

2020 ANNUAL TOWN MEETING MOTIONS



**Saturday, June 20, 2020 9:00AM
Westford Academy Trustees Field, 30 Patten Road**

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REPORTS

ARTICLE 1: Accept Town Reports *Town Manager*

Motion: *(Majority Vote Required)*

That the Town accept the Reports of Town Officers, Boards and Committees for the Fiscal Year 2019.

Selectmen recommend (5-0) and Finance Committee recommends (7-0)

FINANCIAL - FISCAL YEAR 2020

ARTICLE 2: Amend the Wage and Classification Plan *Town Manager*

Motion: *(Majority Vote Required)*

That the Town amend the Pay Classification Plan for non-unionized municipal employees, effective March 30, 2020 as follows:

POSITION	CURRENT BAND	MIN	MID	MAX	NEW BAND	MIN	MID	MAX
Department of Public Works Director	N/A				Band 9	115,888	130,374	144,860
Director of Public Works Business Manager	N/A				Band 6	85,270	100,250	115,230
Water Superintendent	7	98,016	111,044	124,071	Band 6	85,270	100,250	115,230
Highway Operations Supervisor					Band 5	74,784	87,921	101,059

Selectmen recommend (5-0) and Finance Committee recommends (7-0)

CAPITAL APPROPRIATIONS - FISCAL YEAR 2020

ARTICLE 3: Approve Capital Appropriations *Capital Planning Committee*

First Motion: *(Majority Vote Required)*

That the Town appropriate from Free Cash the sum of \$987,713 (NINE HUNDRED EIGHTY SEVEN THOUSAND SEVEN HUNDRED THIRTEEN DOLLARS) to provide for the following capital requests and costs incidental and related thereto:

DEPARTMENT	AMOUNT	PURPOSE
Technology	\$25,000	Town computer replacements
Technology	\$162,800	School computer replacements
Technology	\$150,000	Town-wide VOIP phone system replacement, including costs incidental and related thereto
Police Department	\$166,892	Police station boiler replacement, including costs incidental and related thereto
Fire Department	\$385,000	Self-contained breathing apparatus (SCBA), including costs incidental and related thereto
Schools	\$20,000	Westford Academy visitor bleachers, including costs incidental and related thereto
Schools	\$37,500	Repairs to Crisafulli and Miller School boiler, including costs incidental and related thereto

Schools	\$30,000	Blanchard School flashing signage and safety upgrades, including costs incidental and related thereto
Schools	\$10,521	Stony Brook School generator control repair

And further

That the Town reauthorize and transfer the sum of \$133,532 (ONE HUNDRED THIRTY THREE THOUSAND FIVE HUNDRED THIRTY TWO) 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
Plain Road Sidewalk Construction	\$8,122.15	Article 7, April 2, 2016 ATM
Keyes Road Culvert Reconstruction	\$121,678.01	Article 6, March 28, 2015 ATM

To provide for the following capital request:

<i>DEPARTMENT</i>	<i>AMOUNT</i>	<i>PURPOSE</i>
Schools	\$133,532	Westford Academy generator replacement, including costs incidental and related thereto

Second Motion: (2/3 Majority Vote Required)

That the Town appropriate the sum of \$570,000 (FIVE HUNDRED SEVENTY THOUSAND DOLLARS) for the purpose of replacing the exterior access controls at the nine Westford public schools and the school administration building located at 23 Depot Street, 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: (2/3 Majority Vote Required)

That the Town appropriate the sum of \$110,000 (ONE HUNDRED TEN THOUSAND DOLLARS) for the purpose of purchasing portable radios for school staff, 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.

Fourth Motion: (2/3 Majority Vote Required)

That the Town appropriate the sum of \$1,830,000 (ONE MILLION EIGHT HUNDRED THIRTY THOUSAND DOLLARS) for the purpose of replacing the Kirsi Circle, Douglas Road, and Anderson Lane water main, 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.

*Selectmen recommend (5-0), Finance Committee recommends (7-0), and
Capital Planning Committee recommends (7-1)*

ARTICLE 4: Appropriate from Sale of Cemetery Lots Receipts Reserved for Cemetery Improvements	<i>Board of Cemetery Commissioners</i>
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Motion: *(Majority Vote Required)*

That the Town appropriate from sale of cemetery lots receipts reserved in accordance with [Massachusetts General Law Chapter 114, Section 15](#) the sum of \$30,000 (THIRTY THOUSAND DOLLARS) for care, improvements and embellishments, or the enlargement of the Pine Grove Cemetery.

Selectmen recommend (4-0) and Finance Committee recommends (6-1)

COMMUNITY PRESERVATION FUNDS

ARTICLE 5: Approve Community Preservation Committee Recommendations	<i>Community Preservation Committee</i>
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First Motion: *(Majority Vote Required)*

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 \$1,221,023 (ONE MILLION TWO HUNDRED TWENTY ONE THOUSAND TWENTY THREE DOLLARS) for the purposes set forth below; and further to authorize the Board of Selectmen to enter into grant agreements with any private entities receiving funding pursuant to this vote, and further to authorize the Board of Selectmen to acquire appropriate deed restrictions as may be required or appropriate pursuant to the Community Preservation Act:

\$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
\$17,960	From Undesignated Fund Balance for the Forge VFW baseball field dugouts and any other related costs.	Westford Parks & Recreation Commission
\$40,000	From Undesignated Fund Balance for the Forge VFW skate park equipment and any other related costs.	Westford Parks & Recreation Commission
\$111,500	From Undesignated Fund Balance for the Ronan McElligott Playground safety surfacing installation and any other related costs.	Westford Parks & Recreation Commission
\$97,150	From Undesignated Fund Balance for the Healthy Lakes and Ponds Program and any other related costs.	Westford Healthy Lakes and Ponds Collaborative
\$14,413	From Historic Resources Fund Balance for the Pageant Field Stone Wall restoration and any other related costs.	Westford Conservation Trust
\$750,000	From Undesignated Fund Balance for the design and construction of eight (8) tennis courts at the Robinson School and any other related costs.	Westford Public Schools

Second Motion: *(2/3 Majority Vote Required)*

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.

Selectmen recommend (3-0), Finance Committee recommends (7-0), and Community Preservation Committee recommends (6-0)

ARTICLE 6: Appropriate for Perchlorate Expenses *Town Manager*

Motion: *(Majority Vote Required)*

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.

Selectmen recommend (3-0) and Finance Committee recommends (7-0)

FINANCIAL-FISCAL YEAR 2021

ARTICLE 7: Authorize Revolving Funds *Town Manager*

Motion: *(Majority Vote Required)*

That the Town vote, pursuant to [Massachusetts General Laws, Chapter 44, Section 53E½](#) 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 138.1 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	\$60,000
Immunizations and Clinical Services	\$60,000
Community Gardens	\$10,000
Town Forest Management	\$25,000
Farmer’s Market	\$10,000

Selectmen recommend (3-0) and Finance Committee recommends (7-0)

ARTICLE 8: Approve Fiscal Year 2021 Operating Budget

Town Manager

Motion: (Majority Vote Required)

That the Town raise and appropriate the sum of \$120,880,934 (ONE HUNDRED TWENTY MILLION EIGHT HUNDRED EIGHTY THOUSAND NINE HUNDRED THIRTY FOUR DOLLARS) for the operation and maintenance of Town Departments for the Fiscal Year July 1, 2020 through June 30, 2021, 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: \$50,000 shall be appropriated from Overlay Surplus;

Fund 100 General Fund: \$11,701.86 shall be appropriated from Fund Balance Designated for Debt Exclusion Reduction;

Fund 240 Community Preservation Fund: \$807,327 shall be appropriated from Community Preservation Fund Fiscal 2021 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: \$4,344,250 shall be appropriated from Water Enterprise Revenue and \$323,092 from Water Enterprise Retained Earnings;

Fund 630 Recreation Enterprise Fund: \$1,285,100 shall be appropriated from Recreation Enterprise Revenue, \$75,000 shall be appropriated from Recreation Enterprise Retained Earnings, and \$47,153 shall be raised and appropriated;

Fund 640 Ambulance Enterprise Fund: \$875,000 shall be appropriated from Ambulance Enterprise Revenue, \$50,000 shall be appropriated from Ambulance Enterprise Retained Earnings, and \$437,078 shall be raised and appropriated;

Fund 650 Stormwater Enterprise Fund: \$650,138 shall be appropriated from Stormwater Enterprise Revenue and \$600,000 shall be raised and appropriated.

Selectmen recommend (5-0) and Finance Committee recommends (8-0)

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/FY21 %
GENERAL GOVERNMENT					
122 SELECTMEN					
Personal Services	0	0	0	0	N/A
Expenses	21,440	21,993	22,123	130	0.6%
TOTAL	21,440	21,993	22,123	130	0.6%
123 TOWN MANAGER					
Personal Services	409,087	432,500	423,202	(9,298)	-2.1%
Expenses	18,784	19,885	19,705	(180)	-0.9%
TOTAL	427,871	452,385	442,907	(9,478)	-2.1%

		FY 2019	FY 2020	FY 2021 TM & FINCOM	FY20/FY21	FY20/FY21 %
		ACTUAL	BUDGET	RECOMMEND	VARIANCE	
131	FINANCE COMMITTEE					
	Personal Services	0	0	0	0	
	Expenses	8,207	8,665	8,865	200	2.3%
	Reserve Fund		150,000	150,000	0	0.0%
	(Transfers out)		(15,292)	0	15,292	-100.0%
	TOTAL	8,207	143,373	158,865	15,492	10.8%
132	FINANCE DEPARTMENT					
	Personal Services	133,540	145,145	148,370	3,225	2.2%
	Expenses	866	1,715	895	(820)	-47.8%
	TOTAL	134,406	146,860	149,265	2,405	1.6%
135	TOWN ACCOUNTANT					
	Personal Services	248,882	279,134	285,067	5,933	2.1%
	Expenses	40,684	44,260	44,075	(185)	-0.4%
	TOTAL	289,566	323,394	329,142	5,748	1.8%
141	BOARD OF ASSESSORS					
	Personal Services	268,914	289,422	296,998	7,576	2.6%
	Expenses	22,668	92,400	45,900	(46,500)	-50.3%
	TOTAL	291,582	381,822	342,898	(38,924)	-10.2%
145	TREASURER/COLLECTOR					
	Personal Services	249,647	261,570	269,410	7,840	3.0%
	Expenses	43,685	45,305	45,275	(30)	-0.1%
	TOTAL	293,332	306,875	314,685	7,810	2.5%
151	LEGAL SERVICES					
	Personal Services	0	0	0	0	N/A
	Expenses	148,926	190,000	160,000	(30,000)	-15.8%
	TOTAL	148,926	190,000	160,000	(30,000)	-15.8%
152	HUMAN RESOURCES					
	Personal Services	218,797	227,536	232,170	4,634	2.0%
	Expenses	18,537	21,145	22,384	1,239	5.9%
	Compensation Reserve	13,647	500,000	350,000	(150,000)	-30.0%
	(Transfers out)	0	(275,490)	0	275,490	-100.0%
	TOTAL	250,981	473,191	604,554	131,363	27.8%
155	TECHNOLOGY					
	Personal Services	433,569	450,864	460,045	9,181	2.0%
	Expenses	570,527	689,153	609,770	(79,383)	-11.5%
	TOTAL	1,004,096	1,140,017	1,069,815	(70,202)	-6.2%
161	TOWN CLERK					
	Personal Services	238,271	267,549	279,744	12,195	4.6%
	Expenses	21,377	21,680	23,180	1,500	6.9%
	TOTAL	259,648	289,229	302,924	13,695	4.7%
170	PERMITTING DEPARTMENT					
	Personal Services	218,373	260,685	265,705	5,020	1.9%
	Expenses	38,556	43,088	44,549	1,461	3.4%
	TOTAL	256,930	303,773	310,254	6,481	2.1%

		FY 2019	FY 2020	FY 2021 TM &	FY20/FY21	FY20/FY21 %
		ACTUAL	BUDGET	FINCOM	VARIANCE	
				RECOMMEND		
171	CONSERVATION COMMISSION					
	Personal Services	87,626	91,293	93,107	1,814	2.0%
	Expenses	5,933	6,325	6,640	315	5.0%
	TOTAL	93,559	97,618	99,747	2,129	2.2%
175	PLANNING BOARD					
	Personal Services	74,547	87,198	92,507	5,309	6.1%
	Expenses	8,135	13,660	13,160	(500)	-3.7%
	TOTAL	82,681	100,858	105,667	4,809	4.8%
176	ZONING BOARD OF APPEALS					
	Personal Services	0	0	0	0	N/A
	Expenses	2,395	2,395	2,395	0	0.0%
	TOTAL	2,395	2,395	2,395	0	0.0%
192	TOWN HALL MAINTENANCE					
	Personal Services	42,997	44,791	45,912	1,121	2.5%
	Expenses	77,629	77,090	68,990	(8,100)	-10.5%
	TOTAL	120,627	121,881	114,902	(6,979)	-5.7%
199	PUBLIC BUILDINGS & PROPERTIES MAINTENANCE					
	Personal Services	53,403	96,725	96,572	(153)	-0.2%
	Expenses	16,151	18,625	65,850	47,225	253.6%
	TOTAL	69,554	115,350	162,422	47,072	40.8%
TOTAL GENERAL GOVERNMENT		3,755,800	4,611,014	4,692,565	81,551	1.8%

		FY 2019	FY 2020	FY 2021 TM &	FY20/FY21	FY20/FY21 %
		ACTUAL	BUDGET	FINCOM	VARIANCE	
				RECOMMEND		
	PUBLIC SAFETY					
210	POLICE DEPARTMENT					
	Personal Services	4,659,028	5,011,337	5,205,030	193,693	3.9%
	Expenses	571,078	573,231	545,070	(28,161)	-4.9%
	TOTAL	5,230,107	5,584,568	5,750,100	165,532	3.0%
215	PUBLIC SAFETY COMMUNICATIONS					
	Personal Services	755,717	815,897	826,127	10,230	1.3%
	Expenses	53,171	40,093	48,354	8,261	20.6%
	TOTAL	808,888	855,990	874,481	18,491	2.2%
220	FIRE DEPARTMENT					
	Personal Services	3,158,198	3,263,612	3,331,109	67,497	2.1%
	Expenses	310,610	371,775	355,196	(16,579)	-4.5%
	TOTAL	3,468,807	3,635,387	3,686,305	50,918	1.4%
241	BUILDING DEPARTMENT					
	Personal Services	382,176	398,298	418,031	19,733	5.0%
	Expenses	18,564	19,465	19,055	(410)	-2.1%
	TOTAL	400,740	417,763	437,086	19,323	4.6%

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/FY21 %
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	8,784	8,960	9,140	180	2.0%
	Expenses	4,376	4,400	2,450	(1,950)	-44.3%
	TOTAL	13,160	13,360	11,590	(1,770)	-13.2%
292	ANIMAL CONTROL					
	Personal Services	30,127	62,236	48,070	(14,166)	-22.8%
	Expenses	4,943	7,800	4,005	(3,795)	-48.7%
	TOTAL	35,070	70,036	52,075	(17,961)	-25.6%
294	TREE WARDEN					
	Personal Services	2,176	2,220	2,265	45	2.0%
	Expenses	33,601	35,000	35,000	0	0.0%
	TOTAL	35,777	37,220	37,265	45	0.1%
TOTAL PUBLIC SAFETY		9,995,549	10,617,324	10,851,902	234,578	2.2%

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/FY21 %
EDUCATION						
300	WESTFORD PUBLIC SCHOOLS	57,990,048	59,626,571	61,241,359	1,614,788	2.7%
310	NASHOBA TECH	828,888	1,000,697	1,078,168	77,471	7.7%
TOTAL EDUCATION		58,818,936	60,627,268	62,319,527	1,692,259	2.8%

		FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/FY21 %
PUBLIC WORKS						
405	DEPARTMENT OF PUBLIC WORKS					
	Personal Services		0	0	307,804	307,804
	Expenses		0	0	500	500
	TOTAL		0	0	308,304	308,304
410	ENGINEERING DEPARTMENT					
	Personal Services	241,419	250,520	213,761	(36,759)	-14.7%
	Expenses	4,326	8,910	7,910	(1,000)	-11.2%
	TOTAL	245,745	259,430	221,671	(37,759)	-14.6%
421	HIGHWAY DEPARTMENT					
	Personal Services	1,646,500	1,602,154	1,530,910	(71,244)	-4.4%
	Expenses	1,375,442	1,311,540	1,044,812	(266,728)	-20.3%
	TOTAL	3,021,942	2,913,694	2,575,722	(337,972)	-11.6%

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/FY21 %
427	STORMWATER MANAGEMENT				
	0	0	0	0	N/A
	44,396	37,500	0	(37,500)	-100.0%
	TOTAL	44,396	37,500	(37,500)	-100.0%
432	RECYCLING				
	0	0	0	0	N/A
	639,814	718,104	723,812	5,708	0.8%
	TOTAL	639,814	718,104	5,708	0.8%
433	SOLID WASTE				
	0	0	0	0	N/A
	1,195,440	1,256,500	1,271,405	14,905	1.2%
	TOTAL	1,195,440	1,256,500	14,905	1.2%
442	WASTEWATER TREATMENT MANAGEMENT				
	0	0	0	0	N/A
	224,827	239,215	238,648	(567)	-0.2%
	TOTAL	224,827	239,215	(567)	-0.2%
491	CEMETERY DEPARTMENT				
	89,629	94,980	95,407	427	0.4%
	17,820	37,300	38,183	883	2.4%
	TOTAL	107,449	132,280	1,310	1.0%
TOTAL PUBLIC WORKS					
	5,479,613	5,556,723	5,473,152	-83,571	-1.5%

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/FY21 %
HEALTH & HUMAN SERVICES					
510	BOARD OF HEALTH				
	440,758	453,054	421,404	(31,650)	-7.0%
	25,974	31,630	27,180	(4,450)	-14.1%
	TOTAL	466,732	484,684	(36,100)	-7.4%
541	COUNCIL ON AGING				
	412,657	434,566	447,588	13,022	3.0%
	92,306	112,853	101,000	(11,853)	-10.5%
	TOTAL	504,963	547,419	1,169	0.2%
543	VETERANS SERVICES				
	70,881	74,355	75,838	1,483	2.0%
	52,085	76,200	81,900	5,700	7.5%
	TOTAL	122,966	150,555	7,183	4.8%
TOTAL HEALTH & HUMAN SERVICES					
	1,094,662	1,182,658	1,154,910	-27,748	-2.3%

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/FY21 %
CULTURE & RECREATION					
610 LIBRARY					
Personal Services	1,281,114	1,352,552	1,391,921	39,369	2.9%
Expenses	350,648	358,786	353,050	(5,736)	-1.6%
TOTAL	1,631,762	1,711,338	1,744,971	33,633	2.0%
650 PARKS & GROUNDS					
Personal Services	198,785	224,024	243,019	18,995	8.5%
Expenses	49,260	53,490	44,581	(8,909)	-16.7%
TOTAL	248,045	277,514	287,600	10,086	3.6%
660 LAND MANAGEMENT					
Personal Services	0	0	0	0	N/A
Expenses	41,901	40,500	42,200	1,700	4.2%
TOTAL	41,901	40,500	42,200	1,700	4.2%
670 HISTORICAL COMMISSION					
Personal Services	0	0	0	0	N/A
Expenses	16,041	16,650	11,800	(4,850)	-29.1%
TOTAL	16,041	16,650	11,800	(4,850)	-29.1%
TOTAL CULTURE & RECREATION	1,937,748	2,046,002	2,086,571	40,569	2.0%

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/FY21 %
DEBT SERVICE					
710 DEBT SERVICE					
Principal & Interest	6,871,725	7,486,926	6,076,950	(1,409,976)	-18.8%
TOTAL	6,871,725	7,486,926	6,076,950	(1,409,976)	-18.8%
TOTAL DEBT SERVICE	6,871,725	7,486,926	6,076,950	(1,409,976)	-18.8%

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/FY21 %
UNCLASSIFIED					
940 OTHERWISE UNCLASSIFIED					
Expenses	(1,038,336)	(949,632)	(1,396,048)	(446,416)	47.0%
TOTAL	(1,038,336)	(949,632)	(1,396,048)	(446,416)	47.0%
945 EMPLOYEE BENEFITS & MISCELLANEOUS					
Expenses	16,808,147	17,633,632	18,908,310	1,274,678	7.2%
TOTAL	16,808,147	17,633,632	18,908,310	1,274,678	7.2%
990 TRANSFERS TO/FROM TRUSTS					
Expenses	1,060,115	1,011,026	1,218,957	207,931	20.6%
TOTAL	1,060,115	1,011,026	1,218,957	207,931	20.6%
TOTAL UNCLASSIFIED	16,829,926	17,695,026	18,731,219	1,036,193	5.9%
TOTAL GENERAL FUND	104,783,959	109,822,941	111,386,796	1,563,855	1.4%

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 TM & FINCOM RECOMMEND	FY20/FY21 VARIANCE	FY20/FY21 %	
COMMUNITY PRESERVATION FUND						
240	COMMUNITY PRESERVATION FUND					
	Personal Services	4,731	9,000	9,000	0	0.0%
	Expenses	4,439	6,000	6,000	0	0.0%
	Principal & Interest	1,002,179	822,443	792,327	(30,116)	-3.7%
	TOTAL	1,011,349	837,443	807,327	(30,116)	-3.6%
WATER ENTERPRISE FUND						
600	WATER ENTERPRISE					
	Personal Services	1,160,837	1,284,233	1,219,621	(64,612)	-5.0%
	Expenses	1,508,259	1,598,830	1,682,720	83,890	5.2%
	Reserve Fund	0	230,000	250,000	20,000	8.7%
	Principal & Interest	996,163	1,326,486	1,515,001	188,515	14.2%
	TOTAL	3,665,259	4,439,549	4,667,342	227,793	5.1%
RECREATION ENTERPRISE FUND						
630	RECREATION ENTERPRISE					
	Personal Services	991,015	1,186,122	1,131,798	(54,324)	-4.6%
	Expenses	405,705	264,816	275,455	10,639	4.0%
	TOTAL	1,396,720	1,450,938	1,407,253	(43,685)	-3.0%
AMBULANCE ENTERPRISE FUND						
640	AMBULANCE ENTERPRISE					
	Personal Services	791,160	818,861	821,523	2,662	0.3%
	Expenses	564,558	607,940	540,555	(67,385)	-11.1%
	TOTAL	1,355,718	1,426,801	1,362,078	(64,723)	-4.5%
STORMWATER ENTERPRISE FUND						
650	STORMWATER MANAGEMENT					
	Personal Services	0	0	93,564	93,564	N/A
	Expenses	0	0	862,440	862,440	N/A
	Principal & Interest	0	0	294,134	294,134	N/A
	TOTAL	0	0	1,250,138	1,250,138	N/A
TOTAL OPERATING BUDGET		112,213,005	117,977,672	120,880,934	2,903,262	2.5%

ARTICLE 9: Appropriate Chapter 90 Local Transportation Funds for Roadway Maintenance *Town Manager*

Motion: *(Majority Vote Required)*

That the Town appropriate the proceeds due to the Town under the provisions of [Massachusetts General Laws Chapter 90](#).

Selectmen recommend (5-0) and Finance Committee recommends (7-0)

ARTICLE 10: Appropriate Funds from Water Enterprise Other Post Employment Benefits Stabilization Fund to the Water Enterprise Budget *Water Commissioners*

Motion: *(2/3 Majority Vote Required)*

That the Town transfer the sum of \$21,682 (TWENTY ONE THOUSAND SIX HUNDRED EIGHTY TWO DOLLARS) from the Water Enterprise Other Post Employment Stabilization Fund to the Water Enterprise Expenses to pay for the FY21 retiree benefits.

Selectmen recommend (5-0) and Finance Committee recommends (7-0)

ADMINISTRATIVE

ARTICLE 11: Authorize the Board of Selectmen to Accept Easements

Board of Selectmen

Motion: *(Majority Vote Required)*

That the Town authorize the Board of Selectmen, 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.

Selectmen recommend (5-0) and Finance Committee recommends (7-0)

ARTICLE 12: Assess the Cost Effectiveness of Outsourcing Ambulance Services

Citizens' Petition

Motion: *(Majority Vote Required)*

The Finance Committee shall assemble a committee of citizen volunteers to work with them to assess the cost effectiveness of outsourcing town ambulance and Emergency Medical Technician (EMT) services to a private provider. The citizens' committee will present their finding to the Select Board by September 30, 2020.

Selectmen take no action

ARTICLE 13: Indigenous Peoples' Day

Citizens' Petition

Motion: *(Majority Vote Required)*

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 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.

Selectmen recommend (3-0-2)

**ARTICLE 14: 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**

Citizens' Petition

Motion: *(Majority Vote Required)*

Move that the Town vote to 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.

Selectmen do not recommend (4-0-1)

ARTICLE 15: Clarify the Memorandum of Understanding Between the Town of Westford and Westford Community Access TV

Citizens' Petition

Motion: *(Majority Vote Required)*

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

Selectmen take no action

GENERAL BYLAW AMENDMENTS

ARTICLE 16: Revise the General Bylaws to Merge the Affordable Housing Committee and Affordable Housing Trust into One Committee

Board of Selectmen

Motion: *(Majority Vote Required)*

That the Town vote, pursuant to General Laws Chapter 44, Section 55C, to increase the number of members of the Board of Trustees of the Affordable Housing Trust by adding six new members so that the total number of members will be eleven, the new members to be appointed for staggered terms of not more than 3 years; and further to request that the Select Board abolish the Affordable Housing Committee which was established by the Select Board in 1987; and further to expand the authority of the Affordable Housing Trust to include the charge given to the Affordable Housing Committee when it was created as follows: investigating and making recommendations to address the affordable housing needs of Westford, setting goals and guidelines for affordable housing, establishing a housing plan, negotiating with developers, and initiating and encouraging the use of Town-owned assets for the development of affordable housing; and further to direct the Select Board to record an Amended Declaration of Trust for the Affordable Housing Trust to reflect the new membership and the additional authority of the Trust as set forth herein.

Selectmen recommend (5-0)

CARE AND CUSTODY OF TOWN LAND

ARTICLE 17: Accept Jennie Richards Road as a Public Way

Board of Selectmen

Motion: *(Majority Vote Required)*

That the Town vote to accept Jennie Richards Road as a Town public way pursuant to [Massachusetts General Laws Chapter 82](#), as laid out by the Board of Selectmen, and further to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, as easement in said way for all purposes for which public ways are used and maintained.

Selectmen recommend (5-0) and Finance Committee recommends (7-0-1)

ARTICLE 18: Disposition of 63 Main Street

Citizens' Petition

Motion: *(Majority Vote Required)*

That the Town vote to 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 not more than thirty-two parking spaces as shown in the Town of Westford Engineering Department plan dated December 12, 2018 titled Main St No63 Concept.DWG, or act in relation thereto.

Selectmen do not recommend (5-0) and Finance Committee recommends (5-2-2)