
ANNUAL REPORT

Town of Westford

For the Fiscal Year Ending
JUNE 30
2024



On the cover

On February 1, 100 years ago, the Town of Westford voted to appropriate \$6,000 for the erection of a War Memorial.

The Memorial, now a distinguished feature of the Common, was conceived by the War Memorial Committee, which was established two years prior with the initial goal of “investigate[ing] the matter of a proper memorial for the Civil, Spanish and World War Veterans.” The Committee was supposed to complete its work in 1923 but asked for a one-year extension.

Henry L. Norton of Winthrop, Mass., in collaboration with Thomas Byrd Epps of Boston, designed the Memorial. Consisting of three bases, a dye, and four pieces in cap, all made of granite, surmounted by a bronze eagle, their design was noted by one prominent architect as “simple, dignified, impressive and in every way fitting for its purpose.” T. F. McGann & Son, of Boston, built the monument, using granite provided by L. P. Palmer & Sons, of Graniteville, Mass.

The Memorial aimed to represent all wars in which the US participated at the time. Attached to its dye are eight bronze plates, six of which bear commemorative inscriptions of wars where Westford citizens fought (and the names of these soldiers whenever obtainable): Skirmishes during the Pioneer and Colonial Period, Revolutionary War, War of 1812, Civil War, Spanish-American War, and World War I. Of the other two plates, one bears the dedication; the other bears the seals of the US, the State of Massachusetts, and the Town of Westford. The Memorial was completed and set up in early November, 1924.

Written by: Andrew Dao, Summer Intern 2024 , Westford Museum

TOWN OF WESTFORD MASSACHUSETTS

Annual Report

For the fiscal year ending June 30, 2024

Annual Town Meeting
Saturday, April 27, 2024

Annual Town Election
Tuesday, May 7, 2024

VOLUNTEER ACTIVITY FORM

Town of Westford

GOOD GOVERNMENT STARTS WITH YOU

If you are interested in serving on a town committee, please fill out the Volunteer 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

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ELECTED OFFICIALS AS OF JUNE 30, 2024

		<i>Term Expires</i>
BOARD OF HEALTH		
		<i>3-year term</i>
Joanne Belanger	6 Marie Anne Dr.	5/2027
Stephanie Granger	101 Russells Way	5/2025
Susan M. Hanly	26 Kirsi Cir.	5/2025
Maeghan Hughes	7 Blue Ridge Rd.	5/2026
Michele Pitoniak-Crawford	15 Shelly Ln.	5/2026
HOUSING AUTHORITY		
		<i>5-year term</i>
Nancy Cook	25 North Main St.	8/2028
Patricia Dubey	30 Pleasant Street	5/2025
Carol S. Engel	26 Lowell Rd.	5/2026
Diane Holmes	14 Sandstone Rd.	5/2027
Barbara Upperman	7 Church St.	5/2029
J.V. FLETCHER LIBRARY TRUSTEES		
		<i>3-year term</i>
Elizabeth Diercks	64 Lake Shore Dr. South	5/2025
Marianne C. Fleckner	23R Almeria Cir.	5/2027
Lynn Clermont	24 Bryne Ave.	5/2026
Alisha E. Hillam	6 Coolidge Ave.	5/2024
Caroline Roache	38 Kirsi Cir.	5/2026
Glen M. Secor	56R Pleasant St.	5/2025
MODERATOR		
		<i>3-year term</i>
Angela Harkness	15 Castle Rd.	5/2026
PLANNING BOARD		
		<i>5-year term</i>
Michael E. Bonenfant	3 Hadley Rd.	5/2029
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		
		<i>3-year term</i>
Kathryn Clear	14 Sawmill Dr.	5/2027
Tom Laflamme	18 Polley Rd.	5/2027
Marisol Garcia	53 Pleasant St.	5/2025
Sean Kelly	7 Chestnut Rd.	5/2025
William McDonald	32 Pierce Ave.	5/2026
Laurie Oliver	110 Lowell Rd.	5/2027
Christopher Sanders	5 Koala Bear Ln.	5/2024
Valery Young	4 Marie Anne Dr.	5/2026
Mingquan Zheng	3 Joyce Cir.	5/2024
SELECT BOARD		
		<i>3-year term</i>
Chris Barrett	13 Vose Hill Rd.	5/2026
G. Thomas Clay	7 Ward Hill Rd.	5/2026
John H Cunningham	4 Butternut Rd.	5/2027
J. Scott Hazelton	76 Nutting Rd.	5/2025
Andrea Peraner-Sweet	21 Kirsi Cir.	5/2025

APPOINTED OFFICIALS AS OF JUNE 30, 2024

Term Expires

AFFORDABLE HOUSING TRUST

Appointed by Select Board

2-Year Term

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.	6/30/2026
Ragi Ramachandran	7 Apache Way	6/30/2025
Drew Vernalia	10 Groton Rd.	6/30/2025
Robert J. Waskiewicz	120 Groton Rd.	6/30/2026
Alden Wood	122 Depot St.	6/30/2025

AGRICULTURAL COMMISSION

Appointed by Select Board

3-Year Term

Joyce Bruno	26 Pierce Ave.	6/30/2026
Sharon A. Chew	12 Robinwood Cir.	6/30/2026
Joana Liu Donaher	90 Hildreth St.	6/30/2027
Noelle L. Donovan	11 Moore Rd.	6/30/2026
Mark O'Lalor	105 Concord Rd.	6/30/2026
Pooja Kapoor	99 Main St.	6/30/2027
Darren Teyssedou	14 Russells Way	6/30/2026

BOARD OF ASSESSORS

Appointed by Town Manager

3-Year Term

Diane Holmes	13 Sandstone Rd.	6/30/2025
Titus A. Palmer	15 Vose Rd.	6/30/2027
Leena Prabhudesai	98 Jimney Dr.	6/30/2026

BOARD OF CEMETERY COMMISSIONERS

Appointed by Town Manager

3-Year Term

Lisa S. Groves	84 Main St.	6/30/2025
Linda Greene	11 Reinsway Cir.	6/30/2026
Jennifer Johnson	1 Court Rd.	6/30/2026
Mary D. Lyman	3 Tadmuck Ln.	6/30/2026
Terry M. Stader	2A Old Colony Dr.	6/30/2025

BOARD OF WATER COMMISSIONERS

Appointed by Town Manager

3-Year Term

Chauncey Chu	1 Green Needles Rd.	6/30/2026
Hugh C. Maguire	127 Cold Spring Rd.	6/30/2027
Titus A. Palmer	15 Vose Rd.	6/30/2026
Timothy Hall (alt.)	51 North Main St.	6/30/2025

BUDGET TASK FORCE

Appointed by Select Board

Disbanded May 14, 2024

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

APPOINTED OFFICIALS AS OF JUNE 30, 2024 – CONTINUED

Term Expires

BUDGET TASK FORCE - Continued

Appointed by Select Board

Disbanded May 14, 2024

Vibhu Jain	12 Chandler Rd.	No expiration date
Erika Kohl	4 Frances Hill Rd.	No expiration date
Kristen Las, Town Manager	55 Main St.	No expiration date
Jenny Lin	23 Depot St.	No expiration date
Amy Lundquist	6 Heritage Way	No expiration date
Dan O'Donnell, Finance Dir.	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

Joan Croteau	10 Boutwell Hill Rd.	6/30/2025
Laurie Shaw, Town Clerk	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
Kristina V. Green	1 Chesapeake Dr.	No expiration date
Paul J. Hajjar	2 Park View Cir.	No expiration date
Kristen Las, Town Manager	55 Main St.	No expiration date
Jenny Lin, School Fin. Dir.	23 Depot St.	No expiration date
Thomas J. Mahanna	4 Butterfield Ln.	No expiration date
Dan O'Donnell, Finance Dir.	55 Main St.	No expiration date
Valery Young	4 Marie Ann Dr.	No expiration date

CLEAN ENERGY AND SUSTAINABILITY COMMITTEE

Appointed by Select Board

3-Year Term

Michael Berlinski	37 Crown Rd.	6/30/2026
Sriman Banerjee	1 Primrose Ln.	6/30/2026
Gerald DiBello	6 Court Rd.	6/30/2025
Erika Kohl	4 Frances Hill Rd.	6/30/2027
Beth A. Perkins	9 Patriot Ln.	6/30/2025
Matthew L. Riegert	8 Castle Rd.	6/30/2025
Thomas L. Teller	9 Texas Rd.	6/30/2026
Mark Tincknell	9 Joyce Cir.	6/30/2026

COMMISSION ON DISABILITY

Appointed by Select Board and Town Manager

3-Year Term/Term Expires

Dawn Brantley	2 Abbot Mill Ln.	2/26/2026
Kathryn Clear	14 Sawmill Dr.	6/30/2025
Wendy Gloyd	16 Pleasant St.	6/30/2027
J. Scott Hazelton	76 Nutting Rd.	6/30/2026
Lisa Potvin	21 South Chelmsford St.	2/26/2026
Patricia Reppucci	15 Lucille Ave.	6/30/2027

APPOINTED OFFICIALS AS OF JUNE 30, 2024—CONTINUED

COMMISSION ON DISABILITY - Continued		<i>Term Expires</i>
Melanie Silverman	3 Vose Hill Rd.	6/30/2026
Matthew Tricca	23 Hyacinth Dr.	6/30/2026

COMMUNICATIONS ADVISORY COMMITTEE

<i>Appointed by Select Board</i>		<i>1-Year Term</i>
Robert S. Jefferies	11 Boston Rd	6/30/2025
Robert S. Rafferty	3 Bradford St.	6/30/2025
Thomas Spuhler	232 Concord Rd.	6/30/2025
Milind Tamaskar	5 Erins Way	6/30/2025
Michael Wells	55 Main St.	6/30/2025

COMMUNITY BEHAVIORAL MENTAL HEALTH COMMITTEE

<i>Appointed by Select Board</i>		<i>3-Year Term</i>
Patricia Blackstock	28 Village Green Dr., N. Andover, MA	6/30/2026
Alison B. Christopher	55 Main St.	6/30/2026
Nancy J. Cook	25 North Main St.	6/30/2026
Rae Dick	55 Main St.	6/30/2026
Sarah Glatt	18 Bayberry Rd.	6/30/2026
Susan M. Hanly	26 Kirsi Cir.	6/30/2026
Nicole K. Laviolette	55 Main St.	6/30/2026
Richard K. Layne, Jr.	893 High St., Candia, NH	6/30/2026
Rebecca Lockwood	20 Willow St., Leominster, MA	6/30/2026
Courtney Moran	23 Depot St.	6/30/2026
Brittany Nash	55 Main St.	6/30/2026
Clare M. O'Brien	2 MacQuarrie Ln.	6/30/2026
Rachel C. O'Toole	12 North Hill Rd.	6/30/2026
James D. Peloquin	53 Main St.	6/30/2026
Andrea Peraner-Sweet	21 Kirsi Cir.	6/30/2026
Babita Kapur Piplani	2 Downs Rd.	6/30/2026
Mary E. Rockwood	3 Windsor Way	6/30/2026
Katherine Lee Steele-Dantin	236 Concord Rd.	6/30/2026
Jillian Thatcher	11 Misty Ln.	6/30/2026
Mary-Ellen Wildman	88 Powers Rd.	6/30/2026

COMMUNITY PRESERVATION COMMITTEE

<i>Appointed by Select Board</i>		<i>3-Year Term</i>
Marilyn Frank	6 Chamberlain Rd.	6/30/2025
Michael Furman	26 Palermo St.	6/30/2026
Kathleen A. Healy	95 North Main St.	6/30/2027
Diane Holmes	13 Sandstone Rd.	6/30/2026
Jamie Holmes	20 Moore Rd.	6/30/2025
Robert S. Jefferies	11 Boston Rd.	6/30/2027
Christine M. MacMillan	12 Maple St.	6/30/2027
Dylan O'Connor	3 Lambert Way	6/30/2027
Robert Price	18 Stratton Hill Rd.	6/30/2025
Robert Stafford	22 Leland Rd.	6/30/2026

APPOINTED OFFICIALS AS OF JUNE 30, 2024—CONTINUED

Term Expires

CONSERVATION COMMISSION

Appointed by Select Board

3-Year Term

Noel Almeida	41 West St.	6/30/2025
Noelle L. Donovan	11 Moore Rd.	6/30/2026
Eric Fahle	9 Long Sought For Pond	6/30/2026
Marilyn Frank	6 Chamberlain Rd.	6/30/2025
James S. Gozzo	6 Carolina Ln.	6/30/2026
Ann R. Jefferies	11 Boston Rd.	6/30/2027
Margaret Wheeler	171 Depot St.	6/30/2026

CONSTABLE

Appointed by Select Board

1-Year Term

Patty Dubey	55 Main St.	6/30/2025
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COUNCIL ON AGING

Appointed by Town Manager

3-Year Term

Nancy J. Cook	25 North Main St.	6/30/2025
Helena Crocker	34 West St.	<i>Member Emeritus</i>
Patricia Dubey	30 Pleasant St.	6/30/2025
Patricia A. Holmes	7 Church St.	6/30/2025
Joseph Lapiana	46 Tenney Rd	6/30/2027
Terry M. Stader	2A Old Colony Dr.	6/30/2026
Robert Tierney	10 Tallard Rd.	<i>Member Emeritus</i>
Barbara Upperman	7 Church St.	6/30/2025
Kathryn S. Wilson	59 North Main St.	6/30/2025

CULTURAL COUNCIL

Appointed by Select Board

3-Year Term

Claire A. France	6 Country Rd.	6/30/2027
Apparao Karri	102 Russells Way	6/30/2026
Frances McDermott	4 Links Rd.	6/30/2027
Babita Kapur Piplani	2 Downs Rd.	6/30/2027
Leena Prabhudesai	11 Monadnock Dr.	6/30/2026
Seema P. Pusalkar	2 Sweetwood Cir.	6/30/2025
Vidya Raman	11 Woodbury Dr.	6/30/2026
Dongchun Wang	10 Quarry Hill Rd.	6/30/2027

DESIGNER SELECTION COMMITTEE FOR LIBRARY RENOVATION AND EXPANSION PROJECT

Appointed by Town Manager

1-Year Term

Elizabeth Diercks	56 Depot St.	5/3/2025
J. Scott Hazelton	76 Nutting Rd.	5/3/2025
Kristina Leedberg	50 Main St.	5/3/2025
Beth A. Perkins	9 Patriot Ln.	5/3/2025
Ellen D. Rainville	20 Carlisle Rd.	5/3/2025
Jeanne K. Roberts	1 Hildreth St.	5/3/2025
Glen Secor	56A Pleasant St.	5/3/2025

APPOINTED OFFICIALS AS OF JUNE 30, 2024—CONTINUED

Term Expires

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

Appointed by Select Board & School Committee

3-Year Term

Muhammed Ali	83 Tenney Rd.	7/13/2026
Haining Bao	118 Carlisle Rd.	6/30/2026
Dawn Brantley	2 Abbot Mill Ln.	6/30/2026
Nancy J. Cook	22 North Main St.	6/30/2026
Catherine Creed	10 Vose Hill Rd.	7/13/2026
Joanne Derr	7 Preservation Way	7/13/2026
Joe Diamond	7 Trailside Way	6/30/2026
Wendy Gloyd	16 Pleasant St.	6/30/2026
Scott Harkness	15 Castle Rd.	6/30/2026
Cynthia King	82 Depot St.	7/13/2026
Madonna McKenzie	28 Cold Spring Rd.	6/30/2026
Marieclare O'Neal	12 Dana Dr.	7/13/2026
Meghna Patil	15 Blakes Hill Rd.	7/13/2026
Seema Pusalkar	2 Sweetwood Cir.	6/30/2026
Anjali Rajput	9 Timberlee Ln.	6/30/2026
Patricia Reppucci	15 Lucille Ave.	6/30/2026
Radhika Sriram	46 Boston Rd.	7/13/2026
Anita Tonakarn-Nguyen	9 Plain Rd.	7/13/2026

DOG PARK TASK FORCE

Appointed by Select Board

2-year term

Term Expires

Karen Hudson	5 Carlisle Rd.	6/30/2026
Chris M. Lengyel	16 Dana Dr.	6/30/2026
Cheryl McGrath	3 Jarvis Way	6/30/2026
Amy L. Verreault	27 Monadnock Dr.	6/30/2024

ECONOMIC DEVELOPMENT COMMITTEE

Appointed by Select Board

3-Year Term

Leonard Bruskiwicz	14 Butterfield Ln.	6/30/2027
G. Thomas Clay	7 Ward Hill Rd.	6/30/2027
Joseph Giniewicz	55 Main St.	6/30/2026
Bryan Jonathan Knight	22 Misty Ln.	5/07/2027
Kristen Las, Town Manager	55 Main St.	6/30/2027
Jeff Morrisette	55 Main St.	6/30/2027
Imran Nawaz	3 Rolling Meadow Ln.	6/30/2027
Michael Rinaldi	15 Buckingham Dr.	6/30/2027
Bruce J. Rosenberg	123 Westview Dr.	6/30/2027
Cheryl K. Serpe	7 Pershing St.	6/30/2027
Sundar Subramanian	63 Hildreth St.	6/20/2026
Mike Young	31 Heather Dr.	6/30/2025

EMERGENCY MANAGEMENT

Appointed by Town Manager

1-Year Term

Joe Targ	65 Boston Rd.	6/30/2025
Tim Whitcomb	55 Main St.	6/30/2025

APPOINTED OFFICIALS AS OF JUNE 30, 2024—CONTINUED

FENCE VIEWER

Appointed by Select Board

1-Year Term

Jim Gozzo	6 Carolina Ln.	6/30/2025
Albert Prescott	16 Lake Shore Dr. N.	6/30/2025

FINANCE COMMITTEE

Appointed by Town Moderator

3-Year Term

Heather Fitzpatrick	13 Shannon Cir.	6/30/2024
Dennis J. Galvin	90 Concord Rd.	9/30/2026
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.	6/30/2026
Ingrid M. Nilsson	6 Depot St.	6/30/2024
Hari K. Vetsa	4 Mamie Ln.	6/30/2025
John Fryer	7 Wilson Farm Rd.	6/30/2027

HEALTH INSURANCE TRUST

Appointed by Select Board

3-Year Term

Jesse Beyer	55 Main St.	6/30/2027
John H. Cunningham	4 Butternut Rd.	6/30/2027
Christine Collins	55 Main St.	6/30/2027
Kristina Greene	1 Chesapeake Dr.	6/30/2024
Pamela Hicks	55 Main St.	6/30/2027
Kristine Jussaume	55 Main St.	6/30/2027
Dan O'Donnell	55 Main St.	6/30/2027

HEALTHY WESTFORD COMMITTEE

Appointed by Select Board

3-Year Term

Rae A. Dick	55 Main St.	6/30/2025
Don Galya	11 Mark Vincent Dr.	6/30/2026
William H. Harman	7A Old Colony Rd.	6/30/2026
Sean P. Kelly	7 Chestnut Rd.	6/30/2025
Katherine M. Russell	3 Maura Cir.	6/30/2027

HISTORICAL COMMISSION

Appointed by Select Board

3-Year Term

Brian G. Alcorn	18 Boston Rd.	6/30/2026
Brenda J. Grant	3 Sawmill Rd.	6/30/2025
David G. Gutbrod	74 Depot St.	6/30/2025
Dave Meichsner	21 Shawnee Pl.	6/30/2026
Robert Stafford	22 Leland Rd.	6/30/2026

INSURANCE ADVISORY COMMITTEE

Voted by Unions

Marilyn Frank	Retiree Representative	No expiration date
Rick Harbaum	AFSCME/School Custodian	No expiration date
Keri Evinson	CWA Chief Union Steward	No expiration date

APPOINTED OFFICIALS AS OF JUNE 30, 2024—CONTINUED

Term Expires

INSURANCE ADVISORY COMMITTEE - Continued

Ellen D. Rainville	Non-union Representative	No expiration date
Chris Ricard	WSOA-Police Supervisors	No expiration date
Tim Whitcomb	OPEIU	No expiration date
Kristine Jussaume	WEA/Unit A Teachers	No expiration date

LOWELL REGIONAL TRANSIT AUTHORITY

Appointed by Select Board

1-year Term

Robert Rafferty	3 Bradford St.	6/30/2025
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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 Kazeniak	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.	6/30/2025
Nancy J. Cook	22 North Main St.	6/30/2025
Marilyn P. Day	51 Graniteville Rd.	6/30/2025
Linda Greene	11 Reinsway Cir.	6/30/2025
Paul Murray, Sr.	12 Wilshire Ave.	6/30/2025
Beaver S.C. Rogers	55 Main St.	6/30/2025
Terry M. Stader	2A Old Colony Dr.	6/30/2025

NASHOBA VALLEY TECHNICAL HIGH SCHOOL DISTRICT

*Appointed by Moderator, School Committee,
and Select Board*

3-Year Term

Alicia Mallon	86 Tadmuck Rd.	3/31/2026
Abbie Matthew (Alt.)	2 Phillips Dr.	3/31/2025

NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS

Appointed by Select Board and Planning Board

1-Year Term

Chris Barrett	13 Vose Hill Rd.	6/30/2025
Joan Croteau	10 Boutwell Hill Rd.	6/30/2026
Jim Silva	98 Chamberlain Rd.	6/30/2025

APPOINTED OFFICIALS AS OF JUNE 30, 2024—CONTINUED

PARKERVILLE SCHOOLHOUSE COMMITTEE

<i>Appointed by Town Manager</i>		3-Year Term
Heidi Hatke	78R Carlisle Rd.	6/30/2026
June W. Kennedy	31 Old Lowell Rd.	6/30/2027
Jo-Anne Lund	43 Hildreth St.	6/30/2026
Ruth Margetts	14 Hidden Valley Rd.	6/30/2025
Florence Michaelides	55 Main St.	6/30/2026
Joseph Morano	233 Concord Rd.	6/30/2025
John A. Wilder	61 Carlisle Rd.	6/30/2027

PARKS AND RECREATION COMMISSION

<i>Appointed by Town Manager</i>		3-Year Term
Chris Barrett	13 Vose Hill Rd.	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.	6/30/2027
Brock A. Moses	14 Old Lowell Rd.	6/30/2026
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>		3-Year Term
Chris Barrett	13 Vose Hill Rd.	6/30/2026
Jessica Boulanger	36 Elm Rd.	6/30/2027
Don Galya	11 Mark Vincent Rd.	6/30/2026
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>		3-Year Term
Nancy Cook	22 North Main St.	6/30/2025
J. Scott Hazelton	76 Nutting Rd.	6/30/2026
Chris Karpinsky	116 Carlisle Rd.	6/30/2026
Thomas J. Mahanna	4 Butterfield Ln.	6/30/2026
Jeanne K. Roberts	1 Hildreth St.	6/30/2026
James Zegowitz	178 Carlisle Rd.	6/30/2026

PERSONNEL ADVISORY COMMITTEE

<i>Appointed by Select Board</i>		3-Year Term
Joan E. Bennett	74 Parkhurst Dr.	6/30/2027
Pam Hicks	55 Main St.	6/30/2025
Kristen Las, Town Manager	55 Main St.	6/30/2025
Denise Vuilleumier	1210 Princeton Way	6/30/2027
		<i>Term Expires</i>

APPOINTED OFFICIALS AS OF JUNE 30, 2024—CONTINUED

RECYCLING COMMISSION

Appointed by Town Manager

		<i>3-Year Term</i>
Kris Erickson	41 Keyes Rd.	6/30/2025
George H. Haines	2 Canter Cir.	6/30/2025
Elizabeth P. Sawyer	6 Holly Ln.	6/30/2027
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

Appointed by Select Board

		<i>3-Year Term</i>
Laurie Shaw, Town Clerk	55 Main St.	No expiration date
Alisa Nakashian-Holsberg	6 Betty Ln.	3/31/2027
John H. Ricketson	5 Westford Hills Rd.	3/31/2026
Beverly A. Woods	74 Tenney Rd.	3/31/2025

SCHOLARSHIP AND GRANT COMMITTEE

Appointed by Select Board

	<i>3-Year Term</i>	<i>Term Expires</i>
Kristi Bates	23 Pierce Ave.	6/30/2027
Andrea Mejia	23 Depot St.	6/30/2025
Brock Moses	1 Old Lowell Rd.	6/30/2027
Seema Pusalkar	2 Sweetwood Cir.	6/30/2027

TAX POSSESSION SALES COMMITTEE

Appointed by Select Board

		<i>3-Year Term</i>
David R. Earl	8B Old Colony Dr.	6/30/2026
William H. Harman	7A Old Colony Dr.	6/30/2025

TOWN FOREST COMMITTEE

Appointed by Town Manager

		<i>3-Year Term</i>
Kyle Fox	55 Main St.	6/30/2025
James S. Gozzo	6 Carolina Ln.	6/30/2025
Hugh C. Maguire	127 Cold Spring Rd.	6/30/2025

35 TOWN FARM ROAD

Appointed by the Select Board

Dan 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

PRESIDENTIAL PRIMARY – MARCH 5, 2024

Precinct	1	2	3	4	5	6	7	8	Total
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<i>Presidential Preference (Vote for One)</i>									
Blanks	0	2	0	1	3	1	2	9	18
Dean Phillips	15	19	17	16	23	11	19	120	240
Joseph R Biden	254	241	322	317	283	232	357	2,006	4,012
Marianne Williamson	6	17	8	22	15	14	2	84	168
No Preference	26	28	27	21	25	31	34	192	384
Write Ins	6	6	2	2	7	5	3	31	62
Totals	307	313	376	379	356	294	417	2,442	4,884

<i>State Committee Man (Vote for One Man)</i>									
Blanks	278	278	331	345	297	238	364	2,131	4,262
Write Ins	29	35	45	34	59	56	53	311	622
Totals	307	313	376	379	356	294	417	2,442	4,884

<i>State Committee Woman (Vote for One Woman)</i>									
Blanks	72	76	75	92	74	63	74	526	1,052
Meghan K Kilcoyne	235	235	299	287	278	231	339	1,904	3,808
Write Ins	0	2	2	0	4	0	4	12	24
Totals	307	313	376	379	356	294	417	2,442	4,884

<i>Town Committee (Vote for not more than 35)</i>									
Blanks	133	148	162	152	154	131	140	1,020	2,040
Group	174	165	214	227	202	163	277	1,422	2,844
Totals	307	313	376	379	356	294	417	2,442	4,884

PRESIDENTIAL PRIMARY – MARCH 5, 2024–CONTINUED

Precinct	1	2	3	4	5	6	7	8	Total
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Individual members									
Blanks	9,106	9,181	10,977	11,025	10,541	8,641	11,982	71,453	142,906
Catherine Bartholomew Ricketson	193	186	238	250	220	184	297	1,568	3,136
Marilyn Frank	203	200	257	276	237	192	313	1,678	3,356
Jeanne M O'Connor	195	191	231	254	221	181	304	1,577	3,154
Gloria K Miller	205	193	240	259	225	185	311	1,618	3,236
Anita Tonakarn-Nguyen	205	193	250	268	229	195	312	1,652	3,304
Augustus Porter Bickford	189	178	229	247	215	179	295	1,532	3,064
Kathleen A Healy	209	207	262	270	245	201	317	1,711	3,422
James Arciero	236	253	311	311	289	226	357	1,983	3,966
Write-Ins	4	0	2	1	3	2	6	18	36
Totals	10,745	10,782	12,997	13,161	12,425	10,186	14,494	84,790	169,580

Total Democratic Ballots cast	307	313	376	379	356	294	417	2,442	4,884
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Total Registered Democrats	460	535	511	513	509	505	616	3,649	7,298
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Total Registered Voters	2,441	2,605	2,808	2,428	2,590	2,909	3,021	18,802	37,604
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Total Voter Turnout (all primaries)	818	705	914	841	869	757	875	5,741	11,520
% Voter Turnout	33	27	32	35	33	26	29	30	33

ANNUAL TOWN ELECTION - MAY 7, 2024

Precinct	1	2	3	4	5	6	7	Total
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<i>Select Board (3-Year Term) - Vote for 1</i>								
Blanks	117	89	126	120	119	149	116	836
John H. Cunningham	429	421	593	600	495	477	582	3,597
Meghan Frances O'Connell	358	398	444	375	387	405	371	2,738
Misc. Write Ins	3	7	5	2	2	5	3	27
Totals	907	915	1,168	1,097	1,003	1,036	1,072	7,198

<i>Board of Health (3-Year Term) - Vote for 1</i>								
Blanks	257	228	284	275	284	305	224	1,857
Joanne E. Belanger	641	679	878	813	715	721	843	5,290
Misc. Write Ins	9	8	6	9	4	10	5	51
Totals	907	915	1,168	1,097	1,003	1,036	1,072	7,198

<i>Housing Authority (1-Year Term) - Vote for 1</i>								
Blanks	246	208	277	260	280	301	233	1,805
Patricia L. Dubey	651	701	880	831	717	726	834	5,340
Misc. Write Ins	10	6	11	6	6	9	5	53
Totals	907	915	1,168	1,097	1,003	1,036	1,072	7,198

<i>Library Trustees (3-Year Term) - Vote for 2</i>								
Blanks	564	524	654	603	601	695	505	4,146
Marianne Chiulli Fleckner	619	647	839	795	686	675	809	5,070
Deborah Teal	621	645	828	791	710	687	813	5,095
Misc. Write Ins	10	14	15	5	9	15	17	85
Totals	1,814	1,830	2,336	2,194	2,006	2,072	2,144	14,396

<i>Planning Board (5-Year Term) - Vote for 1</i>								
Blanks	314	279	356	334	343	349	293	2,268
Michael Edward Bonefant	583	626	798	759	645	672	767	4,850
Misc. Write Ins	10	10	14	4	15	15	12	80
Totals	907	915	1,168	1,097	1,003	1,036	1,072	7,198

ANNUAL TOWN ELECTION – MAY 7, 2024 – CONTINUED

Precinct	1	2	3	4	5	6	7	Total
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<i>Select Board (3-Year Term) - Vote for 1</i>								
Blanks	117	89	126	120	119	149	116	836
John H. Cunningham	429	421	593	600	495	477	582	3,597
Meghan Frances O'Connell	358	398	444	375	387	405	371	2,738
Misc. Write Ins	3	7	5	2	2	5	3	27
Totals	907	915	1,168	1,097	1,003	1,036	1,072	7,198

<i>School Committee (3-Year Term) – Vote for 2</i>								
Blanks	718	653	803	783	786	898	682	5,323
Kathryn Anne Clear	487	520	685	680	561	539	677	4,149
Thomas Philip Laflamme	482	507	684	603	565	564	618	4,023
Laurie J. Oliver	561	598	757	707	618	610	748	4,599
Joseph Henry Spadano	461	450	565	509	470	483	479	3,417
Misc. Write-Ins	12	17	10	9	9	14	12	83
Totals	2,721	2,745	3,504	3,291	3,009	3,108	3,216	21,594

<i>Question 1 - Vote for 1 (Assess an additional \$4,200,000 in taxes for operating budget FY2025)</i>								
Blanks	2	1	3	3	3	5	6	23
Yes	398	396	492	542	392	403	549	3,172
No	507	518	673	552	608	628	517	4,003
Totals	907	915	1,168	1,097	1,003	1,036	1,072	7,198

<i>Question 2 - Vote for 1 (Assess an additional \$2,600,000 in taxes to fund override stabilization fund)</i>								
Blanks	8	4	4	4	7	8	10	45
Yes	323	349	424	466	328	335	485	2,710
No	576	562	740	627	668	693	577	4,443
Totals	907	915	1,168	1,097	1,003	1,036	1,072	7,198

Total Registered Voters	2,432	2,613	2,799	2,406	2,568	2,910	3,013	18,741
Precinct Totals:	907	915	1,168	1,097	1,003	1,036	1,072	7,198
% Total Voter Turnout	37.3	35.0	41.7	45.6	39.1	35.6	35.6	38.4

SPECIAL TOWN MEETING MINUTES - OCTOBER 16, 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 was held at the Westford Academy gymnasium on Monday, October 16, 2023.

Election officers, using poll pads for the first time, acted as tellers at the door, checking in 1124 voters throughout the evening, and distributing electronic voting devices. Due to the volume of voters, Moderator Angela Harkness delayed the start of Town Meeting until the majority of voters had been checked in and found seats, either in the large gym or in the neighboring Performing Arts Center (PAC). Paul Alphen presided over the PAC as the Assistant Town Moderator. With only 800 electronic voting devices, also known as clickers, the votes in the PAC would be counted manually. Communication between the two moderators was done with walkie-talkies.

The meeting commenced at 7:45 P.M. and the following business was transacted:

It was voted and passed by a 2/3 majority 585-175 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 and passed by a 2/3 majority to accept the wording and waive the reading of the motions printed on the gold-colored document entitled *2023 Special Town Meeting Motions* and dated October 16, 2023.

There were complaints from those in the Performing Arts Center that there was difficulty with the audio. The audio issues were addressed, and the meeting continued.

Moderator Harkness proposed a Consent Agenda of Articles 1, 2, 5 and 8. She said she would announce each article and if there were any objections to placing the article on the Consent Agenda it should be indicated by saying "hold". The article would then be taken separately. Following this process Articles 1 and 8 received holds and were taken separately.

ARTICLE 2: Appropriate Opioid Settlement Funds

<i>Town Manager</i>

On a motion made a seconded under the Consent Agenda, it was voted and passed by the majority that the Town appropriate from Free Cash the sum of \$22,565.66 (TWENTY TWO THOUSAND FIVE HUNDRED SIXTY FIVE DOLLARS AND SIXTY SIX 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.

SPECIAL TOWN MEETING MINUTES - OCTOBER 16, 2023 – CONTINUED

ARTICLE 5: Rescind Authorized and Unissued Debt *Town Manager*

On a motion made a seconded under the Consent Agenda, it was voted and passed by the majority that the Town rescind the following amounts that have been authorized to be borrowed for the stated purposes, pursuant to the votes and articles as listed below, which amounts have not be issued and/or are no longer needed:

<i>Unissued Amount</i>	<i>Date of Warrant Approval</i>	<i>Article Number</i>	<i>Purpose</i>
\$901,750	03/22/2014	11	Robinson and Day School Window and Door Replacement
\$6,298	03/28/2015	8	Center Fire Station on Boston Road
\$686,442	03/24/2018	10	Abbot School Roof Replacement
\$320,000	03/24/2018	12	Vine Brook Road Water Distribution System
\$130,000	06/20/2020	3	Kirsi Circle, Douglas Road, and Anderson Lane Water Main Replacement
\$110,000	06/20/2020	3	Portable Radios for School Staff
\$23	06/12/2021	4	Fire Truck
\$128,000	06/12/2021	5	Pine Grove Cemetery Enlargement

ARTICLE 1: Approve Fiscal Year 2024 Budget Adjustments *Town Manager*

On a motion made and seconded, it was voted and passed by the majority that the Town raise and appropriate the sum of \$215,000 (TWO HUNDRED FIFTEEN THOUSAND DOLLARS) in order to supplement the following Fiscal Year 2024 Operating Budgets:

151 Legal Services	\$50,000
432 Recycling Expenses	\$165,000

and that the Town appropriate from Free Cash the sum of \$950,000 (NINE HUNDRED FIFTY THOUSAND DOLLARS) in order to supplement the following Fiscal Year 2024 Operating Budget:

SPECIAL TOWN MEETING MINUTES - OCTOBER 16, 2023 – CONTINUED

990 Health Insurance Trust \$950,000

And that the Town reduce the following Fiscal Year 2024 Operating Budget by \$920,400 (NINE HUNDRED TWENTY THOUSAND FOUR HUNDRED DOLLARS) as follows:

710 Debt Service \$920,400

And that the Town appropriate from Stormwater Enterprise Retained Earnings the sum of \$60,000 (SIXTY THOUSAND DOLLARS) in order to supplement the following Fiscal Year 2024 Operating Budget:

650 Stormwater Enterprise Expenses \$60,000

ARTICLE 8: Authorize the School Bus Transportation Contract for up to Five Years	<i>School Committee</i>
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On a motion made and seconded it was voted and passed by the majority that the Town authorize the School Committee to enter into a service agreement for the purpose of providing student bus transportation with an effective date of July 1, 2024, and to allow the School Committee to enter into a contract for up to five years.

ARTICLE 3: Approve Capital Appropriations	<i>Capital Planning Committee</i>
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The two motions are taken separately. Finance Director Dan O’Donnell requested that the Engineering amount in the first motion be amended to \$100,000 for the Stony Brook Bridge relocation.

On a motion made and seconded, it was voted and passed by the majority to amend the amount of the Engineering Department request to \$100,000.

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Public Buildings	\$15,000	DPW Garage Replacement Compressors for the HVAC System
Public Buildings	\$200,000	Police Station Attic and Pipe Insulation
Engineering	\$150,000	Stony Brook Bridge Resident Relocation & Right of Way

SPECIAL TOWN MEETING MINUTES - OCTOBER 16, 2023 – CONTINUED

On a motion made and seconded, it was voted and passed by the majority that the Town appropriate from Free Cash the sum of \$365,000 (THREE HUNDRED FIFTEEN THOUSAND DOLLARS) to provide for the following capital requests, including costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Public Buildings	\$15,000	DPW Garage Replacement Compressors for the HVAC System
Public Buildings	\$200,000	Police Station Attic and Pipe Insulation
Engineering	\$100,000	Stony Brook Bridge Resident Relocation & Right of Way

And that the Town appropriate from Water Enterprise Retained Earnings the sum of \$600,000 (SIX HUNDRED THOUSAND 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	\$350,000	Forge Village Treatment Plant Repairs
Water Enterprise	\$250,000	PFAS Treatment Facilities – Preliminary Design

Second Motion: *(2/3 Majority Vote Required)*

On a motion made and seconded, it was voted and passed by a 2/3 majority that the Town appropriate the sum of \$1,000,000 (ONE MILLION DOLLARS) to purchase and install roof top air conditioning and ventilation units and other associated labor and materials costs at the Lloyd G. Blanchard Middle School, 14 West Street, Westford, MA 01886, 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.

ARTICLE 4: Reduce Amount Raised by Taxes in Fiscal Year 2024	<i>Select Board</i>
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On a motion made and seconded it was voted and passed by the majority that the Town dismiss Article 4.

ARTICLE 6: Approve Community Preservation Committee Recommendations	<i>Community Preservation Committee</i>
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Chair of the Community Preservation Committee, Kathleen “Toody” Healy provided the committee’s recommendation to approve the request to allocate Community Preservation

SPECIAL TOWN MEETING MINUTES - OCTOBER 16, 2023 – CONTINUED

funds to the Drew Farmhouse Inc. Ellen Harde, president of Drew Farmhouse, Inc. made a presentation to Town Meeting. The request had unanimous support from the Affordable Housing Trust Fund, the Finance Committee

On a motion made and seconded it was voted and passed by a 2/3 majority, 627 - yes and 406 – no, that the Town 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 \$1,450,000 (ONE MILLION FOUR HUNDRED FIFTY THOUSAND 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:

\$1,450,000	From the Undesignated Fund Balance for the Drew Farmhouse, Inc. Preservation and Workforce Housing project and any other related costs. This allocation more than funds the required 10% for Community Housing.	Affordable Housing Trust and Historical Commission
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ARTICLE 7: Authorization for the Select Board to Petition the General Court for Special Legislation to Amend the Town’s Means Tested Senior Citizen Property Tax Exemption Act

On a motion made and seconded it was voted and passed by the majority that the Town authorize the Select Board to petition the General Court for special legislation to amend Chapter 314 of the Acts of 2020, which authorized the Town to establish a means tested senior citizen tax exemption for a period of three years by removing the three-year limitation and making other editorial changes as shown in Article 10 of the Warrant.

ARTICLE 9: Amend the Zoning Bylaw to Define and Regulate Firearm Businesses and Related Terms	<i>Select Board & Planning Board</i>
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On a motion made and seconded, it was voted, and failed for lack of a 2/3 majority, 590 – yes, 477 – no, that the Town amend Appendix A (Table of Principle Use Regulations and Section 10.2 (definitions) of the Zoning Bylaw, and to Create a new Section 6.6 of the Zoning Bylaw, to regulate by Special Permit the location, siting, design, placement, security, safety, monitoring, and other requirements for Firearms Businesses in the Town of Westford; and to enumerate criteria for the establishment of Firearm Businesses in town to address public safety concerns arising from the use of land, buildings, and structures for the operation of such businesses, and the potential disruption of peace and quiet enjoyment of the community, and related changes; as shown on the handout titled “TOWN OF WESTFORD PLANNING BOARD AND SELECT BOARD MOTION FOR ARTICLE 9 OCTOBER 16, 2023 SPECIAL TOWN MEETING”.

**SPECIAL TOWN MEETING MINUTES -
OCTOBER 16, 2023** –CONTINUED

Police Chief Mark Chambers attempted to make a motion to reconsider Article 9 but withdrew it after it was determined by the Moderator that many voters had left the meeting or were co-mingling with others in the Performing Arts Center.

With no further business to conduct the Special Town Meeting was adjourned at 10:41 P.M.

A True Copy Attest

Patricia L. Dubey
Town Clerk

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

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 Field on Saturday, April 27, 2024, commenced at 9:10am and the follow business was transacted:

Election Officers and volunteers acted as tellers at the entrance of the field, using Poll Pads to check in voters and hand out electronic voting devices. Over the course of the meeting 2,072 voters were checked in. This number was the largest voter check in in Westford Town History.

Town Moderator Angela Harkness called the 295th Annual Town Meeting to order at 9:10am.

The moderator began the meeting by informing those in attendance the votes would be taken by using electronic handheld clickers and reviewed the procedures to be used for electronic voting.

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 the wording as printed in the green motions’ booklet entitled *2024 Annual Town Meeting Motions*, dated March 25, 2024.

Town Manager, Kristen Las was introduced and welcomed those in attendance.

On a motion made and seconded, Articles 5, 7, 11, 12, 13, 15, 16 and 21 were placed on the Consent Agenda to be voted on together in one vote.

The consent agenda items were passed as follows:

ARTICLE 5:	Accept Town Reports	<i>Town Manager</i>
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It was voted and passed by majority:

That the Town accept the Reports of the Town Officers, Boards and Committees for Fiscal Year 2023.

ARTICLE 7:	Appropriate for Perchlorate Expenses	<i>Town Manager</i>
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It was voted and passed by majority:

That the Town appropriate from Free Cash the sum of \$110,000 (ONE HUNDRED TEN THOUSAND DOLLARS) for the purpose of providing funds to address associated issues regarding perchlorate contamination.

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

FINANCIAL - FISCAL YEAR 2025

ARTICLE 11:	Authorize Revolving Funds	<i>Town Manager</i>
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It was voted and passed by majority:

That the Town vote, pursuant to MGL c. 44, Section 53E½ as most recently amended by Section 86 of Chapter 218 of the Acts of 2016, to establish limitations on expenditures from the revolving funds established by Chapter 138.1 of the General Bylaws, entitled, “Revolving Funds” as follows:

REVOLVING ACCOUNT	FY25 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	<i>Town Manager</i>
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It was voted and passed by majority:

That the Town appropriate the proceeds due to the Town under the provisions of MGL c.90 for the purposes set for in said statute.

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

ARTICLE 13: Appropriate Funds from Water Enterprise Other Post Employment Benefits Stabilization Fund to the Water Enterprise Budget	<i>Water Commissioners</i>
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It was voted and passed by majority:

That the Town transfer the sum of \$8,383 (EIGHT THOUSAND THREE HUNDRED EIGHTY-THREE DOLLARS) from the Water Enterprise Other Post Employment Stabilization Fund to the Water Enterprise Expenses to pay for the FY25 retiree benefits.

ARTICLE 15: Authorize the Select Board to Accept Easements	<i>Select Board</i>
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It was voted and pass by majority:

That the Town authorize the Select Board, during Fiscal Year 2025, 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 16: Authorize the Select Board to Acquire Easements for the Plain Road Sidewalk Project	<i>Select Board</i>
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It was voted and passed by majority:

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 the plans entitled “Transportation Improvement Project Plan of Plain Road Sidewalk Phase 2” dated May 8, 2023, as said plans may be amended for public way purposes, including, but not limited to, the construction, alteration, maintenance, improvement, repair and/or replacement of sidewalks, 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.

ARTICLE 21: Authorize the Cemetery Commission and Select Board to Adopt and Amend Policies and Regulations	<i>Board of Cemetery Commissioners</i>
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It was voted and passed by majority:

That the Town vote pursuant to G.L. c. 114, §23 to authorize the Cemetery Commission to adopt policies and regulations concerning the operations and use of Town cemeteries, and to amend, revise and/or delete all such policies and regulations, subject to the approval of the Select Board, without further approval at Town Meeting.

ARTICLE 1: Approve Fiscal Year 2025 General Operating Budget Proposition 2 ½ Override	<i>Select Board</i>
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A motion was made to dismiss Article 1 – the motion failed to achieve a majority.

It was voted and passed by majority:

That the Town vote to raise and appropriate the sum of \$136,437,171 (ONE HUNDRED THIRTY SIX MILLION FOUR HUNDRED THIRTY SEVEN THOUSAND ONE

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

HUNDRED SEVENTY ONE DOLLARS) for the operation and maintenance of Town Departments for the Fiscal Year July 1, 2024 through June 30, 2025, such sums to be expended for such purposes under the direction of the respective town officers, boards and committees, provided that such appropriation shall be contingent on the passage of a Proposition 2 and $\frac{1}{2}$ override ballot vote; and provided 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 240 Community Preservation Fund: \$1,121,028 shall be appropriated from Community Preservation Fund Fiscal 2025 Revenue.

Fund 280 Town Revolving Funds: \$3,000 shall be appropriated from Senior Center Fitness Room Revolving 53 E $\frac{1}{2}$;

Fund 280 Town Revolving Funds: \$19,197 shall be appropriated from Immunization and Clinical Revolving 53 E $\frac{1}{2}$;

Fund 280 Town Revolving Funds: \$7,350 shall be appropriated from East Boston Camps Maintenance Revolving 53 E $\frac{1}{2}$;

Fund 280 Town Revolving Funds: \$13,000 shall be appropriated from Lease of Town Buildings: 65 & 73 Main St & 170 Plain Rd Revolving 53 E $\frac{1}{2}$;

Fund 600 Water Enterprise Fund: \$4,820,758 shall be appropriated from Water Enterprise Revenue, and \$200,000 shall be appropriated from Water Enterprise Retained Earnings.

Fund 630 Recreation Enterprise Fund: \$958,300 shall be appropriated from Recreation Enterprise Revenue, \$200,000 shall be appropriated from Recreation Enterprise Retained Earnings, and \$35,927 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 \$786,441 shall be raised and appropriated.

Fund 650 Stormwater Enterprise Fund: \$823,264 shall be appropriated from Stormwater Enterprise Revenue and \$600,000 shall be raised and appropriated.

Fund 820 Expendable Trust: \$10,000 shall be appropriated from the Cemetery Perpetual Care Expendable Trust.

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
GENERAL GOVERNMENT					
122 SELECT BOARD					
Personal Services	0	0	0	0	N/A
Expenses	42,526	28,559	21,410	(7,149)	-25.0%
TOTAL	42,526	28,559	21,410	(7,149)	-25.0%
123 TOWN MANAGER					
Personal Services	439,140	515,137	627,714	112,577	21.9%
Expenses	25,348	33,465	30,660	(2,805)	-8.4%
TOTAL	464,488	548,602	658,374	109,772	20.0%
131 FINANCE COMMITTEE					
Personal Services	0	0	0	0	N/A
Expenses	7,156	3,671	2,524	(1,147)	-31.2%
Reserve Fund	0	125,000	100,000	(25,000)	-20.0%
(Transfers out)	0	0	0	0	N/A
TOTAL	7,156	128,671	102,524	(26,147)	-20.3%
132 FINANCE DEPARTMENT					
Personal Services	164,888	173,459	155,700	(17,759)	-10.2%
Expenses	1,354	895	1,435	540	60.3%
TOTAL	166,242	174,354	157,135	(17,219)	-9.9%
135 TOWN ACCOUNTANT					
Personal Services	318,995	334,908	332,326	(2,582)	-0.8%
Expenses	44,780	47,185	51,185	4,000	8.5%
TOTAL	363,774	382,093	383,511	1,418	0.4%
141 BOARD OF ASSESSORS					
Personal Services	257,202	314,177	332,713	18,536	5.9%
Expenses	57,863	49,450	25,750	(23,700)	-47.9%
TOTAL	315,065	363,627	358,463	(5,164)	-1.4%
145 TREASURER/COLLECTOR					
Personal Services	289,912	302,216	291,106	(11,110)	-3.7%
Expenses	41,910	47,925	49,850	1,925	4.0%
TOTAL	331,822	350,141	340,956	(9,185)	-2.6%
151 LEGAL SERVICES					
Personal Services	0	0	0	0	N/A
Expenses	116,754	150,000	140,500	(9,500)	-6.3%
TOTAL	116,754	150,000	140,500	(9,500)	-6.3%
152 HUMAN RESOURCES					
Personal Services	270,159	282,815	289,434	6,619	2.3%
Expenses	27,331	28,625	27,859	(766)	-2.7%
Compensation Reserve	11,168	220,000	350,000	130,000	59.1%
(Transfers out)	0	(133,005)	0	133,005	-100.0%
TOTAL	308,658	398,435	667,293	268,858	67.5%
155 TECHNOLOGY					
Personal Services	356,761	371,071	378,741	7,670	2.1%
Expenses	601,765	615,127	653,968	38,841	6.3%
TOTAL	958,526	986,198	1,032,709	46,511	4.7%
161 TOWN CLERK					
Personal Services	277,141	281,352	304,195	22,843	8.1%
Expenses	36,902	35,813	47,958	12,145	33.9%
TOTAL	314,043	317,165	352,153	34,988	11.0%

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %	
PUBLIC SAFETY						
210	POLICE DEPARTMENT					
	Personal Services	5,394,892	5,817,983	6,029,807	211,824	3.6%
	Expenses	518,912	605,811	622,303	16,492	2.7%
	TOTAL	5,913,805	6,423,794	6,652,110	228,316	3.6%
215	PUBLIC SAFETY COMMUNICATIONS					
	Personal Services	788,312	878,984	910,500	31,516	3.6%
	Expenses	45,171	53,622	56,455	2,833	5.3%
	TOTAL	833,483	932,606	966,955	34,349	3.7%
220	FIRE DEPARTMENT					
	Personal Services	3,996,773	4,003,669	4,108,261	104,592	2.6%
	Expenses	443,746	388,075	398,006	9,931	2.6%
	TOTAL	4,440,520	4,391,744	4,506,267	114,523	2.6%
241	BUILDING DEPARTMENT					
	Personal Services	395,990	420,145	430,859	10,714	2.6%
	Expenses	10,218	12,400	14,595	2,195	17.7%
	TOTAL	406,208	432,545	445,454	12,909	3.0%
244	SEALER WEIGHTS/MEASURES					
	Personal Services	0	0	0	0	N/A
	Expenses	10,762	15,524	16,500	976	6.3%
	TOTAL	10,762	15,524	16,500	976	6.3%
	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %	
170	PERMITTING DEPARTMENT					
	Personal Services	276,454	294,667	303,837	9,170	3.1%
	Expenses	45,119	46,970	49,332	2,362	5.0%
	TOTAL	321,573	341,637	353,169	11,532	3.4%
171	CONSERVATION COMMISSION					
	Personal Services	88,075	92,785	104,324	11,539	12.4%
	Expenses	6,311	7,610	8,050	440	5.8%
	TOTAL	94,386	100,395	112,374	11,979	11.9%
175	PLANNING BOARD					
	Personal Services	96,244	98,170	100,132	1,962	2.0%
	Expenses	13,983	20,509	25,709	5,200	25.4%
	TOTAL	110,227	118,679	125,841	7,162	6.0%
176	ZONING BOARD OF APPEALS					
	Personal Services	0	0	0	0	N/A
	Expenses	1,850	2,595	2,595	0	0.0%
	TOTAL	1,850	2,595	2,595	0	0.0%
192	TOWN HALL MAINTENANCE					
	Personal Services	45,919	49,143	50,226	1,083	2.2%
	Expenses	66,984	56,500	65,599	9,099	16.1%
	TOTAL	112,903	105,643	115,825	10,182	9.6%
199	PUBLIC BUILDINGS & PROPERTIES MAINTENANCE					
	Personal Services	84,678	84,889	86,516	1,627	1.9%
	Expenses	144,846	154,737	182,128	27,391	17.7%
	TOTAL	229,524	239,626	268,644	29,018	12.1%
TOTAL GENERAL GOVERNMENT		4,259,516	4,736,420	5,193,476	457,056	9.6%

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
291 EMERGENCY MANAGEMENT					
Personal Services	9,510	9,700	9,894	194	2.0%
Expenses	2,339	2,450	2,450	0	0.0%
TOTAL	11,849	12,150	12,344	194	1.6%
292 ANIMAL CONTROL					
Personal Services	36,866	42,894	42,670	(224)	-0.5%
Expenses	4,469	4,035	3,975	(60)	-1.5%
TOTAL	41,335	46,929	46,645	(284)	-0.6%
294 TREE WARDEN					
Personal Services	2,357	3,060	3,122	62	2.0%
Expenses	20,304	40,000	40,000	0	0.0%
TOTAL	22,661	43,060	43,122	62	0.1%
TOTAL PUBLIC SAFETY	11,680,622	12,298,352	12,689,397	391,045	3.2%

	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
EDUCATION					
300 WESTFORD PUBLIC SCHOOLS	64,038,192	65,889,564	69,716,836	3,827,272	5.8%
310 NASHOBA TECH	1,295,205	1,396,089	1,484,842	88,753	6.4%
TOTAL EDUCATION	65,333,397	67,285,653	71,201,678	3,916,025	5.8%

	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
PUBLIC WORKS					
405 DEPARTMENT OF PUBLIC WORKS					
Personal Services	221,302	274,885	278,424	3,539	1.3%
Expenses	0	500	400	(100)	-20.0%
TOTAL	221,302	275,385	278,824	3,439	1.2%
410 ENGINEERING DEPARTMENT					
Personal Services	323,749	334,926	342,313	7,387	2.2%
Expenses	8,342	13,470	13,470	0	0.0%
TOTAL	332,091	348,396	355,783	7,387	2.1%
421 HIGHWAY DEPARTMENT					
Personal Services	1,482,811	1,464,843	1,521,378	56,535	3.9%
Expenses	1,159,873	991,800	972,300	(19,500)	-2.0%
TOTAL	2,642,684	2,456,643	2,493,678	37,035	1.5%
430 WASTE DISPOSAL SERVICES					
Personal Services	0	0	0	0	N/A
Expenses	2,093,497	2,306,179	2,641,789	335,610	14.6%
TOTAL	2,093,497	2,306,179	2,641,789	335,610	14.6%
442 WASTEWATER TREATMENT MANAGEMENT					
Personal Services	0	0	0	0	N/A
Expenses	237,857	243,404	259,864	16,460	6.8%
TOTAL	237,857	243,404	259,864	16,460	6.8%
491 CEMETERY DEPARTMENT					
Personal Services	85,658	159,496	167,427	7,931	5.0%
Expenses	36,760	38,707	36,850	(1,857)	-4.8%
TOTAL	122,418	198,203	204,277	6,074	3.1%
TOTAL PUBLIC WORKS	5,649,848	5,828,210	6,234,215	406,005	7.0%

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
HEALTH & HUMAN SERVICES					
510 BOARD OF HEALTH					
Personal Services	417,199	453,413	483,420	30,007	6.6%
Expenses	23,917	25,800	26,800	1,000	3.9%
TOTAL	441,116	479,213	510,220	31,007	6.5%
541 COUNCIL ON AGING					
Personal Services	471,073	517,196	518,979	1,783	0.3%
Expenses	114,755	107,350	96,098	(11,252)	-10.5%
TOTAL	585,828	624,546	615,077	(9,469)	-1.5%
543 VETERANS SERVICES					
Personal Services	77,191	85,004	86,747	1,743	2.1%
Expenses	20,407	38,100	28,050	(10,050)	-26.4%
TOTAL	97,598	123,104	114,797	(8,307)	-6.7%
TOTAL HEALTH & HUMAN SERVICES	1,124,542	1,226,863	1,240,094	13,231	1.1%

	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
CULTURE & RECREATION					
610 LIBRARY					
Personal Services	1,413,222	1,491,437	1,549,443	58,006	3.9%
Expenses	362,148	358,694	337,344	(21,350)	-6.0%
TOTAL	1,775,370	1,850,131	1,886,787	36,656	2.0%
650 PARKS & GROUNDS					
Personal Services	188,978	452,458	464,518	12,060	2.7%
Expenses	48,328	55,525	51,556	(3,969)	-7.1%
TOTAL	237,306	507,983	516,074	8,091	1.6%
660 LAND MANAGEMENT					
Personal Services	0	0	0	0	N/A
Expenses	45,474	98,356	99,300	944	1.0%
TOTAL	45,474	98,356	99,300	944	1.0%
670 HISTORICAL COMMISSION					
Personal Services	0	0	0	0	N/A
Expenses	11,856	13,450	14,250	800	5.9%
TOTAL	11,856	13,450	14,250	800	5.9%
TOTAL CULTURE & RECREATION	2,070,007	2,469,920	2,516,411	46,491	1.9%

	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
DEBT SERVICE					
710 Debt Service					
Principal & Interest	5,820,250	3,406,175	3,609,512	203,337	6.0%
TOTAL	5,820,250	3,406,175	3,609,512	203,337	6.0%
TOTAL DEBT SERVICE	5,820,250	3,406,175	3,609,512	203,337	6.0%

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

	FISCAL 2023	FISCAL 2024	FISCAL 2025	FY24/FY25	FY24/FY25 %
	ACTUAL	BUDGET	OVERRIDE	VARIANCE	
UNCLASSIFIED					
940	OTHERWISE UNCLASSIFIED				
	Expenses	(1,558,087)	(1,632,835)	(1,870,301)	(237,466) 14.5%
	TOTAL	(1,558,087)	(1,632,835)	(1,870,301)	(237,466) 14.5%
945	EMPLOYEE BENEFITS & MISCELLANEOUS				
	Expenses	9,904,693	10,351,268	10,981,278	630,010 6.1%
	TOTAL	9,904,693	10,351,268	10,981,278	630,010 6.1%
990	TRANSFERS TO/FROM TRUSTS				
	Expenses	11,552,593	12,857,528	14,195,693	1,338,165 10.4%
	TOTAL	11,552,593	12,857,528	14,195,693	1,338,165 10.4%
TOTAL UNCLASSIFIED					
	19,899,199	21,575,961	23,306,670	1,730,709	8.0%
TOTAL GENERAL FUND					
	115,837,381	118,827,554	125,991,453	7,163,899	6.0%

	FISCAL 2023	FISCAL 2024	FISCAL 2025	FY24/FY25	FY24/FY25 %
	ACTUAL	BUDGET	OVERRIDE	VARIANCE	
COMMUNITY PRESERVATION FUND					
240	COMMUNITY PRESERVATION FUND				
	Personal Services	3,501	9,000	9,000	0 0.0%
	Expenses	0	6,000	15,000	9,000 150.0%
	Principal & Interest	891,058	1,105,491	1,097,028	(8,463) -0.8%
	TOTAL	894,559	1,120,491	1,121,028	537 0.0%
WATER ENTERPRISE FUND					
600	WATER ENTERPRISE				
	Personal Services	1,177,780	1,356,918	1,407,457	50,539 3.7%
	Expenses	1,616,364	1,944,170	2,053,110	108,940 5.6%
	Reserve Fund	0	250,000	250,000	0 0.0%
	Principal & Interest	1,388,576	1,262,146	1,310,191	48,045 3.8%
	TOTAL	4,182,719	4,813,234	5,020,758	207,524 4.3%
RECREATION ENTERPRISE FUND					
630	RECREATION ENTERPRISE				
	Personal Services	848,863	985,370	880,092	(105,278) -10.7%
	Expenses	254,866	380,157	314,135	(66,022) -17.4%
	TOTAL	1,103,729	1,365,527	1,194,227	(171,300) -12.5%
AMBULANCE ENTERPRISE FUND					
640	AMBULANCE ENTERPRISE				
	Personal Services	918,208	971,865	988,357	16,492 1.7%
	Expenses	545,884	533,506	698,084	164,578 30.8%
	TOTAL	1,464,092	1,505,371	1,686,441	181,070 12.0%
STORMWATER ENTERPRISE FUND					
650	STORMWATER MANAGEMENT				
	Personal Services	43,165	124,332	120,094	(4,238) -3.4%
	Expenses	844,519	1,035,077	982,620	(52,457) -5.1%
	Principal & Interest	19,028	315,800	320,550	4,750 1.5%
	TOTAL	906,712	1,475,209	1,423,264	(51,945) -3.5%
TOTAL OPERATING BUDGET					
	124,389,192	129,107,386	136,437,171	7,329,785	5.7%

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

ARTICLE 2: Establish an Override Stabilization Fund
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Select Board

Failed to achieve the 2/3 majority vote needed:

That the Town vote to accept the provisions of Massachusetts General Laws Chapter 40 Section 5B in order to establish an Override Stabilization Fund for the benefit of the General Fund Operating Budget; such fund to be used for the future payment of any expenses of the General Fund.

ARTICLE 3: Fund the Override Stabilization Fund
--

Select Board

A motion was made to dismiss Article 3 because article 2 failed. Vote passed to dismiss Article 3 by a majority.

That the Town vote to raise and appropriate the sum of \$2,600,000 (TWO MILLION SIX HUNDRED THOUSAND DOLLARS) to the Override Stabilization Fund; provided that such appropriation shall be contingent on the passage of a Proposition 2 and ½ override ballot vote.

ARTICLE 4: Approve Fiscal Year 2025 Operating Budget

Town Manager

A motion to was made to Amend article 4 to increase the Westford Public Schools budget in by \$378,000 from \$67,207,355 to \$67,585,355.

A Motion to dismiss the amendment-failed by majority vote

The amendment was voted and passed by a majority.

A motion to terminate debate on article 4 passed -1330 yes- 41 no

Article 4 was voted and passed as amended - 1226 yes – 128 no

That the Town raise and appropriate the sum of \$132,080,905 (ONE HUNDRED THIRTY-TWO MILLION EIGHTY THOUSAND NINE HUNDRED FIVE DOLLARS) for the operation and maintenance of Town Departments for the Fiscal Year July 1, 2024 through June 30, 2025, such sums to be expended for such purposes under the direction of the respective town officers, boards and committees and that all items be raised and appropriated except for the following:

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

Fund 240 Community Preservation Fund: \$1,121,028 shall be appropriated from Community Preservation Fund Fiscal 2025 Revenue.

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

Fund 280 Town Revolving Funds: \$19,197 shall be appropriated from Immunization and Clinical Revolving 53 E ½;

Fund 280 Town Revolving Funds: \$7,350 shall be appropriated from East Boston Camps Maintenance Revolving 53 E ½;

Fund 280 Town Revolving Funds: \$13,000 shall be appropriated from Lease of Town Buildings: 65 & 73 Main St & 170 Plain Rd Revolving 53 E ½.

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

Fund 600 Water Enterprise Fund: \$4,820,758 shall be appropriated from Water Enterprise Revenue, and \$200,000 shall be appropriated from Water Enterprise Retained Earnings.

Fund 630 Recreation Enterprise Fund: \$958,300 shall be appropriated from Recreation Enterprise Revenue, \$200,000 shall be appropriated from Recreation Enterprise Retained Earnings, and \$35,927 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 \$786,441 shall be raised and appropriated.

Fund 650 Stormwater Enterprise Fund: \$823,264 shall be appropriated from Stormwater Enterprise Revenue and \$600,000 shall be raised and appropriated.

Fund 820 Expendable Trust: \$10,000 shall be appropriated from the Cemetery Perpetual Care Expendable Trust.

Provided further that this vote shall be deemed null and void if the vote taken pursuant to Article 1 on the warrant for this Annual Town Meeting and the associated override ballot question vote are both approved.

Break for lunch at 12:50 pm. The meeting reconvened at 1:35pm

	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 NO OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
GENERAL GOVERNMENT					
122	SELECT BOARD				
	Personal Services	0	0	0	N/A
	Expenses	42,526	28,559	21,410	(7,149)
	TOTAL	42,526	28,559	21,410	(7,149)
					-25.0%
123	TOWN MANAGER				
	Personal Services	439,140	515,137	517,429	2,292
	Expenses	25,348	33,465	17,560	(15,905)
	TOTAL	464,488	548,602	534,989	(13,613)
					-2.5%
131	FINANCE COMMITTEE				
	Personal Services	0	0	0	0
	Expenses	7,156	3,671	2,524	(1,147)
	Reserve Fund	0	125,000	100,000	(25,000)
	(Transfers out)	0	0	0	0
	TOTAL	7,156	128,671	102,524	(26,147)
					-20.3%
132	FINANCE DEPARTMENT				
	Personal Services	164,888	173,459	155,700	(17,759)
	Expenses	1,354	895	1,435	540
	TOTAL	166,242	174,354	157,135	(17,219)
					-9.9%
135	TOWN ACCOUNTANT				
	Personal Services	318,995	334,908	332,326	(2,582)
	Expenses	44,780	47,185	51,185	4,000
	TOTAL	363,774	382,093	383,511	1,418
					0.4%
141	BOARD OF ASSESSORS				
	Personal Services	257,202	314,177	332,713	18,536
	Expenses	57,863	49,450	25,750	(23,700)
	TOTAL	315,065	363,627	358,463	(5,164)
					-1.4%
145	TREASURER/COLLECTOR				
	Personal Services	289,912	302,216	287,862	(14,354)
	Expenses	41,910	47,925	49,850	1,925
	TOTAL	331,822	350,141	337,712	(12,429)
					-3.5%
151	LEGAL SERVICES				
	Personal Services	0	0	0	0
	Expenses	116,754	150,000	140,500	(9,500)
	TOTAL	116,754	150,000	140,500	(9,500)
					-6.3%

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

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	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 NO OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
152 HUMAN RESOURCES					
Personal Services	270,159	282,815	289,434	6,619	2.3%
Expenses	27,331	28,625	16,859	(11,766)	-41.1%
Compensation Reserve (Transfers out)	11,168 0	220,000 (133,005)	325,000 0	105,000 133,005	47.7% -100.0%
TOTAL	308,658	398,435	631,293	232,858	58.4%
155 TECHNOLOGY					
Personal Services	356,761	371,071	378,741	7,670	2.1%
Expenses	601,765	615,127	631,268	16,141	2.6%
TOTAL	958,526	986,198	1,010,009	23,811	2.4%
161 TOWN CLERK					
Personal Services	277,141	281,352	302,098	20,746	7.4%
Expenses	36,902	35,813	47,958	12,145	33.9%
TOTAL	314,043	317,165	350,056	32,891	10.4%
170 PERMITTING DEPARTMENT					
Personal Services	276,454	294,667	300,837	6,170	2.1%
Expenses	45,119	46,970	49,332	2,362	5.0%
TOTAL	321,573	341,637	350,169	8,532	2.5%
171 CONSERVATION COMMISSION					
Personal Services	88,075	92,785	104,324	11,539	12.4%
Expenses	6,311	7,610	7,650	40	0.5%
TOTAL	94,386	100,395	111,974	11,579	11.5%
175 PLANNING BOARD					
Personal Services	96,244	98,170	100,132	1,962	2.0%
Expenses	13,983	20,509	10,709	(9,800)	-47.8%
TOTAL	110,227	118,679	110,841	(7,838)	-6.6%
176 ZONING BOARD OF APPEALS					
Personal Services	0	0	0	0	N/A
Expenses	1,850	2,595	2,405	(190)	-7.3%
TOTAL	1,850	2,595	2,405	(190)	-7.3%
192 TOWN HALL MAINTENANCE					
Personal Services	45,919	49,143	50,226	1,083	2.2%
Expenses	66,984	56,500	65,599	9,099	16.1%
TOTAL	112,903	105,643	115,825	10,182	9.6%
199 PUBLIC BUILDINGS & PROPERTIES MAINTENANCE					
Personal Services	84,678	84,889	86,516	1,627	1.9%
Expenses	144,846	154,737	167,057	12,320	8.0%
TOTAL	229,524	239,626	253,573	13,947	5.8%
TOTAL GENERAL GOVERNMENT	4,259,516	4,736,420	4,972,389	235,969	5.0%
	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 NO OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
PUBLIC SAFETY					
210 POLICE DEPARTMENT					
Personal Services	5,394,892	5,817,983	5,875,594	57,611	1.0%
Expenses	518,912	605,811	617,903	12,092	2.0%
TOTAL	5,913,805	6,423,794	6,493,497	69,703	1.1%
215 PUBLIC SAFETY COMMUNICATIONS					
Personal Services	788,312	878,984	879,361	377	0.0%
Expenses	45,171	53,622	55,225	1,603	3.0%
TOTAL	833,483	932,606	934,586	1,980	0.2%

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

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	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 NO OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
220 FIRE DEPARTMENT					
Personal Services	3,996,773	4,003,669	3,953,379	(50,290)	-1.3%
Expenses	443,746	388,075	388,606	531	0.1%
TOTAL	4,440,520	4,391,744	4,341,985	(49,759)	-1.1%
241 BUILDING DEPARTMENT					
Personal Services	395,990	420,145	409,966	(10,179)	-2.4%
Expenses	10,218	12,400	14,095	1,695	13.7%
TOTAL	406,208	432,545	424,061	(8,484)	-2.0%
244 SEALER WEIGHTS/MEASURES					
Personal Services	0	0	0	0	N/A
Expenses	10,762	15,524	16,500	976	6.3%
TOTAL	10,762	15,524	16,500	976	6.3%
291 EMERGENCY MANAGEMENT					
Personal Services	9,510	9,700	9,894	194	2.0%
Expenses	2,339	2,450	2,450	0	0.0%
TOTAL	11,849	12,150	12,344	194	1.6%
292 ANIMAL CONTROL					
Personal Services	36,866	42,894	42,670	(224)	-0.5%
Expenses	4,469	4,035	3,975	(60)	-1.5%
TOTAL	41,335	46,929	46,645	(284)	-0.6%
294 TREE WARDEN					
Personal Services	2,357	3,060	3,122	62	2.0%
Expenses	20,304	40,000	30,000	(10,000)	-25.0%
TOTAL	22,661	43,060	33,122	(9,938)	-23.1%
TOTAL PUBLIC SAFETY	11,680,622	12,298,352	12,302,740	4,388	0.0%

	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 NO OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
EDUCATION					
300 WESTFORD PUBLIC SCHOOLS	64,038,192	65,889,564	67,207,355	1,317,791	2.0%
310 NASHOBA TECH	1,295,205	1,396,089	1,484,842	88,753	6.4%
TOTAL EDUCATION	65,333,397	67,285,653	68,692,197	1,406,544	2.1%

	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 NO OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %
421 HIGHWAY DEPARTMENT					
Personal Services	1,482,811	1,464,843	1,449,930	(14,913)	-1.0%
Expenses	1,159,873	991,800	971,425	(20,375)	-2.1%
TOTAL	2,642,684	2,456,643	2,421,355	(35,288)	-1.4%
430 WASTE DISPOSAL SERVICES					
Personal Services	0	0	0	0	N/A
Expenses	2,093,497	2,306,179	2,641,789	335,610	14.6%
TOTAL	2,093,497	2,306,179	2,641,789	335,610	14.6%
442 WASTEWATER TREATMENT MANAGEMENT					
Personal Services	0	0	0	0	N/A
Expenses	237,857	243,404	259,864	16,460	6.8%
TOTAL	237,857	243,404	259,864	16,460	6.8%
491 CEMETERY DEPARTMENT					
Personal Services	85,658	159,496	160,227	731	0.5%
Expenses	36,760	38,707	34,850	(3,857)	-10.0%
TOTAL	122,418	198,203	195,077	(3,126)	-1.6%
TOTAL PUBLIC WORKS	5,649,848	5,828,210	6,106,347	278,137	4.8%

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

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	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 NO OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %	
HEALTH & HUMAN SERVICES						
510	BOARD OF HEALTH					
	Personal Services	417,199	453,413	483,420	30,007	6.6%
	Expenses	23,917	25,800	20,900	(4,900)	-19.0%
	TOTAL	441,116	479,213	504,320	25,107	5.2%
541	COUNCIL ON AGING					
	Personal Services	471,073	517,196	509,879	(7,317)	-1.4%
	Expenses	114,755	107,350	93,198	(14,152)	-13.2%
	TOTAL	585,828	624,546	603,077	(21,469)	-3.4%
543	VETERANS SERVICES					
	Personal Services	77,191	85,004	83,747	(1,257)	-1.5%
	Expenses	20,407	38,100	26,050	(12,050)	-31.6%
	TOTAL	97,598	123,104	109,797	(13,307)	-10.8%
TOTAL HEALTH & HUMAN SERVICES		1,124,542	1,226,863	1,217,194	-9,669	-0.8%
	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 NO OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %	
CULTURE & RECREATION						
610	LIBRARY					
	Personal Services	1,413,222	1,491,437	1,481,588	(9,849)	-0.7%
	Expenses	362,148	358,694	307,214	(51,480)	-14.4%
	TOTAL	1,775,370	1,850,131	1,788,802	(61,329)	-3.3%
650	PARKS & GROUNDS					
	Personal Services	188,978	452,458	457,238	4,780	1.1%
	Expenses	48,328	55,525	46,456	(9,069)	-16.3%
	TOTAL	237,306	507,983	503,694	(4,289)	-0.8%
660	LAND MANAGEMENT					
	Personal Services	0	0	0	0	N/A
	Expenses	45,474	98,356	54,300	(44,056)	-44.8%
	TOTAL	45,474	98,356	54,300	(44,056)	-44.8%
670	HISTORICAL COMMISSION					
	Personal Services	0	0	0	0	N/A
	Expenses	11,856	13,450	14,250	800	5.9%
	TOTAL	11,856	13,450	14,250	800	5.9%
TOTAL CULTURE & RECREATION		2,070,007	2,469,920	2,361,046	-108,874	-4.4%
	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 NO OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %	
DEBT SERVICE						
710	Debt Service					
	Principal & Interest	5,820,250	3,406,175	3,566,124	159,949	4.7%
	TOTAL	5,820,250	3,406,175	3,566,124	159,949	4.7%
TOTAL DEBT SERVICE		5,820,250	3,406,175	3,566,124	159,949	4.7%

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

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	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 NO OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %	
UNCLASSIFIED						
940	OTHERWISE UNCLASSIFIED					
	Expenses	(1,558,087)	(1,632,835)	(1,870,301)	(237,466)	14.5%
	TOTAL	(1,558,087)	(1,632,835)	(1,870,301)	(237,466)	14.5%
945	EMPLOYEE BENEFITS & MISCELLANEOUS					
	Expenses	9,904,693	10,351,268	11,007,278	656,010	6.3%
	TOTAL	9,904,693	10,351,268	11,007,278	656,010	6.3%
990	TRANSFERS TO/FROM TRUSTS					
	Expenses	11,552,593	12,857,528	13,280,173	422,645	3.3%
	TOTAL	11,552,593	12,857,528	13,280,173	422,645	3.3%
TOTAL UNCLASSIFIED						
		19,899,199	21,575,961	22,417,150	841,189	3.9%
TOTAL GENERAL FUND						
		115,837,381	118,827,554	121,635,187	2,807,633	2.4%

	FISCAL 2023 ACTUAL	FISCAL 2024 BUDGET	FISCAL 2025 NO OVERRIDE	FY24/FY25 VARIANCE	FY24/FY25 %	
COMMUNITY PRESERVATION FUND						
240	COMMUNITY PRESERVATION FUND					
	Personal Services	3,501	9,000	9,000	0	0.0%
	Expenses	0	6,000	15,000	9,000	150.0%
	Principal & Interest	891,058	1,105,491	1,097,028	(8,463)	-0.8%
	TOTAL	894,559	1,120,491	1,121,028	537	0.0%
WATER ENTERPRISE FUND						
600	WATER ENTERPRISE					
	Personal Services	1,177,780	1,356,918	1,407,457	50,539	3.7%
	Expenses	1,616,364	1,944,170	2,053,110	108,940	5.6%
	Reserve Fund	0	250,000	250,000	0	0.0%
	Principal & Interest	1,388,576	1,262,146	1,310,191	48,045	3.8%
	TOTAL	4,182,719	4,813,234	5,020,758	48,045	1.0%
RECREATION ENTERPRISE FUND						
630	RECREATION ENTERPRISE					
	Personal Services	848,863	985,370	880,092	(105,278)	-10.7%
	Expenses	254,866	380,157	314,135	(66,022)	-17.4%
	TOTAL	1,103,729	1,365,527	1,194,227	(171,300)	-12.5%
AMBULANCE ENTERPRISE FUND						
640	AMBULANCE ENTERPRISE					
	Personal Services	918,208	971,865	988,357	16,492	1.7%
	Expenses	545,884	533,506	698,084	164,578	30.8%
	TOTAL	1,464,092	1,505,371	1,686,441	181,070	12.0%
STORMWATER ENTERPRISE FUND						
650	STORMWATER MANAGEMENT					
	Personal Services	43,165	124,332	120,094	(4,238)	-3.4%
	Expenses	844,519	1,035,077	982,620	(52,457)	-5.1%
	Principal & Interest	19,028	315,800	320,550	4,750	1.5%
	TOTAL	906,712	1,475,209	1,423,264	(47,707)	-3.2%
TOTAL OPERATING BUDGET						
		124,389,192	129,107,386	132,080,905	2,818,278	2.2%

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

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ZONING BYLAW AMENDMENTS

ARTICLE 17: Update Floodplain Zoning Bylaw

*Planning
Board*

It was voted and passed by a 2/3 majority 421 yes, 14 no

That the Town vote to amend Section 8.2 of the Zoning Bylaw to update the Town’s Floodplain Overlay District bylaw language by adopting the minimum FEMA-approved standards so that the Town may continue to participate in the National Flood Insurance Program by deleting said Section 8.2 in its entirety and replacing it with the text shown on the handout titled “2024 Floodplain Bylaw”.

ARTICLE 18: Authorize the MBTA Communities Multi-family Housing Overlay District Zoning Bylaw

*Planning
Board*

It was voted and passed by a majority 402 yes – 88 no

That the Town vote to amend Sections 2.1, 8, Appendix A (Districts, Special Districts, Table of Principal Use Regulations) and Map of the Zoning Bylaw to establish a MBTA Communities Multi-family Overlay District in accordance with M.G.L. c. 40A, Section 3A, to allow multi-family housing as of right through Site Plan Review by the Planning Board, and related changes as shown on the handout titled “MBTA Zoning Bylaw”.

The Moderator introduced new Town Clerk, Laurie Shaw

FINANCIAL - FISCAL YEAR 2024

ARTICLE 6: Approve Fiscal Year 2024 Budget Supplemental Appropriations

Town Manager

It was voted and passed by majority:

That the Town appropriate from Free Cash the sum of \$400,976 (FOUR HUNDRED THOUSAND NINE HUNDRED SEVENTY-SIX DOLLARS) in order to supplement the following operating budgets in Fiscal Year 2024:

244 Sealer of Weights & Measures Expenses	\$976
423 Snow & Ice	\$400,000

CAPITAL APPROPRIATIONS - FISCAL YEAR 2024

ARTICLE 8: Approve Capital Appropriations

*Capital Planning
Committee*

First Motion: It was voted and passed by majority

That the Town appropriate from Free Cash the sum of \$2,450,472 (TWO MILLION FOUR HUNDRED FIFTY THOUSAND FOUR HUNDRED SEVENTY-TWO 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:

Except for the following which was removed from the first motion vote:

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

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It was voted and did not pass 152-yes, 239 no

DPW – Highway	\$300,000	Vehicle replacement - 6-wheel dump truck with plows (swap loader), purchase and equip
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The remaining items were voted and passed by a majority:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>	<i>Recommendation</i>
Technology	\$50,000	Town computer replacements	
Technology	\$397,972	School computer replacements	
Technology	\$150,000	Surveillance camera replacements	
Public Buildings	\$20,000	Replace or repair the data air unit in Town Hall	
Public Buildings	\$40,000	Replace HVAC compressor at the Rogers Fire Station	
Public Buildings	\$110,000	DPW Highway Garage surveillance camera replacement	
Fire	\$100,000	Vehicle Replacement – Service/Plow truck, purchase and equip	
Schools	\$125,000	Special Education EV Van, purchase and equip	
DPW - Engineering	\$15,000	Hartford Road traffic calming measures	Finance Committee recommends 6-1
DPW - Engineering	\$30,000	Design – West Street at North Main Street pedestrian safety improvements	Finance Committee recommends 6-1
DPW - Engineering	\$25,000	Design and construction – Groton Road pedestrian safety improvements	
DEPARTMENT	AMOUNT	PURPOSE	Recommendation

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

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DPW - Highway	\$140,000	Vehicle replacement – 2 (two) ¾ ton 4x4 pickup trucks with plow, purchase and equip	
DPW - Highway	\$65,000	Vehicle replacement – SUV, mid-size, or EV pickup truck, purchase and equip	
DPW – Highway	\$300,000	Vehicle replacement - 6-wheel dump truck with plows (swap loader), purchase and equip	Capital Planning did not recommend (4-5) and Finance Committee did not recommend (7-0)
DPW – Wastewater Management	\$700,000	Stony Brook Middle School wastewater treatment plant – tank rehabilitation	Capital Planning recommended (8-0-1)
DPW – Wastewater Management	\$35,000	Blanchard Middle School wastewater treatment plant repairs	
DPW – Cemetery	\$80,000	Vehicle replacement – 1 ton dump truck with plow, purchase and equip	Finance Committee recommends 5-2
DPW - Parks & Grounds	\$67,500	Supplemental appropriation for the Jack Walsh tennis and basketball court improvements construction project	Finance Committee recommends 5-2

And further;

That the Town reauthorize and transfer the sum of \$50,000 (FIFTY THOUSAND DOLLARS) from the following capital project appropriations:

PROJECT	AMOUNT	TOWN MEETING VOTE
Prospect Hill Water Storage Tank Rehabilitation	\$50,000	Article 5, March 25, 2023 ATM

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

To provide for the following capital requests:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Water Enterprise	\$50,000	Town Farm water tank supplemental appropriation

And further;

That the Town appropriate from Stormwater Enterprise retained earnings the sum of \$20,000 (TWENTY THOUSAND DOLLARS) to provide for the following capital request and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Stormwater Enterprise	\$20,000	Equipment replacement – Pole camera

And further;

That the Town appropriate from Ambulance Enterprise retained earnings the sum of \$22,000 (TWENTY TWO THOUSAND DOLLARS) to provide for the following capital request and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Ambulance Enterprise	\$22,000	Radios and technology equipment for the new ambulance

Second Motion: It was voted and passed by a majority 296 yes – 84 -no:

That the Town appropriate the sum of \$600,000 (SIX HUNDRED THOUSAND DOLLARS) for pedestrian safety improvements, including the construction of a sidewalk on Plain Road between the Grassy Pond Conservation Area parking lot and the Stony Brook Conservation Area, 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 a majority 337 yes – 41 no:

That the Town appropriate the sum of \$532,050 (FIVE HUNDRED THIRTY TWO THOUSAND FIFTY DOLLARS) to purchase and equip a new ambulance and power cot for the Ambulance Enterprise, 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. 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 Ambulance Enterprise Fund.

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

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ARTICLE 9: Approve Construction of PFAS Treatment Plants	<i>Capital Planning Committee</i>
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It was voted and passed by a 2/3 majority 346 – Yes, 22-no

That that Town appropriate the sum of \$24,500,000 (TWENTY FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS) for the purpose of financing the design, construction, and equipping of the two PFAS treatment plants to be located on Nutting Road and Forge Village Road, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the Select Board is authorized to borrow said sum and issue bonds or notes therefor under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws or any other enabling authority; that the Treasurer with the approval of the Select Board is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust established pursuant to Chapter 29C and in connection therewith to enter into a financing agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; and that the Town Manager or other appropriate local body or official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary or convenient to carry out the project. 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.

COMMUNITY PRESERVATION FUNDS

ARTICLE 10: Approve Community Preservation Committee Recommendations	<i>Community Preservation Committee</i>
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It was voted and passed by 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 \$3,481,608 (THREE MILLION FOUR HUNDRED EIGHTY ONE THOUSAND SIX HUNDRED AND EIGHT 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:

\$30,000	From Undesignated Fund Balance for the Westford Museum Handicapped Accessibility Plan located at 2 Boston Rd and any other related costs.	Westford Historic Commission/ Parkerville Schoolhouse Committee
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ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

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\$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
\$4,208	From the Undesignated Fund Balance for the June Kennedy Oral Histories Digitization project and any other related costs.	Westford Historic Commission
\$60,000	From the Undesignated Fund Balance for the supplemental funding for the O’Brien Farm Public Footbridge project located at 18 Vose Road Lot 2 and any other related costs.	Westford Conservation Commission
\$163,000	From the Undesignated Fund Balance for the restoration of the Parish Center of the Arts Bell Tower, Bell Cradle, and Window project located at 10 Lincoln Street and any other related costs.	PCA Board of Directors/ Westford Historical Society
\$2,220,000	From the Undesignated Fund Balance for the Stony Brook Track and Athletic Courts Construction project located at 9 Farmer Way and any other related costs.	Westford Public Schools
\$725,000	From the Undesignated Fund Balance for the Nabnasset Playground project located at 99 Plain Rd and any other related costs.	Westford Public Schools
\$89,400	From the Undesignated Fund Balance for a comprehensive conditions assessment of the First Parish Church United project located at 48 Main Street and any other related costs.	First Parish Church United Prudential Committee

FINANCIAL - FISCAL YEAR 2025

****Articles 11, 12 and 13 were on the consent agenda and reported at the beginning of the minutes – they should be removed here and not duplicated.*

ARTICLE 11:	Authorize Revolving Funds	<i>Town Manager</i>
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It was voted and passed by majority:

That the Town vote, pursuant to MGL c. 44, Section 53E½ as most recently amended by Section 86 of Chapter 218 of the Acts of 2016, to establish limitations on expenditures from the revolving funds established by Chapter 138.1 of the General Bylaws, entitled, “Revolving Funds” as follows:

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

REVOLVING ACCOUNT	FY25 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	<i>Town Manager</i>
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It was voted and passed by majority:

That the Town appropriate the proceeds due to the Town under the provisions of [MGL c.90](#) for the purposes set for in said statute

ARTICLE 13:	Appropriate Funds from Water Enterprise Other Post Employment Benefits Stabilization Fund to the Water Enterprise Budget	<i>Water Commissioners</i>
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It was voted and passed by majority:

That the Town transfer the sum of \$8,383 (EIGHT THOUSAND THREE HUNDRED EIGHTY THREE DOLLARS) from the Water Enterprise Other Post Employment Stabilization Fund to the Water Enterprise Expenses to pay for the FY25 retiree benefits.

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

ADMINISTRATIVE

ARTICLE 14:	Accept Local Option to Reduce Residency/Domicile Requirements for Disabled Veteran Qualification for Real Property Exemptions	<i>Town Manager</i>
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It was voted and passed by majority:

That the Town vote to accept the provisions of fifth paragraph of Massachusetts General Laws, Chapter 59, Section 22F, which will reduce the residency requirement for veterans who qualify for certain real estate tax advantages from two years to one year.

****Articles 15 and 16 were on the consent agenda and reported at the beginning of the minutes – they should be removed here and not duplicated.*

ARTICLE 15:	Authorize the Select Board to Accept Easements	<i>Select Board</i>
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It was voted and passed by majority:

That the Town authorize the Select Board, during Fiscal Year 2025, 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 16:	Authorize the Select Board to Acquire Easements for the Plain Road Sidewalk Project	<i>Select Board</i>
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It was voted and passed by majority:

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 the plans entitled "Transportation Improvement Project Plan of Plain Road Sidewalk Phase 2" dated May 8, 2023, as said plans may be amended for public way purposes, including, but not limited to, the construction, alteration, maintenance, improvement, repair and/or replacement of sidewalks, 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.

GENERAL BYLAW AMENDMENTS

ARTICLE 19:	Solicitation and Canvassing Door-to-Door Bylaw	<i>Town Manager</i>
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A motion was made to amend article 19 by changing the licensing fee to \$50 which passed by a majority 162 yes, 147 no.

Thereafter the motion under article 19 passed by a majority.

That the Town vote to amend the Town's General Bylaws by adopting a Solicitation and Canvassing Door-to-Door Bylaw, as shown in Article 19 of the Warrant, and further to

ANNUAL TOWN MEETING MINUTES – APRIL 27, 2024

-CONTINUED

authorize the Town Clerk to assign such numbering and to make non substantive changes to the format of this bylaw in order that it be in compliance with the numbering format of the version of the Bylaws currently in effect.

ARTICLE 20: Civil Fingerprinting Bylaw

<i>Town Manager</i>

It was voted and passed by majority:

That the Town vote to adopt the Civil Fingerprinting bylaw, as authorized by Massachusetts General Laws Chapter 6, Section 172B½, as shown in Article 20 of the warrant, and further to authorize the Town Clerk to assign such numbering and to make non substantive changes to the format of this bylaw in order that it be in compliance with the numbering format of the version of the Bylaws currently in effect.

****Article 21 was on the consent agenda and reported at the beginning of the minutes – it should be removed here and not duplicated.*

ARTICLE 21: Authorize the Cemetery Commission and Select Board to Adopt and Amend Policies and Regulations

<i>Board of Cemetery Commissioners</i>
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It was voted and passed by majority:

That the Town vote pursuant to G.L. c. 114, §23 to authorize the Cemetery Commission to adopt policies and regulations concerning the operations and use of Town cemeteries, and to amend, revise and/or delete all such policies and regulations, subject to the approval of the Select Board, without further approval at Town Meeting.

ARTICLE 22: Columbus Day / Indigenous People's Day

<i>Citizens' Petition</i>

A motion was made to dismiss Article 22 was voted and passed by a majority 165 yes-145 no, Article 22 was dismissed.

Shall the Westford Select Board declare the second Monday in October as both Columbus Day and indigenous Peoples Day, superseding the previous declaration that eliminated Columbus Day with appropriate exercises in the schools and throughout the town to recognize the positive contributions of each group?

SELECT BOARD

Fiscal year 2024 presented many challenges and opportunities for the Select Board. This specifically was relevant with the preparation of two budgets for FY25. The Town also saw several long-time department heads retire and brought on new staff that have been settling in well. The Select Board has been involved in creating the first Townwide Strategic Plan to provide the framework of the strategies we follow into the next 3-5 years.

The next several years will present the town with significant fiscal challenges that will require all of us to work together to meet. In light of these challenges, the Select Board established an 11-member Budget Task Force, consisting of representatives from the Select Board, School Committee and Finance Committee, four residents, and town staff. The Select Board charged the Task Force with recommending scenarios for a five-year sustainable fiscal plan for the town and presenting its findings in October 2023.

We would like to welcome Mike Edwards who was hired in March as the Assistant Town Manager of Strategic Operations.



J. Scott Hazelton
Chair

G. Thomas Clay
Vice-Chair

Chris Barrett
Clerk

Andrea Peraner-Sweet
John Cunningham

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 2025 budget discussions and decisions. After numerous meetings with the Finance Committee and School Committee, we brought forth two FY 2025 budget to Town Meeting. Both an override and non-override budget were approved at Town Meeting. The override budget was not approved at the ballot in May, therefore, the Town operated under the non-override budget for FY 2025.
- Maintained our AAA rating from Standard and Poor's, with appreciation of our Town Manager and finance team.
- Throughout the year, the Select Board continued its review of funding ARPA requests and funded \$197,466 for eight projects intended to meet the needs of the town and its residents.
- Approved a ballot question to ask for an operational override for the FY 2025 budget and a stabilization fund
- Established a 25-MPH speed limit from 44 Boston Road to Town Common and Griffin Road
- Signed a contract for five years with E.L. Harvey for Trash and Recycling
- Began the townwide strategic planning process in February 2024.
- Began the Facilities Assessment and Capital Planning process in June 2024.
- Participated with the Planning Board in the review and discussion of a potential zoning bylaw regarding the regulation of firearms in Westford.

SELECT BOARD—CONTINUED

- 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.
- Continued to work through the FY24 Town Manager/Select Board goals.
- Hosted the largest town meeting in Westford history with 2,072 registered voters.
- Authorized the use of consulting services to further the town's Economic Development efforts.

The Select Board kept the same composition as the previous year as John Cunningham was re-elected in May.

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!

TOWN MANAGER

FY 2024 was a challenging year due to staff turnover, the preparation of two budgets in anticipation of a FY 2025 budget deficient, and other pressing matters before the town. However, we also had great success detailed below. Mike Edwards was hired as the Assistant Town Manager – Strategic Operations in March 2023. Additionally, Jeff Morrisette, former Director of Land Use Management was promoted to Assistant Town Manager – Land Use and Economic Development in March 2023. More information about the work Jeff Morrisette is doing can be found under the Land Use Management section of the Annual Report.

Kristen Las
Town Manager

Mike Edwards
*Assistant Town Manager of
Strategic Operations*

Pam McNiff
Project/Procurement Specialist

Nicole Laviolette
Community Wellness Coordinator

Sue Thomas
Sustainability Coordinator

The Town Manager’s office coordinated planning three Town Meetings in FY 2024. The Special Town Meeting on October 16, 2023, included nine warrant articles. The Annual Town Meeting on March 23, 2024, had to be rescheduled to April 27, 2024, due to overcapacity, and included 22 warrant articles.

The Town Manager’s office coordinated a Strategic Planning Retreat on September 7, 2023, at Kimball Farm. Despite the very hot weather, we had over 240 attendees leading to great discussion on topics: a workshop by the MBTA Communities Multi-Family Housing Advisory Committee (MCMAC), staff and consultants on the draft MBTA Zoning Bylaw language, and a workshop by the Budget Task Force and staff on the FY2025 budget shortfall.



The Town secured two electric vehicles in FY 2024, a mid-sized SUV used by the Department of Public Works and a 1-ton van converted to transport special education students for Westford Public Schools.

The Town Manager’s office also issued a request for proposals to hire a consultant to assist the town in creating the first ever strategic plan. The contract was awarded to Raftelis. In February 2024, the project kicked off with meetings and workshops with the staff, the Select Board, and board and committee chairs. Work will continue on this project through FY 2025, and the final plan should be presented to the Select Board before calendar year 2025. We intend to use this document to guide our work over the next five years or more.

Town Manager Kristen Las participates on the Board of the 495/MetroWest Partnership, Middlesex 3, and 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 2024 was a challenging, but productive year in Westford. Our New Growth was certified at \$856,873, \$35,390 less than in FY2023. We received an increase in State Aid of \$365,460, totaling \$21,087,696. We collected \$4,35,012 in Motor Vehicle Excise. Our Local Options Excise was \$1,316,145, and we collected \$1,350,522 in licenses and permits. Our Community Preservation Act state contribution decreased by \$417,174 over last year totaling \$517,403. We ended the year with cash reserves of \$11,592,046, or 9.36% of our general fund operating budget.

TOWN MANAGER – CONTINUED

During FY 2024, we developed two versions of the FY 2025 budget in accordance with the Select Board's FY 2025 Budget Policy Direction. The first budget was dependent upon a \$4.2M Proposition 2 ½ override. The Town Manager and staff participated in eight Budget Road Shows and various WestfordCAT productions to educate voters on the budget challenges. While voters approved the override at Town Meeting, it failed to gain a majority vote at the May 2, 2024 election. Therefore, the reduced FY 2025 budget totaling \$132,080,905 that did not rely on a Proposition 2 ½ override or the use of Free Cash will be used for FY 2025 with a balanced budget proposed, without the use of Free Cash.

Health insurance accounted for 10.3% of our budget and was funded at \$13,317,589. 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 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 extraordinarily high-cost claims from our enrollees left the Trust with a negative balance of \$387,079 as of June 30, 2023. This amount was raised on the tax rate recap and incorporated into the FY 2024 budget. Voters at the October 16, 2024 Special Town Meeting also authorized a supplemental appropriation to the Health Insurance Trust of \$950,000. The Trust fund balance as of June 30, 2024 was \$1,085,375, or \$1,472,454 higher than the prior year.

We funded Other Post Employment Benefits (OPEB) in the amount of \$998,547 for a total fund balance of \$15,581,831, which is an estimated 13.23% of our unfunded liability.

We funded capital at \$29,789,522 with a balance in our Capital Stabilization Fund of \$550,900. 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.

FY2024 was the third year where the Select Board could authorize the American Rescue Plan Act (ARPA) funds for expenditure to help offset increased expenses due to COVID. The Select Board has appropriated \$6,745,871 in ARPA funding for 109 different requests. At the end of FY 2024, there was a remaining balance of \$672,099.

Other Financial Accomplishments

- Received a successful audit from Marcum Accountants & Advisors for FY2023 with no management letter for the 12th consecutive year.
- Participated in Massachusetts Interlocal Insurance Association (MIIA) Rewards Program to obtain credit of \$32,766 in our insurance premium.
- Completed an analysis for the Ambulance Certified Public Expenditure (CPE) Program (Medicaid Receipts) earning \$88,351.
- Secured state funding for the following State Transportation Improvement projects (TIP):
 - Dunstable Road intersection: \$2.729 million fully completed.
 - Historic Stony Brook bridge: \$1.6 million at 25% design.
 - Beaver Brook Bridge repair: \$2.511 million fully completed.
 - Boston Road reconstruction: \$12.127 million construction bid price

Other Westford TIP projects:

- Intersection Improvements at Littleton Road & Tadmuck Road: \$2.383 million fully completed.

TOWN MANAGER – CONTINUED

- Intersection Improvements at Groton Road & Oak Hill Road: \$2.447 million fully completed.
- Bridge Rehabilitation over Concord & Boston Roads: \$2.889 million ongoing.
- Littleton Road from Powers Road to Minot’s Corner: \$7.560 million preliminary design

Applied For and Received 20 Grants totaling over \$4,000,000 across Town Departments

- \$1,744,461 Northwest Public Health Coalition Public Health Excellence Grant
- \$581,481 for Regional Health Services
- \$500,000 Brownfields Grant
- \$295,872 Northwest Local Public Health Coalition’s Public Health Excellence Shared Services Grant
- \$250,000 Brownfield for Site Remediation at 12 N Main Street
- \$190,000 for Graniteville Infrastructure Feasibility Study
- \$100,000 for Department of Conservation and Recreation for new playground at the Nabnasset Elementary School
- \$97,530 for Green Communities Competitive Grant
- \$94,650 for the Municipal ADA Improvement Grant
- \$75,000 for Municipal Local Cybersecurity Grant Program
- \$50,000 MA Community Compact Best Practices Program for the Strategic Plan Project
- \$34,274 for FY2024 Municipal Road Safety Program
- \$13,900 for Mass DEP Municipal Energy Technical Assistance Grant
- \$13,000 DEP for Sustainable Materials Recovery Program
- \$12,904 for the Firefighter Safety Equipment program
- \$10,600 for FY2024 Local Cultural Council allocation
- \$10,000 for FY2024 MRC Operational Readiness Grant
- \$7,500 for the Mass Electric Vehicle Incentive Program
- \$5,100 for Emergency Management Performance Grant
- \$1,702.90 for Automated External Defibrillators Equipment Program
- \$882 Helping Hand Mini Grant from the Rural Transit Assistance Program

Other Significant Accomplishments and/or Projects

- Negotiated a contract with E.L. Harvey for Recycling and Solid Waste for FY 2025-2029
- Negotiated a contract with Covanta for Solid Waste disposal services for FY2025-2029
- Entered into new contract for Westford’s Community Aggregation Program manager by Good Energy LLC; adding optional renewable energy upgrades for residents and businesses
- Entered into a Memorandum of Understanding with Bootstrap Compost for residents to compost food waste
- Successfully recruited and hired a new Town Clerk and a new DPW Director as well as other staff members

TOWN MANAGER – CONTINUED

- Prepared a request for proposal and onboarded an Economic Development Consultant to aid in the town's economic development pursuits
- Continued to plan for and execute the cleanup of 12 North Main Street through the receipt of state and federal grants and hiring consultants to assist in the work
- Engaged with Tecton Architects to prepare a space analysis plan for various town buildings and prepare a 10-year capital improvement plan for those buildings
- Aided in the preparation and support of the MBTA Multi-Family Housing Zoning Bylaw passed at the April 2024 Town Meeting
- Began the website redesign to be released in September 2024
- Frequently used the Zencity communications tool to engage with residents on various projects and surveys
- Assisted the Diversity, Equity, and Inclusion Committee in preparing and executing their first Juneteenth event

Kristen Las would like to thank the Select Board, the staff members of the Town Manager's office, and all staff, for all of their hard work during this challenging year.

Webpage: westfordma.gov/325

AFFORDABLE HOUSING TRUST

The Affordable Housing Trust (AHT) 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 committee's goal is to keep this housing within community standards and dispersed throughout the town. The committee strives to meet the state's mandate that 10% of the housing stock be permanently affordable to residents earning 80% or less of the median income for the Westford region (this is the "Chapter 40-B" law). In FY.2024 Westford remains above the state mandated 10% goal. While technically Westford does not have a Chapter 40B at this time, this committee will continue to encourage all developers to include affordable housing in their plans.

Joan Croteau
Chair

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

The Affordable Housing Trust manages primarily Community Preservation 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 determined by the US Department of Housing and Urban Development (HUD), are re-issued annually, and are adjusted for the number of residents living in a home. Westford is part of the Lowell, MA HUD metro along with the towns of Chelmsford, Dracut, Dunstable, Groton, Pepperell, Tewksbury, and Tyngsboro.

Current median incomes in the Westford region are:

Median Income	Household Size	80% of Median	50% of Median	30% of Median
\$132,900	Four People	\$97,800	\$68,750	\$41,250
	Two People	\$78,200	\$55,000	\$33,000
	One Person	\$68,500	\$48,150	\$28,900

Affordable Housing Trust Membership:

The Trust is comprised of eight (8) members. Lisa Larrabee, Westford Housing Authority Director, is the administrator for the Committee. She is the only non-voting member. Currently, we have one vacant voting position. Three (3) alternate members are also part of the Trust membership. However, all three positions are currently vacant. While potential members submitted Citizen Activity Forms and were invited to meetings, none continued with their interest. At the close of the fiscal year there were no new members added.

Affordable Housing Trust Website: Ragi Ramachandran continues to manage the AHT website. Ragi was able to create links to the approved Housing Production Plan as well as the position description to recruit for new members.

COVID-19 effects: FY 2024 committee meetings were held electronically.

Westford Rental Assistance Program (WRAP): Funding was approved to support the WRAP program in FY 2021 and throughout FY 2023. In FY 2024 a second increment of

AFFORDABLE HOUSING TRUST –CONTINUED

funding was approved. This program is successfully helping many people and being fully utilized.

Westford Emergency Rental Assistance Program (WERAP): In early FY2022 an award was given to Westford Housing Authority (WHA) to execute the program. Drew Vernalia worked closely with WHA to get the program underway. This program is very successful, helping many people with rental assistance in times of strife.

MBTA Community: The Commonwealth enforced a requirement to provide a multi-family overlay district within each town that has access to MBTA transportation. This overlay district would be zoned as multi-family by right and developers would not need to seek a special permit. This includes an affordable component, and comments were provided on the draft submission. Both Drew Vernalia and Joan Croteau participated in the committee to draft an MBTA overlay district bylaw. This bylaw amendment was completed in December 2023 and presented at the spring 2024 town Meeting. The amendment successfully passed. It was then forwarded to the Executive Office of Housing and Livable Communities (EOHLC) for approval.

Ongoing Projects:

Helena Crocker Residences – Littleton Road, near Tadmuck Road:

This project reached completion in FY2024. CHOICE constructed the facility and Chelmsford Housing Authority is managing this low-income elderly transitional facility. It is limited to low-income elderly people with a need for minor assistance, but able to live independently. Chelmsford Housing Authority has a full-time manager on site.

35 Town Farm Road: In January 2021, the proposal for the renovation of the historical Town Farm Road building by CHOICE, SCG and ICON Architecture was accepted by the Select Board. The project includes 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. This project required the relocation of the existing fire training area which has been completed. CHOICE completed the permitting required at the state level and is competing for state funding.

70 Boston Road: Preliminary work was conducted during FY 2023 by a small group of residents to convert this property into one-and two-bedroom apartments that would be workforce affordable. The non-profit The Dre Farmhouse, Inc. was established in FY20204, and Habitat for Humanity of Greater Lowell offered to create two Habitat homes in the barn located on the property. In FY 2024, the Drew Farmhouse, Inc. approached AHT for support to seek Community Preservation Committee funding to fund the renovations required. AHT fully supported the effort, and the Drew Farmhouse was successful at the October 2023 Town Meeting at securing the necessary funding. The town entered into a Regulatory Agreement with the Drew Farmhouse, Inc. with CHOICE being the monitoring agent for the property. At the end of FY 2024 construction was well underway.

Webpage: westfordma.gov/474

AGRICULTURAL COMMISSION

The renowned psychologist Sigmund Freud once wrote, “Flowers are restful to look at. They have neither emotions nor conflicts”. Much of what we do on the Agricultural Commission reflects this truism about plants in general: they just grow and delight us with beauty and sustenance. The actual result of all our attention to rules and customs and traditions is to ensure at the end of the day there is something “restful to look at” and tasty to eat. By this standard we had another successful year. However, when we scratch below the surface the year had its share of “emotions and conflicts”.

The fallout from the March 2023 Town Meeting was a case in point. The town’s decision to pass Article 23 that encouraged the Select Board to ensure the Agricultural Preservation Restriction (APR) held by the Town on 66-68 Boston Road was enforced had its intended ripple effect. Firstly, the Select Board in collaboration with the Agricultural Commission crafted a questionnaire that sought to determine the type of agricultural activity Mr. Ebi Masalehdan, the owner of the property, would be taking. Questions such as species, number, and types of housing the respective “livestock” would use. The questionnaire also inquired about the management of animal waste and the various health concerns associated with animal husbandry. There was an uptick in activity on the property mostly in the form of fencing and the refurbishing of one of the buildings to create a chicken coop.

In late October, Mr. Masalehdan’s lawyers Smock & Vaughan, responded to the questionnaire with a letter dismissing the inquiry as a “violation” of his rights. Their letter referred to State and Local Health and Animal welfare agencies that already had oversight of farm operations that raise animals. By the end of the fiscal year there was no outward sign of livestock on the premises and the Agricultural Commission is not aware of any follow-up by the Select Board.

Our membership has begun to increase. In early 2024 Joyce Bruno and Pooja Kapoor joined the commission and Janice Maienza agreed to be a liaison to the garden. Once they are settled on the commission, we are sure their presence will enable us to be more effective.

Once again, the Community Garden continued to fill all the garden plots. Signing up for the plots and the financial transactions between garden members and the town was expedited by a new online payment system. Town Accountant Jesse Beyer was extremely informative and helpful throughout the entire process and there were no glitches. Applause to both Darren Tessaydou and Jesse Beyer for making this new system a success.

Sharon Chew continues to innovate and be a leader with a big impact on the garden in her role as Head of the Compost Committee. The Compost Committee has revolutionized the piles of garden waste so that not only is it easier to manage and dispose of, but the decomposition life cycle will give us working soil at a faster rate and with a better result because of the heat generated during the decaying process.

The Community Apiary has continued to have challenges that appear to be mimicking the larger Beekeeping community. Colonies continue to die off and have a difficult time making it through the winter. The typical infestations and diseases: Varroa Mites, and American Foulbrood are the main challenges, and the deleterious effects of the modern landscape: personal yards and fields are often maintained with pesticides and display

Mark O’Lalor
Chair

Members
Joyce Bruno
Sharon Chew
Joana Donaher
Pooja Kapoor
Darren Tesseydou

Noelle Donovan
Liaison to Conservation Commission

AGRICULTURAL COMMISSION – CONTINUED

monocultures of nonnative plants. Despite the challenges, the Apiary added another member this year and maintained seven active hives for most of the year.

Phalla Nois is still our Resident Farmer at the Graniteville site and appears to have had a busy growing season. She and her employees and the other stakeholders at the Graniteville site continue to keep their eyes on the prize of healthy plants, beautiful environment, and sustenance for all.

Webpage: westfordma.gov/481

ANIMAL CONTROL

The Animal Control Department is charged with enforcing local ordinances as well as the Commonwealth of Massachusetts animal control laws under Massachusetts General Laws (MGL) Chapter 140 Sections 136A through 174F.

Mike Edwards
Assistant Town Manager

Kirsten Hirschler
*Animal Control Officer/
Animal Inspector*

Stacey Bruce

The department responds to and investigates all calls and complaints involving any animal posing a potential threat to human safety, domestic and wild animal complaints, and calls for sick or injured animals needing assistance. We also investigate allegations of the mistreatment of animals, offer general advice and support regarding owned animals, and aid with wildlife conflict resolution through education of our diverse wildlife population.

Animal Control Officers (ACO) work collaboratively with our Police and Fire Department responding to calls involving motor vehicle accidents, arrests, fires, and medical transports. The department also works in cooperation with other internal departments including the town social worker, community wellness coordinator, members of Community Outreach Initiative Network (COIN), the Health Department, and the Conservation Commission. In addition, the officers work regularly with MSPCA Law Enforcement, Animal Rescue League Law Enforcement, Massachusetts Environmental Police, Mass Wildlife, and local veterinarians, shelters and rescues.

There are a wide range of responsibilities and tasks that officers are called upon to fulfill. This year we have seen not only an increase in overall calls but also an increase in the complexity of calls. This trend is unilateral nationwide and the increase in cases involving mental health crises, housing/financial insecurities, and animal cruelty cases have risen dramatically.

In conjunction with other agencies, we can guide and facilitate the appropriate resource(s) to assist residents with animal-related issues and direct them to other departments and resources that may further assist with current struggles. We are also very cognizant of the link between animal violence and human violence and have been able to incorporate other internal and external resources on cases when needed.

Our Animal Control Officers are also appointed as Animal Inspectors and are the local agent of the Massachusetts Bureau of Animal Health. The main role of the inspector is to assess risk and enforce the regulations regarding the spread and prevention of the rabies virus through the issuance of state mandated quarantines as outlined in 330-CMR 10.00. In addition, inspectors conduct annual barn inspections allowing for a census of the animal population to facilitate swift and appropriate measures in the event of disease outbreak or a disastrous event. Inspections also ensure that all the animals appear to be in good health, free from disease and are cared for with ample food, water and shelter.

The Animal Control Department is committed to fostering relationships with our residents as we continue to evolve and adapt our approaches by staying up to date with the changing times and adjusting our efforts and knowledge based on changing needs. As always, the Animal Control Department is committed to serving the community and all of Westford's animals, domestic and wild, with compassion and professionalism.

ANIMAL CONTROL – CONTINUED

Call Type	Number of Calls
Wildlife	320
Deer Hit by Car	42
Animal Bite/Contact	53
Lost/Found Domestic Animals	184
Domestic Animal Complaints	68
Animal Welfare/Cruelty	161
Domestic Animal Hit by Car	28
Other	346
TOTAL:	1202

The “other” call category includes services such as spay and neuter vouchers, domestic animal food requests, barn inspections, kennel inspections, follow-up visits with residents and other departments, and continued training.

The department had a total of 85 domestic animal intakes.

It is important to note that some of the calls received and handled by ACO’s are not reflected in this table.

Phone (978) 692-4574

Email: animalcontrol@westfordma.gov

Webpage: westfordma.gov/149

BOARD OF ASSESSORS

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 Data Collector.

William G. Naser
Chief Assessor

Titus Palmer
Chair

Diane L. Holmes

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 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 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 of the scope of the Assessing Department.

FY 2024 – Interim Value Year

FY 2024 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 analysis, 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 website, 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 according. Consequently, one of the main

BOARD OF ASSESSORS – CONTINUED

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 2022.
- ◆ 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 2022.
- ◆ 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 2024 was \$92,711,636. The Department of Revenue approved a single tax rate of \$13.77 per 1,000 of value for all real and personal property.

FY 2024			
PROPERTY CLASS	PARCELS/ACCOUNTS	TAXABLE ASSESSED VALUATION	PERCENT OF TOTAL VALUATION
RESIDENTIAL	8,737	6,044,148,159	89.8%
OPEN SPACE	0	-	-
Total Residential and Open Space	8,737	6,044,148,159	89.8%
COMMERCIAL	265	348,314,402	5.2%
INDUSTRIAL	110	213,889,320	3.2%
PERSONAL	214	126,519,342	1.9%
Total Commercial, Industrial, Personal	589	688,723,064	10.2%
TOTALS	9,326	6,732,871,223	100.0%
<i>RE EXEMPT VALUE</i>	<i>498</i>	<i>466,578,200</i>	<i>-</i>

Summary

Real Estate

The real estate market in Westford saw increasing values in FY 2024. Residential, commercial and personal property values all saw varying percentage increases.

A public hearing was held on November 14, 2023 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: FY 2024

ITEM	NUMBER	TAX DOLLAR AMOUNT
Motor Vehicle Committed Excise Tax	25,839	\$ 3,940,000
Real Estate Abatement applications granted	27	\$ 109,052
Real Estate Exemption applications granted	177	\$ 254,688
Real Estate Tax Deferral applications granted	18	\$ 107,623
Community Preservation Act abmt applications granted	203	\$ 22,317

FY 2024 was year three of the Town of Westford special real estate exemption program created by the Senior Low-Income Disabled Tax Relief Committee (SLDTR) through the state legislature.

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.

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
Data Collector – Nicolette King

Email: assessors@westfordma.gov
Phone: 978-692-5504
Webpage: westfordma.gov/383

BRUCE FREEMAN RAIL TRAIL

Westford Designer Creates Commemorative Maps

Westford resident Bill Harman has used his superior mapping and design skills to create maps for all four of the yellow bandanas that have been given out at Bruce Freeman Rail Trail (BFRT) milestones such as ground breakings and ribbon cuttings. Bill was the first Westford resident to be an official town representative for the BFRT when it was first envisioned in the 1980s.

Updated, uniform trail rules will soon be posted on the completed sections of the trail. Representatives from all the BFRT towns attending the first “community summit” last year agreed on the new rules, and the Friends of the Bruce Freeman Rail Trail, Inc. (FBFRT) board guided this project from the initial meeting through designing, purchasing, and delivering the signs.

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.*



Bill Harman and Friends of the BFRT Board Member Emily Teller

If you do not own a bike or a trike, you can still ride on the BFRT

Concord’s Minuteman Bike Share program is available to anyone from April 1 to November 30 with locations in Concord Center behind the Visitors’ Center and in West Concord along the trail near Nashoba Brook. Rentals cost \$2 per hour and may be returned to either station. The program has additional bikes and a system better able to handle international visitors and those without smart phones. More information about the Concord Bike Share can be found at the website: <https://bit.ly/ConcordBikeShare>.

Acton added a child trike, five adult trikes, and one adult side-by-side trike. These vehicles can be rented in the summer at the NARA Beach snack bar window or reserved ahead of time by using the self-service reservation system at the bottom of the Acton Recreation website. Cost for the two-hour rental is \$5 to non-residents. During the off-season, arrangements for renting the trikes can be made by calling the Acton Recreation Department at 978-929-6640.

BRUCE FREEMAN RAIL TRAIL—CONTINUED

The Bruce Freeman Rail Trail is Still About Progress and Connection

What seemed like an impossible dream years ago is steadily becoming a reality, and construction of this section will complete the 25-mile BFRT. Phase 3 of the BFRT includes Sudbury (1.3 mi) and Framingham (3.4). Sudbury will use a \$192,000 Mass Trails grant plus its own funds for a total of \$232,000 to pay for the 25% design of this section of the BFRT. Framingham finally has taken ownership of the Right of Way (ROW) from CSX in 2023. The southern-most segment of the BFRT ROW carried trains from Framingham to Lowell starting in 1871 and was last used in 2000. This phase will go straight to 25% design. Once Transportation Improvement Project (TIP) funds have been awarded for Phase 3; construction is expected to take two years.



West Concord Bike Share

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 Department of Public Works Director Kyle Fox; Parks and Recreation Director Michelle Collett and her staff, as well as the Parks and Recreation Commission; and staff in the Engineering Department including Town Engineer Paul Starratt. The Select Board and Town Manager are also always supportive of the BFRT.

Registration for Events is Required

Organizations planning an organized event on the BFRT need to register 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: <https://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 Bruce Freeman Rail Trail, as well as construction updates for future phases. There are also links on this site with information about the many other rail trails in New England: <https://brucefreemanrailtrail.org/>

The FBFRT are also on social media: facebook.com/brucefreemanrailtrail and twitter.com/friendsofbft.

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 2 ½; 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 to adjust the plan due to changing circumstances.

The Budget Task Force continued to meet at least once per week in FY 2024, often separating into two working groups to continue to collect and share data to include in its final report to the Select Board. 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 to find any efficiencies. In all, the Budget Task Force met 17 times in FY 2024. Some of the meetings included public outreach events, including a public forum on July 24, 2023, hosting small group discussion at the Strategic Planning Event at Kimball Farms on September 7, 2023, and a final presentation of the report to the Select Board, Finance Committee, and School Committee on October 18, 2023.

The Task Force typically met weekly on Wednesdays at 12:30 p.m. via Zoom. The Select Board officially dissolved the Budget Task Force at their meeting on May 14, 2024. All meeting minutes, video recordings, and other related materials are available on the Budget Task Force website.

Webpage: westfordma.gov/1582

G. Thomas Clay
Chair

Valery Young
Vice-Chair

Chris Chew
Superintendent of Schools

Kristina Greene
Finance Committee

Kristen Las
Town Manager

Dan O'Donnell
Finance Director

Jenny Lin
School Finance Director

Shana Farnsworth
Vibhu Jain
Erika Kohl
Amy Lundquist

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 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.

Some of the projects involving the Department in FY 2024:

- 478 Groton Road
 - 2 Commercial Buildings
- 62 – 68 North Main Street
 - Rebuild 4 units due to fire
- St. Paul Lane
 - 16 Single Family Dwellings

Permit Type	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<i>Certificates of Inspection</i>	62	67	65	67	70	69	66	73	93
<i>Commercial</i>	96	83	92	87	81	46	52	76	60
<i>Curb Cut/Driveway</i>	45	54	46	52	44	59	50	61	62
<i>Demolition</i>	15	8	16	8	9	11	10	5	8
<i>Electrical</i>	852	719	742	869	803	954	964	979	987
<i>Gas</i>	523	499	548	649	551	643	550	559	527
<i>Plumbing</i>	440	406	407	505	424	438	413	559	536
<i>Residential</i>	1014	777	762	940	899	1217	1139	1227	1123
<i>Sheet Metal Mechanical</i>	83	57	70	94	87	64	74	129	126
<i>Sign</i>	21	25	27	23	11	22	20	21	26
<i>Solar</i>	N/A	N/A	N/A	N/A	N/A	98	144	113	127
<i>Tent</i>	28	34	33	30	22	38	31	19	27
<i>Trench</i>	92	67	67	39	13	49	34	21	13
<i>Wood Stove</i>	17	9	17	11	7	7	9	15	11
Total	3288	2805	2892	3374	3021	3617	3575	3841	3758

BUILDING DEPARTMENT –CONTINUED

The Building Department issued 3,758 permits and collected permit fees totaling \$1,059,809 for FY 2024.

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, remain the codes that we currently enforce.

The Building Department 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
Doug Anderson and Scott Taft - Alternate Plumbing and Gas Inspectors

Webpage: westfordma.gov/168

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.

Joan Croteau

Laurie Shaw
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 2024.

Webpage: westfordma.gov/415

CAMERON SENIOR CENTER AND COUNCIL ON AGING



COA happily heading to Pickity Place in New Hampshire. 7,357 van rides were provided to town residents

- Nancy Cook**
Chair
- Robert Tierney**
Vice-Chair
- Kathryn Wilson**
Clerk
- Patty Dubey**
- Patricia Holmes**
- Terry Stader**
- Barbara Upperman**
- Robert Tierney**
Member Emeritus

Cameron Senior Center

Cameron provides programs and services to Westford residents aged 55 and over as well as information and referrals for residents of any age with concerns about older adults, neighbors and friends.

The mission of the Westford Council on Aging is to promote the physical, emotional, and economic well-being of aging adults 55+ and their engagement in community life.

The Cameron Center is located at 20 Pleasant Street. Hours of operation are Monday, Wednesday, Thursday, and Friday from 8AM-4PM and Tuesdays we offer extended hours from 8AM-8PM.

FY2024 was marked with the completion of our first three-year Strategic Plan. This effort was led with the support of the Town Manager, COA Board, and Mirhan Keoseian, Key Solutions Director/Strategic Plan Facilitator. Special thanks to the following individuals who were appointed to serve on the two Strategic Planning Committees. S.W.O.T (Strength, Weakness, Opportunity, Threat) Gail Austin; Friends of the Cameron Board, Alison Christopher; Town Social Worker, Terry Cryan; Friends of Cameron Board, Gail Johnson; Westford Health Department, Joe Lapiana; Council on Aging Board, Robert Rafferty; COA Transportation Coordinator, Katie Russell, COA Senior Assistant; and Terry Stader, COA Board Member. Strategic Planning, Katharine Karr; Friends of Cameron Board, Claire France; COA Record Supervisor, Ken Hyle; Westford Food Pantry Board, Ragi Ramachandran; Robert Rafferty, COA Transportation Coordinator, Hal Schreiber, Margaret Siegel; COA Front Desk Registrar, Terry Stader; COA Board; Barbara Upperman, COA Board. Through the dedication of these appointed committee members the COA Board voted to accept this three-year Strategic Plan document at the May 20, 2024 meeting. The Select Board and Town Manager have also endorsed this plan.

CAMERON SENIOR CENTER AND COUNCIL ON AGING

-CONTINUED

Celebrating the Thirtieth Anniversary of the Cameron

Our COA and Friends Board, staff and volunteers orchestrated a wonderful occasion highlighting the celebration of the Cameron on June 12, 2024. It was a wonderful occasion for many to celebrate. Dignitaries and proclamations from the local governing offices included Governor Maura T. Healy and Lieutenant Governor Kimberly Driscoll, Representative James G. Arciero, Senator John Cronin, Scott Hazelton, Select Board, and Kristen Las, Town Manager. It was an honor to have the Council on Aging and Friends of the Cameron Board of Directors as well as Jo-anne Sheehan, former Cameron Center Director, sharing this occasion. The center was filled with many Cameron friends enjoying planned activities and a program directed by Terry Stader, Master of Ceremony. A special thanks to the Friends of the Cameron and Executive Office of Elder Affairs.



Pictured are Terry Stader, Master of Ceremony and Lynne Stader, Friend of the Cameron Board Member.

Formula Grant for financially supporting this beautiful afternoon with a special historical video created by Robert Rafferty, COA Transportation Coordinator.



Anita Tonakarn-Nguyen, District Director, Office of State Representative James Arciero, presents proclamation in honor of 30th Anniversary of the Cameron to Kristen Las, Town Manager.

A room of appreciative celebrants watch special presentations by Beth Walsh of Senator John Cronin's office as well as a citation from the Office of Governor Maura Healey.



CAMERON SENIOR CENTER AND COUNCIL ON AGING

-CONTINUED

Other Accomplishments:

The COA staff appreciated the help of our Westford Fire Department, and Chris Coutu, GIS Planning Coordinator, for updating our fire evacuation plan and maps. A mock fire drill was scheduled to ensure COA staff and center members were able to successfully vacate the building effectively.

Our Cameron community was proud to be the home of the Northeast Division Champions of the Massachusetts Senior Pool league which included the following pool players: Tim Butler, Captain; and Peter Cina, Jerry Moscardiello, Mike Priest, Joe Reppucci and Tony Ruvido.

New Programming and Services Highlights:

- Watercolor class with Claire Gagnon
- State Senator John Cronin Office Hours
- Hike With Mike
- Buried In Treasures Support Group led by Town Wellness Coordinator and Health Department
- Ask the Fire Prevention Officer
- Vet to Vet with Terry Stader
- Intro to Pickleball at Millworks
- A Spa for You monthly in-house services
- Knitting and Crochet led by Katharine Karr
- Sexuality in the Aging Process series with Dr. Jane Fleishman
- Day trip offerings by COA Transportation Program and/or Best of Times Travel

*Friends of the Cameron
contributed \$38,657 in FY24*

*35th Annual Gay 90's
Celebration*

*Cameron Annual Volunteer
Appreciation Banquet*



Holiday Basket Program

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

CAMERON SENIOR CENTER AND COUNCIL ON AGING

- CONTINUED

	FY 2022	FY 2023	FY 2024
Thanksgiving Meal Cards	\$13,675 (144 Households)	\$19,885 (141 Households)	\$10,500 (168 households and 95 seniors)
Holiday/Christmas Meal Cards	\$13,910 (140 Households)	\$18,825 (141 Households)	Included in above figure
Holiday Gift Cards for Children	\$17,400 (141 Children)	\$20,700 (138 Children)	\$17,200 (172 children)

Social Services and Outreach

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

	FY 2022	FY 2023	FY 2024
Case management/social services for those age 60+	4,462 contacts	4,022 contacts	3,979 contacts
Case management/social services for those ages 18-59	957 contacts	773 contacts	705 contacts
Handyman volunteer services for older adults	44 jobs/97 volunteer hours	54 jobs/224 volunteer hours	141 jobs /259 volunteer hours
Yard work for older adults, car wash	Unavailable	118 volunteer hours	124 volunteer hours
Transportation rides (seniors, disabled, and hardship – all ages)	7,412	7,935	7,357
SHINE Counseling provided by Fred Baumert	115 counseling sessions	172 counseling sessions	164 counseling sessions
Tax Return volunteer assistance provided by Hal Schreiber	369 Federal and 353 State Returns	375 Federal and 385 State Returns	349 Federal and 391 State Returns

Collaborations

CAMERON SENIOR CENTER AND COUNCIL ON AGING

-CONTINUED

The Westford COA and town residents were deeply saddened by the tragic loss of Krista Bebezas, LMHC, ATR-BC in a snowmobile accident. She worked on a contract basis serving as our Mobile Clinician for over three years. We were so fortunate to have her as the first Mobile Clinician, which created a terrific partnership that touched many residents of all ages in her beautiful way.

The Cameron worked in partnership with the other town departments to administer new American Rescue Plan Act (ARPA) funded income eligible programs/projects which include, Mobile Clinician, Utilities and Rent Assistance, Free Afterschool and Summer Camp and WIFI 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 \$35,368, an increase of \$1,568 over FY 2023.

With the support of the Friends' Emergency Fund, an additional \$3,289, helped many seniors 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.

Our FY 2024 Board of Directors for the Friends of the Cameron Senior Center includes: Patricia Reppucci, President; Donna Owens, Vice President; Kevin McGuire, Treasurer; Frances Kosenko, Vice Treasurer; Lynne Stader, Assistant Treasurer; Katharine Karr, Secretary; and Gail Austin, Terry Cryan, Frances Kosenko, Christine Robinson, Dennis Smith, and Janine Nichipor.

The Westford Food Pantry has continued to serve the residents of Westford and surrounding towns by providing healthy food options twice weekly. They offer evening hours on Wednesdays from 6PM to 8PM, and morning hours on Fridays from 9AM to 11AM. Our Social Services staff can also assist 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 or not to food insecurity. They refer those guests to both St. Vincent De Paul and our Social Services department. We appreciate their longstanding commitment to helping those in need. We also thank them for their ongoing sponsorship of Dinner with Donna and for providing monthly boxed meals to each of our senior housing communities.

The FY 2024 Westford Food Pantry Board of Directors included: Timothy Baker, President; Kenneth Hyle, Vice President; Bernard Peloquin, Treasurer; Susan Foley, Secretary; Lynn Roderick, Volunteer Coordinator; and Tom Brown, Jennifer Claro, Alison Christopher, and 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 those backyard gardeners who drop off fresh produce for our participants and the Food Pantry. Their generosity embodies the spirit of Westford. Over 8,000 seniors benefitted from this weekly food distribution program administered by Fran Kosenko and Patti Mason, and the tremendous support of countless volunteers from the Cameron community.

CAMERON SENIOR CENTER AND COUNCIL ON AGING

-CONTINUED

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 support.

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 15 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 2024, the Committee heard from each department and prioritized the requested projects. For the October 16, 2023 Special Town Meeting, the Committee recommended a \$1,915,000 capital plan, with \$315,000 from free cash to fund three capital requests. Another \$600,000 in water enterprise retained earnings was appropriated to fund repairs to the Forge Village Treatment Plant (\$350,000) and to fund the preliminary design of the PFAS (Per- and polyfluoroalkyl substances) Treatment Facilities (\$250,000). Lastly, voters approved by a 2/3's vote an article to authorize non-excluded bonds in the amount of \$1,000,000 to replace the rooftop air conditioning and ventilation units on the Lloyd G. Blanchard Middle School roof.

For the April 27, 2024 Annual Town Meeting, the Committee's recommendation totaled \$27,874,522. This resulted in the allocation of \$2,150,472 from free cash to fund 17 capital requests. Town Meeting also approved the transfer of \$50,000 from funds previously borrowed for the Prospect Hill Water Storage Tank Rehabilitation to the Town Farm Water Tank project. Twenty thousand was appropriated from stormwater enterprise retained earnings for a new pole camera, and \$22,000 was appropriated from ambulance enterprise retained earnings for radios and technology for a new ambulance.

Town Meeting also authorized the issuance of bonds for three different capital requests. The first authorization was for \$600,000 to construct a sidewalk along Plain Road between the Grassy Pond Conservation Area parking lot and the Stony Brook Conservation Area with the intention of repaying the debt through the general fund. The second was for \$532,050 for the town to purchase a new ambulance, with the intention of repaying the debt through the ambulance enterprise. The last authorization was for \$24,500,000 for the design, construction, and equipment of the two PFAS treatment plants to be located on Nutting Road and Forge Village Road, with the intention of repaying the debt through the water enterprise fund.

Paul Hajjar
Chair, At-Large Member

Dan O'Donnell
Vice-Chair, Finance Director

Chris Barrett
Select Board

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

Kristen Las
Town Manager

John Cunningham
Select Board

Valery Young
School Committee

CAPITAL PLANNING COMMITTEE – CONTINUED

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 are 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 16, 2023 Special Town Meeting Capital Appropriations

ARTICLE 3: Approve Capital Appropriations

First Motion: (Majority Vote Required)

It was voted that the Town appropriate from Free Cash the sum of \$365,000 (THREE HUNDRED SIXTY FIVE THOUSAND DOLLARS) to provide for the following capital requests, including costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Public Buildings	\$15,000	DPW Garage Replacement Compressors for the HVAC System
Public Buildings	\$200,000	Police Station Attic and Pipe Insulation
Engineering	\$150,000	Stony Brook Bridge Resident Relocation & Right of Way

And further,

It was voted that the Town appropriate from Water Enterprise Retained Earnings the sum of \$600,000 (SIX HUNDRED THOUSAND 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	\$350,000	Forge Village Treatment Plant Repairs
Water Enterprise	\$250,000	PFAS Treatment Facilities – Preliminary Design

March 27, 2024 Annual Town Meeting Capital Appropriations

ARTICLE 8: Approve Capital Appropriations

First Motion: (Majority Vote Required)

It was moved and passed by the majority that that the Town appropriate from Free Cash the sum of \$2,150,472 (TWO MILLION ONE HUNDRED FIFTY THOUSAND FOUR HUNDRED SEVENTY TWO 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:

CAPITAL PLANNING COMMITTEE – CONTINUED

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Technology	\$50,000	Town computer replacements
Technology	\$397,972	School computer replacements
Technology	\$150,000	Surveillance camera replacements
Public Buildings	\$20,000	Replace or repair the data air unit in Town Hall
Public Buildings	\$40,000	Replace HVAC compressor at the Rogers Fire Station
Public Buildings	\$110,000	DPW Highway Garage surveillance camera replacement
Fire	\$100,000	Vehicle Replacement – Service/Plow truck, purchase and equip
Schools	\$125,000	Special Education EV Van, purchase and equip
DPW - Engineering	\$15,000	Hartford Road traffic calming measures
DPW - Engineering	\$30,000	Design – West Street at North Main Street pedestrian safety improvements
DPW - Engineering	\$25,000	Design and construction – Groton Road pedestrian safety improvements
DPW - Highway	\$140,000	Vehicle replacement – 2 (two) ¾ ton 4x4 pickup trucks with plow, purchase and equip
DPW - Highway	\$65,000	Vehicle replacement – SUV, mid-size, or EV pickup truck, purchase and equip
DPW – Wastewater Management	\$700,000	Stony Brook Middle School wastewater treatment plant – tank rehabilitation
DPW – Wastewater Management	\$35,000	Blanchard Middle School wastewater treatment plant repairs

CAPITAL PLANNING COMMITTEE – CONTINUED

DPW – Cemetery	\$80,000	Vehicle replacement – 1 ton dump truck with plow, purchase and equip
DPW - Parks & Grounds	\$67,500	Supplemental appropriation for the Jack Walsh tennis and basketball court improvements construction project

And further

That the Town reauthorize and transfer the sum of \$50,000 (FIFTY THOUSAND DOLLARS) from the following capital project appropriations:

<i>PROJECT</i>	<i>AMOUNT</i>	<i>TOWN MEETING VOTE</i>
Prospect Hill Water Storage Tank Rehabilitation	\$50,000	Article 5, March 25, 2023 ATM

To provide for the following capital requests:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Water Enterprise	\$50,000	Town Farm water tank supplemental appropriation

And further,

That the Town appropriate from Stormwater Enterprise retained earnings the sum of \$20,000 (TWENTY THOUSAND DOLLARS) to provide for the following capital request and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Stormwater Enterprise	\$20,000	Equipment replacement – Pole camera

And further,

That the Town appropriate from Ambulance Enterprise retained earnings the sum of \$22,000 (TWENTY-TWO THOUSAND DOLLARS) to provide for the following capital request and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Ambulance Enterprise	\$22,000	Radios and technology equipment for the new ambulance

CAPITAL PLANNING COMMITTEE – CONTINUED

Second Motion: (2/3 Majority Vote Required)

It was voted and passed by a 2/3 majority vote of 296 – yes and 84 – no that the Town appropriate the sum of \$600,000 (SIX HUNDRED THOUSAND DOLLARS) for pedestrian safety improvements, including the construction of a sidewalk on Plain Road between the Grassy Pond Conservation Area parking lot and the Stony Brook Conservation Area, 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 a 2/3 majority vote of 337 – yes, 41 – no that the Town appropriate the sum of \$532,050 (FIVE HUNDRED THIRTY TWO THOUSAND FIFTY DOLLARS) to purchase and equip a new ambulance and power cot for the Ambulance Enterprise, 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. While said borrowing will be issued as a general obligation of the Town payable from 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 Ambulance Enterprise Fund.

ARTICLE 9: Approve Construction of PFAS Treatment Plants

It was voted and passed by a 2/3 majority vote of 346 – yes, 22 – no that that Town appropriate the sum of \$24,500,000 (TWENTY FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS) for the purpose of financing the design, construction, and equipping of the two PFAS treatment plants to be located on Nutting Road and Forge Village Road, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the Select Board is authorized to borrow said sum and issue bonds or notes therefor under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws or any other enabling authority; that the Treasurer with the approval of the Select Board is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust established pursuant to Chapter 29C and in connection therewith to enter into a financing agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; and that the Town Manager or other appropriate local body or official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary or convenient to carry out the project. While said borrowing will be issued as a general obligation of the Town payable from 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.

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 Division in, the operation and management of all public burial grounds within the Town of Westford. Commission meetings are typically held monthly.

Lisa Groves
Chair

Linda Greene
Jennifer Johnson
Mary Lyman
Terry Stader

The Cemetery Division operates out of the administrative office and maintenance garage located within the Pine Grove Cemetery, 68 Forge Village Road. Working closely with the Commission, division 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; sale and records of grave lots and columbarium (cremation) niches; interments; organizing cemetery events, such as Memorial and Veterans Day observances; and responding to general cemetery-related inquiries. The Town Clerk retains permanent records of death certificates and burial permits.

Staff Changes

We bid farewell to Department of Public Works Director Steve Cronin upon his resignation in December 2023. We are grateful for Steve's leadership over the past few years as he seamlessly guided the Cemetery Department's transition into a division of the newly formed DPW. Kyle Fox was promoted to DPW Director in February 2024. The Cemetery Commission deeply appreciates the ongoing efforts of Kyle and cemetery personnel in caring for our bereaved residents and ensuring our cemeteries are peaceful, safe, and beautiful spaces.

Highlights of FY 2024 activities and accomplishments include:

Historic Events and Commemorations

Westford Historical Society and Museum collaborated with the Cemetery Division to host a unique Patriots' Day candlelight stroll of the Old West Division of Fairview Cemetery. There were colonial reenactors and interpreters stationed throughout the beautifully illuminated cemetery, sharing stories and the history of Westford's role in the American Revolution. The Historical Society also dedicated a small monument at Fairview and Westlawn Cemeteries with a QR code accessing the biographical information and military service records of Westford's Revolutionary War Patriots and the location of their gravesites.

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 with 1,200 holiday wreaths, donated by public contributions to the Westford Wreaths Across America effort, in December.

Change in Cemetery Regulations Approval Process

In April 2024 Town Meeting authorized the Cemetery Commission to adopt and revise the *Town of Westford Regulations for Municipal Cemeteries*, subject to the approval of the Select Board, without further approval at Town meeting.

CEMETERY COMMISSION – CONTINUED

Green Burial

The Cemetery Commission presented *Green Burial in Westford*, with other panelists from local communities and statewide partners, discussing natural burial site performance, challenges, solutions, and impacts for the Massachusetts Health Officers Association quarterly meeting in May 2024.

SALE/BURIAL/PERMIT HISTORY	FY 2024	FY 2023	FY 2022
<i>Sale of Burial Lots</i>	56	70	48
Single graves	16	27	23
2-grave lot	19	18	13
3-grave lot	0	2	1
4-grave lot	0	2	1
Green Burial lot	21	14	8
Urn garden lot	0	2	0
Columbarium	0	5	2
<i>Burials/Openings</i>	56	51	53
Full (conventional) burials	24	22	24
Green burials	4	2	2
Urn burials	28	27	27
<i>Monument Permits</i>	62	24	33

Cemetery Commission webpage: <https://www.westfordma.gov/264/Board-of-Cemetery-Commissioners>

Cemetery Staff

Public Works 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/264](https://www.westfordma.gov/264)

CLEAN ENERGY AND SUSTAINABILITY COMMITTEE

The Committee’s mission is to guide the town of Westford to a future where, by 2050, net emissions of greenhouse gases from sources in town are zero. The Committee is charged with actions including 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 federal, state, utility, and local funding. 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
Gerry DiBello
Erika Kohl
Beth Perkins
Matthew Riegert
Thomas Teller
Mark Tincknell

During FY 2024, the Committee worked on the top priorities in the Climate Roadmap, which guides the town towards its net zero goal. The Committee worked with town staff on the top municipal-government-focused goals of a complete comprehensive energy audit of municipal buildings and consideration of an energy savings performance contract as a way to achieve significant energy use and cost savings, create a solar siting plan, and create a fleet electrification plan. The Committee also worked with other key stakeholders on other projects in the Roadmap, some of which are highlighted below. More information on the Roadmap can be found at westfordma.gov/1415.

The Committee continued to coordinate with other Town committees and boards on municipal building projects to align with the Westford Municipal Sustainable Building Guidelines. The Committee worked with the Permanent Town Building Committee on the Blanchard School roof and Nabnasset Fire Station #4 projects, and with the J.V. Fletcher Library Board of Trustees on the library renovation.

The Committee continued to support and promote Westford Power Options Program (POP), our municipal electric aggregation that enables residents to save money on their electric bills by being included in a town-wide electricity-procurement program. The Committee collaborated with town staff to facilitate a transition to a new contract at the end of 2023, which again included options for additional renewable energy, and runs for 2024-2025. Committee members worked with town staff and consultants to troubleshoot challenges with the transition for some residents.

The Committee researched and recommended for adoption the Massachusetts Specialized Opt-In Building Code, which goes beyond the Stretch Code that is currently in place in Westford, to encourage improved energy efficiency and electrification. The Committee also researched and recommended for adoption the Massachusetts Climate Leaders designation, which goes beyond the Green Communities designation that Westford has, to encourage advanced decarbonization in the municipal sector, and which would unlock additional state funds for energy- and cost-reduction projects. Synergistically, adoption of the Specialized Opt-In Building Code is a requirement for Climate Leaders designation. The Committee will continue to work towards these adoptions in FY 2025.

The Committee continued to support the work of the Sustainability Coordinator, by collaborating to provide information and programming to town residents and businesses to help them reduce energy use and save money. This again involved activities throughout April to observe Earth Month, which included nature walks, climate talks, and EV gawks.

CLEAN ENERGY AND SUSTAINABILITY COMMITTEE

-CONTINUED

The Committee was disappointed when an override budget was not passed and the Sustainability Coordinator position was eliminated at the end of FY 2024. The Committee worked with the Sustainability Coordinator and with the Town Manager's office to facilitate a transition in ownership for the myriad of beneficial activities that the Sustainability Coordinator was engaged in the municipal, commercial, and residential sectors.

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
- Providing information, referrals, guidance, and technical assistance to individuals, public agencies, businesses, and organizations in all disability-related matters
- Coordinating activities of other local groups organized for similar purposes

**Dawn Brantly
Kathryn Clear
Wendy Gloyd
Scott Hazelton
Lisa Potvin
Pat Reppucci
Melanie Silverman
Matty Tricca**

FY 2024 was a very successful year for the Commission on Disability. We welcomed new members Matthew Tricca, Wendy Gloyd, Dawn Brantley, Melanie Silverman, and Lisa Potvin, and began focusing on how best to support Westford residents, boards, and committees.

Accomplishments

The commission focused on increasing accessibility to the annual town meeting and created a team to support residents on the day. Supports included hearing assistance headsets, iPads with captioning, designated accessibility seating, remote participation, and mobility assistance. A communications plan also involved disseminating town meeting flyers, which informed residents about attending the meeting.

In partnership with the League of Women Voters, members of the Commission on Disability engaged in the Disability Law Centre polling location audit of Westford's two election locations: Stony Brook Middle School and Westford Academy. The commission identified some minor issues, which it worked to resolve with the Town Clerk's office. Since the polling audit, the commission has continued monitoring each town election by conducting walk-throughs before each election.

For FY 2024, the town of Westford was also awarded a grant to fund a Transition Plan study. The Commission on Disability worked closely with Assistant Town Manager Mike Edwards during the Request for Proposal process and awarded the contract to Direct Access. The audit assessed accessibility at town buildings and facilities, town programs, websites, and communications. The project commenced in June, and the final report is due in about six months.

COMMISSION ON DISABILITY—CONTINUED

Finally, the Commission on Disability also engaged with the town's facilities manager, Jeff Goodwin, to review accessibility during the design phase of the new Nabnasset Elementary School playground and increase accessibility at the Crisafulli Elementary School playground.

Webpage: westfordma.gov/535

COMMUNICATIONS ADVISORY COMMITTEE

The Communications Advisory Committee (CAC) spent FY 2024 continuing to explore two avenues of town communications:

1. Negotiating the renewal of Cable Television Franchise agreements with the two licensed providers in Westford continued to be 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 worked with special Town Counsel to strengthen the franchise agreement with Verizon Cable. Primary emphasis has been the length of the term and the provision of additional up-front revenue for capital expense to maintain and build out studio facilities for Westford Cable Access Television (WestfordCAT) and a per subscriber fee paid to the Select Board.

Falling subscriptions which creates falling revenue to WestfordCAT continue to be a problem for future operations. This remains 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 5-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 were presented in a public hearing in compliance with renewal requirements.

2. The second avenue explored was the success or lack thereof of communications between the town, its departments, committees and the citizens. Surveys of departments and boards revealed that the town feels that communications are adequate while the citizens find them lacking regarding upcoming events, especially emergency communications and the timing of meetings of the various committees and boards. The CAC presented details for the provision of electronic boards (similar to Nashoba Tech) located at fire stations to the Select Board. A test location at the Boston Road main fire headquarters was recommended to the Select Board. No action was taken by the Board.

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

Webpage: westfordma.gov/537

Robert Jefferies
Chair

Mike Wells
Secretary

Robert Rafferty
Thomas Spuhler
Milind Tamaskar

COMMUNITY BEHAVIORAL AND MENTAL HEALTH COMMITTEE

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 committee was approved by the Select Board on January 10, 2023.

The Committee collaborated to develop Mental Health Awareness activities, including awareness flags and signs on the Town Common, Middle School Poster Contest, and Select Board proclamation.

Charge to the Community Behavioral and Mental Health Committee:

- 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 which promote prevention, treatment, and recovery for all diverse populations.

Webpage: westfordma.gov/1567

Rae Dick

Co-Chair, Health Director

Nicole K. Laviolette

Co-Chair Community Wellness Coordinator

James D. Peloquin

Deputy Chief Police Department

Brittany Nash

Regional Community Health and Wellness Coordinator

Mike Denehy

Deputy Chief Fire Department

Patricia Blackstock

Guidance Counselor Nashoba Valley Technical High School

Gerard Coughlin

Director of Social Emotional Learning and Special Education

Andrea Peraner-Sweet

Select Board

Nancy J. Cook

Meredith A. Hogarty

Mary-Ellen Wildman

Babita Kapur Piplani

Clare M. O'Brien

Mary E Rockwood

Sarah Glatt

Katherine Lee Steele-Dantin

Alternate members

Susan M. Hanly

Board of Health

Rev. Rebecca Lockwood

First Parish Church United

Alison B. Christopher

Town Social Worker

Jillian Thatcher

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Act (CPA) allows Westford to preserve our 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 2024 Community Preservation Funds:
\$3,417,453**

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 22.1% state match of \$517,403. This amount was less than the state match from the prior year which was a total of \$934,577, however this amount 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 2024, Westford locally raised \$2,900,050 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 and runs until FY 2042. The Adams Property Land Acquisition was bonded in FY 2020 and runs until FY 2039.

3% Community Preservation property tax surcharge	\$2,338,410
Investment income (loss)	\$556,840
Interest on late tax payments	\$4,800
Local FY 2024 Community Preservation total	\$2,900,050

<u>State Match</u>	<u>\$517,403</u>
TOTAL FY 2024 Community Preservation Funds	\$3,417,453

At the Special Town Meeting on October 16, 2023, the Community Preservation Committee (CPC) appropriated:

- \$1,450,000 from the Undesignated Fund Balance for the Drew Farmhouse, Inc. Preservation and Workforce Housing project and any other related costs.

COMMUNITY PRESERVATION COMMITTEE—CONTINUED

At the Annual Town Meeting on March 25, 2024, the Community Preservation Committee (CPC) appropriated:

- \$190,000 from the Undesignated Fund Balance for future Conservation Trust Fund Open Space Land Acquisitions.
- \$30,000 from the Undesignated Fund Balance for the Westford Museum Handicapped Accessibility project and any other related costs
- \$4,208 from the Undesignated Fund Balance for the June Kennedy Oral Histories Digitization project and any other related costs.
- \$60,000 from the Undesignated Fund Balance for the O'Brien Farm Public Footbridge project and any other related costs.

- \$163,000 from the Undesignated Fund Balance for the Parish Center of the Arts Bell Tower and Window project and any other related costs.

- \$2,220,000 from the Undesignated Fund Balance for the Stony Brook track and athletic courts construction project and any other related costs.

- \$725,000 from the Undesignated Fund Balance for the Nabnasset Playground project and any other related costs.

- \$89,400 from the Undesignated Fund Balance for the Comprehensive Conditions Assessment of the First Parish Church United project and any other related costs.

- \$24,000 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 the town boards and commissions, and town staff 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.

The Committee typically meets on Tuesday nights in January and February to review Annual Town Meeting applications and meets as needed during the summer to hear emergency funding applications for Special Town Meeting.

Webpage: westfordma.gov/392

COMMUNITY WELLNESS

The Community Wellness Coordinator provides outreach and education to the Westford community on the 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 Community Wellness Coordinator supported 67 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 website: <https://westfordma.gov/1487/Community-Wellness>.

Mental Health

The Mobile Clinician services were established using American Rescue Plan Act (ARPA) funds due to the overwhelming need for mental health appointments, resulting in long waitlists. The short-term mobile clinical services in town buildings for residents in need helps shorten the wait time for clinical services. Fourteen Mobile Clinician referrals were received in FY 2024. Due to a staffing change, services were suspended in February 2024.

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

Mental Health Awareness month proclamations and events were offered throughout the month.

The *Buried in Treasure* workshop is a 15-week series in which to learn how to declutter your home and reduce acquiring. This program was held in collaboration with the Council on Aging (COA) and Health Department.

Substance Use Disorder

A series of facilitated public forum *Opioid Settlement* group meetings were held. Town residents helped to determine appropriation of funds and next steps for funding.

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 2024 were the Strategic Planning Retreat, Abbot School Bike Safety, Chronicles of Racism, Mental Health Awareness, Caring for Your Mental Health, at St. Catherine’s Health and Wellness Fair, Westford Farmer’s Market, and the Council on Aging Kimball Farm event. The Community Wellness Coordinator participates in the Westford Coalition for Non-Violence, Multi-Town Hoarding Disorder Resource Network, District Attorney Marian Ryan’s Opioid Task Force, Prevention Partners of Northern Middlesex, and the First Connections Advisory Council.

Programming offered in FY 2024

- Question, Persuade, Refer (QPR) training for town staff and residents
- Adult Mental Health First Aid trainings

COMMUNITY WELLNESS-CONTINUED

- Supportive Parent Solutions (parent support group)
- Mental Health Matters
- Buried in Treasures (BIT) workshop series
- Buried in Treasures Support Group
- Community Assistance Hours at the J.V. Fletcher Library
- New Parent Support Group

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:

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 PM 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 the WestfordCAT website or WestfordCAT's YouTube channel. Throughout the 2024 Fiscal Year, the Conservation Commission held 24 meetings, including two special meetings and two 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 because they included work in the buffer zone to wetland resources 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.
- Additions and utility improvements at commercial properties.
- Removal of diseased or leaning trees that posed a risk to a nearby structure.
- Issuance of an Order of Conditions for a two-lot subdivision, Ollie Way (81 Nutting 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, proposing a change to the detention basins that resulted in less disturbance, 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 a boardwalk at the Lakeside Meadows Open Space from the beach to Birchwood Circle. The Commission issued a Certificate of Compliance for the construction of two footbridges along the Tom Paul Trail.
- Issuance of an Order of Conditions to construct a new commercial building (day care center) at 0 and 210 Littleton Road (now 208 Littleton Road).
- Issuance of an Order of Conditions for replacement of an existing semi-permanent tent with a permanent two-story structure, construction of a deck and a one-story museum, relocation of an accessible boardwalk, installation of an underground stormwater management system, and additional buffer-zone improvements at Kimball Farm (400 Littleton Road).

CONSERVATION COMMISSION – CONTINUED

Land Management

At Hill Orchard, 4 Hunt Road, Farmer Dave runs the Town’s farm stand, 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.

Teamworks LLC’s Adventure Camp has been the camp lessee of Camp Nashoba since December 2020. Umesh Patel of JV Property Services has been the Facility Manager since April 2020. In May and June 2024, numerous scout groups rented the facilities for campouts and other activities. The Commission thanks the Parks, Recreation, and Cemetery Department; the Highway Department; and the Water Department 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 final year of a five-year lease, harvested crops planted in spring 2023; crops were replanted in spring 2024. The cooperative management of the Community Garden and Community Beekeepers is memorialized in a Memorandum of Understanding between the Commission and the Agricultural Commission. 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. The 2023 growing season was again a success. In total over 350 bouquets were sold with charitable donations made to Westford Food Pantry. The program intends to continue annually for the foreseeable future.

The Commission voted to support an application for Community Preservation Act funds for the supplemental funding for the O’Brien Farm Public Footbridge project located at 18 Vose Road Lot 2 and any other related costs. This CPA application was approved at the 2024 Annual Town Meeting.

The Commission approved a Scout project for construction of a boardwalk from the beach to Birchwood Drive at the Lakeside Meadows Open Space.

At the request of the Westford Historical Society, the Commission approved the installation of a memorial plaque at Freedom Park in October 2023, recognizing the work of Francis M. Sullivan, a native of Pond Street. Several Commissioners volunteered to successfully remove invasive vegetation on the property. Local scouts refurbished the wooden slats of the existing benches.

Westford benefits from the many volunteers that 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.

CONSERVATION COMMISSION –CONTINUED

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.

Land Acquisition

In October 2023, the Conservation Commission acquired approximately 4.8 acres of land off the end of Sawmill Road containing the glacial erratics known as the “House and Barn Rocks.” This parcel connects the Sawmill Road Conservation Area to the Tenney Road Conservation Land and Summer Village Conservation Restriction with trails spurring off the Sassafras Trail. This parcel had been listed on the Open Space and Recreation Plans since at least the 2008 edition as “land of conservation interest.” Funding for the acquisition was available via appropriations of Community Preservation Act monies at Annual Town Meeting.

The Commission voted to accept a trail easement in a residential subdivision: DiDonato Drive, in February 2024.

At the 2024 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 2024:

Certificates of Compliance	Determinations of Applicability	Order of Resource Area Delineation	Orders of Conditions*	Emergency Certificates	Violations/ Enforcement Orders
34	28	0	19	4	9

*Additionally, one (1) Amended Order of Conditions, ten (10) Minor Modifications to existing Orders of Conditions, and eleven (11) 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

CONSERVATION COMMISSION – CONTINUED

FY 2022	35	1	39	4	7
FY 2023	32	2	27	3	7
FY 2024	28	0	22	4	9

Staff:

Matthew Salem, Conservation Resource Planner
 Sierra Pelletier, Assistant Planner
 Erin Toothaker, Permitting Program Assistant
 Wayne Fernald, Senior Records Archivist

Under the direction of Jeffrey Morrissette, the Director of Land Use Management (through March 2024), Assistant Town Manager – Land Use & Economic Development (beginning March 2024)

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

The Commission members also participated on other town committees. Jim Gozzo is a member of the Town Forest Committee, Fence Viewer, and an Election Officer (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 re-elected Margaret Wheeler as Chair and Eric Fahle as Vice-Chair. As of the end of FY 2024, the Commission had not yet reorganized.

Respectfully submitted, Westford Conservation Commission:

Chair: Margaret Wheeler; Vice Chair: Eric Fahle; Marilyn Frank; Jim Gozzo; Ann Jefferies; Noelle Donovan; and Noel Almeida.

For more information about the Conservation Commission, Westford’s conservation lands, wetlands, and other natural resources, please visit the Commission’s webpage at westfordma.gov/296

CULTURAL COUNCIL

Grant Application Cycle

In FY 2024, 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 were 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 2024, WCC received 34 applications and awarded grants to the following 32 applicants:

Vidya Raman
Chair

Dongchun Wang
Treasurer

Leena Brabhudesai
Claire France
Apparao B. Karri
Frances McDermott
Babita Piplani

S.No	Recipient Name	Project Name	Grant Amount
1	Jessica Anderson	Strawberries 'N Arts Festival	\$450
2	Blanchard M.S. PTO	Ancient Egypt Pyramids & Pharaohs	\$450
3	Blanchard M.S. PTO	Physical Changes of Matter II	\$450
4	Middlesex 4-H Fair, Inc.	4-H Fair Musical Performances	\$450
5	Stony Brook School PTO	Jack Gantos: Short Story Session	\$450
6	Stony Brook School PTO	Mythmasters:Tales From Greek Mythology	\$450
7	The Delvena Theatre Co.	Bon Voyage - Forever!	\$500
8	Parish Ctr. for the Arts	J.T.Turner - Robert Frost: Light & Dark	\$450
9	W.A. Asian Culture Club	Lunar New Year Celebration	\$475
10	Westford Academy Bands	Marching Band Festival	\$500
11	Westford Chamber Players	Mother's Day Diversity Concert	\$450
12	Westford Chamber Players	Movie Themes for Strings	\$450
13	WestfordCAT	Youth Services Outreach Program	\$475
14	Westford Historical Society	Digitizing J. Kennedy's Recollection	\$500

CULTURAL COUNCIL – CONTINUED

S.No	Recipient Name	Project Name	Grant Amount
15	Francis Hart	The "Beat Generation"	\$350
16	Kaye Kelly	"SheGrooves"	\$300
17	MA Edu. Theatre Guild	MA High School Drama Festival	\$300
18	Open Door Theatre, Inc.	Wizard of Oz	\$300
19	New Inca Son	A Musical Journey to the Andes	\$250
20	Town of Acton	Untold Stories of our Region	\$200
21	Suman Adishesu	Divinity in Sensuality	\$200
22	Chelmsford Comm. Band	Spring Concert	\$200
23	Yin Peet	2024 Stone Carving Symposium	\$200
24	Discovery Museum	Open Door Connections	\$200
25	Dracut Arts	Dracut Arts 2024 Season	\$200
26	Facepaint, Inc.	Book Distribution To Li'l Free Libraries	\$200
27	Groton Hill Music, Inc.	Bach's Lunch Concert Series	\$200
28	Nashoba Valley Chorale	"On That Glad Night"	\$200
29	Sevenars Concerts, Inc.	Sevenars 56th Anniversary Season	\$200
30	N'bridge Brass Endeavors	Afternoon of Brass #3	\$200
31	Concord Women's Chorus	A Celebration of Glorias: Vivaldi & More	\$200
32	V.Thurston Healing Garden	Harmonious Healing: Music Therapy	\$200

Accomplishments

WCC conducted the annual community survey to determine the WCC's annual priorities for the upcoming grant cycle. Some of the WCC members were able to participate in regular annual programming including but not limited to the Westford Strategic Planning Retreat and hosting the annual WCC grantee reception.

In 2024, we appointed 3 new members to our council - Babita Piplani, Leena Prabhudesai, and Frances McDermot. We welcome them to our council and community.

CULTURAL COUNCIL – CONTINUED

Grants for Current and Previous Years				
Fiscal Year	Number of Applicants	Number of Grants Approved	MCC Distribution	Grant Total
2024	34	32	\$10,600	\$10,600
2023	31	28	\$10,600	\$10,600
2022	29	26	\$8,900	\$10,850
Grants for Current and Previous Years				
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 Cultural Council, see the WCC's town web page under Community: westfordma.gov/627

DIVERSITY, EQUITY, AND INCLUSION

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, Westford Diversity, Equity and Inclusion (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 built on this charge and refined its focus via two general strategic directions:

- *Celebrating Westford’s Diversity through, among other activities, holding a multi-cultural block party and developing a multi-cultural calendar*
- *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 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 partnered with the Westford Public Schools and with Community Teamwork, the federally mandated antipoverty agency serving Lowell and surrounding communities, to sponsor a showing of the documentary “Who We Are: A Chronicle of Racism in America.”
- The DEI Committee supported a multi-cultural block party which featured tables and booths giving expression to the rich diversity of Westford residents.
- The DEI Committee worked with the Select Board and the School Committee to implement International Holocaust Remembrance Day (January 27) and January as Holocaust Education month.
- The DEI Committee, with the support of the Select Board, sponsored an observance of Indigenous People’s Day on October 14, 2024 in the social hall of the First Parish Church featuring a presentation on Indigenous Peoples culture and food ways by Angela Marcellino.

Anjali Rajput
Co-Chair

Joe Diamond
Co-Chair

Haining Bao
Dawn Brantley

Nancy Cook

Wendy Glyod

Scott Harkness

Madonna Mackenzie

Meghna Patel

Seema Pusalkar

Patricia Reppucci

Alternate Members

Muhammed Ali

Catherine Creed

Joanne Derr

Cynthia King

Anita Tonakarn-Nguyen

Mariclare O’Neal

Radhika Sriram

Andrea Peraner-Sweet

Select Board Liaison

DIVERSITY, EQUITY, AND INCLUSION –CONTINUED

- The DEI Committee, with the support of the Select Board, and with the assistance of LGBTQ+ community joined the Town of Acton to sponsor a Pride Festival at the NARA Park Amphitheater on June 15th 2024.
- The DEI Committee sponsored an event to recognize Juneteenth on June 19th, 2024, commemorating when in Galveston, Texas in 1865 Major General Gordon Granger read the proclamation of freedom for slaves. Town officials, including State Representative James Arciero and Select Board member and DEI Liaison Andrea Peraner-Sweet, spoke on the Town Common which was followed by a presentation at the Westford Museum by Leslie Howard, a Westford Historian, about the history of enslaved people in Westford.
- Members of the DEI Committee continue to update the Multicultural calendar that was created and published early 2024.
- DEI Committee Co-Chairs and members host and participate in monthly podcasts on a variety of topics which offer listeners updates on DEI Committee activities and interviews with guests on DEI related topics.
- The DEI Committee is also committed to learning about the DEI activities and work in neighboring towns. DEI Committee Co-Chairs met with DEI leaders from Acton and Chelmsford and will follow up those conversations with joint activities.

Our experience, stemming from our charge and strategic directions, inspired the DEI Committee to articulate a vision for Westford which was approved in September 2024 by both the Select Board and the School Committee:

Our vision for Westford is a town that embraces, celebrates, and draws strength from our growing diversity; is an engaged and inclusive community, boasting a town government whose practices and actions display a consistent commitment to equity; and is known by current and future generations as a welcoming place that fosters an abiding sense of belonging.

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 check the DEI section of the Westford website: westfordma.gov/1338/Diversity-Equity-and-Inclusion-Committee.

DOG PARK TASK FORCE

The Dog Park Task Force shall make a recommendation to the Select Board regarding the establishment of a dog park. The recommendation shall report on possible locations, design, design and construction costs, costs, and manpower required for ongoing maintenance, funding courses, safety and liability issues, and dog park rules.

Karen Hudson
Chair

Chris Lengyel

At the Select Board Meeting on June 25, 2024, the Select Board voted to decrease the membership from nine (9) seats to five (5) seats.

Amy Verrault resigned in FY 2024.

There were no meetings in FY 2024 or further action on a feasibility study.

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.

MBTA Communities Multi-Family Overlay District

Members of the EDC served on the MBTA Communities Multi-Family Advisory Committee to help formulate a zoning bylaw amendment creating an overlay district where multi-family projects could be allowed as of right. There has been growing post-pandemic concern about underutilized or empty office space in Westford. The EDC saw clear economic benefits in supporting the overlay district, which included many commercial sites where these offices are located. Workforce housing availability is also critical to the success of local businesses during a time where employee attraction and retention is challenging. Other potential benefits include increased patronage of local businesses that were previously frequented by employees in the tech parks, as well as the addition of new businesses through possible mixed-use development. The EDC voted to recommend support of the zoning bylaw, which was approved at Town Meeting.

Property Owners/Business Outreach

EDC members regularly reach out to the top business taxpayers and employers in town. These meetings with commercial property owners, commercial realtors, and business owners have been focused on understanding the current state of business, as well as the support needed from the town. In these meetings, the EDC provides information on available federal, state, and local resources, such as the employment resources available through MassHire.

The group hosted a Westford Business Forum on June 7th with approximately 55 attendees, representing a wide array of businesses. Leaders from the town, Middlesex 3 Coalition, 495/MetroWest Partnership, Northern Middlesex Council of Governments, Nashoba Valley Chamber of Commerce, and the Middlesex West Chamber of Commerce spoke, outlining the many ways that local organizations support the Westford business community. Participants all completed a survey, which included their reasons for locating in Westford, and questions/comments regarding satisfaction with Westford as a place to do business. The survey will be expanded to an online version in FY 2025 in order to gain a broader perspective. Results from the survey will be utilized in FY 2025 to define future EDC initiatives, as well as the scope of work for an Economic Development Consultant.

Economic Development Consultant

In FY 2023, the Select Board approved an EDC grant proposal for an allocation of town American Rescue Plan Act (ARPA) funds for a part-time two-year Economic Development Consultant. With EDC input, a Request for Proposal (RFP) for the position was created and posted in FY 2024. Following the RFP interview and selection process, a consultant was identified and approved by the Select Board. The consultant's work will begin in early

Cheryl Serpe
Chair

Bruce Rosenberg
Vice-Chair

Len Bruskwieitz
Joe Giniewicz
Kristen Las

Jeffrey Morrisette
Imran Nawaz
Mike Rinaldi
Sundar Subramanian
Mike Young

Thomas Clay
Select Board Liaison

ECONOMIC DEVELOPMENT COMMITTEE—CONTINUED

FY 2025, with projects that will initially include branding and marketing, as well as creating a comprehensive business database.

Regional and Local Community Engagement

EDC members actively worked with the Middlesex 3 Coalition, Northern Middlesex Council of Governments, and the 495/MetroWest Partnership for purposes of staying 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.

Committee Membership

During the past year, Alexander Mancuso, Tom Barry, and Ron Caterino retired from the Committee. Tom and Ron were both founding members of the committee. Tom was the Committee Chair for 7 years, and both led the committee through numerous projects that aided businesses and improved the economic environment in Westford. The committee welcomed 5 new members in FY 2024: Len Bruskiwitz, Imran Nawaz, Mike Rinaldi, Sundar Subramanian, and Mike Young. Town Manager Kristen Las was also approved by the Select Board as a committee member.

Webpage: westfordma.gov/512

EMERGENCY MANAGEMENT AGENCY

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

Joe Targ
Co-Director

Tim Whitcomb
Co-Director

Our town-wide notification system is Rave/Smart 911. Residents are encouraged to sign up at <https://www.smart911.com/>.

National Grid requested that we update the town's critical facilities database for power outages. This was completed in the fall of 2023 and we used the National Grid information to help update the critical facilities in the updated Comprehensive Emergency Management Plan (CEMP) for the town.

With the assistance of the Local Coordinator from the Massachusetts Emergency Management Agency (MEMA) Region 1, department heads participated in tabletop exercises using our updated CEMP. The scenario we used was a winter/ice storm that left parts of the town without power and crippled the town's fiber network.

In FY 2024, we received an Emergency Management Performance Grant (EMPG) from MEMA for \$5,100. The grant was used to purchase a skid for our UTV which has a mount that carries a Stokes basket style stretcher for a patient, and also has a small water tank and pump for brush fires in remote areas.

The last payment for COVID-related operational expenses was received in August for \$20,263.53. We have submitted our last project for COVID-19 to the Federal Emergency Management Agency (FEMA) for our administrative expenses as a Category-Z project for \$26,352.12, and it is currently under review.

The fiscal year started off with some heavy rain events and heat waves. The most significant were the September 11th through 13th storms where a sinkhole was created along East Prescott Street. Reimbursement was requested through MEMA and MassDOT, and we are waiting for the total funds to be released.

Any grants or funds received directly from the federal government requires the town to be compliant with the civil rights assessment program. We have been working with the compliance program since the spring of 2024, and the work is ongoing.

We appreciate our long-standing partnership with the volunteers of Police Amateur Radio Team (PART), Greater Lowell Regional Emergency Planning Committee (REPC), and the Medical Reserves Corps (MRC), as well as the continued support and cooperation of all town departments that work with us throughout the year.

Webpage: westfordma.gov/440

FACILITIES DEPARTMENT

Town and Schools Facilities Department accomplished many projects during FY 2024 all while providing daily maintenance and custodial support to the 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

FY 2024 was the start of the Blanchard Middle School MSBA roof and HVAC replacement project. At the end of the school year things began to move swiftly. We had large construction deliveries filling the Blanchard Middle School parking lot with roofing supplies. Contractors ascended upon the roof and dismantled the old roofing materials, filling truckloads of debris daily. This work will continue and be completed in the fall of FY 2024.

Other completed projects included:

- Blanchard Middle School erosion repair
- Cameron Senior Center room 206 installation of flooring
- Day School replacement of playground equipment
- Information Technology Building insulation of new HVAC split system
- Millennium Building painting of hallway and offices
- Miller School installation of new walk-in refrigerator/freezer
- Nabnasset School installation of carpet tiles
- Police Station installation of fencing
- Police Station retro-commissioning
- Robinson School painting of the gymnasium
- Stony Brook crack sealing of the basketball court
- Stony Brook repair of entrance sidewalks
- Westford Academy front entrance removal of deteriorated concrete
- Westford Academy wastewater treatment plant garage door replacement
- Westford Museum fire/carbon monoxide upgrade

Many other maintenance and improvement projects were completed in FY 2024 by using available funds from the School Department's or public buildings' operating budgets. Some projects included improvements and repairs to our heating, plumbing, electrical systems, roofing, elevators, and generators.

During FY 2024, several projects on the horizon 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
- Stony Brook School athletic courts and track replacement
- Nabnasset School driveway expansion and walking path resurfacing
- Nabnasset School playground

I would like to recognize the Select Board and Town Manager for their continued support of the Facilities Department. I would also like to commend the entire facilities team for their hard work, dedication, and willingness to go above and beyond every day to keep our

FACILITIES DEPARTMENT – CONTINUED

facilities running smoothly and to support the educational initiatives of the schools and professional needs of our other departments.

Facilities Staff

Director of Facilities – Jeff Goodwin
Electrician – Roy Philbrick
Office Manager – Jacqueline Studley
Plumber – Robert Beaudoin
Administrative Assistant – Marie Fulford
Groundskeepers – Eric Bruce, Scott Connell
Custodial Supervisor – Bill Bennett
Courier – Wayne DiFabio
Facilities Foreman/HVAC – Bill Ward
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

Crisafulli

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

Day

Head Custodian – Jose Demelo
Night Supervisor – John Flemings

Miller

Head Custodian – John Gingras
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 – Stephan Korecki

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

Webpage: westfordma.gov/1239

FINANCE COMMITTEE

The Finance Committee is a 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 2024 budget recommendations. In May of 2023, the Select Board created a Budget Task Force to identify and quantify the Budget Challenges, research and investigate any new opportunities for new revenue, benchmark Westford against our market communities, and to speak with our department heads and other communities in order to find any inefficiencies. In November of 2023, based on the findings of the Budget Task Force, the Select Board directed the Town Manager to develop two budgets. The first budget included a \$4.2M Proposition 2 ½ Override, and the second budget did not rely on an override. 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 budgets on the town's website before Annual Town Meeting.

Although the voters at the April 27, 2024 Annual Town Meeting approved the first budget supported by a \$4.2M Proposition 2 ½ Override, the question failed at the May 2, 2024 Town Election. This resulted in a \$132,080,905 operating budget for FY 2025, which is an increase of \$2,818,278 (0.71%) over the prior year's final budget, with the majority funding the Westford Public Schools budget (+\$1,317,791), the Employee Benefits & Miscellaneous budget (+\$656,010), the Transfers to Trust budget (+\$422,645), and the Waste Disposal Services Budget (+\$335,610).

FY 2024 was our second full year of having partially self-funded health insurance. The Health Insurance Trust allows the town to better control costs, and the town is eligible to receive pharmacy rebates and other incentives. After beginning the year with an Incurred But Not Reported (IBNR) negative balance of \$387,079, the Health Insurance Trust voted to raise health insurance rates by 15% effective November 1, 2023. The voters at the October Special Town Meeting also voted to contribute \$950,000 from Free Cash to the Health Insurance Trust. The combination of the rate increase and additional supplemental funding resulted in an IBNR of \$1,085,375 as of June 30, 2024. This is an increase of \$1,472,454 from the previous year. The Health Insurance Trust will continue to monitor claims activity and ensure it is raising sufficient revenue to cover costs in the next fiscal year.

Town Meeting was presented with a balanced budget, where anticipated revenues were projected to match the approved operating budget. In the fall of 2023, Free Cash was certified at \$5,870,108. The town will begin FY 2025 with a Free Cash balance of \$5,653,000 in addition to our Stabilization Fund balance of \$5,939,046, leaving 9.36% of

Kristina Greene
Chair

Tom LaFlamme
Vice-Chair

Dennis Galvin
Clerk

Heather FitzPatrick
Shelby Macleod
Beth Morrison
Ingrid Nilsson
Hari Vetsa
Shinji Yue

FINANCE COMMITTEE—CONTINUED

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 2.29%.

In FY 2024, Westford received a 1.76% increase in state aid, with an additional \$279,480 in Chapter 70 funding, or \$60 per student, and \$78,778 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 \$856,873 in FY 2024, which is \$35,390 less than FY 2023. There are several residential developments underway in FY2024, which will contribute to future new growth. In addition, the MBTA Communities Multi-Family Housing Overlay District Zoning Bylaw passed at Annual Town Meeting, which will result in higher local revenue through licenses and permitting on new construction followed by increased new growth in the outlying years. Lastly, the health insurance premium for current employees increased by 15% as the town and the Insurance Advisory Committee agreed to sign a one-year renewal with Blue Cross Blue Shield. The Medicare rates for retirees aged 65 and older received a 6.70% increase. Westford has contributed \$15,581,831 to its other post-employment benefits liability as of June 30, 2024. Town Meeting voted to appropriate an additional \$1,021,617 in FY 2025, to bring the total funding to \$16,603,448. These financial factors enabled Westford to maintain its AAA bond rating with Standard & Poor's.

The Finance Committee would like to thank Heather FitzPatrick after nine years (FY 2015 to FY 2024) on the Finance Committee, Tom LaFlamme after three years on the Finance Committee (FY 2022 to FY 2024) until May 2024 when he was elected to the School Committee, and Ingrid Nilsson after serving an additional three-year term (2021-2024) after previously serving for eleven years (2007 to 2017). We thank Heather, Tom, and Ingrid for their invaluable contributions to our town.

The Committee meets weekly on Thursdays at 7:00 p.m., 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 29 paramedics and 13 EMTs of the fire department have continued to staff both transporting ambulances at the ALS-Paramedic level with two paramedics assigned to each ambulance. A fully staffed duty shift consists of nine firefighters (who are certified at either the EMT or paramedic level), one Lieutenant and one Captain for a daily staffing goal of 11 firefighters. Of the 11 daily firefighters, we maintain a minimum staffing of four paramedics on each duty shift. The level of care provided by our department continues to be one of the highest in the area with 25 of our 29 paramedics having 3+ years of experience providing advanced life support care to critically ill or injured patients.

Joseph T. Targ
Fire Chief

Deputy Fire Chief
Michael Denehy

Office Manager
Nicolas Demins

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.

Fire Training Division

Captain David O'Keefe stepped down as Fire Training Officer after 30+ years in that position. We would like to thank him for his years of dedication to training. His knowledge and guidance undoubtedly touched every member of our organization. He proudly carried on the traditions of our department and the members who came before him in preparing us to meet the future needs of the town of Westford.

With an ever-increasing demand on firefighter training, the Fire Training Division was restructured. In addition to their regular fire and EMS duties, Lieutenant Tim Vigers and Firefighters Ben Niemiera and Ben Simmons were appointed as our new Fire Training Directors. We wish them the best of luck in their new positions.



FIRE DEPARTMENT –CONTINUED

Our new fire training facility on Forge Village Road opened in July of 2023. This facility replaces the structure behind the Rogers Fire Station that is slated for demolition as part of plans to renovate the Town Farm building. Our new facility far exceeds the capabilities of its predecessor. It features a single burn room, which allows us to practice our skills in environments similar to what firefighters may experience when responding to structure fires. The facility includes props that allow us to practice vertical ventilation skills, a maze for Self-contained Breathing Apparatus (SCBA) confidence drills, areas to practice search and rescue drills, wall breaching props, and more. We are incredibly grateful for the support from the community for making this facility a reality. Tools like this allow us to keep our firefighters well-trained and up-to-date on the latest firefighting skills, which keeps them safe while protecting the community. Thank you!



Due to added safety requirements and regulations around live fire training, we are limited to holding these events to times outside of our members' regularly scheduled shifts. So far, we have conducted three live fire-training days in our new facility. For our June 2024 training, firefighters had a unique opportunity to train with members of the Massachusetts Army National Guard's 179th/180th Firefighting Detachment. This was valuable training for Westford members, as well as Guard members who were preparing to deploy to Europe.

Our firefighters combined had well over 2000 hours of fire and EMS training in FY 2024. On-shift training topics included open water and ice rescue, search and rescue, self-rescue and rapid intervention training, water supply and pumping, aerial ladder

operations, ground ladder operations, hose handling and master stream evolutions, self-contained breathing apparatus training, pre-incident planning, and table-top exercises, to name a few.

FIRE DEPARTMENT –CONTINUED



In February, the Department of Conservation and Recreation (DCR) Fire District 6 Forest Fire Warden reviewed wildland fire behavior with all four of our shifts ahead of springtime and brush fire season.

We hosted five Massachusetts Firefighting Academy courses on topics including Fire Instructor training, Auto Extrication, Rapid Intervention Teams, Pumps and Hydraulics, and Emergencies Involving Electric Vehicles.



Firefighters Courtney Britko and Joe Wilson graduated from the Massachusetts Firefighting Academy's Career Recruit Training Program. This rigorous 10-week course is designed to give new firefighters from departments throughout Massachusetts the basic skills needed as they begin their fire service careers. We wish them the very best in their careers here in Westford.

Our biggest challenge continues to be completing training requirements amid rising calls for service. Our firefighters complete most of their training during their scheduled 24-hour shifts. In FY 2024, we saw an 8% increase in calls for service compared to FY 2023. We find that our members are routinely interrupted during training exercises to respond to emergencies. With only ten firefighters on duty at one time, we have limited resources to take members out of service to complete training exercises. Our budget allows us to conduct some of our highest priority training to members outside of their regularly scheduled shifts without interruptions, but not all. We also continue to see increasing demand from our members for training and education outside of what the department can

FIRE DEPARTMENT – CONTINUED

offer. While our department’s top priority is to respond to the needs of our growing community, on-going training is critically important to maintaining skill proficiency needed to serve the town safely and effectively. Our training directors continue to look for ways to overcome these challenges.

Medical Training

Our EMTs and paramedics completed continuing medical education throughout the year, including human patient simulation labs, advanced skills labs (including surgical airway placement), advanced cardiology lectures, and many more. Our entire staff became certified to treat and transport Police Dogs (K9s) to a Department of Public Health approved Emergency Veterinary Center located here in Westford.

We continue to partner with Boston MedFlight and UMass Memorial LifeFlight – our regional air medical and critical care transport agencies – to conduct interagency training and education for both our department as well as their medical providers.

We completed a rollout of new medical software (Handtevy) that, when utilized, will assist our providers during high-acuity medical cases (i.e.: cardiac arrests and critically ill pediatric patients) with important medication dosing and equipment sizing information – that they will have available at their fingertips to assist in managing our most ill patients. We have had several successful cardiac arrest resuscitations over the past year that have resulted in those patients making a full recovery with no neurological deficits – a testament to our departments’ mission and commitment to providing the highest level pre-hospital emergency medical care to the residents of Westford each and every day. Through the support of our department administration, town officials, and the residents of Westford, we are proud to continue staffing our ambulances at the highest level (dual-paramedic) pre-hospital care in the Commonwealth.

Capital Program

The 2024 Town Meeting approved \$100,000 to replace the service truck, \$532,050 from Ambulance Enterprise retained earnings to purchase a new ambulance and power cot, and \$22,000 for radios and technology for the new ambulance.

Fire Prevention/SAFE Program

We continue using social media to provide fire education messages through our fire department Facebook page. We continue to work with our community civic groups providing fire station tours, and we continue to collaborate with the Senior Center on a valuable lock-box resource program, called “Keysafe”.

The Fire Prevention Office performs many functions in the Town of Westford. These duties include building plan review, permitting, inspections, code compliance and enforcement, and public education.

There were 193 permits granted for the year for various reasons, including flammable storage, fire alarm and sprinkler installations, and granite ledge blasting.

The Fire Prevention Office also conducted 736 inspections during the year. Some of these included oil burner installations, smoke and carbon monoxide detector inspections, building plan reviews for both new residential and commercial properties, and general fire safety inspections.

FIRE DEPARTMENT –CONTINUED

Personnel

During FY 2024, four of our firefighters retired: Captain David O’Keefe, Firefighter Jeff Douphinette, Firefighter Zack Driscoll, and Firefighter Steve Wyke.

Captain O’Keefe was a 34-year veteran with a total of over 40 years dedicated service to the town. Dave was the first firefighter to graduate from the Massachusetts Firefighting Academy and served as the Fire Training Director.

Firefighter Douphinette was one of our paramedics who retired after 10 years, seeking other opportunities. Jeff was one of our EMS Coordinators who wrote many of our policies and procedures and assisted with the hiring process including writing the exams and precepting new hires.

Firefighter Driscoll had over 13 years of service to the town. Zack was one of the first EMS Coordinators who wrote many of our policies and procedures and assisted with the hiring process.

Firefighter Wyke was our last call-firefighter/EMT, and he retired after 28 years in the department.

We wish all of them well with their endeavors!

We welcomed new firefighter/paramedics Graylen Scarsdale and Courtney Britko to our department.

Webpage: westfordma.gov/195

FIRE DEPARTMENT – CONTINUED

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

Full-Time Personnel

On-Call Personnel

	Firefighters (Stephen A. Wyke ret)	
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Special Assignment Firefighters

Fire Training Directors Lt. Tim Vigars Ben Simmons Ben Niemiera	Fire Investigation Unit Joseph Powling	Emergency Management Co-Director Chief Joseph T. Targ
ALS Coordinator John Tuomi	Clinical Coordinator Everett Olsen, III	EMS Director Dan Boulter
Fire Prevention Ryan Monat	Juvenile Fire Setters Program & SAFE Ryan Monat Bonnie Greco	Community Service Officer Ryan Monat Bonnie Greco
Grants Deputy Michael Denehy	Hazardous Materials Tech. William Cashman	SAFE Educators Ryan Monat Bonnie Greco
Social Media/Website Information & Support David Christiana Ben Simmons Bonnie Greco	Code Enforcement Deputy Michael Denehy Ryan Monat	Communications Team Chief Joseph T. Targ Matthew Svatek David Lefebvre Joseph Wilson

FIRE DEPARTMENT – CONTINUED

STATISTICS	
WORKING ON / SYSTEM TESTS	747
AMBULANCE CALLS	2423
OUTSIDE ALS LOWELL	14
DISTICT 6 INCIDENTS	49
MEDICAL HELICOPTER	5
ASSISTANCE	228
APPLIANCE	11
ENGINE MEDICAL ASSIST	2,064
BOX ALARMS	370
TROUBLE ALARMS	163
BRUSH	11
ELECTRICAL IN THE BUILDING	31
CARBON MONOXIDE. DETECTOR	77
VEHICLE	22
HEATING APPLIANCE	3
CHIMNEY	3
OUTSIDE ELECTRICAL	20
HAZMAT	50
NATURAL GAS LEAKS	35
SMOKE INVESTIGATION	35
ILLEGAL BURNING	26
ELEVATOR RESCUE	4
LOCKOUT	31
FIRE, OTHER	47
FIRE IN A BUILDING	21
MULCH FIRE	2
WATER PROBLEMS	24
LIGHTNING STRIKE	2
MUTUAL AID OUT-FIRE	24
MUTUAL AID IN-FIRE	31
DUMPSTER	2

FIRE DEPARTMENT –CONTINUED

WATER/ICE RESCUE	2
TOTAL ENGINE RESPONSES	3868
COOKING FIRE PERMITS	84
BRUSH PERMITS	710
BLASTS MONITORED	45
BLASTING COMPLAINTS	7
PRIMER CORD BLASTS	0
SMOKE DETECTOR/CO DETECTOR INSPECTIONS (26F/26G)	272
FIRE DRILLS	48
MUTUAL AID AMBULANCE IN	116
MUTUAL AID AMBULANCE OUT	149
FIRE DETAILS	52
BACK-TO-BACK FIRE/FIRE CALLS	102
BACK-TO-BACK FIRE/MEDICAL CALLS	105
BACK-TO-BACK MEDICAL/FIRE CALLS	244
BACK-TO-BACK MEDICAL/MEDICAL CALLS	754
MULTI FF TRANSPORT	86

**REQUESTED MUTUAL AID FIRE IN (31)
REQUESTED MUTUAL AID AMBULANCE IN (116)
(MUTUAL AID RECEIVED)**

TOWN/SERVICE	EMS	FIRE
LITTLETON	55 AMBULANCES	6 ENGINES 1 TOWER LADDER
AYER		2 ENGINES
BOSTON MEDFLIGHT	5 HELICOPTERS	
TRINITY	7 AMBULANCES	
GROTON	11 AMBULANCES	3 ENGINES 1 LADDER
TYNGSBORO	17 AMBULANCES	5 ENGINES 1 LADDER

FIRE DEPARTMENT –CONTINUED

CARLISLE		1 ENGINE 1 TENDERS
CHELMSFORD		4 ENGINES
LOWELL GENERAL PARAMEDICS	14 INTERCEPTS	
ACTON	7 AMBULANCES	1 ENGINE
NASHUA		1 ENGINE
LOWELL		1 ENGINE
DEPARTMENT OF FIRE SERVICES		1 BOMB TECHNITION
DEPARTMENT OF FIRE SERVICES		2 FIRE INVESTIGATIO N

**REQUEST FOR MUTUAL AID FIRE OUT (24)
REQUEST FOR MUTUAL AID AMBULANCE OUT (149)
(MUTUAL AID GIVEN)**

TOWN/SERVICE	EMS	FIRE
LITTLETON	56 AMBULANCES	6 ENGINES
ACTON	19 AMBULANCES	4 ENGINES
AYER		1 ENGINE
GROTON	48 AMBULANCES	2 ENGINES
TYNGSBOROUGH	16 AMBULANCES	2 ENGINES
CHELMSFORD/TRINITY EMS	8 AMBULANCES	4 ENGINES
LOWELL		1 ENGINE
BILLERICA		1 TENDER
LEOMINSTER	1 AMBULANCE	
CARLISLE	1 AMBULANCE	3 ENGINES

BOARD OF HEALTH

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 and directs the Health Department to carry out enforcement. Meetings are held the second Monday of each month at Town Hall or virtually.

Stephanie Granger
Chair

Susan Hanly
Vice-Chair

Michele Pitoniak-Crawford
Secretary

Joanne Belanger
Maeghan Hughes

The following personnel make up the Health Department:

Rae Dick, BS, CP-FS	Health Director/MRC Director
Abby Graham, REHS, MPH	Assistant Director
Marisa Rosario	Records Supervisor
Gail Johnson, BSN, R.N.	Public Health Nurse
Sam Fontaine, R.S.	Health Agent
Meghan O'Neil	Food Inspector
Brittany Nash (grant)	Regional Community Wellness Coordinator
Arleny Almonte Soto (grant)	Regional Health Inspector
Harrison Mayotte	BOH minutes taker
Andrea McKinley	Registered Dental Hygienist
Nancy Burns (grant)	Upper Merrimack Valley Medical Reserve Coordinator
BME Strategies (grant)	Public Health Consultants - Quality Improvement Coordinator and Shared Services Grant Manager

Webpage: westfordma.gov/479

HEALTH DEPARTMENT-CONTINUED

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/
UMV Medical Reserve Corps
Director*

The Health Department issues over thirty-two different permits daily, provides over 2,000 inspections per year, and vaccinates over 1,000 residents each year. The department is also responsible for enforcing over fifty different federal, state, local, and Massachusetts General Laws, bylaws, and regulations.

The Department continues to work towards a high standard of public health services and is working towards accreditation with the help of grant funding.

Health Services

Our Public Health Nurse (PHN) Gail Johnson focuses on population and community health. Westford Health Services adheres to the Centers for Disease Control and Prevention (CDC)'s social determinants of health and health equity. Gail educates the community with health promotional programs/classes. These programs help prevent disease and injury and assist with at-risk populations. They also improve health by prevention, promotion, leading, and caring, which includes communicable disease surveillance, emergency preparedness, policy development, and advocacy.

Westford's PHN provides diverse types of classes throughout the year, for example, CPR training, Stop the Bleed Classes, Until Help Arrives, Youth Mental Health First Aid, Psychological First Aid, blood pressures, and immunization clinics. The PHN is part of a Multi-town Hoarding Disorder Resource Network; she chairs the Coalition of Non-Violence and co-facilitates "Buried in Treasures" workshops which address hoarding/de-cluttering in your home.

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 include 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)
- Coalition of Domestic Violence - Programs
- School-based dental program (grades K-5)
- Senior dental program
- Tobacco control (including enforcement of state and local smoking control)

HEALTH DEPARTMENT-CONTINUED

- 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
- Opioid settlement programs and support
- Emergency preparedness

Community Health Assessment (CHA) and the Community Health Improvement Plan (CHIP)

The Westford Health Department was able to complete the Community Health Assessment and Improvement Plan for the community. A Community Health Assessment (CHA) identifies the health status of a community, along with the factors contributing to the health-related needs, strengths, and assets within a community. A Community Health Improvement Plan (CHIP) provides a framework for collaboratively addressing the health needs and challenges identified in the community health assessment with evidence-based priorities and goals.

Several partners, committees, departments, residents, and stakeholders participated in the assessment and improvement plan process. You can access these documents and data sets on the Health Department webpage.

Tick-borne Illness, EEE, and West Nile Virus

Tick-borne and mosquito diseases remain a concern. We continue to see a rise in confirmed and suspect cases for 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. This department monitors all positive cases and continues to educate residents on how to protect themselves.

The department reviews positive cases, surveillance and testing reports from the Massachusetts Department of Public Health and Central Mass Mosquito 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.

Community education was provided on COVID-19, respiratory viruses, mental health services, tick-borne diseases, septic system tax credits and maintenance, 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, at the Strategic Planning Retreat, and other community events.

In person presentations were offered on Recreational Camps for Children updates, Weed

HEALTH DEPARTMENT-CONTINUED

Watcher, and a public seminar on “Septic Systems and Wells” for residents and realtors.

A Community Health and Wellness Fair took place on April 6th, 2024, at the Stony Brook Middle School. Over fifty vendors participated and several town departments. Over four hundred residents participated.

The department helped develop and is a co-chair to 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 by the community wellness and health departments. The group will 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 which 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. Volunteers in FY 2024 donated 1527 hours of service, with an economic equivalent of \$60,000. The coordinator, Nancy Burns, serves on the statewide MRC Steering Committee and the national MRC Work Group, and is often invited to speak at national conferences.

The UVM MRC was once again awarded two annual grants: MRC and PHEP (Public Health Preparedness Program), for a larger total of \$48,716. Another NACCHO (National Association of County and City Health Officials) grant bestowed on the unit, this year’s Operational Readiness Award (ORA), provided an additional \$10,000 to promote bone health. The unit is continuing to benefit from FY 2023 funding from RISE (Respond, Innovate, Sustain and Equip) grants of \$75,000 and a \$26,250 RISE Extension. The unit puts the funding to the best possible use.

Grant funding allowed the UVM MRC to continue carrying out the second of its third official three-year strategic plan. Activities are based on input from key stakeholders, incorporating data from the region’s latest community health needs assessments.

Every April and October, the unit continues its partnership with Love All, Serve All (LASA) – the local chapter of an organization of volunteer physicians. April 2024 provided screenings to over two hundred area residents who have limited access to medical care.

Members continued to offer blood pressure screenings, emergency preparedness education, flu and COVID clinic support, AHA training, public health outreach, and sustained readiness for regional disaster response. Members greet the public at numerous local and regional fairs, raising awareness of the Westford Health Department and the region’s Public Health Coalition, of which the WHD is a member.

HEALTH DEPARTMENT-CONTINUED

For more information about the UMV MRC or volunteering, see umvmrc.org. To read the July 2024 newsletter that recaps our fiscal year, see https://umvmrc.org/wp-content/uploads/2024/07/Newsletter_2024-comp.pdf

Domestic Violence

In response to Westford's past tragedies, the Westford Coalition for Non-Violence, (WCNV) remains committed to our mission. which is to "*promote healthy relationships and foster a culture of non-violence for all members of our community.*"

The coalition includes 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 coalition has distributed one thousand copies of our educational handbook on domestic violence. This free resource can be found in the following locations: the Westford Town Hall, J.V. Fletcher Library, the Police Station, and the Cameron Senior Center. The WCNV received a \$2,000 grant from the Greater Lowell Health Alliance (GLHA), and with those funds we developed a domestic violence card, which will be placed around town and at the Westford Public Schools, as another 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 our WCNV website and in the handbook. <https://westfordma.gov/1364/Coalition-for-Non-Violence>

Grants

This year, we continued to apply for grants, which enable us to provide expanded services to our residents. 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 and our most valuable residents.

1. MDPH Public Health Excellence Grant Program: \$581,487.08 per year for 3 years. Our department is the host agency for a Regional Shared Services grant.

Our department is the host agency 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 received an administration fee of \$42,893.30.

2. Public Health Emergency Preparedness Grant (PHEP): \$13,070
This grant pays for our MRC Coordinator's salary. Scope of work defined by the state. Westford is host agent.
3. Medical Reserve Corp (MRC): \$35,646
This grant also pays for our MRC Coordinator's salary. Scope of work is defined by the state. To provide training to MRC, newsletter, etc. Westford is host agent and UMV MRC Director for region three.
4. Operational Readiness Award (ORA) 2024: \$10,000
Project focused on training and supplies.
5. NACCHO RISE Grant 2022-2024: Extended \$75,000
MRC strategic planning and training. Build Capacity.

HEALTH DEPARTMENT-CONTINUED

6. NACCHO RISE Grant 2022-2024 Extension: \$26,250
Shelter training and MOU's, gear for MRC
7. NACCHO RISE Grant: Extension: \$10,000
Shelter supplies.
8. Mass CALL3 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.
9. 2022-2024 Extended: GLCF Strengthening Mental Health Support for Children
and Adolescents in Greater Lowell (current grant awarded \$15,000)
10. 2022-2024 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. Complete Standard
#1
11. 2022-2024 Closing FDA NEHA National Retail Standards Program: \$6,000
To complete a Comprehensive Strategic Plan of all nine FDA Retail Standards.
12. Greater Lowell Health Alliance-Mini grant \$2,000
Coalition of Non-Violence to purchase education materials and it funds the
"Light up Westford" initiative.

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. The department is part of the Northeast Tobacco-Free Community partnership. They assist with retail tobacco sales inspections and compliance checks in the community.

The Health Department is part of the community Naloxone program where we can obtain Naloxone through the State Office of Pharmacy (SOPS) at no cost. This program helps us provide Narcan to all our town and schools buildings, residents, businesses, and provide Narcan administration training. Our regional community 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 one 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, our full-time Regional Community Health and Wellness Coordinator provides community health and substance abuse programs and services to the town of Westford, Acton, Dracut, and the City of Lowell. She is a certified yoga/meditation instructor, certified in Breath for Change, and adult and youth mental health first aid instructor.

Programs Provided:

- Adult and Youth Mental Health First Aid trainings for residents and employees
- Mental Health Awareness events
- Meditation sessions at the Westford library
- The Westford parent support group
- Suicide Prevention Education and Awareness Month event
- Mental Health Awareness Poster Contest

HEALTH DEPARTMENT-CONTINUED

- Several Narcan Trainings for Westford for residents and employees. The Westford Health Department gave out 72 Narcan dispensers
- Opioid, Mental Health, and Substance Abuse Prevention and education

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-5 is led by dental hygienist Andrea McKinley, who is committed to providing an excellent oral health program to the 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. The school dental program provided dental services to 194 children and brought in \$2,400 toward the 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:

- the 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, with include, subdivision, special permits, food, pool, septic, variances, etc
- body art and microblading inspections
- 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.

HEALTH DEPARTMENT-CONTINUED

A residential PFAS private drinking water well project was conducted which sampled fifty individual private drinking water wells for PFAS contamination. Results were analyzed and presented to the Select Board and are available for review on the town website under the Health Department's *PFAS Health Guidance* page.

Healthy Lakes and Ponds Collaborative

The Environmental Services division co-chairs the work of the Healthy Lakes and Ponds Collaborative with the Conservation Resource Planner. Their goal is to work together with the lake and pond representatives to improve the overall quality of Westford's waterbodies. The collaborative raises awareness, 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 health department staff conducted water sampling at 13 different 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. Each week's sampling takes about 3 hours. The department also investigated several algal blooms and water body complaints. Long Sought for Pond was closed for an algal bloom during the summer months as a public health advisory.

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 2013 state food codes.

The program requires continual food safety inspection improvement, training, written policies, and standardized inspections.

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

This year, the department was able to utilize additional inspection assistance from the new Regional Health Inspector. She was able to help provide education to the establishments and assist with inspections. The department reviews plans, approves, and inspects new food establishments that come to the community. The department received eight food plan reviews and conducted over five hundred food inspections during the day, evenings, and weekends.

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.

More Information

Where to find more information, education, resources, and programming. Visit the Health Department webpage at 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 Diseases

Confirmed & Suspect/Probable cases

Campylobacter	1/2
Babesiosis	5/1
Giardia	1/2
Hep B	2/15
Hepatitis C	1
HGA	8/2
Haemophilus Influenza	2
Lyme Disease	0/72
Salmonella	2
Shiga toxin Producing Organism	1/1
Active TB	0
Latent TB Infection	54/6
TB latent	0
Group A Streptococcus	2
Group B Streptococcus	1
Malaria	1
Vibrio Species	1
Pertussis	3
Powassan Virus Infection	2

Services

Pediatric flu immunizations	221
Adult Flu immunizations	641
Shingrix immunizations	6
Home Visits	1
Refugee family	0
Hearing testing	80
Hypertension screening	32
Animal bite consultation	10
Cholesterol screening	0
Tuberculosis testing	0
MRC hypertension screening	26
School Dental Services	194

Educational Programming

Number of programs	4
Stop the Bleed	17
Hands Only CPR	25
CPR/First Aid trained	27
Buried in Treasures	8
Senior fall prevention kits	100
Total Number of Participants	177

Documents and Permit Applications Processed

Septic Related

Septic haulers/installers	81
Soil evaluations & percolation testing	76
System construction	154
Portable chemical toilets	10
Title 5 inspections reviewed	176
System construction inspections	616

Water/Well Systems Related

Water/well systems	15
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Camp/Camping Related

Day/overnight & rec camps	6
Inspections conducted	8

Recreational Water Related

Swimming pool inspections	25
Swimming pools	17
Bathing beaches	13
Bathing beach inspections/testing	197

Food Service Related

Permitted food establishments	153
Food establishment complaints	14
Catering licenses	4
Other (frozen dessert, milk, & cream)	138
Food establishment plans reviewed	8
Mobile	16
Seasonal establishments	29
Temporary events	82
Farmers Market	16
Residential/cottage foods	7

Body Art Permits

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

HEALTH DEPARTMENT-CONTINUED

Other

Temporary housing	2
Housing inspections	42
Beaver inspections/complaints	7
Nuisance complaints	35
Building permits	189
Stabling & piggery permits/ inspections	12
Hazardous materials permits	42
Demo permit inspections	35
Funeral Director licenses	5
Tanning license	0
Tobacco establishment licenses	20
Tobacco establishment inspections	41
Algal bloom inspections	3

Webpage: westfordma.gov/215

HEALTH INSURANCE TRUST

The 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.

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

- Prescription drug rebates are payable to the employer.
- The Town would experience immediate savings when claims are lower than projected.
- Greater access to claims reporting.
- More control rests 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.

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

Jesse Beyer
Dan O'Donnell
Alternates

The Town's insurance broker is HUB. Their recommendation is to build the Trust reserves to 3 - 4 million dollars to provide the financial resources to fund increased/unanticipated claims due to swings in claims/utilization.

Our insurance costs are made up of several parts. The actual cost of health care expenses incurred by our subscribers, and their dependents, 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 amount for claims incurred in a plan year. The FY 2024 Stop Loss insurance premium increased by 37.66% effective March 1, 2024.

Due to high-cost claims in FY2023, resulting in a deficit fund balance of \$387,079, the Town was presented with three (3) scenarios; a 22%, 15%, and 12% premium increase for the FY 2024 -FY 2025 plan year. After deliberating, the Trustees voted to increase rates by 15% effective November 1, 2023. In addition to the rate increase, the voters at the October 16, 2023 Special Town Meeting authorized a supplemental appropriation of \$950,000 to the Health Insurance Trust. The deficit balance of \$387,079 was raised on the tax rate recap and absorbed into the FY2024 budget. The Trust was in a better position at the end of FY 2024 as contributions to the Trust exceeded the number of claims, resulting in a cash balance on June 30, 2024, of \$2,866,885.

As described in the chart below, there are several components during the year that factor into the year-end cash balance. Most of the contributions to the fund are made up of the Town's insurance obligation for its employees, and employee and retiree withholdings. Other revenue sources include transfers from grants, investment income, Stop Loss reimbursements, and prescription drug rebates. The fund's expenditures consist almost entirely of insurance claims and Stop Loss premiums, and to a lesser extent, administrative expenses. At the end of the fiscal year an accounting entry is made for the Incurred but Not Recorded (IBNR) which represents an estimate from the insurance broker of outstanding claims that have not been billed at year end but are likely to be the

HEALTH INSURANCE TRUST – CONTINUED

responsibility of the Town. After accounting for the IBNR of \$1,775,875, FY 2024 resulted in an overall ending fund balance of \$1,085,375, an increase of \$1,472,454 from the prior year. New rates will be determined prior to the November 1, 2024 plan renewal.

The Health Insurance Trust is in a better fiscal position in FY 2024 with the Stop Loss covering high-cost claims over \$125K, prescription rebate programs, and the additional town funding. The partially self-insured model gives the town more flexibility, control over health plan reserves maximizing interest income, and allows for contracting providers that best meet the needs of the Town.

The following table shows the Town and employee contributions, and expenses:

Health Insurance Trust Activity	FY 2023	FY 2024
Balance carried forward	\$ 2,035,666	\$ 2,255,112
Transfers to fund balance	19,528	30,611
Town share (rates)	10,277,400	12,244,607
Employee and retiree contributions	5,419,118	6,019,299
Rebates and stop loss reimbursement	1,722,066	-
Investment income	93,431	138,180
Expenses thru June 30th	(17,312,097)	(17,820,924)
End-of-year cash balance	2,255,112	2,866,885
Rev or exp paid in Jul for Jun period	(1,043,025)	(5,635)
IBNR book adjustment	(1,599,166)	(1,775,875)
Fiscal year ending book value	(387,079)	1,085,375

Webpage: westfordma.gov/1447

HEALTHY WESTFORD COMMITTEE

In November of 2023, the committee met to discuss the future of the committee and its goals. The discussion included the possibility of the committee to being absorbed into another committee or becoming a subcommittee. It was brought up by the Health Department that a community health assessment, community health improvement plan, and strategic plan were being completed. It was decided that this community input regarding top health priorities and needs would be evaluated before setting new goals/mission for the committee.

Webpage: westfordma.gov/708

William Harman
Chair

Rae Dick
Don Galya
Sean P. Kelly
Katherine Russell

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 Commission that any such place be certified as a historical or archaeological landmark. The 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

Brenda Grant
David Meichsner

Key Activities in FY 2024

- Community Preservation Projects: Encourage and support historic preservation projects
- Monitoring, documenting, and making recommendations regarding demolition applications, and implementing 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
- Continuing with the archiving and databasing of past demolitions
- Monitoring bridge proposals at Stony Brook Crossings, as well as the preservation of stone walls throughout town
- Continuing 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 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, then serving as the center fire station 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. 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 over forty years we have been sharing and preserving our town's history and offering educational programs. This past year we offered a series of programs leading up to the 250th Anniversary of the American Revolution, Rally at the Liberty Tree, Discover your Revolutionary War Ancestor, The Solemn League and Covenant, Westford Response to the Intolerable Acts, A Patriots' Day Candlelight Cemetery Tour at Fairview Cemetery, and Once Known, Slavery in Westford.

This year we brought a collection of Native American historical artifacts to the Westford's 3rd grade classrooms. We host the Westford Academy Museum Club bi-monthly meetings and encourage guests to visit the Westford Museum Sundays 1-3 pm and Monday, Wednesday, and Fridays 10 am-1 pm.

In 2025 we will continue to feature educational and engaging programming and events, commemorating the 250th Anniversary of the American Revolution and much, much more. Keep an eye on our Facebook page, website, and monthly Museum Musings newsletter for all the details.

Together we strive to expand and enrich the understanding of our town history.

Website: museum.westford.org

Leslie Howard
President

Beth Bellemore
Vice-President

Lisa Sama
Secretary

Denise Vuilleumier
Treasurer

Judy Cataldo
Marilyn Day
John Forcucci
Barry Greene
Jeff Max Henry
Beaver Rogers
James VanBever

Linda A. Greene
Museum Director

HOUSING AUTHORITY

The Westford Housing Authority (WHA) is entering its 55th 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 take the opportunity 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 the 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 33 years of service to the Authority. Nancy Cook, who is the Governor’s Appointee, has been remarkably busy trying to make our goal of providing more low-income housing for seniors to 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.

- Nancy Cook**
Chair
Governor’s Appointee
- Diane Holmes**
Vice-Chair
- Carol Engel**
Treasurer
- Patricia Dubey**
Barbara Upperman
- Lisa Larrabee**
WHA Executive Director

The Westford Housing Authority provides housing for 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 has overseen a capital improvement project at our 7 Church Street Building, and 7 Cross Street Building, our family housing at School Lane, and our buildings at 65 Tadmuck Road. The WHA now maintains its waitlist with the new CHAMP Application recently created by the Executive Office of Housing and Livable Communities. This new 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 Director Jennifer Claro and Town Social Worker Alison Christopher for their much-needed participation in ongoing tenant issues at the Stony Brook Housing Complex.

The Westford Housing Authority would like to recognize all the staff at the Cameron Senior Center for their hard work and dedication to the seniors and families of the Westford Housing Authority. The Westford Housing Authority would also like to recognize tenant Mike Dyer for his invaluable volunteer services to the Housing Authority. The Westford Housing Authority would also like to thank and recognize Mr. & Mrs. Don Gervais for their generous summer cookout in appreciation for the Westford Housing Authority Staff.

The WHA continues to provide day-to-day support to the residents of Westford and surrounding communities who are seeking affordable housing. WHA staff answer

HOUSING AUTHORITY – CONTINUED

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-sales 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, Bell Westford, 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 the Council on Aging's Director, Jennifer Claro. Payments to Westford landlords are being made through a grant from the Affordable Housing Trust Fund. WERAP is currently helping five (5) Westford families with part of their rent payment. The WHA also continues to be responsible for administering 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. Both programs are being paid from funds through the Affordable Housing Trust.

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

The Town renewed the partially self-funded health insurance coverage with Blue Cross Blue Shield (BCBS) for the period of November 1, 2023 through October 31, 2024 with a 15% 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) renewed with a 6.7% increase effective January 1, 2024.

Pamela P. Hicks
Director of Human Resources

Meg Lawrence
Benefits Coordinator

Melissa Cunniffe
Administrative Assistant

As of June 2024, there were 586 retirees on Medicare supplemental insurance, 97 retirees on active health insurance plans who were not yet eligible for a Medicare supplemental plan, and 546 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 of 2024 was \$15,581,831, which is an estimated 13.23% of the total liability. Westford remains 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, Family Medical Leave Act (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 schools
- Benefits changes and enrollments
- Credible coverage notices and general notices for town and school employees and retirees
- Coordinating open enrollment for town and schools
- COBRA notices for town and school
- 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
- Administer 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 providing support to retirees in conjunction with the Middlesex Retirement System, Mass Teachers Retirement System and PERAC for approximately 700 retirees
- Maintain retiree contact information
- Provide monthly benefit deduction requests to Middlesex Retirement and process turnovers for town and school
- Mailings
- Process turnovers for Mass Teacher Retirement System

Employment Pay and Classification Plans

- Conducting surveys and drafting changes
- Writing and reviewing job descriptions
- Working with Personnel Action Committee (PAC) to prepare recommendations for the Town Manager

Administration

- Works 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
- Hiring
- Union negotiations
- Evaluations
- Salary surveys
- Orientation
- Disability
- Maintaining all permanent personnel records
- Ensuring ADA compliance
- Handling 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

Webpage: westfordma.gov/274

J.V. FLETCHER LIBRARY

This FY 2024 Annual Report is dedicated to retiring Youth Services Librarians Ellen Apicco, Jacki Dibble and Nancy Boutet recognizing their combined 65 years of stellar service to the youth of Westford, especially their creativity during the COVID pandemic shutdown.

Ellen Rainville
Library Director

FY 2024 opened with the appointment of the Designer Selection Committee, and work on the Designer Selection process for the future Library building. Joint meetings of the Board of Library Trustees and the Permanent Town Building Committee were held at least monthly throughout the fiscal year, with additional meetings of the Library Working Group. Minutes from all joint meetings may be found on the town website, and video recordings of the meetings are available on the WestfordCAT site. With the selection of Finegold Alexander Architects as the design firm, the fiscal year closed with Design Development at over 50%. We thank the Massachusetts Board of Library Commissioners, Permanent Town Building Committee, Select Board, Clean Energy and Sustainability Committee, Library Friends, Board of Library Trustees, and many supporters 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.



Youth FY 2024 Programs: Exciting new and former Youth Services programming in FY 2024 included:

- Snap Circuits and LEGO Club
- Book Clubs K- Middle School
- Weekly Mother Goose
- Strega Nona
- Crafternoons
- Dinoman
- Upcycled Book Art
- Board Game Night
- Tiny Art Show
- Thrift Swap
- Boba Lounge
- EXAM WEEKS with extended open hours for Westford students



Adult programming continued its monthly Book Groups and Clubs with the Library Book Discussion Group, the Monday Mystery Book Club, and the Non-fiction Book Club. Thirty-four neighborhood library, and library/school book groups were supported by the Inter-Library Loan department. Westford is now collaborating with other Merrimack Valley libraries in offering bi-weekly 50+ Job Seekers Programs into the future.

J.V. FLETCHER LIBRARY – CONTINUED

Representative Adult programs (some virtual) included:

- 📖 A Look Inside Hammond Castle
- 📖 Exploring Ancestry.com
- 📖 Ukulele Play along
- 📖 Community Reads on Climate Change
- 📖 Áine Minogue Harp Concert
- 📖 Suffrage Song
- 📖 Why We Read

“Thank you for sponsoring the 50+ Networking Group!”
Library Patron



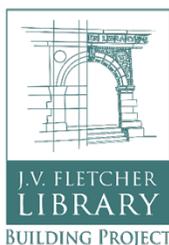
The three Summer Reading Programs (Child, Tween and Adult) netted 1,784 registrants from June 2023 through August

2023 for the state-wide reading theme, *Be a Readosaurus* and *Dig Into Something New*. This summer read fest, funded by the Friends of the J. V. Fletcher Library, Inc. and the Massachusetts Library System, saw another energetic, romping, largely outdoor Summer Reading Program. On May 31, the Library held a reception/program to bid farewell to the Head of Youth Services, Nancy Boutet, who retired after fourteen years of amazing, stupendous service to the youngsters of Westford! The afternoon featured “The Bubble-Guy”, mini-cupcakes, lemonade, signed garden stakes from young readers and the generous heartfelt send-offs of scores of young readers and their families. You will find “Fancy Nancy” in her garden!

“What a beautiful job you are all doing! Thank you for all the wonder you create in Westford.”
Library Patron

Gift- and Grant-Funded Initiatives and Awards:

In FY 2024, the Friends of the J. V. Fletcher Library, Inc. provided over \$20,000 in book and new format funds, and one-half of the Library’s 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’ 2023 Fall Appeal to fundraise and 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 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.



We thank the Friends’ Foundation Committee for their inspiring new fund-raising Initiative: “1,000 Homes for \$1,000” whereby Westford households can demonstrate support for the future library building across three years. With a handsome informative website, town-wide mailings, brochures, lawn signs, postcards, and advertised Naming Opportunities within the new building, this initiative is a stellar example of how the Library Friends consistently and creatively support Westford’s public library.

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

J.V. FLETCHER LIBRARY – CONTINUED

the KDK Foundation (Kurt Kelly Hockey Memorial Fund) for funding the fun-filled summer High-Flying Dogs and Ooch programs, and December’s Mini-Golf Tournament. As well, we thank those donors to the J. V. Fletcher Library Memorial Book and Gift Account, who chose this generous option to remember and celebrate loved ones.

“Thanks for making the Library feel like home!”
Library Patron

Facility Maintenance and IT Support, FY 2024:

The following library maintenance issues were addressed:

- Air chiller tower repairs
 - Facilities Department provided plumbing assistance from school personnel
 - Creation of a Continuity of Operations Plan
- We thank the Facilities, Highway, IT, and Parks and Grounds 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, and we celebrate those library staff pursuing their Library Science degrees, and active in the following professional organizations. Additionally, library administration and the Board of Trustees continued to advocate for legislation increasing access to eBooks and all books.

- Effective Leadership Development Refresher (town-sponsored)
- 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)
- Virtual School Library Journal Day of Dialog
- Virtual Library Journal Day of Dialog
- Virtual School Library Journal Middle Grade Magic

Library Staffing FY 2024:

Director - Ellen D. Rainville

Assistant Director - Kristina Leedberg

Senior Librarians:

Head of Youth Services - Nancy Boutet (*retired 5/31/24*),

Lauren Evans (*promoted 6/10/24*)

Systems/Head of Technical Services - Dina Kanabar

Head of Reference & Information Services - Justin Liberti

Head of Circulation - Holly Sheridan-Pritchard



J.V. FLETCHER LIBRARY – CONTINUED

Staff Librarians:

ILL/Serials Librarian - Charles Schweppe
Young Adult Specialist - Jess Dymont (*resigned 5/1/24*)
Alexis Chrobak (*promoted 6/10/24*)
Local History/Genealogist - Virginia Moore
Head Cataloger - Alla Brovina
Substitute - Sandy Kelly

Library Associates:

Cataloger/Data Entry - Lauren Evans
Fine Arts Librarian/Acquisitions - Carol McCahon (*retired 1/31/24*),
Jeanne Millet (*promoted 2/1/24*)
Juvenile Reference/Program Assistants - Ellen Apicco (*retired 5/31/24*)
Alexis Chrobak, William Overstreet (*resigned 9/21/23*), Victoria-Lynn Corr
(*promoted 6/24/24*), Jill Sirois
Circulation and Reader's Advisory - Mayleen Kelley, Judy Madsen, Heather
Marquez,
Jeanne Millet, Lisa Navarro, Heather Nevits, Chantale Shepard, Erin Trainor
(*promoted 4/1/24*)

Library Technicians:

Substitute - Lawrence Bentley (*resigned 12/1/23*), Jacki Dibble (*retired 5/15/24*),
Quinn Dolan, Jeff Henry (*resigned 12/7/23*) Jen Petro-Roy (*resigned 7/31/23*),
Erin Trainor

Library Technicians:

Order and Acquisition Receiving - Susan Blanchette
Inter-Library Loan Support - Sara Morton (*resigned 8/15/22*), Diana Daniels,
Bari Pender

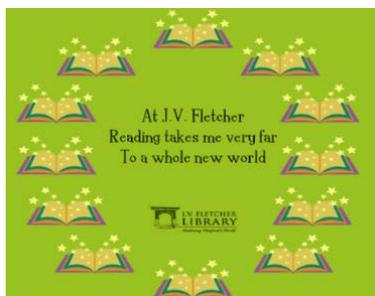
Maintenance Worker I and II - Robert Otto (*retired 11/30/23*), Richard Trainor,
Joseph Burke (*retired 6/27/24*)

Office Manager - Amy Spadano (*resigned 2/16/24*), Heather Marquez (*promoted 3/25/24*)

Library Pages (2)

Volunteers, In-Library and Friends (giving over 2,400 hours)

Webpage: westfordlibrary.org



TRUSTEES OF THE J.V. FLETCHER LIBRARY

LIBRARY BUILDING PROJECT

Town voters approved the Library Building Project enthusiastically at Special Town Meeting October 17, 2022, and at the November 8 local ballot. In June of 2023, a Library Designer Selection Committee submitted a request for proposal and selected the firm of Finegold Alexander Architects and the detailed design process began. This year, the Board of Library Trustees has worked hand-in-hand with the Westford Permanent Town Building Committee, Clean Energy and Sustainability Committee, Historical Commission, and town management in completing the final design and preparation for going out to bid in January 2025.

As of August 11, The Board of Library Trustees has participated in twelve meetings with the Permanent Town Building Committee and a special meeting with the Historical Commission on February 21. In addition, Library Trustees Buffie Diercks and Glen Secor have represented the Trustees in the Library Building Project Working Group. Marianne Fleckner is the Trustee liaison with the Westford Library Foundation Committee and Debbie Teal is the Trustee liaison with the Friends of the J.V. Fletcher Library. The Board of Library Trustees thanks both organizations for their incredible advocacy and fundraising efforts.

Lynn Clermont
Chair

Marianne Fleckner
Treasurer

Buffie Diercks
Secretary

Caroline Roache
Glen Secor
Debbie Teal

TRUSTEE FY 2024 GOALS

- I. 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.
- II. The Board of Library Trustees will support library administration and library staff in the securing of an off-site operational facility and the smooth relocation of library collections, staff, operations, and services.
- III. The Board of Library Trustees will collaborate with the Friends of the J. V. Fletcher Library, Inc. to launch the J. V. Fletcher Library Foundation to pursue fundraising on behalf of the 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.

RECOGNITION

The Trustees would like to thank the wonderful library staff for once again enhancing and expanding programs, collections, and services. The Trustees held a Staff Recognition Breakfast — hosted by Trustees Diercks and Teal — to honor library staff and volunteers and to mark the significant anniversaries of service in 2023 for Suzette Blanchette, Heather Nevits, Bari Pender, and Judy Madsen.

TRUSTEES OF THE J.V. FLETCHER LIBRARY-CONTINUED

LIBRARY POLICIES, REVISED, APPROVED OR DELETED

- ~~Safety Deposit Box Access Policy (7/8/19)~~ deleted 1/8/24 [Box closed during fiscal year and contents moved to Library]
- Policy on Naming and Recognition (4/1/2024)
- Policy on Program Attendance and Sponsorship (1/8/24)
- Policy on Study Rooms and Tutorials (11/6/2023)
- ~~Library Laptops for In-House Use (11/6/17)~~ deleted 11/6/23
- Hotspots Loan Policy (11/6/23)

TRUSTEE COLLECTIONS, TRUST FUNDS, AND BOARD ACTIVITIES

The J.V. Fletcher Library Trustees used Trust Funds to pay for staff memberships and professional development, a Staff Recognition Breakfast, petty cash, and library circulating materials. State Aid to Public Library funds were spent on:

- Merrimack Valley Library Consortium Membership (partial payment)
- Hotspot Subscriptions (portable WIFI)
- Assabet Reservation Software enhancements

The Library Trustees have continued to hold all their open public meetings online and posts all meeting agendas and minutes on the Town of Westford website. The Board has also participated in Legislative Advocacy for the Massachusetts Board of Library Commissioners budget, legislative initiatives, and the Library Building Construction Grant funding.

VOLUNTEERISM

The Trustees thank our volunteers for their dedication to the Library. The Friends of the J. V. Fletcher Library and its volunteers have given hundreds of hours of service sorting book donations, running the book sales, and advocating for the library through websites, lawn signs, mailings, and social media. Volunteers have also been involved with the Link to Literacy Initiative, offering ESL tutoring.

FRIENDS OF THE J.V. FLETCHER LIBRARY AND FOUNDATION

The Friends of the J. V. Fletcher Library organization is a committed and valuable partner of the Library. Their generosity pays for all of the many programs and museum passes that the Library offers. This past year, Friends' initiatives and support included:

- Fall 2023 Fall Appeal fundraising
- October, February, and June Book Sales, each raising more money than the one before!
- Establishment of the Library Building Project Foundation Committee dedicated to fundraising for J.V. Fletcher Library Building Project including their 1,000 Homes for \$1,000 Campaign and their Naming Opportunities Campaign
- New (and former) Museum Passes and Online Pass Reservation software
- Programs for all ages including special Summer Reading Programs and Holiday Programs
- Popular bestseller books
- Equipment and furnishings
- Library Wishlist items

TRUSTEES OF THE J.V. FLETCHER LIBRARY-CONTINUED

RETRENCHMENT IN FY2025 DUE TO TOWN BUDGET CUTS

Due to the failure of the Town of Westford tax override, the operating budget for the J.V. Fletcher library has been cut by 5.48% (\$71,500) and has fallen below the State of Massachusetts Board of Library Commission's (MBLC) Municipal Appropriations Requirement (MAR). Massachusetts law states that a municipality must appropriate a figure of at least the average of the last three years of municipal appropriations to the library for operations, increased by 2.5% in order to be certified for State Aid to Libraries. A municipality must meet MAR or apply and receive a waiver of MAR. Also note that the municipality of Westford must remain certified for 20 years from the receipt of a MBLC Building Grant or forfeit the full amount of the grant. To retain certification and meet the appropriated library budget, the library made the following changes to FY2025 services starting July 1, 2024:

- Reduced library hours by 5 hours per week but still maintain the state mandated 50 hours per week: the library now closes an hour earlier on M-Th. and Sat. and discontinued Sunday hours
- Staff Meetings reduced from one hour per month to 30 minutes virtual
- Reduced Library Page hours
- Reduced Book Budget
- Reduced Mileage, Conference, and Dues Budget
- Work with Town Management to apply for the Municipal Appropriation Requirement (MAR) waiver
- Work with Town Management on a 5-year plan to recover from not meeting Municipal Appropriation Requirement (MAR)

Attachment: FY 2024 Year-End Trust Fund Fiscal Report

Note: The Library Trustees meet at 7:00 PM virtually or at the library on the first Monday of the month. Meetings are open to the public and residents are always welcome. An updated meeting schedule is maintained at the library website: westfordlibrary.org and agendas and minutes are posted on the town website. Joint meeting recordings may be viewed on the WestfordCAT website. The Trustees may be reached through this website and all library policies are available there for public viewing.

J.V. FLETCHER LIBRARY - FY2024 CIRCULATION ACTIVITY STATISTICS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. To Date Total
Adult Books	7,280	7,055	6,373	5,819	5,571	5,682	6,312	5,849	6,441	6,000	6,697	6,232	75,311
Adult Serials	482	320	456	274	372	423	347	345	269	308	322	447	4,324
Adult CDs	504	507	469	444	391	382	395	463	377	475	496	454	5,398
Adult Videos	2,325	2,176	1,917	1,924	1,798	1,806	2,021	1,358	1,255	1,074	1,230	1,212	20,096
Adult Electronic Format	90	67	52	69	64	58	50	68	60	66	54	72	770
Adult Miscellaneous	12	7	6	13	10	7	8	11	8	14	8	10	114
Young Adult Books	4,511	4,212	3,333	2,455	2,457	2,389	2,581	2,639	3,141	2,704	2,027	3,549	35,998
Young Adult Serials	0	0	0	0	0	0	0	3	1	4	0	0	9
Young Adult CDs	16	8	6	3	2	6	6	5	6	1	3	3	65
Young Adult Videos	7	0	4	6	4	10	4	5	5	7	2	4	58
Young Adult Electronic Format	60	34	34	31	12	22	24	51	25	25	28	46	392
Young Adult Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0
Children's Books	17,385	16,076	14,258	12,812	12,633	11,245	12,376	12,285	14,087	12,444	11,572	12,231	159,404
Children's Serials	28	19	12	19	14	19	36	40	64	52	7	19	329
Children's CDs	80	93	79	85	75	54	44	52	93	77	63	55	850
Children's Videos	745	702	539	424	538	640	761	655	464	565	452	511	6,996
Children's Electronic Format	288	255	126	100	89	103	92	132	184	152	132	165	1,818
Children's Miscellaneous	15	13	11	5	10	4	9	11	5	4	5	5	94
Commonwealth Catalog Lending	55	72	44	51	24	24	41	36	48	47	43	39	524
Museum Passes	224	306	160	115	141	151	35	200	166	222	174	240	2,134
Overdrive Audio	1,604	1,649	1,482	1,621	1,718	1,683	1,943	1,838	1,858	1,845	1,965	1,869	21,075
Overdrive eBook (ebook and Kindle)	2,099	1,366	1,868	1,945	1,935	2,030	2,391	2,276	2,365	2,271	2,241	2,027	24,814
Overdrive Video	0	0	0	0	0	0	0	0	0	0	0	0	0
Overdrive Magazine	260	407	383	868	862	885	973	815	913	620	809	758	8,553
Overdrive RLA	748	759	766	745	793	789	904	864	868	881	1,260	1,121	10,498
Kanopy	494	454	562	565	420	431	481	431	484	411	552	710	5,911
hoopla Audiobooks	442	417	445	366	403	390	436	428	466	479	465	524	5,261
hoopla Comics	36	23	15	20	31	32	40	84	58	52	46	43	480
hoopla eBooks	217	192	172	185	203	207	213	211	204	195	203	203	2,405
hoopla Movies	23	51	2	35	35	23	36	35	36	27	33	57	393
hoopla Music	24	27	26	28	22	26	26	35	25	35	43	36	353
hoopla Television	67	40	57	42	19	44	35	55	31	76	60	46	572
Freegal Music	1,926	1,856	2,534	1,786	1,579	1,559	1,483	1,334	1,788	1,305	1,556	1,578	20,284
Turntablebooks	15	1	28	43	55	64	67	74	53	78	79	76	142
Homebound	25	86	76	83	45	64	67	74	53	78	79	76	806
Foreign Language Deposit	4	10	3	3	0	5	2	11	6	16	17	5	82
TOTAL :	42,091	39,260	36,298	32,984	32,325	31,109	34,175	32,697	35,857	32,529	32,641	34,347	416,313
Previous Year FY23:	43,413	41,671	34,181	32,989	32,245	31,621	33,286	33,284	38,011	34,816	33,022	35,001	423,540
Percent Change:	-3.05%	-5.79%	6.19%	-0.02%	0.25%	-1.62%	2.67%	-1.76%	-5.67%	-6.57%	-1.15%	-1.87%	-1.71%

J.V. FLETCHER LIBRARY FY 2024 CIRCULATION ACTIVITY

STATISTICS - CONTINUED

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. To Date Total
OPAC Renewals	9	70	16	4	14	11	52	8	7	3	12	5	211
Renewals	14,780	14,385	14,142	12,302	11,406	11,576	10,041	12,799	11,179	11,216	9,891	9,891	144,601
Network transfers IN	4,469	4,640	4,584	4,419	3,675	3,525	4,122	4,064	4,513	2,910	3,724	3,593	48,258
Network transfers OUT	2,312	2,528	2,299	2,116	2,187	2,124	1,929	1,781	2,184	1,929	1,959	1,794	25,142
Inter-Library Loans IN	53	72	46	49	22	23	45	40	60	51	51	48	560
Inter-Library Loans OUT	25	30	19	31	24	25	26	22	20	20	49	31	333
Database Sessions, Fletcher													0
Database Sessions, MVL/MLS													0
Reciprocal (LOANED)	1,976	1,721	1,701	1,718	1,650	1,638	1,565	1,172	1,133	1,023	1,059	1,127	17,483
Reciprocal (BORROWED)	2,305	2,368	2,036	1,991	2,031	2,036	2,630	2,560	2,911	2,432	2,358	2,068	27,706
Hold Requests	4,383	4,100	3,827	3,429	3,182	3,095	4,438	3,729	4,113	3,473	3,600	4,079	45,448
New Registrations	103	96	90	57	45	48	62	50	65	65	52	79	812
Total Reciprocal	4,281	4,089	3,737	3,709	3,681	3,674	4,195	3,732	4,044	3,455	3,397	3,195	40,908
% of Circ to Reciprocal	10.17%	10.42%	10.30%	11.24%	11.39%	11.81%	12.28%	11.41%	11.28%	10.62%	10.41%	9.30%	10.89%
Meeting Room Reservations	34	22	35	42	49	35	134	32	39	39	43	28	532
Days Open (COMMENT=Days of Curbside)	27	27	24	24	24	24	25	24	26	25	25	23	300
CurbSide Pick-Ups	14	12	14	6	7	6	8	5	3	5	4	6	90
Hours Open	253	253	201	242	217	213	226	220	231	239	228	216	2,739
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	19,020	17,491	19,594	11,639	17,500	14,055	16,380	13,033	14,931	12,875	12,403	25,808	194,739
Library Wireless Sessions	1173	1,223	1,193	1,150	1,085	1,144	1,170	1,102	1,060	1,073	1,003	1,291	13,667
MVL APP Hits	1,720	1,580	1,213	1,356	N/A	N/A	N/A	N/A	8	N/A	N/A	N/A	5,877
Internet Users	124	135	102	143	117	144	149	141	252	345	419	464	2,535
Adult Program Attendees	46	55	124	141	118	90	145	72	102	80	64	51	1,088
Adult Programs Offered	9	10	10	9	10	9	9	7	8	10	8	8	102
YA Program Attendees - AC	91	68	33	34	40	48	161	41	71	97	695	152	1,531
YA Programs Offered - AC	7	5	4	5	5	5	4	6	6	7	7	4	65
Childrens 6-11 Attendees - LE	36	0	0	79	77	81	0	85	86	75	561	278	1,358
Childrens 6-11 Programs Offered - LE	1	0	0	6	6	6	0	7	7	7	13	0	54
Childrens Birth - 5 Program Attendees - LE	424	330	3	828	764	177	266	542	676	233	0	0	4,243
Childrens Birth - 5 Programs Offered - LE	5	4	155	23	19	5	4	12	16	5	0	0	248
General/All Ages Attendees - LE	694	429	0	311	45	347	78	389	91	351	173	137	3,045
General/All Ages Programs Offered - LE	5	3	0	8	1	3	1	3	1	6	1	1	33
Average Circ Per Day	1,559	1,454	1,512	1,269	1,347	1,296	1,367	1,362	1,379	1,301	1,306	1,493	1,388
Sum of previous year FY23:	43,413	41,671	34,181	32,989	32,245	31,621	33,286	33,284	38,011	34,816	33,022	35,001	
IN-HOUSE CIRCULATION ONLY:													
eCollections:	7,955	7,242	8,340	8,249	8,075	8,015	8,961	8,406	9,096	8,197	9,233	8,972	100,741
% of Total Circulation:	19%	18%	23%	25%	25%	26%	26%	26%	25%	25%	26%	26%	24%

J.V. FLETCHER LIBRARY FY 2024 CIRCULATION ACTIVITY

STATISTICS - CONTINUED

DATE:	7/1/2023	6/30/24	7/1/23	7/1/23	6/30/24	6/30/24	6/30/24	6/30/24	6/30/24	
ACCT. NAME & NO.	DEP./EXP. CODE	NON-EXPENDABLE FUNDS	EXPENDABLE FUNDS	ANNUAL DEPOSITS	ANNUAL NET EARNINGS	ANNUAL EXPENSES	BALANCE EXPENDABLE	END YEAR TOTAL CASH ASSETS	ANNUAL UNREAL. GAIN/LOSS	END YEAR MARKET VALUE
81610860 Library Book Fund #674	860	\$13,000.00	\$577.13	\$0.00	\$630.81	-\$500.00	\$907.94	\$13,907.94	\$1,304.45	\$14,304.45
81610861 Library Lecture Fund #675	861	\$30,000.00	\$5,510.40	\$0.00	\$2,209.43	\$0.00	\$7,719.83	\$37,719.83	\$8,761.71	\$38,761.71
81610862 Library All Pulp. Fund #673	862	\$17,347.58	\$764.42	\$0.00	\$1,122.92	-\$173.61	\$1,713.73	\$19,061.31	\$2,245.81	\$19,593.39
81610863 Library Trustee Fund #672	863	\$61,137.50	\$6,902.22	\$0.00	\$4,233.47	-\$159.11	\$10,976.58	\$72,114.08	\$12,972.46	\$74,109.96
82610864 J.V.Fletcher Lib. Trust #676	864	\$0.00	\$444.12	\$0.00	\$27.64	\$0.00	\$471.76	\$471.76	\$484.80	\$484.80
81610865 E. D. R. Cont. Educ. #677	865	\$84,355.00	\$8,866.89	\$0.00	\$5,792.29	-\$486.00	\$14,173.18	\$98,528.18	\$16,898.25	\$101,253.25
81610866 BENEFACTORS' FUND #678	866	\$5,364.00	\$87,502.32	\$0.00	\$5,776.18	\$0.00	\$93,280.50	\$98,644.50	\$96,005.28	\$101,389.28
TRUST FUND TOTALS:		\$211,204.08	\$110,567.50	\$0.00	\$19,994.74	-\$1,318.72	\$129,243.52	\$340,447.60	\$138,672.76	\$349,876.84
										\$340,447.60
										\$321,771.58

MBTA COMMUNITIES MULTI-FAMILY HOUSING ADVISORY COMMITTEE

The MBTA Communities Multi-Family Housing Advisory Committee was appointed by the Town Manager in June 2023 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, which requires a zoning district where multi-family housing is permitted by as-of-right. The committee performed the following:

1. Became 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. Worked with the town's chosen consultant on a variety of areas related to this effort.
3. Provided 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 provided comments and recommendations (including dissenting opinions) throughout the process.

John Cunningham
Chair

Joan Croteau
Vice-Chair

Paul Alphen
James Kazeniak
Scott Mackay
Samuel Palmer
Christopher Sanders
Cheryl Serpe
Drew Vernalia
Hari Vetsa
Darrin Wizst

During FY 2024 the committee held nine (9) meetings between July and December 2023 as well as several joint discussions with the Planning Board in late 2023 and early 2024. The committee worked with the town's consultant and the Planning Board to develop a zoning bylaw amendment to satisfy the MBTA Communities Act. The amendment, which provided for an overlay district along the Route 110 corridor and Powers Road, passed at Annual Town Meeting April 27, 2024 and was submitted to the state in May 2024 for review and approval.

The committee is expected to remain active into FY 2025 pending final state approval.

MBTA COMMUNITIES MULTI-FAMILY HOUSING ADVISORY COMMITTEE-CONTINUED

Staff:

The committee was supported by ex-officio Land Use Management Department staff members

Jeffrey Morrissette, the Director of Land Use Management (through March 2024) and then Assistant Town Manager of Land Use Management beginning March 2024.

Joseph Giniewicz, Town Planner

Sierra Pelletier, Assistant Planner

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.

To review, the committee’s charge: 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 Stader**
Chair
- Paul F. Murray Sr.**
Vice-Chair
- Nancy Cook**
Secretary
- David Christiana**
- Marilyn P. 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 the following member communities: Billerica, Chelmsford, Dracut, Dunstable, Lowell, Pepperell, Tewksbury, Tyngsborough, and Westford.

Chris Barrett
Select Board

Joan Croteau
Planning Board

Jim Silva
Alternate

The Council has a 15-member staff of professional planners and technicians who work with member communities to support and enhance a wide range of planning objectives related to transportation, land use, zoning, housing, economic development, climate resiliency and environmental sustainability, municipal service delivery, and data and mapping services. The agency strives to bring a regional and interregional perspective to all areas of planning and resource management by fostering cooperative efforts between municipalities and encouraging collaboration. NMCOG promotes the interests of the local communities at the state and federal levels, serving as a liaison between member communities and other levels of government.

The Council's governing body is comprised of one Select Board or City Council member, one Planning Board member, and one alternate from each member community. The Council meets the third Wednesday of every month at 672 Suffolk Street in Lowell, where the organization is based. 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 \$108,231.16 in member community assessments, of which \$8,603.43 represents Westford's share.

NMCOG devotes a large share of its resources to transportation planning through a continuing, comprehensive, and cooperative planning process. It is designed to engage the public and stakeholders in establishing shared goals and a vision for each member community and region. This year, NMCOG staff began implementing *Envision 2050: the Greater Lowell Long-Range Transportation Plan*, assisted with programming federal and state funding in the Transportation Improvement Program for Federal Fiscal Year 2024-2028, and programmed and managed a \$1,115,377 Unified Planning Work Program to carry out planning efforts at the local and regional levels. NMCOG also began work on the *Greater Lowell Vision Zero: Regional Comprehensive Safety Action Plan*. This plan was supported by a federal Safe Streets and Roads for All grant.

Town staff and volunteers participated in regional initiatives to explore the creation of a regional housing coordination team through the Regional Housing Working Group and development of a regional housing strategy called *At Home in Greater Lowell*. Town staff and volunteers also participated in a Regional Digital Equity Planning process. Lastly, the Town Manager participated in monthly meetings with Town/ City Managers and Administrators to discuss regionalization and funding opportunities, legislative matters, regional homelessness and temporary housing for migrants, and compliance with the MBTA Communities law.

Locally, NMCOG continues to assist the town in advancing and overseeing projects including the rehabilitation of Boston Road, improvements on Route 110 (Littleton Road) from Powers Road to Minot's Corner, and state highway projects including replacement of a bridge on Stony Brook Road, and maintenance and related work on I-495. NMCOG collected over 100 traffic counts at various locations throughout the region, including

NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS

—CONTINUED

counts at 11 locations in Westford. The traffic count data is incorporated into an annual Traffic Volume Report.

NMCOG assisted Westford in achieving compliance with Section 3A of Chapter 40A, the MBTA Communities law. NMCOG reviewed draft materials prepared by the town to ensure compliance prior to submission for approval by the MA Executive Office of Housing and Livable Communities and convening regional support for area communities working towards the same compliance goals. These efforts were funded by the NMCOG District Local Technical Assistance program. NMCOG also helped the Town prepare for Town Meeting by providing an analysis titled *Unlocking Economic Growth through Housing Production: How compliance with Section 3A can generate positive economic outcomes for suburban communities*. This effort was supported by an \$8,000 grant provided by the Massachusetts Housing Partnership.

NMCOG assisted Westford with a range of sustainability initiatives. Utilizing the MA Department of Energy Resources Regional Energy Planning Assistance program, NMCOG assisted the town with Green Communities efforts, including developing a scope of work for a net zero planning process (*Roadmap to Net Zero*) in partnership with town staff and the Clean Energy and Sustainability Committee. This included making presentations to town department heads, committees, and other partners to facilitate dialogues on the *Roadmap to Net Zero*. These efforts help the town remain eligible for state grant funding to advance energy efficiency initiatives and fund capital projects. NMCOG also provided energy efficiency and clean energy workshops.

NMCOG worked 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. The NMSC has been working together based on a 2011 Memorandum of Understanding (MOU). The NMSC devoted time to updating the MOU throughout this past year and a new intermunicipal MOU will be signed for FY 2026.

NMCOG continued economic development efforts to support local and regional business, housing, and infrastructure through implementation of the Greater Lowell Comprehensive Economic Development Strategy (CEDS). This work 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 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, for example, the ability to withstand and recover from economic shifts, natural disasters, pandemics, and the impacts of climate change. NMCOG will be updating the CEDS in 2024 for a new CEDS to be rolled out in 2025. The CEDS enables member communities to qualify for EDA assistance under various federal grant programs.

NMCOG staff continued to serve as Westford's Sealer of Weights and Measures. The cost of these services was \$7,762 based on the number of devices in the community that must

NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS

—CONTINUED

be tested to ensure that consumers are charged accurate prices. These devices include scales, weights, fuel dispensers, vehicle tank meters used in the sale of liquid fuel, and supermarket scanners. 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.

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 2024, the ever-popular Living History Program provided a century-ago experience for seventeen Westford third-grade classes. The Old School Days curriculum of 'rithmatic on slates, dippen 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, and Claire Owen. Board member Jo-Anne Lund is the Living History Coordinator and public-school liaison. We welcome anyone interested in becoming a schoolmarm to contact us via our website. Although June Kennedy is no longer serving as a schoolmarm, June's interviews with alumni are the basis of the history lesson and she is an integral member of the board serving as our Archivist and Corresponding Secretary.

Building Usage

Beyond the annual Living History Program, the schoolhouse is used by local groups. The quaint building can be reserved free of charge for any youth-oriented groups 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 of \$40 for small events such as showers and birthday parties, taking into consideration that the 20+ school desks need to remain in the space but can be pushed to the side. 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 www.ParkervilleSchoolhouse.org. 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 includes a convenient QR code. June Kennedy will continue to send out postcards to those who donate and

Heidi Hatke
*President
and Building Usage*

Coordinator

Joe Morano
*Vice President
Publicity/Website Coordinator*

John Wilder
*Treasurer
and Building Maintenance*

June Kennedy
*Archivist
and Corresponding Secretary*

Ruth Margetts
Recording Secretary
Members-At-Large
Dolly Michaelides

JoAnne Lund
Living History Liaison

Volunteers
Tom Unterberg
Newell Tillman

Mitch Butler
*Building and Ground
Maintenance*

PARKERVILLE SCHOOLHOUSE COMMITTEE—CONTINUED

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 to raise funds, primarily through an annual town-wide mailing, to fund the needed routine maintenance or less-costly infrequent tasks.

Since the last Annual Report, Schoolhouse funds have been used to repaint the interior of the schoolhouse, and for a portion of the exterior wall of the building to be replaced due to insect damage discovered while the historic windows and sashes were being conserved. The costly window preservation, which included new sashes, pull cords, reglazing, painting of the frames and fixing the sticky storm windows and screens, was done by Cornerstone Construction using Community Preservation Act (CPA) funds.

Newell Tillman oversees the interior maintenance of the old schoolhouse. A short list of his many repairs and improvements includes fixing the old but still functional window roll-shades, refurbishing two school desks including the inkwell holes, replacing the Victrola needle, adding knobs to the teacher's desk, installing a new flag pole holder, and diligently trying to outwit the mice which love to stay warm in an old building with a fieldstone foundation. He also monitors the physical exterior of the building. Yard and garden maintenance is overseen by Tom Unterberg. He kept the lawns mowed and with the help of board members and volunteers John Wilder, Joe Morano, Mitch Butler and Ruth Margetts, gardens maintained, fall leaves wrangled, plowing barricade dealt with, exterior plowing damage rectified, and porch wood replaced and painted.

Annual Parkerville Schoolhouse Open House

The annual Parkerville Schoolhouse Open House was held on November 23, later than the usual first Sunday of November, to ensure that the refurbished windows could be showed off to those attending. 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 Parkerville Schoolhouse memorabilia from the Friends of Parkerville Schoolhouse and to chat with members of The Parkerville Schoolhouse Committee and 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. 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.

Thomas Hinkle
Chair

Chris Barrett
Jessica Boulanger
Don Galya
Kate Hollister
Karen Hudson
Scott Hazelton

In FY 2024, Sean Kelly was appointed as the School Committee representative to the PSC. Members Minquan Zheng and Jeff Olshan stepped down.

During FY 2024, we saw completion of three new sidewalks: the Plain Road extension to Grassy Pond, the Carlisle Road sidewalk project, and the Groton Road sidewalk connecting Farmers Way to Lynwood Lane, including a crosswalk to Pilgrim Drive. The committee also continued to work on plans for improvements at the intersection at Jack Walsh Field/Texas Road, with construction planned for the Spring of 2025, and held meetings furthering the design of the West Street intersection improvement.

The committee met with residents expressing concerns about pedestrian safety. Looking forward, the committee has advocated for creating a pedestrian connection between Patten Road and Pleasant Street and investigating options for a pedestrian bridge to improve access to Forge Pond Beach as future priorities.

Comments and suggestions for pedestrian and bicycle safety improvements are welcome and should be sent to Tom Hinkle (thinkle@westfordma.gov).

Webpage: westfordma.gov/554

PERMANENT TOWN BUILDING COMMITTEE

The primary focus of the Permanent Town Building Committee (PTBC) over the last year was the planning of the replacement of Nabnasset Fire Station No. 4 and the design, rehabilitation, and expansion of the J.V. Fletcher Library. This project previously received approval of \$32.5M in construction funding. The PTBC has been meeting regularly with the Library Director, Library Trustees, and the architectural consultants to progress the design of the new facility. Additional details on this project are provided in the J.V. Fletcher Library section of this report.

- Thomas Mahanna**
Chair
- Scott Hazelton**
Vice-Chair
- Chris Karpinsky**
Clerk
- Nancy Cook**
Jim Zegowitz

Nabnasset Fire Station No.4

In November 2022, the PTBC recommended that the town appropriate \$300,000 to complete a Feasibility Study and Preliminary Design Services for the renovation or replacement of the Nabnasset Fire Station No. 4, located at 14 Oak Hill Road. This feasibility study would include developing a program for the facility, site analysis of the current location, a potential alternate location on Route 40, building investigation, hazardous materials investigation, geotechnical program, and an environmental study of the selected site. The study would also include developing conceptual layouts and providing a cost opinion for construction.



Nabnasset Fire Station No. 4

Annual Town Meeting in March 2023 voted to approve the funds for the Feasibility Study. A Request for Qualifications (RFQ) was issued in June 2023. On July 13, 2023, submittals were received from Context Architecture, Saccoccio & Associates, and LiRo Corp. The Selection Committee appointed to review the submittals included representatives from the PTBC, Fire Department, and the Clean Energy and Sustainability Committee. Each member of the Selection Committee completed an independent evaluation of the submittals and provided scores based on the five criteria established in the RFQ. All the scores of the seven members were then tabulated and the three firms were ranked.

On August 4, 2023 the PTBC recommended that the town award the Feasibility Study to Context Architecture. It was the consensus of the committee that Context Architecture had demonstrated that they met or exceeded all the requirements of the RFQ, have performed well on the previous projects in town, are a very responsive firm, have good working relationships with key stakeholders on town departments and committees, and have a thorough understanding of the Fire Department’s needs for this project. In addition, they have demonstrated a commitment to meeting the town’s energy efficiency and sustainability goals on this project.

Context began working on the project in December 2023. Their initial task was to develop the Space Needs Analysis for the facility. Context worked closely with representatives from the PTBC and the Fire Department to determine the long-term needs for a fire station in this area of town. This plan recommended providing space for three double bays in the

PERMANENT TOWN BUILDING COMMITTEE

–CONTINUED

Apparatus Room, six firefighter dorm rooms, Captain’s dorm room and office, kitchen, day room, and a fitness room. Context developed conceptual plans for the facility that included both a single story and two-story building. The proposed facility will be approximately 14,000s.f. They also evaluated three locations for the Fire Station including the current location, the area adjacent to the current location, and a 1.0-acre town owned property at the intersection of Groton Road (Route 40) and Russell Way.

A Response Time Analysis was also completed to determine the optimum location for Fire Station No.4. The analysis reviewed response times from both the current location and the proposed the Russell’s Way location. The Fire Department currently operates three stations including Fire Headquarters on Boston Road, Station No. 3 on Town Farm Road, and Station No. 4 on Oak Hill Road in Nabnasset. The analysis of call data from 2019 to 2023 determined that the Fire Department responded to 11,362 calls with an average response time of 3.11 minutes. Headquarters responded to 55% of the calls, Station No. 4 responded to 25% of the calls, and Station No. 3 responded to 20% of the calls. Based on their analysis of the data, Context and their consultants determined there was no measurable benefit to moving Station No. 4 from its current location to the Russell Way location.

Both the PTBC and the Fire Department support constructing a new fire station at the current location in Nabnasset. However, the project has been on hold since May 2024 while the town completes a separate Space Planning and Capital Needs Assessment of several town buildings. The results of this study could impact the availability of the location in Nabnasset to construct a new fire station.

Meetings

The Permanent Town Building Committee meetings are generally held monthly on Monday evenings, beginning at 6:30 p.m. The meetings are currently being held virtually.

Webpage: westfordma.gov/560

PERSONNEL ADVISORY COMMITTEE

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

The committee met on March 13, 2024. The meeting was held to review the reorganized Assistant Town Manager position that was split into two Assistant Town Manager positions. The titles included Assistant Town Manager - Strategic Operations and Assistant Town Manager - Land Use and Economic Development. There was a unanimous vote to support these changes.

Webpage: westfordma.gov/661

Joan Bennett
Chair

Pam Hicks
Director of Human Resources

Scott Harkness
Denise Vuilleumier

PLANNING BOARD

The Board made the following appointments and elections for FY 2024:

- elected Michael Bonenfant as Chair, and Dylan O'Connor as Vice-Chair
- appointed Joan Croteau 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

Michael Bonenfant
Chair

Dylan O'Connor
Vice-Chair

Robert Shaffer
Darrin Wizst
Joan Croteau

The Planning Board typically meets at 7:00 p.m. on the first and/or third Monday of each month in Meeting Room 201 at Town Hall. Throughout FY 2024, the Planning Board held 23 meetings. The Board met twice in the months of October, November, and December 2023; and January, February, and June 2024; and met once during the months of July, August, and September 2023; and May 2024. The Board met three times during March and April 2024. All meetings were held in Town Hall except one which included a joint discussion with the Select Board and Board of Health held at the Millenium Building. Meetings are open to the public and are recorded by Westford Community Access Television (WCAT). WCAT broadcasts are available for viewing online. Recordings of the meetings are generally made available on WCAT 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 is 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 was 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. 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 served as an advisory body to town boards, committees, officials, and citizenry regarding efforts to amend the zoning bylaw to achieve compliance. The proposed bylaw was shaped through planning exercises conducted at the town's Strategic Planning Retreats in September 2022 and 2023, a public design workshop in October 2023, and through multiple surveys conducted in 2022 and 2023. The public hearing for the zoning amendment creating the MBTA Communities Multi-Family Overly District (MCMOD) opened in January 2024, and the article was passed at Annual Town Meeting in April 2024.

PLANNING BOARD – CONTINUED

In addition to the MCMOD zoning bylaw amendment to satisfy the MBTA Communities Act, this meeting voted to accept an amendment to update the town’s Floodplain Bylaw to bring it into compliance with the latest Federal Emergency Management Agency (FEMA) standards for the National Flood Insurance Program (NFIP).

Special Town Meeting in October 2023 included a proposed zoning bylaw amendment to regulate firearms businesses, jointly sponsored by the Planning Board and Select Board. It received a simple majority vote but did not receive the required 2/3 majority vote and so did not pass.

The Board is also sponsoring a bylaw amendment to define and regulate firearms businesses for Special Town Meeting in October 2024, for which the public hearing opened in April 2024 and closed in June 2024.

Permitting Activities

- The Board approved Site Plan Review applications for 15 projects, nine of which were approved administratively.
- The Board granted Stormwater Management Permits for three projects.
- The Board approved an application for a definitive subdivision: Ollie Way, a two-lot conventional subdivision located at 81 Nutting Road.
- The Board took actions on minor modifications to Wendell Place, and endorsed the plans to the previously approved subdivision on Ollie Way
- The Board established one covenant (Ollie Way), partially released some lots from one covenant (Spalding Hill Estates), approved a minor modification to a previously approved covenant (Wendell Place), established one tri-party agreement (472 and 476 Groton Road), established two bonds (Spalding Hill Estates), released one bond (Parker Landing/Annmarique Way), and reduced three bonds (Spalding Hill Estates [2], Cloverleaf Lane): relating to approved subdivision projects.

Applications

The following table summarizes the applications acted on by the Board in FY 2024.

Planning Board Application Summary			
Application Type	Status		
	Approved	Denied	Withdrawn
Site Plan Reviews	6	0	0
Modifications to Site Plan Reviews	0	0	0
Limited Site Plan Reviews	0	0	0
Storm Water Management Permits	3	0	0
Modifications to Storm Water Management Permits	0	0	0
Special Permits			
Floodplain	0	0	0
Open Space Residential Development (OSRD)	0	0	0
Flexible Development	0	0	0
Commercial Recreation	1	0	0
Water Resource Protection Overlay District	1	0	0
Parking Reduction	1	0	0
Major Commercial Project	0	0	0

PLANNING BOARD – CONTINUED

Planning Board Application Summary			
Application Type	Status		
	Approved	Denied	Withdrawn
Common Driveway	0	0	0
Signage	0	0	0
Drive-through Facility	0	0	0
Modification to Special Permit	0	0	0
Subdivision			
Approval Not Required (ANR)	5	0	0
Preliminary Subdivision	0	0	0
Definitive Subdivision	1	0	0
Modification of Definitive Subdivision	0	0	0
Scenic Road			
Modification to Scenic Road Permit	0	0	0
Extension			
	0	0	0
Total	18	0	0
Other Matters			
Administrative Site Plan Review Decisions	9	0	0
Total	27	0	0
The Board took final action on 36 applications during FY 2024.*			
The Board received a total of 22 new applications during FY 2024.*			
The Board acted upon a total of 60 matters during FY 2024 (excluding approval of Minutes).			
For Special Town Meeting in October 2023, the Board proposed one (1) Zoning Bylaw Amendment, co-sponsored by the Select Board. For Annual Town Meeting in March 2024, the Board proposed two (2) Zoning Bylaw Amendments.			

*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

PLANNING BOARD—CONTINUED

regulations, and develop plans to ensure that the best interests of the town and its residents are served.

Staff

Jeffrey Morrisette - Director of Land Use Management (until mid-March 2024),
Assistant Town Manager – Land Use & Economic Development (beginning mid-March 2024)

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

James Peloquin
Deputy Chief

Michael Breault
Captain

Brandon Holmes
Captain

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 to provide leadership to the police profession
- Work with mental health professionals to assist those in need, 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 2024 Grants

Department of Justice Bulletproof Vest Grant - \$7641 plus replacement total

Traffic Safety and Enforcement Grant - \$34,274

Marijuana Eradication Grant - \$12,000

Car Seat Distribution Program - \$575

Automated External Defibrillator Equipment Program - \$1702

Community Engagement

The Westford Police Department had a very busy year attending events focused on community engagement. Many of these events were coordinated with the Community Event Team while partnering with other community groups. These events were staffed by Westford Police Department employees, often volunteering their time to further strengthen community relations, partnerships, and build trust within the community.

POLICE DEPARTMENT – CONTINUED



Westford Police Officers who staffed the annual WPD Youth Academy



Town of Westford Health and Wellness Fair



Annual Learn to Skate program

POLICE DEPARTMENT – CONTINUED



Collecting donations for the Food Drive for the Westford Food Pantry

New Initiatives

- 1) **Expanded Grant Requests** - As part of the Westford Police Department's commitment to expanding grant opportunities, applications were recently submitted to apply for federal assistance in the areas of Health and Wellness, and Community Engagement. The Health and Wellness grant would allow the Westford Police Department to support wellness initiatives in peer support, mindfulness, and stress management. It would also include funds to help replace aging gym equipment and train employees on physical fitness. The Community Engagement grant would allow the Westford Police Department to continue funding various community outreach and engagement programs.
- 2) **Peer Support Team** - The Westford Police Department implemented an internal Peer Support Team. The focus of the Peer Support Team is to help other officers with strategies to improve support, resiliency, stress management, and reinforce a positive culture within the department. A total of six officers have received this training and have been appointed to the team. This peer support system builds on previous health and wellness initiatives providing additional resources to all employees.
- 3) **Alert, Lockdown, Inform, Counter and Evacuate (ALICE) Training Certifications** - School Resource Officer (SRO) Robert Musto was recently certified as an ALICE Trainer, joining SRO Anthony Bernadin who was previously certified. Having both school resource officers trained as ALICE instructors allows them to work with and train others to help keep the schools and town buildings safer as related to active shooter preparedness. This initiative helps further the Westford Police Department's mission statement and organizational values focused on best practices and improving school safety.

POLICE DEPARTMENT – CONTINUED

- 4) Expanded Community Engagement** - As our community engagement efforts have increased, the Westford Police Department hosted its first women's self-defense class (R.A.D.) with our partners from the Littleton Police Department. In addition, the Westford Police Department was able to put a new "Pink Cruiser" on-line thanks to generous donations of paint and body work by Brilliant Rides and Westford Collision. The usage of this cruiser has assisted the department in bringing awareness to several important causes and has been utilized to attend many events such as the Special Olympics, bicycle safety rodeo, safety demonstrations, Massachusetts Pink Patch Project, and many more.



Webpage: westfordma.gov/304

POLICE DEPARTMENT- CONTINUED

Town of Westford Police Department Statistics July 1, 2023 through June 30, 2024	
CALLS FOR SERVICE AND SERVICES RENDERED	CRIMINAL COMPLAINTS
Accident Industrial - 2	Assault and Battery - 17
Alarm/Burglar - 555	Assault - Simple - 15
Alarm/Fire - 117	Bomb Threat - 0
Animal Control Officer Call Out - 45	Breaking and Entering/Building and Motor Vehicle - 15
Animal Cruelty - 19	Bylaw Violation - 70
Bank Escort - 0	Child Abuse/ Neglect - 53
Business and House Check - 3646	Counterfeiting - 2
Car Seat Installation - 12	Drug Law Violations - 9
Disturbances - 255	Firearm Violations - 8
Domestic Violence - 115	Fireworks Violations - 5
Fire Motor Vehicle/Bldg/Brush - 47	Hate Crime - 0
Funeral Escort - 1	Injury to Private Property - 34
Harassment - 21	Larceny- 68
Identity Theft - 223	Larceny of a Motor Vehicle - 9
Legal Advice - 336	Larceny from a Motor Vehicle - 4
Lockout - 112	Restraining Order Violation - 20
Maintain the Peace - 47	Robbery - 0
Medical - 1802	Sexual Assault/Adult/Child - 2
Message Delivery - 57	Trespassing - 18
Missing Person/Child - 24	ACTIONS TAKEN
Mutual Aid - 75	Arrest – 107
Park and Walk - 280	Protective Custody – 0
Property Found - 100	Commitments – 75
Property Lost - 28	Criminal Applicants – 311
Property Surrendered - 9	Order Served- Court/Restraining - 192
Repossession - 27	TRAFFIC RELATED
Rubbish Disposal - 10	MV Crash -with injury - 124
Safety Hazard - 108	MV Crash -no injury - 408
Search Warrant - 15	MV Abandoned - 6
Sudden Death - 12	MV Citations Issued - 3813
Suicide/Attempt - 2	MV Disabled - 241
Surveillance MV- 45	MV Violations Reported -210
Surveillance Person - 14	MV Stop - 4187
Suspicious MV/Person - 466	Radar Assignments - 936
Telephone Harassment/Obscenity - 12	Traffic Hazard - 448
Transportation/Citizen/Prisoner - 65	
Truancy - 2	
Vehicle ID Number (VIN check) - 13	
911 Hang Up- Abandoned Call - 287	
911 Non - Emergency Verify Call - 481	

POLICE DEPARTMENT- CONTINUED

WESTFORD POLICE DEPARTMENT ROSTER July 1, 2023 through June 30, 2024

Chief of Police

Mark Chambers

Deputy Chief

James Peloquin

Captains

Michael Breault Brandon Holmes

Lieutenants

Brian Gendron Daniel O'Donnell
David O'Hearn Det/Lt Christopher Ricard

Sergeants

Timothy Hughes Steven Keins Matthew Furlong
Christopher Musick Nirisa Nicoletti Justin Belinsky
Gregory Marchand, Prosecutor Det/Sgt Dennis Rogers

Patrol Officers

Nicholas Annese	James Antonelli	Tyler Bella	David Bettencourt
Collin Breault	Matthew Bunyon	Gregory Burns	Kristin Connell
Brett Fitzgerald	Derek Hartley	Jon-Allen Haslam	Nicholas Howard
Timothy Jansen	Jacob Lessard	John Lincoln	Nicholas Mariano
Joshua Mills	Geoffrey Pavao	Corey Peladeau K9	David Short
David Silton	Maxwell Sears	Michael Van Bommel	

Bradley Walk – Student Officer

Special Services

SRO Anthony Bernadin SRO Robert Musto Det. Joseph Chenell
Det. Michael Barck Det. Ian McEnaney

Office Personnel

Marcy Devine Tricia Targ Michelle Wright

Custodial

Douglas Shepherd

PUBLIC SAFETY AND COMMUNICATIONS

The Communications Department concluded FY 2024 with improved staffing levels, a significant step forward from previous years. Although we saw the departure of some highly experienced Telecommunicators, we successfully onboarded three new hires, each completing training and earning certification as Public Safety Telecommunicators from the State of Massachusetts. Their addition has boosted department morale and reduced overtime needs.

Timothy Whitcomb
Operations Administrator

While we operated at near-full staffing throughout much of the fiscal year, we continued to prioritize recruiting qualified candidates to achieve our goal of twelve full-time Telecommunicators. Additionally, we hope to bring on a Lead Telecommunicator to assist with the department’s administrative functions.

By June, the digital radio project was nearly complete, and we expect it to be fully operational by the end of July 2024, enhancing public safety radio communications in Westford.

Category	FY2024
978-399-2345 telephone calls received	47,668
All 9-1-1 calls presented	5,173
Text to 9-1-1	6
Cellular 9-1-1 (both Phase 1 and 2)	3,226
9-1-1 calls triaged and referred to other agencies	693
Dispatched police response	7,625
Dispatched fire/ambulance response	3,677
District 6 fire incidents involved	49

The Communications Department was awarded three reimbursable State 9-1-1 Grants, totaling up to \$133,030 of which we were able to use and be reimbursed for \$99,635 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 www.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 Public Safety Communications (PSC) Department.

PUBLIC SAFETY AND COMMUNICATIONS—CONTINUED

The PSC Department dispatches all public safety services for police, fire, and ambulance for the Town of Westford, at a single location. The PSC Department also serves as the control point for Fire District 6 Communications, which covers 19 communities.

The PSC Communications Department is staffed 24/7 and has a full-time staff of eleven PS 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.

On behalf of the Communications Department, I would like to extend my heartfelt thanks to the Town Administration, Select Board, residents, and our dedicated police, fire, and other department teams for their unwavering support and cooperation with the Public Safety Communications Department. Your cooperation and partnership over my past 37 years have meant so much to me and to our team. Thank you for making this work possible and for your enduring support throughout my career with the town.

Public Safety Telecommunicators

Colin Osgood	Ashley Hartenstein
Jocelyn Stott-Wright	Rebecca Michaels
Riley Peterson	Katherine Quinlan
Gianna Furia	Brandon Dubuque
Stephanie Ryan	Kaitlyn Susen
Christopher Kennedy	

Part-Time Telecommunicators

David Lefebvre
Nicholas Demins
Michael Rinn
Jocelyn DiPerri

Webpage: westfordma.gov/1686

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is comprised of six divisions with a total of 42 full-time employees. The six divisions are Engineering, Highway, Parks and Grounds, Cemetery, Stormwater, and Water Enterprise. In addition to the year-round staff, Public Works also hires seasonal help during the summer months.

Kyle Fox, P.E.
Director of Public Works

Through sound management, teamwork, and innovation, the Department aims to provide quality, responsive, and dependable services that are consistent with Westford's core values. We work to maximize the efficient and effective use of our resources to manage, protect, preserve, and improve town roadways, sidewalks, bridges, dams, cemeteries, public grounds, drinking water, wastewater, and stormwater infrastructure and related assets.

Engineering Division

The design of the Boston Road Reconstruction Project was completed, approved, and permitted 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 \$12.1 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 and will take approximately two years to complete.

Construction projects during FY 2024 season included a new sidewalk along Carlisle Road between Littleton Road (Route 110) and Applewood Drive. This important pedestrian link now provides approximately one-half mile of an accessible path along the northern stretch of Carlisle Road with connections to residential neighborhoods, the town's commercial corridor, and LRTA bus routes.

Another sidewalk project on Plain Road will connect the existing Plain Road sidewalk from Nutting Road to the Grassy Pond parking lot. This sidewalk network now represents the single longest accessible route in town and makes it possible to travel from Dunstable Road in Chelmsford to the Grassy Pond parking lot, approximately five miles.

In a concerted effort to fortify the town from flood events and unnecessary road closures, the Engineering Department has undertaken a systematic program to replace failing culverts. In 2024, two culvert projects were completed at Blue Brook on Groton Road and Pond Brook on Old Lowell Road. The Stormwater Enterprise will help fund the construction and maintenance costs of the town's stormwater culverts. Four additional culverts are in the design phase at the Reed Brook on East Prescott Street, the Boutwell Brook on Forge Village Road and Cold Spring Road, and an unnamed brook on Acton Road near Greenwood Road.

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 2024, some of the public projects included the design of a sidewalk extension on Plain Road between Grassy Pond and the Stony Brook Conservation Area, and the final design stage of the West Street pedestrian safety improvements at North Street.

DEPARTMENT OF PUBLIC WORKS—CONTINUED

The Engineering Department works with the Highway Department, Water Department, Planning, Conservation and Recreation Department 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.

Staff

Town Engineer - Paul Starratt, P.E.
Assistant Town Engineer - Jeremy Downs, P.E.
GIS Coordinator - Chris Coutu

Highway Division

The Highway Division provides maintenance and improvement to approximately 170 miles of town roads. Responsibilities of the Highway Division include the maintenance of town equipment, roads, traffic lines, installation of traffic and street signs, brush control along roadways, street cleaning, catch basins and stormwater drain cleaning, drainage systems, snow and ice control, resurfacing, sealing of streets, and maintaining nine town owned bridges and three dams. In addition to these tasks, the Highway Division also works with the Tree Warden to maintain shade trees within the town's rights-of-way.

Work completed in FY 2024:

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, patching and sweeping of roads and municipal parking lots. The Highway Division also graded all town gravel roads, installed berms and curbing, as well as cut and cleared trees from the roadways - during and after storms.

This year 6,766 tons of bituminous concrete was used for repair and maintenance of town roads.

Roads Resurfaced

The following streets were resurfaced with bituminous concrete:

April Lane	May Road
Blakes Hill Road	Old Concord Road
Butterfield Lane	Rome Drive
Cutter Lane	Sherwood Drive
Elliot Road	Southwick Circle
Humiston Circle	Torrey Terrace
Lanes End	

In addition, we reset and repaired more than 100 catch basins and manholes. Four emergency drainage repair projects were completed using Stormwater Enterprise funds. Repairs on East Prescott Street, Beacon Street, Tenney Road, and Chamberlain Road were necessary due to sinkholes that formed because of the historic rain events exposing issues

DEPARTMENT OF PUBLIC WORKS—CONTINUED

with failing drainage infrastructure. The East Prescott repair cost was reimbursed through State and FEMA funding.

Snow and Ice Removal

The Town of Westford Highway Division cleared the snow and ice from approximately 170 miles of roadway. In this process, the town used 1,096 tons of road salt and 3,150 gallons of liquid anti-icing product.

The following are the dates the Highway Division was called out to plow and/or treat town roads:

November 22	2.5"	Snow	Plow and/or Treat
January 6 - 8	18"	Snow	Plow
January 9	1"	Snow	Salt
January 14	1"	Snow	Salt
January 20	1"	Snow	Salt
January 28 - 29	5"	Snow	Plow and/or Treat

Thanks to all residents for their patience and cooperation in assisting us with these events.

Staff

Director of Public Works – Stephen Cronin (Resigned December 2023)

Assistant Director of Public Works – Kyle Fox, P.E. (Promoted to Director in December 2023)

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

Colin Hanrahan

Kenneth Hill

Alex Idarraga

Andrew Kitner

Nathan LeDuc

Christopher Libby

Michael Ray

Richard Savary

Steven Vinal

Fleet Operations Supervisor – Kosta Tsouprakos

Mechanic – Robert Cuestas

DEPARTMENT OF PUBLIC WORKS—CONTINUED

Parks and Grounds Division

The Parks and Grounds personnel maintain several town buildings, beaches, playgrounds, and recreational fields, including tennis courts, basketball courts, and pickleball courts. Parks and Grounds personnel are also in charge of mowing parks, town grounds, and athletic fields, and maintaining the Bruce Freeman Rail Trail. Several monuments and memorials are also maintained by the Parks team.

The maintenance on the exterior of the buildings includes lawn care (mowing, raking, trimming, seeding, fertilizing, aeration and watering), the planting of flowers during the spring, summer, and fall months, and the maintenance of the equipment needed to perform these duties. They also aid in preparation for events and other activities that are held in Town. During the winter months, the Parks and Grounds Division employees are also responsible for snow removal on town roads and town parking lots.

The Parks and Grounds team worked collaboratively with students from Nashoba Technical Valley High School to construct four new dugouts at the Forge/VFW baseball and softball fields this year.

Staff

Parks Operations Manager – Jonathan Revis

Parks Crew Supervisor – Robert Upperman

Heavy Equipment Operators:

Daniel Allen

Brian Auger

Derek McNiff

James Tibbetts

Cemetery Division

The Cemetery Division manages, maintains, and preserves Westford’s five public cemeteries and one historic burying ground:

Fairview Cemetery

Hillside Cemetery

Old Pioneer Burying Ground

Pine Grove Cemetery

Westlawn Cemetery

Wright Cemetery

The Cemetery Division works collaboratively with funeral homes and directors, families, Westford’s Veteran Services Officer, private contractors and vendors, volunteers, and researchers to coordinate burials, sell burial lots, cremation niches, and burial rights, and organize cemetery events and field queries on genealogical research.

The Cemetery Division provides preservation and support services for the above six cemeteries, including assisting in the purchase of gravesite lots, burial rights, and columbarium (cremation) niches, arranging interments and disinterment, arranging for the order and placement of veteran markers, landscaping (mowing, planting, pruning,

DEPARTMENT OF PUBLIC WORKS—CONTINUED

removing trees and shrubbery, maintaining flower beds), plowing roads and clearing paths, repairing walls and structures, assisting the public related to making funeral arrangements, visiting a cemetery and genealogy research, and organizing Memorial Day and Veterans Day observations and other special events. During winter months, the Cemetery Division employees are also responsible for snow removal on town roads and town parking lots.

Westford Cemetery Division personnel are committed to serving the community and visitors to our cemeteries. We are dedicated to maintaining and preserving our cemeteries and looking after the final resting places of our beloved departed citizens entrusted to our care.

Staff

Cemetery Supervisor – Connor Mendes
Heavy Equipment Operator – Mark Higgins
Senior Assistant – Heather Monahan

Water Division

The Westford Water Department employs a staff of 14 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. 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 website at westfordma.gov/507/Board-of-Water-Commissioners for more information.

Board of Water Commissioners

Hugh C. Maguire
Chairperson

Titus Palmer
Vice-Chair

Chauncey Chu
Secretary

Tim Hall
Alternate



DEPARTMENT OF PUBLIC WORKS—CONTINUED

Staff

Mark Warren, Superintendent

Dave Crocker, Operations Manager

Douglas Yargeau, Environmental Compliance Manager

Foremen: Wayne Beauregard, Paul (Pip) Ricard

Licensed Well Specialists: Rob Daley, Scott Harkins, Joe Emerson, Keith McLaughlin,

Ryan Livermore, Jesse McLaughlin, Utilities Specialists

Records Supervisor II: Sandra Kane, Susan Silvia, Dianne Tyman

FY 2024 Highlights

Depot Road Well Replacement

The Depot Road Well Replacement project was completed in the fall of 2023. This project included the construction of a new 24" x 18" gravel-packed replacement well and pit less adapter, and connection to the distribution system. The replacement well provides additional volume for meeting Westford water customer demand.

Frances Hill Tank Rehabilitation Project

Restoration of the Frances Hill water storage tank began in the spring of 2024. Work consisted of restoration of the interior and exterior coatings of the 1,250,000-gallon standpipe tank, minor repairs to mechanical and electrical systems, and site improvements including installation of a new perimeter fence and access road improvements.

Rain Barrel Sale

The Water Department partnered with Great American Rain Barrel of Hyde Park, Massachusetts for a rain barrel sale in the spring of 2024. 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 32 rain barrels were sold in FY 2024. The Water Department anticipates continued participation in the annual community rain barrel program.

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

The Water Department developed a protocol to operate the Country Road well after consultation and approval from the MassDEP. PFAS levels were consistently below state drinking water standards. The Water Department participated in a PFAS pilot study to determine the best PFAS treatment technique. In addition, the Water Department began preliminary construction planning and engineering for PFAS treatment at both treatment facilities.

DEPARTMENT OF PUBLIC WORKS – CONTINUED

2024 Public Outreach

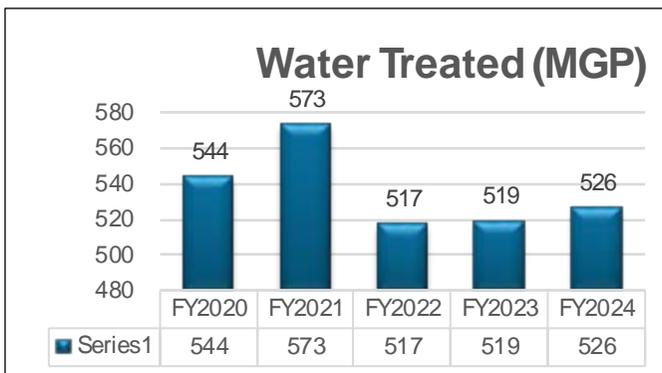
The Water Department continued its public outreach efforts in FY 2024 which included the biannual newsletter “Resource,” and the annual Consumer Confidence Report (CCR) which informs the public about water quality issues, pollution prevention, water conservation tips, backflow prevention, and Water Department changes.

Treated Water Usage at a Glance (MGP)*

Month	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
July	62.68	67.13	51.97	64.77	53.55
August	63.30	69.45	59.15	53.74	52.81
September	54.72	62.52	48.81	45.51	48.08
October	41.18	45.03	43.62	39.21	43.48
November	32.93	33.83	32.94	34.26	37.13
December	33.73	35.60	32.79	35.89	37.89
January	33.68	34.27	33.27	36.76	37.93
February	30.18	31.15	30.15	33.31	34.14
March	33.22	35.33	35.22	34.43	36.43
April	32.51	35.46	35.43	36.16	37.89
May	50.44	53.11	51.10	54.80	46.91
June	75.33	70.44	62.61	50.60	59.47
Total	543.91	573.32	517.05	519.45	525.71

Note: The fiscal year (FY) runs from July 1 through June 30

*MGP = Million Gallons Pumped



DEPARTMENT OF PUBLIC WORKS – CONTINUED

Water Department Statistics:

Total System Water Storage Capacity = 5.28 million gallons

FY 2024 Number of

Total Water Department fire hydrants	1107	Total miles of water main	139
Total active accounts	5,901	Water main breaks and repairs	3
New accounts	45	Hydrants repaired or replaced	4
Service leaks renewed or repaired	23		

Note: Calendar year statistics are reported in the annual Westford Water Department Consumer Confidence Report

A service renewal is replacement of the line from the main to the customer meter.

Stormwater Division

The Stormwater Division plays a crucial role in managing the town’s stormwater infrastructure to protect our natural resources, reduce flooding, and meet regulatory requirements. Our efforts this year focused on maintenance, compliance with state and federal regulations, public outreach, and the advancement of capital improvement projects.

Proper maintenance of our stormwater infrastructure is critical for preventing localized flooding and erosion. This year, the Stormwater Division has:

1. Cleared over 3000 catch basins, inspected and repaired storm drains, and cleared overgrown vegetation to improve water flow and drainage
2. MS4 Permit Compliance – the MS4 permit is a federally mandated program aimed at reducing stormwater pollution. Key activities for MS4 compliance this year included stormwater outfall inspections, water quality monitoring, stormwater management plans, public education and outreach
3. Swept all of the town’s paved public roads
4. Capital improvement projects

The Stormwater Division has made significant strides in maintaining and improving Westford’s stormwater infrastructure and ensuring compliance with environmental regulations.

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 utilize Town of Westford resources, such as the public-school facilities, East Boston Camps, Edwards Beach, and Forge Pond Beach.

The Parks and Recreation Commission acts as the policy setting committee for both the Parks and Recreation departments. 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**
- Christopher Barrett
Chair**
- Kathleen Burns**
- Lauren Forbes**
- Michael Furman**
- Elizabeth Garber**
- 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, our department offered a variety of weekly programs for ages 4-13 that kept the kids engaged, active, and entertained. Our two Summer Weekly Programs are Kids Club and Destination Exploration. Each of these programs offers a variety of activities, including sports, fishing, swimming, swim lessons, arts and crafts, and field trips. 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,



(Left) Learning about Westford’s fire station trucks and staff, Kids Club.

(Right) Water sliding at Destination Exploration, East Boston Camps

RECREATION DEPARTMENT—CONTINUED

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.

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 eight 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 Fast Skills Football Sessions were also a hit this summer.

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 may park and pay a daily fee of \$10 to enjoy our waterfront amenities, or they may purchase a season long summer pass for \$90. 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 (WPC)

We hate to see summer come to an end, but we look forward to seeing the children back at our WPC After School Enrichment Program. WPC has been offered in all six elementary schools from August to June for the past 19 years. Enrichment programming begins at the close of the school day and runs through 6:00 pm. Each day is divided into three activity



(Left) Halloween fun, counselors and Site Director Tiffany Gintner, Crisafulli School



(Right) Hanging out after homework time, WPC program, Abbot School, grades 3-5

RECREATION DEPARTMENT—CONTINUED

blocks, with a variety of activities including homework club, computers, STEM, sports and games, and arts and 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 2023-2024 school year was a success. The time-consuming process of our first Early Education and Care (EEC) re-licensing was completed in May of 2024, and we are now all set for another two years.

Fall/Winter

By better leveraging the existing space at the Recreation Department last year, we were able to host several fall/winter activities such as First Aid/CPR, Youth Chess, and Bollywood Dance. We also utilized this supplemental space when hosting our Special Programs throughout the year, such as vacation weeks and no school days. 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 continues to be available for a variety of town department meetings, plus it provides a professional, comfortable environment for hosting our monthly Parks and Recreation Commission meetings. For the first time, we were able to host a Massachusetts Recreation and Parks Association (MRPA) Director's meeting.

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 EBC 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 2024 programs included Nitehawks Track and Field, the Marcus Lewis Tennis Extension Program, First Aid/CPR, Pickleball, and two new programs: Soccer Shots soccer clinics on Sundays at Frost Field, and On the Mark Archery, in partnership with the Town of Carlisle.

Staff

Director - Michelle Collett

Assistant Director - E. Rozanne Fredkin

Administrative Assistant - Joy Felicani

Site Directors: Tiffany Gintner, Tom LeClair, Steven Doung, Benjamin Stanley,

Amanda Hope, Nick Adams, Ethan Parker.

Assistant Site Director: Uma Purohit

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-curb-side recycling
- educate residents on options to reduce, reuse, re-purpose, and recycle
- organize recycling events that encourage diversion from the trash

FY 2024 in Review

Contractual agreements with recycling vendor, Waste Management, and solid waste hauler, Acme Waste, were due to expire at the end of FY 2024.

The process of identifying and selecting vendors for the contracts beginning in FY 2025 began in April, FY 2023. The WRC worked with town management to finalize new contracts which went out with Request for Proposals. Responses were received in early 2024 but we were not totally satisfied with the proposals received. Through much effort and significant improvements to the contracts by the office of the Town Manager, we successfully identified a vendor, E.L. Harvey, to provide both solid waste and recycling collection services.

The WRC also provided significant input to the plan for the collection and costs to be charged for bulk waste which was subsequently accepted by the Select Board and the new vendor. Furthermore, the WRC recommended to the Select Board to limit residents to two 32-gallon containers for trash, versus the previous limit of three containers.

As always, the Commission furthered our mission during the year to educate residents on options to reduce, reuse, re-purpose, and recycle. Efforts included:

- Hosting an info table at the Strategic Retreat at Kimball Farm on September 7, 2023.
- Staging three composting sales/demonstrations at 39 Main Street over the summer months as well as an additional composting demonstration as part of Earth Month activities, all of which were well attended and received.
- Creating the annual recycling guide, fully updated with contact information for the new vendor, E.L. Harvey, and policies/enforcement stemming from the new contract. The guide was mailed to all residents at the end of June.
- Negotiating with the Groton Transfer Station to restore Westford residents' access to their drop-off facility, recycling items only.
- Managing the website www.westfordma.gov/recycling, which continues to be a valuable resource for residents. The A-to-Z Guide: 'How to Recycle Most Everything', is posted on the website and shows hundreds of ways items can be reused or recycled instead of going into the trash and was continually updated during the year. Residents can also submit questions about acceptable recycling materials which are answered by WRC commission members via email.

Ken Teal
Chair

Kristina Erickson
Vice-Chair

Laura Duncan
George Haines
Elizabeth Sawyer
Nick Schott
Charles Stark



RECYCLING COMMISSION-CONTINUED

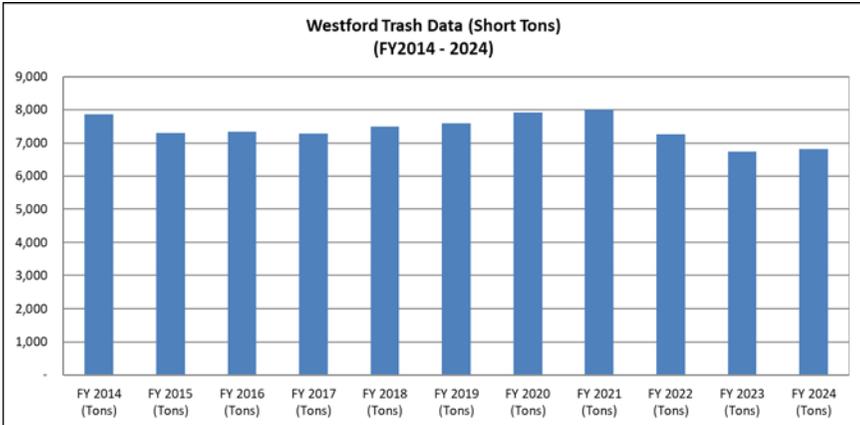
- Allocating from grant funds \$4,000 toward subsidizing residents' purchases of Earth Machine composters.
- Allocating \$5,700 from grant funds to help fund the town's Household Hazardous Waste collection in the spring of 2024.
- Inviting the Clean Energy and Sustainability Committee in October '23 to have a liaison to the WRC attending and reporting at monthly meetings, to build synergy within the town for those working on environmental efforts.
- Offering Bootstrap Composting as a viable option for residents as an alternative to home composting with an Earth Machine. The choice made comes down to preference.
- Partnering with the Town to insert recycling information in the June tax bill mailing, including printing a "buck slip" which was included in the envelope. Allocated related cost from Grant funds.
- Applying for and receiving \$8,190 grant from MA DEP for recycling related activities accomplished by the Town and WRC.
- Recognizing Acme Waste and owner Richie Roketenetz for 35 years of service to the Town of Westford upon his retirement. The WRC also presented a gift to Richie at his home after his last day of service (below).



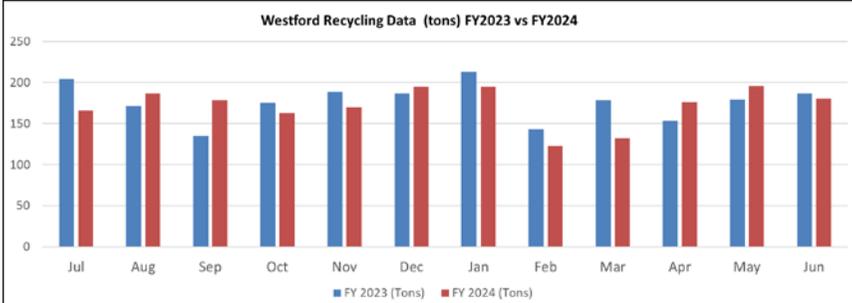
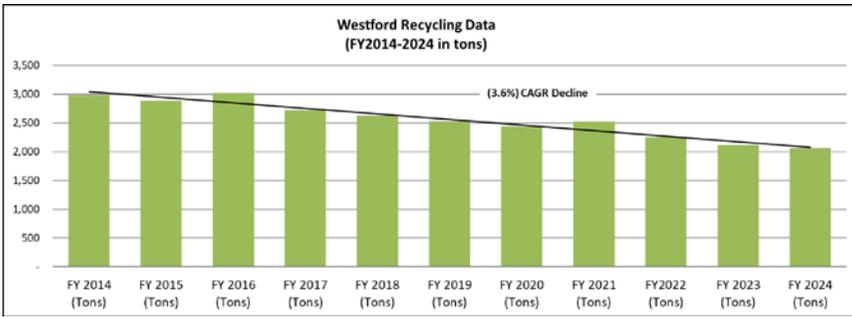
Data, Statistics, and Costs

In FY 2024, Westford reversed its trends of trash decline with a small growth of 83 tons (or 1.2%) to 6,825 tons in trash volume. However, the 10-year trend remains positive with an average annual decline of 1.4%. The average cost per ton went from \$205/ton to \$213/ton which means costs were growing faster than volume. As a result, the need to continue to focus on trash diversion will be important to reducing costs.

RECYCLING COMMISSION – CONTINUED



On the recycling side, the 10-year trend continues to be negative (average annual decline of 3.6%). The Recycling Commission has focused on educating residents to re-use and re-purpose first which may explain the downward trend in recycling. Re-purposing and re-using is important because even though recycling is better than adding to the waste stream --- it still comes at a cost to the Town as the rebate for the value of recyclables does not offset the cost of collection and processing.



The town experienced a decrease in bulk sticker sales from 4,624 bulk stickers the previous year to 3,710 in FY 2024. This income helps offset the town’s cost of burning this trash at

RECYCLING COMMISSION – CONTINUED

the Covanta energy-from-trash incinerator in Haverhill. Combined with the trash data, Westford had a slight increase in waste in FY 2024 after two consecutive years of decrease.

Collection Events Data

Collection events during the year included Electronics and More in September 2023 and June 2024. Household Hazardous Waste in May 2024, where once again a reciprocal agreement enabled residents from other regional towns to participate. Most importantly, we congratulate and thank all the volunteers who gave their valuable time supporting all of our events in many ways.

Electronics and More Collections FY 2024		
Material	September 23, 2023	June 22, 2024
Total (lbs.)	24,304	53,656
Metal Total (lbs.)	11,720	17,100
Electronics Total (lbs.)	10,857	33,893
Misc.	1,727	2,663
Number of Vehicles	466	505

Household Hazardous Waste Collection – May 4, 2024	
Number of Vehicles	Pounds of Waste Collected
173	12,350

HHW collection events have long involved a great partnership between the WRC and DPW to host the collection at the HWY Dept. However, in FY 2024, the DPW took on the added responsibilities of coordinating the HHW collection with the vendor and putting the required reporting/paperwork in place with the State of Massachusetts. This change aligns Westford with most other towns and freed up the volunteers on the WRC to add a new event (Zero Waste Day) to the collection schedule.

Grant Received from Department of Environmental Protection

In the fall of 2023, the Commission was awarded a grant of \$13,000 – the Recycling Dividends Funds through the Sustainable Materials Recovery Program administered by the Massachusetts Department of Environmental Protection (MA DEP) for the WRC’s “commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.”

The Commission voted to continue to use the DEP grant funds to maintain the price that residents pay for Earth Machine composters at \$25 and to allocate \$5700 toward the Household Hazardous Waste event.

The Commission is most grateful to resident Kristina Greene for preparing and submitting grant applications to the State DEP on our behalf.

RECYCLING COMMISSION – CONTINUED

Additional Accomplishments in FY 2024

- In FY 2024, we sold 84 64-gallon wheeled recycling totes, down 38 from FY 2023 sales. As of July 1, 2024, residents can buy totes from E. L. Harvey. The Recycling Commission will sell its remaining inventory of 32 totes. Following the last sale, our long-time advocate and volunteer, Ellen Harde, will retire from this task after seventeen years, having distributed 3,762 totes to residents. She will continue as the WRC historian emeritus, consulting whenever we need her and providing her front yard for frequent composting demonstrations. The WRC and the Town salute Ellen for her dedication.
- Sold 82 Earth Machine composters, 42 less than FY 2023.
- 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, Westford Patch and WestfordCAT as well as the provided composter demos.
- Maintained an active Facebook page to promote reduce, reuse and recycle options for residents: facebook.com/WestfordRecyclingCommission.
- Continued to promote the Recycle Smart website, recyclesmartma.org, as the ultimate source for what Waste Management, and all vendors in Massachusetts, accept as recyclables.



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, the Westford Recycling website, the Westford Recycling Facebook page, Town Manager email alerts, Town Manager’s Newsletter, area publications, Westford Patch, WestfordCAT, 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 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.
- 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.
- Charles Stark has assumed the Theriault’s signage placement duties going forward starting the Spring of 2024. In addition, Charles oversees the book drop container at the Water Department.
- Sharon Chew and Westford Community Composting provide assistance for the town’s composting efforts in the schools and community.
- Sue Thomas attended WRC meetings as part of her role as Sustainability Coordinator.

RECYCLING COMMISSION – CONTINUED

- Sriman Banerjee acted as the liaison from Clean Energy and Sustainability and participated in all WRC meetings following his appointment.
- Melissa Wilkinson was a regular volunteer at WRC events. We welcome her enthusiasm.

Key Financial Information

Recycling Commission Revolving Fund

Balance July 1, 2023			\$22,583.48
	Income	Expenses	
64-gallon totes (127 sold)	\$7,540.00	(\$6,647.40)	
Earth Machine composters (82 sold)	2,060.00	(2,225.00)	
NE Clothes Recycling payments	1,800.00	–	
Household hazardous waste	5,575.00	(5575.00)	
Brush chipping	840.00	–	
Recycling Stickers		(491.21)	
Reimbursement from Grant for composters	4,000.00		
Totals	\$21,815.00	(\$14,938.61)	
Balance June 30, 2024			\$29,459.87

State Recycling Grant Account

Balance July 1, 2023			\$15,362.00
	Income	Expenses	
RDP Grant	\$13,000.00	–	
Composter purchase		(\$6,200.00)	
HHW collection		(\$5,700.00)	
Printing of signage		(\$540.00)	
Totals	\$13,000.00	(\$12,440.00)	
Balance June 30, 2024			\$15,922.00

Webpage: westfordma.gov/408

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 a resident's property tax form.

Kristi Bates
Chair

Andrea Mejia
*Westford Public
Schools Representative*

Brock Moses
Seema Pusalkar

This year, the Committee awarded ten \$750 scholarships to deserving members of the Class of 2024 from Westford Academy and Nashoba Valley Technical High School. The Committee also awarded four education grants totaling \$2,000 to Westford Public Schools staff.

Webpage: westfordma.gov/764

SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

Mission Statement

The mission of Nashoba Valley Technical High School (NVTHS) 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 Secretary
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 Beauvais
Business Manager

Nashoba Valley Technical High School (NVTHS) 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. NVTHS offers career preparation in 18 technical programs.

Accreditation: New England Association of Schools and Colleges

SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

– Continued

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 knowledge and skills that will be valuable to its students for securing and having success in future employment. To achieve this goal, NVTHS must constantly look to the future to determine the necessary skills that will be valued in an economy yet to come. Since NVTHS 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. NVTHS’s enrollment continues to grow with the need for skilled labor for in-demand trades.

Workforce Skills Capital Grant Projects

Since 2016, NVTHS has been the honored recipient 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 because of these funds: Advanced Manufacturing, Engineering/Robotics, Health and Dental Assisting, Culinary/Hospitality, Cosmetology, Electrical, Veterinary Science, and Programming and Web Development.

FY	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	\$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

SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

- Continued

FY	Programs	Amount	Plan
2024	Electrical/Veterinary Science	\$2,500,000	Program renovation and equipment update - will also allow us to expand the physical space of both programs, building to address student enrollment trends
2024/2025	Engineering/Robotics/ Programming and Web/Advanced Manufacturing	\$3,750,000	Added 7,000 square feet of new instructional space. The new building will house Engineering Technology, Robotics, and Programming and Web Development

Technical Program Enrollment

The Nashoba Valley Technical School 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.

Technical Program Enrollment (All Students)	% of Students
<u>Construction and Transportation Cluster</u> Automotive Collision Repair, Automotive Technology, Carpentry, Electrical Technology, and Plumbing Technology	47%
<u>Health and Services Cluster</u> Cosmetology, Culinary Arts, Hospitality Management, 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, and Robotics	22%

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.

SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

– Continued

Early College at Middlesex Community College

Early College is a program offered jointly through NVTHS and Middlesex Community College. This program has the distinction of being designated by the Department of Elementary and Secondary Education as an official Early College Pathway Program. Students who enroll in this program can earn college credits while still attending high school. Students have two Early College options to choose from: Early College Off-Campus, and Early College On-Campus. The Early College program is a state sponsored program that allows eligible NVTHS students the opportunity to enroll in courses at a local college while they are still in high school. The Early College Program is available to any junior or senior who meets the criteria adopted by both the State, the College, and the School District. 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 and their high school diploma at the same time.

Early College at Nashoba

In January 2019, Nashoba became the first vocational school to be awarded the Early College designation from the Department of Elementary and Secondary Education. Students may apply to participate in the Early College at Nashoba program beginning in their junior year. This program allows students to remain at Nashoba Valley Technical High School, enroll in “concurrent” enrollment classes at NVTHS, and earn credit at both Nashoba and Middlesex Community College. Students are expected to complete a minimum of 12 or more credits between their junior and senior year. These credits are offered at no cost to the student or their families. Additionally, students will 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 Nashoba’s technical programs. In future years, students will earn one credit apiece for a First Year Seminar and a Service-Learning course. 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 various high school sports. Other extracurricular activities include Student Council, National Honor Society, Music Honor Society, Yearbook, Kick-Off Mentors, Students

SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

– Continued

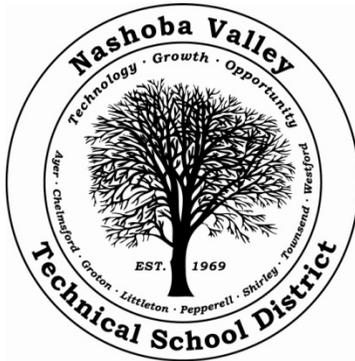
Against Destructive Decisions (SADD), Skills USA, Student Leadership, Peer Mediation, Chorus, Drama, and many special interest clubs. No user fees are imposed on any school sponsored sport, club, or activity.

Continuing and Community Education

Nashoba Tech’s Continuing Community Education Program offers many late afternoon and evening classes to our community, such as Electrical, Plumbing, Advanced Manufacturing, and Driver’s Education.

Additional information can be found on the NVTHS website: nashobatech.net

100 Littleton Road, Westford, MA 01886
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WESTFORD PUBLIC SCHOOLS

SCHOOL COMMITTEE

In the May 7, 2024 election, Laurie Oliver and Tom Laflamme were elected to the committee. Mingquan Zheng and Chris Sanders did not seek re-election.

At the committee’s annual summer retreat, members agreed to articulate four actionable goals to focus their year. These goals included increasing data-driven decisions, creating a start time working group, continuing a review of user fees, and completing an update of district policies with an emphasis on diversity, equity, and inclusion changes. With the start of the school year, initial steps were taken towards the first two goals. Guidelines were created to share with presenters to assist staff in preparing to bring information to the committee. In addition, in September the committee appointed a Start Time Subcommittee to investigate the feasibility of shifting the high school start time later.

Valery Young
Chair

Kathryn Clear
Vice-Chair

Laurie Oliver
Secretary

Marisol Garcia
Sean Kelly
Thomas Laflamme
Bill McDonald

In October, the committee was updated on the recent work of the Budget Task Force. Westford Public Schools (WPS) had been represented on the task force through the membership of Superintendent Chris Chew, Finance Director Jenny Lin, and Committee Chair Valery Young. The School Committee was presented with the findings of the benchmarking analysis that had been completed through the task force’s work. The analysis showed that in almost every area of the budget, Westford Public Schools is spending less than its peers.

Despite a busy fall, members of the School Committee engaged in a tour at Westford Academy of special education and general education services, including Academic Support, REACH, and Life Skills programs. The tour also observed two co-taught college prep classes staffed with both general education and special education teachers. Other surveyed classrooms included those with support for students experiencing social emotional and mental health challenges. This tour provided helpful context for a presentation from the Westford Academy Student Support Leader Sejal Costa to create a post-graduate program for our special education students up to age 22. Currently the district pays for out-of-district placements which can average \$120,000 per student per year. This program was included in the proposed budget and later approved by the School Committee.

Two committee members also participated in a working group to review proposals for the district Equity Audit. The group discussed which criteria to use for ranking their preferences, reviewed the substantive documents provided by the organizations, and ultimately agreed on a recommendation for the Superintendent to engage with American Institute of Research (AIR).

In December, the Massachusetts School Building Authority notified Westford that we had been accepted into the Eligibility Period to consider the Robinson School project. This had stemmed from the previous year’s work with SMMA, architects contracted to perform a facility assessment. Once the district was confirmed in the Eligibility Period,

SCHOOLS

WESTFORD PUBLIC SCHOOLS

SCHOOL COMMITTEE – CONTINUED

the committee focused its next tour on the Robinson School in February to see the aging infrastructure and outdated open classroom model.

As the budget season began, the Superintendent presented two budgets — one that required the funding of a successful Proposition 2 1/2 override to meet the needs of the district, and one drastically reduced with severe cuts in services to balance the increased expenses with the limited new revenue. From December to March, the School Committee held numerous meetings devoted to budget discussions. Members dived into the proposed reductions in the two budgets to help the public understand what was at stake with the upcoming Town Meeting and ballot votes. Administration continued to provide exhaustive supporting data to the Finance Subcommittee and School Committee meetings, with a focus on both the perceived impact on electives that the proposed Westford Academy (WA) staffing reductions could have, as well as the supports students in elementary and middle school receive to supplement the classroom teacher supports, known as Multi-Tier Support System. These targeted, short-term services include reading and math intervention for students performing slightly below grade level in K-8.

Amidst the focus on budget discussions, the committee also updated and approved many policies, including the Reconsideration of Instructional/Library Resources, Library Materials Selection and Adoption, Selection of Instructional Materials, and Notification of Sex Education.

Ultimately the voters at Town Meeting approved the increased budget, as well as an amended amount for the WPS department in the reduced budget, however the ballot measures for the Proposition 2 1/2 override failed. The committee then held a meeting to deliberate on the usage of the budget amendment and directed the administration to restore the elementary math and reading interventionists.

For this year, the School Committee had representation on the following Westford Public Schools groups:

- WPS Diversity, Equity and Inclusion Team
- Special Education Parent Advisory Council

- English Learner Parent Advisory Council
- Calendar Committee
- Collective Bargaining and Stipends Team

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
- WestfordCAT Board
- Pedestrian Safety Committee
- Budget Task Force
- MBTA Communities Multi-Family Housing Advisory Committee

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WESTFORD PUBLIC SCHOOLS

SCHOOL COMMITTEE – CONTINUED

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 7:00 pm 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.

School Committee Website and Email Address:
westfordk12.us/district/school-committee
School-committee@westfordma.gov

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WESTFORD PUBLIC SCHOOLS

SUPERINTENDENT OF SCHOOLS

Westford Public Schools (WPS) continue to be rated as one of the very best school systems in Massachusetts. We are proud of this reputation and recognize that it is the result of the positive relationships our outstanding staff creates to engage all our students along with the successful partnership and support provided by the town.

Christopher Chew, Ed.D.
Superintendent of Schools

Although enrollment does change 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 2024 enrollment number of 4,634 students on October 1, 2023.

The 2023-2024 school year was officially Year 1 of our newly developed Westford Public Schools Strategic District Improvement Plan (SDIP). This plan was developed following multiple stakeholder meetings with feedback and input gathered on developing focus areas and initiatives. This plan will guide the work of the district through FY2026. In the spring of 2024, a progress report on Year 1 was presented to the School Committee with an articulated action plan for Year 2 goals. Additionally, two juniors at Westford Academy, Samuel Ketchum and Andrew Mejia, designed a one-page poster for our SDIP that has been published and posted prominently throughout all of our schools.

Our updated mission and vision speak clearly to the heart of the work that we do:

We value the development of curious lifelong learners who are responsible, empathetic members of the community, demonstrating innovation through a wide variety of opportunities within inclusive, joyful learning environments that embrace their variability and honor their diversity.

We believe in preparing our students for active, positive participation as both local and global citizens by developing and fostering creativity, communication, collaboration, and critical thinking.

Also included in our SDIP is the commitment to our core values:

Safety- physical, mental, and emotional wellbeing

Perseverance- fostering resilience and growth mindsets

Inclusion- committing to equity for all

Respect- both of ourselves and those around us

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WESTFORD PUBLIC SCHOOLS

SUPERINTENDENT OF SCHOOLS – CONTINUED

Integrity- in our work, in our actions, in our choices

Teamwork- collaborating with others toward a common goal

The Theory of Action states that if the Westford Public Schools Strategic District Improvement Plan is clearly articulated with specific actionable initiatives, then the objectives can be effectively assessed and monitored through the annual improvement plan process. If the individual School Improvement Plans are clearly aligned with the

Strategic District Improvement Plan, then the priorities of the district will be consistently exhibited within each school. If each school within the district articulates annual goals aligned with a current District Improvement Plan, then all our educators can connect their goals during the Educator Evaluation process to the district initiatives which have the greatest impact directly on students within the classrooms.

The four Strategic Objectives developed for this plan to guide the district through FY2026 are as follows:

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 our students
3. Prioritize mental health and wellness for all 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 the Westford’s Climate Roadmap authored by the Clean Energy and Sustainability Committee

The specific initiatives for each objective along with the progress report on the work completed during the 2023-2024 academic year can be found online at <https://www.westfordk12.us/district/superintendent-schools/pages/strategic-district-improvement-plan-documents>

Following up on the comprehensive facilities assessment completed by design firm SMMA, a working group was established to look at their recommendations and consider how they might inform our next WPS Ten Year Master Plan. The SMMA study resulted in specific recommendations for each of our buildings in the final report. One of the early outcomes was the significant amount of data that allowed WPS 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. Based on that Statement of Interest, in December 2023, the MSBA officially invited WPS into the

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WESTFORD PUBLIC SCHOOLS

SUPERINTENDENT OF SCHOOLS – CONTINUED

Eligibility Period beginning in August 2024 to explore the possible consolidation of Robinson and Abbot schools into a new facility or engaging in renovation work at the Robinson School. The MSBA process takes many years to complete as the Eligibility Period is only phase one of nine. This process requires multiple votes in the community to approve moving forward at various stages. There is no commitment on the part of the MSBA or the Town of Westford at this time.

Directory

Office of the Superintendent of Schools

978-692-5560

Christopher Chew, Superintendent <i>Cathy Mucci, Administrative Assistant to the Superintendent</i>	X2103 X2102
Courtney Moran, Assistant Superintendent <i>Sandra Abramo, Administrative Assistant to the Assistant Superintendent</i>	X2105 X2104
Jenny Lin, Director of School Finance	X2106
Gerard Coughlin, Director of Special Education and Social Emotional Learning <i>Zoe Daniels & Jessica Staskiewicz, Administrative Assistants</i>	X2112 X2111/2113
Colleen Wallace, Director of Food Services <i>Tracy Razzaboni & Kathy Thompson, Administrative Assistants</i>	X2109 X2110
Jeff Goodwin, Director of Town & School Facilities	X2435
Jacqueline Studley, Administrative Assistant	X2438
Jennifer Schaffer, Human Resource Generalist <i>Kristy O'Brien, Human Resource Associate</i>	X2138 X2142

SCHOOLS
WESTFORD PUBLIC SCHOOLS
SUPERINTENDENT OF SCHOOLS – CONTINUED

Enrollment as of 10/01/2023

	NAB	ROB	MLR	ABB	DAY	CRIS	STBRK	BMS	WA	TOTAL
Pre-Sch	25	27	35							87
K	94	104	78							276
1	108	118	88							314
2	103	114	98							315
3				142	86	111				339
4				120	107	111				338
5				119	105	130				354
6							187	179		366
7							175	179		354
8							236	187		423
9									370	370
10									346	346
11									373	373
12									378	378
UNG									1	1
TOTALS	330	363	299	381	298	352	598	545	1467	4634

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
 UNG Ungraded

SCHOOLS

WESTFORD PUBLIC SCHOOLS

SCHOOL HEALTH SERVICES

National Association of School Nurses (NASN) vision 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.

Joan Mitchell, B.S., R.N., M.Ed.
Director of School Nurses

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.

Health Screening Conducted

Vision: 2,656

Hearing: 1,836

BMI: 1,283

Oral Health (Health Department): 194

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: 307 students screened, 27 students unavailable for screening, 12 students opted out

Middle School: 405 students screened, 6 student opt outs, 12 parent opt outs

School-based and community collaboration enable staff and students to be healthy and safe.

westfordpshealthservices.weebly.com

SCHOOLS

WESTFORD PUBLIC SCHOOLS

STUDENT SUPPORT SERVICES

The Westford Public Schools offer a range of special education services and programs at all grade levels that are created to meet all learners. Westford has tremendously dedicated teachers and support staff who strive to improve their teaching practices and educate the diverse learners that make up the students in Westford.

Gerard Coughlin
*Director of Special
Education and Social
Emotional Learning*

According to data submitted to the Massachusetts Department of Elementary and Secondary Education's (DESE) Student Information Management System (SIMS), Westford reported 931 students with disabilities in June 2024. 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 931 students, 77 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 32. Our Out of District enrollment jumped by 17 students which at 28% is a significant increase. Additionally, the district has been increasing programs at all levels as Routes, as an 18-22 program was created in The Millenium Building; a co-teaching program is being piloted at Nabnasset School; our Reach program continues to expand with a planned expansion for the 2025-2026 school year. Westford continues to provide a continuum of services focusing on inclusivity at each grade level. By responsibly including students with peers, 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.

Westford is still contending with an increase of 14% for Out of District tuition costs, while also managing an increase in transportation costs that has not seen commensurate offsets from grant funding, which decreased from last year. Additionally, data supports that Massachusetts students are still struggling from pandemic era learning, which has deeply affected our at-risk populations in special education. As many of our students continue to be faced with challenges around social/emotional learning, school districts are faced with trying to program for these students and Westford is continuing to plan programming to support these students in the future and decrease our Out of District needs.

Like all districts, Westford has also been working to effectively implement the new Massachusetts Individualized Education Plan (IEP) so that it creates effective individual programming for all our students. While some changes to the document were less significant, other changes were substantial, and teachers and staff are working to make the IEP an effective tool for all special education topics. The district will continue to provide professional development and in-district support for all teachers, staff, and caregivers around the changes with this document and how it will affect the children of Westford.

SCHOOLS
WESTFORD PUBLIC SCHOOLS
STUDENT SUPPORT SERVICES – CONTINUED

Grant 264	Grant 252	Grant 298	Grant 240	Grant 274	Grant 262	Funding Source
Federal	Federal	State	Federal	State	Federal	Federal/State
N/A	N/A	N/A	979,977	N/A	20,262	FY 2020
N/A	N/A	3,230	1,012,066	26,840	20,473	FY 2021
21,777	244,750	N/A	1,012,066	N/A	20,692	FY 2022
N/A	N/A	N/A	1,045,208	N/A	22,228	FY 2023
N/A	N/A	N/A	1,115,460	33,208	22,978	FY 2024
N/A	N/A	N/A	1,064,827	N/A	23,000	FY 2025

**N/A indicates that the grant was not made available from the state or federal government or was a grant that the District of Westford did not meet the criteria for.*

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES PRE-K-5 ELEMENTARY SCHOOLS

We were happy to welcome back our students at the beginning of the 2023-2024 school year. Each school was filled with positive energy and a new sense of community as we began a new year together. As the year opened, we continued our journey of addressing the social-emotional needs of our students and staff at each of our schools. Our yearly surveys using the Panorama Platform to collect data on the social-emotional needs/well-being of our students was used. The data helps to inform instruction and to provide support and coping strategies for our students. We have built a strong community with our shared Adjustment Counselors as they have worked collaboratively with our counseling departments and with the staff to continue addressing social-emotional learning within all grade levels. The Counseling staff worked together with the classroom teachers to provide classroom lessons, lunch bunches, small group instruction, and 1:1 student support. It has been noted that, because of our shared counseling staff, we have had an increase in positive transitions as the students rise to their sister schools. This collaboration has given our communities a bridge to foster positive relationships.

Pete Myerson
Abbot School Principal

Sharon Kennelly
Crisafulli School Principal

Chris Louis Sardella
Day School Principal

Melissa Boylan
Miller School Principal

Susan DuBois
Nabasset School Principal

Kevin LaCoste
Robinson School Principal

As a Leadership Team we continued our monthly visits across the district to see other schools in action. Each month we visited a different school to observe students and staff engaged in a variety of learning experiences. The Leadership Team participated in small group discussions and focused on the engagement strategies used throughout the district to create a sense of belonging within all classrooms throughout the grade levels.

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 videos, learning about famous people who are neurodiverse, joining in Community Meetings, and discussing the many ways we all learn in different ways. The students were engaged in activities that highlighted how we all learn in our own way, which makes each one of us unique and special.

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 “Ooch.” 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 3-5 sister schools. The students participated in a “move-up” day to tour the buildings and ask questions as they prepare to move on to a new school.

Our preschool teachers have worked hard to create a standard based report card and will continue to work on benchmarking this coming year before a full roll out.

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WESTFORD PUBLIC SCHOOLS

GRADES PRE-K-5 ELEMENTARY SCHOOLS – CONTINUED

Outside of the core instruction, our Pre-K-2 teachers continue to meet the growing social, emotional, and behavioral needs of our youngest learners and reinforce our core values of SPIRIT.

Kindergarten through second grade has been focusing on strengthening tier one instruction. They have implemented the University of Florida Literacy Institute (UFLI) with fidelity this year and continued their use of decodable books in their differentiated instruction groups. Our literacy lead teachers have also provided professional development to get the K-2 teachers ready to roll out the Educational Literacy Curriculum next school year. In Math, the use of I-READY My Path has proven to be a great resource for students as well as teachers. It provides individualized practice at each student's level while providing data on the level of mastery of standards. This data to inform instructional groups has proven to be an effective and efficient way to provide supplemental support to students.

The grade 3-5 schools continued to implement the online I-Ready Math Diagnostic Assessment, as well as implement the Education Literacy Curriculum (EL). In the area of mathematics, the teachers had the opportunity to dive deeper into the multifaceted platform to continue their use of the various reports and data that can be used to drive instruction. 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 a curriculum meeting presented by the STEM Curriculum Coordinator focusing on the new performance-based assessments/simulations for the STE MCAS (Science, Technology and Engineering) Tests. These new tests are scheduled to begin field testing next year.

During our literacy blocks the students and staff experienced a variety of learning topics through the implementation of the EL Education Curriculum. The curriculum is based on the science of reading and includes lessons which give the students the tools and skills needed to read complex grade level texts. The curriculum weaves in real world topics that address cross curricular topics in social studies, STEM, social justice, and environmental issues. This has led to lessons that have developed the students' habits of character and rich discussions within the classrooms.

Throughout the course of the year, the staff focused on lesson planning, utilizing the variety of EL resources in print and online, and learning about the ALL Block (designed to complement the literacy block to support and extend student learning from the module lessons). The teachers collaborated within their teams as well as with colleagues across the district.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

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 English Language Development for English Learners. The program of studies also includes health and physical education, visual and performing arts, and Science, Technology, Engineering, & Mathematics (S.T.E.M). Opportunities to participate in ensemble groups including band, orchestra, and chorus are also built into the schedule. Academic coaching is an intervention available to any individual student in need of additional assistance with academics. During a daily advisory block, students can meet with teachers individually and in small groups, access school resources such as the library and counseling department, collaborate on projects, or 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 (PTO) 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 monthly faculty and curriculum meetings also focused on common themes of student engagement, *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 2023–2024 school year focused on three primary areas: Equitable Student Outcomes, Sense of Belonging, and Social, Emotional, and Academic Engagement.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES 6-8 MIDDLE SCHOOLS – CONTINUED

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. Danielle Hillenberg and Jennifer Lawton served as teacher representatives, and Sandra Habe continued as community member.

A variety of academic and exploratory activities promoted the district's core values of Safety, Perseverance, Inclusion, Respect, Integrity, and Teamwork, and 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, Project Thirst, and the Wish Project. *A World of Difference* peer mentors continued to lead school-wide anti-bias activities and trainings. 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. Over thirty clubs were offered including Student Council, Speedcubing, Coding, Pride Alliance, Outdoor Adventure, and a competitive math team. Blanchard Theatre Arts performed *The Twenty-fifth Annual Putnam County Spelling Bee* in the fall and produced *The Night I Died at Palace Theatre* 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 fundraising efforts 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 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 coordinated an eighth grade field day.

Blanchard's eighth annual Middle School Completion and Achievement Ceremony was held in June. Embracing multiple forms of success, the program also featured musical performances by the ensemble groups and recognitions for outstanding achievement, effort, leadership, and community involvement.

STONY BROOK SCHOOL

At the Stony Brook School our goals are to support students' academic and personal growth and to build a strong sense of community and belonging. Our School Improvement Plan is aligned to Westford's Strategic District Improvement Plan. The goals for the 2023-2024 school year continued from the 2022-2023 school year and focused on the following: 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, Karen Wiczynski. Parent membership included Ramya Soman and our community representative was Jean Forrester. Helene Orvoen and Mindy Schnare served as the teacher representatives. We held three joint meetings with Blanchard Middle School

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GRADES 6-8 MIDDLE SCHOOLS – CONTINUED

and conducted a parent survey regarding communication between school and home. We look forward to expanding our parent and teacher representation for the 2024-2025 school year.

The Stony Brook community continued to promote our PRIDE core values of perseverance, respect, inclusivity, dedication, and empathy, as well as our Westford SPIRIT core values of safety, perseverance, inclusion, respect, integrity, and teamwork through a variety of enrichment and student-led activities. Students and families supported the following organizations at the initiative of our students: Lowell Transitional Living Center, For the Love of Erika, STEM4Youth, Westford Food Pantry, and Cradles to Crayons. Many of our students participated in leadership opportunities, such as the Environmental Leadership Club and Student Leadership Council, which both helped to make positive change for our school community. Of note, there was increased recycling and less waste in our cafeteria through the efforts of staff and students to help make Stony Brook more environmentally responsible.

The Stony Brook PTO continued to support our students and educators throughout the year. Academic Enrichment Programs this year included A Midsummer Night's Dream, a visit from Jack Gantos, Mythmasters Tales of Greek Mythology, New Inca Son, Pyramids and Pharaohs, and 8th grade science teachers presenting using liquid nitrogen and dry ice. Many teachers benefited from the very successful mini-grant program, which helped them to enhance their curriculum and instruction. The PTO honored our staff with several teacher appreciation events throughout the year and organized the 8th grade celebration dance and volleyball game in conjunction with Blanchard.

At Stony Brook, our students are very involved in after-school athletics, performing arts, and clubs. 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, *Newsies* in the fall and *Hey! I Get It!* in the spring. Students participated in a variety of after-school athletics and we continue to have robust offerings for after-school clubs with many different options for students.

Stony Brook held our first Completion Ceremony in June, which celebrated all our 8th graders as their time in middle school drew to a close. Many students were recognized with class and school-wide awards for their middle school achievements and there was a focus on academic achievement, citizenship, and demonstrating our core values.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY

Westford Academy continues to be an excellent public high school in Massachusetts. Graduates are accepted at and attend some of the best universities and colleges in the country. The curriculum, instruction, and co-curricular activities continue to develop curious lifelong learners who are responsible, emphatic members of the community, demonstrating innovation through a wide variety of opportunities within inclusive, joyful learning environments that embrace their variability and honor their diversity.

Dan Twomey
Westford Academy Principal

Our Counseling Department had a highly successful rollout of our “Coffee with the Counselors” this year. We offered five different sessions for our parents/caregivers to speak with and learn from our counselors. We also had a successful rollout of “Cartwheel” services this year. “Cartwheel” offered individual telehealth, parent/guardian webinars and ongoing collaboration between family, school, and “Cartwheel.” Counselors made 56 referrals during this school year.

Our English Department was super busy this year. Studnets who are contributors to our student publication, *The Ghostwriter*, attended the New England Scholastic Press Association’s annual conference on Friday, May 3. Our publication was recognized with an All-New England Award given out to the select best publications in New England.

The following stories and reporters were also individually recognized for their projects:

- Senior, James Farley for his sports story
- Sophomore, Srivas Arun for his review
- Junior, Elitsa Koleva for her bylined column
- Junior, Deepa Gautam for her feature story
- Junior, Saanvi Arora for her feature story
- Sophomore, Kate Kelly for her feature story

The Ghostwriter contributors attended the Journalism Education Association’s national fall conference in Boston this year. Advisers Jack Holbrook and Janet Fonden were on the planning committee for this national conference. Three students were recognized in the national writing competitions:

- Saanvi Arora, Honorable Mention for News Writing competition
- Deepa Gautam, Honorable Mention for Editorial Writing competition
- Jack Zwirn, Honorable Mention for Sports Writing competition

The Shakespeare Club hosted their first ever Monologue Madness competition where they drew a sizable crowd in the flag lobby. The competition entailed challenging faculty members to recite monologues while facing an obstacle such as eating a hot pepper, balancing a book on their head, or using a silly voice. The audience was engaged and enthusiastic and seemed to really see what the club is all about. The Shakespeare Club wanted to show the student body that Shakespeare is dynamic and fun, and they did an amazing job planning, provisioning, hosting, and reflecting on the event. These students had been fine-tuning this event for three years and it was amazing to watch them put it all together and succeed. Proceeds from the event (\$200) were donated to the World Literacy

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GRADES 9-12 WESTFORD ACADEMY- CONTINUED

Foundation so the Shakespeare Club can spread a love of learning and reading to an even wider audience beyond WA.

The following ninth graders in Ms. Shaw's English 9 Honors class received Honorable Mention in the Global SEALOEarth Essay Contest: Maya Galli, Amey Nayak, and Nishka Patel.

Mrs. Kumar and Ms. Shaw were awarded a grant from the Scholarship and Grant Committee of Westford to buy 55 copies of *Roses, in the Mouth of a Lion*, which will be piloted in English 9 Honors next year.

Rashmi Kumar classes piloted two new books by Asian/Asian American authors in the tenth grade English curriculum: *All My Rage*, a novel by Sabaa Tahir and *Beautiful Country*, a memoir by Qian Julie Wang.

Emily Coates and Chris Bramanti took their ninth-grade students to the Joseph Moakley Courthouse in Boston to get a tour and speak with a judge in conjunction with their unit on *To Kill A Mockingbird* and *Just Mercy*.

Emily Coates and Brian Mahoney took their twelfth-grade students to the Museum of Fine Arts in Boston to use art as a vehicle for thinking more deeply about literature and drawing connections in their writing.

Our P.E. Wellness Department implemented District-Wide Adapted Physical Education.

During the 2023-2024 school year, Westford Public Schools for the first time added a district-wide Adapted Physical Education teacher. This position is an interdepartmental collaboration with the Student Support Services Department. Adapted physical education is "specially designed instruction in physical education that has been adapted or modified so that it is appropriate for the person with the disability as it is for the person without the disability", (<https://www.ncpeid.org/what-is-ape->). Throughout the year, adapted physical education has worked closely with district and department staff, students, and the school community to further support student growth, development, and movement opportunities in all aspects of physical education.

In collaboration with the Massachusetts Division of Fisheries and Wildlife and the National Archery in Schools Program (NASP), Westford Academy hosted a two-day professional development titled Massachusetts Archery in the Schools Program. Members of the WPS Health and Physical Education Department were joined by other Physical Education teachers from Chelmsford and Burlington Public Schools for two days of professional development. Included were NASP's Archery Curriculum, teacher training - the setup and safe operation of an archery range, as well as the inspection, maintenance, and use of bows and arrows. Additionally, safety and the use of equipment that allows beginners to be more successful regardless of size or strengths were emphasized.

Our freshman health classes impressed all with a Mini Mental Health Fair - the first of its kind. Students researched mental health topics, incorporated personal stories, and created presentations like infographics, and podcasts. Librarians and the Digital Learning

SCHOOLS

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GRADES 9-12 WESTFORD ACADEMY- CONTINUED

Specialist supported this active learning project where students showcased college-level understanding, considering various factors affecting mental health.

Westford Academy hosted the WA + Friends Invitational in June. Three students (Eloise Andrews 2024, Henry Arnolds, 2024, and Carter Scanlan 2024), Bill Meuse (WA Health and PE), and many colleagues planned the 2nd Annual WA + Friends Invitational. The WA + Friends Invitational promotes the mission of unified play by providing all athletes with continuing opportunities to develop physical fitness, prepare for entry into school and community programs, express courage, experience joy, and participate in the sharing of gifts, skills, and friendship with their families, other athletes, and the surrounding communities. We witnessed moments of great sportsmanship and camaraderie between athletes of all abilities, creating a truly inclusive environment.

Westford Academy business classes continued to excel in the Distributive Education Clubs of America (DECA). This year the Westford Academy's DECA Club, the largest chapter in Massachusetts, placed in countless events at the district and state levels. The DECA International Career Development Conference (ICDC) is the culmination of the DECA year. More than 23,000 high school students, teacher-advisors, business professionals and alumni gather for several days of DECA excitement. More than 10,000 DECA members demonstrate their college and career knowledge and skills by participating in DECA's Competitive Events Program. They are finalists from their chartered associations hoping to be named an international champion. Westford Academy brought 51 students to Anaheim, CA. We had three students place in the top ten and 13 students place in the finals of their events.

Our World Language Department received a grant for \$18,000 in November to administer language proficiency testing (STAMP - Similar to the MCAS for World Languages).

We tested over 600 students in 8th grade, all students completing their 2-year world language requirement (some in level 2 and many in level 3), heritage language students, and our seniors in level 5 Honors, College Prep, and Advanced Placement. Seventy-three seniors received the MA Seal of Biliteracy, 11 of those with Distinction. This number is up from approximately 40 last year. A total of 139 World Language Students achieved medals on their respective national language exams this spring (Latin, Spanish, and German). One student will be studying on a scholarship this year in Germany because of his score on the National German exam.

The German, French, and Spanish exchanges are planned and ready to happen starting this summer. Sixty-six WA students will be participating next year. Special thanks to Katrina, Andrea, Tim, and Ashley for all their planning.

We held the World Language Awards Ceremony using a different format. Based on feedback from faculty we may adjust next year's ceremony.

Our Mandarin teacher, Fanny Feng, organized another successful Lunar New Year celebration for the Westford Community.

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WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY- CONTINUED

A Spanish/Mandarin senior won the Massachusetts Foreign Language Association (MaFLA) Past President's Scholarship upon recommendation of the World Language Department.

Two new teachers, Olivia Fennell and Beth Beauchesne, were very successfully mentored by Julie Bostrom and Kori Paternak. They did a tremendous job this year and both were a welcome addition to the department.

Our WA South Asian Student Association (SASA) club had a much bigger Darba event in its second year and held its first Holi event in the spring this year.

The Westford Academy Theater Arts Department has had a busy year. The WA Music Ensembles traveled to Philadelphia, PA in April and took in the Temple University Wind Ensemble, the Philadelphia Orchestra's performance of Mahler's 5th Symphony, and then traveled on to New York City to see the Broadway production of *Wicked*.

WA Chorus performed in the University of Massachusetts Lowell Choral Invitational in March with the University of Massachusetts Lowell Chamber Singers, and with the Leominster High School and Dracut High School Choirs.



WA Chorus hosted its first annual Chorus Camp on Saturday, February 3rd with over 30 middle and elementary school students. High schoolers ran Choir Olympics, and the students learned several songs including the annual combined piece to be performed at the Town Wide Chorus evenings later that month.



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WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY- CONTINUED

In February, WA hosted its two annual Town Wide Chorus Nights, and the annual Choral Festival morning for WPS chorus students in grades 5-12, from the Day, Abbot, Crisafulli, Stony Brook, and Blanchard schools.



Fourteen WA Music students were selected for the Eastern District Senior Music Festival Band, Chorus, Orchestra, and Jazz Band in Milton, MA in November.

Six moved forward to participate in the MA All State Music Festival held at Worcester's Mechanics Hall in March.



Eastern MA District:

Niklas Ang, band
Sreya Binu, chorus
Emma Ditmars, orchestra

Eastern MA District:

Daniel Engdahl, jazz band*
Joanna Finney, chorus
Grace Hinkle, chorus
Mia Kuo, orchestra*
Amelia Margetts, orchestra*
Corleigh O'Connell, chorus*
Rahi Patel, chorus*
Stephanie Pavkovic, orchestra*
Luke Wang, (band) orchestra*
Helen Yee, band*
Tyler Zhang, band

All State:

Daniel Engdahl, trumpet (jazz band)
Mia Kuo, cello
Amelia Margetts, violin

All State:

Rahi Patel, chorus
Stephanie Pavkovic, violin
Luke Wang, clarinet

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WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY - CONTINUED

Four WA 9th grade music students were selected for the Eastern District Junior Music Festival Orchestra and Chorus in January.

Lily Wan, violin
Madhurika Sivakumar, violin
Maria Reuther, viola
Tess Ririe, chorus

WA Bands and Orchestras participated in the Massachusetts Instrumental and Choral Conductors Association (MICCA) Concert Festival in April. The WA Band earned a gold medal, and the WA Orchestra earned a silver medal.

Westford Academy's Visual Arts have had many impressive achievements. Shlok Gupta, Grade 11, had a photograph selected to be part of Drexel University's High School Photography Exhibition.

The following students had their drawings published in Westford Academy Art Club Calendar:

Alyssa Duronio - Grade 12	Brendan Chambers - Grade 11
Emily FitzPatrick - Grade 12	Ruby Davis - Grade 11
Meghan Gardner - Grade 12	Sachi Rasne - Grade 11
Maia Gosselin - Grade 12	Alex Dunne - Grade 10
Elizabeth Lu - Grade 12	Charlene Kurnianto - Grade 10
Cora McWade - Grade 12	
Liz Seilan - Grade 12	
Ananya Sreekakolapu - Grade 12	
Daanya Usmani - Grade 12	
Ivy Vernalia - Grade 12	

The following students received Scholastic Art Awards:

Grade 12

Emily FitzPatrick, Portfolio (Art) - Honorable Mention
Elizabeth Lu, Digital Art - Gold Key, Silver Key, and Honorable Mention
Daanya Usmani, Painting - Silver Key and Honorable Mention

Grade 11

Brendan Chambers, Painting - Honorable Mention
Addi Preble, Mixed Media - Silver Key
Madison Silvia, Mixed Media - Silver Key

Grade 10

Sofia Gutierrez - 2 Honorable Mentions

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WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY- CONTINUED

Grade 9

Ryker Dang, Film & Animation 9 - Gold Key

- Daanya Usmani, Grade 12 had her drawing selected to be on display at the courthouse as part of the Middlesex Superior Court Youth Art Program.
- Elyse Holmes and Trinity Murphy were named Honorable Mention Winners in the *METG Two Person Scene Contest*.
- Dylan Leiwant was named the First Place Winner in the *METG High School Musical Theater Contest*.
- Gaby Sanders' *Less Than More Than Friends* was produced in *The Boston Theater Marathon*.
- Natalie Weinberg's *Surface Tension* was produced in *The Boston Theater Marathon*
- The following Individuals were named Winners by the Massachusetts Educational Theater Guild for Excellence in Theater at the METG State Festival

At the Preliminary Round:

- Zain Irfan for Excellence in Acting for his role of Abe
- Andrew Mejia, Dylan Leiwant, and Maeve O'Toole for Excellence in Technical Theater-Sound Design
- Aamir Kapasi for Excellence in Acting for his role of Ami
- Hayden Pelta and Haley Burns for Excellence in Technical Theater-Lighting Design
- Josh Lawrence for Excellence in Acting for his role of Isaac
- Maia Gosselin, Ruby Davis, Grace Hinckle, Cora McWade, Keira Grenier, Madison Kay and Liz Sielian for Excellence in Technical Theater-Property Design
- Viktoria Kariuki for Excellence in Acting for her role as Jory
- Gabriela Sanders for Excellence in Acting for her role as Emily
- Ethan Mandile, Xander Holway, Louis Casale for Excellence in Technical Theater-Set Design

At the Semi Final Round:

- Ethan Mandile for Excellence in Stage Management
- Viktoria Kariuki for Excellence in Acting for her role as Jory
- Aamir Kapasi for Excellence in Acting for his role of Amir
- Maia Gosselin, Ruby David, Grace Hinkle, Cora McWade, Keira Grenier, Madison Kay and Liz Sielian for Excellence in Technical Theater-Property Design
- Ethan Mandile, Xander Holway, Louis Casale for Excellence in Technical Theater-Set Design

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WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY- CONTINUED

At State Finals:

- Viktoria KariukiI for Excellence in Acting for her role as Jory
- Ethan Mandile, Xander Holway, and Louis Casale for Excellence in Technical Theatre - Set Design
- Hayden Pelta and Haley Burns for Excellence in Technical Theatre - Lighting Design
- and a very special recognition, the Trustees Award, given for the top acting performance of Finals Weekend to Aamir Kapasi for his role as Amir

The following Individuals were nominated for Excellence in Musical Theater at the Tamy Awards

- Dylan Leiwant for Best Performer in his role of Seymour
- Aamir Kapasi for Best Supporting Actor for his role of Mr. Mushnik

Pit Orchestra for Best Orchestra

Dylan Leiwant and Jessica Materazzo for Dynamic Duo for their roles in *Little Shop of Horrors*

The Set, Lighting, Costume, Prop, and Puppeteer Teams for Visual Excellence (for which they were named WINNER).

Ian Skinner for Not Your Average Chorus Member (for which he was named WINNER)

Dylan Leiwant was named a FINALIST (Top Five in the State) for the *JIMMY Awards* (a program which ultimately offers two students in the country an opportunity to immediately join a Broadway Company.)

The following individuals were nominated for Excellence in Musical Theater at the MET Musical Theater Awards:

Colin Walsh, Natalie Weinberg and Ethan Mandile for Best Specialty Ensemble for their Collaborative Work in *Little Shop of Horrors* as the Voice and Puppeteers of Audrey II

Many of our varsity teams had MIAA State Tournament Appearances: Golf, Cross Country (Boys and Girls), Cheerleading, Field Hockey, Football, Soccer (Boys and Girls), Volleyball (Girls), Wrestling, Gymnastics, Ice Hockey (Boys and Girls), Indoor Track (Boys and Girls), Nordic Ski, Alpine Ski, Swim & Dive (Boys and Girls), Baseball, Softball, Track & Field (Boys and Girls), Lacrosse (Boys and Girls) and Tennis (Boys and Girls).

Many of our teams won Dual County League Team Championships: Golf, Swim & Dive (Boys), Gymnastics, Indoor Track & Field (Girls), Ice Hockey (Boys), Outdoor Track & Field (Girls), and Baseball.

Westford Academy Athletics also had our first Unified Track & Field team and participated in the second annual WA and Friends Invitational Meet.

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY- CONTINUED

Our Soccer team participated in a “Kicks for Cancer” event at Concord-Carlisle along with hosting their own event to raise money for Cancer. The boys and girls soccer teams also hosted a youth soccer night where the youth teams played a mini game during halftime.

Our football team partnered up with Concord-Carlisle to “Tackle Cancer Together.” They also hosted a youth football night where the young athletes ran across the field during halftime and invited some of the Best Buddies to do the coin toss at the beginning of a game.

Our boys and girls ice hockey teams brought awareness to Breast Cancer with “Pink the Rink” nights and also had “Live for Liv” events to bring awareness to Domestic Violence. Hockey also hosted a youth hockey night where the young athletes got to skate on the ice in between periods.

Basketball hosted youth basketball and “Best Buddies” nights to play on the court during halftime.

Our wrestling team invited the youth organization to warm-up with the team on the mat during senior night and volunteered their time to help out during youth wrestling meets.

Our girl’s lacrosse team raised money for “Morgan’s Message” which brought awareness to Mental Health.

Our field hockey team hosted a “Cancer Awareness” game.

WA Cheerleaders participated in several fundraising events and donated their time to several community service projects.

Our cross-country team volunteered their time at a water stop at the BayState Marathon in Lowell.

Our track & field athletes went to the middle schools to help run their meets.

Over 75 of our Westford Academy athletes, coaches, and teachers donated their time and energy to host and make our 2nd Annual “WA and Friends Invitational” Special Olympics event a tremendous success. We hosted teams from Acton-Boxborough, Concord-Carlisle, Tewksbury, and Gardner. This Olympic-style event was outstanding.

These are just a few of the great things that are going on in our athletics program. These are the life lessons that our student athletes are being taught. A major “life lesson” learned is when our athletes work with our youth athletes and when they team up with other communities. It’s a great way to learn about other communities and work together for a common cause!

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WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY – CLASS OF 2024

Mackenzie Avery Adam
Isabelle Inalia Ade
Syeda Saimah Ahmed
Samik Gowda Ajikutira
Carla Jacques Alaga
Akash Alamanda
Lucas David
Albuquerque
Leah Yuyi Alexander
Lauren Elizabeth
Alonardo
Nathan John Anderson
Thomas Charles
Anderson
Eloise Marlowe Andrews
Henry Albert Arnolds
Rhythm Arora
Alin Aydogan
Henry Joseph Babineau
Abigail Katherine Baker
Aryaman Banerjee
Nidhisha Bangaru
Aaron Jay Cornelius
Barber-Mingo
Yahya Musab Basil
Abigail Diane Bauer
Alessandra Rae Bean
Hazel Belge
Paul Joseph Bergeron
Saisrunushvini
Bhagavathula
Malvika Bhardwaj
Sreya Susan Binu
Jordan Anne Bishop
Andrew James Blais
Nicolas Furtado
Blatterman
Jacob Edwin Bluestein
Charles John Bonenfant
Nicolas William Bonica
Clem Lopes Bower
Eva Boyapati
Andrew Russell Briggs
Trent William Brookings
Sydney Margaret
Brotherston
Noah Michael Brown
Jacob Edward Bruder
Adam Christopher
Burbine
Haley Allison Burns

Douglas Donald
Caggiano
Tristan Avery Caldwell
Faith Marie Camacho
Serena Caney
Katie Noelle Carnevale
Gianna Maria Caron
Aiden Raoul Carrasco
Katherine Theall Carroll
Matthew David Cassie
Shresh Chaturvedi
Tanya Chawla
Juliana Elizabeth
Chiappetta
Tanya Jeyaprakash Chittu
Saniya Abbas Choudhry
Ava Loring Chwalek
Ava Jane Clancy
Shane Christopher Clark
Abigail Leigh Clemente
Marisa Elise Cline
Ethan Noble Colley
Griffin Martin Conway
Emma Belle Cotter
Ruth Pearl Crawford
Estella Siheng Cui
Jake Robert Cullen
Connor James Curran
Christopher Daniel Czado
Victoria Rocha Dalton
Mia Veronica Damiani
Kevin Michael Daniele
Keilana Catarina daRosa
Sai Srinidhi Datla
Justin David Davighi
Ryan John de Mars
Jack Michael Dealy
Colin Matthew DeMello
Ansh Desai
Mitali Abhijit Deshmukh
Sofia Louise DeStefano
Damian John DiNitto
Isabella Rose Dinsmore
Emma Grace Zilian
Ditmars
Justin Tillman Dobski
Katherine Lindsey Dodos
Logan Thomas Donaruma
Nicholas Karl Doney
Brenna Hart Donoghue
Conor Joseph Doonan

Brooke Holmes Downey
Nora Marie Driscoll
Audrey Lise Du Pasquier
Ethan Jin Eang
Roman Salvatore Eracleo
William Shaw Sena
Esteves
Christopher John
Fahlman
Clara Fang
Mackenzie Ellen Fannon
James Kevin Farley
Charlotte Knost Ferillo
James Robert Ferreira
Emily Marie FitzPatrick
Brendan Rollins Flaherty
Ben Or Fluet
Elaina Brynne Davis
Forcier
Luana Mendes Frade
Ethan Joseph Fradkin
Maxi Dennis France
Nicholas Llewellyn
Franklin
Tyler James Frazee
Raegan Joy Fremault
Matt Charles Friel
Caroline Elizabeth Kent
Fulton
Nathan Joseph Gales
Emily Charlotte Ganz
Landon Cole Garcia
Logan Richard Gardner
Meghan Kelley Gardner
Shailaja Suma Gillett
Lila Elizabeth Glynn
Eric Francisco Godfroy
Vishesh Goel
Ethan Patrick Goff-
Chervin
Maia Joie-Marie Gosselin
Kyle Edward Goucher
Jacob Connor Greenwood
Chloe Guo
Aarushi Gupta
Tanmay Gupta
Julia Hayes Guthrie
Caroline Isabella Haggan
Davis Macdonald Haines
Brenton Scott Halio

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY CLASS OF 2024

- CONTINUED

Emerson Leigh
Hammond
Ashley Christine Hander
Trey Erik Hansen
Molly Kate Harding
Darren Pok-Man Hau
Emma Kathryn Healy
Ellacoya Cheyenne
Herget
Nevaeh Anne Hester
Aidan David Hill
Ava Katharine Hill
Samuel Anthony Holm
Madison Miranda
Holmberg
Sophia Louise House
Natalie Catherine Howard
Ryan Styrna Hughes
Autumn Christina
Humphrey
Andy Huynh
Amelia Hope Jarrett
Brady Lucas Jarvie
Medhasri Sai Jegga
Alyssa Gianna Jewell
Cameron William Jewell
Harry Bhaskar Joshi
Joseph Davis Kallely
Adam Benjamin
Kamenetsky
Aamir Nabil Kapasi
Leela Devi Kapur
Rishith Sai Seshasimha
Kasarla
Arineemal Kaul
Gurmann Kaur
Madison Lynn Kay
Megan Elizabeth Keefer
Devesh Charudatta
Khamitkar
Muhammad Aayan Khan
Mysha Suhan Khan
Eshan Amol Khire
Sarah Bruns Kirby
Sritanvi Venkata
Sobhitha Kodukulla
Alexander Nickolas
Korchev
Raunak Ashwin Kothari
Kostya Krauchanka

Owen Christopher
Krzywicki
Shanvi Kumar
Mia Kuo
Alexandra Ellis Kwon
Leonardo Katashi La
Ferla
Jefferey Philip Laflamme
Joshua Scott Lawrence
Dylan Jacob Leiwant
Caroline Rose Lemieux
Griffin William Lewis
Stephen Robert Lewis
Hongcheng Li
Yiwen Lin
Connor Joseph Liona
Eric Zhuoran Liu
Jonathan Liu
Qi Liu
Christian Seth Blancaflor
Llagas
Thomas Petru Loghin
Allison Leigh Lombardo
Henry Donald Longtin
Sanhita Shirish Lothe
Alex Chengye Lu
Elizabeth Yang Lu
Meaghan Murong Lu
Emily Margaret Lux
Alicia Margery Macko
Samson Daniel Maffetore
Annalise Caroline
Magnuson
Caroline Marie Mahony
Shahoj Makkapati
Mars Janaki Mamidipudi
Christopher Aidan
Marcus
Amelia Ruth Margetts
Owen Doherty Markesich
Devin Joseph Marshall
Jessica Lilly Materazzo
Brody Ryan McClelland
James Michael
McDermott
Cora Elizabeth McWade
Anne Elizabeth Melanson
Edward Louis Melanson
Cayla Michele Meldrum
Megan Elizabeth Metivier

Donald Alexander
Metzник, III
Renee Jeannette Michaud
Vincent Thomas Midura
Joseph Michael
Minchello
Aditya Mohan
Muhammad Ilan Safraz
Bin Mohd Rashdan
Arni Mola
Andrew Nicholas Moore
Yarielis Moquete-
Pimentel
Max Morales Gomez
Kendall Paige Moran
Tara Linda Morris
Chloe Rose Moulton
Perry Michael
Mourtzinou
Pravar Mukkala
Matthew Leo Mulhern
Nicholas Marcus Muller
Brandon Connor Murphy
Maggie Alessandra
Murphy
Keira Lynn Murray
Skye Paige Mussaw
Martin Charles Nagle
Nandana Rajesh Nair
Sarisha Anya Narula
Jack William Nelken
Aja Elisabeth Nguyen
Angelia Thien My
Nguyen
Cang Nam Nguyen
Holly Catherine Nolan
Michael William Nolan
Harshal Krishna Nookala
Riley Chey Noonan
Teddy James Nordhougen
Meggie Sylvia Norton
Mahiya Meenu Nowfal
Corleigh Anne O'Connell
Tyler Everett Olsen
Naomi Eve Oxender
Jana Caitlyn Dimalibot
Paguia
Urvi Pai
Samya Palawat
Ankit Panda

SCHOOLS

WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY CLASS OF 2024

- CONTINUED

Haasini Sri Laya Paparaju
 Pramodh Kameshwar
 Pappu
 Melissa Denise Paquette
 Yash Parmar
 Ansh Mahesh Patel
 Manav Chirag Patel
 Rahi Brijesh Patel
 Riya Vasant Patel
 Nick Christopher
 Pattinson
 Pranaya Paudyal
 Katherine Amelia Paxton
 Drew Warren Pearson
 Sarah Emilie Pizette
 Hannah Catherine
 Podsiadlo
 Alexander Martin
 Popelka
 Dillon Joseph Power
 Colby Thomas Provost
 Saniya Purohit
 Alan Quan
 Prisha Rachakatla
 Kavin Raguraman
 Rishit Rajput
 Isabel Kavya Rana
 Saket Rao
 Samantha Rose
 Reddington
 Finlay John Rennie
 Elizabeth Grace Reuther
 Katelyn Grace Robinson
 Renee Grace Roderick
 Thomas Allen Rose
 Aidan Paul Rosenthal-
 Pitts
 Nicholas Augustine
 Russo
 Amro Khaled Saleh
 Qais Baker Saleh
 Maria Antonia Sampson
 Gabriela Claire Sanders
 Anastasia Katherine Sass
 Ram Narasimhadevara
 Sastry
 Katherine Joan Saunders
 Olivia Michelle Savoie
 Yash Sawhney
 Carter Joseph Scanlan

Liam Michael Schmidt
 Christopher James Sell
 Ritika Ruhi Sen
 Aditya Sengupta
 Henry Alex Sharpe
 George Howard Shui
 Elizabeth Catherine
 Sielian
 Aarav Singh
 Nikhil Singh
 Ashwin Sivaprakash
 Dani Tristan Sloan
 Jeremiah David Small, Jr.
 Jonathan Samuel Chase
 Smith
 Arjun Pramod Sonawane
 Amelia Valentine Spahr
 Greta Arden Spahr
 Leah Grace Spinney
 Ananya Sreekakolapu
 Tarun Sreekanth
 Prajana Sriram
 Srinivas Sriram
 Leah Rose Stafford
 Tate Frederick Stephan
 Jason Andrew Story
 Natalie Claire Strauss
 Neha Annabelle Sugan
 Emily Sun
 Ryan Sun
 Kara O Sweeney
 Ryan William Swinamer
 Lauryn Ava Talbott
 Rajit Talluri
 Jonathan Matthew Tang
 William Hollis Tarbox
 David Gabriel Tashji
 Kayleigh Morgan Tatroe
 Alana Rose Thomas
 Annika Marie Thomas
 Devon Lee Tibbitts
 Michael Rose Tibbitts
 Braden Zachary Tripp
 Callum Louis Trotter
 Ava Madison Tung
 Evangelina Terese
 Underhill
 Madhumita Unnikrishnan
 Prajna Upadhyaya

Vannesa Isabella
 Urizandi
 Daanya Usmani
 Arya Prasad Vadassery
 Michelle Ariel Vaisman
 Olivia Anne Valcourt
 Amita Dayananda Vellal
 Bhavya Sai Vemuri
 Ritu Venkat
 Ivy A Vernalia
 Sanjay Vijay
 Jocelyn Noelle Vogel
 Darshita Vohra
 Shreya Voruganti
 Ashlyn Reed Wahlquist
 Lilli Michele Wain
 Colin Jerold Walsh
 Angela Wang
 Samantha Campbell
 Waterhouse
 Adam Nicholas Wedlake
 Matthew Seth Weinberg
 Natalie Michelle
 Weinberg
 Connor Presley Weiss
 Jack Matthew Whitman
 Karina Annabelle Wills
 Ava Victoria Witkum
 Jessica Morgan Witsch
 Aaron Ailong Wu
 Mahitha Yerabothu
 Kai-Xing Audrey Yue
 Alex Damian Zayas
 Serrano
 Longhao Zeng
 Alan Zhan
 Marvel Jiaxiang Zheng
 Jack Benjamin Zwirn

SENIOR LOW-INCOME DISABLED TAX RELIEF COMMITTEE (SLIDTR)

The Senior Low-Income Disabled Tax Relief Committee's charge is to examine possible personal and property tax relief exemptions for seniors, disabled, and low-income residents. 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.

The Senior Low-Income Disabled Tax Relief Committee did not meet in FY 2024.

The Select Board voted to dissolve the Senior Low Income Tax Relief Committee on September 12, 2023.

Thomas Spuhler
Chair

Annette Cerullo
Vice-Chair

Christine Collins
Paul Fassbender
Heather Fitzpatrick
Dan O'Donnell

TAX COLLECTOR - TREASURER

Tax Collection Information

The current year collection rate is 99.1%. Uncollected balances are pursued through tax liens and eventual foreclosure through land court. Three properties are currently being processed for foreclosure in land court. Twenty-five seniors have taken advantage of the tax deferral program in Westford. The deferred tax balance was \$724,846 on June 30, 2024. We had 34 tax titles (delinquent tax liens) totaling \$552,369 on June 30th.

Christine Collins
Tax Collector – Treasurer

Mark Lang
Assistant Tax Collector

Pam Florek
Assistant Treasurer

Jessica Clinton
Senior Assistant

Please Help Us Go Green!

The Tax Collector-Treasurer’s office uses City Hall Systems for our online bill pay provider. Users 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.

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 \$1.49 million dollars raised and contributed 22 cents on the tax rate in FY 2024. No new bonds were issued in FY 2024.

Bond Anticipation Notes are short-term loans taken out prior to permanently bonding a project.

There were Bond Anticipation Notes outstanding on June 30, 2024 for the following projects:

<u>Description</u>	<u>Amt. Outstanding</u>	<u>Project Status</u>
Access Controls Schools	\$ 312,900	Started
Town Farm Road Water Tank	1,020,000	Started
Oak Hill, Plain & Moore Rds.	7,870,000	Started
Pond Brook Culvert Design	300,000	Started
185 North Main Culverts	470,000	Started
Frances Hill Water Tank	1,045,000	Started
Plain Road Sidewalks	200,000	Started
Carlisle Road Sidewalks	200,000	Started
Blanchard Roof MSBA	6,000,000	Started
Blanchard Roof HVAC	1,000,000	Started
Pond Brook Culvert Construction	1,200,000	Started

During FY 2024 Town Meeting authorized borrowing for the following projects:

<u>Descriptions</u>	<u>Amt. Authorized</u>	<u>Funding Source</u>
Blanchard School HVAC	\$1,000,000	General Fund
Ambulance	532,050	Ambulance Enterp.
Plain Road Sidewalk Construction	600,000	General Fund
PFAS Treatment Plant	24,500,000	Water Enterprise

TAX COLLECTOR - TREASURER –CONTINUED

I would like to extend my thanks to Patricia Studer who retired in FY 2024. Pat was a long-time employee in the office. She was kind, professional, and highly skilled at her job. We have missed her both professionally and personally.

Phone number: 978-692-5506 Hours: 8am to 4pm Monday through Friday or by emailing Christine Collins: _ccollins@westfordma.gov.

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	7/1/2023	+	-	+	-	Deferred &		6/30/2024
	Balance	Commitments	Abatements	Refunds	Collections	Tax Title	Adj *	Balance
REAL ESTATE								
2024		90,994,107	(425,049)	133,693	(89,608,606)	(260,219)	14	833,939
2023	590,822	2,836	(92,492)	92,492	(531,418)	(51,656)	6	10,591
2022	23,721		(27,886)	27,886	(9,329)		5	14,397
2021	9,273		(28,784)	28,784	(604)			8,669
2020	8,965				(593)			8,372
2015-19	30,645	-	-	-	(2,963)			27,682
TOTAL	663,427	90,996,944	(574,211)	282,855	(90,153,513)	(311,875)	24	903,650
EXCISE								
2024		4,087,931	(67,103)	20,066	(3,648,501)		12	392,405
2023	336,637	435,061	(29,500)	23,470	(711,569)		23	54,123
2022	64,916		(1,792)	1,786	(33,723)			31,187
2021	18,388		(2,344)	2,171	(4,787)			13,429
2020	10,820		(302)	302	(1,241)			9,580
2014-19	47,418		(25,610)		(588)			21,219
Prior	10,840		(10,840)					(0)
TOTAL	489,019	4,522,992	(137,492)	47,795	(4,400,408)	-	35	521,941
PERSONAL								
2024		1,744,761	(30,926)	2,832	(1,702,182)		(2,554)	11,931
2023	48,065			23	(39,109)		2	8,981
2022	17,098				(1,100)			15,997
2021	29,820				(574)			29,246
2020	17,233				(948)			16,285
Prior Yrs	32,833		(21,719)		(474)			10,640
TOTAL	145,049	1,744,761	(52,645)	2,855	(1,744,388)	-	(2,552)	93,080
COMMUNITY PRESERVATION ACT								
2024		2,389,584	(31,494)	1,920	(2,327,889)	(6,322)		25,800
2023	13,651	85	(1,171)	1,171	(12,011)	(1,437)	(4)	284
2022	710		(836)	836	(375)			335
2021	210		(866)	866				210
2020	202							202
2015-19	642							642
TOTAL	15,415	2,389,669	(34,367)	4,793	(2,340,275)	(7,759)	(4)	27,473

TAX COLLECTOR - TREASURER- CONTINUED

Long Term Debt Inside the Debt Limit	Outstanding July 1, 2023	+ New Debt Issued	- Retirements	= Outstanding June 30, 2024	Interest Paid in FY 2024
Buildings	18,545,000.00	0.00	1,675,000.00	16,870,000.00	552,725.00
Departmental Equipment	1,005,000.00	0.00	205,000.00	800,000.00	47,100.00
School Buildings	55,000.00	0.00	55,000.00	0.00	1,100.00
School - All Other	0.00	0.00		0.00	
Sewer	270,000.00	0.00	45,000.00	225,000.00	11,700.00
Solid Waste	0.00	0.00		0.00	
Other Inside	6,761,000.00	0.00	656,000.00	6,105,000.00	275,742.50
SUB - TOTAL Inside	\$26,636,000.00	\$0.00	\$2,636,000.00	\$24,000,000.00	\$888,367.50
Long Term Debt Outside the Debt Limit	Outstanding July 1, 2023	+ New Debt Issued	- Retirements	= Outstanding June 30, 2024	Interest Paid in FY 2024
Airport	0.00	0.00		0.00	
Gas/Electric Utility	0.00	0.00		0.00	
Hospital	0.00	0.00		0.00	
School Buildings	2,900,000.00	0.00	195,000.00	2,705,000.00	74,887.50
Sewer	0.00	0.00		0.00	
Solid Waste	0.00	0.00		0.00	
Water	7,098,495.06	0.00	548,988.80	6,549,506.26	210,775.02
Other Outside	0.00	0.00		0.00	
SUB - TOTAL Outside	\$9,998,495.06	\$0.00	\$743,988.80	\$9,254,506.26	\$285,662.52
TOTAL Long Term Debt	\$36,634,495.06	\$0.00	\$3,379,988.80	\$33,254,506.26	\$1,174,030.02

TAX COLLECTOR - TREASURER-CONTINUED

	Outstanding July 1, 2023	+ Issued	- Retired	= Outstanding June 30, 2024	Interest Paid in FY 2024
Short Term Debt+A50:F84					
RANs - Revenue Anticipation				0.00	
BANs - Bond Anticipation:					
Buildings				0.00	
School Buildings	422,900.00	7,312,900.00	422,900.00	7,312,900.00	39,447.00
Sewer	1,000,000.00	1,970,000.00	1,000,000.00	1,970,000.00	15,083.00
Water	1,106,000.00	2,065,000.00	1,106,000.00	2,065,000.00	289,613.00
Public Works - Oak Hill Rd	8,120,000.00	7,870,000.00	8,120,000.00	7,870,000.00	17,833.00
Sidewalks - Carlisle Rd & Plain	0.00	400,000.00		400,000.00	17,833.00
Other BANs				0.00	
SANs - State Grant Anticipation				0.00	
FANs - Federal Gr. Anticipation				0.00	
Other Short Term Debt				0.00	
TOTAL Short Term Debt	\$10,648,900.00	\$19,617,900.00	\$10,648,900.00	\$19,617,900.00	\$379,809.00
GRAND TOTAL All Debt	\$47,283,395.06	\$19,617,900.00	\$14,028,888.80	\$52,872,406.26	\$1,553,839.02
Authorized and Unissued Debt					
Purpose	Date of Vote	Article Number	Amount Authorized	- Issued - Retired - Rescinded	= Unissued 6/30/2024
Access Controls - School Bldgs	June 20, 2020	3	570,000	570,000	0
Oak Hill/Plain/ Moore Rd. Imp	October 18, 2020	6	8,160,000	8,120,000	40,000
Carlisle Road Sidewalk	October 18, 2020	6	440,000	-	440,000
Pond Brook Culvert Replaceme	June 12, 2021	4	500,000	500,000	0
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 Sidewalk	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 & Renovatic	October 17, 2022	6	32,546,009	-	32,546,009
35 Town Farm Sr Aff Housing	March 25, 2023	8	1,000,000	-	1,000,000
Fire Tower Truck	March 25, 2023	5	2,150,000	-	2,150,000
Francis Hill Water Tank	March 25, 2023	5	1,045,000	-	1,045,000
Boston Rd Reconst/Water main	March 25, 2023	5	2,000,000	-	2,000,000
Pondt & Blue Brook Culverts	March 25, 2023	5	1,500,000	-	1,500,000
Blanchard School Roof Replac	March 25, 2023	7	6,425,043	-	6,425,043
Blanchard School HVAC	Oct. 16, 2023	3	1,000,000	1,000,000	0
Ambulance	April 27, 2024	8	532,050.00		532,050.00
Plain Rd Sidewalk Constructio	April 27, 2024	8	600,000.00		600,000.00
PFAS Treatment Plant	April 27, 2024	9	24,500,000.00		24,500,000.00
					\$76,588,102.00
SUB - TOTAL from additional sheet(s)					\$0.00
TOTAL Authorized and Unissued Debt					\$76,588,102.00

TAX COLLECTOR - TREASURER-CONTINUED

Long Term Debt					
Inside the Debt Limit Report by Issuance	Outstanding July 1, 2023	+ New Debt Issued	- Retirements	= Outstanding June 30, 2024	Interest Paid in FY 2024
Adams Land Lowell Rd	3,270,000.00	0.00	205,000.00	3,065,000.00	119,612.50
Dispatch Center	700,000.00	0.00	50,000.00	650,000.00	15,350.00
Dump Truck	15,000.00	0.00	15,000.00	0.00	300.00
Fire Truck	635,000.00	0.00	75,000.00	560,000.00	31,750.00
Fire Truck	50,000.00	0.00	50,000.00	0.00	1,000.00
Fire Truck Eng #4	305,000.00	0.00	65,000.00	240,000.00	14,050.00
Fletcher Fire Station #1	8,900,000.00	0.00	800,000.00	8,100,000.00	255,000.00
Fletcher Fire Station #2	665,000.00	0.00	45,000.00	620,000.00	21,150.00
Highway Garage Refunding	125,000.00	0.00	125,000.00	0.00	2,500.00
Main St. Reconstruction	1,135,000.00	0.00	190,000.00	945,000.00	49,250.00
Plain Rd. Sidewalk	300,000.00	0.00	50,000.00	250,000.00	13,000.00
Roadway Bond #1	450,000.00	0.00	75,000.00	375,000.00	19,500.00
Roadway Bond #2	405,000.00	0.00	45,000.00	360,000.00	20,250.00
Roudenbush Bldg Renov CPC	5,490,000.00	0.00	306,000.00	5,184,000.00	172,327.50
Roudenbush Bldg Renov GF	610,000.00	0.00	34,000.00	576,000.00	19,147.50
Senior Center Refunding	1,350,000.00	0.00	200,000.00	1,150,000.00	37,600.00
Town Hall CPC Share-Refund	303,150.00	0.00	49,450.00	253,700.00	12,749.50
Town Hall GF Share-Refunding	401,850.00	0.00	65,550.00	336,300.00	16,900.50
Stepinski Land Refunding	26,000.00	0.00	26,000.00	0.00	780.00
WA Amenities Building	1,175,000.00	0.00	65,000.00	1,110,000.00	53,350.00
WA Bleachers	55,000.00	0.00	55,000.00	0.00	1,100.00
WA Waste Water Upgrade	270,000.00	0.00	45,000.00	225,000.00	11,700.00
				0.00	
TOTAL	26,636,000.00	0.00	2,636,000.00	24,000,000.00	888,367.50
				Must equal page 1 subtotal	

TAX COLLECTOR - TREASURER-CONTINUED

Long Term Debt					
Outside the Debt Limit Report by Issuance	Outstanding July 1, 2023	+ New Debt Issued	- Retirements	= Outstanding June 30, 2024	Interest Paid in FY 2024
Abbot School Roof	1,185,000.00	0.00	65,000.00	1,120,000.00	33,400.00
Contract 1 Water Share	32,883.53	0.00	3,828.95	29,054.58	619.39
Contract 1 Gen Fund Share	344,280.43	0.00	40,087.92	304,192.51	6,484.72
Contract 2 Water	466,102.25	0.00	54,272.82	411,829.43	8,779.32
Rte 40 Water Main Revised	101,228.85	0.00	11,799.11	89,429.74	1,906.59
Water Sys Imprv Art 21 3/12	305,000.00	0.00	25,000.00	280,000.00	8,225.00
Water Sys Imprv Art 7 10/11	835,000.00	0.00	75,000.00	760,000.00	22,537.50
Day & Robinson School Wind	1,400,000.00	0.00	100,000.00	1,300,000.00	30,700.00
Day & Robinson School Wind	315,000.00	0.00	30,000.00	285,000.00	10,787.50
Graniteville Rd. Water	280,000.00	0.00	20,000.00	260,000.00	6,140.00
Pleasant St. Water	350,000.00	0.00	25,000.00	325,000.00	7,675.00
Byrne Ave Refunding	24,000.00	0.00	24,000.00	0.00	720.00
Groton & Dunstable Rd Water	335,000.00	0.00	35,000.00	300,000.00	11,387.50
Kirsi Circle Water Mains	1,175,000.00	0.00	65,000.00	1,110,000.00	53,350.00
Prospect Hill Water Tank	2,165,000.00	0.00	115,000.00	2,050,000.00	60,550.00
Vine Brook Water Extension	685,000.00	0.00	55,000.00	630,000.00	22,400.00
				0.00	
TOTAL	9,998,495.06	0.00	743,988.80	9,254,506.26	285,662.52
				Must equal page 1 subtotal	

Short Term Debt					
Report by Issuance	Outstanding July 1, 2023	+ Issued	- Retired	= Outstanding June 30, 2024	Interest Paid in FY 2024
Town Farm Road Water Tank	1,106,000.00	1,020,000.00	1,106,000.00	1,020,000.00	39,447.00
School Bldg Access Controls	422,900.00	312,900.00	422,900.00	312,900.00	15,083.00
Oak Hill Road Infrastructure	8,120,000.00	7,870,000.00	8,120,000.00	7,870,000.00	289,613.00
Pond Brook Culvert	500,000.00	300,000.00	500,000.00	300,000.00	17,833.00
185 No. Main Culverts	500,000.00	470,000.00	500,000.00	470,000.00	17,833.00
Francis Hill Water Tank Rehab	0.00	1,045,000.00		1,045,000.00	
Pond & Blue Brook Culvert	0.00	1,200,000.00		1,200,000.00	
Plain Rd. Sidewalk Constr.	0.00	200,000.00		200,000.00	
Carlisle Rd. Sidewalks	0.00	200,000.00		200,000.00	
Blanchard Roof MSBA	0.00	6,000,000.00		6,000,000.00	
Blanchard HVAC	0.00	1,000,000.00		1,000,000.00	
TOTAL	10,648,900.00	19,617,900.00	10,648,900.00	19,617,900.00	379,809.00
				Must equal page 2 Total	

Please note that short term interest paid is net of premiums applied to interest. This will allow int to balance with Sched A.

TAX POSSESSION DISPOSITION COMMITTEE

The Tax Possession Disposition Committee (TPDC) suspended regularly scheduled meetings as of January 30, 2018 until such time as meetings are required. The TPDC did not meet during FY 2024.

**David Earl
William Harman**

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 said 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.

Apparao Karri resigned from the committee during FY 2024.

The TPDC Rules and Procedures can be found at: 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 we can take electronic donations via our online bill pay service. Contact the Tax Collector's office for more information about how to give at 978-692-5506.

Nancy Cook
Chair

Andrea Chambers
Christine Collins
Diane Holmes
Patricia Rappucci

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 from the Board of Assessors plus 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 and investment income received in FY 2024 totaled \$16,914 and expenditures totaled \$11,750. 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 978-692-5506.

For more information about applying to receive a TREAD award, contact the Council on Aging at 978-692-5523.

TECHNOLOGY DEPARTMENT

FY 2024 was a challenging year from an organizational perspective. We spent significant time preparing for the retirement of a staff member who had played a pivotal role in the schools for many years. We planned and executed a restructuring of the staff to reassign her responsibilities and then backfill the vacancy created. That new organization is in place for FY 2025 and is proving to work well. We have also recruited a new Office Manager (shared with the Town Clerk) and spent time training her in those duties.

Mike Wells
Technology Director

As with all town and school departments, we were faced with inflationary pressure on costs and restricted budget increases. We worked on two budgets – one with an override, and one without. Since the Annual Town Meeting and vote we have implemented measures to reduce our budget in accordance with the approved budget.

As part of the response to the budget situation we were heavily involved in organizing and running a number of large Town Meetings, including the Annual Town Meeting held on the field at Westford Academy. Not only did we arrange for a large jumbotron display, but we had to arrange for an exceptionally large number of residents to be able to vote electronically. In addition to the clickers owned by the town, we borrowed more from Uxbridge and Groton to make sure there were enough for anyone who attended. This ended up being one of the largest events ever handled by these types of devices and required us to complete many thousands of individual operations on the handsets to ensure unique numbering, and sufficient capacity on each of the receiver stations to keep up with the voting. In the end it all went very smoothly, but with the prospect of future large meetings that are going to be held indoors, it will continue to be a significant challenge to organize, requiring us to find other communities who are willing to lend compatible equipment.



Infrastructure and Hardware

We continue to make improvements to the network infrastructure for the town and schools. We have increased the speed of links between key sites, updated switches at many

TECHNOLOGY DEPARTMENT – CONTINUED

locations, implemented security controls, and improved wireless network security. One major project was to install additional firewalls within the network to isolate the operational utility equipment from the general network. This is a recommendation from Homeland Security following several incidents across the country where hackers have caused disruption to public services by launching cyber-attacks.

We also overhauled and upgraded a system which allows us to create more secure wireless networks and will begin rolling those out during FY 2025. Initially we plan to do this in the town buildings but will eventually extend it into the administrative parts of the schools. This will give us better control of who is using our networks and a method for removing devices/users whom we wish to block. We will continue to offer public Internet access in locations where that is appropriate, but access to our internal networks will be much more tightly controlled.

To avoid unnecessary trips to remote locations, we installed several remote power control devices. This enables us to turn the power to specific devices off and on again when needed. This can help us resolve some kinds of issues faster, and to do so while remote if needed.

As we do every year, we organized and ran Chromebook pickup for 6th and 9th graders, and Chromebook returns for 8th graders and Seniors.

Software

Early in the year we completed a major upgrade to the MUNIS system which we use for accounting, receivables, payroll, and many other functions. It involved all new servers and a change of technology platform. The transition went smoothly and there were no major issues, in no small part to the diligent preparations by the IT staff and the testers in the various departments who were involved.

We continue to eliminate older versions of Windows and other operating systems that are now no longer supported. All our main systems and users are on modern versions, with the exceptions being mostly where we have a niche system from a vendor that requires a specific OS version. We continue to pressure those vendors to update their systems, and in the meantime take what measures we can to secure the systems.

We completed a major version upgrade on the servers that support the internal phone system for the town and schools. Keeping this system up to date is important for many reasons, and enables us to keep the systems secure, stable, and under a support contract.

Other Projects

We switched the school buildings to a managed print service' solution where a vendor is responsible for providing consumables and maintenance of all our printers. This not only simplifies the process of reordering supplies but also fixed and reduced our annual costs. We plan to do something similar for the town offices in the next year.

Cybersecurity is still a major preoccupation for the department. During the year we implemented many small measures to improve our security posture, but a major change was the implementation of multi-factor authentication for all school faculty members. This is pretty much a requirement now for our cyber insurance, and we will continue to extend that process to other areas during the next year. We made a major effort to promote

TECHNOLOGY DEPARTMENT – CONTINUED

Cybersecurity Awareness Month in October with events and a competition to win small prizes for cybersecurity knowledge.



Staffing for FY 2024:

Director – Mike Wells
Applications – Steve Wirch
Systems – Matt Emanouil
Office Manager – Jess Maurer
Networks – Kevin Murphy (Schools)
Tech Coordinator – Gail Anselmetti (Schools)
Technician – Brian Day (Schools)
Technician – Carl Poist (Schools)
Technician – Caroline Martin (Schools)
Technician – Sam Feldman (Schools)
Technician – Vasuprada Chakravarthy (Schools)
Assistant Technician – Jenifer Viyani (Schools)

Webpage: westfordma.gov/362

35 TOWN FARM ROAD TASK FORCE

Selectmen’s Charge for the Task Force as voted November 12, 2019

“To continue to work with stakeholders through the RFP process and the renovations to transform the Town Farm to affordable senior housing and a new home for the food pantry. The stakeholders will include but will not be limited to the Council on Aging, Westford Food Pantry, Affordable Housing Committee, Fire Department, Historical Commission, Historical Society and the Economic Development Committee.”

2021 Selection of a Developer

In December 2020 the Select Board issued a Request for Proposals to transform the 35 Town Farm Road property into “truly affordable senior housing” and a new home for the Westford Food Pantry. In January 2021, the Select Board accepted the proposal submitted by CHOICE, Inc. of Chelmsford.

2023-2024

In October 2023, CHOICE, Inc. applied to the Zoning Board of Appeals for a permit to create 35 mixed-income senior housing units at Town Farm. The Town Farm Task Force spoke at the November 15th hearing to give its unanimous endorsement. Having continued the hearing for two months, on December 20, 2023 the Board gave its unanimous approval. The permit allows for renovation of the existing building and new construction on the rear of the building for six studio apartments and 29 one-bedroom apartments in addition to a 3,348 square foot space in the original building for the Westford Food Pantry. Residents of the apartments must earn less than 60% of the Area Median Income (AMI) and for certain apartments income can be less than 30% of the AMI.

State Funding

CHOICE applied to the Massachusetts Executive Office of Housing and Livable Communities for the final funding needed to begin the \$21-\$23 million project. In January 2024, David Hedison, Executive Director of CHOICE, was notified that the Town Farm Project had not been approved for this round of funding. CHOICE will reapply later in 2024. This moves the beginning date for construction into 2025 rather than the original target date of fall 2024.

Meetings

In addition to attending the Zoning Board of Appeals hearings, the 35 Town Farm Task Force met in October 2023 to approve the statement supporting CHOICE’s application that was read at the November 15th Board of Appeals meeting. Organized by Marilyn Day, Task Force members continue to walk the 35 Town Farm Road property and check the building on a weekly basis.

Webpage: westfordma.gov/1229

- Ellen Harde**
Chair
- Lynn Cohen**
Clerk
- Mike Denehy**
Fire Chief Appointee
- Nancy Cook**
Council on Aging
- David Gutbrod**
Historical Commission
- Scott Hazelton**
Select Board
- Dan Britko**
Marilyn Day
Diane Hendriks
Pat Louch
George Murray
Robert Waskiewicz

TOWN ACCOUNTANT

The Financial Statements for the fiscal year ended June 30, 2024 are herewith submitted.

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, Betsy Hall, and Min Shurdut 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.

Webpage: westfordma.gov/369

Jesse Beyer
Town Accountant

Jeremy Healy
*Asst. Town Accountant
Budget & Finance Analyst*

Betsy Hall
Payroll Administrator

Min Shurdut
Administrative Analyst

TOWN ACCOUNTANT-CONTINUED

Combined Balance Sheet - All Fund Types and Account Groups											
as of June 30, 2024											
(Unaudited)											
	Governmental Fund Types			Proprietary Fund Types			Fiduciary Fund Types		Account Groups		Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Internal Services	Trust and Agency	Long-term Debt	Totals	Totals		
ASSETS											
Cash and cash equivalents	14,781,869.12	24,003,570.47	12,739,776.42	11,124,524.67	2,866,884.62	26,377,886.40					91,894,511.70
Receivables:											
Personal property taxes	93,082.82										93,082.82
Real estate taxes	903,650.06	27,474.38									931,124.44
Allowance for abatements and exemptions	(1,010,698.35)										(1,010,698.35)
Tax liens	536,742.08	11,417.61									548,159.69
Deferred taxes	724,583.16	210.78									724,793.94
Motor vehicle excise	521,942.07										521,942.07
User fees							718,918.04				718,918.04
Utility liens added to taxes							1,890.35				1,890.35
Departmental							2,075,015.75				2,075,015.75
Special assessments	36,446.37						480,621.56				517,067.93
Due from other governments		666,474.00									666,474.00
Other receivables							52.50	27,402.22			27,454.72
Foreclosures/Possessions	103,285.09						4,209.74				107,494.83
Amounts to be provided - payment of bonds										33,254,505.91	33,254,505.91
Total Assets	16,690,902.42	24,709,147.24	12,739,776.42	14,405,232.61	2,894,286.84	26,377,886.40					131,071,737.84

TOWN ACCOUNTANT-CONTINUED

LIABILITIES AND FUND EQUITY										
Liabilities:										
Warrants payable	1,261,529.76	475,508.66	156,384.50	332,028.98	5,635.00	881.96				2,231,968.86
Accrued payroll	419,958.12	48,281.70		77,179.09						545,418.91
Withholdings	167,212.15									167,212.15
Deferred revenue:										
Real and personal property taxes	(13,965.47)	27,474.38								13,508.91
Tax liens	536,742.08	11,417.61								548,159.69
Deferred taxes	724,583.16	210.78								724,793.94
Foreclosures/Possessions	103,285.09			1,965.00						105,250.09
Motor vehicle excise	521,942.07									521,942.07
User fees				718,918.04						718,918.04
Utility liens added to taxes				4,135.09						4,135.09
Departmental				2,075,015.75						2,075,015.75
Special assessments	36,446.37			480,621.56						517,067.93
Other receivables				52.50	27,402.22					27,454.72
Tailings										96,104.78
IBNR										1,775,875.00
Notes payable			19,617,900.00							19,617,900.00
Bonds payable									33,254,505.91	33,254,505.91
Total Liabilities	3,853,838.11	562,893.13	19,774,284.50	3,689,916.01	1,808,912.22	881.96	33,254,505.91	881.96	62,945,231.84	

TOWN ACCOUNTANT-CONTINUED

DEPARTMENT/PURPOSE	FY 2024 Budget Basis - General Fund						FY 2024 Encumbered & Carried Fwd	Closed to Fund Balance
	FY 2023 Encumbered & Carried Fwd	ATM 03/23 Budget	STM 10/23 Art/Transf	ATM 04/24 Art/Transfers	Comp Reserve	Reserve Rf/Year End Transfers		
122 SELECTBOARD Expenses	185.00	28,559.00					25,650.90	1,798.10
Capital	154,081.68						-	154,081.68
123 TOWN MANAGER Personal Services		506,100.00			10,859.00		506,676.53	10,282.47
Expenses		33,465.00				3,525.00	34,881.53	2,108.47
Percholate	78,694.11			110,000.00			113,145.02	-
Opolad Settlement	129,997.88		22,565.66				152,563.54	-
131 FINANCE COMMITTEE Expenses		3,671.00						
Reserve Fund		125,000.00				(97,448.00)	2,515.00	1,156.00
132 FINANCE DIRECTOR Personal Services		166,815.00			6,644.00		163,637.51	9,821.49
Expenses		895.00					75.00	820.00
135 TOWN ACCOUNTANT Personal Services		325,632.00			9,276.00		297,148.07	37,759.93
Expenses		47,185.00					43,588.88	3,596.12
141 ASSESSORS Personal Services		314,177.00					301,504.28	12,672.72
Expenses		49,480.00					47,052.86	2,397.14
145 TREASURER/COLLECTOR Personal Services		302,216.00					292,864.99	9,351.01
Expenses		47,925.00					44,785.68	3,139.32
151 LEGAL SERVICES Expenses		100,000.00	50,000.00			35,000.00	169,538.99	20,141.01
152 HUMAN RESOURCES Personal Services		275,751.00			7,054.00		281,428.26	1,866.74
Expenses	1,600.00	28,625.00					19,271.23	8,893.77
Comp Reserve		220,000.00			(139,827.00)		35,045.25	45,127.77

TOWN ACCOUNTANT-CONTINUED

DEPARTMENT/PURPOSE	FY2023		ATM10/23		STM10/23		ATM04/24		Reserve		Revenue R/Year End		FY2024		Closed to Fund Balance
	Encumbered & Carried Fwd	Budget	ATM10/23	ATM/Transf	STM10/23	ATM/Transfers	Comp Reserve	Transfers	Expended	Encumbered & Carried Fwd	Expended	Transfers	Encumbered & Carried Fwd	Closed to Fund Balance	
155 TECHNOLOGY															
Personal Services		368,157.00					2,914.00								5,895.42
Expenses	19,243.53	615,127.00									21,500.00				19,672.03
Capital	242,443.09					597,972.00									51.85
161 TOWN CLERK															
Personal Services		276,980.00					4,372.00								15,279.23
Expenses		35,813.00									2,061.00				74.27
170 PERMITTING															
Personal Services		291,946.00					2,721.00								37,557.79
Expenses	1,563.04	46,970.00													735.18
171 CONSERVATION COMMISSION															
Personal Services		92,784.00					1.00								0.78
Expenses	280.83	7,610.00													1,812.72
Capital															-
175 PLANNING BOARD															
Personal Services		98,169.00					1.00								0.77
Expenses	7,870.00	20,849.00													7,785.99
176 ZONING BD OF APPEALS															
Expenses		2,395.00													930.00
192 TOWN HALL															
Personal Services		45,742.00					3,401.00								594.51
Expenses	69,908.81	56,500.00													396.74
199 PUBLIC BUILDINGS															
Personal Services		84,403.00					866.00								3,406.95
Expenses	26,527.22	154,737.00									25,400.00				18,630.66
Capital	262,533.17					170,000.00									97,608.17
GENERAL GOVERNMENT	9,36,250.36	4,77,31,28.00	287,565.66	877,972.00	91,708.00	9,17,200.00	954,207.56	408,735.10	5,41,093.36	2,029.32	9,17,200.00	954,207.56	408,735.10	408,735.10	

TOWN ACCOUNTANT-CONTINUED

DBP ACRNBS/Purpose	FY2023 Encumbered & Carried Fwd	ATM 03/23 Budget	STM 10/23 Act/Transf	ATM 04/24 Act/Transfers	Comp Reserve	Reserve R0/Yr End Transfers	Expended	FY2024 Encumbered & Carried Fwd	Closed to Fund Balance
210 POLICE									
Personal Services	11,100.83	5,817,983.00					5,469,459.29		348,523.71
Expenses	14,647.11	605,811.00					387,746.15	172,376.82	56,788.86
Capital							14,647.11		-
215 PUBLIC SAFETY COMM									
Personal Services	106.59	878,984.00					793,452.46		85,531.54
Expenses		53,622.00					39,908.53		13,820.96
220 FIRE									
Personal Services	6,922.59	3,996,139.00			7,530.00		3,983,181.06		20,879.94
Expenses	776,840.35	388,075.00		100,000.00		15,880.00	374,748.69	31,835.03	4,293.87
Capital							453,561.54	441,278.81	-
241 BUILDING DEPARTMENT									
Personal Services	12.68	412,339.00			7,806.00		395,565.04		24,579.96
Expenses		12,400.00					7,501.03		4,898.97
244 SEALER WEIGHTS & MEASURES									
Expenses		15,524.00		976.00			16,500.00		-
291 EMERGENCY MGMT									
Personal Services	12.68	9,700.00			9,700.00		9,700.00		-
Expenses		2,450.00					1,503.21	959.00	0.47
292 ANIMAL CONTROL									
Personal Services	92.00	42,894.00			5,004.00		47,079.28		814.72
Expenses		4,035.00				2,500.00	3,776.01	885.64	1,965.35
294 TREE WARDEN									
Personal Services		3,060.00					2,999.06		66.94
Expenses		40,000.00					27,083.37		12,916.63
PUBLIC SAFETY	809,722.15	12,283,016.00	-	100,976.00	20,336.00	18,380.00	12,010,405.83	647,335.30	574,689.02
300 WESTFORD PUBLIC SCHOOLS									
Expenses	311,808.22	65,889,564.00					65,751,589.86	435,154.56	14,627.80
Capital	574,503.76			125,000.00			204,453.76	495,050.00	-
310 NASHOBIA VALLEY TECH									
EDUCATION	886,311.98	67,285,653.00	-	125,000.00	-	-	1,396,089.00	930,204.56	14,627.80

TOWN ACCOUNTANT-CONTINUED

DEPARTMENT/PURPOSE	FY2023 Encumbered & Carried Fwd	ATM 03/23 Budget	STM 10/23 Avf/Transf	ATM 04/24 Avf/Transfers	Comp Reserve	Reserve FdYr End Transfers	Expended	FY2024 Encumbered & Carried Fwd	Closed to Fund Balance
405 DPW									
Personal Services		269,418.00			5,467.00		221,466.83		53,418.17
Expenses		500.00					-		500.00
410 ENGINEERING									
Personal Services		329,963.00			4,963.00		334,926.51		0.49
Expenses		13,470.00					7,469.86		5,970.14
Capital	1,423,872.56		100,000.00	70,000.00			345,399.77	1,244,487.99	3,984.80
421 HIGHWAY									
Personal Services		1,458,170.00			6,673.00		1,130,752.62		324,009.38
Expenses	20,854.38	991,800.00		400,000.00			1,153,327.00	85,670.36	173,646.62
Capital	465,000.00		265,000.00			35,000.00	142,467.43	467,292.80	35,239.77
427 STORMWATER MGMT									
Capital	12,300.00						2,000.00		10,300.00
432 RECYCLING									
Expenses	7,500.00	602,525.00	165,000.00				589,437.77	106,072.04	79,515.19
433 SOLID WASTE									
Expenses		1,538,654.00					1,455,963.65	1,500.00	81,190.35
442 WASTE WATER TREATMENT									
Expenses	1,827.88	243,404.00		735,000.00			245,978.00		2,253.88
Capital	432,415.00						341,990.63	825,424.37	-
491 CEMETERY									
Personal Services		155,667.00			3,829.00		156,838.72		2,667.28
Expenses		38,707.00					34,173.20	3,902.60	61.20
Capital	12,337.00			80,000.00				92,337.00	-
PUBLIC WORKS	2,316,106.82	5,642,278.00	265,000.00	1,490,000.00	20,932.00	35,000.00	6,159,231.39	2,826,687.16	783,398.27
510 BOHEMIAN ENVIRONMENTAL									
Personal Services		442,849.00			10,564.00		428,237.71		25,175.29
Expenses		25,800.00					19,319.83	150.00	6,330.17
541 COUNCIL ON AGING									
Personal Services		505,695.00			11,501.00		491,812.47		26,481.53
Expenses		107,350.00				194.00	100,900.99	2,299.12	4,383.89
543 VETERANS SERVICES									
Personal Services		83,299.00			1,706.00		83,902.76		1,501.24
Expenses		38,100.00					22,011.07		16,988.93
HUMAN SERVICES	-	1,203,093.00	-	-	23,770.00	1,292.00	1,145,784.83	2,409.12	79,961.05

TOWN ACCOUNTANT-CONTINUED

DEPARTMENT/Purpose	FY2023 Encumbered & Carried Fwd	ATM 03/23 Budget	STM 10/23 Av/Transf	ATM 04/24 Av/Transfers	Comp Reserve	Reserw Fdy Year Fnd Transfers	Expended	FY2024 Encumbered & Carried Fwd	Closed to Fund Balance
610 LIBRARY									
Personal Services		1,466,576.00			24,901.00		1,448,425.89		45,011.11
Expenses	48,283	339,694.00					339,326.62		19,848.21
630 RECREATION									
Capital	16,790.13						1,860.00	14,530.13	-
650 PARKS-GROUNDS BLDG MAINT									
Personal Services		490,689.00			1,769.00		412,912.67		39,545.33
Expenses	65,000.00	55,525.00		67,500.00			35,761.23	4,940.00	14,823.77
Capital							64,333.55	68,166.45	-
660 LAND MANAGEMENT									
Expenses	5,174.27	98,256.00					41,460.75	58,255.81	3,813.71
670 HISTORICAL COMMISSION									
Expenses	381.54	13,450.00					13,438.86	395.68	
CULTURE & RECREATION	87,831.77	2,443,250.00	-	67,500.00	26,670.00	-	2,357,521.57	146,292.39	121,437.81
710 DEBT SERVICE									
Expenses		4,326,575.00	(920,400.00)			(45,500.00)	3,220,448.52		140,226.48
DEBT SERVICE	-	4,326,575.00	(920,400.00)	-	-	(45,500.00)	3,220,448.52	-	140,226.48
820 STATE ASSESSMENTS & CHARGES									
STATE ASSESSMENTS	-			599,598.00			675,985.00		(76,387.00)
940 UNCLASSIFIED									
Direct Budget offsets	-	(1,632,835.00)		1,632,835.00			-		-
945 UNCLASSIFIED									
Expenses	77,454.57	10,351,268.00					10,320,199.86	72,214.97	26,516.74
990 TRANSFERS TO OTHER FUNDS									
Transfers to Special Revenue				455.88			455.88		
Transfers to Health Ins Trust		10,907,528.00	950,000.00	387,079.28			12,244,607.28		
Transfers to Enterprise				1,468,698.00			1,468,698.00		
Transfers to Trust		1,000,000.00					1,000,000.00		
TOTAL UNCLASSIFIED	77,454.57	20,625,961.00	950,000.00	4,088,666.16	-	-	25,719,937.02	72,214.97	(50,070.56)
GRAND TOTAL GENERAL FUND	5,113,677.65	118,582,954.00	582,165.66	6,750,114.16	-	-	123,976,555.14	5,579,351.06	2,073,005.27

TOWN ACCOUNTANT-CONTINUED

FY 2024 Budget Basis - Water Enterprise Fund									
WATER ENTERPRISE									
OPERATING:	FY2023 Encumbered & Carried Fwd	ATM03/23 Budget	STM 10/23 Art/Transf	ATM04/24 Art/Transfers	Comp Reserve	Reserve Fof Year End Transfers	Expended	FY2024 Encumbered & Carried Fwd	Closed to Fund Balance
Personal Services		1,356,918.00					1,245,753.62		111,164.38
Expenses	37,796.22	1,944,170.00	31,453.00			27,000.00	1,784,931.71	43,986.11	211,501.40
Reserve Fund		250,000.00				(27,000.00)			253,000.00
Debt		1,262,146.00					1,008,905.38		253,240.62
Capital	766,006.72		600,000.00				737,240.50	624,542.17	4,224.05
WATER ENTERPRISE TOTAL	803,802.94	4,813,234.00	631,453.00	-	-	-	4,776,831.21	668,528.28	803,130.45
TOWN OF WESTFORD									
FY 2024 Budget Basis - Recreation Enterprise Fund									
RECREATION ENTERPRISE									
OPERATING:	FY2023 Encumbered & Carried Fwd	ATM03/23 Budget	STM 10/23 Art/Transf	ATM04/24 Art/Transfers	Comp Reserve	Reserve Fof Year End Transfers	Expended	FY2024 Encumbered & Carried Fwd	Closed to Fund Balance
Personal Services		985,370.00					817,726.67		167,643.33
Expenses		380,157.00					368,682.61		11,474.39
RECREATION ENTERPRISE TOTAL	-	1,365,527.00	-	-	-	-	1,186,409.28	-	179,117.72

TOWN ACCOUNTANT-CONTINUED

FY 2024 Budget Base - Ambulance Enterprise Fund										
AMBULANCE ENTERPRISE										
	FY2023 Encumbered & Carried Fwd	AIM 03/23 Budget	STM 10/23 Arr/Transf	AIM 04/24 Arr/Transfers	Comp Reserve	Reserve FY Year End Transfers	Expended	FY2024 Encumbered & Carried Fwd	Closed to Fund Balance	
OPERATING:										
Personal Services		971,865.00					965,371.67		6,493.33	
Expenses		533,506.00					531,215.07	2,076.62	214.31	
Capital	1,828.57			22,000.00			1,735.63	22,000.00	92.94	
AMBULANCE ENTERPRISE TOTAL	1,828.57	1,505,371.00	-	22,000.00	-	-	1,498,322.37	24,076.62	6,800.58	
TOWN OF WESTFORD										
FY 2024 Budget Base - Stormwater Enterprise Fund										
STORMWATER ENTERPRISE										
OPERATING:										
Personal Services		124,332.00					35,912.91		90,419.09	
Expenses		975,077.00					885,020.50	5,600.00	88,456.50	
Debt		315,800.00					292,519.82		113,280.18	
Capital	307,509.05		60,000.00	20,000.00			29,945.00	295,614.05	61,950.00	
STORMWATER ENTERPRISE TOTAL	307,509.05	1,415,209.00	60,000.00	20,000.00	-	-	1,149,398.23	299,214.05	354,105.77	
GRAND TOTAL ALL FUNDS	6,236,818.21	127,682,295.00	1,273,618.66	6,792,114.16	-	-	131,987,516.23	6,571,170.01	3,416,159.79	

TOWN ACCOUNTANT-CONTINUED

Special Revenue Funds - FY 2024							Page 1 of 3
		July 1, 2023	Receipts	Expenditures	Transfers In	Transfers Out	June 30, 2024
Fund 250 Federal Grants							
25199528	FEMA - Covid 19	(20,263.53)	20,263.53	-	-	-	-
25199529	ARPA - Covid 19	3,716,621.43	-	(969,763.51)	-	-	2,746,857.92
25199510	ARPA - DPH Earmark	268,073.67	-	(268,073.67)	-	-	-
25210210	DEA DCE Suppression Program	-	6,178.68	(11,085.66)	-	-	(4,906.98)
25210215	Bullet Proof Vests OJ-Fed Reim	23,331.83	13,754.70	(28,426.50)	-	-	8,660.03
25210980	Police Federal Forfeiture	-	26,916.97	(1,629.98)	-	-	25,286.99
25220529	Assistance to Firefighters	-	-	(6,175.00)	-	-	(6,175.00)
25510509	BOH- NAACHO RISE Grant	73,912.46	-	(7,960.90)	-	-	65,951.56
25510511	BOH-Medical Reserve	17,838.97	17,967.31	(14,600.24)	-	-	21,206.04
25510512	BOH- Emerg Prep Coalition	2,682.42	33,930.03	(33,930.00)	-	-	2,682.45
25510514	BOH- NAACHO	30,887.35	10,000.00	(13,973.69)	-	-	26,913.66
25510522	BOH- FDA Standards	-	400.00	(400.00)	-	-	-
		4,113,084.60	129,411.22	(1,356,019.15)	-	-	2,886,476.67
Fund 255 School Federal Grants							
11922	ESSER III 119 FY22	(47,536.46)	355,687.00	(309,823.54)	-	-	(1,673.00)
14023	Title IIa DOE 140-ODD	(22,781.51)	31,012.00	(8,230.49)	-	-	(0.00)
14024	Title IIa DOE 140 Part A	-	21,736.80	(25,288.80)	-	-	(3,552.00)
18023	Title III 180 FY23	(6,417.21)	14,135.00	(7,717.79)	-	-	-
18024	Title III 180 FY24	-	17,767.50	(20,627.45)	-	-	(2,859.95)
24023	Sped 94-142 DESE 240 FY23	(154,150.98)	196,880.00	(42,729.02)	-	-	(0.00)
24024	Sped 94-142 DESE 240 FY24	-	899,012.09	(1,109,424.48)	-	-	(210,412.39)
25222	American Rescue 252 FY22	557.77	11,771.00	(12,328.77)	-	-	-
26223	Early Childhood DOE 262 FY23	(3,155.00)	3,155.00	-	-	-	-
26224	Early Childhood DOE 262 FY24	-	22,978.00	(25,835.66)	-	-	(2,857.66)
27424	IEP (Federal TAR) 274 FY24	-	26,408.00	(30,158.00)	-	-	(3,750.00)
30523	Title I - DOE 305 FY23	(18,315.00)	18,458.00	(143.00)	-	-	-
30524	Title I - DOE 305 FY24	-	35,503.16	(42,070.48)	-	-	(6,567.32)
30923	Title IV 309	(9,000.00)	9,000.00	-	-	-	-
30924	Title IV 309 Part A	-	1,000.00	-	-	-	1,000.00
		(260,798.39)	1,664,503.55	(1,634,377.48)	-	-	(230,672.32)
Fund 260 State Grants							
26123190	Transport/Rideshare Grant	3,201.90	4,433.70	(3,201.90)	-	-	4,433.70
26123131	FY22 Green Communities	(8,470.00)	8,670.00	-	-	(200.00)	-
26123181	Energy Savings Performance Grant	480.00	5,831.25	(8,117.50)	-	(1,040.00)	(2,846.25)
26123183	Community Compact Master Plan	-	50,000.00	(41,000.00)	-	-	9,000.00
26123184	ADA Improvement Grant	-	-	(34,950.00)	-	-	(34,950.00)
26123191	Community Compact Elec Vehicle	16,975.00	-	(16,975.00)	-	-	-
26123195	12 N Main Brownsfield	-	-	(411.37)	-	-	(411.37)
26123197	Sustainability Coordinator	23,928.52	-	(16,506.40)	-	(7,422.12)	(0.00)
26155155	IT Fiber Grant	-	1,729.21	-	-	-	(0.00)
26171464	O'Brien Farm Footbridge	(3,500.00)	-	-	3,500.00	-	-
26175173	Housing Choice Comm. Grant	-	-	-	-	-	-
26175175	MBTA Planning Grant	-	73,600.00	(74,750.00)	-	-	(1,150.00)
26175631	HMP/MVP Planning Grant	(20,000.00)	29,880.00	-	-	-	9,880.00
26199126	Green Communities	-	24,382.50	-	-	-	24,382.50
26210207	Police AED Grant	-	1,702.99	(1,702.99)	-	-	-
26210250	FY23 Police Municipal Road Safety Grant	(4,228.50)	6,809.04	(2,580.54)	-	-	-
26210254	FY24 Police Municipal Road Safety Grant	-	14,963.66	(17,729.24)	-	-	(2,765.58)
26215243	Emerg Med Dispatch FY23 Grant	(5,312.31)	4,856.43	-	455.88	-	(0.00)
26215244	Emerg Med Dispatch FY24 Grant	-	-	(5,284.60)	-	-	(5,284.60)
26215279	Public Safety 911 Support-FY23	(24,630.49)	24,630.49	-	-	-	(0.00)
26210274	Public Safety 911 Support-FY24	-	18,687.37	(83,020.30)	-	-	(64,332.93)
26215273	Public Safety 911 Training FY23	(8,600.05)	8,600.05	-	-	-	-
26215264	Public Safety 911 Training FY24	-	-	(11,330.14)	-	-	(11,330.14)
26202005	Fire Equipment Grant	-	9,400.97	(20,115.72)	-	-	(10,714.75)
26202033	S.A.F.E. - Fire FY23 Grant	3,638.38	-	(3,638.38)	-	-	-
26291240	Emerg Mgmt Performance	(5,100.00)	5,100.00	-	-	-	-
26432432	Recycling SMRP Grant	2,412.00	-	(2,412.00)	-	-	-
26432434	Recycling Dividends Program	12,950.00	13,000.00	(10,028.00)	-	-	15,922.00
26510515	Tobacco Control Grant	2,087.96	-	-	-	-	2,087.96
26510536	FY23 DPH Health Excellence Grant	(73,968.00)	73,968.00	-	-	-	0.00
26510537	FY24 DPH Health Excellence Grant	-	581,487.08	(454,073.35)	-	-	127,413.73
26541541	Elders Affairs COA Formula	52,811.77	75,446.00	(57,557.92)	-	-	70,699.85
26541542	Lowell Reg Trans Auth-Van	0.00	122,576.45	(122,576.45)	-	-	-
26610610	Library Lit-Meg	53,821.20	54,199.87	(38,594.45)	-	-	69,426.62
26610914	Library Construction Grant	1,584,918.92	-	-	-	(1,584,918.92)	-
26695695	Cultural Council Grant	11,633.59	10,825.73	(10,030.00)	-	-	12,429.32
		1,616,779.10	1,221,322.37	(1,036,586.25)	3,955.88	(1,593,581.04)	211,890.06

TOWN ACCOUNTANT-CONTINUED

Special Revenue Funds - FY 2024							
		July 1, 2023	Receipts	Expenditures	Transfers In	Transfers Out	June 30, 2024
Fund 265 School State Grants							
18924	PAC FY24	-	17,487.00	(17,487.00)	-	-	-
19522	Robinson playground	9,500.00	-	(9,500.00)	-	-	-
19523	Water Filling Stations	(7,021.00)	7,021.00	-	-	-	-
73423	Early Literacy Grant #734	(6,600.00)	6,600.00	-	-	-	0.00
71024	MA Fresh Grant FY24	-	14,140.00	(16,190.00)	-	-	(2,050.00)
71824	Arts & Culture Vitality #718	-	681.00	(3,240.00)	-	-	(2,559.00)
MCC24	MA Cultural Council - WA Asian Club	-	2,500.00	(2,500.00)	-	-	-
NAB24	Nabnasset Playground FY24	-	100,000.00	(37,223.94)	-	-	62,776.06
		(4,121.00)	148,429.00	(86,140.94)	-	-	58,167.06
Fund 270 Receipts Reserved							
27145145	Reserved Excess Premiums - Long Term	1,943.97	-	-	-	-	1,943.97
27145146	Reserved Excess Premiums - Short Term	46,145.88	233,256.83	(88,132.58)	-	-	191,270.13
27171171	Conservation-Wetlands	62,039.62	4,510.00	(1,872.95)	-	-	64,676.69
27491491	Cemetery-Sale of Lots	90,014.71	32,482.81	-	-	-	122,497.52
		200,144.18	270,249.64	(90,005.51)	-	-	380,388.31
Fund 280 Town Revolving Funds							
28122110	Scholarship Fund-Twn Tax	8,587.14	742.63	(7,500.00)	-	-	1,829.77
28122111	Arts & Technology-Twn Tax	1,955.03	365.58	(824.52)	-	-	1,496.09
28122122	Town Building Leases 53EI/2	328,338.92	59,848.23	-	-	-	388,187.15
28123991	Electric Vehicle Revolving	-	-	-	-	-	-
28171172	East Boston Camp 53EI/2	153,381.70	91,165.00	(39,923.41)	-	-	204,623.29
28179177	Community Gardens 53EI/2	23,926.52	6,455.00	(10,439.39)	-	-	19,942.13
28192920	Insurance Recovery-Town	11,493.59	84,046.85	(54,961.63)	-	-	40,578.81
28210920	Insurance Recovery-Police	70,395.66	23,622.73	(35,356.92)	-	-	58,661.47
28300920	Insurance Recovery-School	7,863.89	51,333.93	(11,921.80)	-	-	47,276.02
28294494	Town Forestry Revol 53EI/2	1,595.20	-	-	-	-	1,595.20
28432432	Recycling Revolving 53EI/2	22,583.48	17,790.00	(10,913.61)	-	-	29,459.87
28510524	BOH-Immuniz/Clinical 53EI/2	133,761.86	36,460.25	(31,807.20)	-	-	138,414.91
28540546	Senior Ctr Programs 53EI/2	66,287.14	51,588.77	(30,280.87)	-	-	87,595.04
28541543	Elder & Disabled Tax-TREAD	67,199.19	16,913.86	(11,750.00)	-	-	72,363.05
28541545	Senior Ctr Fitness Rm 53EI/2	34,559.52	6,496.00	(10,701.33)	-	(3,000.00)	27,354.19
28650636	Rec-Field Maint Revol 53EI/2	115,126.88	83,295.44	(75,057.99)	-	-	123,364.33
		1,047,055.72	530,124.27	(331,438.67)	-	(3,000.00)	1,242,741.32
Fund 285 School Revolving Funds							
375	School Building Usage	42,954.09	124,666.25	(87,440.91)	-	-	80,179.43
376	School Outside Details	7,906.83	-	(7,906.83)	-	-	-
380	Preschool-Sped (Integrated)	350,911.32	295,357.40	(288,663.74)	-	-	357,604.98
381	School Activity Fees	621,207.94	497,577.02	(449,797.24)	3,123.90	-	672,111.62
382	School Lost Books	9,023.86	2,168.60	(887.73)	-	-	10,304.73
384	School Athletic Revolving	207,759.24	730,555.50	(732,584.75)	-	-	205,729.99
385	Sch Bus Transportation 53EI/2	690,428.73	647,195.94	(633,304.01)	-	-	704,320.66
386	School Parking WA 53EI/2	106,313.14	51,000.00	(71,139.67)	-	-	86,173.47
389	Full Day Kindergarten	233,275.69	-	(141,602.62)	-	-	91,673.07
393	School-Tech Fee	2,404.05	9,008.00	(4,507.04)	-	-	6,905.01
		2,272,184.89	2,357,528.71	(2,417,834.54)	3,123.90	-	2,215,002.96

TOWN ACCOUNTANT-CONTINUED

Capital Projects Funds - FY 2024							
Fund 310 - Town Related		FY 2023	Earnings on	General Fund			Continued
Org/Obj	Description	Balance Fwd	Investments	Paydowns	Expended	Transfers	Appropriation
31199199	Roudebush Rehab 3/17 #9	114,169.00			(97,342.95)		16,826.05
31220783	Fire Truck 06/21 #4 \$777K	869.00			(869.00)		-
31410731	Carlisle Rd Sidewalk \$40K	(18,805.50)			(51,080.25)		(69,885.75)
31410737	Oak Hill/Plain/Moore Rd Infrastructure	(2,466,012.09)		115,000.00	(917,983.86)		(3,268,995.95)
31410746	Eng Master Design 3/13 #16	10,497.11					10,497.11
31410785	Pedestrian Safety Improvements	-			(21,256.60)		(21,256.60)
31610614	JV Fletcher Library Construction	-	80,007.11		(683,148.53)	1,584,918.92	981,777.50
Total Town Capital		(2,359,282.48)	80,007.11	115,000.00	(1,771,651.19)	1,584,918.92	(2,351,007.64)
Fund 320 - School Related		FY 2023	MSBA	General Fund			Continued
Org/Obj	Description	Balance Fwd	Revenue	Paydowns	Expended	Transfers	Appropriation
32199130	WA Amenities Building	807.95					807.95
32300728	Sch Access Controls \$570K 06/20 An	(282,663.69)		110,000.00			(172,663.69)
32300571	Blanchard Roof MSBA \$6.4M	-	50,813.00		(254,998.09)		(204,185.09)
32300574	Blanchard Roof SIM STM 10/23	-			(5,571.16)		(5,571.16)
Total School Capital		(281,855.74)	50,813.00	110,000.00	(260,569.25)	-	(381,611.99)
Fund 350 - Stormwater Enterprise		FY 2023	Earnings on	Stormwater Enterprise			Continued
Org/Obj	Description	Balance Fwd	Investments	Paydowns	Expended	Transfers	Appropriation
35427737	Oak Hill/Plain/Moore Rd Infrastructure	(1,248,557.47)		62,500.00	(499,054.94)		(1,685,112.41)
35427784	Pond/Blue Brook Culvert Design	(226,880.65)			(24,995.36)		(251,876.01)
35427572	Pond/Blue Brook Culvert \$1.5M	-			(58,106.00)		(58,106.00)
35427786	185 N Main Culvert Replacement	(11,295.00)		30,000.00	(153,866.00)		(135,161.00)
Total Stormwater Enterprise Capital		(1,486,733.12)	-	92,500.00	(736,022.30)	-	(2,130,255.42)
Fund 360 - Water Enterprise		FY 2023	Earnings on	Water Enterprise		Interfund	Continued
Org/Obj	Description	Balance Fwd	Investments	Paydowns	Expended	Transfer	Appropriation
36450781	Town Farm Water Tank \$1.2M	(1,001,311.46)		86,000.00	(6,228.50)	50,000.00	(871,539.96)
36450734	Kirs/Douglas Water Mains	37,166.44					37,166.44
36450737	Oak Hill/Plain/Moore Rd Infrastructure	(1,444,432.65)		72,500.00	(578,500.28)		(1,950,432.93)
36450771	PH Water Tank \$3.2M 3/17 Ann#7	324,383.48				(50,000.00)	274,383.48
36450573	Francis Hill Water Tank \$1.045M	-			(574,085.00)		(574,085.00)
Total Water Enterprise Capital		(2,084,194.19)	-	158,500.00	(1,158,813.78)	-	(3,084,507.97)
TOTALS - ALL FUNDS		(6,212,065.53)	130,820.11	476,000.00	(3,927,056.52)	1,584,918.92	(7,947,383.02)

TOWN ACCOUNTANT-CONTINUED

		Trust Fund Activity - Fiscal Year 2024						
		Fund Balance	Receipts	Investment Income (Loss)	Expenditures	Transfers In	Transfers Out	Balance
		July 1, 2023						June 30, 2024
Non-Expendable Trusts:								
810 Cemetery Perpetual Care	641,544.50	39,540.00	-	-	-	-	-	681,084.50
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	877,461.69	39,540.00	-	-	-	-	-	917,001.69
Expendable Trusts:								
820 Conservation Fund	1,108,507.11	-	61,559.30	(12,000.00)	190,000.00	(3,500.00)		1,344,566.41
Conservation-Salamander	42,669.43	-	2,364.23	-	-	-		45,033.66
Cemetery Perpetual Care	70,949.62	-	41,115.36	-	-	-		112,064.98
Charles Colburn Cem	4,405.23	-	327.21	-	-	-		4,732.44
William Wright Cem	6,651.32	-	645.62	-	-	-		7,296.94
Lyman Wilkins Cem	5,222.76	-	367.69	-	-	-		5,590.45
J.H. Fletcher Cem	3,672.38	-	286.62	-	-	-		3,959.00
Alonzo Reed Cem	3,777.48	-	292.43	-	-	-		4,069.91
Metcalf & Soldiers	4,189.48	-	304.21	-	-	-		4,493.69
Library Book Fund	1,042.21	-	762.24	(500.00)	-	-		1,304.45
Library Lecture Fund	6,726.79	-	2,034.92	-	-	-		8,761.71
Library All Purpose	1,384.84	-	1,034.58	(173.61)	-	-		2,245.81
Library Trustee	9,232.89	-	3,898.68	(159.11)	-	-		12,972.46
J.V. Fletcher Library	459.33	-	25.47	-	-	-		484.80
Ellen Rainville Educ	12,060.17	-	5,324.08	(486.00)	-	-		16,898.25
Library Benefactors Trust	90,683.42	-	5,321.86	-	-	-		96,005.28
Whitney Shade Tree	21,734.15	-	1,342.79	-	-	-		23,076.94
Whitney Playground	37,933.04	-	2,655.89	-	-	-		40,588.93
Affordable Housing Trust	656,705.01	-	34,163.40	-	-	-		690,868.41
Capital Stabilization Fund	521,977.86	-	28,921.93	-	-	-		550,899.79
Cap Stab - Fire Training Tower	79,413.94	-	4,400.01	-	-	-		83,813.95
Stabilization Fund	5,627,248.98	-	311,796.80	-	-	-		5,939,045.78
OPEB Trust Fund	11,821,307.93	-	1,434,329.18	-	1,000,000.00	-		14,255,637.11
Water OPEB Stabilization	1,195,920.63	-	131,726.02	-	30,000.00	(31,453.00)		1,326,193.65
Total Expendable	21,333,876.00	-	2,075,000.52	(13,318.72)	1,220,000.00	(34,953.00)		24,580,604.80
TOTAL TRUST	22,211,337.69	39,540.00	2,075,000.52	(13,318.72)	1,220,000.00	(34,953.00)		25,497,606.49

TOWN ACCOUNTANT-CONTINUED

Custodial Fund Activity - FY 2024							
	Balance			Transfers	Transfers	Balance	
	July 1, 2023	Receipts	Expenditures	In	Out	June 30, 2024	
Performance Bonds	155,909.27	1,246.57	-	-	-	157,155.84	
Developer Escrow	272,758.95	268.50	(14,912.48)	-	-	258,114.97	
Rail Tree Hill	5,271.82	-	-	-	-	5,271.82	
Villanova Drive Deposit	9,294.01	-	-	-	-	9,294.01	
Vose Hill Road	959.39	-	-	-	-	959.39	
License to Carry	7,375.00	21,412.50	(18,275.00)	-	-	10,512.50	
Police-Holding Account	54,691.38	-	(435.00)	-	-	54,256.38	
Student Activity (Detail Below)	377,623.60	1,147,194.62	(1,140,985.18)	-	-	383,833.04	
TOTALS	883,883.42	1,170,122.19	(1,174,607.66)	-	-	879,397.95	
Student Activity Fund Detail							
Student Activity-Rita Miller	1,136.97	2,196.64	(1,996.66)	-	-	1,336.95	
Student Activity-Nabnasset	12,894.25	3,856.02	(5,235.17)	-	-	11,515.10	
Student Activity-Robinson	3,456.32	4,032.20	(2,325.00)	-	-	5,163.52	
Student Activity-Abbot	19,613.30	18,459.65	(20,193.28)	-	-	17,879.67	
Student Activity-Crisafulli	2,337.63	11,519.66	(10,385.00)	-	-	3,472.29	
Student Activity-Norman Day	7,456.70	9,298.01	(10,565.70)	-	-	6,189.01	
Student Activity-Blanchard	12,404.87	69,580.56	(64,624.15)	-	-	17,361.28	
Student Activity-Stonybrook	59,170.92	89,393.57	(91,987.81)	-	-	56,576.68	
Student Activity-Westford Acad	259,152.64	938,858.31	(933,672.41)	-	-	264,338.54	
Total Student Activity (to above)	377,623.60	1,147,194.62	(1,140,985.18)	-	-	383,833.04	

TOWN CLERK

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. There is an incredible amount of teamwork that 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 setting up and taking down the polling places and being available while polls are 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, Jess, and Marilyn. Thank you to our Registrars, Chair Alisa Nakashian-Holsberg, John Ricketson, and Beverly Woods. Your assistance is invaluable.

Laurie Shaw
Town Clerk

In March 2024 we had a record-breaking Annual Town Meeting. We filled Westford Academy with the maximum number of 1600 voters with more on the way. Unfortunately, we had to cancel the meeting before it got started because we couldn't house the additional voters that were waiting to check in. The meeting was moved to April 27, 2024, on Westford Academy Football Field. We broke records again and checked in 2078 voters!

In FY 2024 we had 4 elections. The Presidential Primary, March 5th, 2024, our Local Election May 2024 with a 38% turnout. The State Primary, September 3, 2024, and The Presidential Election, Nov 5, 2024. Mail in voting continues to be a popular option with residents and each election sees an increasing number of vote by mail ballots.

The chart below shows how those voters registered along with the total voters currently registered for each party and political designation.

Voter registration sessions are held 10 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 Rd.
- Precinct 2 Stony Brook School, 9 Farmer Way
- Precinct 3 Westford Academy, 30 Patten Rd.
- Precinct 4 Westford Academy, 30 Patten Rd.
- Precinct 5 Stony Brook School, 9 Farmer Way
- Precinct 6 Stony Brook School. 9 Farmer Way
- Precinct 7 Westford Academy, 30 Patten Rd.

Civic Engagement

Many thanks to the League of Women Voters in town. Many League members have helped us recruit election workers/ Alongside Town Meeting Forums and Candidate Nights, few communities are as lucky as Westford to have such positive energy focused on civic engagement.

TOWN CLERK—CONTINUED

VRIS TOWN OF WESTFORD

Voter Total Sheet as of 6/30/2024

All Voters

Nov 21, 2024 10:58

Page No : 1

- A - Conservative
- B - Natural Law Party
- C - New World Council
- D - Democrat
- E - Reform
- F - Rainbow Coalition
- G - Green Party USA
- H - We The People
- J - Green Rainbow
- K - Constitution Party
- L - Libertarian
- M - Timessing Not Down
- N - New Alliance
- O - MA Independent Party
- P - Prohibition
- Q - American Independent
- R - Republican
- S - Socialist
- T - Inter 3rd Party
- U - Unenrolled
- V - America First Party
- W - Veteran Party America
- X - Pirate
- Y - World Citizens Party
- Z - Working Families
- AA - Pizza Party
- BB - American Term Limits
- CC - United Independent Party
- DD - Twelve Visions Party

Ward	Precinct	A	AA	BB	CC	D	G	H	J	K	L	O	Q	R	S	T	U	V	X	Grand Totals
0	1	1	1		3	441		1			5	1	1	219		1	1722			2396
	2	2	1	1	7	498			1		7		3	215	1	3	1799		2	2540
	3	1			4	496	1				4	1		265		1	2018		1	2792
	4	1			1	489			1		8	1		234			1651	1	1	2388
	5	3	1	1	9	489			2	1	4	3		237	1		1786			2539
	6				7	499		1	1		10	1		266	1	2	2108			2898
	7	3	1		7	617		1	2		5		1	278	1		2071			2987
Ward 0																				
Totals		11	4	2	38	3529	1	3	7	1	43	7	5	1716	4	7	13157	1	4	18540
Grand Totals		11	4	2	38	3529	1	3	7	1	43	7	5	1716	4	7	13157	1	4	18540

TOWN CLERK – CONTINUED

***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.

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.

	2018	2019	2020	2021	2022	2023
Births	145	144	169	160	181	152
Marriages	62	59	82	59	64	
Deaths	176	130	201	173	193	180

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 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.

The Town Clerk’s office issues several types of licenses that are reported on a fiscal year basis unless otherwise noted to better reflect revenues. Statistics over the last several years are listed below.

	FY2019	FY2020	FY2021	FY2022	FY2023	Notes
Business Certificate	79	136	124	111	94	100
Dogs	2528	2349	2662	2421	2546	2292
Flammable Storage Registration	37	37	40	36	36	Calendar Year
Raffle Permits	6	8	4	10	10	11
Certified Copies of Vital Records	989	1299	1171	1877	1705	

TOWN CLERK – CONTINUED

Select Board Annual Licensing

The Town Clerk’s office 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:

	2015	2016	2017	2018	2019	2020	2021	2022	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	3

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. Meeting agendas are posted on our website and at Town Hall in the

TOWN CLERK—CONTINUED

back vestibule that is always open and accessible to the public 24 hours a day. Agendas are posted at least 48 hours in advance of the meeting and may be emailed to agendas@westfordma.gov. Minutes are available online through the Town's Document Management system www.westfordma.gov/dms and now available on the Town Website attached with the agenda under meeting minutes. Minutes are also found 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 membership is printed in the front of this book and the also available online at <https://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 with compliance of 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.

Board and Committee information is available online at <https://data.westfordma.gov/bc/>.

Volunteers

We are indebted to our volunteers who take on time-consuming tasks 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.

Webpage: westfordma.gov/255

TOWN MODERATOR

Angela Harkness
Town Moderator

During FY 2024 Town Meeting saw a very significant increase in the number of voters attending. Special Town Meeting held on October 16, 2023, was dominated by an important and controversial issue: regulation of firearms and firearms businesses in Westford. In the recent past, Town Meeting attendance had been averaging about 400 voters. Because of the existence of an issue generating significant interest, the town planned for double that number. Eight-hundred voting clickers were secured, 838 parking spaces were designated at Westford Academy (WA), and sufficient poll pads to efficiently check in 800 voters were purchased. The Meeting was scheduled for the WA gym which has a capacity of 896 people. In the last 30 years there have been only three other Town Meetings attended by more than 1,000 people. The Performing Arts Center was set up as an overflow room with little thought that it would actually be used. However, the attendance estimate for this meeting turned out to be wrong.

We checked in 1,124 voters that night and were not sufficiently prepared for such a large crowd. To make matters worse we lost over 200 parking spaces on the WA practice fields which were too wet to be used for parking. As a result, although the meeting took place, votes were taken and the town's business was conducted; voters were inconvenienced, kept out too late and were justifiably displeased. The Town resolved to plan better and to learn from the errors of the past. Between Special Town Meeting on October 16, 2023 and Annual Town Meeting on April 27, 2024 town staff worked on resolving the issues that came to light at the October session.

As the date for Annual Town Meeting approached, we prepared for 1,600 people. Sufficient voting clickers were obtained and additional poll pads and check-in personnel were employed. Additional parking was arranged at remote locations with shuttle buses to WA. Nevertheless, by the time the meeting was set to begin, over 1,700 people had tried to check in. Accordingly, because we were then beyond the fire capacity of the two designated rooms at WA, the meeting had to be called off and rescheduled.

The rescheduled meeting was held outside on the WA football field on April 27, 2024 with over 2,000 voters in attendance. This time the meeting was conducted without a hitch. The voters were provided with information about logistics and substance in advance. A large screen was at the front of the audience allowing everyone to see the presentations. Sufficient clickers, seating, and parking were available. Accommodations were made for those with special needs. The sound system was more than adequate. Free child care and free transportation were provided. Emergency police and fire staff were on hand to assist as needed. A "masks mandatory" area was set aside for those with concerns about being in a large group. Finally, while our agenda consisted of some very difficult issues including several override questions, the meeting started on time at 9 am and, after a break for lunch, was concluded before 5 pm that day.

More participation means better decision making and is a good thing for a democratic system. As Moderator, I hope voter involvement continues on this

TOWN MODERATOR—CONTINUED

upward trend – I am confident that the town will always do everything possible to assure that every voter who wishes to participate can do so. I'm proud to have worked with our excellent Town staff in assuring a safe, comfortable and efficient Town Meeting, no matter how many voters attend.

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 at 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

In FY 2024, the Tree Warden conducted five public shade tree hearings and issued six shade tree trimming permits. The Tree Warden also granted National Grid approval to conduct tree trimming and pruning along six different circuits as part of its Annual Vegetation Management Plan. Richard Savary, Highway Crew Supervisor, obtained his Tree Warden Certification in FY 2024 and was instrumental in coordinating the many tree requests received throughout the year.

The Tree Warden facilitated Westford's first annual tree seedling giveaway in April/May 2024. Four hundred seedlings were given to Westford residents to help make our town a greener and healthier place. Varieties distributed were American Hornbeam, Shagbark Hickory, White Spruce, and Washington Hawthorn.

Contact: Kyle Fox, Tree Warden, 978-692-5520, kfox@westfordma.gov

Webpage: westfordma.gov/980

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 Services Officer/Veterans Agent

Heather Monahan
Senior Assistant



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 Massachusetts 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 town census, Westford has over 750 veterans who may be eligible for benefits along with the surviving spouses of veterans. The 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 veteran's 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. The VA has greatly expanded care for women veterans, and removed barriers to the LGBTQ+ veteran community and veterans with other than honorable discharges. 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 \$25,000 every month in disability, compensation, and pension benefits to Westford residents. EVERY veteran is encouraged to enroll and be introduced to the medical services available to them via the VA Healthcare System. While VA Healthcare does not always 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 2024, 106 residents/veterans received MGL Chapter 59, § 5 Clause 22(a-f) exemptions resulting in over \$155,000 total reduction of their property taxes. \$6,000 was paid out to the Property Tax Work Off program participants.

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 multiple active Chapter 115 recipients who receive monthly financial assistance. In FY 2024, approximately \$17,600 in Chapter 115 aid went to residents who were qualified. 75% of this amount is 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 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.

For many years during the Christmas holiday season, local resident Robin Pawlowski has organized a Wreaths Across America fundraising effort to place holiday wreaths on the graves of veterans at our Westford public and private cemeteries. A group of volunteers placed 1,200 wreaths on the graves this past year. To learn more about this program and donate to this effort, go to wreathscrossamerica.org/MA0049, or contact Robin at 506-341-5671 or pawlowskirobin@gmail.com

The American flags on veterans' gravesites are put in place before Memorial Day and removed after Veterans Day during the December Wreaths Across America event each year by volunteers. 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 Service Department to address this issue.

This department cannot speak highly enough of the many residents who have volunteered to support us this year and years past with their time and effort towards our veterans' holiday programs. Thank you to Westford Remembers for posting the "Thank You Veterans" signs on the Common, a wonderful tribute to our veterans. Thanks to our other town departments in coordinating services to the veteran community, making sure they can tap into any of the resources available to them.

Please check our internet presence at the following links:
Westford Veterans Services homepage: www.westfordma.gov/veterans
Westford Military Burial Index: data.westfordma.gov/vets
Westford Honor Roll: data.westfordma.gov/honorroll/

Programs & Services

The Veterans Services Department is located at the Millennium Building located behind Abbot School at 23 Depot Street.

Webpage: Westfordma.gov/394

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (BOA) typically meets at 7:00 PM on the third Wednesday of each month in Meeting Room 201 at Town Hall. Meetings are open to the public and are recorded by Westford Community Access Television (westfordcat.org). WestfordCAT broadcasts are also available for viewing online. Recordings of the meetings are generally made available on WestfordCAT and YouTube (youtube.com/@westfordCAT) within a few days of the meeting date.

Scott MacKay
Chair

Jay Enis
Vice Chair

James Kazeniak
Clerk

Scott Fitzgerald
Daniel Britko

There was one active lawsuit involving the BOA as of June 30, 2024, relating to the 11 and 73 Brookside Road applications for the construction of a Personal Wireless Service Facility (Cell Tower).

In FY 2024, the BOA held ten regular meetings, no special meetings, and no executive sessions. The regular meetings of September 2023 and June 2024 were cancelled due to lack of items on the agendas. The Board acted on 19 applications, with some consisting of multiple petitions. Requests included the following:

- Variances for additions to homes or accessory structures that do not meet setback standards
- Variances to allow a use not otherwise permitted by the Zoning Bylaws
- Variances to create an Accessory Dwelling Unit (ADU) larger than permitted by the Zoning Bylaws
- Special Permits to create ADUs
- Special Permit for the demolition and reconstruction of non-conforming structures
- Special Permits for the alteration of non-conforming structures
- Special Permit for a use
- Minor modification to a prior approval, and
- Comprehensive Permit for a 35-unit, mixed-income, age-restricted development.

Board of Appeals Decisions issued between July 1, 2023 and June 30, 2024:

BOA Petitions	Approved	Denied	Withdrawn	Total
Variations*	7	0	1	8
Modifications to Variations	0	0	0	0
Special Permits**	7	0	1	8
Modifications to Special Permits	0	0	0	0
Determination of Non-Substantive Change (Minor Modification)	1	0	0	1
Extension of Time for Prior Approval	2	0	0	2

ZONING BOARD OF APPEALS-CONTINUED

BOA Petitions	Approved	Denied	Withdrawn	Total
Appeal of Administrative Decision	0	0	0	0
Authorization of Administrative Approval	0	0	0	0
Comprehensive Permits (40B)	1	0	0	1
Totals	18	0	2	21

***Summary of Variances Granted**

5	Setbacks (4 side yard,1 Front yard)
1	Allow a use not otherwise authorized by the Zoning Bylaws
1	Deviations from ADU standards

***Summary of Special Permits Granted**

3	Expand/alter non-conforming uses or structures
1	Reconstruct a non-conforming structure with larger volume, area, and/or footprint
2	Accessory Dwelling Units
1	Use requiring a Special Permit

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 Bylaws. 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. The Town of 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 2024, the state’s SHI listing for the Town of Westford was 11.97%.

Staff

Jeffrey Morrissette - Director of Land Use Management (until mid-March 2024),
 Assistant Town Manager – Land Use & Economic Development (beginning mid-March 2024)
 Joseph Giniewicz - Town Planner
 Sierra Pelletier - Assistant Planner
 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 Online form: westfordk12.us/district/about- wps/webforms/submit-online- comments-district
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

DIRECTORY OF TOWN DEPARTMENTS-CONTINUED

Department	Address	Office Hours	Main Phone/Email
Town Manager	Town Hall 55 Main St.	M-F, 8 a.m.- 4 p.m.	978-692-5501 ext.1 tmaa@westfordma.gov
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

WESTFORD

AT A GLANCE

Incorporated	September 23, 1729
Population	
2020 U.S. Census results	24,643
July 1, 2023 U.S. Census estimate	24,543
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 2024 tax rates	
Residential & personal property	\$13.77 per thousand
Commercial & industrial property	\$13.77 per thousand
Website	westfordma.gov

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On the back cover

The G.I. Bill, passed 80 years ago, was one of America's pivotal pieces of legislation, offering both educational and economic opportunity to millions of veterans and their families after World War II. One of the leading drafters of this bill was Westford native Francis Michael Sullivan, who was born in 1897 to two Irish immigrants. He lived alongside two siblings at 7 Pond Street in Forge Village, near the location of his memorial stone now. Dedicated in May of 2024 and donated by the Westford Historical Society, the Francis M. Sullivan stone honors Sullivan's often-overlooked contributions to the bill's passing.

Francis graduated from Westford Academy in 1916, and went on to enlist in the U.S. Navy two years later. After serving for four years, Francis was honorably discharged and – after a denied request to return to active duty once again in 1920 – moved to Boston for work as a reporter. It was later, in Connecticut, that Francis was recognized for his legislative potential by Representative James P. Glynn and worked as a staff member while studying law at George Washington University. By 1943, Francis began work as the Acting Legislative Director for the American Legion, working hard to tackle the needs of disabled veterans as they returned from the ever-raging World War II.

When it came to the G.I. Bill, the contributions of Francis were often overshadowed by other writers and drafters due to his humble nature. However, in addition to being present when the bill was signed into law by President Roosevelt, his ultimate role in gathering information and final drafting the bill is supported by various sources. Now, years later, his legacy continues to touch millions of American lives – past, present, and future.

Sources: “Francis Michael Sullivan” Biography, written by Dan Sullivan, Anne Hilyard. Also Credited: Marilyn Day, Geoff Hall

Written by: Deepa Gautam, Summer Intern 2024, Westford Museum



Francis Michael Sullivan

For More Information:
Visit the Westford Museum Website

museum.westford.org

