

# **Town of Westford**

## **Annual Report**

For the Fiscal Year Ending June 30

**2015**



ABBOT MILL #1  
12 North Main Street, Graniteville

On the cover;

“... soon after [December, 1855] mill number one was erected – a two story building 185 x 52 feet, with a connecting L 40 x 32 feet... A partnership was formed in 1857 by the firm [Calvert & Sargent] with John W. P. Abbot, for the manufacture of worsted yarns...”

“At first they manufactured fine worsted yarns for the making of braids and upholstery goods, employing about twenty hands.”

“... they began the manufacture of carded yarns, used in making carpets. In 1878, Abbot & Company leased the part of the mill formerly occupied by Sargent & Sons, and also built a stone addition to the mill occupied by themselves, sixty feet long and two stories high, and proceeded to fill it with machinery... .”

*History of the Town of Westford*  
Rev. Edwin R. Hodgman pp 244 – 245  
published in 1883 by the  
Westford Town History Association

Research by the Westford Historical Society.  
In 2015, the Historical Society focused on the history of Graniteville.

# **TOWN OF WESTFORD MASSACHUSETTS**

## **Annual Report**

For the fiscal year ending June 30, 2015

Annual Town Meeting  
Saturday, April 2, 2016

Annual Town Election  
Tuesday, May 3, 2016

# CITIZEN ACTIVITY APPLICATION FORM

**Town of Westford**

*GOOD GOVERNMENT STARTS WITH YOU*

If you are interested in serving on a Town committee, please fill out this form and mail to the Town Manager, Town Hall, 55 Main Street, Westford, MA 01886. This form may also be downloaded from the website at [www.westfordma.gov](http://www.westfordma.gov). All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Email \_\_\_\_\_

Amount of Time Available \_\_\_\_\_

Interest in What Town Committee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Present Occupation \_\_\_\_\_

Education Background \_\_\_\_\_

\_\_\_\_\_

Town Offices Held \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Volunteer Positions \_\_\_\_\_

\_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

## **IN MEMORIAM**

Elwin Bagley  
April 14, 1926 - July 8, 2014

Elwin gave inordinate hours as volunteer caretaker and handyman at the Westford Museum. A charter member of the Westford Colonial Minuteman, Elwin organized the Minutemen's involvement in the bicentennial celebration in 1975 and is responsible for the planting of the Liberty Tree beech at Town Hall that year. After his retirement from Raytheon, Elwin also volunteered at the Cameron Senior Center.

John (Jack) Doucette  
August 1, 1947 - November 12, 2014

A life-long resident of Westford, Jack was Class President of the Westford Academy Class of 1965. His career in the Westford schools began in the fall of 1973, teaching fifth and sixth grade at the Abbot Middle School where he went on to be named Assistant Principal. Until Jack's retirement in 2005, he was principal at the Blanchard Middle School.



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# ELECTED OFFICIALS AS OF JUNE 30, 2014

## **BOARD OF HEALTH**

### ***3 – year term***

		Term Expires
Zac A Cataldo	121 Depot St	5/2017
Susan M Hanley	26 Kirsi Cir	5/2016
Jillian L Lokere	103 Russells Way	5/2016
Helen Fu	15 Chatfield Cir	5/2018
Michelle Pitoniak-Crawford	15 Shelly Ln	5/2017

## **BOARD OF SELECTMEN**

### ***3 – year term***

Scott Hazelton	76 Nutting Rd	5/2016
Andrea Peraner-Sweet	21 Kirsi Cir	5/2016
Kelly J Ross	7 Carriage Way	5/2017
Donald Siriani	59 Graniteville Rd	5/2017
Mark D Kost	7 Grassy Lane	5/2018

## **HOUSING AUTHORITY**

### ***3 – year term***

Nancy J Wimberg	8 Keyes Rd	TBD (Governor’s Appt)
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### ***5 – year term***

Muriel T Drake	8 Lasallete Rd	5/2019
Carol S Engel	26 Lowell Rd	5/2016
Corrine Ryan	93 Stony Brook Rd	5/2018

## **JV FLETCHER LIBRARY TRUSTEES**

### ***3 – year term***

Hajo W Koester	65 Providence Rd	5/2017
Robert D Price	18 Stratton Hill Rd	5/2017
Susan M Flint	7 Swanson Ln	5/2018
Marianne C Fleckner	23R Almeria Cir	5/2018
Elizabeth S Diercks	56 Depot St	5/2016
Kathleen A Canavan	3 Misty Ln	5/2016

## ELECTED OFFICIALS AS OF JUNE 30, 2014—CONTINUED

### **MODERATOR**

#### *3 – year term*

		Term Expires
Ellen S Harde	39 Main St	5/2017

### **PLANNING BOARD**

#### *5 – year term*

Michael J Green	20 Russells Way	5/2019
Dennis J Galvin	90 Concord Rd	5/2020
Kate Hollister	25 Vine Brook Rd	5/2016
Matthew Lewin	4 Misty Ln	5/2017
Darrin H Wizst	1 Noonan Way	5/2018

### **SCHOOL COMMITTEE**

#### *3 – year term*

Avery Adam	87 Providence Rd	5/2018
Arthur F Benoit	26 Country Rd	5/2016
George T Clay	7 Ward Hill Rd	5/2016
David A Keele	10 Boston Rd	5/2017
Birgit E Kohl	4 Frances Hill Rd	5/2017
Terence J Ryan	7 Castle Rd	5/2018
Christopher P Sanders	4 Koala Bear Lane	5/2018

## APPOINTED OFFICIALS AS OF JUNE 30, 2014

### 12 NORTH MAIN STREET TASK FORCE

*Appointed by Town Manager*

		Term Expires
John Mangiaratti	55 Main St	9/16/2017
Jane Hughes	29 North Main St	9/16/2017
Don Siriani	59 Graniteville Rd	9/16/2017
Robert Downing	40 Nutting Rd	9/16/2017
David Gutbrod	74 Depot St	9/16/2017
Eli Demetri	31 Stone Ridge Rd Unit 13-01	9/16/2017
Dennis Wrona	5 Sassafras Rd	9/16/2017
Chris Kluchman	55 Main St	9/16/2017
Darren MacCaughey	55 Main St	9/16/2017
Nancy Cook	25 North Main St	9/16/2017
Nancy Bissell	11 North Main St	9/16/2017
Jane Hughes	29 North Main St	9/16/2017
Robert Waskiewicz	120 Groton Rd	9/16/2017
James VanBever	13 River St	9/16/2017
Jane Calvin ( <i>alternate</i> )	64 Broadway St	9/16/2017
Tom Barry ( <i>alternate</i> )	27 Stone Ridge Rd	9/16/2017

### AFFORDABLE HOUSING COMMITTEE

*Appointed by Town Manager*

#### **2 – year term**

Joan Croteau	10 Groton Rd	6/30/2015
Karen Hudson	35 Carlisle Rd	6/30/2015
Kristen R Grueter	85 Acton Rd	6/30/2016
Bernard Meyler	1 Meyler Way	6/30/2015
Jim Silva	98 Chamberlain Rd	6/30/2016
Drew Vernalia	10 Groton Rd	6/30/2016

#### **3 – year term**

Robert F Downing	40 Nutting Rd	6/30/2015
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### AFFORDABLE HOUSING TRUST COMMITTEE

*Appointed by Board of Selectmen*

#### **1 – year term**

John Parker	3 Cobbler Rd	6/30/2015
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#### **2 – year term**

Joseph P Diamond	7 Trailside Way	6/30/2016
Robert F Downing	40 Nutting Rd	6/30/2016
Andrea Peraner-Sweet	21 Kirsi Cir	6/30/2016
Robert J Waskiewicz	120 Groton Rd	6/30/2016

## APPOINTED OFFICIALS—CONTINUED

### AGRICULTURAL COMMISSION

*Appointed by Board of Selectmen*

		Term Expires
<b>3 – year term</b>		
Elizabeth Almeida	41 West St	6/30/2017
Danielle Battle	8 Providence Rd	6/30/2017
Christine Berthold	3 Hyacinth Dr	6/30/2017
Sharon Chew	12 Robinwood Cir	6/30/2017
Ellen Joseph	40 Flagg Rd	6/30/2017
Zoe Stapp	9 Connell Dr	6/30/2017
Robert L Webb	52 Pine Ridge Rd	6/30/2015

### BOARD OF ASSESSORS

*Appointed by Town Manager*

<b>3 – year term</b>		
Michael S Coravos	44 Bandon Cir	6/30/2017
Diane L Holmes	4 Pleasant St	6/30/2016
Titus A Palmer	15 Vose Rd	6/30/2015

### BOARD OF CEMETERY COMMISSIONERS

*Appointed by Town Manager*

<b>3 – year term</b>		
Jonathan P Ash	13 Depot St	6/30/2015
R Bradley Potts	19R Main St	6/30/2017
Daniel Provost	27 Orchard St	6/30/2016
George P Rogers	60 Pleasant St	6/30/2016

### BOARD OF WATER COMMISSIONERS

*Appointed by Town Manager*

<b>3 – year term</b>		
Chauncey Chu	1 Green Needles Rd	6/30/2017
Elizabeth A Denly	458 Groton Rd	6/30/2017
Hugh C Maguire	127 Cold Spring Rd	6/30/2015
Titus A Palmer	15 Vose Rd	6/30/2017

### BYLAW REVIEW COMMITTEE

*Appointed by Board of Selectmen*

<b>3 – year term</b>		
David B Chandler	26 Hillside Ave	6/30/2015
Peter D Dervan	1 Pleasant St	6/30/2017
<b>No Expiration Date</b>		
Kaari Mai Tari	55 Main St	

## APPOINTED OFFICIALS—CONTINUED

### CAPITAL PLANNING COMMITTEE

*Appointed by Town Manager*

#### **3 – year term**

Kathy Auth	5 Kylemore Dr	Term Expires
Kelly J Ross	7 Carriage Way	6/30/2017
		6/30/2017

#### **No Expiration Date**

Arthur Benoit	26 Country Rd
John H Cunningham	4 Butternut Rd
Mark D Kost	7 Grassy Ln
Thomas J Mahanna	4 Butterfield Ln
Dan O'Donnell	55 Main St
Bill Olsen	23 Depot St
Jodi Ross	55 Main St

### COMMISSION ON DISABILITY

*Appointed by Town Manager*

#### **1 – year term**

Scott Hazelton	76 Nutting Rd	6/30/2016
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#### **3 – year term**

Raymond K Clark	47 Hildreth St	4/27/2017
Linda M Clifford		
Dawn F Dillon	2 Ward Hill Rd	4/27/2016
Janet C Horner	74 Nutting Rd	4/27/2018
Katherine L Phaneuf	7 Drawbridge Rd	4/27/2018
Patricia C Reppucci	15 Lucille Ave	4/27/2018
Marguerite F Sabatino	18 Lucille Ave	4/27/2016

### COMMUNICATIONS ADVISORY COMMITTEE

*Appointed by Board of Selectmen*

#### **1 – year term**

Robert Fesmire	149 Main St	6/30/2015
Jim Silva	98 Chamberlain Rd	6/30/2016
Thomas Spuhler	232 Concord Rd	6/30/2016

### COMMUNITY PRESERVATION COMMITTEE

*Appointed by Board of Selectmen*

#### **3 – year term**

John P Cunniffe	8 Patten Rd	6/30/2015
Marilyn Frank	6 Chamberlain Rd	6/30/2015
Ken Hanly	26 Kirsi Cir	6/30/2015
Kathleen A Healy	95 Main St	6/30/2015
Bob S Jefferies	11 Boston Rd	6/30/2015
Kate Hollister	25 Vine Brook Rd	6/30/2017
Christine M Macmillan	12 Maple St	6/30/2015
Robert D Price	18 Stratton Hill Rd	6/30/2016
Nancy J Wimberg	8 Keyes Rd	6/30/2015

## APPOINTED OFFICIALS—CONTINUED

### CONSERVATION COMMISSION

*Appointed by Board of Selectmen*

		Term Expires
<b>3 – year term</b>		
Robert Boonstra	13 Alcorn Crossing	6/30/2017
John Cunningham	4 Butternut Rd	6/30/2015
Eric Fahle	9 Long Sought For Pond Rd	6/30/2017
Marilyn Frank	6 Chamberlain Rd	6/30/2016
James Gozzo	6 Carolina Ln	6/30/2017
Ann Jefferies	11 Boston Rd	6/30/2015
Peter Mahler	25 Vinebrook Rd	6/30/2016

### CONSTABLE

*Appointed by Board of Selectmen*

<b>3 – year term</b>		
Patricia L Dubey	30 Pleasant St	6/30/2015
John R Sullivan	145 Plain Rd	6/30/2015
Kaari Mai Tari	55 Main St	6/30/2015

### COUNCIL ON AGING

*Appointed by Town Manager*

<b>3 – year term</b>		
Nancy Cook	25 N Main St	6/30/2016
Helena Crocker	34 West St	6/30/2016
Dorothy Hall	10 Highland Rd	6/30/2016
Patricia A Holmes	7 Church St	6/30/2016
Robert Tierney	10 Tallard Rd	6/30/2015
George Rogers	60 Pleasant St	6/30/2015
Kathryn S Wilson	7 Palermo St	6/30/2016

### CULTURAL COUNCIL

*Appointed by Board of Selectmen*

Norman Bristol	1 Elderberry Way	6/30/2015
Denali Delmar	8 Dunstable Rd	6/30/2017
Yen Yen Lim	Zero Shannon Cir	6/30/2015
Angela W McAlister	49 Flagg Rd	6/30/2015
Brian A Pitts	2 Mulberry Ln	6/30/2015
Lynda B Vernalia	10 Groton Rd	6/30/2015

### DESIGNER SELECTION COMMITTEE

### ROUDENBUSH COMMUNITY CENTER REHABILITATION PROJECT

*Appointed by Town Manager*

<b>1 – year term</b>		
Bill Chandnoit	65 Main St	6/30/2016
Paul Descenza	3 Depot St	6/30/2016
Brenda J Grant	10 Wilson Ln	6/30/2016
Ellen Harde	39 Main St	6/30/2016
William Kenison	55 Main St	6/30/2016
John Mangiaatti	55 Main St	6/30/2016
Patti Pichette	65 Main St	6/30/2016
Jeanne K Roberts	1 Hildreth St	6/30/2016
Corrine Rosseel	65 Main St	6/30/2016

## **APPOINTED OFFICIALS**—CONTINUED

### **DREW GARDENS TASK FORCE**

*Appointed by Board of Selectmen*

#### **1 – year term**

		Term Expires
Charles Andrews	87 West St	6/30/2015
Keith Bohne	31 Tadmuck Rd	6/30/2015
Robert Boonstra	13 Alcorn Crossing	6/30/2015
Zac A Cataldo	121 Depot St	6/30/2015
James Geraghty	5 Preservation Way	6/30/2015
Kate Hollister	25 Vine Brook Rd	6/30/2015
Matthew Lewin	4 Misty Ln	6/30/2015
Joyce M Minosh	9 Stone Ridge Rd	6/30/2015
Andrea Peraner-Sweet	21 Kirsi Cir	6/30/2015
Robert J Waskiewicz	120 Groton Rd	6/30/2015
Robert L Webb	52 Pine Ridge Rd	6/30/2015

### **ECONOMIC DEVELOPMENT COMMITTEE**

*Appointed by Board of Selectmen*

#### **3 – year term**

Thomas P Barry	27 Stone Ridge Rd	6/30/2015
Ronald Caterino	45 Stone Ridge Rd	6/30/2015
Elia P Demeteri	31 Stone Ridge Rd	6/30/2015
Jeffrey Hillam	6 Coolidge Ave	6/30/2015
Chris Klutchman	55 Main St	6/30/2015
Heather M Maietta	2 Marie Ann Dr	6/30/2015
William R Nussbum	29 Stone Ridge Rd	6/30/2015
Andrea Peraner-Sweet	21 Kirsi Cir	6/30/2015
Jodi Ross	55 Main St	6/30/2015
Andrew M Stern	89 Main St	6/30/2015
Perti J Vulli	13 Landmark Rd	6/30/2015
Thomas West	1 Highland Rd	6/30/2015

### **EMERGENCY MANAGEMENT**

*Appointed by Town Manager*

#### **1 – year term**

Joe Targ	55 Main St	6/30/2016
Tim Whitcomb	55 Main St	6/30/2016

### **ENERGY COMMITTEE**

*Appointed by Board of Selectmen*

#### **3 – year term**

Noel Almeida	41 West St	6/30/2017
Peter D Berson	8 Holly Ln	6/30/2017
Michal Berlinski	37 Crown Rd	6/30/2017
Vincent Florek	4 Tyler Rd	6/30/2016
Jeffrey Geller	68 Nutting Rd	6/30/2016
Jim Jarvie	8 Cranberry Dr	6/30/2015
Stephen D Laroche	18 North St	6/30/2016
Juliette Mount	51 Boston Rd	6/30/2017
Paul L Mucci	11 Graniteville Rd	6/30/2015
Todd Palumbo	2 Emily Way	6/30/2017
Robert W Willis	7B Pilgrim Dr	6/30/2017

## APPOINTED OFFICIALS—CONTINUED

### FENCE VIEWER

*Appointed by Board of Selectmen*

Term Expires

Brian Pitts	2 Mulberry Ln	6/30/2015
Albert Prescott	16 Lake Shore Drive N	6/30/2015

### FINANCE COMMITTEE

*Appointed by Moderator*

#### **3 – year term**

Joan E Bennett	8 Shannon Cir	6/30/2015
Ellen Doucette	3 Brookview Dr	6/30/2016
Jeanne Drula	14 Hopkins Pl	6/30/2016
Heather Fitzpatrick	13 Shannon Cir	6/30/2018
Gerald J Koehr	10 Deer Rim	6/30/2015
Ingrid Nilsson	6 Depot St	6/30/2016
Glen Secor	56R Pleasant St	6/30/2017
William C Taffel	90 Cold Spring Rd	6/30/2015
Dennis Wrona	5 Sassafras Rd	6/30/2015

### HISTORICAL COMMISSION

*Appointed by Board of Selectmen*

#### **3 – year term**

Brian G Alcorn	18 Boston Rd	6/30/2017
John P Cuniffe	8 Patten Rd	6/30/2017
Phil Gilbert	16 Frances Hill Rd	6/30/2017
Brenda Grant	10 Wilson Ln	6/30/2016
David Gutbrod	74 Depot St	6/30/2016
Brian Langenfeld	2 MacQuarrie Ln	6/30/2017
Robert E Stafford	22 Leland Rd	6/30/2017

### INSURANCE ADVISORY COMMITTEE

*Appointed by Administrative Appointment*

#### **No Expiration Date**

Michael Croteau	53 Main St
John Emanouil	Non-resident
Marilyn Frank	6 Chamberlain Rd
Jason Humphrey	13 Endmoor Rd
Thomas Mcenaney	53 Main St
Joan Mitchell	Non-resident
Sarah Regan	Non-resident
Glen Robinson	Non-resident

## **APPOINTED OFFICIALS** – CONTINUED

### **LOWELL REGIONAL TRANSIT AUTHORITY**

*Appointed by Board of Selectmen*

Term Expires

#### **No Expiration Date**

Russell J Badessa 30 Southgate Rd  
Bernadette Ann Dureault 81 N Main St

### **MASTER PLAN IMPLEMENTATION COMMITTEE**

*Appointed by Planning Board*

#### **2 – year term**

Misty Bergeron	40 Brookside Rd	6/30/2016
Ken Berkowitz	16 Sassafras Rd	6/30/2016
Joan C Croteau	10 Boutwell Hill Rd	6/30/2016
John Cunningham	4 Butternut Rd	6/30/2016
Connie A Elkins	112 Beaver Dam Dr	6/30/2016
Dennis Galvin	90 Concord Rd	6/30/2016
Scott Hazelton	76 Nutting Rd	6/30/2016
Bob Krankiewicz	15 Boston Rd	6/30/2016
Patricia Savage	Non-resident	6/30/2016
Susan M Spuhler	232 Concord Rd	6/30/2016
Thomas Spuhler	232 Concord Rd	6/30/2016
Robert Stafford	22 Leyland Rd	6/30/2016
Ed Thomas	25 Village View Rd	6/30/2016
Jack Wrobel	13 Monadnock Dr	6/30/2016

### **NASHOBA VALLEY TECHNICAL HIGH SCHOOL DISTRICT**

*Appointed by Moderator, School Committee and Board of Selectmen*

#### **3 - year term**

Ronald E Deschenes	86 Tadmuck Rd	3/31/2016
Mark Desrochers	3 Lynnwood Ln	3/31/2016

### **NORTHERN MIDDLESEX COUNCIL OF GOVERNMENT**

*Appointed by Board of Selectmen*

#### **1 – year term**

Don Siriani	59 Graniteville Rd	6/30/2015
Darrin Wizst	1 Noonan Way	6/30/2015

### **NORTHERN MIDDLESEX STORMWATER COLLABORATIVE (NMSC)**

*Appointed by Board of Selectmen*

#### **3 – year term**

Richard J Barrett	47 Tadmuck Rd	6/30/2016
Paul Starratt	28 North St	6/30/2016

## APPOINTED OFFICIALS – CONTINUED

### PARKERVILLE SCHOOLHOUSE COMMITTEE

*Appointed by Town Manager*

**3 – year term**

		Term Expires
Heidi C Hatke	78R Carlisle Rd	6/30/2015
Charles Kennedy	31 Old Lowell Rd	6/30/2016
June W Kennedy	31 Old Lowell Rd	6/30/2015
Florence Michaelides	Non-resident	6/30/2015
Bonnie Oliphant	3 Robinson Rd	6/30/2017
Roger Plaisted	175 Carlisle Rd	6/30/2015
John Wilder	61 Carlisle Rd	6/30/2015

### PARKS & RECREATION COMMISSION

*Appointed by Town Manager*

**3 – year terms**

Chris Barrett	13 Vose Hill Rd	6/30/2016
Augustus Bickford	95 N Main St	6/30/2017
Kevin A Caviston	14 Morning Glory Cir	6/30/2016
John M Clancy	61 Village View Rd	6/30/2015
Ken Hanly	26 Kirsi Cir	6/30/2015
John W Mcnamara	11 Hillside Ave	6/30/2015
Carolyn K Metcalf	46 Lake Shore Drive N	6/30/2015
Richard McCusker	13 Chippewa Rd	6/30/2016

### PEDESTRIAN SAFETY COMMITTEE

*Appointed by Board of Selectmen*

**3 – year term**

Shari L O'Connor	3 Lambert Way	6/30/2017
Jennifer M Williams	12 Brookside Rd	9/22/2015

**No Expiration Date**

Chris Barrett	13 Vose Hill Rd
Peter N Ewing	21 Old Homestead Rd
Scott Hazelton	76 Nutting Rd
Kate Hollister	25 Vine Brook Rd
Karen Hudson	35 Carlisle Rd
Robert Stafford	22 Leyland Rd

## **APPOINTED OFFICIALS** – CONTINUED

### **PERMANENT TOWN BUILDING COMMITTEE**

*Appointed by Board of Selectmen*

		Term Expires
<b>2 – year term</b>		
Morgan D Fannon	19 Moore Ave	6/30/2016
Gary Lavelle	2 Meadow Ln	6/30/2016
Kirk Ware	5 Granada Dr	6/30/2016
<b>3 – year term</b>		
Karen A Cavanagh	8 Dempsey Way	6/30/2017
Nancy J Cook	25 N Main St	6/30/2015
Paul Davis	6 Crest Dr	6/30/2017
Thomas J Mahanna	4 Butterfield Ln	6/30/2017
Jeanne K Roberts	1 Hildreth St	6/30/2015

### **PERSONNEL ADVISORY COMMITTEE**

*Appointed by Board of Selectmen*

<b>3 – year term</b>		
Joan E Bennett	74 Parkhurst Dr	6/30/2015
Susan M Flint	7 Swanson Ln	6/30/2015
Judith E Ramirez	14 Beaver Dam Dr	6/30/2015

### **PUBLIC WORKS INITIATIVE COMMITTEE**

*Appointed by Board of Selectmen*

<b>3 – year term</b>		
Augustus Bickford	95 N Main St	6/30/2016
John Cunningham	4 Butternut Rd	6/30/2016
Mark Kost	7 Grassy Ln	6/30/2016
Hugh Maguire	127 Cold Spring Rd	6/30/2016
John Mangiaratti	55 Main St	6/30/2015
Robert D Price	18 Stratton Hill Rd	6/30/2016
George Rogers	60 Pleasant St	6/30/2016
Terrance Ryan	7 Castle Rd	6/30/2016

### **RECORDS AND ARCHIVES COMMITTEE**

*Appointed by Town Manager*

<b>3 – year term</b>		
Ellen Harde	39 Main St	6/30/2016
Pat Louch	82 Main St	6/30/2017
Sandy Martinez	95 Main St	6/30/2016
Virginia Moore	36 Boston Rd	6/30/2017
Bob Oliphant	3 Robinson Rd	6/30/2016
Kaari Mai Tari	55 Main St	6/30/2016

## APPOINTED OFFICIALS—CONTINUED

### RECYCLING COMMISSION

*Appointed by Town Manager*

		Term Expires
<b>3 – year term</b>		
Alan Bugos	3 Jocelyn Dr	6/30/2016
Kris Ericson	41 Keyes Rd	6/30/2016
Ellen S Harde	39 Main St	6/30/2015
Cynthia D Peraner	6 Churchill Ct	6/30/2015
Charles Stark	14 Christopher Rd	6/30/2016
Barbara D Theriault	8 Tadmuck Ln	6/30/2017
Susan Lavigne Thomas	7 Old Homestead Rd	6/30/2015

### REGISTRARS OF VOTERS

*Appointed by Board of Selectmen*

<b>3 – year term</b>		
Phillip R McGee	2 Beaver Brook Rd	6/30/2017
Alisa Nakashian-Holsberg	6 Betty Ln	6/30/2015
Sheila Tucke	100 Chamberlain Rd	6/30/2016
<b>No Expiration Date</b>		
Kaari Mai Tari	55 Main St	

### TAX POSSESION SALE COMMITTEE

*Appointed by Board of Selectmen*

<b>3 – year term</b>		
Donald Costley	3 Phillips Dr	6/30/2016
Paul Cully	4 Patriot Ln	6/30/2017
Denali Delmar	8 Dunstable Rd	6/30/2017
David Earl	8B Old Colony Dr	6/30/2015
William Harman	10 Chamberlain Rd	6/30/2016
Ernest H Hyde	59 Depot St	6/30/2016
Steve Sadowski	10 Evergreen Cir	6/30/2015

### TOWN CENTER PARKING AND TRAFFIC STUDY COMMITTEE

*Appointed by Board of Selectmen*

<b>1 – year term</b>		
Emily A Benson	56 Main St	6/30/2016
Gail S Flannery	2 Court Rd	6/30/2016
Kristina V Greene	1 Chesapeake Dr	6/30/2016
Ellen Harde	39 Main Street	6/30/2016
Shari L O'Connor	3 Lambert Way	6/30/2016
Andrea Peraner-Sweet	21 Kirsi Cir	6/30/2016
Milind Tamaskar	5 Erins Way	6/30/2016
Jeannette M Wilkinson	56R Main Street	6/30/2016

### TREAD COMMITTEE

*Appointed by Town Manger*

<b>3 – year term</b>		
Nancy J Cook	25 North Main St	6/30/2015
Christine Collins	55 Main St	6/30/2015
Timothy J Donovan	21 Flagg Rd	6/30/2015
Dorothy H Hall	10 Highland Rd	6/30/2015
Diane L Holmes	4 Pleasant St	6/30/2015

## **APPOINTED OFFICIALS** – CONTINUED

### **TOWN FARM PROPERTY TASK FORCE**

*Appointed by Board of Selectmen*

<b>3 – year term</b>		Term Expires
John Amato	88 Chamberlain Rd	2/2/2018
Judy Culver	34 Stone Ridge Rd	2/2/2018
Kristen R Grueter	85 Acton Rd	2/2/2018
David G Gutbrod	74 Depot St	2/2/2018
Gerald J Koehr	10 Deer Run Dr	2/2/2018
John Mangiaratti	55 Main St	2/2/2018
David O’Keefe	51 Main St	2/2/2018
Andrea Peraner-Sweet	21 Kirsi Cir	2/2/2018
Pat Savage	55 Main St	2/2/2018

### **TOWN FOREST COMMITTEE**

*Appointed by Town Manager*

<b>3 – year term</b>		
Richard J Barrett	47 Tadmuck Rd	6/30/2016
Jim Gozzo	6 Carolina Ln	6/30/2016
Hugh C Maguire	127 Cold Spring Rd	6/30/2016

### **WESTFORD SCHOLARSHIP AND GRANT COMMITTEE**

*Appointed by Board of Selectmen*

<b>3 – year term</b>		
Julie Baudreau	23 Depot St	6/30/2018
William W Cruikshank	13 Butternut Rd	6/30/2018
Louis Esposito	57 Stone Ridge Rd	6/30/2018
Richard Hendl	10 Hayrick Ln	6/30/2018
Rosemarie Koester	65 Providence Rd	6/30/2018
John Mangiaratti	55 Main St	6/30/2018
Andrea Mejia	23 Depot St	6/30/2018
Jonathan Myerov	58 Birch Rd	6/30/2018
Janet H Tortora	17 Chippewa Rd	6/30/2018

### **ZONING BOARD OF APPEALS**

*Appointed by Board of Selectmen*

<b>5 – year term</b>		
Mark T Conlon	20 Sherwood Dr	6/30/2016
David R Earl	8 Old Colony Dr	6/30/2015
Jay Enis	13 Pine Tree Trail	6/30/2014
Robert C Herrmann	101 Concord Rd	6/30/2014
James Kazeniac	4 Robbins Rd	6/30/2016
Scott D Mackay	7 Crown Rd	6/30/2016
Paul Macmillan	12 Maple St	6/30/2016

## GENERAL MEETING TIMES FOR BOARDS & COMMITTEES

<b>Board/Committee</b>	<b>Day of the Month</b>	<b>Time</b>	<b>Location</b>
Affordable Housing Committee	2 <sup>nd</sup> Wednesday	7:15 am	Town Hall
Affordable Housing Trust Fund	2 <sup>nd</sup> Tuesday	7:30 am	Police Station Chief's Conference Room
Board of Health	2 <sup>nd</sup> & 4 <sup>th</sup> Monday (if needed)	7:00 pm	Town Hall
Board of Selectmen	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday	7:30 pm	Town Hall
Bylaw Review Committee	1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday	7:30pm	Town Hall
Capital Planning Committee	Friday Mornings (no set schedule)	8:30 or 9:30am	Town Hall
Cemetery Commission	2 <sup>nd</sup> Wednesday in Jan, Apr, July, Oct	8:00 am	Pine Grove Cemetery Office
Communication Advisory Committee	4 <sup>th</sup> Tuesday	7:00 pm	Fletcher Library Mary Atwood Room
Conservation Commission	2 <sup>nd</sup> & 4 <sup>th</sup> Wednesday	7:30 pm	Town Hall
Council on Aging	2 <sup>nd</sup> Wednesday	4:00 pm	Cameron Senior Center
Energy Committee	1 <sup>st</sup> & 3 <sup>rd</sup> Monday	7:00pm	Police Station Training Room
Historical Commission	3 <sup>rd</sup> Wednesday	7:00 pm	Museum Cottage
Housing Authority	2 <sup>nd</sup> Thursday	7:00 pm	Alternates between 7 Cross St. and 65 Tadmuck Rd.
Library Trustees	1 <sup>st</sup> Monday	7:00 pm	Fletcher Library
Nashoba Valley Technical High School	2 <sup>nd</sup> Tuesday	7:30 pm	Nashoba Valley Technical High School
Parks & Recreation	1 <sup>st</sup> Monday	7:00 pm	Town Farm Building
Permanent Town Building Committee	Every other Wednesday	7:00 pm	Cameron Senior Center
Planning Board	1 <sup>st</sup> & 3 <sup>rd</sup> Monday	7:30 pm	Town Hall
Recycling Commission	2 <sup>nd</sup> Thursday	7:00 pm	Roudenbush Community Center
School Committee	Every other Monday	7:30 pm	Millennium
Tax Possession Sale Committee	3 <sup>rd</sup> Thursday	5:00pm	Town Hall
Water Commission	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday	5:30 pm	Water Dept. Operation Center
Zoning Board of Appeals	3 <sup>rd</sup> Wednesday	7:00 pm	Town Hall

Every effort is made to keep the meeting postings up to date on the online Town Clerk's Meeting Posting page at [www.westfordma.gov](http://www.westfordma.gov).

## ANNUAL TOWN ELECTION -MAY 5, 2015

Official Results							
	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
<b>Board of Selectmen (3 Year Term) - Vote for 1</b>							
Blanks	55	32	62	43	45	52	289
Mark D. KOST	231	211	262	193	200	188	1285
Write Ins	1	2	7	0	0	1	11
TOTALS	287	245	331	236	245	241	1585
<b>Board of Health (3 Year Term)-Vote for 1</b>							
Blanks	57	44	75	42	56	50	324
Helen FU	226	200	253	194	188	191	1252
Write Ins	4	1	3	0	1	0	9
TOTALS	287	245	331	236	245	241	1585
<b>Library Trustees (3 Year Term) - Vote for 2</b>							
Blanks	115	92	152	72	100	122	653
Marianne C. FLECKNER	231	193	256	197	194	177	1248
Susan M. FLINT	227	203	252	203	196	183	1264
Write Ins	1	2	2	0	0	0	5
TOTALS	574	490	662	472	490	482	3170
<b>Planning Board (5 Year Term) - Vote for 1</b>							
Blanks	65	44	66	54	56	45	330
Dennis GALVIN	219	200	263	182	186	193	1243
Write Ins	3	1	2	0	3	3	12
TOTALS	287	245	331	236	245	241	1585
<b>School Committee (3 Year Term) - Vote for 3</b>							
Blanks	207	128	208	150	152	161	1006
Terence J. RYAN	217	196	249	165	183	170	1180
Avery Rockwell ADAM	165	156	206	140	150	132	949
Pranav MUL-PUR	86	85	118	92	90	120	591
Christopher P. SANDERS	185	170	212	161	159	138	1025
Write Ins	1	0	0	0	1	2	4
TOTALS	861	735	993	708	735	723	4755
<b>Question 1</b>							
Blanks	20	5	25	7	7	21	85
YES	135	136	149	113	130	107	770
NO	132	104	157	116	108	113	730
TOTALS	287	245	331	236	245	241	1585
Total Registered Voters	2,740	2,655	2,674	2,516	2,516	2,365	15,466
<b>Precinct Totals:</b>	287	245	331	236	245	241	1585
Total Voter Turnout	10.5%	9.2%	12.4%	9.4%	9.7%	10.2%	10.2%

## DEMOCRATIC PARTY STATE PRIMARY- SEPTEMBER 9, 2014

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
<b><i>Senator in Congress (Vote for One)</i></b>							
Blanks	75	65	74	61	85	55	415
Edward J. Markey	163	191	179	197	224	150	1,104
Misc. Write Ins	2	3	2	1	1	2	11
<b>TOTALS</b>	<b>240</b>	<b>259</b>	<b>255</b>	<b>259</b>	<b>310</b>	<b>207</b>	<b>1,530</b>
<b><i>Governor (Vote for One)</i></b>							
Blanks	1	3	1	2	1	3	11
Donald M. Berwick	55	41	53	49	56	28	282
Martha Coakley	89	110	105	112	138	93	647
Steven Grossman	95	104	96	95	115	82	587
Misc. Write Ins	0	1	0	1	0	1	3
<b>TOTALS</b>	<b>240</b>	<b>259</b>	<b>255</b>	<b>259</b>	<b>310</b>	<b>207</b>	<b>1,530</b>
<b><i>Lieutenant Governor (Vote for One)</i></b>							
Blanks	48	33	58	51	66	34	290
Leland Cheung	61	64	49	66	80	43	363
Stephen J. Kerrigan	94	121	120	108	131	104	678
Michael E. Lake	37	39	27	33	33	26	195
Misc. Write Ins	0	2	1	1	0	0	4
<b>TOTALS</b>	<b>240</b>	<b>259</b>	<b>255</b>	<b>259</b>	<b>310</b>	<b>207</b>	<b>1,530</b>
<b><i>Attorney General (Vote for One)</i></b>							
Blanks	9	12	12	18	12	8	71
Maura Healey	143	172	169	167	210	130	991
Warren E. Tolman	88	75	73	74	88	69	467
Misc. Write Ins	0	0	1	0	0	0	1
<b>TOTALS</b>	<b>240</b>	<b>259</b>	<b>255</b>	<b>259</b>	<b>310</b>	<b>207</b>	<b>1,530</b>
<b><i>Secretary of State (Vote for One)</i></b>							
Blanks	49	54	66	49	70	44	332
William Francis Galvin	190	205	189	209	240	163	1,196
Misc. Write Ins	1	0	0	1	0	0	2
<b>TOTALS</b>	<b>240</b>	<b>259</b>	<b>255</b>	<b>259</b>	<b>310</b>	<b>207</b>	<b>1,530</b>

## DEMOCRATIC PARTY STATE PRIMARY- SEPTEMBER 9, 2014

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
<b><i>Treasurer (Vote for One)</i></b>							
Blanks	26	26	36	31	31	13	163
Thomas P. Conroy	43	41	31	36	65	43	259
Barry R. Finegold	89	97	95	98	116	76	571
Deborah B. Goldberg	82	95	93	94	98	75	537
Write Ins	0	0	0	0	0	0	0
TOTALS	240	259	255	259	310	207	1,530
<b><i>Auditor (Vote for One)</i></b>							
Blanks	78	76	86	69	98	56	463
Suzanne M. Bump	161	183	169	189	211	151	1,064
Misc. Write Ins	1	0	0	1	1	0	3
TOTALS	240	259	255	259	310	207	1,530
<b><i>Representative in Congress (Vote for One)</i></b>							
Blanks	59	55	57	44	66	46	327
Nicola S. Tsongas	180	203	197	214	243	161	1,198
Misc. Write Ins	1	1	1	1	1	0	5
TOTALS	240	259	255	259	310	207	1,530
<b><i>Councillor (Vote for One)</i></b>							
Blanks	87	84	88	81	105	67	512
Eileen R. Duff	153	175	167	178	205	140	1,018
Write Ins	0	0	0	0	0	0	0
TOTALS	240	259	255	259	310	207	1,530

## DEMOCRATIC PARTY STATE PRIMARY- SEPTEMBER 9, 2014

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
<b>Senator in General Court (Vote for One)</b>							
Blanks	64	61	67	56	71	50	369
Eileen M. Donoghue	175	198	187	203	239	157	1,159
Misc. Write Ins	1	0	1	0	0	0	2
<b>TOTALS</b>	<b>240</b>	<b>259</b>	<b>255</b>	<b>259</b>	<b>310</b>	<b>207</b>	<b>1,530</b>
<b>Representative in General Court (Vote for One)</b>							
Blanks	59	57	60	49	60	40	325
James Arciero	181	202	194	209	248	166	1,200
Misc. Write Ins	0	0	1	1	2	1	5
<b>TOTALS</b>	<b>240</b>	<b>259</b>	<b>255</b>	<b>259</b>	<b>310</b>	<b>207</b>	<b>1,530</b>
<b>District Attorney (Vote for One)</b>							
Blanks	28	26	30	36	33	19	172
Marian T. Ryan	129	139	133	146	180	102	829
Michael A. Sullivan	83	94	92	77	97	86	529
Write Ins	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>240</b>	<b>259</b>	<b>255</b>	<b>259</b>	<b>310</b>	<b>207</b>	<b>1,530</b>
<b>Register of Probate (Vote for One)</b>							
Blanks	87	81	83	69	104	66	490
Tara E. DeChristofaro	153	178	172	189	206	141	1,039
Misc. Write Ins	0	0	0	1	0	0	1
<b>TOTALS</b>	<b>240</b>	<b>259</b>	<b>255</b>	<b>259</b>	<b>310</b>	<b>207</b>	<b>1,530</b>
<b>Total Eligible voters (D &amp; U)</b>	<b>2,363</b>	<b>2,312</b>	<b>2,331</b>	<b>2,199</b>	<b>2,188</b>	<b>2,120</b>	<b>13,513</b>
<b>Democratic Primary Totals:</b>	<b>240</b>	<b>259</b>	<b>255</b>	<b>259</b>	<b>310</b>	<b>207</b>	<b>1,530</b>
<b>Total Participation of Eligible Voters in Democratic Primary</b>	<b>10.16%</b>	<b>11.20%</b>	<b>10.94%</b>	<b>11.78%</b>	<b>14.17%</b>	<b>9.76%</b>	<b>11.32%</b>

# REPUBLICAN PARTY STATE PRIMARY- SEPTEMBER 9, 2014

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
<b><i>Senator in Congress (Vote for One)</i></b>							
Blanks	25	31	19	32	26	14	147
Brian J. Herr	101	101	85	75	106	60	528
Misc. Write Ins	0	1	1	0	1	0	3
TOTALS	126	133	105	107	133	74	678
<b><i>Governor (Vote for One)</i></b>							
Blanks	0	4	1	0	2	1	8
Charles D. Baker	107	92	84	82	106	58	529
Mark R. Fisher	19	37	20	25	24	15	140
Misc. Write Ins	0	0	0	0	1	0	1
TOTALS	126	133	105	107	133	74	678
<b><i>Lieutenant Governor (Vote for One)</i></b>							
Blanks	18	20	10	24	23	10	105
Karyn E. Polito	108	113	93	83	110	64	571
Misc. Write Ins	0	0	2	0	0	0	2
TOTALS	126	133	105	107	133	74	678
<b><i>Attorney General (Vote for One)</i></b>							
Blanks	25	24	15	26	24	12	126
John B. Miller	101	108	89	81	109	62	550
Misc. Write Ins	0	1	1	0	0	0	2
TOTALS	126	133	105	107	133	74	678
<b><i>Secretary of State (Vote for One)</i></b>							
Blanks	26	29	16	30	29	13	143
David D'Arcangelo	100	104	88	77	104	61	534
Misc. Write Ins	0	0	1	0	0	0	1
TOTALS	126	133	105	107	133	74	678
<b><i>Treasurer (Vote for One)</i></b>							
Blanks	24	29	14	30	27	13	137
Michael James Hefferman	102	104	90	77	106	61	540
Misc. Write Ins	0	0	1	0	0	0	1
TOTALS	126	133	105	107	133	74	678

# REPUBLICAN PARTY STATE PRIMARY- SEPTEMBER 9, 2014

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
<b>Representative in Congress (Vote for One)</b>							
Blanks	27	30	17	30	29	14	147
Roseann L. Ehrhard Wofford	99	103	87	77	104	60	530
Misc. Write Ins	0	0	1	0	0	0	1
TOTALS	126	133	105	107	133	74	678
<b>Councillor (Vote for One)</b>							
Blanks	31	38	16	32	29	14	160
Maura L. Ryan-Ciardello	95	95	89	75	104	60	518
Write Ins	0	0	0	0	0	0	0
TOTALS	126	133	105	107	133	74	678
<b>Senator in General Court (Vote for One)</b>							
Blanks	125	133	102	107	131	74	672
Misc. Write Ins	1	0	3	0	2	0	6
TOTALS	126	133	105	107	133	74	678
<b>Representative in General Court (Vote for One)</b>							
Blanks	18	11	11	23	19	12	94
Dennis J. Galvin	107	121	92	84	113	62	579
Misc. Write Ins	1	1	2	0	1	0	5
TOTALS	126	133	105	107	133	74	678
<b>District Attorney (Vote for One)</b>							
Blanks	125	132	104	106	131	74	672
Misc. Write Ins	1	1	1	1	2	0	6
TOTALS	126	133	105	107	133	74	678
<b>Register of Probate (Vote for One)</b>							
Blanks	30	27	18	34	29	15	153
John W. Lambert, Sr.	96	106	86	73	104	59	524
Misc. Write Ins	0	0	1	0	0	0	1
TOTALS	126	133	105	107	133	74	678
Total Eligible Voters (R & U)	2,158	2,091	2,131	2,074	1,984	1,928	12,366
<b>Republican Primary Totals:</b>	126	133	105	107	133	74	678
<b>Total Participation of Eligible Voters In Republican Primary</b>	5.84%	6.36%	4.93%	5.16%	6.70%	3.84%	5.48%

# STATE ELECTION- NOVEMBER 4, 2014

	PREC 1	PREC 2	PREC 3	PREC4	PREC 5	PREC 6	TOTAL
<b><i>Senator in Congress (Vote for One)</i></b>							
Blanks	60	50	54	56	55	45	320
Edward J. MARKEY	824	795	804	814	796	703	4,736
Brian J. HERR	801	709	756	658	706	612	4,242
Misc. Write Ins	0	1	0	2	1	1	5
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b><i>Governor (Vote for One)</i></b>							
Blanks	8	17	10	19	20	5	79
BAKER and POLITO	1,036	893	948	874	871	795	5,417
COAKLEY and KERRIGAN	566	544	590	576	608	509	3,393
FALCHUK and JENNINGS	59	69	47	43	39	34	291
LIVELY and SAUNDERS	8	18	7	8	13	9	63
McCORMICK and POST	8	13	12	9	7	9	58
Misc. Write Ins	0	1	0	1	0	0	2
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b><i>Attorney General (Vote for One)</i></b>							
Blanks	88	78	81	77	68	60	452
Maura HEALEY	789	780	783	799	809	689	4,649
John B. MILLER	808	697	750	654	680	612	4,201
Misc. Write Ins	0	0	0	0	1	0	1
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b><i>Secretary of State (Vote for One)</i></b>							
Blanks	73	62	69	74	62	52	392
William Francis GALVIN	966	863	926	910	913	789	5,367
David D'ARCANGELO	600	562	565	501	543	487	3,258
Daniel L. FACTOR	46	68	54	45	39	33	285
Misc. Write Ins	0	0	0	0	1	0	1
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b><i>Treasurer (Vote for One)</i></b>							
Blanks	121	108	114	121	102	88	654
Deborah B. GOLDBERG	678	660	639	649	703	565	3,894
Michael James HEFFERNAN	836	717	813	699	713	660	4,438
Ian T. JACKSON	49	70	48	60	40	48	315
Misc. Write Ins	1	0	0	1	0	0	2
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303

## STATE ELECTION- NOVEMBER 4, 2014

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
<b><i>Auditor (Vote for One)</i></b>							
Blanks	153	131	141	142	131	109	807
Suzanne M. BUMP	711	716	720	695	732	627	4,201
Patricia S. SAINT AUBIN	765	646	703	632	653	580	3,979
MK MERELICE	54	62	50	61	42	45	314
Misc. Write Ins	2	0	0	0	0	0	2
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b><i>Representative in Congress (Vote for One)</i></b>							
Blanks	61	43	50	64	50	39	307
Nicola S. TSONGAS	922	897	909	897	894	797	5,316
Roseann L. Ehrhard WOFFORD	700	614	655	569	613	525	3,676
Misc. Write Ins	2	1	0	0	1	0	4
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b><i>Councillor (Vote for One)</i></b>							
Blanks	207	173	185	187	180	139	1,071
Eileen R. DUFF	711	705	688	704	712	624	4,144
Maura L. RYAN-CIARDIELLO	765	677	741	639	666	598	4,086
Misc. Write Ins	2	0	0	0	0	0	2
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b><i>Senator in General Court (Vote for One)</i></b>							
Blanks	596	518	533	502	487	410	3,046
Eileen M. DONOGHUE	1,077	1,025	1,077	1,016	1,065	942	6,202
Misc. Write Ins	12	12	4	12	6	9	55
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b><i>Representative in General Court (Vote for One)</i></b>							
Blanks	68	33	59	64	54	45	323
James ARCIERO	864	875	885	785	869	725	5,003
Dennis J. GALVIN	729	626	651	653	607	580	3,846
Arleen M. MARTINO	24	19	19	28	28	11	129
Misc. Write Ins	0	2	0	0	0	0	2
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b><i>District Attorney (Vote for One)</i></b>							
Blanks	631	554	574	513	544	453	3,269
Marian T. Ryan	1,047	993	1,037	1,007	1,010	899	5,993
Misc. Write Ins	7	8	3	10	4	9	41
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b><i>Register of Probate (Vote for One)</i></b>							
Blanks	202	183	189	201	184	139	1,098
Tara E. DeCHRISTOFARO	725	712	704	706	717	633	4,197
John W. LAMBERT, SR	758	660	721	623	657	589	4,008
Misc. Write Ins	0	0	0	0	0	0	0
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303

## STATE ELECTION- NOVEMBER 4, 2014

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
<b>Question 1</b>							
Blanks	35	44	35	28	36	26	204
Yes	1,009	909	937	866	861	830	5,412
No	641	602	642	636	661	505	3,687
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b>Question 2</b>							
Blanks	10	14	12	13	7	9	65
Yes	334	278	303	330	326	210	1,781
No	1,341	1,263	1,299	1,187	1,225	1,142	7,457
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b>Question 3</b>							
Blanks	26	29	28	18	17	15	133
Yes	774	651	714	720	654	509	4,022
No	885	875	872	792	887	837	5,148
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b>Question 4</b>							
Blanks	30	34	35	26	13	27	165
Yes	870	801	805	776	854	684	4,790
No	785	720	774	728	691	650	4,348
TOTALS	1,685	1,555	1,614	1,530	1,558	1,361	9,303
TOTAL VOTERS	2,819	2,742	2,752	2,638	2,624	2,455	16,030
<b>Total voter participation</b>	1,685	1,555	1,614	1,530	1,558	1,361	9,303
<b>Voter turnout</b>	59.77%	56.71%	58.65%	58.00%	59.38%	55.44%	58.03%

## SPECIAL TOWN MEETING MINUTES - OCTOBER 20, 2014

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Abbot School on Monday, October 20, 2014, called to commence at 7:30 pm, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors.

Ellen Harde, Town Moderator, called the meeting to order at 7:37 pm with at least 200 voters present at the meeting. A total of 406 voters attended Town Meeting.

Helena “Mickey” Crocker received a lengthy applause on the occasion of her 86<sup>th</sup> birthday as announced by the Moderator.

It was voted unanimously to allow department heads, staff and consultants who are nonvoters to address the meeting.

It was voted unanimously to waive the reading of the motions and accept those printed in the canary yellow document entitled October 20, 2014 Special Town Meeting Motions and on file at the Town Clerk’s Office as official.

### **Article 1: Fiscal Year 2015 Budget Adjustments**

It was voted that the Town appropriate from Free Cash the sum of \$57,289 (FIFTY SEVEN THOUSAND TWO HUNDRED EIGHTY NINE DOLLARS) in order to supplement the following Fiscal Year 2015 Operating Budgets:

122 BOS Expenses for CrossTown Connect Transportation Mgmt. Assoc. fees	\$5,000
132 Finance Department Personal Services	\$19,279
175 Planning Board Expenses for expenses related to the Drew	\$3,950
199 Public Building Personal Services	\$7,500
220 Fire Department Personal Services	\$10,000
540 Senior Center Personal Services	\$11,560

*And Further;*

That the Town appropriate from Free Cash the sum of \$172,555 (ONE HUNDRED SEVENTY TWO THOUSAND FIVE HUNDRED FIFTY FIVE DOLLARS) in order to fund the following labor agreements for Fiscal Year 2015:

WPA: Westford Police Association	\$172,555
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*And Further;*

That the Town appropriate from Ambulance Enterprise retained earnings the sum of \$28,723 (TWENTY EIGHT THOUSAND SEVEN HUNDRED TWENTY THREE DOLLARS) in order to supplement the 640 Ambulance Enterprise Personal Services budget.

# SPECIAL TOWN MEETING MINUTES - OCTOBER 20, 2014

— CONTINUED

*And Further;*

That the Town appropriate from Water Enterprise retained earnings the sum of \$222,760.43 (TWO HUNDRED TWENTY TWO THOUSAND SEVEN HUNDRED SIXTY DOLLARS AND FORTY THREE CENTS) to be expended at the direction of the Water Commissioners, for the purpose of paying off the temporary note for the Route 110 Phase II (Boston Road to Nixon Road) Water Main Replacement Project.

**Article 2: Fiscal Year 2015 Budget Transfers**

It was voted that the Town transfer the following sums between and among various accounts for the Fiscal Year ending June 30, 2015:

From	To	Amount
137 Budget Director Personal Services	132 Finance Department Personal Services	\$81,104.00
137 Budget Director Personal Expenses	132 Finance Department Expenses	\$1,450.00

**Article 3: Capital Appropriations for Fiscal Year 2015**

It was voted unanimously that the Town appropriate from Free Cash the sum of \$89,260 (EIGHTY NINE THOUSAND TWO HUNDRED SIXTY DOLLARS) to provide for the following capital requests;

Department	Amount	Purpose
Fire Department	\$ 89,260	Rescue Tools For Rescue Pumper

**Article 4: Amend the Wage and Classification Plan**

It was voted that the Town amend the Pay Classification Plan for non-unionized municipal employees, effective July 1, 2014 as follows:

Position	Band	Min	Mid	Max
Project/Procurement Specialist	Band 4	\$49,950	\$60,704	\$71,458

**Article 5: Reduce Amount Raised by Taxes in Fiscal Year 2015**

It was voted unanimously that the Town transfer the following available funds to reduce the net amount to be raised by taxes for Fiscal Year 2015;

- \$ 22,252.85 From Fund Balance Designated for Debt Exclusion Reduction
- \$ 149,339.07 From Free Cash

**Article 6: Appropriate Community Preservation Funds to Acquire Two Parcels of Land on Tenney Road and Wing Road Known as the Timberlake Property, Authorize Selectmen to Receive Grant Funds From the Local Acquisitions for Natural Diversity (LAND) Program (M.G.L. Chapter 132A § 11), and Authorize the Selectmen to Grant a Conservation Restriction on Aforementioned Property.**

It was voted that the Town appropriate \$350,000.00 in land purchase expense, to enable the Town of Westford to acquire for open space, passive outdoor recreation and conservation purposes, and to authorize the Board of Selectmen to accept the deed to the town of fee simple interest or less, of two parcels of land on Tenney Road and Wing Road, Westford, Middlesex County, Massachusetts being a portion of the property known as the Timberlake property, and shown as “Parcel A, 1,547,250 S.F., 35.52 Ac.” and “Parcel B, 383,000 S.F., 8.79 Ac.” on a plan entitled “Plan of Land to be Offered to the Town of Westford, 9 & 15 Wing Road, Westford, MA” dated January 6, 2014 by ALAN Engineering, L.L.C., Westford, MA and being a portion of the premises described in deeds recorded in the Middlesex North Registry of Deeds in Book 26386 Page 16, Book 4551 Page 299 and Book 2637 Page 603. Said Parcel A is a portion of Parcel 6 on Westford Assessors Map 40 and said Parcel B is portions of Parcels 6 and 7 on Westford Assessors Map 40;

# SPECIAL TOWN MEETING MINUTES - OCTOBER 20, 2014

— CONTINUED

that said land be conveyed to said Town of Westford under the provisions of Massachusetts General Laws, Chapter 40, Section 8C, and as it may hereafter be amended and other Massachusetts statutes relating to Conservation, to be managed and controlled by the Conservation Commission on behalf of the Town of Westford;

and to fund said purchase, appropriate \$350,000.00 from the Undesignated Community Preservation Fund balance; the Town's intention is to fund the remaining \$550,000.00 needed for the purchase through expenditure of Community Preservation Funds previously appropriated to the Conservation Fund as authorized under MGL Ch. 40 § 8C and other non-Community Preservation funds donated or previously appropriated to said Conservation Fund;

and authorize the Conservation Commission and the Board of Selectmen to submit on behalf of the town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts under the Local Acquisitions for Natural Diversity (LAND) Program (M.G.L. Chapter 132A § 11) and/or any other state or federal programs including those in aid of conservation land acquisition; and/or any others in any way connected with the scope of this Article; and to enter into any necessary contracts thereto;

and authorize the Board of Selectmen to grant a perpetual conservation restriction in said parcels of land meeting the requirements of M.G.L. Chapter 44B, § 12 and M.G.L. Chapter 184, §§ 31-33, as may be deemed appropriate, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Westford to affect said purchase, said funds to be expended by the Conservation Commission and the Community Preservation Committee.

\* \* \*

The original motion was amended to strike the words "38.89% of said gifts or grants to be deposited in the Undesignated Community Preservation Fund balance and 61.11% of said gifts or grants to be deposited in the General Fund;"

*A motion was made and seconded to add to the 4<sup>th</sup> paragraph: "and appropriate these 61.11% of gifts or grants to the Conservation Fund as authorized under M.G.L. ch. 40, sec. 8C." The motion failed for lack of majority.*

## **Article 7: Authorize Acquisition of Parcels Located at 66-68 Boston Road**

It was voted that the Town dismiss Article 7 relative to the Board of Selectmen exercising its Rights of First Refusal to purchase land located at 66-68 Boston Road.

**Resolution:** Town Meeting voted to request that the Board of Selectmen not disband the Drew Gardens Task Force should another purchaser come forward.

*A motion was made and seconded to request that the Board of Selectmen take whatever measures possible to restore the apple orchards to Drew Farm. The motion was ruled out of order because Town Meeting may not take an action that affects a future town meeting.*

Having no further business to conduct, it was voted to adjourn Special Town Meeting at 8:49 pm.

A true copy attest:



Kaari Mai Tari  
Town Clerk

## **ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015**

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Abbot School on Saturday, March 28, 2015, called to commence at 10:00 am, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors.

Ellen Harde, Town Moderator, called the 286<sup>th</sup> meeting to order at 10:00 am. A total of 334 voters were in attendance.

It was voted unanimously to allow consultants, Town Counsel, and staff to sit with their respective boards on the floor of Town Meeting and to address the meeting.

It was voted to waive the reading of the motions and accept as the official motions the document printed on goldenrod paper dated March 28, 2015, posted to the web and filed with the Town Clerk on the afternoon of March 27, 2015.

It was announced that if needed, Town Meeting would convene to Monday night at 7:00pm.

### **ARTICLE 1: Accept Town Reports**

It was voted unanimously that the Town accept the Reports of Town Officers, Boards and Committees for the Fiscal Year 2014.

Master Plan Implementation Committee (MPIC) Chair Dennis Galvin reported on the activities of the committee as it does not appear in the report. The MPIC was formed on April 28, 2014 by the Planning Board and consists of 13 members, among them Connie Elkins, Secretary, Susan Spuhler, Vice Chair and Dennis Galvin is Chair. The Master Plan includes 126 action items that have been broken down to 68 items which are completed or on hold, 58 items for follow up by the MPIC of which 22 items have been prioritized and a database has been created to track them. Two subcommittees have been formed to address these priorities: Traffic, Transportation, and Pedestrian Safety Subcommittee and Land Use/Zoning, and Economic Development Subcommittee. The MPIC has hired a consultant and will be updating information on its web page through the Town's website. The Committee has been working on a number of bylaw updates, including: open space, residential development and flexible development bylaws and a paper has been written on the topic of transfer of development rights bylaw. The MPIC meets on the last Monday of every month at 7:00pm in Room 201 and all members of the public are welcome to attend.

It was voted unanimously to approve articles 2, 15, 17, 23 and 26 under a consent agenda.

### **ARTICLE 2: Approve Unpaid Bills from Previous Fiscal Year(s)**

It was voted unanimously under the consent agenda that the Town appropriate from Free Cash the sum of \$432.78 (FOUR HUNDRED THIRTY TWO DOLLARS AND SEVENTY EIGHT CENTS) to pay for unpaid bills of prior fiscal years from Comcast for services incurred by the Technology department in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 64.

**ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015**  
 – CONTINUED

**ARTICLE 3: Approve Fiscal Year 2015 Supplemental Appropriations**

It was voted unanimously that the Town appropriate from Free Cash the sum of \$675,000 (SIX HUNDRED SEVENTY FIVE THOUSAND DOLLARS) in order to supplement the following operating budgets in Fiscal Year 2015:

220 Fire Department Personal Services	\$25,000.00
423 Snow & Ice	\$650,000.00
610 Library Expenses	\$0

*And further*

It was voted that the Town appropriate from Recreation Enterprise Retained Earnings the sum of \$50,000 (FIFTY THOUSAND DOLLARS) to supplement the following Fiscal Year 2015 Operating Budgets:

630 Recreation Enterprise Personal Services	\$50,000.00
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**ARTICLE 4: Approve Fiscal Year 2015 Budget Transfers**

It was voted that the Town transfer the following sums between and among various accounts for the Fiscal Year ending June 30, 2015:

**ARTICLE 5: Appropriate for Perchlorate Expenses**

It was voted unanimously that the Town appropriate from Free Cash the sum of \$200,000 (TWO HUNDRED THOUSAND DOLLARS) for the purpose of providing funds to address associated issues regarding perchlorate contamination.

<i>FROM</i>	<i>TO</i>	<i>AMOUNT</i>
Insurance Receipts Reserved	Abbot School Building Maintenance	\$51,205.66

Town Manager Jodi Ross provided a presentation on the state of the Town.

**ARTICLE 6: Approve Capital Appropriations**

It was voted that the Town appropriate from Free Cash the sum of \$2,233,199 (TWO MILLION TWO HUNDRED THIRTY THREE THOUSAND ONE HUNDRED NINETY NINE DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>	<i>How voted</i>
Technology	\$410,000	School computer replacement	Unanimous
<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>	<i>How voted</i>
Technology	\$34,000	Town computer replacement	Unanimous
Technology	\$40,000	Network upgrades	Unanimous
Technology	\$40,000	Server & storage replacements	Unanimous
Technology	\$10,000	Replacement of Police/Fire Avaya Phones	Unanimous

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

<i><b>DEPARTMENT</b></i>	<i><b>AMOUNT</b></i>	<i><b>PURPOSE</b></i>	<i><b>How voted</b></i>
Public Buildings	\$44,000	Town-wide roofing study	Majority
Public Buildings	\$400,000	General Building Repairs & Maintenance	Unanimous
Public Buildings	\$10,000	Parkerville School House Repairs	Unanimous
Police	\$18,064	Defibrillators	Unanimous
Schools	\$220,000	Phase 1 System wide Security Cameras	Majority
Schools	\$60,000	WA Restroom/Visitor Bleacher Feasibility Study	Majority
Schools	\$40,000	1-Ton Utility Truck	Unanimous
Engineering	\$28,000	½-Ton SUV	Unanimous
Engineering	\$105,500	Study & Design for three (3) municipal dams	Unanimous
Highway	\$45,000	One (1) ¾-Ton Truck	Unanimous
Highway	\$100,000	Two (2) 1-Ton Trucks	Unanimous
Highway	\$220,000	Ten-wheel dump truck	Unanimous
Highway	\$225,000	Excavator	Unanimous
Highway	\$44,770	Pleasant St. Drainage Improvements	Unanimous
Highway	\$24,365	Graniteville Rd. Drainage Improvements	Unanimous
Library	\$35,000	Library Feasibility Study Supplemental Appropriation	Unanimous
Recreation	\$25,500	Tennis court repairs & maintenance	Unanimous
Parks & Grounds	\$54,000	Wide area mower and trailer	Unanimous

*And further*

It was voted unanimously that the Town appropriate from Free Cash the sum of \$233,441.98 (TWO HUNDRED THIRTY THREE THOUSAND FOUR HUNDRED FORTY ONE DOLLARS AND NINETY EIGHT CENTS) and that the town reauthorize and transfer the sum of \$413,959.02 (FOUR HUNDRED THIRTEEN THOUSAND NINE HUNDRED FIFTY NINE DOLLARS AND TWO CENTS) from the following capital accounts in the following amounts:

<i><b>PROJECT</b></i>	<i><b>TOWN MEETING VOTE</b></i>	<i><b>AMOUNT</b></i>
Town Hall Renovation	Article 17 ATM May, 2009	\$134,047.89
<i><b>PROJECT</b></i>	<i><b>TOWN MEETING VOTE</b></i>	<i><b>AMOUNT</b></i>
Senior Center Renovation	Article 16 ATM May, 2009	229,128.82
Senior Center Design	Article 12 ATM May, 2007	5,048.65
Street Sweeper	Article 16 ATM March, 2011	106.80
Police Base Radio	Article 17 ATM March, 2011	5,740.71
Middle School Construction - Stony Brook	Article 20 STM November 2000	36,711.03
Perchlorate Remediation	Article 1 STM July, 2009	3,175.12

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

to provide for the following capital request:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Engineering	\$647,401	Keyes culvert reconstruction

*And further*

It was voted unanimously that the Town appropriate from Water Enterprise Retained Earnings the sum of \$176,000 (ONE HUNDRED SEVENTY SIX 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	\$20,000	Lab Equipment Replacement
Water Enterprise	\$80,000	Master Plan Update
Water Enterprise	\$60,000	Valve Maintenance Trailer
Water Enterprise	\$16,000	Water buildings roofing study

*And further*

It was voted unanimously that the Town appropriate from Ambulance Enterprise Retained Earnings the sum of \$340,000 (THREE HUNDRED FORTY THOUSAND DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Ambulance Enterprise	\$80,000	EKG monitors
Ambulance Enterprise	\$246,000	Replace Ambulance #12
Ambulance Enterprise	\$14,000	Radios for New Ambulance

## **ARTICLE 7: Appropriate Funding to Design and Construct a Combined Police and Fire Dispatch Center at the Police Training Room**

It was voted by a two-thirds declared majority that the Town appropriate the sum of \$1,029,000 (ONE MILLION TWENTY NINE THOUSAND DOLLARS) for the purpose of designing and constructing a combined police and fire dispatch facility to be located in the Police Department Training Room, including the costs of equipment and furnishings and all other costs incidental and related thereto; and that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow the sum of \$1,029,000 (ONE MILLION TWENTY NINE THOUSAND DOLLARS) pursuant to General Laws Chapter 44, Section 7(3) or any other enabling authority, and to issue bonds and notes therefor.

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

## **ARTICLE 8: Authorize the Transfer of a Parcel Located on Boston Road and Appropriate Funding to Design and Construct a New Center Fire Station on Boston Road**

It was voted by a two-thirds declared majority by a show of hands that the Town transfer the care, custody, and control of land from the Board of Selectmen currently held for the purposes of recreation, and to convey to the Board of Selectmen to be held for general municipal purposes said land identified as Parcel A in a deed recorded with the Middlesex North Registry of Deeds in Book 7366, Page 211, and shown on a plan entitled “Definitive Subdivision Plan of Land Boston Road Westford, MA,” dated August 27, 1993, recorded with the Middlesex North Registry of Deeds in Plan Book 187, Plan 86, on file with the Town Clerk and identified as Parcel No. 22-3-4; and to appropriate the sum of \$12,772,200 (TWELVE MILLION SEVEN HUNDRED SEVENTY TWO THOUSAND TWO HUNDRED DOLLARS) for the purpose of designing and constructing a new Center Fire Station on town owned land located on Boston Road north of Blakes Hill Road; including the costs of equipment and furnishings and all other costs incidental and related thereto; and that to meet this appropriation the sum of \$1,000,000 (ONE MILLION DOLLARS) be transferred from free cash, and the Treasurer with the approval of the Board of Selectmen be authorized to borrow the sum of \$11,772,200 (ELEVEN MILLION SEVEN HUNDRED SEVENTY TWO THOUSAND TWO HUNDRED DOLLARS) pursuant to General Laws Chapter 44, Section 7(3) or any other enabling authority, and to issue bonds and notes therefor; provided that the total appropriation under this vote shall be contingent on the passage of a Proposition 2 and ½ debt exclusion vote.

The original motion was amended to add the words “town owned” and “north of Blakes Hill Road.”

At 12:30pm, the meeting adjourned for lunch.

\* \* \*

## **Gordon B. Seavey Award**

School Superintendent Bill Olsen presented Judith Culver with the Gordon B. Seavey award for her outstanding service to the public school system and the Town. Her distinguished service includes sixteen years on the School Committee where she served from 1982-1992 and then again from 2007-2013. She has represented children with honesty, integrity and common sense and always with great passion. She served on the Finance Committee for 12 years, Public Works Initiative Committee and others. Ms. Culver received her award to a standing ovation and shared the importance of public education in her life, incorporating memories of people and events through the years.

\* \* \*

## **ARTICLE 9: Authorize Clare Circle Improvements/Betterments**

It was voted unanimously that the Town transfer from Free Cash the amount of \$33,000 (THIRTY THREE THOUSAND DOLLARS) for the purpose of resurfacing Clare Circle, performing drainage work, installing bounds and preparing street acceptance plans; the cost thereof to be assessed proportionately against those persons who shall receive a benefit or advantage thereof, using such assessment method as the Board of Selectmen shall determine, any such assessments to bear interest at a rate not to exceed two per cent above the rate of interest chargeable to the Town.

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

**ARTICLE 10: Authorize Transfer of Parcels Located at 12 North Main Street From the Tax Possession Sale Committee to the Board of Selectmen, Authorize Disposition of the Parcels Under Terms and Conditions Determined by the Board of Selectmen, and Appropriate Funds for Environmental Insurance**

It was voted by a two-thirds declared majority that the Town transfer the care, custody, and control of the land described herein and the structures and buildings located thereon from the Tax Possession Sale Committee as held or to be acquired by the Tax Possession Sale Committee for the purpose of tax foreclosure disposition, to the Board of Selectmen to be held for the purpose of disposition of a fee or lesser interest therein, said transfer being contingent upon the parcels being determined to be surplus by the Tax Possession Sales Committee; said property consisting of parcels 69, 70, 71 and 73 as shown on Assessors Map Number 30 and located at 12 North Main Street; and further to authorize the Board of Selectmen to convey said property pursuant to the provisions of General Laws Chapter 30B, §16 on such terms and conditions as the Board of Selectmen shall determine, and for such consideration as the Board of Selectmen shall deem appropriate, including nominal consideration; and further to appropriate from Free Cash the sum of \$27,960 (TWENTY SEVEN THOUSAND NINE HUNDRED SIXTY DOLLARS) for the purpose of providing funds for environmental insurance premiums and related costs.

The motion was at first tabled until after the vote under Article 11, which would have a financial impact on the property.

*A motion was made and seconded to add the words: “subject to the approval by Town Meeting of the terms and conditions of the sale” following the words “Selectmen to convey...”. The motion failed for lack of majority.*

**ARTICLE 11: Approve Community Preservation Committee Recommendations**

It was voted that the Town, pursuant to Massachusetts General Laws, Chapter 44B, or any other enabling authority, in accordance with the recommendations of the Westford Community Preservation Committee, appropriate from Community Preservation Funds the sum \$717,584 (SEVEN HUNDRED SEVENTEEN THOUSAND FIVE HUNDRED EIGHT FOUR DOLLARS) as follows:

\$149,026	From Undesignated Fund Balance To the Historic Resources Reserve This allocation more than covers the required 10% for Historic Resources.	Historic Resources Reserve
\$19,200	From Undesignated Fund Balance For the installation of informational kiosks at the Stony Brook Conservation Land and East Boston Camps and any other related costs.	Westford Friends of East Boston Camps
\$42,500	From Undesignated Fund Balance For the development of a community garden at the Day Field and any other related costs.	Agricultural Commission
\$234,158	From Undesignated Fund Balance To the Affordable Housing Trust for the creation, preservation, support, rehabilitation or restoration of affordable housing and any other related costs. This allocation more than covers the required 10% for Community Housing.	Affordable Housing Trust
\$139,700	From Undesignated Fund Balance For the Healthy Lakes & Ponds Restoration Year 1 Plan and any other related costs.	Healthy Lakes & Ponds Collaborative

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

\$28,000	From Fund Balance Reserved for Historic Resources For the design and installation of a fire alarm system and the design of a sprinkler system at the Parkerville Schoolhouse and any other related costs.	Parkerville Schoolhouse Committee
\$75,000	From Fund Balance Reserved for Historic Resources For a feasibility study on the rehabilitation and development for the former Abbot Worsted Mill located at 12 N. Main Street and any other related costs.	12 North Main Street Task Force
\$18,000	From Fund Balance Reserved for Historic Resources For the preservation and historic improvement study on the Arch Bridge, Stony Brook Bridge, and Bridge Street Bridge and any other related costs.	Historical Commission
\$12,000	From Fund Balance Reserved for Historic Resources For the architectural and engineering services study of the museum cottage located at 4 Boston Rd. and any other related costs.	Historical Commission

## ARTICLE 12: Amend the Wage and Classification Plan

It was voted that the Town amend the Pay Classification Plan for non-unionized municipal employees, effective July 1, 2015 as follows:

Position	Current Band	Min	Mid	Max	New Band	Min	Mid	Max
Deputy Fire Chief	New Position	N/A	N/A	N/A	Band 7	\$68,130	\$82,797	\$97,463

## ARTICLE 13: Authorize Revolving Funds

It was voted that the Town authorize revolving funds for the Fiscal Year July 1, 2015 - June 30, 2016, under the provisions of Massachusetts General Laws Chapter 44, Section 53E ½ for the following:

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Lease of Town Buildings: 65 & 73 Main St & 170 Plain Rd	Board of Selectmen	Lease payment and other revenues from leased properties	Costs associated with maintenance, repairs and improvements to the leased properties	\$150,000	Available for expenditure next year
Recycling Revolving	Recycling Commission	Sale of bins	Purchase of recycling supplies	\$20,000	Available for expenditure next year
Recreation Field Maintenance	Recreation Commission	Field user fees/permits	Field maintenance, hiring of necessary personnel and consulting services	\$150,000	Available for expenditure next year

## ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

<b>Revolving Account</b>	<b>Spending Authority</b>	<b>Revenue Source</b>	<b>Allowed Expenses</b>	<b>Expenditure Limits</b>	<b>Year End Balance</b>
Senior Center Fitness Room	Council on Aging	Fees and gifts received for the Fitness Room	Fitness room maintenance supplies, equipment warranties, training, monitoring and purchase of replacement fitness equipment	\$75,000	Available for expenditure next year
Senior Center Programs	Council on Aging	Program fees	Costs associated for the operation of activities for Cameron to include supplies and wages	\$50,000	Available for expenditure next year
School Parking	School Department	Parking fees	Maintenance and expansion of parking facilities	\$30,000	Available for expenditure next year
School Bus/Transportation	School Department	User bus fees	Student transportation costs	\$648,438	Available for expenditure next year
East Boston Camps Maintenance	Conservation Commission	Revenue received for the lease, rental or licensing of camp facilities and donations received for the support of the East Boston Camps property	Costs associated for the operation and maintenance of the East Boston Camps property located in the Stony Brook Conservation Land	\$50,000	Available for expenditure next year
Immunizations and Clinical Services	Board of Health	Fees received for immunizations and clinical services	Costs of supplies and technical services for immunization and clinical programs	\$45,000	Available for expenditure next year
Community Gardens	Agricultural Commission	Fees and gifts received for use of community gardens	Costs associated with maintenance, improvements, supplies and tools for the community gardens	\$10,000	Available for expenditure next year

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

## ARTICLE 14: Approve Fiscal Year 2016 Operating Budget

It was voted that the Town raise and appropriate the sum of \$104,821,922 (ONE HUNDRED FOUR MILLION EIGHT HUNDRED TWENTY ONE THOUSAND NINE HUNDRED TWENTY TWO DOLLARS) for the operation and maintenance of Town Departments for the Fiscal Year July 1, 2015 through June 30, 2016, such sums to be expended for such purposes under the direction of the respective town officers, boards and committees and further that all items be raised and appropriated except for the following:

Fund 240 Community Preservation Fund: \$885,610 shall be appropriated from Community Preservation Fund Fiscal 2015 Revenue;

Fund 270 Receipts Reserved for Appropriation: \$5,500 shall be appropriated from Conservation Wetlands Fees;

Fund 280 Town Revolving Funds: \$15,000 shall be appropriated from Recreation Field Maintenance Revolving 53 E ½;

Fund 600 Water Enterprise Fund: \$3,872,438 shall be appropriated from Water Enterprise Revenue and \$342,235 shall be appropriated from Water Enterprise Retained Earnings;

Fund 630 Recreation Enterprise Fund: \$1,139,000 shall be appropriated from Recreation Enterprise Revenue and \$50,000 shall be appropriated from Recreation Enterprise Retained Earnings;

Fund 640 Ambulance Enterprise Fund: \$750,000 shall be appropriated from Ambulance Enterprise Revenue.

### GENERAL GOVERNMENT

122	SELECTMEN	
	Personal Services	
	Expenses	32,689
	<b>TOTAL</b>	<b>32,689</b>
123	TOWN MANAGER	
	Personal Services	350,113
	Expenses	29,527
	<b>TOTAL</b>	<b>379,640</b>
131	FINANCE COMMITTEE	
	Personal Services	
	Expenses	10,113
	Reserve Fund	191,000
	(Transfers out)	
	<b>TOTAL</b>	<b>201,113</b>

132	FINANCE DEPARTMENT	
	Personal Services	112,390
	Expenses	2,460
	<b>TOTAL</b>	<b>114,850</b>
135	TOWN ACCOUNTANT	
	Personal Services	246,638
	Expenses	36,560
	<b>TOTAL</b>	<b>283,198</b>
137	BUDGET DIRECTOR	
	Personal Services	
	Expenses	
	<b>TOTAL</b>	
141	BOARD OF ASSESSORS	
	Personal Services	233,913
	Expenses	39,700
	<b>TOTAL</b>	<b>273,613</b>

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

145	<b>TREASURER/COLLECTOR</b> Personal Services            238,722 Expenses                        53,155 <hr/> <b>TOTAL                            291,877</b>	176	<b>ZONING BOARD OF APPEALS</b> Personal Services Expenses                        2,250 <hr/> <b>TOTAL                            2,250</b>
151	<b>LEGAL SERVICES</b> Personal Services Expenses                        250,000 <hr/> <b>TOTAL                            250,000</b>	192	<b>TOWN HALL MAINTENANCE</b> Personal Services            50,366 Expenses                        92,990 <hr/> <b>TOTAL                            143,356</b>
152	<b>HUMAN RESOURCES</b> Personal Services            191,795 Expenses                        31,700 Compensation Reserve (Transfers out)            200,000 <hr/> <b>TOTAL                            423,495</b>	199	<b>PUBLIC BUILDINGS &amp;                      PROPERTIES MAINTENANCE</b> Personal Services            54,863 Expenses                        27,800 <hr/> <b>TOTAL                            82,663</b>
155	<b>TECHNOLOGY</b> Personal Services            399,367 Expenses                        488,044 <hr/> <b>TOTAL                            887,411</b>	<b>TOTAL GENERAL                      GOVERNMENT                    4,043,991</b>	
161	<b>TOWN CLERK</b> Personal Services            236,559 Expenses                        23,601 <hr/> <b>TOTAL                            260,160</b>	<b><i>PUBLIC SAFETY</i></b>	
170	<b>PERMITTING DEPARTMENT</b> Personal Services            209,283 Expenses                        44,865 <hr/> <b>TOTAL                            254,148</b>	210	<b>POLICE DEPARTMENT</b> Personal Services            4,811,782 Expenses                        613,566 <hr/> <b>TOTAL                            5,425,348</b>
171	<b>CONSERVATION COMMISSION</b> Personal Services            73,342 Expenses                        7,040 <hr/> <b>TOTAL                            80,382</b>	220	<b>FIRE DEPARTMENT</b> Personal Services            3,028,091 Expenses                        293,432 <hr/> <b>TOTAL                            3,321,523</b>
175	<b>PLANNING BOARD</b> Personal Services            75,176 Expenses                        7,970 <hr/> <b>TOTAL                            83,146</b>	241	<b>BUILDING DEPARTMENT</b> Personal Services            297,148 Expenses                        18,800 <hr/> <b>TOTAL                            315,948</b>
		244	<b>SEALER WGHTS/MEASURE</b> Personal Services Expenses                        3,000 <hr/> <b>TOTAL                            3,000</b>
		291	<b>EMERGENCY MANAGEMENT</b> Personal Services            8,446 Expenses                        5,500 <hr/> <b>TOTAL                            13,946</b>

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

— CONTINUED

292	ANIMAL CONTROL		440	SEWERAGE COLLECTION	
	Personal Services	64,883		Personal Services	
	Expenses	5,700		Expenses	0
	<b>TOTAL</b>	<b>70,583</b>		<b>TOTAL</b>	<b>0</b>
294	TREE WARDEN		442	Personal Services	
	Personal Services	2,112		Expenses	234,303
	Expenses	50,000		<b>TOTAL</b>	<b>234,303</b>
	<b>TOTAL</b>	<b>52,112</b>			
<b>TOTAL PUBLIC SAFETY</b>		<b>9,202,460</b>	491	CEMETERY DEPARTMENT	
				Personal Services	79,648
				Expenses	22,935
				<b>TOTAL</b>	<b>102,583</b>
	<i><b>EDUCATION</b></i>		<b>TOTAL PUBLIC WORKS 4,859,783</b>		
300	WESTFORD PUBLIC SCHOOLS	53,621,373			
310	NASHOBA TECH	718,189			
<b>TOTAL EDUCATION</b>		<b>54,339,562</b>	510	BOARD OF HEALTH	
				Personal Services	406,712
				Expenses	33,400
				<b>TOTAL</b>	<b>440,112</b>
	<i><b>PUBLIC WORKS</b></i>		540	SENIOR CENTER	
410	ENGINEERING DEPARTMENT			Personal Services	139,229
	Personal Services	211,126		Expenses	69,679
	Expenses	12,910		<b>TOTAL</b>	<b>208,908</b>
	<b>TOTAL</b>	<b>224,036</b>			
421	HIGHWAY DEPARTMENT		541	COUNCIL ON AGING	
	Personal Services	1,473,531		Personal Services	228,868
	Expenses	1,179,418		Expenses	33,000
	<b>TOTAL</b>	<b>2,652,949</b>		<b>TOTAL</b>	<b>261,868</b>
427	STORMWATER MANAGEMENT		543	VETERANS SERVICES	
	Personal Services			Personal Services	61,144
	Expenses	48,000		Expenses	125,800
	<b>TOTAL</b>	<b>48,000</b>		<b>TOTAL</b>	<b>186,944</b>
432	RECYCLING		<b>TOTAL HEALTH &amp; HUMAN SERVICES 1,097,832</b>		
	Personal Services				
	Expenses	400,000			
	<b>TOTAL</b>	<b>400,000</b>			
433	SOLID WASTE				
	Personal Services				
	Expenses	1,197,912			
	<b>TOTAL</b>	<b>1,197,912</b>			

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

<b><i>CULTURE &amp; RECREATION</i></b>		<b><i>UNCLASSIFIED</i></b>	
610	LIBRARY	940	OTHERWISE UNCLASSIFIED
	Personal Services		Personal Services
	1,190,490		Expenses
	Expenses		(919,772)
	349,971		<b>TOTAL</b>
	<b>TOTAL</b>		<b>(919,772)</b>
	<b>1,540,461</b>		
630	RECREATION	945	EMPLOYEE BENEFITS & MISCELLANEOUS
	Personal Services		Personal Services
	242,162		Expenses
	Expenses		15,709,857
	12,365		<b>TOTAL</b>
	Offsets / Shared Costs		<b>15,709,857</b>
	(254,527)		
	<b>TOTAL</b>		
	<b>0</b>		
650	PARKS & GROUNDS	<b>TOTAL UNCLASSIFIED</b>	
	Personal Services	<b>14,790,085</b>	
	337,129		
	Expenses	<b>TOTAL GENERAL FUND</b>	
	46,735	<b>97,207,360</b>	
	<b>TOTAL</b>		
	<b>383,864</b>		
660	LAND MANAGEMENT	<b><i>COMMUNITY PRESERVATION FUND</i></b>	
	Personal Services	240	COMMUNITY PRESERVATION
	Expenses		Personal Services
	33,000		9,000
	<b>TOTAL</b>		Expenses
	<b>33,000</b>		6,000
			Principal & Interest
			870,610
			<b>TOTAL</b>
			<b>885,610</b>
670	HISTORICAL COMMISSION	<b><i>WATER ENTERPRISE FUND</i></b>	
	Personal Services	600	Personal Services
	Expenses		1,149,258
	23,900		Expenses
	<b>TOTAL</b>		1,686,117
	<b>23,900</b>		Reserve Fund
			250,000
			Capital
			1,129,298
			<b>TOTAL</b>
			<b>4,214,673</b>
<b>TOTAL CULTURE &amp; RECREATION</b>		<b>TOTAL OPERATING BUDGET</b>	
	<b>1,981,225</b>		<b>104,821,922</b>
710	<b><i>DEBT SERVICE</i></b>	<b><i>RECREATION ENTERPRISE FUND</i></b>	
	DEBT SERVICE	630	Personal Services
	Principal & Interest		1,010,915
	6,892,422		Expenses
	<b>TOTAL</b>		351,516
	<b>6,892,422</b>		<b>TOTAL</b>
			<b>1,362,431</b>
	<b>TOTAL DEBT SERVICE</b>	640	Personal Services
	<b>6,892,422</b>		698,292
			Expenses
			453,556
			<b>TOTAL</b>
			<b>1,151,848</b>

It was voted to amend line 310: Nashoba Tech, reducing it by \$10,771 to \$718,189.

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

## **ARTICLE 15: Appropriate Chapter 90 Local Transportation Funds for Roadway Maintenance**

It was voted unanimously under the consent agenda that the Town appropriate the proceeds due to the Town under the provisions of Massachusetts General Laws Chapter 90.

## **ARTICLE 16: Appropriate Funds from Water Enterprise Other Post Employment Benefits Stabilization Fund**

It was voted unanimously that the Town transfer the sum of \$20,704 (TWENTY THOUSAND SEVEN HUNDRED FOUR DOLLARS) from the Water Enterprise Other Post Employment Stabilization Fund to the Water Enterprise Expenses to pay for the FY16 retiree benefits.

## **ARTICLE 17: Accept Massachusetts General Laws Chapter 73, Section 4 of the Acts of 1986, as Amended by Chapter 126 of the Acts of 1988 Related to Property Tax Exemption Increase by 100% for the Blind, Elderly and Disabled Veterans**

It was voted unanimously under the consent agenda that the Town accept the provisions of Massachusetts General Laws Chapter 73, Section 4 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, by providing for additional property exemptions for qualified residents who may be blind, elderly, surviving spouses or minors, or who are disabled veterans, and to continue the present percentage increase of 100%.

## **ARTICLE 18: Accept the Provisions of MGL Chapter 40 Section 8J to Create a Disability Commission**

It was voted unanimously that the Town accept the provisions of Massachusetts General Laws, Chapter 40, Section 8J and create a disability commission to cause the full integration and participation of people with disabilities in the Town.

## **ARTICLE 19: Authorize Board of Selectmen to Initiate a Municipal Electricity Aggregation Program for Residents and Businesses**

It was voted unanimously that the Town vote pursuant to Massachusetts General Laws Chapter 164, section 134 to authorize the Board of Selectmen to initiate the process to aggregate the electricity load of the residents and businesses in the Town and for other related services, independently, or in joint action with other municipalities, retaining the right of individual residents and businesses to opt-out of the aggregation.

## **ARTICLE 20: Authorize Board of Selectmen to Lease Former Westford Landfill Site for a Solar Project**

It was voted to dismiss Article 20 and refer it to the Energy Committee to bring to the Fall 2015 Town Meeting with the recommendation of the Water Department and the Water Commissioners and information regarding the agreement of the closure of the landfill. In addition the Energy Committee will also look into alternate sites for a solar farm.

Motion: That the Town transfer to the Board of Selectmen for the purpose of leasing and granting easements the care, custody and control of a parcel of land containing 17.02 acres, more or less, located off of Cold Spring Road, commonly referred to as the former Westford Landfill, identified by the Board of Assessors as Map 25 Lot 15, which parcel of land will continue to be held for landfill purposes and such other purposes for which said parcel is currently held; and to authorize the Town Manager with the approval of the Board of Selectmen to lease such portion for a 20-year term commencing on the date on which the facility achieves commercial operations, and to grant such access and/or utility easements on said portion as necessary or convenient to serve said facility, and, further, to authorize the Town Manager with the approval of the Board of Selectmen to enter into a power purchase or net metering credit purchase agreement with the owner of said facility for a 20-year term running concurrently with the lease, which lease, easements, and agreements are to be on such terms and conditions, and for such consideration, as the Town Manager deems to be in the best interests of the Town, and to authorize the Town Manager to take any actions and execute any documents necessary or appropriate to accomplish the foregoing.

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

## **ARTICLE 21: Accept the provisions of MGL Chapter 71 Section 71F to Establish a Revolving Fund for Tuition Payments from Non-Resident Students**

It was voted that the Town accept the provisions of Massachusetts General Laws Chapter 71 Section 71F to authorize the School Committee to establish a revolving fund for tuition payments from non-resident students.

## **ARTICLE 22: Accept the provisions of MGL CH 200A, Section 9A Disposition of Abandoned Property Including Unclaimed Checks**

It was voted unanimously that the Town accept the provisions of Massachusetts General Laws Chapter 200A, Section 9A to establish an alternative procedure for disposing of abandoned funds including unclaimed checks held in the custody of the town.

## **ARTICLE 23: Authorize Board of Selectmen to Accept Easements**

It was voted unanimously under the consent agenda that the Town authorize the Board of Selectmen, during Fiscal Year 2016, to accept any and all easements for sidewalk, drainage, or other utility purposes, as they may deem in the Town's best interests.

## **ARTICLE 24: Promotion and Support of Affordable Housing Initiatives**

The following motion was made and seconded but failed for a lack of majority:

*That Town Meeting will vote to form a committee formed for the expressed purpose of examining current zoning by-laws and to consider new zoning by-laws insofar as they relate to appropriate affordable housing in Westford. Said changes and new bylaws to define, promote, and direct appropriate affordable housing opportunities in Westford, shall consider but not be limited to:*

- 1) existing zoning by-laws,
- 2) an Inclusionary Housing Bylaw,
- 3) a Multi-use Overlay Zones Bylaw,
- 4) a Multi-Family Overlay Zones Bylaw,
- 5) a Restoration and a Redevelopment Bylaw;

*Said committee shall consist of seven members: one member from the Planning Board, one member from the Zoning Board of Appeals, one member from the Board of Selectmen, one member from the Affordable Housing Committee, one member from the Affordable Housing Trust Fund Committee, one citizen-at-large chosen by Paul Cully, the petitioner, and Paul Cully, the petitioner.*

*and further, that the committee will present their findings and recommendations at the next Annual Town Meeting, in March of 2016.*

*It was voted unanimously to amend the original motion as follows:*

*In the second to last paragraph delete the words, "one citizen-at-large chosen by Paul Cully, the petitioner, and Paul Cully, the petitioner" and insert the words, "two at-large members, chosen jointly by the Affordable Housing Committee and the Board of Selectmen."*

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

## **ARTICLE 25: More Openness and Transparency in local government**

It was voted unanimously that Article 25 relative to More Openness and Transparency in local government, written below, be dismissed.

To see if the Town will vote that the Town Manager shall expand the notification, accessibility, openness, transparency, and content of the agendas, minutes, and conduct of all meetings of town Committees, Boards, Commissions, Sub-committees, Working Groups, et cetera (hereafter referred to as “Committee” or “Committees”) to provide a more accessible, transparent, and complete record of their meetings than the minimum requirements of the State’s Open Meeting Law by having the Town Manager and all Committees provide the following:

1. A system of automated electronic notification of meetings and minutes for all Committees, such that residents may submit their name and electronic address to any Committee’s list of notification recipients, and thereafter the resident will electronically receive notifications of agendas (that include meeting times, dates, and locations), as well as minutes as they become available and are posted to the town’s website;
2. Each Committee is to have its own “home page” on the town’s website which will contain, at the minimum:
  - email links/addresses of members,
  - links/addresses to each of the following folders for each Committee:
    - a. agendas,
    - b. minutes (draft and final versions),
    - c. documents pertinent to the organization’s activities and deliberations;
3. Meeting minutes sent to the Town Clerk’s office, in accordance with the State’s Open Meeting Law, will be posted appropriately to each Committee’s folder for minutes on the town’s website in a timely manner;
4. Meeting minutes containing information that exceeds the minimum requirements of the State’s Open Meeting Law, will include, but will not be limited to, a brief summary of positions, advocacies, arguments, et cetera on all issues discussed and/or voted on in meetings by the participants, as well as the “why” of Committee decisions;
5. All meetings of Committees shall provide for an “open forum” where non-members can bring before the Committee issues, opinions, and information they feel are relevant to that Committee’s deliberations;
6. Non-members who attend an Open Meeting of any Committee, shall be permitted to address deliberations that are discussed and/or acted upon that are relevant, and of interest to, the non-member;

## **ARTICLE 26: Accept Rome Drive Extension as Public Way**

It was voted unanimously under the consent agenda that the Town accept the layout of Rome Drive Extension as a Town public way pursuant to Massachusetts General Laws Chapter 82.

# ANNUAL TOWN MEETING MINUTES – MARCH 28, 2015

– CONTINUED

## **ARTICLE 27: Authorize the Selectmen to Dispose of the Former Fire Sub Station Located at 54 Broadway Street**

It was voted by a two-thirds declared majority that the Town transfer the care, custody, and control of that certain property, consisting of land containing .25 acres, more or less, and the improvements located thereon, known as the Graniteville Fire Station, and described in a deed recorded with the Middlesex North Registry of Deeds in Book 1045, Page 411, from the Board of Selectmen for fire station purposes, to the Board of Selectmen for the purpose of conveyance, and to further authorize the Board of Selectmen to convey said property pursuant to General Laws Chapter 30B, §16 on such terms and conditions as the Board of Selectmen shall determine, and for such consideration as the Board of Selectmen shall deem appropriate, including nominal consideration.

## **ARTICLE 28: Transfer Custody of Six Parcels Containing Storm Water Facilities on Rome Drive, Gifford Drive, Tyngsborough Road, Randolph Circle, and Pine Tree Trail from the Tax Possession Sale Committee to the Board of Selectmen**

It was voted unanimously that the Town transfer the care, custody, control and management of the following parcels from the Tax Possession Sale Committee presently held for the purpose of tax title sale to the Board of Selectmen for general municipal purposes:

Parcel ID	Acres	Street Address
021 0003 0026	0.7	PARCEL A2 ROME DR
022 0003 0011	0.4	LOT 5 ROME DR
037 0003 0006	0.4	GIFFORD DR
047 0029 0000	2.9	TYNGSBORO RD
059 0007 0004	1.41	8 RANDOLPH CIRCLE
078 0075 0000	0.1	20 PINE TREE TRAIL

With no further business to conduct the 286<sup>th</sup> Annual Town Meeting adjourned at 4:32pm

A true copy attest,



Kaari Mai Tari, Town Clerk

## BOARD OF SELECTMEN

**Scott Hazelton**  
*Chair*

**Kelly Ross**  
*Vice Chair*

**Andrea Peraner-Sweet**  
*Clerk*

**Mark Kost**  
**Don Siriani**

FY 2015 was a year of significant progress and achievement. Notable accomplishments included approving Energy Aggregation Plans for submission to the Department of Public Utilities and the voters of Westford approving a ballot initiative supporting the development of a new Center Fire Station on Boston Road. Our town invested in education, infrastructure, stabilization funds, conservation land, and increased energy conservation and recycling efforts.

Jim Sullivan did not seek reelection after serving on the Board of Selectmen for nine years. Jim made valuable contributions to the Board and we appreciate his many years of service. He will be missed. Mark Kost was elected to fill this vacancy. Mark was a seven-year member of the Finance Committee and has been a true asset to the Board during his first few months. The Board reorganized leadership rolls and elected Selectman Hazelton to serve as Chairman, Selectman Ross as Vice-Chair and Selectman Peraner-Sweet as Clerk.

The Board of Selectmen is fortunate to have supportive Town officials, staff, boards, commissions and numerous volunteers who contribute towards our town's many outstanding achievements. The combined efforts of these individuals helped the Board achieve the following activities in FY2015:

- Approved a single tax rate for FY15 at a rate of \$16.24/thousand (down from \$16.60) and approved a Small Commercial exemption of 10%.
- Approved Project Funding Agreements with the Massachusetts School Building Authority Accelerated Repair Program for window and door replacements at the Colonel John Robinson and Norman E. Day Elementary Schools.
- Supported Lost & Found Pet Notification System developed by Mike Wells, IT Director, and the Animal Control Department. This system allows pet owners to submit a photo and description of a lost or found pet to alert animal control and distribute a public notice to an email distribution list.
- Sold the former Graniteville Fire Station, located at 54 Broadway Street, through a formal Request for Proposals process. Two proposals were received and the Board sold the former station to an abutter for \$95,000. The property will be converted to a single family home.
- Supported the expansion of the Bruce Freeman Rail Trail. Chairman Hazelton and Town Manager Ross attended the Phase 2A groundbreaking on June 25, 2015, joined by MassDOT Secretary and CEO Stephanie Pollack and other state and local officials. Phase 2A will extend the trail through Westford, Carlisle, and Acton ending at a location just north of Route 2.
- Submitted a letter of support to the Community Preservation Committee for a 600 foot sidewalk extension from Vose Hill Road to the Bruce Freeman Rail Trail.

## BOARD OF SELECTMEN – CONTINUED

- Approved the Economic Development Committee’s request to participate in an Economic Development Self-Assessment Tool (EDSAT) program. The town utilized District Local Technical Assistance VIII grant funds to contract with Northeastern University’s Dukakis Center for Urban and Regional Policy to examine how we compare with other communities in many areas, including tax rates, permitting process, available space, and other categories.
- Approved a Community Innovation Challenge Grant application for CrossTown Connect, a regional program to expand transportation opportunities which promote economic development.
- Supported our town’s membership to the Middlesex 3 Coalition, a regional partnership to promote economic development along Route 3.
- Developed and approved a new FY16 Budget Policy Directive for the Board and Town Manager that guided the Town’s FY16 budget discussions.
- Approved a Hunting Policy which requires a local permit for hunting on parcels of town-owned land, hunters to sign an indemnify and hold harmless agreement, and a requirement for hunters to notify the Police Department on the day of hunting with their name, permit and plate number, and location.
- Supported another successful Farmer’s Market season.
- Executed a Purchase and Sale agreement for the Timberlake Property, a 44 acre parcel of open space land which will be preserved by the Westford Conservation Commission.
- Approved Westford Recycling Commission recommendations effective February 1, 2015, to reduce number of units of trash collected weekly from 5 barrels to 3 barrels, reduced the price of bulk stickers from \$10 to \$5, and recommend residents purchase smaller trash containers when they need to replace their receptacles.
- Presented multiple Eagle Scouts with certificates of appreciation for contributing to the enhancement of our parks, recreation and public lands through their Eagle projects and for acting as positive role models for the youth of our community.
- Supported multiple projects from the Westford Remembers Memorial Fund including:
  - Westford Knight Preservation and Revitalization
  - A proposed Minot’s Corner Minutemen American Revolutionary War Memorial Project
  - New historic markers/signs for historically significant buildings
- Recognized the Highway Department, public safety personnel, emergency management team and town staff for maintaining safe roadways and public services during multiple severe weather events, including a total of 9.7 feet of snow.

## BOARD OF SELECTMEN – CONTINUED

- Voted to place a ballot question on the May 5, 2015 Annual Town Election Warrant for a Proposition 2½ debt exclusion vote to design and construct a new Center Fire Station on a town-owned parcel of land on Boston Road. The ballot question was approved by a vote of 770 in favor, 730 opposed.
- Approved a proclamation to designate Westford as a Purple Heart Community. This designation serves as an expression of gratitude to all veterans; specifically those awarded the Purple Heart medal.
- Approved a proclamation declaring the month of November as “Pancreatic Cancer Awareness Month” in Westford.
- Supported town’s 5<sup>th</sup> Annual Strategic Planning Retreat which was the most productive year yet, including 192 residents attending to discuss four important community topics: Town Farm Property, Center Fire Station, Pedestrian Safety, and 12 North Main Street options.
- Approved a request from the Pedestrian Safety Committee to purchase a radar speed detector sign using Board of Selectmen Community Initiative funds to assist the Police Department with enforcement activities.
- Approved the committee charge and membership for a Disabilities Commission and requested approval of the committee’s formation at the Annual Town Meeting.
- Formed a nine member Town Center Parking and Traffic Study Committee.
- Formed a nine member Town Farm Property Task Force.
- Re-established the Arts and Technology Education Fund and Scholarship Committee.
- Recognized the Parks and Recreation, Engineering, Highway and Water departments, along with town staff, for assisting the Agricultural Commission with the successful completion of the community garden on Graniteville Road.
- Authorized the Town Manager to seek multiple competitive bids for procurement of our municipal electricity and natural gas supply.
- Held a public hearing on June 23, 2015 and approved energy aggregation plans for submission to the Department of Public Utilities; approval of the plans is expected for FY2016 at which time the town can seek bids for competitive suppliers to offer a fixed electric supply rate for all the resident and businesses in the community on the National Grid basic supply.

The Board would like to again recognize the numerous staff and volunteers who contributed towards these accomplishments. Your efforts make the town of Westford an amazing community to work and live. Westford is a thriving a successful community because of your tireless efforts.

## TOWN MANAGER

**Jodi Ross**  
*Town Manager*

**John Mangiaratti**  
*Assistant Town Manager*



Fiscal Year 2015 was a terrific year for Westford. Westford Public Schools were ranked #1 by Nerdwallet.com as the “Best School District for Your Buck in MA” and #3 by Niche.com in Boston-metro area schools. We received national recognition by ADT Security as the 20<sup>th</sup> safest city in America using data pulled from the FBI uniform crime report, which is based on the number of violent crimes, property crimes and weighted accordingly with population. Our Police Department received the 2014 Mothers Against Drunk Driving Award and the 2015 Gold Award from AAA for outstanding achievements in traffic safety. Our Agricultural Commission won a \$500 award for their *Let it Grow* “carrotoke” video.

We ended FY15 year in the best financial shape of the past several years. We presented a balanced budget to Town Meeting where revenues matched operating expenses. Our new growth of \$1.8 million exceeded projections and represented a significant increase over the past several years. Our local options excises were \$1.12 million with an increase in hotel excise of 5.7% over FY14 and meals at 5.5% over FY14. Our State Aid increased by \$174,219 to \$19,917,085. Our Community Preservation Act funding decreased by 37% from FY14 to \$514,377. We applied for reimbursements from FEMA for \$1.3 million following one of the snowiest winters on record – 116.5 inches or 9.7 feet of snow! The harsh winter combined with the completion of several large developments led our local revenue to decrease overall, as building permits decreased from \$674,000 in FY14 to \$356,000 in FY15. We ended the year with total cash reserves of \$7.3 million in free cash and stabilization funds. These revenues contributed to our ability to present a balanced budget which maintained or increased services for our residents.

At our Town Meeting in March 2015, we requested \$17.2 million in capital investments in buildings, infrastructure and equipment, which included building a new \$12.7 million Center Fire Station to be located on Boston Road to first Town Meeting and then the ballot, for funding of \$11,772,300 as a capital debt exclusion. We also received approval to construct a centralized dispatch center costing an estimated \$1,029,000. We sought and received approval of \$400,000 to address the maintenance needs of our town buildings as identified in our comprehensive town facility condition assessment. \$500,000 remains in the Health Insurance Stabilization fund, which allows us to budget for an 8% increase for FY16. We funded our Other Post Employment Benefits (OPEB) liability by transferring \$1.2 million to our OPEB Trust, with \$700,000 of that total fully funding the Water Enterprise liability.

## TOWN MANAGER – CONTINUED

We applied for and received many grants and other funding to help offset our town's expenses. Some examples include:

- Massachusetts School Building Authority Award of \$1.55 million for Norman E. Day School and Colonel John Robinson School projects
- Massachusetts Department of Energy Resources Green Communities for energy efficiency projects \$156,000
- Emergency Preparedness grant (with MRC) \$109,000
- Sustainable Water Management Initiative Grant for water conservation projects \$78,000
- Massachusetts Preservation Project Fund for museum rehabilitation \$70,000
- Massachusetts Interlocal Insurance Association for risk management \$61,000
- Mass Board of Library Commission for expansion feasibility study \$50,000
- Circle Health Grant for resident/employee wellness programs \$50,000
- Emerson Hospital for dental & shingles programs \$10,000
- Emergency Management Performance Grant \$9,000 for fire equipment, 911 grants totaling \$51,000
- Massachusetts Department of Environmental Protection water infrastructure grant in the amount of \$30,000
- Traffic Safety grant in the amount of \$12,500 for a total of 5 mobilizations
- \$9,500 grant for playground inspections

We successfully managed projects and implemented many changes in order to control or reduce expenses including:

- Through net metering (purchasing credits through solar farms) we project to save more than \$450,000 in electricity costs.
- Entered electricity supply contracts to avoid \$160,000 in FY16 and \$118K in FY17.
- Entered natural gas supply contracts to avoid \$94,000 in costs.
- Refinanced the Highway Garage debt exclusion – saving \$500,000 for tax payers over next 10 years.
- Continued to lobby for the \$1,500,000 state environmental bond approved last year by Governor Patrick, to address issues at 12 North Main Street.
- Recommended a new ambulance billing policy which was approved by the Selectmen and Finance Committee, to improve our collections. We identified and purchased new software for ambulance billing that will increase revenue with streamlined billing and allow for mandatory reporting to the state.
- Completed the Certified Public Expenditure Program for Governmental Ambulance Providers that allowed us to receive reimbursement of \$34,692 to help offset the cost of providing services for patients insured by Medicare.

## TOWN MANAGER – CONTINUED

- Worked with Mass DEP to remove the Stepinski Well from its perchlorate treatment requirement, saving the town \$4,000 annually for operation, and \$80,000 biennially in resin costs. We also negotiated reduced monitoring and reporting with our perchlorate Licensed Site Professional to save \$40,000 over last year's remediation expenses.
- Negotiated a contract with our recycling contractor (IPR) to take title of 4500 recycling totes and reduce the cost of the three-year contract from the initial bid, thereby limiting the impact of the changing recycling market.
- Negotiated a three-year extension with our waste contractor (ACME) to freeze the contract at the FY15 level.
- Renegotiated a new five-year lease with The Roudenbush Community Center, Inc to improve terms and increase revenue.
- Coordinated participation in Massachusetts Department of Transportation Winter Road Recovery Assistance Program for reimbursement of roadway repairs in the amount of \$133,835.
- Challenged unfunded state mandates with the Division of Local Mandates in the State Auditor's Office.
- Worked with Police Department to deploy a radar speed sign and challenged the Technology Department to collect data and negate the need for a costly software program to analyze results.
- Competitively bid fuel, electricity, gas, general insurance, recycling, waste, vehicles, consultants, the lease of town buildings, agricultural lands, day camps, repairs, all highway products and services, wireless communications facility, disposition of Graniteville Fire Station, Annual Town Report printing services, HVAC maintenance, elevators maintenance, generators maintenance, and a Bottleless Water System for Town Hall.
- Held auctions to dispose of surplus equipment and generate new revenue.

Other projects we participated in include:

- Coordinated the process to establish a municipal electricity aggregation program to reduce the electricity costs for our residents and local businesses.
- Managed the Chapter 61 process for the Agnew property, including negotiating with the developers and abutters to protect the Tom Paul Trail, limit development on the parcel, and obtain 20 acres of conservation land.
- Assisted with the Drew Gardens Chapter 61 purchase and sale analysis, notifications to property owner, Cease and Desist Order, and Notice of Violation of the Agricultural Preservation Restrictions.
- Assisted with the Timberlake property acquisition.
- Assisted with the Stony Brook II 36 unit affordable housing project, including Payment In Lieu of Taxes (PILOT), water treatment agreement and addressing building permit fees.

## TOWN MANAGER – CONTINUED

- Assisted the newly reinvigorated Agricultural Commission with many projects and procedures, including establishing a Community Garden.
- Established a plan to improve the care of municipal land, parks and monuments.
- Continued a unified approach to planning our town construction projects – Water Superintendent, Highway Superintendent, Town Engineer’s, and Town Manager’s office meet to discuss proposed infrastructure projects and coordinate with multiple departments. Developed a five-year plan that created efficiencies in design, and focused on reducing the impacts of construction projects in our neighborhoods.
- Successfully completed Minot's Corner project which has spanned 8 years from design through construction. The transportation improvements along Littleton Road have significantly improved traffic congestion and safety hazards, even at peak commuting hours. This was all accomplished with only a \$31,000 direct cost to the town.
- Coordinated the design of the transportation improvement projects at Oak Hill Road and Groton Road, Dunstable Road and Groton Road and Tadmuck Road at Littleton Road.
- Successfully completed the Edwards Avenue Water Main Replacement project.
- Completed engineering design and contractor selection for the Graniteville Road and Pleasant Street Water Main Replacement projects. Construction began in late June 2015 and is on schedule to be completed in Spring 2016.
- Completed approximately 50% of the Capital Improvements for the Wastewater Treatment Facilities, including the rehabilitation and relining of the Westford Academy Wastewater Treatment Plant Clarifier.
- Completed implementation of WISP, improved IT backup systems, upgraded antivirus/malware for towns and schools, implemented People GIS Maps.
- Developed a Hunting Policy with the Selectmen and developed procedures to issue hunting permits through Town Clerk’s office.
- Formalized procedures and forms and began issuing commercial kennel licenses to boarding kennels and “doggy daycare” establishments.
- Implemented People GIS Maps Online (mobile compatible).
- Enabled online payments for Board of Health permits.
- Implemented online state records application for Town Clerk.
- Implemented City Hall Systems for online payments for taxes.
- Coordinated with MassDEP, the Commissioner of Department of Conservation and Recreation to assist us with addressing our concerns about contamination at 12 North Main Street.
- Participated in a regional project to develop a Transportation Management Association with several surrounding towns. Won an award for Local Governance Excellence from International City Managers Association with presentation occurring in September 2015.

## TOWN MANAGER – CONTINUED

- Worked with Housing Authority to create five Veteran apartments at 173 Carlisle Road.
- Unified and extended the security card access system in town buildings.
- Conducted Road Safety Audits at critical intersections including Forge Village Road/ Cold Spring Road to identify low-cost solutions to improve safety of the intersections.
- Received support from town meeting to create a full time Deputy Fire Chief.

We conducted our 5<sup>th</sup> annual strategic planning retreat with the greatest attendance to date. Information pertaining to this retreat may be found on our town's website [www.westfordma.gov](http://www.westfordma.gov) and by clicking on the Town Manager's page.

Our long-serving Council on Aging Director Joanne Sheehan and our Environmental Resource Planner, Bill Turner both retired after serving our town for many years. They contributed so much during their long careers, and they are greatly missed. We hired Jennifer Claro to become our new CoA Director and Carol Gumbart to become our Environmental Resource Planner.

We continue to examine every departmental expense for possible cost savings, and we are committed to preparing an annual operating and capital budget that maintains the level of services our residents expect, and protects our resources for now and the future.

Transparency and communication are necessary for successful municipal operations. We strive to adhere to Open Meeting Laws, and publicize all relevant documents on our website. We produce a monthly Town Manager's Newsletter (1778 subscribers) to alert our residents of events and town business that may be of interest to them. WCAT began a bi-weekly Town Manager report on their WestfordCAT News and we initiated our AM1630 radio station for emergencies. We also manage multiple Facebook and Twitter accounts.

We are fortunate to have extraordinary residents who freely share their time and expertise while volunteering for our town. We could not function without you. Thank you to all town officials, town boards and committees, department heads, town employees, and resident volunteers who help to innovate, guide, preserve, and protect our valuable town resources. And lastly, a special word of thanks to our honorable Board of Selectmen who provide us with guidance and support which enables us to do our jobs.

## TOWN MANAGER – CONTINUED

### Photos of Westford's Community Garden located at the Day Field on Graniteville Road



Storage shed and water holding tank

The Agricultural Commission, working with the Conservation Commission, secured one acre of land at the Day Field on Graniteville Road to develop a community garden. The Agricultural Commission utilized Community Preservation funds, approved at the March 28, 2015 Town Meeting, with widespread support from residents, boards, and commissions. Work completed includes safety improvements to the entrance, a shed for storage, deer fencing, and a tank to hold water. The garden opened on May 15th and accommodates approximately 80 gardeners. Numerous volunteers and town staff contributed to the development of the garden.

## 12 NORTH MAIN STREET TASK FORCE

**John Mangiaratti, *Chair***  
**Jane Hughes, *Vice Chair***  
**Nancy Bissell**  
**Nancy Cook**  
**Eli Demetri**  
**Robert Downing**  
**David Gutbrod**  
**Chris Kluchman**  
**Darren MacCaughey**  
**Don Siriani**  
**James VanBever**  
**Robert Waskiewicz**  
**Nancy Wimberg**  
**Dennis Wrona**  
**Tom Barry (*alternate*)**  
**Jane Calvin (*alternate*)**  
**Matt Guertin (*alternate*)**

This task force was formed to address the public concerns over the condition of the abandoned mill building located at 12 North Main Street in the Graniteville Historic District. The Board of Selectmen prioritized the cleanup of this site as a critical goal for our town. The task force is comprised of representatives from the Board of Selectmen, Planning Board, Board of Health, Finance Committee, Historical Commission, Economic Development Committee, Affordable Housing Committee, Community Preservation Committee, Town Manager's office, Graniteville residents, and residents at large.

The granite mill building has been an iconic structure in the neighborhood for generations. It was built by Charles G. Sargent and Francis Calvert in 1858 and was used primarily by the Abbot Worsted Company until 1956. Fiber Materials Inc. and other companies occupied the building until a major fire in 1975.

Westford Anodizing Corporation rebuilt and occupied the building from 1977 to 2005, and the building has been vacant since. May 2015 photograph below by Chet Cook.

After working with the Massachusetts Department of Environmental Protection and a Licensed Site Professional to determine the scope and extent of environmental remediation required for any future use of the property, the task force recommended to the Selectmen that the town take ownership to address the public health and safety concerns, provide an opportunity for historic and community preservation, improve and accelerate access to funding opportunities, and spur redevelopment of this site. The task force held public meetings twice monthly and established a website, [www.westfordma.gov/12northmain](http://www.westfordma.gov/12northmain), to keep the public informed of progress.



## 12 NORTH MAIN STREET TASK FORCE – CONTINUED

The task force hosted a community meeting on February 26, participated in Economic Development Committee Graniterville meeting on June 2, and hosted a workshop session at the 2015 Strategic Planning Retreat on June 18. The task force also published an online survey on June 2 as a way to educate the public about the project and give residents an opportunity to provide comments on potential reuse scenarios. Below is a list of other initiatives and efforts undertaken by the task force in FY15.

### Task Force Activities

- Coordinated with MassDEP to conduct soil sampling and environmental assessments
- Held public discussions of potential reuse concepts including open space, residential, mixed use/residential, and commercial/light industrial
- Secured a subsidy from the state’s Brownfields Redevelopment Access to Capital (BRAC) program to offset the cost of obtaining environmental insurance
- 2015 Annual Town Meeting approved \$75,000 in Community Preservation Act funds to conduct a historic preservation feasibility and building stabilization study and \$27,960 to purchase an environmental pollution insurance policy\
- Worked with the Engineering Department to conduct a study of the structural integrity of the adjacent Stony Brook dam
- Worked with the Massachusetts DEP Clean Energy Coordinator to evaluate the potential for using the mill infrastructure for hydro power
- Issued a Request for Qualifications and conducted process to select Bargmann, Hendrie + Archetype as consultant for the historic preservation study
- Worked with the Town Manager to pursue \$1.5 million in state funding from 2014 environmental bond bill
- Participated in multiple discussions with owner of 10 North Main Street and other adjacent property owners to coordinate reuse planning
- Applied for Environmental Protection Agency Brownfields grants and received a letter of support from Congresswoman Tsongas
- Secured 60 hours of technical assistance from Northern Middlesex Council of Governments to review the applicability of the State’s Expedited Local Permitting Program under Chapter 43D.



# AFFORDABLE HOUSING COMMITTEE

**Rob Downing**  
**Joan Croteau**  
*Co-Chairs*

**Jim Silva**  
**Karen Hudson**  
**Drew Vernalia**  
**Scott Hazelton**  
**Bernie Meyler**

**Chris Pude**  
*Staff*

**Goal**

The Affordable Housing Committee 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 area median income for the Westford region (the "Chapter 40-B" law).

**Definition of Affordable Housing**

Housing affordability is based on median household incomes in the region. The median incomes are 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. Current median incomes in Westford region are:

Median Income	Household Size	80% of Median	50% of Median	30% of Median
\$96,400	Four People	\$65,800	\$48,000	\$28,800
	Two People	\$52,650	\$38,400	\$23,050
	One Person	\$46,100	\$33,600	\$20,200

*Affordable Housing Committee Membership:*

Within this fiscal year Kirsten Grueter joined the committee for a total membership of eight. There is one vacancy, and any interested party is encouraged to fill out a Citizen's Activity Form from the Town's website and apply to join the Committee. Christine Pude was the staff member for the entire fiscal year.

*Westford Housing Authority:*

During this period Christine Pude, the Director of the Westford Housing Authority, announced her retirement. Ms. Pude's retirement is a huge loss for the committee. She has been instrumental to the committee for many years. The position was advertised and Paul Teixeira was appointed to the position.

*Affordable Housing Production Plan:*

The Affordable Housing Production Plan is quickly reaching its five-year life. Discussions have begun on the best way to update the Plan and discussions have begun with Northern Middlesex Council of Governments (NMCOG). Additionally NMCOG was awarded the Town grant to study multi-family zoning bylaws and how they could potentially be incorporated into the Town zoning practices. NMCOG expects to provide status to the AHC in the late fall of 2015.

## AFFORDABLE HOUSING COMMITTEE – CONTINUED

### *Strategic Planning Retreat 2015:*

Several members of the AHC attended the 2015 Strategic Planning Retreat.

### *Ongoing Projects:*

#### *Cottages in the Woods – Boston Road:*

This project reached completion this year. All units are sold with deed restrictions on requiring resale to others qualified for affordable housing. During this period one unit came on the market.

#### *Princeton Properties – Littleton Road on the Westford/Chelmsford line:*

All 200 units at Princeton Properties, which reached completion in 2014, were added to our Subsidized Housing Inventory – the official list of affordable units in Westford – bringing us, with just one project, much closer to our 10% State-mandated goal.

#### *Tadmuck Meadows – Tadmuck and Littleton Roads – south side:*

At the end of the fiscal year, the majority of construction was complete and all but one of the ten affordable units had been sold.

#### *Stony Brook II – William B. Coakley site, near Stony Brook School:*

This project is fully permitted and will add 36 rental units to our Subsidized Housing Inventory. Despite some hurdles, construction, though delayed, is scheduled to begin in the summer of 2015.

#### *Veteran’s Housing – Corner of Acton and Carlisle Roads:*

Construction was completed and a ribbon-cutting ceremony was held, the project is fully occupied and is added to the Subsidized Housing Inventory.

#### *Graniteville Woods:*

The affordable portion of this project is complete and has added 41 affordable ownership units to our Subsidized Housing Inventory.

#### *Littleton Landing – Corner of Littleton and Tadmuck Roads:*

This project consists of seven rental units for over-55 seniors as well as a separate five bedroom group home. The Affordable Housing Trust Fund has allocated \$255,000 for this project. This project is working through the permit process for construction and while under review is anticipated to start construction in the upcoming fiscal year.

#### *Graniteville Fire Station:*

An RFP was issued for re-use of this property. While Habitat for Humanity provided a proposal it was not the successful bid and the property will not be considered for affordable housing. The maximum number of units it could have provided due to septic limitations was two.

#### *12 North Main Street:*

The task force continued to work on the potential re-use for 12 North Main Street. A public meeting was held by the town for Graniteville residents and abutters with an excellent presentation on the challenges of the property. The Town initiated foreclosure procedures on the property and the property will ultimately be transferred to the Tax Possession Sales Committee. Funding to help with the hazardous material abatement from the Commonwealth of Massachusetts was sought and is anticipated to be secured within FY 2016.

## AFFORDABLE HOUSING COMMITTEE – CONTINUED

### *Town Farm Road Property Re-Use:*

Ms. Grueter is the AHC member of the task force. Meetings continue to discuss the re-use of this property which has significant history in the development of Westford.

### *Abbot Mills II:*

The developer of Abbot Mills has purchased the four additional buildings and intends to convert them to apartments similar to the first phase. The intent is for Town staff to work with the developer to facilitate meetings and discussions with DHCD before the process begins. This project will provide additional units to the Subsidized Housing Inventory.

### *Master Plan Implementation Committee (MPIC):*

Ms. Croteau and Mr. Hazelton are committee members of the MPIC. They report monthly on the progress of the MPIC. Housing issues will be discussed by the MPIC and recommendations to the Town will be made including a re-look at the town housing bylaws.

### *Community Outreach:*

Ms. Croteau has been coordinating a joint meeting with the League of Women Voters to present information on what is affordable housing.

### *Meetings:*

The Affordable Housing Committee changed its meeting time to follow the Affordable Housing Trust meeting and allow ease of information transfer between both committees. The AHC meets the first Wednesday of each month at 7:30 P.M. in the Westford Housing Authority Community Room, 65 Tadmuck Road.

# AFFORDABLE HOUSING TRUST FUND

The AHTF is a funding source for the creation and preservation of affordable housing in Westford through development, acquisition, renovation, and resale of a variety of housing types. The Community Preservation Committee (CPC) and Town Meeting created the AHTF to have a more efficient mechanism to address the town's needs.

It is with a sense of both loss and gratitude that we said goodbye to Christine Pude, who retired as the long-time Executive Director of the Westford Housing Authority and staff person for the AHTF. Chris has been the heart and soul of Westford's efforts to create and preserve safe, sanitary and affordable homes for those in need. She will be greatly missed, though still a neighbor.

**Rob Downing**  
*Chair*

**Robert Waskiewicz**  
*Trustee*

**James Sullivan**  
**Andrea Peraner Sweet**  
*Trustee and Board of Selectman Representative*

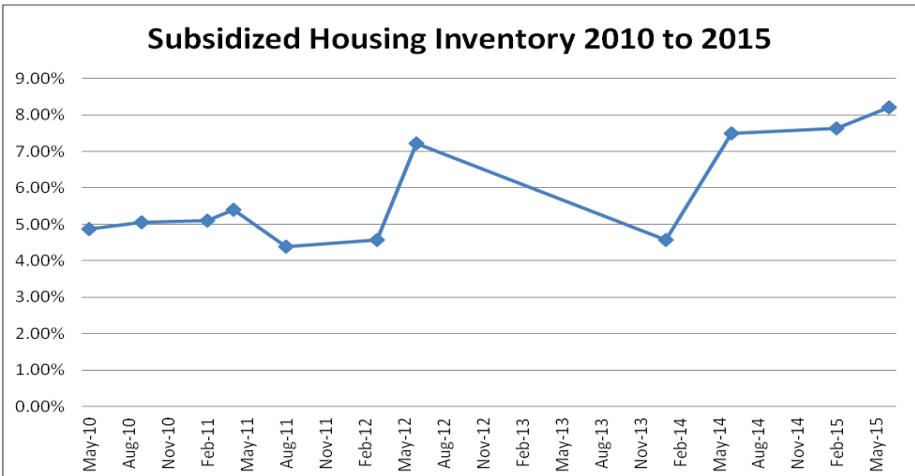
**John Parker**  
*Trustee*

**Joseph Diamond**  
*Trustee*

We welcome Paul Teixeira, the new Westford Housing Authority Executive Director. Paul's experience in housing development and finance will be a tremendous asset both to the Housing Authority and the AHTF in the years to come.

A primary concern of the AHTF is achieving and maintaining the Town's compliance with Massachusetts' Comprehensive Permit law (40B). Achieving compliance with the Comprehensive Permit law will allow Westford to exert far more control over the type and location of housing development in the future. The June 2015 SHI percentage is 8.21%; the chart below shows the progress in the last five years to achieving the goal of 10% as prescribed by this state law.

In 2012 200 apartment units were approved through a comprehensive permit and were added to the SHI, however after a one-year delay in the start of construction, they had to be removed from the SHI. When a building permit was issued in 2014, the units were again added to the SHI.



## AFFORDABLE HOUSING TRUST FUND—CONTINUED

The AHTF is funded through Community Preservation Committee appropriations of Community Preservation Act funds and private donations. The Trust's meetings are usually held the first Wednesday of the month at 7:00 p.m. The AHTF also meets on an 'as needed basis' to accommodate time-sensitive projects. The Executive Director of the Westford Housing Authority is an integral part of the AHTF's administrative process. The Director of Land Use Management and the Permitting staff are responsible for tracking the finances of the trust and other fiscal management duties.

### **Some of the highlights in 2015 include the following:**

This year the CPC allocated \$234,158, or 10% of Community Preservation Funds, the minimum mandated amount to be set aside for community housing, to the AHTF. However, CPC chose not to allocate an additional \$186,059 requested by the AHTF for capital improvements and preservation of Westford Housing Authority apartments and apartments on Farmer's Way.

The CHOICE Veterans' Housing on Carlisle Rd. was completed this year. This outstanding project provides five apartments to veterans and their families, and restores to beneficial use a derelict building in a highly visible location. Both the AHTF and CPC provided funding for this project. We appreciate the efforts of David Hedison of CHOICE, the project developer, for his commitment to this project.

The AHTF continues to work with the developer of Littleton Landing, which will consist of a group home and apartments for seniors. The developer has purchased the land and we are eagerly awaiting the start of construction.

In fiscal year 2014, in collaboration with the Affordable Housing Committee, the AHTF presented the topic of affordable housing at the Town's annual Strategic Planning Retreat. This was a valuable opportunity for us to present the needs, complexity and benefits of community and affordable housing to town residents. In turn we received exceptional comments, suggestions and feedback that we have incorporated into our efforts going forward.

In fiscal year 2013, the AHTF made an important change in how it awards funds. Whenever feasible, the AHTF will make loans (2nd mortgages) to development projects rather than grants. These loans will carry an interest rate but payments will be deferred as long as the housing units can be counted as part of Westford's subsidized housing inventory (SHI) in accordance with the 40B law. Structuring funding awards as loans will protect the Town against the loss of these units to foreclosure or other dispositions made by the owner/developer.

Looking forward, Westford must be proactive in meeting its affordable housing goals, as mandated by the Commonwealth of Massachusetts. The 200 units of Princeton's Westford Apartment Homes is an example of one way to do that. We must also focus on small incremental increases that move us gradually to the goal of 10% of the homes in town being available for families earning less than the median income for Westford. In the coming year the AHTF will take both tactical and strategic steps to move the Town closer to its goal.

The AHTF works cooperatively with the Affordable Housing Committee (AHC) and the Tax Possession Sale Committee to assure a thorough vetting of properties which may be considered for affordable housing purposes. The AHTF and AHC work together in order to achieve our mutual goals in the most efficient manner possible. The AHTF's ability to provide financial support to these efforts is critical to their success.

## ANIMAL CONTROL DEPARTMENT

The Animal Control department is responsible for enforcement of the local animal control bylaws. The department investigates animal cruelty, dog or cat bites, vicious dog complaints, loose dogs, and sick or injured wildlife. The department also conducts barn and kennel inspections, participates in educational outreach, provides advice regarding animal care and wildlife control, and operates the town kennel on Beacon Street.

**Meg Mizzoni**  
*Animal Control Officer*  
**Terry “Jaime” Berry**  
*Assistant Animal Control Officer*  
**Tim Whitcomb**  
*Assistant Animal Control Officer*

### Response Activity

Resident calls for service related to wildlife have increased in recent years as larger animals such as black bears and coyotes appear to be more prevalent in our community. In October of 2014, we received multiple reports of a black bear entering yards in Westford to eat chickens out of chicken coops. In response to the bear sightings, we hosted a public discussion, Preventing Conflicts with Black Bears, on November 6, 2014 with Patricia Huckery, Northeast District Supervisor of the Massachusetts Division of Fisheries & Wildlife.

Another notable wildlife issue this year was Westford’s role in capturing the “Lowell Goat”. In December of 2014, a goat escaped from a slaughterhouse in Tewksbury and traveled around the region until it was trapped by Westford Animal Control along Route 495 on January 26. While the goat was on the loose, it attracted attention from across the state including more than 1,300 followers on social media. The goat was able to avoid going back to the slaughter house as it was adopted by a farm in Barre, MA.

The table below represents the calls that were recorded in the web-based animal control record keeping system. It is important to note that some of the calls received and handled by ACOs are not reflected in this table- **Fiscal Year 2014 Response Activity**

<b>Response Type</b>	<b>Description</b>	<b>Responses</b>
Animal bite or contact	Responded to report of domestic animal bite or contact with wildlife	6
Animal cruelty	Investigated report of cruelty	0
Dog complaint	Investigated barking or nuisance dogs and resolved between owner and neighbors	13
Dog hit by mv	Dog hit by motor vehicle	1
Health Inspection	Inspection of domestic animal or livestock	1
Kennel duty	Attending to dogs in the town kennel including feeding, medical attention, and general care	98
Lost or Found Cat	Searched for owner of found cats	23
Lost or Found Dog	Searched for lost dogs, searched for owner of found dogs	63
Pick up police incident	Responded to police incident to remove domestic animals	0
Wildlife hit by vehicle	Disposed of wildlife hit by vehicle (roadkill)	36
Wildlife issue	Responded to report of wildlife in close proximity to humans or endangering domestic animals	134
	<b>Total</b>	<b>375</b>

# ARTS AND TECHNOLOGY SCHOLARSHIP FUND COMMITTEE

**Jonathan Myerov, *Chair***  
**Richard Hendl, *Secretary***  
**John Mangiaratti,**  
***Assistant Town Manager***  
**Julie Baudreau**  
**William W. Cruikshank**  
**Rosemarie Koester**  
**Andrea Mejia**  
**Janet H. Tortora**

The Arts and Technology Scholarship Fund Committee oversees the Scholarship Fund and the Arts and Technology Fund, both supported by taxpayer donations. The Committee disburses financial awards to support deserving local educational projects and to recognize Westford students with outstanding civic service.

After several years of dormancy, the Committee was restarted in March 2015. Committee members were appointed by the Board of Selectmen pursuant to the provisions of Massachusetts General Law, Chapter 60, Section 3c.

## **Fund Management**

As of June 30, 2015, fund balances are:

Scholarship Fund: \$15,457

Arts and Technology Fund: \$3,133

## **Accomplishments**

Since first meeting in March 2015, the Committee has:

1. Articulated a mission statement and general operating procedure related to the Scholarship and the Arts and Technology funds.
2. Defined two separate financial awards available for application, one a student scholarship and the other an educational grant for teachers.
3. Established a calendar and process for soliciting applications, evaluating them, announcing awardees, and distributing awards.
4. Developed a marketing plan to promote available scholarships and grants, and solicit taxpayer donations to funds.
5. Created a contest to allow Westford students to design a logo representing the civic spirit of the student scholarship award.

## **FY 2016 Objectives**

In FY 2016, the Committee plans the following:

- Rename the Committee to Scholarship and Grant Committee.
- Introduce the Committee and its mission to the Westford community, especially to Westford schools, students, and parents.
- Encourage taxpayer donations to the Scholarship and the Arts and Technology funds.
- Initiate contact with Westford business community for donations that will allow expanded scholarship and grant awards in the future.
- Publicize the financial awards when applications open and close, and when awardees are announced.
- Report on scholarships and grants awarded, highlighting the impact awards have made in the community.

## **Web Address**

[www.westfordma.gov/pages/government/towndepartments/boardsandcommittees/WestfordMA\\_atsc/index](http://www.westfordma.gov/pages/government/towndepartments/boardsandcommittees/WestfordMA_atsc/index)

## BOARD OF ASSESSORS

**Jean-Paul Plouffe**  
*Principal Assessor*

**Lisa DeFusco**  
*Administrative Assessor*

**Titus Palmer**  
*Chairman*

**Diane Holmes**  
**Michael Coravos**

The assessors office completed its interim annual revaluation for fiscal year 2015 certification (July 1, 2014 -June 30, 2015), based on a valuation date of January 1, 2014. Approximately 900 parcels were reviewed and/or visited and a thorough analysis of sales occurring in calendar year 2013 was done. The assessors' office also analyzed all land sales, land residuals, and tear downs. Market values have stabilized in many neighborhoods while there were some neighborhoods that saw increasing values. Generally speaking market data still reflects an overall stable market. New growth for FY 2015 was \$108,785,911. This is a modest increase of approximately 1.5% from FY 2014. This was due to continued projects that were started during this time period as well as building permits and a review of approximately two-thirds of Personal Property accounts. The areas of significant growth were primarily from the following:

- Beginning construction for Princeton Apartments contributing \$24,548,400 in growth value.
- Completion of construction of Cornerstone Square at 196-198 Littleton Road.
- Continued construction at Summer Village.
- Continued construction at 2-3 new subdivisions.
- Continued construction at Graniteville Woods.

	FY 2014	FY 2015	% change
Total taxable assessments	\$3,905,437,388	\$4,177,511,486	+6.967%
Tax levy	\$64,864,974	\$67,843,888	+ 4.592%
Residential tax rate	\$16.60	\$16.44	-0.990%
Average single family residence assessed value	\$440,496	\$464,422	+5.432%
Average single family tax	\$7,312.23	\$7,542.54	+ 3.150%

The Board of Selectmen again voted to adopt a Small Commercial Exemption for FY 2015. This in effect shifted the tax burden within the commercial/industrial class. As a result, the FY 2015 commercial/industrial tax rate was \$16.44.

The Department of Revenue certified the results of this assessment data to be within their statistical requirements and the tax bills went out on time.

Continued growth in the tax levy resulted in an increase in overall taxes for FY 2015. The assessors' office continues to update property data to achieve a higher level of accuracy. This is a constant on-going process to ensure that tax assessments are equitable to all taxpayers. The more accurate we can make this data, the more accurately the assessments will reflect current market value.

## **BOARD OF ASSESSORS** – CONTINUED

It has been a very busy year for the assessors' office due to the completion of the tri-annual certification and revaluation; monitoring the various elderly exemptions, other exemptions and the Community Preservation Act; and updating cost tables to reflect current market cost. The staff deserves much credit meeting all the demands and challenges with competence and dedication to the town. The assessors' office recognizes that taxes are increasing as the town continues to grow and the demand for services increases. We will strive to continue to provide good customer service to the taxpayers and to make every effort to assist taxpayers in understanding their assessments.

### **Exemptions**

In FY 2015 the Board of Assessors granted 179 statutory exemptions for property taxes in the total amount of \$188,270.84 (veterans, elderly over 70, blind, Clause 41C). Ten applicants were granted a tax deferral under Clause 41A. Westford again adopted Chapter 126 of the Acts of 1988, allowing the statutory exemption to be increased to double their stated exemption amount. There were also 213 Community Preservation exemptions applications that were granted. Total CPA adjustments granted, including statutory exemptions, were \$25,273.27.

### **Abatements**

FY 2015 saw a slight increase in the number of applications for abatements of real and personal property from FY 2014. Abatements are typically applied for because property values were adjusted for FY 2015 because of the interim annual certification and revaluation. Westford is a very desirable community as reflected in market activity and sale prices.

In FY 2015 there were 77 requests for abatements on real and personal property. Of these, 53 abatements were granted, 24 were denied, and none were withdrawn. There were 9 Fiscal Year 2015 appeals filed with the Appellate Tax Board. There was 2 pending appeals from previous years. Of these, 1 was dismissed for Lack of Jurisdiction; and 1 appeal was settled. The Commissioner of Revenue continues to be in litigation with several telecommunications and wireless companies for FY 2003 through 2015. Some of these have been settled and/or withdrawn. However, there are still many appeals pending.

## BRUCE FREEMAN RAIL TRAIL

**Pat Savage**  
*Director of the Parks,  
Recreation and Cemetery  
Departments*

**Kelly Ross,**  
*Board of Selectmen Liaison*

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

### **Significant Southward Progress: CONSTRUCTION BEGINS on the next 4.9 miles**

*Please refer to the Phase 2A map, created by Bill Harman, later in this report.*

Chronicling in reverse order, 2015 culminated in a Momentous Event for the Bruce Freeman Rail Trail in Westford, Carlisle and Acton: The Massachusetts Department of Transportation's GROUNDBREAKING Ceremony. This event marked the official commencement of the two-year construction of Phase 2A of the Bruce Freeman Rail Trail. Among other specifications, the project includes six bridge refurbishments in Acton, and a new overpass at Great Road and Route 2A, also in Acton. Since the BFRT project qualifies as a federal transportation project, the cost of the project construction will be borne by state (10%) and federal funds (90%), While federal support means local taxes are not affected, it does come with more stringent requirements. These include higher bridge-loading specifications to allow for heavy emergency vehicles, stringent environmental protection design requirements during construction, and handicap accessibility for the completed trail, including moderate grades on bridges. With an estimated construction cost of \$10.5 million, Phase 2A is expected to be completed in the spring of 2017. We are hoping for a MassDOT ribbon-cutting ceremony in the fall of 2016.

The groundbreaking was held June 25, 2015, at Nathaniel Allen Recreational Area (NARA Park), in Acton, where the BFRT will abut the pond. Over 100 state and local government officials, members of the Friends of the BFRT, other BFRT supporters, interested trail users, and residents were present.

Among other VIPs present, Town Manager Jodi Ross and Chair of the Board of Selectmen Scott Hazelton both spoke. State Senator Jamie Eldridge and former Massachusetts Highway Department Director Luisa Paiewonsky also made remarks. Massachusetts Secretary of Transportation Stephanie Pollack acknowledged how long the process had taken. "It's been a full 30 years that folks have been working on this project," she said. "It's important because it represents a collective effort, literally over a period of decades, in which a group of communities have said we want to work with each other, as well as with our citizens, as well as with our state transportation agencies," said Pollack. "That kind of partnership is really a model for how we should be making all our communities better connected to each other." (source: *Westford Eagle*, Alex Silva)



## BRUCE FREEMAN RAIL TRAIL – CONTINUED

In a statement issued just after the groundbreaking, Governor Charlie Baker said, "Recognized by the League of American Bicyclists as the fourth most Bicycle Friendly State, Massachusetts' many cycling initiatives demonstrate our commitment to providing recreational transportation alternatives and healthy living initiatives in the Commonwealth. Expanding the Bruce Freeman Rail Trail will continue that commitment and help to strengthen the quality of life for the families and neighbors in the region and across Massachusetts." (source: *The Lowell Sun*, Alana Melanson)

### **Other Rail Trail Updates and Events**

On May 2, Westford's Board of Health sponsored a Health Fair at Abbot School. The Friends of the BFRT staffed a table there with maps and other information about the BFRT. We had the opportunity to talk with many interested people about the upcoming extension of the BFRT, as well as other rail trails in New England. John McBride of Westford was one of two winners of bike helmets generously donated by Pedal Power Bike and Ski shop in Acton. The Live for Liv Ride is staged annually at the 4H grounds in Westford. The July 2014 L4L Ride was a spectacular success – both in terms of the fundraising accomplished for domestic violence work that the Live for Liv Foundation supports, and the dedication and enjoyment of the runners and riders of all ages on the day of the event. The 2014 Ride raised over \$30,000 with approximately 425 participants. Other notable events held on the trail this year were the Ready, Set, Go Gold! Race/walk sponsored by Boston Children's Hospital and the Walk for Street Kids event organized by Westford student Soundarya Lahari.

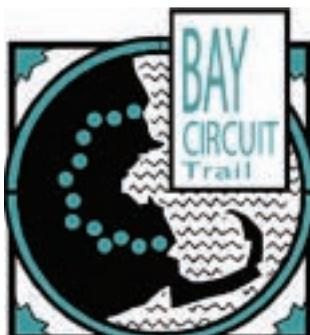
To schedule an event on the Bruce Freeman Rail Trail, the registration form is available at: [www.brucefreemanrailtrail.org/bruce-freeman-rail-trail-event-registration](http://www.brucefreemanrailtrail.org/bruce-freeman-rail-trail-event-registration)

**Work still to be accomplished:** Progress is still stalled on installing a kiosk and benches on the BFRT Right of Way near Route 225 and benches at another site on the trail in Westford. We continue to be hopeful that at least the kiosk can be installed in the fall of 2015.

The BFRT is an essential portion of the "outer emerald necklace" around Boston. The Bay Circuit Trail (BCT) extends nearly 200 miles, running through seven communities in Eastern Massachusetts from Plum Island to the Duxbury/Kingston shore and connects thousands of acres of scenic and historic acres and conservation lands. It includes 4,000 acres of protected land. Recently, the Appalachian Mountain Club and the Trustees of Reservations have joined forces to complete and improve the BCT. One of the remaining gaps in the BCT is in Lowell.

## BRUCE FREEMAN RAIL TRAIL—CONTINUED

This gap could be partially filled by the planned expansion of the Concord River Greenway. The BCT would also then connect to the BFRT at the northern terminus. The Friends of BFRT, Inc. is a member of the Bay Circuit Alliance, which includes approximately 50 organizations, both public and private. Dan and Marilyn Brielmann are creating a video of all 200 miles of the BCT to inspire people to get out into nature in their own backyards. To enjoy an armchair excursion on the Bay Circuit Trail, visit [e-awakenings.com](http://e-awakenings.com).



### **Many people are essential to the maintenance and success of the Bruce Freeman Rail Trail in Westford**

Gratitude must once again this year be extended to Westford's Town Department: Parks, Recreation and Cemetery, and Highway, as well as to the Parks and Recreation Commission. The Westford volunteer BFRT Trail Stewards work all year to keep the BFRT cleared of litter and spruced up for all users. This group has expanded and now includes Linas Alinskas, Dave and Diane Earl, Ron and Mary Jo Johnson and Bob and Beth Shaw. We are also fortunate that the Westford Conservation Trust Trail Group periodically chooses the BFRT as a destination for their work, which happens every Tuesday on trails throughout town.

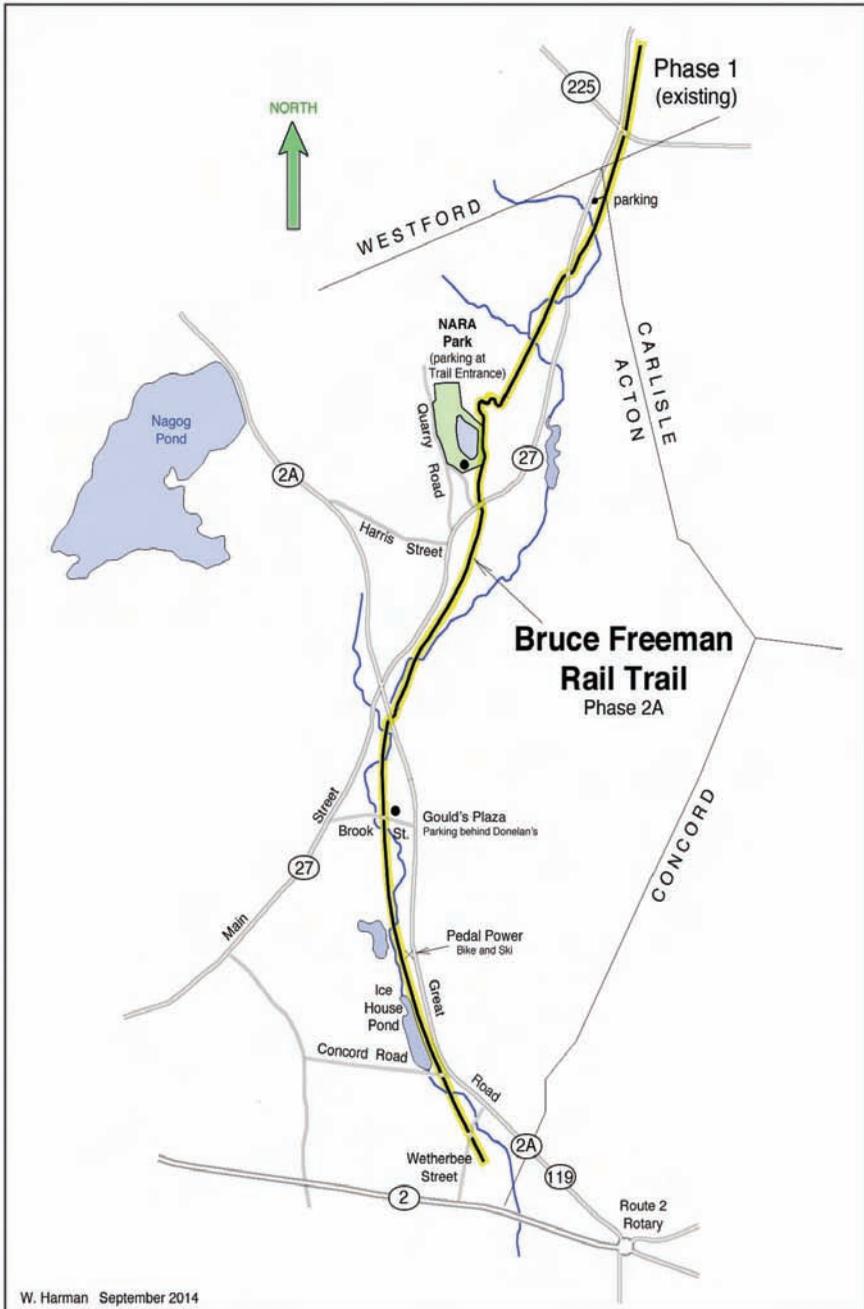
We also continue to be grateful for the hard work done and active good will extended throughout the year by town staff, especially Paul Starratt, Town Engineer (and Westford liaison for Phase 2A construction over the next 2 years); Chip Barrett, Highway Superintendent, and his workers, some of whom also work on the BFRT under the supervision of Parks and Recreation Department; Pat Savage, Director of the Parks, Recreation, and Cemetery Department, who also liaisons with Chelmsford to oversee events using the BFRT; Chris Kluchman, Director of Land Use Management; Jodi Ross, Town Manager; the Board of Selectmen; Westford's Town Counsel Katharine Klein; and the Westford Police Department. Kelly Ross, also a frequent dog walker on the BFRT, continues his essential and important service as liaison from the Board of Selectmen to the Bruce Freeman Rail Trail.

### **Would you like more Rail Trail information?**

The Friends of the Bruce Freeman Rail Trail, Inc. maintain a website that will have construction updates for Phase 2A (and future phases), as well as maps and parking information for the Bruce Freeman Rail Trail, and also links to other rail trails in New England:

[www.brucefreemanrailtrail.org](http://www.brucefreemanrailtrail.org)

# BRUCE FREEMAN RAIL TRAIL – CONTINUED



W. Harman September 2014

# BUILDING DEPARTMENT

The mission of the Westford Building Department is to protect the public by reviewing, approving and inspecting the built environment; to impartially enforce all rules, regulations and by-laws that pertain to both the State Building Codes and By-Laws of The Town of Westford. To assist - to the best of our ability - all customers with the permitting process and any questions, concerns or complaints they may have.

**Matthew Hakala**  
*Building Commissioner*

Some of the projects that the department was involved with for FY 2015 were;

- Princeton at Westford Apartments – Final Certificates of Occupancy were issued
- Tadmuck Meadows and Graniteville Woods were completed
- The demolition of the old Frostar building and start of construction of Commodore Way
- Work started on Stony Brook II – Coakley Circle (off Farmer’s Way)

The permit totals for the past four fiscal years are:

Permit Type	FY 12	FY 13	FY 14	FY 15
<b>Cert of Insp.</b>	61	56	42	60
<b>Commercial</b>	112	126	109	107
<b>Curb Cut/Driveway</b>	3	3	7	38
<b>Demolition</b>	12	13	10	14
<b>Electrical</b>	839	843	754	775
<b>Gas</b>	579	613	526	460
<b>Plumbing</b>	424	525	442	418
<b>Residential</b>	682	829	789	808
<b>Sheet Metal Mechanical</b>	102	129	106	81
<b>Sign</b>	28	56	22	23
<b>Tent</b>	29	27	11	50
<b>Trench</b>	113	81	84	94
<b>Wood Stove</b>	12	21	18	19
<b>Total</b>	2996	3322	3103	2947

## **BUILDING DEPARTMENT** – CONTINUED

Last year the Building Department took in fees totaling over \$553,514, which is lower than the previous year. The total number of permits issued was also lower mainly due to the major snowfall that occurred this past winter.

The Building Department website continues to be constantly updated with new information. There are more changes to the building code and construction practices so please visit the site and see what's new. [www.westfordma.gov/building](http://www.westfordma.gov/building)

The Building Department consists of:

Nancy Lima – Records Supervisor II

Dennis Kane Jr. – Electrical Inspector

Arthur Smith – Plumbing / Gas Inspector

Chester Cook – Assistant Building Inspector / Gas Inspector

Richard Colantuoni – Assistant Building Inspector

Matthew Hakala – Building Commissioner

## CAPITAL PLANNING COMMITTEE

The Capital Planning Committee was formed in December 2008 by the Town Manager, and has spent the past seven years reviewing and prioritizing capital needs throughout the Town. This committee's purpose is to provide an objective and consistent forum whereby all of the town's capital requests can be planned, prioritized and recommended. This 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, Board of Selectmen, Finance Committee and ultimately town residents as to how to best spend the resources that the town has for capital expenditures.

In completing its task for FY 2015, the committee heard from each department and prioritized the projects. This resulted in the recommendation to allocate \$2,555,901 from free cash and \$413,959 from various capital accounts to fund FY 2015 capital. The committee also recommended that \$176,000 be appropriated from Water Enterprise retained earnings and \$340,000 from ambulance retained earnings to fund various capital needs. In addition, Town Meeting authorized the borrowing of \$1,029,000 for the design and construction of a combined police and fire dispatch center. Lastly, Town Meeting authorized the design and construction of a new fire station to be built on Boston Road by appropriating \$1,000,000 in free cash and authorizing the Town to borrow \$11,772,200 as a debt exclusion. In total, \$17,287,060 worth of capital equipment and projects were approved in FY 2015, with \$89,260 authorized at the October 20, 2014 Special Town Meeting and \$17,197,800 authorized at the March 28, 2015 Annual Town Meeting.

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.

**Mark Kost**  
*Chair - Finance Committee*

**Kelly Ross**  
*Board of Selectmen*

**Arthur Benoit**  
*School Committee*

**John Cunningham**  
*Conservation Commission &  
Master Planning Committee*

**Tom Mahanna**  
*Permanent Town Building  
Committee*

**Bill Olsen**  
*Superintendent of Schools*

**Jodi Ross**  
*Town Manager*

**Dan O'Donnell**  
*Finance Director*

## CAPITAL PLANNING COMMITTEE – CONTINUED

### October 20, 2014 Special Town Meeting Capital Appropriations

#### ARTICLE 3: Capital Appropriations for Fiscal Year 2015

It was voted unanimously that the Town appropriate from Free Cash the sum of \$89,260 (EIGHTY NINE THOUSAND TWO HUNDRED SIXTY DOLLARS) to provide for the following capital requests:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Fire Department	\$89,260	Rescue Tools For Rescue Pumper

### March 28, 2015 Annual Town Meeting Capital Appropriations

#### ARTICLE 6: Approve Capital Appropriations

##### First Motion:

It was voted that the Town appropriate from Free Cash the sum of \$2,233,199 (TWO MILLION TWO HUNDRED THIRTY THREE THOUSAND ONE HUNDRED NINETY NINE DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Technology	\$410,000	School computer replacement
Technology	\$34,000	Town computer replacement
Technology	\$40,000	Network upgrades
Technology	\$40,000	Server & storage replacements
Technology	\$10,000	Replacement of Police/Fire Avaya Phones
Public Buildings	\$44,000	Town-wide roofing study
Public Buildings	\$400,000	General Building Repairs & Maintenance
Public Buildings	\$10,000	Parkerville School House Repairs
Police	\$18,064	Defibrillators
Schools	\$220,000	Phase 1 System wide Security Cameras
Schools	\$60,000	WA Restroom/Visitor Bleacher Feasibility Study
Schools	\$40,000	1-Ton Utility Truck
Engineering	\$28,000	½-Ton SUV
Engineering	\$105,500	Study & Design for three (3) municipal dams
Highway	\$45,000	One (1) ¾-Ton Truck
Highway	\$100,000	Two (2) 1-Ton Trucks
Highway	\$220,000	Ten-wheel dump truck
Highway	\$225,000	Excavator
Highway	\$44,770	Pleasant St. Drainage Improvements
Highway	\$24,365	Graniteville Rd. Drainage Improvements
Library	\$35,000	Library Feasibility Study Supp. Appropriation
Recreation	\$25,500	Tennis court repairs & maintenance
Parks & Grounds	\$54,000	Wide area mower and trailer

## CAPITAL PLANNING COMMITTEE—CONTINUED

*And further*

It was voted unanimously that the Town appropriate from Free Cash the sum of \$233,441.98 (TWO HUNDRED THIRTY THREE THOUSAND FOUR HUNDRED FORTY ONE DOLLARS AND NINETY EIGHT CENTS) and that the town reauthorize and transfer the sum of \$413,959.02 (FOUR HUNDRED THIRTEEN THOUSAND NINE HUNDRED FIFTY NINE DOLLARS AND TWO CENTS) from the following capital accounts in the following amounts:

<b>PROJECT</b>	<b>TOWN MEETING VOTE</b>	<b>AMOUNT</b>
Town Hall Renovation	Article 17 ATM May, 2009	\$134,047.89
Senior Center Renovation	Article 16 ATM May, 2009	229,128.82
Senior Center Design	Article 12 ATM May, 2007	5,048.65
Street Sweeper	Article 16 ATM March, 2011	106.80
Police Base Radio	Article 17 ATM March, 2011	5,740.71
Middle School Construction - Stony Brook	Article 20 STM November 2000	36,711.03
Perchlorate Remediation	Article 1 STM July, 2009	3,175.12

to provide for the following capital request:

<b>DEPARTMENT</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
Engineering	\$647,401	Keyes culvert reconstruction

*And further*

It was voted unanimously that the Town appropriate from Water Enterprise Retained Earnings the sum of \$176,000 (ONE HUNDRED SEVENTY SIX THOUSAND DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<b>DEPARTMENT</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
Water Enterprise	\$20,000	Lab Equipment Replacement
Water Enterprise	\$80,000	Master Plan Update
Water Enterprise	\$60,000	Valve Maintenance Trailer
Water Enterprise	\$16,000	Water buildings roofing study

*And further*

It was voted unanimously that the Town appropriate from Ambulance Enterprise Retained Earnings the sum of \$340,000 (THREE HUNDRED FORTY THOUSAND DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<b>DEPARTMENT</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
Ambulance Enterprise	\$80,000	EKG monitors
Ambulance Enterprise	\$246,000	Replace Ambulance #12
Ambulance Enterprise	\$14,000	Radios for New Ambulance

## CAPITAL PLANNING COMMITTEE—CONTINUED

### **ARTICLE 7: Appropriate Funding to Design and Construct a Combined Police and Fire Dispatch Center at the Police Training Room**

It was voted by a two-thirds declared majority that the Town appropriate the sum of \$1,029,000 (ONE MILLION TWENTY NINE THOUSAND DOLLARS) for the purpose of designing and constructing a combined police and fire dispatch facility to be located in the Police Department Training Room, including the costs of equipment and furnishings and all other costs incidental and related thereto; and that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow the sum of \$1,029,000 (ONE MILLION TWENTY NINE THOUSAND DOLLARS) pursuant to General Laws Chapter 44, Section 7(3) or any other enabling authority, and to issue bonds and notes therefor.

### **ARTICLE 8: Authorize the Transfer of a Parcel Located on Boston Road and Appropriate Funding to Design and Construct a New Center Fire Station on Boston Road**

It was voted by a two-thirds declared majority by a show of hands that the Town transfer the care, custody, and control of land from the Board of Selectmen currently held for the purposes of recreation, and to convey to the Board of Selectmen to be held for general municipal purposes said land identified as Parcel A in a deed recorded with the Middlesex North Registry of Deeds in Book 7366, Page 211, and shown on a plan entitled "Definitive Subdivision Plan of Land Boston Road Westford, MA," dated August 27, 1993, recorded with the Middlesex North Registry of Deeds in Plan Book 187, Plan 86, on file with the Town Clerk and identified as Parcel No. 22-3-4; and to appropriate the sum of \$12,772,200 (TWELVE MILLION SEVEN HUNDRED SEVENTY TWO THOUSAND TWO HUNDRED DOLLARS) for the purpose of designing and constructing a new Center Fire Station on town owned land located on Boston Road north of Blakes Hill Road; including the costs of equipment and furnishings and all other costs incidental and related thereto; and that to meet this appropriation the sum of \$1,000,000 (ONE MILLION DOLLARS) be transferred from free cash, and the Treasurer with the approval of the Board of Selectmen be authorized to borrow the sum of \$11,772,200 (ELEVEN MILLION SEVEN HUNDRED SEVENTY TWO THOUSAND TWO HUNDRED DOLLARS) pursuant to General Laws Chapter 44, Section 7(3) or any other enabling authority, and to issue bonds and notes therefor; provided that the total appropriation under this vote shall be contingent on the passage of a Proposition 2 and ½ debt exclusion vote.

## BOARD OF CEMETERY COMMISSIONERS

**Jonathan Ash**  
*Chair*

**R. Bradley Potts**  
**Daniel Provost**  
**George “Yogi” Rogers**

The Cemetery Commission acts as the policy-setting committee for the Town’s six cemeteries. The Commission is responsible for the expenditures from various cemetery trust funds and oversees the operation and care of the town-owned cemeteries. The Commission is appointed by the Town Manager. They

meet quarterly and schedule additional meetings as needed.

Website [www.westfordma.gov/cemetery](http://www.westfordma.gov/cemetery)

The department maintains approximately 30 acres of cemetery land comprised of five town cemeteries and one burying ground. Fairview, Hillside, Westlawn, and Wright cemeteries are listed on the National Register of Historic Places (individual property). Old Pioneer Burying Ground is located in Parker Village. Pine Grove Cemetery in Forge Village is the location of most new sale of lots. Pine Grove has an additional 11 acres of land for future expansion of the cemetery and Wright has an additional 5 acres available for development. The Commission has begun the discussion on future expansion and development of cemetery land.



The Cemetery Supervisor operates out of the Pine Grove office and maintenance garage. The Cemetery operation is a division within the Parks, Recreation, and Cemetery Department; Patricia Savage, Director, Richard Nawoichik, Cemetery Supervisor, and Danielle Leblanc, Department Senior Assistant. The division is responsible for the day to day maintenance of the cemetery grounds, burials, sale of lots, burial, deeds, and grave lot records. The Town Clerk retains permanent records of death certificates and burial permits.

The Commission regularly reviews the fee structure for cemetery-related charges and has made changes as needed. A new fee added this fiscal year was a drop-off fee for cremation burials. A number of requests prompted the Commission to add the fee for families who are not interested in a graveside service. This allows the Cemetery Supervisor to bury the cremains when time is available. The complete listing of fees is available online at the cemetery department website

A new single grave lot section was added in Pine Grove Cemetery. The Town Engineering Department created a plot plan for the grave lots and the Cemetery Supervisor placed lot markers for each gravesite. This section was located to the right as you enter the Cemetery.

## BOARD OF CEMETERY COMMISSIONERS—CONTINUED



The harsh winter left the cemeteries in poor shape. The clean up in all cemeteries was not completed in time for Memorial Day. Flowers and plantings were completed by Memorial Day. The Veterans groups replaced all the American Flags on veterans graves for Memorial Day. The flags will be removed after Veterans Day but the flag holders will remain in place recognizing the grave site as one where a veteran is buried.

A section of overgrown plantings in Fairview Cemetery was removed. Owners and families, where possible, were given notice of the intent to remove the plantings. Additional sections of overgrown plantings will be identified for removal as this is an ongoing project.

In the spring (2015) the Commission was contacted by Julie Perkins who was interested in adding new plantings to the Contemplation Garden at Fairview. The Parks Crew was able to remove most of the overgrown plantings and invasive weeds as the garden had not been maintained. The crew added new soil and grass seed in preparation for the plantings in the fall. Julie and family volunteered to install the plantings that she gets for working at a nursery. The project is to be completed in fall 2015.

At the same time the garden was being revamped the new pathway from the cemetery roads to the Columbarium was being designed. This is to be completed in fall 2015 as well. The Commission is looking at solar solutions for lighting of the flag pole.

The Commission continued the review the cemetery rules and regulations. The Commission's goal is to have this completed in the next fiscal year.

Sale of lots— 16:  
13 full grave lots  
1 urn garden lot  
2 Columbarium niches

Burials/Openings— 32:  
14 full burials  
18 cremations

Monument Permits – 26



## COMMUNICATIONS ADVISORY COMMITTEE

**Jim Silva**  
*Chair*

**Bob Fesmire**  
**Tom Sphuler**

The Communications Advisory Committee (CAC) advises and represents the interests of the Westford Board of Selectmen in their role as Franchise Authority for cable television and with regard to other services provided by Westford's cable operators (Comcast and Verizon). The CAC also advises Town residents regarding similar services that may be provided by a variety of broadband companies. Such services include Digital Subscriber Line (DSL) Internet access, and Voice over Internet Protocol (VoIP) local and long distance telephone service. The CAC does not deal with dial-up Internet access or conventional telephone service. Formerly called the Cable Advisory Committee, the CAC's charter was extended by the Selectmen in 2004 to include oversight of the additional broadband services mentioned, and the Committee's name was changed accordingly.

The CAC negotiates and enforces cable TV license provisions with Comcast, which has been the Town's cable operator since January 2003 – and also with Verizon, a cable operator in Westford since October 2009. The CAC also serves as an advocate for individual Westford citizens in all matters involving the cable operators, as well as providers of other information and communication services (e.g., Internet access and IP telephony), which may be subject to a variety of regulatory frameworks. We encourage all interested parties to attend our meetings to air their concerns, to ask questions or just listen. CAC meetings take place on an occasional basis at the J. V. Fletcher Library, usually starting at 7:00 PM. Check postings at Town Hall for specific dates, or contact the CAC to find out about upcoming meetings.

In 2015, the CAC continued the process required to negotiate a renewal license with Comcast as the previous license expired at the end of 2014. The CAC held several negotiation sessions with Comcast representatives and after much difficult negotiation came to an agreement. The final proposed agreement was recommended by the CAC to the Board of Selectmen. The Selectmen unanimously approved and signed the recommended cable TV license with Comcast. The term of the renewal license is 10 years and provides monetary support that will be used for Westford CAT, the nonprofit corporation that runs the cable access TV channels on behalf of the town.

As of November 2015, the CAC has begun negotiations with Westford CAT to renew the municipal agreement the nonprofit has with the town.

Verizon provides support for Local Access (PEG) programming for FiOS TV subscribers in a similar fashion as has long been available from Comcast – i.e., by providing funding and Local Access infrastructure to Westford CAT. The new Meeting Room at the restored Town Hall – as well as several other Town buildings with prior Comcast Local Access video origination – are all connected to the FiOS network and can be used for live FiOS TV broadcasts.

## COMMUNICATIONS ADVISORY COMMITTEE—CONTINUED

The most important concerns of the CAC continue to involve the operations of Westford Community Access Television (Westford CAT), as Westford's Local Access Provider. Westford CAT is an independent non-profit corporation and is governed by a Board of Directors comprised of members of the Westford community. The organization functions in accordance with the associated Public, Educational and Government (PEG) Access provisions in the Comcast Renewal License, as well as the Verizon License.

For more information about Westford CAT, including program schedules, details about their operations, and links to online program content via streaming video, visit their website at: <http://westfordcat.org>.

The CAC website: <http://www.westfordma.gov/cac>, provides Westford citizens with information on a variety of cable-related topics, and is slated to be further updated and enhanced with new content in the coming year.

In 2015, the CAC consisted of three volunteers appointed by the Board of Selectmen to renewable one-year terms. A quorum of two or more members is required to conduct official business.

# 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 2015 Community Preservation Funds:  
\$2,159,342.89**

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 34.4% state match of \$514,377 on November 19, 2014. This amount was less than the state match from the prior year (\$818,612). This amount can vary significantly from year to year depending on state funding availability.

**Kathleen Healy**  
*Chair (At-large)*

**Committee representation**  
**Marilyn Frank**  
*Vice-Chair*  
**Conservation Commission**  
**John Cunniffe**  
*Historic Commission*  
**Ken Hanly**  
*Parks and Recreation Commission*  
**Kate Hollister**  
*Planning Board*  
**Nancy Wimberg**  
*Housing Authority*

**At-large members**  
**Robert Jefferies**  
**Christine MacMillan**  
**Bob Price**

In FY 2015, Westford locally raised \$1,644,965.89 in Community Preservation funds.

Westford has an annual commitment of approximately \$790,000 (thru 2019) for its bond payment for the purchase of East Boston Camps. In addition, CPC funds were used for the Town Hall renovation. The annual debt payment is approximately \$85,000 (through 2033).

3% Community Preservation property tax surcharge	\$1,568,218.57
Investment income	\$72,906.91
Interest on late tax payments	\$3,840.41
Local FY 2015 Community Preservation total	\$1,644,965.89
<u>State Match (received 11/19/14)</u>	<u>\$514,377.00</u>
<b>TOTAL FY 2015 Community Preservation Funds</b>	<b>\$2,159,342.89</b>

On October 20, 2014, the Community Preservation Committee (CPC) recommended the following appropriation at the Special Town Meeting.

*October 20, 2014 Special Town Meeting*

It was voted that the Town, to appropriate from Community Preservation Funds the sum of \$350,000 as follows:

*\$350,000 Timberlake Land Acquisition*

To acquire two parcels of land on Tenney Road and Wing Road known as the Timberlake Property, authorize Selectman to receive grant funds from the Local Acquisitions for Natural Diversity Program (MGL Chapter 132A Section 11) and authorize the Selectmen to grant a Conservation Restriction on this property.

## COMMUNITY PRESERVATION COMMITTEE-CONTINUED

In 2015, the Community Preservation Committee (CPC) recommended projects at the Annual Town Meeting.

### *March 28, 2015 Annual Town Meeting*

On March 28, 2015, it was voted that the Town, appropriate from Community Preservation Funds the sum of \$717,584 as follows:

#### **Transfers to the Historic Resources & Affordable Housing Trust**

*\$149,026 to the Historic Resources Reserve* to cover the required 10% for Historic Resources.

*\$234,158 to the Affordable Housing Trust* for the creation, preservation, support, rehabilitation, or restoration of affordable housing and any other related costs.

#### **Open Space Funding**

*\$139,700 Healthy Lakes & Ponds Program Plan (Healthy Lakes & Ponds Collaborative)* for the Healthy Lakes & Ponds Restoration Year 1 Plan and any other related costs.

*\$42,500 Community Gardens (Agricultural Commission)* for the development of a community garden at the Day Field and any other related costs.

#### **Historic Funding**

*\$19,200 Stony Brook Conservation Land & EBC Kiosks (Westford Friends of East Boston Camps)* for the installation of informational kiosks at the Stony Brook Conservation Land and East Boston Camps and any other related costs.

*\$28,000 Parkerville Schoolhouse Sprinkler Design (Parkerville Schoolhouse Committee)* for the design funding and installation of a fire alarm system and the design of a sprinkler system at the Parkerville Schoolhouse and any other related costs.

*\$18,000 Arch Bridge, Stony Brook Bridge, Bridge Street Bridge (Historical Commission)* for the preservation and historic improvement study on the Arch Bridge, Stony Brook Bridge, and Bridge Street Bridge and any other related costs.

*\$75,000 Abbot Worsted Mill at 12 N. Main St Study (12 North Main St Task Force)* for a feasibility study on the rehabilitation and development for the former Abbot Worsted Mill located at 12 North Main St and any other related costs.

*\$12,000 Museum Cottage Study (Historical Commission)* for the architectural and engineering services study of the museum cottage located at 4 Boston Road and any other related costs.

## COMMUNITY PRESERVATION COMMITTEE – CONTINUED

### **Administrative Funds**

#### *\$15,000 Community Preservation Committee Administrative Expenses*

Community Preservation Committee administrative funds are used for expenses such as copying, public hearings, legal opinions, annual dues and approximately 230 hours of professional staff support per year to assist in coordination and administration of CPC projects.

### **Appreciation**

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

# CONSERVATION COMMISSION

**Eric Fahle**  
*Chair*

**Peter Mahler**  
*Vice Chair*

**Robert Boonstra**  
**John Cunningham**  
**Marilyn Frank**  
**Jim Gozzo**  
**Ann Jefferies**

**Staff**  
**William Turner**  
*Conservation/Resource  
Planner*

The Conservation Commission is the Town body responsible for administering the State Wetlands Protection Act and local non-zoning wetlands bylaw so as 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.

## **Wetlands Protection Act and Local Non-zoning Wetlands Bylaw Administration**

The Conservation Commission permitted commercial activity with the expansion of 5 Lyberty Way, improvements at the Westford Regency on Littleton Road and a new Order of Conditions for the construction 30,000 square foot office space at 4 Lan Drive. In addition a small residential subdivision was permitted at 25 Forge Village Road known as Nicole's Way. The Commission permitted the demolition of Frostar and redevelopment of the site into single family and duplex dwellings adjacent to Stony Brook. There continued to be a significant number of applications for new single family dwellings and modifications to existing properties.

The Commission continues to enforce compliance with the Wetlands Protection Act and local Non-zoning Wetlands Bylaw and issued three new enforcement orders. Two were for unpermitted work within a wetland resource area and the other for non-compliance with an approved Order of Conditions. Restoration monitoring for wetland alteration was ongoing at one site in town.

## **Land Management**

We thank the volunteers who work with the stream team under the leadership of Kate Hollister and Diane Duane with support from the Commission and the Westford Conservation Trust and in association with the Organization for the Assabet River for their work that straddles both wetland protection and conservation land management.

Long-time caretaker of the East Boston Camps, George Fletcher, retired. The Commission thanks him for his years of work and care for the property. Jeff Mount was contracted to assist with attending to the property. Preparations for the opening of the East Boston Camps (EBC) on the Stony Brook Conservation land for spring and summer programs were extensive, with a water main break, and numerous repairs and upgrades to the camp buildings needed. Thank you to all the municipal staff that helped with this work. Westford's 5<sup>th</sup> Grade students enjoyed a week at the property in June learning about the environment. The Marcus Lewis Day camp completed their second season of its lease of the Boys Camp facilities. The Recreation Department continued its popular programs during the summer at the Day Camp. The Recreation Department continued to run the facilities licensing program for EBC, while the Commission manages the property. Certain buildings are available for overnight stays, functions or other programs. More information on the summer programs and licensing is available at the Recreation Department website at [westfordma.gov/pages/Government/TownDepartments/](http://westfordma.gov/pages/Government/TownDepartments/).

## CONSERVATION COMMISSION—CONTINUED

Volunteers continue to be actively involved at the property including Scouts (Boys, Girls and Eagles). The Friends of East Boston Camps broke ground for the construction of the new bathhouse.

A new farm manager was selected to manage the 20 acre Hill's Orchard located on Hunt Road and Chamberlain Road. Farmer Dave Dumaresq, known as Farmer Dave, has a three-year contract with the town to manage the trees and operate the farm stand. Thanks to Anthony and Fenella Levick of Monadnock Berries for fourteen years of management of the orchard.

The Conservation Commission approved the use of one acre of the Day Land for a Community Garden. Farmers Mike and Ann Gagnon extended their contract with the town for another five years to perform organic farming on the remainder of the property (5.5 acres). They plan to put the land into hay production.

The town benefits from the many volunteers who labor to keep our trails passable in our open spaces. The Westford Trail Stewards, led by Bill Harman, meet once a week to clear paths. Ron Gemma and Lisa Groves of the Westford Conservation Trust in cooperation with the Sudbury-Assabet-Concord River Watershed Cooperative Invasive Species Management Area program continued to head up the valiant efforts of the Westford Invasive Species Control Group as they seek to contain a number of plant species that are detracting from the natural beauty and resources of the town. In addition to scheduled "pulling" events the group offers assistance to property owners in control efforts focusing on the following species: Mile a Minute Vine, Japanese Knotweed, Phragmites, Glossy Buckthorn, Burning Bush and Asian Bittersweet. If you would like to learn more about this program and are interested in becoming involved, you can find more information and register to help at [westfordinvasivespecies.webs.com](http://westfordinvasivespecies.webs.com).

We appreciate the hard work of the Boy, Girl and Eagle Scouts with all types of projects on our lands. Their hard work and dedication ensure that our conserved lands will always be cared for. Our continuing thanks to all the groups and individuals for their hard work and dedication towards preserving, protecting and enhancing the community's natural resources and also our thanks to the Parks, Recreation and Cemetery Department, the Highway Department and the School Department for their help in caring for conservation land.

### **Land Acquisition**

The Town acquired the 44-acre Timberlake property for conservation purposes. The preservation of this property expands wildlife corridors that tie into 800 acres of open land surrounding MIT's Haystack Observatory.

## CONSERVATION COMMISSION – CONTINUED

### Staff and the Commission

Conservation/Resource Planner William Turner retired in February of 2015 after 29 years of public service to the Town of Westford. The Commission acknowledges Bill's dedication to conserving land, educating the public about wetland protection and supporting the Commission's work. The Commission thanks the Director of Land Use Development, Chris Kluchman, for stepping in during the transition period along with Danielle Evans and other staff that helped keep the Commission afloat. The Commission members also participated on other town committees. John Cunningham serves on the Public Works Initiative Committee, Capital Planning Committee, Stormwater Advisory Group, and Master Plan Implementation Committee. Jim Gozzo is a member of the Town Forest Committee and Hunting Policy Committee and is also an Election Officer (Precinct Warden). Marilyn Frank serves on the Community Preservation Committee as Vice Chair and also served on the East Boston Camps/Stepinski Naming Study Committee. She is also an Election Officer (Warden). Bob Boonstra serves on the Drew Gardens Task Force. If you are interested in more information about the Conservation Commission, Westford's conservation lands, wetlands and other natural resources, please visit the Commission's website, which can be accessed at [westfordma.gov/conservation](http://westfordma.gov/conservation).



*William Turner Conservation/Resource Planner*

### CONSERVATION COMMISSION STATISTICS\*

Summary, Filings Received, 2005 – 2015 (2004 to 2010 on calendar year basis, Thereafter on Fiscal Year Basis (FY) (FY from July 1st - June 30th)

Year	Requests For Determination	ANRAD	Notices of Intent	Emergency Certificates	Violations/ Enforcement Orders
2005	12	5	34	16	3
2006	18	6	28	16	2
2007	17	4	24	7	7
2008	12	5	29	10	5
2009	12	0	29	13	12
2010	15	1	41	7	4
FY '11	13	0	36	7	4
FY '12	13	0	39	13	4
FY '13	8	0	27	6	6
FY '14	11	0	26	7	4
FY '14	7	0	16	17	1

## CONSTABLE

**John R. Sullivan**  
*Constable*

Constable duties have evolved into the service of noncriminal papers (e.g. summons, subpoenas, and town meeting notices). A legislative background is given for a constable's general duties that include preserving the peace, preventing crime, arresting all offenders in the town who might be arrested without a warrant, and procuring warrants in other instances of crimes committed. In addition, Massachusetts statutes provide that constables may serve the civil process and warrants and processes in criminal cases. They are required to serve all warrants and other processes as directed by the town and they may serve demands, notices, and citations. Particular prosecutor powers are described including the punishment of persons who neglect or refuse to assist a constable in the execution of office in a criminal case, in the preservation of the peace. In the apprehension or securing of a person for a breach of the peace, or in the case of escape or rescue of persons arrested upon civil process. A constable has common law power to make an arrest without a warrant in the case of a felony upon probable cause, and in the case of a misdemeanor committed in his presence which involves a continuing breach of the peace. A constable can also make warrantless arrests in certain instances.

The table below represents all services conducted by the constable in FY 2015.

<b>Service Requested</b>	<b>Total</b>
Summons	9
Evictions	2
Subpoenas	5
Complaint-domestic	4

## COUNCIL ON AGING

**Helena Crocker**  
*Chair*

**Nancy Cook**  
**Dorothy Hall**  
**Patricia Holmes**  
**George Rogers**  
**Robert Tierney**  
**Kathryn Wilson**

The Council on Aging (COA) at the Cameron Senior Center welcomes all Westford residents and those from neighboring towns age 60 and over to join in the festivities and services we offer daily. Once you walk through the refurbished schoolhouse doors you will find a timeless 23,000 square-foot, air-conditioned building exuding comfort and modern amenities including free Wi-Fi for all to enjoy. The center offers a myriad of activities ranging from six different exercise classes offered once or twice a week, billiards/ping pong, golf, watercolor, card games, day trips, wellness and other enrichment opportunities. To participate in our programs typically one can just simply call and let us know you would like to participate and we can give you any additional information you may need to know at that time.

We are also fortunate to offer all of our exercise classes and other special programs at no cost thanks to the Friends of the Cameron Senior Center who made a donation of \$12,000 to the Town to absorb the majority of programs cost for the center in 2015. With this donation the Cameron Senior Center has seen an increase of active adults participating in the exercise classes and other new enrichment programs added each month. We are so appreciative of the hard work our Friends of the Cameron Senior Center Board of Directors has given to our center in providing the needed funding arm to provide additional financial support to our center for our daily operations. The 2015 Friends of the Cameron Senior Center Board of Directors include: Richard Sevryn, President; Joan Greenwood, Vice President; Joyce Cederberg, Secretary; Marjorie Hunter, Treasurer; Diane Mudgett, Assistant Treasurer; Helena Crocker, Edward Greenwood, Gertrude Laslie, Joyce Newton, Paul Theroux, Richard Lemieux, Marcel Lacombe and Barbara Upperman.

This past year Joanne Sheehan, Director of the Council on Aging at the Cameron Senior Center, retired after 26 years of dedication to enhancing the lives of all socio-economic levels of older adults age 60 and over in Westford. Joanne was well respected and laid a solid foundation for the COA at the Cameron Senior Center to thrive and serve Westford proudly now and in the future. Thank you, Joanne!

Looking forward the Friends of the Cameron Senior Center was awarded a \$100,000 grant from the Cummings Foundation. These funds will be distributed over a five-year period to support the following initiatives, which include: the Westford Food Pantry by providing needed perishable and non-perishable items to older adults as well as families in hardship, marketing and needed equipment. The Westford Food Pantry typically serves between 90-137 unduplicated households a month and is run solely as a volunteer operation and is housed in the Cameron Senior Center. Nutrition: these additional funds will allow our center to enhance our current meal offerings during our weekly hours of operation. A survey will be sent out for participants of the center to give their feedback on what type of food offering they would like to see added to the nutrition programs at the Cameron. Friends Emergency Assistance: helps adults age 60 and over with emergency funding for fuel, emergency home repairs, utility bills, medical needs/transportation and other special financial hardships.

## COUNCIL ON AGING—CONTINUED

Wellness Education: gives our COA staff the opportunity to have professional speakers come to the center and provide high-caliber speakers and/or programs as well as provide a myriad of enrichment opportunities which include: watercolor, Bone Builders, Matter of Balance, Lunch and

Learn, De-Cluttering Support Group and other enrichment programs. Lastly, the Cummings grant will provide a needed funding arm to our current *Transportation Program*. Currently, we operate three vans through our local Lowell Regional Transit Authority. These vehicles provide weekly transportation to the Cameron Center, medical appointments inside and outside of Westford, grocery store, monthly “surprise” day excursions per request of our riders as well as access to night activities at the center. As many of our “compassionate” drivers share, “I enjoy helping getting someone out of their home when perhaps that was not an option.” The COA Transportation program is offered to all Westford residents age 60 and over for their transportation needs; just call 978-692-5523, ext.2322. Donations are requested for a round trip in Westford-\$3, surrounding towns-\$6 and outlying towns-\$8.

If you would like to learn more about the programs and services offered through the Cameron please visit our website at [westfordma.gov/coa](http://westfordma.gov/coa) or call Claire France, our Record Supervisor at 978-399-2321 or email [cfrance@westfordma.gov](mailto:cfrance@westfordma.gov) and we will gladly add you to our mailing list to receive our monthly newsletter.

### **Social Services**

Our social services outreach provides a wide range of support, consultation, guidance, referrals, advocacy, assessment and resources to residents in their time of difficulty. We strive to focus on the goals and wishes of the individual, while considering the concerns of family, friends and professionals. We can provide social services to one in many ways which can include: an office appointment, home visit, phone, or by email, just simply call our social worker. Based on the needs of the clients we have provided one-time consultations as well as in-depth, long-term contact depending on the needs once again of the clients. As the only social work agency in town, we also assist young adults who have recently encountered an unexpected loss of job, medical or financial hardship, family issues, challenged with disabilities or other challenging problems.

### **Helpful and Statistical Information**

Property Tax Rebate Program: This program is administered through the Cameron Center with the volunteer assistance of Pat Reppucci. In 2015, 25 seniors age 60 and over worked in various town departments for 112 hours and received a tax credit of \$1,000 off their property tax bill. If you would like to participate in this program please call the Senior Center to request an application. No income guidelines are required for this program.

## COUNCIL ON AGING – CONTINUED

Income tax returns- Special thanks to **Hal Schreiber**, a volunteer, who completed 250 income tax returns for Westford residents age 60 and over at no cost.

<u>Volunteer hours</u>	<u>20,812 total hours for 2015</u>
Case management/advocacy	564 served
Food Shopping COA transportation	691 served
Friendly Visiting	303 served
COA Transportation	6,101 served
Food Pantry/ Holiday baskets	3,861 served
Fitness classes	11,106 served
Enrichment/special events	14,168 served
Meals on Wheels/Meal programs	7,200 meals served

### **Staff**

Jennifer Claro, Director of Elder Services	John Duffett, Driver
Alison Christopher, Social Worker	Charles Dutton, Driver
Annette Cerullo, Elder Outreach Coordinator	Bill Ewers, Driver
Claire France, Records Supervisor	Bob France, Driver
Katherine Russell, Vol./Activity Coordinator	Ed Greenwood, Driver
Eugene Jungbluth, Lead Van Admin.	Ed Jarvis, Driver
Laura Mitchell, Lead Van Dispatch	Al MacGilvray, Driver
Christopher Mitchell, Maintenance	Peter Murphy, Evening Supervisor
Marjorie Hunter, Registrar	John Wilson, Seasonal
Richard Bennett, Nutrition	Betsy Bulger, Seasonal
Jean Mahoney, Registrar	
Joan Greenwood, Receptionist	
Edna MacNeil, Receptionist	

## CULTURAL COUNCIL

The Westford Cultural Council received a total of \$4300 from the Massachusetts Cultural Council (MCC) to distribute to organizations and individuals who applied for grants to support cultural activities that benefit Westford residents. This year, the council awarded \$4450 in grants, thus drawing \$150 from its reserve. In awarding grants, the council seeks to serve a broad spectrum of Westford's population. The council received 23 applications and awarded grants to the following 18 applicants:

<b>Norman Bristol</b> <i>Chair</i>
<b>Angela McAlister</b> <i>Treasurer</i>
<b>Patricia Chagnon</b>
<b>Denali Delmar</b>
<b>Yen Yen Lim</b>
<b>Brian Pitts</b>
<b>Lynda Vernalia</b>

<i>Constituency Served</i>	<i>Applicant</i>	<i>Project</i>	<i>Award</i>
Elementary School	The Discovery Museum	\$1 EBT admission	\$200.00
	Westford Agricultural Comm.	Lunch Crunch	\$400.00
Middle School and High School	Katelyn Mitrano	Artist in Residence - Theatrical Makeup	\$350.00
	Rbt. Creeley Foundation	Award & Poetry Reading	\$100.00
	Stony Brook MS Theatre/MA Educational Theater Guild	Massachusetts Middle School Drama Festival	\$350.00
	Emily Piper-Rumphius Creativity	Shakespeare Garden	\$250.00
Adults	Merrimack Valley Chorale	A Cappella Holidays	\$150.00
	Nashoba Valley Chorale	Beethoven - Missa Solemnis	\$100.00
	Westford Chorus	Song and Dance	\$350.00
Senior Citizens	Delvena Theatre Company	Funniest Women Ever	\$300.00
	Roudenbush	Watercolor for Seniors	\$300.00
General Audience	Nashoba Valley Concert Band	Music Concert	\$250.00
	Westford Museum/Stephen Liokith	Patriot's Day Concert	\$250.00
	Indian Hill Music	Bach's Lunch Concerts	\$200.00
	Fruitlands Museum	Centennial Saturday	\$150.00
	Sunanda Sahay	Essence of India	\$250.00
	Maxine Farkas/Western Ave Studios	Artists Roadshow	\$200.00
	Contemporary Arts Int'l.	Stone Carving Symposium	\$300.00
FY 2015 Total Granted			\$4450.00

## CULTURAL COUNCIL – CONTINUED

Grants For Current and Previous Years				
Year	Number of Applicants	Number of Grants Approved	MCC Distribution	Grant Total
2015	23	18	\$4300	\$4450
2014	22	16	\$4250	\$4123
2013	25	14	\$3780	\$3780
2012	27	16	\$3870	\$4315
2011	24	14	\$3785	\$4000

The Cultural Council hosted a booth at the Westford Strawberry & Arts Festival in June of 2015 to publicize the grant opportunity and to recruit council members. In addition, Norman Bristol and Angela McAlister attended the regional Meet and Greet event held in Bedford, MA in August to meet with the MCC staff and cultural council members from other communities and to learn about MCC programs.

For more information on the Cultural Council, see our page on the town's website under Community, [www.mass-culture.org/Westford](http://www.mass-culture.org/Westford) or email [culturalcouncil@westfordma.gov](mailto:culturalcouncil@westfordma.gov).



## ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee (EDC) is appointed by the Board of Selectmen and is charged by them to advise the BOS on various issues concerning bylaws, policies, regulations, and zoning that foster commercial growth, strengthen the local economy, and are consistent with maintaining the character of the community. The EDC also encourages business investment, identifies changing economic trends, assists with generating local employment opportunities, advocates for state and federal grants, promotes Westford's identity in the Greater Boston/Metro West/495 Merrimack Valley Area, establishes relationships and improves communications with local businesses, represents Westford in local and regional business associations, helps to streamline permitting, and helps new business owners navigate the permitting process.

In its third year of operation, the Economic Development Committee had another busy year with numerous highlights and accomplishments as follows:

- The major emphasis for the Economic Development Committee during FY 2015 was the completion of the Economic Development Self-Assessment Tool (EDSAT), a survey of Westford policies, procedures, and statistics comprised of 254 questions in nine categories of town operations. The survey was developed by the Kitty and Michael Dukakis Center for Urban and Regional Policy at Northeastern University. Directed by Dr. Barry Bluestone, the survey analysis and results will assist us in determining future activities to insure that the town is in the strongest position possible to encourage new business and to help existing businesses grow. Final analysis and evaluation of the completed survey is scheduled for the second half of 2015 with the help and participation of town officials and staff, as well as many business leaders. These results will form the basis for our 2016 Work Plan.
- During the year Mark Mathews, Pertti Vulli, and Stephan Cannellos resigned from the committee, and we welcomed new members Jeff Hillam and Heather Maietta.
- Approved joining the Middlesex 3 Coalition, with Jodi Ross as the primary contact.
- Participated in the Greater Lowell Chamber of Commerce Business Exposition and Showcase in October at the Chelmsford Radisson Hotel.
- Conducted joint meetings between the Economic Development Committee and residents of the Forge Village Residents Association in October, 2014, and with residents of Graniteville in June, 2015. The purpose of these "Village" meetings is to discuss the makeup of the Village, current rules and regulations (such as zoning districts and type of businesses allowed), and to get residents' ideas about the long- term look and feel of the village, as well as to encourage residents to express concerns and comments about any issues needing assistance from the Economic Development Committee. The meetings were well attended and we anticipate similar meetings in other villages in Westford.

**Thomas Barry**  
*Chair*

**William Nussbum**  
*Vice Chair*

**Andrea Peraner-Sweet**  
*BoS Liaison*

**Jodi Ross**  
*Town Manager*

**Chris Kluchman**  
*Director of Land Use Management*

**Ronald Caterino**  
**Eli Demetri**

**Andrew Stern**  
**Thomas West**

**Alternates:**  
**Jeffrey Hillam**  
**Heather Maietta**

## ECONOMIC DEVELOPMENT COMMITTEE – CONTINUED

- Participated in an interview with Karen Bergeron of the Greater Lowell Chamber of Commerce on radio station WCAP, to discuss the current activities of the Westford Economic Development Committee.
- Attended the Town of Westborough EDC meeting as their guests to discuss the various activities and successes of both groups.
- Two EDC members joined and continue to serve on the 12 North Main Street Task Force, instituted to explore many issues surrounding this site and to determine potential future uses of the site, with periodic reports to the Board of Selectmen.
- Cross Town Connect, being represented in Westford by the Director of Land Use Management, has been working on many aspects of transportation including shuttle systems and an RFP for service between the Littleton train station and local Westford businesses. Discussions are ongoing with local large employers and business owners to create further users.
- Oversaw and assisted with the formation and development of the Westford Business Association up to its formal kickoff meeting on October 1st. The WBA currently has over 100 members.
- Attended an Entrepreneurs Seminar, sponsored by Princeton Properties, to help entrepreneurs in the region, on how best to market their businesses.
- Continued to update the business mailing database with 1500 Westford businesses to be used for communications between the Town of Westford and Westford businesses.
- Assisted the Westford Superintendent of Schools with the organization of his School/Business Leaders meeting held on April 9<sup>th</sup> at the Millennium School. The meeting, facilitated by Dr. Barry Bluestone of Northeastern University, was well attended.
- Participated in the Annual Strategic Planning Retreat at Kimball Farm on June 18<sup>th</sup>. The Economic Development booth displaying current activities of the EDC was kept busy with visitors during the largest attendance of all retreats to date.
- Attended “Conversation with the Cabinet” held at the Newton Marriott and hosted by MassEcon to hear thoughts and plans from Governor Baker’s Cabinet Secretaries. An opportunity to talk with the Secretaries one on one following the formal presentations was a highlight of the session.
- Worked with a local company, Logan Data, to find appropriate office space in Westford. Attended Logan Data’s opening ceremonies at their new space on Littleton Road to welcome this new young business to Westford.

For further information please see the EDC web page: [westfordma.gov/pages/government/towndepartments/boardsandcommittees/WestfordMA\\_edc/index](http://westfordma.gov/pages/government/towndepartments/boardsandcommittees/WestfordMA_edc/index).

The Economic Development Committee carries out its responsibilities based on the recommendations of the 2009 Comprehensive Master Plan, the committee charge as developed by the Board of Selectmen, and the Annual Work Plan developed by the EDC. Support of the Town Manager, Board of Selectmen, and town staff, and especially the Westford business community, has been critical to our committee’s success. A sincere thank you to all for your support.

## EMERGENCY MANAGEMENT AGENCY

The Westford Emergency Management Agency provides emergency planning, coordination, and procurement of resources during an emergency. Additionally, the agency assists citizens, businesses, and the community and responds to, recovers from and mitigates emergencies both manmade and natural.

**Joe Targ**  
*Co-Director*  
**Tim Whitcomb**  
*Co-Director*

July 2014 was an active month for extreme weather-related issues, starting with Hurricane Arthur heading up the east coast. By July 4 and 5 it had been downgraded to a Tropical Storm. Arthur was not a direct hit here in Westford; the region did see some fairly severe weather, largely in the form of drenching rains and thunderstorms. Tornado warnings were issued in the afternoons on both July 7 and July 15. While there were no confirmed touchdowns, Westford did have a possible microburst that downed trees and power lines in the Beaver Brook Road and Hildreth Street areas. Threats of severe weather continued with events in August and September.

The winter brought multiple snow storms, 22 in total, the first being in late November just before Thanksgiving, and the last on April 9, 2015. The most notable was the January 26 and 27, 2015 Blizzard, named “Juno” which blanketed the town with upwards of 36 inches of snow and caused the activation of the Local Emergency Planning Committee and opening of the Emergency Operations Center. We are continuing, even at this time, to work on reimbursement from the Federal Emergency Management Agency. The total snowfall for Westford for the winter of 2014-15 was approximately 112.5 inches. The heavy snowfall caused concern over the potential roof collapses throughout the state. Westford responded to several high risk situations and a few collapses, including a multi-town response to a horse barn, with entrapped horses, at Bobby’s Ranch. Additionally, shoveling and ice dam removal from Town buildings caused some damage to the roofs and structures. FY 2015 weather ended much as it began with tornado warnings and watches for Westford. Westford AM Radio 1630 and the CodeRed™ notification system were used to get information out to the community during the weather events.

Ebola concerns and threats, which continued through the end of FY15, prompted many local and state informational and planning meetings with the Board of Health, health care providers, and our local medical facilities.

We also worked throughout FY15 with Chelmsford and Littleton Emergency Management and Boards of Health to develop a Regional Medical Needs Shelter Plan.

We received \$9435 from Massachusetts Emergency Management Agency for an Emergency Management Performance Grant that we purchased equipment to provide interoperability to the Police Department.

Westford Emergency Management continues to maintain our membership with the North Middlesex Area Emergency Planning Committee as our Regional Emergency Planning Committee. We also appreciate our longstanding partnership with the volunteers of Police Amateur Radio Team and the Medical Reserve Corps, as well as the continued support and cooperation of all town departments that work with us throughout the year.

## ENERGY COMMITTEE

The mission of the Energy Committee is to advise and assist the town by researching, identifying, designing, recommending and implementing programs and equipment to encourage and achieve energy efficiency and conservation.

Westford was deemed a Green Community in 2013 and it has made the most of available grants and incentives. Along with receiving this designation, the town received a base grant of \$156,025 in 2014. Combining the base grant and \$44,831.50 in incentives from National Grid, the town implemented energy cost-savings measures that will save the town upwards of \$29,000 per year in utility expenses and maintenance costs.

This success continues in 2015 with reducing town energy consumption and reaching the Town's 5-year energy consumption reduction goal of 20% by the year 2020 as outlined in the town's Energy Reduction Plan (ERP). In June of this year, the town was awarded another Massachusetts Department of Energy Resources (DOER) Green Community grant of \$235,000 for five different energy efficiency projects. The impact of this grant consists of a 5% reduction in overall electricity consumption and 2% reduction in overall natural gas consumption. The savings in reduced utility bills is obvious but it also allows the town to participate in further incentives provided by the utility companies (e.g. National Grid) creating a multiple savings effect and return on investment.

The \$235,000 grant (for use in FY16) is broken down as follows:

Project 1: Stony Brook Middle School Energy Management System and Equipment Upgrades

This project modernizes environmental controls at a cost of \$92,310, \$24,617.25 in grant funds with the balance paid through utility incentives.

Project 2: Rita Miller School Energy Management System and Equipment Upgrades

This project modernizes environmental controls at a cost of \$91,541, \$59,690 in grant funds with the balance paid through utility incentives.

Project 3: John A Crisafulli School Energy Management System and Equipment Upgrades

This project modernizes environmental controls at a cost of \$93,236, \$57,279 in grant funds with the balance paid through utility incentives.

Project 4: Library Interior Lighting Retrofit

This project retrofits all the lighting in the J.V. Fletcher Library to improve the quality of lighting and achieve significant energy savings at a cost of \$96,554, \$59,354 in grant funds with the balance paid through utility incentives.

**Paul Mucci, Chair  
Juliette Mount,  
Secretary  
Noel Almeida  
Michael Berlinski  
Peter Berson  
Vince Florek  
Jeffrey Geller  
Todd Palumbo  
Bob Willis**

## ENERGY COMMITTEE – CONTINUED

### Project 5: Interior Lighting Retrofit of Highway Facility

This project replaces the metal halide lights in the equipment bays at a cost of \$47,380 with \$34,059.75 used in grant money and the balance paid through utility incentives.

(Note: These projects were identified in the 2014 Town-Wide Facilities Condition Assessment report by Drummey Rosane Anderson, Inc.)

The committee would like to thank John Mangiaratti, Asst. Town Manager, for his hard work and direction to the committee. His guidance has been paramount to the Town's energy reduction goals.

## ENGINEERING DEPARTMENT

Construction of the Littleton Road and Boston Road Improvement Project was completed in 2015. Overall intersection operations and safety have been greatly improved by increasing the capacity of the intersection and providing better and more efficient access to Westford's largest commercial and employment corridor. Construction of this \$3.5 million project was funded through the MassDOT Transportation Improvement Program.

**Paul Starratt, P.E.**  
*Town Engineer*

**Jeremy Downs, P.E.**  
*Assistant Town Engineer*

**Bill Kenison**  
*Inspector/Facilities  
Technician*

The design of intersection improvements at Oak Hill Road and Groton Road reached the 25% milestone in 2015, with construction anticipated in 2018. This project will include a traffic signal, sidewalks, crosswalks and bike lanes from Russell's Way to the Ace Hardware Plaza. This project, in addition to the Dunstable Road and Groton Road Intersection Improvement Project, are scheduled for construction funding through the MassDOT Transportation Improvement Program.

Design improvements at the Tadmuck Road and Littleton Road intersection reached the 75% stage in 2015, and the proposed signals and pedestrian safety improvements are scheduled for the 2017 construction season. Construction for this \$2.1 million project is being funded through the MassDOT Transportation Improvement Program, and will include new traffic signals, drainage system upgrades, crosswalks, bike lanes and sidewalks.

The Engineering Department is working with consultants at Tighe & Bond in the preparation of Westford's first Stormwater Management Master Plan (SWMP). The SWMP is scheduled for publication in 2016 and will give the town a comprehensive review of our stormwater management system as it exists today, and provide recommendations to remain compliant with current and future EPA standards.

This department also has responsible charge for public projects that must meet local, State and Federal requirements for procurement, environmental impact, transportation, safety, zoning and accessibility. Engineering responsibilities for these 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 2015, Engineering was involved with the following:

- Initiated design process for the Main Street Reconstruction Project.
- Contracted with a transportation consultant to study school intersections in the area of Westford Academy, Crisafulli and Robinson Schools, in order to improve safety conditions for pedestrians and motorists.
- Began work on an infrastructure assessment plan after receiving Water Infrastructure Planning and Technical Assistance Grant.
- Completed Beaver Brook Culvert Feasibility Study with Weston & Sampson, including recommendations for culvert replacement.
- Assisted Agricultural Commission with construction of a new Community Garden at the Day Field on Graniteville Road.

## ENGINEERING DEPARTMENT – CONTINUED

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

- Attend development review meetings and public hearings in coordination with the Planning Board and Zoning Board of Appeals, to review applications for compliance with town standards and appropriate engineering practices.
- Conduct inspections of work within the public right-of-way and on developing parcels throughout the construction process.
- Administer and coordinate engineering consultant contracts.
- Perform minor traffic engineering analyses.
- Respond to neighborhood concerns and requests.

Additionally, the Engineering Department has a lead role in the management of the U.S. Environmental Protection Agency's Phase II Stormwater program that requires the town to meet permit thresholds in order to discharge stormwater runoff into our natural resources. In order to protect and preserve the natural resources in Westford, this department worked with the School Department in a week-long course to teach stormwater responsibility to all fifth grade students through the Living Labs program. Students are introduced to the concept of stormwater, including an outdoor demonstration of a catch basin and rain garden as well as an indoor lab that teaches map reading and watershed principals.

# FINANCE COMMITTEE

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

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

<p><b>Mark Kost</b> <b>Chair (thru May 2015)</b></p> <p><b>Jeanne Drula</b> <i>Acting Chair</i></p> <p><b>William Taffel</b> <i>Clerk</i></p> <p><b>Joan Bennett</b> <b>Heather FitzPatrick</b> <b>Ellen Doucette</b> <b>Ingrid Nilsson</b> <b>Gerald Koehr</b> <b>Glen Secor</b> <b>Dennis Wrona</b></p>
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An extensive review process and much deliberation preceded the Committee's FY15 budget recommendations. During this period, the Committee met with the Town Manager, Finance Director, department heads, Board of Selectmen 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 and mails its recommendations and background information on the budget to all Westford residents before Annual Town Meeting.

In March 2014, the voters at the Annual Town Meeting passed a \$102,050,389 operating budget for FY15, an increase of about \$3,104,258 (3.14%) over the prior year's final budget, with the majority funding the Westford Public Schools budget (+\$2,103,594) and the Water Enterprise Budget (\$833,591) that fully funded its Other Post Employment Benefit (OPEB) liability of \$700,000. \$149,339 in Free Cash was used to balance the FY15 budget, as compared to using \$1,995,414 in FY14. In the fall, Free Cash was certified at \$5,786,435. The Town will begin FY16 with a Free Cash balance of \$3,790,401 in addition to our Stabilization Fund balance of \$3,524,945, leaving 7.62% of the operating budget in reserves. The goal is to have between 5% and 10% of available funds in reserve. The net effect of these budget elements yielded a tax impact increase of 1.86%.

Fiscal Year 2015 continued to see economic challenges. Westford continues to rely more heavily on property taxes and local revenues as we received only a minimal increase (1.08%) in state aid. Westford's FY15 state aid of \$18,773,856 is only \$75,144 more than received in FY09. We also saw an overall decline in local revenue, and especially building permits, as many major constructions projects in town were completed. However, due to another year of strong new growth (\$1,808,449) in town, Westford still remains in good financial condition. Lastly, the health insurance premium for enrollees under age 65 increased by only 5.1% where medical trend is over 7%. The Medicare rates for retirees aged 65 and older increased by 4.1%. Westford also established a health insurance stabilization fund of \$500,000 in FY15 and contributed \$500,000 to its general fund OPEB liability. These financial factors enabled Westford to maintain its AAA bond rating with Standard & Poors. The town will face challenges in FY16 as the level of building activity has decreased, which will impact both new growth and local revenue.

## **FINANCE COMMITTEE** – CONTINUED

In July 2014, the Committee conducted its annual reorganization and elected Mark Kost, chair; Jeanne Drula, vice-chair; and Bill Taffel, clerk. The Finance Committee would like to thank Mark Kost, (8 years, 2 as Chairman) James Conry (2 years) and Joan Bennett (1 year) for their service with the Finance Committee. In addition, we wish Mark well in his new role as a Selectman. The Committee meets Thursdays at 7:00 pm, weekly during budget reviews. Westford's Finance Director Dan O'Donnell provides invaluable financial updates and assistance to the Committee.

# FIRE DEPARTMENT

**Joseph T. Targ**  
*Fire Chief*

## **Ambulance/Paramedic Program**

This year we saw an increase of over 13% for medical calls. We also saw an increase in back-to-back ambulance calls and the calls that required multiple firefighters to assist in transport to the hospital.

The Town's ambulance billing policy was updated with the assistance of the Finance Committee and approved by Selectmen.

A new contract was approved and signed with Blue Cross to increase our payment and to guarantee payment from them instead of direct billing the patient.

Through the hard work of Dan O'Donnell, the Town's Budget Director, and our Office Manager, Joe Joyce, we participated in the Certified Public Expenditure Program (CPE) for governmental ambulance providers that will give the Town reimbursement for the unpaid balance of certain ambulance bills.

## **Capital Program**

This year we took delivery of a new E-One Rescue-Pumper with an Amkus Rescue Tool system that will work on the newer automobiles that use metals like Boron for reinforcement which our older Hurst system would not be able cut.

With the help of the Permanent Town Building Committee, Town Meeting voters, approved the construction of a new Center Fire Station on the Town-owned Boston Road site across from the Drew's Parcel. A funding approval question on the May ballot for the Fire Station also passed.

An article at Town Meeting to combine Police and Fire dispatch was approved. This will move the current Police and Fire dispatch into a new Communications Center at the Police Station in the existing meeting room.

## **SAFE Program**

Westford Fire Department through the S.A.F.E. program continues to provide education instruction through fire station visits, community civic groups (i.e. Cub Scouts), public education programs and working with our local Council on Aging to continue to deliver our important fire safety message.

## **Personnel**

This year Firefighter/EMT William Stone retired after a long career with the Westford Fire Department. Billy started his career as an Auxiliary Firefighter in 1973, he became a call firefighter in 1978, and a full-time firefighter in 1989. Best wishes to Firefighter Billy Stone on his retirement.

Three new Firefighter/Paramedics were hired to fill vacant positions last year. Please welcome Firefighter/Medics Michael Hanley-McCarthy, Joseph Powling and Sean Brown.

A full-time Deputy Fire Chief's position was approved last year and funded at Town Meeting.

## FIRE DEPARTMENT – CONTINUED

<b>Full Time Firefighter/EMT's</b>			
<b>A-Group</b>	<b>B-Group</b>	<b>C-Group</b>	<b>D-Group</b>
<b>Captain</b> David M. O'Keefe	<b>Captain</b> Daniel A. Britko	<b>Captain</b> James P. Barrett	<b>Captain</b> Mark N. Valcourt
<b>Lieutenant</b> Harold A. Fletcher	<b>Lieutenant</b> Shawn P. Girard	<b>Lieutenant</b> Paul Lemieux	<b>Lieutenant</b> Timothy Bellemore-P
<b>Firefighter/EMT's</b> Joseph D. Delpapa, Jr.	<b>Firefighter/EMT's</b> William Stone	<b>Firefighter/EMT's</b> Shawn M. Ricard	<b>Firefighter/EMT's</b> Andrew Anderson, Jr.
Susan Smith	Timothy Hall	David P. Christiana	David A. Devencentis
Darren Lanier	Don Greenwood	William Cashman	Donald Post
Justin Geneau	Tim Vigars	Mark Witherell	Justin Searles
		Michael Denehy	

<b>Paramedics</b>	<b>Paramedics</b>	<b>Paramedics</b>	<b>Paramedics</b>
David Levebvre	Zachery Driscoll	Brian Baker	Matt Svatek
Ryan Monat	Joseph Powling	Jeff Douphinette	Kutis Triehy
John Tuomi	Sean Brown	Michael Hanley-McCarthy	Scott Florio

<b>On- Call Firefighters and EMTs</b>			
<b>Firefighter/EMT's</b> Michael Cool	<b>Firefighter/EMT's</b> Brian Foley	<b>Firefighter's</b> Peter Dennechuk	<b>Firefighter's</b> James Joncas
James R. Klecak	Ernest W. Pudsey	Kevin Witowicz	John Fox
<b>Firefighter</b> Stephen A. Wyke	<b>EMT</b> Nancy V. Burns	<b>Auxiliary's</b> Matthew Wyke	<b>Auxiliary's</b> Thomas Lemieux
		<b>Auxiliary's</b> Cody McNayr	

<b>Special Assignment Firefighters</b>		
<b>Fire Training Director</b> Capt. David O'Keefe	<b>Fire Investigation Unit</b> Joe Delpapa Peter Dennechuk	<b>Emergency Management Co-Director</b> Chief Joseph T. Targ
<b>ALS Coordinator</b> Zachery Driscoll	<b>Clinical Coordinator</b> Timothy A. Bellemore	<b>Fire Prevention, Juvenile Fire Setters Program, SAFE, Community Service Officer</b> Lt. Donald Parsons
<b>Grants</b> Captain James Barrett	<b>Hazardous Materials Tech.</b> Lt. Harold Fletcher	<b>Website Information and Support</b> David Christiana
	<b>Code Enforcement</b> Capt. Dan Britko	

## FIRE DEPARTMENT – CONTINUED

Fire Alarm Operators/Communications	
Colin Osgood	Jody Carroll
Brian Feddersen	David Avery
Douglas J. Cook-Part Time	

**Office Manager**  
Joseph Joyce

Mutual Aid Incoming			
Ambulance		Fire	
LITTLETON	49 Ambulances	19 Engine Companies	
AYER	3 Ambulances	4 Engine Company	
MEDFLIGHT	1 Helicopters		
TRINITY	17 Ambulances		
ACTON		2 Engine Company	1 Ladder Truck
GROTON	4 Ambulances	6 Engine Companies	
TYNGSBORO		8 Engine Companies	1 Tanker
CARLISLE		1 Engine Company	
CHELMSFORD		13 Engine Companies	
LOWELL		1 Engine Company	1 Ladder Truck
NASHUA NH		3 Engine Company	
CONCORD		1 Engine Company	
DEVENS		2 Engine Companies	
Total	74	60	3

Mutual Aid Outgoing			
	BLS AMBULANCES	ALS AMBULANCES	Fire
LITTLETON	8 Ambulances	12 ALS Ambulance	3 Engine Companies
ACTON	3 Ambulances	2 ALS Ambulance	2 Engine Company
DEVENS			1 Engine Companies
DUNSTABLE			1 Engine Companies
GROTON	3 Ambulances	44 ALS Ambulances	6 Engine Companies
TYNGSBORO		2 ALS Ambulance	5 Engine Companies
CHELMSFORD	4 Ambulances		4 Engine Companies 1 Brush Truck
LOWELL			1 Engine Companies
LEOMINSTER			1 Brush Truck
TOTAL	18	60	25

## FIRE DEPARTMENT – CONTINUED

<b>Fire Department Call Log</b>	
WORKING ON / SYSTEM TESTS	252
AMBULANCE CALLS	1889
REQUEST FOR ALS	819
ASSISTANCE	204
APPLIANCE	4
ENGINE MEDICAL ASSIST	1662
BOX ALARMS	204
TROUBLE ALARMS	146
BRUSH	41
SMOKE IN BUILDING	13
CO DETECTOR	96
VEHICLE	7
FUEL	9
CHIMNEY	1
DISTRICT 6 HAZMAT	15
OUTSIDE ELECTRICAL	18
ALARM CO CALLS	104
NATURAL GAS LEAKS	64
SMOKE INVESTIGATION	154
ILLEGAL BURN	19
ELEVATOR RESCUE	3
LOCKOUT	44
FIRE IN BUILDING	14
WATER PROBLEMS	9
FIRE, OTHER	20
MUTUAL AID OUT	25
MUTUAL AID IN	63
WATER/ICE RESCUE	2
LIGHTNING STRIKE	2
MISSING PERSON	1
TOTAL ENGINE RESPONSES	2944

## FIRE DEPARTMENT – CONTINUED

Permit Type	# of Permits	Total Fees \$
Above Ground Storage Tank	4	200
Alarm Systems	13	650
Blasting	12	600
Explosive Storage	1	50
Flammable Storage	2	100
General Permit	32	1600
Kitchen Ventilation Suppression System	4	200
Liquefied Petroleum Gas Tank	17	850
Oil Burner Install or Alter	30	15000
Residential Resale or Refinance	226	11300
Residential Permit for Installation of Smoke Alarms and CO Detectors	38	1900
Sprinklers	20	1000
Tank Removal	6	300
Transfer Tank	17	850
Underground Storage Tank-Gas Station	3	150
Welding and Cutting	3	150
<b>Totals</b>	<b>645</b>	<b>\$32,050</b>

COOKING FIRE PERMIT	98
BRUSH PERMITS	760
BLASTS MONITORED	13
26F/26G/NEW CONSTRUCTION INS.	560
FIRE DRILLS	39

## BOARD OF HEALTH

The following personnel support the Board of Health:  
The Board of Health, an elected board, is responsible for developing policies and regulations and for enforcing state health and sanitary codes. The Board is charged with protecting the health and safety of the town. The meetings are held the 2<sup>nd</sup> Monday of each month at Town Hall.

In 2014, the Board of Health continued its proactive approach to protecting the health of the community by updating the Hazardous Materials Storage Bylaw.

The following personnel support the Board of Health:

Sandy Collins, R.N.	Health Director /Medical Reserve Corps Director
Darren MacCaughey	Director of Environmental Services
Laurie Lessard	Administrative Assistant
Ray Peachey	Substance Abuse Prevention Coordinator
Gail Johnson, R.N.	Public Health Nurse
Rae Dick	Health Agent
Arnie Price	Food Inspector
Catherine McLarney /Andrea McKinley	Registered Dental Hygienists
Nancy Burns (grant) Tracy Griffin (grant)	MRC Coordinator Secretary

**Zac Cataldo**  
*Chair*

**Joanne Martel**  
*Vice-chair*

**Michele Pitoniak-  
Crawford**  
*Secretary*

**Sue Hanly**  
**Jillian Lokere**



**Public Health**  
Prevent. Promote. Protect.

# HEALTH DEPARTMENT

**Sandy Collins, RN**  
*Director*

The Westford Health Department is committed to designing and delivering accessible health services to Westford residents and reducing the incidence of illness and death. We accomplish these objectives by assessing community needs, adopting and enforcing health regulations, and implementing improved community strategies to provide affordable quality health care and preventative health programs and services. We provide a wide range of both clinical and environmental services to monitor and improve the health of the residents of Westford. Our staff conducts diverse public health programs to promote positive health practices, protect the health of the community, and encourage healthy behaviors.

Our Health Services division focuses on early detection of disease, elimination or control of risk factors, and implementation of preventative measures. Services address a range of health conditions and concerns. Programs and services include communicable disease surveillance, communicable disease control, immunization programs (including yearly community and school-based flu clinics), health fairs, educational programs for the community and schools, lead program, health screenings, mental health programs (with referrals), substance abuse prevention services, school-based dental program (grades k-6), senior dental program, tobacco control (including enforcement of state and local smoking control requirements), issuance of permits for tobacco retailers (with compliance monitoring) town employee wellness program, sharps program, unwanted medication drop off, and emergency preparedness. You can access the complete list of services on our website at [www.westfordma.gov/health](http://www.westfordma.gov/health).

This year, we solicited and received a wonderful gift of \$50,000 from Circle Health to help the Department address a wide range of planned services and initiatives. We also received generous donations of \$10,000 from Emerson Hospital and \$5,000 from the Westford Charitable Foundation to support our shingles and elderly dental program. We are extremely grateful for the support of all our partners, which enables us to continue to provide high quality preventative services to the community and our most vulnerable residents.



With the funds we received, we developed and distributed a health-needs-assessment survey, which was returned by over 1200 residents. We will analyze the data to plan and prioritize services and programs. We thank all who took the time to fill out and return the survey.

Opioid addiction continues to be a significant public health concern. We provided training to school nurses and health medical staff on the administration of the life-saving drug Narcan. We spent some of the gift funds to provide Narcan kits to all school nurses and police officers. Although we hope they will not be needed, it is important that the department take this step to save lives.

## HEALTH DEPARTMENT – CONTINUED

Our Substance Abuse Services Coordinator, Ray Peachey, provided public awareness campaigns including a Town Hall Meeting on drug-abuse, and a Celebrate with Care promotion during the holidays. He collaborates with the Police Department, Westford Against Substance Abuse (WASA), Westford Parent Connection (WPC), and other organizations to educate the public on increasing trends in drug usage. He was able to secure a grant of \$6,100 from the Greater Lowell Health Alliance to sustain our prevention efforts. He continues to perform tobacco enforcement and compliance checks at area businesses to ensure regulations are being followed and minors are not getting access to tobacco products.



Our public health nurse, Gail Johnson, worked diligently to provide the wide array of clinical services we offer. Over 100 additional uninsured or underinsured residents received the shingles immunization thanks to our benefactors. We had record breaking numbers take advantage of our community and school-based flu program.

In May, we combined our Health Fair with the Town Food Truck Festival. Over 40 vendors provided 17 free health screenings. The event drew in over 750 people who left with valuable information about their health.

The Upper Merrimack Valley Medical Reserve Corps, which recruited its first volunteers in 2004, continued to sustain its base of 550 members, while promoting public health across the region.

In FY 2015, MRC volunteers provided the equivalent of \$24,340.39 in services across 10 Westford-based events including staffing 9 community and school-based flu clinics. MRC instructors provided free CPR certification for 32 residents and 18 municipal employees. Most important, the unit continues to recruit, credential, and deploy members to provide care in case of disasters. The MRC trained 70 members specifically for emergency shelter strike teams. We solicited and received a \$15,000 grant to train MRC members to do advocacy work related to domestic violence prevention and mental health. For more information about the UMVMRC, see [www.UMVMRC.org](http://www.UMVMRC.org). Thanks to Nancy Burns, our Coordinator, for her valuable contributions to the unit.



## HEALTH DEPARTMENT – CONTINUED

Domestic violence prevention is a public health priority of the department. We presented a number of training sessions through the Westford Coalition for Non-Violence, which I continue to chair. We produced and distributed resource materials throughout the town. For more information and a list of local resources, go to [www.wcnv.org](http://www.wcnv.org).

We also addressed dental health through 2 important services. Our school dental program for students in grades K-6 is led by dental hygienists Catherine McLarney and Andrea McKinley, who are committed to providing an excellent oral health program to the students. Because of our generous benefactors and Dr. Tom Schofield, we are able to continue the dental program for senior citizens. Our grants, administered in cooperation with the Cameron Senior Center, provide high-quality dental care for underinsured seniors.

Our Environmental Services division focuses on the assessment, management, control, and prevention of environmental factors that may adversely affect the health, safety or wellbeing of residents. Programs and services include Title V inspections and permitting, swimming pool inspections, beach testing, licensing and inspection of all food establishments, inspection and licensing of all recreational camps, hazardous materials and storage bylaws, animal, rodent and vector control, mercury program, investigation of environmental violations, site plan reviews, groundwater protection and surveillance, housing inspections and enforcement actions, abatement of general health nuisances, educational programs on environmental and food safety issues.

We conducted numerous health-education seminars on environmental issues including a Title V Septic Systems and Well Water program and a Recreational Water Body presentation, which focused on maintaining the quality of our surface and ground water supplies.

Darren MacCaughey, our Director of Environmental Services, chaired the Healthy Lakes and Ponds Collaborative (HLPC) and was able to obtain \$139,000 in funding from the Community Preservation Committee to study certain ponds and to analyze the management programs already performed on certain lakes and ponds. Collaborating with our consultants, the committee is formulating a master plan for ongoing assessment of the health of our lakes and ponds to preserve the health of our lakes and ponds.

Health Agent Rae Dick secured FDA's Retail Food Program Standards grant funding. We were awarded \$1,996 to provide training for food inspectors on federal standards and regulations. She also gave many educational talks to preschool and daycare children on safety issues. She continues to provide numerous inspectional services including weekly beach testing, housing cases, and Title V inspections.

The Health Department's Food Program again offered the nationally recognized Certified Food Protection Manager's food safety/Chokesaver class and certification exam for local businesses, nonprofits, residents, and other local organizations. Administered by Food Inspector Arnie Price, a total of fifty people participated and sat for the exam in an attempt to attain this frequently-required food-service certification. Arnie continues to inspect all food establishments to ensure safe food preparation and service.

I'd like to express sincere appreciation to the many individuals, town departments, Council on Aging, dentists, physicians, service organizations, school administration, school nurses, and local businesses and organizations who offer their time, expertise and financial support to assist us.

# HEALTH DEPARTMENT – CONTINUED

## HEALTH DEPARTMENT STATISTICS

### School Based Dental Program

Total in program – **287**

Total fluoride/cleaning/screening - **50**

Total number of screenings - **237**

**Total number of referrals:** Caries: **53**    Orthodontics: **32**    Sealants: **71**

### Totals by class:

Kindergarten: <b>70</b>	2 <sup>nd</sup> grade: <b>21</b>	4 <sup>th</sup> grade: <b>27</b>	6 <sup>th</sup> grade: <b>2</b>
Pre/1 <sup>st</sup> grade: <b>64</b>	3 <sup>rd</sup> grade: <b>66</b>	5 <sup>th</sup> grade: <b>37</b>	

<b>Communicable Diseases</b>		<b>Services</b>	
Campylobacter	10	School Flu Immunizations	270
Babesiosis	1	Seasonal Flu immunizations	2637
Giardia	0	Cholesterol Screening	12
Cryptosporosis	1	Immunizations	106
Hep B	6	Pap Smear Clinic	2
Hepatitis C	6	Home Visits	42
HGA	5	Well Child Clinic	3
Legionellosis	1	Hypertension Screening	310
Lyme Disease	43	Animal Bite Consultation	19
Salmonella	2	Hearing Testing	22
Shiga toxin producing organism	2	Tuberculosis Testing	16
Active TB	3		
TB Latent	1	<b>Educational Programming</b>	
Varicella	2	Number of Programs	17
Hepatitis B	0	Participants	1150
Pertussis	4	Employee Health Programs	16
		Number of Participants	648
		CPR Trained	50

# HEALTH DEPARTMENT – CONTINUED

## Documents and Applications Processed

<b>Septic Related</b>		<b>Food Service Related</b>	
Septic Haulers/Installers	72	<b>Permitted Food Establishments</b>	173
Soil Evaluations & Percolation Testing	79	Food Establishment Complaints	9
System Construction	140	Catering Licenses	7
Portable Chemical Toilets	12	Other (Frozen Dessert, Milk & Cream)	104
Title 5 Inspections Reviewed	256	Food Establishment Plans Reviewed	7
System Construction Inspections	374	Mobile	17
		Seasonal Establishments	32
<b>Water/Well Systems Related</b>		Temporary Events	116
Wells/Water Systems	28	Farmer's Market	24
		Residential	
<b>Camp/Camping Related</b>		<b>Miscellaneous</b>	
Day/Overnight & Rec Camps	6	Temporary Housing	9
Inspections Conducted	6	Housing Inspections	32
		Beaver Inspections/Complaints	4
<b>Recreational Water Related</b>		Building Permits	171
Swimming Pool Inspections	22	Stabling & Piggery Permits/Inspection	24
Swimming Pools	2	Hazardous Materials Registration	54
Bathing Beaches	4	Demo Permit Inspections	13
Bathing Beach Inspections/Testing	191	Hazardous Materials Reg	38
		Funeral Director License	1

## Receipts

Septic	\$19,825	Well Child	\$15
Portable toilets	\$115	Mantoux Testing	\$75
Installers	\$5,300	Cholesterol	\$165
Haulers	\$1,575	Immunization	\$60
Temporary food permits	\$4,125	Dental	\$500
Soil evaluation & percolation tests	\$11,323	Fines	\$2,375
Pump and water systems	\$700	Funeral Directors	\$25
Stabling/piggery	\$1,495	Camping/hotel/motel	\$830
Food	\$33,795	Pool	\$2,125
Frozen dessert	\$460	Beach	\$1,710
Mobile food-catering	\$1,540	Well	\$975
Tobacco	\$2,875	Pap Test	\$60
Farmers Market	\$1,360	Flu/Pneumonia Reimbursement	\$42,699
Title V review	\$6,350	Residential Kitchen (broken out for this year)	\$1,300
Pre- Demolition Walk through	\$555	Serv Safe revenue	\$3,640
Housing Inspections	\$1,100	Total	\$149,047

# HIGHWAY DEPARTMENT

**Richard (Chip) Barrett**  
*Superintendent*

The Highway Department from July 1, 2014 through June 30, 2015 performed the following work:

## **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 Department also grades all Town gravel roads, installs berms and curbing, and cuts and clears trees from the roadways during and after storms.

This year 9,328 tons of bituminous concrete was used for repair and maintenance of Town roads.

## **Roads Resurfaced**

The following streets were resurfaced with bituminous concrete:

- Nutting Road
- Russell's Way (portion)
- Acton Road (grind and paved sections)
- Carlisle Road (grind and paved sections)
- Hopkins Place
- Chatfield Circle

The following streets were crack filled:

- Portion of Groton Road
- Portion of Depot Street
- North Main Street
- North Street
- Country Road
- Bridge Street
- Portion of Carlisle Road
- Portion of Robinson Road
- Portion of Main Street

At the following locations guard rails were replaced or installed:

- South Chelmsford Road, 3 locations 300'
- Providence Road 400'
- Dunstable Road, 2 locations 444'
- Tadmuck Road 14'
- Beaverbrook Road 50'

## **Drainage Town Roads**

The following streets had drainage installed:

- Russells Way 300' of 10'' leach pipe
- Hopkins Place 200' of 10'' leach pipe
- Long Sought for Pond Road Replaced culvert 36'' pipe
- Wing Road Replaced both culverts 36'' pipes
- Winding Way 200' of 12'' drainage pipe

## HIGHWAY DEPARTMENT – CONTINUED

### Snow and Ice Removal

The Town of Westford Highway Department, in the interest of public safety and for the convenience of motorists, cleared the snow and ice from approximately 175 miles of roadway. In this process, the Town used 6,272 tons of road salt, 118 tons of sand and 4,300 gallons of liquid anti-icing product. Following are the dates the Highway Department was called out to treat or plow the Towns' roads:

<b>Dates the Highway Department was called out to treat or plow the Town's roads</b>		
November 18	0 Salt/Sand	Black Ice
November 26, 27	6" Plow/Salt	Snow/Sleet
November 28	1" Salt/Sand	Light Snow
December 2	0 Salt/Sand	Snow/Sleet
December 5	0.5" Salt/Sand	Snow
December 7	0 Salt/Sand	Rain/Black Ice
December 9	0 Salt/Sand	Freezing Rain/Black Ice
January 3, 4	1.5" Salt/Sand	Snow/Freezing Rain
January 5	0 Salt/Sand	Snow/Black Ice
January 9	1" Salt/Sand	Snow
January 12	0.5" Salt/Sand	Snow
January 15	0 Salt/Sand	Snow
January 18	0 Salt/Sand	Freezing Rain/Black Ice
January 19	0 Salt/Sand	Black Ice
January 20	0 Salt/Sand	Black Ice
January 24	7" Plow/Salt	Snow/Sleet
January 26, 27, 28	36" Plow/Salt	Snow
January 29	0 Salt/Sand	Black Ice
January 30	0 Salt/Sand	Black Ice
February 2	15" Plow Salt	Snow
February 5	4" Plow/Salt	Snow
February 7, 8, 9	16" Plow/Salt	Snow
February 12	1.5" Salt/Sand	Snow
February 14, 15	14" Plow/Salt	Snow
February 16	0 Salt/Sand	Pre-Treat
February 18, 19	3" Plow/Salt	Snow
February 21	3" Plow/Salt	Snow
March 1	3" Plow/Salt	Snow
March 3	1.5" Plow/Salt	Snow/Sleet
March 15	0 Salt/Sand	Snow
March 17	0 Salt/Sand	Black Ice
March 20	0.5" Salt/Sand	Snow
March 21	1.5" Salt/Sand	Snow
March 28	0 Salt/Sand	Snow

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

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

## HISTORICAL COMMISSION

**David Gutbrod**

*Co-Chair*

**Brian Alcorn**

*Co-Chair,*

*Co-Secretary*

**Brian Langefeld**

*Co-Secretary*

**Robert Stafford**

*Treasurer*

**Brenda Grant**

**John Cunniffe**

**Phil Gilbert**

*Alternates*

### **Achievements**

The Historical Commission implemented the final phases of the restoration of the Westford Museum during 2014. This building, built between 1792-1794, has been a unique Westford treasure since it was constructed as the first Westford Academy.

The Westford Historical Commission is proud to announce that the Massachusetts Preservation Grant originally awarded \$70,000 was increased to \$90,000 in order to include a handicap ramp and drainage work on the perimeter.

This project as well as the Grant was a concerted effort by many volunteers and town employees. The Massachusetts Historical Commission, Town Manager's office, Building Department, Historical Society, many individual letters of support, as well as many hours by the historic planner hired by the Commission, Dianne Sergei. This is a great accomplishment for the town and the Commission that will be essential to restore the former Westford Academy and insure its survival for the next generations.

Please stop by and see the restoration work as well as the museum's latest exhibits.



## HISTORICAL COMMISSION – CONTINUED



Westford Museum photos courtesy of Right Angle Photography

# HOUSING AUTHORITY

## **Westford Housing Authority**

65 Tadmuck Road, Westford, MA 01886  
Phone (978) 692-6011/Fax (978) 692-9609  
E-mail: [westfordhousing@westfordma.gov](mailto:westfordhousing@westfordma.gov)  
[www.westfordhousing.org](http://www.westfordhousing.org)

**Christine Pude**  
*Executive Director*

**Muriel Drake**  
**Carol Engel**  
**Diane Holmes**  
**Corrine Ryan**  
**Nancy Wimberg**

The Westford Housing Authority (WHA) is entering its 45th 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. Chris Pude the longtime Executive Director of the housing authority, retired in June. Chris spent 27 years at the WHA and is a recognized leader in the public housing community and a supporter of affordable housing. Chris will be working with the new Executive Director Paul A. Teixeira to help insure a seamless transition. Paul has worked for 30 years in the affordable housing arena.

The Westford Housing Authority provides housing to seniors, families, and persons with disabilities. The portfolio consists of 73 units of senior housing, 9 family units, and 8 units for people with disabilities. The WHA provides management and maintenance for these units and is currently overseeing several capital improvement projects including window replacement, roofing shingle replacement and the creation of accessible showers. The Town of Westford supports the WHA by providing access to the Council on Aging and Cameron Senior Center programs and professional staff.

To help further educate the general public regarding affordable housing and the regulations that accompany it, the WHA staff and board members worked with the Affordable Housing Trust Fund (AHTF) and the Affordable Housing Committee (AHC) to plan and carry out presentations at the Town's annual strategic planning retreat in June. The WHA continues to provide day-to-day support to the residents of Westford and surrounding communities who are in need of affordable housing. WHA staff answer questions and provide information and referrals to individuals and families on their affordable housing options. In addition the WHA Executive Director supports the AHC and AHTF by scheduling meetings and generating minutes and attends over 20 meetings of these committees annually.

## HOUSING AUTHORITY—CONTINUED

The WHA oversaw lotteries and issued eligible purchaser certificates for qualified buyers at Graniteville Woods Phase IV and remaining units at Tadmuck Meadows and Cottages in the Woods. The WHA provided oversight of resales and refinance activities for home ownership units at Stoneview Estates and Cottages in the Woods to help insure that the affordable housing restrictions were adhered to, thus keeping the homes in the Town's affordable housing inventory. The WHA also oversaw the annual "Self-Certification of Occupancy" process for approximately 100 affordable homeowners. Response rate for FY 2015 was approximately 95%. Remaining units were verified through Assessors office and Registry of Deeds. No discrepancies in ownership were found. In conjunction with the Massachusetts Department of Housing & Community Development (DHCD) the WHA helped to update the Town's Subsidized Housing Inventory (SHI). Affordable housing units at Princeton Properties and Graniteville Woods were added to the inventory. The WHA continued to work with the property managers at Avalon Acton, Abbot Mill and Stony Brook I to verify that new and existing tenants qualify for affordable rental housing. All of these developments are in compliance with the reporting requirements of their permits. The WHA reviewed lottery and fair marketing materials for Princeton Properties development and monitored the lottery process, and provided local preference justification letter for Princeton Properties and over-55 need letter for Littleton Landing.

The WHA has also proposed a program to offer closing cost assistance to first-time homebuyers purchasing an affordable home in the Town of Westford. The program would receive financing from the Affordable Housing Trust Fund and would be operated by the Housing Authority. An application for funding was submitted to the Trust and was contingent upon CPA funding at 2016 Town Meeting.

## HUMAN RESOURCES DEPARTMENT

The Personnel Advisory Committee meets as needed to review personnel policies, pay and classification plan changes, and placement of new positions on the pay bands.

The Town renewed its health insurance with Blue Cross Blue Shield for the period of November 1, 2015 through October 31, 2016 with a 7.83% increase which includes the following plan design changes that will go into effect November 1, 2015:

Office Visit Co-pay: \$15 to \$20  
Emergency Room Visit Co-pay: \$50 to \$75

This change resulted in reducing the health insurance renewal from 8.8% to 7.83%. There are currently 365 retirees on Medex (Medicare supplemental insurance), 93 retirees on active health insurance plans who are not yet eligible for Medex, and 569 employees on active health insurance plans. As of October 2015, 56% of employees who are eligible for health insurance coverage are enrolled.

The Affordable Care Act (ACA) continues to drive changes through complicated laws and has resulted in increased premiums and reporting mandates that affect staff time and the health insurance budget.

The Town does not contribute to the voluntary lines of coverage that include dental, life insurance, long term disability, short term disability, and vision.

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 work place violence and sexual harassment policies.

The HR Office manages the administration of the following areas:

### **Insurance**

- Plan negotiation and 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
- Self-pay and COBRA payments
- Monthly auditing of all benefit bills
- Long term disability, short term disability and life insurance plans
- Workers Comp for town and school
- Administration of police and fire accident insurance (111F)
- Medicare Part D reporting for town and schools

**Pamela P. Hicks**  
*Director of Human Resources*

**Deborah Fleming**  
*Benefits Coordinator*

**Bettianne Steffero**  
*Administrative Assistant*

**Personnel Advisory Committee**

**Joan Bennett**

**Susan Flint**

**Judith Ramirez**

## **HUMAN RESOURCES DEPARTMENT** – CONTINUED

### **Retirees**

- Town retirement, including communication, benefits, and providing support to retirees in conjunction with the Middlesex Retirement System, Mass Teachers Retirement System and PEREC for over 400 retirees
- Maintain retiree contact information
- Provide monthly benefit deduction requests to Middlesex Retirement and process turnovers for town and school

### **Employment Pay and Classification Plans**

- Conducting surveys and drafting changes
- Writing and reviewing job descriptions
- Working with Personnel Advisory Committee to prepare recommendations to Town Manager

### **Administration**

- Maintaining all permanent personnel records
- Ensuring ADA compliance
- Handling Family Medical Leave Act leaves
- Human Resource Information System
- Workers compensation reporting for town & schools
- Employee accruals
- Annual rollover of the payroll system

### **Accounting**

- Flexible Benefit Plans
- Monthly benefit withholding audits
- Authorize payments of town and school benefit accounts payable
- Process turnovers

Communication is always a priority and the department maintains an open door policy with department heads, employees, and retirees to assist and advise on a broad range of personnel issues. The Employee Assistance Program (EAP) is available to all employees, household dependents, and dependents in a completely confidential manner. Town and School Human Resource Departments work closely to ensure consistency and accountability in the day-to-day administration of shared responsibilities.

The Human Resources web page can be found at [www.westfordma.gov](http://www.westfordma.gov) under Town Departments.

## J.V. FLETCHER LIBRARY

FY 2015 was notable for the J. V. Fletcher Library's launch of new initiatives, collections and services to the Westford public, including:

- Streaming Video from *Overdrive*
- *Overdrive Listen* for eAudiobooks
- The Great Courses Lecture Series on Books on CD
- Chinese Language downloadable eBooks
- Orion Starblast 4.5" Circulating Telescope (given by the Aldrich Astronomical Society, Inc., Materion Barr Precision Optics, and UPS)
- New Friends-funded Museum Passes — Harvard Museum, Institute of Contemporary Art, Concord Museum, Historic New England, and Salem Witch Museum

**Ellen Rainville**  
*Library Director*



### **Planning and Design Grant**

In June 2014 the J. V. Fletcher Library was one of twenty Massachusetts libraries to receive a \$50,000 two-to-one matching Planning and Design Grant from the Massachusetts Board of Library Commissioners. With both Town Meeting and Library Trust Funds, the Library is half-way through the two-year grant to study the feasibility of a potential renovation/addition to the library facility. Mid-year a Library Facility Needs Committee was convened comprised of one-half Permanent Town Building Committee members and one-half Library Trustees and Library Director. The Library thanks the Permanent Town Building Committee for their expertise and assistance during the grant application process, during the recent selection of the Owner's Project Manager and Architect/Designer and over the remaining grant year and any resulting project. Thanks also is extended to the Engineering Department which has been so supportive with maps, surveys and plans.

### **Programs**

New Youth Services programming in FY 2015 included:

- Blue Star Planetarium
- Science Magic with the Museum of Science
- Whalemobile
- Library Book Clubs K-8
- SNAP Circuits and iROBOT (STEM programs)
- Diwali for Teens & Tweens
- Random Fandom, Zentangle and Manga
- Drop-in LEGO and GIANT Games
- Page Turning Pals
- Project Runway for Teens & Tweens
- Minecraft
- Peeps Dioramas for Teens & Tweens
- Bubbleology
- Make and Take, and Rainbow Loom Band-It programs
- Meet the Magic of Harry Potter Day

“The Great Courses audiobooks are so valuable. I feel like I'm making the best use of my daily 2.5 hour commute.”  
*Library Suggestion Book*

## J.V. FLETCHER LIBRARY – CONTINUED

Adult programming offered the monthly *Library Book Discussion Group*, the quarterly *Cook Book Club* and the weekly *Westford Job Seekers Network* hosting motivational and practical sessions to job seekers. Additionally FY 2015 brought:

- “It’s Not About the Hike”
- Creating Edible Still Life for Your Holiday Buffet
- The Reluctant Empath
- The Map Thief with author Michael Blanding
- Sounds of the Season with the Merrimack Valley Chorus
- iPad Basics (morning and afternoon session)
- MIT Haystack Observatory Lecture
- An Evening About Afghanistan with Professor Bruce Browne
- Pastel Paint Like the Masters: Georgia O’Keefe’s Poppies
- Musical Duo - Two Old Friends
- Isabella Stewart Gardner
- Gravestone Girls: A Virtual Tour of Westford’s Cemeteries
- Internet Privacy with Alison Macrina from the Library Freedom Project
- An Evening in India with Professor Bruce C. Browne



The three Summer Reading Programs (child, tween and adult) netted over 2,400 registrants from June 2014 through August 2014, with thousands of program attendees. The 2014 state-wide reading themes were: *Fizz, Boom, Read* (Juvenile); *Spark a Reaction* (Tween/Teen) and *Literary Elements* (Adult). The busiest season of the Library year with our highest circulation ever - this program-packed summer read-fest was funded by the Friends of the J. V. Fletcher Library, Inc. and the Massachusetts Library System.

### **Gift- and Grant-Funded Initiatives and Awards**

Again in FY 2015, the Friends of the J. V. Fletcher Library Inc. supplemented the materials budget with more than \$30,000 in funds, and one-half of the library’s MVLC annual membership was paid with State Aid to Public Libraries funds. The library thanks those gracious donors who gave to the Friends’ fall 2014 “The Future is Now!” campaign to raise and supplement Town funds for new media and technology purchases. The Friends are also thanked for funding multiple new museum passes (see above), all library programming, the annual Wishlist and for ALL the ways their support expands and enhances daily library service.

We thank the Westford Garden Club for their on-going gift of passes to the popular Tower Hill Botanic Garden facility in Boylston and for the seasonal beautification of the library’s Main Street entrance.

## J.V. FLETCHER LIBRARY – CONTINUED

The Library's "Every Hero Has a Story (Harry Potter)" entry in the May Apple Blossom Parade won the "Coveted RoudenBowl" for best float!

During a hard winter, an additional "Frozen" program was funded by a donation from generous "Feastivities Catering"! The Library was awarded a \$2,000 FAIR (Family Adventures in Reading) Preteen Book Club Grant from Massachusetts Humanities, with book-based programming in the early Fall. The Library won an MLA PR First Place Award for its *Community Reads* entry from the Massachusetts Library Association!

### **Administrative, Personnel and Volunteer News**

The Library thanks all staff here for their flexibility, creativity, originality and teamwork, as library programming, circulation and attendance increased, despite having to hold the line on costs. We thank here the many volunteers – both adult and juvenile – who assist us in these efforts. We also note the *Link to Literacy* program, under coordinator/volunteer Elizabeth Elliott, which pairs tutors and pupils in English as a Second Language and basic literacy tutoring.

"The Staff at the Library is superlative and always willing to help."

*A Library Patron*

### **Professional Development and Town Civic Activity**

Library staff continued to be active in various professional organizations, with director Ellen Rainville serving as MVLC Assistant Treasurer, and presenting on Facility Management at the annual Massachusetts Library Association conference in Worcester. Staff professional development included participation in the following professional associations or activities, and the Board of Library Trustees is here thanked for their sponsorship of professional memberships, development and activity:

- Massachusetts Library Trustee Association/Massachusetts Friends of Libraries
- Massachusetts Library Association
- Massachusetts Library System
- Massachusetts School Library Association
- Merrimack Valley Library Consortium
- MassLNC
- New England Library Association
- Teen Summit
- American Library Association
- Young Adult Library Services Association
- Staff Development Training on Intellectual Freedom; Emergency Procedures

## J.V. FLETCHER LIBRARY – CONTINUED

### Planning for a 21<sup>st</sup> Century Library

The \$20,000 received at the March 2012 Annual Town Meeting as matching funds for the competitive Planning and Design Grant was supplemented by an additional \$35,000 at March 2015 Annual Town Meeting. The Feasibility Study being conducted under this grant should poise the town for the next competitive matching grant round for the Commonwealth's Public Library Construction Project due January 2017. While



completely cognizant of the current fiscal climate, the Board of Library Trustees and library administration are committed to planning for 21<sup>st</sup> century library services for Westford residents in a facility designed for those services. The design now being developed will offer space to put the “public” in our public library. Receipt of the Planning and Design Grant marked the beginning of what could be a decade-long expansion process, with the most recent renovation now twenty-seven years old.

### Facility Maintenance

In FY 2015 the Library tackled systems and maintenance issues within the facility:

- Increased COMCAST speed & added IT port
- Grant-funded energy-efficient parking lot lights
- New hot water heater & mechanical room drain
- New heat detectors (16)
- Heat pump #5 repaired
- New snow blower purchased
- Roof shoveling, icfall removal, copper downspout, and flat roof repairs necessitated by the punishing winter
- Repaired chiller shaft and motor
- Replaced public toilets with low-flow units installed by Water Department
- Maintenance and safety issues addressed as identified in MIIA Insurance walkthroughs
- Funded via the Friends of the J. V. Fletcher Library, Inc. Wishlist: a new Meeting Room lectern



## **J.V. FLETCHER LIBRARY** – CONTINUED

### **Library Staffing FY 2015**

**Director-** Ellen D. Rainville

**Asst. Director-** India Nolen

### **Senior Librarians**

Head of Circulation- Holly Sheridan-Pritchard

Head of Youth Services- Nancy Boutet

Head of Reference & Information Services- Kristina Leedberg

Automation/Systems/Head of Technical Services- Dina Kanabar

### **Staff Librarians**

ILL/Serials Librarian- Sarah Regan

Young Adult Specialist/Asst. Youth Services- Kira McGann

Local History/Genealogist- Virginia Moore

Head Cataloger- Alla Brovina

Substitute- Bharti Joshi

### **Library Associates**

Cataloger/Data Entry- Pat Matheson (retired 11/14/2014); Charles Schweppe

Fine Arts/AV Librarian/Acquisitions/Fund Accounting- Carol McCahon

Juvenile Reference/Program Assistants- Ellen Apicco; Jacki Dibble;

Seana Rabbito

Circulation and Reader's Advisory- Jean Butler; Laura Fowler; Mayleen Kelley;

Judy Madsen; Paula McWilliams; Deborah Santoro; Chantale Shepard

Substitute- Amy Spadano

### **Library Technicians**

Order and Acquisition Receiving- Nancy Ellis Barrett

Inter-Library Loan Support- Lauren Evans; David Wesson

Substitute- Mary Boutet

**Maintenance Worker I-** Dennis Mulligan

**Maintenance Worker II-** Evelyn Desharnais (retired 4/9/2015); Carole Climo

**Office Manager-** Zoe Daniel

**Library Pages (4)**

**Volunteers (31)**

# J.V. FLETCHER LIBRARY – CIRCULATION STATISTICS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Adult Books	7,287	6,246	5,996	5,592	4,878	5,984	5,967	5,617	6,399	5,960	5,529	6,422	71,877
Young Adult Books	2,723	2,196	1,909	1,482	1,421	1,610	1,458	1,492	1,753	1,735	1,509	2,331	21,619
Children's Books	19,285	13,785	12,603	12,677	11,424	11,232	11,057	11,834	14,477	12,310	10,858	16,017	157,559
Adult Magazines	739	632	636	552	514	438	475	445	435	408	397	617	6,288
Young Adult Magazines	24	17	10	7	11	5	6	10	5	23	15	44	177
Children's Magazines	158	137	88	90	73	111	82	74	73	84	80	105	1,155
Adult CD's	1,585	1,556	1,554	1,471	1,472	1,920	1,655	1,423	1,682	1,605	1,435	1,505	18,863
Young Adult CD's	120	200	126	96	99	114	121	93	105	129	117	148	1,468
Children's CD's	342	236	234	235	241	235	209	186	223	246	150	281	2,818
Adult Cassettes & Audio Books	15	13	12	13	11	15	11	10	12	10	7	4	133
Young Adult Audio Books	0	0	0	0	3	1	0	0	0	0	0	0	5
Children's Cassettes & Audio Books	7	3	6	2	3	2	1	0	1	0	0	0	25
Adult Videos	1,933	1,694	1,541	1,591	1,549	2,157	2,523	2,759	2,850	2,503	2,280	2,585	25,965
Young Adult Videos	7	6	5	4	5	4	3	11	9	4	7	12	77
Children's Videos	1,242	969	719	815	851	1,034	1,247	1,622	1,537	1,461	1,167	1,789	14,453
Adult Electronic Format	0	0	0	0	0	0	0	0	0	0	0	0	1
Young Adult Electronic Format	1	1	1	0	0	4	1	0	1	1	1	0	11
Children's Electronic Format	34	34	22	49	18	31	39	35	196	46	45	67	616
Adult Playways (Scat 1267)	222	169	170	183	140	136	126	142	133	163	139	142	1,865
Children's Playways (Scat 1270)	198	160	118	146	118	109	105	120	148	109	114	190	1,635
Adult Miscellaneous	18	13	12	12	13	12	12	31	23	17	22	6	191
Young Adult Miscellaneous	2	3	0	0	0	1	1	0	0	0	0	2	10
Children's Miscellaneous	32	29	28	22	10	6	23	20	27	23	15	29	264
Virtual Catalog Lending	3	0	3	1	2	8	3	3	6	5	16	46	96
Museum Passes	285	270	112	142	137	124	151	120	146	230	183	248	2,148
Downloadable Overdrive	916	849	802	889	801	937	1,066	876	974	869	981	1,068	11,028
Streaming Video Overdrive							5	4	10	2	3	2	26
Freegal Music	397	392	515	690	552	654	496	423	747	649	577	505	6,597
IndieFlux	38	16	20	107	56	124	40	53	58	87	15	47	661
Tumblebooks	211	164	594	929	1,371	1,469	777	548	1,086	770	568	705	9,192
Zinio	141	252	257	268	270	202	393	288	302	343	361	205	3,282
Homebound	68	63	60	64	52	91	101	75	92	89	81	87	923
Foreign Language Deposit	15	13	13	8	4	5	0	5	4	14	6	5	92
TOTAL:	38,048	30,118	28,166	28,137	26,100	28,775	28,154	28,319	33,515	29,895	26,678	35,215	361,120

# J.V. FLETCHER LIBRARY – CIRCULATION STATISTICS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Previous Year FY14:	37,758	31,288	25,468	27,357	25,228	25,229	27,146	26,074	29,884	27,210	26,591	31,871	341,104
Percent Change:	0.77%	-3.74%	10.59%	2.85%	3.46%	14.06%	3.71%	8.61%	12.15%	9.87%	0.33%	10.49%	5.87%
OPAC Renewals	2,684	3,110	2,707	2,510	2,245	2,789	2,718	2,719	3,175	3,136	2,833	2,768	33,394
Renewals	4,270	3,665	3,652	3,625	3,019	3,412	3,188	2,883	3,680	3,263	3,122	3,077	40,856
Network transfers IN	4,551	3,843	4,127	4,134	3,582	4,206	3,964	4,045	4,408	3,920	3,402	3,928	48,110
Network transfers OUT	2,658	2,368	2,581	2,551	2,307	2,592	2,392	2,359	2,902	2,752	2,484	2,587	30,533
Inter-Library Loans IN	57	31	50	56	37	61	50	50	52	44	32	70	590
Inter-Library Loans OUT	10	20	19	12	14	18	14	20	54	33	23	27	264
Database Sessions, Fletcher													34,167
Database Sessions, MVL/C/Region													36,055
Reciprocal (LOANED)	2,486	2,008	2,006	1,903	1,915	2,137	2,104	2,316	2,938	2,167	1,957	2,233	26,170
Reciprocal (BORROWED)	3,117	2,768	2,710	2,858	2,566	2,889	2,502	2,722	2,971	2,803	2,504	2,622	33,032
Hold Requests	4,927	4,441	4,128	4,022	4,105	4,172	4,653	4,089	4,409	3,868	2,991	4,676	50,481
New Registrations	128	87	69	57	43	61	47	52	63	68	53	101	829
Total Reciprocal	10,658	4,776	4,716	4,761	8,629	5,026	9,306	9,179	10,381	8,906	7,505	9,632	59,202
% of Circ to Reciprocal	28.01%	15.86%	16.74%	16.92%	33.06%	17.47%	33.05%	32.41%	30.97%	29.79%	28.13%	27.35%	25.81%
Meeting Room Reservations	110	84	125	180	185	146	162	179	172	197	160	154	1,854
Days Open	23	26	25	26	21	22	27	24	31	28	25	26	304
Hours Open	249	231	231	235	200	230	195	196	257	240	231	242	2,737
Library Website Sessions	8,870	8,043	7,931	7,589	6,775	7,425	8,159	8,072	7,542	8,506	7,174	8,884	86,086
Boopsie Hits	57,024	54,963	52,560	57,634	4,487	5,266	8,064	9,694	9,158	7,060	10,983	8,873	285,766
Internet Users	311	285	334	330	296	291	323	290	361	422	378	327	3,948
Adult Program Attendees	269	85	126	131	111	131	104	83	196	169	149	144	1,698
Adult Programs Offered	11	4	6	8	6	5	5	7	8	8	6	7	81
YA Program Attendees	139	125	0	116	75	73	15	103	46	96	14	1,817	2,619
YA Programs Offered	6	2	0	11	8	8	2	7	6	9	2	34	95
Children's Program Attendees	905	511	126	1,637	1,204	717	0	1,788	1,512	958	168	1,418	10,944
Children's Programs Offered	12	3	2	35	28	22	0	31	39	22	3	28	225
Average Circ Per Day	1,654	1,158	1,127	1,082	1,243	1,308	1,043	1,180	1,081	1,068	1,067	1,409	1,188

## TRUSTEES OF THE J.V. FLETCHER LIBRARY

**Susan Flint**  
*Chair*

**Robert Price**  
*Treasurer*

**Buffie Diercks**  
*Secretary*

**Kathleen Canavan**  
**Marianne Fleckner**  
**Hajo Koester**



The J. V. Fletcher Library Trustees have had a busy year, implementing the two-year Planning and Design Grant that the Library was awarded from the Massachusetts Board of Library Commissioners, and forming the Library Facility Needs Committee. This committee is working hard with our chosen architectural firm to advance our plans for a much needed library expansion. We look forward to soliciting community input as we work on an architectural design. As always, the Library Trustees are sincerely thankful for the fiscal and on-going support that the entire Westford community has always shown for the Library.

### TRUSTEE FY15 GOALS

- Pursue funding for the redesign of the Library driveway, islands, traffic flow, book drop location, lighting, dumpsters and parking lot as the priority FY16 Capital request.
- Further the J. V. Fletcher Library Building Expansion project by supporting the Library Director and Management Team in the successful administration of the two-year Planning and Design grant, and planning for a Massachusetts Public Library Construction Project grant.
- Further the objectives of the J. V. Fletcher Library Strategic Plan by:
  - Funding two staff-determined Staff Development activities
  - Collaborating with the Friends in facilitating the launching of the J. V. Fletcher Library Foundation
  - Furnishing liaisons to the Permanent Town Building Committee to function as the Library Building Committee

### TRUSTEE INITIATIVES

The major work of the Trustees this year was our library expansion initiative. The Library Facility Needs Committee selected the Owner's Project Manager and Architect/Designer, and will pursue analysis of site(s), and formulate a presentation to the Town of potential future library designs. All of this work is in preparation for the 2017 Massachusetts Public Library Construction Grant Application (in which MBLC may match construction costs by up to 50%). The Trustees intend to address the current limitations in our Library due to space limitations and overall inadequacies of our facility.

## TRUSTEES OF THE J. V. FLETCHER LIBRARY – CONTINUED

### TRUSTEE COLLECTIONS, FUNDS AND BOARD ACTIVITIES

The Library Trustees used trust funds to pay for: memberships and dues for staff members; the Staff & Volunteer Recognition Brunch; program support; printing of the semi-annual events mailer; and support related to the Planning and Design Grant. The Trustees also saw extraordinary trustee expenses and initiatives this year that included the \$5,000 matching funds related to the Planning and Design Grant mentioned above, sponsoring the MLA Intellectual Freedom Workshop for staff development and paying for graphics design costs associated with the Planning and Design Grant. Library Trustees were also delighted to award Library Associate Seana Rabbito an Ellen D. Rainville Continuing Education Award, in pursuit of her MLS degree.

### LIBRARY POLICIES, REVISED OR APPROVED

- Trust Fund Policy (7/7/2014)
- Meeting Room Policy (7/7/2014)
- Video Policy (1/5/15)
- Telescope Lending Policy (6/1/2015)
- Playaway Launchpad Loan Policy (7/6/15)

### STAFF AND VOLUNTEER RECOGNITION

The J. V. Fletcher Library would not be the special place that it is without the dedication and hard work of the entire staff. The Trustees would like to thank the Library Staff for enhancing and expanding program innovations and continually providing excellent service with a smile on everyone's face! In November, we hosted the annual Recognition Brunch and celebrated several staff anniversaries and one retirement which occurred between January 1, 2014 and December 31, 2014:

- For 10 years of service: Dennis Mulligan, Building Maintenance Worker I
- For 15 years of service: Dina Kanabar, Head of Systems/Technical Services
- For 25 years of service & retirement after 25 years: Patricia Matheson, Library Technician
- We also note the 2015 retirement of Evelyn Desharnais, Maintenance Worker after almost 25 years

As always, the J. V. Fletcher Library is honored to have so many dedicated volunteers. This year we had 1,011 volunteer service hours over the year - service equaling .94 full-time equivalents (FTE's) per week. The Friends thanked a host of additional volunteers at their November Annual Meeting. The Library also hosts the *Link to Literacy Initiative* and thanks the ESL Coordinator and tutors for their wonderful endeavors.

## TRUSTEES OF THE J. V. FLETCHER LIBRARY—CONTINUED

### FRIENDS OF THE J. V. FLETCHER LIBRARY, INC.

The Library Trustees thank the Friends of the J. V. Fletcher Library, Inc. for their invaluable support of our library including:

- Fall 2014's Annual Appeal raising "The Future is Now" Funds
- Museum passes & reservation software; Summer Reading Programs; Holiday programs; popular bestsellers; equipment, computers and furnishings and Computer Room; public relations; book sales (4); juvenile, teen and adult programs
- Joint work with the Trustees on establishing a J. V. Fletcher Library Foundation

*Note:* The Library Trustees generally meet at 7:00 PM at the library on the first Monday of the month throughout the year. These meetings are open to the public and residents are always welcome to attend and comment. An updated meeting schedule is maintained at the library website: [www.westfordlibrary.org](http://www.westfordlibrary.org). The Trustees may be reached through its website and all library policies are available there for public viewing.

TRUSTEES OF THE J.V. FLETCHER LIBRARY-CONTINUED

Date: 7-1-2014-6/30-2015

ACCT. NAME & NO.	DEP./EXP. CODE	7/1/14 NON-EXPENDABLE FUNDS 598100	7/1/14 EXPENDABLE FUNDS 570000	ANNUAL DEPOSITS	ANNUAL INTEREST	ANNUAL EXPENSES	ANNUAL FEES	6/30/15 BALANCE EXPENDABLE	TOTAL ASSETS
81610860 Library Book Fund #674	860	\$13,000.00	\$2,738.77	0	\$231.72	\$0.00	-\$13.60	\$2,956.89	\$15,956.89
81610861 Library Lecture Fund #675	861	\$30,000.00	\$1,244.98	0	\$459.08	(\$300.00)	-\$26.98	\$1,377.08	\$31,377.08
81610863 Library All Purp. Fund #673	862	\$17,347.58	\$74.54	0	\$255.98	(\$174.06)	-\$15.05	\$141.41	\$17,488.99
82610864 Library Trustee Fund #672	863	\$61,137.50	\$746.34	0	\$911.23	\$0.00	-\$53.48	\$1,604.09	\$62,741.59
J.V.Fletcher Lib. Trust #676 81610865	864	\$0.00	\$42,600.62	0	\$574.49	(\$9,337.78)	-\$35.74	\$33,801.59	\$33,801.59
E. D. R. Cont. Educ. #677 81610865	865	\$83,855.00	\$471.37	0	\$1,238.82	(\$500.00)	-\$72.84	\$1,137.35	\$84,992.35
TRUST FUND TOTALS: (Bartholomew & Co. Management)									
		\$205,340.08	\$47,876.62	\$0.00	\$3,671.32	-\$10,311.84	-\$217.69	\$41,018.41	\$246,358.49
BENEFACTORS' FUND*:									
(TD AMERITRADE)		866	\$79,893.36						\$80,761.79
TOTALS:		\$285,233.44	\$47,876.62	\$0.00	\$3,671.32	-\$10,311.84	-\$217.69	\$41,018.41	\$327,120.28

\* Held by the Board of Library Trustees.

# MUSEUM & HISTORICAL SOCIETY

**Penny Lacroix**  
*Museum Director*  
**Deb Banerjee,**  
,

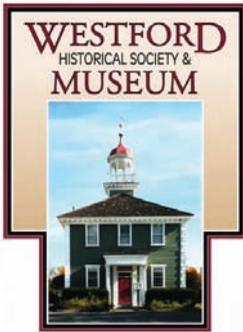
**Geoff Hall**  
*President*

**Mike Harde**  
*Treasurer*

**Dan Lacroix**  
*Secretary*

**David S. Brody**  
**James J. Clark**  
**Leslie Howard**  
**Sandra P. Johnston**  
**Jack Mangan**  
**Patti Mason**  
**Newell F. Tillman**

**Retired**  
**Charlie McColough,**  
**October 2014**



The Westford Museum is located at 2 Boston Road. The Westford Historical Society (WHS) offices and collections storage are located in the Cottage at 4 Boston Road. Board meetings are usually the 4<sup>th</sup> Wednesday of the month at 7:15 p.m.

Website: [www.museum.westford.org](http://www.museum.westford.org)

Email: [museum@museum.westford.org](mailto:museum@museum.westford.org)

## **Mission:**

The Westford Historical Society is a non-profit organization committed to stimulating interest in the history of our community by collecting, preserving and sharing our unique cultural heritage.

To achieve this purpose we support research and encourage the preservation of historical documents, photographs, relics and sites, offer exhibits, and provide educational and cultural programs.

## **Membership**

Total membership for the year was 119, compared to 116 the previous year.

## **Visitors**

Visitation at the Museum was significantly down this year as compared to past years - 1077 in FY2015 vs. 1699 in FY 2014 - due primarily to the months of construction, which limited access to the building and to exhibits. The second floor of the Museum was closed to visitors from March through the remainder of the year. To compensate, several events were held off-site, including formal presentations to all 17 3<sup>rd</sup> grade classes in the town.

## **Project Highlights**

### **New Exhibits**

- Revival of the Military Exhibit, which served as a prototype for wider upcoming museum exhibit renovations
- Parkerville Exhibit (temporary)
- Town Farm Exhibit (temporary)
- Installation of a custom case for the plaster cast of the Westford Knight carving

### **Other highlights**

- Administrated the Westford History Research contest for WA students
- Hired a part-time Development Director

## MUSEUM & HISTORICAL SOCIETY – CONTINUED



### **Public events sponsored by the WHS**

- Parkerville exhibit kickoff with Kimball Farm
- Parkerville multimedia presentation by Geoff Hall given on several occasions at different locations around Westford
- Self-guided tour of Parkerville with new geocaches
- Apple lecture with John Bunker (at the First Parish Church United)
- Dave Brody lecture and book signing
- Patriots' Day Concert (with support from a Local Cultural Council grant)
- St Distaff's Day celebration and Great Wheel Revival

### **Volunteers**

During the year, more than 52 individuals donated over 2500 hours of volunteer time at the Museum and the Historical Society offices. Tasks ranged from office work and maintenance, to exhibits preparation and research, to museum docenting and event management. Several student volunteers, one WA senior and three WA graduates, supplemented their studies by committing significant time to the WHS. Each and every volunteer is invaluable for his or her person contributions.

# NASHOBA VALLEY TECHNICAL HIGH SCHOOL

**100 Littleton Road, Westford, MA 01886**

www.nashobatech.net      978-692-4711

Nashoba Valley Technical High School is a regional technical high school established in 1969 to serve students grades 9–12 that also provides post-graduate programs for those between the ages of 18 and 25 years old 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. With an enrollment of approximately 760+ students from eight communities, Nashoba Valley Technical High School offers career preparation in 18 technical programs. *Accreditation:* New England Association of Schools and Colleges.

## School Committee Members

**Mark Desrochers**

**Raymond Riddick**

**Ronald Deschenes**

*Alternate*

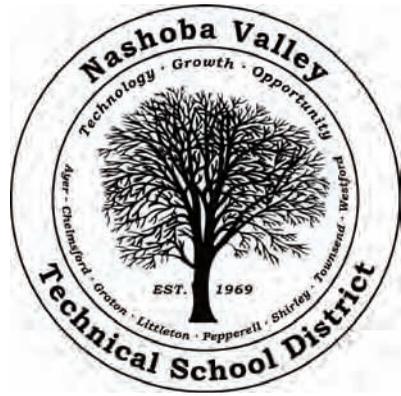


## Administration

Dr. Judith L. Klimkiewicz	Superintendent
Ms. Denise Pigeon	Principal
Mr. Matthew Ricard	Assistant Principal
Ms. Jeanne Savoie	Business Manager
Dr. Carol Heidenrich	Director of Technology
Ms. Gabriella White	Director of Curriculum
Ms. Kyla Callahan	Coordinator of Guidance and Admissions
Ms. Wendy Hood	Coordinator of Special Education and Team Chair
Mr. Paul Jussaume	Coordinator of Technical Programs and Cooperative Education
Mr. Jeremy Slotnick	Coordinator of Academics and Testing

# NASHOBA VALLEY TECHNICAL HIGH SCHOOL – CONTINUED

**The Learning Schedule:** Three 12-week trimesters consisting of eight 45-minute periods 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

Nashoba’s enrollment continued to grow during the school year and once again we welcomed a significantly larger student body. This year our security system was updated with additional security monitors at the front and rear entrances. Construction has completed on our new athletic facilities including a new sports complex that consists of a multipurpose turf field, tennis complex and a practice field, as well as state-of-the-art track, new softball and baseball fields, tennis courts and field hockey. To complete the renewal of our athletic facilities, the final touch was to add new bleachers and gym floor. Our Dance and Art studio is near completion and will enhance our pre-school and Theatre Arts and Design & Visual programs by allowing students to showcase their talents.

Nashoba continues to embrace educational opportunities for our teachers through summer professional development opportunities as well as by serving as a satellite campus for many local colleges’ advanced graduate programs.

As we continue through a time of economic uncertainty we can assure you that at Nashoba Valley Technical High School, students will still receive a technical education of the highest quality with the most current state-of-the-art equipment while still providing our district members with a fair and equitable assessment. Our Engineering Academy, entering its second year at Nashoba Tech, is a selective program targeting high achieving math and science students who are interested in entering various engineering, electronics/robotics, or bio-manufacturing fields.

Auto Collision Repair & Refinishing		
Automotive Technology	Engineering Academy	} Electronics/Robotics Engineering Technology Bio-Manufacturing
Banking, Marketing & Retail		
Carpentry/Cabinet Making	Health Assisting	
Cosmetology	Hotel Restaurant Management	
Culinary Arts	Machine Tool Technology	
Dental Assisting	Plumbing/Heating	
Design & Visual Communications	Programming & Web Development	
Early Childhood Education	TV & Media Production/Theatre Arts	
Electrical Technology		

# NASHOBA VALLEY TECHNICAL HIGH SCHOOL – CONTINUED

## **Special Academic Programs**

Advanced Placement, Honors and College Preparatory courses are available in all core subjects. Foreign language, music, theatre and additional elective courses are offered for all four years to all interested students.

## **Dual Enrollment**

The Dual Enrollment program is a state-sponsored program that allows eligible NVTHS students to enroll in courses at a local college while they are still in high school. The Dual Enrollment Program is available to any junior or senior who meets the criteria adopted by both the State and the School District. Juniors who are eligible and recommended by teachers/administration may elect to enter the Dual Enrollment Program and take courses their junior and senior years at a two- or four-year public college or private institution in Massachusetts or New Hampshire. The program allows a student to attend Middlesex Community College, Mt. Wachusett Community College, UMass Lowell or Fitchburg State University on a full time basis, while still enrolled at NVTHS as a high school student. Credit for the courses applies to both the high school and college transcripts. Upon completion, students receive their high school diploma from Nashoba and one or two years of college credit. Many Nashoba students in recent years have graduated with an Associates degree from a college and their high school diploma at the same time. Also, individual study programs for talented students are directed to their area of excellence. Many of our students are accepted at such distinguished institutions as MIT, Ithaca College, Emerson College, Boston University, and University of Massachusetts, among others.

## **Community Service Projects**

Nashoba is unique in its approach to community service and its relationship to its district towns. Students and their instructors travel to various sites within our district to work on community service projects that have been approved and selected for their benefit to the community and the learning of our students. The students perform all necessary work for the district towns to complete their requested project. The Community Service Program educates students in a real world setting and allows the towns the benefit of observing Nashoba students at work, creating a lasting tribute to their efforts and having a major project completed without over-expending limited town resources for capital improvement.

## **Student Activities**

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in 16 current high school sports, with equal opportunities for both male and female students. Next year we hope to add tennis and crew as new team sports. Other extracurricular activities include Student Council, National Honor Society, Music Honor Society, Yearbook, Kick Off Mentors, Students Against Destructive Decisions (SADD), Skills USA, Student Leadership, Peer Mediation, Chorus, Drama, and many special interest clubs. No user fees are imposed on any sport, school sponsored club, or activity.

## **Continuing & Community Education**

More than 700 adult students per semester attended the Continuing Community Education Program in late afternoon and evenings at Nashoba. More information can be found on the NVTHS website.

# 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 thirteen regional planning agencies in the Commonwealth. NMCOG serves nine communities in the Greater Lowell area, including Westford, and provides professional technical assistance in the areas of transportation, economic development, emergency management, land use, community development, permitting, smart growth, housing, historic preservation, open space and conservation, geographic information systems (GIS), pre-disaster mitigation and emergency response, and environmental protection. The Council's governing body is comprised of a chief elected official, Planning Board member and alternate from each member community.

<p><b>Mark Kost</b> <i>Councilor, Board of Selectmen</i></p> <p><b>Darrin Wizst</b> <i>Councilor, Planning Board</i></p> <p><b>James Silva</b> <i>Alternate</i></p>
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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 between the public and private sectors. NMCOG promotes the interests of the local communities at the state and federal levels, and often acts as a liaison between the municipalities and other levels of government.

The Council maintains a staff of professional planners and technicians to assist in developing and implementing its policies. The Council meets monthly (usually the third Wednesday of each month) at 40 Church Street, Lowell, and all meetings 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 funding programs. The Council's annual budget includes \$79,970 in local assessments, of which \$6,135 represents Westford's share.

NMCOG devotes a large share of its resources to transportation issues. Over the past year, the Council assisted Westford as follows:

- Assisted with Community Compact application for CrossTown Connect, a regional transportation management initiative focused on reducing traffic congestion and air pollution while increasing mobility and commuting options.
- Submitted a Community Innovation Challenge Grant application on behalf of our town to study a regional organic waste disposal center.
- Completed and submitted our region's Hazard Mitigation Plan to the Massachusetts and Federal Emergency Management Agencies. This plan is required in order for our town to receive certain emergency management grant funds
- Revised a District Local Technical Assistance VIII grant for an Economic Development Self Assessment Tool and a Village Rezoning Study.
- Continued efforts on a Regional Bicycle and Pedestrian Plan.

NMCOG undertakes an annual traffic counting program, collecting over 100 counts at various locations throughout the region. Many of these counts are conducted within the Town of Westford. The count data is incorporated into a traffic count book and map that is distributed to local officials. Traffic count data is also available on the Council's web site at [www.nmcog.org](http://www.nmcog.org).

# NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS

—CONTINUED

The Council continues to provide assistance to the Lowell Regional Transit Authority (LRTA) in the following areas: obtaining Federal capital and operating assistance, marketing programs to improve ridership and revenue, statistical monitoring and analyses, and planning evaluation of the LRTA's route structure and scheduling. Transportation services are available to Westford seniors through the Westford Senior Center. The LRTA provides fixed-route bus service along Route 110 in Westford, from the Chelmsford town line to the Littleton IBM facility.

## PARKERVILLE SCHOOLHOUSE COMMITTEE

Westford's District #5 Parkerville Schoolhouse had a fairly quiet year, if you do not count the seventeen enthusiastic and inquisitive third-grade classes (in addition to three second-grade classes from Acton) which visited during the popular Living History Program. This program is done in conjunction with the local history curriculum and continues to be a highlight of many elementary students' memories. During this past spring, these students experienced the Old School Days curriculum of 'rithmetic on slates, dip-pen writing, marching to the wind-up Victrola, old-fashioned games and local history. The students are encouraged to wear period clothing of the early 20<sup>th</sup> century and are excited to take on the name of a former student such as Elizabeth Nesmith, Frank Jarvis, Bernard Wilder, Fred Griffin, Harold Vose, Selma Williamson or Connie Succo, many of whose names still echo today in road names in Parker Village.

A wonderful addition to many of the students' experiences comes from the "schoolmarms" who volunteer their time, most of whom are retired teachers: June Kennedy, Ruth Guild, Dolly Michaelides, Bonnie Oliphant, Melva-Jean Shepherd, Emily Popolizio, Marcia Chamberlain, and Heidi Hatke. More schoolmarms are needed to make sure that every class can have this experience so please consider joining this group of women in bringing history alive.

In addition to being rented for parties and occasional adult meetings, the schoolhouse is "rented" free of charge to local student or child-based groups such as scouts or 4-H. The only payment the Board asks in return for this free usage is help with the annual spring cleanup, which usually involves raking up and moving a lot of dirt and rocks which have been pushed onto the lawn by the snowplows. Our annual town-wide mailing sent out by the Friends of the Parkerville Schoolhouse each October requests donations for building upkeep and also for volunteer service for various jobs including gardening, baking for the Open House or help with interior spring cleaning. All residents are invited to our annual open house the first Sunday afternoon in November.

Although the Town owns and insures the building, many of the Schoolhouse maintenance projects such as exterior painting and floor refinishing are done via fundraising and grant proposals. The main floor was refinished again this summer which required that all the old school desks be removed from the building and stored nearby.

**Dolly Michaelides**  
*President*

**Bob Oliphant**  
*Vice President*

**John Wilder**  
*Treasurer*

**Heidi Hatke**  
*Recording Secretary &  
Building Usage Coordinator*

**June Kennedy**  
*Corresponding/  
Archival Secretary*

**Bonnie Oliphant**  
*Living Historian Liaison*

**Roger Plaisted**  
*Building Maintenance  
Coordinator*

**Charles Kennedy**

## **PARKERVILLE SCHOOLHOUSE COMMITTEE**—CONTINUED

This year the Town assessed its buildings and a punch list was created. From this large list the Parkerville Schoolhouse Committee created a list of top priority items. Smaller projects such as fixing door locks, exterior porch repair and replacement of the entry way carpet will be handled by the committee while larger ones will be contracted out. Community Preservation Act funds were requested for two larger projects.

Per the Assistant Town Manager's suggestion, Bob Oliphant of the Board of the Friends of Parkerville Schoolhouse met with him and the Community Preservation Committee (CPC) and the Westford Historical Commission (WHC) regarding our application for Community Preservation Act (CPA) funds to install a fire alarm in the Schoolhouse that will connect directly to the Center Fire Station and to prepare a plan for installing a sprinkler system. Both organizations supported the applications and were very complimentary of the Parkerville Schoolhouse Committee's work in maintaining the building and supporting the Westford School's history program. Funding for these projects was approved at the Annual Town Meeting.

The schoolhouse has old-time charm with its rows of old desks and chalkboard-lined walls, but also has buffet tables and chairs to accommodate up to 50 people; however the parking is more restricted especially in the winter. Anyone interested in renting or using the schoolhouse for a meeting, activity or party for a nominal fee, should contact Heidi Hatke at 978-392-6827 or at [h.hatke@verizon.net](mailto:h.hatke@verizon.net). The rental agreement and rules can be found on our website [www.westford.com/parkerville/](http://www.westford.com/parkerville/). The Board meets on the 3<sup>rd</sup> Wednesday of most months. To attend a meeting or join our group, please contact Heidi.

# PARKS AND RECREATION COMMISSION

**Kevin “Kacy”  
Caviston** *Chair*

**Carolyn Metcalf**  
*Vice-chair*

**Colleen Barisano**

**Gus Bickford**

**Cindy Freud**

**Ken Hanly**

**John McNamara**

**Richard McCusker**

**Alternates**

**Chris Barrett**

**Jack Clancy**

The Parks and Recreation Commission acts as the policy-setting committee for Parks and Recreation. Commissioners are appointed by the Town Manager to serve a three-year term. The commission oversees short and long-range planning for recreational facilities and site acquisition, as well as the development and maintenance of existing recreational facilities. The Commission meets the first Monday of each month, September – June, and as needed in July and August.

The Commission wishes to thank Carolyn Metcalf for her long time service and appreciation for spearheading various projects including the construction of three additional tennis courts at the Veterans Memorial Complex/Stony Brook Middle School. The Commission also wishes to thank Ken Hanly for his long time service and appreciation for taking on

the major task of overseeing and keeping the group on track for the fundraising project for the Community Fields. The Community Fields project consisted of three new synthetic turf fields, the renovation of the Westford Academy Trustees field, and two new fields synthetic turf fields at Nutting Road.

The Parks, Recreation and Cemetery Department is responsible for recreation programming, parks and grounds maintenance, cemetery maintenance and operations.

**Department Staff**

Patricia Savage, Director

Sandra Habe, Assistant Director

Debra Barry, Office Administrator  
(Retired December, 2015)

E. Rozanne Fredkin, Office Manager

Danielle LeBlanc, Senior Assistant  
Cemetery

Pam McNiff, WPC Curriculum &  
Program Coordinator

Merideth Goddard, Middle School  
Rec Club Coordinator

**Crew Staff**

Director and Head Crew Coach David  
Cormier

replacing Eddie Bruce (March 2015)

Crew Coach Michael Anne Sevick

**Westford Partnership for Children  
After School Enrichment Program**

**Site Directors**

Abbot- Tiffany Gintner

Crisafulli- Michelle Collette

Day- Tamara Demaio

Miller- Donna Burnham

Nabnasset- Geraldine Simons

Robinson- Linda Hillman

**Assistant Site Directors**

Dylan Brock

Elizabeth Silva

Site Leader William Melchin

Recreation Supervisor Krithika

Venkitasubramony

**Shared positions with  
Highway Department**

Jonathan Revis, Parks/ Grounds  
Operations Supervisor

Robert Upperman,

Parks/Grounds Crew Leader

Richard Nawoichik, Cemetery  
Supervisor

**Heavy Equipment Operators**

Brian Auger

Lloyd Leach

Glen McCarthy

Brian Shipley

The administrative office is located at 35 Town Farm Road. [www.westfordma.gov/rec](http://www.westfordma.gov/rec)

**PARKS AND GROUNDS**

Parks and Grounds maintain parks and recreation areas as well as other town properties.

In addition to mowing, seeding, deep tine aeration, weed and pest control the crew during the spring through fall season completes additional work that is site specific.

## PARKS AND RECREATION COMMISSION—CONTINUED

Jon Revis and Robert Upperman met with representatives from the Agricultural Commission in the spring regarding the new Community Gardens approved by the Conservation Commission. The garden was marked out and Parks & Grounds prepared the area for the gardeners including roto-tilling, adding soil, compost and lime. The crew will prepare the gardens for the winter removing fencing, adding compost, soil, lime and rye grass seed as a cover crop.

*American Legion ball fields - Graniteville* is the principal location for youth baseball and softball. The crew continued to maintain the fields and met with the new leadership of Westford Youth Baseball and Softball League (WYBSL). Spring preparation included adding clay to the various fields, cut out of the base paths, irrigation, electrical, and fence repair. In addition to the weekly maintenance of the property WYBSL hosted several large tournaments in the spring requiring additional field preparation.

### *Community Fields at Nutting Road*

The Community Fields are synthetic or artificial turf fields lined for soccer and lacrosse. In addition to Westford Youth Soccer, Westford Youth Lacrosse, and Over the Hill Adult Soccer League, Westford Academy has use of the fields during the week in the spring and fall. There were additional permits issued for a lacrosse clinic, Stars soccer tournament, and other league teams with Westford participants.

The heavy snowfall created a substantial problem for the start of the spring sports season. The Commission approved the removal of the snow from the fields. The crew did begin the slow lengthy labor-intensive process and the fields opened for spring play with piles of snow along the fence line. It was a challenge met successfully by the crew.

*Jack Walsh Field – Parker Village* is the principal location for youth and adult soccer.

Summer camps and clinics are also held at Jack Walsh. The crew maintains the fields weekly as well as seasonal aerating and over seeding. The field soils are compacted from the extensive use. A plan in conjunction with Westford Youth Soccer Association to shut down half the field area in the fall 2015 is in place.

*The Town Common, Town Hall complex, Library, and Triangle area* hosts a number of events throughout the spring, summer, and fall. The crew maintains the property which has seen an increase in the number of permits approved by the Board of Selectmen.

Additional seeding and aeration in the fall occurred due to the wear and tear on the grass over the warm season use. Several major events take place on the Town Common and there have been more requests for barrels, grass cutting, and general clean up prior to the event. Repairs were made to the irrigation system and electrical outlets. The crew annually strings the lights for the holiday lighting ceremony hosted by the Girl Scouts and the Town Common Restoration Committee on the Sunday after Thanksgiving.

*VFW/Forge - Forge* is the principal location for adult softball, adult baseball, and older youth baseball using a 90' diamond. Major damage occurred in the spring with the loss of a light pole that also housed the electrical box. The repairs delayed the start of the softball season.

*Cameron, Greystone, Frost, Whitney Playground and Hamilton fields* are additional sites for youth soccer, baseball, and softball as well as recreation programs. Greystone also has tennis and basketball courts and trails. A cricket pitch has been set up at the Greystone field. Clay material was added to replace the stone dust. Whitney Playground's St. Onge concrete structures were painted in the spring. Capital funding was approved for town-wide tennis court repairs and painting.

## **PARKS AND RECREATION COMMISSION** – CONTINUED

*Edwards Beach and Forge Pond* continues to see an increase in summer usage as people have discovered these local beach areas. Both beaches are tested weekly for bacteria and there were no incidences during the season where the levels exceeded the standard. Information on testing results is available on the Board of Health website [www.westfordma.gov/boh](http://www.westfordma.gov/boh)

New programs were offered at Edwards Beach including tie dye, ceramics, and Friday night movies. The programs proved successful and will be expanded next season

*Bruce Freeman Rail Trail*—The Bruce Freeman Rail Trail (BFRT) is cleared regularly of debris by Trail Stewards.

The Parks Crew does a major clean up in the spring of winter debris and in the fall removal of leaves and pine needles. The trail brush was cut back with a brush mower keeping the trail from being overrun by weed growth. Emily Teller and Chris Barrett of Friends of BFRT [www.brucefreemanrailtrail.org](http://www.brucefreemanrailtrail.org) have worked closely with the stewards, the department and Commission in funding and communicating issues related to the trail and have been of tremendous help. See the annual report on BFRT.

*Ronan McElligott Memorial Playground*— *because every child deserves a place to play*  
The playground is a barrier-free playground accessible to children of various ages and abilities and continues to attract users, weather permitting. The poured-in-place surfacing was again repaired in the spring under the warranty. The surface continues to have problems in sections of the playground with surface cracks and ultimately develop into holes in the surface exposing the under layer. Additional material has been ordered to assist with future repairs to maintain the surfacing.

Stephanie and Steve McElligott along with family, friends, and a group of volunteers did a major clean up of the playground, flower beds and surrounding area in June. This has become an annual event and provides a great service to the community in keeping the playground looking good. [www.westford.com/ronansplayground](http://www.westford.com/ronansplayground)

As time and labor permit, the crew has helped the Conservation Commission with mowing at Pond Street placement and removal of docks at East Boston Camps, and mowing of the grassy area at the main camp. They assisted with the installation of the Chanukah Menorah on the Town Common. They hang and take care of the flags along Main Street and North Main Street for Memorial Day through July 4<sup>th</sup> and from Veterans Day through Pearl Harbor Day – Dec. 7<sup>th</sup>. The crew helps Veteran Agent Terry Stader with the set up for the Memorial and Veterans Day Ceremonies held at the Town Common and clean up of memorials/monuments.

### **RECREATION PROGRAMS**

The Town established a Recreation Enterprise Fund that began in fiscal year 2009. The Enterprise Fund gives the Town the flexibility to account separately for services for which a fee is charged. The Town provided supplemental funding in FY'15 as the timing of expenses and revenues overlap fiscal years. The Enterprise Fund ended the fiscal year with a small sum of retained earnings.

A variety of programs are offered throughout the year. A brochure is mailed to Westford residents twice per year and is available online. Programs are offered in 28 general categories from Archery to Wrestling with over 4000 participants signing up for classes or program sessions. Registration for most programs is available online at [www.westfordrec.com](http://www.westfordrec.com). Some of the larger programs are highlighted below.

## PARKS AND RECREATION COMMISSION – CONTINUED

### *Westford Littleton Area Community Crew (WACC)*

The crew program continues to have success and growth. The program has been expanded to include Middle School age participants. The High School team competes successfully in a number of regattas in the spring and fall seasons. The crew program for the first time sent a team to compete on the National level. The Women's Youth Lightweight 4+ team of McKlaysia Wood, Shannon Forty, Emma Wood, Katie Stokes and coxswain Jess Paziienza competed in the Youth Nationals in Sarasota, Florida June 12-14, 2015. It was a great experience and the team did well for its first time in this high level of competition. Information on the crew program is available online at [www.westfordlittleton.com](http://www.westfordlittleton.com) formerly [www.westford-littletoncrew.org](http://www.westford-littletoncrew.org)

*Kids Club, Destination Exploration, Leadership Training, Basketball, Ready-Set-Go* are all very popular summer programs. Each program offers a different approach to summer activities. The setting for Kids Club is Nabnasset School and Edwards Beach. The program is themed based with weekly field trips or events. Carnival Day is a staple and always a fun time for staff and participants. The weekly pizza or cookout event is eagerly anticipated by participants as well as staff. Destination Exploration takes advantage of its outdoor setting at the Stony Brook Conservation Land. Participants have a choice of activities in a relaxed wooded outdoor setting by making use of the property for fishing, boating, swimming, and nature exploration, which is a small sample of what is offered. Leadership Training also makes use of the property and learning various skills in conducting outdoor program activities. Coach Bill Denzel Basketball program has been an outstanding program for the department. Whether a beginner or more experienced player the program offers instruction and game play strategy. Coach Bill has seen many of his young athletes go on to have successful high school and college careers. He teaches the basics in a fun enjoyable way and participants keep coming back.

*Tennis* Marcus Lewis Tennis has partnered with the Department to offer a greater variety of tennis program. Long-time Westford Coach Donna Holmes has joined the Marcus Lewis group and teaches in the Westford Program. This is a new venture for the department and opens the opportunity for year-round play.

*Westford Partnership for Children After School Enrichment* program operates in all six elementary schools and for middle school participants at Stony Brook Middle School. The program offers a variety of activities with new choices being added each registration period. The WPC offers special programs during school professional development days. A review of the current fee structure and program policies has been undertaken with changes to be made for the next school year session

### **Recreation Master Plan**

The Parks and Recreation Commission received funding at Annual Town Meeting for development of a Recreation Master Plan. The plan is to seek input from Town Residents on the direction of what Westford should have or offer for areas, facilities, programs, and services.

### **East Boston Camps Agreement with Conservation Commission**

An agreement between the Conservation Commission and Parks and Recreation Commission for scheduling the East Boston Camps property has worked out well with limited rental facilities and dates. There has been an increase in rental requests for use of the property, in particular Scout troops and Live Action Role Playing (LARP) groups.

## PERMANENT TOWN BUILDING COMMITTEE

The Permanent Town Building Committee (PTBC) expanded its role over the past year, as the committee became involved in four major projects. These projects include the completion of the Feasibility Study of the new Center Fire Station and Combined Dispatch Center, construction of the window replacement project at the Day and Robinson Schools, and the initiation of the J.V. Fletcher Library expansion and Roudenbush Community Center modifications. The PTBC also began working with the School Department to develop a Master Plan for improvements to the Westford Academy Athletic Complex.

### **Center Fire Station & Combined Dispatch Center Feasibility Study**

The architectural firm of Dore & Whittier Architects from Newburyport, MA was hired in July 2014 to complete the Feasibility Study for the New Center Fire Station and Combined Dispatch Center. The firm was challenged to evaluate all potential locations for the new station. This included investigating both public and private property and also determining whether the site of the existing station was suitable for the new station. Dore & Whittier engaged the firm of Criterion Associates of Andover, MA to conduct a response time analysis which would analyze the Town's road and parcel network to determine the optimum location of the new station. Criterion Associates developed a computer model that analyzed over two years of fire and emergency response data and then provided a list of potential locations for the new fire station.

The response time analysis determined that the optimum location of the New Center Fire Station should be in the area of 140 to 160 Littleton Road (Route 110). This location would provide an average response time of 3.23 minutes to the new station's service area. Unfortunately, this is currently the location of a commercial establishment and therefore the site could not be considered. The second highest ranked site was a 4.8 acre Town-owned parcel on Boston Road located at the intersection of Blake's Hill Road. The average response time from this location is almost identical, with a response time of 3.30 minutes. This was also the same site that the PTBC recommended at Special Town Meeting in October 2013 for the new station, however Town Meeting did not support the request for funds to conduct further testing of that site. The PTBC, along with Fire Chief Joseph Targ, Town Manager Jodi Ross and other representatives of the Fire Department agreed to again recommend that the Board of Selectmen support this site as the location of the New Center Fire Station.

**Thomas Mahanna**  
*Chair*

**Kirk Ware**  
*Vice Chair*

**Paul Davies**  
*Treasurer*

**Nancy Cook**  
*Secretary*

**Karen Cavanagh**  
**Doug Fannon**  
**Gary Lavelle**

**Tom Ellis**  
*Alternate*

**Jeanne Roberts**  
*Alternate*

## PERMANENT TOWN BUILDING COMMITTEE—CONTINUED

Dore & Whittier met several times with a working group consisting of representatives from the PTBC and Fire Department to develop the program and facility needs for the new Center Fire Station. The working group recommended a new 22,300 square-foot two-story facility that would include four apparatus bays, office space for all officers and administrative staff, training room, conference room, dormitories to accommodate approximately ten staff, kitchen, day room, training room, toilet and shower facilities. The new facility will also include sufficient space to house all firefighter gear, equipment, decontamination areas, and medical supplies. The estimated cost of the New Center Fire Station is \$12,772,000.



### Conceptual Rendering of New Center Fire Station

Combining the police and fire dispatch operations has been a concept studied by various Town committees, Police Department and Fire Department for over ten years. It was agreed that construction of a new Fire Station Headquarters would be an ideal time to combine the dispatch operations. Once it was determined that the New Center Fire Station would be moved from its current location, the Police and Fire Departments agreed that the combined dispatch operation should remain in the Police Station. Dore & Whittier developed a Conceptual Plan of a new 1,200 square-foot combined dispatch center that included four work stations, an office for the Dispatch Supervisor, kitchen and bathroom facilities. The new Dispatch Center was recommended to be located in the existing Police Station Training Room. The estimated cost of the combined dispatch center is \$1,029,000.

At Annual Town Meeting in March 2015, Town voters approved the funds to complete the design and construction of the Combined Dispatch Center (Article 7) and the New Center Fire Station (Article 8). The New Center Fire Station required a successful debt exclusion vote which occurred on May 5, 2015. The tax impact for the project, based on the \$465,000 average price of a home in Westford, would be \$91.32 for twenty years. The vote passed by a narrow margin of 767 in favor to 726 opposed. Dore & Whittier is proceeding with the design of both facilities. Construction is expected to begin in spring 2016.

## PERMANENT TOWN BUILDING COMMITTEE – CONTINUED

### **Robinson and Day Schools Window Replacement Project**

The window replacement project at the Col. John Robinson and Norman E. Day Schools has proceeded on schedule. Annual Town Meeting in March 2014 approved \$4.1M for construction of both projects. The entire project was approved by the Massachusetts School Building Authority (MSBA) for participation in their Accelerated Repair Program. The Town is eligible to receive up to 46% reimbursement from the MSBA for all eligible costs. MSBA assigned Gale Associates of Weymouth, MA as the architect for the project, and Strategic Building Solutions of Agawam, MA as the owner's project manager. The PTBC has worked closely with the School Department over the last two years to manage the design and construction of this project.



**New Windows and Vestibule at Day School**

Gale Associates completed the design of both projects in late fall 2014. On December 15, 2014, bids for the construction of both projects were received. The low bidder for the Day School project was J.J. Cardosi of East Providence, RI. Their bid was \$1,665,000 which was \$159,500 under the project construction budget of \$1,824,500. The low bidder for the Robinson School project was GTC Construction of Haverhill, MA. Their base bid was \$802,127. Their total bid, including two alternate items for construction of new canopies at the main entrances, was \$1,035,857. As their total bid was well below the construction budget amount of \$1,325,000, the PTBC recommended that the School Department complete the canopy construction. Construction at both schools began immediately after school ended on June 22, 2015. Construction is proceeding on schedule and is expected to be completed in late fall 2015.



**New Windows at Robinson School**

## PERMANENT TOWN BUILDING COMMITTEE – CONTINUED

### **J.V. Fletcher Library Expansion**

In June 2014, the Massachusetts Board of Library Commissioners (MBLC) awarded the J.V. Fletcher Library a \$50,000 grant to prepare a feasibility study for the building and site. The Town of Westford approved \$35,000 for the project at the March 2014 Town Meeting, and an additional \$25,000 was secured for the purposes of this work. The Library Facility Needs Committee was then created with representative members from the Board of Library Trustees and the PTBC in order to guide and oversee this project following the goals, values and mission of the Library.

In spring and summer 2015, through separate and highly competitive selection processes, Daedalus Projects Inc. of Boston, MA was selected as the owner's project manager and Finegold Alexander Architects of Boston, MA was selected as the architectural firm to guide the committee through this feasibility study. The existing 22,500-square-foot facility is used by over 795 people per day and is in need of a 21<sup>st</sup> century library space program expansion, a reworking of the current circulation within and around the building, handicap accessibility updates and building systems upgrades. The draft space program currently reflects an expansion of the facility that will set the overall building at almost 32,000 gross square feet. The total approved funding will be used to prepare a final library space program, existing building and site conditions assessment, consideration of alternative sites, schematic design drawings, and a preliminary project budget for the purposes of submitting to the MBLC in 2016 in preparation for an MBLC Public Library Construction Grant Application in 2017. It is anticipated that additional design funds may be requested for the project at the 2016 Annual Town Meeting.

### **Roudenbush Community Center Modifications**

The Roudenbush Community Center Rehabilitation Project Committee was formed in September 2014, and includes one member of the PTBC as its representative. The committee's charge is to oversee the historic rehabilitation of the town-owned Community Center on Main Street. A previous study recommended exterior repairs to the building including a new slate roof and removal of the exterior fire escapes; interior accessibility upgrades such as an elevator and upgraded restrooms; and improvements to the mechanical, electrical, and fire protection systems to meet current building codes.

In spring 2015, after receiving proposals from eight qualified design firms, and conducting interviews with four, the Roudenbush Community Center Rehabilitation Project Committee selected the architectural firm of Mills Whitaker Architects of Arlington, MA to move forward with Phase 1 design services. Phase 1 includes analyzing the facility conditions and space program, developing architectural and engineering design documents, and a construction cost estimate for the work. It is anticipated that Phases 2 and 3 will be funded in the future, and will include full construction documentation and construction administration for the project.

## **PERMANENT TOWN BUILDING COMMITTEE – CONTINUED**

The committee's work was exhibited at the Town-wide Strategic Planning Retreat in June 2015 for viewing and discussion. With input from the users, the Town authorities and the committee, the design process has continued throughout the summer, and preliminary construction cost estimates will be prepared by fall 2015. The goal is to create a cost-effective solution that brings the facility up to today's building standards, while maintaining the historic character of the former Westford Academy building.

### **Westford Academy Athletic Complex Master Plan**

The PTBC is working closely with the School Department and Westford Academy Principal James Antonelli and Athletic Director Dan Twomey to develop a Master Plan that will identify a prioritized list of capital improvements that are recommended for the entire athletic complex. In 2013, the School Department completed construction of new bleachers on the home side of Trustees Field. Due to budget limitations, the visitors' side could not be completed. The School Department would like to complete the bleacher project which will also include construction of permanent bathroom facilities. The PTBC recommended that \$60,000 be appropriated to hire a consultant to develop the Master Plan of the Athletic Complex. Annual Town Meeting in March 2015 approved these funds. A consultant will be hired in the fall 2015. The Master Plan is expected to be completed in early 2016.

### **Meetings**

Our meetings are generally held on the first and third Mondays of the month at 6:30 p.m. at the Cameron Senior Center. Information about our committee and our meetings can be found on our webpage at [www.westfordma.gov/ptbc](http://www.westfordma.gov/ptbc).

# PLANNING BOARD

The Planning Board typically meets at 7:30 PM on the first and third Monday of each month in Room 201 at Town Hall. Meetings are open to the public and are televised on WestfordCAT. The WCAT broadcasts can be viewed online through a link on the Town's web page. In FY2015 the Planning Board held twenty seven meetings and ten Executive Sessions. Here is a brief summary of significant events and activities of the Board.

### Highlights

- Created a list of Board priorities for the next several years.
- Received remand decision from Land Court for the proposed Newport Materials asphalt plant at 540 Groton Road/ Commerce Way after 4 years of litigation.
  - Held seven hearings over a four month period
  - Issued approvals for Water Resource Protection Overlay District Special Permit, Stormwater Management Permit and Site Plan Review
  - Issued denial for the Major Commercial Project Special Permit
  - The denial was appealed by the Applicant and the litigation continues
- Board considered three Zoning Amendments to 1) Non-conforming uses and structures; 2) Site Plan Review, and 3) Definition of Massage Establishment. The Board did not bring them forward for consideration at Annual Town Meeting due to the reallocation of staff resources to address the remand of the Newport Materials case.
- Reviewed application for a Special Permit for Major Commercial Project, Site Plan Review and Stormwater Permit for 5 Lyberty Way for an expansion and a new building for the Goldfish Swim Club.
- Oversight for projects that are being built or nearing completion, including: Aldrich Farms, Nicole's Way, Commodore Way, 5 Lyberty Way, and 4 Lan Drive.
- Approved a Site Plan Review for a new shrine at the Buddhist Temple, 25 Milot Road.
- Approved changes to existing commercial sites including Westford Regency, Westford Valley Market Place (in preparation for Whole Foods), and 10 Lyberty Way.
- Began deliberations about Phase II of Abbot Mill and the Special Permit under the Mill Conversion Overlay District.
- Continued work with Planning and Engineering Staff on unaccepted roads, which included acceptance of Rome Drive Extension at Annual Town Meeting.

<p><b>Michael Green</b> <i>Chair</i></p> <p><b>Dennis Galvin</b> <i>Vice Chair</i></p> <p><b>Katherine Hollister</b> <b>Matt Lewin</b> <b>Darrin Wizst</b>  <b>Staff</b></p> <p><b>Chris Kluchman, AICP</b> <i>Director of Land Use Management</i></p> <p><b>Jeffrey Morrisette</b> <i>Town Planner, Planning Board Staff</i></p> <p><b>Danielle Evans, AICP,</b> <i>Assistant Planner</i></p> <p><b>Victoria Johnson</b> <i>Administrative Assistant</i></p>
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## PLANNING BOARD – CONTINUED

### Applications

The following table is a summary of the number of applications received and acted on by the Board as of the end of the 2015 fiscal year:

<b>Planning Board Application Summary</b>			
<b>Application Type</b>	<b>Status</b>		
	<b>Approved</b>	<b>Denied</b>	<b>Withdrawn</b>
<b>Zoning Amendments</b>	-	-	<b>3</b>
<b>Site Plan Review</b>	<b>4</b>	-	-
<b>Storm Water Management Permit</b>	<b>8</b>	-	-
<b>Special Permits</b>	<b>9</b>	<b>1</b>	-
Water Resource Protection District	1	-	-
Major Commercial Project	1	1	-
Planned Commercial Development	-	-	-
Common Driveway	1	-	-
Open Space Residential Development	-	-	-
Flexible Development	-	-	-
Sign Permit	4	-	-
Mill Conversion	1	-	-
Other Special Permits	1	-	-
<b>Modification of Prior Approvals and Administrative Decisions</b>	<b>4</b>	-	-
<b>Subdivision</b>	<b>12</b>	-	-
Approval Not Required (ANR)	10	-	-
Preliminary Subdivision	1	-	-
Definitive Subdivision	1	-	-
<b>Scenic Road</b>	<b>2</b>	-	-
<b>Totals</b>	<b>39</b>	<b>1</b>	<b>3</b>
<b>Total applications received FY 2015</b>	<b>43</b>		

## **PLANNING BOARD**—CONTINUED

In FY 2015, the Board established one, reduced three, released zero and called zero bonds relating to approved subdivision projects. The Board also approved three lot releases for ongoing subdivision projects.

At the May 2015 Annual Town Election, Board member Dennis Galvin was re-elected. The Board elected Dennis Galvin as Chair and Matt Lewin as Vice Chair. The Board recognized and appreciates greatly the long-standing Chair, Michael Green, for many years of outstanding leadership and dedication to the Board.

### **What does the Planning Board do?**

Defined by Massachusetts General Law the Board has three primary functions:

- 1) To establish planning goals and to prepare plans to implement those goals, which take the form of the town's zoning bylaws
- 2) To administer the Subdivision Control Law which establishes the process for development of new roads and new housing. A developer's proposed plans are carefully scrutinized for roadway design, drainage, soil conditions and a host of details related to proper sighting
- 3) The Board is also designated as the permitting authority for various site plan submittals under the town's Zoning By-Laws

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, Affordable Housing Committee, Historic Commission, and ad hoc committees as needed. The Planning Department is not a permit granting authority. Its function during the permitting process is to integrate laws, regulations and plans with the town's goals to ensure that the best interests of the town and its residents are served.

# POLICE DEPARTMENT

**Thomas M. McEnaney**  
*Chief of Police*

**Walter R. Shea**  
*Deputy Chief*

**Mark Chambers**  
*Captain*

**Victor Neal**  
*Captain*

The primary purpose of the Westford Police Department is to provide a high level of safety, security and service for all members of the community. As a regulatory agency of local government, the police department has the direct responsibility for the preservation of the public peace, for the reduction of the opportunity to commit crime, and for the effective delivery of a wide variety of police services. A large suburban society free from crime and disorder remains an unachieved ideal. Nevertheless, consistent with the

values of a free society, it is the primary objective of the Westford Police Department to as closely as possible approach that ideal.

## **The value statement of the Westford Police Department**

- Maintenance of the highest standards of integrity and ethics
- Excellence and teamwork in the performance of duty
- Protection of constitutional rights
- Problem solving for continuous improvement
- Continuous planning for the future and
- Performing public service and law enforcement tasks so as to provide leadership to the police profession.

## **Awards and Recognition**

In FY 15 the Police Department received several awards and grants: the 2015 AAA Gold Award for Pedestrian Safety, December's "Department of the Month" from Mothers Against Drunk Driving, and Officer Christopher Musick received the Community Traffic Safety Hero Award from AAA of Southern New England. Based on the FBI's uniform crime reports the Town of Westford was named the 20<sup>th</sup> safest community in America and the 2<sup>nd</sup> safest community in the Commonwealth.

## **FY 15 Grants**

The Police Department has applied for and received the following:

**\$4,475**--U.S. Department of Justice and Massachusetts Executive Office of Public Safety and Security Bulletproof Vest Grant.

**\$12,500**--Traffic Safety Grant.

**\$4,986**--Underage Alcohol Grant

**\$3,000**--Pedestrian Bicycle Safety Grant

**\$50,872**--911 Supplemental and Training Grants

**\$75,833**--**TOTAL GRANTS FOR FY 15**

## POLICE DEPARTMENT – CONTINUED

### **Impact of Town Growth on the Police Department**

The town's commercial and residential growth has an immediate impact on the demand for police services. Residential growth in Westford increases the calls for service to the police department and it causes an expansion of the residential area to be patrolled by officers in cruisers. Commercial growth in Westford increases general calls for service as well as the number of building/security checks to be performed by officers when the business is closed. Commercial growth also increases crime and the opportunity for a crime to be committed. Both areas of growth add to more vehicles on the road which need to be regulated by the police. Effectively responding to the constantly increasing calls for police service remains the greatest challenge facing the police department.

Some examples of increased police activity (both officer-initiated and calls for service) from FY 14 to FY 15 are as follows:

Total 911 Calls: ↑ 5%

Arrests: ↑ 6%

Criminal Complaint Applications: ↑ 9.7%

Officer Wanted: ↑ 12.6%

By-Law Violations: ↑ 16%

Disturbances: ↑ 8.7%

Breaking & Entering: ↑ 10%

In FY 15 the Police Department attempted to address the ever increasing volume of traffic in town by shifting some personnel to concentrate specifically on traffic and pedestrian safety. That resulted in the following increase from FY 14 to FY 15:

Motor Vehicle Stops: ↑ 16%

Motor Vehicle Citations Issued: ↑ 19%

The following decrease was realized during this same period:

Motor Vehicle Accident With Injury: ↓ 47%

Motor Vehicle Accident No Injury: ↓ 6 %

As the following graph shows, the Police Department realized a 5.4% increase in calls for service and officer initiated action during FY 15.

## POLICE DEPARTMENT CALL LOG July 1, 2014 Thru June 30, 2015

9-1-1 Calls-TOTAL	3296	Lock Out	207
9-1-1 Hang up	164	Maintain the Peace	28
9-1-1 Non-Emergency	134	Medical	1311
9-1-1 Other Jurisdiction	63	Message Delivery	47
Accident Industrial	0	Missing Person/Child	20
Accident MV-Injury	37	Mutual Aid	76
Accident MV-No Injury	563	MV Abandoned	4
Alarm/Burglar	806	MV Disabled	332
Alarm/Fire	659	MV Stop	6053
Animal Control Officer Call Out	296	MV Violations Issued	4907
Animal Cruelty	27	Officer Wanted	259
Arrest	230	Order Served-Court/Restraining	262
Assault & Battery	3	Park and Walk	746
Assault-Simple	33	Property Found	109
Bank Escort	106	Property Lost	31
Bomb Threat	0	Property Take Possession	12
Business/House Check	3908	Protective Custody	1
Breaking & Entering	44	Radar Assignments	857
By-Law Violation	91	Repossession	25
Car Seat Installation	84	Restraining Order Violation	9
Child Abuse/Neglect	70	Robbery	0
Commitments	36	Rubbish Disposal	17
Counterfeiting	9	Safety Hazard	222
Disturbances	200	Search Warrant	8
Domestic Violence	115	Sexual Assault/Adult & Child	12
Drug Law Violations	9	Sudden Death	9
Firearm Violations	2	Suicide/Attempt	7
Fire MV/Bldg/Brush	42	Surveillance MV	37
Fireworks Violation	12	Surveillance Person	30
Funeral Escort	2	Suspicious MV/Person	439
Harassment	23	Telephone Harassment/Obscenity	25
Identity Theft	136	Traffic Hazard	407
Injury to Property	78	Transportation/Citizen/Prisoner	146
Larceny	70	Trespassing	31
Larceny From MV	17	Truancy	0
Larceny MV-Auto	7	Vehicle ID Number (VIN) Check	6
Liquor Law Violations	50	Well Being Checks	245

# POLICE DEPARTMENT ROSTER

## Chief of Police

Thomas McEnaney

## Deputy Chief

Walter Shea

## Captains

Victor Neal Jr

Mark Chambers

## Lieutenants

Det. Lt. David Connell

James Peloquin

Ronald Paulauskas

Donald Pick

## Sergeants

Justin Agraz

Brian Gendron

Stephen Keins

William Luppold

Marc Proia

Christopher Ricard

## Patrol Officers

Torace Armstrong

David Bettencourt

Michael Breault

Gregory Burns

Jonathyn Byrne

Michael Croteau

Timothy Galvin

Derek Hartley

Jon-Allen Haslam

Brandon Holmes

Scott Hyder

Timothy Jansen

Timothy Larkham

Brendan McEnaney

Ian McEnaney

Robert Musto

Daniel O'Donnell

Corey Peladeau- K-9

Michael Perciballi

Paul Selfridge

Christopher Musick

David Silton

Joseph Walker

David Welch

## Special Services

Sgt. Gregory Marchand-Prosecutor

Det. Matthew Furlong

Det. Nirissa Nicoletti

Det. David O'Hearn

Det. Dennis Rogers

School Resource  
Officer- (SRO)

SRO Geoffrey Pavao

SRO Joseph Eracleo

## Operations Administrator

Timothy Whitcomb

## Telecommunicators

Ryan Cobleigh

Ashley Hartenstein

Timothy Hughes

Chrystal Pepple

Kayla Sheehan

Andrew Sherman

Tricia Targ

## Office Personnel

Jo Cobleigh

Michelle Wright

Marcy McInerney

## Custodial

Donald Guillmette

# POLICE DEPARTMENT ACTIVITY



Fiscal year Officer-initiated actions and calls for service.

## PUBLIC WORKS INITIATIVE COMMITTEE

The Public Works Initiative Committee (PWIC) is charged with working with all policy boards to carry forward the plan developed by the ad hoc Public Works Committee dated March 2010. The committee is responsible for further refining the plan steps, developing additional concepts and recommending implementation actions according to the Public Works policies adopted by the Board of Selectmen on February 26, 2010.

The Committee continued regular meetings throughout FY 2015 focusing on four major initiatives: the consolidation of contracts; the maintenance and operation of Town and School wastewater treatment facilities and sub-surface septic systems; the consolidation of Town land and grounds maintenance; and the consolidation of facilities maintenance for School and Town facilities.

The Assistant Town Manager continued contract consolidations as the opportunity arose adding to some contracts and renewing others. Upon receipt of the Facilities Condition Survey in September, 2014 the committee focused on potential opportunities for combining facilities maintenance contracts such as roofing, ADA compliance and equipment maintenance.

After the successful transfer of the four major Wastewater Treatment Facilities (WWTF's) to the Water Department for operations and maintenance, the committee identified over 50 underground septic and water treatment systems that fall within the responsibilities of building occupants and departments and which have an uneven history of maintenance. The committee continued the investigation in 2015 by gathering additional information about the town-owned septic and other subsurface waste treatment facilities to determine if any maintenance issues existed that could be eliminated by assigning maintenance to a single department or using a single contract. Once the committee completes the information phase, deliberations on options for improvement will begin.

**John Cunningham**  
*Conservation Commission, Chair*

**Mark Kost, Vice Chairman**  
**Finance Committee**  
**(June 2014 to May 2015)**  
**Board of Selectmen**  
**(May 2015-present)**

**John Mangiaratti,**  
*Assistant Town Manager, Clerk*

**Andrea Peraner-Sweet**  
*Board of Selectmen*  
*(May 2014 to May, 2015)*

**Hugh Maguire**  
*Water Commission*

**Terry Ryan**  
*School Committee*

**Robert Price**  
*Library Trustee*

**George Rogers**  
*Council on Aging*

**Erika Kohl**  
*School Committee Alternate*

**Non-Voting Members**

**Richard Barrett**  
*Highway Department*

**Pat Savage**  
*Recreation Department*

## **PUBLIC WORKS INITIATIVE COMMITTEE** – CONTINUED

The PWIC continued discussions on the maintenance of public lands and grounds. The committee decided to start with conservation land because it comprises over two-thirds of town-owned land and already has regulations for use and protection. The Westford Conservation Agent met with the committee in early 2015 identifying the major problem areas and the top ten threats to the land. The committee subsequently decided that the Lands and Grounds Working Group would investigate conservation land issues first and recommend to the committee changes for improving the maintenance and protection against unauthorized use and damage.

The working group, consisting of representative of the Public Works Initiative, the Conservation Commission and the trail stewards, met several times in 2015 and expects to forward recommendations to the committee by the end of 2015.

The Committee resumed the discussions of the consolidation of Town and Schools facilities maintenance upon the completion and acceptance of the Facilities Condition survey. The committee met with the Town Manager and School Superintendent in November 2014 to discuss the way forward. The Town Manager presented a list of actions needed to establish a combined facilities maintenance organization. The Town Manager and School Superintendent agreed to meet and work toward consolidated maintenance with a tentative goal of taking the first steps by FY 2017. In a follow-on meeting in April 2015 the goal was revised to FY 2018. Since the combining of Town and School maintenance requires, in accordance with state law, agreement of the Town and the School Committee, the Public Works Initiative Committee voted to forego further action and allow the Town Manager and School Superintendent to move forward. The committee would continue to monitor the Town and School efforts and help as appropriate.

During 2015 the Committee benefitted greatly from the extensive experience of Andrea Peraner-Sweet who served as the Board of Selectmen representative from May 2014 until May 2015. Her replacement is Mark Kost, who previously represented the Finance Committee and who continues to serve as Vice Chairman. A replacement representative for the Finance Committee is expected to be appointed in early FY 2016.

The committee chairman updated the Board of Selectmen on June 23, 2015 on the progress the committee is making on the original goals set forth in the committee charge. The Board of Selectmen voiced appreciation and support for the continuing work of the Committee on public works issues.

The Committee will continue to pursue the goals set forth by the Board of Selectmen focusing on the improvement of public works services to the Town.

## RECORDS & ARCHIVES MANAGEMENT COMMITTEE

**Virginia Moore**  
*Chair*

**Ellen Harde**  
**Pat Louch**  
**Sandy Martinez**  
**Robert Oliphant**  
**Kaari Mai Tari**

The Records & Archives Management Committee (RAMC) met several times during the year to address appraisal and space needs issues. Several early volumes and two discoveries were assessed by Northeast Document Conservation Center (NEDCC) for preservation needs and RAMC supported approaching the Community Preservation Committee for funding through a grant application.

Much of the day-to-day archives work was conducted through a 2010 CPA grant that has gained momentum thanks to support from Director of Land Use Management Chris Kluchman and Town Planner Jeffrey Morrisette.

Laura Carter, Kathy Deschenes, Nancy Barrett and Emily Teller all worked on processing Planning and Zoning Board of Appeals project files and packets.

- Nearly five linear feet of material has been removed from Planning project files through the highly detailed efforts of Kathy Deschenes who joined the grant project team in February 2015. Kathy has created a checklist that is used to organize files dating back to the 1990s. This checklist will be used to organize current files so that they are preservation ready when these files are archived.
- Laura Carter is performing quality control on all documents that are removed from project files and packets as well as processing planning files that are scattered among other town files.
- Nancy Barrett continues to work on meeting packet organization and digitization. Her work allows paper packets to be eliminated, which is making room for permanent project files.

### **Processing**

Laura completed an inventory of Planning and Conservation Department plans that were stored in the Highway Dept. boiler room and are now being appraised by the Town Planner in order to eliminate duplicates and drafts of plans.

Town Engineer Paul Starratt transferred many original street layout plans to the Town Archives for preservation and uses copies for daily reference.

### **Archives Space**

The vault inventory is complete; minutes have been transferred from ArchivistsToolkit to ArchivesSpace and many street layout plans and descriptions were indexed. Thanks to Laura Carter for using her digital archives management training to help us transition into using this software.

### **Digitization in collaboration with WestfordCAT**

VHS tapes of Selectmen's meetings were digitized. Special thanks for Dean Hubbard and Denise Sevigny for their help with this.

# RECORDS & ARCHIVES MANAGEMENT COMMITTEE

## **Shredding**

On July 15, several departments participated in an annual shredding day. A total of 130 boxes of material with personal information that were no longer required to be retained were shredded.

## **Space Needs and Strategic Planning**

RAMC prepared a memo for the Strategic Planning Retreat discussion on reuse of the Center Fire Station. The memo asked that the Permanent Town Building Committee include space designed for Permitting and Health Departments and their files in any plans to renovate or rebuild a structure at the current location of the Center Fire Station at 51 Main Street.

## **Accessions & Discoveries**

The following two items were discovered in the archives among receipts from the same time period. State Law requires that all documents dated 1870 and earlier be kept permanently regardless of content. Grant funding will be sought to preserve and make accessible these two discoveries.

- *Broadside print from Provost Marshall's Office*: Civil War draft for Westford, 1863. This document contains the names, ages and occupations of all age-qualified men to serve in the military in 1863.
- *Articles of Confederation and Perpetual Union between the States*  
This is a printed pamphlet from 1777. It was found among the "tin box archives" and is fairly rare. Every town received one of these as well as a printed copy of the Declaration of Independence. Unfortunately that document has not been found. There is, however, a hand written copy of the entire Declaration of Independence in Vol. 2 of the Town Records (p. 225).

## **Collections and Compilations**

RAMC continues to seek all reports and studies that have been done for or by the Town in order to preserve a complete collection.

Barbara Murch has finished compiling a collection of the history of boards and committees and is currently compiling an index of votes of street layouts.

Bob Oliphant continued work on a Finding Aid for Town Meeting files.

## **Access and Outreach**

Kathy Deschenes worked with Tom Laflamme in the Technology Department to analyze the data in DMS toward improved accessibility to land-based files.

# RECYCLING COMMISSION

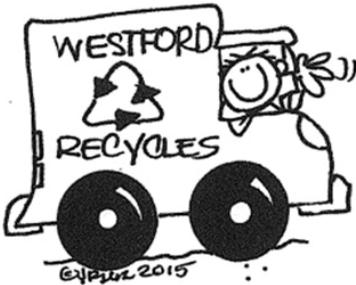


The mission of the Recycling Commission is to: Increase awareness of the financial and environmental impacts of recycling; Provide opportunities for non-curbside recycling; Educate residents on options to reduce, reuse, repurpose, and recycle; and Implement programs that encourage diversion from the trash.

- Alan Bugos
- Kristina Erickson
- Ellen Harde
- Cynthia Peraner
- Charles Stark
- Barbara Theriault
- Susan Lavigne Thomas

## Westford Has the Basics of Recycling Down

The Recycling Guide is a paper flyer mailed at the start of each fiscal year to every resident in Westford, a primer for how you recycle in our town. Refrigerators and bulletin boards across Westford display the current Recycling Guide for use as a reference all year long. The Recycling Guide has been mailed to residents each June for many years, but this year, the Guide looked different. Why? Because we're experienced recyclers in Westford. We have the basics down.



The Recycling Commission made a conscious decision to downsize and simplify the Guide this year. After years of positive trending with recycling volume increasing and the amount of "contamination" by non-recyclable items remaining low, the Commission felt there wasn't a need to tell people the basics anymore. Only five simple reminders about recycling logistics, paired with cheerful illustrations by longtime Westford resident Jonnie Walker Rohs, covered the front section of the Guide.

The remainder of the one page flyer showed the recycling calendar and the dates for collection events, then directed residents to [www.westfordma.gov/recycling](http://www.westfordma.gov/recycling), the town's recycling website, for further details.

## Trash Barrel Limit Reduced

The Board of Selectmen, at the recommendation of the Recycling Commission, made another decision based on our good recycling habits this year, and reduced the number of trash bags or barrels allowed for curbside trash pickup. After conducting an informal survey to determine how many units of trash are typically set out, the Commission recommended a reduction from five barrels/bags to three and the Selectmen voted to enact the change on February 1<sup>st</sup>. The Commission is also recommending that residents buy replacement trash containers no larger than 32 gallons in the future to keep our volume of waste minimal.

## RECYCLING COMMISSION – CONTINUED

### **Bulk Sticker Price Reduction**

Bulk stickers go on items that will not fit in a trash barrel or are over 50 pounds. They must be items that are not banned from the trash, and they must be burnable, as they are going to the incinerator. With a bulk item sticker attached to the item, the trash hauler will pick the item up on your regular trash day. Stickers can be purchased at four retail locations across Westford, or at the Town Clerk's office.

This year, effective February 1<sup>st</sup>, the Commission chose to reduce the price of a bulk sticker from \$10 to \$5, making it easier for residents to dispose of these large burnable waste items. This decision was made after reviewing the cost of disposal and determining that \$5 would cover the cost.

### **Collection Events**

Again this year, the Commission organized and staffed several events for residents to keep their toxins and recyclables out of the trash:

- Electronics & More collections on September 13, 2014 and May 9, 2015, diverted a total of 92 tons of recyclables from the waste stream saving the town \$6,256.
- Biennial Household Hazardous Waste event on November 8, 2014 collected 12 tons of toxins for proper disposal.
- Assisted Highway Department with Brush Chipping event April 25th, 2015.

### **Publicity and Participation**

To increase awareness the Commission:

- Inserted Recycling and Composting Reminders in the December, 2014 and June, 2015 real estate tax bills.
- Submitted articles monthly for the Town Manager's online newsletter.
- Set up and staffed an education table at the Farmers' Market July 8 and September 16, 2014.

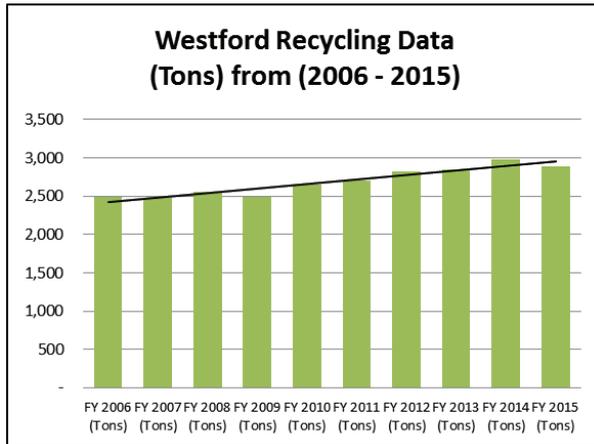
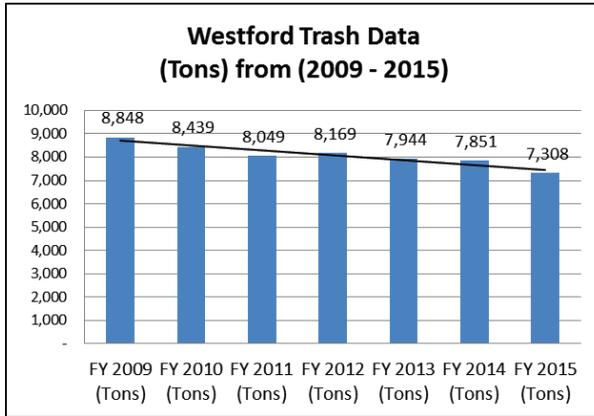
### **Additional Ongoing Events and Efforts in FY 2015:**

- Recycling 64-gallon wheeled "Toter" Sales - 198 purchased.
- Earth Machine sales and delivery – 19 this year. Thank you, Denise Seyffert.
- Continued work on composting programs in the Crisafulli, Blanchard, and Day schools. Thank you, Sharon Chew.
- Donation of Earth Machine Composters to the Crisafulli School for their butterfly garden and to the Agricultural Commission for promotion.
- "Discover Books" walk-in book recycling container at Water Department.
- Providing Recycling Toters at Recreational Fields.
- New England Clothes Recycling containers at three schools.
- Leaf pickup in the fall.
- Litter League Green Team. Thank you, Highway Department.
- Bulk stickers for the disposal of large items.
- Website design and maintenance. Thank you, Town IT.
- Collaboration with Town Manager's Office re contract renewals.

## RECYCLING COMMISSION – CONTINUED

### Capturing the Savings

Westford had a decrease of 543.3 tons of trash in FY 2015, a 6.9% reduction, resulting in a savings of \$36,946.44 compared to the previous year. Recycling tonnage decreased by 87.4 tons or 2.9% over the same period. The overall trend for trash tonnage shows a reduction in trash generation by residents whereas the recycling data shows a positive trend with an increase of recycling activity over the last 10 years.



# RECYCLING COMMISSION – CONTINUED

## Recycling Commission Revolving Fund, FY15

Starting balance July 1, 2014 \$8,712

Ending balance June 30, 2015 \$8,839

Item	Income	Expenses
64 gallon toters	\$ 9,035.00	\$ (9,241.00)
Composter bins	\$ 855.00	\$ (1,720.00)
Brush collection	\$ 810.00	
Hazardous Waste collection	\$ 6,040.00	\$ (6,040.00)
Covanta grant	\$ 417.00	
N.E. Clothes Recycling	\$ 500.00	
RECYCLE stickers		\$ (250.00)
Food composting buckets - schools		\$ (120.00)
Tax bill inserts		\$ (159.00)
<b>TOTALS</b>	<b>\$17,657</b>	<b>(\$17,530)</b>

### Other Key Information

Kristina Greene, Elizabeth Sawyer and Tanya Carlyle are three active volunteers who are an integral part of the WRC's work in Westford. Among other efforts, Kristina organizes the Electronics and more collections each year, Elizabeth organizes our Hazardous Waste collection, and Tanya fields recycling questions that come in via the town website. Thank you for your continued dedication!

The Commission meets the second Thursday of each month from 7 to 9 p.m. at the Roudenbush Community Center. The agenda is posted in advance on the town website and all residents are welcome.

## SEALER OF WEIGHTS & MEASURES

The sealer enforces the laws related to accuracy and integrity of scales and measuring devices used in commerce. The town is required to test and certify (seal) all commercial weighing and measuring devices annually. The town is also required to test and certify electronic automated checkout systems at least once every two years. The sealer inspects devices such as gas pumps, price scanners, and delicatessen scales to ensure that the equipment is calibrated properly. The inspections are conducted annually by the Division of Standards under a contract for a fixed fee administered by the Town Manager's office. The town collects revenue for each inspection to offset the cost of providing this service.

**John Mangiaratti**  
*Assistant Town Manager*

The town has worked closely with the Division of Standards to identify businesses to add to the inspection list each year. Since the Division of Standards conducts inspections on a calendar year basis, the information presented in this report represents calendar year 2014 inspections. The total revenue received in fiscal year 2015 for the fees assessed for the calendar year 2014 inspections was \$5,350.

### Calendar Year 2014 Inspection Activity

The table below represents all of the annual inspections that were conducted by the sealer during calendar year 2014. The sealer conducted inspections at approximately 27 businesses and 2 schools in Westford for a total of 214 inspections. Electronic checkout inspections occur every other year and 2014 was a year with an inspection.

	<b>Type of Inspection</b>	<b>Number of inspections Completed</b>
<b>Inspections of Scales</b>	over 10,000 lbs	1
	5,000-10,000 lbs	0
	1,000 - 5,000 lbs	0
	100-1,000 lbs	4
	10-100 lbs	79
	less than 10 lbs	4
	Weights (all types)	0
<b>Inspections of Measuring Devices</b>	Gasoline Meters	126
	Vehicle Tank Pump	0
	Bulk Storage	0
	Taxi Meters/ Odometers	0
	Fabric Measures	0
	Cordage Measures	0
	Linear Measures (yard sticks)	0
<b>Misc.</b>	Reverse Vending (bottle return)	0
<b>Electronic Checkouts</b>	less than 4 units	0
	4 but not more than 11 units	0
	more than 11 units	0

More information about the Sealer of Weights and Measures is available on the town website.

## WESTFORD PUBLIC SCHOOLS

**Everett V. Olsen Jr.**  
*Superintendent of Schools*

Westford is extremely proud of its school system and it continues to receive recognition and accolades. In addition to the excellent performance of students on the state's spring MCAS assessment, Westford was recognized by *NerdWallet* as being the "best school district for the buck" in all of Massachusetts. Additionally *niche.com* ranked the Westford Public Schools as the third best school system in the state behind Lexington and Westwood. Westford's excellent school system continues to attract families with school-aged children. The quality of a school system continues to be the most important issue when your families look for a community in which to live.

Westford enrolled 5,173 students Pre K to Grade 12 as of October 1, 2014. The annual enrollment depends on the number of births in Westford each year and the mobility of families with school aged children moving in and out of town. Residential construction continues as a result of the high demand for our school system. Also, the turnover of existing housing stock usually results from retirees moving to smaller housing units while their residences are re-occupied by young families.

Westford students continue to perform exceedingly well on academic assessments thanks to excellent staff, rigorous curriculum and talented students from supportive families. All Westford residents value a quality school system and have been very supportive of the efforts taken to sustain quality. Graduates continue to be admitted to the finest colleges and universities throughout the nation and rank in the top 3% to 10% of all students in Massachusetts on the Massachusetts Comprehensive Assessment System (MCAS) in both English Language Arts (ELA) and Mathematics. Westford's spring 2014 MCAS results are presented below:

## WESTFORD PUBLIC SCHOOLS – CONTINUED

### MCAS Results: Spring 2014

Percentage of Students Scoring Proficient or Higher  
(District/State Comparison)

Grade	Subject	District	State
3	Reading	80	57
3	Mathematics	87	68
4	ELA	78	54
4	Mathematics	79	52
5	ELA	83	64
5	Mathematics	86	61
5	Science	79	53
6	ELA	91	68
6	Mathematics	88	60
7	ELA	94	72
7	Mathematics	86	50
8	ELA	96	79
8	Mathematics	85	52
8	Science	81	42
10	ELA	98	90
10	Mathematics	97	79
HS	Science	95	71
All Grades	ELA	89	69
All Grades	Mathematics	87	60
All Grades	Science	85	55

## WESTFORD PUBLIC SCHOOLS – CONTINUED

Percentage of Students Scoring Proficient or Higher  
(Comparable Districts, as determined by the state)

Comparable District	ELA	Mathematics	Science
Duxbury	87	79	78
Hingham	87	79	77
Hopkinton	86	79	80
Medfield	86	78	77
Nashoba Regional	83	79	71
Needham	86	80	74
Natick	82	72	66
Scituate	86	77	67
Sharon	88	83	77
Wellesley	89	82	69
<b>Westford</b>	<b>89</b>	<b>87</b>	<b>85</b>

Westford is very proud of the many accomplishments of the students and staff. These accomplishments are in the classrooms, athletic fields, art studios and on stage.

The support of our excellent school system by the School Committee, Board of Selectmen, Finance Committee, Town Administration, parents and the entire community is invaluable. A strong partnership and commitment to educational excellence will continue to serve the students of Westford well and prepare them for the very competitive world they will experience in the future.

## STUDENT SUPPORT SERVICES

Westford Public Schools offers a wide range of Student Support Services. We are fortunate to have talented and dedicated general and special education staff members who continuously strive to improve practices in educating diverse learners. All students have the right to be educated in their neighborhood school and side-by-side to their age appropriate peers.

**Courtney L. Moran**  
*Director of Pupil Services*

According to the October 1 report submitted to DESE, Westford Public Schools supports 642 students with differing abilities. This number represents a moment in time, as students are continuously evaluated throughout the year for both eligibility and placement. We provide a continuum of services that focus on inclusion. By responsibly including students with their peers, academic, behavior and social development is fostered. Depending on eligibility criteria, students may receive a variety of services, including: specific academic instruction, behavior management, speech and language therapy, occupational therapy, physical therapy, social skills, specialized vision and hearing training, assistive technology, and adaptive physical education.

Of the 642 students, 39 students are placed in private special education day schools, collaborative classrooms or residential school placements.

With financial assistance from the Department of Elementary and Secondary Education, the Special Education Program Improvement Grant (274) funded high quality professional development during FY15. Training activities included:

- Math Intervention: all special education teachers and math interventionists on the 3-5-grade level attended an intense 3-day training. Kathy Richardson's Understanding Numbers: Developing Computational Fluency Intervention Program is a Tier III intervention which provides methods and activities that help students develop an understanding of the structure of numbers as the basis for computational fluency.
- Behavior management: all teachers and teaching assistants in the self-contained REACH programs were trained and will continue to be coached in the area of behavior management.

FY15 awarded grants:

Funding Source	Federal/state	FY12	FY13	FY14	FY15
<b>Grant 262</b>	State	\$ 19,525	\$ 19,453	\$18,244	\$19,364
<b>Grant 274</b>	State	\$ 61,580	\$ 39,242	\$22,614	\$42,069
<b>Grant 240</b>	Federal	\$ 931,692	\$ 937,768	\$900,568	\$907,342

## SCHOOL HEALTH SERVICES

**Joan Mitchell, BS, RN, MEd**  
*School Nurse Leader*

The number of students with special health care needs has increased over the past decade. Students are coming to school with increasingly complex medical problems, technically intricate medical equipment, and complicated treatments. (Robert Wood Johnson Foundation, 2010)

The school nurse supports student success by providing health care through assessment, intervention, and follow-up for all children within the school setting. (NASN)

### Clinic visits: As of May 30<sup>th</sup>, 2015

Description	Quantity	Percentage
Return to class	24,827	92 %
Dismissed due to illness	1639	6 %
Dismissed due to injury	106	1 %
Other	380	1 %
<b>Total</b>	<b>26,952</b>	

The following is a partial list of students' physical/developmental conditions as gathered from emergency cards completed by parents during the 2012-2013 school year:

<u>Category</u>	<u>Total Students</u> <u>2014</u>	<u>Total Students</u> <u>2015</u>
ADHD/ADD	300	251
Depression	68	168
Allergies:		
Food allergies	349	376
Bee sting allergies	40	31
Latex allergies	13	6
Asthma	641	614
Cardiac conditions	20	23
Diabetes Type I	23	20
Migraine headaches	31	34
Celiac disease	23	30
Seizure Disorder	29	28

Health Screenings Conducted	Total Students	Grades Tested
Hearing	2657	K-3, 7, 10
BMI	1515	1, 4, 7, 10
Oral Health*	222	1-6
Postural	2087	5-9
Vision	2925	K- 5, 7, 10

\*in collaboration with Westford Board of Health

Epi-pen Administration: 6

## CURRICULUM AND INSTRUCTION

**Kerry Cleary, M.Ed.**  
*Assistant Superintendent of  
Curriculum & Instruction*

This school year I was hired as the Assistant Superintendent of Curriculum & Instruction in the Westford Public Schools to succeed Dr. Christine Francis, who retired from the position in the summer of 2014. Upon my arrival I was overwhelmed by the warm welcome from colleagues, parents, and community members. It was a fast-paced but successful year and I am elated to be part of the Westford Public Schools and community.

This school year the district had a laser focus on technology as we began leveraging our resources to shift from teacher-centered to student-centered learning environments. Our digital learning vision was set earlier this year and was fully defined in the district's Digital Learning Plan. The development of the plan was a collaborative effort facilitated by Julie Baudreau, our Director of Digital Learning, and was approved by School Committee in the fall. Throughout the year we used our professional development time and resources to provide the staff with the necessary support to increase the use of technology in their instruction in order to begin shifting the power of learning from the teachers on to the students. While our main focus for this year was on Google tools, such as Google Classroom, we offered an array of trainings to develop a common repertoire of digital communication resources for staff to use with their students and among themselves.

In 1998, the Commonwealth instituted the Massachusetts Comprehensive Assessment System (MCAS), a standardized test given to students in grades 3-10 to assess their math, English language arts (ELA), and science knowledge. The assessment was designed to meet the requirements of the Education Reform Law of 1993. While the data that this test provides is valuable, education has evolved and the most important skills (e.g. critical thinking and problems solving) are not assessed on the MCAS. To address this disconnect, there was a multi-state collaborative effort to develop a more modern assessment. This Partnership for Assessment of Readiness for College and Careers (PARCC) developed a new assessment for ELA and math, and districts throughout the state had an option of transitioning to this new assessment in the spring of 2015 or continuing to administer the MCAS test. Fifty-four percent of districts in the state chose to administer the PARCC assessment in lieu of the MCAS test in grades 3-8 this year, the Westford Public Schools being one of them. We conducted the assessment online at the Crisafulli Elementary School, while the paper-and-pencil version was given at the Abbot School, the Day School, and the two middle schools. We look forward to seeing the results this fall and hope the data will provide us with information that is more reflective of the teaching and learning that takes place in classrooms.

As we continue to ensure our students are getting an education that is horizontally consistent and vertically aligned, our elementary task team that consisted of both teachers and administrators underwent a curriculum adoption process for elementary math. We analyzed four math curricula and went through a full vetting process to choose the best program for our students. When analyzing these programs we looked at criteria under the following topics: content, pedagogy, technology, assessment, teacher support, parent communication, and organization/structure of materials. After a very thoughtful process, our K-2 teachers will be implementing the Everyday Math 4 curriculum next year, and grades 3-5 teachers will implement the program in the 2016-2017 school year. In grades K-5 we are excited to have resources that align with the content and skills our students our learning.

## FACILITIES AND OPERATIONS

The School Department was again very busy with facilities projects both large and small during the FY 2015. Many of the activities in the summer months cover regular preventive maintenance activities for the structural components of the school buildings, including elevators, boilers, heating and cooling systems, air exchangers, and kitchen equipment. The floors in all of the school buildings are stripped and new finishes are applied each year, and the custodial crews work very hard during the hot summer months to ensure that the buildings shine for opening day.

**Kathleen Auth**  
*Director of School Finance*

Sidewalk and parking lot repairs are undertaken primarily in the summer, and this year in addition to basic repairs we removed several islands in the Westford Academy parking lot to make room for additional parking spaces as the enrollment there remains steady. Cement sidewalks were repaired throughout the system and sections of concrete paving at Nabnasset were removed and replaced with an asphalt berm.

The School Department's capital appropriation for FY 2015 included funds to purchase a box truck and a maintenance truck, both of which are used daily by the maintenance staff. Funds in the operating budget were used to replace the emergency generator at the Abbot School when the existing one failed at the beginning of the school year. The Rita Miller School needed a new hot water heater, and various repairs to the HVAC systems in many of the schools were also addressed as needed throughout the year.

The School Department is grateful to the Permanent Town Building Committee for leading the effort on the window replacement projects at the Robinson School and the Day School. The new windows at each school will replace the original windows that were over 40 years old. There will be significant energy savings and a much improved classroom environment for both students and staff. The Massachusetts School Building Authority (MSBA) approved funding agreements with the Town last year and it will share in the total cost at an approximate rate of 46%. The projects were advertised in November 2014 and awarded in January 2015, with construction commencing as soon as the school year ended in June. Substantial completion of both projects is expected to be in early September of 2015, and the schools will be open for business as usual on the first day of the 2015 - 2016 school year.

Many of our maintenance projects are accomplished using available funds within the School Department's operating budget. For example, this year the facilities staff helped transform the Blanchard Middle School Media Center into a Learning Commons. At Crisafulli, one classroom was transformed into two to meet programmatic needs, and at the Millennium Building several offices were relocated to allow for more space for the expanding needs of the Integrated Preschool. Maintenance and operations funds are expended as efficiently as possible to ensure that needs such as these can be met during each school year.

We would like to recognize the hard work of our custodial and maintenance staff, and commend them for a job well done. The School Department is grateful for the continued support of Westford's voters, board members, committee members, and other Town departments.

## ABBOT AND NABNASSET ELEMENTARY SCHOOLS

### Curriculum and Instruction

Nabnasset teachers participated in a Guided Math Study Group for 6 months, beginning in January and ending in May. During this time, this collaborative group of teachers, from across all three grade levels, shared how they implemented and managed Guided Math, any adjustments they may have made along the way, and challenges they may have encountered. The teachers, also, shared fact fluency activities, independent group work and differentiated activities that their classes participated in. Formative assessments were used to determine these groups and to differentiate activities. Data collection methods, how to use the math interventionist in an efficient way, and exploring iPad apps, were a few other topics discussed during this study group. Everyone participated in five peer observations during Guided Math instruction at each grade level. Teachers gathered important and helpful information from these observations to expand their repertoire of best teaching strategies.

At the Abbot School, Laura Anderson and Lisa Sanderson were awarded an Unsung Heroes Grant through Voya financial. Their innovative teaching idea “Centering on Problem Solvers”, involves integrating a Guided Math component with the classroom math textbooks. This “center” approach, targeting student’s specific mathematical needs, allows students to practice and broaden their learning. The design of the classroom math center includes tablets and the creation of apps to make student’s mathematical thinking visible. The teacher is able to differentiate future instruction and the students learn their facts, how to use algorithms, and are better able to communicate their thinking to others.

Teachers at Abbot are expanding their knowledge and use of Guided Reading by participating in a study group that will continue through next year. Under the direction of ELA Coordinator, Maria Brahim, and Literacy Specialist, Katie Ralston, teachers will be reading and discussing *The Next Step In Guided Reading* by Jan Richardson.

The social and emotional development of children at the Nabnasset and Abbot Schools are groomed through thoughtfully planned programs in culturally rich and positive environments. Character and Community education programming promoted through monthly Community Meetings, special school or grade level programs, progressive guidance lessons - emphasizing respect and anti-bullying behaviors, and daily Morning Meeting greetings, shares, and activities, contribute to safe and positive school cultures. Proactive *Response To Intervention* strategies lead to the overall wellbeing of each child. In these environments, students take more responsibility for themselves and their education.

Grants were awarded by the *Westford Education Foundation (WEF)* to staff members at the Nabnasset and Abbot Schools for innovative ideas related to curriculum and instruction. At the Nabnasset School, a grant was awarded to instructional technology teacher, Kathy Osborn, Ying Heish, and Jennifer Tietze. The grant, “Every Color Sings”, is designed to benefit all students, by using iPads for projects that fulfill numerous Art, Music, and Technology standards.

#### Nabnasset Elementary School

**Susan DuBois**

*Principal*

**Kathleen Huntley**

*Assistant Principal*

#### Abbot Elementary School

**Vito Umbro**

*Interim Principal*

**Kathleen Huntley**

*Assistant Principal*

# ABBOT AND NABNASSET ELEMENTARY SCHOOLS

— CONTINUED

## **Student Leadership and Recognition**

Students at both schools are recognized for their individual contributions to their school communities. Positive behaviors are acknowledged as an important component of building community at each school. Nabnasset students earn R.I.S.E. Certificates and stars when they show *respect, inclusion, safety, and encouragement*. Abbot students earn café seating with friends in recognition of responsible behaviors. Students pride themselves in being honored for exhibiting these role model behaviors.

## **Student Activities**

Nabnasset and Abbot Elementary Schools supported community service programs for children in need. Toy drives supporting *Toys for Tots* and *For the Love of Erika*, surely brought joy to those who donated to these good causes. *The Holiday Helper and Chores For Charity* encouraged students to help out at home and donate change they earned to purchase Market Basket gift cards for needy local families. Nearly \$325 was collected. Other programs supported included Pennies for Patients for The Leukemia and Lymphoma Society and Lowell Wish Projects. Shoes, coats, hats (300 of them!), and canned food drives gave Nabnasset and Abbot families an opportunity to support worthy community based projects benefiting many beyond our schools.

Abbot students collected over 800 books to support the Brighter Bahamas Foundation, which provides books to families, doctor's offices, etc., due to the lack of quality libraries there.

Mrs. Stanvick's class welcomed Mr. McKay into their class. Mr. McKay visits the Spaulding Rehabilitation Hospital to strengthen muscles for the use of his prosthetic leg. The children learned about his struggles and drive. They helped motivate him to walk down the Abbot stairs by encouraging him to keep trying and never give up. The Benevolent Basket Builders in Mrs. Stanvick's class helped to create a gift basket of school supplies. The students sold raffle tickets. They raised over \$1220, which was then donated to The Spaulding Rehabilitation Hospital.

In the fall, Nabnasset and Abbot participated in The Great Westford Lunch Crunch. They celebrated National Food Day on October 24<sup>th</sup>, by having a food drive to benefit the Westford food pantry. Students learned about the value of eating fresh foods and the role of fast food in a balanced diet during lunch. They, also, learned about the history of apple orchards in Westford and the importance of composting. At the end of the week, students at both schools made a collective "crunch" as they bit into locally sourced apples. Mrs. David's first grade class collected compost bins from each classroom and dumped them into a large composting bin in the Nab Lab. The nutrient rich soil is used the following year in several grade level science studies on Plants and Organisms and Soils.

Nabnasset second grade recycling captains took turns collecting and weighing, an average of 125 lbs. of recycled paper, used workbooks, and magazines each week during the school year. Every 120 pounds of paper collected saves one tree in a forest. Students collected over 3,800 pounds of paper saving 32 trees.

## ABBOT AND NABNASSET ELEMENTARY SCHOOLS

— CONTINUED

Nabnasset, also, supports Sustainable Westford's "green" mission by collecting non-recyclables to benefit the schools. Mrs. Heller's multiage students collected Upcycling items from each classroom. The Upcycle It program teaches children about environmental conservation by collecting school/home waste products that are not recycled, such as, juice pouches, chip bags, plastic utensils, and breakfast bar wrappers. The items are sent to a company and repurposed into other items sold in stores. Terracycle has donated 2 cents to WPS for every item sent in. This fundraising opportunity allowed Nabnasset to plant a line of trees on the backfield. The goal of the Abbot CARE club is to **C**reate **A**wareness and **R**esponsibility for the **E**nvironment. Student members worked to educate their school community about the importance of recycling and upcycling.

The Abbot School was most pleased to present the first Abbot play, *Alice In Wonderland*. One hundred nineteen students participated in this musical under the direction of Tara Earl and Assistant Director Emilee Mauro. The musical was a tremendous success.

### **Parent/Community Involvement**

Volunteers are indispensable members of the Nabnasset and Abbot School communities. Parents, grandparents, and older siblings volunteer their time and expertise enriching the educational experience of their children. Nabnasset School continued events such as *Bingo For Books Nights*, PTO's *Halloween Parade*, *Kindergarten sing-a-long*, *Math/Science Nights* and a *Second Grade Family Folk Dance*. The Abbot School focused efforts on similar events such as, *Family Game Nights*, *Movie Nights*, *Math/Science Nights*, and a *Family Dance*.

In May, the Nabnasset and Abbot Schools published their first yearbook. Students had the opportunity to participate in a cover design contest by drawing a picture that captures the essence of their respective schools. The winners were Joy Cao, third grader from Abbot and Mason Bergeron, second grader at Nabnasset. Yearbook parent advisors were Seema Pusalkar at Abbot; and Megan Eckroth at Nabnasset. Several parents assisted Seema with this new project.

Abbot got "spruced-up"! An Abbot parent/architect, specializing in school design, offered suggestions on colors and room changes. It began with a splash of color in the Abbot Cafeteria. Parent volunteers, alumni, and staff members, created colorful bulletin boards, added lively stencils of children on the walls, and created a special dining areas. Westford Academy Intern, Jillian Baker transformed the Bell Lobby into a tree lined picnic café'. Westford Academy honors art student, Alexander Pusalkar transformed the cafeteria stage into a Westford Café" Street by painting a magical mural. Abbot students participated in selecting colors and special features. Shop doors represent local businesses that help to define Westford. They include: The Toy Shop of Westford, Kimball Farms, Drew Farms, and Fletcher's Quarry. This beautiful café was dedicated to Mrs. Rose Vetere, a retired principal, for her many years of service.

## LLOYD G. BLANCHARD MIDDLE SCHOOL

**Robin Whitney**  
*Principal*

**Timothy Hislop**  
*Assistant Principal*

The Lloyd G. Blanchard Middle School happily opened its doors in August of 2014 to 592 students. The students were organized into 9 teams, 3 teams/grade. Two of the teams were made up of four teachers and the other team was made up of two teachers. Each teacher was responsible to teach one core subject of Math, Science, Language Arts, and Social Studies. The two teacher teams teach Language Arts/Social Studies and Math/Science.

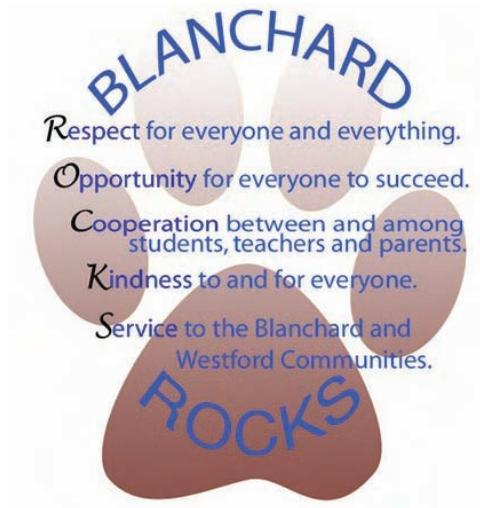
Our core academic subjects of Language Arts, Math, Science, and Social Studies are enriched with a full program of Integrated Arts courses. The combination of all of the courses builds a very strong curriculum that is designed to enrich the development of the whole child. The Integrated Arts courses include: art, general music, chorus, band, orchestra, technology, research, guidance, physical education, and instructional technology. The Foreign Language exploratory program offers the students the opportunity to study French, Latin, Spanish, or German. Students have the opportunity for intervention or enrichment with the morning Advisory period. We offer a rigorous curriculum that is differentiated to meet the individual needs of all of our learners. Our staff is highly qualified to teach their subject matter. The needs of our students come first and their success is very important to us.

Lloyd G. Blanchard Middle School offers its students a wide range of clubs and co-curricular opportunities. After the school day ends, the students and staff are found happily engaging in numerous activities such as: competitive sports, Student Council, Yearbook Club, Blanchard Theater Arts, Harmonics Honor Choir, Jazz Band, Literary Magazine, National History Day, Ski Club, Destination Imagination, Yoga and Art Club and many more. The Blanchard Student Council worked very hard all year to enrich the lives of our students and to provide valuable community service. They collected Halloween costumes for children, collected holiday gifts for those in need and ran Career Day, just to name a few activities. The Student Council received recognition for their hard work in the form of the Gold Council of Excellence Award from the MA Association of Students Councils. They also received the Gold Council of Excellence Award from the National Association of Student Councils. The Destination Imagination teams placed 2<sup>nd</sup> and 4<sup>th</sup> at the regional level competition and one team placed third at the state level competition. The service class gave back to the community by serving dinner each month at the St. Paul's Soup Kitchen. The Blanchard Theater Arts program presented "Anne of Green Gables." They also won a silver award for their performance of "Check Please" at the regional competition.

We have continued to expand our use of technology in the classrooms. We have added many Chrome books and iPads to the Learning Commons. The teachers and students have worked with these devices to understand and implement their potential. We have also worked with Google Apps for Education and the Google Classroom. The use of many forms of technology is seen on a daily basis in each and every classroom. Our Library has been completely transformed to a 21<sup>st</sup> Century Learning Commons. The Learning Commons allows for the use of both print and electronic media. It also allows the teachers great flexibility and creativity in the ways they use the facility. We are excited to see the completion of the next phase of the work over the 2015 summer.

## BLANCHARD SCHOOL – CONTINUED

The Westford Middle Level PTO was very active this year. They brought wonderful programs that enriched our curriculum. The staff was treated to a Teacher Appreciation luncheon and cookies for Valentine's Day. The 8<sup>th</sup> graders celebrated with an end of the year breakfast and dance. We are very grateful to the PTO for all that they have done for our students and staff.



## JOHN A. CRISAFULLI & COLONEL JOHN ROBINSON ELEMENTARY SCHOOLS

### **John A. Crisafulli School**

**Sharon Kennelly**

*Principal*

**Michelle Kane**

*Assistant Principal*

### **Colonel John Robinson Elementary School**

**Denise Arvidson**

*Principal*

**Michelle Kane**

*Assistant Principal*

The Crisafulli and the Robinson Elementary schools have continued to build their community and educational partnership during the school year. The Crisafulli and Robinson welcomed new staff members during the 2014-2015 school year.

The Crisafulli and Robinson students (Pre-First – Grade Five) continued to receive one period per week of art, music, and physical education. All students participated in a

fixed technology or wellness block every other week. Grade 3-5 students at the Crisafulli School received an additional library class once every three weeks that addressed current events. All Kindergarten students were given a weekly Wellness Class, in addition to their weekly Library class.

All students K-5 had the opportunity to participate in library on a weekly basis. They also had many opportunities for research projects integrating library and technology skills. Over the past few years the Robinson and Crisafulli Schools have acquired many pieces of technology. We continue to utilize the equipment daily in classrooms, school assemblies and other school functions.

The Crisafulli School entered its twelfth year of educating students. The Crisafulli School served 382 students in five sections of third grade, six sections of fourth grade, and seven sections of fifth grades. The Robinson School entered its forty-fourth year of educating students in Westford. Enrollment at the end of the year was 269 students. The Robinson School educated three sections of part-time kindergarten, one section of pre-first, five sections of first grade, and five sections of second grade.

### **Parent/Community Involvement**

The Robinson School Advisory Council (SAC) was co-chaired by principal Denise Arvidson and parent Jack Flaherty. Parent members included Shannon Banatt, Christine Eddy and Diane Hutchinson. Staff members included Karenc Cecere, Sheila Grimm and Jill Longo. Nancy Tang served as the Community Member. The 2014-2015 School Improvement Plan was developed by the council and included goals of Expanding Technology Integration in Daily Instruction and Promoting Self-regulation Strategies and Programs for Students.

Joint K-2 goals included Implementing the New Standards-based Progress Report, Implementation of Guided Math Groups, Promoting Sheltered English Immersion training for staff and Using Data Teams to inform decision making. The Robinson SAC offered workshops to parents on the topics of Self-Regulation, Teacher and Parents-Partners in Literacy, and Math Matters-incorporating math strategies at home.

## JOHN A. CRISAFULLI & COLONEL JOHN ROBINSON ELEMENTARY SCHOOLS – CONTINUED

The Crisafulli School Advisory Council was chaired by Principal Sharon Kennelly. Parent members included, Jill Atkins, Jennifer Skolnick, Dana Snowdon, and Jennifer Williams. Terence Kane participated as the Community Representative and staff members were Raymond Crossman, Buffie Diercks, Darlene Faherty and Tracy Ford. The 2014-2015 School Improvement Plan was developed by the council and included five goals: (1) to promote student academic progress and high achievement by analyzing student data, (2) to work with the Crisafulli community, including parents, staff and students, to create and to maintain a welcoming and safe school environment by continuing with our Code of Conduct “PAWS 4 Peace”, (3) to provide all staff professional development opportunities, (4) to continue and to enhance the transition between Robinson and Crisafulli and between Crisafulli and Blanchard and (5) to provide all students and staff with opportunities to enhance their well-being through physical activity.

One of the School Advisory Council’s ongoing goals is to continue to support the efforts of the school’s mission of “PAWS 4 Peace.” Each day we ask our community members to ‘PAWS’ as they come in to school to remember that we strive to be a peaceful community by paying attention to the Power of our words, being Accepting of others, being Willing to help others, and demonstrating Self-control.

The Council worked to illustrate JAC’s commitment to “Willingness to Help Others” by participating in several compassion projects created by the Crisafulli Student Council. The students donated canned goods for a food drive, collected toys for children in need through the “For the Love of Ericka” Toy Drive and participated in “Copper Catastrophe” to raise money for recess games and the Westford Food Pantry. The staff participated in their own compassion projects, Operation Shoebox which sends treats to our troops, donated to the “Westford Wonder Women” team for their walk for breast cancer and a Pet Drive for the MSPCA to help a local Girl Scout Troop earn their Bronze Award. The students and staff at Crisafulli showed great pride in their efforts to help others over the course of the 2014-2015 school year.

We continued our efforts to focus on a smooth transition from grade two to grade three. The grade two and grade three students participated in a letter writing tradition that began during the 2009-2010 school year in which each student in grades two and three are assigned a letter writing buddy. There is an exchange of letters from the second graders asking the third graders about Crisafulli, which are answered by the third graders. The buddies meet at move-up day and the traditional bridging ceremony. During move-up day, the second grade students participated in a tour of Crisafulli, have recess and lunch with their letter buddies, learned about PAWS at Crisafulli, and engaged in a reading activity with Ms. Kennelly and Mrs. Kane. Upon returning to Robinson, the grade two students created a “paw” to celebrate PAWS for Peace for their upcoming year as third graders as at Crisafulli. While these events took place for students grade two staff met with grade three staff to discuss curriculum and instruction as well as transitional meetings for their outgoing students. Second grade students also visited the Crisafulli School twice to view the grade five chorus and school play.

## **JOHN A. CRISAFULLI & COLONEL JOHN ROBINSON** **ELEMENTARY SCHOOLS – CONTINUED**

The Crisafulli School continued to focus their efforts on the transition from grade five to middle school. The 3-5 principals worked with the middle school principals to host an informational night, and to host visits at each building by the middle school principals. The guidance counselor also hosted meetings for the grade five teachers to meet with the middle school guidance department.

Several community events were held through the course of the year, such as the Fifth Grade Play—Pinocchio, chorus/strings/band concerts, and the Spring Fling. These community events were enjoyed by all and are always a highlight of the year.

### **Partnership for Assessment of Readiness for College and Careers (PARCC)**

#### **Massachusetts Comprehensive Assessment System (MCAS)**

The Crisafulli students participated in the computer based format of PARCC. Students in grades 3-5 were administered English Language Arts and Mathematics tests on Chromebooks and Desktop Computers. In the first year of this type of testing, students and staff had several opportunities to engage in lesson to prepare for the PARCC testing. Fifth grade students participated in the Science and Technology MCAS test in May. The students received pep talks and guidance lessons to alleviate test anxiety. The staff emphasized that the purpose of testing was to measure the effectiveness of the curriculum and to identify students' level of proficiency.

#### **Conclusion**

In conclusion, the Crisafulli and Robinson School communities look forward to the many opportunities a new school year brings and will continue to work to strengthen our partnership with each other and the community of Westford.

# RITA EDWARDS MILLER & NORMAN E. DAY ELEMENTARY SCHOOLS

## Overview

The Miller and Day School communities continued their strong partnership of educating students in grades K-5. The schools welcomed Donna Pobuk as the new Miller School principal and Chris Louis Sardella as assistant principal of both the Miller and Day communities. Cheryl Campbell, student support teacher, retired after many years teaching at Miller School. Carolyn Priest celebrated her retirement as long-serving cafeteria manager at the Day School.

<p><b><u>Rita Edwards Miller School</u></b> <b>Donna Pobuk</b> <i>Principal</i> <b>Chris Louis Sardella</b> <i>Assistant Principal</i></p> <p><b><u>Norman E. Day School</u></b> <b>Kevin Regan</b> <i>Principal</i> <b>Chris Louis Sardella</b> <i>Assistant Principal</i></p>
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The Norman E. Day School celebrated its fiftieth anniversary during the 2014-2015 school year. The school opened as the North Middle School in January of 1965. For the 2014-2015 school year, there were 375 elementary students in grades 3-5. The school's celebratory activities included a year-long trivia contest, time capsule, tree planting, 50<sup>th</sup> birthday t-shirt contest, and birthday cake. The festivities culminated in an ice cream social with Massachusetts State Representative Jim Arciero. Representative Arciero presented an official citation commemorating the school's fiftieth anniversary.

## Miller School Advisory Council

Donna Pobuk, Principal; Chris Louis Sardella, Assistant Principal  
Teacher Representatives: Janice Diamond, Karen Burke  
Parent Representatives: Ketan Dave, Joseph Jussaume, Joshua Tang  
Carol Shestok, community member

This year the Miller School SAC focused on improving the kindergarten transition by revising the kindergarten information night presentation and packet for parents. Additionally, the committee developed a new book to welcome incoming kindergarten students. Miller and Day advisory councils teamed up to plan transition activities for students moving from grade 2 to 3 and brainstormed ideas to unite the two sister schools.

## Day School Advisory Council

Kevin Regan, Principal  
Teachers Representatives: Barbara Cope, Gina Cargiuolo, Roger Whittlesey  
Parent Representatives: Jane Calvin, Maura Hughes, Cheryl Longtin, Leela Obilichetti

This year the Day School SAC examined grade six student and parent survey results from 2013-2014 regarding transition to middle school. The committee invited Performing Arts Curriculum Coordinator Andrea Mejia to discuss how to support disadvantaged students in the band and strings program. Miller and Day School Councils shared ideas about a Miller/Day Transition Team to examine the transition of Miller grade two students to Day School for grade three.

## Curriculum and Instruction

The Miller and Day Schools successfully implemented a new district level standards based report card in the 2014-2015 school year. The new report card gave teachers the opportunity to report on student progress towards grade level standards as defined by the Massachusetts Department of Elementary and Secondary Education.

## RITA EDWARDS MILLER & NORMAN E. DAY ELEMENTARY SCHOOLS – CONTINUED

Teachers from both schools served on grade level task teams to revise benchmarks for each term. The benchmarks define a subset of mathematics and English language arts skills students are expected to obtain by the end of each marking term.

In anticipation of changes to science curriculum for the next school year, Day School teachers attended a professional development opportunity offered by the publishing company TCI. Teachers will be utilizing new curriculum resources aligned to the Next Generation Science Standards. The science lessons will feature student-centered lessons, hands-on investigations, and online text, simulation, and interactive presentations.

Teachers from both Miller and Day participated on task teams to evaluate new mathematics resources aligned to the common core standards. Grade 2 teachers at Miller School attended a Guided Mathematics conference in December of 2014 to support their work toward differentiation of math instruction. Throughout the year, teachers met to discuss *Guided Math in Action* by Nicki Newton.

The Day School staff successfully proctored 26 grade-level sessions of state assessments. Students at Day participated in the paper-based PARCC assessment (Partnership for Assessment of Readiness for College and Careers) in both English Language Arts and Mathematics. Fifth Grade students participated in the Science and Technology/Engineering MCAS (Massachusetts Comprehensive Assessment System). The Day School faculty look forward to the results of the assessments to help inform instructional practices for the 2015-2016 school year.

### **Student Activities**

Miller School administrators offered Miller Cares, biweekly sessions with lessons focusing on Miller School values including safety, manners, acceptance, respect, and teamwork. Lessons integrated stories, role play, games, and hands-on activities to reinforce social competency. Additionally, students participated in community service projects including creating patriotic drawings for members of the armed services, valentines for seniors at the Westford Nursing home, and planting spring bulbs and pumpkins in the school courtyard.

Day School students participated in many enrichment opportunities during the 2014-2015 school year. Fourth and fifth grade students in math club were crowned national champions in the online mathematics league. Several grade 5 students delighted audiences with their rendition of the *Jungle Book* directed by Luke Jorgensen. Other opportunities included the book club, ski and snowboarding club, chess club, school newspaper, and grade 5 chorus.

### **Student Leadership and Recognition**

The following Day School students were recognized for their achievement, leadership, and citizenship:

*Nicholas P. Colgan Memorial Award-* Aria Chambers, Jay Talwalkar  
*Jeannine Haberman Building Community Award-* Henry Sawyer  
*Mrs. Wanda Hall Most Worthy Grade Three Student-* James Farley  
*Mrs. Mary-Ellen Reardon Most Worthy Grade Four Student-* Owen Schultz  
*Mrs. Susan Yetten Most Worthy Grade Five Student-* Olivia Searl  
*Jan Nickerson Excellence in Music Award-* Kassy Sun  
*National Geography Bee School Champion-* Max Xu

## STONY BROOK SCHOOL

**Christopher Chew**  
*Principal*

**Richard McElhinney**  
*Assistant Principal*

In August 2014, Stony Brook welcomed 752 sixth, seventh, and eighth grade students to a new school year with a new leadership team in place. As in previous years, students were organized into three different teams on each grade: 6th grade Teams were Discovery, Imagination, Curiosity; 7th grade teams were Plato, Socrates, Aristotle; and 8th grade teams were Valor, Peace, Victory. The team model is the foundation of best middle school practices and allows students to be well known by multiple adults in the building by creating smaller learning communities within the larger educational setting. Throughout the year, the staff of these teams planned and orchestrated team-building and other activities to enhance team spirit and team identity.

The nine teaching teams provide academic instruction in English/ language arts, social studies, mathematics, and science. Additionally, seventh and eighth graders may also take one of four foreign languages offered: Spanish, French, German, or Latin. Sixth graders rotate through a quarter of each language during a Foreign Language Exploratory or FLEX program. Integrated Arts courses are offered as well providing additional experiential, hands-on activities in the areas of physical education, art, technology education, health, music, and GRT (Guidance, Research, Technology). Student supports are in place for any individual requiring additional assistance with academics. These supports include temporary reading and or math intervention as well as scheduled courses in Reading for Success and Academic Coaching. During our daily Advisory block, students are able to receive assistance, make-up missed work, work independently, collaborate on projects, or participate in team-building activities.

In addition to the wide variety of afterschool programs that have been part of Stony Brooks' rich tradition, three new clubs were created this year in response to student interest: Speech and Debate, Service Learning, and Girls on Track. Members of the Westford Academy Speech and Debate team volunteered to work with our middle school students to help develop their individual and team skills. The club met throughout the year and was able to attend competitions with the WA team that included middle school level events. Our Service Learning club worked closely with Sustainable Westford to bring awareness to the student body about the importance of reducing waste and was instrumental in getting a new water-bottle filling station installed near the Stony Brook gymnasium. Girls on Track provided an enthusiastic group of young ladies in grades 6-8 opportunities to train with mentors for a 5K race in the spring. The club infused the physical training with activities focusing on empowerment and self-esteem and performed random acts of kindness around the building throughout the year. All three of these new clubs contributed additional positive energy to our school community and were indeed successful programs in their first year.

## STONY BROOK SCHOOL – CONTINUED

The Stony Brook math program continues to produce solid results in the extra-curricular math competitions. Three different organizations met during the year: AMC Math, MathCounts, and the Stony Brook Math Team. The AMC math club produced two students scoring in the top 1% and nine students in the top 5% on the National Exam. Thirty students participated in the school round of the MathCounts competition with ten students advancing to represent Stony Brook in the chapter round. The top four scorers collaborated during the team competition while the other six students participated in the individual competitions. The Team took first place in the chapter competition and fifth place in the state-wide competition later in the year. Once again, the Math Team finished in first place in the Euclidean Division of the Intermediate Math League of Eastern Massachusetts.

Stony Brook Theater Arts produced two wonderful productions this year. In the fall, their musical production of “Bye Bye, Birdie” performed to sold-out audiences with over 70 students participating in the show. During the spring, 43 students collaborated to present “The Cop and the Anthem” as the Stony Brook entry in the METG Middle School One-Act festival.

During the 2014-2015 school year, the students and staff at Stony Brook were once again able to benefit from the strong support provided by the Westford Middle School PTO. Their valiant fundraising efforts enabled each grade to participate in two curriculum enrichment events including Liquid Nitrogen presentations from MIT/Lincoln Labs, MythMasters, a visit with award winning author Jack Gantos, and a professional production of “A Midsummer Night’s Dream” by Shakespeare Now!

## WESTFORD ACADEMY

**James Antonelli**  
*Principal*

**Betsy Murphy**  
*Dean*

**Michael Parent**  
*Dean*

**Robert Ware**  
*Dean*

Westford Academy welcomed 1634 students for the 2014-2015 school year. We also welcomed several new staff to our faculty and our year was highlighted by many achievements in the area of academics, athletics, and co-curricular activities.

Our students continued to perform admirably on the state-mandated MCAS exams to place Westford Academy in the top tier of high schools in Massachusetts. Westford

Public Schools continues to boast outstanding achievement scores in PSAT, SAT, MCAS and in Advanced Placement, while doing so with one of the lowest per pupil expenditures in the State. The Class of 2015 had 99% of its graduates successfully pass both the English Language Arts and mathematics tests. The freshman students that participated in the MCAS biology exam did an outstanding job and were in the top 10% for the State.

Below you will read a lengthy list of accomplishments by students and faculty of Westford Academy. Our students continue to pursue a rigorous academic portfolio while participating in a myriad of co-curricular and athletic activities. Each year I am more and more impressed with the talented group of students that enter our high school.

Finally, I would like to recognize our Westford Academy Trustees, a group of dedicated individuals who oversee a \$2.4 million endowment, which contributes to over \$85,000 in scholarships awarded to graduates of the senior class. In addition to scholarships, the Trustees provide recognition for the Academic Excellence Awards and the Class Most Worthy Representative Awards given each year at graduation. The generous contributions provided our school by the Trustees continues to make Westford Academy a very special and unique high school.

Westford Academy was ranked No. 9 of the "Best Public High Schools in Massachusetts" per a report compiled by Niche. The report reviewed nearly 15,000 high schools based on test scores, demographics, and students and parent input.

Westford Named "Best School District for Your Buck" in Massachusetts by NerdWallet (school quality and affordability). NerdWallet, a consumer advocacy website, recently conducted a study to determine which school districts offer parents the best value for their money in Massachusetts and out of 226 unified and secondary school districts Westford ranked #1. While many top-rated schools are located in prohibitively expensive communities, NerdWallet sought to highlight the Bay State's hidden gems. NerdWallet weighted cost of living metrics against the following school quality indicators: standardized test scores, college readiness, and class size. Westford topped their list on the strength of its 98.5% graduation rate, the fourth highest in the state, and its relative affordability with median home values under \$450,000. While Westford boasts high rankings for its elementary and middle schools, it's best known for its high school, Westford Academy. The school's test scores set it apart: 98.9% of 10th graders received the "Advanced" score on the MCAS. The school offers a range of Advanced Placement courses, including computer science, studio art and music theory. Given the quality of coursework available, it's not surprising that 92.5% of Westford students went on to higher education, the third highest rate in the state.

## WESTFORD ACADEMY – CONTINUED

### Class of 2015

Salutatorian... Justin Jiawei Yao

Valedictorian... Michael Richard Meagher

### Most Worthy Representatives

2015 Jack Leeber, Kathleen McAleese

2016 Michael Colavita, Madeline Russell

2017 Benjamin Moore, Shannon Chen

2018 Michael Tricca, Emily Bramanti

### **SPECIAL AWARDS**

Westford Academy celebrates Michael Colavita and Joel Kottas for earning perfect scores on their Advanced Placement (AP) Exams in spring of 2014. Michael Colavita, a member of the class of 2016, was one of only twelve students in the world to earn every point possible on the AP Computer Science A Exam. Joel Kottas, a 2014 graduate, was one of only nine students in the world to earn every point possible on the AP Calculus BC Exam. Looking across approximately 4 million AP Exams taken by 1.5 million U.S. public high school 11<sup>th</sup> and 12<sup>th</sup> graders in 2014, only 285 students earned every point possible on an AP Exam; answering every multiple-choice question correctly and earning full points on the free-response section of the exam.

Victoria Weiss, grade 12, was selected as a candidate for the US Presidential Scholars program. The US Presidential Scholars program was established in 1964 by Executive Order of the President to recognize some of our nation's most distinguished graduating seniors for their accomplishments in many areas: academic success, leadership, and service to school and community.

### **Business/DECA**

The Westford Academy DECA Club competed against 10 other schools, for a total of almost 1000 high school students participating at the Radisson Hotel in Chelmsford. With 175 possible awards up for grabs in varied business events, W.A. DECA took 122 of them, about 70%.

In March, 176 of our WA DECA students, who had qualified from an earlier District Competition, travelled to Boston to compete at the 56th Annual Massachusetts DECA Career Development Conference. Sixty-eight high schools from around the state brought their 2700 District winners to compete in exams, roleplays, sales presentations, written/research projects, etc. This was the most successful DECA conference for WA ever! Westford Academy won the Largest State Chapter Award for the first time and was presented a school plaque. Thirty-four WA Students qualified to compete in the International Career Development Conference that was held in Orlando, FL 4/25-4/28. This annual competition/conference had 17,000 teenage competitors from around the world.

## WESTFORD ACADEMY – CONTINUED

### **English**

On May 8, 2015, the Westford Academy English department was treated with a rare, but delightful professional development day. Renowned Boston University professor Steven Esposito came to Westford to discuss *Oedipus* and the Greek Drama. An expert in his field, Professor Esposito commanded full attention of the staff.

Westford Academy English teachers Kim Hart, Emily Coates, and Christopher Bramanti wrote and received a grant from the Westford Education Foundation which funded the day. The grant allowed twelve teachers to access the Professor's secrets, background, and a wealth of new information to help teach such an important work to the unmotivated reader. Connections were made to *Night*, *Lord of the Flies*, *Hamlet*, and *Macbeth*, four of the many works taught at the high school.

### **Foreign Language**

The National French Exam was administered in March 2015. Nearly 94,000 students participated in the exam nationally. Out of these students, only 8,687 were awarded medals. Out of the 100 Westford Academy students who participated in the exam this year, 36 were recognized for their excellent scores all above 80<sup>th</sup> percentile. In addition to other accolades and medals, Westford Academy students took home a gold medal in each of the four levels in which the exam is offered.

The 2015 National German Examination was given to over 26,000 students nationally. This year was another great year for Westford with an impressive number of awards: 30 eligible for a free trip to Germany; 37 at or above 90<sup>th</sup> percentile; 69 at or above the 80<sup>th</sup> percentile. Students who scored at or above the 90<sup>th</sup> percentile are eligible for an all-expenses paid home-stay/study trip to Germany.

### **Mathematics and Computer Programming**

Congratulations to Programming Club Team 1 members Michael Colavita, Alok Puranik, Kartik Singh and Nihaal Korandla who solved all 16 programming problems in record time and placed first in the annual High School Programming Contest held at Fitchburg State University on December 5, 2014. WA won 1st place in programming contest at WPI on March 9<sup>th</sup>. Congratulations to Programming Club members Michael Colavita, Alok Puranik and Harshal Sheth who placed 1st in the Annual High School Programming Contest held at WPI on March 9th, 2015, completing all 10 programming problems in record time!

### **Visual and Performing Arts**

#### **Art**

Please join the Art Department in congratulating the many students for their achievements in the prestigious Boston Globe Scholastic Art Awards which recognizes outstanding artwork from across Massachusetts. Student work is awarded gold key, silver key or honorable mention status.

#### **Music**

Members of the WA Improvisation class performed three holiday community concerts at the Bridges at Westford, the Cor Unum Meal Center in Lawrence, and Chelmsford Crossings. The concerts were organized, planned, performed, and booked entirely by the student members.

## WESTFORD ACADEMY – CONTINUED

The WA Grey Ghost Marching Band performed their half-time show at the MICCA concert festival, earning a bronze medal in Division 4. This was the first year for the Grey Ghost band at the festival. More than 100 Marching Band members performed at all WA Football games and with over 70 marching bands in the University of Massachusetts Band Day at Gillette Stadium.

The all-student pit for WATA's production of *Into the Heights* featured 28 musicians who rehearsed for over 65 hours and played for 8 performances.

### Theater Arts

#### The Heights:

Westford Academy Theater Arts' Production of *In the Heights*, directed by Larry Sousa, participated in the Third Annual Massachusetts Educational Theater Guild's Theatre awards and was nominated in ten categories including Best Overall Production, Sam Nudler for Best Actor in his role of Usnavi, Misha Stapp for Best Stage Management, Excellence in Technical Theater: Lighting Design (under the direction of Jordan Welch) Sam Stettner, Charlotte Smaltz, Leah Donovan, E. Killiam, Alyssa Vuilleumier, Naqiya Motiwalla for Excellence in Technical Theater; Property Design Excellence in Technical Theater: Set Design and Execution (under the direction of Larry Sousa), Best Choral Ensemble (under the direction of Scott Cruikshank and Karen St. George), Best Acting Ensemble; Best Dance Ensemble (with choreography by Larry Sousa), Best Orchestra (under the direction of Ken Culver); Best Overall Production.

The MET Awards were held on June 15 at the Cutler Majestic Theater in Boston.

#### The Normal Heart:

Westford Academy Theater Arts production of *The Normal Heart* under the direction of Dennis Canty was named Winner at the Preliminary Round of the Massachusetts Educational Theater Guild's State Festival held on February 28 at Westford Academy. Sam Nudler for Excellence in Acting for his role as Ned Weeks; Marco Ligouri for Excellence in Acting for his role as Bruce Niles, Brandon Jurewicz for Excellence in Acting for his role as Mickey Marcus, Chiaro Peters, Keely Craig, Morgan Shea, Misha Stapp and Claire Clark for Excellence in Technical Theater: Set Design.

Westford Academy Theater Arts production of *The Normal Heart* under the direction of Dennis Canty was named Winner at the Semi-Final Round of the Massachusetts Educational Theater Guild's State Festival held on March 14 at Monty Tech.

In addition to the advancement, twenty-two WA students were named to the All Star Cast for outstanding achievement: Sam Nudler for Excellence in Acting for his role as Ned Weeks, Thomas Mitsock for Excellence in Acting for his role as Felix Turner, Brandon Jurewicz for Excellence in Acting for his role as Mickey Marcus, Chiaro Peters, Keely Craig, Morgan Shea, Misha Stapp, Claire Clark, Kaleigh Kuehl and Maddy Corvino for Excellence in Technical Theater; Set Design Amy Keum, Katie Sawosik, Abby Mills, Emma Seyffert, Sidney Shea and Samantha Garrett for Excellence in Technical Theater: Costume Design Jillian Baker for Excellence in Dramaturgy, Naqiya Motiwalla, Kristen Kim, Katie Kandra, Caroline Lawlor and Matthew Gagnon for Excellence in Sound Design and Execution.

## **WESTFORD ACADEMY** – CONTINUED

### ***Athletics***

Westford Academy earned the MIAA Sportsmanship Honor Roll for the school year 2013-2014. This honor is given to schools that exemplify sportsmanship in all seasons by their coaches and players.

### **Spring 2014**

Westford Academy was selected as the Dual County League Sportsmanship Award winner for the spring 2014 season.

Girls Tennis were crowned DCL Champions and finished the season as MIAA Division 1 North Sectional Finalists.

Boys Track and Field won the Dual County League Championship.

### **Fall 2014**

Cheerleading won the DCL League Championship and finished in 2Nd Place at the MSSAA State Championship. They were also selected as the MSSAA State Sportsmanship Award Winner.

### **Winter 2014-2015**

Cheerleading, Boys Swimming/Dive, Boys Alpine Skiing and Gymnastics were all Dual County League Champions.

Boys Basketball, Girls Basketball, Girls Ice Hockey, Gymnastics, Indoor Track, Wrestling, Cheerleading, Alpine Ski, Nordic Ski, Swimming and Diving teams all qualified for postseason competitions.

Boys Indoor Track Athlete Cody Trudell set a new record in the 55 Meter. Gymnast Jackie Beals set a new school record in the All Around. Alpine skier James Larsen was crowned Mass Bay West League Champion for the fourth year in a row at Nashoba Valley. This is the first time in history of the league any skier has accomplished this task.

The Westford Academy Cheer Team are the overall Grand National Champions! The team brought home three trophies: 1st in Co-Ed Division, 1st in High Point School Division and Grand National Championship.

Boys Swimming and Diving won the MIAA Division 1 State Championship. They finished the dual meet season 11-0, and went on to win the Dual County League Championship. Along the way, five school records were broken, and 6 All-American consideration standards were met. At the State meet at MIT, Brian Poon, Jack Koravos, and Jason Jung won individual state titles, and joined with Kyle Pilachowski, Jeffrey Yao, and Justin Yao to win two relay state titles. As a team, the Grey Ghosts outscored 9-time defending state champion St. John's Prep 309 to 267 to win the first Boys Swim & Dive State Title in school history.

Boys Basketball won the MIAA Division 1 Central Mass Sectional Championship before falling to two-time defending state champion Putnam in the MIAA State Semifinal. This was the furthest any WA Boy's basketball team had completed since the 1968 State Championship team.

### ***Clubs and Activities***

#### **Mock Trial**

Every year the Massachusetts Bar Association prepares a legal case and invites Massachusetts's high schools to try the case in its annual Mock Trial competition.

## **WESTFORD ACADEMY** – CONTINUED

### **Ghostwriter (School Newspaper)**

The Ghostwriter was recognized by the New England Scholastic Press Association in the spring and was awarded Highest Achievement for Online Class 1 Newspapers. Several students were also recognized by this organization for their individual contributions: Kathleen McAleese and Lauren Cullen for Homepage Design, Lauren Cullen for a feature titled "Self harm: one student's story", Kayla Chavier for a profile titled "Curly keeps traffic moving,"

Kathleen McAleese for a story titled "Little known FDA policy revealed."

### **PROJECT PURPLE:**

3rd Place Nationwide in the "I AM" PurplePSA contest - January  
Annie Livorsi - \$500 Spirit of Purple (Nationwide) Scholarship

### **Junior States of America**

Junior States of America is a national organization where students engage in debate on current issues. The club grew and won several awards.

### **History Day Club**

The History Day club sent several submissions to the first round of regional competitions for Massachusetts History Day competition and one team (Emma Couillard and Anisha Mathew) Massachusetts History Day State Finals went to the finals of the states. One middle school team also competed at the State Finals.

### **Power of One**

The Power of One students completed their first blended learning course by successfully interacting both online and face-to-face to develop and execute several student-conceived service projects.

### **Westford Historical Society**

Here are the awards for the History Prize from the Westford Historical Society. The awards are sponsored by the Westford Kiwanis and presented by Geoff Hall on awards night. Sarah Maccini, Fairview Cemetery \$250 award; Katie Fitzsimmons, Apple Blossom \$150 award; Kaitlin Canha, Stone Arch Bridge Honorable Mention; Tommy Jacobsen, Quarries Honorable Mention.

### **Massachusetts Envirothon**

For the first time ever, students from Westford Academy participated in the Massachusetts Envirothon this May. Six self-taught students spent the day answering questions about soil, animals, and plants and gave a presentation on town-wide environmental issues and organizations. Led by Junior Nancy Wang, this crew spent hours on their own time making the presentation materials and learning what they could to be competitive with the other dozens of schools in attendance.

### **Environmental Club**

The Environmental Club took over the Summer Book Recycling Program, and handed out over 250 copies of summer reading books, for free, to students at Westford Academy and the two middle schools. All students are encouraged to turn in their summer reading book each fall, with the hope that all students will eventually be able to get a free copy of their summer reading all four years.

# TAX COLLECTOR/TREASURER

**Christine Collins**  
*Tax Collector/Treasurer*  
**Peggy Halvorsen**  
*Assistant Tax Collector*  
**Pat Studer**  
*Assistant Treasurer*  
**Sheila Finegan**  
*Administrative Assistant*

## How's Business?

Tax collections are very strong in Westford. The collection rate for 2015 held steady at 99%. There are four tax lien properties being processed for foreclosure in land court at this time. Several more tax lien parcels will be moved into foreclosure when the new fiscal year begins.

Debt payments are made out of Community Preservation funds, Water Enterprise funds, General Fund appropriation, and debt exclusion. Debt exclusion is a means to fund projects by raising taxes outside the limitations of proposition 2½. Debt exclusions accounted for a little more than \$3.1 million raised, and contributed to 76 cents on the tax rate in FY15 after offsets. Town meeting authorized borrowing for a new Fire Station at the March 2015 town meeting contingent upon the successful passage of a Proposition 2½ debt exclusion vote. The debt exclusion vote taken in May was successful. It is estimated that annual debt service on the \$11.7 million fire station bond will add 20 cents to the tax rate for 20 years.

The Town issued Bond Anticipation Notes during FY15 for the following capital projects:

<u>Description</u>	<u>Amt. Borrowed</u>	<u>Project Status</u>
Intersection Planning Work	\$150,000	Started
Storm Water Master Plan	\$140,000	Started
Day & Robinson School Windows	\$2,200,000	Started
Water System Improvements Pleasant St.	\$660,000	Started
Water System Improvements Graniteville	\$400,000	Started

The Day & Robinson Window project will be completed during FY16. Grant funding from Massachusetts School Building Authority is expected to cover a portion of the costs. Once final figures are received, bonds will be issued. The debt service for this project, the intersection planning work, and the storm water master plan will be covered under the tax levy as part of the General Fund appropriation. At the March 2015 annual town meeting, borrowing for a new dispatch center was authorized and will likely be completed in FY16. The dispatch center will be covered under the levy as well. The water system improvements will be paid out of Water Enterprise funds.

## Who's There and How Can You Reach Us?

Staff Information: Peggy Halvorsen, Sheila Finegan and Pat Studer work in the Tax Collector-Treasurer's office. Peggy and Sheila work primarily on the tax and departmental receipts end of the business, while Pat shares her time between tax and Treasury functions.

Tax bills can be looked up on the town's website, [westfordma.gov](http://westfordma.gov). Look for the Online Services option off the main menu and then select "Pay and Look Up Bills."

Phone number: 978-692-5506 Hours: 8am to 4pm Monday through Friday.

Town Collector-Treasurer, Christine Collins can be reached at 978-399-2526 or by email [ccollins@westfordma.gov](mailto:ccollins@westfordma.gov). Please see the following pages for collection information, debt service payment detail and loan balance summary information.

TAX COLLECTOR/TREASURER – CONTINUED

YEAR	7/1/2014	Commitments	Abatements	Refunds	Collections	Deferred & Tax Title	ADJ	6/30/2015
	Balance							Balance
<b>REAL ESTATE</b>								
2015	-	66,260,692	(366,113)	169,693	(65,392,470)	(127,549)	-	544,253
2014	638,358		(54,233)	64,188	(590,394)	(48,610)	0	9,310
2013	14,921		(51,636)	51,636	(13,623)			1,298
2012	564				(564)			-
2011	374				(374)			-
TOTAL	654,218	66,260,692	(471,982)	285,518	(65,997,425)	(176,159)	0	554,861
<b>EXCISE</b>								
2015	-	3,145,888	(48,835)	28,483	(2,967,066)		21	158,491
2014	114,101	326,635	(25,734)	21,987	(414,929)		10	22,069
2013	23,997	-	(1,685)	1,685	(10,106)		-	13,891
2012	8,913		(213)	213	(1,608)		-	7,305
2011	6,900	89	(78)	-	(629)		-	6,282
2010	7,270	-	-	-	(164)		-	7,106
TOTAL	161,181	3,472,612	(76,545)	52,367	(3,394,503)		31	215,143
<b>PP</b>								
2015		1,707,147	(41,842)	48,504	(1,646,645)		31	67,195
2014	42,697		(5,937)		(31,520)		-	5,240
2013	8,742		(5,115)		(1,589)		-	2,038
2012	6,647		(4,685)		(692)		-	1,270
2011	4,320		(3,283)		(420)		-	617
Prior	192							192
TOTAL	62,598	1,707,147	(60,863)	48,504	(1,680,866)		31	76,552
<b>COMMUNITY PRESERVATION ACT</b>								
2015		1,595,815	(25,273)	2,127	(1,555,459)	(2,947)	(7)	14,256
2014	17,094		(1,720)	1,843	(15,793)	(1,106)		318
2013	394		(1,549)	1,549	(361)			33
TOTAL	17,488	1,595,815	(28,542)	5,520	(1,571,612)	(4,053)	(7)	14,608

# TAX COLLECTOR/TREASURER – CONTINUED

*Massachusetts Department of Revenue, Division of Local Services  
Bureau of Accounts ~ Automated Statement of Indebtedness*

City/Town/District of : Westford

<b>FY2015</b>
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Long Term Debt Inside the Debt Limit	Outstanding July 1, 2014	+ New Debt Issued	- Retirements	= Outstanding June 30, 2015	Interest Paid in FY2015
Buildings	9,955,000	4,730,000	5,730,000	8,955,000	316,229
Departmental Equipment	500,000	739,792	179,792	1,060,000	15,541
School Buildings	23,555,000	656,484	2,271,484	21,940,000	1,043,005
School - All Other	190,000	0	190,000	0	4,940
Sewer	480,000	0	100,000	380,000	10,600
Solid Waste	0	0	0	0	0
Other Inside	4,040,000	0	746,000	3,294,000	151,594

SUB - TOTAL Inside	38,720,000	6,126,276	9,217,276	35,629,000	1,541,908
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Long Term Debt Outside the Debt Limit	Outstanding July 1, 2014	+ New Debt Issued	- Retirements	= Outstanding June 30, 2015	Interest Paid in FY2015
Airport				0	
Gas/Electric Utility				0	
Hospital				0	
School Buildings	7,970,000	0	1,235,000	6,735,000	332,825
Sewer	0			0	
Solid Waste	0			0	
Water	11,526,660	0	960,922	10,565,738	398,952
Other Outside	24,157	0	4,087	20,070	1,236

SUB - TOTAL Outside	19,520,817	0	2,200,009	17,320,808	733,014
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TOTAL Long Term Debt	58,240,817	6,126,276	11,417,285	52,949,808	2,274,922
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## TAX COLLECTOR/TREASURER – CONTINUED

Short Term Debt	Outstanding July 1, 2014	+ Issued	- Retired	= Outstanding June 30, 2015	Interest Paid in FY2015
RANs - Revenue Anticipation				0	
<b>BANs - Bond Anticipation:</b>					
Buildings				0	
School Buildings	672,000	2,200,000	672,000	2,200,000	1,511
Sewer	0			0	
Water	375,000	1,060,000	375,000	1,060,000	840
Other BANs	445,792	290,000	445,792	290,000	1,008
SANs - State Grant Anticipation				0	
FANs - Federal Gr. Anticipation				0	
Other Short Term Debt				0	
<b>TOTAL Short Term Debt</b>	1,492,792	3,550,000	1,492,792	3,550,000	3,359
<b>GRAND TOTAL All Debt</b>	\$59,733,609	\$9,676,276	\$12,910,077	\$56,499,808	\$2,278,281

<b>Authorized and Unissued Debt</b>					
Purpose	Date of Vote	Article Number	Amount Authorized	- Issued - Retired - Rescined	= Unissued 6/30/2015
Groton Rd Rte 40 Water Main	10/20/08	7	640,000	274,174	365,826
Nutting & Stepinsky Wells WPAT	07/30/09	1	2,500,000	1,920,424	579,576
Water System Improv 110	03/26/12	21	550,000	375,000	175,000
Fire Truck	03/23/13	16	544,000	544,000	0
Bleachers	03/23/13	16	550,000	550,000	0
School Boilers	03/23/13	16	180,000	106,484	73,516
Highway Design & Engineering	03/23/13	16	600,000	290,000	310,000
10 Wheel Dump Truck	03/23/13	16	195,792	195,792	0
School Remodeling	03/22/14	11	4,101,750	2,200,000	1,901,750
Water Bonds Pleasant St.	03/22/14	9	660,000	660,000	0
Water Bonds Graniteville	03/22/14	9	400,000	400,000	0
Dispatch Center	03/28/15	7	1,029,000	0	1,029,000
Center Fire Station	03/28/15	8	11,772,200	0	11,772,200
					16,206,868
SUB - TOTAL from additional sheet(s)					\$0.00
<b>TOTAL Authorized and Unissued Debt</b>					<b>\$16,206,868</b>

## TAX COLLECTOR/TREASURER – CONTINUED

Long Term Debt Inside the Debt Limit Report by Issuance	Outstanding July 1, 2014	+ New Debt Issued	- Retirements	= Outstanding June 30, 2015	Interest Paid in FY2015
Modular Classrooms Refunding	190,000	0	190,000	0	4,940
Abbot Boiler #1	80,000	0	10,000	70,000	1,700
Abbot Elevator	405,000	0	45,000	360,000	8,550
Elementary School Construction	11,815,000	0	1,095,000	10,720,000	526,838
Middle School Construction	11,255,000	0	1,040,000	10,215,000	501,908
Highway Garage D&E Refunding	160,000	0	80,000	80,000	4,000
Highway Garage Construction	4,715,000	4,730,000	5,320,000	4,125,000	135,254
Senior Center	3,200,000	0	200,000	3,000,000	107,600
Town Hall CPC Share	803,000	0	55,500	747,500	29,632
Town Hall Gen Fund Share	1,077,000	0	74,500	1,002,500	39,743
School Boilers	0	106,484	26,484	80,000	673
Sewer Center Ext Refunding	480,000	0	100,000	380,000	10,600
East Boston Camps	3,500,000	0	655,000	2,845,000	131,890
Highway Garage A&E	200,000	0	50,000	150,000	8,000
Stepinski Land	340,000	0	41,000	299,000	11,704
Dump Truck	0	195,792	20,792	175,000	1,189
Fire Truck	0	544,000	54,000	490,000	3,302
Police Base Radio	160,000	0	20,000	140,000	3,400
Street Sweeper	160,000	0	40,000	120,000	3,600
Ambulance 2013	180,000	0	45,000	135,000	4,050
WA Bleachers	0	550,000	55,000	495,000	3,337
<b>TOTAL</b>	<b>38,720,000</b>	<b>6,126,276</b>	<b>9,217,276</b>	<b>35,629,000</b>	<b>1,541,908</b>

## TAX COLLECTOR/TREASURER – CONTINUED

Long Term Debt Outside the Debt Limit Report by Issuance	Outstanding July 1, 2014	+ New Debt Issued	- Retirements	= Outstanding June 30, 2015	Interest Paid in FY2015
Academy Refunding 1	7,970,000	0	1,235,000	6,735,000	332,825
Byrne Ave Water	285,000	0	34,000	251,000	9,828
Contract 1 Water Share	64,111	0	3,199	60,912	1,250
Contract 1 Gen Fund Share	671,223	0	33,494	637,730	13,090
Contract 2 Water	908,732	0	45,345	863,387	17,721
Country Rd Well	335,000	0	35,000	300,000	10,710
Filtration Plant 2	6,115,000	0	590,000	5,525,000	244,466
Filtration Plant 1	980,000	0	125,000	855,000	49,507
Rte 40 Water Main Revised	197,593	0	9,884	187,709	4,169
Water Sys Imprv Art 21 3/12	530,000	0	25,000	505,000	12,975
Water Sys Imprv Art 7 10/11	1,440,000	0	60,000	1,380,000	35,238
Title Five	24,157	0	4,087	20,070	1,236
<b>TOTAL</b>	<b>19,520,817</b>	<b>0</b>	<b>2,200,009</b>	<b>17,320,808</b>	<b>733,014</b>
Must equal					
page 1					

Short Term Debt Report by Issuance	Outstanding July 1, 2014	+ Issued	- Retired	= Outstanding June 30, 2015	Interest Paid in FY2015
Municipal Purpose Loan	1,492,792.00	0.00	1,492,792.00	0.00	3,359.00
Municipal Purpose Loan		250,000.00		250,000.00	
Municipal Purpose Loan		3,300,000.00		3,300,000.00	
<b>TOTAL</b>	<b>1,492,792.00</b>	<b>3,550,000.00</b>	<b>1,492,792.00</b>	<b>3,550,000.00</b>	<b>3,359.00</b>
Must equal					
page 2 Total					

## TAX POSSESSION SALE COMMITTEE

**Don Costley**  
*Chairman*

**Denali Delmar**  
*Vice Chairman*

**Steve Sadowski**  
*Clerk*

**Paul Cully**  
**Dave Earl**  
**William Herman**  
**Ernest Hyde**

**Staff**

**Assistant Town Manager**  
**John Mangiaratti provides**  
**staff support and GIS**  
**director Chris Coutu**  
**provides assistance with**  
**parcel mapping.**

The role of the Tax Possession Sales Committee (TPSC) 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 TPSC is normally acquired by foreclosure in Land Court for nonpayment of taxes. The TPSC may sell and convey such land at public or private sale on terms and conditions as the Committee shall determine. The TPSC 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.

The TPSC generally meets the third Thursday of each month at 5:30PM. Agendas and meeting locations are available on the town calendar.

At the start of FY 2015, the TPSC had thirty parcels in its care and custody. The TPSC ended FY 2015 with seventeen parcel in its care and custody. A listing of inventory in the custody of the TPSC is available on the town website. The direct address is: [www.westfordma.gov/government/towndepartments/boardsandcommittees/westfordma/tpsc/index](http://www.westfordma.gov/government/towndepartments/boardsandcommittees/westfordma/tpsc/index).

In July of 2014 the TPSC acquired custody of parcel 029 0086 0000 (0.9 acres) on Cowdry Hill Road.

The TPSC reviewed and revised its Rules and Procedures during FY 2015. These can be found at: [www.westfordma.gov/government/towndepartments/boardsandcommittees/taxpossessionsalescommitte](http://www.westfordma.gov/government/towndepartments/boardsandcommittees/taxpossessionsalescommitte).

Parcel 031 0051 0000 (0.24 acre) on Depot Street was acquired by the town in 1999. The owner of 1 Burbeck Way has, since 1981, used a portion of this parcel as a driveway and has groomed, planted flowers, cut, and otherwise maintained the land. Since this parcel provides access to the controls of the Stony Brook Dam and significant Water Department infrastructure, the TPSC granted an Easement to the owner of 1 Burbeck Way to allow the continued use of the land while the Town of Westford retains ownership.

The Conservation Commission as well as the Westford Conservation Trust have expressed interest in parcel 021 0103 0000 (3.0 acre) located on Hildreth Street. This parcel was previously of interest to the Affordable Housing Committee who commissioned a 2011 Resource Area Evaluation performed by Ducharme & Dills, Civil Design Group Inc. The results of this evaluation are presented in a "Wetland Delineation Report" dated May 9, 2011. As a result of this evaluation, the Affordable Housing Committee determined that this parcel was not suitable for residential housing.

## TAX POSSESSION SALE COMMITTEE- CONTINUED

The Conservation Commission considers this parcel to be of significant conservation value for a number of reasons, and had no objections to the TPSC selling it to the Westford Conservation Trust. The TPSC issued a Request for Proposal (RFP) for this parcel and, given they were the only responders, sold it to the Westford Conservation Trust for \$2000 plus closing costs during FY 2015.

An offer to purchase parcel 074 0055 0000 (0.1 acre) on Pine Tree Trail for \$500 plus closing costs was accepted by the TPSC in FY 2014. The sale of this parcel was finalized in FY 2015.

Parcel 013 0047 0000 (9.4 acres) on Acton Road was sold for \$4000 plus closing costs during FY 2015.

Parcel 053 0069 0000 (0.1 acre) on Crescent Street was sold for \$1100 plus closing costs during FY 2015.

Six parcels, 021 0003 0026 (0.7 acre) on Rome Drive, 022 0003 0011 (0.4 acre) also on Rome Drive, 037 0003 0006 (0.4 acre) on Gifford Drive, 047 0029 0000 (2.9 Acres) on Tyngsboro Road, 059 0007 0004 (1.4 acres) on Randolph Circle, and 078 0075 0000 (0.1 acre) on Pine Tree Trail, containing infrastructure important to the town were transferred to the Board of Selectmen at the March 2015 Annual Town Meeting.

Two parcels, 025 0202 0000 (2.6 acres) on Cold Spring Road and 074 0053 0000 (0.1 acre) on Pine Tree Trail, were determined to not be owned by the town and therefore not in the care and custody of the TPSC.

Two parcels, 054 0012 0010 (0.5 acre) on MacQuarrie Lane and 051 0001 0000 (0.2 acre) on Concord Road, were determined to not exist. They were in fact part of other parcels.

On June 1, 2015 Ernest Hyde tendered his resignation from the TPSC effective August 1, 2015. Ernie has served on the committee since 2007 and will be missed. The committee wishes him well.

# **T.R.E.A.D PROGRAM**

## **TAX RELIEF FOR THE ELDERLY AND DISABLED**

**Christine Collins**  
*Tax Collector/Treasurer*  
**Diane Holmes**  
*Board of Assessors*  
**Nancy Cook**  
**Timothy Donovan**  
**Dorothy Hall**

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.

The purpose of this fund is to assist in defraying the real estate taxes of the elderly over age 65, and disabled persons of low income. Qualification requirements for recipients are: 1) Must own and occupy the property for which taxes are assessed 2) Must be 65+ years old OR have a state recognized disability 3) Must file completed application disclosing exemptions and household income and expenses for all household members age 18+. The program is administered through the Council on Aging.

Each year, applications are reviewed by a committee appointed by the Town Manager. State law mandates that the committee includes: the Tax Collector/Treasurer, a representative from the Board of Assessors, plus 3 members at large. TREAD awards vary each year as the funds are solely provided by voluntary tax-deductible donations from private individuals and businesses. No Town funds from the fiscal budget are used for TREAD awards.

Donations received in FY'15 totaled \$17,957.76 and interest income of \$282.76. For FY'15, 21 individuals were assisted with varying award amounts totaling \$12,100.00. The ending TREAD balance as of June 30, 2015 was \$29,356.90.

The TREAD Committee would like to thank Tim Donovan who completed his final term as a committee member this year. Your time and service was greatly appreciated.

Thank you to all donors for supporting this program.

# TECHNOLOGY DEPARTMENT

The fiscal year 2015 saw considerable activity on the School IT systems as the Digital Learning Plan (DLP) began to be implemented. Also we had to continue to deal with the withdrawal of support for both Windows XP and Windows Server 2003.

## Infrastructure & Hardware

The department continued to maintain and upgrade the technology infrastructure during the year.

Work to develop the wireless infrastructure in all the schools in support of the DLP objective of mobile computing was a major part of that effort. Just implementing sufficient hardware is not enough to provide stable service because management of the use of the public radio spectrum is an ongoing battle. All kinds of devices compete for access to the channels – everything from mobile phone ‘hot spots’ to printers with their own Wi-Fi capabilities. As we learn to measure and manage that problem, the reliability of the service improves.

We replaced one storage array which allowed us to optimize the distribution of storage between our datacenters. Next year we will complete the transition by buying another array of the same kind.

We completed the conversion of all the major buildings in the town and schools to use higher- speed fiber Internet connections rather than the slower cable connections previously in use. This is another vital part of the DLP as it places increased emphasis on services hosted in the cloud rather than locally.

## Software Projects

We completed the roll out of the electronic purchase order system in the town with all departments now using it. We also completed a major version upgrade of the accounting system to ensure continuity of support from the vendor and to gain access to the latest additional tools provided.

New versions of several systems were implemented including the document management system and the IT Helpdesk system.

Work began on compiling a comprehensive catalog of all the software applications used in the town and laying out a road map for their use and development. This is a significant piece of work and will take some time to complete.

<p><b>Mike Wells</b> <i>Director</i></p> <p><b>Christopher Coutu</b> <i>Geographic Information Systems (GIS) Coordinator</i></p> <p><b>Matt Emanouil</b> <i>System Administrator</i></p> <p><b>Tom Laflamme</b> <i>Applications Manager</i></p> <p><b>Kate Maguire</b> <i>Operations Administrator</i></p> <p><b>Kevin Murphy</b> <i>Network Administrator</i></p>
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## TECHNOLOGY DEPARTMENT – CONTINUED

### **Other Projects**

We continue to proactively work on maintaining and improving the security of our systems and data. As well as the rolling out of the information security policy developed last year, we began to implement the improved account management practices previously deployed in the town departments into the schools. That process should complete in the next fiscal year, which will bring us into broad compliance with state best practice recommendations.

With the continuing and developing threats from SPAM, malware and “phishing” we switched to a new deployment and management model for our workstation and server protection software. This new model gives us better notifications of incidents as they occur and has been integrated without internal helpdesk to make sure that serious issues are dealt with. There are also new tools that allow us to develop access rules to support the “appropriate use” policies the town operates.

The first live use of online PARCC testing was completed successfully. This is a very challenging method of testing for the administrators but this year there were no technology- related issues that caused problems.

## TOWN ACCOUNTANT

The following financial statements are for the fiscal year ending June 30, 2015.

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.

The Town's financial records have been audited by Melanson Heath and Company, PC, Certified Public Accountants and the results of that audit are available for public inspection in the office of the Town Accountant and on the town's web-site.

I would like to thank the accounting staff, Jesse Beyer, Elizabeth Turgeon and Pam Florek for their dedicated service. I would also like to thank all the boards, commissions, committees and departments for their cooperation during the year.

**Alice M. Ferro**  
*Town Accountant*

**Jesse Beyer**  
*Assistant Town Accountant*

**Elizabeth Turgeon**  
*Payroll Administrator*

**Pam Florek**  
*Administrative Assistant*

# TOWN ACCOUNTANT – CONTINUED

Combined Balance Sheet (Unaudited)  
All Fund Types and Account Group

June 30, 2015

	Governmental Fund Types			Proprietary Fund Types		Fiduciary	Account Group General Long- Term Debt	Totals (Memorandum Only)
	General	Special Revenue	Capital Project	Enterprise	Trust and Agency			
<b>ASSETS</b>								
Cash and cash equivalents	\$ 25,361,838	\$ 8,757,997	\$ 4,852,297	\$ 6,352,958	\$ 9,702,067	\$ -	\$ -	\$ 55,027,156
Cash held by others	-	-	-	-	80,762	-	-	80,762
Receivables:		14,608						14,608
Property Taxes	631,401	-	-	-	-	-	-	631,401
Prepaid Property Taxes	-	-	-	-	-	-	-	-
Deferred Property Taxes	237,552	410	-	-	-	-	-	237,962
Tax Title	641,774	9,886	-	652	-	-	-	652,312
Tax Foreclosure	138,538	-	-	-	-	-	-	138,538
Excises	215,143	-	-	-	-	-	-	215,143
Charges for Services	-	-	-	1,362,235	-	-	-	1,362,235
Street betterments	-	-	-	-	-	-	-	-
Due from MW/PAT	79,570	-	-	-	-	-	-	79,570
Due provided for the ret gen long-term debt	-	-	-	-	-	-	-	-
<b>Total Assets</b>	<b>\$ 27,305,816</b>	<b>\$ 8,782,901</b>	<b>\$ 4,852,297</b>	<b>\$ 7,715,844</b>	<b>\$ 9,782,829</b>	<b>\$ 52,949,808</b>	<b>\$ 52,949,808</b>	<b>\$ 111,389,495</b>

# TOWN ACCOUNTANT – CONTINUED

Combined Balance Sheet (Unaudited)  
All Fund Types and Account Group

June 30, 2015

	Governmental Fund Types			Proprietary Fund Type		Fiduciary	Account Group General Long- Term Debt	Totals (Memorandum Only)
	General	Special Revenue	Capital Project	Enterprise	Trust and Agency			
<b>LIABILITIES AND FUND EQUITY</b>								
<b>Liabilities:</b>								
Warrants Payable	\$ 2,254,267	\$ 172,339	\$ 59,411	\$ 201,780	\$ 41,260	\$ -	\$ -	\$ 2,729,057
Accounts Payable	-	-	-	-	-	-	-	-
Payroll Withholdings	1,004,684	-	-	-	-	-	-	1,004,684
Deferred Revenues	(25,418)	24,904	-	1,362,887	-	-	-	1,362,372
Deferred Intergovernmental Overlay	1,969,397	-	-	-	-	-	-	1,969,397
Anticipation Notes Payable	-	-	3,550,000	-	-	-	-	3,550,000
General obligation Bonds Payable	-	-	-	-	-	-	52,949,808	52,949,808
Tailings/Retunds	38,308	-	-	-	-	-	-	38,308
Other Liabilities	-	-	-	-	968,076	-	-	968,076
<b>Total Liabilities</b>	<b>5,241,238</b>	<b>197,242</b>	<b>3,609,411</b>	<b>1,564,667</b>	<b>1,009,336</b>	<b>52,949,808</b>	<b>-</b>	<b>64,571,703</b>
<b>Fund Equity:</b>								
Reserved for Encumbrances	1,444,066	-	-	27,925	-	-	-	1,471,990
Reserved for Endowment	-	-	-	-	639,068	-	-	639,068
Reserved for Expenditures	2,765,380	1,752,473	-	1,396,961	-	-	-	5,914,814
Reserved for Petty cash	5,500	-	-	100	-	-	-	5,600
Unreserved/Undesignated	6,391,723	6,833,185	1,242,886	-	8,134,426	-	-	22,602,219
Designated for Debt Service	11,457,910	-	-	-	-	-	-	11,457,910
Designated for	-	-	-	-	-	-	-	-
Appropriation Deficits	-	-	-	-	-	-	-	-
Retained Earnings	-	-	-	4,726,192	-	-	-	4,726,192
<b>Total Fund Equity</b>	<b>22,064,578</b>	<b>8,585,658</b>	<b>1,242,886</b>	<b>6,151,178</b>	<b>8,773,493</b>	<b>-</b>	<b>-</b>	<b>46,817,793</b>
<b>Total Liabilities and Fun</b>	<b>\$ 27,305,816</b>	<b>\$ 8,782,901</b>	<b>\$ 4,852,297</b>	<b>\$ 7,715,844</b>	<b>\$ 9,782,829</b>	<b>\$ 52,949,808</b>	<b>\$ -</b>	<b>\$ 111,389,495</b>

# TOWN ACCOUNTANT – CONTINUED

DEPARTMENT/ Purpose	FY 2015 Budget Basis - General Fund										FY 2015		Page 1 of 7
	FY2014		S.T.M. 10/14		S.T.M. 03/15		Reserve Fd		FY2015		Closed to		
	Encumbered & Carried Fwd	A.T.M. 3/14 Budget	A.T.M. 03/14 Art/ Transf	S.T.M. 03/15 Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended	Encumbered & Carried Fwd	Fund Balance				
122													
Expenses	175.00	25,176.00	-	5,000.00	-	-	-	22,512.32	3,595.64	4,243.04			
Capital	142,074.00	-	-	27,960.00	-	-	-	100,908.10	69,125.90	-			
123													
Personal Services	-	326,916.00	-	-	11,675.00	-	-	335,788.51	-	2,802.49			
Expenses	5,000.00	33,560.00	-	-	-	-	-	32,801.14	2,500.00	3,258.86			
Perchlorate	298,373.50	-	-	200,000.00	-	-	-	162,619.40	335,754.10	-			
Capital	164,755.96	-	-	-	-	-	-	90,280.72	74,475.24	-			
131													
Expenses	175.00	10,113.00	-	-	-	-	-	9,152.23	-	1,135.77			
Reserve Fund	-	191,000.00	-	-	-	-	(61,659.00)	-	-	129,341.00			
132													
Personal Services	-	-	-	100,383.00	1,377.00	4,793.00	103,022.14	-	-	3,530.86			
Expenses	-	-	-	1,450.00	-	-	370.16	-	-	1,079.84			
133													
Personal Services	-	230,351.00	-	-	7,874.00	-	235,386.37	-	-	2,838.63			
Expenses	-	45,160.00	-	-	-	-	44,932.12	-	-	227.88			
137													
Personal Services	-	81,104.00	-	(81,104.00)	-	-	-	-	-	-			
Expenses	-	1,450.00	-	(1,450.00)	-	-	-	-	-	-			
141													
Personal Services	-	217,287.00	-	-	5,560.00	-	222,332.61	-	-	514.39			
Expenses	5,500.00	24,679.00	-	-	-	-	14,264.09	-	-	1,734.91			
145													
Personal Services	-	222,529.00	-	-	8,833.00	-	230,905.49	-	-	456.51			
Expenses	2,479.95	45,805.00	-	-	-	-	48,281.41	-	-	3.54			
151													
Expenses	20,152.71	290,000.00	-	-	-	-	174,755.65	-	-	690.00			
152													
Personal Services	-	186,007.00	-	-	-	-	186,230.99	-	-	123.01			
Expenses	350.00	24,600.00	-	-	347.00	-	22,139.39	-	-	2,460.61			
Comp Reserve	-	678,913.00	-	-	(520,090.14)	-	-	-	-	158,822.86			

# TOWN ACCOUNTANT – CONTINUED

DEPARTMENT/ Purpose	FY2014		A.T.M. 03/14		S.T.M. 10/14		Reserve fd		FY2015		Closed to Fund Balance
	Encumbered & Carried Fwd	Budget	A.T.M. 03/14	Art/Transf	S.T.M. 03/15	Art/Transf	Transfers	Expended	Encumbered & Carried Fwd		
155 TECHNOLOGY											
Personal Services	-	372,157.00	-	-	-	-	-	376,458.47	-	-	11,738.53
Expenses	10,454.82	513,172.00	-	432.78	-	-	-	486,964.90	5,144.33	-	31,950.37
Capital	94,551.31	-	-	534,000.00	-	-	-	483,674.83	144,774.66	-	101.80
161 TOWN CLERK											
Personal Services	-	220,750.00	-	-	-	-	-	218,173.51	-	-	5,845.49
Expenses	2,018.00	24,491.00	-	-	-	-	-	21,254.38	1,025.00	-	4,229.62
Capital	4,500.00	-	-	-	-	-	-	1,508.03	2,991.97	-	-
170 PERMITTING											
Personal Services	-	196,523.00	-	-	-	-	-	200,732.26	-	-	1,806.74
Expenses	-	36,865.00	-	-	-	-	-	36,190.80	-	-	674.20
171 CONSERVATION COMMISSION											
Personal Services	-	83,194.00	-	-	-	-	-	67,118.14	-	-	19,334.86
Expenses	625.00	2,320.00	-	-	-	-	-	2,092.41	-	-	852.59
Capital	2,084.00	-	-	-	-	-	-	-	2,084.00	-	-
175 PLANNING BOARD											
Personal Services	-	69,112.00	-	-	-	-	-	71,903.94	-	-	0.06
Expenses	-	18,235.00	-	3,950.00	-	-	-	13,518.55	2,326.34	-	6,340.11
Capital	-	-	-	-	-	-	-	-	-	-	-
176 ZONING BD OF APPEALS											
Expenses	-	500.00	-	-	-	-	-	-	-	-	500.00
Capital	-	-	-	-	-	-	-	-	-	-	-
192 TOWN HALL											
Personal Services	-	46,423.00	-	-	-	-	-	40,809.03	-	-	6,887.97
Expenses	5,285.72	98,850.00	-	-	-	-	-	96,594.67	3,534.43	-	4,006.62
Capital	-	-	-	-	-	-	-	-	-	-	-
199 PUBLIC BUILDINGS											
Personal Services	-	40,949.00	-	-	-	-	-	48,689.29	-	-	(6,351.29)
Expenses	500.00	15,750.00	-	7,500.00	-	-	-	12,916.02	-	-	10,833.98
Capital	-	-	-	454,000.00	-	-	-	6,635.00	447,365.00	-	-
<b>GENERAL GOVERNMENT</b>	<b>759,054.97</b>	<b>4,373,941.00</b>	<b>-</b>	<b>1,252,121.78</b>	<b>(450,385.14)</b>	<b>(56,866.00)</b>	<b>4,221,917.09</b>	<b>1,109,916.61</b>	<b>546,032.91</b>		

# TOWN ACCOUNTANT – CONTINUED

	DEPARTMENT/ Purpose	FY2014		A.T.M. 3/14		S.T.M. 10/14		Reserve fd		FY2015		Closed to Fund Balance
		Encumbered & Carried Fwd	Budget	A.T.M. 03/14 Art/Transf	S.T.M. 03/15 Art/Transf	Comp Reserve	Transfers	Expended	Encumbered & Carried Fwd			
210	<b>POLICE</b>											
	Personal Services	-	4,410,121.00	-	172,555.00	38,308.00	-	4,574,192.20	697.02	46,094.78		
	Expenses	16,069.34	650,004.00	-	-	-	20,000.00	632,592.72	2,166.74	51,313.88		
	Capital	-	-	-	18,064.00	-	-	-	18,064.00	-		
220	<b>FIRE</b>											
	Personal Services	-	2,735,187.00	-	25,000.00	167,202.00	-	2,896,050.87	2,050.45	29,287.68		
	Expenses	1,192.19	290,714.00	-	-	-	17,116.00	308,061.37	7.69	953.13		
	Capital	102,140.00	-	-	89,260.00	-	-	158,120.33	33,279.67	-		
241	<b>BUILDING DEPARTMENT</b>											
	Personal Services	-	276,608.00	-	-	12,081.00	-	280,377.64	-	8,311.36		
	Expenses	-	19,930.00	-	-	-	-	12,382.75	4,952.51	2,594.74		
244	<b>SEALER WEIGHTS &amp; MEASURES</b>											
	Expenses	-	5,000.00	-	-	-	-	3,000.00	-	2,000.00		
291	<b>EMERGENCY MGMT</b>											
	Personal Services	-	8,240.00	-	-	-	-	8,240.00	-	-		
	Expenses	-	5,500.00	-	-	-	-	5,218.62	-	281.38		
	Capital	9,810.42	-	-	-	-	-	9,359.98	-	450.44		
292	<b>ANIMAL CONTROL</b>											
	Personal Services	-	61,803.00	-	-	1,855.00	-	61,051.09	-	2,606.91		
	Expenses	708.02	6,050.00	-	-	-	-	5,595.26	92.86	1,069.90		
294	<b>TREE WARDEN</b>											
	Personal Services	-	2,060.00	-	-	-	-	2,060.00	-	-		
	Expenses	7,424.00	50,000.00	-	-	-	-	55,890.12	-	1,533.88		
	<b>PUBLIC SAFETY</b>	137,343.97	8,521,217.00	-	304,879.00	219,446.00	37,116.00	9,012,192.95	61,310.94	146,498.08		

# TOWN ACCOUNTANT – CONTINUED

		FY2014		A.T.M. 3/14		S.T.M. 10/14		S.T.M. 03/15		FY2015		Closed to
	DEPARTMENT/ Purpose	Encumbered & Carried Fwd	Budget	Art/Transf	Art/Transf	Art/Transf	Art/Transf	Reserve Fd Transfers	Expended	Encumbered & Carried Fwd	Fund Balance	
305	WESTFORD PUBLIC SCHOOLS Capital	898,675.48 406,646.00	51,355,160.00	-	-	371,205.66	-	-	50,982,636.34 311,356.62	926,092.91 465,761.54	345,106.23 733.50	
310	NASHOBA VALLEY TECH EDUCATION	- 1,305,321.48	711,180.00 52,066,340.00	-	-	371,205.66	-	-	708,371.00 52,002,363.96	- 1,391,854.45	2,809.00 348,648.73	
410	ENGINEERING											
	Personal Services	-	199,129.00	-	-	-	4,721.00	-	203,677.27	-	172.73	
	Expenses	2,500.00	14,910.00	-	-	-	-	-	12,827.08	4,000.00	582.92	
	Capital	104,589.00	-	-	133,500.00	-	-	-	86,606.74	151,183.62	298.64	
421	HIGHWAY											
	Personal Services	-	1,332,290.00	-	-	-	66,804.00	-	1,371,202.65	-	27,891.35	
	Expenses	23,850.80	1,181,258.00	-	650,000.00	-	-	-	1,787,791.45	51,981.80	15,335.55	
	Capital	997,972.50	-	-	692,135.00	-	-	-	652,323.30	1,036,195.25	1,588.95	
427	STORMWATER MGMT											
	Personal Services	-	-	-	-	-	-	-	-	-	-	
	Expenses	18,625.00	48,000.00	-	-	-	-	-	60,175.05	2,695.04	3,754.91	
432	RECYCLING											
	Recycling Expenses	-	266,356.00	-	-	-	-	-	255,081.44	-	11,274.56	
433	SOLID WASTE											
	Solid Waste Expenses	-	1,196,518.00	-	-	-	-	-	1,136,839.03	-	59,678.97	
	Capital	-	-	-	-	-	-	-	-	-	-	
440	SEWERAGE COLLECTION											
	Expenses	-	8,940.00	-	-	-	-	-	2,305.49	987.00	5,647.51	
442	WASTEWATER TREATMENT											
	Expenses	-	223,920.00	-	-	-	-	-	204,389.65	-	19,530.35	
	Capital	100,000.00	-	-	-	-	-	-	1,395.00	98,605.00	-	
491	CEMETERY											
	Personal Services	-	72,757.00	-	-	-	2,123.00	-	71,887.71	-	2,992.29	
	Expenses	116.51	22,634.00	-	-	-	-	-	18,677.25	-	4,073.26	
	Capital	88,000.00	-	-	-	-	-	-	-	88,000.00	-	
	<b>PUBLIC WORKS</b>	1,335,653.81	4,566,712.00	-	1,475,635.00	-	73,648.00	-	5,865,179.11	1,433,647.71	152,821.99	

# TOWN ACCOUNTANT – CONTINUED

	FY2014		A.T.M. 3/14 Budget	A.T.M. 03/14 Art/Transf	S.E.M. 10/14		Reserve Fd Transfers	FY2015		Closed to Fund Balance	
	Encumbered Purp& Carried Fwd				S.E.M. 03/15 Art/Transf	Comp Reserve		Expended	Encumbered & Carried Fwd		
510	BOH/ ENVIRONMENTAL										
	Personal Services	-	377,237.00	-	-	-	-	-	395,088.10	-	924.90
	Expenses	879.78	32,200.00	-	-	-	14,000.00	-	37,798.50	4,486.00	4,795.28
540	SENIOR CENTER										
	Personal Services	-	124,933.00	-	11,560.00	-	-	-	123,474.25	-	15,963.75
	Expenses	469.09	65,403.00	-	-	-	-	-	62,318.41	11.98	3,541.70
	Capital	-	-	-	-	-	-	-	-	-	-
541	COUNCIL ON AGING										
	Personal Services	-	232,594.00	-	-	-	-	-	223,126.77	-	9,467.23
	Expenses	1,254.33	35,300.00	-	-	-	-	-	31,203.81	905.00	4,445.52
	Capital	-	-	-	-	-	-	-	-	-	-
543	VETERANS SERVICES										
	Personal Services	-	53,447.00	-	-	-	-	-	54,899.92	-	1.08
	Expenses	-	145,800.00	-	-	-	-	-	97,232.19	-	48,567.81
	<b>HUMAN SERVICES</b>	2,603.20	1,066,934.00	-	11,560.00	23,155.00	14,000.00	1,025,141.95	5,402.98	54,000.00	87,707.27
610	LIBRARY										
	Personal Services	-	1,135,911.00	-	-	21,289.00	-	-	1,147,885.24	-	9,314.76
	Expenses	815.27	345,887.00	-	-	-	5,750.00	-	346,649.38	5,750.00	52.89
	Capital	20,000.00	-	-	35,000.00	-	-	-	1,250.00	53,750.00	-
630	RECREATION										
	Personal Services	-	225,099.00	-	-	7,596.00	-	-	232,695.00	-	-
	Expenses	-	12,570.00	-	-	-	-	-	12,570.00	-	-
	Offset	-	(237,669.00)	-	-	-	-	-	(237,669.00)	-	-
	Capital	4,918.25	-	-	25,500.00	-	-	-	4,694.00	25,724.25	-
650	PARKS-GROUNDS BLDG MAINT										
	Personal Services	-	266,467.00	-	-	8,322.00	-	-	271,184.07	-	3,604.93
	Expenses	-	45,689.00	-	-	-	-	-	44,647.83	-	1,041.17
	Capital	29,000.00	-	-	54,000.00	-	-	-	26,403.90	54,000.00	2,596.10

# TOWN ACCOUNTANT – CONTINUED

	FY2014			S.T.M. 10/14			FY2015			Closed to Fund Balance
	Encumbered & Carried Fwd	A.T.M. 3/14 Budget	A.T.M. 03/14 Art./Transf	S.T.M. 03/15 Art./Transf	Reserve Fd Transfers	Expended	Encumbered & Carried Fwd			
DEPARTMENT/ Purpose					Comp Reserve					
660 LAND MANAGEMENT										
Personal Services	-	-	-	-	-	-	-	-	-	
Expenses	-	41,200.00	-	-	-	41,200.00	-	-	-	
Capital	-	-	-	-	-	-	-	-	-	
670 HISTORICAL COMMISSION										
Expenses	244.74	19,700.00	-	-	-	16,392.44	3,069.82	482.48		
Capital	56,520.50	-	-	-	-	56,520.50	-	-		
<b>CULTURE &amp; RECREATION</b>	<b>111,498.76</b>	<b>1,854,854.00</b>	<b>-</b>	<b>114,500.00</b>	<b>37,207.00</b>	<b>1,964,423.36</b>	<b>142,294.07</b>	<b>17,092.33</b>		
710 DEBT SERVICE										
Expenses	-	6,913,279.00	-	-	-	6,766,844.30	-	146,434.70		
<b>DEBT SERVICE</b>	<b>-</b>	<b>6,913,279.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,766,844.30</b>	<b>-</b>	<b>146,434.70</b>		
940 UNCLASSIFIED										
Direct/Indirect offsets	-	(936,824.00)	-	-	-	(936,824.00)	-	-		
945 UNCLASSIFIED										
Employee Benefits	104,867.60	15,068,612.00	-	-	-	13,619,350.22	65,018.84	1,489,110.54		
<b>NON-DEPARTMENTAL</b>	<b>104,867.60</b>	<b>14,131,788.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,682,526.22</b>	<b>65,018.84</b>	<b>1,489,110.54</b>		
<b>OPERATING BUDGETS</b>	<b>3,756,343.79</b>	<b>93,495,065.00</b>	<b>-</b>	<b>3,529,901.44</b>	<b>(96,929.14)</b>	<b>93,540,588.94</b>	<b>4,209,445.60</b>	<b>2,934,346.55</b>		



# TOWN ACCOUNTANT – CONTINUED

FY 2015 Budget Basis - Recreation Enterprise Fund												
	FY2014	A.T.M. 3/14	A.T.M. 03/14	A.T.M. 03/14	S.T.M. 10/14							
DEPARTMENT/Purpose	Encumbered & Carried Fwd	Budget	Art/Transf	Art/Transf	Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended	Encumbered & Carried Fwd	FY2015	Closed to	Fund Balance
Personal Services	-	943,494.00	-	-	50,000.00	-	-	993,494.00	-	-	-	-
Expenses	-	318,579.00	-	-	-	-	-	318,579.00	-	-	-	-
	-	1,262,073.00	-	-	50,000.00	-	-	1,312,073.00	-	-	-	-
RECREATION ENTERPRISE												
TOTAL	-	1,262,073.00	-	-	50,000.00	-	-	1,312,073.00	-	-	-	-
TOWN OF WESTFORD												
FY 2015 Budget Basis - Ambulance Enterprise Fund												
	FY2014	A.T.M. 3/14	A.T.M. 03/14	A.T.M. 03/14	S.T.M. 10/14							
DEPARTMENT/Purpose	Encumbered & Carried Fwd	Budget	Art/Transf	Art/Transf	Art/Transf	Comp Reserve	Reserve Fd Transfers	Expended <td>Encumbered &amp; Carried Fwd <td>FY2015 <td>Closed to <td>Fund Balance</td> </td></td></td>	Encumbered & Carried Fwd <td>FY2015 <td>Closed to <td>Fund Balance</td> </td></td>	FY2015 <td>Closed to <td>Fund Balance</td> </td>	Closed to <td>Fund Balance</td>	Fund Balance
Personal Services	-	654,686.00	-	-	28,723.00	-	-	666,237.30	-	-	-	17,171.70
Expenses	-	477,337.00	-	-	-	-	-	477,125.15	-	-	-	211.85
	-	1,132,023.00	-	-	28,723.00	-	-	1,143,362.45	-	-	-	17,383.55
	54,091.78	-	-	-	340,000.00	-	-	54,091.78	340,000.00	-	-	-
	54,091.78	-	-	-	340,000.00	-	-	54,091.78	340,000.00	-	-	-
AMBULANCE ENTERPRISE												
TOTAL	54,091.78	1,132,023.00	-	-	368,723.00	-	-	1,197,454.23	340,000.00	-	-	17,383.55
GRAND TOTAL ALL FUNDS	4,859,134.65	100,663,366.00	-	-	4,347,384.87	(96,929.14)	-	100,035,925.36	5,316,016.17	-	-	4,421,014.85

# TOWN ACCOUNTANT – CONTINUED

## Special Revenue Funds - FY 2015

Page 1 of 3

Fund	Description	Balance			Transfers In/(Out)	Balance June 30, 2015
		July 1, 2014	Receipts	Expenditures		
<b>Fund 250 Federal Grants</b>						
25210215	Bullet Proof Vests OJ-Fed Reim	25,673.95	4,490.00	-	-	30,163.95
25210212	Police-Underage Alcohol FY14	(820.95)	2,636.66	1,815.71	-	-
25210214	Police-Traffic Grant FY14	(1,481.68)	2,558.60	1,076.92	-	-
25210225	Police-Underage Alcohol FY15	-	1,400.58	2,282.28	-	(881.70)
25210245	Police-Traffic Grant FY15	-	7,394.17	9,379.50	-	(1,985.33)
25510511	BOH-Medical Reserve	5,145.61	109,857.00	112,415.45	-	2,587.16
25510512	BOH- Emerg Prep Coalition	48,344.24	109,246.00	104,160.14	-	53,430.10
25510514	BOH- NAACHO	24,641.96	19,039.00	24,940.87	-	18,740.09
25510522	BOH- FDA Standards	646.09	2,320.00	2,287.52	-	678.57
		-	-	-	-	-
		102,149.22	258,942.01	258,358.39	-	102,732.84
<b>Fund 255 School Federal Grants</b>						
25235301	Sped 94-142 DOE 240 FY15	-	881,652.00	888,830.69	-	(7,178.69)
25235302	Sped 94-142 DOE 240 FY14	18,433.01	-	18,433.01	-	-
25239303	Title I DOE 303 FY15	-	66,512.00	62,602.93	-	3,909.07
25235305	Sped Prog Impr DOE 274 FY15	-	26,031.00	20,020.94	-	6,010.06
25235306	Sped Prog Impr DOE 274 FY14	3,110.00	16,504.00	19,614.00	-	-
25239307	Title II Teacher Quality 140 F15	-	52,064.00	52,064.00	-	-
25239321	Title II Teach Qual 140 rollover	-	19,099.00	19,099.00	-	-
25239315	Early Childhood DOE262 FY15	-	19,364.00	19,364.00	-	-
25235342	Early Chlhd Prog Imprv FY15	-	8,000.00	8,000.00	-	-
25235342	Early Chlhd Prog Imprv	1,085.00	-	1,085.00	-	-
		-	-	-	-	-
		22,628.01	1,089,226.00	1,109,113.57	-	2,740.44
<b>Fund 260 State Grants</b>						
26123125	Green Energy Grant	-	156,025.00	156,025.00	-	-
26175632	Reg Recreation Trail	1,573.23	-	-	-	1,573.23
26179179	NMCOG-MassGIS	1,777.45	-	-	-	1,777.45
26210203	Police Pedestrian Safety-FY14	(1,185.48)	1,774.30	588.82	-	-
26210205	Police Pedestrian Safety-FY15	-	652.44	954.94	-	(302.50)
26210964	Police 911 Support-FY13	(1,604.12)	1,604.12	-	-	-
26210265	Police 911 Support-FY14	(40,677.60)	33,239.89	-	-	(7,437.71)
26210266	Police 911 Support-FY15	-	-	40,448.55	-	(40,448.55)
26210293	Police 911 Training FY13	(6,846.52)	6,101.21	-	-	(745.31)
26210294	Police 911 Training FY14	(6,856.99)	-	-	-	(6,856.99)
26210295	Police 911 Training FY15	-	-	7,835.05	-	(7,835.05)
26220213	S.A.F.E. Grant-2013	496.02	-	496.02	-	-
26220214	S.A.F.E./Senior Grant-2014	5,724.56	-	534.18	-	5,190.38
26291240	Emerg Mgmt Performance	-	9,435.00	9,435.00	-	-
26450452	Sustain Water Mgmt -MA DEP	-	-	60,031.01	-	(60,031.01)
26510515	Tobacco Control Grant	-	3,000.00	263.56	-	2,736.44
26510523	BOH-Local Health Mini	-	1,100.00	375.26	-	724.74
26510526	BOH-Greater Lowell	-	6,100.00	3,970.78	-	2,129.22
26541541	Elders Affairs-COA Formula	-	26,832.00	26,832.00	-	-
26541542	Lowell Reg Trans Auth Van-Reii	1,542.62	100,246.53	93,671.12	-	8,118.03
26610610	Library Lig-Meg	19,517.43	25,547.64	19,500.00	-	25,565.07
26610614	Library Const Plan/Design Gran	-	40,000.00	-	-	40,000.00
26630633	Tennis in the Park-Recreation	14.45	-	-	-	14.45
26670670	MPPF Hist Westfd Museum	-	70,000.00	70,000.00	-	-
26695695	Cultural Council Grant	5,067.92	4,374.92	3,585.97	-	5,856.87
		-	-	-	-	-
		(21,457.03)	486,033.05	494,547.26	-	(29,971.24)

# TOWN ACCOUNTANT – CONTINUED

## Special Revenue Funds - FY 2015

Page 2 of 3

		Balance			Transfers	Balance
		July 1, 2014	Receipts	Expenditures	In/(Out)	June 30, 2015
<b>Fund 265 School State Grants</b>						
26231332	Academic Support DOE 632	-	-	-	-	-
<b>Fund 270 Receipts Reserved</b>						
27171171	Conservation-Wetlands	42,191.68	9,587.50	4,284.50	(10,000.00)	37,494.68
27199901	Town Wide-Insurance >\$20K	35,541.90	51,205.66	-	(51,205.66)	35,541.90
27491491	Cemetery-Sale of Lots	93,603.07	14,861.08	400.00	-	108,064.15
		171,336.65	75,654.24	4,684.50	(61,205.66)	181,100.73
<b>Fund 280 Town Revolving Funds</b>						
28122110	Scholarship Fund-Twn Tax	15,002.36	454.98	-	-	15,457.34
28122111	Arts & Technology-Twn Tax	2,866.75	266.59	-	-	3,133.34
28122122	Town Building Leases 53E1/2	62,643.07	42,631.01	17,577.51	-	87,696.57
28171172	East Boston Camp 53E1/2	73,181.22	50,080.00	23,114.27	-	100,146.95
28192920	Insurance Recovery-Town	6,830.06	-	-	-	6,830.06
28192922	Insurance Recovery-T Common	10,700.00	-	5,250.00	-	5,450.00
28210920	Insurance Recovery-Police	1,411.93	14,448.98	12,709.97	-	3,150.94
28300920	Insurance Recovery-School	2,031.73	10,593.80	12,625.53	-	-
28432432	Recycling Revolving 53E1/2	8,457.38	16,871.66	17,529.74	-	7,799.30
28450920	Insurance Recovery-Water	3,098.98	-	-	-	3,098.98
28510524	BOH-Immuniz/Clinical 53E1/2	15,130.19	42,699.72	24,878.55	-	32,951.36
28540546	Senior Ctr Programs 53E1/2	5,555.56	43,269.80	44,144.16	-	4,681.20
28541543	Elder & Disabled Tax-TREAD	23,499.14	17,957.76	12,100.00	-	29,356.90
28541545	Senior Ctr Fitness Rm 53E1/2	40,966.89	11,383.01	6,707.96	-	45,641.94
28630634	Recreation Revolving 53 D	8,590.28	145,130.72	144,375.61	-	9,345.39
28630636	Rec-Field Maint Revol 53E1/2	44,898.91	83,113.89	68,078.87	(15,000.00)	44,933.93
		324,864.45	478,901.92	389,092.17	(15,000.00)	399,674.20
<b>Fund 285 School Revolving Funds</b>						
28303381	School Activity Fees	207,079.43	676,204.50	602,218.21	-	281,065.72
28303385	Sch Bus Transportation 53E1/2	7,293.03	504,160.00	488,680.00	-	22,773.03
28304375	School Building Usage	76,519.94	26,685.61	55,655.54	-	47,550.01
28304376	School Outside Details	1,360.10	47,482.23	46,107.92	-	2,734.41
28304386	School Parking WA 53E1/2	4,995.06	15,575.00	16,593.86	-	3,976.20
28311387	Kindergarten-Sped (Integrated)	77,201.56	67,375.00	94,605.23	-	49,971.33
28310380	Preschool-Sped (Integrated)	68,813.72	229,581.89	231,494.78	-	66,900.83
28311378	Sch Extended Day-Elem	92,549.16	246,613.00	295,066.66	-	44,095.50
28320377	Sch Extended Day-Middle	968.64	-	968.64	-	-
28331382	School Lost Books	9,785.27	1,546.20	1,039.38	-	10,292.09
28332384	School Athletic Revolving	62,454.29	487,967.99	498,398.18	-	52,024.10
		609,020.20	2,303,191.42	2,330,828.40	-	581,383.22

# TOWN ACCOUNTANT – CONTINUED

## Special Revenue Funds - FY 2015

Fund	Town	Other	Spec	Rev	Funds	Balance		Transfers	Balance	
						July 1, 2014	Receipts			Expenditures
29122717	Town	Wide	Sidewalk	Gift		81,724.20	-	6,633.17	-	75,091.03
29122959	Comcast	Cable/Public	Access			816.78	-	-	-	816.78
29122964	Coalition	Non-Violence	Gift			957.74	2,915.00	700.50	-	3,172.24
29122967	Business	Guide	Gift			2,000.00	-	-	-	2,000.00
29161161	Extended	Polling	Hours			14,745.17	4,032.00	10,882.64	-	7,894.53
29170971	PWAH	Gift				382,200.00	-	-	-	382,200.00
29170972	Tadmuck/Rte	110	Gift			29,901.84	-	9,495.54	-	20,406.30
29170975	RT 110	Corridor	Gift			7,961.63	-	-	-	7,961.63
29171940	East Boston	Camps	Bathhouse			25,610.00	-	3,340.00	-	22,270.00
29171945	Cons Com	Stream Team	Equip			1,675.70	-	-	-	1,675.70
29171953	Cons Comm-Mass	Elec	Gift			4,311.92	-	-	-	4,311.92
29175954	Plan Bd	Bentley	Sidewalk	Gift		889.00	-	889.00	-	-
29175962	Plan Bd	Summer Village	Insp	Gi		19,026.68	-	1,102.44	-	17,924.24
29175965	Plan Bd	Summer Village	Gift			219,800.00	22,000.00	-	-	241,800.00
29179178	Community	Gardens	Gift			-	1,715.00	-	-	1,715.00
29210911	Police	K-9	Gift			1,213.16	500.00	1,086.41	-	626.75
29210990	Drug	Investigation				11,980.26	-	1,878.41	-	10,101.85
29510955	BOH-Health	Gift				32,788.79	5,827.42	13,620.37	-	24,995.84
29510956	BOH-AED	Defibrillator	Gift			3,452.89	-	-	-	3,452.89
29510973	BOH-Circle	Health	Gift			-	50,000.00	16,619.26	-	33,380.74
29510958	BOH-Dental	Gift				3,947.54	-	3,941.96	-	5.58
29539979	Adult Day	Trans	Gift			2,983.49	-	-	-	2,983.49
29540950	COA	Friends	Gift			-	12,000.00	6,963.00	-	5,037.00
29543950	Veteran's	Gift				305.00	400.00	-	-	705.00
29610925	Library	Restitution				2,523.60	2,682.84	2,585.40	-	2,621.04
29610950	Library	Memorial	Gift			17,288.97	32,528.00	34,613.53	-	15,203.44
29630638	Recreation	NRPA				66.25	-	20.94	-	45.31
29630950	Recreation	Gift				2,431.27	-	2,431.27	-	-
29630965	Recreation	Forge/Edward	Beac			55,826.35	-	-	-	55,826.35
29691950	Historic	Comm	Gift			752.00	-	-	-	752.00
						927,180.23	134,600.26	116,803.84	-	944,976.65
<b>Fund 295</b>	<b>School</b>	<b>Other</b>	<b>SRF</b>							
29239350	Sch	Reed	Living	Lab	Donation	4,226.98	1,000.00	1,000.00	-	4,226.98
29239354	Misc	School	Donations			54,371.98	63,079.96	94,528.69	-	22,923.25
29239355	WEF	Mini	Grants			-	38,547.09	38,546.26	-	0.83
29239356	School	Inventors	Fair			152.00	-	-	-	152.00
29302392	Verizon	App	Grant			20,000.00	-	7,654.97	-	12,345.03
29239358	WPC	Parent	Connection	Gift		6,034.15	-	6,034.15	-	-
29231359	WA	Trustees	Donation			-	2,802.25	2,802.25	-	-
29221360	West St	Serenaders	Donations			-	-	-	-	-
29239361	School	Scholarship	Donations			-	3,700.00	3,700.00	-	-
29302390	School	Choice				392,152.86	403,062.00	428,357.51	-	366,857.35
29302391	Foundation	Reserve				-	-	-	-	-
29302392	Circuit	Breaker	Sped	DOE#520		886,593.00	1,371,038.00	1,182,125.00	-	1,075,506.00
						1,363,530.97	1,883,229.30	1,764,748.83	-	1,482,011.44
220	School	Lunch				76,862.52	1,576,037.91	1,571,999.69	-	80,900.74
240	Community	Preservation				4,597,223.18	2,159,342.89	1,718,549.92	(234,158.00)	4,803,858.15
299	Title	V				36,250.61	-	-	-	36,250.61
						4,710,336.31	3,735,380.80	3,290,549.61	(234,158.00)	4,921,009.50
<b>TOTALS</b>						8,209,589.01	10,445,159.00	9,758,726.57	(310,363.66)	8,585,657.78

# TOWN ACCOUNTANT – CONTINUED

		<b>Capital Projects Funds - FY 2015</b>						
Fund 310 - Town		FY 2014	Revenue			Continued	Close to	
Org/Obj	Description	Balance Fwd	Bans/Bonds	Expended	Transfers	Appropriation	General Fund	
31192198	Twn Hall renovation 5/09 Art#17	134,047.89	-	-	(134,047.89)	-	-	
31210724	Police Base Radios 3/11 #17	5,740.71	-	-	(5,740.71)	-	-	
31210727	Police/Fire Dispatch 3/15 #7	-	-	-	-	-	-	
31220726	Boston Rd Fire Sta 3/15 #8	-	-	-	1,000,000.00	1,000,000.00	-	
31220747	Fire Truck 3/13 Art#16 \$544K	-	544,000.00	541,392.80	-	2,607.20	-	
31410746	Eng Master Design 3/13 #16	227,250.47	(250,000.00)	181,790.23	-	(204,539.76)	-	
31410758	Eng Keyes Recons 3/15 #6	-	-	-	647,401.00	647,401.00	-	
31421744	Highway St Sweeper 3/11 #16	106.80	-	-	(106.80)	-	-	
31541433	Cameron Sr Ctr A&E 5/07 #12	5,048.65	-	-	(5,048.65)	-	-	
31541736	Cameron Const/Ren 5/09 Art16	229,128.82	-	-	(229,128.82)	-	-	
Total Town Capital		601,323.34	294,000.00	723,183.03	1,273,328.13	1,445,468.44	-	

Fund 320 - School		FY 2014	Revenue			Continued	Close to
Org/Obj	Description	Balance Fwd	Bans/Bonds	Expended	Transfers	Appropriation	General Fund
32320750	Middle School Const-Stonybrook	36,711.03	-	-	(36,711.03)	-	-
32314764	Abbot/Rob Boilers 3/13 Art#16 180K	15,516.70	106,483.30	122,000.00	-	-	-
32314770	Robinson/Day Windows 3/14 #11	-	-	258,134.87	-	(258,134.87)	-
Total School Capital		52,227.73	106,483.30	380,134.87	(36,711.03)	(258,134.87)	-

Fund 360 - Water Enterprise		FY 2014	Revenue			Continued	Close to
Org/Obj	Description	Balance Fwd	Bans/Bonds	Expended	Transfers	Appropriation	General Fund
36450787	Main/Patriot 3/14 Art#9 \$400K	-	-	16,410.00	-	(16,410.00)	-
36450799	Abbot to Pine 3/14 Art#9 \$660K	-	-	12,090.00	-	(12,090.00)	-
36450788	Rt110/Nixon 3/12 Art#21 \$550K	157,247.24	(375,000.00)	5,007.67	222,760.43	-	-
36450789	Rt110 St Mary 3/12 Art#21 \$750K	60,876.24	-	-	-	60,876.24	-
36450797	System Imprv 10/11 Art#7 \$1.5M	163,495.56	-	-	-	163,495.56	-
Total Water Enterprise Capital		381,619.04	(375,000.00)	33,507.67	222,760.43	195,871.80	-

Fund 370 - Town Water Related Projects		FY 2014	Revenue			Continued	Close to
Org/Obj	Description	Balance Fwd	Bans/Bonds	Expended	Transfers	Appropriation	General Fund
37122796	Perc Remd-Nutting Rd 7/09 Art#1	3,175.12	-	-	(3,175.12)	-	-
Total Town Water Capital		3,175.12	-	-	(3,175.12)	-	-

Highway Improv Fund 230	July 1, 2014	Receipts	Expenditures	Transfers	June 30, 2015
Highway Chapter 90	Balance	710,154.54	831,397.18	-	Balance
	(19,077.25)				(140,319.89)

\*\*Negative \*\* Cont'd Appro supported by BANS  
 \$222,760.43 STM 10/14 Art#1 Retained Earnings  
 \$413,959.02 STM 3/15 Art#6 Capital re-authorized  
 \$233,441.98 STM 3/15 Art#6 Free Cash  
 \$1,000,000.00 STM 3/15 Art#8 Free Cash

# TOWN ACCOUNTANT – CONTINUED

	Balance July 1, 2014	Receipts	Investment Income	Expenditures	Transfers In/(Out)	Balance June 30, 2015
<b>Non-Expendable Trusts:</b>						
810 Cemetery Perpetual Care	389,084.50	19,930.00	-	-	-	409,014.50
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	83,855.00	-	-	-	-	83,855.00
Whitney Shade Tree	2,500.00	-	-	-	-	2,500.00
Whitney Education	10,000.00	-	-	-	-	10,000.00
	619,137.69	19,930.00	-	-	-	639,067.69
<b>Expendable Trusts:</b>						
820 Conservation Fund	983,815.57	-	10,458.48	557,862.00	-	436,412.05
Conservation-Salamander	72,868.57	-	802.18	36,250.00	-	37,420.75
Cemetery Perpetual Care	7,969.30	-	5,606.46	4,744.77	-	8,830.99
Charles Colburn Cem	3,269.75	-	66.09	-	-	3,335.84
William Wright Cem	4,381.63	-	130.05	-	-	4,511.68
Lyman Wilkins Cem	4,113.00	-	76.58	-	-	4,189.58
J.H. Fletcher Cem	2,786.41	-	59.40	106.42	-	2,739.39
Alonzo Reed Cem	2,765.77	-	59.14	-	-	2,824.91
Metcalf & Soldiers	3,317.00	-	64.01	-	-	3,381.01
J.V. Fletcher Library	42,600.62	-	538.75	9,337.78	-	33,801.59
Library Book Fund	2,738.77	-	218.12	-	-	2,956.89
Library Lecture Fund	1,244.98	-	432.10	300.00	-	1,377.08
Library All Purpose	74.54	-	240.93	174.06	-	141.41
Library Trustee	746.34	-	857.75	-	-	1,604.09
Ellen Rainville Educ	471.37	-	1,165.98	500.00	-	1,137.35
Whitney Shade Tree	16,950.70	-	269.63	-	-	17,220.33
Whitney Playground	28,862.95	-	536.90	290.79	-	29,109.06
Affordable Housing Trust	747,439.79	-	10,216.79	150,177.57	234,158.00	841,637.01
Capital Stabilization Fund	1,124,125.54	-	15,581.24	-	-	1,139,706.78
Health Stabilization Fund	503,184.25	-	6,971.07	-	-	510,155.32
Perchlorate Stabilization Fund	-	-	-	-	-	-
Stabilization Fund	3,476,754.35	-	48,190.48	-	-	3,524,944.83
OPEB Stabilization Fund	214,895.89	-	20,384.90	-	500,000.00	735,280.79
Water OPEB Stabilization Func	-	-	10,945.28	-	700,000.00	710,945.28
Library Benefactors Stock	79,893.36	-	868.43	-	-	80,761.79
	7,325,270.45	-	134,740.74	759,743.39	1,434,158.00	8,134,425.80
<b>TOTALS</b>	<b>7,944,408.14</b>	<b>19,930.00</b>	<b>134,740.74</b>	<b>759,743.39</b>	<b>1,434,158.00</b>	<b>8,773,493.49</b>

# TOWN ACCOUNTANT – CONTINUED

## Agency Fund - FY 2015

	Balance July 1, 2014	Additions	Deductions	Balance June 30, 2015
Performance Bonds	708,686.19	459.63	0.00	709,145.82
Developer Escrow	115,866.04	56,142.20	112,166.23	59,842.01
Rail Tree Hill	5,271.82	0.00	0.00	5,271.82
Villanova Drive Deposit	9,294.01	0.00	0.00	9,294.01
Cumberland Farm Deposit	3,300.00	0.00	0.00	3,300.00
Vose Hill Road	959.39	0.00	0.00	959.39
Timberstone Deposit	10,000.00	0.00	0.00	10,000.00
Police-Outside Details	(117,439.69)	683,233.89	716,723.28	(150,929.08)
License to Carry	138,455.35	19,550.00	153,800.35	4,205.00
Fire-Outside Details	(4,042.00)	24,176.48	24,540.98	(4,406.50)
Student Activity	314,066.67	1,407,667.65	1,400,341.48	321,392.84
<b>TOTALS</b>	1,184,417.78	2,191,229.85	2,407,572.32	968,075.31

# TOWN CLERK

**Kaari Mai Tari**  
*Town Clerk*  
**Patty Dubey**  
*Assistant Town Clerk*  
**Janet Berube**  
*Administrative Assistant*  
**Marilyn Frank**  
*Dept. Assistant*

## Registrars: Census & Elections

There were three elections held in FY2015 including the State Primary and State Election in the fall and the Town Election in May.

State Election years tend to reflect higher voter activity. Voter activity is reported elsewhere in this report. In total, 916 voter registrations were processed during FY2015. We are grateful to Ms. Heather

Carney's political science class for assisting us with 39 voter registrations at Westford Academy.

The chart below shows how those voters registered along with the total voters currently registered for each party and political designation.



<b>Party / Political Designation</b>	<b>Party Code</b>	<b>New Registrations During FY2015</b>	<b>Total Voters Registered (6/30/2015)</b>
American Independent	Q	0	1
American Term Limits	BB	0	1
Conservative	A	2	3
<b>Democrat*</b>	D	169	3,277
Green Party USA	G	0	2
<b>Green-Rainbow*</b>	J	0	8
Interdependent 3 <sup>rd</sup> Party	T	0	2
Libertarian	L	1	40
Mass Independent Party	O	1	1
<b>Republican*</b>	R	117	2,173
<b>Unenrolled**</b>	U	605	9,808
<b>United Independent*</b>	CC	21	39
We the People	H	0	1
<b>Total</b>		<b>916</b>	<b>15,356</b>

## 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.

Extended voter registration sessions are held 20 days before elections and the Annual Town Meeting and 10 days before a Special Town Meeting, usually at the Town Clerk’s office. On these days the Town Clerk’s office is open until 8:00pm.

Polling places remain as follows:

- Precinct 1 Abbot School, 25 Depot Street
- Precinct 2 Blanchard Middle School, 14 West Street
- Precinct 3 Abbot School, 25 Depot Street
- Precinct 4 Robinson School, 60 Concord Road
- Precinct 5 Stony Brook School, 9 Farmer’s Way – at Veterans Memorial Complex
- Precinct 6 Rita Edwards Miller School, 1 Mitchell Way – off Russell's Way

Many thanks go out to school personnel, especially custodians, for their hard work in setting up and taking down the polling places and being available while polls 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. To ensure timely delivery of ballots to the polls, we know that we can always count on Kurt Franz. Election Officers work long hours to bring election day to the voters at the polls. Regardless of turnout, they spend the better part of 7.5 hours (working in two shifts) ready to assist voters at all five precincts.

### 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 the time of incorporation. Early records are available on microfilm at the J.V. Fletcher Library.

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
<b>Births</b>	241	229	183	170	158	144	156	153	124	142	175
<b>Marriages</b>	66	49	75	65	65	53	69	54	68	63	59
<b>Deaths</b>	151	147	133	137	145	153	145	166	162	139	148

## TOWN CLERK—CONTINUED

### 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 some of which expire with the calendar year. Here they are reported on a fiscal year basis unless otherwise noted to better reflect revenues. Statistics over the last several years are listed below.

Item	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	Notes
<b>Bulk Stickers</b>	2,073	2,616	1,239	1,807	1,954	2,070	2,478	
<b>Business Certificate</b>	149	158	142	124	121	148	138	
<b>Dogs</b>	2,317	2,353	2,400	2,481	2,452	2,513	2,538	Calendar year
<b>Flammable Storage Registration</b>	57	37	38	38	41	41	41	Calendar Year
<b>Notarizations</b>	470	423	390	475	578	502	469	
<b>Raffle Permits</b>	10	11	5	13	10	8	7	
<b>Certified Copies of Vital Records</b>	1,246	1,110	1,183	1,108	1,180	1,088	1,117	

### Meetings

Since 2010, agendas are filed with meeting postings at least 48 hours in advance of a meeting. These agendas are visible in the vestibule at Town Hall and online at [www.westfordma.gov/webcal](http://www.westfordma.gov/webcal). Patty Dubey works hard to keep the public informed with agenda posting both online and on the posting board. Agendas may be emailed to [townclerk@westfordma.gov](mailto:townclerk@westfordma.gov). Governmental meetings (with the exception of executive sessions) are open to the public and minutes are made available at the Town Clerk's office and online within a reasonable window of time. Committee minutes are retained permanently in the Town's archives and readily available for access in the Town's document management system (DMS): [www.westfordma.gov/dms](http://www.westfordma.gov/dms).

### Boards and Committees

Civic involvement in Westford is easy to see from the weekly board and committee meeting calendar posted at Town Hall and online. Committee membership is printed in the Annual Town Report and is also available online at <https://data.westfordma.gov/bc/>. Boards and committees are subject to the Open Meeting and Conflict of Interest laws. If you are involved with any board or committee in town, you will know Marilyn Frank who tracks oaths of office, open meeting law and conflict of interest acknowledgements and training certificates. For elected offices, she tracks and scans campaign finance filings as well. Her gentle nudges and friendly reminders help us all with compliance of these laws. Board and Committee information is available online at <https://data.westfordma.gov/bc/>.

## TOWN CLERK – CONTINUED

### Selectmen’s Annual Licensing

Alongside her duties as Assistant Town Clerk, Patty Dubey provides administrative support to the Selectmen for their annual licensing. The tables below show annual licensing payments that were received for the processing of applications and/or renewals.

	2009	2010	2011	2012	2013	2014	2015
<b>All Alcohol Club</b>	7	7	7	7	7	7	7
<b>All Alcohol Package Store</b>	7	7	7	7	7	7	7
<b>All Alcohol Innholder</b>	2	2	2	2	2	2	2
<b>All Alcohol Restaurant</b>	14	15	16	17	21	21	21
<b>Beer &amp; Wine Package Store</b>	5	3	3	4	5	5	5
<b>Beer &amp; Wine Restaurant</b>	1	1	2	1	1	3	3
<b>Common Victualler</b>	44	40	44	44	57	57	58
<b>Automatic Amusement</b>	34	198	102	97	90	90	90
<b>Class I New Car</b>	0	0	0	0	1	1	1
<b>Class II Used Car</b>	9	7	9	9	9	9	10
<b>Class III Junk Car</b>	1	1	0	1	1	1	1

### Staffing Changes

We have been extremely fortunate to benefit from Tina Landry’s transfer to our Department in August of 2014. She immediately put her publishing skills to work with a new resident packet along with a number of resources that help us all find the information we need more quickly. Tina is also making our webpage more accessible with useful resources and up to date information.

### Volunteers

We are greatly indebted to our volunteers who take on time consuming tasks in order to help us keep up with the work flow. Without them, we would be working nights and weekends to meet our census and dog license processing goals. Denise Sevigny helped us finish reorganizing our rabies certificates by owner’s last name for greater efficiency. Denise joined Barbara Murch to open census forms in January when more than 9,000 forms flood the office.

### Preservation

Special thanks to members of the Records and Archives Management Committee for their assistance with town archives, which is detailed in their report.

## TREE WARDEN

The Tree Warden for the Town of Westford is also the Highway Superintendent who reports to the Town Manager who in turn reports to the Board of Selectmen.

**Richard (Chip) Barrett**  
*Tree Warden*

Responsibilities include:

- The care and maintenance of shade and ornamental trees within the town right-of-ways,
- The removal of dead or hazard trees within the town right-of-ways.
- Emergency removal of storm-damaged trees.
- Determines, with the assistance of the Engineering Department, ownership of trees needing to be removed or trimmed (based on GIS measurements).
- Determines the condition of trees, particularly with respect to public safety.
- Care and control of parts of trees and shrubs that extend or overhang the limits of any public roads or grounds.
- Will remove, or cause to be removed, all illegally erected signs or advertisements placed upon trees within any public road or place under the Warden's jurisdiction.

The Tree Warden maintained public shade trees predominantly in response to requests from citizens for service, in addition to maintenance work performed on these larger public shade trees. Storm damaged trees also were routinely repaired to insure the long-term health of the effected trees.

As Tree Warden, I express my appreciation and thanks to the Board of Selectmen, Town Manager and the employees of the Town for their support, cooperation and assistance during the past year.

# VETERANS SERVICES DEPARTMENT

**Terry M. Stader**  
*Veterans Service Officer/  
Veterans Agent*

## **Mission Statement:**

The Town of Westford's Department of Veterans' Services' mission is to honor and serve veterans and their families. By serving as their principal advocate, we are ensuring that they receive the care, support and recognition earned in service to their country.



## **Programs & Services:**

The Town of Westford's Department of Veterans' Services serves as an advocate for all veterans and their dependents. The department advises residents as to the availability of federal and state services and benefits to which they are entitled. In addition, the department provides financial assistance to qualifying veterans, surviving spouses and their dependents. Westford DVS administers services and financial assistance under the provisions of MGL Chapter 115 and CMR 108.

This department also assists veterans in applying for federal VA benefits, such as service-connected disability compensations, non-service connected disability pensions, medical benefits, home loans, educational benefits, death and burial benefits, as well as pension benefits for those veterans in assisted living or who are housebound. Many times we are able to assist with locating jobs with our state partners at the Career Centers.

This office is usually able to assist veterans who are unable to locate their discharge papers. The Commonwealth of Massachusetts has an extensive archive of Massachusetts veterans and these discharge documents can many times be located quite quickly, usually same day. 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.

*This office is NOT affiliated with the US Department of Veterans Affairs or the Massachusetts Department of Veterans' Services.*

## **Summary:**

According to the 2015 Street Listings, Westford has over 950 veterans residing within our community (as reported by the residents). There are many more surviving spouses of veterans who are often eligible for benefits. The largest group of veterans is the Vietnam era veteran. Our World War II and Korean era veterans are right behind them in their numbers. With the military drawdown in Iraq, many of our area service men and women are returning to our community.

## VETERANS SERVICES DEPARTMENT – CONTINUED

The area VA medical facilities have been ramped up to support them upon their return with special programs that address physical and psychological concerns encountered during their time in the service. We have some of the best VA medical centers in Boston, Bedford and Manchester which also host the community-based clinics that are scattered throughout New England. Our veterans are reporting excellent care from the VA.

During the last reporting period, the VA was paying over \$31,000 every month in disability/compensation benefits to our residents. Close to 400 Westford veterans are using the area VA healthcare facilities.

In the last several years, we have seen a significant increase in the number of veterans and their families that have sought assistance with federal and state aid. Many of our veterans and surviving spouses do not realize they may be eligible for some benefits. This office works closely with other town departments in coordinating services to the veteran community, making sure they are able to tap into any of the resources available to them.

In 2015, we handled over several hundred inquiries from our veterans and their families. Many calls could be addressed with simple replies but a number of them developed into federal and/or state applications for benefits. We currently have a number of active Chapter 115 recipients that receive monthly financial assistance. In FY 2015, over \$90,000 in Chapter 115 funds went to local residents who qualified for this benefit.

We continue to provide our local vets with a Westford Day where we take a shuttle bus to the Bedford VA Medical Center with a group of previously un-enrolled VA healthcare veterans. Veterans get enrolled and introduced to the medical services available to them. While VA healthcare does not replace your “civilian” healthcare services it will supplement existing coverage. In many cases, the veteran may have zero co-pay for meds. Some may get their hearing aids or eyeglasses for free if eligible.

Thanks to our community volunteers and property tax workoff workers, we have photographically documented hundreds of Westford deceased veterans’ grave markers/headstones in an online database. Take a look at the website at [data.westfordma.gov/vets](http://data.westfordma.gov/vets). We continue to update this information on this site as well as the Find A Grave website, [www.findagrave.com](http://www.findagrave.com). Many grave sites are geo-marked so that those with smartphones can almost walk right to the veteran’s grave site. This is an ongoing project and far from complete but an ongoing effort.

This year, our Board of Selectmen recognized our veterans who are Purple Heart recipients. We are now a Purple Heart community and will recognize our armed forces service members who have been awarded this distinction. The Purple Heart is specifically a combat decoration and it is our nation’s oldest military medal. The Purple Heart is awarded to members of the armed forces of the U.S who are wounded by an instrument of war in the hands of the enemy and posthumously to the next of kin in the name of those who are killed in action or die of wounds received in action. The heritage it represents is sacred to those who understand the price paid to wear it.

## VETERANS SERVICES DEPARTMENT – CONTINUED

This department cannot speak highly enough of the many residents who have volunteered to support us this year with their time and effort towards our veterans' holiday programs. Other volunteers are assisting our veteran population in other ways. Local veterans service organizations such as the two American Legion Posts (Posts 159 and 437) and the Veterans of Foreign Wars (Post 6539) continue to serve their country in their efforts and programs to aid the local veterans. Interested volunteers should not hesitate to contact the Veterans Services office if interested in lending a hand.

This office works extensively with our local elected officials. We have working relationships with members of both the US Congress and Senate offices. We also work with our local state representatives on issues that can be addressed at that level. Your VSO is a member of Congresswoman Tsongas' Veterans Advisory Council which meets regularly to discuss veteran and military-related concerns and issues at the national and local level. We have tapped into both our federal and state representatives this year for their assistance in resolving issues with our local veterans and their families.

Half-staff notifications are being posted electronically on the Town's Calendar as well as many of the Westford-related websites. A notice posted at the base of the Town Common flagpole will indicate the reason for the flag at half-staff. We thank the volunteers who have offered to provide this service to our residents and visitors to the Town Common as well as the lowering of some of the flags throughout the town.

The American flags on veterans' grave sites are put in place before Memorial Day and then removed after Veterans Day each year by the members of Frederick S. Healy American Legion Post 159. This policy was put in place so that the flags are not buried in the snow during the harsh winter months. Every attempt is made to honor a veteran in this way and once in awhile we miss a veteran grave or the flag is missing. Please do not hesitate to contact the Veterans Service department to address this issue.

VSO Terry Stader encourages residents to follow the Veterans Services web page found on the Town's web site. Important information about veterans' benefits at local, state and federal level is posted in various formats at this site. Program information is available via many links, along with guides on how to apply. We also interact quite frequently on Facebook and Twitter with important information.

The Veterans Services office is located at the Millennium Building located behind Abbot School at 23 Depot Street. We have expanded our office hours over the last few years, please check out our website for the most current information. Our department provides a walk-in, meet n' greet 4-hour time slot every Thursday morning at the Cameron Senior Center to address the basic information on benefits.

The Department of Veterans Services has an internet presence. Please check out the following:

Westford Veterans Services homepage: <http://westfordma.gov/veterans>

Westford Military Burial Index: [data.westfordma.gov/vets](http://data.westfordma.gov/vets)

Westford Honor Roll: <https://data.westfordma.gov/honorroll/>

Facebook: WestfordDVS and Twitter: @WestfordMAVets

## WATER DEPARTMENT

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 meets twice a month, usually on the first and third Wednesday of the month. To have a topic added to the agenda notify the Business Manager no later than 10:00 am of the Monday preceding the meeting – or at least 48 hours in advance if the meeting is held on another day. You can visit the Water Department's website at [www.westfordma.gov/water](http://www.westfordma.gov/water) for more information.

### Board of Water Commissioners

**Elizabeth Denly**  
*Chairperson*

**Hugh C. Maguire**  
*Vice Chair*

**Titus Palmer**  
*Secretary*

**Chauncey Chu**  
*Alternate*

### Water Department Staff

Stephen Cronin, Superintendent

Dave Crocker, Operations Manager

Mark Warren, Environmental Compliance Manager

Larry Panaro, Business Manager

Paul (Pip) Ricard, Foreman

Wayne Beauregard, Foreman, Chris Macpherson, Licensed Well Specialist; Specialist; Rob Daley, Licensed Well Specialist; Scott Harkins, Licensed Well Specialist; Joe Emerson, Licensed Well Specialist; Ryan Valcourt, Licensed Well Specialist; Lauri Plourde, Records Supervisor; Sandra Kane, Administrative Assistant; Dianne Tyman, Department Assistant.



## **WATER DEPARTMENT – CONTINUED**

### **Nabnasset Water Main Improvement Project**

This project was started in August 2014 and included Edwards Avenue from Oak Hill Road to Birch Road Extension, and Hadley Road from Edwards Avenue to Byrne Avenue. The project involved replacement of approximately 2,500 linear feet of 8 inch asbestos cement water main with 8 inch ductile iron water main, renewal of approximately 35 residential services, and the installation of new gate valves and fire hydrants. Additionally, 2 dead ends (which can contribute to poor water quality conditions) were removed by running new main between Birch Road extension and Edwards Avenue.

This stretch of main was identified as a distribution system deficiency due to its history of breakage, and was in urgent need of replacement. In addition; the elimination of the 2 dead ends will improve water quality.

### **Graniteville Road/Pleasant Street Water Main Improvement Project**

This project involved approximately 1,100 linear feet of 4 inch and 8 inch water main to be replaced with 12 inch ductile iron water main on Graniteville Road (Main Street to Patriot Lane) and approximately 1,800 linear feet of 4 inch and 6 inch water main to be replaced with 8 inch ductile iron water main (Pine Street to Patten Lane). Started in June 2015 the project is slated for completion in September 2015 - with a final paving overlay of the affected areas scheduled for the spring of 2016. These sections of water were identified in the Water Department Master Plan as needing replacement in order to improve the distribution system reliability and fire protection. Construction activities will include installation of new fire hydrants, gate valves, and area residential water services.

Funding for both projects was provided entirely from the Westford Water Department Enterprise Fund.

### **Northeast /Merrimack Valley Chemical Consortium**

The Westford Water Department became the host community for the Northeast/Merrimack Valley Chemical Consortium in FY 2015. The Consortium is a collaborative of 58 water and wastewater systems in Northeast Massachusetts and Southern New Hampshire that solicits bids annually for water and wastewater laboratory supplies, treatment chemicals, and services. Participation in the Consortium helps Westford secure competitive pricing on treatment chemicals and services.

### **Sustainable Water Management Initiative (SWMI) Grant**

The Westford Water Department was the recipient of a 2015 SWMI Grant from the Massachusetts Department of Environmental Protection. The grant provided funds to purchase 450 radio read devices (for automated meter reading) and to purchase 33 high-efficiency toilets (1.28 gallons per flush) for retrofit of municipal buildings with older, less-efficient models. In addition, the grant provided funding for a residential water-efficient clothes washers/toilet rebate program and for distribution of free water saving devices (aerators and showerheads) at the Water Department and J.V. Fletcher Library.

## WATER DEPARTMENT – CONTINUED

The rebate program resulted in 61 inefficient toilets and 8 inefficient clothes washers being replaced with more efficient water-saving models. Eight hundred aerators and 200 water-efficient showerheads were provided free of charge to Westford Water Department customers. Estimated water savings over the lifetime of all grant-funded fixtures and devices was 142 million gallons.

### Rain Barrel Sale

The Water Department partnered with Great American Rain Barrel of Hyde Park, Massachusetts for a rain barrel sale in 2015. 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. Over 30 rain barrels were sold at a discounted municipal price.

### Infrastructure Improvement

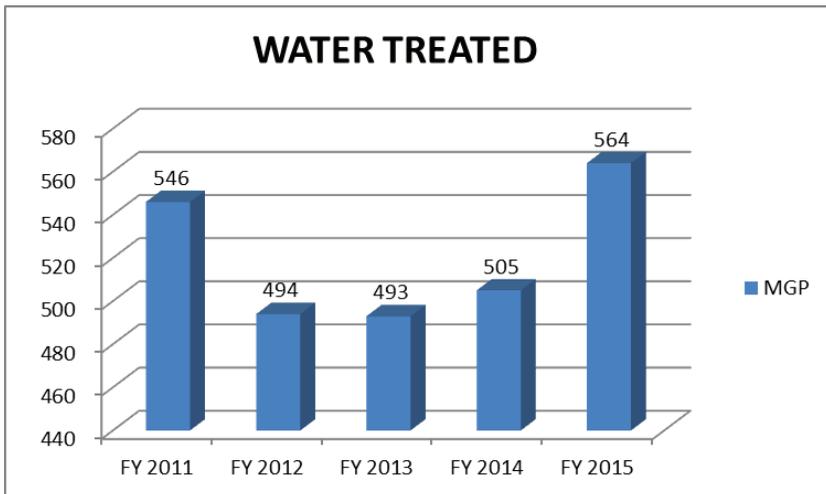
- Repainted approximately 300 fire hydrants
- Replaced 7 fire hydrants
- Added 6 fire hydrants

### Perchlorate Investigation and Treatment

The Water Department continued its active role in the ongoing perchlorate remediation and treatment project including operation of the Nutting Road Perchlorate Treatment Facility, operation of the Highway Garage Perchlorate Treatment plant, and additional monitoring functions.

### 2015 Public Outreach

The Water Department continued its public outreach efforts in FY 2015 which included the biannual newsletter "InFLOWmation" 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. Outreach efforts also included the grade five water pollution demonstrations and Pond Study during the June East Boston Camp program.



## WATER DEPARTMENT – CONTINUED

<b>Treated Water Usage at a Glance (MGP)</b>					
<b>Month</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>
July	83.611	80.253	78.205	62.822	71.985
August	76.546	58.874	57.858	61.668	65.421
September	62.624	43.094	46.396	53.259	57.752
October	37.241	34.001	33.056	41.826	37.514
November	29.350	27.622	27.576	29.726	29.830
December	31.038	30.281	29.133	32.192	31.994
January	32.036	30.104	28.438	30.235	32.455
February	29.634	28.401	26.192	26.857	31.565
March	31.834	31.090	28.822	29.524	36.303
April	31.206	36.397	32.103	32.398	36.678
May	40.988	41.743	52.902	41.390	67.810
June	59.553	51.962	51.930	63.380	64.625
<b>Total</b>	545.662	493.823	492.614	505.280	563.934
Note: The fiscal year (FY) runs from July 1 through June 30.					
MGP = Million Gallons Pumped					

<b>FY 2015 Number of:</b>			
Total Water Dept. Fire Hydrants	1,054	Total Miles Water Main	135
Total Active Accounts	5,499	Water Main Breaks and Repairs	4
New Service Connections	42	Total Miles Water Main Added	1.2
Total Active Service Connections	5,331	Service Leaks Renewed or Repaired	30

### **Water Department Statistics:**

Total System Water Storage Capacity = 4.85 Million Gallons

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. A service leak is located within the line from the main to the customer meter.

## ZONING BOARD OF APPEALS

The Zoning Board of Appeals (BOA) typically meets on the third Wednesday of each month in Room 201 in Town Hall. Meetings are open to the public. Generally the BOA is a “reactive” Board, acting only on applications that come before it. However, a “nonreactive” example of discussion and decision made by the BOA throughout the past year that may influence the Town of Westford related to modifications to address changing circumstances to the Comprehensive Permits (40B) for Princeton Properties, Cottages in the Woods, and Keyes Corner Condominiums;

There are two active lawsuits involving the BOA as of June 30, 2015. Both relate to Newport Materials, LLC & 540 Groton Road, LLC application.

The BOA held twelve regular meetings, two Executive Sessions, three Special Meetings and considered twenty-eight applications, with some of the applications consisting of multiple petitions. Requests included the following:

- Variances for additions to homes and businesses that do not meet setback standards
- Variances to allow uses not otherwise permitted by the Zoning Bylaw
- Variance for a reduction in parking requirements
- Special Permits for changes or demolitions of nonconforming dwellings
- Special Permits to create Accessory Dwelling Units (ADU) or Home Occupations
- Modifications to prior approvals

### Board of Appeals decisions issued between July 1, 2014 and June 30, 2015:

BOA Petitions	Approved	Denied	Withdrawn
Variances*	26	1	1
Special Permits**	8	1	1
Modifications	4	0	0
Comprehensive Permits (40B)	0	0	0
Administrative Appeals	0	0	0
<b>Totals</b>	<b>38</b>	<b>2</b>	<b>2</b>

**Bob Herrmann**  
*Chair*  
**Scott MacKay**  
*Vice-Chair*  
**James Kazeniak**  
*Clerk*  
**Jay Enis**  
**Paul MacMillan**  
Associate Members  
**David Earl**  
**Scott Fitzgerald**  
Staff  
**Chris Kluchman, AICP**  
*Director of Land Use Management*  
**Jeffrey Morrissette**  
*Town Planner, Zoning Board Staff*  
  
**Danielle Evans, AICP**  
*AICP, Assistant Planner*  
  
**Victoria Johnson**  
*Permitting Assistant*  
*(Retired June 2015)*

## ZONING BOARD OF APPEALS- CONTINUED

### \*Summary of Variances Granted:

3	Use
2	Parking
1	Number of Dwellings
12	Setbacks (8 Front Yard, 4 Side Yard, 0 Rear Yard)
2	Frontage
0	Lot Area
3	Accessory Dwelling Unit Criteria
1	Nonconforming Uses or Structures
0	Other

### \*\*Summary of Special Permits Granted:

3	Accessory Dwelling Units
1	Home Occupations
3	Nonconforming Uses or Structures
1	Other

### **Who are the Board of Appeals?**

The Zoning Board of Appeals is a quasi-judicial body chartered under the Massachusetts Zoning Act (Chapter 40A and 40B) and Westford's Zoning Bylaw. Membership consists of five regular voting members and three alternate members appointed by the Board of Selectmen. The BOA plays a role in regulating land use and development in the Town by hearing applications for relief from the standards in the Town's Zoning Bylaw through variances and special permits as well as review of certain uses or activities, appeals of decisions of the Building Commissioner and comprehensive permits for mixed-income developments in accordance with M.G.L. Chapter 40B.

The Board offers grateful appreciation to member Chris Romeo and associate Mark Conlon who resigned their tenure on the Board in FY15.

## DIRECTORY OF TOWN DEPARTMENTS

<b>Department</b>	<b>Address</b>	<b>Office Hours</b>	<b>Main Phone</b>
Assessors Office	Town Hall	M-F, 8am-4pm	978-692-5504
Animal Control	Beacon Street	Leave message or call Police Dispatch (emergency only)	978-692-4574 978-692-2161
Building Department	Town Hall	M-F, 8am-4pm	978-692-5527
Bylaw Enforcement	Town Hall	M-F, 8am-4pm	978-692-5527
Council on Aging	Cameron Senior Center 20 Pleasant Street P.O. Box 2223	M-F, 8am-4pm	978-692-5523
Cemetery Department	Pine Grove Cemetery Office 68 Forge Village Road	M-F, 7am-3:30pm	978-692-5526
Conservation Commission	Town Hall	M-F, 8am-4pm	978-692-5524
Emergency Management Agency	<i>Contact Police or Fire Dept to be connected to an Emergency Management Director</i>		978-692-2161 978-692-5542
Engineering Department	Town Highway Facility 28 North Street	M-F, 7:30am-3:30pm	978-692-5520
Finance Director/ Treasurer	Town Hall	M-F, 8am-4pm	978-692-5518
Fire Department	51 Main Street P.O. Box 296	M-F, 8am-4pm (dispatch 24hrs/day)	Business 978-692-5542 Emergencies 911
GIS Department	Town Highway Facility 28 North Street	M-F, 7:30am-3:30pm	978-692-5520
Health Department	Town Hall	M-F, 8am-4pm	978-692-5509
Highway Department	Town Highway Facility 28 North Street	M-F, 7:30am-3:30pm	978-692-5520
Housing Authority	65 Tadmuck Road	M-F, 8:30am-1:30pm	978-692-6011
Human Resource Department	Town Hall	M-F, 8am-4pm	978-692-5501 ext.2
J.V. Fletcher Library	50 Main Street	M-TH 10am- 9pm Fri 1pm - 5pm Sat 10am - 5pm Sun 2pm-5pm (Jan- April)	978-692-5555
Museum	2-4 Boston Rd	Sun 2pm-4pm Office hours M,W,F 9am-4pm	978-692-5550
Parking Clerk	Town Hall	M-F, 8am-4pm	978-692-5515
Planning Department	Town Hall	M-F, 8am-4pm	978-692-5524
Police Department	53 Main Street	M-F, 8am-4pm (dispatch 24hrs/day)	Business 978-692-2161 Emergencies 911
Recreation Department	35 Town Farm Road	M-F, 8am-4pm	978-692-5532

## DIRECTORY OF TOWN DEPARTMENTS—CONTINUED

<b>Department</b>	<b>Address</b>	<b>Office Hours</b>	<b>Main Phone</b>
Tax Collector	Town Hall	M-F, 8am-4pm	978-692-5506
Technology Department	1 East Prescott Street	M-F, 8am-4pm	978-399-2420
Town Accountant	Town Hall	M-F, 8am-4pm	978-392-4450
Town Clerk	Town Hall	M-F, 8am-4pm	978-692-5515
Town Manager	Town Hall	M-F, 8am-4pm	978-692-5501 ext.1
Treasurer/Finance Director	Town Hall	M-F, 8am-4pm	978-692-5518
Tree Warden	Town Highway Facility 28 North Street	M-F, 7:30am-3:30pm	978-399-2731
Veterans Services	Millennium Building 23 Depot Street	M, W 8am-3pm T, 8am-4pm TH, 8am-12pm@ Cameron Sr. Center F, Call for apt.	978-392-1170
Water Department	60 Forge Village Road	M-F, 7:30am-4pm	978-692-5529
Zoning Board of Appeals	Town Hall	M-F, 8am-4pm	978-692-5524

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## WESTFORD AT A GLANCE

Incorporated	September 23, 1729
Population (2010 census returns)	21,951
Miles of Road	167.27 miles (approximate)
Total Area	30.2 square miles
FY15 Tax Rates	
Residential & Personal Property	\$ 16.24 per thousand
Commercial & Industrial Property	\$ 16.44 per thousand
Form of Government	Open Town Meeting Board of Selectmen Town Manager
Website	<a href="http://www.westfordma.gov">www.westfordma.gov</a>