

**2023
ANNUAL TOWN MEETING
MOTIONS**



**Saturday, March 25, 2023 10:00AM
Westford Academy Gymnasium, 30 Patten Road**

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The Town Moderator will be suggesting a consent agenda for the following Articles: 1, 10, 12, 14, 15, 16, 22 and dismiss articles 9 and 21

REPORTS

ARTICLE 1: Accept Town Reports *Town Manager*

Motion: *(Majority Vote Required)*

That the Town accept the Reports of Town Officers, Boards and Committees for the Fiscal Year 2022.

Select Board recommends 5-0 and Finance Committee recommends 8-0

If you have questions regarding the article above, please contact Town Manager Kristen Las at klas@westfordma.gov

FINANCIAL - FISCAL YEAR 2023

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

Motion: *(Majority Vote Required)*

That the Town appropriate from Free Cash the sum of \$850,532 (EIGHT HUNDRED FIFTY THOUSAND FIVE HUNDRED THIRTY TWO DOLLARS) in order to supplement the following operating budgets in Fiscal Year 2023:

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

And further,

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

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

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

640 Ambulance Enterprise Expenses	\$3,219
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Select Board recommends 5-0 and Finance Committee recommends 8-0

If you have questions regarding the article above, please contact Town Manager Kristen Las at klas@westfordma.gov

ARTICLE 3: Appropriate for Perchlorate Expenses *Town Manager*

Motion: *(Majority Vote Required)*

That the Town appropriate from Free Cash the sum of \$97,000 (NINETY SEVEN THOUSAND DOLLARS) for the purpose of providing funds to address associated issues regarding perchlorate contamination.

Select Board recommends 5-0 and Finance Committee recommends 8-0

If you have questions regarding the article above, please contact Town Manager Kristen Las at klas@westfordma.gov

ARTICLE 4: Appropriate Opioid Settlement Funds *Town Manager*

Motion: *(Majority Vote Required)*

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

Select Board recommends 5-0 and Finance Committee recommends 8-0

If you have questions regarding the article above, please contact Town Manager Kristen Las at klas@westfordma.gov

CAPITAL APPROPRIATIONS - FISCAL YEAR 2023

ARTICLE 5: Approve Capital Appropriations *Capital Planning Committee*

First Motion: *(Majority Vote Required)*

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

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

And further,

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

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

And further,

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

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

Second Motion: (2/3 Majority Vote Required)

That the Town appropriate the sum of \$2,150,000 (TWO MILLION ONE HUNDRED FIFTY THOUSAND DOLLARS) to purchase and equip a tower truck for the Fire Department, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [MGL c. 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor.

Third Motion: (Majority Vote Required)

That the Town dismiss the article regarding the proposed HVAC energy conservation and related building improvements at the Cameron Senior Center.

Fourth Motion: (2/3 Majority Vote Required)

That the Town appropriate the sum of \$2,000,000 (TWO MILLION DOLLARS) for the Boston Road reconstruction project, including costs incidental and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [MGL c. 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor. While said borrowing will be issued as a general obligation of the Town payable from any and all revenue sources, it is the Town's intent that the debt service for this borrowing be paid for in the first instance from the Water Enterprise Fund.

Fifth Motion: (2/3 Majority Vote Required)

That the Town appropriate the sum of \$1,045,000 (ONE MILLION FORTY FIVE THOUSAND DOLLARS) for the Francis Hill water storage tank rehabilitation, including costs incidental and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [MGL c. 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor. While said borrowing will be issued as a general obligation of the Town payable from any and all revenue sources, it is the Town's intent that the debt service for this borrowing be paid for in the first instance from the Water Enterprise Fund.

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

That the Town appropriate the sum of \$1,500,000 (ONE MILLION FIVE HUNDRED THOUSAND DOLLARS) for the construction costs for the replacement of the Pond Brook culvert located on Old Lowell Road, approximately 250 feet south of South Chelmsford Road, and the Blue Brook Culvert located on Groton Road, approximately 100 feet east of Flushing Pond Road, including costs incidental and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [MGL c. 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor. While said borrowing will be issued as a general obligation of the Town payable from any and all revenue sources, it is the Town's intent that the debt service for this borrowing be paid for in the first instance from the Stormwater Enterprise Fund.

Select Board recommends 5-0, Finance Committee recommends 8-0, Capital Planning Committee recommends 9-0 with the exception of the third motion (information not available at the time of the vote), and the Clean Energy and Sustainability Committee recommends the two electric vehicle purchases 8-0

If you have questions regarding the article above, please contact Finance Director Dan O'Donnell at odonnell@westfordma.gov.

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

Select Board

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

That the Town appropriate the sum of \$12,400,000 (TWELVE MILLION FOUR HUNDRED THOUSAND DOLLARS) for the following purposes relating to the construction of a new municipal building at 51 Main Street:

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

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

Select Board recommends 5-0, Finance Committee recommends 5-3, Capital Planning Committee recommends 9-0, Permanent Town Building Committee recommends 4-0, and the Clean Energy and Sustainability Committee recommends 7-0-1

If you have questions regarding the article above, please contact Town Manager Kristen Las at klas@westfordma.gov.

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

School Committee

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

That the Town appropriate the amount of \$6,425,043 (SIX MILLION FOUR HUNDRED TWENTY FIVE THOUSAND FORTY THREE DOLLARS), for the purpose of paying the costs of replacing the roof at the Lloyd G. Blanchard Middle School, 14 West Street, Westford, MA 01886, which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the Town may be eligible for a school grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the School Committee. To meet this appropriation, the Town Treasurer, with the approval of the Select Board, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the MSBA's grant program as non-entitlement, discretionary program based on need, as determined by the MSBA, and any

project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further that any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) forty-eight-point zero five percent (48.05%) of eligible approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA.

*Select Board recommends 5-0, Finance Committee recommends 8-0,
Capital Planning Committee recommends 9-0, Permanent Town Building Committee recommends 4-0, and the Clean
Energy and Sustainability Committee recommends 8-0*

*If you have questions regarding the article above, please contact Facilities Director Jeff Goodwin at
jgoodwin@westfordma.gov*

COMMUNITY PRESERVATION FUNDS

ARTICLE 8: Approve Community Preservation Committee Recommendations *Community Preservation Committee*

First Motion: *(Majority Vote Required)*

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

\$311,545	From Undesignated Fund Balance to the Community Housing Reserve. This allocation more than funds the required 10% for Community Housing.	Community Housing Reserve
\$190,000	From Undesignated Fund Balance for the Conservation Trust Fund for future open space land purchases and any other related costs.	Westford Conservation Commission
\$312,000	From the Fund Balance Reserved for Community Housing to the Affordable Housing Trust Fund for the development of potential affordable housing projects and any other related costs.	Affordable Housing Trust
\$133,500	From the Undesignated Fund Balance for the Stony Brook Track and Athletic Courts Design project and any other related costs.	Westford Public Schools
\$400,000	From the Undesignated Fund Balance for the Jack Walsh Tennis and Basketball Court Improvements Construction project and any other related costs.	Westford Department of Public Works
\$25,000	From the Undesignated Fund Balance for the Forge VFW Softball Field Dugouts project and any other related costs.	Westford Department of Public Works
\$180,000	From the Undesignated Fund Balance for the Forge Beach and Ronan McElligott Memorial Playground Sunshade Structures and any other related costs.	Westford Department of Public Works
\$45,000	From the Undesignated Fund Balance for the Parkerville Schoolhouse Window Restoration project and any other related costs.	Friends of Parkerville School House
\$3,000	From the Historic Fund Balance for the Antique Snow Roller Restoration project located at 2-4 Boston Rd and any other related costs.	Westford Historical Society and Museum

Second Motion: (Majority Vote Required)

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

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

Third Motion: (2/3 Majority Vote Required)

That the Town appropriate the sum of \$1,000,000 (ONE MILLION DOLLARS) from the Community Preservation fund for the planning, design, development, and construction of a 35-unit mixed income senior residential affordable housing project located at 35 Town Farm Road, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44B](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; and further to authorize the Select Board to enter into a grant agreement with the private developer receiving funding pursuant to this vote, and further authorize the Select Board to acquire an appropriate deed restriction(s) as may be required or appropriate pursuant to the Community Preservation Act.

Select Board recommends 5-0, Finance Committee recommends 8-0 and recommends the Meadowbrook Farm Well Project 4-3, and Community Preservation Committee recommends 8-0

If you have questions regarding the article above, please contact Town Accountant Jesse Beyer at jbeyer@westfordma.gov.

FINANCIAL-FISCAL YEAR 2024

ARTICLE 9: Amend the Wage and Classification Plan Town Manager

Motion: (Majority Vote Required)
That the Town dismiss Article 9.

Select Board recommendation at Town Meeting and Finance Committee recommends dismissal 8-0

If you have questions regarding the article above, please contact Town Manager Kristen Las at klas@westfordma.gov

ARTICLE 10: Authorize Revolving Funds Town Manager

Motion: (Majority Vote Required)

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

REVOLVING ACCOUNT	FY24 EXPENDITURE LIMIT
Lease of Town Buildings: 65 & 73 Main St & 170 Plain Rd	\$150,000
Electric Vehicle Charging Station Revolving	\$10,000
Recycling Revolving	\$40,000
Recreation Field Maintenance	\$150,000
Senior Center Fitness Room	\$25,000
Senior Center Programs	\$50,000

School Parking	\$80,000
School Bus/Transportation	\$950,000
East Boston Camps Maintenance	\$80,000
Immunizations and Clinical Services	\$100,000
Community Gardens	\$15,000
Town Forest Management	\$25,000

Select Board recommends 5-0 and Finance Committee recommends 8-0

If you have questions regarding the article above, please contact Finance Director Dan O'Donnell at odonnell@westfordma.gov.

ARTICLE 11: Approve Fiscal Year 2024 Operating Budget

Town Manager

Motion: *(Majority Vote Required)*

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

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

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

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

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

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

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

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

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

Select Board recommends 4-0 and Finance Committee recommends 7-0

If you have questions regarding the article above, please contact Finance Director Dan O'Donnell at odonnell@westfordma.gov.

	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 TM & FINCOM RECOMMEND	FY23/FY24 VARIANCE	FY23/FY24 %	
GENERAL GOVERNMENT						
122	SELECT BOARD					
	Personal Services	0	0	0	N/A	
	Expenses	19,571	43,106	28,559	(14,547)	-33.7%
	TOTAL	19,571	43,106	28,559	(14,547)	-33.7%
123	TOWN MANAGER					
	Personal Services	433,899	456,212	506,100	49,888	10.9%
	Expenses	11,093	20,554	33,465	12,911	62.8%
	TOTAL	444,992	476,766	539,565	62,799	13.2%
131	FINANCE COMMITTEE					
	Personal Services	0	0	0	0	
	Expenses	8,191	9,065	3,671	(5,394)	-59.5%
	Reserve Fund	0	125,000	125,000	0	0.0%
	(Transfers out)	0	0	0	0	N/A
	TOTAL	8,191	134,065	128,671	(5,394)	-4.0%
132	FINANCE DEPARTMENT					
	Personal Services	156,660	164,143	166,815	2,672	1.6%
	Expenses	318	1,390	895	(495)	-35.6%
	TOTAL	156,978	165,533	167,710	2,177	1.3%
135	TOWN ACCOUNTANT					
	Personal Services	295,166	320,859	325,632	4,773	1.5%
	Expenses	41,996	48,835	47,185	(1,650)	-3.4%
	TOTAL	337,161	369,694	372,817	3,123	0.8%
141	BOARD OF ASSESSORS					
	Personal Services	233,887	314,979	314,177	(802)	-0.3%
	Expenses	40,117	58,800	49,450	(9,350)	-15.9%
	TOTAL	274,004	373,779	363,627	(10,152)	-2.7%
145	TREASURER/COLLECTOR					
	Personal Services	272,494	295,391	302,216	6,825	2.3%
	Expenses	52,312	47,275	47,925	650	1.4%
	TOTAL	324,806	342,666	350,141	7,475	2.2%
151	LEGAL SERVICES					
	Personal Services	0	0	0	0	N/A
	Expenses	81,771	140,000	100,000	(40,000)	-28.6%
	TOTAL	81,771	140,000	100,000	(40,000)	-28.6%
152	HUMAN RESOURCES					
	Personal Services	239,938	268,210	275,751	7,541	2.8%
	Expenses	26,780	30,737	28,625	(2,112)	-6.9%
	Compensation Reserve	4,974	385,000	220,000	(165,000)	-42.9%
	(Transfers out)	0	(217,246)	0	217,246	-100.0%
	TOTAL	271,692	466,701	524,376	57,675	12.4%
155	TECHNOLOGY					
	Personal Services	342,927	358,955	368,157	9,202	2.6%
	Expenses	774,809	580,600	615,127	34,527	5.9%
	TOTAL	1,117,736	939,555	983,284	43,729	4.7%
161	TOWN CLERK					
	Personal Services	244,081	284,340	276,980	(7,360)	-2.6%
	Expenses	28,256	37,504	35,813	(1,691)	-4.5%
	TOTAL	272,338	321,844	312,793	(9,051)	-2.8%

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

		FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 TM & FINCOM RECOMMEND	FY23/FY24 VARIANCE	FY23/FY24 %
PUBLIC SAFETY						
210	POLICE DEPARTMENT					
	Personal Services	5,214,903	5,578,290	5,817,983	239,693	4.3%
	Expenses	567,364	559,983	605,811	45,828	8.2%
	TOTAL	5,782,266	6,138,273	6,423,794	285,521	4.7%
215	PUBLIC SAFETY COMMUNICATIONS					
	Personal Services	769,429	866,599	878,984	12,385	1.4%
	Expenses	41,426	53,437	53,622	185	0.3%
	TOTAL	810,856	920,036	932,606	12,570	1.4%
220	FIRE DEPARTMENT					
	Personal Services	3,711,296	3,940,747	3,996,139	55,392	1.4%
	Expenses	392,777	413,368	388,075	(25,293)	-6.1%
	TOTAL	4,104,073	4,354,115	4,384,214	30,099	0.7%
241	BUILDING DEPARTMENT					
	Personal Services	383,376	403,327	412,339	9,012	2.2%
	Expenses	9,355	12,150	12,400	250	2.1%
	TOTAL	392,731	415,477	424,739	9,262	2.2%
244	SEALER WEIGHTS/MEASURES					
	Personal Services	0	0	0	0	N/A
	Expenses	3,000	7,762	15,524	7,762	100.0%
	TOTAL	3,000	7,762	15,524	7,762	100.0%

		FY 2022	FY 2023	FY 2024 TM &	FY23/FY24	FY23/FY24 %
		ACTUAL	BUDGET	FINCOM	VARIANCE	
				RECOMMEND		
291	EMERGENCY MANAGEMENT					
	Personal Services	9,324	9,510	9,700	190	2.0%
	Expenses	2,450	2,450	2,450	0	0.0%
	TOTAL	11,774	11,960	12,150	190	1.6%
292	ANIMAL CONTROL					
	Personal Services	41,009	40,967	42,894	1,927	4.7%
	Expenses	3,364	4,475	4,035	(440)	-9.8%
	TOTAL	44,373	45,442	46,929	1,487	3.3%
294	TREE WARDEN					
	Personal Services	2,311	2,357	3,060	703	29.8%
	Expenses	32,202	35,000	40,000	5,000	14.3%
	TOTAL	34,513	37,357	43,060	5,703	15.3%
TOTAL PUBLIC SAFETY		11,183,587	11,930,422	12,283,016	352,594	3.0%

		FY 2022	FY 2023	FY 2024 TM &	FY23/FY24	FY23/FY24 %
		ACTUAL	BUDGET	FINCOM	VARIANCE	
				RECOMMEND		
EDUCATION						
300	WESTFORD PUBLIC SCHOOLS	61,983,147	64,038,192	65,889,564	1,851,372	2.89%
310	NASHOBA TECH	1,184,421	1,295,205	1,396,089	100,884	7.79%
TOTAL EDUCATION		63,167,568	65,333,397	67,285,653	1,952,256	2.99%

		FY 2022	FY 2023	FY 2024 TM &	FY23/FY24	FY23/FY24 %
		ACTUAL	BUDGET	FINCOM	VARIANCE	
				RECOMMEND		
PUBLIC WORKS						
405	DEPARTMENT OF PUBLIC WORKS					
	Personal Services	205,780	264,153	269,418	5,265	2.0%
	Expenses	0	500	500	0	0.0%
	TOTAL	205,780	264,653	269,918	5,265	2.0%
410	ENGINEERING DEPARTMENT					
	Personal Services	311,411	323,551	329,963	6,412	2.0%
	Expenses	10,847	11,970	13,470	1,500	12.5%
	TOTAL	322,258	335,521	343,433	7,912	2.4%
421	HIGHWAY DEPARTMENT					
	Personal Services	1,507,126	1,659,293	1,458,170	(201,123)	-12.1%
	Expenses	898,081	1,018,643	991,800	(26,843)	-2.6%
	TOTAL	2,405,207	2,677,936	2,449,970	(227,966)	-8.5%
432	RECYCLING					
	Personal Services	0	0	0	0	N/A
	Expenses	522,473	581,027	602,525	21,498	3.7%
	TOTAL	522,473	581,027	602,525	21,498	3.7%
433	SOLID WASTE					
	Personal Services	0	0	0	0	N/A
	Expenses	1,386,961	1,507,588	1,538,654	31,066	2.1%
	TOTAL	1,386,961	1,507,588	1,538,654	31,066	2.1%

442	WASTEWATER TREATMENT MANAGEMENT					
	Personal Services	0	0	0	0	N/A
	Expenses	207,038	224,430	243,404	18,974	8.5%
	TOTAL	207,038	224,430	243,404	18,974	8.5%
491	CEMETERY DEPARTMENT					
	Personal Services	102,673	105,159	155,667	50,508	48.0%
	Expenses	24,263	36,760	38,707	1,947	5.3%
	TOTAL	126,937	141,919	194,374	52,455	37.0%
TOTAL PUBLIC WORKS		5,176,653	5,733,074	5,642,278	-90,796	-1.6%

		FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 TM & FINCOM RECOMMEND	FY23/FY24 VARIANCE	FY23/FY24 %
HEALTH & HUMAN SERVICES						
510	BOARD OF HEALTH					
	Personal Services	363,283	441,838	442,849	1,011	0.2%
	Expenses	22,587	26,900	25,800	(1,100)	-4.1%
	TOTAL	385,869	468,738	468,649	(89)	0.0%
541	COUNCIL ON AGING					
	Personal Services	433,866	479,907	505,695	25,788	5.4%
	Expenses	85,923	102,900	107,350	4,450	4.3%
	TOTAL	519,789	582,807	613,045	30,238	5.2%
543	VETERANS SERVICES					
	Personal Services	71,166	81,488	83,299	1,811	2.2%
	Expenses	22,897	63,100	38,100	(25,000)	-39.6%
	TOTAL	94,063	144,588	121,399	(23,189)	-16.0%
TOTAL HEALTH & HUMAN SERVICES		999,722	1,196,133	1,203,093	6,960	0.6%

		FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 TM & FINCOM RECOMMEND	FY23/FY24 VARIANCE	FY23/FY24 %
CULTURE & RECREATION						
610	LIBRARY					
	Personal Services	1,392,785	1,449,447	1,466,536	17,089	1.2%
	Expenses	359,093	383,711	358,694	(25,017)	-6.5%
	TOTAL	1,751,877	1,833,158	1,825,230	(7,928)	-0.4%
650	PARKS & GROUNDS					
	Personal Services	200,322	262,560	450,689	188,129	71.7%
	Expenses	28,617	48,329	55,525	7,196	14.9%
	TOTAL	228,939	310,889	506,214	195,325	62.8%
660	LAND MANAGEMENT					
	Personal Services	0	0	0	0	N/A
	Expenses	29,396	47,916	98,356	50,440	105.3%
	TOTAL	29,396	47,916	98,356	50,440	105.3%
670	HISTORICAL COMMISSION					
	Personal Services	0	0	0	0	N/A
	Expenses	11,565	11,950	13,450	1,500	12.6%
	TOTAL	11,565	11,950	13,450	1,500	12.6%
TOTAL CULTURE & RECREATION		2,021,778	2,203,913	2,443,250	239,337	10.9%

	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 TM & FINCOM RECOMMEND	FY23/FY24 VARIANCE	FY23/FY24 %
DEBT SERVICE					
710 Debt Service					
Principal & Interest	5,840,145	6,272,642	4,326,575	(1,946,067)	-31.0%
TOTAL	5,840,145	6,272,642	4,326,575	(1,946,067)	-31.0%
TOTAL DEBT SERVICE	5,840,145	6,272,642	4,326,575	(1,946,067)	-31.0%

	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 TM & FINCOM RECOMMEND	FY23/FY24 VARIANCE	FY23/FY24 %
UNCLASSIFIED					
940 OTHERWISE UNCLASSIFIED					
Expenses	(1,475,963)	(1,449,083)	(1,632,835)	(183,752)	12.7%
TOTAL	(1,475,963)	(1,449,083)	(1,632,835)	(183,752)	12.7%
945 EMPLOYEE BENEFITS & MISCELLANEOUS					
Expenses	19,942,311	9,996,212	10,351,268	355,056	3.6%
TOTAL	19,942,311	9,996,212	10,351,268	355,056	3.6%
990 TRANSFERS TO/FROM TRUSTS					
Expenses	947,957	11,197,061	11,907,528	710,467	6.3%
TOTAL	947,957	11,197,061	11,907,528	710,467	6.3%
TOTAL UNCLASSIFIED	19,414,305	19,744,190	20,625,961	881,771	4.5%
TOTAL GENERAL FUND	111,858,699	117,065,131	118,582,954	1,517,823	1.3%

	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 TM & FINCOM RECOMMEND	FY23/FY24 VARIANCE	FY23/FY24 %
COMMUNITY PRESERVATION FUND					
240 COMMUNITY PRESERVATION FUND					
Personal Services	3,128	9,000	9,000	0	0.0%
Expenses	4,412	6,000	6,000	0	0.0%
Principal & Interest	805,255	1,064,350	1,105,491	41,141	3.9%
TOTAL	812,794	1,079,350	1,120,491	41,141	3.8%
WATER ENTERPRISE FUND					
600 WATER ENTERPRISE					
Personal Services	1,120,510	1,269,749	1,356,918	87,169	6.9%
Expenses	1,516,481	1,669,767	1,944,170	274,403	16.4%
Reserve Fund	0	250,000	250,000	0	0.0%
Principal & Interest	1,298,203	1,483,157	1,262,146	(221,011)	-14.9%
TOTAL	3,935,194	4,672,673	4,813,234	140,561	3.0%
RECREATION ENTERPRISE FUND					
630 RECREATION ENTERPRISE					
Personal Services	906,804	1,057,621	985,370	(72,251)	-6.8%
Expenses	238,019	299,184	380,157	80,973	27.1%
TOTAL	1,144,823	1,356,805	1,365,527	8,722	0.6%
AMBULANCE ENTERPRISE FUND					
640 AMBULANCE ENTERPRISE					
Personal Services	852,513	921,470	971,865	50,395	5.5%
Expenses	648,393	543,474	533,506	(9,968)	-1.8%
TOTAL	1,500,906	1,464,944	1,505,371	40,427	2.8%

	FY 2022 ACTUAL	FY 2023 BUDGET	2024 TM & FINC RECOMMEND	FY23/FY24 VARIANCE	FY23/FY24 %
STORMWATER ENTERPRISE FUND					
650	STORMWATER MANAGEMENT				
	Personal Services	37,707	143,052	124,332	(18,720) -13.1%
	Expenses	698,438	967,580	975,077	7,497 0.8%
	Principal & Interest	124,194	152,100	315,800	163,700 107.6%
	TOTAL	860,339	1,262,732	1,415,209	152,477 12.1%
TOTAL OPERATING BUDGET		120,112,754	126,901,635	128,802,786	1,901,151 1.5%

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

Motion: (Majority Vote Required)

That the Town appropriate the proceeds due to the Town under the provisions of [MGL c. 90](#).

Select Board recommends 5-0 and Finance Committee recommends 8-0

If you have questions regarding the article above, please contact Finance Director Dan O'Donnell at odonnell@westfordma.gov.

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

Motion: (2/3 Majority Vote Required)

That the Town transfer the sum of \$31,453 (THIRTY ONE THOUSAND FOUR HUNDRED FIFTY THREE DOLLARS) from the Water Enterprise Other Post Employment Stabilization Fund to the Water Enterprise Expenses to pay for the FY24 retiree benefits.

Select Board recommends 5-0 and Finance Committee recommends 8-0

If you have questions regarding the article above, please contact Finance Director Dan O'Donnell at odonnell@westfordma.gov.

ADMINISTRATIVE

ARTICLE 14: Authorize the Select Board to Accept Easements *Select Board*

Motion: (Majority Vote Required)

That the Town authorize the Select Board, during Fiscal Year 2024, to accept any and all easements for sidewalk, drainage, utility purposes, public access to trails, or other public purposes as they may deem in the Town's best interests.

Select Board recommends 5-0

If you have questions regarding the article above, please contact Town Engineer Paul Starratt at pstarratt@westfordma.gov.

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

Motion: (Majority Vote Required)

That the Town vote to authorize the Select Board to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Select Board shall determine, permanent and/or temporary easements on the parcels of land shown on plans entitled "TOWN OF WESTFORD, MASSACHUSETTS, GROTON ROAD OVER BLUE BROOK CULVERT REPLACEMENT" revised through December 2, 2022, as said plans may be amended, said plans on file with the Town Clerk, for public way purposes, including, but not limited to, the construction, alteration, maintenance, improvement, repair and/or replacement of a culvert system, sidewalk(s), and for drainage, utility and slope work, traffic improvements, driveway reconstruction and grading, tree protection and landscaping; and,

further, to authorize the Select Board to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisitions and other acts authorized herein, or take any other action relative thereto.

Select Board recommends 5-0

If you have questions regarding the article above, please contact Town Engineer Paul Starratt at pstarratt@westfordma.gov.

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

Select Board

Motion: *(Majority Vote Required)*

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

Select Board recommends 5-0

If you have questions regarding the article above, please contact Town Engineer Paul Starratt at pstarratt@westfordma.gov.

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

Select Board

Motion: *(Majority Vote Required)*

That the Town vote to: (a) authorize the Select Board to acquire by gift, purchase, eminent domain or otherwise, on such terms and conditions as the Select Board deems appropriate, the fee to and/or permanent and temporary easements in, on, under and over certain parcels of land abutting and/or near Boston Road and Crown Road for the reconstruction, installation, inspection, maintenance, improvement, repair, replacement and/or relocation of the roadway, rights of way, sidewalks, drainage, utilities, driveways, retaining walls, guardrails, slopes, grading, rounding and landscaping and other structures and/or appurtenances to enable the Town to undertake the Boston Road Reconstruction Project and for any and all purposes and uses incidental or related thereto, all as approximately shown on plans entitled "Massachusetts Department of Transportation Highway Division Plan and Profile of Boston Road in the Town of Westford Middlesex County," dated January 3, 2023, a copy of which is on file with the Town Clerk, as said plan may be amended from time to time and/or incorporated into an easement plan; (b) transfer the care, custody and control of the portions of the Town-owned properties or property interests shown on the aforesaid plans from the board or officer having custody of the same for the purposes for which such properties are currently held to the Select Board for said public way purposes, and, if applicable, authorize the Select Board to submit a petition to the General Court to permit the aforesaid use under Article 97 of the Massachusetts Constitution; and (c) authorize the Select Board to enter into any and all agreements and take any and all actions necessary or appropriate to effectuate the foregoing purposes, including, but not limited to, dedicating the Town-owned parcels to the foregoing purposes.

Select Board recommends 5-0

If you have questions regarding the article above, please contact Town Engineer Paul Starratt at pstarratt@westfordma.gov.

GENERAL BYLAW AMENDMENT

ARTICLE 18: Change the Time of Annual Town Meeting

Select Board

Motion: *(Majority Vote Required)*

That the Town vote to amend Chapter 51, Section 51.1 B of the Westford General Bylaws relating to the time of the Annual Town Meeting, as shown below, with additions shown in **bold** and deletions shown in ~~strike through~~;

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

Select Board recommends 5-0

If you have questions regarding the article above, please contact Town Manager Kristen Las at klas@westfordma.gov

ZONING BYLAW AMENDMENTS

ARTICLE 19: Amend the Zoning Bylaw to regulate Indoor and Outdoor Commercial Recreation and Winter Commercial Recreation in additional zoning districts, and to establish a Commercial Recreation Overlay District related to Kimball Farm and Nashoba Valley Ski Area

Planning Board

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

That the Town vote to amend Sections 2.1, 3.2.2 and 8 (Districts, Accessory Uses in Nonresidential Districts, Special Districts) of the Zoning Bylaw to establish a Commercial Recreation Overlay District to allow Indoor and Outdoor Commercial Recreation, Winter Commercial Recreation, and certain accessory uses in the Overlay District by Special Permit from the Planning Board and other related changes as shown on the handout titled “Town of Westford Planning Board Motions for Article 19 March 25, 2023 Annual Town Meeting”.

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

That the Town vote to amend Appendix A, Rows 10 and 11 of Section D(C), Other Commercial Uses, of the Zoning Bylaw to allow Indoor and Outdoor Commercial Recreation and Winter Commercial Recreation in certain zoning districts by Special Permit from the Planning Board as shown on the handout titled “Town of Westford Planning Board Motions for Article 19 March 25, 2023 Annual Town Meeting”.

Select Board recommends 4-0 and Planning Board recommends 5-0

If you have questions regarding the article above, please contact Director of Land Use Management Jeff Morrissette at jmorrissette@westfordma.gov

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

Citizens' Petition

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

That the Town vote to amend the Zoning Bylaw by amending the Town of Westford Zoning Map by adding the parcel identified as #7 Carl Thompson Road (Assessor's Parcel ID 077 0029 0000) to the Residence A zoning district.

Select Board does not recommend 4-0 and Planning Board does not recommend 5-0

If you have questions regarding the article above, please contact petitioner Maria McCarthy at mms_zoe@yahoo.com

CARE AND CUSTODY OF TOWN LAND

ARTICLE 21: Transfer Custody of a Parcel on River Street from the School Committee to the Recreation Commission	<i>Recreation Commission</i>
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Motion: (Majority Vote Required)
That the Town dismiss Article 21.

Select Board recommendation at Town Meeting.

If you have questions regarding the article above, please contact Director of Public Works Steve Cronin at scronin@westfordma.gov

ARTICLE 22: Accept Byrne Place as a Public Way	<i>Select Board</i>
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Motion: (Majority Vote Required)

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

Select Board recommends 4-0 and Planning Board recommends 5-0

If you have questions regarding the article above, please contact Town Engineer Paul Starratt at pstarratt@westfordma.gov.

ARTICLE 23: Ensure the APR on Drew Garden Property is Enforced	<i>Agricultural Commission</i>
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Motion: (Majority Vote Required)

That the Town request the Select Board to take action in calendar year 2023 to enforce the Drew Garden agricultural preservation restriction (APR) held by the Town of Westford on the land at 66-68 Boston Road, said APR having been voted by Town Meeting in October 1996 in order to continue the historic agricultural use of this land in perpetuity; and further, that the Select Board work with the Agricultural Commission, the Massachusetts Land Trust Coalition and the present owner of 66-68 Boston Road to create and implement an agricultural plan to begin with the 2024 growing season and to continue thereafter; and further, that the Town appropriate the sum of \$20,000 from Free Cash to cover any legal or consulting expenses incurred.

Select Board recommendation at Town Meeting

If you have questions regarding the article above, please contact Chair of the Agricultural Commission Mark O’Lalor at molalor@westfordma.gov

ADMINISTRATIVE

ARTICLE 24: Authorize the Select Board to Petition the General Court for 1 (One) Additional Chapter 138 Section 15 Alcohol Beverages Retail License to be Exercised by Nab One Stop Shop Inc. Located at 60 Brookside Road	<i>Citizens’ Petition</i>
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Motion: (Majority Vote Required)

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

Select Board recommends 5-0

If you have questions regarding the article above, please contact petitioner Matthew Farber at mfabah@gmail.com