
ANNUAL REPORT

Town of Westford

For the Fiscal Year Ending

JUNE 30

2021



~ Champion Black Oak ~
J.V. Fletcher Library

On the cover

“Through the Legacy Tree Program and the National Champion Tree Registry, the Department of Conservation and Recreation Forestry Program formally recognizes the largest and most interesting known tree of each species, trees of historical origins, and other trees of unique and significant importance growing within the state of Massachusetts.”

Quercus velutina Oak, Black Westford
Circumference 240” Height 80’ Average Spread 87’-
Commonwealth of MA web page

“The J.V. Fletcher Library will be hosting a farewell ceremony for the beloved Champion Black Oak tree on Monday, Sept. 23 at 6:30 p.m. The tree will be removed due to safety concerns. The ceremony is open to all ages. There will be story time for children, an opportunity to put up the tree’s leaves on the library’s windows, a telling of historical events, and fall-themed goodies to eat.

“The tree has been deemed unsafe by an arborist who used an ultrasound device to determine that 55 inches of the 79-inch diameter of the trunk is hollow. Library Director Ellen Rainville is urging the community to come out on Monday and mourn the loss of the tree collectively.”

- *Joyce Pellino Crane, News Director, WestfordCAT*
September 18, 2019

continued on the back cover

CITIZEN ACTIVITY FORM

Town of Westford

GOOD GOVERNMENT STARTS WITH YOU

If you are interested in serving on a town committee, please fill out the Citizen Activity Form on the town's website: <https://data.westfordma.gov/bc/newcaf.php>

Or fill out this form and mail it to the Town Manager, Town Hall, 55 Main Street, Westford, MA 01886.

All committee vacancies will be filled by those deemed most qualified to serve in a particular capacity.

Date: _____

Name: _____

Home Address: _____

Mailing Address (if different from home address): _____

Phone Numbers: _____

Email Address: _____

Current Occupation/Current Employer: _____

Narrative: Please tell us how much time you have available and any education, experience, or special skills that may be relevant to the committee(s) you are interested in.

Which committee/board(s) are you interested in (limit 5 per application)? A complete list of town committees and boards is available online at:

<https://data.westfordma.gov/bc/>

In Memoriam



Robert C. Herrmann

April 14, 1945 - May 23, 2021

A 1963 graduate of Westford Academy and owner of Bob's Auto Service on Rt. 110 for over fifty years, Bob Herrmann began his long tenure serving in town government when he was elected to the Board of Selectman in 1985. Serving four terms as a Selectman until 1997, Bob took a short break before being appointed an alternate member of the Zoning Board of Appeals in 2002. At the time of his death, he was in his sixteenth year as chair of the ZBA. Bob's common-sense and reasoned approach to problems and issues served the Town of Westford well.



George "Yogi" Rogers

March 26, 1935 - January 2, 2021

Raised in Forge Village where his father, Edmund, served as a call firefighter from 1941-53, Yogi followed in his father's footsteps and became a Westford call firefighter in 1955. By 1965, Yogi was Deputy Chief of the Board of Fire Department Engineers, and in 1969 was chosen Chief of the Board. When Town Meeting created the position of full-time Chief of the Fire Department, the Selectmen appointed Yogi to the post. He recalled, "I became the full-time chief, and the only full-time employee, in 1973." Under Chief Rogers' direction, the Center Fire Station and the Nabnasset Fire Station were staffed with full-time firefighters. Yogi retired on September 30, 1995, but continued to attend every town meeting, sitting on the Abbot School gymnasium bleachers to the left of the stage with the other members of his department.

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ELECTED OFFICIALS - AS OF JUNE 30, 2021

BOARD OF HEALTH

Joanne Belanger	6 Marie Anne Dr.	3 – year term	5/2024
Zac A. Cataldo	121 Depot St.		5/2023
Stephanie D. Granger	101 Russells Way		5/2022
Susan M. Hanly	26 Kirsir Cir.		5/2022
Michele Pitoniak-Crawford	15 Shelly Ln.		5/2023

HOUSING AUTHORITY

Nancy J. Cook	25 No Main St.	5 – year term	5/2023
Muriel Drake	67 Tadmuck Rd.		5/2024
Carol S. Engel	26 Lowell Rd.		5/2026
Diane Holmes	14 Sandstone Rd.		5/2022
Janine McCormack	65 Tadmuck Rd.		5/2023

J. V. FLETCHER LIBRARY TRUSTEES

Lynn Clermont	24 Byrne Ave.	3 – year term	5/2023
Elizabeth S. Diercks	56 Depot St.		5/2022
Marianne C. Fleckner	23R Almeria Cir.		5/2024
Alisha E. Hillam	6 Coolidge Ave.		5/2024
Robert D. Price	18 Stratton Hill Rd.		5/2023
Glen Secor	56R Pleasant St.		5/2022

MODERATOR

Angela Harkness	15 Castle Rd.	3 – year term	5/2023
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PLANNING BOARD

Michael E. Bonenfant	3 Hadley Rd.	5 – year term	5/2024
Kate Hollister	25 Vine Brook Rd.		5/2026
Dylan H. O’Connor	3 Lambert Way		5/2022
Robert Shaffer Jr.	7 Blakes Hill Rd.		5/2025
Darrin H. Wizst	1 Noonan Way		5/2023

SCHOOL COMMITTEE

Kathryn Clear	14 Sawmill Dr.	3 – year term	5/2024
Sean P. Kelly	7 Chestnut Rd.		5/2022
Alicia D. Mallon	104 Plain Rd.		5/2022
Gloria Miller	14 Hutchins Way		5/2023
Christopher Sanders	4 Koala Bear Ln.		5/2024
Valery Young	4 Marie Ann Dr.		5/2023
Mingquan Zheng	3 Joyce Cir.		5/2024

SELECT BOARD

G. Thomas Clay	7 Ward Hill Rd.	3 – year term	5/2023
John H. Cunningham	4 Butternut Rd.		5/2024
J. Scott Hazelton	76 Nutting Rd.		5/2022
Anita Tonakarn-Nguyen	9 Plain Rd.		5/2023
Andrea Peraner-Sweet	21 Kirsir Cir.		5/2022

APPOINTED OFFICIALS AS OF JUNE 30, 2021

AFFORDABLE HOUSING COMMITTEE

Appointed by Select Board

On April 13, 2021 the Select Board voted to disband the Affordable Housing Committee and to increase the membership of the Affordable Housing Trust to 11 full members and 3 alternates, which would include the Affordable Housing Committee members.

AFFORDABLE HOUSING TRUST

Appointed by Select Board

		<i>2 – year term</i>
Matthew Brown	63 North Main St.	6/30/2022 3
Joan Croteau	10 Groton Rd.	6/30/2022 3
Joseph P. Diamond	7 Trailside Way	6/30/2022 2
Robert F. Downing	40 Nutting Rd.	6/30/2022 2
Edith Fruscione	8 Starr Cir.	6/30/2021
Maureen George	3 Porter Rd.	6/30/2022 2
J. Scott Hazelton	76 Nutting Rd.	6/30/2023
Karen Hudson	35 Carlisle Rd.	6/30/2022 1
Marianne Nelson	4 Main St.	6/30/2022 3
Andrea Peraner-Sweet	21 Kirsi Cir.	6/30/2022 2
Drew Vernalia	10 Groton Rd.	6/30/2022 1
Robert J. Waskiewicz	120 Groton Rd.	6/30/2022 2
Alden Wood	122 Depot St.	6/30/2022 3

AGRICULTURAL COMMISSION

Appointed by Select Board

		<i>3 – year term</i>
Sharon Chew	12 Robinwood Cir.	6/30/2023
Peter Cox	82 Main St.	6/30/2021
Mark O’Lalor	105 Concord Rd.	6/30/2023
Darren Teysseidou	14 Russells Way	6/30/2023
Margaret Wheeler	171 Depot St.	6/30/2023
Elizabeth Almeida (alt.)	41 West St.	6/30/2023
Jo Crawford (alt.)	20 Old Homestead Rd.	6/30/2023

BOARD OF ASSESSORS

Appointed by Town Manager

		<i>3 – year term</i>
David J. Flanagan	98 Jimney Ave.	6/30/2022 3
Diane L. Holmes	13 Sandstone Rd.	6/30/2022
Titus Palmer	15 Vose Rd.	6/30/2021

APPOINTED OFFICIALS AS OF JUNE 30, 2021

BOARD OF CEMETERY COMMISSIONERS

Appointed by Town Manager

Lisa S. Groves	84 Main St.	3 – year term 6/30/2022
Paul F. Murray	12 Wilshire Ave.	6/30/2023
Jennifer Johnson	1 Court Rd.	6/30/2023
Mary D. Lyman	3 Tadmuck Lane	6/30/2023
Terry M. Stader	2A Old Colony Dr.	6/30/2021

BOARD OF WATER COMMISSIONERS

Appointed by Town Manager

Chauncey Chu	1 Green Needles Rd.	3 – year term 6/30/2023
Hugh C. Maguire	127 Cold Spring Rd.	6/30/2021
Titus A. Palmer	15 Vose Rd.	6/30/2023
Timothy Hall (alt.)	51 North Main St.	6/30/2022

BY-LAW REVIEW COMMITTEE

Appointed by Select Board

David B. Chandler	26 Hillside Ave.	3 – year term 6/30/2021
Jean Croteau	10 Boutwell Hill Rd.	6/30/2023
Joan Croteau	10 Boutwell Hill Rd.	6/30/2022
Patricia L Dubey	30 Pleasant St.	No expiration date

CAPITAL PLANNING COMMITTEE

Appointed by Select Board

Chris Barrett	13 Vose Hill Rd.	No expiration date
Heather Fitzpatrick	13 Shannon Cir.	No expiration date
Kristina V. Greene	1 Chesapeake Dr.	No expiration date
Paul J. Hajjar	2 Park View Cir.	No expiration date
Mark Kost	7 Grassy Ln.	No expiration date
Thomas J. Mahanna	4 Butterfield Ln.	No expiration date
Ingrid Nilsson	6 Depot St.	No expiration date
Bill Olsen	23 Depot St.	No expiration date
Dan O'Donnell	55 Main St.	No expiration date
Anita Tonakarn-Nguyen	9 Plain Rd.	No expiration date

CLEAN ENERGY AND SUSTAINABILITY COMMITTEE

Appointed by Select Board

Michael Berlinski	37 Crown Rd.	3 – year term 6/30/2023
Peter D. Berson	6 Holly Ln.	6/30/2023
Michael Effong	33 Nabnasset St.	6/30/2022
Michael R. Joyce	9 Crusade Rd.	6/30/2023
Erika Kohl	4 Frances Hill Rd.	6/30/2021
Juliette Mount	51 Boston Rd.	6/30/2023
Beth A. Perkins	9 Patriot Ln.	6/30/2022
Matthew J. Riegert	8 Castle Rd.	6/30/2022
Thomas L. Teller	9 Texas Rd.	6/30/2023

APPOINTED OFFICIALS AS OF JUNE 30, 2021

Susan L. Thomas	7 Old Homestead Rd.	6/30/2021
Mark Tincknell	9 Joyce Cir.	6/30/2023
Nancy Wang	9 Maura Cir.	6/30/2021

COMMISSION ON DISABILITY

<i>Appointed by Town Manager</i>		<i>3 – year term</i>
Joyce Benoit	65 Tadmuck Rd.	6/30/2023
Raymond Clark	47 Hildreth St.	6/30/2023
J. Scott Hazelton	76 Nutting Rd.	6/30/2022
Katherine Phaneuf	7 Drawbridge Rd.	6/30/2021
Patricia Reppucci	15 Lucille Ave.	6/30/2021
Anita Tonakarn-Nguyen	9 Plain Rd.	6/30/2022

COMMUNICATIONS ADVISORY COMMITTEE

<i>Appointed by Select Board</i>		<i>1 – year term</i>
Robert S. Jefferies	11 Boston Rd.	6/30/2022
Thomas Spuhler	232 Concord Rd.	6/30/2022
		<i>2 – year term</i>
Michael J. Wells	55 Main St.	6/30/2023

COMMUNITY PRESERVATION COMMITTEE

<i>Appointed by Select Board</i>		<i>3 – year term</i>
Chris Barrett	13 Vose Hill Rd.	6/30/2023
Marilyn Frank	6 Chamberlain Rd.	6/30/2022
Kathleen A. Healy	95 North Main St.	6/30/2021
Diane Holmes	13 Sandstone Rd.	6/30/2023
Robert S. Jefferies	11 Boston Rd.	6/30/2021
Christine M. MacMillan	12 Maple St.	6/30/2021
Dylan O'Connor	3 Lambert Way	6/30/2023
Robert D. Price	18 Stratton Hill Rd.	6/30/2022
Robert Stafford	22 Leland Rd.	6/30/2023

CONSERVATION COMMISSION

<i>Appointed by Select Board</i>		<i>3 – year term</i>
Noelle L. Donovan	11 Moore Rd.	6/30/2023
Eric Fahle	9 Long Sought For Pond Rd.	6/30/2023
Marilyn Frank	6 Chamberlain Rd.	6/30/2022
James Gozzo	6 Carolina Ln.	6/30/2023
Ann Jefferies	11 Boston Rd.	6/30/2021
Peter Mahler	25 Vine Brook Rd.	6/30/2022
Margaret Wheeler	171 Depot St.	6/30/2023

CONSTABLE

<i>Appointed by Select Board</i>		<i>3 – year term</i>
Patricia L. Dubey	30 Pleasant St.	6/30/2024
John R. Sullivan	145 Plain Rd.	6/30/2024

COUNCIL ON AGING

<i>Appointed by Town Manager</i>		<i>3 – year term</i>
Sandra Collins	3 Polly Rd.	6/30/2022

APPOINTED OFFICIALS AS OF JUNE 30, 2021

Nancy Cook	25 North Main St.	6/30/2022
Helena Crocker	34 West St.	6/30/2022
Patricia A. Holmes	7 Church St.	6/30/2022
Roberta H. McGuire	60 Chamberlain Rd.	6/30/2021
Robert Tierney	10 Tallard Rd.	6/30/2021
Barbara Upperman	7 Church St.	6/30/2022
Kathryn S. Wilson	55 Main St.	6/30/2022

CULTURAL COUNCIL

Appointed by Select Board

		<i>3-year term</i>
Claire A. France	6 Country Rd.	6/30/2021
Sheila Grimm	98 Nutting Rd.	6/30/2023
Apparao Karri	102 Russells Way	6/30/2023
Seema P. Pusalkar	2 Sweetwood Cir.	6/30/2022
Shanti Maheshwari	52 Concord Rd.	6/30/2021
Vidya Raman	11 Woodbury Dr.	6/30/2023
Anita Tonakarn-Nguyen	9 Plain Rd.	6/30/2021
Dongchun Wang	10 Quarry Hill Rd.	6/30/2021

DOG PARK TASK FORCE

Appointed by Select Board

		<i>2-year term</i>
Lauren E. Coffey	30 Monadnock Dr.	6/30/2022
Edith Fruscione	8 Starr Cir.	6/30/2022
Karen Hudson	5 Carlisle Rd.	6/30/2022
Chris M. Lengyel	16 Dana Dr.	6/30/2022
Sandy Martinez	95 Main St.	6/30/2022
Cheryl McGrath	3 Jarvis Way	6/30/2022
Kimberley K. Rose	2 Notch Dr.	6/30/2022
Amy Verreault	27 Monadnock Dr.	6/30/2022

ECONOMIC DEVELOPMENT COMMITTEE

Appointed by Select Board

		<i>3-year term</i>
Thomas P. Barry	27 Stone Ridge Rd.	6/30/2021
Joan E. Bennett	74 Parkhurst Dr.	6/30/2021
Ronald Caterino	45 Stone Ridge Rd.	6/30/2021
G. Thomas Clay	7 Ward Hill Rd.	6/30/2021
William Nussbum	33 Stone Ridge Rd.	6/30/2021*
Jeff Morrisette	55 Main St.	6/30/2021
Bruce J. Rosenberg	123 Westview Dr.	6/30/2021
Jodi Ross	55 Main St.	6/30/2021
Christina M. Sacco	9 Fieldstone Dr.	6/30/2021
Daniel Burke (alt.)	12 Misty Ln.	6/30/2021
Thomas Kotarakos (alt.)	6 Hartford Rd.	6/30/2023
Cheryl Serpe (alt.)	7 Pershing St.	6/30/2021

*deceased

APPOINTED OFFICIALS AS OF JUNE 30, 2021

EMERGENCY MANAGEMENT

Appointed by Town Manager

Joe Targ	65 Boston Rd.	1 – year term 6/30/2021
Tim Whitcomb	53 Main St	6/30/2021

FENCE VIEWER

Appointed by Select Board

Jim Gozzo	6 Carolina Ln.	1 – year term 6/30/2022
Albert Prescott	16 Lake Shore Dr. N.	6/30/2022

FINANCE COMMITTEE

Appointed by Moderator

Liewei Bao	2 Tavern Cir.	3 – year term 6/30/2021
John Cunningham	4 Butternut Rd.	6/30/2021
Heather Fitzpatrick	10 Kelly Rd.	6/30/2021
Dennis Galvin	90 Concord Rd.	6/30/2023
Kristina V. Greene	1 Chesapeake Dr.	6/30/2022
Jeffrey Hillam	6 Coolidge Ave.	6/30/2023
Jacob Levy	6 Forge Village Rd.	6/30/2023
Beth O. Morrison	10 Kelly Rd.	6/30/2023
Ingrid Nilsson	6 Depot St.	6/30/2021
Hari Vetsa	4 Mamie Ln.	6/30/2022

HEALTHY WESTFORD COMMITTEE

Appointed by Select Board

Don Galya	11 Mark Vincent Dr.	3 – year term 6/30/2023
William H. Harman	7A Old Colony Dr.	6/30/2023
Alexander D. Hilton	1012 Bay Dr.	6/30/2023
Sean P. Kelly	7 Chestnut Rd.	6/30/2022
Kathy Lynch	3 Rush Rd.	6/30/2022
Shanti Maheshwari	52 Concord Rd.	6/30/2021
Katherine M. Russell	3 Maura Cir.	6/30/2021
Jeff Stephens	55 Main St.	6/30/2022
Lynn S. Tyndall	42 S. Chelmsford Rd.	6/30/2021
Will Darling (alt.)	7 Flagg Rd.	6/30/2021

HISTORICAL COMMISSION

Appointed by Select Board

Brian G. Alcorn	18 Boston Rd.	3 – year term 6/30/2023
Bruce Doran	4 Leland Rd.	6/30/2023
Brenda Grant	10 Wilson Ln.	6/30/2022
David Gutbrod	74 Depot St.	6/30/2022
David Meichsner	21 Shawnee Pl.	6/30/2023
Robert E. Stafford	22 Leland Rd.	6/30/2023

INSURANCE ADVISORY COMMITTEE

Voted by Unions

APPOINTED OFFICIALS AS OF JUNE 30, 2021

Kathy Bourdeau	WEA/Unit B – Nurses	No expiration date
Kristine Jussaume	WEA/Teachers	No expiration date
Marilyn Frank	Retirees	No expiration date
Rick Harbaum	AFSCME/School custodians	No expiration date
Scott Harkins	CWA Union	No expiration date
Tom McEnaney	Non-Union representative	No expiration date
Ellen D. Rainville	Non-Union representative	No expiration date
Jon Revis	WPWA/Highway	No expiration date
Chris Richard	WSOA/Police-Superiors	No expiration date

LOWELL REGIONAL TRANSIT AUTHORITY

Appointed by Select Board

Russell J. Badessa	30 Southgate Rd.	No expiration date
Terence J. Ryan	6 Carriage Way	6/30/2022
Bernadette A. Dureault (alt.)	81 North Main St.	No expiration date

NASHOBA VALLEY TECHNICAL HIGH SCHOOL DISTRICT

Appointed by Moderator, Select Board, and School Committee, 3 – year term

Ronald E. Deschenes	86 Tadmuck Rd.	3/31/2023
Emanuel Manolopoulos	11 Butternut Rd.	3/31/2022
Warren Adam (alt.)	87 Providence Rd.	3/31/2022

NORTHERN MIDDLESEX COUNCIL OF GOVERNMENTS

Appointed by Town Manager 3 – year term

Anita Tonakarn-Nguyen	9 Plain Rd.	6/30/2021
Darrin Wizst	1 Noonan Way	6/30/2022
Jim Silva (alt.)	98 Chamberlain Rd.	6/30/2021

PARKERVILLE SCHOOLHOUSE COMMITTEE

Appointed by Town Manager 3 – year term

Heide Hatke	78R Carlisle Rd.	6/30/2024
June W. Kennedy	31 Old Carlisle Rd.	6/30/2024
Florence Michaelides	Non-resident	6/30/2024
Bonnie Oliphant	3 Robinson Rd.	6/30/2023
Roger Plaisted	175 Carlisle Rd.	6/30/2024
John Wilder	61 Carlisle Rd.	6/30/2024

PARKS AND RECREATION

Appointed by Select Board 3 – year term

Chris Barrett	113 Vose Hill Rd.	6/30/2022
Kristi Bates	23 Pierce Avenue	6/30/2021
Kathleen M. Burns	2 LaSalette Rd.	6/30/2021
Lauren E. Coffey	30 Monadnock Dr.	6/30/2021
Michael Furman	26 Palermo St.	6/30/2022
John McNamara	11 Hillside Ave.	6/30/2021
Michael S. Sawyer	6 Holly Ln.	6/30/2023
Lauren Forbes (alt.)	91 Carlisle Rd.	6/30/2021

APPOINTED OFFICIALS AS OF JUNE 30, 2021

PEDESTRIAN SAFETY COMMITTEE

Appointed by Select Board

		3 – year term
Chris Barrett	13 Vose Hill Rd.	6/30/2023
Don Galya	11 Mark Vincent Dr.	6/30/2023
J. Scott Hazelton	76 Nutting Rd.	6/30/2022
Kate Hollister	25 Vine Brook Rd.	6/30/2021
Karen Hudson	35 Carlisle Rd.	6/30/2022
Mingquan Zheng	3 Joyce Cir.	6/30/2021
Tai Kaufman (alt.)	6 Starr Cir.	6/30/2021

PERMANENT TOWN BUILDING COMMITTEE

Appointed by Select Board

		2 – year term
Gary Lavelle	2 Meadow Ln.	6/30/2022
Kirk Ware	5 Granada Dr.	6/30/2022
		3 – year term
Nancy Cook	22 North Main St.	6/30/2022
Thomas J. Mahanna	4 Butterfield Ln.	6/30/2023
Jeanne K. Roberts	1 Hildreth St.	6/30/2023
J. Scott Hazelton	76 Nutting Rd.	6/30/2023
Roberta McGuire (alt.)	60 Chamberlain Rd.	6/30/2023*
Chris Karpinsky (alt.)	116 Carlisle Rd.	6/30/2023
James Zegowitz (alt.)	178 Carlisle Rd.	6/30/2023

*deceased

PERSONNEL ADVISORY BOARD

Appointed by Select Board

		3 – year term
Joane E. Bennett	74 Parkhurst Dr.	6/30/2021
Judith Ramirez	14 Beaver Dam Dr.	6/30/2021
Denise Vuilleumier	1210 Princeton Way	6/30/2021

RECORDS AND ARCHIVES COMMITTEE

Appointed by Select Board

		3 – year term
Patricia Dubey	30 Pleasant St.	6/30/2023
Ellen S. Harde	39 Main St.	6/30/2022
Pat Louch	1 Pleasant St.	6/30/2022
Sandra Martinez	95 Main St.	6/30/2023
Virginia Moore	1 Oak St.	6/30/2022
Bob Oliphant	3 Robinson Rd.	6/30/2022

RECYCLING COMMISSION

Appointed by Town Manager

		3 – year term
Kris Erickson	41 Keyes Rd.	6/30/2022
Corey Groves	4 Blueberry Ln.	6/30/2023
George H. Haines	2 Canter Cir.	6/30/2023
Ellen S. Harde	39 Main St.	6/30/2021
Elizabeth P. Sawyer	6 Holly Ln.	6/30/2021
Charles Stark	14 Christopher Rd.	6/30/2022
Kenneth Teal	3 Beaver Dam Dr.	6/30/2022

APPOINTED OFFICIALS AS OF JUNE 30, 2021

REGISTRARS OF VOTERS

<i>Appointed by Select Board</i>		<i>3 – year term</i>
Patricia Dubey	55 Main St.	No expiration date
Dina Donahue	5 Country Rd.	6/30/2022
Alisa Nakashian-Holsberg	6 Betty Ln.	6/30/2024
John H. Ricketson	2 Randolph Cir.	6/30/2023

SCHOLARSHIP AND GRANT COMMITTEE

<i>Appointed by Select Board</i>		<i>3 – year term</i>
William W. Cruikshank	13 Butternut Rd.	6/30/2021
Richard Hendl	10 Hayrick Ln.	6/30/2021
Yen Yen Lim	0 Shannon Cir.	6/30/2023
Michael P. Mead	7 Hayrick Ln.	6/30/2021
Andrea Mejia	23 Depot St.	6/30/2022
Daniel O'Donnell	55 Main St.	6/30/2023
Michelle Smith	4 Polley Rd.	6/30/2023
Jennifer Wizst	1 Noonan Way	6/30/2021

SENIOR LOW-INCOME DISABLED TAX RELIEF COMMITTEE

<i>Appointed by Select Board</i>		
Annette Cerullo	15 North Hill Rd.	No expiration date
Christine Collins	55 Main St.	No expiration date
Donald W. Costley	3 Phillips Dr.	No expiration date
Paul Fassbender	14 Texas Rd.	No expiration date
Heather Fitzpatrick	13 Shannon Cir.	No expiration date
Henry A. McDowell	109 Cold Spring Rd.	No expiration date
Dan O'Donnell	55 Main St.	No expiration date
Thomas Spuhler	232 Concord Rd.	No expiration date

TAX POSSESSION SALES COMMITTEE

<i>Appointed by Select Board</i>		<i>3 – year term</i>
Donald Costley	3 Phillips Dr.	6/30/2022
Joseph R. Foti	3C Old Colony Dr.	6/30/2022
William Harman	7A Old Colony Dr.	6/30/2022
Apparo Kari	102 Russells Way	6/30/2022
Rose O'Donnell	8 Sassafras Rd.	6/30/2022

35 TOWN FARM ROAD TASK FORCE

<i>Appointed by Select Board</i>		
Dan Britko	65 Boston Rd.	No expiration date
Lynn L. Cohen	16 Fletcher Rd.	No expiration date
Nancy J. Cook	25 North Main St.	No expiration date
Marilyn Day	51 Graniteville Rd.	No expiration date
David G. Gutbrod	74 Depot St.	No expiration date

APPOINTED OFFICIALS AS OF JUNE 30, 2021

Ellen S. Harde	39 Main St.	No expiration date
J. Scott Hazelton	76 Nutting Rd.	No expiration date
Diane Hendriks	11 Crown Rd.	No expiration date
Pat Louch	1 Pleasant St.	No expiration date
Roberta H. McGuire	60 Chamberlain Rd.	No expiration date
George E. Murray	14 Heywood Rd.	No expiration date
Robert J. Waskiewicz	120 Groton Rd.	No expiration date

TOWN AND SCHOOL SAFETY TASK FORCE

Appointed by Select Board

Avery Adam	87 Providence Rd.	2 – year term 6/30/2022
G. Thomas Clay	7 Ward Hill Rd.	6/30/2022
Kristina V. Greene	1 Chesapeake Dr.	6/30/2022
Susan M. Hanly	26 Kirsi Cir.	6/30/2022
J. Scott Hazelton	76 Nutting Rd.	6/30/2022
Tom McEnaney	53 Main St.	6/30/2022
Bill Olsen	23 Depot St.	6/30/2022
Denise Pigeon	100 Littleton Rd.	6/30/2022
Jodi Ross	55 Main St.	6/30/2022
Joe Targ	65 Boston Rd.	6/30/2022
Valerie Young	4 Marie Anne Dr.	6/30/2022

3 – year term

Omogbemile Augustina Garrett	9 Myrtle Ave.	6/30/2023
Emily Z. Gilstrap	17 Oak Rd.	6/30/2023
Jeffrey Hillam	6 Coolidge Ave.	6/30/2023
Carolyn Jerzylo	4 Fernwood Dr.	6/30/2023
Omar Laurino	16 Durkee Ln.	6/30/2023
Albert Prescott	16 Lake Shore Dr. N.	6/30/2023

TOWN FOREST COMMITTEE

Appointed by Town Manager

Jim Gozzo	6 Carolina Ln.	3 – year term 6/30/2022
Hugh C. Maguire	127 Cold Spring Rd.	6/30/2022

T.R.E.A.D. COMMITTEE

Appointed by Town Manager

Christine Collins	55 Main St.	3 – year term 6/30/2021
Sandy Collins	39 Polley Rd.	6/30/2021
Nancy J. Cook	25 North Main St.	6/30/2021
Diane Holmes	13 Sandstone Rd.	6/30/2021
Patricia C. Reppucci	15 Lucille Ave.	6/30/2022

APPOINTED OFFICIALS AS OF JUNE 30, 2021

12 NORTH MAIN STREET TASK FORCE

Appointed by Town Manager

3 – year term

Thomas P. Barry	27 Stone Ridge Rd.	6/30/2023
Nancy Bissell	11 North Main St.	6/30/2023
Jane L. Calvin	64 Broadway St.	6/30/2023
Nancy J. Cook	25 North Main St.	6/30/2023
Robert F. Downing	40 Nutting Rd.	6/30/2023
David G. Gutbrod	74 Depot St.	6/30/2023
Jane Hughes	29 North Main St.	6/30/2023
Eric Heideman	55 Main St.	6/30/2023
Jeff Morrissette	55 Main St.	6/30/2023
Andrea Peraner-Sweet	21 Kirsi Cir.	6/30/2023
Jeff Stephens	55 Main St.	6/30/2023
James F. Vanbever	13 River St.	6/30/2023
Robert J. Waskiewicz	120 Groton Rd.	6/30/2023
William R. Nussbum (alt.)	33 Stone Ridge Rd.	6/23/2023*

*deceased

ZONING BOARD OF APPEALS

Appointed by Select Board

5 – year term

Jay Enis	13 Pine Tree Trail	6/30/2023
Robert Hermann	101 Concord Rd.	6/30/2021*
James Kazeniak	4 Robinson Rd.	6/30/2022
Paul MacMillan	12 Maple St.	6/30/2025
Scott MacKay	7 Crown Rd.	6/30/2021
Scott D. Fitzgerald (alt.)	49R Carlisle Rd.	6/30/2021
David R. Earl (alt.)	8B Old Colony Dr.	6/30/2025

*deceased

STATE PRIMARY—DEMOCRATIC PARTY SEPTEMBER 1, 2020

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
Senator in Congress (Vote for One)							
Blanks	5	3	2	4	2	2	18
Edward J MARKEY	591	557	565	644	602	427	3,386
Joseph P KENNEDY, III	361	383	402	348	375	285	2,154
Kevin O'Connor	0	0	0	0	0	2	
Write Ins	0	0	1	0	0	2	3
TOTALS	957	943	970	996	979	718	5,563
Representative in Congress (Vote for One)							
Blanks	125	94	100	115	120	73	627
Lori Loureiro TRAHAN	829	843	866	877	856	641	4,912
Thomas McEnaney	0	1	0	0	0	1	
Thomas Weaver	0	0	0	1	0	0	
Daniel Koh	0	0	0	1	0	0	
Write Ins	3	5	4	2	3	3	20
TOTALS	957	943	970	996	979	718	5,563
Councilor (Vote for One)							
Blanks	196	148	152	180	178	102	956
Eileen R DUFF	761	791	817	815	800	613	4,597
Write Ins	0	4	1	1	1	3	10
TOTALS	957	943	970	996	979	718	5,563
Senator in General Court (Vote for One)							
Blanks	180	135	138	165	166	102	886
Edward J KENNEDY, JR	777	798	828	829	812	613	4,657
Write Ins	0	10	4	2	1	5	22
TOTALS	957	943	970	996	979	720	5,565
Representative in General Court (Vote for One)							
Blanks	132	99	111	124	118	95	679
James ARCIERO	819	833	855	865	851	616	4,839
Thomas McEnaney	0	4	0	0	2	2	
Dennis Galvin	1	1	0	0	0	0	2
Edith Joachimpillai	0	0	0	0	3	0	3
Write Ins	5	6	4	7	5	5	32
TOTALS	957	943	970	996	979	718	5,563
Register of Probate (Vote for One)							
Blanks	200	155	149	174	192	119	989
Tara E DeCRISTOFARO	757	784	818	816	786	598	4,559
Write Ins	0	4	3	6	1	1	15
TOTALS	957	943	970	996	979	718	5,563
Total Democratic Ballots cast	957	943	970	996	979	718	5,563
Total Registered Democrats	628	716	628	695	630	557	3,854
TOTAL REGISTERED	3,071	3,136	2,990	3,050	2,845	2,757	17,849
Total Voter Turnout (all primaries)	1,171	1,136	1,164	1,156	1,150	911	6,688
% Voter Turnout	38.13%	36.22%	38.93%	37.90%	40.42%	33.04%	37.47%

STATE PRIMARY - REPUBLICAN PARTY

SEPTEMBER 1, 2020

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
Senator in Congress (Vote for One)							
Blanks	0	4	0	0	1	14	19
Shiva AYYADURAI	85	76	68	62	62	68	421
Kevin J O'CONNOR	126	111	121	97	102	107	664
Joseph Kennedy III	2	1	1	0	1	1	
Write Ins	0	0	1	0	2	0	3
TOTALS	213	192	191	159	168	190	1,113
Representative in Congress (Vote for One)							
Blanks	207	170	180	148	158	170	1,033
Lori Trahan	0	0	3	0	0	0	
Kathleen Lynch	0	1	2	0	0	0	
Dennis Galvin	1	0	0	0	0	0	
Thomas McEnaney	0	0	0	0	2	0	
Write Ins	5	21	6	11	8	20	71
TOTALS	213	192	191	159	168	190	1,113
Councilor (Vote for One)							
Blanks	211	192	190	154	165	172	1,084
Eileen Duff	0	0	1	0	0	0	1
Dennis Galvin	2	0	0	0	0	0	0
Write Ins	0	0	0	5	3	18	26
TOTALS	213	192	191	159	168	190	1,113
Senator in General Court (Vote for One)							
Blanks	212	192	188	152	164	183	1,091
Edward J Kennedy	0	0	1	0	0	0	
Kathleen Lynch	0	0	1	0	0	0	
Dennis Galvin	1	0	0	0	0	0	
Write Ins	0	0	1	7	4	7	19
TOTALS	213	192	191	159	168	190	1,113
Representative in General Court (Vote for One)							
Blanks	211	191	187	153	161	174	1,077
James Arceiro	0	0	1	0	1	0	2
Kathy Lynch	0	0	1	0	0	0	1
Dennis Galvin	1	0	2	1	0	0	4
Thomas McEnaney	0	1	0	0	3	0	4
Valerie Wormell	1	0	0	0	0	0	0
Write Ins	0	0	0	5	3	16	24
TOTALS	213	192	191	159	168	190	1,113
Register of Probate (Vote for One)							
Blanks	2	192	188	142	165	174	1,073
Tara DeCristofaro	0	0	1	0	0	0	1
Write Ins	1	0	2	16	3	16	38

STATE PRIMARY - GREEN-RAINBOW PARTY

SEPTEMBER 1, 2020

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
Senator in Congress (Vote for One)							
Blanks	0	0	0	0	0	0	0
Write Ins	0	0	0	0	1	0	
Joseph P. Kennedy III	0	1	1	0	1	0	3
TOTALS	0	1	1	0	2	0	4
Representative in Congress (Vote for One)							
Blanks	0	0	1	0	1	0	2
Write Ins	0	0	0	0	0		
Lori Trahan	0	1	0	0	1	0	2
TOTALS	0	1	1	0	2	0	4
Councilor (Vote for One)							
Blanks	0	1	1	0	1	0	3
Write Ins	0	0	0	0	1	0	1
TOTALS	0	1	1	0	2	0	4
Senator in General Court (Vote for One)							
Blanks	0	0	0	0	1	0	1
Edward Kennedy	0	1	0	0	1	0	
Write Ins	0	0	1	0	0	0	1
TOTALS	0	1	1	0	2	0	4
Representative in General Court (Vote for One)							
Blanks	0	0	1	0	0	0	1
James Arceiro	0	1	0	0	0	0	
Write Ins	0	0	0	0	2	0	2
TOTALS	0	1	1	0	2	0	4
Register of Probate (Vote for One)							
Blanks	0	1	1	0	1	0	3
Write Ins	0	0	0	0	1	0	1
TOTALS	0	1	1	0	2	0	4
Total Green-Rainbow Ballots cast	0	1	1	0	2	0	14
Total Registered Green-Rainbow	0	5	2	3	2	2	14

STATE ELECTION - NOVEMBER 3, 2020

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
Senator in Congress (Vote for One)							
Blanks	0	0	1	0	0	2	3
Edward Markey	1	0	1	1	1	1	
Write Ins	0	0	0	0	0	0	0
TOTALS	1	0	2	1	1	3	8
Representative in Congress (Vote for One)							
Blanks	0	0	0	0	1	2	3
Lori Trahan	1		1	1	0	1	
Write Ins	0	0	1	0	0	0	1
TOTALS	1	0	2	1	1	2	7
Councilor (Vote for One)							
Blanks	0	0	2	0	1	2	5
Eileen Duff	1	0	0	1	0	1	
Write Ins	1	0	2	1	1	3	8
Senator in General Court (Vote for One)							
Blanks	0	0	1	0	1	2	4
Edward Kennedy	1	0	0	1	0	1	
Write Ins	0	0	1	0	0	0	1
TOTALS	1	0	2	1	1	3	8
Representative in General Court (Vote for One)							
Blanks	0	0	0	0	1	2	3
James Arceiro	1	0	1	1	0	1	
Write Ins	0	0	1	0	0	0	1
TOTALS	1	0	2	1	1	3	8
Register of Probate (Vote for One)							
Blanks	0	0	1	0	1	1	3
Tara DeCristofaro	1	0	0	1	0	1	
Write Ins	0	0	1	0	0	1	2
TOTALS	1	0	2	1	1	3	8
Total Libertarian Ballots cast	1	0	2	1	1	3	8
Total Registered Libertarian	8	9	6	3	10	12	48

PRESIDENTIAL ELECTION - NOVEMBER 3, 2020 –CONTINUED

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
<i>Electors of President and Vice President</i>							
Blanks	24	11	16	14	8	12	85
BIDEN and HARRIS	1,769	1,773	1,619	1,891	1,652	1,525	10,229
HAWKINS and WALKER	13	11	11	10	8	12	65
JORGENSEN and COHEN	36	47	44	43	41	47	258
TRUMP and PENCE	792	815	811	706	758	774	4,656
Write Ins	13	18	18	15	11	15	90
TOTALS	2,647	675	2,519	2,679	2,478	2,385	15,383
<i>Senator in Congress (Vote for One)</i>							
Blanks	68	54	43	34	55	53	307
Edward J MARKEY	1,661	1,735	1,555	1,794	1,591	1,504	9,840
Kevin J O'CONNOR	894	862	905	826	823	815	5,125
Write Ins	24	24	16	25	9	13	111
TOTALS	2,647	2,675	2,519	2,679	2,478	2,385	15,383
<i>Representative in Congress (Vote for One)</i>							
Blanks	638	538	520	512	520	517	3,245
Lori Loureiro TRAHAN	1,950	2,077	1,940	2,105	1,917	1,808	11,797
Write Ins	59	60	59	62	41	60	341
TOTALS	2,647	2,675	2,519	2,679	2,478	2,385	15,383
<i>Councilor (Vote for One)</i>							
Blanks	786	686	656	658	671	623	4,080
Eileen R DUFF	1,831	1,940	1,817	1,982	1,785	1,718	11,073
Write Ins	30	49	46	39	22	44	230
TOTALS	2,647	2,675	2,519	2,679	2,478	2,385	15,383
<i>Senator in General Court (Vote for One)</i>							
Blanks	757	653	642	614	641	591	3,898
Edward J KENNEDY JR	1,849	1,963	1,833	2,021	1,811	1,740	11,217
Write Ins	41	59	44	44	26	54	268
TOTALS	2,647	2,675	2,519	2,679	2,478	2,385	15,383

PRESIDENTIAL ELECTION - NOVEMBER 3, 2020 —CONTINUED

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
<i>Representative General Court (Vote for One)</i>							
Blanks	675	584	580	553	572	560	3,524
James ARCIERO	1,931	2,039	1,898	2,090	1,876	1,768	11,602
Write Ins	41	52	41	36	30	57	257
TOTALS	2,647	2,675	2,519	2,679	2,478	2,385	15,383
<i>Register of Probate (Vote for One)</i>							
Blanks	945	845	803	792	823	773	4,981
Tara E. DeCRISTOFARO	1,675	1,795	1,681	1,856	1,640	1,572	10,219
Write Ins	27	35	35	31	15	40	183
TOTALS	2,647	2,675	2,529	2,679	2,478	2,385	15,883
<i>Question 1</i>							
Blanks	86	97	79	76	93	81	512
Yes	1,973	1,926	1,871	1,961	1,829	1,729	11,289
No	588	652	569	642	556	575	3,582
TOTALS	2,647	2,675	2,519	2,679	2,478	2,385	15,383
<i>Question 2</i>							
Blanks	83	100	61	82	104	79	509
Yes	1,211	1,245	1,135	1,417	1,105	1,095	7,208
No	1,353	1,330	1,323	1,180	1,269	1,211	7,666
TOTALS	2,647	2,675	2,519	2,679	2,478	2,385	15,383
TOTAL REGISTERED VOTERS	3,144	3,226	3,005	3,200	2,934	2,829	18,338
Total Voter Turnout	2,647	2,675	2,519	2,679	2,478	2,385	15,383
% Voter Turnout	84.19%	82.92%	83.83%	83.72%	84.46%	84.31%	83.89%

ANNUAL TOWN ELECTION - JUNE 30, 2021

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
Select Board (3 Year Term) – Vote for 1							
Blanks	6	15	16	17	27	7	88
Eric R BARBER-MINGO	140	160	160	164	183	115	922
John H CUNNINGHAM	232	182	164	176	210	174	1,139
Write Ins	0	1	0	0	1	0	2
TOTALS	213	192	191	159	168	190	1,113
Board of Health (3 Year Term) – Vote for 1							
Blanks	107	87	61	89	103	68	515
Joanne E BELANGER	270	270	278	265	318	228	1,629
Write Ins	1	2	1	3	0	0	7
TOTALS	378	359	340	357	421	296	2,151
Library Trustees (3 Year Term) – Vote for 2							
Blanks	219	186	126	192	218	160	1,101
Marianne C FLECKNER	269	262	284	265	313	219	1,612
Alisha E HILLAM	268	266	270	254	311	213	1,582
TOTALS	213	192	191	159	168	190	1,113
Housing Authority (5 Year Term) – Vote for 1							
Blanks	113	91	67	91	108	71	541
Carol S ENGEL	264	266	272	263	311	244	1,600
Write Ins	1	2	1	3	2	1	10
TOTALS	378	359	340	357	421	296	2,151
Planning Board (5 Year Term) – Vote for 1							
Blanks	114	77	61	87	97	72	508
Katherine M HOLLISTER	262	280	275	263	318	223	1,621
Write Ins	2	2	4	7	6	1	22
TOTALS	375	359	340	357	421	296	2,151
School Committee (3 Year Term) – Vote for 3							
Blanks	1	170	106	185	214	114	962
Avery Rockwell ADAM	1	134	152	141	165	101	852
Christopher P SANDERS	188	173	194	207	227	143	1,132
Mingquan ZHENG	242	216	230	236	226	210	1,360
Kathryn CLEAR	175	204	196	196	243	140	1,154
Meghan F O'CONNELL	96	87	66	56	100	77	482
Steven D WILKINS	93	89	71	45	83	73	454
Writs Ins	8	4	5	5	5	0	27
TOTALS	1,134	1,077	1,020	1,071	1,263	858	6,423
Question 1 – Vote for 1							
Blanks	47	39	26	34	38	35	219
YES	267	259	263	280	332	194	1,595
NO	64	61	51	43	51	67	337
TOTALS	378	359	340	357	421	296	2,151
Total Registered Voters	3,090	3,200	2,989	3,169	2,908	2,798	18,154

PRESIDENTIAL ELECTION - NOVEMBER 3, 2020 –CONTINUED

<i>Precinct Totals:</i>	378	359	340	357	421	296	2,151
Total Voter Turnout	12.2%	11.2%	11.4%	11.3%	14.5%	10.6%	11.8%

SPECIAL TOWN MEETING MINUTES—OCTOBER 18, 2020

A legal meeting of the inhabitants of the Town of Westford, qualified to vote in Town affairs, was called by the selectmen held at the Westford Academy Trustees Field on Sunday, October 18, 2020, commenced at 9:00 am and the following business was transacted:

Election officers, using voting lists, acted as tellers at the gates.

Town Moderator Angela Harkness called the meeting to order at 9:17 am with over 200 voters present at the meeting. Due to the ongoing coronavirus pandemic, seats were spaced more than 6 feet apart with some side-by-side seating for couples or residents who reside in the same household. Face coverings were mandatory, unless speaking at the microphone. Hand sanitizer dispensers were available throughout the area for easy availability. A total of 350 voters attended Town Meeting throughout the day.

It was voted unanimously to allow department heads, staff, and Town Counsel, who are non-voters, to address the meeting and sit with their respective boards and committees.

It was voted unanimously to waive the reading of the motions and accept those printed on the pink colored document entitled 2020 Special Town Meeting Motions and dated October 17, 2020.

ARTICLE 1: Approve Unpaid Bills from Previous Fiscal Year(s)
--

It was voted and passed unanimously to dismiss this article as there were no unpaid bills.

ARTICLE 2: Fiscal Year 2021 Budget Adjustments
--

It was voted and passed unanimously that the Town reduce the following Fiscal Year 2021 Operating Budgets by \$515,436 (FIVE HUNDRED FIFTEEN THOUSAND FOUR HUNDRED THIRTY-SIX DOLLARS) as follows:

- 145 Treasurer/Collector Personal Services \$15,000
- 155 Technology Personal Services \$36,000
- 161 Town Clerk Personal Services \$17,000
- 199 Public Buildings Personal Services \$8,000
- 241 Building Department Personal Services \$18,000
- 405 Department of Public Works \$65,000
- 610 Library Personal Services \$14,000
- 710 Debt Service \$125,000
- 945 Risk Management \$217,436

ARTICLE 3: Fiscal Year 2021 Budget Transfers
--

It was voted and passed unanimously that Article 3 be dismissed. There were no budget transfers.

SPECIAL TOWN MEETING MINUTES –OCTOBER 18, 2020

–CONTINUED

ARTICLE 4: Appropriate for Perchlorate Expenses

It was voted and passed unanimously that the Town appropriate from Free Cash the sum of \$55,000 (FIFTY-FIVE THOUSAND DOLLARS) for the purpose of providing funds to address associated issues regarding perchlorate contamination.

ARTICLE 5: Approve Community Preservation Committee Recommendations

It was voted and passed by a counted two thirds majority vote of 155 yes votes, and 46 no votes that the Town appropriate the sum of \$1,344,152 (ONE MILLION THREE HUNDRED FORTY FOUR THOUSAND ONE HUNDRED FIFTY TWO DOLLARS) from the Community Preservation fund for the purpose of constructing a new amenities building at Westford Academy’s Trustees Field for recreational purposes, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44B and 44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

This article generated much discussion. Those opposed felt this was not the proper use of Community Preservation funds. Members of the Community Preservation Committee did not agree and said that due diligence had been done to determine if the construction of an amenities building could use recreational CPA funds. The vote was called, and a hand count taken to make certain that there was a two thirds majority.

ARTICLE 6: Approve Fiscal Year 2021 Capital Appropriations

It was voted and passed by the majority that the Town appropriate from Free Cash the sum of \$255,000 (TWO HUNDRED FIFTY-FIVE THOUSAND DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

DEPARTMENT	AMOUNT	PURPOSE
Technology	\$38,000	Network upgrades
Public Buildings	\$14,000	Replacement of the Nabnasset Fire Station HVAC system, including costs incidental and related thereto
Public Buildings	\$140,000	Additional funding for the construction of the Center Fire Station Antenna located at 51 Main Street, including all costs incidental thereto
Animal Control	\$33,000	Vehicle replacement, purchase and equip
Wastewater Management	\$30,000	Design of Westford Academy

SPECIAL TOWN MEETING MINUTES –OCTOBER 18, 2020

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		wastewater treatment plant tankrehabilitation, including incidental and related thereto costs
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A request for a school administrative office feasibility study in the amount of \$90,000 was requested but failed for a lack of majority. The request for \$140,000 additional funding for the construction of the Center Fire Station antenna was voted separately by a hand count and passed with 106 yes votes and 101 no votes.

And further,

It was voted and passed unanimously that the Town appropriate from Water Enterprise Retained Earnings the sum of \$895,000 (EIGHT HUNDRED NINETY-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>
Water Enterprise	\$40,000	SCADA system improvements, including costs incidental and related thereto
Water Enterprise	\$60,000	Dump truck with plow, purchase and equip
Water Enterprise	\$55,000	Utility truck with plow, purchase and equip
Water Enterprise	\$740,000	Replacement of the filter media in the Nutting Road water treatment plant, including costs incidental and related thereto

Second Motion:

It was voted and passed by a two thirds majority that the Town appropriate the sum of \$440,000 (FOUR HUNDRED FORTY THOUSAND DOLLARS) for the purpose of constructing a sidewalk on Carlisle Road, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Third Motion:

It was voted and passed by a two thirds majority that the Town appropriate the sum of \$8,160,000 (EIGHT MILLION ONE HUNDRED SIXTY THOUSAND DOLLARS) for the Oak Hill Road, Plain Road, and Moore Road infrastructure improvement project to replace the water main, drainage, pavement, and improve pedestrian accommodations, including costs incidental and related thereto; that to meet this appropriation, the Town

SPECIAL TOWN MEETING MINUTES –OCTOBER 18, 2020

–CONTINUED

Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said sum under and pursuant to [Massachusetts General Laws Chapter 44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; it being understood that any notes and bonds issued pursuant to this vote will be general obligations of the Town payable from any and all sources of funds, it is the intention of the Town that the debt service on said borrowing will be paid for as follows: \$2,350,000 (TWO MILLION THREE HUNDRED FIFTY THOUSAND DOLLARS) from the Water Enterprise Fund, \$2,020,000 (TWO MILLION TWENTY THOUSAND DOLLARS) from the Stormwater Enterprise Fund, and \$3,790,000 (THREE MILLION SEVEN HUNDRED AND NINETY THOUSAND DOLLARS) from the General Fund.

Fourth Motion:

It was voted unanimously to dismiss this motion that the Town appropriate the sum of \$1,344,152 (ONE MILLION THREE HUNDRED FORTY FOUR THOUSAND ONE HUNDRED FIFTY TWO DOLLARS) for the purpose of constructing the Westford Academy Amenities Building located at 30 Patten Road, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44 Section 7 or Section 8](#), or any other enabling authority, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided that the total appropriation under this vote shall be contingent on the passage of a Proposition 2 and ½ debt exclusion vote; and provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 7: Reduce Amount Raised by Taxes in Fiscal Year 2021
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It was voted and passed unanimously that the Town transfer the following available funds to reduce the net amount to be raised by taxes for Fiscal Year 2021;

\$ 352,711.81	From Free Cash
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ARTICLE 8: Authorize the Board of Selectmen to Accept Easements on Oak Hill Road, Plain Road, and Moore Road
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It was voted and passed by the majority that the Town authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Board of Selectmen shall determine, permanent and/or temporary easements on the parcels of land shown on plans entitled “Plan of Land; Plain Road, Oak Hill Road, Moore Road; Westford, MA,” revised through March 6, 2020, 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

SPECIAL TOWN MEETING MINUTES –OCTOBER 18, 2020

–CONTINUED

replacement of sidewalks, and for drainage, utility and slope work, traffic improvements, driveway reconstruction and grading, tree protection and landscaping; and, further, to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisitions and other acts authorized herein.

ARTICLE 9: Authorize the Board of Selectmen to Accept Easements on Carlisle Road

It was voted and passed unanimously that the Town authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Board of Selectmen shall determine, permanent and/or temporary easements on the parcels of land shown on plans entitled “Plan of Land, Carlisle Road, Westford, MA,” revised through March 6, 2020, 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 sidewalks, and for drainage, utility and slope work, traffic improvements, driveway reconstruction and grading, tree protection and landscaping; and, further, to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisitions and other acts authorized herein.

ARTICLE 10: Acquire Easements and Fund Non-Participating Costs for the Beaver Brook Bridge Reconstruction Project
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It was voted and passed unanimously that the Town: (a) authorize the Board of Selectmen to acquire easements by gift, purchase and/or eminent domain in parcels of land abutting and/or near Beaver Brook Road and Webber Road for the reconstruction, installation, inspection, maintenance, improvement, repair, replacement and/or relocation of a bridge, 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 Beaver Brook Road Bridge 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 Beaver Brook Road (Bridge No. W-26-014) in the Town of Westford Middlesex County,” dated August 3, 2020, a copy of which is on file with the Town Clerk, as said plan may be amended from time to time, and land within 200 feet of said parcels; (b) appropriate from Free Cash the sum of \$75,000 (SEVENTY FIVE THOUSAND DOLLARS) to fund the foregoing and any and all costs related thereto, including, without limitation, the cost of any easement acquisitions; (c) transfer the care, custody and control of portions of the parcel of land located on Beaver Brook Road, which land is identified by the Assessors as Parcel 020 0016 0000 and which portions are shown on said plan, from the Conservation Commission for conservation purposes to the Board of Selectmen for a permanent easement for slope stabilization, the placement of a guy anchor, overhead wires, rip-rap and related purposes (Easement E-2 as shown on said plan) and a temporary easement for a temporary utility bridge, driveway, reconstruction, site grading, erosion control and related purposes (Easement TE-4 as shown on said plan), and to dedicate said portions for said purposes, and, if applicable, authorize the Board of Selectmen to submit a petition to the General Court to permit the foregoing transfer and dedication under Article 97 of the Massachusetts Constitution; (d) obtain a temporary easement from the Commonwealth of Massachusetts Division of Fisheries and Wildlife for driveway reconstruction, erosion control and related purposes (Easement TE-

SPECIAL TOWN MEETING MINUTES –OCTOBER 18, 2020

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2 as shown on said plan), and, if applicable, authorize the Board of Selectmen to submit a petition to the General Court to permit the aforesaid use under Article 97 of the Massachusetts Constitution, or, in the alterative, obtain a license from the Commonwealth of Massachusetts Division of Fisheries and Wildlife for driveway reconstruction, erosion control and related purposes on said Easement TE-2; and (e) authorize the Board of Selectmen to enter into any and all agreements and take any and all actions necessary or appropriate to effectuate the foregoing purposes.

ARTICLE 11:	Indigenous Peoples' Day	<i>Citizen's Petition</i>
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WHEREAS: Columbus Day has been celebrated unofficially since the late 18th century, and was officially made a Federal Holiday in 1937 to be celebrated on the second Monday of October, with M.G.L. Part I, Title I, Ch. 4, section 7, clause 18 setting aside the second Monday of October as a State Legal Holiday, and M.G.L Part I, Title II, Ch. 6, Section 12V designating that the Governor declare that day to be Columbus Day; and

WHEREAS: The day commemorates Christopher Columbus' landing in the Americas, on October 12, 1492, which initiated the first lasting contact between the Americas and Europe; and

WHEREAS: Columbus' First Voyage to the Americas also initiated the transatlantic slave trade, journal entries from Columbus show his desire to enslave the native populations of the Caribbean, and he imprisoned and transported many people of differing races and ethnicities to this end; and

WHEREAS: Columbus' Second Voyage of 1493 was one of conquest, wherein seventeen ships were led by him to the New World, and his governorship of the Caribbean instituted systematic policies of slavery and extermination of native populations, especially the Taino people whose population was reduced by 3 million between 1494 and 1508 under Columbus' reign, being further reduced by the continuation of his policies until extinction in 1542; and

WHEREAS: Though the introduction of European diseases may account for some of these deaths, starvation and extermination policies are mostly to blame, and thus this atrocity cannot be reasonably attributed to forces outside of the control of European colonialists; and

WHEREAS: Other localities have adopted Indigenous Peoples' Day as a counter-celebration to Columbus Day, to promote Native

SPECIAL TOWN MEETING MINUTES –OCTOBER 18, 2020

–CONTINUED

American culture and commemorate the history of Native American Peoples; and

WHEREAS: Westford believes that the culture of Native American people is one to be promoted, the history is rich, diverse, and worthy of celebration, and that the actions and policies of European colonizers of the Americas destroyed a part of that culture, inhibited the promulgation of it for generations to come; and

WHEREAS: The Town of Westford recognizes that civilization as we know it would not be possible in the Americas without Columbus' voyages, but must also hold to the moral imperative of condemnation of these actions, as we now know them to be violations of justice in the eyes of international, domestic, and moral laws; now therefore be it

RESOLVED: That Westford Town Meeting go on the record to state that the second Monday of October henceforth be commemorated as Indigenous Peoples' Day in Westford, in recognition of the indigenous people of America's position as native to these lands, and the suffering they faced following European conquest of their land; and be it further

RESOLVED: That Westford Town Meeting recommends that Indigenous Peoples' Day be observed by the people, with appropriate exercises in the schools and otherwise, to the end that the culture, history, and diversity of Native American Peoples be celebrated and perpetuated.

This article was brought forth by a citizen's petition and generated commentary from all sides. An amendment was presented by Dennis Galvin to create a different day, March 15th, as Indigenous Peoples Day. The amendment failed for lack of a majority. A vote was taken, and hands were counted by the tellers. The article failed for lack of a majority with 108 yes votes and 111 no votes. A resolution to refer it to the newly formed Diversity, Equality and Inclusion Committee passed by a majority vote.

ARTICLE 12:	Authorization for the Board of Selectmen to petition the General Court for one (1) additional all alcohol on premises license to be exercised by Veled, Inc. or a Related Entity or its Successor and/or Assign, located at 478 Groton Road, Westford	<i>Citizen's Petition</i>
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SPECIAL TOWN MEETING MINUTES –OCTOBER 18, 2020

–CONTINUED

A motion to dismiss was made on behalf of the petitioner and it passed unanimously to dismiss the motion that the Town authorize the Board of Selectmen to petition the General Court for one (1) additional all alcohol on premises license to be exercised by Veled, Inc. or a related entity or its successor and/or assign, located at 478 Groton Road, Westford (Parcel ID: 046 0005 0000), 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 Board of Selectmen 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.

At this point, the Town Meeting adjourned for a lunch break and Moderator Angela Harkness instructed that the meeting would resume at 1:15 pm. At 1:20 pm the Special Town Meeting reconvened to finish the warrant articles.

ARTICLE 13:	Clarify the Memorandum of Understanding Between the Town of Westford and Westford Community Access TV	<i>Citizens' Petition</i>
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A motion to dismiss was made on behalf of the petitioner, and it was passed unanimously to dismiss the motion to clarify the memorandum of understanding between the Town of Westford and Westford Community Access TV particularly sections 3 + 4 which covers services and annual support to include local news and a professional Journalist

ARTICLE 14:	Resolution to Promote Clean Energy and Reduce Fossil Fuel Use to Achieve the Commonwealth of Massachusetts' Limit of Net-zero Greenhouse Gas Emissions by 2050	<i>Citizens' Petition</i>
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The following resolution was voted and passed by the majority:

In response to the escalating climate crisis, Westford commits to take actions to promote clean energy and reduce fossil fuel use, including promoting energy efficient upgrades in all town facilities and in private homes and businesses and purchasing the highest percentage of clean, renewable energy in town contracts as feasible.

The Select Board will charge a task force with studying and making recommendations for specific strategies for Westford to achieve the Commonwealth of Massachusetts' limit of net-zero greenhouse gas emissions by 2050 with intermediate goals. The committee will provide a plan to the Select Board within 9 months of receiving its charge and it will report the town's progress towards those goals annually at Town Meeting.

ARTICLE 15:	Amend the Town's General and Zoning Bylaws to Reflect Inclusive Language Amendments to the Town Charter Pending Before the General Court
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It was voted and passed by the majority to dismiss, at this time, that the Town amend the Town's General Bylaws to reflect pending amendments to the Town Charter that will change the name of the Board of Selectmen to the "Select Board," by striking out, in every instance in which they appear in reference to that body, the words "Board of Selectmen" or "Selectmen" and inserting in place thereof the words "Select Board"; and by striking out, in every instance in which they appear in reference to Board members individually, the word "Selectman" and "Selectmen" and inserting in place thereof the words "Select Board Member" or "Select Board Members"; and further to authorize the

SPECIAL TOWN MEETING MINUTES –OCTOBER 18, 2020

–CONTINUED

Town Clerk to make non-substantive, ministerial revisions to ensure that gender and numerical issues in related text is revised to properly reflect such change in title, and to make other non-substantive, ministerial revisions to ensure consistency as to formatting of the bylaws' text.

Second Motion:

It was voted and passed by the majority to dismiss, at this time, that the Town amend the Town's Zoning Bylaws to reflect pending amendments to the Town Charter that will change the name of the Board of Selectmen to the "Select Board," by striking out, in every instance in which they appear in reference to that body, the words "Board of Selectmen" or "Selectmen" and inserting in place thereof the words "Select Board"; and by striking out, in every instance in which they appear in reference to Board members individually, the word "Selectman" and "Selectmen" and inserting in place thereof the words "Select Board Member" or "Select Board Members"; and further to authorize the Town Clerk to make non-substantive, ministerial revisions to ensure that gender and numerical issues in related text is revised to properly reflect such change in title, and to make other non-substantive, ministerial revisions to ensure consistency as to formatting of the bylaws' text.

ARTICLE 16: Amend the Zoning Bylaw to Clarify Minimum Lot Frontage Requirements
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It was voted and passed by the required two thirds majority that the Town vote to amend Appendix C of the Zoning Bylaw – Table of Dimensional and Density Regulations – to clarify that the minimum Lot Frontage requirement must be satisfied with Lot Frontage that is continuous. The full text of the proposed amendment is on file with the Town Clerk.

ARTICLE 17: Amend the Zoning Bylaw to Extend the Time for Lapse of Special Permits from Two Years to Three Years

It was voted and passed unanimously that the Town vote to amend Sections 9.2.2.1 and 9.3.6 of the Zoning Bylaw to be consistent with M.G.L. Chapter 40A, Section 9, to allow a municipality to extend the time a Special Permit shall lapse from two years to three years. The full text of the amendment is on file with the Town Clerk.

ARTICLE 18: Amend the Zoning Bylaw to Clarify Area Standards for Accessory Dwelling Units
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It was voted and passed unanimously that the Town vote to amend Section 3.3.4 – Standards – to provide greater consistency throughout the Zoning Bylaw by replacing the undefined terms "gross living space" and "gross floor space" found in Subsections 1 and 3a, with "gross floor area", a term that is defined in General Definitions Section 10.2. The full text of the amendment is on file with the Town Clerk.

ARTICLE 19: Amend the Zoning Bylaw to Regulate Massage Establishments
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It was voted and passed unanimously to dismiss the motion to amend Appendix A, Appendix B, and Appendix D of the Zoning Bylaw to allow Massage Establishments in

SPECIAL TOWN MEETING MINUTES –OCTOBER 18, 2020

–CONTINUED

certain zoning districts either by right or by Special Permit from the Zoning Board of Appeals. The full text of the amendment is on file with the Town Clerk.

ARTICLE 20:	Amend the Zoning Bylaw to Delete Section 6.3: Growth Management (and related subsections) which Expired on May 11, 2009
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It was voted and passed by the required two thirds majority that the Town delete Section 6.3: Growth Management, the defined term “Growth rate limit” in Section 10.2: General Definitions, and related Appendix E. Section 6.3 of the Zoning Bylaw expired in 2009 and is no longer in effect. The full text of the amendment is on file with the Town Clerk.

ARTICLE 21:	Amend the Zoning Bylaw to Define and Regulate Short-Term Rentals, and to Establish a Summer Village Short-Term Rental Overlay District
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It was voted and failed for lack of a two thirds majority that the Town amend Section 2.1.1, Section 10.2, Appendix A, Appendix B, and Appendix D of the Zoning Bylaw to define and regulate Short-Term Rentals, and to establish a Summer Village Short-Term Rental Overlay District where Short-Term Rentals will be allowed by right, and related changes. The full text of the amendment is on file with the Town Clerk.

A hand count was taken. There were 124 yes votes and 83 no votes. It did not meet the two thirds majority.

ARTICLE 22:	Amend the Zoning Bylaw to Define Short-Term Rentals and to Establish a Summer Village Short-Term Rental Overlay District
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It was voted and passed by the required two thirds majority that the Town amend Section 2.1.1 and the Definitions section of the Zoning Bylaw to define Short-Term Rentals and to establish a Summer Village Short-Term Rental Overlay District to allow Short-Term Rentals by right, and related changes. The full text of the amendment is on file with the Town Clerk.

ARTICLE 23:	Amend the Zoning Bylaw to Allow Drive-Throughs for Restaurants
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On an amendment made and seconded it was voted and passed by the majority to amend the motion to read: That the Town vote to amend Section 10.2, Appendix A, and Appendix B to allow Restaurant Drive-Through Facilities *in commercial highway areas* only by Special Permit from the Planning Board, and related changes. The full text of the amendment is on file with the Town Clerk.

It was then voted and failed for lack of the required two thirds majority to amend Section 10.2, Appendix A, and Appendix B to allow Restaurant Drive-Through Facilities in commercial highway areas only by Special Permit from the Planning Board, and related changes. The full text of the amendment is on file with the Town Clerk.

SPECIAL TOWN MEETING MINUTES –OCTOBER 18, 2020

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ARTICLE 24:	Disposition of 63 Main Street	<i>Citizens' Petition</i>
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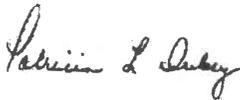
It was voted and passed by the required two thirds vote that the Town authorize the Board of Selectmen, pursuant to General Laws Chapter 30 B Section 16, to convey all or a portion of the property at 63 Main Street which was purchased by a vote of Town Meeting October 15, 2018 and located upon Assessor's Tax Map 59, Parcel 43, and described in a deed recorded with the Middlesex North Registry of Deeds in Book 10206, Page 141, on such terms and conditions as the Board of Selectmen shall determine, said conveyance to be for such consideration as the Board of Selectmen shall deem appropriate; and further that the conveyance include both the house and the carriage house to be used as a single family residence with an historic restriction to preserve the view of the buildings from Main Street; and that a portion of the property contiguous to the Town Hall parking lot be retained to accommodate parking.

ARTICLE 25:	Home Rule Petition Regarding Rome Drive Extension
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It was voted and passed unanimously that the Town authorize the Board of Selectmen to petition the General Court for special legislation permitting the Town to disburse funds it currently holds pursuant to an Agreement for Judgment in the matter of DeMauro v. DeMauro, Middlesex Superior Court, C.A. No. 0181CV04647, which funds were intended for use in completing certain improvements to the subdivision roadway known as Rome Drive Extension, such funds to be disbursed to the owners of the lots located along Rome Drive Extension, who have completed such improvements at their expense, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen 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

With no further business to conduct the Special Town Meeting was adjourned at 3:40 pm.

A True Copy Attest:



Patricia L. Dubey
Town Clerk

ANNUAL TOWN MEETING MINUTES - JUNE 12, 2021

A legal meeting of the inhabitants of the Town of Westford, qualified to vote in Town affairs, was called by the selectmen held at the Westford Academy Trustees Field on Saturday, June 12, 2021, commenced at 9:00 am and the following business was transacted:

Election officers, using voting lists, acted as tellers at the gates.

Town Moderator Angela Harkness called the 297th Annual Town Meeting to order at 9:00 am. Due to the ongoing coronavirus pandemic, seats were spaced more than 6 feet apart with some side-by-side seating for couples or residents who reside in the same household. The Moderator noted that 2021 marked 100 years that women have had the right to vote. This was met with enthusiastic applause.

The unexpected passing of Bob Herrmann was acknowledged with appreciation for his over 50 years of volunteerism and contributions to the town. Mr. Herrmann served on the Board of Selectmen from 1985-1996 and has been Chair for the past 15 years on the Zoning Board of Appeals. He and his common-sense approach will be missed.

It was voted unanimously to allow department heads, staff, and Town Counsel, who are non-voters, to address the meeting and sit with their respective boards and committees.

It was voted unanimously to waive the reading of the motions and accept those printed on the yellow-colored document entitled 2021 Annual Town Meeting Motions and dated May 26, 2021.

Select Board Chair Andrea Peraner-Sweet addressed Town Meeting and made the following statement:

Before we start the business of town meeting, the Select Board would like to take a moment to express our deep gratitude and appreciation to all of our town employees, led by our Town Manager, for all of their hard work and for going above and beyond over the last year. Through the dedication, commitment, and creativity of each and every one of you, you kept the town open and operational and found new ways to continue to provide services to all of us.

From virtual meetings to outdoor town meetings, to meeting at the picnic benches at Town Hall, to meetings on the common, to voting in the old fire stations and even a wedding there... you found ways to get things done. Never in the past year did I ever hear "We can't do that;" It was always "Wwe will find a way" – and you did!

So, in no particular order of importance – because all of you were important and all of you contributed – some shout outs and a few statistics that I though Town Meeting would find interesting:

Our IT Department: Without them, led by our IT Director Mike Wells, town operations would have come to a grinding halt. Within a few weeks after Town Hall shut down, IT had enabled our staff to work remotely and securely.

In the Schools, under the able leadership of Gail Anselmetti, Julie Baudreau, and their staff, they enabled remote learning for thousands of students and hundreds of teachers. A truly remarkable accomplishment.

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

–CONTINUED

Approximately 850 meetings were held virtually over the last year. The IT Department hosted 200 of these meetings. There have been close to 1000 hours of virtual meetings.

Thank you to our Library, led by our Library Director Ellen Rainville: With work, schools and businesses shut down, residents turned to our library for resources: By the end of last month, library staff had delivered over 25,000 curbside deliveries down the rear stairs – the equivalent of walking to Pittsburgh, PA. Over 8,000 children, teens and adults attended remote, virtual, and other outdoor programs and over 300 outdoor browse tent appointments were booked. In addition to virtual programs, book bundles, craft bags and grab n’ go bags, total circulation for the year will surpass 300,000 items. While libraries are floundering in certain places, that is certainly not the case here in Westford.

Thank you to our Health Department under the leadership of Jeff Stephens. You had to keep up with guidelines and restrictions that seemed to change on a weekly basis. In Westford, we had 1,442 cases of COVID-19. You were charged with doing contact tracing for each one of these cases which entailed thousands of calls by our public health nurses.

The COA and Cameron Senior Center: COA staff booked 292 vaccination appointments and provided 208 rides to varying vaccination sites. Annette Cerullo, our Outreach Coordinator and Robert Rafferty kept our seniors up to date through weekly e-mail postings that reached 800 households. With the assistance of the Medical Reserve Corps, 60 households were served from last March through October providing 250 shopping trips, ensuring that our seniors had sufficient food, prescriptions, and supplies.

The COA and Westford Food Pantry delivered close to 1,000 bags of food to residents in the Westford and Chelmsford Housing Authority communities.

Our Facilities Department led by Paul Fox: Paul was in charge of finding and procuring the enormous amount of Personal Protective Equipment (PPE) needed by the town – more than \$1 million dollars’ worth.

To our custodians and maintenance folks: Thank you. You kept our buildings clean, safe, and healthy and you set up 3 outdoor town meetings.

To our Recreation Department: In the middle of the pandemic last summer, you ran a successful summer program providing much needed socialization for our youngsters and some relief for parents.

Thank you to our Parks and Grounds who made sure our recreational facilities were safe and who made modifications to the Community Gardens to allow our gardeners safe access.

To our DPW, Water and Engineering: Our roads got fixed last summer and plowed this winter. Water main projects were completed, and operations continued uninterrupted.

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

–CONTINUED

Town Hall: You closed, you opened, you closed again, you opened again. Our Land Use Department continued to service our residents and permitting operations continued. Our Financial Department didn't miss a beat: Payroll, Accounts Payable, taxes and collections were all met. The Town Clerk's office ran five elections and our Town Clerk Patty Dubey conducted multiple weddings on the common and even one in the old fire station.

To our Teachers: All we can say is thank you! Thank you for stepping up, for learning new ways to teach, for your flexibility and for your commitment to the education of our children.

To our Police, Fire and all First Responders: You kept us safe. You responded to emergencies. You never shirked from your duties and responsibilities, in the face of what were, at time, the unknown. And our dispatchers, 24/7 – you were there to answer our calls.

And finally, thank you to all of you! Thank you for your patience, for your tolerance, for your displays of kindness and generosity both to one another and to our town employees. Thank you for your commitment to keeping the town and each other safe.

The Select Board wishes everyone a safe, enjoyable, and healthy summer. Take those delayed vacation, plan those outdoor activities and those get-togethers with friends and families and have a great summer!

Erika Kohl, Frances Hill Road, and a member of the Clean Air and Sustainability updated town meeting on the resolution passed at the October Special Town Meeting. Her remarks included the following information which can be found on their page of the town's website:

At Special Town Meeting, on October 17, 2020, a Climate Action Resolution, sponsored by Westford Climate Action, was passed by an almost unanimous vote. The resolution was "to resolve that, in response to the escalating climate crisis, Westford commits to take actions to promote clean energy and reduce fossil fuel use, including promoting energy efficient upgrades in all town facilities and in private homes and businesses and purchasing the highest percentage of clean, renewable energy in town contracts as feasible."The resolution also resolved that the "The Select Board will charge a task force with studying and making recommendations for specific strategies for Westford to achieve the Commonwealth of Massachusetts' limit of net-zero greenhouse gas emissions by 2050 with intermediate goals. The committee will provide a plan to the Select Board within 9 months of receiving its charge and it will report the town's progress towards those goals annually at Town Meeting."

The CEAS was charged by the Select Board with the responsibility to create the Net Zero Road Map and it is currently under development. The first draft of the Road Map will be presented to the Select Board in October 2021. The first step of the Road Map process is to conduct a Greenhouse Gas Inventory. It will include a survey of current community wide GHG emissions, including those from energy, buildings, transportation, land use, and waste. The results of this survey will allow the Road Map to focus on the biggest

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

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emitters of GHG. The plan will be created as a collaborative process involving all stakeholders in the community.

ARTICLE 1:	Accept Town Reports	<i>Town Manager</i>
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It was voted and passed unanimously that the Town accept the Reports of Town Officers, Boards and Committees for the Fiscal Year 2020.

ARTICLE 2:	Approve Fiscal Year 2021 Supplemental Budget Appropriations	<i>Town Manager</i>
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It was voted and passed unanimously that the Town appropriate from Free Cash the sum of \$144,202 (ONE HUNDRED FORTY-FOUR THOUSAND TWO HUNDRED TWO DOLLARS) in order to supplement the following operating budgets in Fiscal Year 2021:

423 Snow & Ice \$144,202

ARTICLE 3:	Appropriate for Perchlorate Expenses	<i>Town Manager</i>
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It was voted and passed unanimously that the Town appropriate from Free Cash the sum of \$102,000 (ONE HUNDRED TWO THOUSAND DOLLARS) for the purpose of providing funds to address associated issues regarding perchlorate contamination.

ARTICLE 4:	Approve Capital Appropriations	<i>Capital Planning Committee</i>
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First Motion:

It was voted and passed by the majority that the Town appropriate from Free Cash the sum of \$1,002,594 (ONE MILLION TWO THOUSAND FIVE HUNDRED NINETY-FOUR DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Technology	\$35,500	Town computer replacements
Technology	\$208,558	School computer replacements
Technology	\$200,000	Town-wide VOIP phone system replacement, including costs incidental and related thereto
Technology	\$250,000	Network upgrades
Town Clerk	\$36,600	Electronic vote tabulators, including costs incidental and related thereto
Public Buildings	\$50,000	Town and School Safety Task Force (TSSTF) recommended safety upgrades
Fire Department	\$17,436	Transmitter, including costs incidental and related thereto

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

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Schools	\$14,500	Fire alarm panel replacement at Westford Academy, including costs incidental and related thereto
Schools	\$70,000	Student information system, including costs incidental and related thereto
Schools	\$35,000	Compressor replacement at Westford Academy, including costs incidental and related thereto
Schools	\$35,000	Public address system at the Norman E. Day schools, including costs incidental and related thereto
Schools	\$50,000	Heat pump replacement at the Norman E. Day schools, including costs incidental and related thereto

And further

That the Town appropriate from Free Cash the sum of \$46,263.48 (FORTY-SIX THOUSAND TWO HUNDRED SIXTY-THREE DOLLARS AND FORTY-EIGHT CENTS) and reauthorize and transfer the sum of \$123,736.52 (ONE HUNDRED TWENTY-THREE THOUSAND SEVEN HUNDRED THIRTY-SIX DOLLARS AND FIFTY-TWO CENTS) from the following capital project appropriations:

<i>PROJECT</i>	<i>AMOUNT</i>	<i>TOWN MEETING VOTE</i>
Main Street Reconstruction	\$123,736.52	Article 7, April 2, 2016 ATM

To provide for the following capital requests:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Wastewater Management	\$170,000	Westford Academy wastewater treatment plant tank replacement, including costs incidental and related thereto

And further

That the Town appropriate from Water Enterprise Retained Earnings the sum of \$45,000 (FORTY-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>
Water Enterprise	\$45,000	Vehicle, purchase and equip

And further

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

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That the Town appropriate from Ambulance Enterprise Retained Earnings the sum of \$389,000 (THREE HUNDRED EIGHT NINE THOUSAND DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Ambulance Enterprise	\$389,000	Ambulance, purchase and equip

Second Motion: It was voted and passed unanimously that the Town appropriate the sum of \$777,423 (SEVEN HUNDRED SEVENTY SEVEN THOUSAND FOUR HUNDRED TWENTY THREE DOLLARS) to purchase and equip a fire truck, 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 44 Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Third Motion: It was voted and passed unanimously that the Town appropriate the sum of \$500,000 (FIVE HUNDRED THOUSAND DOLLARS) for the design, engineering, and 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 [Massachusetts General Laws Chapter 44 Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Fourth Motion: It was voted and passed unanimously that the Town appropriate from Free Cash the sum of \$40,000 (FORTY THOUSAND DOLLARS) and transfer said amount to the Capital Stabilization Fund.

ARTICLE 5: Appropriate from Sale of Cemetery Lots Receipts Reserved for Cemetery Improvements	<i>Board of Cemetery Commissioners</i>
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It was voted and passed unanimously that the Town appropriate from sale of cemetery lots receipts reserved in accordance with [Massachusetts General Law Chapter 114, Section 15](#) the sum of \$157,000 (ONE HUNDRED FIFTY SEVEN THOUSAND DOLLARS) for care, improvements and embellishments, or the enlargement of the Pine Grove Cemetery.

And further

That the Town appropriate the sum of \$128,000 (ONE HUNDRED TWENTY EIGHT THOUSAND DOLLARS) for improvements and embellishments, or the enlargement of

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

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the Pine Grove Cemetery, 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 44 Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 6: Approve Community Preservation Committee Recommendations	<i>Community Preservation Committee</i>
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First Motion:

It was voted and passed by the majority that the Town hear and act on the recommendations of the Westford Community Preservation Committee in accordance with [Massachusetts General Laws, Chapter 44B](#), and appropriate from Community Preservation Funds the sum of \$1,212,504 (ONE MILLION TWO HUNDRED TWELVE THOUSAND FIVE HUNDRED 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:

\$266,210	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
\$20,000	From Undesignated Fund Balance for the Forge Pond channel improvements project and any other related costs	Westford Healthy Lakes and Ponds Collaborative
\$37,294	From Undesignated Fund Balance for the O’Brien Farm public footbridge and any other related costs	Westford Conservation Commission
\$594,000	From Undesignated Fund Balance for the design, construction, and installation of a playground at the Colonel John Robinson School and any other related costs	Westford Public Schools
\$105,000	From Historic Resources Fund Balance for the Westford Museum window restoration project located at 4 Boston Road and any other related costs	Westford Historical Commission

Second Motion:

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

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Highway Superintendent	7	101,976	115,530	129,083	Band 6	88,716	104,301	119,886
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ARTICLE 8: Authorize Revolving Funds *Town Manager*

It was voted and passed unanimously that the Town, pursuant to [Massachusetts General Laws, Chapter 44, Section 53E½](#) as most recently amended by Section 86 of Chapter 218 of the Acts of 2016, establish limitations on expenditures from the revolving funds established by Chapter 138.1 of the General Bylaws, entitled, “Revolving Funds” as follows:

REVOLVING ACCOUNT	EXPENDITURE LIMIT
Lease of Town Buildings: 65 & 73 Main St & 170 Plain Rd	\$150,000
Recycling Revolving	\$20,000
Recreation Field Maintenance	\$150,000
Senior Center Fitness Room	\$25,000
Senior Center Programs	\$50,000
School Parking	\$80,000
School Bus/Transportation	\$800,000
East Boston Camps Maintenance	\$80,000
Immunizations and Clinical Services	\$60,000
Community Gardens	\$10,000
Town Forest Management	\$25,000
Farmer’s Market	\$10,000

ARTICLE 9: Approve Fiscal Year 2022 Operating Budget *Town Manager*

It was voted and passed unanimously that the Town raise and appropriate the sum of \$122,823,671 (ONE HUNDRED TWENTY TWO MILLION EIGHT HUNDRED TWENTY THREE THOUSAND SIX HUNDRED SEVENTY ONE DOLLARS) for the

operation and maintenance of Town Departments for the Fiscal Year July 1, 2021 through June 30, 2022, 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: \$80,000 shall be appropriated from Overlay Surplus;

Fund 100 General Fund: \$8,090.93 shall be appropriated from Fund Balance Designated for Debt Exclusion Reduction:

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

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Fund 240 Community Preservation Fund: \$835,406 shall be appropriated from Community Preservation Fund Fiscal 2022 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: \$4,399,047 shall be appropriated from Water Enterprise Revenue and \$256,939 from Water Enterprise Retained Earnings;

Fund 630 Recreation Enterprise Fund: \$1,280,100 shall be appropriated from Recreation Enterprise Revenue and \$149,896 shall be raised and appropriated;

Fund 640 Ambulance Enterprise Fund: \$850,000 shall be appropriated from Ambulance Enterprise Revenue and \$666,324 shall be raised and appropriated;

Fund 650 Stormwater Enterprise Fund: \$817,474 shall be appropriated from Stormwater Enterprise Revenue and \$392,188 shall be raised and appropriated.

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

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	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 TM & FINCOM RECOMMEND	FY21/FY22 VARIANCE	FY21/FY22 %
GENERAL GOVERNMENT					
122	SELECTMEN				
	Personal Services	0	0	0	N/A
	Expenses	19,323	22,123	19,608	(2,515) -11.4%
	TOTAL	19,323	22,123	19,608	(2,515) -11.4%
123	TOWN MANAGER				
	Personal Services	411,498	423,802	422,007	(1,795) -0.4%
	Expenses	19,652	19,705	11,143	(8,562) -43.5%
	TOTAL	431,150	443,507	433,150	(10,357) -2.3%
131	FINANCE COMMITTEE				
	Personal Services	0	0	0	
	Expenses	8,039	8,865	8,865	0 0.0%
	Reserve Fund	0	150,000	125,000	(25,000) -16.7%
	(Transfers out)	0	(11,500)	0	11,500 -100.0%
	TOTAL	8,039	147,365	133,865	(13,500) -9.2%
132	FINANCE DEPARTMENT				
	Personal Services	145,145	148,370	152,039	3,669 2.5%
	Expenses	1,663	895	435	(460) -51.4%
	TOTAL	146,808	149,265	152,474	3,209 2.1%
135	TOWN ACCOUNTANT				
	Personal Services	277,566	285,067	286,933	1,866 0.7%
	Expenses	42,094	44,075	42,455	(1,620) -3.7%
	TOTAL	319,660	329,142	329,388	246 0.1%
141	BOARD OF ASSESSORS				
	Personal Services	266,635	298,472	294,976	(3,496) -1.2%
	Expenses	89,759	45,900	47,100	1,200 2.6%
	TOTAL	356,394	344,372	342,076	(2,296) -0.7%
145	TREASURER/COLLECTOR				
	Personal Services	253,904	254,410	260,278	5,868 2.3%
	Expenses	38,858	45,275	45,050	(225) -0.5%
	TOTAL	292,762	299,685	305,328	5,643 1.9%
151	LEGAL SERVICES				
	Personal Services	0	0	0	N/A
	Expenses	145,423	160,000	160,000	0 0.0%
	TOTAL	145,423	160,000	160,000	0 0.0%
152	HUMAN RESOURCES				
	Personal Services	227,638	232,189	236,757	4,568 2.0%
	Expenses	20,254	26,484	26,868	384 1.4%
	Compensation Reserve	430	350,000	150,000	(200,000) -57.1%
	(Transfers out)	0	(230,941)	0	230,941 -100.0%
	TOTAL	248,322	377,732	413,625	35,893 9.5%

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

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	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 TM & FINCOM RECOMMEND	FY21/FY22 VARIANCE	FY21/FY22 %
155 TECHNOLOGY					
Personal Services	450,863	424,045	338,439	(85,606)	-20.2%
Expenses	644,809	669,770	559,825	(109,945)	-16.4%
TOTAL	1,095,672	1,093,815	898,264	(195,551)	-17.9%
161 TOWN CLERK					
Personal Services	244,097	262,744	247,126	(15,618)	-5.9%
Expenses	17,757	23,180	20,809	(2,371)	-10.2%
TOTAL	261,854	285,924	267,935	(17,989)	-6.3%
170 PERMITTING DEPARTMENT					
Personal Services	245,589	265,705	272,770	7,065	2.7%
Expenses	40,081	44,549	44,416	(133)	-0.3%
TOTAL	285,671	310,254	317,186	6,932	2.2%
171 CONSERVATION COMMISSION					
Personal Services	91,293	93,107	84,243	(8,864)	-9.5%
Expenses	4,984	6,640	6,640	0	0.0%
TOTAL	96,277	99,747	90,883	(8,864)	-8.9%
175 PLANNING BOARD					
Personal Services	87,198	92,507	86,348	(6,159)	-6.7%
Expenses	3,296	13,160	8,422	(4,738)	-36.0%
TOTAL	90,494	105,667	94,770	(10,897)	-10.3%
176 ZONING BOARD OF APPEALS					
Personal Services	0	0	0	0	N/A
Expenses	2,220	2,395	2,405	10	0.4%
TOTAL	2,220	2,395	2,405	10	0.4%
192 TOWN HALL MAINTENANCE					
Personal Services	43,123	45,912	45,742	(170)	-0.4%
Expenses	68,715	68,990	72,900	3,910	5.7%
TOTAL	111,837	114,902	118,642	3,740	3.3%
199 PUBLIC BUILDINGS & PROPERTIES MAINTENANCE					
Personal Services	93,209	89,380	96,761	7,381	8.3%
Expenses	16,593	65,850	51,625	(14,225)	-21.6%
TOTAL	109,803	155,230	148,386	(6,844)	-4.4%
TOTAL GENERAL GOVERNMENT	4,021,708	4,441,125	4,227,985	-213,140	-4.8%

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

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	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 TM & FINCOM RECOMMEND	FY21/FY22 VARIANCE	FY21/FY22 %
210 PUBLIC SAFETY					
POLICE DEPARTMENT					
Personal Services	4,861,336	5,205,030	5,347,048	142,018	2.7%
Expenses	519,787	545,070	551,146	6,076	1.1%
TOTAL	5,381,123	5,750,100	5,898,194	148,094	2.6%
215 PUBLIC SAFETY COMMUNICATIONS					
Personal Services	748,526	826,127	847,596	21,469	2.6%
Expenses	29,344	48,354	52,540	4,186	8.7%
TOTAL	777,869	874,481	900,136	25,655	2.9%
220 FIRE DEPARTMENT					
Personal Services	3,163,702	3,480,607	3,545,655	65,048	1.9%
Expenses	370,519	387,196	351,435	(35,761)	-9.2%
TOTAL	3,534,221	3,867,803	3,897,090	29,287	0.8%
241 BUILDING DEPARTMENT					
Personal Services	366,196	400,031	391,704	(8,327)	-2.1%
Expenses	6,694	19,055	11,470	(7,585)	-39.8%
TOTAL	372,890	419,086	403,174	(15,912)	-3.8%
244 SEALER WEIGHTS/MEASURES					
Personal Services	0	0	0	0	N/A
Expenses	3,000	3,000	3,000	0	0.0%
TOTAL	3,000	3,000	3,000	0	0.0%
291 EMERGENCY MANAGEMENT					
Personal Services	8,960	9,140	9,324	184	2.0%
Expenses	4,391	2,450	2,450	0	0.0%
TOTAL	13,351	11,590	11,774	184	1.6%
292 ANIMAL CONTROL					
Personal Services	38,846	48,070	40,390	(7,680)	-16.0%
Expenses	5,418	4,005	3,875	(130)	-3.2%
TOTAL	44,264	52,075	44,265	(7,810)	-15.0%
294 TREE WARDEN					
Personal Services	2,220	2,265	2,311	46	2.0%
Expenses	35,000	35,000	35,000	0	0.0%
TOTAL	37,220	37,265	37,311	46	0.1%
TOTAL PUBLIC SAFETY	10,163,938	11,015,400	11,194,944	179,544	1.6%

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

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	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 TM & FINCOM RECOMMEND	FY21/FY22 VARIANCE	FY21/FY22 %
EDUCATION					
300 WESTFORD PUBLIC SCHOOLS	59,534,537	61,241,359	62,236,867	995,508	1.6%
310 NASHOBA TECH	1,000,697	1,078,168	1,184,421	106,253	9.9%
TOTAL EDUCATION	60,535,234	62,319,527	63,421,288	1,101,761	1.8%
	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 TM & FINCOM RECOMMEND	FY21/FY22 VARIANCE	FY21/FY22 %
PUBLIC WORKS					
405 DEPARTMENT OF PUBLIC WORKS					
Personal Services	0	242,804	243,073	269	0.1%
Expenses	0	500	500	0	0.0%
TOTAL	0	243,304	243,573	269	0.1%
410 ENGINEERING DEPARTMENT					
Personal Services	250,518	213,761	303,091	89,330	41.8%
Expenses	3,939	7,910	11,862	3,952	50.0%
TOTAL	254,457	221,671	314,953	93,282	42.1%
421 HIGHWAY DEPARTMENT					
Personal Services	1,732,902	1,598,974	1,637,720	38,746	2.4%
Expenses	1,240,048	1,104,812	1,025,100	(79,712)	-7.2%
TOTAL	2,972,949	2,703,786	2,662,820	(40,966)	-1.5%
427 STORMWATER MANAGEMENT					
Personal Services	0	0	0	0	N/A
Expenses	37,479	0	0	0	N/A
TOTAL	37,479	0	0	0	N/A
432 RECYCLING					
Personal Services	0	0	0	0	N/A
Expenses	706,349	723,812	740,048	16,236	2.2%
TOTAL	706,349	723,812	740,048	16,236	2.2%
433 SOLID WASTE					
Personal Services	0	0	0	0	N/A
Expenses	1,256,411	1,311,405	1,440,139	128,734	9.8%
TOTAL	1,256,411	1,311,405	1,440,139	128,734	9.8%
442 WASTEWATER TREATMENT MANAGEMENT					
Personal Services	0	0	0	0	N/A
Expenses	203,354	238,648	224,917	(13,731)	-5.8%
TOTAL	203,354	238,648	224,917	(13,731)	-5.8%
491 CEMETERY DEPARTMENT					
Personal Services	93,648	101,505	103,691	2,186	2.2%
Expenses	26,524	38,183	35,443	(2,740)	-7.2%
TOTAL	120,172	139,688	139,134	(554)	-0.4%
TOTAL PUBLIC WORKS	5,551,172	5,582,314	5,765,584	183,270	3.3%

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

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	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 TM & FINCOM RECOMMEND	FY21/FY22 VARIANCE	FY21/FY22 %	
HEALTH & HUMAN SERVICES						
510	BOARD OF HEALTH					
	Personal Services	396,870	421,404	431,460	10,056	2.4%
	Expenses	18,299	27,180	24,500	(2,680)	-9.9%
	TOTAL	415,169	448,584	455,960	7,376	1.6%
541	COUNCIL ON AGING					
	Personal Services	424,427	447,588	461,493	13,905	3.1%
	Expenses	95,583	101,000	94,000	(7,000)	-6.9%
	TOTAL	520,009	548,588	555,493	6,905	1.3%
543	VETERANS SERVICES					
	Personal Services	74,278	75,838	77,374	1,536	2.0%
	Expenses	70,940	81,900	70,500	(11,400)	-13.9%
	TOTAL	145,219	157,738	147,874	(9,864)	-6.3%
TOTAL HEALTH & HUMAN SERVICES		1,080,397	1,154,910	1,159,327	4,417	0.4%
	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 TM & FINCOM RECOMMEND	FY21/FY22 VARIANCE	FY21/FY22 %	
CULTURE & RECREATION						
610	LIBRARY					
	Personal Services	1,315,711	1,377,921	1,399,972	22,051	1.6%
	Expenses	320,494	364,550	360,788	(3,762)	-1.0%
	TOTAL	1,636,205	1,742,471	1,760,760	18,289	1.0%
650	PARKS & GROUNDS					
	Personal Services	216,149	247,399	255,633	8,234	3.3%
	Expenses	38,003	44,581	32,765	(11,816)	-26.5%
	TOTAL	254,152	291,980	288,398	(3,582)	-1.2%
660	LAND MANAGEMENT					
	Personal Services	0	0	0	0	N/A
	Expenses	37,301	42,200	32,266	(9,934)	-23.5%
	TOTAL	37,301	42,200	32,266	(9,934)	-23.5%
670	HISTORICAL COMMISSION					
	Personal Services	0	0	0	0	N/A
	Expenses	9,659	11,800	12,650	850	7.2%
	TOTAL	9,659	11,800	12,650	850	7.2%
TOTAL CULTURE & RECREATION		1,937,317	2,088,451	2,094,074	5,623	0.3%

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

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	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 TM & FINCOM RECOMMEND	FY21/FY22 VARIANCE	FY21/FY22 %	
UNCLASSIFIED						
940	OTHERWISE UNCLASSIFIED					
	Expenses	(949,632)	(1,396,048)	(1,475,963)	(79,915)	5.7%
	TOTAL	(949,632)	(1,396,048)	(1,475,963)	(79,915)	5.7%
945	EMPLOYEE BENEFITS & MISCELLANEOUS					
	Expenses	17,627,188	18,494,774	19,943,747	1,448,973	7.8%
	TOTAL	17,627,188	18,494,774	19,943,747	1,448,973	7.8%
990	TRANSFERS TO/FROM TRUSTS					
	Expenses	1,011,026	1,218,957	680,957	(538,000)	-44.1%
	TOTAL	1,011,026	1,218,957	680,957	(538,000)	-44.1%
TOTAL UNCLASSIFIED						
		17,688,582	18,317,683	19,148,741	831,058	4.5%
TOTAL GENERAL FUND						
		108,294,118	110,871,360	113,176,297	2,304,937	2.08%

	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2022 TM & FINCOM RECOMMEND	FY21/FY22 VARIANCE	FY21/FY22 %	
COMMUNITY PRESERVATION FUND						
240	COMMUNITY PRESERVATION FUND					
	Personal Services	4,500	9,000	9,000	0	0.0%
	Expenses	4,440	6,000	6,000	0	0.0%
	Principal & Interest	750,505	792,327	820,406	28,079	3.5%
	TOTAL	759,445	807,327	835,406	28,079	3.5%
WATER ENTERPRISE FUND						
600	WATER ENTERPRISE					
	Personal Services	1,165,258	1,219,621	1,247,414	27,793	2.3%
	Expenses	1,475,926	1,682,720	1,570,768	(111,952)	-6.7%
	Reserve Fund	0	250,000	250,000	0	0.0%
	Principal & Interest	1,273,351	1,515,001	1,587,804	72,803	4.8%
	TOTAL	3,914,535	4,667,342	4,655,986	(11,356)	-0.2%
RECREATION ENTERPRISE FUND						
630	RECREATION ENTERPRISE					
	Personal Services	926,506	1,131,798	1,126,216	(5,582)	-0.5%
	Expenses	204,408	275,455	303,780	28,325	10.3%
	TOTAL	1,130,913	1,407,253	1,429,996	22,743	1.6%
AMBULANCE ENTERPRISE FUND						
640	AMBULANCE ENTERPRISE					
	Personal Services	767,561	821,523	865,768	44,245	5.4%
	Expenses	599,050	540,555	650,556	110,001	20.3%
	TOTAL	1,366,611	1,362,078	1,516,324	154,246	11.3%
STORMWATER ENTERPRISE FUND						
650	STORMWATER MANAGEMENT					
	Personal Services	0	93,564	135,190	41,626	44.5%
	Expenses	0	862,440	913,648	51,208	5.9%
	Principal & Interest	0	294,134	160,824	(133,310)	-45.3%
	TOTAL	0	1,250,138	1,209,662	(40,476)	-3.2%
TOTAL OPERATING BUDGET						
		115,465,622	120,365,498	122,823,671	2,458,173	2.0%

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

–CONTINUED

ARTICLE 10: Approve Capital Appropriations *Capital Planning Committee*

It was voted and passed unanimously that the Town raise and appropriate from Stormwater Enterprise the sum of \$45,000 (FORTY-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>
Stormwater Enterprise	\$45,000	Vehicle, purchase and equip

ARTICLE 11: Appropriate Chapter 90 Local Transportation Funds for Roadway Maintenance *Town Manager*

It was voted and passed unanimously that the Town appropriate the proceeds due to the Town under the provisions of [Massachusetts General Laws Chapter 90](#).

ARTICLE 12: Appropriate Funds from Water Enterprise Other Post-Employment Benefits Stabilization Fund to the Water Enterprise Budget *Water Commissioners*

It was voted and passed by the required 2/3 majority that the Town transfer the sum of \$29,511 (TWENTY-NINE THOUSAND FIVE HUNDRED ELEVEN DOLLARS) from the Water Enterprise Other Post Employment Stabilization Fund to the Water Enterprise Expenses to pay for the FY22 retiree benefits.

ARTICLE 13: Authorize the Select Board to Accept Easements *Select Board*

It was voted and passed unanimously that the Town authorize the Select Board, during Fiscal Year 2021, to accept any and all easements for sidewalk, drainage, or other utility purposes, as they may deem in the Town's best interests.

ARTICLE 14: Increase the Membership of the Affordable Housing Trust Committee to Include Three Alternate Members *Select Board*

It was voted and passed unanimously that the Town amend its vote under Article 16 of the June 20, 2020 Annual Town Meeting by adding three alternate members to the Affordable Housing Trust, in addition to the 11 regular members. The three alternate members and the 11 regular members shall be appointed for staggered terms of not more than two years.

ARTICLE 15: Approve Amendment to the Constitution of the United States *Citizens' Petition*

The Town of Westford calls upon the United States Congress to pass and send to the States for ratification an amendment to the Constitution of the United States that would firmly establish two principles: 1) Only human beings, not artificial entities such as corporations, are entitled to the rights and privileges guaranteed by the Constitution of the United States, and 2) election spending is not free speech guaranteed by the First Amendment, and is therefore subject to regulation by federal and state governments. Should the resolution pass, the Westford Town Clerk shall be directed to send a copy of this resolution to Governor Charles Baker, Attorney General Maura Healy, State Senator

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

–CONTINUED

Edward Kennedy, State Representative James Arciero, U.S. Senator Edward Markey, U.S. Senator Elizabeth Warren, Senate Majority Leader Charles Schumar, U.S. Representative Lori Trahan, and Speaker of the House Nancy Pelosi.

Petitioner Barry Rosenberg presented his petition. It was asked if this should be a two thirds vote rather than a majority voted. Town Counsel John Giorgio opined that this is technically a resolution, so a majority vote is all that is required. Resident Alisa Nakashian-Holsberg moved to divide the question. The motion to divide was seconded but failed for lack of majority. The article generated lengthy discussion. A vote was taken. The Moderator requested a hand count. The article passed by a vote of 138 yes, 99 no.

ARTICLE 16: Authorization for the Select Board to Petition the General Court for one (1) Additional Chapter 138 Section 15 All Alcohol Package Store License to be Exercised by Feng You, Inc. Located at 175 Littleton Road, Westford	<i>Citizens' Petition</i>
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It was voted and passed by the majority that the town authorize the Board of Selectman to petition the General Court for one (1) additional Alcohol Beverages Retail License to be exercised by Feng You, Inc. or a related entity or its successor and/or assign, located at 175 Littleton Road, Westford (Parcel ID: 017 0013 000), 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 Board of Selectmen 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.

The petition for special legislation shall take the following form, or a form substantially similar thereto: AN ACT AUTHORIZING THE TOWN OF WESTFORD TO ISSUE ONE ADDITIONAL LICENSE. Be it enacted by the Senate and House of Representatives in General Court assembled, and by authority of the same as follows:

Section 1.

- (a) Notwithstanding section 17 of chapter 138 of the General Laws or any other general or special, rule or regulation to the contrary, the licensing authority of the Town of Westford may grant one (1) additional license for the retail of alcohol beverages under section 15 of said chapter 138 to Feng You, Inc. or a related entity, or its successor and/or assign, to be exercised at and located at 175 Littleton Road, Westford (Parcel ID: 017 0013 000). A license granted under this section shall be subject to all of said chapter 138 except said section 17.
- (b) Once issued, the licensing authority shall not approve the transfer of the license issued under this section to any other location, but it may grant the license to a new applicant at the same location if the applicant files with the authority a letter from the department of revenue indicating the license is in good standing with the department and that all applicable taxes have been paid.
- (c) If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

–CONTINUED

and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same or a different location; or act in relation thereto.

Superintendent Bill Olsen presented the Gordon Seavey Award to the Covid Advisory Committee to the Westford Public Schools.

ARTICLE 17: Restrict Motorboats on Keyes Pond

Citizens' Petition

Motorboating on Keyes Pond in Westford, MA will be regulated as follows: In accordance with M.G.L. c. 1312, s. 45, it shall be unlawful for any person to introduce, operate, or permit and suffer to be operated on Keyes Pond a motorboat powered by an internal combustion engine. For purposes of this section, the use of any craft designed and utilized solely for the control or removal of aquatic plants or use of any craft in an emergency to protect life and/or property are specifically excepted.

On a motion to dismiss made by Select Board Chair Andrea Peraner-Sweet on behalf of the petitioner, the article was unanimously dismissed. The petitioner will work with the Conservation Commission to craft a revised article for the Fall Special Town Meeting.

ARTICLE 18: Amend the Town's General and Zoning Bylaws to Reflect Inclusive Language

Select Board

That the Town amend the Town's General and Zoning Bylaws to reflect recent amendments to the Town Charter that will change the name of the Board of Selectmen to the "Select Board," by striking out, in every instance in which they appear in reference to that body, the words "Board of Selectmen" or "Selectmen" and inserting in place thereof the words "Select Board"; and by striking out, in every instance in which they appear in reference to Board members individually, the word "Selectman" and "Selectmen" and inserting in place thereof the words "Select Board Member" or "Select Board Members"; and further to authorize the Town Clerk to make non-substantive, ministerial revisions to ensure that gender and numerical issues in related text is revised to properly reflect such change in title, and to make other non-substantive, ministerial revisions to ensure consistency as to formatting of the bylaws' text.

A complete copy of the revised General and Zoning Bylaws with said ministerial revisions implemented and expressed through redlining is on file with the Town Clerk.

On a motion made by Planning Board Chair Michael Bonenfant, the Planning Board suggested that the word "an" be added in the proposed language in Section 9.2.2.3 to read as follows: "To hear and decide appeals taken by any person aggrieved due to an inability to obtain a permit or enforcement action from any administrative officer under the provisions of G.L. c. 40A, ss.7,8 and 15". The motion carried unanimously.

It was then voted and passed by a two thirds majority that the Town amend the Town's General and Zoning Bylaws to reflect recent amendments to the Town Charter that will change the name of the Board of Selectmen to the "Select Board," by striking out, in every instance in which they appear in reference to that body, the words "Board of Selectmen" or "Selectmen" and inserting in place thereof the words "Select Board"; and by striking out, in every instance in which they appear in reference to Board members individually, the word "Selectman" and "Selectmen" and inserting in place thereof the words "Select Board Member" or "Select Board Members"; and further to authorize the

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

–CONTINUED

Town Clerk to make non-substantive, ministerial revisions to ensure that gender and numerical issues in related text is revised to properly reflect such change in title, and to make other non-substantive, ministerial revisions to ensure consistency as to formatting of the bylaws' text. The word "an" be added in the proposed language in Section 9.2.2.3 to read as follows: "To hear and decide appeals taken by any person aggrieved due to an inability to obtain a permit or enforcement action from any administrative officer under the provisions of G.L. c. 40A, ss.7,8 and 15". The motion carried unanimously.

ARTICLE 19: Establish a Municipal Charges Lien Pursuant to General Laws Chapter 40, Section 58 for Unpaid Stormwater Utility Fees	<i>Select Board</i>
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It was voted and passed by the majority that the Town establish a municipal charges lien pursuant to General Laws Chapter 40, Section 58 for unpaid stormwater utility fees assessed by the Town pursuant to Chapter 94 of the Town of Westford General Bylaws;

At 12 noon the Moderator adjourned for lunch. The Moderator resumed Town Meeting at 1:15 pm.

ARTICLE 20: Amend the Zoning Bylaw to Allow for Home Occupations By Right	<i>Planning Board</i>
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It was voted and passed unanimously that the Town amend Section 3.4 of the Zoning Bylaw – Home Occupations – to permit Home Occupations By Right in the Residence A and Residence B Zoning Districts provided that the Home Occupation complies with established performance standards. The full text of the proposed amendment is on file with the Town Clerk.

ARTICLE 21: Amend Zoning Bylaw Sections 2.1.1: Establishment, 5.3: Signs, 8: Special Districts, 10.2: General Definitions, Appendix A: Table of Principal Use Regulations, and Appendix B: Table of Accessory Uses Regulations to define and regulate Restaurant Drive-Through Facilities	<i>Planning Board</i>
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It was voted and the motion failed the two thirds majority required to amend Sections 2.1.1, 5.3, 8, 10.2, Appendix A, and Appendix B of the Westford Zoning Bylaw to allow Restaurant Drive-Through Facilities in certain zoning or zoning overlay districts by Special Permit from the Planning Board, and related changes. The full text of the amendment is on file with the Town Clerk.

ARTICLE 22: Amend Section 9.5.1 of the Zoning Bylaw to Not Allow a Proposed Zoning Bylaw Change to Return to Town Meeting for Two Years After an Unfavorable Vote	<i>Citizen's Petition</i>
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It was voted and the motion failed the two thirds majority required to amend the Zoning Bylaws, Section 9.5.1, of the Town of Westford to ensure the town honors the vote of the Town Meeting for at least two years as shown in the red-lined original text below: "Section 9.5.1 Amendments. No proposed change to this Zoning Bylaw which has been unfavorably acted upon by the Annual Town Meeting shall be considered by the Town

ANNUAL TOWN MEETING MINUTES –JUNE 12, 2021

–CONTINUED

Meeting within two (2) years after the date of such unfavorable action. ~~unless adoption of the proposed change has been recommended in the final report of the Planning Board to the Town Meeting.~~

ARTICLE 23: Amend the Zoning Bylaw to Expand the Zoning Overlay District Map for Senior Residential Multifamily Overlay Districts
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Citizen's Petition

It was voted and the motion failed the two third majority required to amend the Zoning By-Law amending the Westford Board of Assessors' Zoning Overlay District Map for Senior Residential Multifamily Overlay Districts, by adding the following maps and parcels to be included in said Senior Residential Multifamily Overlay District (SRMOD)MAP: Map 047 Parcel 0023 Lot 0000 & Map 047 Parcel 0044 Lot 0002 with the following recommendation from the Planning Board

The Moderator requested a hand count. The vote was 79 – yes, 88 no.

With no further business to conduct the Special Town Meeting was adjourned at 3:20 pm.

A True Copy Attest



Patricia L. Dubey

SELECT BOARD

2021 was a challenging year for our town and the Select Board. The town and the Board faced the ongoing impact of the coronavirus pandemic, confronted incidents of racism, and pledged to combat climate change, all while continuing to maintain the Town's fiscal stability and high quality of services. The Select Board are deeply grateful and appreciative to all of our Town employees whose commitment, dedication and "can do" attitude kept our Town open and operational throughout the year.

Andrea Peraner-Sweet
Chair
G. Thomas Clay
Vice Chair
J. Scott Hazelton
Anita Tonakarn-Nguyen
John Cunningham

After opening town offices in June 2020, coronavirus caused us to close town offices to the public in November due to a significant increase in the number of cases. Town offices remained closed to the public until March 2021, when they once again re-opened. While public meetings were allowed, as cases again began to rise in the Spring, boards and committees were encouraged to meet virtually or in a hybrid format in order to keep everyone safe. The Select Board lifted the local state of emergency on June 22nd, although the pandemic and associated issues continued. For the second year in a row, Annual Town Meeting was conducted outdoors on the Westford Academy Trustees Field. The Board completed several initiatives that it had started to address at the end of fiscal year 2020. The name change from Board of Selectmen to Select Board was finalized. The town's Charter, General Bylaws, and Zoning Bylaws were all updated with inclusive language, and approved by town meeting.

In July, the Select Board formed the Diversity, Equity, and Inclusion Committee to analyze our community and town operations, policies, and practices, and make recommendations for consideration to improve Westford's diversity, inclusion, and equity among all residents, officials, and employees. In October, the Board appointed twenty-two members to the Committee.

In August, our Town experienced multiple acts of vandalism involving the spray painting of anti-Semitic symbols. The Select Board issued a statement condemning these acts and reiterated its commitment to combating hatred in any form.

Despite the challenges of the past year, under the leadership of our Town Manager, whose contract the Board extended until June 30, 2024, and with the support and assistance of our town officials, staff, boards, commissions, and volunteers, the Select Board still managed to have another productive year. Highlights of the year include:

- Approved a FY22 budget policy directive for the Board and Town Manager to guide the Town's FY22 budget discussions and decisions. After meetings with the School Committee and Finance Committee, we brought forth a FY22 budget supported by all.
- Maintained our AAA rating from Standard and Poor's, with appreciation of our town manager and finance team.
- Approved the Stormwater Credit and Adjustment Process documents and applications.
- On July 7th, held a Virtual Community Forum with the Westford Police Department to discuss the Select Board's commitment to address racism, discrimination, xenophobia, and hatred.

SELECT BOARD – CONTINUED

- Continued to work with the Permanent Town Building Committee, town staff, and our architect to complete the design of a new Center Building to fulfill town department needs and allow for a larger (100 person) meeting room. The project was not brought to Annual Town Meeting pending a decision regarding the future of 63 Main Street.
- Reevaluated parking plans and studies for town center to consider all options and determine how much of the parcel at 63 Main Street to reserve for municipal parking purposes.
- Continued the work of our Town and School Safety Task Force evaluating our facilities and procedures related to providing our staff, students and community a safe environment, and evaluating our community's mental health/wellness with recommendations for improvements. Many capital items were brought to town meeting to implement the recommendations. The mental health/wellness analysis continued into the next fiscal year.
- Supported the Healthy Westford Committee's project "Core Westford Walkway" subject to Capital Planning recommendations.
- Renamed the Energy Committee "Clean Energy and Sustainability Committee, approved a new charge, and re-established the Committee's membership.
- Disbanded the Affordable Housing Committee and expanded the membership of the Affordable Housing Trust Committee.
- Recognizing Westford's diversity, voted to allow two temporary flag poles on our town common to enable the Indian flag to be displayed along with the US flag for the celebration of Indian Independence Day and approved a proclamation recognizing August 15th, 2020 as India Day to celebrate the 73rd anniversary of India's independence.
- Released a statement in response to the incidents of violence against the Asian-American and Pacific Islander communities.
- Supported the Women's Suffrage Forward into Light Project recognizing the 100th anniversary of the 21st Amendment giving women the right to vote.
- Extended the town manager's contract through June 30, 2024.
- Hired one additional police officer and one firefighter/paramedic.
- Approved revised Town of Westford Personnel Policies and Procedures, Social Media Participation Policy, and Technology Appropriate Use policies.
- Began an examination of different pay-as-you-throw programs to reduce solid waste tonnage throughout town.
- Held a Police Chief Promotional Panel Community Listening Forum to hear questions and considerations from residents regarding the Police Chief promotional process.
- Continued monitoring the construction of the new asphalt plant located at 540 Groton Road, including monitoring air quality, noise, and truck traffic.
- Attempted to negotiate a purchase and sale agreement with Urban Design/Development Corporation for the sale of 12 North Main Street, which, unfortunately, did not come to fruition.
- Released an RFP to sell 35 Town Farm to become senior low-income housing and provide a new home for the Westford food pantry for a minimum of \$531,800. Part of the RFP included funding the construction of a new fire training facility to replace the existing one. Awarded the contract to CHOICE.
- Supported a bylaw change to restrict short-term rentals in residential zones.

SELECT BOARD – CONTINUED

- Approved the Transportation Hardship Policy for employment, medical services, and necessary errands for Westford residents with transportation hardship.
- Approved the installation of Outdoor Art on the Bruce Freeman Rail Trail, taking into consideration requests by abutters to the trail.

FY 2021FY 2021 also saw the retirement of many long-serving town officials and employees. The Board would like to thank the following individuals for their tireless efforts and countless contributions through the years:

Chet Cook for 56 years of service as a town employee and as a member of multiple boards and committees

Hajo Koester for 51 years of service as a member of multiple boards and committees

Paul Davies for 50 years of service as a member of multiple boards and committees

Richard “Chip” Barrett for 44 years of service, including 30 years as the town’s Highway Superintendent

Tom McEnaney for 35 years of service in the Police Department

Ellen Harde for 35 years on Recycling Commission

Phil McGee for 25 years of service as a Registrar of Voters

Paula McWilliams for 23 years of service in the Library

Paul Plouffe for 22 years of service in the Assessors Department

Hal Schreiber for 20 years of tax help service for our seniors

The Board also said goodbye to Mark Kost, who, during his fourteen years of service, served on the Select Board, Capital Committee, and Finance Committee. The Board did, however, convince Mark to continue as a member of the Capital Committee.

And, finally, the Board welcomed John Cunningham to the Board.

As we approach the end of this second year of the coronavirus pandemic, the town continues to meet the challenges presented. Neither the daily operations of the town nor the above accomplishments are possible without the hard work, dedication, and commitment of our town staff, boards and committees, elected officials, and countless volunteers. The Board extends its deepest appreciation and thanks to all who strive to make Westford the wonderful place it is to live and work.

TOWN MANAGER

Fiscal Year 2021 (FY 2021) was another interesting, challenging, yet productive year in Westford. Our New Growth was certified at \$1,334,726, an increase over \$264,889 in FY20. We received a slight decrease in State Aid of \$14,313 totaling \$20,122,029. We collected \$3,676,793 in Motor Vehicle Excise. Our Local Options Excise was \$602,981, and we collected \$965,695 in licenses and permits. Our Community Preservation Act state contribution increased by \$135,153 over last year totaling \$636,005. We ended the year with cash reserves of \$10,713,819, or 9.31% of our general fund operating budget.



During FY 2021, we developed the FY22 budget in accordance with the Select Board’s FY22 Budget Policy Direction, with a balanced budget proposed, without the use of Free Cash. Our FY22 operating budget was \$122,823,671.

Jodi Ross
Town Manager
Eric Heideman
Assistant Town Manager
Samantha Gray
Project/Procurement Specialist

Health insurance accounted for 9.6% of our budget and was funded at \$11,740,958. We funded Other Post-Employment Benefits (OPEB) in the amount of \$681,446 for a total fund balance of \$11,311,860, which is an estimated 13.15% of our unfunded liability. We are currently in the top 25% of Massachusetts communities for funding our OPEB liability.

We funded capital at \$13,081,017 with a balance in our Capital Stabilization Fund of \$540,835. We maintained our AAA bond rating from Standard and Poor’s, and achieved a SP1+ short term bond rating, which is the highest bond rating they offer!

We successfully applied for FEMA (\$698,463 as of 6/30/21) and CARES Act funding (\$1,743,787 as of 6/30/21), and American Rescue Plan Act (ARPA) funds (\$1,298,780 in 6/30/21). County allocation will be distributed in August, adding another \$2,410,205 for a total available ARPA balance of \$3,708,985, to help offset increased expenses due to COVID.

We held regular Insurance Advisory Committee and Public Employee Committee meetings. We considered an option of joining a Joint Purchase Group, however in September 2020 we recommended staying with Blue Cross Blue Shield (BCBS) for a 4.9% premium increase for employees, and an 11.9% decrease for retirees. We sought a credit for the reduction in employee/retiree doctor’s visits/medical procedures during the pandemic. Although BCBS declined the credits, after repeated attempts, BCBS agreed to credit us \$200,000 for May premiums. We also received a BCBS dental rate credit for employees saving \$41,000. Our health insurance stabilization balance as of 6/30/21 was \$720,637.

TOWN MANAGER—CONTINUED

Other financial accomplishments included:

- Received a successful audit from Melanson Health for FY20 with no management letter for the 9th consecutive year.
- Negotiated general insurance coverage renewal through Massachusetts Interlocal Insurance Association (MIIA) for all insurance policies for FY22 at a 0% increase, not including modifications.
- Participated in MIIA Rewards Program to obtain credit of \$36,591 in our insurance premium.
- Negotiated a new 3-year contract extension with Acme Waste Systems to provide collection and transportation of our solid waste, avoiding an estimated \$300,000 per year increase.
- Consolidated several jobs in Technology, Town Clerk, and DPW to save approximately \$130,000 and better utilize resources.
- Completed analysis for the Ambulance CPE Program (Medicaid Receipts) earning \$45,576.
- Continued our employee Safety Committee working with the town's insurance company, MIIA, to take advantage of an annual 1% premium discount.
- Secured State funding for the following TIP projects:
 - Dunstable Road Intersection: \$3.2M fully completed
 - Historic Stony Brook Bridge: \$1.6M at 25% design
 - Beaver Brook Bridge repair: \$2.3M at 75% design

Applied for and received numerous grants across town departments, including:

- \$1,250 from Mass DEP for the sustainable materials recovery program.
- \$1,354 from 2020 TNC Rides ride sharing reimbursement.
- \$5,100 Emergency Management Agency grant.
- \$5,281 Fire Department SAFER grant.
- \$7,900 Cultural Council Grant from the Massachusetts Cultural Council.
- \$11,700 from Mass DEP for the sustainable materials recovery program.
- \$15,000 Fire Equipment Grant to purchase transmitter.
- \$15,906 Shared Spaces and Streets to assist local businesses with outdoor heaters/air purifiers.
- \$19,250 Police Traffic Enforcement grant.
- \$20,750 from Office of Public Safety and Security to support Municipal Safety Program.
- \$28,350 for 911 Department Emergency Medical Dispatch Grant Program.
- \$29,810 Mass Trails Program grant for drainage improvements on Bruce Freeman Rail Trail.
- \$30,000 from Community Compact Best Practices program to install electric vehicle charging stations at Highway Garage, Water Department, and Fletcher Fire Station 1.
- \$34,576 for the J.V. Fletcher Library for network membership and library materials.

TOWN MANAGER—CONTINUED

- \$40,248 from Executive Office of Elder Affairs Formula Grant for senior programs.
- \$40,820 from the Food and Drug Administration (FDA) for employee training, new inspection equipment, food safety training, and to complete standard #5 of the FDA retail standards.
- \$46,210 from the MAPC to pay the salary of the Upper Merrimack Valley Program Coordinator.
- \$79,200 grant to prepare a Westford Tree and Invasive Species inventory and management plan.
- \$102,523 from Lowell Rural Transit Authority for Council on Aging (COA) vans.
- \$126,572 for FY 2021 911 Dispatcher grants to offset personnel costs.
- \$235,335 grant from Mass EVIP and National Grid for electric vehicle charging stations.
- \$345,183 Public Health Excellence grant to expand local public health capacity.
- \$1,600,000 Community Development Block grant for micro-enterprise forgivable loans, childcare subsidies, and local food pantries (shared with 4 other towns). Received an additional \$150,000 to provide supplemental funding for regional childcare subsidies due to the high demand.

Continuation of Town Operations during the unanticipated COVID-19 pandemic:

- Continued town operations following recommendations of the Center for Disease Control and Prevention (CDC), State Officials, and local Board of Health. Ensured our town staff, officials, and our residents were kept as safe as possible, and residents were able to continue to utilize our town services as needed. Our public buildings were closed to the public from mid-November through mid-March, but we reopened when the numbers showed it was safe to do so. Although we had several employees who contracted COVID, none were infected at work, and no one spread the virus to their coworkers. We developed COVID-19 Municipal Offices Re-Opening Protocols, and coordinated installation of new safety measures. Note: many MA town halls remained closed throughout the year.
- Continued to stock Personal Protective Equipment for all public safety personnel.
- Successfully orchestrated transition of all town boards/committees back to in-person and/or virtual public meetings, and developed a hybrid option for certain boards/meetings. Many of our staff worked additional hours after their normal workday to assist with these meetings.
- Successfully coordinated outdoor Special and Annual Town Meetings, ensuring proper safety protocols. Coordinated food trucks to be present at our Annual Meeting.
- Assisted with planning, organization, and execution of a successful, safe Annual Town Election.
- Applied repeatedly for town-run vaccination centers, however unfortunately we were not successful. Town staff assisted at regional centers, and we assisted our

TOWN MANAGER—CONTINUED

residents with transportation to and from vaccine centers. We booked 292 vaccination appointments and provided 208 rides to varying vaccination sites.

- Our COA staff delivered bags of food weekly to residents of the Westford Housing Authority (WHA) and coordinated weekly grocery shopping and prescription pick-up for our vulnerable residents. Also offered a myriad of new, “safe” programs to keep our seniors engaged.
- Our COA staff created a Westford Rental Assistance Program in partnership with the (WHA) which was funded for \$35,000 through the Affordable Housing Trust. We enrolled our first five families who will receive \$500 a month toward their rent and will work on their housing sustainability goals with our town Social Worker.
- Shared all State and Federal COVID relief programs with Westford businesses and residents.
- Continued to assist local restaurants with Select Board approval to use outdoor spaces to allow outdoor dining. Implemented Select Board approved 50% reduction of town alcohol license fees.
- Select Board lifted the Local State of Emergency on June 22, 2021 as the pandemic threat seemed more manageable.
- Once CARES Act and FEMA funding were available, obtained Select Board approval for a spending account, and coordinated spending of funds related to COVID-19 expenses.
- Recreation Department developed and held safe summer recreation programs. Unfortunately, we were forced to furlough certain Recreation employees in the fall due to a lack of participation in our after-school programs, but we recalled them back to work in the spring to prepare for and hold summer programs.
- Our Human Resources Department processed over 500 unemployment compensation requests from town and school employees. (Many were for reductions in stipends for things like coaching, etc.)

Other significant accomplishments and/or projects included:

- Provided mandatory Cultural Awareness and Diversity training to all town staff.
- Developed Technology Acceptable Use Policy for town employees and board/committee members.
- Conducted stress management training for our Fire and Police Departments.
- Updated our Personnel Regulations which were approved by the Select Board.
- Successfully implemented billing system to collect the new stormwater management utility fee. With collections over 90%, this will generate approximately \$1,000,000 in new revenue to protect our town’s natural resources. We satisfied all requirements in the EPA/DEP MS4 permit in year three.
- 63 Main Street - Prepared options for additional municipal parking spaces in the rear of the property for the Select Board. Coordinated property line adjustment. Released RFP for the sale of the property as a single-family home with a Historic Preservation Restriction. Proposals were received and reviewed in June 2021.

TOWN MANAGER—CONTINUED

- Presented options to the Select Board for a pay-as-you-throw (PAYT) program for solid waste and recycling.
- Participated in forums and conversations with community and other groups to hear any concerns and/or answer questions about our Westford Police Department. Maintained Police Accreditation standards for FY 2021, which instills best practices for rules, regulations, policies, and procedures. Prioritized additional training for Implicit Bias in Policing. Worked with other area departments to implement Critical Incident Team training. Enhanced mental health recognition and response procedures for Police. Implemented new policies and procedures to meet evolving State standards created under the Police Reform Act.
- Assisted the Cemetery Director and Cemetery Commission with releasing RFP for design to expand Pine Grove Cemetery.
- Completed design of Moore Road, Oak Hill Road, and Plain Road Improvement Project and secured construction bids. This project will significantly improve the town's water distribution system, stormwater management system, and link two of the town's largest sidewalk networks.
- Completed design, secured an appropriation, and began working on the Kirsir Circle, Douglas Road, Anderson Lane Water Main Replacement Project.
- Worked with the Clean Energy and Sustainability Committee to explore the installation of rooftop solar arrays at multiple town/school locations. Purchased three hybrid police cruisers. Upgraded our police boiler to a new unit that is 96% efficient. National Grid gave us a \$10,000 incentive to support this project. Through net metering, we saved the town approximately \$400,000 in FY 2021. Participated in community electric aggregation procurement. Secured residents/businesses with a new electric aggregation contract, effective January 2021 with a base electric rate of \$0.10385 per kWh. The "default rate" will be \$0.10708, which includes 10% additional renewable energy. Residents/businesses have the option to opt-down to the base rate or opt-up to 50% or 100% renewable energy.
- Secured Housing Choice Designation from the Department of Housing and Community Development (2nd time). This designation provides us with a distinct advantage when applying for many state grants, and better positions us to respond to increasing demands for town services.
- Assisted the Town and School Safety Task Force with implementing recommendations of Guidepost's Town and School Facilities and Procedures Security Risk Assessment. Assisted with the continued discussion and assessment of the School/Community Mental Health Needs Assessment conducted by Health Management Associates.
- Completed installation of our new public safety communications tower which replaced the existing tower located on top of the old Center Fire Station. This approval was critical because the new tower must be installed prior to the demolition of the Center Fire Station building to prevent a shutdown of the Town's emergency communications system.
- Assisted the 35 Town Farm Road Task Force with the Select Board approval to allow CHOICE to reconstruct the property into low-income housing for age-qualified and disabled individuals living at or below 50% of the Area Median

TOWN MANAGER—CONTINUED

Income based on the U.S Department of Housing and Urban Development, and provide a new home for our Westford Food Pantry.

- Released a 4th request for proposals to attempt to dispose of the 12 North Main Street property for private redevelopment purposes. The town received one proposal from the owner of the adjacent parcel at 10 North Main Street. We attempted to negotiate a purchase and sale agreement with the proposer, however the proposer wanted the property cleaned of all hazardous materials first. This exceeded the town offerings in the RFP. We applied for and received a \$64,500 Brownfields grant through Mass Development to fund a Phase II Environment Site Assessment. We are currently working with a licensed site professional to finalize site assessment work. Procured structural engineering services to provide an in-depth condition assessment of the mill building to determine which sections of the building could potentially be preserved and which sections might pose a future public safety hazard. Applied for Mass Development grant for \$519,250 to fund Phase II and IV cleanup of the property.
- Continued a cyber-security working group comprised of town and school employees to review current threats, training opportunities, and to discuss recommendations for improving our internet-based security.
- Our Land Use Management Department invested many hours regarding the Newport Materials Asphalt Plant. Efforts to date include the following:
 - Reviewed Settlement Agreement and respective Planning Board decisions (Special Permit for a Major Commercial Project, Special Permit for work within a Water Resource Protection Overlay District, Site Plan Review, and Stormwater Management Permit) to ensure compliance with terms and conditions of approval.
 - Monitored traffic operations and other conditions, and responded to numerous complaints regarding truck turning. Reviewed video data to confirm the facility is operating in accordance with conditions of approval. Assisted with a Minor Modification which was to the benefit of surrounding properties because it served to mitigate noise beyond what was required by the permits.
 - Continued using Newport Materials Settlement Agreement materials in road and sidewalk paving projects currently underway, saving our town significant dollars. Appointed task force of town staff to oversee the agreement, ensuring compliance with all terms and coordination/tracking of all mitigation.
 - Worked with Engineering Department, Pedestrian Safety Committee, local businesses, and project abutters to advance the designs of the Carlisle Road sidewalk and Littleton Road widening projects.
 - Brought bylaw change to Annual Town Meeting to restrict residential short-term rentals, which was approved at our October 2020 Special Town Meeting.

In my 13-year career with Westford, I have never witnessed as many retirements in such a short period of time. These positions included: Police Chief, Water Superintendent, Assessor, Town Planner, Conservation Resource Planner, Assistant Town Planner, Assistant Building Inspector, Assistant Accountant, Payroll Administrator, Human Resources Assistant, and Health Director.

TOWN MANAGER—CONTINUED

The COVID-19 pandemic continued through FY 2021, and after 27 years in municipal government, these have been the most challenging times of my entire career. The pandemic came on fast and furiously, and presented challenges every day. Coordinating town operations, while attempting to keep our residents, town officials, and staff safe from the virus has required flexibility and creativity. Our town officials and town staff rose to the challenge and we successfully continued to manage town operations during this unprecedented time. I could not be prouder of how everyone worked together.

Our town staff and I remain committed to providing Westford residents with the highest level of service possible. We continue to examine every departmental expense for possible cost savings and prepare an annual operating and capital budget that maintains the level of services our residents expect, while protecting our resources for now and the future. Transparency and communication are critical for successful municipal operations. We strive to keep our residents informed and happy with the service we provide.

We are fortunate to have many multi-talented, dedicated residents who freely share their time, knowledge, and expertise while volunteering for our town. Their participation is essential to our operations. Thank you to all town officials, town board and committee members, department heads, town employees, and resident volunteers who help to innovate, guide, preserve, and protect our valuable town resources. Finally, a special thank you to our honorable Select Board who provide us with guidance and support which enables us to do our jobs well.

AFFORDABLE HOUSING COMMITTEE / AFFORDABLE HOUSING TRUST

Goal:

The Affordable Housing Committee advocates for the preservation and development of diversified housing opportunities for families and individuals whose income is less than the median income for the greater Lowell area. The Committee's goal is to keep this housing within community standards and dispersed throughout the Town. The committee strives to meet the State's mandate that 10% of the housing stock be permanently affordable to residents earning 80% or less of the area median income for the Westford region (this is the "Chapter 40-B" law). In FY 2021 Westford remains above the state mandated 10% goal, though with a new census in 2020 there is concern that the Town may not maintain this goal. While technically Westford does not have to allow a Chapter 40B right now, this Committee will continue to encourage all developers to include affordable housing in their plans.

The Affordable Housing Trust manages primarily CPC funding along with a small amount of other funding to be utilized in the preservation and expansion of affordable housing.

Definition of Affordable Housing

Housing affordability is based on median household incomes in the region. The median incomes are determined by the US Department of Housing and Urban Development (HUD), are re-issued annually, and are adjusted for the number of residents living in a home. Current median incomes in Westford region are:

<u>Median Income</u>	<u>Household Size</u>	<u>80% of Median</u>	<u>50% of Median</u>	<u>30% of Median</u>
\$112,900	Four People	\$79,900	\$56,450	\$33,850
	Two People	\$63,950	\$45,200	\$27,100
	One Person	\$55,950	\$39,550	\$23,700

Affordable Housing Committee and Affordable Housing Trust Membership: This fiscal year began with no change in membership. Co-Chairs Rob Downing and Joan Croteau remained. The remaining current members of the Affordable Housing Committee were: Karen Hudson, Scott Hazelton, Edie Fruscione, Maureen George, Drew Vernalia, and Denny Wood. Ms. Lisa Larrabee, Westford Housing Director does administration for the committee. Members of the Affordable Housing Trust remained as Chair Rob Downing, Joe Diamond, Edie Fruscione, Robert Waskievicz, and Andrea Peraner-Sweet. Within this fiscal year Edie Fruscione resigned from both committees. The merger of committees changed membership, see below.

Merger of Committees: One of the big initiatives of the AHC and AHT was execution of the merger of the Affordable Housing Committee and the Affordable Housing Trust. The Select Board and Town Meeting had approved the merger and within this fiscal year and ultimately the Commonwealth of Massachusetts Attorney General concurred. Legal paperwork was signed by all members of the Trust to absorb the Affordable Housing Committee into the Trust.

AGRICULTURAL COMMISSION

Revised Membership: As part of the merger of committees the new Affordable Housing Trust would be comprised of eleven (11) members. Members at the time of inception were

AFFORDABLE HOUSING COMMITTEE / AFFORDABLE HOUSING TRUST—CONTINUED

Co-Chairs Rob Downing and Joan Croteau, Karen Hudson, Scott Hazelton, Maureen George, Drew Vernalia, Denny Wood, Joe Diamond, Robert Waskievicz, Andrea Peraner-Sweet, and Lisa Larrabee, Westford Housing Authority Director does administration for the Committee. This left one vacancy.

Alternate Members: Discussions of adding "alternate members" also took place during this fiscal year. The combined committee voted to allow three alternate members. This was provided to the Select Board for approval. The Select Board approved the addition of three alternate members. An amendment to the committee bylaws is required and was being prepared at the end of the fiscal year.

Membership Changes: Also, during the end of the Fiscal Year, Rob Downing, long time chair announced his resignation as his family was moving out of State. Rob's efforts over the many years were above and beyond what a chair could do, and he will be sadly missed. Also, Karen Hudson announced that she would be resigning effective June 30 to coincide with the end of her term. This meant going into FY 22 there were three full member vacancies and three alternate vacancies. Over the last several years when both committees had been at full membership there had been citizen activity forms submitted. Robert Waskievicz headed recruitment and contacted 20 individuals who had expressed interest over the years. Of those, 10 were still interested; with six ultimately being interested in joining the committee. In March the following individuals were voted in as new members: Edith Joachimpillai will serve in the vice position, Marianne Nelson and Matthew Brown will serve in the Vice Downing and vice Hudson positions at the start of the new fiscal year. Alternates selected were Thomas LaFlamme, Ragi Ramachandran and Meaghan McCarthy. All were approved by the Select Board.

COVID-19 Effects: Due to the COVID-19 pandemic for most of FY 2021 committee meetings were held electronically. In May and June in-person meetings were held at the Westford Housing Authority meeting room.

WRAP: There was much discussion with the Council on Aging on their Rental Assistance Program with the committee in full support of this program to assist those facing financial crisis. Funding was approved to support the WRAP program.

Emergency Rental Assistance Program: The subcommittee to investigate development of an emergency rental assistance program for Westford residents adversely impacted by COVID-19 or other disasters showed the committee the need for the program. An RFP was developed, funding was approved by the committee, and at the end of the fiscal year proposals were under evaluation.

Housing Production Plan: In calendar 2021, Westford's Housing Production Plan is required to be updated. A subcommittee was formed to be the AHT liaison for the town and the consultant Northern Middlesex Council of Governments (NMCOG).

Ongoing Projects: Helena Crocker Residences – East of the Corner of Littleton and Tadmuck Roads (formerly Littleton Landing): The current developer will construct a low-income elderly facility. It will be limited to low-income elderly with need for minor

AFFORDABLE HOUSING COMMITTEE / AFFORDABLE HOUSING TRUST—CONTINUED

assistance but able to live independently. The management will be done by the Chelmsford Housing Authority. They will have a full-time manager on site.

12 North Main Street:

Use of the property at this point remains to be seen.

Sugar Maple Lane:

The 40B townhouse-type subdivision between Powers Road and Route 110 was completed. The affordable units were added to the Subsidized Housing Inventory.

Hanover Properties:

This multi-family for rent apartment complex adjacent to Tech Park West was completed and all certificates of occupancy were issued. The percentage of affordable units allowed all units to be counted on the Subsidized Housing Inventory and was instrumental in Westford reaching its over 10% goal.

Alder Point:

A small eight (8) unit townhouse project will add one unit to the Subsidized Housing. Construction was completed on this project.

Balsam Circle: (21 and 23 Carlisle Road)

This property will be a 55+ development with Age 62+ Supportive Housing. Seventeen (17) of the units will be market rate, there will be 7 supportive housing units now represent 29% of total units. A variance was approved by the Zoning Board of Appeals in February 2019. As of the end of the fiscal year the project was still under construction.

Abbot Mill: Phase 2 of Abbot Mill was under construction and while this will not add units to the SHI, it will provide some affordable units for rent.

35 Town Farm Road: An RFP was issued and proposals were received for the renovation of the historic Town Farm Road building which once was the low-income housing for Westford until the mid-20th century. The proposal by CHOICE, SCG, and ICON Architecture for the disposition of 35 Town Farm Road includes the preservation of the historic Town Farm and redevelopment of the property into truly affordable senior housing rental units and the new home for the Westford Food Pantry.

AGRICULTURAL COMMISSION

Like much of the world the Covid 19 Pandemic appeared to hamper the Commission's ability to find the time and volunteers to develop new initiatives and start new projects. The Community Garden was the main focus of the Commission's attention and (as always) it was a source of delight and inspiration. Although we continue to work without a Secretary and our Treasurer was absent due to health reasons for much of the year and resigned at years end, our Chair Mark O'Lalor, was reappointed to the Commission in July 2020 and stayed on as chair. Throughout the year the Commission met via videoconference.

Mark O'Lalor
Chair
Darren Tesseydou
Jo A. Crawford
Sharon Chew
Leela Obilichetti
Elizabeth Almeida
Alternates
Margaret Wheeler
Liaison to the
Conservation Commission

At the beginning of the Fiscal Year the Commission continued to assist the Community Garden leadership: Lizzie Edward and Darren Teyssedou in assessing and adjusting to the changing landscape of the pandemic. The leadership in particular and the gardening public in general adapted well and the 2020 gardening year ended with general praise for the maturity, compassion and ingenuity of all those involved. The primary measures that were adopted in order to keep everyone safe were wearing a mask and keeping a safe 6' social distance from fellow gardeners. These measures were again adopted in 2021.

Given the universal sense of isolation the pandemic has foisted on our town the Community Garden was a welcomed and sought-after environment even with the minor restrictions.

Food insecurity became a topic of interest to Commission members both as a result of the pandemic but also because of the growing realization that climate change has become an actual crisis for humanity the world over. The Community Garden donates thousands of pounds of food each year, but the ultimate food security would be to expand everyone's knowledge of and ability to access fresh food and if possible, grow their own. The Commission discussed many possible projects to further this ideal: developing workshops on backyard chicken raising, hosting a sustainable yard garden tour and encouraging another Community Garden in another part of town. We also discussed the benefit of partnering with other organizations like the Westford Garden Club and the Middlesex Conservation District.

Our goal of assisting the Community Garden in safe and proper functioning led the Commission to set up a water testing regimen with a local lab; Nashoba Analytical to test the well water. Sharon Chew and Darren Teyssedou acted as our liaisons with the lab and with our Board of Health. We began a three-season testing schedule in the Spring of 2021 and the initial results proved very positive. Although the water is "hard": high in calcium there was no evidence of E. Coli. There also is very little magnesium. We discussed that we should make it clear to gardeners that the water although safe is not considered potable, i.e., drinkable.

The Community Garden benefitted by the formation of several subcommittees when needing to solve a concern that was challenging. The Hose Subcommittee helped set up a system that safely allowed the introduction of hoses in the Spring of 2021. The Compost Committee was also formed in the Spring of 2021 and has embarked on several pilot projects to help break down garden waste in compost structures smaller than our large

AGRICULTURAL COMMISSION

roughly 15' by 15' fenced bays. The Community Garden's relationship with the farmer Phalla Nol has been good. It appears this year that a significant part of the farmland has been left fallow. These fallow sections have allowed the reintroduction of native wildflowers and grasses. The bees in the Community Apiary appear to have benefited by this biodiversity.

The Community Apiary continues to maintain an active presence at the Community Garden site with four active hives. Two hives were able to overwinter, and two others were added in the Spring. In the Spring of 2021, the Community Apiary enlisted the help of Beekeeper and former Massachusetts Department of Agriculture Bee Inspector Ori Manshear to conduct workshops to help strengthen the hives generally and prepare the colony for the winter.

At the beginning of 2021 the Commission unanimously supported the sustainability measures put forth in Westford Climate Action's resolution requiring the Select Board to create a Committee to make specific recommendations that would enable Westford to assist the state of Massachusetts in meeting its stated goal of Net Zero Carbon emissions by 2050.

ANIMAL CONTROL DEPARTMENT

The Westford Animal Control Department provides all animal-related services to the Westford community. Our Animal Control Officers (ACOs) are responsible for enforcing the town’s General Bylaw, Chapter 84, as well as Massachusetts General Laws, Chapter 140, Sections 136A through 176. Our officers respond to a variety of citizen requests for assistance, to include dangerous and/or aggressive animal incidents, animal quarantine enforcement, noise and nuisance complaints, leash law complaints and enforcement, sick, injured or deceased animals, public encounters with wildlife, local barn and kennel inspection, conflict mitigation scenarios, and other resident needs.

Eric Heideman
Assistant Town Manager
Kirsten Hirschler
Animal Control Officer / Animal Inspector
John Greenhalgh
Animal Control Officer
Daniel Hurd

Our Animal Control Officers also complete the Massachusetts Department of Agriculture “barn book,” which is a confidential listing of all privately-owned chickens, horses, goats, pigs, donkeys, llamas, or any other non-domestic animal kept within the town of Westford. The list is then submitted to the Department of Agriculture for proper tracking of animals.

Our staff also work collaboratively with the Fire and Police Departments to assist with calls involving animals, such as motor vehicle accidents, fires, arrests, etc. Westford Animal Control Officers also have cooperative working relationships with other agencies such as the Massachusetts Society for the Prevention of Cruelty to Animals (MSPCA) and Massachusetts Environmental Police. Our officers also comply with yearly continuing education requirements mandated by the Commonwealth of Massachusetts. During Fiscal Year 2021, our Animal Control Officers processed a total of 648 logged calls for various service requests.

BOARD OF ASSESSORS

The Department of the Board of Assessors is comprised of three appointed Board members, and four full-time staff employees: Principal Assessor, Assistant Assessor, Records Supervisor, and a Senior Administrator.

The office of the Board of Assessors is a value-based department. The Assessors are primarily responsible for determining the full and fair cash value of all real and personal property within the municipality.

Other duties of the Department include: administer motor vehicle excise tax, compile and submit the annual Tax Rate Recapitulation to the Department of Revenue in conjunction with the Town Accountant, abate/exempt/ or defer taxes, defend established values on abatement applications and at Appellate Tax Board hearings, maintain tax assessment maps, and oversee the town's overlay reserve account (an account established to fund abatements, exemptions, and unpaid taxes for the respective fiscal year).

Tax law intends for each taxpayer to pay an equitable share of the tax burden in proportion to the value of the property or asset. This is known as *ad valorem* tax, or according to value tax.

It is important to note that Assessors do not raise or lower taxes, nor do the Assessors set the rate of taxation (tax rate). These determinations are made with the assistance of assessment values, but are decisions made outside of the scope of the Assessing Department.

FY 2021 – Certification Value Year

FY 2021 was a certification year for the Town of Westford.

The Assessing Department did the following for value adjustments for this type of fiscal year:

- **Real Property** - Review, analyze, and if necessary, adjust current value assessment levels, using primary source data such as sales within the town for residential properties, and sales, and income and expense information returns for commercial and industrial property. Review of secondary source data is also used. Secondary sources are local builders, local real estate agents, subscription services, and sale and assessment information from other towns or cities.
- **Personal Property** – Review, analyze, and adjust asset values based on *Form of List* asset returns. Assets are placed in the assessment system based on replacement cost and depreciated using schedules based on asset type.
- In addition to the above analysis, the department continues with annual cyclical inspections of both real and personal property accounts, adjusts assessing map, updates real property per building permit inspections, updates website, processes abatement applications, processes personal exemption applications, processes tax deferral applications, and motor vehicle abatement applications. The culmination of the real and personal property analysis is the submission of the real property sales and statistical work, to the Department of Revenue Division of Local Services for value approval.

Jean-Paul Plouffe
*Principal Assessor and
Board Member*
Lynda McQuade
*Assistant Assessor
Titus Palmer
Chair*
Diane Holmes
Board Member
David J. Flanagan
Board Member

BOARD OF ASSESSORS —CONTINUED

- The certification year is essentially an assessing audit performed by the Department of Revenue DLS. Assessors review market information and adjust values accordingly. Consequently, one of the main duties of the DOR Bureau of Local Assessment is to review and approve each municipality's property values each year, to ensure that values are at full and fair market value; and uniform valuation and industry standards are met, or exceed Department of Revenue assessment standards.
- Residential properties are generally valued and adjusted based upon market sales that occurred in calendar year 2019.
- Commercial and Industrial properties are generally valued and adjusted based upon the following: market rental income, market rental expense, market vacancy rates, and area income capitalization rates in calendar year 2019.
- Personal property is generally valued and adjusted based upon asset description, condition, replacement cost new, year purchased and asset depreciation schedule, as of the assessment date.

TAX RATE SUMMARY

The total amount to be raised through taxation (tax levy) is calculated after all other sources of revenue and total expenses for the town are known. The levy for FY 2021 was **\$85,181,353.49**. The Department of Revenue approved a single tax rate of **\$16.64** per \$1000 of value for all real and personal property.

<i>FY 2021</i>			
PROPERTY CLASS	PARCELS/ACCOUNTS	TAXABLE ASSESSED VALUATION	PERCENT OF TOTAL VALUATION
<i>RESIDENTIAL</i>	8555	4,494,354,614	87.8%
<i>OPEN SPACE</i>	0	-	
<i>TOTAL RES/OS</i>	8555	4,494,354,614	87.8%
<i>COMMERCIAL</i>	343	306,038,634	6.0%
<i>INDUSTRIAL</i>	111	203,646,020	4.0%
<i>PERSONAL</i>	246	115,002,456	2.2%
<i>TOTAL CIP</i>	700	624,687,110	12.2%
<i>TOTALS</i>	9255	5,119,041,724	100.0%
<i>RE EXEMPT VALUE</i>	494	416,697,600	

SUMMARY

Real Estate

The real estate market in Westford saw increasing values in FY 2021. Residential, commercial and personal property values all saw varying percentage increases.

A public hearing was held on November 24, 2020 in which the Select Board chose a single tax rate. The Department of Revenue then approved the tax rate as previously stated.

Other items

BOARD OF ASSESSORS —CONTINUED

ITEM	NUMBER	TAX DOLLAR AMOUNT
Motor Vehicle Committed Excise Tax	24,101	\$3,607,964.00
Real Estate Abatement applications granted	24	\$56,667.09
Real Estate Exemption applications granted	160	\$275,546.10
Real Estate Tax Deferral applications granted	17	\$98,828.50
Community Preservation Act abatm. granted	125	\$16,892.18

Property values, tax assessment maps, and FAQ's relating to various functions of the assessing department can be found on the Town assessing page: westfordma.gov

Please feel free to call, email, or visit the office if you have any questions regarding your property value or the assessment process.

BRUCE FREEMAN RAIL TRAIL

The Bruce Freeman Rail Trail [BFRT] continued to be an extremely popular regional resource during the latter half of 2020 and into 2021. A trail count held in Concord over 76 hours in May recorded almost 3,500 users. During the Spring of 2021, large portions of the trail in Chelmsford were resurfaced with funding from a Mass Trails Grant. Westford’s engineering department submitted a Mass Trails Grant application to address the chronic flooding issue that occurs on the trail where it crosses Greenwood Road.

Jim Duane
*Director, Parks and Recreation
Department*
Andrea Peraner-Sweet
Liaison, Select Board
Chris Barrett
Emily Teller
*Westford Board Members and Friends
of the Bruce Freeman Rail Trail, Inc.*

Work on Phase 2B of the trail, the “flyover” Route 2 Bridge which will connect the trail in Acton to the trail in West Concord, proceeded despite complications due to Covid-19. Additionally, Phase 2D, the extension of the trail into Sudbury, is still moving forward with the acceptance of the 25% design by MassHighway.

“Go Out Doors”

Partnering with the Umbrella Arts Center of Concord, the Friends of the BFRT funded a temporary art installation in Westford and Carlisle consisting of seven doors painted by local artists. Five of these doors were installed in Westford, north of the Rt 27/Acton Road crossing. Three doors were “recycled and renovated” by the artists from a similar installation in Concord in 2019, and two in Westford were newly commissioned doors. This surprising and engaging public art exhibit was on the BFRT beginning in June 2021, and will be up until November 2021. To learn more about these artists and doors, please visit theumbrellaarts.org/go-out-doors-neighbors-metrowest.

Thank you to Town Boards and Staff

The hardworking teams of both the Parks and Recreation Department and the Department of Public Works, overseen by Jim Duane and Steve Cronin respectively, keep the trail clear of debris and sometimes also remove downed limbs and trees. The BFRT does not get plowed to enable cross-country skiing when there is sufficient snow. The Select Board continues to be supportive when any rail trail issues arise, and were particularly helpful with the “Go Out Doors” project, as was the Parks and Recreation Commission.

BRUCE FREEMAN RAIL TRAIL —CONTINUED

Events must be registered



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information and directions to help you find and use the many other rail trails in New
 England. brucefreemanrailtrail.org
 "Trillum" door by
 "Oh, The Things You Can
 Door Neighbors" with Westford-born artist Karla
 Find" interactive door by
 installers Nicole Harris Collins with admirer Josie
 The BFRT is also on social media. [Facebook.com/BruceFreemanRailTrail](https://www.facebook.com/BruceFreemanRailTrail) and
 and Ron Richards. [Facebook.com/BruceFreemanRailTrail](https://www.facebook.com/BruceFreemanRailTrail)
[Twitter.com/FieldsOfBFRT](https://twitter.com/FieldsOfBFRT)
 Chmielewski, BFRT
 abutter.

BUILDING DEPARTMENT

Mission Statement:

The mission of the Building Department is to ensure the health, safety, and welfare of the town’s residents and visitors through the enforcement of state and local laws, bylaws, and regulations.

Henry Fontaine
Building Commissioner

The Building Department is charged with the enforcement and interpretation of the Commonwealth of Massachusetts State Building Code 780 CMR and the Access Regulations, 521 CMR, as adopted, Westford Zoning Bylaws, and Chapter 40A of Massachusetts General Laws.

The Building Department enforces compliance with conditions of approval on Variances and Special Permits granted by the Zoning Board of Appeals and assists with enforcement of Planning Board conditions of approval. The Building Department issues permits for all construction regulated by the State Building Codes and performs all related inspections.

Some of the projects involving the Department in FY2021

- Balsam Circle - (formerly 21 & 23 Carlisle Road)
 - 17 Market-rate age-restricted units (55 years or older)
 - 7 Affordable age-restricted units (62 years or older)
 - 18 Building permits issued
- Westford Academy – (30 Patten Road)
 - Westford Academy Amenities Building
- Westford Police Department – (51 & 53 Main Street)
 - 65-foot Self-Supporting Lattice Tower for Public Safety

Permit Type	FY 15	FY 16	FY17	FY18	FY19	FY20	FY 2021
<i>Certificates of Inspection</i>	60	62	67	65	67	70	69
<i>Commercial</i>	107	96	83	92	87	81	46
<i>Curb Cut/Driveway</i>	38	45	54	46	52	44	59
<i>Demolition</i>	14	15	8	16	8	9	11
<i>Electrical</i>	775	852	719	742	869	803	954
<i>Gas</i>	460	523	499	548	649	551	643
<i>Plumbing</i>	418	440	406	407	505	424	438
<i>Residential</i>	808	1014	777	762	940	899	1217
<i>Sheet Metal Mechanical</i>	81	83	57	70	94	87	64
<i>Sign</i>	23	21	25	27	23	11	22
<i>Tent</i>	50	28	34	33	30	22	38
<i>Trench</i>	94	92	67	67	39	13	49
<i>Wood Stove</i>	19	17	9	17	11	7	7
Total	2947	3288	2805	2892	3374	3021	3617

BUILDING DEPARTMENT —CONTINUED

The Building Department issued 3,617 permits and collected permit fees totaling approximately \$693,305.10 for Fiscal Year 2021.

The 2015 International Building Code and 780 CMR Massachusetts State Building Code along with the 2018 Energy Conservation Code, collectively remain the codes that we currently enforce.

This year the Building Department issued many permits for solar panels, some of which included Energy Storage Systems (ESS), a stationary battery storage of electrical power generated by photovoltaic. The Commonwealth of Massachusetts Department of Fire Services, Division of Professional Licensure, has provided guidance to Building Inspectors and Fire Prevention Officers to create consistency with issuing building, fire, and electrical permits for ESS across the Commonwealth.

The Department wishes to offer special thanks to Chester “Chet” Cook, Jr., recently retired, for more than 54 years of dedicated service and volunteerism to the Town of Westford.

www.westfordma.gov/building

The Building Department staff:

Henry Fontaine - Building Commissioner/Zoning Enforcement Officer

Ernie Chiavarini - Local Building Inspector

Chester H. Cook, Jr. - Building Inspector/Gas Inspector/Zoning Enforcement Officer
(Retired)

Tina Landry - Records Supervisor II

Dennis Kane Jr. - Electrical Inspector

Gary Belinsky and Jeff Valcourt - Alternate Electrical Inspectors

Arthur Smith - Plumbing/Gas Inspector

Don Morash, Michael Muise, and Scott Taft - Alternate Plumbing and Gas Inspectors

BYLAW REVIEW COMMITTEE

David Chandler
Chair
Jean Croteau
Joan Croteau
Patricia Dubey
Town Clerk

Outreach

The committee's webpage contains general information about the committee and links to the guidelines for proposing bylaw amendments and to town meeting timelines. The page can be accessed from the Town's website, www.westfordma.gov, under General Bylaw Review Committee.

Anyone seeking formatting advice for proposed general bylaws is encouraged to attend our meetings and/or visit our webpage at: <https://www.westfordma.gov/415/General-Bylaw-Review-Committee> where many meetings were attended by residents with concerns and ideas for bylaws. Members were happy to help residents navigate through the process of drafting and formatting bylaws.

Membership

The Committee may also be contacted through the Town Clerk's Office, 978-692-5515, townclerk@westfordma.gov

CAPITAL PLANNING COMMITTEE

The Capital Planning Committee was formed in December 2008 by the Town Manager and has spent the past twelve years reviewing and prioritizing capital needs throughout the Town. This committee's purpose is to provide an objective and consistent forum whereby all of the town's capital requests can be planned, prioritized, and recommended. This committee works closely with all town departments to ensure that their capital requirements for the immediate year and longer term are understood and documented, leading to a recommendation to the Town Manager, Select Board, Finance Committee, and ultimately town residents as to how to best spend the resources that the town has for capital expenditures.

In completing its task for FY 2021, the committee heard from each department and prioritized the requested projects. For the October 17, 2020 Special Town Meeting, the committee recommended a \$9,827,000 capital plan, with \$330,000 from free cash to fund six capital requests, an additional \$897,000 from water enterprise retained earnings to fund four capital requests, a general fund bond in the amount of \$440,000 to construct a sidewalk along Carlisle Road, and an \$8,160,000 general fund, water enterprise, and stormwater enterprise bond to replace the water main, drainage, and pavement and to improve pedestrian accommodations along Oak Hill Road, Plain Road, and Moore Road. For the June 12, 2021 Town Meeting, the committee's recommendations totaled \$3,254,017. This resulted in the allocation of \$1,048,857 from free cash and the reallocation of \$123,737 from previously bonded appropriations to fund thirteen capital requests. Town Meeting also approved \$45,000 from water enterprise retained earnings for a new vehicle, \$389,000 from ambulance retained earnings for a new ambulance, and \$45,000 in stormwater enterprise revenue for a new vehicle. In addition, Town Meeting authorized the borrowing of \$777,423 for a new fire truck and \$500,000 for the replacement of the Pond Brook Culvert on Old Lowell Road and the Blue Brook Culvert on Groton Road. The debt payment for the culvert replacement project will be funded by the stormwater enterprise. Town Meeting also approved the allocation of \$157,000 from the sale of lots receipts reserved and authorized a \$128,000 general fund bond for the expansion of the Pine Grove Cemetery. Lastly, \$40,000 from free cash was transferred to the capital stabilization fund. In total, \$13,081,017 worth of capital equipment and projects were approved in FY 2021.

As we move forward, the committee will look to further enhance its communication process with town departments, work more closely with other committees and commissions to ensure that their capital needs are fully understood and are undertaken with the proper prioritization, continue to enhance the justification requirements for capital, and whenever possible, ensure that a cross-section of needs are evaluated in a consistent manner (for example, vehicle and truck replacements). Additionally, the committee will help the town understand the tax impact of capital expenditures, and

Paul Hajjar
Chair - At-Large Member
Dan O'Donnell
Vice-Chair - Finance Director
Avery Adam
School Committee
Heather FitzPatrick
Finance Committee
Kristina Greene
Finance Committee (Alternate)
Chris Barrett
*Parks and Recreation Committee &
Pedestrian Safety Committee*
Mark Kost
Select Board
Tom Mahanna
Permanent Town Building Committee
Bill Olsen
Superintendent of Schools
Ingrid Nilsson
School Finance Director (Alternate)
Jodi Ross
Town Manager

CAPITAL PLANNING COMMITTEE E—CONTINUED

consider the relative need, timing, and cost of each capital expenditure, including the cost of maintaining the facility or equipment, risk of deferring the request, and use of possible federal or state grants or other sources of funding.

October 18, 2020 Special Town Meeting Capital Appropriations

ARTICLE 6: Approve Fiscal Year 2021 Capital Appropriations

Motion: (Majority Vote Required)

It was voted and passed by the majority that the Town appropriate from Free Cash the sum of \$255,000 (TWO HUNDRED FIFTY-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>
Technology	\$38,000	Network upgrades
Public Buildings	\$14,000	Replacement of the Nabnasset Fire Station HVAC system, including costs incidental and related thereto
Public Buildings	\$140,000	Additional funding for the construction of the Center Fire Station Antenna located at 51 Main Street, including all costs incidental thereto
Animal Control	\$33,000	Vehicle replacement, purchase and equip
Wastewater Management	\$30,000	Design of Westford Academy wastewater treatment plant tank rehabilitation, including costs incidental and related thereto

A request for a school administrative office feasibility study in the amount of \$90,000 was requested but failed for a lack of majority. The request for \$140,000 additional funding for the construction of the Center Fire Station antenna was voted separately by a hand count and passed with 106 yes votes and 101 no votes.

And further,

It was voted and passed unanimously that the Town appropriate from Water Enterprise Retained Earnings the sum of \$895,000 (EIGHT HUNDRED NINETY-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>
Water Enterprise	\$40,000	SCADA system improvements, including costs incidental and related thereto
Water Enterprise	\$60,000	Dump truck with plow, purchase and equip
Water Enterprise	\$55,000	Utility truck with plow, purchase and equip
Water Enterprise	\$740,000	Replacement of the filter media in the

CAPITAL PLANNING COMMITTEE E—CONTINUED

		Nutting Road water treatment plant, including costs incidental and related thereto
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Second Motion:

It was voted and passed by a two thirds majority that the Town appropriate the sum of \$440,000 (FOUR HUNDRED FORTY THOUSAND DOLLARS) for the purpose of constructing a sidewalk on Carlisle Road, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44, Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Third Motion:

It was voted and passed by a two thirds majority that the Town appropriate the sum of \$8,160,000 (EIGHT MILLION ONE HUNDRED SIXTY THOUSAND DOLLARS) for the Oak Hill Road, Plain Road, and Moore Road infrastructure improvement project to replace the water main, drainage, pavement, and improve pedestrian accommodations, including costs incidental and related thereto; that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said sum under and pursuant to [Massachusetts General Laws Chapter 44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; it being understood that any notes and bonds issued pursuant to this vote will be general obligations of the Town payable from any and all sources of funds, it is the intention of the Town that the debt service on said borrowing will be paid for as follows: \$2,350,000 (TWO MILLION THREE HUNDRED FIFTY THOUSAND DOLLARS) from the Water Enterprise Fund, \$2,020,000 (TWO MILLION TWENTY THOUSAND DOLLARS) from the Stormwater Enterprise Fund, and \$3,790,000 (THREE MILLION SEVEN HUNDRED AND NINETY THOUSAND DOLLARS) from the General Fund.

Fourth Motion:

It was voted unanimously to dismiss this motion that the Town appropriate the sum of \$1,344,152 (ONE MILLION THREE HUNDRED FORTY FOUR THOUSAND ONE HUNDRED FIFTY TWO DOLLARS) for the purpose of constructing the Westford Academy Amenities Building located at 30 Patten Road, including costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to [Massachusetts General Laws Chapter 44, Section 7 or Section 8](#), or any other enabling authority, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under

CAPITAL PLANNING COMMITTEE E—CONTINUED

and pursuant to [Massachusetts General Laws Chapter 44 Section 7 or Section 8](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided that the total appropriation under this vote shall be contingent on the passage of a Proposition 2 and ½ debt exclusion vote; and provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 10: Acquire Easements and Fund Non-Participating Costs for the Beaver Brook Bridge Reconstruction Project

Motion: (2/3 Majority Vote Required)

It was voted and passed unanimously that the Town: (a) authorize the Board of Selectmen to acquire easements by gift, purchase and/or eminent domain in parcels of land abutting and/or near Beaver Brook Road and Webber Road for the reconstruction, installation, inspection, maintenance, improvement, repair, replacement and/or relocation of a bridge, 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 Beaver Brook Road Bridge 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 Beaver Brook Road (Bridge No. W-26-014) in the Town of Westford Middlesex County,” dated August 3, 2020, a copy of which is on file with the Town Clerk, as said plan may be amended from time to time, and land within 200 feet of said parcels; (b) appropriate from Free Cash the sum of \$75,000 (SEVENTY FIVE THOUSAND DOLLARS) to fund the foregoing and any and all costs related thereto, including, without limitation, the cost of any easement acquisitions; (c) transfer the care, custody and control of portions of the parcel of land located on Beaver Brook Road, which land is identified by the Assessors as Parcel 020 0016 0000 and which portions are shown on said plan, from the Conservation Commission for conservation purposes to the Board of Selectmen for a permanent easement for slope stabilization, the placement of a guy anchor, overhead wires, rip-rap and related purposes (Easement E-2 as shown on said plan) and a temporary easement for a temporary utility bridge, driveway, reconstruction, site grading, erosion control and related purposes (Easement TE-4 as shown on said plan), and to dedicate said portions for said purposes, and, if applicable, authorize the Board of Selectmen to submit a petition to the General Court to permit the foregoing transfer and dedication under Article 97 of the Massachusetts Constitution; (d) obtain a temporary easement from the Commonwealth of Massachusetts Division of Fisheries and Wildlife for driveway reconstruction, erosion control and related purposes (Easement TE-2 as shown on said plan), and, if applicable, authorize the Board of Selectmen to submit a petition to the General Court to permit the aforesaid use under Article 97 of the Massachusetts Constitution, or, in the alternative, obtain a license from the Commonwealth of Massachusetts Division of Fisheries and Wildlife for driveway reconstruction, erosion control and related purposes on said Easement TE-2; and (e) authorize the Board of Selectmen to enter into any and all agreements and take any and all actions necessary or appropriate to effectuate the foregoing purposes.

CAPITAL PLANNING COMMITTEE E—CONTINUED

June 12, 2021 Annual Town Meeting Capital Appropriations

ARTICLE 4: Approve Capital Appropriations

First Motion: (Majority Vote Required)

It was voted and passed by the majority that the Town appropriate from Free Cash the sum of \$1,002,594 (ONE MILLION TWO THOUSAND FIVE HUNDRED NINETY-FOUR DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Technology	\$35,500	Town computer replacements
Technology	\$208,558	School computer replacements
Technology	\$200,000	Town-wide VOIP phone system replacement, including costs incidental and related thereto
Technology	\$250,000	Network upgrades
Town Clerk	\$36,600	Electronic vote tabulators, including costs incidental and related thereto
Public Buildings	\$50,000	Town and School Safety Task Force (TSSTF) recommended safety upgrades
Fire Department	\$17,436	Transmitter, including costs incidental and related thereto
Schools	\$14,500	Fire alarm panel replacement at Westford Academy, including costs incidental and related thereto
Schools	\$70,000	Student information system, including costs incidental and related thereto
Schools	\$35,000	Compressor replacement at Westford Academy, including costs incidental and related thereto
Schools	\$35,000	Public address system at the Norman E. Day schools, including costs incidental and related thereto
Schools	\$50,000	Heat pump replacement at the Norman E. Day schools, including costs incidental and related thereto

And further

That the Town appropriate from Free Cash the sum of \$46,263.48 (FORTY-SIX THOUSAND TWO HUNDRED SIXTY-THREE DOLLARS AND FORTY-EIGHT

CAPITAL PLANNING COMMITTEE E—CONTINUED

CENTS) and reauthorize and transfer the sum of \$123,736.52 (ONE HUNDRED TWENTY-THREE THOUSAND SEVEN HUNDRED THIRTY-SIX DOLLARS AND FIFTY-TWO CENTS) from the following capital project appropriations:

<i>PROJECT</i>	<i>AMOUNT</i>	<i>TOWN MEETING VOTE</i>
Main Street Reconstruction	\$3,731.84	Article 7, April 2, 2016 ATM

To provide for the following capital request:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Wastewater Management	\$170,000	Westford Academy wastewater treatment plant tank replacement, including costs incidental and related thereto

And further,

That the Town appropriate from Water Enterprise Retained Earnings the sum of \$45,000 (FORTY-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>
Water Enterprise	\$45,000	Vehicle, purchase and equip

That the Town appropriate from Ambulance Enterprise Retained Earnings the sum of \$389,000 (THREE HUNDRED EIGHT NINE THOUSAND DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Ambulance Enterprise	\$389,000	Ambulance, purchase and equip

Second Motion: (2/3 Majority Vote Required)

It was voted and passed unanimously that the Town appropriate the sum of \$777,423 (SEVEN HUNDRED SEVENTY SEVEN THOUSAND FOUR HUNDRED TWENTY THREE DOLLARS) to purchase and equip a fire truck, 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 44, Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Third Motion: (2/3 Majority Vote Required)

It was voted and passed unanimously that the Town appropriate the sum of \$500,000 (FIVE HUNDRED THOUSAND DOLLARS) for the design, engineering, and

CAPITAL PLANNING COMMITTEE E—CONTINUED

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 [Massachusetts General Laws Chapter 44 Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Fourth Motion: (Majority Vote Required)

It was voted and passed unanimously that the Town appropriate from Free Cash the sum of \$40,000 (FORTY THOUSAND DOLLARS) and transfer said amount to the Capital Stabilization Fund.

ARTICLE 5: Appropriate from Sale of Cemetery Lots Receipts Reserved for Cemetery Improvements

It was voted and passed unanimously that the Town appropriate from sale of cemetery lots receipts reserved in accordance with [Massachusetts General Law Chapter 114, Section 15](#) the sum of \$157,000 (ONE HUNDRED FIFTY SEVEN THOUSAND DOLLARS) for care, improvements and embellishments, or the enlargement of the Pine Grove Cemetery.

And further

That the Town appropriate the sum of \$128,000 (ONE HUNDRED TWENTY EIGHT THOUSAND DOLLARS) for improvements and embellishments, or the enlargement of the Pine Grove Cemetery, 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 44 Section 7](#), or any other enabling authority, and to issue bonds or notes of the Town therefor; provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with [Chapter 44, Section 20 of the General Laws](#) thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

CEMETERY COMMISSION -

The Westford Board of Cemetery Commissioners is appointed by the Town Manager to three-year terms. The Commission sets policy for, and is responsible for the superintendence and management of, all public burial grounds within the Town of Westford. Commission meetings are typically held monthly.

Lisa Groves
Chair
Paul F. Murray
Vice-Chair
Jennifer Johnson
Mary D. Lyman
Terry Stader

The Cemetery Department operates out of the administrative office and maintenance garage located within the Pine Grove Cemetery, 68 Forge Village Road. Working closely with the Commission, department staff is responsible for day-to-day operations, including: maintenance and preservation of five active cemeteries and one historic burial ground, comprising approximately 30 acres; sale and records of grave lots and columbarium (cremation) niches; interments; organizing cemetery events, such as Memorial and Veterans Day observances; and responding to genealogical research and other cemetery-related inquiries. The Town Clerk retains permanent records of death certificates and burial permits.

The Cemetery Commission would like to acknowledge and thank the town departments, residents, and volunteer organizations with whom we work to provide quality cemetery services to our community.

Highlights of FY 2021 activities and accomplishments include:

Pine Grove Cemetery Expansion

Throughout FY 2021, the Cemetery Commission and department staff continued working with BSC Group to complete design and construction documents for development of the new section of grave space in Pine Grove Cemetery. The final design includes creation of approximately 980 grave spaces, comprised of 220 single lots with upright markers, 24 single lots with flush markers, 248 2-grave lots, 20 3-grave lots, 10 4-grave lots, and 140 Green Burial lots. Final grave figures may need to be adjusted for installation of trees and other cemetery features. The finished project will also include a paved horseshoe access drive connecting the new section to existing internal driveways, landscape plantings, and widening a portion of the existing cemetery roadway.

The Pine Grove project was an ongoing discussion item at regular monthly meetings of the Board of Cemetery Commissioners. In addition, on February 18, 2021, the Board of Cemetery Commissioners held a public meeting with Pine Grove neighbors and abutters to share proposed plans and gather additional input. Final project plans were also reviewed in subsequent public hearings with the Zoning Board of Appeals (March 17, 2021) and Planning Board (April 5, 2021), gaining approval from each.

Construction funding in the amount of \$285,000 was authorized by Annual Town Meeting on June 12, 2021. Project funding is comprised of \$157,000 from the Sale of Cemetery Lots receipts reserved account and \$128,000 appropriated from the General Fund. The construction contract was awarded to Busy Bee Nursery out of Jefferson, MA and the project is anticipated to break ground in the beginning of FY 2022.

Green Burial

Green burial, also referred to as natural burial, is an ecologically friendly burial option, in which the deceased are shrouded or casketed in bio-degradable materials without

CLEAN ENERGY & SUSTAINABILITY COMMITTEE

embalming, and no vaults are placed in the grave. In November 2020, the first green burial was performed in Westford since green burial became an option in town. This burial took place in the provisional green burial section at Pine Grove Cemetery. Provisional lots in this section are solely to accommodate immediate green burial needs, arising prior to the construction of the permanent green burial section.

Review of Fees and Residency Requirements for Purchasing Grave Lots

The Cemetery Commission and department staff began reviewing Westford’s fee structure for grave lots and services, as well as residency requirements for lot purchases, in the latter half of FY 2021. These discussions will continue into FY 2022.

SALE/BURIAL/PERMIT HISTORY	FY 2021	FY 2020	FY 2019
<i>Sale of Burial Lots</i>	48	34	37
Single graves	28	21	21
2-grave lot	16	8	12
3-grave lot	2	1	2
4-grave lot	0	2	1
Urn garden lot	0	1	1
Columbarium	2	1	0
<i>Burials/Openings</i>	62	43	47
Full burials	34	23	37
Urn burials	28	20	10
<i>Monument Permits</i>	36	25	30

Cemetery Commission webpage: www.westfordma.gov/264/Board-of-Cemetery-Commissioners

Cemetery Staff

Director: James Duane

Cemetery Supervisor: Richard Nawoichik

Senior Administrative Assistant: Heather Monahan

Heavy Equipment Operator: Connor Mendes

Administrative Office: 68 Forge Village Road

Cemetery Department webpage: www.westfordma.gov/1055/Cemetery-Department

CLEAN ENERGY & SUSTAINABILITY COMMITTEE

The committee’s mission is to guide Westford to a future where, by 2050, net emissions of carbon dioxide and other greenhouse gases attributable to all sources in town are zero. The committee is charged with identifying short- and long-term energy goals; facilitating research studies, projects, and collaborations; enlisting the support of residents and businesses; recommending changes to laws and regulations; seeking state and local funding; and recommending any other actions necessary for Westford to achieve net zero carbon emissions by 2050. As part of this mission, the committee will work with other town committees that have an impact on energy use and sustainability to provide advice and expertise on increasing energy efficiency and maximizing the use of clean, renewable energy.

Mike Berlinski
Chair
Peter Berson
Gerry Dibello
Michael Joyce
Erika Kohl
Beth Perkins
Matthew Riegert
Thomas Teller
Mark Tincknell
Sue Thomas
Nancy Wang

During FY 2021, the Energy Committee was renamed, recharged, and expanded as the Clean Energy and Sustainability Committee following adoption of a “Net Zero Greenhouse Gas (GHG) Emissions by 2050” resolution at the 2020 Special Town Meeting. The Committee immediately began work on its expanded scope.

Most significantly, the Committee began work on a Road Map to Net Zero 2050 to guide the Town to a net zero future. As part of that effort, the Committee conducted a town-wide Greenhouse Gas Inventory and a community feedback survey. Westford’s Roadmap to Net Zero will provide an action plan for reducing greenhouse gas emissions in our buildings, transportation, and electric power supply. The first draft of the plan will be ready for community review in November 2021. More information on the Road Map can be found at this website: westfordma.gov/1415/Road-Map-to-Net-Zero-2050

Committee members helped get the word out about the new municipal electric aggregation program that began January 1, 2021 and its options for any household to choose to have 50% or even 100% of its energy come from sustainable sources. This program is helping increase the amount of renewable energy associated with residents’ electricity supply and decrease GHG emissions, while keeping our residential energy bills low. More information on the electric aggregation can be found at this website: westfordma.gov/1101/Electric-Aggregation

The Committee helped advance the plan to perform a comprehensive energy audit of Town buildings and engage an energy services company (known as an ESCO) for a town-wide energy savings performance contract, which would achieve significant cost savings.

The Committee also continued to coordinate with other Town committees and boards regarding municipal building projects, including Permanent Town Building Committee, 35 Town Farm Road Task Force, and J.V. Fletcher Library.

The Committee supported efforts by Town staff to apply for various energy and sustainability-related grants, including one awarded for electric vehicle (EV) charging stations in town, and another for a Tree Inventory, Management, and Planting plan under the Massachusetts Municipal Vulnerability Preparedness (MVP) program to help mitigate heat impacts and sequester carbon.

Website: www.westfordma.gov/299/Clean-Energy-and-Sustainability-Committee

COMMISSION ON DISABILITY

Raymond K. Clark
Chair
Anita Tonakarn-Nguyen
Secretary
J. Scott Hazelton
Patricia C. Reppucci
Evan Pennella
Associate Member

The mission of the Commission on Disability (COD) is defined by Massachusetts General Laws, Chapter 40, Section 8J. Its duties include advising and assisting town officials in ensuring compliance with laws and regulations that affect people with disabilities, as well as providing guidance to individuals, public agencies, businesses, and organizations in all matters pertaining to disability. The COD, when called for, works with other town commissions, boards, and committees to address these issues.

Membership

FY 2021 saw a few changes in COD membership. Katherine Phaneuf and Joyce Benoit, both founding members, left the COD this year. We are extremely grateful to them for their commitment and contributions to our mission.

Activities and Accomplishments

- Continued working to improve the accessibility of voting. After the COD noted that the sample ballot posted on the Town webpage was a PDF image (not an accessible format), the Town agreed to improve the situation by providing a link to a state webpage for any state-provided ballot (which does contain an accessible copy of the ballot). However, the Town will need to create an accessible sample ballot for local elections.
- Provided recommendations to the Town Manager to improve the accessibility of public meetings through captioning services, specifically:
 - the speech-to-text service demonstrated by Alternative Communication Services (ACS) was very good and could be considered for future uses;
 - the Town might benefit from offering real-time speech-to-text translation service for major meetings in particular, Town Meeting and Special Town Meeting even if no citizen had requested an accommodation in advance; and
 - it would be advantageous to use Town communication mechanisms and locations to make people aware of the availability of real-time speech-to-text translation services.
- Utilized real-time speech-to-text translation services for part of a COD meeting to evaluate its suitability. Speech was transcribed by a human into a text stream that could be viewed by attendees in a separate web browser window.
- Worked with the IT Department to explore improving the accessibility of meeting documents. This resulted in a presentation to the Select Board, which approved an effort to begin by improving the accessibility of agendas and meeting minutes.
- Discussed possible accessibility projects including Grassy Pond, East Boston Camps, and the Polley Road entrance to Nabnasset School with Bill Harman and Roberta McGuire at COD meetings. The COD is supportive of such projects.
- Met with members of the Westford Economic Development Committee (EDC) and the Planning Board about the Drive-through Restaurant article on the Annual Town Meeting Warrant, which would allow drive-throughs in Westford by special permit. The COD discussed the merits of the article from the point

COMMISSION ON DISABILITY —CONTINUED

of view of accessibility and subsequently wrote a letter for the EDC in support of the article.

- Coordinated with the Town Manager’s office to apply for a grant from the FY 2021 Municipal ADA Improvement Grant Program managed by the Massachusetts Office on Disability (MOD). Initially, the COD investigated procuring captioning services that could be used to make selected meetings more accessible to citizens who are deaf or hard of hearing. However, consultation with Town officials revealed that the proposed services did not meet the criteria specified for the grant program. Instead, the application submitted requested funding to update the Town’s Self-Evaluation and Transition Plan. Unfortunately, the proposal was not selected by the MOD.

COVID-19 Impact

The COVID-19 pandemic continued to affect our meetings through FY 2021. We had begun meeting virtually in the latter portion of FY 2020 and continued that practice through FY 2021. Certain aspects of virtual meetings complicated participation for some attendees. For instance, attendees with hearing or vision difficulties could find it harder to follow who was speaking or what they were saying due to the lack of cues and detail that might be readily available at an in-person meeting. Other aspects of virtual meetings were arguably improvements over in-person meetings. For example, having multiple speakers share presentation materials was simpler.

At the close of FY 2021, the state’s permission for Town boards, committees, and commissions to meet virtually is about to expire, and in-person meetings will resume in FY 2022.

Contact Information

E-mail: disability@westfordma.gov

Website: westfordma.gov/535/Commission-on-Disability

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Act (CPA) allows Westford to preserve our community character in the areas of open space, community housing, historical resources, and land for recreational use. Westford residents pay a 3% property tax surcharge to fund such community preservation projects.

FY 2021 Community Preservation Funds: \$2,976,947

The State offers matching grants from the Community Preservation Trust Fund, whose revenue is generated from designated fees at the Registry of Deeds. Because Westford set the CPA property tax surcharge at 3%, the town is eligible for additional funds from the State that other communities may not be eligible for. Westford received a 30.6% state match of \$636,005 on November 30, 2020. This amount was more than the state match from the prior year, which was a total of \$500,852, however this amount can vary significantly from year to year depending on state funding availability.

- Kathleen Healy**
Chair (At-large)
- Marilyn Frank**
Vice-Chair
- Conservation Commission*
- Dylan O’Connor**
Planning Board
- Robert Stafford**
Historic Commission
- Chris Barrett**
Parks and Recreation
- Commission*
- Diane Holmes**
Housing Authority

- At-large members:**
- Robert Jefferies**
- Christine MacMillan**
- Bob Price**

In FY 2021, Westford locally raised \$2,340,942 in Community Preservation funds.

The Community Preservation Fund currently has three bonded projects: the Town Hall Renovation, the Roudenbush Renovation, and the Adams Property Land Acquisition. The Town Hall Renovation debt was refunded in FY 2019, due to favorable interest rates and runs until FY 2030. The Roudenbush Renovation was bonded in FY 2020 and runs until FY 2039. The Adams Property Land Acquisition runs until FY 2039.

3% Community Preservation property tax surcharge	\$ 2,078,040
Investment income	\$ 255,130
Interest on late tax payments	\$ 7,772
Local FY 2021 Community Preservation total	\$ 2,340,942
State Match	\$ 636,005
TOTAL FY 2021 Community Preservation Funds	\$ 2,976,947

At the Special Town Meeting on October 17, 2020, the Community Preservation Committee (CPC) recommended:

- *\$1,344,152 from the Community Housing Fund for the purpose of constructing a new amenities building at Westford Academy’s Trustees Field for recreational purposes.*

At the Annual Town Meeting on June 12, 2021, the Community Preservation Committee (CPC) recommended:

- *\$266,210 from Undesignated Fund Balance to the Community Housing Reserve.*
- *\$190,000 from Undesignated Fund Balance for future Conservation Trust Fund Open Space Land Acquisitions.*
- *\$20,000 from Undesignated Fund Balance for the Forge Pond channel improvements project and any other related costs.*

COMMUNITY PRESERVATION COMMITTEE —CONTINUED

- *\$37,294 from Undesignated Fund Balance for the O'Brien Farm public footbridge and any other related costs.*
- *\$594,000 from Undesignated Fund Balance for the design, construction, and installation of a playground at the Colonel John Robinson School and any other related costs.*
- *\$105,000 from Historic Resources Fund Balance for the Westford Museum window restoration project located at 2 Boston Road and any other related costs.*
- *\$15,000 Community Preservation Committee Administrative Expenses*
- *\$2,000,000 to be appropriated 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. The town shall appropriate \$361,000 from the Community Preservation fund undesignated fund balance, \$223,000 from the Historical Resources fund balance, \$416,000 from the Community Housing fund balance, and \$1,000,000 authorization of debt.*

Community Preservation Committee administrative funds are used for expenses such as copying, public hearings, legal opinions, annual dues, and approximately 230 hours of professional staff support per year to assist in coordination and administration of CPC projects. These expenses are appropriated annually, as unused expense funds are returned to the Undesignated Community Preservation Fund Balance.

Appreciation

The Community Preservation Committee would like to recognize Town staff, boards, and officials for their valuable input concerning the use of CPA funds and Westford's community needs. Most importantly, the Committee would like to thank the people of Westford for their generous support of our town and community.

CONSERVATION COMMISSION

The Conservation Commission is responsible for administering the State Wetlands Protection Act and local non-zoning wetlands bylaw to protect the town's wetlands and their resource values. The Commission also acquires and holds land on behalf of the Town for protection of the town's natural resources and watersheds. The Commission manages these properties for conservation and passive recreation.

Peter Mahler
Chairman
Eric Fahle
Vice-Chair
Robert Boonstra
(through October 2019)
Marilyn Frank
Jim Gozzo
Ann Jefferies
Margaret Wheeler
Noelle Donovan

The Conservation Commission typically meets at 7:30 PM on the second and fourth Wednesday of each month in Meeting Room 201 at Town Hall. Meetings are open to the public and are televised on Westford Community Access Television (WCAT). The WCAT broadcasts can be viewed online. Throughout Fiscal Year 2021, the Conservation Commission held twenty-four meetings, including one special meeting prior to Annual Town Meeting. The Commission held all regularly scheduled meetings remotely via webinar due to the ongoing COVID-19 pandemic, excluding the June 23, 2021 meeting which was held in-person in Town Hall. The Commission works to continue to protect the wetland resources of Westford, prevent delays in the permitting process, and manage conservation land.

Wetlands Protection Act and Local Non-Zoning Wetlands Bylaw Administration

The Commission routinely consulted with project applicants, residents, and other Town Boards and staff to administer the MA Wetlands Protection Act and the Town's Non-Zoning Wetlands Bylaw. Projects that came before the Commission included:

- New construction of single-family dwellings, additions to existing dwellings, decks, and property improvements such as pools, sheds, and fences. During the COVID-19 pandemic, with residents at home more, many projects were filed related to residential property improvements;
- Utility improvements at residential properties;
- Numerous additions and utility improvements at commercial properties;
- Issuance of Order of Conditions for the new Colonel Rolls Drive subdivision (off Hartford Road). During the public hearing process, the Commission protected numerous wetland resources on the site and nearby watercourses through the development of special conditions pertaining to replication area, tree cutting and planting, and runoff mitigation. The Order of Conditions also required buffer zone restoration and naturalization to ensure long-term protection of the wetland resource areas;
- Issuance of Certificates of Compliance for the Nicoles Way subdivision and associated lots;
- Issuance of an Order of Conditions for the continued management of invasive plant species within Heart Pond, a portion of which is located within Westford;
- Issuance of an Order of Conditions for an Eagle Scout project for a footbridge over a stream on the Kloppenberg Trail;
- Approval of an Abbreviated Notice of Resource Area Delineation for review of the wetland resources, including a perennial stream, at Hicks Farm (124 Main Street);
- Continued hearings on the operation and maintenance of the Greystone Dam located on the south side of Greystone Pond;

CONSERVATION COMMISSION—CONTINUED

- Approved amendments to Chapter 235 Wetland Rules and Regulations.

Land Management

Farmer Dave continues to manage Hill Orchard, located at the corner of Chamberlain Road and Hunt Road. Farmer Dave runs the Town's farm stand, the Pick Your Own apples operation, and offers a Community Supported Agriculture (CSA) program.

The East Boston Camps portion of the Stony Brook Conservation Land had its lease ended with the Marcus Lewis Day Camp in FY 2019. With the vacancy at Camp Nashoba, the Westford Parks and Recreation Department's Destination Exploration summer program, previously held at Camp Cielo, was approved to utilize the upper camp at the property. In December 2020, after soliciting and reviewing proposals, the Commission recommended Teamworks LLC's Adventure Camp as the new camp lessee of Camp Nashoba. Umesh Patel of JV Property Services has been the Facility Manager since April 2020. Due to the COVID-19 pandemic, rentals of the property were canceled, resulting in a revenue decline during the first part of FY 2021. In May and June 2021, numerous scout groups rented the facilities for campouts and other socially distanced activities. The Commission thanks the Parks, Recreation, and Cemetery Department, Highway Department, and Water Department for their continued help in caring for this conservation land.

On the conservation land at the intersection of Graniteville and Cold Spring Roads, known as the Day Land, the Westford Community Beekeepers continued their use of a portion of the field. An organic farmer, as part of the second year of a five-year lease, utilized and harvested crops planted in Spring 2020. The cooperative management of the Community Garden and Community Beekeepers is memorialized in a Memorandum of Understanding between the Commission and the Agricultural Committee.

The Commission voted to co-sponsor an application for Community Preservation Act (CPA) funds and a MassTrails grant for the construction of a footbridge within the O'Brien Farm Conservation Restriction. This CPA application was approved at Annual Town Meeting 2021.

The Commission voted to fund a two-year management program for invasive porcelain-berry vine located behind the Abbot School to prevent further expansion of the species within Town.

The Commission approved various other Scout projects including new signs and sign replacement at trailheads, construction of a kiosk at Grassy Pond, and construction of an accessible viewing platform at Grassy Pond.

The Town benefits from the many volunteers who labor to keep our trails passable in our open spaces. The Westford Conservation Trust, and their members, through their ongoing monitoring and stewardship of Town properties continue to assess threats of pioneer and established invasive species. Additionally, we thank the volunteers of the stream team for their work monitoring and managing invasive aquatic vegetation within the town's waterways. We appreciate the hard work of the Boy, Girl, and Eagle Scouts with all types of projects on our lands. Their hard work and dedication ensure that our conserved lands will always be cared for.

CONSERVATION COMMISSION—CONTINUED

Our continuing thanks to all the groups and individuals whose hard work and dedication help to preserve, protect and enhance the community's natural resources.

Land Acquisition

In May, the Conservation Commission voted to endorse six Conservation Restrictions throughout Town. These properties were acquired by the Town between 2003 and 2014.

At the 2021 Annual Town Meeting, the town voted to approve transferring \$190,000 from Community Preservation Funds to the Conservation Trust Fund for future open space land purchases and related activities.

Staff and the Commission

Carol Gumbart, Conservation Resource Planner (through December 2020);
Matthew Salem, Conservation Resource Planner (beginning in December 2020) &
Assistant Planner (through December 2020);
Sierra Pelletier, Assistant Planner (beginning in May 2021);
Erin Toothaker, Permitting Program Assistant;
Wayne Fernald, Senior Records Archivist;
under the direction of Jeffrey Morrissette, Director of Land Use Management

In their capacity as Conservation Resource Planners, Carol Gumbart and Matthew Salem also served as co-chairs for the Healthy Lakes and Ponds Collaborative. Gumbart represented the Department of Land Use Management on the Healthy Westford Committee.

The Commission members also participated on other town committees. Jim Gozzo is a member of the Town Forest Committee, Fence Viewer, and is also an Election Officer (Precinct Warden). Marilyn Frank serves on the Community Preservation Committee as Vice-Chair. She is also an Election Officer (Warden). Margaret Wheeler acted as the Commission's liaison to the Agricultural Commission.

If you are interested in more information about the Conservation Commission, Westford's conservation lands, wetlands, and other natural resources, please visit the Commission's website, which can be accessed at www.westfordma.gov/conservation

Respectfully submitted, Westford Conservation Commission.

CONSERVATION COMMISSION —CONTINUED

CONSERVATION COMMISSION STATISTICS

ISSUED in FY 2021:

Certificates of Compliance	Determinations of Applicability	Abbreviated Notices of Resource Area Delineation	Orders of Conditions*	Emergency Certificates	Violations/Enforcement Orders
43	29	1	16	5	2

*Additionally, four Modifications to existing Orders of Conditions were approved

APPLICATIONS REVIEWED:

Year	Requests for Determination of Applicability	Abbreviated Notices of Resource Area Delineation	Notices of Intent	Emergency Certificates	Violations/Enforcement Orders
FY 2016	41	0	31	10	2
FY 2017	36	2	33	5	4
FY 2018	27	4	23	2	2
FY 2019	28	1	20	2	2
FY 2020	23	2	24	3	3
FY 2021	29	1	21	5	2

COUNCIL ON AGING

FY 2021 was a challenging year, due to the ongoing COVID-19 global pandemic. Our building was closed to our participants when the fiscal year began, opened briefly in August of 2020, then had to close again due to the steep increase in cases. Based on State guidance, we were able to partially open again on March 22, 2021 and fully opened on May 29, 2021. For most of the year, we provided services remotely. This is a broad overview of our accomplishments for FY 2021.

Nancy Cook
Chair
Sandra Collins
Helena Crocker
Member Emeritus
Patricia Holmes
Roberta McGuire
George Rogers*
Terry Stader
Robert Tierney
Katherine Wilson
**deceased*



Helena “Mickey” Crocker

Mickey received an award in appreciation of fifty years of service to the seniors of Westford. Her dedication to the Cameron Senior Center has been extraordinary on all counts. She also received honorary Emeritus status for service to the Council on Aging Board.

Photo from left: COA Board Chair Nancy Cook, Mickey Crocker, Town Manager Jodi Ross.

Senior Tax Break

In January, State Representative James Arciero and State Senator Edward Kennedy announced that Governor Baker signed House Bill 4469, an Act Authorizing the Town of Westford to Establish a Means Tested Senior Citizen Property Tax Exemption. The measure was proposed by Westford’s Senior, Low-income, Disabled Tax Relief Committee (SLIDTR Committee) and the Select Board in order to give some low-income seniors on fixed income additional property tax relief. It passed at the Westford Town Meeting in October 2018 and filed as a home rule petition in the Massachusetts Legislature. A new state law enabled Westford to implement this exemption. The final step was the approval at the Town Meeting in May. Annette Cerullo, Outreach Coordinator, worked on the SLIDTR Committee.

COVID-19 Assistance

COA staff booked 292 vaccination appointments and provided 208 rides to varying vaccination sites. Our COA is grateful to Jodi Ross and Jeff Stephens for helping our COA advocate a partnership with Lowell General Hospital to assist our most vulnerable residents in receiving their vaccinations.

We updated our database to include email addresses. This made it far more efficient for us to contact people as soon as their age group became eligible for the vaccine. In this way, we were able to keep the senior population informed and to provide assistance as needed. Annette Cerullo and Robert Rafferty provided vital and current information about vaccine clinic openings through daily Town postings and semi-weekly emails.

It became apparent that using Zoom and virtual programming was not working for some seniors. We spearheaded a town-wide tablet and laptop drive and received 30 donations from our generous community members. To date, we have distributed nearly two dozen to our seniors, enabling them to take advantage of virtual programming.

COUNCIL ON AGING—CONTINUED

COVID virtual and outdoor programming

- Ping Pong Tournament
- Book and puzzle home delivery
- Craft Classes
- Parrot Head Corn Hole Tournament
- Weekly Walking Group at the track at Westford Academy
- Grab and Go Fourth of July cookout
- Kiwanis Tailgate cookout
- Aging Mastery
- Birthday Luncheons
- Veterans Day drive-through lunch
- Grab and Go Thanksgiving dinner sponsored by the Geraghty Family
- Holiday Breakfast to go from Paul's Diner
- New Year's Eve Grab and Go dinner
- Grab and Go Sweetheart Luncheon
- Coffee with Katie
- Decorate your Door Holiday contest for Westford Housing residents

We worked diligently to schedule at least one new event each month to reduce the isolation faced by so many of our seniors during the pandemic. Some of these very special events included the following: Jim Geraghty and Friends "To Go" Thanksgiving Dinner, Ebi and Desiree Masalehdan Summer BBQ Cook-out, Representative Jim Arciero and Senator Ed Kennedy picnic, Kiwanis Tailgate with Hamburgers and Hot Dogs and Ham and Bean Dinner "To Go" by the Retired Firefighters Association.

Cameron approved to be a Supplemental Nutrition Assistance Program (SNAP) site for town residents

The Cameron Social Services staff received training to allow them to take initial SNAP applications and recertification for all town residents. There is no age requirement for this benefit. Recipients must meet income guidelines. Food insecurity is a significant problem for many families and receiving SNAP benefits can make a big difference in their monthly food budget.

Holiday Basket Program

The Cameron continues our partnership with the St. Vincent de Paul Society and the Westford Food Pantry to provide holiday food and gifts to individuals and families who qualify. There was a big change in FY 2021. We no longer provide baskets but give gift cards (based on family size) for both food and gifts. We made this change to acknowledge the diversity in our community and the differences in what food makes a holiday meal and allowing families to choose gifts for their children.

Social Services and Outreach

The Social Services and Outreach department was very busy over the last year, helping seniors to meet their basic needs. They made check-in calls, home visits, and other appointments as needed.

The Cameron staff provided the following services to Westford households:

- 4014 contacts for case management/social services for those over age 60

COUNCIL ON AGING—CONTINUED

- 816 Contacts for case management/social services for those ages 18 - 59
- 44 jobs/97 hours of volunteer handyman services to seniors
- 4867 transportation rides provided
- 380 tax returns completed by AARP volunteer Hal Schreiber
- 115 SHINE counseling sessions provided by Fred Baumert
- 140 households received Thanksgiving Meal cards totaling \$10,500
- 140 households received Christmas Meal cards totaling \$10,500
- 141 children received Christmas Gift cards totaling \$14,100

Acknowledgements

The Friends of the Cameron Senior Center helped to underwrite our monthly events with donations totaling \$4271. The Friends' Emergency Fund donated an additional \$4722 to assist low-income seniors with utilities, rent, and other basic life needs.

The 2021 Board of Directors for Friends of the Cameron Senior Center were Barbara Upperman, President, Patricia Reppucci, Vice President, Kevin McGuire, Treasurer, Frances Kosenko, Assistant Treasurer, Gail Austin, Karen Bigelow, Helena Crocker, Paul Fassbender, Joan Greenwood, Patricia Leathers, Donna Owens, Christine Topjian, and Donald Wilt.

The Westford Food Pantry has continued to serve the residents of Westford and surrounding towns by providing healthy food options twice weekly. They have evening hours on Wednesday, and morning hours on Friday. Our Social Services department will also assist those in need by providing a food bag from the pantry during off-hours. The volunteers screen guests to determine if they have other unmet needs or issues related to food insecurity and other basic needs, and work to assist them in getting the help they need.

Together, the COA and Westford Food Pantry delivered over 977 bags of food to our residents residing in Westford and Chelmsford Housing Authority communities. With the support of over \$7,500 from the Greater Lowell Community Foundation, fresh produce and personal care supplies were distributed weekly. The COA was also fortunate to receive an \$8,000 grant through Elder Services of Merrimack Valley, which provided various forms of programming and Grab and Go meal opportunities.

The Westford Food Pantry Board of Directors include Timothy Baker, President, Kenneth Hyle, Vice President, Bernard Peloquin, Treasurer, Susanne Duatto, Secretary/PR, Lynn Roderick, Volunteer Coordinator, Alison Christopher, Tom Brown, Jennifer Claro, Jim Geraghty, and Karen Heitkamp.

With the leadership of Nancy Burns, Medical Reserve Corp (MRC) Volunteer Coordinator, and many dedicated MRC volunteers, collaboratively we served 60 households during March thru October providing 250 shopping trips for older adults with weekly food requests, prescriptions and other life sustaining supports. The MRC volunteers, with the support of many community volunteers, helped call all our residents age 65 and older to let them know the Cameron was open each day to assist with informational questions, social service needs and/or just to listen.

COUNCIL ON AGING—CONTINUED

Westford CAT played a crucial role in delivering our messages about available services, and in broadcasting fitness classes every day so people could stay active while at home.

Vamsi Vesta, as his Eagle Scout Project for Troop 159, built and donated three pieces of exterior cedar furniture that we have proudly displayed just outside our main door. He also donated countless hours assisting seniors with their computer and technical problems. We wish him all the best in his future endeavors.

Our dozens of active volunteers continually answer the call to provide whatever support is necessary.

We also thank the Westford community and schools for their financial partnership in donating over \$20,000 to establish an Emergency Relief Assistance Fund to assist families of all ages with critical household expenses due to lay-offs, loss of jobs and other compounding financial hardships. Our Town Social Worker and Outreach Coordinator stress how important it has been to be able to access critical funding to assist families in crisis.



A special thank you to Whole Foods for their twice-weekly food donations, and the volunteers who work many hours to distribute that food to Westford seniors. We also thank those with backyard gardens who weekly drop off fresh produce for our participants and the Food Pantry. Their generosity is a wonderful reminder of the caring nature of our community.

Photo from left: Frances Kosenko, Katharine Karr, Patti Mason and Evie Morine prepare to distribute groceries donated by Whole Foods and flowers donated by Trader Joe's.

George Rogers, a lifelong Town resident who served the Town of Westford as a firefighter for 40 years, and was the Town's first Fire Chief, died on January 2, 2021. George was also a member of the Council on Aging Board and the Westford Academy Alumni Board for nearly 40 years. We always appreciated his thoughtful input and commitment to the seniors of Westford. He will be missed.

Patti Mason, like so many other Westford residents, donates her time to the Center, as well as items for those in need. We are lucky to have her!



CULTURAL COUNCIL

Grant Application Cycle

In FY21, the Westford Cultural Council (WCC) was allocated a total of \$7,900 from the Massachusetts Cultural Council (MCC) to distribute grant funds to those offering cultural activities or programs to Westford residents. Through an annual grant application process, the WCC reviewed applications and awarded funds aligned with the WCC’s priorities. The priorities are updated annually and can be found on the MCC website.

Apparao Karri
Chair
Vidya Raman
Treasurer
Anita Tonakarn-Nguyen
Seema Pusalkar
Claire France
Shanti Maheshwari,
Dongchun Wang

Activities to publicize the grant opportunity included: posting to social media accounts (Facebook, Instagram and Twitter), wide distribution of paper and electronic flyers around town, including schools, and submission of online articles and press releases. For FY21, WCC received 20 applications and awarded grants to the following 17 applicants:

Recipient Name	Project Name	Grant Amount
Meghan Tan	Classical music in our community	\$450
Chinese Family Network	Annual Multi-Generational Family Event	\$600
Charles River Sinfonietta	Chamber Music Concert at Cameron Senior Center vi	\$660
Contemporary Arts International (CAI)	2021 Stone Carving Symposium	\$350
Discovery Museum	Open Door Connections	\$400
Westford Museum & Historical Society Inc.	245th Anniversary of the American Revolution in Le	\$510
Westford Chamber Players	WCP mini-classes and workshops	\$480
Xiaodong Wang	China Trail Garden Plant Label Design	\$150
Virginia Thurston Healing Garden	Nature & Art Therapy	\$500
Steven Hurlbut	Jumpin' Juba concert for Westford COA	\$300
Clear Path for Veterans New England	Arts from the Heart	\$500
Denise Doucette	Musical Video-DVD for Long Term Care & Assisted Li	\$450
Poornima Varadarajan	Mindgym Initiative	\$500
Kirk Whipple	Duo Pianists, Composers & Educators Whipple & Mora	\$750
The Cannon Theater	Online Show Equipment Lending Library	\$300
Boston Yue Opera House	Light Up the New Year 2021 - Lantern Festival Oper	\$500

CULTURAL COUNCIL—CONTINUED

Maitreyee Chakraborty	Kids' Music and Dance Fest with Classical Music an	\$500
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Impact of the COVID-19 Pandemic

Many of the grantee programs and activities were disrupted due to the COVID-19 pandemic. With MCC guidance, the WCC provided the FY21 grantees with extensions for programs/events through December 2022, including an option to transform in-person activities to virtual events. The WCC also allowed for cancellations. Many grantees opted to reschedule programming for later or virtually, utilizing the extension window of December 2022.

Accomplishments

With the exception of the annual community survey to determine the WCC's annual priorities for the upcoming grant cycle, the WCC was unable to participate in regular annual programming including but not limited to the Westford Strategic Planning Retreat and hosting the annual WCC grantee reception. This was due to the COVID-19 pandemic and cancellation of in-person events and activities.

Grants for Current and Previous Years				
Fiscal Year	Number of Applicants	Number of Grants Approved	MCC Distribution	Grant Total
2021	20	17	\$7,900	\$7900
2020	24	20	\$7,400	\$7,400
2019	23	19	\$5,400	\$7,281
2018	29	24	\$4,900	\$4,900
2017	29	19	\$4,900	\$4,900
2016	21	19	\$4,900	\$4,900
2015	23	18	\$4,300	\$4,450
2014	22	16	\$4,250	\$4,123
2013	25	14	\$3,780	\$3,780
2012	27	16	\$3,870	\$4,315
2011	24	14	\$3,785	\$4,000

For more information on the Cultural Council, see the WCC's town web page under Community: westfordma.gov/627/Cultural-Council

DOG PARK TASK FORCE

During the FY 2021, the Dog Park Task Force (DPTF) did not meet due to the Covid-19 pandemic.

The DPTF worked with the Friends of the Westford Dog Park group and several Westford Academy student volunteers to continue fundraising and land search. Casey Fairchild, WA 2020 graduate, designed a custom puzzle featuring local dogs. This will be sold at the WA Holiday Bazaar and directly to those whose dogs are featured. Monies will go toward the design costs associate with park creation and to enhance a future Community Preservation grant application.

The Parks and Recreation Commission has again included a dog park in the list of projects to move forward in the next several years.

In April and May, Madison Leong and Colleen Hrul, both WA 2020 graduates, completed their Capstone project looking into parcels of land for a dog park. They used the town's GIS land management tool as well as site visits to make a recommendation. Their first choice was to use land at the old highway garage on Beacon St. It has fencing, an indoor facility and is close to the Stony Brook Conservation Land. They did not know that this land is currently being used by the School Department. If this land becomes available, it meets most of the requirements stated in the business plan.

The second choice is to use the Town-owned land behind the Drew Farm property across from the fire station. This parcel has plenty of space but requires quite a bit more construction for the infrastructure of access and parking, as well as the fenced park itself.

The DPTF gained several new members this past year. Meetings will resume in FY 2022.

Lauren Coffey
Chair
Edith Fruscione
Karen Hudson
Sandy Martinez
Kimberly Rose
Amy Verrault
Chris Lengyel
Cheryl McGrath

ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee (EDC) is appointed by the Select Board and is charged by them to advise the SB on various issues concerning bylaws, policies, regulations, and zoning that foster commercial growth, strengthen the local economy, and are consistent with maintaining the character of the community. The EDC also encourages business investment, identifies changing economic trends, assists with generating local employment opportunities, advocates for state and federal grants, promotes Westford's identity in the Greater Boston/Metro West/495 Merrimack Valley Area, establishes relationships and improves communications with local businesses, represents Westford in local and regional business associations, helps to streamline permitting, and helps new business owners navigate the permitting process.

The Economic Development Committee completed its ninth year of service to the Town of Westford. Bruce Rosenberg and Joan Bennett continued their roles initiated in January 2019 as Chair and Vice-Chair, respectively. There were several changes to the membership of the committee. Dan Bush and Jessica DeRoy withdrew early in the fiscal year. Tom Kotarakos and Cheryl Serpe were appointed in May and June, respectively. Dan Burke and Christina Sacco opted not to pursue an additional term and exited in June. Lastly we note the passing in June of Bill Nussbum, founding member of the committee and long-term Vice Chair.

The COVID-19 pandemic continued to be a significant factor in the committee's workings. In the 1st and 2nd quarters of FY2020 a major focus of the committee was the collection and dissemination of information related to economic relief/support programs for the business community. During that timeframe, members of the committee participated in specific recovery initiatives. Bruce Rosenberg supported an effort involving a MA Community Development Block Grant-COVID (CDBG-CV) program for Westford and four other communities to provide grants to microenterprises, food pantries and childcare support. Tom Barry and Ron Caterino participated in a MA Office of Business Development meeting offering grants to incentivize expanded storefront occupancy.

In the 3rd and 4th quarters, the committee concentrated on an outreach to property owners/developers/managers of shopping centers and office parks to gauge the impact of COVID-19 on local businesses and merchants. Over the course of 5 months, the committee met with representatives from Wilder Management (Westford Valley Marketplace), Gutierrez (Tech Park), Colonial (Orchard Square), RAVentures (Cornerstone Square, Primrose Park, Nashoba Brook, Woodland Park), and Westford Real Estate. There were several common themes across the management companies: tenants challenged by decreasing revenues and need for accommodations in their rents, vacancy levels, broad participation in the US Payroll Protection Program. There was also a general optimism of improving conditions and return to some level of pre-COVID normalcy. The committee continued to foster relations with the local business community including welcoming outreaches to new merchants (Ocho Café, Diggies) as well authoring letters of support for prospective new businesses in town .

Bruce Rosenberg
Chair
Joan Bennett
Vice-Chair
Thomas Clay
Select Board Liaison
Jodi Ross
Jeff Morrisette
Tom Barry
Bill Nussbum
Ron Caterino
Christina Sacco
Dan Burke
Alternate
Tom Kotarakos
Alternate
Cheryl Serpe
Alternate
Patti Mason
WBA Liaison

ECONOMIC DEVELOPMENT COMMITTEE –CONTINUED

During discussions with retail shopping center developers/managers on the effects of COVID-19 pandemic, the issue resurfaced regarding zoning prohibition of Drive-Through restaurants. It was pointed out that drive-through restaurants could help anchor and revitalize shopping centers as well as provide another option for contactless food pickup as well as a critical amenity for elderly, physically-impaired and families. The committee was unanimous in its support of revisiting this issue at Annual Town Meeting (ATM). As such an ad hoc group of Bruce Rosenberg, Tom Barry and Ron Caterino took responsibility for this initiative, and immediately briefed the Planning Board which agreed to proceed with developing an article for the ATM warrant. The Planning Board then worked to develop an amendment to the Zoning Bylaws to allow for a Drive-through Restaurant Overlay District (DTROD) along the Rt 110 Commercial Highway district. The EDC group proceeded to research both anecdotal and statistical data on the benefits of drive-through restaurants. Briefings and discussion to “socialize” the drive-through restaurant concept were held with several Westford committees and boards including Select Board, Zoning Board of Appeals, Council on Aging, Commission on Disability, Clean Energy and Sustainability. Public forums were conducted under the auspices of the Planning Board. Discussions were conducted with abutting towns on their drive-through restaurant initiatives. While the article was not approved at the ATM, it should be noted that prior to that event an online survey was conducted by the Planning Board with 1700 respondents showing overwhelming favor for amending the zoning bylaws to allow for a DTROD.

A significant portion of the EDC focus in FY 2021 also involved a collaboration with the Northern Middlesex Council of Governments (NMCOG) that awarded a contract to Westford under the District Local Technical Assistance (DLTA) XIII programs in February 2020. The contract provided support to assess economic development related to “green” industries, alternative energy businesses and biotechnology. NMCOG reached out to Massachusetts Biotechnology Council, Massachusetts Clean Energy Center, Massachusetts Department of Energy Resources, UMass Lowell, and Middlesex Community College to determine potential for these industries. Westford is not designated as “BioReady” due largely to the absence of a sewer system. It is possible that package sewage treatment plants, such as those in Tech Park, might be amenable for some companies doing small-scale R&D work. As to Green Industries, Westford is already designated as a “Green Community.” Westford also has location characteristics and workforce capabilities to attract Alternative Energy businesses and already has one such firm dealing with solar. Efforts will continue to identify and attract “Green” and Alternative Energy businesses to town. Another critical focus is to maintain contact with UMass-IHUB to grow technology clusters in the region.

The Economic Development Committee experienced numerous other highlights and accomplishments in FY 2021 as follows:

- The EDC continued its collaboration with the Westford Business Association. Patti Mason continues to serve as the WBA liaison to the EDC providing updates of WBA initiatives/events. Bruce Rosenberg attends WBA board meetings
- Town Manager Jodi Ross and Select Board member Tom Clay provide monthly updates on critical business issues and undertakings in Westford. Jodi Ross

ECONOMIC DEVELOPMENT COMMITTEE —CONTINUED

presented an overview of Westford at the annual WBA Town Managers breakfast, held virtually this year.

- Jeff Morrissette, Director of Land Use Management, provides monthly reports on permit applications which affords the EDC an opportunity to monitor progress and improve its outreach to new business.
- Tom Barry and Bill Nussbaum continued to serve on special committees such as the 12 North Main Street Task Force and 35 Town Farm Road Task Force. Bill Nussbaum was instrumental in encouraging Urban Development Corp to respond to a 12 North Main RFP. Unfortunately negotiations were not successful.
- Joan Bennett and Bruce Rosenberg continued their roles as EDC liaisons to the Middlesex 3 and 495/MetroWest regional partnerships, respectively.
- Joan Bennett, in collaboration with town employee Chris Coutu, developed a representative page of Westford for a Greater Lowell Chamber of Commerce business guide. Joan Bennett also spearheaded the Westford contribution to the Middlesex-3 regional marketing grant program, which included collecting town business highlights and arranging video tapings for Jodi Ross and other local business executives.
- Bruce Rosenberg continues his appointment to a committee of representatives from constituent towns in the Greater Lowell area to support the NMCOC initiative to develop a 5-year (2020-2024) Comprehensive Economic Development Strategy and associated Economic Recovery and Resiliency Plan..

For further information on the activities of the Economic Development Committee, please see the following link to the EDC webpage:

westfordma.gov/512/Economic-Development-Committee

Email can be sent to edc@westfordma.gov

EMERGENCY MANAGEMENT AGENCY

Joe Targ
Timothy Whitcomb
Co-Directors

The Westford Emergency Management (E.M.) Agency provides emergency planning, coordination, and procurement of resources during an emergency. Additionally, E.M. assists citizens, businesses, and the community and responds to, recovers from, and mitigates emergencies, both manmade and natural.

In July 2019, the Town swapped to a new Town-wide notification system, Rave/Smart 911. Residents are encouraged to sign up at <https://www.smart911.com/>

In FY21, we received two Emergency Management Performance Grants (EMPG) from MEMA for \$5,100 each. One grant was used to update the town's Comprehensive Emergency Management Plan (CEMP) which was successfully completed and uploaded to the state. The second grant was used to purchase tracks for the Utility Terrain Vehicle (UTV) for operating in snow and muddy conditions.

July and August brought several bouts of severe thunderstorms causing power outages. We had a threat from tropical storm Isaias which brought heavy rain and a tornado warning to Middlesex County and caused power outages. Unsettled weather continued into October with high-wind warnings and threats of severe thunderstorms that caused power outages. The beginning of December brought a winter storm warning with strong winds again causing many power outages in town. Seasonal weather continued into June 2021 when we experienced a heat wave, and at the end of June, severe weather again brought many power outages to Westford.

As the COVID-19 pandemic continued, we worked with MEMA and our health and medical coordinating coalition to obtain Personal Protective Equipment (PPE) for public safety personnel. In mid-December we saw a noticeable rise in cases causing us to be recognized as a red high-risk community.

Since March 2020, Westford Emergency Management has submitted seven projects for a total of almost \$690,000, of that \$112,230 has been obligated so far. In January 2021, the cost share of these COVID-19 projects for FEMA was changed from 75% to 100% retroactive to spring 2020.

We appreciate our long-standing partnership with the volunteers of PART and the MRC, as well as the continued support and cooperation of all town departments that work with us throughout the year.

ENGINEERING DEPARTMENT

The Engineering Department, in coordination with the Department of Public Works, has undertaken the town's most ambitious infrastructure improvement project on Oak Hill Road, Plain Road and Moore Road. The \$6.7 million dollar project began in April of 2021 and will take three years to fully complete. This project will create a link for the longest accessible pedestrian route in Westford with new sidewalks on Oak Hill Road that will connect with existing sidewalks on Plain Road and Russells Way. The stormwater management and water distribution systems are being upgraded at the same time, and the roadway will be reconstructed as a part of this important project.

Paul Starratt, P.E.
Town Engineer
Jeremy Downs, P.E.
Assistant Town Engineer

In 2021, the Engineering Department completed a town wide culvert study to evaluate the structural and functional capacity of the town's 200 culverts. The study has allowed us to prioritize and schedule maintenance and repairs of our aging culverts, and two locations were identified for replacement at Groton Road over Blue Brook and Old Lowell Road over Pond Brook. The newly created Stormwater Enterprise will help fund the maintenance costs of our stormwater culverts.

The intersection improvements at Dunstable Road and Groton Road were completed in 2021, with new pedestrian accommodations, stormwater upgrades and full traffic signal system to replace the existing flashing light. \$2.7 Million for construction was funded by MassDOT after the town appropriated money for design and land acquisitions.

Design of the Boston Road Reconstruction Project advanced to the 75% design stage as a combined effort of the Engineering Department, Highway Department and Water Department. The proposed project will include a new water distribution system, a sidewalk connection from the Town Center to Littleton Road, traffic calming medians, speed feedback signs, drainage improvements and bike lanes. This project was approved by MassDOT for approximately \$10.2 million in construction funding with assistance from our regional planners at the Northern Middlesex Council of Governments.

Engineering responsibilities for public projects include design, estimates, construction management and inspectional services. Private projects are also reviewed for compliance with town ordinances in stormwater management, traffic and subdivision rules and regulations. In 2021, some of the public projects included the design of a sidewalk extension on Plain Road between Nutting Road and Flushing Pond, and the final design stage of the Beaver Brook Bridge Project and the Stony Brook Bridge Rehabilitation Project.

The Engineering Department works with the Highway Department, Planning, Conservation and Recreation Department to support the operations of the town's infrastructure. Engineering services include reviewing plans and specifications for compliance with design standards, and the construction inspection of subdivision infrastructure for compliance with approved plans.

FACILITIES DEPARTMENT

Paul Fox Jr.
Director of Facilities

The Town and Schools Facilities Department completed many projects during FY 2021 with the goal of ensuring that students, administrators and other staff members all have a safe, clean and healthy working and/or learning environment.

Our top initiative this year was to focus on COVID19 measures. The Facilities Department was tasked with procuring and purchasing over \$1-Million worth of supplies and other commodities designed to combat COVID19 and to support town operations. As part of the efforts to protect against COVID19, the Facilities Department hired an engineering company to assess the status of all heating, ventilation and cooling (HVAC) systems throughout the towns public buildings with a specific emphasis on identifying any corrective measures related to COVID19. This report was acted on and ultimately corrective actions were identified and resolved. To further supplement these initiatives, the Town of Westford and public schools also purchased air purifiers and strategically placed them throughout the buildings so to effectively remove viruses and other elements from the air. Thanks to the hard work from the HVAC vendors as well as the custodial and maintenance team, we were able to provide a safe environment to the students, faculty and staff members to come to school each day.

The Facilities Department also managed numerous FY 2021 capital improvement projects this year. They include construction of a \$1.3-Million Amenities Building located at Westford Academy. This building will help serve the master plan as intended at the Westford Academy stadium. Significant improvements to the boiler and furnace located at the Police Station and Nabnasset Fire Station (respectively) also occurred. Westford Academy also received a new 275-KW generator designed to provide dedicated power to technologies systems that did not exist in the past. Finally, the Robinson Elementary School was a benefactor for a new synthetic gymnasium floor. All of these improvements are major upgrades designed to prolong the useful life of the building for the purposes in which it was designed.

Of course, many maintenance and improvement projects are accomplished using available funds within the School Department's or public building's operating budgets. Some of these projects include improvements or repairs to our heating, plumbing and electrical systems. This year we had the benefit of utilizing state and federal funding support to help maintain the increased expectations in regard to building operations as a result from COVID19 measures. Please know that the maintenance and operation funds are expended as efficiently as possible, to ensure that needs and accommodations can be met each year.

Additionally, we are always looking for opportunities to reduce our energy consumption. One specific example of an energy reduction in FY 2021 was the installation of new LED lighting in the Blanchard Middle School gym as well as the Westford Academy library. Westford Academy was also the benefactor of new efficient ventilation controls in the gym. These projects were all possible as part of the Green Communities Grant in which the Town received \$131,329 to help support the projects. These initiatives are projected to save the school systems approximately \$14,784.75/year.

I, along with the Town of Westford and public schools would like to recognize the hard work of Jacqueline Studley the Facilities Administrator as well as our custodial and

FACILITIES DEPARTMENT —CONTINUED

maintenance staff and commend them all for a job well done. COVID19 added additional responsibilities to each of their roles and they all rose to the occasion. Finally, we are grateful for the continued support of Westford's voters, board members, committee members, and other Town departments.

FINANCE COMMITTEE

The Finance Committee is an independent town board whose members are appointed by the Town Moderator for overlapping three-year terms. The Committee is charged with advising Town Meeting on all matters with a financial impact on the town.

To make informed recommendations, committee members regularly consult other committees and town officials. Members of the Committee regularly attend School Committee, Select Board, Capital Planning Committee, and Permanent Town Building Committee meetings, among others, in order to keep abreast of matters with fiscal impact.

Hari Vetsa
Chair
Kristina Greene
Vice-chair
Dennis Galvin
Clerk
Liewei Bao
John Cunningham
Heather FitzPatrick
Jeffrey Hillam
Jacob Levy
Beth Morrison

An extensive review process and much deliberation preceded the Committee's FY 2021 budget recommendations. During this period, the Committee met with the Town Manager, Finance Director, department heads, Select Board and School Committee to discuss the proposed budgets and to gather information necessary to provide the budget recommendation to Annual Town Meeting. The Committee publishes and mails its recommendations and background information on the budget to all Westford residents before Annual Town Meeting.

In June 2021 the voters at the Annual Town Meeting passed a \$122,823,671 operating budget for FY 2021, an increase of \$2,458,173 (2.04%) over the prior year's final budget, with the majority funding the Westford Public Schools budget (+\$995,508) and the Employee Benefits & Miscellaneous budget (+\$1,448,973). Due to the COVID-19 pandemic, the Town voted to reduce its OPEB contribution by \$538,000 to match the projected shortfall in meals and hotel local excise taxes. Overall, Town Meeting was presented with a balanced budget, where anticipated revenues are projected to match the approved operating budget. In the fall of 2020, Free Cash was certified at \$3,355,309. The Town will begin FY 2022 with a Free Cash balance of \$5,323,393 in addition to our Stabilization Fund balance of \$5,390,426, leaving 9.31% of the operating budget in reserves. The goal is to have between 5% and 10% of available funds in reserve per the Select Board budget policy. The net effect of these budget elements yielded a tax impact increase of 2.46%.

In FY 2021, Westford received a 0.07% decrease to state aid, with Chapter 70 funding and Unrestricted Local Aid both being level funded due to the COVID-19 pandemic. However, the burden of providing local services continues to rely more heavily on property taxes and local revenues. New growth was certified at \$1,334,726 in FY 2021, which is \$264,889 more than FY 2020. The Bell Westford (formerly known as Hanover) apartment buildings on Route 110 were one of several developments that contributed to the increase in new growth. The town will most likely see new growth decrease in FY 2022, as this project is completed. Lastly, the health insurance premium for current employees increased by 4.90% as the Town and Insurance Advisory Committee agreed to sign a one-year renewal with Blue Cross Blue Shield. The Medicare rates for retirees aged 65 and older received a 6.5% decrease. Westford has contributed \$10,384,412 to its OPEB liability as of June 30, 2021. The Town voted to appropriate an additional \$681,446 in FY 2022, bringing the total funding to \$11,065,858. These financial factors enabled Westford to maintain its AAA bond rating with Standard & Poor's.

FINANCE COMMITTEE —CONTINUED

On December 10, 2020, the Committee voted to continue with the current officers with Hari Vetsa chair; Kristina Greene vice-chair; and Dennis Galvin, clerk. The Finance Committee would like to thank Liewei Bao and John Cunningham for their years of service to our town, as Liewei Bao did not seek reappointment for another term and John Cunningham was elected to the Select Board. The Committee meets Thursdays at 7:00 pm, weekly during budget reviews and also when departments request funds from the Finance Committee reserve fund. Westford's Finance Director Dan O'Donnell provides invaluable financial updates and assistance to the Committee.

FIRE DEPARTMENT

AMBULANCE/PARAMEDIC PROGRAM

The twenty-two paramedics and nineteen EMTs of the fire department have continued to staff both ambulances at the paramedic level with two paramedics on each truck, a minimum staffing level of ten, and minimum of four paramedics per shift. The level of care provided by our department has continued to be the best in the area, despite the ongoing challenges of the pandemic. In the summer of 2020, the fire department saw an increase in call volume which has continued to increase. COVID-19 exposures have been kept to a minimum with proper Personal Protective Equipment (PPE), training of donning and doffing techniques, decontamination of equipment and supplies, and the continued support from the town of Westford.

Joseph T. Targ

We continue to work on reimbursement for the unpaid balance of certain ambulance bills through the Certified Public Expenditure Program (CPE) for Governmental Ambulance Providers. Dan O'Donnell (the town's Finance Director) and Joe Joyce (Fire Department Office Manager) work annually on this submission.

Training

The Westford Fire Department returned to in-person training in 2020, supplemented by an online education system, Prodigy EMS. This platform has allowed the providers to maintain their credentials remotely and has allowed some distribution of the department-required education. The National Registry of EMTs allowed one-hundred percent online education for those who recertified in 2021, and this online system allowed the members to accomplish that training. In-person training, continuing education, and paramedic rounds are expected to resume after July.

All personnel completed various training programs while on duty. Training at the Fire Academy was once again limited this year due to COVID-19, however shifts participated in online classes and daily in-service training such as training on master streams, airbags, drafting, ground ladders, scene photo and search warrants, incident command, and pump training with an external education vendor.

Capital Program

We closed out the only capital project we had to replace our current self-contained breathing apparatus' (SCBA) which are over thirteen years old. Through capital expenditures, we purchased 36 complete SCBA units, spare air cylinders, and a face piece for each firefighter. The new breathing equipment has several additional safety features compared to the old ones including thermal imaging camera, improved communication intelligibility, universal personal alert safety system, and low air alarm that now activates at 33% rather than 25% of the remaining air in the cylinder allowing more time for firefighters to escape a hazardous environment. The new SCBA features a single rechargeable battery and displays the percentage of battery life which is visible to other firefighters while operating on a scene. Since breathing harmful toxins encountered at a fire scene is the leading cause of cancer and lung disease in firefighters, these new SCBA's will greatly enhance the safety and well-being of the firefighters serving the citizens and visitors of Westford.

At the 2021 Town Meeting we received funding to replace Engine 3 from the Forge Village/Graniteville station and to replace our oldest ambulance through ambulance enterprise funds.

FIRE DEPARTMENT—CONTINUED

With the permission of the Select Board, we also applied for a grant from FEMA AFG program (the Assistance for Firefighters Grant program) for up to 90% funding of a new fire engine and the SAFER (staffing for adequate fire and emergency response) Grant for four firefighters.

SAFE Program

Due to the COVID-19 pandemic our department was unable to conduct an aggressive fire education program in our schools. We turned to using social media to provide fire education messages through our Fire Department Facebook page. We continue to work with our community civic groups providing fire station tours. Our department looks forward to getting back into the school classrooms, but in the meantime check our Facebook page for fire safety messages.

The fire department continues to partner with the Senior Center on a valuable resource lock box program called “Keysafe.” This program is designed for the elderly and “at-risk” residents. With this program, in the event of an emergency that someone becomes unable to unlock the door, the fire and police departments will have a secure direct access to the residence and will be able to secure the residence properly afterwards. In conjunction with other commercially available devices, this program can help residents to stay in their homes with greater sense of security and peace of mind. This is just another way we continue to service the needs of our residents of our town. Thanks for everyone who has helped make this a successful program. If you have any questions, or would like more information about this program, please contact the Senior Center.

Personnel

Last year one of our firefighters, Scott Florio, retired to pursue other ventures. We wish him well.

While we did not add any other personnel last fiscal year, we did seek the permission of the Select Board to apply for the SAFER grant through FEMA for four additional firefighters at no cost to the town for three years. As we enter FY 2022, we are still waiting to hear the results of our application.

COVID-19

In the summer and early fall of FY 2021 we saw a decrease in cases in our area of COVID-19, however once we started getting into the winter months, we did see an increase until the vaccine was available in the following spring. We remain vigilant taking necessary precautions, and our minimum staffing has afforded us to efficiently and safely handle all calls for service.

We continued our COVID-19 testing at fire headquarters for public safety personnel.

Our personnel supported a regional vaccine clinic held in Chelmsford for public safety personnel and we provided staff and assistance to the Lowell General Hospital’s Mass Vaccine Program clinic.

Thank you to the residents and local companies who dropped off PPE, food, and other supplies to us. Thank you to the Westford Health Department for guidance, along with

FIRE DEPARTMENT —CONTINUED

other town departments, the Select Board, and our residents for their support. It was in the cooperation of all parties that we kept the public and our personnel safe.

Fire Chief
Joseph T. Targ

Deputy Fire Chief
Daniel A. Britko

Office Manager
Joseph Joyce

Full-Time Personnel

A-Group	B-Group	C-Group	D-Group
Captain David M. O’Keefe	Captain Shawn P. Girard	Captain Michael Denehy	Captain Mark N. Valcourt
Lieutenant Darren Lanier	Lieutenant Timothy Bellemore	Lieutenant David Lefebvre	Lieutenant James Lamy
Firefighter/EMTs Joseph Delpapa, Jr. Susan Smith William Cashman Timothy Vigars	Firefighter/EMTs Timothy Hall David Greenwood Mark Witherell	Firefighter/EMTs Shawn Ricard David Christiana Thomas Lemieux	Firefighter/EMTs Andrew Anderson Justin Geneau Leon Niemiera
Firefighter/Paramedics Ryan Monat John Tuomi Jonathan Zielinski Everett Olsen, III David Ricard	Firefighter/Paramedics Zachary Driscoll Joseph Powling Sean Brown Brett LaFosse Ben Niemiera	Firefighter/Paramedics Brian Baker Jeffrey Douphinette Rich Layne Michael Hanley-McCarthy Peter Imhof	Firefighter/Paramedics Matthew Svatek Kurtis Triehy Benjamin Simmons Jesse Ryan Michael Calthorpe

On-Call Personnel

Firefighter/EMTs Don Post	Firefighters Stephen A. Wyke James Joncas	EMTs Nancy V. Burns
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Special Assignment Firefighters

Fire Training Director Capt. David O’Keefe	Fire Investigation Unit Joseph Delpapa, Jr. Joseph Powling	Emergency Management Co-Director Chief Joseph T. Targ
ALS Coordinator Jeffrey Douphinette	EMS Coordinator Sean Brown	EMS Director Zachary Driscoll

FIRE DEPARTMENT —CONTINUED

Fire Prevention Lt. Donald Parsons	Juvenile Fire Setters Program & SAFE Lt. Donald Parsons	Community Service Officer Lt. Donald Parsons
Grants Capt. David O'Keefe Capt. Michael Denehy	Hazardous Materials Tech. William Cashman	SAFE Educators David Lefebvre Justin Geneau Kurtis Trieby
Social media/Website Information & Support David Christiana Ben Simmons	Code Enforcement Deputy Chief Daniel Britko Lt. Donald Parsons	Communications Team Chief Joseph T. Targ Matthew Svatek David Lefebvre

Statistics	
WORKING ON / SYSTEM TESTS	765
AMBULANCE CALLS	1923
OUTSIDE ALS LOWELL	6
DISRICT 6 INCIDENTS	41
MEDICAL HELICOPTER	0
ASSISTANCE	183
APPLIANCE	8
ENGINE MEDICAL ASSIST	1801
BOX ALARMS	188
TROUBLE ALARMS	186
BRUSH	16
SMOKE IN THE BUILDING	20
CO. DETECTOR	59
VEHICLE	13
FUEL	10
CHIMNEY	1
OUTSIDE ELECTRICAL	28
ALARM CO. CALLS	108
NATURAL GAS LEAKS	41
SMOKE INVESTIGATION	60
ILLEGAL BURNING	49
ELEVATOR RESCUE	3
LOCKOUT	26
FIRE, OTHER	49
FIRE IN A BUILDING	3
MULCH FIRE	1
WATER PROBLEMS	8

FIRE DEPARTMENT —CONTINUED

LIGHTNING STRIKE	1
MUTUAL AID OUT	25
MUTUAL AID IN	23
DUMPSTER	1
WATER/ICE RESCUE	2
TOTAL ENGINE RESPONSES	3077
COOKING FIRE PERMITS	234
BRUSH PERMITS	768
BLASTS MONITORED	88
BLASTING COMPLAINTS	9
PRIMER CORD BLASTS	3
SMOKE DETECTOR/CO DETECTOR INSPECTIONS (26F/26G)	431
FIRE DRILLS	44
MUTUAL AID AMBULANCE IN	82
MUTUAL AID AMBULANCE OUT	89
FIRE DETAILS	88
COVID-19 TESTING	29
COVID-19 SUSPECTED	140
COVID-19 COMFIRMED	60
BACK-TO-BACK CALLS	714
MULTI FF TRANSPORT	103

REQUESTED MUTUAL AID FIRE IN: 23

REQUESTED MUTUAL AID AMBULANCE IN: 82

Mutual Aid Received		
TOWN/SERVICE	EMS	FIRE
PRO ALS		
LITTLETON	38 AMBULANCES	6 ENGINES, 3 TOWER LADDER
AYER	2 AMBULANCES	2 ENGINES
BOSTON MEDFLIGHT		
TRINITY	19 AMBULANCES	
GROTON	5 AMBULANCES	3 ENGINES
TYNGSBORO	6 AMBULANCES	2 ENGINES 2 TENDERS
CARLISLE		
CHELMSFORD		1 ENGINE
LOWELL		
ACTON	5 AMBULANCES	1 LADDER

FIRE DEPARTMENT —CONTINUED

NASHUA, NH		
DUNSTABLE		
DEPARTMENT OF FIRE SERVICES		2 FIU, 1 HAZMAT

REQUEST FOR MUTUAL AID FIRE OUT: 25
REQUEST FOR MUTUAL AID AMBULANCE OUT: 89

Mutual Aid Given		
TOWN/SERVICE	EMS	FIRE
LITTLETON	25 AMBULANCES	3 ENGINES
ACTON	15 AMBULANCES	5 ENGINES
AYER		
GROTON	31 AMBULANCES	1 ENGINES
TYNGSBOROUGH	10 AMBULANCES	2 ENGINES
CHELMSFORD/TRINITY EMS	6 AMBULANCES	2 ENGINES
LOWELL		8 ENGINES
DRACUT	1 AMBULANCE	
PEPPERELL		
MAYNARD	1 AMBULANCE	
DUNSTABLE		3 ENGINES
BOXBORO		1 ENGINE

FRIENDS OF EAST BOSTON CAMPS

Westford Friends of EBC has been recognized by the IRS as a charitable organization under section 501 (c)(3) of the IRS code and contributions made are tax deductible.

Our Mission

Westford Friends of East Boston Camps was established in 2007 as a nonprofit organization with the mission of supporting the conservation, maintenance and improvement of the historic East Boston Camps property for environmental, Outdoor recreational and educational purposes.

Our Goals

- Preserving the scenic beauty and natural resources of Stony Brook Conservation Land
- Restoring the historic East Boston Camp buildings
- Bringing back the tradition of overnight camping
- Providing support for including inner city children in camping programs
- Supporting events to promote community awareness and appreciation

Our Projects

Having completed the bathhouse landscaping and bringing the infirmary into ADA compliance in 2020, our focus in 2021 has been Nashoba Lodge, also known as the Rec Hall and improvements to the Dining Hall.

Nashoba Lodge has been revitalized. We cleaned it out, painted the walls and ceiling and refinished the floor with a very durable and waterproof epoxy flooring. We also installed a donated player piano. There is still work that needs to be done on the chimney, but Nashoba Lodge is ready for the activities we envisioned:

- Indoor game playing
- Educational events for conservation and local wildlife
- Educational use for 5th Grade Camp, scouts and other groups
- Gathering place after trail walks
- Event space

In the Dining Hall, we replaced the exterior doors in the kitchen area. In the main dining area, we replaced the florescent lighting with LED lighting and upgraded all the electrical plugs. We are also in the process of refinishing the wood floor.

Our Events

Due to Covid-19, we were unable to hold any of our traditional events (Spring Gala or Fall BBQ Festival). Instead, we sponsored a “Walk on the Wild Side” event for the entire month of May. A Westford Academy student, Izabela Fernandes, implemented her

Paul Royte
President
Rose O'Donnell
Vice President
Peter Mahler
Treasurer
Sue Corneliussen
Secretary
Dan Burke
Diane Earl
Patti Mason
Marcia Stokes
Leslie Thomas



FRIENDS OF EAST BOSTON CAMPS —CONTINUED

Capstone project by providing graphics for the event. Over 150 people participated in the online fundraising campaign, pledging contributions by walking trails or miles. Since fundraising has been challenging, we are reaching out to past Sponsors and Supporters for any contributions or donations to help us continue our work on restoring the buildings and facilities at East Boston Camps.

Our website: westfordfriendsebc.org

BOARD OF HEALTH

The Board of Health, an elected board, is responsible for developing policies and regulations and for enforcing local and state health and sanitary codes. The Board is charged with protecting the public health and safety of the Town. The Board directs the Health Department to carry out enforcement. The Board of Health meetings are held the 2nd Monday of each month at Town Hall or virtually.

In FY 2021, the Board of Health members and the Health Department staff continued its fight against COVID-19. July of 2020 saw a slight reprieve in the virus spread, where there were only 86 cases recorded in Town. This number increased quickly through the next several months with a maximum effort to keep people safe. Our school nurses supported the effort with helping and assisting with contact tracing positive cases. Several restrictions were implemented statewide to control the spread of the virus, and functions such as our flu clinics became drive-through operations. Additionally, the first COVID-19 vaccines were introduced in January 2021. Normal programming that the department usually provides the public was either postponed or provided virtually.

Stephanie D. Granger
Chair
Zac A. Cataldo
Vice-Chair
Michele Pitoniak-Crawford
Secretary
Joanne Belanger
Susan M. Hanly

The following personnel make up the Health Department:

Jeffrey Stephens R.S., CP-FS	Health Director / MRC Director
Rae Dick BS.,CP-FS	Environmental Services Director
Laurie Lessard	Administrative Assistant
Vacant	Substance Abuse Prevention Coordinator
Gail Johnson R.N.	Public Health Nurse
Abby Graham, REHS, MPH	Health Agent
Arnie Price, CP-FS	Food Inspector
Catherine McLarney	Registered Dental Hygienist
Andrea McKinley	Registered Dental Hygienist
Lisa Smith	Registered Dental Hygienist
Nancy Burns (grant)	Upper Merrimack Valley Medical Reserve Coordinator



Public Health
Prevent. Promote. Protect.

HEALTH DEPARTMENT - CONTINUED

The Westford Health Department provides a wide range of clinical, environmental, and emergency prep services to help monitor and improve the health and safety of the residents of Westford.

Jeffrey Stephens
*Health Director/Medical Reserve
Corps Director*

These diverse public health initiatives and efforts conducted by our staff, promote positive health practices, protect the health of the community, and encourage healthy behaviors across the life span. We are committed to planning and delivering accessible health services to Westford residents and reducing the incidence of illness and death in our community through surveillance and education.

Health Services Division

The Health Services Division focuses on early detection of disease, elimination or control of risk factors for adverse health conditions, and the application of available preventative measures.

FY 2021 focused on contact tracing, community education, and workplace safety protocols with regards to COVID19. There was a constant flow of state regulatory changes that were enforced through the Health Department. Reoccurring COVID-19 cases, mandates, complaints, questions, and activities consumed a significant amount of the department staff's daily schedules.

Despite the additional workload with the pandemic, the Health Department was able to perform its daily functions through restrictions. When not working on pandemic related readiness, strategy, and emergency response, the Health Services Division addressed a comprehensive range of health conditions and concerns. Programs and services include:

- Communicable Disease Surveillance
- Communicable Disease Control
- Immunization programs (including yearly community and school-based flu clinics)
- Health Fair and Farmers Market Education
- Educational programs for the community and schools
- Health screenings (Blood Pressure Clinics, Hearing)
- Mental Health programs (with referrals)
- Substance Abuse Prevention Services (Tobacco/Vaping Use, Alcohol/Drug Use)
- School-based dental program (grades K-5) (No program in 2020 due to COVID-19)
- Senior dental program (No program in 2020 due to COVID-19)
- Tobacco control (including enforcement of state and local smoking control requirements)
- Issuance of permits for tobacco retailers (with compliance monitoring)
- Town employee wellness program
- Sharps program
- Mercury and Cell Battery Collection
- Unwanted medication Drop-off
- Emergency Preparedness

You can access the complete list of services on our website at:

www.westfordma.gov/215/Health-Department

HEALTH DEPARTMENT - CONTINUED

This year, the department managed to carry on a full range of services during the COVID-19 shut down. The Health Department focused heavily on tick and mosquito borne illness as in order to educate the public on these very preventable diseases in the fall and at the Farmers Market. Local statistics show that reported tick borne illness has risen in Westford. This year, the Health Department did change focus to education on COVID-19 and disease management and prevention. This will be the focus for the foreseeable future.

Upper Merrimack Valley Medical Reserve Corps. (MRC)

The Health Department remains the host agent for the Upper Merrimack Valley Medical Reserve Corps. The local unit prepares for local disaster response and promotes public health across the region. Since January 2021, the unit welcomed 100 additional members, boosting the unit to a record 675 Volunteers.

This year proved to be a busy year for the Merrimack Valley's MRC unit. The unit responded to the Lowell Measles outbreak for clinical and support work. 72-hour Emergency Preparedness backpacks were provided to senior citizens and the homebound. To maintain their readiness, they continued to recruit, credential, train, and steadily build on their deployment skills.

Member capabilities include providing clinical to non-medical skills for ongoing activities that include blood pressure screenings, emergency preparedness education, flu clinic support, CPR/First Aid training, emergency sheltering, public health programing, and disaster response.

Throughout 2021, members staffed countless COVID19 clinics and test sites. They helped offset food insecurity by picking up groceries for home-bound residents and delivered both food pantry bags and hot meals to seniors. The UMVMRC was awarded a special plaque from Lowell General Hospital for essential services provided by its volunteers for the Mass Vaccine program initiative that inoculated over 150,000 area residents against COVID19. For more information about the UMVMRC or volunteering please see www.UMVMRC.org.

Domestic Violence

The Health Department and local partners continue to address the issue of domestic violence within the community through the Westford Coalition for Non-Violence (WCNV).from various town departments, concerned residents, clergy, and victims attend monthly planning meetings.

In 2021, members of the WCNV and Health Department staff purchased and assembled over twenty Mother's Day baskets for a local Women's Shelter. This group provided education on domestic violence, programming, and resources for residents. They are currently in the process of updating their resident resource brochure.

For more information on the WCNV and a listing of local resources, go to www.wcnv.org.

Grants

HEALTH DEPARTMENT - CONTINUED

This year, we continued to solicit grants, which enable us to provide expanded services to our residents. We received generous donations of \$5,000 from the Friends of the Cameron Senior Center and \$5,000 from the Westford Charitable Foundation to support our shingles and senior dental program. We are extremely grateful for the support of all our partners, which enables us to continue to provide high quality preventative services to the community and our most valuable residents.

Drug/Substance Abuse Usage

We continue to work with the Westford Police department, Westford Public Schools, the Massachusetts Opioid Abuse Prevention Collaborative (MOAPC), the Substance Abuse Prevention Collaborative (SAPC), the Westford Parent Connection and other organizations to educate the public on increasing trends in drug, alcohol, and vaping usage. We continue to monitor tobacco sales at our local stores and have started tobacco permit inspections. This year, the Health Department updated its tobacco regulation to mirror all federal and state requirements.

Dental Program for Seniors and School Age Children

Our school dental program was put on hold due to COVID-19 for the FY 2021 school year, but the expectation is for it to return in FY 2022. Our school dental program for students in grades K-6 is led by dental hygienists Catherine McLarney, Andrea McKinley, and Lisa Smith, who are committed to providing an excellent oral health program to the students. Because of our generous benefactors and Dr. Tom Schofield, we are also able to continue the dental program for senior citizens. Our grants, administered in cooperation with the Cameron Senior Center, provide high-quality dental care for underinsured seniors.

Environmental Services Division

The Environmental Services Division (ESD) is charged with the protection and prevention of environmental hazards that may adversely affect the health, safety, and well-being of Westford residents.

Programs and services include conducting inspections for:

- The installation of Septic Systems
- Title 5 Soil evaluations
- Public and Semipublic Swimming Pools/Beach Testing
- Housing/Hoarding
- Beavers Complaints
- Food establishments for Annual, Temporary, and Mobile Establishments
- Recreational Camps for Children
- Hazardous Materials
- Stabling/Piggery
- Pest and vector control
- Polystyrene/Plastic bags Restrictions
- Demolition Inspections.
- Plan Reviews
- Nuisance Complaints regarding Noise, Dust, Odor
- Mercury Collection Program
- Private Well Education Program

HEALTH DEPARTMENT - CONTINUED

The Environmental Services staff maintain the mercury collection program, investigate environmental violations, conduct site plan reviews, review building permit applications, oversee private drinking water wells and groundwater protection. The staff conducts enforcement actions, investigates general health nuisances/complaints, reviews Title 5 Inspection Reports, and provides educational programs on environmental health topics to both the businesses and citizens of Westford.

Virtual Educational Programs

This year, the ESD, provided virtual education trainings on private drinking water wells and septic system education to both residents and realtors. The division staff also hosted a virtual Emergency Preparedness training for residents with disabilities. The Office of Disability and Homeland Security provided 72-hour emergency backpacks for the first forty residents who attended the virtual training.

A virtual “Food Safety for Managers” class was offered to all the Food Establishments in town. This class was taught by a Food Safety consultant and the program was paid for by an FDA Food Safety grant.

Healthy Lakes and Ponds Collaborative

The Environmental Services division co-chair the work of the Healthy Lakes and Ponds Collaborative with the Conservation Agent. Our goal is to work together with the Lake and Pond representatives to improve the overall quality of Westford’s waterbodies. The collaborative raises awareness educates the public on invasive weeds and works to maintain the health of the lakes and ponds. The collaborative has received Community Preservation Funds to continue the monitoring, surveying, and treatment of the lakes and Ponds.

Food Inspectional Program

The Environmental Services Division updated the department’s local food regulation to require all new food establishment/businesses to hire a food consultant to help assist them with their food plan review plan. This requirement has helped streamline the process for the business and staff.

The FDA Voluntary National Retail Food Regulatory Program Standards is a program of nine standards, designed by the FDA to foster food safety through risk-based systems. The Health Department has been enrolled in the program for over 6 years. The program requires continual food safety inspection improvement, training, written policies, and standardized inspections.

This year the Department met an additional program standard.

The Health Department received a total of six grants (over \$45,000) from the FDA retail standards program to continue with on-going improvements to the department’s food inspectional program and to purchase electronic software for the field and provide all inspectors with new inspectional equipment. Our food inspectional program provided ongoing food safety education and a virtual food manager course to several organizations and businesses in the community.

HEALTH DEPARTMENT –CONTINUED

Annually, the division staff provides trainings, programs, and community health fairs related to Homeowner and Realtor Septic Systems 101 classes, Septic Installer/Inspector training classes, Tick-borne Illness Prevention programs, Weed Watcher programs, and Food Safety Education classes. The ESD provided Sun Safety and Tick-borne Illness/Disease at the Community Farmers Market.

The staff at the Health Department continue to aim for a higher standard of services and continue to work on their annual professional development requirements.

Visit the Health Department webpage at www.westfordma.gov/215Health_Department for more information. You can also find the most updated information on our Facebook page.

Communicable Diseases		Services	
Babesiosis	3	Animal Bite Consultation	31
Campylobacter	4	Cholesterol Screening	0
Covid-19	1,448	Hearing Testing	0
Cryptosporosis	1	Home Visits	8
Giardia	1	Hypertension Screening	0
Hepatitis B	0	Immunizations	24
Hepatitis C	1	MRC Hypertension Screening	0
Human Granulocytic Anaplasmosis (HGA)	6	Pap Smear Clinic	N/A
Influenza	0	Pneumonia	0
Legionellosis	0	School Flu Immunizations	38
Lyme Disease	35	Seasonal Flu Immunizations	1,396
Pertussis	0	Tuberculosis Testing	0
Salmonella	1	Educational Programming	
Shiga toxin producing organism	1		
Active Tuberculosis	0	Number of Programs	6
Tuberculosis Latent	1	Virtual and In-person Participants	287
Varicella	1	Employee Health Programs	4
		Number of Participants	51
		CPR/First Aid trained	116

Documents and Applications Processed			
Septic Related		Water/Well Systems Related	
Portable Chemical Toilets	5	Wells/Water Systems	25
Septic Haulers/Installers	81	Recreational Water Related	
Soil Evaluations & Percolation Testing	99		
System Construction	168	Swimming Pool Inspections	23
System Construction Inspections	674	Swimming Pools	21
Title 5 Inspections Reviewed	311	Bathing Beaches	13

HEALTH DEPARTMENT –CONTINUED

		Bathing Beach Inspections/ Testing	192
<u>Camp/Camping Related</u>		<u>Food Service Related</u>	
Day/Overnight & Rec Camps	5	Permitted Food Establishments	153
Inspections Conducted	5	Food Establishment Complaints	22
		Catering Licenses	2
<u>Body Art Permits</u>		Other (Frozen Dessert, Milk & Cream)	101
Body Art Practitioner	2	Food Establishment Plans Reviewed	9
Body Art Establishment	1	Mobile	8
Body Art Plan Review	0	Seasonal Establishments	19
		Temporary Events	27
Temporary Housing	1	Farmer’s Market	19
Housing Inspections	48	Residential/Cottage Foods	3
Beaver Inspections/Complaints	7		
Building Permits	239		
Stabling & Piggery Permits/Inspection	12		
Hazardous Materials Registration	36		
Demo Permit Inspections	21		
Funeral Director License	3		
Tobacco Establishments Licenses	21		
COVID-19 Related Complaint Inspections	181		

HEALTHY WESTFORD COMMITTEE

The Healthy Westford Committee supports outdoor activities such as walking and running, and also healthy foods, and a healthy environment. The committee members are listed below along with the charge to the committee.

Earth Day. To celebrate Earth Day in April, the committee sponsored “Beach Comber Day”, which consisted of picking up litter at the town beaches, Edwards Beach in Nabnasset and Forge Beach in Forge Village.

Bike Racks. The committee also supports bike racks. We made a survey of important destinations such as East Boston Camps and the schools, and the results told us that a number of important destinations did not have bike racks, which was disappointing. To improve the situation, we made presentations to the Select Board and the other parts of Town government directly involved.

Core Westford Walkway. The Committee is developing a concept called the Core Westford Walkway. The Core Westford Walkway is a joint project with the Pedestrian Safety Committee. The concept is a north-south walkway extending the entire distance from the Tyngsboro town line (north) to the Acton town line (south). This main walkway, which is intended to be wheelchair accessible, will connect to a number of major destination areas, including Nab School, Grassy Pond, East Boston Camps, Abbot School, Roudenbush, Town Hall, Town Common, Minot’s Corner, and the Bruce Freeman Rail Trail. The Core Westford Walkway will, of course, connect with many other trails and walkways, for example the many existing trails at Grassy Pond and those at East Boston Camps. Core Westford Walkway is a concept much of which currently exists. The Committee is working on certain gaps, one being a future pedestrian bridge over Stony Brook near the Depot Street Bridge for vehicles. The committee has been meeting with the Town Engineers and the Select Board.

Accessible paths. The committee is also trying to improve the wheelchair accessibility in town. One specific project is to arrange for re-paving of the 2nd entrance to Nab School. This handy way of entering the school property is currently being used, but only by walking people. The committee has made this proposal to the School Department, the Department of Public Works and to other departments involved.

The committee is also developing a wheelchair accessible path through a wooded area of town owned land next to Edwards Beach. Currently there is no accessible woodland path anywhere in Westford, so this will be the first.

Walking between commercial buildings. The committee has also been trying to improve walking between commercial buildings in the Rt. 110 area. In one case, the committee has been looking at the wooded strip of land between Walgreens and the abutting restaurant, Ocho. The committee spoke with the two businesses and found that they both would welcome improved walking conditions between the two. The committee offered to create a walkway simply by adjusting the stonewall and trimming branches. This improved connection is now open for walking.

Griffin Road subdivision. When our committee heard about the land-for-sale at 22 Griffin Road, we studied the land, thinking of the possibility of purchase by the town

- William Harman**
Chair
- Kathleen Lynch**
Vice-Chair
- Don Galya**
Pedestrian Safety Committee
- Lynn Tyndall**
- Katherine Russell**
Senior Center
- Alexander Hilton**
- Sean Kelly**
- Jeffrey Stephens**
Health Department
- Will Darling**
Alternate

HEALTHY WESTFORD COMMITTEE

under the chapter 61B process. The town did not exercise the right to purchase the land, so the land became a subdivision of new houses. Our committee developed a letter to recommend certain aspects of a subdivision that would be beneficial to the town. One of these is based on the dangerous walking conditions in that particular part of Griffin Road. Another issue in our letter was the existence of a historic roadway that connects Griffin Road with Old Lowell Road. As the subdivision review process went forward, our letter was a part of the negotiations with the developer.

Charge to the Healthy Westford Committee: To support the community members of Westford in improving their personal health and safety and that of their households, public spaces, and ecosystems.

HIGHWAY DEPARTMENT

Richard (Chip) Barrett
Highway Superintendent

The Highway Department from July 1, 2020 through June 30, 2021 performed the following work:

Town Roads

Regular maintenance and repair of Town roads consisted of cleaning and repairing of catch basins and manholes, the cutting of brush on the sides of the roadways, repair of guardrails, patching and sweeping of roads and municipal parking lots. The Highway Department also grades all Town gravel roads, installs berms and curbing, cuts and clears trees from the roadways, during and after storms.

This year 7,000 tons of bituminous concrete was used for repair and maintenance of Town roads.

Roads Resurfaced

The following streets were resurfaced with bituminous concrete:

- Abby Road
- Allison Drive
- Colonial Drive
- Dana Drive
- Fairview Drive
- Landmark Road
- Ledgewood Drive
- Mark Vincent Drive
- Parker Circle
- Polley Road
- Steven Circle
- Tadmuck Lane
- Vose Hill Road
- Walter Circle
- Woodbury Drive

In addition to the above, we replaced 8 catch basins and reset and repaired 185 catch basins.

Drainage Town Roads

The following street had drainage installed:
Ledgewood Drive 650' of 10" Leach Pipe

Snow and Ice Removal

The Town of Westford Highway Department, in the interest of public safety and for the convenience of motorists, cleared the snow and ice from approximately 175 miles of roadway. In this process, the Town used 3,510 tons of road salt, 113 tons of sand and 18,000 gallons of liquid anti-icing product.

Following are the dates the Highway Department were called out to treat or plow the town's roads:

October 30	4" Snow	Plow/Treat
December 5	5" Snow	Plow/Treat
December 8	Ice	Salt
December 16	13" Snow	Plow/Treat
December 20	2" Snow	Salt
January 1	1" Snow/Ice	Plow/Treat
January 3	1" Snow	Salt
January 26	5" Snow	Plow/Treat
January 28	5" Snow	Plow/Treat

HIGHWAY DEPARTMENT –CONTINUED

February 1	21” Snow	Plow/Treat
February 5	1” Snow	Salt
February 7	4” Snow	Plow/Treat
February 9	3” Snow	Plow/Treat
February 15	1” Snow/Ice	Plow/Treat
February 19	3” Snow	Plow/Treat
March 27	1” Snow	Salt
April 16	3” Snow	Plow/Treat

Highway Staffing FY 2021:

Highway Superintendent – Richard Barrett

Records Supervisor II – Nicole Feliciano

Operations Supervisor – Kevin Lynch

Crew Supervisors:

- Dave Hall
- Michael Cawthron
- Timothy Hopkins

Heavy Equipment Operators:

- Brandon Bomal
- Erik Carratu
- Matthew Critch
- Joseph Gervais
- Brian Keefe
- Nathan LeDuc
- Glenn Robinson
- Richard Savary
- Lewis Tarbox
- Steven Vinal

Fleet Operations Supervisor – Kosta Tsouprakos

Mechanic – Robert Cuestas

Parks Operations Supervisor – Jonathan Revis

Parks Supervisor – Robert Upperman

Heavy Equipment Operators shared with Parks and Recreation:

- Brian Auger
- Richard Leonard
- Glenn McCarthy
- Derek McNiff

Cemetery Supervisor – Richard Nowoichik

Heavy Equipment Operator shared with Cemetery:

- Connor Mendes

We must remember that this is New England and that we should all be prepared for whatever Mother Nature dishes out to us. Thanks to all residents for their patience and cooperation in assisting us with these events.

Our sincere thanks also go to the Select Board and Town Manager for their full cooperation and support of all members of the Highway Department.

HOUSING AUTHORITY

The Westford Housing Authority (WHA) is entering its 52nd year providing affordable housing opportunities to seniors and families in the region as well as providing support to the various Town committees and departments that focus on affordable housing matters.

Board of Commissioners

Muriel T. Drake
Chairperson

Janine McCormack
Vice-Chairman

Nancy Cook
Treasurer (Governors Appointee)

Carol Engel

Diane L. Holmes

The Board would like to thank Janine McCormack for her continued help in her position of our Tenant Housing Authority Commissioner. This is one of the most difficult positions to hold on a Housing Authority Board of Commissioners. Diane Holmes continues to serve as the Housing Authority's representative to the Community Preservation Committee. The Authority would like to take this opportunity to recognize Commissioner Carol Engel who has completed 30 years of service to the Authority. Muriel Drake has served 27 years on the Board. Nancy Cook who is the Governors Appointee has been very busy trying to make our goal of providing more low-income housing for seniors to become a reality. Her dedication to this cause needs to be noted. This exemplary dedication to Westford's affordable housing programs is applauded and recognized with great gratitude.

The Westford Housing Authority provides housing to low and moderate-income seniors, families, and persons with disabilities. The portfolio consists of 73 units of senior housing; six family units; and eight units for people with disabilities. The WHA also owns three apartments at the Brookside Mill Condominium complex and leases them to families who are at or below 80% of the area median income. The WHA provides management and maintenance for these units and is currently overseeing a capital improvement project at our 7 Church Street building. The WHA now maintains its wait list with the new CHAMP Application recently created by the Department of Housing and Community Development. This new application is a one stop option for applying for state aided public housing by only having to fill out one application to get on housing lists throughout the state. Over the past year we have been inundated with applications for housing both senior and family housing. This proves that the housing crisis in Massachusetts is real and that folks are desperate for affordable housing options.

The Town of Westford supports the WHA and its residents by providing access to the Council on Aging and Cameron Senior Center programs and professional staff.

The Westford Housing Authority would like to recognize Jennifer Claro, Alison Christopher, Katie Russell and Annette Cerello for their hard work and dedication to the Seniors and Families of the Westford Housing Authority.

The WHA continues to provide day-to-day support to the residents of Westford and surrounding communities who are seeking affordable housing. WHA staff answer questions and provide information and referrals to individuals and families on their affordable housing options including rental and home ownership opportunities. In addition, the WHA Executive Director supports the Affordable Housing Trust Fund by scheduling meetings and generating minutes.

The WHA provides oversight of re-sales and re-finance activities for many of Westford's affordable homes. This oversight ensures that these units are preserved as affordable

HOUSING AUTHORITY —CONTINUED

housing and remain on the Subsidized Housing Inventory, which is monitored by the State to ensure that our Town is making strides toward the State-mandated goal of 10% affordable housing in every community. Westford has seen a large number of re-sales of affordable homes during the past year which means that first-time homeowners are moving on to bigger and better homes, opening up new opportunities for other families to purchase their first home in Town. The WHA also oversees the annual “Self-Certification of Occupancy” process for approximately 130 affordable homeowners. The WHA continues to work with the property managers at Avalon Acton, Princeton Properties, and Abbot Mill to verify that new and existing tenants qualify for affordable rental housing. All of these developments are following the reporting requirements of their permits.

This past year the WHA has recently taken over the responsibility of administering the Westford Rental Assistance Program (WRAP), created by the Council on Aging’s Director, Jennifer Claro. Payments to Westford Landlords are being made through a grant from the Affordable Housing Trust Fund. WRAP is currently helping five Westford Families with part of their rent payment. The WHA has also taken over the Westford Emergency Rental Assistance Program (WEWRAP), a program created by the Affordable Housing Trust Fund to help Westford Residents with their rent when their incomes exceed 80% of the area median income. The WHA is currently starting advertising for this program and hopes to help Westford Renters in need soon. Both programs are being paid from funds through the Affordable Housing Trust Fund.

In closing, the Westford Housing Authority Board of Commissioners, Staff and Residents would like to thank the various Town of Westford Departments for all the help they have provided us throughout the year. The Westford Housing Authority recognizes how incredibly supportive the Town of Westford is to us.

HUMAN RESOURCES DEPARTMENT

Personnel Advisory Committee

Joan Bennett - Chair
Judith Ramirez
Denise Vuilleumier

Pamela P. Hicks
Director of Human Resources
Jennifer Oliveira
Benefits Coordinator
Bettianne Steffero
Administrative Assistant

The Personnel Advisory Committee (PAC) meets as needed to review personnel policies, pay & classification plan changes, and job descriptions.

The Town renewed the health insurance coverage with Blue Cross Blue Shield for the period of November 1, 2020 through October 31, 2021 with a 4.9% premium increase. This included a .5% premium reduction for bundling the health and voluntary dental plans.

As of June 2021, there were 502 retirees on Medex (Medicare supplemental insurance), 88 retirees on active health insurance plans who were not yet eligible for Medex, and 568 of over 1,200 employees who are actively insured on these plans. The Town insured approximately 58% of town and school employees who were benefit eligible.

The Town's OPEB (Other Post-Employment Benefits) trust fund balance in June of 2021 was \$10,384,412.

The Human Resources Department works closely with all departments, employees and retirees to ensure compliance with state, federal and local personnel laws and regulations. New employees are provided with state ethics law summaries and training requirements, as well as workplace violence and sexual harassment policies. Town and School Human Resource Departments work together to ensure consistency and accountability to serve over 1,200 employees and approximately 600 retirees. Some of the daily responsibilities include fielding questions and assisting employees and retirees, working closely with Payroll/Accounting and Finance in administering union contract benefits and ensuring compliance, leaves/absences and payments, benefit changes, FMLA leaves, workers comp and 111F administration (Police & Fire Accident Insurance), recruitment process, paying, auditing and reconciling benefit bills, turnovers, HRIS changes.

The Human Resources Department manages the administration of the following areas:

Insurance

- Plan administration for all insurances for town and schools
- Benefits changes and enrollments
- Credible coverage notices and general notices for Town and School employees and retirees
- Coordinating open enrollment for Town and Schools
- Self-pay and COBRA payments
- Monthly reconciliation of all benefit bills
- Voluntary long-term disability, short-term disability, life insurance, accident insurance, vision insurance, and dental insurance.
- Administer Workers Comp program for Town and School
- Administration of police & fire accident insurance (111F)
- Medicare Part "D" reporting for Town and Schools

HUMAN RESOURCES DEPARTMENT –CONTINUED

Retirees

- Town retirements, including communication, benefits, and providing support to retirees in conjunction with the Middlesex Retirement System, Mass Teachers Retirement System & PEREC for approximately 600 retirees.
- Maintain retiree contact information
- Provide monthly benefit deduction requests to Middlesex Retirement and process turnovers for Town and School
- Mailings
- Process turnovers for Mass Teacher Retirement System

Employment Pay and Classification Plans

- Conducting surveys and drafting changes
- Writing and reviewing job descriptions
- Working with PAC (Personnel Action Committee) to prepare recommendations for the Town Manager

Administration

- Works closely with department heads, employees, and retirees to assist and advise on a broad range of personnel issues
- Personnel functions including implementation and interpretation of personnel policies and procedures and collective bargaining agreements
- Recruitment
- Hiring
- Union negotiations
- Evaluations
- Salary surveys
- Orientation
- Disability
- Maintaining all permanent personnel records
- Ensuring ADA compliance
- Handling Family Medical Leave Act leaves
- Human Resource Information System
- Compensated absences
- Employee Accruals
- Annual rollover of the payroll system
- Employee Assistance Program (EAP)

Accounting

- Flexible Benefit Plans (Section 125)
- Monthly benefit withholding audits
- Authorize and process payments of town and school health and benefit bills
- Medicare Part B premium penalty payments
- Process turnovers

The Human Resources web page can be found at [www.westfordma.gov/274/Human-Resources under Town Departments](http://www.westfordma.gov/274/Human-Resources%20under%20Town%20Departments).

J.V. FLETCHER LIBRARY

Curbside Pickup, Remote and Virtual Offerings

Ellen Rainville
Library Director

After the emergency COVID closure to the public on March 14, 2020, the library began contact-free curbside pickup on June 1, 2020 and entered FY 2021 offering an ever-increasing array of COVID- and CDC regulation compatible new initiatives, collections, services, and remote and downloadable technologies. The Library thanks all staff for their creativity, planning, technical prowess, imagination and flexibility as all collection access, programming, and outreach pivoted to remote and virtual, adding winter Browsing by appointment and finally re-opening to the public on June 1, 2021. Prior to June 1, staff delivered over 25,000 curbside pickups to the rear entry and covered the equivalent distance of walking to Pittsburgh PA. New service delivery was supported by new technologies and over four dozen new procedures. Safe new offerings included:

- Hoopla, KANOPY and new website funded by the Library Friends
- Book the Browse Tent
- Laptop on the Lawn and Device Advice
- Grab ‘n Go Bundles, Craft Kits, Book Club Bags, Make and Take Bags
- Beans, Bestsellers and Books!
- Drive-through Friend’s Book Sale
- 1610 AM WJVF Still Serving You on your AM Radio Dial
- ABC and Me! Storytime



Youth Programs

Exciting and new Youth Services programming in FY 2021 included:

- Library Book Clubs
- Mug Meals
- Story Walks
- Virtual Cartooning Class
- Rockabye Beats
- Mr. Vinny
- Chinese New Year crafts

“You guys are doing such a great job keeping the kids engaged during the library closure.” **Library Patron**

“Being able to call and hold books and come pick them up saved my sanity during the last year.” **Library Suggestion Book**

Adult Programming

Moved monthly Book Groups and Clubs to an all-virtual format: *Library Book Discussion Group*, the *Monday Mystery Book Club*, the *Non-fiction Book Club*, as well as the *Westford Job Seekers Network* meeting weekly. Throughout the Merrimack Valley local libraries shared ZOOM-based programming, opening up attendance to residents across the Commonwealth, and greatly expanding content. Adult programs- virtual throughout FY 2021 - included:

- 📖 DIY Kombucha
- 📖 Holiday Pies
- 📖 New Normal New England Road Trip

- 📖 Mind and Meditation
- 📖 Virtual Sheet Pan Meals
- 📖 Musical Baseball Show

J. V. FLETCHER LIBRARY —CONTINUED



The three Summer Reading Programs (child, tween and adult) netted 1,045 registrants from June 2020 through August 2020 for the state-wide reading theme of: *Imagine Your Story*. This summer read-fest - funded by the Friends of the J. V. Fletcher Library, Inc. and the Massachusetts Library System - was a first experiment with a virtual and remote Summer Reading Program.

Gift- and Grant-Funded Initiatives and Awards

In FY 2021, the Friends of the J. V. Fletcher Library Inc. provided almost \$20,000 in book and new format funds, and one-half of the Library's MVLC annual membership was paid from the State Aid to Public Libraries account. The Library thanks those gracious donors who gave to the Friends' 2020 Fall Appeal campaign to fundraise and to supplement Town funds for new media, downloadable collections and technology purchases, which provided critical remote access to titles during the entirety of the fiscal year. The Friends are also thanked for funding multiple museum passes, all library programming, the annual Wishlist and for ALL the ways their support expands and enhances daily Library service.

We thank the Westford Garden Club for underwriting the gift of passes to the Tower Hill Botanic Garden facility in Boylston and for enhancing the Library's Main Street entrance all year round with such gracious plantings, during a year when the outdoors was so important! The Library and families of Westford thank the KDK Foundation (Kurt Kelly Hockey Memorial Fund) for funding the fun-filled virtual summer Harry Potter Trivia program and December's Disney Family Trivia!



Finally, we thank Senator Edward J. Kennedy for advocating Remote Juvenile Program Legislative Funding for the six public libraries of the First Middlesex District. The Westford Library received \$16,802 in special funding which allowed the library to purchase a host of equipment and production technology and offer a full half-year of engaging remote programming as we waited to fill the Young Adult Librarian vacancy.

Massachusetts Public Library Construction Project Grant

Since 2011, Library staff, the Library Facility Needs Committee, and the Library Trustees Board have worked to poise the municipality for a Massachusetts Board of Library Commissioners Massachusetts *Public Library Construction Project Grant* application which was submitted in 2017.

J. V. FLETCHER LIBRARY —CONTINUED

The Town of Westford is now waitlisted (at number 5), in line for \$7,851,944 million in grant funds. This award rests upon state funding, Town review and future Town votes in favor of proceeding with this project. No provisional awards were made in July 2021, but a provisional grant notice from the MBLC is tentatively projected for July 2023. The future design devotes almost all new space to the public and to the residents who use it most. The Library design:



- More than doubles the space for children, and offers a discreet separate area
- Triples space for young adults and emerging adults
- Doubles public meeting spaces (booked 6 x day)
- Centralizes Circulation functions
- Increases silent, tutorial and collaborative study options
- Offers improved technology and spaces to accommodate future trends and uses
- Offers improved traffic flow and increased parking
- Is fully handicapped-accessible and meets current fire, safety, ventilation and building codes

“Our lives are richer because of the library and everything you do...” **Library Patron**

The Westford Library has a strong history of gifts, donations, benefactors and grants:

- 1797 – Original Social Library founded by 25 citizens
- 1859 – Social Library donated to the Town
- 1873 – Agricultural Library donated to the Town
- 1895 – Jonathan Varnum Fletcher donated 75% of the funds to build a new library on the Common
- 1963 – Basement Children’s Room funded by J. V. Fletcher’s great grand-daughter Marian F. Winnek
- 1969 – Renovation/addition funded by federal LSCA Title II grant
- 1979 – Bookmobile funded by federal LSCA Title I grant
- 1988 – Renovation/addition awarded Massachusetts Public Library Construction Project (MPLCP) grant award
- 2007-2012 – Library Beautification funded by the Friends of the J. V. Fletcher Library, Inc.
- 2017 – Westford wait listed for MPLCP grant award of almost \$8 million

J. V. FLETCHER LIBRARY —CONTINUED

Administrative News:

The Board of Library Trustees engaged Sage Consulting and conducted Focus Groups, S.O.A.R exercises and a Fall Community Survey to finalize the Library Strategic Plan 2023-2025 and Annual Action Plan, mandated by the Board of Library Commissioners and approved by the Board of Library Trustees in June 2021. We thank here the many patrons, Board members, staff and residents who contributed to this Strategic Process, setting future direction.



Facility Maintenance:

In FY 2021 the Library tackled the following maintenance issues within the facility:

- Champion Black Oak was tested and removed
- A Finance Committee Transfer Request was approved to replace failed Heat Pump #11
- Safety and security procedures and initiatives were introduced per the *Town School Safety Task Force*

We thank the Facilities, Highway and Parks and Grounds Departments for their support and assistance throughout the year.



Professional Development and Town Civic Activity:

Library staff continued to be professionally active, with Director Ellen Rainville serving as MVLC Clerk and on the MLA Executive Board:

- ALA (American Library Association)
- MLA (Massachusetts Library Association)
- MSLA (Massachusetts School Library Association)
- MVLC (Merrimack Valley Library Consortium)
- NELA (New England Library Association)
- TEEN Summit
- PLA (Public Library Association)
- YALSA (Young Adult Library Services Association)
- School Library Journal Day of Dialog
- Westford Records and Archive Committee



*Staff delivered over 25,000 curbside pickups to the rear entry in FY 2021 and covered the equivalent distance of walking to Pittsburgh, PA. Seen here wearing “Curbside T-shirts” created by a staff member, a **Library Patron** extolled, “The system set-up was incredible!”*

“I read well over a hundred books from the library by curbside. This saved me several thousand dollars.” **Library Suggestion Book**

J. V. FLETCHER LIBRARY —CONTINUED

Library Staffing FY 2021:

Director — Ellen D. Rainville

Asst. Director — Kristina Leedberg

Senior Librarians:

Head of Youth Services — Nancy Boutet

Systems/Head of Technical Services —
Dina Kanabar

Head of Reference & Information Services
— Sarah Regan

Head of Circulation —Holly Sheridan-
Pritchard

Staff Librarians:

ILL/Serials Librarian — Charles Schweppe

Young Adult Specialist — Katelyn Bennett
Rose (*resigned 8/17/20*)

Local History/Genealogist — Virginia
Moore

Head Cataloger — Alla Brovina

Substitute — Sandy Kelly

Library Associates:

Cataloger/Data Entry — Lauren Evans

Fine Arts Librarian/Acquisitions — Carol McCahon

Juvenile Reference/Program Assistants — Ellen Apicco; Jacki Dibble; Jennifer
Hamilton

Circulation and Readers Advisory —Laura Fowler; Mayleen Kelley; Judy Madsen;
Paula McWilliams (*resigned 6/30/21*); Jeanne Millet; Heather Nevits; Deborah
Santoro; Chantale Shepard

Substitute — Jean Butler (*resigned 11/13/20*)

Library Technicians:

Order and Acquisition Receiving — Susan Blanchette

Inter-Library Loan Support — Sara Morton; Bari Pender; Melissa Seldon (*resigned*
7/31/20)

Maintenance Worker I and II — Robert Otto; Joseph Burke

Office Manager — Amy Spadano

Library Pages (3)

Volunteers (program suspended due to safety considerations)



“As I tell everyone: we have the best librarians and library in the world.”

Library Patron

TRUSTEES OF THE J. V. FLETCHER LIBRARY

After an historic year of the COVID pandemic, the library re-opened and restored in-person service as of June 1, 2021. Library staff is here thanked for a year of creativity, commitment and imagination, and physical effort as the staff managed to maintain high-quality customer service via Curbside Delivery, Browse Tent appointments, downloadable and streaming formats, Craft Bags, and in-house limited appointments.

Glen Secor
Chair
Lynn Clermont
Treasurer
Buffie Diercks
Secretary
Marianne Fleckner
Alisha Hillam
Robert Price

Since 2011, Library staff, the Library Facility Needs Committee, and the Library Trustees Board have worked to poise the Town of Westford for a *Massachusetts Board of Library Commissioners (MBLC) Public Library Construction Project Grant*. The Grant application was submitted in 2017 and Westford is now waitlisted at number 5, in line for \$7.8 million in grant funding. This award depends upon State funding and future Town votes in favor of proceeding with the project now slated for potentially July 2023.



Rear View of Future Expanded Library

The Board is committed to this expansion of our Library, and hopes for the support of the entire Westford community to make this goal a reality. The Board will continue to update Westford on the many stages involved in this process, as it unfolds in the years ahead.

Trustee FY 2021 Goals

- A. In keeping with the initiatives of the Town and School Safety Task Force, the Board of Library Trustees will pursue safety and security measures in the areas of:
 - 1. Policy
 - 2. Procedure
 - 3. Emergency Response
 - 4. Patron, vehicular, and pedestrian traffic and safety upgrades on Library property, including:
 - a) Champion Black Oak assessment and removal
 - b) Driveway, islands, traffic flow, pedestrian right of way, book drop location, lighting, dumpsters, and parking lot utilization of the former secondary septic leaching area
- B. The Board of Library Trustees will support the re-design and upgrade of the Library’s website.
- C. The Board of Library Trustees will collaborate with the Friends in facilitating the launching of the J. V. Fletcher Library Foundation.



TRUSTEES OF THE J. V. FLETCHER LIBRARY —CONTINUED

- D. The Board of Library Trustees will support the long-range planning process and creation of the *Library Strategic Plan 2023-2025* due at the MBLC on October 1, 2021.

Library Policies, Revised or Approved

- Policy on Sale of Tickets, Raffle Tickets, Articles, etc. (1/5/21)
- Volunteer Policy (7/7/21)

Trustee Collections, Funds and Board Activities

The J. V. Fletcher Library Trustees used Trust Funds to pay for various Staff memberships and Development, the first Virtual celebration of Staff and Volunteers (instead of the annual Recognition Brunch), the removal of the Champion Black Oak (with much-appreciated assistance from the Highway Department), and materials, programming and grant support. The Board of Trustees continued to work with Consultant Barbara Alevras of Sage Consulting on the **Strategic Planning Process** for the next three-year Plan mandated by the Massachusetts Board of Library Commissioners (MBLC). During FY 2021 additional Focus Group activities and a Fall Community Survey were conducted prior to the Board of Library Trustee approval of the Strategic Plan, FY23 – FY25 and the Annual Action Plan in June 2021.

Recognition

The Trustees would like to thank the wonderful Library Staff for once again enhancing and expanding programs, collections, formats and services. Staff and Volunteers were honored virtually this past year, instead of at the annual Recognition Brunch. While volunteers were not present in the Library during FY 2021, we hope to welcome them back as safety permits. The Trustee Board honored the following Staff Anniversaries occurring between Jan. 1, 2020 and Dec. 31, 2020:

5 Years:



Joseph Burke; Charles Schweppe

10 Years:



Nancy Boutet; Mayleen Kelley; Chantale Shepard

20 Years:



Alla Brovina; Jacki Dibble; Kristina Leedberg; Carol McCahon; Holly Sheridan-Pritchard

30 Years:



Virginia Moore

Friends of the J.V. Fletcher Library, Inc.

The Friends of the J.V. Fletcher Library organization is a committed and valuable partner of the Library. Their generosity funds many of the programs that the Library is able to offer. This past year the Friends supported:

- Fall 2020 Fall Appeal
- Museum Passes & Reservation software
- Summer Reading, Holiday and Juvenile, Teen and Adult Programs
- Popular Bestseller Books and new downloadable formats

TRUSTEES OF THE J. V. FLETCHER LIBRARY —CONTINUED

- Public Relations
- A successful Drive-through Book sale!
- Annual Membership Drive
- Underwriting of the new Library Website
- Joint work on the Library Foundation

Note: The Library Trustees meet at 7:00 PM at the library on the first Monday of the month, now in a Virtual Format. Meetings are open to the public and residents are always welcome. An updated meeting schedule is maintained at the library website: westfordlibrary.org. The Trustees may be reached through this website and all library policies are available there for public viewing.

J. V. FLETCHER LIBRARY -CIRCULATION & ACTIVITY STATISTICS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	J
Adult Books	2,469	3,091	4,752	4,807	4,340	4,920	5,076	4,735	5,536	4,916	4,628	
Young Adult Books	1,098	1,337	2,411	1,898	1,632	1,873	1,905	1,637	1,762	1,658	1,413	
Children's Books	3,665	5,536	10,066	11,152	10,020	11,190	11,102	10,495	13,047	11,031	10,132	1
Adult Magazines	34	78	174	167	194	159	95	56	118	248	190	
Young Adult Magazines	0	0	41	9	4	0	2	12	2	0	3	
Children's Magazines	0	3	41	3	14	11	3	6	6	3	6	
Adult CD's	200	257	387	384	376	489	350	373	482	372	452	
Young Adult CD's	10	7	1	16	12	14	21	14	13	13	15	
Children's CD's	47	55	102	68	57	78	86	118	94	53	58	
Adult Videos	525	1,119	1,697	1,815	1,869	2,156	1,987	1,634	2,254	1,806	1,664	
Young Adult Videos	6	6	5	12	4	17	24	17	26	12	19	
Children's Videos	132	365	574	666	387	699	384	485	347	530	355	
Adult Electronic Format	22	41	92	87	95	123	97	72	94	93	90	
Young Adult Electronic Format	8	15	31	23	26	21	18	13	20	19	32	
Children's Electronic Format	21	52	81	72	44	87	81	37	67	166	82	
Adult Miscellaneous	2	0	9	8	0	2	0	7	0	0	3	
Young Adult Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	
Children's Miscellaneous	8	7	17	21	11	9	14	21	27	10	20	
Commonwealth Catalog Lending	7	0	6	37	30	38	41	56	64	68	46	
Museum Passes	0	31	29	41	18	5	8	25	48	134	104	
Overdrive Audio	1,287	1,222	1,164	1,128	1,152	1,143	1,315	1,180	1,325	1,266	1,247	
Overdrive eBook (ebook and Kindle)	2,764	2,706	2,331	2,178	2,105	2,262	2,439	2,182	2,091	1,899	1885	
Overdrive Video	13	34	7	8	8	3	6	1	4	4	1	
Overdrive Magazine	116	168	181	191	211	155	228	168	151	153	189	
Overdrive RLA	853	719	677	595	502	563	550	659	722	682	608	
Kanopy	419	401	337	318	424	626	505	481	479	502	542	
hoopla Audiobooks	257	238	232	229	209	211	250	263	305	267	245	
hoopla Comics	72	80	90	77	37	47	61	71	98	65	47	
hoopla eBooks	364	308	249	191	210	193	215	225	213	169	151	
hoopla Movies	64	80	43	75	69	86	72	57	56	37	37	
hoopla Music	46	36	33	29	27	28	32	26	17	26	21	
hoopla Television	102	121	93	96	61	56	41	83	69	37	66	
Freegal Music	368	351	304	342	393	343	378	367	367	342	388	
Tumblebooks	179	240	1,919	875	334	174	274	88	134	302	123	
Homebound	12	35	49	45	27	52	43	24	60	54	56	
Foreign Language Deposit	0	0	0	0	0	0	0	0	0	0	0	
TOTAL :	15,170	18,739	28,225	27,663	24,902	27,833	27,703	25,688	30,098	26,937	24,918	3

J. V. FLETCHER LIBRARY -CIRCULATION & ACTIVITY STATISTICS –CONTINUED

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
OPAC Renewals	1,176	2,196	1,432	396	125	168	188	45	127	6
Renewals	324	856	8,911	10,277	9,885	10,410	10,816	9,487	11,606	10,67
Network transfers IN	1,408	4,041	5,672	6,488	5,994	6,501	6,196	6664	7,728	5,90
Network transfers OUT	216	3,384	3,626	4,396	4,319	4,265	5,630	4,737	5,899	4,73
Inter-Library Loans IN	7	1	6	38	30	40	41	55	66	5
Inter-Library Loans OUT	0	0	12	16	21	39	26	26	40	4
Database Sessions, Fletcher										
Database Sessions, MVLC/MLS										
Reciprocal (LOANED)	257	709	784	1,265	1,171	1,222	1,009	1,055	1,276	91
Reciprocal (BORROWED)	662	762	848	1,314	1,206	1,290	1,161	1,209	1,523	1,36
Hold Requests	6,593	6,920	7,478	7,809	7,248	7,291	9,229	7,661	8,025	6,91
New Registrations	26	23	19	135	30	20	24	69	34	3
Total Reciprocal	919	1,471	1,632	2,579	2,377	2,512	2,170	2,264	2,799	2,27
% of Circ to Reciprocal	6.06%	7.85%	5.78%	9.32%	9.55%	9.03%	7.83%	8.81%	9.30%	8.44%
Meeting Room Reservations	0	0	0	0	0	0	0	0	0	0
Days Open [SHADED=Days of Curbside]	24	26	24	26	22	24	24	23	27	2
Curbside Pick-Ups	494	716	1,225	2,791	2,540	2,959	2,922	3,160	3,289	2,79
Hours Open	132	172	184	188	161	166	173	168	200	19
Browsing Tent Appointments	35	49	73	57	37	38	9	9	13	1
In-House Browsing Appointments		36	54	38	33	23	0	0	21	6
Library Website Sessions	15,755	14,242	13,068	12,875	11,490	12,930	15,198	14,333	14,257	13,95
Library Wireless Sessions	185	182	168	179	414	390	394	373	476	44
MVLC APP Hits	780	964	742	662	719	837	997	985	868	77
Internet Users	0	1	2	5	3	2	0	0	1	0
Adult Program Attendees	282	177	142	268	107	219	262	301	265	18
Adult Programs Offered	11	8	7	10	2	7	12	18	18	1
YA Program Attendees	245	105	0	13	15	33	0	79	103	4
YA Programs Offered	10	4	0	2	3	4	0	5	8	0
Childrens' Program Attendees	877	185	171	503	265	394	481	720	708	75
Childrens' Programs Offered	52	12	3	20	15	10	7	18	20	2
Average Circ Per Day	632	721	1,176	1,064	1,132	1,160	1,154	1,117	1,115	1,07

J.V. FLETCHER LIBRARY – TRUSTEE FUNDS ACCOUNTS

YEAR-END SUMMARY REPORT: J. V. FLETCHER LIBRARY TRUST FUND ACCOUNTS FY21

DATE: 7/1/2020 - 6/30/21

ACCT. NAME & NO.	DEP./EXP. CODE	7/1/20	7/1/20	ANNUAL DEPOSITS	ANNUAL INTEREST	ANNUAL EXPENSES	ANNUAL GAIN
		NON-EXPENDABLE FUNDS 598100	EXPENDABLE FUNDS 570000				
81610860 Library Book Fund #674	860	\$13,000.00	\$418.54	\$0.00	\$225.08	-\$400.00	
81610861 Library Lecture Fund #675	861	\$30,000.00	\$3,060.12	\$0.00	\$562.51	\$0.00	
81610862 Library All Purp. Fund #673	862	\$17,347.58	\$229.05	\$0.00	\$299.05	-\$130.00	
81610863 Library Trustee Fund #672	863	\$61,137.50	\$3,402.11	\$10.63	\$ 1,089.95	-\$809.25	
82610864 J.V.Fletcher Lib. Trust #676	864	\$0.00	\$25,942.02	\$0.00	\$435.16	-\$2,325.00	
81610865 E. D. R. Cont. Educ. #677	865	\$84,355.00	\$3,949.92	\$0.00	\$1,498.89	-\$595.00	
81610866 BENEFACTORS' FUND #678	866	\$5,364.00	\$81,094.55	\$0.00	\$1,470.99	\$0.00	
TRUST FUND TOTALS: (Bartholomew & Co. Management)		\$211,204.08	\$118,096.31	\$10.63	\$5,581.63	-\$4,259.25	

\$329,300.39

PARKERVILLE SCHOOLHOUSE COMMITTEE

The Parkerville Schoolhouse Committee oversees the care and maintenance of the historic District 5 Parkerville Schoolhouse and coordinates with the town's third grades for the popular Living History Program. The Committee meets on the third Wednesday evening of most months at the Schoolhouse or at the Kennedy home. However, due to the Pandemic, our meetings have been held remotely. As was the case with most public events, most of the regularly scheduled events held at the Schoolhouse were affected.

Annual Parkerville Schoolhouse Open House

The annual Parkerville Schoolhouse Open House, usually held the first Sunday of November, was cancelled due to the Pandemic in 2020. In a normal year, children would bring their parents to show them where they had "attended third grade." And others who drive by every day and wondered what it looked like inside, stopped to appease their curiosity. Usually, visitors can buy sweatshirts, T-shirts, greeting cards, and other Parkerville Schoolhouse memorabilia from the Friends of Parkerville Schoolhouse and to chat with members of The Parkerville Schoolhouse Committee and Friends of Parkerville Schoolhouse.

Living History Program

Sadly, we had hoped that our 2021 Living History Program traditionally held in the spring for all of Westford's 3rd grades would be able to proceed but, as in 2020, it was cancelled due to the Pandemic. However, on a positive note, two local mothers, Ruth Margetts and Claire Owens, proposed an alternative program for a much smaller number of 3rd graders who had missed the Living History Program. They created a Covid safe program over the course of four weekends in the early summer which was enjoyed by a group of students who would not have otherwise experienced going to school locally 100 years ago.

Building Usage

Beyond the annual Living History Program, the schoolhouse is traditionally used by local groups. Last year the schoolhouse was silent because school and youth groups could not safely meet in groups outside of school. But, happily, this fall is seeing the return of one girl scout troop and one Daisy Troop. The schoolhouse can be rented for a nominal rental fee for small parties or meetings, taking into consideration that the 20+ school desks need to remain in the space but can be pushed to the side. Most of the Parkerville Schoolhouse Committee meetings were held at a member's home and since March 2020 have been held remotely. In the future, anyone interested in renting or using the schoolhouse for a meeting, activity or party should contact Heidi Hatke at 978-392-6827 or at h.hatke@verizon.net.

Building Maintenance

Heidi Hatke
President
and Building Usage Coordinator
Dolly Michaelides
Vice President
John Wilder
Treasurer and Building Maintenance
June Kennedy
Archivist and Corresponding Secretary
Bob Oliphant
Recording Secretary and Publicity
Bonnie Oliphant
Living History Liaison
Tom Unterberg
Mitch Butler
Building/Grounds Maintenance
Joe Morano
Web Site Director

PARKERVILLE SCHOOLHOUSE COMMITTEE —CONTINUED

Parkerville Schoolhouse was built in 1880 and served as the District No. 5 Schoolhouse until 1929. While still owned by the town, its routine maintenance and care has been borne by the town's residents in one form or another since 1929. Since 1989 the Parkerville Schoolhouse Committee has worked closely with the non-profit Friends of Parkerville Schoolhouse who raise funds, primarily through an annual town-wide mailing, to fund the needed routine maintenance. During this past summer, Tom Unterberg and Mitch Butler worked to re-establish the lawn which is annually ruined by the plowing of the parking lot. Our Annual Clean-Up Day did not formally occur this year in the spring due to weather and COVID.

PARKS AND RECREATION DEPARTMENT

The Parks and Recreation Department is responsible for the maintenance and upkeep of a wide variety of active and passive parks and grounds throughout town, along with oversight and delivery of quality recreation programs and services to the broader Westford community.

The Parks and Recreation Commission acts as the policy-setting committee for Parks and Recreation. Commissioners are appointed by the Town Manager to serve a three-year term. The Parks and Recreation Commission oversees short and long-range planning for recreational facilities, including the development and maintenance of existing recreational facilities and site acquisition. The Commission typically meets the first Monday of each month, September – June and as needed in July and August.

Kristi Bates
Chair
Christopher Barrett
Vice-Chair
Kathleen Burns
Lauren Coffey
Michael Furman
John McNamara
Michael Sawyer

The information in this report covers FY 2021. The COVID 19 pandemic that began in March of 2020 dramatically changed the dynamics of group gatherings and social interactions. As a result of COVID 19, Parks and Recreation experienced significant operating impacts during this time, including staffing reductions, limited programming and facility permitting, and reduced revenue generation.

Our professional staff worked very closely with Health Director Jeff Stephens, the Board of Health, the Parks & Recreation Commission, the Select Board, and Town Manager Ross to make significant adjustments in our approach to operations. These changes aligned our services with the constantly evolving health & safety guidance from the Commonwealth of Massachusetts. In addition, we interacted regularly with recreation professionals across Massachusetts to develop best practices in response to the changing landscape. Throughout this process, our department maintained an approach to operations that kept the safety of our community, participants, and staff at the forefront, while we worked to balance those concerns with a fiscally responsible approach to providing needed services.

Summer 2020

The Recreation Department operated our weekly summer program at one location, East Boston Camps. The Westford Conservation Commission approved our weekly summer program utilizing increased indoor and outdoor space at “upper” East Boston Camps, which provided the space needed to comply with the health and safety guidelines for group size. Recreation staff implemented a regimen of cleaning and sanitizing throughout the day to ensure facilities and equipment were safe for our participants. Our weekly summer program operated safely during the height of the pandemic with no reported incidents of COVID 19 among staff or participants. Westford Public Schools delayed opening day for 2020/2021 school year into September. Westford Parks and Recreation extended our summer program until schools officially opened, to help provide much needed childcare during this period.

PARKS AND RECREATION DEPARTMENT —CONTINUED



Edwards Beach and Forge Pond Beach were opened for public use during the COVID 19 pandemic. To comply with health & safety guidelines, additional staff was hired to perform regular cleaning and sanitizing of the facilities throughout the day.

Although formal group use was limited, there was a significant increase in public pressure on outdoor recreation spaces during the COVID 19 pandemic. The Parks & Grounds staff did an exceptional job of managing and maintaining the quality and availability of our outdoor public facilities to meet these needs in an ever-changing environment.

Fall/Winter 2020

As a result of the ongoing COVID 19 pandemic, recreation programming for the fall/winter of 2020 was very limited. Of particular note was COVID's impact on the Westford Partnership for Children (WPC) after school program. To ensure the health and safety of Westford students, like many school districts, Westford Public Schools closed their buildings to any additional use, other than academics. As a result, we needed to identify new facilities and relocate our after-school program on short notice. In addition, hybrid school schedules triggered a Commonwealth of Massachusetts Department of Early Education and Care (EEC) requirement for programs like ours to obtain a Remote Learning Exemption Permit (RLEP). This exemption allowed our program to serve students during the school day. Our staff responded swiftly, addressed, and overcame these challenges. Working closely with state, town, and school leadership, we were able to obtain the RLEP, relocate the WPC program to classrooms within the Millennium Building, and arrange bus transportation from each school to the new program location. Unfortunately, after overcoming many obstacles, the uncertainty created by COVID resulted in exceptionally low program registrations and revenue.

With the Recreation Enterprise budget projecting a significant deficit due to low enrollment, as well as uncertainty of overall municipal budget forecasts, the Select Board and Parks and Recreation Commission made the very difficult decision to discontinue Recreation programming on November 13, 2020, and furlough twelve of fifteen departmental staff positions. Positions impacted by furlough included eight WPC Site Directors, two WPC Assistant Site Directors, the Recreation Programs Registrar, and the Administrative Assistant. This decision was a temporary measure to control expenses. The desired outcome was to recall staff in the spring.

PARKS AND RECREATION DEPARTMENT —CONTINUED

In April, with the public adhering to health and safety guidance including limited indoor gatherings, wearing masks, practicing social distancing, and getting vaccinated, the impacts from COVID were turning in a positive direction. Schools were reopening for in-person learning and many individuals were returning to work. The Select Board asked that we resume the WPC program to provide needed childcare options for the community. On April 5, 2021 we recalled all twelve positions. Unfortunately, several of the furloughed staff did not return. Utilizing the experienced and well-trained staff that did return, on April 26, 2021 we opened a limited WPC program at three school locations, Robinson School, Nabnasset School, and Crisafulli School. This program was well received and continued serving students through the end of the school year.

2021 Project Highlights

- The Ronan McElligott playground, located at Edwards Beach, received new poured-in-place rubber safety surfacing.
- Parks and Grounds staff completed reconstruction of the Forge Village VFW baseball field. Work included stripping existing organic materials, laser grading, installation of new irrigation, resodding, and installation of new clay within the basepaths and pitcher's mound.
- Our department is currently in the process of upgrading the dilapidated wooden skate structures with commercially made equipment that will better withstand continuous use and New England weather. During FY 2021 members of the Parks and Recreation Commission worked with skate park users to identify desirable skate features for inclusion in an equipment upgrade. New equipment was ordered in June with an anticipated installation during the fall of 2021.

The Parks and Recreation Commission and professional staff would like thank Westford's leadership, Town Meeting, Boards and Committees, and other operating departments for their ongoing support during these unprecedented times. The team approach to success makes Westford a wonderful community.

Parks, Grounds & Recreation Staffing FY 2021

Director – James Duane

Assistant Director – Michelle Collett

Office Manager – E. Roze Fredkin

Registrar/Program Coordinator – Pam McNiff

Administrative Assistant – Joy Felicani

Operations Supervisor – Jonathan Revis

Crew Supervisor – Robert Upperman

Heavy Equipment Operators – Brian Auger, Richard Leonard, Glen McCarthy, Derek McNiff

Site Directors – Kayla Belliveau, Tiffany Gintner, Anne Taylor, Gina Cook (hired 5/2021), Paula Jurewicz (promoted 6/2021), Lyn Pizzano (hired 6/2021), Benjamin Stanley (hired 8/2021), One vacant position as of 6/2021

Elizabeth McKeeman (Resigned 10/2020), Sarah Waterman (resigned 1/2021), Colleen Willett (resigned 4/2021) Tamara DeMaio (resigned 6/2021), Tiffany Jurewicz (resigned 6/2021)

Assistant Site Directors – Nick Adams, Shannon Gemma (hired 6/2021)

PERMANENT TOWN BUILDING COMMITTEE

The Permanent Town Building Committee's (PTBC) activity over the past year was significantly impacted by the COVID-19 pandemic. Progress on the planning and design of the New Center Building to be located at 51 Main Street on the site of the Center Fire Station was halted at the onset of the pandemic, and there were no new developments this past year. The PTBC oversaw construction of the new communications tower located at the Police Station. This new tower replaces the existing antenna that was attached to the vacant Center Fire Station. In November 2020, the PTBC welcomed two new members to the committee. Chris Karpinsky and Roberta McGuire joined the PTBC serving as Alternate Members.

Thomas Mahanna
Chair
Kirk Ware
Vice Chair
Nancy Cook
Secretary
J. Scott Hazelton
Jeanne Roberts
Jim Zegowitz
Chris Karpinsky
Alternate
Roberta McGuire
Alternate

We would like to recognize the departure of two members of our committee. On December 14, 2020, Gary Lavelle announced he was resigning from the PTBC as he was moving out of state. Gary had been a member of the PTBC for 10 years and also served for many years on the Planning Board. Kirk Ware retired from the committee on June 30, 2021 as he was also moving out of state. Kirk joined the PTBC in 2008, and served as Vice Chair for most of his 13 years on the committee. He served the Town of Westford in many capacities, dedicating over 27 years of volunteerism to the community. In addition to the PTBC, Kirk served on the Permanent School Building Committee for 17 years, the Stony Brook Master Plan Committee, Land Use Priorities Committee, East Boston Camps Master Plan Committee, and 63 Main Street Task Force to name a few. Both Gary and Kirk served a vital role in assisting the PTBC with the completion of many projects during their tenure including the Town Hall Rehabilitation, Senior Center Renovation, Abbot School Elevator and Roof Replacement Projects, Robinson and Day Schools Window Replacement Project, Combined Dispatch Center, New Fire Headquarters, Westford Academy Athletic Complex Improvements, and the Roudenbush Community Center Rehabilitation. We thank both Gary and Kirk for their service to this committee and the Town of Westford.

Communications Tower at 51 Main Street

For many years, the Fire and Police Departments had been using a 65-foot-tall tower that was attached to the old Center Fire Station for their communications. The Fire Station has been vacant since November 2018 when the Fire Department moved to its new headquarters on Boston Road. The Center Fire Station is planned to eventually be demolished so that a new Center Building can be constructed in its location. In order for the building to be demolished the tower needed to be removed. A new communications tower was planned to be constructed at the adjacent Police Station.



Original tower attached to vacant Center Fire Station

PLANNING BOARD

At Special Town Meeting in October 2019, voters approved \$260,000 for this project based on the initial cost estimate provided by Context Architecture (Context) who was the consultant hired by the PTBC to complete the design and permitting of this structure. The proposed self-supporting structure will be located in a landscaped area adjacent to the Police Station. All existing communications equipment will remain in the Head End Room in the Generator Building. New conduit and cable will connect the communications equipment to the antennae located on the new tower.

In June 2020, Context submitted an application to the Planning Board for Site Plan approval of the project. Upon receiving approval, bids were solicited for construction of the project. On September 4, 2020, the Town received two bids from Green Mountain Communications and Industrial Communications. Their base bid proposals were \$285,000 and \$287,755 respectively. As these bids exceeded the available appropriation, Context revised the bid documents and both firms were asked to submit a new bid. On September 18, 2020, the Town received revised bid proposals from both firms. Green Mountain Communications submitted a new base bid of \$243,910 and Industrial Communications submitted a new bid of \$268,195.

In order for the project to move forward, the PTBC requested an additional appropriation of \$140,000 at Special Town Meeting on October 17, 2020. Voters approved the additional funding request and Green Mountain Communications of Pembroke, NH was awarded the construction contract.

Construction of the tower began in March 2021 and the new tower and equipment was placed into service in May 2021. All work, including installation of the new security fence was completed in July 2021. The original tower will be relocated to the Highway Department and will provide redundant communications for Public Safety and the Department of Public Works. This work is expected to be completed in fall 2021. The final project cost, including design, permitting, and construction is estimated to be \$326,620.



New Communications Tower located at the Police

Meetings

The Permanent Town Building Committee meetings are generally held monthly on the first Mondays of the month, beginning at 6:30 p.m. The committee usually meets at the Fire Headquarters, although meetings are currently being held virtually.

PLANNING BOARD

The Board made the following appointments and elections for FY 2021:

Darrin Wizst
Chair
Dylan O'Connor
Vice-Chair
Kate Hollister
Michael Bonenfant
Robert L. Shaffer

- Re-elected Darrin Wizst as Chair;
- Elected Dylan O'Connor as Vice-Chair;
- Appointed Kate Hollister to the Pedestrian Safety Committee;
- Darrin Wizst continued in his role as the representative to the Northern Middlesex Council of Governments (NMCOG); and
- Dylan O'Connor continued in his role as the representative to the Community Preservation Committee (CPC) and Stormwater Panel. Kate Hollister serves as the alternate member for the Stormwater Panel.

Staff

Jeffrey Morrissette, Director of Land Use Management

Rebecca Cheney, Town Planner (through 11/2020)

Matthew Salem, Assistant Planner (through 12/2020)

Sierra Pelletier, Assistant Planner (beginning in 5/2021)

Erin Toothaker, Permitting Program Assistant

Web Page: <https://westfordma.gov/294/Planning-Board>

The Planning Board typically meets at 7:30 PM on the first and third Monday of each month in Meeting Room 201 at Town Hall. During the summer months (July, August and September), the Board typically meets only once a month. Meetings are open to the public and are televised on Westford Community Access Television (WCAT). WCAT broadcasts are available for viewing online. Recordings of the meetings are generally made available on WCAT within a few days of the meeting date. Throughout the 2021 Fiscal Year (FY 2021), the Planning Board held twenty-five meetings, including four special meetings, and two Executive Sessions. The Board held all meetings remotely via webinar due to the ongoing COVID-19 pandemic, excluding the June 21, 2021 meeting following the Commonwealth terminating the State of Emergency.

Planning & Regulatory Activities

- At the end of FY 2020, Westford received Housing Choice Community designation for the second time since 2018, and it remains on the state's list of designated communities as of their latest publication, March 2021. The town plans to apply again in 2022. The Housing Choice Initiative is a program of the state's Department of Housing and Community Development (DHCD) that rewards municipalities that have produced certain rates or amounts of new housing units in the last five years and that have adopted best practices related to housing production that will sustain a 21st century workforce and increase access to opportunity for Massachusetts residents. Communities that achieve the Housing Choice designation have exclusive access to apply for the Housing Choice Grant Program and receive bonus points or other considerations for certain state grant programs.
- In July 2019, the town was awarded a planning grant by the Executive Office of Energy and Environmental Affairs (EEA) Municipal Vulnerability Preparedness (MVP) to complete a public engagement and climate resilience planning process. The plan was completed and approved by EEA in July 2020 and Westford is now

PLANNING BOARD—CONTINUED

designated as an MVP Community, which opens up funding opportunities across various sectors. This work was completed in tandem with an update to the town’s Hazard Mitigation Plan (HMP), which is in the process of being submitted to and reviewed by the state and federal Emergency Management Administrations (FEMA & MEMA).

- The Board amended its Rules & Regulations for Stormwater Management in which updates were made to stay in line with the latest federal and state Municipal Separate Storm Sewer System (MS4) Permit requirements.

Permitting Activities

- The Board approved Site Plan Review applications for four projects.
- The Board granted Stormwater Management Permits for four projects.
- The Board granted one Sign Special Permit and granted an extension for a previously approved Sign Special Permit.
- The Board granted one Special Permit to allow for a reduction in the number of parking spaces.
- The Board approved applications for two definitive subdivisions, both of which were Open Space Residential Developments:
 - Wendell Place – 23-lot subdivision, located at 73 Nutting Road
 - Colonel Rolls Drive – 8-lot subdivision, located at 0, 19, 33 & 35 Hartford Road
- The Board took the following actions on two other subdivisions:
 - Approved minor modifications to the previously approved St. Augustine Drive and Weetamoo III subdivisions
- The Board established two and released three covenants, established one and released one tri-party agreement, and released three bonds relating to approved subdivision projects.
- The Board was involved in one lawsuit pertaining to 0 & 37 Carlisle Road which was dismissed in December of 2020.
- As of the end of FY 2021, there are no active lawsuits involving the Planning Board.

The following table summarizes the applications acted on by the Board within FY 2021:

Planning Board Application Summary			
Application Type	Status		
	Approved	Denied	Withdrawn
Site Plan Reviews	4	0	0
Limited Site Plan Reviews	0	0	0
Storm Water Management Permits	4	0	0
Special Permits			
Signage	1	0	0
Open Space Residential Development	2	0	0
Water Resource Protection Overlay District	2	0	0
Parking	1	0	0
Common Driveway	0	0	0
Subdivision			

PLANNING BOARD—CONTINUED

Planning Board Application Summary			
Application Type	Status		
	Approved	Denied	Withdrawn
Approval Not Required (ANR)	10	0	0
Preliminary Subdivision	0	0	0
Definitive Subdivision	2	0	0
Modification of Definitive Subdivision	2	0	0
Scenic Road	1	0	0
Earth Removal Permit	0	0	0
Extension	1	0	0
Total	30	0	0
Other Matters			
Administrative Decisions	10	0	0
Stormwater Management Regulations Update	1	0	0
Total	41	0	0
The Board took final action on 31 applications during FY 2021*			
The Board received a total of 30 new applications during FY 2021*			
The Board acted upon a total of 68 matters during FY 2021 (excluding approval of Minutes and Executive Sessions)			
For Special Town Meeting in October 2020, the Board proposed six Zoning Bylaw Amendments and reviewed one Amendment proposed by others. For Annual Town Meeting in June 2021, the Board proposed two Zoning Bylaw Amendments and reviewed three Amendments proposed by others.			

*some applications consisted of multiple petitions.

What does the Planning Board do?

As defined by Massachusetts General Law, the Board has three primary functions:

- 1) To establish planning goals and to prepare plans to implement those goals, which take the form of the town's Zoning Bylaw;
- 2) To administer the Subdivision Control Law which establishes the process for development of new roads and housing. A developer's proposed plans are carefully reviewed to assure that roadway design, drainage, and other details are consistent with standard engineering practice and the Town's current requirements; and
- 3) The Board is also designated as the permitting authority for various site plan submittals under the town's Zoning Bylaw.

Planning staff acts as professional advisors to the community and its leaders. Staff members organize and attend meetings, provide technical assistance, offer professional opinions, and guide residents, developers and businesses through the town's various permitting processes. Staff members also offer technical advice and expertise to several boards, committees, and town departments including the Planning Board, Zoning Board of Appeals, Economic Development Committee, Affordable Housing Trust Committee, Historic Commission, and ad hoc committees as needed. The Planning Department is not a permit granting authority and its function during the permitting process is to interpret laws, uphold regulations, and develop plans to ensure that the best interests of the town and its residents are served.

POLICE DEPARTMENT —CONTINUED

Mark Chambers
Chief of Police
Ronald Paulauskas
Deputy Chief
Victor Neal
Captain
Donald Pick
Captain

The primary purpose of the Westford Police Department is to provide a high level of safety, security, and service for all members of the community. The police department has the direct responsibility for the preservation of the public peace, for the reduction of the opportunity to commit crime, and for the effective delivery of a wide variety of police services. A large suburban society free from crime and disorder remains an unachieved ideal. Nevertheless, consistent with the values of a free society, it is the primary objective of the Westford Police Department to as closely as possible approach that ideal.

The value statement of the Westford Police Department:

- Maintenance of the highest standards of integrity and ethics
- Protection of constitutional rights and delivering bias free policing
- Problem solving for continuous improvement
- Continuous planning for the future
- Performing public service and law enforcement tasks so as to provide leadership to the police profession
- Work with mental health professionals to assist those in need and increase our knowledge of mental health through training and apply principles learned
- Continue to work with the Town and School Safety Task Force to implement best practices and improve school and workplace safety
- Continue to work with the Diversity, Equity, and Inclusion Committee to advance equity and diversity where deficiencies are identified

FY 2020 Grants

\$4,412.80 - DOJ Bulletproof Vest Grant

\$19,250 – Traffic Safety and Enforcement Grant

Car Seat Grant

Police Chief Retires

Police Chief Thomas McEnaney retired on January 23, 2021. His retirement closed out a 35-year career of dedicated service at the police department. At the age of 20 he began his career as an auxiliary officer for the town. In his 35 years, Chief McEnaney held every rank in the department – patrolman, detective, sergeant, lieutenant, captain, deputy chief and chief. At the age of 42, he became the Chief of Police in 2008, a position he held for 13 years. During McEnaney’s tenure as chief, the police department grew and changed to stay consistent with the demands of society today. Upon McEnaney’s retirement, Deputy Police Chief Mark Chambers was named acting chief until a permanent replacement could be found. The police



POLICE DEPARTMENT —CONTINUED

department wishes Chief McEnaney the best in his retirement.



Drug Investigation

The police department received numerous tips of a resident on Cold Spring Rd. that was dealing narcotics out of his house. An investigation was initiated based on these complaints. After a month-long investigation, with the assistance of the Drug Enforcement Administration, a search warrant was

executed on April 7, 2021. Seized during the search was \$31,876 cash, one firearm, 109 grams of cocaine, 4 pounds of marijuana, 770 LSD tabs, 41 grams of crushed Amphetamine, 6 bottles of Amphetamine pills and 415 grams of Methamphetamine.

Covid-19

The Covid-19 Global Pandemic continued to have a profound effect on the operation of the police department. While it seemed toward the end of the fiscal year that the country was emerging from the pandemic, many precautions were still in place at the police department out of an abundance of caution. These precautions included report taking over the phone, continued mask use, limited police response to medical related calls and an overhaul of the method in which firearms licensing requests were processed.

Charitable Endeavors

The police department once again participated in the Pink Cruiser Initiative. The goal of the initiative is to raise awareness of breast cancer during Breast Cancer Awareness Month in October. The cruiser was brought to various town events where residents were able to take pictures with the cruiser and foster a sense of togetherness, while also helping raise awareness of this horrible disease. Pink patches were also sold with the proceeds going to cancer research.

The police department has continued its partnership with the charity Cops for Kids with Cancer. The charity provides financial assistance to families who have a child who has been diagnosed with cancer and is currently going through treatment. In March, members of the police department assisted the charity with presenting a Westford family with a check for \$5,000 at Children's Hospital in Boston.

POLICE DEPARTMENT –CONTINUED

De-escalation Training

During the month of April, in cooperation with the Middlesex Sheriff’s Office, officers participated in de-escalation training using the sheriff’s office Mobile Training Center (MTC). All officers participated in skill building exercises, as well as virtual scenarios that allowed the officers to train for real-life situations and scenarios. The MTC is an invaluable tool that allowed officers one-on-one time to work with police department and sheriff’s office deputies’ instructors. All scenarios placed a heavy emphasis on communication and de-escalation skills.



New Westford Academy School Resource Officer

Longtime Westford Academy School Resource Officer Geoff Pavao was promoted to the rank of sergeant. With his promotion a new SRO needed to be appointed. After a rigorous screening process, including an interview process involving school and town officials, Patrolman Anthony Bernadin was chosen as the new SRO. Congratulations to both on your new assignments.

SRO Bernadin (L), Sgt. Pavao (R)

Statistics

July 1, 2020 – June 30, 2021

Accidental Industrial	1	Mutual Aid	49
Alarm/Burglar	626	Party and Walk	331
Alarm/Fire	108	Property Found	102
Animal Control Officer Call Out	52	Property Lost	37
Animal Cruelty	20	Property Surrendered	19
Bank Escort	2	Repossession	21
Business and House Check	6,839	Rubbish Disposal	12
Car Seat Installations	34	Safety Hazard	144
Disturbances	271	Search Warrant	41
Domestic Violence	138	Sudden Death	7
Fire Motor Vehicle /Building/Brush	24	Suicide/Attempt	4
Funeral Escort	1	Surveillance Motor Vehicle	22

POLICE DEPARTMENT –CONTINUED

Harassment	47	Surveillance Person	8
Identity Theft	555	Telephone Harassment/Obscenity	14
Legal Advice	309	Transportation/Citizen/Prisoner	61
Lockout	145	Truancy	0
Maintain the Peace	31	Vehicle ID Number (VIN) Check	10
Medical	704	911 Hang Up/Abandoned Call	426
Message Delivery	52	911 Non-Emergency Verify Call	810
Missing Person/Child	19		

<u>Criminal Complaints</u>		<u>Actions Taken</u>	
Assault and Battery	16	Arrest	87
Assault – Simple	13	Protective Custody	2
Bomb Threat	0	Commitments	102
Breaking and Entering/Building & Motor Vehicle	20	Criminal Applications	360
Bylaw Violation	45	Order Served - Court/Restraining	204
Child Abuse/Neglect	40		
Counterfeiting	2	<u>Traffic Related</u>	
Drug Law Violations	6	Motor Vehicle Crash – With Injury	133
Firearm Violations	2	Motor Vehicle Crash – No Injury	340
Fireworks Violations	28	Motor Vehicle Abandoned	17
Hate Crime	4	Motor Vehicle Citations Issued	2,740
Injury to Private Property	83	Motor Vehicle Disabled	195
Larceny	56	Motor Vehicle Violations Reported	238
Larceny of a Motor Vehicle	3	Motor Vehicle Stop	3,073
Larceny from a Motor Vehicle	13	Radar Assignments	1,046
Restraining Order Violation	13	Traffic Hazard	355
Robbery	1		
Sexual Assault/Adult/Child	3		
Trespassing	30		

POLICE DEPARTMENT

POLICE DEPARTMENT ROSTER

Chief of Police

Mark Chambers

Deputy Chief

Ronald Paulauskas

Captains

Victor Neal

Donald Pick

Lieutenants

Brian Gendron
Det. Lt. James Peloquin
Michael Breault

Christopher Ricard

Sergeants

Brandon Holmes
Steven Keins
Daniel O'Donnell
David O'Hearn
Geoffrey Pavao

Marc Proia
Gregory Marchand, Prosecutor
Det. Sgt. Dennis Rogers

Patrol Officers

Nicholas Annese
James Antonelli
Michael Barck
Justin Belinsky
Gregory Bums
David Bettencourt
Samuel Brewer
Matthew Bunyon
Jon-Allen Haslam
Joseph Chenell
Brett Fitzgerald
Derek Hartley

Timothy Larkham
John Lincoln
Timothy Jansen
Trevor Keins
Nicholas Mariano
Ian McEnaney
Robert Musto
Trevor Sampson
Paul Selfridge
David Silton
David Welch

Special Services

SRO Anthony Bernadin
SRO Joseph Eracleo
Det. Matthew Furlong
Det. Timothy Hughes

Det. Christopher Musick
Det. Nirisa Nicoletti
K9 Officer Corey Peladea

Office Personnel

Marcy Devine
Tricia Targ
Michelle Wright

POLICE DEPARTMENT —CONTINUED

Custodial
Adam Freitas

PUBLIC SAFETY COMMUNICATIONS DEPARTMENT

—CONTINUED

**Timothy Whitcomb,
Operations Administrator**

In FY 2021 the communications department, as well as the rest of the town, were still in the middle of the pandemic, with masks, distancing and staying current with new protocol and procedures to remain healthy, to provide service to the community. The department is happy to report that through the efforts of staff we did not have a single inter-departmentally transmitted case. Due to vaccination roll outs, businesses were able to begin to resume a somewhat standard level of operation which caused call volumes to begin to increase. However, as we ended the fiscal year, due to virus variants, we continue to face operational challenges due to this virus.

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Category	FY 2021
978-399-2345 telephone calls received	56,751+/-
All 9-1-1 calls	6174
Text to 9-1-1	14
Cellular 9-1-1 (both Phase 1 and 2)	4516
9-1-1 calls triaged and referred to other agencies	1625
Dispatched police response	7397
Dispatched fire/ambulance response	3077
District 6 fire incidents involved	41

The Communications Department received three State 9-1-1 Grants, totaling approximately \$99,000, which was applied to offset overtime, training, and quality assurance costs. These grants which are not guaranteed are critical to the operations of the department.

All telephone calls to the Fire and Police Departments, both routine or business (978-399-2345) and Emergency 9-1-1 calls for the Town of Westford are answered at the Public Safety Communications Department.

The PSC Department dispatches all public safety services and receives all telephone and 9-1-1 calls for police, fire and ambulance for the Town of Westford, at a single location. The PSC Department also serves as the control point for Fire District 6 Communications, which covers 19 communities.

The PS Communications Department is staffed 24/7 and has a full-time staff of eleven PS Telecommunicators under the direction of the Operations Administrator who reports to both the Police and Fire Chiefs.

PS Telecommunicators

Colin Osgood
Brandon Burns

Ashley Hartenstein
Riley Peterson

PUBLIC SAFETY COMMUNICATIONS DEPARTMENT

—CONTINUED

Jocelyn Stott
Michael Rinn
Nicholas Demins
Sydney Delforte

Jocelyn Shields
Samantha Murnane
Rebecca Michaels

Part Time Telecommunicators

David Lefebvre

The Communications Department would like to thank the residents, and the police, fire, health department as well as all the other departments, and all those who have gone above and beyond to support and work together throughout these unprecedented times.

RECORDS AND ARCHIVES MANAGEMENT COMMITTEE

The Records & Archives Management Committee is comprised of members of the Westford Historical Society, Historical Commission, Library, Town Clerk's Office and at-large members with historical and technical knowledge. The RAMC works with Town departments to identify, preserve, and provide access to town records and documents with the ultimate goal of permanently preserving these historical resources in a climate-controlled, secure, and accessible Town of Westford archives center.

Patricia Dubey
Town Clerk
Ellen Harde
Pat Louch
Sandra Martinez
Virginia Moore
Bob Oliphant
Marilyn Day

Community Preservation Projects

Wayne Fernald continues his painstaking and diligent work processing Conservation permanent records, arranging material chronologically, eliminating duplicates and scanning permanent files.

Barbara Murch is updating the Town Meeting index which is invaluable.

RECYCLING COMMISSION

The Mission of the Westford Recycling Commission is to:

- Increase awareness of the financial and environmental impacts of recycling
- Provide opportunities for non-curb-side recycling
- Educate residents on options to reduce, reuse, re-purpose, and recycle
- Organize recycling events that encourage diversion from the trash

Ken Teal
Chair
Kristina Erickson
Corey Groves
George Haines
Ellen Harde
Elizabeth Sawyer
Charles Stark

Fiscal Year 2021 In Review

In FY 2021, the Westford Recycling Commission (WRC) redoubled our focus on waste diversion through "Reduce, Reuse, and Repurpose."

In the winter and spring, we created videos that play on Westford CAT to highlight local options for diverting clean "stretch plastic" such as retail shopping bags, resealable food storage bags, bread bags, bubble wrap, plastic shipping and packaging supplies – pointing people to the Westford Rotary's "Bag to Benches" program as well as on-going collections at Market Basket and Whole Foods. We promoted options for donating nearly all types of clean and reusable books and media to the Friends of the JV Fletcher Library or Discover Books (which also accepts VHS and cassette tapes, old textbooks, and complete sets of Encyclopedias). We expanded the "How to Recycle Most Everything" Resource (which is easily accessible from the WRC website) and promoted it on our Facebook page. We expanded our annual Recycling Guide with alternatives for recycling/disposal of fabrics, hazardous and medical waste, batteries, and mercury – and tips on how to begin composting. We placed a "Hold" on the Solid Waste Budget at the June 2021 Town Meeting to promote diversion in general and composting in particular, and we announced our Composting Open House Series which kicked off in June 2021.



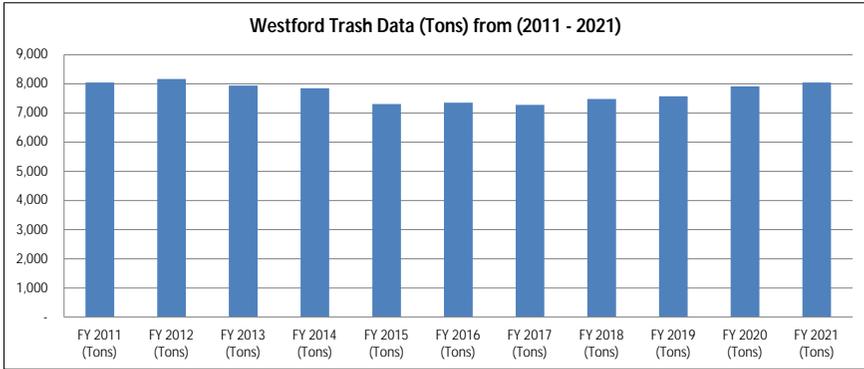
With trash collection costs escalating as the market for our collected recyclables is declining, it's more important than ever for Westford residents to recommit to reducing our waste. And to think twice before purchasing items with excessive packaging that will only add to our waste problem.

Data, Statistics, and Costs

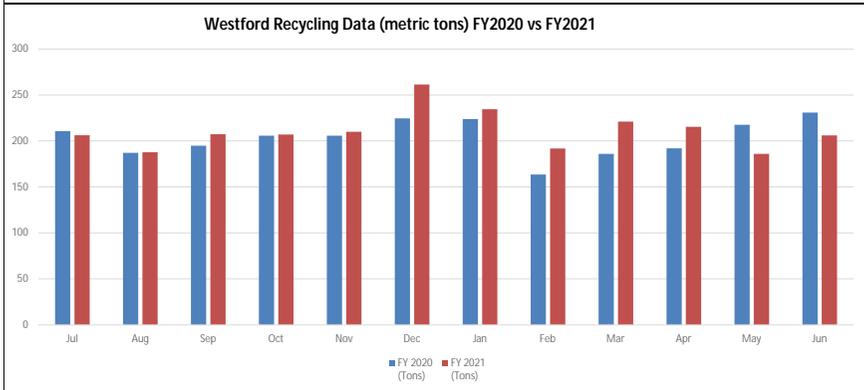
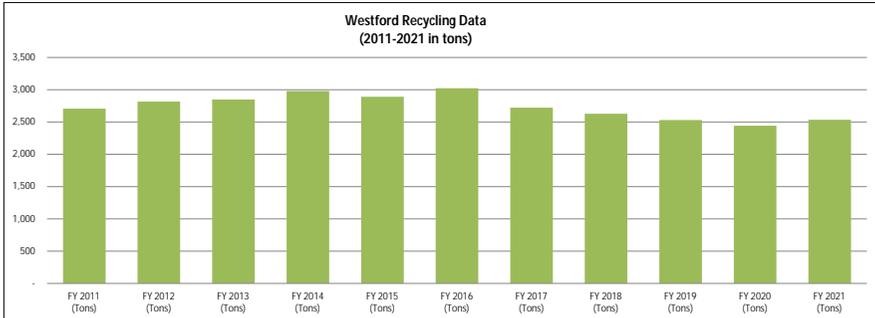
In FY 2021, Westford trash data show an overall *increase* of 131.1 tons of trash, a 1.7% increase in trash over the previous year. Compared to the previous year, where trash growth was 4.5%, Westford slowed the growth in trash volume. Recycling data show an *increase* of 72.8 tons of recycling, 3.2% improvement over the prior year. This is the first increase in recycling in three years.

Overall trash weight is relatively elevated since FY 2017 but the 10-year trend is flat. This actually represents an improvement when considering the population increase – in 2011, we had around 22,000 residents and the most recent estimate is almost 25,000 residents. The per capita trash has decreased from 0.36 tons per resident to 0.32 tons per resident.

RECYCLING COMMISSION —CONTINUED



On the recycling side, the 10-year trend continues to negative (average annual decline of 0.7%) but FY 2021 represents the first increase in 5 years.



These results came during a period when many people stayed home as a result of the pandemic and this likely had some impact on the increase in recycling (e.g., with more cardboard boxes being recycled due to the increase in at-home deliveries). The lower increase in trash collection is a bit surprising with more people generating trash at home rather than at the office, and this is likely attributable to the increased awareness around trash costs and concerns around sustainability.

RECYCLING COMMISSION —CONTINUED

In FY 2021, we had a significant increase in sales of bulk stickers (likely a result of the pandemic house cleaning). A total of 6,235 bulk stickers were sold (mostly through local merchants like Market Basket), generating \$25,756 in revenue. This income helps offset the town’s cost of burning this trash at the Covanta energy-from-trash incinerator in North Andover.

Grant Received from Department of Environmental Protection

In the fall of 2020, the Commission was awarded a grant for \$1,250. Westford was awarded the Small-Scale Initiative Grant through the Sustainable Materials Recovery Program administered by the Massachusetts Department of Environmental Protection (MA DEP) - for the WRC’s “commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.”

The Commission voted to use the DEP grant funds to reduce the price that residents pay for Earth Machine composters from \$46 to \$25.

The Commission is most grateful to resident Kristina Greene for preparing and submitting the grant application to the State DEP on our behalf.

Collection Events

The mission of the WRC is, in part, to implement programs that encourage diversion from the trash. The Commission typically organizes and staffs several events each year for residents to keep their banned items - used electronics, household hazardous waste and yard waste - out of the trash as well as holding events that focus on alternatives for additional items. In FY 2021 we held three Electronics & More collections, one Household Hazardous Waste collection, two Brush Chipping events (all of these with the tremendous support of the Highway Department), as well as one composting demonstration. We also benefitted from the Westford Rotary’s project to collect many plastics not accepted curbside, and we assisted with getting the word out. These collected plastic materials will be made into benches which will be placed in Westford.

This year, the WRC:

- Assisted the Highway Department with publicizing their two brush chipping events on October 7, 2021 with a total of 63 cars, and on April 24, 2021 with a total of 59.
- Held three Electronics & More collections for residents. As a direct result of the tremendous turnout for the September 2020 event (which followed a COVID-related pause in such events during the spring of 2020) the WRC teamed up with our vendor, Northeast Materials Handling and the Highway Department and developed a totally revised traffic pattern for all events which has proven to be very successful.

Event Date	Electronics	Light Iron	Total pounds collected
September 17, 2020	26,871 lbs.	23,540 lbs.	50,411 lbs.
November 14, 2020	16,101 lbs.	11,500 lbs.	27,601 lbs.
May 1, 2021	15,045 lbs.	14,340 lbs.	29,385 lbs.

- Hosted one Household Hazardous Waste event on May 8, 2021. There were 312 vehicles and 22,000 lbs. of waste were collected.

RECYCLING COMMISSION—CONTINUED

- We communicated the importance of diverting food waste from our trash collection at the Spring Town meeting and received a great response with 9 Earth Machines purchased just from this initial communication and many more sold during a series of subsequent composting demonstration events which kicked off in June at the old Town Garage. These Earth Machines are available to residents for \$25 each, a price made available by a significant subsidy through a grant.
- The Westford Rotary Club, in partnership with TREX, sponsored a “Bags to Benches” plastic collection accepting the following which are not accepted in our curbside recycling program: single use plastic grocery bags; bread bags; plastic overwrap for toilet paper, napkins, paper towels, and diapers; plastic overwrap on bulk items in cases (ex: water bottles, snacks); plastic retail bags (with hard plastic and string handles removed); clean, dry plastic food storage bags (ex: Ziploc bags); polyethylene film labeled #2 or #4; stretch wrap; produce bags; dry cleaning bags; newspaper sleeves and bags; plastic cereal box liners; plastic shipping envelopes; bubble wrap; and air pillows (deflated, with labels removed). Three thousand pounds was collected in this fiscal year – every 500 pounds will result in a plastic bench, the first of which will be placed in the Roudenbush Community Center. The program was scheduled to end October 10, 2021.

Additional Accomplishments in FY 2021

- Sold 150 64-gallon wheeled recycling Toters.
- Sold 86 Earth Machine composters.
- Sold 6,235! bulk stickers generating \$25,756 to offset the cost of incinerating those bulk items (like mattresses and furniture) set out with residents' trash.
- Continued our support for New England Clothes Recycling containers for both gently used and unusable textiles at locations throughout the town and received \$1,800 from the company.
- Promoted composting in the Town Manager’s newsletter, articles, WestfordCAT and started composter demos.
-



PUBLICITY AND EDUCATION

To increase awareness of recycling, the Commission:

- Maintained a comprehensive web site for recycling as a reference for residents: westfordma.gov/recycling.
- Maintained an active Facebook page to promote reduce, reuse and recycle options for residents: facebook.com/WestfordRecyclingCommission
- Continued to promote the Recycle Smart website, recyclesmartma.org, as their ultimate source for what Waste Management and all vendors in Massachusetts accept as recyclables.
- Produced videos to run online and on WestfordCAT, highlighting local diversion options for plastic bags and shipping/packaging supplies, and used books and media.
- With Waste Management, continued to use all available media to remind residents that recycling will not be collected if it is in plastic bags and that plastic bags are not recyclable at curbside.

RECYCLING COMMISSION—CONTINUED

- Printed and mailed the FY 2021 Recycling Guide to Westford households. Expanded the guide to include direction on how and where to recycle fabrics, properly dispose of hazardous and medical waste, batteries, and mercury, and how to begin composting.

Member and Volunteer Updates

Ellen Harde was the first woman to serve on the then-called Westford “Board of Selectmen.” She was our Town Moderator for 25 years. And she is a local town historian and a keeper of the Westford Town Common.

But perhaps Ellen’s most enduring commitment and service to Westford has been as a volunteer with the Westford Recycling Commission and before that, the Solid Waste Advisory Committee. Ellen has given her personal time and energy to serve our town as a volunteer commissioner for 35 years!

In June of 2021, as her current three-year term wound down, Ellen chose to “retire” from the Recycling Commission. But she continues as an active volunteer, distributing recycling totes to residents from her driveway, and serving as a contact for residents’ questions about all things recycling.

There are no words to convey our gratitude to Ellen and all she has done – she is forever a part of Westford recycling.

Ellen’s departure left the commission short one member going into FY 2022.

Andy Bergamini also has a history as an active member and volunteer on the WRC going back to the early 2000’s. This year Andy decided to step away, and we thank him for his many contributions.

We also want to recognize our other involved volunteers, some of whom regularly attend our monthly meetings and all of whom make significant contributions:

- Kristina Greene, founder of The Greening of Westford, maintains the WRC Facebook page, manages DEP reporting, and secures grant funding, as detailed above.
- Denise Seyffert takes orders for Earth Machine composters.
- Rubal Verma has an analytical approach to defining the plastic problem and brings his ideas and solutions to our meetings. He has helped out with taking meeting minutes and staffing events.
- Barbara Theriault, a former WRC member, and her husband Ray continue to help with PR, event signage around town, and updates on legislation currently in the Massachusetts legislature.
- Sharon Chew provides assistance for the town’s composting efforts in the schools.
- Gerry DiBello reviews and updates the “How to Recycle Almost Everything” section of our website.
- Cynthia Peraner continues to field questions submitted by residents online.
- Late in the fiscal year, Sue Thomas began attending some Commission meetings as a liaison from the Westford Clean Energy and Sustainability Committee.

Recycling Commission Revolving Fund FY 2021

RECYCLING COMMISSION—CONTINUED

Balance July 1, 2020 \$14,668

Income Expenses

64-gallon wheeled Toters (150 sold) 8,250(8,941)

Earth Machine Composters (86 sold) 2,186(140)

Resident donations 35

NE Clothes Recycling payments 1,800

Budget Sign (40)

“Recycle” stickers (450)

Household Haz Waste 12,361

Brush Chipping 1,222

HHW Waste (10,425)

Totals \$25,854(\$19,996)

Balance June 30, 2021 \$ 20,526

State Recycling Grant Account

Balance July 1, 2020 \$11,700

Income Expenses

Budget Sign – inserts (520)

64-gallon wheeled toters (1500)

“No Plastic Bags” stickers (725)

State SMRP Grant 1,250

Composters (3,680)

Totals \$1,250\$6,425

Balance June 30, 2021 \$ 6,525

SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

Ronald Deschenes
Emanouel Manolopoulos
School Committee members
Westford
Warren Adam
School Committee Alternate
Westford

Nashoba Valley Technical High School (NVTHS) is a regional technical high school established in 1969 to serve students in grades 9–12. NVTHS also provides post-graduate programs in career areas on a space available basis for those between the ages of 18 and 25 years old. NVTHS has earned an impressive reputation for producing community leaders as well as providing a vast amount of community projects for our district towns. NVTHS offers career preparation in 20 technical programs.

Administration

Dr. Denise P. Pigeon

Superintendent



Accreditation: New England Association of Schools and Colleges

The Learning Schedule: Three 12-week trimesters consisting of eight 45-minute periods set in a four-block schedule, five days per week. The school schedule alternates one week of academic classes with a week in a career-technical area for grades 9 through 12.

The Year in Review

The core mission of a vocational-technical school is to impart knowledge and skills to its students that will be valuable for securing success in future employment. In order to achieve this goal, NVTHS must look to the future to determine the necessary skills that will be valued in an economy in years to come. In the 50 years since NVTHS opened its doors in September 1969, in-demand skills have changed along with career pathways and technology. The history of NVTHS is one of near-constant adaptation, not just to keep pace with a rapidly changing world, but to anticipate those changes and keep learning relevant. These changes have come about in the technical programs that NVTHS offers as well as in the facilities and equipment in the building.

Extensive renovations continue in our Health Assisting and Dental Assisting programs, which will allow students to learn in modern true-to-life program areas. This project was

SCHOOLS

NASHOBA VALLEY TECHNICAL HIGH SCHOOL —CONTINUED

led by our Construction Cluster students and staff and supported by a Workforce Skills grant through the Massachusetts Skills Capital Grant Program.

Vocational-Technical Programs (Secondary & Post-Graduate)

Advanced Manufacturing	Electrical Technology
Auto Collision Repair & Refinishing	Engineering Academy:
Automotive Technology	Robotics & Automation
Biotechnology	Engineering Technology
Carpentry	Health Assisting
Cosmetology	Hospitality Management
Culinary Arts	Marketing
Dental Assisting	Plumbing & Heating
Design and Visual Communications	Programming & Web Development
Early Education and Care	Television and Media Broadcasting/Theater Arts
	Veterinary Assisting

Special Academic Programs

Advanced Placement, Honors and College Preparatory courses are available in all core subjects. Foreign language, music, theatre arts and additional elective courses are offered for all four years to all interested students.

Dual Enrollment

The Dual Enrollment program is a state-sponsored program that allows eligible NVTHS students the opportunity to enroll in courses at a local college while they are still in high school. The Dual Enrollment Program is available to any junior or senior who meets the criteria adopted by both the state and the student's school district. Juniors who are eligible and recommended by teachers/ administration may elect to enter the Dual Enrollment Program and take courses during their junior and senior years at a two- or four-year public college or private institutions in Massachusetts or New Hampshire. The program allows a student to attend Middlesex Community College, Mt. Wachusett Community College, U Mass Lowell or Fitchburg State University on a full-time basis while still enrolled at NVTHS as a high school student. Credit for the courses applies to both the high school and college transcripts. Upon completion, students receive their high school diploma from NVTHS and one or two years of college credit. In recent years many NVTHS students have graduated with an Associate degree from a college and their high school diploma at the same time. Also, individual study programs for talented students are directed to their area of excellence. Many of our students have been accepted at such distinguished institutions as MIT, Ithaca College, Emerson College, Boston University, and University of Massachusetts, among others.

WESTFORD PUBLIC SCHOOLS

The 2020/2021 school year presented unprecedented challenges to school systems across the nation and Westford Public Schools was no exception. The COVID-19 pandemic continued to present a serious public health risk from the latter part of the 2019/2020 school year, through the entire 2020/2021 school year.

Everett V. Olsen, Jr.
Superintendent of Schools

In June 2020 the Massachusetts Commissioner of Education, Jeffrey Riley, prepared guidelines for school systems to address the dangerous pandemic. The guidelines required every school system in Massachusetts to develop a comprehensive plan to open schools in September 2020 that would address three models of learning; fully remote learning, hybrid (partially in-school and partially remote learning), and a full return to school. After receiving this guidance, the Superintendent convened a committee of 56 staff members to develop a comprehensive plan that would address the three learning models and provide health and safety procedures and protocols to keep students and staff safe from contracting the COVID-19 virus. The comprehensive and detailed plan was presented to the School Committee in late July and subsequently approved.

The Superintendent also convened a COVID Advisory Committee to help guide operational decisions throughout the year. The Committee was composed of several local physicians, school nurses, school staff and school committee members. In addition to the expertise of the COVID Advisory Committee, the school system invested considerable federal grant funds in purchasing personal protective equipment, disinfecting and cleaning materials, HVAC system upgrades in every school and additional temporary support staff to assist students in movement through the school building with sufficient distancing.

In April 2021, most students returned to school for a full day of in-person instruction, while other students chose to continue with fully remote instruction. Throughout the year, and under very difficult circumstances, Westford's entire staff performed their instructional and support responsibilities with exceptional professionalism.

Westford Public Schools continues to be rated as one of the very best school systems in Massachusetts. We are proud of this reputation and recognize that it is the result of an outstanding staff, motivated students and a caring supportive town!

WESTFORD PUBLIC SCHOOLS —CONTINUED

OFFICE OF THE SUPERINTENDENT OF SCHOOLS 2020/2021

Everett V. Olsen, Jr., Superintendent	978-692-5560	X 2103
<i>Nina Mangan, Administrative Assistant to the Superintendent</i>		X 2102
Kerry Clery, Assistant Superintendent of Curriculum & Instruction		X 2105
<i>Sandra Abramo, Curriculum Administrative Assistant</i>		X 2104
Ingrid Nilsson, Director of School Finance (<i>resignation effective 2/2021</i>)		X 2106
Jeanne Savoie, Interim Director of School Finance (<i>effective 3/2021</i>)		X 2138
Courtney Moran, Director of Pupil Services		X 2112
<i>Zoe Daniels & Jessica Staskiewicz, Administrative Assistants</i>	X 2111/2113	
Colleen Wallace, Director of Food Services		X 2109
<i>Tracy Razzaboni & Kathy Thompson, Administrative Assistants</i>		X 2110
Paul Fox, Director of Town & School Facilities		X 2435
<i>Jacqueline Studley, Administrative Assistant</i>		X 2438
Jennifer Burk, Human Resource Coordinator (<i>resigned effective 10/2020</i>)		X 2108
Trudy Iseghohi-Edwards, Human Resource Coordinator (<i>effective 12/2020</i>)		X 2108
<i>Betsy Hall, Administrative Assistant</i>		X 2138

SCHOOL BUILDING ADMINISTRATORS

James Antonelli	Westford Academy	692-5570
<i>Betsy Murphy, Dan Twomey & Bob Ware, Deans</i>		
Christopher Chew	Stony Brook	692-2708
<i>Richard McElhinney, Assistant Principal</i>		
Tim Hislop	Blanchard Middle School	692-5582
<i>Patricia Demins, Acting Assistant Principal</i>		
ChrisLouis Sardella	Norman E. Day School (3-5)	692-5591
<i>Hilary Sturgis, Assistant Principal</i>		
Donna Pobuk	Rita Miller School (K-2)	392-4476
<i>Hilary Sturgis, Assistant Principal</i>		
Lori McDermott	Abbot School (3-5)	692-5582
<i>Carolyn Jerzylo, Assistant Principal</i>		
Susan DuBois	Nabnasset School (K-2)	692-5583
<i>Carolyn Jerzylo, Assistant Principal</i>		
Sharon Kennelly	Crisafulli School (3-5)	392-4483
<i>Scott Middlemiss, Assistant Principal</i>		
Kevin LaCoste	Robinson School (K-2)	692-5586
<i>Scott Middlemiss, Assistant Principal</i>		

SCHOOL COMMITTEE

Avery Adam	87 Providence Road	Term Expires 2021
Sean Kelly	7 Chestnut Street	Term Expires 2022
Alicia Mallon	104 Plain Road	Term Expires 2022
Gloria Miller, Chair	14 Hutchins Way	Term Expires 2020
Chris Sanders, Vice Chair	6 Koala Bear Lane	Term Expires 2021
Valery Young, Secretary	4 Marie Ann Drive	Term Expires 2023
Mingquan Zheng	3 Joyce Circle	Term Expires 2021

WESTFORD PUBLIC SCHOOLS —CONTINUED

SCHOOL COMMITTEE WEBSITE: [HTTPS://WWW.WESTFORDK12.US/DISTRICT/SCHOOL-COMMITTEE](https://www.westfordk12.us/district/school-committee)

SCHOOL COMMITTEE E-MAIL: SCHOOL-COMMITTEE@WESTFORDMA.GOV

School Committee meetings are held every other Monday evening at 7:00, unless otherwise indicated or rescheduled. All meetings are posted through the Town Clerk's Office.

Enrollment

As of 10/1/2020

	MLN	NAB	ROB	MLR	ABB	DAY	CRIS	STBRK	BMS	WA	TOTAL
-											
-											
Pre-Sch	46										46
K		108	90	73							271
1		101	81	95							277
2		107	100	99							306
3					124	109	108				341
4					96	92	120				308
5					138	124	121				383
6								206	180		386
7								198	169		367
8								196	183		379
9										384	384
10										424	424
11										390	390
12										444	444
UNG										3	3
TOT ALS	46	316	271	267	358	325	349	600	532	1645	4709

WESTFORD PUBLIC SCHOOLS

CURRICULUM AND INSTRUCTION

Flexibility, creativity and perseverance was the theme throughout the 2020-2021 school year. Students, staff and families were asked to “do” education in ways that we never would have imagined, prior to the pandemic.

Kerry Clery, Ed.D.
*Assistant Superintendent of
Curriculum & Instruction*

When Westford received guidance from the Department of Elementary and Secondary Education in late June, multiple committees were established in order to swiftly create an unprecedented version of “school” to continue educating students while staying within the strict parameters set forth by various health organizations and government agencies. Due to the childcare constraints this placed on families, including our staff members, there was uncertainty if we would have enough staffing in place to welcome students back to our (partially) in-person model in September. Fortunately, due to a team effort and many willing substitutes, we were pleased to provide students with face-to-face instruction throughout the year by way of our hybrid model (i.e., a mixture of remote and in-person learning). Throughout the Commonwealth, districts created their own unique models of hybrid learning opportunities and our team decided on a model that allowed students to connect live with their teacher(s) on a daily basis, either in-person and/or remotely. Naturally, this disrupted many families’ schedules, which was a difficult obstacle to overcome.

After Commissioner Riley reduced the requirement for the number of school days from 180 to 170 for the year, Westford used the first ten days providing staff with professional development that focused on social-emotional wellness and the use of technology. When school started for students, teachers and staff worked tirelessly to provide engaging learning experiences for students, both those who chose the hybrid model (approx. 70%) and those who selected the fully remote model (approx. 30%).

Curriculum coordinators worked closely with the teachers to support the hybrid and remote models of learning. As content experts, the curriculum coordinators carefully and strategically determined which standards to emphasize most heavily at each grade-level given the fact that Westford, like all the other districts, had to adjust based on the reduced live contact time with teachers. Teachers were very appreciative of the guidance, support and resources that our curriculum coordinators provided.

The Commissioner announced in late winter that in April all schools must return to full in-person school days, five days per week. With significant adjustments and proper planning, Westford was thrilled to welcome most students back to school with a model that was much closer to “normal.” Students and staff adjusted very well to this change and it’s believed that the last couple of months of being back to school full-time paved the way for an easier transition to a full return in the fall.

The uncertainty of this school year was yet another reminder of Westford’s supportive and dedicated staff, families and students. The community was met with a major challenge and the stakeholders truly rose to the occasion.

WESTFORD PUBLIC SCHOOLS SCHOOL HEALTH SERVICES

This school year has been met with new challenges. The role of a school nurse has shifted dramatically with providing health care and information on a larger scale than normal. The biggest challenge was making sure we could bring students and staff back to school safely.

Joan Mitchell, BS, RN, MEd
School Nurse Leader

Learning how to manage and monitor COVID-19, in addition to traditional responsibilities, has highlighted the importance and diversity of the position of a school nurse. Like so many others, learning to “pivot” has been challenging, but we have adapted. Our goal was to make sure schools were safe to bring children and staff back while learning and following the guidelines.

March 2020:

As soon as the pandemic started, the school nurses began to plan for the return to school. Some of the activities included:

- Collected COVID-19-information from other schools, districts and countries
- Attended ZOOM meetings
- Contributed to Google Meet, Google Docs, and Google Sheets
- Constantly monitored CDC, MDPH, DESE and incorporated the updates into the return to school safety plan

School Nurses Accomplishments:

Throughout the year the school nurses have adjusted their practice to maintain the safety of students, staff and parents. Some of the accomplishments included:

- Attended weekly school nurses meetings throughout the summer and school year.
- Developed age-appropriate google slide presentations for staff, students and parents. These presentations included handwashing, mask wearing, donning PPE, and social distancing in classrooms and hallways
- Developed safety plans for school reopening including physical distancing and classroom set-up
- Each school nurse made a “clinic visit” plan with their staff
- Identified and set up a caring room in each school
- Developed and maintained the new nurses website and blog
- Attended virtual meetings for school planning including IEP’s and 504’s
- Participated in the individual school COVID-19 committee meetings
- Contributed to the Westford Public Schools Dashboards including:
 - Student/staff weekly cases and close contacts by grade level
 - Massachusetts data sheet including weekly average daily incidences, percent positive and total COVID -19 case count
 - Westford Public Schools weekly positive cases and close contacts.
- Participated in the Hygiene Protocols and Operations Committee
- Attended and contributed to the Superintendents Covid Advisory Committee
- Worked closely with the health department with positive COVID-19 cases and close contacts
- Listened to webinars every Tuesday and Friday run by State Epidemiologists.
- Worked closely with the Westford Health Dept. and assisted in contact tracing involving phone calls, emails and communication with families within the school system
- Volunteered with the Health Department and the Merrimack Valley Medical Reserve Corps at many flu & COVID Vaccination Clinics

WESTFORD PUBLIC SCHOOLS

SCHOOL HEALTH SERVICES —CONTINUED

- Grocery shopped for elderly and contributed to the Westford Food Pantry
- Developed an updated Westford Public Schools Health Services Website and nurses blog
- PTO grant to replace the emergency bags at Day which were over 20 years old

Continuing Education Classes:

Pediatric Cardiac Assessment

Respiratory Assessment

Orthopedic Assessment

GI Assessment

Dental Assessment

Neurological Assessment

Ear, Nose and Throat

Eye Assessment

Dermatology Assessment

CPR-First Aid

CPR- taught to staff at some schools

June 2021:

After an unprecedented school year, students and staff have returned safely to school.

WESTFORD PUBLIC SCHOOLS

STUDENT SUPPORT SERVICES

Westford Public Schools offers a range of Student Support Services. We are fortunate to maintain dedicated teachers and therapists who continuously strive to improve practices in educating diverse learners.

Courtney L. Moran
Director of Pupil

According to data submitted to the Massachusetts Department of Elementary and Secondary Education’s Student Information Management System (SIMS), Westford reported 853 students with disabilities in June 2021. The number of students represents a moment in time, as students are continuously evaluated throughout the year for both eligibility and placement. SIMS data is captured each fiscal year in October, March and June. Of the 853 students, 52 are placed in private special education day schools, collaborative classrooms or residential school placements.

A continuum of services, focusing on inclusivity is provided at each grade level. By responsibly including students with their peers, academic, behavior and social development is fostered. Depending on eligibility criteria, students may receive a variety of services, including specialized instruction, behavior management, speech and language therapy, occupational therapy, physical therapy, social skills, specialized vision and hearing training, assistive technology, and adaptive physical education.

This school year, the Department of Elementary and Secondary Education will conduct a Tiered Focus Monitoring (TFM) review. The review is scheduled for January 2022 and will consist of on-sight facility visits, interviews with selected members of the district along with the Special Education Parent Advisory Council (SEPAC). This year’s review is scheduled to focus on licensure & professional development, facilities & classrooms, oversight, time & learning, parent & community engagement, and equal access. Following the completion of the review, all findings will be made public.

Funding Source	Federal/ State	FY18	FY19	FY20	FY 2021	FY22
Grant 262	Federal	\$18,451.	\$19,437.	\$20,262.	\$20,473.	\$20,692.
Grant 274	State				\$26,840.	
Grant 240	Federal	\$953,848	\$966,590	\$979,977	\$1,012,066.	\$1,012,066
Grant 298	State				\$3,230.	
Grant 252	Federal					\$244,750.
Grant 264	Federal					\$21,777.

* *The Special Education Improvement Grant (274) and (298) were issued during the 2020-21 school year to assist with COVID-19 relief. This year grants (252) and (264) were made available as part of the American Rescue Plan (ARP), dedicating supplemental funding to serve students with disabilities. These funds are provided to help districts recover from the impact of the coronavirus pandemic and to safely reopen school and sustain safe operations.*

WESTFORD PUBLIC SCHOOLS GRADES PK-5 ELEMENTARY SCHOOLS

The team worked throughout the summer to safely and successfully plan and welcome back students to school last fall after the shutdown as a result of the COVID-19 pandemic. Staff participated in two weeks of professional development at the start of the year. This preparation allowed for a smooth transition from full in-person instruction to the hybrid learning model and the Remote Learning Academy model. Staff made several pivots throughout the school year to reassign students between classes according to their learning model preference and geographic residential location. In February, the team pivoted again and planned for the full return of students on April 5, 2021. Students and staff were thrilled to be back to school full time!

Donna Pobuk
Rita Müller School
Susan DuBois
Nabnasset School
Kevin LaCoste
Col. John Robinson School
ChrisLouis Sardella
Norman E. Day School
Lori McDermott
Abbot School
Sharon Kennelly
...

As part of the reopening plan, students in grades 3-12 were surveyed in the fall to identify and determine the level of support they may need to actively participate in school and their learning. In the spring, many K-2 teachers completed the Panorama Teacher Perception of Students Survey for each of their students. Based on this data, interventions were implemented to address the social-emotional needs of our students utilizing resources from within the schools and community. Teachers also had access to a Playbook in their Panorama accounts, which provided many valuable resources complete with lessons in targeted areas.

The team streamlined the focus on Diversity, Equity and Inclusion. A district wide BARWE (Building Anti-Racist White Educators) program was started and individual school groups were initiated in which monthly building based meetings were held by volunteer facilitators. A full day of professional development in May was devoted to cultural proficiency with Dr. Kalise Warnum. In the afternoon, staff met in discussion groups to process the presentation and learn more about how to integrate this new knowledge into their work with students. Staff also viewed and discussed ADL peer leader activities.

Staff celebrated grade 5 students as they prepared to move on to the Blanchard and Stony Brook Middle Schools. Fifth grade teams across the district planned fifth grade fun days and completion ceremonies. The school teams also planned transition activities for grade 2 students moving on to 3-5 sister schools. Principals visited second grade classrooms to provide an overview and answer questions. This was followed by small group tours of their new school as well as virtual presentations for parents.

This year K-5 schools implemented a new tool in place of the Everyday Math (EDM) end of the year assessment, the iReady Math Diagnostic Assessment. This resource is research-based and nationally normed. It is an adaptive assessment that adjusts its questions based on students' performance. The results provide actionable data that give teachers a foundational understanding of students' strengths and areas of need-making it easier to determine next steps for instruction. In addition, as staff moves forward next year with its use, students' progress and growth can be tracked and monitored.

WESTFORD PUBLIC SCHOOLS **GRADES K-2 ELEMENTARY SCHOOLS** —CONTINUED

Kindergarten through fifth grade teachers were trained in an updated way to think about reading comprehension. The staff created a district definition of reading comprehension. They then used this knowledge to explore a new reading assessment called the Next Step in Guided Reading. Through this training the goal was to develop a common language districtwide when discussing a student's comprehension abilities. Staff were focused on discussions around students' strengths or areas of need in vocabulary, background knowledge, summary, and analysis and evaluation of text. Many teachers piloted the assessment this Spring. In grades 3-5, students all take 2 whole class comprehension assessments three times a year. This helps us to determine who will receive a Reading Assessment Conference for more detailed information on the student's comprehension skills. Teacher feedback has been positive as class patterns in strengths and areas of need have emerged. In grades K-2 teachers will be assessing students' listening comprehension in a whole class assessment three times a year. Teachers will then use this information to guide which whole class read aloud and discussions to facilitate with their class. They will also have a reading assessment conference with each student to determine their instructional level of reading.

WESTFORD PUBLIC SCHOOLS GRADES 6-8 MIDDLE SCHOOLS

Westford Public Schools includes two of the top performing middle schools in the state of Massachusetts. Designed to support the unique needs of young adolescents, the Blanchard and Stony Brook schools provide a rich educational experience to students in grades six, seven, and eight. Consistent with best practices in middle school, students are placed on interdisciplinary teams to create smaller communities where students are well known by multiple adults. Educator collaboration is at the heart of the Westford middle school model, as teachers meet regularly to plan instruction and team activities to build spirit and community.

Timothy Hislop
Blanchard Principal
Christopher Chew
Stony Brook Principal

English Language Arts, mathematics, science and social studies instruction is aligned to the Massachusetts Curriculum Frameworks. The academic curriculum is enhanced by a variety of world languages and integrated arts courses that support the whole child. French, German, Latin, and Spanish are offered at all grade levels as well as Reading and English Language Development for English Learners. The program of studies also includes health and physical education, visual and performing arts, and S.T.E.M (Science, Technology, Engineering & Mathematics). Opportunities to participate in ensemble groups including band, orchestra, and chorus are also built into the schedule. Supports such as reading and math intervention and academic coaching are available to any individual student in need of additional assistance with academics. During a daily advisory block, students are able to meet with teachers individually and in small groups, access school resources such as the library and counseling department, collaborate on projects, or participate in team activities.

Partnership between school and home is emphasized at both schools. Multiple means of communication are utilized to encourage family engagement in learning. The principals send weekly school newsletters via email which are also posted and made accessible via the school websites. In addition to annual parent conference and curriculum nights, teaching teams and counselors designate time for weekly parent meetings. During the 2020–2021 school year, the Parent Teacher Organizations at Blanchard and Stony Brook were reorganized in partnership with the Westford Elementary Parent Teacher Organization.

The teachers and administration at the Blanchard and Stony Brook schools work closely with 6-12 curriculum coordinators to promote consistency in the learning experiences offered to all middle school students in Westford. Collaboration during professional development days as well as monthly faculty and curriculum meetings also focused on the implementation of the hybrid and remote models of instruction as well as COVID-19 operational and safety procedures. Professional development activities during the 2020–2021 school year also shared a common theme of *Social-Emotional Learning and Diversity, Equity, and Inclusion*.

Due to the pandemic, the middle schools continued to offer virtual open house, orientation, and parent conference events. Sixth grade transition resources included websites, virtual tours, and introductions that allowed fifth grade students to get a peek inside Stony Brook and Blanchard and hear from the many of the teachers. By June, both

WESTFORD PUBLIC SCHOOLS GRADES 6-8 MIDDLE SCHOOLS —CONTINUED

middle schools were able to offer an abbreviated spring sports season and hold in-person end-of-year celebrations to recognize the departing eighth grade students.

LLOYD G. BLANCHARD MIDDLE SCHOOL

The mission of the Lloyd G. Blanchard Middle School is to provide a safe educational environment where the whole child is empowered to achieve academic and personal excellence through a team approach. The Blanchard School Improvement Plan is aligned to this mission and guides efforts to continuously improve teaching and student learning. The goals for the 2020–2021 school year focused on implementing the WPS Reopening Plan in the areas of Teaching and Learning, Operations, Social Emotional Adjustment, Operations, Safety and Hygiene as well as Diversity, Equity, and Inclusion.

The Blanchard School Advisory Council was co-chaired by principal Tim Hislop and parent representative Lorena Lane. Lynn Lamburn also joined as a new parent member. Michelle Beauregard and Jen Lawton, Student Support Services Teachers, served as teacher representatives, and Sandra Habe continued as community member. Parent representative Scott Park completed his third and final year of service on the council.

A variety of academic and exploratory activities promoted Blanchard’s core values of Respect, Opportunity, Cooperation, Kindness, and Service. Student-led projects benefited local organizations and charities such as the Westford Food Pantry and the Lowell Transitional Living Center. Westford’s Project 351 Ambassador Blanchard eighth grade student Anya Gesin coordinated the school’s participation in *Cradles to Crayons*. A group of *A World of Difference* student representatives served as peer mentors, attending the Anti-Defamation League Virtual Peer Leadership Summit and leading school-wide anti-bias activities.

While most in-person extracurricular activities paused, students were able to participate virtually in AMC Math, PRIDE Alliance, BIPOC (Black Indigenous People of Color), AWOD (A World of Difference), and yearbook club. Band and orchestra lessons were held remotely until April when students were able to attend instrumental classes in school. Several Blanchard ensemble students were selected to perform at the highly competitive Eastern District Music Festival, and students also represented Blanchard at the All-State Treble Chorus.

Initiatives led by an active Blanchard Parent Teacher Organization kept spirits lifted during a challenging school year by recognizing the exceptional efforts of students and staff. The PTO hosted regular teacher appreciation events as well as a socially distanced ice cream celebration in the spring. The PTO also spearheaded the school yearbook, supported the annual eighth grade end-of-year celebration, and organized a school library book donation program.

Blanchard’s fifth annual Middle School Completion and Achievement Ceremony was held in June to celebrate the eighth-grade class. Embracing multiple forms of success, the program also featured recognitions for outstanding achievement, effort, leadership, and community involvement.

STONY BROOK SCHOOL

WESTFORD PUBLIC SCHOOLS GRADES 6-8 MIDDLE SCHOOLS —CONTINUED

The 2020-2021 Stony Brook School Improvement Plan goals were also focused primarily on supporting our response to the impact the COVID pandemic had on our ability to remain open and accessible as a learning community. Similarly, the four major goals for Stony Brook were: implementing the safety guidelines as defined by the Operations and Hygiene Reopening Committee; implementing the district-wide Hybrid and Remote Learning Academy models as defined by the Teaching and Learning Reopening Committee; implementing the strategies and Toolkit as outlined by the Social Emotional Adjustment Reopening Committee; and incorporating a specific Diversity, Equity and Inclusion goal of promoting a school environment characterized by tolerance, respect and safety.

The Stony Brook School Advisory Council was co-chaired by Dr. Christopher Chew and parent representative Kristi Bates. Parent membership also included Annie Juris, Prajakta Kale, Pooja Krishnamurthy, Arty Mourtzinis, Rachael O’Toole, and Seema Pusalkar. Michele Dulczewski, Mary Larkin and Meridith Sweet served as the teacher representatives. Lynne Stader served as the Stony Brook Community representative.

Assistant Principal Richard McElhinney and our head custodian Rick Harbaum worked closely with students and staff throughout the spring to reclaim the overgrown area in front of the school in order to reestablish the Stony Brook Amphitheater to be used as an outdoor learning space. With daily mask breaks, outdoor lunches and teachers reimagining many lessons to best utilize the outdoor spaces, students and staff at Stony Brook were able to get outside a lot which was a positive take away to the many changes required for this year.

The Stony Brook PTO contributed a great deal to the enthusiastic momentum throughout the year. Through their efforts Stony Brook was able to raise funds to install water bottle filling stations on all three of our floors so that students and staff had easier access since the individual water fountains were not in use due to COVID restrictions. Additionally, the PTO recognized the incredible work of our faculty and staff, the PTO sponsored monthly opportunities to celebrate the entire staff with food and thematic well wishes. Finally, they sponsored a wonderful outdoor Gr8 Celebration Beach Themed Block Party which is certain to become a new tradition.

Our year end school wide Eighth Grade Celebration was a true reflection of the school year in that we were able to conduct a hybrid ceremony. The faculty did a wonderful job recording a Celebration Video presentation that allowed our in-person eighth grade students to gather together in the auditorium to enjoy together while all of our Remote Learning Academy students could tune in from home and the families of all our students could also enjoy virtually at the same time. In addition to the gathering in the auditorium, all of our grade seven and grade six students and teachers were able to stream the presentation into their classrooms, as well. So, the entire school community was still able to celebrate our eighth-grade students synchronously! The Celebration included awards presented by staff to students being recognized for individual academic achievements and or their positive contributions to our school climate by consistently exemplifying the Stony Brook core values of Perseverance, Respect, Integrity, Dedication, and Excellence (P.R.I.D.E.). Additionally, 68 students were recognized as receiving a Gold Presidential Academic Award for maintaining high honors throughout the year and 50 students

WESTFORD PUBLIC SCHOOLS **GRADES 6-8 MIDDLE SCHOOLS** —CONTINUED

receiving the Silver Presidential Academic Award for maintaining at least honors for all three terms. With 118 of the eighth graders maintaining honors level grades throughout their last year of middle school, it speaks well for their work ethic and is consistent with the high-performance Stony Brook students have achieved on state assessments and district benchmarks.

WESTFORD PUBLIC SCHOOLS GRADES 9-12 WESTFORD ACADEMY

This school started off very similar to how the previous year had ended. The pandemic was still impacting our day-to-day operations as of August 2020. Approximately 5 months after the Covid-19 outbreak, which occurred on March 13, 2020 we were still in masks and there was no vaccine in sight. All of the school administrators worked tirelessly over the summer to prepare for the upcoming school year. The Department of Elementary and Secondary Education was sending out advisories and guidance as soon as they could, but this was uncharted water and all of us had to improvise in order to open our schools. At Westford Academy we had to hire 5-7 new teachers days before school was to open. The choice was to open school in a hybrid model or go fully remote. Fortunately, we were able to find some great teachers and we opened the in September. The Commissioner of Education allowed an extra ten days for all schools to prepare for the school year 2020-2021.

James Antonelli
Westford Academy

To begin the school year, we had Pod A and Pod B students, with a group of RLA students (Remote Learning Academy). The guidelines from the state outlined specific protocols for us to follow. Desks needed to be six feet apart, which divided our students into Pod A one-week and Pod B the next week. Our teachers taught with masks on every day while in the classroom. They would work with students that were in front of them as well as the students that were in RLA. Teachers would invite students to class using Google Meet and they did an amazing job in the most difficult of circumstances. I must commend our faculty for their efforts since March 13, 2020! There was no playbook in how to teach during a pandemic!

Teachers were able to provide grades during the school year 2020-2021, whereas last spring students received a CR for Credit or NCR for No Credit. Both students and parents/guardians were pleased with the change because it felt more like a normal school year with grading taking place. There were challenges when assessing RLA students, however our teachers found a way to get it done!

All end-of-year award ceremonies were virtual, using Google Meet or Zoom, with the exception of our Senior National Honor Society Ceremony, which was held for seniors only in the Performing Arts Center. Thank you to Westford CAT for live streaming the ceremony to the school community. With the introduction of the vaccine late winter, we were able to hold a senior prom at Kimball's Farm in Westford. Actually, we held three different senior proms on three separate evenings. Our seniors had a wonderful time at the prom and were able to dance to the moonlight under the stars!

Westford Academy continues to be recognized as one of the top performing high schools in the state of Massachusetts. Boston Magazine ranked Westford Academy as one of the top 50 high schools in Massachusetts. Westford Academy also continues to be recognized by U.S. News and World Report as one of the best high schools. Ninety-eight percent of the graduates attend two or four-year colleges or universities and several students plan to enlist in the armed forces or to take a gap year. Westford Academy students continue to perform very well on the statewide MCAS Exam (Massachusetts Comprehensive Assessment System) boasting high percentages of students that reach Proficient and Advanced status. Westford Academy also performs well on the SAT, ACT and Advanced

WESTFORD PUBLIC SCHOOLS GRADES 9-12 WESTFORD ACADEMY —CONTINUED

Placement assessments. In the 2020-2021 school year, hundreds of students participated in taking one or more Advanced Placement exams.

Westford Academy's students, faculty, and parent community continued the journey to support the social and emotional needs of students at the high school. The pressures from everyday life continue to cause major levels of stress and anxiety for our students. Principals at every level have noticed this increased anxiety and are taking steps to address this epidemic. The Challenge Success Program continues to be embraced by many in the Westford Public Schools Community, however there is more work to do. Pressures regarding college acceptance is becoming more prevalent and the competition to be better than the next student is daunting. As a faculty and staff, we are looking at a variety of factors that impact a student's life and to implement changes that can reduce stress while still building resiliency. Our professional development continued to focus on the social and emotional needs of our students and we have taken action to begin educating our parents about what it means to have a "well-balanced child". This work will continue for years to come as we continue to see mounting pressures on students and families in the community of Westford.

Thankfully we were able to host the Senior Experience this year. Our two advisors, Susan Lynch and Heidi Hider came up with a modified program in order to allow seniors to participate in this modified Capstone Experience. Approximately 420 seniors took on the Senior Experience while about 20 other seniors participated in an in-house project. The experience was well received and appreciated by the seniors. Thank you to all of the advisors and the businesses and companies that invited a senior to be part of their organization.

The Westford Academy Trustees continue to support graduating seniors by providing over \$120,000 in scholarships each spring. In addition to these scholarships, the Trustees provide books for our National Honor Society graduating seniors, Academic Excellence awards at graduation, as well as class Most Worthy Representative Awards. We thank the Westford Academy Trustees for their continued support of Westford Academy.

Graduation took place on Saturday, June 5, 2020. It was postponed one day due to the potential for passing thunderstorms. At graduation 441 seniors received their diplomas and there was a crowd of over 3000 spectators. Graduates and families were thrilled that guests were allowed to attend and it ended up being a wonderful celebration for a class that has lost so much. The Class of 2021 held their heads and persevered! We are all very proud of this class for having stayed the course and for never giving up!

Salutatorian 2021- Arpit Rao

Guidance Counselor Tracy McLaughlin said the flowing about our salutatorian, "Highly intelligent, inquisitive, meticulous, diligent, magnanimous and humble are just a few words teachers have used to describe Arpit Rao. A scholar in the truest sense of the word, if Arpit finds a subject interesting, he will often research it extensively and doesn't stop. Arpit also enjoys spending time using his strong critical thinking skills to dig even deeper into every topic. One teacher noted that she learned much more about a subject

WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY —CONTINUED

she taught for several years from a conversation with Arpit about his own research on the topic.

Arpit is a highly accomplished student who is especially interested in political science, law and economics. He has taken continuing education courses at Harvard Law School, the University of Pennsylvania and Yale University. Arpit has participated in the American Civil Liberties Union Advocacy Institute and enjoys listening to Supreme Court oral arguments and reading about Supreme Court decisions in his spare time. At Westford Academy, Arpit has completed 10 AP classes and is an AP Scholar with Distinction. He earned three gold medals on the National Spanish Exam and has been awarded Excellence in History and in Biology by the WA faculty. Having said all of that, if you meet Arpit for the first time, he will likely describe himself as someone who has a passion for soccer. A four-year varsity soccer player, and this year’s captain, Arpit enjoys nothing better than spending time with his family and friends. As Arpit goes off to Dartmouth College, we all look forward to hearing about his many accomplishments in the future. “

Valedictorian 2021- Torsten Ullrich

Guidance Counselor Heidi Hider said the following about our Valedictorian, “Torsten Ullrich has been described by his teachers as “a true master of detail” and “a scientist with natural curiosity who helps others with no condescension”. He is truly one of the brightest, most self-driven students with whom I have ever worked. His love of learning is genuine, and his willingness to share his knowledge and collaborate with others is extraordinary. Whether in the classroom or one of his extracurricular commitments, he exhibits enthusiasm and patience, and while he is exceptionally bright and works very well independently, he thrives on human interaction. Torsten possesses time management skills that most adults would envy and is able to balance a rigorous academic schedule, independent studies and extracurricular interests with finesse and passion. His transcript includes eight Advanced Placement courses, and he has self-studied for additional exams on his own time. Torsten is also the two-time winner of our school’s Excellence in Latin Award. The world language department once noted that “Torsten turns in tests that serve as teacher answer keys”. Outside the classroom, he is a gifted, award-winning pianist and clarinet player who finds true joy in music. He is generous in sharing his talents with others through the jazz band, winds band, pit orchestra, performances at a nearby retirement home and as a mentor in the district wide summer music program. Always ready to take on a new challenge, Torsten joined the DECA business club as a sophomore and advanced to Nationals on his first try. His talents are many, and his potential is limitless. Please help me in congratulating Westford Academy’s Class of 2021 valedictorian, Torsten Ullrich.”

Recipients for the Class Most Worthy Representative were the following:

FRESHMAN CLASS of 2024

James Farley

Tyler Santosuosso

SOPHOMORE CLASS of 2023

Marzooq Jeje

Noah Ablove

JUNIOR CLASS of 2022

Sreenidhi Kamal

Rianna Bottinger

WESTFORD PUBLIC SCHOOLS
GRADES 9-12 WESTFORD ACADEMY —CONTINUED

SENIOR CLASS of 2021
Hannah Ditmars

Kaitlyn Rybicki

WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY —CONTINUED

In closing, the Westford Academy School Community was excited to be utilizing the brick-and-mortar facility in 2020-2021. The pandemic has caused all schools to consider a variety of ways to educate students for the school year 2020-2021. A vaccine became available in the winter of 2020 and by mid-summer a large percentage of the population ages twelve and up were vaccinated. We all pray that this vaccine continues to keep all of us safe and healthy and allows us to get back to life as we remember pre-pandemic!

Class of 2021:

Shawn Adolph	Owen Bramanti	Upamanyu Dass-Vattam
Aashi Akare	Emma Brazinski	Anish Datye
Zannatul Akbor	Nathan Brown	Jo David
Ritesh Alla	Sean Brown	Paul Davis
Daniel Allison	Audrey Bruskiwitz	Benjamin DeMarco
Mohammed Alzayady	Robyn Bryce	Carson DeMont
Anuraag Amaravadi	Ian Burke	Evangelos DeNault
Cassidy An	Anika Burli	Elizabeth Denn
John Anderson	Conor Burrell	Thipnapha Detnonsang
Jordan Anderson	Brendon Cafferelli	Richard DiAngelo
Fabian Arnold	Chase Cambray	Matthew Ding
Rishad Arora	Taylor Campbell	Madisyn Dinsmore
Nathan Arsenaunt	Sara Cannuscio	Bella DiRico
Kaan Aydogan	Thea Caplan	Hannah Ditmars
Brandon Bailey	Daniel Cappello	Katelyn Ditto
Nihal Bangaru	Kathleen Carlson	Aadi Dogra
Cole Barisano	Madelyn Carroll	Kyle Doherty
Isabella Barreto	Lillian Carter	William Donahue
Julia Barrett	Michael Cassie	Alana Donovan
Alessio Battezzato	Michael Castracane	Rhea Dotivala
Elad Ben-Hayon	Samuel Castracane	Siobhan Driscoll
Annie Benting	Ciara Chan	Katherine Dulczewski
Alicia Bergeron	Teagan Chandler	Olivia Dunn
Kaley Bergeron	Anirudh Chauhan	Sean Durkin
Colette Bernier	Aniketh Chilukuri	Ashley Dzineku
Noah Bernstein	Matthew Cielakie	Meghana Edpuganti
Om Bhagat	Madison Cincotta	Jason Eggert
Aditeya Bhasker	Alexander Ciulla	Kyle Eliassen
Joseph Bienkiewicz	John Clark	Brian Ellis
Julia Bisso	Calista Clemente	Nathan Ely
Alexander Blais	Nathan Condry	Aadit Engineer
Erin Blaszak	Nolan Connell	Ashley Enis
Tobias Bluestein	Gannon Connolly	Devannia Eracleo
Brady Bomal	Delia Conway	Sophia Esteves
Peter Bonenfant	Jamie Corr	Benjamin Evangelista
Angelina Botros	Ava Couillard	Casey Fairchild
Nathaniel Bourassa	Erin Cragg	Nikia Fairchild
Kalvin Bowen	Nora Culver	Shane Fannon
Elliot Bradley	Owen Cypret	Isabella Fantini
Luke Bramanti	Nathaniel Damiani	Joseph Farago

WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY —CONTINUED

Izabela Fernandes	Massimina Hryckowian	Sarvad Lothe
Beatriz Ferreira	Rachelis Huertas	Shaunna Lu
Madalyn Ferreira	Izabella Humphrey	Keira Lux
Nathan Fischer	Joshua Iosevich	Alexander Ma
Connor Fitzgerald	Romir Jain	Rachel Maccini
Nicolas Fitzpatrick	Ella Janko	Meghan MacDermott
Benjamin Foley	Caelyn Jarrett	Ronan Macres
Jessica Fournier	Viraj Jayaraman	Kriti Madhipatla
Alexander Franklin	Amelia Jengo	Julia Magee
Michael Freitas	Karen Jin	Aniket Makhija
Olivia Freyman	Audrey Jones	Rohan Mallu
Alexander Froner	Emily Jordan	Caitlin Maloney
Isabella Fuleihan	Neel Joshi	Kelly Mammola
Jaimie Gagne	Penelope Joyce	Manish Mantena
Aditya Ganatra	Dawoon Jung	Nicholas Manzi
Dylan Gavel	Raymond Kallely	Micaella Margala
Jeremy Girgus	Samira Kapasi	Prisha Mark
Nicholas Godfroy	Grace Keele	Jessica Markesich
Madison Goodman-Leong	Michael Kennedy	Michaela Martin
Kishan Gorur	Sean Kennedy	Devon Martinson
Charan Govarthanaraj	Thomas Kennedy	Grace Masterson
Carson Grace	Fiza Khan	Gianna Mastrorilli
Samuel Granger	Kelly Kim	Jacob Materazzo
Andrew Grant	Allison Kingsley	Mason Materazzo
Sadie Green	Brian Klostermann	Sarah Mathew
Nevaeh Greenwood	Jillian Klostermann	Dylan Mathews
Joseph Gu	Neha Kodeboyena	Abigail Matley
Riya Gunnamreddy	Surya Sreyas Kodukulla	Molly Matley
Elizabeth Gunning	Teja Kosuru	Kate McA'Nulty
Yirou Guo	Aaron Kreithen	Scott McCabe
Cooper Haines	Samuel Krosky	Audrey McCarthy
Kelsey Halio	Shashwat Kumar	Kathryn McCauley
Akash Hanchur	Divij Kunaparaju	Erin McEwan
Maxwell Hansen	Sukriti Kushwaha	Meghan McGurn
Kaelyn Harding	Ethan Labianca-Campbell	Daniel McInerny
George Hardy	Aidan Latham	Madison McKeon
Evan Hayes	Eric Laushine	Ryan McKeon
Riley Hayes	Laurie Lee	Natalie McKittrick
Luke Heitkamp	Ismail Leiman	Caitlin McPhee
Molly Henderson	Margaret Lepeshkin	John Mejia
Matthew Herget	Athena Lewin	Sean Milanette
Emma Herrmann	Jason Liang	Evelyn Miller
Madisyn Herrmann	Isabelle Libby	Haleigh Millett
Patrick Hickey	Jeremy Limbert	David Mills
Juliana Hill	Jonathan Lin	John Minghetti
Kylie Hoar	Justin Liona	Benjamin Molinaro
Thomas Hopkins	Andrew Litchfield	Ryan Moore
Colleen Hrul	Charlotte LoConte	Timothy Moore

WESTFORD PUBLIC SCHOOLS

GRADES 9-12 WESTFORD ACADEMY —CONTINUED

Alexander Moradi	Vasudha Patil	Justin Scott
Aidan Morello	Haylee Patronick	Adam Selman
Abigail Morse	Khanh Pham	Matthew Sepe
Grace Morse	Ryan Pillion	Sahil Shamim
Amanda Moynihan	Samuel Pizette	Taylor Shea
Olivia Mrozinski	Amulya Podipireddy	Georgia Shen
Stephanie Muise	Taylor Pollard	Elizabeth Shepherd
Meghan Mulhern	Elle Prendergast	Niyati Shetty
Margaret Mullen	Henry Prestidge	Dhwani Shrivastava
James Mumma	Carter Purple	Mia Siano
Kaitlin Murphy	Felicia Quan	Gloria Sidelinger
Kyle Murray	Sarah Quaranto	David Silvia
Tyler Murray	Tanvir Rahman	Yasmin Singh
David Mustoe	Suraj Rajiv	Annabel Smith
Shankar Navali	Bharath Ramesh	Austin Smith
Amelia Neal	Jonathan Ran	Caroline Smith
Joseph Nelson	Arpit Rao	Olivia Smith
Luani Netto	Eera Rasne	Emily Solov
Joshua Nguyen	Cordelia Redmond	Aaryan Sonawane
Matthew Nichols	Amos Richards	Matthew Song
Elizabeth Nolan	Caroline Riemer	Sithara Sonnathi
Shannon Nolan	David Robertson	Emily Sotelo
Daniel O'Connell	Jazmin Rodriguez	Hillary Spanos
Grace O'Connell	Levi Rogers	Asha Speller
Brandon O'Connor	Madelyn Rose	Samantha Spound
Jacklyn O'Connor	Matthew Rosenstein	Anjali Sreenivasan
Kevin O'Connor	Abigail Rosenthal-Pitts	Shelby Stander
Henry O'Donnell	Morgan Roux	Emma Stefano
Alexander Oakleaf	William Rudiman	Paige Stephan
Matthew Oh	Renee Ruelle	Daniel Stewart
Emma Oliver-Minor	Kaitlyn Rybicki	Amelia Stratemeyer
Anthony Op	Shadee Saberi	Emily Strzegowski
Justin Ottesen	Joseph Sacco	Ivan Sung
Alexander Owen	Marissa Sacco	Aishwarya Surendran
Kyle Owen	Phlopateer Salama	Shruti Susarla
Christopher Owens	Amro Salameh	Hailey Sussman
Elizabeth Padron	Jack Salmonson	Mia Tabor
Dominique Paglia	Jordan Salmonson	Amelia Talluri
Sophia Palmer	Divya SambathKumar	Meghan Tan
Jai Pandia	Thomas Sanders	Alex Tang
Gianna Pannese	Nithya Sastry	Kayla Thai
Alexander Parent	Tanya Sawhney	Ryan Thivaharaja
Anusha Parikh	Anika Saxena	Jennifer Thomas
Antara Parmar	Isabella Scalia	Megan Tierney
Ayushee Patel	Francesca Scaramuzzo	Mason Tomaino
Himani Patel	Colin Schultz	Mia Towers
Prarthna Patel	Kyla Schultz	Julia Tracanna
Kunal Patil	Griffin Schwab	Christian Tremblay

WESTFORD PUBLIC SCHOOLS
GRADES 9-12 WESTFORD ACADEMY —CONTINUED

Katherine Trotter
Josie Tseng
Felicity Tu
Craig Tucker
Evan Twombly
Hannah Uler
Torsten Ullrich
David Urban
Adithya Venkatesh
Vamsi Vetsa
Nicholas Villare
Angel Vinith
Maia Wahlquist

Bradley Walk
Luke Walsh
Meaghan Walsh
Ryan Walsh
Mohammed Warde
Meredith Warsen
Lauren Waszak
Dustin Waterhouse
Jamie Wauford
Luke Wauford
Cameron Westberry
Rhys Whitehill
Katelyn Williams

Jacob Wilson
Laura Wood
Jiahong Xu
Veronica Xu
Anthony Yacavone
Sean Yao
Fletcher Zeng
William Zeng
Victor Zhao
Patrick Zheng
Sarah Ziolkowski

The Senior Low-Income Disabled Tax Relief Committee’s charge was to examine possible personal and property tax relief for seniors, disabled, and low-income citizens. SLIDTR continued education and outreach efforts including regular “office hours” at the Cameron Senior Center and updating the summary “green sheet” to help potential applicants find appropriate exemptions.

Property Tax Exemption for Low-Income Disabled Residents

TAX COLLECTOR -TREASURER —CONTINUED

- The exemption approved by Town Meeting on March 14, 2018 was approved by the state legislature and signed into law by the governor on November 8, 2018 as H.4660 – An Act Relative to a Real Property Exemption for Disabled Persons in the Town of Westford.
- 3 SLIDTR Exemptions were granted in FY21

Property Tax Exemption for Low-Income Senior Residents

- Developed and compared several programs with different benefit and implementation features.
- Unfortunately, several alternatives that were preferred due to relative ease of structure and implementation were deemed unacceptable under current Massachusetts laws.
- Recommended a program loosely based on the Massachusetts Senior Circuit Breaker and programs approved by the legislature for use in other towns. Its method of targeting benefit dollars to applicants most in need was superior to the other alternatives.
 - Goal: Help taxpayers who pay property taxes that are more than 10% of income.
 - Creates an annual fixed-dollar fund to make Town budgeting predictable.
 - Allocates the fund proportionally to help as many taxpayers as possible.
 - SLIDTR recommended several implementation models and spreadsheets to help simplify the relatively complex application and implementation processes.
- The Board of Selectmen approved a limited 3-year test of the program to gain experience before making a long-term commitment to the plan.
- Approved by Town Meeting on March 23, 2019 and submitted to the legislature for approval. Reference: H.2392 - An Act Authorizing the Town of Westford to Establish a Means-tested Senior Citizen Property Tax Exemption.
- Governor Charlie Baker signed House Bill 4469 on January 15, 2021 and the Town of Westford accepted the special legislation at the ballot on May 4, 2021.
- The first exemptions under this special act will be issued in FY2022.

For more information or to apply, please visit the Assessor's office at Town Hall.

TAX COLLECTOR -TREASURER —CONTINUED

The current year collection rate is 99%. Uncollected balances are pursued through tax liens and eventual foreclosure through land court. Seven properties are being processed for foreclosure in land court right now. We had 22 tax deferrals totaling \$514,199 on June 30, 2020 and 39 tax titles totaling \$620,735.

Christine Collins
Tax Collector-Treasurer

What is a Tax Deferral? Tax Deferral is a program that provides a way for low income and Senior taxpayers to defer the payment of local real estate taxes until a property is sold, or the owner passes away. Some restrictions apply, and if the property has a mortgage, permission must be granted by the lender. For more information about tax deferral or exemptions for Seniors and Veterans, and to see if you would qualify, please contact the Assessor’s office.

Please Help Us Go Green!

The Tax Collector-Treasurer’s office is using City Hall Systems for our online bill pay provider. Users who set up an account with City Hall gain access to emailed delivery of their tax bills. This is also known as E-billing. Printing and mailing tax bills costs over \$25,000 per year! If your mortgage company pays your tax bill, won’t you consider E-billing? You can help us GO GREEN by signing up today at <https://epay.cityhallsystems.com/selection>.

Tax bills can be looked up on the town’s website, www.westfordma.gov. Look for the “Pay and Look Up Bills” button on the home page and follow the instructions.

Phone number: 978-692-5506

Hours: 8:00 AM to 4:00 PM, Monday through Friday.

Town Collector-Treasurer, Christine Collins can be reached at 978-399-2526 or by email ccollins@westfordma.gov.

Debt Information

Westford’s debt payments come from several sources: CPC funds, Water Enterprise funds, General Fund appropriation, and Debt Exclusion. Debt exclusions accounted for \$2.99 million dollars raised and contributed to .59 cents on the tax rate in FY 2021 after offsets.

No new Long-Term Bonds were issued in FY 2021.

There were Bond Anticipation Notes outstanding on 6/30/2021 for the following projects:

Description	Amt. Outstanding	Project Status
Abbott School Roof	\$1,355,400	Complete
Access Controls Schools	\$ 567,000	Started
W.A. Amenities Building	\$ 990,000	Started
Prospect Hill Water Tank	\$2,619,000	Close to Complete
Roadway Improvements	\$ 495,000	Complete
Town Farm Road Water Tank	\$1,188,000	Started
Kirsi Circle Water Mains	\$1,689,200	Started

TAX COLLECTOR -TREASURER —CONTINUED

Oak Hill, Plain and Moore Rd	\$3,960,000	Started
The June 2021 Annual Town Meeting authorized borrowing for the following projects:		
<u>Project Descriptions</u>	<u>Amount Authorized</u>	<u>Funding Source</u>
Community Housing 35 Town Farm	\$1,000,000	CPC
Fire Truck Replacement	\$ 777,423	General Fund
Pond Brook Culvert	\$ 500,000	Stormwater

Note: Amounts borrowed reflect the actual principal repayment required for each project after considering any premiums received at closing.

The Tax Collector-Treasurer's office has 3 full time staff members; Christine Collins the Town Collector-Treasurer, Patricia Studer the Assistant Treasurer, and Sheila Finegan the Assistant Tax Collector. Our part time clerical staff position was vacated and not replaced due to a hiring freeze instituted as a result of budget constraints caused by the pandemic.

Please see the following pages for collection information, debt service payment detail and loan balance summary information.

TAX COLLECTOR -TREASURER —CONTINUED

		Office of the Town Collector				Christine H. Collins		
		Town Collector-Treasurer						
YEAR	7/1/2020	+	-	+	-	Deferred &		6/30/2021
	Balance	Commitments	Abatements	Refunds	Collections	Tax Title	Adj *	Balance
REAL ESTATE								
2021		83,307,593	(416,912)	284,259	(82,179,983)	(202,222)		792,735
2020	1,505,096		(18,388)	45,085	(1,232,243)	(142,356)		157,193
2019	128,085			1,359	(114,868)	(6,280)		8,296
2018	9,354			156	(2,348)			7,162
2017	7,441							7,441
2016	6,536							6,536
2015	1,209							1,209
TOTAL	1,657,721	83,307,593	(435,300)	330,859	(83,529,442)	(350,859)	-	980,573
EXCISE								
2021		3,514,291	(49,706)	33,502	(3,089,670)			408,416
2020	368,199	314,541	(38,642)	37,325	(631,823)			49,600
2019	38,602		(1,127)	1,394	(23,400)			15,469
2018	16,976		(992)	992	(3,490)			13,486
2017	9,349				(887)			8,463
2016	4,862				(428)			4,434
2015	7,647				(80)			7,567
2014	6,393				(10)			6,382
Prior	28,922		(17,925)		(158)			10,840
TOTAL	480,950	3,828,831	(108,392)	73,212	(3,749,945)	-	-	524,656
PERSONAL PROPERTY								
2021		1,914,541	(23,293)	2,852	(1,849,791)			44,309
2020	32,462			6,423	(21,003)			17,881
2019	14,002				(1,966)			12,037
2018	11,098				(650)		(1)	10,448
2017	9,900				(943)			8,956
2016	3,839			66	(956)			2,950
Prior	2,051				(424)		(212)	1,416
TOTAL	73,352	1,914,541	(23,293)	9,341	(1,875,732)	-	(212)	97,997
COMMUNITY PRESERVATION ACT								
2021		2,090,218	(22,812)	18,542	(2,055,183)	(2,161)		28,604
2020	44,587		(119)	456	(37,367)	(3,134)		4,422
2019	3,431			28	(3,115)	(163)		181
2018	203			4	(59)			148
2015-2017	313							313
TOTAL	48,534	2,090,218	(22,932)	19,030	(2,095,724)	(5,458)	-	33,668
*Adjustments = parcel corrections made before actual tax file is generated & small write offs.								

TAX COLLECTOR - TREASURER —CONTINUED

<i>Massachusetts Department of Revenue, Division of Local Services</i>					
<i>Bureau of Accounts ~ Automated Statement of Indebtedness</i>					
City/Town/District of :	Westford				FY2021
Long Term Debt Inside the Debt Limit	Outstanding July 1, 2020	+ New Debt Issued	- Retirements	= Outstanding June 30, 2021	Interest Paid in FY2021
Buildings	22,520,000	0	1,295,000	21,225,000	698,638
Departmental Equipment	830,000	0	160,000	670,000	30,400
School Buildings	9,095,000	0	2,890,000	6,205,000	397,120
School - All Other	0			-	
Sewer	415,000	0	50,000	365,000	18,950
Solid Waste	0			-	
Other Inside	6,833,000	0	555,000	6,278,000	276,543
SUB - TOTAL Inside	39,693,000	0	4,950,000	34,743,000	1,421,650
Long Term Debt Outside the Debt Limit	Outstanding July 1, 2020	+ New Debt Issued	- Retirements	= Outstanding June 30, 2021	Interest Paid in FY2021
Airport	0			-	
Gas/Electric Utility	0			-	
Hospital	0			-	
School Buildings	2,105,000	0	130,000	1,975,000	52,738
Sewer	0			-	
Solid Waste	0			-	
Water	7,233,606	0	1,233,602	6,000,003	153,476
Other Outside	0	0	0	-	0
SUB - TOTAL Outside	9,338,606	0	1,363,602	7,975,003	206,213
TOTAL Long Term Debt	49,031,606	0	6,313,602	42,718,003	1,627,863
<i>Please complete all sections of this report and return it to the Public Finance Section no later than September 30, 2020.</i>					
I certify to the best of my knowledge that this information is complete and accurate as of this date.					
Treasurer: _____				Date: _____	
I certify that long and short term debt as identified in this Statement of Indebtedness is in agreement with the general ledger controls in my department and are also reflected on the balance sheet.					
Accounting Officer: _____				Date: _____	
Delivery By U.S. Mail	Phone/Fax		FedEx, UPS, Other Delivery		
Public Finance Section	(617) 626-2399		Public Finance Section		
Division of Local Services	(617) 626-4110		Division of Local Services		
PO Box 9569	Fax (617) 626-3916		100 Cambridge St.		
Boston MA 02114-9569			Boston MA 02114		

TAX COLLECTOR - TREASURER —CONTINUED

Short Term Debt	Outstanding July 1, 2020	+ Issued	- Retired	= Outstanding June 30, 2021	Interest Paid in FY2021
RANs - Revenue Anticipation				-	
BANs - Bond Anticipation:					
Buildings	0	0		-	
School Buildings	2,291,000	1,570,000	948,200	2,912,800	49,638
Sewer	0	0	0	-	
Water	3,227,000	2,700,000	430,800	5,496,200	67,412
		0	0	-	
Other BANs	913,000	4,000,000	458,000	4,455,000	13,421
SANs - State Grant Anticipation	0			-	
FANs - Federal Gr. Anticipation	0			-	
Other Short Term Debt	0			-	
TOTAL Short Term Debt	6,431,000	8,270,000	1,837,000	12,864,000	130,471
GRAND TOTAL All Debt	49,149,003	8,270,000	8,150,602	55,582,003	1,758,334
Authorized and Unissued Debt					
Purpose	Date of Vote	Article Number	Amount Authorized	- Issued - Retired - Rescinded	= Unissued 6/30/2020
School Remodeling	March 22, 2014	11	4,101,750	3,200,000	901,750
Center Fire Station	March 28, 2015	8	11,772,200	11,500,000	272,200
Prospect Hill Water Tank	March 24, 2017	7	3,200,000	3,200,000	0
Roudenbush Rehab	March 24, 2017	9	7,012,612	7,000,000	12,612
Abbot School Roof	March 24, 2018	10	3,016,442	2,300,000	716,442
Vine Brook Water System	March 24, 2018	12	1,820,000	1,500,000	320,000
Road Bonds	March 23, 2019	3	500,000	500,000	0
Town Farm Rd. Water Tank	March 23, 2019	3	1,200,000	1,200,000	0
Kirsi Circle	June 20, 2020	3	1,830,000	1,700,000	130,000
Access Controls - School Bldgs	June 20, 2020	3	570,000	570,000	0
Radios - School Bldgs	June 20, 2020	3	110,000	-	110,000
Oak Hill/Plain/ Moore Rd. Improvements	October 18, 2020	6	8,160,000	4,000,000	4,160,000
Westford Academy Amenities Bldg	October 18, 2020	5	1,344,152	1,000,000	344,152
Carlisle Road Sidewalk	October 18, 2020	6	440,000	-	440,000
Fire Truck	June 12, 2021	4	777,423	-	777,423
Pond Brook Culvert Replacement	June 12, 2021	4	500,000	-	500,000
Pine Grove Cemetery Enlargement	June 12, 2021	5	128,000	-	128,000
35 Town Farm Sr. Aff Housing	June 12, 2021	6	1,000,000	-	1,000,000
					9,812,579
SUB - TOTAL from additional sheet(s)					0
TOTAL Authorized and Unissued Debt					9,812,579

TAX COLLECTOR -TREASURER —CONTINUED

BUREAU OF ACCOUNTS, STATEMENT OF INDEBTEDNESS <u>DETAIL</u>						
Long Term Debt Inside the Debt Limit Report by Issuance	Outstanding July 1, 2020	+ New Debt Issued	- Retirements	= Outstanding June 30, 2021	Interest Paid in FY2021	
Abbot Boiler #1	20,000	0	10,000	10,000	400	
Abbot Elevator	135,000	0	45,000	90,000	2,700	
Adams Land Lowell Rd	3,885,000	0	205,000	3,680,000	142,163	
Dispatch Center	865,000	0	55,000	810,000	19,063	
Dump Truck	75,000	0	20,000	55,000	1,500	
Elementary School Construction	4,470,000	0	1,425,000	3,045,000	199,725	
Fire Truck	215,000	0	55,000	160,000	4,300	
Fire Truck Eng #4	500,000	0	65,000	435,000	23,800	
Fletcher Fire Station #1	9,610,000	0	210,000	9,400,000	290,500	
Fletcher Fire Station #2	800,000	0	45,000	755,000	27,900	
Highway Garage Refunding	1,520,000	0	480,000	1,040,000	30,400	
Main St. Reconstruction - GF	1,705,000	0	190,000	1,515,000	77,750	
Middle School Construction	4,250,000	0	1,355,000	2,895,000	189,895	
Plain Rd. Sidewalk	455,000	0	55,000	400,000	20,750	
Police Base Radio	40,000	0	20,000	20,000	800	
Roadway Bond #1	685,000	0	80,000	605,000	31,250	
Roudenbush Bldg Renov CPC	6,070,500	0	180,000	5,890,500	195,548	
Roudenbush Bldg Renov GF	674,500	0	20,000	654,500	21,728	
Senior Center Refunding	1,930,000	0	190,000	1,740,000	66,600	
Town Hall CPC Share-Refunding	451,500	0	49,450	402,050	20,167	
Town Hall GF Share-Refunding	598,500	0	65,550	532,950	26,733	
Stepinski Land Refunding	103,000	0	25,000	78,000	4,630	
WA Bleachers	220,000	0	55,000	165,000	4,400	
WA Waste Water Upgrade	415,000	0	50,000	365,000	18,950	
				-		
				-		
TOTAL	39,693,000	0	4,950,000	34,743,000	1,421,650	

TAX COLLECTOR - TREASURER —CONTINUED

Long Term Debt Outside the Debt Limit Report by Issuance	Outstanding July 1, 2020	+ New Debt Issued	- Retirements	= O Jun	
Contract 1 Water Share	43,922	0	3,606		
Contract 1 Gen Fund Share	459,851	0	37,757		
Contract 2 Water	622,567	0	51,117		
Filtration Plant 2	2,240,000	0	725,000		
Filtration Plant 1	155,000	0	155,000		
Rte 40 Water Main Revised	135,265	0	11,122	124,143	2,594
Water Sys Imprv Art 21 3/12	380,000	0	25,000	355,000	9,725
Water Sys Imprv Art 7 10/11	1,050,000	0	70,000	980,000	26,838
Day & Robinson School Windows	1,700,000	0	100,000	1,600,000	37,450
Day & Robinson School Windows	405,000		30,000	375,000	15,288
Graniteville Rd. Water	340,000	0	20,000	320,000	7,490
Pleasant St. Water	425,000	0	25,000	400,000	9,363
Byrne Ave Refunding	92,000	0	20,000	72,000	4,120
Groton & Dunstable Rd Water Main	440,000	0	35,000	405,000	16,638
Vine Brook Water Extension	850,000	0	55,000	795,000	30,650
	0		0	-	
Total	9,338,606	0	1,363,602	7,975,003	206,213

**Donald Costley
Ryan Donovan
David Earl
Joe Foti
William Harman
Apparao Karri
Rose O'Donnell**

Short Term Debt Report by Issuance	Outstanding July 1, 2020	+ Issued	- Retired	= Outstanding June 30, 2021	Interest Paid in FY2021
Abbot School Roof	2,291,000	0	935,600	1,355,400	49,638
Access Controls School Bldgs	0	570,000	2,600	567,400	
School (WA) Amenities Blding	0	1,000,000	10,000	990,000	
		0	0	0	
		0	0	0	
Town Farm Rd Water Tank	200,000	1,000,000	12,000	1,188,000	1,827
Kirsi Circle Water Mains		1,700,000	10,800	1,689,200	
Prospect Hill Water Tank	3,027,000		408,000	2,619,000	65,585
			0	0	
Roadway Improvements	500,000		5,000	495,000	4,473
Street Light Project	413,000		413,000	0	8,948
Oak Hill/Plain/Moore Rd	0	4,000,000	40,000	3,960,000	
TOTAL	6,431,000	8,270,000	1,837,000	12,864,000	130,472

Joe Foti moved from Westford and resigned from the Committee during FY 2021.

The TPSC suspended regularly scheduled meetings as of January 30, 2018 until such time as such meetings are required. The TPSC did not hold a meeting during FY 2021.

The role of the Tax Possession Sales Committee (TPSC) is to provide care, custody, and control of all land acquired by the Town of Westford under the provisions of Massachusetts General Laws chapter 60 (Collection of Taxes). The land in the custody

TAX COLLECTOR -TREASURER —CONTINUED

of the TPSC is normally acquired by foreclosure in Land Court for nonpayment of taxes. The TPSC may sell and convey such land at public or private sale on terms and conditions as said Committee shall determine. The TPSC is committed to conduct business in an open and transparent manner with the best interest of the Town and its residents as its highest priority.

Agendas and meeting locations are available on the town calendar.

The TPSC Rules and Procedures can be found at:

westfordma.gov/372/Tax-Possession-Sale-Committee

At the start of FY 2021, the TPSC had one parcel in its care and custody. The TPSC ended FY 2021 with the same parcel in its care a custody. A listing of inventory in the custody of the TPSC is available on the town website. The direct address is:

westfordma.gov/812/Unofficial-Tax-Possession-List

TAX RELIEF FOR THE ELDERLY AND DISABLED COMMITTEE—T.R.E.A.D.

On November 16, 1998, the Town of Westford voted to accept the provisions of Chapter 60, Section 3D that establishes an elderly and disabled taxation fund. Taxpayers can make tax deductible donations to the TREAD fund at the Tax Collector’s office. Now we can take electronic donations via our online bill pay service. Contact the Tax Collectors office for more information about how to give at 978/692-5506.

**Christine Collins
Nancy Cook
Sandy Collins
Diane Holmes
Patricia Reppucci**

The purpose of the fund is to assist in defraying the real estate taxes of elderly, and disabled persons of low income. In Westford, the program is administered through the Council on Aging.

Applications are reviewed by a committee appointed by the Town Manager. State law determines the make-up of the committee: Tax Collector/Treasurer, a representative from the Board of Assessors plus 3 members at large. Donated funds are in the custody of the town and held in an interest-bearing account specifically designated for TREAD.

TREAD awards vary year to year as the funds are dependent upon the generosity of private individuals and businesses. Donations received in FY 2021 totaled \$14,665.85 and expenditures totaled \$9,000. We helped residents in varying amounts based upon their need.

Qualifications:

- Must own and occupy the property for which taxes are assessed.
- Must be 65 years old or older or have a state recognized disability
- Must file completed application disclosing exemptions and household income and expenses for all members of the household age 18 or older.

This is a wonderful program and helps some of Westford’s most vulnerable residents! Thank you to those who contributed to TREAD regularly last year. Your generosity makes a difference.

For more information about giving, contact the Tax Collector’s Office at 978/399-2526. For more information about applying to receive a TREAD award, contact the Council on Aging at 978/692-5523.

TECHNOLOGY DEPARTMENT

The Fiscal year was dominated by the challenges of remote learning, remote working for staff, and virtual meetings for boards/committees and commissions. This was dealt with while at the same time responding to ever increasing concerns over cyber security and the associated risks to data security and continued operations.

Mike Wells
Technology Director

Infrastructure & Hardware

In our server farms we worked to address a mysterious performance problem that seemed to cause occasional disruption and also responded to a series of ‘urgent updates’ issued by Microsoft. One of these caused problems with our systems that consumed many hours of our time before we were able to get it resolved. The balance between rapidly applying updates and fixes, versus providing a stable platform continues to be a matter for debate amongst the staff.

We completed phase 3 of the VoIP phone system project with the installation of the new system into the last 3 schools. At Town Meeting the capital was approved to execute phase 4 (the final phase) which is to migrate all the town offices from the current life expired system onto the new platform. That means that by the ends of FY 2022 we should have one unified phone system throughout the municipality.

As the new school year began, we were faced with the challenge of giving a Chromebook to every student in a safe, socially distanced way. We were able to arrange a series of ‘drive through’ handout sessions at the middle schools where machines were distributed in a managed way, with records being maintained to ensure we knew where all the devices were going.



After the success of the remote learning program the decision was made to move ahead immediately with the ‘one device per child’ program at both middle schools for all three grades. This allowed us to start the Chromebook lifecycle program that we had presented to the Finance and Capital Committees last winter. Under this plan we will regularize the annual purchase of Chromebooks to the incoming freshman years of the middle schools and high schools, and then as those students leave those schools, they will turn the devices back in and they will be redeployed into the elementary schools. Experience has shown us that contrary to our fears the devices are surprisingly robust, and the vast majority will last their full 5-6 year of support of Chrome OS. At that point they are still usable but will no longer receive updates.

This year we were able to apply for E-Rate support for Internet connections in the schools (allowing us increase speeds and save money), and also for the planned switch upgrade program. This should result in a significant refund at the end of the period. The project to renew the network switches is going to be a long one as there are a large number of devices to replace, and the work is highly disruptive to service so requires careful planning. However, the two things together should improve the capacity of our

TECHNOLOGY DEPARTMENT—CONTINUED

building networks and stand us in good stead for future demands on them.

Software

Several pieces of software were implemented to support the remote working environment – Zoho Assist to allow us to remote control the devices of users at home, or from home, GoToWebinar/GoToMeeting for public and departmental meetings, and increased scope for our Apple device management solution.

A lot of work was done to transfer existing applications to more up to date server systems (these are virtual servers so the changes are to the operating systems rather than the hardware). Although this is transparent to users it is required in order to maintain the security of those systems as fixes are often only available for recent versions of server software.

Other Projects

The rapidly worsening cyber security threats to municipalities occupied a great deal of our time. As well as continued focus on staff training and anti-malware products, we subscribed to a free vulnerability scanning service that is provided by Homeland Security. It identified several potential vulnerabilities in our systems which we addressed, and we now continue to monitor on a weekly basis. We continue to make changes to eliminate vulnerabilities on an almost weekly basis as well as making strategic moves to position us to adopt improved measures such as multi-factor authentication which is rapidly becoming an industry norm for Internet facing systems. Many of the difficulties in implementing this on a wide scale however are not technical but operational and will have to be tackled by other departments before we can introduce it.

Staffing for FY 2022

Director – Mike Wells
Applications – Steve Wirch
Systems – Matt Emanouil
Office Manager – Alyssa Ingalls
Networks – Kevin Murphy (Schools)
Tech Coordinator – Gail Anselmetti (Schools)
Technician – Kurt Jeffrey (Schools)
Technician – Caroline Martin (Schools)
Technician – Brian Day (Schools)
Technician – Carl Poist (Schools)
Technician – Sam Feldman (Schools)
Asst Technician – TBA (Schools)

35 TOWN FARM ROAD TASK FORCE

Selectmen’s Charge for the Task Force as voted November 12, 2019

“To continue to work with stakeholders through the RFP process and the renovations to transform the Town Farm to affordable senior housing and a new home for the food pantry. The stakeholders will include but will not be limited to the Council on Aging, Westford Food Pantry, Affordable Housing Committee, Fire Department, Historical Commission, Historical Society and the Economic Development Committee.”

The 35 Town Farm Road Task Force ended our 2020 annual report to the voters identifying the work we had done that year:

- a new fire training facility site has been located
- an expanded lot size for the Town Farm property has been determined
- a list of historic items to be preserved has been agreed to
- a clear understanding of the affordable housing requirements and food pantry needs has been determined

“The way has been cleared to begin work in earnest with Assistant Town Manager Eric Heideman on the Request for Proposals. Vice-Chair Roberta McGuire will lead this effort.”

Throughout the past year, the Task Force has continued to work with all stakeholders in order to transform the Town Farm building into affordable housing.

Working with the Water Commissioners

On July 9, 2020 the Westford Water Commissioners approved a Memorandum of Understanding with the Fire Department and the Select Board that lays out the conditions for constructing a new fire training facility on Water Department land at 60 Forge Village Road. On July 14, the Select Board voted their unanimous approval. This step was crucial to the Town Farm affordable senior housing project. Until the existing fire training facility sited in the Town Farm parking lot can be taken down, conversion of the Town Farm to housing is not possible. The MOU will allow the housing to move forward.

Request for Proposals for the Disposition of Town Farm

In December 2020 the Town Manager’s office issued an RFP inviting bids for the preservation of the historic Town Farm and the redevelopment of the building to provide rental housing for low-income seniors and a new home for the Westford Food Pantry. One response, from CHOICE Housing Opportunities for Intergenerational and Community Endeavors, a nonprofit organization, and SCG Development Partners, was received days before Christmas. In January 2021 an RFP Review Group made up of Assistant Town Manager Eric Heideman, Task Force Vice-Chair Roberta McGuire, Nancy Cook and Scott Hazelton of the Task Force, and Kristina Greene of the Westford Finance Committee found the CHOICE/SCG proposal to meet or exceed every bar set by the Task Force and by the RFP and unanimously supported the proposal. On January 20,

Ellen Harde
Chair
Roberta McGuire
Vice-Chair
Lynn Cohen
Clerk
Dan Britko
Deputy Fire Chief
Nancy Cook
Council on Aging
Marilyn Day
David Gutbrod
Historical Commission
J. Scott Hazelton
Select Board
Diane Hendriks
Pat Louch
George Murray
Robert Waskiewicz

35 TOWN FARM ROAD TASK FORCE —CONTINUED

2021 the Task Force met with the principals who presented the proposal: David Hedison representing CHOICE and their development partner SCG, and Janis Mamayek, principal with ICON Architecture.

Led in its discussion by Vice-Chair Roberta McGuire, who continued to work passionately on the project throughout a serious illness, the Task Force unanimously voted to recommend to the Select Board that the board accept the proposal submitted by CHOICE and SCG “which includes the preservation of the historic Town Farm and redevelopment of the property into truly affordable senior housing rental units and the new home for the Westford Food Pantry and a payment to the town of \$580,000.” CHOICE’s renovation of the historic building at 35 Town Farm Road will include the new home for the Westford Food Pantry on the first floor and five apartments on the upper floors. New construction at the back of the original 1837 building will provide 30 truly affordable senior housing units on the site.

On January 26, 2021 the Select Board unanimously accepted the proposal.

Support from Annual Town Meeting

At Annual Town Meeting on June 12, 2021, the Community Preservation Committee supported the allocation of \$2 million for the Town Farm from Community Preservation funds that have been specifically set aside for historic preservation. The appropriation will allow the historic elements of the 1837 building to be retained as it is transformed into the Westford Food Pantry and affordable housing.

At the Annual Town Meeting the Task Force also received support from the voters for a resolution:

“Be it resolved that the voters of this Annual Town Meeting on June 12, 2021 accept the recommendations of the 35 Town Farm Road Task Force and encourage voters at a future town meeting to appropriate the proceeds from the sale of 35 Town Farm Road toward the construction of a new fire training facility.”

The Coming Year

As outlined in our charge from the Select Board, the Task Force will continue to work with stakeholders through the RFP process and the renovations to transform the Town Farm to affordable senior housing and a new home for the food pantry.

TOWN ACCOUNTANT

The Financial Statements for the Fiscal Year ended June 30, 2021 are herewith submitted.

The data represents a fair and accurate presentation in all material aspects of the Town's financial position and results of its operations.

The report is based on information recorded using the Uniform Municipal Accounting System (UMAS) of the Massachusetts Department of Revenue.

An audit of the town's financial records by Melanson, Certified Public Accountants, has been completed and the results are available for public inspection in the office of the Town Accountant.

I would like to thank David Andrus, Elizabeth Turgeon, and Pamela Florek for their dedicated service to the department. Special thanks this year to Elizabeth Turgeon, who retired as the Payroll Administrator after almost 20 years serving the Town. Finally, thank you to all the boards, commissions, committees, and departments for their cooperation during the year. It is an honor to work with all of you.

Jesse Beyer
Town Accountant
David Andrus
Assistant Town Accountant
Budget & Finance Analyst
Elizabeth Turgeon
Payroll Administrator
Pamela Florek
Administrative Analyst

TOWN ACCOUNTANT – CONTINUED

Town of Westford, MA									
Combined Balance Sheet - All Fund Types and Account Groups									
as of June 30, 2021									
(Unaudited)									
	Governmental Fund Types		Proprietary Fund Types		Fiduciary Fund Types	Account Groups		Totals	
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	Long-term Debt	(Memorandum Only)		
ASSETS									
Cash and cash equivalents	16,453,150.87	15,790,408.45	7,406,716.90	7,499,140.16	20,440,524.20				67,589,940.58
Receivables:									
Personal property taxes	97,998.01								97,998.01
Real estate taxes	980,574.61	33,669.27							1,014,243.88
Deferred taxes	513,988.31	210.78							514,199.09
Allowance for abatements and exemptions	(1,066,856.75)								(1,066,856.75)
Special assessments	37,206.29			693,918.46					731,124.75
Tax liens	608,541.90	10,557.90							619,099.80
Tax foreclosures	15,169.61			1,635.37					16,804.98
Motor vehicle excise	524,660.36								524,660.36
User fees									616,667.35
Utility liens added to taxes				616,667.35					765.11
Departmental				765.11					1,068,841.03
Amounts to be provided - payment of bonds				1,068,841.03					42,718,003.00
Total Assets	18,164,433.21	15,834,846.40	7,406,716.90	9,880,967.48	20,440,524.20				114,445,491.19

TOWN ACCOUNTANT — CONTINUED

LIABILITIES AND FUND EQUITY									
Liabilities:									
Accounts payable	1,225,760.91						0.00		1,225,760.91
Warrants payable	637,154.23	165,023.25	282,026.08				267,415.95	2,226.45	1,353,845.96
Accrued payroll and withholdings	874,770.27	29,953.27					84,292.89	30,452.50	1,019,468.93
Other liabilities	84,879.34								84,879.34
Deferred revenue:									
Real and personal property taxes	11,715.87	33,669.27							45,385.14
Deferred taxes	513,988.31	210.78							514,199.09
Special assessments	37,206.29						693,918.46		731,124.75
Tax liens	608,541.90	10,557.90							619,099.80
Tax foreclosures	15,169.61						1,635.37		16,804.98
Motor vehicle excise	524,660.36								524,660.36
User fees							616,667.35		616,667.35
Utility liens added to taxes							765.11		765.11
Departmental							1,068,841.03		1,068,841.03
Bonds payable								42,718,003.00	42,718,003.00
Notes payable			12,864,000.00						12,864,000.00
Total Liabilities	4,533,847.09	239,414.47	13,146,026.08				2,733,536.16	32,678.95	42,718,003.00
Fund Equity:									
Reserved for encumbrances	875,817.21						68,923.19		944,740.40
Reserved for expenditures	88,090.93	4,948,021.60					256,939.00		5,293,051.53
Reserved for continuing appropriations	2,837,314.97						705,521.93		3,542,836.90
Reserved for petty cash	5,500.00						100.00		5,600.00
Reserved for COVID-19 deficit		(1,475,662.62)							(1,475,662.62)
Reserved for debt service	3,213,372.98								3,213,372.98
Reserved fund balance - CPA		1,911.45							1,911.45
Reserved for endowment								794,971.69	794,971.69
Undesignated fund balance	6,610,490.03	12,121,161.50	(5,739,309.18)				6,115,947.20	19,612,873.56	32,605,215.91
Unreserved retained earnings			(5,739,309.18)				7,147,431.32	20,407,845.25	6,115,947.20
Total Fund Equity	13,630,586.12	15,595,431.93	(5,739,309.18)				7,147,431.32	20,407,845.25	51,041,985.44
Total Liabilities and Fund Equity	18,164,433.21	15,834,846.40	7,406,716.90				9,880,967.48	20,440,524.20	114,445,491.19

TOWN ACCOUNTANT – CONTINUED

TOWN OF WESTFORD									
FY 2021 Budget Basis - General Fund									
DEPARTMENT/Purpose	FY2020 Encumbered & Carried Fwd	ATM 6/20 Budget	STM 10/20 Att/Transf	ATM 6/21 Att/Transfers	Comp Reserve	Reserve F0/Year End Transfers	Expended	FY 2021 Encumbered & Carried Fwd	Closed to Fund Balance
122 SELECTBOARD									
Expenses	328,665.92	22,123.00					18,647.30	2,700.00	775.70
Capital							39,822.19	288,806.40	37.33
123 TOWN MANAGER									
Personal Services	26.40	423,202.00			600.00		421,004.74	-	2,797.26
Expenses	60,269.93	19,705.00					11,597.59	57.99	8,075.82
Perchlorate			55,000.00	102,000.00			74,402.52	144,867.41	-
Capital									
131 FINANCE COMMITTEE									
Expenses		8,865.00					8,513.40	-	351.60
Reserve Fund		150,000.00				(11,500.00)		-	138,500.00
132 FINANCE DIRECTOR									
Personal Services		148,370.00					148,369.81	-	0.19
Expenses		895.00					368.68	-	526.32
135 TOWN ACCOUNTANT									
Personal Services		285,067.00					241,046.36	-	44,020.64
Expenses		44,075.00					39,540.56	-	4,534.44
141 ASSESSORS									
Personal Services		296,998.00			1,471.00		283,728.42	-	14,745.58
Expenses	25,467.50	45,900.00					43,830.70	27,556.80	-
145 TREASURER/COLLECTOR									
Personal Services		269,410.00	(15,000.00)		183.00		254,592.44	-	0.56
Expenses		45,275.00					43,175.26	-	2,099.74
151 LEGAL SERVICES									
Expenses	7,000.00	160,000.00					138,816.77	2,000.00	26,183.23
152 HUMAN RESOURCES									
Personal Services	600.00	232,170.00			19.00		231,580.90	-	638.10
Expenses		22,384.00				4,100.00	17,475.66	9,153.21	453.13
Comp Reserve		350,000.00			(231,210.00)		7,838.18	-	110,518.82

TOWN ACCOUNTANT – CONTINUED

DEPARTMENT/PURPOSE	FY 2020 Encumbered & Carried Fwd	ATM 6/20 Budget	STM 10/20 Art/Transf	ATM 6/21 Art/Transfers	Comp Reserve	Reserve Fd/Year End Transfers	Expended	FY 2021 Encumbered & Carried Fwd	Closed to Fund Balance
155 TECHNOLOGY									
Personal Services		469,045.00	(35,000.00)				423,291.56		751.44
Expenses	4,045.00	609,770.00	38,000.00			60,000.00	65,638.81		751.44
Capital	373,579.01			694,058.00			309,552.08	196,234.85	50.08
161 TOWN CLERK									
Personal Services		279,744.00	(17,000.00)				248,221.83		14,522.17
Expenses		23,180.00		36,600.00			2,303.71	36,600.00	106.29
Capital									
170 PERMITTING									
Personal Services		265,705.00					251,585.77		14,119.23
Expenses		44,549.00					42,822.82	750.00	975.18
Capital									
171 CONSERVATION COMMISSION									
Personal Services	370.00	93,107.00					88,926.21		4,180.79
Expenses		6,640.00					6,114.17	370.00	523.83
Capital									
175 PLANNING BOARD									
Personal Services		92,507.00					42,740.08		49,766.92
Expenses	370.00	13,160.00					8,895.02	185.00	4,449.98
Capital									
176 ZONING BD OF APPEALS									
Expenses		2,395.00					1,665.00	185.00	545.00
Capital									
192 TOWN HALL									
Personal Services		45,912.00					44,414.76		1,497.24
Expenses	4,333.50	68,990.00					70,901.15	2,096.29	326.06
Capital									
199 PUBLIC BUILDINGS									
Personal Services		96,572.00	(8,000.00)		808.00		59,766.82		29,603.18
Expenses	899.90	66,850.00					45,477.11		21,272.79
Capital	468,793.41		154,000.00	50,000.00			299,475.50	382,287.91	
GENERAL GOVERNMENT	1,276,396.57	4,692,565.00	171,000.00	882,658.00	(238,126.00)	52,600.00	45,144,172.72	1,759,469.67	573,300.18

TOWN ACCOUNTANT – CONTINUED

DEPARTMENT/PURPOSE	FY 2020 Encumbered & Carried Fwd	ATM 6/20 Budget	STM 10/20 Att/Transf	ATM 6/21 Att/Transfers	Comp Reserve	Reserve Fd/Year End Transfers	Expended	FY 2021 Encumbered & Carried Fwd	Closed to Fund Balance
210 POLICE									
Personal Services							5,105,458.99		(5,105,458.99)
Expenses	684.58	5,205,050.00					491,037.83	4,524.40	4,710,132.33
Capital	166,892.00	345,070.00					121,801.89	45,090.11	345,070.00
215 PUBLIC SAFETY COMM									
Personal Services		826,127.00					760,858.09		65,268.91
Expenses	657.00	483,540.00					39,016.67	3,172.68	6,821.65
Capital	6,727.81						4,088.30		2,639.51
220 FIRE									
Personal Services		3,331,059.00			149,498.00		3,473,429.41		7,177.59
Expenses	3,695.00	3,551,960.00				32,000.00	387,143.03	3,545.02	202.95
Capital	385,000.00		17,456.00				353,247.88	17,456.00	31,752.12
241 BUILDING DEPARTMENT									
Personal Services		418,031.00	(18,000.00)				348,176.36		51,854.64
Expenses	800.00	19,053.00					3,492.07		14,560.93
Capital									
244 SEALER WEIGHTS & MEASURES									
Expenses		3,000.00						3,000.00	
291 EMERGENCY MGMT									
Personal Services		91,400.00					91,400.00		
Expenses		2,450.00					2,450.00		
Capital									
292 ANIMAL CONTROL									
Personal Services		48,070.00					43,726.66		4,343.34
Expenses	423.30	4,000.00					2,149.43	690.00	1,258.87
Capital			33,000.00					33,000.00	
294 TREE WARDEN									
Personal Services		2,265.00					1,132.50		1,132.50
Expenses	11,802.68	35,000.00					46,672.78		129.90
PUBLIC SAFETY	576,682.37	10,851,902.00	15,000.00	17,456.00	149,498.00	32,000.00	11,195,021.49	110,718.21	356,778.67
300 WESTFORD PUBLIC SCHOOLS									
Personal Services							60,141,881.53	423,294.27	863,398.03
Expenses	187,214.83	61,241,359.00		204,500.00			164,384.33	279,454.96	37,566.26
Capital	276,705.55								
Bill of Prior Year									
310 NASHOBA VALLEY TECH EDUCATION									
Personal Services		1,078,168.00					1,078,168.00		
Expenses	463,920.38	62,379,527.00		204,500.00			61,384,433.86	702,740.23	900,764.29

TOWN ACCOUNTANT – CONTINUED

DEPARTMENT/PURPOSE	FY 2020 Encumbered & Carried Fwd	ATM 6/20 Budget	STM 10/20 Art/Transf	ATM 6/21 Art/Transfers	Comp Reserve	Reserve F0Y Year End Transfers	Expended	FY 2021 Encumbered & Carried Fwd	Closed to Fund Balance
405 DPW	Personal Services Expenses Capital	307,804.00 580.00	(65,000.00)				243,573.66 148.33		376.34 351.72
410 ENGINEERING	Personal Services Expenses Capital	213,791.00 791,000	750,000.00				213,759.85 4,240.20 221,066.47	2,450.00 472,186.93	1,219.80 40,289.32
421 HIGHWAY	Personal Services Expenses Capital	1,530,000.00 57,994.55 320,146.00		144,202.00	68,064.00	60,000.00	1,481,097.00 974,372.74 318,840.39		117,877.00 282,070.81 1,305.61
427 STORAWATER MGMT	Personal Services Expenses Capital	461.35 42,895.00							461.35
432 RECYCLING	Expenses	16,359.50					30,695.00	12,300.00	
433 SOLID WASTE	Expenses	1,271,905.00				40,000.00	1,297,760.47	1,500.00	12,144.53
442 WASTEWATER TREATMENT	Expenses Capital	2,386,648.00	30,000.00	170,000.00			209,699.56 17,460.00		28,948.44
491 CEMETERY	Personal Services Expenses Capital	95,407.00 38,183.00 49,863.93		157,000.00	6,098.00		98,228.42 35,488.64 30,835.93		3,276.58 3,069.36
PUBLIC WORKS		5,473,152.00	40,000.00	471,202.00	74,162.00	100,000.00	5,826,987.19	902,578.93	575,687.93
510 BOLIENVIRONMENTAL	Personal Services Expenses Capital	431,064.00 150.00 25,631.02			86.00		431,199.60 15,234.47 12,950.21		0.40 11,956.53
541 COUNCIL ON AGING	Personal Services Expenses Capital	447,388.00 10,000.00 3,407.36					390,807.49 75,161.06	6,031.79	56,780.51 23,214.51
543 VETERANS SERVICES	Personal Services Expenses	75,838.00 31,000.00					68,427.30 30,923.19		7,410.70 30,923.19
HUMAN SERVICES		1,154,970.00			86.00		1,014,972.52	18,862.60	150,359.40

TOWN ACCOUNTANT – CONTINUED

DEPARTMENT/Purpose	FY2020 Encumbered & Carried Fwd	ATM 6/20 Budget	STM 10/20 Atr/Transf	ATM 6/21 Atr/Transfers	Comp Reserve	Reserve F0/Var End Transfers	Expanded	FY2021 Encumbered & Carried Fwd	Closed to Fund Balance
610 LIBRARY									
Personal Services		139,152.00	(14,000.00)			11,500.00	1,301,083.62	25,000.00	76,837.38
Expenses		353,050.00					32,918.16		16,631.41
Capital									
630 RECREATION									
Capital	102,660.00							102,660.00	
650 PARKS-GROUNDS BLDG MAINT									
Personal Services		243,019.00			4,380.00		190,476.04		56,922.96
Expenses		44,881.00					42,811.66		1,769.34
Capital									
660 LAND MANAGEMENT									
Expenses		42,210.00					40,515.96	1,596.30	127.84
Capital									
670 HISTORICAL COMMISSION									
Expenses	14.30	11,800.00					10,307.25	537.34	969.71
Capital									
CULTURE & RECREATION	102,674.30	2,086,571.00	(14,000.00)		-4,380.00	11,500.00	1,908,113.09	129,753.54	151,258.67
710 DEBT SERVICE									
Expenses		6,076,950.00	(125,000.00)				5,856,913.54		95,036.46
DEBT SERVICE		6,076,950.00	(125,000.00)				5,856,913.54		95,036.46
820 STATE ASSESSMENTS & CHARGERS									
STATE ASSESSMENTS				636,248.00			841,972.00		(205,724.00)
940 UNCLASSIFIED									
Direct/Indirect offsets		(1,396,048.00)					(1,396,048.00)		
945 UNCLASSIFIED									
Expenses	171,115.00	18,908,310.00	(217,436.00)			(196,100.00)	18,210,690.40	89,000.00	366,198.60
990 TRANSFERS TO OTHER FUNDS									
Transfers to Special Revenue							62.75		
Transfers to Capital Projects							1,084,321.00		
Transfers to Enterprise		121,835.00					1,258,957.00		
Transfers to Trust									
TOTAL UNCLASSIFIED	171,115.00	18,731,219.00	(217,436.00)	1,124,293.75		(196,100.00)	19,157,893.15	89,000.00	366,198.60
GRAND TOTAL GENERAL FUND	3,766,709.05	111,386,796.90	(130,436.00)	2,700,089.75			110,886,762.36	3,713,132.18	3,151,264.26

TOWN ACCOUNTANT — CONTINUED

TOWN OF WESTFORD									
FY 2021 Budget Basis - Water Enterprise Fund									
WATER ENTERPRISE									
OPERATING:	FY 2020 Encumbered & Carried Fwd	ATM 6/20 Budget	STM 10/20 Art/Transf	ATM 6/21 Art/Transfers	Comp Reserve	Reserve F0/Year End Transfers	Expended	FY 2021 Encumbered & Carried Fwd	Closed to Fund Balance
Personal Services		1,207,941.00					941,177.93		266,763.07
Expenses	89,392.08	1,682,720.00		21,682.00	11,680.00		1,735,027.33	22,623.19	36,143.56
Reserve Fund	250,000.00	250,000.00							261,680.00
Debt		1,515,000.00					1,314,988.17		200,002.83
Capital	378,381.49		897,000.00	45,000.00			875,100.18	316,521.93	128,758.38
WATER ENTERPRISE TOTAL	467,773.57	4,655,662.00	897,000.00	66,682.00	11,680.00	-	4,866,304.61	339,145.12	893,347.84
TOWN OF WESTFORD									
FY 2021 Budget Basis - Recreation Enterprise Fund									
RECREATION ENTERPRISE									
OPERATING:	FY 2020 Encumbered & Carried Fwd	ATM 6/20 Budget	STM 10/20 Art/Transf	ATM 6/21 Art/Transf	Comp Reserve	Reserve F0/Year End Transfers	Expended	FY 2021 Encumbered & Carried Fwd	Closed to Fund Balance
Personal Services		1,131,789.00					586,514.79		555,283.21
Expenses		275,645.86					165,380.12		110,124.88
Capital									
RECREATION ENTERPRISE TOTAL	-	1,407,434.86	-	-	-	-	761,844.91	-	645,408.09

TOWN ACCOUNTANT – CONTINUED

TOWN OF WESTFORD									
FY 2021 Budget Basis - Ambulance Enterprise Fund									
AMBULANCE ENTERPRISE									
OPERATING:	FY2020 Encumbered & Carried Fwd	ATM 6/20 Budget	STM 10/20 Art/T Transf	ATM 6/21 Art/T Transfers	Comp Reserve	Reserve Fd/Year End Transfers	Expended	FY2021 Encumbered & Carried Fwd	Closed to Fund Balance
Personal Services		821,523.00					746,961.84		74,561.16
Expenses	8,326.00	540,535.00		389,000.00			526,844.46		22,036.54
Capital								389,000.00	
AMBULANCE ENTERPRISE TOTAL	8,326.00	1,362,078.00		389,000.00			1,273,806.30	389,000.00	96,597.70
TOWN OF WESTFORD									
FY 2021 Budget Basis - Stormwater Enterprise Fund									
STORMWATER ENTERPRISE									
OPERATING:	FY2020 Encumbered & Carried Fwd	ATM 6/20 Budget	STM 10/20 Art/T Transf	ATM 6/21 Art/T Transfers	Comp Reserve	Reserve Fd/Year End Transfers	Expended	FY2021 Encumbered & Carried Fwd	Closed to Fund Balance
Personal Services		98,564.00					26,142.97		67,421.03
Expenses		862,440.00					632,364.92	46,300.00	183,775.08
Debt		294,134.00					113,433.58		180,700.42
Capital									
AMBULANCE ENTERPRISE TOTAL	-	1,255,138.00					771,941.47	46,300.00	431,896.53
GRAND TOTAL ALL FUNDS	4,242,808.62	120,061,927.00	766,564.00	3,155,771.75	11,680.00		118,532,659.65	4,487,577.30	5,218,514.42

TOWN ACCOUNTANT – CONTINUED

TOWN OF WESTFORD					
Special Revenue Funds - FY 2021					
					<i>Page 1 of 3</i>
	Balance			Transfers	Balance
	July 1, 2020	Receipts	Expenditures	In/(Out)	June 30, 2021
Fund 250 Federal Grants					
25199527	Cares Act - Covid 19	(96,112.21)	744,450.00	1,581,581.83	(933,244.04)
25199528	FEMA - Covid 19	(140,917.67)	90,199.90	491,700.81	(542,418.58)
25199529	ARPA - Covid 19	-	1,298,779.76	-	1,298,779.76
25210215	Bullet Proof Vests OJ-Fed Reim	30,842.25	5,011.16	9,239.52	26,613.89
25210250	Police-Traffic Grant FY20	(2,840.55)	4,390.11	1,549.56	(0.00)
25210251	Police-Traffic Grant FY21	-	6,496.97	8,551.58	(2,054.61)
25510511	BOH-Medical Reserve	7,105.44	14,649.00	17,258.84	4,495.60
25510512	BOH- Emerg Prep Coalition	19,854.47	32,961.00	33,254.00	19,561.47
25510514	BOH- NAACHO	27,317.17	6,927.14	7,108.48	27,135.83
25510522	BOH- FDA Standards	(8,930.03)	13,383.76	4,453.73	0.00
		(163,681.13)	2,217,248.80	2,154,698.35	(101,130.68)
Fund 255 School Federal Grants					
301	Sped 94-142 DESE 240 FY19	174.93	-	-	174.93
302	Sped 94-142 DESE 240 FY20	(182,726.38)	232,809.00	49,720.99	361.63
302	Sped 94-142 DESE 240 FY21	-	983,987.20	972,819.77	11,167.43
303	Title I - DOE 305 ODD FY21)	-	80,820.00	77,703.44	3,116.56
305	SPED Program Improvement DOE 274 FY21	-	26,840.00	25,724.00	1,116.00
307	Title IIa DOE 140-ODD	-	53,314.00	53,414.00	(100.00)
308	Title IIa DOE 140-EVEN	(15,696.00)	15,696.00	-	-
316	Early Childhood DOE 262-EVEN	(2,275.00)	2,275.00	-	-
342	EC Program Improv DOE 298 (FY21)	-	1,000.00	3,230.00	(2,230.00)
366	ESSER DOE 113 Covid funds	-	20,000.00	20,000.00	-
367	School Reopening 102 CVRF funds	-	1,057,725.00	1,057,634.75	90.25
370	SPED Improvement DOE 258	800.00	7,764.00	8,000.00	564.00
		(199,722.45)	2,482,230.20	2,268,246.95	14,260.80
Fund 260 State Grants					
26123190	Transport/Rideshare Grant	5,511.30	1,364.40	5,511.30	1,364.40
26123130	FY21 Green Communities	-	47,500.00	95,000.00	(47,500.00)
26123151	FY21 Regional Pilot Project Grant	-	75,000.00	-	75,000.00
26175631	HMP/MVP Planning Grant	16,200.00	-	16,200.00	-
26210210	Police Pedestrian Safety-FY20	-	827.76	827.76	-
26215239	Emerg Med Dispatch FY21 Grant	-	-	2,122.44	(2,122.44)
26215241	Emerg Med Dispatch FY20 Grant	(6,416.68)	6,138.69	-	(277.99)
26215269	Public Safety 911 Support-FY19	(62.75)	-	-	62.75
26215276	Public Safety 911 Support-FY20	(29,327.34)	29,327.34	-	-
26215277	Public Safety 911 Support-FY21	-	53,598.25	82,923.52	(29,325.27)
26215281	Public Safety 911 Training FY20	(4,483.60)	4,142.84	-	(340.76)
26215271	Public Safety 911 Training FY21	-	9,888.25	14,362.21	(4,473.96)
26220219	S.A.F.E. -Fire FY19 Grant	3,150.75	-	400.40	2,750.35
26220220	S.A.F.E. -Fire FY20 Grant	4,565.00	-	-	4,565.00
26220221	S.A.F.E. -Fire FY21 Grant	-	5,281.00	-	5,281.00
26291240	Emerg Mgmt Performance	(150.00)	10,200.00	10,050.00	-
26410419	Eng-DEP Stormwater	(7,011.93)	6,904.00	-	(107.93)
26410414	Shared Streets and Spaces Grant	-	105,000.00	105,000.00	-
26450453	Stony Brook Flow Grant	(30,731.87)	56,130.96	25,399.09	-
26450454	Community Compact STW/IT Grant	69,892.60	-	69,892.60	-
26432432	Recycling SMRP Grant	11,700.00	1,250.00	6,425.00	6,525.00
26510427	BOH DPH Coronavirus	12,267.72	12,031.20	19,406.30	4,892.62
26510515	Tobacco Control Grant	2,087.96	-	-	2,087.96
26510526	BOH-Greater Lowell	253.09	-	253.09	-
26541541	Elders Affairs-COA Formula	4,349.12	40,248.00	29,814.19	14,782.93
26541542	Lowell Reg Trans Auth-Van	6,823.00	84,409.03	86,564.70	4,667.33
26610610	Library Lig-Meg	28,449.41	34,756.45	28,204.00	35,001.86
26695695	Cultural Council Grant	8,449.86	485.29	2,440.00	6,495.15
		95,515.64	584,483.46	600,796.60	79,265.25

TOWN ACCOUNTANT –CONTINUED

TOWN OF WESTFORD					
Special Revenue Funds - FY 2021					
					<i>Page 2 of 3</i>
		Balance		Transfers	Balance
		July 1, 2020	Receipts	Expenditures	In/(Out)
					June 30, 2021
Fund 265 School State Grants					
368	State Covid Prevention Grant	-	141,200.00	124,279.75	-
371	Early Literacy Grant #734	-	44,206.00	43,899.13	-
		-	185,406.00	168,178.88	-
					17,227.12
Fund 270 Receipts Reserved					
27145145	Reserved Excess Premiums - Long Term	6,893.47	-	-	(4,214.27)
27145146	Reserved Excess Premiums - Short Term	-	44,080.00	37,458.04	(4,849.50)
27171171	Conservation-Wetlands	43,073.62	3,567.50	-	-
27491491	Cemetery-Sale of Lots	158,413.89	29,997.35	400.00	(157,000.00)
		208,380.98	77,644.85	37,858.04	(166,063.77)
					82,104.02
Fund 280 Town Revolving Funds					
28122110	Scholarship Fund-Twn Tax	16,043.16	1,679.37	-	-
28122111	Arts & Technology-Twn Tax	1,042.11	319.60	-	-
28122122	Town Building Leases 53E1/2	156,464.59	26,888.26	17,480.02	-
28123180	Farmer's Market Revolving 52E1/2	4,129.07	-	-	-
28171172	East Boston Camp 53E1/2	166,793.94	17,610.00	29,401.64	-
28179177	Community Gardens 53E1/2	21,203.01	5,935.00	1,238.43	-
28192920	Insurance Recovery-Town	7,747.71	7,838.68	6,527.80	-
28210920	Insurance Recovery-Police	29,080.60	4,564.30	24,461.36	-
28300920	Insurance Recovery-School	-	458.11	-	-
28294494	Town Forestry Revol 53E1/2	2,515.20	-	920.00	-
28432432	Recycling Revolving 53E1/2	14,668.19	25,854.00	21,836.21	-
28510524	BOH-Immuniz/Clinical 53E1/2	135,129.04	4,115.42	46,012.39	-
28540546	Senior Ctr Programs 53E1/2	56,341.56	6,931.00	1,092.40	-
28541543	Elder & Disabled Tax-TREAD	37,939.32	17,700.18	9,000.00	-
28541545	Senior Ctr Fitness Rm 53E1/2	44,870.54	710.00	7,044.05	(3,000.00)
28630636	Rec-Field Maint Revol 53E1/2	52,733.49	64,824.10	83,086.89	-
		746,701.53	185,428.02	248,101.19	(3,000.00)
					681,028.36
Fund 285 School Revolving Funds					
375	School Building Usage	4,285.67	7,500.00	-	-
376	School Outside Details	0.51	8,127.91	221.59	-
378	Sch Extended Day-Elem	84,407.75	-	1,935.00	-
380	Preschool-Sped (Integrated)	60,829.26	28,575.00	26,670.64	-
381	School Activity Fees	170,017.10	318,783.55	174,593.79	-
382	School Lost Books	6,308.91	2,311.77	2,224.40	-
384	School Athletic Revolving	80,257.91	292,548.68	245,456.42	-
385	Sch Bus Transportation 53E1/2	118,593.01	173,190.00	5,000.00	-
386	School Parking WA 53E1/2	7,159.61	39,800.00	1,841.50	-
389	Full Day Kindergarten	305,073.78	104,420.00	95,605.00	-
393	School-Tech Fee	14,452.49	7,319.00	11,182.08	-
		851,386.00	982,575.91	564,730.42	-
					1,269,231.49

TOWN ACCOUNTANT – CONTINUED

TOWN OF WESTFORD						<i>Page 3 of 3</i>
Special Revenue Funds - FY 2021						
	Balance			Transfers		Balance
	July 1, 2020	Receipts	Expenditures	In/(Out)		June 30, 2021
Fund 290 Town Other Spec Rev Funds						
29122717 Town Wide Sidewalk Gift	81,304.20	-	8,600.00	-		72,704.20
29122719 Disability/Handicap Parking	802.73	300.49	-	-		1,103.22
29122913 Newport Improvements	200,000.00	-	-	-		200,000.00
29122964 Coalition Non-Violence Gift	6,750.04	-	-	-		6,750.04
29122967 Business Guide Gift	2,000.00	-	-	-		2,000.00
29122977 Diversity/Inclusion Gift	-	2,500.00	-	-		2,500.00
29152152 BCBS Innovation Award	5,000.00	-	-	-		5,000.00
29161161 Extended Polling Hours	13,084.05	-	8,869.97	-		4,214.08
29161162 Safe & Secure Election	-	9,681.00	-	-		-
29170971 PWAH Gift	214,114.93	-	104,330.00	-		109,784.93
29170972 Tadnuck/Rte 110 Gift	13,690.30	40,000.00	-	-		53,690.30
29170974 2 Robbins Rd Sidewalk Gift	169,344.50	-	59,250.00	-		110,094.50
29170976 2 Robbins Rd Transportation Gift	131,400.00	-	-	-		131,400.00
29171945 Cons Com Stream Team Equip	274.35	-	-	-		274.35
29171950 Cons Comm-Gift	1,857.21	-	-	-		1,857.21
29171953 Cons Comm-Mass Elec Gift	4,311.92	-	-	-		4,311.92
29175962 Plan Bd Summer Village Insp Gift	11,235.52	-	-	-		11,235.52
29175965 Plan Bd Summer Village Gift	12,800.00	-	-	-		12,800.00
29210914 Police Gift Account	298.00	500.00	798.00	-		-
29210990 Drug Investigation	10,319.62	-	1,067.00	-		9,252.62
29210911 Police K-9 Gift	1,357.69	500.00	425.00	-		1,432.69
29220915 Fire Gift Account	2,946.00	500.00	916.09	-		2,529.91
29292292 Animal Control Gift Account	-	150.00	-	-		150.00
29410938 Groton/Dunstable Intersection	100,000.00	-	3,658.06	-		96,341.94
29421426 National Grid Paving Gift	37,500.00	-	-	-		37,500.00
29510973 BOH-Circle Health Gift	6,944.39	-	465.66	-		6,478.73
29510949 BOH-Lowell Comm Fdn Gift	2,046.00	-	-	-		2,046.00
29510955 BOH-Health Gift	25,150.58	-	975.69	-		24,174.89
29510956 BOH-AED Defibrillator Gift	3,082.89	-	-	-		3,082.89
29510958 BOH-Dental Gift	3,070.31	-	242.00	-		2,828.31
29540540 COA Friends Gift	16,743.22	-	-	-		16,743.22
29541544 COA Gift	10,714.11	33,427.99	35,945.70	-		8,196.40
29543950 Veteran's Gift	6,145.00	-	841.00	-		5,304.00
29610925 Library Restitution	2,133.42	604.56	2,000.00	-		737.98
29610950 Library Memorial Gift	19,632.84	21,612.35	24,039.13	-		17,206.06
29630132 Forge Pond Beach Phase 1	49,534.50	-	4,361.75	-		45,172.75
29630965 Recreation Forge/Edward Beach	22,807.61	-	2,350.00	-		20,457.61
29630950 Recreation Gifts	5,000.00	355.00	-	-		5,355.00
29691950 Historic Comm Gift	752.00	-	-	-		752.00
	1,194,147.93	110,131.39	268,816.05	-		1,035,463.27
Fund 295 School Other SRF						
29231359 WA Trustees Donations	(1,199.70)	-	-	-		(1,199.70)
29239350 Sch Reed Living Lab Donation	2,971.90	-	-	-		2,971.90
29239354 Misc School Donations	31,980.05	9,454.15	8,282.59	-		33,151.61
29239355 WEF Mini Grants	212.67	4,752.02	3,101.96	-		1,862.73
29239356 School Inventors Fair	152.00	-	-	-		152.00
29239361 School Scholarship Donations	-	2,500.00	2,000.00	-		500.00
29241663 Day Playground Donations	7,858.08	-	-	-		7,858.08
29302390 School Choice	777,483.84	363,838.00	30,443.82	-		1,110,878.02
29302392 Circuit Breaker Sped DOE#520	1,860,214.00	2,165,120.00	1,860,214.00	-		2,165,120.00
29302394 Special Educ Reserve Fund	220,493.48	49,388.59	-	-		269,882.07
	2,900,166.32	2,595,052.76	1,904,042.37	-		3,591,176.71
220 School Lunch	488,776.64	823,053.37	1,036,433.15	-		275,396.86
230 Highway Chapter 90	(99,253.80)	860,610.94	769,733.15	-		(8,376.01)
240 Community Preservation	6,604,514.29	3,328,738.26	1,281,843.82	-		8,651,408.73
	6,994,037.13	5,012,402.57	3,088,010.12	-		8,918,429.58
TOTALS	12,626,931.95	14,432,603.96	11,303,478.97	(169,001.02)		15,587,055.92

TOWN ACCOUNTANT – CONTINUED

TOWN OF WESTFORD Capital Projects Funds - FY 2021												
Fund 310 - Town Related	Org/Obj	Description	FY 2020 Balance Fwd	Revenue Perm Bonds	BAN Premium Paydowns	General Fund Paydowns	Misc Revenue BAN Premium Revenue	Expended	Capital Reappropriations	Premium Transfers from Rec. Res'd	Continued Appropriation	
	31199199	Bombardier 800-3739	149,204.32	-	-	-	-	35,035.32	-	-	114,169.00	
	31199777	Nat'l Grid Lights 317 #8	(11,708.21)	-	-	111,708.21	-	-	-	-	-	
	31410737	Oak Hill Plain Moore Rd Infrastructure	-	-	18,600.00	-	-	364,184.05	-	-	(345,584.05)	
	31410739	Eng. Man's Recons # 19 #1	124,734.52	-	-	-	-	989.00	(123,736.52)	-	-	
	31410746	Eng. Master Design 19 #16	107,721.11	-	-	-	-	253.00	-	-	10,497.11	
	31421782	Roadway Repairs 3300K	(49,874.09)	-	5,000.00	-	-	-	-	-	(49,874.09)	
		Total Town Capital	(325,921.35)	-	23,600.00	111,708.21	-	400,442.37	(123,736.52)	-	(714,792.03)	
Fund 320 - School Related	Org/Obj	Description	FY 2020 Balance Fwd	Revenue Perm Bonds	BAN Premium Paydowns	General Fund Paydowns	Misc Revenue BAN Premium Revenue	Expended	Capital Reappropriations	Premium Transfers from Rec. Res'd	Continued Appropriation	
	32199130	WA Amenities Building	-	-	10,000.00	-	-	254,230.93	-	-	(344,230.83)	
	32300775	MSBA Alford Roof \$206,642	(1,220,310.32)	-	6,676.00	-	2,600.00	170,225.00	-	1,041.20	(1,382,755.12)	
	32300778	Sch Access Condrts \$570K 06/20 Art#3	-	-	-	-	-	-	-	656.95	325,635.95	
		Total School Capital	(1,220,310.32)	-	16,676.00	-	2,600.00	424,455.93	-	1,761.15	(1,623,719.00)	
Fund 350 - Stormwater Enterprise	Org/Obj	Description	FY 2020 Balance Fwd	Revenue Perm Bonds	BAN Premium Paydowns	Stormwater Enterprise Paydowns	Misc Revenue BAN Premium Revenue	Expended	Capital Reappropriations	Premium Transfers from Rec. Res'd	Continued Appropriation	
	35427737	Oak Hill Plain Moore Rd Infrastructure	-	-	9,920.00	-	-	102,661.98	-	-	(92,741.98)	
		Total Stormwater Enterprise Capital	-	-	9,920.00	-	-	102,661.98	-	-	(92,741.98)	
Fund 360 - Water Enterprise	Org/Obj	Description	FY 2020 Balance Fwd	Revenue Perm Bonds	BAN Premium Paydowns	Water Enterprise Paydowns	Misc Revenue BAN Premium Revenue	Expended	Capital Reappropriations	Premium Transfers from Rec. Res'd	Continued Appropriation	
	36450781	Town Farm Water Tank S1 2M	-	-	12,000.00	-	-	69,450.00	-	-	(57,450.00)	
	36450784	Kirt's/Douglas Water Mains	-	-	5,000.00	-	5,800.00	906,075.56	-	-	(800,006.41)	
	36450737	Oak Hill Plain Moore Rd Infrastructure	-	-	11,480.00	-	-	19,087.90	-	-	(107,607.90)	
	36450771	Water Tank \$3.2M S17 Art#7	(2,146,984.36)	-	13,000.00	165,000.00	-	277,665.63	-	2,033.47	(2,344,616.52)	
		Total Water Enterprise Capital	(2,146,984.36)	-	41,480.00	165,000.00	5,800.00	1,372,279.09	-	7,302.62	(3,299,680.83)	
		TOTALS - ALL FUNDS	(3,693,216.03)	-	91,676.00	276,708.21	8,400.00	2,599,829.27	(123,736.52)	9,063.77	(5,730,333.84)	

TOWN ACCOUNTANT – CONTINUED

TOWN OF WESTFORD									
Trust Fund Activity – Fiscal Year 2021									
	Fund Balance July 1, 2020	Receipts	Interest Income	Expenditures	Transfers In	Transfers Out	Market Value Adj	Balance June 30, 2021	
Non-Expendable Trusts:									
810 Cemetery Perpetual Care	524,224.50	34,830.00	-	-	-	-	-	559,054.50	
Charles Colburn Cem	1,500.00	-	-	-	-	-	-	1,500.00	
William Wright Cem	5,000.00	-	-	-	-	-	-	5,000.00	
Lyman Wilkins Cem	1,413.11	-	-	-	-	-	-	1,413.11	
J.H. Fletcher Cem	1,500.00	-	-	-	-	-	-	1,500.00	
Almon Reed Cem	1,500.00	-	-	-	-	-	-	1,500.00	
Metcalf & Soldiers	13,000.00	-	-	-	-	-	-	13,000.00	
Library Book Fund	3,000.00	-	-	-	-	-	-	3,000.00	
Library All Purpose	17,547.88	-	-	-	-	-	-	17,547.88	
Library Trustee	61,137.50	-	-	-	-	-	-	61,137.50	
Ellen Rainville Educ	84,355.00	-	-	-	-	-	-	84,355.00	
Library Benefactors Trust	5,364.00	-	-	-	-	-	-	5,364.00	
Whitney Shade Tree	2,500.00	-	-	-	-	-	-	2,500.00	
Whitney Education	10,000.00	-	-	-	-	-	-	10,000.00	
Total Non Spendable	760,141.69	34,830.00	-	-	-	-	-	794,971.69	
Expendable Trusts:									
820 Conservation Fund	469,866.72	-	15,471.38	3,305.00	190,000.00	-	28,473.46	700,236.56	
Conservation-Stamander	1,700.00	-	1,306.27	-	-	-	-	3,006.27	
Cemetery Perpetual Care	21,555.75	-	18,708.62	600.00	-	-	25,316.41	46,164.38	
Charles Colburn Cem	3,449.38	-	175.49	17.13	-	-	333.42	4,241.16	
William Wright Cem	5,521.82	-	345.16	17.13	-	-	459.82	6,309.67	
Lyman Wilkins Cem	4,893.92	-	197.10	17.13	-	-	262.21	5,056.10	
J.H. Fletcher Cem	3,189.68	-	153.87	17.13	-	-	204.55	3,530.97	
Almon Reed Cem	3,284.25	-	156.97	17.12	-	-	208.69	3,632.79	
Metcalf & Soldiers	3,675.12	-	163.23	17.12	-	-	217.04	4,038.27	
Library Book Fund	418.54	-	-	400.00	-	-	570.02	1,020.04	
Library Lecture Fund	3,060.12	-	1,084.66	-	-	-	1,447.07	5,591.85	
Library All Purpose	229.05	-	576.57	130.00	-	-	763.83	1,439.45	
Library Trustee	3,402.11	-	2,097.85	798.62	-	-	2,790.28	7,491.62	
J.V. Fletcher Library	25,942.02	-	833.25	2,325.00	-	-	1,036.21	25,846.48	
Ellen Rainville Educ	3,809.92	-	2,888.23	595.00	-	-	3,839.59	10,032.74	
Library Benefactors Trust	1,414.72	-	2,456.27	-	-	-	3,871.00	5,285.72	
Whitney Shade Tree	19,414.72	-	715.70	-	-	-	1,854.35	20,184.27	
Whitney Playground	33,147.60	-	1,415.59	-	-	-	1,888.61	36,451.80	
Affordable Housing Trust	619,746.90	-	20,318.20	6,500.00	-	-	26,935.56	660,500.66	
Capital Stabilization Fund	455,040.56	-	14,953.01	-	-	-	21,613.77	491,607.34	
Health Stabilization Fund	669,377.38	-	21,960.48	-	40,000.00	-	29,299.23	760,637.09	
Stabilization Fund	5,535,390.21	-	171,246.22	-	-	475,000.00	221,719.24	5,453,354.67	
OPEB Stabilization Fund	6,206,416.12	-	225,033.54	-	12,189,571.00	-	1,570,173.97	92,205,860.63	
Water OPEB Stabilization	920,621.36	-	27,338.46	-	30,000.00	2,168,200.00	207,553.73	11,638,311.55	
Total Expendable	15,139,702.84	-	50,458.61	14,956.38	1,478,957.00	496,682.00	2,151,617.53	18,789,107.60	
TOTALS	15,899,844.53	34,830.00	50,458.61	14,956.38	1,478,957.00	496,682.00	2,151,617.53	19,584,069.29	

TOWN ACCOUNTANT —CONTINUED

TOWN OF WESTFORD				
Agency Fund Activity - FY 2021				
	Balance			Balance
	July 1, 2020	Additions	Deductions	June 30, 2021
Performance Bonds	429,645.12	5,081.36	173,046.11	261,680.37
Developer Escrow	189,393.18	54,362.82	25,466.66	218,289.34
Rail Tree Hill	5,271.82	-	-	5,271.82
Villanova Drive Deposit	9,294.01	-	-	9,294.01
Cumberland Farm Deposit	3,300.00	-	-	3,300.00
Vose Hill Road	959.39	-	-	959.39
Police-Outside Details	(119,700.57)	607,238.88	580,443.87	(92,905.56)
License to Carry	8,130.00	29,862.50	28,900.00	9,092.50
Police-Holding Account	2,799.96	86,765.42	1,208.00	88,357.38
Fire-Outside Details	(4,500.00)	41,120.00	38,490.00	(1,870.00)
Student Activity	459,907.17	401,010.28	538,610.74	322,306.71
TOTALS	984,500.08	1,225,441.26	1,386,165.38	823,775.96
Student Activity-Rita Miller	941.96	1.49	513.00	430.45
Student Activity-Nabnasset	8,144.78	11.38	-	8,156.16
Student Activity-Robinson	249.48	317.90	-	567.38
Student Activity-Abbot	9,054.88	10.64	-	9,065.52
Student Activity-Crisafulli	726.03	358.50	-	1,084.53
Student Activity-Norman Day	5,054.84	1,016.41	404.79	5,666.46
Student Activity-Blanchard	12,364.93	1,261.02	1,532.56	12,093.39
Student Activity-Stonybrook	55,801.56	13,923.48	14,421.27	55,303.77
Student Activity-Westford Acad	367,568.71	384,109.46	521,739.12	229,939.05
Total Student Activity	459,907.17	401,010.28	538,610.74	322,306.71

TOWN CLERK

Registrars: Census & Elections

FY 2021 was another challenging year due to the continuing coronavirus pandemic.

There was a State Primary in September and the Presidential Election in November. A presidential election always has the most participants, and this year was no exception. Many voters opted to vote early or by mail. A secured ballot drop box has been installed outside by the back door of Town Hall for voter convenience and personal safety during these uncertain times. It will be a permanent fixture going forward, and can also be used for census return, dog license requests and correspondence with our office.

In between the Primary and Presidential Election there was a Special Town Meeting. Scheduled for Saturday October 17th outdoors at Westford Academy's Trustee Field, it was postponed until the following day, October 18th because of inclement weather. The Annual Town Meeting was moved to June for the second year in a row. It was also held outdoors at the Westford Academy Trustees Field where folks could "social distance" safely.

We are grateful for the dedication and hard work of our election workers especially during this pandemic. There is an incredible amount of teamwork that goes into running elections. A very special thank you to all of those who helped with the elections and town meetings during this very difficult year. This includes not only the poll workers, but the School Department, the Facilities Department, the Town Hall staff, the Police Department and the Westford Post Office who went the extra mile to deliver ballots to us in an expedited manner. I couldn't have done it without all of them, and most especially my hardworking staff, Andy, Marilyn, and Alyssa.

The chart below shows how those voters registered along with the total voters currently registered for each party and political designation.

Party / Political Designation	Party Code	New Registrations During FY2021	Total Voters Registered as of 6/30/2021
American Independent	Q	0	6
American Term Limits	BB	0	2
Conservative	A	0	6
Constitution Party	K	0	2
Democrat*	D	93	3770
Green Party USA	G	0	2
Green-Rainbow	J	0	10
Interdependent 3 rd Party	T	0	9
Libertarian*	L	12	57
Mass Independent Party	O	0	9
Pizza Party	AA	1	2

TOWN CLERK—CONTINUED

Republican*	R	0	1850
Socialist	S	0	2
Unenrolled**	U	483	11792
United Independent	CC	0	56
We the People	H	0	3
Total		589	17583

***Political Party.** Political parties hold primaries. All political designations are now allowed to participate in the primary of their choosing, like Unenrolled voters. Members enrolled in a political party may only vote in their party’s primary.

****Unenrolled Voters.** Registered voters who have not selected a political party or designation are called unenrolled voters. This is often referred to as an “Independent” or “Unaffiliated” voter.

Extended voter registration sessions are held 20 days before elections and the Annual Town Meeting and 10 days before a Special Town Meeting, usually at the Town Clerk’s office.

Polling places remain as follows:

- Precinct 1 - Abbot School, 25 Depot Street
- Precinct 2 - Blanchard Middle School, 14 West Street
- Precinct 3 - Abbot School, 25 Depot Street
- Precinct 4 - Robinson School, 60 Concord Road
- Precinct 5 - Stony Brook School, 9 Farmer’s Way
- Precinct 6 - Rita Edwards Miller School, 1 Mitchell Way – off Russell’s Way

Many thanks go out to school personnel, especially custodians for their hard work in setting up and taking down the polling places and being available while polls are open. We are grateful for Police Officers who maintain a presence at the polls, to protect the integrity of the election process, a role that is so often taken for granted, because they do it so effortlessly. Election Officers work long hours to bring election day to the voters at the polls. Regardless of turnout, they spend the better part of 7.5 hours (working in two shifts) ready to assist voters at all six precincts.

Civic Engagement

Many thanks to the League of Women Voters in town. They have taken on the task of banner lettering and hanging before every town meeting and election and provided us with “I voted” stickers that voters wear proudly on election days. Many League members have helped us recruit election workers and some work at the polls. Alongside Town Meeting Forums and Candidates Nights, few communities are as lucky as Westford to have such positive energy focused on civic engagement.

Vital Statistics

Vital statistics are reported on a calendar year basis. The table that follows shows figures over the last several years. The Town Clerk’s office has custody of vital records dating back to 1729, the time of the town’s incorporation. Early records are available on microfilm at the J.V. Fletcher Library.

TOWN CLERK—CONTINUED

	2012	2013	2014	2015	2016	2017	2018	2019	2020
Births	157	148	178	139	148	163	145	144	169
Marriages	68	63	59	81	61	66	62	59	82
Deaths	162	139	148	166	183	167	176	130	201

At the Counter

In addition to issuing certified copies of vital records and dog licenses, the Town Clerk's office is responsible for filing applications and decisions made by the Planning Board and Board of Appeals. The Town Clerk's office works closely with the Permitting office to ensure that information is properly filed and available to the public as soon as possible.

The Town Clerk's office issues several types of licenses that are reported on a fiscal year basis unless otherwise noted to better reflect revenues. Statistics over the last several years are listed below.

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Notes
Bulk Stickers	2,070	2,478	3,193	3127	4071	2610	4640	6235	
Business Certificate	148	138	121	100	149	79	136	124	
Dogs	2,513	2538	2,626	2615	2633	2528	2349	2662	Calendar year
Flammable Storage Registration	41	41	41	36	35	37	37	40	Calendar Year
Raffle Permits	8	7	8	8	6	6	8	4	
Certified Copies of Vital Records	1,088	1,117	1,276	1398	1264	989	1299	1171	

Select Board Annual Licensing

Alongside his duties as Assistant Town Clerk, Andy Sherman provides administrative support to the Select Board for their annual licensing. The tables below show annual licensing payments that were received for the processing of applications and/or renewals.

	2013	2014	2015	2016	2017	2018	2019	2020	2021
All Alcohol Club	7	7	7	7	7	7	7	7	7
All Alcohol Package Store	7	7	7	7	7	7	7	7	7
All Alcohol Innholder	2	2	2	2	2	2	2	2	2
All Alcohol Restaurant	21	21	21	21	21	21	18	18	16

TOWN CLERK—CONTINUED

Beer & Wine Package Store	5	5	5	5	5	5	5	5	5
Beer & Wine Restaurant	1	3	3	3	4	5	5	4	3
Common Victualler	57	57	58	54	56	57	54	57	54
Automatic Amusement	90	90	90	90	126	126	136	136	125
Class I New Car	1	1	1	1	1	1	1	1	1
Class II Used Car	9	9	10	9	9	9	10	5	7
Class III Junk Car	1	1	1	1	1	1	0	0	0

Meetings

Meetings of governmental bodies are open to the public and handicap accessible. Executive Sessions are allowed under the Open Meeting Law for reasons that must be stated in the agenda. Meeting agendas are posted on our website and at Town Hall in the back vestibule that is always open and accessible to the public 24 hours a day. Agendas are posted at least 48 hours in advance of the meeting and may be emailed to townclerk@westfordma.gov. Minutes are available online through the Town's Document Management system www.westfordma.gov/dms and the Town Archives at the Town Clerk's Office as soon as they are approved by the board/committee.

Boards and Committees

Civic involvement in Westford is still going strong thanks to the hundreds of residents who volunteer time from their busy lives to help continually improve our wonderful community. Committee membership is printed in the front of this book and the also available online at <https://data.westfordma.gov/bc/>.

Appointment letters, oaths of office, open meeting and conflict of interest law acknowledgments are all preserved in the Town Clerk's Office and are carefully tracked by Marilyn Frank. Elected Officials have the additional requirement of filing campaign finance forms.

Board and Committee information is available online at <https://data.westfordma.gov/bc/>.

Volunteers

We are greatly indebted to our volunteers who take on time consuming tasks in order to help us keep up with the workflow. Without them, we would be working nights and weekends to meet our census, dog license processing, election management and records preservation goals. Special thanks as always to Barbara Murch for her dedication and efforts. Friday mornings were not the same without Barbara. We missed her for most of the year because of the pandemic. Hopefully the coming year will see an end to this virus.

TREE WARDEN

The Tree Warden for the Town of Westford is also the Superintendent of Streets who reports to the Town Manager who reports to the Select Board. Responsibilities include:

- The care and maintenance of shade and ornamental trees within the Town right-of-way's
- The removal of dead or hazardous trees within the Town right-of-way's
- Emergency removal of storm damaged trees
- With the assistance of the Engineering Department determines ownership of trees needing to be removed or trimmed (based on GIS measurements).
- Determines the condition of trees, particularly with respect to public safety.
- Care and control of parts of trees and shrubs that extend or overhang the limits of any public roads or grounds.
- Will remove, or cause to be removed, all illegally erected signs or advertisements placed upon trees within any public road or place under the Warden's jurisdiction.

The Tree Warden maintains public shade trees predominantly in response to requests from citizens for service. Storm damaged trees also were routinely repaired to insure the long-term health of the affected trees.

As Tree Warden, I express my appreciation and thanks to the Town Forest Committee, Select Board, Town Manager and the employees of the Town for their support, cooperation and assistance during the past year.

12 NORTH MAIN STREET TASK FORCE

During Fiscal Year 2021, the 12 North Main Street Task Force continued working tirelessly to identify redevelopment opportunities for this historic mill property, including the release of multiple requests for proposals for the disposition of the parcel. We were able to secure Brownfields grant funding through Mass Development to conduct a Phase 2 Limited Environmental Site Assessment, which was primarily focused on the exterior of the building. The task force also submitted a grant application to the One Stop for Growth Grant Program in hopes of obtaining additional funds to begin cleaning up any identified hazardous materials on the site. The hope is that once the town cleans up the environmental concerns at this site then developers may be more interested in the redevelopment of this iconic mill building.

Jane Hughes
Chair
Nancy Cook
Vice-Chair
Thomas Barry
Nancy Bissell
Jane Calvin
Robert Downing
David Gutbrod
Eric Heideman
Jeff Morrisette
Andrea Peraner-Sweet
Jeff Stephens
James Vanbever
Robert Waskiewicz
William Nussbum
Alternate

VETERANS SERVICES DEPARTMENT

This office is NOT affiliated with the US Department of Veterans Affairs or the Massachusetts Department of Veterans' Service.

Ryan Cobleigh
Veterans Service Officer /
Veterans Agent

Programs & Services

The Veterans Services office is located at the Millennium Building located behind Abbot School at 23 Depot Street.

The town of Westford's Department of Veterans' Services serves as an advocate for all veterans and their dependents. The department advises residents as to the availability of federal and state services and benefits to which they are entitled and provides financial assistance to qualifying veterans, surviving spouses and their dependents. The department also administers services and financial assistance under the provisions of MGL Chapter 115 and CMR 108. Many times, we can assist with locating jobs with our state partners at the Career Centers.

This office is usually able to assist veterans who are unable to locate their discharge papers. We also will work with the National Archives to obtain discharge papers that are not found in the Massachusetts collection. Expedited service is available for any immediate needs.



Summary

According to the Street Listing, Westford has 744 veterans who may be eligible for benefits along with surviving spouses of veterans. The largest group of veterans is Vietnam era veterans with World War II and Korean era veteran's right behind them in numbers. The area VA medical facilities have been ramped up to support returning troops with special programs that address physical and psychological concerns encountered during their time in the service. We have some of the best VA medical centers in Boston, Bedford and Manchester that also host the community-based clinics scattered throughout New England. Most of our veterans are reporting excellent care from the VA.

During the last reporting period, the VA paid just over \$599,000 in disability, compensation and pension benefits to Westford residents. EVERY veteran is encouraged to get enrolled and introduced to the medical services available to them via the VA healthcare system. While VA healthcare does not replace a veteran's "civilian" healthcare services it will supplement their existing coverage. In many cases, the veteran may have zero co-pay for medications. Some may get their hearing aids or eyeglasses for free if eligible.

In FY 2021, 104 residents/veterans received MGL Chapter 59, § 5 Clause 22(a-f) exemption resulting in over \$176,000 reduction of their property taxes.

In this reporting period, we handled numerous inquiries from our veterans and their families. We currently have several active Chapter 115 recipients who receive monthly

VETERANS SERVICES DEPARTMENT —CONTINUED

financial assistance. In FY 2021, approximately \$27,000 in Chapter 115 funds went to local residents who qualified. 75% of this amount is reimbursed by the Commonwealth.

Thanks to our community volunteers and TREAD workers, we have photographically documented many of the deceased Westford veterans' grave markers/headstones in an online database (data.westfordma.gov/vets). We continue to update this information as well at the Find A Grave website. Many gravesites are geo-marked so that those with smartphones can almost walk right to the veteran's gravesite. This is an ongoing project.

This past Christmas holiday season, a local resident Robin Pawlowski organized a Wreaths Across America fund raising effort to place holiday wreaths on the graves of veterans at Fairview, Russian Brotherhood, and Pine Grove cemeteries. A group of volunteers placed over 1,200 wreaths on the graves. The largest donors were KDK Foundation, Component Assembly and Westford Residents. To learn more about this program and donate to this effort, go to wreathsacrossamerica.org/MA0049 or contact Robin at 506-341-5671 or pawlowskirobin@gmail.com

The American flags on veterans' gravesites are put in place before Memorial Day and removed after Veterans Day each year by the members of Frederick S. Healy American Legion Post 159 and other volunteers. This schedule was put in place so that the flags are not buried in the snow during the harsh winter months. Every attempt is made to honor a veteran in this way but occasionally we miss a veteran grave, or the flag is missing. Please do not hesitate to contact the Veterans' Service department to address this issue.

This department cannot speak highly enough of the many residents who have volunteered to support us this year with their time and effort towards our veterans' holiday programs. Westford CAT helped immensely when we had to pivot to virtual programs due to Covid-19. Thanks to our other town departments in coordinating services to the veteran community, making sure they can tap into any of the resources available to them.

Please check our internet presence at the following links:

Westford Veterans Services homepage: www.westfordma.gov/veterans

Westford Military Burial Index: data.westfordma.gov/vets

Westford Honor Roll: data.westfordma.gov/honorroll/

Facebook: Westford Veterans Services

Veterans Services Staff FY 2021:

Director – Ryan Cobleigh

Senior Assistant – Heather Monahan

WATER DEPARTMENT

The Westford Water Department employs a staff of 14 to manage and maintain the water system and its resources. The full-time superintendent and a three-member Commission with one alternate are responsible for the Department, which is charged by the town to provide safe, high quality, uninterrupted water at a reasonable pressure. The Water Department must also adhere to water quality requirements established by the U.S. EPA and the Massachusetts Department of Environmental Protection (MassDEP).

The Board of Water Commissioners typically meets once a month. To have a topic added to the agenda notify the Business Manager by no later than 48 hours prior to the meeting date. You can visit the Water Department's website at www.westfordma.gov/507/Board-of-Water-Commissioners for more information.

Board of Water Commissioners
Hugh C. Maguire
Chairperson
Titus Palmer
Vice Chair
Chauncey Chu
Secretary
Tim Hall
Alternate

WATER DEPARTMENT STAFF

- Stephen Cronin, Superintendent
- Dave Crocker Operations Manager
- *Mark Warren, Interim Superintendent, Environmental Compliance Manager
- Larry Panaro, Business Manager
- Paul (Pip) Ricard, Foreman
- Wayne Beauregard, Foreman Specialist
- Rob Daley, Licensed Well Specialist
- Scott Harkins, Licensed Well Specialist
- Joe Emerson, Licensed Well Specialist
- Keith McLaughlin, Licensed Well Specialist
- Ryan Livermore, Licensed Well Specialist
- Sandra Kane, Records Supervisor II
- Dianne Tyman, Records Supervisor I/Billing
- Susan Silvia, Records Supervisor I/Collections.

**Mark Warren was named Interim Superintendent in April of 2021, replacing Stephen Cronin now Director of the Westford Department of Public Works.*

FY 2021 Highlights

Nutting Road Filter Media Replacement

The Water Department completed replacement of the filter media in all three filter vessels at the Nutting Road Water Treatment Plant (WTP) in April 2021. This is the first replacement of media since the plant went online in 2004. All the old media was removed and replaced with new anthracite, Manganese Greensand Plus, and gravel. The Manganese Greensand Plus is an improved material over the original Greensand in that it is a harder material allowing for longer filter runs between



WATER DEPARTMENT —CONTINUED

backwashing, less backwash waste, and a greater lifespan. The Forge Village WTP filter media was similarly replaced in early 2019.

Oak Hill Water Main Improvement Project

Construction for Phase I of the Oak Hill, Plain Road, and Moore Road Water, Stormwater, and Transportation Infrastructure Improvement Project began spring 2021. Activities include upgrades to drainage, roadway improvements, addition of sidewalks, upgrades to pedestrian crossings, and full roadway re-paving within the project area. The water portion of the project will involve replacement of existing cast iron and cement water main with 12” ductile iron main, and connection between Oak Hill Road to Plain Road. Phase II of the project is scheduled for 2022, and will include similar improvements to Plain and Moore Roads, including replacement of existing main with 12” ductile main. Installation of the larger diameter main will improve flow, water quality, and reduce water age (Water age refers to the length of time from the treatment plant until when it is used, and can contribute to water quality issues).

Kirsi Circle Water Main Replacement Project

Replacement of the existing 6” and 8” cast iron water main on Kirsi Circle, Douglas Road, and Anderson Lane began in the summer of 2020 and was completed in early fall of 2020. The mains in this area were installed in the 1970’s and have been the source of numerous breaks over the years. This project included the installation of new ductile iron water mains, valves, hydrants, and service connections to 52 homes.

Stony Brook Flow Restoration Project Continuation

The Westford Water Department was a joint recipient of a Massachusetts Department of Environmental Protection (MassDEP) Water Management Act Grant in FY 2021. This grant provided funding for a fourth phase of the Stony Brook Flow Restoration Project with the objective of assessing opportunities for improved streamflow in the Stony Brook watershed through development of a coordinated Streamflow Restoration Plan. The project included stakeholder meetings, creation of a project website, automation and remote control of a release site, and stakeholder engagement. A final report detailing the project activities and recommendations was prepared and provided to the Westford Water Department. Additional work including evaluation of low flow releases at Forge Pond and planning for future project expansion were implemented in parallel through funding by the Massachusetts Division of Ecological Restoration (DER).

Rain Barrel Sale

The Water Department partnered with Great American Rain Barrel of Hyde Park, Massachusetts for a rain barrel sale in the spring of 2021. Rain barrels can be connected to a home’s downspout to collect rainwater for lawn and garden irrigation. These devices serve as an effective means to conserve water and to reduce storm runoff. A total of 36 rain barrels were sold in FY 2021 under the Westford community program. The program was unfortunately cut short in 2021 due to high rain barrel demand and supply issues associated with the COVID-19 pandemic. The Water Department anticipates continued participation in the annual community rain barrel program.

Infrastructure Improvement

- Replaced four fire hydrants
- Added one fire hydrant

WATER DEPARTMENT –CONTINUED

- Added 0.014 miles of water main

Perchlorate Investigation and Treatment

The Water Department continued its active role in the ongoing perchlorate remediation and treatment project operation of the Highway Garage Perchlorate Treatment plant and additional monitoring functions.

2021 Public Outreach

The Water Department continued its public outreach efforts in FY 2021 which included the biannual newsletter “Resource”, and the annual Consumer Confidence Report (CCR) which informs the public about water quality issues, pollution prevention, water conservation tips, backflow prevention, and Water Department changes.

Treated Water Usage at a Glance (MGP)

Month	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
July	70.080	56.513	70.39	62.68	67.13
August	46.569	58.527	54.81	63.30	69.45
September	39.776	49.294	50.68	54.72	62.52
October	34.144	41.560	36.70	41.18	45.03
November	30.237	31.541	31.80	32.93	33.83
December	32.377	31.555	31.97	33.73	35.60
January	32.532	31.901	32.81	33.68	34.27
February	28.741	28.015	28.71	30.18	31.15
March	34.221	31.327	33.50	33.22	35.33
April	32.625	31.347	33.42	32.51	35.46
May	44.056	44.219	37.39	50.44	53.11
June	56.326	64.088	44.37	75.33	70.44
Total	481.685	499.887	486.56	543.911	573.32

Note: The fiscal year (FY) runs from July 1 through June 30

MGP = Million Gallons Pumped

ZONING BOARD OF APPEALS

Staff

Jeffrey Morrisette, Director of Land Use Management
Rebecca Cheney, Town Planner (through 11/2020)
Carol Gumbart, Conservation Resource Planner (through 12/2020)
Matthew Salem, Conservation Resource Planner (beginning in 12/2020) & Assistant Planner (through 12/2020)
Sierra Pelletier, Assistant Planner (beginning in 5/2021)
Erin Toothaker, Permitting Program Assistant

Bob Herrmann
Chair
Scott MacKay
Vice Chair
James Kazeniak
Clerk
Jay Enis
Paul MacMillan
Associate Members
David Earl
Scott Fitzgerald

Web Page

<http://westfordma.gov/295/Zoning-Board-of-Appeals>

The Zoning Board of Appeals (BOA) typically meets at 7:00 PM on the third Wednesday of each month in Meeting Room 201 at Town Hall. Meetings are open to the public and are televised on Westford Community Access Television (WCAT). WCAT broadcasts are available for viewing online. Recordings of the meetings are generally made available on WCAT within a few days of the meeting date.

There was one (1) active lawsuit involving the BOA as of June 30, 2020, relating to the 11 Brookside Road application for the construction of a Personal Wireless Service Facility (Cell Tower). One lawsuit pertaining to 0 & 37 Carlisle Road was dismissed in December of 2020.

This year saw the unfortunate and unexpected passing of Robert Herrmann, Chair, in May of 2021. Bob was very involved in town boards and committees. He served on the Board of Appeals for nearly 20 years, presiding as Chair for the last 15 years. Prior to that, Bob served on the Select Board for over a decade, with six years as Chair. He volunteered for many other committees over the years, including the Master Plan Committee, Picking/Gould Farm Negotiations Committee, Police Facilities Building Committee, School Building Space Needs Study Committee, Permanent School Building Committee, Greystone Pond Planning Advisory Committee, and the Slifer Development Team. He also owned and operated Bob's Auto Service in Westford since 1967. He will be greatly missed.

Throughout FY 2021, the BOA held ten (10) regular meetings, one (1) executive session, and zero (0) special meetings. The Board held all but one meeting remotely via webinar due to the ongoing COVID-19 pandemic. The Board acted on 27 applications, with some consisting of multiple petitions. Some examples of requests included the following:

- Variances for additions to homes or accessory structures that do not meet setback standards;
- Variances for reduction of lot area and frontage through the front yard;
- Variances to allow uses not otherwise permitted by the Zoning Bylaw;
- Variance authorizing reductions to Accessory Dwelling Units (ADUs) standards;
- Special Permits to create ADUs;
- Special Permits to allow Home Occupations;
- Special Permits for the demolition and reconstruction of non-conforming structures;
- Special Permit to authorize expansion of a use;

ZONING BOARD OF APPEALS —CONTINUED

- Modification to a prior approval;
- Appeal of an administrative decision;
- Authorization of administrative approval for outdoor dining.

Board of Appeals Decisions issued between July 1, 2020 and June 30, 2021:

BOA Petitions	Approved	Denied	Withdrawn	Total
Variances*	13	2	5	20
Special Permits**	14	0	8	22
Modifications	1	0	0	1
Determination of Non-Substantive Change	1	0	0	1
Appeal of Administrative Decision	0	1	0	1
Authorization of Administrative Approval	3	0	0	3
Comprehensive Permits (40B)	0	0	0	0
Totals	32	3	13	48

*Summary of Variances Granted:

9	Setbacks (4 Side yard, 2 Front yard, 1 Rear yard, 2 Distance between structures)
1	Reduction in lot area
1	Reduction in lot frontage through the front yard
1	Reduction in ADU standards
1	Authorizing more than one principal structure on a lot

**Summary of Special Permits Granted:

4	Non-conforming Uses or Structures
2	Reconstruct a non-conforming structure with larger volume, area, and/or footprint
4	Accessory Dwelling Units
2	Home Occupations
2	Other

Who is the Board of Appeals?

The Zoning Board of Appeals is a quasi-judicial body chartered under the Massachusetts Zoning Act (Chapter 40A and 40B) and Westford’s Zoning Bylaw. Membership consists of five (5) regular voting members and two (2) alternate members appointed by the Select Board. The BOA plays a role in regulating land use and development in town by hearing applications for relief from standards in the Town’s Zoning Bylaw through variances, special permits, appeals of decisions of the Building Commissioner, and comprehensive permits for mixed-income developments in accordance with M.G.L. Chapter 40B. The Town of Westford has surpassed the state’s goal under M.G.L. Chapter 40B that more than 10% of housing units in a municipality (including both rental and ownership) be maintained as affordable. As of June 2021, the state’s Subsidized Housing Inventory (SHI) listing for the Town of Westford was 13.81%.

GENERAL MEETING TIMES OF BOARDS AND COMMITTEES

The chart below lists the general meeting times and locations of many town boards and committees. Their meeting times and locations are subject to change. For up-to-date information about all boards' and committees' scheduled meetings and their agendas, check the town's Agenda Center webpage, www.westfordma.gov/AgendaCenter, or the bulletin board inside Town Hall's back door, or contact the Town Clerk's office: townclerk@westfordma.gov or 978-692-5515. Options for accessing meetings held remotely are included on the agenda.

Board/Committee	Day of the Month	Time	Location
Affordable Housing Trust Fund	1 st Wednesday	7:00 p.m.	Westford Housing Community Room, 65 Tadmuck Rd.
Board of Health	2 nd Monday	6:00 p.m.	Town Hall, 55 Main St.
Capital Planning Committee	Friday (Sept.–Feb.)	8:30 a.m.	Town Hall, 55 Main St.
Cemetery Commission	2 nd Tuesday	8:30 a.m.	Pine Grove Cemetery Office, 68 Forge Village Rd.
Commission on Disability	4 th Thursday	7:00 p.m.	Town Hall, 55 Main St.
Conservation Commission	2 nd & 4 th Wednesday	7:30 p.m.	Town Hall, 55 Main St.
Council on Aging	2 nd Wednesday	4:00 p.m.	Cameron Senior Center, 20 Pleasant St.
Economic Development Committee	3 rd Thursday	8:15 a.m.	Town Hall, 55 Main St.
Historical Commission	3 rd Wednesday	7:00 p.m.	Museum Cottage, 4 Boston Rd.
Housing Authority	2 nd Thursday	7:00 p.m.	Alternates between the Sargent School, 7 Cross St. and Westford Housing Community Room, 65 Tadmuck Rd.
Library Trustees	1 st Monday	7:00 p.m.	J. V. Fletcher Library, 50 Main St.
Nashoba Valley Technical High School District School Committee	2 nd Tuesday	7:00 p.m.	Nashoba Valley Technical High School, 100 Littleton Rd.

GENERAL MEETING TIMES OF BOARDS AND COMMITTEES

—CONTINUED

Board/Committee	Day of the Month	Time	Location
Parks & Recreation Commission	1 st Monday	6:30 p.m.	Roudenbush Community Center, 65 Main St.
Permanent Town Building Committee	As called	6:30 p.m.	Fletcher Fire Station, 65 Boston Rd.
Planning Board	1 st & 3 rd Monday	7:30 p.m.	Town Hall, 55 Main St.
Recycling Commission	2 nd Thursday	7:00 p.m.	Town Hall, 55 Main St.
School Committee	Every other Monday	7:00 p.m.	Millennium School, 23 Depot St.
Select Board	2 nd & 4 th Tuesday	7:00 p.m.	Town Hall, 55 Main St.
Water Commission	1 st & 3 rd Thursday	9:00 a.m.	Water Dept. Operations Center, 60 Forge Village Rd.
Zoning Board of Appeals	3 rd Wednesday	7:00 p.m.	Town Hall, 55 Main St.

DIRECTORY OF TOWN DEPARTMENTS

Note: Due to the COVID-19 pandemic, public access to town buildings may be limited.

Department	Address	Office Hours	Main Phone
Animal Control Department	Town Hall, 55 Main St.	Leave message or call Police Dispatch (emergency only)	978-692-4574 978-399-2345
Assessors' Office	Town Hall, 55 Main St.	M-F, 8:00 AM – 4:00 PM	978-692-5504
By law Enforcement	Town Hall, 55 Main St.	M-F, 8:00 AM – 4:00 PM	978-692-5527
Cameron Senior Center/ Council on Aging	20 Pleasant St. P.O. Box 2223	M-F, 8:00 AM – 4:00 PM	978-692-5523
Cemetery Department	Pine Grove Cemetery Office 68 Forge Village Rd.	M-F, 7:00 AM – 3:30 PM	978-692-5526
Conservation Commission	Town Hall, 55 Main St.	M-F, 8:00 AM – 4:00 PM	978-692-5524
Emergency Management Agency	<i>Contact Public Safety Communications Department to be connected to an Emergency Management Director</i>		978-399-2345
Engineering Department	Town Highway Facility, 28 North St.	M-F, 7:30 AM – 3:30 PM	978-692-5520
Facilities Department	Millennium School 23 Depot St.	M-F, 8:00 AM – 4:00 PM	978-399-2435
Finance Department	Town Hall, 55 Main St.	M-F, 8:00 AM – 4:00 PM	978-391-2573
Fire Department	65 Boston Rd. P.O. Box 296	M-F, 8:00 AM – 4:00 PM (dispatch 24 hours/day)	Business: 978-692-5542 Emergencies: 911
GIS Department	Town Highway Facility, 28 North St.	M-F, 7:30 AM – 3:30 PM	978-399-2533
Health Department	Town Hall, 55 Main St.	M-F, 8:00 AM – 4:00 PM	978-692-5509
Highway Department	Town Highway Facility, 28 North St.	M-F, 7:30 AM – 3:30 PM	978-692-5520
Housing Authority	65 Tadmuck Rd.	M-F, 8:30 AM – 1:30 PM	978-692-6011
Human Resources Department	Town Hall 55 Main St.	M-F, 8:00 AM – 4:00 PM	978-399-2915
J. V. Fletcher Library	50 Main St.	M-Th 10:00 AM – 9:00 PM Fri 1:00 PM – 5:00 PM Sat 10:00 AM – 5:00 PM Sun 2:00 PM – 5:00 PM (Jan-April)	978-692-5555
Land Use Management	Town Hall, 55 Main St.	M-F, 8:00 AM – 4:00 PM	978-692-5524
Museum	2-4 Boston Rd.	Sun 2:00 PM – 4:00 PM Office hours: M,W,F, 9:00 AM – 1:00 PM	978-692-5550
Parking Clerk	Town Clerk's office Town Hall, 55 Main St.	M-F, 8:00 AM – 4:00 PM	978-692-5515

DIRECTORY OF TOWN DEPARTMENTS —CONTINUED

Department	Address	Office Hours	Main Phone
Parks & Recreation Department	Roudenbush Community Center 65 Main St.	M-F, 8:00 AM – 4:00 PM	978-692-5532
Police Department	53 Main St.	M-F, 8:00 AM – 4:00 PM (dispatch 24 hours/day)	Business: 978-399-2345 Emergencies: 911
Public Safety Communications Department	53 Main St.	M-F, 8:00 AM – 4:00 PM (dispatch 24 hours/day)	Business: 978-399-2345 Emergencies: 911
School Department	Millennium School 23 Depot St.	M-F, 8:00 AM – 4:00 PM	978-692-5560
Tax Collector-Treasurer	Town Hall, 55 Main St.	M-F, 8:00 AM – 4:00 PM	978-399-2526
Technology Department	1 East Prescott St.	M-F, 8:00 AM – 4:00 PM	978-399-2418
Town Accountant	Town Hall, 55 Main St.	M-F, 8:00 AM – 4:00 PM	978-392-4450
Town Clerk	Town Hall, 55 Main St.	M-F, 8:00 AM – 4:00 PM	978-692-5515
Town Manager	Town Hall, 55 Main St.	M-F, 8:00 AM – 4:00 PM	978-692-5501 ext.1
Tree Warden	Town Highway Facility, 28 North St.	M-F, 7:30 AM – 3:30 PM	978-399-2731
Veterans Services Department	Millennium School 23 Depot St.	M-Th, 8:00 AM – 4:00 PM (Th, 8:00 AM – 12:00 PM at Cameron Sr. Center) F, 8:00 AM – 4:00 PM by appointment only	978-392-1170
Water Department	60 Forge Village Rd.	M-F, 7:30 AM – 4:00 PM	978-692-5529

WESTFORD AT A GLANCE

Incorporated	September 23, 1729
Population	
2020 U.S. Census results	24,643
July 1, 2020 U.S. Census estimate	22,689
Total area	30.2 square miles
Miles of town-accepted roads	155
Miles of steward-maintained walking trails	75
Form of government	Open Town Meeting Select Board Town Manager
FY 2021 tax rates	
Residential and personal property	\$16.64 per thousand
Commercial and industrial property	\$16.64 per thousand
Website	westfordma.gov



“We had to say goodbye to our beautiful Champion Black Oak today. For over two centuries it proudly stood watch over the Town Common.”

- *J.V. Fletcher Library Facebook post
August 19, 2020*

*Cover photos by Richard “Chip” Barrett,
Westford Highway Superintendent 1991-2022*