

TOWN OF  
**WESTFORD**  
VERMONT



**2023**  
ANNUAL REPORT  
July 1, 2022 – June 30, 2023

# NOTICE

In 2020, Act 60, which made several changes to Vermont's Election Laws, was passed by the Legislature. One of the changes allows governing bodies (selectboards, city councils, etc.) to decide whether to mail ballots to all active, registered voters.

On January 11, 2024, the Selectboard voted to hold an in-person meeting and public hearing, and to mail ballots to all active, registered voters.

## **Public Hearing for Australian Ballot Articles Monday, March 4, 2024 7:00 pm Westford School**

Information on how to access the remote hearing:

### **By Computer**

To join the Zoom Meeting:

<https://us02web.zoom.us/j/88567831859?pwd=S3NmWTVUZ1IncGtjSmdhQk5tTVRhZ09>

Meeting ID : 885 6783 1859 - Passcode: Fc4D4J

### **By Telephone**

Dial +1 646 558 8656

Meeting ID: 885 6783 1859 - Passcode: 848430

## **Australian Ballot Voting Tuesday, March 5, 2024 Westford School Polls Open 7:00 am to 7:00 pm**

If you decide to vote in-person at the polls, please bring the ballot that was mailed to you. If you do not bring the ballot, you will be required to complete an affidavit before receiving another ballot.

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

**On the Cover:** Nanette Rogers

**Photo courtesy of:** Amber Haller

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### **Dedication Nanette Rogers**

Nanette Rogers was first elected town clerk in March 2001, a position she held until the end of her seventh term in March 2022. Nanette thoroughly enjoyed the role of town clerk and valued the trust the community put in her. In the words of Sue Adams (assistant town clerk 2008-2018), "She created a warm, welcoming, and professional climate at the town office. Whether it was a resident questioning a tax bill, a lawyer researching land records, a disgruntled town resident, or an anxious voter, Nanette greeted everyone in a friendly manner and listened calmly. She knew how to be patient. If she didn't know an answer - which was not often! - she promised to find an answer and never failed to follow up. She was politically neutral at all times so that she could faithfully serve in her role."

Elections were Nanette's passion. She enjoyed being part of the democratic process while ensuring elections were conducted fairly and in accordance with election laws. In the early years of her career, elections caused her some sleepless nights as she wondered if she remembered everything and hoped things would run smoothly at the polls. Although these worries lessened over the years, Nanette admitted they never completely went away. Some elections Nanette presided over were more notable than others, such as a state primary where less than 50 ballots were cast. It was so slow, the poll workers shot hoops to pass the time! Also notable were the presidential elections as well as the elections held in 2022 when safety protocols were implemented due to the COVID pandemic. There were two elections when the voting machine had issues. Rather than panic, Nanette tackled these hiccups calmly and effectively while maintaining the integrity of the election.

In addition to being a town clerk, Nanette staffed the selectboard from March 2001 to September 2023. Initially the position was part-time and defined as a selectboard administrative assistant. However, over the years, the role grew as responsibilities were added. It was redefined as a town administrator in 2013 and became a full-time position in March 2022. Nanette enjoyed working with selectboard members and had a good rapport with them.

Nanette served on the 250th Celebration Committee (2013), ARPA Committee (2021-2022), annually distributed the holiday gift baskets with the help of volunteers and assisted with the town office feasibility study. She was responsible for implementing a modern phone system with voicemail, an online digitization program for archiving land records, and assisted with revamping the town website (2014). She was a Vermont Certified Municipal Clerk, a graduate of the New England Municipal Clerk Institute and Academy and served a one-year term on the New England Association of City and Town Clerks board of directors.

The staff at the town office are like family. Nanette cherished the relationship she had with them. Some staff that she worked side by side with the longest are Sue Adams (assistant town clerk), Caroline Brown (lister), Melissa Manka (town planner), Mary Jane Featherstone (bookkeeper), Charlotte Vincent (treasurer), and Marge McIntosh (delinquent tax collector). She worked well with all staff and became the go-to person given her long tenure and subsequent historical knowledge. Nanette will fondly remember the years she and Sue worked side by side. In 2016, the town staff welcomed Nanette's dog, Zeke. Zeke accompanied Nanette to the office most days and quickly won over the staff and public with his cuteness and outgoing personality.

The community thanks Nanette for her dedication and willingness to serve the residents of Westford and wishes her the best of luck!



Left to right: Callie Hamdy, Melissa Manka, Kate Lalley, Greg Barrows, Marge McIntosh, Sue Adams, Nanette Rogers, Zeke (photo courtesy of Amber Haller)



Nanette Rogers & Caroline Brown holding baby goats visiting the office.



Sue Adams, Nanette Rogers & Zeke (photo courtesy of Amber Haller)

**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: 802-878-7111

**MEETINGS**

Brick Meeting House Society	3 <sup>rd</sup> Wed., 4-6 times/year	Brick Meeting House
Conservation Commission	3 <sup>rd</sup> Wednesday	Town Office
Development Review Board	2 <sup>nd</sup> & 4 <sup>th</sup> Monday (as needed)	Town Office
Fire Department (volunteer)	Every Monday	Fire Station
Historical Society	3 <sup>rd</sup> Monday	WHS Building
Library Trustees	2 <sup>nd</sup> Wednesday	Town Library
Planning Commission	1 <sup>st</sup> & 3 <sup>rd</sup> Monday (as needed)	Town Office
Recreation Committee	1 <sup>st</sup> Tuesday	Town Office
Selectboard	2 <sup>nd</sup> & 4 <sup>th</sup> Thursday	Town Office
Senior Luncheon	2 <sup>nd</sup> Monday*	Brick Meeting House
*January-June & Sept.-Dec.		

**HOURS**

Town Clerk's Office	Monday – Thursday	8:30 a.m. - 4:00 p.m.
	Friday	8:30 a.m. - 1:00 p.m.
Town Administrator	Monday – Thursday	9:00 a.m. - 4:00 p.m.
	Friday	9:00 a.m. - 1:00 p.m.
Town Planner	Monday – Wednesday	8:30 a.m. - 4:00 p.m.
	Thursday & Friday	Remote
Zoning Administrator	Tuesday 10:00 a.m. - 4:00 p.m. (except July and August)	
	Thursday 8:30 a.m. - 4:00 p.m.	Friday 8:30 a.m. – 1:00 p.m.
Library	Tuesday 10:00 a.m. - 7:00 p.m.	Wednesday 1:00 p.m. - 7:00 p.m.
	Thursday 10:00 a.m. - 7:00 p.m.	Friday 1:00 p.m. - 7:00 p.m.
	Saturday 10:00 a.m. - 2:00 p.m.	

**TRASH & RECYCLING SCHEDULE**

Trash and recycling are picked up weekly as follows:

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

Wednesday: All roads east of Route 128

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

**ELECTED TOWN OFFICES**

Town Moderator (1 year, term expires 2024)  
 Town Clerk (3 years, term expires 2025)

Edward Chase  
 Callie Hamdy

**Selectboard**

Term expires 2024 (3 years)  
 Term expires 2025 (3 years)  
 Term expires 2026 (3 years)

David Baczewski  
 William Cleary  
 Lee McClenny

**School Board (election takes place in April)**

Term expires 2024 (3 years)  
 Term expires 2026 (3 years)

Scott Cooledge  
 Andre Roy

**Library Trustees**

Term expires 2024 (5 years)  
 Term expires 2025 (5 years)  
  
 Term expires 2026 (5 years)  
 Term expires 2027 (5 years)  
 Term expires 2028 (5 years)

Helen Sterling  
 Leanne Saddlemire (resigned)  
 Becky Roy (appointed)  
 Patricia Hechmer  
 Vicky Ross  
 Peggy Pittala (resigned)  
 Marianne Bassford (appointed)

**Justice of the Peace**

Dennis Angiono  
 Lynn Bursell  
 Christian Frenette  
 Martha Heath

Derrick Kendrew  
 Andrea Letorney  
 Francois Ross

**APPOINTED TOWN OFFICES**

Town Administrator

Nanette Rogers (resigned)  
 Holly Delisle (appointed)

Assistant Town Clerk

Maria Barden

Town Treasurer

Gregory Barrows

Bookkeeper

Mary Jane Featherstone

Delinquent Tax Collector

Marjorie McIntosh

Dog Wardens

Matt Bartholomew

Elisabeth Smith (resigned)

Lister

Caroline Brown

Town Planner

Melissa Manka (resigned)

Zoning Administrator (3-year term, expires 2026)

Harmony Cism

Library Director

Bree Drapa

Library Assistant

Niquette Bergeron

Recreation Coordinator

Amanda Gifford

Road Foreman

John Roberts (resigned)

Sean Cushing (appointed)

Road Crew

Reggie Smith, Thomas Cramer

Common Committee

Caroline Brown, Suzanne Kearns,

Lori Johnson

CCCUD Delegate

Julia Andrews



**APPOINTED TOWN OFFICES (CONTINUED)**

CCRPC Representative  
 CSWD Representative  
 Emergency Management Director  
 Fence Viewers  
 Fire Chief  
 Fire Warden  
 Health Officer  
 Deputy Health Officer  
 Inspector of Wood & Lumber/Weigher of Coal  
 Land Agent  
 Town Agent  
 Town Grand Juror  
 Tree Warden

Benjamin Bornstein  
 Katie Frederick  
 Francois Ross  
 Scot Phillips, Barb Peck  
 Garrett Bartlett  
 Dennis Angiono  
 Tina Shoup  
 Devin Porter  
 Kyle Hobart  
 Benjamin Stark  
 Willis Breen  
 Willis Breen  
 Owen Jacobs

**Development Review Board**

Term expires 2024 (3 years)  
 Term expires 2024 (3 years)  
 Term expires 2025 (3 years)  
 Term expires 2025 (3 years)  
 Term expires 2026 (3 years)  
 Term expires 2026 (3 years)  
 Term expires 2026 (3 years)  
 Alternate - Term expires 2024 (1 year)  
 Alternate - Term expires 2024 (1 year)

Matthew Wamsganz  
 Francois Ross  
 Peter Armata  
 Andrew Collier  
 Bill Cleary  
 Jesse Lebreque  
 Dennis Angiono  
 Seth Jensen  
 Vacant

**Planning Commission**

Term expires 2024 (5 years)  
 Term expires 2025 (5 years)  
 Term expires 2026 (5 years)  
 Term expires 2027 (5 years)  
 Term expires 2028 (5 years)

Seth Jensen  
 Gordon Gebauer  
 George Lamphere  
 Mark Letorney  
 Maureen Reilly

**Cemetery Commissioners**

Term expires 2024 (3 years)  
 Term expires 2025 (3 years)  
 Term expires 2026 (3 years)

Glenn Rogers  
 Ronald Perry  
 Lynn Gauthier

**Conservation Commission**

Term expires 2024 (4 years)  
 Term expires 2024 (4 years)  
 Term expires 2025 (4 years)  
 Term expires 2026 (4 years)  
 Term expires 2027 (4 years)

Kirsten Tyler  
 Elias Rosenblatt  
 Sarah Pinto  
 Joel Fay  
 Christopher Cunningham

**Recreation Committee**

Term expires 2024 (3 years)  
 Term expires 2024 (3 years)  
 Term expires 2025 (3 years)

George Elliott  
 Andrew Katz  
 Vacant

**Recreation Committee (continued)**

Term expires 2025 (3 years)

Term expires 2026 (3 years)

Term expires 2026 (3 years)

Term expires 2026 (3 years)

Benjamin McElvany

Vacant

Lori Miller

Kelsi Cross

**Notary Public**

Callie Hamdy (with seal)

Maria Barden (with seal)

Niquette Bergeron (with seal)

Holly Delisle (with seal)

**State Representative – Chittenden-25**

Julia Andrews (D)

P.O. Box 33, Westford, VT 05494

Phone: (802)324-9273

Email: [jandrews@leg.state.vt.us](mailto:jandrews@leg.state.vt.us)

Assigned committee: House Ways and Means

**Senator - Chittenden North**

Irene Ava Wrenner (D)

15 Thrush Lane, Essex, VT 05452

Phone: (802)338-2247

Email: [IWrenner@leg.state.vt.us](mailto:IWrenner@leg.state.vt.us)

Assigned committees: Senate Agriculture, Senate Institutions, and Canvassing Committee



Photo: Orah Moore

**ABSTRACT OF 2023 ANNUAL TOWN MEETING**

There was no in-person Town Meeting. This was decided by the Selectboard based on temporary changes made to the Election Laws in January 2023. The changes granted municipalities the option of not holding an in-person town meeting and as well as not having a physical location for the required public hearing. The Selectboard held a public hearing via Zoon on March 2, 2023, to present the articles that were presented for vote on March 7, 2023.

**Results of Australian Ballot Articles - Voted on March 7, 2023**

Article 1 Approved the collection of real estate and personal property taxes in four equal installments due on August 15<sup>th</sup>, November 15<sup>th</sup>, March 15<sup>th</sup>, and May 15<sup>th</sup>, commencing with the fiscal year that begins on July 1, 2023, with USPS, FedEx or UPS cancellation postmarks being acceptable.

Total ballots cast: 532

514 Yes

14 No

0 Over votes

4 Blanks

Article 2 Approved the Selectboard's budget of \$2,158,830 to defray the expenses for the ensuing year.

Total ballots cast: 532

467 Yes

65 No

0 Over votes

0 Blanks

Article 3 To elect all officers required by law.

Town Moderator - one year – Edward Chase

Selectboard - three years – Lee McClenny

Library Trustee - five years – Patricia Pittala

Library Trustee – five years (one year remaining) – Helen Sterling

**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 Elementary School, 146 Brookside Road in said Town of Westford, on Monday, March 4, 2024, at 7:00 p.m. at which time the Town's Annual Meeting will commence to act on the following articles from the floor and not being voted by Australian ballot (Articles 1-3). The legal voters of the Town of Westford are further notified and warned to meet at the Westford Elementary School, 146 Brookside Road in said Town of Westford on Tuesday, March 5, 2024, to vote below articles by Australian ballot (Articles 4-6) beginning at 7:00 a.m., at which time the polls will open, until 7:00 p.m., at which time the polls will close.

The legal voters of the Town of Westford are further warned that the Selectboard will hold a public informational hearing on the following articles to be voted by Australian ballot (Articles 4-6) at the Westford Elementary School, 146 Brookside Road in said Town of Westford on Monday, March 4, 2024, following the vote and discussion on the articles being voted from the floor (Articles 1-3) at 7:00 p.m.

**ARTICLES TO BE VOTED FROM THE FLOOR ON MARCH 4, 2024**

- ARTICLE 1** Shall the Town of Westford collect its real estate and personal property taxes in four equal installments, with the due dates being August 15<sup>th</sup>, November 15<sup>th</sup>, March 15<sup>th</sup>, and May 15<sup>th</sup>, commencing with the fiscal year that begins on July 1, 2024, with postmarks being acceptable?
- ARTICLE 2** Shall the Town of Westford vote on all public questions by Australian ballot pursuant to 17 V.S.A §2680(d)?
- ARTICLE 3** Discussion of other nonbinding business that may come before the meeting.

**ARTICLES TO BE VOTED BY AUSTRALIAN BALLOT ON MARCH 5, 2024**

- ARTICLE 4** Shall the voters of the Town of Westford accept the Selectboard's budget of \$2,223,929 to defray the expenses for the ensuing year?
- ARTICLE 5** Shall general obligation bonds or notes of the Town of Westford in an amount not to exceed Six Hundred Thirty Thousand and 00/100 Dollars (\$630,000.00), subject to reduction by funds from the Fire Department Equipment Reserve Fund, and having a maximum term of ten (10) years, be issued to fund the purchase and equipping of a fire tanker truck for the Westford Fire Department?
- ARTICLE 6** To elect all officers required by law.
- Town Moderator for a term of one year
  - Selectboard for a term of three years
  - Selectboard for a term of three years with two years remaining
  - Selectboard for a term of two years
  - Selectboard for a term of one year
  - Library Trustee for a term of five years
  - Library Trustee for a term of five years with four years remaining
  - Library Trustee for a term of five years with one year remaining

Approved this 25<sup>th</sup> day of January 2024.

WESTFORD SELECTBOARD

Lee McClenny, Chair

David Baczewski

William Cleary

Received for record January 25, 2024, at 7:55 p.m.

Attest: Callie Hamdy, Town Clerk

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

## GENERAL FUND EXPENSE BUDGET 2024-2025

		2022-23 Budget	2022-23 Actual	203-24 Budget	2024-25 Proposed
<b>100-30 Administration</b>					
3000-10.00	Selectboard Salaries	2,400	1,600.00	2,400	4,000
3000-10.01	Selectboard Minute Taker	0	1,469.13	1,200	1,350
3000-11.00	Town Admin & Asst. Town Admin Salaries	70,076	70,076.18	74,199	86,320
3000-12.00	Bookkeeper Salary	34,096	34,097.80	37,185	38,673
3000-13.00	Fire Warden Stipend	400	400.00	400	400
3000-13.01	Rec Coordinator Salary	12,497	5,270.73	15,599	16,224
3000-14.00	FICA & Medicare	22,523	20,558.13	24,035	23,759
3000-14.10	Childcare Tax	0	0.00	0	1,367
3000-15.00	Health Insurance	23,055	21,407.40	24,500	27,590
3000-15.01	Dental Insurance	864	863.52	885	900
3000-15.02	Disability Insurance	1,200	1,165.42	1,200	1,345
3000-15.03	Vision Insurance	220	217.44	220	220
3000-16.00	Employee Pension Plan	8,504	6,602.91	9,300	9,007
3000-19.00	Office Equipment	500	228.77	500	500
3000-20.00	Office Supplies & Repairs	5,000	4,247.71	5,500	5,000
3000-30.00	Legal Notices	1,000	260.00	1,000	850
3000-34.00	Postage	4,000	7,878.70	6,000	8,000
3000-40.00	Education - Selectboard & Town Admin.	400	227.00	400	1,010
3000-42.00	Grant Writer	5,000	687.50	5,000	0.00
3000-48.00	Property & Casualty, W/C Insurance	20,100	18,575.88	17,900	18,037
3000-60.01	Legal & Professional Fees	20,000	17,252.11	20,000	21,000
3000-60.02	IT Professional Services	20,000	21,875.64	23,765	24,561
3000-60.04	Software	0	458.15	0	2,250
3000-60.05	Town Administrator Computer	0	0	0	1,800
3000-60.08	Admin, Library & Rec Capital Reserve	19,400	19,400.00	20,700	17,390
3000-60.10	Holiday Baskets	0	3,875.00	0	0.00
3000-62.00	Stationary & Printing	2,200	2,688.36	3,200	2,800
3000-63.00	Newsletter Printing	3,000	2,734.25	3,100	3,458
3000-74.00	Selectboard/Town Administrator Travel	500	591.69	700	700
3000-75.00	Emergency Generator	1,600	19.02	1,200	900
3000-76.00	Electricity - Flag, Street Lights	1,800	1,793.21	1,800	1,915
3000-91.00	Interest Expenses	800	55.46	0	0
3000-92.00	Tax Abatements	0	7.29	0	0
<b>Administration Total</b>		<b>281,135</b>	<b>266,584.40</b>	<b>301,889</b>	<b>321,325</b>
<b>100-32 Clerk &amp; Treasurer</b>					
3200-10.00	Clerk & Assistant Clerk Salaries	48,221	39,505.86	43,675	45,422
3200-25.00	Treasurer Salary	13,114	13,111.55	13,243	13,773
3200-30.10	Membership Dues	300	55.00	300	350
3200-40.10	Education - Clerk's Office	600	0.00	600	300
3200-40.20	Education - Treasurer's Office	200	0.00	200	200
3200-60.03	Supplies - Town Clerk	300	248.06	300	300

		2022-23 Budget	2022-23 Actual	2023-24 Budget	2024-25 Proposed
<b>100-32 Clerk &amp; Treasurer (continued)</b>					
3200-60.04	Supplies - Treasurer	800	1,067.20	1,000	1,100
3200-60.05	Treasurer/Bookkeeper Computer	0.00	0.00	1,800	0.00
3200-60.06	Town Clerk/Administrator Laptop	0.00	0.00	0	0.00
3200-74.00	Travel	500	249.53	500	400
<b>Clerk &amp; Treasurer Total</b>		<b>64,035</b>	<b>54,237.20</b>	<b>61,618</b>	<b>61,845</b>
<b>100-33 BCA &amp; Elections</b>					
3300-10.00	BCA Salaries	700	640.00	700	850
3300-20.00	Election Workers	100	0.00	120	120
3300-30.00	Ballots, Supplies & Voting Machine	2,000	5,111.91	1,600	4,000
3300-99.00	Miscellaneous Expenses	0.00	0.00	0	0.00
<b>BCA &amp; Elections Total</b>		<b>2,900</b>	<b>5,751.91</b>	<b>2,520</b>	<b>5,070</b>
<b>100-34 Auditors &amp; Delinquent Tax Collector</b>					
3400-11-00	Independent Audit	18,000	17,500.00	25,000	19,400
3440-10.00	Delinquent Tax Penalty Payment	5,000	3,552.69	5,000	5,000
3440-34.01	Delinquent Tax Collector Expenses	150	204.50	100	150
3440-40.00	Education - DTC	50	28.00	50	50
<b>Auditors &amp; Delinquent Tax Collector Total</b>		<b>23,200</b>	<b>21,285.19</b>	<b>30,150</b>	<b>24,600</b>
<b>100-35 Listers</b>					
3500-09.00	Assessor	10,000	9,376.50	0	0.00
3500-10.00	Lister Salaries	6,906	6,721.37	19,499	16,382
3500-20.00	Tax Mapping	4,500	4,301.50	5,000	5,000
3500-40.00	Education	100	0.00	0	0.00
3500-50.00	Supplies& Equipment	200	0.00	500	200
3500-60.04	Software	225	579.01	500	500
3500-60.05	Computer	0	0.00	0	1,800
3500-74.00	Travel	50	0.00	50	50
<b>Listers Total</b>		<b>21,981</b>	<b>20,978.38</b>	<b>25,549</b>	<b>23,932</b>
<b>100-36 Planning, DRB &amp; Zoning</b>					
3600-10.01	Planning Commission Stipend	2,000	1,200.00	2,000	2,000
3600-10.02	PC Minute Clerk	2,000	1,394.00	2,000	2,000
3600-30.00	PC Legal Notices	750	0.00	750	750
3600-40.00	PC Education	300	0.00	300	300
3600-60.01	PC Legal & Professional Fees	1,000	72.31	1,000	1,000
3600-60.02	Planning Special Projects	8,000	8,000.00	4,000	4,000
3600-60.06	Wastewater Project	0	16,760.00	0	0.00
3600-60.07	VCDP Grant - 1705 Property	0	8,640.00	0	0.00
3600-89.00	Conservation Commission	4,000	4,000.00	4,000	2,500
3600-99.00	Planning Maps & Miscellaneous	500	0.00	500	500
3601-10.00	Town Planner Salary	59,635	59,733.10	64,316	40,560

		2022-23 Budget	2022-23 Actual	2023-24 Budget	2024-25 Proposed
<b>100-36 Planning, DRB &amp; Zoning (continued)</b>					
3601-10.01	DRB Coordinator & Administrative Asst	12,480	4,266.00	0	0.00
3601-40.00	Town Planner Education	150	20.00	150	150
3601-60.05	Town Planner Computer	1,900	0.00	0	0.00
3601-74.00	Town Planner Travel	200	39.64	200	200
3620-20.00	DRB Stipend	2,800	2,533.36	2,800	2,800
3620-30.00	DRB Legal Notices	500	381.68	500	500
3620-40.00	DRB Education	100	0.00	100	100
3620-41.00	DRB Minute Clerk	1,000	155.00	1,500	500
3620-42.00	Grant writer	0	0.00	0	0.00
3620-60.01	DRB Legal & Professional Fees	2,350	152.31	2,350	1,325
3620-99.00	DRB Miscellaneous	75	0.00	75	50
3650-10.00	Zoning Admin & Planning Asst Salary	22,470	21,267.72	32,348	33,642
3650-40.00	Zoning Education	100	326.54	500	500
3650-60.05	Zoning Administrator Computer	0	0.00	0	0.00
3650-74.00	Zoning Administrator Travel	0	0.00	0	2,300
3650-75.00	Zoning Administrator CCRPC BWQC	500	308.06	700	400
<b>Planning, DRB &amp; Zoning Total</b>		<b>122,810</b>	<b>129,249.72</b>	<b>120,089</b>	<b>96,077</b>
<b>100-37 Town Office Building &amp; Property</b>					
3700-68.00	Building Maintenance & Repairs	3,000	2,632.28	3,000	2,900
3700-70.00	Custodial Services	2,600	2,340.00	2,600	2,600
3700-71.00	Mowing	4,500	4,516.66	6,000	4,665
3700-75.00	Fuel	1,000	1,468.39	2,500	1,545
3700-76.00	Electricity	3,000	2,749.85	3,000	3,000
3700-77.00	Telephone & Internet	2,200	2,459.21	2,800	2,420
3700-78.00	Water - Office & Library	400	655.21	450	500
3700-79.00	Common Port-o-let	945	875.00	945	1,230
8310-13.00	Spiller Lot	0	0.00	0	0.00
8310-14.00	Maple Shade Town Forest	0	0.00	0	0.00
3700-81.00	Building Improvements	0	0.00	0	0.00
3700-82.10	Maple Shade Town Forest	0	1,640.00	0	0.00
3700-83.00	Sports Field Maintenance	4,922	4,355.00	4,695	4,845
<b>Town Office Building &amp; Property Total</b>		<b>22,566</b>	<b>23,691.60</b>	<b>25,990</b>	<b>23,705</b>
<b>100-41 Dog Warden</b>					
4100-10.00	Salary	500	300	500	500
4100-40.00	Education	100	28	100	100
4100-74.00	Travel	100	0	100	75
4190-00.00	Miscellaneous	0	0	100	50
<b>Dog Warden Total</b>		<b>700</b>	<b>328.00</b>	<b>800</b>	<b>725</b>
<b>100-42 Law Enforcement</b>					
4200-00.00	Law Enforcement Contract	20,000	23,940.00	26,500	26,500
4200-30.00	CUSI	3,975	3,202.00	2,000	1,698
<b>Law Enforcement Total</b>		<b>23,975</b>	<b>27,142.00</b>	<b>28,500</b>	<b>28,198</b>



		<b>2022-23 Budget</b>	<b>2022-23 Actual</b>	<b>2023-24 Budget</b>	<b>2024-25 Proposed</b>
<b>100-43 Emergency Services</b>					
4310-00.00	Essex Rescue	7,059	7,059.00	11,646	11,995
4320-00.00	Fairfax Rescue	12,064	12,064.00	12,064	14,000
4330-00.00	Emergency Dispatching Services	12,500	12,500.00	13,125	13,781
<b>Emergency Services Total</b>		<b>31,623</b>	<b>31,623.00</b>	<b>36,835</b>	<b>39,776</b>
<b>100-45 Fire Department</b>					
4500-00.00	Fire Department	49,000	49,000	49,000	67,586
4500-60.01	Capital Budget Reserve	59,328	29,023	60,443	56,070
4500-59.00	2018 710 Pumper Loan Payment	29,040	0	28,260	27,480
4500-70.00	2018 Pumper Truck	0	59,328	0	0.00
<b>Total Fire Department</b>		<b>137,367</b>	<b>137,350.53</b>	<b>137,703</b>	<b>151,136</b>
<b>100-61 Health Officer</b>					
6100-10.00	Salary	400	400.00	400	450
<b>Health Officer Total</b>		<b>400</b>	<b>400.00</b>	<b>400</b>	<b>450</b>
<b>100-63 Trash &amp; Recycling</b>					
6300-00.00	Solid Waste Disposal	250,000	264,944.31	243,000	247,500
6305-00.00	Recycling	0	0.00	0	0
6306-00.00	Metal Dumpster	0	0.00	0	0
<b>Trash &amp; Recycling Total</b>		<b>250,000</b>	<b>264,944.31</b>	<b>243,000</b>	<b>247,500</b>
<b>100-68 Cemeteries</b>					
6800-00.00	Cemetery Commission	8,000	8,000.00	8,000	8,000
6800-10.00	Cemetery Commissioner Stipend	400	400.00	400	425
<b>Cemeteries Total</b>		<b>8,400</b>	<b>8,400.00</b>	<b>8,425</b>	<b>8,425</b>
<b>100-78 Library</b>					
7800-00.00	Appropriation	81,834	81,834.00	85,828	93,849
<b>Library Total</b>		<b>81,834</b>	<b>81,834.00</b>	<b>85,828</b>	<b>93,849</b>
<b>100-93 Dues &amp; Assessments</b>					
9300-30.10	Chittenden County Tax	11,500	11,935.00	12,100	12,313
9300-30.12	CCRPC	2,894	2,894.00	2,978	2,931
9300-30.13	VLCT	3,689	3,689.00	3,817	3,934
<b>Dues &amp; Assessments Total</b>		<b>18,083</b>	<b>18,518.00</b>	<b>18,895</b>	<b>19,178</b>
<b>100-99 Donations &amp; Miscellaneous</b>					
9900-00.00	Miscellaneous	1,200	3,404.95	1,200	2,000
9900-05.00	Brick Meeting House Society	4,500	4,500.00	2,000	2,000
9900-05.01	Westford Common Hall	4,500	4,500.00	2,000	2,000
9900-05.02	Summer Concert Series	1,000	3,000.00	2,000	1,500
9900-05.02	Westford Historical Society	2,000	2,000.00	1,000	1,000
9900-08.00	Recreation Committee	0	0	0	0.00

		<b>2022-23 Budget</b>	<b>2022-23 Actual</b>	<b>2023-24 Budget</b>	<b>2024-25 Proposed</b>
<b>100-99 Donations &amp; Miscellaneous (continued)</b>					
9900-09.00	Matching Grant Funds	1,000	0.00	0	0.00
9905-00.00	UVM Home Health & Hospice	6,500	6,500.00	6,500	6,500
9910-00.00	Age Well	1,500	1,500.00	1,500	1,500
9920-00.00	Westford Fairfax Fletcher Band	100	0.00	100	100
9930-00.00	Front Porch Forum	250	250.00	250	270
9931-00.00	GBIC	0	0.00	200	200
9932-00.00	Winooski Nat Resource Conservation Dist	0	0.00	300	300
9940-00.00	Steps to End Domestic Violence	300	300.00	300	300
9941-00.00	Hope Works	200	200.00	200	200
9942-00.00	VT Center for Independent Living	0	0.00	100	100
9943-00.00	VT Family Network	0	0.00	250	250
9944-00.00	COTS	0	0.00	250	250
9945-00.00	Essex CHIPS	500	0.00	250	250
<b>Donations &amp; Miscellaneous Total</b>		<b>23,550</b>	<b>26,154.95</b>	<b>18,400</b>	<b>18,720</b>
<b>Grand Total Expenditures</b>		<b><u>1,114,561</u></b>	<b><u>1,118,473.19</u></b>	<b><u>1,146,592</u></b>	<b><u>1,164,517</u></b>

**110-51 Highway Department - Roads**

5100-10.00	Salaries	256,300	234,972.29	282,928	287,192
5100-14.00	FICA & Medicare	20,403	18,030.00	22,042	22,368
5100-14.10	Childcare Tax	0	0.00	0	1,264
5100-15.00	Health Insurance	31,622	26,693.82	48,910	51,785
5100-15.01	Dental Insurance	1,728	1,187.34	1,765	1,795
5100-15.02	Disability Insurance	1,250	991.87	1,200	1,170
5100-15.03	Vision Insurance	440	308.04	435	435
5100-16.00	Employee Pension Plan	8,001	7,077.00	8,644	8,772
5100-22.00	Gravel - Road Resurfacing	50,000	70,483.00	60,000	0.00
5100-23.00	Town Ditching	5,000	16,361.80	5,000	5,000
5100-24.00	Gravel	0	0.00	0	90,000
5100-24.01	Gravel - Rebuilding	5,000	0.00	20,000	0
5100-24.02	Chloride	45,000	52,815.52	45,000	45,000
5100-24.03	Culverts	7,500	4,969.70	7,500	7,500
5100-24.04	Road Fabric	0	0.00	5,000	0.00
5100-24.05	Hot Mix & Cold Patch/Crack Sealing	5,000	1,512.99	2,500	2,000
5100-24.06	Guardrails & Fences	5,500	0.00	5,500	1,000
5100-24.07	Seed & Mulch	1,000	419.46	1,000	1,000
5100-24.08	Signs	2,500	2,070.08	2,500	2,500
5100-24.09	Stone for culverts/drains	1,000	1,528.55	1,000	1,000
5100-25.01	Sand	85,000	94,304.28	90,000	110,000
5100-25.02	Salt	25,000	18,641.31	25,000	25,000
5100-25.03	Chains	3,000	3,650.00	3,000	3,300

		2022-23 Budget	2022-23 Actual	2023-24 Budget	2024-25 Proposed
<b>110-51 Highway Department – Roads (continued)</b>					
5100-26.01	Gravel - Mud Season	10,000	0.00	10,000	0
5100-26.02	Gravel - Unusual Events	0	16,320.91	0	0
5100-27.00	Blades & Plows	5,000	9,616.82	5,000	5,000
5100-28.00	Tires	5,000	5,915.28	7,500	5,000
5100-58.00	Equipment Rental	4,000	0.00	4,000	2,000
5100-59.00	Contracted Svcs - Regular Maintenance	0	0.00	0	0
5100-59.02	Contracted Svcs - Miscellaneous	10,000	11,362.50	10,000	8,000
5100-59.04	Contracted Svcs - Tree Removal	3,500	41,350.00	5,000	5,000
5100-59.05	Contracted Svcs - Roadside Mowing	8,000	8,000.00	8,000	10,400
5100-59.06	Contracted Svcs - Unusual Events	0	2,887.50	0	0
5100-59.07	Contracted Svcs - Engineering	0	682.00	0	0
5100-59.08	Contracted Svcs - Ditching	0	0.00	0	0
5100-59.16	Equipment Reserve Fund	55,600	50,600.00	43,900	38,640
5100-62-03	Old Stage Road Grant	0	256,074.00	0	0
5100-65.08	2020 International HX620 - Loan Payment	32,543	32,542.20	32,543	32,543
5100-65.09	2019 JD 75G Excavator - Loan Payment	16,413	16,095.87	16,413	0
5100-65.10	2021 K3500 Chevy Loan Payment	12,400	12,212.37	12,400	12,585
5100-65.11	2022 Chevy Silverado K3500 P/Up	0	65,665.00	0	0
5100-65.12	2023 JD Grader - Loan Principal	0	0.00	0	43,890
5100-65.13	2024 Western Star - Loan Principal	0	0.00	0	41,022
5100-66.00	Loan Interest	2,303	3,276.35	1,660	13,556
5100-67.02	Repairs & Maintenance - Excavator	2,000	11,277.18	5,000	4,000
5100-67.03	Repairs & Maintenance - Grader	5,000	4,630.04	5,000	500
5100-67.04	#523-Tk 2120 Chevy Silverado	0	568.94	0	500
5100-67.08	#522-Tk 2020 International	0	3,194.00	0	0
5100-67.10	J. Deere/75G Excavator '19	0	255.00	0	0
5100-67.11	#517-Tk 2014 - Western Star	0	11,714.00	500	0
5100-67.12	Brush Hog	500	0.00	2,000	1,000
5100-67.13	Repairs & Maintenance - Loader	2,000	1,371.00	0	1,500
5100-67.14	2017 Western Star	0	5,536.00	0	0
5100-67.15	Hydro seeder	0	0.00	0	1,000
5100-67.17	Woodchipper	500	128.19	500	500
5100-67.18	#525-Tk 2022 K3500 Silverado P/Up	0	6,177.74	0	0
5100-67.19	#526-Tk 2023 GRADER	0	233,320.00	0	0
5100-67.20	John Deere Roller	0	0.00	0	0
5100-68.01	Repairs & Maintenance - Trucks	20,000	4,362.30	20,000	20,000
5100-68.05	Repairs & Maintenance - Sander	500	0.00	500	500
5100-68.06	Repairs & Maintenance - Sm Equipment	1,000	1,770.77	1,000	1,000
5100-74.00	Travel	800	21.38	800	400
5100-75.01	Diesel Fuel	60,000	80,745.00	65,000	65,000
5100-95.00	Chloride Tanks & Pumps	1,000	0.00	1,000	500
<b>Highway Department - Roads Total</b>		<b>818,303</b>	<b>1,453,689.39</b>	<b>896,639</b>	<b>982,116</b>

**110-52 Highway Department Permits**

5200-20.00	MRPG Storm Water Permit	1,750	640.00	1,750	1,750
5200-30.00	Petroleum Cleanup Fund	50	50.00	50	50
<b>Highway Department Permits Total</b>		<b>1,800</b>	<b>690</b>	<b>1,800</b>	<b>1,800</b>

**110-53 Highway Department - Garage**

5300-20.00	Supplies	5,000	7,914.76	6,500	5,000
5300-21.00	Oil & Grease	500	118.85	500	1,300
530-22.00	Shop Tools and Equipment	0	0.00	0	1,000
5300-23.00	Equipment	3,000	2,560.73	3,000	2,000
5300-24.00	Communication Equipment	1,500	406.75	1,500	1,500
5300-25.00	Personal Protective Equipment	0	0.00	0	500
5300-40.00	Education & Workshops	1,500	45.00	1,500	500
5300-48.00	Property & Casualty, Auto, W/C Insurance	42,660	40,301.62	40,000	39,429
5300-50.00	Fire System	500	410.00	500	500
5300-60.00	Software, IT Services	0	0.00	0	0
5300-60.05	Computer	0	0.00	0	0
5300-68.00	Building Maintenance & Repairs	6,000	6,207.96	6,000	6,000
5300-71.00	Salt Shed Reserve	5,000	5,000.00	5,000	0
5300-76.00	Electricity	4,600	4,650.27	4,600	4,600
5300-77.00	Telephone	3,100	1,879.78	1,000	1,720
5300-78.00	Water	0	0.00	0	100
5300-81.00	Building Improvements	35,000	617.99	40,000	10,000
5300-83.00	Storage Shed	1,200	1,200.00	1,200	1,200
5300-85.00	Clothing Allowance	2,000	1,585.25	2,000	2,000
5300-99.00	Miscellaneous	1,000	2,013.65	1,000	1,000
<b>Highway Department - Garage Total</b>		<b>112,560</b>	<b>74,912.61</b>	<b>114,300</b>	<b>78,349</b>

<b>Grand Total Expenditures - Highway Department</b>	<b><u>932,663</u></b>	<b><u>1,529,292.00</u></b>	<b><u>1,012,739</u></b>	<b><u>1,062,265</u></b>
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<b>Total Amount Budgeted (Admin &amp; Highway)</b>	<b>2,047,224</b>	<b>2,647,765.19</b>	<b>2,159,331</b>	<b>2,226,782</b>
Less Anticipated Revenue (Admin & Highway)	277,910	1,088,887.01	282,167	318,623
Less General Fund Balance	<u>20,000</u>	<u>20,000.00</u>	<u>20,000</u>	<u>18,500</u>
<b>Total Amount to be Raised by Taxes</b>	<b>1,749,314</b>	<b>1,538,878.18</b>	<b>1,787,664</b>	<b>1,858,159</b>

<b>Estimated Grand List</b>	<b>2,570,797</b>	<b>2,540,266</b>	<b>2,571,541</b>	<b>2,597,215</b>
<b>Estimated Exemptions (Veterans, Farm Stabilization)</b>	<b><u>-21,290</u></b>		<b><u>-21,290</u></b>	
<b>Estimated Taxable Grand List</b>	<b>2,549,507</b>		<b>2,571,541</b>	<b>2,597,215</b>

<b>Actual Tax Rate</b>	<b>0.6941</b>	<b>0.6952</b>		
<b>Estimated Tax Rate</b>				<b>0.7154</b>
<b>Change in Tax Rate</b>				<b>0.02027</b>
<b>Percent Change in Tax Rate</b>				<b>2.8%</b>

## GENERAL FUND REVENUE BUDGET 2024-2025

		2022-23 Anticipated	2022-23 Actual	2023-24 Anticipated	2024-25 Anticipated
<b>GENERAL FUND</b>					
<b>100-20 Property Taxes</b>					
2009-00.00	Late Tax Interest	2,000	1,826.30	2,000	2,000
2010-00.00	Delinquent Taxes	20,000	54,687.49	20,000	30,000
2011-00.00	Delinquent Tax Penalty	5,000	4,374.99	5,000	4,000
2012-00.00	Delinquent Tax Interest	3,000	1,290.49	3,000	3,000
<b>Total Property Taxes</b>		<b>30,000</b>	<b>62,179.27</b>	<b>30,000</b>	<b>39,000</b>
<b>100-21 Licenses &amp; Fees</b>					
2100-00.00	Liquor Licenses	70	185.00	70	185
2110-00.00	Recording Fees	25,000	17,262.00	22,000	18,000
2120-00.00	Dog Licenses	2,500	1,944.00	2,225	2,225
2131-00.00	Access Permits	100	340.00	100	100
2135-00.00	Excess Weight Permits	800	815.00	800	800
2140-00.00	Marriage Licenses	100	110.00	200	200
2145-00.00	Copier/Fax Fees	3,000	1,906.86	2,250	1,900
2146-00.00	Vault Time	400	156.00	200	200
2150-00.00	Auto Registration Fees	40	39.00	50	40
2155-00.00	Metal Dumpster	2,000	3,645.70	2,500	2,600
<b>Total Licenses &amp; Fees</b>		<b>34,010</b>	<b>26,403.56</b>	<b>30,395</b>	<b>26,250</b>
<b>100-22 Intergovernmental</b>					
2229-00.00	Current Use	85,000	87,172.00	80,000	85,145
2242-00.00	State Traffic Fines	4,000	5,445.84	4,000	4,500
2245-00.00	State Miscellaneous	0	0	0	0
2248-00.00	VT Act 68/Main Grand List	0	964.00	0	965
2260-60.06	Wastewater Project RF1-26	0	109,555.42	0	0
2260-60.07	VCDP Grant - 1705 Property	0	11,295.00	0	0
<b>Total Intergovernmental</b>		<b>89,000</b>	<b>214,432.26</b>	<b>84,000</b>	<b>90,610</b>
<b>100-23 Planning &amp; Zoning</b>					
2359-00.00	Building Permits	24,000	33,138.41	24,000	14,000
2360-00.00	DRB fees	2,500	525.00	2,500	1,800
2362-00.00	DRB Subdivision Final	0	0.00	0	0
2363-00.00	DRB Subdivision Amendment	0	800.00	0	0
2363-10.00	DRB Waiver	0	0.00	0	0
2364-00.00	DRB Site Plan	0	650.00	0	0
2365-00.00	DRB Variance	0	3.00	0	0
2366-00.00	DRB Boundary Line Adjustment	0	0.00	0	0
2367-00.00	DRB Conditional Use	0	0.00	0	0
2369-00.00	ZA Admin Amendment	0	5.10	0	0
2370-00.00	Certificate of Compliance	800	645.00	1,000	750
2371-00.00	Zoning Violation Fines	0	0.00	0	0

			2022-23 Anticipated	2022-23 Actual	2023-24 Anticipated	2024-2 Anticipated
<b>100-23 Planning &amp; Zoning (continued)</b>						
2372-00.00	Certificate of Occupancy		1,000	755.00	500	700
2373-00.00	Home Occupancy		0	0.00	0	0
2374-00.00	CCRPC-BWQC		0	0.00	0	0
2380-00.00	Legal/Professional review		0	500.00	0	0
<b>Total Planning &amp; Zoning</b>			<b>28,300</b>	<b>37,021.51</b>	<b>28,000</b>	<b>17,250</b>
<b>100-24 Town Functions</b>						
2438-00.00	Holiday Basket Donations		0	3,875.00	0	0
<b>Total Town Functions</b>			<b>0</b>	<b>3,875.00</b>	<b>0</b>	<b>0</b>
<b>100-27 Transfer in From Reserve</b>						
2705-00.00	Transfer in From Reserve		0	0.00	0	0
<b>Total Transfer in From Reserve</b>			<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>
<b>100-28 Dogs</b>						
2820-00.00	Dog Fines		0	0.00	0	0
2821-00.00	Dog Shelter Fund		0	0.00	0	0
<b>Total Dogs</b>			<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>
<b>100-29 Miscellaneous</b>						
2900-00.00	School Expense Reimbursement		2,100	6,453.67	2,100	2,100
2930-00.00	Interest Income		500	6,178.52	5,500	18,000
2990-00.00	Miscellaneous Revenue		1,000	587.38	750	750
2990-00.02	Summer Concert Series		0	2,000.00	0	0
2990-00.03	National Opioids Settlement		0	1,356.21	222	233
2990-04.00	Cannabis VT Control Board		0	300.00	200	0
2990-11.00	Maple Shade Town Forest		0	2,229.19	6,000	5,000
<b>Total Miscellaneous</b>			<b>3,600</b>	<b>19,104.97</b>	<b>14,772</b>	<b>26,083</b>
<b>TOTAL GENERAL FUND</b>			<b><u>184,910</u></b>	<b><u>363,016.57</u></b>	<b><u>187,167</u></b>	<b><u>199,193</u></b>
<b>HIGHWAY DEPARTMENT</b>						
110 5000-19.00	State Grants		0	0.00	0	0
5000-19.03	Old Stage Rd Grant		0	192,229.60	0	0
5000-20.00	Note Proceeds		0	230,000.00	0	0
5000-40.00	State Aid - Highway		93,000	98,494.40	95,000	101,430
5000-40.01	Better Roads Grant		0	0.00	0	0
5000-40.02	CCRPC Grant		0	0.00	0	18,000
5000-50.00	FEMA Oct 2019 Storm		0	201,679.91	0	0
5000-90.00	Miscellaneous Revenue		0	3,466.53	0	0
<b>TOTAL HIGHWAY DEPARTMENT</b>			<b>93,000</b>	<b>725,870.44</b>	<b>95,000</b>	<b>119,430</b>
<b>ADMIN &amp; HIGHWAY GRAND TOTAL</b>			<b><u>277,910</u></b>	<b><u>1,088,887.01</u></b>	<b><u>282,167</u></b>	<b><u>318,623</u></b>

**FIVE YEAR CAPITAL BUDGET  
FY2025 - FY2029**

	<b>Replace Fiscal Year</b>	<b>Anticipated Cost</b>	<b>FY'25</b>	<b>FY'26</b>	<b>FY'27</b>	<b>FY'28</b>	<b>FY'29</b>
<b>Highway</b>							
Paving Old Stage Road	2033	250,000	0	0	0	0	10,000
2024 Western Star 47x	2034	392,800	0	0	0	0	15,712
2015 John Deere Loader	2030	243,000	4,400	4,400	4,400	4,400	4,400
2017 Western Star	2026	287,000	10,600	10,600	0	0	0
2020 International HX620	2029	322,800	0	11,340	11,340	11,340	11,340
2021 SURE Flatbed Trailer	2028	10,000	2,000	2,000	2,000	0	0
2019 Talbert 20' Trailer	2029	25,000	5,000	5,000	5,000	5,000	0
2021 Chevy K3500 Silverado	2031	151,400	3,640	3,640	3,640	3,640	3,640
2022 Chevy Silverado Pickup	2034	5,000	5,000	5,000	5,000	5,000	5,000
Paving, Cambridge & Huntly	2030	200,000	8,000	8,000	8,000	8,000	8,000
Hydro seeder	2033	16,000	0	0	0	3,200	3,200
Town Garage Furnace	2033	40,000	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,000</u>	<u>8,000</u>
<b>Highway Total</b>			<b>38,640</b>	<b>49,980</b>	<b>39,380</b>	<b>48,580</b>	<b>69,292</b>
<b>Administration</b>							
Copier, Cannon	2029	7,500	1,875	1,875	1,875	1,875	0
Furnace	2025	15,000	3,000	3,000	3,000	3,000	3,000
Vault Expansion	2025	20,000	4,000	4,000	4,000	4,000	4,000
Handicap Ramp	2028	15,000	3,000	3,000	3,000	0	0
Roof Replacement	2035	20,000	2,000	2,000	2,000	2,000	2,000
Town Office Septic System	TBD	140,000	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
<b>Administration Total</b>			<b>18,875</b>	<b>18,875</b>	<b>18,875</b>	<b>15,875</b>	<b>14,000</b>
<b>Fire Department</b>							
2000 711 Pumper	2024	6,400	14,000	14,000	14,000	14,000	14,000
1995 712 Tanker	2025	13,440	4,000	0	0	0	0
2017 710 Int'l E-One Pumper	2026	500,000	0	0	0	0	12,310
Handheld Radio (8)	2028	350,000	400	0	0	0	0
Thermal Imaging Camera	2027	43,200	3,100	0	0	0	0
Vehicle Extraction Tools	2028	2,860	0	7,190	3,595	3,595	3,595
Rescue Jacks	2028	8,000	820	820	820	820	820
SCBA (12 Scott Air Packs)	2031	125,280	11,730	11,730	11,730	11,730	11,730
SCBA (12 Spare Bottles)	2031	13,920	2,020	2,020	2,020	2,020	2,020
Turn-out Gear	2034	60,000	6,000	6,000	6,000	6,000	6,000
Pagers (18)	2032	8,500	0	0	660	660	660
2008 714 Utility/Rescue	2033	700,000	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>
<b>Fire Department Total</b>			<b>56,070</b>	<b>55,760</b>	<b>52,825</b>	<b>52,825</b>	<b>65,135</b>
<b>Library</b>							
Furnace	2028	10,000	2,000	2,000	2,000	0	0

	Replace Fiscal Year	Anticipated Cost	FY'25	FY'26	FY'27	FY'28	FY'29
<b>Library (continued)</b>							
Heat pump	2031	5,500	0	1,100	1,100	1,100	1,100
Painting	2030	15,000	2,850	2,850	2,850	2,850	2,850
WiFi Mesh Equipment	2028	8,250	<u>2,065</u>	<u>2,065</u>	<u>2,065</u>	<u>2,065</u>	<u>0</u>
<b>Library Total</b>			<b>6,915</b>	<b>8,015</b>	<b>8,015</b>	<b>6,015</b>	<b>3,950</b>
<b>Recreation</b>							
Soccer Goals	2029	3,700	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
<b>Recreation Total</b>			<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>
<b>Grand Total - All Departments</b>			<b><u>122,100</u></b>	<b><u>134,230</u></b>	<b><u>120,695</u></b>	<b><u>124,895</u></b>	<b><u>153,977</u></b>

The full Capital Budget & Program documents are available on the Town website  
[\(https://westfordvt.us/capital-budget-program/\)](https://westfordvt.us/capital-budget-program/)



### TREASURER

Fiscal Year 2023 saw the town and the country coming out of the COVID-19 epidemic. Activity in the Town resulted in an increase in building permits. FEMA payments for the 2019 Halloween Storm came in at \$201,680. The town also received the second installment of the American Recovery Plan Act (ARPA) for a total of \$632,754. As of June 30, 2023, the town had spent \$107,856.

The Town's General Fund finished FY 2023 with an operating gain of \$71,036. The General Fund began the year with a positive fund balance of \$339,589, which was increased to \$410,625 after all expenditures and transfers.

The Highway Fund finished FY 2023 with a budget surplus of \$52,476. The Highway Fund began the year with a Fund Balance of \$174,714 which was increased to \$227,190, after all expenditures and transfers.

The table below shows the past several years of history of the General, Highway and ARPA 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 802-878-4587 or [treasurer@westfordvt.us](mailto:treasurer@westfordvt.us).

Respectfully submitted,  
Greg Barrows

	General Fund	Highway Fund	ARPA Fund	Non-Major Funds	Total
<b>Balance as of 06/30/2020</b>	<b>\$282,453</b>	<b>\$0</b>	<b>\$0</b>	<b>\$723,732</b>	<b>\$1,006,185</b>
<b>FY 2021 Activity</b>					
Operating	209,161	58,505	0	(64,311)	(203,355)
Loan Proceeds	30,869	49,209	0	0	80,078
Other Sources	0	0	0	0	0
Transfers from Other Funds	0	0	0	204,814	204,814
Transfers to Other Funds	(145,214)	(59,600)	0	0	(204,814)
Net Activity	94,816	48,114	0	140,503	283,433
<b>Balance as of 06/30/2021</b>	<b>\$377,269</b>	<b>\$48,114</b>	<b>\$0</b>	<b>\$864,235</b>	<b>\$1,289,618</b>
<b>FY 2022 Activity</b>					
Operating	111,152	185,900	316,349	(74,561)	538,840
Loan Proceeds	0	0	0	0	0
Other Sources	0	0	0	0	0
Transfers from Other Funds	0	0	0	211,872	211,872
Transfers to Other Funds	(148,832)	(59,300)	(7,856)	(3,740)	(219,728)
Net Activity	(37,680)	126,600	308,493	133,571	530,984
<b>Balance as of 06/30/2022</b>	<b>\$339,589</b>	<b>\$174,714</b>	<b>\$308,493</b>	<b>\$997,806</b>	<b>\$1,820,602</b>
<b>FY 2023 Activity</b>					
Operating	163,194	(151,924)	251,607	(117,626)	145,251
Loan Proceeds	109,555	230,000	0	0	339,555
Other Sources	0	0	0	0	0
Transfers from Other Funds	0	30,000	(30,000)	227,512	227,512
Transfers to Other Funds	(171,712)	(55,600)	0	(200)	(227,512)
Net Activity	101,037	52,476	221,607	109,686	484,806
<b>Balance as of 06/30/2023</b>	<b>\$440,626</b>	<b>\$227,190</b>	<b>\$530,100</b>	<b>\$1,107,492</b>	<b>\$2,305,408</b>

## AUDITORS'S REPORT

**Sullivan, Powers & Co., P.C.**

Certified Public Accountants

77 Barre Street  
P.O. Box 947  
Montpelier, VT 05601  
802/223-2352  
[www.sullivanpowers.com](http://www.sullivanpowers.com)

Richard J. Brigham, CPA  
Chad A. Hewitt, CPA  
Jordon M. Plummer, CPA  
VT Lic. #92-000180

January 29, 2024

Selectboard  
Town of Westford  
1713 Route 128  
Westford, VT 05494

We have audited the financial statements of the Town of Westford, Vermont as of and for the year ended June 30, 2023.

The financial statements and our report thereon are available for public inspection at the Town Office and on their website at [www.westfordvt.us](http://www.westfordvt.us).

*Sullivan, Powers & Co.*

Members of The American Institute and Vermont Society of Certified Public Accountants

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

## SCHEDULE OF TAXES BILLED &amp; COLLECTED

June 30, 2023

2022 Grand List

\$267,456,400

	<u>Homestead Tax Rate</u>	<u>Non-Residential Tax Rate</u>
Education Tax	1.5933	1.7138
Town Tax	0.3581	0.3581
Highway Tax	0.3305	0.3305
Local Agreement	<u>0.0055</u>	<u>0.0055</u>
<b>Total Tax Rates</b>	<b><u>2.2874</u></b>	<b><u>2.4079</u></b>

## Taxes assessed and billed:

<u>Rate Name</u>	<u>Tax Rate</u>		<u>Grand List</u>	<u>Total Taxes Billed</u>
Non-Residential Education	1.7138	x	623,419.00	1,068,415.44
Homestead Education	1.5933	x	1,930,592.00	3,076,012.28
Town Tax	0.3581	x	2,540,266.00	909,654.18
Highway Tax	0.3305	x	2,540,266.00	839,558.14
Local Agreement	0.0055	x	2,540,266.00	13,971.79
Late Homestead Penalty				<u>\$167.73</u>
Taxes Billed (Town & School)				\$5,907,779.56

Net Adjustments \$0.00

**Total Taxes Billed (Town & School)** **\$5,907,779.56**

## Collections:

Town & Education	\$5,893,640.05
Adjustments	\$0.00
Net Adjustments	-\$10,389.59
Abatements	<u>\$0.00</u>
Total collections	\$5,883,250.46

Delinquent Taxes \$24,529.10

**Total Taxes** **\$5,907,779.56**

**ARPA FUND**  
**Year Ending June 30, 2023**

<b>Beginning Balance - July 1, 2022</b>		<b>\$308,493.02</b>
<b>Receipts</b>		
ARPA Allocation 8/26/2022	\$110,759.64	
ARPA Allocation 10/07/2022	\$205,543.00	
ARPA Allocation of Undistributed Fund	\$149.13	
Interest	<u>\$5,155.58</u>	
Total Receipts		\$321,607.35
<b>Expenses</b>		
VT0255-01 Salary - Administration	\$2,675.00	
VT0255-02 IT & HVAC Improvements	\$512.00	
VT5255-05 Town Website	\$5,150.00	
VT5255-05 Town Office Feasibility Study	\$15,816.89	
VT5255-08 Westford Common Hall – Various Projects	\$8,833.00	
VT5255-10 EMT/EMS Training	\$2,558.00	
VT5255-01 Dog Warden	\$1,321.41	
VT5255-12 Conservation Committee – Snowmobile	\$500.00	
VT5255-13 Westford Common Hall – ADA Upgrades	\$12,412.00	
VT5255-15 Westford Historical Society	\$20,221.81	
VT5255-20 Pandemic Response Expense	\$30,000.00	
Miscellaneous	<u>\$0.00</u>	
Total Expenses		\$100,000.11
<b>Ending Balance - June 30, 2023</b>		<b><u>\$530,100.26</u></b>

**CONTINGENCY FUND**  
**Year Ending June 30, 2023**

<b>Beginning Balance - July 1, 2022</b>		<b>\$107,502.92</b>
<b>Receipts</b>		
Transfer In	\$142,497.08	
Interest*	<u>\$0.00</u>	
Total Receipts		\$142,497.08
*Interest accumulated is in the General Fund		
<b>Expenses</b>		
Miscellaneous	<u>\$0.00</u>	
Total Expenses		\$0.00
<b>Ending Balance – June 30, 2023</b>		<b><u>\$250,000.00</u></b>

**TOWN COMMON FUND**  
**Year Ending June 30, 2023**

<b>Beginning Balance – July 1, 2022</b>		<b>\$44,655.25</b>
<b>Disbursements</b>		
Heritage Tree Care – Tree Removal	\$550.00	
K. Daigle – Gazebo	\$357.93	
Durgin & Crowell – Wood Chips	\$1,500.00	
	Total Expenses	<u>\$2,407.93</u>
<b>Receipts</b>		
Earned Interest	\$391.87	
	Total Receipts	<u>\$391.87</u>
<b>Ending Balance - June 30, 2023</b>		<b><u>\$42,639.19</u></b>

**MUNICIPAL RECORDS RESERVE FUND**  
**Year Ending June 30, 2023**

<b>Beginning Balance - July 1, 2022</b>		<b>\$53,572.53</b>
<u>Revenue</u>		
Recording Fees	\$6,252.00	
Interest	<u>\$508.61</u>	
Total Revenue		\$6,760.61
<u>Expenses</u>		
Monthly Software Program Fee	\$4,340.00	
Image to film	\$489.12	
Supplies	<u>\$0.00</u>	
Total Expenses		\$4,829.12
<b>Ending Balance - June 30, 2023</b>		<b><u>\$55,504.02</u></b>

**STATEMENT OF OUTSTANDING DEBT**  
**Year Ending June 30, 2023**

<b>Lender</b>	<b>Capital Asset</b>	<b>2023</b>	<b>2024</b>	<b>Change</b>
Community National Bank	2017 Pumper Truck	146,176	121,814	(24,362)
Community National Bank	2020 International HX620	97,630	65,088	(32,542)
Community National Bank	John Deere 75G Excavator	16,094	0	(16,094) (1)
Community National Bank	Jackson Forest Land	601	0	(601) (2)
Union Bank	2021 Chevrolet K3500	49,209	37,198	(12,011)
Vermont Municipal Bond Bank	Wastewater Improvements	30,869	70,212	70,212 (3)
Union Bank	John Deere Grader	<u>0</u>	<u>230,000</u>	<u>230,000</u> (4)
<b>Totals</b>		<b>328,568</b>	<b>512,100</b>	<b>214,401</b>

**Notes:** (1) Final payment was made February 2023  
(2) Final payment was made December 2022  
(3) Note due August 1, 2029, with \$70,212 to be forgiven on August 1, 2025  
(4) John Deere Grader purchased December 2023

**STATEMENT OF RESERVE ACCOUNTS**  
**Year Ending June 30, 2023**

	<b>Beginning Balance</b>				<b>Ending Balance</b>
<b><u>Reserves</u></b>	<b><u>7/1/2022</u></b>	<b><u>Deposits</u></b>	<b><u>Debits</u></b>	<b><u>Interest</u></b>	<b><u>6/30/2023</u></b>
Admin Capital Budget	\$111,037.12	\$15,800.00	\$0.00	\$1,053.64	\$127,890.76
Equipment Reserve	\$247,529.98	\$50,600.00	\$56,000.00	\$2,063.82	\$244,193.80
Fire Dept. Capital Budget	\$235,027.26	\$59,328.00	\$0.00	\$2,269.81	\$296,625.07
Lister PVR Education	\$5,075.89	\$0.00	\$0.00	\$47.07	\$5,122.96
Office Expansion	\$8,309.05	\$0.00	\$0.00	\$77.05	\$8,386.10
Reappraisal	\$115,390.13	\$8,194.00	\$0.00	\$1,132.81	\$124,716.94
Salt Shed	<u>\$10,090.42</u>	\$5,000.00	\$0.00	\$101.20	<u>\$15,191.62</u>
<b>Total Reserve Accounts</b>	<b>\$732,459.85</b>				<b>\$822,127.25</b>

## SELECTBOARD

2023 has been quite a year for the Town of Westford between staffing changes, spirited debate about a community wastewater system and first steps of study into speed limits and traffic patterns on the Town's roads.

The Selectboard first reviewed and approved a new Personnel Policy for Town employees and created a draft Community Wastewater Ordinance. In November, Voters declined to approve a proposed Municipal Wastewater System and decided, in a floor vote, to increase the number of Selectboard seats from 3 to 5. Selectboard chairman, Lee McClenny, announced that he would resign effective Town Meeting Day, and Selectboard member Dave Baczewski chose not to stand for re-election.

### Town Staff

Town Administrator – Nanette Rogers stepped down from her role as Town Administrator after nearly 25 years serving the Town of Westford. Nanette has been a tremendous asset to the Town, and her presence will be sorely missed! Nanette provided consistency and a vast amount of knowledge that was invaluable to the various Selectboards over the years.

The Town was fortunate to find Nanette's replacement after a short search, and welcomed Holly Delisle, a Westford resident, to the Town Administrator position in October. Holly comes to the Town with a background in finance and operations. She jumped right into things and continues to quickly pick up new aspects of the role. Welcome aboard, Holly!

Road Crew – We also said goodbye to Road Foreman John Roberts in 2023. John was dedicated and proactive as the Foreman and his forward thinking is praised by others in the industry. Residents have praised the work of the Road Crew under John's leadership in the face of numerous weather challenges over the years.

Sean Cushing, a tenured Road Crew member stepped up to the Road Foreman role in December. Sean has served as the interim Road Foreman in the past and comes to the position with the same forward-thinking desire to see Westford's roads maintained and improved that John had. Welcome, Sean! The Town continues to advertise for a fourth road crew member.

Town Planner – After 19 years of dedicated service to Westford as the Town Planner, Melissa Manka left the position in November. Melissa's contributions to the Town are a testament to her hard work. She will be missed.

The Town has not yet hired a permanent Town Planner, but Ron Rodjenski from Stone Shore Municipal Consulting was brought in on contract as a project manager and grant administrator. Ron brings 30-plus years of municipal experience including as a Zoning Administrator, and he has helped other towns in Vermont in his consulting capacity. Thank you, Ron!

### Financial Practices

Independent Professional Audit – Sullivan Powers & Co audited the FY'23 financial records. The 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'25 Budget - The Town budget proposal for the next fiscal year (July 1, 2024 – June 30, 2025) is detailed in the tables contained on pages 9 - 18 of the Town Report. The goal while drafting the budget was to control costs in an inflationary environment, while striving to provide the same level of services. The Board was able to achieve this through scrutinization of each line item, amending Capital Reserve allocation schedules, and applying surplus from the General Fund to reduce the amount to be raised by taxes.

The Selectboard worked with the Town Treasurer and Town Administrator to update the Town's Investment Policy and chose to invest unspent Town funds, as well as some ARPA funds, in CDs to earn interest income for the Town's future use.

The \$2,226,782 proposed town budget reflects an overall increase of 3.12%. In addition to the anticipated non-tax revenue, the Selectboard opted to utilize \$50,000 from the General Fund surplus to further reduce the amount to be raised by taxes to \$1,858,159. Working with the Lister's Office, an estimated Grand List value was determined. After factoring in the different components, an estimated tax rate is calculated at 0.7154, an increase from FY'24 of 0.02027. On property assessed at \$100,000, this rate would indicate a \$20.27 increase in the tax bill. *Please note that this is an estimate only and does not include the school tax rate.*

The Selectboard would like to thank Carl Rogers, Interim Assistant to the Town Administrator for his great efforts to present the Selectboard with ample information and recommendations to support the budget and capital planning process this year. Carl has decades of related experience, and his help has set the Town up very well for the future. Thank you, Carl!

### **Road Projects**

The Highway Department purchased a new grader in 2023 and added a roller to help pack down freshly graded gravel. The roller was purchased using ARPA funds and has been put to good use. Residents have commented that the roads stay in better condition for longer after grading when the roller is used.

Re-paving of a short section of Old Stage Road took place in the summer of 2023 using grant funds and capital reserves. Re-paving of Westford's section of Westford-Milton Road will take place in 2025. Funds from the State's Grants-in-Aid were also used to complete ditching, and some crowning work on several Town roads to improve drainage. This sort of ditching is a major factor in the reduced impact this year's heavy rainstorms have had on the roads. The road crew will continue ditching and crowning work in the coming year.

The Road Crew performed routine maintenance of roads in addition to cleaning up damage from unusual storms. Maintenance included grading roads, filling potholes, resurfacing, ditching, etc. Approximately 340 loads of gravel were added to town roads over the last year. An ADA compliance study was completed for the Garage in advance of an anticipated Municipal Energy Resilience Program grant which is championed by Benjamin Bornstein, Westford's representative to the Chittenden County Regional Planning Commission.

### **Town Projects**

ARPA (American Rescue Plan Act) Funds – Sixteen ARPA projects were funded using the \$632,605 Local ARPA allocation, including a \$150,000 allocation for the Community Wastewater project. At the end of FY23, \$107,856 of the allocated funds were spent by the awardees on projects like a new Town website, ongoing Town Office Feasibility Study, and a new snowmobile for the Conservation Commission, and improvements to the Red Brick Meeting House, Westford Common Hall, and Westford Historical Society buildings. \$24,585 remains unallocated and has been set aside for future needs.

Community Wastewater System – In November, the Town held a bond vote and de facto referendum on a long, and much-debated, municipal wastewater system. In the end, voters rejected the project as presented. That said, the Planning Commission agreed to support research into alternatives more responsive to voter's concerns. The Planning Commission's excellent efforts in earning state and



federal grants will play a vital role in finding the right answer to a problem a majority of residents believe needs to be addressed.

### **Miscellaneous**

Dog Warden – Elisabeth Smith resigned the position of Dog Warden in September though she continues to volunteer her time to maintain a Facebook page for lost dogs and help in other ways when possible. Matt Bartholomew still serves as Dog Warden, and the Town is currently looking for another individual to join him in this important public service.

Severe Weather and Flooding – In July and again in December, Vermont cities and towns were inundated by severe flooding, causing many of our neighboring communities significant damage and loss of property. Our thoughts continue to be with those who are still rebuilding. Fortunately, Westford was spared most of the damage due, in part, to the preventative maintenance the Town and the Road Crew established over the years with ditching, crowning, and culvert improvement projects. As the changing climate causes severe weather to become more frequent, the Town will continue to implement measures to keep Westford residents safe.

Respectfully submitted,  
Lee McClenny, Chair  
David Baczewski  
Bill Cleary

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### **TOWN CLERK**

This has been a very busy year for the Town Clerk's office. Me and Maria have enjoyed getting to know residents better, helping them with any tasks they need assistance within the office, and providing secure elections.

**Elections** – for the 2023 Annual Town Meeting the town elected to, once again, send ballots to all active registered voters, although some voters preferred to vote in person at the polls.

The Essex Westford School District also elected to mail ballots to all active registered voters. This was their fourth year in a row doing so. The EWSD staff managed the mailing of the ballots.

The town also elected to send ballots to all active registered voters for the 2023 Community Wastewater System Bond Vote, although some voters preferred to vote in person.

**Vermont Elections Management System** – 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** – Providing online access to the Land Records continues to be a great benefit. This allows both researchers and residents to have access to the Public Land Records even when the Town Office is not open. It also expands access for those with limited ability to travel.

The online database contains records dating back to April of 1994. Maria continues to back scan records as time permits. We are collaborating with a vendor to have more of the recent surveys scanned.

During FY'23, 520 documents (deeds, surveys, etc.) were recorded in the Westford Land Records. This translates to 1,375 compared to 1,945 pages in FY'22.

**Dog Licenses** – The number of dog licenses issues in 2023 was down compared to previous years. Numbers have still not returned to pre-COVID levels. In 2023, 285 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 2023 through December 31, 2023, are as follows: 20 births, 10 deaths, and 14 marriages.

A certified copy of a vital record can be requested by completing a form and submitting it with the proper fee. For more information on how to obtain a certified copy of a vital records, go to <https://westfordvt.us/administration/town-clerk/>.

**Newsletter & Town Website** – There are two resources to keep abreast of current events in town. The Town's website, which was updated to have a more modern look this year (<http://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 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 so much Westford! Your generous donations enabled the Town to help nineteen families! The gift cards to purchase food and necessities were greatly appreciated. This would not have been possible without your kindness.

Respectfully submitted,  
Callie Hamdy, Town Clerk

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### 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'23, the BCA met one time to discuss revising the voter checklist. This resulted in approving 106 voter registration applications, removing 40 voters, and sending notices to 16 voters to confirm residency. In addition to these meetings BCA members worked the polls for the 2023 Annual Town Meeting, 2023 Annual School District Meeting, and the 2023 Wastewater Bond Vote.

The Board of Abatement consists of the Town Treasurer, Town Clerk, Selectboard members, Listers, and Justices of the Peace. The Board of Abatement hears property tax abatement request. The Board of Abatement heard one request for tax abatement in 2023.

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### CEMETERY COMMISSION

The Westford Cemetery Commission now oversees the care and maintenance of all seven town cemeteries (Cook Yard, Richardson, Cloverdale, Osgood Hill, Plains, Brookside, and Pleasant View).

We, with the help of a volunteer, have been able to keep the small previously “neglected” Cook Yard Cemetery clear of brush with the goal of maintaining its integrity. We also had the four visible gravestones in Cook Yard repaired and a sign installed. A contractor was hired to maintain/mow our other six town cemeteries during the mowing season.

There was a total of 3 interments during this fiscal year (Brookside - 2; Pleasant View - 1). There were 2 lots sold at Pleasant View Cemetery during this fiscal year. Flags were placed on all Veterans’ graves in observance of Memorial Day.

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 2022-2023 fiscal year to complete the gravestone cleaning at Osgood Hill Cemetery (see before and after photos below). We also replaced several broken or missing gravestones. We have budgeted money for further gravestone restoration/cleaning and other projects during fiscal year 2023-2024. The Cemetery Commission considers gravestone restoration/cleaning as part of the annual maintenance program much like the mowing contract since it is an ongoing project. We also continue to repair miscellaneous gravestones on an as needed basis.

We continue to record all cemetery inscriptions/information for each of the cemeteries into a computerized database. All the gravestones have also been photographed. An updated map is available for the older section of Brookside Cemetery. In addition, updated maps for the newer section of Brookside Cemetery and Pleasant View Cemetery are in the process of being completed.

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 to 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 Gauthier, Ronald Perry, Glenn Rogers

Osgood Hill Cemetery



Varney & others – Before (2018)



Varney & Others – After (Nov. 2022)



Polly Olin – Before (Oct. 2022)



Polly Olin – Replacement Stone (June 2023)



Cook Yard – November 2022

TREASURER’S REPORT – CEMETERY FUNDS  
Year Ending June 30, 2023

Beginning Balance - July 1, 2022	\$26,898.05
Receipts	
Interment fees	\$350.00
Town budget appropriation	\$8,000.00
Lot Purchase	\$1,500.00
Corner Stones	\$600.00

**Receipts (continued)**

Donations	\$100.00	
Recording fees	\$45.00	
Perpetual care	\$0.00	
Interest	<u>\$10.63</u>	
Total Receipts		\$10,605.96

**Expenses**

Cornerstones	\$1,400.00	
Signage	\$0.00	
Supplies and flags	\$331.27	
Heritage Tree Service – tree removal	\$0.00	
Stump grinding	\$0.00	
Monument restoration	\$3,840.80	
Recording fees	\$120.00	
Mowing	<u>\$7,300.00</u>	
Total Expenses		\$12,992.07

**Ending Balance - June 30, 2023****\$24,511.94**

<b><u>Cemetery Savings Accounts</u></b>	<b><u>Balance 7/1/22</u></b>	<b><u>Income</u></b>	<b><u>Interest</u></b>	<b><u>Withdrawal</u></b>	<b><u>Balance 6/30/23</u></b>
Alger	\$322.07	\$0.00	\$0.15	\$0.00	\$322.22
Osgood Hill	\$0.00	\$0.00	\$0.10	\$0.00	\$0.00
Cloverdale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Perpetual Care	<u>\$1,063.59</u>	<u>\$600.00</u>	<u>\$0.51</u>	<u>\$0.00</u>	<u>\$1,664.10</u>
<b>Total</b>	<b>\$1,385.66</b>	<b>\$600.00</b>	<b>\$0.66</b>	<b>\$0.00</b>	<b>\$1,986.32</b>

<b><u>Cemetery CDs</u></b>	<b><u>Balance 7/1/22</u></b>	<b><u>Deposit</u></b>	<b><u>Interest</u></b>	<b><u>Withdrawal</u></b>	<b><u>Balance 6/30/23</u></b>
James Grow	\$4,691.73	\$0.00	\$16.76	\$0.00	\$4,708.49
Osgood Hill	\$8,371.92	\$0.00	\$37.19	\$0.00	\$8,409.11
Phillips	\$687.80	\$0.00	\$2.78	\$0.00	\$690.58
Irish	\$772.98	\$0.00	\$2.08	\$0.00	\$775.06
Brookside Cemetery	\$18,768.02	\$0.00	\$204.12	\$0.00	\$18,972.14
Perpetual Care	<u>\$21,579.33</u>	<u>\$0.00</u>	<u>\$110.43</u>	<u>\$0.00</u>	<u>\$21,690.76</u>
<b>Total</b>	<b>\$54,871.78</b>	<b>\$0.00</b>	<b>\$374.36</b>	<b>\$0.00</b>	<b>\$55,246.14</b>

**Total Cemetery Funds**

Cemetery Checking	\$24,511.94
Savings	\$1,986.32
CDs	<u>\$55,246.14</u>
<b>Grand Total in Funds</b>	<b>\$81,744.40</b>

## 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. This year, trails were continuously saturated due to unprecedented rainfall. This created challenges for trail access and maintenance, yet WCC members worked to address drainage issues and numerous wet spots on the Town's trail network.

The WCC has partnered with Ethan Tapper, the Chittenden County Forester to apply silvicultural treatments in the Misty Meadows Town Forest (MMTF) and the Maple Shade Town Forest (MSTF). Both the MMTF and the MSTF are part of the Westford Town Lands (WTL), which is managed under a comprehensive Management Plan written in 2018 and approved by the Town in 2019. The work completed in the MMTF and the MSTF is in accordance with this plan. Details on these treatments are found in the next two paragraphs.

The forestry program at the Center for Technology at Essex High School applied pre-commercial thinning in an area of young forest in the Misty Meadows Town Forest (AKA school trails) behind the Westford School again last fall. This work, which was completed in conjunction with Ethan Tapper, the Chittenden County Forester, consisted of felling small trees to favor the increased growth of the healthiest trees in this area, at the same time adding dead wood to the forest floor to promote improved habitat, hydrology, and carbon sequestration and storage. Ethan Tapper controlled a large area of invasive honeysuckle, buckthorn, and autumn olive in the MMTF last fall, and the CTE students pulled more of these plants post-thinning.

The WCC worked with Tapper on forest management in the Maple Shade Town Forest (AKA the Jackson Farm) again last winter. This work used a small-scale logger to apply low-impact logging techniques. Working under Tapper's supervision these techniques will improve the health, resilience, and wildlife habitat of the MSTF by conducting ecological forest management over the course of several winters. Proceeds from this work were reinvested in the MSTF and benefited the Town general fund. Specifically, the MSTF trail system was significantly improved for recreation by installing water bars, improving drainage, and smoothing out previously existing rutted sections. This project was made transparent and inclusive, with public informational materials and forest walks with Ethan, both considered opportunities to learn more about responsible forest management. We look forward to continuing this partnership in 2024.

Joel Fay, Dale Rodgers, and Tom Lane have been maintaining the school trails (a/k/a "Misty Meadows") for walkers and Nordic skiers for several years. Volunteers were able to lay down a wide path of corduroy in addition to cross-country ski tracks to improve the Nordic-skiing experience again last winter. The Misty Meadows groomed trails were used again by the Fairfax skiing team for practices on Saturday mornings and a Nordic Trail Race in February, a courtesy we were happy to extend, and we look forward to a continuing relationship with the young skiers.

The WCC collaborated with the Westford Public Library and installed temporary story walks and poetry walks along existing trails at Misty Meadows and Maple Shade Town Forest to encourage new users and young families to enjoy the trails. The WCC facilitated the Library's "Passport Program" in which trail users were able to stamp "passports" with stamps located along 10 different trails and other

locations in Westford, including the Covered Bridge, among others. Raffle tickets were earned based on the number of trails hiked, with monthly prizes awarded. It was another great success, and we look forward to another collaboration in 2024.

The WCC started a collaboration with Bee the Change, a non-profit organization dedicated to establishing pollinator-friendly environments across Vermont. Bee the Change started work in the summer of 2023 to install an educational pollinator garden at Westford Elementary School. The site was prepped by tilling and planting a cover crop. Next spring, with the help of community members and students from WES, the site will be planted with native wildflowers to add biological diversity and vital habitat for pollinators. We look forward to continuous collaboration with Bee the Change as we maintain and build on this pollinator garden in future years.

The WCC held trail clean-up days in both the Fall of 2022 and Spring of 2023. Both events were not well attended, but we appreciate the folks that came to help clean up and clear deadwood in MSTF and MMTF. We will host trail clean-up days in 2024 and hope that more Westford residents attend to help. We encourage 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 folks 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.

The WCC greatly benefits from the generous contributions from community members to the Westford Conservation fund. 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.

**CONSERVATION FUND**  
**Year Ending June 30, 2023**

<b>Beginning Balance - July 1, 2022</b>	<b>\$13,463.89</b>
<u>Revenue</u>	
Donations	\$185.00
Unexpended budget transfer	\$3,309.40
Maple Shade Town Forest Fund	\$770.25
Interest	<u>\$137.49</u>
Total Revenue	\$4,402.14
<u>Expenses</u>	
Conservation Fund Expenses	\$0.00
Maple Shade Town Forest Expense	<u>\$0.00</u>
Total Expenses	\$0.00
<b>Ending Balance - June 30, 2023</b>	<b><u>\$17,866.03</u></b>

**DELINQUENT TAX COLLECTOR****Calendar Year Report: As of December 31, 2023**

<u>Tax Year</u>	<u>Begin Tax Amount</u>	<u>Tax Collected</u>	<u>Corrected or Abated</u>	<u>Tax Uncollected</u>
2021-22	\$1,395.07	\$1,395.07	\$0.00	\$0.00
2022-23	<u>\$73,932.48</u>	<u>\$67,228.43</u>	<u>\$0.00</u>	<u>\$6,704.05</u>
<b>Total</b>	<b>\$75,327.55</b>	<b>\$68,623.50</b>	<b>\$0.00</b>	<b>\$6,704.05</b>

**Comparison of Year End Delinquent Taxes**

<u>Year End</u>	<u>Begin Amount</u>	<u>Collected</u>	<u>Corrected or Abated</u>	<u>Uncollected</u>
12/31/20	\$83,318.51	\$69,823.67	-\$1,631.81	\$11,863.03
12/31/21	\$94,188.79	\$93,142.40	-\$217.75	\$828.64
12/31/22	\$41,165.57	\$34,090.50	-\$5,680.00	\$1,395.07

As of December 31, 2023, delinquent taxes in the amount of \$6,704.05 remain uncollected. During 2023, there were no abatements made by the Board of Civil Authority or corrections by the Town Treasurer.

Additionally, per the request of the Town Auditors, a fiscal year report showing balances for FY23 is included below.

**Fiscal Year 2023: July 1, 2022 through June 30, 2023**

<u>Tax year</u>	<u>Begin Tax Balance</u>	<u>Tax Collected</u>	<u>Abated or Corrected</u>	<u>Tax Uncollected as of June 30</u>
2020-21	\$377.12	\$377.12	\$0.00	\$0.00
2021-22	\$4,906.99	\$4,179.20	\$0.00	\$727.76
2022-23	<u>\$73,932.48</u>	<u>\$50,131.17</u>	<u>\$0.00</u>	<u>\$23,801.31</u>
<b>Total</b>	<b>\$79,216.59</b>	<b>\$54,687.49</b>	<b>\$0.00</b>	<b>\$24,529.10</b>

Respectfully submitted,  
Marge McIntosh

**DEVELOPMENT REVIEW BOARD**

The Development Review Board (DRB) reviews applications for subdivision, site plan, conditional use, waivers, variances, and appeals of administrative officer decisions. The Board meets on the second and fourth Monday of each month, as needed, at 7:00 pm at the Westford Library. All meetings are open to the public and are conducted in a hybrid format– in-person and via Zoom.

We had another relatively slow year for DRB activity compared to recent years. The following is a summary of the applications the DRB reviewed for the reporting period:

- Sketch Plan Review Applications – 0
- Preliminary Plat Applications – 0
- Final Plat Applications – 2
- Subdivision Amendment – 1
- Conditional Use Applications – 0
- Site Plan Applications – 3 (all 3 for accessory structures)
- Waiver Applications – 0



- Variance Applications - 0
- Appeals – 0
- # 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 June of 2021, the DRB began reviewing projects under the amended Westford Land Use and Development Regulations which were amended based on public, DRB and Administrative Officer input. The DRB continues to work hard to appropriately implement the regulations. We appreciate the patience of applicants as we navigate the changes. The public is encouraged to attend hearings to view the process and give input. Every decision made, every development approved, and every regulation - new or old - affects each of us. We welcome your thoughts!

Each year generally sees some turnover on our board. This year we had one member change. We want to thank Dave Baczewski for his years of service to the DRB and welcome Peter Armata to the DRB! Thank you to all the DRB members for their continued service to the Town of Westford.

Respectfully submitted,  
Matt Wamsganz, Chair

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### **FIRE WARDEN**

As we approach the spring and summer months many of you are looking forward to property cleanup. Please keep in mind that there is not much that can be legally burned in Vermont. I like to tell folks that if it grows on your lawn then it should be safe to burn. If you have any questions, please call me at 802-879-1231.

Permits are required by town ordinance and Vermont State Law. Unless you are having a small campfire 48 inches around or less a burn permit is required. Items that are not allowed to be burned are any household garbage, painted or treated wood, magazines or newspapers, any plastics or rubber products etc.

Make sure your fire is at least 50 feet from any structures. Oil, gasoline, or other flammables are not permitted to start your fire. Your fire must never be left unattended all allowed to smolder overnight. Soaking your fire area with water is the only way to ensure that it is completely extinguished. Please make sure to have extinguishing tools such as a charged water hose and a shovel and rake nearby.

If your fire gets out of control call 911 immediately. Any damage as a result of your fire is your sole responsibility. Please be aware of the conditions on the permit and be wary of high winds and gusts. Lastly and importantly, please be considerate of your neighbors as some people have medical conditions or just do not want to inhale smoke from your fire. Your fire must be extinguished if it causes problems or discomfort for others.

As always thank you to the men and women of the Westford Fire Department who put themselves at risk for the great job of keeping us and our property safe.

The following are the number of permits issued in Westford for this timeframe:

- 582 permits were issued electronically.

- 2 hard copy permits issued by the Fire Warden.
- 0 hard copy permits issued by the Town.
- 1 written warning issued.

Respectfully submitted,  
Dennis L. Angiono

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#### HEALTH OFFICER

This has been a busy year for the Westford Town Health Officers. We have investigated dog bite incidents and responded to a question concerning rabies testing of a deceased raccoon, worked with several State agencies to secure assistance for a Westford family, investigated town water quality issues and conducted water quality testing and researched and provided information to a resident concerning a private home green burial. Details concerning these issues are as follows:

##### Dog Bite Incidents:

Three dog bite incidents, two of which were separate incidents with the same dog. Rabies vaccination status was confirmed with the dogs' veterinarians and the dogs involved were quarantined as per the Vermont Dept. of Health regulations.

##### Westford Family Assistance:

Inquiries received from State agencies concerning assistance for a Westford family in need. Worked with various State and Town organizations including the Westford Town Administrator, Selectboard and the Westford Mutual Aid Group to secure the needed assistance.

##### Water Quality Issues:

Drinking water testing was conducted at the Westford Public Library on June 23, 2023. Water sampling was sought in response to Library patron and employee concerns regarding water quality at the site. Water sample test kits were obtained from the Vermont Dept. of Health and testing samples were collected per the test kit instructions.

The only sample result which warranted intervention was lead which was found to be in excess of the Vermont Health Advisory level of 0.001 mg/L. Based on the sample results, recommendations included that the Library should 1) continue to restrict use of the bathroom sink to handwashing only; 2) continue to provide bottled drinking water for patron and employee use; 3) investigate the possibility of remediating the water supply, and 4) implement routine water sampling on the schedule recommended by the Vermont Dept. of Health. The full Library Water Sampling Report, including the appended laboratory results can be accessed at <https://westfordvt.us/administration/health-officer/>.

##### Green Burial:

Research into green burials in Vermont was prompted by a Westford resident seeking guidance regarding a burial they wished to have on their land. Information concerning State requirements for burial of an immediate family member on an individual's private property were found at 18 V.S.A. Section 5319. Additional information was obtained specific to green burials in Vermont at [greenburialvermont.org](https://greenburialvermont.org). These resources were passed along to the inquiring resident as well as to the Westford Zoning Administrator.

Respectfully submitted,  
Tina Shoup and Devin Porter

### WESTFORD HISTORICAL SOCIETY

Because of the numerous effects that COVID had on the country, the cost of building materials and many other items, our funds were impacted. Like other town groups, the Historical Society was able to apply for ARPA funding to finish the building, grounds, and other projects we had hoped to be able to do.

We were able to have Tim Aiken Building finish the second-floor office/storage/exhibit planning area (see photos below). Bob Manning Trucking & Excavating installed a retaining wall at the back of our building. More items will be finished during the remainder of 2023/2024.

With grants from the Westford Public Library's Community Fund grant to Chris O'Donnell, working on the Allen Family project and from the Chittenden County Historical Society to Trish Indoe, to continue research on Westford's former Town Librarian and Town Historian, Irene Allen (1904-1986). Trish and Chris have been cataloging and gleaning information from at least 20 boxes of letters, memorabilia, photos, etc. at the UVM Special Collections. Irene played a significant role in keeping Westford's history updated through the years, a myriad of information that would have been lost if she hadn't. Irene also answered genealogy requests received by the Town Office. Most of these requests are now answered by Lynn Jackson Gauthier.

At the Historical Society building during Winterfest in February 2023, there were paintings, photographs and displays of early maple sugaring items on loan from Reggie and Betty Ann Morse, and Lynn Jackson Gauthier. Some other sugaring items on display were from Westford Elementary teacher, Kurt Sherman, who had done some sugar house archaeology digs with his classes. Also on display were some early skis and snowshoes.

The Historical Society meets monthly on the third Monday of the month at 6:30 p.m. in our building on the Common. For more information, please contact Caroline Brown at 802-878-8890.

Respectfully submitted,  
Caroline Brown, President



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### LISTERS

The Town has again contracted with NEMRC (New England Municipal Resource Center) to conduct the data collection (building permit inspections) and other segments of the Listing/Assessing of Westford

properties. NEMRC has also been contracted to do a town-wide reappraisal and will begin in the fall of 2023 to be effective **April 1, 2025**, for the 2025 Grand List.

The 2022 Common Level of Appraisal is 81.51%. Our last reappraisal was done in 2009 and there have been significant changes in the market values since then. All properties in town will have a site visit prior to December 2024. Each NEMRC Assessor will have proper identification on their person as well as on their vehicle. A postcard will be mailed to you before the assessor starts site visits in your area.

During the data collection process:

- The entire process takes approximately 15-30 minutes.
- There will be an initial attempt to visit a property. If no one is home, a door card will be left with contact information and a code to review your property data online.
- Building exteriors will be measured and photographed.
- Building interiors will be inspected with consideration to age, quality of construction and materials, improvements, story height, foundation, condition, etc.
- For land, factors such as location, topography and site improvements will be evaluated.
- Vacant land parcels with no structures will obviously not receive a door card, however, please feel free to contact the listers office if you would like to speak with an assessor.

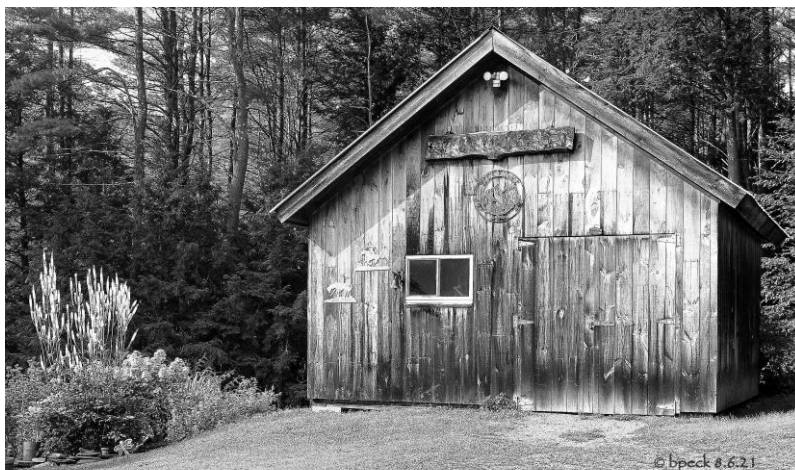
To ensure accuracy and fairness to all taxpayers in town, it is important to allow access to the data collectors. Please know that they are not interested in contents or personal property and any observations will remain private.

Assessment records are open to the public and can be reviewed during regular Town Office hours.

As always, remember to file your HS-122 and HI-144 when filing your State and Federal Income Tax returns. **Form HS-122, Vermont Homestead Declaration (Section A) The Homestead Declaration and Property Tax Adjustment Claim (Section B)** 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 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".

Respectfully submitted,  
Caroline Brown



Stygles Barn  
Photo: Barb Peck

## PLANNING COMMISSION

**The Town Plan** – Westford is not rural by accident. The rural character of our Town is due to well thought out, comprehensive Land Use and Development Regulations that are supported by our Town Plan. The Westford Town Plan is the principal policy statement for the Town of Westford presenting a snapshot of existing conditions and a vision for the future. Specifically addressed in this plan are demographic trends, housing, economic development, natural resources, energy, facilities, utilities and services, education, transportation, historic resources, future land use, flood resiliency and implementation strategy. The primary goal of the Town Plan is to maintain and enhance the rural character of Westford. Additional land use goals and objectives are to revitalize the town center to serve as the civic and commercial core of the town, and to encourage and implement techniques that conserve the working landscape and natural resources while enhancing the rural, historical, and cultural resources of the town.

The Town Plan provides a guide for planning the future of the Town, serves as a policy document in the Act 250 process, provides a framework from which the Westford Land Use and Development Regulations are amended, and serves as a resource for town residents, potential residents, town officials and business owners. Among other things, the Town Plan recommends studies, or other programs to address specific community needs and provide energy compliance documentation to the Public Utility Commission.

The Town Plan is the primary document used by the Planning Commission to guide their work plan and strategic objectives. The Town Plan was last updated in February 2021. The Planning Commission continuously receives community feedback on the Town Plan. As we develop a work plan for FY 2024/5, the Planning Commission will provide the Westford community with an update on when the next Town Plan review and revision process will take place.

**Wastewater** – Access to affordable wastewater and the protection of safe drinking water in the town center has been identified as a priority by many in the community. The Planning Commission has spent over a decade understanding this need, listening to the community, and considering solutions. At the time of this writing, the town was preparing for a bond vote in support of a subsurface drip disposal community wastewater system at the Maple Shade Town Forest. Independent of the bond vote outcome, the Planning Commission would like to thank everyone in the community who participated and helped advance the project to the bond vote.

**Goodbye to old friends** – After nearly 20 years of service, Melissa Manka the town planner has taken a new opportunity in a neighboring county. Melissa has made numerous beneficial contributions to the town and community that will continue to live on for generations. Melissa has been an active and vocal supporter of town trails, town forest, civic buildings, and community events. The Planning Commission wishes her all the best, on behalf of the town, thank you Melissa!

Nanette Rogers, the town administrator has also taken a new position in a neighboring community. The Planning Commission has enjoyed working and collaborating with Nanette. We wish Nanette continued success and thank her for her support and guidance over the years.

John Roberts, the Town road foreman has also moved on. John has made many improvements and leaves us in much better shape than when he first started. Thank you, John, for improving our quality of life and enhancing our safety.

The Planning Commission meets the 3rd Monday of the month at 6:30 p.m. at the Town Offices as well as the 1st Monday of the month when necessary.

Respectfully submitted,

Town of Westford Planning Commissioners

Gordon Gebauer, Seth Jensen, George Lamphere, Mark Letorney & Mo Reilly

### **PLANNING COMMISSION SPECIAL PROJECTS FUND**

**Year Ending June 30, 2023**

<b>Beginning Balance - July 1, 2022</b>		<b>\$25,968.58</b>
<b>Revenue</b>		
Donations	\$0.00	
Transfer from General Fund	\$7,840.50	
Interest	<u>\$252.78</u>	
<b>Total Revenue</b>		<b>\$8,093.28</b>
<b>Expenses</b>		
Project Expenses	<u>\$0.00</u>	
<b>Total Expenses</b>		<b>\$0.00</b>
<b>Ending Balance - June 30, 2023</b>		<b><u>\$34,061.86*</u></b>

\*All funds are reserved for current projects and anticipated expenses.

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### **RECREATION COMMITTEE**

The Westford Recreation Department's mission is to provide recreational, educational, cultural and community activities to all Westford residents and neighbors. Please remember, the WRD Committee doesn't provide the programming, we just facilitate. The Board is made up of volunteers, and the coordinator is just a 12 to 15 hour per week position. Other nearby towns have paid staff to run programs, WRD does not.

Many programs were offered this year: Adult and Kids' Summer and Fall Soccer, Parent & Me Soccer and T-ball, Adult and Youth Basketball, Women's Futsal, Middle School Volleyball, Archery, Yoga, Lego, and Slime workshops and more. The Department has also continued to offer free Community Events like: Santa Letters, Easter Egg Hunt, a series of Nature Walks in conjunction with the Conservation Commission, the 4th of July celebration, a Recreation Social, Halloween Walk, and others. The Westford Bike Park had its grand opening, built with ARPA funds and great community support. The Westford Recreation Department organized the Turkey Trot again. We are excited to continue that tradition. New soccer goals were also purchased for shared use with the school.

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 want to hear from you! Please attend our meetings, or email ([recreation@westford.us](mailto:recreation@westford.us)) with any suggestions and feedback. We especially need more community members to help organize the 4th of July celebration.

You can find all things recreation on Front Porch Forum ([www.frontporchforum.com](http://www.frontporchforum.com)) and in the monthly town newsletter. Contact the Town Clerk to be added to the newsletter distribution list. You can also visit the town website for registration, payment, and information at [www.westfordvt.us/recreation](http://www.westfordvt.us/recreation). Our Facebook page, Westford Recreation Department, is also a great place to keep up to date with current recreation events, LIKE us today.

A special "THANKS!" to all the community volunteers who devote their time, expertise, and enthusiasm. We could not do these programs without you!

Respectfully Submitted:

George Elliot – President  
Lori Miller – Secretary

Ben McElvaney – Treasurer  
Amanda Gifford – Rec. Coordinator

Kelsi Cross  
Andrew Katz

**RECREATION DEPARTMENT**  
**Year Ending June 30, 2023**

**Beginning Balance - July 1, 2022**

**\$13,418.62**

**Revenue**

Transfer in – Conservation Fund	\$125.00
Basketball Camp	\$300.00
Summer Tball	\$496.00
Summer Events	\$665.00
Kids Summer Soccer	\$638.00
Kids Fall Soccer	\$1,915.00
Fall Event	\$150.00
Turkey Trot	\$1,164.64
Broomball	\$400.00
Winter Events	\$300.00
Adult Soccer	\$45.00
Adult Paint & Sip	\$100.00
Futsal	\$590.00
Ice Skating	\$0.00
Adult Pickup Basketball	\$428.00
Spring Activity Kits	\$0.00
Fall Activity Kits	\$281.00
Winter Activity Kits	\$100.00
4 <sup>th</sup> of July Events	\$471.00
Spring K & PreK Activity	\$10.00
Spring Events	\$873.00
Kids Paint & Sip	\$60.00
Winter Fund Raiser	\$0.00
Donations	\$50.00
Miscellaneous	\$217.00

**Total Revenue**

**\$9,414.64**



**Expenses**

Transfer out – Library	\$200.00	
Summer Events	\$220.00	
Fall Event	\$182.96	
Turkey Trot	\$1,164.64	
Nature Walks	\$250.00	
4 <sup>th</sup> of July Expense	\$226.05	
Ice Rink Repairs	\$576.00	
Broomball Expense	\$13.98	
Winter Events	\$24.13	
Winter Activity Kits	\$340.02	
Spring Events	\$32.78	
Miscellaneous	\$934.46	
Donation Expenses	<u>\$0.00</u>	
<b>Total Expenses</b>		<b>\$4,165.02</b>
<b>Ending Balance - June 30, 2023</b>		<b><u>\$26,153.07</u></b>



Slime Workshop



Turkey Trott Start

**WESTFORD PUBLIC LIBRARY**

*"A great library provides. It is enmeshed in the life of a community in a way that makes it indispensable.*

*A great library is one nobody notices because it is always there, and always has what people need."*

*Vicki Myron, librarian/author*

Recognizing the increased role our library plays in the community, the trustees adopted a new mission statement – "Westford Public Library: Providing a community hub for everyone to explore, engage, and enjoy." More than a collection of books, we see our library as an essential community resource working within and outside of the library's walls to serve a wide segment of the population. Our digital services, Libby and Palace, provide around-the-clock ability to check out e-books and audiobooks. March 2023 saw the launch of Mango Languages, offering online learning for seventy languages. Fifteen people used the services in its first month of operation. The trustees approved a one-year trial



subscription to Biblio+, an online video streaming service for movies, TV and documentaries. These services place the library squarely in the digital age, offering access to learning and enjoyment beyond library hours. Our new website, designed by local web design firm, BVT Creative, offers a fresh look and a clear and more efficient format for navigation. This new site is almost 100% ADA compliant, a goal from the very beginning of the project.

Using an Association of Small and Rural Libraries grant significant improvements were made to the library's safety and security systems. All indoor lighting is now energy efficient LED lighting. New outdoor lighting automatically lights as the day gets dark. An automated fire and safety alert system was installed with a grant from the VT League of Cities and Towns. Beyond the library hours, the library building was used as a free meeting space by over 500 people for activities as diverse as municipal meetings, the Four Winds Nature Program, PTO, Westford School, political party caucuses, and the Girl Scouts.

Library programs are diverse and well-attended. After school programs often have waiting lists. One hundred thirty-one (a new record!) children participated in the Summer Reading Program which offered 49 programs beyond reading. SeaComm Federal Credit Union offered a financial literacy talk to tweens and teens. The library gallery featured art by the Northern VT Artists Association, Westford's Kindergarten students, and Essex High School's Advanced Placement art class. A reception for the EHS Students' art was attended by 60 people. Coffee and Cards meetups have proven a valuable opportunity for social engagement. This was the second year the library and Conservation Commission teamed up to offer the Passport Program to encourage discovery of Westford's natural and historical resources. The library's Meet the Candidates online forum for VT House candidates drew in 35 households on Zoom, with an additional 111 households tuning in on LCATV. This forum has become an outstanding vehicle for reaching Westford voters and answering their most urgent questions.

Westford Public Library's budget is about 4% of the Town's total budget. We do a lot with a little. Our municipal budget pays for our professional staff, maintenance of an aging, historical building and all operating and materials costs. Our staff is self-sufficient in grant writing and technical support. The library's amazing range of services are made possible by Bree Drapa's (our library director) relentless search for grant opportunities, as well as community support in time and donations.

The past decade has brought a paradigm shift in expectations for library services and programs. This past year, close to 9,000 people walked through the library's doors. Another 3,000 used our digital services to access library materials. Close to 3,000 people attended library programs. On average, the library's 24/7 wireless network supported 126 sessions per day. At the Westford Public Library, you can attend after school and summer programs, borrow a high-end telescope, access a printer remotely, borrow a UV light box to alleviate seasonal affective disorder, or borrow lightweight tables and chairs for a family reunion. These are only some of the services of a vibrant modern library, listening and responding to the community's needs. In addition, all library services, programs and building use are free of charge.

This year, Peggy Rodgers retired after a decade of service as a trustee. Peggy has been an active part of growing the library in so many ways. We thank her for her service and welcome Helen Sterling as a new trustee. In June, Leanne Saddlemire and Peggy Pittala resigned and were replaced by Becky Roy and Marianne Bassford. Leanne and Patty spearheaded the formation, application, and award process of the Westford Public Library Community Fund. In addition to using their professional talents, Leanne and Patty provided many take home craft kits to the library's young patrons. We are fortunate to live in a community that respects and supports the library and values community service.

Respectfully,

Patricia Hechmer, Chair

Vicky Ross, Treasurer

Marianne Bassford, Secretary

Helen Sterling

Becky Roy

**LIBRARY TRUSTEES FUND**  
**Year Ending June 30, 2023**

<b>Beginning Balance July 1, 2022</b>	<b>\$23,627.97</b>
Revenue	\$102,056.28
Expenses	<u>-\$97,449.84</u>
Net Income/(loss)	<u>\$4,606.44</u>
<b>Ending Balance June 30, 2023</b>	<b>\$28,234.35</b>

**400-27 Revenue**

2705-00.00	Town Appropriation	\$82,034.00
2710-00.00	Trustee Fund	\$1,778.67
2711-00.00	Community Funds	\$4,489.11
2715-00.00	ARSL-PRH Grant	\$1,000.00
2720-00.00	ARSL New England Grant	\$2,700.27
2720-01.00	ARSL New England 2023 Grant	\$9,182.88
2725-00.00	Postage Grant	\$571.35
2727-00.00	Library Summer Performer	\$300.00
2729-00.00	VT Libraries ARPA Grant	<u>\$0.00</u>

**Revenue Total** **\$102,056.28**

		<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>
<b>400-78 Expenses</b>					
7800-00.00	Expenses	\$13,500	\$13,857.39	\$14,750	\$14,750
7800-01.01	Trustee Fund Expense Account	0	\$1,778.67	0	0
7800-02.02	Community Expense	0	\$4,489.11	0	0
7800-02.03	Library Community Subs Expense	0	\$1,154.42	0	0
7800-04.00	Library Summer Performer	0	\$300.00	0	0
7800-08.00	Postage Grant Expense Account	0	\$571.35	0	0
7800-10.00	Library Director Salary	\$37,824	\$37,380.00	\$39,850	\$45,828
7800-10.01	Substitute Librarian Salaries	\$1,870	\$3,934.08	\$2,660	\$3,040
7800-10.02	Librarian Assistant	\$7,750	\$6,878.13	\$8,840	\$9,620
7800-14.00	FICA	\$3,615	\$4,172.92	\$4,326	\$4,666
7800-15.00	Health Insurance	\$5,950	\$5,200.08	\$5,200	\$2,500
7800-15.01	Dental Insurance	0	\$431.76	\$450	\$450

<b>Expenses (continued)</b>		<b>2021-22 Budget</b>	<b>2021-22 Actual</b>	<b>2022-23 Proposed</b>	<b>2023-24 Proposed</b>
7800-15.03	Vision Insurance	0	\$108.72	\$100	\$100
7800-20.00	ARSL New England Grant	0	\$2,700	0	0
7800-20.01	ARSL New England 2023 Grant	0	\$2,037.84	0	0
7800-21-00	ARSL PRH Grant	0	\$999.00	0	0
7800-29-00	VT Libraries ARPA Grant	0	0	0	0
7800-48.00	Insurance (property/liability/WC)	\$3,540	\$3,103.89	3,700	\$3,500
7800-74.00	Travel	\$250	\$114.11	0	0
7800-75.00	Fuel	\$900	\$1,241.07	\$1,500	\$1,500
7800-76.00	Electricity	\$1,200	\$1,267.93	\$1,400	\$1,400
7800-77.00	Telephone & Internet	\$800	\$733.10	\$650	\$700
7800-78.00	IT	<u>\$500</u>	<u>\$614.82</u>	<u>\$800</u>	<u>\$700</u>
<b>Expense Total</b>		<b>\$81,834</b>	<b>\$97,449.84</b>	<b>\$85,828</b>	<b>\$94,079</b>

### WESTFORD VOLUNTEER FIRE DEPARTMENT

During the fiscal year 2022/2023, the Westford Volunteer Fire Department responded to 41 emergency calls as follows:

1 Structure fire	3 Smoke or gas in building
2 Brush fires	4 Power line interventions
1 Chimney fire	4 Fire alarm investigations
1 Vehicle fire	2 Carbon monoxide alarms
15 Motor vehicle accidents	2 EMS Rescue assists
2 lightning strikes	1 Public assist
1 Kerosene leak	2 Mutual aid calls

#### Department highlights of 2022-2023:

- This past year, our department arranged a training burn which included Fairfax Fire Department and Essex Town Fire Department. These joint training exercises focus on skills and safety and ensure close coordination between mutual aid Departments when structure fires occur. We would like to thank Patrick Rusnak for donating the structure.
- Motor vehicle accidents are the most frequent category of calls every year and account for 15 of our total calls in 2022/23. This year, we coordinated with Fairfax Rescue for a joint training in vehicle extrication and rescue at Fairfax Salvage and Repair. We would like to thank the folks at Fairfax Salvage for the use of vehicles for training.
- Congratulations to Peter Shepardson and Chuck Webster for completing the Chittenden County Basic Firefighter Course, which involved hands-on experience in a training building.
- This year, we purchased a new automated external defibrillator which is on board our rescue vehicle and has been put into service.
- During Fire Prevention Week, Department members Bob Schipper and Chuck Webster volunteered their time to give presentations on fire safety to students at Westford School and the Barn School. Thank you to Steve Willard for his presentation to preschoolers at the Westford library.

- The Department has been an enthusiastic participant in Westford’s Winter Fest. Department members supplied wood and tended the bon fire near the sliding hill.
- Department officers have begun planning for the replacement of our old tanker truck. In 2025, when we anticipate the replacement truck would be delivered, the old tanker truck will be 30 years old. The new tanker truck will have onboard pumping capability, which will enable a more effective water supply emergency response, particularly in minimum manpower situations. Local vendors are being contacted regarding specifications and pricing.
- We would like to thank Steve Willard for serving as Fire Chief for the past 7 years. Steve’s skills in mentoring and team building have been a benefit to new members, in addition to maintaining the dedication of long-time members. We appreciate his strengths in community relations and outreach to other community organizations, including our mutual aid partners. He will continue to serve the Department in the role of Captain.
- Our new Fire Chief, Garrett Bartlett, was elected in March 2023. The Department is benefiting from Garrett’s energy and motivation in spearheading several new projects, and his extensive experience with neighboring fire and rescue departments.

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 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. To learn more about volunteering, check our website: [www.westfordfire.org](http://www.westfordfire.org).

The Department roster includes the following members at the close of 2023:

Garrett Bartlett, Chief	<b>Firefighters:</b>	<b>Probationary Firefighters:</b>
Bill Fay, Assistant Chief	Dan Gwozdz	Trent Cooper
John Quinn, Treasurer	Bob Schipper	Chuck Webster
Steve Willard, Captain	Peter Shepardson	Max Gwozdz
Susan Schmidt, Secretary	Chris Cunningham	
	Jerry Duchaine	

I would like to thank our department members and their families for their generous contribution of time and energy. Without the selfless commitment of the people listed above Westford would not have a fire department. They are truly some of the most caring and compassionate folks Westford has to offer and it is an honor and a privilege serve the town of Westford and the surrounding communities beside them.

**Thank you to the residents of Westford for 41 years of support!**

Garrett Bartlett, Chief  
Westford Volunteer Fire Department



**FIRE DEPARTMENT DISBURSEMENTS – RECEIPTS FY2023****RECEIPTS**

Reimbursements & Grants	1,143.98	
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<b>TOTAL RECEIPTS</b>		<b>1,143.98</b>
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<b>Checking Account Balance on Hand 07/01/22</b>		<b>2,921.94</b>
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Operating Budget from Town General Fund		<u>49,000.00</u>
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<b>TOTAL RECEIPTS</b>		<b>53,065.92</b>
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**EXPENSES**

Administrative Equipment & Supplies	1,650.37	
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Short term loan repayment	5,000.00	
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Communications		
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Telephone & Internet Service	2,289.18	
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New Pager/Radio Purchase	0.00	
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Radio Maintenance & Repair	0.00	
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Awards/Donations/Scholarship	104.98	
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Dues & Subscriptions	712.00	
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Fire Prevention/Public Education Supplies	402.00	
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Fund Raising	0.00	
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Building Expense	646.61	
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Fuel & Oil	17.28	
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Insurance	17,187.36	
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Dry Hydrant Materials	0.00	
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Fire Fighting Supplies	720.00	
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Personal Safety Equipment	231.09	
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Small Equipment Maintenance	1,625.31	
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Small Equipment Purchase	12,388.94	
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Station Supplies	435.40	
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Training	615.65	
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Truck Maintenance/Repair	6,706.87	
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Computer Hardware/Software/Maintenance	0.00	
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Cascade Air System/Maintenance	999.90	
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SCBA Equipment/Maintenance	<u>958.50</u>	
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<b>TOTAL EXPENSES</b>		<b>52,691.44</b>
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<b>Checking Account Balance on Hand 6/30/23</b>		<b><u>374.48</u></b>
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**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. The ZA is required to literally administer the bylaws and may not permit any development that

does not conform to the bylaws. Permits are required to amend a prior permit or approval. The Administrator also enforces violations of the bylaws.

Zoning permit forms and applications can be viewed and downloaded at:

<https://westfordvt.us/documents/forms/>. This year saw the addition of online, fillable applications for several permit forms.

**A permit is required for the following:**

**Zoning Permits** are required for *land development*:

Defined as:

- 1) Constructing, reconstructing, converting, structurally altering, relocating, or enlarging any building or structure
- 2) Mining, excavating, filling, or grading land
- 3) Commencing, changing, or extending the use of land or a structure

**Boundary Line Adjustment Permits** are required to *move a property boundary*. Under certain conditions, the Zoning Administrator may approve the realignment, relocation, or elimination of a boundary line between adjoining parcels.

**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”.

**Home Occupation Permits** allow a resident to operate a business or work from their home or residential property.

**Certificate of Occupancy** is required *prior* to the use of or occupancy of any principal structure or accessory dwelling unit. This certifies that the work for which a permit was issued was completed in accordance with the approved plans and specifications and the requirement of the Westford zoning regulations.

**Certificate of Compliance** is an official verification by the ZA that a property complies with all of the Town’s Land Use Regulations and has no outstanding violations.

**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!

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 10, 2021.**

**Protection of Water Resources continues to be 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 will comply with the regulations. Several parcels in town have at least some portions located within the WRO or contain State Designated Class 2 wetlands. **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.

**Zoning Permits Issued July 1, 2022 – June 30, 2023**

**59 Permits total:**

Single-Family Dwellings	11
Garages	5
Sheds/Barns	8
Home Occupations	2
Miscellaneous*	21
Additions to Structures	5
Accessory Apartments	2
Multi-Family Structures	2
Agricultural Structures	2
Commercial Buildings	1

\*Miscellaneous permits are issued for development such as swimming pools, decks, play structures, signs, movement of earthen material, etc.

Respectfully submitted,  
Harmon Cism

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**BRICK MEETING HOUSE SOCIETY**

The Brick Meeting House Society (BMHS) of Westford 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, Westford Common Hall (WCH), Westford Recreation Committee, The Coffee House, and the Fairfax Community Theatre Company (FCTC). We meet as a board about 6 times a year.

Use of the building seemed to get back to normal during 2023. Activities included the usual sort of community gathering, including various Recreation Department activities, Monthly Senior Lunch, WHS community presentations, weekly yoga, Girst Scouts, FCTC shows, community Coffee House music and other various community gatherings. We had 9 private rentals. All in all, the BMH was used over 200 times between July 2022 and June 2023. Thank you to all who participated!

**Notes from 2022-2023**

With the recent heating replacement work completed last summer at our sister community space, the Westford Common Hall, the BMH filled in as the venue for the wonderful Music Series a few times. As both institutions mature into this contemporary situation, we look forward to more coordination of complimentary activities in the use of these two facilities.

Our efforts these next couple of years will be focused on the implementation of various projects funded by the recent ARPA process. These projects include:

- Restoration and improvements to the back entry
- Softening of the acoustics of Jackson Hall (the main space)
- Refinishing of the floor (long overdue!)
- Various repairs to the front vestibule
- Perhaps, replacement of our propane hot water heater with electric

Our operating budget is shared by the member groups and supported within the town budget. Traditional fundraisers include a broomball tournament, the Ice Cream Social, the monthly Coffee House and perhaps a community supper or 2 or 3. Equipped with a full community kitchen and dining capacity for 64-80 per seating, the BMH is fully capable of serving many of the gathering needs of the community.

We formed the BMHS in 1994. We need new talent and energy from the community to help with the tasks critical to fulfilling our mission. Please consider joining us in supporting our mission of a community center for Westford. The building is available for community use, and appropriate private functions. The 2<sup>nd</sup> floor classroom is now available for use. Scheduling is coordinated through a central calendar at the Town Office. We are open to anyone interested in joining our meetings and helping. 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, president  
 Caroline Brown, vice president, & scheduler (WHS)  
 Greg Barrows, treasurer  
 Tom Townsend, secretary (FCTC)  
 Dave & Lynn Gauthier (WHS)  
 Loreen Teer (Westford Seniors)  
 Michael Kirick (Westford Coffee House)

**BRICK MEETING HOUSE SOCIETY**  
**Revenue & Expenses**

<b>Balance - July 1, 2022</b>		<b>\$6,936.41</b>
<b>Revenue</b>		
Community donations	500.00	
Fundraisers	1,525.95	
Town of Westford	4,500.00	
Member group donations	1,545.80	
Other	121.55	
Rent	975.00	
Interest	<u>0.80</u>	
Total Revenue		<b>\$9,169.10</b>
<b>Expenses</b>		
Operations	7,500.44	
Timing Difference	<u>353.72</u>	
Total Expenses		<b>\$7,854.16</b>
<b>Balance - June 30, 2023</b>		<b><u>\$8,251.35</u></b>



### SENIOR LUNCHEON

The Senior Luncheons for those 55 and up continue to be held at the Red Brick Meeting House on the 2nd Monday of the month from September through June. A reminder of our luncheons is printed on the Front Porch Forum. The plan is that we will cancel if Westford School cancels for bad weather.

As of September of 2022, our new co-presidents, Mary Fay, and Cori Hill run the meetings—calling for reports from the Secretary, Beth Menut and the Treasurer, Loreen Teer. They introduce new members, birthdays, recent deaths, current events in the town, and introduce our speakers or entertainment. Cereta Lamphere continues to offer thanks prior to each meal. Caroline Brown continues in her role as food organizer and luncheon planner. The group continues with their 50/50 raffle with the winner getting half of the luncheon proceeds. There is the option of keeping the money or donating it back to the group.

Our tables are decorated with seasonal centerpieces, tablecloths, napkins, and plates. The centerpieces are raffled and sent home with lucky winners. Cereta Lamphere has been doing the decorations for years now but currently has a committee of three—Cereta, Maureen Estus and Cathy Gwozdz.

The senior lunch group has been able to make contributions in response to requests from local organizations, for those who have experienced a death in the family and ask for contributions to a certain cause, or for those who have experienced a loss from an unexpected event such as a fire and who are struggling financially. Also, donations are made to the town for baskets at Christmas time.

There are some months without any speakers or entertainment but some of our notable “guests” have included Christopher McBride who performed amazing feats with a simple deck of cards; Bree Drapa who updates us about different programs through the library with specific emphasis on programs for those whose sight is not what it was; the Stoney Ridge duo of Gary and Linda Matten who sang and played beautifully, and Helen Sterling who spoke about emergency preparedness and creating “Go Bags.” This year Mary Fay has introduced a rousing game of True and False that has been well received.

All Seniors (55 and up) are welcome. As a reminder, the doors open at 11:30 for socialization prior to the meal which is generally ready by noon. You pay by donation with no “recommended” amount. And the Brick Meeting House has a ramp for easy access.

We hope you will mark your calendars and join us for these festive and nutritious luncheons.

Respectfully submitted,  
Beth Menut, Secretary



Photo: Joan Farmer

## WESTFORD COMMON HALL

The Westford Common Hall's vision is to become a landmark assembly space committed to growing community spirit. The non-profit organization was incorporated in 2019. The all-volunteer Board of Directors continues the transition from its former identity as a church to a mission of offering a gathering space for diverse communities to connect, share and celebrate.

2023 was a productive time for the WCH as we moved forward with long standing and newly created programs featuring music, the arts, community gatherings, and other joyful events. The Board also focused on budget development, securing accounting software, policies, and procedures for building use, building and grounds maintenance, and management of ARPA construction. Board members put a great deal of time and energy into writing and securing grants for the continued preservation of the building.

We gratefully acknowledge:

- The Preservation Trust of VT for providing matching funds that allowed us to replace aging and broken storm windows
- The Vermont Community Foundation, *Spark Connecting Community* program, for providing funds for the addition of gallery hardware for the main hall and a collaborative art show with the Westford School Art Program.
- With appreciation to the Westford Selectboard for extending the American Recovery Plan Act (ARPA) funds to the community. The ARPA award to the WCH allowed the WCH to transition from fossil fuel system to heat pumps, provide air sealing and insulation, matching funds for storm window replacement, an emergency exit, and ADA ramp system.
- The Vermont Arts Council Creative Futures Grant for funds to recover a portion of revenue lost during the pandemic.

The WCH Board has been proactive with efforts to keep this building financially afloat. Instrumental in this progress was the Executive Director, Heather Armata, hired by the Board who worked collaboratively with many community members and organizations to plan relevant and inviting programs and events. We give our thanks and bid a sad farewell to Heather as she leaves this position. As a result of her enormous amount of time and energy in this position, we were able to open our doors more fully than ever and to run more programs and events.

Examples of some of the civic events we have hosted or co-hosted:

- The Westford Music Series
- Ticketed Concert events - Steve Hartmann, the band Slightly Used, and the Natalie Padilla Concert
- Turkey Trot Food Concession
- Mittens and Snow Pal community
- Solidarity project and fundraiser
- Westford Winter Festival festivities, including the Winter Fest Raffle
- "Improv for Introverts" 6-week class with Nancy Volkers
- Westford School Fine Arts Night Art Exhibit and Music Performance
- 4th of July hot dog sale and festivities
- First Annual Garden Tour
- Halloween story-time in conjunction with the Westford Public Library and the Annual Halloween Walk-on-the-Common
- Weddings, Birthday Parties, Memorial Services
- Local Girl Scout Troop meetings and help with their projects
- Host for The Westford Food Shelf
- Host for The Whispering Pines 4-H Club
- "Community Conversation" with our local Vermont State Representatives

A special note of appreciation and deep gratitude goes to Marge Hamrell on her retirement from the Board. Her commitment to this historic building spans its identity both as a church and the cultural center it has become. Outside of her work with the WCH Board, Marge is well known in town for establishing and scheduling the popular Sunday Music Series and for her active role in the Westford Historical Society. As a member of the WCH Board, she has been valued for her active volunteerism and the sage wisdom provided to the Board's decision-making process. With a 'tenure' that reaches back to the early 2000's, Marge was Instrumental in the Capital Campaign for restoration of the magnificent steeple and for the roof replacement. She organized many fundraisers and used her vast connections to Vermont's arts and historic preservation organizations to obtain grant funding for needed renovations to the building. Her vision for the Common Hall remains an inspiration to the future of the WCH. Thank you, Marge!

The WCH appreciates the annual support of the town for help with our operating expenses.

We thank and appreciate all the Westford community members for their support, engagement, and generous donations this past year. This year we welcomed new Board Members: Kim Phinney, Koi Boynton, and Glenn Minor and are currently seeking new members interested in forwarding the vision and mission. See our website for updates, booking events, or to make donations to support our work <https://westfordcommonhall.org/> and our Facebook page <https://www.facebook.com/westfordcommonhall>. For use of the WCH Building and Grounds for your event please contact us at [info@westfordcommonhall.org](mailto:info@westfordcommonhall.org).

Respectfully Submitted,  
The Westford Common Hall Board of Directors



Westford Common Hall  
Photo: Orah Moore

**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 over 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**

### **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

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**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 10<sup>th</sup> day of April, 2014. Effective date: June 9, 2014.

WESTFORD SELECTBOARD  
Robert L. Bancroft, Chair  
Alexander Weinhagen  
David E. Adams

Received for Record  
April 11, 2014 at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

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**TOWN OF WESTFORD**  
**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 14<sup>th</sup> 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

**TOWN OF WESTFORD**  
**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:
  - 1<sup>st</sup> Violation: Maximum \$100.00 Fine
  - 2<sup>nd</sup> Violation: Maximum \$250.00 Fine
  - 3<sup>rd</sup> 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 22<sup>nd</sup> 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

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### TOWN OF WESTFORD 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 27<sup>th</sup> day of August 2009. Effective date: October 26, 2009.

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

Received for Record  
August 28<sup>th</sup>, 2009 at 8:30 a.m.

Attest: Nanette Rogers, Town Clerk

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### 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 1<sup>st</sup> until March 1<sup>st</sup> 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.*



Town Common  
Photo: Barb Peck

## **TOWN OF WESTFORD 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 13<sup>th</sup> day of December, 2012.

WESTFORD SELECTBOARD

John Quinn, Chair

Ira Allen

Robert L. Bancroft

### **AGE WELL**

*Confident Aging Starts Here*

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

Since 1974, Age Well has provided Vermonters with the necessary support to manage their daily living needs, with the goal of keeping them active, healthy, and independent. As the leading experts and advocates for the aging population, we believe that health happens at home and focuses on lifestyle, happiness, and wellness – not on age.

Committed to helping individuals age well, we reduce barriers by providing access to healthy meals, in-home care, expertise on Medicare and insurance, long-term and short-term care options, transportation to medical appointments, translations services, a Helpline and many more community resources in Addison, Chittenden, Franklin, and Grand Isle Counties. Carried out 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 their caregivers.

We do not charge for our services. We rely on donations and encourage clients to contribute if they can do so. Meals on Wheels can serve a person for an entire year for about the same cost as just 1 day in a hospital or 10 days in a nursing home.

For FY 2023 (October 1, 2022 - September 30, 2023), Age Well served 66 people from Westford.

Services included:

- 44 calls to the Helpline
- 539 Meals on Wheels delivered



- 8 Congregate Meals served
- 40 Grab & Go meals served
- 161 hours of Case Management
- 11 hours of Options Counseling

Fourteen (14) Westford residents volunteered over 1,372 hours.

Our wide array of programs enhance the quality of life and improve health outcomes for older Vermonters by:

- Increasing food security
- Reducing social isolation and loneliness
- Improving quality of diet
- Reducing health care costs

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### 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. The CCRPC also serves as the region's federally designated metropolitan planning organization (MPO) and is responsible for transportation planning with our municipalities, state and federal agencies and other key stakeholders in Chittenden County. The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities, transportation representatives and, at-large members representing the interests of agriculture, environmental conservation, business, and housing/socio-economic. CCRPC's 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. [Click here to learn more about the CCRPC.](#)

In FY23, the CCRPC invested over \$7 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages around \$6.5 million in Federal and State investment with \$255,408 in municipal dues and around \$250,000 in local match for specific projects—a 13:1 return on local investment.

Westford representatives to the CCRPC Board and other committees in FY23 were:

- CCRPC Representative: Ben Bornstein | Alternate: Vacant
- Transportation Advisory Committee (TAC): John Roberts
- Planning Advisory Committee (PAC): Melissa Manka
- Clean Water Advisory Committee (CWAC): Marilyn Thomas
- Regional Emergency Management Committee (REMC): Francois Ross, Helen Stirling

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 FY2023, the CCRPC assisted Westford on the following projects and initiatives:

- **Water Quality Planning Assistance:** The CCRPC continues to assist with Municipal Roads General Permit (MRGP) compliance and the Grants-In-Aid Program. RPC staff assist Municipalities with the DEC Grants in Aid program in all stages of program delivery, site

selection and eligibility, and reporting. Using the FY23 allocation of \$27,000, Westford plans to upgrade 2 MRGP segments on Phelps Rd., but construction won't begin until FY24. The CCRPC continues to update Westford REI database to reflect roadway upgrades completed over the course of the year. Staff uploaded the REI updates to the DEC portal in advance of the December 31, 2021, deadline.

- **Westford Village Stormwater Treatment Assessment:** This project is part of a multi-year effort to evaluate ways to properly treat stormwater in the Town Green Area and enable redevelopment of the 1705 Route 128 property. Previous studies identified the existing stormwater outlet in the Town Green as causing severe erosion discharging sediment, phosphorus, chloride, and excessive stormwater into the Browns River. Through this project, a resilient solution was identified for improving stormwater issues in the study area. Total consultant budget: \$22,600.
- **Technical Assistance:** CCRPC staff provided a variety of technical assistance to the Town, including:
  - Updating the Westford road map.
  - Verifying volume and speed data from Woods Hollow Road traffic counter.
  - Reviewing Westford's floodplain regulations to ensure compliance with National Flood Insurance Program minimum standards.
  - Providing an Essentials of Land Use Planning training for the new Zoning Administrator.
- **Traffic Counts:** In Westford, 5 Automatic Traffic Recorder counts were conducted in FY23. Historic traffic counts conducted in support of Westford transportation projects and studies can be found here (<https://vtrans.public.ms2soft.com/tcds/tsearch.asp?loc=Vtrans&mod=TCDS>).
- **Elders and Persons with Disabilities (E&D) Transportation Program:** The Chittenden County E&D Transportation Program supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits. In FY23, 79 trips were provided to Westford residents as part of this program.
- **Chittenden County Brownfields Program:** In May 2023, CCRPC secured a competitive EPA grant of \$500,000 for Brownfields Assessment and Cleanup Planning over the next four years to aid property owners, potential developers, and municipalities in investigating environmental issues before potential property redevelopment. This year, using separate funds provided by the Agency of Commerce and Community Development the CCRPC again funded assessment of contamination issues at the 1705 Vermont Route 128 property in the village. The CCRPC has also received \$50,000 from ACCD in May 2023 for site assessment and cleanup planning with the potential to receive additional funds if more sites are identified needing such assistance.

### **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 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 included in the Vermont Agency of Transportation. There are currently no Westford projects in the TIP for FY23.

### **REGIONAL ACTIVITIES**

**ECOS Plan Implementation and Update:** The 2018 Chittenden County ECOS(Environment; Community; Opportunity; Sustainability) Plan(<https://www.ecosproject.com/2018-ecos-plan>) is the regional plan for Chittenden County and combines the Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy into one. The ECOS Scorecard

(<https://embed.clearimpact.com/Scorecard/Embed/8502>) monitors the accomplishments and progress indicators for all 17 of the ECOS goals. CCRPC began updating the ECOS plan for the next five years in FY 2023 for intended adoption in 2024.

**Public Engagement and Racial Equity:** The CCRPC continued to build organizational capacity to address systemic racism and inequities in our communities through the following actions:

- Hiring a full time Equity & Engagement Manager to lead organizational and project-specific equity and racial justice efforts.
- Facilitating, providing, and/or taking advantage of educational opportunities for our staff, municipalities, and other local and regional partners.
- Strengthening existing relationships and partnerships and forging new ones with community organizations, grassroots organizers, and individuals working directly with marginalized communities.
- Supporting and facilitating an Equity Advisory Committee(<https://www.ccrpcvt.org/about-us/committees/equity-advisory-committee/>) to guide CCRPC's equity work.
- Drafting an organizational Equity Statement and Equity Action Plan, building from recommendations from the Creative Discourse Group's Organizational Equity Assessment([https://www.ccrpcvt.org/wp-content/uploads/2022/02/FINAL-CCRPC-Equity-Assessment-Report\\_20220106.pdf](https://www.ccrpcvt.org/wp-content/uploads/2022/02/FINAL-CCRPC-Equity-Assessment-Report_20220106.pdf)).
- Beginning to explore and design a community capacity building grant program using FHWA funds to increase trust, education, and participation from marginalized communities in CCRPC's transportation decision-making.

**Chittenden County Comprehensive Economic Development Strategy:** With federal funding from the US Economic Development Administration (EDA), CCRPC completed a Comprehensive Economic Development Strategy (CEDS) in concert with the Addison, Rutland, and Central VT regions -- collectively called the West Central Vermont CEDS

([https://www.westcentralvt.org/?utm\\_source=August+2021+Newsletter&utm\\_campaign=August+2021+Newsletter&utm\\_medium=email](https://www.westcentralvt.org/?utm_source=August+2021+Newsletter&utm_campaign=August+2021+Newsletter&utm_medium=email)). The CEDS identifies priority economic development strategies and projects and will be used by a variety of federal and state funding programs when making grant decisions. The West Central Vermont CEDS was approved by EDA in June 2023.

**Housing:** The Building Homes Together campaign is a collaboration between CCRPC, Champlain Housing Trust, and Evernorth that focuses on the production of much-needed housing in Chittenden County through outreach, education, and advocacy efforts. The Building Homes Together 2.0 campaign was launched in fall 2021 with the goal of building 5,000 homes by 2025 for people of all incomes, including at least 1,250 affordable homes. Review the latest housing data, infographics, and press releases here(<https://www.ecosproject.com/building-homes-together>). In 2023, the Legislature passed the HOME Act (<https://legislature.vermont.gov/bill/status/2024/S.100>) (S.100/Act 47) changing municipal zoning requirements in an effort to encourage more housing production.

**Mapping Assistance:** The CCRPC has many mapping applications(<https://data-ccrpc.opendata.arcgis.com/>) to assist municipalities with planning. Applications include dashboards, town plan mapping, zoning maps, thematic and analytical mapping of natural, cultural and transportation resources. CCRPC has also built an ArcGIS Urban(<https://www.esri.com/en-us/arcgis/products/arcgis-urban/overview>) model that supports land use scenario planning and impact assessment.

**Regional Energy Planning:** The CCRPC continued initiatives to support the Region's Enhanced Energy Plan(<https://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>), Statewide Comprehensive Energy Plan, and emerging climate goals. With guidance from CCRPC's Long-Range Planning Committee's Energy Sub-committee, the CCRPC drafted the ECOS Plan's enhanced energy plan sections to be consistent with the 2022 Department of Public Service's Energy Planning Standards. CCRPC shared guidance on how to address climate change in land use regulations with municipal planning offices and planning commissions, and via state-wide presentations with VT Fish & Wildlife. Lastly, with Drive Electric Vermont, the CCRPC engaged municipal planning offices regarding strategies on how to develop electric vehicle charger plans.

**Regional Energy Implementation:** The CCRPC provided information regarding the federal Energy Efficiency and Conservation Block Grant (EECBG) Program, the Inflation Reduction Act, and electric vehicle incentives. CCRPC provided technical support to municipalities regarding the state-wide Municipal Energy Resilience Program(<https://bgs.vermont.gov/municipal-energy-resilience-program>) for municipal buildings.

**Public Transportation Planning:** The CCRPC remains engaged with Green Mountain Transit(<https://ridegmt.com/>) (GMT) in a wide variety of public transit planning projects and initiatives to support the continued development of a transportation system that is efficient, equitable and environmentally sustainable. Within the CCRPC's FY23 UPWP([https://www.ccrpcvt.org/wp-content/uploads/2022/08/FY23\\_UPWP\\_Adopted\\_20220518.pdf](https://www.ccrpcvt.org/wp-content/uploads/2022/08/FY23_UPWP_Adopted_20220518.pdf)), \$442,840 was allocated to GMT for transit planning in Chittenden County.

**Regional Technical Assistance:** This includes, but is not limited to, municipal technical assistance for various transportation issues, GIS mapping, and bylaw revisions, Act 250/Section 248 application reviews, grant administration and grant application assistance for plans, federal grant assistance, projects, and initiatives at the local level.

**Transportation Demand Management (TDM):** CCRPC and VTrans managed the second year of Park Your CARbon(<https://www.connectingcommuters.org/parkyourcarbon/>), formerly the Way to Go! Challenge. This outreach and education program encourages sustainable transportation by demonstrating the environmental and financial benefits of non-single occupant vehicle travel. The CCRPC participated in CATMA's inaugural Transportation Summit(<https://catmavt.org/catma-annual-transportation-summit>) and their Transportation Coordinator(<https://catmavt.org/transportation-coordinator-network/>) (TC) Network program and events to learn from other TC Network members about employee TDM benefits and programs. TDM partners include: the Chittenden Area Transportation Management Association (CATMA), CarShare VT, the University of Vermont, Green Mountain Transit (GMT), Local Motion, Bird Bikeshare, Go! Vermont/VTrans, NetZero Vermont/Walk to Shop, and United Way.

**Walk/Bike Planning:** The CCRPC completed the 2022 Regional Active Transportation Plan(<https://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>) (ATP), which serves as the active transportation element of the long-range Metropolitan Transportation Plan (MTP). The ATP includes a recommended regional network with prioritized project list, as well as programs and policies to support active transportation throughout the region. CCRPC staff collaborated with TDM partners and local municipalities to relaunch the regional bikeshare program. The CCRPC also promoted TDM strategies and provided bike/ped-related technical assistance to municipalities and businesses, assisted municipalities with bike/ped grant and UPWP applications, managed bike/ped-related UPWP projects, and conducted bike/ped counts on paths, designated bike lanes, and other roadways.

**Clean Water:** 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/>) and provide guidance to the State on disposition of the Vermont Clean Water Fund. CCRPC staff also sit on the Lake Champlain Sea Grant Program Advisory Committee and manage Design Implementation Block Grant projects on behalf of select towns to design stormwater treatment practices. The CCRPC supported education programs such as the Rethink Runoff(<https://rethinkrunoff.org/>) on behalf of nine of our municipalities, assisted with watershed resiliency mapping, and participated in water quality-focused policy discussions. CCRPC appoints representatives to three different Basin Water Quality Councils which work with their Clean Water Service Providers (CWSP) to oversee the development and implementation of non-regulatory water quality improvement projects that reduce phosphorus loading into these streams and Lake Champlain. These three Councils are the Basin 5 Water Quality Council(<https://www.ccrpcvt.org/northern-lake-champlain-basin-water-quality-council/>) (BWQC) for the Northern Lake Champlain Direct Drainages, the Basin 7 Water Quality Council(<https://www.nrpcvt.com/services-programs/water-resources/cwsp-agendas-minutes/>) for the Lamoille River watershed and the Basin 8 Water Quality Council(<https://centralvtplanning.org/about/minutes-agendas-staff-reports/winooski-basin-water-quality-council/>) for the Winooski watershed. Westford is in Basin 7 Additionally, CCRPC is the designated CWSP(<https://www.ccrpcvt.org/northern-lake-champlain-cwsp/>) for Basin 5.

**Emergency Management:** CCRPC continued to staff the Regional Emergency Management Committee (REMC) which consists of two representatives from each municipality and others involved in emergency management in Chittenden County. The purpose of the REMC is to coordinate and support regional all-hazard emergency planning and preparedness activities to improve the region's ability to prepare for, respond to, and recover from all disasters. CCRPC staff participate in a wide array of emergency management-related workshops and exercises to support our role in the State Emergency Operations Center (SEOC) when called upon. The CCRPC 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 Plan. Finally, CCRPC assisted IEM, a national consulting firm, with completion of the 2022 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan(<https://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/>) and its municipal annexes except for Colchester which developed its own stand-alone Local Hazards Mitigation Plan.

**Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance:** CCRPC staff continued to work with all Chittenden County municipalities on meeting their MRGP obligations. This includes evaluating segments through Road Erosion Inventories (REIs), tracking, and documenting upgraded segments and outlets, and reporting to DEC (see REI dashboard here(<https://ccrpc.maps.arcgis.com/apps/dashboards/2a653ecb1d0c41ebbcad545c8010bd04>), click on upper right for individual municipalities). Staff also assist municipalities with the State's Grants in Aid (GIA) program, which allocates funding to participating towns for stormwater improvements related to the MRGP. In FY23, 14 Chittenden County municipalities signed up to participate in the GIA program. An estimated 33 non-compliant segments will be upgraded using the allocated \$410,000.

**Health Equity:** A grant from the Vermont Department of Health enabled CCRPC to work with all the RPCs in the state and Vermont Health Department staff to create the Vermont Health Equity Planning

Toolkit([https://www.lcpcvt.org/vertical/Sites/%7B3C01460C-7F49-40F5-B243-0CA7924F23AF%7D/uploads/HE\\_toolkit\\_revised\\_Jan.2023.pdf](https://www.lcpcvt.org/vertical/Sites/%7B3C01460C-7F49-40F5-B243-0CA7924F23AF%7D/uploads/HE_toolkit_revised_Jan.2023.pdf)). CCRPC hosted a training on the healthy equity toolkit for the Planning Advisory Committee, shared health equity project information with the CCRPC's Equity Advisory Committee (EAC) and will work with the EAC as part of toolkit implementation. CCRPC staff also developed an online Chittenden County Equity Mapping Tool(<https://ccrpc.maps.arcgis.com/apps/instant/portfolio/index.html?appid=c9e9bd751696476aa4619931b61a7d10>) showing a collection of maps on race, disability, poverty status, and English ability.

**Traffic Alert:** CCRPC compiled and sent out 32 traffic alerts about activities impacting traffic in Chittenden County over 8 months (no alerts January-March).

**Chittenden County Park and Ride Plan Update:** This plan identifies opportunities for improvements to the existing facilities and evaluates the potential for new facilities that will benefit commuters and residents throughout Chittenden County and the adjacent communities. The final plan ([https://studiesandreports.ccrpcvt.org/wp-content/uploads/2022/09/Park\\_Ride\\_Plan\\_Update\\_2022\\_final-1.pdf](https://studiesandreports.ccrpcvt.org/wp-content/uploads/2022/09/Park_Ride_Plan_Update_2022_final-1.pdf)) was completed in October 2022.

**VT Culverts:** The VT Culverts website(<https://www.vtculverts.org/>) can be used to view a town's bridges and culverts on a map, or in a chart based on condition or inventory date. CCRPC staff is one of two RPCs that manage the website. VT Culverts continues to gain traction in our region and throughout the state. At the end of June, 9 of our municipalities have actively used VT Culverts to inventory town-maintained bridges and culverts.

**Chittenden County Communications Union District (CUD):** CCRPC assisted the CUD(<https://www.ccrpcvt.org/our-work/broadband/#overview>) as they started to plan, contract, build, and manage infrastructure for high-speed internet access throughout Chittenden County. Mission Broadband was hired for consulting and project management services in June.

**Northwest VT Transit Oriented Development (TOD):** CCRPC received a grant from the US Department of Transportation in the fall 2022 to develop comprehensive plans for transit-oriented development for up to 12 communities across a five-county region in Northwest Vermont. The grant funding will also support planning work to improve bus services and/or commuter rail to connect economically disadvantaged rural residents to employment opportunities and services. Work will begin in late 2023.

**Chittenden County I-89 2050 Study:** The CCRPC, in collaboration with VTrans, municipalities, and other interested parties, completed the I-89 2050 Study(<https://www.ccrpcvt.org/our-work/transportation/chittenden-county-i-89-2050-study/>) in late 2022. The study developed an implementation plan that will guide short, medium, and long-term transportation improvements to the corridor over the next 30 years.

For further information about the CCRPC, please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker: [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org).

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### CHITTENDEN COUNTY SHERIFF'S REPORT

For the period of July 1, 2022, through June 30, 2023, Chittenden County Sheriff's Office patrolled Westford for a total of approximately 400 hours.



The Sheriff's patrol for speed enforcement travelled all the town roads. Patrols were generally scheduled during rush hour times. Speed violations were enforced with Vermont Traffic Citations and Warning to violators. Criminal arrests were made of drivers with suspended licenses.

For the above-mentioned time there were 139 traffic stops. Deputies wrote 156 tickets and 26 warnings. Of these tickets and warnings, 137 were for speed and 45 for other violations. The total amount of fines was \$23,250.00.

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,  
Daniel Gamelin, Sheriff

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### **CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS (CUSI)**

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

The Chittenden Unit for Special Investigations (CUSI) is a multi-agency task force dedicated to providing criminal response to reports of sexual assaults, serious child abuse and child fatalities. For 30 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 six police detectives, a unit director, a victim advocate, an in-house investigator with the Department for Children and Families (DCF), and a dedicated prosecutor from the Chittenden County State's Attorney's Office. We work jointly with mental health providers and medical providers, as well as with the Department of Corrections.

The fundamental goal of CUSI is to conduct the highest quality criminal investigations for these types of crimes while meeting the emotional needs of victims and families. CUSI and CCAC investigate crimes in Chittenden County which consists of a population of approximately 171,857 residents. On average, CUSI investigates over 160 cases a year. 70% of those cases involve child victims. In recent years we have noticed an increase in the complexity of cases given the substantial increase in computer usage, social media, mobile devices, and drugs.

We currently have two detectives that coordinate the Chittenden County Sex Offender Registry Compliance Check. Per the Vermont Sex Offender Registry, <https://vcic.vermont.gov/sor> searching by County, there are approximately 257 sex offenders in Chittenden County. CUSI maintains information pertinent to sex offender compliancy checks in Chittenden County and works with VCIC sex offender registry, US Marshalls, Probation and Parole and all law enforcement agencies in Chittenden County.

CUSI is co-located and partners with the Chittenden Children's Advocacy Center (CCAC). CACC collaborates with CUSI to emphasize the coordination of investigations and intervention. The CCAC is funded separately by local, state, and federal grants. *The Chittenden Children's Advocacy Center continues as an accredited member of the National Children's Alliance with the latest re-accreditation occurring in May 2024.*

The CCAC, collaborating 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.

The CACC Provides many benefits including:

- Prompt follow up to reports of abuse
- Consistent and compassionate support to the child and family
- A family friendly environment designed to create a sense of safety and security for children and adults
- Referrals to professional with expertise in specialized disciplines
- Fewer victim interviews
- Increased successful prosecutions
- Victim Advocacy support on site

CUSI and the CCAC investigate these crimes in Chittenden County which consists of a population of approximately 173,940 residents. On average, CUSI investigates over 300 cases a year, over 70% 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.

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

**CUSI Case Incidents & Sex Offenders by Location  
July 1, 2022 to June 30, 2023**

Town of Incident	CUSI Case Count	Sex Offenders
Burlington	42	77
Charlotte	2	3
Colchester	18	22
Essex	17	49
Hinesburg	5	2
Huntington	0	2
Jericho	3	5
Milton	19	25
Bolton	0	0

Town of Incident	CUSI Case Count	Sex Offenders
S. Burlington	15	18
St. George	1	0
Underhill	1	5
UVM	1	0
Westford	1	2
Williston	9	9
Winooski	5	23
Richmond	3	5
Shelburne	5	10

**Funding:** The CUSI maintains the specialized approach of improved protection and services for victims in our community. This Unit promotes cooperative efforts between the various agencies that are involved in the prevention, investigation, advocacy, medical, therapeutic treatment, and prosecution of cases to better protect and serve victims and their families. Part of that cooperative effort includes contributions



from towns in Chittenden County to help sustain this specialized unit. The contributions help pay for space for this specialized unit to all be under the same roof, training, specialized forensic testing and help run our day-to-day operations. CUSI is unique as it is the only Special Investigations Unit in Vermont that is all under the same roof. We are very fortunate. Being able to do this helps cut down on retraumatizing the victim and their families.

The current funding formula is based on population and excludes those communities that contribute one or more full-time detectives to the CUSI operation. Town contributions are determined by the budget required to fund the CUSI organization for the year allocated proportionally to communities not contributing in-kind services based on total population. CUSI can remain a successful unit due to the continued support of town contributions and without it we would not be able sustain this specialized unit which would be a huge detriment to the community.

**The year in review:** 2023 was a big transition year for CUSI and the CCAC that sparked a lot of positive change for the organization. We onboarded two new detectives for CUSI that replaced the two most senior detectives in the unit that had a combined 10 years of experience at CUSI. This change has given the opportunity for new CUSI detectives to expand their professional careers with this important role and they get to attend some of the best specialized trainings available that would not otherwise be possible without the funding that is available to our organization.

The CCAC Executive Director role underwent a transition from a long tenured person to the appointment of the current ED, Tara Gonthier. Tara proactively stepped up in an interim role during a tough period of vacancy and has done a great job in working to rebuild the CCAC back to the high level of service that everyone has come to expect from this organization.

VA Dziobek proactively created a partnership with Eden Valley, a local mental health organization that specializes in youth trauma. This partnership provides Eden Valley with a location to host youth group sessions and provides CUSI with an ongoing relationship with a very coveted resource in the space of youth therapy. This allows for the prioritization of some of our most vulnerable child victims to obtain services that otherwise may have a wait list of a year or longer.

The team at CUSI has been working to update and upgrade our workspace to ensure that we maintain a comforting space for victims, professional partners, and everyone that uses our workspace. This includes amongst other things, new furniture, repainting of rooms, updated children's play space, etc.

Finally, CUSI underwent a technological advancement by transitioning to an IT company that specializes in Criminal Justice Information Security (CJIS). This ensures that our organization is CJIS compliant and is well protected from potential cyber-attacks and other information system threats. Equipment upgrades include the transition to a modern IP phone system, updated Wi-Fi services, and much needed server maintenance and upgrades.

We celebrated our 30<sup>th</sup> Anniversary this past year. We are proud and committed to our work and to the communities we serve. We thank you for your continued support.

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### ESSEX CHIPS

*Inspiring Youth, Building Healthy Communities by Serving Essex, Essex Junction & Westford since 1986*

Essex CHIPS (Community Health Initiatives and Programs for Students) has served families and the greater communities of Essex, Essex Junction and Westford since 1986. Our programs are offered at

no cost. Our focus since COVID has been on our afterschool program. We serve an average of 102 fourth through eighth graders a week with games, healthy snacks, STEM activities, arts, and crafts. We have strengthened the afterschool program by adding more staff and hosting events and activities to help the kids become more well-rounded community members. We held a mental health program with Miss Vermont, Consent Education programs with STEPS to End Domestic Violence, Financial Literacy for Youth with KeyBank, True Leaders in Equity Series with 4-H, STEM Robotics with GlobalFoundries and Recycling education with the Chittenden Solid Waste District just to mention a few. Everyday our kids have a chance to be with their friends in a safe environment, learn new activities, play games, and have a healthy snack while their families have peace of mind knowing they don't need to worry while their kids are at Essex CHIPS. We showcased two documentaries this year that had ties to our community. We hosted screenings with the cast and producers, dinners, and discussions for the greater community around the films, *No Other Lake* and *Listen Up!* We also began Pages, a Book Club for Parents and Caregivers this fall. We met bi-weekly and provided childcare in a separate area of our Teen Center, giving parents a chance to discuss the book, *14 talks by Age 14*. The response has been very positive, and we will determine how to continue the book group, which has evolved into a parent support group too, this winter.

Essex CHIPS hosts a free community Little Free Food Pantry accessible 24/7 outside our building. This box started in the pandemic as a way of making our Youth Food Shelf (established during 2020 in response to the pandemic and increased food insecurity) accessible in a socially distanced way. We also receive donations from the community of non-perishable food directly to our food box. The Youth Food Shelf was originally opened to anyone with a child under 18 in their household in our community. We have transitioned to this self-serve model that is available to the whole community and greatly increased the food we distribute to over 500 items each month from 50 items per month in 2021! There is a vital need for healthy food in our community and we are supporting that.

Westford Public Library has a satellite of the Little Free Food Pantry with snacks and hygiene items available to teens. We also work with librarians to promote all our events and activities at Essex CHIPS.

Our partnerships are vital to our work in serving the youth of our community. We appreciate the support of the Westford community and look forward to seeing you at Essex CHIPS. If you have any questions, please call 802-878-6982 x1 or email [office@essexchips.org](mailto:office@essexchips.org). Please check our Facebook and Instagram pages for updated program information.

Respectfully submitted,  
Christina Corodimas, Executive Director

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### ESSEX RESCUE

It is with incredible pride that Essex Rescue provides emergency medical transport services to Essex, Essex Junction, Jericho, Underhill, and Westford. During all times of the day and night, and regardless of weather conditions, our providers, ranging from EMT to paramedic, respond quickly to the sick and injured to deliver basic and advanced life support transport services.

As of October 1st, we are 235 calls ahead of last year at this same time.

Between July 1, 2022, and June 30, 2023:

- Essex Rescue received 3,044 requests for service

- Ambulance requests have increased nearly 10.5% since 2021
- Our crews now average 8-10 calls per day

### **Commitment to Service**

We remain committed to the high-quality service we have provided for the last 51 years. Our service continues to make changes to meet the needs of the communities we serve while providing patient-centered pre-hospital emergency care. While these may be challenging times, Essex Rescue continues to stand ready to fulfill our duty and serve our communities. We are grateful for all the community support which we have received over the years and especially during the darkest days of the COVID-19 pandemic.

### **Organizational Challenges**

Essex Rescue, like many other EMS agencies, continues to navigate significant staffing shortages, increasing call volume, and limited funding sources. We are working diligently to onboard and train new personnel with the goal of increasing the number of staffed ambulances available to respond to calls. Staffing more ambulances means that the organization must adjust its strict historical practice of depending predominantly on volunteers. The high turnover rates and diminishing volunteer leadership have forced many organizations to consider alternative workforce models, which comes with an additional cost. And while Essex Rescue remains committed to retaining volunteer opportunities for those with interest, the reality of solely relying on them is no longer possible.

### **Changing Workforce**

There is no doubt that the pandemic changed volunteering for many, however, it is not the sole cause of the loss. For years, volunteer interests have been slowly decreasing; the pandemic simply accelerated the loss. EMS is also very different today than it was 10 years ago. EMS provider safety and proficiency relies heavily on regular field practice and experience, which takes intensive training. Due to this, many EMS providers have come to expect compensation for their work. Hard work which is certainly worthy of pay.

Essex Rescue cannot immediately pay all its providers, but we are working towards a model that provides some compensation for the provider's time, much like our fire departments do today. We have learned that not compensating trained and experienced personnel will result in losing them to another organization that will compensate them for their hard work. Emergency medicine is viewed as a profession today; to ensure quality, experienced providers we must welcome this transition while aligning our workforce practices with like services.

### **Financial Reality**

Billing Statistics					
Year	Total Call Volume	Transports	Non-transports	Cancelled / Mutual Aid	Insurance Reimbursement
2020	2,476	1,765	200	711	\$ 874,956
2021	2,754	1,642	112	1,224	\$ 861,519
2022	3,044	1,749	180	1,115	\$ 1,106,554

We are relieved, yet cautious in expressing that we have seen some improvement in our financial situation. Between internal billing adjustments, this year's patient

payor mix, and the generosity of our communities, we were able to move funds into our Capital Reserve account this year. Our Capital Reserve account funds future projects, the upgrading of equipment, and the purchase of new ambulances. Essex Rescue has been unable to appropriately fund

this account for the last few years due to the negative financial balance of our annual operating budgets.

It is very difficult to gauge transport reimbursement outcomes year-to-year because there are so many variables that affect it. This year's transport revenue increase had less to do with the number of calls billed and more to do with who the patient's insurance carrier was. We were quite surprised to learn last year's reimbursement total came in above what was

Fiscal Year Ending 2023 *	
Expenses	\$1,312,600
Revenue	\$1,616,532
Capital Reserve	\$ 303,932
<i>*Capital campaign expenses/contributions removed</i>	

anticipated, but there is no telling where it will be at the end of this year. Contrary to popular belief, the increase in revenue is not due to higher call volumes. In fact, Essex Rescue billed sixteen more calls in 2021 than in 2022 and received less insurance reimbursement.

Essex Rescue is responding to an increased number of non-emergent/non-transport requests than in years past. These services are not without cost to Essex Rescue and only seldomly result in insurance reimbursement. Although Essex Rescue has billed for non-transport services for years now, it has never held the patient responsible for the unpaid balance. In 2022, Essex Rescue wrote off more than \$30,000 in unpaid non-transport expenses. Changes to Vermont EMS Protocols now require every patient to receive a full assessment by a licensed EMS provider, regardless of their complaint and/or desire to be transported. Starting January 1, 2024, Essex Rescue will begin billing for all services it provides regardless of the patient's insurance coverage. This means that all patients will be responsible for paying any non-covered costs associated with services provided by Essex Rescue. Residents are strongly encouraged to consider subscribing to Essex Rescue's annual subscription plan. For \$50 a year, everyone in the household will be protected from any non-covered expenses associated with the need for emergency ambulance services provided by Essex Rescue. Essex Rescue bills the patient's insurance and under the subscription all non-covered expenses are then written off.

### **Volunteer Service**

Essex Rescue is always seeking community volunteer involvement. There are many opportunities within our organization which include both volunteer clinical and non-clinical roles. If you are interested in joining a motivated team, committed to providing high quality pre-hospital emergency medical care, please give us a call or check out our website at [www.essexrescue.org](http://www.essexrescue.org) to learn more about us.

### **Capital Campaign and New Building Project**

Essex Rescue continues to battle the daily inefficiencies operating out of our current building. With a new ambulance on order and the inability to physically fit the unit inside its building, other building arrangements are critical. We are excited to announce the purchase of a parcel of land in the area of Essex Way through the generosity of the Lang Family. The initial payment for the land was drawn from funds raised through the "Next 50 Years Capital Campaign Drive". Although some money had been raised, the campaign was placed on hold due to the rapid increase in building costs as well as other organizational challenges/priorities. Essex Rescue hopes to reinvigorate this effort soon.

### **Annual Subscription**

Are you enrolled in Essex Rescue's Subscription? **Program subscribers pay an annual \$50 per household subscription fee and pay nothing else out-of-pocket for expenses relating to emergency ambulance service provided by Essex Rescue.** Our subscription mailing is sent out during the month of November. For more information visit our website: [www.essexrescue.org](http://www.essexrescue.org). 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 will always accept donations, large or small, and are grateful for the ongoing generosity demonstrated by the community.

Respectfully submitted,  
Colleen M. Ballard, NRP, Executive Director

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### **FAIRFAX RESCUE**

We are honored to present you with our report for 2023. 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 are also happy to provide standby coverage for community events. Our members love participating in community events! This year we participated in the Fourth of July parade and will provide medical coverage for the Turkey Trot in Westford. We are available to help with any of Westford's school and community events.

Last year was a year of training and growth for our squad, our members, and the communities that we serve. We have continued these efforts and will keep our focus on education and provider growth going into the new year. We offer Vermont Emergency First Responder, EMT and Advanced EMT classes on an ongoing basis at Fairfax Rescue. These courses are taught to the national curriculum by Vermont licensed Instructor Coordinators. Hosting EMS classes has helped us recruit new members and further the advancement of our current staff. Many of the students who have graduated from our program have continued to volunteer with us. This helps us keep our payroll expenses low while allowing us to provide our communities with excellent patient care. This summer we received a grant to teach a Vermont Emergency Responder course for teenagers from Westford. Eight teens from the area attended the course and are now trained in basic first aid and emergency response. We also offer community CPR and First Aid courses.

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 four paramedics on our roster. We also have two members who are close to completing a paramedic course. Our members provide quality advanced life support coverage 24 hours a day, 7 days a week. Our dedicated volunteers provide approximately 80% of our coverage and donated over 18,000 hours of their time in 2023. We are honored to have such a dedicated and highly trained membership.

We look forward to serving the Town of Westford in the coming year. It is an honor to serve your community. We provide the best care possible and are excited about our continued training plans for next year. Fairfax Rescue is always recruiting and relies on new volunteers. Contact us at 802-849-2773, stop by our station at 14 Goodall St in Fairfax, visit <http://www.fairfaxrescue.org/> or like us on Facebook for information on becoming a volunteer and the classes that we offer.

Respectfully submitted,  
Kathy Jochim, NRP, Director of Operations

## HOME HEALTH & HOSPICE

*Care at Home. For All Ages and Stages of Life.*

Vermont's oldest and largest non-profit home health and hospice agency and the only Medicare-certified inpatient hospice residence. The University of Vermont Health Network - Home Health & Hospice is part of a health system. This ensures that care at home is integrated for individuals and families in Chittenden and Grand Isle counties.

**Compassionate Care that Places People at the Center.** Services and Support. All based on our patients' goals. We provide a wide range of high-quality care at home for adults with acute and chronic illnesses, help families through pre- and post-natal visits and pediatric therapies, and offer hospice care for those at the end of life.

### Experience Matters.

Our patient and family experience of care ratings surpass Vermont and National averages. The way our patients experience care is important to us. Medicare's Care Compare website ([www.medicare.gov/care-compare](http://www.medicare.gov/care-compare)) publicly displays our ratings, demonstrating that our patients and their caregivers rate us highly for home health and hospice care and would recommend our agency to their friends and family.

### Our Impact

- 138,522 hours of care provided
- 4,307 patients served, at all ages and stages of life
- 4,224 days of care provided at McClure Miller Respite House

### Our Services in Westford

- Home Health & Hospice cared for **29 Westford residents** in our last reporting period.
- Of the care we provided in Westford, **\$29,767 was charity or free care.** Your contribution helps ensure Westford residents can access innovative, high-value, compassionate care wherever they call home to keep them healthy, independent, and active.

For F2024, Home Health & Hospice (HH&H) is requesting a contribution of \$6,750. HH&H cared for **29** people in Westford during our past fiscal year (July 2020 – June 2021) with the following services:

HOME HEALTH & HOSPICE	VISITS	HOURS
Nursing	171	
Physical Therapy	76	
Speech Therapy	22	
Occupational Therapy	26	
Social Work	11	
Licensed Nursing Assistant		0
<b>Total</b>	<b>306</b>	<b>0</b>
<b>Cost of Care</b>		<b>Amount</b>
Total cost of HH&H services		\$72,084
Amount reimbursed to HH&H		<u>\$42,317</u>
<b>Unreimbursed Care</b>		<b>\$29,767</b>

Home Health & Hospice requests annual contributions from each town and city in our two-county service area. Your contribution is critical to supporting the **millions of dollars** in unreimbursed care that we provided this year.

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## STEPS TO END DOMESTIC VIOLENCE

### Who We Served

Steps to End Domestic Violence provided services to 2,079 individuals. Of those served, 1,490 were adults and 589 were children.

- 87% of the people we served live in Chittenden County.
- 27 individuals served identified as being members of the LGBTQ community.
- 109 male-identified adults were served.
- 296 youth between the ages of 13 and 24 were served.

Our Housing program provided advocacy and support services to 434 adults and 221 children who sought help with emergency and/or permanent housing.

- We provided emergency shelter to 189 adults and 98 children for a total of 25,999 bednights.
- We provided rental assistance to 14 adults and 13 children for a total of 7,001 bednights.
- We assisted 38 homeless adults and their 48 children to move into permanent housing.
- We helped 17 adults and 22 children who were in danger of losing their permanent housing.

Our hotline fielded 4,486 calls, emails, and webchats, assisting 1,272 individuals in crisis, and offering emergency services, support, and referrals.

An average of 67 new survivors called the hotline each month, accessing emergency services and support for the first time.

89 adults attended our support groups a total of 496 times.

Our Legal Advocacy program provided services to a total of 530 adults seeking support with divorce, custody/parentage, immigration, criminal justice, and relief from abuse orders.

\* Of the 530 adults noted above, the Legal Advocacy program assisted 292 with filing relief from abuse orders. These adults had 287 children who also benefited from the assistance given to their parents.

Our Children and Youth Services program spent 2,056 hours providing playgroups, advocacy, parenting support, and resources to 158 adults and 444 children.

17 full-time paid staff equivalents worked at Steps to End Domestic Violence.

Our budget for FY 2022 was \$1,591,656.

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## VERMONT CENTER FOR INDEPENDENT LIVING

For over 43 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.

In FY'22 (10/2021-9/2022) VCIL responded to thousands of 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 **158** individuals to help increase their independent living skills and **6** peers were served by the AgeAbility program. VCIL's Home Access Program (HAP) assisted **172** households with information on technical assistance and/or alternative funding for modifications; **80** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **91** individuals with information on assistive technology; **39** of these individuals received funding to obtain adaptive equipment. Four hundred fifty-four (**454**) individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. Our Vermont Telecommunications Equipment Distribution Program (VTEDP) served **29** people and provided **16** peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, Hard of Hearing and individuals with disabilities to communicate by telephone. Due to the pandemic VCIL was able to start a new (temporary) program, Resilience, and Independence in a State of Emergency (RISE) which served over 600 people in the 2 years it was founded. The Rise Program helped provide an array of items or services if the needs were directly related to the Covid-19 epidemic.

VCIL's central office is located in downtown Montpelier, and we have five branch offices in Bennington, Chittenden, Franklin, Rutland, and Windham Counties. Our PACs and services are available to people with disabilities throughout Vermont.

During FY'22, **2** residents of **Westford** received services from the following programs:

- Sue Williams Freedom Fund (resident on waiting list for assistive technology in early FY'23)
- Information Referral and Assistance (I, R&A)

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## VERMONT LEAGUE OF CITIES AND TOWNS

*Serving and Strengthening Vermont Local Government*

The Vermont League of Cities and Towns (VLCT) is a nonprofit, nonpartisan organization, owned by its member municipalities, with a mission 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.

**Member Benefits** - All 247 Vermont cities and towns are members of VLCT, as are 142 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 and technical assistance**, including prompt responses to member questions that often involve how to comply with state and federal requirements. Staff responds to thousands of member questions and publishes guidance, templates, research reports, and FAQs. In 2023, VLCT specialists provided government-specific finance training as well as resources and consultation that help Vermont's cities and towns comply with federal rules for receiving federal ARPA and infrastructure funding. Staff also provides input to state leaders on designing and implementing grant programs for municipalities.
- **Training and timely communications on topics of specific concern to local officials.** The League provides training via webinars, classes at members' locations, and its annual member



conference, the largest gathering of municipal officials in the state. In the wake of the 2023 floods, VLCT became a crucial information hub for local officials. VLCT's Equity Committee assists local officials in centering the work of justice, diversity, equity, inclusion, and belonging in their municipalities' decision making, policies, practices, and programs.

- **Representation before the state legislature, state agencies, and the federal government,** ensuring that municipal concerns are heard collectively and as a single, united voice. VLCT's recent legislative efforts have helped cities and towns access additional resources to respond to the pandemic, repair roads and bridges, enact cybersecurity, improve housing and economic growth, promote renewable energy, provide emergency medical services, address equity and inclusion, and ensure the quality of our drinking water. Specific success in 2023 includes securing \$3 million for towns to expand their capacity to access state and federal grants through the Municipal Technical Assistance Program, fighting to balance changes to local zoning laws with state land use laws to facilitate housing construction, elevating awareness of the financial difficulties rural emergency medical services face, amplifying municipal concerns as the Legislature contemplates moving toward a state-led reappraisal system, and increasing municipal authorities in statute. Members are also represented at the federal level to Vermont's Congressional delegation and through our partner, the National League of Cities.
- **Access to 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 Unemployment Insurance Trust provides unemployment insurance at stable pricing. VLCT also offers members group rates on important benefits for municipal employees: life, disability, dental, and vision insurance. All the programs offer coverage and products that members need and ask for, help Vermont municipalities stretch their budgets, and are *only* available to VLCT members.

Members are welcome to contact VLCT anytime to ask questions and to access resources to help them carry out the important work of local government. **To learn more about the Vermont League of Cities and Towns, visit [vlct.org](https://vlct.org).** Recent audited financial statements are available at [vlct.org/AuditReports](https://vlct.org/AuditReports).



Browns River Bridge: Fall  
Photo: Orah Moore



Browns River Bridge: Winter  
Photo: Barb Peck