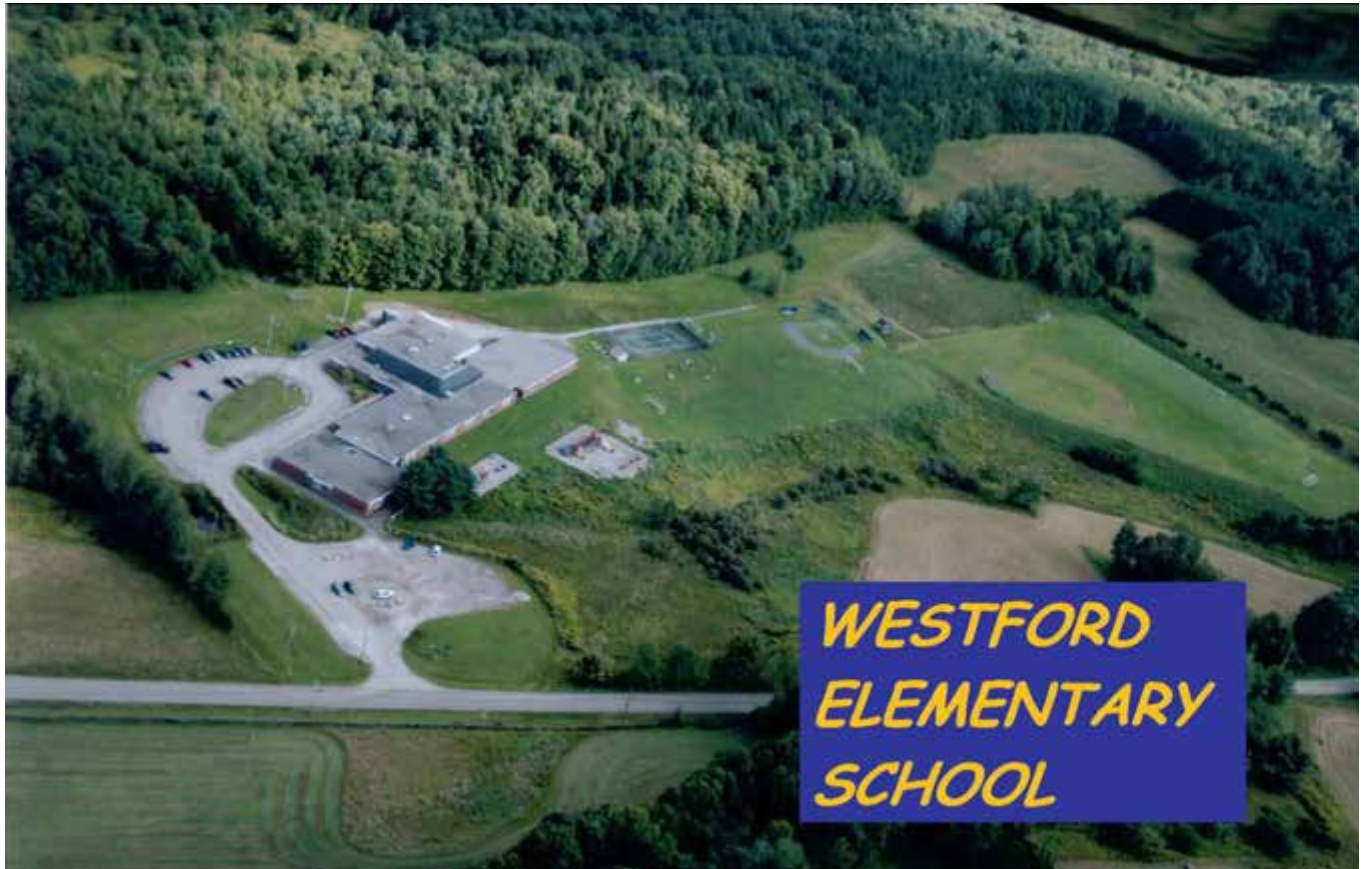


TOWN OF
WESTFORD
VERMONT



2016
ANNUAL REPORT
July 1, 2015 – June 30, 2016

Please bring this report to Town Meeting

NOTICE

ANNUAL TOWN & SCHOOL MEETING

Monday, March 6, 2017

7:00 pm

Westford School

All Non-Australian Ballot Articles will be voted on.

Public Hearing for
Australian Ballot Articles

Monday, March 6, 2017

7:00 pm

Westford School

Australian Ballot Voting

Tuesday, March 7, 2017

Westford School

Polls Open 7:00 am to 7:00 pm

All Australian Ballot Articles will be voted on
including the town budget.

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Dedication

A Brief History of Westford Schools

According to town records the first school in Westford was established in 1795 in the southwest part of town. At town meeting residents voted not to set up a school district in the north end of town but did propose boundaries for four districts: south western, western, northern and eastern. By 1801 the town had set up 4 districts. School attendance in March of 1801 was listed as District 1 at 76, District 2 at 64, District 3 at 72 and District 4 at 41, totaling 254 “scholars.” When selling land, the town decided to set some lots aside for the support of schools. As the town spread out Westford would eventually have 12 school districts! The only original schoolhouse still standing can be seen near the intersection of Old Stage Road and Rollin Irish Road

As the population continued to climb student space started to be a problem. In 1852 the town voted to allow the third district to use the town hall as a school building. In an 1858 Town Treasurer’s report it was stated that the schools were funded through a tax on the district grand list for each land owner, some money from the Town Treasurer and a pittance of lease land rental. A report for District 2 reads:

“Treasurer’s report of the 2nd School District in Westford March 12th, 1858. The whole amount of money that has passed through your treasurer’s hands for the support of schools the year ending March 12th, 1858, amounts to \$50.72 of which \$20.16 was raised by tax and paid by the Collector, \$24.22 by Town Treasurer, \$6.34 rent on lease lands against Jacob and Daniel Macomber, all of which is respectfully submitted. F.C. Wilcox, Treasurer”

To address the issues of space a schoolhouse was built in the center of town in the late 1860’s. The building had two class rooms each heated by a single wood stove. There was a woodshed against the north wall and behind the woodshed was two “four holer” outhouses. Water for the school was obtained by the pailful from a well. In 1868 a resident referred to the new school house as “the best schoolhouse in the county.” The school house had a bell that rang at 9 am and twice a day for recess, at noon for lunch and to end the school day at 3. The bell is currently in the entrance of the elementary school. Consolidation is not a new idea and in 1860 discussions were held at a meeting to combine districts 7 and 9. Residents were resistant to change and not only voted against consolidation but a motion was carried to adjourn the meeting for 50 years. However, in 1890 the town did vote to combine the two districts into one.

By 1884 the school struggled with the need to attract qualified teachers. As the town report stated, *“The committees, generally, have seemed anxious to obtain good teachers rather than cheap ones.”* The Superintendent appreciated that the town was ready to retain six teachers at an *“advance of wages.”* The other concern was the conditions of the schools. The report stated that *“most of our school-houses are in good condition, but nearly all are deficient in school-furniture.”*

Most Westford residents worked in agriculture and did not attend institutions of higher learning so the town tried to make the local schools the best possible. The town report expressed concern about a less than committed attitude towards school. The report for 1884 concluded *“Irregularity of attendance and tardiness are twin evils for which parents are chiefly responsible. It is not a matter of pride that over 1,200 instances of tardiness are reported this year. A popular opinion seems to prevail that every parent has the right to say whether his child attends school or not.”* A superintendent suggested creating a *“half-missionary and half constable”* to make sure students attended school.

By 1886 Westford schools were struggling to retain teachers. The schools were described as small, with

a student population that was mostly young. It was due to this fact that the only teachers the town could attract were “*cheap and inefficient.*” The School Report for that year expressed concern that nineteen different teachers had been employed and the quality of instruction was suffering. The Superintendent stated that “*a lack of enthusiasm and life is visible in many of our schools.*” Cost continued to be a concern. District 3 wanted to buy a set of outline maps for \$10.00 but no committee could be found with the courage to make this “*enormous expenditure.*” There was a bright spot in District 11 where a male teacher had been employed who was bringing order “*out of confusion.*” The issue of tardiness had improved and 56 students were listed on the Roll of Honor. Those students had no absences and tardiness for at least one term.

The town struggled with similar problems ten years later. The Superintendent’s report for 1896 called for cooperation from the parents of Westford. He explained, “*Many parents allow and perhaps encourage their children to be absent from school to such a degree that their days of absence outnumber the days of attendance. The result is plain, the scholar drops from its class to a lower grade to the discouragement of teacher and scholar. This negligence of parents deserves censure. It begets idleness which leads to mischief.*” The report cites the fact the most successful schools were those retaining experienced teachers. The superintendent urges the town to seek qualified teachers as a solid investment. He reminds residents, “*I doubt if Westford wants to put the teachers’ wages so low that they cannot have been the best, as in years past.*” Cost continues to be a concern, three school houses had to be repainted and new books purchases but expenses were lower than they had been in the previous year.

In 1898 it was suggested that the town provide each child with “*one tablet and one pencil*” if needed. In 1899 the Superintendent proposed consolidating the number of districts to three. The schools were in poor condition according to the report. It was noted, “*All schools need attention as they are not comfortable or clean or attractive.*” The problem was addressed and by 1903 it was reported that the general appearance of the school rooms improved each year with the exception of King School (District 4) which needs “*paper, fresh paint and modern desks.*”

In the 20th century rural schools were slowly starting to change. The Superintendent had modest goals in 1905-1906. He reported, “*If I could secure that every school room should be thoroughly scrubbed at the beginning or end of every term and carefully swept every day, I should feel that I had accomplished a great deal.*” In 1909-1910 students were required to sit for a two day examination to qualify for free tuition to high school. Eight Westford students took the exam and all passed. In 1913 the Superintendent’s report mentions the use of report cards for the first time.

In the early 1920’s Dr. Charles B. Many inspected Westford Schools as required under a recently passed law. The State paid for the inspection. He reported in 1922-1923 that, “*All toilets were in a very unsanitary condition. At Bowman’s Corner (District 1) the roof of the toilets are only about four feet above the floor, and it is not possible for a good sized child to stand up straight inside the building...*” King School (District 4) had a “*leaky roof, an open pit, and no covers to the seat.*”

In 1935 Westford joined the Chittenden Central Supervisory Union. A teachers’ contract for the 1934-1935 school year shows that teachers were paid \$10.00 a week for a 34 week school year. Teachers were boarded with local families during the term and residents provided a certain amount of wood for the stoves in the schoolhouses. By 1951 major renovations were needed to the Westford Center school. The town spent \$19,760.20 which has the same buying power as \$180,000 today. The school added two classrooms, a basement with kitchen and dining room, the wood stove was replaced with a furnace, and the outhouses and pump were replaced with running water. The report for 1951 concludes that “*schools are now in a fairly good state of repair.*” In 1960, due to increasing enrollment the dining room was

converted into two more classrooms. School enrollment for 1963 was at 175 for the town.

Increasing enrollment was a real concern for residents. The Superintendent's report of 1964 complimented the School Board for finding ways to fit students into whatever space was available but warned that a more permanent solution will have to be found for future years. Glenn Rogers who was in the eighth grade class of 1965 remembers how the students were tuitioned to schools in Essex Center, Fairfax, Milton and Underhill. He remembers how the discussion over schools caused town meetings to get longer and longer. Glenn recalls a meeting that started in the morning, recessed at 4pm so farmers could go home and milk the cows, resumed at 7pm and adjourned after 1am!

The Superintendent's report of 1965 clearly states there is no acceptable option other than building a new school. He sympathizes with concerns over high taxes but assures the town that adequate school facilities are less expensive in the long run over temporary measures. He concludes the 1965 report by stating *"if we don't move ahead from where we now stand our children will suffer because of it."*

In 1965 the Superintendent expressed his appreciation to voters for supporting construction of new schools. He said *"I must congratulate the people in the Town of Westford on their courage and foresight in voting to construct a new school building."*

Construction began in 1966 and the School Board reported to the town that construction was on schedule and would be completed in the spring of 1967. Many people contributed to the success of the new move. An appraiser donated his services so a fair price on the land could be determined before purchase and Westford resident, Douglas Fay, donated his services as an engineer to survey the land.

The 1966 School Board report dedicated the new school to *'Carl S. Paige, in recognition of his outstanding and dedicated service to the Town of Westford.'* When construction was over the town had a \$2,885.32 surplus. Residents were encouraged to visit the new school and to take pride in having a fine school building to assist with providing our children with a good education.

In 1972 the School Directors proposed an article to establish and operate a kindergarten at an approximate cost of \$9,000.00. The proposal does admit that there is no place to house a kindergarten program. For that reason, they also encouraged the town to purchase a plot of land next to the school to accommodate future growth at the price of \$162.50 an acre. In 1973 a proposal to build an addition to the school was defeated by 8 votes. However, the increased staff and student population required that the school hire its first full time principal. In 1975 the town increased the size of the School Board from 3 to 5 members.

The town and school continued to grow and as one report stated we are no longer the *"sleepy forgotten corner of Chittenden County."* In the 1976-1977 school year the school required two first grades. To reduce class sizes Westford began "combination classrooms" which were multi-level classes based on academic groupings. The school was a center of community life and was used in the evenings for basketball, volleyball, boy scouts, exercise groups and other meetings.

The town continued to look at ways to keep costs down. In 1982 the board proposed moving to a four day school week. The proposal cited considerable savings in transportation, and energy costs. Residents were assured that the educational achievement of the four day week would be equal to or better than the traditional five day week. The establishment of the four day week would allow the School Board to meet building improvements without an undue increase in taxes. The community was not ready for change and defeated this proposal.

In the early 90s, the school population had grown again reaching its high point at about 350 in the mid-1990s. The first plan to build an addition to the school was defeated but in 1992 the proposed addition was approved. Several classrooms were added, the size of the gym was doubled and a wood chip boiler was installed to heat the school.

In conclusion while the buildings may have changed the school has been and remains a source of pride for the community. As the Westford School District merges with school districts in Essex Town and Essex Junction, the community school continues to be a source of pride for our town as we move into the future.

Most of the information from this report was obtained from town reports and documents provided from the Westford Historical Society. I would like to thank the staff at Special Collections at the UVM Library and Caroline Brown of the Westford Historical Society for all their assistance.

Christian Frenette
School Board Member



Top - Westford School, circa 1890s; bottom left - current Westford School on Brookside Road; bottom right – playground constructed in 2002

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	vacant

MEETINGS

Brick Meeting House Society	3 rd Wed., 4-6 times/year	Brick Meeting House
Conservation Commission	3 rd Wednesday	Town Office
Development Review Board	2 nd & 4 th Monday (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 Monday (as needed)	Town Office
	3 rd Monday	
Recreation Committee	1 st Wednesday	Town Office
School Board	1 st Monday	School-Common Area
Selectboard	2 nd & 4 th Thursday	Town Office
Senior Luncheon	2 nd Monday*	Brick Meeting House
	*January-June & Sept.-Dec.	

HOURS

Town Clerk's Office	Monday – Friday	8:30 a.m. - 4:30 p.m.
Planning Coordinator	Monday – Thursday	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 is picked up weekly as follows:

Tuesday: Route 128 and all roads west of Route 128.
(This includes the following private dead end roads off Route 128: Stygles Lane, Castle Hill Lane, Maple Ridge Lane, Pearwood Lane, Post Road, Bixby Hill Lane, Twin Hill Road, Bouffard Lane Phillips Lane, Mathieu Road, River Bend Lane and Talcott Road.)

Wednesday: All roads east of Route 128

Recycling is picked up every other week on the same day your trash is picked up. Please refer to the calendar on the Town's website to determine when you have recycle pick up.

Recycling bins are available at the Town Office

More information can be found at <https://westfordvt.us/about/trash-recycling/>.

ELECTED TOWN OFFICERS

Town & School Moderator (1 year)
 Town Clerk (3 years, term expires 2019)

Edward Chase
 Nanette Rogers

Selectboard

Term expires 2017 (3 years)
 Term expires 2018 (3 years)
 Term expires 2019 (3 years)

David E. Adams
 Casey Mathieu
 David Tilton

School Board

Term expires 2017 (3 years)
 Term expires 2017 (2 years)
 Term expires 2018 (3 years)
 Term expires 2018 (2 years)
 Term expires 2019 (3 years)

Andre Roy
 Mark Drapa
 Kimberly Phinney
 Christian Frenette
 Martha Heath

Library Trustees

Term expires 2017 (5 years)
 Term expires 2018 (5 years)

 Term expires 2019 (5 years)
 Term expires 2020 (5 years)
 Term expires 2021 (5 years)

Allison Weinhausen
 Beth Kirkpatrick (resigned)
 Meghan Fyrberg (appointed)
 Peggy Rodgers
 Beth Lane
 Andrea Letorney (resigned)
 Patricia Hechmer (appointed)

Justice of the Peace

Robert Bancroft
 Suzanne Blanchard
 Caroline Brown

Lynn Bursell
 Christian Frenette

Carol Howrigan
 Allison Weinhausen

APPOINTED TOWN OFFICES

Town Administrator
 Assistant Town Clerk
 Town Treasurer

Delinquent Tax Collector
 Listers

Dog Warden
 Planning Coordinator
 Zoning Administrator
 Road Foreman
 Road Crew
 Cemetery Commissioners

CCRPC Representative
 CCRPC Alternate Representative
 CSWD Representative
 CSWD Alternate Representative
 Inspector of Wood & Lumber/Weigher of Coal

Nanette Rogers
 Susan Adams
 Linda Hardy (resigned)
 Gregory Barrows (appointed)
 Marjorie McIntosh
 Caroline Brown, Patricia Indoe,
 Benjamin Saunders
 Diane Forsey
 Melissa Manka
 Kate Lalley
 Brent Meacham
 Mark Brito, Scott Bushey
 Lynn Gauthier, Glenn Rogers,
 Ronald Perry
 David Tilton
 Vacant
 Michelle DaVia
 Vacant
 Kyle Hobart

APPOINTED TOWN OFFICES (CONT'D)

Fence Viewers

Tree Warden

Land Agent

Town Agent

Town Grand Juror

Fire Chief

Emergency Program Manager

Health Officer

Bruce Root, Grant Thomas,

Scot Phillips

Ned Meehan

Benjamin Stark

Willis Breen

Suzanne Blanchard

Steve Willard

Joshua Smith

Melissa Milne (resigned)

Marcus Pante (appointed)

Development Review Board

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 2019 (3 years)

Term expires 2019 (3 years)

Anthony Kitsos (resigned)

William Cleary

Sara DeVico

Matthew Wamsganz

Wayne Brown

Jason Hoover

Eric Jacobsen (resigned)

Lisa Fargo (appointed)

Term expires 2017 (1 year)

Term expires 2017 (1 year)

Patrick Haller (alternate)

Seth Jensen (alternate)

Planning Commission

Term expires 2017 (4 years)

Term expires 2017 (4 years)

Term expires 2017 (4 years)

Term expires 2020 (4 years)

Term expires 2020 (4 years)

Jeremy Berger

Seth Jensen

Gordon Gebauer

Wendy Doane

Mark Letorney

Conservation Commission

Term expires 2017 (4 years)

Term expires 2018 (4 years)

Term expires 2019 (4 years)

Term expires 2020 (4 years)

Term expires 2020 (4 years)

Sarah Pinto

Joel Fay

Dale Rodgers

Marilyn Thomas

Charles McGill

Recreation Committee

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 2019 (3 years)

Term expires 2019 (3 years)

Maureen Carpenter

Martha Bennett

Danielle Vierling

Greg Baker

Meredith Irish

Jeff LaBossiere

Nancy Volkers

Recreation Coordinator

Bekah Gwozdz

Notary Publics

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

Librarian

Bree Drapa

Fire Warden

Dennis Angiono

State 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 2016 ANNUAL TOWN MEETING

The Annual Town Meeting was called to order by Moderator Ed Chase at 8:17 p.m. on February 29, 2016. There were approximately 83 registered voters present.

- Article 1 Voted to accept and approve Town Officers' reports as submitted.
- 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, 2016, with postmarks being accepted.
- Article 3 Voted to authorize the Selectboard to solicit bids or offers for and convey the Town's one-half ownership in a 20 acre parcel of land owned jointly with the Westford School District.
- Article 4 Voted to authorize the Selectboard to fund the Contingency Fund created in 2013 with a portion of, or all surplus funds commencing with the 2014-2015 budget.
- Article 5 Defeated collecting fees for trash and recycling services based on a flat rate per household in lieu of property assessment.
- Article 6 To do any other business that may legally come before the meeting.
- Dan Strobidge requested the Town have large red and blue bins for trash and recycling available for purchase.
 - Alex Weinhausen was recognized for his years of service serving on the Selectboard.
 - Joshua Smith asked what the long term plan is for the Spiller lot. The status of the property is in limbo until the Town has more information on wastewater options for the town office and library.

Town Meeting adjourned at 9:16 p.m.

The Public Hearing for Australian ballot articles began at 9:16 p.m. and ended at 9:54 p.m.

Results of Australian Ballot Articles - Voted on March 1, 2016

- Article 7 Approved the Selectboard's budget of \$1,849,500 for FY'17.

Total ballots cast: 827

657 Yes
140 No
29 Blanks
1 Defective

- Article 8 Approved to borrow up to \$325,000 to purchase a pumper truck for the fire department, which shall be amortized over a period of 10 years.

Total ballots cast: 827

667 Yes
139 No
20 Blanks
1 Defective

Article 9 Approved to eliminate the office of Town Auditor, with future annual audits to be provided by a certified public accountant.

Total ballots cast: 827

686 Yes

99 No

41 Blanks

1 Defective

Article 10 To elect all officers required by law.

Town Moderator - one year – Edward Chase

Selectboard - three years – David Tilton

Town Clerk – three years – Nanette Rogers

Auditor – three years –

Auditor – two years remaining –

Auditor – one year remaining –

Library Trustee - five years – Andrea Letorney

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

The legal voters of the Town of Westford are hereby notified and warned to meet at the Westford School in said Town of Westford on Monday, March 6, 2017 at 7:00 p.m. at which time the Town's Annual Meeting will commence to act on the following articles not involved in voting by Australian ballot. Polls for Australian balloting will open on Tuesday, March 7, 2017 at 7:00 a.m. at the Westford School 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 6 & 7) at the Westford School on Monday, March 6, 2017 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, 2017, with postmarks being acceptable?

ARTICLE 3 Shall the Town of Westford establish a reserve fund to be called the Conservation Commission Reserve Fund to be used for Conservation Commission expenses in accordance with 24 V.S.A. 284 and to be funded with budgeted funds not expended during any fiscal year commencing with the 2016-2017 fiscal year?

ARTICLE 4 Shall the Town of Westford establish a reserve fund to be called the Recreation Reserve Fund to be used for Recreation expenses in accordance with 24 V.S.A. 284 and to be funded with budgeted funds not expended during any fiscal year commencing with the 2016-2017 fiscal year?

ARTICLE 5 Discussion of other nonbinding business.

AUSTRALIAN BALLOT ARTICLES

ARTICLE 6 Shall the voters of the Town of Westford accept the Selectboard's budget of \$1,829,346 to defray the expenses for the ensuing year?

ARTICLE 7 To elect all officers required by law.

- Town Moderator for a term of one year
- Selectboard for a term of three years
- Library Trustee for a term of five years
- Library Trustee for a term of five years (four years remaining)
- Library Trustee for a term of five years (one year remaining)

Approved this 19th, day of January, 2017.

WESTFORD SELECTBOARD

David E. Adams, Chair

Casey Mathieu

David Tilton

Received for record January 20th, 2017 at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

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

GENERAL FUND EXPENSE BUDGET 2017-18

		2015-16 Budget	2015-16 Actual	2016-17 Budget	2017-18 Budget
100-30 Administration					
3000-10.00	Selectboard Salaries	2,400	2,400.00	2,400	2,400
3000-11.00	Town Administrator Salary	26,871	22,851.56	25,305	28,620
3000-12.00	Bookkeeper Salary	20,000	28,830.64	30,590	31,200
3000-14.00	FICA & Medicare	14,725	14,926.37	15,510	16,085
3000-15.00	Health Insurance	22,288	22,380.23	22,123	23,285
3000-15.01	Dental Insurance	1,000	753.94	850	850
3000-15.02	Disability Insurance	2,000	1,140.55	1,400	1,520
3000-15.03	Vision Insurance	266	217.44	220	220
3000-16.00	Employee Pension Plan	5,360	5,314.44	5,500	5,775
3000-17.00	Unemployment Benefits	0	0.00	0	0
3000-19.00	Office Equipment	1,000	252.90	1,000	2,800
3000-20.00	Office Supplies & Repairs	5,200	5,984.65	5,000	5,500
3000-30.00	Legal Notices	1,800	838.24	500	500
3000-34.00	Postage	5,000	4,189.56	4,000	4,300
3000-40.00	Education - Selectboard & Town Admin.	200	180.00	200	200
3000-48.00	Property & Casualty, W/C Insurance	15,561	16,807.17	17,300	20,500
3000-60.01	Legal & Professional Fees	52,000	13,388.74	25,000	20,000
3000-60.02	IT Professional Services	18,000	16,725.89	17,500	17,500
3000-60.04	Software	1,000	135.03	0	500
3000-60.08	Admin Capital Budget Reserve	0	0.00	16,500	16,500
3000-62.00	Stationary & Printing	3,500	2,462.50	2,500	2,600
3000-63.00	Newsletter Printing	1,200	1,563.65	1,500	1,700
3000-75.00	Emergency Generator Maintenance & Fuel	1,500	1,143.36	1,675	1,600
3000-76.00	Electricity - Flag, Street Lights	2,100	1,796.80	1,800	1,800
3000-91.00	Interest Expenses	6,000	9,313.60	4,500	3,562
3000-92.00	Tax Abatements	0	4,304.25	0	0
Administration Total		208,971	177,901.51	202,873	209,517
100-32 Clerk & Treasurer					
3200-10.00	Clerk & Assistant Clerk Salaries	51,692	52,102.37	52,900	49,965
3200-25.00	Treasurer Salary	10,000	8,771.90	10,200	10,608
3200-30.10	Membership Dues	300	255.00	250	255
3200-40.10	Education - Clerk's Office	700	571.98	600	600
3200-40.20	Education - Treasurer's Office	1,300	280.00	150	300
3200-60.02	Municipal Records Reserve Fund	6,000	0.00	0	0
3200-60.03	Supplies - Town Clerk	300	229.04	300	300
3200-60.04	Supplies - Treasurer	200	1,783.95	400	400
3200-60.05	Treasurer/Bookkeeper Computer	1,500	1,443.40	0	1,800
3200-60.06	Town Clerk Computer	3,000	3,437.78	0	0
3200-74.00	Travel	1,875	1,697.79	1,600	1,600
Clerk & Treasurer Total		76,867	70,573.21	66,400	65,828
100-33 BCA & Elections					
3300-10.00	BCA Salaries	650	800.00	1,000	800
3300-20.00	Election Workers	150	0.00	0	0
3300-30.00	Ballots, Supplies & Voting Machine	3,500	1,882.00	4,000	1,800
3300-99.00	Misc Expenses	200	18.69	200	100
BCA & Elections Total		4,500	2,700.69	5,200	2,700

		2015-16 Budget	2015-16 Actual	2016-17 Budget	2017-18 Budget
100-34 Auditors & Delinquent Tax Collector					
3400-10.00	Auditor Salaries	2,355	0.00	2,430	0
	Independent Audit	0	0.00	9,000	9,000
3440-10.00	Delinquent Tax Penalty Payment	5,000	7,457.80	5,000	5,000
3440-34.01	Delinquent Tax Collector Expenses	200	210.15	125	125
3440-40.00	Education - Auditors & DTC	650	30.00	300	150
Auditors & Delinquent Tax Collector Total		8,205	7,697.95	16,855	14,275
100-35 Listers					
3500-10.00	Lister Salaries	8,695	7,175.96	8,875	9,050
3500-20.00	Tax Mapping	4,500	4,122.00	4,200	4,500
3500-30.10	Membership Dues	150	0.00	0	0
3500-40.00	Education	300	0.00	200	200
3500-50.00	Supplies/Equipment	300	4.65	200	200
3500-60.04	Software	250	453.81	500	500
TBD	Computer	0	0.00	1,500	0
3500-74.00	Travel	250	82.84	125	125
Listers Total		14,445	11,839.26	15,600	14,575
100-36 Planning, DRB & Zoning					
3600-10.01	Planning Commission Stipend	2,000	1,600.00	2,000	2,000
3600-30.00	Planning Commission Legal Notices	1,200	0.00	750	750
3600-40.00	Planning Commission Education	300	0.00	300	300
3600-60.01	PC Legal & Professional Fees	1,000	19.00	500	500
3600-60.02	Planning Special Projects	8,000	10,150.00	8,000	8,000
3600-89.00	Conservation Commission	1,800	1,440.07	1,800	1,800
3600-99.00	Planning Maps & Miscellaneous	500	478.45	500	500
3601-10.00	Planning Coordinator Salary	44,775	45,390.63	45,020	47,300
3601-40.00	Planning Coordinator Education	150	85.00	100	100
3601-74.00	Planning Coordinator Travel	350	208.74	250	250
3620-20.00	DRB Stipend	2,800	2,800.00	2,800	2,800
3620-30.00	DRB Legal Notices	500	550.89	1,500	1,500
3620-40.00	DRB Education	150	0.00	0	0
3620-60.01	DRB Legal & Professional Fees	4,000	2,057.49	4,000	4,000
3620-99.00	DRB Miscellaneous	100	45.00	100	100
3650-10.00	Zoning Administrator Salary	18,018	14,859.13	18,380	19,100
3650-40.00	Zoning Education	200	186.05	200	200
3650-60.01	Zoning Professional Fees	5,000	0.00	2,000	2,000
3650-60.05	Zoning Administrator Computer	0	0.00	1,500	0
3650-74.00	Zoning Administrator Travel	250	555.92	500	750
Planning, DRB & Zoning Total		91,093	80,426.37	90,200	91,950
100-37 Town Office Building & Property					
3700-68.00	Building Maintenance & Repairs	3,000	4,525.78	3,000	3,000
3700-70.00	Custodial Services	1,800	2,200.00	2,150	2,200
3700-71.00	Mowing	3,000	1,823.32	3,000	3,000
3700-75.00	Fuel	2,000	599.82	1,500	1,500
3700-76.00	Electricity	2,500	2,991.69	2,500	3,000
3700-77.00	Telephone & Internet	1,800	1,998.34	2,000	2,000
3700-78.00	Water - Office & Library	700	630.37	700	700
8310-13.00	Spiller Lot	28,500	7,969.00	7,970	7,970
3700-81.00	Building Improvements	0	0	0	0
Town Office Building & Property Total		43,300	22,738.32	22,820	23,370

		2015-16 Budget	2015-16 Actual	2016-17 Budget	2017-18 Budget
100-41 Dog Warden					
4100-10.00	Salary	500	500.00	500	500
4100-40.00	Education	700	0.00	250	250
4100-74.00	Travel	100	0.00	100	100
4190-00.00	Miscellaneous	200	274.00	200	200
	Dog Warden Total	1,500	774.00	1,050	1,050
100-42 Law Enforcement					
4200-00.00	Law Enforcement Contract	30,000	29,481.59	30,000	30,000
4200-30.00	CUSI	5,862	4,885.00	3,132	3,829
	Law Enforcement Total	35,862	34,366.59	33,132	33,829
100-43 Emergency Services					
4310-00.00	Essex Rescue	1,700	1,700.00	1,850	2,230
4320-00.00	Fairfax Rescue	10,285	9,463.00	11,231	10,830
4330-00.00	Emergency Dispatching Services	11,580	11,579.50	12,160	12,500
	Emergency Services Total	23,565	22,742.50	25,241	25,560
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	Pumper 710	0	0.00	65,000	0
4500-60.01	Capital Budget Reserve	38,900	38,900.00	46,000	46,586
	Total Fire Department	114,200	114,200.00	186,300	121,886
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	217,000	215,493.92	227,500	227,500
6305-00.00	Recycling	500	0.00	0	0
6306-00.00	Metal Dumpster	0	300.00	500	500
	Trash & Recycling Total	217,500	215,793.92	227,500	228,000
100-68 Cemeteries					
6800-00.00	Cemetery Commission	5,200	5,200.00	9,400	8,500
6800-10.00	Cemetery Commissioner Stipend	350	350.00	350	350
	Cemeteries Total	5,550	5,550.00	9,750	8,850
100-93 Dues & Assessments					
9300-30.10	Chittenden County Tax	10,000	10,312.00	11,210	12,000
9300-30.12	CCRPC	2,815	2,815.00	2,846	3,396
9300-30.13	VLCT	3,146	3,146.00	3,182	3,293
	Dues & Assessments Total	15,961	16,273.00	17,238	18,689
100-99 Donations & Miscellaneous					
9900-00.00	Miscellaneous	1,500	1,047.46	1,200	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	8,500	8,500
9900-09.00	Matching Grant Funds	1,000	0.00	1,000	1,000
9905-00.00	Visiting Nurse Association	6,243	6,243.00	6,243	6,243
9910-00.00	Age Well (formerly CVAA)	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	250	250
9941-00.00	Hope Works (Women's Rape Crisis Center)	200	200.00	200	200
9945-00.00	Essex CHIPS	500	500.00	500	500

		2015-16 Budget	2015-16 Actual	2016-17 Budget	2017-18 Budget
9950-00.00	Brookside Cemetery Association	2,200	2,200.00	0	0
9951-00.00	Pleasant View Cemetery Association	1,400	1,400.00	1,500	1,500
Donations & Miscellaneous Total		23,843	22,390.46	24,993	24,993
400-78 Library					
7800-00.00	Appropriation	70,776	70,776.00	69,913	70,899
Library Total		70,776	70,776.00	69,913	70,899
Grand Total Expenditures		<u>956,488</u>	<u>876,743.78</u>	<u>1,015,415</u>	<u>956,321</u>
110-51 Highway Department - Roads					
5100-10.00	Salaries	171,246	166,887.49	174,600	177,600
5100-14.00	FICA & Medicare	13,100	12,745.71	13,360	13,925
5100-15.00	Health Insurance	24,600	22,809.23	24,600	25,690
5100-15.01	Dental Insurance	1,260	1,233.72	1,275	1,240
5100-15.02	Disability Insurance	1,080	856.19	1,000	1,000
5100-15.03	Vision Insurance	360	326.16	330	330
5100-16.00	Employee Pension Plan	5,294	4,862.04	5,240	5,460
5100-17.00	Unemployment Benefits	0	4,629.87	0	3,000
5100-22.00	Gravel - Road Resurfacing	50,000	39,667.38	55,000	40,000
5100-24.01	Gravel - Rebuilding	80,000	89,596.58	85,000	60,000
5100-24.02	Chloride	35,000	44,449.05	35,000	35,000
5100-24.03	Culverts	7,000	5,699.81	7,000	7,000
5100-24.04	Road Fabric	2,500	1,240.00	2,500	2,500
5100-24.05	Hot Mix & Cold Patch	0	179.28	0	0
5100-24.07	Seed & Mulch	500	1,536.92	1,500	2,500
5100-24.08	Signs	2,000	1,042.61	2,000	2,000
5100-25.01	Sand	70,000	63,142.41	70,000	70,000
5100-25.02	Salt	11,500	16,243.50	20,000	20,000
5100-25.03	Chains	1,000	588.00	1,000	1,000
5100-26.01	Gravel - Mud Season	7,000	37,097.80	30,000	30,000
5100-27.00	Blades & Plows	8,000	9,021.35	8,000	5,000
5100-28.00	Tires	3,000	3,651.49	3,000	9,000
5100-58.00	Equipment Rental	500	2,861.74	500	500
5100-59.00	Contracted Svcs - Regular Maintenance	2,000	0.00	0	0
5100-59.02	Contracted Svcs - Miscellaneous	2,000	3,757.50	2,000	2,000
5100-59.04	Contracted Svcs - Tree Removal	2,000	1,800.00	2,000	2,000
5100-59.05	Contracted Svcs - Roadside Mowing	5,000	4,440.00	5,000	5,000
TBD	Contracted Svcs - Ditching	0	0.00	0	40,000
5100-59.16	Equipment Reserve Fund	30,000	30,000.00	37,000	37,350
5100-62.02	Westford Milton Road Paving	190,000	249,154.18	0	0
5100-62.06	Seymour Road Bridge - FEMA	650,000	438,316.05	0	0
5100-65.00	2012 Volvo Grader - Loan Payment	22,000	20,000.00	20,000	20,000
5100-65.01	2014 Western Star - Loan Payment	36,500	32,382.40	32,383	32,383
5100-65.02	2014 Ford F550 - Loan Payment	15,000	13,159.20	13,160	13,160
5100-65.03	2015 John Deere Loader - Loan Payment	0	0.00	19,000	19,000
	Down Payment for new truck	0	0.00	20,000	20,000
5100-66.00	Loan Interest	0	6,256.31	12,137	8,487
5100-67.12	Brush Hog	1,000	0.00	0	0
TBD	Hydroseeder	0	0.00	0	12,000
5100-68.01	Repairs & Maintenance - Trucks	25,500	51,649.04	25,500	25,500

		2015-16 Budget	2015-16 Actual	2016-17 Budget	2017-18 Budget
5100-68.02	Repairs & Maintenance - Grader	0	0.00	2,500	2,500
5100-68.03	Repairs & Maintenance - Loader	0	445.91	1,000	1,000
5100-68.05	Repairs & Maintenance - Sander	1,000	175.84	1,000	1,000
5100-68.06	Repairs & Maintenance - Sm Equipment	1,000	1,414.37	1,000	1,000
5100-68.07	Repairs & Maintenance - Excavator	0	0.00	1,500	2,500
5100-74.00	Travel	800	382.95	800	800
5100-75.01	Diesel Fuel	45,000	37,832.18	45,000	45,000
5100-95.00	Chloride Tanks & Pumps	0	2,551.76	2,000	2,000
Highway Department - Roads Total		1,523,740	1,424,086.02	783,885	805,425
110-53 Highway Department - Garage					
5300-20.00	Supplies	5,000	7,223.87	6,000	6,000
5300-21.00	Oil & Grease	0	504.03	0	0
5300-23.00	Equipment	2,000	5,269.08	4,500	4,500
5300-24.00	Communication Equipment	1,000	1,447.87	1,500	1,500
5300-40.00	Education & Workshops	500	180.00	500	500
5300-48.00	Property & Casualty, Auto, W/C Insurance	22,239	23,832.01	25,500	25,500
TBD	Fire/Security System	0	0.00	0	15,000
5300-60.00	Software, IT Services	500	0.00	500	500
5300-60.05	Computer	0	0.00	0	1,000
5300-68.00	Building Maintenance & Repairs	4,000	10,957.76	4,000	4,000
5300-76.00	Electricity	3,000	4,013.58	3,000	3,000
5300-77.00	Telephone	1,200	1,184.00	1,200	2,000
5300-78.00	Water	600	702.95	600	600
5300-81.00	Building Improvements	1,500	4,447.28	1,500	1,500
5300-85.00	Clothing Allowance	900	1,759.47	900	1,500
5300-99.00	Miscellaneous	500	2,562.49	500	500
Highway Department - Garage Total		42,939	64,084.39	50,200	67,600
Grand Total Expenditures - Highway Department		<u>1,566,679</u>	<u>1,488,170.41</u>	<u>834,085</u>	<u>873,025</u>
Amount Budgeted		2,523,167	2,364,914	1,849,500	1,829,346
Less Revenue		1,019,495	1,071,585.00	319,950	247,450
Less Funds from Equipment Reserve Fund		0	0.00	0	0
Less Available Cash on Hand		<u>0</u>	0.00	<u>43,678</u>	<u>67,500</u>
Amount to be Raised by Taxes		1,503,672		1,485,872	1,514,396
Grand List		2,342,236	2,371,685	2,353,585	2,380,000
Actual Tax Rate			0.6409	0.6326	
Estimated Tax Rate					0.6363
Change in Tax Rate					0.0037
Percent Increase in Tax Rate					0.585%

GENERAL FUND REVENUE BUDGET 2017-18

		2015-16 Anticipated	2015-16 Actual	2016-17 Anticipated	2017-18 Anticipated
ADMINISTRATION					
100-20 Property Taxes					
2009-00.00	Late Tax Interest	3,000	3,473.11	3,000	3,000
2010-00.00	Delinquent Taxes	0	417.84	0	0
2011-00.00	Delinquent Tax Penalty	5,000	7,808.98	5,000	5,000
2012-00.00	Delinquent Tax Interest	5,000	7,616.93	5,000	5,000
Total Property Taxes		13,000	19,316.86	13,000	13,000
100-21 Licenses & Fees					
2110-00.00	Recording Fees	13,000	12,714.00	12,500	12,500
	Municipal Records Reserve Fund	6,000	0.00	0	0
2120-00.00	Dog Licenses	3,200	3,371.00	3,600	3,300
2131-00.00	Access Permits	0	0.00	100	100
2135-00.00	Excess Weight Permits	600	680.00	600	600
2140-00.00	Marriage Licenses	100	100.00	100	100
2145-00.00	Vault Time/Copier/Fax Fees	3,500	3,218.95	3,000	3,000
2150-00.00	Auto Registration Fees	100	84.00	50	50
Total Licenses & Fees		26,500	20,167.95	19,950	19,650
100-22 Intergovernmental					
2229-00.00	Current Use	55,000	78,788.00	68,000	75,000
2242-00.00	State- Traffic Fines	10,000	5,695.51	8,000	5,000
2248-00.00	VT Act 68/Main Grand List	945	959.00	0	0
Total Intergovernmental		65,945	85,442.51	76,000	80,000
100-23 Planning & Zoning					
2359-00.00	Building Permits	14,000	16,636.00	12,000	12,000
2360-00.00	DRB fees	2,500	4,935.00	2,500	2,500
2370-00.00	Certificate of Compliance	200	690.00	400	400
2372-00.00	Certificate of Occupancy	200	260.00	300	200
Total Planning & Zoning		16,900	22,521.00	15,200	15,100
100-24 Town Functions					
2420-00.00	Metal Dumpster	1,500	132.15	0	0
	Audit Reserve	0	0.00	9,000	2,500
	Fire Dept Reserve	0	0.00	65,000	0
Total Town Functions		1,500	132.15	74,000	2,500
100-28 Dogs					
2820-00.00	Dog Fines	150	0.00	0	0
Total Miscellaneous		150	0.00	0	0
100-29 Miscellaneous					
2900-00.00	School Expense Reimbursement	4,500	10,603.92	4,500	4,500
2930-00.00	Interest Income	250	1,017.35	400	300
2990-00.00	Miscellaneous Revenue	500	320.13	400	400
Total Miscellaneous		5,250	11,941.40	5,300	5,200
TOTAL ADMINISTRATION		<u>129,245</u>	<u>159,522</u>	<u>203,450</u>	<u>135,450</u>

		2015-16	2015-16	2016-17	2017-18
		Anticipated	Actual	Anticipated	Anticipated
110-50 HIGHWAY DEPARTMENT					
5000-30.00	School Expenses Reimburse	4,500	1,573.75	4,500	0
5000-10.00	State Aid - Highway	90,000	92,111.94	92,000	92,000
	Equipment Reserve	0	0.00	20,000	20,000
5000-47.00	Westford Milton Road Paving	152,000	175,000.00	0	0
5000-48.00	Seymour Road Bridge - FEMA	568,750	568,376.97	0	0
TOTAL HIGHWAY		815,250	837,062.66	116,500	112,000
Seymour Road Bridge Reserve (from FY'15 budget)		<u>75,000</u>	<u>75,000.00</u>		
		890,250	912,062.66		
ADMIN & HIGHWAY GRAND TOTAL		<u>1,019,495</u>	<u>1,071,585</u>	<u>319,950</u>	<u>247,450</u>

TREASURER

The Treasurer's office is pleased to announce that the audit firm of Fothergill Segale & Valley (FS&V) has completed an independent audit of Westford's Fiscal Year 2016 financial statements. Auditing of the FY 2016 records is the second audit of a three year contract between the Town of and FS&V. The complete audit reports for FY 2015 and FY 2016 is available for public inspection at the town office or online at <https://westfordvt.us/town-audits/>.

It has been my pleasure to serve as Treasurer for the last year and a half. My family commitments and relocating to the state of Georgia prevent me from continuing in the position.

I have appreciated both being a part of the office team and the opportunities that have been provided to me while serving in the position.

Kindest regards,
Linda Hardy

SCHEDULE OF TAXES BILLED & COLLECTED
June 30, 2016

2015 Grand List

\$248,251,600

	<u>Homestead Tax Rate</u>	<u>Non-Residential Tax Rate</u>
Education Tax	1.5266	1.5113
Town Tax	0.3504	0.3504
Highway Tax	0.2883	0.2883
Local Agreement	0.0022	0.0022
Total Tax Rates	<u>2.1675</u>	<u>2.1522</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	1.5113	581,104.50	878,223.33
Homestead Education	1.5266	1,774,778.00	2,709,376.08
Town Tax	0.3504	2,346,585.50	822,229.21
Highway Tax	0.2883	2,346,585.50	676,520.73
Local Agreement	0.0022	2,346,585.50	5,162.51
Late Homestead Penalty			<u>560.11</u>
Taxes Billed (Town & School)			\$ 5,092,071.97
Net Adjustments			<u>7,755.53</u>

Total Taxes Billed

\$ 5,099,827.50

Collections:

Town & Education	5,064,895.67
Adjustments	(9,520.61)
Net Adjustments	7,755.53
Abatements	<u>3,014.83</u>
Total collections	\$ 5,066,145.42
Delinquent Taxes	<u>33,682.08</u>

Total Taxes Collected

\$ 5,099,827.50

TOWN COMMON FUND ACCOUNT
Year Ending June 30, 2016

Beginning Balance - July 1, 2015	\$48,574.51
Disbursements	-0-
Receipts	
Earned Interest	<u>\$148.60</u>
Ending Balance - June 30, 2016	<u>\$48,723.11</u>

MUNICIPAL RECORDS RESERVE FUND
Year Ending June 30, 2016

Beginning Balance - July 1, 2015		\$23,173.63
<u>Revenue</u>		
Recording Fees	\$8,416.00	
Interest	<u>\$78.27</u>	
Total Revenue		\$8,494.27
<u>Expenses</u>		
Monthly Software Program Fee	\$3,900.00	
Supplies	\$357.55	
Scanning Surveys	<u>\$302.50</u>	
Total Expenses		\$4,560.05
Ending Balance - June 30, 2016		<u>\$27,107.85</u>

STATEMENT OF OUTSTANDING DEBT
For Year Ending June 30, 2016

	2015	2016	Change
People's United Bank - Western Star 4700SF	\$129,530	\$97,148	(\$32,382)
People's United Bank - 2012 Volvo Grader	60,000	40,000	(20,000)
People's United Bank - 2014 Ford F-550	52,637	39,478	(13,159)
People's United Bank - Fire Utility Truck	75,600	50,400	(25,200)
People's United Bank - John Deere Loader	0	95,000	---
Westford Historical Society - Spiller House	<u>111,566</u>	<u>103,597</u>	<u>(7,969)</u>
Totals	<u>\$429,333</u>	<u>\$425,623</u>	<u>(\$3,710)</u>

STATEMENT OF RESERVE ACCOUNTS
For Year Ending June 30, 2016

<u>Reserves</u>	Beginning Balance 7/1/2015	Deposits	Debits	Interest	Ending Balance 6/30/2016
Admin Capital Budget	\$42,938.19	\$0.00	\$523.38	\$131.16	\$42,545.97
Audit Reserve	\$25,113.89	\$0.00	\$12,620.00	\$54.84	\$12,548.73
Equipment Reserve	\$53,855.08	\$30,000.00	\$0.00	\$164.40	\$84,019.48
Fire Dept. Capital Budget	\$72,194.40	\$38,900.00	\$0.00	\$252.87	\$111,347.27
Lister PVR Education	\$5,129.38	\$0.00	\$0.00	\$15.70	\$5,145.08
Office Expansion	\$9,833.67	\$0.00	\$0.00	\$30.10	\$9,863.77
Reappraisal	\$57,164.60	\$8,151.50	\$0.00	\$184.15	\$65,500.25
Salt Shed	\$15,025.28	\$0.00	\$0.00	\$45.94	\$15,071.22
Total Reserve Accounts					\$346,041.77

SELECTBOARD

A big "thank you" to our Town staff and community volunteers. For a small town, Westford accomplishes a lot with limited resources. The positive outcomes are the result of dedication from Town employees who care about their jobs and from volunteers who spend considerable time to make Westford a wonderful place to live. It is great to see so many people working together in the best interest of Westford.

Town Staff and Volunteers

Road Crew – The Highway Department had a turnover of staff in 2016. Matt McNall resigned in June and Thomas Cameron resigned in August to pursue other employment. Mark Brito was hired in July to replace Matt and Scott Bushey was hired in August to replace Thomas. This will be their first winter plowing Westford roads. The Town appreciates your patience as Mark and Scott become accustomed with winter maintenance of our town roads.

Unfortunately, in early January 2017, one of the new road crew members, Mark Brito, was tragically shot and suffered life-threatening injuries in a non-work related incident. We wish Mark a speedy and complete recovery and look forward to him returning to the road crew in due time. In the meantime, we will sufficiently staff the road crew to ensure that adequate personnel are available to maintain our roads.

Town Treasurer – In the fall of 2016, we bid farewell to Linda Hardy who served as our part-time Treasurer for the past 18 months. Linda, who moved out-of-state, worked well with Town staff; in particular, Mary Jane Featherstone (Bookkeeper) and Nanette Rogers (Town Clerk & Town Administrator) and provided expertise and guidance that helped the Town move forward in terms of our financial practices.

Greg Barrows, a long-time Westford resident, was appointed to replace Linda Hardy as the Treasurer. Greg brings private sector financial experience and a willingness to ask questions and dig into the accounting details to improve our systems. We have heard nothing but positive responses from Town Staff in terms of Greg's expertise and ability to work well with others.

Many thanks to the members of the Treasurer Search Committee, some of whom have served on the committee during each of the past two Treasurer searches in the last few years. Members of the Treasurer Search Committee included: Kaye Alexander (Chair), Allison Weinhagen, Alice Astarita, Dennis Angiono, and Dave Tilton.

Financial Practices

Independent Professional Audit – We recently completed a financial audit for the second consecutive year after 20+ years without having our financial books professionally audited. Fothergill Segale and Valley (Certified Public Accountants based in Montpelier) conducted the audit and delivered its draft report to the Selectboard in late 2016. (I'm not aware of any summary in the Town report)The full audit report is available on the Town website.

The auditors had primarily positive findings about our accounting practices. According to the audit, improvements must be made in terms of the Town's procedure for recording capital assets. As such, the Selectboard with guidance of the Treasurer and staff intend to address this deficiency in the coming months.

Proposed Budget (FYE-2018) – The Town budget proposal for next fiscal year is 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. There was a surplus of about \$105,000 dollars from FYE-2016 and the proposed budget includes using \$67,500 of that surplus to reduce taxes. The remainder of the surplus is proposed to be applied to the "Rainy Day" reserve which is used to pay for unforeseen, unfunded projects.

The proposed budget would result in a slight increase (0.59 percent) in your tax bill. For perspective, this tax increase would correspond to about \$7.40 in additional taxes for a property assessed at \$200,000.

Road Projects

Summer Road Reconstruction – The Town road crew undertook a significant road reconstruction project this past summer. The road crew completed the rebuild of problematic sections of Allen Irish Road. In addition to this major project, several sections of town roads were resurfaced.

Sale of Town Properties

Westford-Milton Road Property – The Town and Westford School District co-owned a 19.5 acre property at the corner of Westford-Milton Road and Old Stage Road. The sale of the property was complicated by the fact that the Kings Hill Homeowners' Association had right of first refusal on the sale of the property and because the property was limited to specific uses. We commend the efforts of Heather Armata, real estate agent representing the Town, for her efforts to track down signed consent forms from a majority of the Kings Hill residents that were needed in order for the sale to move forward. The property sold for \$90,000 and net of real estate and legal fees, the Town and School District will each receive approximately \$40,000 as a result of the sale.

Spiller Property – In 2013, the Selectboard recommended that the Town purchase the Spiller Lot primarily for two reasons. First, there is limited capacity for wastewater in the Town Common area and the existing leach field on the Spiller Lot was an option to address wastewater from the Town office and library in the event that the leach field under the Town Office parking lot were to fail. Second, there was concern that the Town office would need to be expanded and the Spiller Lot was an option to provide additional municipal office space.

Potential solutions have been identified for the municipal office space and leach field concerns and, in July 2016, the Selectboard decided that it was not necessary for the Town to retain the Spiller Lot. Tax payers would be better served by selling the property and getting it back on the grand list generating tax revenue for the Town.

The house on the Spiller Lot is in an advanced state of disrepair and must be demolished. Based on a comparative market analysis performed by Heather Armata, real estate agent hired by the Town in 2016, the Town listed the property at \$115,000.

Westford resident Jeff Hutchins made an offer at the asking price and the Town accepted his offer. Jeff Hutchins intends to operate a General Store and Deli on the Spiller Lot. There is also a condition in the Purchase & Sale contract to establish an easement on the property for a future recreational path with the goal of connecting the Common to the school trails.

There are complicated property boundary and deed-based issues that must be resolved before the property sale may move forward. The Selectboard will be working with the Town's attorney and Mr. Hutchins to complete the sale of the property in the coming months.

Status of Other Significant Town Projects

Jackson Farm & Forest Project – On November 8, 2016, Westford voters approved borrowing up to \$185,000, which amount may be reduced through proceeds from the sale of Town properties, for the purchase of a 130-acre portion of the former Jackson Farm for a Town Forest and other public purposes, and to purchase the development rights and permanently conserve 42-acres of farmland on the former Jackson Farm for use as a working farm.

This project has many potential benefits to the community (farm conservation, new Town forest, network of trails, protection of historic/iconic stone walls, viable location for future community wastewater treatment, etc.). The total project budget is \$630,000, with 71 percent of the project being funded by non-taxpayer funds through a grant. A local committee is working to raise the additional funds that are necessary to complement public funds approved by Westford voters. The sale is anticipated to close during the summer of 2017.

The Town is indebted to the leadership and vision of Pat Haller who organized a committed citizens' group and worked with the Vermont Land Trust to secure a major grant from the Vermont Housing and Conservation Board to support the project. Thank you to the landowners, Lynn and David Gauthier, for their patience during the public process associated with this land transaction.

School Parcels – On October 11, 2016, a public meeting and floor vote occurred to address the potential transfer from the Westford School District to the Town of Westford of one or more of the three parcels that comprise the Westford School property:

- Parcel 1 - 14 acres in size, contains the school building, parking lot, playground, well, septic, and the sports fields up to a portion of the softball field.
- Parcel 2 - 15 acres in size, contains the remaining half of the softball field, the far soccer field, and frontage along Brookside Road.
- Parcel 3 - 50 acres in size, mostly wooded, contains many of the town trails adjacent to the school.

Westford voters chose to transfer Parcels 2 and 3 from the Westford School District to the Town of Westford. In addition, voters approved creating easements on Parcel 1 so that parking and the trailhead for trails on Parcel 3 are accessible to users. Lastly, voters authorized the School Board and Selectboard to work collaboratively to sort out use agreements for the Westford School properties ahead of the creation of the Regional Education District (RED) on July 1, 2017. Preparation of use agreements is underway.

Trash/Recycling Hauler – After years of excellent service from Gauthier's Trucking, on July 1, 2016, Myers Container Service began Town-wide trash and recycling pickup after winning a competitive bid. The bids were for a two-year contract with a possible two-year extension (4 years total).

- For FYE-2017, the Town budgeted \$227,000 for trash/recycling.
- Gauthier quoted \$240,875 for the first two years with 2 percent increases for each subsequent year.

- Myers bid \$230,040 for each of the contract years.

The Town will save approximately \$58,000 contracting with Myers under these terms and prices for four years.

Road Ditching for Stormwater Compliance – Vermont’s Municipal Roads General Permit, which is a result of tH.35/Act 46, Vermont Clean Water Act, mandates that measures must be taken to upgrade ditches in order to allow better drainage, reduce roadbase materials usage, and to limit stormwater contamination. The Westford road crew and contractors will be working to upgrade ditches with the initial focus on rock-lining ditches on steep roads. Bringing ditches and culverts up to the new standards to be in compliance with Act 46 will take several years to complete.

Common Area Wastewater System – The current wastewater situation for existing and new uses in the center of town should be addressed in the not-too-distant future. The Westford Library and Town Office share an aging leach field located under the Town Office parking lot that could be nearing the end of its useful life. There are few wastewater disposal options if municipal and individual private wastewater systems fail, just as there are few wastewater disposal options that would support residential and/or commercial development in the Town Center.

During the past two years, consulting engineers have identified potential areas for municipal wastewater treatment systems on the Jackson Farm & Forest property and an area behind the White Church. Future analyses are warranted to support existing residential and municipal wastewater needs and to promote economic development in/around Westford’s Town Center.

Respectfully submitted,
Dave Adams, Chair
Casey Mathieu
Dave Tilton

TOWN CLERK

There were two elections in Fiscal Year 2016. In November 2015, voters in the Westford School District and the school districts in Essex, voted to consolidate the districts into one school district. In Westford voters approved the consolidation 422 to 207. The second election was held on March 1st for Town Meeting and the Presidential Primary. Voter turnout was very high due to the high number of presidential candidates, including Bernie Sanders of Vermont.

During FY’16, 588 documents were recorded in the Westford Land Records. This number translates to 2,171 pages compared to 2,141 pages in FY’15. As time permits, Sue continues to back scan and index older documents to build the data base used by researchers.

In FY’16 we microfilmed 17 surveys that were recorded since the last time this was done. Funds from the Municipal Records Reserve Fund were used to finance this task.

Vital record statistics in the Town of Westford for January 1, 2016 through December 31, 2016 are as follows: 11 births, 8 deaths, and 18 marriages.

In 2016, 469 dog licenses were issued. Dog licenses are due by April 1st each year; a current rabies certificate and fee are required to license your dog.

The Town's website continues to be a valuable resource for general information, such as contact information, the town newsletter, and agendas and minutes for meetings of the various boards and commissions. To keep abreast of current events in town, go to <https://westfordvt.us/>.

The Town Newsletter is published monthly and 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.

Holiday donations reached a record high in 2016! With the funds received, the Town was able to help 24 Westford families during the holiday season by purchasing Hannaford gift cards (prohibiting the purchase of alcohol and tobacco products). The recipients of the cards have the flexibility to meet their needs, 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!

I would like to take a moment to acknowledge everyone who has served on the Westford School Board, past and present. The School Board has worked hard over the years to maintain the Westford School, which has been a source of pride for many residents. Two Board members have served a combined total of 59 years! I want to give a special shout out to Martha Heath (32 years) and Andre Roy (27 years) for their dedication over the years. I am grateful, that while they will not be serving on the School Board as we now know it, they will continue to represent Westford on the Unified School Board.

I am very proud to be serving a community such as ours as Town Clerk! This community is what makes Westford special - from rallying together to help a neighbor, to attending community events, to volunteering on committees or organizations. All your efforts do not go unnoticed. Thank you from the bottom of my heart for making our community special!

Respectfully submitted,
Nanette Rogers

VERMONT ELECTIONS MANAGEMENT SYSTEM (VEMS)

Last year, Secretary of State Jim Condos announced the launch of Vermont's new Elections Management Platform. This streamlined the elections administration process, providing voters with greater access to voter specific information. Over 25,000 Vermonters registered to vote online in 2016. For the November General Election, nearly 6,500 Vermonters requested an absentee ballot through the My Voter Page.

By using the My Voter Page, a registered voter can:

- Check registration status;
- View information on upcoming elections;
- Access voter specific elections information, including directions to a polling place and polling hours;
- View a sample ballot;

- Request and track an absentee ballot;
- and much more.

We encourage voters to log into their My Voter Page to learn more.

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.

During FY'16, the BCA met four times to revise the voter checklist, resulting in approving 144 voter registration applications, removing 55 voters and sending notices to 53 voters to confirm residency. In addition to these meetings, BCA members worked the polls at the November 2015 School Merger Vote and the 2016 Town Meeting and Presidential Primary Election held in March. There were no grievance appeals filed.

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.

The Board of Abatement heard four requests for tax abatement. All four were approved.

CEMETERY COMMISSION

The Westford Cemetery Commission oversees the care and maintenance of 6 town cemeteries (Cookyard, Richardson, Cloverdale, Osgood Hill, Plains and Brookside).

Since July 1, 2015, Brookside Cemetery has been under the umbrella of the Westford Cemetery Commission.

Over the past year the small previously "neglected" Cookyard has been cleared of brush and the goal is to maintain its integrity. Future plans for Cookyard include installing a small sign and uprighting 3 visible gravestones.

Flags were placed on all Veterans' graves in observance of Memorial Day. One lot was sold by the Cemetery Commission at Brookside Cemetery.

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. As part of that effort and duty, we are continuing our long-range project of repairing and cleaning gravestones as funds allow. Funds were allocated in the 2015-16 fiscal year to restore a portion of the Brookside Cemetery.

This was completed and we have budgeted money for further gravestone restoration/cleaning and other projects during fiscal year 2016-2017. The Cemetery Commission considers gravestone restoration/cleaning as part of the annual maintenance program, much like the mowing contract since it is an ongoing project. We also continue to supervise tree removal on an as needed basis. Falling branches, limbs, and tree downings cause considerable damage to the gravestones. Our goal is to minimize this problem. Another ongoing project is to record all of the cemetery inscriptions/information for each of the cemeteries into a computerized data base.

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, 2016

Beginning Balance - July 1, 2015	\$70.38
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Receipts

Lot purchase	260.00
Town Budget	<u>5,200.00</u>

Total Receipts	5,460.00
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Expenses

Cemetery Flags	144.00
VOCA Membership	40.00
Kodiak Landscape	270.00
TLC Lawn Care	850.00
Robert & Sons Mowing	600.00
David Gauthier - Mowing	2,250.00
Mansfield Monuments	<u>100.00</u>

Total Expenses	4,254.00
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Cash on Hand - June 30, 2016	<u>\$1,276.38</u>
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BROOKSIDE CEMETERY - Balance as of June 30, 2016	<u>\$5,662.65</u>
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CEMETERY SAVINGS ACCTS	<u>Balance 7/1/2015</u>	<u>Income</u>	<u>Interest</u>	<u>Balance 6/30/2016</u>
Alger	\$318.55	\$0.00	\$0.16	\$318.71
Osgood Hill	\$588.07	\$0.00	\$0.30	\$588.37
Cloverdale	\$274.98	\$0.00	\$0.13	\$275.11
Perpetual Care	<u>\$660.19</u>	<u>\$100.00</u>	<u>\$0.37</u>	<u>\$760.56</u>
Total	\$1,841.79	\$100.00	\$0.96	\$1,942.75

CEMETERY CDS	<u>Balance 7/1/2015</u>	<u>Withdrawal</u>	<u>Interest</u>	<u>Balance 6/30/2016</u>
James Grow	\$4,626.49	\$0.00	\$16.29	\$4,642.78
Osgood Hill	\$8,361.60	\$0.00	\$29.43	\$8,391.03
Phillips	\$678.02	\$0.00	\$2.39	\$680.41
Irish	\$761.08	\$0.00	\$2.68	\$763.76
Brookside Cemetery	\$18,154.12	\$0.00	\$36.34	\$18,190.46
Perpetual Care	<u>\$3,001.41</u>	<u>\$0.00</u>	<u>\$10.57</u>	<u>\$3,011.98</u>
Total	\$35,582.72	\$0.00	\$97.70	\$35,680.42

Total Fund

Cemetery Checking	\$1,276.38
Brookside Checking	\$5,662.65
Savings	\$1,942.75
CDs	<u>\$35,680.42</u>
Grand Total in Funds	\$44,562.20

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

Number 11 Road. To aid with trail maintenance, the WCC purchased a DR Field and Brush mower this past summer.

The WCC also assisted in some of the planning and logistics regarding the conservation of the Jackson Farm. With the town voting to purchase the largest parcel of the project for a Town Forest, we will be busy in the coming years creating and maintaining trails in the forest.

In conjunction with the Westford Library, a story walk was posted on the school trails this fall, 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
Year Ending June 30, 2016

Beginning Balance - July 1, 2015	\$13,882.28
<u>Revenue</u>	
Interest	<u>\$37.74</u>
Total Revenue	\$37.74
<u>Expenses</u>	
Larson Appraisal -Jackson Farm	<u>\$2,525.00</u>
Total Expenses	\$2,525.00
Ending Balance - June 30, 2016	<u>\$11,395.02</u>

DELINQUENT TAX COLLECTOR

Calendar Year Report: As of December 31, 2016

<u>Tax Year</u>	<u>Begin Tax Amount</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected</u>
2014-15	27,338.48	24,612.12	0.00	2,726.36
2015-16	<u>78,630.40</u>	<u>62,218.44</u>	<u>554.07</u>	<u>15,857.89</u>
Total	105,968.88	86,830.56	554.07	18,584.25

Comparison of Calendar Year End Delinquent Taxes

<u>Year End</u>	<u>Begin Amount</u>	<u>Collected</u>	<u>Corrected or Abated</u>	<u>Uncollected</u>
12/31/14	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
12/31/16	105,968.88	86,830.56	554.07	18,584.25

As of December 31, 2016, delinquent taxes in the amount of \$18,584.25 remain uncollected. During 2016, a total of \$554.07 was abated by the Board of Civil Authority.

Additionally, per the request of the Town Auditors, a fiscal year report showing balances for FY 16 is included below.

Fiscal Year Report: July 1, 2015 through June 30, 2016

<u>Tax Year</u>	<u>Begin Tax Balance</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected as of June 30</u>
2013-14	\$19,957.31	\$19,957.31	\$0.00	\$0.00
2014-15	\$50,352.49	\$30,279.96	\$4.22	\$20,068.31
2015-16	<u>\$78,630.40</u>	<u>\$44,398.49</u>	<u>\$549.83</u>	<u>\$33,682.08</u>
Total	\$148,940.20	\$94,635.76	\$554.05	\$53,750.39

Respectfully submitted,
Marge McIntosh

DEVELOPMENT REVIEW BOARD

The Development Review Board (DRB) meets as needed to review applications for subdivision and commercial development, and to hear appeals of administrative officer decisions. The Board meets on the 2nd and 4th Monday of each month, as needed, at 7:15 pm downstairs in the Westford Town Office. All meetings are open to the public.

We had an average year for DRB activity compared to recent years. Four total lots were created and there were several sketch plan applications which will likely create more lots down the road. The following is a summary of the applications the DRB reviewed for the reporting period:

- Sketch Plan Review- 7
- Preliminary Plat Hearings - 0
- Final Plat Hearing- 3

- Site Plan Amendments-3
- Conditional Use Amendments -1 (For Private School)
- Boundary Line Adjustments- 0
- # of New Lots Created- 4
- Acres of Open Space Created – 0
- Miles of Pedestrian Path Created – 0

In March of 2016 the DRB began reviewing projects under the new Westford Land Use & Development Regulations that were approved in February of 2016. The DRB has been working hard to understand and appropriately implement these regulations. We appreciate the patience of applicants as we navigate the new regulations. The public is encouraged to attend our hearings to see what the process is like and to give input (especially on the new regulations). Every decision made, every development approved, and every regulation proposed - new or old - affects each of us. We welcome your opinions!

Each year generally sees some turnover on our Town boards, and the Development Review Board is no exception. This past year we saw two longstanding board members say goodbye. A big thanks to Tony Kitsos and Eric Jacobsen for decades of dedicated service to the Town. You will both be missed! In Eric's place we welcome Lisa Fargo. Lisa and her family have resided in Westford for long time. She previously served on the Planning Commission. Thank you Lisa for continuing to volunteer! Tony's position is currently open so here is your opportunity to apply. Whether you are a long standing resident or new to town, serving on one of our town's boards is a good way to be involved with the community and understand how local government works. Prior experience is not required, just the desire to get involved and volunteer.

Respectfully submitted,
Matt Wamsganz, Chair

DOG WARDEN

Westford ordinance lists nuisances that can cause fines to be issued. Nuisances include:

A. Dog running at large. Running at large means:

Dogs that are 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
6. Hunting with the owner

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 minutes or more.

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 found without a collar or harness and license shall be immediately impounded

Respectfully submitted,
Diane Forsey

LISTERS

Ben Saunders joined our Board of Listers this year. He has an extensive assessing background and we're very grateful to have him on the Board. Recently moving to Westford, he will get to know our town and residents while traveling the roads doing building permits.

The Vermont Division of Property Valuation set Westford's 2016 Common Level of Appraisal at 100.52% of fair market value. Westford properties are all assessed using the same building cost tables and land schedules that were established for our last reappraisal in 2009.

Assessment records are public and can be viewed during Town Office hours. Listers are available by appointment or by email.

Form HS-122, Vermont Homestead Declaration – Section A: a Homestead Declaration must be filed when you purchase a property, and each year thereafter. For a new homeowner, you need to be living in the dwelling as of April 1st.

Form HS-122, Property Tax Adjustment Claim – Section B: this claim must be filed every year also.

Also **Form HI-144 Household Income** is due April 15th (late filing penalties apply).

For more information, go to <http://tax.vermont.gov/> and search for HS-122 or <http://tax.vermont.gov/sites/tax/files/documents/PropertyTaxAdjustmentFS.pdf>.

Respectfully submitted,
Caroline Brown
Trish Indoe
Ben Saunders

PLANNING COMMISSION

The Planning Commission is a five-member town board that currently consists of five members: Jeremy Berger, Wendy Doane, Gordon Gebauer, Seth Jensen and Mark Letorney. 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 busy year for the Planning Commission, with a number of key projects successfully completed. The Planning Commission completed its substantial rewriting of Westford's zoning and subdivision regulations, now called the Westford Land Use and Development Regulations. These new regulations became effective in March, 2016. Since that time, the Planning Commission discovered that some sections needed to be amended to correct errors and potential areas of confusion. The Planning Commission drafted the necessary amendments to correct these problems and has recommended their adoption to the Selectboard.

The Planning Commission also worked with the Jackson Farm and Forest Project to help identify if and how the Town might be able to acquire the old Jackson farm property. We are happy to report that the residents of the Town voted in November, 2016 to fund the Town's purchase of the Jackson Farm and Forest land. That purchase is currently scheduled to occur in June, 2017.

We have also been instrumental in moving forward the issue of whether the School Board should transfer certain school property to the Town of Westford in advance of the Westford School becoming a part of the new Essex-Westford School District (RED). The residents saw the value of having the school property transferred to the Town and in October, 2016, voted in favor of the ballot article proposed by the School Board.

The Planning Commission has also continued to work to find new wastewater options for the Town Common and Village Districts. The Town Office and Library are currently served by a leach field under a parking lot. The future lifespan of the system is in question. There is no room for a replacement system onsite. Further, based on community surveys, it is clear that residents would like some small scale commercial development in the Village. Presently, there are few options for wastewater in the Village making further commercial development problematic.

Properties that have been studied for wastewater potential include the Spiller property, the White Church, the Brick Meeting House and the old Jackson farm on Brookside Road. Ideally, a new leach field location will provide long term stability for current and future Village residents, rather than be a short-term fix, or limited to a few users. At the present time, the sites that have potential wastewater use are the White Church and the Jackson Farm.

Public input is warmly welcomed in the planning process. Planning Commission meetings are open to the public and are held at 6:30 pm on the third Monday of the month at the Town Office. Planning Commission agendas and minutes can be viewed on the Town website, which is a great resource and we encourage residents to explore it at www.westfordvt.us.

Gordon Gebauer,
Westford Planning Commission Chair

RECREATION COMMITTEE

The Westford Recreation Department is a partially self-sustaining department *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 was a year of changes for our department. Noel Boutin, a long time committee member stepped down from the committee. Jeff LaBossiere was welcomed to take his seat. Noel, thank you for the hard work and dedication you have given to the committee over the years. We also welcomed a new recreation coordinator in November after Heather Armata stepped down. Heather, thank you for the energy, enthusiasm, and hard work you shared with our department.

Over the Summer months, we offered Summer Soccer (grades PK-2), Nature Camp (ages 6-12), Knights and Castles Camp (Grades 1-4) and Soccer Camp (grades 3-6). We also participated in the 4th of July Celebration and the Summer Concert Series.

Fall months were all about Soccer (grades PK-4) and the Annual Pumpkin Run. With winter fast approaching, the ice rink gets set up in preparation for a winter of ice skating and the Annual Broomball Tournament. This would not be possible without the slew of volunteers that show up with almost no notice to get the job done.

Winter brought along the Holiday Bazaar, a Family Skate, Open Gym (ages birth to grade 8), Basketball (grades 1-6 and adult pick-up games), and Nordic Skiing (grades 1-8). Working with the school, both Art Club (grades 2-5) and Chorus (grades 2-5) were offered as afterschool programs.

Once the snow of winter had past, Spring ushered in Lacrosse (grades K-4), Mini Milers (grades K-5), a Baseball Warm Up Clinic, Kids' Cake Decorating (grades 4-8), and an Edible/Medicinal Hike.

We worked with the Library to bring to you Halloween Mask Making and Games, Family Movie Nights, DIY Valentines, and Stretch Your Shamrock. With the help of the Red Brick Meeting House we were offered yoga and Zumba classes throughout the year.

We are grateful and humbled by the extraordinary people in our community who volunteer their time and energy to ensure that our programs are a success. We could not do it without them!

As we look into 2016, we will work with the School, the Library, the Red Brick Meeting House, and the Conservation Commission as we strive to fulfill our mission to provide enjoyable, educational and meaningful recreational opportunities within our community.

You may contact Bekah Gwozdz at any time via email at WestfordVTRec@gmail.com or by calling (802)662-1042.

Yours in Recreation,

Bekah Gwozdz (coordinator), Greg Baker, Martha Bennett, Maureen Carpenter, Meredith Irish, Jeff LaBossiere, Danielle Vierling, and Nancy Volkers

RECREATION DEPARTMENT
Year Ending June 30, 2016

Beginning Balance - July 1, 2015 **\$11,041.20**

Revenue

Donation from Town	5,000.00
After-School Programs	2,685.00
Basketball	1,235.00
Soccer	2,020.00
Broomball	1,629.00
Nordic Ski	460.00
Lacrosse	700.00
Adult Programs	840.00
Yoga & Zumba	1,091.65
4th of July Revenue	476.88
Pumpkin Run	371.00
Holiday Bazaar	266.50
Miscellaneous	97.50
Prepaid Programs	<u>3,380.00</u>

Total Revenue **\$20,252.53**

Expenses

Rec Coordinator Salary	9,957.00
Referees	45.00
FICA Expense	761.75
Lacrosse	81.45
Basketball	880.00
Uniforms	310.00
Field Paint	252.00
Soccer Camp Coaches	420.00
Lacrosse	208.41
Soccer Equipment	16.31
Nordic Ski	1,775.00
Baseball Clinic	26.95
Water Bottles	145.00
First Aid	14.26
Ice Rink Repairs	658.39
Broomball	196.76
Office Supplies	34.84
Advertising	592.79
After School Programs	1,755.00
Vacation Camp	1,803.50
Library Programs	79.65
Community Programs & Concerts	1,275.29

Adult Programs	665.00	
Toilet Rentals	760.00	
Membership Dues	150.00	
Miscellaneous	335.54	
Donation	<u>500.00</u>	
Total Expenses		<u>\$23,699.89</u>
 Ending Balance - June 30, 2016		 <u>\$7,593.84</u>

WESTFORD PUBLIC 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 200 days last year. Here's a snapshot of how our community enjoyed the Library during that time:

- Over 15,300 materials circulated among patrons, a 20% increase over the prior year.
- Visits to the Library totaled 8,301, a 10% increase.
- 845 patrons used the Library's 3 public access computers
- An additional 2,244 community members used the Wifi access that was boosted on the Common.
- Attendance at Library programs totaled 2,552.
- 282 volunteers contributed just over 549 hours.
- The Library hosted community meetings with over 920 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 Weinhagen, Treasurer

Peggy Rodgers, Secretary

Beth Kirkpatrick

Andrea Letorney

LIBRARY TRUSTEES FUND

Year Ending June 30, 2016

		<u>2015-16</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
400-78 Expenses					
7800-00.00	Expenses	10,387	10,683.25	11,047.00	12,372.00
7800-01.01	Trustee Fund Expense Account	0	1,729.54	0.00	0.00
7800-04.00	Summer Performances	0	100.00	0.00	0.00
7800-08.00	Postage Grant Expense Account	0	278.00	0.00	0.00
7800-09.00	Digital Econ Project	0	0.00	0.00	0.00
7800-10.00	Librarian Salary	31,545	31,584.10	32,337.00	32,970.00
7800-10.01	Substitute Librarian Salaries	1,293	1,949.93	1,457.00	1,457.00
7800-10.02	Custodian	1,500	1,350.00	0.00	0.00
7800-14.00	FICA	2,466	2,532.28	2,585.00	2,634.00
7800-15.00	Health Insurance	8,200	8,004.86	8,610.00	8,805.00
7800-16.00	Pension	928	947.53	970.00	989.00
7800-48.00	Insurance & W/C Insurance	3,084	2,242.32	3,242.00	2,400.00
7800-68.00	Building Maintenance & Repair	5,723	6,552.00	5,000.00	5,000.00
7800-74.00	Travel	250	355.56	450.00	450.00
7800-75.00	Fuel	2,400	414.71	1,015.00	622.00
TBD	IT	0	0.00	0.00	800.00
7800-76.00	Electricity	2,000	1,211.73	1,500.00	1,500.00
7800-77.00	Telephone & Internet	<u>1,000</u>	<u>1,440.51</u>	<u>1,700.00</u>	<u>900.00</u>
Expense Total		70,776	71,376.32	69,913.00	70,899.00
400-27 Revenue					
2705-00.00	Town Appropriation		70,776.00		
2710-00.00	Trustee Fund		1,738.46		
2725-00.00	Postage Grant		278.00		
2726-00.00	Ashgate Grant		500.00		
2727-00.00	Summer Performances		<u>100.00</u>		
Revenue Total			73,392.46		
Beginning Balance July 1, 2015			9,312.45		
Revenue			73,392.46		
Additional Funds Revenue (Grants)			0.00		
Expenses			<u>-71,376.32</u>		
Ending Balance June 30, 2016			11,328.59		

WESTFORD VOLUNTEER FIRE DEPARTMENT

During the fiscal year 2016, the Westford Volunteer Fire Department responded to **21** emergency calls as follows:

1	Structure fire
1	Brush fire
1	Car fire
5	Motor vehicle accidents
6	Fire or smoke alarm investigations
1	Carbon monoxide alarms
1	Search and rescue assist
1	Power line down
3	Mutual aid calls
1	Call canceled en route

Department highlights of 2015-16:

- After soliciting competitive bids from three manufacturers, we recently placed an order for a new truck to replace our aged 710 pumper. Thank you, residents of Westford, for your support in approving this funding. We are hoping the new truck will arrive in time for the 2017 Fourth of July parade.
- Our new SCBA's (self contained breathing apparatus) are now in service. These were funded by a \$96,228 grant through the FEMA Assistance to Firefighters Program. Our members now have equipment which is compliant with the new NFPA standards.
- Our firefighters participate in combined trainings with other area fire departments, which enhances the coordination between departments for mutual aid. This year's training involved controlled burns of structures, one on Route 15, and one on River Road.
- Westford firefighters and our mutual aid partners also participated in a regional emergency response drill at the Westford School.
- Members continue to train in vehicle extrication and stabilization. Specialized training and equipment enables us to safely remove occupants from crashed or rolled vehicles in a timely and effective manner. Our thanks go to Fairfax Salvage for use of a vehicle for training.

This past year, we have had several changes in personnel. Randy Botala, our Chief for 14 years, retired in March 2015. As a Chief, Randy stayed out of the limelight, but worked hard behind the scenes. He maintained good relations with other area fire departments and emergency service providers, he supported our department firefighters, and he is an expert truck mechanic. Randy was a diplomatic leader who encouraged others to take initiative and responsibility. His knowledge and presence will be missed, and we wish him good fortune and satisfaction in his future endeavors.

Art Gwozdz and Andy Lavalley, two seasoned and experience firefighters, also retired this year. Art has been a member of the Department since 1989, and offered a wealth of knowledge about equipment and safety. Andy served as our Department Training Officer, with expertise in firefighter training at the

state level. We thank Andy and Art for their service to the Department. We would also like to thank Nate Brown and Jake Martel for their service.

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.

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

Our roster of active interior certified firefighters currently stands at 9. 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 2016:

Steve Willard	Chief
Bill Fay	Assistant Chief
John Quinn	Captain, Treasurer
Tony Pouliot	Captain
Grant Thomas	Firefighter
David Vierling	Firefighter
Tom Dunkley	Firefighter
Will Dunkley	Firefighter
Josh Smith	Firefighter
Dan Gwozdz	Firefighter
Jerry Duchaine	Firefighter
Cedric Davis	Junior Firefighter
Susan Schmidt	Secretary

I would like to thank our Department members and their families for their very generous contribution of time and energy. Our department is 100% volunteer, which results in a cost for emergency protection far below that of surrounding communities.

Thank you to the residents of Westford for your continued support.

Respectfully submitted,
Steve Willard, Chief

FIRE DEPARTMENT DISBURSEMENTS – RECEIPTS FY 2016

RECEIPTS:

Reimbursements & Grants	<u>\$92,346.00</u>	
TOTAL RECEIPTS		\$92,346.00

Checking Account Balance on Hand 7/01/15		3,134.29
Operating Budget from Town General Fund		<u>50,100.00</u>
TOTAL RECEIPTS		\$145,580.29

EXPENSES:

Administrative Equipment & Supplies	874.55	
Communications		
Telephone & Internet Service	951.45	
New Pager/Radio Purchase	535.00	
Radio Maintenance & Repair	198.50	
Awards/Donations/Scholarship	110.00	
Dues & Subscriptions	254.00	
Fire Prevention/Public Education Supplies	1,972.50	
Fund Raising	0.00	
Building Expense	639.84	
Fuel & Oil	55.00	
Insurance	14,286.00	
Dry Hydrant Materials	0.00	
Fire Fighting Supplies	1,392.02	
Personal Safety Equipment	4,493.06	
Small Equipment Maintenance	1,251.61	
Small Equipment Purchase	5,271.09	
Station Supplies	256.55	
Training	491.50	
Truck Maintenance/Repair	9,339.39	
Computer Hardware/Software/Maintenance	1,768.00	
Cascade Air System/Maintenance	4,315.00	
SCBA Equipment/Maintenance	<u>96,836.50</u>	
TOTAL EXPENSES		\$145,291.56

Checking Account Balance on Hand 6/30/16		<u>288.73</u>
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TOTAL		<u>\$145,580.29</u>
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ZONING ADMINISTRATOR

The Zoning Administrator (ZA) administers the Westford Land Use and Development 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.

Updated regulations went into effect February 18, 2016. Highlights include:

Rule Change regarding Certificates of Occupancy. Under the new regulations a Certificate of Occupancy (C.O.) is required only for certain zoning projects. Your zoning permit indicates whether or not your project requires a C.O. when the project is substantially complete and before it is used.

Administrative Amendments. Under the new regulations the ZA under certain conditions may amend an existing zoning permit, site plan, or subdivision plan. The amendment must conform to the regulations and must not be “a material change”. Like all ZA decisions, these permits may be appealed to the Development Review Board (DRB).

Erosion Control and Stormwater Management Standards. Now apply to all development that will disturb the soil.

Protection of Water Resources is a high priority in Westford and in the State of Vermont. The Land Use and Development Regulations include a Water Resource Overlay (WRO) 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. Prior to any landscaping, vegetation removal or construction project please check with the ZA to ensure your project complies with the regulations. A number of parcels in town have at least some portion located within the WRO, or contain State Designated Class 2 wetlands.

Selling or refinancing? These days, most real estate attorneys and lenders require that sellers provide a Certificate of Zoning Compliance. The ZA processes these requests for a \$30 fee. Please allow sufficient time for the part-time ZA to receive and process this paperwork in advance of your closing!

Zoning Permits Issued July 1, 2015 – June 30, 2016

Houses	6
Garages	5
Sheds/Barns	5
Home Occupations	1
Additions to Houses	1
Accessory Apartments	2
Agricultural Structures	7
Administrative Amendments	2
Miscellaneous	17

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 the Fairfax Community Theatre Company (FCTC). The BMH serves as a home base for these groups, in addition to a community center for all of Westford. We meet quarterly.

Activities over the past year have included:

- Broomball Tournament Support
- Monthly luncheons for Westford Seniors
- Meetings for town, school and other civic business
- Private parties and events
- Monthly Coffee House
- Winter Farmer's Market
- Ongoing archival work with the WHS
- FCTC show, A Shot in the Dark
- UCW Spring dinner, Soup & Chocolate
- WHS historical presentations

BALANCE SHEET

Balance - July 1, 2015		\$1,683.55
<u>Income</u>		
Community donations	0.00	
Fundraisers	817.66	
Town of Westford	4,500.00	
Member group donations	1,400.00	
Other	0.00	
Rent	750.00	
Interest	<u>0.59</u>	
Total Income		\$7,468.25
<u>Expenses</u>		
Operations	5,886.53	
Capital improvements	<u>0.00</u>	
Total Expenses		\$5,886.53
Net Activity	\$1,581.72	
Ending Balance - June 30, 2016		<u>\$3,265.27</u>

Notes from 2016

This past fall marks the 22nd anniversary of the first meeting of the Brick Meeting House Society. It's a cool building, with a space providing a great service to the community. Much has been completed with the building renovations, but there is much more to do. Many, many, people have worked on the BMH over the years. If you haven't, you've missed out! So, if you've got some talents and energy, please contact us. We have a long list of overdue tasks. Capital improvements since that date have exceeded \$215,000, with both interior and exterior improvements, and regular maintenance remain. Please join us!

The building continues to be frequently used by the community. Our operating budget is shared by member groups and support within the town budget. 2016 fundraisers included: Broomball Tournament, the Ice Cream Social and the monthly Coffee House. Other member group fundraisers have been held as well.

Our board currently includes 8 people, representing member organizations and the community at large. Several of us have been active since the beginning in 1994. Proceeding into our 23rd year, we welcome the influx of fresh energy with new folks taking over more of this work.

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)

FIRE WARDEN

It seems that only yesterday that I was submitting the 2015 Fire Warden's Report. As we are approaching winter, most of you know that a burn permit is not required when there is snow on the ground. As you know, I have asked every year since the online system was put in place to please continue to take out permits as this helps the Fire Department and Fire Warden determine whether there is an actual emergency or a controlled burn in a particular area.

All conditions pertaining to your burn will remain in effect with or without a permit during snow season. You can only burn in the winter what is allowable during the summer. If you have any questions as to

what you can burn, please call me at 879-1231. I will continue to monitor weather conditions throughout the winter and open and close the burn system as a guide. This will be mainly for wind conditions. Please keep in mind that you are totally responsible for your burn and any problems/damages that may result.

At this time, I want to thank Westford residents for your outstanding cooperation in helping to keep our community safe.

For this reporting period:

- 496 permits were issued electronically
- 3 hard copy permits by the Fire Warden
- 9 hard copy permits by the Town Office
- 1 no permit warning issued
- 0 fire prevention tickets issued

Respectfully submitted,
Dennis L. Angiono

HEALTH OFFICER

During the period of July 1, 2015 to June 30, 2016, I investigated a total of three reported incidents as the Town Health Officer. A summary of these reported incidents is as follows.

January 22, 2016:

Received report of a dog bite from Northwestern Medical Center Emergency Department (NMCED). The report indicated that a dog bit its owner. The owner/patient later confirmed that the animal was being moved while in pain, which likely triggered the bite. Patient treated at NMCED and released. Rabies status confirmed with veterinarian. Owner advised to keep the dog in quarantine and away from the general public for 10 days, post incident.

July 17, 2016:

Received report of a multiple victim dog bite from NMCED. Three patients were bitten by the same animal while trying to break up a dog fight. The three patients were treated at NMCED and released. The animal was not licensed with the town; dog warden informed. Veterinarian confirmed that the animal was up to date on its rabies vaccination at the time of the incident. The veterinarian also confirmed that the animal was euthanized.

July 17, 2016:

Received report of a cat bite from University of Vermont Medical Center (UVMCC). Patient was bitten by a cat while cat-sitting. Patient was treated at UVMCC and released. The UVMCC report confirmed that the patient confirmed that the animal was up to date on vaccinations at the time of the incident. Multiple attempts to reach the patient to confirm owner and veterinarian were unanswered.

My three year appointment as Westford Town Health Officer expired on 9/30/2016, and I have decided to resign the position. Thank you for allowing me to be a part of this wonderful town!

Respectfully submitted,
Melissa Milne

WESTFORD HISTORICAL SOCIETY

This past year the Historical Society began taking new photos to accompany a state survey of old town homes done back in the 1970's. We have also sorted the collection of Town and School Reports and have kept two sets (of at least 100 years each). Now on to sorting the photos and files on town histories of buildings, groups and such in our collection.

We have received many donations this year and our room is getting full. We received a beautiful antique bureau from the Rogers family. From the Packard family, one item was a Cornet band urn that belonged to a Macomber relative. We greatly appreciate receiving these items to go along with our archives and photos from Westford's past.

The Historical Society records and holds can be seen by appointment. We have our genealogy holds at the Town Office.

The Society meets at 6:30pm on the 3rd Monday of each month at the Brick Meeting House. We are always happy to have new members join us.

The photos below are of a well-traveled building. It started out as a Post Office on a lot between the "Hotel" and the covered bridge, was moved to a lot between the "Spiller" house and the Cobb house and used as a store by the Rousseaus, and then moved next to the Center School lot (now the Town Office site) and used as the public library.

Respectfully Submitted,
Caroline Brown



Store on what is now known as the Spiller property.



Both of these pictures are of the building serving as the Town's library in the village.

SENIOR LUNCHEON

An average of 40 Senior citizens from Westford have continued to enjoy their monthly meetings at the Red Brick Meeting House where they share good food and good comradery. Carol Howrigan presides over the meetings which take place September through December and March through June - on the second Monday of each month at noon.

Caroline Brown has continued to coordinate the menu and e-mail a group of dedicated volunteers (mainly but not necessarily all Seniors) who then provide the requested amounts of delicious and nutritious offerings. Dave and Judy Adams have continued to donate either turkeys and/or chickens for several of the meals which is greatly appreciated. Some members arrive early to set up each month. Thank you one and all.

Cereta Lamphere provides decorations for the tables so that each month there is a "theme" and the meeting house is alive with color and fun. She also presides over a blessing before each meal.

Loreen Teer has continued as valued Treasurer, runs a 50/50 raffle and connects our members with members of her Jeri-Hill Senior group which has many offerings throughout the year.

Beth Menut now serves as Secretary, making monthly contact with Aging Well, formerly Champlain Valley Area Agency on Aging, who continue to reimburse a portion of the cost of each meal served. Donations are also made by seniors for their meals with \$2.00 per meal suggested.

Bree Drapa, our librarian, has continued to bring in large print books and magazines and movies for Seniors to enjoy and return or pass along to others to enjoy. In addition, she now assists with our meals.

This year, as in many years past, Roland Pigeon and friends have performed for our entertainment. His ongoing presence and enthusiasm is always a "draw" and attendance on those Mondays is always up. We celebrate this gem!!

Meetings tend to be informal but there were brief presentations from Bekah Gwozdz, our town Recreation Coordinator, from Bree Drapa on programs at the library and from Wendy Doane, with information on the Jackson Farm and Forest Project as well as information on Aging Well and their role guiding Seniors choosing Medicare Part D.

Donations were made to the Westford United Church in memory of Wilma Cowie, a long time Westford resident who died this spring; for Christmas giving and for needed items for the Red Brick Meeting House.

A hearty Thank You to all who attend and make this monthly event possible. It is a great way to get to know neighbors and share in a delicious meal and keep up on events in town.

Respectfully submitted,
Beth Menut, Secretary

TREE WARDEN

Shade Trees and You!

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

**The Public Right of Way* is usually 3 Rods total width (3 Rods = 49 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.

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

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

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

School Directors 3 year term – Martha Heath
2 year term – Christian Frenette

SPECIAL SCHOOL DISTRICT VOTE ON UNIFIED UNION SCHOOL DISTRICT

A vote was held on Tuesday, November 3, 2015 to vote on creating a unified union school district with the school districts in Essex Junction and Essex Town. Westford, Essex Junction and Essex Town voters approved merging the school districts. Results for Westford are below:

Article I: Approved the Westford Town School District joining with the school districts of Essex Junction Incorporated School District, Essex Town School District, and Essex Community Education Center Union School District #46, for the purpose of forming a unified union school district to be named the Essex Westford Educational Community Unified Union School District.

Total ballots cast: 630

422 Yes

207 No

1 Blank

Article II: Elected two school directors.

School Directors 2 year term – Martha Heath

1 year term – Andre Roy

**WARNING
TOWN OF WESTFORD SCHOOL DISTRICT
ANNUAL MEETING**

**ANNUAL SCHOOL DISTRICT MEETING
Monday, March 6, 2017 at 7:00 p.m.
Westford School**

The legal voters of the Town of Westford School District are hereby warned and notified to meet at the Westford School in said Town of Westford on **Monday, March 6, 2017 at 7:00 p.m.**, which will commence immediately following the Town's Annual Meeting, to act on the following articles:

ARTICLE I: To transact any other business that may lawfully come before this meeting.

ARTICLE II: To hear and act upon the reports of the Westford School District Board of Directors

WHEREUPON, after disposition of said business, said meeting shall be adjourned to the following day, **Tuesday, March 7, 2017**, when the legal voters are hereby notified and warned to meet at the Westford School in the Town of Westford on Tuesday, March 7, 2017, **between the hours of 7:00 a.m. and 7:00 p.m.**, to vote by Australian Ballot on the following articles:

ARTICLE III: To elect all officers required by law.

- Two school directors for a term of one year;
- One school moderator for a term of one year.

Approved this 17th day of January, 2017 by the Westford School Board.

Andre Roy, Vice Chair
Martha Heath, Clerk
Kim Phinney
Christian Frenette

Received for record January 18th, 2017, at 2:35 p.m.

Attest: Nanette Rogers, Town Clerk

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

WESTFORD SCHOOL DISTRICT BUDGET REPORT

REVENUES	FY'16 Budget	FY'16 Actuals	FY'17 Approved
LOCAL			
Fund Balance	\$0	\$0	\$87,900
Interest Earnings	\$1,000	\$1,099	\$1,000
Regular Elem Tuition	\$13,650	\$17,140	\$13,950
SpEd Excess Cost Reimbursement	\$4,995	\$0	\$0
Building Rental	\$450	\$661	\$500
LOCAL Total	\$20,095	\$18,900	\$103,350
STATE			
Education Spending Grant	\$4,443,378	\$4,443,378	\$4,401,413
Technical Center Block Grant	\$60,319	\$60,319	\$63,994
State Aid Transportation	\$61,616	\$61,616	\$62,000
Early Ed. Initiative Grant (EEI)	\$6,000	(\$94)	\$0
Essential Early Education (EEE)	\$18,206	\$18,216	\$18,106
SpEd Expenditures Reimbursement	\$281,663	\$333,884	\$256,646
Mainstream Block Grant	\$108,227	\$108,227	\$104,138
SpEd Extraordinary Reimbursement	\$0	\$0	\$43,163
State Placed SpEd Reimbursement	\$92,147	\$20,238	\$0
STATE Total	\$5,071,556	\$5,045,784	\$4,949,460
OTHER			
Medicaid Reimbursement	\$0	\$0	\$0
Impact Fees	\$0	\$0	\$0
Miscellaneous Income	\$0	\$56	\$0
OTHER Total	\$0	\$56	\$0
GRAND TOTAL	\$5,091,651	\$5,064,740	\$5,052,810

EXPENSES	FY'16 Budget	FY'16 Actuals	FY'17 Approved
DISTRICT WIDE			
110 Certified Staff Salaries	\$1,370,903	\$1,309,380	\$1,401,574
111 Support Staff Salaries	\$385,159	\$332,257	\$338,085
112 Extra Curricular Activity Stipends	\$27,049	\$19,574	\$24,788
113 Certified Staff Retirements	\$3,000	\$0	\$0
114 Certified Staff Extra Duty Stipends	\$6,000	\$6,000	\$3,000
115 Tutoring Staff Salaries	\$9,680	\$4,405	\$9,680
117 Board Stipends	\$2,500	\$1,000	\$2,500
120 Substitute Salaries	\$41,492	\$37,196	\$44,386
130 Overtime Salaries	\$26,668	\$20,897	\$24,392
210 Health Benefits	\$438,548	\$396,255	\$441,545
211 Health Inoculations	\$200	\$0	\$200
220 Social Security (FICA)	\$143,246	\$126,943	\$141,399
230 Group Life Insurance	\$1,372	\$1,273	\$1,281
232 VSTRS OPEB Assessment	\$439	\$2,194	\$0
240 Retirement Contributions	\$23,570	\$19,181	\$22,136
250 Workers' Compensation	\$11,664	\$11,849	\$12,364
260 Unemployment Compensation	\$5,940	\$5,813	\$5,833
270 Tuition Reimbursement	\$18,122	\$27,622	\$18,122
280 Dental Insurance	\$32,393	\$32,393	\$29,339
DISTRICT WIDE Total	\$2,547,945	\$2,354,232	\$2,520,624

EXPENSES	FY'16 Budget	FY'16 Actuals	FY'17 Approved
DIRECT INSTRUCTION			
330 Other Professional Services	\$300	\$380	\$300
390 Other Purchased Services	\$8,122	\$33,484	\$55,402
540 Advertising	\$100	\$0	\$100
566 Private Preschool	\$6,000	\$48,629	\$61,840
580 Travel and Conference	\$100	\$631	\$530
610 General Supplies	\$31,000	\$13,015	\$33,000
619 Testing Materials	\$500	\$0	\$300
641 Books	\$5,000	\$7,512	\$5,200
642 Periodicals	\$1,400	\$227	\$800
810 Dues & Fees	\$0	\$0	\$315
811 Field Trips	\$900	\$321	\$1,200
812 Student Special Programs	\$2,200	\$2,276	\$2,400
DIRECT INSTRUCTION Total	\$55,622	\$106,475	\$161,387
HIGH SCHOOL/TECH TUITION			
561 Tuition Other VT Schools	\$1,401,200	\$1,322,081	\$1,337,950
564 Tuition Public/Private Schools	\$14,165	\$15,100	\$14,900
566 Tuition Private Schools	\$3,000	\$14,297	\$0
568 Tuition to Tech Ctr by State	\$60,319	\$60,319	\$63,994
569 Tuition to Tech Ctr - Local	\$62,505	\$62,987	\$66,228
HIGH SCHOOL/TECH TUITION Total	\$1,541,189	\$1,474,784	\$1,483,072
SPECIAL EDUCATION			
330 Other Professional Services	\$2,000	\$3,600	\$2,000
435 General Maintenance	\$0	\$0	\$1,000
535 Telecommunications	\$0	\$394	\$0
540 Advertising	\$200	\$0	\$200
580 Travel & Conference	\$100	\$0	\$0
610 General Supplies	\$5,200	\$3,101	\$9,200
641 Books	\$0	\$0	\$2,000
670 Technology Software	\$0	\$0	\$1,500
810 Dues & Fees	\$300	\$300	\$300
SPECIAL EDUCATION Total	\$7,800	\$7,395	\$16,200
STUDENT ACTIVITIES			
330 Other Professional Services	\$750	\$150	\$750
610 General Supplies	\$6,200	\$4,620	\$4,900
815 Officials' Fees	\$5,425	\$5,294	\$5,835
STUDENT ACTIVITIES Total	\$12,375	\$10,064	\$11,485
GUIDANCE & SUPPORT			
580 Travel & Conference	\$100	\$0	\$100
610 General Supplies	\$200	\$891	\$200
641 Books	\$100	\$0	\$100
810 Dues & Fees	\$100	\$0	\$100
812 Student Special Programs	\$400	\$0	\$400
GUIDANCE & SUPPORT Total	\$900	\$891	\$900
HEALTH			
421 Disposal Services	\$300	\$0	\$200
435 General Maintenance	\$100	\$84	\$0
532 Postage	\$40	\$0	\$40
610 General Supplies	\$1,400	\$1,426	\$1,500
HEALTH Total	\$1,840	\$1,510	\$1,740

EXPENSES	FY'16 Budget	FY'16 Actuals	FY'17 Approved
SPEECH & LANGUAGE			
610 General Supplies	\$300	\$0	\$500
641 Books	\$150	\$0	\$0
SPEECH & LANGUAGE Total	\$450	\$0	\$500
LIBRARY & MEDIA SERVICES			
435 General Maintenance	\$100	\$0	\$100
532 Postage	\$50	\$0	\$0
535 Telecommunications	\$2,750	\$2,398	\$2,418
580 Travel & Conference	\$500	\$100	\$250
610 General Supplies	\$780	\$691	\$790
641 Books	\$6,000	\$5,874	\$6,000
642 Periodicals	\$600	\$384	\$400
650 Audiovisual Materials	\$0	\$0	\$0
670 Technology Software	\$0	\$0	\$0
812 Student Special Programs	\$200	\$40	\$700
LIBRARY & MEDIA SERVICES Total	\$10,980	\$9,487	\$10,658
SCHOOL BOARD & TREASURER			
310 Official/Admin Services	\$0	\$435	\$0
330 Other Professional Services	\$3,000	\$0	\$600
331 SU Assessment	\$187,052	\$186,729	\$197,689
332 Shared Service SU Assessment	\$302,360	\$327,109	\$265,208
360 Legal Services	\$4,500	\$2,855	\$3,000
540 Advertising	\$1,250	\$1,239	\$1,000
550 Printing and Binding	\$75	\$173	\$75
580 Travel & Conference	\$550	\$746	\$525
591 School Board Expense	\$500	\$119	\$350
610 General Supplies	\$1,000	\$1,290	\$700
810 Dues & Fees	\$1,850	\$1,858	\$1,875
SCHOOL BOARD & TREASURER Total	\$502,137	\$522,553	\$471,022
PRINCIPAL SERVICES			
330 Other Professional Services	\$500	\$550	\$500
440 Rentals and Leases	\$7,200	\$7,199	\$6,300
532 Postage	\$400	\$362	\$500
550 Printing & Binding	\$100	\$0	\$100
580 Travel & Conference	\$500	\$279	\$500
610 General Supplies	\$1,900	\$0	\$1,800
810 Dues & Fees	\$300	\$685	\$390
899 Discretionary Funds	\$300	\$9	\$600
PRINCIPAL SERVICES	\$11,200	\$9,084	\$10,690
MAINTENANCE & OPERATIONS			
330 Other Professional Services	\$8,150	\$13,988	\$8,150
421 Disposal Services	\$2,000	\$1,904	\$2,500
431 Equipment Maintenance	\$2,000	\$518	\$2,000
432 Maintenance of Buildings	\$22,095	\$37,248	\$28,195
433 Maintenance of Grounds	\$5,400	\$1,574	\$6,000
435 General Maintenance	\$2,500	\$2,407	\$1,900
442 Equipment Lease/Rental	\$1,100	\$1,092	\$400
521 Property & Liability Insurance	\$10,666	\$9,823	\$10,666
532 Postage	\$200	\$200	\$200
580 Travel & Conference	\$750	\$664	\$750
610 General Supplies	\$10,975	\$10,895	\$11,525
622 Electricity	\$48,150	\$43,382	\$48,150

EXPENSES		FY'16 Budget	FY'16 Actuals	FY'17 Approved
623	Bottled Gas	\$990	\$957	\$1,026
624	Oil	\$11,450	\$2,882	\$8,970
626	Gasoline	\$1,200	\$788	\$1,200
628	Wood Chips	\$14,700	\$7,300	\$15,100
710	Land & Improvements	\$0	\$0	\$0
720	Building Improvements	\$0	\$0	\$0
730	Equipment	\$9,250	\$11,351	\$0
MAINTENANCE & OPERATIONS Total		\$151,576	\$146,973	\$146,732
INFORMATION TECHNOLOGY				
330	Other Professional Services	\$500	\$149	\$500
435	General Maintenance	\$1,425	\$587	\$649
436	Maintenance Software	\$2,666	\$2,185	\$2,725
531	Telephone	\$3,965	\$2,921	\$3,822
535	Telecommunications	\$8,101	\$5,677	\$7,587
580	Travel & Conference	\$100	\$118	\$0
610	General Supplies	\$1,850	\$1,220	\$2,010
650	Technology Supplies (Hardware)	\$29,887	\$35,580	\$27,570
670	Technology Software	\$4,813	\$2,984	\$4,047
730	Equipment	\$0	\$0	\$0
INFORMATION TECHNOLOGY Total		\$53,307	\$51,421	\$48,910
STUDENT TRANSPORTATION				
519	Student Transportation	\$161,330	\$155,537	\$165,890
STUDENT TRANSPORTATION Total		\$161,330	\$155,537	\$165,890
DEBT SERVICE				
830	Long Term Interest	\$0	\$0	\$0
831	Short Term Interest	\$3,000	\$3,912	\$3,000
910	Long Term Debt Principal	\$0	\$0	\$0
990	Prior Year Adjustments	\$30,000	(\$14,117)	\$0
DEBT SERVICE Total		\$33,000	(\$10,205)	\$3,000
GRAND TOTAL		\$5,091,651	\$4,840,201	\$5,052,810
EXPENSE SUMMARY		FY'16 Budget	FY'16 Actuals	FY'17 Approved
DISTRICT WIDE		\$2,547,945	\$2,354,232	\$2,520,624
DIRECT INSTRUCTION		\$55,622	\$106,475	\$161,387
INSTRUCTION OTHER		\$1,541,189	\$1,474,784	\$1,483,072
SPECIAL EDUCATION		\$7,800	\$7,395	\$16,200
STUDENT ACTIVITIES		\$12,375	\$10,064	\$11,485
GUIDANCE & SUPPORT		\$900	\$891	\$900
HEALTH		\$1,840	\$1,510	\$1,740
SPEECH & LANGUAGE		\$450	\$0	\$500
LIBRARY & MEDIA SERVICES		\$10,980	\$9,487	\$10,658
SCHOOL BOARD & TREASURER		\$502,137	\$522,553	\$471,022
PRINCIPAL SERVICES		\$11,200	\$9,084	\$10,690
MAINTENANCE & OPERATIONS		\$151,576	\$146,973	\$146,732
STUDENT TRANSPORTATION		\$161,330	\$155,537	\$165,890
INFORMATION TECHNOLOGY		\$53,307	\$51,421	\$48,910
DEBT SERVICE		\$33,000	(\$10,205)	\$3,000
GRAND TOTAL		\$5,091,651	\$4,840,201	\$5,052,810

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>
	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
	2016	\$2,364,070	\$1.535

SCHOOL DISTRICT SUPPLEMENTAL INFORMATION

ENROLLMENT:	<u>FY'14 Actual</u>	<u>FY'15 Actual</u>	<u>FY'16 Actual</u>	<u>FY'17 Actual</u>
K	19	16	17	24
1	19	19	24	15
2	17	18	18	22
3	18	15	18	17
4	20	17	18	18
5	20	19	17	16
6	19	17	19	19
7	24	23	16	18
8	23	25	23	15
K-8	179	169	170	164
9	26	26	26	21
10	29	24	28	16
11	31	32	29	13
12	29	29	29	18
9-12	115	111	112	68
K-12	294	280	282	232

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/edu/>

FY2016 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 →	Dummerston Schools	PK - 8	188	14.00	1.00	12.00	188.00	14.00
	Putney Central School	K - 8	181	18.80	1.00	10.90	181.00	18.80
	Troy Elementary School	PK - 8	184	17.48	1.00	10.53	184.00	17.48
	Westford Elementary School	PK - 8	188	16.60	1.00	12.00	188.00	16.60
← Larger	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	10.48	120.48	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.

FY2015 School District Data

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

Grades offered in School District

Student FTE enrolled in school district

Current expenditures per student FTE EXCLUDING special education costs

Cohort Rank by FTE (1 is largest)
3 out of 34

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

Smaller →	Dummerston	PK-8	182.15	\$17,238
	Putney	PK-8	178.25	\$15,171
	Troy	PK-8	179.18	\$11,898
	Westford	PK-8	183.42	\$16,647
← Larger	Barton ID	PK-8	191.29	\$11,929
	Grand Isle	PK-8	188.50	\$13,258
Averaged SCHOOL DISTRICT cohort data			117.68	\$13,987

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.

FY2017 School District Data

LEA ID School District		Grades offered in School District	School district tax rate			Total municipal tax rate, K-12, consisting of prorated member district rates		
			SchIDist Equalized Pupils	SchIDist Education Spending per Equalized Pupil	SchIDist Equalized Homestead Ed tax rate	MUN Equalized Homestead Ed tax rate	MUN Common Level of Appraisal	MUN Actual Homestead Ed tax rate
					Use these tax rates to compare towns rates.			These tax rates are not comparable due to CLAs.
Smaller →	T007 Bakersfield	PK-8	210.10	13,727.86	1.4151	1.4151	99.29%	1.4252
	T225 Waterford	PK-8	226.53	15,092.55	1.5558	1.5558	102.73%	1.5145
	T084 Grand Isle	PK-8	288.73	15,404.84	1.5880	1.5880	101.31%	1.5675
	T232 Westford	PK-8	298.81	16,032.96	1.6498	1.6498	100.86%	1.6360
← Larger								

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 2015-2016 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 / 19	0.00%
	<i>Westford Elementary School</i>	<i>0 / 19</i>	<i>0.00%</i>

2016-17 Professional Qualifications of Teachers

Professional Qualifications of Teachers	Westford
Percentage who hold a master's degree or higher	75%
Percentage who hold a level II Professional Educator License in the area taught	58%
Percentage who hold additional licensing endorsements	21%
Average in-district teaching experience	9.0

*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

The traditional school board contribution for the Town Report includes the many components that ultimately lead up to a proposed budget...staffing levels, projected number of students, spending trends, graphs, legislative mandates, tax estimates, and more. This year marks a transition to new traditions.

The Westford School Board's responsibility to prepare a budget for our school is now the work of the new unified board. We will vote collectively with the communities of Essex Junction and Essex Town on a single budget. That vote will occur after Town Meeting Day. Budget formation will still be open to input from all residents. There will still be meetings to present the budget to our communities. All of the information you would normally receive from the Westford Board will be available once the proposed budget is prepared.

Now more than ever, it is important for our community to embrace our new district and participate in the process of setting budget and policy priority. The character of our school is strong--we have a great deal to share and learn from our new partners.

I feel our community members also have a great deal to share with our new district partners. The challenge I would like to present to each of our residents is to attend a board meeting in 2017. It is important to have an opportunity to connect with the new board and process. Creating these relationships now will set the stage for successful collaboration in the future.

Westford School Board decommissioning

The board's duties during this coming year are dwindling. On July 1, 2017, we will cease to have a district. On that date, the responsibilities of this board will be to successfully see through our financial audit, no doubt finding some other small tasks along the way.

Two Westford Board member terms are expiring this year and will need to be renewed. It is anticipated that we will formally dissolve no later December 31, 2017.

Land sales and transfers

Two separate land issues were presented to Westford voters in 2016. One dealt with surplus property that is jointly owned by the school and town, the other addressed voter concerns around school land ownership.

The first property is a ~19 acre parcel on the corner of Old Stage Road and Westford-Milton Road. It was set aside in the 1960's by the King's Hill developer, should the town require a second school house due to development. The town and school worked together to put this property on the market for \$92,000. At this point, the property is under contract and moving towards a successful sale. The proceeds of the sale will be equally split between the town and school.

The second set of property decisions involved the three parcels that currently make up our school property. The town was asked to vote on proposals to transfer two of the three properties to the town. This action was passed. With the ownership of the land now finalized, the work of creating the necessary use agreements is ongoing and will complete prior to July 1, 2017.

Thanks and Recognition

Success at our school comes in no small part from all of the dedicated individuals who contribute their time and talents to the education of Westford children. This includes all faculty and staff, administration, and supporting players who make the small details seem easy. Community involvement also plays a huge role in student success. Thank you to all the volunteers who contribute to our school. Your caring and determination are evident everywhere.

Finally, thank you to all former school board members and the community that has participated in the board process. It is clear that the good of our students has always been your highest priority.

Respectfully,
The Westford School Board

Mark Drapa
Christian Frenette
Martha Heath
Kim Phinney
Andre Roy

PRINCIPAL

What does Westford School bring to the new Essex Westford Unified School District? Westford School has a long standing reputation for high academic expectations in a welcoming environment filled with a strong professional staff and a highly supportive community. I am proud to be part of the rich history and bright future of Westford School and look forward leading us through the opportunities that lay before us in a unified district.

Over the past few years, we have focused a great deal of effort and attention on curriculum, instruction and assessment in order to maintain high academic expectations. Strong instructional practices that result in students meeting high academic expectations and the ability to also systematically respond to the changing social and emotional needs of students is only possible with effective leadership and a strong faculty and staff. Westford School brings a solid foundation of knowledge and expertise in the areas of curriculum, instruction, and assessment to the new unified district. We are committed to a workshop model of instruction in both literacy and math, the implementation of high quality instructional materials and the effective use of data in making instructional decisions. We offer our collective experience and support in this on-going work with our new colleagues. We also bring a passion for students and love of learning. We welcome the benefits of collaborating with schools who have placed an emphasis on professional learning communities and a passion for Next Generation Science Standards. We will grow our already successful classroom models through newly developed collaborative experiences with other teachers and schools of the Essex Westford Unified Districts while maintaining our school values and continued student success.

Each school year brings the potential for growth and the opportunity to build on past successes and strengths. As such, we have made a commitment to continue our focus on student learning while also expanding our work to reflect best practices related to the social and emotional growth of our students. We are now in year one of implementing a system called Positive Behavior Interventions & Supports

(PBIS). Our goal is a strong PreK-8 system focused on the social and emotional well-being of students. PBIS necessitates teaching social skills and community behaviors while positively encouraging and recognizing students for meeting school-wide expectations. As a PreK-8 school we have taught common expectations and systematically acknowledged positive student behaviors. We have been evaluated on our implementation of PBIS, thus far, using the PBIS School-Wide Evaluation tool with tremendous early results. For example, when students were asked independently, “What are your school rules?” one hundred percent of students were able to respond that they are expected to be 1) Safe, 2) Kind, and 3) Responsible, which represents an indication that our commitment to school-wide practices and messaging is having an impact on our students. The principles of PBIS, such as building strong relationships, sharing common expectations, consistency, and acknowledging positive behaviors, are now firmly reflected in Westford School practices.

As we enter the 2017/18 school year with confidence and a passion for the whole child, it is important to reflect on our journey. It is no surprise that our rich history has set us up for continued success because our current CCSU Superintendent, Judith DeNova, has promoted and led these very qualities throughout her entire career. Under her leadership as Westford School Principal, CCSU Associate Superintendent and most recently as CCSU Superintendent, Judy has made an unwavering commitment to our students. She has modeled, promoted and ensured our focus on the whole child throughout her career. As principal, she modeled Responsive Classroom practices with morning messages to students and faculty. Westford School was the first in CCSU to adopt and successfully implement student-led conferences. She ensured each graduating class offered a gift such as planting a tree to commemorate their experiences and provide for the environmental greater good. As principal, she had a unique ability to celebrate students of all abilities. An undeniable supporter of the arts and a model of risk taking, she could be found playing the flute in front of families and students. Over the past twenty-four years, Judy has had a tremendous impact on the students, staff, families and community members of Westford School. These are also the foundational pieces that will ensure Westford School’s continued tradition of excellence. Her leadership, dedication and passion for students will be greatly missed.

I appreciate the challenges and celebrations ahead. It continues to be an exciting time to be a principal and I look forward to leading Westford School in a newly unified district. It seems fitting to say thank you to the many teachers, families, and community members for their contributions to our successful community school. It seems particularly appropriate to use this opportunity in the Westford Annual Report to say thank you to Superintendent DeNova for playing such a critical role ensuring a quality education for all, not only as an educational leader but as a Westford parent and valued community member.

Respectfully submitted,
Marcie Lewis

SUPERINTENDENT

Reporting on the progress of Westford students since 1992 has been much more meaningful and complex than looking at student results from various standardized tests required under different laws that govern the United States K-12 public education policy. In December of 2015, the Every Student Succeeds Act (ESSA) replaced its predecessor, the No Child Left Behind (NCLB) Act, and with it the rules and revenue streams are changing once again. The changes in our national public education policy will impact our students in some ways, however the real impact continues to be at the local level with

your support and involvement. You will notice our student performance results have remained relatively constant with the majority of Westford students consistently scoring at “proficient” or above on state assessments.

However, student performance on state assessments only tell a small part of the story when we think about educating the whole child. At Westford School, citizenship, respect and responsibility continue to be cultivated and developed beginning at a very young age. Inherent within the design of a PreK-8 school is the ability to recognize students’ strengths, nurture their interests and ignite their passions. It is a place where life-long relationships begin to form and those precious childhood memories are captured, shared and treasured for always. As you continue reviewing the student performance results, always remember the wise words of Albert Einstein, “Not everything that can be counted counts, and not everything that counts can be counted.” Westford students continue to excel on standardized tests, and they also continue to be active and engaged citizens in our community and beyond.

Student Performance

State Assessments

All Vermont students in grades 3-8 and grade 11 are required to participate in a state assessment called the Smarter Balanced Assessment Consortium (SBAC) for English Language Arts and Mathematics. This state 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 2016 Westford student results on state assessments.

Total Percent of Students Who Score “Proficient” or Above

	English/Language Arts SBAC (Spring 2016)		Math SBAC (Spring 2016)		Science NECAP (Spring 2016)	
	Westford	VT	Westford	VT	Westford	VT
Grade 3	88%	54%	69%	56%	n/a	n/a
Grade 4	71%	54%	71%	50%	71%	48%
Grade 5	47%	58%	47%	43%	n/a	n/a
Grade 6	58%	56%	26%	41%	n/a	n/a
Grade 7	73%	58%	73%	46%	n/a	n/a
Grade 8	86%	59%	45%	44%	27%	22%

SBAC Detailed Performance Results

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

English/Language Arts (overall)	72%	Math (overall)	55%
Reading	80%	Concepts & procedures	64%
Writing	87%	Problem solving, modeling & data analysis	82%
Speaking & listening	87%	Communicating reasoning	82%
Research & inquiry	91%		

For more information, please visit the following sites:

- SMARTER Balanced Assessment (SBAC): <https://www.smarterbalanced.org/>
- Common Core State Standards (CCSS) - Math & English/Language Arts: <http://www.corestandards.org/>
- Next Generation Science Standards (NGSS): <http://www.nextgenscience.org/>
- Science NECAP Assessment: <http://education.vermont.gov/student-learning/assessments/state-assessments/science>

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 spring 2016, 69% of Westford students grades K-5 were meeting grade level benchmarks on our new Bridges math assessment and 64% 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 currently in grades 9-12 have choice of which high school in the state they would like to attend. As the new unified union school district becomes operational on July 1, 2017, a provision was included in the Articles of Agreement grandfathering this choice provision until these students graduate. A majority of these students continue to choose Essex

High School (EHS). For next school year, all current grade eight students will be enrolled in EHS, and we are projecting a total of 65 Westford students in grades 9 through 12, 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 2016 reported graduation rate at EHS was 90%.

Our assessment data system, Edmin INFORM, allows us to see how students from each feeder school perform at EHS. For example, using our ninth grade reading screener STAR Reader, we see that the ninth grade Westford students are averaging a text level of 10.2 (tenth grade plus two months) as they enter EHS.

School Accountability (AYP)

With the reauthorization of the federal Elementary and Secondary Education Act (ESEA), we are transitioning to the Every Student Succeeds Act (ESSA) which includes 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:

<http://education.vermont.gov/vermont-schools/education-quality/education-quality-reviews>

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 2016 Westford School Action Plan can be found at: <http://www.ccsuvt.org/action-planning>.

Summary

Through the years it has been my privilege and honor to serve the students and families of Westford in many different roles including being your principal, associate superintendent and superintendent. As a member of this community, it has allowed me to often hear anecdotal stories about your children and their success in college, businesses they have started, work they are doing around the world, and the families they are now raising. It has been deeply 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 life, college and careers. I am filled with pride as they walk across the stage at EHS graduation each year offering a warm embrace. There are no words to describe the gratitude I feel for being part of their school experience from preschool through high school and beyond.

Westford students continually reflect the work of a highly qualified and committed staff, consistent family involvement, a dedicated school board, and unwavering community support. As the new Unified Union Board becomes operational on July 1, 2017, and the next superintendent begins her journey, it is

my hope you will embrace this new beginning with your continuous support, involvement and engagement. The Westford community has much to offer this new unified educational community. It's imperative that we broaden our sense of community and begin to nurture and grow a new educational community, one that cares deeply for all its students and families.

In closing, thank you for your continued support of Principal Marcie Lewis. Her sustained leadership during this time of transition will continue to focus on the needs of each and every individual learner. On December 31, 2017 the Westford School District will dissolve and on January 31, 2018 the Chittenden Central Supervisory Union (CCSU) will dissolve. As the last CCSU Superintendent of Schools, and on behalf of my colleagues at Chittenden Central Supervisory Union, it has been 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 2016-2017

(* = 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	Katherine Decarreau
Executive Director – Technology	Vince Gonillo
Finance & Accounting Director	Kathleen 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*	Emily Grimes	Part-time
Kindergarten	Cassidy Shumway	Full-time
Kindergarten	Kelly Hyde	Full-time
Grade 1/2	Jaclyn Richardson	Full-time
Grade 1/2	Jennifer Ellis	Full-time
Grade 3/4	Callie Goss	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>
Long Term Sub: Math Specialist	Barbara Chapin	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, RN, CS	Full-time
Physical Education/Health	Seth McQuade	Part-time
Special Education*	Barbara Barnier	Full-time
Special Education*	Kasey McCuin	Full-time
Special Education*/Speech Pathologist*	Sally Conant	Full-time
ELL	Sky Potter	Part-time
Educational Technology Integration Specialist*	Christopher CichoskiKelly	Part-time

Support Staff

<u>Position</u>	<u>Name</u>	<u>Days/ Week</u>	<u>Hours/ Week</u>	<u>Weeks/ Year</u>
Head of Maintenance	Gerald Shepard, Jr.	5	40	52
Custodians	Adam Moultroup	5	40	52
	Kimberlee Phillips	5	40	52
Instructional Assistant	Sandra Keener	5	32.5	36
Social Support Coordinator	Vanessa Habedank	5	32.5	36
Spec. Ed Instruct. Assts.*	Rosemary Shea-Cobb	5	15	36
	Amanda Feller	5	16.25	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 political subdivision of the State created by the municipalities of Chittenden County in 1966 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 celebrated its 50th anniversary in 2016 and appreciates the continued opportunity to work with its municipal members to plan appropriately for the region's future to protect and improve the special quality of life that is shared throughout Chittenden County. In FY16, the CCRPC invested more than \$4.7 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages nearly \$4.3 million in Federal and State investment with \$245,000 in municipal dues and another \$200,000 in local match for specific projects—a **9:1 return on investment**.

Town of Westford representatives to the CCRPC Board and other committees in FY16 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 FY2016, the CCRPC provided assistance to Westford on the following projects and initiatives:

- **GIS/Mapping** – Created Village Designation maps for a renewal application, made updates to the zoning and conservation maps, developed a map depicting utility pole locations for a group looking to expand Broadband service within the Town and provided the Westford Conservation Commission with a trails map. The Westford Map Viewer (<http://map.ccrpcvt.org/westfordmapviewer/>) was also updated to include ANR River Corridor data.
- **Transportation Safety** – CCRPC staff and VTrans personnel met with the Westford school to present school zone safety improvements plans.
- **Municipal Infrastructure Inventories** – CCRPC interns conducted a culvert inventory.

REGIONAL ACTIVITIES

- **50th anniversary** – The CCRPC celebrated its 50th anniversary throughout 2016, and hosted an event as part of its annual meeting in June, during which over 80 representatives of municipal, regional, and state government gathered to celebrate – including guest speaker Governor Peter Shumlin. CCRPC staff also developed a timeline that highlights some significant milestones, events, and other happenings throughout Chittenden County and beyond over the last 50 years. (<http://www.ccrpcvt.org/about-us/news/ccrpc-timeline/>)
- **Legislative Forum** – Hosted the 2nd annual Legislative Breakfast in December as a forum for a short, focused conversation with local legislators and municipal representatives on key issues and high interest topics important to area municipalities for the 2015-2016 legislative session, including: smart growth, water quality, and municipal shared services. (<http://www.ccrpcvt.org/event/chittenden-county-municipal-legislative-breakfast/>)
- **ECOS Plan Annual Report** – The 2015 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 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>) The ECOS Plan was updated to better address a few state requirements on May 18, 2016. (<http://www.ccrpcvt.org/our-work/our-plans/ecos-regional-plan/>)
- **Supporting the STEM Industry Cluster and Young Professionals** – CCRPC examined these issues and produced a white paper in June 2016. This white paper explains the important role that the STEM cluster and young professionals play in the County's economy; examines the current conditions of the STEM cluster and young professionals in Chittenden County; explores the building blocks necessary for growing the STEM cluster economy; and offers suggestions for future work that can be undertaken by the CCRPC to help support the STEM economy. (<http://www.ccrpcvt.org/our-work/economic-development/>)
- **Emergency Management** – CCRPC, with Local Emergency Planning Committee 1 (LEPC 1 <http://www.ccrpcvt.org/about-us/committees/local-emergency-planning-committee/>), 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.
- **All-Hazards Mitigation Plan** – CCRPC staff, in consultation with municipal staff, have been working to develop the 2016-2021 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan along with individual Hazard Mitigation Plans for each municipality. These plans outline key municipal actions to address and mitigate against common hazards such as severe rainstorms and flooding. In addition to providing individual assistance to each of the member municipalities, the CCRPC helped to facilitate the Hazard Mitigation Plan Committee to develop comprehensive countywide mitigation strategies. (<http://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/>)
- **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 continues promoting the annual **Way to Go! Challenge** (www.waytogovt.org) to encourage sustainable transportation (non-single occupant vehicle travel) and demonstrate the environmental and financial benefits. The CCRPC also launched the **Travel Smarter** platform and campaign, a trip planner that provides a

side-by-side comparison of the time, costs, distance, and calories associated with driving, biking, walking, and taking the bus. (www.TravelSmarterVT.org)

- The **Intelligent Transportation System Plan** was adopted in January 2016 and describes how to best use telecommunications and technology to boost the efficiency of the transportation system and provide timely information on travel options. (<http://www.ccrpcvt.org/wp-content/uploads/2016/01/ITS-Plan-Update-Architecture-Final.pdf>)
- **Regional Active Transportation Plan** – The CCRPC is updating the Regional Pedestrian-Bicycle Plan to identify and make recommendations for a comprehensive, connected, accessible and safe regional network for walking and biking. (<http://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>)
- **Diversity & Equity** – The CCRPC continues to use the **2014 Public Participation Plan (PPP)** to guide our focus on diversity and equity in all projects. (<http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)
- **Regional Technical Assistance** – Includes transportation technical assistance, 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/>).
- **Education & Training** – The CCRPC held the Planning Commissioners’ Summit, Green Infrastructure trainings, and hosted a Regional Highway Safety Forum with VTrans. We continued hosting meetings and online webinars open to municipalities and regional partners covering topics such as: Equity Issues in Transportation Planning; Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts; Complete Streets policies; VOBCIT/VTCulverts (<http://www.vtculverts.org/>); and the entire 12-webinar series from the Associate of Pedestrian and Bicycling Professionals.
- **Byway** - Developed the Lake Champlain Byway Story map - <http://map.ccrpcvt.org/lcbyway/>
- **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.unitedwaynwvt.org/Neighbor-Rides>)
- **Opioid Alliance** – The CCRPC was asked to serve as the backbone for the Chittenden County Opioid Alliance and hired a Program Director. The Opioid Alliance is a unique commitment from state, local government, and non-profit leaders to put forth a comprehensive mutually reinforcing approach to reducing opioid abuse and the ancillary burdens they bring to our community. (<http://www.ecosproject.com/chittenden-county-opioid-alliance>)
- **Building Homes Together** – The CCRPC, Champlain Housing Trust and Housing Vermont are leading a coordinated campaign to strengthen Chittenden County communities by building 3,500 homes by 2021 for people of all incomes, including 700 affordable homes. This campaign began in spring 2016. (<http://www.ecosproject.com/building-homes-together>)
- **Clean Water Advisory Committee** – The CCRPC formed the Clean Water Advisory Committee (CWAC) to oversee CCRPC activities and policy development regarding but not limited to, the Vermont Lake Champlain TMDL Plan and its related plans and programs.

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 July 1, 2015 – June 30, 2016. We average around 10½ hours per week. During this time frame we issued 156 speeding tickets which totaled \$22,094.00 and 27 other tickets for a total of \$4,445.00. In addition, we issued 125 written warnings.

The main areas of patrol were Route 128, Woods Hollow Road, Old Stage Road, Brookside Road, Westford-Milton Road and Huntley 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, 2016 - June 30, 2017. We bill the Town of Westford bi-weekly and include in the bill is 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 of Westford and look forward to serving again this year.

Respectfully submitted,
Kevin McLaughlin, Sheriff

CHITTENDEN SOLID WASTE DISTRICT

CSWD is a municipality governed by a Board of Commissioners appointed by the 18 towns and cities of Chittenden County. Our mission is to reduce and manage the solid waste generated by our members.

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. General Manager Tom Moreau retired in August of 2016 after twenty-one years of service. Sarah Reeves is the new CSWD General Manager.

FINANCES

The unaudited FY16 General Fund expenditures were \$9.3 million and the revenues were \$10.4 million. This represents a \$720,000 (8.4%) increase in expenditures and a \$481,000 (4.8%) increase in revenues compared with the FY15 General Fund operating results. Of the \$720,000 increase in expenditures for the year, approximately \$223,000 was associated with wages and benefits, as the District made small increases in staffing levels in various programs, \$253,000 was related to higher costs of sorting and handling recyclables, organics, and disposal of trash due to higher quantities of incoming materials and

\$90,000 was related to higher costs for materials used in compost production in conjunction with higher volumes of materials produced in FY16. The \$481,000 revenue increase for FY16 over the prior year is largely attributable to the tipping fee rates for recyclables dropped off at the Materials Recovery Facility (MRF). Effective 7/1/15, the per-ton rates increased from \$6 for In-District materials and \$11 for Out-Of-District materials to \$21 per ton for all incoming materials. This rate increase, along with an approximate 6% increase in quantity of incoming material, generated about \$616,000 more tip fee revenue for MRF operations in FY16; this was partially offset by a reduction of about \$158,000 in material sales revenue due to stagnant world-wide markets for recyclables. Also, product sales revenues at the Green Mountain Compost facility increased by about \$341,000 (81%) in FY16 over FY15, due to greater production volume and increased focus on marketing efforts.

SIGNIFICANT CHANGES/EVENTS

In FY16 CSWD's major initiatives were: 1) a waste composition study that found that 60% of what our residents throw in the trash could be diverted from disposal through existing recycling, composting, and hazardous waste programs, 2) revisions to the CSWD Solid Waste Management Ordinance, including trash disposal bans on asphalt shingles and unpainted/unstained plywood and oriented strand board, 3) a new 5-year strategic plan; and 4) a nationwide search for a new General Manager. General Manager Tom Moreau retired after twenty-one years of service. Sarah Reeves was hired in August 2016.

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 3,117 tons of recyclables, an increase of 0.70% from FY15, and 6,593 tons of household trash during FY16, a 3.79% increase from FY15.

The MATERIALS RECOVERY FACILITY in Williston is owned by CSWD and privately operated by Casella Waste Management. In FY16, 43,206 tons of recyclables were collected, sorted, baled, and shipped to markets. This represents an 8.2% increase from the previous year. The weighted average sale price for materials was \$77.18 per ton, which is a 17.6% decrease over last year's average.

The ENVIRONMENTAL DEPOT and the ROVER are CSWD's hazardous waste collection facilities for residents and businesses. In FY16, 10,135 households and 715 businesses brought in 651,723 pounds of waste that were collected and processed at these facilities. This included 83,640 pounds (8,364 gallons) of latex paint re-blended and sold as "Local Color", and 98,450 pounds (9,845 gallons) of latex paint processed for recycling in Canada.

FY16 was a good year for CSWD's COMPOST facility. Sales and tipping fees were both strong, with total revenues outperforming budgeted goals for the first time in several years. Green Mountain Compost added many new customers in FY16 and made the shift to a full time Sales and Marketing hired position. These moves coupled with some large, one-time construction related projects led to the higher than expected sales. Premium Raised Bed Mix was added to the mix mid-fiscal year and has been met with praise from current and new customers. The quantity of diverted food residuals being composted continues to climb steadily with FY16 totals coming in 20% higher than the previous year. A total of 13,118 tons of material was accepted for composting in FY16 which included 4,679 tons of diverted food residuals, 4,501 of which was traditional food scraps.

BIOSOLIDS - CSWD is in the third year of a 5-year contract with Casella Organics for sewage sludge disposal. CSWD member community sludge that is not eligible for land application is processed at the Grasslands Alkaline Stabilization Facility in Chateaugay, NY, to be treated for Beneficial Reuse as a Class A soil

amendment. CSWD brokered 14,586 wet tons of sewage sludge for our member communities in FY16, which is 1.9% more material than last year. 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 FY16. CSWD staff is analyzing options for local treatment of District member sewage sludge with a focus on removing nutrient phosphorus from member waste-water treatment plants and providing a long-term economic benefit for sewage sludge disposal as compared to current options.

MARKETING – The 2016-18 Chuck It Guide was sent out at the end of June, 2016, chock-full of information about the new waste reduction laws. Press releases, TV, radio, and print ads, and social media were used to help residents and businesses understand how to reduce waste and to inform about recycling, composting, and landfill ban changes resulting from Act 148, Act 175, and CSWD's Ordinance. We ran Customer Appreciation Days at each of our seven Drop-Off Centers in the summer of 2015, allowing us to meet residents and businesspeople and discuss what does and doesn't work, and how we can improve our services to all the towns of Chittenden County. Dealer.com sponsored our Art of Recycling project, enabling us to hire artists to turn six of CSWD's recycling roll-off containers into murals, creating a more engaging recycling experience. Two of the containers were featured in the 2016 Mardi Gras parade in Burlington, and continue to be seen on the road and at DOCs. We collaborated with neighboring solid waste entities to create a website, 802recycles.com, where anyone anywhere in the state can find the solid waste entity that serves them.

A variety of **EDUCATIONAL PROGRAMS** and tools were available to assist residents, schools, municipalities, organizations, businesses, and event planners to reduce and properly manage their wastes. The CSWD Hotline (872-8111); website: (<https://cswd.net/>), e-newsletter, presentations, technical assistance, displays, workshops, facility tours, informational brochures, recycling bins and compost collectors (over 8,200 distributed), signage, discount compost bins, special event container loans, and grants (\$25,684 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, 69 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, residential waste composition, construction and demolition debris, and markets for recyclables.

CSWD provides funding and staff time to support **GREEN UP DAY** efforts in Chittenden County. In May, 22.5 tons of litter, 2,599 tires, and 4 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 \$4,050 to Green Up Vermont on behalf of its member municipalities for bags, posters, and promotion.

The **COMMUNITY CLEAN UP FUND** helps members keep their communities clean and litter-free throughout the year. \$15,720 were used 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 multidisciplinary 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, an 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 2016, 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, 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 CCAC investigate these crimes in Chittenden County which consists of a population of approximately 172,000 residents. On 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 substantial increase in computer usage and other mobile devices.

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

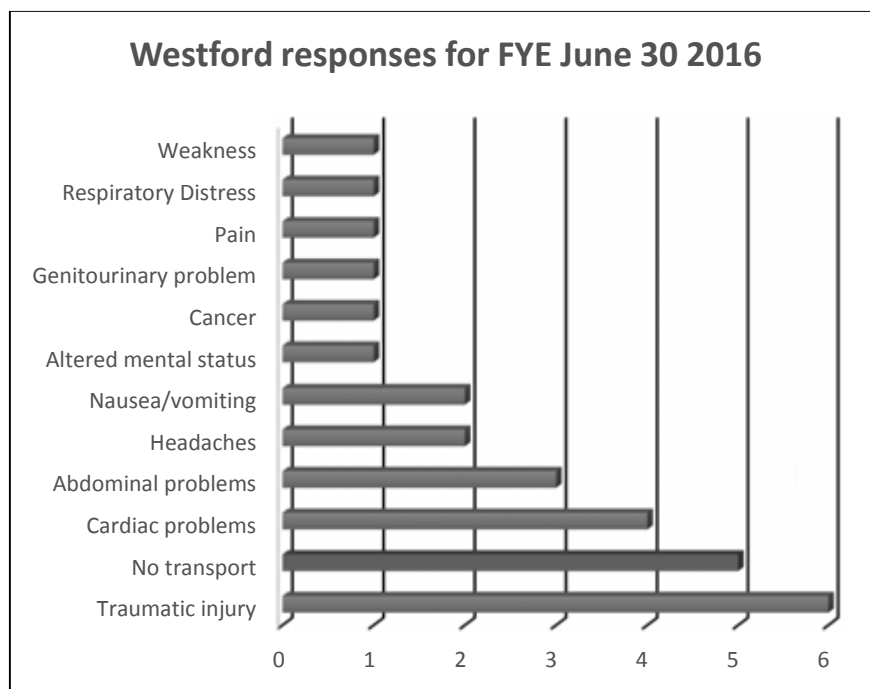
July 1, 2015 through June 30, 2016 we have seen 288 cases which include 166 children and 122 adults.

During the course of the 2015-2016 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 a 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 portions of Westford, south of Westford Village, as well as to the towns of Essex, Essex Junction, Underhill and northern Jericho. For the year ending June 30, 2016 Essex Rescue received 2,070 requests for 9-1-1 emergency service. Of these calls, 28 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 7/1/2015 through 6/30/2016. While our volume of emergency calls to Westford is not large, we have handled some very challenging 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 are over a million dollars annually. In the past year we took 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 50+ 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, almost 18% of our emergency calls to Westford this past year did 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

2016 Highlights

We are happy to report that in 2016 we were able to secure \$17,000 dollars in grants. These funds were for communications equipment, partial payment of our power stretcher and newer defibrillators, and for personal protective equipment i.e. coats. We were able to offer several classes in First Aid and CPR. Our income continues to be off as Medicare/Medicaid continues to pay only a fraction of what is billed to them and the percent of people on these insurances continues to increase. Drug and supply prices continue to rise. Perhaps you've see on the news how auto ejector epinephrine has now reached \$600.00 a dose. The state also has levied a tax on our income from insurance companies of 3%. The goal of this is to improve the Medicare/Medicare payment rates, it remains to be seen how this will ultimate affect us.

Plans for 2017

For 2017 our primary goal as always is to recruit and retain more members. Our squad is still primarily staffed by volunteers, EMS continues to see decrease in numbers of available trained personnel both paid and volunteer. We are in the process of preparing for another recruitment drive. We are looking to close on our paramedic license late 2016 early 2017. This will allow us offer our communities a slightly higher level of service, with extra medications and procedures that we currently rely on other services for.

What Can You Do to Help?

If you and anyone you know would like to volunteer, please contact us. Each certified volunteer saves us and the taxpayers up to \$12,000/year depending on the level of certification they obtain. This is a case where a person can may a true positive impact on their community. You do not need to be certified to volunteer! Also we have and install the green 911 signs. They are available for 20 to 30 dollars depending on hardware needed and are available to anyone in our service area. CPR and basic first aid courses are available. We schedule them quarterly or on request. Contact us at 802-849-2773 or visit our Facebook Page.

Daniel Vanslette, A-EMT
President Fairfax Rescue Inc.

STEPS TO END DOMESTIC VIOLENCE (Formerly Women Helping Battered Women)

Dear Community Members of Westford,

Thank you for your strong support of the work we do and the services we provide to survivors of domestic abuse in our community! Your support has enabled Steps to End Domestic Violence (formerly Women Helping Battered Women) to serve residents of the town of Westford with lifesaving emergency services for over 40 years. This past fiscal year, with support from the town of Westford, we provided advocacy and services to 2,119 adults and 2,967 children whose lives were affected by domestic abuse.

Due to the deeply personal nature of domestic violence, many of those we serve, particularly through our 24/7 hotline, wish to remain anonymous. We have confirmed that we provided services and support to 3 adults and 3 children from Westford this past fiscal year. However, based on Chittenden County's population distribution, we estimate that an additional 7 adults and 24 children were served from the Town of Westford.

We have the equivalent of 19.18 full time paid staff equivalents and over 160 volunteers. Last fiscal year, we provided outreach and workshops to over 11,000 individuals in schools, hospitals, correctional facilities, and business and community groups. We received 4,323 calls on our 24/7 crisis and information hotline and provided emergency housing to 236 adults and 98 children for a total of 17,110 nights.

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

To advance our mission, we provide a full spectrum of services, which include:

- **24/7 Hotline** providing emotional support, information and referrals, crisis intervention, safety planning and options counseling.
- Safe and confidential emergency **Shelter** and **Safehome** programs.
- Supportive and affordable **Transitional Housing** facility.

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

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

Sharon Rotax
Grant Manager & Data Analyst
granstmanager@stepsvt.org

VERMONT CENTER FOR INDEPENDENT LIVING

Since 1979, the Vermont Center for Independent Living (VCIL) has been teaching people with 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 (85% of whom have a disability) 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'16 (10/2015-9/2016) show VCIL responded to over **2,561** 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 **339** individuals to help increase their independent living skills and **20** peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted **195** households with information on technical assistance and/or alternative funding for modifications; **95** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **79** individuals with information on assistive technology; **35** of these individuals received funding to obtain adaptive equipment. **535** individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. VCIL is also now home to the Vermont Telecommunications Equipment Distribution Program (VTEDP) which served **30** people and provided **23** peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, hard of hearing and individuals with disabilities to communicate by telephone.

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. Also new this year, our Windham county office now houses the Vermont Interpreter Referral Service (VIRS), previously under the VT

Center for the Deaf and Hard of Hearing, and provides statewide interpreter referral services for sign language, spoken English and CART services for assignments in medical, legal, mental health, employment, educational, civil and recreational settings.

During FY '16, **2** residents of **Westford** received services from the following programs:

- Home Access Program (HAP)
- Peer Advocacy Counseling Program (PAC)
- Information Referral and Assistance (I,R&A)

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

VERMONT DEPARTMENT OF HEALTH

Your local health district office is in Burlington at the address and phone number above. Come visit or give us a call! At the Vermont Department of Health, we are working every day for your health. With twelve district offices around the state, and state office and laboratory in Chittenden County, we deliver a wide range of public health services and support to your community. For example, in 2016 the Health Department:

Supported healthy communities: Worked with the schools in your community to support the school wellness policies, nutrition, physical activity and substance abuse prevention initiatives.

Provided WIC nutrition services and healthy foods to families: We served about half of all Vermont families with pregnant women and children to age five with WIC (Special Supplemental Nutrition Program for Women, Infants and Children). WIC provides individualized nutrition counseling and breastfeeding support. We partner with grocery stores across the state to enable participants to use a debit-like card to access nutritious foods. The average value of foods provided is \$50 per person per month.

Worked to prevent and control the spread of disease: In 2016 we responded to ~340 cases of infectious disease in Chittenden County. In 2016, \$13,916,297 of vaccine for vaccine-preventable diseases was distributed to healthcare providers statewide.

Aided communities in emergency preparedness: In July of 2016 staff at the Burlington District Office with support from Medical Reserve Corps participated in a large-scale exercise, Vigilant Guard, in Essex. The exercise was a practice of our procedures for distributing medicine to the public in case of a public health emergency.

For 2016/17, \$10,000 will fund training for Chittenden County Medical Reserve Corps (MRC) volunteers. The Chittenden County MRC is a group of health care and public health volunteers who are trained to provide support to the hospital, the Health Department, and communities. If you are interested in becoming an MRC volunteer, you can register at <http://www.oncallforvt.org/>

In addition, \$58,560.00 will support emergency preparedness capabilities at UVM MC by supporting them to build capacity, provide training to staff and to prepare for public health emergencies.

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, owned by its member municipalities and directed by a 13-member Board of Directors comprising of municipal officials from across the state, elected by the membership.

VLCT's mission is to serve and strengthen Vermont local government. All 246 Vermont cities and towns are members of VLCT, along with 138 other municipal entities, including villages, solid waste districts, regional planning commissions and fire districts.

Vermonters use local government services on a daily basis – highways, police, fire, recreation, libraries, sewer, and water. These local efforts are led largely by volunteer elected and appointed municipal officials.

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 legal responsibilities. Responding to member inquiries about Vermont law and best practices in municipal governance is a key MAC service. Attorneys and staff answer 4,000 member questions each year. In 2016, nearly 1,500 people received training at 30 day-long and on-site workshops covering topics that included Open Meeting Law compliance, financial management, and conducting effective property tax appeal and land use hearings. Consulting services include legal drafting and review of policies and ordinances, governmental accounting, and town manager recruitment. Members who respond to MAC's annual compensation and benefits survey receive a complimentary copy of the research report. MAC also offers in-depth technical assistance through our Water Resources Protection and Human Resources assistance programs. Publications including model documents, technical papers, handbooks, and past newsletter articles 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 renewable energy debate, enhancing voter authority in local 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 2017 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 local operations. The **VLCT Employment Resource and Benefits (VERB) Trust** continued to help towns navigate the complexities of health insurance procurement and to secure group life, disability, dental and vision insurance. When substantial municipal damages result from weather events, or towns suffer from other covered losses and lawsuits, the value of membership in the **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 Trusts are stewards of \$26 million in municipal tax dollars spent for insurance and

risk management services in 2016. More than \$1 million in ownership dividends was returned to PACIF and VERB members as contribution credits.

To learn more about the Vermont League of Cities and Towns, including its audited financial statements, visit <http://www.vlct.org/>.

VNA FUND REQUEST FY 2018

The VNA cared for **31** people in Westford during our past fiscal year (July 2015 – June 2016) with the following services:

<u>VNA SERVICE</u>	<u>VISITS</u>	<u>HOURS</u>
Nursing	222	
Physical Therapy	107	
Speech Therapy	10	
Occupational Therapy	23	
Social Work, Social Service	25	
Licensed Nursing Assistant		47
Homemaker		196
Waiver Attendant		1,201
Personal Care Attendant		52
Total	387	1,496

<u>COST OF PROVIDING CARE</u>	<u>AMOUNT</u>
Total cost of VNA services	\$107,861.00
Amount reimbursed by Medicaid, private insurance, contracts and patient fees	\$101,047.00
Remaining balance	\$6,814.00

The VNA requests annual contributions from each city and town in our two-county region. Your contribution is critical to supporting the **\$1.54 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 5,400 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.

The Town of Westford pledged \$6,243 for FY 2017. Thank you!

For the fiscal year 2018, the VNA is requesting a contribution of \$6,243.

Contact the VNA at 802-658-1900, <https://www.vnacares.org/> or info@vnacares.org.