

| Category: | Chapter: | Task: | Timetable: | Responsible Party: | | | | | | | | | Project Type: | | | | | | Completed | |
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| | | | | Planning Commission | Selectboard | Conservation Commission | Energy Committee | Road Committee | Emergency Coordinator | Town Staff | Other | Policy & Ordinances | Land Use & Dev. Regulations | Planning & Studies | Budgeting | Education | Construction | Other | | |
| Affordability & Aging | 3, 4 & 9 | Amend the development fee schedule to support affordable and senior housing. | 2023 | x | x | | | | | | | x | | | | | | | | No progress to date |
| Affordability & Aging | 3, 4 & 9 | Evaluate how the regulations calculate density for different housing types and consider increasing housing density for certain types of development such as affordable and/or multifamily housing in the Town Center Area, Rural Residential District and Agricultural, Forestry & Residential 2 Districts. The evaluation should take into consideration an area's character, effects on municipal services and impacts on significant natural resources. | 2015 | x | x | | | | | | | | x | | | | | | | 2016 |
| Affordability & Aging | 3 | Encourage greater use of accessory dwellings as a tool for creating additional affordable housing in Westford. Options include, but are not limited to: allowing new accessory dwellings which result in the expansion of the height and floor area of a principal single family dwelling as permitted rather than conditional and/or expand the definition of an accessory dwelling to include multi-bedroom dwellings in addition to one-bedroom /efficiency units. | 2015 | x | x | | | | | | | | x | | | | | | | 2016 |
| Affordability & Aging | 3, 7 & 9 | Incentivize the development of small dwellings in the regulations by granting density bonuses. | 2015 | x | x | | | | | | | | x | | | | | | | 2016 |
| Economic Development | 5 & 9 | Allow businesses to expand, and/or to diversify, without having to relocate, if the business will not adversely affect neighboring properties or the rural character of the Town. | 2015 | x | x | | | | | | | | x | | | | | | | 2016 |
| Economic Development | 5, 6 & 9 | Allow adequate sign visibility while ensure compatibility with Westford's rural character. | 2015 | x | x | | | | | | | | x | | | | | | | 2016 |
| Economic Development | 5 | Update and refine the definitions for commercial uses in the Zoning Regulations. | 2015 | x | x | | | | | | | | x | | | | | | | 2016 |
| Economic Development | 2, 5, 8 & 9 | Implement context sensitive design standards for nonresidential development by considering/regulating access management, site design, building design, and the impacts to adjoining residential properties owners and significant natural resources | 2015 | x | x | | | | | | | | x | | | | | | | 2016 |
| Energy Efficiency | 5, 6, 7 & 9 | Install an electric vehicle charging station in the Town Center Area. | 2025 | x | x | | | | | | | | x | | | | | | | |

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| Town Center | 2, 3, 4, 5, 6, 7 & 9 | Zone the Town Center Area to better fit the proposed form based zoning language by reducing the number of zoning districts to two (e.g. Common District & Village District). | 2015 | x | x | | | | | | | | | | | | | | 2016 | |
| Town Center | 2, 3, 4, 5, 6, 7 & 9 | Renew Village Center Designation with the State Department of Housing and Community Development. | 2015 | x | x | | | | | | | | | | | | | x | 2019 | |
| Town Center | 4 | Place Town Greeting signs north and south of the Town Common. | 2021 | | x | | | | | | | | | | | | | x | In progress | |
| Town Center | 2, 3, 4, 5, 6, 7, 8 & 9 | Implement form based zoning standards for development in the Town Center Area to ensure that development, especially commercial development, is sited and designed in ways that fit within the context of the immediate surroundings and are in keeping with Westford's historic village development pattern and rural character. | 2016 | x | x | | | | | | | | | | | | | | 2016 | |
| Transportation | 4, 6 & 8 | Investigate alternative public transportation options to bring residents interested in carpooling together, use Essex and Westford Park and Ride with express GMT busing to large employment centers and a Westford bus stop on the Jeffersonville commuter line. | 2025 | x | | x | | | | | | | | | | | | x | No progress to date | |
| Communications | 4 & 5 | Continue to work towards improved cell coverage for general community use, emergency response, public safety and economic development. | Ongoing | x | x | | | | | | x | x | x | | | | | | x | Some progress |
| Energy Efficiency | 4 & 7 | Implement energy reduction and renewable energy projects for existing and proposed town-owned buildings, when economically feasible. At a minimum, solar orientation for passive heat gain and solar supplied domestic hot water should be evaluated. | 2025 | | x | | x | | | | | | | x | | x | x | | x | Some progress |
| Transportation | 4, 6, 8 & 9 | Inform residents of the impacts of privately-owned undersized and/or or defective stormwater infrastructure. The Town shall not be held liable for the failure of private infrastructure and/or reporting inadequacies to private land owners. | Ongoing | | | | x | | | | | | | | | | | | x | Some progress |

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| Services | 4 | Assume cemetery ownership, management and maintenance responsibilities for the Pleasant View Cemetery and Brookside Cemetery. | 2022 | | x | | | | | | x (TC, CemCom) | | | | | | | x | Partial progress |
| Natural Resources | 8 & 9 | All properties proposed for development which contain significant natural communities, uncommon species and features, and rare, threatened and endangered species shall perform a natural resource inventory prior to development to ensure protection of these significant natural resources. | 2015 | x | x | x | | | | | | x (DRB) | x | x | x | | x | | 2016 |
| Emergency Preparedness & Response | 4, 6, 8 & 9 | Adopt river corridor regulations. | 2021 | x | x | | | | | | | | | x | | | | | In progress |
| Natural Resources | 8 & 9 | Steer development from prime agricultural soils to marginal soils and/or working lands (e.g. agriculture & silviculture) to non-working lands by requiring developers to build on the least productive portion of parcel and by clustering development in that location. | 2015 | x | x | | | | | | | | | x | x | | | | 2016 |
| Natural Resources | 8 & 9 | Develop regulations to preserve and conserve lands containing significant natural resources from development and disturbance. | 2015-17 | x | x | | | | | | | | | x | x | | | | 2016 |
| Natural Resources | 4, 6, 7, 8 & 9 | Investigate with the intent of developing one or more Forestry District(s) with a minimum lot size requirement greater than currently allowed and/or additional planning standards such as conditional use review for development on lots containing or near to significant natural resources. | 2028 | x | x | x | | | | | | | | x | x | | | | No progress to date |
| Natural Resources | 8 & 9 | Conduct a natural resource inventory of the Town and create regulations which sufficiently protect significant natural resources (see Natural Resource & Features Section for more information). | 2028 | x | x | x | | | | | | | | x | x | | | | No progress to date |
| Natural Resources | 8 & 9 | Require PUDs in order to cluster development and minimize impact to natural resources. Clustering should occur both on individual parcels when subdividing and across multiple parcels such that development is proximate to other development rather than interspersed throughout significant natural resources. | 2015-19 | x | x | | | | | | | | | x | | | | | 2016 |

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| Town Center | 2, 3, 4, 5, 6, 7, 8 & 9 | Pursue implementation of the Town Common Conceptual Master Plan to address alternative transportation and walkability in and around the Town Common Area. | 2020-25 | x | x | x | | | | | x (PCoor, Hwy, Sch, Rec) | x VCRD taskforce | | | | | x | x | | x | x (acquire easements) | In progress |
| Services | 4 | Plan for the expansion of the Town Office and/or Land Records vault. | 2020-2025 | x | x | | | | | | x (TC) | | | | | | x | | | | | In progress |
| Town Center | 2, 3, 4, 5, 6, 7, 8 & 9 | Develop a plan for the future use and development of the 1.8 acre Town-owned parcel located on the south side of Common Road (known as the Spiller Lot). | 2015-2016 | | | x | | | | | | | | | | | x | | | | | 2019 - General Store built. |
| Natural Resources | 8 & 9 | Inventory scenic viewsheds and ridgelines and develop regulations which preserve significant viewsheds and ridgelines in Westford while giving due consideration to renewable energy source development. | 2028 | x | x | x | | | | | | | | | | | x | x | | | | No progress to date. |
| Town Center | 3, 4, 5, 6, 7, 8, & 9 | Continue working toward development of a community wastewater disposal system to serve the Town Center area. More specifically, investigate the feasibility of constructing a community wastewater system on the Maple Shade Town Forest - designated wastewater area. | 2020-25 | x | x | | | | | | x (PCoor) | | | | | | x | x | | | | In progress |
| Services | 3, 4, 5, 6, 7, 8 & 9 | Conduct resource & asset inventory of Town properties. Then, develop and implement a management plan for Town-owned properties, some of the goals of which would be to identify desirable parcels to be used for public services & amenities, recreation, affordable housing, natural resources & working land protection, economic development and renewable energy resources. | 2020-2028 | x | x | x | x | | | | x (PCoor, Rec) | | | | | | x | | | | | In progress 2019 - Westford Town Lands Long-term Management Plan Adopted for lands surrounding Westford School & Maple Shade Town Forest |
| Communications | 1 & 4 | Attend educational trainings and communicate with other towns. | Annually | x | x | x | | | | | x (AO & PCoor) | | | | | | | | | | x | Ongoing |
| Emergency Preparedness & Response | 4, 6, 7, 8 & 9 | Review and implement the goals and objectives of the All Hazards Mitigation Plan with a focus on flood resiliency. | Annually | x | x | x | | | x | x | x (PCoor, Hwy, TC) | | x | x | | | x | x | x | x | | Ongoing |

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| Emergency Preparedness & Response | 4, 6, 7, 8 & 9 | Review and update the Emergency Operations Plan. | Annually | | x | | | | | x | x (TC, EmerCom) | | | | | | | | | | Ongoing | | |
| Emergency Preparedness & Response | 4 | Provide key emergency operations individuals with National Incident Management System training. | Annually | | x | | | | | x | x (TC, EmerCom) | | | | | | | | | x | No progress to date | | |
| Emergency Preparedness & Response | 4, 6, 7, 8 & 9 | Provide preparedness information and training to residents. | Annually | | | | | | | x | | | | | | | | | | x | Ongoing | | |
| Energy Efficiency | 4, 6, 7, 8 & 9 | Support waste reduction and recycling efforts by providing residents with educational materials on waste reduction methods. | Annually | | | x | x | | | | x (TC) | | | | | | | | | x | Ongoing | | |
| Finances | 4 | Update the Capital Budget and Program to ensure the responsible use of tax funds through fiscal planning and use of the most up-to-date information available. | Annually | | x | | | | | | x (TC) | | | | | | | | | x | x | Ongoing | |
| Finances | 6, 8 & 9 | Include transportation capital improvements outlined in the 5 Year Road Plan in the Westford Capital Budget and Program. | Annually | | x | | | | x | | x (Hwy, TC) | | | | | | | | | x | x | Ongoing | |
| Natural Resources | 4, 6, 8 & 9 | Implement the project identified in the Lamoille River Tactical Basin Plan. | Annually | x | x | x | | | | | x (Hwy) | | | | | | | | | x | x | Ongoing | |
| Recreation | 3, 4, 5, 6, 7, 8 & 9 | Pursue access to natural areas and maintain and improve trail system. | Annually | x | x | x | | | | | x | | | | | | | | | x | | In progress 2018 - Created Maple Shade Town Forest | |
| Services | 4, 8 & 9 | Educate Westford residents on proper maintenance of septic systems. | Annually | | | | | | | | x (PCoor) | | | | | | | | | | x | Ongoing | |
| Town Center | 4, 6, 7 & 9 | Encourage and support safe walking and biking to school. | Annually | | | | | | | | x (, Rec, Sch) | x VCRD Taskforce | | | | | | | | | x | Ongoing | |
| Transportation | 4, 6, 8 & 9 | Investigate and apply for funding sources to construct a salt storage facility. | 2015 | | x | | | | x | | x (Hwy & PCoor) | | | | | | | | | x | x | x | 2019 - Salt storage facility built |

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| Transportation | 4, 5, 6 & 8 | Implement the projects identified in the 5 Year Road Plan (see 5 Year Road Plan for more information) and prioritize implementation of projects in the Town's Road Stormwater Management Plan required under its Municipal General Roads Permit (projects identified in Town Plan Map 6). | Annually | | x | | | | | x (Hwy) | | x | | x | x | | x | | Ongoing |
| Transportation | 4, 5, 6 & 8 | Obtain Municipal Roads General Permits and develop Roads Stormwater Management Plan. Then, implement plan and file annual reports. | Annually | | | | | | | | | | | | | | | | Ongoing |
| Transportation | 4, 6, 8 & 9 | Upgrade existing road and stormwater management infrastructure to mitigate against severe rainstorms, flooding, fluvial erosion and water pollution with culvert upgrades, drainage improvements and road improvements. | Annually | | x | | | | | x (Hwy) | | | | x | x | | x | | Ongoing |
| Transportation | 4, 5, 6, 7 & 9 | Investigate and, where feasible, implement a variety of speed and traffic control technique, including passive techniques and visual cues, to ensure the safety of Westford residents on Westford's multi-use (e.g., vehicular, pedestrian, equestrian, biking) road network. | Annually | x | x | x | | x | | x (TC, PCoor, Hwy) | x VCRD taskforce | | | x | x | | x | | Ongoing |
| Transportation | 6, 8 & 9 | Maintain an inventory of the road infrastructure (examples; bridge/culvert, flood damage sites, road surface issues, ditches) to determine issues, needs and priorities for road maintenance and other planning considerations. | Annually | | x | | | x | | x (Hwy & CCRPC) | | | | x | x | | | | Ongoing |
| Emergency Preparedness & Response | 4 | Investigate the feasibility of Fire Dept impact fees. | 2024 | x | x | | | | | x | x (Fire Dept) | | | | x | | | x | |
| Emergency Preparedness & Response | 4, 8 & 9 | Continue to use the website and other outreach tools as a resource to educate residents about disaster risks and emergency, preparedness, response and relief. | Annually & As Needed | | x | | | | x | x (TC) | | | | | | x | | | Ongoing |
| Transportation | 4 & 6 | Carefully consider all future paving projects by soliciting community input early in the process and by providing the community with more information on the pros and cons of paving. Furthermore, conduct long-term cost/benefit analyses prior to paving and ensure that proper road base and drainage infrastructure is in place prior to paving, if paving is determined to be most beneficial option for the Town (see Transportation Section). | As needed | | x | | | x | | x (TC, Hwy) | | | | x | | | | | Ongoing |

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| Affordability & Aging | 3, 4 & 9 | Support & work with affordable housing developers, neighboring towns and the region to promote cooperative efforts to facilitate the development of senior and affordable housing locally and regionally. | Continuous | x | x | | | | | | x (PCoor) | | | | | | | x | In progress |
| Communications | 4, 5, 6, 7, 8 & 9 | Facilitate improved high speed internet, telecommunications and telecommuting by supporting aesthetically acceptable telecommunication infrastructure. | Continuous | | x | | x | | | | | x VCRD taskforce | | | | | | x | In progress |
| Communications | 4 | Hold regular joint meetings of town boards, organizations, etc. | Continuous | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | Ongoing |
| Energy Efficiency | 7, 8 & 9 | Encourage use of alternative energy sources appropriate in size and scope within the town districts. | Continuous | x | x | x | x | | | | | | | x | x | | x | x | Ongoing |
| Historic Features | 2 & 9 | Complete a comprehensive inventory and documentation of all of Westford's historical and cultural resources. | Continuous | | | | | | | | | x (HS) | | | x | | | | Partial progress |
| Historic Features | 2 & 9 | Work with land owners to identify any historic resources which may be affected by permit applications. | Continuous | | | | | | | | x (AO & PCoor) | x (HS) | | | | | x | | Ongoing |
| Historic Features | 2 | Research and compile information on Native American sites, culture and heritage in Westford. | Continuous | | | | | | | | | x (HS) | | | x | | | | No progress made to date |
| Natural Resources | 6, 8 & 9 | Revise and clarify ledge outcropping and steep slope language in the regulations to ensure public health, safety and welfare. | 2021 | x | x | | | | | | | | | x | | | | | |
| Natural Resources | 8 | Advocate for conservation of land in Westford at the state and institution level (Vermont Land Trust) due to the crucial role Westford plays as a boundary town to more rural areas of Franklin and Lamoille Counties and more open space to the North and East. | Continuous | x | x | x | | | | | | | | | | | | x | Ongoing |
| Services | 4 | Enhance resources, technology and programs, at the library by following the library's long range plan. | Continuous | | | | | | | | | x (Lib) | x | | | | x | x | Ongoing |
| Town Center | 2 & 9 | Transportation improvements in the Town Center Area should be designed so they are complementary to existing historic structures. | Continuous | x | x | | | x | | | x | x (VTrans, TCom) | | x | | | | x | Ongoing |

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| Town Center | 3, 4, 5, 6, 7 & 9 | Locate all public amenities and facilities, such as the Town Office, Public Library, Post Office, Meeting House, in the Town Common District | Continuous | x | x | | | | | | | | | x | x | | | | x | Ongoing |
| Town Center | 3, 4, 5 & 9 | Continue pursuing ways to bring community events to the Town Center Area. Support efforts of Town officials and community organizations to develop and enhance use of the Common and its associated public and private (e.g., Red Brick Meeting House, United Church of Westford) community facilities. | Continuous | | x | | | | | | x | x (Lib, Tom, Rec, etc.) | | | | | | | x | Ongoing |
| Natural Resources | 8 | Distribute information regarding land use and environmental issues. | Continuous | x | | x | | | | | | | | | | | | x | | Ongoing |