



TOWN OF

Westford

SELECTBOARD MEETING  
WESTFORD TOWN OFFICE & ZOOM  
SEPTEMBER 25th, 2025, 6:15 P.M.

<https://us02web.zoom.us/j/84881048260?pwd=C6vFWLMPfSQhrQhYWSmaiQeiJR4m.1>

Meeting ID: 848 8104 8260 - Passcode: 3ZVmJs

OR dial +1 646 558 8656 – Meeting ID: 848 8104 8260 – Passcode: 741523

*Please note that agenda times are approximate and are subject to change.*

### AGENDA

1. CALL TO ORDER
  - a. (6:15) – Roll Call
  - b. (6:20) – Changes to the agenda
2. (6:25) – PUBLIC COMMENT (Items not on the agenda)
3. (6:30) – MINUTES (review and approve) – September 11<sup>th</sup>
4. (6:40) – CCRPC UPDATE (Ben Bornstein)
5. (6:45) – ERRORS & OMISSIONS
6. HIGHWAY DEPARTMENT
  - a. (6:50) – Review Road Schedule
  - b. (6:50) – Bill Cook Rd. /Underhill Town Reimbursement
  - c. (6:55) – Review FY'25 highway budget status report
7. DISCUSSION
  - a. (7:00) – CCRPC Annual Report
  - b. (7:20) – Office Windows Upgrade/Computer Replacement
  - c. (7:30) – Ethics Training Reminder
  - d. (7:35) – Trail Maintenance and Use Discussion
8. (8:05) – 1705 UPDATE
9. TREASURER
  - a. (8:25) – Review FY'25 General Fund budget status report
  - b. (8:50) – Review and approve accounts payable & payroll warrants
10. (9:00) – CORRESPONDENCE
  - a. Veteran Banners
  - b. Sheriff Reports
11. (9:15) – COMMUNICATION
12. ANTICIPATED EXECUTIVE SESSION: Personnel & Contract Questions
13. ADJOURN

*The next regular Selectboard Meeting will be held on October 9<sup>th</sup>, 2025.*

Disclaimer: The Vermont Department of Health recommends that each person decide if they want to take precautions, such as wearing a mask, based on their own personal level of risk. Please stay home if you are unwell. Any individual who believes that they need reasonable accommodation may submit a request to the Town Administrator. The Town will assess whether the request for reasonable accommodation is necessary to make the Town service, program, or activity available to an individual with a disability; whether there is an alternative accommodation which may provide an equivalent level of access and/or benefit; whether the requested reasonable accommodation would impose an undue financial or administrative burden; or whether the requested reasonable accommodation would require a fundamental alteration in the nature of the Town service, program or activity.

**SELECTBOARD MEETING & PUBLIC FORUM  
SEPTEMBER 11 2025  
Draft Minutes**

Present: Pat Haller  
Julia Andrews  
Deb Jorschick  
Casey Mathieu  
Nick Nichols

Greg Barrows  
Tommy O'Conner  
Callie Hamdy

Guests: see attached.

The meeting was called to order at 6:15 p.m. The meeting was held in person and via Zoom.

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**PUBLIC COMMENT**

There was no public comment.

**DRB DECISION SIGN OFF**

**Harmony Cism**, Zoning Administrator & Planning Coordinator, was present. The Westford Conservation Commission (WCC) wanted to reroute a trail around a water resource and needed DRB permission to do so. As part of the final DRB decision, Harmony needed to send a decision letter to the landowner, which is Westford. **P. Haller** motioned to approve, **D. Jorschick** seconded. Motion passed 5-0.

**ACCESS PERMITS**

**Brown**

Sean had already approved this and noted that they need to upgrade the culvert, which will be done by the town. **P. Haller** Motioned to approve. **J. Andrews** seconded. Motion passed 5-0.

**Girr**

Sean had no problems with this. **J. Andrews** motioned to approve, **D. Jorschick** seconded. Motion passed 5-0.

**PADEN SUBDIVISION ACCESS**

**H. Cism**, explained that the landowners are having to do a subdivision and the access is also used to access a neighbor's property, there is a ROW through the Paden property. There was a court case that granted the access through the Paden property. They talked about it as a class 4 road the town does not maintain, but the town had never classified it as this. The Selectboard needs to decide if they want it to be a Class 4 Road or a Private. **P. Haller** motioned to keep the road as a Class 4 road as decided by the Vermont Supreme Court. **J. Andrews** seconded. Motion passed 5-0.

Both landowners had agreed on the name Hemlock Ridge Road and were looking for Selectboard approval of that name. **P. Haller** motioned to recognize the existence of the Class 4 road, to approve the name of Hemlock Ridge Road and direct the administrative office to add Hemlock Ridge Road to the official highway map. **D. Jorschick** seconded. Motion passed.

**REVIEW GY'25 GENERAL FUND BUDGET STATUS REPORT**

districts is that when there are discrepancies in size it can be hard to come together as one voice. Essex Town and the City of Essex Junction are considerably larger and have the weight of the decision making, this impacts Westford in a certain way. One of the things we have to think about and perhaps advocate for is perhaps putting Westford with towns of similar size rather than with towns that are all very much larger such as Essex. Margaret thinks that if Westford were working with towns of similar size our voice would be more equal. The task force may or may not take into account what the town recommends, but if we do not tell them they will not know that we have preferences. We could also choose to stay together with our current school district, the law is seeking to make the least amount of disruption for school children as possible, but that would mean we would be in a massive school district with even less power than we have now. RSCA understands that the task force knows that if they hope the redistricting is successful, they should take the town's input. It will be voted on in January.

#### **Act 72 and the Essex Westford School District**

*Marlon Verasemy, EWSD School Board Vice Chair*

**Marlon Verasemy**, EWSD School Board Vice Chair, was present. As a school board they have also been advocating for the district as a whole with the task force. The task force has no authority to make decisions in what the districts look like. They have the power to create three maps that the legislature will then vote on. They did want schools and towns to give feedback. He explained that the school districts own the buildings and employ the staff at the school, organize after school activities etc. The legislation does not address how to unmarry a school from a school district in this situation. There are a lot of moving parts and understanding that these things will impact students.

#### **Public Discussion**

**Carol Winfield asked if the county lines are going to be a consideration in Act 73 redistricting? Could Westford be grouped with Fairfax or would it have to be schools in Chittenden County?**

**M. MacLean** noted the task force has created a rubric and are weighing options against the rubric. One option would be county-sized districts; another would be to organize around CTE centers. Each gets tested against the rubric, but they are not making any conclusions at this point.

**M. Verasemy** explained that we know that not all counties are the same, Chittenden County has more students in it than the district target number and three CTE's so Chittenden County alone would need multiple districts.

**Martha Heath noted one of Westford's major concerns is whether our school will stay open. The legislation has some class size descriptions; she is curious as to what those numbers are and how our current class sizes stack up against those.**

**M. MacLean** replied that they do have in the law class size minimums, and she imagines that Westford meets the minimums the way they are now. They start at different numbers for lower elementary and go up as the grades progress. One thing the legislation articulates clearly is: local elementary schools, central middle schools, and regional high schools. When we think about that it plays out differently in all consequences. A lot of current schools do not fit that mold. She believes our elementary school would be at Westford School, but the only thing with the possibility to be different would be when "middle school" starts and where that is located.

answer on these questions yet and cannot get involved until things are voted on. He cannot speak regarding where kids will go since that will depend on what that new larger district decides. It will be an entirely different board so he cannot speak to what decision they will make.

**M. MacLean** commented that Vermont is a rural state, which is why the community school is important. When we look at other states that have consolidated schools and bus students, we do see students on buses for more than 2 hours a day. Bussing is something to pay attention to.

**Sheila Franz asked regarding the High School. She is all about excellence in education and Essex High School is a gem in her opinion. She is not saying other schools are not good, but her son was able to take enough AP classes to go to one of the best engineering schools in the country to get a Bachelors and Masters in four years. She does not want to see our community lose our ability to access EHS. Is Essex still that high quality that it was?**

**M. Verasemy** replied yes, in state scores EWSD scores above state average by 25 points. EWSD did not lag behind post Covid-19. He explained there was a question regarding high school choice when a new district has multiple high schools. The answer right now is we do not know because we do not have any districts to know if they will have multiple high schools. Most districts have a single high school so this will be uncharted territory. It will likely be up to the new board.

**M. MacLean** explained that in rural Vermont school districts operate differently where they provide choice for some grades. It is usually due to the history of the region. With school choice the parents are up to provide transportation, and the schools are not necessarily closed by.

**Kirsten Tyler asked about the foundational formula. Could either speak to the amount per person and where that money will go and who will be making decisions on what the money will be spent ? Is that a school, ward, or district decision?**

**M. MacLean** explained that the good thing about Act 73 is implementation is happening over a long period of time, it will not happen all at once. First, they will vote on redistricting in January. If the maps and plans are not acceptable to the legislature, that is it, it stops and does not get implemented further. If the plans pass and move forward than the focus will move away from redistricting to the finance aspects of the law. In 2027-28 there will be another vote implementing another change in the finance system. Currently we have an equalized funding system and when that was first instituted, the spending between districts was narrow, it was not a fixed amount per person. Over the last 20 years it has gotten further apart so we are all paying for all Vermont's children, but some districts are spending a lot more than other districts. The foundation formula would narrow that gap to the point where there is a per student cost. It will constrain spending at the high end, but it is a long way off before we have to get to that point.

**Sara Yeager's understanding is that we have a rubric that is being assessed, and we have our community members who have an opportunity to express wants and desires. At a certain point something will be presented for a vote. Can somebody speak to the rubric being used by the redistricting task force?**

There have not yet been conversations on who wants to pair up, but he anticipates that will happen. Currently it is more how can we advocate for what we want for our students as a group. How is this really going to bring better outcomes for students? That is a question he is yet to hear from anybody in Montpelier. Chittenden County has the most diverse district in the state, including English language learners.

**S. Yeager asked why rush the process? It seems very important, and the timelines seem unfairly short.**

**M. Verasemy** thought that was a great question. The timeline comes from Governor Scott and the legislation. He believes if you asked the legislature about that they would also like more time. He thinks that is a good question to bring to the Governor. He feels the timelines are crazy. Cost is only one concern, if we are going to reinvent this, we need to do it right, so we do not affect our students. Other states that have done this have done this over the course of 10 years.

**M. MacLean** explained this is a bill that passed in a bipartisan way. The RSCA agreed to work through the process to bring research and information from communities to the table to help make it happen in an effective way. They agree the timeline is very short, it has begun and seems to be doing it in good faith. They do not have to provide three maps; they have to provide at least one map, and one map must have supervisory unions.

**L. McClenny** opened the floor for statements from those attending the meeting. Speakers were Brenda Steady, Elizabeth Melville, Clayton Wilburn, Jemima Talbot, Martha Heath (proposed a merger between EWSD and MMU), Andrew Katz (noted MMU was the number 1 ranked high school in the state), Kirsten Tyler (elaborating about middle school consolation, asked for articles of agreement to be changed but EWSD said no), Chris Mattos.

#### **Selectboard Next Steps**

The Selectboard deliberated on their next steps. **P. Haller** appreciated Martha's recommendation of a EWSD/MMU merger. **Stacia McIntosh** mentioned that there is a portion of Westford that basically lives in Underhill. The merger with EWSD/MMU would make her happy, it has been a struggle to get her son to Westford elementary school. He would be on the bus for an hour just for that. She had no idea this would be his potential future. **K. Tyler** suggested that there be another session to address different configurations people want to suggest. **C. Winfield** did not think we have heard enough to have the board or those present to make a decision. We have personal opinions and those should be expressed to the board and the task force, but keep in mind that the current model we have has recently proven that we as a town of 2,000 have no voice in our children's future when paired with a town of 20,000. **Brenda Steady** suggested forming a committee to get through this. **S. Yeager** was for a EWSD/MMU merger. She thinks her thought is that we know the quality and to the notion of voting for the known or unknown, we know what we are getting and hear we can get better representation.

#### **ADJOURN**

The meeting adjourned at 8:53p.m.

Respectfully Submitted,  
Casey Mathieu, Selectboard Chair  
Callie Hamdy, Minute Clerk

ADOPTED THIS \_\_\_\_\_TH DAY OF \_\_\_\_\_ 202\_.

**WESTFORD SELECTBOARD**

\_\_\_\_\_  
Casey Mathieu, Chair

\_\_\_\_\_  
Julia Andrews

\_\_\_\_\_  
Pat Haller

\_\_\_\_\_  
William "Nick" Nichols

\_\_\_\_\_  
Deb Sawyer Jorschick

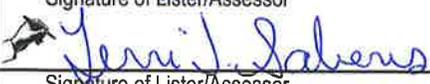
# Form PVR-4261-E

## ERRORS AND OMISSIONS CERTIFICATE

The Board of Listers of the Town of WESTFORD are hereby supplying the following changes to the 2025 Grand List. Specifically:  
(Year)

Owner <b>TOWN OF WESTFORD</b>	SPAN	720-229-10632
Change From <b>\$358,500</b>	Change To <b>\$0</b>	Difference <b>-\$358,500</b>
Reason <b>TRANSFER WAS NOT DONE FROM PIGEON TO T.O.W. - NOW NON-TAXABLE PARCEL</b>		
Owner	SPAN	
Change From	Change To	Difference
Reason		
Owner	SPAN	
Change From	Change To	Difference
Reason		
Owner	SPAN	
Change From	Change To	Difference
Reason		
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Reason		
Owner	SPAN	
Change From	Change To	Difference
Reason		

**LISTERS/ASSESSOR AND SELECTBOARD**

Signature of Lister/Assessor 	Date 9/17/25	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date

**TOWN CLERK**

I, \_\_\_\_\_, town clerk of \_\_\_\_\_, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of \_\_\_\_\_ for tax year \_\_\_\_\_.

Signature of Town Clerk 	Printed Name	Date
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**32 V.S.A. § 4261. Correcting omission from grand list**

When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

**MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.**



# FY25 ANNUAL REPORT

## TOWN of WESTFORD



All information available at: [ccrpcvt.org/westford](http://ccrpcvt.org/westford)

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 in Chittenden County in close collaboration with our municipalities, state and federal agencies, other partners, and the public.

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.



[Learn more about CCRPC »](#)

In **FY25**, the CCRPC invested about **\$8.3 million** in:



REGIONAL  
LAND USE



TRANSPORTATION



EMERGENCY  
MANAGEMENT



ENERGY



NATURAL  
RESOURCES



EQUITABLE  
PUBLIC  
ENGAGEMENT



TRAINING



TECHNICAL  
ASSISTANCE

The program leverages more than **\$7.6 million** in Federal and State investment with \$270,000 in municipal dues and another \$320,000 in local match for specific projects—nearly a 13:1 return on local investment.

Specific activities the CCRPC is engaged in with **Westford** and CCRPC’s regional activities are discussed in the following sections of this report and at [ccrpcvt.org/westford](http://ccrpcvt.org/westford).

### FY25 WESTFORD REPRESENTATIVES

**CCRPC Board** | Representative: *Benjamin Bornstein* | Alternate: *Vacant*

**Transportation Advisory Committee** | Rep: *Sean Cushing*

**Planning Advisory Committee** | Rep: *Harmony Cism*

**Clean Water Advisory Committee** | Rep: *Benjamin Bornstein*

**Regional Emergency Management Committee** | *Francois Ross, Helen Stirling*

## WESTFORD ACTIVITIES

In FY2025, the CCRPC provided assistance to Westford on the following projects and initiatives:

- **Chittenden County Brownfields Program:** A new Phase I Environmental Site Assessment was completed for the 1705 VT Route 128 property using funds from the Agency of Commerce and Community Development. This allowed the Town to purchase the property.
- **Energy Planning and Implementation:** CCRPC assisted Westford with the statewide [Municipal Energy Resilience Program](#), organized a meeting with Efficiency Vermont, and provided information and updates regarding other incentives and grant programs.
- **Water Quality Planning Assistance:** CCRPC continued to assist with Municipal Road General Permit (MRGP) compliance. In FY25, a Road Erosion Inventory (REI) for Westford was completed and CCRPC staff met with Town staff to review MRGP obligations based on the results of the REI. CCRPC staff worked with Westford highway to execute a Grants in Aid project on Woods Hollow Road. CCRPC and town highway staff met in May to review remaining non-compliant segments and formulate a plan for Grants in Aid work and use of general funds.
- **Regional Plan and Act 181 Engagement:** CCRPC staff coordinated with the Westford Planning Commission and staff on the engagement related to the development of the draft Regional Future Land Use map. A memo outlining the process to develop the map and staff recommendations can be found [here](#). The current draft regional Future Land Use map can be found [here](#).
- **Technical Assistance:** CCRPC staff provided a variety of technical assistance to the Town, including:
  - Answered zoning questions from town staff.
  - Met with town staff to discuss intersection safety for the Covey Rd. and Old #11 Rd intersection. Following the meeting, staff analyzed the existing conditions for the intersection and drafted a technical memo with low-cost safety improvement recommendations.
  - Sent the monitoring report to Westford to report on tasks carried out in 2023 to implement the Town’s 2022 All Hazard’s Mitigation Plan.
  - Hosted and maintained the [Westford Map Viewer](#).
- **Traffic Counts:** In Westford, 1 Automatic Traffic Recorder count was conducted in FY25. Historic traffic counts conducted in support of Westford transportation projects and studies can be [found here](#).
- **Older Adults and Persons with Disabilities (O&D) Transportation Program:** [The Chittenden County O&D Transportation Program](#) supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits. In FY25, 15 trips were provided to Westford residents as part of this program.

## CCRPC FY2026 WORK PROGRAM

Project Name	Brief Description	Total Budget
Covey Rd/Old #11 2-Way STOP Control Intersection Study in Westford	A study to evaluate whether a stop sign is warranted to be placed on the Old #11 westerly approach as traffic heads towards Cambridge Rd. The request was due to limited sight lines and poor approach angle when exiting Covey Rd and turning west onto Old #11.	CCRPC Staff Assistance

## WESTFORD PROJECTS IN THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The [TIP](#) 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 CCRPC approval of the TIP. Westford projects included in the TIP are listed below. These projects are also included in the Vermont Agency of Transportation Capital Program for design or construction.

- **Culvert Replacement on VT128:** \$175,000 project to upgrade culverts on VT128 in advance of a paving project to take place in 2025.
- **VT128 Paving:** \$4.2 million project to pave VT128 from VT15 to Fairfax. Paving to be completed in 2025.

## REGIONAL ACTIVITIES

- **2026 ECOS Regional Plan Implementation and Update:** The [2018 Chittenden County ECOS Plan](#) (Environment; Community; Opportunity; Sustainability) is the regional plan for Chittenden County and combines the Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy into one. Staff led [140+ engagement events](#) in all 19 municipalities to inform the plan's Future Land Use map (as directed in Act 181) and supported municipalities choosing whether to opt in to Tier 1B (partial Act 250 exemption). CCRPC also developed and released municipal Housing Targets in March 2025. The ECOS Future Land Use map engagement efforts, findings, and [most recent draft map](#) can be found [on our website](#). The 2026 Chittenden County ECOS Plan will continue through the adoption process in FY26, with CCRPC board adoption anticipated in spring 2026. The plan will then be submitted to the State Land Use Review Board for final review and approval in summer 2026.
- **Community Engagement:** The CCRPC continued to build organizational capacity to address inequities in our communities through the following actions:
  - Collaboratively developed and implemented organizational Core Values and Code of Conduct for CCRPC Staff, Committees and Board Members.
  - Supported and facilitated the [Community Engagement Advisory Committee](#) (CEAC) and integrated the Committee into engagement efforts for the ECOS Plan update.
  - Strengthened relationships and partnerships and forged new ones with organizations, grassroots organizers, and individuals working with marginalized communities.
  - Organized and hosted a training for Regional Planning Commission staff with the Vermont Commission on Native American Affairs (VCNAA) on the history of Vermont's indigenous communities and ways to begin to build relationships with indigenous partners throughout the State.
  - Developed a searchable [public database of Community Engagement Efforts in Chittenden County](#) to reduce engagement redundancy and community fatigue.
  - Conducted a state-required analysis of the distribution of environmental benefits and burdens in Chittenden County and mapped CCRPC's Work Program to support more equitable distribution moving forward.
- **Housing:** CCRPC organized two Regional Housing Convenings to facilitate peer exchanges on housing tools, sponsored National Fair Housing Month events in partnership with CVOEO, and assisted communities with implementing the [HOME Act](#) (S.100/Act 47). Work also continued on the [Building Homes Together 2.0 campaign](#), which launched in fall 2021 with the goal of building 1,000 homes per year by 2025 for people of all incomes, including 25% affordable homes. In 2023, 720 homes were built; 125 were affordable.
- **Regional Energy Planning:** CCRPC provided updated [Municipal Energy Data Guides and Maps](#) for each municipality. This data is needed to conform to the State's enhanced energy planning standards. Under the Climate Pollution Reduction Grant, CCRPC also helped create or update municipal enhanced energy plans.
- **Regional Energy Implementation:** CCRPC provided technical support to municipalities for the state-wide [Municipal Energy Resilience Program](#) for municipal buildings and other energy and climate-related grant and incentive programs. CCRPC coordinated with the Climate Action Office, the Public Service Department, Efficiency Vermont, Vermont Gas Systems, the Vermont Bond Bank, and other partners on programs and funding opportunities for municipalities.
- **Public Transportation Planning:** The CCRPC remains engaged with [Green Mountain Transit](#) (GMT) on a

wide variety of public transit planning projects and initiatives. During FY25, the CCRPC provided \$600,000 to GMT for transit planning in Chittenden County. CCRPC and GMT also coordinated with VTrans and several municipalities to initiate a Regional Transit Signal Priority (TSP) feasibility study that will pilot TSP technology on a transit priority route: Dorset Street between Williston Road and Garden Street in South Burlington.

- **Northwest VT Transit Oriented Development (TOD):** Beginning in FY23, the CCRPC has been working on a federal RAISE grant to analyze real estate market demand and develop comprehensive plans for transit-oriented development for 10 communities across five-counties in Northwest Vermont. The \$2.1 million grant will also support planning to assess how to enhance public transit services in these communities. In FY25, the CCRPC finalized the Real Estate Market Demand Analysis; began work on community master planning and municipal zoning updates for the 10 participating communities; and issued an RFP and selected a consultant for the Transit, Finance and Governance tasks. This project is expected to be completed in June 2026.
- **Transportation Demand Management (TDM):** CCRPC continued work on a [Regional Transportation Options Plan](#) to assess the feasibility of transportation demand management (TDM) options, and advance recommendations of both the 2023 [Metropolitan Transportation Plan](#) (MTP) and the Chittenden County [I-89 2050 Study](#). CCRPC staff participated in CATMA's 3<sup>rd</sup> Annual Transportation Summit and their [Transportation Coordinator](#) (TC) Network events.
- **Walk/Bike Planning:** CCRPC staff collaborated with CATMA and local municipalities to re-envision the regional bikeshare program after the previous vendor, Bird, discontinued service over the winter. The CCRPC also provided bike/ped-related technical assistance to municipalities and businesses, assisted municipalities with bike/ped grants 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](#). CCRPC staff continued to serve on the Lake Champlain Sea Grant Program Advisory Committee. The CCRPC managed education and outreach programs such as the [Rethink Runoff](#) on behalf of our MS-4 municipalities. As [Clean Water Service Provider \(CWSP\) for the Northern Lake Champlain Direct Drainages \(Basin 5\)](#), CCRPC worked with its [Basin 5 Water Quality Council](#) (BWQC) to oversee the development and implementation of non-regulatory water quality improvement projects that reduce phosphorus loading into these streams and Lake Champlain.
- **Emergency Management:** CCRPC continued to staff the Regional Emergency Management Committee ([REMC](#)), a group that coordinates and supports 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, and collected information from each municipality on annual implementation of hazard mitigation activities.
- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance:** CCRPC staff continued to assist Chittenden County municipalities to meet their MRGP obligations. This includes evaluating segments through Road Erosion Inventories (REIs), tracking and documenting upgraded segments and outlets, and reporting to DEC. 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 FY25, 14 Chittenden County municipalities signed up to participate in the GIA program with awards totaling \$234,000.
- **Traffic Alert Program:** CCRPC compiled and sent out 48 traffic alerts about activities impacting traffic in Chittenden County during FY25.
- **VT Culverts:** [The VT Culverts website](#) can be used to view a town's bridges and culverts on a map or chart

based on condition or inventory date. CCRPC 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, six municipalities actively used VT Culverts to inventory town-maintained bridges and culverts.

- **Chittenden County Communications Union District (CCCUD):** CCRPC assisted the CCCUD as they explored opportunities to provide high-speed internet access to under- or unserved addresses in their 8-municipality district. The CCCUD received proposals from internet service providers to form a public/private partnership to provide broadband service to all the unserved and underserved locations in the district (~500+ locations). In the fall, the CCCUD applied for and was awarded \$2.1M in Construction Grant funds from the Vermont Community Broadband Board (VCBB). The CCCUD then finalized a contract with Consolidated Communications, Inc. (CCI) to accomplish phase 1 (~100+ locations) of this work. The CCCUD anticipates service will be available for all phase 1 customers by the end of 2025.
- **Older Adults and Persons with Disabilities (O&D) Transportation Program:** The Chittenden County O&D Transportation Program supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits. In FY25, the O&D Committee held four meetings to discuss program funding, volunteer driver outreach and opportunities to involve more mobility partners in O&D transportation planning.
- **Chittenden County Brownfields Program:** The Brownfields Program aids property owners, potential developers, and municipalities with investigating environmental issues prior to potential property redevelopment. In FY25, CCRPC was awarded a \$1 million EPA grant to implement a Brownfields Revolving Loan Fund (RLF) that will aid municipalities and property owners with conducting environmental clean-up of contaminated properties. Additionally, using three different grants from both the EPA and ACCD totaling nearly \$750,000, CCRPC and its pool of eight Qualified Environmental Professional firms provided environmental assessment and cleanup planning services for 17 project sites in 10 municipalities across the county.
- **Exit 14 Scoping Study:** The CCRPC, in collaboration with VTrans, the Cities of South Burlington and Burlington, and other partners initiated a scoping study to evaluate alternatives to improve safety, connectivity, and operational efficiency for all users of the Exit 14 Interchange area. The study will recommend short-, medium-, and long-term improvements to address multimodal issues at the interchange area.
- **Regional Transportation Safety Action Plan:** The CCRPC is developing a comprehensive Regional Safety Action Plan (RSAP) for Chittenden County. The RSAP will provide a data-driven, proactive and integrated approach to enhance regional roadway safety by identifying innovative and proven safety solutions to reduce the number of fatal and serious injury crashes for all road users. This ready-to-implement RSAP will meet all the requirements of a safety action plan required by the USDOT Safe Streets for All (SS4A) grant program and enable the CCRPC and member municipalities to apply for implementation funding.

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



**Windows 10 to 11 Upgrades**

Quote # 013595  
Version 1

**Prepared by:**

**Deven Abbott**

(407) 734-2224  
dabbott@vtct.com

**Prepared for:**

**Town of Westford**

Tommy O'Connor  
toconnor@westfordvt.us



390 North Orange Ave  
Orlando, Florida 32801  
www.vtel.com  
(407) 374-2222

Technology Service Provider

Wednesday, September 03, 2025

Town of Westford  
Tommy O'Connor  
1713 Vermont Route 128  
Westford, VT 05494  
toconnor@westfordvt.us

#### Deposit and Payment Information

- ACH, CC accepted.
- Hardware payment is billed at time of quote approval.
- Labor will be billed based on true completed time, this quote is an estimation on time to complete.
- Fixed fee labor is optional, please speak to your account manager for more details.

Devices on quote are expected to be compatible, but occasionally compatibility issues arise. Should the device be found unsupported a discount will be applied to the replacement device, or replacement devices setup fee equal to the amount charged for the upgrade if fixed fee labor is selected.

Deven Abbott

VTC Tech



390 North Orange Ave  
 Orlando, Florida 32801  
 www.vtct.com  
 (407) 374-2222

# Technology Service Provider

## Windows 10 to 11 Upgrades

**Prepared for:**

Town of Westford  
 Tommy O'Connor  
 1713 Vermont Route 128  
 Westford, VT 05494  
 toconnor@westfordvt.us  
 (802) 878-4587

**Prepared by:**

VTC Tech  
 Deven Abbott  
 (407) 734-2224  
 dabbott@vtct.com

Services	Price	Qty	Ext. Price
<b>Labor</b>	\$150.00	7	\$1,050.00
<p>This service includes the remote initiation and management of the Windows 11 upgrade process on a single device currently running Windows 10. The scope of work covers:</p> <ul style="list-style-type: none"> <li>• Verifying system compatibility with Windows 11.</li> <li>• Initiating the upgrade process remotely.</li> <li>• Monitoring the upgrade in real time to ensure successful installation.</li> <li>• Performing basic post-upgrade validation (e.g., user login, system performance, network connectivity).</li> <li>• Documenting the upgrade completion and status for internal records.</li> </ul> <p>Devices needing upgrade</p> <ol style="list-style-type: none"> <li>1. LT-TOW01</li> <li>2. DT-TOW08</li> <li>3. DT-ToW07</li> <li>4. DT-TOW06</li> <li>5. DT-TOW10</li> <li>6. DT-TOW09</li> <li>7. LT-TOW04</li> </ol>			
<b>Services Subtotal</b>			<b>\$1,050.00</b>

One Time Summary	Amount
Services	\$1,050.00
<b>Total Due Now</b>	<b>\$1,050.00</b>
<b>Recurring</b>	<b>\$0.00</b>



390 North Orange Ave  
Orlando, Florida 32801  
www.vtct.com  
(407) 374-2222

Technology Service Provider

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

**Town of Westford**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Maria Barden**

---

**From:** Maria Barden  
**Sent:** Friday, August 22, 2025 11:31 AM  
**To:** Maria Barden  
**Subject:** Ethics Training Reminder

I apologize for the second email; I'm sure it would be helpful if I provided the link to you all for the training so here it is!

I've also included a few more people who joined the team later than most, so for those who didn't receive an email prior to this one, please take this ethics training by September ~~28<sup>th</sup>~~, so I can mark you off as completed. **extended to the 30<sup>th</sup>**

The video itself is about a 1hr long YouTube video but the training/questions at the end only take a few minutes to complete. Please be careful about stepping away from the computer as it tends to time out quickly.

<https://ethicscommission.vermont.gov/training>

Please click on the "Municipal Code of Ethics Training" link to proceed.

If you've already completed the training and sent along the certification, please disregard this email. If you aren't sure if I've received your certificate, feel free to reach out and I will let you know.

Thanks,

**Maria Barden**  
*Assistant Town Clerk/Admin.*  
802-878-4587  
Westford Vermont

## **Maria Barden**

---

**From:** Maria Barden  
**Sent:** Thursday, September 11, 2025 2:01 PM  
**To:** selectboard  
**Cc:** TownAdmin; Town Clerk  
**Subject:** Ethics Training Questions

Hello all, I wanted to bring this to your attention since the deadline for the Ethics training is quickly approaching. I've had a few members of other boards bring up questions and concerns regarding the Ethics Training. Some people feel it is not necessary to take the training when the State Ethics Committee is understaffed and no longer taking questions. I've had a few people ask me what the repercussions are for someone who doesn't take the training and a select few tell me they will not take the training.

Today I reached out to VLCT to see if I could gain some clarity on the matter. What I was told is that the law doesn't include an explicit penalty for not taking the training but since it is a statutorily required training:

“failure to comply would likely constitute grounds for removal of that member for cause by the selectboard, may subject that member to a writ of mandamus in court to compel them to faithfully perform their statutorily required duties (one of which includes completing this training), and it could, though we don't know yet, constitute grounds for challenging a decision rendered by the board of which they are a member.”

As the Selectboard, I thought this was important to bring to your attention and have on your radar. I will be sending out another reminder email before the 25<sup>th</sup> to those who did not complete the training.

Thank you so much,

**Maria Barden**

*Assistant Town Clerk/Admin.*

802-878-4587

Westford Vermont

## **Westford Legal Trails**

### **Trail Maintenance and Use Policy (DRAFT)**

#### **Purpose:**

The purpose of this document is to set forth the responsibilities of the Selectboard, the Conservation Commission, and the Landowners through which legal trails have been established, and to institute cooperation to maintain trails through respect for the roles and rights of each including that of the public for the private property owner's land.

#### **Authority:**

VT State Act 178 of 2006 gave municipalities the option of researching their ancient roads, holding public hearings and adding them to the Town highway maps as Legal Trails by 2009, work that Westford's volunteer Conservation Commission completed. Westford is fortunate to have a Conservation Commission that works hard to maintain, preserve, and steward these Trails for the public's benefit. These trails pass through private property and are 3 rods or 49.5 feet wide.

VT State Act 66, 2025<sup>1</sup> amended the town highway law to clarify that municipalities have authority to maintain legal trails.

#### **Definitions:**

- Legal Trail (hereinafter "Trail") see 19 V.S.A § 301(8) & 19 V.S.A. § 304(5): a legally-established public right of way under the responsibility of municipalities, similar to town roads, but which are not Town Highways, and which:
  - (A) previously was a designated town highway having the same width as the designated town highway, or a lesser width if so designated; or
  - (B) a new public right-of-way laid out as a trail by the selectmen for the purpose of providing access to abutting properties or for recreational use.The land a Trail crosses is typically owned by private landowners. The local Selectboard is responsible for regulating town rights-of-way, including Trails.

- Landowner: the owner(s) of property that is crossed or otherwise abutting one of Westford's Trails
- Interested Person or Person Interested in Lands (see 19 V.S.A. § 701): a person who has a recorded legal interest in the property affected.
- Landlocked Parcel: land surrounded by other property and only accessible through the property that surrounds it.
- Maintenance: a minimal level of work done to keep the Trail passable and safe for foot travel, while preserving its natural, undeveloped character. Includes clearing downed trees or large branches, managing erosion, clearing overgrowth and installing, maintaining, replacing, and removing signage.
- Walkable: Passable on foot. May include natural obstacles like rocks, roots and uneven terrain, but is free from dangerous obstructions like impassable blowdowns, washed-out segments or dense undergrowth that fully blocks progress.

**Roles and Responsibilities:**

- 1 Disputes: The Selectboard is responsible for resolving disputes.
- 2 Signage: The Westford Conservation Commission ("WCC") and Landowner will confer together to designate where signage (e.g. kiosk, blazes, closures, parking information) will be posted.
- 3 Trail Maintenance: The Town has elected to exercise its authority through Act 66 to maintain trails and empowers the WCC to be stewards of the trails. The Town also recognizes the strong ethic of landowners and invites their cooperation to maintain trails. The WCC will conduct routine scheduled maintenance unless a landowner wishes to assume some or all the responsibility for trails on or abutting their land.

3.1 Maintenance by the WCC:

Will be conducted at regular intervals with such intervals being publicized in Westford's monthly newsletter. For example, "The Westford Conservation Commission will conduct routine scheduled maintenance of trails on the third

Saturday of the month from May through October.” All maintenance by the WCC will be conducted between 8am and 6pm, or during daylight hours whichever is more restrictive.

The scheduled maintenance of the trails will be reviewed and determined annually by means of an agenda item at a Selectboard meeting held in April of each year.

- 3.1.1 The WCC will clear fallen trees and confer with the Landowner regarding cutting of public hazard trees or to clear within the right of way and what to do with the timber that is cut. All cut timber is the property of the landowner.

3.2 Land owner maintenance: Landowners may choose to perform maintenance of their section(s) of trails in lieu or in coordination with the WCC and by doing so agree to maintain walkability of the trails from May 1 through October 31. The Landowner will notify the WCC of their intent to maintain their section(s), in writing for public record. The time period of landowner maintenance will be no more than 1 calendar year, but will be automatically renewed yearly for a total of 5 consecutive years unless the WCC receives written notification of the landowner's desire to relinquish maintenance responsibility sooner. Landowner's may opt to continue maintaining the trails after the 5 year period but must renew their commitment every 5 years in writing to the WCC.

**Commented [PH1]:** This is largely new to the working document, especially regarding May to Oct commitment AND the annual renewal bit including annual time line and auto renewal for 5 years and requirement to renew commitment after 5 yrs. Put something I added and not the work of others.

3.2.1 The WCC has the authority to determine whether a Trail is walkable and will periodically check Legal Trails for walkability. If a trail is determined to be unwalkable by the WCC, they will notify the Landowner in writing of the recommended maintenance. The Landowner will have 14 days to complete the recommendation or negotiate a plan of action including a time frame of completing the work with the WCC. Failure to meet this 14-day guideline will result in the WCC notifying the Selectboard, and the WCC will recommend an action for the Selectboard to consider. A regular action to recommend to the Selectboard will be for the WCC to carry out the recommended maintenance, giving no less than 2 weeks' written notice to the Landowner of the date and means by which the maintenance will occur.

3.2.2 Landowners may request help from the WCC in performing maintenance, in which case the Conservation Commission will work with the Landowner to find a mutually agreeable date/time to complete the work.

3.2.3 The Landowner may defer the maintenance to the WCC. The WCC will give no less than 2 weeks' notice to the Landowner of the date that maintenance will occur, how the maintenance will be completed, and whether the maintenance will cause loud noise or other disturbance.

#### 4 **Trail Use Guidelines:**

Refer to the Westford Trail Guide & Westford Trails Ordinance(2009):

#### **Recommendations regarding Trail Use**

...Because we have a Trail ordinance, Trail Guidelines and a Dog Ordinances, I think any suggested items for these specific trails belong in those and not in this trail maintenance guidelines.

If the SB concurs, this means we should follow all rules for adoption of new or edited ordinances and such changes, in my opinion we should not hold up the goal of adopting these guidelines relatively soon.

Things that were brought up by Landowners that Might fit in Ordinances or Guidelines

1. Motor vehicle use. *Trail ordinance already Prohibits. Section 5, except for landowner, allows for permits requested by abutting landowners. Might wish to refine since a trail passing through a property is not really abutting. And ENFORCEMENT is called out (sheriff) in Section 8.*
2. Gates/blocking access: *Trail Ordinance Prohibits. Section 4. There's some desire for blocking gates, but Ben Bornstein, landowner off Goodrich trail, has direct legal standing from Vt Supreme Court that also prohibits it. Circles back to enforcement by sheriff.*
3. Dogs: *Although the dog ordinance covers dogs everywhere in Town and requires dogs must either be on a leash or under verbal or non-verbal control, I think we should consider modifying the Ordinance to require all dogs on THESE specific trails should have to be leashed, unless the dog is the landowners. This would require some new definitions and restrictions in the Dog Ordinance.*
4. Trail closing during hunting season. *If this is desired, this likely fits in our Trails Ordinance and some changes to our Westford Trail Guide is needed. Our Trail Guide says trails are open year-round. Some landowners may have no direct interest in hunting and restricting trail use during hunting season, but I think closing down these specific trails for Deer season is what some landowners have been most appreciative of being considered and I believe it'd be too cumbersome to have some of these trails open and some not...I do NOT suggest Maple Shade trails be closed, it's this specific type of trail (over private property).*

*I suggest youth weekend through Regular Deer season through Muzzle loader.  
Encompassing the last week of October to Mid-December.*

5. Trail Use, staying on trails, no trespassing. *I think should be added to Trail ordinance and differentiating between public owned property when going off trail is Ok versus these types of trails when going off trail is not.*
6. Trail use: Nighttime: *Property owners have expressed interest in prohibiting night use of trails due to safety concerns. I think this is a reasonable request. If we choose, we'd also add this to the Trail ordinance AND should include something in the Trail Guide.*
7. Additional Trail use etiquette, *not part of Ordinance but some etiquette addressed in the trail use guide. The following items though are not but were concerns of the WCC and landowners and could be added to the Guide.*
  - *Pass quietly over the Legal Trail*
  - *Do not collect or take plants or rocks*
  - *Pack out everything you bring in and leave in better shape than you found it. (Pack out any litter found on the Trail.)*

<sup>1</sup>Act 66. Sec 44:

- (a) Findings. The General Assembly finds the following:
  - (6): While many trails in Vermont have been established through private easements or other agreements, a subset of trails, known as legal trails, lie along public rights-of-way that were once town highways and are governed by the provisions of 19 V.S.A. chapter 3.
- (b) Intent. It is the intent of the General Assembly to clarify municipalities' authority to exclusively or cooperatively maintain legal trails under the provisions of 19 V.S.A. chapter 3.

Chapter 3. Town Highways: DEFINITIONS as used in this chapter:

- (2) "Legislative body" means a legislative body as defined in 24 V.S.A. § 2001.
- (3) "Selectboard" means a selectboard as defined in 24 V.S.A. § 2001.
- (8)(A) "Trail" means a public right-of-way that is not a highway and that:
  - (i) municipalities have the authority to exclusively or cooperatively maintain pursuant to the provisions of this chapter; and
  - (ii)(I) previously was a designated town highway having the same width as the designated town highway, or a lesser width if so designated; or
  - (II) a new public right-of-way laid out as a trail by the legislative body for the purpose of providing access to abutting properties or for recreational use.

- (B) Nothing in this subdivision (8) shall be deemed to independently authorize the condemnation of land for recreational purposes or to affect the authority of legislative bodies to reasonably regulate the uses of recreational trails.

DRAFT

## USE OF TRAILS ORDINANCE NO. 1

**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.

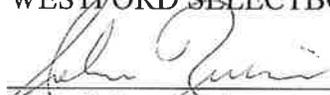
**SECTION 8. ENFORCEMENT OFFICERS.** Enforcement shall be performed by any officer of the Chittenden County Sheriff's Department or by any other Vermont law enforcement officer.

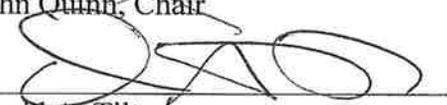
**SECTION 9. SEVERABILITY.** If any portion of this ordinance is held unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected.

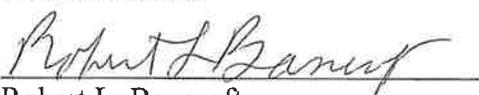
**SECTION 10. EFFECTIVE DATE:** This ordinance shall become effective 60 days after its adoption by the Westford Selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

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

WESTFORD SELECTBOARD

  
\_\_\_\_\_  
John Quinn, Chair

  
\_\_\_\_\_  
David A. Tilton

  
\_\_\_\_\_  
Robert L. Bancroft

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

Attest:   
\_\_\_\_\_  
Nanette Rogers, Town Clerk

**TOWN OF WESTFORD  
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.

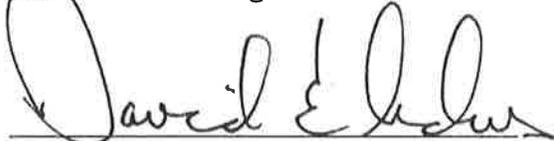
WESTFORD SELECTBOARD



Robert L. Bancroft, Chair



Alexander Weinhagen



David E. Adams

Received for Record

April 11<sup>th</sup>, 2014 at 8:30 am

Attest: Nanette Rogers  
Nanette Rogers, Town Clerk



# Westford Town Trails Guide

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*Westford Conservation Commission*

*January 2024*

# Introduction

Vermont is abundant with opportunities to explore the outdoors and the natural world. Westford is home to a network of seven trail systems, all protected and maintained by the Westford Conservation Commission and the Town of Westford. These trail systems offer an array of recreational opportunities. This guide serves to orient residents and visitors to the hiking and walking opportunities in Westford, Vermont.

In this guide, you will find trail descriptions, maps, and practical information about what to expect on your adventure. Trail duration, length, and elevation gain are given for round-trip (RT) hikes, unless designated otherwise. Please be considerate to other users, to cooperating landowners, and to the trails.

Happy Exploring!

The Westford Conservation Commission

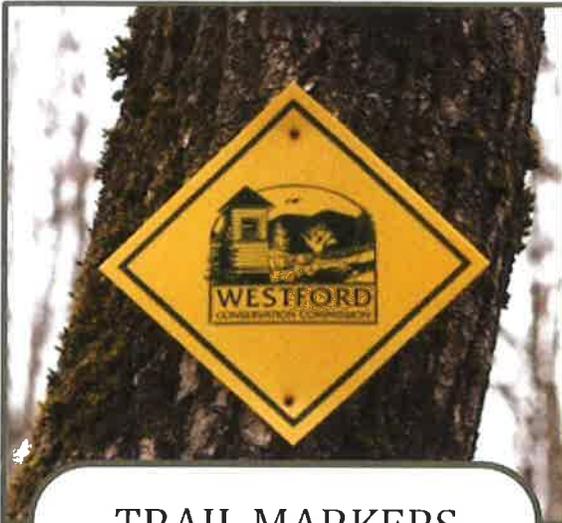
## CONTACT US

Westford Conservation Commission  
Email: [westfordcc@googlegroups.com](mailto:westfordcc@googlegroups.com)

 <https://www.facebook.com/WestfordCC>

 [https://www.instagram.com/westford\\_cc/](https://www.instagram.com/westford_cc/)

# Trail System Guidelines



## TRAIL MARKERS

Westford Conservation Commission trails are marked with yellow, diamond placards.



## PARKING

Parking locations for each trail are noted in trail descriptions. Help keep cooperating land-owners happy by parking respectfully.

## INTENDED USE

Westford trails are intended for non-motorized recreation. ATVs and motorized dirt bikes are prohibited.

Trails are open year-round. Some trails at Misty Meadows are groomed in winter for XC skiing. Please do not walk on the tracked portion of the groomed trail.

Heed "Trails Closed" signs, as they are closed occasionally for wet conditions or for safety reasons.

## LEAVE-NO-TRACE

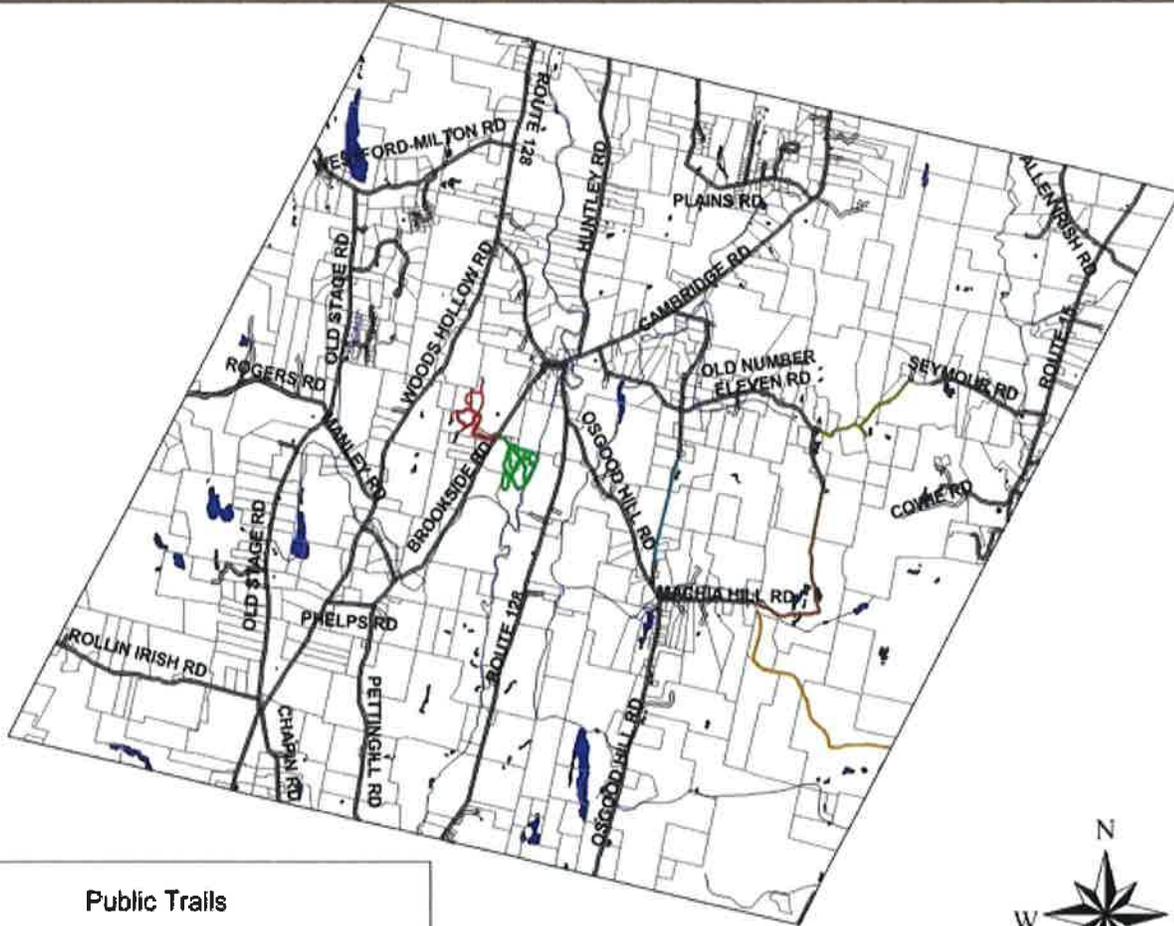
In efforts to minimize impacts to the forest, please dispose of waste properly and leave what you find.

## HUNTING

Several Westford trails pass through areas where hunting may occur. Take precautions by wearing blaze orange during appropriate seasons.

For details on restricted and allowed uses, please view the Long-Term Management Plan available at <https://westfordvt.us/westford-town-lands/>.

# Westford Trail System

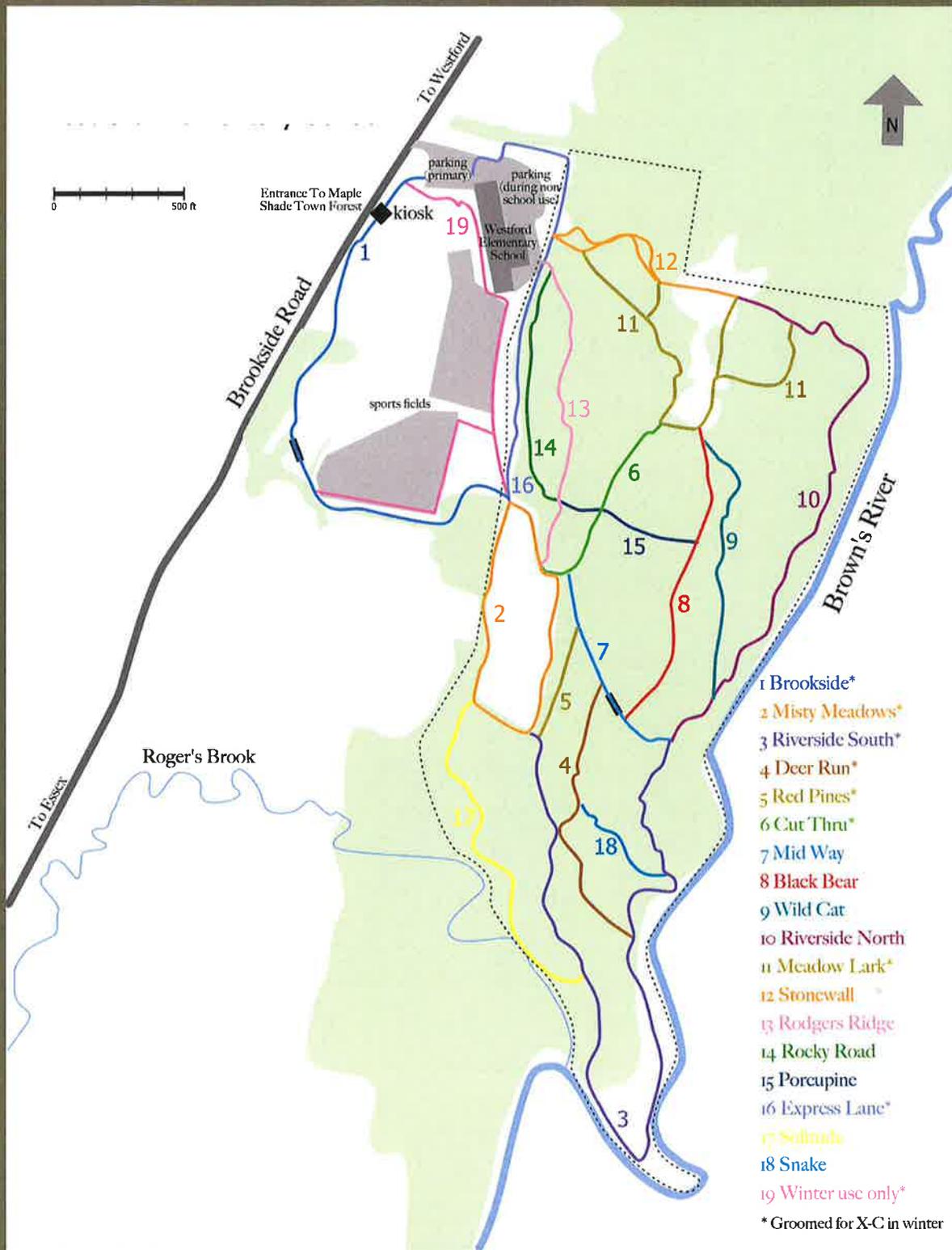


## Public Trails

- |  |  |
|--|--|
|  Covey Trail        |  Schultz Trail        |
|  Goodrich Trail     |  Seymour Trail        |
|  Maple Shade Trails |  Misty Meadows Trails |



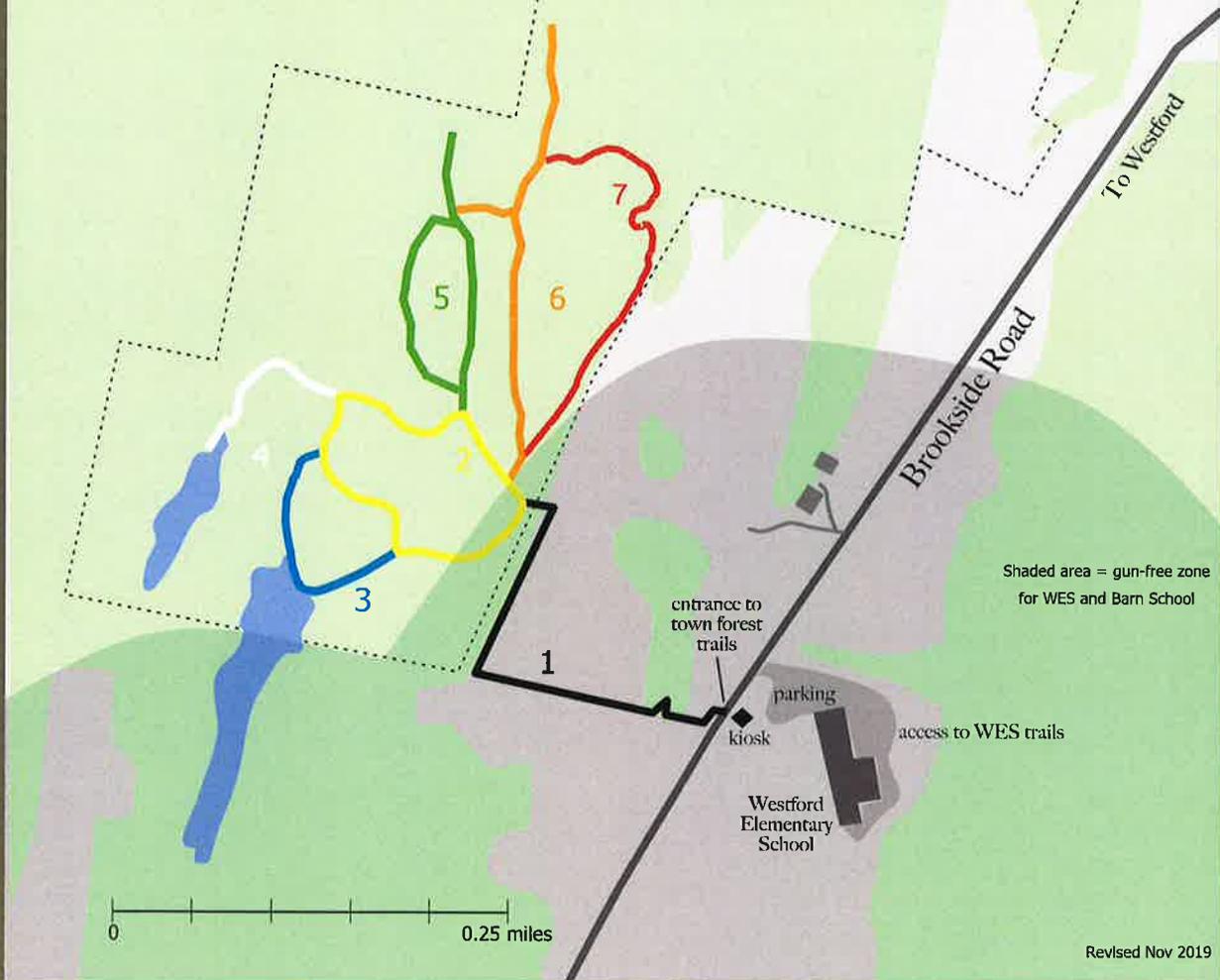
# Misty Meadows Trails



- 1 Brookside\*
  - 2 Misty Meadows\*
  - 3 Riverside South\*
  - 4 Deer Run\*
  - 5 Red Pines\*
  - 6 Cut Thru\*
  - 7 Mid Way
  - 8 Black Bear
  - 9 Wild Cat
  - 10 Riverside North
  - 11 Meadow Lark\*
  - 12 Stonewall
  - 13 Rodgers Ridge
  - 14 Rocky Road
  - 15 Porcupine
  - 16 Express Lane\*
  - 17 Solitude
  - 18 Snake
  - 19 Winter use only\*
- \* Groomed for X-C in winter

# Maple Shade Trails

1. Stone Wall Trail 0.3 mi
2. Beaver Pond Trail 0.4 mi
3. Big Beaver Pond Trail 0.15 mi
4. Little Beaver Pond Spur 0.1 mi
5. Boundary Line Trail and Return 0.2 mi
6. Little Long Trail and Spur 0.4 mi
7. Overlook Trail 0.4 mi



Length: Varies

Hiking time: Varies

Elevation gain: Varies

Difficulty: Easy

# Covey Trail

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Length: 0.8 mi (RT)

Hiking time: 30 min

Elevation gain: 124 ft

Difficulty: Easy

# Covey Trail

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Trail Description: Park at the end of Covey Rd. in the designated parking area. Covey trail is smooth, flat, and mostly dry, making it a great out-and-back biking spot. Follow the trail through a thick hemlock-mixed hardwood forest, glimpsing views of a private fishing pond. Turn around at the trail sign before the junction of Covey trail and Stoney Ridge road. This trail is great for a short, easy walk through the forest.



# Schultz Trail

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Length: 2.25 mi (RT)

Hiking time: 1 hr 15 min

Elevation gain: 479 ft

Difficulty: Moderate

# Schultz Trail

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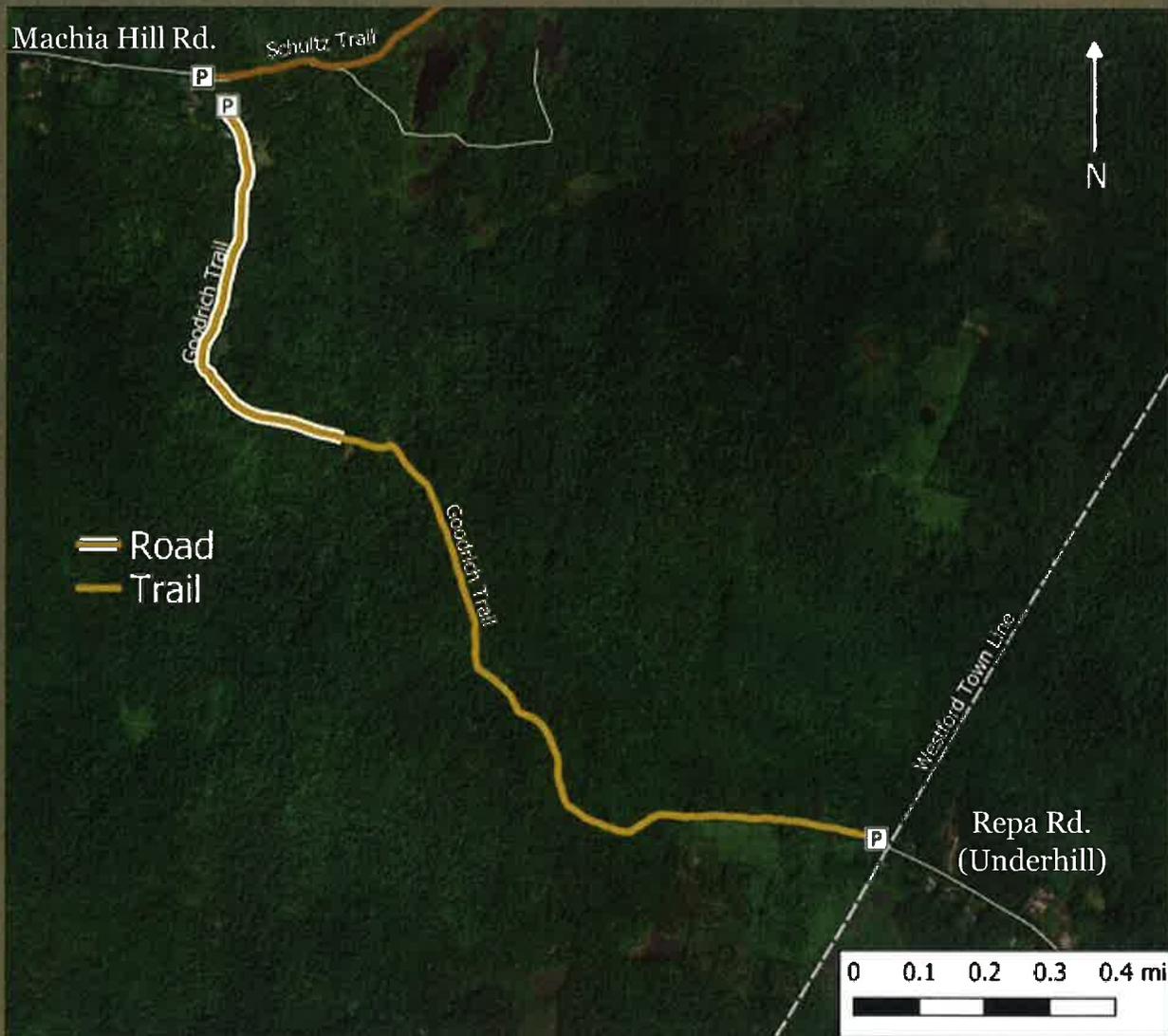
Trail Description: Park at the end of Old #11 Rd. in the designated parking area. Start at the trail sign and make your way along a wide, ancient road lined with stone walls. Follow the trail up through mixed conifer stands. Reach the highest point of the trail then descend gradually amidst a diverse hardwood forest and views of exposed cliffs.

The trail becomes narrower and winds along several beaver ponds before crossing a private driveway. Cross a small stream over a small footbridge. Ascend the old road to the end of the trail at the junction of Machia Hill Rd. The last portion of the trail can be wet in spring.

Please be mindful of private property on either side of the trail and keep your group on the trail. Please also keep your dogs from trespassing on private property.



# Goodrich Trail



Length: 3.8 mi (RT)

Hiking time: 1 hr 45 min

Elevation gain: 823 ft

Difficulty: Advanced

# Goodrich Trail

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Trail Description: To access this trail, park along the end of Machia Hill Rd, being sure not to block the road, trail, or private driveways. Begin at the trail sign and ascend the class 4 road, immediately passing a private residence and sugarbush on the left. Continue the gradual ascent along the wide, class 4 road with stone walls and ancient foundations on both sides. The class 4 portion of the trail passes a logging landing on the right and a private hunting cabin on the left. From the hunting cabin, turn right before reaching a private outhouse. Follow the narrower hiking trail up along an old stream bed where hikers should be sure to follow WCC yellow markers carefully. Ascend through a recently logged northern hard-wood forest along an ancient road. Large gaps in the forest provide habitat for wildlife such as moose and deer. Ancient foundations and stone walls can be found on both sides. Upon cresting the hill, views of the Green Mountains are seasonally visible. On the descent, cross over a brook and pass a hemlock stand on the left along a stream. Cross another brook at the bottom of the hill. Proceed along the ancient road, passing a field on the right, and continue about .25 miles. This portion of the trail can be wet in the spring. The end of the trail is found at the junction of Repa Rd. in Underhill.



# Seymour Trail

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Length: 1.9 mi (RT)

Hiking time: 1 hr 30 min

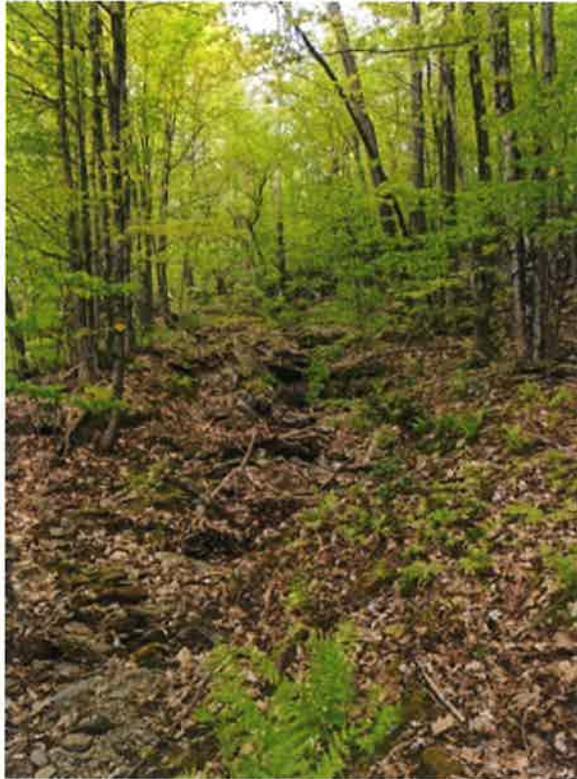
Elevation gain: 1070 ft

Difficulty: Moderate

# Seymour Trail

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Trail Description: To access this trail, park towards the end of Seymour Rd. in the designated parking area. The trail head is located at the end of Seymour Rd. on the left. Ascend into the hardwood forest on a wide trail. Continue past an abandoned camper van through a beautiful, mature forest. Follow the trail, staying to the right of a camp. Descend along a riverbed until you reach the end of the trail, intersecting with Kilburn Rd.



# About the Westford Conservation Commission

The Westford Conservation Commission partners with citizens to create a vibrant, sustainable environment where land uses, including agriculture, silviculture, recreation and development, coexist in harmony with natural resources.

## Wondering how you can help?

### Trail Maintenance

Trail maintenance is ongoing, and we would appreciate any contribution in keeping the trails clear. If you see branches or lose stones, please help by removing them from the trail.

If you find blowdowns or other large debris on any trail, please report it to us via email or social media!

Trail maintenance days will be announced via Front Porch Forum, town newsletter, and social media. We appreciate your help!!

### Conservation Fund

The [Conservation Fund](#) was created in 2004. The Fund is used to help conserve land in Westford and to promote farms and farm products.

To learn more about how the Conservation Fund benefits Westford, please visit the Westford Town website at <https://westfordvt.us/boards/conservation-commission/>

To donate, please fill out the form on the next page! The Fund may accept gifts of land, development rights, or money to be used for the purposes of the Fund.

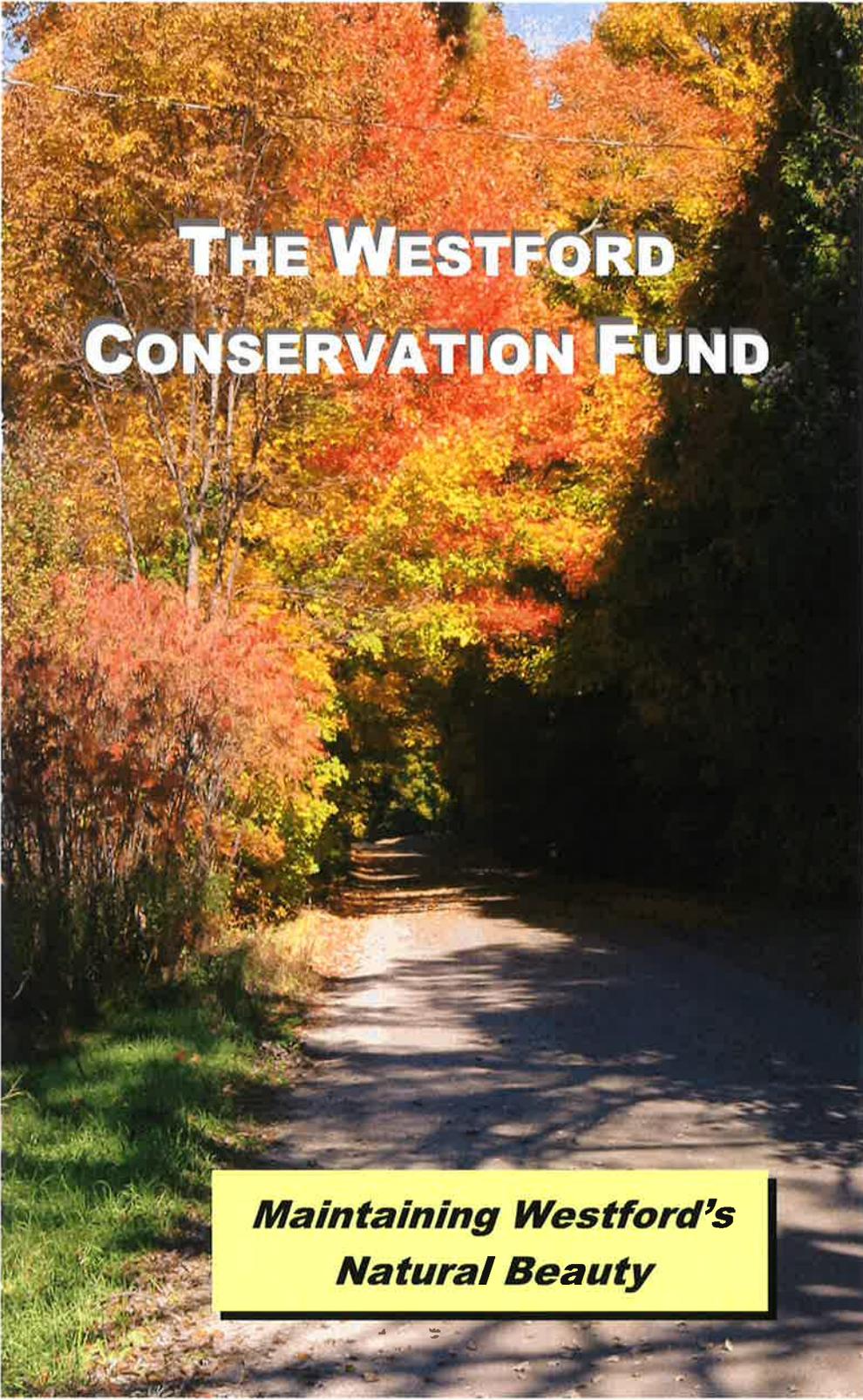
Westford Conservation Commission  
Email: [westfordcc@googlegroups.com](mailto:westfordcc@googlegroups.com)



<https://www.facebook.com/WestfordCC>



[https://www.instagram.com/westford\\_cc/](https://www.instagram.com/westford_cc/)



**THE WESTFORD  
CONSERVATION FUND**

***Maintaining Westford's  
Natural Beauty***

## Westford Conservation Fund Donation Form

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Email: \_\_\_\_\_

Would you like to receive email updates on conservation issues? Y N

Would you like to receive email updates on trail issues? Y N

Can we publicly acknowledge donations? Y N

Contribution: \$25 \$50 \$100 \$\_\_\_\_\_

Please clip and mail with your check to:  
**Westford Conservation Commission**  
**Westford Town Office**  
**1713 VT Rt. 128**  
**Westford VT 05494**

Westford Conservation Commission  
Westford Town Office  
1713 VT Rt. 128  
Westford VT 05494

PRST STD  
U.S. POSTAGE  
**PAID**  
PERMIT NO. 2  
WESTFORD, VT

# Zoning Permit Application

## TOWN OF WESTFORD, VERMONT

Please Print Clearly Zoning District: V, T2 Tax Map Number: 05BS009 Permit Number: \_\_\_\_\_

Landowner(s) - as recorded in Grand List

Name: Town of Westford Email: townclerk@westfordvt.us  
Address: 1713 VT 128 Phone #: (802) 878-4587

Applicant(s) (if different from Landowner)

Name: Westford Conservation Commission Email: westfordcc@googlegroups.com  
Address: 1713 VT 128 Phone #: (802) 878-4587

Location of Property: 146 Brookside Rd Acreage: 83.4

### Check all that apply:

- Project area is in Water Resource Overlay (WRO).
- Project area is in Flood Hazard Overlay (FHO).
- Project will impact slope 25% or greater. Square footage of slope disturbed: \_\_\_\_\_
- Project will impact ledge outcroppings. Square footage of ledge disturbed: \_\_\_\_\_
- Project will result in site disturbance  $\geq 30,000$ sf. Total square footage disturbed: \_\_\_\_\_
- Project will result in impervious surface  $\geq 15,000$ sf. Total square footage disturbed: \_\_\_\_\_

### Permit Requested For:

- New Structure
- Additions, Remodeling
- Change of Use
- Administrative Amendment
- Boundary Line Adjustment
- Excavation/Fill
- Sign
- Other: \_\_\_\_\_

### Existing Land Use:

- Residential
- Agricultural
- Commercial
- Home Occupation
- Silviculture
- Recreational

### Proposed Land Use:

- Residential
- Agricultural
- Commercial
- Home Occupation
- Silviculture
- Recreational

### Describe Existing Structure and/or Use:

Recreational trails

\_\_\_\_\_

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**STRUCTURE:** Height: 7 feet

Square Footage 1<sup>st</sup> Floor: 77 square feet

2<sup>nd</sup> Floor: \_\_\_\_\_

Basement: \_\_\_\_\_

Attic: \_\_\_\_\_

Garage: \_\_\_\_\_

Porches, Decks: \_\_\_\_\_

**Total Square Feet:** 77 square feet

Estimated Construction Cost: \$700

**SETBACKS:** Front 25 ft Side 20 ft Rear 30 ft (No construction zones), **OR**

\_\_\_\_\_ Follow building envelope depicted on approved subdivision plat. (All development shall occur within this area).

**Does your project involve new construction, addition, alterations, renovations, or repair to a structure that is heated and/or cooled?**

- YES Vermont Residential/Commercial Building Energy Standards (RBES/CBES) apply.
- NO

**VT Wastewater and Potable Water Supply Permit #** NA (N/A if none required)

Potential Bedrooms allowed NA Existing Bedrooms NA

**Town or VTRANS Access permit** (attach copy or write Not Applicable if none required) NA

**These signatures attest that all the information provided with the application is accurate and it is understood that it is unlawful to occupy or use the space applied for until a Certificate of Occupancy is issued.**

Signature of Applicant

Date signed

Signature of Landowner

Date signed

*Jan Lewandoski*

*Restoration and Traditional Building*

*92 Old Pasture Rd.*

*Greensboro Bend, Vermont 05842*

*802-533-2561; 802-274-4318 (cell)*

[janlewandoski@gmail.com](mailto:janlewandoski@gmail.com)

August 22, 2025

The Pigeon House, Westford, Vermont

A Preservation Trust of Vermont

Technical Assistance Survey

The Pigeon House (named for its previous long term owners) is a mid 19th century village residence located next to the Westford Town Offices and facing west towards the Common across the road. The house is composed of two portions, but both built at the same time. The main house is a side-hall entry, temple fronted Greek Revival structure measuring 25 ft. wide by 28 ft. deep. A 25 x 20 ft. wing is appended to the south wall. The term side-hall refers to the layout of the interior and thus the placement of the front door and its sidelights at one corner of the gable facade rather than the middle. The rear of the house has a partially exposed full

material as you would ever dare build anything.

The house and wing are timber framed in the light weight style of the time meant to conceal the frame: 4 x 4 and 4 x 6 wall studs, 5 x 6 rafter plates and 4 x 4 rafters 30 inches o.c. The floor framing seen from the basement is heavier with 8 x 9 carrying beams and 3 x 6 joists. All the timber appears to be hemlock, and vertically sawn. The date of the house is probably around 1850, although the inclusion of a bake oven and basement kitchen in a village home is unusual at this late date. The frame can be viewed in the undeveloped 2nd floor of the wing and appears very good.

The foundation is field stone lined with brick from top to bottom, with the exception of the middle back where a wood framed wall was exposed. The north foundation has been reinforced with concrete as have some other threatened sections, testifying to the poor drainage on the clay soil in this town. The floor of the basement is dirt with some concrete under the oil furnace and hot water heater. A large, newer brick and block chimney rises along the mid wall interior and serves the basement appliances plus wood stoves that until recently existed. The

cast iron radiators, in addition to the provisions for wood stoves.

With the exception of the need for a major jacking and straightening project under the rear kitchen wall, this attractive house could be occupied immediately. There are many persons buying and living in worse dwellings all over the state.

## The Pigeon House, Westford, Vermont: Maintenance Needs

1. Foundation and Drainage: The poor drainage of soil locally and the difficulty of arranging septic systems is responsible for the Town's interest in this property. The biggest problems the Pigeon House has are related to the foundation being pushed by ground movement, and a bad grading situation at rear that directs roof and ground runoff into the rear foundation. Nonetheless, and due to continued maintenance, the House remains quite square and plumb.

depression of the floor in the small room at the rear of the wing. This will improve the leveling of the floors throughout the house, where the medial wall appears slightly higher than the front or rear walls.

This straightening of the back wall will render the house more habitable, but will only be a temporary solution until the rear yard is excavated to a new grade profile directing runoff away. At the same time the entire house should have perimeter drainage installed to allow other parts of the basement walls to be straightened with some hope of them staying that way, including the displacement of foundation and wooden wall around the front doorway, which is not of recent origin. The slope dropping off to the river immediately behind the house allows plenty of opportunity to run drainage to daylight.

A gutter along the rear eaves may also help with the water infiltration problems.

2. Framing: Rebuilding the rear center wall will involve removing the wooden deck which is failing, and has too high a relationship to the rear sill and floor. Once the deck is gone one can not only rebuild below, but also find out whether the main floor sill has been rotted by

the house not being occupied in recent times.

Other wooden post and partition walls have their wooden bottoms in the dirt and will eventually slowly rot that way. Jacking may lift hem out of the dirt, or cut them shorter and sit them on stones or solid concrete block rising a few inches above the dirt floor.

4. Brick Front Steps: Both sets of brick front steps need to be relaid in mortar or replaced.

5. Roofing: The roofing doesn't appear to be leaking but is very old, particularly on the Main House. Within 10 years you will need to change it to standing seam galvanized or color coated metal.

6. Exterior Trim and Finish: The main area in need of work is the rear wall around the new sliding glass doors and window, where clapboards were removed and never replaced. Right above there is evidence of cornice and soft damage under the metal valley. Also the area under the styrofoam insulation on the back wall probably needs re-clapboarding and trim work (see photo of missing parts of the

August 19, 2025

Pigeon House, Westford, Vt.

### Cost Estimates:

1. Foundation and Drainage: Jack the rear wall of the house level and rebuild the foundation and missing middle section full height wall as needed.

Excavate for perimeter drainage around the entire structure and rebuild the NE basement wall while excavating.

Install drainage. Examine the foundation under the Main House door.

Regrade the entire rear yard so that it drains away from the house.

Cost: \$80-90000

2. Framing: If you choose not to construct a full height masonry foundation you will need to lay a timber sill and frame a wall where it previously and originally existed at the middle rear.

Also, the rear main sill of the house may be rotted at the glass doors and to either side beyond. Repair this in solid timber while supporting the floor joists and the wall on jacks

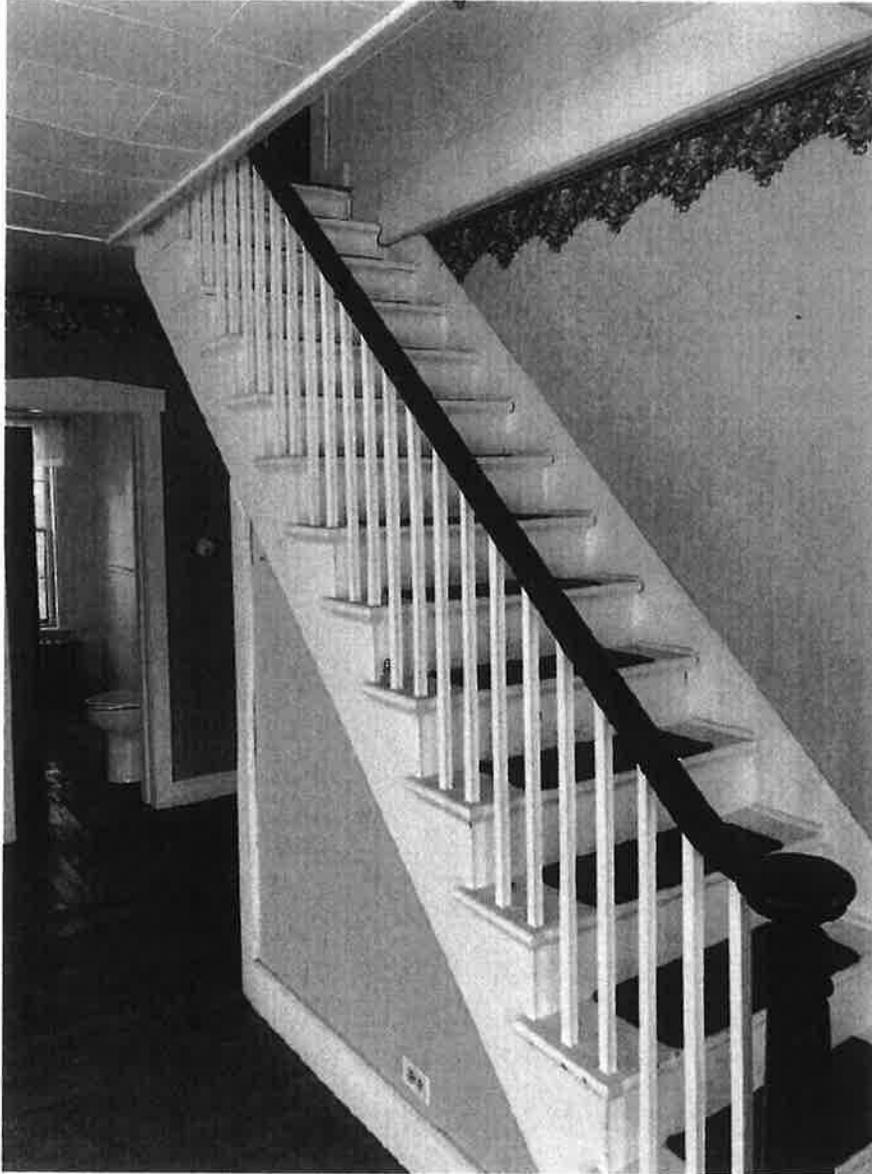
Cost: \$35-50000



Pigeon House, Westford, Vt.: front



Pigeon House, NW corner with front wall slightly bowed



Pigeon House: original staircase and balustrade



Pigeon House: old problem at front door sill and foundation.



Pigeon House: Westford, Vt. Kitchen floor dropping at failed rear wall



Pigeon House: Brick with cast iron cook surface and fire door adjacent to the bake oven in basement



Pigeon House: Basement utilities.



Pigeon House, Westford, Vt. :  
foundation problems under the front  
main door at SW corner of Main House



Important notes from meeting with Green Mountain Power

September 17<sup>th</sup>, 2025

*TO BE SUBMITTED TO THE SELECTBOARD AT THE SEPTEMBER 25<sup>TH</sup> MEETING*

**License for use of the pole:**

The license will be given to the Town of Westford for use of Green Mountain Power poles. The license covers any pole in the town that is also maintained by Green Mountain Power. The license is signed by Town Administrator and a Green Mountain Power representative.

**Specifications:**

The banners can hang on any Green Mountain Power pole. The banner cannot hang any lower than **12** feet from the ground and no higher than **20** feet from the ground.

*The height restrictions are for any point of the banner even if it is the vinyl and not the bracket attaching it to the pole*

The banner cannot measure any more than **25** square feet

No banner can be hung if it interferes with any communication materials that already exist on a pole. This means that all banners must be at least **12** inches below any communication material that is attached to the pole.

One exemption is if conduit piping is attached via a bracket and off the pole, the pole can be used. The banner cannot come

**Additional Information:**

Though Green Mountain Power does not require it, the Town of Westford would log any pole that receives a banner. This will help in two primary ways:

- 1) Location of a veteran can be stored and digitized to help if someone wanted to lookup where the location is
- 2) If there ever was a pole replacement needed we would have the relevant information for replacement.



**Next Steps:**

Green Mountain Power has requested to see a bracket and a banner to ensure that it meets the specifications for hanging.

Once an agreement can be made the selectboard will have to complete a checklist to update Town Policy and or Ordinances to reflect the hanging of banners.

There is a safety agreement that will need to be made between the Town of Westford and the volunteer organization that has agreed to hang the banners.

Town Administrator will have to log all banners that are hung in a centralized and publicly accessible location.

**Attachments for context:**



Example of a good pole

No communication material in the  
12 to 20 foot window



Example of a bad pole

Several forms of communication  
material and no safe location for  
banner



Numbering system:

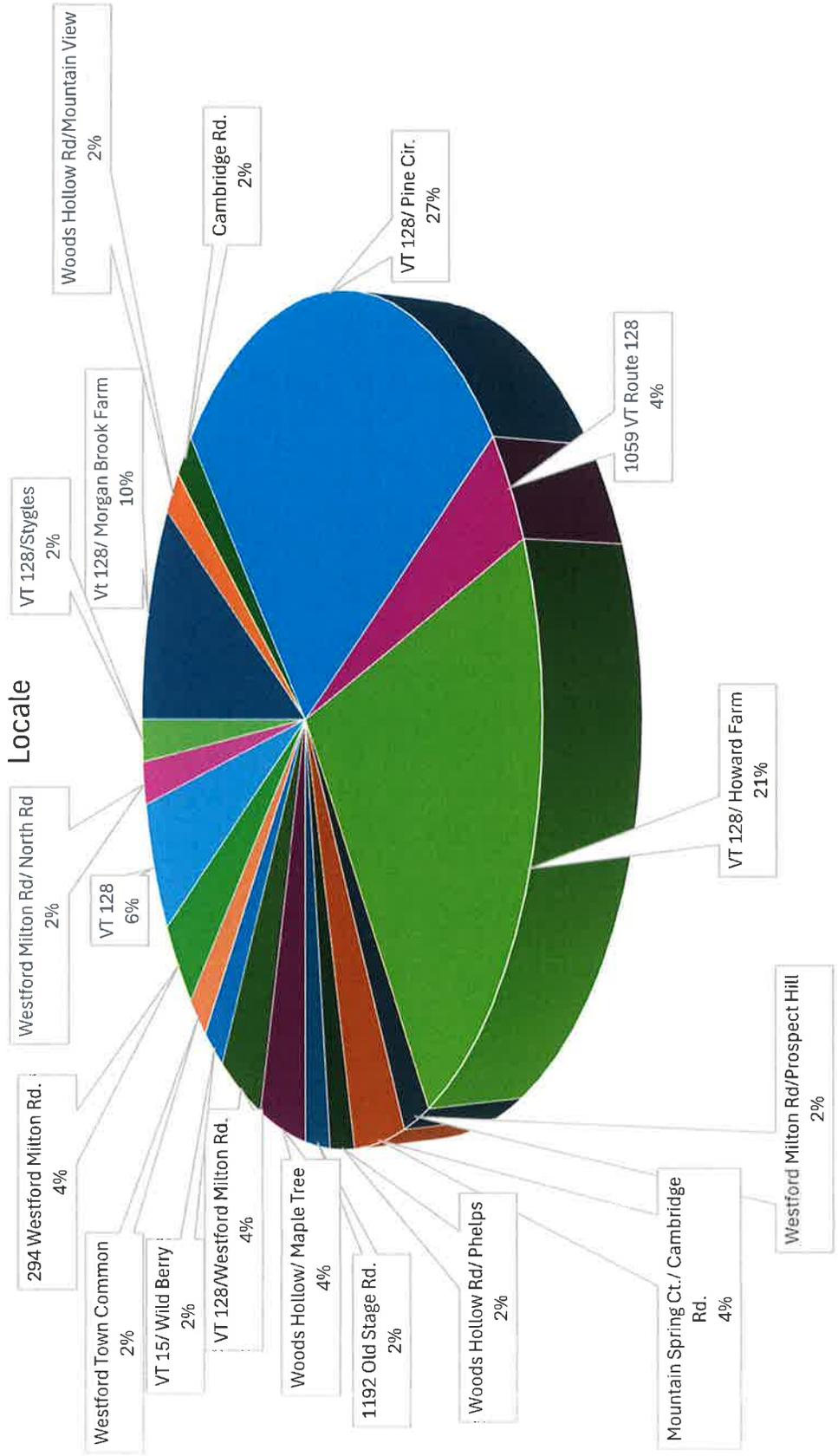
42-2 is Green Mountain Power's ID. The first number is the line number, the second number is the pole number on that line

The 88B is the identifier for the phone carrier

# Location of interactions with Chittenden County Sheriff's Deputies

Location of Interaction	January	February	May	July	August	September	October	November	December	Totals
Vt 128/ Morgan Brook Farm	1	1		3						5
Woods Hollow Rd/Mountain View		1								1
Cambridge Rd.		1								1
VT 128/ Pine Cir.			3	5	6					14
1059 VT Route 128			2							2
VT 128/ Howard Farm	2			4	5					11
Westford Milton Rd/Prospect Hill					1					1
Mountain Spring Ct./ Cambridge Rd.					2					2
Woods Hollow Rd/ Phelps					1					1
1192 Old Stage Rd.					1					1
Woods Hollow/ Maple Tree					2					2
VT 128/Westford Milton Rd.	2									2
VT 15/ Wild Berry	1									1
Westford Town Common	1									1
294 Westford Milton Rd.				2						2
VT 128				3						3
Westford Milton Rd/ North Rd				1						1
VT 128/Stygles				1						1

### Locale

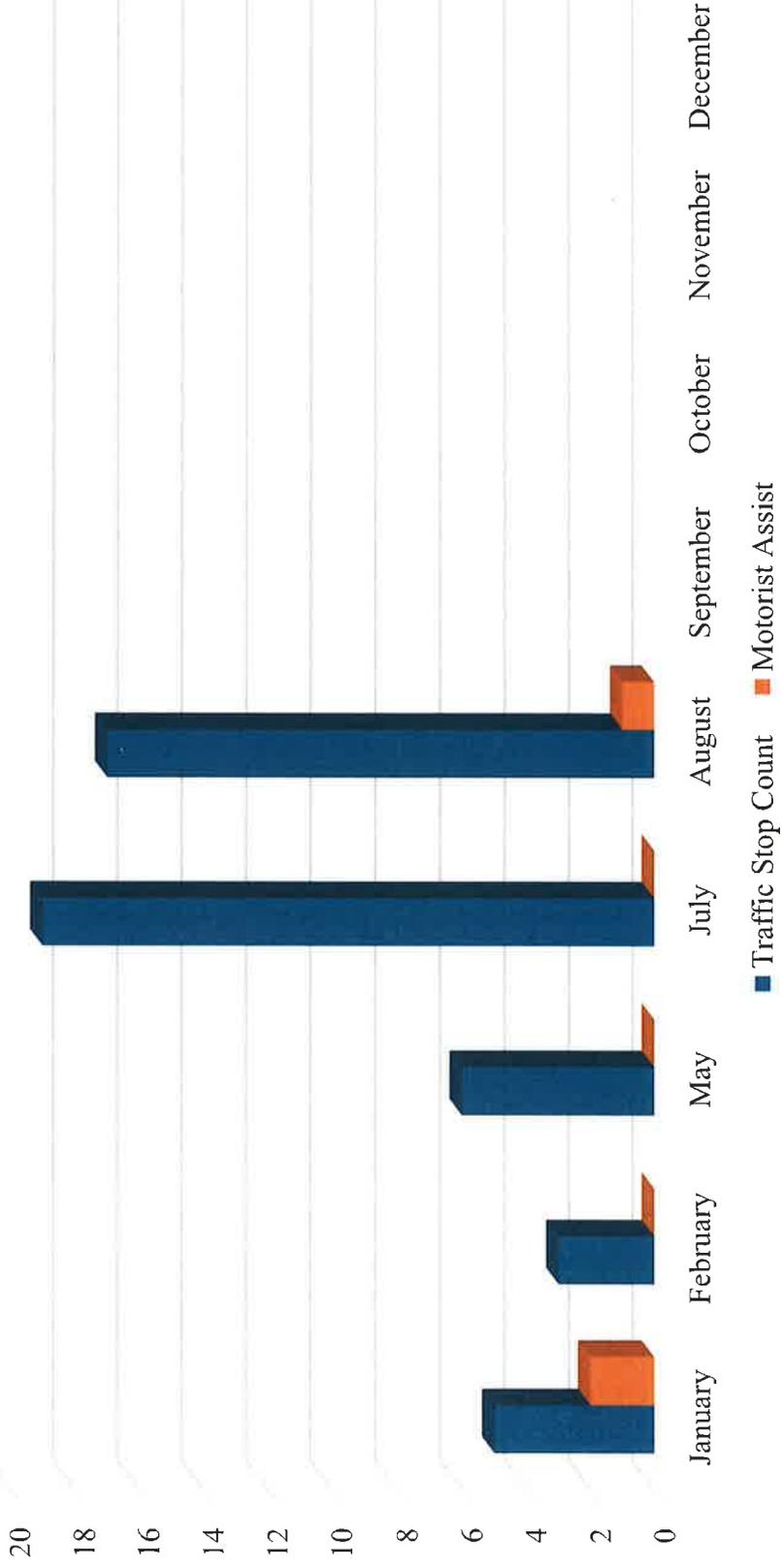


- VT 128/Morgan Brook Farm
- 1059 VT Route 128
- Woods Hollow Rd/ Phelps
- VT 15/Wild Berry
- Westford Milton Rd/ North Rd
- Woods Hollow Rd/Mountain View
- VT 128/ Howard Farm
- 1192 Old Stage Rd.
- Westford Town Common
- VT 128/Stygles
- Cambridge Rd.
- Westford Milton Rd/Prospect Hill
- Woods Hollow/ Maple Tree
- 294 Westford Milton Rd.
- VT 128/Pine Cir.
- Mountain Spring Ct./ Cambridge Rd.
- VT 128/Westford Milton Rd.
- VT 128

## Law Enforcement Statistics in Westford Provided by: Chittenden County Sheriff's Department

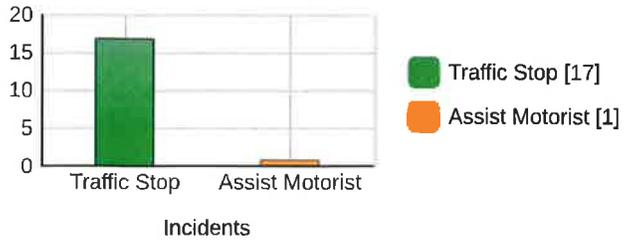
Month	January	February	May	July	August	September	October	November	December	Totals
Traffic Stop Count	5	3	6	19	17					50
Motorist Assist	2	0	0	0	1					3

Types of Interactions



# Towns Monthly

**Incidents**



affic Stop	25CCSD003897	White - W	08/29/25 09:46:27	VT Rte 128 / Howard Farm, Westford, VT, 05494	Westford	Westford Patrol 0549
affic Stop	25CCSD003856	White - W	08/27/25 15:06:08	VT Rte 128 / Howard Farm, Westford, VT, 05494	Westford	Westford Patrol 0549
affic Stop	25CCSD003855	White - W	08/27/25 14:48:49	VT Rte 128 / Howard Farm, Westford, VT, 05494	Westford	Westford Patrol 0549
affic Stop	25CCSD003854	White - W	08/27/25 14:07:57	VT Rte 128 / Pine Cir, Westford, VT, 05452	Westford	0416 Westford 0549
affic Stop	25CCSD003852	White - W	08/27/25 13:36:25	VT Rte 128 / Pine Cir, Westford, VT, 05452	Westford	Westford Patrol 0549
affic Stop	25CCSD003849	White - W	08/27/25 12:13:58	Woods Hollow Rd / Maple Tree Ln, Westford, VT, 05494	Westford	0416 Westford 0549
affic Stop	25CCSD003848	White - W	08/27/25 11:52:32	Woods Hollow Rd / Maple Tree Ln, Westford, VT, 05494	Westford	Westford Patrol 0549
affic Stop	25CCSD003735		08/20/25 15:05:06	VT Rte 128 / Pine Cir, Westford, VT, 05452	Westford	Westford Patrol 0549
affic Stop	25CCSD003733		08/20/25 14:37:00	VT Rte 128 / Pine Cir, Westford, VT, 05452	Westford	Westford Patrol 0549
affic Stop	25CCSD003701		08/19/25 10:04:27	1192 Old Stage Rd, Westford, VT, 05494	Westford	Westford Patrol 0549
affic Stop	25CCSD003563		08/12/25 15:16:12	VT Rte 128 / Howard Farm, Westford, VT, 05494	Westford	Westford Patrol 0549
assist Motorist	25CCSD003471		08/07/25 07:21:34	Phelps Rd / Woods Hollow Rd, Westford, VT, 05452	Westford	Westford Patrol 0549
affic Stop	25CCSD003470	White - W	08/07/25 06:32:54	Mountain Spring Ct / Cambridge Rd, Westford, VT, 05494	Westford	0416 Westford 0549
affic Stop	25CCSD003470		08/07/25 06:32:54	Mountain Spring Ct / Cambridge Rd, Westford, VT, 05494	Westford	0416 Westford 0549
affic Stop	25CCSD003431		08/05/25 14:32:12	VT Rte 128 / Pine Cir, Westford, VT, 05452	Westford	Westford Patrol 0549
affic Stop	25CCSD003431	White - W	08/05/25 14:32:12	VT Rte 128 / Pine Cir, Westford, VT, 05452	Westford	Westford Patrol 0549
affic Stop	25CCSD003430	White - W	08/05/25 14:14:16	VT Rte 128 / Howard Farm, Westford, VT, 05494	Westford	Westford Patrol 0549
affic Stop	25CCSD003425	White - W	08/05/25 12:28:15	Westford Milton Rd / Prospect Hill, Westford, VT, 05494	Westford	Westford Patrol 0549