment boxes, toy and game packing cardboard, clean food boxes, and shipping boxes. All cardboard must be flattened and no larger than 3 feet by 3 feet in size and wrapped with twine or tape.

Recycle your paper bags, envelopes, newspapers, ads, catalogs and greeting cards with no metallic inks, foil, wire, or glitter. All other greeting cards should go in the trash. **Wrapping paper, tissue paper, gift tags, ribbons and bows and decorations go in the trash.**

Recycle your clean and dry clear and colored glass bottles and jars, aluminum and steel cans, and plastic jars, bottles, clamshells (no black!), jugs and tubs. Clean aluminum foil is okay scrunched in a ball. Empty pizza boxes are okay even with a tiny amount of grease.

Not acceptable in your recycling bins or totes: plastic bags of any kind, Styrofoam, loose caps and lids, shredded paper, paperboard cartons like those for milk or juice, black plastic food containers (clear is okay), paper towels, napkins, or plates.

On your recycling day, put recyclables in bins, boxes, or totes at the curb by 7 a.m. and separate them from your trash containers. All recyclables can be mixed together.

If you need a RECYCLE sticker for your barrel or container, call Recycling Commission volunteer Ellen at 978-692-2039.

For more Westford recycling information, visit www.westfordma.gov/recycling.

For specific questions about what is recyclable, go to www.recyclesmartma.org.

