

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF WESTFORD
WARRANT**

Middlesex, ss.

To the Constable of the Town of Westford, in said County,

GREETINGS:

You are required in the name of the Commonwealth aforesaid, to notify and warn all inhabitants of said Town qualified to vote in elections, and also in Town affairs, to meet at the Abbot School Gymnasium at Depot Street on the following date:

Monday, October 28, 2019

(voter registration deadline, Friday, October 18, 2019 at 8:00pm)

at 7:00 in the evening, then and there to act upon the following articles:

ARTICLE 1: Approve Unpaid Bills from Previous Fiscal Year(s) *Town Manager*

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, or any combination thereof; a sum of money to pay for unpaid bills of prior fiscal years for various Town departments in accordance with the provisions of General Laws Chapter 44, Section 64;

Or act in relation thereto.

ARTICLE 2: Fiscal Year 2020 Budget Adjustments *Town Manager*

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds sums of money in order to adjust the Fiscal Year 2020 Operating Budgets;

Or act in relation thereto.

ARTICLE 3: Fiscal Year 2020 Budget Transfers *Town Manager*

To see if the Town will vote to transfer various sums of money between and among various accounts for the Fiscal Year ending June 30, 2020;

Or act in relation thereto.

CAPITAL APPROPRIATIONS - FISCAL YEAR 2020

ARTICLE 4: Fiscal Year 2020 Capital Appropriations *Capital Planning Committee*

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, or any combination thereof; the sum of \$795,450 (SEVEN HUNDRED NINETY FIVE THOUSAND FOUR HUNDRED FIFTY DOLLARS) to provide for the following capital requests:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Board of Selectmen / School Committee	\$108,000	Communication equipment for various schools, including all costs incidental thereto (TSSTF Request)
Board of Selectmen / School Committee	\$245,000	First responder radio communication upgrade in various schools, including costs incidental thereto (TSSTF Request)
Public Buildings	\$164,000	Relocation of Center Fire Station Antenna located at 51 Main Street, including all costs incidental thereto
School Department	\$33,450	Design to replace exhaust unit at the Abbot School, including costs incidental thereto
Stormwater Management	\$75,000	Town-wide culvert study assessment
Water Enterprise	\$170,000	Engineering design for the Kirsi Circle and Douglas Road water main replacement project, including all costs incidental thereto

Or act in relation thereto.

FINANCIAL

ARTICLE 5: Reduce Amount Raised by Taxes in Fiscal Year 2020 *Board of Selectmen*

To see if the Town will vote to take specific amounts from available funds and to direct the Assessors to reduce the net amount to be raised by taxation for Fiscal Year 2020;

Or act in relation thereto.

ARTICLE 6: Purchase Software for Stormwater Fee Billing and Upgrade for Water Billing and Create a Stormwater Management Utility Enterprise Fund *Board of Selectmen*

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, or any combination thereof; the sum of \$74,600 (SEVENTY FOUR THOUSAND SIX HUNDRED DOLLARS) to provide for the following capital requests:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Technology Department	\$42,522	UBCIS Software for stormwater utility billing, including costs incidental and related thereto
Water Enterprise	\$32,078	UBCIS Software for water billing, including costs incidental and related thereto

And further,

To see if the Town will vote to adopt General Laws Chapter 44, Section 53F½, and to create a Stormwater Utility Enterprise Fund for the fiscal year commencing on July 1, 2020;

Or act in relation thereto.

ARTICLE 7: Defer Stormwater Utility Fees Assessed under G.L. c. 83, s.16 for Low Income Seniors *Board of Selectmen*

To see if the town will vote to accept the provisions of General Laws Chapter 83, Section 16G, which will allow the Town to defer stormwater utility fees assessed under General Laws Chapter 83, Section 16 if the residence is eligible for the tax exemption for low income seniors under General laws Chapter 59, Section 5, Clause Forty First A;

Or act in relation thereto.

ARTICLE 8: Amend the General Bylaws to Accept the Provisions of General Laws, c.44, §53E1/2 to Establish a Revolving Fund for the Farmers Market *Town Manager*

To see if the Town will vote to amend the General Bylaws by inserting a new chapter 138.1, pursuant to the provisions of General Laws c.44, §53E½ as most recently amended by Section 86 of Chapter 218 of the Acts of 2016, establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows, and further to establish revolving funds set forth below for the fiscal year beginning on July 1,2019:

Ch. 138 Revolving Funds

138.1 There are hereby established in the Town of Westford pursuant to the provisions of General Laws. c.44, §53E½, the following Revolving Funds:

Revolving Fund	Spending Authority	Revenue Source	Allowed Expenses
Farmers Market	Board of Selectmen	Fees from participants in the farmers market	Costs associated with operating the farmers market

Expenditures from each revolving fund shall be subject to the annual limitation established by Town Meeting, and to any additional limitations as otherwise set forth in General Laws Chapter 44, §53E½.

Or act in relation thereto.

ARTICLE 9: Authorize Revolving Funds

Town Manager

To see if the Town will vote, pursuant to General Laws c.44, §53E ½ as most recently amended by Section 86 of Chapter 218 of the Acts of 2016, to establish limitations on expenditures from the revolving funds established by Chapter 138 of the General Bylaws, entitled, "Revolving Funds" as follows:

Revolving Account	FY 2020 Expenditure Limit
Farmers Market	\$10,000

Or act in relation thereto.

COMMUNITY PRESERVATION FUNDS

ARTICLE 10: Approve Community Preservation Committee Recommendations

Community Preservation Committee

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2020 Community Preservation budget and to appropriate from the Community Preservation Fund a sum of money not exceeding 5% of the FY2020 estimated annual revenues to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2020; and further to reserve for future appropriation a sum of money from the Community Preservation Fund for open space, historic resources, community housing purposes, and outdoor recreation, and further to appropriate from the Community Preservation Fund or borrow pursuant to General Laws Chapter 44B, Section 11, or any other enabling authority, a sum or sums of money for Community Preservation projects or purposes, including acquisition of interests in land, all as recommended by the Community Preservation Committee;

Or act in relation thereto.

ADMINISTRATIVE

ARTICLE 11: Authorization for the Board of Selectmen to petition the General Court for two (2) additional all alcohol on premises licenses to be exercised by Westford Valley Marketplace located at 160-174 Littleton Road, Westford

Citizen's Petition

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court authorizing the Town to issue two (2) additional licenses for the sale of all-alcoholic beverages to be consumed on premises, within the Shopping Center commonly known as Westford Valley Marketplace located at 160-174 Littleton Road in Westford, said licenses not 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.

AMENDMENT TO TOWN CHARTER

ARTICLE 12: Amend the Charter to Reflect Inclusive Language Including Renaming the Board of Selectmen to Select Board

Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to amend the Town of Westford Charter in order to create a gender neutral charter by changing the name of the Board of Selectmen to Select Board and by making certain additional

non-substantive changes; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and authorizing the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of the petition:

AN ACT RELATIVE TO THE WESTFORD HOME RULE CHARTER ACT.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. The title of the charter of the town of Westford, as established by chapter 480 of the acts of 1989, as amended, which is on file in the office of the archivist of the commonwealth, as provided in section 12 of chapter 43B of the General Laws, is hereby amended by striking out the words “Board of Selectmen”, and inserting in place thereof, the following words: - Select Board.

SECTION 2. Subsection (a) of Section 5 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 3. Subsection (b) of Section 5 of said charter is hereby amended by striking out the words “board of selectmen” each time it appears, and inserting in place thereof, in each instance, the following words: - select board.

SECTION 4. Subsection (c) of Section 5 is hereby amended by striking out the words “other vote of the town meeting” and inserting in place thereof the following words: - by other town meeting vote.

SECTION 5. Section 5 of said charter is hereby amended by striking out the words “said board” each time it appears and inserting in place thereof, in each instance, the following words: - the select board.

SECTION 6. Section 6 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 7. Section 6 of said charter is hereby amended by striking out the words “said board”, each time it appears, and inserting in place thereof, in each instance, the following words:- the select board.

SECTION 8. Section 6 of said charter is hereby amended by striking out the word “He” and inserting in place thereof the following words: - The town manager.

SECTION 9. Section 6 of said charter is hereby amended by striking out the word “his”, and inserting in place thereof the following words: - the town manager’s.

SECTION 10. Section 7 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 11. Section 8 of said charter is hereby amended by striking out the words “said board” each time it appears, and inserting in place thereof, in each instance, the following words:- the select board.

SECTION 12. Section 8 of said charter is hereby amended by striking out the words “said town manager” each time it appears, and inserting in place thereof, in each instance, the following words:- the town manager.

SECTION 13. Section 8 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 14. Section 8 of said charter is hereby amended by striking out the word “him” and inserting in place thereof the following words: - the town manager.

SECTION 14. Section 8 of said charter is hereby amended by striking out the word “he” and inserting in place thereof the following words: - the town manager.

SECTION 15. Section 8 of said charter is hereby amended by striking out the words “by town meeting vote” and inserting in place thereof the following words: - by other town meeting vote.

SECTION 16. Section 9 of said charter is hereby amended by striking out the word “his” and inserting in place thereof the following words: - the town manager’s.

SECTION 17. Section 9 of said charter is hereby amended by striking out the words “said town manager” each time it appears, and inserting in place thereof, in each instance, the following words: - the town manager.

SECTION 18. Section 9 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 19. Section 9 of said charter is hereby amended by striking out the words “said chiefs” and inserting in place thereof the following words: - the police and fire chiefs.

SECTION 20. Section 10 is hereby amended by striking out the words “said town manager” each time it appears, and inserting in place thereof, in each instance, the following words:- the town manager.

SECTION 21. Subsection (c) Section 10 of said charter is hereby amended by striking out the words “said board of selectmen” and inserting in place thereof the following words: - the select board.

SECTION 22. Subsection (b) of Section 11 of said charter is hereby amended by striking out the word “insure” and inserting in place thereof the follow word: - ensure.

SECTION 23. Section 11 of said charter is hereby amended by striking out the words “board of selectmen” each time it appears, and inserting in place thereof, in each instance, the following words: - select board.

SECTION 24. Section 11 of said charter is hereby amended by striking out the words “said board of selectmen” every time it appears, and inserting in place thereof, in each instance, the following words: - the select board.

SECTION 25. Subsection (d) of Section 11 of said charter is hereby amended by striking out the words “said town manager” and inserting in place thereof the following words: - The town manager.

SECTION 26. Subsection (e) of Section 11 of said charter is hereby amended by striking out the words “said board” and inserting in place thereof the following words: - the select board.

SECTION 27. Subsection (f) of Section 11 of said charter is hereby amended by striking out the words “Said plan” and inserting in place thereof the following words: - This plan.

SECTION 28. Section 12 of said charter is hereby amended by striking out the word “his” each time it appears, and inserting in place thereof, in each instance, the following words: - the town manager’s

SECTION 29. Section 12 of said charter is hereby amended by striking out the word “him” each time it appears, and inserting in place thereof, in each instance, the following words: - the town manager.

SECTION 30. Section 12 of said charter is hereby amended by striking out the words “board of selectmen” each time it appears, and inserting in place thereof, in each instance, the following words: - select board.

SECTION 31. Section 12 of said charter is hereby amended by striking out the words “said board of selectmen” each time it appears, and inserting in place thereof, in each instance: - the select board.

SECTION 32. Subsection (c) of Section 12 of said charter is hereby amended by striking the words “other votes of the town meeting” and inserting in place thereof the following words: - other town meeting votes.

SECTION 33. Subsection (e) of Section 12 of said charter is hereby amended by striking the words “board of selectmen’s” and inserting in place thereof the following words: - select board’s.

SECTION 34. Subsection (f) of Section 12 of said charter is hereby amended by striking out the word “them” and inserting in place thereof the following words: - the board.

SECTION 35. Subsection (f) of Section 12 of said charter is hereby amended by striking out the word “he” and inserting in place thereof the following words: - the town manager.

SECTION 36. Section 13 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 37. Section 14 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 38. Section 15 of said charter is hereby amended by striking out the words “board of selectmen” each time it appears, and inserting in place thereof, in each instance, the following words: - select board.

SECTION 39. Section 16 of said charter is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: - select board.

SECTION 40. Section 16 of said charter is hereby amended by striking out the words “Other such regional authorities, districts or committees as may be established by law or interlocal agreement” and inserting in place thereof the following words: - In addition, they will elect other such regional authorities, districts, or committees as may be established by law or interlocal agreement.

SECTION 41. This act shall take effect upon its passage;

Or to act in relation thereto.

CEMETERY RULES & REGULATIONS

ARTICLE 13: Approve the Board of Cemetery Commissioners Regulations for Municipal Cemeteries

*Board of Cemetery
Commissioners*

To see if the Town will vote to approve the Town of Westford updated regulations as follows;

Town of Westford Regulations for Municipal Cemeteries

The following regulations have been adopted by the Board of Cemetery Commissioners for the governance of all public cemeteries in the Town of Westford, control of which is entrusted to the said Board of Cemetery Commissioners, or Cemetery Commission. The Westford Cemetery Commission consists of five (5) permanent members who meet on a regular basis, typically on the second Tuesday of each month. Said regulations are listed in the following categories:

- I. Definitions
- II. Ownership and Burials
- III. Perpetual Care
- IV. Monuments and Markers
- V. Work on Lots
- VI. General Care
- VII. Columbarium Niches

I. DEFINITIONS

Cemetery Department refers to the Director of Parks, Recreation and Cemetery and the professional staff consisting of the Cemetery Supervisor, Senior Administrative Assistant, Heavy Equipment Operator and other Town employees as may be required.

Green Burial shall mean a burial that allows the body to decompose naturally, returning all elements to the earth through environmentally sound practices. Specific guidelines for Green Burials are noted accordingly under the corresponding sections to follow.

II. OWNERSHIP AND BURIALS

1. The Cemetery Commission adopts a schedule of fees for interments and other services and privileges provided to owners. The current fee schedule is available at the Westford Cemetery Department and on the Westford Cemetery Department website.
2. The deed to any lot or grave grants the bearer the sole and exclusive right of burial. At no time does said bearer actually own the property. The person or persons named on the deed to any burial lot or cremation niche will determine who is buried in that lot.
3. No bearer of a deed to the right of burial may sell a lot. Only the Cemetery Commission has the option to buy a lot back at the original price, and only if the lot meets the requirements of the Cemetery Commission. Any owner of a burial deed who wishes to sell an unused lot shall advise the Cemetery Commission. All burials in said graves or cremation niches (lots) shall be under the personal charge of the Director or designee. No interments shall be made until the Director or designee has been furnished with the following:
 - a. Burial permit, as required by the laws of the Commonwealth;
 - b. A signed interment order for the lot in which the interment is to be made;
 - c. All required fees.
4. All fees for opening or preparing a grave shall be paid to the Cemetery Department before interment. No interment shall be made until the fees are paid. See separate fee schedule adopted by the Cemetery Commission. There will be an extra charge for interments scheduled to begin after 3pm on weekdays and on Saturday.

**NO INTERMENTS SHALL TAKE PLACE
IN TOWN CEMETERIES ON SUNDAY
OR ANY OFFICIAL TOWN HOLIDAYS**

5. The Cemetery Commission reserves the right to correct any errors that may occur in association with interments or disinterments. The Town, the Cemetery Commission, and its respective officers and employees thereof shall not be held liable for the failure of any device to operate normally or for conditions beyond their control.
6. Green Burials take place in a designated section. Sequential burial is used in this section to minimize disturbance to land and vegetation. One may pre-purchase the right to be buried in this section, however, the actual grave site is not assigned until time of need.
7. In the case of Green Burials, no embalming is permitted during body preparation. Removable medical devices are to be removed prior to burial. Any clothing, jewelry, or mementos buried with the body must be biodegradable. **The Cemetery Department reserves the right to refuse a body that is not properly prepared.**
8. Green Burial containers may include caskets or shrouds and must be made from materials that are biodegradable and nontoxic/nonhazardous. *A Green Burial brochure, specifying the kinds of allowed materials, is provided upon purchase of a Green Burial lot.* Shrouded bodies must be entirely wrapped and must be supported by a solid softwood board, such as pine, which stays in the grave. Plywood and particle boards are not acceptable. **The Cemetery Department reserves the right to refuse a body that is not properly contained.**

9. Vaults and grave liners are not permitted in the Green Burial section.
10. Except in the case of Green Burials, all interments shall be made in an acceptable outer container designed and created for said purpose, and of sufficient strength and durability to constitute a reasonable and permanent support for the weight above it.
11. No grave shall be opened for interment/disinterment by any person not employed by the Town of Westford.
12. Green Burial graves will be dug to a depth of 3-4 feet.
13. Green Burial graves will be mounded to accommodate settling and will then be allowed to return to their natural state.
14. To preserve the distinctive characteristics of the Town's cemeteries and to promote the availability of burial lots for all residents of Westford, the Cemetery Commission reserves the right to establish reasonable limits on the quantity of graves or cemetery lots that may be purchased by one individual or family.
15. For each single grave space purchased, the Westford Cemetery Commission allows up to three (3) cremation (urn) burials, or one traditional (casket) burial and two (2) cremation (urn) burials. In the case of Green Burials, each grave space allows for one full body interment.

III. PERPETUAL CARE

Westford cemeteries are perpetual care cemeteries. The purpose of the perpetual care trust fund, per Massachusetts General Law chapter 114, is for the overall care, maintenance and development necessitated by natural growth and ordinary wear. The perpetual care trust fund principle is set aside for investment and the earned interest thereof is used to provide perpetual care.

A portion of the proceeds from the sale of each grave or burial niche is designated for the perpetual care trust fund, according to the fee schedule adopted by the Cemetery Commission during the budget process.

The Perpetual Care Fund income in no case means the maintenance, repair or replacement of any memorial placed or erected upon any lot or grave nor the planting, cutting, watering or care of any privately planted flowers, trees, or shrubs. Nor does it mean the reconstruction of any granite or special work in the cemetery of a lot or grave. Please refer to MGL c.114 "Cemeteries and Burials" found online for more detailed information.

IV. MONUMENTS AND MARKERS

1. Monuments are not permitted on Green Burial lots.
2. Markers are *not required* for Green Burials. Markers *desired* for Green Burials must be flat, natural, unpolished, locally-sourced stone no larger than 1' x 2'. The top will be set flush with the ground. Engraving is permitted prior to installation.

3. Prior to any monument being installed, removed, inscribed, cleaned or repaired, a Monument Permit Application must be submitted to and approved by the Cemetery Department. There is a \$20.00 processing fee for this permit.

*****All rules and regulations regarding any monument or marker installed, removed, inscribed, or repaired are listed on the back of the Monument Permit Application.**

V. WORK ON LOTS

1. Any work to be done in a Town cemetery by anyone other than a Town employee requires approval before and after the work is completed.
2. No materials of any kind will be provided by the Cemetery Department to any outside party.
3. No soliciting for work of any kind will be allowed in the Town's cemeteries.
4. Immediately upon completion of any work on lots, all surplus material will be removed by those doing the work. Avenues or lots, other than those upon which the work is being done, shall not be impacted and must be kept clear at all times.
5. Cemetery Department personnel will take all reasonable care while mowing the grass but cannot be held responsible for accidental damage to plants on lots.

VI. GENERAL CARE

1. The Cemetery Supervisor is responsible for the care of the cemetery, under the oversight of the Director, and authorized by the Cemetery Commission to enforce these rules and regulations.
2. The Green Burial area will be maintained with minimal interference and maximum effort to preserve the natural environment.
3. No pets are allowed in the Town's cemeteries.
4. Genealogy requests will be handled at the convenience of Cemetery Department personnel.
5. Updated price lists for lots and cemetery services are available upon request from the Cemetery Department.
6. Grave decorations such as boxes, shells, seats, vases, lights, balloons, fences, and similar articles left on lots that are inconsistent with the proper keeping of cemetery grounds will be removed by the Cemetery Supervisor without notice. **Such decorations will be stored behind the Cemetery Department office and will be periodically disposed of at the discretion of Cemetery personnel. The Cemetery Department shall not be responsible for these items.**
7. All interments require two full business days advance notice and proper arrangements made with the Cemetery Department.
8. All persons are forbidden from gathering flowers (either wild or cultivated) or removing any trees or shrubs without permission of the Cemetery Supervisor.
9. No person shall mark, deface, or damage any monument, building, rustic seat, or other structure within a cemetery.
10. Trees or shrubs that exceed the height of the monument, outgrow locations or become unsightly, shall be trimmed or removed without notice.

11. In the Green Burial section, cut flowers may be placed on top of a recent burial. No decorations, other than cut flowers as stated above, are permitted in this section.
12. Cut flowers, floral frames or baskets will be removed approximately one week after interment. If the family desires, arrangements may be made with the Cemetery Supervisor on the day of the funeral to retrieve any of these items. The Cemetery Department shall not be responsible for any discarded, lost or damaged items.
13. All Memorial Day potted plants and decorations, with the exception of American flags marking the graves of veterans and public safety personnel, will be removed seven days following the holiday. Flags will remain until Veterans Day (November).
14. Artificial flowers, wreaths, sprays, potted plants and decorations are prohibited during mowing season. The preceding will be allowed, except in the Green Burial section, during the winter months, November 1st through April 1st.
15. No plantings of any kind are allowed in the Green Burial section. Planting as referenced in #16, #17, and #18 refer to traditional burial lots.
16. Scattered planting is not allowed. Only one flower bed will be permitted per lot: any bed shall be located in front of the monument, not to exceed the width of the monument and no more than one foot from the base of the monument.
17. Annual planting is allowed, and permission is granted, provided the lot owner agrees to water and weed the planting once a week and remove the plantings at the end of growing season. Neglected planting will be removed by Cemetery Department personnel.
18. Evergreen planting is allowed on monument lots only, and only with prior permission from the Cemetery Supervisor to insure compliance with the cemetery's planting guidelines. A yearly pruning will be done by Cemetery Department personnel.

VII. COLUMBARIUM NICHES


1. Any interment in the columbarium niche will require a permit to be completed and associated fee to be paid before interment. Once paid in full, the owner of a niche will be permitted to erect a bronze plaque, with the dimensions of the plaque to be 10" x 10". Approved plaques will be attached to the niche by Cemetery Department personnel. Each niche can hold a maximum of two urns. The inside dimensions of the columbarium niches at Pine Grove Cemetery are 12" x 12".
2. Decorative items including artificial flowers, solar lights, flags, etc. may not be attached to the columbarium niches or placed in the surrounding area.

Or act in relation thereto.

And you, Constable, are directed to serve this warrant by posting a true and attested copy thereof at the Town Hall, Library and at each Post Office in said Town of Westford at least fourteen (14) days prior to the time of holding said meeting.

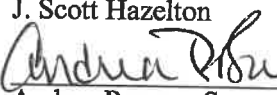
THEREOF FAIL NOT and make return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the meeting aforesaid.

Given under our hands this 24th day of September in the Year of our Lord 2019.


Elizabeth M. Almeida (Chair)


G. Thomas Clay (Vice-Chair)


Mark D. Kost (Clerk)

J. Scott Hazelton

Andrea Peraner-Sweet

**A TRUE COPY
ATTEST:**

Constable of Westford

DATE:

I HEREBY CERTIFY THAT I HAVE SERVED THE FOREGOING WARRANT BY POSTING A TRUE AND ATTESTED COPY THEREOF AT THE TOWN HALL, LIBRARY AND AT EACH POST OFFICE IN THE SAID TOWN OF WESTFORD AT LEAST FOURTEEN DAYS PRIOR TO THE TIME OF HOLDING SAID MEETING.