



**TOWN OF WESTFORD  
FINANCE DEPARTMENT**

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**MEMORANDUM**

To: Select Board  
Finance Committee

From: Kristen Las, Town Manager  
Dan O'Donnell, Finance Director

Subject: Article 9, Capital Plan – Transfer of Town Hall Parking Lot Appropriation  
March 28, 2026 Annual Town Meeting

Date: February 10, 2026

**Summary**

Article 9 includes a motion to transfer unused funding previously appropriated for the Town Hall parking lot expansion and apply it instead to two DPW Highway vehicle and equipment replacements. This motion does not increase the overall amount of capital spending. It simply reallocates funds already approved by Town Meeting.

**Background**

In March 2023, Town Meeting voted to appropriate funding to expand the Town Hall parking lot. The appropriation included \$110,521.30 from Free Cash and \$439,478.70 from the Sale of Real Estate Fund, as well as a separate \$100,000 Stormwater Enterprise appropriation for drainage.

**Why the Parking Lot Project Is Being Deferred**

The Town Hall parking lot expansion is tied to larger long-term planning decisions about the Westford Center campus. The Town is awaiting the outcome of the Robinson School process and any Massachusetts School Building Authority (MSBA) recommendation. Until those decisions are known, it is too early to determine what the long-term Center campus layout should be, and whether the parking expansion is still needed in its original form.

This approach is consistent with the Town's recently completed *Westford Facilities Master Plan* (January 2026). In the cover letter to that report, the Town Manager explains that significant additional work remains before major campus projects can advance, including integrating capital

data, completing financial and debt modeling, applying resource constraints, and accounting for staff capacity. This work is expected to continue into late FY26 and beyond.

### **Proposed Transfer Under Article 9**

Article 9 proposes transferring \$540,000 from the Town Hall parking lot appropriation to fund the following DPW Highway equipment replacements:

- \$300,000 – 6-wheel dump truck with plow (purchase and equipment)
- \$240,000 – Wheeled excavator (purchase and equipment)

These vehicles are core assets needed to support roadway maintenance, storm response, snow operations, and other public safety-related work. Additionally, the original funding source for the parking lot used the proceeds from the sale of 63 Main Street, therefore, these funds need to be reappropriated for any other capital use.

### **Financial Impact**

This motion reallocates existing capital funds. It does not require new borrowing and does not increase total capital appropriations.

### **Recommendation**

The Town recommends approval of the Article 9 transfer motion. Redirecting these unused funds allows the Town to address urgent equipment needs now, while preserving flexibility to revisit Town Hall parking and Center campus improvements once larger planning and school-related decisions are resolved.

If you have any questions or concerns, please do not hesitate to contact us.