

TOWN OF WESTFORD

SELECT BOARD

MINUTES

DATE: January 13, 2026

TIME: 6:45 PM

PLACE: Town Hall, Main Meeting Room/Virtual

PRESENT: G. Thomas Clay Chris Barrett, John Cunningham, Noëlle Donovan,
Sean Kelly

OTHERS

PRESENT: Town Manager Kristen Las, Asst Town Manager Michael Edwards,
Audience Members

CALL TO ORDER

Select Board Chair Tom Clay called the meeting to order at 6:45 PM.

EXECUTIVE SESSION

1. Solicitor Permit Appeal Hearing pursuant to G.L.c.30A,§21(a)(1), and G.L.c.30A§21(a)(7)
2. Minutes for approval – Executive Session October 28, 2025

RETURN TO OPEN SESSION

At 7:10 PM the Board exited Executive Session and resumed the meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Select Board Member Noëlle Donovan.

OPEN FORUM/FAQ/ANNOUNCEMENTS

Town Manager Kristen Las announced upcoming public events.

- On Friday, January 16, 2026 at 10:30 AM, the Land Use Managements Department, the Building Department and the Health Department will be providing an overview of the recent changes regarding Accessory Dwelling Unit regulations at the Cameron Senior Center.
- On Saturday, January 24, 2026 from 10:00 AM to 3:00 PM there is a public workshop for Linked and Livable Neighborhoods: Littleton Road Pedestrian Plan at Nashoba Valley Technical High School.

- On Tuesday, January 27, 2026 a public workshop will be held at the Cameron Senior Center from 6:30 PM to 8:00 PM for the ongoing Route 40 Corridor Study.

SB Chair Clay announced that the Finance Committee is holding public hearings on the FY27 budget. The next meeting is Thursday, January 15, 2026 at the Town Hall and via Zoom. Meetings will be held for the next several Thursdays until all department budgets are examined.

CONSENT AGENDA

Banner Request:

Barbara Evangelista, on behalf of the Westford Boy Scout Troop 437, requested permission to hang a banner in front of the J.V. Fletcher Library from April 27, 2026 to May 4, 2026 to announce the Annual Scout Troop Bike & Sporting Goods Sale.

Sandwich Board Request

Barbara Evangelista, on behalf of the Westford Boy Scout Troop 437, requested permission to put a sandwich board on the common? From April 27, 2026 to May 4, 2026 to announce the Annual Boy Scout Troop Bike and Sporting Goods Sale.

Town Common/Bandstand

Barbara Evangelista, on behalf of the Westford Boy Scout Troop 437, requested permission to use the Town Common on Saturday, May 2, 2026 from 7:00 00 AM-3:00 PM for the Annual Boy Scout Troop Bike and Sporting Goods Sale.

The First Parish Church United requested permission to use the Town Common and Bandstand on Saturday, June 20, 2026 with a rain date of Sunday, June 21, 2026 from 6:00 AM – 6:00 PM. (Bandstand from 10:00 AM-4:00 PM) for the Annual Strawberry ‘n Arts Festival.

It was moved by SB Member Cunningham, seconded by SB Member Donovan and VOTED 5 IN FAVOR TO APPROVE the Consent Agenda, subject to all Public Safety recommendations.

PUBLIC HEARING – LIQUOR LICENSE CONVERSION FROM WINE AND MALT BEVERAGES TO AN ALL-ALCOHOL LICENSE PURSUANT TO M.G.L.c.138,§12D for JJ’s PLACE, LLC DOING BUSINESS AS JJ’S PLACE, LOCATED AT 223 GROTON ROAD, MANAGER JOSHUA JOHNSON

The public hearing is rescheduled to January 27, 2026.

SOLICITOR PERMIT APPEAL REQUEST FROM EDWARD APP

The solicitor permit appeal was heard in Executive Session. Upon deliberation, the final vote was taken as follows:

It was moved by SB Member Donovan, seconded by SB Member Cunningham and VOTED BY ROLL CALL, 2 IN FAVOR, 3 DENY (Kelly, Barrett, Clay) TO GRANT a Solicitor Permit to Edward App.

TOWN FACILITIES SPACE PLANNING AND CAPITAL NEEDS ASSESSMENT FINAL REPORT AND PRESENTATION

Town Manager Las gave a synopsis of what has transpired from 2023~~4~~ to the present. She stressed the assessment should be used to further the town's capital planning goals.

The 454-page assessment was presented by Tecton Architects representatives Rebecca Hopkins and Jeff McElravy in five phases:

1. Building Assessments
2. Space Evaluation and Assessment
3. Facility Space Utilization Master Plan
4. Space Planning/Assessment/Recommendations
5. Facilities 10 Year Capital Plan

Priorities included document digitization to free up storage space for possible other use and to determine the best use for 51 Main Street. Town Manager Las said the report will be used for FY27 capital requests and other items of precedence. Assistant Town Manager Mike Edwards said that the next two years the focus would be maintenance issues. SB Chair Clay said the housing of the Technology Department was of utmost importance. Facilities Director Jeff Goodwin opined that the Millennium Building needed to be included in the shorter-term plans.

The Select Board indicated that they would accept the final report.

OLD/NEW BUSINESS

a) Review and vote on Select Board – Boards and Committee Appointments and Liaisons

Currently there is not a Select Board liaison on this committee. SB Member Chris Barrett asked Ellen Harde, Chair of the 35 Town Farm Road Task Force, to update the Board. After a brief discussion it was the consensus of the Board that Chris Barrett would serve as liaison.

MINUTES FOR APPROVAL

Minutes from the Regular Sessions of November 25, 2025, December 9, 2025, and December 23, 2025 were presented for approval.

It was moved by SB Member Donovan, seconded by SB Member Cunningham and VOTED 5 IN FAVOR TO APPROVE the minutes as presented from the November 25, 2025, December 9, 2025, and December 23, 2025 meetings

Executive Session – October 28, 2025

These minutes were tabled to the next meeting.

BOARD REPORTS/UPDATES

The Board of Library Trustees and the Permanent Town Building Committee will give an update to the Select Board on January 27, 2026.

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 (MIIA) annual meetings on January 24, 2026
- b) Memorandum of Understanding between the Westford Health Department and the Massachusetts Health Officers Association, Inc. (MHOA) under the Pathway to Local Public Health (PLPH) program to host a community college student intern
- c) Purchase Orders:
 - 1. Motorola for radio equipment supplies to outfit a new engine in the amount of \$16,386.63 as requested by the Fire Department
 - 2. Maher Services, Inc. for a replacement motor for the Fletcher Well in the amount of \$13,244 as requested by the Water Department
 - 3. Island Technical Services, LLC for upfitting three new cruisers in the amount of \$45,000 as requested by the Police Department

It was moved by SB Member Cunningham, seconded by SB Member Barrett, and VOTED 5 IN FAVOR TO APPROVE all the items presented in the Town Manager’s Report, as presented.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

It was moved by SB Member Donovan seconded by SB Member Barrett and VOTED 5 IN FAVOR TO ADJOURN at 8:29 PM.

 Kristen D. Las, Town Manager date

 G. Thomas Clay, Chair date

Submitted by Patricia Dubey, Recording Secretary