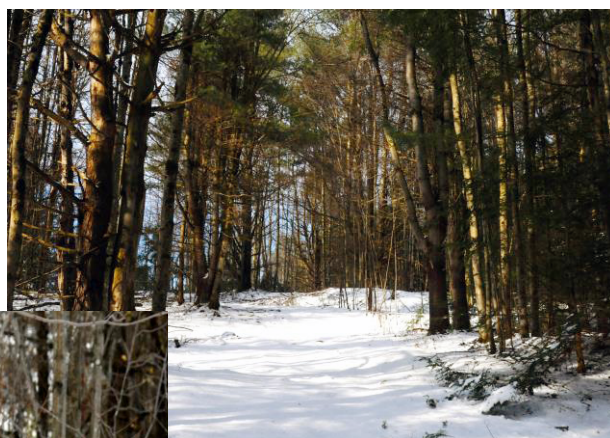


TOWN OF
WESTFORD
VERMONT



2015
ANNUAL REPORT
July 1, 2014 – June 30, 2015

Please bring this report to Town Meeting

NOTICE

TOWN & SCHOOL MEETING

Monday, February 29, 2016

7:00 pm

Westford School

All Non-Australian Ballot Articles will be voted on.

Public Hearing for

Australian Ballot Articles

Monday, February 29, 2016

7:00 pm

Westford School

Australian Ballot Voting

Tuesday, March 1, 2016

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.

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DEDICATION – TWO OF WESTFORD’S UNSUNG HEROES

The Town of Westford has many residents who contribute to the community in quiet, humble ways. There are several people in Town who help maintain the town and school trails. This Town Report is being dedicated to two of them – Joel Fay and Tom Lane. Joel and Tom have spent a considerable amount of time and effort maintaining and improving the trail network for quite some time.



Joel provides maintenance to the school trails during the summer and fall, using his own mower to mow the trails. If you have ever felt like you were just walking or skiing in the woods or a meadow without realizing you are on a maintained trail, you have Joel to thank for that. He likes to integrate the trails into the natural landscape as much as possible. Working on these trails is his passion and he enjoys the fact that so many people use them. Joel and other volunteer residents have also maintained additional trails around town with the same passion and care as the school trails.



Tom maintains the school trails during the winter months. He grooms and tracks the trails for people to enjoy activities such as cross-country skiing and snow shoeing. He uses the Recreation Department’s snow machine and coordinates maintenance on it when needed. Grooming requires a keen confidence few can acquire without years of background, and is mostly done odd times of the day, any given day of the week, depending on Mother Nature. If you enjoy using the school trails during the winter, you have Tom to thank.

Joel and Tom don’t ask for help and rarely accept it when offered. The work they do requires knowledge, experience, passion and stamina. Joel and Tom dedicate countless hours so that the trails are accessible and safe for everyone. As we all know, our lives are busy. It is easy to take for granted that we have such wonderful trails available to us whenever we want to recreate or seek refuge. Without a doubt, our trail system is one of Westford’s gems that make this town so special and sought out. For all that Joel and Tom do, we therefore dedicate this Town Report to them. Their contributions to the Westford community are priceless!

Thank you to Sarah Pinto, Dale Rodgers, Rosemary Shea and Sue Adams for their assistance with writing this dedication.

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
Library Trustees	1 st Wednesday	Town Library
Planning Commission	1 st Wednesday (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 as scheduled.

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 2016 (3 years)
Term expires 2017 (3 years)
Term expires 2018 (3 years)

Alexander Weinhagen
David E. Adams
Casey Mathieu

SCHOOL BOARD

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

Term expires 2017 (3 years)
Term expires 2017 (2 years)
Term expires 2018 (3 years)

Martha Heath
Scott Cooledge (resigned)
Christian Frenette
Andre Roy
Mark Drapa
Kimberly Phinney

AUDITORS

Term expires 2016 (3 years)
Term expires 2017 (3 years)
Term expires 2018 (3 years)

Henry Tarrier
Kristen Elliott
Vacant

LIBRARY TRUSTEES

Term expires 2016 (5 years)
Term expires 2017 (5 years)
Term expires 2018 (5 years)
Term expires 2019 (5 years)
Term expires 2020 (5 years)

Andrea Letorney
Allison Weinhagen
Beth Kirkpatrick
Peggy Rodgers
Beth Lane

JUSTICE OF THE PEACE

Dennis Angiono
Chester Balon (resigned)
Robert Bancroft

Caroline Brown
Carol Howrigan

Christine O'Donnell
Allison Weinhagen

APPOINTED TOWN OFFICES

Town Administrator
Assistant Town Clerk
Town Treasurer
Delinquent Tax Collector
Listers

Dog Warden
Planning Coordinator
Zoning Administrator
Road Foreman
Road Crew
Inspector of Wood & Lumber/Weigher of Coal
Fence Viewers

Nanette Rogers
Susan Adams
Linda Hardy
Marjorie McIntosh
Caroline Brown, Patricia Indoe,
Suzanne Blanchard
Diane Forsey
Melissa Manka
Kate Lalley
Brent Meacham
Matt McNall, Thomas Cameron, II
Kyle Hobart
Bruce Root, Grant Thomas,
Scot Phillips

APPOINTED TOWN OFFICES (CONT'D)

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

Ned Meehan
 Carol Howrigan
 Benjamin Stark
 Willis Breen
 Suzanne Blanchard
 Randy Botala
 Joshua Smith
 Melissa Milne

DEVELOPMENT REVIEW BOARD

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)

Term expires 2018 (3 years)
 Term expires 2018 (3 years)

Term expires 2016 (1 year)
 Term expires 2016 (1 year)

Jason Hoover
 Eric Jacobsen
 Anthony Kitsos
 William Cleary
 Casey Mathieu (resigned)
 Sara DeVico (appointed)
 Matthew Wamsganz
 Wayne Brown

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 2016 (4 years)
 Term expires 2016 (4 years)
 Term expires 2017 (4 years)
 Term expires 2018 (4 years)
 Term expires 2019 (4 years)

Marilyn Thomas
 Charles McGill
 Sarah Pinto
 Joel Fay
 Dale Rodgers

CEMETERY COMMISSIONERS

Term expires 2016 (3 years)
 Term expires 2017 (3 years)
 Term expires 2018 (3 years)

Ronald Perry
 Lynn Gauthier
 Glen Rogers

RECREATION COMMITTEE

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)
Term expires 2018 (3 years)
Term expires 2018 (3 years)

Noel Boutin
Vacant
Maureen Carpenter
Martha Bennett
Danielle Vierling
Greg Baker
Meredith Irish

RECREATION DEPT. COORDINATOR

Heather Armata (resigned)
Bekah Gwozdz

NOTARY PUBLICS

Nanette Rogers (with seal)
Susan Adams (with seal)

LIBRARIAN

Bree Drapa

FIRE WARDEN

Dennis Angiono

REPRESENTATIVE - CHITTENDEN COUNTY DISTRICT 8-3

Robert L. Bancroft (R)
405 Brookside Road, Westford, VT 05494
(802)879-7386
rbancroft@leg.state.vt.us

ABSTRACT OF 2015 ANNUAL TOWN MEETING

The Annual Town Meeting was called to order by Moderator Ed Chase at 7:00 p.m. on March 2, 2015. There were approximately 80 registered voters present.

- Article 1 Voted to accept and approve Town Officers' reports with two minor corrections: correcting the State Representative District to Chittenden 8-3 and the spelling of Dick Stygles' name.
- 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, 2015, with postmarks being accepted.
- Article 3 Voted to 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 the meeting.
- Dan Strobbridge asked what the long term plan is for the Spiller property. Bob Bancroft advised the short term plan is to demolish the building because it is unsafe. There are no long term plans at this time.
 - Becky Roy stated that she would like the roads plowed earlier than they are to accommodate commuters.

Town Meeting adjourned at 7:30 p.m.

The Public Hearing for Australian ballot articles began at 7:30 p.m. and ended at 7:59 p.m.

Results of Australian Ballot Articles - Voted on March 3, 2015

- Article 5 Approved the Selectboard's budget of \$2,523,167 for FY'16 and authorized the Selectboard to set the tax rate.
- Total ballots cast: 446
 318 Yes
 127 No
 1 Blanks
- Article 6 Approved to establish a Reserve Fund for the Seymour Road Bridge and transfer \$75,000 included in the 2014-2015 budget into the fund.
- Total ballots cast: 446
 315 Yes
 125 No
 6 Blanks
- Article 7 Elect all officers required by law.
- Town Moderator - one year – Edward Chase
 Selectboard - three years – Casey Mathieu
 Auditor – three years – vacant
 Auditor – two years remaining – Kristen Elliott
 Library Trustee - five years – Beth Albarelli Lane
 Library Trustee – two years remaining – Allison Weinhausen

**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, February 29, 2016 at 7:00 p.m. at which time the Town's Annual Meeting will commence immediately following the School District's Annual Meeting, to act on the following articles not involved in voting by Australian ballot. Polls for Australian balloting will open on Tuesday, March 1, 2016 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 7, 8, 9 & 10) at the Westford School on Monday, February 29, 2016 following discussion of non-Australian ballot articles.

ARTICLE 1 To act upon the 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, 2016, with postmarks being acceptable?

ARTICLE 3 Shall the voters of the Town of Westford authorize the Selectboard to solicit bids or offers for and convey (on commercially reasonable terms as determined by the Selectboard) the Town's undivided one-half ownership interest in an approximately 20-acre parcel of land owned jointly with the Westford Town School District and located at the southwesterly corner of Old Stage Road (Town Highway #6) and the Milton-Westford Road (Town Highway #2)?

ARTICLE 4 Shall the voters of the Town of Westford authorize the Selectboard to fund the Contingency Fund created in 2013 with a portion of, or all surplus funds from budgets commencing with the 2014-2015 budget as deemed necessary?

ARTICLE 5 Shall the voters of the Town of Westford authorize the Town to collect fees for trash and recycling services based on a flat rate per household in lieu of the property's assessment (advisory only)?

ARTICLE 6 Discussion of other nonbinding business.

AUSTRALIAN BALLOT ARTICLES

ARTICLE 7 Shall the voters of the Town of Westford accept the Selectboard's budget of \$1,849,500 to defray the expenses for the ensuing year?

ARTICLE 8 Shall the voters of the Town of Westford authorize the Selectboard to borrow up to \$325,000, to be offset by funds from the Fire Department Equipment Reserve, to purchase a pumper truck for the Fire Department to be amortized over a period of 10 years in accordance with 24 V.S.A. §1755?

ARTICLE 9 Shall the Town authorize the elimination of the office of Town Auditor, with future annual audits to be provided by a certified public accountant in accordance with 17 V.S.A. §2651(b)?

ARTICLE 10 To elect all officers required by law.
Town Moderator for a term of one year
Town Clerk for a term of three years
Selectboard for a term of three years
Auditor for a term of three years
Auditor for a term of three years with two years remaining
Library Trustee for a term of five years

Approved this 25th, day of January, 2016.

WESTFORD SELECTBOARD

Alexander Weinhagen, Chair

David E. Adams

Casey Mathieu

Received for record January 26th, 2016 at 8:30 a.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 2016-17

		2014-15 Budget	2014-15 Actual	2015-16 Budget	2016-17 Budget
100-30 Administration					
3000-10.00	Selectboard Salaries	2,400	2,400.00	2,400	2,400
3000-11.00	Town Administrator Salary	15,000	17,688.78	26,871	25,305
3000-12.00	Bookkeeper Salary	19,199	29,979.08	20,000	30,590
3000-14.00	FICA & Medicare	13,200	14,440.02	14,725	15,510
3000-15.00	Health Insurance	26,352	20,955.21	22,288	22,123
3000-15.01	Dental Insurance	840	803.39	1,000	850
3000-15.02	Disability Insurance	615	1,330.22	2,000	1,400
3000-15.03	Vision Insurance	314	214.32	266	220
3000-16.00	Employee Pension Plan	5,220	5,181.44	5,360	5,500
3000-17.00	Unemployment Benefits	0	0.00	0	0
3000-19.00	Office Equipment	1,000	650.96	1,000	1,000
3000-20.00	Office Supplies & Repairs	5,200	4,803.11	5,200	5,000
3000-30.00	Legal Notices	1,800	197.60	1,800	500
3000-34.00	Postage	5,500	3,524.06	5,000	4,000
3000-40.00	Education - Selectboard & Town Admin.	0	210.00	200	200
3000-48.00	Property & Casualty, W/C Insurance	14,820	15,504.14	15,561	17,300
3000-60.01	Legal & Professional Fees	52,000	20,886.29	52,000	25,000
3000-60.02	IT Professional Services	18,000	16,828.80	18,000	17,500
3000-60.04	Software	0	0.00	1,000	0
3000-60.07	Audit Reserve	5,000	5,000.00	0	0
3000-60.08	Admin Capital Budget Reserve	9,000	9,000.00	0	16,500
3000-60.10	Holiday Baskets	0	3,030.00	0	0
3000-62.00	Stationary & Printing	4,000	2,233.25	3,500	2,500
3000-63.00	Newsletter Printing	3,000	1,270.50	1,200	1,500
3200-74.00	Selectboard Travel	0	34.50	0	0
3000-75.00	Emergency Generator Maintenance & Fuel	1,250	1,737.38	1,500	1,675
3000-76.00	Electricity - Flag, Street Lights	2,500	1,915.94	2,100	1,800
3000-91.00	Interest Expenses	6,000	6,787.55	6,000	4,500
3000-93.00	Estimated Uncollected Taxes	41,000	0.00	0	0
Administration Total		253,210	186,606.54	208,971	202,873
100-32 Clerk & Treasurer					
3200-10.00	Clerk & Assistant Clerk Salaries	54,759	54,663.02	51,692	52,900
3200-25.00	Treasurer Salary	10,000	6,663.64	10,000	10,200
3200-30.10	Membership Dues	300	235.33	300	250
3200-40.10	Education - Clerk's Office	1,300	275.00	700	600
3200-40.20	Education - Treasurer's Office	1,325	145.00	1,300	150
3200-60.02	Municipal Records Reserve Fund	8,800	8,351.15	6,000	0
3200-60.03	Supplies - Town Clerk	1,200	267.22	300	300
3200-60.04	Supplies - Treasurer	386	192.89	200	400
3200-60.05	Treasurer/Bookkeeper Computer	0	0.00	1,500	0
3200-60.06	Town Clerk Computer	0	0.00	3,000	0
3200-74.00	Travel	2,000	1,756.82	1,875	1,600
Clerk & Treasurer Total		80,070	72,550.07	76,867	66,400

		2014-15 Budget	2014-15 Actual	2015-16 Budget	2016-17 Budget
100-33 BCA & Elections					
3300-10.00	BCA Salaries	1,284	1,290.00	650	1,000
3300-20.00	Election Workers	350	0.00	150	0
3300-30.00	Ballots, Supplies & Voting Machine	4,000	3,948.77	3,500	4,000
3300-99.00	Miscellaneous Expenses	0	21.38	200	200
BCA & Elections Total		5,634	5,260.15	4,500	5,200
100-34 Auditors & Delinquent Tax Collector					
3400-10.00	Auditor Salaries	2,355	2,552.00	2,355	2,430
TBD	Independent Audit	0	0	0	9,000
3440-10.00	Delinquent Tax Penalty Payment	0	5,959.51	5,000	5,000
3440-34.01	Delinquent Tax Collector Expenses	200	104.49	200	125
3440-40.00	Education - Auditors & DTC	0	300.00	650	300
Auditors & Delinquent Tax Collector Total		2,555	8,916.00	8,205	16,855
100-35 Listers					
3500-10.00	Lister Salaries	8,640	5,986.12	8,695	8,875
3500-20.00	Tax Mapping	3,500	4,675.00	4,500	4,200
3500-30.10	Membership Dues	150	0.00	150	0
3500-40.00	Education	500	60.00	300	200
3500-50.00	Supplies/Equipment	900	0.00	300	200
3500-60.04	Software	250	453.81	250	500
TBD	Computer	0	0.00	0	1,500
3500-74.00	Travel	400	71.86	250	125
Listers Total		14,340	11,246.79	14,445	15,600
100-36 Planning, DRB & Zoning					
3600-10.01	Planning Commission Stipend	1,500	1,200.00	2,000	2,000
3600-30.00	Planning Commission Legal Notices	1,200	940.77	1,200	750
3600-40.00	Planning Commission Education	150	0.00	300	300
3600-60.01	PC Legal & Professional Fees	1,000	191.25	1,000	500
3600-60.02	Planning Special Projects	4,500	3,432.50	8,000	8,000
3600-89.00	Conservation Commission	1,800	1,334.96	1,800	1,800
3600-99.00	Planning Maps & Miscellaneous	500	492.36	500	500
3601-10.00	Planning Coordinator Salary	44,455	44,397.60	44,775	45,020
3601-40.00	Planning Coordinator Education	0	45.00	150	100
3601-60.05	Planning Coordinator Computer	0	1,487.99	0	0
3601-74.00	Planning Coordinator Travel	100	188.17	350	250
3620-20.00	DRB Stipend	2,800	2,800.00	2,800	2,800
3620-30.00	DRB Legal Notices	1,500	1,100.22	500	1,500
3620-40.00	DRB Education	150	0.00	150	0
3620-60.01	DRB Legal & Professional Fees	6,000	1,675.85	4,000	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	17,665	14,442.16	18,018	18,380
3650-40.00	Zoning Education	0	135.00	200	200
3650-60.01	Zoning Professional Fees	5,000	0.00	5,000	2,000
3650-60.05	Zoning Administrator Computer	0	99.00	0	1,500
3650-74.00	Zoning Administrator Travel	500	516.71	250	500
3650-99.00	Zoning Administrator Miscellaneous	0	314.14	0	0
Planning, DRB & Zoning Total		89,020	74,793.68	91,093	90,200

		2014-15 Budget	2014-15 Actual	2015-16 Budget	2016-17 Budget
100-37 Town Office Building & Property					
3700-68.00	Building Maintenance & Repairs	3,000	2,998.53	3,000	3,000
3700-70.00	Custodial Services	1,180	2,120.00	1,800	2,150
3700-71.00	Mowing	3,000	2,590.00	3,000	3,000
3700-75.00	Fuel	2,000	1,104.45	2,000	1,500
3700-76.00	Electricity	2,000	2,390.57	2,500	2,500
3700-77.00	Telephone & Internet	1,700	1,959.07	1,800	2,000
3700-78.00	Water - Office & Library	700	713.27	700	700
8310-13.00	Spiller Lot	10,100	9,656.00	28,500	7,970
3700-81.00	Building Improvements	0	0.00	0	0
Town Office Building & Property Total		23,680	23,531.89	43,300	22,820
100-41 Dog Warden					
4100-10.00	Salary	500	500.00	500	500
4100-40.00	Education	700	425.00	700	250
4100-74.00	Travel	100	0.00	100	100
4190-00.00	Miscellaneous	200	90.00	200	200
Dog Warden Total		1,500	1,015.00	1,500	1,050
100-42 Law Enforcement					
4200-00.00	Law Enforcement Contract	30,000	30,998.98	30,000	30,000
4200-30.00	CUSI	4,885	4,885.00	5,862	3,132
Law Enforcement Total		34,885	35,883.98	35,862	33,132
100-43 Emergency Services					
4310-00.00	Essex Rescue	1,350	1,350.00	1,700	1,850
4320-00.00	Fairfax Rescue	9,984	9,187.00	10,285	11,231
4330-00.00	Emergency Dispatching Services	10,867	11,408.05	11,580	12,160
Emergency Services Total		22,201	21,945.05	23,565	25,241
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
TBD	Down payment Pumper 710	0	0	0	65,000
4500-60.01	Capital Budget Reserve	30,000	30,000.00	38,900	46,000
Total Fire Department		105,300	105,300.00	114,200	186,300
100-61 Health Officer					
6100-10.00	Salary	350	0.00	350	350
Health Officer Total		350	0.00	350	350
100-63 Trash & Recycling					
6300-00.00	Solid Waste Disposal	207,210	207,438.92	217,000	227,000
6305-00.00	Recycling	0	0.00	500	500
Trash & Recycling Total		207,210	207,438.92	217,500	227,500
100-68 Cemeteries					
6800-00.00	Cemetery Commission	4,200	4,200.00	5,200	9,400
6800-10.00	Cemetery Commissioner Stipend	325	325.00	350	350
Cemeteries Total		4,525	4,525.00	5,550	9,750

		2014-15 Budget	2014-15 Actual	2015-16 Budget	2016-17 Budget
100-93 Dues & Assessments					
9300-30.10	Chittenden County Tax	9,766	10,163.57	10,000	11,210
9300-30.11	CCMPO	1,357	0.00	0	0
9300-30.12	CCRPC	2,845	2,845.00	2,815	2,846
9300-30.13	VLCT	2,845	3,060.00	3,146	3,182
Dues & Assessments Total		16,813	16,068.57	15,961	17,238
100-99 Donations & Miscellaneous					
9900-00.00	Miscellaneous	1,200	1,647.11	1,500	1,200
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	8,500
9900-09.00	Matching Grant Funds	1,500	0.00	1,000	1,000
9900-10.00	Covered Bridge	0	9,450.00	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	250
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	2,200	2,200.00	2,200	0
9951-00.00	Pleasant View Cemetery Association	1,400	1,400.00	1,400	1,500
Donations & Miscellaneous Total		24,043	32,440.11	23,843	24,993
400-78 Library					
7800-00.00	Appropriation	64,837	64,837.00	70,776	69,913
Library Total		64,837	64,837.00	70,776	69,913
Grand Total Town Expenditures		<u>950,173</u>	<u>872,358.75</u>	<u>956,488</u>	<u>1,015,415</u>
110-51 Highway Department - Roads					
5100-10.00	Salaries	165,376	191,412.73	171,246	174,600
5100-14.00	FICA & Medicare	15,097	14,746.84	13,100	13,360
5100-15.00	Health Insurance	24,000	19,723.24	24,600	24,600
5100-15.01	Dental Insurance	1,260	1,152.69	1,260	1,275
5100-15.02	Disability Insurance	585	746.23	1,080	1,000
5100-15.03	Vision Insurance	320	304.40	360	330
5100-16.00	Employee Pension Plan	5,252	4,644.79	5,294	5,240
5100-22.00	Gravel - Road Resurfacing	110,000	49,854.18	50,000	55,000
5100-24.01	Gravel - Rebuilding	20,000	10,911.34	80,000	85,000
5100-24.02	Chloride	30,000	34,202.75	35,000	35,000
5100-24.03	Culverts	10,000	3,807.06	7,000	7,000
5100-24.04	Road Fabric	2,500	0.00	2,500	2,500
5100-24.05	Hot Mix & Cold Patch	500	0.00	0	0
5100-24.06	Guardrails & Fences	0	9,875.00	0	0
5100-24.07	Seed & Mulch	500	98.00	500	1,500
5100-24.08	Signs	2,000	3,335.51	2,000	2,000
5100-25.01	Sand	70,000	50,112.73	70,000	70,000
5100-25.02	Salt	8,500	20,645.41	11,500	20,000
5100-25.03	Chains	1,000	4,909.84	1,000	1,000

		2014-15 Budget	2014-15 Actual	2015-16 Budget	2016-17 Budget
110-51 Highway Department – Roads (cont'd)					
5100-26.01	Gravel - Mud Season	7,000	32,787.00	7,000	30,000
5100-27.00	Blades & Plows	8,000	4,608.50	8,000	8,000
5100-28.00	Tires	3,000	6,892.95	3,000	3,000
5100-58.00	Equipment Rental	500	0.00	500	500
5100-59.00	Contracted Svcs - Regular Maintenance	2,000	0.00	2,000	0
5100-59.02	Contracted Svcs - Miscellaneous	2,000	4,386.00	2,000	2,000
5100-59.04	Contracted Svcs - Tree Removal	2,000	2,300.00	2,000	2,000
5100-59.05	Contracted Svcs - Roadside Mowing	5,000	4,514.00	5,000	5,000
5100-59.14	Huntley Road Culvert	0	113,848.76	0	0
5100-59.16	Equipment Reserve Fund	30,000	30,000.00	30,000	37,000
5100-62.02	Westford Milton Road Paving	0	0.00	190,000	0
5100-62.06	Seymour Road Bridge - FEMA	600,000	177,003.50	650,000	0
5100-62.08	Ice Storm Dec 2014 - FEMA	0	14,600.00	0	0
5100-65.00	2012 Volvo Grader - Loan Payment	20,000	20,000.00	22,000	20,000
5100-65.01	2014 Western Star - Loan Payment	36,400	32,382.40	36,500	32,383
5100-65.02	2014 Ford F550 - Loan Payment	0	13,159.20	15,000	13,160
5100-65.03	2015 John Deere Loader - Loan Payment	0	0.00	0	19,000
TBD	Down payment - replace 2001 International	0	0	0	20,000
5100-66.00	Loan Interest	0	7,940.08	0	12,137
5100-66.10	Down payment-replace F350 Truck	14,000			
5100-67.12	Brush Hog	30,000	30,208.32	1,000	0
5100-68.01	Repairs & Maintenance - Trucks	22,000	26,578.59	25,500	25,500
5100-68.02	Repairs & Maintenance - Grader	1,000	0.00	0	2,500
5100-68.03	Repairs & Maintenance - Loader	1,500	0.00	0	1,000
5100-68.05	Repairs & Maintenance - Sander	1,000	98.26	1,000	1,000
5100-68.06	Repairs & Maintenance - Sm Equipment	1,000	512.30	1,000	1,000
5100-68.07	Repairs & Maintenance - Excavator	1,000	0.00	0	1,500
5100-74.00	Travel	800	164.92	800	800
5100-75.01	Diesel Fuel	45,000	51,146.98	45,000	45,000
5100-95.00	Chloride Tanks & Pumps	0	587.89	0	2,000
Highway Department - Roads Total		1,300,090	994,202.39	1,523,740	783,885
110-53 Highway Department - Garage					
5300-20.00	Supplies	5,000	10,574.01	5,000	6,000
5300-23.00	Equipment	2,000	3,654.19	2,000	4,500
5300-24.00	Communication Equipment	1,000	285.50	1,000	1,500
5300-40.00	Education & Workshops	0	1,700.00	500	500
5300-48.00	Property & Casualty, Auto, W/C Insurance	21,180	21,643.42	22,239	25,500
5300-60.00	Software, IT Services	1,000	0.00	500	500
5300-68.00	Building Maintenance & Repairs	22,000	9,957.85	4,000	4,000
5300-71.00	Salt Shed Reserve	5,000	5,000.00	0	0
5300-76.00	Electricity	3,000	3,664.56	3,000	3,000
5300-77.00	Telephone	1,200	1,278.88	1,200	1,200
5300-78.00	Water	600	648.43	600	600
5300-81.00	Building Improvements	1,500	0.00	1,500	1,500
5300-85.00	Clothing Allowance	0	786.29	900	900
5300-99.00	Miscellaneous	500	1,690.13	500	500
Highway Department - Garage Total		63,980	60,883.26	42,939	50,200
Grand Total Highway Expenditures		<u>1,364,070</u>	<u>1,055,085.65</u>	<u>1,566,679</u>	<u>834,085</u>

	2014-15 Budget	2014-15 Actual	2015-16 Budget	2016-17 Budget
Amount Budgeted (Town & Highway)	2,314,243	1,927,444.40	2,523,167	1,849,500
Less Revenue	776,545	389,085.24	1,019,495	319,950
Less Funds from Equipment Reserve Fund	14,000	0.00	0	0
Less Available Cash on Hand	<u>50,000</u>	0.00	<u>0</u>	<u>43,678</u>
Amount to be Raised by Taxes	1,473,698		1,503,672	1,485,872
 Grand List	 2,326,531	 2,326,931	 2,342,236	 2,353,585
 Actual Tax Rate		0.6353*	0.6409	
Estimated Tax Rate				0.6313
Change in Tax Rate				-0.0096
Percent Increase in Tax Rate				-1.49%

*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 0.6353, which reflects the correct Grand List figure.

GENERAL FUND REVENUE BUDGET 2016-17

		2014-15 Budget	2014-15 Actual	2015-16 Anticipated	2016-17 Anticipated
100-20 Property Taxes					
2009-00.00	Late Tax Interest	2,700	4,963.83	3,000	3,000
2010-00.00	Delinquent Taxes	39,000	0.00	0	0
2011-00.00	Delinquent Tax Penalty	0	5,379.13	5,000	5,000
2012-00.00	Delinquent Tax Interest	5,000	5,236.64	5,000	5,000
Total Property Taxes		46,700	15,579.60	13,000	13,000
100-21 Licenses & Fees					
2110-00.00	Recording Fees	13,200	12,685.00	13,000	12,500
TBD	Municipal Records Reserve Fund	8,800	8,800.00	6,000	0
2120-00.00	Dog Licenses	3,200	3,751.00	3,200	3,600
2131-00.00	Access Permits	0	465.00	0	100
2135-00.00	Excess Weight Permits	600	660.00	600	600
2140-00.00	Marriage Licenses	100	130.00	100	100
2145-00.00	Vault Time/Copier/Fax Fees	3,000	2,851.14	3,500	3,000
2150-00.00	Auto Registration Fees	150	84.00	100	50
Total Licenses & Fees		29,050	29,426.14	26,500	19,950
100-22 Intergovernmental					
2229-00.00	Current Use	50,000	70,343.00	55,000	68,000
2242-00.00	State- Traffic Fines	5,000	4,550.88	10,000	8,000
2248-00.00	VT Act 68/Main Grand List	945	0.00	945	0
Total Intergovernmental		55,945	74,893.88	65,945	76,000
100-23 Planning & Zoning					
2359-00.00	Building Permits	12,000	12,606.00	14,000	12,000
2360-00.00	DRB fees	5,000	2,935.00	2,500	2,500
2370-00.00	Certificate of Compliance	200	630.00	200	400
2371-00.00	Zoning Violation Fines	0	25,418.58	0	0
2372-00.00	Certificate of Occupancy	200	410.00	200	300
Total Planning & Zoning		17,400	41,999.58	16,900	15,200
100-24 Town Functions					
2420-00.00	Metal Dumpster	2,500	1,664.20	1,500	0
TBD	Audit Reserve	0	0.00	0	9,000
TBD	Fire Dept Reserve	0	0.00	0	65,000
2438-00.00	Holiday Baskets	0	3,040.00	0	0
Total Town Functions		2,500	4,704.20	1,500	74,000
100-28 Dogs					
2820-00.00	Dog Fines	150	210.00	150	0
Total Miscellaneous		150	210.00	150	0

		2014-15 Budget	2014-15 Actual	2015-16 Anticipated	2016-17 Anticipated
100-29 Miscellaneous					
2900-00.00	School Expense Reimbursement	9,050	3,114.24	4,500	4,500
2930-00.00	Interest Income	250	446.73	250	400
2990-00.00	Miscellaneous Revenue	500	423.13	500	400
Total Miscellaneous		9,800	3,984.10	5,250	5,300
TOTAL TOWN REVENUE		<u>161,545</u>	<u>170,797.50</u>	<u>129,245</u>	<u>203,450</u>
110-50 Highway Department					
5000-30.00	School Expenses Reimburse	0	2,940.00	4,500	4,500
5000-10.00	State Aid - Highway	90,000	92,187.32	90,000	92,000
TBD	Equipment Reserve Fund	0	0.00	0	20,000
5000-43.00	Huntley Road Culvert Grant	0	109,366.20	0	0
5000-45.00	FEMA 2014 Ice Storm	0	13,794.22	0	0
5000-47.00	Westford Milton Road Paving	0	0.00	152,000	0
5000-48.00	Seymour Road Bridge - FEMA	525,000	0.00	568,750	0
TOTAL HIGHWAY REVENUE		615,000	218,287.74	815,250	116,500
Seymour Road Bridge Reserve (from FY'15 budget)				<u>75,000</u>	
				890,250	
GRAND TOTAL TOWN & HIGHWAY REVENUE		<u>776,545</u>	<u>389,085.24</u>	<u>1,019,495</u>	<u>319,950</u>

TOWN AUDITORS

During FY'15 the Town Auditors balanced the bank statements monthly for the two accounts the Town has at the Merchants Bank.

Given that the Town had a professional audit done in accordance with 24 V.S.A 1681 of the financial records for July 1, 2014 through June 30, 2015, we did not feel it necessary to review the financial documents included in this Town Report. This is because the professional audit found all accounts to be in order. Residents may view the professional audit by going to the Town's website (www.westfordvt.us) or visiting the Town Office during normal business hours.

We want to thank the Bookkeeper and Treasurer for assisting us when balancing the bank statements and for working with the audit firm Fothergill Segale & Valley in auditing the FY'15 financial records.

Respectfully submitted,
Henry Tarrier
Kristen Elliot

TREASURER

The Treasurer's office is pleased to announce that the audit firm of Fothergill Segale & Valley has completed their independent audit of Westford's Fiscal Year 2015 financial statements. This is the first of three consecutive independent audits to include fiscal years 2016 and 2017. The Auditor's Certification is provided on the next page. The complete audit report is available for public inspection at the town office or online at www.westfordvt.us.

Respectfully submitted,
Linda Hardy

FOTHERGILL SEGALE & VALLEY

Certified Public Accountants



John E. (Jeff) Fothergill, CPA
Michael L. Segale, CPA
Sheila R. Valley, CPA
Teresa H. Kajenski, CPA
Donald J. Murray, CPA

January 18, 2016

Selectboard
Town of Westford, Vermont

AUDITOR'S CERTIFICATION

The financial statements of the Town of Westford, Vermont for the year ended June 30, 2015 are being audited by Fothergill, Segale & Valley CPAs of Montpelier. When completed, the financial statements and our reports will be available at the Town Office and at www.westfordvt.us.

Sincerely,

Fothergill Segale & Valley, CPAs

FOTHERGILL SEGALE & VALLEY, CPAs
Vermont Public Accountancy License #110

SCHEDULE OF TAXES BILLED & COLLECTED
June 30, 2015

2014 Grand List**\$245,906,900**

	<u>Homestead Tax Rate</u>	<u>Non-Residential Tax Rate</u>
Education Tax	1.4689	1.4700
Town Tax	0.6334	0.6334
Local Agreement	<u>0.0019</u>	<u>0.0019</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 Billed</u>
Non-Residential Education	1.4700	x	504,485.00	741,592.96
Homestead Education	1.4689	x	1,829,251.00	2,686,986.79
Town Tax	0.6334	x	2,325,286.00	1,472,836.18
Local Agreement	0.0019	x	2,325,286.00	<u>4,418.08</u>
Taxes Billed (Town & School)				\$ 4,906,071.47

Net State Adjustments 7,493.03

Total Taxes Billed (Town & School) **\$ 4,913,564.50**

Collections:

Town & Education	4,873,732.41	
Adjustments	(18,017.65)	
State Adjustments	7,493.03	
Abatements	<u>4.22</u>	
Total collections		\$ 4,863,212.01

Delinquent Taxes 50,352.49

Total Taxes Collected **\$ 4,913,564.50**

TOWN COMMON FUND ACCOUNT
Year Ending June 30, 2015

Beginning Balance - July 1, 2014		\$714.17
Transfer from Town Common Fund CD		<u>\$48,711.68</u>
Total Beginning Balance - July 1, 2014		\$49,425.85
Disbursements		
Frank Ammirato (Repair Gazebo Lights)	\$127.43	
Kevin Daigle (Repair Flag Pole/Statue Lights)	\$521.74	
Ned Meehan (Fertilize Trees/Prune Red Oak)	<u>\$515.00</u>	
Total Disbursements		\$1,164.17
Receipts		
Efficiency Vermont	\$200.00	
Earned Interest	<u>\$112.83</u>	
Total Receipts		\$312.83
Ending Balance - June 30, 2015		<u>\$48,574.51</u>

SCHOOL IMPACT FEE ACCOUNT
Year Ending June 30, 2015

Cash on Hand - July 1, 2014		\$3,721.30
Receipts		
Lincoln R. Brown	426.00	
Interest Earned	<u>7.19</u>	
Total Receipts		\$4,154.49
Disbursements		
Fees paid to school	4,154.49	
Ending Balance		<u>\$0.00</u>
Closed Account - April 23, 2015		

MUNICIPAL RECORDS RESERVE FUND
Year Ending June 30, 2015

Beginning Balance - July 1, 2014		\$21,411.06
<u>Revenue</u>		
Recording Fees	<u>\$8,351.15</u>	
Total Revenue		\$8,351.15
<u>Expenses</u>		
Monthly Software Program Fee	\$3,900.00	
Supplies	<u>\$2,688.58</u>	
Total Expenses		\$6,588.58
Ending Balance - June 30, 2015		<u>\$23,173.63</u>

STATEMENT OF OUTSTANDING DEBT
For Year Ending June 30, 2015

	<u>2014</u>	<u>2015</u>	<u>Change</u>
People's United Bank - Western Star 4700SF	\$161,912	\$129,530	(\$32,382)
People's United Bank - 2012 Volvo Grader	80,000	60,000	(20,000)
People's United Bank - 2014 Ford F-550	65,796	52,637	(13,159)
People's United Bank - Fire Utility Truck	100,800	75,600	(25,200)
Westford Historical Society - Spiller House	<u>119,535</u>	<u>111,566</u>	<u>(7,969)</u>
Totals	<u>\$528,043</u>	<u>\$429,333</u>	<u>(\$98,710)</u>

STATEMENT OF RESERVE ACCOUNTS
For Year Ending June 30, 2015

<u>Reserve Accounts</u>	Beginning Balance 7/1/2014	Deposits	Debits	Interest	Ending Balance 6/30/2015
Admin Capital Budget	\$33,853.68	\$9,000.00	\$0.00	\$84.49	\$42,938.17
Audit Reserve	\$20,065.31	\$5,000.00	\$0.00	\$48.58	\$25,113.89
Equipment Reserve	\$37,757.04	\$30,000.00	\$14,000.00	\$98.04	\$53,855.08
Fire Dept. Capital Budget	\$42,076.57	\$30,000.00	\$0.00	\$117.83	\$72,194.40
Lister PVR Education	\$4,722.69	\$392.52	\$0.00	\$14.17	\$5,129.38
Office Expansion	\$9,810.97	\$0.00	\$0.00	\$22.70	\$9,833.67
Reappraisal	\$48,330.90	\$8,717.98	\$0.00	\$115.72	\$57,164.60
Salt Shed	\$10,000.00	\$5,000.00	\$0.00	\$25.28	\$15,025.28
Total in Reserve Accounts					\$281,254.47

SELECTBOARD

First and foremost, many thanks to our Town staff and community volunteers. Our dedicated staff deals with day to day operations in our community, answers questions, and helps implement our Town vision. Numerous volunteers serve on committees, boards, and in appointed and elected positions. Each volunteer brings interest, time, dedication, and expertise. Your service to Westford is vital and it is much appreciated! The Selectboard certainly could not fulfill its role as the Town's legislative body without the contributions and work of Town staff and community volunteers. Notable Selectboard happenings for 2015:

PERSONNEL (MANAGING STAFF)

Town Treasurer – After a lengthy hiring process, we hired Linda Hardy as our part-time Town Treasurer in June 2015. Linda is a Westford resident, and she brings private sector financial experience to the Treasurer position. In small town government, personality and disposition are extremely important, and with Linda we have someone with skills, the ability to ask questions, and do so with a smile and a positive team attitude. Mary Jane Featherstone (Bookkeeper) and Nanette Rogers (Town Clerk & Town Administrator) deserve credit for working extra hours and covering extra tasks for many months during our Treasurer search.

Delinquent Tax Collector – Early in 2015, we welcomed back Marge McIntosh as our Delinquent Tax Collector. Marge is a Westford resident, and had been our elected Delinquent Tax Collector for many years. When the Town Charter changed this to an appointed position, she applied and was quickly appointed in recognition of her skills, dedication, and excellent service she has given to the community.

Many thanks to the search committee that advertised, interviewed, and made recommendations for both the Delinquent Tax Collector and Town Treasurer positions. That committee did the lion's share of the search/work - Kaye Alexander, Barb Peck, Chet Balon, Allison Weinhausen, David Adams.

Recreation Coordinator – In November 2015, we hired Bekah Gwozdz to replace Town Recreation Coordinator Heather Armata. Heather, your enthusiasm and organizational skills will be sorely missed. Online payments, soon to be online registration, expanded programming, keeping pace with changing recreation needs and changing demographics. You brought positive change to our Town!

FINANCES (MANAGING TAX DOLLARS)

Independent Professional Audit – Our first professional audit in 20+ years was completed in December 2015, after two years of cleaning up the Town's financial records and improving our accounting processes. Fothergill Segale and Valley (Certified Public Accountants based in Montpelier) conducted the audit and delivered its draft report to the Selectboard in December 2015. The audit results are summarized in the Town Report, and the full audit report is available on the Town website. On the numbers side, the audit work established that the Town ended the last two fiscal years (FY14-15 & FY13-14) with a surplus, resulting in a fund balance as of June 30, 2015 of \$168,743. This is a substantially larger fund balance than we previously estimated, which is good news.

On the process and financial procedures side, the auditors had primarily positive findings about our accounting practices. There is always room for improvement, and we plan to make additional procedural changes as suggested by the auditors. The Town's cleaned up accounting system and positive financials would not have been possible were it not for a frankly herculean effort by our bookkeeper – Mary Jane Featherstone. Many thanks to MJ for countless hours untangling the Town's financial records. Our Internal Financial Controls Committee (Allison Weinhausen, Alice Astarita, John

Quinn, Dan McLean, Maurice Rathbun, Henry Tarrier) also deserve a big thank you for advertising and helping select our audit firm. Per the recommendation of our Town Treasurer and Bookkeeper, the Selectboard plans to have this firm conduct a professional audit for the next two fiscal years as well (FY15-16 & FY16-17). As noted below, we are also asking voters whether we should transition from elected auditors to having a professional firm audit the Town's finances every year.

The Selectboard is indebted to our entire financial team for the last few years of extra work and attention to the Town's financial records and accounting practices – in addition to those mentioned above: Linda Hardy (Town Treasurer), Ernie Saunders (accounting software consultant), Nanette Rogers (Town Administrator), and our elected Town Auditors (Henry Tarrier, Kristen Elliott, Maurice Rathbun).

Proposed Budget (FY16-17) – The Town budget proposal for next fiscal year is detailed in the tables contained in the Town Report. As it is every year, the budget is a balancing act between necessary community investments, the bottom line of spending, and the resulting implications for taxes. We typically prioritize replacement and repair of existing infrastructure, and this year is no different with proposed spending and borrowing to replace one highway dump truck, one fire department pumper truck, and to do necessary ongoing road maintenance and reconstruction. Thanks in part to the healthy fund balance verified by the audit, the use of equipment reserve funds, and the lack of any big ticket projects, we were able to craft a budget proposal that should result in a slight decrease in your tax bill.

ROADS (MANAGING TRANSPORTATION)

Seymour Road Bridge – It took us over 2 years due to delayed FEMA reviews, but in October 2015 the new Seymour Road bridge was completed. In May 2013, Seymour Road washed out at the Beaver Brook crossing during a heavy storm. Rather than replacing undersized culverts (as was done multiple times in the past), we leveraged FEMA funds to install a properly sized bridge – designed to last for 50+ years and withstand large storm events. At over \$600,000, this was the largest infrastructure project the Town has undertaken in a very long time. The arduous task of obtaining promised FEMA reimbursement funds for this completed project is still underway.

Summer Road Reconstruction – After a stormy summer of 2013 and staffing issues in the summer of 2014, the Town Road Crew got back to road reconstruction projects this summer. The road crew rebuilt problematic sections on the southern end of both Old Stage Road and Woods Hollow Road. A section of Allen Irish Road is up next, but may have to wait until the next fiscal year (after July 1, 2016) due to higher than anticipated costs for the Westford-Milton Road paving project.

Westford-Milton Road Repaving – Regular resurfacing was done in the fall of 2015. Our paved Town roads need this every 10 years or so. This time it was done with white line striping adjusted on the sides to encourage drivers to share the road – i.e., more room for bicyclists and pedestrians on the edge of the pavement.

Traffic Enforcement – As of July 1, 2015, we began contracting solely with the Chittenden County Sheriff Department for traffic enforcement, instead of splitting our contracts between the Sheriff and the State Police. This contract is primarily to address speeding. The Town also purchased a speed radar sign to help make drivers more aware of their speed.

OTHER PROJECTS (MANAGING THE REST OF THE STORY)

PACE District Established – Approved by Town voters a couple years ago, the Property Assessed Clean Energy (PACE) program is a way of financing energy efficient home improvements by borrowing money and tying the payments to a property rather than the owner. PACE financing payments can be

transferred to a new homeowner at any time, including before the assessment has been paid off. We were finally able to settle on necessary administrative procedures in March 2015. Westford residents now have another lending option for funds to improve home energy efficiency and install renewable energy technologies. For more information, contact Efficiency Vermont - our partner and program administrator.

Town Plan Adopted – In May 2015, the Selectboard adopted a new Town Plan prepared by the Planning Commission and the Planning Coordinator. The Town Plan establishes the community vision for Westford. It outlines our history, describes the present, and makes recommendations for the future on a wide variety of topics – e.g., land use, transportation, natural resources, economic development, etc. It also serves as the basis for our Zoning Regulations and Subdivision Regulations, which have been undergoing a substantial re-write by the Planning Commission.

Trash Collection Changes – State statute (Act 148) mandated statewide recycling and unit-based trash collection. As a result, the Selectboard was required to implement a “pay as you throw” system for our existing town-wide trash collection. This was implemented in the fall of 2015 with a sticker program and direct billing by the trash hauler (currently Gauthier) for trash in excess of the 64-gallon/week allotment. The Town will be negotiating a new trash and recycling contract in 2016.

Elimination of Elected Town Auditors – At Town Meeting, there will be an article to decide whether or not to eliminate the Town Auditor positions in favor of having an annual professional audit. This is timely given the difficulty in finding residents to serve as volunteer Town Auditors, and the Selectboard’s decision to move to an annual professional audit.

PROJECTS THAT NEED FURTHER ATTENTION

Jackson Farm & Forest Project – In 2015, a group of citizens organized to work on conserving the former Bob Jackson property on the west side of Brookside Road (opposite the school). This group has been working with the landowners (David & Lynn Gauthier) and the Vermont Land Trust to structure an outcome that would be beneficial to all parties including the Town. As currently envisioned, the Town could end up owning approximately 133 acres of forest land. Included in this acreage is the northern portion of the existing field, which has suitable soils for substantial wastewater disposal/treatment via a traditional in-ground system. The bulk of the existing fields (42 acres) would also be conserved, and sold to a farmer for continued agricultural use. Excluded from conservation would be an approximately 4-acre lot around the Jackson house site (tentatively to be purchased and renovated by a neighbor) and a new 1-acre building lot for the landowner. This project has many potential benefits to the community (farm conservation, a new Town forest, protection of historic/iconic stone walls, viable location for future community wastewater treatment, etc.), but will also require funding for acquisition. This real estate deal is more complicated than most given the potential to leverage substantial State conservation funding. Negotiations with the landowners are ongoing.

Spiller Property Plan – The Selectboard had decided and has funds set aside for demolition of the Town-owned Spiller house on Common Road. This may still happen in the spring of 2016, but questions remain about the future use of the existing septic system on the property. Future Town use of the property is still possible, but likely many years down the road. Short term and long term uses for the property remain unclear and need further discussion and decision making.

School Property Disposition –The School Board and Selectboard have agreed to work collaboratively to sort out ownership and use agreements for the Westford School properties ahead of the creation of the

Regional Education District (RED) on July 1, 2017. The hard work and real decision making will happen in 2016.

Discharge of Firearms – In July 2015, a resident brought a public safety concern to the Selectboard regarding the discharge of firearms on Town trails. This is clearly an important issue for trail users as well as gun enthusiasts. The Selectboard is still weighing the pros and cons of putting up safety zone type notices versus some sort of firearm discharge ordinance.

Common Area Wastewater System – In the fall of 2015, a consultant delivered to the Planning Commission a conceptual plan with cost estimates for a possible municipal wastewater treatment system on the Jackson Farm & Forest property for the Common area and Brookside Road. Just an interesting planning exercise at this point, but it does provide one way to solve a critical limitation to economic development in/around Westford's town center.

Respectfully submitted,
Alex Weinhausen
Dave Adams
Casey Mathieu

TOWN CLERK

Although there were four elections in Fiscal Year 2015, including a revote on the school budget that was defeated at Town Meeting, the year was relatively quiet. I suspect this will not be the case in the upcoming election cycle due to the election of a new President in 2016.

The Secretary of State's Office rolled out a new state-wide voter checklist system in October 2015. Sue and I attended mandatory trainings and found the new system to be much friendlier than the prior system which was implemented several years ago. The new system has expanded to enable Vermonters to register to vote online, request absentee ballots online, and much more. I have included information from the Secretary of State's Office after my report.

During FY'15, 597 documents were recorded in the Westford Land Records. This number translates to 2,141 pages compared to 2,172 pages in FY'14. When I took office in 2001, the Town began using an electronic database for land records however it did not include images of the documents. Sue will reach that point soon in her back scanning endeavor. Once this point is reached, the documents will need to be indexed as well as scanned. This process will take a bit more time however the benefits of having documents in an electronic format are well worth it.

Vital record statistics for January 1, 2015 through December 31, 2015 are as follows: 19 births, 9 deaths, and 8 marriages in the Town of Westford.

In 2015, 475 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 Town's new website has been up for a little over a year. The website contains general information, such as contact information and the town newsletter, and also serves as a resource for residents to find

agendas and minutes for meetings of the various boards and commissions. To keep abreast of current events in town, go to www.westfordvt.us.

The monthly town newsletter contains announcements for general town information and events. The newsletter is sent electronically and is available for viewing on the Town's website (<http://westfordvt.us/documents/newsletters/>). Upon request, the newsletter is also available by mail for residents who do not have access to a computer and/or the Internet.

The Town was able to help 24 Westford families during the holiday season due to the overwhelming generosity of townspeople. This was the third year the Town purchased gift cards to Hannaford (prohibiting the purchase of alcohol and tobacco products) in lieu of collecting food donations. The recipients of the cards are better able to get just what they need, whether it's putting on a festive feast for a large family or stocking 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!

Pauline Perry deserves recognition for the 40 years she worked for the Westford School. Pauline was a tremendous help to the Town Office when it came to reserving space at the school for Annual Town Meetings, special Selectboard meetings or other meetings that demanded space larger than the Town Office could accommodate. Pauline was my go-to-person when I had questions because she knew everything! Thank you Pauline for always going above and beyond the call of duty. I wish you the best of luck during your retirement!

I want to thank Martha Heath for her 22 years of service as State Representative for residents within her district: all of Westford, a portion of Essex and at one time a portion of Milton. Serving in the Legislature can be challenging and takes up more time than most people probably realize. I'm sure Martha saw many changes while in office and could probably even write a book about her years of experience. I wish her the best of luck!

I would also like to acknowledge Sue Adams, Assistant Town Clerk. As my Town Administrator responsibilities have grown, she has been assigned more tasks that she is responsible for, such as ensuring Land Records are recorded timely, monthly and quarterly vital statistic reports are filed on time, and covers the counter and phones to allow me time to focus on other projects. Thank you, Sue!

And last, but not least, a big thank you to the residents of Westford for making our community special. I am continually reminded how special Westford is and am very proud to be serving as your Town Clerk!

Respectfully submitted,
Nanette Rogers

VERMONT ELECTIONS MANAGEMENT SYSTEM (VEMS)

Vermont Secretary of State Jim Condos has announced the roll-out of the new Elections Management Platform. This platform has three main parts:

- **Vermont Elections Management System (VEMS)** – includes a new statewide voter checklist and other resources and tools to be used by town and city clerks across Vermont to conduct all of their election related business – from registering voters, to processing absentee ballot requests, to entering election results;

- **New Online Voter Registration Tool** – allows all eligible Vermonters to submit their voter registration application online anytime and anywhere they can access the internet; and
- **New “My Voter Page”** – online resource that allows every registered voter to login and have access to a unique, voter-specific web page where they can request an absentee ballot, track its status, update their voter registration record, find their polling place, view a sample ballot, and much more.

Secretary Condos states, “I am very excited to announce the roll-out of Vermont’s first online voter registration system. One of my primary goals as Vermont’s chief election officer is to increase voter participation. I am confident that our new online voter registration system and the ‘My Voter Page’ tool will increase engagement with the electoral process across the state and make it easier than ever for all eligible Vermonters to participate in our elections.”

The online voter registration page can be found at <http://olvr.sec.state.vt.us> and the My Voter Page login can be found at <http://mvp.sec.state.vt.us>.

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’15, the BCA met four times to revise the voter checklist, resulting in approving 81 voter registration applications, removing 117 voters and sending notices to 26 voters to confirm residency. In addition to these meetings, BCA members worked the polls at the 2014 State Primary, 2014 General Election and 2015 Annual Town Meeting. The Board heard and approved one grievance appeal.

The Board of Abatement heard four requests for tax abatement. One request was approved, three were denied.

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).

As of July 1, 2015, the entire Brookside Cemetery will be under the umbrella of the Westford Cemetery Commission when the legal process is completed.

This was a very quiet year for the commission as there were no lots sold by the Cemetery Commission. Flags were placed on all Veterans’ graves in observance of Memorial Day. The "Friends of Richardson Cemetery" maintained that cemetery during the summer of 2014. 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. Funds were allocated in the 2014-15 fiscal year to restore/repair of some stones in the Osgood Hill Cemetery and the town portion of the Brookside Cemetery. This was completed and we are budgeting money for further gravestone restoration/cleaning for fiscal year 2015-2016. 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 descendants of people buried in the cemeteries, would like to continue to keep the cemeteries aesthetically pleasing, a source of historic information and a place of respect.

The cemetery funds are all invested in local banks, supervised and audited yearly.

Respectively submitted,
Lynn J. Gauthier
Ronald Perry
Glenn Rogers

TREASURER'S REPORT – CEMETERY FUNDS
Year Ending June 30, 2015

Beginning Balance - July 1, 2014		\$734.38
Receipts		
Deposit from Osgood Hill		
Savings	300.00	
From Osgood Hill CD	1,000.00	
Town Budget	<u>4,200.00</u>	
Total Receipts		\$5,500.00
Expenses		
Cemetery Flags	144.00	
Kodiak Landscape	270.00	
TLC Lawn Care	900.00	
David Gauthier - Mowing	2,250.00	
Mansfield Monuments	<u>2,600.00</u>	
Total Expenses		<u>\$6,164.00</u>
Cash on Hand - June 30, 2015		<u>\$70.38</u>

CEMETERY SAVINGS ACCOUNTS

	<u>Balance on 7/1/2014</u>	<u>Withdrawal</u>	<u>Interest</u>	<u>Balance on 6/30/2015</u>
Alger	\$318.39	\$0.00	\$0.16	\$318.55
Osgood Hill	\$887.65	\$300.00	\$0.42	\$588.07
Cloverdale	\$274.84	\$0.00	\$0.14	\$274.98
Perpetual Care	\$659.86	\$0.00	\$0.33	\$660.19
Total	\$2,140.74	\$300.00	\$1.05	\$1,841.79

CEMETERY CDS

	<u>Balance on 7/1/2014</u>	<u>Withdrawal</u>	<u>Interest</u>	<u>Balance on 6/30/2015</u>
James Grow	\$4,610.37	\$0.00	\$16.12	\$4,626.49
Osgood Hill	\$9,330.14	\$1,000.00	\$31.46	\$8,361.60
Phillips	\$675.66	\$0.00	\$2.36	\$678.02
Irish	\$758.43	\$0.00	\$2.65	\$761.08
Perpetual Care	\$2,990.95	\$0.00	\$10.46	\$3,001.41
Total	\$18,365.55	\$1,000.00	\$63.05	\$17,428.60

Total Fund

Checking	\$70.38
Savings	\$1,841.79
CDs	\$17,428.60
Grand Total in Funds	\$19,340.77

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. Dale and Joel also maintain the Schultz trail, which runs from the top of Machia Hill Road to the end of Old Number 11 Road.

In conjunction with the Westford Library, a story walk was posted on the school trails this summer, as it has been for the past few years. The story walk proves to be popular every year, and is a great way to get young kids out on the trails.

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.

Respectfully submitted,
Chuck McGill

CONSERVATION FUND

Beginning Balance - July 1, 2014		\$11,055.09
Transfer from Conservation Commission Account	\$2,587.98	
Interest earned on Conservation Commission Account	<u>\$5.25</u>	
Total	\$2,593.23	
Donation to Conservation Fund	\$200.00	
Interest earned on Conservation Fund	<u>\$33.96</u>	
Total	\$233.96	
Ending Balance - June 30, 2015		<u>\$13,882.28</u>

DELINQUENT TAX COLLECTOR

Calendar Year Report: As of December 31, 2015

<u>Tax Year</u>	<u>Begin Tax Amount</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected</u>
2013-14	26,950.54	26,950.54	0.00	0.00
2014-15	<u>87,946.43</u>	<u>57,597.83</u>	<u>3,010.12</u>	<u>27,338.48</u>
Total	114,896.97	84,548.37	3,010.12	27,338.48

Comparison of Calendar Year End Delinquent Taxes

<u>Year End</u>	<u>Begin Amount</u>	<u>Collected</u>	<u>Corrected or Abated</u>	As of Dec. 31 <u>Uncollected</u>
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
12/31/15	114,896.97	84,548.37	3,010.12	27,338.48

As of December 31, 2015, delinquent taxes in the amount of \$27,338.48 remain uncollected. During 2015, a total of \$3,005.90 in corrections was made to the delinquent tax amount by the Town Treasurer and \$4.22 was abated by the Board of Civil Authority.

Additionally, per the request of the Town Auditors, a fiscal year report showing balances for FY'15 is included below.

Fiscal Year Report: July 1, 2014 through June 30, 2015

<u>Tax Year</u>	<u>Begin Tax Balance</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	Tax Uncollected as of June 30
2012-13	\$13,096.83	\$13,096.83	\$0.00	\$0.00
2013-14	\$40,451.16	\$20,007.63	\$486.22	\$19,957.31
2014-15	<u>\$87,946.43</u>	<u>\$34,588.04</u>	<u>\$3,005.90</u>	<u>\$50,352.49</u>
Total	\$141,494.42	\$67,692.50	\$3,492.12	\$70,309.80

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.

This year we had a relatively quiet year for DRB activity compared to recent years. We had no preliminary plat, conditional use or site plan hearings. Development activity in our town fluctuates from year to year and this was a slow year.

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

- Sketch Plan Review- 7
- Final Plat Public Hearing- 1
- Variance Request-1
- Subdivision, Site Plan and/or Conditional Use Amendments -1
- Boundary Line Adjustments- 2
- # of New Lots Created- 1
- Acres of Open Space Created – 0
- Miles of Pedestrian Path Created – 0

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 say thanks to Casey Mathieu for his dedicated service to the Board. Casey was elected as one of our town's selectboard members. Congrats to Casey, we know you will use the same fairness and wisdom in your new role as you did serving the town as a valued DRB member. In his place we welcome Sara DeVico. Sara and her family are relative newcomers to Westford, and we welcome her fresh perspective to application review. 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. There are cases of rabies in Vermont. Rabies is a fatal disease. 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 missing dog to you as quickly as possible.

Respectfully submitted,
Diane Forsey

ENERGY COMMITTEE

The Westford Energy Committee had a relatively quiet year. Some interest by Westfordians was generated as Westford officially became a Property Assessed Clean Energy district (PACE). However, no applications have been submitted to take advantage of this program.

Throughout the year, the Committee was available to assist the Planning Commission for their work on sections of the Town Plan and Zoning Regulations that address energy use.

Respectfully submitted
Patrick Haller, Chair

LISTERS

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

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. Avoid a late filing Penalty – It's easy to file it yourself on-line! This can be found on the Vermont Department of Taxes website:
www.tax.vermont.gov.
- **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.

This past year has been a record year for the Planning Commission, with a number of key projects successfully completed! Westford's previous Town Plan was due to expire this previous summer, and without it, the town could have faced a number of risks. The new Town Plan was updated, submitted, and approved in May of 2015. After the Town Plan, the Planning Commission turned its focus to finishing the rewriting of the unified Zoning and Subdivision Regulations. This work was started nearly 5 years ago, and with the help of a number of committees, surveys, volunteers, grants, consultants, and our 2015 Planning Coordinator of the Year, Melissa Manka, the final draft was submitted to the Selectboard in December. Additionally, the Planning Commission has been working to find new options for wastewater to support the Town Center Area, and have proposed a few areas of interest for further study.

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 6:30 pm on the first Monday (as needed) and third Wednesday of the month downstairs at the Town Office. The Planning Commission may have alternative meeting dates in the summer of 2016. Planning Commission agendas and minutes can be viewed on our Town's website at <https://westfordvt.us/boards/planning-commission/>. Please note that the Town's website is a great resource and we encourage residents to explore it.

Jeremy Berger, Chair

RECREATION COMMITTEE

As we enter into our 18th year as the Westford Recreation Department, we will see some change. A partially self-sustaining department in town, which consists of a coordinator, and 6 committee members, with room for one more, we will welcome in 2016 with a new coordinator. But our Mission remains the same:

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.

2015 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 to certain programs. We have changed our marketing program, have started working with the Westford PTO and are hopeful to move towards online registration, along with the online payment already in place. Hopefully some of these changes will result in better attendance and help from the community. Even with low attendance to some programs, we still continue to provide quality

programming that draws attendees from surrounding towns. We want to hear from you, so please attend our meetings, email, or call with your suggestions and input.

We had a new member join, Greg Baker. Thank you for all your input and help! We added two additional week long summer camps that were well attended. Two were hosted at the Elementary School and one at the Brick Meeting house. Kids had fun and it was nice to have a place in town where residents could send their children to an affordable program. We added an adult-only pickup basketball night during the winter months at the Elementary School. Folks seemed pleased to have an athletic outlet during these cold days/evenings and we are appreciative to the school for allowing us to continue to use the facility. We also added a third yoga class with a local instructor, which is held at the Brick Meeting house on Tuesday evenings. It's always nice to have some new programs start and get positive feedback from them.

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 (emailed to residents.....if you don't get a copy, contact the town office to be added to the email distribution list) and on Front Porch Forum (www.FrontPorchForum), a free forum for our town, emailed to you daily. You can also visit the Town's website where the Recreation Department keeps updated information about upcoming programs. www.westfordvt.us/recreation.

During our 2015 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 and Zumba 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), Adult pickup Basketball, DIY Valentine's in conjunction with the Westford Public Library, Shake your Shamrock St. Patrick's Day event with the Westford Public Library, Egg Hunt on the Green (ages birth to Grade 3), Lacrosse (ages Kindergarten to 4th grade), 4th of July 'Perfect Scoop' Ice Cream Fundraiser and Concession Stand, 4 Mile Run on the 4th of July, Summer Concert Series, Summer Nature Camp (2 week long day camps), Knights and Castles Summer Camp at the BMHS, Summer Soccer (ages Pre-K to 2nd grade), Summer Soccer Camp (Grades 3-6), Fall Soccer (ages Pre-K to 4th grade), the 4th Annual Great Pumpkin 5K Run & 1K Fun Run, Hike the Jackson Property with the Conservation Commission, DIY Mask Making and Halloween Carnival with the Westford Library, Family Movie Nights in conjunction with the Westford Public Library, and the 4th 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!!

As my coordinator duties end on December 31, 2015, I want to say thank you to all of the wonderful community members that I have been able to get to know, through this job as coordinator. I have been able to connect with the school, beyond my children's attendance there, with all the employees of the town office, the members of the Brick Meeting house and the Westford Public Library. And I have

gotten to know so many other members of our wonderful town, through the events and activities we provided. It was an adventurous almost-four-years, and I thank you all for your support and participation. I will see you on the sidelines and continue to support the recreation department as a volunteer when needed, and certainly as an attendee!!

You may contact us at any time via email at WestfordVTRec@gmail.com or call the town office at 878-4587.

Yours in Recreation~

Heather Armata (Past coordinator)

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

RECREATION DEPARTMENT
Year Ending June 30, 2015

Beginning Balance - July 1, 2014 **\$6,516.07**

Revenue

Donation from Town	5,000.00
After-School Programs	1,429.00
Basketball	1,070.00
Soccer - Summer	1,030.00
Soccer - Camp	300.00
Soccer - Fall	1,025.00
Broomball - Adult	1,882.88
Nordic Ski	340.00
Lacrosse	600.00
Lacrosse - Helmet Rental	30.00
Volleyball	122.00
Yoga - Tiffany Pfeiffer	140.65
Yoga - Cat Earisman	660.00
Zumba - Heather Sanders	105.00
Summer Camp	2,958.50
4th of July Revenue	233.00
Pumpkin Run	210.00
Holiday Bazaar	334.00
VT Rec & Parks Tickets	20.00
Donations	<u>500.00</u>

Total Revenue **\$17,990.03**

Expenses

Rec Coordinator Salary	6,834.00
Lacrosse Referee	45.00
FICA Expense	522.82

W/C & Liability Insurance	0.00	
Office Supply	263.16	
Advertising	23.10	
Soccer Uniforms	264.00	
Basketball Uniforms	220.00	
Lacrosse T-Shirt	110.00	
Soccer T-Shirt	330.00	
Soccer Camp Coaches	480.00	
Lacrosse Equipment	55.68	
Soccer Equipment	180.00	
First Aid	30.30	
Ice Rink Repairs	576.65	
Broomball - Adult	18.70	
After-School Programs	1,112.58	
Summer Camp Expense	980.00	
4th July Expense	38.34	
DIY Valentine's	40.17	
Holiday Bazaar	81.70	
Toilet Rentals	755.00	
Miscellaneous Expense	73.70	
Donation Expense	<u>430.00</u>	
Total Expenses		<u>\$13,464.90</u>
 Ending Balance - June 30, 2015		 <u>\$11,041.20</u>

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 197 days last year. Here's a snapshot of how our community enjoyed the Library during that time:

- Over 12,500 materials circulated among patrons, a 15% increase over the prior year.
- Visits to the Library totaled 7,549, a 17% increase.
- 885 patrons used the Library's 3 public access computers, a 30% increase.
- Attendance at Library programs totaled 2,247.
- 325 volunteers worked just over 674 hours.
- The Library hosted community meetings with over 1,200 people in total attendance.

Bree Drapa, our Librarian since January 2013, continues to create an inviting community space to meet the Library's mission by purchasing materials that are of interest to a variety of residents, creating engaging programs and sharing information to increase community interest, use and awareness of our public asset (and because of that, you'll note that our statistics continue to show many dramatic increases over the prior year).

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

Beth Lane, Chair

Allison Weinhausen, Treasurer

Peggy Rodgers, Secretary

Beth Kirkpatrick

Andrea Letorney

LIBRARY TRUSTEES FUND

Year Ending June 30, 2015

	<u>2014-15 Budget</u>	<u>2014-15 Actual</u>	<u>2015-16 Budget</u>	<u>2016-17 Budget</u>
400-78 Expenses				
7800-00.00 Expenses	10,537	9,480.56	10,387	11,047.00
7800-01.01 Trustee Fund Expense Account	0	1,167.85	0	0.00
7800-05.00 VB3 Expense	0	754.79	0	0.00
7800-07.00 Winnie Bell Expense Account	0	385.24	0	0.00
7800-08.00 Postage Grant Expense Account	0	50.00	0	0.00
7800-09.00 Digital Econ Project	0	600.00	0	0.00
7800-10.00 Librarian Salary	30,029	30,347.70	31,545	32,337.00
7800-10.01 Substitute Librarian Salaries	1,544	1,322.51	1,293	1,457.00
7800-10.02 Custodian	1,478	1,694.56	1,500	0.00
7800-14.00 FICA	2,415	2,569.38	2,466	2,585.00
7800-15.00 Health Insurance	8,200	7,596.82	8,200	8,610.00
7800-16.00 Pension	901	917.06	928	970.00
7800-48.00 Insurance & W/C Insurance	2,933	2,282.00	3,084	3,242.00
7800-68.00 Building Maintenance & Repair	1,750	1,616.15	5,723	5,000.00
7800-74.00 Travel	450	470.40	250	450.00
7800-75.00 Fuel	2,000	844.08	2,400	1,015.00
7800-76.00 Electricity	1,600	951.45	2,000	1,500.00
7800-77.00 Telephone & Internet	<u>1,000</u>	<u>1,048.89</u>	<u>1,000</u>	<u>1,700.00</u>
Expense Total	64,837	64,099.44	70,776	69,913.00
400-27 Revenue				
2705-00.00 Town Appropriation		64,837.00		
2710-00.00 Trustee Fund		2,681.93		
2714-00.00 Digital Econ Project		600.00		
2720-00.00 Winnie Bell Grant		<u>100.00</u>		
Revenue Total		68,218.93		
Beginning Balance July 1, 2014		2,109.20		
Revenue		68,218.93		
Additional Funds Revenue (Grants)		3,083.76		
Expenses		<u>-64,099.44</u>		
Ending Balance June 30, 2015		9,312.45		

WESTFORD VOLUNTEER FIRE DEPARTMENT

During the fiscal year 2015, the Westford Volunteer Fire Department responded to **25** emergency calls as follows:

- 1 Chimney fire
- 1 Structure fire
- 1 Brush fire
- 13 Motor vehicle accidents
- 3 Fire or smoke alarm investigations
- 4 Carbon monoxide alarms
- 1 Mutual aid call
- 1 Call canceled en route

In 2015, Department training exercises focused on tanker shuttle training, ventilation, and burn training with our mutual aid partners. Training together enhances the coordination between departments, whether we are giving or receiving mutual aid. We would like to extend our thanks to 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.

Motor vehicle accidents are the most frequent category of calls every year, and accounted for 13 of our 25 calls in 2015. Vehicle extrication and stabilization continues to be a training priority. Specialized training and equipment enables us to safely remove occupants from crashed or rolled vehicles in a timely and effective manner.

We are pleased to announce that in 2015 we applied for, and were awarded a grant through FEMA's Assistance to Firefighters Program. The grant for \$96,228 was awarded to replace our aging SCBAs (self-contained breathing apparatus) with equipment that is compliant with the new NFPA standards. Our thanks go to John Quinn for his time and effort in securing this funding.

We would like to offer our congratulations to Will Dunkley who earned his 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.

During Fire Prevention Week, Department members John Quinn, Tony Pouliot, and Steve Willard volunteered their time to give presentations on fire safety to students at Westford School, and to preschoolers at the Westford Library and on the Common.

We would like to thank everyone in the community who donated to and attended our spring Tag Sale. Proceeds from the Tag Sale contribute toward the cost of ongoing maintenance of fire equipment. Many thanks to Lisa Botala, and Cereta and David Lamphere for contributing baked goods, and managing the food concessions to raise additional funds for the Department. A special thanks to Suzy Kearns, Tom Orfeo, and Paula Coli for their help before, during, and after the sale.

Thank you to Junior Drinkwine for ongoing support with dry hydrant installation and maintenance.

We would like to express our appreciation to the members of the Fire Department Auxiliary, which disbanded this year after many years of service. A special thank you goes to Auxiliary President, Pauline Perry, for organizing and participating in activities to raise funds, and providing general support whenever needed. Thank you to Auxiliary members Millie Therrien, Sandra Ashley, Maureen Estus,

Suzanne Foss, Carol Howrigan, Helene Jorschick, Suzanne Kearns, Michelle Kolinich, Cereta Lamphere, Cheryl Lavallee, Frena Phillips, Arlitha Racine, and Nanette Rogers.

We would like to thank Dan Hill, Patrick Roy, and Dan Orfeo for their service to the Department. Our roster currently stands at 15 members. 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 members at the close of 2015:

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
David Vierling	Firefighter
Will Dunkley	Firefighter
Nate Brown	Firefighter
Brian Thompson	Firefighter
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 2015**RECEIPTS :**

Reimbursements	<u>0.00</u>	
TOTAL RECEIPTS		\$0.00

Checking Account Balance on Hand 7/01/14		3,831.57
Operating Budget from Town General Fund		<u>50,100.00</u>
TOTAL RECEIPTS		\$53,931.57

EXPENSES :

Administrative Equipment & Supplies	890.13	
Communications		
Telephone Service	629.21	
New Pager/Radio Purchase	485.00	
Radio Maintenance & Repair	103.00	
Awards/Donations/Scholarship	415.00	
Dues & Subscriptions	371.00	
Fire Prevention/Public Education Supplies	0.00	
Fund Raising	0.00	
Building Expense	465.00	
Fuel & Oil	63.10	
Insurance	14,336.00	
Dry Hydrant Materials	479.00	
Fire Fighting Supplies	2,672.92	
Personal Safety Equipment	10,724.71	
Small Equipment Maintenance	1,414.15	
Small Equipment Purchase	897.25	
Station Supplies	189.00	
Training	260.00	
Truck Maintenance/Repair	5,162.81	
Computer Hardware/Software/Maintenance	350.00	
Cascade Air System/Maintenance	9,617.00	
SCBA Equipment/Maintenance	<u>\$1,273.00</u>	
TOTAL EXPENSES		\$50,797.28

Checking Account Balance on Hand 6/30/15		<u>3,134.29</u>
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TOTAL		\$53,931.57
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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 2000 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 Water Resource Overlay District (WROD). A number of parcels in town have at least some portion located within the 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, 2014 – June 30, 2015

Houses	4
Garages	5
Sheds/Barns	3
Home Occupations	1
Miscellaneous	24
Additions to Houses	4
Accessory Apartments	1
Agricultural Structures	6

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 & other civic business
- Private parties and events
 - Winter Farmer's Market
 - Ongoing archival work with the WHS
 - WHS historical presentations
 - Winter Community Turkey Supper (organized by Michelle Gauthier, with Adams Turkey Farm providing the birds).
 - Monthly Coffee House gathering hosted by Michael Kirick

BALANCE SHEET

Balance – 07/01/14 **\$ 595.21**

Income

Community donations	\$ 570.00
Fundraisers	1,966.89
Town of Westford	4,500.00
Member group donations	900.00
Other (sale of old tables)	100.00
Rent	800.00
Interest	<u>.34</u>

Total Income **\$8,837.23**

Expenses

Operations	\$7,748.89
Capital improvements	<u>0</u>

Total expenses **\$7,748.89**

Net Activity **1,088.34**

Balance - 06/30/15 **\$1,683.55**

Notes from 2015

We have coasted through our 20th year of operation as a Community Center. Following is a brief outline of the history for those not familiar.

- Building built 1822, as a Baptist meeting house. The founding organization called the Brick Meeting House Society of Westford. Building was central classical steeple with 4 columned front portico and center entrance.
- 1912, Building renovated removing the original portico and center steeple, replacing it with the current side entry and modest belfry tower.
- 1930's joined with the Congregational and Methodist Church to form the United Church of Westford. Reduced gatherings and worship services were combined to be held at the White Church. Maintained mostly by Dan Jackson, into the 90's.
- 1994, formed the Brick Meeting House Society and leased the building from the UCW.

Our operating budget is shared by member groups and support within the town budget. Fiscal 2015 fundraisers included: Broomball tournament, Turkey supper, Monthly Coffee House, and the Ice Cream Social. 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 & Lynn Gauthier (WHS)
Loreen Teer (Westford Seniors)
Michael Kirick (Coffee House host)

FARMERS' MARKET

The Westford Farmers' Market outdoor season on the Common started on June 22, 2015 and ended on September 21, 2015. The Market was held rain or shine.

We had good attendance throughout the season. There was a slight drop after school began at the end of August. The fees for the season were \$60.00 and \$7.00 for day vendors. Those prices were very low and allowed many new vendors to give us a try. All the vendors loved our green space, with its easy access for unloading and parking.

We had 12 registered season vendors and 12 day vendors. We changed the time and day of the week for the 2015 season from Friday to Monday, and changed the hours to 4:00pm - 7:00pm. That way we did not compete with the Essex Farmers' Market that is held on Fridays and more vendors were available to try us out, as no other markets happen on Mondays in Vermont.

We will 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 cookies, donuts and breads, arts and crafts, a variety of prepared foods to take out, local canned foods, cow milk and yogurt, soap and aromatherapy products, photography, 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. The ending balance on October 2015 was \$2,958. We had an income of \$808 from the season fees and day fees. The expenses for music totaled \$185. Laura Baum took her yearly pay of \$500 from the fund for organizing the 2015

Market. We made a \$48 donation to the Front Porch Farm and a \$50 donation to the Brick Meeting House. We also participated in the July 4th. We rely on the Town Office to help with the paperwork.

We thank the Town Office, Brick Meeting House, 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

I can't believe we are getting ready for another winter. It seems like we were approaching summer only a short time ago. As we enter the winter season most of you know a burn permit is not required by the state as long as the ground is covered in snow.

Although the permit is not mandatory, I will ask that you continue to take out burn permits throughout the snow season as it helps our fire department and Fire Warden determine whether a controlled burn or an actual emergency is in process.

All other conditions for your burn remain in effect. For example, prohibited materials such as plywood, painted or treated wood, cardboard and newspapers or general trash are prohibited and only natural untreated wood and tree branches are allowed. A good rule of thumb is if it grows on your property then you can burn it. No flammable liquids or paper products can be used to ignite your fire and as always please have sufficient tools and a water hose on hand to help control your fire if necessary. If you think you are losing control of your burn call 911 immediately.

If you have any questions or concerns, please call me at 879-1231. Once again I want to thank all the Westford residents for the high level of cooperation I continue to receive year after year.

For this reporting period:

- 370 permits were issued electronically
- 2 hard copy permits by the Fire Warden
- 8 hard copy permits by the Town Office
- 5 no permit warnings issued
- 1 fire prevention ticket issued

Respectfully submitted,
Dennis L. Angiono

HEALTH OFFICER

Hello neighbors!

As the Town Health Officer (THO) for Westford, I am responsible for conducting investigations into any and all conditions that might pose a public health hazard in the town. Upon investigation, it is my duty to enforce the rules that are set forth by the Vermont Department of Health and to prevent, remove, destroy, and/or mitigate any significant public health risk in accordance with these rules.

During the period of July 1, 2014 to June 30, 2015, I investigated a total of five reported incidents as the Town Health Officer.

A summary of these reported incidents is as follows:

In December 2014, I received a report from Northwest Medical Center informing me of an incident involving a raccoon bite. The patient was seen in the emergency room and the raccoon was tested for rabies by the Game Warden. The rabies result was negative. This incident required no additional follow up from the THO.

In December 2014, I received a report from Northwest Medical Center informing me of an incident involving a dog bite. The patient was seen at the walk in center and the animal's rabies vaccination status was verified. This incident required no additional follow up from the THO.

In June 2015, a dog bite incident was reported. The rabies vaccination status of the animal was verified and the owner of the animal was required to keep the animal in quarantine for 10 days following the bite incident to ensure that the animal remained in good health and did not pose a public health hazard. This incident was also brought to the Town Selectboard for additional discussion. This incident required no additional follow up from the THO.

During the year, I also investigated two separate reports of properties in disrepair. Visual inspections were conducted of both properties from the public roadway. As these are both private properties, no further inspection is allowed by the THO without obtaining an administrative inspection warrant. No public health hazards were observed from the roadway. Neither incident required addition a follow up by the THO.

Respectfully,
Melissa Milne

HISTORICAL SOCIETY

WHS Mission: The Westford Historical Society 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 from former Westford residents. We are very grateful to receive these items.

We had a Pot Luck Dinner this past year for our Annual Meeting held in April. Our guest speaker, Linus Leavens, spoke about Seymour Morehouse, Westford basket maker of the late 1800's and his ancestral lineage. He brought along many baskets and a wealth of information about Mr. Morehouse.

In August a few members took a field trip up to the Highgate Historical Society building for a tour of their collections. They also went to the Franklin Historical Society's Log Cabin building to see the set up display of their items.

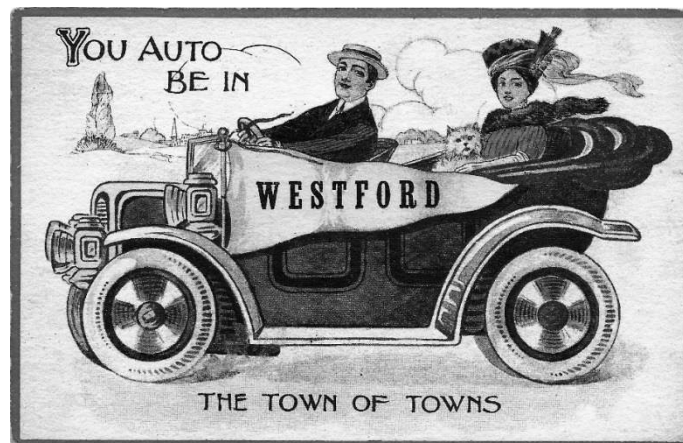
In September the Society offered a presentation by Michelle Sulikowski on "Thimbles & Chatelaines." She covered the history of thimbles and brought many examples of both thimbles and chatelaines from her collection.

The Chittenden County Historical Society published a story about the life of Marietta Tyler written by our member Betty Anne Morse.

In the fall several people who had either lived here many years ago or their ancestors lived here back in the 1800's came to visit Westford. They received early photos of the homesteads, and had tours of cemeteries and the churches.

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

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 and also connects our members with the Jeri-Hill Senior group which organizes bus trips. Beth Menut was welcomed as the new secretary. Cereta Lamphere delivers the grace before each meal as well as decorating the tables artistically. Caroline Brown continues to take responsibility for the menu planning and the kitchen activities with help from our various willing volunteers. This year we even had kitchen help from grandchildren! We would like to thank Dave Adams for donating the turkeys from his farm. Everyone enjoys a turkey dinner!

Westford Librarian Bree Drapa brought large print books, magazines and movies along with free magazines and crossword puzzle books for the seniors to enjoy.

Trish Indoe entertained us with descriptions of her trip to France. Trish also collaborates with the Westford Historical Society and she and Caroline Brown are working toward collecting the seniors' input regarding Westford history.

Dorothy Root donated dinner plates which match the existing pattern in the Red Brick cupboard. Thanks, Dot.

In December we enjoyed music from Roland Pigeon and his friends, which is always a very special treat.

Our Senior Lunch members voted to donate \$200 toward the Westford Food Shelf and the local Christmas grocery gift cards. We also voted to donate \$100 to Darryl Montague.

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 (outgoing)
Beth Menut, Secretary (incoming)

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 ½ feet), 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 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 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 proceeding in a southerly direction to the intersection of Pettingill Road and Phelps Road	TH #1 & TH #30	35 mph
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 the Westford Milton Road to junction of Woods Hollow Road	TH #6	35 mph
9	Old Stage Road	From junction of Woods Hollow Road 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 Road to Milton town line	TH #31	35 mph
13	Woods Hollow Road	The entire length	TH #7 & TH #1	35 mph
14	Westford Milton Rd	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, 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 road 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/Agriculture/Open	Heavy	Generally good, connector road
9 Moderately developed	Residential/Open	Light	Paved, connector road
10 Very heavily developed	Residential	Heavy	Narrow, some steep grades, 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/Agriculture/Open	Heavy	Various conditions, connector road
14 Moderately developed	Residential/Open	Heavy	Paved, connector road
15 Very heavily developed	Residential	Heavy	One 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 2015 ANNUAL SCHOOL DISTRICT MEETING

The Annual School District Meeting was called to order by Moderator Edward Chase at 8:02 p.m. on March 2, 2015. Approximately 75 voters were present.

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: To transact any other business that may lawfully come before the meeting.
No other business was brought up for discussion.

The School District meeting adjourned at 8:04 p.m.

The public hearing for Australian ballot articles began at 8:04 p.m. and ended at 9:44 p.m.

Results of Australian Ballot Articles - Voted on March 3, 2015

Article III: Defeated the Westford School District Budget of \$5,091,651 for the 2015-2016 school year.

Total ballots cast: 446
211 Yes
233 No
2 Blanks

Article IV: Voted to approve \$50,000 to the Capital Fund for capital improvement items.

Total ballots cast: 446
253 Yes
188 No
5 Blanks

Article V: Elected a school moderator and two school directors.

School Moderator 1 year term – Ed Chase
School Directors 3 year term – Kim Phinney
2 year term – Mark Drapa

ABSTRACT OF 2015 SPECIAL SCHOOL DISTRICT MEETING

The May 4, 2015 Special School District Meeting was called to order by Moderator Edward Chase at 7:02 p.m. There was one voter present. This meeting occurred because a reconsideration petition was filed in response to the defeat of the school budget on March 3, 2015.

The public hearing ended at 7:43 p.m.

Results of Australian Ballot Article - Voted on May 5, 2015

Article I: Approved the Westford School District Budget of \$5,091,651 for the 2015-2016 school year.

Total ballots cast: 471

258 Yes

213 No

Because this was a reconsideration vote, a minimum of 155 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, February 29, 2016 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, February 29, 2016 at 7:00 p.m.**, at which time the School District's public informational hearing on the fiscal year 2017 budget will commence.

ANNUAL SCHOOL DISTRICT MEETING
Monday, February 29, 2016
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, February 29, 2016 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: Shall the voters of the Westford Town School District authorize the School Board to solicit bids or offers for and convey (on commercially reasonable terms as determined by the School Board) the School District's undivided one-half ownership interest in an approximately 20-acre parcel of land owned jointly with the Town of Westford and located at the southwesterly corner of Old Stage Road (Town Highway #6) and the Milton-Westford Road (Town Highway #2)?
- ARTICLE III: Discussion of other nonbinding business.

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 1, 2016, between the hours of 7:00 a.m. and 7:00 p.m.**, to vote by Australian Ballot on the following articles.

- ARTICLE IV Shall the voters of the Town of Westford School District approve the school board to expend \$5,052,810, which is the amount determined to be necessary for the 2016-2017 school year? It is estimated that this proposed budget, if approved, will result in education spending of \$15,054.81 per equalized pupil. This projected spending per equalized pupil is 1.62% higher than spending for the current year.

- ARTICLE V: To elect all officers required by law.
- One school moderator
 - One school director for a term of three years.
 - One school director for a term of two years.

Approved this 25th day of January, 2016 by the Westford School Board.

Mark Drapa, Chair
Andre Roy, Vice Chair
Martha Heath, Clerk
Christian Frenette

Received for record January 26th, 2016, at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

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

WESTFORD SCHOOL DISTRICT BUDGET REPORT

REVENUES	FY'15 Actuals	FY'16 Estimate	FY'16 Approved	FY'17 Proposed	\$ Var	% Var
LOCAL						
Fund Balance	\$0	\$0	\$0	\$87,900	\$87,900	N/A
Interest Earnings	\$721	\$800	\$1,000	\$1,000	\$0	0.00%
Regular Elem Tuition	\$39,900	\$13,650	\$13,650	\$13,950	\$300	2.20%
SpEd Excess Cost Reimbursement	\$7,817	\$0	\$4,995	\$0	(\$4,995)	-100.00%
Building Rental	\$535	\$450	\$450	\$500	\$50	11.11%
LOCAL Total	\$48,973	\$14,900	\$20,095	\$103,350	\$83,255	414.31%
STATE						
Education Spending Grant	\$4,439,876	\$4,443,378	\$4,443,378	\$4,401,413	(\$41,965)	-0.94%
Technical Center Block Grant	\$78,357	\$60,319	\$60,319	\$63,994	\$3,675	6.09%
State Aid Transportation	\$62,295	\$61,616	\$61,616	\$62,000	\$384	0.62%
Early Ed. Initiative Grant (EEI)	\$5,765	\$0	\$6,000	\$0	(\$6,000)	-100.00%
Essential Early Education (EEE)	\$19,012	\$18,206	\$18,206	\$18,106	(\$100)	-0.55%
SpEd Expenditures Reimbursement	\$245,569	\$245,000	\$281,663	\$256,646	(\$25,017)	-8.88%
Mainstream Block Grant	\$110,490	\$108,227	\$108,227	\$104,138	(\$4,089)	-3.78%
SpEd Extraordinary Reimbursement	\$0	\$0	\$0	\$43,163	\$43,163	N/A
State Placed SpEd Reimbursement	\$54,764	\$0	\$92,147	\$0	(\$92,147)	-100.00%
STATE Total	\$5,016,127	\$4,936,746	\$5,071,556	\$4,949,460	(\$122,096)	-2.41%
OTHER						
Medicaid Reimbursement	\$8,970	\$0	\$0	\$0	\$0	N/A
Impact Fees	\$4,154	\$0	\$0	\$0	\$0	N/A
Miscellaneous Income	\$550	\$0	\$0	\$0	\$0	N/A
OTHER Total	\$13,675	\$0	\$0	\$0	\$0	N/A
GRAND TOTAL	\$5,078,775	\$4,951,646	\$5,091,651	\$5,052,810	(\$38,841)	-0.76%

EXPENSES	FY'15 Actuals	FY'16 Estimate	FY'16 Approved	FY'17 Proposed	\$ Var	% Var
DISTRICT WIDE						
110 Certified Staff Salaries	\$1,374,244	\$1,333,950	\$1,370,903	\$1,401,574	\$30,671	2.24%
111 Support Staff Salaries	\$350,290	\$327,587	\$385,159	\$338,085	(\$47,074)	-12.22%
112 Extra Curricular Activity Stipends	\$22,987	\$24,000	\$27,049	\$24,788	(\$2,261)	-8.36%
113 Certified Staff Retirements	\$3,000	\$3,000	\$3,000	\$0	(\$3,000)	-100.00%
114 Certified Staff Extra Duty Stipends	\$4,678	\$3,000	\$6,000	\$3,000	(\$3,000)	-50.00%
115 Tutoring Staff Salaries	\$10,040	\$9,400	\$9,680	\$9,680	\$0	0.00%
117 Board Stipends	\$1,500	\$2,500	\$2,500	\$2,500	\$0	0.00%
120 Substitute Salaries	\$47,353	\$39,250	\$41,492	\$44,386	\$2,894	6.97%
130 Overtime Salaries	\$24,396	\$20,200	\$26,668	\$24,392	(\$2,276)	-8.53%
210 Health Benefits	\$391,321	\$400,137	\$438,548	\$441,545	\$2,997	0.68%
211 Health Inoculations	\$0	\$0	\$200	\$200	\$0	0.00%
220 Social Security (FICA)	\$135,072	\$134,919	\$143,246	\$141,399	(\$1,847)	-1.29%
230 Group Life Insurance	\$1,314	\$1,276	\$1,372	\$1,281	(\$91)	-6.63%
232 VSTRS OPEB Assessment	\$0	\$300	\$439	\$0	(\$439)	-100.00%
240 Retirement Contributions	\$21,528	\$21,238	\$23,570	\$22,136	(\$1,434)	-6.08%
250 Workers' Compensation	\$10,659	\$11,924	\$11,664	\$12,364	\$700	6.00%
260 Unemployment Compensation	\$5,833	\$5,886	\$5,940	\$5,833	(\$107)	-1.80%
270 Tuition Reimbursement	\$18,843	\$17,700	\$18,122	\$18,122	\$0	0.00%
280 Dental Insurance	\$32,255	\$32,393	\$32,393	\$29,339	(\$3,054)	-9.43%
DISTRICT WIDE Total	\$2,455,314	\$2,388,660	\$2,547,945	\$2,520,624	(\$27,321)	-1.07%

EXPENSES		FY'15 Actuals	FY'16 Estimate	FY'16 Approved	FY'17 Proposed	\$ Var	% Var
DIRECT INSTRUCTION							
330	Other Professional Services	\$150	\$200	\$300	\$300	\$0	0.00%
390	Other Purchased Services	\$9,354	\$33,484	\$8,122	\$55,402	\$47,280	582.12%
535	Telecommunications	\$0	\$0	\$0	\$0	\$0	N/A
540	Advertising	\$0	\$50	\$100	\$100	\$0	0.00%
566	Private Preschool	\$5,255	\$49,500	\$9,000	\$61,840	\$52,840	587.11%
580	Travel and Conference	\$95	\$600	\$100	\$530	\$430	430.00%
610	General Supplies	\$20,341	\$28,000	\$31,000	\$33,000	\$2,000	6.45%
619	Testing Materials	\$117	\$300	\$500	\$300	(\$200)	-40.00%
641	Books	\$20,244	\$5,030	\$5,000	\$5,200	\$200	4.00%
642	Periodicals	\$492	\$800	\$1,400	\$800	(\$600)	-42.86%
670	Technology Software	\$0	\$0	\$0	\$0	\$0	N/A
810	Dues & Fees	\$0	\$0	\$0	\$315	\$315	N/A
811	Field Trips	\$0	\$900	\$900	\$1,200	\$300	33.33%
812	Student Special Programs	\$2,030	\$2,316	\$2,200	\$2,400	\$200	9.09%
DIRECT INSTRUCTION Total		\$58,078	\$121,180	\$58,622	\$161,387	\$102,765	175.30%
HIGH SCHOOL/TECH TUITION							
561	Tuition Other VT Schools	\$1,360,198	\$1,344,194	\$1,401,200	\$1,337,950	(\$63,250)	-4.51%
564	Tuition Public/Private Schools	\$27,504	\$34,495	\$14,165	\$14,900	\$735	5.19%
568	Tuition to Tech Ctr by State	\$78,357	\$60,319	\$60,319	\$63,994	\$3,675	6.09%
569	Tuition to Tech Ctr - Local	\$81,272	\$62,505	\$62,505	\$66,228	\$3,723	5.96%
HIGH SCHOOL/TECH TUITION Total		\$1,547,331	\$1,501,513	\$1,538,189	\$1,483,072	(\$55,117)	-3.58%
SPECIAL EDUCATION							
330	Other Professional Services	\$0	\$500	\$2,000	\$2,000	\$0	0.00%
435	General Maintenance	\$965	\$0	\$0	\$1,000	\$1,000	N/A
540	Advertising	\$0	\$150	\$200	\$200	\$0	0.00%
580	Travel & Conference	\$0	\$0	\$100	\$0	(\$100)	-100.00%
610	General Supplies	\$1,726	\$4,440	\$5,300	\$9,200	\$3,900	73.58%
641	Books	\$1,297	\$500	\$0	\$2,000	\$2,000	N/A
670	Technology Software	\$1,659	\$500	\$0	\$1,500	\$1,500	N/A
810	Dues & Fees	\$0	\$300	\$300	\$300	\$0	0.00%
SPECIAL EDUCATION Total		\$5,648	\$6,390	\$7,900	\$16,200	\$8,300	105.06%
STUDENT ACTIVITIES							
330	Other Professional Services	\$0	\$650	\$750	\$750	\$0	0.00%
610	General Supplies	\$6,333	\$5,000	\$6,200	\$4,900	(\$1,300)	-20.97%
815	Officials' Fees	\$6,499	\$5,425	\$5,425	\$5,835	\$410	7.56%
STUDENT ACTIVITIES Total		\$12,832	\$11,075	\$12,375	\$11,485	(\$890)	-7.19%
GUIDANCE & SUPPORT							
580	Travel & Conference	\$0	\$75	\$100	\$100	\$0	0.00%
610	General Supplies	\$156	\$180	\$200	\$200	\$0	0.00%
641	Books	\$0	\$90	\$100	\$100	\$0	0.00%
810	Dues & Fees	\$0	\$90	\$100	\$100	\$0	0.00%
812	Student Special Programs	\$394	\$400	\$400	\$400	\$0	0.00%
GUIDANCE & SUPPORT Total		\$551	\$835	\$900	\$900	\$0	0.00%
HEALTH							
421	Disposal Services	\$0	\$200	\$300	\$200	(\$100)	-33.33%
435	General Maintenance	\$0	\$50	\$100	\$0	(\$100)	-100.00%
532	Postage	\$15	\$35	\$40	\$40	\$0	0.00%
610	General Supplies	\$1,624	\$1,500	\$1,400	\$1,500	\$100	7.14%
HEALTH Total		\$1,639	\$1,785	\$1,840	\$1,740	(\$100)	-5.43%

EXPENSES		FY'15 Actuals	FY'16 Estimate	FY'16 Approved	FY'17 Proposed	\$ Var	% Var
SPEECH & LANGUAGE							
610	General Supplies	\$792	\$500	\$200	\$500	\$300	150.00%
641	Books	\$0	\$0	\$150	\$0	(\$150)	-100.00%
SPEECH & LANGUAGE Total		\$792	\$500	\$350	\$500	\$150	42.86%
LIBRARY & MEDIA SERVICES							
435	General Maintenance	\$0	\$90	\$100	\$100	\$0	0.00%
532	Postage	\$0	\$0	\$50	\$0	(\$50)	-100.00%
535	Telecommunications	\$0	\$2,350	\$2,750	\$2,418	(\$332)	-12.07%
580	Travel & Conference	\$0	\$250	\$500	\$250	(\$250)	-50.00%
610	General Supplies	\$790	\$780	\$780	\$790	\$10	1.28%
641	Books	\$6,668	\$6,000	\$6,000	\$6,000	\$0	0.00%
642	Periodicals	\$553	\$400	\$600	\$400	(\$200)	-33.33%
650	Audiovisual Materials	\$0	\$0	\$0	\$0	\$0	N/A
670	Technology Software	\$3,148	\$0	\$0	\$0	\$0	N/A
812	Student Special Programs	\$0	\$300	\$200	\$700	\$500	250.00%
LIBRARY & MEDIA SERVICES Total		\$11,158	\$10,170	\$10,980	\$10,658	(\$322)	-2.93%
SCHOOL BOARD & TREASURER							
330	Other Professional Services	\$12,375	\$500	\$3,000	\$600	(\$2,400)	-80.00%
331	SU Assessment	\$187,578	\$187,052	\$187,052	\$197,689	\$10,637	5.69%
332	Shared Service SU Assessment	\$248,263	\$260,000	\$302,360	\$265,208	(\$37,152)	-12.29%
360	Legal Services	\$0	\$3,500	\$4,500	\$3,000	(\$1,500)	-33.33%
540	Advertising	\$1,002	\$1,100	\$1,250	\$1,000	(\$250)	-20.00%
550	Printing and Binding	\$151	\$75	\$75	\$75	\$0	0.00%
580	Travel & Conference	\$1,126	\$525	\$550	\$525	(\$25)	-4.55%
591	School Board Expense	\$65	\$350	\$500	\$350	(\$150)	-30.00%
610	General Supplies	\$225	\$700	\$1,000	\$700	(\$300)	-30.00%
810	Dues & Fees	\$1,831	\$1,858	\$1,850	\$1,875	\$25	1.35%
SCHOOL BOARD & TREASURER Total		\$452,616	\$455,660	\$502,137	\$471,022	(\$31,115)	-6.20%
PRINCIPAL SERVICES							
330	Other Professional Services	\$0	\$350	\$500	\$500	\$0	0.00%
440	Rentals and Leases	\$7,600	\$7,100	\$7,200	\$6,300	(\$900)	-12.50%
532	Postage	\$476	\$450	\$400	\$500	\$100	25.00%
550	Printing & Binding	\$423	\$100	\$100	\$100	\$0	0.00%
580	Travel & Conference	\$211	\$400	\$500	\$500	\$0	0.00%
610	General Supplies	\$1,616	\$1,700	\$1,900	\$1,800	(\$100)	-5.26%
810	Dues & Fees	\$705	\$685	\$300	\$390	\$90	30.00%
899	Discretionary Funds	\$1,291	\$400	\$300	\$600	\$300	100.00%
PRINCIPAL SERVICES Total		\$12,322	\$11,185	\$11,200	\$10,690	(\$510)	-4.55%
MAINTENANCE & OPERATIONS							
330	Other Professional Services	\$11,828	\$8,000	\$8,150	\$8,150	\$0	0.00%
421	Disposal Services	\$1,863	\$1,863	\$2,000	\$2,500	\$500	25.00%
431	Equipment Maintenance	\$0	\$1,500	\$2,000	\$2,000	\$0	0.00%
432	Maintenance of Buildings	\$14,651	\$22,000	\$22,095	\$28,195	\$6,100	27.61%
433	Maintenance of Grounds	\$0	\$5,400	\$5,400	\$6,000	\$600	11.11%
435	General Maintenance	\$2,900	\$2,500	\$2,500	\$1,900	(\$600)	-24.00%
442	Equipment Lease/Rental	\$450	\$750	\$1,100	\$400	(\$700)	-63.64%
521	Property & Liability Insurance	\$9,840	\$9,823	\$10,666	\$10,666	\$0	0.00%
532	Postage	\$200	\$200	\$200	\$200	\$0	0.00%
580	Travel & Conference	\$745	\$700	\$750	\$750	\$0	0.00%
610	General Supplies	\$11,089	\$10,950	\$10,975	\$11,525	\$550	5.01%
622	Electricity	\$45,975	\$47,000	\$48,150	\$48,150	\$0	0.00%
623	Bottled Gas	\$1,026	\$990	\$990	\$1,026	\$36	3.64%
624	Oil	\$7,100	\$8,500	\$11,450	\$8,970	(\$2,480)	-21.66%
626	Gasoline	\$0	\$1,000	\$1,200	\$1,200	\$0	0.00%
628	Wood Chips	\$9,800	\$14,500	\$14,700	\$15,100	\$400	2.72%
710	Land & Improvements	\$1,155	\$0	\$0	\$0	\$0	N/A
720	Building Improvements	\$11,708	\$0	\$0	\$0	\$0	N/A
730	Equipment	\$900	\$9,250	\$9,250	\$0	(\$9,250)	-100.00%
MAINTENANCE & OPERATIONS Total		\$131,230	\$144,926	\$151,576	\$146,732	(\$4,844)	-3.20%

EXPENSES		FY'15 Actuals	FY'16 Estimate	FY'16 Approved	FY'17 Proposed	\$ Var	% Var
INFORMATION TECHNOLOGY							
330	Other Professional Services	\$2,090	\$500	\$500	\$500	\$0	0.00%
435	General Maintenance	\$1,141	\$700	\$1,425	\$649	(\$776)	-54.46%
436	Maintenance Software	\$2,917	\$2,600	\$2,666	\$2,725	\$59	2.21%
531	Telephone	\$4,445	\$3,700	\$3,965	\$3,822	(\$143)	-3.61%
535	Telecommunications	\$4,012	\$7,500	\$8,101	\$7,587	(\$514)	-6.34%
580	Travel & Conference	\$215	\$25	\$100	\$0	(\$100)	-100.00%
610	General Supplies	\$920	\$1,750	\$1,850	\$2,010	\$160	8.65%
650	Technology Supplies (Hardware)	\$20,297	\$27,300	\$29,887	\$27,570	(\$2,317)	-7.75%
670	Technology Software	\$4,965	\$4,000	\$4,813	\$4,047	(\$766)	-15.92%
730	Equipment	\$474	\$0	\$0	\$0	\$0	N/A
INFORMATION TECHNOLOGY Total		\$41,475	\$48,075	\$53,307	\$48,910	(\$4,397)	-8.25%
STUDENT TRANSPORTATION							
519	Student Transportation	\$151,891	\$159,800	\$161,330	\$165,890	\$4,560	2.83%
STUDENT TRANSPORTATION Total		\$151,891	\$159,800	\$161,330	\$165,890	\$4,560	2.83%
DEBT SERVICE							
830	Long Term Interest	\$957	\$0	\$0	\$0	\$0	N/A
831	Short Term Interest	\$3,798	\$3,000	\$3,000	\$3,000	\$0	0.00%
910	Long Term Debt Principal	\$30,000	\$0	\$0	\$0	\$0	N/A
990	Prior Year Adjustments	(\$1,056)	\$30,000	\$30,000	\$0	(\$30,000)	-100.00%
DEBT SERVICE Total		\$33,700	\$33,000	\$33,000	\$3,000	(\$30,000)	-90.91%
GRAND TOTAL		\$4,916,577	\$4,894,754	\$5,091,651	\$5,052,810	(\$38,841)	-0.76%

EXPENSE SUMMARY		FY'15 Actuals	FY'16 Estimate	FY'16 Approved	FY'17 Proposed	\$ Var	% Var
DISTRICT WIDE		\$2,455,314	\$2,388,660	\$2,547,945	\$2,520,624	(\$27,321)	-1.07%
DIRECT INSTRUCTION		\$58,078	\$121,180	\$58,622	\$161,387	\$102,765	175.30%
INSTRUCTION OTHER		\$1,547,331	\$1,501,513	\$1,538,189	\$1,483,072	(\$55,117)	-3.58%
SPECIAL EDUCATION		\$5,648	\$6,390	\$7,900	\$16,200	\$8,300	105.06%
STUDENT ACTIVITIES		\$12,832	\$11,075	\$12,375	\$11,485	(\$890)	-7.19%
GUIDANCE & SUPPORT		\$551	\$835	\$900	\$900	\$0	0.00%
HEALTH		\$1,639	\$1,785	\$1,840	\$1,740	(\$100)	-5.43%
SPEECH & LANGUAGE		\$792	\$500	\$350	\$500	\$150	42.86%
LIBRARY & MEDIA SERVICES		\$11,158	\$10,170	\$10,980	\$10,658	(\$322)	-2.93%
SCHOOL BOARD & TREASURER		\$452,616	\$455,660	\$502,137	\$471,022	(\$31,115)	-6.20%
PRINCIPAL SERVICES		\$12,322	\$11,185	\$11,200	\$10,690	(\$510)	-4.55%
MAINTENANCE & OPERATIONS		\$131,230	\$144,926	\$151,576	\$146,732	(\$4,844)	-3.20%
STUDENT TRANSPORTATION		\$151,891	\$159,800	\$161,330	\$165,890	\$4,560	2.83%
INFORMATION TECHNOLOGY		\$41,475	\$48,075	\$53,307	\$48,910	(\$4,397)	-8.25%
DEBT SERVICE		\$33,700	\$33,000	\$33,000	\$3,000	(\$30,000)	-90.91%
GRAND TOTAL		\$4,916,577	\$4,894,754	\$5,091,651	\$5,052,810	(\$38,841)	-0.76%

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
	2014	\$2,344,235	\$1.469
* Re-appraisal.	2015	\$2,341,910	\$1.527

SCHOOL DISTRICT SUPPLEMENTAL INFORMATION

ENROLLMENT:		<u>FY'13</u>	<u>FY'14</u>	<u>FY'15</u>	<u>FY'16</u>	<u>FY'17</u>	<u>FY'18</u>
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Projected</u>
	K	18	19	16	17	18	19
	1	19	19	19	24	17	18
	2	15	17	18	18	25	19
	3	23	18	15	18	19	26
	4	17	20	17	18	18	19
	5	24	20	19	17	18	18
	6	24	19	17	19	16	17
	7	22	24	23	16	21	18
	8	24	23	25	23	15	20
	K-8	186	179	169	170	167	174
	9	31	26	26	26	23	16
	10	31	29	24	28	26	22
	11	27	31	32	29	29	27
	12	34	29	29	29	29	29
	9-12	123	115	111	112	107	94
	K-12	309	294	280	282	274	268

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	296.61	(21.91)	-6.9%

HIGH SCHOOLS:

	<u>FY'13</u>	<u>FY'14</u>	<u>FY'15</u>	<u>FY'16</u>	<u>FY'17</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>
* Essex	84	78	71	74	71
Mt. Mansfield	26	18	17	17	18
BFA (Fairfax)	10	15	20	14	13
CVU	2	3	1	4	3
South Burlington	0	0	0	1	1
Private	1	1	2	2	1
TOTAL	123	115	111	112	107

* Includes students attending the Center for Technology, Essex.

School

Est. Tuition

Essex HS	\$14,650
Mt. Mansfield	\$13,800
BFA (Fairfax)	\$12,800
CVU	\$14,400
South Burlington	\$15,600
Private	\$14,900

Comparative Data for Cost-Effectiveness, FY2017 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/>

FY2015 School Level Data

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

Cohort Rank by Enrollment (1 is largest)
 2 out of 33

School level data		Grades Offered	Enrollment	Total Teachers	Total Administrators	Stu / Tchr Ratio	Stu / Admin Ratio	Tchr / Admin Ratio
Smaller -> <- Larger	Dummerston Schools	PK - 8	168	16.00	1.00	10.50	168.00	16.00
	Putney Central School	PK - 8	181	17.40	1.00	10.40	181.00	17.40
	Troy Elementary School	PK - 8	184	16.40	1.00	11.22	184.00	16.40
	Westford Elementary School	PK - 8	186	15.50	1.00	12.00	186.00	15.50
	Barton Graded School	PK - 8	194	15.00	2.00	12.93	97.00	7.50
Averaged SCHOOL cohort data			119.00	11.34	0.99	10.49	120.46	11.48

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.

FY2014 School District Data

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

School district data (local, union, or joint district)		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) 3 out of 36
Smaller -> <- Larger	Putney	PK-8	183.30	\$15,735	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.
	Troy	PK-8	190.65	\$11,944	
	Dorset	PK-8	192.71	\$13,490	
	Westford	PK-8	194.84	\$13,009	
	Berkshire	PK-8	196.57	\$9,442	
	Grand Isle	PK-8	199.61	\$13,823	
Averaged SCHOOL DISTRICT cohort data			123.76	\$13,220	

FY2016 School District Data

				School district tax rate			of prorated member district rates		
				SchlDist	SchlDist	SchlDist	MUN	MUN	MUN
				Equalized Pupils	Education Spending per Equalized Pupil	Equalized Homestead Ed tax rate	Equalized Homestead Ed tax rate	Common Level of Appraisal	Actual Homestead Ed tax rate
				Grades offered in School District	Use these tax rates to compare towns rates.			These tax rates are not comparable due to CLA's.	
LEA ID	School District								
Smaller -> 									

The Legislature has required the Agency 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.



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 2014-2015 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 / 20	0.00%
	<i>Westford Elementary School</i>	<i>0 / 20</i>	<i>0.00%</i>

LEA	SCHOOL NAME	# of Emergency credentialed teachers/total teachers	Percentage of teachers teaching with emergency credentials
Westford		0 / 20	0.00%
	<i>Westford Elementary School</i>	<i>0 / 20</i>	<i>0.00%</i>

2015-16 Professional Qualifications of Teachers

Professional Qualifications of Teachers	Westford
Percentage who hold a master's degree or higher	78%
Percentage who hold a level II Professional Educator License in the area taught	68%
Percentage who hold additional licensing endorsements	22%
Average in-district teaching experience	8.6

*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

Thank you to all Westford citizens for your participation throughout the budget and unification votes of this past year. Your support of our school and children has enabled us to thoughtfully plan our path forward towards greater outcomes and opportunities for all of our students. FY'17 will be the last budget for the Westford School district. From FY'18 onwards, a unified budget will be prepared for all schools in our new district.

Thanks to all of the residents, parents, faculty, staff, and volunteers that fund, run, and enrich our school. We continue to see high usage of the school building and grounds outside of school hours for recreational activities 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'12	-3.04%
FY'13	-0.19%
FY'14	0.91%
FY'15	2.29%
FY'16	-1.21%
FY'17 (proposed)	-0.76%

Figure 1. Budget Increases/Decreases

The average change over the past six years is -0.34% per year.

Budget formation occurred over the course of several meetings. All proceedings were conducted in open session, were recorded for broadcast and archived online, and invited the engagement of the audience. 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 and remaining below the “allowable growth” limitation
- Preserve the physical plant of the school building

The proposed FY'17 school budget of \$5,052,810 reflects a decrease of 0.76%, or \$38,841 less than the FY'16 budget.

The context for the FY'17 budget is quite different from previous years. This is the first year that the provisions of Act 46 come into effect. The most controversial portion of this is the “allowable growth” limitation placed on all school budgets in the state. This is the maximum percentage growth on

education spending per equalized pupil a district can propose without incurring double taxation. This year, our growth number is 1.62%. With a decreasing total budget and decreasing education spending, it would seem that this cap would be inconsequential. However, our number of equalized pupils decreased at a greater rate than our spending. The proposed budget just meets the allowable growth limit.

Another provision of Act 46 helped us a great deal. It limited the amount of change in our equalized pupil count to be -3.5% *because we were involved in a unification study*. This portion of the bill was added in response to testimony from Westford citizens and helped save us from a much worse budget situation. This bridge is vital to preserving programs as we transition to the new unified district.

FY'17 is also the first year that we must budget for universal preK. This allows for 10 hours per week of preK for all students age 3 or 4. Our in-house program serves a maximum of 16 students. For all other individuals interested in utilizing preK services, we must fund outplacement at accredited private institutions. This is a significant budget item, as we anticipate 20 slots being needed.

These mandates come during a year with a large increase in health insurance costs (7.9%). Fortunately, we had an unexpectedly healthy fund balance from FY'15 to roll forward to help offset some of these expenses. Additionally, changes to health care elections and special education utilization helped to bring FY'17 in under last year's budget.

Complete financial audits for FY'15 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.

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.

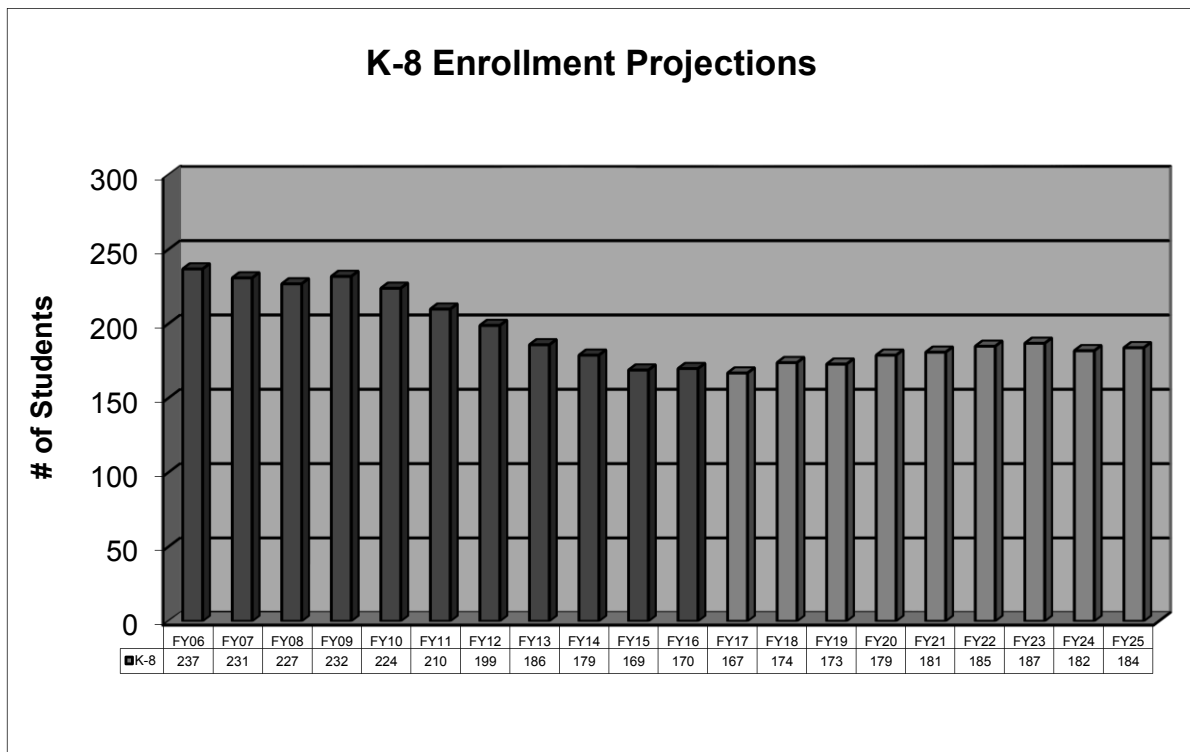


Figure 2. K-8 Enrollment Projections

Projected enrollment for K-8 is nearing its anticipated lowest point, showing a slow but steady increase afterwards. Our FY'16 actual enrollment number is 170, an increase of one from last year and three higher than projections.

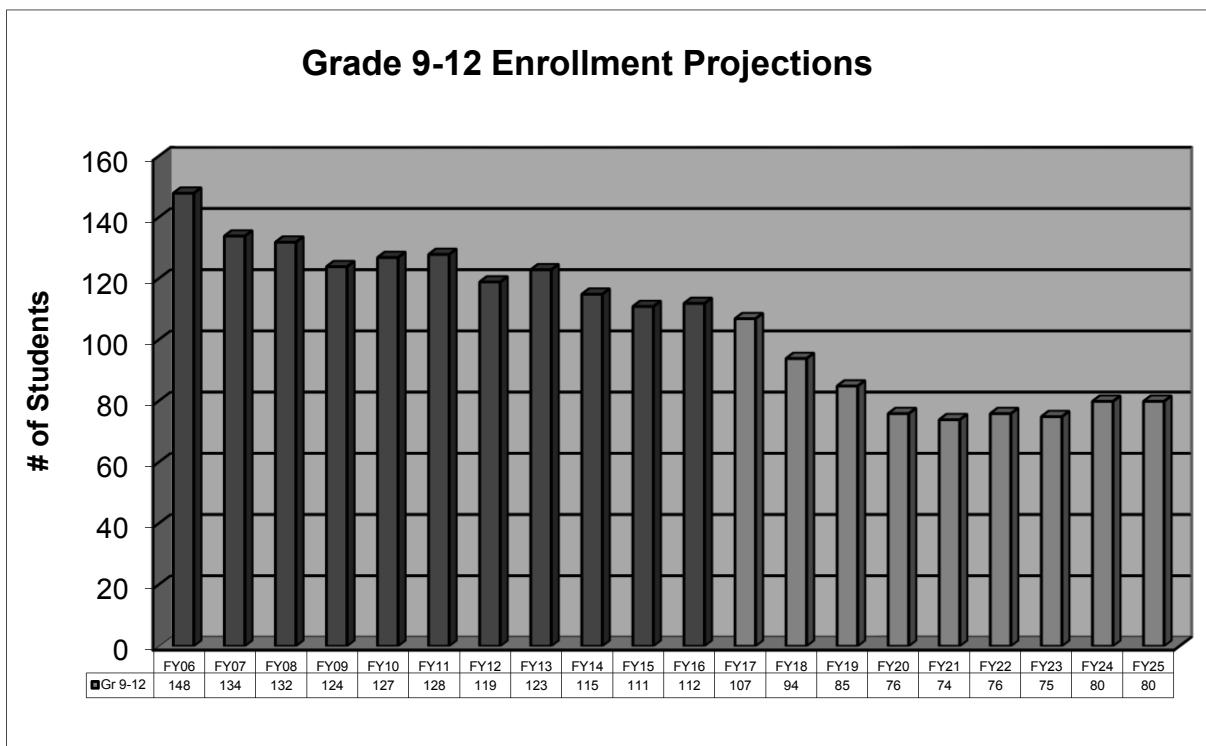


Figure 3. Grade 9-12 Enrollment Projections

High school enrollment continues to decrease as expected as our outgoing classes reduce in size. Our FY'16 enrollment is 112 students, one higher than last year and four more than projected. 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 spending per pupil. Decreased enrollment lowers our pupil count, which has a negative tax rate implication. 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”.

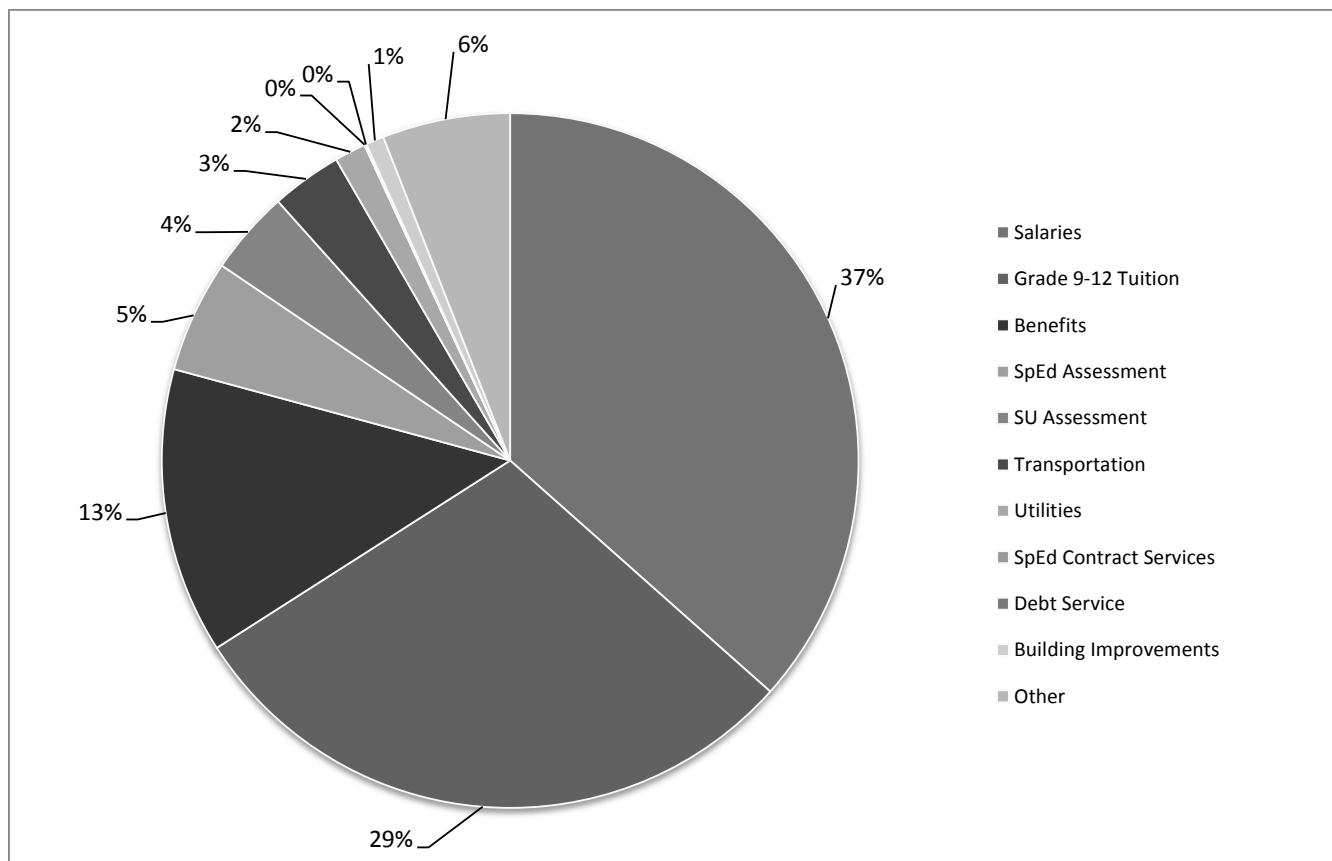


Figure 4. Budget Expense by Type

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, IT). High school tuition accounts for the next largest component at 29%. The majority of our families choose Essex High School, followed by MMU, Fairfax, CTE, CVU, South Burlington, and Private. Benefits for all employee groups are 13% of our total budget. The Special Education and SU Assessments contribute another 9%, with everything else in the remaining 12%.

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

18-23 students, and enrollment projections indicate that current classroom staffing will remain appropriate in FY'17.

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 overstaffed.

Several recommended staffing adjustments are included in the FY'17 budget:

- Eliminate 8th grade advisor and Homework Club advisor stipends. Principal and parent volunteers share this work.
- Reduction to seasonal groundskeeper hours.
- Addition of 0.5 FTE Teaching Assistant. Required for anticipated student special education needs.
- Restore 0.3 FTE to Literacy Specialist position for total of 0.8 FTE. Student need and school action plan goals for literacy bring this position back to its former staffing level.
- Addition of 0.1 FTE to Art for total of 0.5 FTE. Offers greater opportunity for art instruction, schedule planning, and professional development.

Additionally, our IT position will be shifted from a part time, in house position to an outside, shared service through the SU IT group. We anticipate better training, availability, and cost with this model. The accounting for this position shifted from “Salary” and “Benefits” to the “Direct Instruction” line item.

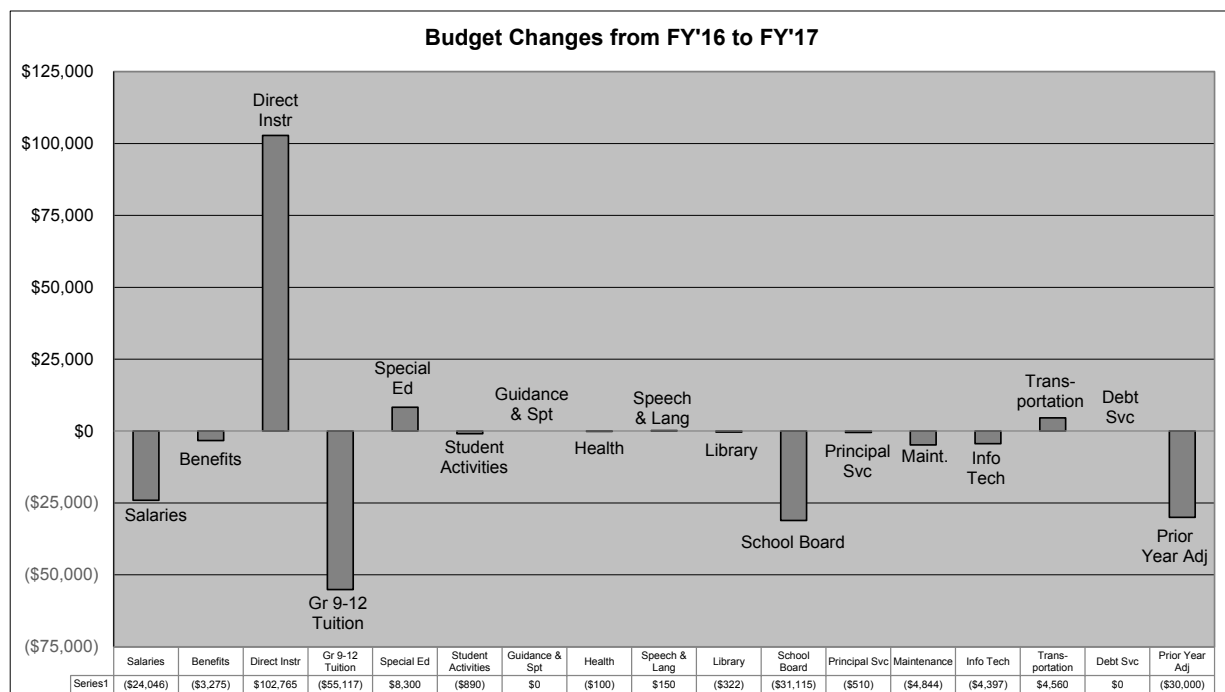


Figure 5. Budget changes from FY'16 to FY'17

Expense changes: Total change of -\$38,841 (-0.76%)**Salaries: -\$24,046 (-1.3%)**

We realized some new hire savings and staffing adjustments. The shift to shared IT services removed a position from this line item and added it to Direct Instruction. Stipends were eliminated for homework club and 8th grade advisor.

Benefits: -\$3,275 (-0.5%)

Health insurance rate increase of 7.9%, offset by staff coverage changes. Drop in FICA is linked to salaries.

Direct Instruction: +\$102,765 (+175.3%)

Shifting of IT and ELL shared services accounts for almost half of this increase. The other half is due to increasing private preschool slots from 3 to 20 for universal preK compliance.

Additionally, purchase of Leveled Literacy Intervention materials.

Grade 9-12 Tuition: -\$55,117 (-3.6%)

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

Special Education: +\$8,300 (+105.1%)

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

Books, software, and supplies increase due to student need.

Student Activities: -\$890 (-7.2%)**Guidance and Support: +\$0 (+0%)****School Nurse/Health: -\$100 (-5.4%)****Speech and Language: +\$150 (+42.9%)****Library and Media: -\$322 (-2.9%)****School Board and Treasurer: -\$31,115 (-6.2%)**

Less number/need anticipated for Special Education Assessment.

Principal Services: -\$510 (-4.6%)**Maintenance and Operations: -\$4,844 (-3.2%)**

Finish replacement of single pane windows, and increase to town agreement for trash/recycling.

Lower oil (heating) costs due to high efficiency windows.

Information Technology: -\$4,397 (-8.2%)

Fewer replacement laptops needed, negotiated lower contract for internet switch maintenance, lower software costs

Student Transportation: +\$4,560 (+2.8%)

Inflationary adjustment to transportation contract.

Debt Services: +\$0 (+0%)**Prior Year Adjustment: -\$30,000 (-100.0%)**

FY'13 deficit has been covered.

Revenue Changes: Total change of -\$38,841 (-0.8%)**Local: +\$83,255 (\$414.3%)**

Surplus rolled forward from FY'15 due to teacher benefit elections and changes to special education services needed.

State: -\$122,096 (-2.4%)

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 (lower costs) and a drop in Early Education grant money.

Other: +\$0 (+0%)

We no longer receive any Medicaid or Impact Fee revenue.

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. *All tax estimates are subject to change.*

Known:

- Equalized pupil count is 296.61, 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 100.95%. 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 \$0.01.
- Dollar Equivalent Yield projected to be \$9,870 (property) and \$11,065 (income).

Description	FY'16	FY'17	Incr/(Decr)	
Total Expense Budget	\$5,091,651	\$5,052,810	(\$38,841)	-0.76%
- Non-Property Tax Revenue	\$587,954	\$587,403	(\$551)	-0.09%
+ Capital Plan	\$50,000	\$0	(\$50,000)	-100.00%
= Education Spending	\$4,553,697	\$4,465,407	(\$88,290)	-1.94%
÷ Equalized Pupil Count	307.37	296.61	(10.76)	-3.50%
= Education Spending per Pupil	\$14,815.03	\$15,054.81	\$239.78	1.62%
+ Allowable Growth Penalty	\$0.00	\$0.00		
= Adjusted Ed Spending per Pupil	\$14,815.03	\$15,054.81	\$239.78	1.62%

Figure 6. Budget Overview

Equalized Spending per pupil increases by \$239.78 (1.62%) as a result of our decreased enrollment despite our decrease in total budget and Education Spending. As required by law, the change in our Equalized Spending per pupil will appear on the school budget vote ballot for Town Meeting.

Capital Fund

In FY'16, town voters approved a Capital Fund article for \$50,000 to address the needed replacement of the common area roof. The work has been completed successfully and under budget. Excess funds from the roof were used to continue replacing large single pane windows with higher efficiency double pane windows.

The next large capital expense identified is the repaving of the main driveway. The board decided to defer this project for one year in order to stay below the state's assigned "allowable growth" for Westford. We hope to be able to accomplish this task in the future or with other funding sources.

Tax Payer Impact

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).

Homestead

Homestead Tax Rate	FY'16	FY'17	Change	
Education Spending per Pupil	\$14,815.03	\$15,054.81	\$239.78	
÷ Property Yield	\$9,459	\$9,870	\$411	
= Spending Adjustment	156.624%	152.531%	-4.093%	
x Base Homestead Tax Rate	\$0.990	\$1.000	\$0.010	
= Equalized Homestead Rate	\$1.551	\$1.525	(\$0.025)	-1.63% % Change
÷ Common Level of Appraisal	101.57%	100.95%	-0.62%	
= Actual Homestead Rate	\$1.527	\$1.511	(\$0.016)	-1.03% % Change
			(\$15.65)	Impact per \$100K in property

Income Sensitivity

Income Sensitivity Rate	FY'16	FY'17	Change	
Education Spending per Pupil	\$14,815.03	\$15,054.81	\$239.78	
÷ Income Yield	\$9,459	\$11,065	\$1,606	
= Spending Adjustment	156.624%	136.058%	-20.566%	
x Base Income Sensitivity Rate	1.80%	2.00%	\$0.002	
= Income Sensitivity Rate	2.82%	2.72%	-0.10%	-3.48% % Change
			(\$49.03)	Impact for \$50K in income

Figure 7. Estimated Tax Impact

The total change in the homestead tax rate is -1.6 cents (-1.03%) or -\$15.65 per \$100,000 in property value.

For those paying by income sensitivity, the percentage rate changes by -0.10% (-3.48%) or -\$49.03 for \$50,000 worth of income.

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
Christian Frenette
Martha Heath
Kim Phinney
Andre Roy

PRINCIPAL

Westford, a school of excellence? Many school leaders identify a strong professional staff, clear sense of purpose, viable curriculum, safe and welcoming climate, and high student achievement as characteristics of effective schools. Westford School demonstrates success within these characteristics for the betterment of our students and our community. Furthermore, a commitment to grow and a willingness to adapt our practices truly makes Westford School excellent and ensures success year after year.

A highly qualified and caring faculty and staff are a long standing Westford tradition. This school year we began with many new faces as we said goodbye to others. First, the esteemed Pauline Perry retired after 40 years of impeccable service as office manager. Pauline managed the main office and oversaw school operations with grace and humility. All administrators, as well as prior principals, teachers, students, and community members are keenly aware of Pauline's unique skill set and her positive influence. Her ability to take care of people and tasks through an exceptional attention to detail, self direction, and dependability was a gift for which Westford School remains sincerely grateful. Westford School also said goodbye to Kathie Pingree who also retired after 36 years of teaching. Kathie's passion for teaching and belief in all students is remarkable. Over the years, Kathie positively impacted countless students. Beyond teaching in all content areas at numerous grade levels, Kathie could be counted on to always to go above and beyond for her students. One such memorable and heroic moment last year stands out. Kathie used the Heimlich maneuver to rescue a choking student. Even in retirement, Kathie continues to be loved by colleagues, administrators, and students alike. The connection to Westford School remains strong with both Pauline, who is a long time, active community member and Kathie, who is counted on this year as a substitute teacher.

Retirements and such also bring new hiring opportunities to Westford School. Much effort, thought, and time are spent on the hiring process to ensure that we maintain a highly qualified faculty and staff that is enthusiastic in supporting our vision and purpose including a commitment to a growth mindset. Terri Martin, the previous social support coordinator, is now the office manager. Vanessa Habedank, a previous para educator and teacher, is now the social support coordinator in the planning room. Additionally, Sera Hyjek joins the 1/2 teaching team and Callie Lumbra joins the 3/4 teaching team specializing in literacy. Kasey McQuin is the K-8 literacy specialist, and Stephanie Jones is the school counselor. Andrea Peden and Rosemary Shea-Cobb also join the support staff team. Rounding out new faculty and faculty members in new positions is Elizabeth Shelley as the librarian. Changes in staffing have proven to complement the already outstanding Westford teaching team. Fortunately, students will continue to see the positive impact of both past and current employees for years to come.

A strong professional staff is most effective when the focused on a common vision and purpose. Westford School has a strong purpose as evidenced by the school action plan and accompanying professional development plans. This school year continues with a clear focus on instructional practices aligned with Common Core State Standards (CCSS). For writing, reading, and math, we have transitioned to a workshop model of instruction utilizing high-quality instructional materials. Specifically, the Bridges Math Program and the Lucy Calkins Units of Study in reading and writing complement our teaching. A classroom that uses a workshop structure of teaching reinforces differentiated instruction, student ownership, and ongoing feedback. In order to realize the full impact of a workshop model, professional growth is focused on the nuances of implementation. For example, collaborative planning for math teachers that results in the coordination of interventions and the determination of just right math practice for students is a focal point of professional growth. Interventions and independent math work are determined using student work, various assessments, and

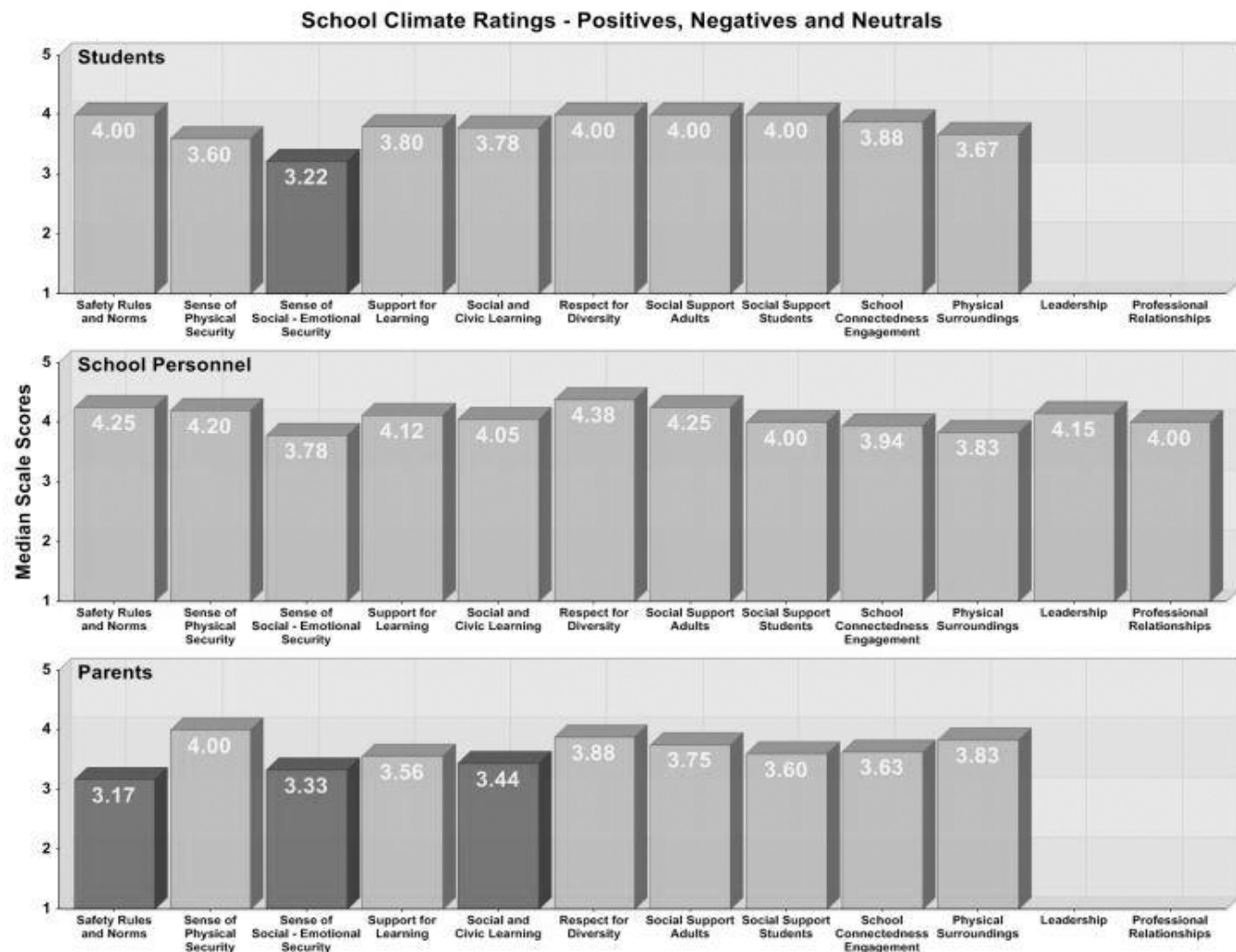
curriculum measures. The result is individual and group established “just right math work” and systematic interventions directly connected to CCSS and the Bridges Math Program. Concurrently, literacy teachers use collaborative time for professional growth to enhance instructional practices such as mini lessons, conferencing, and the effective use of assessment information. Such focused action steps, directly linked to a clear purpose and professional growth, are the underpinnings necessary to build the capacity and expertise of our professional faculty within our highly effective school.

A viable curriculum, along with strong professional staff and clear purpose, is observable in our literacy classrooms where students benefit from a developmentally appropriate balance of Read Aloud, Word Study, Reading Workshop & Writing Workshop. All students have access to books they can read with 95-99% accuracy. These “just right books” allow students to successfully read a high volume of books improving fluency and comprehension. Countless researchers have found that one of the best predictors of reading achievement is the amount of time a child spends reading, thus it's important that children have well-rounded reading lives at home and school. Our strong partnership with parents creates the conditions for a K-8 expectation of reading every day at school and home. This is our primary focus for homework as we have moved away from a focus on traditional homework to avoid practices that do not produce expected learning results in favor of practices, like reading, that do. Hence, a viable curriculum, with appropriate home connections, is an indicator of an effective school.

The adoption of CCSS, the workshop model of instruction, and the use of research based curriculum and instructional materials has also prompted enhancements in communication. Westford School is in the second year of reporting student progress based on common student learning expectations known as standards. Progress reports have been altered to most effectively communicate to parents, students, and teachers the progress of each of student within clearly identified standards. Each standard identifies what a student is expected to learn in a given content area at a given point in the year.

Accompanying a strong professional staff, a clear purpose, and viable curriculum, in an effective school, is positive school climate. Westford School acknowledges that an effective school must also be safe and welcoming. We have monitored school climate over the past three years using the Comprehensive School Climate Inventory (CSCI) designed by the Center for Social and Emotional Education. The CSCI measures school climate in two important ways. First, it evaluates virtually all of the dimensions that scholars and researchers believe shape school climate. Second, it is a measure that recognizes the perspectives of all parents/guardians, school personnel, and students grades three through eight through an anonymous survey. On a 5 point scale, scores lower than 2.5 indicate a negative perception, scores 2.5-3.5 indicate a neutral perception, and scores above 3.5 indicate a positive perception. The CSCI measures each area of climate on this 5 point scale for parents, teachers, and students. As you can see by the results below, Westford School performs exceptionally well in all areas of climate measured. Accordingly, climate is an area of excellence and strength.

Comprehensive School Climate Inventory Survey Results: 2014/15



Even with such positive results, a growth mindset, as well as other information specific to a safe and welcoming school, prompts actions for continuous improvement. For example, we increased access to social and emotional curriculum this year and began personalized learning plans. We increased movement breaks and physical education opportunities to meet the needs of all students as well. For instance, all K-2 students have extended learning opportunities in a guidance class that reinforces Responsive Classroom principles led by the school counselor and social support coordinator. All kindergarten students have access to PE three times per week and all students have a recess daily. A final step aimed at improving climate factors includes seventh grade students utilizing the Naviance program to create personalized learning plans that will follow them to high school.

The final characteristic of an effective school is high student achievement. While we consider a multitude of data points in this determination, the state assessment known as the Smarter Balance Assessment Consortium (SBAC) is considered a compelling measure of student learning and preparedness. Spring 2015 was the first administration of this new state assessment of the new state standards. As identified in the Superintendent's report, Westford School performed above the state average and particularly well in the area of writing and problem solving, both of which have been a

significant focus in our instruction. These results demonstrate and validate our professional practice efforts and provide further evidence of an effective school.

Most certainly, SBAC is not the only data guiding and validating our practices. Academic indicators in the areas of reading, written expression, and mathematics are identified in the Chittenden Central Supervisory Union Comprehensive Assessment Plan. Established benchmarks using the most up to date research on student development and student learning identify and measure expectations at various points throughout the school the year. This on-going use of data is a key feature of responsive and accountable instruction that requires analysis of student growth and progress. The Westford School Action Plan identifies goals related to this data. For example, the Comprehensive Assessment Plan identifies the Fountas and Pinnell (F&P) as the common reading assessment. The Action Plan goal states that 100% of K-4 students will show growth or maintain proficiency in their decoding, fluency, vocabulary, and comprehension skills as measured by the Fountas & Pinnell (F&P). The chart below shows all students met this goal. Additionally, we used the proficiency data to adjust instruction and services resulting in positive SBAC results at the end of the school year.

2014/15	Percent of students meeting benchmark on (F&P)			Students showing growth or maintaining proficiency on (F&P)
	Fall	Winter	Spring	
K	N/A	63%	88%	100%
1	63%	82%	60%	100%
2	81%	100%	99%	100%
3*	80%	50%	67%	100%
4*	63%	22%	71%	100%

**In winter, and in some cases spring, students tested are those below benchmark in the Fall.

For many reasons, including SBAC and common local assessments, we are confident that Westford students are demonstrating high academic achievement and will enter high school prepared.

It is an exciting time to be a principal and to see the positive impact on student learning that comes with a shift in instructional practices and common academic standards. I appreciate the collective effort of Westford School and the Westford Community that ensures continued success for students. As the proud Principal of Westford School, I am confident that a commitment to continuous improvement and a strong record of excellence will result in well-educated students within a community school where all community members are proud to say, “Yes, Westford School is an effective and excellent school,” for years to come.

Respectfully submitted,
Marcie Lewis

SUPERINTENDENT

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.

Student Performance

State Assessments

In the spring of 2015 all Vermont students in grades 3-8 and grade 11 participated in the first administration of the new state assessment, the Smarter Balanced Assessment Consortium (SBAC) for English Language Arts and Mathematics. This new assessment measures student performance against the new Common Core State Standards (CCSS), which were adopted and implemented statewide beginning in the fall of 2013. In addition, Vermont has adopted the Next Generation Science Standards (NGSS) for implementation in the fall of 2016. Until Vermont transitions to a new NGSS-aligned state assessment, Vermont students in grades four, eight and 11 continue to take the NECAP Science assessment each spring. Below are the 2015/16 Westford student results on state assessments.

Total Percent of Students Who Score "Proficient" or Above

	English/Language Arts SBAC (Spring 2015)		Math SBAC (Spring 2015)		Science NECAP (Spring 2015)	
	Westford	VT	Westford	VT	Westford	VT
Grade 3	73%	52%	67%	52%		
Grade 4	41%	51%	47%	45%	47%	46%
Grade 5	75%	57%	40%	42%		
Grade 6	65%	53%	53%	37%		
Grade 7	74%	55%	61%	43%		
Grade 8	79%	54%	60%	40%	20%	24%

SBAC Detailed Performance Results

Grades 3-8 Combined - Total Percent of Students Who Score “Proficient” or Above

English/Language Arts (overall)	68%	Math (overall)	55%
Reading	78%	Concepts & procedures	66%
Writing	90%	Problem solving, modeling & data analysis	89%
Speaking & listening	84%	Communicating reasoning	80%
Research & inquiry	86%		

For more information please visit the following sites:

- SMARTER Balanced Assessment (SBAC): <http://education.vermont.gov/sbac>
- Common Core State Standards (CCSS) - Math & English/Language Arts:
<http://www.corestandards.org/>
- Next Generation Science Standards (NGSS): <http://www.nextgenscience.org/next-generation-science-standards>
- Science NECAP Assessment: <http://education.vermont.gov/science/necap>

Local Assessment Data

State assessments serve a valuable purpose in helping us evaluate our curriculum and program implementation, but they are only one part of a larger Comprehensive Assessment Plan. State assessments 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.

The CCSU Comprehensive Assessment Plan includes common local assessments including an On-Demand Writing Assessment, reading and math screeners and a variety of formative and summative assessments which inform classroom instruction. For example, based on local assessment results we were able to determine that in September, 60% of Westford students grades were meeting grade level benchmarks on our new Bridges math assessment and 67% of our students were reading on grade level based on our local Fountas & Pinnell text-level reading assessment. This provides us with valuable information for the classroom teacher and allows us to identify students who may need additional targeted instruction. To learn more about our assessments and to view the full CCSU Comprehensive Assessment Plan, visit the CCSU Assessment website: <http://www.ccsuvt.org/curriculum-instruction-and-assessment/assessment>

Westford Student Performance at High School

As students transition from middle school to high school we want to ensure that they are well prepared for their high school experience. 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 59 Westford students in grades 9 through 12 choosing Essex High School, which is approximately two-thirds of the Westford high school student population, excluding technical center students. 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 2015 reported graduation rate at EHS was 87%. Additional tuition information for area high schools is available within the budget section of this report.

Our new assessment data system, Edmin INFORM, allows us to see how students from each feeder school perform at EHS. For example, as we look at quarter one student grades in ninth grade English classes, we can see that the average grade for the Westford ninth grade student was 90%, with 83% of Westford students earning an A or B and half of the current ninth grade Westford students attending EHS qualified to take Geometry. Using our ninth grade reading screener STAR Reader, we see that the ninth grade Westford students are averaging a text level of 9.6 (ninth grade plus six months) as they enter EHS.

School Accountability (AYP)

In December of 2015, the Every Student Succeeds Act (ESSA) was signed into law. With the reauthorization of the federal Elementary and Secondary Education Act (ESEA), formerly known as the No Child Left Behind (NCLB), we are in a transition to a new state school accountability system. The new Vermont system, called Education Quality Reviews (EQR), will provide a broader view of school quality rather than the current system, which only looks at student assessment data. The proposed new system is still in development and aims to report on school quality in five areas: (1) Academic Achievement, (2) Safe School Climate, (3) Personalizations, (4) High Quality Staffing and (5) Financial Efficiency. For more information about the proposed new school accountability system, visit the Vermont Agency of Education website and read the overview written by Amy Fowler, Deputy Secretary at the Vermont Agency of Education: <http://education.vermont.gov/documents/edu-oped-education-quality-reviews.pdf>

Westford School Action Plan

The 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 2015-2017 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

For the past 23 years, I have had the privilege to closely monitor the growth of Westford students through a myriad of assessments and interactions. After attending the Very Merry Theatre performance this year, I was once again reminded that our students blossom when given the opportunities that our community provides, putting the spotlight on their many talents.

Westford students have shown continuous improvement through the years as evidenced by their academic performance data, as well as their civic involvement and service to our community and others.

Being a member of this community has afforded me the opportunity to engage with parents and students from years past when I served as Principal of Westford School (1992-2004). I often hear amazing stories about their college success, businesses they have started, and the families they are now raising. It has been rewarding to know that our little country school continues to create the foundation that allows each and every child the resources and opportunities needed to succeed in college and careers, and become active and involved citizens.

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 steadily recovers, we have taken a bold step by creating a unified union and striking the balance between advancing the educational needs of our children and the sensitivity to the burden on taxpayers. Community dialogue continues to be essential as a new unified district is formed, new standards and local 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 2015-2016

(* = 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-Anderson
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	Part-time
Kindergarten	Gail Piotrowski	Full-time
Grade 1/2	Jaclyn Richardson	Full-time
Grade 1/2	Sera Hyjek	Full-time
Grade 3/4	Callie Lumbra	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	Kasey McCuin	Part-time
Guidance Counselor	Stephanie Jones	Full-time
Librarian	Elizabeth Shelley	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*/Speech Pathologist*	Sally Conant	Full-time
ELL	Sky Potter	Part-time
Educational Technology	Christopher Cichoski	Part-time
Integration Specialist*	Kelly	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	Vanessa Habedank	5	32.5	36
Spec. Ed Instruct. Assts.*	Rosemary Shea-Cobb	5	13	36
	Amanda Feller	5	19.5	36
	Louise Jensen	5	32.5	36
	Jodi Parrott	5	32.5	36
	Andrea Peden	5	32.5	36
	Kristy Pigeon	5	32.5	36
Office Manager	Theresa Martin	5	40	52

Food Service Staff

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

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

The Chittenden County Regional Planning Commission (CCRPC) is a cooperative regional forum for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. Its vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability. The CCRPC serves as the region's federally designated metropolitan planning organization (MPO) and is responsible to all citizens of the region to ensure the implementation of the best regional and transportation plan for Chittenden County. The CCRPC also provides technical and planning assistance to its member municipalities and the Vermont Agency of Transportation (VTrans).

The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities; transportation representatives from VTrans, Chittenden County Transportation Authority (CCTA), Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Burlington International Airport (BIA) and a rail industry representative; and, at-large members representing the interests of agriculture; environmental conservation; business; and housing/socio-economic. The legislative body of each Chittenden County municipality selects its own representative and alternate. The full Commission selects the at-large representatives.

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. In FY15, the CCRPC invested about \$5 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages \$4.7 million in Federal and State investment with \$245,000 in municipal dues and another \$300,000 in local match for specific projects—a **9:1 return on investment**.

Town of Westford representatives to the CCRPC Board and other committees in FY15 were:

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

Specific activities the CCRPC is engaged in with the Town of Westford, as well as some of CCRPC's regional activities, are discussed in the following sections.

TOWN OF WESTFORD ACTIVITIES:

In FY2015, the CCRPC provided assistance to Westford on the following projects and initiatives:

- Funded and assisted the Westford Form Based Code/Smart Growth for Town Center Area and AFR2 District project.
- Updated the Westford Map Viewer: <http://map.ccrpcvt.org/WestfordMapView>
- Reviewed the Town Plan update and provided mapping assistance.

REGIONAL ACTIVITIES:

- **Legislative Forum** – Hosted a Legislative Forum in December to discuss priority issues of jobs & the economy; smart growth; state & municipal budgets; and water quality. Developed positions on integrated permitting reform and water quality (<http://www.ccrpcvt.org/aboutus/policies/>)

- **ECOS Plan Annual Report** – The 2014 Annual Report is a summary that highlights a number of regional accomplishments, trends, and high priority actions. The ECOS Plan is the combined Regional Plan, Metropolitan Transportation Plan, and Comprehensive Economic Development Strategy for Chittenden County. The ECOS Scorecard is our new online platform that hosts the ECOS Partners' shared measurement system that monitors how Chittenden County is doing with regard to achieving our shared ECOS goals.
(<https://app.resultsscorecard.com/Scorecard/Embed/8502>)
- **Emergency Management** – CCRPC, with Local Emergency Planning Committee 1 (LEPC 1 <http://www.ccrpcvt.org/em/lepc/>), served as a key conduit between the City and the State in sharing damage assessment information after disasters, helped with emergency preparedness for hazardous materials incidents, hosted workshops on a wide array of emergency preparedness topics, and facilitated Incident Command System training.
- **Transportation Demand Management** – The CCRPC, along with regional and state partners, continued hosting **Go! Chittenden County**, a one-stop-shop for information and advice about our region's transportation resources (www.gochittendencounty.org). The CCRPC promoted the 12th annual **Way to Go! Smart Trips Challenge** (www.waytogovt.org) the week of May 4-15 to encourage sustainable transportation (non-single occupant vehicle travel) and demonstrate the environmental and financial benefits.
- The **Intelligent Transportation System Plan** was drafted which describes how to best use telecommunications and computing technology to boost the efficiency of the transportation system for passenger cars, trucks, busses, emergency and maintenance vehicles, and provide timely information on travel options.
- **Diversity & Equity** – The CCRPC updated the **Public Participation Plan** (PPP), which focused on diversity and equity. We are currently soliciting assistance from outside organizations to help with implementing the PPP for specific projects. (<http://www.ccrpcvt.org/aboutus/public/>)
- **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/>). We also provide Transportation Technical Assistance, Scoping and Corridor Study programs to help individual communities address their transportation needs.
- **Education & Training** – The CCRPC held the Development Review Board Summit, and hosted a Regional Highway Safety Forum with VTrans. We surveyed municipal interest in shared services and explored opportunities to implement. We continued hosting meetings and online webinars open to municipalities and regional partners covering topics such as Separated Bike Lane Planning and Design Guide, Emerald Ash Borer, Modeling a Carbon Tax's Impact on State Economies, New Tools for Estimating Walking and Bicycling Demand, Putting Equity on the Map: Innovative Tools to Measure Access to Opportunity, VOBCIT/VTCulverts (<http://www.vtculverts.org/>) and more.
- **ERAF** - Staff assisted with information and details regarding new rules for **Emergency Relief and Assistance Fund** (ERAF) and flood resiliency planning requirements.
- **Neighbor Rides** – Since Spring 2013, CCRPC has been investing in Neighbor Rides to integrate volunteer drivers into human services transportation 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/>)
- **Traffic Count Program** – <http://vtrans.ms2soft.com/>

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 April 1, 2015 - October 17, 2015. We average around 10 hours per week. During this time frame we issued 89 speeding tickets for a total of \$14,079 and 17 other tickets for a total of \$2,688. In addition we issued 78 written warnings.

The Sheriff's office billed the Town of Westford for 301 patrol hours, 1 1/2 hours for traffic court, 10 hours of case work and 2 hours in criminal court for a total of 314 1/2 hours.

The main areas of patrol were Cambridge Road, Woods Hollow and Old Stage Road.

We did numerous VIN verifications, checked on residences, unoccupied vehicles and also checked in at the Westford School.

We currently have a contract with the Town of Westford to patrol from July 1, 2015 - June 30, 2016. We bill the Town of Westford bi-weekly and include in the bill a breakdown of statistical data of work performed during that time frame.

We appreciate all of the support we have received from the Town Officials and the residents and look forward to serving you in the future.

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 FY15 General Fund expenditures were \$8.6 million and the revenues were \$9.9 million. This represents a \$310,000 increase in expenditures (3.7%) and a \$684,000 (7.4%) increase in revenues compared with the FY14 General Fund operating results. Of the \$310,000 increase in expenditures for the year, approximately \$226,000 was associated with wages and benefits, as the District increased total Full-Time Equivalents by 3.89 from the prior year – 1.66 FTE for compost, 1.0 FTE for Administration, and smaller increases for several other programs. Additionally, the Printing and Advertising expenditures increased about \$70,000 in FY15 vs. FY14, due to resumption of marketing for compost products after the FY14 herbicide-related hiatus, as well as increased educational efforts surrounding Act 148 implementation. Of the \$684,000 revenue increase for FY15 over the prior year, \$356,000 was

generated by the compost program, with full resumption of product sales in FY15 (compared to limited sales in FY14), as well as \$40,000 increase in feedstock tipping fees. Other significant revenue changes in FY15 were: \$135,000 increase in paint product stewardship revenue (Hazardous Waste Program), and a one-time revenue of \$150,000 from litigation settlement.

SIGNIFICANT CHANGES/EVENTS

In FY15, CSWD's major initiatives were: 1) completed work on the Consolidated Collection proposal that weighs the advantages and disadvantages of municipal contracts for trash collection in Chittenden County. The conclusion was to put any implementation decision on hold as we encountered some significant pushback from the solid waste haulers and some of the public. The Board asked staff to investigate alternative methods to achieve the same goals; 2) worked with the private sector to implement Act 175 that mandates the recycling of certain construction and demolition materials. A 17% reduction in the amount of construction/demolition materials landfilled was observed in the first six months; 3) prepared and adopted a new Solid Waste Implementation Plan that puts Chittenden County on a track to reduce our municipal waste disposal rate from the current 3.1 to 2.7 pounds per capita per day; 4) developed and adopted 34 revisions to the CSWD Solid Waste Management Ordinance, including a residential unit-based pricing plan for trash collection; 5) prepared a succession plan for a new General Manager due in early 2016; and 6) continued developing 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 3,095 tons of recyclables, a decrease of 0.70% from FY14, and 6,343 tons of household trash during FY15, a 0.30% increase from FY14.

The MATERIALS RECOVERY FACILITY in Williston is owned by CSWD and privately operated by Casella Waste Management. In FY15, 39,940 tons of recyclables were collected, sorted, baled, and shipped to markets. This represents a 1.30% decrease from the previous year. The average sale price for materials was \$91.60 per ton, which is a 2.3% decrease over last year's average.

The ENVIRONMENTAL DEPOT and the ROVER are CSWD's hazardous waste collection facilities for residents and businesses. In FY15, 9,758 households and 673 businesses brought in 604,103 pounds of waste that were collected and processed at these facilities. This included 67,790 pounds (6,779 gallons) of latex paint re-blended and sold as "Local Color", 5,413 pounds of leftover products given away through the "Hazbin" reuse program, and 101,850 pounds (10,185 gallons) of latex paint processed for recycling in Canada.

FY15 was a busy year for CSWD's COMPOST facility. FY15 saw a return of bulk and bagged product to garden centers for the first time since FY12 and bagged compost products were introduced for sale at CSWD drop off centers across the county. The compost facility continues to operate with a significant subsidy and did not meet sales projections for volumes sold of either bulk or bagged products. Bag your own Raised Bed Mix was made available for the first time and was met with great customer enthusiasm. The quantity of diverted food residuals being composted continues to climb steadily with FY15 totals coming in 23% higher than the previous year. A total of 10,254 tons of material was accepted for composting in FY15 which included 4,414 tons of diverted food residuals, 3,754 of which was traditional food scraps.

CSWD brokered 13,821 wet tons of sewage sludge for our member communities in FY15, which is 0.27% more material than last year. Most of the sewage sludge generated from the Essex Junction

WWTF was landfilled through the end of winter of FY 15 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, through FY 15. The BIOSOLIDS program is looking at a sludge characterization study and analysis of disposal alternatives to optimize the beneficial reuse of the districts material for the future of the program.

MARKETING – The 2014-16 Chuck It Guide was sent out at the end of June, 2014, chock-full of information about the new waste reduction laws, particularly Act 148. Press releases, ads, and social media were harnessed to help residents and businesses understand the changes. This effort was redoubled in 2015 as more Act 148 mandates kick in, as did Act 175 (the Construction & Demolition recycling law) and CSWD's own ordinance changes. Our Web & Marketing Specialist position became full-time, with new staffer Jonny Finity creating successful video and social media projects for waste reduction and Green Mountain Compost brand awareness efforts. Our first recycling commercial spot ran in April on major networks and in movie theaters. The Drop-Off Compost Challenge, run at all DOCs, has been well received and continues to garner interest and participation in residential food scrap diversion.

A variety of **EDUCATIONAL PROGRAMS** and tools were 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 (over 10,000 distributed), signage, discount compost bins, special event container loans, and grants (\$26,748 awarded) are part of this positive community outreach. Tens of thousands of employees, residents, students, and others were impacted by CSWD's business, school and youth, and community outreach programs.

Educational programs were complemented by the **ENFORCEMENT PROGRAM** with generator, hauler, and facility compliance checks and follow-ups. New procedures and policies were developed in response to CSWD Ordinance amendments and Act 148 requirements. In addition, 79 haulers, processors, scales, and transfer stations were licensed.

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, 31.7 tons of litter, 2,258 tires, and 3.5 cubic yards of scrap metal were collected. CSWD covered the \$5,332 cost for recycling the tires and waived its fee on disposed litter. CSWD also contributed \$8,200 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. Three thousand, three hundred twenty-one dollars (\$3,321) were expended by CSWD's member municipalities.

CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS

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 six police detectives, a unit director, a 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 epitomizes community oriented policing. In the year 2015, we have continued to strengthen and expand our contacts with community partners. The success of CUSI is reflected by the statewide recognition that these multidisciplinary styles units do work.

The Chittenden Children's Advocacy Center (CAC), working together with CUSI is a 501(c)(3) 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 280 cases a year, over 62% 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.

Case types include: Sexual assaults, lewd and lascivious conduct, serious child abuse, child fatalities, human trafficking, sex offender registry and violations, child pornography.

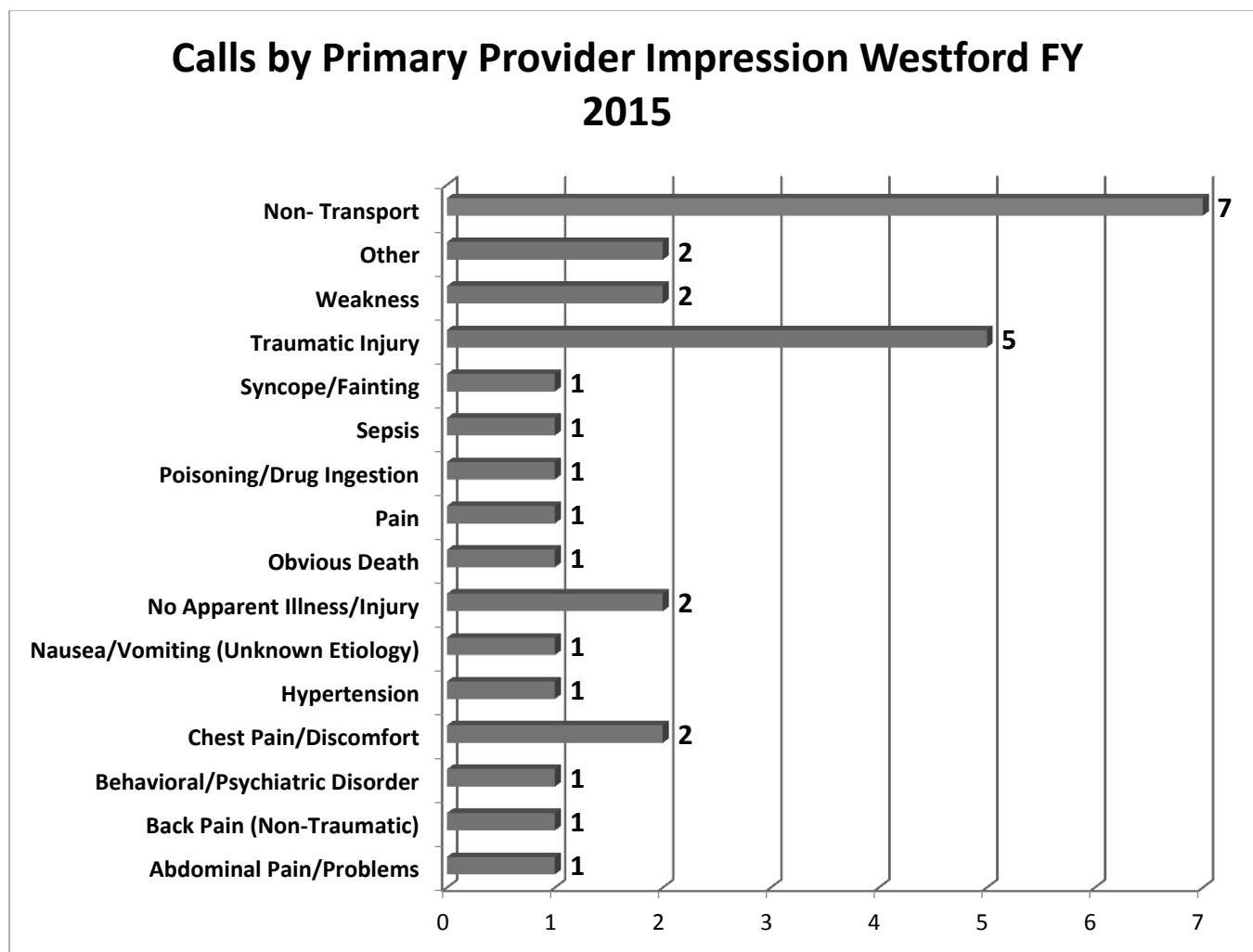
July 1, 2014 through June 30, 2015 we have seen 215 cases which include 149 children and 66 adults.

During the course of the 2015 year, CUSI has continued to have a high amount of case referrals from both DCF as well as local law enforcement agencies. These cases continue to get more and more complex with new technology components being created on a fairly frequent basis. The investigations require the detectives to spend significant amounts of time gathering information from corporations like Facebook, Google, Yahoo, Snapchat, Plenty-o-Fish, Instagram, cell phone wireless carriers, etc. The amount of data that is gathered then requires the investigator to spend a significant amount of time reviewing the documents and gathering evidence. In order for detectives to have access to this information, it often requires the issuance of multiple subpoenas and the application of search warrants from a judge before we can even gather the documents that we need from these companies. The cases that we investigate are considered the most heinous crimes to investigate other than murder. The negative effects of these crimes stay with the victim for their entire life and, therefore, we do the best job we can to build the strongest case against the defendants that we investigate.

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, 2015 Essex Rescue responded to 1891 requests for 9-1-1 emergency service. Of these calls, 30 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 7/1/2014 through 6/30/2015. While our volume of emergency calls to Westford is not large, we have handled some very challenging and high profile situations in your town during the past year.



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 the UVM Medical Center 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-of-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 is over a million dollars annually. We have recently taken delivery on a new ambulance that cost over \$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 23% 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

2015 Highlights

Bambi Dame has taken over as our director of operations this year. Through her hard work we were able to get several community and privately funded grants to help defer the cost on needed equipment purchases and upgrades. We are very excited about the new Protocol implementation this year that will allow us to provide higher level of care to the communities that we serve. We have made quite a few changes in our internal structure and have streamlined many of our processes and procedures, increasing opportunity for higher level training for members while becoming more of a community resource. Offering quarterly CPR/ First Aid courses, hosting the Scouts and attending local events. We are continuing to work to acquire funding grants to make additional capital improvements to our facility and equipment. The biggest challenges that we face are finding volunteers and the ever rising cost of

medications/medical supplies and remaining current on the advances in equipment. We have had several key people move out of State in the past year and are working hard to fill their shoes. Over the last year we have welcomed 10 new members of which 7 are now certified members at the EMT level or higher in addition to 3 of our EMTs who have obtained their Advanced Certification.

Operating Highlights

At the end 2014 we took delivery of our newest Ambulance. The new ambulance is equipped with four wheel drive and automatic chains, because we don't get to pick the weather. Through privately funded grants and equipment planning we have also invested in a power cot and 2 scoop stretchers to make lifting and moving patients safer and more efficient. In the next year we are looking to upgrade our 2 D-Fibs so that we will be able to transmit EKG's to receiving hospitals and be able to provide additional assessments/treatments in line with the new protocols through the assistance of matching grants.

What Can You Do to Help?

There are several things you can do to help out when it comes to emergency care.

- Take a CPR course, we offer them on a quarterly basis for more info contact our business office 849-2773 or visit our Facebook page.
- Make a donation
- Order a 911 sign thru our office
- Volunteer! Become part of our EMS family. Help your community! We will help you learn how.

Respectfully submitted,
Daniel Vanslette, A-EMT, 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'15 (10/2014-9/2015) show VCIL responded to over **2,250** 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 **313** individuals to help increase their independent living skills and **16** peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted **221** households with information on technical assistance and/or alternative funding for modifications; 68 of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **103** individuals with information on assistive technology; 42 of these individuals received funding to obtain adaptive equipment. Four hundred eighty-one (**481**) 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 '15, 1 resident of **Westford** received services from the following program: Home Access Program (HAP) (over \$8,600.00 spent on modifications for resident).

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 local health 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 twelve district offices around the state, including the Burlington District Office and laboratory in Chittenden County, we deliver a wide range of public health services and support to your community. For example, in 2015 the Health Department:

- Supported healthy schools: Worked with the schools in your community to support the school wellness policies, nutrition, physical activity and substance abuse prevention initiatives.
- 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 nutrition services and healthy foods to families: Half of all Vermont families with pregnant/ postpartum women and children to age 5 benefit from WIC; Women, Infants and Children Supplemental Nutrition Program. WIC provides individualized nutrition counseling and breastfeeding support, home-delivered foods, and a debit-like card to buy fruit and vegetables. In Westford, 18 women, infants and children were enrolled in WIC. The average value of foods provided is \$50 per person per month. 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: In 2014 we responded to 454 cases of infectious disease in Chittenden County. In 2014, \$13,916,297 of vaccine for vaccine-preventable diseases was distributed to healthcare providers statewide, \$4,219,687.60 which was in your district's area.
- Aided communities in emergency preparedness: In 2014/15, \$10,000 was contributed to fund training for Chittenden County's Medical Reserve Corps. The Chittenden County Medical Reserve Corps 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 has supported the Burlington District Office at several events and trainings during 2015. If you are interested in becoming an MRC volunteer you can register at <http://www.oncallforvt.org/>

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 comprising 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 136 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, to assist them in providing their citizens with quality services at affordable costs:

- **Legal, consulting, and education services.** VLCT's Municipal Assistance Center (MAC) provides training, information and assistance to municipal officials to help them carry out their roles and responsibilities. In 2015, attorneys and staff responded to nearly 3,500 inquiries from municipal officials about their statutory duties and about best practices in municipal governance. More than 1,300 people attended 16 workshops on topics ranging from municipal budgeting to solid waste management, and training for selectboard members, auditors and land use officials. Additionally, MAC conducted 10 on-site workshops at municipal offices covering Open Meeting Law compliance, financial fraud prevention, effective property tax appeal hearings as well as other topics. Attorneys provided 28 municipalities with legal review of ordinances and policies, financial assistance, and other specialized consulting services. Many municipalities have received technical assistance on water quality and stormwater management related to the recent passage of Vermont's Clean Water Act. All handbooks, technical papers, model documents and past newsletter articles – more than 1,000 documents - are available on VLCT's website
- **Advocacy representation at the state and federal levels to ensure that municipalities have the resources and authority needed 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 Vermont's lakes and rivers, and securing revenues for town highway and bridge maintenance programs. Municipalities will face significant challenges in the 2016 legislature as limited financial resources at the national and state level continue to force more demand for services at the local level. VLCT also provides a *Weekly Legislative Report* that details legislative issues affecting municipal government. It is available free-of-charge on the VLCT website.
- **Opportunities to provide purchasing of needed services at the lowest cost.** Members may purchase municipal unemployment, property, casualty and workers' compensation insurance coverage for town operations. The **VLCT Employee Resource and Benefit (VERB) Trust** continued to assist towns navigate their way to Vermont Health Connect and, where appropriate, to secure health insurance through the marketplace. When substantial municipal damages occur as a result of weather events, the value to our members of **VLCT Property and Casualty Intermunicipal Fund (PACIF)** is quite clear, as members benefit from the broad coverage, excellent re-insurance, and prompt service and claims payments provided. The two Trusts are

responsible for \$24 million in municipal tax dollars spent for insurance and risk management services in 2015.

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 2017

The VNA cared for **28** people in Westford during our past fiscal year (July 2014 – June 2015) with the following services:

VNA PROGRAM OR SERVICE	VISITS	HOURS
Nursing	170	
Physical Therapy	70	
Speech Therapy	7	
Occupational Therapy	8	
Social Work, Social Service	31	
Licensed Nursing Assistant		140
Homemaker		46
Waiver Attendant		898
Personal Care Attendant		10
Total	286 Visits	1,094 Hours

The VNA requests annual contributions from each city and town in our two-county region. Your contribution is critical to supporting the **\$1.87 million** of charitable care we provide each year (this represents the gap between what we were paid and the actual cost of providing services).

Last year, the VNA cared for over 5,500 people of all ages, regardless of their ability to pay. Your contribution helps ensure Westford residents can access essential health care services at home to keep them healthy, independent and active members of your community.

Westford pledged \$6,243 for FY 2016. Thank you.

For the fiscal year 2017, 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

Women Helping Battered Women (WHBW) provided needed services to 2,237 adults and 3,112 children whose lives had been affected by domestic abuse in Chittenden County VT in FY2013. WHBW served 4 adults and 3 children from the Town of Westford. These individuals and families were able to access all of our programs at no cost to themselves. From emergency shelter to Relief from Abuse orders, our advocates are standing with victims and survivors to help empower them to create the change they wish to see in their lives. Our dedicated, talented and extremely creative staff members continue to swim upstream, working tirelessly against the increasingly urgent needs in our community. With passion we continue 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 and to work to promote a culture that fosters justice, equity, and safety.

In 2014, Women Helping Battered Women was in its 40th year serving as Chittenden County's domestic abuse support service agency! We have evolved into the largest service provider for domestic abuse victims in Vermont. Over the past year, we have had some spectacular successes with a multitude of collaborative initiatives including: the implementation of a nationally recognized, life-saving pilot protocol in partnership with the Burlington Police Department; a community-wide grant in partnership with Community Action, Safe Harbor, the Economic Services Division of the Agency of Human Services and a variety of other housing service providers (to create innovative solutions for those in need of housing as a result of fleeing domestic abuse); the expansion of our Safe at Work Network, creating a web of businesses and resources in the community that support each other and survivors in the face of domestic abuse in the workplace; and finally, we are in the second phase of a collaborative project led by H.O.P.E. Works that works specifically with youth around teen dating violence, sexual assault, gender roles in society and supporting LGBTQ identified survivors.

We have the equivalent of 15.5 full time paid staff, over 240 volunteers, and up to 15 supervised interns per semester. Last year, WHBW provided outreach and workshops to over 13,502 individuals in schools, hospitals, correctional facilities, and business and community groups. We received more than 3,658 calls on our 24-hour crisis and information hotline. We are proud of the programs and services that have been developed over 40 years of stewardship. We can honestly say our service users are increasingly hopeful as a result of our staff, volunteers, and generous donors' tenacious support. There is resolve and determination at WHBW in the face of seemingly insurmountable and increasing obstacles. We must continue to be the hope for those we serve. A life free from violence, coercion and threats is a basic human right - a right that WHBW will continue to champion for as long as we are needed.

Respectfully submitted,
Michelle Hough
Community Engagement Manager