

TOWN OF
WESTFORD
VERMONT



WESTFORD VT
c. early 1900's

2014
ANNUAL REPORT
July 1, 2013 – June 30, 2014

Please bring this report to Town Meeting

NOTICE

TOWN & SCHOOL MEETING

Monday, March 2, 2015

7:00 pm

Westford School

All Non-Australian Ballot Articles will be voted on.

Public Hearing for Australian Ballot Articles

Monday, March 2, 2015

7:00 pm

Westford School

Australian Ballot Voting

Tuesday, March 3, 2015

Westford School

Polls Open 7:00 am to 7:00 pm

All Australian Ballot Articles will be voted on
including the town and school budgets.

TABLE OF CONTENTS

DEDICATION

WESTFORD MARKET.....	1
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TOWN OFFICE INFORMATION

GENERAL INFORMATION.....	2
ELECTED & APPOINTED TOWN OFFICERS	3

TOWN MEETING

2014 TOWN MEETING ABSTRACT.....	6
2015 ANNUAL TOWN MEETING WARNING	7

TOWN FINANCIALS

EXPENSE BUDGET 2015-2016	9
REVENUE BUDGET 2015-2016	15
CAPITAL BUDGET 2016-2020.....	17
AUDITOR’S REPORT.....	18
FINANCIAL OVERSIGHT COMMITTEE REPORT	18
TREASURER’S REPORT	19
SCHEDULE OF TAXES RAISED.....	19
TOWN COMMON FUND ACCOUNT.....	20
SCHOOL IMPACT FEE ACCOUNT	21
STATEMENT OF ASSETS & LIABILITIES	21
MUNICIPAL RECORDS RESERVE	24
250 TH CELEBRATION.....	24

REPORTS OF TOWN OFFICIALS, BOARDS & ENTITIES

SELECTBOARD	25
TOWN CLERK	27
BOARD OF CIVIL AUTHORITY & BOARD OF ABATEMENT.....	28
CEMETERY COMMISSION	29
CONSERVATION COMMISSION.....	31
DELINQUENT TAX COLLECTOR	32
DEVELOPMENT REVIEW BOARD	33
DOG WARDEN.....	34
ENERGY COMMITTEE	34
LISTERS.....	35
PLANNING COMMISSION	36
RECREATION COMMITTEE	37
WESTFORD LIBRARY	40

WESTFORD LIBRARY BUDGET	41
WESTFORD VOLUNTEER FIRE DEPARTMENT	42
WESTFORD VOLUNTEER FIRE DEPARTMENT BUDGET	44
ZONING ADMINISTRATOR	45
OTHER TOWN OFFICES & ORGANIZATIONS	
BRICK MEETING HOUSE SOCIETY	46
FARMERS' MARKET.....	48
FIRE WARDEN.....	49
HEALTH OFFICER	49
HISTORICAL SOCIETY.....	50
SENIOR LUNCHEON	51
TREE WARDEN	52
TOWN CHARTER, ORDINANCES & POLICIES	
TOWN CHARTER	52
CLASS 4 ROAD ORDINANCE.....	55
DOG ORDINANCE.....	59
ORDINANCE TO REGULATE OPEN FIRES	63
TOWN TRAILS ORDINANCE.....	65
TRAFFIC ORDINANCE	67
WINTER ROAD POLICY	71
SCHOOL DISTRICT REPORTS	
2014 SCHOOL DISTRICT MEETING ABSTRACT	73
2014 SPECIAL SCHOOL DISTRICT MEETING ABSTRACT	74
2015 ANNUAL SCHOOL DISTRICT MEETING WARNING.....	75
SCHOOL BUDGET & COMPARATIVE DATA REPORTS	77
SCHOOL BOARD	85
PRINCIPAL.....	95
SUPERINTENDENT	96
SCHOOL PERSONNEL	102
OUTSIDE AGENCIES	
CHAMPLAIN VALLEY AGENCY ON AGING	104
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION	104
CHITTENDEN COUNTY SHERIFF.....	107
CHITTENDEN SOLID WASTE DISTRICT	108
CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS (CUSI).....	110
ESSEX RESCUE	112

FAIRFAX RESCUE	113
VERMONT CENTER FOR INDEPENDENT LIVING	114
VERMONT DEPT OF HEALTH.....	115
VERMONT LEAGUE OF CITIES AND TOWNS	116
VISITING NURSE ASSOCIATION.....	117
WOMEN HELPING BATTERED WOMEN	118

DEDICATION – WESTFORD MARKET

The Westford Market has been a focal point in town for many years. It was a place where one could meet for morning coffee, purchase essentials such as bread, milk and eggs, bump into neighbors and friends and end up having a half hour conversation. Everyone knew the storekeepers and they knew us. It was the typical, rural Vermont, country village store.

Little history has been written about the Westford Market, though it has been around for almost 200 years.

It is mentioned in the writings of the 1827 market road when the Vermont Supreme Court appointed a committee to survey a market road from Burlington to Derby (today's Route 128 onto Cambridge Road). It was also noted in town records written November 22, 1836, Westford voters resolved to build "a single arch bridge where the old one stands near Halbert's store, calculated to be 14 feet wide and built on the old abutments."

Below is an excerpt from the opening paragraph in Will Thomas' 1953 book "The Seeking."

"When I saw the group idling in front of the village store I began to wish I had chosen another time to make my purchases. Perhaps a dozen men were there, some sitting on the store steps, some clustered nearby. I was sure they were watching my approach, certain that I was being discussed. My heart sank, for this could be a kind of test, an unwelcome one."

Through Halbert's, Huntley's, I.G.A. and passing through several relatives of the Pouliot family in its last years, this common fixture's doors closed in 2013.



TOWN OFFICE INFORMATION

Westford Town Office

1713 Vermont Route 128 • Westford, Vermont 05494
Phone (802)878-4587 • Fax (802)879-6503
www.westfordvt.us

EMERGENCY NUMBER: 911 (Fire, Rescue and Police)

Non-Emergency Numbers

State Police	878-7111
Dog Warden – Diane Forsey	363-2545

MEETINGS

Brick Meeting House	3 rd Wed., 4-6 times/year	Brick Meeting House
Conservation Commission	3 rd Wednesday	Town Office
Development Review Board	2 nd & 4 th Wed. (as needed)	Town Office
Volunteer Fire Department	Every Monday	Fire Station
Historical Society	3 rd Monday	Brick Meeting House
Ladies Auxiliary	As Needed	Fire Station
Library Trustees	1 st Wednesday	Town Library
Planning Commission	1 st Monday (as needed)	Town Office
	3 rd Wednesday	
Recreation Committee	3 rd Tuesday	Town Office
School Board	1 st Monday	School-Common Area
Selectboard	2 nd & 4 th Thursday	Town Office
Senior Citizens	2 nd Monday*	Brick Meeting House

*March-June & Sept.-Dec.

HOURS

Town Clerk's Office	Monday – Friday	8:30 a.m. - 4:30 p.m.
Planning Coordinator	Monday – Friday	8:30 a.m. - 3:30 p.m.
Zoning Administrator	Monday & Tuesday	9:00 a.m. - 4:00 p.m.
Library	Wednesday 1:00 - 7:00 p.m.	Thursday 10:00 a.m. – 7:00 p.m.
	Friday 1:00 – 7:00 p.m.	Saturday 10:00 a.m. - 2:00 p.m.

TRASH & RECYCLING SCHEDULE

Trash Schedule:

Trash is picked up every Wednesday. When Christmas and New Years fall on a Wednesday trash pickup will be on Thursday. All other holidays that fall on a Wednesday will have trash pickup on Wednesday.

Recycling Schedule:

1st and 3rd Wednesdays - Route 128 and all roads west of 128 will be picked up.
2nd and 4th Wednesdays – All roads east of Route 128 will be picked up.

- There is no recycling pick up on the 5th Wednesday of the month
- Holiday schedule for recycling is the same as trash pickup
- Free recycling bins are available at the town office

ELECTED TOWN OFFICERS

Town & School Moderator (1 year)
Town Clerk (3 years, term expires 2016)

Edward Chase
Nanette Rogers

SELECT BOARD

Term expires 2015 (3 years)
Term expires 2016 (3 years)
Term expires 2017 (3 years)

Robert Bancroft
Alexander Weinhalten
David E. Adams

SCHOOL BOARD

Term expires 2015 (3 years)

Term expires 2015 (2 years)
Term expires 2016 (3 years)
Term expires 2016 (2 years)
Term expires 2017 (3 years)

Glenn Dukes (resigned)
Kimberly Phinney (appointed)
Mark Drapa
Martha Heath
Scott Cooleedge
Andre Roy

AUDITORS

Term expires 2015 (3 years)
Term expires 2016 (3 years)
Term expires 2017 (3 years)

Maurice Rathbun
Henry Tarrier
Kristen Elliott (appointed)

LIBRARY TRUSTEES

Term expires 2015 (5 years)
Term expires 2016 (5 years)
Term expires 2017 (5 years)

Term expires 2018 (5 years)
Term expires 2019 (5 years)

Beth Lane
Andrea Letorney
Linell Vilaseca (resigned)
Allison Weinhalten (appointed)
Beth Kirkpatrick
Peggy Rodgers

JUSTICE OF THE PEACE

Dennis Angiono
Chester Balon
Robert Bancroft

Caroline Brown
Carol Howrigan

Christine O'Donnell
Allison Weinhalten

APPOINTED TOWN OFFICES

Assistant Town Clerk
Town Treasurer
Delinquent Tax Collector
Listers

Susan Adams
Diane Forsey
Marjorie McIntosh
Caroline Brown
Suzanne Blanchard
Patricia Indoe
Diane Forsey
Melissa Manka
Brent Meacham
Matt McNall

Dog Warden
Planning Coordinator
Road Foreman
Road Crew

Thomas Cameron, II
Kyle Hobart
Bruce Root, Grant Thomas,
Scot Phillips

Inspector of Wood & Lumber/Weigher of Coal
Fence Viewers

Tree Warden
 Town Service Officer
 Land Agent
 Town Agent
 Town Grand Juror
 Zoning Administrator
 Fire Chief
 Emergency Program Manager
 Health Officer

Ned Meehan
 Helene Jorschick
 Benjamin Stark
 Willis Breen
 Suzanne Blanchard
 Kate Lalley
 Randy Botala
 Joshua Smith
 Melissa Milne

DEVELOPMENT REVIEW BOARD

Term expires 2015 (3 years)
 Term expires 2015 (3 years)
 Term expires 2016 (3 years)
 Term expires 2016 (3 years)
 Term expires 2017 (3 years)
 Term expires 2017 (3 years)
 Term expires 2017 (3 years)

Matthew Wamsganz
 Wayne Brown
 Jason Hoover
 Eric Jacobsen
 Anthony Kitsos
 William Cleary
 Casey Mathieu

Term expires 2015 (1 year)
 Term expires 2015 (1 year)

Patrick Haller (alternate)
 Seth Jensen (alternate)

PLANNING COMMISSION

Term expires 2016 (4 years)
 Term expires 2016 (4 years)
 Term expires 2017 (4 years)
 Term expires 2017 (4 years)
 Term expires 2017 (4 years)

Wendy Doane
 Mark Letorney
 Jeremy Berger
 Seth Jensen
 Gordon Gebauer

Regional Planning Commission Representative
 RPC Alternate Representative
 Chittenden Solid Waste District Representative
 CSWD Alternate Representative

David Tilton
 Vacant
 Michelle DaVia
 Vacant

CONSERVATION COMMISSION

Term expires 2015 (4 years)
 Term expires 2015 (4 years)
 Term expires 2016 (4 years)
 Term expires 2016 (4 years)
 Term expires 2017 (4 years)
 Term expires 2017 (4 years)
 Term expires 2018 (4 years)
 Term expires 2018 (4 years)
 Term expires 2018 (4 years)

Dale Rodgers
 Vacant
 Marilyn Thomas
 Charles McGill
 Vacant
 Sarah Pinto
 Vacant
 Joel Fay
 Joan Donaldson (resigned)

CEMETERY COMMISSIONERS

Term expires 2015 (3 years)
 Term expires 2016 (3 years)
 Term expires 2017 (3 years)

Kathleen Sawyer
 Ronald Perry
 Lynn Gauthier

RECREATION COMMITTEE

Term expires 2015 (3 years)

George Lamphere (resigned)

Term expires 2015 (3 years)

Greg Baker (appointed)

Term expires 2016 (3 years)

Meredith Longworth

Term expires 2016 (3 years)

Noel Boutin

Term expires 2017 (3 years)

Randy Aiken (resigned)

Term expires 2017 (3 years)

Maureen Carpenter

Term expires 2017 (3 years)

Martha Bennett

Danielle Vierling

RECREATION DEPT. COORDINATOR

Heather Armata

NOTARY PUBLICS

Nanette Rogers (with seal)

Susan Adams (with seal)

LIBRARIAN

Bree Drapa

FIRE WARDEN

Dennis Angiono

REPRESENTATIVE - CHITTENDEN COUNTY DISTRICT 6-3

Robert L. Bancroft (R)

405 Brookside Road, Westford, VT 05494

(802)879-7386

rbancroft@leg.state.vt.us

TOWN OF WESTFORD GRAND LIST 2014-15

Total Town & School Grand List \$245,906,900.00

	<u>Homestead Tax Rate</u>	<u>Non-Residential Tax Rate</u>
Educational Tax	1.4689	1.4700
Town Tax	.6334	.6334
Local Agreement	<u>.0019</u>	<u>.0019</u>
Total Tax Rates	<u>2.1042</u>	<u>2.1053</u>

Taxes Assessed and Billed:

<u>Rate Name</u>	<u>Tax Rate</u>		<u>Grand List</u>	<u>Total Taxes Raised</u>
Non-Residential Education	1.4700	x	\$ 506,130.00	= \$ 744,011.11
Homestead Education	1.4689	x	\$1,829,251.00	= 2,686,986.79
Local Agreement Tax	0.0019	x	\$2,326,931.00	= 4,421.21
Town Tax	0.6334	x	\$2,326,931.00	= <u>1,473,878.12</u>
Total Taxes Billed (School & Town)				<u>\$4,909,534.69</u>

ABSTRACT OF 2014 TOWN MEETING

The Annual Town Meeting was called to order by Moderator Ed Chase at 10:08 p.m. on March 3, 2014. There were approximately 62 registered voters present.

Article 1 Voted to accept and approve Town Officers' reports.

Article 2 Voted to collect real estate and personal property taxes in four equal installments due on August 15th, November 15th, March 15th and May 15th, commencing with the fiscal year that begins on July 1, 2013, with postmarks being acceptable.

Article 3 To do any other business that may legally come before this meeting.

- Marge McIntosh suggested that the Town go first to have better attendance. Moderator Chase explained that who goes first alternates each year between the Town and School.
- Becky Roy suggested that someone look into a hearing and/or better sound system. The microphones are horrible and it is very difficult to hear the discussion.
- Voted to approve a nonbinding motion to reconsider moving Town Meeting to Saturday.

Town Meeting adjourned at 10:30 p.m.

The public hearing for Australian ballot articles followed. The hearing ended at 11:00 p.m.

Results of Australian Ballot Articles - Voted on March 4, 2014

Article 4 Voted to accept the Selectboard's budget of \$2,314,243 to defray the expenses for the ensuing year and authorized the Selectboard to set the tax rate.

Total ballots cast: 641
 437 Yes
 183 No
 21 Blanks

Article 5 Voted to adopt a charter for the Town of Westford.

Total ballots cast: 641
 419 Yes
 193 No
 29 Blanks

Article 6 Elected all officers required by law.
 Town Moderator - one year – Edward Chase
 Selectboard - three years – David Adams
 Treasurer – one year – Diane Forsey
 Delinquent Tax Collector - one year - Marge McIntosh
 Lister - three years – Patricia Indoe
 Auditor – three years
 Auditor – two years remaining – Henry Tarrier
 Town Agent - one year
 Town Grand Juror - one year
 Library Trustee - five years – Peggy Rodgers
 Library Trustee – one year remaining – Beth Lane
 Cemetery Commissioner - three years – Lynn Gauthier

**OFFICIAL WARNING
ANNUAL TOWN MEETING
TOWN OF WESTFORD**

The legal voters of the Town of Westford are hereby notified and warned to meet at the Westford School in said Town of Westford on Monday, March 2, 2015 at 7:00 p.m. at which time the Town's Annual Meeting will commence, to act on the following articles not involved in voting by Australian ballot. Polls for Australian balloting will open on Tuesday, March 3, 2015 at 7:00 a.m. and will remain open until 7:00 p.m.

The voters are further warned that the Selectboard will hold a public informational hearing on said Australian ballot Articles (Articles 5 & 6) at the Westford School on Monday, March 2, 2015 following discussion of non-Australian ballot articles.

- ARTICLE 1** To act on the several reports of the Town Officers.
- ARTICLE 2** Shall the Town of Westford collect its real estate and personal property taxes in four equal installments due on August 15th, November 15th, March 15th and May 15th, commencing with the fiscal year that begins on July 1, 2014, with postmarks being acceptable?
- ARTICLE 3** Shall the Town of Westford decrease the number of members serving on the Conservation Commission from seven to five?
- ARTICLE 4** To do any other business that may legally come before this meeting.

AUSTRALIAN BALLOT ARTICLES

- ARTICLE 5** Shall the Town of Westford accept the Selectboard's budget of \$2,523,167 to defray the expenses for the ensuing year and authorize the Selectboard to set the tax rate?
- ARTICLE 6** Shall the Town of Westford establish a Seymour Road Bridge Replacement Reserve Fund in accordance with 24 VSA §2804 and deposit \$75,000 contained in the 2014-2015 budget for the replacement of the bridge into such fund?
- ARTICLE 7** To elect all officers required by law.
Town Moderator - one year
Selectboard - three years
Auditor – three years
Auditor – two years remaining
Town Agent - one year
Town Grand Juror - one year
Library Trustee - five years
Library Trustee – one year remaining
Cemetery Commissioner - three years

Approved this 26th day of January, 2015.

WESTFORD SELECTBOARD

Robert L. Bancroft, Chair

Alexander Weinhagen

David E. Adams

Received for record January 26th, 2015 at 1:00 p.m.

Attest: Nanette Rogers, Town Clerk

Posted at: Westford Town Office, Westford School, Westford Library, Brick Meeting House and
Westford Post Office.

GENERAL FUND EXPENSE BUDGET 2015-16

	2013-14 Budget	2013-14 Actual	2014-15 Budget	2015-16 Budget
100-30 Administration				
3000-10.00 Selectboard Salaries	2,400	2,400.00	2,400	2,400
3000-11.00 Town Administrator Salary	16,815	15,678.01	15,000	26,871
3000-12.00 Bookkeeper Salary	18,720	30,731.93	19,199	20,000
3000-14.00 FICA & Medicare	26,175	29,175.41	13,200	14,725
3000-15.00 Health Insurance	47,785	40,828.76	26,352	22,288
3000-15.01 Dental Insurance	2,115	2,095.80	840	1,000
3000-15.02 Disability Insurance	1,098	132.73	615	2,000
3000-15.03 Vision Insurance	0	589.60	314	266
3000-16.00 Employee Pension Plan	9,095	9,994.47	5,220	5,360
3000-17.00 Unemployment Benefits	0	100.00	0	0
3000-19.00 Office Equipment	800	371.00	1,000	1,000
3000-20.00 Office Supplies & Repairs	5,000	5,893.98	5,200	5,200
3000-30.00 Legal Notices	1,800	518.28	1,800	1,800
3000-34.00 Postage	5,500	4,107.54	5,500	5,000
3000-40.00 Education - Selectboard & Town Admin.	0	170.00	0	200
3000-48.00 Property & Casualty, W/C Insurance	30,150	32,633.00	14,820	15,561
3000-60.01 Legal & Professional Fees	47,000	66,110.09	52,000	52,000
3000-60.02 IT Professional Services	20,000	16,455.97	18,000	18,000
3000-60.04 Software	1,000	1,100.00	0	1,000
3000-60.05 250th Celebration Fireworks	5,000	5,000.00	0	0
3000-60.06 Farmers' Market	0	630.00	0	0
3000-60.07 Audit Reserve	3,500	0.00	5,000	0
3000-60.08 Admin Capital Budget Reserve	19,250	6,360.30	9,000	0
3000-60.09 Common Playground	0	1,965.86	0	0
3000-60.10 Holiday Baskets	0	2,280.00	0	0
3000-62.00 Stationary & Printing	4,000	2,937.35	4,000	3,500
3000-63.00 Newsletter Printing	5,500	5,335.36	3,000	1,200
3200-74.00 Travel - Employees	2,750	0.00	0	0
3000-75.00 Emergency Generator Maint & Fuel	1,250	1,616.59	1,250	1,500
3000-76.00 Electricity - Flag, Street Lights	2,500	2,168.63	2,500	2,100
3000-91.00 Interest Expenses	7,375	6,106.00	6,000	6,000
3000-92.00 Tax Abatements	0	38.22	0	0
3000-93.00 Estimated Uncollected Taxes	45,000	53,547.99	41,000	0
Administration Total	331,578	347,072.87	253,210	208,971
100-32 Clerk & Treasurer				
3200-10.00 Clerk & Assistant Clerk Salaries	58,892	55,529.73	54,759	51,692
3200-25.00 Treasurer Salary	16,500	24,899.17	10,000	10,000
3200-30.10 Membership Dues	0	9.67	300	300
3200-40.00 Education	2,500	1,941.63	0	0
3200-40.10 Education - Clerk's Office	0	0.00	1,300	700
3200-40.20 Education - Treasurer's Office	0	130.00	1,325	1,300
3200-60.02 Municipal Records Reserve Fund	0	6,061.58	8,800	6,000
3200-60.03 Supplies - Town Clerk	0	0.00	1,200	300
3200-60.04 Supplies - Treasurer	0	0.00	386	200
3200-60.05 Treasurer/Bookkeeper Computer	0	0.00	0	1,500

	2013-14 Budget	2013-14 Actual	2014-15 Budget	2015-16 Budget
3200-60.06 Town Clerk Computer	0	0.00	0	3,000
3200-74.00 Travel	0	2,391.09	2,000	1,875
Clerk & Treasurer Total	77,892	90,962.87	80,070	76,867
100-33 BCA & Elections				
3300-10.00 BCA Salaries	1,284	430.00	1,284	650
3300-20.00 Election Workers	393	43.65	350	150
3300-30.00 Ballots, Supplies & Voting Machine	0	0.00	4,000	3,500
3300-99.00 Misc Expenses	0	383.39	0	200
BCA & Elections Total	1,677	857.04	5,634	4,500
100-34 Auditors & Delinquent Tax Collector				
3400-10.00 Auditor Salaries	2,291	1,794.24	2,355	2,355
3440-10.00 Delinquent Tax Penalty Payment	0	4,649.48	0	5,000
3440-34.01 Delinquent Tax Collector Expenses	250	115.09	200	200
3440-40.00 Education - Auditors & DTC	0	425.00	0	650
Auditors & Delinquent Tax Collector Total	2,541	6,983.81	2,555	8,205
100-35 Listers				
3500-10.00 Lister Salaries	14,470	7,314.03	8,640	8,695
3500-10.01 Reappraisal	0	0.00	0	0
3500-20.00 Tax Mapping	4,500	3,980.50	3,500	4,500
3500-30.10 Membership Dues	0	0.00	150	150
3500-40.00 Education	500	60.00	500	300
3500-50.00 Supplies/Equipment	0	0.00	900	300
3500-60.04 Software	0	215.00	250	250
3500-74.00 Travel	400	114.49	400	250
Listers Total	19,870	11,684.02	14,340	14,445
100-36 Planning, DRB & Zoning				
3600-10.01 Planning Commission Stipend	1,500	1,250.00	1,500	2,000
3600-30.00 Planning Commission Legal Notices	1,000	0.00	1,200	1,200
3600-40.00 Planning Commission Education	150	150.00	150	300
3600-60.01 Planning Commission Legal Fees	1,000	286.83	1,000	1,000
3600-60.02 Digital Mapping & Special Projects	3,000	2,755.75	4,500	8,000
3600-89.00 Conservation Commission	1,800	1,713.87	1,800	1,800
3600-99.00 Planning Miscellaneous	500	282.30	500	500
3600-99.01 UPWP Unified Planning	0	8,564.00	0	0
3600-99.02 Municipal Planning Grant	0	10,010.00	0	0
3600-99.03 Park & Ride Grant	0	12,476.74	0	0
3601-10.00 Planning Coordinator Salary	43,160	43,325.00	44,455	44,775
3601-40.00 Planning Coordinator Education	0	0.00	0	150
3601-74.00 Planning Coordinator Travel	100	387.97	200	350
3620-20.00 DRB Stipend	2,800	2,699.00	2,800	2,800
3620-30.00 DRB Legal Notices	1,500	328.44	1,500	500
3620-40.00 DRB Education	150	0.00	150	150
3620-60.01 DRB Legal & Professional Fees	8,000	3,512.50	6,000	4,000
3620-74.00 DRB Travel	100	0.00	0	0
3620-99.00 DRB Miscellaneous	100	0.00	100	100
3650-10.00 Zoning Administrator Salary	17,151	15,513.97	17,665	18,018
3650-40.00 Zoning Education	0	60.00	0	200

		2013-14 Budget	2013-14 Actual	2014-15 Budget	2015-16 Budget
3650-60.01	Zoning Professional Fees	5,000	0.00	5,000	5,000
3650-74.00	Zoning Administrator Travel	0	0.00	500	250
Planning, DRB & Zoning Total		87,011	103,316.37	89,020	91,093
100-37 Town Office Building & Property					
3700-68.00	Building Maintenance & Repairs	3,000	2,268.37	3,000	3,000
3700-70.00	Custodial Services	1,180	1,760.00	1,180	1,800
3700-71.00	Mowing	2,750	3,200.00	3,000	3,000
3700-75.00	Fuel	2,000	1,805.83	2,000	2,000
3700-76.00	Electricity	2,000	2,669.85	2,000	2,500
3700-77.00	Telephone & Internet	1,700	4,048.80	1,700	1,800
3700-78.00	Water - Office & Library	700	652.50	700	700
3700-79.00	Martel 14.9 Acre Lot	0	1,088.75	0	0
3700-80.00	Spiller Lot	0	27,650.00	10,100	28,500
3700-81.00	Building Improvements	0	0.00	0	0
Town Office Building & Property Total		13,330	45,144.10	23,680	43,300
100-41 Dog Warden					
4100-10.00	Salary	1,783	0.00	500	500
4100-40.00	Education	0	585.00	700	700
4100-74.00	Travel	200	0.00	100	100
4100-75.00	Dog Shelter Expense Account	0	113.00	0	0
4190-00.00	Miscellaneous	400	90.00	200	200
Dog Warden Total		2,383	788.00	1,500	1,500
100-42 Law Enforcement					
4200-00.00	Law Enforcement Contract	30,000	24,130.13	30,000	30,000
4200-30.00	CUSI	1,500	1,500.00	4,885	5,862
Law Enforcement Total		31,500	25,630.13	34,885	35,862
100-43 Emergency Services					
4310-00.00	Essex Rescue	1,500	1,500.00	1,350	1,700
4320-00.00	Fairfax Rescue	9,600	8,820.00	9,984	10,285
4330-00.00	Emergency Dispatching Services	10,867	10,867.32	10,867	11,580
Emergency Services Total		21,967	21,187.32	22,201	23,565
100-45 Fire Department					
4500-00.00	Fire Department	50,100	50,100.00	50,100	50,100
4500-60.00	Utility Rescue Truck	25,200	25,200.00	25,200	25,200
4500-60.01	Capital Budget Reserve	30,000	30,000.00	30,000	38,900
Total Fire Department		105,300	105,300.00	105,300	114,200
100-61 Health Officer					
6100-10.00	Salary	341	0.00	350	350
Health Officer Total		341	0.00	350	350
100-63 Trash & Recycling					
6300-00.00	Solid Waste Disposal	195,500	201,808.92	207,210	217,000
6305-00.00	Recycling	500	512.90	0	500
Trash & Recycling Total		196,000	202,321.82	207,210	217,500

	2013-14 Budget	2013-14 Actual	2014-15 Budget	2015-16 Budget
100-68 Cemeteries				
6800-00.00 Cemetery Commission	4,200	4,200.00	4,200	5,200
6800-10.00 Cemetery Commissioner Stipend	325	325.00	325	350
Cemeteries Total	4,525	4,525.00	4,525	5,550
100-93 Dues & Assessments				
9300-00.00 State & County Assessment	16,000	19,849.71	0	0
9300-30.10 Chittenden County Tax	0	0.00	9,766	10,000
9300-30.11 CCMPO	0	0.00	1,357	0
9300-30.12 CCRPC	0	0.00	2,845	2,815
9300-30.13 VLCT	0	0.00	2,845	3,146
Dues & Assessments Total	16,000	19,849.71	16,813	15,961
100-99 Donations & Miscellaneous				
9900-00.00 Miscellaneous	1,200	1,645.17	1,200	1,500
9900-05.00 Brick Meeting House Society	4,500	4,500.00	4,500	4,500
9900-08.00 Recreation Committee	5,000	5,000.00	5,000	5,000
9900-09.00 Matching Grant Funds	3,000	0.00	1,500	1,000
9900-10.00 Covered Bridge	0	72.79	0	0
9905-00.00 Visiting Nurse Association	6,243	6,243.00	6,243	6,243
9910-00.00 Champlain Valley Agency on Aging	1,000	1,000.00	1,000	1,000
9920-00.00 Westford Fairfax Fletcher Band	100	100.00	100	100
9940-00.00 Women Helping Battered Women	200	200.00	200	200
9941-00.00 Hope Works (Women's Rape Crisis Ctr)	200	200.00	200	200
9945-00.00 Essex CHIPS	500	500.00	500	500
9950-00.00 Brookside Cemetery Association	2,000	2,000.00	2,200	2,200
9951-00.00 Pleasant View Cemetery Association	1,400	1,400.00	1,400	1,400
Donations & Miscellaneous Total	25,343	22,860.96	24,043	23,843
400-78				
Library				
7800-00.00 Appropriation	53,090	53,090.00	64,837	70,776
Library Total	53,090	53,090.00	64,837	70,776
Grand Total Expenditures	<u>990,348</u>	<u>1,061,574.02</u>	<u>950,173</u>	<u>956,488</u>
110-51 Highway Department - Roads				
5100-10.00 Salaries	142,158	175,304.81	165,376	171,246
5100-14.00 FICA & Medicare	0	0.00	15,097	13,100
5100-15.00 Health Insurance	0	0.00	24,000	24,600
5100-15.01 Dental Insurance	0	0.00	1,260	1,260
5100-15.02 Disability Insurance	0	0.00	585	1,080
5100-15.03 Vision Insurance	0	0.00	320	360
5100-16.00 Employee Pension Plan	0	0.00	5,252	5,294
5100-22.00 Gravel - Road Restoration	160,000	12,792.46	110,000	50,000
5100-24.01 Gravel - Construction	25,000	35,955.38	20,000	80,000
5100-24.02 Chloride	27,000	31,399.20	30,000	35,000
5100-24.03 Culverts	10,000	9,031.24	10,000	7,000
5100-24.04 Road Fabric	2,500	0.00	2,500	2,500
5100-24.05 Hot Mix & Cold Patch	500	3,967.64	500	0
5100-24.06 Guardrails & Fences	0	0.00	0	0

		2013-14	2013-14	2014-15	2015-16
		Budget	Actual	Budget	Budget
5100-24.07	Seed & Mulch	500	0.00	500	500
5100-24.08	Signs	4,000	375.20	2,000	2,000
5100-25.01	Sand	70,000	87,487.03	70,000	70,000
5100-25.02	Salt	8,500	15,383.43	8,500	11,500
5100-25.03	Chains	1,000	887.40	1,000	1,000
5100-26.01	Gravel - Mud Season	7,000	40,858.30	7,000	7,000
5100-26.02	Gravel - Unusual Events	0	61,384.69	0	0
5100-27.00	Blades & Plows	8,000	7,889.78	8,000	8,000
5100-28.00	Tires	3,000	6,292.82	3,000	3,000
5100-58.00	Equipment Rental	500	2,115.47	500	500
5100-59.00	Contracted Svcs - Regular Maintenance	2,000	0.00	2,000	2,000
5100-59.01	Contracted Svcs - Mud Season	0	0.00	0	0
5100-59.02	Contracted Svcs - Miscellaneous	2,000	825.00	2,000	2,000
5100-59.04	Contracted Svcs - Tree Removal	2,000	0.00	2,000	2,000
5100-59.05	Contracted Svcs - Roadside Mowing	7,000	5,638.00	5,000	5,000
5100-59.06	Contracted Svcs - Unusual Events	0	0.00	0	0
5100-59.07	Contracted Svcs - Engineering	0	0.00	0	0
5100-59.14	Huntley Road Culvert	105,000	0.00	0	0
5100-59.16	Equipment Reserve Fund	30,000	30,324.68	30,000	30,000
5100-62.02	Westford Milton Road Paving	0	0.00	0	190,000
5100-62.06	Seymour Road Bridge - FEMA	0	111,936.14	600,000	650,000
5100-62.07	Ice Storm Dec 2013 - FEMA	0	63,808.50	0	0
5100-65.00	2012 Volvo Grader	20,000	20,000.00	20,000	22,000
5100-67.01	2014 Ford F550 - Loan Payment	0	33,213.63	0	15,000
5100-67.07	2000 International 250	0	3,868.38	0	0
5100-67.09	2005 International 76	0	13,894.80	0	0
5100-67.10	2008 Ford F350 1 Ton	0	1,587.74	14,000	0
5100-67.11	2014 Western Star 470 - Loan Payment	0	10,261.25	36,400	36,500
5100-67.12	Brush Hog	0	0.00	30,000	1,000
5100-68.01	Repairs & Maintenance - Trucks	22,000	374.34	22,000	25,500
5100-68.02	Repairs & Maintenance - Grader	1,000	1,332.38	1,000	0
5100-68.03	Repairs & Maintenance - Loader	1,500	7,912.06	1,500	0
5100-68.05	Repairs & Maintenance - Sander	1,000	1,662.23	1,000	1,000
5100-68.06	Repairs & Maintenance - Sm Equipment	1,000	1,094.51	1,000	1,000
5100-68.07	Repairs & Maintenance - Excavator	1,000	2,415.18	1,000	0
5100-74.00	Travel	800	626.03	800	800
5100-75.01	Diesel Fuel	40,000	68,644.20	45,000	45,000
5100-95.00	Chloride Tanks & Pumps	0	1,284.08	0	0
Highway Department - Roads Total		705,958	871,827.98	1,300,090	1,523,740
110-53 Highway Department - Garage					
5300-20.00	Supplies	5,000	7,581.54	5,000	5,000
5300-23.00	Equipment	4,000	5,537.58	2,000	2,000
5300-24.00	Communication Equipment	1,000	656.91	1,000	1,000
5300-40.00	Education & Workshops	0	15.00	0	500
5300-48.00	Property & Casualty, Auto, W/C Ins	0	0.00	21,180	22,239
5300-60.00	Computer, Software, IT Services	0	1,319.97	1,000	500
5300-68.00	Building Maintenance & Repairs	3,000	18,246.78	22,000	4,000
5100-59.15	Building Capital Reserve Fund	32,500	14,700.00	0	0
5300-71.00	Salt Shed Reserve	0	0.00	5,000	0
5300-76.00	Electricity	3,000	4,094.89	3,000	3,000

	2013-14 Budget	2013-14 Actual	2014-15 Budget	2015-16 Budget
5300-77.00 Telephone	1,200	1,373.88	1,200	1,200
5300-78.00 Water	600	415.60	600	600
5300-81.00 Building Improvements	1,500	72.00	1,500	1,500
5300-85.00 Clothing Allowance	0	0.00	0	900
5300-99.00 Miscellaneous	500	0.00	500	500
Highway Department - Garage Total	52,300	54,014.15	63,980	42,939
Grand Total Expenditures - Highway Department	<u>758,258</u>	<u>925,842.13</u>	<u>1,364,070</u>	<u>1,566,679</u>
Amount Budgeted	1,748,606	1,987,416.15	** 2,314,243	2,523,167
Less Revenue	355,373	487,263.62	776,545	1,019,495
Less Funds from Equipment Reserve Fund	0	0.00	14,000	0
Less Available Cash on Hand	<u>33,600</u>	0.00	<u>50,000</u>	<u>0</u>
Amount to be Raised by Taxes	1,359,633		1,473,698	1,503,672
Grand List	2,298,760	2,382,800.00	2,326,531	2,342,236
Budget Deficit		-73,240.79	**	
Fund Balance as of June 30		70,138.03		
Actual Tax Rate		0.5926	0.6334*	
Estimated Tax Rate				0.6420
Change in Tax Rate				0.0086
Percent Increase in Tax Rate				1.35%

*The 2014-15 tax rate was estimated to be 0.6013, which was based on a Grand List figure that included an error. The actual tax rate was set at 0.6334, which reflects the correct Grand List figure.

**The expenditures for FY14 exceeded the revenue received in FY14 resulting in a \$73,240.79 deficit. The Fund Balance as of June 30, 2014 was \$70,138.03. The Selectboard voted to use the Fund Balance to reduce the deficit. The remainder of the deficit (\$3,102.76) will be covered in FY15 through reduced spending and/or increase in revenue.

GENERAL FUND REVENUE BUDGET 2015-2016

		2013-14 Budget	2013-14 Actual	2014-15 Anticipated	2015-16 Anticipated
GENERAL FUND					
100-20 Property Taxes					
2009-00.00	Late Tax Interest	2,700	3,429.78	2,700	3,000
2010-00.00	Delinquent Taxes	45,000	0.00	39,000	0
2011-00.00	Delinquent Tax Penalty	0	0.00	0	5,000
2012-00.00	Delinquent Tax Interest	7,000	6,118.82	5,000	5,000
Total Property Taxes		54,700	9,548.60	46,700	13,000
100-21 Licenses & Fees					
2100-00.00	Liquor Licenses	50	0.00	0	0
2120-00.00	Dog Licenses	3,200	3,701.00	3,200	3,200
2130-00.00	Building Permits	12,000	12,580.95	12,000	14,000
2131-00.00	Access Permits	0	170.00	0	0
2140-00.00	Marriage Licenses	100	425.00	100	100
2150-00.00	Auto Registration Fees	300	160.00	150	100
Total Licenses & Fees		15,650	17,036.95	15,450	17,400
100-22 Intergovernmental					
2229-00.00	Current Use	50,000	60,423.00	50,000	55,000
2241-15.00	Emergency Generator Grant	0	31,116.50	0	0
2242-00.00	State- Traffic Fines	5,000	8,115.39	5,000	10,000
2247-00.00	VT Act 68/Reappraisal Funds	0	9,044.00	0	0
2248-00.00	VT Act 68/Main Grand List	950	0.00	945	945
2250-00.00	PVR Listers Education	0	2,584.56	0	0
Total Intergovernmental		55,950	111,283.45	55,945	65,945
100-23 Administration & Planning/Zoning					
2310-00.00	Recording Fees	14,000	12,538.00	13,200	13,000
2320-00.00	Municipal Records Reserve Fund	0	6,061.58	8,800	6,000
2330-00.00	Municipal Planning Grant	0	6,383.20	0	0
2335-00.00	Municipal Plan Form Base	0	7,007.00	0	0
2336-00.00	Park & Ride Grant	0	7,750.00	0	0
2340-00.00	Excess Weight Permits	550	630.00	600	600
2350-00.00	Vault Time/Copier/Fax Fees	3,000	3,710.60	3,000	3,500
2360-00.00	DRB fees	4,000	3,130.00	5,000	2,500
2370-00.00	Certificate of Compliance	300	390.00	200	200
2372-00.00	Certificate of Occupancy	0	410.00	200	200
2375-00.00	Conservation Commission	0	100.00	0	0
Total		21,850	48,110.38	31,000	26,000
100-24 Town Functions					
2420-00.00	Metal Dumpster	2,800	1,572.75	2,500	1,500
2435-00.00	Farmers' Market	0	630.00	0	0
2437-00.00	Common Playground	0	1,965.86	0	0
2438-00.00	Holiday Baskets	0	2,280.00	0	0
Total Town Functions		2,800	6,448.61	2,500	1,500

	2013-14 Budget	2013-14 Actual	2014-15 Anticipated	2015-16 Anticipated
100-28 Dogs				
2820-00.00 Dog Fines	150	851.00	150	150
2821-00.00 Dog Shelter Fund	0	118.00	0	0
Total Miscellaneous	150	969.00	150	150
100-29 Miscellaneous				
2900-00.00 School Expense Reimbursement	9,050	1,116.90	9,050	4,500
2930-00.00 Interest Income	800	402.80	250	250
2990-00.00 Miscellaneous Revenue	500	7,813.21	500	500
Total Miscellaneous	10,350	9,332.91	9,800	5,250
TOTAL GENERAL FUND	<u>161,450</u>	<u>202,729.90</u>	<u>161,545</u>	<u>129,245</u>
HIGHWAY DEPARTMENT				
110 5000-30.00 School Expenses Reimburse	0	0.00	0	4,500
5000-10.00 State Aid - Highway	89,000	92,290.57	90,000	90,000
5000-42.00 Machia Hill Emergency Grant	0	42,595.30	0	0
5000-43.00 Huntley Road Culvert Grant	94,500	0.00	0	0
5000-44.00 FEMA May 2013 Flooding	0	123,112.58	0	0
5000-45.00 Seymour Road Bridge - FEMA	0	0.00	525,000	568,750
TBD Westford Milton Road Paving	0	0.00	0	152,000
TOTAL HIGHWAY DEPARTMENT	183,500	257,998.45	615,000	815,250
Seymour Road Bridge Reserve (from FY'15 budget)				<u>75,000</u>
				890,250
GENERAL FUND & HIGHWAY GRAND TOTAL	<u>344,950.00</u>	<u>460,728.35</u>	<u>776,545</u>	<u>1,019,495</u>

5 YEAR CAPITAL BUDGET

PROJECT/ITEM	<u>TOTAL COST</u>	<u>FY 16</u>	<u>FY 17</u>	<u>FY18</u>	<u>FY 19</u>	<u>FY 20</u>
<u>Administration</u>						
BMH-Street Parking Upgrades	15,000			15,000		
Copier	9,500			9,500		
Municipal Parking Lot Upgrades & Landscaping	7,000					
Natural Resource Inventory	25,000		25,000			
Server	18,000		18,000			
Sidewalk, Landscaping & Curbing	200,000					40,000
Town Office Painting	6,000					6,000
Vault Expansion	30,000					30,000
Voting Machine	8,000	2,000				
Administration Total		2,000	43,000	24,500	0	76,000
<u>Library</u>						
Furnace	6,000			6,000		
Library Total		0	0	6,000	0	0
<u>Highway</u>						
2001 International	160,000	15,000				
2001 John Deere Loader	160,000					
2005 International	190,000		15,000	30,000	30,000	30,000
2007 Hot Pressure Washer	10,000		10,000			
2008 Ford 350	65,000					
Salt/Sand Storage Facility	250,000					
Highway Total		15,000	25,000	30,000	30,000	30,000
<u>Fire Dept</u>						
710 Pumper	400,000	18,000	18,000	40,000		
712 Tanker	175,000		15,000	15,000		
Hand Held Radios (8)	9,200					9,200
Hose/Hard Suction	10,500					10,500
Pagers (8)	9,500					9,500
SCBA (12 Scott Air Packs)	67,200	15,400	15,400	15,400		
Thermal Imaging Camera	12,650			12,650		
Fire Dept Total		33,400	48,400	83,050	0	29,200
GRAND TOTAL	<u>1,843,550</u>	<u>50,400</u>	<u>116,400</u>	<u>143,550</u>	<u>30,000</u>	<u>135,200</u>

*Figures in Bold represent the year the item is purchased. Any cost in this year will be included in the budget.

AUDITOR'S REPORT

We have examined the financial records of the Town Treasurer, Delinquent Tax Collector, and the trustees of public funds in accordance with 24 V.S.A. 1681. To the best of our knowledge, the financial statements and reports represent the financial position of the Town of Westford for the year ending June 30, 2014.

The Auditors have been able to follow the income and expenses of the Town of Westford this year. Bank statements have been balanced monthly.

Many thanks to the Town Clerk, Assistant Town Clerk, Treasurer and Bookkeeper for their cooperation and dedicated work all year.

Respectfully submitted,
Maurice Rathbun
Henry Tarrier
Kristen Elliot

FINANCIAL OVERSIGHT COMMITTEE

The Financial Oversight Committee, appointed by the Selectboard, continued to meet as needed during FY2014. The main points of discussion during the year were to check in with the newly appointed Treasurer, discuss accounting procedures and appropriate use of the financial accounting software with the Bookkeeper, and discuss the scope of work for a financial audit.

The Treasurer and Bookkeeper continue to work on using the Town's financial accounting software to its fullest capacity, with the assistance of a consultant. Procedural guides have been created for each software module and for specific accounting functions. Some of the goals for FY2014 were to:

- start the year with a "clean slate" in terms of the financial accounting, rather than carrying over data that was not accurate;
- ensure that the starting and ending balances in the general ledger were accurate;
- maintain and appropriately balance all accounts in the general ledger;
- ensure that the appropriate checks and balances were in place;
- ensure that the staff had a high level of confidence in the data; and
- lay the groundwork to be ready for a financial audit from an independent firm.

As we met throughout the year, it appeared that each of these goals was being met. There is still more work being done to ensure that the software is utilized appropriately and that we are ready for an audit. There is, however, a higher degree of confidence in the financial reporting, the use of the financial accounting software and appropriate checks and balances in procedures.

Committee Members:

Allison Weinhagen

Alice Astarita

Dan McLean

John Quinn

Henry Tarrier, Town Auditor

Maurice Rathbun, Town Auditor

TREASURER

This is my second treasurer's report and the office has made great progress in moving into the computer age. We now have the ability to provide up to date correct computer reports daily. We have been working with the state and federal governments to file all missing reports.

In this day of financial challenges for everyone, everyone in the town government has stretched your tax dollars to get the best value.

I enjoy the challenges of the office and hope to serve the town for many more years.

Respectfully submitted,
Diane Forsey

SCHEDULE OF TAXES RAISED June 30, 2014

Grand List:

Town	\$2,423,745.00
Local Agreement	\$2,423,745.00
Education (H)	\$1,907,249.00
Education (NR)	\$516,496.00
Farm Stabilization	\$4,358.00

Taxes Billed:

Town	\$2,296,471.00	x	0.5926	\$1,360,888.71	
Local Agreement	\$2,296,471.00	x	0.0041	\$9,415.53	
Education (H)	\$1,848,731.00	x	1.3385	\$2,474,526.44	
Education (NR)	\$456,190.00	x	1.4097	\$643,091.04	
Late HS-131 Penalty				<u>\$2,258.66</u>	
Total Taxes Billed					<u>\$4,490,180.39</u>
 Rounding difference				 <u>-\$161.88</u>	
 Total Taxes Billed per Tax Administration					 \$4,490,018.51

Collections:

Town & Education	\$4,467,564.38
History Adjustment	-\$2,235.13
Adjustments	-\$15,864.94

Abatements	\$28.16	
Credits	<u>\$74.88</u>	
Total collections		\$4,449,567.35
Delinquent Taxes		<u>\$40,451.16</u>
Total Taxes		<u>\$4,490,018.51</u>

**TOWN COMMON FUND ACCOUNT
Year Ending June 30, 2014**

Beginning Balance - July 1, 2013		\$1,342.91
Disbursements		
Bartley Property (Mulch & Labor)	\$330.00	
Bartley Property (Clean up gravel)	\$200.00	
Contribution for Common Swing Set	<u>\$100.00</u>	
Total Disbursements		\$630.00
Earned Interest		<u>\$1.26</u>
Ending Balance - June 30, 2014		<u>\$714.17</u>

TOWN COMMON FUND CD

Beginning Balance - July 1, 2013		\$48,614.16
Earned Interest		<u>\$97.52</u>
Ending Balance - June 30, 2014		<u>\$48,711.68</u>

SCHOOL IMPACT FEE ACCOUNT
Year Ending June 30, 2014

Beginning Balance - July 1, 2013	\$8,105.89
Receipts	
Douglas Hinshaw Building	592.00
Hergenrother Construction	592.00
Jeff Labossiere	426.00
Interest Earned	<u>5.41</u>
Total Receipts	\$1,615.41
Disbursements	
Fees paid to school	6,000.00
Total Disbursements	<u>\$6,000.00</u>
Ending balance - June 30, 2014	<u>\$3,721.30</u>

STATEMENT OF ASSETS
For Year Ending June 30, 2014

	Beginning Balance				Ending Balance
CDs & Reserves	7/1/2013	Deposits	Debits	Interest	6/30/2014
Admin Capital Budget	\$19,295.83	\$19,250.00	\$4,750.00	\$57.85	\$33,853.68
Audit Reserve	\$11,529.41	\$8,500.00	\$0.00	\$35.90	\$20,065.31
Conservation Commission	\$2,580.89	\$0.00	\$0.00	\$7.09	\$2,587.98
Conservation Fund	\$11,024.81	\$0.00	\$0.00	\$30.28	\$11,055.09
Equipment Reserve	\$57,694.43	\$30,000.00	\$50,000.00	\$66.20	\$37,760.63
Fire Dept. Capital Budget	\$12,028.58	\$30,000.00	\$0.00	\$47.99	\$42,076.57
Huntley Road Culvert	\$10,154.87	\$0.00	\$10,182.75	\$27.88	\$0.00
Library Trustees	\$3,031.31	\$0.00	\$3,031.31	\$0.00	\$0.00
Lister PVR Education	\$2,192.11	\$2,524.56	\$0.00	\$6.02	\$4,722.69
Office Expansion	\$9,784.10	\$0.00	\$0.00	\$26.87	\$9,810.97
Reappraisal	\$32,181.18	\$16,124.50	\$0.00	\$88.21	\$48,393.89
Salt Shed Reserve	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Total in CDs & Reserve Accounts					\$220,326.81

FIXED ASSETS PER GRAND LIST

Real Estate

Land:	Fiege Lot (Westford Milton Road) – 31/0 acres	\$132,900
	Martel Lot (Westford Milton Road) - 14.9 acres	107,400
	Jackson Lot (Brookside Road) - 20.3 acres	115,500
	Knights of Pythias & Old Garage Site - 1.3 acres	57,800
	Old Dump Site (Huntly Road) - 1 acre	32,500
	Cloverdale Lot - .34 acre	22,600
	Berthiaume Lot (Route 15) - .06 acre	<u>11,000</u>
	Subtotal	\$479,700
Buildings:	Town Office/Library/Gazebo/Common - 3.6 acres	\$372,600
	Covered Bridge (Renovation Costs)	357,000
	Town Garage/Fire Dept. - 14 acres	293,800
	Spiller Lot – 1.6 acres	<u>124,600</u>
	Subtotal	\$1,148,000
Cemeteries:	Cloverdale	\$32,500
	Cook	21,000
	Osgood Hill	22,800
	Plains	32,500
	Richardson	<u>21,300</u>
	Subtotal	\$130,100

TOTAL FIXED ASSETS

\$1,757,800

STATEMENT OF LIABILITIES
For Year Ending June 30, 2014

2008 Fire Rescue Truck

Note issued on April 11, 2008 in the amount of \$252,000. Principal payments of \$25,200 plus interest are due in April from 2009 thru 2018. The interest is fixed for the life of the loan at 3.15%.

Date	Bond Note	Balance	Interest paid
4/11/2008		\$252,000.00	\$0.00
4/10/2009	\$25,200.00	\$226,800.00	\$7,915.95
4/8/2010	\$25,200.00	\$201,600.00	\$7,124.35
4/8/2011	\$25,200.00	\$176,400.00	\$6,332.76
4/6/2012	\$25,200.00	\$151,200.00	\$5,525.73
4/5/2013	\$25,200.00	\$126,000.00	\$4,747.37
4/5/2014	\$25,200.00	\$100,800.00	<u>\$3,465.00</u>
Total Interest			\$35,111.16

2012 Volvo Grader

Purchase price - \$281,750.00. Down payment - \$181,750. Note issued on September 28, 2012 in the amount of \$100,000. Principal payments of \$20,000 plus interest are due in September from 2013 thru 2017. The interest will be renegotiated annually. The current rate on the 09/28/2013 payment is 2.60%.

Date	Bond Note	Balance	Interest paid
9/28/2012		\$100,000.00	\$0.00
9/28/2013	\$20,000.00	\$80,000.00	<u>\$2,578.33</u>
Total Interest			\$2,578.33

2014 Western Star Dump Truck

Purchase price - \$181,912.00. Down payment - \$20,000. Note issued on August 5, 2013 in the amount of \$161,912. Principal payments of \$32,382.40 plus interest are due in August from 2014 thru 2018. The interest is fixed for the life of the loan at 2.50%.

2014 Ford F550 Truck

Purchase price - \$77,796. Down payment - \$12,000. Note issued on February 21, 2014 in the amount of \$65,796. Principal payments of \$32,382.40 plus interest are due in February from 2015 thru 2019. The interest is fixed for the life of the loan at 2.75%.

Spiller Property (Parcel #05VL006)

Purchase Price - \$147,185. Down payment - \$27,650. Mortgage issued on August 25, 2013 for \$119,535 at a fixed interest rate of 3% for 15 years.

Date	Payment	Balance	Interest Paid
9/30/2013	\$7,969.00	\$111,566.00	\$3,586.05

MUNICIPAL RECORDS RESERVE FUND
Year Ending June 30, 2014

Beginning Balance - July 1, 2013		\$20,529.97
<u>Revenue</u>		
Recording Fees	\$6,942.67	
Total Revenue		\$6,942.67
<u>Expenses</u>		
Monthly Software Program Fee	\$3,900.00	
Supplies	\$1,189.58	
Microfilm Surveys	\$972.00	
Total Expenses		\$6,061.58
Ending Balance - June 30, 2014		<u>\$21,411.06</u>

250TH CELEBRATION REPORT

Beginning Balance - July 1, 2013		\$2,182.76
<u>Expenses</u>		
Code 11	\$250.00	
Bill Phillips	\$200.00	
Donation for ADA Swing on Common	\$400.00	
Westford Historical Society (donation)	\$1,332.76	
Total Expenses		\$2,182.76
Ending Balance - June 30, 2014		<u>\$0.00</u>

SELECTBOARD REPORT

The Town of Westford has gone through some significant changes in the last couple of years. The Selectboard has been busy with a complete turnover of the highway department, the loss of the Seymour Road Bridge, the passage of a Town Charter, and the implementation of new financial procedures and control. In the coming year, the Board will be finishing the third and what we hope will be the final year of upgrading our financial controls, undertaking an audit and constructing a bridge for Seymour Road.

Past Year Activities

- Westford voters approved a Town Charter last March, which was, in turn, approved by the Vermont Legislature. The Charter became effective on July 1, 2014. The Selectboard appointed Diane Forsey to be the interim Treasurer. Consistent with the Charter, a committee has been set up to provide the Board with recommendations for a permanent Treasurer. This committee is composed of one Selectboard member (Dave Adams), two members from the Board of Civil Authority (Chet Balon and Allison Weinagan) and two citizens (Barb Peck and Kaye Alexander). Shortly after Town Meeting, a permanent Treasurer will be appointed.
- The Selectboard, Treasurer (Diane Forsey), Town Administrator (Nanette Rogers) Bookkeeper (M. J. Featherstone), the head of NEMRC (our accounting program) and the Town's Internal Financial Controls and Oversight Committee have worked diligently to create and implement new financial policies and procedures. Moving from a cash basis accounting to an accrual method has presented some challenges, but thanks to people mentioned above, we are very close to completing the transition.
- The Board along with the engineering firm retained by the Town has been working with FEMA to get a bridge for Seymour Road. Unfortunately, due to delays on FEMA's end, the bridge did not get constructed in the fall as originally planned. After consulting with the residents on Seymour Road, the Board decided to construct a single lane bridge. Unfortunately, FEMA has effectively eliminated that choice. The Town will now have to build a more costly two lane bridge. Construction will hopefully start early this summer.
- The two senior members of our road crew retired this fall. Dick Styles (30 years of service) and Ron Germaine (19 years of service) retired from the highway department on October 31, 2014. Their replacements are Matt McNall from Fairfax and Thomas Cameron from Richmond. They have very big shoes to fill, so please be patient this winter as these new members come up to speed.
- The Town did not undertake any major road reconstruction this past year due to health issues in the highway department. Instead, the Town focused on resurfacing roads (adding gravel). In the upcoming fiscal year, we plan to devote significantly more time to reconstruction than resurfacing.
- In FY14 (ending June 30, 2014) expenses exceeded revenues by \$73,240.79. This was due in part to the December 2013 ice storm, where the Town incurred unanticipated expenses of approximately \$63,000. The Town did receive a FEMA disaster payment of nearly \$57,000 however the payment was not received until after the end of FY14. Part of the \$73,240.79 deficit is also due to the change from a cash basis accounting to an accrual method. This transition required a detail accounting of what was bought in one fiscal year but paid in the next, as well as accounting for something used in this fiscal year that was purchased in the prior year (i.e. gravel). The Board decided to cover most of this deficit with the Town's fund balance at the close of FY14. This fund balance is similar to the

“Available Cash on Hand” figures in prior budget reports. The fund balance does differ in that it does take into account the timing of purchase and use. As of June 30, 2014, the Town had a fund balance of \$70,138.03. This fund balance does not cover the full deficit. The remaining \$3,102.76 deficit is being covered out of the current year’s budget.

The Proposed Budget

Constructing this year’s budget proved to be quite challenging. The big challenge did not come from estimating revenues or determining expenses for the various line items in the budget, but rather in the transition from our old accounting methods/procedures to the new ones we started implementing a year ago. This task was also complicated by inadequate record keeping in prior years. While the new system will be a vast improvement over our old accounting procedure, it has presented learning challenges to the Board.

If one compares the budget format from a prior year’s Town Report with the new format in this Report you will see that the budget presents significantly more detail. Not only will this increased detail help the Board do a better job managing the town expenses, it will also be beneficial developing budget proposals. The transformation will be completed by the end of this fiscal year. This will allow the Town to finally undertake an outside audit.

The proposed FY16 budget results in a 2% increase in the amount to be raised by taxes. After taking into account the anticipated increase in the town Grand List, the property tax rate is projected to increase by 1.35%, which translates into an \$8.60 increase per \$100,000 of appraised home value. Underlying this increase is a 9% increase in budgeted expenses and a 31% increase in expected revenues.

Some of the more significant expenditure changes to the FY16 budget are:

- \$190,000 to pave the Westford Milton Road. This will be offset by an Agency of Transportation grant of \$152,000 for net cost to the Town of \$38,000;
- A \$50,000 increase in the cost to replace the Seymour Road Bridge. The FY15 budget contained an estimated cost of \$600,000. Due to FEMA delays the bridge will not be built until the next fiscal year. FEMA has forced the Town to build a two lane bridge instead of the one lane originally planned. This has raised the expected cost by \$50,000. The Town will receive 87.5% (\$568,750) of the bridge cost from FEMA and the State;
- An \$18,000 decline in expected garage repair costs;
- A \$16,000 increase in costs associated with the Spiller lot owned by the Town. This is the expected cost to demolish the house, which contains asbestos;
- A \$7,400 increase in the Town Administrator wages. This is primarily due to reallocating more of Nanette’s time to this position and less to the Town Clerk’s Office;
- An \$8,900 increase in the amount put into the Fire Department’s Reserve Fund in anticipation of purchasing a fire truck in the future;
- A \$6,000 increase in the Library appropriation. Most of this due to the anticipated installation of a heat pump; and
- A transfer of \$60,000 out of gravel restoration (resurfacing) into the gravel (road) construction category. This is being done as most all of this year’s road construction funds were used to resurface roads.

The Year Ahead

Within the next year, the Board expects to complete its implementation of new financial procedures and controls. This includes the complete restructuring of our accounting methods, which will allow for greater transparency and better control of the Town's finances. This will culminate in the Town undergoing an outside audit.

As mentioned above, the Seymour Road Bridge will be replaced and the Westford Milton Road will be repaved, although the repaving is contingent on receiving a State highway grant.

Due to the hazardous condition of the Spiller house, it will be demolished.

Conclusion

The Board wants to thank all of its employees for their dedication and hard work. We want to thank all the volunteers that devote their time to making Westford a better place to live. The Board wants to express a special thanks to the members of the Internal Financial Controls Committee, which has been instrumental in the Town's implementation of new financial controls and accounting procedures.

Respectfully submitted,
Robert Bancroft
Alex Weinhagen
Dave Adams

TOWN CLERK

The Westford Market closed its doors at the end of August 2014 – an end of an era. The Town definitely misses having its little country store and are grateful to Kevin and Suzanne Kearns for the years it was open. Kevin can be found gardening, relaxing and enjoying family time now that he's retired. For more information on the history of the Westford Market, please read the dedication page at the beginning of this town report.

The Town created a new website in order to simplify maintenance and meet Open Meeting Law requirements. The creation of the new website (www.westfordvt.us) was made possible through the Vermont Digital Economy Project and a grant from The Snelling Center for Government. The project works with towns to create websites that will engage the community, enable greater efficiencies and make government more accessible. Melissa Manka and I worked hard with Tess Gauthier from The Snelling Center to create what we hope is a more user-friendly website. If you visit the website, please let us know what you think!

In FY'14, 677 documents were recorded in the Land Records. This number translates to 2,172 pages compared to 3,305 pages in FY'13. Sue continues to back scan documents as time permits. She is currently scanning documents that were recorded in 2003.

In FY'14 funds from the Land Records Reserve were used to digitally scan all the surveys recorded in the Town Clerk's Office. Having digital copies allows for printing a reduced copy of a survey, as well

as providing an archived copy if something were to happen to the original. The plan is to scan new surveys that are filed in the Land Records on an annual basis.

Vital record statistics for January 1, 2014 through December 31, 2014 are as follows: 15 births, 12 deaths, and 17 marriages in the Town of Westford.

In 2014, 504 dog licenses were issued. Dog licenses are due by April 1st each year; a current rabies certificate and fee are required to license your pet.

The monthly town newsletter is sent electronically and available for viewing on the Town's website. It contains announcements for general town information and events. If you would like to receive your newsletter electronically, please email your name and address to townclerk@westfordvt.us. The newsletter is available by mail for residents who do not have access to a computer and/or the Internet. If you would like to receive a printed copy of the monthly newsletter, please contact the Town Office. The Town was able to help 27 Westford families during the holiday season due to the overwhelming generosity of townspeople. This was the second year the Town purchased gift cards to Hannaford (prohibiting alcohol and tobacco products) to distribute to those less fortunate in lieu of collecting food donations. This method provides the recipient with more options that fit their needs, whether it's putting on a festive feast for a large family or stocking up the cupboards and freezer for the coming months. Either way the gift cards are received graciously and provide a relief during what can be a very stressful time of year. Thank you to all who donated!

I want to thank Gary Estus, Dick Stygles and Ron Germaine for their many years of service on the Town's road crew. Gary semi-retired in 2013 and officially retired at the end of June 2014. Dick and Ron retired at the end of October 2014. Their years of service, dedication to their jobs and sense of humor will be greatly missed. If you see any of them around town, please congratulate them on their retirement and thank them for a job well done!

And last, but not least, I thank all the residents of Westford who contribute to the community in a variety of ways. Your compassion and civic pride makes Westford the kind of community we can all be proud of.

Respectfully submitted,
Nanette Rogers

BOARD OF CIVIL AUTHORITY & BOARD OF ABATEMENT

The Board of Civil Authority (BCA) is comprised of the Justices of the Peace, Town Clerk and members of the Selectboard. The BCA's primary responsibilities involve reviewing the voter checklist, serving as election officials, and hearing grievance appeals of property assessments.

The Board of Abatement consists of the Town Treasurer, Town Clerk, Selectboard members, Listers and the Justices of the Peace. The Board of Abatement hears property tax abatement requests.

During FY'14, the BCA met three times to revise the voter checklist, resulting in approving 105 voter registration applications, removing 80 voters and sending notices to 79 voters to confirm residency. In

addition to these meetings, BCA members worked the polls at the 2014 Annual Town Meeting. The Board heard and approved one grievance appeal.

The Board of Abatement approved two tax abatement requests and denied one.

CEMETERY COMMISSION

The Westford Cemetery Commission oversees the care and maintenance of a portion of Brookside Cemetery and five town cemeteries (Cookyard, Richardson, Cloverdale, Osgood Hill, Plains). In time, the Brookside Cemetery will be entirely under the umbrella of the Westford Cemetery Commission as soon as the legal process is completed.

This was a very quiet year for the Commission as there were no lots sold. Flags were placed on all Veterans' graves in observance of Memorial Day. The "Friends of Richardson Cemetery" continue to maintain that cemetery. We would like to extend our thanks to everyone who mows and maintains our cemeteries.

There continues to be much work to be done to keep our cemeteries a source of historic information as well as aesthetically maintained. The Town Office receives several requests regarding family history research and often this information can only be found on the gravestones themselves. We are continuing our long-range project of repairing and cleaning gravestones as funds allow. The cleaning and restoration project at Cloverdale Cemetery has been completed. Funds have been allotted in the 2014-15 fiscal year to continue this work and plans are underway to begin restoration/repair of some stones in Osgood Hill Cemetery and the town portion of the Brookside Cemetery. We also continue to repair gravestones in all of the cemeteries as the need arises. Another ongoing project is to record all of the cemetery inscriptions/information for each of the cemeteries into a computerized data base.

Unfortunately, the cost of mowing continues to increase and we need to adjust our yearly budget accordingly. The use of our cemetery funds in the various savings accounts and certificates of deposit are limited as we can only use the nominal interest earned on the CD accounts and not the principal. This is a problem faced by many communities. Therefore, we rely on the money allocated in the Town of Westford General Fund. **Each town is required to maintain their cemeteries as indicated in the Vermont State Statutes (Title 18, Ch.121).** The Westford Cemetery Commission with the support of the townspeople, the public and the descendents of people buried in the cemeteries would like to continue to keep the cemeteries aesthetically pleasing and a source of historic information.

The cemetery funds are all invested in local banks and are carefully supervised.

Respectively submitted,
Lynn J. Gauthier
Ronald Perry
Kathleen Sawyer

TREASURER'S REPORT – CEMETERY FUNDS
Year Ending June 30, 2013

Beginning Balance - July 1, 2013	\$1,060.38
Receipts	
Insurance Claim	162.28
Town Budget	<u>4,200.00</u>
Total Receipts	\$4,362.28
Expenses	
Mansfield Monuments	1,425.00
TLC Lawn Care	850.00
David Gauthier - Mowing	2,250.00
F.E. Hart Fence Repair	57.28
Dave Gauthier - Fence Repair	<u>105.00</u>
Total Expenses	<u>\$4,687.28</u>
Withdrawal & Redeposit to Osgood Hill Savings	-\$1.00
Ending Balance - June 30, 2014	<u>\$734.38</u>

CEMETERY SAVINGS ACCOUNTS

	Balance on 7/1/2013	Deposit	Interest	Balance on 6/30/2014
Alger	\$318.23	\$0.00	\$0.16	\$318.39
Osgood Hill	\$886.21	\$1.00	\$0.44	\$887.65
Cloverdale	\$274.70	\$0.00	\$0.14	\$274.84
Perpetual Care	<u>\$659.53</u>	<u>\$0.00</u>	<u>\$0.33</u>	<u>\$659.86</u>
Total	\$2,138.67	\$1.00	\$1.07	\$2,140.74

CEMETERY CDS

	Balance on 7/1/2013	Interest	Balance on 6/30/2014
James Grow	\$4,594.27	\$16.10	\$4,610.37
Osgood Hill	\$9,297.55	\$32.59	\$9,330.14
Phillips	\$673.30	\$2.36	\$675.66
Irish	\$755.78	\$2.65	\$758.43
Perpetual Care	<u>\$2,980.51</u>	<u>\$10.44</u>	<u>\$2,990.95</u>
Total	\$18,301.41	\$64.14	\$18,365.55

Total Fund

Checking	\$734.38
Savings	\$2,140.74
CDs	<u>\$18,365.55</u>
Grand Total in Funds	\$21,240.67

CONSERVATION COMMISSION

The Westford Conservation Commission (WCC) works in partnership with the citizens of Westford to create a vibrant, sustainable environment where land uses, including agriculture, silviculture, recreation and development, coexist in harmony with natural resources. The Westford Conservation Commission continues to work to enhance community understanding of land conservation, expand public trail information, encourage trail use, and stimulate community involvement in conservation efforts.

The Westford Conservation Fund was established by the voters at the 2004 Town Meeting. The fund is to be used to help conserve land in Westford and to promote the town's farms and farm products. The fund does not receive money from the town budget, but is completely funded by benefit sales and private donations. Tax deductible donations to the Westford Conservation Fund can be made by contacting the Town Office, 1713 VT Route 128, Westford, VT 05494. Those wishing to apply for money from this fund should contact the Conservation Commission.

The WCC is working on a long range vision for pedestrian trails - a potential "greenway" - that would cover and connect many areas of Westford.

Joel Fay, WCC member, has been maintaining the school trails, as well as creating new trails, for a number of years, helped at times by Dale Rodgers, another WCC member, as well as others. Joel will be taking inventory of signs needed for the school trails. The WCC has also started a project to map each of the school trails. We hope to produce a brochure of the school trails as well as a Google Earth file.

In conjunction with the Westford Recreation Department, the Conservation Commission sponsored a trail walk on the Schultz trail. Participants enjoyed Ben & Jerry's ice cream at the end of the walk. We'd like to remind townspeople that in addition to the Schultz Trail, there is also the Goodrich Trail and Seymour Trail available for walking/horse riding. In addition, the trail system at the school is an excellent resource that is under used by the townspeople. We'd love to see more people take advantage of the trails year-round.

The Commission is currently in the process of applying for a grant to do major work on the Goodrich Trail, which runs from Machia Hill Road to Repa Road in Underhill. We hope to get the work done in the summer of 2015.

Westford School students once again went out on the Friday before Green-up Day and cleaned up most of the dirt roads in town. The WCC wishes to thank the students, teachers, and all who helped make the day a success. WCC t-shirts went to prize winners. The students were proud of their work. We'd also like to thank those who got out on Green-up Day to clean areas the students didn't get to.

Residents can contact the Westford Conservation Commission by emailing: westfordcc@googlegroups.com . If you are interested in helping maintain trails or in setting up a temporary right-of-way for trail usage, please contact Commission Chair, Sarah Pinto, at 598-5601 or at sarah@pintomac.com.

CONSERVATION COMMISSION ACCOUNT
(Pre-Conservation Fund establishment)

Beginning Balance - July 1, 2013	\$2,580.89
Interest Earned	<u>\$7.09</u>
Total	\$2,587.98
Ending Balance - June 30, 2014	<u>\$2,587.98</u>

CONSERVATION FUND
(Established March 2004)

Beginning Balance - July 1, 2013	\$11,024.81
Interest Earned	<u>\$30.28</u>
Total	\$11,055.09
Ending Balance - June 30, 2014	<u>\$11,055.09</u>

DELINQUENT TAX COLLECTOR

As of December 31, 2014

<u>Tax Year</u>	<u>Begin Tax Amount</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected</u>
2011-12	3.70	0.00	3.70	0.00
2012-13	21,381.59	21,377.82	3.77	0.00
2013-14	<u>66,986.43</u>	<u>39,549.67</u>	<u>486.22</u>	<u>26,950.54</u>
Total	<u>88,371.72</u>	<u>60,927.49</u>	<u>493.69</u>	<u>26,950.54</u>

Comparison of Year End Delinquent Taxes

<u>Year End</u>	<u>Begin Amount</u>	<u>Collected</u>	<u>Corrected or Abated</u>	<u>Uncollected</u>
12/31/10	91,201.86	64,893.02	21.84	26,287.00
12/31/11	108,545.85	93,793.36	1,465.78	13,286.71
12/31/12	76,315.95	57,031.16	593.23	18,691.56
12/31/13	92,754.75	69,807.25	1,562.21	21,385.29
12/31/14	88,371.72	60,927.49	493.69	26,950.54

As of December 31, 2014, delinquent taxes in the amount of \$26,950.54 remain uncollected. During 2014, a total of \$486.22 in corrections were made to the delinquent tax amount due by the Town Treasurer.

Historically, the annual Delinquent Tax Collector Report has been done on a calendar year, not fiscal year. This reporting period timing follows the pattern of delinquent tax collections.

Unpaid taxes for the current fiscal year become delinquent on the 16th of May and a majority are paid in full by December 31st. Those remaining unpaid at the end of the calendar year are generally not paid until the following fall. These calendar year end balances offer good insight into the number of properties in danger of going to tax sale.

On the other hand, the town's fiscal year (FY) ends on June 30th, which is just 45 days after taxes become delinquent. Thus, June 30th balances vary substantially from one year to the next and as such, are not a strong indicator of expected regular collections or potential tax sale properties.

The Town Auditors have requested that they be provided with a FY report showing the delinquent tax balances as of June 30th each year. In the past, these balances have been provided to the Town Treasurer but have not been included in the annual Delinquent Tax Collector Report. The FY 2014 report is provided below.

**Delinquent Tax Collector Report : Fiscal Year 2014
July, 1 2013 thru June 30, 2014**

<u>Tax year</u>	<u>Begin Tax Balance</u>	<u>Tax Collected</u>	<u>Abated or Corrected</u>	<u>Tax Uncollected as of June 30</u>
2011-12	\$14,507.09	\$14,503.39	\$3.70	\$0.00
2012-13	\$35,490.23	\$22,389.63	\$3.77	\$13,096.83
2013-14	\$66,986.43	\$26,535.27	\$0.00	\$40,451.16
Total	\$116,983.75	\$63,428.29	\$7.47	\$53,547.99

Going forward, the FY balances will be included in the annual Delinquent Tax Collector report per the Auditors' request and also be submitted directly to the Auditors in early July. These FY balances will be provided as an Addendum to the calendar year balances that have been submitted historically.

Respectfully submitted,
Marge McIntosh

DEVELOPMENT REVIEW BOARD

The Development Review Board (DRB) meets as needed to review applications for new subdivision and development on existing lots, and to hear appeals of zoning violations. The Board meets on the 2nd and/or 4th Wednesdays of each month at 7:15 pm downstairs at the Westford Town Office. All meetings are open to the public.

The following is an account of the applications the DRB received for review for the reporting period:

- Sketch Plan Review- 4
- Preliminary Plat Hearing- 2
- Final Plat Review- 4
- Variance -1(home business in setback)
- Conditional Use- 3 (2 driveways in WRO & 1 accessory apt)

- Site Plan Review- 0
- Subdivision Amendments -1
- Subdivision Amendment & Boundary Line Adjustment- 1
- Master Plan- 1
- # of New Lots- 5
- #of Deferred Development Lots- 1

This year the town approved applications that resulted in 28.67 acres of open space.

It's great to see some conversation centered on development, town board meetings, and regulation development on the Front Porch Forum. We encourage all residents to attend meetings not only that directly affect you, but to see what the process is like and give your input. As our town grows, every decision made, every development approved, and every regulation proposed - new or old - affects each of us. We want to hear your opinions!

Each year sees some turnover in our boards, and the Development Review Board is no exception. This year we welcome Bill Cleary to the DRB. Bill is a long time town resident that brings us experience as a business owner, offering the town his perspective from both sides. Whether you are a long standing resident or new to town, serving on one of our town's boards or committees is a good way to be involved with the community. Prior experience is not a requirement, just the desire to get involved.

Respectfully submitted,
Tony Kitsos, Chair

DOG WARDEN

The reason dogs have to be licensed is rabies control. I am still working hard to ensure that all dogs that live in Westford are current on their rabies vaccinations. This is a health issue. Please make sure your dog wears a collar with identification at all times. I want to return your runaway dog to you as quickly as possible.

Don't forget to license your dog before April 1st every year.

Respectfully submitted,
Diane Forsey

ENERGY COMMITTEE

The Westford Energy Committee continued to pursue opportunities to reduce the use of energy within the Town and to assist residents to reduce their energy costs.

Efficiency and Renewables:

Continuing to be the largest opportunity and the largest priority for our Committee has been to follow, evaluate, and inform Westford regarding what is called Property Assessed Clean Energy (PACE)

districts. Work continues to solidify a program that is acceptable for both the program administrator, Efficiency Vermont, and the Town of Westford. We think we're close.

Westford School

The Committee identified the Westford School as a strong candidate with which to work more closely. One of the committee members met with the Maintenance Director, Gerald Shepard, to offer our assistance. Mr. Shepard gave a very good review of the work that's been completed to-date, and work that continues to be pursued. Mr. Shepard should be commended on his efforts to rebuild the wood chip boiler's feed system and his creativity in procuring and skill in systematically replacing large and old single-pane windows with more efficient double pane windows with seals that actually work!.

Westford Library

The Energy Committee assisted, technically, in their consideration of the opportunity for the Library to pursue the installation of air source heat pumps. It may seem that the cooling/air conditioning alone is a win for the Library, but the heating costs using "Cold Climate, High Efficiency" heat pumps is significantly less than using the existing oil-fired hot air furnace.

Town Plan Update

The Energy Committee updated the pertinent sections of the Town Plan, now in its draft form and being vetted by the Planning Commission.

Special thanks:

The Westford Energy Committee wants to thank the Westford Library Trustees for allowing us the use of their building. We also want to thank Gerry Shepard, Westford School Maintenance Director, for his unsung-hero work.

Finally, we want to thank the Westford Selectboard for their engagement with of our committee and our efforts to reduce the economic and environmental impact of Westford's energy use.

Respectfully submitted,
Patrick Haller, Chair

LISTERS

The Lister's position is to determine the value of all properties. The same building cost tables and land schedules that were established for the last re-appraisal in 2009 are used to determine today's assessments and will be used until the next re-appraisal. The combined total of these assessments (the Grand List) is what the Selectboard uses to set the tax rate necessary to raise the money for the town and school budgets approved at Town Meeting.

The Listers visit properties to collect information from building permits, usually during the fall and spring.

Please remember to file these two forms by **April 15th**:

- **Vermont Homestead Declaration Form HS-122 Section A**
A Homestead Declaration must be filed each year by Vermont resident homeowners who own and occupy property as their principal home on April 1st. This can be filed on-line by the homeowner on the Vermont Department of Taxes website.
- **Property Tax Adjustment Claim Form HS-122 Section B**
Eligible Homestead owners must also annually file a claim to receive an adjustment to property tax. Generally an adjustment is not available to households whose income is \$105,000 or more. HS-122 Section B, Property Tax adjustment may also be filed up to October 15th, **late filing penalties will be applied.**

For more information on the Homestead Declaration and Property Tax Adjustment Claim, visit www.tax.vermont.gov or contact the Vermont Department of Taxes at (802)828-2865 or (866)828-2865(toll free in Vermont).

Respectfully submitted,
Caroline Brown, Patricia Indoe and Suzanne Blanchard

PLANNING COMMISSION

The Planning Commission is a five-member town board that currently consists of five members: Wendy Doane, Gordon Gebauer, Seth Jensen, Mark Letorney, and Jeremy Berger. Commission duties include updating and implementing the Town Plan, revising Westford's Zoning and Subdivision Regulations, and performing other planning duties as put forth by the Selectboard.

Over the past year, the Planning Commission has focused on the two major objectives of rewriting the regulations for the Town Center and AFR II districts as well as updating the Town Plan for 2015. With the generous help of a Municipal Planning Grant, the Commission was able to hire Brandy Saxton from PlaceSense, who greatly assisted developing the Form-based code for the Town Center through public workshops, surveys, and soliciting advice, suggestions, and comments from the public. Another grant, the Chittenden County Regional Planning Commission Unified Planning Work Program Grant, has allowed the Planning Commission and PlaceSense to develop simplified code for the AFR II district and regulation unification. The Municipal Planning Grant further helped to pay for a wastewater study around the Common, which potentially identified a location that will need further exploration.

Public input is warmly welcomed in the planning process. In addition to surveys, public hearings, and workshops, Planning Commission meetings are open to the public and are held at 7pm on the first Monday (as needed) and third Wednesday of the month downstairs at the Town Office. Planning Commission minutes and agendas can be viewed on our Town's website at www.westfordvt.us.

Respectfully submitted,
Jeremy Berger, Chair

RECREATION COMMITTEE

Where did 2014 go? We are pleased to be entering into our 17th year as the Westford Recreation Department. A partially self-sustaining department in town, which consists of a coordinator, and now, 7 committee members (we added two more seats in 2014). Our Mission is as follows:

The Westford Recreation Department was created to provide recreational, educational, athletic, cultural, and entertainment activities to all Westford residents and neighbors. We strive to offer programs for a wide variety of ages, abilities, and interests. We depend on community input, support and volunteers to make these programs successful.

2014 proved to be very busy, and very challenging for our department! We continue to try to add new programs and work very well with the Westford Elementary School, as well as the Westford Public Library, to offer these programs, right here in our small town. One of our struggles continues to be low attendance in certain programs. We can only work with what we know, and continue to modify our offerings, but need to hear from the community. If a program is of interest, but you cannot attend due to the day/time offering, cost, or location of the program, please let us know! This year we also canceled our long running 5/6 Lacrosse program, as new programs in surrounding towns have popped up. We have interested parents/coaches to keep the program running, but don't have the number of students needed. Once again, we are willing to evolve with the times, and offer programs, or discontinue programs, based upon community input. Please feel free to attend our meetings, email, write or call us. WE WANT TO HEAR FROM YOU!

Two longtime members of our Committee, George Lamphere and Randy Aiken, stepped down and we welcomed Danielle Vierling and Martha Bennett aboard. Thank you all for your dedication to the Rec Department! We added a Fourth of July 4 mile run to our list of new programs, as well as offered a week-long summer day camp. It was a small group, but all of the attendees enjoyed the teachings of Sarah Stein, a Cambridge resident with her master's degree in Education. We worked with Westford Elementary staff to offer after school programs, starting with a 7-week fall course offering. We are hoping to keep the momentum going and add other programs and open it up to a larger age group of kids. Finally, we added a new exercise class to town, Zumba! It's been great to have something new offered in town, at the Brick Meeting House, keeping everyone moving, even during cold weather!

Our Facebook page is a place you can go to keep up on current events and happenings around town, via www.Facebook.com/WestfordRecreationDepartment. LIKE us today! We will also continue to keep you updated through the Town Newsletter published monthly and on Front Porch Forum (www.FrontPorchForum), a free forum for our town, emailed to you daily. By the end of 2014, the Town Website is slated to be up and running, where the Rec Department expects to have a large presence, with current information and online registration and payment.

During our 2014 year we successfully ran our favorite programs, as well as repeating some of last year's new programs, which are now part of our yearly offerings. These programs include: Adult Broomball Tournament, Yoga at the Brick Meeting House, Open Gyms (two separate programs, ages birth to Grade 8) at the Westford Elementary School, Basketball (ages Kindergarten to 6th grade), Nordic Skiing (ages Kindergarten to 8th grade), DIY Valentine's in conjunction with the Westford Public Library, Egg Hunt on the Green (ages birth to Grade 3), Trail Walk on the Shultz Trail in conjunction with the Conservation Commission, Lacrosse (ages Kindergarten to 4th grade), Welcome Baby Tea, 4th of July 'Perfect Scoop' Ice Cream Fundraiser, 4 Mile Run on the 4th of July, Summer Concert Series, Summer Nature Camp (week long day camp), Summer Soccer (ages Pre-K to 2nd grade), Summer Soccer Camp

(Grades 3-6), Fall Soccer (ages Pre-K to 4th grade), 2nd Annual Great Pumpkin 5K & Walk Fundraiser, DIY Mask Making and Halloween Parade with the Westford Library, Pick-up Adult Volleyball, and 2nd Annual Holiday Bazaar and Children's Crafting Center.

A special thank you goes out to all the volunteer coaches and referees, who devote so much of their valuable time to these programs. We greatly appreciate the NEW coaches that were recruited this year, along with several high school students volunteered their time and expertise. Our children look up to you and we are happy to have your energy and enthusiasm for the younger generation! Also, to all the generous donations that are made to our program throughout the year; from a donation of pumpkins for the 5K Pumpkin Run, to a monetary donation, we appreciate your support and couldn't do this without you! We also appreciate the town members seeing the value we provide, and approving our requested budget amount. Thank you!!

In the new year we look forward to our continued effort to fulfill our mission to the town by working closely with the Westford Elementary School, Westford Public Library, Westford Conservation Commission, Brick Meeting House and all of the town's residents, to provide enjoyable, educational, and meaningful recreational activities close to home. If there is something that you would like see, please don't hesitate to call or email; we are always open to new suggestions and providing new opportunities right here in town!

You may contact Heather Armata at any time via email at WestfordVTRec@gmail.com or call 802-338-8235.

Yours in Recreation~

Heather Armata (Coordinator)

Noel Boutin, Maureen Carpenter, Meredith Irish, Danielle Vierling, and Martha Bennett

RECREATION DEPARTMENT
Year Ending June 30, 2014

Expenses	<u>FY'14 Actual</u>	<u>FY'15 Budget</u>	<u>FY'16 Budget</u>
Coordinator	\$5,365.56	\$6,240.00	\$6,240.00
Tiffany Pfeiffer	345.00	0.00	0.00
FICA	436.80	325.00	325.00
Workers' Comp	0.00	45.00	45.00
Uniforms - Basketball	357.00	500.00	500.00
Uniforms - Lacrosse	150.00	150.00	150.00
Uniforms - Soccer	415.83	425.00	425.00
Soccer - Field Paint	307.50	175.00	175.00
Soccer - Equipment	0.00	200.00	200.00
Soccer - Coaching	300.00	250.00	250.00
Supplies	0.00	100.00	100.00

	<u>FY'14 Actual</u>	<u>FY'15 Budget</u>	<u>FY'16 Budget</u>
First Aid Supplies	6.57	100.00	100.00
Water Bottles	305.60	0.00	0.00
Snowmobile	2,204.56	100.00	100.00
Nordic Equipment	1,500.00	1,500.00	0.00
Basketball Equipment	372.00	350.00	200.00
Ice Rink Repairs	140.37	400.00	400.00
Broomball - Adult	180.13	250.00	250.00
Broomball - portalets	100.00	120.00	120.00
Broomball Youth - Supplies	0.00	20.00	20.00
Baseball Clinic - Equipment	0.00	50.00	50.00
Baseball - Equipment	0.00	0.00	0.00
T-Ball Supplies	0.00	50.00	50.00
Lacrosse - Equipment	12.99	130.00	130.00
Lacrosse - Field Paint	0.00	175.00	175.00
Lacrosse - Refereeing	135.00	160.00	160.00
Concerts	800.00	400.00	400.00
Miscellaneous Programs	74.99	100.00	100.00
Welcome Baby Tea	0.00	100.00	100.00
DIY Valentines	19.00	50.00	50.00
DIY Halloween	44.69	50.00	50.00
Holiday Bazaar	33.44	40.00	40.00
Pumpkin Run	17.98	50.00	50.00
Easter Egg Hunt	42.10	50.00	50.00
Summer Camp Expense	700.00	700.00	70.00
VT Parks & Rec	0.00	0.00	0.00
Portalet Rentals	540.00	580.00	580.00
Office Supply	54.99	100.00	100.00
Membership Dues	0.00	0.00	0.00
Donations (RBMH)	<u>400.00</u>	<u>400.00</u>	<u>400.00</u>
Total Expenses	\$15,362.10	\$14,435.00	\$12,155.00

Revenue

Recreation Programs	\$0.00
Basketball	1,190.00
Soccer - Summer	2,015.00
Soccer - Camp	165.00
Soccer - Fall	0.00
Broomball - Adult	1,704.00
Broomball - Concessions	494.50
Broomball - Youth	30.00
Nordic Ski	360.00
Lacrosse	545.00

	<u>FY'14 Actual</u>	<u>FY'15 Budget</u>	<u>FY'16 Budget</u>
Lacrosse - Helmet Rental	75.00		
T-Ball	20.00		
Baseball Clinic	0.00		
Volleyball	158.80		
Yoga - Tiffany Pfeiffer	593.95		
Yoga - Cat Earisman	1,143.00		
Zumba - Stephanie Stowe	72.00		
Summer Camp	800.00		
4th of July	131.00		
Pumpkin Run	269.00		
Holiday Bazaar	295.00		
Jewelry Show	0.00		
VT Rec & Park Tickets	52.00		
Donations	510.00		
Town Contribution	<u>5,000.00</u>		
Total Revenue	\$15,623.25		
Beginning Balance - July 1, 2013	\$6,254.92		
Revenue	15,623.25		
Expenses	<u>-15,362.10</u>		
Ending Balance - June 30, 2014	\$6,516.07		

WESTFORD LIBRARY

The Westford Public Library's mission is to provide "access to materials, technology, reference services and programs to meet the informational, educational, and recreational needs of the Westford community." We are an integral part of how our residents access information, education and recreation for a variety of needs and in a variety of ways – books, movies, online media, audiobooks, videos, newspapers, as well as programming and events, support of the concerts on the Common, partnerships with the Recreation Department, and passes to museums and parks.

The Library was open for 199 days last year. Here's a snapshot of how our community enjoyed the Library during that time:

- Almost 11,000 materials circulated among patrons.
- Visits to the Library totaled 6,451, a 30% increase over the prior year.
- 681 patrons used the Library's 3 public access computers, an 18% increase.
- Attendance at Library programs totaled 2,228, a 35% increase over the prior year.
- 159 volunteers worked just over 300 hours.
- The Library hosted community meetings with 855 people in total attendance.

Bree Drapa, our Librarian since January 2013, has done a wonderful job of purchasing materials, creating programs and sharing information to increase community interest and awareness of our public asset (and because of that, you'll note that our statistics show many dramatic increases over the prior year).

At the end of the fiscal year, longtime Library Trustee Linell Vilaseca stepped down. Linell was a library advocate and volunteered many hours on Trustee work and Library planning. The Library Trustees would like to thank Linell and publicly appreciate her contributions to our community.

With appreciation for the community's support of your public library,

Respectfully submitted,
 Andrea Letorney, Chair
 Beth Kirkpatrick, Treasurer
 Peggy Rodgers, Secretary
 Beth Lane
 Linell Vilaseca
 Allison Weinhagen

LIBRARY TRUSTEES FUND
 Year Ending June 30, 2014

	2013-14	2013-14	2014-15	2015-16
	Budget	Actual	Budget	Budget
400-78 Expenses				
7800-00.00 Expenses	9,850	9,542.84	10,537	10,387
7800-01.01 Trustee Fund Expense Account	0	1,185.04	0	0
7800-05.00 VB3 Expense	0	2,197.91	0	0
7800-06.00 Capital Repair Expense	0	111.86	0	0
7800-07.00 Winnie Bell Expense Account	0	355.00	0	0
7800-10.00 Librarian Salary	27,513	26,873.73	30,029	31,545
7800-10.01 Substitute Librarian Salaries	1,380	1,607.14	1,544	1,293
7800-10.02 Custodian	1,071	1,351.00	1,478	1,500
7800-14.00 FICA	2,292	2,254.51	2,415	2,466
7800-15.00 Health Insurance	0	0.00	8,200	8,200
7800-16.00 Pension	413	410.47	901	928
7800-48.00 Insurance & W/C Insurance	2,921	2,921.00	2,933	3,084
7800-68.00 Building Maintenance & Repair	1,750	1,766.85	1,750	5,723
7800-74.00 Travel	300	1,005.89	450	250
7800-75.00 Fuel	1,000	1,292.11	2,000	2,400
7800-76.00 Electricity	1,600	1,242.75	1,600	2,000

	2013-14	2013-14	2014-15	2015-16
	Budget	Actual	Budget	Budget
7800-77.00 Telephone & Internet	3,000	3,672.03	1,000	1,000
7800-81.00 Building Improvements	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0</u>
Expense Total	53,090	57,790.13	64,837	70,776

400-27 Revenue

2705-00.00 Town Appropriation	53,090.00
2710-00.00 Trustee Fund	1,051.82
2713-00.00 VB3 Grant	2,197.91
2715-00.00 Capital Repair Grant	111.86
2720-00.00 Winnie Bell Grant	355.00
2725-00.00 Postage Grant	<u>61.43</u>
Revenue Total	56,868.02

Beginning Balance July 1, 2013

Expenses	-57,790.13
Revenue	<u>56,868.02</u>

Ending Balance June 30, 2014**2,109.20**

WESTFORD VOLUNTEER FIRE DEPARTMENT

During the fiscal year 2014, the Westford Volunteer Fire Department responded to **28** emergency calls as follows:

- 2 Chimney fires
- 0 Structure fires
- 1 Equipment fire
- 10 Motor vehicle accidents
- 2 Fire or smoke alarm investigations
- 2 Carbon monoxide alarms
- 1 Fuel leak
- 5 Mutual aid calls
- 4 Fallen trees on powerlines or roads
- 1 EMS assist

Managing water supply has been a focus of Westford Fire Department training during 2014. We are pleased to participate in the Underhill-Jericho Tanker Shuttle Task Force, a mutual aid network for water supply to and from neighboring towns. Last summer, we were also involved in joint tanker shuttle training exercises with Essex Fire Department. Training together enhances the coordination between departments, whether we are giving or receiving mutual aid. Over the past year, we have been actively working with our mutual aid partners, supporting each other with water supply. We would like to

extend our thanks to our mutual aid partners, the fire and rescue departments from Underhill-Jericho, Essex, Fairfax, and Milton, who assist us with emergency responses when needed, and ask only that we do the same in return.

Vehicle extrication and stabilization has also been a training priority. Motor vehicle accidents are the most frequent category of calls every year, and accounted for 10 of our 28 calls in 2014. Specialized training and equipment enables us to safely remove occupants from crashed or rolled vehicles in a timely and effective manner. In addition to Department training exercises, many Fire Department members attended a variety of diverse training programs at regional fire schools, such as the Franklin-Lamoille Fire School.

We would like to offer our congratulations to three of our members, Tom Dunkley, Josh Smith, and Patrick Roy, who have obtained their Firefighter I certification this year. Attaining this certification represents a significant commitment of time and effort, requiring both extensive individual study, and the demonstration of hands-on proficiency. The Department sponsors members and funds this education to those willing to provide ongoing volunteer service to our Department and the community.

The Department currently maintains a total of 14 “dry” hydrants which provide water sources in the event of a fire, and are strategically located around Westford. Most of our hydrants have been installed with the volunteer labor of Fire Department and community members, with the cost of materials covered by grants.

Fire Department members also volunteered their time during Fire Prevention Week in October, by giving presentations on fire safety to students and preschoolers at the Westford School and the Westford Library.

We would like to thank our retired road crew staff, Dick Stygles, Ron Germaine, and Gary Estus, for their day to day assistance to the Department, and for their years of service to the community of Westford.

Thanks again to our Auxiliary members for their ongoing support, and for organizing and participating in activities to raise funds for the Department. Their efforts increase the contribution of time and energy invested to keep our town’s emergency services vital and up to date.

Our roster stands at 16 members at the close of 2014. Maintaining volunteer membership continues to be a struggle in Westford. We are always in need of additional members interested in emergency response, or who have other skills to contribute. If interested, please talk with one of our officers, or come to a weekly meeting at the station. The Fire Department meets on Monday evenings at 7 PM.

The Department roster includes the following active members at the close of 2014:

Randy Botala	Chief
Bill Fay	Assistant Chief
John Quinn	Captain, Treasurer
Steve Willard	Captain
Tony Pouliot	Lieutenant
Andrew Lavallee	Lieutenant
Art Gwozdz	Firefighter
Grant Thomas	Firefighter

Tom Dunkley	Firefighter
Josh Smith	Firefighter
Dan Hill	Firefighter
Dan Orfeo	Firefighter
Will Dunkley	Firefighter
Nate Brown	Firefighter
Patrick Roy	Firefighter (on student leave)
Susan Schmidt	Secretary

I would like to thank our Department members and their families for their very generous contribution of time and energy. They provide professional emergency services to our town without pay. This results in a cost for emergency protection far below that of surrounding communities, all of which pay their fire department members for services provided.

Finally, thank you to the residents of Westford for your continued support.

Respectfully submitted,
Randy Botala, Chief

FIRE DEPARTMENT DISBURSEMENTS – RECEIPTS FY 2014

RECEIPTS :

Reimbursements	<u>1,150.00</u>	
TOTAL RECEIPTS		\$ 1,150.00
Checking Account Balance on Hand 7/01/13		344.10
Operating Budget from Town General Fund		<u>50,100.00</u>
TOTAL RECEIPTS		\$ 51,594.10

EXPENSES :

Administrative Equipment & Supplies	897.60
Communications	
Telephone Service	607.87
New Pager/Radio Purchase	970.00
Radio Maintenance & Repair	172.50
Awards/Donations/Scholarship	208.00
Dues & Subscriptions	306.00
Fire Prevention/Public Education Supplies	0.00
Fund Raising	0.00
Building Expense	465.00
Fuel & Oil	55.00
Insurance	14,255.00

Dry Hydrant Materials	2,619.59	
Fire Fighting Supplies	3,838.33	
Personal Safety Equipment	10,992.31	
Small Equipment Maintenance	3,291.45	
Small Equipment Purchase	2,670.05	
Station Supplies	172.82	
Training	212.21	
Truck Maintenance/Repair	3,735.64	
Computer Hardware Software/Maintenance	835.85	
Cascade Air System/Maintenance	595.00	
SCBA Equipment/Maintenance	<u>862.31</u>	
TOTAL EXPENSES		\$ 47,762.53
Checking Account Balance on Hand 6/30/14		<u>3,831.57</u>
TOTAL		\$ 51,594.10

Respectfully submitted,
John Quinn, Treasurer

ZONING ADMINISTRATOR

The Zoning Administrator administers the Westford Zoning Regulations. No land development or building of any kind may be started within the Town of Westford without a building permit. Home occupations, excavation and landfilling projects also require zoning permits.

In addition to a zoning permit, a Certificate of Occupancy must be issued for any new construction or alteration when the project is substantially complete and before it is used. This certifies that the work for which the permit was issued was completed in accordance with the approved plans and specifications, and the requirements of the Zoning Regulations.

SELLING OR REFINANCING? ANY NEW CONSTRUCTION BUILT AFTER 1999 MUST HAVE A CERTIFICATE OF OCCUPANCY.

If you are unsure of your property's zoning status or whether your proposed project needs a permit, please contact Kate Lalley, Zoning Administrator. She can be reached at the Town Office (878-4587) on Mondays and Tuesdays, or by email at zoning_admin@westfordvt.us.

Protection of Water Resources is a high priority in Westford. Please check with the Zoning Administrator prior to beginning any landscaping, vegetation removal or construction project to ensure the project complies with the regulations governing the WROD. A number of parcels in town have at least some portion located within the Water Resource Overlay District (WROD). The purpose of this

district is to ensure that the quality and character of Westford's important water-related resources, including wetlands, rivers, streams, ponds and wellhead protection areas, are protected.

Zoning Permits Issued July 1, 2013 – June 30, 2014

Houses	6
Garages	1
Sheds/Barns	8
Home Occupations	0
Miscellaneous	19
Additions to Houses	8
Accessory Apartments	2
Agricultural Structures	15

Respectfully submitted,
Kate Lalley

BRICK MEETING HOUSE SOCIETY

The Brick Meeting House Society of Westford, (BMHS) is **a committee charged with the restoration and operation of the Brick Meeting House as a community center**. Organizations represented on our board include: Westford Historical Society (WHS), Westford Seniors, United Church of Westford (UCW), Westford Recreation Committee and Fairfax Community Theatre Company (FCTC). The BMH serves as a home base for these groups, in addition to a community center for all of Westford. We meet quarterly.

Activities over the past year have included:

- Broomball Tournament Support
- Monthly luncheons for Westford Seniors
- Meetings for town, school and other civic business
- Private parties and events
- Winter Farmer's Market
- Other holiday events and support for Town Common events
- Ongoing archival work with the WHS

BALANCE SHEET

Balance – 07/01/13 **\$2,504.02**

Income

Community donations	\$ 425.00
Fundraisers	494.00
Town of Westford	4,500.00
Member group donations	500.00
Grants	0.00

Rent	755.00
Interest	<u>.09</u>
Total Income	\$6,694.09
Expenses	
Operations	\$7,302.90
Capital improvements	<u>1,300.00</u>
Total expenses	\$8,602.90
Net Activity	(\$1,908.81)

Balance - 06/30/14

\$ 595.21

Notes from 2014

This past fall marks the 20th anniversary of the first meeting of the Brick Meeting House Society. We have come a long way with the organization and building renovations since that first day. Many, many people have worked on this, gaining a closeness of building and of community in the process. Capital improvements since that date have exceeded \$215,000, and much work remains with; interior painting, floor restoration and refinishing being a priority, as well as ongoing maintenance. This past year the Historical Society and the Westford seniors joined together to purchase new chairs and tables. Please join us and participate in the continued progress.

The building continues to be frequently used by the community. Our operating budget is shared by member groups and support within the town budget. Fiscal 2014 fundraisers included: the broomball tournament and the Ice Cream Social. Other member group fundraisers have been held as well.

Our board currently includes eight people, representing member organizations and the community at large. Several of us have been active since the beginning in 1994. Proceeding into our 20th year, we welcome the influx of fresh energy with new folks taking over more of this work. New fundraisers are starting in this next year. A very happy development.

Thank you to community members for their generous donations of time, effort and talent to keep the BMHS running smoothly during the year, and to those that continue to support us financially!

The building is available for community use, and appropriate private functions. We are open to anyone interested in joining our meetings, or to help with fundraising and construction activities. Feel free to contact any of our members, or the BMHS through the town office or by mail at P.O. Box 63. Thank you!

Respectfully submitted,
 John Doane, president, BMHS
 Caroline Brown (WHS), vice president & scheduler
 Greg Barrows, treasurer
 Tom Townsend (FCTC), secretary
 Dave and Lynn Gauthier (WHS)
 Loreen Teer (Westford Seniors)
 Jeff Pierce

FARMERS' MARKET

The Westford Farmers' Market outdoor season on the Common started on June 20, 2014 and ended on October 3, 2014. The Market was held rain or shine.

We had good, yet variable attendance throughout the season. After a good start there was a slight drop in customers in mid-July and after school started in September. Many more shoppers and day vendors came from the Fairfax, Jeffersonville and St. Albans direction and I believe that will be the focus of our growth in vendors and customers for the future. The fees for the season were \$50.00 and \$5.00 for day vendors. Those prices were very low and allowed many new vendors to give us a try. Next year season fees will be \$60.00 and day fees \$7.00, still very low compared with neighboring markets. All the vendors loved our green space, with its easy access for unloading and parking.

We had 5 registered season vendors and 20 day vendors. I regret that I did not make a tally of sales for 2014. Many customers asked that the Market stay open later than 3:30pm - 6:30pm. I am proposing that we change the time and day of the week for the 2015 season from Friday to Monday, and change the hours to 4:00pm - 7:00pm. That way we will not compete with the Essex Farmers' Market that is held on Fridays and more vendors will be available to try us out, as no other markets happen on Mondays in the area.

We will also continue to actively promote the Farmers' Market in our community and in neighboring towns to attract even more visitors and vendors. Small Farmers' Markets like ours are more challenging than larger ones, mainly because of increased competition and generally more availability of local and organic foods in mainstream stores. Nevertheless we managed to bring an interesting and balanced selection of a high-quality foods and products to the community: locally raised meat, fruits and vegetables, local ice cream, local honey and maple syrup, a wide range of baked goods like pies and breads, arts and crafts, a variety of prepared foods to take out, local canned foods, goat milk, soaps, plants and flowers, photography, local corn and more. We posted on the Front Porch Form every week and updated the Facebook page with photos and announcements.

The Market started the season with a solid financial base of \$2,933.36 on 6/30/2014. The ending balance in November 2014 was \$2,933.36. We had an income of \$375 from the season fees and day fees. The expenses for music totaled \$375. Laura Baum did not take her pay of \$500 from the fund for organizing the Market but will be compensated in 2015 for the 2014 season. The Market contributed to the musician fees for the benefit that was held for the Westford Food Shelf. We also participated in the July 4th celebration. The library had events during market times that enriched the experience for families.

The Market is organized by Laura Baum. We also rely on volunteers in the community who place signs and provide storage space for market items.

We thank the Town Office, Brick Meeting House, library, all our volunteers and the community of Westford and neighboring towns for making the Farmers' Market possible. And a big thank you to all our customers for supporting the Westford Farmers' Market!

Respectfully submitted,
Laura Baum

FIRE WARDEN

As we say goodbye to another beautiful Vermont summer and prepare for the long, cold winter in front of us, I would like to take this opportunity to say thank you to all our friends and neighbors for your wonderful cooperation and attention to the burn regulations in Westford. I believe we are setting an example for a lot of our surrounding towns.

As you know, burn permits are not required once our grounds are covered in snow. However I will continue to ask our residents to take out burn permits throughout the winter as it helps our Fire Department and Fire Warden determine whether a controlled burn or an actual emergency is in process.

For this reporting period:

- 478 permits were issued electronically
- 12 hard copy permits by the Fire Warden
- 8 hard copy permits by the Town Office
- 0 warnings issued
- 0 fire prevention tickets issued

As always, if you have any questions pertaining to your burn, please do not hesitate to call me at 879-1231.

Respectfully submitted,
Dennis L. Angiono

HEALTH OFFICER

During the period of July 1, 2013 to June 30, 2014, I investigated a total of two reported incidents as the Town Health Officer.

A summary of these reported incidents is as follows:

September 23, 2013: I was contacted by a town resident complaining that a neighbor was ‘purposefully’ letting livestock out of their enclosure, and that the animals were suspected of defecating near the complainant’s wellhead. The location of the report was investigated and no loose animals were seen. On October 22, 2013, a second town resident contacted me to complain that the same neighbor identified in the initial complaint was building some sort of structure on his property. This complainant also corroborated the initial complaint of the loose livestock. The location of the reported incident was investigated a second time and no loose animals were seen. I contacted the Department of Environmental Health to review the complaint. The initial complainant was advised to obtain a coliform water test from the Department of Health, and was given contact information for the Department of Environmental Health and Lab Services. The second complainant was referred to the Zoning Administrator regarding the structure of concern. There was no further activity regarding this case. Summary report was submitted to all parties and the Westford Selectboard.

October 10, 2013: I was contacted by a town resident complaining of a ‘strong mold smell’ of unknown origin near the intersection of Cambridge Road and Plains Road. The complainant reported that the

smell had been noted for 1-2 weeks prior and that the smell had gotten stronger over time. I inspected the area around the location of the report on two separate occasions and no smell was noted. I attempted to contact the complainant for additional information. My messages to the complainant were unreturned. There was no further activity regarding this case. Summary report was submitted to the Westford Selectboard

Respectfully,
Melissa Milne

WESTFORD HISTORICAL SOCIETY

WHS Mission: The Westford Historical Society (WHS) advocates the preservation of the history, historic artifacts, structures, buildings and sites of Westford, Vermont and seeks to inform the public accordingly. The Society has received several donations of antiquities since Westford's 250th anniversary. We are very grateful for these.

In the fall of 2013 we had a display at the Cambridge Historical Society's, Civil War Days. The display was "Westford's Fighting Chaplain" the Rev. John Woodward. His likeness is on the Civil War statue on the common and is the only Civil War statue in Vermont of an actual person.

The Society also held our 3rd Annual Arts & Apples festival in late October. Christopher McBride displayed his photography. Showing a few pieces of his art work was former resident, Brin Levinson. There were also exhibits of hooked rugs, model boats and ships, and handcrafted jewelry.

Guy Roberge had an evening presentation at the Westford Library of some of the exhibits and artifacts from the 250th celebration. He also had on loan that evening a cannon ball (from the Civil War) that was retrieved from inside a tree here in Westford. How and why it got there remains a mystery!

At our annual meeting in April we had guest speaker Bill McKone from Jeffersonville. He is the author of "Vermont's Irish Rebel, a biography of Capt. John Longergan." Westford men served with the Capt. in the Civil War.

At the annual meeting Guy Roberge took over as Treasurer from Ira Allen. We thank Ira for his years serving in that post!

In June 2014, we had former Westford resident Jason Smiley with his presentation of the Eddy Family of Spirit Mediums of Vermont. It was an interesting and eye opening evening.

The Historical Society meets on the third Monday of the month at 6:30 at the Brick Meeting House. Come and join us!

You can also "like" us on Facebook - Westford Vermont Historical Society.

Respectfully submitted,
Caroline Brown

SENIOR LUNCHEON

Westford Seniors enjoyed another year of good fellowship and good food at the monthly Senior Luncheons. President Carol Howrigan welcomed guests who numbered as high as 50, during the active months of September through December and March through June. Loreen Teer serves as Treasurer. Perky Maddocks took over as secretary on occasion. Our thanks to Bernice Weston, who has delivered the grace for so many years. That responsibility has been turned over to Cereta Lamphere, who also provides the artistic decorations which make the Brick Meeting House a visual delight during the lunch. Caroline Brown organizes the menus and recruits the food and the kitchen helpers.

Highlights of the year, in addition to the delicious food prepared by our volunteers, were several guest speakers, including Westford Librarian Bree Drapa, who brought large print books, magazines and movies on a regular basis. Thank you, Bree. Thanks also to Kathy Backus from the CVAA, who brought always welcome nutritional information and advice.

We are sorry to report the loss of two of our members. Maggie Liberty and Rose Wells passed away this year.

A special happy occasion should be noted, as our friend and member Laurent Lavallee was one of 15 World War II veterans honored by the Flight Network in Washington DC this year. Congratulations again, Laurent. The honor is well-deserved.

Congratulations also to Roland and Nettie Pigeon who celebrated their 66th wedding anniversary in November and to Jan and Maurice Rathbun for 50 years of marriage.

Speaking of Roland and Nettie, we should let everyone know what joy they add to the luncheons when they bring their musician friends to entertain us. This year we had the pleasure of hearing their music in June, December and October! Thanks to Nettie and Roland, Frank Kilburn, Dereck and Edna Lafountain, Robert Sparks, Ben Race, Dick Lees, Juanita Brown and Rebecca Petri, our guests enjoyed a wonderful time listening and singing along to familiar "downhome" country music. We look forward to next year's music!

Our Senior Lunch guests made generous contributions to the Brick Meeting House for use of the hall, to the Westford Historical Society for the new tables and chairs, to the Westford Food Shelf, and to the Town toward the Christmas baskets.

Thank you to all our friends for joining in this treasured community event. And thank you to all the cooks and servers, without whom there would be no Senior Lunch. We hope to see you all again in March.

Respectfully submitted,
Janet Franz, Secretary

TREE WARDEN

Shade Trees and You!

Trees growing within the *Public Right of Way** are protected under Vermont State Statutes Annotated; Tree Wardens and Preservation of Shade Trees, Title 24 Municipal & County Government, chapter 67 sections 2502 - 2511.

**The Public Right of Way* is usually 3 Rods total width (3 Rods = 49 f eet), but in some cases the right of way can be wider.

Healthy shade trees and ornamental trees growing within the public right of way (regardless of who or when they were planted) may not be cut or removed without approval from Town Officials (Select Board, Road Foreman and Tree Warden) and in some cases may require a public hearing.

Dead, dying, storm damaged or hazardous trees within the right of way may be removed by the Westford Town Road Crew at their discretion.

Healthy public shade and ornamental trees along roadsides and in public spaces belong to all town residents (they are not individually owned) and their preservation is important to everyone!

If anyone is interested in reading “The Law of Trees” and “The Public Right Away and You” (pamphlets by the VT. Institute for Government) they can be obtained at the Westford Town Offices.

Respectfully submitted,
Ned Meehan

TITLE 24 APPENDIX: MUNICIPAL CHARTERS CHAPTER 155C: TOWN OF WESTFORD

§ 155C-1. General provisions

The Town of Westford shall have all the powers granted to towns and municipal corporations by the Constitution and laws of the State of Vermont and by this chapter, together with all the implied powers necessary to carry into execution all the powers granted. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

§ 155C-2. Elected officers

(a) Except as otherwise provided by this chapter, the elected officers of the Town of Westford shall be those required for towns by State law and they shall be elected by Australian ballot.

(b) Elected officers shall perform all duties and responsibilities necessary or required to carry out the provisions of this chapter as well as those provided by State law generally.

(c) The Selectboard shall constitute the legislative body of the Town of Westford for all purposes required by statute except as otherwise herein specifically provided, and shall have all the powers and authority given to, and perform all duties required of, town legislative bodies under the laws of the State of Vermont.

- (1) Organization of the Selectboard shall be done in accordance with 24 V.S.A. § 871.
- (2) The Selectboard shall elect a Vice Chair at its organizational meeting.
- (3) The Chair of the Selectboard shall preside at all meetings of the Selectboard. If the Chair is not present, the Vice Chair of the Selectboard shall serve as acting chair.
- (4) If any member of the Selectboard fails to attend at least 70 percent of the meetings in any 12-month period or misses three consecutive meetings without the consent of the Selectboard, the Selectboard may declare the position vacant and fill it in accordance with State law.
- (5) The Selectboard shall determine its own rules and orders of business not addressed by this chapter and State statute.
- (6) The Selectboard may appoint or dissolve any authorities, boards, commissions, or committees created by it and under its purview as authorized by this chapter or State statute. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

§ 155C-3. Appointed officers

(a) In addition to all other offices which may be filled by appointment by the Selectboard pursuant to State law, the Selectboard shall appoint the following officers:

- (1) Town Treasurer;
- (2) Listers or an assessor;
- (3) Delinquent Tax Collector;
- (4) Cemetery Commissioners;
- (5) Town Agent; and
- (6) Town Grand Juror.

(b) The number of persons appointed to the offices set forth in subsection (a) of this section shall be determined by the Selectboard.

(c) All appointments shall be made in accordance with the Town of Westford Personnel Rules.

(d) In appointing the Town Treasurer and Delinquent Tax Collector, the Selectboard shall use the following guidelines in addition to following the Town of Westford Personnel Rules:

(1) Nominating committee.

(A) When a vacancy exists in the office of Town Treasurer or Delinquent Tax Collector, the Selectboard shall call for the formation of a nominating committee comprising one Selectboard member, two Justices of the Peace, and two residents. The Selectboard and Justices of the Peace shall select which of their members will serve on the committee. These three officials shall select the two residents.

(B) Meetings of the committee shall be warned and conducted as public meetings in accordance with the requirements of Vermont statutes. Members of this committee shall serve until any vacancy is filled by the Selectboard.

(2) Search process. The committee shall have the authority to solicit candidates, to advertise notice of a vacancy, and to make an investigation of a candidate's credentials and background as the committee deems appropriate. Upon completion of the investigation and interviewing of candidates, the committee shall submit to the Selectboard up to three names of those candidates deemed qualified for the positions.

(3) Appointing a candidate. Within 45 days of its receipt of candidates' names from the committee, the Selectboard shall appoint from such candidates a person(s) to fill any vacancy or notify the committee in writing that none of the candidates shall be appointed. If no appointment is made, the committee shall then reconvene and submit the names of additional qualified candidates to the Selectboard.

(4) Interim appointment. Until such a time as a vacancy is filled pursuant to this section, the Selectboard may appoint an official on an interim basis to fill the vacancy.

(e) All appointed Town officers shall be governed by the Town of Westford Personnel Rules.

(f) From time to time and whenever a job is open in an appointed Town office, the Selectboard shall adopt or revise a general statement of the qualifications necessary to perform the duties and responsibilities of the office and a job description of the office. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

§ 155C-4. Independent audit

The Selectboard shall provide for an independent audit of all Town accounts as it deems necessary. Such audits shall be made by a certified public accountant or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the Town government or any of its officers. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

§ 155C-5. Removal of elected town officers

Any elected Town officer may be removed from office in the following manner:

(1) A petition must be filed with the Town Clerk seeking the removal of the elected Town officer or officers. The petition must be signed by at least 15 percent of registered voters.

(2) Within 15 days after receipt of the petition, the Selectboard shall warn a special Town meeting, or if the annual meeting is to occur within 90 days of the filing of the petition, the Selectboard shall include an article in the warning for the annual meeting, for the purpose of voting by Australian ballot on whether the officer or officers shall be removed from office.

(3) Removal shall only occur if a majority of the votes cast at the annual or special town meeting approve removal and the total of all votes cast on the removal question equals or exceeds the total of all votes that were cast to elect the officer.

(4) If an officer is removed, the officer shall immediately cease to hold office and the office shall become vacant. The vacancy shall be filled as provided by law.

(5) Only one petition for removal may be filed against any given elected officer during any 12-month period of his or her term of office. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

§ 155C-6. Conflict of interest

- (a) A Town officer shall recuse himself or herself or be disqualified from any proceeding in which his or her impartiality might reasonably be questioned.
- (b) If anyone thinks a Town officer has a conflict in a case before a board, commission, or committee, that person can bring it to the attention of the officer's respective group. If the officer does not disqualify himself or herself, the board, commission, or committee shall consider the factual basis for the question and vote on the member's disqualification, the challenged member abstaining. This vote shall occur before any other business is conducted.
- (c) A Town officer who is disqualified by virtue of a conflict of interest shall not vote upon, participate in the discussion of, or otherwise sit as a member of any board, commission, or committee upon the matter from which he or she is disqualified.
- (d) Town officers and employees shall follow the rules outlined in the Westford Conflict of Interest Policy. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

§ 155C-7. Severability

If any provision of this chapter is held invalid, the other provisions of the chapter shall not be affected thereby. If the application of the chapter or any of its provisions to any person or circumstances is held invalid, the application of this chapter and its provision to other persons or circumstances shall not be affected thereby. (Added 2013, No. M-20 (Adj. Sess.), § 3, eff. June 3, 2014.)

CLASS 4 ROAD ORDINANCE

SECTION 1. AUTHORITY. This is a civil ordinance adopted under authority of 24 V.S.A. §§1971-1976, and 2291(14), and 19 V.S.A. §304.

SECTION 2. DEFINITION. Class 4 highways are all other highways not falling under definitions of class 1, 2 and 3 highways. Class 1, 2, and 3 are defined for the purpose of receiving state aid and are passable with a pleasure vehicle on a year-round basis.

SECTION 3. EXISTING USE. Existing rights-of-way of Class 4 highways as of the date of adoption of this ordinance shall be retained by the Town for purposes of recreational multi-use activities, access to private property and agricultural and forest management.

SECTION 4. MAINTENANCE.

1. Under this ordinance Class 4 roads are divided further into two classes:
 - a. Class 4-A: Those roads with full time permanent residents or regular winter use. These roads will receive year round maintenance.
 - b. Class 4-B: All Class 4 roads not included in Class 4-A. This class will receive minimal maintenance as required by State Statute or as deemed necessary by the Selectboard. Maintenance by private parties shall be only with the permission of the Selectboard.

2. Permission for repair, maintenance, improvement, or restoration shall not be unreasonably withheld by the Selectboard. The road shall be left in as good or better condition as when permission is granted.
3. The Town shall not provide any winter maintenance on Class 4-B roads. Plowing by private parties shall be only with the permission of the Selectboard.
4. Any winter plowing of a Class 4 road allowed by Selectboard to parties other than a municipality shall not nullify the privileges under 23 V.S.A. §3206(b)(2).
5. A list of all town roads which are in whole or in part of Class 4 status is attached to this ordinance.

SECTION 5. CONTROL. The Selectboard shall exercise control of Class 4 roads to ensure their integrity as a public right-of-way by means which may include, but are not limited to, the following:

1. Establishment of vehicle weight limits.
2. Prohibition or restriction of wheeled vehicle use during mud and snow season; signs and barriers may be utilized to accomplish this purpose.
3. Requirements for temporary permit for heavy equipment access may be imposed and the stipulation included that any highway damaged will be repaired by or at the expense of the user; posting of bond or other security to guarantee that repairs are made may be required as a condition of any permits.
4. Speed limits may be established.
5. Limitations on plowing.

SECTION 6. CHANGE IN CLASSIFICATION. Class 4 roads may be reclassified to trail status, discontinued, or upgraded to Class 3 or higher status. Reclassification will be done in accordance with 19 V.S.A. §§708-714 and upon findings by the Selectboard that the public good, necessity and convenience of the inhabitants of the municipality require the reclassification, that the public interests will be substantially advanced by such change in status and that reasonable measures are taken to replace, substitute, or avoid the loss of public and commercial travel, intrinsic aesthetic and recreational value, or other public interests afforded by the existing Class 4 road.

At a minimum, no Class 4 road may be upgraded in status or discontinued without the permission of the Selectboard. The Selectboard may provide for an alternative travel easement or right-of-way replacing the travel route upgraded or discontinued to ensure that users and landowners have uninterrupted access.

SECTION 7. LAYING OUT OR REDESIGNATION OF TOWN ROADS. The town policy for laying out new town roads or re-designation to improve service is that, after receiving the Selectboard's approval, the landowner(s) is (are) responsible for the cost of required road improvements and/or purchase of rights-of-way. Town assistance will be limited to final grading or other equipment assistance at the Selectboard's discretion.

The following standards apply for Class 4 roads to be laid out or re-designated after the effective date of this ordinance:

1. Class 4-A: Vermont Department of Highway Standard A-76 modified to include at least 15 inches of gravel and 18 inches over ledge.
2. Class 4-B: Provide at least a 3 rod right of way (49.5 feet) by deed.

SECTION 8. NEW STRUCTURES. New structures on lots fronting on a Class 4 road are subject to the requirements of applicable town ordinances, codes and regulations.

SECTION 9. RIGHT-OF-WAY ACCESS. Pursuant to 19 V.S.A. §1111 the Selectboard shall control access into the road right-of-way for the installation or repair of utilities and for access of driveways, entrances, and approaches.

Notwithstanding the above, nothing herein shall be deemed to negate or repeal the effect of any provision of the Town Code or its Articles relating to permit requirements for working in or adjacent to road rights-of-way.

SECTION 10. OVERWEIGHT VEHICLES. Pursuant to 23 V.S.A., Chapter 13, Subchapter 15, vehicular use of highways and bridges is subject to limitation and regulation regarding gross vehicle weights, tire and axle weights, and overall length and width.

Written approval of the Selectboard, or its authorized agent, may be granted for use or travel over highways and by and between the Selectboard and applicant for compensation for wear and tear on highways anticipated or caused by use of highways in excess of the legal weight and size limitations. Vehicles used for agricultural or forest management shall not be held to a higher standard than other vehicles.

SECTION 11. POSTING. No highway of any class may be intentionally closed by a gate or other obstruction except upon approval of the Selectboard. 19 V.S.A. §1105. The Selectboard may post a road in accordance with 19 V.S.A., §1110. The Selectboard may post a highway for the purposes of preserving the integrity of the road. 19 V.S.A. §304.

SECTION 12. ENFORCEMENT.

1. Notwithstanding any other provision of law, including Title 19 of the Vermont Statutes Annotated, any person who violates a provision of this civil ordinance shall be subject to a civil penalty of up to \$500 per day for each day that such violation continues. The Road Foreman or the Selectboard's designee shall be authorized to act as Issuing Municipal Officials to issue and pursue before the Judicial Bureau a municipal complaint. The Road Foreman or the Selectboard's designee shall issue a written warning for a violation of this Ordinance before issuing a municipal complaint for a first offense of this Ordinance in any calendar year.
2. Waiver Fee. An Issuing Municipal Official is authorized to recover a waiver fee, in lieu of a civil penalty, in the following amount, for any person who declines to contest a municipal complaint and pay the waiver fee:

First offense:	\$50
Second offense:	\$100
Third offense:	\$150
Fourth offense:	\$250

Offenses shall be cumulative within a 24-month period and not limited to a calendar year.

3. Civil Penalties. An Issuing Municipal Official is authorized to recover civil penalties in the following amounts for each violation, and each day the violation continues shall constitute a separate violation:

First offense:	\$100
Second offense:	\$200
Third offense:	\$300
Fourth offense:	\$500

Offenses shall be cumulative within a 24-month period and not limited to a calendar year.

- 4. Other Relief. In addition to the enforcement procedures available before the Judicial Bureau, the Selectboard, Road Foreman or the Selectboard’s designee are authorized to commence a civil action to obtain injunctive and other appropriate relieve, to request revocation of a permit, approval or license by the Selectboard, Road Foreman or the Selectboard’s designee or to pursue any other remedy authorized by law.

SECTION 13. COMPLIANCE WITH OTHER REGULATIONS. This ordinance is written to establish and clarify standards of construction and the authority of the Selectboard and its agents.

SECTION 14. SEVERABILITY. If any portion of this ordinance is held unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected.

SECTION 15. EFFECTIVE DATE. This ordinance shall become effective 60 days after its adoption by the Westford Selectboard. If a petition is filed under 24 V.S.A. §1973, that statute shall govern the effective date of this ordinance.

Adopted this 22nd day of September 2011. Effective date: November 21, 2011.

WESTFORD SELECTBOARD
 Robert L. Bancroft, Chair
 John Quinn
 Ira Allen

Received for Record
 September 23, 2011 at 8:30 a.m.
 Attest: Nanette Rogers, Town Clerk

CLASS 4 TOWN ROADS

<u>Status</u>	<u>Road Name</u>	<u>Description</u>
Class 4-A	Seymour Road	Beginning 1.05 miles from Route 15 and traveling in a westerly direction for .09 miles.
Class 4-B	Rogers Road	Beginning .26 miles from Old Stage Road and traveling in a westerly direction for .99 miles.

**TOWN OF WESTFORD
DOGS AND WOLF-HYBRID ORDINANCE**

SECTION 1. AUTHORITY. This ordinance is adopted by the Selectboard of the Town of Westford under authority of 20 V.S.A. §3549, 24 V.S.A. §§2291 (10), (14), and (15), and 24 V.S.A. Chapter 59.

SECTION 2. PURPOSE. It is the purpose of this ordinance to regulate the keeping of dogs and wolf hybrids and to provide for their leashing, muzzling, restraint, impoundment and destruction and their running at large, so as to protect the public health and safety of the Town and the quiet enjoyment of its residents' homes and properties.

SECTION 3. DEFINITIONS. For purposes of this ordinance, the following words and/or phrases shall apply:

- A. "Dog" means any member of the canine species. For purposes of this ordinance, this term, wherever used, shall also include "wolf-hybrids" and "working farm dogs" except where specifically exempted.
- B. "Enforcement Officer" means any Police Officer, Dog Warden, Humane Officer, or any other person designated as an Enforcement Officer by the Selectboard.
- C. "Owner" means any person who has actual or constructive possession of a dog. The term also includes those persons who provide food and shelter to a dog.
- D. "Potentially vicious dog" means a dog running at large that inflicts minor injuries on a person not necessitating medical attention; chases, threatens to attack or attacks another domestic pet or animal as defined in 20 V.S.A. §3541; causes damage to personal property; chases a person; or causes any person to reasonably fear attack or bodily injury from such dog. This definition shall not apply if the dog was protecting or defending itself, its offspring, another domestic pet or animal or a person from attack or assault or the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog.
- E. "Running at large" means that a dog is not:
 - 1. on a leash;
 - 2. in a vehicle;
 - 3. on the owner's premises;
 - 4. on the premises of another person with that person's permission;
 - 5. clearly under the verbal or non-verbal control of the owner; or
 - 6. hunting with the owner.
- F. "Wolf hybrid" means:
 - 1. An animal that is the progeny of a dog and a wolf (*Canis lupus* or *Canis rufus*);
 - 2. An animal that is advertised or otherwise described or represented to be a wolf hybrid; or
 - 3. An animal that exhibits primary physical and/or behavioral wolf characteristics.
- G. "Working farm dog" means a dog that is bred or trained to herd or protect livestock or poultry or to protect crops and that is used for those purposes and that is registered as a working farm dog pursuant to State law.

SECTION 4. NUISANCES. An owner of a dog shall not allow, permit, or suffer such dog to create a nuisance. The following activities shall be deemed nuisances:

- A. Running at large in the Town.
- B. A dog that defecates in any public area or on the private premises of another person and whose owner does not immediately remove the fecal material and dispose of it in a sanitary manner.
- C. A female dog in heat not confined to a building or other secured enclosure, except while under the direct control of the owner.
- D. A dog that disturbs the quiet, comfort and repose of others by barking, whining, calling, or howling for a continuous period of fifteen (15) minutes or more. This regulation shall not apply to dogs in a kennel/boarding facility which has received a zoning permit under the Town's Zoning Regulations. The zoning permit will govern the use of the kennel/boarding facility.
- E. The provisions of this section pertaining to running at large and disturbing the quiet, comfort and repose of others shall not apply to working farm dogs if:
 - 1. the working farm dog is barking in order to herd or protect livestock or poultry or to protect crops; or
 - 2. the working farm dog is running at large in order to herd or protect livestock or poultry or to protect crops.

SECTION 5. COLLAR AND LICENSE. Each dog shall be licensed according to the laws of this State and shall wear a collar or harness with the current license attached. A dog that is visiting from out of state must wear a collar or harness with a current license from its home state attached. A dog that is found without a collar or harness and license shall be immediately impounded.

SECTION 6. ENFORCEMENT. The violation of this ordinance shall be a civil matter which may be enforced in the Vermont Judicial Bureau or in the Chittenden County Superior Court, at the election of the Selectboard.

Violations enforced in the Judicial Bureau shall be in accordance with the provisions of 24 V.S.A. §§1974a and 1977 et seq. For purposes of enforcement in the Judicial Bureau, an Enforcement Officer shall be the designated enforcement officer(s).

Violations enforced in the Superior Court shall be in accordance with the Vermont Rules of Civil Procedure. The Town of Westford may pursue all appropriate injunctive relief.

SECTION 7. PENALTIES AND COSTS.

- A. First offense \$50.00 full penalty/\$25.00 waiver penalty.
- B. Second offense \$100.00 full penalty/\$50.00 waiver penalty.
- C. Third offense Impoundment and impoundment costs, any remedial action as required by the Enforcement Officer, plus \$150.00 full penalty/\$75.00 waiver penalty.

- D. Subsequent offenses Impoundment and impoundment costs, any remedial action as required by the Enforcement Officer, plus \$200.00 full penalty/\$100.00 waiver penalty.
- E. For purposes of determining the sequence of offenses, second and third offenses shall be those that occur within the 12-month period of the anniversary day of the first offense. Any offense occurring after this 12-month period shall be considered a new first offense.
- F. Any owner whose dog has been impounded for its initial third offense shall provide the Selectboard with proof of satisfactory completion of a responsible dog owner training course pre-approved by the Selectboard within 6 months of the anniversary date of impoundment. Failure to provide such certification may result in forfeiture of the offending animal.
- G. For purposes of calculating the sequence of offenses, offenses shall be counted against the owner.
- H. Impoundment costs and pre-approved responsible owner training programs shall be set annually by the Selectboard.

SECTION 8. IMPOUNDMENT.

- A. Any dog that is determined by an Enforcement Officer to be a potentially vicious dog, which presents an imminent danger to people or other animals, has reportedly bitten a person off the premises of its owner, or is in violation of State licensing law or 20 V.S.A. §3806 may be immediately impounded.
- B. A person claiming a dog is a “potentially vicious dog” may file a written complaint with the Selectboard. The complaint shall contain the time, date and place where the alleged behavior occurred, an identification of the domestic pet or animal threatened or attacked, the name and address of any victim or victims, and any other facts that may assist the selectboard in conducting its hearing.
- C. Upon receipt of a “potentially vicious dog” complaint” the Selectboard shall proceed as in the case of a “vicious dog” complaint with the exception that if the Selectboard determines that the behavior classifies the dog as “potentially vicious” the Selectboard may order any protective measures be taken absent the dog being humanely destroyed.

SECTION 9. NOTICE OF IMPOUNDMENT AND RELEASE FROM IMPOUNDMENT.

- A. The officer who impounds a dog shall, within twenty-four (24) hours, give notice to the owner thereof, either personally, by telephone call, or by written notice at the owner’s dwelling. Such notice shall inform the owner of the nature of the violations, the location of the dog and the steps that are necessary to have it returned to the owner.
- B. If the owner of the dog is unknown, the officer who impounds a dog shall, within twenty-four (24) hours of impoundment post a public notice. Notification shall be posted in the Town Clerk’s office and other usual places for public notice for a ten (10) day period. The public notice shall include a description of the dog, including any significant marks of identification, when and where it was impounded or found by the person placing the dog in the Town’s custody, and declare that unless the owner claims the dog and pays all expenses incurred by the Town for treatment, boarding and care

of the dog, any applicable penalties and takes all necessary remedial action within ten (10) days following posting, the Town may place the dog in an adoptive home, transfer it to a humane society or rescue organization. If the dog cannot be placed in an adoptive home or transferred to a humane society or rescue organization, it may be destroyed in a humane way.

- C. Impounded dogs shall be released to the owner only after payment of all penalties and impoundment fees (including but not limited to boarding, food, and veterinary expenses), the final disposition of a potentially vicious dog or vicious dog hearing if applicable, and after all necessary remedial action is taken by the owner. Remedial action shall include, but is not limited to, such actions as providing a collar and current license, and verification of certification of current vaccination against rabies.
- D. If the owner of a dog impounded under the provisions of this ordinance refuses to take the remedial action necessary to secure the dog's release within ten (10) days following notice of impoundment or gives notice either personally, by telephone call, or in writing to the Town of forfeiture of ownership before that time, the dog may be placed in an adoptive home, transferred to a humane society or rescue organization, or if the Town is unable to transfer the dog it may be humanely destroyed. The owner of a dog transferred or humanely destroyed shall remain liable for all expenses incurred by the Town for treatment, boarding and care of the dog for the duration of its impoundment and any expenses associated with its transfer or humane disposal.
- E. The procedures provided in this section shall only apply if the dog is not a rabies suspect. If an official designated by the Selectboard to enforce the provisions of this ordinance determines that the dog is a rabies suspect, the Selectboard shall immediately notify the Town Health Officer who shall proceed in accordance with the rules of the Vermont Department of Health.

SECTION 10. INVESTIGATION OF VICIOUS DOGS.

- A. When a dog has bitten a person while the dog is off the premises of its owner or keeper, and the person bitten requires medical attention for the attack, such person may file a written complaint with the Selectboard of the municipality. The complaint shall contain the time, date and place where the attack occurred, the name and address of the victim or victims, and any other facts that may assist the selectboard in conducting its investigation.
- B. The Selectboard, within seven (7) days from receipt of the complaint, shall investigate the charges and hold a hearing on the matter. If the owner of the dog which is the subject of the complaint can be ascertained with due diligence, said owner shall be provided with a written notice of the time, date and place of hearing and a copy of the complaint.
- C. If the dog is found to have bitten the victim without provocation, the Selectboard shall make such order for the protection of persons as the facts and circumstances of the case may require, including, without limitation that the dog is disposed of in a humane way, muzzled, chained, or confined. The order shall be sent by certified mail, return receipt requested to the owner. A person who, after receiving notice, fails to comply with the terms of the order shall be subject to the penalties provided in 20 V.S.A. §3550.
- D. The procedures provided in this section shall only apply if the dog is not a rabies suspect. If a member of the Selectboard or a municipal official designated by the Selectboard determines that the dog is a rabies suspect, the provisions of Subchapter 5 of Title 20 Chapter 193 and the rules of the

Vermont Department of Health shall apply. If the dog is deemed healthy, the terms and conditions set forth in the Selectboard's order shall be enforced.

SECTION 11. OTHER LAWS. This ordinance is in addition to all other ordinances of the Town of Westford and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 12. SEVERABILITY. If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

SECTION 13. EFFECTIVE DATE. This ordinance shall become effective 60 days after its adoption by the Westford Selectboard. If a petition is filed under 24 V.S.A. §1973, that statute shall govern the taking effect of this ordinance.

Adopted this 10th day of April, 2014. Effective date: June 9, 2014.

WESTFORD SELECTBOARD
Robert L. Bancroft, Chair
Alexander Weinhagen
David E. Adams

Received for Record
April 11, 2014 at 8:30 a.m.
Attest: Nanette Rogers, Town Clerk

ORDINANCE TO REGULATE OPEN FIRES

The Select Board of the Town of Westford hereby ordain:

1. Prohibition of Open Fires

- A. No person shall build an open fire, as such term is defined in this ordinance, or permit an open fire to remain burning at any time in the Town of Westford without obtaining a written permit from the Town Forest Fire Warden, in accordance with Title 10 V.S.A., Ch. 83 Section 2641.
- B. At the discretion of the Warden, open fires may be prohibited:
 1. Within 100 feet of any structure;
 2. Within any developed residential area of the Town where residential development has occurred at or above a density of one unit per 40,000 square feet.
- C. A Town Deputy Forest Fire Warden, appointed in accordance with Title 10 V.S.A., Section 2641, may, when so directed by the Town Forest Fire Warden, take any action the Town Forest Fire Warden is authorized to take under this ordinance.

2. Definition of Open Fires

- A. A fire which is not contained in a receptacle or structure specifically designed to contain the fire and prevent its spread outside the receptacle or structure. The receptacle or structure must be

designed and located such that heat from the fire is precluded from starting a fire outside the receptacle or structure.

3. Permit to Kindle Fire

- A. The Warden shall promptly approve, disapprove, or approve with conditions any request for a permit under this ordinance and shall provide such decision in writing to the applicant.
- B. When considering an application for a permit under this ordinance, the Warden shall take into consideration:
 1. Potential risk of injury or damage to persons or property;
 2. Potential nuisance, pollution and health problems created by smoke, ash or fumes;
 3. Climate and weather conditions that could impact open fire; and,
 4. Precautions proposed by the applicant to prevent injury to other persons or property and the spread of the fire to surrounding areas.

4. Fire Department Training

Nothing contained herein shall prevent the Fire Department from conducting drills and training. When such drills or training involve the burning of structures or fields, adjoining property owners shall be notified at least 48 hours in advance of such drill or training.

5. Appeals

Any decision of the Warden under this ordinance shall be reviewable, upon written request, by the Select Board. The Select Board shall respond to any such request for review within 60 days of the date of its receipt of said request.

6. Penalties

- A. Any person who violates the provisions of this ordinance will be given a written notification and may be subject to fines as follows:
 - 1st Violation: Maximum \$100.00 Fine
 - 2nd Violation: Maximum \$250.00 Fine
 - 3rd Violation: Maximum \$500.00 Fine

Each violation shall constitute a separate offense, and the length of time following such violation during which any other such violation shall be considered successive shall be three years.

- B. In addition to the recovery of fines provided for above, the town may seek to enforce this ordinance by an appropriate action for injunctive relief, and in addition the Town may seek recovery of any legal costs incurred in seeking such relief.

7. Enforcement

- A. The Warden shall be responsible for all fire-site inspections and notification to offenders. The Warden shall report each violation of this ordinance to the Select Board.
- B. The enforcement of this ordinance shall be the responsibility of the Select Board of the Town of Westford.

Adopted this 22nd day of April 1996.

William Leach, Chair
Francis Howrigan
Arthur Menut II
Selectboard of Westford

Received for Record April 23, 1996 at 8:30 a.m.

Attest: Frena Phillips, Town Clerk

TRAILS ORDINANCE

SECTION 1. AUTHORITY. This is a civil ordinance adopted under authority of 24 V.S.A. §§ 1971 and 2291(14), and 19 V.S.A. §304(5).

SECTION 2. PURPOSE. The purpose of this ordinance is to protect public safety, and prevent environmental damage and pollution caused by vehicular traffic on trails. Such damage and pollution are hereby deemed to be a public nuisance. It is a further purpose of this ordinance to protect trails from damage and obstruction so they remain open for public use.

SECTION 3. DEFINITIONS. For purposes of this ordinance, the following definitions shall apply:

- a. *Motor Vehicle* shall include all vehicles propelled or drawn by power other than muscular power, except tractors used entirely for work on the farm, vehicles running only upon stationary rails or tracks, motorized highway building equipment, road making applicants, snowmobiles, all terrain vehicles as defined in 23 V.S.A. §3501 or electric personal assistive mobility devices.
- b. *Operate, operating or operated* as applied to motor vehicles shall include *drive, driving and driven* and shall also include an attempt to operate, and shall be construed to cover all matters and things connected with the presence and use of motor vehicles, whether they be in motion or at rest.
- c. *Owner* shall include any person, corporation, co-partnership or association, holding legal title to a motor vehicle, or having exclusive right to the use or control thereof.
- d. *Trails* shall mean all Trails within the meaning of 19 V.S.A. §301(8) in the Town of Westford.

SECTION 4. ACTIVITY PROHIBITED.

- a. The operation of a motor vehicle is prohibited on all Trails unless the operator of the vehicle has a valid permit issued by the Westford Selectboard.
- b. No person shall place or cause to be placed an obstruction or encroachment in a Trail, so as to hinder or prevent public travel, or to injure or impede persons traveling of a trail.
- c. No person shall use any part of a Trail as an overnight camping area for the purpose of overnight camping.
- d. No person shall wantonly or willfully injure a Trail or any of its components by destroying or removing stones or Town-placed improvements or by digging pits for gravel, clay or for other purpose.
- e. No person shall injure a Trail by obstructing or diverting a stream, watercourse or sluice, or by dragging logs or timber or any other objects on the Trail surface.

SECTION 5. PERMITS.

- a. Permits shall be issued only to residents of or persons owning property abutting Trails or their branches or to persons who, in the judgment of the Selectboard, have been found to have a legitimate need to operate a motor vehicle on a Trail.
- b. The only acceptable permit shall be one entitled "TOWN OF WESTFORD PERMIT TO OPERATE A MOTOR VEHICLE ON THE *NAMED* TRAIL" and signed by the members of the Westford Selectboard. One copy of the permit shall be issued to the permittee and one copy shall be filed with the Westford Town Clerk.
- c. Permits shall be valid for residents and property owners so long as they continue to be residents or property owners. All other permits shall be renewed annually.

SECTION 6. PERMITS FOR WORK WITHIN TRAILS

- a. No person shall commence any activity described in section b. below without first obtaining a permit from the Westford Selectboard.
- b. Permits shall be required for the following activities:
 1. Develop, construct, regrade or resurface any driveway, entrance, or approach, or build a fence or building, or deposit material of any kind within, or to in any way affect the grade of a Trail right-of-way, or obstruct a ditch, culvert or drainage course that drains a Trail, or fill or grade the land adjacent to a Trail so as to divert the flow of water onto the Trail right-of-way;
 2. Dig up or excavate a trench in a Trail for the purpose of installing pipes or wires; and
 3. Install private sewer or water lines in a Trail right-of-way.
- c. The Selectboard shall not grant a requested permit unless it determines that the proposed activity will not interfere with public use of the Trail or create a condition that poses a threat to the safety of those using the Trail. The Selectboard may include in any permit reasonable conditions to protect the safe use of the Trail by the public. The Selectboard may also condition upon approval of a permit on the permittee reimbursing the Town for its reasonable costs in monitoring performance of the work authorized by the permit.

SECTION 7. PENALTIES, COSTS AND REMEDIES.

- a. Any person who operates a motor vehicle on Trails or who allows another person to operate their motor vehicle on Trails without a permit shall be fined \$50.00, with a waiver fee of \$35.00. If the owner and the operator of a vehicle being operated without a permit are not the same person, the owner and the operator shall each be liable for the fine of \$50.00 or the waiver fee of \$35.00.
- b. Any person who violates Sections 4.b-e and Section 6.a of this Ordinance shall be fined \$50.00, with a waiver fee of \$35.00. Each day that such violation continues shall constitute a new violation, subject to a new fine.
- c. In addition to any penalties imposed for violation of this Ordinance, any person who causes damage to or unlawfully installs improvements within any Trail right-of-way shall be responsible for the cost of restoring the Trail to its condition prior to the damage.
- d. The penalties and costs recoverable by the Town under this Ordinance are in addition to any remedies, including penalties, costs and other relief available to the Town under State law.

SECTION 8. ENFORCEMENT OFFICERS. Enforcement shall be performed by any officer of the Chittenden County Sheriff's Department or by any other Vermont law enforcement officer.

SECTION 9. SEVERABILITY. If any portion of this ordinance is held unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected.

SECTION 10. EFFECTIVE DATE: This ordinance shall become effective 60 days after its adoption by the Westford Selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

Adopted this 27th day of August 2009. Effective date: October 26, 2009.

WESTFORD SELECTBOARD
 John Quinn (Chair)
 David A. Tilton
 Robert L. Bancroft

Received for Record August 28th, 2009 at 8:30 a.m.
 Attest: Nanette Rogers, Town Clerk

**TOWN OF WESTFORD
TRAFFIC ORDINANCE**

Pursuant to the provisions of Title 23, Vermont Statutes annotated, Sections 1007 and 1008, and Title 24, Vermont Statutes Annotated, Sections 1971 and 2291 (1), (4) and (5), and such other general enactments as may be material hereto, it is hereby ordained by the Selectboard of the Town of Westford that the following amended Traffic Ordinance is adopted for the Town of Westford, Vermont.

History: Ordinance originally adopted July 24, 2000, effective September 25, 2000.

ARTICLE I

The definitions of Title 23, Vermont Statutes Annotated, Section 4 are incorporated by reference.

ARTICLE II

The ordinance established special traffic regulations on public highways within the Town of Westford, Vermont.

- Section I It shall be unlawful for any person to disobey the direction of a traffic control device except in response of a law enforcement officer.
- Section II It shall be unlawful for any person to intentionally remove, injure, obstruct, deface alter or tamper with any traffic control device.
- Section III It shall be unlawful for any person to install any sign or device, which may resemble or be mistaken for an official traffic control device, without prior approval of the Town of Westford Selectboard.
- Section IV It shall be unlawful for any person to build, plant or place any obstacle within the town right away without prior approval of the Town of Westford Selectboard.

**ARTICLE III
SPEED REGULATIONS**

On the basis of engineering and traffic surveys, and Pursuant to S.56 the following speed limits are hereby established.

1. Allen Irish Road	The Entire Length	TH #10	35 mph
2. Brookside Road	From the intersection of Vermont Route 128 proceeding in a southerly direction to the intersection of Chace Lane	TH #1	25 mph
2A. Brookside Road	Beginning from the intersection of Chace Lane	TH #1 & #30	35 mph

	proceeding in a southerly direction to the intersection of Pettingill Road and Phelps Road		
3. Bill Cook Road	Westford Portion	TH #11	35 mph
4. Cambridge Road	The Entire Length	TH# 3	35 mph
5. Chapin Road	Westford Portion	TH #38	35 mph
6. Huntley Road	The Entire Length	TH #8	35 mph
7. Manley Road	The Entire Length	TH #35	35 mph
8. Old Stage Road	From Milton/Westford Rd. to Jct. of Woods Hollow	TH #6	35 mph
9. Old Stage Road	From Jct. of Woods Hollow to Essex Town Line	TH #1	40 mph
10. Osgood Hill Road	From Route 128 to Essex Town Line	TH #19	35 mph
11. Phelps Road	The Entire Length	TH #29	35 mph
12. Rollin Irish Road	From Old Stage to Milton Town Line	TH #31	35 mph
13. Woods Hollow Road	The Entire Length	TH #7 & #1	35 mph
14. Westford Milton Road	From Route 128 to Milton Town Line	TH #2	40 mph
15. Plains Road	The Entire Length	TH #9	35 mph
16. Common Road	The Entire Length	TH #33	25 mph
17. Old #11 Road	The Entire Length	TH #15	35 mph
18. Covey Road	The Entire Length	TH #14	35 mph

History: Section 15. Plains Road added and adopted August 12, 2003, effective October 11, 2003; Section 16. Common Road added and adopted November 10, 2005, effective January 9, 2006; Section 17. Old #11 Road added and adopted November 10, 2005, effective January 9, 2006; Section 18. Covey Road added and adopted November 10, 2005, effective January 9, 2006; Section 2. Brookside Road amended and adopted October 26, 2006, effective December 25, 2006; Section 2A. Brookside Road added and adopted October 26, 2006, effective December 25, 2006.

ARTICLE IV ROAD EXPLANATION

(Refer to Article III for name of road)

<u>Neighborhood Character</u>	<u>Abutting Land Use</u>	<u>Bicycle/Ped Use</u>	<u>Physical Character</u>
1. Well Spaced Residential	Residential/Open	Limited	Steep grade, Short sight distance, Connector road
2. Well Spaced Residential	School/Some Commercial	Heavy	Various conditions
2A. Well Spaced Residential	Residential/Open	Heavy	Various conditions

3. One House In Westford Heavily developed in Underhill	Open	Moderate	Two sharp curves, Narrow in places, Connector road to Underhill
4. Well Spaced Residential	Residential/Open	Heavy	Good condition Connector road
5. Moderately Developed	Residential/Open	Moderate	Various conditions Connector to Essex
6. Heavily Developed	Residential/Open	Heavy	Narrow in several places
7. Lightly Developed	Open	Moderate	Steep, narrow in spots
8. Heavily Developed	Residential/Agric/ Open	Heavy	Generally good Connector road
9. Moderately Developed	Residential/Open	Light	Paved Connector road
10. Very Heavily Developed	Residential	Heavy	Narrow, some steep grade, road difficult to maintain
11. One House	Open	Moderate	Steep grade, narrow in places
12. Heavily Developed	Residential	Moderate	Poor line of sight, narrow in several places, connector road to Milton
13. Moderately Developed	Residential/Open Agricultural	Heavy	Various conditions Connector road
14. Moderately Developed	Residential/Open	Heavy	Paved Connector Road
15. Very Heavily Developed	Residential	Heavy	1 Sharp Curve, Connector Road
16. Village Center	Residential/Some Commercial	Heavy	Short straight road, no shoulders
17. Moderately Developed	Residential/Open	Moderate	Narrow, hilly curves, one cross intersection, dead end
18. Moderately Developed	Residential/Open	Moderate	Narrow, hilly curves, one cross intersection, dead end

History: Section 15. added and adopted August 12, 2003, effective October 11, 2003; Section 16. added and adopted November 10, 2005, effective January 9, 2006; Section 17. added and adopted November 10, 2005, effective January 9, 2006; Section 18. added and adopted November 10, 2005, effective January 9, 2006; Section 2. amended and adopted October 26, 2006, effective December 25, 2006; Section 2A. added and adopted October 26, 2006, effective December 25, 2006.

STOPS AND YIELD SIGNS

The following intersections shall be designated as stop intersections, and shall be so signed.

TH #6 (Old Stage) entering TH #2 (Milton/Westford Rd.)
 TH #1 (Woods Hollow Road) entering TH #6 (Old Stage Road)
 TH #29 (Phelps Rd.) entering TH #1 (Woods Hollow Rd.)
 TH #35 (Manley Rd.) entering TH #1 (Woods Hollow Rd.)
 TH #1 (Maple Tree Lane) entering TH #1 (Woods Hollow Rd.)
 TH #31 (Rollin Irish Rd.) entering TH #6 (Old Stage Rd.)
 TH #35 (Manley Rd.) entering TH #6 (Old Stage Rd.)
 TH #8 (Huntley Rd.) entering TH #3 (Cambridge Rd.)
 TH #9 (Plains Rd.) entering TH #3 (Cambridge Rd.)
 TH #15 (Old #11) entering TH #3 (Cambridge Rd.)
 TH #29 (Phelps Rd.) entering TH #30 (Pettingill Rd.)
 TH #1 (Brookside Rd.) entering TH #30 (Phelps Rd.)
 TH #38 (Chapin Rd.) entering TH #1 (Woods Hollow Rd.)
 TH #14 (Covey Rd.) entering TH #15 (Old #11) Intersection entering both ways to TH #15
 TH #1 (Maple Tree Lane) entering TH #1 (Brookside Road)

History: TH#1(Maple Tree Lane) entering TH#1 (Brookside Road) added and adopted October 28, 2003, effective December 27, 2003; TH #6 (Old Stage) entering TH #1 (Woods Hollow Rd.) removed and adopted November 10, 2005, effective January 9, 2006; TH #1 (Woods Hollow Road) entering TH #6 (Old Stage Road) added and adopted November 10, 2005, effective January 9, 2006.

ARTICLE V PARKING REGULATIONS

- Section 1 It shall be unlawful to park at any time within 100 feet of the fire hydrant located on Route 128 at the Brown's River or in any area legally posted as a "Fire Lane."
- Section 2 It shall be unlawful to park at any time when temporary "No Parking" signs have been erected at the order of the Selectboard for the duration of the order.
- Section 3 It shall be unlawful to park upon any Town Highway from November 1st until March 1st between the hours of 6:00 p.m. and 6:00 a.m. or at any time during any snow emergency for the purpose of snow removal.
- Section 4 Any vehicle parked in violation of the provisions of this Article may be summarily removed at the owner's expense, by order of any law enforcement officer, road commissioner or Selectboard member. If the owner of a vehicle summarily removed under Section three hereof does not claim such vehicle and pay all towing and storage expenses within thirty (30) days of the date of such removal, the title to such vehicle shall escheat to the town and the vehicle may be sold or otherwise disposed of in accordance with Title 27, V.S.A. Section II.
- Section 5 Nothing in this Article shall be construed to make unlawful vehicular stops in obedience to the direction of a law enforcement officer or for causes beyond the control of the operator.

Section 6 Any person(s) violating sections 1 or 3 of this article shall be fined an amount of \$25.00 in addition to any fees or charges that may be necessary. Any person(s) violating Section 2 of this article shall be fined an amount of \$5.00. All fines payable to the Town of Westford.

ARTICLE VI SPEED LIMIT ORDINANCE ON STATE HIGHWAYS

Vermont Route 128

- 50 mph: Westford-Fairfax Town Line for a distance of approximately 1.4 miles, where it then changes to -
- 45 mph: for a distance of approximately .8 miles, where it then changes to -
- 40 mph: for a distance of approximately .2 miles, where it then changes to -
- 30 mph: for a distance of approximately .5 miles, where it then changes to -
- 40 mph: for a distance of approximately .3 miles, where it then changes to -
- 50 mph: for a distance of approximately 3.3 miles to the Westford-Essex Town Line.

Vermont Route 15

- 50 mph: Westford-Underhill Town Line to the Westford-Cambridge Town Line

History: Article VI added and adopted October 8, 2002, effective December 7, 2002.

WINTER ROAD POLICY

The Westford Highway Department has the responsibility of maintaining 39.4 miles of town roads, of which 36.9 miles are gravel and 2.5 miles are paved. This policy is based on the goal of obtaining safe highway travel surfaces during winter months. It is our goal to achieve this at the earliest practical time and in the most cost efficient manner during and after a storm event. Providing bare, dry travel surfaces during a winter storm event is not practical and therefore not expected.

Each winter storm event is unique. It is impractical to develop specific rules on winter maintenance operations. Therefore, the judgment of the Road Foreman often governs the quantities and type of applications used to control snow and ice.

Snow Plowing

The Town of Westford begins plowing when snow has accumulated 2 to 3 inches. Plowing may begin as early as 4:00 a.m. and stops when the storm has ended or 10:00 p.m., whichever comes sooner.

Sand

Sand will be applied to all gravel roads. With the use of sand in winter maintenance material, some particles may be as large as $\frac{3}{4}$ " in size and may cause windshield damage. Travelers should use caution and avoid following other vehicles or town trucks too closely. The Town will not pay for any vehicle repairs, such as the replacement of windshields. When ice is present under the sand, instant stops are impossible.

Plow Routes

Each plow route takes approximately 4 hours to complete, sometimes longer depending on the storm. This means if plowing started when there was 2 inches of snow on the road, by the time the truck finishes the route there is the potential for up to 6 inches or more of snow on the road again. Therefore, during a heavy snowstorm, at times there will be snow on the roads. There shall be no riders in the town trucks other than the operator of the truck and authorized town officials. All town trucks shall be pulled to the side of the road when the operator is using a cell phone.

Freezing Rain

It is important to note that salt or sand is less effective if applied before the rain stops. There is little the Westford Highway Department can do during a freezing rainstorm. Salt and sand will be applied to the roads sparingly during the event and more aggressively as needed once the storm is over.

Bare Roads

The Town of Westford does not have a bare road policy. Travelers who use Town roads should exercise due care and reasonable caution while driving during the winter months.

Mailboxes

The Town will not repair or replace mailboxes damaged by snow or ice clearing operations. Heavy snow coming off the plow blade will often knock over and damage mailboxes/posts that have not been adequately mounted and maintained or braced, or those mailboxes with doors left open. Also mailboxes/posts may be damaged by private contractors or homeowners during driveway clearing operations.

Trash Placement

Trash and trash receptacles should be placed in a manner that will not interfere with winter road maintenance. The Town will not be responsible for damage to trash receptacles or trash clean up as a result of its obstruction of snow removal.

Parked Vehicles

No vehicle shall be parked on the Town's right-of-way from the start of precipitation until 48 hours after the storm ends. The Town reserves the right to tow parked vehicles at the owner's expense. The Town is not liable for damages incurred to vehicles parked in the Town's right-of-way.

Plowing Across Town Roads

The practice of plowing snow from driveways across Town roads is prohibited. Residual snow creates a dangerous obstruction (piles, ridges, etc.). Snow shoveling into the roadway will cause similar problems. Once frozen, the piles/ridges can cause vehicles to lose control and can also cause damage to vehicles and town trucks and equipment. Generally, the Town will warn the responsible resident for a first occurrence. Subsequent violations may result in further action, which may include but is not limited to fines.

Adopted this 13th day of December, 2012.

WESTFORD SELECTBOARD

John Quinn, Chair

Ira Allen

Robert L. Bancroft

ABSTRACT OF 2014 SCHOOL DISTRICT MEETING

The Annual School District Meeting was called to order by Moderator Edward Chase at 7:00 p.m. on March 3, 2014. Approximately 325 voters were present.

A motion was made to increase the number of votes required for a paper ballot from 7 to 25. The motion carried.

Article I: Voted to authorize the school directors to borrow money by issuance of bonds or notes not in excess of anticipated revenues for the next fiscal year.

Article II: A nonbinding article to close the Town of Westford School District at the end of the 2013-2014 school year and authorize the board of School Directors to provide for education of the School District's Pre K-8 pupils by paying tuition in accordance with state law was tabled indefinitely.

The rules were suspended to allow for the following resolution to be discussed and voted on:

We as the petitioners are asking for broad support by the electorate to task the School Board with the following request:

In view of the fact that the State of Vermont has expressed an interest in the consolidation of school districts, we propose that the School Board form a committee to explore options for keeping our K-8 school locally controlled and long term sustainable, and that the committee be made up of equal representation from the Board and the electorate and report progress within a 6 month time period. In light of our group petition, we ask that the committee include at least one petitioner and that the committee solicit feedback from the teachers for the options that are explored.

The resolution was approved by voice vote.

The public hearing for Australian ballot articles followed.

The Annual School Meeting and Public Hearing adjourned at 10:00 p.m.

Results of Australian Ballot Articles - Voted on March 4, 2014

Article III: Defeated the Westford School District Budget of \$5,153,985 for the 2014-2015 school year.

Total ballots cast: 641
 309 Yes
 325 No
 7 Blanks

Article IV: Voted to approve \$50,000 to the Capital Fund for improvements to the chip bunker.

Total ballots cast: 641
 368 Yes
 265 No
 8 Blanks

Article V: Elected a school moderator and two school directors.
 School Moderator 1 year term – Ed Chase
 School Directors 3 year term – Andre E. Roy
 2 year term – Scott A. Cooledge

ABSTRACT OF 2014 SPECIAL SCHOOL DISTRICT MEETING

The April 28, 2014 Special School District Meeting was called to order by Moderator Edward Chase at 7:02 p.m. on April 28, 2014. Approximately 16 voters were present. This meeting occurred because a reconsideration petition was filed in response to the defeat of the school budget on March 4, 2014.

The first order of business was for the School Board to appoint a school moderator. Ed Chase ran and was elected at the Annual 2014 School District Meeting, however, the position was not legally warned therefore the vote was invalid.

Martha Heath made a motion to appoint Ed Chase as School Moderator through Town Meeting of 2015, seconded by Scott Coolege. Motion passed: 5-0.

The public hearing for the budget followed. Mark Drapa gave a presentation of the budget to be voted on Tuesday, April 29, 2014, which was the same budget that was voted on March 4, 2014.

The public hearing ended at 8:10 p.m.

Results of Australian Ballot Article - Voted on April 29, 2014

Article II: Approved the Westford School District Budget of \$5,153,985 for the 2014-2015 school year.
Total ballots cast: 503
 257 Yes
 246 No

This was a reconsideration vote; a minimum of 217 yes votes were needed. The yes votes exceeded that number therefore the budget passed.

**WARNINGS
TOWN OF WESTFORD SCHOOL DISTRICT
PUBLIC INFORMATIONAL HEARING AND ANNUAL MEETING**

**PUBLIC INFORMATIONAL HEARING
Monday, March 2, 2015 at 7:00 p.m.
Westford School**

The legal voters of the Town of Westford School District are hereby warned and notified to meet at the Westford School in said Town of Westford on **Monday, March 2, 2015 at 7:00 p.m.**, at which time the School District's public informational hearing on the fiscal year 2016 budget will commence immediately following the Town's Annual Meeting.

**ANNUAL SCHOOL DISTRICT MEETING
Monday, March 2, 2015
Westford School**

The legal voters of the Town of Westford School District are hereby warned and notified to meet at the Westford School in said Town of Westford on **Monday, March 2, 2015 at the completion of the Public Informational Hearing** to act on the following articles:

- ARTICLE I: Shall the Town of Westford School District authorize the school directors to borrow money by issuance of bonds or notes not in excess of anticipated revenues for the next fiscal year?
- ARTICLE II: To transact any other business that may lawfully come before this meeting.

The legal voters of the Town of Westford School District are hereby notified and warned to meet at the Westford School in the Town of Westford on **Tuesday, March 3, 2015, between the hours of 7:00 a.m. and 7:00 p.m.**, to vote by Australian Ballot on the following articles.

- ARTICLE III Shall the Town of Westford School District appropriate the sum of \$5,091,651 to be spent during the 2015-2016 school year for school purposes?
- ARTICLE IV: Shall the Town of Westford School District also appropriate \$50,000 to the Capital Fund for capital improvement items contained in the Westford School District Capital Plan?
- ARTICLE V: To elect all officers required by law.
- One school moderator for a term of one year;
 - One school director for a term of two years;
 - One school director for a term of three years.

Approved this 7th day of January, 2015 by the Westford School Board.

Mark Drapa, Chair
Andre Roy, Vice Chair
Martha Heath, Clerk
Scott Cooledge
Kim Phinney

Received for record January 23rd, 2015, at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

Posted at: Westford Town Office, Westford School, Westford Library, Westford Post Office,
and Westford Brick Meeting House

WESTFORD SCHOOL DISTRICT BUDGET REPORT

REVENUES		FY'14	FY'15	FY'15	FY'16		
		Actuals	Estimate	Approved	Proposed	\$ Var	% Var
LOCAL							
Fund Balance		\$0	\$0	\$0	\$0	\$0	N/A
Interest Earnings		\$411	\$500	\$1,200	\$1,000	(\$200)	-16.67%
Regular Elem Tuition		\$25,000	\$26,600	\$26,600	\$13,650	(\$12,950)	-48.68%
SpEd Excess Cost Reimbursement		\$8,380	\$4,750	\$4,995	\$4,995	\$0	0.00%
Building Rental		\$451	\$400	\$0	\$450	\$450	N/A
LOCAL Total		\$34,242	\$32,250	\$32,795	\$20,095	(\$12,700)	-38.73%
STATE							
Education Spending Grant		\$4,282,805	\$4,439,876	\$4,439,876	\$4,443,378	\$3,502	0.08%
Technical Center Block Grant		\$100,707	\$78,357	\$78,357	\$60,319	(\$18,038)	-23.02%
State Aid Transportation		\$61,200	\$62,405	\$62,405	\$61,616	(\$789)	-1.26%
Early Ed. Initiative Grant (EEI)		\$18,827	\$7,900	\$14,318	\$6,000	(\$8,318)	-58.09%
Essential Early Education (EEE)		\$18,662	\$19,012	\$19,012	\$18,206	(\$806)	-4.24%
SpEd Expenditures Reimbursement		\$285,705	\$310,000	\$330,792	\$281,663	(\$49,129)	-14.85%
Mainstream Block Grant		\$111,980	\$110,490	\$110,490	\$108,227	(\$2,263)	-2.05%
SpEd Extraordinary Reimbursement		\$122,414	\$20,000	\$20,018	\$0	(\$20,018)	-100.00%
State Placed SpEd Reimbursement		\$0	\$31,000	\$31,310	\$92,147	\$60,837	194.31%
STATE Total		\$5,002,300	\$5,079,040	\$5,106,578	\$5,071,556	(\$35,022)	-0.69%
FEDERAL							
IDEA-B		\$10,000	\$0	\$0	\$0	\$0	N/A
FEDERAL Total		\$10,000	\$0	\$0	\$0	\$0	N/A
OTHER							
Medicaid Reimbursement		\$8,817	\$8,612	\$8,612	\$0	(\$8,612)	-100.00%
Impact Fees		\$6,000	\$6,000	\$6,000	\$0	(\$6,000)	-100.00%
OTHER Total		\$14,817	\$14,612	\$14,612	\$0	(\$14,612)	-100.00%
GRAND TOTAL		\$5,061,359	\$5,125,902	\$5,153,985	\$5,091,651	(\$62,334)	-1.21%
EXPENSES							
		FY'14	FY'15	FY'15	FY'16		
		Actuals	Estimate	Approved	Proposed	\$ Var	% Var
DISTRICT WIDE							
110	Certified Staff Salaries	\$1,348,597	\$1,404,868	\$1,425,527	\$1,370,903	(\$54,624)	-3.83%
111	Support Staff Salaries	\$336,761	\$378,500	\$386,589	\$385,159	(\$1,430)	-0.37%
112	Extra Curricular Activity Stipends	\$21,538	\$25,000	\$25,099	\$27,049	\$1,950	7.77%
113	Certified Staff Retirements	\$9,000	\$0	\$0	\$3,000	\$3,000	N/A
114	Cerified Staff Extra Duty Stipends	\$2,702	\$5,000	\$5,300	\$6,000	\$700	13.21%
115	Tutoring Staff Salaries	\$13,260	\$17,250	\$17,680	\$9,680	(\$8,000)	-45.25%
117	Board Stipends	\$2,000	\$2,000	\$2,500	\$2,500	\$0	0.00%
120	Substitute Salaries	\$37,941	\$41,000	\$51,492	\$41,492	(\$10,000)	-19.42%
130	Overtime Salaries	\$27,621	\$21,100	\$19,413	\$26,668	\$7,255	37.37%
210	Health Benefits	\$359,516	\$393,663	\$422,227	\$438,548	\$16,321	3.87%
211	Health Inoculations	\$0	\$0	\$200	\$200	\$0	0.00%
220	Social Security (FICA)	\$131,437	\$147,313	\$147,919	\$143,246	(\$4,673)	-3.16%
230	Group Life Insurance	\$2,721	\$2,693	\$2,884	\$1,372	(\$1,512)	-52.43%
232	VSTRS OPEB Assessment	\$0	\$0	\$0	\$439	\$439	N/A
240	Retirement Contributions	\$18,015	\$22,125	\$23,231	\$23,570	\$339	1.46%
250	Workers' Compensation	\$9,920	\$10,000	\$11,324	\$11,664	\$340	3.00%
260	Unemployment Compensation	\$16,156	\$5,500	\$5,425	\$5,940	\$515	9.49%
270	Tuition Reimbursement	\$11,287	\$17,000	\$27,283	\$18,122	(\$9,161)	-33.58%
280	Dental Insurance	\$30,229	\$31,559	\$32,255	\$32,393	\$138	0.43%
	DISTRICT WIDE Total	\$2,378,700	\$2,524,571	\$2,606,348	\$2,547,945	(\$58,403)	-2.24%

EXPENSES	FY'14 Actuals	FY'15 Estimate	FY'15 Approved	FY'16 Proposed	\$ Var	% Var
DIRECT INSTRUCTION						
330 Other Professional Services	\$250	\$500	\$6,500	\$300	(\$6,200)	-95.38%
390 Other Purchased Services	\$0	\$9,354	\$9,354	\$8,122	(\$1,232)	-13.17%
532 Postage	\$0	\$0	\$45	\$0	(\$45)	-100.00%
535 Telecommunications	\$0	\$0	\$0	\$0	\$0	N/A
540 Advertising	\$100	\$0	\$0	\$100	\$100	N/A
566 Private Preschool	\$7,800	\$7,800	\$7,800	\$9,000	\$1,200	15.38%
580 Travel and Conference	\$0	\$100	\$350	\$100	(\$250)	-71.43%
610 General Supplies	\$15,290	\$22,100	\$25,000	\$31,000	\$6,000	24.00%
619 Testing Materials	\$0	\$500	\$1,000	\$500	(\$500)	-50.00%
641 Books	\$1,042	\$5,000	\$5,000	\$5,000	\$0	0.00%
642 Periodicals	\$516	\$550	\$600	\$1,400	\$800	133.33%
670 Technology Software	\$142	\$0	\$0	\$0	\$0	N/A
810 Dues & Fees	\$1,637	\$0	\$0	\$0	\$0	N/A
811 Field Trips	\$0	\$900	\$900	\$900	\$0	0.00%
812 Student Special Programs	\$1,975	\$2,000	\$2,000	\$2,200	\$200	10.00%
DIRECT INSTRUCTION Total	\$28,751	\$48,804	\$58,549	\$58,622	\$73	0.12%
HIGH SCHOOL/TECH TUITION						
561 Tuition Other VT Schools	\$1,383,903	\$1,365,000	\$1,330,800	\$1,401,200	\$70,400	5.29%
564 Tuition Public/Private Schools	\$13,078	\$27,504	\$0	\$14,165	\$14,165	N/A
568 Tuition to Tech Ctr by State	\$100,707	\$78,357	\$78,357	\$60,319	(\$18,038)	-23.02%
569 Tuition to Tech Ctr - Local	\$99,039	\$80,575	\$80,575	\$62,505	(\$18,070)	-22.43%
HIGH SCHOOL/TECH TUITION Total	\$1,596,727	\$1,551,436	\$1,489,732	\$1,538,189	\$48,457	3.25%
SPECIAL EDUCATION						
330 Other Professional Services	\$21,363	\$2,000	\$4,000	\$2,000	(\$2,000)	-50.00%
435 General Maintenance	\$465	\$0	\$0	\$0	\$0	N/A
540 Advertising	\$104	\$300	\$300	\$200	(\$100)	-33.33%
561 Tuition Other VT Schools	\$223,520	\$0	\$0	\$0	\$0	N/A
580 Travel & Conference	\$110	\$100	\$100	\$100	\$0	0.00%
594 Excess Costs	\$176,476	\$0	\$0	\$0	\$0	N/A
610 General Supplies	\$4,757	\$4,875	\$2,500	\$5,300	\$2,800	112.00%
619 Testing Materials	\$347	\$0	\$0	\$0	\$0	N/A
641 Books	\$977	\$700	\$750	\$0	(\$750)	-100.00%
650 Technology Supplies (Hardware)	\$1,992	\$0	\$0	\$0	\$0	N/A
810 Dues & Fees	\$0	\$0	\$0	\$300	\$300	N/A
SPECIAL EDUCATION Total	\$430,111	\$7,975	\$7,650	\$7,900	\$250	3.27%
STUDENT ACTIVITIES						
330 Other Professional Services	\$107	\$0	\$0	\$750	\$750	N/A
610 General Supplies	\$5,789	\$6,000	\$6,200	\$6,200	\$0	0.00%
815 Officials' Fees	\$5,695	\$6,000	\$6,375	\$5,425	(\$950)	-14.90%
STUDENT ACTIVITIES Total	\$11,591	\$12,000	\$12,575	\$12,375	(\$200)	-1.59%
GUIDANCE & SUPPORT						
580 Travel & Conference	\$100	\$100	\$100	\$100	\$0	0.00%
610 General Supplies	\$206	\$220	\$250	\$200	(\$50)	-20.00%
641 Books	\$67	\$75	\$100	\$100	\$0	0.00%
810 Dues & Fees	\$45	\$100	\$150	\$100	(\$50)	-33.33%
812 Student Special Programs	\$343	\$400	\$500	\$400	(\$100)	-20.00%
GUIDANCE & SUPPORT Total	\$761	\$895	\$1,100	\$900	(\$200)	-18.18%
HEALTH						
421 Disposal Services	\$0	\$200	\$200	\$300	\$100	50.00%
435 General Maintenance	\$0	\$100	\$200	\$100	(\$100)	-50.00%
532 Postage	\$0	\$30	\$40	\$40	\$0	0.00%
610 General Supplies	\$1,337	\$1,350	\$1,400	\$1,400	\$0	0.00%
HEALTH Total	\$1,337	\$1,680	\$1,840	\$1,840	\$0	0.00%

EXPENSES		FY'14	FY'15	FY'15	FY'16	\$ Var	% Var
		Actuals	Estimate	Approved	Proposed		
SPEECH & LANGUAGE							
435	General Maintenance	\$0	\$100	\$200	\$0	(\$200)	-100.00%
610	General Supplies	\$90	\$150	\$200	\$200	\$0	0.00%
641	Books	\$135	\$140	\$150	\$150	\$0	0.00%
SPEECH & LANGUAGE Total		\$224	\$390	\$550	\$350	(\$200)	-36.36%
LIBRARY & MEDIA SERVICES							
435	General Maintenance	\$0	\$100	\$300	\$100	(\$200)	-66.67%
532	Postage	\$0	\$40	\$50	\$50	\$0	0.00%
535	Telecommunications	\$0	\$0	\$0	\$2,750	\$2,750	N/A
580	Travel & Conference	\$659	\$500	\$100	\$500	\$400	400.00%
610	General Supplies	\$521	\$650	\$780	\$780	\$0	0.00%
641	Books	\$5,717	\$5,800	\$6,000	\$6,000	\$0	0.00%
642	Periodicals	\$500	\$550	\$600	\$600	\$0	0.00%
650	Audiovisual Materials	\$0	\$100	\$400	\$0	(\$400)	-100.00%
670	Technology Software	\$2,096	\$2,250	\$2,750	\$0	(\$2,750)	-100.00%
812	Student Special Programs	\$0	\$150	\$200	\$200	\$0	0.00%
LIBRARY & MEDIA SERVICES Total		\$9,494	\$10,140	\$11,180	\$10,980	(\$200)	-1.79%
SCHOOL BOARD & TREASURER							
330	Other Professional Services	\$4,091	\$11,000	\$15,350	\$3,000	(\$12,350)	-80.46%
331	SU Assessment	\$209,604	\$187,578	\$187,578	\$187,052	(\$526)	-0.28%
332	Shared Service SU Assessment	\$0	\$306,800	\$343,311	\$302,360	(\$40,951)	-11.93%
360	Legal Services	\$7,820	\$4,400	\$4,500	\$4,500	\$0	0.00%
540	Advertising	\$788	\$1,100	\$2,000	\$1,250	(\$750)	-37.50%
550	Printing and Binding	\$46	\$70	\$100	\$75	(\$25)	-25.00%
580	Travel & Conference	\$542	\$550	\$550	\$550	\$0	0.00%
591	School Board Expense	\$298	\$400	\$500	\$500	\$0	0.00%
610	General Supplies	\$656	\$900	\$1,100	\$1,000	(\$100)	-9.09%
810	Dues & Fees	\$1,786	\$1,800	\$1,800	\$1,850	\$50	2.78%
SCHOOL BOARD & TREASURER Total		\$225,630	\$514,598	\$556,789	\$502,137	(\$54,652)	-9.82%
PRINCIPAL SERVICES							
330	Other Professional Services	\$0	\$400	\$500	\$500	\$0	0.00%
440	Rentals and Leases	\$7,215	\$7,400	\$7,600	\$7,200	(\$400)	-5.26%
532	Postage	\$402	\$400	\$400	\$400	\$0	0.00%
550	Printing & Binding	\$55	\$90	\$100	\$100	\$0	0.00%
580	Travel & Conference	\$205	\$450	\$500	\$500	\$0	0.00%
610	General Supplies	\$1,091	\$1,900	\$2,100	\$1,900	(\$200)	-9.52%
810	Dues & Fees	\$304	\$300	\$300	\$300	\$0	0.00%
899	Discretionary Funds	\$294	\$300	\$600	\$300	(\$300)	-50.00%
PRINCIPAL SERVICES Total		\$9,566	\$11,240	\$12,100	\$11,200	(\$900)	-7.44%
MAINTENANCE & OPERATIONS							
330	Other Professional Services	\$13,204	\$12,000	\$12,450	\$8,150	(\$4,300)	-34.54%
421	Disposal Services	\$0	\$1,800	\$0	\$2,000	\$2,000	N/A
431	Equipment Maintenance	\$0	\$1,750	\$0	\$2,000	\$2,000	N/A
432	Maintenance of Buildings	\$14,338	\$14,000	\$14,420	\$22,095	\$7,675	53.22%
433	Maintenance of Grounds	\$0	\$0	\$0	\$5,400	\$5,400	N/A
435	General Maintenance	\$1,128	\$1,850	\$1,900	\$2,500	\$600	31.58%
442	Equipment Lease/Rental	\$0	\$400	\$400	\$1,100	\$700	175.00%
521	Property & Liability Insurance	\$8,444	\$10,000	\$10,560	\$10,666	\$106	1.00%
532	Postage	\$200	\$200	\$200	\$200	\$0	0.00%
580	Travel & Conference	\$749	\$750	\$750	\$750	\$0	0.00%
610	General Supplies	\$10,392	\$10,500	\$10,975	\$10,975	\$0	0.00%
622	Electricity	\$47,247	\$47,650	\$47,670	\$48,150	\$480	1.01%
623	Bottled Gas	\$983	\$900	\$900	\$990	\$90	10.00%
624	Oil	\$11,682	\$9,000	\$7,125	\$11,450	\$4,325	60.70%
626	Gasoline	\$419	\$400	\$0	\$1,200	\$1,200	N/A
628	Wood Chips	\$11,335	\$10,000	\$10,000	\$14,700	\$4,700	47.00%
710	Land & Improvements	\$0	\$600	\$600	\$0	(\$600)	-100.00%
720	Building Improvements	\$3,679	\$11,500	\$12,950	\$0	(\$12,950)	-100.00%
730	Equipment	\$1,424	\$900	\$900	\$9,250	\$8,350	927.78%
MAINTENANCE & OPERATIONS Total		\$125,225	\$134,200	\$131,800	\$151,576	\$19,776	15.00%

EXPENSES	FY'14	FY'15	FY'15	FY'16	\$ Var	% Var
	Actuals	Estimate	Approved	Proposed		
INFORMATION TECHNOLOGY						
330 Other Professional Services	\$0	\$1,850	\$2,090	\$500	(\$1,590)	-76.08%
435 General Maintenance	\$546	\$1,250	\$1,501	\$1,425	(\$76)	-5.06%
436 Maintenance Software	\$2,190	\$3,200	\$3,363	\$2,666	(\$697)	-20.73%
531 Telephone	\$3,113	\$4,300	\$4,417	\$3,965	(\$452)	-10.23%
535 Telecommunications	\$3,457	\$3,065	\$3,065	\$8,101	\$5,036	164.31%
580 Travel & Conference	\$0	\$50	\$100	\$100	\$0	0.00%
610 General Supplies	\$978	\$1,100	\$1,200	\$1,850	\$650	54.17%
650 Technology Supplies (Hardware)	\$35,937	\$21,600	\$21,684	\$29,887	\$8,203	37.83%
670 Technology Software	\$3,643	\$6,100	\$6,103	\$4,813	(\$1,290)	-21.14%
730 Equipment	\$0	\$1,000	\$1,045	\$0	(\$1,045)	-100.00%
INFORMATION TECHNOLOGY Total	\$49,864	\$43,515	\$44,568	\$53,307	\$8,739	19.61%
STUDENT TRANSPORTATION						
519 Student Transportation	\$150,930	\$156,500	\$157,496	\$161,330	\$3,834	2.43%
STUDENT TRANSPORTATION Total	\$150,930	\$156,500	\$157,496	\$161,330	\$3,834	2.43%
DEBT SERVICE						
830 Long Term Interest	\$3,023	\$958	\$958	\$0	(\$958)	-100.00%
831 Short Term Interest	\$3,433	\$2,750	\$750	\$3,000	\$2,250	300.00%
910 Long Term Debt Principal	\$35,000	\$30,000	\$30,000	\$0	(\$30,000)	-100.00%
990 Prior Year Adjustments	\$299	\$30,000	\$30,000	\$30,000	\$0	0.00%
DEBT SERVICE Total	\$41,756	\$63,708	\$61,708	\$33,000	(\$28,708)	-46.52%
GRAND TOTAL	\$5,060,666	\$5,081,652	\$5,153,985	\$5,091,651	(\$62,334)	-1.21%

EXPENSE SUMMARY	FY'14	FY'15	FY'15	FY'16	\$ Var	% Var
	Actuals	Estimate	Approved	Proposed		
DISTRICT WIDE	\$2,378,700	\$2,524,571	\$2,606,348	\$2,547,945	(\$58,403)	-2.24%
DIRECT INSTRUCTION	\$28,751	\$48,804	\$58,549	\$58,622	\$73	0.12%
INSTRUCTION OTHER	\$1,596,727	\$1,551,436	\$1,489,732	\$1,538,189	\$48,457	3.25%
SPECIAL EDUCATION	\$430,111	\$7,975	\$7,650	\$7,900	\$250	3.27%
STUDENT ACTIVITIES	\$11,591	\$12,000	\$12,575	\$12,375	(\$200)	-1.59%
GUIDANCE & SUPPORT	\$761	\$895	\$1,100	\$900	(\$200)	-18.18%
HEALTH	\$1,337	\$1,680	\$1,840	\$1,840	\$0	0.00%
SPEECH & LANGUAGE	\$224	\$390	\$550	\$350	(\$200)	-36.36%
LIBRARY & MEDIA SERVICES	\$9,494	\$10,140	\$11,180	\$10,980	(\$200)	-1.79%
SCHOOL BOARD & TREASURER	\$225,630	\$514,598	\$556,789	\$502,137	(\$54,652)	-9.82%
PRINCIPAL SERVICES	\$9,566	\$11,240	\$12,100	\$11,200	(\$900)	-7.44%
MAINTENANCE & OPERATIONS	\$125,225	\$134,200	\$131,800	\$151,576	\$19,776	15.00%
STUDENT TRANSPORTATION	\$150,930	\$156,500	\$157,496	\$161,330	\$3,834	2.43%
INFORMATION TECHNOLOGY	\$49,864	\$43,515	\$44,568	\$53,307	\$8,739	19.61%
DEBT SERVICE	\$41,756	\$63,708	\$61,708	\$33,000	(\$28,708)	-46.52%
GRAND TOTAL	\$5,060,666	\$5,081,652	\$5,153,985	\$5,091,651	(\$62,334)	-1.21%

EXPLANATION OF TERMS

- DISTRICT WIDE:** Costs related to salaries and benefits for all employees.
- DIRECT INSTRUCTION:** Costs related to the classroom instructional programs for grades K-8 including books, paper, pencils, software, etc.
- INSTRUCTION OTHER:** Costs related to tuition for students grade 9-12.
- SPECIAL EDUCATION:** Costs related for special education and early essential education.
- STUDENT ACTIVITIES:** Costs related to co- and extra-curricular activities for students.
- STUDENT SUPPORT:** Costs related to guidance, staff development, library, health services and technology support.
- ADMINISTRATIVE SUPPORT:** Costs of administration including expenses of the School Board, Treasurer, Principal and Westford's SU assessment.
- MAINTENANCE AND OPERATIONS:** Costs related to the upkeep of the school facility including heat, utilities, repairs, building improvements, etc.
- TRANSPORTATION:** Costs of busing and field trips for grades K-8.
- DEBT SERVICE:** Costs of annual interest and principal repayment of construction debt.

GRAND LIST INFORMATION

	<u>Year</u>	<u>Grand List</u>	<u>Tax Rate / Homestead</u>
	*2003	\$1,422,199	\$1.514
	2004	\$1,437,729	\$1.308
	2005	\$1,467,204	\$1.449
	2006	\$1,509,853	\$1.577
	2007	\$1,557,805	\$1.538
	2008	\$1,603,276	\$1.617
	*2009	\$2,232,631	\$1.128
	2010	\$2,268,774	\$1.181
	2011	\$2,277,860	\$1.205
	2012	\$2,282,675	\$1.233
	2013	\$2,310,285	\$1.339
* Re-appraisal.	2014	\$2,344,235	\$1.469

SCHOOL DISTRICT SUPPLEMENTAL INFORMATION**SCHOOL CONSTRUCTION DATA:**

1993 School Addition: Bonds were sold in July 1994 for \$901,000 for a period of 20 years. Principal payment of \$55,000 annually from December 1995 to December 1997; \$50,000 from December 1998 to December 2004; \$45,000 from December 2005 to December 2009; \$35,000 from December 2010 to December 2013 with a final payment of \$30,000 on December 1, 2014. Interest is payable at 5.733% semi-annually on June 1 and December 1. In July 2003, the Bond Bank refunded this bond issue, a process, which reduced the interest cost of the bond for Westford. Balance of the Bond as of June 30, 2014 was \$30,000.

ENROLLMENT:

	<u>FY'12</u> <u>Actual</u>	<u>FY'13</u> <u>Actual</u>	<u>FY'14</u> <u>Actual</u>	<u>FY'15</u> <u>Actual</u>	<u>FY'16</u> <u>Projected</u>	<u>FY'17</u> <u>Projected</u>
K	17	18	19	16	18	18
1	14	19	19	19	16	18
2	26	15	17	18	20	17
3	17	23	18	15	19	21
4	23	17	20	17	15	18
5	24	24	20	19	17	14
6	22	24	19	17	19	16
7	25	22	24	23	19	20
8	31	24	23	25	23	19
K-8	199	186	179	169	166	161
9	34	31	26	26	27	25
10	25	31	29	24	24	24
11	34	27	31	32	25	24
12	26	34	29	29	32	25
9-12	119	123	115	111	108	98
K-12	318	309	294	280	274	259

Equalized Pupils

<u>FY'14</u>	<u>FY'15</u>	<u>Est. FY'16</u>	<u>Net Change</u>	<u>% Change</u>
330.07	318.52	307.37	(11.15)	-3.5%

HIGH SCHOOLS:

	<u>FY'12</u> <u>Actual</u>	<u>FY'13</u> <u>Actual</u>	<u>FY'14</u> <u>Actual</u>	<u>FY'15</u> <u>Actual</u>	<u>FY'16</u> <u>Projected</u>
Essex	84	84	78	71	65
Mt. Mansfield	23	26	18	17	18
BFA (Fairfax)	10	10	15	20	24
CVU	0	2	3	1	0
Private	2	1	1	2	1
TOTAL	119	123	115	111	108

School**Est. Tuition**

Essex HS	\$13,900
Mt. Mansfield	\$12,900
BFA (Fairfax)	\$12,800
CVU	\$13,700
Private	\$14,165

Comparative Data for Cost-Effectiveness, FY2016 Report 16 V.S.A. § 165(a)(2)(K)

School: Westford Elementary School
S.U.: Chittenden Central S.U.

A list of schools and school districts in each cohort may be found on the DOE website under "School Data and Reports":
<http://www.state.vt.us/educ/>

FY2014 School Level Data

Cohort Description: K - 8, enrollment < 200
(34 schools in cohort)

Cohort Rank by Enrollment (1 is largest)
2 out of 34

School level data		Grades Offered	Enrollment	Total Teachers	Total Administrators	Stu / Tchr Ratio	Stu / Admin Ratio	Tchr / Admin Ratio
Smaller ->	Barton Graded School	PK - 8	181	14.30	2.00	12.66	90.50	7.15
	Putney Central School	K - 8	184	20.00	1.00	9.20	184.00	20.00
	Dorset School	PK - 8	191	18.97	1.00	10.07	191.00	18.97
	Westford Elementary School	PK - 8	196	16.00	1.00	12.25	196.00	16.00
<- Larger	Troy Elementary School	PK - 8	199	17.00	1.00	11.71	199.00	17.00
Averaged SCHOOL cohort data			122.94	11.87	1.00	10.35	123.49	11.93

School District: Westford
LEA ID: T232

Special education expenditures vary substantially from district to district and year to year. Therefore, they have been excluded from these figures.

The portion of current expenditures made by supervisory unions on behalf of districts varies greatly. These data include district assessments to SUs. Including assessments to SUs makes districts more comparable to each other.

FY2013 School District Data

Cohort Description: K - 8 school district, FY2013 FTE ≥ 200
(31 school districts in cohort)

Grades offered in School District | Student FTE enrolled in school district | Current expenditures per student FTE **EXCLUDING** special education costs

Cohort Rank by FTE
(1 is largest)
30 out of 31

School district data (local, union, or joint district)

Smaller ->	Burke	PK-8	200.87	\$10,940
	Westford	PK-8	201.90	\$12,848
	Alburgh	PK-8	211.84	\$11,783
	Grand Isle	PK-8	212.75	\$11,840
<- Larger	Barnet	PK-8	215.62	\$12,061
Averaged SCHOOL DISTRICT cohort data			511.78	\$11,259

Current expenditures are an effort to calculate an amount per FTE spent by a district on students enrolled in that district. This figure excludes tuitions and assessments paid to other providers, construction and equipment costs, debt service, adult education, and community service.

FY2015 School District Data

LEA ID	School District	Grades offered in School District	School district tax rate			Total municipal tax rate, K-12, consisting of prorated member district rates		
			SchDist Equalized Pupils	SchDist Education Spending per Equalized Pupil	SchDist Equalized Homestead Ed tax rate	MUN Equalized Homestead Ed tax rate	MUN Common Level of Appraisal	MUN Actual Homestead Ed tax rate
Smaller ->	T036 Burke	PK-8	280.55	15,116.20	1.5955	1.5955	102.48%	1.5569
	T084 Grand Isle	PK-8	303.15	14,758.99	1.5578	1.5578	102.05%	1.5265
	T003 Alburgh	PK-8	303.53	13,983.47	1.4759	1.4759	103.90%	1.4205
	T232 Westford	PK-8	318.52	14,342.06	1.5138	1.5138	103.06%	1.4689
	T073 Fair Haven	PK-8	325.87	12,504.99	1.3199	1.3576	117.01%	1.1603
	T072 Fairfield	PK-8	329.03	13,957.62	1.4732	1.4732	95.69%	1.5396
<- Larger	T227 Weathersfield	K-8	334.80	15,773.02	1.6648	1.6648	100.00%	1.6648

The Legislature has required the Department of Education to provide this information per the following statute:

16 V.S.A. § 165(a)(2) The school, at least annually, reports student performance results to community members in a format selected by the school board. . . . The school report shall include:

(K) data provided by the commissioner which enable a comparison with other schools, or school districts if school level data are not available, for cost-effectiveness. The commissioner shall establish which data are to be included pursuant to this subdivision and, notwithstanding that the other elements of the report are to be presented in a format selected by the school board, shall develop a common format to be used by each school in presenting the data to community members. The commissioner shall provide the most recent data available to each school no later than October 1 of each year. Data to be presented may include student-to-teacher ratio, administrator-to-student ratio, administrator-to-teacher ratio, and cost per pupil.

PRELIMINARY

Three Prior Years Comparisons - Format as Provided by AOE

ESTIMATES ONLY

District: **Westford**
County: **Chittenden**

T232
Chittenden Central

Statutory calculation. See note at bottom of page. **9,459**
Recommended homestead rate from Tax Commissioner. See note at bottom of page. **1.00**

Expenditures

		FY2013	FY2014	FY2015	FY2016	
1.	Budget (local budget, including special programs, full technical center expenditures, and any Act 144 expenditures)	\$4,993,353	\$5,048,777	\$5,203,985	\$5,091,651	1.
2.	plus Sum of separately warned articles passed at town meeting	-	-	-	\$50,000	2.
3.	minus Act 144 Expenditures, to be excluded from Education Spending (Manchester & West Windsor only)	-	-	-	-	3.
4.	Locally adopted or warned budget	\$4,993,353	\$5,048,777	\$5,203,985	\$5,141,651	4.
5.	plus Obligation to a Regional Technical Center School District if any	-	-	-	-	5.
6.	plus Prior year deficit repayment of deficit	-	-	-	-	6.
7.	Total Budget	\$4,993,353	\$5,048,777	\$5,203,985	\$5,141,651	7.
8.	S.U. assessment (included in local budget) - informational data	-	-	-	\$187,052	8.
9.	Prior year deficit reduction (included in expenditure budget) - informational data	-	-	-	\$30,000	9.

Revenues

10.	Offsetting revenues (categorical grants, donations, tuitions, surplus, etc., including local Act 144 tax revenues)	\$807,068	\$655,265	\$635,752	\$587,954	10.
11.	plus Capital debt aid for eligible projects pre-existing Act 60	-	-	-	-	11.
12.	minus All Act 144 revenues, including local Act 144 tax revenues (Manchester & West Windsor only)	-	-	-	-	12.
13.	Offsetting revenues	\$807,068	\$655,265	\$635,752	\$587,954	13.
14.	Education Spending	\$4,186,285	\$4,393,512	\$4,568,233	\$4,553,697	14.
15.	Equalized Pupils (Act 130 count is by school district)	342.04	330.07	318.52	307.37	15.

16.	Education Spending per Equalized Pupil	\$12,239.17	\$13,310.85	\$14,342.06	\$14,815.03	16.
17.	minus Less ALL net eligible construction costs (or P&I) per equalized pupil	\$117.62	\$115.20	\$97.19	-	17.
18.	minus Less share of SpEd costs in excess of \$50,000 for an individual	\$24.77	-	-	-	18.
19.	minus Less amount of deficit if deficit is SOLELY attributable to tuitions paid to public schools for grades the district does not operate for new students who moved to the district after the budget was passed	-	-	-	-	19.
20.	minus Less SpEd costs if excess is solely attributable to new SpEd spending if district has 20 or fewer equalized pupils	-	-	-	-	20.
21.	minus Estimated costs of new students after census period	-	-	-	-	21.
22.	minus Total tuitions if tuitioning ALL K-12 unless electorate has approved tuitions greater than average announced tuition	NA	-	-	-	22.
23.	minus Less planning costs for merger of small schools	-	-	-	-	23.
24.	minus Teacher retirement assessment for new members of Vermont State Teachers' Retirement System on or after July 1, 2015	NA	NA	NA	-	24.
25.	plus Excess Spending per Equalized Pupil over threshold (if any)	threshold = \$14,841	threshold = \$15,456	threshold = \$16,166	threshold = \$17,103	25.
26.	Per pupil figure used for calculating District Adjustment	\$12,239	\$13,311	\$14,342	\$14,815	26.
27.	District spending adjustment (minimum of 100%) (\$14,815 / \$9,459)	140.309% <small>based on \$8,723</small>	145.458% <small>based on \$9,151</small>	154.465% <small>based on \$9,285</small>	156.624% <small>based on \$9,459</small>	27.

Prorating the local tax rate

28.	Anticipated district equalized homestead tax rate to be prorated (156.624% x \$1.000)	\$1.2488 <small>based on \$0.89</small>	\$1.3673 <small>based on \$0.94</small>	\$1.5138 <small>based on \$0.98</small>	\$1.5662 <small>based on \$1.00</small>	28.
29.	Percent of Westford equalized pupils not in a union school district	100.00%	100.00%	100.00%	100.00%	29.
30.	Portion of district eq homestead rate to be assessed by town (100.00% x \$1.57)	\$1.2488	\$1.3673	\$1.5138	\$1.5662	30.
31.	Common Level of Appraisal (CLA)	101.28%	102.15%	103.06%	101.57%	31.
32.	Portion of actual district homestead rate to be assessed by town (\$1.5662 / 101.57%)	\$1.2330 <small>based on \$0.89</small>	\$1.3385 <small>based on \$0.94</small>	\$1.4689 <small>based on \$0.98</small>	\$1.5420 <small>based on \$1.00</small>	32.

If the district belongs to a union school district, this is only a **PARTIAL** homestead tax rate. The tax rate shown represents the estimated portion of the final homestead tax rate due to spending for students who do not belong to a union school district. The same holds true for the income cap percentage.

33.	Anticipated income cap percent to be prorated (156.624% x 1.94%)	2.53% <small>based on 1.80%</small>	2.62% <small>based on 1.80%</small>	3.00% <small>based on 1.94%</small>	3.04% <small>based on 1.94%</small>	33.
34.	Portion of district income cap percent applied by State (100.00% x 3.04%)	2.53% <small>based on 1.80%</small>	2.62% <small>based on 1.80%</small>	3.00% <small>based on 1.94%</small>	3.04% <small>based on 1.94%</small>	34.
35.	Percent of equalized pupils at union 1	-	-	-	-	35.
36.		-	-	-	-	36.

- Following current statute, the base education amount is calculated to be \$9,459. The Tax Commissioner has recommended base tax rates of \$1.00 and \$1.535. The administration also has stated that tax rates could be lower than the recommendations if statewide education spending is held down.
- Final figures will be set by the Legislature during the legislative session and approved by the Governor.
- The base income percentage cap is 1.94%.



STATE OF VERMONT
 AGENCY OF EDUCATION
 219 North Main Street, Suite 402
 Barre, VT 05641

FINAL DETERMINATION

Title I (1111)(h) of NCLB requires LEAs to publicly report the percentage of core academic classes* **NOT** taught by highly qualified teachers, the percentage of teachers teaching on emergency credentials by LEA and school, and the professional qualifications of their teachers. The following is the percentage of core academic classes **NOT** taught by highly qualified teachers and the percentage of teachers teaching on emergency credentials for your LEA as a whole and for all schools in your LEA for the 2013-2014 school year. LEAs are responsible for determining a measure for the professional qualifications of their teachers.

LEA	SCHOOL NAME	Classes taught by NOT HQ teacher/total classes	Percentage of core academic classes NOT taught by highly qualified teachers
Westford		0 / 36	0.00%
	<i>Westford Elementary School</i>	<i>0 / 36</i>	<i>0.00%</i>

LEA	SCHOOL NAME	# of Emergency credentialed teachers/total teachers	Percentage of teachers teaching with emergency credentials
Westford		0 / 19	0.00%
	<i>Westford Elementary School</i>	<i>0 / 19</i>	<i>0.00%</i>

2014-2015 Professional Qualifications of Teachers

Professional Qualifications of Teachers	Westford
Percentage who hold a master's degree or higher	79%
Percentage who hold a level II Professional Educator License in the area taught	83%
Percentage who hold additional licensing endorsements	35%
Average in-district teaching experience	11.9

*Core academic subjects are: English language arts (including ESL), math, science, social studies, reading, foreign languages, art, music, and the generalist endorsement areas of elementary education and early childhood education (grades K-3 only). In addition, alternative program and special education primary instruction assignments in math, science, social studies and/or ELA/reading are also considered "core" areas.

SCHOOL BOARD

Westford School students have enjoyed yet another year of exceptional support and opportunity thanks to all of the residents, parents, faculty, staff, and volunteers that fund, run, and enrich our school. Usage of the school building and grounds outside of school hours is increasing due to the efforts of dedicated individuals committed to providing our residents recreational and informational programming. Thank you to all who make this possible.

The following table provides a history of recent Westford School budgets that have been approved by voters.

Fiscal Year	Total Change in School Budget
FY'11	-0.66%
FY'12	-3.04%
FY'13	-0.19%
FY'14	0.91%
FY'15	2.29%
FY'16 (proposed)	-1.21%

Figure 1. Budget Increases/Decreases

The average change over the past six years is -0.32% per year.

Budget formation occurred over the course of five meetings, three of which were completely devoted to budget development and community feedback. All proceedings were conducted in open session, were recorded for broadcast and archived online, and invited the engagement of the audience. All meeting information and materials can be found at the Westford School Board page at <https://www.ccsuvt.org/school-board?refid=4>.

The Board's guidance used in budget preparation:

- Maintain the high level of educational quality and demonstrated student success presently found at Westford School
- Support the School Action Plan, analyzing current practices as well as unfunded requirements and adjusting as necessary for enrollment
- Be sensitive to the burden on tax payers by controlling budget increases
- Preserve the physical plant of the school building including a thorough review and implementation of the capital plan

The proposed FY'16 school budget reflects a decrease of 1.21%, or \$62,334 less than the FY'15 budget. The board is maintaining a \$50,000 Capital Fund article to address required scheduled replacement of the common area roof.

The cost of public education and the resulting property taxes have been constant topics of conversation both in Westford and statewide over the past year. Statistics show that a majority of Vermont school districts are overstaffed with small class sizes. It is the responsibility of each school board to appropriately staff and configure their schools in relation to enrollment numbers. This is relevant because a significant portion of our property tax rate is determined by school district spending *outside of*

Westford. Statewide averages and Westford School’s performance will be shown throughout this report to provide a transparent comparison of our staffing and classroom configuration methods.

Complete financial audits for FY’14 returned with no issues reported. This marks another year of confidence in our budgeting and financial methods and the hard work of our SU’s business manager and finance office.

The new law requiring universal preK by school districts for 3 and 4 year olds was slated to be implemented for FY’16, but was delayed by one year. This mandate is unfunded, so there will be a financial impact in FY’17. Westford has already implemented and budgeted for the type of preK services required by this law, but limits the number of available slots to align with participation and staffing. We expect there may be more residents utilizing preK services once the law takes effect, but the change in budget should be easier to manage as we have already been working towards compliance.

Student outcomes can be measured by many quantitative and qualitative assessments. Further information on standardized testing results can be found in the Superintendent's report. Other objective and subjective metrics of student outcomes (including detailed cohort analysis, local assessments, high school graduation rate, advanced high school class placement, planning room visits, school climate data) are routinely reported and analyzed at school board meetings to determine trends and responses.

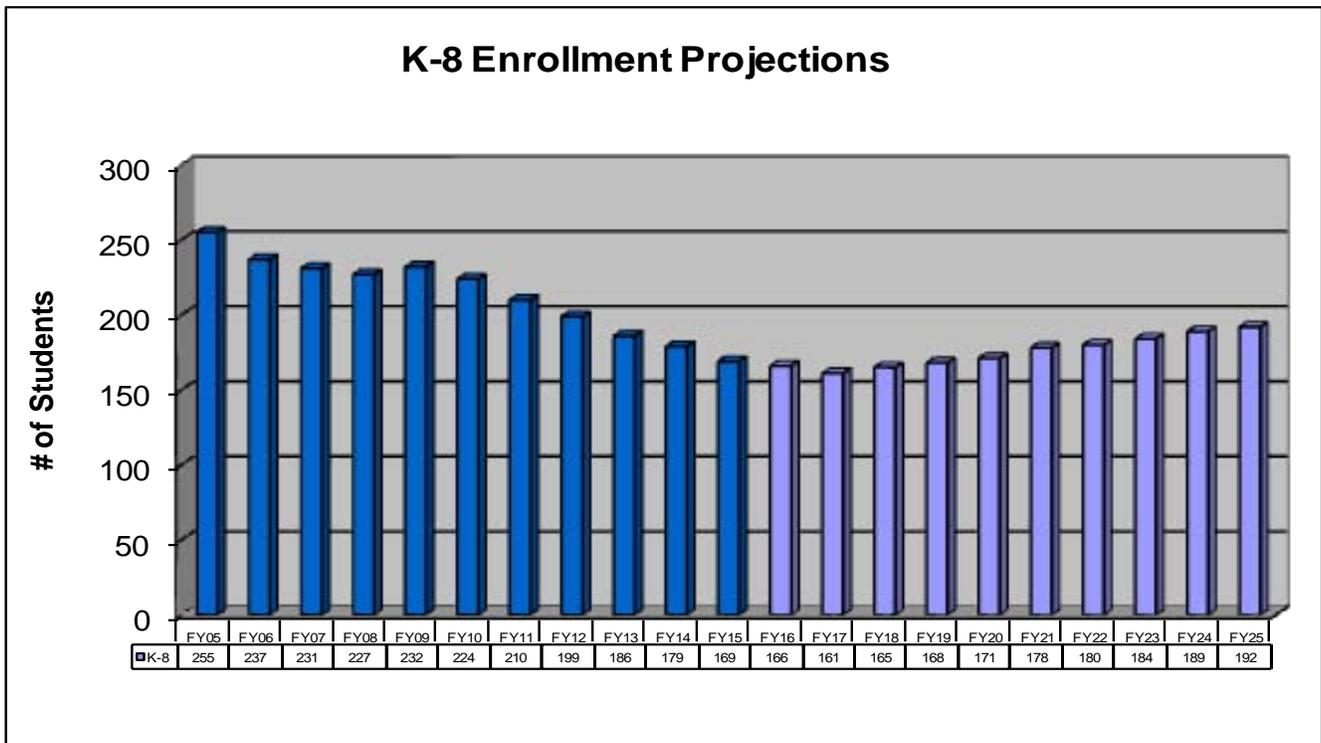


Figure 2. K-8 Enrollment Projections

Projected enrollment for K-8 is nearing its anticipated lowest point within the next two years, showing a slow but steady increase afterwards. Our FY’15 actual enrollment number is 169, a decrease of 10 and lower than previous year projections.

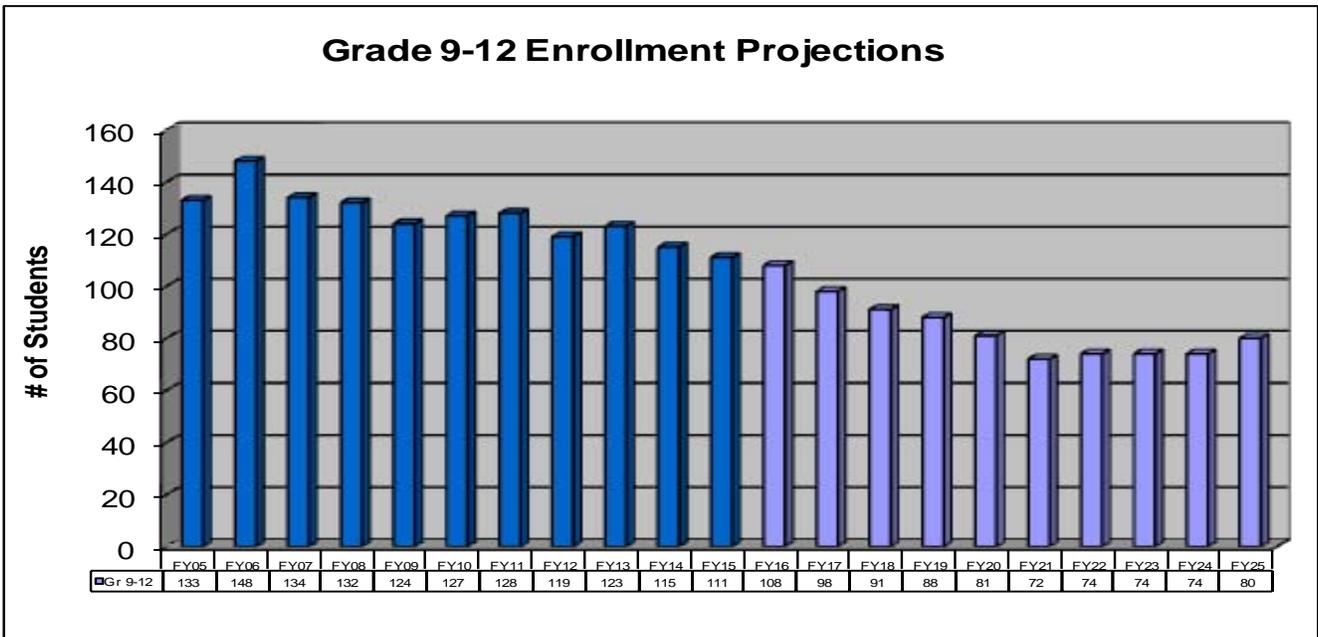


Figure 3. Grade 9-12 Enrollment Projections

High school enrollment continues to decrease as expected as our outgoing classes reduce in size. Our FY'15 actual enrollment is 111 students, one higher than last year’s projection. Long term projections level off in the mid 70s. This reduction lowers our overall tuition cost, but is mitigated by the rise in high school and tech center tuition.

Vermont towns pay property tax not based on total school spending, but instead education spending per pupil. Decreased enrollment lowers our pupil count, which has a negative tax rate implication. This is how we see a decreasing budget result in a tax rate increase. Spending per pupil considers the total K-12 student population, and adds a scaling factor determined by the state to give us an “equalized pupil count”. This is further complicated by an artificial limit to the maximum percentage drop of students per year, which Westford has been affected by.

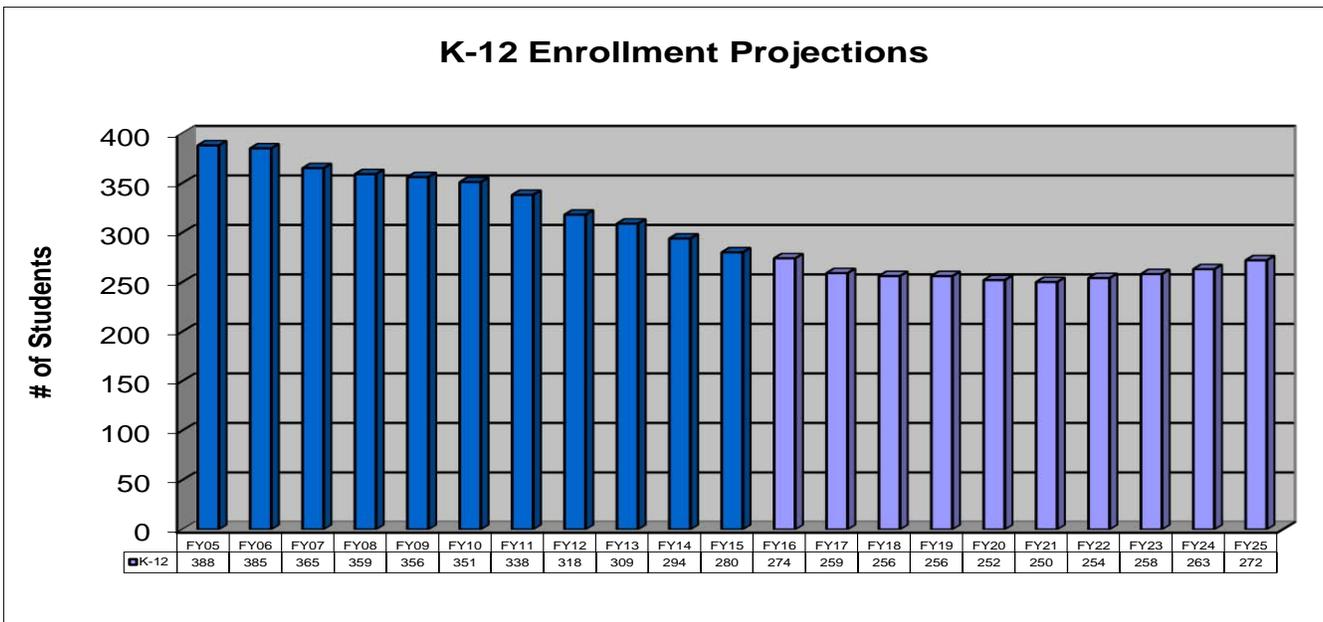


Figure 4. K-12 Total Enrollment Projections

Our total enrollment numbers indicate that, even though enrollment is largely level after FY'17, we will still see the maximum penalty for drops in “equalized pupil count” until FY'19 or FY'20. During this time, the calculated “equalized” number will finally catch up to the real number. Under the current funding mechanism, this predicts budget challenges for the foreseeable future. The most effective mechanism for easing this penalty is to have more students enroll in our school system.

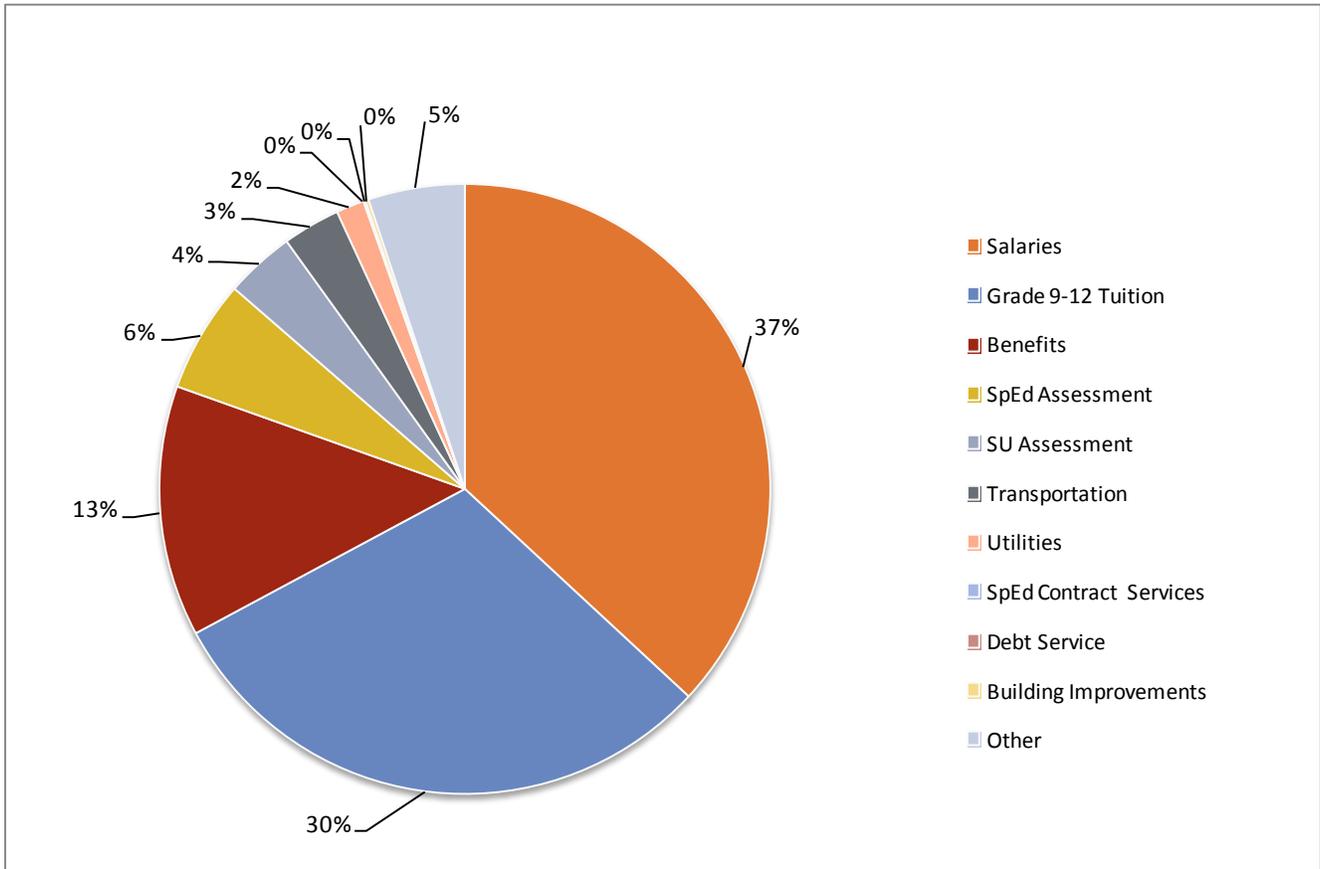


Figure 5. Budget Expense by Type

Our expense structure is fairly predictable for a personnel intensive enterprise. Salaries account for the largest portion of spending at 37%. This includes three groups of employees: classroom teachers, certified staff (Principal, Special Educators, Speech, Nurse, Counselor, Librarian), and support staff (Paras, Special Ed paras, maintenance, custodial, admin assistant, library assistant, IT). High school tuition accounts for the next largest component at 30%. The majority of our families choose Essex High School, followed by Fairfax, Mt. Mansfield, CTE, and Private. Benefits for all employee groups are 13% of our total budget. The Special Education and SU Assessments contribute another 10%, with everything else in the remaining 10%.

The school board can control these costs by choosing the programs and educational opportunities offered to Westford students, as well as the staffing levels required to support current student need.

We have one classroom teacher per grade level, and our specials (art, music, foreign language, physical education) are staffed at part time to cover only the number of classes needed. Class sizes range from 17-24 students, and enrollment projections indicate that current classroom staffing will remain appropriate in FY'16.

How do our classroom sizes compare to other school districts throughout Vermont? More bluntly, are we doing our job to properly staff and still contain costs for our taxpayers?

Student/staffing metrics	Vermont State average	Westford School FY'15 (actual)	Westford School FY'16 (proposed)	FY'15 Delta vs. state average
Average class size (K-8)	13	19.9	18.4 (projected)	+53%
Student to teacher ratio*	9.9	12.1	12.2 (projected)	+22%
Student to staff ratio**	4.67	5.59	5.54 (projected)	+20%

Figure 6. Student/Staffing Comparisons

The average class size in Westford (19.9 students) is 53% higher than the majority of other districts in Vermont. The board utilizes the Vermont Education Quality Standards to provide class size guidelines for each grade level. Our number is within the recommended range for all grade levels.

Student to teacher ratio was 12.1, 22% higher than the state average. As defined by this metric, teachers include all instruction educators (classroom teachers, special educators, reading specialist, math specialist). If you were to include all school employees (licensed teachers, librarian, nurse, counselor, SLP, ETIS, IT, custodial, maintenance, clerical, paras, etc.), our student to staff ratio is 5.59, again 20% higher than the state average.

Each year, all staff positions are audited versus the following:

- Projected student need
- Vermont Education Quality Standards
- Anticipated teacher workload
- School Action Plan goals

The audit results lead to staffing adjustments to fit the above criteria. Projected student need is most important, as it reflects our best estimates not only of the number of students, but the services that we are required to provide. Past practice has shown that our methods have largely been successful and we have not been overly conservative with staffing.

Four recommended staffing adjustments are included in the FY'16 budget:

- Reduction in preK from 0.9 FTE (Full Time Equivalent) to 0.8. Less evaluation and paperwork responsibilities are needed. Classroom time with students remains unchanged.
- Reduction of 0.5 FTE for Special Educators/SLP due to reduced case load.
- Reduction of Literacy Specialist from 0.7 FTE to 0.5 FTE.
- Reduction in Librarian from 0.8 FTE to 0.6 FTE based on recommended staffing ratio in VT Education Quality Standards. We will need to find a way to keep library open/available to students all week.

The staffing recommendations in this budget continue Westford’s overall trend of tracking staffing reductions to enrollment reductions.

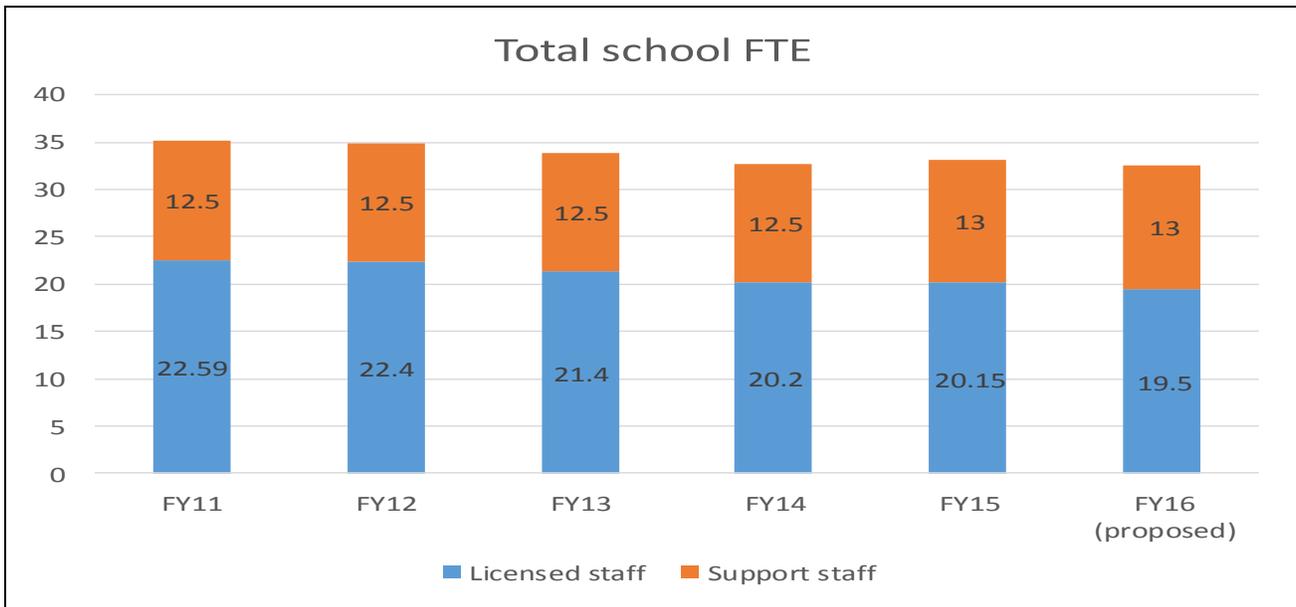


Figure 7. Staffing Changes FY’11 to FY’16

From FY’11 to FY’16, total FTE has changed at Westford School by -7.4%. If broken out between licensed staff and support staff over the same time period, we see that licensed staff has decreased by 13.7% during that time, and support staff has remained largely the same, with a slight bump of 0.5 FTE last year when we were required to move the ETIS position (which had previously been provided through the SU assessment) into our local staffing.

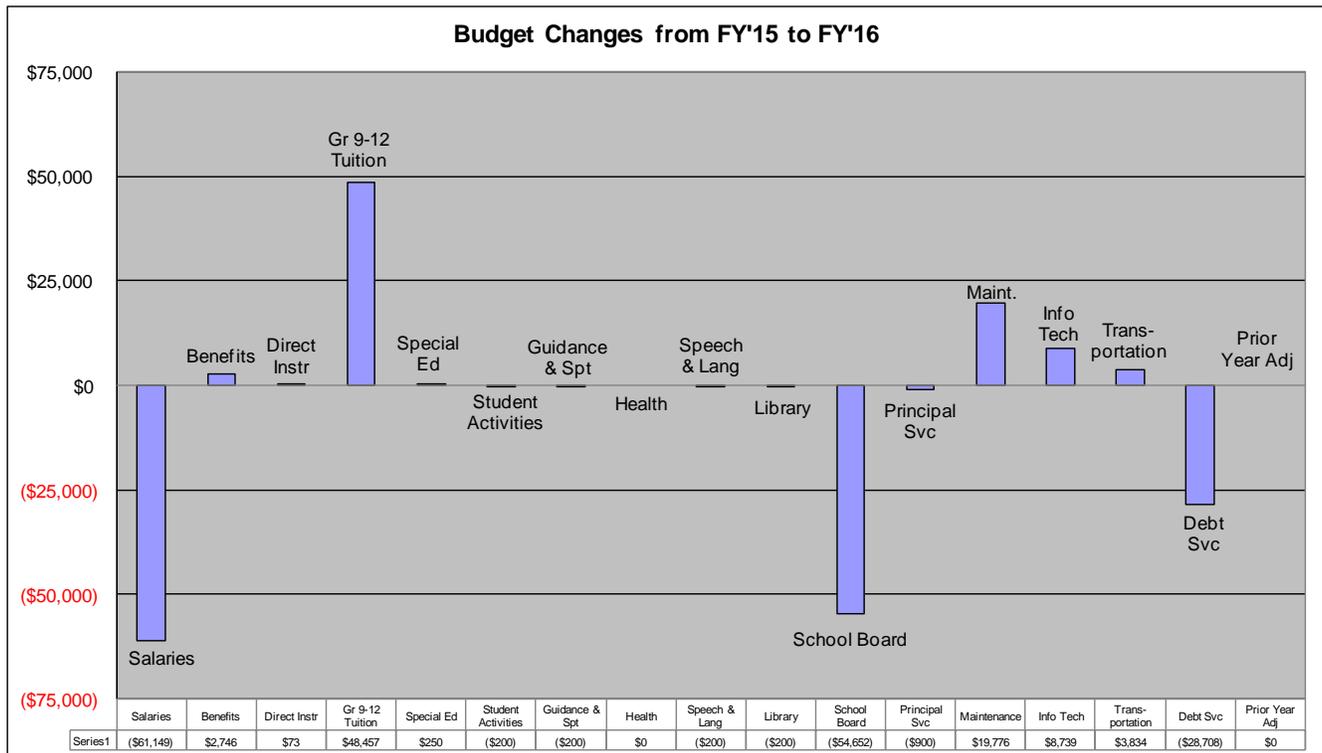


Figure 8. Budget changes from FY’15 to FY’16

Expense changes: Total change of -\$62,334 (-1.2%)**Salaries:** -\$61,149 (-3.2%)

Certified and support staff salaries decrease due to staffing adjustments. Tutoring salaries reduced to reflect less student participation during extended student year.

Benefits: +\$2,746 (+0.4%)

Health insurance rate increase of 4.5%, offset by the reduction in staffing. Drop in FICA (linked to salaries) and tuition reimbursements.

Direct Instruction: +\$73 (+0.1%)

The anticipated purchase of new math materials is being offset by no longer purchasing language program.

Grade 9-12 Tuition: +\$48,457 (+3.3%)

High School tuition is a must pay amount for our town. Although the number of students has decreased, tuitions at the schools our families choose to attend has increased.

Special Education: +\$250 (3.3%)

Nearly all Special Education costs are now captured by the "SpEd Assessment" line item.

Student Activities: -\$200 (-1.6%)**Guidance and Support:** -\$200 (-18.2%)**School Nurse:** \$0 (+0%)**Speech and Language:** -\$200 (-36.4%)**Library and Media:** -\$200 (-1.8%)**School Board and Treasurer:** -\$54,652 (-9.8%)

Less student numbers/need anticipated for Special Education Assessment. Visioning work in FY'15 was a one time cost, and is not kept in future budgets.

Principal Services: -\$900 (-7.4%)

Negotiated lower contract cost for printers/copiers.

Maintenance and Operations: +19,776 (+15.0%)

Largest portion of increase due to costs related to plowing, trash removal, and emergency generator maintenance contract to be paid to Town of Westford. Fuel costs adjusted to reflect actual usage. Planned replacement of commercial dishwasher and refrigerator, both well past expected useful life.

Information Technology: +\$8,739 (+19.6%)

Replacement/upgrade of internet switch and wireless access points will provide faster, more reliable connectivity for classrooms.

Student Transportation: +\$3,834 (+2.4%)

Inflationary adjustment to transportation contract.

Debt Services: -\$28,708 (-90.5 %)

Long term debt for preK-2 addition paid off.

Prior Year Adjustment: \$0 (+0.0%)

Covers FY'13 deficit.

Revenue Changes: Total change of -\$62,334 (-1.2%)**Local:** -\$12,700 (-38.7%)

Less student tuition from Fletcher students anticipated as students enter high school. Recruiting efforts may help reverse this, but budget reflects conservative guidance.

State: -\$35,022 (-0.7%)

This is the amount required to balance revenue and expenses drawn from the Education Fund. We experienced a drop in state placed Special Ed reimbursement, a drop in the Tech Center

Grant (due to our decreased number of tech students), a drop in Early Education grant money, and a drop in state transportation aid.

Federal: \$0 (0%)

Other: -\$14,612 (-100%)

Less Medicaid reimbursement for extended school year service. Impact fees cannot be collected since long term debt has been paid off.

Tax Factors

Formulas and figures used to determine the tax impact on Westford are listed below. Several assumptions are being used in this calculation as we wait for final figures to be released by the state.

Known:

- Equalized pupil count is 307.37, a decrease of 3.5%. This is a two year average capped at a maximum change of -3.5%, so it does not track one for one with prior year enrollment.
- Common Level of Appraisal (CLA) is 101.57%. This number is lower than last year, which hurts the impact on the tax burden

Assumptions based on state recommendations:

- Base property tax rates projected to increase by \$0.02.
- Base Education Amount projected to increase by 1.87%.

Description	FY'15	FY'16	Incr/(Decr)	
Total Expense Budget	\$5,153,985	\$5,091,651	(\$62,334)	-1.21%
- Non-Property Tax Revenue	\$635,752	\$587,954	(\$47,798)	-7.52%
+ Capital Plan	\$50,000	\$50,000	\$0	0.00%
= Education Spending	\$4,568,233	\$4,553,697	(\$14,536)	-0.32%
÷ Equalized Pupil Count	318.52	307.37	(11.15)	-3.50%
= Education Spending per Pupil	\$14,342	\$14,815	\$473	3.30%
÷ Base Education Amount	\$9,285	\$9,459	\$174	1.87%
= District Spending Adjustment	154.465%	156.624%	2.159%	1.40%

Figure 9. Budget Overview including Capital Fund

Figures of significance from the above figure include Education Spending. This is the total of our expenses less any non-property tax revenue (for example, fund balance from a previous year). The difference of \$14,536 represents a -0.32% decrease from FY'15. The Agency of Education and state leaders are asking all school boards to keep this number to be no more than 3.09% (to limit the increase in base tax rate to 2 cents). Our number is a full 3.41 percentage points lower than what the state is asking the average to be.

Equalized Education Spending per pupil increases by \$473 (3.30%) solely as a result of our decreased enrollment.

Capital Fund

In FY'15, town voters approved a Capital Fund article for \$50,000 to address the needed renovation of our wood chip bunker. The work has been completed successfully and well under budget (\$26,900).

This was accomplished by having our building engineer Gerry Shepard act as contractor for the project, also doing some of the work himself. Many thanks for his continued commitment to the well-being of our school and taxpayers.

We will continue the practice of Capital Funding with another article for \$50,000. The intended use of this money is for the replacement of the ballast roof over the Common Area with a PVC Duro-Last roof. It will address the frequent new leaks while being considerably less heavy and easier to maintain. The current roof is 23 years old, with an expected life of 15-20 years.

The balance of funds will be used to continue our piecemeal replacement of the large, single-pane windows with high efficiency windows in classrooms. It is anticipated that this will lower total energy costs in future budgets.

These repairs are seen as vital to maintaining our building infrastructure. It is included as a separate Capital Fund article not because it is viewed as optional by the school board, but because, as a Capital Fund expense, funds can be rolled forward past the end of the fiscal year (June 30) so that work may be conducted in the summer.

Tax Payer Impact

The anticipated tax rate increase is defined by four major factors.

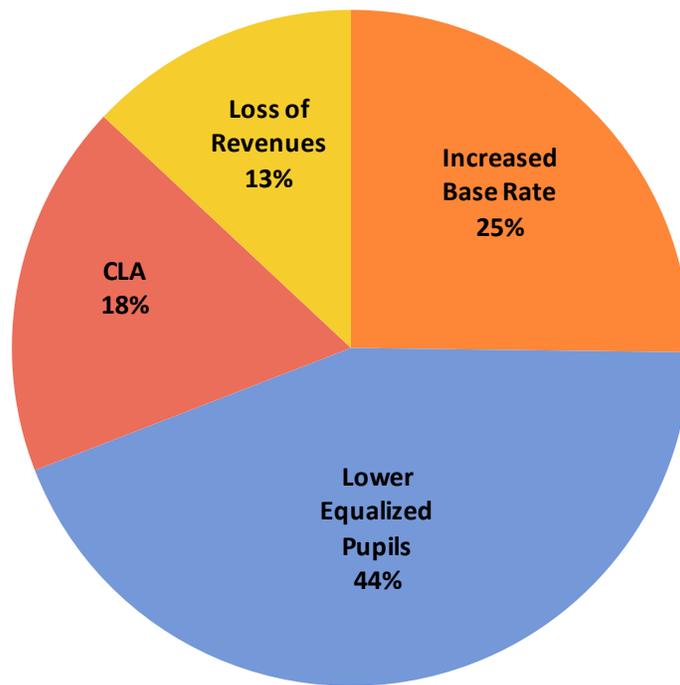


Figure 10. Factors for Tax Rate Change

The largest factor contributing to the anticipated increase in tax rate is the lower number of equalized pupils. Even though we are reducing our budget, the rate of decline in enrollment is larger than our budget reduction. Vermont property taxes are based on spending per pupil, so this trend will continue to challenge Westford until our student population stabilizes.

The increase in the state base tax rate accounts for 25% of our tax rate increase. Westford's budget is responsible for 0.03% of the total state education spending, underscoring how difficult it is for us to impact this factor. The decisions made in other towns set this rate. Although we are doing our part to reduce the shared burden for all Vermont taxpayers, unless other towns act similarly, this rate will not lower.

Our Common Level of Appraisal (CLA) percentage has gone down this year. This indicates that homes are selling for closer to their appraised value, but it does result in a negative impact on our tax rate.

Note that the projected rates below assume taxpayers are assessed purely based on either income or property value, but most taxpayers receive a partial adjustment for income (for household incomes less than \$90,000).

Tax impact numbers are shown with the Capital Fund article included.

Homestead

FY'15 Actual Rate		\$1.469
FY'16 Base Rate	\$1.00	
District Spending Adj	1.56624	
= FY'16 Equalized Rate	\$1.566	
÷ CLA	101.57%	
= FY'16 Actual Rate		\$1.542
\$ Change		\$0.073
% Change		4.97%

Income Sensitivity

FY15 % of Income		2.78%
FY'16 Base Rate	1.94%	
District Spending Adj	1.56624	
= FY'16 % of Income		3.04%
Change		0.26%
% Change		9.35%

Figure 11. Estimated Tax Impact with Capital Fund article.

The total change in the homestead tax rate (with Capital Fund) is 7.3 cents. This is a percentage change of +4.97% over FY'15, or \$73 per \$100k of assessed value.

The total change in the income sensitivity tax rate (with Capital Fund) is 9.35% over FY'15, or \$26 per \$10k of income.

The final proposed change of -1.2% represents the best efforts of the Board to maintain student outcomes, preserve a safe and healthy school environment, and protect our investment in the physical plant in the face of financial pressures.

All materials from School Board meetings and budget work sessions are archived online at <https://www.ccsuvt.org/school-board?refid=4>.

Again, we wish to thank all our town residents for your contributions to this process and your continued support of our school.

Respectfully,

Mark Drapa
 Scott Cooleedge
 Martha Heath
 Kim Phinney
 Andre Roy

WESTFORD SCHOOL PRINCIPAL

“Westford School is a special place.” You can often hear this very phrase from people associated with Westford School past and present. What makes Westford School so vibrant? Our rural school has a wealth of natural, physical, and human resources unparalleled across much of the state. We are steeped in traditions and instructional practices that not only provide opportunities for fun, exceptional learning, but also reflect a strong community. We do not shy from challenges or change, even when difficult. We use information, research, and evidence in our practices. Consequently, Westford School is committed to a curriculum and to practices that benefit students now in their current learning, and which will remain relevant and meaningful to them throughout their lives. Much change in education has been prompted by new, higher standards for learning. Westford School will meet these challenges because it will continue to utilize the resources and traditions that make it a special, vibrant school.

As a public school in Vermont, we are committed to a core curriculum that establishes clear expectations for what students will know and be able to do. This curriculum is designed to promote deep, rigorous learning aligned with college and career readiness. As such, we have undertaken the implementation of new standards and practices in literacy and mathematics known as Common Core State Standards. These learning standards reflect the knowledge and skills that our young people need for success in college and beyond, with the end result being that our students can successfully compete in a global economy. This work demands rigor and excellence and is no small undertaking. However, our human resources, including professional expertise and highly qualified teachers, reflect the tradition of excellence and high expectations Westford students and the Westford Community are accustomed to and from which we all benefit. Hence, we are poised to continue our forward movement in a standards based approach grounded in the utilization of valid and reliable information about student learning.

To meet these high standards and to ensure continuous progress, we monitor our practices and evaluate our progress regularly. We measure student and school progress and success using many indicators. Due to our focus on the implementation of Common Core State Standards and our overall school mission, academic indicators are of significant importance. I would like to elaborate on this aspect as a means to demonstrate the intentionality and precision of our work and our utilization of all available resources. Academic indicators in the areas of reading, written expression, and mathematics are identified in our Comprehensive Assessment Plan. We have established benchmarks using the most up to date research on student development and student learning. These benchmarks identify and measure expectations at various points within a school year. This on-going use of data is a key feature of responsive and accountable instruction. Thus, the results of academic assessments are powerful data points that guide us as we continually monitor our practices and respond to student needs.

One such indicator is Fountas and Pinnell, our common reading assessment, which measures student reading comprehension and fluency on both an independent and instructional level. Teachers use the information from this assessment in determining key teaching points and developing appropriate instruction based on both class and individual student results. Another example of data used to set instructional goals and measure progress is student writing pieces scored using a common, research-based rubric. We evaluate student writing in all K-8 classrooms that is created by students through a process of revisions and teacher support, as well as student writing that is on demand and independent of teacher support. We plan to expand our analysis of student writing and instructional practices in 2015/16. Additionally, we plan to expand our use of common math assessments as we build on the success of rich information gained from our approach in literacy and K-2 mathematics.

The analysis of student work, common local assessments, and state assessments supports student growth as well as informs program decisions and areas of school-wide focus identified in the School Action Plan. Therefore, the result of teachers analyzing student work, utilizing valid and reliable assessment information, and creating authentic learning opportunities sustains the Westford expectation of quality, responsive teaching. It is this analysis and successful utilization of many pieces of information that fosters the best decisions and learning experiences for students. Thus, it is by design and with great intention that we rise to the challenge of higher academic standards and community expectations and continue to make Westford School a special place where the benefits of a strong, safe, and prosperous community are actualized.

It is with great pleasure and gratitude that I serve as Principal of Westford School, a very special place.

Respectfully submitted,
Marcie Lewis

SUPERINTENDENT

This report provides information regarding state student assessment results and notifies the community of our compliance with federal “Highly Qualified Teacher” status reporting and required school report data. New England Common Assessment Program (NECAP) results provide only one measure of student performance, and are important snapshots of student achievement. Along with classroom assessments, and the attention to the development of the “whole child,” Westford students provide the community with many rich examples of high quality performance.

Student Assessment

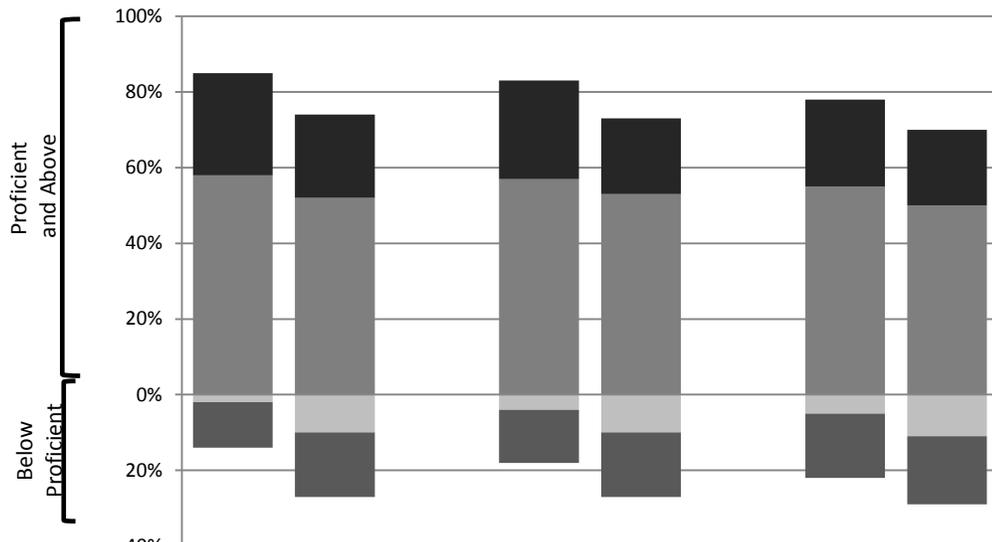
In 2010, Vermont joined 44 states and five territories in adopting the Common Core State Standards (CCSS) in Math and English Language Arts for full implementation in 2013. Beginning 2014-15 all Vermont students in grades three through eight and 11 will take the new Smarter Balanced Assessment Consortium (SBAC) state test in Mathematics and English/Language Arts. This assessment will be administered on a computer and the administration window will extend for the last 90 days of school with student results released in the summer.

In addition, Vermont has adopted the Next Generation Science Standards (NGSS) for implementation in the fall of 2016. Vermont students in grades four, eight and 11 will continue to take the NECAP science assessment each spring until we fully transition to NGSS standards.

New England Common Assessment Program (NECAP): October 2013 marked the last administration of the Math and English/Language Arts NECAP Assessment. Students were assessed on NECAP Math and Reading in grades three through eight, Writing in grades five and eight and Science in grades four and eight. Below are the 2013 Westford School District assessment results for Math, Reading and Writing (October 2013) and Science (May 2014).

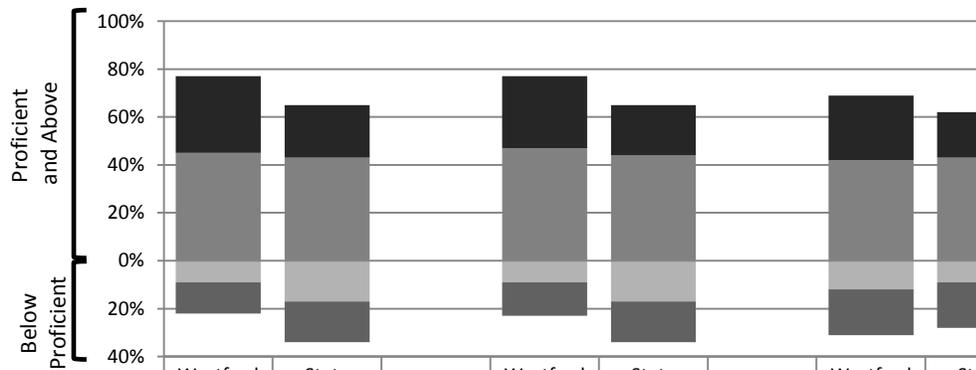
In October 2013, 78% of Westford students in grades three through eight scored proficient or above in Reading and 69% in Math. In Writing, 69% of grade five students and 55% of grade eight students scored proficient or above.

Grades 3-8 NECAP Reading

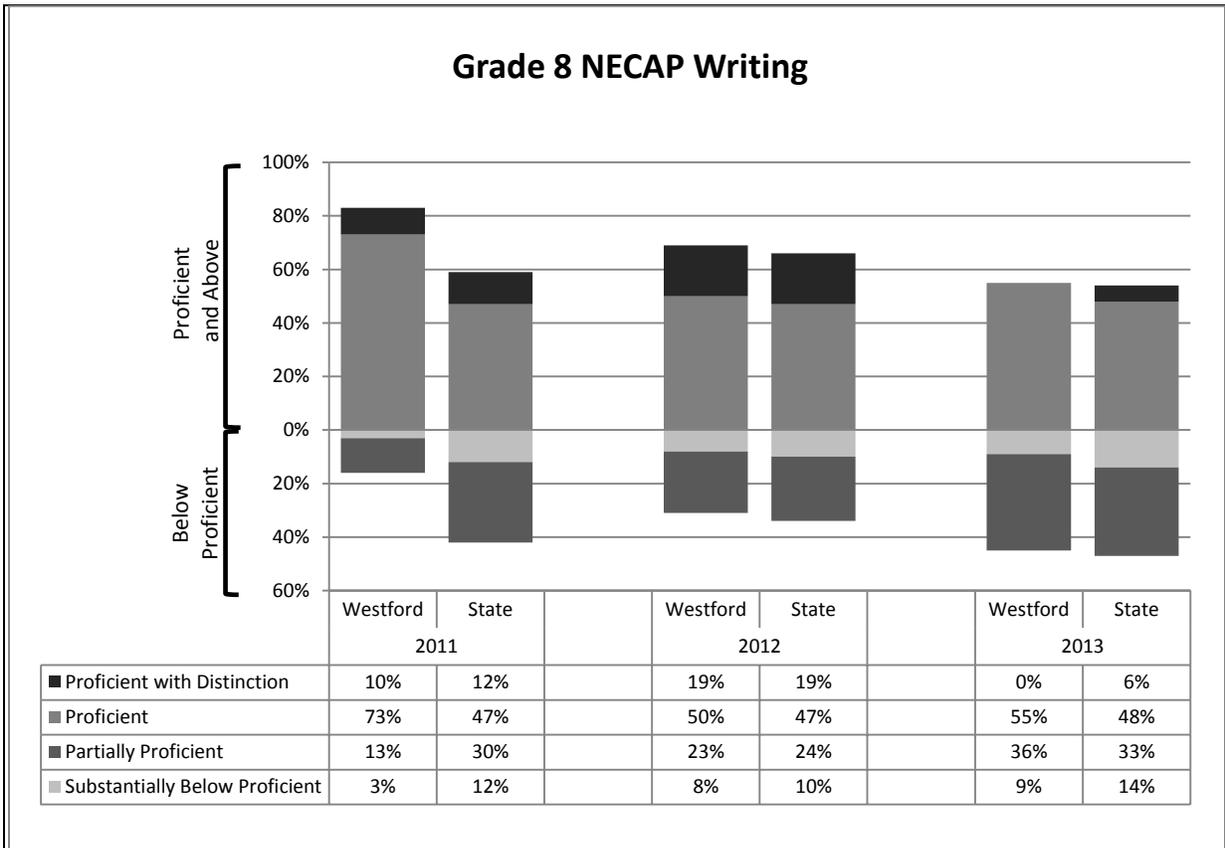
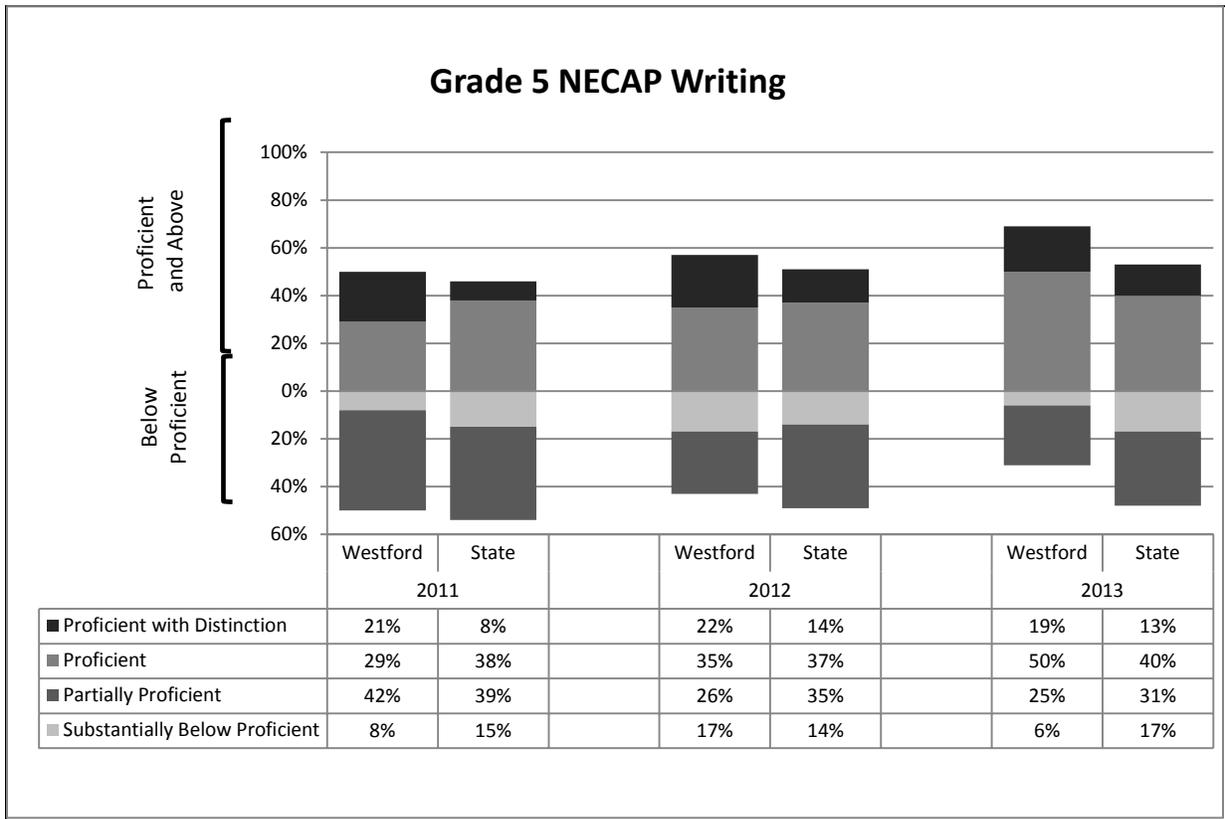


	2011		2012		2013	
	Westford	State	Westford	State	Westford	State
■ Proficient with Distinction	27%	22%	26%	20%	23%	20%
■ Proficient	58%	52%	57%	53%	55%	50%
■ Partially Proficient	12%	17%	14%	17%	17%	18%
■ Substantially Below Proficient	2%	10%	4%	10%	5%	11%

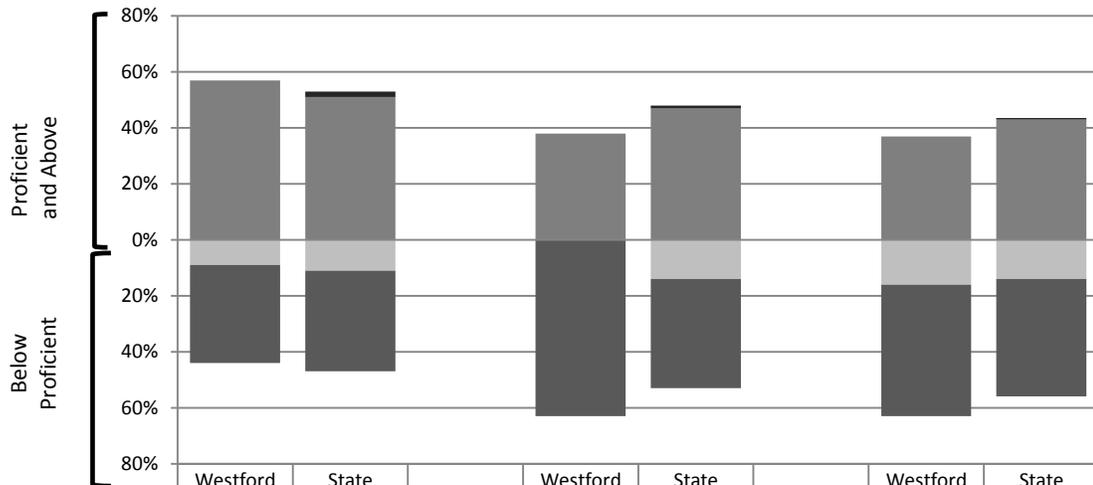
Grades 3-8 NECAP Math



	2011		2012		2013	
	Westford	State	Westford	State	Westford	State
■ Proficient with Distinction	32%	22%	30%	21%	27%	19%
■ Proficient	45%	43%	47%	44%	42%	43%
■ Partially Proficient	13%	17%	14%	17%	19%	19%
■ Substantially Below Proficient	9%	17%	9%	17%	12%	9%

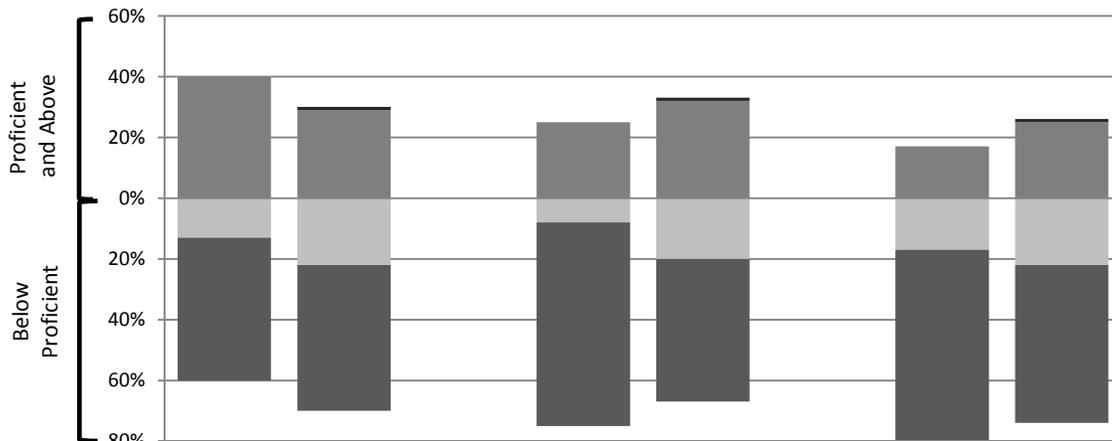


Grade 4 NECAP Science



	2012		2013		2014	
	Westford	State	Westford	State	Westford	State
Proficient with Distinction	0%	2%	0%	1%	0%	1%
Proficient	57%	51%	38%	47%	37%	43%
Partially Proficient	35%	36%	63%	39%	47%	42%
Substantially Below Proficient	9%	11%	0%	14%	16%	14%

Grade 8 NECAP Science



	2012		2013		2014	
	Westford	State	Westford	State	Westford	State
Proficient with Distinction	0%	1%	0%	1%	0%	1%
Proficient	40%	29%	25%	32%	17%	25%
Partially Proficient	47%	48%	67%	47%	67%	52%
Substantially Below Proficient	13%	22%	8%	20%	17%	22%

In May 2014, fourth and eighth graders took the Science NECAP. This test, given in grades four, eight and 11, measures student proficiency in four areas: inquiry, physical science, earth and space science, and life science. In grade four, 37% of students scored within the proficient range. In grade eight, 17% of students scored within that same achievement range.

Assessment results for Westford students who attend high school are more challenging to communicate because students enjoy the choice of which high school in the state they would like to attend. A majority of those students continue to choose Essex High School (EHS). For next school year, we are projecting a total of 108 Westford students in grades nine through 12 choosing Essex High School, which is approximately two-thirds of the Westford high school student population. One high school assessment metric worth noting is the percentage of students who graduate within a four-year period of time. It is a pleasure to report Vermont has the highest graduation rate in the country, and the 2014 reported graduation rate at EHS was 93%. Additional tuition information for area high schools is available within the budget section of this report.

School Accountability (AYP)

No Child Left Behind (NCLB) requires that states determine school accountability status based on student performance on state assessments. These results are used to measure each school's Adequate Yearly Progress (AYP) toward meeting annual goals of proficiency. Essentially, AYP is the amount of yearly progress students in each school must demonstrate, if the school is to be on target to have all students meet standards (an index score of 500) by the year 2014. It is important to note that the assessment results in the content areas of reading and math are included in measuring AYP. In 2014, Westford did not meet AYP for the first time, joining all schools in Vermont. Vermont Secretary of Education, Rebecca Holcombe, states that this is due to the "broken NCLB policy" that forces Vermont to identify a school as low performing if a single student fails to reach the 'proficient' level on statewide standardized tests. For the past 13 years, the NCLB Act has lowered the allowable percentage of students whose test results suggest they are not proficient in math or language arts, and this year that percentage became zero. Since this is the first year Westford School did not meet AYP, the school must now create a corrective action plan, over a multi-year period to raise test scores. This consequence comes at a time when teachers are implementing new standards and administering on computers a new state assessment. Teachers are currently using local assessments to measure student proficiency based on the Common Core State Standards and using this data to personalize instruction. Assessment data is most useful when it informs instruction, which may require the need for interventions or deeper learning opportunities. This is hopefully the beginning of a shift away from the current use of NECAP data to identify schools and students as low performing or failures. As students begin to identify their core values, strengths and interest they will create learning goals in partnership with parents and teachers. It is exciting to think of the creative and innovative ways students will demonstrate their growth and proficiency. The movement toward personalized learning, like everything else in our society today, is a shift with many unknowns. One thing remains certain, students will be expected to own their learning, track their progress, and be at the center of decisions that informs their success. The Superintendent's Assessment Report will look very different in future years, with more of a focus on growth and proficiency versus failure. The 2014 Westford state AYP report and all NECAP reports can be found at: <https://www.ccsuvt.org/curriculum-instruction-and-assessment/ayp>.

Westford School Action Plan

Westford School Action Plan continues with a commitment to embracing research-based teaching practices in reading, writing, math and science. A focus on inquiry and discovery will align with the shifts underway due to Common Core State Standards. This plan will shift to a corrective action plan prescribed by state regulations. An evaluation has already taken place to inform goals and strategies that

will be included in the new plan. The plan will be implemented with fidelity to assure continuous improvement in all identified areas.

The Westford School Action Plan can be found at <https://www.ccsuvt.org/curriculum-instruction-and-assessment/action-planning>.

High Qualified Teacher (HQT) Status

NCLB requires annual public notification of the percent of teachers who are deemed as not meeting HQT status. In 2014, all Westford teachers were determined to be Highly Qualified Teachers. The Vermont Agency of Education HQT report for Westford can be found here:

<http://www.ccsuvt.org/ccsu/wp-content/uploads/2009/08/Westford-Public-Report-FY14.pdf>.

Summary

Reporting on the progress of Westford students continues to be challenging under the NCLB Act. We need to continue to remind ourselves that test scores are only one indicator, in one moment in time, of student achievement. Our public school doors continue to be open to every student. It remains a place where it is safe to take risks because mistakes are a necessary part of learning. Citizenship, respect and responsibility continue to be cultivated and developed beginning at a very young age and nurtured through many developmental stages. The design of a PreK-8 school structure is an ideal learning environment where relationships become long standing and the ability to build upon student's strengths is inherent within the structure.

As Westford students persevere, they reflect the work of a highly qualified and committed staff, consistent family involvement, a dedicated school board, and unwavering community support. As the economy slowly recovers, we remain challenged with striking the balance between advancing the educational needs of our children and the sensitivity to the burden on the tax payers. Community dialogue continues to be essential as enrollment continues to decline, new standards and assessments are implemented, and resources are shifted to meet the educational needs of the next generation. I welcome the opportunity to engage as a community on Westford's educational interests in our children.

In closing, thank you for your continued support of Principal Marcie Lewis. This support has allowed her to embrace the many unique skills and talents found within this community and focus on the needs of each and every individual learner. On behalf of my colleagues at Chittenden Central Supervisory Union, it is a genuine pleasure to provide leadership to, and connections with, the Westford Town School District.

Respectfully submitted,
Judith DeNova

More information about the Westford School District and Chittenden Central Supervisory Union (CCSU) is available online at www.ccsuvt.org. Follow CCSU on Twitter (@51ParkSt) for important announcements, updates, reminders, news, resources, and much related to CCSU and its schools!

WESTFORD SCHOOL PERSONNEL 2014-2015
 (* = Partially funded by specific state or federal funds)

CCSU Administration

Shared with Essex Junction and Essex Union High School District #46

Superintendent	Judith DeNova
Executive Director - Student Support Services	Erin Maguire
Executive Director - Curriculum, Instruction & Assessment	Amy Cole
Executive Director - Human Resources	Deb Robbins
Executive Director - Operations, Chief Financial Officer	Grant Geisler
Executive Director – Technology	Vince Gonillo
Finance & Accounting Director	Kathy Barron
Legal Counsel	Paul O'Brian
Food Services Director	Robert Clifford

Principal

Marcie Lewis

Classroom Teaching Staff

<u>Position</u>	<u>Name</u>	<u>Full or Part-Time</u>
Early Essential Education*	Kendra Dibble	Full-time
Kindergarten	Gail Piotrowski	Full-time
Grade 1/2	Jaclyn Richardson	Full-time
Grade 1/2	Jennifer Ellis	Full-time
Grade 3/4	Kathie Pingree	Full-time
Grade 3/4	Jill Rochford	Full-time
Grade 5/6 Humanities	Loretta Grant	Full-time
Grade 5/6 Math & Science	Kurt Sherman	Full-time
Grade 7/8 Humanities	David Goss	Full-time
Grade 7/8 Math & Science	Lee Lichtenstein	Full-time

Other Teaching Staff

<u>Position</u>	<u>Name</u>	<u>Full or Part-Time</u>
Math Specialist	Kelly Hyde	Part-time
Reading Support	Sandra Bochanski	Part-time
Guidance Counselor	Kimberly Horton	Full-time
Librarian	Sandra Bochanski	Part-time
Music/Band/Chorus	Rebecca Nowak	Part-time
French	Madeleine Posig	Part-time
Art	Amanda Feller	Part-time
Nurse/Health Coordinator	Deborah Travis, APRN	Full-time
Physical Education/Health	Seth McQuade	Part-time
Special Education*	Barbara Barnier	Full-time
Special Education*	Sally Conant	Full-time
Speech Pathologist*	Steffani Wilson	Part-time
ELL	Sky Potter	Part-time
Educational Technology Integration Specialist*	Christopher CichoskiKelly	Part-time

Support Staff

<u>Position</u>	<u>Name</u>	<u>Days/ Week</u>	<u>Hours/ Week</u>	<u>Weeks/ Year</u>
Head of Maintenance	Gerald Shepard, Jr.	5	40	52
Custodians	Adam Moultroup	5	40	52
	Kimberlee Phillips	5	40	52
Instructional Assistant	Sandra Keener	5	32.5	36
Social Support Coordinator	Theresa Martin	5	32.5	36
Spec. Ed Instruct. Assts.*	Vanessa Habedank	5	32.5	36
	Louise Jensen	5	32.5	36
	Kasey McCuin	5	32.5	36
	Jodi Parrott	5	32.5	36
	Kristy Pigeon	5	32.5	36
Computer Technician	Maher Elhashami	5	30	52
Office Manager	Pauline Perry	5	40	52

Food Service Staff

Provider: CCSU Food Service
 Lunch Coordinator - Cook: Barbara Gilmond
 Lunch Assistants: Lisa Minor, Kathleen Zeno

CHAMPLAIN VALLEY AGENCY ON AGING

The resource for seniors and their caregivers in the Champlain Valley

The Champlain Valley Agency on Aging, Inc. (CVAA) has been helping people age with independence and dignity for over 30 years. During this past year, CVAA provided services to 68 older residents of Westford. CVAA is grateful to the citizens of Westford for their ongoing support of services for area seniors.

The services available to residents of Westford include:

Meals on Wheels – CVAA provides hot wholesome meals to seniors who are age 60 or over. Volunteers deliver Meals on Wheels to homebound individuals who are ill, frail, or recuperating after a hospital stay and unable to prepare their own meal. This past year 6 Westford seniors participated in the Meals on Wheels program.

Senior Community Meals – Westford seniors attend CVAA community meals and participate in the CVAA restaurant ticket program. In addition to a nutritious meal, the community meal provides socialization and companionship for older people who may be isolated or live alone. Over 60 Westford seniors participated in the community meals program.

Case Management – CVAA Case Managers make in-home visits and connect individuals with the services and resources they need in order to remain independent and in their own home. Kayla Thibault, the CVAA Case Manager for Westford, worked with 8 seniors in your town. Kayla may be reached through the CVAA office at 865-0360 or 1-800-642-5119.

Senior HelpLine – CVAA operates a toll-free service that provides answers to any question or concern regarding services for older people. Seniors, or their family members, can reach the Senior HelpLine by calling 1-800-642-5119 (Voice/TTY) during business hours.

For more information on the Agency, or to inquire about volunteer opportunities, call 865-0360 or 1-800-642-5119 (Voice/TTY). You may also visit us at: www.cvaa.org.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

The Chittenden County Regional Planning Commission (CCRPC) is a 29-member board consisting of one delegate from each of the County's 19 municipalities; four at-large members representing the interests of agriculture, environmental conservation, business, housing/socio-economic; and representatives from the Vermont Agency of Transportation (VTrans), Chittenden County Transportation Authority (CCTA), Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Burlington International Airport (BIA) and a rail representative.

The CCRPC appreciates the opportunity to work with its municipal members to plan appropriately for the region's future to protect the special quality of life that is shared throughout Chittenden County. The CCRPC is a cooperative regional forum for the development of policies, plans and programs that address regional planning issues and opportunities in Chittenden County. The CCRPC serves as the region's federally designated metropolitan planning organization and is responsible to all citizens of the

region to ensure the implementation of the best transportation plan for Chittenden County. The CCRPC also provides technical and planning assistance to its member municipalities and VTrans.

In FY15, the CCRPC will invest more than \$5 million dollars in regional land use, transportation, emergency management, energy, natural resource, public engagement, training, and technical assistance. The program leverages \$4.5 million in federal and state investment with \$240,000 in municipal dues and another \$275,000 in local match for specific projects - **a 9:1 return on investment**.

The next pages are divided into two sections: Town of Westford activities and Regional activities.

TOWN OF WESTFORD ACTIVITIES:

In FY2014, the CCRPC provided the following assistance to the Town of Westford:

- Funded and assisted the Westford Form Based Code/Smart Growth for Town Center Area and AFR2 District project.
- Initial review of Town Plan in preparation of update
- Population forecasts - Provided estimates of future population consistent with past trends and the ECOS growth strategy.
- LEOP - Offered assistance with the local emergency operations plan (LEOP) and provided all pertinent emergency planning, training, and grant opportunities.
- Staff assisted with information and details regarding new rules for Emergency Relief and Assistance Fund (ERAF) and flood resiliency planning requirements.
- Developed the Westford Map Viewer – <http://map.ccrpcvt.org/WestfordMapView>

The CCRPC provided the following transportation assistance to the Town of Westford:

- Traffic Counts
 - Intersections: <http://www.ccrpcvt.org/data/traffic.php?town=WESTFORD&yrs=A&year=2013&count=TM>
 - Roadways (AADT): <http://www.ccrpcvt.org/data/traffic.php?town=WESTFORD&yrs=A&year=2013&count=ATR>
 - Bicycle & Pedestrian: <http://www.ccmpto.us/data/bikeped/>

Transportation Demand Management

- Regional Transportation Demand Management pilot project (Go! Chittenden County) with local and regional transportation partners including:
 - Expansion of TDM services through Campus Area TMA (CATMA) – Project underway
 - Bike commuter workshops and walk/bike site assessments by Local Motion – Project underway

REGIONAL ACTIVITIES

- **ECOS Plan Annual Report** – The ECOS Plan’s first annual report on progress was made in January and can be found at ecosproject.com. The ECOS Plan is the combined Regional Plan, Transportation Plan, and Comprehensive Economic Development Strategy for Chittenden County.
- **Emergency Management** – The CCRPC assists all municipalities with updating basic emergency operations plans (<http://www.ccrpcvt.org/em/>) and staffs Local Emergency Planning Committee 1

(LEPC 1) which consists of representatives from businesses, local government, emergency response organizations and citizen groups of Chittenden County municipalities
<http://www.ccrpcvt.org/em/lepc/>.

- **Regional Energy and Climate Action Planning** – The CCRPC Board adopted the Chittenden County Regional Climate Action Guide in May 2014. <http://www.ccrpcvt.org/2014/03/climate-action-guide/>
- **Transportation Improvement Program** – The Federal Fiscal Year TIP for 2015 through 2018 was adopted by the CCRPC at its July 16, 2014 meeting (<http://www.ccrpcvt.org/tip>). The TIP is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program or operation must be authorized through the TIP. The FY15-FY18 TIP includes nearly \$240 million in federal dollars for transportation projects within the county.
- **CIRC Highway Alternatives Task Force** – CCRPC staff, VTrans and the “CIRC Communities” (Colchester, Essex, Essex Junction, and Williston) completed a series of projects and planning activities which will aid in meeting the original Purpose and Need of the CIRC Highway Project, which broadly stated are mobility, congestion, transportation demand, safety, livability, and economic development. (<http://www.circtaskforce.org/>)
- **Transportation Demand Management** – The CCRPC, along with regional and state partners, launched **Go! Chittenden County**, a one-stop-shop for information and advice about our region’s transportation resources (www.gochittendencounty.org). The CCRPC participated in the 11th annual **Way to Go! Commuter Challenge** (www.waytogovt.org) the week of May 12-16 to encourage alternative transportation (non-single occupant vehicle travel) and demonstrate the environmental and financial benefits. Work also began on updating the regional **Intelligent Transportation System Plan** which describes how to best use telecommunications and computing technology to boost the efficiency of roadway, transit and emergency and maintenance vehicle response systems, and provide timely information on travel options.
- **Diversity & Equity** – The CCRPC graduated its first class of participants from “Leadership for People of Color,” a leadership development program designed to prepare participants to become more actively involved in the decisions that impact our community. The CCRPC is updating the **Public Participation Plan**, which is focused on diversity and equity, and a public hearing is planned for October 2014.
- **Regional Technical Assistance** – Includes GIS mapping, model municipal plans, bylaw and ordinance revisions, Act 250 application reviews, grant administration, build-out analyses, orthoimagery acquisition, and improving the VT Online Bridge and Culvert Inventory Tool (<http://www.vtculverts.org/>). The CCRPC also provides Transportation Technical Assistance, Scoping and Corridor Study programs to help individual communities address their transportation issues. Regionally significant projects in 2013 included: the Railyard Enterprise Project and North Avenue Corridor Study (Burlington); I-89 Exit 17 (Colchester); Exit 12/Grid Streets and VT 2A/Industrial Avenue to James Brown Drive (Williston); VT 116 Corridor Study (Hinesburg) and Park & Ride Planning in Williston, Essex, Jericho, Underhill and Colchester.
- **Education & Training** – The CCRPC provided training on State Designation Programs and Affordable Housing. With local and state partners, the CCRPC hosted the statewide 2014 Walk/Bike Summit in Burlington, attracting more than 200 participants. The CCRPC also continued hosting meetings and online webinars open to municipalities and regional partners covering topics such as Street Design for Form-Based Codes, Emerald Ash Borer, Innovative Tools to Measure Access to Opportunity, Strategies to Enable Winter Cycling and Walking, America’s Changing

Demographics, NACTO Urban Design Guide, Green Parking, Sustainable Urban Mobility and Placemaking, VOBCIT/VTCulverts (<http://www.vtculverts.org/>), iPads in Public Works, Public Works Winter Forum and more.

- **Neighbor Rides** -- Nationally, one in five seniors aged 65 and older does not drive due to poor health, limited mobility, safety concerns or lack of access to a personal vehicle. Within Chittenden County, research done by UVM medical students found that among seniors who have limited or no access to a personal vehicle, 40% have difficulty getting to important daily activities and 69% sometimes or always delay their medical appointments due to transportation challenges. To help address this issue, the CCRPC is partnering with the United Way of Chittenden County, Champlain Valley Agency on Aging, SSTA, CCTA, Fanny Allen Foundation, FAHC, UVM Center on Aging, and the Department of Vermont Health Access to implement the Neighbor Rides program. Since spring 2013, Neighbor Rides partners have been integrating volunteer drivers into human services transportation to add to the fleet of contracted vans and sedans in order to increase access to transportation for seniors and persons with disabilities by offering a lower-cost mode of transport. <http://www.unitedwaycc.org/volunteer/neighbor-rides-2/>

Town of Westford Representatives to CCRPC

- CCRPC representative – Dave Tilton
- CCRPC alternate – vacant
- Transportation Advisory Committee (TAC) – Brent Meacham
- Planning Advisory Committee (PAC) – Melissa Manka

For further information about the CCRPC please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker, cbaker@ccrpcvt.org, 802-846-4490 x23.

CHITTENDEN COUNTY SHERIFF'S REPORT

The Chittenden County Sheriff's Department patrolled Westford from May 1, 2014 through October 31, 2014. During this time frame we wrote 82 tickets which breaks down as follows:

- | | |
|-------------------------------------|---------------------------------------|
| • 24 1-10 MPH over the speed limit | • 1 Person required to register |
| • 38 11-20 MPH over the speed limit | • 3 Operation after suspension |
| • 9 21-30 MPH over the speed limit | • 1 Possession of License certificate |
| • 1 Failure to wear seatbelts | • 1 Vehicle not inspected |
| • 4 Operating without a license | |

In addition we wrote 58 warnings broken down as follows:

- | | |
|---|---------------------------------------|
| • 7 1-10 MPH over the speed limit | • 2 Possession of License Certificate |
| • 3 Condition of Vehicle | • 2 Misuse of License Plate |
| • 6 Failed to Display front plate | • 1 Restricted License |
| • 1 Operating without liability insurance | • 1 Signals Required |
| • 28 11-20 MPH over the speed limit | • 1 21-30 MPH Over Speed Limit |
| • 4 Persons required to register | • 2 Vehicle Not Inspected |

In addition we had one court case for Possessing Marijuana/Hashish - 1st Offense (21 or Older). It has been a pleasure working with the Town of Westford.

Respectfully submitted,
Kevin McLaughlin, Sheriff

CHITTENDEN SOLID WASTE DISTRICT

ADMINISTRATION

CSWD owns and oversees 10 solid waste or recycling facilities in Chittenden County for its 18 member municipalities. A Board of Commissioners, who sets policy and oversees financial matters, governs CSWD. One Commissioner is appointed by each member community.

THE BOARD OF COMMISSIONERS OFFICERS include: Chair Paul Stabler of South Burlington; Vice Chair Michelle DaVia of Westford, and Secretary/Treasurer Alan Nye of Essex. EXECUTIVE BOARD MEMBERS include Paul Stabler, of South Burlington, Michelle DaVia of Westford, Alan Nye of Essex, Craig Abrahams of Williston, and Chapin Spencer of Burlington. CSWD GENERAL MANAGER is Thomas Moreau.

FINANCES

The unaudited FY14 General Fund expenditures were \$8.31 million and the revenues were \$9.23 million. This represents a \$63,000 decrease in expenditures (0.9%) and an \$834,000 (9.9%) increase in revenues compared with the FY13 General Fund operating results. The primary factor in the expenditure decrease is the lower costs associated with persistent herbicides in Green Mountain Compost (GMC) products in FY14 as compared with FY13. These lower costs were partially offset by cost increases in several other programs, most notably the Drop-Off Centers (DOC) and the Materials Recovery Facility (MRF). Of the \$834,000 revenue increase for FY14 over the prior year, \$530,000 is Solid Waste Management Fee revenues. While the tonnage of material subject to this fee increased only 1% over FY13, the revenue is up almost 20%, because the per-ton rate was increased from \$22.06 to \$27.00 effective September 1, 2013 (two months after the start of FY14). Also, DOC revenues were \$190,000 higher (11%) in FY14 vs. FY13, primarily due to tip fee rate increases that went into effect at the start of FY14.

SIGNIFICANT CHANGES/EVENTS

In FY14, CSWD's major initiatives were: 1) to continue to work on the Consolidated Collection proposal that weighs the advantages and disadvantages of municipal contracts for trash collection in Chittenden County and hold public information meetings with citizens and our member communities; 2) to work in the Vermont Legislature towards the passage of Act 175 that mandates the recycling of certain construction and demolition materials that have established markets and meet minimum tonnage and proximity to facilities requirements; 3) to assist in the passage of a battery product stewardship bill by the Vermont Legislature that will facilitate the recycling of these items throughout the state; 4) to complete work on a consultant study evaluating residential curbside collection of organics in terms of economic and environmental impacts for various scenarios; 5) to oversee a contract to upgrade the equipment at our Materials Recovery Facility (MRF) and to negotiate a revised operations contract; 6) to implement a higher solid waste management fee (5-year projection) due to lower trash volumes

subject to our fee; 7) to prepare a succession plan for a new General Manager due in early 2016; and 8) to initiate a new 5-year strategic plan.

ONGOING OPERATIONS

DROP-OFF CENTERS located in Burlington, Essex, South Burlington, Milton, Williston, Richmond, and Hinesburg are available to District members who prefer to self-haul their trash and recyclables. Drop-Off Centers collected 3,116 tons of recyclables, a decrease of 0.38% from FY13, and 6,326 tons of household trash during FY14, a 0.11% increase from FY13.

The MATERIALS RECOVERY FACILITY in Williston is owned by CSWD and privately operated by Casella Waste Management. In FY14, 40,465 tons of recyclables were collected, sorted, baled, and shipped to markets. This represents a 1.43% increase from the previous year. The average sale price for materials was \$93.75 per ton, which is a 1.96% decrease over last year's average.

The ENVIRONMENTAL DEPOT and the ROVER are CSWD's hazardous waste collection facilities for residents and businesses. In FY14, 9,435 households and 670 businesses brought in 605,817 pounds of waste that were collected and processed at these facilities. This included 63,390 pounds (6,339 gallons) of latex paint re-blended and sold as "Local Color", 8,082 pounds of leftover products given away through the "Hazbin" reuse program, and 128,000 pounds (12,800 gallons) of latex paint processed for recycling in Canada and Illinois.

FY14 was a good year for CSWD's COMPOST facility. Spring 2014 marked the first time in over a year that bulk compost was available for sale to the public following the discovery of persistent herbicides in compost in 2012. Customers reported great results from growing in the new batches of compost and topsoil. Staff continued their efforts to research and educate around the presence of persistent herbicides in commercial composts everywhere. Ongoing testing and recipe modifications have translated into abundant saleable very high quality material. FY14 marked the launch of bag-your-own compost which extends the convenience of purchasing compost to customers with smaller gardens and no means of hauling large volumes. Compost inputs have continued to increase steadily as awareness around compost continues to spread and large generators are mandated to divert materials through Vermont's new Universal Recycling law. FY15 will mark a return of compost to garden centers as well as a return of the complete bagged product line. A total of 9,684 tons of material was accepted for composting in FY14 which included 3,629 tons of diverted food.

CSWD brokered 13,784 wet tons of sewage sludge for our member communities in FY14, which is 1.7% more material than last year. Most of the sewage sludge generated from the Essex Junction WWTF was landfilled over FY 14 due to a plant upgrade. The City of South Burlington's thermo-meso anaerobic digestion, 2PAD system, generated class "A" product which was distributed to local farms for land application, beneficial reuse, starting in October of FY 14. CSWD entered a 5-year contract with Casella Organics to send at minimum 78% of the sludge brokered by the district to a beneficial reuse facility called Grasslands, located in Chateaugay, NY. The BIOSOLIDS program is also looking at a sludge characterization study to optimize the beneficial reuse of the districts material for the future of the program.

MARKETING – CSWD participated in a state-wide working group that developed symbols and language for communicating Act 148 mandates consistently statewide. The group was made up of Solid Waste Management (SWM) entity staff, ANR staff, and interested stakeholders, including some haulers.

- We turned our attention to upgrading our event waste reduction toolkit to include more clear information, better tools, and fresh ways of getting people interested in putting on waste-free events.

- Every two years we send out an encyclopedic booklet detailing how to best dispose of recyclables, compostables, reusables and trash. The 2014-2016 book went out at the end of June, 2014.
- We focused on how to revive the Green Mountain Compost brand after a two-year hiatus on the heels of the discovery that persistent herbicides had found their way into our compost. That two years was spent working with state and federal regulators, the chemical industry, and experts from around the country to set up a firewall of sorts to prevent a reoccurrence. Our transparent treatment of the issue has helped maintain our customers' trust. Our new protocols, testing, and on-site growth trials have yielded compost that we can stand behind with confidence, leaving us well positioned to reenter the market in Fall 2014.
- Our part-time Web & Marketing Specialist position became full-time, which led our current specialist, Veronika Travis, to depart so she could focus more fully on her career path as a pastor. We wish her well as we crack into over a hundred resumes to find the best fit for the position.

A variety of EDUCATIONAL PROGRAMS and tools are available to assist residents, schools, municipalities, organizations, and businesses to reduce and properly manage their wastes. The CSWD Hotline (872-8111); Website: (www.cswd.net), e-newsletter, presentations, technical assistance, displays, workshops, facility tours, informational brochures, recycling bins and compost collectors (9,100 distributed), signage, discount compost bins, special event container loans, and grants (\$8,500 awarded) are part of this positive community outreach.

Thousands of employees, residents, students, and others were impacted by CSWD's business, school and youth, and community outreach programs.

RESEARCH AND DEVELOPMENT efforts, which have dual goals of reducing the amount of waste generated and landfilled along with making programs more convenient and cost-effective, focused on recycling and composting incentives and collection, trash collection systems, and markets for recyclables.

CSWD provides funding and staff time to support GREEN UP DAY efforts in Chittenden County. In May, 38 tons of litter, 2,648 tires, and 6.5 cubic yards of scrap metal were collected. CSWD covered the \$6,200 cost for recycling the tires and waived its fee on disposed litter. CSWD also contributed \$4,050 to Green Up Vermont on behalf of its member municipalities for bags, posters, and promotion. The COMMUNITY CLEAN UP FUND helps members keep their communities clean and litter free throughout the year. \$4,600 were expended by CSWD's member municipalities.

CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS

Our mission is to protect and support all children, families and adults by strengthening our community's response to abuse through investigation, prosecution and intervention while fostering professional collaboration to promote education and advocacy regarding the prevention of abuse.

WHAT WE DO...

The Chittenden Unit for Special Investigations (CUSI) is a multi-agency task force dedicated to providing criminal response to reports of sexual assaults, serious child abuse and child fatalities. For over 21 years, the primary focus has been to protect and support all children, adults and families. CUSI defined what is

now known as a true multi-disciplinary team (MDT) approach to investigating crimes of this nature. The multidisciplinary team is the heart of CUSI and is composed of seven police detectives, a unit director, and victim advocate, in-house investigator with the Department for Children and Families (DCF) and a dedicated prosecutor from the Chittenden County State's Attorney's Office. We work jointly with mental health providers, medical providers and Department of Corrections. In addition CUSI houses and supports the *Chittenden Children's Advocacy Center (CAC)*.

CUSI has become a model for multi-disciplinary units throughout the state. These units maintain specialized skills for outstanding investigations and victim services which involve sexual offenses and serious child abuse. The fundamental goal of CUSI is to conduct the highest quality criminal investigation for this type of crimes while meeting the emotional needs of victims and families. Due to the complexity and importance of these cases it is vital CUSI detectives be immersed in specialized training in order to provide support to victims and their families while holding offenders accountable.

The Chittenden Children's Advocacy Center (CAC), working together with CUSI is a 501c3 nonprofit entity offering a range of services to children and families affected by these crimes. The primary goal of *The Children's Advocacy Center* is to ensure that children are not further traumatized by the intervention system intended to protect them. This program has many benefits, with an approach that allows for faster follow-up to child abuse reports, more efficient medical and mental health referrals, fewer child interviews, more successful prosecutions, and consistent support for child victims and their families. It is our goal to support them and meet their emotional needs.

CUSI and the *CAC* investigate these crimes in Chittenden County which consists of a population of approximately 158,000 residents. On the average CUSI investigates over 250 cases a year, nearly 65% of those cases involve child victims. In recent years we have noticed an increase in the complexity of cases given the large increase in computer usage and other devices.

CUSI works closely with the statewide *Internet Crimes against Children Task Force (ICAC)*. ICAC expertise is frequently used during cases of computer-facilitated exploitation or when computer-generated evidence may strengthen a CUSI case. CUSI detectives work with the ICAC team and have received extensive training in computer forensics and online undercover operations. *Hopeworks*, and the *Sexual Assault Nurse Examiner (SANE) Program* at the medical center, including the *Childsafe Clinic*. We continue to work with other collaborative partners throughout the county and our state as well.

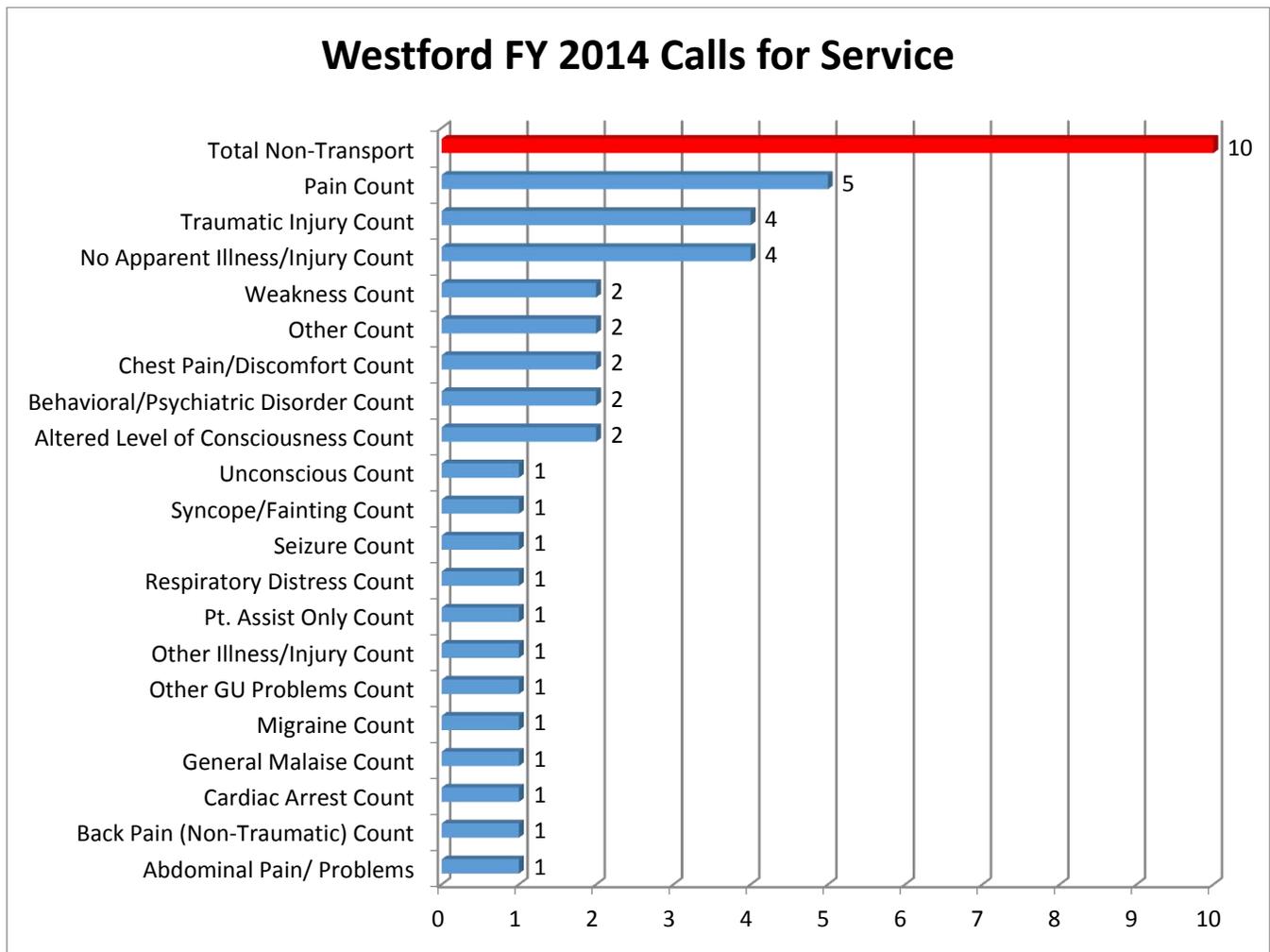
THE YEAR IN REVIEW...

- CUSI has allocated for change in legislature for the purpose of recommending sustainable funding options for specialized investigative units (SIU's) on local, county and state levels. A funding study committee has been formed and will submit a report to the House and Senate Committees with its findings and any recommendations for legislative action by the end of this year.
- The Policy Board has worked hard on Personnel Policies, revising By-Laws, establishing a more concise and less complicated framework for municipalities in regard to our Intergovernmental Agreement.
- Presentations were made to various Selectboards around Chittenden County.
- We continued to raise awareness about the effectiveness of CAC's and SIU's and expand our outreach and communication to endorse the SIU/CAC mission.
- We have increased private funding.
- We attended and provided specialized trainings for those working in the field of sexual abuse, child fatalities and severe physical abuse.
- We have investigated over 250 cases and conducted over 600 interviews.

ESSEX RESCUE

Essex Rescue, Inc. is a private not-for-profit Paramedic-level ambulance service that works in partnership with many other organizations including the Essex Police, Vermont State Police, Fairfax Rescue, Westford Fire Department, Underhill Jericho Fire Department and the Essex Fire Department to meet the emergency needs of Westford. We are not affiliated with any town government.

Essex Rescue is pleased to continue providing emergency medical services to areas south of Westford Village as well as to the towns of Essex, Essex Junction, Underhill and northern Jericho. For the year ending June 30, 2014 Essex Rescue responded to 1,835 requests for 9-1-1 emergency service. Of these calls, 45 were in the area of Westford covered by Essex Rescue. The graph below shows the types of calls Essex Rescue responded to in Westford during the period 7/1/2013 through 6/30/2014.



Providing high-quality emergency medical care in the out-of-hospital setting on a 24 hour per day basis is both challenging and expensive. We use state-of-the-art vehicles and equipment, and we have some of the most highly trained basic and advanced level personnel in Vermont. We work in conjunction with Fletcher Allen Health Care to deliver fast and effective service to time-sensitive emergencies such as heart attacks, strokes and serious traumatic injuries as well as to less time-sensitive but still significant emergencies. We strive to deliver the care each patient needs and to do it in ways that are supportive and respectful. Successful out-or-hospital care often means helping to relieve pain, assuring an anxious

parent, explaining what will happen when we get to the hospital or a similar step that goes beyond meeting a clinical need.

The cost of Essex Rescue's operations are over a million dollars annually. In early 2015, we plan to take delivery on a new ambulance that will cost nearly \$200,000. We are able to consistently provide high volume, high quality service through a combination of different supports, financial and otherwise. The most important support we have comes from our 60 uncompensated volunteer members who contribute thousands of hours of time annually to staff our ambulances. Our biggest form of financial support comes from billing for the patient services we provide. We work hard to recover prospectively paid insurance revenues in an effort to minimize the need for tax subsidies from our communities. We are also fortunate to have a high level of participation in our subscription program that brings us important revenue and benefits participants by limiting their out of pocket costs for Essex Rescue's services. As a subscriber, you can pay a \$50 annual fee and then pay nothing else out of pocket for deductible or co-pay expenses. Subscription letters are sent out every November or you can subscribe online at www.essexrescue.org. Many people and organizations in the community are also very generous in making grants or donations throughout the year or in memory of loved ones at a time of death.

As you can see from the graph, over 20% of our emergency calls do not result in the transport of a patient to the hospital. In these cases, we are not able to bill health insurers for the cost of the emergency response. The towns we cover provide an annual donation to Essex Rescue, Inc., which offsets a small part of what it costs us to be available around the clock, when and where your community members need emergency medical services.

Essex Rescue is always recruiting new volunteers. We invite you to visit our website at www.essexrescue.org or call us at 802-878-4859 ext. 4 to speak with Colleen Nesto about membership. We are proud of the services we offer and look forward to providing you with more information about the squad at any time. Our primary station is at 1 Educational Drive in Essex Junction, near the Essex High School and our administrative offices are routinely open from 8:00 to 4:30 weekdays if you have questions or would like to see our facility, vehicles and equipment.

Respectfully submitted,
Dan Manz, Executive Director

FAIRFAX RESCUE

2014 Highlights

This has been a busy year for Fairfax Rescue. Total call volume was up to 460 from 430 the previous year. Sixty-three (63) of those calls in the last year were to the Town Westford. We also are pleased to report have two new volunteers from Westford onboard and they are excelling in our ranks.

Emergency Medical Services adopted new medical treatment protocols allowing ambulance services in the state to further expand our abilities to aid the sick and injured in the field. Additional medications and procedures were implemented expanding the treatments available in the field. Fairfax Rescue has sponsored a First Responder Class and an Advanced EMT class this past year. We along with EMS

continue to struggle to find volunteers, if you or someone you know is interested please give us a call. We'll provide the training. You provide the time.

2014 Financial Highlights

With several new mandates from the state we have had to spend more on supplies than anticipated this past year. The new state protocol change earlier in the year and recent preparations for Ebola Virus and Flu season forced our supply budget beyond projections. We are also spending more than planned on paid staff to cover shifts as there is a lack of volunteers. Fortunately, our call volume was higher than anticipated and this largely offset these budget overruns. In the upcoming year Fairfax Rescue plans to purchase a new ambulance to replace our aging 1999 ambulance to maintain reliable equipment. As a result of the rising medical costs our request to the communities we serve is going to increase by 3% over last year.

Operating Highlights

Mike Spaulding our Director of operations will be retiring from his full-time position at the end of the year. He will be staying on with the squad through the summer as crew chief. Replacing him as the new Director of Operations is Bambi Dame. Bambi has extensive experience as an A-EMT and will make a great addition to our organization.

Looking Ahead

We still have our green 911 address signs available if you'd like to purchase one or have any questions please call the office. We look forward to serving your community in upcoming year,

Respectfully submitted,
Daniel Vanslette, President

VERMONT CENTER FOR INDEPENDENT LIVING

Since 1979, the Vermont Center for Independent Living (VCIL) has been teaching people with significant disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees conduct public education, outreach, individual advocacy and systems change advocacy to help promote the full inclusion of people with disabilities into community life.

Preliminary numbers for our FY'14 (10/2013-9/2014) show VCIL responded to over **2,000** requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to **244** individuals to help increase their independent living skills (including **10** peers who were served by the AgrAbility program and **16** peers who received specialized Benefits to Work Counseling). VCIL's Home Access Program (HAP) assisted **196** households with information on technical assistance and/or alternative funding for modifications; 51 of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **122** individuals with information on assistive technology; 36 of these individuals received funding to obtain adaptive equipment. Three hundred ninety-two (**392**) individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60.

VCIL's central office is located in downtown Montpelier and we have five branch offices in Bennington, Chittenden, Lamoille, Rutland and Windham Counties. Our Peer Advocate Counselors and services are available to people with disabilities throughout Vermont.

During FY '14, **1** resident of **Westford Town** received services from the following program: Home Access Program (resident is on waiting list for home modification).

To learn more about VCIL, please call VCIL's toll-free I-Line at: **1-800-639-1522**, or, visit our web site at **www.vcil.org**.

VERMONT DEPARTMENT OF HEALTH

Your Health Department district office is in Burlington located at 108 Cherry Street, Suite 102. Come visit or give us a call at (802)863-7323. At the Vermont Department of Health, we are working every day for your health. With our headquarters and laboratory in Burlington and 12 district offices around the state, we deliver a wide range of public health services and support to your community. For example, in 2014 the Health Department:

Supported healthy communities: Essex CHIPS was awarded \$45,000 to work towards uniting the community in an environment where people are empowered to make healthy choices through youth-adult partnerships, youth leadership, and civic engagement.

Provided WIC food and nutrition education to families: Half of all Vermont families with pregnant women and children to age 5 benefit from WIC; Women, Infants and Children Supplemental Nutrition Program. WIC provides individualized nutrition education, breastfeeding support, healthy foods and a debit card to buy fruits and vegetables. The average value of foods provided is \$50 per person per month. In Westford, **21** women, infants and children were enrolled in WIC. WIC families supported farmers by purchasing Vermont grown fruits and vegetables at farmers markets around Chittenden County by redeeming \$12, 216 in Farm to Family coupons.

Worked to prevent and control the spread of disease: From January to September in 2014 we responded to 336 cases of infectious disease in Chittenden County. In 2013, \$13,079,279.71 of vaccine for vaccine-preventable diseases was distributed to healthcare providers statewide; \$4,544,556.55 of which was in your district's area.

Facilitated discussion on opiate addiction: Following the Governor's Forum on Opiate Addiction at the State House the District Office and United Way have been in partnership with multiple stakeholders to organize follow-up community conversations on opiate addiction and solutions. The first follow-up meeting on August 5th, was attended by over 100 people from across the county and identified several topics for further education and dialogue.

Emergency Preparedness: The Chittenden County Medical Reserve Corps (MRC) was established. This is a group of health care and public health volunteers, who are trained to provide support to the hospital, the Health Department, and communities. The MRC worked with a volunteer group - Chittenden County Community Emergency Response Team (CERT) - to provide training on emergency preparedness to people over age 65. Contact Susanna Weller at susanna.weller@state.vt.us to volunteer with the MRC.

VERMONT LEAGUE OF CITIES AND TOWNS
Serving and Strengthening Vermont Local Government

The Vermont League of Cities and Towns (VLCT) is a nonprofit, nonpartisan organization that is owned by its member municipalities and directed by a 13-member Board of Directors comprised of municipal officials from across the state elected by the membership.

VLCT's mission is to serve and strengthen Vermont local government. All 246 Vermont cities and towns are members of VLCT, along with 134 other municipal entities, including villages, solid waste districts, regional planning commissions and fire districts.

Vermonters use local government services - including highways, police, fire, recreation, libraries, sewer, and water - on a daily basis. In large part, volunteer elected and appointed municipal officials lead these local governments.

VLCT provides the following services to its member cities and towns, so that they may provide their citizens with quality services at affordable costs:

- Legal, consulting and education services. In the past year, VLCT's Municipal Assistance Center (MAC) responded to nearly 3,500 inquiries for assistance from municipal officials. MAC also conducted 18 workshops that attracted more than 1,250 people. For example, our workshop on how to comply with the new Open Meeting Law changes and the Public Records Act drew more than 140 attendees. Additionally, we conducted 10 on-site workshops held at municipal offices on a wide range of topics, and we provided 26 municipalities with legal review of ordinances and policies, financial, assistance, and other specialized consulting services. We produced new materials to help members comply with the Open Meeting Law and revised our Town Officers Handbook. These and all of our publications may be purchased or accessed free of charge on our website at our Resource Library. The Library also contains nearly 1,000 other electronic documents, including technical papers, model policies, and newsletter articles that are currently accessible to the general public. MAC has also retained the services of professionals in municipal finance, administration, and policing to provide consulting advice to towns.
- Advocacy representation before the state and national governments to ensure that municipalities have the resources and authority they need to serve their citizens. VLCT is a leader in the education property tax debate, enhancing local voter authority in governance decisions, municipal efforts to clean up our lakes and rivers, and securing revenues for town highway and bridge maintenance programs. Municipalities will face significant challenges in the 2015 legislature as limited financial resources at the national and state level continue to force more demand for services to the local level. We also provide a *Weekly Legislative Report* that details legislative issues affecting municipal government. It is available to all free-of-charge on the VLCT website.
- Purchasing opportunities to provide needed services at the lowest cost. Examples include municipal unemployment, property, casualty, and workers' compensation insurance coverage for town operations. The **VLCT Employee Resource and Benefit (VERB) Trust** continues to assist towns navigate their way to Vermont Health Connect and to help municipalities not in the exchange to secure health insurance through the marketplace. The substantial municipal damage resulting from recent weather events makes the value of **VLCT Property and Casualty Intermunicipal Fund (PACIF)** to all our members quite clear, as members benefit from the broad coverage, excellent re-

insurance, and prompt service and claims payments. Our two Trusts are responsible in 2014 for \$24 million in municipal tax dollars spent for insurance and risk management services.

To learn more about the Vermont League of Cities and Towns, including its audited financial statements, visit the VLCT website at www.vlct.org.

VNA FUND REQUEST FY 2016

The VNA cared for 31 people in Westford during our past fiscal year (July 2013 – June 2014) with the following services:

VNA PROGRAM OR SERVICE	VISITS	DAYS	HOURS
Nursing	317		
Physical Therapy	68		
Speech Therapy	1		
Occupational Therapy	41		
Social Work, Social Service	31		
Licensed Nursing Assistant			96
Homemaker			30
Waiver Attendant			830
Personal Care Attendant			52
Hospice and Palliative Care		167	
Total	458 Visits	167 Days	1,008 Hours

Cost of Providing Care

Total cost of VNA services provided in Westford	\$114,196
Amount reimbursed by Medicare, Medicaid, ____private insurance, contracts and patient fees	\$107,593
Remaining care expense	6,603

The VNA requests annual reimbursements from each city and town in our two-county region. These reimbursements for services rendered are critical to supporting the \$1.87 million of unreimbursed care we provide.

The Town of Westford pledged \$6,243 for FY 2015. Thank you.

For the fiscal year 2016, the VNA is requesting a contribution of \$6,243.

Contact the VNA at 802-658-1900, www.vnacares.org or info@vnacares.org.

WOMEN HELPING BATTERED WOMEN

Thank you for your strong support of the work we do and the services we provide to survivors of domestic abuse in our community! Women Helping Battered Women (WHBW) is now in its 40th year providing lifesaving services to residents of Chittenden County. This past year, with support from the Town of Westford, WHBW provided advocacy and services to 2,059 adults and 2,883 children whose lives were affected by domestic abuse. WHBW served 5 adults and 8 children from the Town of Westford in fiscal year 2014.

We have the equivalent of 18 full time paid staff, over 150 volunteers, and up to 15 supervised interns per semester. Last fiscal year, WHWB provided outreach and workshops to over 17,600 individuals in schools, hospitals, correctional facilities, and business and community groups. We received more than 3,700 calls on our 24-hour crisis and information hotline and provided emergency housing to 230 adults and 121 children for a total of 13,413 nights.

Along with enabling us to serve the residents of Westford, your financial support has helped us fulfill our mission: To assist in the transition to a safe, independent life for all those who have been affected physically, sexually, emotionally, or economically by domestic abuse. To promote a culture that fosters justice, equity and safety.

To advance our mission, WHBW provides a full spectrum of services, which include:

- **24/7 Hotline** providing emotional support, information and referrals, crisis intervention, safety planning and options counseling.
- Safe and confidential emergency **Shelter** and **Safehome** programs.
- Supportive and affordable **Transitional Housing** facility.
- **Legal Advocacy** including court accompaniment and systems navigation around Relief from Abuse Orders, child custody, immigration, and divorce.
- Weekly **Legal Clinic** co-facilitated by legal advocates and local attorneys.
- Playgroups, one-on-one mentoring, parenting support, advocacy, and crisis intervention is provided for **Children and Youth**.
- A weekly confidential **Support Group** enables survivors to share their story and receive support and information from others in a safe space.
- **Economic Justice Advocacy** is provided to help secure long-term housing, regain financial independence, and explore education and employment opportunities.
- The **Safe at Work Network** engages the business community in a proactive approach to addressing domestic abuse in the workplace.
- **Education and Outreach** is provided to raise awareness, disprove myths, and provide accurate information about domestic abuse to our community.

Once again, we would like to thank the Town of Westford and to acknowledge that we could not have done this work without your support.

Respectfully submitted,
Sharon Rotax, Grant Manager

**TOWN OF WESTFORD
1713 VT ROUTE 128
WESTFORD VT 05494**

**PRESORT STANDARD
US POSTAGE
PAID
BURLINGTON, VT
PERMIT #165**