



TOWN OF WESTFORD
SELECT BOARD
PERMANENT TOWN BUILDING
COMMITTEE
BOARD OF LIBRARY TRUSTEES

TOWN HALL

ACTION TAKEN

AMENDED MEETING AGENDA

Tuesday, January 27, 2026

6:45 PM

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

Original Agenda posted
January 23, 2026 at
2:04PM
Amended Agenda posted
January 27, 2026 at
10:30AM

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_QFVTJ5byQpiseQ8LnCVPlw

1. 6:45 PM **Call to Order**
2. 6:45 PM **Executive Session**
 - i. To consider approval of a tentative agreement with the Westford ~~Police Patrol~~ Association (WPA) for FY26 to FY28, as an open session may have a detrimental effect on the town's bargaining position
 - ii. Minutes for Approval
For Release – Executive Session
October 28, 2025
3. 7:00 PM **Pledge of Allegiance**
4. 7:02 PM **Open Forum/FAQ/Announcements**
 - **Town Manager Kristen Las thanked all of the winter storm response staff, including DPW and Facilities, for their tireless work in the snowstorm that started on Sunday and did not end until Monday night**
 - **Select Board Chair Tom Clay spoke about Westford Police Department's guidance on how to handle immigration issues or requests from federal agencies**
 - **Diversity, Equity and Inclusion Committee Co-Chair Joe Diamond acknowledged Holocaust Remembrance Day**
 - **WCAT Executive Director Sarah Fletcher delivered the WCAT annual audit report**
 - **School Committee Chair Kathryn Clear spoke about the agenda item regarding the change to the Town Meeting date and asked for it to be considered before the Select Board closed the warrant**
5. 7:05 PM **Consent Agenda – Request to approve the following:**
 - i. Banner

- a. Event: 2026 Annual Town Meeting
Applicant: Town of Westford, Town Manager's Office
Date: March 23, 2026-March 30, 2026
Location: First Parish Church
- b. Event: 2026 Annual Town Election
Applicant: Town of Westford, Town Manager's Office
Date: April 28, 2026-May 6, 2026
Location: First Parish Church
- c. Event: Westford Kiwanis Apple Blossom Festival and Parade
Applicant: Stefany Eck
Date: May 7, 2026-May 18, 2026
Location: First Parish Church

All consent agenda items approved 5-0

- 6. 7:10 PM **Public Hearing – Liquor License conversion from Wine and Malt Beverages to an All Alcohol license pursuant to M.G.L. c. 138 S. 12D for JJ's Place LLC doing business as JJ's Place, located at 223 Groton Road, Manager Joshua Johnson**
Approved 5-0
- 7. 7:15 PM **Northern Middlesex Council of Governments NMCOG Annual Report Presentation**
- 8. 7:35 PM **Joint meeting with the Permanent Town Building Committee and the Board of Library Trustees on the J.V. Fletcher Library Renovation and Expansion Project**
- 9. 7:55 PM **Annual Town Meeting – Saturday, March 28, 2026 at 9:00 AM**
Select Board to review warrant articles, set the order, and close the warrant
No vote taken to close warrant, to be discussed on February 10, 2026
- 10. 8:10 PM **Discuss Request from School Committee members to change the month and day of Town Meeting**
- 11. 8:20 PM **Request from the Board of Registrars to authorize in-person early voting for the May 5, 2026 Annual Town Election**
Approved 5-0
- 12. 8:25 PM **Review and Approve the vote prepared by Bond Counsel regarding useful life of fire trucks approved at Fall Town Meeting 2025 and due to be borrowed for May 2026**
Approved 5-0
- 13. 8:30 PM **Old/New Business**
 - i. Request from the Permanent Town Building Committee to appoint Meghan O'Connell as an alternate member for a term to expire June 30, 2027
Approved 4-1

- ii. Request from the Pedestrian Safety Committee to appoint Michael Lengyel to the high school student seat for a term to expire June 30, 2026
- iii. Request from the Diversity, Equity and Inclusion Committee to reduce the number of alternate seats from six (6) to five (5)
- iv. Discuss next steps regarding the proposed Resident Voting Study Committee
- v. Request from the Bylaw Review Committee to appoint Ellen Doucette for a term to expire on June 30, 2026, and Kristi Bates for a term to expire on June 30, 2027

ii-v. Approved 5-0

14. 8:45 PM **Minutes for Approval**
For Release – Executive Session
 October 28, 2025
Approved 5-0

15. 8:46 PM **Board Reports/Updates**

16. 8:50 PM **Town Manager's Report**
 Request to approve the following:

- a. Appoint Dan O'Donnell as Acting Town Manager from February 14 through February 20, 2026
- b. Accept a gift in the amount of \$3,000 from Lowell 5 Bank as requested by the Treasurer/Collector's office
- c. Grants
 - i. Authorization to apply for Green School Works FY26 Funding for the FY2027 Building Management Systems Replacement Project in conjunction with a planned Phase II of the Town's Ch. 25A §11i Performance Contract
- d. Purchase Orders
 - i. MJM Solutions, LLC in the amount of \$12,600 for seven (7) employees to complete the Professional Certification in Community Hoarding Intervention as requested by the Health Department

a-d. Approved 5-0

- e. Contracts
 - i. Westford ~~Police~~ Patrol Association (WPA) Collective Bargaining Agreement for FY26 - FY28, as requested by the Town Manager's Office

Approved 5-0

17. 9:00 PM **Correspondence**

18. 9:02 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 extension 1 or email to accessibility@westfordma.gov

**Select Board
Correspondence
January 27, 2026**

Incoming Correspondence:

IC 01	1/9/2026	Email from the League of Women Voters regarding Request to include a single email address on all Town board and committee webpages
IC 02	1/10/2026	Email from Amy York regarding Request for Clear Policies related to ICE
IC 03	1/21/2026	Email from Toody Healy regarding CPC participation (Member Resignation)