

TOWN OF
WESTFORD
VERMONT



2018
ANNUAL REPORT
July 1, 2017 – June 30, 2018

Please bring this report to Town Meeting

NOTICE

ANNUAL TOWN MEETING

Monday, March 4, 2019

7:00 pm

Westford School

All Non-Australian Ballot Articles will be voted on.

Public Hearing for
Australian Ballot Articles

Monday, March 4, 2019

7:00 pm

Westford School

Australian Ballot Voting

Tuesday, March 5, 2019

Westford School

Polls Open 7:00 am to 7:00 pm

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

Please note: the Essex Westford School District Annual Meeting is held in April.

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Dedication Maple Shade Town Forest

The Maple Shade Town Forest was part of 200 acre tract of land known as the Jackson Farm. The Farm had been the home of the Jackson family for four generations, since 1867, when Hiram Jackson married Ellen Hazelton, whose family owned the property. Of course, they farmed but the multiple generations operated a successful maple sugaring business under the name Maple Shade Farm. Great Grandson of Hiram Jackson and Ellen Hazelton; Robert “Bob” Orville Jackson, 1921-2012, grew up in the house and helped his parents and three older brothers, Myron, David, and Dan with the sugaring business. The parents died young, leaving the teenaged brothers to run the farm. More tragedies occurred with the loss of Myron when he was only 21. Through it all Bob Jackson remained vested in the farm and eventually he owned the land and for most of the years operated it as a dairy farm, preferring the buff colored Brown Swiss. He and his wife Helen raised an only child, Lynn who is married to David Gauthier, both of whom live in Westford.

The majority of the property is located on the west side of Brookside Road across from the school. After the passing of Mr. Jackson in 2012 and several years of hard work by many people negotiating a myriad of obstacles and navigating through competitive grants, public hearings, multiple buyers, public and private fund raising and voter approval, the Town purchased 130 acres in 2018. The Pouliot and Haller families purchased the remainder of the farm.

The hard work of securing the land began when, in late 2014, it was evident that the Gauthiers were interested in selling the property. Test pits were excavated to explore its housing development potential and a private property appraisal conducted. At that time neighbors on Brookside Road, the Hallers together with the local dairy farmer, Don Pouliot had been discussing with the owners the possibility to create a plan that might come close to their asking price while conserving the land. The Hallers and Pouliots also welcomed the Vermont Land Trust into the planning strategy. In April 2015 a meeting was held at the Westford Library with these three parties co-presenting to the Town’s boards a unique plan to acquire the land. The ideas were well received and by early May a group of volunteer Westford residents organized to form the Jackson Farm and Forest Coordinating Committee. Members of the Committee included: Pat Haller, Dave Adams, Heather Armata, Wendy Doane, Gordon Gebauer, Jeff Hutchins, Steve Knight, Melissa Manka, Tom Orfeo, Sarah Pinto, Don Pouliot, Alex Weinhausen, and Bob Heiser of the Vermont Land Trust. Pat Haller deserves special recognition for his efforts. He was the glue that kept this project on track and spent countless hours talking to the interested parties involved to keep the process moving forward. Thank you to his wife, Amber, for holding down the fort while Pat focused his energies on the project.

The Committee looked into different ways the land could be preserved while securing valuable wastewater soils that could be utilized in the future at the Town’s discretion with the purpose of allowing for more growth in the Town Center. In addition to these goals, the group wished to protect the historic stone wall and the scenic views along Brookside Road.

The Town’s Planning Commission and Conservation Commission played critical roles and helped pave the way through the process. Our Town Clerk, as well as the Selectboard also provided valuable input and support along the way. Melissa Manka, our Town’s Planning Coordinator, should be credited with the lioness’s share of work and achievements. Bob Heiser and David Rugh (town attorney) should also be credited with their assistance in the process and acquisition.

With enormous financial help from the Vermont Housing and Conservation Board and donors, including the Westford Historical Society and the Charles G. Wright Endowment for Humanity, the 130 acres of forested land is conserved and is now our Town's Maple Shade Forest and the fertile 42 acres of the pasture land is owned by the Pouliots, also having been conserved for productive agricultural use. The Vermont Land Trust oversees the conservation easements on both parcels which are to be in place for perpetuity.

Time Line

Late 2014-early 2015 – The owners are in a position to put the property up for sale.

April-May 2015 – Westford Town Library meeting and presentation to all boards by Haller, Pouliot and Vermont Land Trust. Upon receiving positive feedback, the Jackson Farm and Forest Committee formed and began working on a plan.

October 2015 – The first public trail hike was held on the property. This was an opportunity for residents to view the property and see its potential.

October 2015- An independent appraisal was conducted to meet the standards of the Vermont Housing and Conservation Board and the Federal Natural Resource Conservation Service. This was in preparation for offer negotiations and future grant applications.

November 2015 – The negotiation of the sale of the property began.

March 2016 – A Grant application was submitted to Vermont Housing and Conservation Board.

April 2016 – The Purchase and Sale Contract was signed by all parties.

June 2016 – Vermont Housing and Conservation awarded a \$330,000 grant toward purchase of the property.

July 2016 – Westford Selectboard voted unanimously to support the project and to put forth an article to voters in November.

July 2016 – Westford Historical Society commits to donate \$5,000 toward the project.

August 2016 – The Committee began public outreach to bring awareness to the project in an effort to obtain voter approval.

September 2016 – Several press articles were published (Burlington Free Press, Vermont Digger, Mountain Gazette).

October 2016 – Hikes of the property were held as well as multiple informational meetings.

November 8, 2016 – Voters approved purchase of the property.

January 2017 – Westford Conservation Commission commits to donate \$5,000.

April 1, 2017- Private fund raising achieved the final \$50,000 needed.

January 2018 – Town became owner of the 130 acres.

Spring 2018 – Conservation Commission Committee and numerous volunteers cleared trails (after historic wind storm damage from the previous October). Joel Fay, Dale Rodgers and Sarah Pinto deserve special recognition for their trail work efforts, making them accessible and safe.

March 2018 – Westford Selectboard appoints Westford Town Lands Management Plan Committee to draft a long-term management plan for the Maple Shade Town Forest and Misty Meadows Trail & Forest. Committee members include Koi Boynton (Chair), Rosemary Shea Cobb, Will Dunkley,

Michelle Gates, Tom Schmidt and Marilyn Thomas. Committee Advisors include: Ethan Tapper (Chittenden County Forester), Melissa Manka (Westford Planning Coordinator), Cara Montgomery (Vermont Land Trust) and Bob Heiser (Vermont Land Trust).

June 2018- Grand Opening

July 2018 – Vermont Youth Conservation Corp. implements erosion control and stormwater on existing measures to stabilize logging roads.

Summer & Fall of 2018 – Westford Town Lands Committee holds walks and meetings with natural resource and wildlife experts to inventory the property.

January 2019 – Westford Town Lands Committee releases draft long-term management plan.

This project would not have been possible if not for the following: Lynn & David Gauthier, Don & Dale Pouliot, the Haller Family, Bob Heiser, Elise Annes, Rick Peterson and everyone at Vermont Land Trust, Vermont Housing & Conservation Board, Jackson Farm & Forest Project Coordinating Committee, Selectboard, Planning Commission, Conservation Commission, John Roberts (Road Foreman), Town Office staff, David Rugh, Lori Ruppel & Jason Ruwet (attorneys), Charlie Hancock (Forester), Ethan Tapper (Chittenden County Forester), David Adams (VT Biologist), Jens Hilkes (VT Conservation Planner), Stone Environmental Inc., Green Mountain Engineering Inc., LaRose Surveying P.C., Catamount Color, Rover's North Inc. Charles G. Wright Endowment for Humanity, Westford Historical Society, Westford Voters, Generous Donors and everyone who showed their support!

For more information visit: <https://westfordvt.us/westford-town-lands/>.



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 – Dave Tilton	578-4923

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
Fire Department (volunteer)	Every Monday	Fire Station
Historical Society	3 rd Monday	Brick Meeting House
Library Trustees	1 st Wednesday	Town Library
Planning Commission	1 st & 3 rd Monday (as needed)	Town Office
Recreation Committee	1 st Wednesday	Town Office
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 (1pm closing on Friday Memorial Day through Labor Day)	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. Friday 1:00 – 7:00 p.m.	Thursday 10:00 a.m. – 7:00 p.m. Saturday 10:00 a.m. - 2:00 p.m.

TRASH & RECYCLING SCHEDULE

Trash and recycling are 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 bins are available for purchase at the Town Office.

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

ELECTED TOWN OFFICERS

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

Edward Chase
 Nanette Rogers

Selectboard

Term expires 2019 (3 years)
 Term expires 2020 (3 years)
 Term expires 2021 (3 years)

Grant Thomas
 Allison Hope
 Julia Andrews

Library Trustees

Term expires 2019 (5 years)
 Term expires 2020 (5 years)
 Term expires 2021 (5 years)
 Term expires 2022 (5 years)
 Term expires 2023 (5 years)

Peggy Rodgers
 Beth Lane
 Patricia Hechmer
 Allison Hope
 Laurie Wight

Justice of the Peace

Robert Bancroft
 Caroline Brown
 Lynn Bursell

Christian Frenette
 Martha Heath

Allison Hope
 Carol Howrigan

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
 Fence Viewers

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

Nanette Rogers
 Susan Adams (resigned)
 Callie Hamdy (appointed)
 Gregory Barrows
 Marjorie McIntosh
 Caroline Brown, Patricia Indoe,
 Benjamin Saunders
 Dave Tilton
 Melissa Manka
 Kate Lalley
 John Roberts
 Sean Cushing
 Lynn Gauthier, Glenn Rogers,
 Ronald Perry
 Dave Tilton
 Vacant
 Michelle DaVia
 Vacant
 Kyle Hobart
 Bruce Root, Grant Thomas,
 Scot Phillips
 Ned Meehan
 Benjamin Stark
 Willis Breen
 Ronald Perry
 Steve Willard
 Joshua Smith
 Marcus Pante

APPOINTED TOWN OFFICES (CONT'D)

Development Review Board

Term expires 2019 (3 years)

Term expires 2019 (3 years)

Term expires 2020 (3 years)

Term expires 2020 (3 years)

Term expires 2020 (3 years)

Term expires 2021 (3 years)

Term expires 2021 (3 years)

Term expires 2019 (1 year)

Term expires 2019 (1 year)

Dave Baczewski

Lisa Fargo (resigned)

Keith Simpson (appointed)

William Cleary

Sara DeVico

Dennis Angiono

Matthew Wamsganz

Wayne Brown

Patrick Haller (alternate)

Seth Jensen (alternate)

Planning Commission

Term expires 2020 (4 years)

Term expires 2020 (4 years)

Term expires 2021 (4 years)

Term expires 2021 (4 years)

Term expires 2021 (4 years)

Wendy Doane

Mark Letorney

Koi Boynton

Seth Jensen

Gordon Gebauer

Conservation Commission

Term expires 2019 (4 years)

Term expires 2020 (4 years)

Term expires 2020 (4 years)

Term expires 2021 (4 years)

Term expires 2022 (4 years)

Dale Rodgers

Marilyn Thomas

Lauren Gibson

Sarah Pinto

Joel Fay

Recreation Committee

Term expires 2019 (3 years)

Term expires 2019 (3 years)

Term expires 2020 (3 years)

Term expires 2020 (3 years)

Term expires 2020 (3 years)

Term expires 2021 (3 years)

Term expires 2021 (3 years)

Jeff LaBossiere (resigned)

Meghan Orisko (appointed)

Nancy Volkers (resigned)

Benjamin McElvany (appointed)

Maureen Carpenter

Danielle Vierling

Kristi Griffin

Greg Baker

Chuck Medick

Recreation Coordinator

Tonya Calley

Notary Public

Nanette Rogers (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

Phone: (802)879-7386

Email: rbancroft@leg.state.vt.us

ABSTRACT OF 2018 ANNUAL TOWN MEETING

The Annual Town Meeting was called to order by Moderator Ed Chase at 7:00 p.m. on Monday, March 5, 2018. Approximately 70 registered voters attended.

- 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, 2018, with postmarks being accepted.
- Article 3 Voted to establish a Westford Public Library Reserve Fund, to be funded with budgeted funds not expensed during any fiscal year commencing with the 2017-2018 fiscal year.
- Article 4 Voted to establish a Planning Commission Special Projects Reserve Fund, to be funded with budgeted funds from the Special Projects account not expensed during any fiscal year commencing with the 2017-2018 fiscal year.
- Article 5 Discussion of other nonbinding business.
- Casey Mathieu, Selectboard Chair, advised that the Town filed a legal action with the court to remove the public use easement on a portion of the Spiller lot, now owned by the Town, and the Fleury lot. In addition to formally laying out Common Road, removing this easement is part of the process of what needs to be completed before the Spiller lot can be conveyed.
 - Becky Roy stated that the new Road Foreman is doing a good job and the roads look good. With that said, Becky expressed how upset she is with the Selectboard, past and present, for not having more oversight of the previous Road Foreman and for not addressing problems sooner. The highway department's budget is indicative of the lack of oversight. She is disappointed that the Board did not heed the concerns expressed by her and other residents at meetings and in letters.
 - Casey Mathieu and Dave Tilton were recognized for their years of service serving on the Selectboard.

Town Meeting adjourned at 7:31 p.m.

The Public Hearing for Australian ballot articles began at 7:31 p.m. and ended at 8:01 p.m.

Results of Australian Ballot Articles - Voted on March 6, 2018

- Article 6 Approved the Selectboard's budget of \$1,920,105 for FY'18.
Total ballots cast: 276
214 Yes
57 No
5 Blanks
- Article 7 To elect all officers required by law.
Town Moderator - one year – Edward Chase
Selectboard - three years – Julia Andrews
Selectboard – three years (one year remaining) – Grant Thomas
Library Trustee - five years – Laurie Wight

**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 4, 2019 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 5, 2019 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 4 & 5) at the Westford School on Monday, March 4, 2019 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, 2019, with postmarks being acceptable?

ARTICLE 3 Discussion of other nonbinding business.

AUSTRALIAN BALLOT ARTICLES

ARTICLE 4 Shall the voters of the Town of Westford accept the Selectboard's budget of \$2,009,198 to defray the expenses for the ensuing year?

ARTICLE 5 To elect all officers required by law.

- Town Moderator for a term of one year
- Town Clerk for a term of three years
- Selectboard for a term of three years
- Library Trustee for a term of five years

Approved this 22nd, day of January, 2019.

WESTFORD SELECTBOARD
Allison Hope, Chair
Julia Andrews
Grant Thomas

Received for record January 23rd, 2019 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 2019-2020

		2017-18 Budget	2017-18 Actual	2018-19 Budget	2019-20 Proposed
100-30 Administration					
3000-10.00	Selectboard Salaries	2,400	2,400.00	2,400	2,400
3000-11.00	Town Administrator Salary	28,620	26,583.36	31,243	32,177
3000-12.00	Bookkeeper Salary	31,200	30,935.86	31,980	32,939
3000-14.00	FICA & Medicare	16,085	16,490.89	16,637	16,942
3000-15.00	Health Insurance	23,285	23,994.24	25,755	23,000
3000-15.01	Dental Insurance	850	839.04	850	850
3000-15.02	Disability Insurance	1,520	1,667.12	1,550	1,700
3000-15.03	Vision Insurance	220	217.44	220	220
3000-15.04	Cobra Insurance Benefit	0	4,316.04	0	0
3000-16.00	Employee Pension Plan	5,775	5,693.98	6,338	6,253
3000-19.00	Office Equipment	2,800	1,855.59	1,000	1,300
3000-20.00	Office Supplies & Repairs	5,500	6,252.50	6,000	6,000
3000-30.00	Legal Notices	500	1,421.96	500	1,000
3000-34.00	Postage	4,300	3,834.84	4,300	4,100
3000-40.00	Education - Selectboard & Town Admin.	200	519.00	200	500
3000-48.00	Property & Casualty, W/C Insurance	20,500	20,021.79	21,525	21,500
3000-60.01	Legal & Professional Fees	20,000	63,790.05	25,000	26,000
3000-60.02	IT Professional Services	17,500	23,679.22	18,500	19,200
3000-60.04	Software	500	0.00	0	0
3000-60.08	Admin Capital Budget Reserve	16,500	16,500.00	2,600	9,400
3000-62.00	Stationary & Printing	2,600	1,952.78	2,500	2,500
3000-63.00	Newsletter Printing	1,700	2,490.39	2,400	2,200
3200-74.00	Selectboard Travel	0	95.38	0	0
3000-75.00	Emergency Generator Maintenance & Fuel	1,600	1,628.65	1,600	1,600
3000-76.00	Electricity - Flag, Street Lights	1,800	1,766.62	1,870	1,800
3000-91.00	Interest Expenses	3,562	3,579.91	6,374	4,166
3000-92.00	Tax Abatements	0	41.69	0	0
Administration Total		209,517	262,568.34	211,342	217,747
100-32 Clerk & Treasurer					
3200-10.00	Clerk & Assistant Clerk Salaries	49,965	56,127.60	54,485	52,572
3200-25.00	Treasurer Salary	10,608	10,400.24	11,258	11,821
3200-30.10	Membership Dues	255	235.00	300	300
3200-40.10	Education - Clerk's Office	600	390.70	600	800
3200-40.20	Education - Treasurer's Office	300	270.00	300	300
3200-60.03	Supplies - Town Clerk	300	190.43	300	300
3200-60.04	Supplies - Treasurer	400	754.59	1,000	1,000
3200-60.05	Treasurer/Bookkeeper Computer	1,800	1,243.85	1,200	1,500
3200-60.06	Town Clerk Computer	0	0.00	0	1,500
3200-74.00	Travel	1,600	1,498.04	1,800	1,600
Clerk & Treasurer Total		65,828	71,110.45	71,243	71,693
100-33 BCA & Elections					
3300-10.00	BCA Salaries	800	610.00	800	800
3300-20.00	Election Workers	0	0.00	120	120
3300-30.00	Ballots, Supplies & Voting Machine	1,800	1,564.97	3,000	1,500

		2017-18 Budget	2017-18 Actual	2018-19 Budget	2019-20 Proposed
100-33 BCA & Elections (cont'd)					
3300-99.00	Miscellaneous Expenses	100	0.00	100	100
BCA & Elections Total		2,700	2,174.97	4,020	2,520
100-34 Auditors & Delinquent Tax Collector					
3400-11-00	Independent Audit	9,000	10,500.00	10,000	11,000
3440-10.00	Delinquent Tax Penalty Payment	5,000	6,001.80	4,500	6,000
3440-34.01	Delinquent Tax Collector Expenses	125	197.38	125	125
3440-40.00	Education - Auditors & DTC	150	0.00	100	100
Auditors & Delinquent Tax Collector Total		14,275	16,699.18	14,725	17,225
100-35 Listers					
3500-10.00	Lister Salaries	9,050	5,131.29	7,200	7,478
3500-20.00	Tax Mapping	4,500	4,240.00	5,000	5,000
3500-40.00	Education	200	0.00	100	100
3500-50.00	Supplies/Equipment	200	19.48	200	200
3500-60.04	Software	500	716.50	500	700
3500-74.00	Travel	125	0.00	100	100
Listers Total		14,575	10,107.27	13,100	13,578
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	750	791.44	400	600
3600-40.00	Planning Commission Education	300	0.00	300	300
3600-60.01	PC Legal & Professional Fees	500	500.00	500	300
3600-60.02	Planning Special Projects	8,000	8,000.00	8,000	8,000
3600-89.00	Conservation Commission	1,800	1,360.88	3,600	3,600
3600-99.00	Planning Maps & Miscellaneous	500	152.24	500	500
3601-10.00	Planning Coordinator Salary	47,300	47,293.86	51,179	53,748
3601-40.00	Planning Coordinator Education	100	50.00	100	200
3601-60.05	Planning Coordinator Computer	0	0.00	1,500	0
3601-74.00	Planning Coordinator Travel	250	73.96	100	100
3620-20.00	DRB Stipend	2,800	2,600.00	2,800	2,800
3620-30.00	DRB Legal Notices	1,500	446.32	750	750
3620-40.00	DRB Education	0	0.00	0	500
3620-60.01	DRB Legal & Professional Fees	4,000	6,851.30	4,750	4,750
3620-99.00	DRB Miscellaneous	100	0.00	100	100
3650-10.00	Zoning Administrator Salary	19,100	17,371.80	19,667	20,255
3650-40.00	Zoning Education	200	495.00	300	300
3650-60.01	Zoning Professional Fees	2,000	0.00	0	0
3650-74.00	Zoning Administrator Travel	750	747.62	600	700
Planning, DRB & Zoning Total		91,950	88,334.42	97,146	99,504
100-37 Town Office Building & Property					
3700-68.00	Building Maintenance & Repairs	3,000	4,279.93	3,000	3,500
3700-70.00	Custodial Services	2,200	2,000.00	2,200	2,200
3700-71.00	Mowing	3,000	3,724.96	3,400	3,400
3700-75.00	Fuel	1,500	867.13	1,000	1,000
3700-76.00	Electricity	3,000	2,682.21	3,000	3,000

		2017-18 Budget	2017-18 Actual	2018-19 Budget	2019-20 Proposed
100-37 Town Office Building & Property (cont'd)					
3700-77.00	Telephone & Internet	2,000	2,050.27	2,000	2,000
3700-78.00	Water - Office & Library	700	559.34	700	700
8310-13.00	Spiller Lot	7,970	7,969.00	7,970	7,969
8310-14.00	Maple Shade Town Forest	0	0.00	28,900	28,900
3700-81.00	Building Improvements	0	0.00	0	5,000
3700-83.00	Sports Field Maintenance	0	4,300.00	5,000	4,400
Town Office Building & Property Total		23,370	28,432.84	57,170	62,069
100-41 Dog Warden					
4100-10.00	Salary	500	500.00	500	500
4100-40.00	Education	250	0.00	200	200
4100-74.00	Travel	100	0.00	100	100
4190-00.00	Miscellaneous	200	225.00	100	100
Dog Warden Total		1,050	725.00	900	900
100-42 Law Enforcement					
4200-00.00	Law Enforcement Contract	30,000	29,683.75	20,000	20,000
4200-30.00	CUSI	3,829	3,829.00	3,794	3,796
Law Enforcement Total		33,829	33,512.75	23,794	23,796
100-43 Emergency Services					
4310-00.00	Essex Rescue	2,230	2,230.00	2,610	2,610
4320-00.00	Fairfax Rescue	10,830	10,830.00	11,372	11,713
4330-00.00	Emergency Dispatching Services	12,500	12,159.80	12,500	12,500
Emergency Services Total		25,560	25,219.80	26,482	26,823
100-45 Fire Department					
4500-00.00	Fire Department	50,100	50,184.00	50,100	50,600
4500-60.00	Utility Rescue Truck Loan Payment	25,200	25,200.00	25,200	0
4500-60.01	Capital Budget Reserve	46,586	46,586.00	23,706	13,921
4500-59.00	2018 710 Pumper Loan Payment	0	0.00	32,158	32,158
4500-70.00	2018 Pumper Truck	0	308,621.00	0	31,378
Total Fire Department		121,886	430,591.00	131,164	128,057
100-61 Health Officer					
6100-10.00	Salary	350	350.00	350	350
Health Officer Total		350	350.00	350	350
100-63 Trash & Recycling					
6300-00.00	Solid Waste Disposal	227,500	222,257.00	227,000	250,000
6306-00.00	Metal Dumpster	500	0.00	500	0
Trash & Recycling Total		228,000	222,257.00	227,500	250,000
100-68 Cemeteries					
6800-00.00	Cemetery Commission	8,500	8,500.00	12,300	9,000
6800-10.00	Cemetery Commissioner Stipend	350	350.00	350	350
Cemeteries Total		8,850	8,850.00	12,650	9,350

		2017-18 Budget	2017-18 Actual	2018-19 Budget	2019-20 Proposed
100-78 Library					
7800-00.00	Appropriation	70,899	70,899.00	72,068	74,203
	Library Total	70,899	70,899.00	72,068	74,203
100-93 Dues & Assessments					
9300-30.10	Chittenden County Tax	12,000	11,053.69	12,000	12,000
9300-30.12	CCRPC	3,396	3,397.00	2,753	2,796
9300-30.13	VLCT	3,293	3,293.00	3,364	3,455
	Dues & Assessments Total	18,689	17,743.69	18,117	18,251
100-99 Donations & Miscellaneous					
9900-00.00	Miscellaneous	1,200	8,812.98	1,555	1,200
9900-02.00	Maple Shade Town Forest	0	259,500.00	0	0
9900-05.00	Brick Meeting House Society	4,500	4,500.00	4,500	4,500
9900-08.00	Recreation Committee	8,500	8,500.00	5,000	6,000
9900-09.00	Matching Grant Funds	1,000	0.00	1,000	0
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
9930-00.00	Front Porch Forum	0	0.00	250	250
9940-00.00	Steps to End Domestic Violence	250	250.00	250	225
9941-00.00	Hope Works	200	200.00	200	200
9945-00.00	Essex CHIPS	500	500.00	500	500
9951-00.00	Pleasant View Cemetery Association	1,500	1,500.00	1,500	1,500
	Donations & Miscellaneous Total	24,993	291,105.98	22,098	21,718
Grand Total Admin Expenditures		<u>956,321</u>	<u>1,580,681.69</u>	<u>1,003,868</u>	<u>1,037,784</u>
110-51 Highway Department - Roads					
5100-10.00	Salaries	177,600	206,431.19	187,817	197,344
5100-14.00	FICA & Medicare	13,925	14,484.60	14,766	15,495
5100-15.00	Health Insurance	25,690	22,298.96	25,190	30,000
5100-15.01	Dental Insurance	1,240	1,219.46	1,260	1,260
5100-15.02	Disability Insurance	1,000	1,014.60	1,000	1,000
5100-15.03	Vision Insurance	330	289.92	330	330
5100-16.00	Employee Pension Plan	5,460	5,111.00	5,791	6,076
5100-17.00	Unemployment Benefits	3,000	3,145.23	0	0
5100-22.00	Gravel - Road Resurfacing	40,000	56,716.08	40,000	40,000
5100-23.00	Town Ditching	0	10,863.00	60,000	20,000
5100-24.01	Gravel - Rebuilding	60,000	41,846.09	40,000	40,000
5100-24.02	Chloride	35,000	33,271.81	35,000	35,000
5100-24.03	Culverts	7,000	7,523.41	7,000	1,000
5100-24.04	Road Fabric	2,500	0.00	2,500	2,500
5100-24.05	Hot Mix & Cold Patch/Crack Sealing	0	0.00	500	1,500
5100-24.06	Guardrails & Fences	0	35.69	1,500	1,500
5100-24.07	Seed & Mulch	2,500	3,639.00	2,500	1,800
5100-24.08	Signs	2,000	3,140.91	2,000	2,000
5100-24.09	Stone for culverts/drains	0	0.00	0	1,000

		2017-18 Budget	2017-18 Actual	2018-19 Budget	2019-20 Proposed
110-51 Highway Department – Roads (cont'd)					
5100-25.01	Sand	70,000	74,373.11	70,000	70,000
5100-25.02	Salt	20,000	14,081.34	20,000	20,000
5100-25.03	Chains	1,000	640.00	1,000	2,000
5100-26.01	Gravel - Mud Season	30,000	10,283.00	30,000	30,000
5100-26.02	Gravel - Unusual Events	0	6,840.64	0	0
5100-27.00	Blades & Plows	5,000	2,901.18	5,000	5,000
5100-28.00	Tires	9,000	13,200.74	5,000	5,000
5100-58.00	Equipment Rental	500	32,280.36	1,500	1,500
5100-59.00	Contracted Services - Regular Maintenance	0	9,480.00	0	0
5100-59.02	Contracted Services - Miscellaneous	2,000	3,577.50	2,000	12,000
5100-59.04	Contracted Services - Tree Removal	2,000	3,800.00	2,000	6,500
5100-59.05	Contracted Services - Roadside Mowing	5,000	4,872.00	5,000	5,500
5100-59.08	Contracted Services - Ditching	40,000	76,690.30	0	0
5100-59.16	Equipment Reserve Fund	37,350	37,350.00	36,500	49,550
5100-65.00	2012 Volvo Grader - Loan Payment	20,000	20,000.00	0	0
5100-65.01	2014 Western Star - Loan Payment	32,383	32,487.50	32,383	0
5100-65.02	2014 Ford F550 - Loan Payment	13,160	13,159.20	13,160	0
5100-65.03	2015 John Deere Loader - Loan Payment	19,000	19,000.00	19,000	19,000
5100-65.06	2017 Western Star - Loan Payment	0	27,433.40	27,433	27,433
5100-65.07	2018 Western Star - Loan Payment	20,000	185,424.50	32,900	32,900
Down payment - new truck & excavator				0	49,000
5100-66.00	Loan Interest	8,487	6,866.98	8,907	5,925
5100-67.01	2014 Ford F-550	0	1,089.57	0	0
5100-67.02	Repairs & Maintenance - Excavator	2,500	28,867.48	2,500	2,500
5100-67.03	Repairs & Maintenance - Grader	2,500	12,982.79	2,500	2,500
5100-67.11	Repairs & Maintenance 2014 Western Star	0	9,598.36	0	0
5100-67.12	Brush Hog	0	1,045.00	500	500
5100-67.13	Repairs & Maintenance - Loader	1,000	1,209.36	1,000	1,000
5100-67.14	Repairs & Maintenance 2017 Western Star	0	1,154.38	0	0
5100-67.15	Hydroseeder	12,000	14,408.50	0	0
5100-67.16	Repairs & Maintenance 2018 Western Star	0	0.00	0	0
5100-67.17	Wood Chipper	0	23,539.82	25,000	500
5100-68.01	Repairs & Maintenance - Trucks	25,500	475.65	25,000	25,000
5100-68.05	Repairs & Maintenance - Sander	1,000	0.00	1,000	1,000
5100-68.06	Repairs & Maintenance - Small Equipment	1,000	1,226.72	1,000	1,000
5100-74.00	Travel	800	828.88	800	800
5100-75.01	Diesel Fuel	45,000	45,819.97	45,000	45,000
5100-75.02	Propane	0	406.36	0	0
5100-95.00	Chloride Tanks & Pumps	2,000	374.87	2,000	2,000
Highway Department - Roads Total		805,425	1,148,800.41	845,236	820,914
110-52 Highway Department Permits					
5200-20.00	MRPG Storm Water Permit	0	0.00	0	1,750
5200-30.00	Petroleum Cleanup Fund	0	0.00	0	50.00
Highway Department Permits Total		0.00	0.00	0.00	1,800

	2017-18 Budget	2017-18 Actual	2018-19 Budget	2019-20 Proposed
110-53 Highway Department - Garage				
5300-20.00 Supplies	6,000	2,577.74	4,000	4,000
5300-21.00 Oil & Grease	0	1,578.33	2,000	2,000
5300-23.00 Equipment	4,500	1,473.84	2,500	2,500
5300-24.00 Communication Equipment	1,500	0.00	800	800
5300-40.00 Education & Workshops	500	450.00	1,000	2,000
5300-48.00 Property & Casualty, Auto, W/C Insurance	25,500	28,245.89	33,100	31,000
5300-50.00 Fire System	15,000	3,287.05	0	0
5300-60.00 Software, IT Services	500	0.00	500	0
5300-60.05 Computer	1,000	1,243.85	0	0
5300-68.00 Building Maintenance & Repairs	4,000	13,291.52	4,000	6,000
5300-71.00 Salt Shed Reserve	0	0.00	5,000	5,000
5300-76.00 Electricity	3,000	4,547.76	3,500	4,600
5300-77.00 Telephone	2,000	2,266.12	2,000	2,300
5300-78.00 Water	600	375.06	600	500
5300-81.00 Building Improvements	1,500	2,205.63	8,000	30,000
5300-85.00 Clothing Allowance	1,500	1,431.78	2,000	2,000
5300-99.00 Miscellaneous	500	567.04	2,000	1,000
Highway Department - Garage Total	67,600	63,541.61	71,000	93,700
Highway Deficit Recovery				55,000
Grand Total Expenditures - Highway Department	<u>873,025</u>	<u>1,212,342.02</u>	<u>916,236</u>	<u>971,414</u>
Total Amount Budgeted (Admin & Highway)	1,829,346	2,793,023.71	1,920,105	2,009,198
Less Anticipated Revenue (Admin & Highway)	-247,450	1,292,835.20	-246,200	-279,200
Less Amount from Contingency Fund	<u>-67,500</u>		<u>-60,000</u>	<u>-35,000</u>
Total Amount to be Raised by Taxes	1,514,396		1,613,905	1,694,998
Estimated Grand List	2,383,952		2,398,821	2,428,000
Estimated Exemptions (Veterans, Farm Stabilization)				<u>-21,290</u>
Estimated Taxable Grand List				2,406,710
Actual Tax Rate	0.6430		0.6790	
Estimated Tax Rate				0.7043
Change in Tax Rate				0.0253
Percent Increase in Tax Rate				3.723%

GENERAL FUND REVENUE BUDGET 2019-2020

		2017-18 Anticipated	2017-18 Actual	2018-19 Anticipated	2019-20 Anticipated
GENERAL FUND					
100-20 Property Taxes					
2009-00.00	Late Tax Interest	3,000	2,067.83	2,500	2,500
2010-00.00	Delinquent Taxes	0	75,618.24	0	0
2011-00.00	Delinquent Tax Penalty	5,000	6,125.22	5,000	5,000
2012-00.00	Delinquent Tax Interest	5,000	7,796.87	5,000	7,500
Total Property Taxes		13,000	91,608.16	12,500	15,000
100-21 Licenses & Fees					
2110-00.00	Recording Fees	12,500	10,425.00	12,000	12,000
2120-00.00	Dog Licenses	3,300	3,512.00	3,300	3,400
2131-00.00	Access Permits	100	210.00	100	100
2135-00.00	Excess Weight Permits	600	790.00	600	650
2140-00.00	Marriage Licenses	100	90.00	100	100
2145-00.00	Vault Time/Copier/Fax Fees	3,000	2,923.05	3,000	3,000
2150-00.00	Auto Registration Fees	50	66.00	50	50
2155-00.00	Metal Dumpster	0	4,299.00	1,000	2,000
Total Licenses & Fees		19,650	22,315.05	20,150	21,300
100-22 Intergovernmental					
2229-00.00	Current Use	75,000	76,830.00	75,000	78,000
2242-00.00	State- Traffic Fines	5,000	3,595.69	3,500	3,500
2248-00.00	VT Act 68/Main Grand List	0	954.00	0	0
Total Intergovernmental		80,000	81,379.69	78,500	81,500
100-23 Planning & Zoning					
2359-00.00	Building Permits	12,000	26,148.75	12,000	14,000
2360-00.00	DRB fees	2,500	2,750.00	2,500	2,500
2369-00.00	ZA Admin Amendment	0	1,210.00	0	0
2370-00.00	Certificate of Compliance	400	540.00	500	500
2372-00.00	Certificate of Occupancy	200	430.00	200	400
Total Planning & Zoning		15,100	31,078.75	15,200	17,400
100-24 Town Functions					
Audit Reserve		2,500	0.00	0	0
Total Town Functions		2,500	0.00	0	0
100-29 Miscellaneous					
2900-00.00	School Expense Reimbursement	4,500	2,176.75	2,000	2,100
2920-00.00	Note Proceed - Jackson Farm	0	144,500.00	0	0
2920-00.00	Note Proceed - Fire Truck	0	243,621.00	0	0
2930-00.00	Interest Income	300	854.52	550	750
2990-00.00	Miscellaneous Revenue	400	292.31	300	400
2990-01.00	Misc Donations - Jackson Farm	0	115,000.00	0	0
Total Miscellaneous		5,200	506,444.58	2,850	3,250

	2017-18 Budget	2017-18 Actual	2018-19 Budget	2019-20 Budget
100-27 Transfers				
2705-00.00 Transfer In from reserve	0	67,759.59	0	0
Total Transfers	0	67,759.59	0	0
TOTAL GENERAL FUND	<u>135,450</u>	<u>800,585.82</u>	<u>129,200</u>	<u>138,450</u>
HIGHWAY DEPARTMENT				
5000-20.00 Note Proceed – New Truck	0	164,500.00	0	0
5000-25.00 Proceeds-Sale of Equipment	0	2,625.00	0	0
5000-30.00 School Expenses Reimburse	0	8,603.61	5,000	0
5000-10.00 State Aid - Highway	92,000	92,019.14	92,000	91,750
Equipment Reserve	20,000	43,505.00	20,000	49,000
5000-48.00 Seymour Road Bridge - FEMA	0	180,996.63	0	0
TOTAL HIGHWAY DEPARTMENT	112,000	492,249.38	117,000	140,750
ADMIN & HIGHWAY GRAND TOTAL	<u>247,450</u>	<u>1,292,835.20</u>	<u>246,200</u>	<u>279,200</u>

FIVE YEAR CAPITAL BUDGET

FY2019 - FY2023

Date Adopted: February 8, 2018

Highway	Replacement Fiscal Year	Anticipated Cost	FY'19	FY'20	FY'21	FY'22	FY'23
2008 Cat Excavator	2020	170,000	4,000	0	0	0	0
Pressure Washer/ Culvert Steamer	2020	13,000	6,000	7,000	0	0	0
2014 Ford F550	2020	75,000	7,500	3,750	0	0	5,000
2014 Tandem Utility Trailer	2024	7,000	0	0	0	3,500	3,500
2012 Volvo Grader	2024	350,000	14,000	14,000	14,000	14,000	14,000
2014 Western Star	2024	220,000	0	11,000	11,000	11,000	11,000
2015 John Deere Loader	2025	165,000	0	6,600	6,600	6,600	6,600
Paving, Westford-Milton Road	2025	230,000	0	9,200	9,200	9,200	9,200
2017 Western Star	2026	220,000	0	0	11,000	11,000	11,000
2018 Western Star	2028	220,000	0	0	0	0	8,800
Ventilation System for Welder	2028	8,000	0	0	0	0	1,600
Salt Shed	TBD	250,000	5,000	5,000	5,000	5,000	5,000
Highway Total			36,500	56,550	56,800	60,300	75,700
Administration							
Copier	2019	15,000	2,600	3,000	3,000	3,000	3,000
Server	2019	10,000	0	2,400	2,400	2,400	2,400
Voting Machine	2020	10,000	0	0	0	0	0
Furnace	2025	15,000	0	3,000	3,000	3,000	3,000
Vault Shelving (downstairs)	2025	20,000	0	4,000	4,000	4,000	4,000
Handicap Ramp	2028	15,000	0	0	0	0	3,000
Town Office/Library Septic System	TBD	140,000	0	5,000	5,000	5,000	5,000
Administration Total			2,600	17,400	17,400	17,400	20,400

	Replacement Fiscal Year	Anticipated Cost	FY'19	FY'20	FY'21	FY'22	FY'23
Fire Department							
Portable Pump (2)	2020	6,400	0	6,400	0	0	0
Hand Held Radio (8)	2020	11,600	5,800	0	0	0	0
Hose/Hard Suction	2020	14,400	7,200	0	0	0	0
Pagers (18)	2020	11,745	5,873	0	0	0	0
Base Radio/Base Repeater	2022	8,700	2,900	2,900	2,900	0	0
Truck Radio (4)	2022	5,800	1,933	1,933	1,934	0	0
Nozzles/Master Stream	2025	13,440	0	2,688	2,688	2,688	2,688
711 Pumper	2026	500,000	0	0	20,000	20,000	20,000
Vehicle Extraction Tools	2027	43,200	0	0	0	8,640	8,640
Ladders	2028	5,700	0	0	0	0	1,140
Rescue Jacks	2028	8,000	0	0	0	0	1,600
714 Utility/Rescue	2033	700,000	0	0	0	0	14,000
Fire Department Total			23,706	13,921	27,522	31,328	48,068
Library							
Furnace	2028	8,000	0	0	0	0	1,600
Library Total			0	0	0	0	1,600
Recreation							
Soccer Goals	2025	8,000	0	1,600	1,600	1,600	1,600
Recreation Total			0	1,600	1,600	1,600	1,600
Grand Total - All Departments			<u>62,806</u>	<u>89,471</u>	<u>103,322</u>	<u>110,628</u>	<u>147,368</u>

TREASURER

The Treasurer's office had a busy year. Some of the highlights for the past year included the purchase of a 2018 Western Star Dump Truck replacing the old 2005 model, the purchase of a new Pumper truck for the Fire Department, and the purchase of the Maple Shade Town Forest property. In addition, we received the remaining payments from FEMA for the Seymour Road Bridge, which replaced culverts that were washed out during a severe storm in May 2013.

The Town's General Fund finished the year with a deficit of \$-36,538. The primary cause for this was in our Legal and Professional Fees line item, we were over budget by \$43,790. We were under and over budget on other items in the fund that netted out the \$-36,568. The General Fund began the year with a positive fund balance of \$297,207, which was reduced to \$260,849.

The Highway Fund finished FY 2018 with a budget surplus of \$9,188. The net activity from operations of the Highway fund was a loss of \$-345,089. This number includes the purchase of the new 2018 Western Star, which was offset by the proceeds from the truck loan of \$164,500 and the receipt of the FEMA funds for the Seymour Bridge and other grants totaling \$216,834, and transfers of \$-26,607.

The table below shows the past several years of history of the General and Highway Funds and the combined total for the other Non-Major Funds (Capital, Common, Playground, Conservation, etc.).

Please feel free to contact me with any questions at 878-4587 or treasurer@westfordvt.us.

Respectfully submitted,
Greg Barrows

	<u>General Fund</u>	<u>Highway Fund</u>	<u>Non Major Funds</u>	<u>Total</u>
Balance as of 06/30/2015	\$182,743	\$(102,136)	\$381,391	\$461,998
FY 2016 Activity	105,488	29,600	99,352	234,440
FY 2016 Balance	288,231	-72,536	480,743	696,438
Adjustment to Cash Basis	-288	-212,843	208	-212,923
Balance as of 6/30/2016 (Restated)	287,943	-285,379	480,951	483,515
FY 2017 Activity				
Operating	168,986	-205,673	-90,780	-127,467
Transfers from Other Funds	-159,722	155,054	182,335	177,667
Extraordinary Items	0	55,036	0	55,036
Net Activity	9,264	4,417	91,555	105,236
Balance as of 06/30/2017	297,207	-280,962	572,506	588,751
FY 2018 Activity				
Operating	-369,601	-345,089	-70,006	-784,696
Loan Proceeds	388,121	164,500	0	552,621
Other Sources	-54,878	-26,607	84,110	2,625
Seymour Bridge (FEMA)	0	216,384	0	216,384
Net Activity	-36,358	9,188	14,104	-13,066
FY18 Balance (6/30)	\$260,849	\$(271,774)	\$586,610	\$575,685

FOTHERGILL SEGALE & VALLEY

Certified Public Accountants



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

January 10, 2019

Selectboard
Town of Westford, Vermont

AUDITORS CERTIFICATION

The financial statements of the Town of Westford, Vermont for the year ended June 30, 2018 were audited by Fothergill, Segale & Valley CPAs of Montpelier, Vermont. The financial statements and our report are available at the Town Office and at [www. Westfordvt.us](http://www.Westfordvt.us).

Sincerely,

Fothergill Segale & Valley, CPAs

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

143 BARRE STREET • MONTPELIER • VERMONT 05602 • 802-223-6261 • FAX: 802-223-1550 • www.fsv-cpas.com

The full audit report is available on the Town website (<https://westfordvt.us/town-audits/>).

SCHEDULE OF TAXES BILLED & COLLECTED

June 30, 2018

2017 Grand List**\$252,093,100**

	<u>Homestead Tax Rate</u>	<u>Non-Residential Tax Rate</u>
Education Tax	1.4933	1.5271
Town Tax	0.3302	0.3302
Highway Tax	0.3051	0.3051
Local Agreement	<u>0.0077</u>	<u>0.0077</u>
Total Tax Rates	<u>2.1363</u>	<u>2.1701</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	1.5271 x	522,744.00	798,282.41
Homestead Education	1.4933 x	1,871,017.00	2,793,989.79
Town Tax	0.3302 x	2,383,952.00	787,167.72
Highway Tax	0.3051 x	2,383,952.00	727,343.76
Local Agreement	0.0077 x	2,383,952.00	18,356.50
Late Homestead Penalty			<u>446.07</u>
Taxes Billed (Town & School)			<u>5,125,586.25</u>

Net Adjustments	<u>-2,593.12</u>
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Total Taxes Billed (Town & School)	<u><u>5,122,993.13</u></u>
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Collections:

Town & Education	5,096,077.47	
Adjustments	1,646.81	
Net Adjustments	-2,593.12	
Abatements	<u>946.31</u>	
Total collections		\$5,096,077.47

Delinquent Taxes	<u>26,915.66</u>
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Total Taxes	<u><u>5,122,993.13</u></u>
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TOWN COMMON FUND ACCOUNT
Year Ending June 30, 2018

Beginning Balance - July 1, 2017		\$48,873.51
Disbursements		
Flag pole relocation	\$1,523.00	
Electrical work	\$179.69	
Fence repairs	<u>\$27.40</u>	\$1,730.09
Receipts		
Earned Interest		<u>\$129.14</u>
Ending Balance - June 30, 2018		<u>\$47,272.56</u>

MUNICIPAL RECORDS RESERVE FUND
Year Ending June 30, 2018

Beginning Balance - July 1, 2017		\$30,967.96
<u>Revenue</u>		
Recording Fees	\$6,851.00	
Interest	<u>\$89.32</u>	
Total Revenue		\$6,940.32
<u>Expenses</u>		
Monthly Software Program Fee	\$3,900.00	
Supplies	<u>\$285.48</u>	
Total Expenses		\$4,185.48
Ending Balance - June 30, 2018		<u>\$33,722.80</u>

STATEMENT OF OUTSTANDING DEBT
For Year Ending June 30, 2018

<u>Lender</u>	<u>Capital Asset</u>	<u>2017</u>	<u>2018</u>	<u>Change</u>
People's United Bank	2014 Western Star 4700	64,765	32,382	(32,383)
People's United Bank	2012 Volvo Grader	20,000	0	(20,000)
Community National Bank	2017 Pumper Truck	0	243,621	243,621
People's United Bank	2014 Ford F-550	26,318	13,159	(13,159)
Community National Bank	2018 Western Star	0	164,500	164,500
Community National Bank	Jackson Farm/Maple Shade Town Forest	0	144,500	144,500
People's United Bank	Fire Utility Truck	25,200	0	(25,200)
People's United Bank	John Deere Loader	76,000	57,000	(19,000)
Westford Historical Society	Spiller House	95,628	87,659	(7,969)
People's United Bank	2017 Western Star 4700	137,167	109,734	(27,433)
Totals		<u>445,078</u>	<u>852,555</u>	<u>407,477</u>

STATEMENT OF RESERVE ACCOUNTS
For Year Ending June 30, 2018

<u>Reserves</u>	<u>Beginning Balance 7/1/2017</u>	<u>Deposits</u>	<u>Debits</u>	<u>Interest</u>	<u>Ending Balance 6/30/2018</u>
Admin Capital Budget	\$59,187.47	\$16,500.00	\$0.00	\$169.96	\$75,857.43
Audit Reserve	\$2,563.88	\$0.00	\$2,500.00	\$0.16	\$64.04
Equipment Reserve	\$101,683.88	\$37,350.00	\$43,505.00	\$164.40	\$95,693.28
Fire Dept. Capital Budget*	\$157,719.44	\$46,586.00	\$65,000.00	\$306.40	\$139,611.84
Lister PVR Education	\$5,025.73	\$0.00	\$0.00	\$13.72	\$5,039.45
Office Expansion	\$9,894.21	\$0.00	\$0.00	\$27.01	\$9,921.22
Reappraisal	\$73,849.60	\$8,109.00	\$0.00	\$207.53	\$82,166.13
Salt Shed	\$15,117.74	\$0.00	\$0.00	\$41.27	\$15,159.01
Total Reserve Accounts	<u>\$360,041.95</u>				<u>\$423,512.40</u>

* Restated Beginning Balance as the Pumper Truck was purchased in 2018

SELECTBOARD

Westford is an amazing mix of professionalism and small town culture, knowing your neighbors and continuously improving how we do things. We'd like to thank our amazing Town staff and many community volunteers for making Westford such a unique place. For a small town, we certainly accomplish a lot, and do it well, with pretty limited resources. We are thankful for dedicated and thoughtful staff who care about our community and for volunteers who spend a considerable amount of time making sure Westford is a great place to live.

Town Staff

Road Crew – Scott Bushey resigned from the Road Crew in September 2018. As of the printing of this town report, the position remains vacant. The Town, as well as many other municipalities, private contractors and the Vermont Agency of Transportation are having difficulty filling positions requiring a CDL. We're being diligent and creative in filling this position, but also want to make sure we're ultimately hiring the right candidate.

Rec Coordinator – In October 2018, Thomas Schmidt resigned as Rec Coordinator. The vacancy was filled in December 2018 with the appointment of Tonya Calley.

Assistant Town Clerk – Sue Adams submitted her resignation in November 2018 as Assistant Town Clerk. Sue served in this position for 10 years and, as a long-time resident, volunteer and town employee, she will be missed by all. Callie Hamdy was hired in late December to fill the position.

Dog Warden – In March 2018 Dave Tilton nobly volunteered to fill the vacancy of this position created in December 2016.

Welcome aboard to all new employees and many thanks to those who have moved on to other positions!

Financial Practices

Independent Professional Audit – Fothergill Segale and Valley audited the FY18 financial records. Their Auditors Certification can be found in this Town Report, and the full audit report is available on the Town website (<https://westfordvt.us/town-audits/>).

Proposed Budget (FY 2020) – The Town budget proposal for next fiscal year (July 1, 2019 – June 30, 2020) is detailed in the tables contained in the Town Report.

The FY20 budget creation process took a lot of town staff, town boards and town community conversation. One of the most notable highlights in this process was the Highway Department deficit of \$271,774 which has accumulated over several years. Delayed receipt of FEMA and other grant funds, the switch from modified accrual to a cash method of accounting and overspending/unanticipated expenses contributed to the deficit. The Board is budgeting \$55,000 in FY20 toward reducing this deficit. Until the deficit is eliminated, the Board will budget funds in future budgets. The amount will be determined on the balance of the deficit as well as financial circumstances at that time. We are targeting a 4-5 year timeline to eliminate the deficit, understanding that unforeseen factors may change that timeline.

The proposed budget includes using \$35,000 from the town's fund balance to reduce the amount to be raised in taxes. The proposed expense budget is increasing by 4.64% and the tax rate is increasing by

3.723%. For perspective, this tax increase would correspond to about \$50.60 in additional taxes for a property assessed at \$200,000 and \$101.20 for property assessed at \$400,000.

Road Projects

The Town Road Crew was able to complete one of three projects scheduled for the summer of 2018. The existing ditches on Old #11 Road were reestablished, new areas were ditched and culverts were installed. The ditches were stone lined to minimize erosion. The Town was fortunate to receive a state grant to help offset the cost of this project. The Town also received state grants for Rubaud Road and Rogers Road. Rubaud Road and Rogers Road are slated to be done during the 2019 construction season. All of these projects are part of a town-wide plan to meet the Vermont Municipal Roads and General Permit requirements for stormwater.

Sale of Spiller Property

As of the printing of this report, we have not finalized the sale of the Spiller lot on Common Road. There were many steps to resolve title concerns before the property can be conveyed. As mentioned in the 2017 Town Report, Common Road was formally laid out. No appeal was received regarding this process. Once the appeal period expired, the next step was to file with the court a Quiet Title to remove a public use easement that was on two properties located south of Common Road. The Quiet Title was filed with the court in March 2018. In June, the Court issued a Declaratory Judgment and Order in favor of the Town's Quiet Title. No appeal was received after the Declaratory Judgment and Order was issued. This allowed the Town to proceed with the sale of the property.

One of the conditions of the purchase of the property is that the buyer is able to get the permits he needs for the commercial establishment he would like to build. Providing all goes well with the permit process, the property will be conveyed to the buyer.

Town Owned Properties

Maple Shade Town Forest (formerly known as the Jackson Farm & Forest Project) - In March 2018, the Selectboard established and appointed members to a Town Forest Committee. The Town Forest Committee has been working diligently on developing a management and use plan for the Maple Shade Town Forest as well as the lands adjacent to the school property. Part of this process included a community survey and a public informational session. The Selectboard held a special meeting in October 2018 to hear community comments regarding the ability to hunt in the Maple Shade Town Forest while the Committee continued to finalize the plans. The Committee expects to release the draft to the community for public comment and to submit the plan to the Selectboard by the end of February.

Work on the Maple Shade Town Forest and its trails continues. An information kiosk was set up at the entrance located on the east side of Brookside Road. The kiosk, as well as two bridges, are the craftsmanship of Conservation Commissioner Joel Fay. The kiosk provides information for not only the Forest but the lands adjacent to the school. An opening was created in the stonewall on the west side of Brookside road to access the trail system. The work included the installation of a culvert and stone to stabilize the ditch. Joel, along with Dale Rodgers and Sarah Pinto, have been clearing the trails in the Forest.

Former School Property - The Town purchased No Hunting signs for the properties owned by the Town that border the school property. Posting the property is part of the Shared Use Agreement with the Essex Westford School District that was entered into in 2017. The Conservation Commission installed the signs.

14.9 Acre Lot (located off Westford Milton Road) – The Town was approached in July 2018 by a person interested in purchasing a 14.9 acre lot owned by the Town. The Selectboard decided to put the 14.9 acre lot up for sale to allow other people the opportunity to purchase the property and to put the property back on the tax role. The Town received several offers, of which one was withdrawn before the Selectboard met to consider them. Of the remaining offers, Elvir Pasic's offer of \$25,000 was accepted. If the process remains on schedule, the property will be conveyed by the end of February.

Ordinances & Policies

Conflict of Interest Policy – No later than July 1, 2019 every municipality is required to adopt a conflict of interest prohibition. The Vermont League of Cities and Towns provided municipalities a draft a policy, which was based on State Statute. The Westford Selectboard adopted a Policy Regarding Conflicts of Interest and Ethical Conduct on March 22, 2018, well ahead of the required deadline. The policy can be found on the Town website (<https://westfordvt.us/wp-content/uploads/2018/05/Policy-Regarding-Conflicts-of-Interest-and-Ethical-Conduct.pdf>).

Mobile Food Vendor Ordinance – The Mobile Food Vendor Ordinance was adopted in June 2018. The Ordinance regulates how food will be made occasionally available to the public within the Common Zoning District. It provides reasonable guidelines and standards and identifies where a vendor may set up.

Class 4 Roads Ordinance - The Selectboard repealed the Class 4 Roads Ordinance. The decision was made based on a legal opinion and recommendation of the Town's attorney. The attorney advised that many parts of the Ordinance were inaccurate and incomplete, and the Ordinance goes above and beyond what is required by State Statute.

Fire Ordinance – The Board is working with the Fire Warden and Fire Department to amend the existing Fire Ordinance. The initial draft of the Ordinance created an opportunity for community conversation and feedback which sparked a lot of interest. The current goal is to create an Ordinance that is enforceable but also takes into consideration certain burning activities that residents enjoy, such as camp fires.

VCRD (Vermont Council on Rural Development) Community Visit Program

In August 2018, a representative from VCRD met with town officials to introduce the Community Visit Program and what it has to offer. VCRD, with the help of the community, coordinates a plan with priorities and then creates momentum toward achieving those priorities. Members of the program are able to tap into various resources for funding, but there is no cost for the Town's participation. Local town officials offered their support in pursuing the opportunity. The focus will mostly likely be on the Town Common and assets around the common, including the Brick Meeting House and White Church.

Contracts for Services Provided

Trash & Recycling – The contract for the collection of trash and recycling services provided by Myers Container Service expired at the end of June 2018. The contract allowed for a possible two year extension if both parties mutually agreed. The Town contacted Gauthier Trucking to determine if they would be interested in submitting a proposal however representatives from Gauthier did not respond. The Board and Myers agreed to extend the contract to the end of June 2020. This winter provided some service challenges and the Selectboard has been working with Myers with regard to collection services. The Selectboard is hopeful that the issues will be resolved to the best satisfaction of all parties involved.

Annual Audit of Financial Records - The contract for auditing services being provided by Fothergill, Segale and Valley (FS&V) expired with the FY17 audit. The Selectboard solicited proposals from qualified firms. The proposal submitted by FS&V was accepted and the new contract will end with the FY21 audit.

Zoning Regulations

In October the Planning Commission submitted interim regulations for the Selectboard's consideration. The interim regulations proposed amending the setback for properties located south of Common Road. The draft interim regulations proposed adjusting the front yard setback for these properties due to a boundary line adjustment that occurred in September 2018 in order to maintain development patterns and regulatory compliance for existing structures in Transect 4 – Form Based Code Overlay District. The Selectboard held a public hearing in December 2018 and approved the interim regulations.

Respectfully submitted,
Allison Hope
Julia Andrew
Grant Thomas

TOWN CLERK

It is with a heavy heart that I bid farewell to Sue Adams. Sue has served as the Assistant Town Clerk since September 2008. She has done an amazing job at maintaining a high level of professionalism during her tenure and is well respected in the community. It has been an honor working alongside her. She and her husband, Dave, are off to Colorado for a new adventure. Although I will miss Sue tremendously, I am excited for them. Callie Hamdy was hired to fill the vacancy left by Sue. Welcome aboard, Callie!

Elections

There were two elections in Fiscal Year 2018, the Annual Town Meeting held in March and the Annual Essex Westford School District Meeting held in April.

Vermont Elections Management System

The Vermont Elections Management System (VEMS) is an online program for qualified residents to register to vote or update their voter information.

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

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>.

Land Records

During FY'18, 556 documents (deeds, surveys, etc.) were recorded in the Westford Land Records. This number translates to 2,064 pages compared to 2,168 pages in FY'17. As time permits, Sue continues to back scan and index older documents to build the data base used by researchers.

Dog Licenses

In 2018, 458 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.

Vital Records

Vital record statistics in the Town of Westford for January 1, 2018 through December 31, 2018 are as follows: 15 births, 9 deaths, and 14 marriages.

New Vital Records Law (Act 46) and What It Means for You

The Vermont Legislature passed Act 46 in May 2017, which significantly changes the state laws that govern vital records - namely, birth and death certificates. The new law and rules will enhance the safety and security of birth and death certificates, provide better protection against misuse of these legal documents, and reduce the potential for identity theft. Additionally, the changes streamline the entire statewide system for creation, storage and tracking of birth and death certificates. Act 46 will impact anyone who seeks a copy of a Vermont birth or death certificate. **The changes go into effect on July 1, 2019.**

The most notable changes are:

- Only family members (as defined in Act 46), legal guardians, certain court-appointed parties or legal representatives of any of these parties can apply to obtain a certified copy of a birth or death certificate. In the case of a death certificate only, the funeral home or crematorium handling disposition may apply for a certified copy.
- An individual must complete an application and show valid identification when applying for a certified copy of a birth or death certificate.
- An individual who refuses to complete the application or cannot provide valid identification will be ineligible and referred to the Vital Records Office.
- Certified copies of birth and death certificates can be ordered from any town, not just where the birth or death occurred or where the person was a resident.
- Certified copies will be issued on anti-fraud paper.
- Access to noncertified copies (previously called "informational" copies) is not significantly changed by the new law or rules.
- Marriage, civil union, divorce or dissolution certificate copies and processes are not affected by the new law or rules.

For text of Act 46, go to

<https://legislature.vermont.gov/Documents/2018/Docs/ACTS/ACT046/ACT046%20As%20Enacted.pdf>

Newsletter & Town Website

There are two resources to keep abreast of current events in town. The Town's website (<https://westfordvt.us/>) is a valuable resource for general information, such as contact information for town officials, a calendar of events (meetings, etc.), and agendas and minutes for meetings of the various boards and commissions. The second resource is the Town Newsletter which is published monthly. The

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

Holiday Donations

Thank you to all those who made donated, generously if I might add, during the 2018 holiday season! The Town was able to help 25 families by providing them with a gift card to a grocery store to purchase items to meet their individual needs (prohibiting alcohol and tobacco products). The gift cards are received graciously and provide relief to those who are struggling.

I want to take a moment to thank all the volunteers that serve Westford. The Town would not be able to do half of what is accomplished if it were not for you! If you are interested in finding out ways you can volunteer, please contact the Town Office.

Respectfully submitted,
Nanette Rogers

BOARD OF CIVIL AUTHORITY & BOARD OF ABATEMENT

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

During FY'18, the BCA met three times to revise the voter checklist, resulting in approving 76 voter registration applications, removing 88 voters and sending notices to 139 voters to confirm residency. In addition to these meetings, BCA members worked the polls at the 2018 Annual Town in March and the 2018 Annual Essex Westford School District Election in April. 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 and approved one request for tax abatement.

CEMETERY COMMISSION

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

We, with the help of a volunteer, have been able to keep the small previously "neglected" Cookyard Cemetery clear of brush with the ultimate goal of maintaining its integrity. Future plans for Cookyard include installing a small sign and uprighting three visible gravestones. We also hired two different contractors to maintain/mow our other five town cemeteries during the mowing season.

Flags were placed on all Veterans' graves in observance of Memorial Day. Seven lots were sold at Brookside Cemetery and there was a total of three interments during this time in our Town cemeteries

There continues to be much work to be done to keep our cemeteries a source of historic information as well as aesthetically maintained. The Town Office receives several requests regarding family history research and often this information can only be found on the gravestones themselves. 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 2017-18 fiscal year to restore a portion of the Brookside Cemetery. This was completed and we budgeted money for further gravestone restoration/cleaning and other projects during fiscal year 2018-2019. 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.

During the October 2017 windstorm event, Brookside Cemetery was not spared as we had several trees, large limbs and branches cover a good portion of the cemetery. We hired a tree service in November 2017 to clear the tree debris. The Cemetery Commission applied for FEMA funds and once the process is complete will be awarded money to reimburse the Commission for money spent for tree debris cleanup. Fortunately, only four gravestones were affected and were uprighted and repaired during the spring.

A special meeting was held and with the support of the Selectboard, we decided to have several other large pine trees taken down. This happened in January 2018 with the support of the adjacent landowner who allowed us to access the rear of the cemetery from her property to accomplish this.

We also plan to have other diseased and dying trees removed in Richardson and Plains Cemeteries with the cooperation of the adjoining landowners during the next few months to avoid catastrophic and irreparable 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. All of the gravestones are also in the process of being photographed.

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 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, 2018

Cemetery Checking Account

Beginning Balance - July 1, 2017		\$322.16
Receipts		
Lot purchase	2,630.00	
Funds transferred from Brookside Cemetery account	4,800.00	
Interment Fees	200.00	
Town budget appropriation	8,500.00	
Interest	<u>2.84</u>	
Total Receipts		16,132.84
Expenses		
Cemetery flags	144.00	
Postage	0.00	
Recording fee	20.00	
Robert & Sons Mowing	1,800.00	
Old Tyme Home Care LLC - Mowing	1,800.00	
DJ's Tree Service	6,600.00	
Plouff's monument work	<u>2,160.00</u>	
Total Expenses		12,524.00
Ending Balance - June 30, 2018		<u>\$3,931.00</u>

Brookside Cemetery Checking Account

Beginning Balance - July 1, 2017		\$5,048.85
Receipts		
Interest	<u>294.90</u>	
Total Receipts		294.90
Expenses		
Funds transferred to Cemetery checking account	4,800.00	
Service charges	<u>15.00</u>	
Total Expenses		4,815.00
Ending Balance - June 30, 2018		<u>\$528.75</u>

Cemetery Savings Accounts

	<u>Balance on 7/1/2017</u>	<u>Income</u>	<u>Interest</u>	<u>Balance on 6/30/2018</u>
Alger	\$318.87	\$0.00	\$0.16	\$319.03
Osgood Hill	\$588.66	\$0.00	\$0.30	\$588.96
Cloverdale	\$275.25	\$0.00	\$0.14	\$275.39
Perpetual Care	<u>\$860.97</u>	<u>\$900.00</u>	<u>\$0.57</u>	<u>\$1,761.54</u>
Total	\$2,043.75	\$900.00	\$1.17	\$2,944.92

Cemetery CDs

	<u>Balance on 7/1/2017</u>	<u>Withdrawal</u>	<u>Interest</u>	<u>Balance on 6/30/2018</u>
James Grow	\$4,659.65	\$0.00	\$6.96	\$4,666.61
Osgood Hill	\$8,412.74	\$0.00	\$9.42	\$8,422.16
Phillips	\$681.87	\$0.00	\$1.95	\$683.82
Irish	\$766.54	\$0.00	\$1.14	\$767.68
Brookside Cemetery	\$18,263.27	-\$293.71	\$140.52	\$18,110.08
Perpetual Care	<u>\$3,022.92</u>	<u>\$0.00</u>	<u>\$4.52</u>	<u>\$3,027.44</u>
Total	\$35,806.99	-\$293.71	\$164.51	\$35,677.79

Total Cemetery Funds

Cemetery Checking	\$3,931.00
Brookside Checking	\$528.75
Savings	\$2,944.92
CDs	<u>\$35,677.79</u>
Grand Total in Funds	\$43,082.46

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 WCC 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 has expanded its responsibilities and stewardship to the newly acquired Maple Shade Town Forest (Jackson Farm) on Brookside Road. The WCC is currently working closely with

the Westford Town Lands Long Term Management Committee as we look toward the goal of implementing a long-term management plan for the property by January 2019. WCC members also spent a great deal of time preparing the property for the grand opening, including clearing a mile of access paths and preliminary trails.

Joel Fay, WCC member, continues to maintain the school trails, as well as creating new trails in the Maple Shade Town Forest, helped at times by Dale Rodgers, and other WCC members. Dale and Joel also maintain the Schultz trail, which runs from the top of Machia Hill Road to the end of Old Number 11 Road. Dale and Sarah Pinto have been working to re-open the Goodrich Trail which runs from Machia Hill Road in Westford to Repa Road in Underhill. The trail is now entirely flagged and will be tagged with trail markers in the near future.

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. 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.

The Conservation Commission expresses its deep gratitude to Chuck McGill who served on the Commission for twenty-one years! Chuck had peerless attendance and was willing to contribute in any capacity to all of the WCC's endeavors.

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 sarah@pintomac.com.

Respectfully submitted,
Sarah Pinto

CONSERVATION FUND
Year Ending June 30, 2018

Beginning Balance - July 1, 2017	\$6,823.35
<u>Revenue</u>	
Transfer to fund	\$6,196.00
Interest	<u>\$23.79</u>
Total Revenue	\$6,219.79
<u>Expenses</u>	
Conservation Fund Expenses	\$726.91
Maple Shade Town Forest Expense	<u>\$2,035.20</u>
Total Expenses	\$2,762.11
Ending Balance - June 30, 2018	<u>\$10,281.03</u>

DELINQUENT TAX COLLECTOR

Calendar Year Report: As of December 31, 2018

<u>Tax Year</u>	<u>Begin Tax Amount</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected</u>
2016-17	14,319.22	14,319.22	0.00	0.00
2017-18	<u>52,426.04</u>	<u>50,332.53</u>	<u>946.31</u>	<u>3,039.82</u>
Total	66,745.26	64,651.75	946.31	3,039.82

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>
12/31/15	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
12/31/17	80,935.22	65,932.68	683.32	14,319.22
12/31/18	66,745.26	64,651.75	946.31	3,039.82

As of December 31, 2018, delinquent taxes in the amount of \$3,039.82 remain uncollected. During 2018, a net amount of \$946.31 was added to the delinquent tax list resulting from corrections to four properties made by the Town Treasurer. There were no taxes abated in calendar year 2018.

Additionally, per the request of the Town Auditors, a fiscal year report showing balances for FY18 is included below.

Fiscal Year 2018 Report: July 1, 2017 through June 30, 2018

<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>
2015-16	7,236.43	7,236.43	\$0.00	\$0.00
2016-17	34,342.00	33,867.57	-27.14	447.29
2017-18	<u>52,426.04</u>	<u>26,456.69</u>	<u>+946.31</u>	<u>26,915.66</u>
Total	94,004.47	67,560.69	+919.17	27,362.95

Respectfully submitted,
Marge McIntosh

DEVELOPMENT REVIEW BOARD

The Development Review Board (DRB) reviews applications for subdivision, commercial development, waivers and variances, and 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. Three total lots were created and there were several sketch plan applications which will likely create more lots down the road. We also heard a couple of appeals of administrator officer decisions, which was both challenging and interesting. The following is a summary of the applications the DRB reviewed for the reporting period:

- Sketch Plan Review- 4
- Preliminary Plat Hearings - 1
- Final Plat Hearings- 3
- Conditional Use Hearings -0
- Site Plan Hearings – 1

- Waiver Hearings – 2
- Variance Hearings - 0
- Appeal Hearings – 2
- # of New Development Lots Created - 0
- # of New Deferred Development Lots Created -3
- Acres of Open Space Created – 130 (new town forest)
- Miles of Pedestrian Path Created – 0

In March of 2016, the DRB began reviewing projects under the new Westford Land Use and Development Regulations that were approved in February of 2016. The Westford Land Use & Development Regulations were amended on July 27, 2017 and May 10, 2018 in order to clarify and correct language. The DRB continues to work hard to 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. Every decision made, every development approved, and every regulation - new or old - affects each of us. We welcome your opinions!

Each year generally sees some turnover in our boards and the Development Review Board is no exception. Lisa Fargo left the board and Keith Simpson was appointed to fill her position. Lisa, thank you for your service on the DRB and to the Town throughout the years. Keith, thank you for stepping up!

Respectfully submitted,
Matt Wamsganz, Chair

DOG WARDEN

The following is an accounting of dog incidents handled since being appointed in March 2018 through June 30, 2018.

4/1/18 - investigated dog chasing cars: 1 1/2 hour, 4 miles
4/14/18 - report of a dead dog - notified State Police: 1 hour
4/21/18 - "incessant" barking complaint: 3/4 hour, 6 miles
5/12/18 - dog chasing car: 1 hour, 4 miles
6/12/18 - searched for lost dog: 2 hours, 4 miles
6/15/18 - dog on neighbor's property: 1 hour, 5 miles
6/17/18 - dog entering neighbor's house: 1 hour, 7 miles

Respectfully submitted,
Dave Tilton

FIRE WARDEN

Another winter is approaching and soon Vermont will be blanketed in snow. Westford residents will still have controlled burns through the winter. At this time, the Town does not require permits when there is snow on the ground, but as usual, I respectfully request that you continue to take out a permit throughout the winter. The reason for this is that it helps the Fire Warden and Fire Department determine what areas folks are burning when other residents call and say they think there is a fire. Also, I still monitor the weather on a daily basis and will continue to open and close the system as an advisory to whether it is safe or not to burn.

What is legal to burn does not change. A rule of thumb I like to use is “if it grows on your lawn the it’s probably safe to burn.” No garbage, treated wood, paper or magazines are permitted. Also, NO accelerants of any kind may be used to start your fire. In addition, it is unlawful to let your fire burn out overnight. You must ensure that your burn is completely out before retiring for the evening. If you have any questions as to what you can or cannot burn or when it is appropriate to burn, please call me at 879-1231.

At this time, I would like to recognize our Westford Fire Department for the great job they do keeping us safe.

The following is the number of permits issued in the Town of Westford for this fiscal year:

- 420 permits were issued electronically
- 6 hard copy permits by the Fire Warden
- 10 hard copy permits by the Town Office
- 1 warning issued for burning without a permit
- 0 fire prevention tickets issued

Respectfully submitted,
Dennis L. Angiono

LISTERS

The Listers will be out collecting our data from outstanding and current building permits. We do leave a note that we were there. Change of Appraisals for building permits or for any properties with acreage changes, will be sent in April/May of 2019.

The Vermont Division of Property Valuation set Westford’s 2017 Common Level of Appraisal at 98.25% 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 (listers@westfordvt.us).

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 also be filed every year.

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 consisting of: Koi Boynton, Wendy Doane, Gordon Gebauer, Seth Jensen and Mark Letorney. The Planning Commission updates and implements the Town Plan, revises Westford's Land Use and Development Regulations, assists other Town committees plan for Westford's future and performs other planning duties as directed by the Selectboard.

This past year has been busy for the Town. In January 2018, after nearly two years of effort and planning by many volunteers and Town officials, the Jackson Forest land on Brookside Road was transferred to the Town and the adjacent open pasture land was transferred to the Pouliot family. The forest land consists of approximately 130 acres and the pasture land contains approximately 42 acres. The Westford Town Lands Committee has been conducting scientific research and natural resources inventories and gathering public input in order to develop a draft long-term management plan for the Westford Town Lands located on either side of Brookside Road. The goal is to have a plan in place by the spring of 2019.

In May 2018, the Selectboard adopted amendments to the Westford Land Use and Development Regulations. The Planning Commission drafted the amendments and recommended their adoption based on public comments and suggestions received at several Planning Commission meetings.

In June 2018, the Town celebrated the grand opening of the Jackson Town Forest by throwing a huge party for itself. An estimated crowd of 200 people, young and old, attended the event. There was food and live music and a wonderful walk on a newly constructed trail. The new trail was made possible by the super-human efforts of Joel Fay, Dale Rogers and Sarah Pinto of the Conservation Commission.

Also in June 2018, the Selectboard adopted a Mobile Food Vendor's Ordinance. The Planning Commission drafted and supported the ordinance based on requests it received from individuals who were interested in selling food along the Town Common during the summer months. This ordinance allows the Westford Zoning Administrator to grant a temporary license to individuals who seek to establish a mobile food operation on and around the Town Common.

During the past year, the Planning Commission continued to work towards finding a community waste water solution for the Town Common and Village areas. The on-site systems currently servicing the

Town Office and Library are very close to the end of their usefulness. We continue to evaluate where a future community wastewater system might be located and how such a system might be funded.

As we reported last year, in 2016 the Planning Commission found it necessary to ask the Selectboard to reform the Town's Energy Committee. This was due to the State's ambitious energy reduction goals and long-range plans to produce most of Vermont's energy from renewable sources by the year 2050. Under the State's statutory framework, if Westford wants more input into the siting of solar and wind energy facilities, we must revise our Town Plan and Land Use and Development Regulations to conform with the new statutory requirements.

We are very happy to report that during the past year, the Energy Committee drafted a comprehensive energy plan for the Town in the hopes of being granted "Substantial Deference" by the Regional Planning Commission and State when it comes to the planning and siting of new renewable energy facilities. This new Energy Plan will be incorporated into the revised Town Plan that needs to be updated by 2020.

During the next year, the Planning Commission will be drafting an update to the 2015 Town Plan. The Town Plan is due to be updated by May of 2020. There will be surveys and public meetings to gather input and comment on how the Town Plan should be updated. A primary focus of the 2020 update will concern public facilities, utilities and services, and will also include the Energy Committee's newly drafted Energy Plan. After 2020, the next update will not be due until 2028.

The Planning Commission has also worked towards getting Neighborhood Development Area designation for the Town Center, which is similar to our Village Designation but concerns new development as opposed to rehabilitation of historic structures. This designation would benefit the Town by further encouraging and incentivizing development in the town center area. Some incentives include Act 250 exemptions, Act 250 and wastewater permitting fee discounts and land gain tax exemptions. We anticipate submitting an application for this designation sometime in early 2019.

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, Chairperson
Westford Planning Commission

RECREATION COMMITTEE

As we welcome 2019, the Westford Recreation Department is entering into its 20th year. This is a partially self-sustaining department that consists of seven board members and a coordinator. Please welcome our newest board members Kristi Griffin, Chuck Medick and Meghan Valyou-Orisko. As of the New Year, Tonya Calley has also joined our team as the coordinator.

The Westford Recreation Department was created to provide recreational, educational, athletic, cultural and entertainment activities to all Westford residents and neighbors. We strive to offer programs for a

wide variety of ages, abilities and interests. We depend on community input; support and volunteers to make these programs successful.

Our Facebook page, Westford Recreation Department, is a great place to keep up to date with current events and happenings around town, LIKE us today. The town newsletter and Front Porch Forum, www.frontporchforum, are other ways you can find updates and offerings. Please contact the town office to be added to the newsletter distribution list if you would like a copy. You can also visit the town's website for information about upcoming programs at www.westfordvt.us/recreation.

In the upcoming year we look forward to continuing to build on our successful programs and find new and exciting offerings for the community. We would like send a special thank you to all the volunteer coaches and referees who devote their time, expertise and enthusiasm. We could not do it without you!

We want to hear from you. Please attend our meetings, email or call with any suggestions or feedback. You may contact Tonya Calley at any time at 802.324.7132 or via email at recreation@westfordvt.us

Yours in Recreation,

Maureen Carpenter, Danielle Trudeau, Greg Baker, Ben McElvany, Kristi Griffin, Megan Valyou-Orisko, Chuck Medick and Tonya Calley

RECREATION DEPARTMENT Year Ending June 30, 2018

Beginning Balance - July 1, 2017		\$12,184.89
Revenue		
Chorus	800.00	
Donation from Town	8,500.00	
Basketball - Winter	760.00	
Basketball - Camp	535.00	
Soccer - Summer	1,045.00	
Soccer - Fall	1,315.00	
Broomball	1,490.00	
Lacrosse	725.00	
Yoga & Zumba	1,744.00	
Soccer - Camp	1,230.00	
Cycling Program	35.00	
Adult PU Basketball	130.00	
Fencing	570.00	
Art Club	1,367.00	
Art Camp	275.00	
4th of July Revenue	411.05	
Spring K & Pre-K Activities	35.00	
Pumpkin Run	189.00	
Donations	60.00	
Miscellaneous	<u>25.00</u>	
Total Revenue		\$21,241.05

Expenses

Rec Coordinator Salary	9,036.00	
Referees	450.00	
FICA Expense	691.25	
Lacrosse	656.00	
Fall Soccer	48.35	
Basketball Camp	297.00	
Yoga	1,489.00	
Uniforms	975.00	
Snowball Biathlon	121.25	
First Aid	67.46	
Ice Rink Repairs	462.99	
Broomball	110.00	
Advertising	460.00	
Concerts	1,364.87	
Chorus	680.00	
Fencing	270.00	
Art Club Expense	1,307.80	
Soccer camp	1,080.00	
4th of July	148.27	
Pumpkin Run	25.92	
Toilet Rentals	865.00	
Donation	<u>500.00</u>	
Total Expenses		\$21,106.16
Less Prepaid Programs from FY'17		<u>\$3,380.00</u>
Ending Balance - June 30, 2018		<u>\$8,939.78</u>

TREE WARDEN**Emerald Ash Borer (EAB)**

The insect, named the Emerald Ash Borer, has been found in several locations within the State of Vermont. How fast it will spread is uncertain, but it is certain it will kill Ash Trees.

Do not buy or transport wood out of an infested area as this will speed up the spread of new infestations. This does not apply to commercial wood products such as flooring.

Valuable Ash Trees in a landscape setting can be protected from the Emerald Ash Borer with insecticide treatments. More information can be found at <https://vtinvasives.org/>.

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 Office.

Respectfully submitted,
Ned Meehan, Certified Arborist ISA NE-0588A

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, downloadable content, and passes to museums and parks, as well as programming and events. We also support a concert on the Common and partner with the Recreation Department, the Westford School, and Westford Seniors.

The Library was open for 200 days last year. Here’s a snapshot of how our community enjoyed the Library during that time:

- Over 13,764 materials circulated among patrons, an 8% increase.
- Circulation of e-books increased 26% through Listen Up Vermont, e-books through your library card.
- Visits to the Library totaled 8,919.
- 849 patrons used the Library’s 3 public access computers.
- The Wifi was accessed 2,897 times, a 10% increase.
- Attendance at Library programs totaled 2,686, a 9% increase.
- Volunteers contributed just over 541 hours.
- The Library hosted community meetings with 467 people in total attendance.

Our Library Director Bree Drapa’s successful partnerships with Westford School and other libraries has been recognized in Vermont and nationally. Westford School and the Library partnered on a VT Humanities Council’s program which culminated in a Moth Story Hour aired on VT Public Radio. Bree was chosen to serve on VT’s Youth Advisory Council. In cooperation with Barre-Aldrich and Rockingham Libraries, she presented at the Association of Rural and Small Libraries conference in

Springfield, IL. The presentation was the culmination of a three year project, VT Early Literacy Initiative for Science, Technology, Engineering, and Math.

Our small library has an oversized impact on the community as a place for people to meet, interact, and exchange ideas. We encourage our patrons and volunteers to take a role in programming through art exhibits, travel talks, and other resident inspired ideas.

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

Beth Lane, Chair

Allison Weinhausen, Treasurer

Patricia Hechmer, Secretary

Peggy Rodgers

Laurie Wight

Meghan Fyrberg (resigned)

LIBRARY TRUSTEES FUND
Year Ending June 30, 2018

		2017-18	2017-18	2018-19	2019-20
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
400-78 Expenses					
7800-00.00	Expenses	12,372	11,257.73	13,068	13,818
7800-01.01	Trustee Fund Expense Account	0	1,466.90	0	0
7800-04.00	Library Summer Performer	0	200.00	0	0
7800-06.00	Ashgate Grant	0	91.63	0	0
7800-08.00	Postage Grant Expense Account	0	270.00	0	0
7800-10.00	Librarian Salary	32,970	32,919.28	33,619	34,608
7800-10.01	Substitute Librarian Salaries	1,457	1,247.29	1,492	1,550
7800-14.00	FICA	2,634	2,613.71	2,686	2,766
7800-15.00	Health Insurance	8,805	9,017.24	9,975	10,773
7800-16.00	Pension	989	987.59	1,009	1,038
7800-48.00	Insurance & W/C Insurance	2,400	2,460.82	2,410	2,529
7800-68.00	Building Maintenance & Repair	5,000	2,948.63	4,000	3,500
7800-74.00	Travel	450	462.97	450	450
7800-75.00	Fuel	622	667.10	661	670
7800-76.00	Electricity	1,500	970.77	1,198	1,100
7800-77.00	Telephone & Internet	900	664.16	800	700
7800-78.00	IT	<u>800</u>	<u>703.04</u>	<u>700</u>	<u>700</u>
Expense Total		70,899	68,948.86	72,068	74,202

	<u>2017-18</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
400-27 Revenue				
2705-00.00 Town Appropriation		70,899.00		
2710-00.00 Trustee Fund		1,712.03		
2725-00.00 Postage Grant		585.00		
2726-00.00 Ashgate Grant		0.00		
2727-00.00 Summer Performances		<u>0.00</u>		
Revenue Total		73,196.03		
Beginning Balance July 1, 2017		11,415.73		
Revenue		73,196.03		
Expenses		-68,948.86		
Adjustments		<u>0.00</u>		
Ending Balance June 30, 2018		15,662.90		

WESTFORD VOLUNTEER FIRE DEPARTMENT

During the fiscal year 2018, the Westford Volunteer Fire Department responded to **26** emergency calls as follows:

- 3 Structure fires
- 7 Motor vehicle accidents
- 1 Smoke alarm investigation
- 4 Carbon monoxide alarms
- 3 Carbon monoxide false alarms
- 1 Medical lift assist
- 2 Investigations of suspicious smells/gas in residences
- 2 Outdoor/brush fires
- 3 Mutual aid calls

Department highlights of 2017-18

- Our new 710 pumper truck was delivered in September 2017, and has been in active service since that time. Thank you, residents of Westford, for your support in approving this funding. Look for the new “710” when we flood the Town rink this winter.
- Our firefighters participated in combined trainings with other area fire departments, which enhances the coordination between departments for mutual aid. This year's training included rural water supply/tanker shuttle training with Essex Fire Department.
- 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. Thank you to Becky and Andre Roy for the donation of two vehicles which we used for this year’s extrication training.

- Department members participated in National Fire Academy Courses through the Vermont Fire Academy to advance our skills in responding to fires and emergencies.
- The Department participated in the Westford School Evacuation Drill, in which there was a simulated fire in the building and students were evacuated to the white church. During the drill, the school district and fire department practiced joint command procedures.
- During Fire Prevention Week, Department members David Vierling, Tony Pouliot, Steve Willard, and Joe Casilli volunteered their time to give presentations on fire safety to students at Westford School, and to preschoolers at the Westford Library and on the Common.
- In the past year, the Department has responded to several calls for EMS rescue assist. Response is more efficient when residents have 911 house number signs, in which the house number is visible from both directions. These are available through Fairfax Rescue or Essex Fire Department, and purchase includes installation. We highly recommend that residents have this signage.

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

Our next Tag Sale will be May 2019, around Green Up Day. Look for notices in the Town Newsletter and on the Front Porch Forum.

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

We would like to thank Will Dunkley and Cedric Davis for their service to the Department.

Our roster of active interior certified firefighters currently stands at ten. 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 2018:

Steve Willard, Chief	Tom Dunkley, Firefighter
Bill Fay, Assistant Chief	Josh Smith, Firefighter
John Quinn, Captain, Treasurer	Dan Gwozdz, Firefighter
Tony Pouliot, Captain	Jerry Duchaine, Firefighter
Grant Thomas, Firefighter	Joe Casilli, Junior Firefighter
David Vierling, 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.

Steve Willard, Chief
Westford Volunteer Fire Department

FIRE DEPARTMENT DISBURSEMENTS – RECEIPTS FY 2018**RECEIPTS:**

Reimbursements & Grants	11,463.50
Checking Account Balance on 7/01/17	298.40
Operating Budget from Town General Fund	<u>50,100.00</u>

TOTAL RECEIPTS**61,861.90****DISBURSEMENTS:**

Administrative Equipment & Supplies	791.86
Communications	
Telephone & Internet Service	1,937.18
New Pager/Radio Purchase	0.00
Radio Maintenance & Repair	1,215.00
Awards/Donations/Scholarship	134.93
Dues & Subscriptions	238.00
Fire Prevention/Public Education Supplies	487.48
Fund Raising	0.00
Building Expense	1,603.35
Fuel & Oil	154.13
Insurance	15,765.00
Dry Hydrant Materials	0.00
Fire Fighting Supplies	6,511.47
Personal Safety Equipment	536.17
Small Equipment Maintenance	1,667.75
Small Equipment Purchase	2,740.09
Station Supplies	87.41
Training	490.00
Truck Maintenance/Repair	6,896.94
Computer Hardware/Software/Maintenance	0.00
Cascade Air System/Maintenance	16,000.00
SCBA Equipment/Maintenance	<u>905.00</u>

TOTAL DISBURSEMENTS**58,161.76**

Checking Account Balance on 6/30/18

3,700.14**TOTAL****61,861.90**

Respectfully submitted,
John Quinn, Treasurer

ZONING ADMINISTRATOR

The Zoning Administrator (ZA) administers the Westford Land Use and Development Regulations. No land development of any kind may be started within the Town of Westford without a building permit. Permits are required for amend a prior permit or approval. For instance, if you wish to operate a business at your residential property a permit is necessary to authorize this.

A major update to the Town's regulations went into effect February 18, 2016. **The most recent update of the regulations went into effect June 7, 2018.**

Highlights include:

Rule Change regarding Certificates of Occupancy - A Certificate of Occupancy (C.O) is now required only for certain zoning projects. Your zoning permit indicates whether or not your project requires a C.O.

Administrative Amendments - Under certain conditions the Zoning Administrator may amend an existing zoning permit, site plan, or subdivision plan. The proposed 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 - Apply to all development that will disturb the soil and is reflected in the Town's revised standards for roads and driveways.

Excavation and landfilling projects involving 50 yards or more require zoning permits - This INCLUDES fill from Town ditching projects.

Two-family Dwellings now permitted by-right in ALL zoning districts.

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 Zoning Administrator 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? Most real estate attorneys and lenders require that sellers provide a Certificate of Zoning Compliance. The Zoning Administrator 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, 2017 – June 30, 2018

Houses	15
Garages	5
Sheds/Barns	4
Home Occupations	0
Miscellaneous	32

Additions to Houses	2
Accessory Apartments	0
Agricultural Structures	3
Administrative Amendments	3

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 BMHS as a community center**. Organizations represented on our board include: Westford Historical Society (WHS), Westford Seniors, United Church of Westford (UCW), Westford Recreation Committee, Coffee House, and Fairfax Community Theatre Company (FCTC). The BMHS serves as a home base for these groups, in addition to a community center for all of Westford, and therefore to be considered a home for all of Westford. We meet quarterly.

Activities over the past year include:

- 12 rentals
- 3 funeral receptions
- Broomball Tournament Support
- 8th grade meetings and pancake breakfast
- Monthly luncheons for Westford Seniors
- Monthly meetings for the WHS
- FCTC meeting
- Meetings for town and other civic business
- Westford School Chorus
- Private parties and events
- Westford PTO gathering and events
- Monthly Friday Open-Mike Coffee House
- Ongoing WHS archival work and historical presentations
- Fire Dept.
- Rec. Dept. with regular activities including fencing, art camp, yoga, and Paint & Sip
- Girl Scouts
- Maple Shade Town Forest Committee Meetings

Notes from 2017-2018

The building continues to be frequently used by the community. Our operating budget is shared by member groups and support within the town budget. Fundraisers in 2017 included: broomball tournament, Ice Cream Social and the monthly Coffee House. Other member group fundraisers have been held as well. Equipped with a full community kitchen and dining capacity for 64 – 80 at any one time and wheelchair accessible, it is fully capable of serving many of the gathering needs of the community.

Our board currently includes 10 people, representing member organizations and the community at large. Several of us have been active since the beginning in 1994. Proceeding into our 24th year, we welcome the influx of fresh energy with new folks taking over more of this work. Capital improvements we'd like to achieve include floor refinishing, interior and exterior painting, and front vestibule floor restoration. Local support of talent and energy is necessary, to achieve these goals.

The building is available for community use, and appropriate private functions. Please contact Caroline Brown for scheduling an event. 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, through the town office or by mail at P.O. Box 63, Westford, VT 05494. Thank You!

Respectfully submitted,

John Doane, President, BMHS

Caroline Brown (WHS), Vice President/scheduler

Greg Barrows, Treasurer

Tom Townsend (FCTC), Secretary

Dave and Lynn Gauthier (WHS), Loreen Teer (Westford Seniors), Michael Kirick (Westford Coffee House), Lori Johnson and Ray Geddens (community at large)

REVENUE & EXPENSES

Balance - July 1, 2017		\$6,656.43
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Revenue

Community donations	325.00	
Fundraisers	1,039.25	
Town of Westford	4,500.00	
Member group donations	1,125.00	
Other (sale of tables)	0.00	
Rent	800.00	
Interest	<u>1.03</u>	
Total Revenue		\$7,790.28

Expenses

Operations	7,534.88	
Major Repairs	<u>3,104.50</u>	
Total Expenses		\$10,639.10

Net Activity		-\$2,849.10
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Ending Balance - June 30, 2018		<u>\$3,807.33</u>
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WESTFORD HISTORICAL SOCIETY

Our mission statement: *The Westford Historical Society advocates the preservation of the history, historic artifacts, structures, buildings and sites of Westford, Vermont and seeks to inform the public accordingly.*

This year Westford's Browns River Covered bridge is 180 years old.



(Covered bridge on Cambridge Road, heading Easterly)

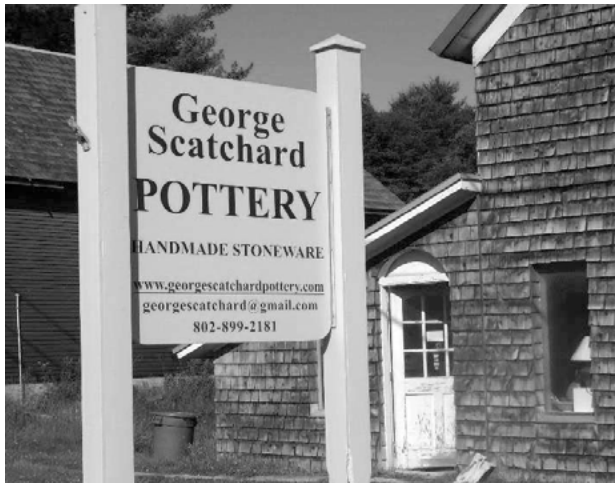


("harvesting" ice below the covered bridge on Cambridge Road)

In 2018 the Historical Society spent a few meetings on planning a future home. We've continued to photograph the old houses to combine into the State's 1968 documentation.

In October we held a History & Tea afternoon. We brought down some of our collection for a display of vintage clothing, school and houseware.

Also, in October, our guest speaker was George Scatchard, owner of Scatchard Pottery on Route 15. He has been a potter for over 50 years.



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

Our meetings are the third Monday at the Brick Meeting House on the Common, at 6:30 p.m.

Respectfully submitted,
Caroline Brown, President

ONLINE COPY SENIOR LUNCHEON

A dedicated group of Westford residents continue to meet on the second Monday of the month at the Red Brick Meeting House for a hearty, healthy, colorful and delicious meal. All Westford Seniors are welcome with doors opening at 11:30 a.m. to allow for more time to socialize and keep up with local news. There was a time when the lunches stopped in winter months, but they now continue monthly other than the months of July and August when we do take a break.

Our meetings are informal although we do cover old and new business along with our financial report. On occasion we have a presentation of local interest.

President Carol Howrigan presides over the meetings. Maureen Estus serves as Vice President. Caroline Brown continues with the planning and coordination of the menu, e-mailing the group of dedicated volunteers who provide the requested items. Dave and Judy Adams have been very generous by donating chicken and turkey for some of our meals. Cereta Lamphere has continued to offer a Blessing as well as decorate the tables with table cloths and fresh seasonal flowers creating a festive atmosphere.

Treasurer Loreen Teer collects the monetary contributions made by residents and runs a small raffle which augments our bottom line.

Beth Menut remains Secretary. The paperwork for this position has gotten easier since Age Well no longer reimburses for a portion of the cost of the meals served.

Bree Drapa from our Westford Library continues to volunteer and update the group as to offerings at the library as well as providing books and magazines.

We look forward to seeing “old” friends (between 30 and 40 folks come every month) and making new ones for the Monday luncheons, so please feel free to join us for good food and fellowship.

Respectfully submitted,
Beth Menut, Secretary

ONLINE
COPY

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.)

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

MOBILE FOOD VENDOR ORDINANCE

SECTION 1. AUTHORITY

This is a civil ordinance adopted and enforced pursuant to the authority conferred by 24 V.S.A. Chapter 59 and §2291(9).

SECTION 2. PURPOSE

The purpose of this Ordinance is to allow for food to be made occasionally available to the general public in the Common Zoning District in a safe, respectful, and convenient manner to benefit the general public health, safety and welfare of Westford citizens by establishing reasonable guidelines and standards for mobile food vendors. Furthermore, the intent of this Ordinance is to support place making by increasing business opportunities, encouraging creative business models and providing another way to improve the quality and experience of one of Westford's most important public spaces.

SECTION 3. DEFINITION

Mobile Food Vendor - A mobile stand, tent, cart, licensed motorized vehicle or trailer, manufactured or converted, equipped to refrigerate and/or prepare food where, on a temporary basis, such food items are sold to the general public at large or to individuals attending a special event.

SECTION 4. LICENSE REQUIRED

A mobile food vendor license is a nontransferable license required to sell food in the Common Zoning District. It shall be unlawful for any individual or company to operate as a Mobile Food Vendor without

first obtaining a license therefore from the Administrative Officer pursuant to this Ordinance. All licenses shall be issued for a specified time period, not to exceed one year, and a specified location within the Common Zoning District. Licenses must be visibly displayed during hours of operation. Appropriate locations and the number of licenses issued in the Common Zoning District for Mobile Food Vendors shall be determined by the Administrative Officer. In addition to the provisions of this Ordinance, all Mobile Food Vendors shall comply with the Town Common Use Policy, which is incorporated herein by reference.

SECTION 5. EXEMPTIONS

The following Mobile Food Vendors are exempt from this ordinance:

1. A vendor participating in an organized farmers market.
2. A vendor invited by a Town organization to sell at a Town organized event.
3. A volunteer Town organization fundraising during a public event.
4. A vendor catering at private events, such as private parties and wedding receptions where such events are a one-time occurrence and do not take place as one event in a series of events at which access by the members of the public is generally assumed.
5. Lemonade, Ice Tea and similar cold drink outdoor tables or stands located on private property and operated fewer than seven (7) days per month and where the total volume of unbottled beverages sold per month is less than twenty (20) gallons gross.
6. Sidewalk bake sales or similar outdoor tables or stands located on a commercial property and operated fewer than seven (7) days per month and where activities do not encroach on any public sidewalk or right-of-way.

SECTION 6. APPLICATION

An applicant to be a Mobile Food Vendor shall file a complete application with associated application requirements and fee.

It is the applicant's responsibility to provide the information and materials necessary to prove the applicant's Mobile Food Vendor proposal meets requirements of this Ordinance.

The Administrative Officer must determine whether the application is complete promptly after the applicant submits it. The Administrative Officer must inform the applicant in writing of his/her determination. If the application is incomplete, the Administrative Officer must inform the applicant of what additional information is required.

Once the Administrative Officer determines that the application is complete, the Administrative Officer must act within thirty (30) days to approve or deny the application; otherwise, the application shall be deemed denied. Except in the event of denial by expiration of the 30-day application consideration period, denial of a license shall be accompanied by a written statement of grounds for such denial.

The applicant may appeal the denial of an application to the Town of Westford Selectboard within fifteen (15) days of the Administrative Officer's decision.

SECTION 7. FEE

A mobile food vendor license is valid for a specified amount of time, up to one year, and may be reapplied for on an annual basis. A license is available at an annual fee of \$250.00 or a monthly fee of \$50.00. Full payment for the time specified in the application is required at the time of application.

SECTION 8. REVIEW OF APPLICATIONS

The license shall be granted when it is determined that the use conforms to Performance Standards in the Westford Land Use & Development Regulations and will not adversely affect: (1) the character of the area, (2) the public good, and (3) pedestrian and/or traffic safety. Furthermore, the Administrative Officer shall review each application for compliance with the terms of this Ordinance and shall determine that the type and scale of the operation are appropriate for location in the Common Zoning District. The Administrative Officer shall have the authority to direct changes to the operation of a licensed Mobile Food Vendor, issue notices of violations and/or revoke licenses to ensure compliance and/or protect the public's health, safety and welfare.

SECTION 9. STANDARDS

The following standards shall apply to all Mobile Food Vendors holding a license and their employees while operating in the Town of Westford:

1. Hours of operation are between 7:00 AM and 9:00 PM.
2. A Mobile Food Vendor shall be located and operated in a safe manner that reduces the risk of injury to customers and passing pedestrians while at no time impeding the free movement of motor vehicles and/or pedestrians in the Common Zoning District.
3. A Mobile Food Vendor shall maintain their location in a clean state that is neat in appearance and is responsible for the provision of receptacles for and daily removal of all recyclable and non-recyclable material including wastewater generated by or associated with their operation.
4. A Mobile Food Vendor may be located on any private property within the Common Zoning District with the permission of the property owner(s). A Mobile Food Vendor may also be located on public property within the Common Zoning District in pre-approved Selectboard Mobile Food Vendor locations identified on *Exhibit A – Public Property Mobile Vendor Locations*. No Mobile Food Vendor licensed under this Ordinance shall be entitled to any exclusive location. Mobile Food Vendors shall comply with the Town Common Use Policy.
5. Signs and other similar forms of visual advertising not attached to the mobile stand shall not exceed 25 square feet in surface display area or stand more than 6 feet above the ground level. A maximum of three (3) exterior signs not attached to the mobile stand are allowed. No sign shall be placed in such a manner as to obstruct or interfere with the traffic and/or pedestrian safety. Furthermore, all signage shall conform to Section 326.C (6 through 10) of the Westford Land Use & Development Regulations. Banners, flags, pennants, “feather” or “tear drop flag” signs and other similar items are considered signs under this Ordinance. No sign shall be placed on public property without obtaining prior approval therefore from the Administrative Officer or Town Administrator.
6. The Mobile Food Vendor's mobile stand, tent, cart, licensed motorized vehicle or trailer and all standalone signage, recyclable and non-recyclable receptacles, tables, seating and related items shall be removed and stored off-site at the end of the business day in a secure manner, unless prior approval for keeping such items in a certain location is given by the Administrative Officer or Town Administrator.
7. All noise purposely created to promote business is prohibited. Music played at a reasonable volume for the purpose of entertaining customers is allowed provided it does not disturb adjoining properties, area residents or other activities in the Common Zoning District and conforms to the Performance Standards in the Westford Land Use & Development Regulations.
8. All required licenses, certifications, etc. (e.g. proof of insurance liability policy, State of Vermont

Sales & Use Tax Certificate, Vermont Dept. of Health Temporary Food License or License to Operate a Food and Lodging Establishment and State of Vermont DMV Registration) shall be valid while the license is in effect. Notwithstanding Sections 10 and 11 below, expiration of any required license or certification shall be grounds for revocation of the Mobile Food Vendor license.

SECTION 10. VIOLATION

A notice of violation shall be issued for a violation of any provision of this Ordinance. Each violation of this Ordinance, including operation without a license, shall be subject to a \$200.00 fine for each offense until rectification of sited violation is approved by the Administrative Officer or Town Administrator. Each day the violation continues is a separate offense. A food truck, stand or other similar vendor operating without a license shall be subject to the same penalty.

SECTION 11. REVOCATION

A Mobile Food Vendor license may be revoked or suspended by the Administrative Officer for misrepresentation, conviction of a federal or state law violation, Town ordinance violation, expiration of any required license or certification or when a sited violation is not rectified in a timely manner as determined by the Administrative Officer. License revocation or suspension shall be issued in writing and may be appealed to the Selectboard within fifteen (15) days of revocation, or suspension. In the event of revocation, or suspension no paid license fees will be refunded to the vendor.

SECTION 12. ENFORCEMENT

This Ordinance may be enforced by the Town Administrator, Administrative Officer or any State Police officer or Chittenden County Sheriff. Any violation may be enforceable by injunction or other action available at law or equity. In issuing a summons, the enforcing officer may enforce this Ordinance in the Vermont Judicial Bureau and may be the appearing officer at any hearing. Should the enforcing officer seek further relief, including injunctive relief, the enforcing officer may bring an action in the name of the Town Westford in the Vermont Superior Court, Civil Division, Chittenden Unit to compel compliance with this Ordinance. Ordinances enforced in the Judicial Bureau shall be in accordance with 24 V.S.A. §§ 1974a and 1977, *et seq.*

SECTION 13. APPLICABILITY AND SEVERABILITY

1. This Ordinance controls only those activities treated and does not supersede any state or federal law or consistent local regulation.
2. Any part or provision of this Ordinance shall be considered severable and the invalidity of any part or section shall not be held to invalidate any other part or provision of this Ordinance.

Adopted this 14th day of June 2018. Effective date: August 13, 2018.

WESTFORD SELECTBOARD

Allison Hope, Chair

Julia Andrews

Grant Thomas

Received for Record

June 15, 2018 at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

ORDINANCE TO REGULATE OPEN FIRES

The Select Board of the Town of Westford hereby ordain:

1. Prohibition of Open Fires

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

2. Definition of Open Fires

A fire which is not contained in a receptacle or structure specifically designed to contain the fire and prevent its spread outside the receptacle or structure. The receptacle or structure must be designed and located such that heat from the fire is precluded from starting a fire outside the receptacle or structure.

3. Permit to Kindle Fire

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

4. Fire Department Training

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

5. Appeals

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

6. Penalties

- A. Any person who violates the provisions of this ordinance will be given a written notification and may be subject to fines as follows:

1st Violation: Maximum \$100.00 Fine

2nd Violation: Maximum \$250.00 Fine

3rd Violation: Maximum \$500.00 Fine

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

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

7. Enforcement

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

Adopted this 22nd day of April 1996.

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

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

Attest: Frena Phillips, Town Clerk

TRAILS ORDINANCE

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

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

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

- a. *Motor Vehicle* shall include all vehicles propelled or drawn by power other than muscular power, except tractors used entirely for work on the farm, vehicles running only upon stationary rails or tracks, motorized highway building equipment, road making applicants, snowmobiles, all terrain vehicles as defined in 23 V.S.A. §3501 or electric personal assistive mobility devices.

- b. *Operate, operating or operated* as applied to motor vehicles shall include *drive, driving and driven* and shall also include an attempt to operate, and shall be construed to cover all matters and things connected with the presence and use of motor vehicles, whether they be in motion or at rest.
- c. *Owner* shall include any person, corporation, co-partnership or association, holding legal title to a motor vehicle, or having exclusive right to the use or control thereof.
- d. *Trails* shall mean all Trails within the meaning of 19 V.S.A. §301(8) in the Town of Westford.

SECTION 4. ACTIVITY PROHIBITED.

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

SECTION 5. PERMITS.

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

SECTION 6. PERMITS FOR WORK WITHIN TRAILS

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

SECTION 7. PENALTIES, COSTS AND REMEDIES.

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

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

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

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

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

WESTFORD SELECTBOARD

John Quinn (Chair)

David A. Tilton

Robert L. Bancroft

Received for Record

August 28th, 2009 at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

**TOWN OF WESTFORD
TRAFFIC ORDINANCE**

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

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

ARTICLE I

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

ARTICLE II

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

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

ARTICLE III - SPEED REGULATIONS

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

1	Allen Irish Road	The entire length	TH #10	35 mph
2	Brookside Road	From the intersection of Route 128 proceeding in a southerly direction to the intersection of Chace lane	TH #1	25 mph
2A	Brookside Road	Beginning from the intersection of Chace Lane proceeding in a southerly direction to the intersection of Pettingill Road and Phelps Road	TH #1 & TH #30	35 mph
3	Bill Cook Road	Westford portion	TH #11	35 mph
4	Cambridge Road	The entire length	TH #3	35 mph
5	Chapin Road	Westford portion	TH #38	35 mph
6	Huntley Road	The entire length	TH #8	35 mph
7	Manley Road	The entire length	TH #35	35 mph
8	Old Stage Road	From the Westford Milton Road to junction of Woods Hollow Road	TH #6	35 mph
9	Old Stage Road	From junction of Woods Hollow Road to Essex town line	TH #1	40 mph
10	Osgood Hill Road	From Route 128 to Essex town line	TH #19	35 mph
11	Phelps Road	The entire length	TH #29	35 mph
12	Rollin Irish Road	From Old Stage Road to Milton town line	TH #31	35 mph
13	Woods Hollow Road	The entire length	TH #7 & TH #1	35 mph
14	Westford Milton Rd	From Route 128 to Milton town line	TH #2	40 mph

15	Plains Road	The entire length	TH #9	35 mph
16	Common Road	The entire length	TH #33	25 mph
17	Old #11 Road	The entire length	TH #15	35 mph
18	Covey Road	The entire length	TH #14	35 mph

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

ARTICLE IV - ROAD EXPLANATION

(Refer to Article III for name of road)

<u>Neighborhood Character</u>	<u>Abutting Land Use</u>	<u>Bicycle/Ped Use</u>	<u>Physical Character</u>
1 Well-spaced, residential	Residential/Open	Limited	Steep grade, sight distance, connector road
2 Well-spaced, residential	School/some commercial	Heavy	Various conditions
2A Well-spaced, residential	Residential/Open	Heavy	Various conditions
3 One house in Westford, heavily developed in Underhill	Open	Moderate	Two sharp curves, narrow in places, connector road to Underhill
4 Well-spaced, residential	Residential/Open	Heavy	Good condition, connector road
5 Moderately developed	Residential/Open	Moderate	Various conditions, connector road to Essex
6 Heavily developed	Residential/Open	Heavy	Narrow in several places
7 Lightly developed	Open	Moderate	Steep, narrow in spots
8 Heavily developed	Residential/Agriculture/Open	Heavy	Generally good, connector road
9 Moderately developed	Residential/Open	Light	Paved, connector road
10 Very heavily developed	Residential	Heavy	Narrow, some steep grades, road difficult to maintain
11 One house	Open	Moderate	Steep grade, narrow in places
12 Heavily developed	Residential	Moderate	Poor line of sight, narrow in several places, connector road to Milton
13 Moderately developed	Residential/Agriculture/Open	Heavy	Various conditions, connector road
14 Moderately developed	Residential/Open	Heavy	Paved, connector road
15 Very heavily developed	Residential	Heavy	One sharp curve, connector road
16 Village Center	Residential/Some Commercial	Heavy	Short straight road, no shoulders

17	Moderately developed	Residential/Open	Moderate	Narrow, hilly curves, one cross intersection, dead end
18	Moderately developed	Residential/Open	Moderate	Narrow, hilly curves, one cross intersection, dead end

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

STOPS AND YIELD SIGNS

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

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

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

ARTICLE V - PARKING REGULATIONS

- Section 1 It shall be unlawful to park at any time within 100 feet of the fire hydrant located on Route 128 at the Brown's River or in any area legally posted as a "Fire Lane."
- Section 2 It shall be unlawful to park at any time when temporary "No Parking" signs have been erected at the order of the Selectboard for the duration of the order.
- Section 3 It shall be unlawful to park upon any Town Highway from November 1st until March 1st between the hours of 6:00 p.m. and 6:00 a.m. or at any time during any snow emergency for the purpose of snow removal.
- Section 4 Any vehicle parked in violation of the provisions of this Article may be summarily removed at the owner's expense, by order of any law enforcement officer, road commissioner or Selectboard member. If the owner of a vehicle summarily removed under Section three

hereof does not claim such vehicle and pay all towing and storage expenses within thirty (30) days of the date of such removal, the title to such vehicle shall escheat to the town and the vehicle may be sold or otherwise disposed of in accordance with Title 27, V.S.A. Section II.

Section 5 Nothing in this Article shall be construed to make unlawful vehicular stops in obedience to the direction of a law enforcement officer or for causes beyond the control of the operator.

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

ARTICLE VI - SPEED LIMIT ORDINANCE ON STATE HIGHWAYS

Vermont Route 128

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

Vermont Route 15

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

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

WINTER ROAD POLICY

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

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

Snow Plowing

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

Sand

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

Plow Routes

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

Freezing Rain

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

Bare Roads

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

Mailboxes

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

Trash Placement

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

Parked Vehicles

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

Plowing Across Town Roads

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

Adopted this 13th day of December, 2012.

WESTFORD SELECTBOARD

John Quinn, Chair

Ira Allen

Robert L. Bancroft

AGE WELL

Confident Aging Starts Here

Age Well, formerly CVAA (Champlain Valley Agency on Aging), are the leading experts and advocates for the aging population of Northwestern Vermont. We believe that health happens at home and focus on lifestyle, happiness and wellness, not on age. Since 1974, we have been part of Vermont's Area Agencies on Aging, coordinating services and care for Addison, Chittenden, Franklin and Grand Isle Counties.

Committed to helping individuals age well, we reduce barriers by providing access to healthy meals, in-home care and community resources. Delivered by staff members and over 1,000 incredible volunteers, our sought-after services are designed to meet the diverse needs of our clients, their families and caregivers.

For FY 2018 (October 1, 2017 - September 30, 2018), Age Well served 43 people from Westford. Services included:

- 32 calls to the Helpline
- 778 Meals on Wheels delivered
- 15 Congregate Meals served
- 102 hours of Care & Service Coordination
- 10.25 hours of Options Counseling

Thirteen (13) Westford residents volunteered over 550 hours.

Impact:

- 1 year of Meals on Wheels equals roughly the same cost as one day in a hospital.
- 87% say Meals on Wheels makes them feel more safe and secure.
- 92% say it enables them to remain living at home.

We do not charge for services provided. As a nonprofit, we rely on donations and encourage clients to contribute if they are able to do so.

Mission: To provide the support and guidance that inspires our community to embrace aging with confidence.

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, Green Mountain Transit (GMT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), 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 CCRPC selects the at-large representatives.

The CCRPC 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 FY18, the CCRPC invested more than \$5.7 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages more than \$5.3 million in Federal and State investment with \$245,000 in municipal dues and another \$132,000 in local match for specific projects - **a 14:1 return on local investment.**

Westford representatives to the CCRPC Board and other committees in FY18 were:

- CCRPC representative – Vacant
- CCRPC alternate – Vacant
- Transportation Advisory Committee (TAC) – Brent Meacham
- Planning Advisory Committee (PAC) – Melissa Manka
- Clean Water Advisory Committee (CWAC) – Marilyn Thomas
- All-Hazards Mitigation Plan Update Committee – Melissa Manka

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

WESTFORD ACTIVITIES

In FY2018, the CCRPC provided direct assistance to Westford on the following projects and initiatives:

- **Municipal Plan Development Assistance** - CCRPC staff reviewed and provided comments on Westford's Town Plan in preparation for the town's drafting of a new plan.
- **FEMA Pre-Disaster Mitigation** - CCRPC staff worked in early 2018 with municipal staff to prepare a 2017 Progress Report on the implementation of the actions recommended in the Westford All-Hazard Mitigation Plan. Typically, these were roadway and stormwater projects to mitigate the impacts of future severe rainstorms.
- **Emergency Management-LEOP** - CCRPC staff offered assistance in the Spring of 2018 with the annual local emergency operations plan (LEOP) to ensure that Westford is prepared in the event of a disaster.
- **Municipal Infrastructure Inventories** - A culvert inventory was completed.
- **Traffic Counts** - The CCRPC conducted one roadway (AADT) count in support of Westford's transportation projects and studies (<http://vtrans.ms2soft.com/>).
- **Geographic Information Systems** - CCRPC GIS staff updated the Westford Map Viewer (<http://map.ccrpcvt.org/westfordmapviewer>), developed an easement map, provided a map for Maple Shade Town Forest and created wastewater easement data. CCRPC GIS staff uploaded zoning and overlay data to the Vermont Open GeoData Portal.
- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance** - CCRPC staff contracted with Fitzgerald Environmental Associates to conduct water quality concept plans for Woods Hollow Road, Maple Tree Lane and Manley Road for a total of \$5,000. CCRPC staff continued to provide assistance to all member municipalities to address policy, data, and reporting issues to meet the MRGP requirements.
- **Grants-in-Aid** - CCRPC staff assisted in planning for and implementing a water quality project on Woods Hollow Road and Maple Tree Lane totaling \$26,000, that resulted in roadway/stormwater upgrades for MRGP compliance. Staff also provided assistance with planning for future grants-in-aid cycles.
- **VTrans Better Roads Program** - CCRPC staff and Fitzgerald Environmental Associates assisted the Town in applying for FY19 Better Roads Category B grants totaling \$59,000 on Rogers Road, Old #11 Road and Rubaud Road. Using a FY18 Better Roads Category A grant totaling \$4,000, CCRPC staff conducted a road erosion inventory for MRGP compliance.
- **Municipal Energy Planning/Act 174 Assistance** - CCRPC staff worked with Westford staff to draft edits to the Westford Town Plan to meet the Department of the Public Service Energy Planning Standards for Municipalities.
- **Technical Assistance** - CCRPC staff provided a variety of technical assistance to the Town, including: worked with Westford staff to develop a municipal corridor revision project that involved updating a river corridor management map. This project is ongoing.

WESTFORD PROJECTS IN THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The TIP (<http://www.ccrpcvt.org/our-work/our-plans/transportation-improvement-program/>) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal transportation funds, each transportation project, program or operation must be authorized through the TIP. Westford projects included in the TIP are listed below. These projects are also identified in the FY2018 Vermont Agency of Transportation Capital Program for design or construction.

- **VT15 Paving** - \$12.9 million for paving from approximately North Underhill Station Road to Cambridge. Paving to begin in 2020.

REGIONAL ACTIVITIES

- **ECOS Plan and Annual Report** - The ECOS Plan is the combined Regional Plan, Metropolitan Transportation Plan, and Comprehensive Economic Development Strategy for Chittenden County and was readopted in 2018 with major updates to the energy, transportation and economic development sections:
 - 2018 ECOS Plan: <http://www.ecosproject.com/2018-ecos-plan/>
Summary: http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf
 - The 2017 Annual Report highlights regional accomplishments, trends, and high priority actions: <http://www.ecosproject.com/annual-report/>
 - The ECOS Scorecard is our online data 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>
- **Legislative Forum** - The CCRPC hosted the 2017 Legislative Breakfast in December as a forum for a short and focused conversation with local legislators and municipal representatives on key issues and topics important to area municipalities for the 2018-2019 legislative session, including: housing, water quality, and municipal shared services. (<http://www.ccrpcvt.org/about-us/commission/policies-positions/>)
- **Building Homes Together** - The CCRPC, Champlain Housing Trust and Housing Vermont continue to lead a coordinated campaign to strengthen Chittenden County communities and our economy by building 3,500 homes by 2021 for people of all incomes, including 700 affordable homes. CCRPC staff developed a series of housing indicators with the first-year data for a press conference that was held in September 2017. CCRPC also began to host a meeting of municipal Housing Committees to facilitate peer learning. (<http://www.ecosproject.com/building-homes-together>)
- **Clean Water** - The CCRPC is committed to supporting water quality initiatives throughout our region to ensure that all residents have access to clean drinking water; to strengthen our region's recreation and tourism industry; and to become more resilient to flood events. To assist our member municipalities and the state in working together to achieve these goals, the CCRPC has facilitated the Clean Water Advisory Committee and the MS-4 Sub-Committee (<https://www.ccrpcvt.org/about-us/committees/clean-water-advisory-committee/>), provided guidance for the Vermont Clean Water Fund, worked with state officials to revise the grant manual for the Ecosystem Restoration Program, assisted municipalities with Better Roads grants and stormwater master plans, and participated in water quality-focused advocacy and education programs such as the Chittenden County Stream Team (<http://rethinkrunoff.org/the-stream-team/>) and Lake Champlain International.
- **Public Health** - The CCRPC supports and serves the Chittenden County Opioid Alliance (CCOA, <http://www.ecosproject.com/chittenden-county-opioid-alliance>) together with numerous other regional stakeholders. The CCOA is made up of many dedicated stakeholders who come from different sectors of the community and have partnered together: local non-profit agencies, state and local government, UVM Medical Center, Health Department, business leaders and community members in Chittenden County. CCRPC also served as the lead agency for the Regional Prevention Partnership (<http://www.healthvermont.gov/alcohol-drug-abuse/programs-services/prevention-programs>). Accomplishments included expansion of drug take back locations, promoting drug take-back days, fake ID enforcement, and community education about substance use prevention.
- **Regional Dispatch Implementation** - The CCRPC continues to work in partnership with

Chittenden County municipalities to implement a plan for a consolidated regional dispatch environment for law enforcement, fire and rescue agencies. CCRPC staff facilitated discussions with municipal legislative bodies, participated in hearings with the Vermont Legislature's Government Operations Committees and provided support to the Joint Survey Committee. Following strong support from voters in Burlington, Colchester, Milton, South Burlington, Williston and Winooski on Town Meeting Day 2018, the Chittenden County Public Safety Authority (CCPSA) was approved as a new union municipal district tasked with delivering regional emergency dispatch services to improve public safety operations. (<http://www.ccrpcvt.org/our-work/emergency-management/regional-dispatch/>)

- **Emergency Management** - In collaboration with the Local Emergency Planning Committee (LEPC 1, <http://www.ccrpcvt.org/about-us/committees/local-emergency-planning-committee/>), the CCRPC hosted and participated in a variety of emergency management-related workshops and exercises to enhance resilience to disasters in our region. CCRPC also served as a key coordinator between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, worked with municipalities to complete Local Emergency Operations Plans, and facilitated Incident Command System training.
- **Regional Energy Planning** - The CCRPC adopted a Regional Energy Plan to support the State's Comprehensive Energy Plan consistent with municipal and regional land use plans and policies. The CCRPC conducted significant outreach and incorporated feedback into the Plan from the following: municipal Energy Committee/Planning Commissions, municipal legislative bodies, members of the public, State agencies, including the Vermont Department of Public Service; and CCRPC's Long Range Planning Committee, Energy Sub-committee, Executive Committee and the Board of Directors. The final plan was adopted on June 20, 2018 as part of the ECOS Plan (<http://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>) and was granted an Affirmative Determination of Energy Compliance by the Department of Public Service on August 9, 2018. This means that the ECOS Plan's policies will be given "substantial deference" during Public Utilities Commission proceedings. CCRPC has increased participation in PUC proceedings to ensure that local and regional policies are recognized.
- **Education & Training** - The CCRPC participated in and hosted the following trainings: Emergency Management Director/Public Information Officer Workshops, Act 250: Next 50 Years Conference, Economics of Housing Workshop, Regional Housing Convening. The CCRPC also continued to host the 12-month webinar series from the Association of Pedestrian and Bicycling Professionals for municipalities and regional partners.
- **Lake Champlain Byway** - Chittenden County includes eight of the Byway's 22 communities: Milton, Colchester, Winooski, Essex Junction, Burlington, South Burlington, Shelburne and Charlotte. CCRPC staff maintained the Byway website, www.lakechamplainbyway.com and finalized the Byway's Corridor Management Plan available at: <https://www.ccrpcvt.org/our-work/economic-development/lake-champlain-byway/>.
- **Transportation Demand Management** - The CCRPC and VTrans transitioned the popular annual **Way to Go! Challenge** (www.waytogovt.org) to a school-focused K-12 program to encourage sustainable transportation (non-single occupant vehicle travel) and demonstrate the environmental and financial benefits. With the recent expansion of CATMA's (Chittenden Area Transportation Management Association) TDM services throughout the region, 2017 was the final year of promotion for **Go! Chittenden County**, a one-stop-shop for information and advice about our region's transportation resources (www.gochittendencounty.org). The CCRPC's **Travel Smarter** campaign and trip planner provides a side-by-side comparison of the time, costs, distance, and calories associated with driving, biking, walking, and taking the bus. This transitioned into VTrans' TDM program (www.TravelSmarterVT.org).
- **Neighbor Rides** - Since Spring 2013, the CCRPC has been investing in Neighbor Rides to improve

the integration of volunteer drivers into human services transportation 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>)

- **Regional Active Transportation Plan** - The CCRPC began steps to implement the Regional Pedestrian-Bicycle Plan recommendations for a comprehensive, connected, accessible and safe regional network for walking and biking. CCRPC staff led the development and launch of the regional **Greenride Bikeshare** system (www.greenridebikeshare.com), provided walk/bike recommendations on local and state paving plans, assisted municipalities with bike/ped grant applications, developed model bike parking ordinances for municipalities, promoted TDM strategies, and conducted walk/bike counts on paths, bike lanes and roadways. (<http://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>)
- **Regional Transportation Model** - The regional transportation model was updated to better reflect current and future transportation demands due to forecasted demographic and employment changes in the county. The model is a tool used by the CCRPC to compare various land use and transportation scenarios and their effects on our transportation system at a regional level. Most recently, it was utilized in the 2018 update of our Metropolitan Transportation Plan (MTP) to assist in identifying and prioritizing transportation investments that will be most effective in meeting the MTP goals.
- **Chittenden County Transportation Survey** - The 2018 survey largely replicates the 2000, 2006 and 2012 versions to note any historical attitudinal shifts. The chief purpose of the survey is to objectively measure public opinion in Chittenden County regarding the performance of the region's transportation system and to identify strategies to address existing and future deficiencies. Relative to performance, questions measure public opinion on how well the transportation system serves the public's travel needs, affects livability, promotes economic development and opportunity, and affects the environment. The most recent survey was conducted this past April and May and the survey report is currently being drafted. Results will be released in October 2018.
- **Diversity & Equity** - The CCRPC continues to use the **2014 Public Participation Plan (PPP)** to guide our focus on diversity and equity in all projects. An update is planned in FY19 to ensure everyone understands our role and responsibilities for public participation. (<http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)
- **Regional Technical Assistance** - This includes but is not limited to, technical assistance for various transportation issues, GIS mapping, model municipal plans, bylaw and ordinance revisions, Act 250/Section 248 application reviews, grant administration, build-out analyses, orthoimagery acquisition, and improving the VT Online Bridge and Culvert Inventory Tool (<http://www.vtculverts.org/>).
- **Intelligent Transportation Systems (ITS)** - The CCRPC has been planning, designing and implementing advanced technologies on congested corridors in the county to improve safety, facilitate traffic flows and reduce delays. (<https://www.ccrpcvt.org/our-work/our-plans/intelligent-transportation-systems/>):
 - **Advanced Traffic Monitoring System (ATMS) using Bluetooth Technology** - The CCRPC, in close coordination with VTrans and FHWA, planned, designed and implemented an Advanced Traffic Monitoring System for five (5) congested corridors in Chittenden County to gather real-time travel data using Bluetooth technology. The system will ultimately integrate with the VTrans ATMS and Traveler Information System (TIS) for 511 through the State Transportation Operations Center (TOC). The CCRPC has already implemented a pilot corridor (Williston Road/US 2) using six (6) Bluetooth sensors for real-time travel data collection, testing and validation purposes. This fall, 24 Bluetooth sensors will be installed along the remaining four (4) corridors. The entire system will be tested and validated and the real-time travel data collected will assist VTrans and municipalities to improve the efficiency,

safety, and reliability of the regional transportation system.

- **Exit 14 Area Traffic Signal Assessment Study** - The CCRPC has been coordinating with VTTrans and the municipalities of South Burlington and Burlington to identify strategies to reduce congestion and improve traffic flows in the vicinity of the I-89 Exit 14 interchange. The CCRPC has completed a system assessment study for traffic signals along Williston Road/Main Street between Staples Plaza and Midas Drive, and Dorset Street between Williston Road and Kennedy Drive and developed a strategic plan for signal and communications infrastructure improvements and upgrades. Exit 14 Earmark funds will be used in the near future to implement the highest priority recommendations in South Burlington.

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 ext *23.

CHITTENDEN COUNTY SHERIFF'S REPORT

For the period of July 1, 2017 through June 30, 2018, Chittenden County Sheriff's office patrolled Westford for a total of 726 hours.

The Sheriff's patrol for speed enforcement traveled all of the town roads. Patrols were generally scheduled during rush hour times. Speed violations were enforced with Vermont Traffic Citations and Warnings to violators.

For the above-mentioned time, Deputies wrote 204 tickets and 91 warnings for speeding. We also wrote 28 tickets and 71 warnings for non-speed violations. Total fines issued were \$33,151.00

During these patrol hours, the Chittenden County Sheriff's Office made 3 criminal arrests.

We would like to take this opportunity to thank the Town of Westford for allowing our office to provide the town with speed enforcement services again this year. We have enjoyed working with the town agents, employees and property owners. We look forward to our continued relationship.

Respectfully submitted,
Kevin McLaughlin, Sheriff

CHITTENDEN SOLID WASTE DISTRICT

Who We Are

We are a municipality created in 1987 to oversee and manage solid waste in Chittenden County. We are governed by a Board of Commissioners. Each of the communities in Chittenden County appoints a representative to the Board

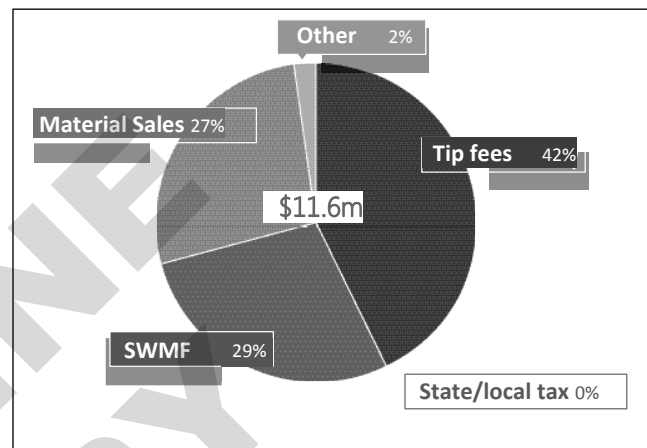
Our mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

Board of Commissioners (as of July 1, 2018):

Bolton – Duncan Galbraith (Rep); Burlington – Rob Green (Rep), Jennifer Green (Alt); Charlotte – Abby Foulk (Rep), Rachel Stein (Alt); Colchester – Dirk Reith (Rep), Jeffrey Bartley (Alt); Essex – Alan Nye (Rep), Max Levy (Alt); Essex Junction – Alan Nye (Rep), George Tyler (Alt); Hinesburg – Lynn Gardner (Rep), Doug Taff (Alt); Huntington – Roman Livak (Rep); Jericho – Leslie Nulty (Rep); Bert Lindholm (Alt); Milton – Donna Barlow Casey (Rep), Erik Wells (Alt); Richmond – Adam Sherman (Rep); St. George – Nina Friscia (Rep), Maggie Kerrin (Alt); Shelburne – Timothy Loucks (Rep), Joe Colangelo (Alt); South Burlington – Paul Stabler (Rep); Underhill – Dan Steinbauer (Rep), Paul Ruess (Alt); Westford – Michelle DaVia (Rep); Williston – Craig Abrahams (Rep), Caylin McCamp (Alt); Winooski – Ted Regula (Rep), Bryn Oakleaf (Alt).

How We're Funded

Our revenue comes from three primary sources: tip fees on incoming materials at our facilities; the Solid Waste Management Fee (SWMF), a per-ton fee on material sent to the landfill; material sales from items that we collect, sort or produce for sale at our facilities. We are not funded by state or local tax dollars.



Administration & Finance

The FY18 General Fund expenditures were \$10.9 million and the revenues were \$11.6 million, representing a \$344,000 increase in expenditures (3%) and an essentially level \$9,000 decrease in revenues compared with FY17.

Revenue was flat due to a significant drop in the price we received for recycled paper. This was offset by a significant increase in the tip fee for large loads of recyclables at the MRF and Solid Waste Management Fee revenue from increased trash tonnage. Increases in expenditures were largely due to higher fees for sludge and trash disposal and normal increases in salaries, wages and benefits.

Facilities & Operations

Drop-Off Centers (DOCs): Owned and operated by CSWD. Convenient, one-stop facilities for household quantities of blue-bin and special recycling, food scraps, trash and more. Blue-bin recycling collect at Drop-Off Centers dropped 28% to 2,964 tons, and household trash increased 5.5% to 6,060 tons over FY17.

Environmental Depot: Owned and operated by CSWD. Safe drop-off for almost all types of household hazardous waste. 1,086 households and 700 businesses brought in 811,673 lbs. of hazardous waste for processing in FY18, a 19% increase over FY17. This included 9,138 gallons of latex paint re-blended and sold in Vermont as *Local Color*.

Green Mountain Compost: Owned and operated by CSWD. We turn community food scraps, leaves and yard debris into high quality compost products to improve soil in lawns and gardens. We composted 14,864 tons of material in FY18, including 5,876 tons of food scraps, an increase of 14% over FY17.

Materials Recovery Facility (MRF): Owned by CSWD; operated by Casella. The MRF sorts and prepares large loads of blue-bin recyclables – paper, cardboard, and clean containers – for sale to processors. The MRF received 47,445 tons of material in FY18, a 0.3% increase from FY17. Roughly 7% was contaminated or improperly recycled material sent to the landfill. The weighted average sale price was \$86.54 per ton in FY18, a 19% decrease over the FY17 average.

Outreach & Communications

School and Youth Outreach programs reached more than 5,300 students and staff via 107 presentations, 3 waste audits and 43 facility tours. Staff had direct contact at 36 of the District's 75 public and private K-12 schools.

Business Outreach directed 3 waste audits, conducted 13 workplace presentations and led 4 facility tours for local businesses and institutions. Staff provided direct assistance to more than 260 other businesses and distributed over 350 deskside recycling bins and 80 food scrap buckets to business and non-profit work places at no charge

Community Outreach included 27 backyard composting workshops, 19 tours of CSWD facilities and 6 presentations to a total of 480 people.

Event Outreach programs trained 50 Waste Warriors who volunteered 382 hours educating guests at 32 events and provided on-site training to 50 additional event volunteers. Forty-three events borrowed 184 recycling and compost collection containers and used them to keep 1.4 tons of recyclables and 6.9 tons of compostables out of the landfill.

Other Programs

Compliance: In FY18, we licensed 59 haulers (30 vehicles), 13 processing facilities and 3 transfer stations. We completed 40 load check events (400 individual vehicle checks at 3 facilities) and assessed Banned Materials Fees on 60 loads. We conducted 32 construction site visits to provide education on managing demolition waste.

Biosolids: CSWD brokered 15,360 wet tons of sewage sludge for our member communities in FY18, which is 6.5% more material than FY17. CSWD staff is continually investigating options for local treatment of sewage sludge from District members with a focus on removing phosphorus from member wastewater treatment plants. CSWD is in the fifth year of a 5-year contract with Casella Organics for sewage sludge disposal through FY18.

Research & Development: Our research and development efforts targeted recycling markets for hard-to-recycle products and packaging, MSW disposal trends and consolidated collection of food scraps, recyclables and trash.

Member Grants: CSWD provided \$13,720 in grant funding to member towns via the Community Cleanup Fund in FY18 and \$10,466 in waived Green Up Day disposal fees and financial support to Green Up Vermont on behalf of our member towns.

CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS

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

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 26 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 MDT is the heart of CUSI and is composed of seven 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 shares space and supports the Chittenden Children's Advocacy Center (CCAC).

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

The CCAC, 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 CCAC 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 172,952 residents. On average, CUSI investigates over 290 cases a year, 66% 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, social media and other mobile devices.

CUSI works closely with the statewide Internet Crimes against Children Task Force (ICAC). ICAC expertise is frequently used during cases of computer-facilitated exploitation or when computer-generated evidence may strengthen a CUSI case. CUSI detectives work with the ICAC team and have received extensive training in computer forensics and online undercover operations. While investigating these cases, CUSI may also work with OPE Works and the Forensic Nursing Program at the University Vermont Medical Center, including the Childsafe Clinic. We continue to work with other collaborative partners throughout the county and our state as well.

July 1, 2017 through June 30, 2018 we saw 337 cases, which include 222 children and 115 adults.

During this year, CUSI saw an increase in case referrals from both DCV as well as local law enforcement agencies. These cases continue to get more and more complex with new technology components being created on a 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 tremendous amount of time reviewing the documents and gathering evidence. 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 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.

CUSI funding is based on population and excludes those communities that contribute one or more full-time detectives to the CUSI operation. The cost is \$1.82 per person. The population for each community is based on the 2010 federal census data as updated by the Vermont Department of Health in their annual report. The latest update available at the time the budget was set for the fiscal year 2019 was for the calendar year 2015. To determine each community's share of the total cost, the population numbers for the towns that contribute one or more detectives is subtracted from the total population for the county. The total assessment (\$99,620 for FY'2019) is then divided by the population (54,587) of the remaining communities. The cost per person (\$1.82) is then multiplied by the population of the non-contributing communities.

To further its mission and provide the highest quality investigations and trainings, the unit regularly applies for state and federal grants and seeks additional private funding throughout the year.

In fiscal year 2019, all towns in the county will benefit from CUSI services and have been asked to pay their fair share. Invoices have been sent to each town and the Policy Board and directors make themselves available to towns for presentations at the local level. Representatives from CUSI are available upon request to answer questions or provide presentations to any Selectboard or municipal body.

We want to thank all our municipalities for your continued support. Without your patronage we could not apprehend, convict or incarcerate countless perpetrators. We take pride in keeping our community safe and contributing to your piece of mind. We often receive complimentary letters and phone calls from survivors, their family members and others. We are always open to feedback and we ask that you direct any concerns or compliments to the Unit's Director, Sergeant Brian LaBarge.

ESSEX RESCUE

To the residents of the Westford community,

With tremendous pride, Essex Rescue responds to requests for emergency medical services in the Westford community (south of the Westford Village). In addition to Westford, Essex Rescue provides emergency medical services to the towns of Essex Junction, Essex Town, Underhill and Jericho. During all times of the day and regardless of weather conditions, our volunteer and paid EMT and paramedic members respond quickly to the sick and injured to deliver basic and advanced life support services.

Between October 1, 2017, and September 30, 2018, Essex Rescue received 35 requests for emergency medical services in the Town of Westford. An almost 3-fold increase over the previous year. Of the 35 requests, 13 resulted in the community member being transported to the hospital. Sixteen community

members received a medical evaluation and choose not to be transported by the ambulance to the hospital. The 6 remaining requests for service resulted were a combination of fire department standby, paramedic intercept service and the ambulance being cancelled prior to arriving on scene. Ambulance service for the Town of Westford is shared between Essex Rescue and Fairfax Rescue. Essex Rescue is the primary ambulance for the geographical area south of the Westford village. Fairfax Rescue is the primary ambulance for the remainder of the community.

Essex Rescue is a private, not-for-profit paramedic licensed transport ambulance service. While our organization is not a municipal service, we work closely with other public safety organizations to serve the Westford community. Our partner agencies include the Westford Fire Department, Fairfax Rescue, Underhill-Jericho Fire Department, Essex Fire Department, Vermont State Police and the Essex Police Department.

Essex Rescue takes great care to assure that the members of your community receive safe, efficient and appropriate pre-hospital emergency medical services. Regular training and expert consultation with emergency medicine physicians at the University of Vermont Medical Center, assures that when a request for emergency medical services is received, Essex Rescue stands ready to deliver this essential public health service. Essex Rescue is committed to being a regional leader in EMS (emergency medical services).

The Essex Rescue leadership team is committed to delivering excellent pre-hospital care while at the same time practicing fiscal responsibility. Careful financial management assures that every dollar of funding our organization receives is used as resourcefully as possible to obtain the best value. The cost of delivering emergency medical services to the five communities served by Essex Rescue is approximately one million dollars per year. That figure does not account for the value associated with the tens of thousands of volunteer hours our members donate to staff the ambulance. The Westford community directly benefits from the generosity demonstrated by our volunteer members.

Recent examples of how we have utilized the financial support we have received includes investing in EMT, advanced EMT and paramedic training, the purchase of the latest technology in cardiac monitors, patient transport safety systems and an additional nitrous oxide administration unit. This equipment and associated training provides our EMTs and paramedics a greater range of care options for meeting the needs of our patients before arriving at the emergency department. Regardless, if you are experiencing a medical emergency or have suffered a traumatic injury, our members stand ready to respond.

Essex Rescue relies upon multiple funding sources to support our organization. Billing private insurance, Medicare and Medicaid for patient transport decreases the need for municipal subsidies. Essex Rescue also administers a subscription program which on an annual basis experiences a high level of public participation. Subscribers to the program pay a \$50 annual fee directly to Essex Rescue and then pay nothing else out of pocket for deductible or co-pay expenses relating to emergency ambulance transport. The program fee entitles everyone living within the same household to the annual benefit. Our subscription drive starts during the month of November; more information can be found by visiting our website www.essexrescue.org or by calling our station at 802-878-4859. It is important to note that if a patient is transported to the hospital by an ambulance service other than Essex Rescue, the subscription program benefit does not apply. Lastly, Essex Rescue accepts donations. We are grateful for the ongoing generosity demonstrated by the community.

Essex Rescue is always looking for new volunteers. Previous experience in EMS is not a requirement. If you are interested in joining a team motivated and committed to provide high quality pre-hospital

emergency medical care, we would like to speak with you. Perspective volunteers can choose to volunteer as a clinical provider or as a driver. If you would like to learn more, visit our website www.essexrescue.org or by calling our station at 802-878-4859, and speak with Deputy Executive Director Colleen Nesto.

Thank you,

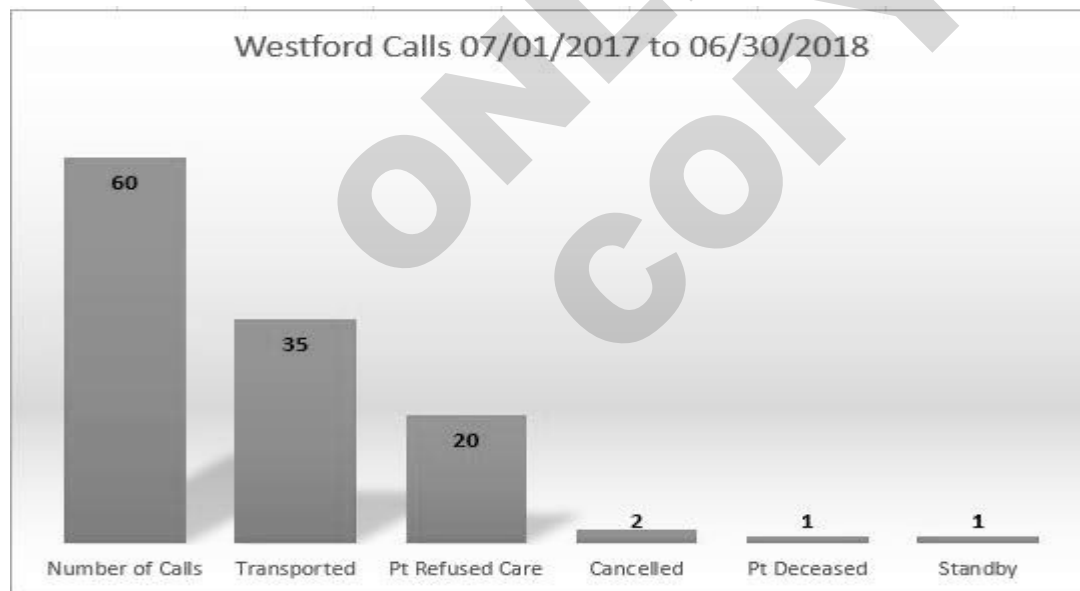
William M. Moran
Executive Director & Paramedic

FAIRFAX RESCUE

To the Town of Westford,

We are honored to present you with our report for 2018. Fairfax Rescue is a private not for profit Paramedic level ambulance service. We provide Advanced Life Support coverage to the towns of Fairfax, Fletcher, and the northern area of Westford. In addition, we provide mutual aid to the towns of Cambridge, Georgia, Milton, St. Albans and East Fairfield. Also, we are happy to provide standby coverage for community events such as the Westford Turkey Trot and school sporting events.

Fairfax Rescue responded to 59 active 911 calls and one standby event in the Town of Westford between July 1, 2017 and June 30, 2018.



We have four certified CPR instructors and offer CPR and First Aid Training to our community members including daycare providers, school teachers and coaches, fire fighters and community members interested in learning life saving skills. Our goal is to help the communities that we serve become HeartSmart Communities. One of our volunteer instructors taught CPR and First Aid to the Westford Fire Department this year. We also have three certified Emergency Vehicle Driver Training instructors and provide driver training to local fire departments and rescue squads. This training is typically held in the spring and fall and is offered to all local emergency response agencies. We also host EMT courses and other advanced training opportunities.

Some of our other community activities include participating in the 4th of July Parades in Fairfax and Westford, the Big Truck Day event that is hosted by Success by Six each year, and making and installing 911 address signs for the residents of our coverage area.

Fairfax Rescue is primarily a volunteer service that provides Advanced Life Support at the paramedic level. We have some of the most highly trained professionals in EMS. We currently have three paramedics on our roster including two critical care paramedics. We also have two Advanced EMT's who are currently enrolled in a paramedic program. Our members provide quality advanced life support coverage 24 hour a day, seven days a week. Our dedicated volunteers provide approximately 81% of our coverage and donated over 20,000 hours of their time in 2018. We are honored to have such a dedicated and highly trained membership.

Providing this level of care is both challenging and expensive. The cost of medical supplies and equipment continues to increase while our ambulance run reimbursements have decreased as the number of community members that are covered by Medicare, Medicaid, and Vermont Health Connect has increased. The recent statewide tax on income from ambulance runs has removed 3% of our income from ambulance runs. We continue to focus on volunteer recruitment in effort to keep our costs as low as possible. We also continue to offer our popular annual subscription plan in an effort to off-set the costs that insurance billing does not cover and greatly appreciate the generous tax deductible donations that we receive throughout the year. In addition, we receive grant funds to help cover the cost of maintaining and upgrading our state of the art equipment. Below is a summarized copy of our projected income and expenses and the actual income and expenses for last year. We have also included our summarized projected budget information for this year. It is important to note that we are in the midst of changing over from a calendar year to a fiscal year. While this will help us better align with the towns that we serve, it will be a little challenging comparing year to year until the change is complete.

	2018 Proposed 07/2018- 06/2019	Actual 07/01/17 - 06/30/18	Proposed 7/1/2019 - 6/30/2020
Income			
Ambulance Runs	\$137,000.00	\$137,482.00	\$138,000.00
Subscription plan	\$19,000.00	\$14,590.00	\$19,000.00
Other funding	\$13,889.00	\$23,067.00	\$14,500.00
Town Allocated Westford	\$11,372.00	\$11,372.00	11713
Town Allocated Fairfax	\$84,134.00	\$38,572.00	92545
Town Allocated Fletcher	\$14,598.00	\$14,598.00	15760
Total	\$279,993.00	\$239,681.00	\$291,518.00
	2018 Proposed 07/2018- 06/2019	Actual 07/01/17 - 06/30/18	Proposed 7/1/2019 - 6/30/2020
Expenses			
Medical Supplies/Equip	\$19,200.00	\$19,729.00	\$21,000.00
Building Costs	\$34,500.00	\$33,507.00	\$35,048.00
Ambulance/Run Costs	\$31,435.00	\$30,241.00	\$31,900.00
Office/Station Expenses	\$47,371.00	\$46,463.00	\$49,995.00
Payroll Expenses	\$126,325.00	\$114,906.00	\$150,575.00
Squad Training/Incentives	\$19,348.00	\$10,650.00	\$3,000.00
Total	\$278,179.00	\$255,496.00	\$291,518.00

Fairfax Rescue is always recruiting new volunteers. Contact us at 802-849-2773, stop by our station at 14 Goodall St in Fairfax, visit our web page at <http://www.fairfaxrescue.org/>, or like us on Facebook for information on becoming a volunteer and the classes that we offer.

We are proud to serve your community and look forward to speaking with you.

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 43 years. This past fiscal year, with support from the Town of Westford, we provided advocacy and direct services to 1,281 adults and 587 children.

We have the equivalent of 18 full time paid staff equivalents and 74 volunteers. Last fiscal year, we received 3,694 calls on our 24/7 crisis and information hotline and provided emergency housing to 226 adults and 121 children for a total of 15,427 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; and 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** program.
- **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.
- **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. Please do let us know about your ideas for improving services and

outreach to the residents of Westford. Feel free to contact me at 658-3131 ext. 1024, or via email at dylanf@stepsVT.org.

Sincerely,

Dylan Foote
Grant Manager & Data Analyst

VERMONT 2-1-1

VERMONT 2-1-1 is a free, 3-digit number to dial for information about community, health and human services in your community, state or region. With 2-1-1, a trained knowledgeable call specialist will problem solve and refer the caller to applicable government programs, community-based organizations, support groups, health agencies, and other resources in a locality as close to the caller as possible.

Dialing 2-1-1:

- is a free, confidential, local call from anywhere in Vermont, 24/7
- will provide accurate updated information about available resources
- utilizes a statewide database
- provides live translation services for over 170 languages
- provides access to information for callers with special needs
- has capability to transfer emergency calls to 9-1-1 or specialized hotlines
- will provide call back, follow up if needed and requested

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'17 (10/2016-9/2017) show VCIL responded to over **3,041** 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 **347** individuals to help increase their independent living skills and **10** peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted **160** households with information on technical assistance and/or alternative funding for modifications; **84** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **94** individuals with information on assistive technology; **45** of these individuals received funding to obtain adaptive equipment. **530** individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. We are also now home to the Vermont Telecommunications Equipment Distribution Program (VTEDP) which

served **49** people and provided **22** 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. Our Windham county office also 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 '17, **2** residents of **Westford** received services from the following programs:

- 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 the Burlington District Office located at 108 Cherry Street, Suite 102, Burlington, Vermont. The phone number is (802)863-7323 or toll free (888)253-8803. 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 2017 the Health Department:

Supported healthy communities: The Health Department's 3-4-50 initiative aims to engage multiple sectors – business, education, municipalities – in implementing policies and strategies that will reduce the three (3) behaviors of tobacco use, physical inactivity and poor diet that lead to four (4) chronic diseases of cancer, heart disease and stroke, diabetes and lung disease that result in more than 50% of deaths in Chittenden County. The local office is working to get these sector partners to sign-on to 3-4-50 and make a commitment to take action that will help to reduce chronic disease in our state.

Provided WIC nutrition services and healthy foods to families: We served 2,554 pregnant women, infants and children to age five in Chittenden County 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. 380 WIC families received \$11,400 in Farm to Family coupons to buy local fruits & vegetables.

Worked to prevent and control the spread of disease: In 2017, \$15,014,203 of vaccine for vaccine-preventable diseases was distributed to healthcare providers statewide.

Aided communities in addressing substance abuse and misuse: Regional Prevention Partnership grants work statewide to increase state and community capacity to prevent underage and binge drinking, reduce prescription drug misuse and marijuana use. Our staff have been working in partnership with

Essex CHIPS on policy and community level strategies. The Chittenden County Regional Planning Commission has been the fiscal agent for \$160,000 in funds and the back-bone staff supporting this effort locally.

Emergency Preparedness: For 2017-18, \$10,000 is funding 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/>.

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 elected by the membership and comprising municipal officials from across the state.

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.

Local governments in Vermont provide essential services to residents and visitors alike. From maintaining roads to providing safety services, recreational programs, water and sewer infrastructure, street lighting, and libraries, the work carried out by appointed and elected officials and community volunteers is both critical and challenging. The demands on local government are complex and require resources that are not always available in every city, town or village in the state.

VLCT is the only statewide organization devoted solely to delivering a wide range of services to local officials who serve municipalities of varying populations and geographic regions but face similar requirements with disparate resources. The organization provides legal, consulting, and education services to its members, offering important advice and responses to direct inquiries, as well as training programs on specific topics of concern to officials as they carry out the duties required by statute or directed by town meeting voters. VLCT represents cities and towns before the state legislature and state agencies, ensuring that municipal voices are heard collectively and loudly, and also advocates at the federal level, primarily through its partner, the National League of Cities.

VLCT offers opportunities to purchase risk management products and services that directly meet the specific and specialized needs of local government through the VLCT Employee Resource and Benefit (VERB) Trust and the VLCT Property and Casualty Intermunicipal Fund (PACIF).

During the 2017 calendar year, in addition to providing responses to more than 3,700 telephone inquiries, holding 16 training sessions, and following approximately 300 separate pieces of legislation, 13 summer study committees, and developing VLCT's legislative platform with five municipal policy committees, VLCT celebrated its 50th anniversary. Throughout the year, VLCT recognized local officials and employees who have served a number of communities for 50 years, and highlighted some of the many successes of the organization and local government during the last 50 years. It was also an important year to look ahead, to consider new ideas, and to think about new programs and ways of

delivering services to members that will address their changing needs in the coming years. VLCT launched a new website in June 2017 that, despite a few initial glitches, has functioned well and serves as a better connection point for members, thanks to consistent updates, new information, and easier navigation tools. VLCT has also moved the majority of its mission-critical IT systems to the “cloud” in an effort to provide more security for member information, greater protection against hacking attempts, and greater redundancy of access that will help the organization remain operational following a disaster scenario. The move to the cloud also reduces the need to acquire, maintain, and replace costly capital equipment.

At the heart of all these activities is VLCT’s commitment to serving as a good steward of member assets, and we are proud of the continued progress being made in that effort. Members are welcome to visit the VLCT office anytime to review the operations of the organization, to ask questions, and to access resources that can help each individual official and employee carry out the important work of local government.

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

VISTING NURSE ASSOCIATION FUND REQUEST FY 2020

The VNA cared for **35** people in Westford during our past fiscal year (July 2017 – June 2018) with the following services:

<u>VNA SERVICE</u>	<u>VISITS</u>	<u>HOURS</u>
Nursing	216	
Physical Therapy	196	
Speech Therapy	12	
Occupational Therapy	12	
Social Work, Social Service	38	
Licensed Nursing Assistant		26
Homemaker		199
Waiver Attendant		875
Personal Care Attendant		0
Total	474	1,089

<u>COST OF PROVIDING CARE</u>	<u>AMOUNT</u>
Total cost of VNA services	\$111,440.00
Amount reimbursed by Medicaid, private insurance, contracts and patient fees	\$104,626.00
Remaining balance	\$6,814.00

The VNA requests annual contributions from each town and city in our two-county region. Your contribution is critical to supporting the **\$2.32 million** of charitable care we provided this year.

Last year, the VNA cared for over **5,900** people of all ages, regardless of their ability to pay. Your contribution helps ensure Westford residents can access innovative, high-value, compassionate care wherever they call home to keep them healthy, independent and active members of your community.

Our goal is to have each town and city help alleviate some of the debt the VNA incurs. The Town of Westford pledged \$6,243 for FY 2019. Thank you!

For the fiscal year 2020, the VNA is requesting a contribution of \$6,243.

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

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