

TOWN OF
WESTFORD
VERMONT



2019
ANNUAL REPORT
July 1, 2018 – June 30, 2019

Please bring this report to Town Meeting

NOTICE

ANNUAL TOWN MEETING

Monday, March 2, 2020

7:00 pm

Westford School

All Non-Australian Ballot Articles will be voted on.

Public Hearing for Australian Ballot Articles

Monday, March 2, 2020

7:00 pm

Westford School

Australian Ballot Voting

Tuesday, March 3, 2020

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
Laurent Lavallee**

September 20, 1919 – December 7, 2019

Laurent Lavallee was born at home in Westford on September 20, 1919 the 10th child of Isidore and Ernestine (Duff) Lavallee. He lived in Westford most of his life and was the last surviving child of 13 children.

He graduated from BFA Fairfax in 1939. Soon after turning 21, Laurent was drafted in the Army and served in the infantry for five years. During his service he trained stateside, but his stint also included time in France and Germany. Laurent earned several medals while serving in the US Army during WWII.

On April 12, 1947, he married Doris Mary Perreault at the Holy Rosary Catholic Church in Gardner, Massachusetts. In 1959, they moved to Westford where they bought and worked the family farm where he was born and raised their five daughters – Ann, Janet, Diane, Denise and Lucy.

In June 2014, at the age of 94, Laurent was one of 15 World War II veterans from Vermont who flew to Washington, DC through the North Country Honor Flight program to visit their memorials.

On September 15, 2019 an open house was held at the Brick Meeting House to celebrate Laurent's 100th birthday. Family members and many friends and neighbors joined him to celebrate this milestone!



TOWN OFFICE INFORMATION

Westford Town Office

1713 Vermont Route 128 • Westford, Vermont 05494

Phone (802)878-4587 • Fax (802)879-6503

<https://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	8:30 a.m. - 4:30 p.m.
	(1pm closing on Friday, Memorial Day through Labor Day)	
Planning Coordinator	Monday – Thursday	8:30 a.m. - 3:30 p.m.
Zoning Administrator	Monday & Tuesday	9:00 a.m. - 4:00 p.m.
Library	Wednesday 1:00 - 7:00 p.m.	Thursday 10:00 a.m. – 7:00 p.m.
	Friday 1:00 – 7:00 p.m.	Saturday 10:00 a.m. - 2:00 p.m.

TRASH & RECYCLING SCHEDULE

Trash 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 2020)
Town Clerk (3 years, term expires 2022)

Edward Chase
Nanette Rogers

Selectboard

Term expires 2020 (3 years)
Term expires 2021 (3 years)
Term expires 2022 (3 years)

Allison Hope
Julia Andrews
William Cleary

Library Trustees

Term expires 2020 (5 years)
Term expires 2021 (5 years)
Term expires 2022 (5 years)
Term expires 2023 (5 years)
Term expires 2024 (5 years)

Beth Lane
Patricia Hechmer
Allison Hope
Laurie Wight
Peggy Rodgers

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

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

APPOINTED TOWN OFFICES (CONTINUED)**Health Officer**

Marcus Pante (resigned)
Martha Bennett (appointed)

Development Review Board

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 2022 (3 years)
Term expires 2022 (3 years)

Term expires 2020 (1 year)

Term expires 2020 (1 year)

Bill Cleary
Sara DeVico (resigned)
Jesse Lebrecque (appointed)
Dennis Angiono
Matthew Wamsganz
Wayne Brown
Dave Baczewski
Keith Simpson (resigned)
Andrew Collier (appointed)

Patrick Haller (alternate) (resigned)
Francois Ross (alternate) (appointed)
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 (resigned)
George Lamphere (appointed)
Mark Letorney
Koi Boynton
Seth Jensen
Gordon Gebauer

Conservation Commission

Term expires 2020 (4 years)

Term expires 2020 (4 years)
Term expires 2021 (4 years)
Term expires 2022 (4 years)
Term expires 2023 (4 years)

Marilyn Thomas (resigned)
Kirsten Tyler (appointed)
Lauren Gibson (resigned)
Sarah Pinto
Joel Fay
Dale Rodgers

Recreation Committee

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 2022 (3 years)
Term expires 2022 (3 years)

Maureen Carpenter
Danielle Vierling (resigned)
Lori Miller (appointed)
Kristi Griffin (resigned)
Patrick Cribb (appointed)
Greg Baker (resigned)
Adam Adorisio (appointed)
Chuck Medick
Meghan Orisko
Benjamin McElvany

Recreation Coordinator

Tonya Calley

Notary Public

Nanette Rogers (with seal)
Callie Hamdy (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 2019 ANNUAL TOWN MEETING

The 2019 Annual Town Meeting was called to order by Moderator Ed Chase at 7:00 p.m. on Monday, March 4, 2019. Approximately 35 registered voters attended.

Article 1 Town Officers' reports were accepted.

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, 2019, with postmarks being accepted.

Article 3 Discussion of other nonbinding business.

- Grant Thomas was recognized for his time serving on the Selectboard.

Town Meeting adjourned at 7:11 p.m.

The Public Hearing for Australian ballot articles began at 7:11 p.m. and ended at 7:27 p.m.

Results of Australian Ballot Articles - Voted on March 5, 2019

Article 4 Approved the Selectboard's budget of \$2,009,198 for FY'20.

Total ballots cast: 273

199 Yes

59 No

15 Blanks

Article 5 To elect all officers required by law.

Town Moderator - one year – Edward Chase

Town Clerk – three years – Nanette Rogers

Selectboard - three years – Bill Cleary

Library Trustee - five years – Peggy Rodgers

ABSTRACT OF 2019 SPECIAL TOWN MEETING

Moderator Ed Chase called the Special Town Meeting to order at 7:00 p.m. on Monday, June 3, 2019. Approximately 90 registered voters attended. The Special Town Meeting was in response to a petition filed by voters after a Fire Ordinance was adopted by the Selectboard in March 14, 2019.

Article 1 Voted to disapprove the proposed Town of Westford Outdoor Fire Safety Ordinance adopted by the Selectboard on March 14, 2019. The Ordinance to Regulate Open Fires adopted in 1996 remained in effect.

The Special Town Meeting adjourned at 7:11 p.m.

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

The legal voters of the Town of Westford are hereby notified and warned to meet at the Westford School in said Town of Westford on Monday, March 2, 2020 at 7:00 p.m. at which time the Town's Annual Meeting will commence to act on the following articles not involved in voting by Australian ballot. Polls for Australian balloting will open on Tuesday, March 3, 2020 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 5 & 6) at the Westford School on Monday, March 2, 2020 following discussion of non-Australian ballot articles.

ARTICLE 1 To hear 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, 2020, with postmarks being acceptable?

ARTICLE 3 Shall the Town continue to exempt barns, silos, sugarhouses and bunkers used for silage storage?

ARTICLE 4 Discussion of other nonbinding business.

AUSTRALIAN BALLOT ARTICLES

ARTICLE 5 Shall the voters of the Town of Westford accept the Selectboard's budget of \$2,021,365 to defray the expenses for the ensuing year?

ARTICLE 6 To elect all officers required by law.

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

Approved this 9th, day of January, 2020.

WESTFORD SELECTBOARD

Allison Hope, Chair
Julia Andrews
William Cleary

Received for record January 10th, 2020 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 2020-2021

	2018-19 Budget	2018-19 Actual	2019-20 Budget	2020-21 Proposed
100-30 Administration				
3000-10.00 Selectboard Salaries	2,400	2,400.00	2,400	2,400
3000-11.00 Town Administrator Salary	31,243	28,133.75	32,177	34,044
3000-12.00 Bookkeeper Salary	31,980	32,538.69	32,939	33,936
3000-14.00 FICA & Medicare	16,637	16,679.95	16,942	17,467
3000-15.00 Health Insurance	25,755	22,912.41	23,000	22,500
3000-15.01 Dental Insurance	850	863.28	850	900
3000-15.02 Disability Insurance	1,550	1,448.29	1,700	1,700
3000-15.03 Vision Insurance	220	217.44	220	220
3000-16.00 Employee Pension Plan	6,338	5,832.71	6,253	6,443
3000-19.00 Office Equipment	1,000	679.21	1,300	1,000
3000-20.00 Office Supplies & Repairs	6,000	6,531.85	6,000	6,500
3000-30.00 Legal Notices	500	647.60	1,000	1,000
3000-34.00 Postage	4,300	3,137.58	4,100	4,000
3000-40.00 Education - Selectboard & Town Admin.	200	518.00	500	600
3000-48.00 Property & Casualty, W/C Insurance	21,525	18,790.74	21,500	21,500
3000-60.01 Legal & Professional Fees	25,000	40,379.11	26,000	25,000
3000-60.02 IT Professional Services	18,500	25,504.56	19,200	20,000
3000-60.04 Software	0	31.75	0	0
3000-60.08 Admin Capital Budget Reserve	2,600	2,600.00	9,400	14,400
3000-62.00 Stationary & Printing	2,500	2,027.30	2,500	2,500
3000-63.00 Newsletter Printing	2,400	2,272.70	2,200	2,500
3000-75.00 Emergency Generator Maintenance & Fuel	1,600	3,089.61	1,600	1,600
3000-76.00 Electricity - Flag, Street Lights	1,870	1,527.34	1,800	1,600
3000-91.00 Interest Expenses	6,374	7,333.38	4,166	2,100
3000-92.00 Tax Abatements	0	369.54	0	0
Administration Total	211,342	226,466.79	217,747	223,910
100-32 Clerk & Treasurer				
3200-10.00 Clerk & Assistant Clerk Salaries	54,485	57,876.41	52,572	53,478
3200-25.00 Treasurer Salary	11,258	11,258.00	11,821	12,180
3200-30.10 Membership Dues	300	270.00	300	300
3200-40.10 Education - Clerk's Office	600	445.00	800	800
3200-40.20 Education - Treasurer's Office	300	205.00	300	300
3200-60.03 Supplies - Town Clerk	300	271.12	300	300
3200-60.04 Supplies - Treasurer	1,000	362.60	1,000	1,000
3200-60.05 Treasurer/Bookkeeper Computer	1,200	0.00	1,500	0
3200-60.06 Town Clerk/Town Administrator Laptop	0	0.00	1,500	1,800
3200-74.00 Travel	1,800	1,436.90	1,600	1,600
Clerk & Treasurer Total	71,243	72,125.03	71,693	71,758
100-33 BCA & Elections				
3300-10.00 BCA Salaries	800	870.00	800	900
3300-20.00 Election Workers	120	75.00	120	150
3300-30.00 Ballots, Supplies & Voting Machine	3,000	2,538.00	1,500	3,000

		2018-19 Budget	2018-19 Actual	2019-20 Budget	2020-21 Proposed
100-34 BCA & Elections (continued)					
3300-99.00	Miscellaneous Expenses	100	32.34	100	100
BCA & Elections Total		4,020	3,515.34	2,520	4,150
100-34 Audit & Delinquent Tax Collector					
3400-11-00	Independent Audit	10,000	9,500.00	11,000	10,500
3440-10.00	Delinquent Tax Penalty Payment	4,500	5,278.27	6,000	6,000
3440-34.01	Delinquent Tax Collector Expenses	125	105.94	125	125
3440-40.00	Education - Auditors & DTC	100	0.00	100	100
Auditors & Delinquent Tax Collector Total		14,725	14,884.21	17,225	16,725
100-35 Listers					
3500-10.00	Lister Salaries	7,200	6,342.51	7,478	7,564
3500-20.00	Tax Mapping	5,000	4,041.50	5,000	5,000
3500-40.00	Education	100	100.00	100	100
3500-50.00	Supplies/Equipment	200	0.00	200	200
3500-60.04	Software	500	215.00	700	225
3500-60.05	Computer	0	0.00	0	1,800
3500-74.00	Travel	100	77.14	100	100
Listers Total		13,100	10,776.15	13,578	14,989
100-36 Planning, DRB & Zoning					
3600-10.01	Planning Commission Stipend	2,000	1,566.66	2,000	2,000
3600-30.00	Planning Commission Legal Notices	400	0.00	600	750
3600-40.00	Planning Commission Education	300	0.00	300	300
3600-60.01	PC Legal & Professional Fees	500	0.00	300	150
3600-60.02	Planning Special Projects	8,000	8,439.12	8,000	8,000
3600-89.00	Conservation Commission	3,600	3,600.00	3,600	3,600
3600-99.00	Planning Maps & Miscellaneous	500	161.36	500	500
3601-10.00	Planning Coordinator Salary	51,179	51,213.47	53,748	55,360
3601-40.00	Planning Coordinator Education	100	150.00	200	200
3601-60.05	Planning Coordinator Computer	1,500	1,733.04	0	0
3601-74.00	Planning Coordinator Travel	100	208.24	100	200
3620-20.00	DRB Stipend	2,800	2,266.64	2,800	2,800
3620-30.00	DRB Legal Notices	750	436.69	750	600
3620-40.00	DRB Education	0	0.00	500	250
New	DRB Minutes	0	0.00	0	1,500
New	Grant writer	0	0.00	0	5,000
3620-60.01	DRB Legal & Professional Fees	4,750	425.38	4,750	4,750
3620-99.00	DRB Miscellaneous	100	53.71	100	100
3650-10.00	Zoning Administrator Salary	19,667	17,545.59	20,255	20,863
3650-40.00	Zoning Education	300	115.00	300	200
3650-60.05	Zoning Administrator Computer	0	0.00	0	1,800
3650-74.00	Zoning Administrator Travel	600	586.74	700	700
Planning, DRB & Zoning Total		97,146	88,501.64	99,504	109,623
100-37 Town Office Building & Property					
3700-68.00	Building Maintenance & Repairs	3,000	2,352.98	3,500	3,000

		2018-19 Budget	2018-19 Actual	2019-20 Budget	2020-21 Proposed
100-37 Town Office Building & Property (continued)					
3700-70.00	Custodial Services	2,200	2,010.00	2,200	2,200
3700-71.00	Mowing	3,400	1,225.00	3,400	3,400
3700-75.00	Fuel	1,000	1,046.94	1,000	1,000
3700-76.00	Electricity	3,000	2,899.50	3,000	3,000
3700-77.00	Telephone & Internet	2,000	2,221.57	2,000	2,100
3700-78.00	Water - Office & Library	700	659.16	700	700
New	Common Port-o-let	0	0.00	0	770
8310-13.00	Spiller Lot	7,970	87,639.00	7,969	0
8310-14.00	Maple Shade Town Forest	28,900	57,195.88	28,900	28,900
3700-81.00	Building Improvements	0	0.00	5,000	0
3700-83.00	Sports Field Maintenance	5,000	4,387.77	4,400	4,500
Town Office Building & Property Total		57,170	161,657.80	62,069	49,570
100-41 Dog Warden					
4100-10.00	Salary	500	500.00	500	500
4100-40.00	Education	200	0.00	200	200
4100-74.00	Travel	100	158.05	100	100
4190-00.00	Miscellaneous	100	32.98	100	100
Dog Warden Total		900	691.03	900	900
100-42 Law Enforcement					
4200-00.00	Law Enforcement Contract	20,000	19,637.25	20,000	20,000
4200-30.00	CUSI	3,794	3,796.00	3,796	3,796
Law Enforcement Total		23,794	23,433.25	23,796	23,796
100-43 Emergency Services					
4310-00.00	Essex Rescue	2,610	2,610.00	2,610	2,610
4320-00.00	Fairfax Rescue	11,372	11,372.00	11,713	11,713
4330-00.00	Emergency Dispatching Services	12,500	12,403.00	12,500	12,500
Emergency Services Total		26,482	26,385.00	26,823	26,823
100-45 Fire Department					
4500-00.00	Fire Department	50,100	50,100.00	50,600	50,600
4500-60.00	Utility Rescue Truck Loan Payment	25,200	0.00	0	0
4500-60.01	Capital Budget Reserve	23,706	23,703.00	13,921	27,522
4500-59.00	2018 710 Pumper Loan Payment	32,158	32,136.61	32,158	30,600
4500-70.00	2018 Pumper Truck	0	0.00	31,378	0
Total Fire Department		131,164	105,939.61	128,057	108,722
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	227,000	235,447.84	250,000	300,000
6305-00.00	Recycling	0	56.04	0	100

		2018-19 Budget	2018-19 Actual	2019-20 Budget	2020-21 Proposed
100-63 Trash & Recycling (continued)					
6306-00.00	Metal Dumpster	500	0.00	0	500
Trash & Recycling Total		227,500	235,503.88	250,000	300,600
100-68 Cemeteries					
6800-00.00	Cemetery Commission	12,300	12,300.00	9,000	9,000
6800-10.00	Cemetery Commissioner Stipend	350	350.00	350	400
Cemeteries Total		12,650	12,650.00	9,350	9,400
100-78 Library					
7800-00.00	Appropriation	72,068	72,068.00	74,203	74,944
7800-TBD	Drainage/basement mitigation	0	0.00	0	5,000
Library Total		72,068	72,068.00	74,203	79,944
100-93 Dues & Assessments					
9300-30.10	Chittenden County Tax	12,000	11,000.92	12,000	11,500
9300-30.12	CCRPC	2,753	2,753.00	2,796	2,803
9300-30.13	VLCT	3,364	3,364.00	3,455	3,596
Dues & Assessments Total		18,117	17,117.92	18,251	17,899
100-99 Donations & Miscellaneous					
9900-00.00	Miscellaneous	1,555	990.52	1,200	1,200
9900-05.00	Brick Meeting House Society	4,500	4,500.00	4,500	4,500
9900-08.00	Recreation Committee	5,000	5,000.00	6,000	6,000
9900-09.00	Matching Grant Funds	1,000	0.00	0	2,000
9905-00.00	UVM Home Health & Hospice	6,243	6,243.00	6,243	6,243
9910-00.00	Age Well	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	250	250.00	250	250
9940-00.00	Steps to End Domestic Violence	250	250.00	225	480
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		22,098	20,533.52	21,718	23,973
Grand Total Expenditures		<u>1,003,868</u>	<u>1,092,599.17</u>	<u>1,037,784</u>	<u>1,083,132</u>
110-51 Highway Department - Roads					
5100-10.00	Salaries	187,817	173,912.91	197,344	240,414
5100-14.00	FICA & Medicare	14,766	13,267.93	15,495	18,789
5100-15.00	Health Insurance	25,190	18,413.52	30,000	35,285
5100-15.01	Dental Insurance	1,260	1,079.10	1,260	1,800
5100-15.02	Disability Insurance	1,000	727.84	1,000	1,335
5100-15.03	Vision Insurance	330	280.86	330	440
5100-16.00	Employee Pension Plan	5,791	4,967.78	6,076	7,368
5100-22.00	Gravel - Road Resurfacing	40,000	43,071.26	40,000	60,000
5100-23.00	Town Ditching	60,000	3,038.00	20,000	15,000

		2018-19 Budget	2018-19 Actual	2019-20 Budget	2020-21 Proposed
110-51 Highway Department – Roads (continued)					
5100-24.01	Gravel - Rebuilding	40,000	1,205.40	40,000	10,000
5100-24.02	Chloride	35,000	32,884.65	35,000	35,000
5100-24.03	Culverts	7,000	415.84	1,000	10,000
5100-24.04	Road Fabric	2,500	0.00	2,500	0
5100-24.05	Hot Mix & Cold Patch/Crack Sealing	500	167.49	1,500	2,000
5100-24.06	Guardrails & Fences	1,500	0.00	1,500	1,500
5100-24.07	Seed & Mulch	2,500	1,002.75	1,800	1,800
5100-24.08	Signs	2,000	2,106.15	2,000	2,000
5100-24.09	Stone for culverts/drains	0	0.00	1,000	1,000
5100-25.01	Sand	70,000	111,686.40	70,000	80,000
5100-25.02	Salt	20,000	19,637.21	20,000	20,000
5100-25.03	Chains	1,000	2,925.00	2,000	3,000
5100-26.01	Gravel - Mud Season	30,000	27,773.20	30,000	30,000
5100-27.00	Blades & Plows	5,000	1,025.56	5,000	5,000
5100-28.00	Tires	5,000	5,376.80	5,000	5,000
5100-58.00	Equipment Rental	1,500	164.70	1,500	1,500
5100-59.02	Contracted Services - Miscellaneous	2,000	46,442.00	12,000	12,000
5100-59.04	Contracted Services - Tree Removal	2,000	0.00	6,500	2,500
5100-59.05	Contracted Services - Roadside Mowing	5,000	5,100.00	5,500	10,000
5100-59.11	High Priority Road Projects	0	3,095.00	0	0
5100-59.16	Equipment Reserve Fund	36,500	36,500.00	49,550	54,600
5100-65.01	2014 Western Star - Loan Payment	32,383	32,382.40	0	0
5100-65.02	2014 Ford F550 - Loan Payment	13,160	13,159.20	0	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	27,433	27,433.40	27,433	27,433
5100-65.07	2018 Western Star - Loan Payment	32,900	32,900.00	32,900	0
TBD	2019 John Deere 75 Excavator	0	0.00	0	12,270
5100-65.08	2020 International HX620 - Loan Payment	0	0.00	0	32,545
	Down payment for new equipment	0	0.00	49,000	0
5100-66.00	Loan Interest	8,907	8,005.60	5,925	6,904
5100-67.01	Repairs & Maintenance - 2014 Ford F-550	0	1,605.59	0	0
5100-67.02	Repairs & Maintenance - Excavator	2,500	228.53	2,500	2,500
5100-67.03	Repairs & Maintenance - Grader	2,500	7,334.59	2,500	5,000
5100-67.11	Repairs & Maintenance - 2014 Western Star	0	6,566.33	0	0
5100-67.12	Brush Hog	500	0.00	500	500
5100-67.13	Repairs & Maintenance - Loader	1,000	6,306.17	1,000	2,000
5100-67.14	Repairs & Maintenance - 2017 Western Star	0	3,110.36	0	0
5100-67.16	Repairs & Maintenance - 2018 Western Star	0	8,564.34	0	0
5100-67.17	Wood Chipper	25,000	0.00	500	500
5100-68.01	Repairs & Maintenance - Trucks	25,000	592.18	25,000	25,000
5100-68.05	Repairs & Maintenance - Sander	1,000	954.72	1,000	1,000
5100-68.06	Repairs & Maintenance - Small Equipment	1,000	660.19	1,000	1,000
5100-74.00	Travel	800	153.65	800	800
5100-75.01	Diesel Fuel	45,000	41,044.26	45,000	45,000
5100-95.00	Chloride Tanks & Pumps	2,000	959.63	2,000	2,000
Highway Department - Roads Total		845,236	767,228.49	820,913	850,783

	2018-19 Budget	2018-19 Actual	2019-20 Budget	2020-21 Proposed
110-52 Highway Department Permits				
5200-20.00 MRPG Storm Water Permit	0	1,750.00	1,750	1,750
5200-30.00 Petroleum Cleanup Fund	0	50.00	50	50
Highway Department Permits Total	0.00	1,800.00	1,800	1,800
110-53 Highway Department - Garage				
5300-20.00 Supplies	4,000	3,780.97	4,000	4,000
5300-21.00 Oil & Grease	2,000	144.57	2,000	1,000
5300-23.00 Equipment	2,500	31,952.44	2,500	3,000
5300-24.00 Communication Equipment	800	0.00	800	800
5300-40.00 Education & Workshops	1,000	0.00	2,000	2,000
5300-48.00 Property & Casualty, Auto, W/C Insurance	33,100	31,899.12	31,000	33,000
5300-50.00 Fire System	0	10,232.02	0	0
5300-60.00 Software, IT Services	500	0.00	0	0
5300-68.00 Building Maintenance & Repairs	4,000	1,726.05	6,000	6,000
5300-71.00 Salt Shed Reserve	5,000	5,209.59	5,000	5,000
5300-76.00 Electricity	3,500	4,161.29	4,600	4,600
5300-77.00 Telephone	2,000	2,750.38	2,300	3,000
5300-78.00 Water	600	226.19	500	250
5300-81.00 Building Improvements	8,000	2,803.37	30,000	20,000
5300-83.00 Storage Shed	0	900.00	0	0
5300-85.00 Clothing Allowance	2,000	1,013.87	2,000	2,000
5300-99.00 Miscellaneous	2,000	9,752.09	1,000	1,000
Highway Department - Garage Total	71,000	106,551.95	93,700	85,650
Highway Deficit Recovery			55,000	0
Grand Total Expenditures - Highway Department	<u>916,236</u>	<u>875,580.44</u>	<u>971,414</u>	<u>938,233</u>
Total Amount Budgeted (Admin & Highway)	1,920,105	1,968,179.61	2,009,198	2,021,365
Less Anticipated Revenue (Admin & Highway)	246,200		279,200	233,600
Less Amount from General Fund	<u>60,000</u>		<u>35,000</u>	<u>50,000</u>
Total Amount to be Raised by Taxes	1,613,905		1,694,998	1,737,765
Estimated Grand List				2,428,000
Estimated Exemptions (Veterans, Farm Stabilization)				<u>-21,290</u>
Estimated Taxable Grand List				2,406,710
Actual Tax Rate	0.6790		0.7074	
Estimated Tax Rate				0.7221
Change in Tax Rate				0.0147
Percent Increase in Tax Rate				2.071%

GENERAL FUND REVENUE BUDGET 2020-2021

	2018-19 Anticipated	2018-19 Actual	2019-20 Anticipated	2020-21 Anticipated
GENERAL FUND				
100-20 Property Taxes				
2009-00.00 Late Tax Interest	2,500	1,728.68	2,500	2,000
2010-00.00 Delinquent Taxes	0	62,780.01	0	0
2011-00.00 Delinquent Tax Penalty	5,000	5,163.01	5,000	5,000
2012-00.00 Delinquent Tax Interest	5,000	2,943.89	7,500	3,000
Total Property Taxes	12,500	72,615.59	15,000	10,000
100-21 Licenses & Fees				
2110-00.00 Recording Fees	12,000	11,324.00	12,000	12,000
2120-00.00 Dog Licenses	3,300	3,121.00	3,400	3,300
2131-00.00 Access Permits	100	255.00	100	100
2135-00.00 Excess Weight Permits	600	825.00	650	750
2140-00.00 Marriage Licenses	100	120.00	100	100
2145-00.00 Vault Time/Copier/Fax Fees	3,000	3,543.40	3,000	3,000
2150-00.00 Auto Registration Fees	50	60.00	50	50
2155-00.00 Metal Dumpster	1,000	4,807.85	2,000	0
Total Licenses & Fees	20,150	24,056.25	21,300	19,300
100-22 Intergovernmental				
2229-00.00 Current Use	75,000	81,327.00	78,000	81,000
2242-00.00 State- Traffic Fines	3,500	8,036.53	3,500	4,000
2248-00.00 VT Act 68/Main Grand List	0	954.00	0	0
Total Intergovernmental	78,500	90,317.53	81,500	85,000
100-23 Planning & Zoning				
2359-00.00 Building Permits	12,000	31,524.00	14,000	20,000
2360-00.00 DRB fees	2,500	4,980.00	2,500	3,000
2369-00.00 ZA Admin Amendment	0	175.00	0	0
2370-00.00 Certificate of Compliance	500	780.00	500	500
2372-00.00 Certificate of Occupancy	200	1,150.00	400	800
Total Planning & Zoning	15,200	38,609.00	17,400	24,300
100-24 Town Functions				
2421-00.00 Recycling Bins	0	55.00	0	0
Total Town Functions	0	55.00	0	0
100-28 Dogs				
2820-00.00 Dog Fines	0	197.00	0	0
Total Dogs	0	197.00	0	0
100-29 Miscellaneous				
2900-00.00 School Expense Reimbursement	2,000	2,351.82	2,100	2,100
2920-00.00 Note Proceeds - Spiller Lot	0	109,250.00	0	0
2930-00.00 Interest Income	550	1,155.66	750	750

	2018-19 Anticipated	2018-19 Actual	2019-20 Anticipated	2020-21 Anticipated
Miscellaneous (continued)				
2990-00.00 Miscellaneous Revenue	300	1,823.79	400	400
Total Miscellaneous	2,850	114,581.27	3,250	3,250
TOTAL GENERAL FUND	<u>129,200</u>	<u>340,431.64</u>	<u>138,450</u>	<u>141,850</u>
110 HIGHWAY DEPARTMENT				
5000-30.00 School Expenses Reimburse	5,000	0.00	0	0
5000-10.00 State Aid - Highway	92,000	91,948.44	91,750	91,750
5000-40.01 Better Roads Grant	0	79,916.00	0	0
5000-40.02 CCRPC Grant Hwy Projects	0	9,200.00	0	0
Equipment Reserve	20,000	0.00	49,000	0
5000-44.00 FEMA 2017 Windstorm	0	9,519.41	0	0
5000-49.00 Insurance Claims	0	9,428.33	0	0
TOTAL HIGHWAY DEPARTMENT	117,000	200,012.18	140,750	91,750
ADMIN & HIGHWAY GRAND TOTAL	<u>246,200</u>	<u>540,443.82</u>	<u>279,200</u>	<u>233,600</u>

FIVE YEAR CAPITAL BUDGET
FY2020 - FY2024
Date Adopted: February 8, 2018

	Replacement Fiscal Year	Anticipated Cost	FY'20	FY'21	FY'22	FY'23	FY'24
Highway							
2008 Cat Excavator	2020	170,000	0	0	0	0	0
2014 Ford F550	2020	75,000	3,750	0	0	5,000	5,000
2014 Tandem Utility Trailer	2024	7,000	0	0	3,500	3,500	0
2012 Volvo Grader	2024	350,000	14,000	14,000	14,000	14,000	14,000
2014 Western Star	2024	220,000	11,000	11,000	11,000	11,000	0
2015 John Deere Loader	2025	165,000	6,600	6,600	6,600	6,600	6,600
Paving, Westford-Milton Road	2025	230,000	9,200	9,200	9,200	9,200	9,200
2017 Western Star	2026	220,000	0	8,800	11,000	11,000	11,000
2018 Western Star	2028	220,000	0	0	0	8,800	8,800
Ventilation System for Welder	2028	8,000	0	0	0	1,600	1,600
Salt Shed	TBD	250,000	5,000	5,000	5,000	5,000	5,000
Highway Total			49,550	54,600	60,300	75,700	61,200
Administration							
Server	2024	12,000	2,400	2,400	2,400	2,400	2,400
Furnace	2025	15,000	3,000	3,000	3,000	3,000	3,000
Vault Shelving (downstairs)	2025	20,000	4,000	4,000	4,000	4,000	4,000
Handicap Ramp	2028	15,000	0	0	0	3,000	3,000

	Replacement Fiscal Year	Anticipated Cost	FY'20	FY'21	FY'22	FY'23	FY'24
Administration (continued)							
Town Office/Library Septic	TBD	140,000	5,000	5,000	5,000	5,000	5,000
Administration Total			14,400	14,400	14,400	17,400	17,400
Fire Department							
Portable Pump (2)	2020	6,400	6,400	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	1,934	1,933	0	0
Nozzles/Master Stream	2025	13,440	2,688	2,688	2,688	2,688	2,688
711 Pumper	2026	500,000	0	20,000	20,000	20,000	20,000
Vehicle Extraction Tools	2027	43,200	0	0	8,640	8,640	8,640
Ladders	2028	5,700	0	0	0	1,140	1,140
Rescue Jacks	2028	8,000	0	0	0	1,600	1,600
714 Utility/Rescue	2033	700,000	0	0	0	14,000	14,000
Fire Department Total			13,921	27,522	31,328	48,068	48,068
Library							
Furnace	2028	8,000	0	0	0	1,600	1,600
Library Total			0	0	0	1,600	1,600
Recreation							
Soccer Goals	2025	8,000	1,600	1,600	1,600	1,600	1,600
Recreation Total			1,600	1,600	1,600	1,600	1,600
Grand Total - All Departments			<u>79,471</u>	<u>98,122</u>	<u>107,628</u>	<u>144,368</u>	<u>129,868</u>

The full Capital Budget is available on the Town website (<https://westfordvt.us/capital-budget-program/>).

TREASURER

Fiscal Year 2019 was another busy year for the Treasurer's office. Some of the highlights for the past year included the sale of two town properties, the Spiller Property for the new country store and the Martel Lot.

The Town's General Fund finished FY 2019 with a surplus of \$40,550. The General Fund began the year with a positive fund balance of \$263,444, which was increased to \$303,994.

The Highway Fund finished FY 2019 with a budget surplus of \$124,310. The Highway Fund began the year with a deficit of \$-274,369 which was decreased by the budget surplus to \$-150,059. This reduction was based on revenues beating budget by \$93,634 from State Grants, expenses under budget by \$41,248 and other items totaling \$-10,572.

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

	General Fund	Highway Fund	Non Major Funds	Total
Balance as of 6/30/2016	\$287,943	\$-285,379	\$480,951	\$483,515
As Restated				
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	-367,006	-347,684	-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	-33,763	6,593	14,104	-13,066
FY18 Balance (6/30)	\$263,444	\$-274,369	\$586,610	\$575,685
FY 2019 Activity				
Operating	36,510	156,382	-85,602	107,290
Sale of Town Property	131,750	0	0	131,750
Other Sources	0	9,428	169,210	178,638
Transfers from Other Funds	-127,710	-41,500	0	-169,210
Net Activity	40,550	124,310	83,608	248,468
	<u>\$303,994</u>	<u>\$-150,059</u>	<u>\$670,218</u>	<u>\$824,153</u>

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 15, 2020

Selectboard
Town of Westford, Vermont

AUDITORS CERTIFICATION

The financial statements of the Town of Westford, Vermont for the year ended June 30, 2019 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.

Sincerely,

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

FOTHERGILL SEGALE & VALLEY

Certified Public Accountants



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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Selectboard
Town of Westford, Vermont

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the modified cash basis financial statements of each major fund, and the aggregate remaining fund information of the Town of Westford, Vermont, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated December 12, 2019. We expressed an adverse opinion on the Town's financial statements due to not presenting government-wide financial statements.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

Fothergill Segal & Valley, CPAs

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

December 12, 2019

SCHEDULE OF TAXES BILLED & COLLECTED **June 30, 2019**

2018 Grand List**\$253,470,700**

	<u>Homestead Tax Rate</u>	<u>Non-Residential Tax Rate</u>
Education Tax	1.4934	1.6081
Town Tax	0.3396	0.3396
Highway Tax	0.3332	0.3332
Local Agreement	0.0062	0.0062
Total Tax Rates	<u>2.1724</u>	<u>2.2871</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	1.608101	x	579,148.67	931,329.41
Homestead Education	1.4934	x	1,842,787.00	2,752,018.21
Town Tax	0.3396	x	2,398,821.00	814,625.59
Highway Tax	0.3332	x	2,398,821.00	799,287.05
Local Agreement	0.0062	x	2,398,821.00	14,872.79
Late Homestead Penalty				<u>234.23</u>
Taxes Billed (Town & School)				5,312,367.28

Net Adjustments	<u>-28,127.05</u>
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Total Taxes Billed (Town & School)	<u>5,284,240.23</u>
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Collections:

Town & Education	5,278,473.62	
Adjustments	6,411.18	
Net Adjustments	-28,127.05	
Abatements	<u>1,757.47</u>	
Total collections		\$5,258,515.22

Delinquent Taxes	<u>25,725.01</u>
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Total Taxes	<u>5,284,240.23</u>
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TOWN COMMON FUND ACCOUNT
Year Ending June 30, 2019

Beginning Balance - July 1, 2018		\$47,272.56
Receipts		
Earned Interest		<u>\$156.92</u>
Disbursements		
Port-o-let	\$430.00	
Repairs/improvements (benches, picnic tables, pavilion, etc.)	\$1,970.54	
Fencing	<u>\$27.40</u>	\$2,427.94
Ending Balance - June 30, 2019		<u>\$45,001.54</u>

MUNICIPAL RECORDS RESERVE FUND
Year Ending June 30, 2019

Beginning Balance - July 1, 2018		\$33,722.80
Revenue		
Recording Fees	\$7,526.00	
Interest	<u>\$119.45</u>	
Total Revenue		\$7,645.45
Expenses		
Monthly Software Program Fee	\$3,575.00	
Supplies	\$589.59	
Returned check fee	<u>\$20.00</u>	
Total Expenses		\$4,184.59
Ending Balance - June 30, 2019		<u>\$37,183.66</u>

STATEMENT OF OUTSTANDING DEBT
For Year Ending June 30, 2019

Lender	Capital Asset	2018	2019	Change
People's United Bank	2014 Western Star 4700	32,382	0	(32,382)
Community National Bank	2017 Pumper Truck	243,621	219,259	(24,362)
People's United Bank	2014 Ford F-550	13,159	0	(13,159)
Community National Bank	2018 Western Star	164,500	131,600	(32,900) (1)
Community National Bank	Jackson Farm/Maple Shade Town Forest	144,500	87,304	(57,196) (2)
People's United Bank	John Deere Loader	57,000	38,000	(19,000)
Westford Historical Society	Spiller House	87,659	0	(87,659) (3)
People's United Bank	2017 Western Star 4700	<u>109,734</u>	<u>82,300</u>	<u>(27,434)</u>
Totals		<u>852,555</u>	<u>558,463</u>	<u>-294,092</u>

- Notes:** (1) The 2018 Western Star truck was traded in FY20
 (2) Proceeds from the sale of Town Property was used to reduce outstanding principle
 (3) Spiller property was sold in April 2019 - Note was paid in full

STATEMENT OF RESERVE ACCOUNTS
For Year Ending June 30, 2019

	Beginning Balance				Ending Balance
<u>Reserves</u>	<u>7/1/2018</u>	<u>Deposits</u>	<u>Debits</u>	<u>Interest</u>	<u>6/30/2019</u>
Admin Capital Budget	\$75,857.43	\$2,600.00	\$4,925.00	\$247.72	\$73,780.15
Audit Reserve	\$64.04	\$0.00	\$64.04	\$0.00	\$0.00
Equipment Reserve	\$95,693.28	\$36,500.00	\$0.00	\$356.32	\$132,549.60
Fire Dept. Capital Budget	\$139,611.84	\$23,703.00	\$0.00	\$485.57	\$163,800.41
Lister PVR Education	\$5,039.45	\$0.00	\$0.00	\$16.90	\$5,056.35
Office Expansion	\$9,921.22	\$0.00	\$852.84	\$33.03	\$9,101.41
Reappraisal	\$82,166.13	\$8,109.00	\$0.00	\$281.47	\$90,556.60
Salt Shed	\$15,159.01	\$5,000.00	\$0.00	\$53.08	\$20,212.09
Total Reserve Accounts	<u>\$423,512.40</u>				<u>\$495,056.61</u>

SELECTBOARD

Westford's small town culture, known for community spirit and chipping in to help neighbors and solve problems, is a point of pride and fuels our accomplishments as a community. Our town staff and volunteers that serve on our Boards and Committees are the cornerstone of our success and strongly contribute to making Westford such a great place to live.

For a small town we have many community assets and a strong sense of volunteerism which enable us to accomplish so much. Thank you to all of you who chip in to create our wonderful town environment.

Town Staff

Road Crew – The vacancy created by the resignation of Scott Bushey in September 2018 was filled by Torrey Webster in February of 2019. Welcome aboard Torrey!

Financial Practices

Independent Professional Audit – Fothergill Segale and Valley audited the FY'19 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 FY'21 Budget – The Town budget proposal for next fiscal year (July 1, 2020 – June 30, 2021) is detailed in the tables contained in the Town Report.

The proposed budget includes using \$50,000 from the General Fund to reduce the amount to be raised in taxes. The proposed budget is increasing by 4.46% and the tax rate is increasing by 2.071%. For perspective, this tax increase results in approximately \$29.40 in additional taxes for a property assessed at \$200,000 and \$58.80 for property assessed at \$400,000.

The Town expects to pay off the highway deficit at the end of FY'20. As of June 30, 2019, the deficit was \$150,059. This is compared to a deficit of \$271,774 as of June 30, 2018. The deficit was reduced by \$124,310 which were funds not expensed in the FY'19 Highway Budget. The FY'20 Highway Budget includes \$55,000 to further reduce the deficit. This leaves a projected deficit balance of \$95,059 as of June 30, 2020. The General Fund had a surplus of \$303,994 as of June 30, 2019. The Selectboard plans to transfer \$95,059 from the General Fund to eliminate the highway deficit, leaving a surplus of \$208,935. The projected balance of the highway deficit as of June 30, 2020 is zero. The Selectboard thanks John Roberts for the outstanding job he's done managing the Highway Department to pay off the deficit sooner than expected.

The FY'20 highway budget includes funds for a fourth full-time road crew employee. Over the past few years, it has become evident that three road crew members is insufficient. At one point in 2018, due to a resignation and illness, the Town had only one road crew employee available to work for an entire month. Thankfully there were no major events therefore the significantly reduced work force was not an issue.

Road Projects

The Highway Department continues to do projects to bring the town into compliance with the Clean Water Act. The Town received two grants to do work on Rogers Road. Work was done in the fall of 2019 to improve drainage by creating a crown and improving ditches; a culvert will be replaced in the summer of 2020. In May 2019, the Road crew completed a project on Rubaud Road, which was also funded by a grant.

Conveyance of Town Owned Properties

Sale of Spiller Property - The conveyance of the Spiller property occurred in April 2019. The sale of this property involved many steps to resolve title concerns as well as formally laying out Common Road before it could be conveyed. The owner of the property is in the process of building a general store and cafe that is slated to open around the beginning May. The Town is excited for the new commercial establishment, which will play a vital role in revitalization of the town center. The mortgage held by the Westford Historical Society was paid and released. This property will appear on the tax roles for 2020.

14.9 Acre Lot (located off Westford Milton Road) - Conveyance of this lot occurred in February, 2019 and appeared on the 2019 tax role.

Maple Shade Town Forest

In March 2019, the Westford Town Lands Long-Term Management Plan Committee submitted a Management Plan to the Selectboard for the Maple Shade Town Forest and the property that surrounds the school's property. The Plan provides a framework for managing the Town Forest and adjacent Misty Meadows property (the trails behind the school). The Selectboard discussed the Plan at several meetings, in particular hunting in the Maple Shade Town Forest and an access for hunters. In September 2019, the Selectboard voted to approve the Plan. The Selectboard is grateful for the Committee's time and efforts in drafting the Plan.

Town Common

The Town Common received some well-deserved TLC in 2019 in preparation of its 200th anniversary celebration. Benches were repaired and new picnic tables were built. The landscape was spruced up with trimming of trees and bushes as well as mulching some areas. Cracks in the pavilion and several sink holes in the common were repaired. Funds for this project came from the Town Common Fund, which was created in 1994 with proceeds from a generous donation made by the Kruse family. A huge thank you to the Town Common Committee, Lori Johnson, Caroline Brown and Suzanne Kearns, for spearheading this project. Also, thanks to those who helped with this project: Ray Geddens, Dave Fitzgerald, John Fitzgerald, Morgan Emanuelsson, Greg Barrows, Peter Barrows, Melissa Manka, Susan Schmidt, Wendy Doane, the Road Crew (John Roberts, Sean Cushing, Torrey Webster) and the Essex Tech Center.

Ordinances & Policies

Fire Ordinance - The Selectboard adopted an Outdoor Fire Safety Ordinance on March 14, 2019. Westford voters submitted a petition calling for a Special Town Meeting, which was held on June 3, 2019. At the meeting, voters voted to disapprove the new ordinance. This resulted in the Ordinance to Regulate Open Fires adopted in 1996 to remain in effect.

Taxpayer Waste Reimbursement Policy - The Selectboard adopted a Waste Reimbursement Policy on February 25, 2019 in response to numerous problems with the collection of trash and recycling during inclement weather.

Trash & Recycling Contract

The contract for the collection of trash and recycling services provided by Myers Container Services expires at the end of June 2020. The Selectboard will be going out to bid for these services and exploring all options available.

Westford's Future

In September and October 2019, the VCRD (Vermont Council on Rural Development) held two community forums. The forums were well attended by residents of all ages and generated lots of great discussion. Three task force groups were formed as a result of the meetings: Improve Traffic Safety, Walkability and Bike-ability; Boost Local Business and Economic Development and Improve Broadband and Cell Connectivity; and Advance the Arts, Community Events and Communications. The task force groups were chosen as a part of the process that involved town residents. These groups will work on the action steps identified in the Westford's Future Report and Action Plan. The Plan is available for viewing at the town office and library or at <https://westfordvt.us/wp-content/uploads/2020/01/WestfordsFutureReport.pdf>. The Selectboard thanks all those who participated in the forums and for those who volunteered to serve on the task force groups!

Respectfully submitted,
Allison Hope
Julia Andrews
William Cleary

TOWN CLERK

The past year was fairly quiet and nothing unusual arose. In March 2019 I completed my 18th year and was elected to my 7th term. It's amazing how fast time has gone. I want to thank all of you for your continued support.

Elections

There were four elections in Fiscal Year 2019. The State Primary was held in August 2018, the General Election in November 2018, the Annual Town Meeting in March and the Annual Essex Westford School District Meeting in April. There was a Special Town Meeting held in June 2019 (floor vote only).

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'19, 607 documents (deeds, surveys, etc.) were recorded in the Westford Land Records. This number translates to 1,976 pages compared to 2,064 pages in FY'18. As time permits, older documents are scanned and added to the data base. The scanner we currently have does not accommodate the larger

books documents are recorded in, therefore, unless we acquire a larger scanner, back scanning will discontinue when we reach documents dated July 19, 1991.

Dog Licenses

In 2019, 436 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, 2019 through December 31, 2019 are as follows: 14 births, 12 deaths, and 4 marriages.

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

On July 1, 2019 Act 46, which made significant changes to the laws governing vital records, went into effect. The change that affects residents most is the process for obtaining certified copies of birth and death certificates. The 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.

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 donated funds for the holiday gift cards. The generosity of Westford residents continues to amaze me! The Town was able to help 30 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 very much appreciated!

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'19, the BCA met one time to revise the voter checklist, resulting in approving 121 voter registration applications, removing 80 voters and sending notices to 10 voters to confirm residency. In addition to this meeting, BCA members worked the polls at the 2018 State Primary Election, 2018 General Election, 2019 Annual Town Meeting and the 2019 Annual Essex Westford School District Election. 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 two requests 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 clear of brush with the ultimate goal of maintaining its integrity. 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. One lot was sold at Brookside Cemetery and two interments occurred 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 2018-19 fiscal year to finish restoring/cleaning gravestones in 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. We also repaired a total of five gravestones in Osgood Hill and Plains Cemetery. We have received considerable positive feedback regarding restoration of Brookside Cemetery over the past few years.

We had several diseased and dying trees removed in Richardson and Plains Cemeteries with the cooperation of the adjoining landowners during fiscal year 2018/19. This was to avoid catastrophic and irreparable damage to the gravestones. Our goal is to minimize this problem with preventive maintenance.

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.

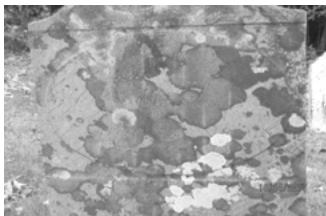
The use of our cemetery funds in the various savings accounts and certificates of deposit are limited as we can only use the nominal interest earned on the CD accounts and not the principal. This is a problem faced by many communities. Therefore, we rely on the money allocated in the Town of Westford General Fund.

Each town is required to maintain their cemeteries as indicated in the Vermont State Statutes (Title 18, Ch.121). The Westford Cemetery Commission, with the support of the townspeople, the public, and the descendants of people buried in the cemeteries, would like to continue to keep the cemeteries aesthetically pleasing, a source of historic information and a place of respect.

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

Respectfully submitted,
Lynn J. Gauthier
Ronald Perry
Glenn Rogers

Photos of Samuel Morton Gravestone (died 1805) - Brookside Cemetery



Before Photo – October 2017



After Photo – September 2018

TREASURER'S REPORT – CEMETERY FUNDS
Year Ending June 30, 2019

Cemetery Checking Account

Beginning Balance - July 1, 2018		\$3,931.00
Receipts		
Lot purchase	380.00	
FEMA funds from 2017 windstorm damage	3,000.00	
Interment Fees	100.00	
Town budget appropriation	12,300.00	
Burial recording fee	50.00	
Cloverdale recording fee	50.00	
Interest	<u>4.31</u>	
Total Receipts		15,884.31
Expenses		
Cemetery flags	144.00	
Gordan Stamp	25.15	
Recording fee	20.00	
Robert & Sons Mowing	3,049.98	
DJ's Tree Service	5,800.00	
Plouff's monument work	<u>2,205.00</u>	
Total Expenses		11,244.13
Ending Balance - June 30, 2019		<u>\$8,571.18</u>

Brookside Cemetery Checking Account

Beginning Balance - July 1, 2018		\$528.75
Receipts		
Interest	<u>0.24</u>	
Total Receipts		0.24
Ending Balance - June 30, 2019		<u>\$528.99</u>

Cemetery Savings Accounts

	Balance on <u>7/1/2018</u>	<u>Income</u>	<u>Interest</u>	<u>Expense</u>	Balance on <u>6/30/2019</u>
Alger	\$319.03	\$0.00	\$0.17	\$0.00	\$319.20
Osgood Hill	\$588.96	\$100.00	\$0.31	\$0.00	\$689.27

Cemetery Savings Accounts (continued)

	Balance on <u>7/1/2018</u>	<u>Income</u>	<u>Interest</u>	<u>Expense</u>	Balance on <u>6/30/2019</u>
Cloverdale	\$275.39	\$0.00	\$0.15	\$0.00	\$275.54
Perpetual Care	<u>\$1,761.54</u>	<u>\$100.00</u>	<u>\$0.70</u>	<u>\$1,000.00</u>	<u>\$862.24</u>
Total	\$2,944.92	\$200.00	\$1.33	\$1,000.00	\$2,146.25

Cemetery CDs

	Balance on <u>7/1/2018</u>	<u>Deposit</u>	<u>Interest</u>	<u>Withdrawal</u>	Balance on <u>6/30/2019</u>
James Grow	\$4,666.61	\$0.00	\$9.46	\$0.00	\$4,676.07
Osgood Hill	\$8,422.16	\$100.00	\$13.79	\$200.00	\$8,335.95
Phillips	\$683.82	\$0.00	\$1.27	\$0.00	\$685.09
Irish	\$767.68	\$0.00	\$1.56	\$0.00	\$769.24
Brookside Cemetery	\$18,110.08	\$0.00	\$337.33	\$0.00	\$18,447.41
Perpetual Care	<u>\$3,027.44</u>	<u>\$1,000.00</u>	<u>\$6.97</u>	<u>\$0.00</u>	<u>\$4,034.41</u>
Total	\$35,677.79	\$1,100.00	\$370.38	\$200.00	\$36,948.17

Total Cemetery Funds

Cemetery Checking	\$8,571.18
Brookside Checking	\$528.99
Savings	\$2,146.25
CDs	<u>\$36,948.17</u>
Grand Total in Funds	\$48,194.59

CONSERVATION COMMISSION

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

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

The WCC is working on developing additional trails in the newly-acquired Maple Shade Town Forest. This effort consists mainly of clearing old logging roads in areas identified by the Long-term Management Plan as appropriate for trail usage. A large part of Maple Shade Forest will remain completely undeveloped and will be managed forest. Joel Fay and Dale Rodgers, WCC members, continue to improve and maintain these newer trails, as well as the established ones. The WCC aims to develop maps that will let users know of the trail locations and lengths, as well as posting information concerning forest conditions and helpful information. Currently the trails are blazed and maps are located at the kiosk in the school parking lot and at the entrance to the forest.

Joel Fay has been maintaining the school trails (n/k/a "Misty Meadows"), as well as creating new trails, for a number of years, helped at times by Dale Rodgers. Dale has implemented, and maintains, the "Mutt Mitts" at the entrances to the trails at either end of the school parking lot. The WCC also maintains the Schultz Trail that leads from the end of Old #11 Road to Machia Hill Road.

Newly cleared this year is the Goodrich Trail which goes all the way to Underhill. This trail has a trailhead at the end of Machia Hill Road; just keep going on the road as it develops into a logging road and follow the yellow diamond WCC signs. The Underhill side comes out on Repa Road which leads to Route 15.

This year we say goodbye to long-time commission member Marilyn Thomas. Marilyn knew every single person in town, could identify their parcels on a tax map, and knew all the neighbors, too. She is irreplaceable, and both she and Grant will be missed.

The WCC encourages all residents to contact us with any comments or concerns, especially if a trail needs work due to blowdowns or washouts. We are also available if you are interested in helping maintain trails or in setting up a temporary right-of-way for trail usage. The WCC can be reached by emailing westfordcc@googlegroups.com.

CONSERVATION FUND
Year Ending June 30, 2019

Beginning Balance - July 1, 2018	\$10,281.03
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Revenue

Transfer to fund	\$2,670.08
Interest	<u>\$31.39</u>
Total Revenue	\$2,701.47

Expenses

Conservation Fund Expenses	\$520.74
Maple Shade Town Forest Expense	<u>\$1,115.28</u>
Total Expenses	\$1,636.02

Ending Balance - June 30, 2019	<u>\$11,346.48</u>
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DELINQUENT TAX COLLECTOR**Calendar Year Report: As of December 31, 2019**

<u>Tax Year</u>	<u>Begin Tax Amount</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected</u>
2017-18	3,039.82	3,039.82	0.00	0.00
2018-19	<u>61,513.16</u>	<u>57,504.02</u>	<u>+1,757.47</u>	<u>5,766.61</u>
Total	64,552.98	60,543.84	+1,757.47	5,766.61

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
12/31/19	64,552.98	60,543.84	+1,757.47	5,7566.61

As of December 31, 2019, delinquent taxes in the amount of \$5,766.61 remain uncollected. During 2019, the amount of \$1,757.47 was added to the delinquent tax list due to corrections made by the Town Treasurer. There were no taxes abated in calendar year 2019.

Additionally, per the request of the Town Auditors, a fiscal year report showing balances for FY19 is included below.

Fiscal Year 2019 Report: July 1, 2018 through June 30, 2019

<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>
2016-17	447.29	447.29	0.00	0.00
2017-18	26,915.66	24,475.57	0.00	2,440.09
2018-19	<u>61,513.16</u>	<u>39,985.71</u>	<u>1,757.47</u>	<u>23,284.92</u>
Total	88,876.11	64,908.57	1,757.47	25,725.01

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. Only one lot was created but there were several sketch plan applications which will likely create more lots down the road. We also heard one appeal of an administrator officer decision. The following is a summary of the applications the DRB reviewed for the reporting period:

- Sketch Plan Review- 5
- Preliminary Plat Hearings - 0

- Final Plat Hearings- 1
- Conditional Use Hearings - 2 (1 for WRO crossing, 1 for commercial business)
- Site Plan Hearings – 2
- Waiver Hearings – 1
- Variance Hearings - 0
- Appeal Hearings – 1
- # of New Development Lots Created - 1
- # of New Deferred Development Lots Created 0
- Acres of Open Space Created – 0
- Miles of Pedestrian Path Created – 0

In March of 2016, the DRB began reviewing projects under the new Westford Land Use 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 on our boards and the Development Review Board is no exception. Sara Devico and Keith Simpson left the board. Andrew Collier and Jesse Labrecque were appointed to fill their positions. Thank you both for your service on the DRB. Andrew and Jesse thank you for stepping up!

Respectfully submitted,
Matt Wamsganz, Chair

DOG WARDEN

The following is an accounting of dog incidents handled January 1, 2019 through December 31, 2019.

1/2/19	Searched for lost dog, was not found: 2.75 hours, 5 miles
1/26/19	Investigated complaint of abused dogs, visited residence and determined no abuse: 1.5 hours
2/3/19	Received 4 th complaint on a dog, discussed with town office staff, researched the ordinance and process, issued fine: 2.75 hours, 8 miles
2/7/19	Picked up found dog, located owners and returned dog: 1.5 hour , 13 miles
3/21/19	Investigated complaint of dogs barking: 1 hour, 7.6 miles
4/1/19	Investigated dog complaint; 2 nd offense, issued fine: 1.75 hours, 16 miles
4/9/19	Searched for lost dog, was not found: 1.75 hours, 20 miles
4/11/19	Attended dog hearing regarding 3/21 complaint: 1.5 hours, 8 miles
4/23/19	Responded to complaint of a dog running at large; corresponded with dog's owners, issued fine: 1.5 hours, 13 miles
4/27/19	Retrieved two dogs found, dogs reunited with owners: 1.25 hours, 24 miles

- 4/30/19 Searched for lost dogs reported to have porcupine quills, were not found: 1 hour, 5 miles
- 5/8/19 Investigated complaint of aggressive dogs running at large; met with owner of dogs, dogs appeared to be friendly, gave verbal warning: 1 hour, 20 miles
- 5/14/19 Investigated report of an aggressive dog that moved to Westford, owner unknown, could not determine if dog was in Westford: 1.5 hours
- 5/14/19 Received complaint of dog running at large, 2nd complaint, issued fine: 2 hours, 6.4 miles
- 5/21/19 Investigated complaint of dog, repeat offender, issued fine: 1 hour, 8 miles
- 5/25/19 Retrieved dog found; searched and found owners, returned dog: 2 hours; 10 miles
- 6/8/19 Investigated complaint of barking dog; 45 minutes
- 8/22/19 Picked up dog found in Essex with Westford tags, phone number on tags no longer in service, kenneled dog overnight, owners came and picked dog up next day: 6 hours, 69 miles
- 8/31/19 Lost, hungry dog showed up on my property, posted notice on Front Porch Forum, owner picked up dog: 1 hour
- 9/28/19 Investigated aggressive dog report, issued fine to owner of dog: 4.5 hours, 20.2 miles
- 9/30/19 Received report of dog at large, found dog and reunited with owners: 1 hour, 2 miles
- 10/15/19 Investigated report of dog that has got into trash on multiple occasions; identified owner and left written warning: 1 hour, 10 miles
- 10/15/19 Responded to report of dog found, relocated dog with owner, advised owner to license dog: 2 hour, 14 miles
- 10/19/19 Searched for report of lost dog; dog returned home: 40 minutes
- 12/4/19 Attended training conference: 10 hours; 68 miles

Respectfully submitted,
Dave Tilton

FIRE WARDEN

Winter is here and at this time we should be blanketed with snow. As you know, burn permits are not needed when we do have snow on the ground. However, I respectfully request that you continue to take out a permit for your fire. The reason for this is that it helps the town's fire officials determine whether a controlled burn or an actual fire is in progress. I will continue to monitor weather conditions on a daily basis and will open or close the burn system as an advisory.

What is legal to burn does not change. A rule of thumb I like to use is "if it grows on your lawn then it's probably safe to burn." No garbage, treated wood, paper and 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 time frame:

- 414 permits were issued electronically
- 4 hard copy permits by the Fire Warden
- 14 hard copy permits by the Town Office
- 2 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 2020.

The Vermont Division of Property Valuation set Westford's 2019 Common Level of Appraisal at 96.04% of fair market value. New CLA's come out in January of each year, arrived at from the previous year's sales analysis. Westford properties are all assessed using the same building cost tables and land schedules that were established for our last reappraisal in 2009.

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

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

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

Also **Form HI-144 Household Income** is due April 15th (late filing penalties apply). For more information go to <http://tax.vermont.gov> and search for HS-122 or <http://tax.vermont.gov/sites/tax/files/documents/PropertyTaxAdjustmentFS.pdf>

Respectfully submitted,
Caroline Brown
Trish Indoe
Ben Saunders

PLANNING COMMISSION

The Planning Commission is comprised of five Westford residents: Koi Boynton, Gordon Gebauer, Seth Jensen, George Lamphere and Mark Letorney. In May of 2019 Wendy Doane resigned in order to focus her energies on the White Church on the Common. We were sad to see her go, but we are very excited to welcome George Lamphere as Wendy's replacement. The Planning Commission drafts the Town Plan and Westford Land Use and Development Regulations, conducts planning studies, assists other Town committees and performs other planning duties as directed by the Selectboard.

The Westford Planning Commission continues to work on many issues of importance to the Westford community. For 10 years, the Planning Commission has been trying to find solutions to the lack of septic capacity in the village. This issue is particularly urgent due to the compromised septic systems currently serving the Town offices, Library, White Church on the Common, Brick Meeting House and private properties surrounding the Town Common. We know how and where a community septic system can be constructed and how much it will cost to build. The next step for the Town is to 1) compile a Preliminary Engineering report (PER)/Facilities Plan which is required for state and federal grant eligibility and 2) develop funding scenarios which will likely include grants and public-private partnerships. Once we have examined all available funding scenarios, we will be in a better position to determine if the project is economically feasible and what amount the Town will need to contribute to serve our municipal and community buildings in the village. We anticipate completing this next step in late 2020.

In 2019, the Planning Commission reached out to Vermont Council on Rural Development (VCRD) who awarded a Community Visit to the Town. A Community Visit Steering Committee was formed to help organize the event and in September and October of 2019 two community meetings were held at the Westford School. The purpose of the Community Visit was to have the public identify issues, develop solutions, prioritize actions, create actions plans/teams and implement said plans with the assistance of resource teams comprised of federal, state and non-profit experts. The meetings focused around 1) Village Revitalization & Economic Development and 2) Community Communications, Events & Gathering Spaces. Both meetings were very well attended and produced many great ideas.

After many years of lobbying, we were finally successful in convincing the Vermont Department of Transportation to install a crosswalk from the Town Offices to the Town Common. The crosswalk is in a safer location to cross Route 128 than most other sections, and hopefully will act as a traffic calming measure.

In the spring of 2019, we were treated to the weekly appearance of the Wagyu Wagon on the Town Common. This was brought about because the Planning Commission recommended to the Selectboard that the Town pass a mobile food vendor ordinance that would allow food trucks and other food vendors to operate on the Town Common. The Planning Commission drafted the ordinance for the Selectboard's consideration, which agreed and adopted the ordinance in time for vendors to be ready by spring 2019. We hope to see more vendors on the Town Common in 2020.

As a result of the re-writing of the land use and development regulations several years ago, many more uses are now permitted in the Village area without the need for prolonged Development Review Board (DRB) review. At the time of writing this report, construction has not yet started on the new village store. However, the developers of the store received their Town permit very quickly without the need for DRB review. The developer of the new village store was the first commercial applicant to apply for

a permit under the form-based code. It appears that the permit process for this development was quick and efficient. We look forward to the store's opening.

Another result of the re-writing of the land use and development regulations was the town became eligible for Neighborhood Development Area Designation to which the Vermont Downtown Board approved our application in April of 2019. This designation benefits developers within the village by reducing state permitting fees, raising the Act 250 threshold and offering a land gains tax exemption. It should be noted that in September of 2015, the town received Village Center Designation as well which offers a variety of tax credits to individuals restoring and repurposing historic structures for commercial purposes and/or multi-family housing.

The Planning Commission continues to work on the update of the Town Plan and will be seeking approval of the updated Town Plan in early spring, 2020. The Town Plan was last updated in 2015. Once the new update is approved, we will not have to update the plan again until 2028.

Finally, the Planning Commission continues to evaluate the Town land use and development regulations as individual projects go through the permit process. As a result of citizen input, the Planning Commission has completed two rounds of amendments to the regulations. Many of these amendments were brought about because residents and the DRB asked the Planning Commission to reconsider a particular regulation and its potential unintended consequence. The Planning Commission will begin a third set of amendments sometime in the spring of 2020.

Public input is 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

Respectfully submitted,
Koi Boynton, Gordon Gebauer, Seth Jensen George Lamphere, Mark Letorney

RECREATION COMMITTEE

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.

As we welcome 2020, the Westford Recreation Department is entering into its 21st year. This is a partially self-sustaining department that consists of a volunteer board with seven members and a coordinator. Please welcome our newest members Lori Miller, Patrick Cribb and Adam Adorsio.

This past year the Recreation Committee offered several programs and events. Summer and Fall soccer programs, Summer T-ball, Fourth of July community event, Lacrosse, Women's Futsal and Basketball, Coed Adult Basketball, Chorus, the Pumpkin Run and the Easter Egg Hunt on the Green, just to name a few. We are always looking for new programs that interest the community. Please feel free to reach out with any recommendations you may have.

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 to 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!

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.

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, Lori Miller, Patrick Cribb, Adam Adorsio, Ben McElvany, Kristi Griffin, Megan Valyou-Orisko, Chuck Medick and Tonya Calley

RECREATION DEPARTMENT Year Ending June 30, 2019

Beginning Balance - July 1, 2018

\$8,939.78

Revenue

Chorus	1,500.00
Donation from Town	5,000.00
Basketball - Winter	420.00
Basketball - Camp	172.50
Soccer - Summer	1,260.00
Soccer - Fall	2,225.00
Broomball	80.00
Lacrosse	1,450.00
Westford Mile	25.00
Yoga	1,924.00
Paint & Sip	245.00
Soccer - Camp	1,665.00
Cycling Program	10.00
Adult Pickup Basketball	180.00
Fencing	729.00
Art Camp	1,375.50
Fishing Trips	25.00
4th of July Revenue	113.85
Pumpkin Run	253.00
Donations	20.00
Miscellaneous	<u>200.00</u>

Total Revenue

\$18,872.85

Expenses

Rec Coordinator Salary	4,896.00
Referees	0.00
FICA Expense	374.53
Lacrosse	692.54
Summer Soccer	150.00
Fall Soccer	319.81
Basketball Camp	466.25
Yoga	1,558.05
Uniforms	500.00
Paint & Sip	202.50
Broomball	337.99
Advertising	60.00
Concerts	0.00
Chorus	1,240.00
Fencing	60.00
Art Club Expense	1,184.62
Soccer camp	1,000.00
Adult Pickup Basketball	68.89
4th of July	0.00
Pumpkin Run	0.00
Toilet Rentals	730.00
Miscellaneous	<u>18.49</u>

Total Expenses **\$13,859.67**

Ending Balance - June 30, 2019 **\$13,952.96**

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

“Perhaps no place in any community is so totally democratic as the town library. The only entrance requirement is interest.” Lady Bird Johnson

The Westford Public Library is 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. We are committed to providing a space that is open and inviting to all. We strive to provide the community with diverse opportunities for personal and community development, education, and enjoyment. The Library Trustees continue to support the Library Director in her efforts to identify themes and build on programs that bring the community together (NOFA community dinner, Family Movie Night, Baby Tea, KinderNight, art and travel programs, etc.).

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

- 120% increase in e-book downloads (The Library has expanded digital subscriptions in response to town demand.)
- 22% increase in material circulation over 2018 (~16,000)
- 36% increase in juvenile / teen / graphic novels circulation
- ~10,000 recorded visits!
- ~2,700 people attended Library programs
- 500 volunteer hours
- Most checked out item: The ECHO Center Pass

Our Library Director Bree Drapa’s successful partnerships with Westford School and other libraries continue to be widely recognized, especially in the area of children’s programming. In 2018, the library offered over forty summer programs with a cumulative attendance of over 800 children. During

National Library Week, Drapa appeared on WCAX's Across the Fence program to offer reading recommendations. The adult book group regularly hosts 12-15 readers.

Our town is blessed with a talented group of volunteers. Each week volunteers help process, shelf, and repair books leaving our librarian more time to develop programs, apply for grants, and maintain the collections and technology integral to a 21st-century library. Their contribution is invaluable. In any year, 30-50 volunteers generously give their time to help our library function smoothly and support a wide array of programs. To each volunteer, the library thanks you deeply for helping make the library the institution it is.

Our small library has an oversized impact on the community as a place for people to meet, interact, and exchange ideas. This impact was emphasized by residents at the September 19, 2019 Community Forum.

This year, the Trustees completed a five-year strategic plan. A pillar of this plan is the commitment to maintaining the library as a community center and increasing the diversity of the library catalog. To maintain a safe and comfortable space, we will be replacing the entrance ramp and steps, looking to improve the library's lighting, and lining and capping the chimney.

With appreciation for the community's support of our public library.

Respectfully submitted,
Beth Lane, Chair
Allison Hope, Treasurer
Patricia Hechmer, Secretary
Peggy Rodgers
Laurie Wight

LIBRARY TRUSTEES FUND
Year Ending June 30, 2018

		2018-19	2018-19	2019-20	2020-21
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
400-78 Expenses					
7800-00.00	Expenses	13,068	12,473.78	13,818	13,718
7800-01.01	Trustee Fund Expense Account	0	1,523.75	0	0
7800-04.00	Library Summer Performer	0	200.00	0	0
7800-05.00	Conference	0	324.00	0	0
7800-06.00	Ashgate Grant	0	0.00	0	0
7800-08.00	Postage Grant Expense Account	0	607.50	0	0
7800-10.00	Librarian Salary	33,619	33,400.06	34,608	35,296
7800-10.01	Substitute Librarian Salaries	1,492	2,656.80	1,550	1,550
7800-14.00	FICA	2,686	2,957.25	2,766	2,819
7800-15.00	Health Insurance	9,975	6,900.00	10,773	9,931
7800-16.00	Pension	1,009	1,079.98	1,038	1,059

		2018-19	2018-19	2019-20	2020-21
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
400-78 Expenses (continued)					
7800-48.00	Insurance & W/C Insurance	2,410	2,552.64	2,529	2,930
7800-68.00	Building Maintenance & Repair	4,000	3,071.23	3,500	3,500
7800-74.00	Travel	450	338.49	450	450
7800-75.00	Fuel	661	887.56	670	976
7800-76.00	Electricity	1,198	1,102.92	1,100	1,215
7800-77.00	Telephone & Internet	800	616.77	700	750
7800-78.00	IT	<u>700</u>	<u>680.84</u>	<u>700</u>	<u>750</u>
Expense Total		72,068	71,373.57	74,202	74,944
400-27 Revenue					
2705-00.00	Town Appropriation		72,068.00		
2710-00.00	Trustee Fund		1,358.53		
2715-00.00	ARSL Conference Grant		450.00		
2725-00.00	Postage Grant		292.50		
2726-00.00	Ashgate Grant		0.00		
2727-00.00	Summer Performances		<u>400.00</u>		
Revenue Total			74,569.03		
Beginning Balance July 1, 2018			15,662.90		
Revenue			74,569.03		
Expenses			-71,373.57		
Adjustments			<u>0.00</u>		
Ending Balance June 30, 2019			18,858.36		

WESTFORD VOLUNTEER FIRE DEPARTMENT

During the fiscal year 2019, the Westford Volunteer Fire Department responded to 33 emergency calls as follows:

- 1 Structure fire
- 12 Motor vehicle accidents
- 1 Car fire
- 1 Brush fire
- 1 Fire alarm investigation
- 2 Carbon monoxide alarms
- 2 False alarms
- 6 EMS rescue assists
- 2 Investigations of suspicious smells/gas in residences
- 1 Good intent call
- 2 Mutual aid calls
- 2 Calls canceled en route

Department highlights of 2018-19

- Our firefighters regularly participate in combined trainings with other area fire departments, which enhances the coordination between departments for mutual aid. One of this year's events was a live fire training with Fairfax, Underhill-Jericho, and Essex Junction Fire Departments. Thank you to our Common Road neighbors for your patience and hospitality. Thank you to Jeff Hutchins for offering this training opportunity.
- Department members participated in National Fire Academy Courses through the Vermont Fire Academy to advance our skills in responding to fires and emergencies.
- During Fire Prevention Week, Department members 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.
- On Green Up Day, we held another successful Tag Sale, with proceeds contributing to the Betty Fay Memorial Scholarship. Thank you to all who contributed items for the sale, and to all who attended the sale. We would also like to thank the firefighters, and their families and friends who volunteered their time for the sale.
- 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. For a cost of \$15.00, Fairfax Rescue will make and install the sign. Please call 849-2773 for information. 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.

We would like to thank Carol Howrigan for taking on the immense project of organizing the fire station supply room and transforming it into a more usable space.

Congratulations to Mia Guidry for earning the award of the Betty Fay Memorial Scholarship.

Congratulations to our Firefighter of the Year, Joe Casilli. Joe takes initiative and accepts many responsibilities in the Department, has taken part in numerous training opportunities, and is interested in a future in public service.

We would like to thank Grant Thomas for 16 years of service to the department, Tom Dunkley for 6 years of service, and Dave Vierling for 4 years of service. A hearty welcome to new members, Chris King and Garrett Bartlett. Garrett comes to us certified as a Firefighter I, previously working at Essex Junction Fire Department. We are grateful for their service to the Department and our community.

Our roster of active interior certified firefighters currently stands at six. 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 2019:

Steve Willard	Chief
Bill Fay	Assistant Chief
John Quinn	Captain, Treasurer
Tony Pouliot	Captain
Josh Smith	Firefighter
Dan Gwozdz	Firefighter
Jerry Duchaine	Firefighter
Joe Casilli	Firefighter
Garrett Bartlett	Firefighter
Chris King	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 2019

RECEIPTS

Reimbursements & Grants	2,584.11
Checking Account Balance on Hand 7/01/18	3,700.14
Operating Budget from Town General Fund	<u>50,100.00</u>

TOTAL RECEIPTS

56,384.25

DISBURSEMENTS

Administrative Equipment & Supplies	837.56
Communications	
Telephone & Internet Service	2,069.58
New Pager/Radio Purchase	0.00
Radio Maintenance & Repair	229.45
Awards/Donations/Scholarship	812.00
Dues & Subscriptions	221.00
Fire Prevention/Public Education Supplies	418.50
Fund Raising	0.00
Building Expense	1,153.84
Fuel & Oil	69.51
Insurance	15,381.00
Dry Hydrant Materials	0.00

DISBURSEMENTS (continued)

Fire Fighting Supplies	1,114.90	
Personal Safety Equipment	9,569.01	
Small Equipment Maintenance	851.89	
Small Equipment Purchase	1,994.53	
Station Supplies	57.05	
Training	2,134.25	
Truck Maintenance/Repair	3,351.13	
Computer Hardware/Software/Maintenance	0.00	
Cascade Air System/Maintenance	14,590.62	
SCBA Equipment/Maintenance	<u>905.00</u>	
TOTAL DISBURSEMENTS		55,760.82
Checking Account Balance on Hand 6/30/19		<u>623.43</u>
TOTAL		56,384.25

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 to 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.

Expanded opportunities for Accessory Dwelling Units (ADUs) and Two-family Dwellings 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, 2018 – June 30, 2019

Houses	8
Garages	6
Sheds/Barns	11
Home Occupations	2
Miscellaneous	15
Additions to Houses	1
Accessory Apartments	2
Agricultural Structures	3
Administrative Amendments	1
Commercial Buildings	1

Respectfully submitted,
Kate Lalley

BRICK MEETING HOUSE SOCIETY

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

Activities over the past year include:

- 13 rentals
- Broomball Tournament Support

- Monthly luncheons for Westford Seniors
- Monthly meetings for the WHS
- FCTC meeting
- Westford School Chorus
- Private parties and events
- Westford PTO gathering and events
- Westford 8th grad activities
- Monthly WHS meetings, ongoing WHS archival work and historical preservation
- 2 funeral receptions
- Maple Shade Town Forest potluck dinner
- Rec. Dept. with regular activities including fencing, art camp, yoga, and Paint & Sip
- Meetings for town and other civic business
- Monthly Friday open mike Coffee House
- Fire Department

Notes from 2018-2019

The building continues to be frequently used by the community. Our operating budget is shared by member groups and support within the town budget. 2019 fundraisers included: broomball tournament, Ice Cream Social and the monthly Coffee House. Other member group fundraisers have been held as well. We're equipped with a full community kitchen and dining capacity for 64 – 80 at any one time and wheelchair accessible.

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 25th year, we welcome the influx of fresh energy with new folks taking over more of this work. Additional capital improvements need to happen! These include floor refinishing, interior and exterior painting, and front vestibule floor restoration. We need help, so join us!

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 other help. Feel free to contact any of our members, or the BMHS through the town office or by mail at P.O. Box 63, Westford, VT 05494. Thank You!

Respectfully submitted,
John Doane, (UCW) president, BMHS
Caroline Brown, (WHS), vice president, & scheduler
Greg Barrows, treasurer
Tom Townsend (FCTC), secretary
Dave & Lynn Gauthier (WHS)
Loreen Teer, (Westford Seniors)
Michael Kirick (Westford Coffee House)
Lori Johnson and Ray Geddes (community at large)

BRICK MEETING HOUSE SOCIETY REVENUE & EXPENSES

Balance - July 1, 2018		\$3,807.33
<u>Revenue</u>		
Community donations	1,285.00	
Fundraisers	1,886.75	
Town of Westford	4,500.00	
Member group donations	800.00	
Other	0.00	
Rent	1,445.00	
Interest	<u>1.11</u>	
Total Revenue		\$9,917.86
<u>Expenses</u>		
Operations	9,715.92	
Major Repairs	<u>0.00</u>	
Total Expenses		\$9,715.92
Net Activity		\$201.94
Ending Balance - June 30, 2019		<u>\$4,009.27</u>

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.*

In 2019 the Historical Society offered several programs to the town. We had Bill Mares with his Bees Besieged, A History of Beekeeping. Linda Radtke performed her Civil War Songbook. These two programs were part of the Vermont Humanities Council Speaker's Bureau. We also had speaker Laurie DiCesare present her Native & Colonial Medicinal & Edible Plants program.

We received many donations from the Rogers family this past year. From photographs to maps, clocks to furniture and many farm implements.

We are continuing to photograph the old houses to combine into the State's 1968 documentation.

Our meetings are held on the third Monday of the month, at 6:30pm, at the Brick Meeting House on the Common.

Respectfully submitted,
Caroline Brown, President



One section of E.B. Domingue's store. The building was located next to "The Hotel".

E.B. Domingue's store



Interior of one of the stores

SENIOR LUNCHEON

Between 30 and 40 Westford Seniors gather on the second Monday of each month at the Red Brick Meeting House for food and companionship. (We do not meet in July or August.) Doors open at 11:30 for socialization prior to the delicious and nutritious noon time meal. A basket is passed for a free will offering.

The slate of officers has remained the same for several years with Carol Howrigan as President, Maureen Estus as Vice President, Loreen Teer as Treasurer and Beth Menut as Secretary. Caroline Brown continues to plan and coordinate the menu, e-mailing volunteers who provide the requested items. Dave and Judy Adams have continued their generous donation of chicken and turkey for some of our meals. Cereta Lamphere offers the Blessing and has provided table covers with colorful napkins and seasonal flowers to decorate our tables.

This past year we had a number of speakers. They included the Robotics team from the Westford Elementary School; the Westford 8th graders who brought cake and shared highlights of their Washington, D.C. trip; Representatives from the Visiting Nurse Association who spoke about end of life planning; an AARP member spoke on Identity Theft and fraud as seniors are often the target. We heard from a community outreach worker from the Chittenden County Solid Waste District and from our own Dr. Barry Solomon, a retired dentist, who gave helpful advice as to the prevention of dental disease. All were well received.

Carol Howrigan chaired the food sale at the Fireman's Tag Sale which generates some money for our treasury. And Loreen Teer continues to run a small raffle which also augments our bottom line. Lucky winners often go home with flowers that had decorated the tables.

Although we don't always have speakers, we always have a very brief business meeting and chance for updates from the community. We look forward to another successful year with all Westford Seniors (55 and up) welcome to join this fun and lively gathering.

Respectfully Submitted,
Beth Menut, Secretary

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, Vermont
Contracted Waste & Recycling Reimbursement Policy**

SECTION 1: PURPOSE

1.0 This policy provides a mechanism for reasonable taxpayer reimbursements when contracted waste and recycling services are not provided as per agreement(s) between the Town of Westford and the waste removal contractor(s).

SECTION 2: APPLICABILITY

2.0 This policy applies to all contracted waste and recycling services for Town of Westford.

2.1 This policy does not supersede or replace existing state or federal laws, nor limit other remedies available to the Town of Westford or its taxpayers.

SECTION 5: Causes and Reimbursements

5.0 Where contracted waste and recycling services have not been performed for more than two (2) full weeks due to any cause, reimbursement shall be applicable to those taxpayers impacted by lack of services under the following conditions:

- a) Impacted taxpayers shall have complied with all instructions, restrictions, and actions normal to contracted waste and recycling services and as otherwise provided within the contracted services agreement.
- b) The service provider has made no attempt to provide service on an alternate day.
- c) Impacted taxpayers shall submit signed receipt(s) to the Westford Town Office within ten (10) days of the failure of the service provider to collect waste and/or recyclables after the two (2) full weeks of lapsed services has expired. Such submissions may be made in person, via email, or mail postmarked within the above ten (10) day period. The Selectboard may waive this time period upon appeal by any resident so impacted by lack of services.
- d) Receipts are payable to the degree they are reasonable and comply with conditions as specified in the service contract for the period missed services.
- e) Reimbursement of approved receipts will be paid by the Town of Westford directly to taxpayer via check at intervals not to exceed forty-five (45) days. No other credits against taxes or other fees shall be applicable.

SECTION 6: Effective Date of Policy

6.0 This policy is effective as of the following date: February 25, 2019

WESTFORD SELECTBOARD
Allison Hope, Chair
Julia Andrews, Board Member
Grant Thomas, Board Member

**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 Weinhausen
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, 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 2019 (October 1, 2018 - September 30, 2019), Age Well served 20 people from Westford. Services included:

- 10 calls to the Helpline
- 6 residents received Meals on Wheels
- 74.25 hours of Care & Service Coordination
- 6.25 hours of Options Counseling; 2 residents took Tai Chi classes

Twelve (12) Westford residents volunteered over 1,185 hours.

Impact:

- 1 year of Meals on Wheels equals roughly the same cost as one day in a hospital.
- 95% say Meals on Wheels helps them stay at home.
- 87% say Care & Service Coordination has helped improve their quality of life.

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 for comprehensive and collaborative transportation planning involving municipalities, state and federal agencies and other key stakeholders in Chittenden County. The CCRPC works to ensure implementation of the regional transportation plan and 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 VTTrans, 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 FY19, 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 \$5.2 million in Federal and State investment with \$245,000 in municipal dues and another \$227,000 in local match for specific projects—an 11:1 return on local investment.

Westford representatives to the CCRPC Board and other committees in FY19 were:

- CCRPC representative – Dave Tilton
- CCRPC alternate – Vacant
- Transportation Advisory Committee (TAC) – John Roberts
- Planning Advisory Committee (PAC) – Melissa Manka
- Clean Water Advisory Committee (CWAC) – Marilyn Thomas

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 FY2019, the CCRPC provided direct assistance to Westford on the following projects and initiatives:

- **Emergency Management – LEMP:** CCRPC staff offered assistance with preparation of the annual Local Emergency Management Plan (LEMP), formerly known as the Local Emergency Operations Plan (LEOP), to ensure that Westford is prepared in the event of a disaster.
- **Geographic Information Systems** – CCRPC staff created a map for Westford to help visitors find the seven cemeteries in the municipality, a map depicting the Gun Free Zone around Westford schools and a mapping shapefile of the newly created Neighborhood Development Area. CCRPC staff with input from the town planner proposed revisions to Census statistical boundaries that will be used to tabulate data for the 2020 Census, the American Community Survey, and the economic census.
- **Chittenden County Brownfields Program** – The CCRPC manages this program to help properties that are vacant or underutilized because of potential petroleum or hazardous substance contamination become productive again. Since the fall of 2016, using EPA grants funds, the program has provided \$2,400 to assess potential contamination at 1705 VT Route 128. For more information, visit <https://www.ccrpcvt.org/our-work/economic-development/brownfields/>.
- **Grants-in-Aid** – CCRPC staff assisted in planning and implementing two water quality projects on Manley Road and Huntley Road. These projects totaled \$17,000 which resulted in roadway/stormwater upgrades to meet MRGP compliance. Staff also provided assistance with planning for future grants-in-aid cycles.

- **Technical Assistance** – CCRPC staff provided the following technical assistance to the Town:
 - Investigated Economic Development Administration grant eligibility related to Town's planned wastewater system;
 - Conducted one roadway (AADT – Annual Average Daily Traffic) count.

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 FY2019 Vermont Agency of Transportation Capital Program for design or construction.

VT15 Paving – \$10.95 million for paving from approximately North Underhill Station Road to Cambridge. Paving to begin in 2020.

REGIONAL ACTIVITIES

- **ECOS Plan Implementation:** CCRPC continues to implement it's *2018 Chittenden County ECOS Plan* which combines the regional plan, comprehensive economic development strategy, and metropolitan transportation plan, as reflected here in this report. The *2018 ECOS Annual Report* is a summary that highlights a number of regional accomplishments, trends, and high priority actions. (<http://www.ecosproject.com/annual-report/2018-annual-report>) In addition, the ECOS Scorecard hosts the ECOS Partners' shared measurement and indicator system that monitors how well Chittenden County is doing relative to achieving our shared ECOS goals. (<https://app.resultsscorecard.com/Scorecard/Embed/8502>)
- **Legislative Forum** – The CCRPC hosted the 2018 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 2019-2020 legislative session, including: housing, water quality, employment and Act 250. (<http://www.ccrpcvt.org/about-us/commission/policies-positions/>)
- **Building Homes Together** – 2018 was the third year of the Building Homes Together campaign. The campaign was initiated by the CCRPC, Champlain Housing Trust and Housing Vermont in 2016. The campaign's goal is to increase the production of housing in Chittenden County, setting a target of 3,500 new homes created over the next five years, with 700 of them permanently affordable. Three years into the five-year campaign, 2,273 homes have been built and the region is on track to reach 3,500 new homes by 2021. However, we continue to fall short on the affordable housing goal. (<http://www.ecosproject.com/building-homes-together>)
- **Public Health** – The CCRPC supports and serves on the Chittenden County Opioid Alliance (CCOA, <http://www.ccoavt.org>) together with other dedicated stakeholders including local non-profit agencies, state and local government, United Way of Northwest Vermont, UVM Medical Center, Vermont Department of Health, 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 include expansion of drug take-back locations, promoting drug take-back days, fake ID enforcement, and community education about substance use prevention.
- **Emergency Management** – In addition to facilitating Local Emergency Planning Committee meetings (LEPC 1, <http://www.ccrpcvt.org/about-us/committees/local-emergency-planning->

[committee/](#)), the CCRPC participated in a variety of emergency management-related workshops and exercises to enhance resilience to disasters in our region. The CCRPC also served as the local liaison between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, collected information from each municipality on annual implementation of hazard mitigation activities and worked with municipalities to complete Local Emergency Management Plans.

- **Regional Energy Planning** – Following the adoption of the Regional Energy Plan in June 2018 as part of the ECOS Plan (<http://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>), the CCRPC continued to conduct outreach with municipal Energy Committees/Planning Commissions, municipal legislative bodies and State agencies to assist with the development of local energy plans and support the State's Comprehensive Energy Plan. CCRPC has provided 5 municipalities with a positive determination of energy compliance in FY18. The CCRPC participated in Drive Electric Vermont meetings, commented on Public Utility Commission proceedings, and provided support to municipalities with the Electric Vehicle Supply Equipment (EVSE) grant program.
- **Education & Training** – The CCRPC participated in and hosted the following trainings: Act 174 Training Assistance, Local Emergency Management Plan training, Chittenden County Road Foreman workshop, Bluetooth Advanced Traffic Management System (ATMS) workshop and Regional Housing Convenings. 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) including this helpful [Interactive Map](http://map.ccrpcvt.org/lcbyway/) (<http://map.ccrpcvt.org/lcbyway/>) and [mobile Story App](https://lcbbyway.oncell.com/en/index.html) (<https://lcbbyway.oncell.com/en/index.html>)
- **Clean Water** – The CCRPC maintains its commitment to clean water initiatives throughout our region so that all residents have access to clean drinking water; to strengthen our region's recreation and tourism industry; and to become more resilient to significant storm events. The CCRPC continued to host 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, assisted municipalities with stormwater master plans, supported education programs such as the Rethink Runoff Stream Team (<http://rethinkrunoff.org/the-stream-team/>), and participated in water quality-focused policy discussions around adequate funding and clean water service providers in 2019.
- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance** – The CCRPC assisted member municipalities by conducting Road Erosion Inventories (REIs) and developing conceptual plans to address road erosion issues to meet MRGP requirements. For an interactive dashboard of the REI progress visit <https://map.ccrpcvt.org/reidashboard/>. CCRPC staff assisted municipalities with **Better Roads** grants and **Grants-in-Aid** projects to address road erosion issues. The CCRPC also provided funding to municipalities for scoping/conceptual plan development for non-MRGP related stormwater issues on local roads.
- **Transportation Demand Management** – In partnership with VTrans, CCRPC staff continued the **Way to Go! Challenge** (www.waytogovt.org) as a school-focused K-12 program to encourage sustainable transportation and demonstrate the environmental and financial benefits of non-single occupant vehicle travel. The CCRPC also continued to collaborate with regional TDM partners to evaluate strategies and policies to encourage sustainable modes of transportation such as walking,

biking, ride-sharing, vanpooling, transit, bike-sharing and car-sharing. TDM partners include: the Chittenden Area Transportation Management Association (CATMA), CarShare VT, Green Mountain Transit (GMT), Local Motion, Greenride Bikeshare, Go! Vermont/VTrans, and United Way.

- **Elderly and Disabled (E&D) Transit Service Review** – The CCRPC, Green Mountain Transit (GMT) and United Way have been working together to evaluate Chittenden County's E&D Transportation Program. The goal of this initiative is to expand the understanding of the E&D program among stakeholders and identify opportunities for improvement. Recommendations will be completed in the fall of 2019.
- **Neighbor Rides** – Since Spring 2013, the CCRPC has been investing in Neighbor Rides to improve the integration of volunteer drivers into SSTA's services and increase access to transportation for seniors and persons with disabilities by offering a lower-cost mode of transportation. (<http://www.unitedwaynwvt.org/Neighbor-Rides>)
- **Active Transportation Planning** – The CCRPC completed an analysis of Greenride Bikeshare's (www.greenridebikeshare.com) first year data and made recommendations for system expansion, and worked with TDM partners and local municipalities to plan Greenride's expansion and fleet conversion to electric assist bicycles (<https://www.ccrpcvt.org/regional-mobility-analysis-and-recommendations/>). The CCRPC provided walk/bike recommendations on local and state paving plans; assisted municipalities with state bike/ped grant applications; developed model bike parking ordinances for municipalities; planned and hosted (with VTrans) two walk/bike events as the Vermont Chapter of the Association of Pedestrian and Bicycle Professionals; promoted TDM strategies to municipalities and businesses; compiled Complete Streets data for Chittenden County municipalities; and, with Local Motion, conducted bike/ped counts on paths, bike lanes and roadways. (<http://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>)
- **Chittenden County Transportation Survey** – Since 2000, the CCRPC has regularly assessed the public's attitudes on transportation related issues. Previous public surveys were undertaken in 2000, 2006 and 2012. In 2018, the CCRPC worked with a consultant to replicate the previous survey versions to note any historical attitudinal shifts. The purpose of the survey is to objectively measure public opinion regarding performance of the region's transportation system and identify strategies to address existing and future deficiencies. (<https://www.ccrpcvt.org/wp-content/uploads/2018/11/2018-Transportation-Survey-Report.pdf>).
- **Diversity & Equity** – The CCRPC continues to use the **2014 Public Participation Plan (PPP)** to guide our focus on diversity and equity in all projects. A PPP update is planned in FY21 to ensure everyone understands our role and responsibilities to engage the public and encourage participation, with a special emphasis toward reaching traditionally underserved and underrepresented populations in the county, including people/households with limited English proficiency, people of color, people with disabilities, low-income households, new Americans, seniors, and youth. In FY19, the CCRPC participated in the Refugee and Immigrant Service Provider Network, developed Equity Impact Worksheets for transportation projects, participated in public engagement webinars, completed our Title VI Report for VTrans/FHWA, and participated in an implicit bias training. (<http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)
- **Regional Technical Assistance** – This includes, but is not limited to, municipal technical assistance for various transportation issues, GIS mapping, model municipal plans, bylaw and ordinance revisions, Act 250/Section 248 application reviews, grant administration and grant application assistance, build-out analyses, orthoimagery acquisition, and improving the VT Online Bridge and Culvert Inventory Tool (<http://www.vtculverts.org/>).

- **Advanced Traffic Monitoring System (ATMS) using Bluetooth Technology** – The CCRPC and VTrans deployed corridor-level Bluetooth (BT) devices along the following five corridors in Chittenden County: US 2 at Exit 14; VT 289, Susie Wilson Road and VT 15; VT 2A and US 2 north of Exit 12; I-89 Exit 17 area; and I-89 Exit 16 area. This system provides the ability to monitor vehicle travel times and average travel speeds on these corridors to help address congestion issues and improve incident response (crashes, signal failures, etc.), thereby enhancing safety and mobility, and reducing congestion. Ultimately, this data will be utilized by the VTrans Advanced Transportation Management System (ATMS) and Traveler Information System (TIS) for 511.
- **Chittenden County I-89 Study** – The goal of this multi-year study (<http://www.ccrpcvt.org/our-work/transportation/chittenden-county-i-89-2050-study>) is to assess capacity, safety, resiliency and other issues of the I-89 corridor and its existing interchanges within Chittenden County; and to develop a comprehensive, multimodal plan for interstate and interchange investments that accommodates anticipated growth through 2050 and best aligns with the Vision that will be articulated by a broad and diverse group of stakeholders and the public.
- **Regional Dispatch Implementation Study** – The CCRPC continues to support the Chittenden County Public Safety Authority (CCPSA) formed by the following municipalities in 2018 (Burlington, Colchester, Milton, South Burlington, Williston, Winooski) to implement a plan for a consolidated regional dispatch center for police, fire and rescue agencies. (<http://www.ccrpcvt.org/our-work/emergency-management/regional-dispatch/>).

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, 2018 through June 30, 2019, Chittenden County Sheriff's office patrolled Westford for a total of 328.5 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 112 tickets and 37 warnings for speeding. We also wrote 8 tickets and 18 warnings for non-speed violations. Total fines issued were \$20,747.00

During these patrol hours, the Chittenden County Sheriff's Office made two criminal DLS (driving with license suspended) arrests, handled one animal complaint regarding animal cruelty with livestock and assisted five motorists.

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.

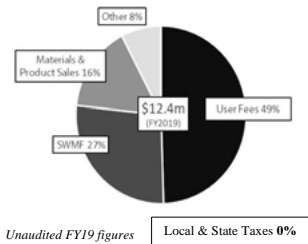
Board of Commissioners (as of July 1, 2018):

Bolton – Duncan Galbraith (Rep); Burlington – Rob Green (Rep), Jennifer Green (Alt); Charlotte – Abby Foulk (Rep), Rachel Stein (Alt); Colchester – Tim Moran (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), Landel Cochran (Alt); Jericho – Leslie Nulty (Rep); Bert Lindholm (Alt); Milton – Ken Nolan (Rep); Richmond – Adam Sherman (Rep), Logan Hegg (Alt); St. George – Maggie Kerrin (Rep); Shelburne – Timothy Loucks (Rep), Lee Krohn (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 – Bryn Oakleaf (Rep), Candice Holbrook (Alt).

How We're Funded

Our revenue comes from three primary sources:

User Fees on materials we manage at our facilities; *Solid Waste Management Fees* (SWMF), a per-ton fee on material sent to the landfill; *Sales* of materials and products that we collect, sort, or process at our facilities. We do not receive any state or local tax funding.



Administration & Finance

The FY19 General Fund expenditures were \$11.5 million and the revenues were \$12.4 million, representing a \$200,000 increase in expenditures (2%) and a \$700,000 increase in revenues (6%) compared with FY18. *(Figures are unaudited.)*

Increases in expenditures were largely due to higher fees for sludge and trash disposal and normal increases in salaries, wages and benefits. The continued decline in revenue from the sale of recyclables was offset by higher user fees and increased Solid Waste Management Fee income generated from more tonnage going to landfill vs. FY18.

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 2.2% to 2,900 tons, and household trash increased 8.3% to 6,612 tons over FY18.

Environmental Depot: Owned and operated by CSWD. Safe drop-off for almost all types of household hazardous waste. 11,037 households and 720 businesses brought in 784,929 lbs. of hazardous waste for

processing in FY19, a 3% increase from FY18. This included 7,803 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 14,488 tons of material in FY19, including 5,763 tons of food scraps, a decrease of 2% over FY18.

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 45,365 tons of material in FY19, a 4% increase from FY18. Roughly 7% was landfilled as contaminated or otherwise nonrecyclable material. The weighted average sale price was \$52 per ton in FY19, a 40% decrease over the FY18 average.

Outreach & Communications

Community Outreach included 23 backyard composting workshops, 25 tours of CSWD facilities and 33 presentations to a total of 909 people in addition to on-site assistance at multi-residential sites.

Business Outreach directed 2 waste audits, conducted 23 workplace presentations and led 25 facility tours for local businesses and institutions. Staff provided direct assistance to more than 220 other businesses and distributed over 250 deskside recycling bins and 75 food scrap buckets to business and non-profit work places at no charge.

Event Outreach engaged 81 events through on-site support/training, bin loans, and direct technical assistance. Waste Warrior volunteers spent 444 hours educating guests at 28 events. Thirty-seven events borrowed 118 containers to keep 5.7 tons of recyclables and 6.8 tons of compostables out of the landfill.

School and Youth Outreach programs reached more than 5,900 students and staff via 157 presentations, 6 waste audits and 71 facility tours. Staff had direct contact at 38 of the District's 75 public and private K-12 schools.

Other Programs

Research & Development: CSWD 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.

Compliance: CSWD licensed 61 haulers (394 vehicles), 14 processing facilities, and three transfer stations. Staff completed 36 load check events (400 vehicle checks at three facilities) and assessed Banned Materials Fees on 43 loads. We conducted 31 construction site visits to provide educational outreach and investigated two complaints of combined trash and recycling collection by haulers, and eight incidents involving management of food residuals and recyclables.

Biosolids: CSWD brokered 14,984 wet tons of sewage sludge for our member communities in FY19, which is 2.4% less material than FY18. CSWD staff is continually investigating options for local treatment plants. CSWD is in the first year of a 5-year sewage sludge disposal contract with Casella Organics.

Member Grants: CSWD provided \$7,083 in grant funding to member towns via the Community Cleanup Fund and \$11,267 in waived Green Up Day disposal fees and financial support to Green Up Vermont. We awarded matching grants of \$5,523.69 to 13 businesses, institutions, and municipalities for recycling bins and food scrap collection containers.

CSWD, 1021 Redmond Road, Williston, VT 05495 – (802)872-8111 – info@cswd.net

CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS

The Chittenden Unit for Special Investigations (CUSI) is a multi-agency task force dedicated to providing criminal response to reports of sexual assaults, serious child abuse and child fatalities. For over 24 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, Adult Protective Services and Department of Corrections. In addition, CUSI houses and supports the Chittenden Children's Advocacy Center (CCAC). CUSI epitomizes community oriented policing. In the year 2019, we have continued to strengthen and expand our contacts with community partners. The success of CUSI is reflected by the statewide recognition that these multidisciplinary styles units do work.

The 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 161,501 residents. On average, CUSI investigates over 300 cases a year, over 60% of those cases involve child victims. In recent years we have noticed an increase in the complexity of cases given the substantial increase in computer usage and other mobile devices.

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

July 1, 2018 through June 30, 2019 we have seen 349 cases, which include 245 children and 104 adults.

During the 2018-2019 year, CUSI has continued to have a high amount of case referrals from both DCF as well as local law enforcement agencies. These cases continue to get more and more complex with new technology components being created on a fairly frequent basis. The investigations require the detectives to spend significant amounts of time gathering information from corporations like Facebook, google, Yahoo, Snapchat, Plenty-o-fish, Instagram, cell phone wireless carriers, etc. The amount of data that is gathered then requires the investigator to spend a significant amount of time reviewing the documents and gathering evidence. In order for detectives to have access to this information, it often requires the issuance of multiple subpoenas and the application of search warrants from a judge before

we can even gather the documents that we need from these companies. The cases that we investigate are considered the most heinous crimes to investigate other than murder. The negative effects of these crimes stay with a victim for their entire life and, therefore, we do the best job we can to build the strongest case against the defendants that we investigate.

ESSEX RESCUE

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 Westford Village). In addition to Westford, Essex Rescue provides emergency medical transport 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 and employees respond quickly to the sick and injured to deliver basic and advanced life support services.

Between July 1, 2018, and June 30, 2019, Essex Rescue received 26 requests for emergency medical services in the Town of Westford. Of the 26 requests, 17 resulted in the community member being transported to the hospital. Three community members received a medical evaluation and choose not to be transported by the ambulance to the hospital. The 6 remaining requests for service were a combination of fire department standby, paramedic intercept service and the ambulance being cancelled prior to arriving on scene.

Readiness is a top priority for our organization. With the support of our board of directors, three significant investments were made to bolster our capacity to respond to community requests for emergency medical services during the last year. First, we added an additional full-time employee to support staffing a second ambulance during day, during the week, when we are most likely to experience a greater number of requests for emergency medical services. Second, we invested in Rescue Task Force education, training and equipment. This specialized service allows our EMT and paramedic providers, with law enforcement officers, to quickly enter a scene where an active threat exists or following a terrorist attack. The goal is to bring lifesaving interventions, such as bleeding control, directly to the patient as quickly as possible, often before the threat has been neutralized. Lastly, we doubled our annual budget for EMS education classes. The cost of an EMT class is more than \$600.00. The cost of an advanced-EMT class is \$1,000.00. We are fortunate to have volunteers and employees who are ready and eager to pursue their initial EMS education or to take their education further by becoming and advanced EMT or paramedic.

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. 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.

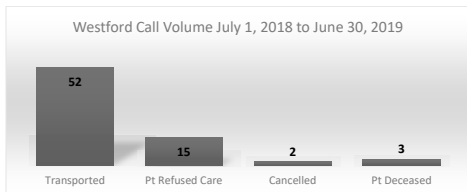
Thank you,
William M. Moran
Executive Director & Paramedic

FAIRFAX RESCUE

To the Town of Westford,

We are honored to present you with our report for 2019. 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. We also provide standby coverage for community events such as the Westford Turkey Trot and school sporting events.

Fairfax Rescue responded to 72 active 911 calls in the town of Westford between July 1, 2018 and June 30, 2019. This is up from 59 calls last year.



In addition to providing emergency services we are dedicated to educating the communities that we serve. We offer CPR and First Aid, Stop the Bleed, Emergency Vehicle Driver Training, EMR, EMT and Advanced EMT classes on an ongoing basis. 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. We provide CPR training to the Westford Fire Department fire fighters annually. We currently are hosting an EMR/EMT class and will be offering an Advanced EMT class in February.

Our members love participating in community events! We participate in the annual 4th of July parades in Fairfax and Westford, we host a Halloween party each year, the Big Truck Day event that is hosted by Success by Six each, Trunk or Treat, the Egg Run in Fairfax, the Turkey Trot in Westford, and sporting events at the schools. We also make and install 911 address signs for the residents of our coverage area at the cost of the materials.

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 five paramedics on our roster including two critical care paramedics. We also have an Advanced EMT who is finishing up the paramedic program currently. 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 2019. We are honored to have such a dedicated and highly trained membership.

Providing this level of care is both challenging and expensive. Technology continues to make incredible life-saving advancements and we strive to provide the best care possible. We recently purchased the Lucas 3 Chest Compression device. The Lucas enables us to provide high quality CPR and has been shown to improve patient outcomes.

As the cost of providing care rises we have been looking for new ways to remain efficient. This year we will be focusing our efforts on obtaining grant funds from several new sources. Our Director of Operations recently completed a grant writing course and has been applying for several new grants that will make it possible for us to continue to obtain and maintain the equipment needed to provided the highest level of care possible. We continue to focus on volunteer recruitment in order to remain cost effective. In addition to obtaining grant funds and recruiting for volunteers, we 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. Below is a summarized copy of our projected income for 2020. We have also included our summarized projected budget information for this year.

2020 Budget			
Income	July-June 2018/2019		July-June 2020-2021
	2018 Proposed 07/2018-06/2019	07/01/2018 - 06/30/2019 Actual	Proposed 2019-2020 7/1/2019-6/30/2020
Ambulance Runs	\$137,000.00	\$149,519.74	\$149,000.00
Subscription Plan	\$19,000.00	\$26,035.00	\$20,000.00
Materials	\$350.00	\$1,538.00	\$350.00
Donations	\$8,200.00	\$13,942.20	\$8,500.00
Town Allocated Westford	\$11,372.00	\$11,372.00	\$11,713.00
Town Allocated Fairfax	\$84,134.00	\$84,134.00	\$84,134.00
Town Allocated Fletcher	\$14,598.00	\$14,598.00	\$15,474.00
Grants	\$4,000.00	\$4,000.00	\$4,000.00
Fundraising			
Course Fee	\$500.00	\$700.00	\$600.00
Signs	\$839.00	\$412.00	\$400.00
Total	\$279,993.00	\$306,250.94	\$294,171.00

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.

HOME HEALTH & HOSPICE FUND REQUEST FY 2021

Care Report for FY19

Home Health & Hospice (HHH) cared for **40** people in Westford during our past fiscal year (July 2018 – June 2019) with the following services:

<u>VNA SERVICE</u>	<u>VISITS</u>	<u>HOURS</u>
Nursing	175	
Physical Therapy	119	
Speech Therapy	17	
Occupational Therapy	49	
Social Work, Social Service	35	
Licensed Nursing Assistant		0
Homemaker		178
Waiver Attendant		134
Personal Care Attendant		0
Total	395	312

<u>COST OF PROVIDING CARE</u>	<u>AMOUNT</u>
Total cost of HHH services	\$89,108
Amount reimbursed by Medicaid, private insurance, contracts and patient fees	\$86,337
Remaining balance	\$2,771

Home Health & Hospice request annual contributions from each town and city in our two-county region. Your contribution is critical to supporting the **\$3.3 million** of charitable care we provided this year.

Last year, the HHH cared for over **5,587** 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 Home Health & Hospice incurs. The Town of Westford pledged \$6,243 for FY 2020. Thank you!

For the fiscal year 2021, Home Health & Hospice is requesting a contribution of \$6,243.

Contact HHH at 802-658-1900 or <https://www.uvmhomehealth.org/contact/> for more information.

STEPS TO END DOMESTIC VIOLENCE

Steps to End Domestic Violence provisioned direct services for 1,557 individuals. Of those served, 1,283 were adults and 274 were children.

- 91% of the people we served live in Chittenden County.
- 47 individuals served identified as being a member of the LGBTQ community.
- 225 male-identified adults were served
- 152 youths between the ages of 13 and 24 were served.
- We provided emergency shelter to 226 adults and 99 children for a total of 14,719 bed-nights.
- The Economic Justice program provided economic advocacy and support to 241 adults. We provided transitional rental assistance to 15 adults and children for a total of 3,363 bed nights. We also provided rapid re-housing rental assistance to 30 adults and children for a total of 3,515 bed nights.
- 38 adults were served through support groups.
- The hotline fielded 3,862 calls, emails and webchats, assisting 1,066 individuals in crisis and offering emergency services, support and referrals.
- An average of 55.5 new survivors called the hotline each month, accessing emergency services and support for the first time.
- 262 adults were assisted with filing relief from abuse orders. These adults had 217 children who also benefitted from the assistance given to their parents.
- We provided legal advocacy to 422 adults seeking support with divorce, custody/parentage, immigration, criminal justice and filing for relief from abuse orders.
- Our Children and Youth Services program spent 807.75 hours providing playgroups, advocacy and parenting support to 58 adults and 155 children.
- 23 volunteers provided 2,089 hours of service, the equivalent of nearly 1.02 full-time positions. The approximate dollar value of these contributed hours is \$41,057. This figure is equivalent to 3.4% of our 2018 budget.
- 15 full-time paid staff equivalents worked at Steps to End Domestic Violence.
- Our budget for FY2019 was \$1,223,856.

U.S. DEPARTMENT OF VETERANS AFFAIRS

Dear Veteran,

The White River Junction VA Medical Center is attempting to contact all Veterans in our catchment area of Vermont and New Hampshire who are not enrolled or are enrolled and no longer utilizing our services. If you currently receive our services, please pass this note on to a Veteran who may benefit.

We offer a wide variety of services including assistance to Veterans who are homeless or unemployed to providing primary and specialty care. We have a robust mental health department offering one-on-one counseling, peer support, group sessions, and more. There is a designated treatment area for our women Veterans at the Women's Comprehensive Care Clinic; a safe space.

The White River Junction VA Medical Center has seven community-based outpatient clinics. They are located in Bennington, Rutland, Brattleboro, Newport and Burlington, Vermont; in New Hampshire we offer

services in Keene and Littleton. We are here to serve all Veterans, please do not hesitate to contact us, if for no other reason than to register/enroll with us in case of future need.

Our eligibility office in White River Junction can be reached at 802-295-9363 extension 5118. A single form - VA form 10-10EZ – and a copy of the DD214 is all that is needed.

The American Legion, Disabled American Veterans and the Veterans of Foreign Wars have full time service officers that are knowledgeable about our programs. These independent organizations serve all Veterans including nonmembers in processing disability and pension claims. They can be reached in White River Junction at:

American Legion	802-296-5166
Disabled American Veterans	802-296-5167
Veterans of Foreign Wars	802-296-5168

Thank you for your service to our nation. On behalf of the White River Junction VA Medical Center team, we look forward to serving you.

Respectfully;
Becky Rhoads, Au.D.
Associate Medical Center Director

VERMONT 2-1-1

Vermont 2-1-1 is the number to dial to find out about hundreds of important community resources, like emergency food and shelter, disability services, counseling, senior services, health care, child care, drug and alcohol programs, legal assistance, transportation agencies, education and volunteer opportunities, and much more.

- 2-1-1 is not an emergency number like 9-1-1, nor is it directory assistance like 4-1-1.
- 2-1-1 is your first step toward solving everyday problems or when you are facing difficult times.
- It's a free service. It's confidential. It's 24/7.

The Vermont 2-1-1 database contains detailed descriptions of programs and services available to Vermonters that are provided by local community groups, social service and health-related agencies, government organizations, and others. We are constantly adding new resources to our database, but at last count it contains **1,010** agencies that provide **10,031** services across **2,941** programs. Resource Specialists gather information by regularly attending community meetings throughout the state and contacting agencies directly to complete a formal update process at least annually.

To find out more about 2-1-1 please visit <https://www.vermont211.org/home>.

VERMONT CENTER FOR INDEPENDENT LIVING

For the past 40 years, 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'19 (10/2018-9/2019) show VCIL responded to over **3,600** 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 **250** individuals to help increase their independent living skills and **6** peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted **163** households with information on technical assistance and/or alternative funding for modifications; **122** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **86** individuals with information on assistive technology; **46** of these individuals received funding to obtain adaptive equipment (scooters, hearing aids, life chairs, etc.). **499** 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 **40** people and provided **31** 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 '19, **3** residents of **Westford** received services from the following programs:

- Home Access Program (HAP) (\$700 spent on an entrance modification)
- Sue Williams Freedom Fund (\$890 spent on assistive technology)
- VT Telecommunications Equipment Distribution Program (VTEDP) (\$100 spent on CapTel phone)
- 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 LEAGUE OF CITIES AND TOWNS

Serving and Strengthening Vermont Local Government

About the League. The Vermont League of Cities and Towns (VLCT) is a nonprofit, nonpartisan organization, owned by its member municipalities, with a mission is to serve and strengthen Vermont local government. It is directed by a 13-member Board of Directors elected by the membership and

comprising municipal officials from across the state. The most recent audited financial statements are posted on our website, vlct.org/about/audit-reports, and show that our positive net position continues.

Member Benefits. All 246 Vermont cities and towns are members of VLCT, as are 139 other municipal entities that include villages, solid waste districts, regional planning commissions, and fire districts. Members have exclusive access to a wide range of specialized benefits, expertise, and services, including:

- **Legal, consulting, and education services**, including prompt responses to member inquiries. In 2019, VLCT continued to provide members with timely legal and technical assistance, including answering more than 4,000 legal questions; and publishing legal compliance guidance, templates and research reports, many of which are available to our members on our website.
- **Training programs on topics of specific concern to officials** who carry out the duties required by statute or are directed by town meeting mandates. The League provided training on various topics related to municipal law and governance to more than 1,000 members this past year.
- **Representation before the state legislature and state agencies**, ensuring that municipal voices are heard collectively and as a single, united voice, and **representation at the federal level**, primarily through our partner, the National League of Cities, as well as directly with Vermont's Congressional delegation.
- **Access to two exceptional insurance programs.** The Property and Casualty Intermunicipal Fund (PACIF) provides comprehensive and cost-effective property, liability, and workers' compensation insurance coverage, programs, and services that protect the assets of your community. The VLCT Employment Resource and Benefits Trust (VERB) provides unemployment insurance, life, disability, dental, and vision insurance products to members at a cost lower than commercial carriers offer. Both programs provide coverage and products that members need and ask for, help Vermont municipalities stretch their budgets, and are *only* available to VLCT members.
- **Access to a host of educational and informative materials** including a news magazine, regularly updated handbooks, reports, and articles that focus on the needs of local government.
- **Member conferences** and events, which provide additional educational and networking opportunities.

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 progress we continue to make 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, visit the VLCT website at www.vlct.org.