



**TOWN OF WESTFORD
SELECT BOARD**

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557

MEETING AGENDA

Tuesday, January 13, 2026

6:45 PM

Town Hall Meeting Room, 55 Main Street, 2nd Floor

Meeting participants are welcome to attend the Select Board meeting in person or attend remotely via Zoom. The meeting will also be broadcast by WestfordCAT on Comcast channel 9 and Verizon channel 34. Please use the following link to register for the meeting using Zoom

https://westfordma-gov.zoom.us/webinar/register/WN_LGHKXRdDTUmV8EfgWUCf1A

1. 6:45 PM **Call to Order**
2. 6:45 PM **Executive Session**
 - i. Solicitor Permit Appeal Hearing pursuant to G.L.c. 30A, §21(a)(1), and G.L. c. 30A, §21(a)(7)
 - ii. Minutes for Approval
For Release – Executive Session
 - October 28, 2025
3. 7:00 PM **Return to Open Session**
4. 7:00 PM **Pledge of Allegiance**
5. 7:02 PM **Open Forum/FAQ/Announcements**
6. 7:05 PM **Consent Agenda – Request to approve the following:**
 - i. Banner Request:
 - a. Event: Annual Scout Troop Bike & Sporting Goods Sale
Applicant: Westford Boy Scout Troop 437 (Barbara Evangelista)
Date: April 27, 2026 to May 4, 2026
Location: J.V. Fletcher Library
 - ii. Sandwich Board Request:
 - a. Event: Annual Scout Troop Bike & Sporting Goods Sale
Applicant: Westford Boy Scout Troop 437 (Barbara Evangelista)
Date: April 28, 2026 to May 2, 2026
 - iii. Town Common/Bandstand:
 - a. Event: Annual Scout Troop Bike & Sporting Goods Sale
Applicant: Westford Boy Scout Troop 437 (Barbara Evangelista)
Date: Saturday, May 2, 2026

Time: 7:00AM – 3:00PM

b. Event: Strawberry ‘N Arts Festival

Applicant: First Parish Church United

Date: Saturday, June 20, 2026 (rain date: Sunday, June 21, 2026)

Time: 6:00AM – 6:00PM (Bandstand 10:00AM-4:00PM)

7. 7:07 PM **Public Hearing – Liquor Licenses conversion from Wine and Malt Beverages to an All Alcohol license pursuant to M.G.L. c. 138 S. 12D for JJs Place LLC doing business as JJ’s Place, located at 223 Groton Road, Manager Joshua Johnson**

Rescheduled to January 27, 2026

8. 7:08 PM **Solicitor Permit Appeal request from Edward App**

9. 7:20 PM **Town Facilities Space Planning and Capital Needs Assessment Final Report and Presentation**

Rebecca Hopkins and Jeff McElravy - Tecton Architects

10. 8:05 PM **Old/New Business**

i. Review and vote on Select Board – Board and Committee Appointments and Liaisons

Board/Committee	Name	Term Ending	SB Liaison or Memberships
35 Town Farm Property Task Force	Open	No expiration	TBD

11. 8:07 PM **Minutes for Approval**
For Release – Regular Session

- November 25, 2025
- December 9, 2025
- December 23, 2025

For Release – Executive Session

- October 28, 2025

12. 8:09 PM **Board Reports/Updates**

13. 8:10 PM **Town Manager’s Report**
Request to approve the following:

- a. Authorize the Town Manager to vote on behalf of the Town of Westford at the Massachusetts Municipal Association (MMA) and the Massachusetts Interlocal Insurance Association, Inc. (MIIA) annual meetings on January 24, 2026

- b. Memorandum of Understanding between the Westford Health Department and the Massachusetts Health Officers Association, Incorporated (“MHOA”) under the Pathway to Local Public Health (PLPH) program to host a community college student intern
- c. Purchase Orders
 - i. Motorola for radio equipment supplies to outfit a new engine in the amount of \$16,386.63 as requested by the Fire Department
 - ii. Maher Services, Inc. for a replacement motor for the Fletcher well in the amount of \$13,244 as requested by the Water Department
 - iii. Island Technical Services LLC for upfitting three new cruisers in the amount of \$45,000 as requested by the Police Department

14. 8:15 PM **Correspondence**

15. 8:16 PM **Adjournment**

Please be advised this open meeting may be broadcast live via WCAT and recorded for playback online, video-on-demand viewing at <https://cloud.castus.tv/vod/westfordcat/?page=HOME>. Attendees are reminded that by attending this meeting, you consent to your likeness and audio being used and rebroadcast by WCAT.

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact our office at 978-692-5501 or email to accessibility@westfordma.gov

**Select Board
Correspondence
January 13 2026**

Incoming Correspondence:

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